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Introduction to TIDE

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access CAI systems and students who will take CAI tests. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE before they can test in TDS. Rosters may be added in TIDE so ORS can display scores at the classroom, school, district, and state level. During testing, TIDE users can print PreID labels or students’ test settings and monitor test progress.

You can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and school users can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.

- You can modify existing **student accounts** so students can take the correct tests with the correct test settings at the correct time. Students must be registered in TIDE to test in TDS.

- You can add new rosters or modify existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to ORS so those systems can display scores at the classroom, school, district, and state levels.

- You can add new **test windows** or modify existing **test windows** in TIDE to create customized testing windows to manage your district or school testing schedule.

- You can view your district’s or school’s progress in **starting and completing tests** and **participation rate**.
Introduction to TIDE

TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-level users have access to the most tasks, followed by school-level users, teachers, and test administrators.

Key Changes

The list below describes key changes to the document for the 2020-2021 school year.

- Users account have historically been purged from TIDE during the year-to-year system rollover. This year, 2019-2020 TIDE accounts will roll over. DTCs will no longer be required to add users back to the system in the fall.
  - As a best practice to ensure security, DTCs should review the list of users in their district and delete users who no longer need access to the assessment systems.
  - All users will be required to reset their password when logging in for the first time for the 20-21 school year.
- DTCs will now manage user permission to administer tests by Test Group (ELPA Screener, Summative tests, and/or Interim tests) using the new Test Group feature in TIDE for 2020-21. The Test Group permissions may be applied to a user account via the Add Users and View/Edit Users interface or the Upload Users module.
  - ELPA Screener Test Group: Allows administration of ELPA Screener tests only.
  - Summative Test Group: Allows administration of ELPA Summative, ELA, Math, and Science tests.
  - Interim Test Group: Allows administration of ELA Interim, Math Interim, and Science Interim (available by purchase) tests.
- Dictation, or Speech-to-Text, is available as an embedded accommodation on ELA Interim and Math Interim tests for students who need it based on their IEP or 504 plan. The state pays for this tool based on student usage, so it should only be turned on for students with a documented need.
- The new Tools for Teachers (TFT) user role is available for school personnel that require access to the ELA/Math Interim system Tools for Teachers. TFTs may not log in to any assessment administration sites.
- The column headers have been updated for clarity in the following upload templates: User Upload file, Student Test Settings and Tools Upload file, Roster Upload file, and Test Windows Upload file.
- Users are now required to set the Accommodation Flag tool value to “One or More” if a student has an embedded accommodation set on the student details page in TIDE. Users are also still required to set the Accommodation Flag to “One or More” if a student has a non-embedded accommodation or has a TTS accommodation for ELA tests.
Three Things All TIDE Users Must Know How To Do

Records for users, students, and rosters may be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. Rosters added in TIDE allow you to view your students’ test results by class or by other meaningful groupings in ORS. If rosters are not created, you will see test results by grade level and school in ORS. The process for adding and modifying records in TIDE is user-friendly because it’s basically the same no matter your user role or which type of record you want to add.

All TIDE users must be familiar with the following actions, as they are the same for Users, Students, Rosters, and Test Windows:

- **Adding** new records or **modifying** existing records one at a time.
- **Adding** multiple new records or **modifying** multiple existing records all at once through **file upload**.

How to add records one at a time

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to add a new record, and select **Add**.

2. On the page that appears, fill out the information, verify its accuracy, and select **Save**.
Introduction to TIDE

How to modify existing records one at a time

You can view and edit existing records one at a time or multiple existing records all at once through file export. If a record’s information changes after you’ve added the record to TIDE, you must edit the record to match the most up to date information. You can also delete some records from TIDE.

1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select View/Edit/Export. Fill out the form that appears and select Search.

2. A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select View Results. To export all search results to the inbox from the pop-up window (see Figure 7), select Export to Inbox and then select either Excel or CSV. The search results will be exported to your inbox and you will return to the search form.

3. If you select View Results, the search results will appear in a table. To edit individual records, select the edit button by the record you want. To delete individual records, mark the checkbox by that record and select . To export records, mark the checkbox by that record and select .
How to add or modify multiple records at once

Rather than adding or modifying records one at a time, you may want to add or modify multiple records all at once. File upload allows you to do this. Records not previously set up in TIDE will be added to TIDE through file upload. Records already set up in TIDE will be modified with the updated content from the upload. To upload records, you must be familiar with spreadsheet applications and/or comma-separated value (CSV) files.

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you’d like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

2. Once you’ve downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

3. Once you’ve verified the information on the preview screen, select **Next** again. The validation screen appears.
4. The validation screen shows errors or warnings associated with your uploaded file. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The confirmation screen appears. To revise the file before uploading, select **Upload Revised File**. To upload a new file from the confirmation screen, select **Upload New File**.

Figure 12. File Upload Confirmation Page
How to Activate Your Account & Log in to & out of TIDE

Your TIDE administrator (usually the DTC or STC) creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the Reset Your Password page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you need to request a new link as described in the section “Password Information” in the appendix.

If you do not receive an activation email, check your spam folder. Emails are sent from DoNotReply@cambiumast.com, so you may need to add this address to your contact list.

How to activate your account

1. Select the link in the activation email. The Reset Your Password page appears (see Figure 13).

2. In the New Password and Confirm New Password fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).

3. Select Submit.

Account activation is complete. You can proceed to TIDE by selecting the Test Information Distribution Engine (TIDE) card (see Figure 15) in the portal page.

Figure 13. Reset Your Password Page

How to log in to TIDE

Do not share your login information with anyone. All CAI systems provide access to student information, which must be protected in accordance with federal privacy laws.

1. Navigate to the OSAS Portal (osasportal.org).
2. Select your user role.

3. Select **Test Information Distribution Engine (TIDE)** (see Figure 15). The **Login** page appears (see Figure 16).

4. On the **Login** page, enter the email address and password you use to access all CAI systems.

5. Select **Secure Login**.

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see Figure 17) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.

   i. In the **Enter Emailed Code** field, enter the emailed code. If the code has expired, select **Resend Code** to request a new code.
ii. Select **Submit**.

![Figure 17. Enter Code Page](image)

The **Dashboard** for your user role appears. Depending on your user role, TIDE may prompt you to select a user role, district, or school to complete the login.

Working with TIDE in more than one browser tab or window may result in changes in one tab overwriting changes made in another tab. Do not have more than one TIDE browser tab or window open at one time.

**How to log out of TIDE**

- In the TIDE banner (see **Figure 18**), select **Log Out**.

![Figure 18. Log Out](image)

Logging out of TIDE logs you out of most OSAS systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.
How Users Perform Tasks in TIDE

Users can perform most of the tasks available in TIDE. Some of these tasks must be performed before testing begins and some must be performed during testing.

How Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, users may perform the following tasks in TIDE:

- **Set up user accounts** for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- **Set up student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.
- **Set up rosters** so ORS can display scores at the classroom, school, district, and state levels.
- **Set up customized test windows** so the correct tests are available when you need them.

How Users Set Up User Accounts in TIDE

Users must set up user accounts for school-level users to sign in to TIDE and other CAI systems. If these users don’t have accounts set up in TIDE, they will not be able to access any CAI systems.

**How users add new user accounts one at a time**

You can add users to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the section **“How to add records one at a time”** in the Introduction.

1. From the **User Information** task menu, select **Add Users**. The **Add Users** page appears.

   ![Add Users](image)

   **Figure 19. Add Users**

2. In the **Email Address** field, enter the new user’s email address and select **Add user or add roles to use with this email**. Additional fields appear.

3. Enter the new user’s first and last names in the required fields and other details in the optional fields.

   a. The Test Group field controls which tests the user is allowed to administer. For example, the “Summative” Test Group must be selected to administer the ELPA Summative, Math, ELA, or Science tests. Users may be assigned any combination of these Test Groups or all three Test Groups.
4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a state, district, and school, if applicable. *Note: Users may only have one role but may have the same role in multiple institutions.*

5. **Optional:** To delete a role, select [ ] next to that role.

6. Select **Save.** In the affirmation dialog box, select **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumast.com.

### How users modify existing user accounts one at a time

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file import. If a user’s information changes after you’ve added the user to TIDE, you must edit the user account to match the most up to date information. If the user’s account does not include the most up to date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the **User Information** task menu, select **View/Edit/Export Users.** The **View/Edit/Export Users** page appears.

2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the section “**How to modify existing records one at a time**” in the Introduction.

3. In the list of retrieved user accounts, select [ ] for the user whose account you want to view or edit.

4. If your role allows it, modify the user’s details as required, using the table “**Fields in the View/Edit User: [User’s Name] Page**” in the appendix as a reference.

5. **Optional:** To delete a role, select [ ] next to that role. You can also delete the user’s entire account from the search results table.

6. Select **Save.**

7. In the affirmation dialog box, select **Continue** to return to the list of user accounts.
How users add or modify multiple user accounts all at once

You can also add or modify multiple user accounts all at once through file upload as shown in the section “How to add or modify multiple records at once” in the Introduction.

1. From the User Information task menu, select Upload Users. The Upload Users page appears.

2. Following the instructions in the section “How to add or modify multiple records at once” in the Introduction and using the table “Columns in the User Upload File” in the appendix as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

How Users Register Students for Testing

Students are registered for summative testing in the SSID System on the ODE secure website. Student test settings and tools must be modified in TIDE prior to testing.

How users modify existing student accounts one at a time

You can view and edit detailed information about a student’s record. You can also view a student’s test participation report, if available.

1. From the Student Information task menu on the TIDE dashboard, select View/Edit/Export Student Test Settings and Tools. The View/Edit/Export Student Test Settings and Tools page appears.

2. Retrieve the individual student account you want to view, edit, export, or delete by following the procedure in the section “How to modify existing records one at a time” in the Introduction.

3. In the list of retrieved students, select for the student whose account you want to view. The View/Edit Student: [Student’s Name] form appears.

4. From the Participation Student panel, view the student’s test participation report, if available.

5. If your user role allows it, modify the student’s record as required.
How Users Perform Tasks in TIDE

In the available test settings and tools panels, modify the student’s test settings, using the table “Fields in the Embedded Designated Supports Panel” and “Fields in the Embedded Accommodations (For Students on IEPs or 504 Plans) Panel” in the appendix as a reference. The options available for a test setting are grouped to indicate if an option is a designated support or an accommodation. The panels display a column for each of the student’s tests. You can select different settings for each test, if necessary.

Changing a test setting in TIDE after the test starts does not update the student’s test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface.

6. Select Save.

7. In the affirmation dialog box, select Continue to return to the list of student records.

How users upload student accommodations and test tools

If you have many students for whom you need to apply test settings, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the Student Information task menu on the TIDE dashboard, select Upload Student Test Settings and Tools. The Upload Student Test Settings and Tools page appears.

2. Following the instructions in the section “How to add or modify multiple records at once” in the Introduction and using the table “Columns in the Student Test Settings and Tools Upload File” in the appendix as a reference, fill out the Test Settings template and upload it to TIDE.

How users upload student test restrictions

If you have many students for whom you need to set up test restrictions, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the Student Information task menu on the TIDE dashboard, select Upload Student Restrictions. The Upload Student Restrictions page appears.

2. Following the instructions in the section “How to add or modify multiple records at once” in the Introduction and using the table “Columns in the Student Restrictions Upload File” in the appendix as a reference, fill out the Test Restrictions template and upload it to TIDE.

How users add new student accounts with Temp IDs

For the ELPA Screener, if an SSID is not yet available for a student, you can create a Temp ID for testing purposes in TIDE. This task is only applicable to the ELPA Screener assessment and only adds students with Temp IDs. If available, SSIDs should be used to administer the ELPA Screener.

This process is only available for the ELPA Screener and not the Summative ELPA test.
Temp IDs associated with the same institution as the permanent SSID may be updated to the SSID to associate the ELPA Screener result with the student's SSID record. Student records can be updated via the Student Details Page or via the Update Temp ID to SSID task.

Temp IDs can only be generated by TIDE or through the TA Interface. Hence, you cannot manually create a Temp ID for a student or add Temp IDs through file uploads.

3. From the **Student Information** task menu on the TIDE dashboard, select **Add Student Temp ID (ELPA Screener Only)**. The **Add Student Temp ID** page appears.

   ![Figure 22. Add Student Temp ID](image)

4. In the **Student Information** panel, enter the student's demographic information.

5. In the **Test Access** panel, leave all options as-is. These do not apply to the ELPA Screener.

6. In the **Embedded Designated Supports** and **Embedded Accommodations** panels, enter the student's settings for the **ELPA Screener test only**. The panels display a column for each test, but since this Temp ID will only be used for the ELPA Screener, you only need to update settings for that test.

7. Click **Save**. A confirmation message is displayed that includes the student's Temp ID.

8. Click **Continue** to return to the **Add Students Temp ID** page.

   You can retrieve the student’s record using the Find Student by ID feature (see the section “Searching for Students or Users by ID” in the appendix) or from the **View/Edit/Export Student** page (see the section “How users modify existing student accounts one at a time”) to view and edit the student’s details.

   ![Figure 23. Confirmation Message: Student Added with Temp ID](image)

When you create a second Temp ID for the same student, you will receive the error message below. You may create a second Temp ID for the same student if you need to restart the test or correct the student’s domain exemptions. You can click **Continue** to add the student under a new Temp ID.
How users update Temp IDs to SSIDs through file upload

If you have many students with Temp IDs that you wish to update to SSIDs, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the Student Information task menu on the dashboard, select Update Temp ID to SSID. The Update Temp ID to SSID page appears.

