Test Information Distribution Engine (TIDE)

TIDE User Guide

2025–2026

Published November 24, 2025

Prepared by Cambium Assessment, Inc.®

Table of Contents

Overview of the Test Information Distribution Engine

The primary purpose of TIDE is to manage user and student information. Other tasks available in TIDE are optional, such as managing rosters and test status requests, printing test tickets, and monitoring test progress.

This section provides a description of the Test Information Distribution Engine (TIDE) system, key changes for the new school year, and an overview of user roles and permissions.

Key Changes

The TIDE user interface was redesigned for the 2025-2026 school year. The list below describes key changes to TIDE.

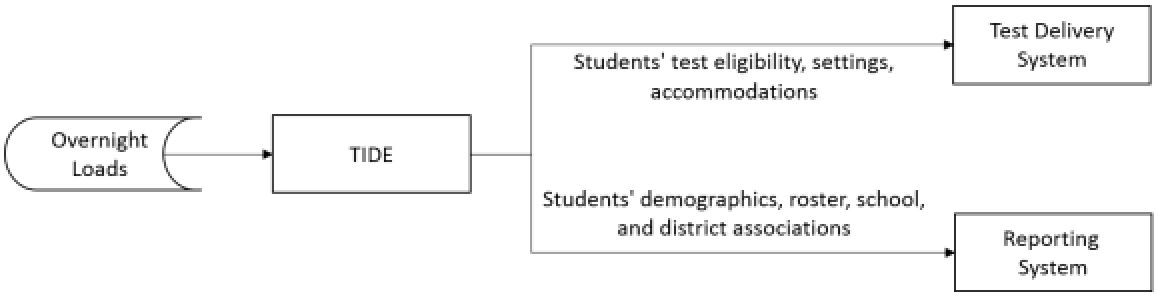
- Dashboard & Navigation
    - The dashboard now offers two views: Card view (visual grouping of tasks) and List view (classic layout).
    - A navigation bar is now available across pages and provides access to dropdown tasks.
- Student Management
    - Search options are now categorized and vertically arranged.
    - The student search results grid has fixed columns for key student details, customizable columns, and grid or focused view.
    - The student results grid has a new actions menu next to each record.
    - Student details page has Focus Panels (vertical ribbons for collapsing and expanding subjects).
    - Student Test Tickets and QR Codes are available via the action menu and may be used for student login.
    - The selector to choose a district/school has been modernized and is used across all modules.

Description of TIDE

Cambium Assessment, Inc.'s (CAI) TIDE system supports testing personnel throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage users, student information, and monitor test progress.

Figure 1 illustrates TIDE's operational functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. TIDE receives most of this student information via automated imports from external systems (although select user roles can add students manually). TIDE then distributes this information to the appropriate system. TIDE sends students' eligibilities, settings, and accommodations to the Test Delivery System (TDS); this enables TDS to deliver the appropriate test to any given student in the required format. TIDE sends students' institutional associations to the Reporting System; this enables the Reporting System to aggregate scores at all levels, from the classroom to the state level.

Figure 1. TIDE’s Position in the Assessment Process



System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox, Chrome, Edge, or Safari. For a detailed list of system requirements, which include the supported operating systems and web browsers, refer to *Setting up Workstations to Access other CAI Systems*. This publication is available in the Technology Guide under *Setting Up Staff Workstations* on the Oregon Portal https://osasportal.org/.

Understand User Roles and Permissions

Access to tasks in TIDE is determined by the role assigned to each user. Each role has a list of permissions to access certain features within TIDE. This means that you may not have access to all features in the system.

To understand the permissions for your user role, review the User Roles Access chart. The chart shows an overview of access for roles below the state level.

Task or Site	DTC	DLU	STC	TA	TT	DRV	SRV	TFT_SC*
Access to Test Information Distribution Engine (TIDE) Features and Tasks								
How to Set Up User Accounts								
Add New User Accounts	✓	✓	✓					
Modify Existing User Accounts	✓	✓	✓					
Upload User Accounts	✓	✓	✓					
How to Register Students								
Add Student Temp IDs (ELPA Screener only)	✓	✓	✓	✓				

Task or Site	**DTC**	**DLU**	**STC**	**TA**	**TT**	**DRV**	**SRV**	**TFT_SC***
Update Temp IDs to SSIDs	✓	✓	✓					
Modify Existing Student Accounts	✓	✓	✓	✓	View Only			
Upload Student Accommodations and Test Tools	✓	✓	✓					
Upload Student Test Restrictions	✓	✓	✓					
Add ELPA Domain Exemptions	✓	✓						
Edit Alt ELPA Tester Radio Button	✓	✓						
Edit Remote Tester Radio Button	✓	✓	✓	✓				
Edit Parental Consent for A/V Monitoring Field	✓	✓	✓	View Only				
Use Preferred Name on Student Report Field	✓	✓	View Only	View Only				
Edit Parent Opt-Out Field	✓	✓	View Only	View Only	View Only			
Edit Parent Request for Exemption Field	✓	✓	View Only	View Only	View Only			
How to Manage Rosters								
Add New Rosters	✓	✓	✓	✓	✓			
Modify Existing Rosters	✓	✓	✓	✓	✓			
Upload Rosters	✓	✓	✓	✓	✓			
How to Manage Test Windows								

Task or Site	DTC	DLU	STC	TA	TT	DRV	SRV	TFT_SC*
Add New Test Windows	✓	✓						
Modify Existing Test Windows	✓	✓						
Upload Test Windows	✓	✓						
How to Monitor Test Progress								
View Students' Current Test Status	✓	✓	✓	✓	✓	✓	✓	
View Students' Current Test Status by Student ID	✓	✓	✓	✓	✓	✓	✓	
View Test Completion Rates	✓	✓	✓	✓	✓	✓	✓	
View Test Status Codes	✓	✓						
Tools for Teachers Access								
Tools for Teachers	✓	✓	✓	✓	✓	✓	✓	✓

Access TIDE

This section explains how to activate your TIDE account, log in to TIDE, reset a forgotten password, and log out.

Note: User accounts for all Cambium Assessment, Inc. (CAI) systems are created in TIDE and can be used to access other assessment systems through Single Sign-On (SSO).

Activate Your Account

Your TIDE administrator creates your user account, and then TIDE sends you an activation email. This email contains a link that takes you to the ***Reset Your Password*** page 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'll need to request a new link as described in About Usernames and Passwords.

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

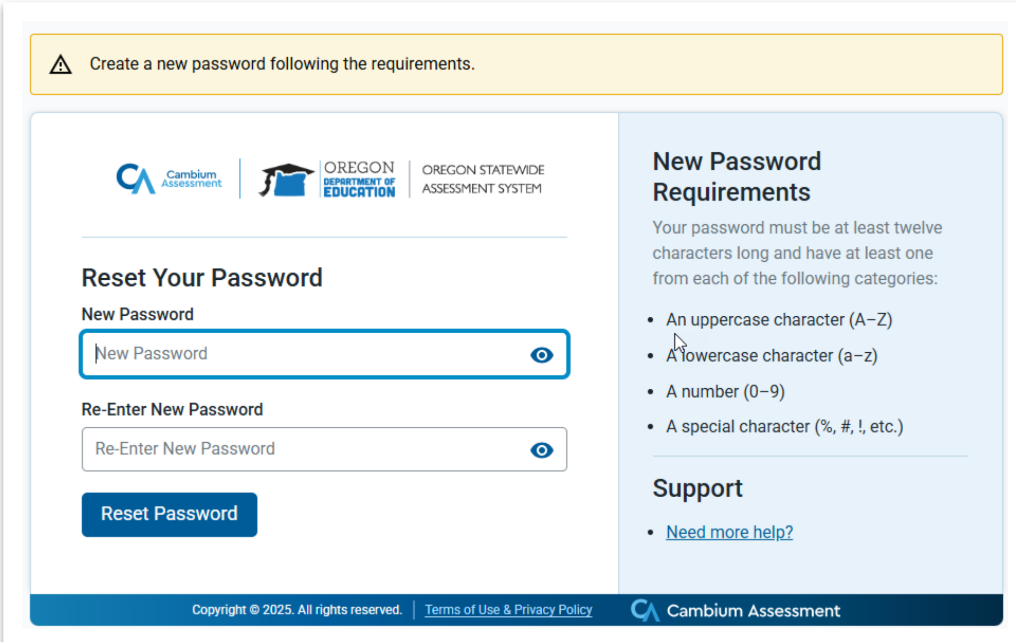
Note: TIDE user accounts will roll over from year to year. DTCs will not be required to add users back to the system in the fall. DTCs will manage user permission to administer tests by test group (ELPA Screener, ELPA Summative, Alt ELPA, Summative, and/or Interim tests). Test group permissions for ELPA Screener and Interims have been rolled over from the previous school year to facilitate early administration; all other test group permissions have been removed. As a best practice to ensure security, DTCs should delete users who no longer need access to the assessment systems.

Alert: All users will be required to do a one-time password reset at the beginning of every school year. For security purposes, CAI automatically resets all user account passwords at the beginning of each school year. Refer to Reactivating Your TIDE Account at the Beginning of the School Year for more information.

To activate your account:

1. Select the link in the activation email. The ***Reset Your Password*** page appears (Figure 2).

Figure 2. Reset Your Password



2. In the *New Password* and *Re-Enter New Password* fields, enter a new password. The **password must be at least 12 characters long** and must include at least one of the following elements:

- lowercase alphabetic character
- one uppercase alphabetic character
- one number
- and one special character (for example, %, #, or !).

3. Select **Submit**.

Your account activation is complete.

Log in to TIDE

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

About Usernames and Passwords

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.

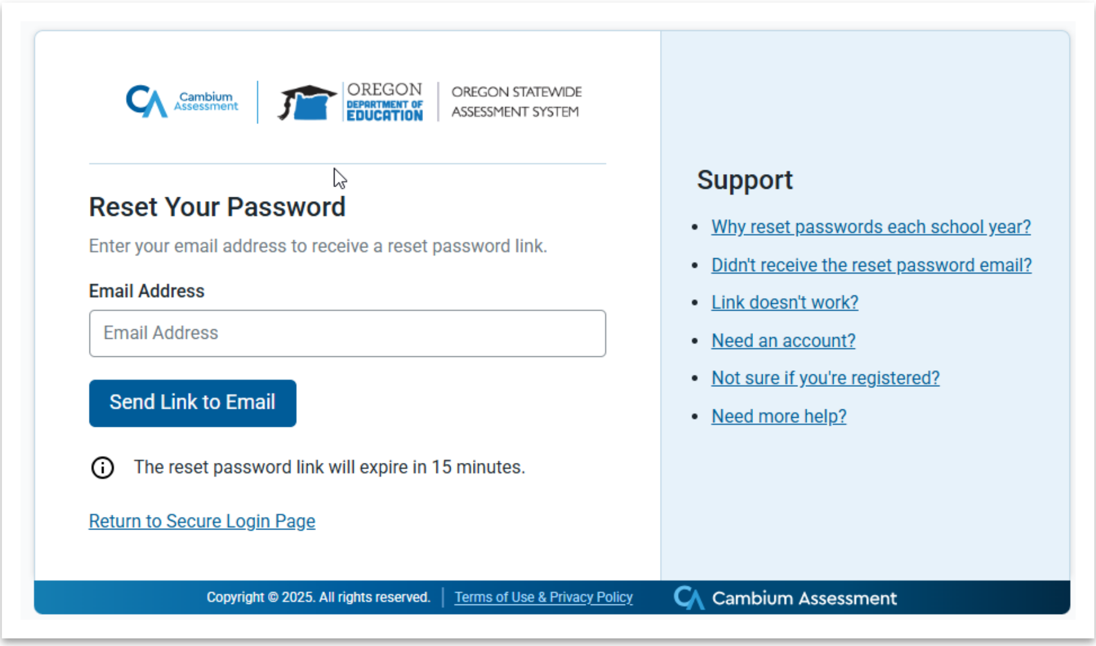
If your first temporary link expired:

- 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 ***Secure Login*** page, select **Reset Password** and then enter your email address in the *Email Address* field and select **Send Link to Email** (Figure 3). TIDE sends you an email with a new temporary link to reset your password.

Figure 3. Enter Email to Reset Your Password



If you did not receive an email containing a temporary link or authentication code:

- Search your email for this address: DoNotReply@cambiumassessment.com. The message may end up in junk, spam, or another holding area, so check those, too.
- Add DoNotReply@cambiumassessment.com to your contact list.
- If you still do not have an email, contact your TIDE administrator to make sure you are listed in TIDE.
- If your account was set up recently, ask the person who created it to verify your email address.

- Ask your IT staff to add DoNotReply@cambiumassessment.com to your allowed email list so future emails get through.

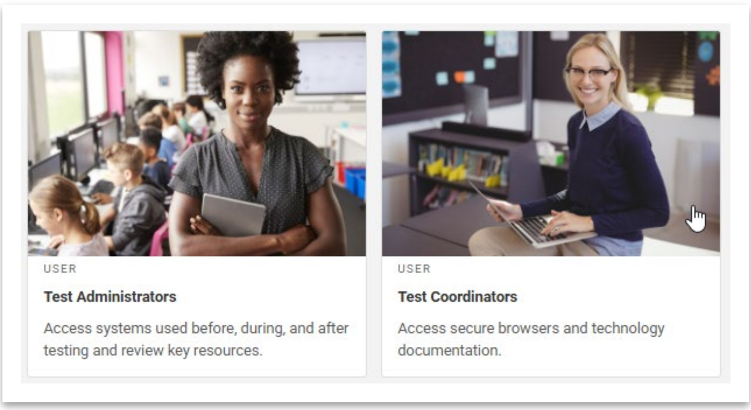
Additional help: If you are unable to log in, contact the OSAS Help Desk for assistance. You must provide your name and email address. Contact information is available in the Appendix C: User Support.

Log in to TIDE after Setting up Your Account

Open your web browser and navigate to the Portal: https://osasportal.org/

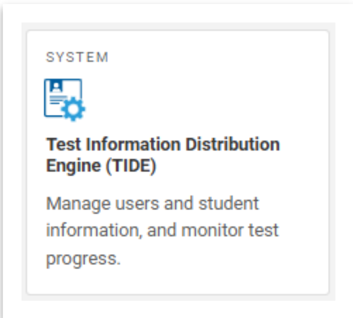
1. Select **Test Administrators** or **Test Coordinators** cards (Figure 4) from the portal home page, depending on your role.

Figure 4. User Cards on Portal



2. Click the **TIDE** card. The ***Secure Login*** page appears (Figure 5).

Figure 5. TIDE Card

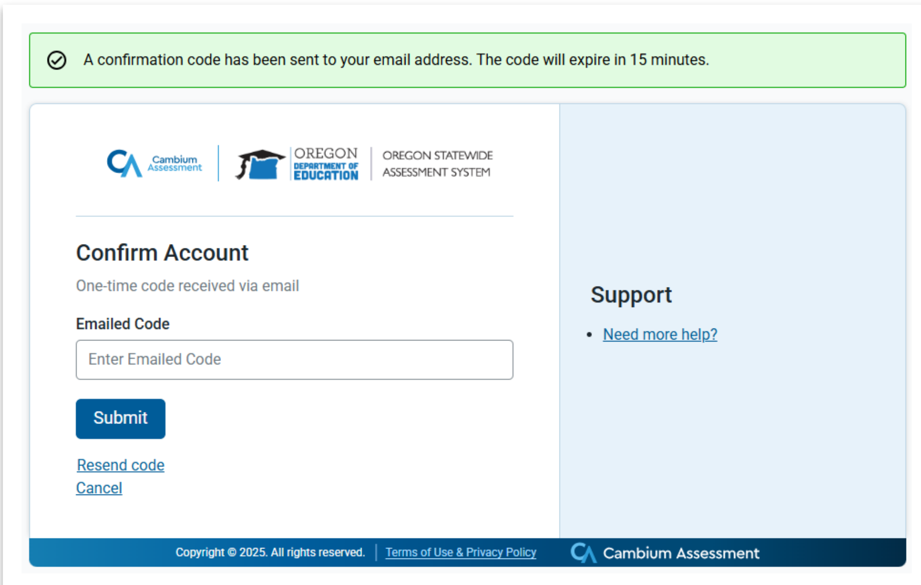


3. On the ***Secure Login*** page, enter your email address and password.

4. Click **Log In**.

a. If you have not logged in using this browser before, or if you have cleared your browser cache, an email is sent to your address when the ***Confirm Account*** page appears (Figure 6). This applies every time you access TIDE with a new browser. The email contains a confirmation code, which you must use within fifteen minutes of the email being sent.

Figure 6. Confirm Account Screen



i. In the *Emailed Code* field, enter the code sent in the email.

ii. Click **Submit**.

Note: If the code has expired, select **Resend Code** to request a new code.

b. If the ***Terms and Conditions*** page appears (Figure 7), you should review the terms on this page and select **Accept** to proceed.

Figure 7. Terms and Conditions

OREGON DEPARTMENT OF EDUCATION | OREGON STATEWIDE ASSESSMENT SYSTEM

Terms and Conditions

Nondisclosure Statement for Oregon Statewide Assessments System (OSAS):

Required of all district/school staff administering any component of the OSAS or accessing any information through the assessment systems.

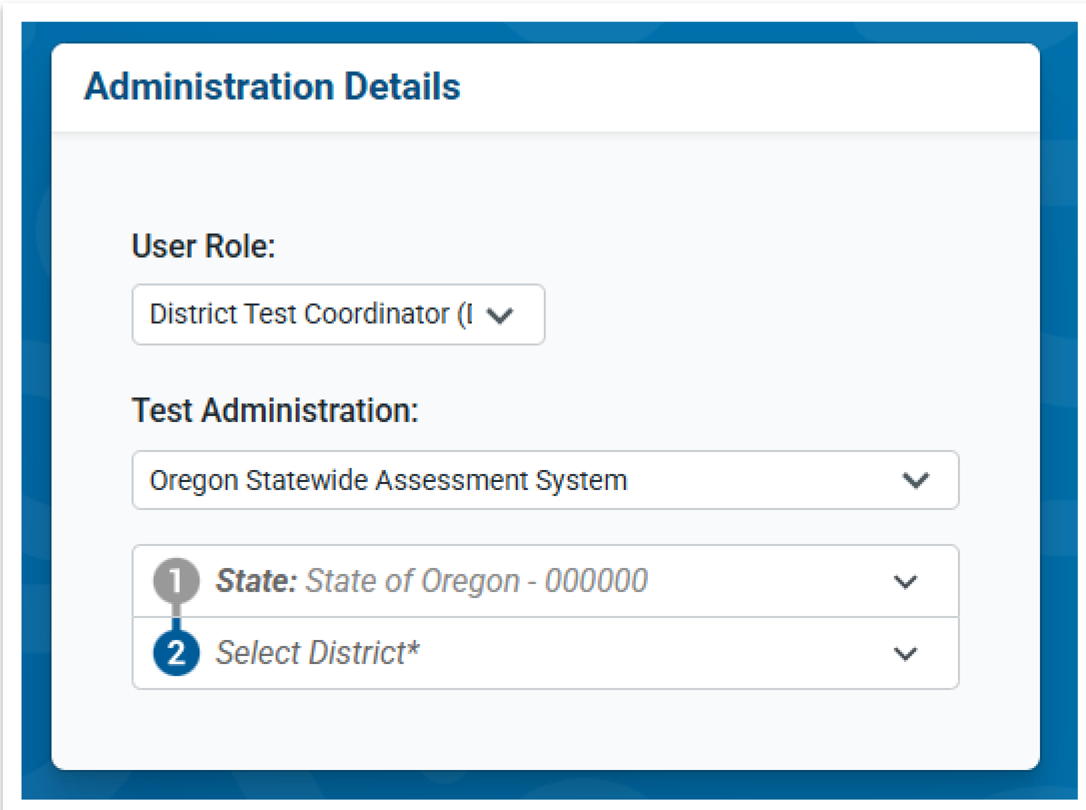
I acknowledge that I will have access to OSAS for the purpose of test administration. I acknowledge that the OSAS Assessments are secure assessments, and I agree to the following conditions of use to ensure test security.

- I will take all necessary precautions to safeguard all test administrations by limiting access to persons within the school district or agency with a responsible, professional interest in the test's security. At no time will I allow access to testing documentation or the testing system to anyone who has not been registered within the TIDE system.
- I will ensure that no portion of the text is copied or reproduced in any manner and understand that such actions can result in an invalid test administration, which would result in invalidation of the student(s) scores.
- I will ensure that student responses are accurate reflections of their own work and no one offers any improper assistance to students during the assessment. I acknowledge that discussing test items and answers with students or teachers is a breach of test security.
- I will ensure that access to the test, including student login information, will be kept secure before and during test administration sessions. Login information will be destroyed once testing is completed.
- I will ensure that students only use the online calculator as enabled within the test environment and will report any instances in which students have had access to additional tools outside the assessment environment.
- I will destroy all test materials related to the test such as classroom activities, print on demand materials, scratch paper, or multiplication charts upon completion of specific test sessions. Test directions will be read in the same manner as written at the beginning of each test session. All test directions, passages, and item choices will be read, when appropriate, as to not indicate a correct answer.
- During the test administration window, all improprieties, irregularities, and breaches will be documented and reported as outlined in the Test Administration Manual (TAM).
- During the test, I will arrange the test administration site in such a manner that students will not be able to work together, view another's computer, or otherwise collaborate with any student or teacher.
- I will plan for and ensure the appropriate use of, and follow appropriate procedures for, students with disabilities, 504 plans, and/or limited English proficiency as documented in their individual education plan (IEP).
- I acknowledge that I will report all instances of suspected test fraud, perpetrated by either students or adults, to the district test coordinator and the Oregon Department of Education.

Accept

5. On the ***Administration Details*** page (Figure 8), make selections for your user role, the test administration, client, state, district, and school. (Depending on your user role, some of the dropdown lists may not be available.)

Figure 8. Administration Details



New: The institution selections you make on the ***Administration Details*** page will automatically populate for you on search pages when you add or search for records.

6. Click **Submit**. The TIDE dashboard appears. Depending on your user role, TIDE may prompt you to select a role, district, or school to complete the login.

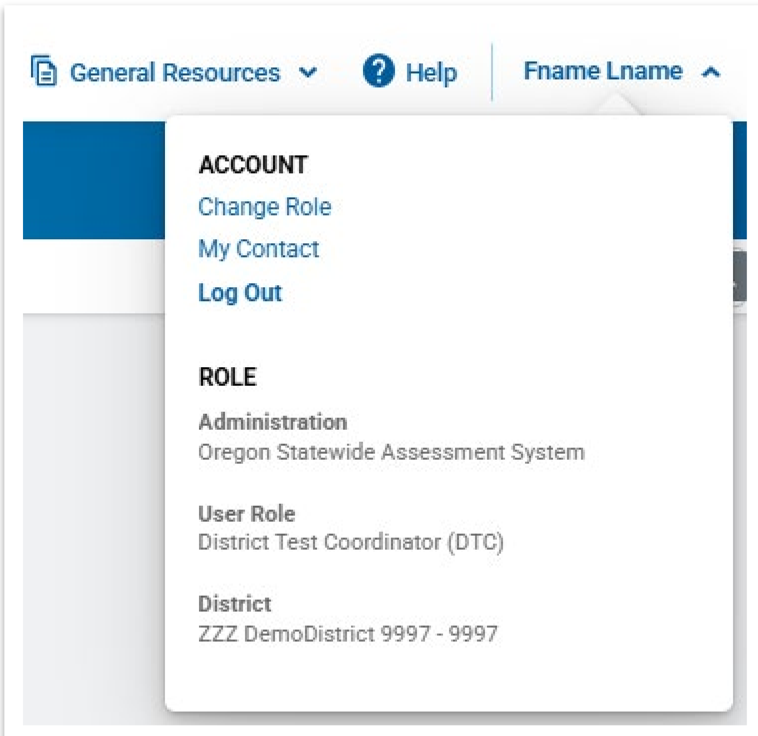
Alert: Loss of Data Working with TIDE in more than one browser tab or window may result in changes in one tab overwriting changes made in another tab. Do not have more than one TIDE browser tab or window open at one time.

Log Out of TIDE

To log out of TIDE:

- From the **User Account** dropdown menu in the header (Figure 9), select **Log Out**.

Figure 9. User Account Dropdown Menu



Alert: Logging out of TIDE also logs you out of most CAI systems, with the exception of the TDS TA Interface. You will remain logged in to TDS to prevent the accidental interruption of active testing sessions.

Understand the User Interface

This section describes how TIDE is set up and how to move around the system to access the tasks you need to complete.

About the Dashboard

The Dashboard appears after you log in to TIDE. The page setup reflects the stages of the testing process, with tasks organized based on common timeframes when users will perform the actions.

There are two views of the Dashboard: Card View (Figure 10) and List View (Figure 11). The default view is set for you and displays automatically. If you want to use the other view, you'll need to change it each time you log in to TIDE. To change the layout view, click on the view slider located in the upper right corner.

Note: The tasks displayed on the Dashboard depend on your user role and may vary from what is shown in the example images.

