

# Test Information Distribution Engine (TIDE) Webinar

## Q&A

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Nov 7, 2023 and Nov 16, 2023

### **Q1: Does every district need to have an STC listed with the state?**

A: There is no requirement in TIDE to have an STC user documented. In some districts, the DTC and STC are the same person, so they have the DTC role only (only one role per user is permitted). A DTC user can do everything an STC user can do in TIDE.

Districts are not required to report to ODE that they have added an STC for their district. If you are acting as an STC, please make sure to review page 10 of the [Test Administration Manual \(TAM\)](#) for STC responsibilities, and page 15 for STC training and reading requirements.

### **Q2: Is it possible to update "Test Group" permissions through an upload?**

A: Yes, you can update "Test Group" permissions via an upload or one by one. You can review the File Format of the User Upload File on pages 51-52 of the [TIDE User Guide](#).

### **Q3. Some users will now have access to Crisis Alerts in the Secure File Center, correct?**

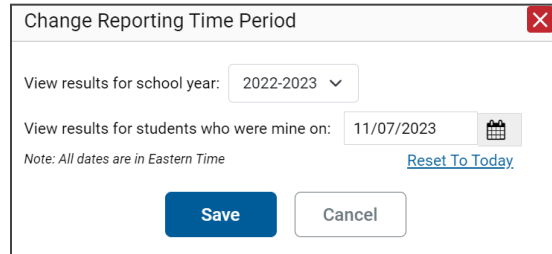
A: Yes, that is correct. The alert will be shared with specific roles (including DTCs) via the Secure File Center.

### **Q4. Do rosters carry over from previous years?**

A: Rosters do not carry over from previous years. Rosters must be created in TIDE each school year.

### **Q5: Is there a way to look up scores for a student that has transferred into your district?**

A: Once the student's SSID has been transferred to the new district in TIDE, you can view the past performance of your current students (including new transfer students) in the Centralized Reporting System (CRS). Set a school year in the past and keep the "View results for students who were mine on" date set to today.



A dialog box titled "Change Reporting Time Period" with a close button (X) in the top right corner. It contains two input fields: "View results for school year:" with a dropdown menu showing "2022-2023", and "View results for students who were mine on:" with a date field showing "11/07/2023" and a calendar icon. Below these fields is a note: "Note: All dates are in Eastern Time" and a blue link "Reset To Today". At the bottom are two buttons: "Save" (blue) and "Cancel" (white).

**Q6: If I'm logged in as an STC, would the Test Status Code Report show only students in my school?**

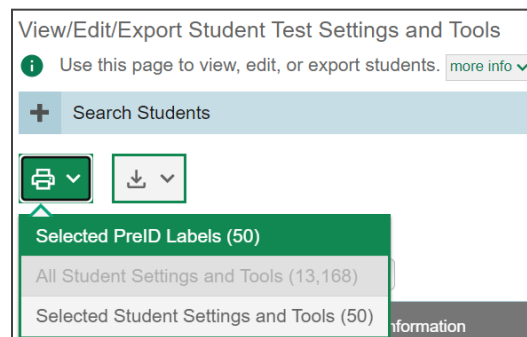
A: STCs do not have access to the Test Status Code Report. Only DTCs and DLUs can access this report. You can review User Role Permissions on pages 61-63 of the [TIDE User Guide](#).

**Q7: How do I access and print PreID labels?**

A: PreID labels can be printed on sticky labels or onto regular paper and cut out and handed out to students prior to testing. PreID labels are accessed via the View/Edit/Export Student Test Settings and Tools module. Select the students you want to include, then click the 'print' button, and choose "Selected PreID Labels."

These printouts contain student PII and must be securely destroyed after testing (or as soon as the students are successfully logged in.)

You can review this process on pages 23-24 of the [TIDE User Guide](#).



A screenshot of the "View/Edit/Export Student Test Settings and Tools" interface. At the top, there is a header with an information icon and the text "Use this page to view, edit, or export students." followed by a "more info" dropdown. Below this is a "Search Students" search bar. Underneath the search bar are two buttons: a print button (represented by a printer icon) and a download button (represented by a download icon). Below these buttons is a dropdown menu with three options: "Selected PreID Labels (50)" (highlighted in green), "All Student Settings and Tools (13,168)", and "Selected Student Settings and Tools (50)".



**Q8: Can any role use the PreID label set?**

A: Yes, any user TT and above can print PreID labels.

**Q9: DTCs have to train STCs, but STCs can complete training modules and 'certify' TAs, correct?**

A: Page 10 of the [TAM](#) confirms that STCs can identify TAs and ensure they are properly trained. DTCs can deliver training too.

**Q10: When I click on the Test Windows module, none of the links open up. Do I need to be granted access?**

A: The Test Windows module will be available on 12/1/2023.

**Q11: Our district sends out a testing calendar. Is this not best practice? Should I use the Test Windows module instead?**

A: This is a question of risk management. If you set a district test window, you know that no test will be administered outside the window you set. If you don't set the window, you will be accepting a certain level of risk. Per ODE, setting test windows in TIDE is recommended, but not required.