2. Following the instructions in the section “How to add or modify multiple records at once” in the Introduction and using the table “Columns in the Update Temp ID to SSID Upload File” in the appendix as a reference, fill out the Update Temp ID to SSID template and upload it to TIDE.

How users print PreID labels

PreID labels (see Figure 26) are not required for student testing. However, PreID labels may be used for non-testing purposes if desired, such as affixing to student folders or using as student name cards.

Districts and schools can print labels for students not included in the original PreID upload for a given administration, such as students who transferred to a school after the PreID upload.

This task requires the 5" × 2" label stock. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.
1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Student Test Settings and Tools**. The **View/Edit/Export Student Test Settings and Tools** page appears.

2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.

3. Select the column headings to sort the retrieved students in the order you want the labels printed.

4. Specify the students for whom labels need to be printed:
   - To print labels for specific students, mark the checkboxes for the students you want to print.
   - To print labels for all students listed on the page, mark the checkbox at the top of the table.

5. Select , and then select **My Selected PreID Labels**.

6. In the new browser window that opens, verify **PreID Labels** is selected in the **Print Options** section and a model appears for selecting the start position for printing on the first page (see Figure 27).

7. Select the start position you require. The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.

8. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.
How Users Manage Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

The rosters you create in TIDE are available in ORS. ORS can aggregate test scores at these roster levels. You can also use rosters to print student settings and tools.

Since teachers are responsible for the growth and development of student’s skillsets, such as reading, writing, research, communication, and problem solving, it is important for a teacher to be able to analyze their students’ performance data and adjust their teaching strategies accordingly. For a teacher to be able to see their students’ performance data, the students must be included in a roster associated with the teacher. Hence, rosters are recommended for all teachers who are responsible for teaching an academic subject, such as ELA, Mathematics, Science, or ELPA.

When creating rosters, it is recommended to follow the guidelines below:

- Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.

- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for ELA, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.

- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named ‘Gr3Jones19-20’ and a secondary school roster may be named ‘AikenPeriod3Eng9A19-20’.

You can only create rosters from students associated with your school or district.
How users add new rosters one at a time

1. From the Rosters task menu on the TIDE dashboard, select Add Roster. The Add Roster form appears (see Figure 28).

2. In the Search for Students to Add to the Roster panel, search for students by filling out the search criteria and selecting Search.

![Add Roster Form](image_url)

Figure 28. Add Roster Form

3. In the Add Students to the Roster panel (see Figure 29), do the following:

   a. In the Roster Name field, enter the roster name.

   b. From the Teacher Name drop-down list, select a teacher or school personnel associated with the roster.

   c. From the Students to display field, select the students you wish to view in the Available Students list. The student list includes students who match your search criteria and are currently associated with the school.

![Add Students to Roster Panel](image_url)

Figure 29. Add Students to Roster Panel

   d. To add students, in the list of available students do one of the following:

      - To move one student to the roster, select for that student.

      - To move all the students in the Available Students list to the roster, select Add All.

      - To move selected students to the roster, mark the checkboxes for the students you want to add, then select Add Selected.
e. To remove students, do one of the following in the list of students in the roster:
   - To remove one student from the roster, select \( \times \) for the student.
   - To remove all the students from the roster, select Remove All.
   - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select Remove Selected.

4. Select Save, and in the affirmation dialog box, select Continue.

**How users modify existing rosters one at a time**

You can modify certain rosters, if required. Oregon uses user-defined rosters: These are rosters that you create through the Add Roster page or the Upload Roster page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.

You can modify existing rosters by performing the following steps:

1. From the Rosters task menu on the TIDE dashboard, select View/Edit/Export Roster. The View/Edit/Export Roster page appears.

2. Retrieve the roster record you want to view or edit by following the procedure in the section “How to modify existing records one at a time” in the Introduction.

3. In the list of retrieved rosters, select \( \square \) for the roster whose details you want to view. The View/Edit Roster form appears. This form is similar to the form used to add rosters (see Figure 28).

4. In the Search for Students to Add to the Roster panel, search for students by following the procedure in the section “How to modify existing records one at a time” in the Introduction.

5. In the Add Students to the Roster panel (see Figure 29), do the following:
   a. In the Roster Name field, enter the roster name.
   b. From the Teacher Name drop-down list, select a teacher or school personnel associated with the roster.
   c. From the Students to display field, select the students you wish to view in the Available Students and Selected Students lists. The list displays students who match your search criteria and are currently associated with the school and roster. The Available Students list displays students who are currently associated with your school and the Selected Students list displays students who are currently associated with the roster.
   d. To add students, from the list of available students, do one of the following:
      - To move one student to the roster, select \( \rightarrow \) for that student.
      - To move all the students in the Available Students list to the roster, select Add All.
How Users Perform Tasks in TIDE

To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.

![Figure 30. Modifying a Roster](image)

To remove students, do one of the following in the list of students in the roster:

- **To remove one student from the roster**, select ☒ for the student.
- **To remove all the students from the roster**, select **Remove All**.
- **To remove selected students from the roster**, mark the checkboxes for the students you want to remove, then select **Remove Selected**.

6. Select **Save**, and in the affirmation dialog box select **Continue**.

**How users add or modify multiple rosters all at once**

If you have many rosters to add or modify, you can do so through file upload as shown in the section “**How to add or modify multiple records at once**” in the Introduction.

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.

2. Following the instructions in the section “**How to add or modify multiple records at once**” in the Introduction and using the table “**Columns in the Roster Upload File**” in the appendix as a reference, fill out the Roster template and upload it to TIDE.

**How Users Manage Test Windows**

Prior to the beginning of a school year, ODE establishes the statewide testing windows for each subject. Individual districts or schools can create customized testing windows that override those state-level windows. This can be necessary if unexpected events disrupt the testing schedule.

**How users add new test windows one at a time**

When you create or edit a test window at the district level, all schools within that district’s hierarchy administer the test during that window—except those schools that have their own customized window.
1. From the Test Windows task menu on the TIDE dashboard, select Add Test Windows. The Add Test Windows form appears (see Figure 31).

2. In the Test Window Information panel, do the following:
   a. In the Window Name field, enter a new name for the test window. The Window Name field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

   ![Figure 31. Fields in the Add Test Windows Page](image)

   b. Mark the type of entity for which you want to add a test window: District or School.
   c. From the District and School drop-down lists (as available), make selections for the district and school.
   d. In the Window Start Date and Window End Date fields, enter the test window’s start and end dates.