Figure 10. Dashboard with Common Tasks in Card View

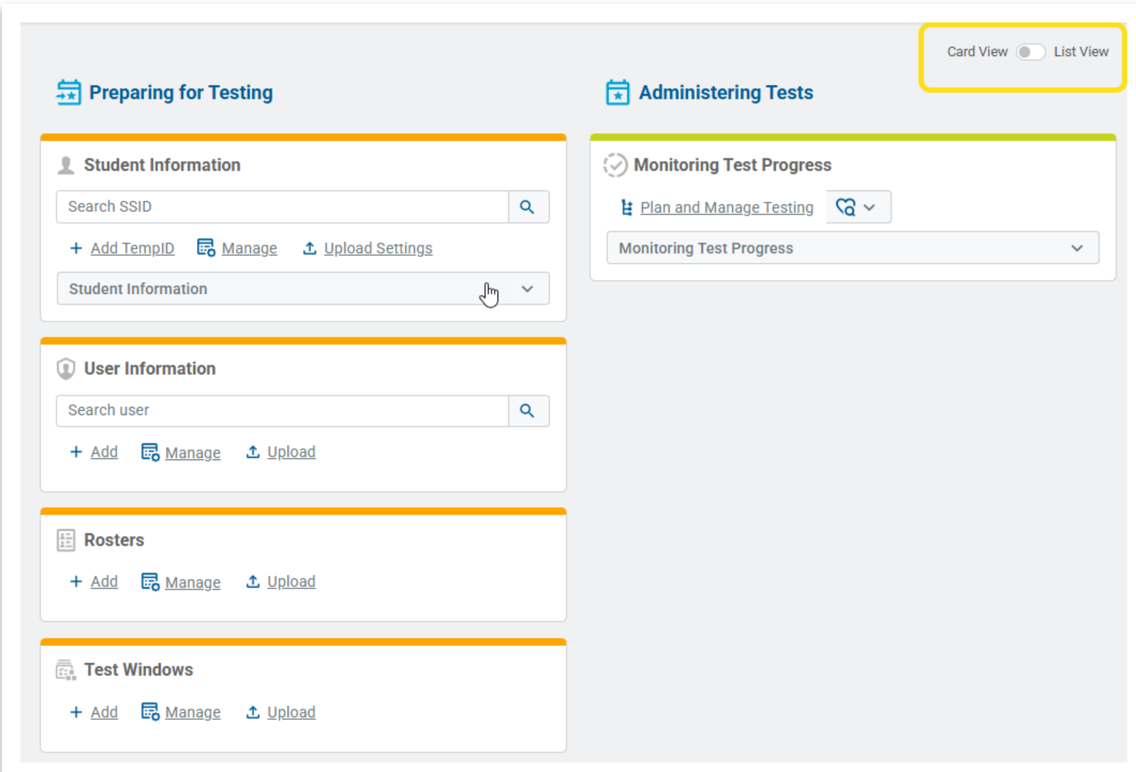
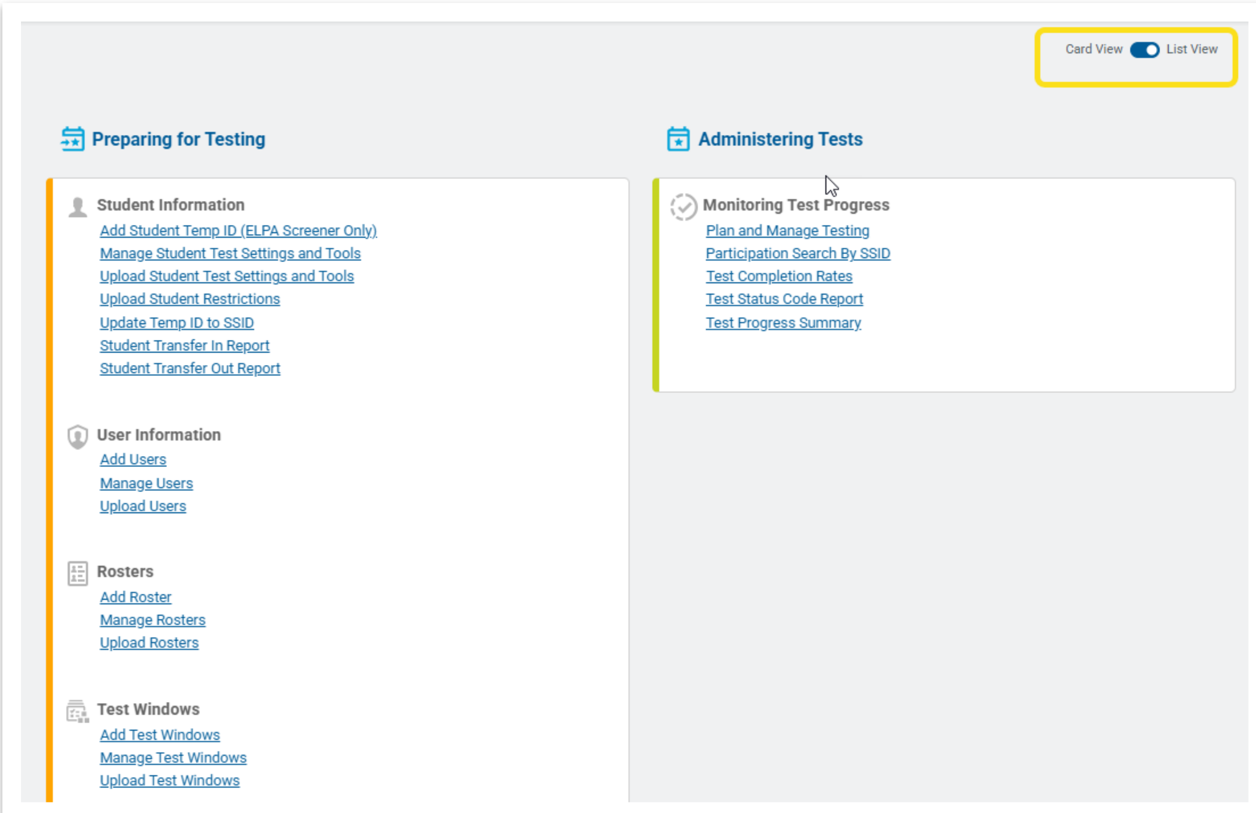


Figure 11. Dashboard with Common Tasks in List View



Card View

This view is designed to provide easy access to commonly used tasks. Frequently accessed tasks are displayed for easy access, while other tasks need to be accessed by expanding the **More Actions** section (Figure 12). Main tasks have buttons at the top of each card, while other tasks or reports may be accessed from a dropdown or through a link (Figure 13).

Figure 12. User Information Card with More Actions Button Highlighted

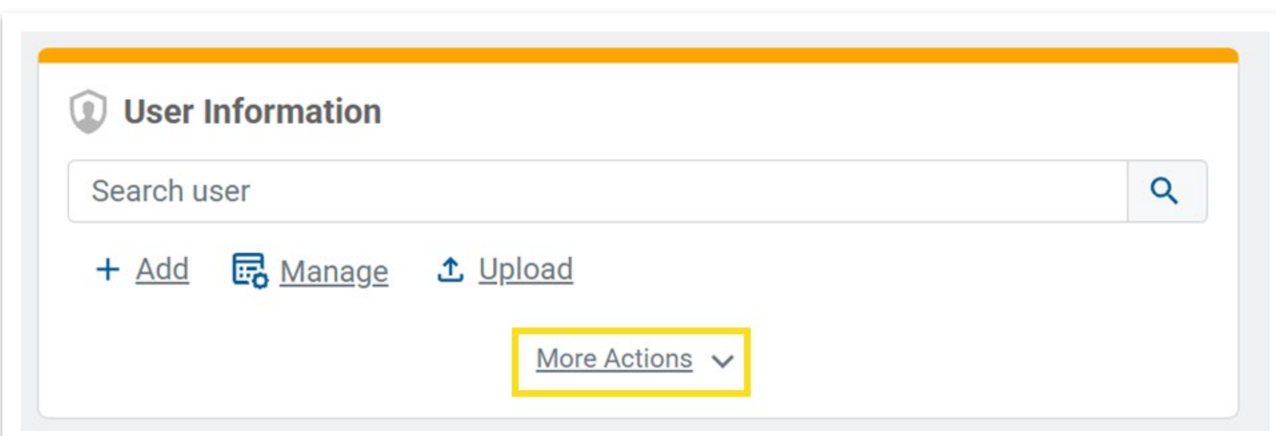
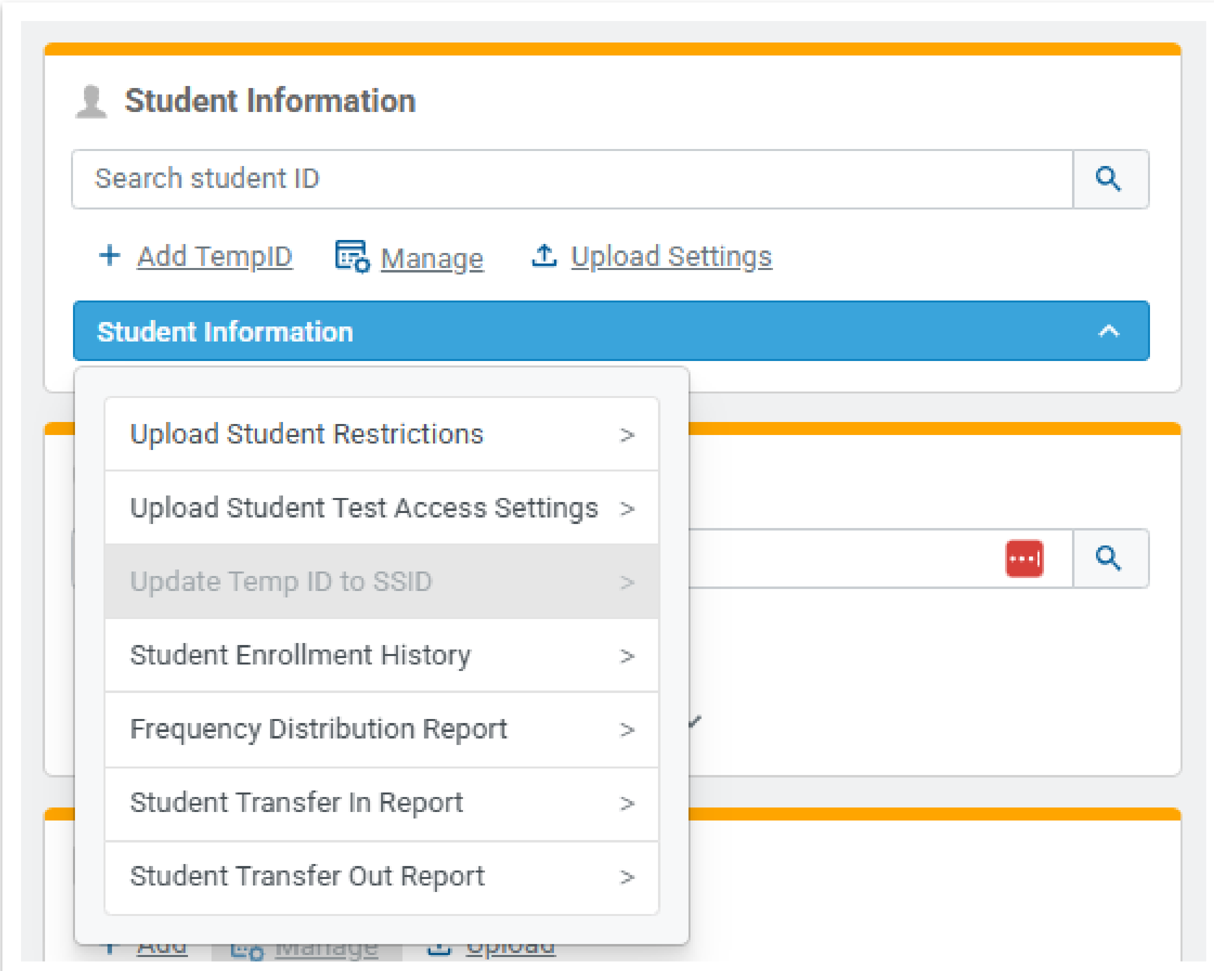


Figure 13. Card with More Actions Expanded to Show Options



List View

This view does not give visual preference to commonly used tasks and simply lists all tasks in a task group.

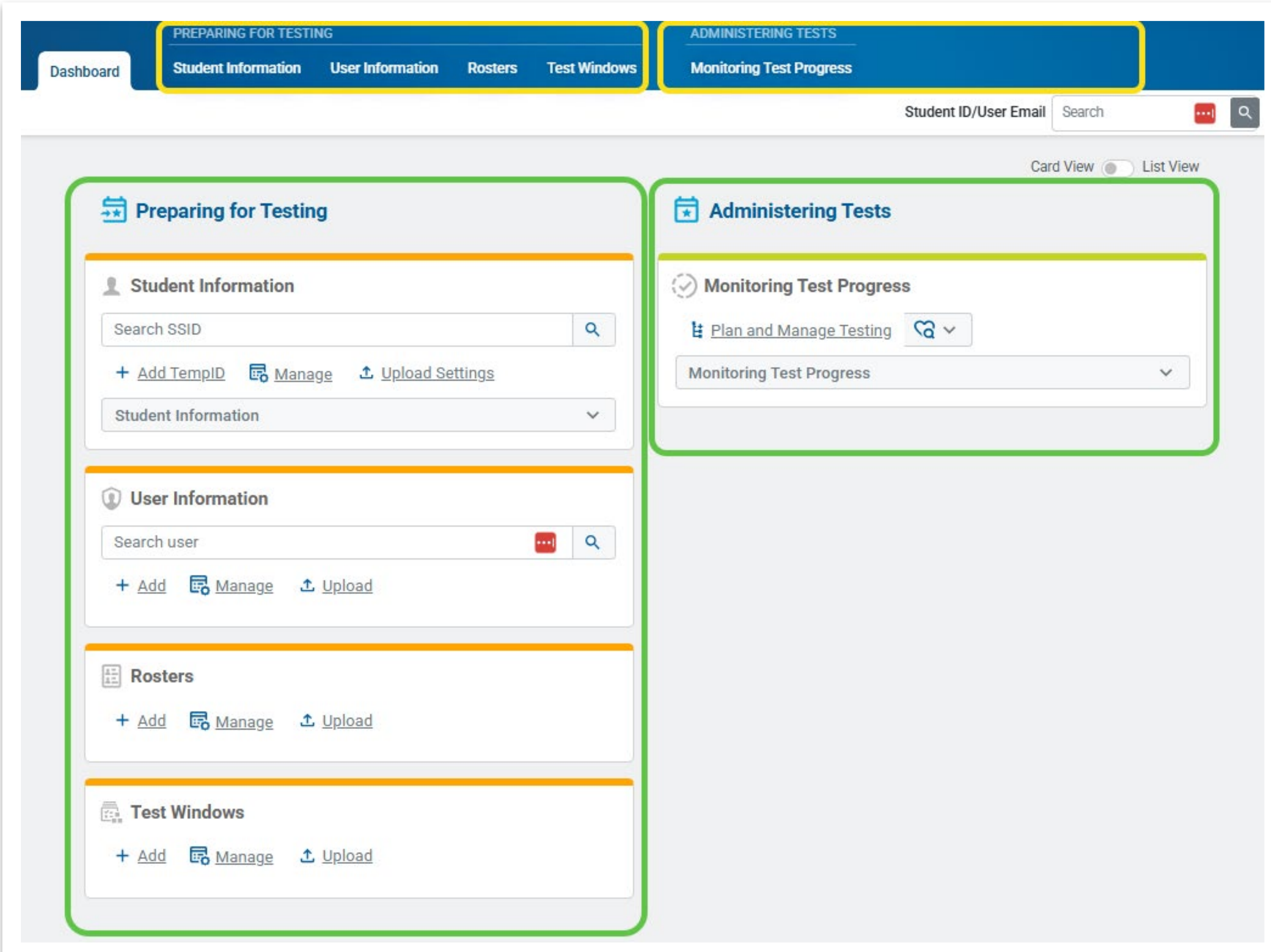
Difference in Labels Between Views

Card View uses shortened task names for main tasks, such as Add Temp ID, Manage, and Upload Settings on the Student Information card, while the full name for tasks appear in List View. Rest assured that the task is the same regardless of the label you select to access it.

Navigation in TIDE

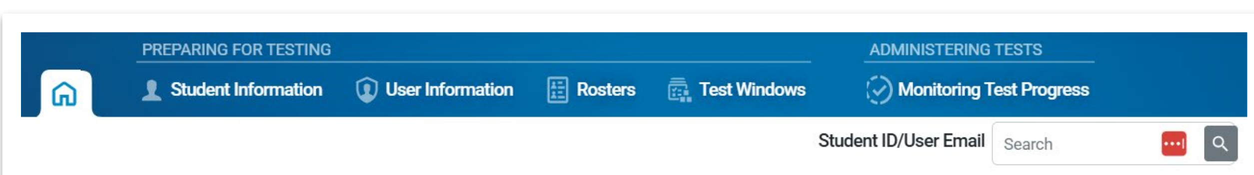
On the TIDE home page dashboard, there are two sections for common activities that users most conduct before testing (Preparing for Testing) and during the test administration window (Administering Tests). You can access tasks by clicking on the cards or links from the home page, or via links in the Navigation Bar (Figure 14).

Figure 14. Two ways to Navigate TIDE



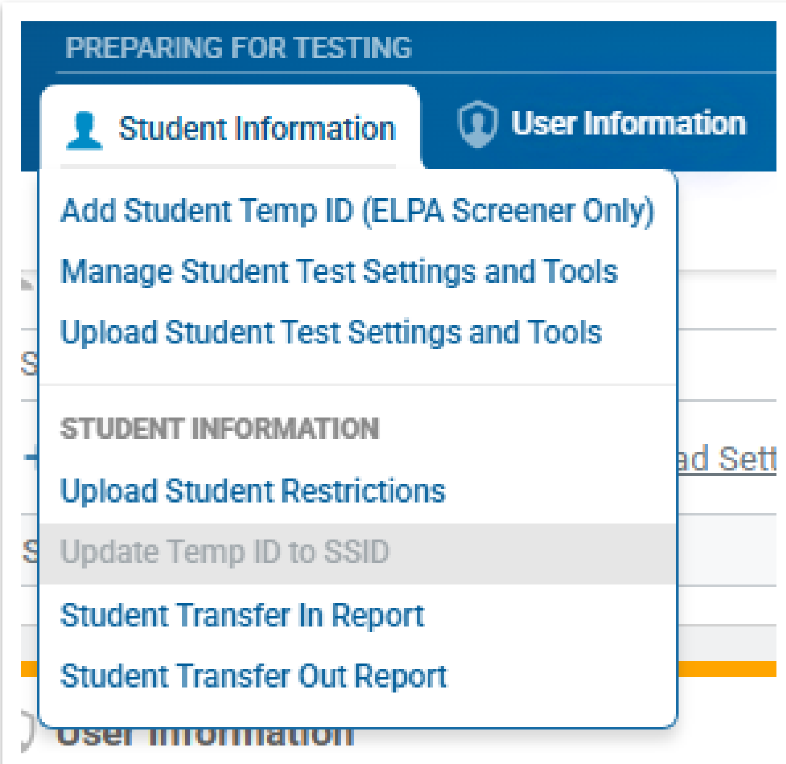
The Navigation Bar is accessible from most pages in TIDE, except when you are adding or editing a record (Figure 15).

Figure 15. Navigation Bar with Task Group Tabs with Dashboard Selected



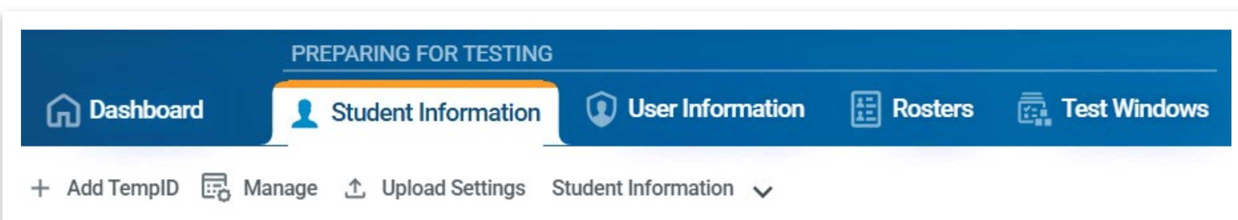
Hover over a task group tab to display a dropdown menu of tasks (Figure 16). If you select the tab directly, the menu closes.

Figure 16. Task Group Dropdown Menu



After you make your selection, the other tasks from the task group dropdown menu populate below the tabs so they can be accessed easily. (Figure 17).

Figure 17. Student Information Task Group Task Menu



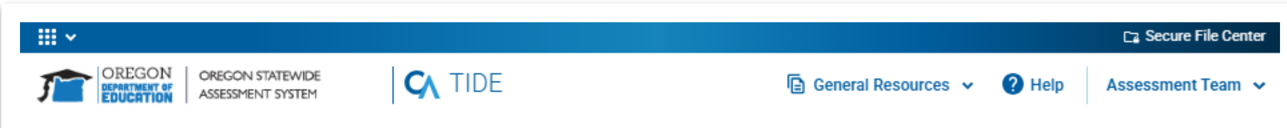
The horizontal task menu uses shortened task names for main tasks, such as Add TempID, Manage, Upload Settings, and Student Information, while the full name appears in the task menu dropdown. Rest assured that the task is the same regardless of the label you select to access it.

Another navigation option is to return to the Dashboard to access tasks. **Dashboard** is the only tab you can select directly since it does not have a dropdown menu.

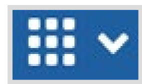
About the Header

A header appears at the top of most pages in TIDE (Figure 18). The header is standardized across all CAI systems.

Figure 18. Header



The header includes the following features:

- **Switch Applications** menu button (on top bar) 
  This dropdown menu allows you to switch to other Cambium Assessment applications without having to log in again.

- **Secure File Center** button (on top bar)
  This link opens the Secure File Center and provides access to the student data files you exported in TIDE, as well as any secure documents, if available.

- **Logo** button
  This button returns you to the TIDE home page where you can access the Dashboard.

- **General Resources** dropdown
  This dropdown allows you to access various resources needed for testing, such as general resource files with reference materials for specific tests.

- **Help** button
  This button opens the online TIDE User Guide for information about tasks across the system.

  Note: The **Help** button is designed to display information relevant to the page where you selected the button. However, not every page in TIDE has a **Help** button. You can find information in the guide about all aspects of the system by using the table of contents or searching in the guide.

- **User Account** dropdown
  This is the dropdown menu shows the name associated with your account. This menu allows you to:

  - Change your role and institution (if applicable)

  - View and edit your contact information

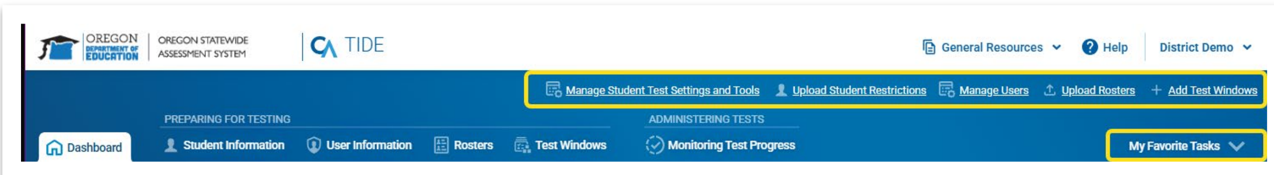
Alert: Logging out of TIDE also logs you out of most CAI systems, with the exception of the TDS TA Interface. You will remain logged in to TDS to prevent the accidental interruption of active testing sessions.

Save and Manage Your Favorite Tasks as Navigation Options

If there are tasks that you regularly visit, save yourself a few clicks by adding them to the Navigation Bar (Figure 19). You can add up to five tasks to the Navigation Bar.

Note: To save space on smaller screens, the icons associated with each task are removed when viewing on a size-restricted screen or zoom level.

Figure 19. Favorite Tasks



Add Favorite Tasks

1. Navigate to the task you want to save as a favorite.

2. Below the Navigation Bar on the right side, select **Favorite This Task**. 

Access Favorite Tasks

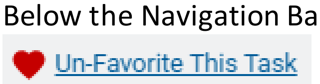
1. Access the Navigation Bar.

2. Select **My Favorite Tasks**.
   The Navigation Bar expands and your favorite tasks display at the top of the bar.

3. Select a task.
   You are taken directly to the selected task.

Remove Favorite Tasks

1. Navigate to the task you want to remove as a favorite.

2. Below the Navigation Bar on the right side, select **Un-Favorite This Task**.
   

   The task is no longer on your list of favorite tasks on the Navigation Bar.

Access Global Features

Regardless of where you are in the platform, certain features appear globally.

Apply Accessibility Tools to TIDE

You can modify visual aspects of TIDE to make the site easier to read and use. These tools are available across the system.

1. Sign in to TIDE.
2. From the Administration Details page, open the accessibility widget .
3. Modify the tools as needed.
   a. **Saturation**: changes the page colors
   b. **Text Spacing**: changes to text spacing
   c. **Mouse Pointer**: change the size and color of the cursor icon

Change an Institution

Depending on your user role permissions, you may be able to switch administrations, institutions, or even roles. However, all these options may not be available for every user.

To change the test administration or institution:

1. On the header, select the **User Account** dropdown.
2. From the menu, select **Change Role**.
   The ***Administration Details*** pop-up appears.
3. Update the information as necessary.
4. Select **Submit**.
   A new dashboard appears that is associated with your selections.

New: The institution selections you make on the ***Administration Details*** page will automatically populate for you when you add or search for records.

Modify Your Contact Information

You can modify or view your name, phone number, and other account information in TIDE. Your access depends on your role.

Alert: To change your email address, contact your District Test Coordinator.

To modify account information:

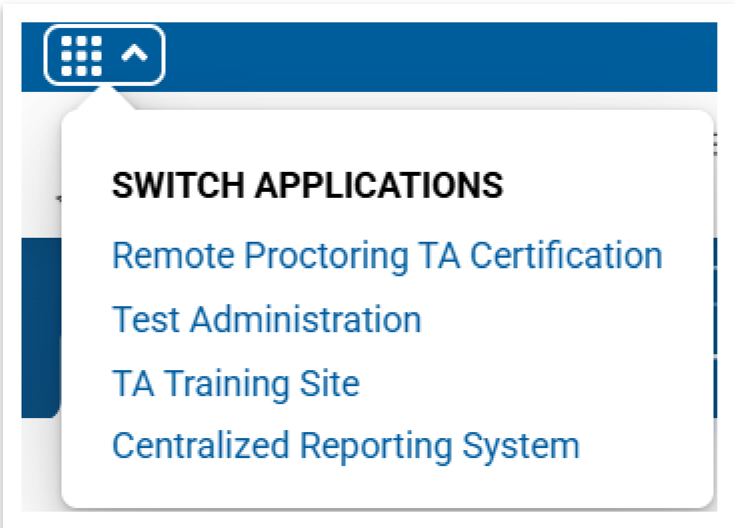
1. From the **User Account** dropdown menu in the header, select My Account. The ***My Contact Information*** page appears.
2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Switch Between OSAS Applications

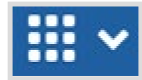
When you log in to TIDE, you can switch to other OSAS applications without having to log in to each system separately (Figure 20). Access to other systems and their features is dependent on your user role.

Figure 20. Menu Used to Switch Between Systems



Note: While you can navigate to TDS for test administration if your role has access, the navigation menu does not appear in TDS. This is by design so that test sessions are not closed inadvertently.

To switch to another OSAS system:

1. Select the **Switch Applications** menu button  in the top left of TIDE.
2. Select the system you want to use.

You are directed to the selected system without having to log in again.

Access Secure Notifications

The Secure Notification Banner displays alerts, warnings, and informational messages from Cambium Assessment, Inc. (CAI). The banner displays at the top of pages in TIDE when active notifications are published (Figure 21). Often, the messages will contain time-sensitive information, such as dates for system downtime or test window extensions due to inclement weather. These secure notifications can only be accessed after logging in to TIDE.

> **Note:** All user roles can view all secure notifications. Only CAI staff can add notifications to TIDE.

Figure 21. Example Notification on Secure Notification Banner

Distinguishing Notification Types

Notification types are differentiated by an icon and the background color.

- Informational notifications are marked with  and appear over blue backgrounds.
- Warnings are marked with  and appear over yellow backgrounds.
- Alerts are marked with  and appear over red backgrounds.

Interacting with Secure Notifications

Active notifications appear each time you log in to TIDE and can be dismissed once read. However, depending on how you dismiss the notification, the same notification may display the next time you log in if it is during the notification's scheduled display period. Review information about **Mark as Read** and the **Close icon** to understand the difference.

Mark as Read removes the notification from the top of the page and closes the notification window if open. These notifications can be viewed again by clearing your browser cache during the scheduled display period for the individual notification or if the same notification is unpublished and republished by CAI.

View More displays a window with the full contents of the notification.

The **Close icon**  removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using this icon return when you refresh the page or the next time you log in during the scheduled display period for the individual notification.

The **Arrows**  move to the next or previous notification. Only appears when multiple notifications are active, indicated by current/total notifications beside the notification name.

Find Students by ID or Users by Email Address

A search box 

appears on the right of the Navigation Bar in TIDE. This search is limited to students or users but allows quick access to the ***Student Information*** page for a specified student or the ***Manage User*** details page for a specified user.

To search for a student or user:

1. In the search box, enter a student's SSID or a user's email address.
   The SSID or email address must be an exact match; TIDE does not search by partial SSID or email address.

2. Select  or use the **Enter** key. The ***Student Information*** page for that student or the ***Manage User*** details page for that user appears.

Viewing Role Definitions

TIDE provides a list of role definitions that you can review.

To view role definitions:

- From the **General Resources** dropdown menu in the header, select **Role Definition**. The ***Role Definition*** page appears.

Viewing Accessibility Supports

TIDE provides a link to ODE's definitions for accessibility supports.

To view definitions for accessibility supports:

- From the **General Resources** dropdown menu in the header, select **Accessibility Supports**. The ***Accessibility Supports*** page appears.

Download General Resources

TIDE provides access to resources you can use to prepare for scoring tests by hand.

To download hand-scoring resources:

1. From the **General Resources** dropdown menu in the header, select **General Resources**. The ***Scoring Guides*** page appears.
2. Select the download link for the required resource.

Download Files from the Secure File Center

When conducting searches across TIDE, you can choose to export the search results to the Secure File Center (SFC). The shared Secure File Center serves as a password protected repository that lists files containing the data you have exported in TIDE and other CAI systems. When you choose to export search results to the Secure File Center, TIDE sends you an email to your email address that is registered in TIDE when the export task is completed and the file is available in the Secure File Center for download.

The Secure File Center also lists any protected documents that have been externally uploaded to the Secure File Center and that you have privileges to view.

- The files in the Secure File Center are listed in the order in which they were created, but can be sorted in other ways. 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.
- You can access the Secure File Center from any page in TIDE. You can also download, archive, or delete files, unless the files have been added by an admin user.

To access files in the Secure File Center:

1. From the TIDE header, select **Secure File Center**. The ***Secure File Center*** page appears. By default, TIDE displays the *View Files* tab.
2. *Optional*: Select the **File Storage** view from the available tabs:

- **Temporary**: 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.

Warning: The **Archived** file storage does not keep your files long-term. The same expiration period applies for files moved to **Archived** as for files in the **Temporary** storage area.

3. *Optional*: To filter the files by keyword, enter a search term in the search field above the list of files and select . The list is filtered to display only those files containing the entered file name.

4. *Optional*: To hide or display system or custom labels, use the **Show Labels** switch.

5. *Optional*: To hide files with a system or custom label, clear the checkbox for that label under *Custom Labels*.

6. To identify shared files, refer to the *Created* column.

   a. Files you've shared with other users display: *Owned by: your email address*

   b. Files that have been shared with you by other users display: *Shared by: owner's email address*

   c. Files that have been shared by Cambium Assessment staff display: *Cambium Assessment Support Team*

7. To download files, do one of the following:

   - To download one file, select the file name.
   - To download multiple files, select the checkboxes for the files and then select **Download** from *Batch Actions* across the top.

8. To add a new custom label or apply an existing custom label, select the file(s) and then select **Label** from *Batch Actions* across the top.

   - To apply a new custom label, select **Create New Label**, select **Add**.
   - To apply a label you just created or an existing custom label, select the checkbox(es), and select **Apply Selected Labels**.

9. To archive a file, select the file and then select **Archive** from *Batch Actions* across the top or use the button under the *Actions* column for the file. Hover over the button to display the name.

    a. To return a file to **Temporary** storage from **Archived**, select .

10. Delete a file you've exported to the SFC or delete a file that has been shared.

    a. To delete a file that you've exported or that has been shared with you, select the file and then select **Delete** from *Batch Actions* or use the button in the *Actions* column for the file. Hover over the button to display the name.

    b. To delete a file that you've shared with other users, you have two choices:

        i. To delete the file for you only, select the checkbox for the file, then select **Delete** from *Batch Actions*.
        This action keeps the file intact for all users with whom it was shared and only removes it from your SFC. Once you delete the file this way, there is no way for you to remove it from other users, although the other users can delete it.

        ii. To delete the file for you and all users with whom you shared it, use the button in the *Actions* column for the file. Hover over the button to display the name.

Share Files with the Secure File Center

You can share files from the ***Secure File Center*** window to individual recipients by email address or to groups of recipients by user role. The files appear in each recipient's ***Secure File Center*** window.

Note: Your ability to share files may be limited by your user role.

1. To share a file from your Secure File Center, you must first save it to your computer.

2. In the ***Secure File Center*** window, select the **Share Files** tab.

3. In the *Select Recipients* area, do one of the following:

    - To share files to a group of users by user role, select **Role**.

    - To share files to a single recipient, select **Email**. If you select this option, skip to step 6.

4. For *Select Role(s)*, choose which role group you want to receive the files, then select the specific roles from the dropdown list that appears.

5. From the *Location* dropdown lists, select organizations that will have access to the file(s) you share.

6. If you selected **Role** in step 3, skip this step. If you selected **Email** in step 3, enter up to 25 email addresses of users who should have access to the files.

Note: Email addresses are used to send notifications that a file(s) is available in the Secure File Center. Files are not emailed to maintain document security.

7. To select a file to share, select **Choose File(s)** in the *Select Files* box. Select the files you wish to share from your computer. You can also drag and drop the files.

Tip: Only these file types can be uploaded: CSV, DOC/DOCX, LOG, OGG, PDF, PPT/PPTX, TXT, XLS/XLSX, ZIP

8. Review the files you've selected to share.

9. Select **Share Files**.

10. Files you've shared also show up in the **View Files** tab.
If you've shared the wrong file, you can remove access from all users on the **View Files** tab. Be sure to use the button for delete under the *Actions* column instead of the *Batch Actions*, though. There's more information about this in Download Files from the Secure File Center.

Overview of Common Functions Across TIDE

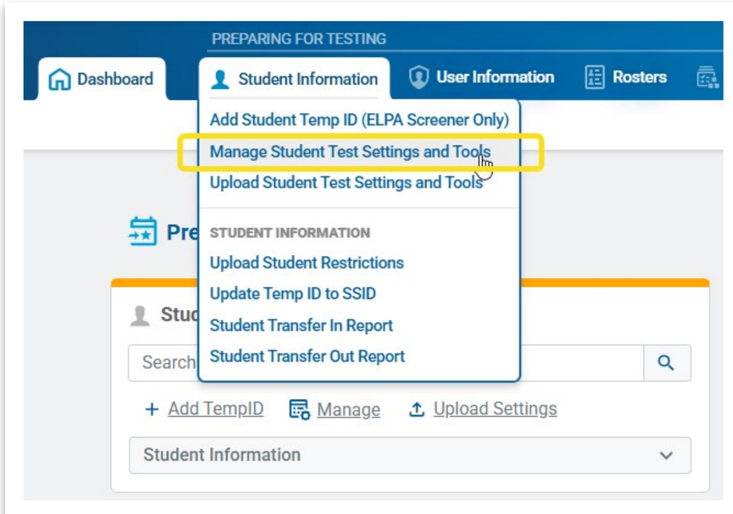
When you select a task from the Dashboard or Navigation Bar, the corresponding task page appears. Although the specific options on a task page vary from one task to another, some functions are performed the same way for multiple tasks. The help content in this section provides an overview of the pages and common elements used when adding, editing, uploading, and searching for records.

Search for Records

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of students to work with in the Manage Students task). For such tasks, sections appear in the search area when you first access the task page (Figure 24). The following explains how to use the search sections.

To begin, select Manage Student Test Settings and Tools from the Student Information drop-down menu (Figure 22).

Figure 22. Access Student Search from the Dashboard Header



Or select the Manage link on the Dashboard on the Student Information card (Figure 23).

Figure 23. Access Student Search from the Student Information Card

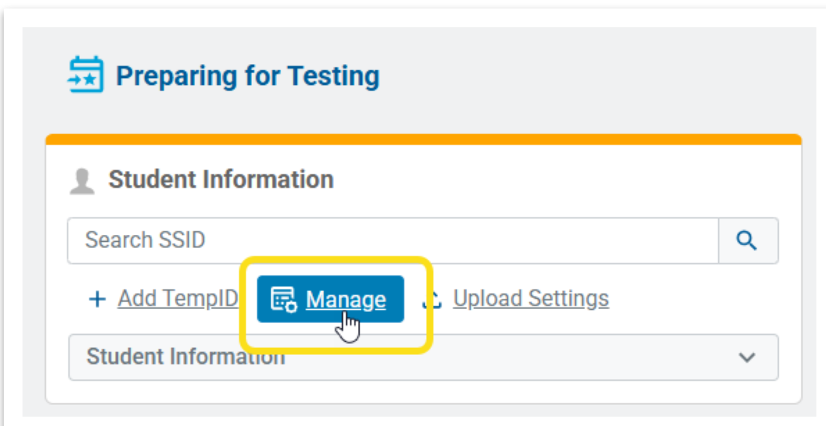
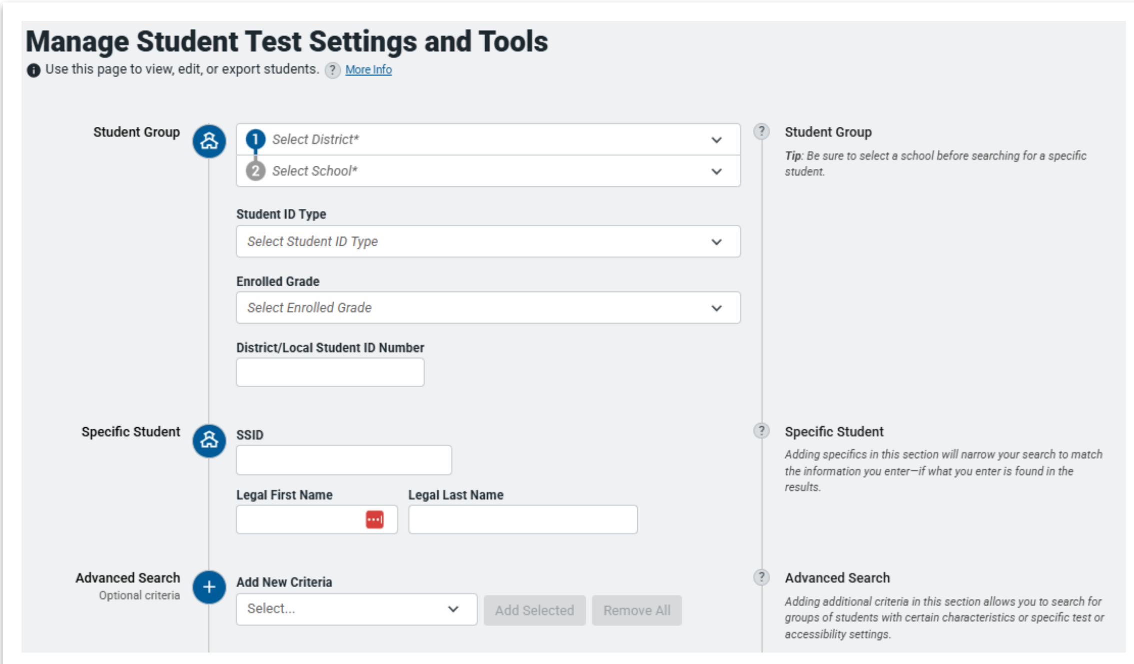


Figure 24. Search Panel



New: The Institution Selector automatically selects the institutions that you selected when you logged in. The selector is displayed in Figure 24 in the *Student Group* section.

To search for records:

1. If you're a district-level user, you'll need to make a selection at the school level. You can select all schools, though, on most search functions. However, this is not available for all searches.

2. In the search sections, enter search terms and select values from the available search dropdowns, as required. Required search options are marked with an asterisk. Some options may allow you to select multiple values or limit selections as you enter search terms.

Note: The search options available in the search sections depend on the record type.

3. *Optional:* If the task page includes an *Advanced Search* section, you can select values to further limit the search results:

   a. To include an optional search criterion, choose one and then select **Add Selected**. Once you've added the option, select a value to search for, if needed or required.

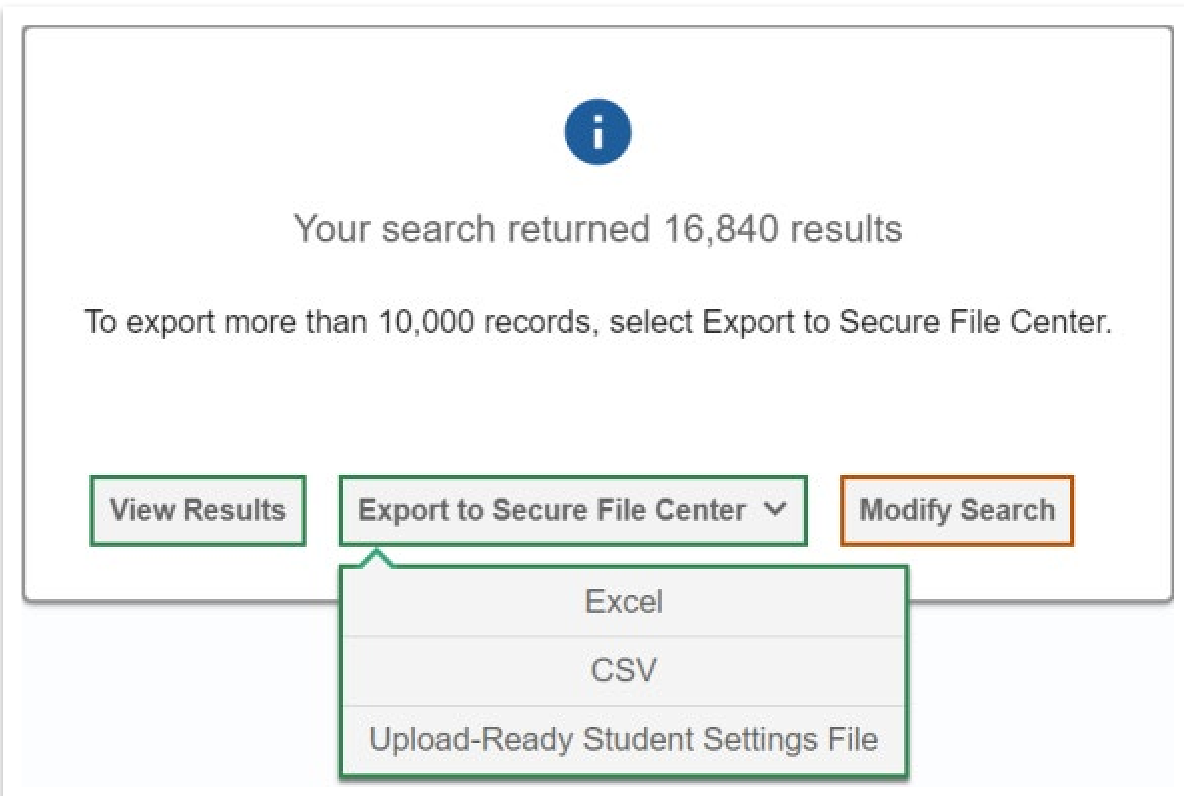
b. *Optional:* To delete an additional search criterion, select **Remove** beside the option to remove it. You can also delete all criteria by selecting **Remove All**.

Note: For information about how TIDE evaluates additional search criteria, you can review Evaluate Advanced Search Criteria.

4. Select **Search**.

5. The search results pop-up window (Figure 25) indicates the number of records that matched your search criteria. It also displays options to view the records, export the records, or modify your search.

Figure 25. Sample Search Results Pop-up Window



6. To view the retrieved records on the page within TIDE, select **View Results**. The list of retrieved records appears below the collapsed search sections.

Note: This option is not available if TIDE detects that loading too many records might adversely affect its performance.

7. To export the retrieved results to the Secure File Center, select **Export to Secure File Center** and pick the file format for the export.

If you select the **Export Upload-Ready Student Settings File** format, the file will match the format needed to re-upload the data back into the system through an upload task.

While your file is being exported, you can navigate away from the page and perform other tasks, if desired.

When your file is available for download, you will receive a notification via the email account that is associated with your user account in TIDE.

After receiving the email, the exported file is available for download from the Secure File Center. (For more information, you can review: Download Files from the Secure File Center)

⚠ **Alert:** Files are not emailed. This helps to maintain the security of the information.

8. To change your search criteria, select **Modify Search**.

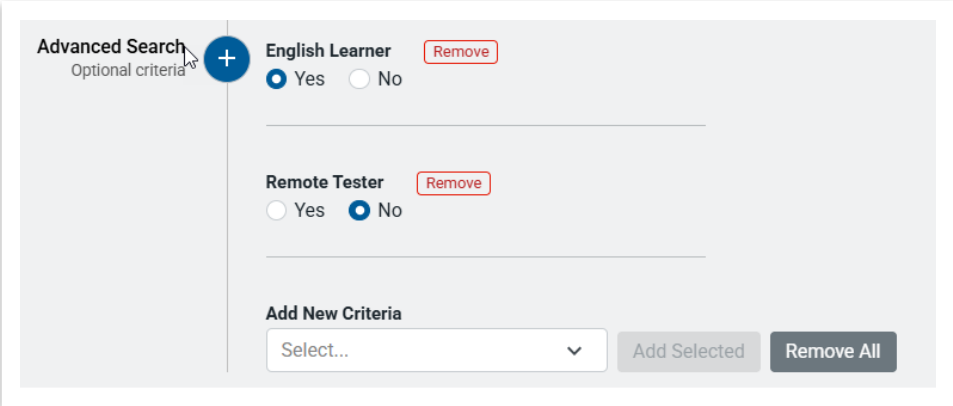
Evaluate Advanced Search Criteria

Some search pages have an advanced search panel where you can enter complex criteria. TIDE evaluates the advanced search criteria as follows:

- If you specify multiple values for a given search option, TIDE retrieves records matching *any* of the values.
- If you specify multiple search options, TIDE retrieves records matching *all* criteria.

As shown in Figure 26, TIDE retrieves student records that match both search options.

Figure 26. Advanced Search with Two Options Selected

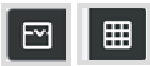


Customize Search Results Grids

Note: When searching for multiple records, users have flexibility to customize how they view the results grids. They can switch views, hide or show columns, and adjust visual aspects of the grid, such as text size, to fit their needs. Note: These features vary across tasks, so not all search results grids will have each feature.

Change the View

The Change the View feature is only available for the Manage Students task and the Manage Student Test Settings and Tools task under Student Information. Other tasks do not have the option to select a view. Even though the option to change the view is limited to tasks for students, some grids are structured to look or function like focus view.

There are two options to change the way the grid displays information on the student search results grid.

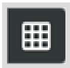
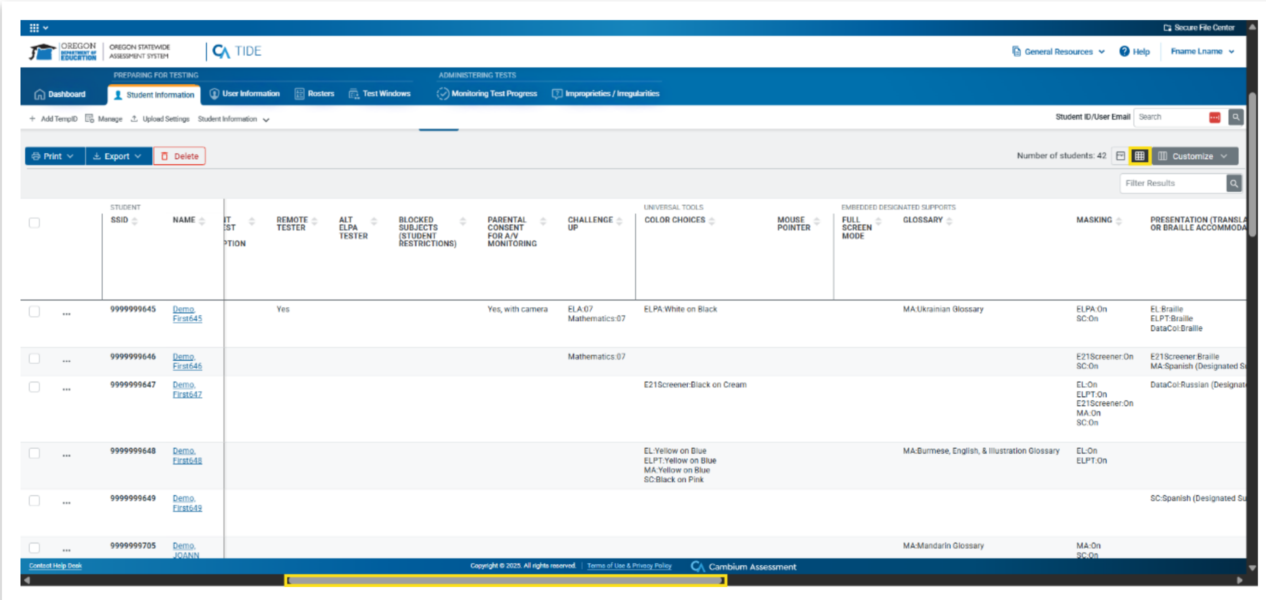
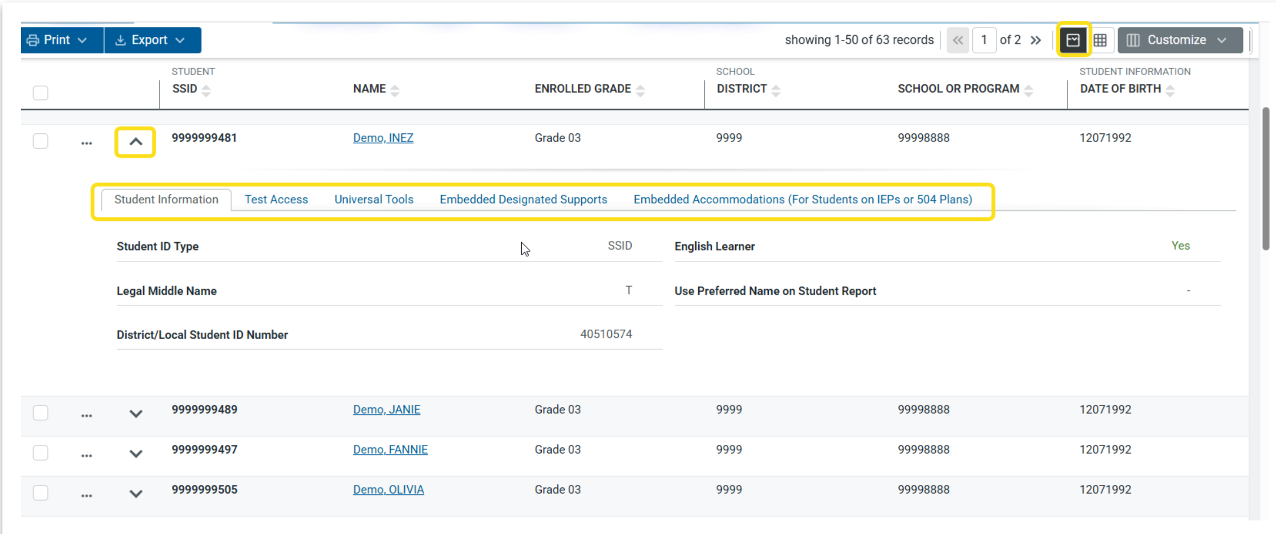
-  **Grid view** (Figure 27) is the default view and requires horizontal scrolling to review information for the records. The SSID and student's name appear stationary on the left as you scroll through the rest of the information. The horizontal scroll bar is at the bottom of the screen under the footer.

Figure 27. Grid View Button and Horizontal Scroll Bar Highlighted in Yellow



-  **Focus view** (Figure 28) allows you to easily review basic information about the records, such as SSID, name, grade, and date of birth, to find the records you need. There is no horizontal scrolling with this view. Once you identify a record you need, use the dropdown arrow to expand the row to access additional information about the record. The information is presented across tabs to allow you to focus on just what you need.