3. In the Add/Remove Tests section (see Figure 32), do the following:
   a. To add tests, from the list of available tests, do one of the following:
      - To move one test to the window, select + for that test.
      - To move all the tests in the Available Tests list to the window, select Add All.
      - To move selected tests to the window, mark the checkboxes for the tests you want to add, then select Add Selected.
How users perform tasks in TIDE

Figure 32. Add/Remove Tests Panel

b. To remove tests, do one of the following in the list of tests in the window:
   - To remove one test from the window, select ✗ for the test.
   - To remove all the tests from the window, select Remove All.
   - To remove selected tests from the window, mark the checkboxes for the tests you want to remove, then select Remove Selected.

4. Select Save, and in the affirmation dialog box select Continue.

TIDE creates the test window, and it is immediately available in the TA Interface.

How users modify existing test windows one at a time

You can modify a custom test window by changing its name and dates, or by adding or removing students.

1. From the Test Windows task menu on the TIDE dashboard, select View/Edit/Export Test Windows. The View/Edit/Export Test Windows page appears.

2. Retrieve the test window you want to view or edit by filling out the search criteria and selecting Search.

3. In the list of retrieved test windows, select ✏️ for the test window whose details you want to view. The Add Test Windows form appears. This form is similar to the form used to add test windows (Figure 31).

4. Optional: In the Test Window Information panel, do the following:
   a. In the Window Name field, enter a new name for the test window. The Window Name field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.
   b. In the Window Start Date and Window End Date fields, enter the test window’s new start and end dates.

5. Optional: In the Add/Remove Tests section (see Figure 32), do the following:
How Users Perform Tasks in TIDE

How users add or modify multiple test windows all at once

If you have many test windows to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the Test Windows task menu on the TIDE dashboard, select Upload Test Windows. The Upload Test Windows page appears.

2. Following the instructions in the section “How to add or modify multiple records at once” in the Introduction and using the table “Columns in the Test Window Upload File” in the appendix as a reference, fill out the Test Window template and upload it to TIDE.

How Users Use TIDE during Test Administration

During testing, users can perform the following tasks in TIDE:

- View reports of students’ current test statuses and test completion rates.
How Users Monitor Test Progress

The tasks available in the Monitoring Test Progress task menu allow you to generate various reports that provide information about a test administration's progress.

The following reports are available in TIDE:

- Plan and Manage Testing Report: Details a student's test opportunities and the status of those test opportunities. You can generate this report from the Plan and Manage Testing page or the Participation Report by SSID page.

- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.

- Test Status Code Report: Displays all the completed, started, and available tests for a test administration. (Note: This report is available to DTC Users only.)

How users view report of students’ current test status

TIDE includes a Plan and Manage Testing report that details all of a student’s test opportunities and the status of those test opportunities.

Because the report lists testing opportunities, a student can appear more than once on the report.

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select Plan and Manage Testing. The Plan and Manage Testing page appears (see Figure 33).

2. In the Choose What panel, select the parameters for which tests to include in your report:
   a. From the Test Instrument drop-down list, select a test category.

   Figure 33. Plan and Manage Testing Page
Test Information and Distribution Engine User Guide

b. From the Administration drop-down list, select an administration.

c. Optional: From the Test Name drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.

3. If you select a test accommodation or demographic, a Values field is displayed. Select the required filter criteria from the available options.

4. In the Search Students panel, select the parameters for whose information to include in your report:

a. From the District drop-down list, select a district if applicable.

b. From the School drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools if the selected district has 20 or less schools. For districts that have more than 20 schools, the Select all option will not be available. Furthermore, the checkboxes for the schools will be disabled once 20 schools have been selected.

c. Optional: If a single school was selected, choose a teacher or school personnel from the Personnel drop-down list.

The Personnel drop-down list includes all school-level users, such as teachers, test administrators, and principal associated with the selected school. When you select a person from the Personnel drop-down list, TIDE performs a check to see if the person is associated with any roster. If no rosters exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the plan and manage testing report shows the test attempts of the students included in the roster.

If you do not select any person from the Personnel drop-down list and use the default value of All to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

It is important to note that the TA Name displayed on the Plan and Manage Testing report does not imply the name of the teacher. The TA is the person who conducts the test. This can be the same as the teacher or it can mean a different person.

d. Optional: In the SSID field, enter a SSID or Temp ID.

e. Optional: In the Student ID Type field, select Temp ID or SSID.

f. Optional: In the Student’s First Name field, enter a student’s first name.

g. Optional: In the Student’s Last Name field, enter a student’s last name.

h. Optional: From the Enrolled Grade drop-down list, select a grade. You may select one, multiple, or all grades from this list.

i. Optional: In the District/Local Student ID Number field, enter a student’s district/local ID.
j. *Optional:* From the Advanced Search panel, select a specific test accommodation or demographic to filter the report.

5. In the Get Specific panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in brackets):

   a. Students who {have/have not} {completed/started} the {Any/1st/2nd/etc.} opportunity in the selected administration.

   i. Search for students who have not started the Any/1st opportunity will return results for students who have not started their first opportunity on the selected test.

   b. Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.

   c. Students whose current opportunity will expire {in/between} {number/range} days.

      i. If you select “in”, you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.

      ii. If you select “between”, you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).

6. Students on their {Any/1st/2nd/etc.} opportunity in the selected administration, and have a status of {student test status}.

7. Search student(s) by {SSID/Name}: {SSID/Student Name}

8. Do one of the following:

   - To view the report on the page, select Generate Report.
   - To open the report in Microsoft Excel, select Export Report.

![Figure 34. Plan and Manage Testing Report](image)

For descriptions of the columns in this report, see the table “Columns in the Plan and Manage Testing Report” in the appendix.
How users view report of students’ current test status by student ID

You can also generate participation reports for specific students by SSID or Temp ID. This section describes how to generate participation reports for one or more students using students’ SSIDs or Temp IDs.

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select Participation Search by SSID. The Participation Search by SSID page appears (see Figure 35).

2. Do one of the following:

   ▪ To enter students’ SSIDs or Temp IDs, select the Enter radio button. Next, enter one or more SSIDs, separated by commas, in the Student ID(s) field. You can enter up to 1000 SSIDs or Temp IDs.

   ▪ To upload SSIDs or Temp IDs, select the Upload radio button. Next, select Browse and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 SSIDs or Temp IDs.

   Figure 35. Participation Search by SSID Page

3. Select Generate Report. The Participation Report by SSID appears (see Figure 34).

   For descriptions of the columns in this report, see the table “Columns in the Plan and Manage Testing Report” in the appendix.

How users view report of test completion rates

The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test.

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select Test Completion Rates. The Test Completion Rates page appears.

2. In the Report Criteria panel (see Figure 36), select the parameters for which tests to include in your report.
3. Select **Export Report**. Figure 37 displays a sample Test Completion Rate report.

For a description of the columns in this report, see the table “**Columns in the Test Completion Rate Report**” in the appendix.