Figure 28. Focus View Button, Arrows, and Tabs Highlighted in Yellow



Customize the Visual Components of the Grid

Select **Customize** to change the visual appearance of the search results grid. The options available for the Customize dropdown menu vary depending on the view (grid or focus) you are using.

Both views allow customization of the visual presentation, including adjusting text size, row background, divider line weight, and style of the text at the top of each row. (Figure 29) However, only Grid View provides the option to show or hide columns, and rearrange them to create a different column order. (Figure 30)

Figure 29. Customize Menu Open to Display Options, Available in Grid and Focus View

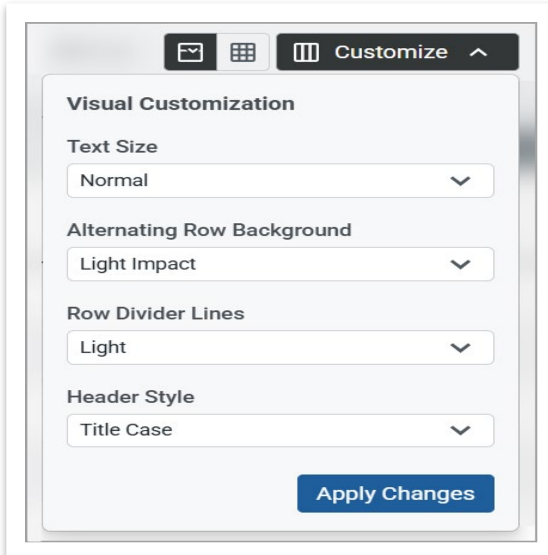
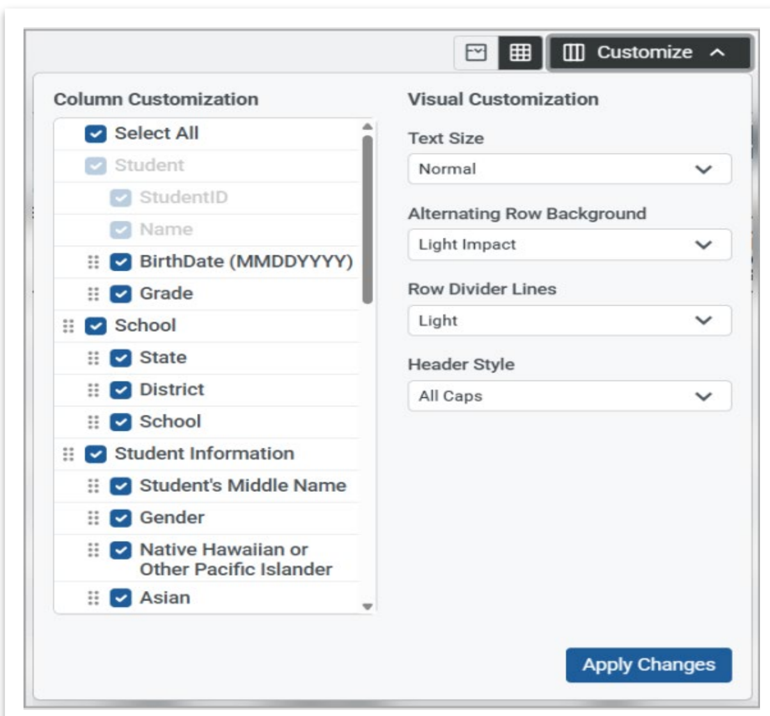


Figure 30. Customize Menu Open to Display Options in Grid View



Visual Customization Options

Use the visual customization dropdowns to make changes. Then select **Apply Changes**.

In the list that follows, the default options are highlighted in bold. Your customizations only apply to the current task and need to be reset each time you access a task.

- *Text Size*: Large, **Normal**, Small, Extra Small
- *Alternating Row Background*: **Light Impact**, Heavy Impact, None
- *Row Divider Lines*: **Light**, Dark
- *Header Style*: **All Caps**, Title Case

Column Customization (Grid View Only)

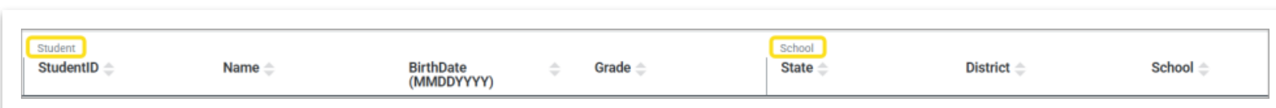
There are two ways to customize the columns in Grid View: by hiding or displaying them, and by rearranging their order.

To hide columns on the grid, simply clear their checkboxes and select **Apply Changes**. To display them again, select the checkboxes and then **Apply Changes**.

On the grid, columns are organized into sections so related information stays grouped together. The sections display above the columns (Figure 31).

You can customize the layout by rearranging entire sections or moving individual columns within a section. In the **Customize** menu, sections are left-aligned, with their columns indented beneath them.

Figure 31. Grid Header with Sections Highlighted in Yellow

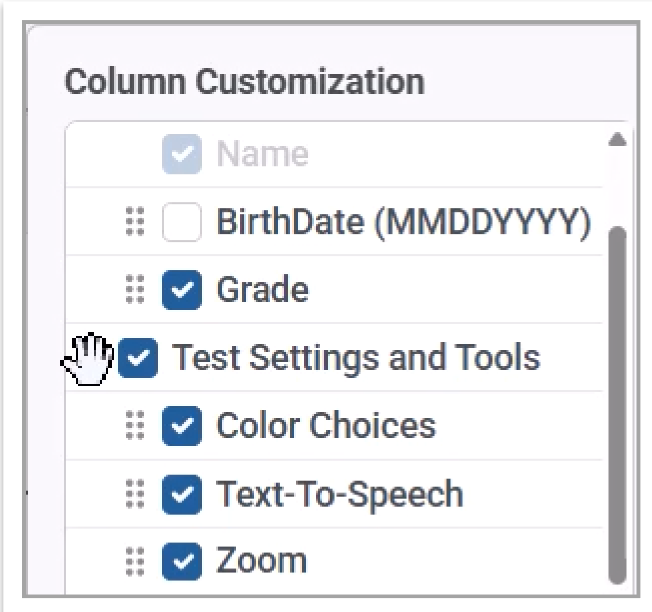


To move a section or column:

The option to drag and drop sections and columns is only available on the student search results grid.

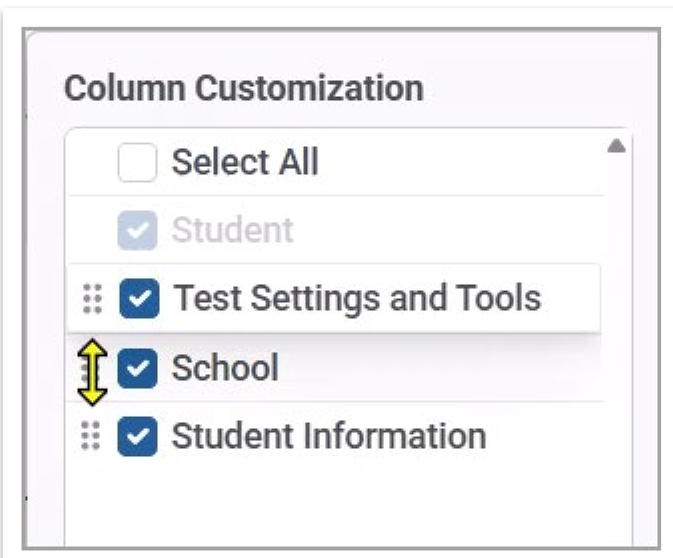
1. Next to a section or column, hover your mouse over the move icon  until your cursor changes to a hand (Figure 32).

Figure 32. Column Customization Showing the Move Hand Icon over a Section



2. Click and drag the section or column to the location you'd like. The cursor will change to a double-tipped arrow as you move it.
   For sections: when you start to move a section, all sections collapse so you can more easily place the section (Figure 33).

Figure 33. Collapsed Sections with Cursor as Double-Tipped Arrow Highlighted in Yellow



3. Release the section or column where you'd like it to display.

Tip: If you're using a tablet, you can tap, hold, and drag the section or column.

The *Student* section is the only one that cannot be hidden or moved. It is also the only section with columns that cannot be fully customized, as the *Name* and *SSID* checkboxes are grayed out and cannot be hidden or moved.

Alert: Columns do not export in the customized order.

Filter and Sort Search Results

A TIDE search can retrieve hundreds or thousands of records. To help you find the information you need, you can filter records by keyword and sort the columns.

Filter Records

You can quickly narrow the retrieved records in two ways by selecting a defined filter (e.g. Enrolled Grade) or by entering keywords (e.g. a student last name) in the *Filter Results* box.

Defined Filters

These filters offer quick access to commonly filtered attributes, such as grade.

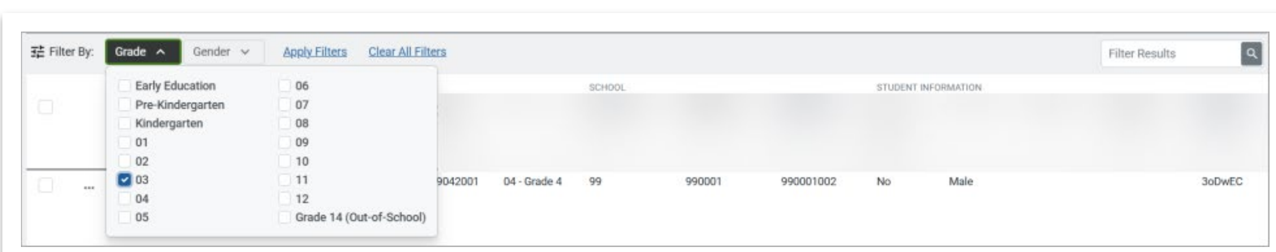
To apply a defined filter:

1. Beside *Filter By*, select a filter dropdown and one or multiple options. Repeat for as many filters as you need to apply.

2. Select **Apply Filters**.
   The results are filtered to display only those records matching your selections.

For example, Figure 34 shows a portion of the Manage Students page with the filter for grade 03 selected but not yet applied.

Figure 34. Filtering Retrieved Records—Before Selecting Apply Filters



Note: Not every task has defined filters.

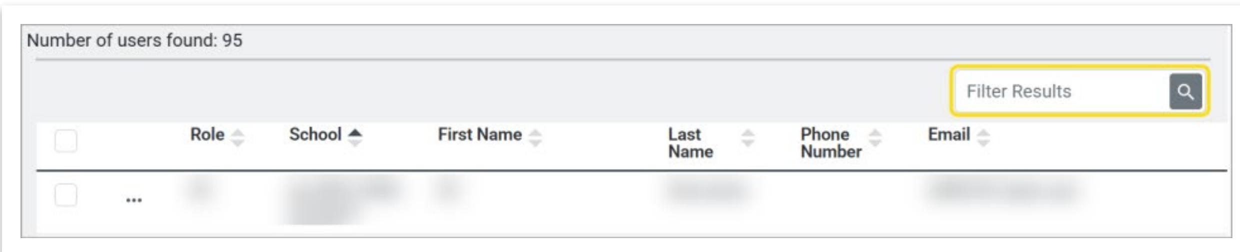
Keyword Search Filter

You can also filter results by keyword (Figure 35). This can be helpful in situations where the information you need to find is not available as search criteria.

To filter by keyword:

1. Enter a keyword in the *Filter Results* search box.

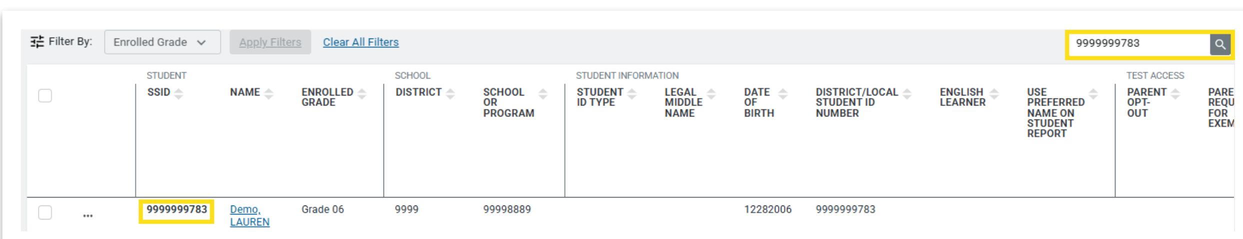
Figure 35. Filter Results Keyword Search Box



2. Select the search icon or use the **Enter** key on your keyboard.
   If your keyword is found in the records, the results display only those records matching the filter.

In Figure 36, the search was for a student with the last name `Torres`, but several students were returned in the search. By entering the date of birth in the filter box, the user was able to find the exact student. Note that the *Number of students found* display updates to show the number of records that match your filter.

Figure 36. Filtering Retrieved Records—Using the Filter Results Search



Alert: Filters applied to your search results are for on-screen viewing only. If you choose to print or export the results, be aware that the output will include all original search results—not just the filtered ones displayed on your screen.

Sort Records

You can sort the columns to organize the information in the records in a way that meets your needs.

There are up and down arrows next to the column headers in the grid (Figure 37). When both arrows are gray, it means no sorting has been applied. If one arrow is black, it shows that the column is sorted—either in ascending or descending order.

Figure 37. Name is Unsorted and Grade is Sorted Ascending

To sort records:

1. Select the column header for the column you want to reorder. This sorts the results in ascending order and displays the top arrow in black.
2. Select the column header again to sort results in descending order. This displays the bottom arrow in black.

Note: You can only sort one column at a time.

Print, Export, and Delete Records

After searching for records, you can take action on the retrieved records, such as printing them. Most record types have the option to print, export, and delete records. However, the available action buttons depend on the record type and your user role permissions.

To work with records:

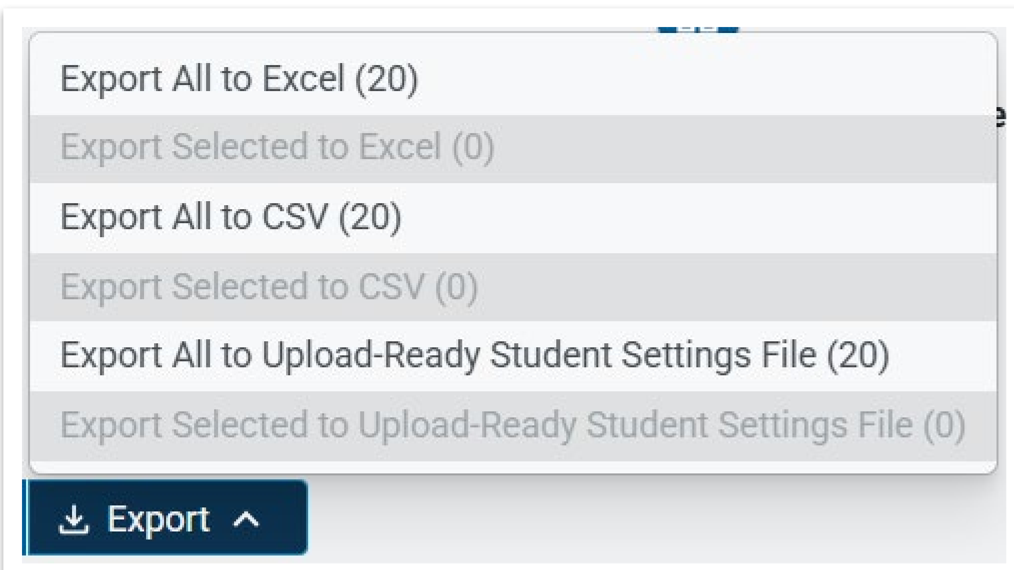
1. Search for the required records by following the procedure in the section Search for Records.
2. From the search results pop-up, select **View Records**.

   a. *Optional*: if you only want to export records, you can export them to the Secure File Center from the search results pop-up instead of viewing them.
3. From the Search Results grid, select records to work with:

- For individual records within the results, select the checkbox next to each record you want.
- For all records in the results, identify the button type for the action you need to perform.
    - For buttons with only an icon and label, you'll need to select the checkbox in the upper left of the header row and then select the button.

      For example, the Delete button  requires you to select all checkboxes to delete all records.
    - For buttons with dropdown arrows in addition to the icon and label, such as  , you do not need to select all checkboxes because the option to select all is built into the dropdown, as shown in Figure 38.

Figure 38. Action Button with Dropdown Showing Available and Unavailable Options



4. From above the table of retrieved records, select the action button you need. If it's a dropdown, choose an option.

-  : Displays options for printing all or selected records.

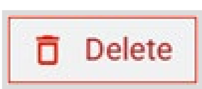
- 

: Displays options to export all or selected records to a PDF, Excel, or CSV file.
    - Selecting **Export Upload-Ready Student Settings File** exports the student settings content in a format that is ready to be re-uploaded into the system through an upload task.

Hint: For the print and export action buttons, the number of records to be printed or exported is displayed next to each option for the button. If an option is not available, it is grayed out. For example, if 218 records have been retrieved, the number next to the option for printing all records will show 218. If you have not selected any individual records, the option for printing selected records will be unavailable and will show 0 records (Figure 38).

Note: Materials can also be printed for individual students from their student details page after selecting the student from the search results. The Student Information tab has tools on the right sidebar.

Note: Email addresses are used to send notifications that a file(s) is available in the Secure File Center. Files are not emailed to maintain document security.

- 

: Deletes the selected records.
  Your user role may not have access to delete records for some or all tasks.

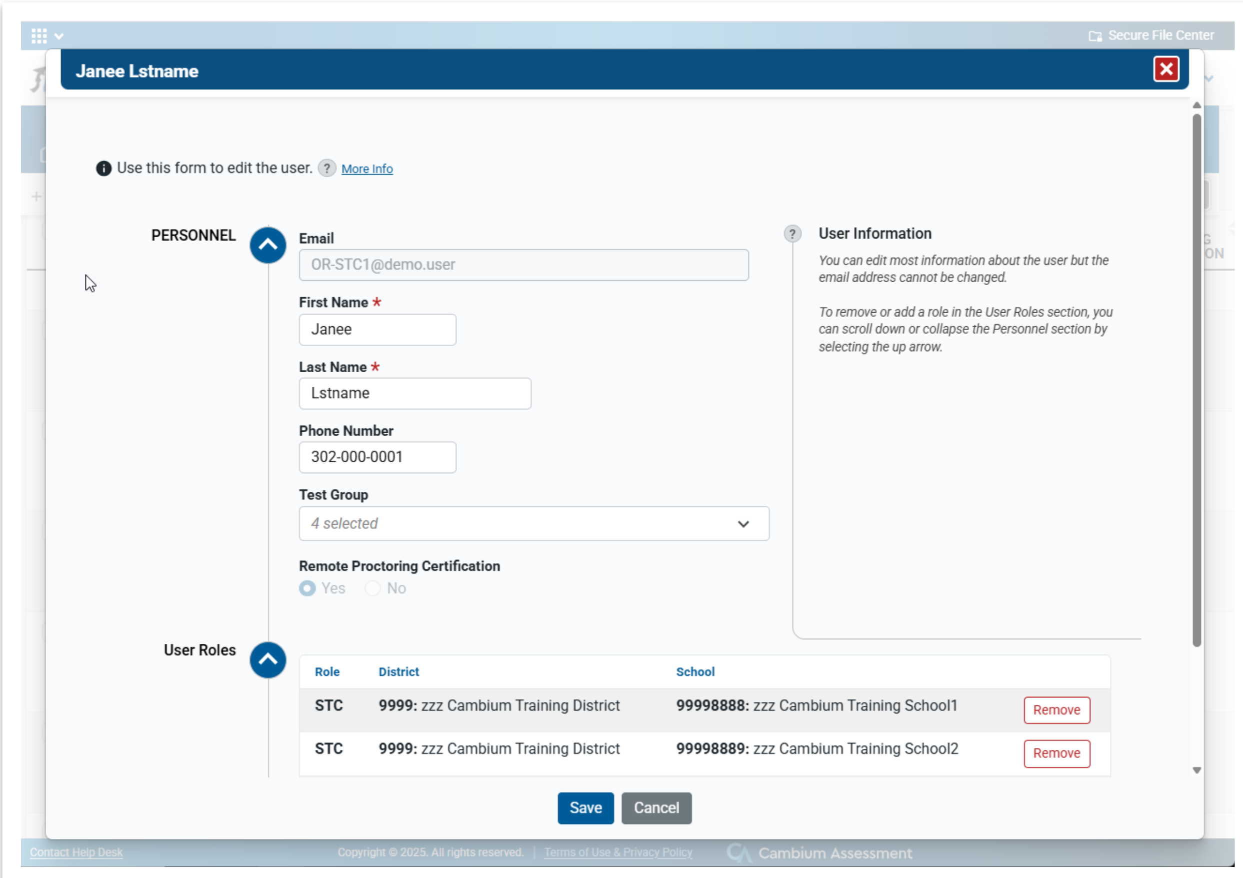
Note: Action buttons that are specific to tasks will be covered in the help content for those tasks.

Navigate Records

Certain tasks in TIDE require you to add or edit records via specialized record forms that contain student or user details. This section explains how to navigate the details pages.

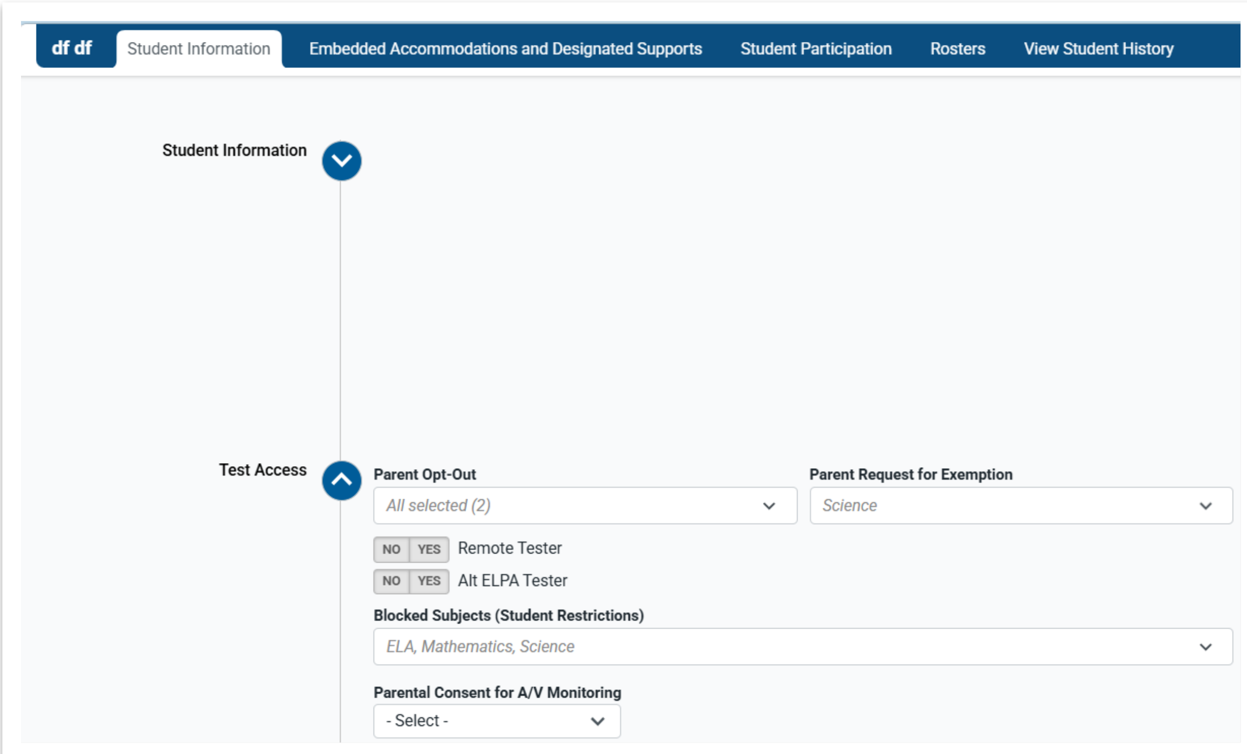
Some details pages for adding records look different than the pages for editing records. This information only shows examples of pages used for editing since many records are added through automated imports (Figure 39).

Figure 39. Sample Manage User Details Page for Edits



Details pages are usually divided into multiple sections, with each section containing a group of related settings and options. You can collapse an expanded section using , or use  to expand it if it's collapsed (Figure 40).

Figure 40. Student Details Page with First Section Collapsed and the Second Section Expanded



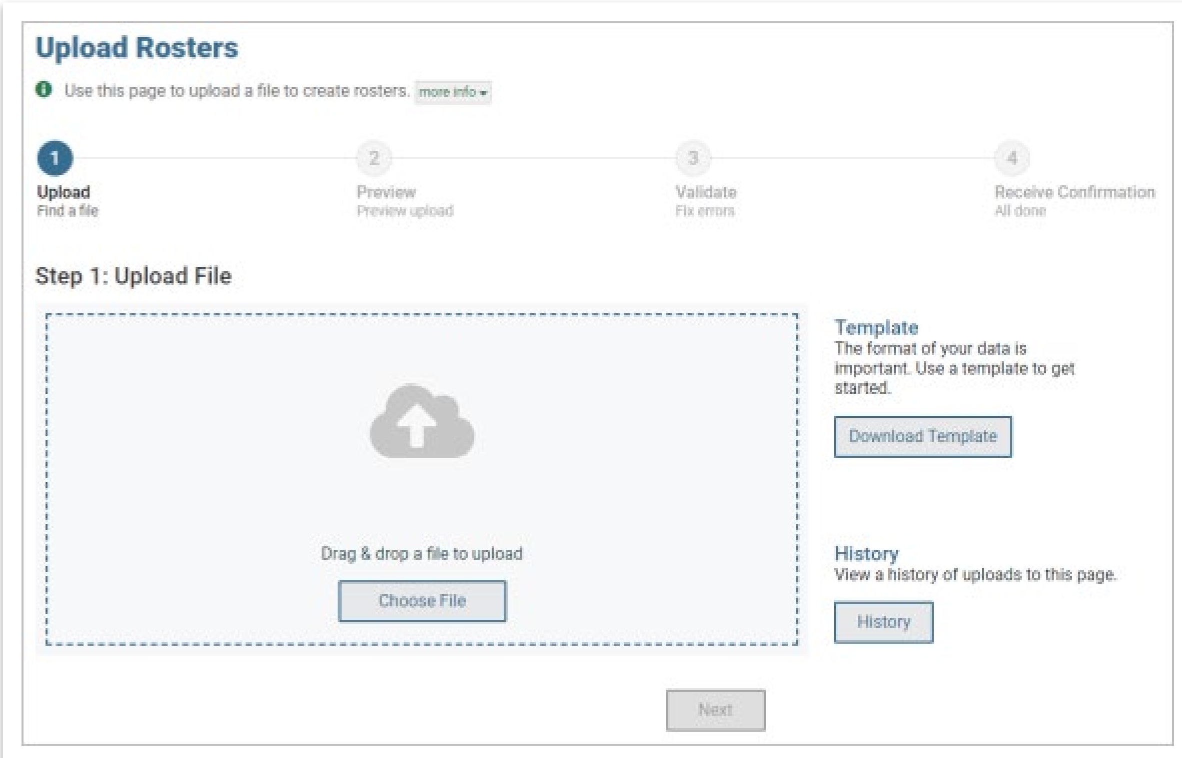
Note: The number of sections and their contents depend on the record type.