How users view report of test status codes

The Test Status Code report displays all students and their associated test opportunities for a test administration. This report is useful for large districts because there is no cap on the number of schools included in the report; all student test opportunities from across the district will be returned in the report. This report may only be generated by DTCs.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Code Report**. The **Test Status Code Report** page appears.

2. In the **Report Criteria** panel (see Figure 38), select search criteria for the test instrument and administration.

3. Do one of the following:

   - To view the report on the page, select **Generate Report**.
   - To open the report in Microsoft Excel, select **Export Report**.

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For a description of the columns in this report, see the table “Columns in the Test Status Code Report” in the appendix.

For a description of each status that a test opportunity can have, see the table “Test Opportunity Status Descriptions” in the appendix.
## Change Log

<table>
<thead>
<tr>
<th>Change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix

A

Accessibility Supports
TIDE provides a link to definitions for accessibility supports.

1. From the General Resources drop-down list in the banner (see Figure 40), select Accessibility Supports. The Accessibility Supports page appears.

Account Information
You can modify your name, phone number, and other account information in TIDE. (To change your email address, your school or district test coordinator must create a new account with the updated email address.)

1. In the TIDE banner (see Figure 41), from the Manage Account drop-down list, select My Contact. The My Contact Information page appears (see Figure 42).

   Figure 40. TIDE Banner

   Figure 41. TIDE Banner

2. Enter updates as necessary.

3. Select Save.

   TIDE saves your changes, and a confirmation message appears.

   Figure 42. Fields in the My Contact Information Page

C

Changing Your Associated Institution
Depending on your permissions, you can switch to different schools or districts in TIDE.

1. In the TIDE banner (see Figure 43), select Change Role from the Manage Account drop-down menu. The Administration Details window appears (see Figure 44).
2. Update the information as necessary.

3. Select **Submit**. A new home page appears that is associated with your selections.

**Figure 44. Administration Details Window**

**Columns in the Plan and Manage Testing Report**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Student’s legal name (Last Name, First Name).</td>
</tr>
<tr>
<td>District Name</td>
<td>Name of the district associated with the record.</td>
</tr>
<tr>
<td>SSID</td>
<td>Secure Statewide Student Identifier number.</td>
</tr>
<tr>
<td>District/Local Student ID</td>
<td>The local identifier number associated with the record. This ID number is assigned locally and is not the same as the record’s SSID.</td>
</tr>
<tr>
<td>Enrolled Grade</td>
<td>The grade in which a student is enrolled.</td>
</tr>
<tr>
<td>School Name</td>
<td>Name of the school associated with the record.</td>
</tr>
<tr>
<td>Restricted Subjects</td>
<td>The subjects that the student is restricted (blocked) from taking tests in.</td>
</tr>
<tr>
<td>Current EL</td>
<td>Indicates whether the student is an English Learner.</td>
</tr>
<tr>
<td>Test</td>
<td>Test name for this student record.</td>
</tr>
<tr>
<td>Language</td>
<td>The language setting that was assigned to the student (English or Spanish).</td>
</tr>
<tr>
<td>Opportunity</td>
<td>The opportunity number for that student’s specific record.</td>
</tr>
<tr>
<td>TA Name</td>
<td>The test administrator who created the session in which the student is currently testing (or in which the student completed the test).</td>
</tr>
<tr>
<td>Session ID</td>
<td>The Session ID to which the test is linked.</td>
</tr>
<tr>
<td>Status</td>
<td>The status for that specific opportunity.</td>
</tr>
</tbody>
</table>
### Attribute Description

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results ID</td>
<td>The unique identifier linked to the student’s results for that specific opportunity.</td>
</tr>
<tr>
<td>Restarts</td>
<td>The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)</td>
</tr>
<tr>
<td>Restarts Within Grace Period</td>
<td>The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire and the student will not be able to review any previous answers.</td>
</tr>
<tr>
<td>Date Started</td>
<td>The date when the first test item was presented to the student for that opportunity.</td>
</tr>
<tr>
<td>Date Completed</td>
<td>The date when the student submitted the test for scoring.</td>
</tr>
<tr>
<td>Last Activity</td>
<td>The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>The date the test opportunity expires.</td>
</tr>
<tr>
<td>Force Complete Date</td>
<td>The date a test expired and was force-completed.</td>
</tr>
</tbody>
</table>

### Columns in the Roster Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Digit District School ID*</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Four-digit numerical district ID followed by the four-digit numerical school ID.</td>
</tr>
<tr>
<td>User Email*</td>
<td>Email address of the teacher or school personnel associated with the roster.</td>
<td>Email address of a teacher or school personnel existing in TIDE.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 20 characters.</td>
</tr>
<tr>
<td>SSID*</td>
<td>Secure Statewide Student Identifier number.</td>
<td>Up to 10 numeric characters.</td>
</tr>
<tr>
<td>Action</td>
<td>Indicates if this is an add or delete transaction.</td>
<td>One of the following: Add—Add student to roster Delete—Remove student from roster.</td>
</tr>
</tbody>
</table>
*Required field.

**Columns in the Test Completion Rate Report**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date and time that the file was generated.</td>
</tr>
<tr>
<td>Administration</td>
<td>Administration year that is being reported.</td>
</tr>
<tr>
<td>Test</td>
<td>Test that is being reported.</td>
</tr>
<tr>
<td>Test Name</td>
<td>Grade, test, and subject that are being reported.</td>
</tr>
<tr>
<td>District ID</td>
<td>The ID of the reported District.</td>
</tr>
<tr>
<td>District Name</td>
<td>The name of the reported District.</td>
</tr>
<tr>
<td>Institution Name</td>
<td>The name of the reported school. This column is only included in the school-level report.</td>
</tr>
<tr>
<td>Institution ID</td>
<td>The ID of the reported school. This column is only included in the school-level report.</td>
</tr>
<tr>
<td>Opportunity</td>
<td>Test opportunity number that is being reported.</td>
</tr>
<tr>
<td>Total Student</td>
<td>Number of students with an active relationship to the school or district in TIDE.</td>
</tr>
<tr>
<td>Total Student Started</td>
<td>Number of students who have started the test.</td>
</tr>
<tr>
<td>Total Student Completed</td>
<td>Number of students who have finished the test and submitted it for scoring.</td>
</tr>
<tr>
<td>Percent Started</td>
<td>Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.</td>
</tr>
<tr>
<td>Percent Completed</td>
<td>Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.</td>
</tr>
</tbody>
</table>

**Columns in the Student Restrictions Upload File**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSID*</td>
<td>Secure Statewide Student Identifier number.</td>
<td>Up to 10 numeric characters. Must be enrolled in your district.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Setting for blocking tests in Mathematics.</td>
<td>One of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Y—Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• N—No.</td>
</tr>
<tr>
<td>ELA</td>
<td>Setting for blocking tests in English Language Arts.</td>
<td>One of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Y—Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• N—No.</td>
</tr>
</tbody>
</table>
# Field Name | Description | Valid Values
---|---|---
Science | Setting for blocking tests in Science. | One of the following:  
• Y—Yes  
• N—No.  
ELPA | Setting for blocking the ELPA Summative test. | One of the following:  
• Y—Yes  
• N—No.  