Uploading Records

Some tasks require you to add a large number of records via a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (Figure 41).

Note: The instructions in this section apply to file upload pages only and do not apply to upload tasks available on pages such as the ***Participation Search by SSID*** page.

Figure 41. Sample File Upload Page



Before uploading a file, you can download a file template and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided when describing the record type in the guide.

Select **History** on the **Upload File** page to view a log of the previous files that have been uploaded for the selected record type.

For more information about how TIDE processes uploads, Processing File Uploads in Appendix A.

To upload a file:

1. On the ***Upload File*** page, select **Download Template** and select the appropriate file type.

2. Open the file in a spreadsheet application, fill it out, and save it.

3. On the ***Upload File*** page, select **Choose File** and select the file you created in the previous step.

4. Click **Next**. The ***Preview*** page appears. Use the file preview on this page to verify you uploaded the correct file.

Note: Only the first 10 records display on the preview.

5. Click **Next**.

TIDE validates the file and displays any errors or warnings on the ***Validate*** page.

6. Review any issues in the file. Use the *Summary* table for an overview of each type of issue and the *Details* table to find specific instances of the issue in your file.

Warning: If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

- *Optional:* Select the error and warning icons in the validation results *Details* table to view the reason a field is invalid.
- *Optional:* To view a text list of issues with the file, select Download Validation Report.

Note: If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete.

7. Do one of the following:

- To proceed, select Continue with Upload. TIDE processes those records that do not have errors.
- To make edits to the file before proceeding, select Upload Revised File to restart the process.

The *Confirmation* page appears, displaying a message that summarizes how many records were committed and excluded.

8. *Optional:* To upload another file of the same record type, select **Upload New File**.

Preparing for Testing

This section provides instructions for performing the tasks in the Preparing for Testing category. These tasks should be performed before testing begins.

Manage TIDE Users

This section includes instructions for adding, editing, and uploading records for user accounts in TIDE. Whether you are adding, uploading attributes, managing, or deleting users, you can only make changes for users whose role is lower than yours in the hierarchy and who are in your district or school.

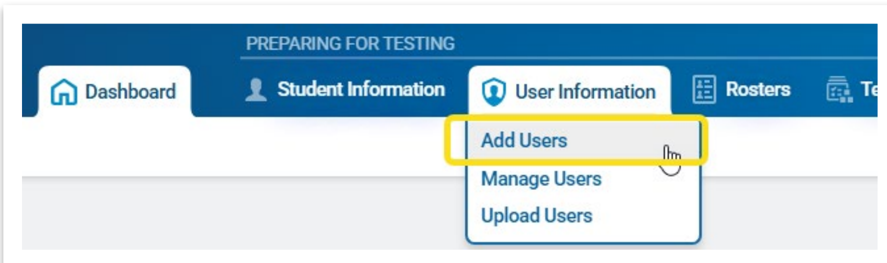
Add User Accounts

You can add only users to institutions that you can access. For example, district-level users can create school-level accounts for schools within their own district.

To add a user account:

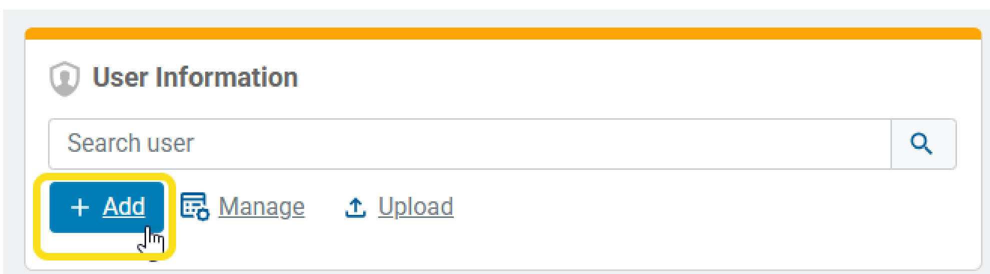
1. To begin, select Add Users from the User Information task drop-down menu (Figure 42).

Figure 42. Access Add Users from the Dashboard Header



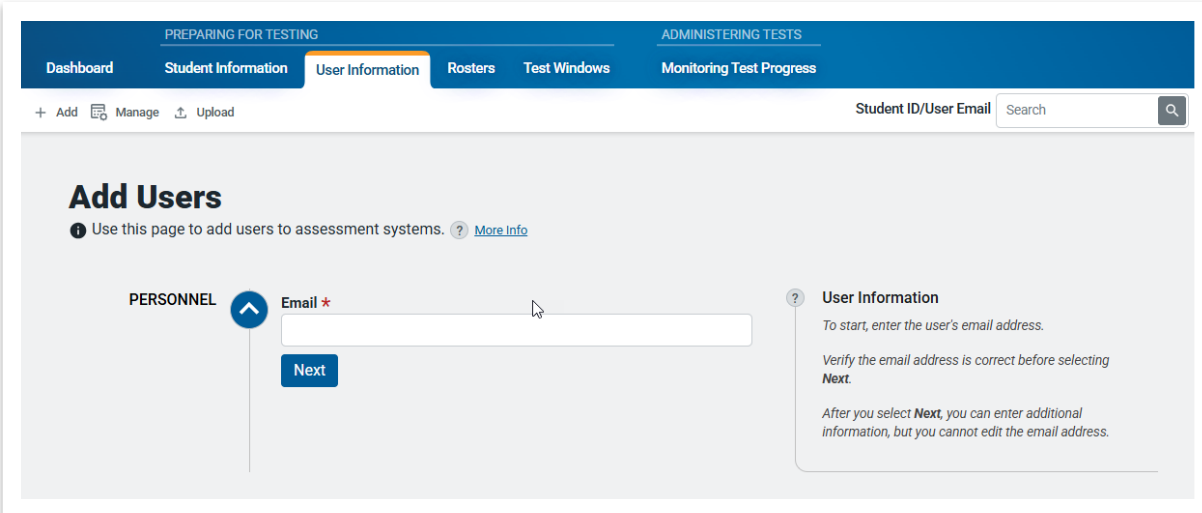
Or select the Manage link on the Dashboard on the Student Information card (Figure 43).

Figure 43. Access **Add** Users from the User Information Card



The ***Add Users*** page appears (Figure 44).

Figure 44. Add Users Page



2. Enter an email address for the new user.

Tip: Check the email address before moving on because the email address cannot be edited after you leave this screen.

3. Select **Next**. Additional fields appear.

   a. If the user is not in TIDE, all text boxes are empty, except *Email*.

   b. If the user is already in TIDE, the text boxes have pre-filled information that includes any required attributes. If you are not in the same district or school as the user, the user's assigned roles for those institutions do not display. You can add the user to more organizations, though.

4. Enter the user's first name and last name.

5. *Optional*: You may also enter the user's phone number.

6. In the *User's Role* section, select the role you want to assign this user from the **Assign Role** dropdown. Then select the district, and school if applicable, for that role and user.

8. *Optional*: Delete roles by selecting **Delete** in the section with the role you want to remove.

9. Click **Save**. A pop-up displays.

10. In the pop-up, do one of the following:

- Select **Continue** to add another user on the ***Add User*** page.

- Select **Dashboard** to return to the TIDE ***Dashboard***.

TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com.

> **Note:** If a user does not receive the initial activation email, contact the Help Desk so the email can be re-sent.

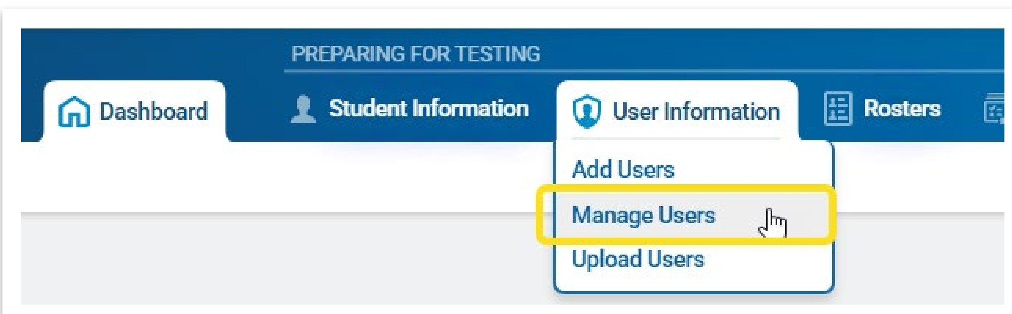
Manage User Details

You can view and modify information about a user's TIDE account—as long as the user is below your role in the hierarchy and is in your district or school.

To view and edit user details:

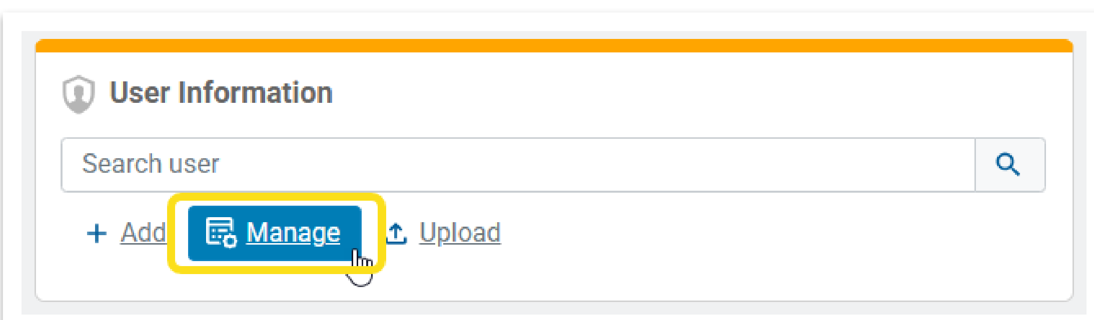
1. To begin, select Manage Users from the User Information drop-down menu (Figure 45).

Figure 45. Access Manage Users from the Dashboard Header



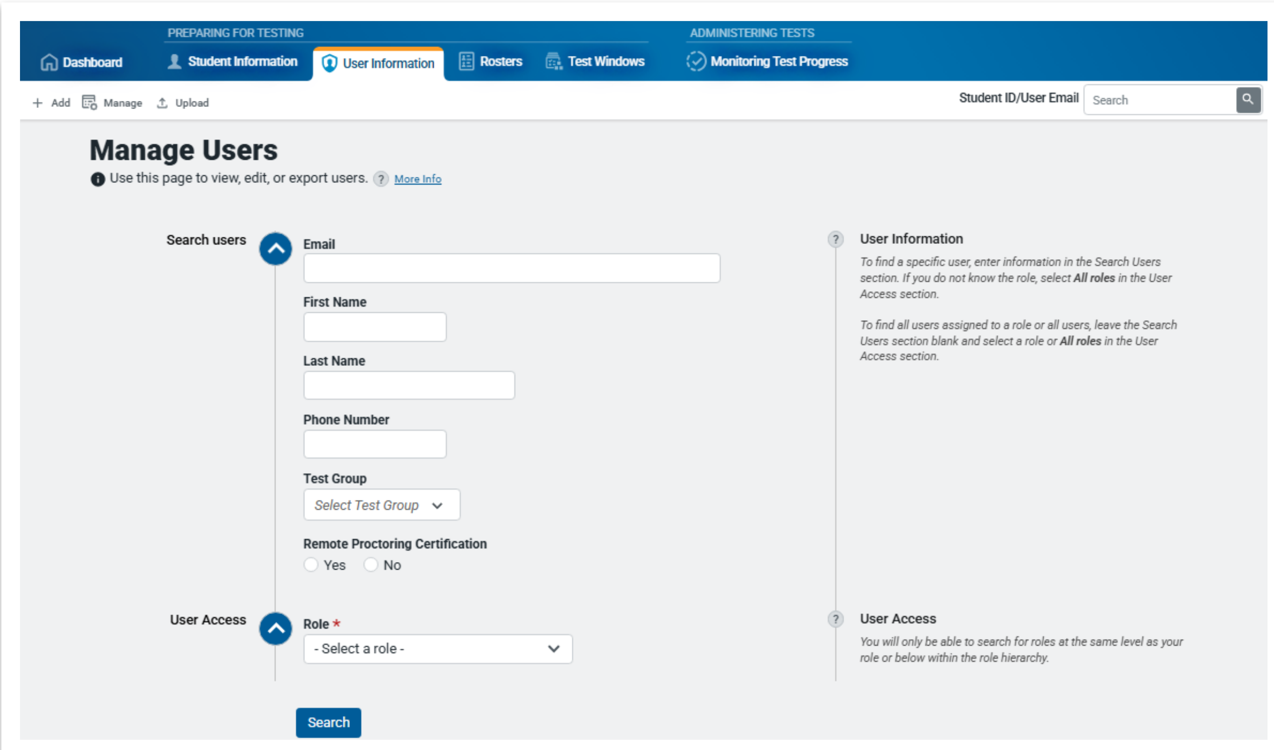
Or select the Manage link on the Dashboard on the User Information card (Figure 46).

Figure 46. Access **Manage** Users from the User Information Card

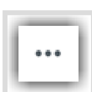


The ***Manage Users*** page appears (Figure 47).

Figure 47. Manage Users Panel



2. Search for the user. For information about the search process, you can review Search for Records.

3. To open the record for editing, select (do not right-click) the *Row Actions* menu button  and then choose **Edit**. The user details page appears.

4. If your user role allows it, modify the user's details as required.

Note: You cannot edit the user's email address. Instead of creating a new user account, contact the Helpdesk to have them associate a new email address with the existing user. This ensures that most data connected with the user stays intact.

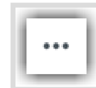
Deleting User Accounts

You can delete a user's account as long as the user's role is lower in the hierarchy than your role and the user is in your district or school.

To delete users:

1. From the **User Information** task group, select **Manage**. The ***Manage User*** page appears.

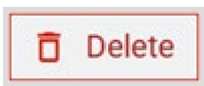
2. Search for the user. For information about the search process, you can review Search for Records on page 33.

3. To delete one user, select (do not right-click) the *Row Actions* menu button  and then select **Delete**. A pop-up appears. Skip to step 6.

4. To delete multiple users, do one of the following:

   - Select the checkboxes for the users you want to delete.
   - Select the checkbox in the grid header to delete all users listed on the page.

Note: When deleting users using the checkbox in the header, you can only delete users who are listed on the current page.

5. Select 

. A pop-up appears.

6. In the pop-up, select **Yes**. The user is removed from TIDE.

7. Select **Continue** to return to the results page.

Alert: If there are multiple roles associated with the user, you must delete all roles to delete the user completely from TIDE.

Adding, Editing, or Deleting Users through File Uploads

If you have many users to add, edit, or delete, it may be easier to perform those actions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

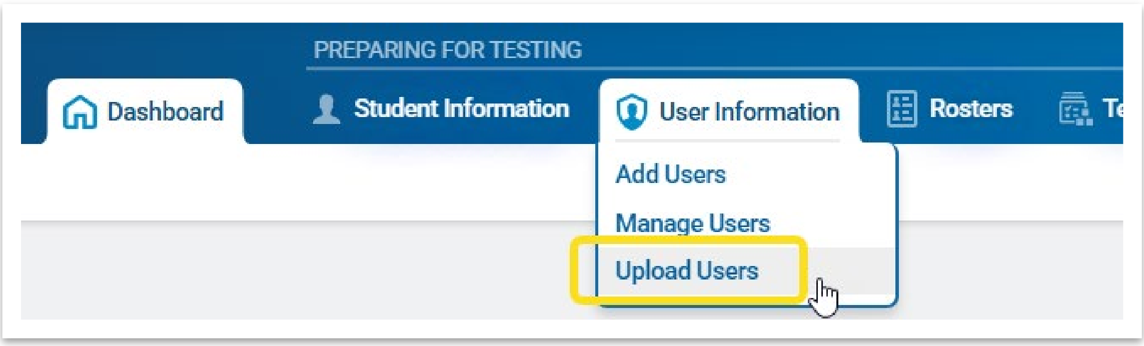
For complete instructions about uploading files, you can review Uploading Records. This topic contains information specific to uploading users.

Warning: You cannot edit the user’s email address through an upload. Instead of creating a new user account, contact the Helpdesk to have them associate a new email address with the existing user. This ensures that most data connected with the user stays intact.

To upload user accounts:

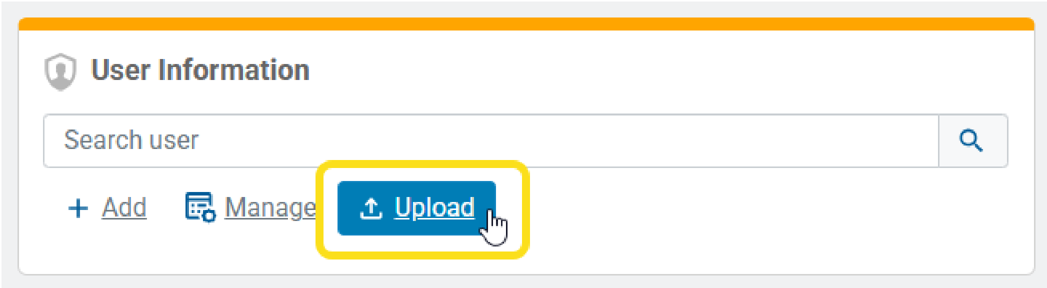
1. From the **User Information** task group, select **Upload Users (**Figure 48**)**.

Figure 48. Access Upload Users from the Dashboard Header



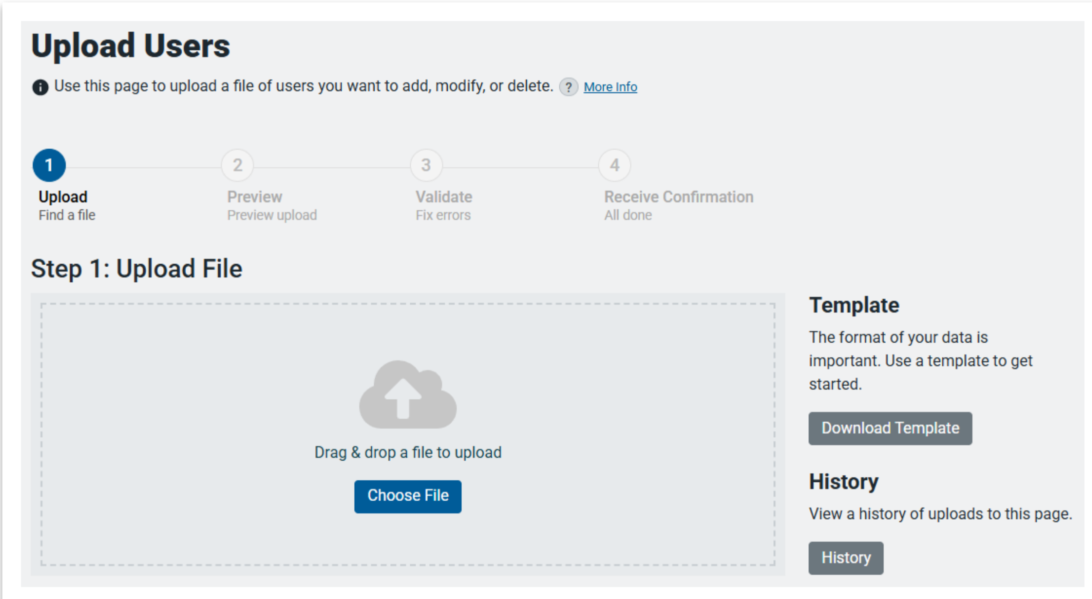
Or select the Upload link on the Dashboard on the User Information card (Figure 49).

Figure 49. Access **Upload** Users from the User Information Card



The ***Upload Users*** page appears (Figure 50).

Figure 50. Upload Users Page



2. Select **Download Template** to access all templates.
3. Download a template and save it.
4. Fill out the template, then upload it to TIDE.
5. Follow the steps in the wizard to complete the upload.
    - If you need more guidance for the upload process, refer to Uploading Records.
6. Check the results of the upload by performing a search.
    - Users who had not previously been set up in TIDE will have been added in TIDE.
    - Users who already had accounts set up in TIDE will have had their accounts modified with the updated content from the upload.

Managing Student Information

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. A student's test settings and tools include the available embedded universal tools, designated supports and accommodations, such as text-to-speech, color choices, or American Sign Language. This section explains how to retrieve, view, and print student information as well as edit student test settings and tools via an online form or a file upload.

Add Students 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.

Note About Temp IDs: 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.

To assign a Temp ID to a student for screening:

1. From the **Student Information** task group on the TIDE dashboard, select **Add Student Temp ID (ELPA Screener Only)**. The ***Add Student Temp ID*** page appears. For more information about using record forms, the section Navigate Records.

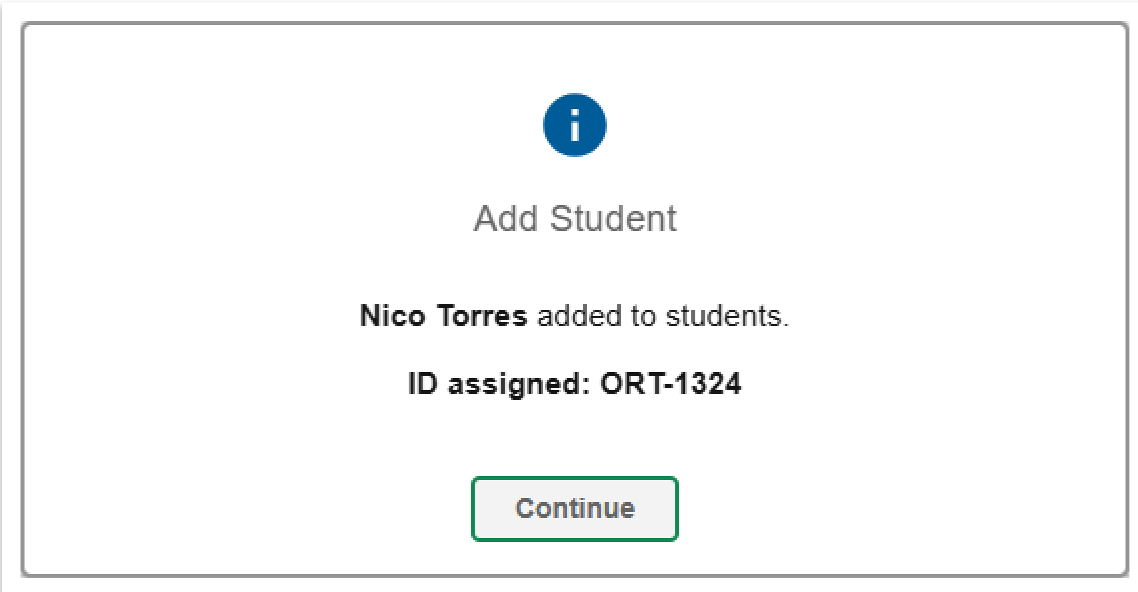
2. In the *Student Information* section, enter the student's demographic information.

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

4. In the *Embedded Designated Supports* and *Embedded Accommodations* sections, enter the student's settings for the **ELPA Screener test only**. The sections 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.

5. Select **Save**. A confirmation message is displayed that includes the student's Temp ID (Figure 51).

Figure 51. Confirmation Message: Student Added with Temp ID

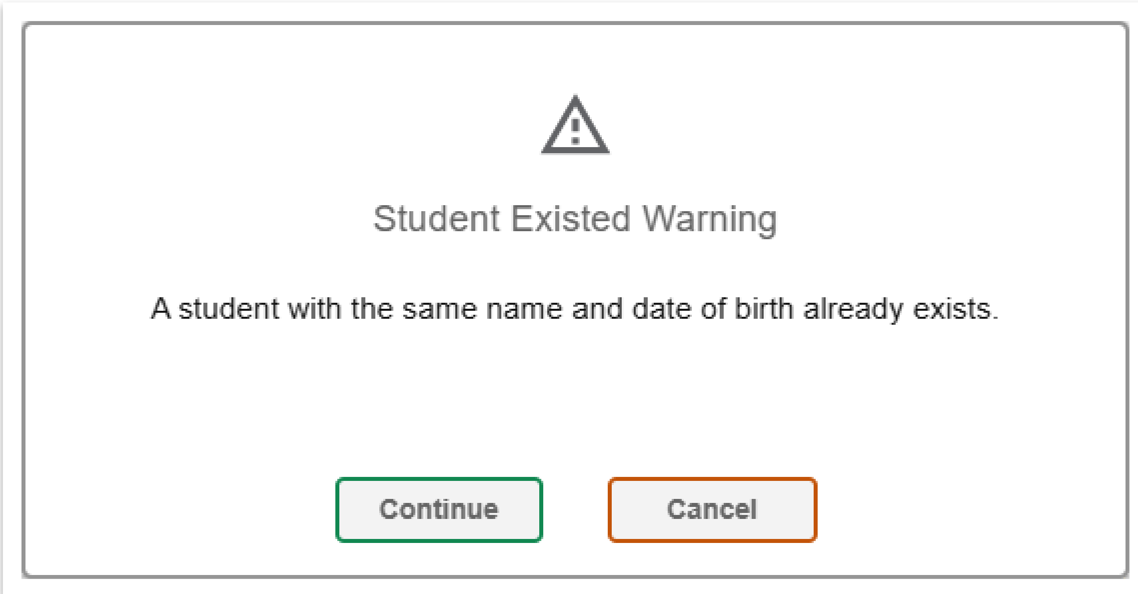


6. Select **Continue** to return to the ***Add Students With Temp ID*** page.

You can retrieve the student's record using the Find Student by ID feature (Find Students by ID or Users by Email Address) or from the ***Manage Students*** page (Manage Students) to view and edit the student's details.

Note: When you create a second Temp ID for the same student, you will receive the warning message below (Figure 52). 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 select Continue to add the student under a new Temp ID.

Figure 52. Warning Message: Student Existed Warning

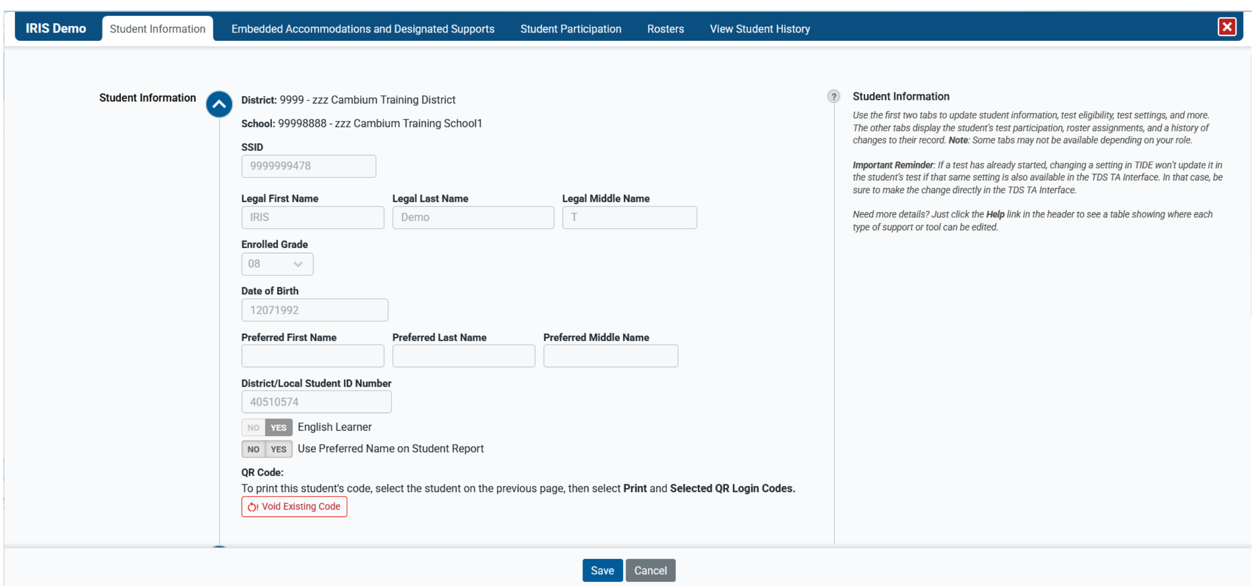


View and Edit Test Settings and Tools

This section explains how to view and edit a student's test settings and tools in TIDE in the Student Information Page (Figure 53).

This topic contains information specific to editing student records. For basic information about editing records, you can review Navigate Records.

Figure 53. Student Information Page



Tip: Be sure to check out the quick help on the right side of the page for useful information!

Actions Related to Other Features

There are specific actions you can take on the student details page that are related to other features and are reviewed in other topics:

Test Access Materials

You can find information on QR Codes and Test Tickets in Print Test Access Materials. These actions include creating, printing, and voiding QR Codes, as well as printing test tickets.

Before You Edit a Student

The information below is specific to the tasks for student records and can help you when working with student records.

Can You Edit a Student?

This task is limited to certain user roles as described in the section Understand User Roles and Permissions.

To edit a student, you must be associated with the same institutions as the student. For example, district-level users can edits students in any school within their district, while school-level users only have the ability to edit students in their school.

Search for the Student

Before you can view or edit a student record, you'll need to search for the student or group of students. For information about the search process, you can review Search for Records. The information covered in this topic is specific to student tasks.

What's Unique about the Student Search Grid?

There are several features that are special to the students search grid, including the ability to change the view of the grid, to customize the visual aspects of the grid, and the ability to rearrange, hide, or show columns. You can review Customize Search Results Grids for more information about these features.

What's Unique about the Edit Student Details Page?

Tabs

When you add a student, you'll work across horizontal tabs to enter information.

The **Student Information** tab has student identifying information, school program designations, test eligibility and formats, and more.

The **Embedded Accommodations and Designated Supports** tab has test settings and tools that are used when students test in the Test Delivery System (TDS).

The **Student Participation** tab shows tests the student participated in when available. You will not find tests that a student is eligible for on this tab until the student has started a test at least once.

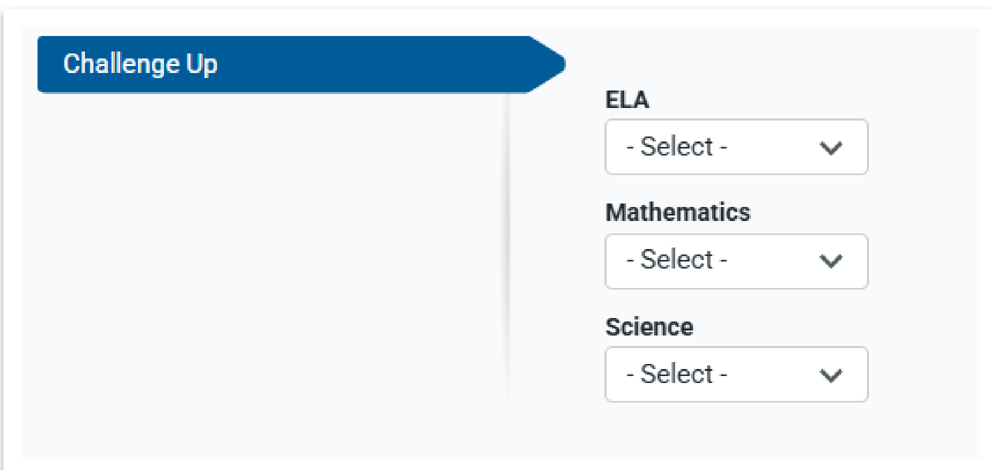
The **Rosters** tab shows all active rosters that include the student, when available.

The **View Student History** tab shows a history of changes made to the student's record.

Ribbons for Challenge up

As you work through the *Student Information* sections, you'll see vertical tabs on the left called ribbons. Within these ribbons, you'll enter information that repeats across tests. Depending on the tab, the ribbons may work in slightly different ways.

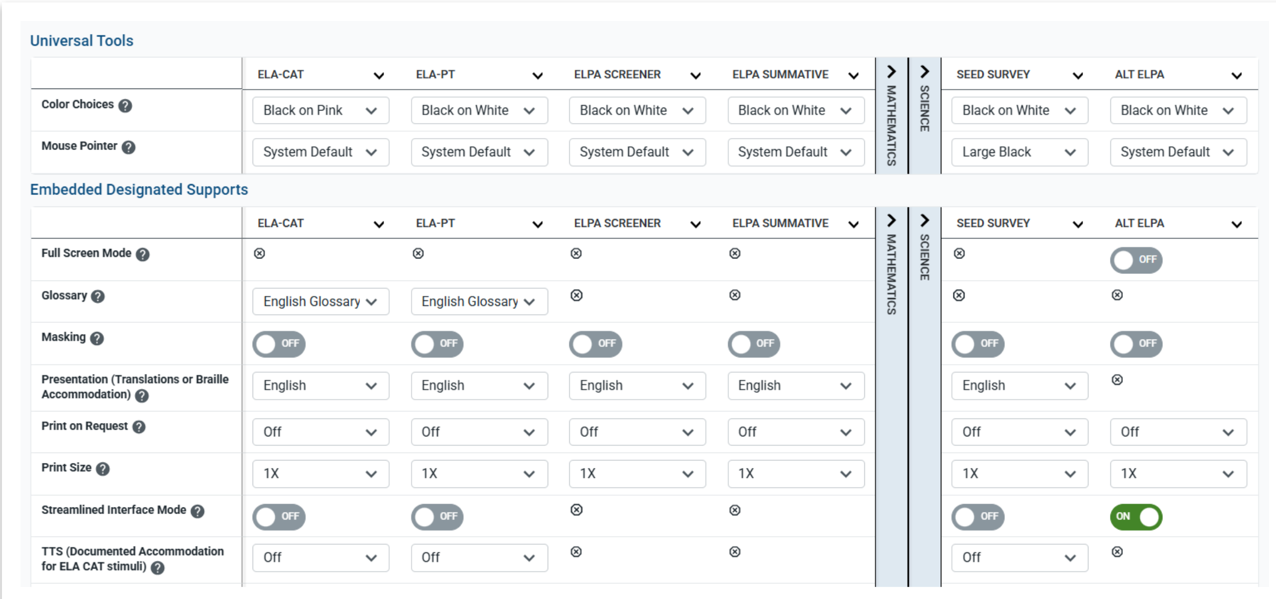
Figure 54. Ribbon for Challenge Up



Focus Panels

On the **Accommodations** tab, the columns can be hidden by selecting the column headers. This activates the focus panels, making it easier to work on settings for specific tests. Select the focus panel arrow or text to show the column (Figure 55).

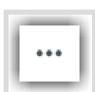
Figure 55. Focus Panels Hiding Math and Science Content



View and Edit a Student's Details Page

1. From the **Student Information** task group, select **Manage**. The ***Manage Students*** page appears.

2. Search for the student. For information about the search process, you can review [Search for Records](#).

3. To open the record for editing, select (do not right-click) the *Row Actions* menu button  and then choose **Edit**. You can also select the student's name. The student details page appears.

4. Edit the record as needed. However, you may not be able to change key identifying information for the student. You will also find options for editing on the right sidebar, which are the same options available from the student search screen.

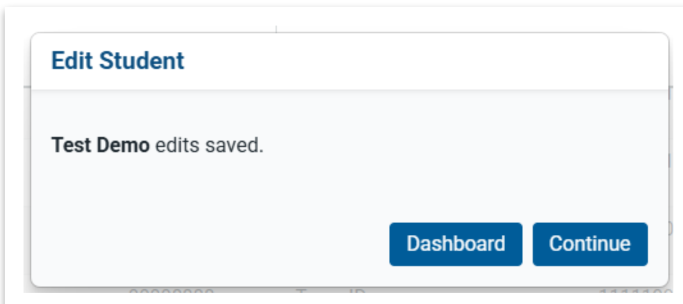
Tip: Only the **Student Information** and **Accommodations** tabs have information that can be edited.

Warning: 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 TDS TA Interface. In this case, you must change the test setting in the TDS TA Interface. You can review the test settings that need to be set in TIDE and those that need to be set in TDS: Table 12. Common Test Settings.

5. Then, you can save the record or discard your changes.

   a. Select **Save Changes** to keep the information. A pop-up displays to let you know the student's record has been edited (Figure 56).

Figure 56. Edit Student Confirmation Pop-up



      i. If you are finished editing students, select **Dashboard**.

      ii. To return to the search results, select **Continue**.

   c. Select **Cancel** to discard the changes. If you select **Cancel**, the record will not be updated.

Viewing Student Account Updates

The View Student History feature provides detailed information on updates made to a student's account by both TIDE users and automated processes. The information includes active and inactive statuses for the changes and the user's name or process that initiated the change.

You can view a history of:

- Recent Changes
- Student Information and Test Settings
- Enrollment and Rosters
- Test Eligibility

Each user role can only access the same information in the history as the user role has access to in the student information screens. The history only displays a limited time frame. So, the entire student update history is not shown. All times shown are displayed in US Eastern Time (ET).

Note: When a student is deleted, you won't have access to the View Student History feature for that student because inactive students do not display in TIDE.

1. From a student's details page, select the **View History** tab.
2. Review the *Recent Changes* for an overview of all changes or select another tab to view only those changes.
   The *Status* column indicates whether the specified attribute value is currently active or inactive, and the *When* column indicates when the value was set.
3. *Optional*: Use the filters and search options to limit the information shown in the history.
4. *Optional*: Clear the **Include Blank Values** checkbox to remove cells with no data. These cells show *No Selected Value* indicating that no selections are active.
5. *Optional*: Export data from any tab using 

.

Save Student Searches as Favorites

You can save reports generated from a search to easily rerun reports you use often. Reports are accessed from the **Favorites** tab without the need to reenter your search criteria. When available, new data is pulled in each time you run a report from **Favorites**.

Warning: Your list of favorite reports can be used throughout one school year but will be removed when TIDE is reset for the next school year.

To save searches to your Favorites tab:

1. Access **Manage Students**.
2. Select search criteria for all required fields and any optional fields within each section.
3. Select **Search.**

Note: The option to save your search will not appear if you select **Export Report**.

4. Review your search results in the grid at the bottom, and if they meet your needs, select **Save New Favorite**.

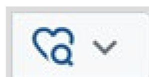
5. On the ***Save New Favorite*** pop up, add a title with up to 500 characters (required) and a description with up to 1000 characters (optional).

> ⚠ Alert: The search options you selected will not display when you generate this report from the **Favorites** tab. For future reference, list your search selections in the description so you know what information is in this report.

Generate and Manage Saved Searches

The results from the reports in **Favorites** are refreshed every time you generate a report.

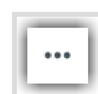
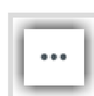
To generate reports from the Dashboard:

1. From the **Student Information** task group, find the Manage task.
2. Select the heart icon dropdown .
3. Select the report from your *Favorite Searches* menu.

To generate reports from your Favorites tab:

1. Access **Manage Students**.
2. Select the **Favorites** tab.

To manage your favorite reports by editing the title and description or deleting the report:

1. From your Favorites list, select (do not right-click) the **Row Actions** menu button  and then choose **Edit**.
2. Delete the report by selecting **Delete** from .

Uploading Test Settings and Tools

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

To upload student test settings and tools:

1. From the **Student Information** task group, select **Upload Student Test Settings and Tools**. The ***Upload Student Test Settings and Tools*** page appears.

2. Following the instructions in the section Uploading Records, fill out the Test Settings and Tools template and upload it to TIDE.

   Alert: Test settings values in file uploads are case sensitive. The Test Settings template contains the correct spellings and cases for all settings. It is recommended this template be used to either upload student settings directly or as a reference. For Excel users, the valid values are prepopulated in dropdown menus.

Print Students' Test Settings

A student's test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.

To print test settings and tools for one student from their student details page:

1. Retrieve the student for whom you want to print the label by following the procedure in the section Search for the Student.

2. From the **Student Information** tab, find the *Edit Student* section on the right sidebar.

3. Select **Print**, then **Test Settings and Tools**.

To print students' test settings for multiple students from the search results page:

1. Retrieve the student records you want to print by following the procedure in the section View and Edit Test Settings and Tools.

2. Select the column headings to sort the retrieved students in the order you want the records printed.

3. Specify the students for whom test settings need to be printed:

   - To print test settings for specific students, mark the checkboxes on the left column of the student row for the students you want to print.

   - To print test settings for all students listed on the page, mark the checkbox on the left column at the top of the table. To print test settings for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

4. Select 

, and then select the appropriate action:

- To print test settings for selected students, select **Selected Student Settings and Tools**.
- To print test settings for all retrieved students, select **All Student Settings and Tools**.

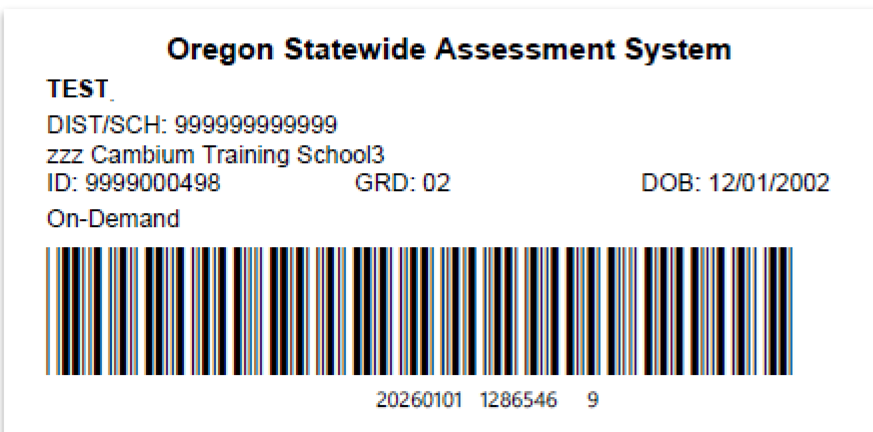
5. In the new browser window that opens, verify **Student Settings and Tools** is selected in the *Print Options* section.

6. Select **Print**.
Your browser downloads the generated PDF.

Print PreID Labels

PreID labels (Figure 57) are not required for student testing. However, PreID labels may optionally be used for other non-testing purposes, such as affixing to student folders or using as student name cards.

Figure 57. Sample PreID Label



This task requires the 5" × 2" label stock provided in your test materials shipment. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

To print *PreID* labels for one student from their student details page:

1. Retrieve the student for whom you want to print the label by following the procedure in the section Manage Students on Search for the Student.
2. From the **Student Information** tab, find the *Edit Student* section on the right sidebar.
3. Select **Print**, then **PreID labels**.

To print PreID labels for multiple students from the search results page:

1. Retrieve the students for whom you want to print labels by following the procedure in the section View and Edit Test Settings and Tools.

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

3. Specify the students for whom labels need to be printed:

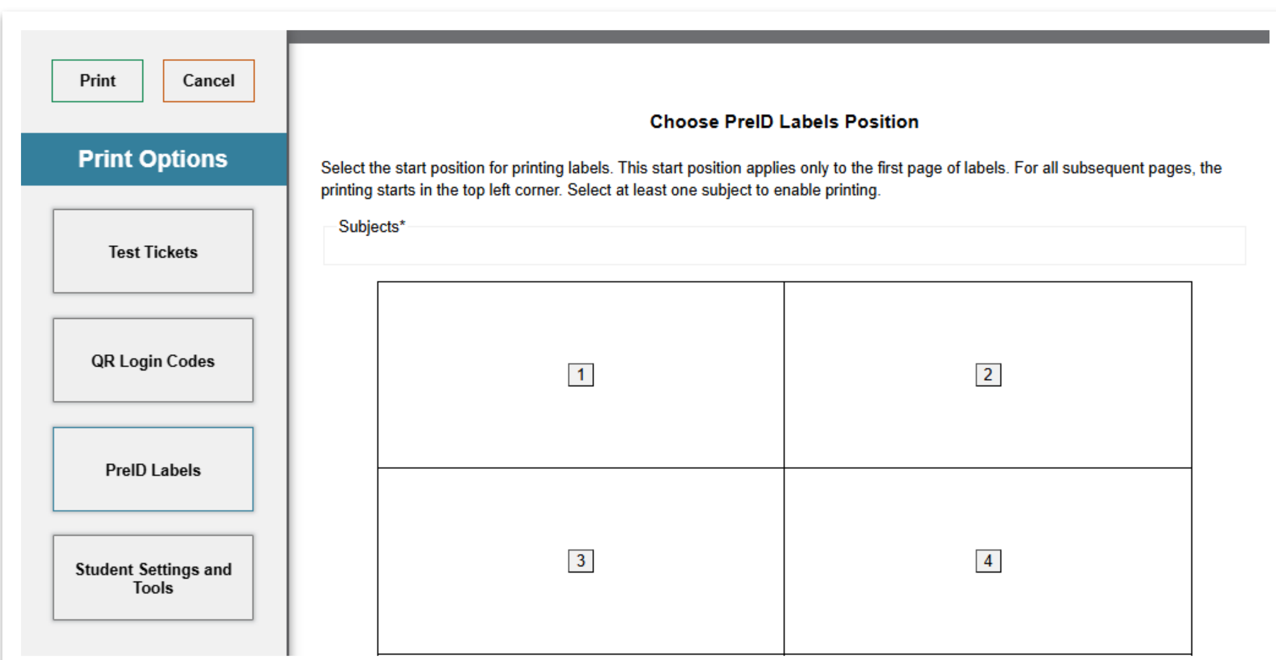
- To print labels for specific students, mark the checkboxes for the students you want to print.
- To print labels for all students listed on the page, mark the checkbox at the top of the table.
- To print labels for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

4. Select 

, and then select the appropriate action.

5. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears to select the start position for printing on the first page (Figure 58).

Figure 58. Layout Model for PreID Labels



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** to generate a PDF of your labels.

Note: When printing Pre-ID labels, make sure Print to Fit is unchecked.

Print Test Access Materials from Student Lists

This section explains how to print test access materials from a list of Students. These test access materials include test tickets and QR Codes. For more general information about how these materials are used to administer test, review Test Tickets and QR Codes sections.

Note: Test access materials can also be printed for individual students from their student details pages after selecting the student from the search results. The **Student Information** tab has tools on the right sidebar.

To print test access materials from student search results:

1. From the **Print Test Tickets** task group, select **Print from Student List**. The ***Print Test Tickets from Student List*** page appears.

Tip: You can also print from any ***Manage*** page with student or test settings information.

2. Retrieve the students you'll print test access materials for by filling in the required search options. Then select **Search** and **View Results** from the pop-up.
You can access more information about searching in Search for Records.

3. Optional: Select a column heading to sort the retrieved students in the order you want the test access materials to print.

4. To select students, do one of the following:

- To print test access materials for specific students, select the checkboxes for the students you want to print.
- To print test access materials for all students displayed on the page, select the checkbox at the top left of the table.

- To print test access materials for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

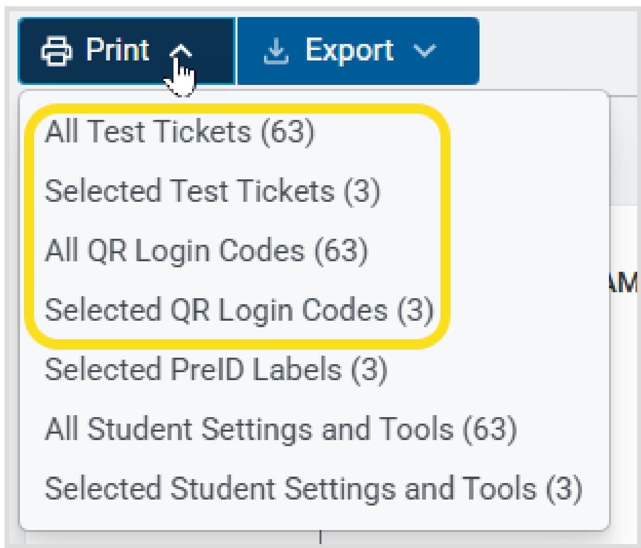
5. Select 

, and then select **All** or **Selected** for the type of test access material, Test Tickets or QR Codes, to print. A page appears for selecting the printed layout (Figure 59).

a. **All** prints all records returned in the search.

b. **Selected** prints only those records with checkboxes selected.

Figure 59 Print Menu Expanded with Test Access Materials Highlighted



6. On the page for selecting the printed layout, verify the correct test access material is selected in the *Print Options* section.

7. Select the layout from the top of the layout page. This determines how many materials print per page.

Note: The number of layout options may vary across the different types of access materials.

8. Select **Print**. Your browser downloads the generated PDF.

a. Confirm that label sheets are loaded correctly.

b. Print using the highest quality settings available on your printer to ensure proper scanning.

c. Make sure that the **Print to Fit** option is unchecked to prevent barcodes from being cut off.

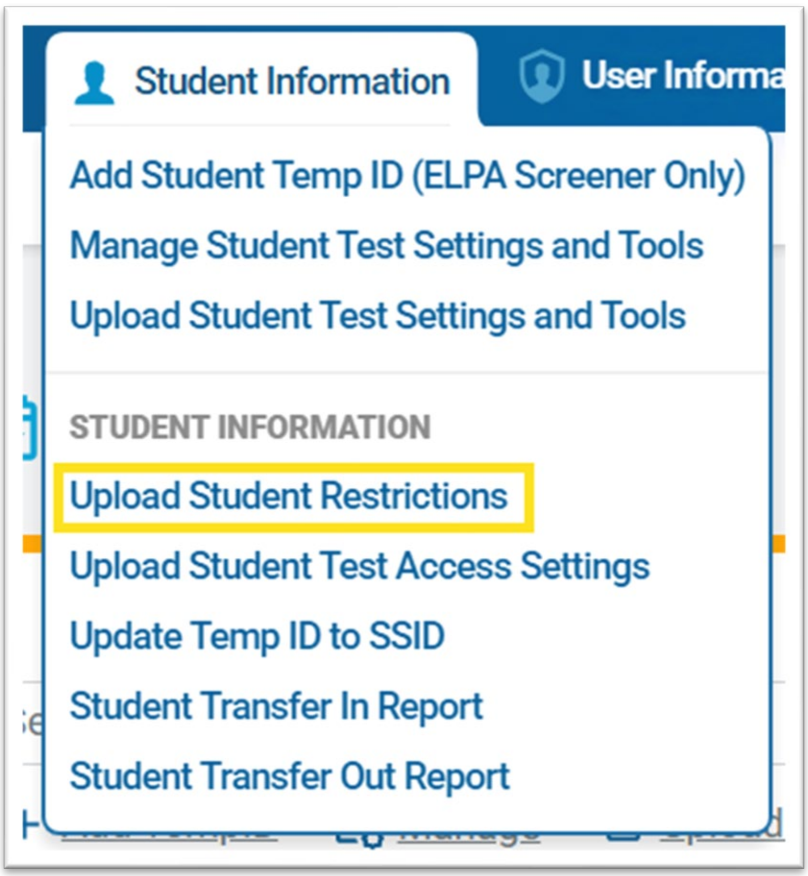
Upload Student Test Restrictions (Blocked Subjects)

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

To upload student test restrictions:

1. From the **Student Information** task group, select **Upload Student Restrictions** (Figure 60).
   The ***Upload Student Restrictions*** page appears.