*Required field.

## Columns in the Student Test Settings and Tools Upload File

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
</table>
| SSID* | Secure Statewide Student Identifier number or temporary ID (for ELPA Screener only). | Up to 10 numeric characters for SSID.  
“ORT-” prefix for Temp ID. |
| Subject | Subject for which the tool or accommodation applies. | One of the following:  
ELA-CAT  
ELA-PT  
ELPA Screener  
ELPA Summative  
Mathematics  
Science |
| Test Tool | Name of the tool or accommodation. | Please refer to the “Options” column of Appendix B: Embedded Accessibility Support Settings on page 81 of the [Oregon Accessibility Manual (OAM)](https://example.com) |
| Value | Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance. | Please refer to the “Options” column of Appendix B: Embedded Accessibility Support Settings on page 81 of the [Oregon Accessibility Manual (OAM)](https://example.com) |

*Required field.

## Columns in the Test Status Code Report

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Student's name.</td>
</tr>
<tr>
<td>SSID</td>
<td>Secure Statewide Student Identifier number.</td>
</tr>
<tr>
<td>Test Name</td>
<td>Test in which student did not participate.</td>
</tr>
</tbody>
</table>
### Column Description

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity</td>
<td>Test opportunity number.</td>
</tr>
<tr>
<td>Test Status</td>
<td>Test's most recent status.</td>
</tr>
<tr>
<td>Date Started</td>
<td>Date student started the test.</td>
</tr>
<tr>
<td>Special Code</td>
<td>Code indicating why student did not start or complete the test. These codes are not gathered or reported in TIDE for Oregon, so this column will always be blank.</td>
</tr>
<tr>
<td>Session ID</td>
<td>Unique ID for the test session.</td>
</tr>
<tr>
<td>Result ID</td>
<td>Unique ID for the item result.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>Date the test expired.</td>
</tr>
<tr>
<td>Assigned School ID</td>
<td>ID of school where student is enrolled.</td>
</tr>
<tr>
<td>Assigned School Name</td>
<td>Name of school where student is enrolled.</td>
</tr>
</tbody>
</table>

### Columns in the Test Window Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District or School*</td>
<td>Type of institution to which the test window applies.</td>
<td>One of the following: D—Window applies to districts. S—Window applies to schools.</td>
</tr>
<tr>
<td>District and/or School ID*</td>
<td>District's or school's ID.</td>
<td>For district-level windows, a district ID that exists in TIDE. For school-level windows, use DDDNSSSSS, where DDDD is the district ID and SSSS is the school ID. The institution must be associated with the user uploading the file.</td>
</tr>
<tr>
<td>Window Name*</td>
<td>Name for the test windows.</td>
<td>Up to 35 printable characters.</td>
</tr>
<tr>
<td>Test Name*</td>
<td>Test included in the test window.</td>
<td>One of the available test names from the drop-down list in the template.</td>
</tr>
<tr>
<td>Window Start Date*</td>
<td>Date test window starts.</td>
<td>Timestamp in YYYY-MM-DD hh:mm:ss format.</td>
</tr>
<tr>
<td>Window End Date*</td>
<td>Date test window ends.</td>
<td>Timestamp in YYYY-MM-DD hh:mm:ss format.</td>
</tr>
</tbody>
</table>
### Appendix

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action*</td>
<td>Indicates if this is an add or delete transaction.</td>
<td>One of the following: Add—Add new window or edit existing window. Delete—Remove existing window.</td>
</tr>
</tbody>
</table>

*Required field.

### Columns in the Update Temp ID to SSID Upload File

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temp ID*</td>
<td>Temporary ID of the student.</td>
<td>ORT- followed by numeric characters.</td>
</tr>
<tr>
<td>SSID*</td>
<td>Secure Statewide Student Identifier number.</td>
<td>Up to 10 numeric characters.</td>
</tr>
</tbody>
</table>

*Required field.

### Columns in the User Upload File

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role*</td>
<td>User’s role. For an explanation of user roles, see User Role Permissions.</td>
<td>One of the following: DTC—District Test Coordinator DLU—District Level User STC—School Test Coordinator TA—Test Administrator TT—Test Technician DRV—District Report Viewer SRV—School Report Viewer TFT_SC—Tools for Teachers Must be lower in the hierarchy than the user uploading the file.</td>
</tr>
<tr>
<td>District ID*</td>
<td>District associated with the user.</td>
<td>Four-digit numerical district ID that exists in TIDE. Must be associated with the user uploading the file.</td>
</tr>
<tr>
<td>School ID</td>
<td>School associated with the user.</td>
<td>School ID that exists in TIDE, and must be associated with the user uploading the file. Four-digit numerical district ID followed by the four-digit numerical school ID. Can be blank when adding district-level users.</td>
</tr>
<tr>
<td>First Name*</td>
<td>User’s first name.</td>
<td>Up to 35 characters.</td>
</tr>
</tbody>
</table>
## Column | Description | Valid Values
---|---|---
Last Name* | User’s last name. | Up to 35 characters.
Email* | User’s email address. | Any standard email address. Up to 128 characters that are valid for an email address. This is the user’s username for logging in to TIDE.
Phone | User’s phone number. | Phone number in xxx-xxx-xxxx format. Extensions allowed.
Test Group | Test group that user is allowed to administer. Users may be assigned any combination of these test groups or all three test groups. | ELPA Screener—ELPA Screener Summative—ELPA Summative, ELA, Math, and Science Interim—ELA Interim, Math Interim, and Science Interim (available by purchase)
Action* | Indicates if this is an add or delete transaction. | One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

### D

**Deleting Records from TIDE**

You can delete existing records for users and rosters from TIDE. For users with multiple roles, individual roles can be deleted without deleting the entire user account.

1. Retrieve the records you want to delete by following the procedure in the section [Searching for Records in TIDE](#).

2. Do one of the following:
   - Mark the checkboxes for the record you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved records.

3. Select ✖️, and in the affirmation dialog box select OK.
Exporting Records in TIDE

You can export search results for users, students, rosters, students’ test settings, and test windows to the inbox.

1. Retrieve the records you want to export by following the procedure in the section Searching for Records in TIDE.

2. In the search results pop-up window, select Export to Inbox and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, an email will be sent to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox.

You can also export records from the search results grid.

1. Retrieve the records you want to delete by following the procedure in the section Searching for Records in TIDE.

2. Do one of the following:
   - Mark the checkboxes for the record you want to export.
   - Mark the checkbox at the top of the table to export all retrieved records.

3. Select , and in the affirmation dialog box select OK.
### Fields in the Embedded Designated Supports Panel

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Choices</td>
<td>List of available color combinations.</td>
</tr>
<tr>
<td>Glossary</td>
<td>List of available glossary languages.</td>
</tr>
<tr>
<td>Masking</td>
<td>Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.</td>
</tr>
<tr>
<td>Presentation (Translations or Braille Accommodation)</td>
<td>Sets the presentation in which the student is taking the test in.</td>
</tr>
<tr>
<td>Print on Request</td>
<td>Sets which test content the student is able to print.</td>
</tr>
<tr>
<td>Print Size</td>
<td>List of the type size in which the associated tests appear.</td>
</tr>
<tr>
<td>Streamlined Interface Mode</td>
<td>Toggles Streamlined Interface Mode on and off, displaying a streamlined interface of the test in an alternate, simplified format.</td>
</tr>
<tr>
<td>Text-to-Speech</td>
<td>Sets which test content is administered with the TTS accommodation.</td>
</tr>
</tbody>
</table>

Stimuli/Stimuli&Items for ELA CAT are Accommodation Only and the Accommodations Flag must also be set. Use must be written into a student's IEP/504 plan. Undocumented use results in invalidation. ELA-PT TIDE settings apply to Interim Assessments only.

### Fields in the Embedded Accommodations (For Students on IEPs or 504 Plans) Panel

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Flag</td>
<td>Indicates that a student received one or more accommodations (whether embedded or non-embedded). The Accommodation Flag must be updated if at least one embedded accommodation is set for the student.</td>
</tr>
<tr>
<td>American Sign Language</td>
<td>Toggles American Sign Language on and off, providing test content translated into ASL.</td>
</tr>
<tr>
<td>Audio Transcripts</td>
<td>Toggles Audio Transcripts on and off, providing a written transcript of the audio stimuli.</td>
</tr>
<tr>
<td>Closed Captioning</td>
<td>Toggles Closed Captioning on and off, displaying printed text as audio materials are presented.</td>
</tr>
<tr>
<td>Dictation</td>
<td>Allows students whose IEP or 504 Plan calls for speech-to-text to dictate their response in English, only available on constructed response items.</td>
</tr>
<tr>
<td>ELPA Domain Exemptions</td>
<td>Sets which domain(s) are excluded on students’ ELPA tests.</td>
</tr>
</tbody>
</table>
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permissive Mode (Required for Alternate Response Option and Speech-to-Text)</td>
<td>Toggles Permissive Mode on and off, allowing students to use accessibility software in addition to the secure browser.</td>
</tr>
</tbody>
</table>

### Fields in the View/Edit User: [User’s Name] Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email*</td>
<td>Email address for logging in to TIDE.</td>
</tr>
<tr>
<td>First Name*</td>
<td>User’s first name.</td>
</tr>
<tr>
<td>Last Name*</td>
<td>User’s last name.</td>
</tr>
<tr>
<td>Phone</td>
<td>User’s phone number.</td>
</tr>
<tr>
<td>Test Group</td>
<td>Test group that user is allowed to administer.</td>
</tr>
<tr>
<td>Role*</td>
<td>User’s role. For an explanation of user roles, see <a href="#">User Role Permissions</a>.</td>
</tr>
<tr>
<td>State*</td>
<td>State associated with the user.</td>
</tr>
<tr>
<td>District*</td>
<td>Four-digit numerical district ID associated with the user.</td>
</tr>
<tr>
<td>School*</td>
<td>Four-digit numerical district ID followed by the four-digit numerical school ID.</td>
</tr>
</tbody>
</table>

*Required field.*

---

### Inbox Files

When searching for users, students, students’ test settings, and test windows, you can choose to export the search results to the Inbox. The shared Inbox serves as a secure repository that lists files containing the data that you have exported in TIDE and other CAI systems. When you choose to export search results to the Inbox, TIDE sends you an email when the export task is completed and the file is available in the Inbox for download.

The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

The files in the Inbox are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days while secure documents are available for the period specified by the ODE. You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference. You can also delete the files you have exported, provided you have not archived them.
1. From the TIDE banner (see Figure 46), select Inbox. The Inbox page appears (see Figure 47). By default, TIDE displays the View Documents tab.

Figure 46. TIDE Banner

2. Optional: Select the file view from the available tabs:
   - Inbox: This is the default view and displays all the files except for the ones that you have archived.
   - Archived: Displays the files that you have archived.

Figure 47. Inbox

3. Optional: To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.

4. Optional: To hide or display system labels, toggle HIDE 

5. Optional: To hide files with a system label, unmark the checkbox for that system label.

6. Optional: To hide or display custom labels, toggle HIDE 

7. Optional: To hide files with a custom label, unmark the checkbox for that custom label.

8. Do one of the following:
   - To download a file, select the file name.
   - To add a new custom label or apply an existing custom label, select 
     - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select Save New Label.
     - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select Apply Label.
To archive a file, select 📐.

To delete a file, select 🗑.

About File Deletion

- Archived files cannot be deleted.

- You can delete files that you have exported, but you cannot delete secure documents uploaded to the Inbox by admin users.

Password Information

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the Reset Your Password page. To activate your account, you must set your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**
  
  In the activation email you received, select the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**
  
  On the Login page, select Forgot Your Password? and then enter your email address in the Email Address field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**
  
  Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**
  
  If you are unable to log in, contact the OSAS Helpdesk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.
Printing Records in TIDE

1. Retrieve the records you want to print by following the procedure in the section Searching for Records in TIDE.

2. Do one of the following:

   - To print some records, mark the checkboxes for the records you want to print, select My Selected, and then select Print.
   - To print all records, select All, and then select Print.

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the View/Edit/Export Users task). For such tasks, a search panel appears when you first access the task page (see Figure 48). This section explains how to use this search panel and navigate search results.

Figure 48. Sample Search Panel

1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search page will allow you to select one, multiple, or all values. Similarly, the Test Name drop-down list on the Plan and Manage Testing page will allow you to select one, multiple, or all values.

The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

2. Optional: If the task page includes an additional search panel, select values to further refine the search results:

   - To include an additional search criterion in the search, select it and select Add or Add Selected as available
   - Optional: To delete an additional search criterion, select it and select Remove Selected. To delete all additional search criteria, select Remove All.

3. Select Search.
If searching for users, students, students’ test settings, and test windows proceed to the next step.

- If searching for other types of records, such as rosters, skip to Step 5.

In the search results pop-up window (see Figure 49) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:

- To view the retrieved records on the page, select **View Results**. Continue to Step 5. This option is not available if TIDE detects that this action might adversely affect its performance.

  ![Figure 49. Search Results Pop-up Window](image)

- To export the retrieved results to the Inbox, select **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see **Inbox Files**).

- To return to the page and modify your search criteria, select **Modify Search**. Repeat Steps 1–4.