Figure 60 Student Information Dropdown Menu with "Upload Student Restrictions" Highlighted



2. Following the instructions in the section Uploading Records, and using
3. Table 7 in Appendix A as a reference, fill out the Test Restrictions template and upload it to TIDE.

   Note: If blank entries are entered into the template, they do not change the current test restriction status. For example, if mathematics is set to be allowed and a file with a blank math entry is uploaded, it will continue to be allowed. If mathematics is set to be blocked and a file with a blank math entry is uploaded, it will continue to be blocked.

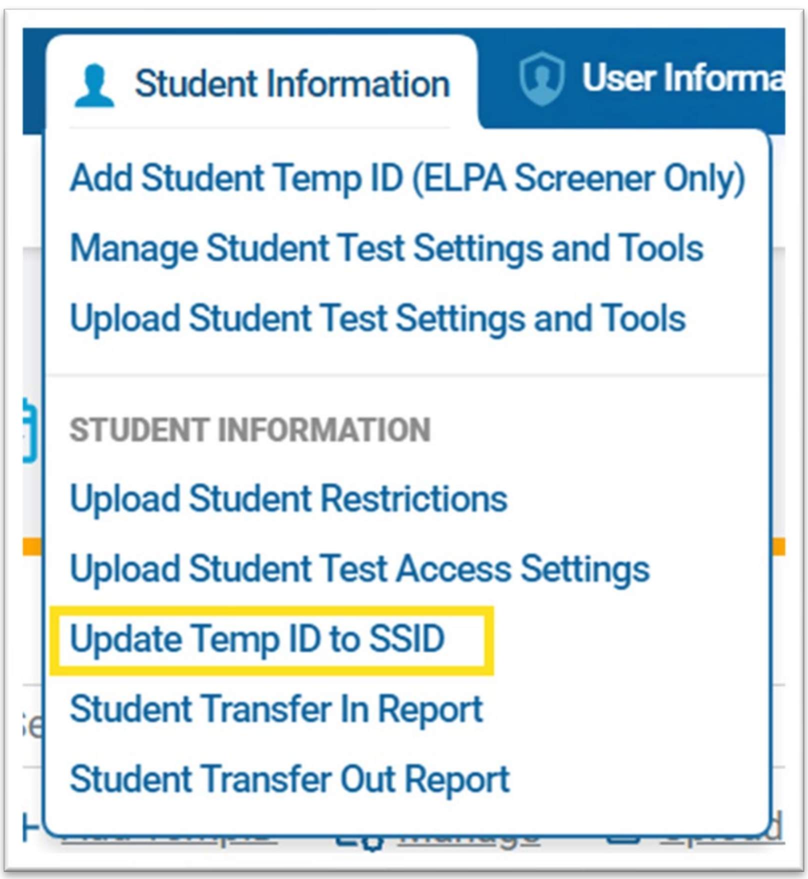
Update Temp ID to SSID

You can update students' Temp IDs with permanent IDs through file upload. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To update Temp IDs with permanent IDs through file upload:

1. From the **Student Information** task group (Figure 61), select **Update Temp ID to SSID**. The ***Update Temp ID to SSID*** page appears.

Figure 61. Student Information Dropdown Menu with “Update Temp ID to SSID” Highlighted



2. Following the instructions in the section Uploading Records, fill out the Update Temp ID to SSID template and upload it to TIDE.

View the Student Transfer In Report

You can view reports of students who have transferred into your institution from another institution by following the steps below.

> **Note:** This report does not show students who were added to your institution as a student completely new to TIDE. It only shows students who have been moved into your institution that were previously enrolled in another institution.

1. From the **Student Information** task group, select **Student Transfer In Report**. The ***Student Transfer In Report*** page appears.

2. Enter search criteria.

3. Select **Search**.

The report appears, displaying students matching the search criteria.

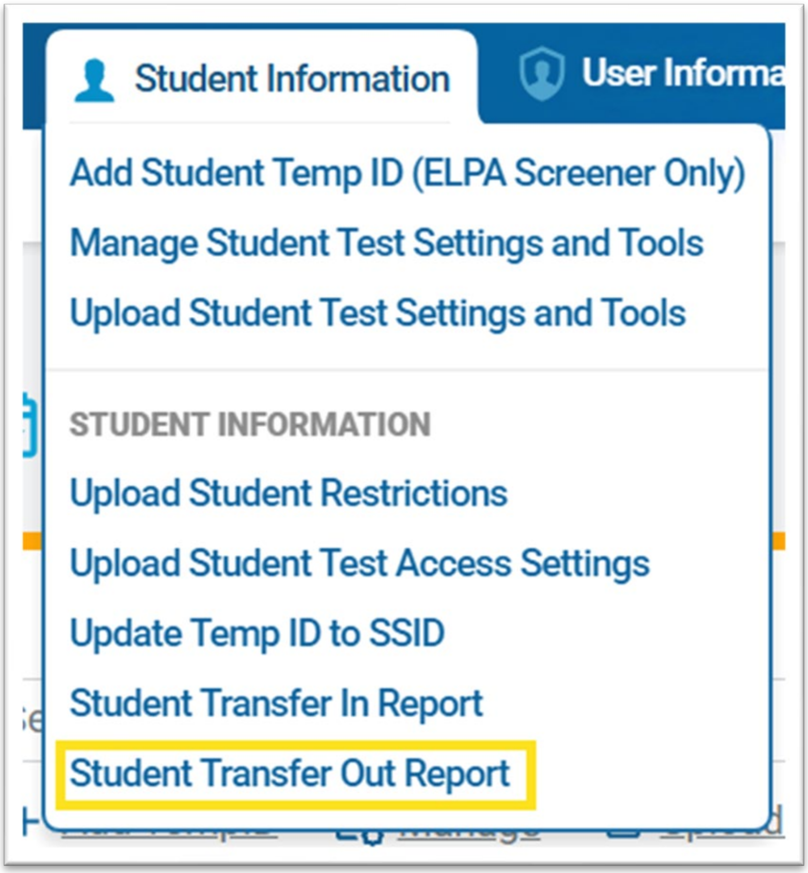
Viewing Student Transfer Out Report

You can view reports of students who have transferred out of your institution to another institution by following the steps below.

> **Note:** This report does not include students who were deleted from TIDE and, subsequently, from your institution. It only shows students who have been transferred from your institution to another institution.

1. From the **Student Information** task group, select **Student Transfer Out Report** (Figure 62). The ***Student Transfer Out Report*** page appears.

Figure 62. Student Information Dropdown Menu with "Student Transfer Out Report" Highlighted

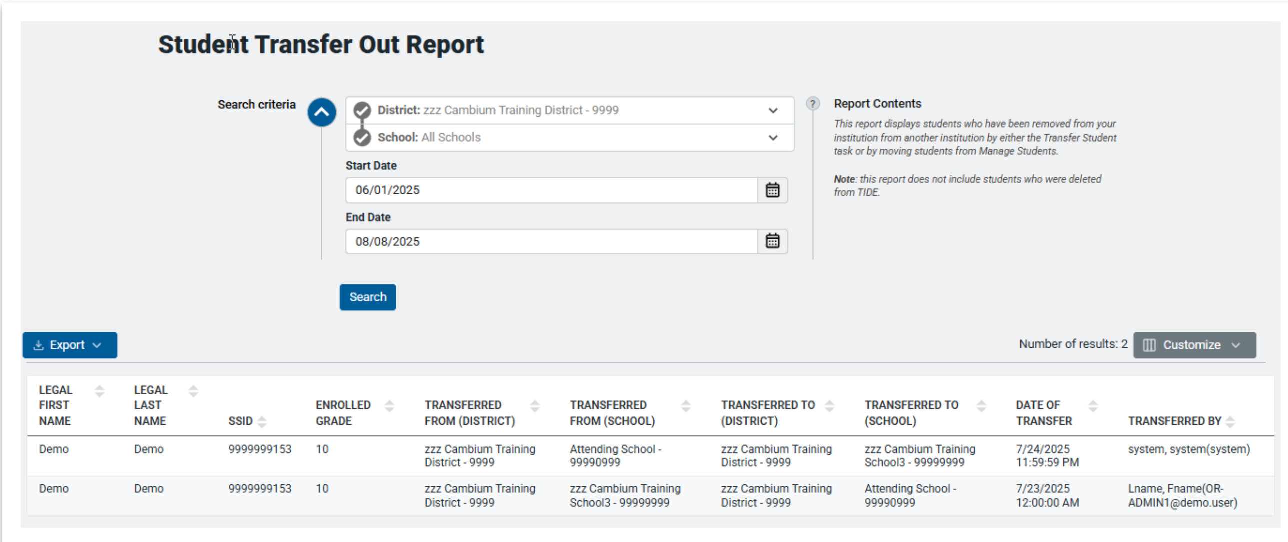


1. Enter search criteria.

3. Select **Search**.

The report appears (Figure 63), displaying students matching the search criteria.

Figure 63. Student Transfer Out Report



Managing Rosters

Overview

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.

Rosters can be used to group students together based upon the room they will be assigned. If used, a roster should be provided to each proctor on test day for attendance and checking test takers into the test room if they are unfamiliar with the students who may be assigned to them. By grouping students together in rosters, you can also print student test tickets or QR codes containing their log in information.

Add Rosters

This section explains how to add a new roster. A roster is a grouping of students that can be used to view test results in the Reporting system (CRS).

Note: You can only create rosters from students associated with your school or district.

Reporting Rosters

The rosters you create in TIDE are also available in Reporting. Reporting can aggregate test scores at these roster levels.

Since teachers are responsible for the growth and development of student's skill-sets, it is important for teachers to be able to analyze their students' performance data to adjust their teaching strategies accordingly. For teachers to view this information, the students must be included in a roster associated with each teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject.

When creating rosters, 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 available from Reporting.
- 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 Reading, 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 'Gr3Jones23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A23-24'.
- There are a few restrictions to be aware of when creating rosters:
    - Each user-defined roster can only be associated with one school.
    - You can only create rosters from students associated with the school(s) or district(s) associated with your user account.
    - Only 500 active students can be included in one roster.

Add a Roster

1. From the **Rosters** task group, select **Add** (Figure 64). The ***Add Roster*** page appears (Figure 65).

Figure 64. Access Roster Task menu through dashboard or navigation bar

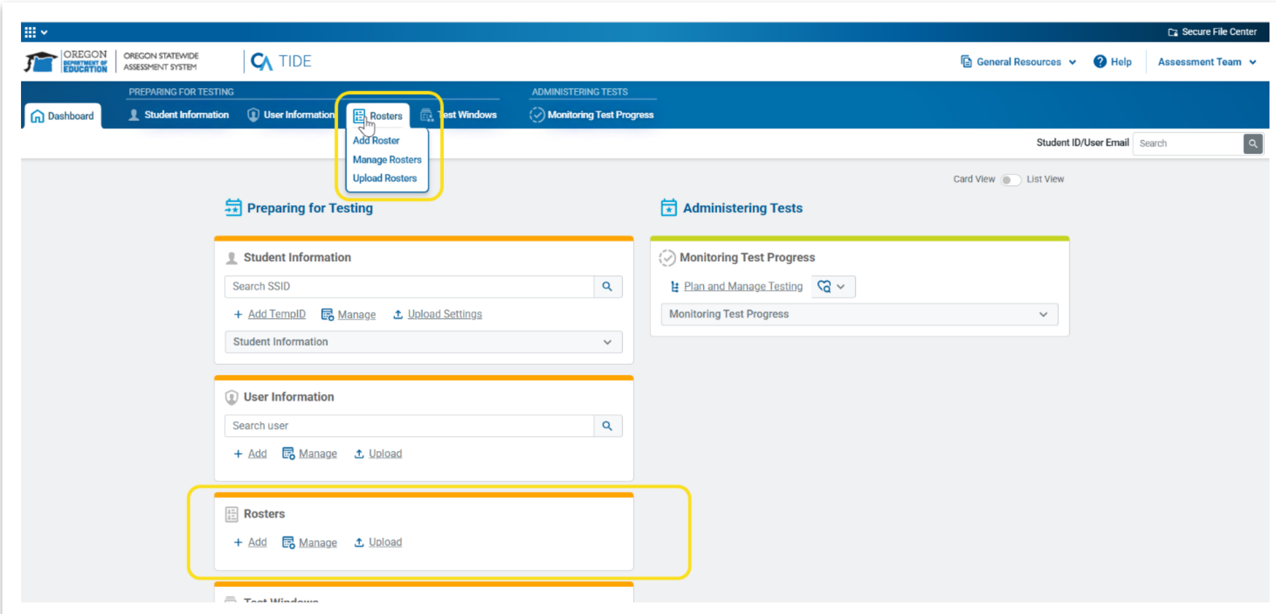
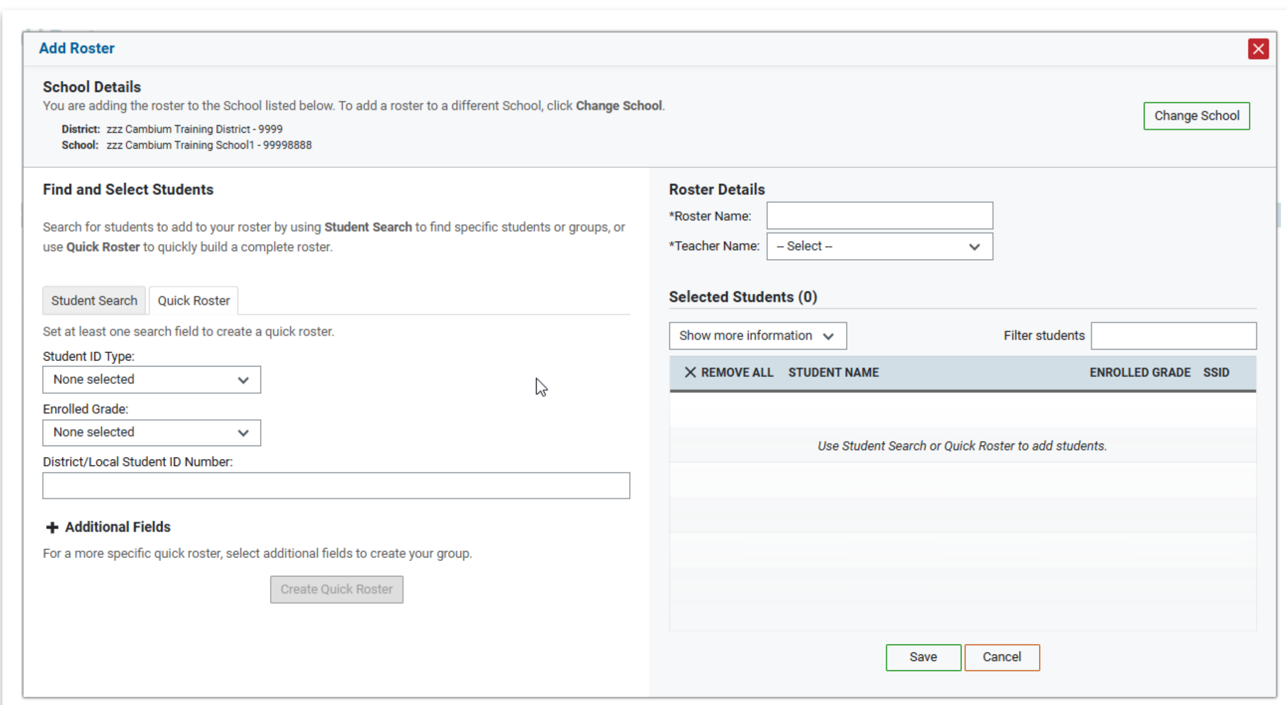


Figure 65. Add Roster Page



2. Select a school.

Alert: Each user-defined roster can only be associated with one school.

4. Press **Select**.

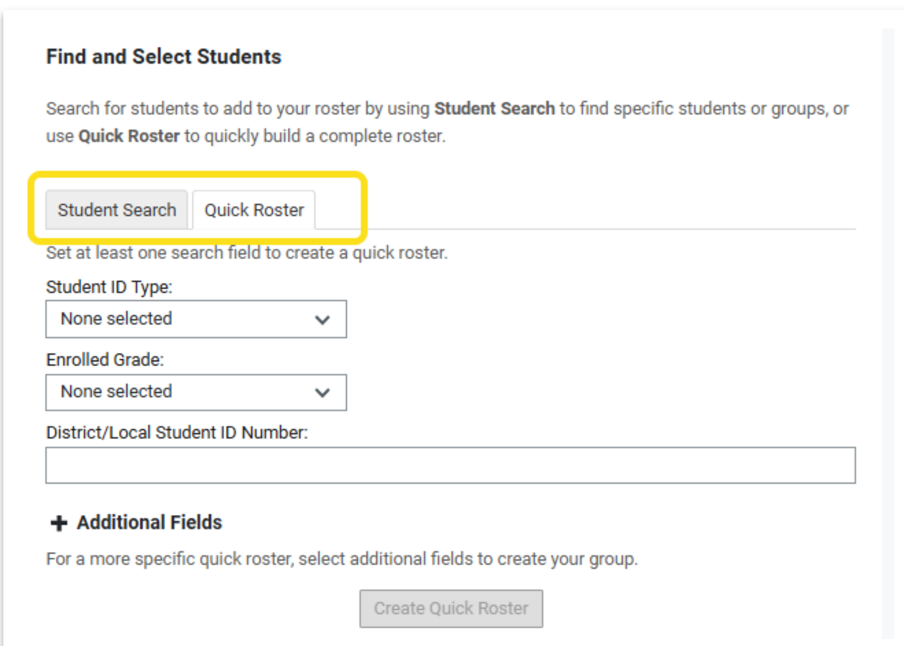
5. On the ***Add Roster*** form under *Roster Details*, add a roster name and teacher name, select an option for **Reporting Roster**.

6. Decide how you want to add students (Figure 66):

- **Quick Roster** tab (search adds students automatically, manually remove students to edit)
  Use the *Quick Roster* tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting ✕ next to individual students or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.

- **Student Search** tab (search finds students that you add and remove manually)
  Use the *Student Search* tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select + to add individuals or select **Add All** from the top of the grid.

Figure 66. Add Roster – Student Search and Quick Roster Tabs



Tip: For fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.

Optional: After results appear under *Selected Students*, change the information that displays about students.

- **Show more information** dropdown: Select or clear additional columns under *Available/Selected Students* grids.
- Use the *Filter* field to limit students to those who match the text you enter.
  This keyword search only finds text in the grid. Be aware if you enter **11** to find students in 11th grade, any content with the text *11* will display. This could potentially pull in results you did not intend to find.

After saving, rosters must be changed from the *Edit Rosters* screen.

Modify and Export Rosters

You can modify a roster by changing its name, associated teacher, or by adding students or removing students. (This feature is not available for system-generated rosters.)

To modify a user-defined roster:

1. From the **Rosters** task group, select **Manage Rosters**. The ***Manage Roster*** page appears.
2. Retrieve the roster record you want to view, edit, or export by following the procedure in the section Search for Records.
3. To export rosters, follow the procedure in the section Print, Export, and Delete Records.
   If you use the **Select All** option or select more than one school, the *Teacher* option will be hidden and your results will only be available for export to the Secure File Center.
4. To view or edit rosters, select  for the roster whose details you want to view from the list of rosters. The ***Manage [Roster Name]*** form appears. This form is similar to the form used to add rosters.
   The *Selected Students* list displays students who are currently associated with the roster.
5. To add students, select **Find Students**.

- Select the **Student Search** tab to add individual students manually.
- Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.

Note: Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.

6. To remove students, select the x next to individual students or select **Remove All** from the top of the grid.

7. Under *Roster Details*, you can also edit the roster name and teacher.

8. Click **Save**, and in the affirmation dialog box select **Continue**.

Print Students Associated with a Roster

You can print a list of students in a roster.

To print students in rosters:

1. Retrieve the rosters to print by following the procedure in the section Modify and Export Rosters.

2. Do one of the following:

   - Mark the checkboxes for the rosters you want to print.

   - Mark the checkbox at the top of the table to print all retrieved rosters.

   Note: When printing multiple rosters, the total number of students included in the rosters should not exceed 1,000.

3. Click , and then select **Roster**.

4. Under *Print Options*, verify *Roster* is selected. The *Roster Student List* report appears.

5. Click **Print**. Your browser downloads the generated PDF.

Print Test Settings for Students in a Roster

A student's test settings include the various accommodations and tools available during a test. You can print a report of test settings for students in a roster.

To print test settings for students in rosters:

1. Retrieve the rosters to print by following the procedure in the section Modify and Export Rosters.

2. Do one of the following:

   - Mark the checkboxes for the rosters you want to print.

- Mark the checkbox at the top of the table to print all retrieved rosters.

Note: When printing multiple rosters, the total number of students included in the rosters should not exceed 1,000.

3. Click  , and then select **Student Settings and Tools**.

4. Under *Print Options*, verify *Student Settings and Tools* is selected. The Student Settings and Tools report appears.

5. Click **Print**. Your browser downloads the generated PDF.

Print PreID Labels from Roster

For information about PreID labels and instructions to print PreID labels from student lists, the section Print PreID Labels.

1. From the **Rosters** task menu on the dashboard, select **Manage Rosters**. The ***Manage Roster*** page appears.

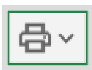
2. Retrieve the roster for which you want to print PreID labels by following the procedure in the section Modify and Export Rosters.

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

4. Specify the rosters for whom labels need to be printed:

   - To print labels for specific rosters, mark the checkboxes for the rosters you want to print.

   - To print labels for all rosters 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.

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.

Print Test Access Materials from Rosters List

This section explains how to print test access materials for all students on a roster or several rosters, including test tickets and QR Codes. For more general information about how these materials are used to administer test, review Test Tickets and QR Codes sections.

To print test access materials from rosters:

1. From the **Print Test Tickets** task group, select **Print from Roster List**. The ***Print Test Tickets from Roster List*** page appears.

> Tip: You can also print from any ***Manage*** page with student or test settings information.

2. Retrieve the rosters you'll print test access materials for by filling in the required search options. Then select **Search** and **View Results** from the pop-up.
You can access more information about searching in the procedure: Search for Records.

3. Optional: Select a column heading to sort the retrieved rosters in the order you want the materials to print.

4. To select rosters, do one of the following:

- To print materials for specific rosters, select the checkboxes for those rosters.
- To print materials for all rosters displayed on the page, select the checkbox at the top left of the table.

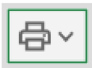
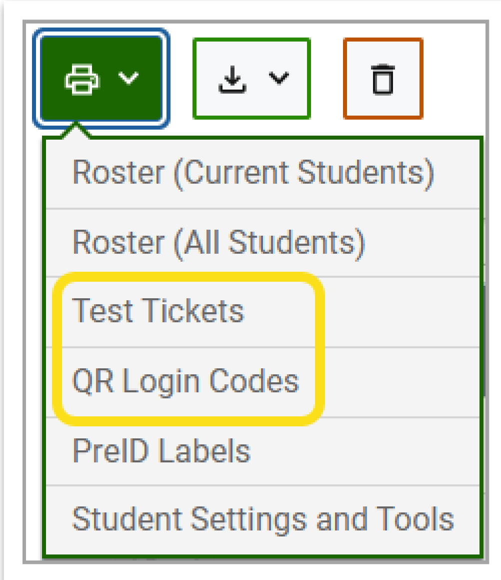
5. Select the print button , and then select the type of test access material you want to print (skip over the options for Rosters since those only print a copy of the roster).
A page appears for selecting the printed layout.

Figure 44: Rosters Print Menu



6. On the page for selecting the printed layout, verify the correct test access material is selected in the *Print Options* section.

7. Select the layout from the top of the layout page.
This determines how many materials print per page.

Note: The number of layout options may vary across the different types of access materials.

8. Select **Print**. Your browser downloads the generated PDF.

The access materials sort by roster first, then by grade, and then by name. The sort works by placing numerical grades first, followed by those with names, such as Kindergarten.

Delete Rosters

You can delete rosters created in TIDE or Reporting System.

To delete rosters:

1. Retrieve the rosters you want to delete by following the procedure in the section Search for Records.

2. In the list of retrieved records, do one of the following:

- Select the checkboxes for the rosters you want to delete.

- Select the checkbox at the top of the table to delete all retrieved rosters.

3. Click , and in the affirmation dialog box select **Yes**.

Create and Edit Rosters Through File Uploads

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

Tip: You can pull the information you need from TIDE to edit existing rosters through file uploads by exporting the roster information from the Manage Rosters page, including the teacher’s email address.

To upload rosters:

1. From the **Rosters** task group, select **Upload**. The ***Upload Rosters*** page appears.
2. Following the instructions in the section Uploading Records, fill out the Roster template, and then upload it to TIDE.
3. Designate a roster as a Reporting roster by adding an email address for a teacher.

Manage Test Windows

Prior to the beginning of a school year, the department of education establishes the testing windows for each school and each subject. However, a district user can alter test windows to be different from the state, and a school user can alter test windows to be different from the district. This can be necessary if unexpected events disrupt the testing schedule.

Warning: While the test window can be changed, the new dates must be scheduled within the original state-level test window to be honored.

This section describes how to create, edit, and delete test windows that are different from those set by the state or districts.

Add Test Windows

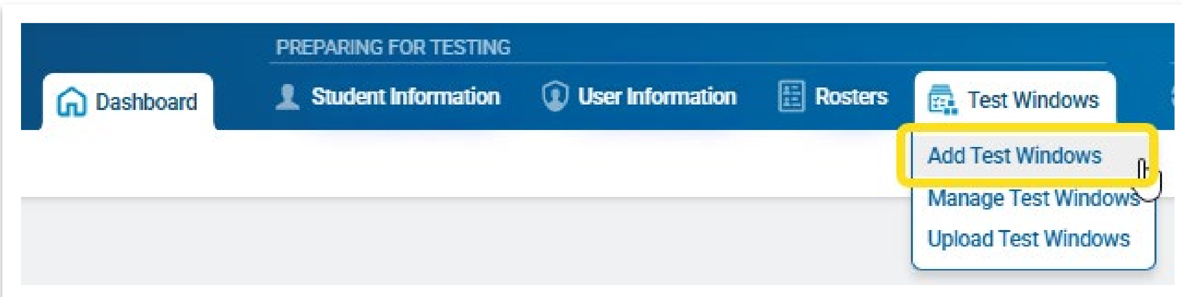
When you add test windows in TIDE, those added at the district level take precedence over state-level test windows, and those added at the school level take precedence over district-level test windows.