The list of retrieved records appears below the search panel (see Figure 50).

![Figure 50. Sample Search Results](image)

4. **Optional**: To filter the retrieved records by keyword, enter a search term in the text box above the search results and select **Search**. TIDE displays only those records containing the entered value.

5. **Optional**: To sort the search results by a given column, select its column header.
To sort the column in descending order, select the column header again.

6. **Optional:** If the table of retrieved records is too wide for your browser window, you can select \( \downarrow \) and \( \uparrow \) at the sides of the table to scroll left and right, respectively.

7. **Optional:** If the search results span more than one page, select \( \leftarrow \) or \( \rightarrow \) to view previous or next pages, respectively.

8. **Optional:** To hide columns, select \( \square \) (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

**Searching for Students by ID or Users by Email**

A **Student ID/User Email** field appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the **View/Edit/Export Student Test Settings and Tools** or **View/Edit User: [User’s Name]** form for a specified student or user.

1. In the **Student ID/User Email** field, enter a student’s SSID, Temp ID, or a user’s email address. The SSID/Temp ID or email address must be an exact match; TIDE does not search by partial SSID or email address.

2. Select \( \mathbf{Q} \). The **View/Edit/Export Student Test Settings and Tools** or **View/Edit User: [User’s Name]** form for that student or user appears.

![Figure 51. Find Student ID/User Email](image)

**Sending Files from the Inbox**

You can send a file or files from TIDE to individual recipients by email address or to groups of recipients by user role.

1. From the TIDE banner (see **Figure 52**), select **Inbox**. The **Inbox** page appears (see **Figure 53**). By default, TIDE displays the **View Documents** tab.

![Figure 52. TIDE Banner](image)

2. Select the **Send Files** tab. The **Send Files** page appears (see **Figure 54**).
3. In the Send To field, do one of the following:

- Select **By Role** to send a file or files to a group of users by user role.
- Select **By Email** to send a file or files to a single recipient by email address.

If you select **By Email**, skip to step 7.

4. In the **Select Role(s)** field, select the role group to which you want to send a file or files. A drop-down list appears (see Figure 55).

5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.
6. From the Select Organization(s) drop-down lists, select organizations that will receive the file(s) you send (see Figure 56). These drop-down lists adhere to TIDE’s user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 56. Send Files – Select Organizations

7. If you selected By Role in step 3, skip this step. If you selected By Email in step 3, enter the email address of the recipient to whom you wish to send a file or files.

8. To select a file or files to send, in the Add File field, select Browse. A file browser appears.

9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.

10. Select Send.

Test Opportunity Status Descriptions

<table>
<thead>
<tr>
<th>Status</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>The TA has approved the student for the session, but the student has not yet started or resumed the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The student has submitted the test for scoring. No additional action can be taken by the student.</td>
</tr>
<tr>
<td>Denied</td>
<td>The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.</td>
</tr>
<tr>
<td>Expired</td>
<td>The student’s test has not been completed and cannot be resumed because the test has expired.</td>
</tr>
<tr>
<td>Invalidated</td>
<td>The test result has been invalidated.</td>
</tr>
</tbody>
</table>
### Status Definitions

<table>
<thead>
<tr>
<th>Status</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paused</td>
<td>The student’s test is currently paused (as a result of one of the following):</td>
</tr>
<tr>
<td></td>
<td>• The student paused their test by selecting the Pause button.</td>
</tr>
<tr>
<td></td>
<td>• The student idled for too long (more than 20 minutes) and the test was automatically paused.</td>
</tr>
<tr>
<td></td>
<td>• The test administrator stopped the session the student was testing in.</td>
</tr>
<tr>
<td></td>
<td>• The test administrator paused the individual student’s test.</td>
</tr>
<tr>
<td></td>
<td>• The student’s browser or computer shut down or crashed.</td>
</tr>
<tr>
<td>Pending</td>
<td>The student is awaiting TA approval for a new test opportunity.</td>
</tr>
<tr>
<td>Reported</td>
<td>The student’s score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS.</td>
</tr>
<tr>
<td></td>
<td>Some items must be hand scored before they appear in ORS.</td>
</tr>
<tr>
<td>Rescored</td>
<td>The test was rescored, but the revised score has not yet been reported in ORS.</td>
</tr>
<tr>
<td>Review</td>
<td>The student has answered all test items and is currently reviewing their answers before submitting the test. (A test with a “review” status is not considered complete.)</td>
</tr>
<tr>
<td>Started</td>
<td>The student has started the test and is actively testing.</td>
</tr>
<tr>
<td>Submitted</td>
<td>The test has been submitted for quality assurance review and scoring before it is sent to the ORS.</td>
</tr>
<tr>
<td></td>
<td>Note: All tests go through an internal scoring process during quality assurance review.</td>
</tr>
<tr>
<td>Suspended</td>
<td>The student is awaiting TA approval to resume a testing.</td>
</tr>
</tbody>
</table>

### User Role Permissions

Each user in TIDE has a role, such as a District Test Coordinator (DTC) or a Test Administrator (TA). Each role has an associated list of permissions to access certain features within TIDE.

The following table indicates which users can access specific features and tasks within TIDE.

<table>
<thead>
<tr>
<th>Task or Site</th>
<th>DTC</th>
<th>DLU</th>
<th>STC</th>
<th>TA</th>
<th>TT</th>
<th>DRV</th>
<th>SRV</th>
<th>TFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to Test Information Distribution Engine (TIDE) Features and Tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to Set Up User Accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add New User Accounts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify Existing User Accounts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task or Site</td>
<td>DTC</td>
<td>DLU</td>
<td>STC</td>
<td>TA</td>
<td>TT</td>
<td>DRV</td>
<td>SRV</td>
<td>TFT</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>----</td>
<td>----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Upload User Accounts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>How to Register Students</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Student Temp IDs (ELPA Screener only)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Temp IDs to SSIDs</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify Existing Student Accounts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>View Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload Student Accommodations and Test Tools</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload Student Test Restrictions</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>How to Manage Rosters</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add New Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Modify Existing Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Upload Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>How to Manage Test Windows</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add New Test Windows</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify Existing Test Windows</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload Test Windows</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>How to Monitor Test Progress</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Reports of Students’ Current Test Status</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View Reports of Students’ Current Test Status by Student ID</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View Report of Test Completion Rates</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
User Support

Your Regional ESD partner should be your first contact for all assessment and accountability related support. You can find your ESD partner’s contact information here.

For additional information and assistance in using TIDE, contact the OSAS Helpdesk. The helpdesk is open Monday-Friday 7:00 a.m. to 5:00 p.m. PT (except holidays).

Valid Values for Tool Names in the Test Settings Upload File

Please refer to Appendix B: Embedded Accessibility Support Settings on page 81 of the Oregon Accessibility Manual (OAM).