Warning: While the test window can be changed, the new dates must be scheduled within the original state-level test window to be honored.

To create a test window:

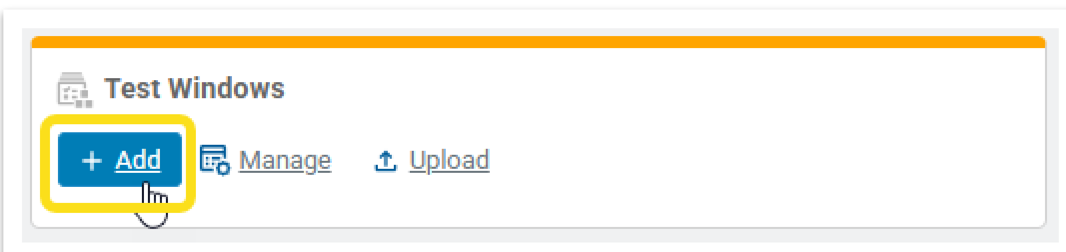
1. From the **Test Windows** task group, select **Add Test Windows** (Figure 67**)**.

Figure 67. Test Window Task Group with "Add Test Windows" Highlighted



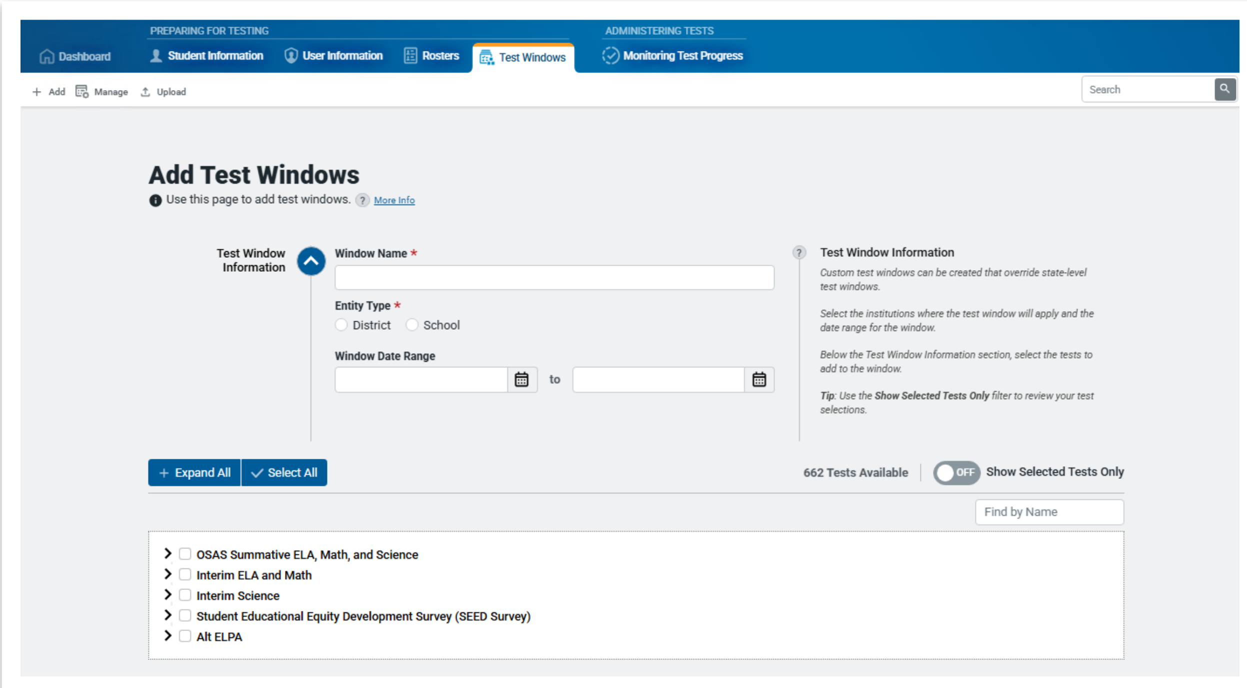
Or select the **Add** link on the Dashboard on the Test Windows card (Figure 68).

Figure 68. Add Test Windows from the Test Windows Card



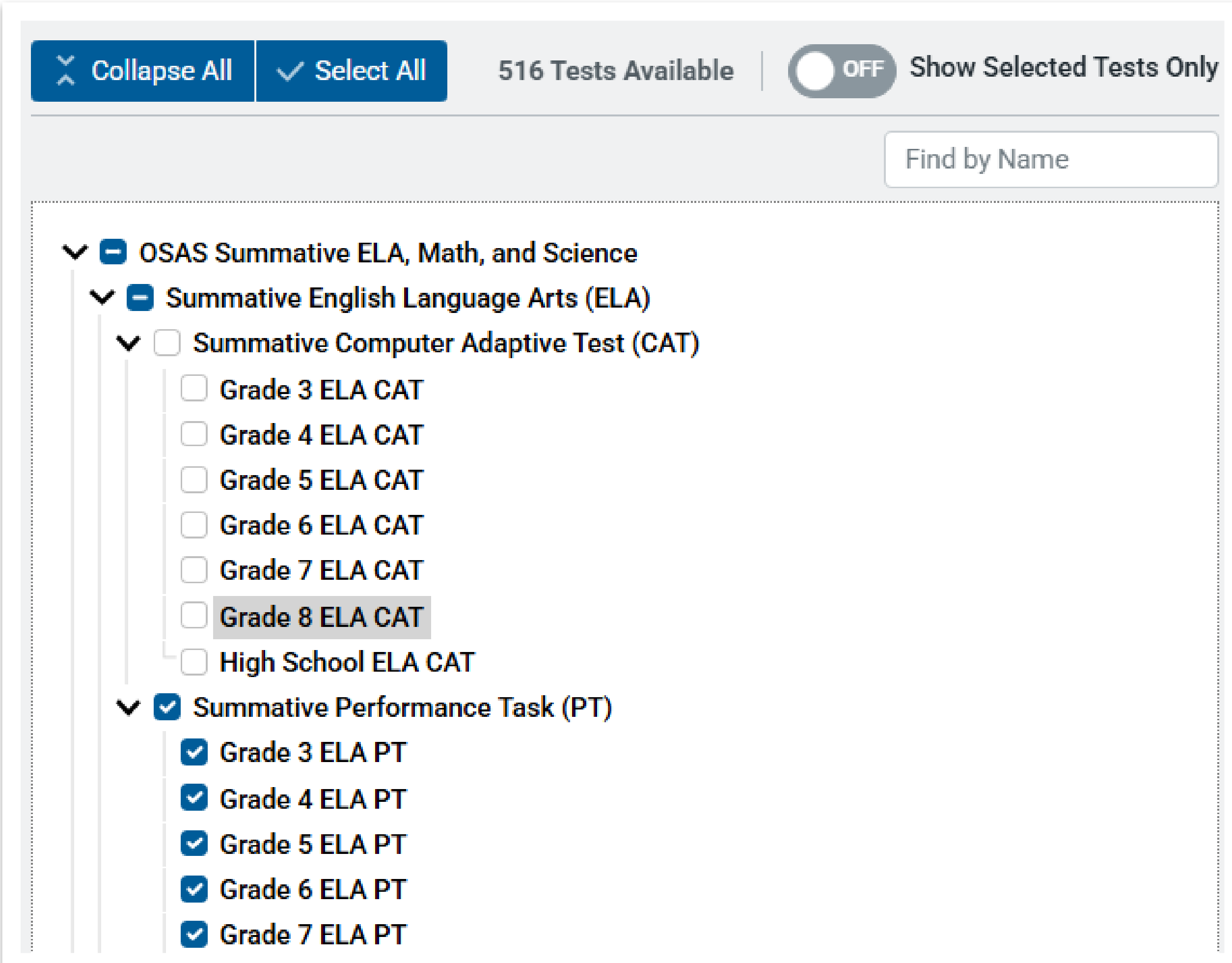
The ***Add Test Windows*** page appears (Figure 69).

Figure 69. Add Test Window Page



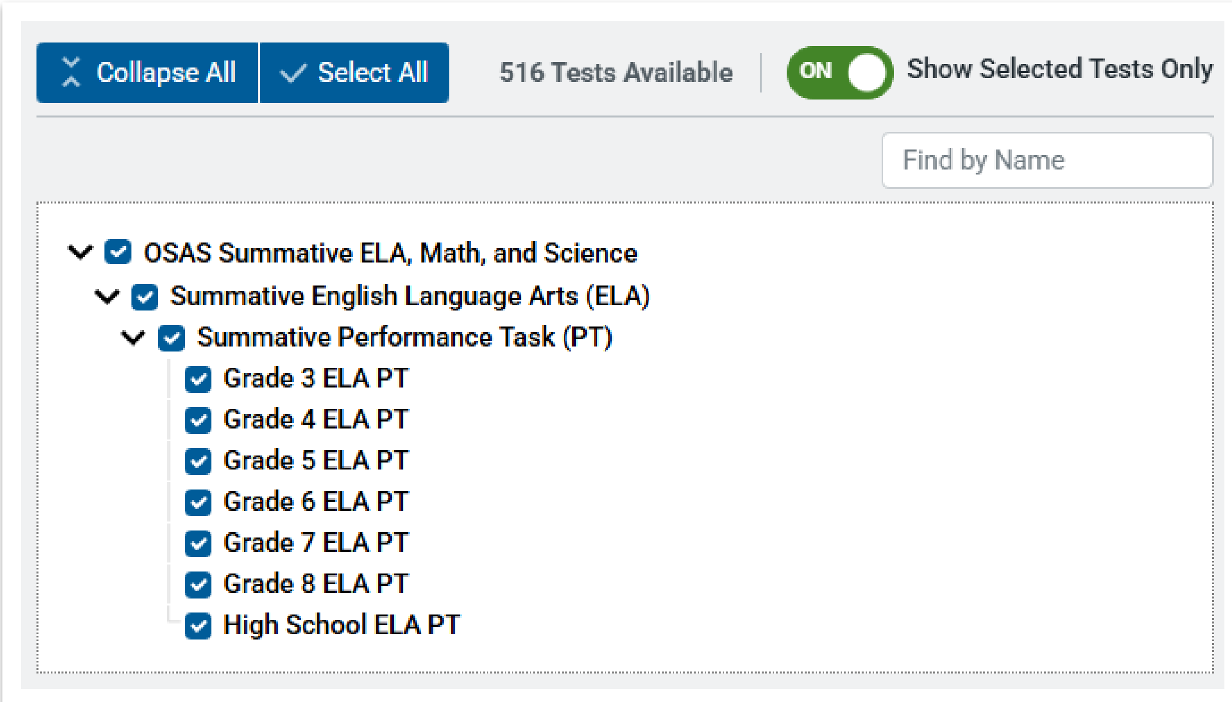
1. In the *Test Window Information* section, do the following:
    a. In the *Window Name* field, enter a new name for the test window.
    b. Select the type of entity for which you want to add a test window.
    c. Make selections from the Institution Selector based on the *Entity Type* selected.
    d. For the *Window Date Range*, enter the test window's start and end dates.
3. Below the *Test Window Information* section, select checkboxes of the tests to add to this test window.
   If available, expand each category to access all tests (Figure 70).

Figure 70. Test Window Information section



4. To display only selected tests, change the switch to **On** for *Show Selected Tests Only (*[Figure 71](#)*)*.

Figure 71. View of Show Selected Tests Only set to ON



Select **Save**, and in the pop-up select **Continue** to add another test window.

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

Modify an Existing Test Window

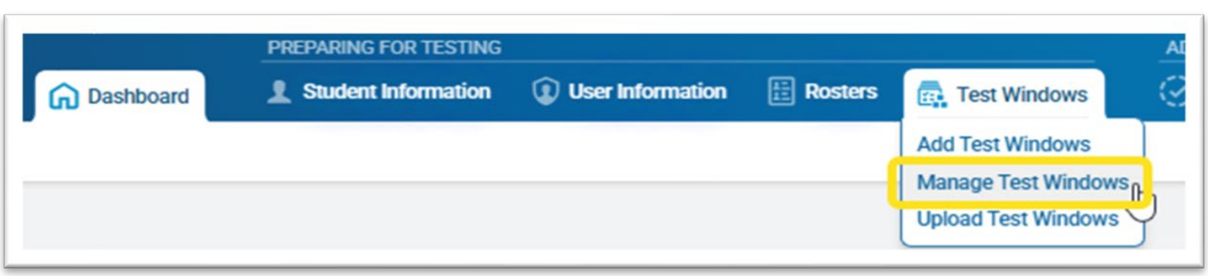
You can modify a custom test window by changing its name and dates, or by adding or removing tests.

> **Warning:** While the test window can be changed, the new dates must be scheduled within the original state-level test window to be honored.

To modify a test window:

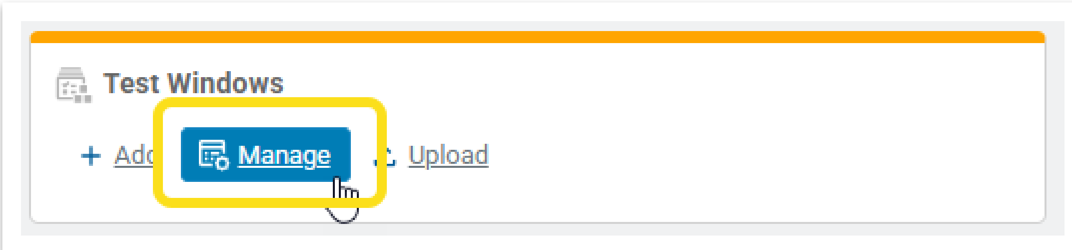
1. From the **Test Windows** task group, select **Manage Test Windows** (Figure 72).

Figure 72. Test Windows Task Group with "Manage Test Windows" Highlighted



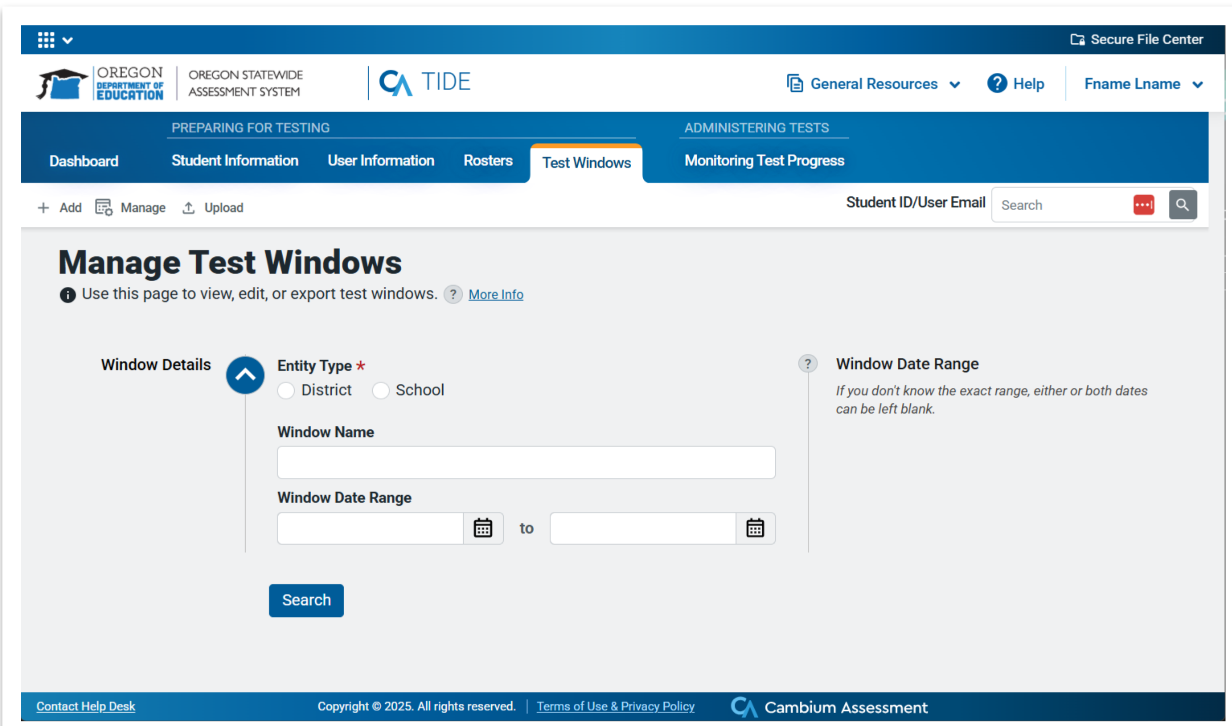
Or select the **Manage** link on the Dashboard on the Test Windows card (Figure 73).

Figure 73. Edit Test Windows from the Test Windows Card

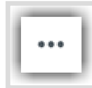


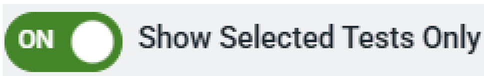
1. The ***Manage Test Windows*** (Figure 74) page appears.

Figure 74. Manage Test Windows Page



2. Search for the test window you need to edit. Select **View Results** from the pop-up.
3. In the *Test Window Information* section, do the following as needed:
   - To change the name, edit the *Window Name* box.
   - The institution cannot be changed.
   - To change the date, select different dates in the *Window Date Range* section.

4. Find the row for the test window. To open the record for editing, select (do not right-click) the *Row Actions* menu button  and then choose **Edit**.
5. To review all tests that are part of the test window, use the **Expand All** button 

to access all tests for this test window.
6. To display only selected tests, change the switch to **On** for *Show Selected Tests Only*.


7. Select **Save**, and in the pop-up select **Continue** to add another test window.

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

Upload Test Windows

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

⚠ **Warning:** While the test window can be changed, the new dates must be scheduled within the original state-level test window to be honored.

To upload test windows:

1. From the **Test Windows** task group, select **Upload**. The ***Upload Test Windows*** page appears.
2. Following the instructions in the section Uploading Records, fill out the *Test Windows* template, and then upload it to TIDE.

Administer Tests

This section provides instructions for performing the tasks in the Administering Tests category. These tasks are typically performed immediately before testing starts or while testing is underway.

Print Test Access Materials

You can print test access materials in TIDE to help students log in to TDS.

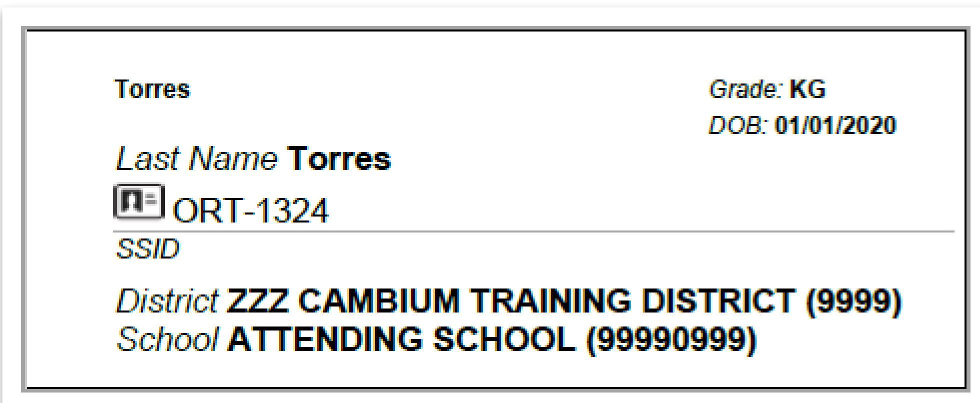
Access general information about test tickets and QR Codes below or instructions for printing:

- Print Test Access Materials from Student Lists
- Print Test Access Materials from Rosters

Test Tickets

A test ticket is a hard-copy form that includes information a student needs to log in to a test. Test tickets are printed out to distribute to students. TIDE generates the test tickets as PDF files that you download with your browser (Figure 75).

Figure 75. Test Ticket Example



Torres

Grade: **KG**

DOB: **01/01/2020**

Last Name **Torres**

ORT-1324

SSID

District **ZZZ CAMBIUM TRAINING DISTRICT (9999)**

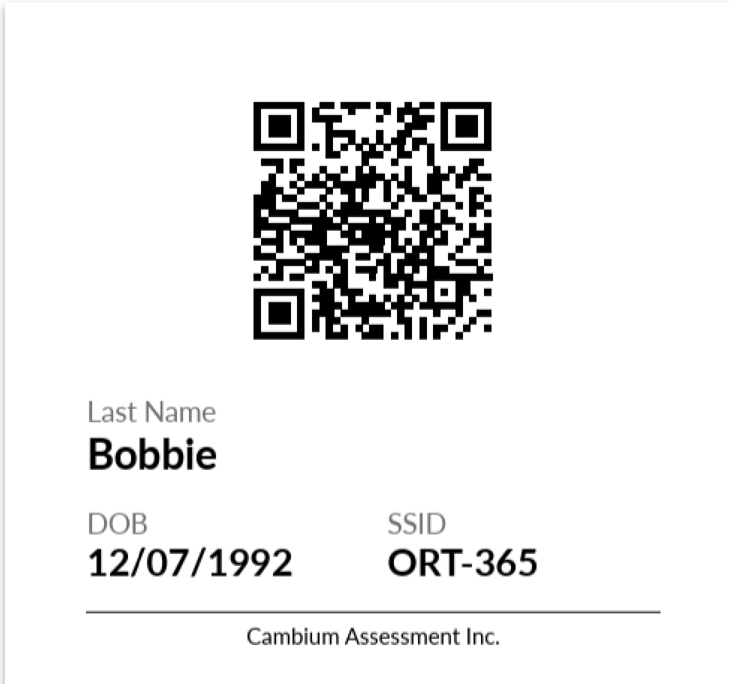
School **ATTENDING SCHOOL (99990999)**

QR Codes

A QR Code is a printed Quick Response code that includes student's name, date of birth, and SSID. These codes can be scanned to make it easier for students to start the test login process (Figure 76). The student or TA can scan the QR code on the first page of the Student Site login screen in lieu of typing in their credentials. However, this code only contains student details, not test session ID information.

Like test tickets, QR Codes are printed out to distribute to students. TIDE generates the codes as PDF files that you download with your browser.

Figure 76. QR Code Example



Status of QR Codes

To print a QR code, refer to the [Print Test Access Materials from Student Lists]() or [Print Test Access Materials from Rosters](). You can tell if a code has been created for a student by the message that displays when you access that student's details page from **Manage Students** ([Figure 77]()**)**. To create the student's code from the student's detail page, select **Print** and **QR Login Codes** on the right under *Edit Student*.

Figure 77. Student Who Has Not Had a QR Code Created

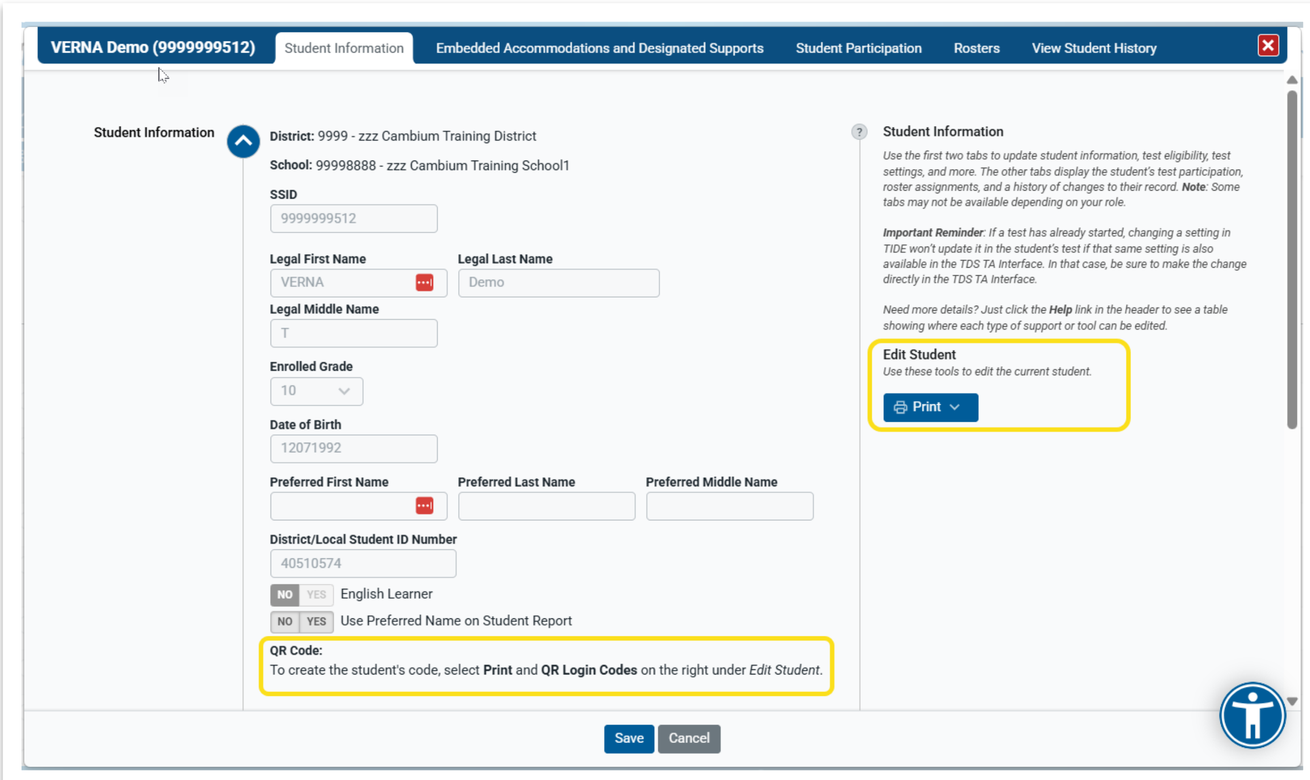
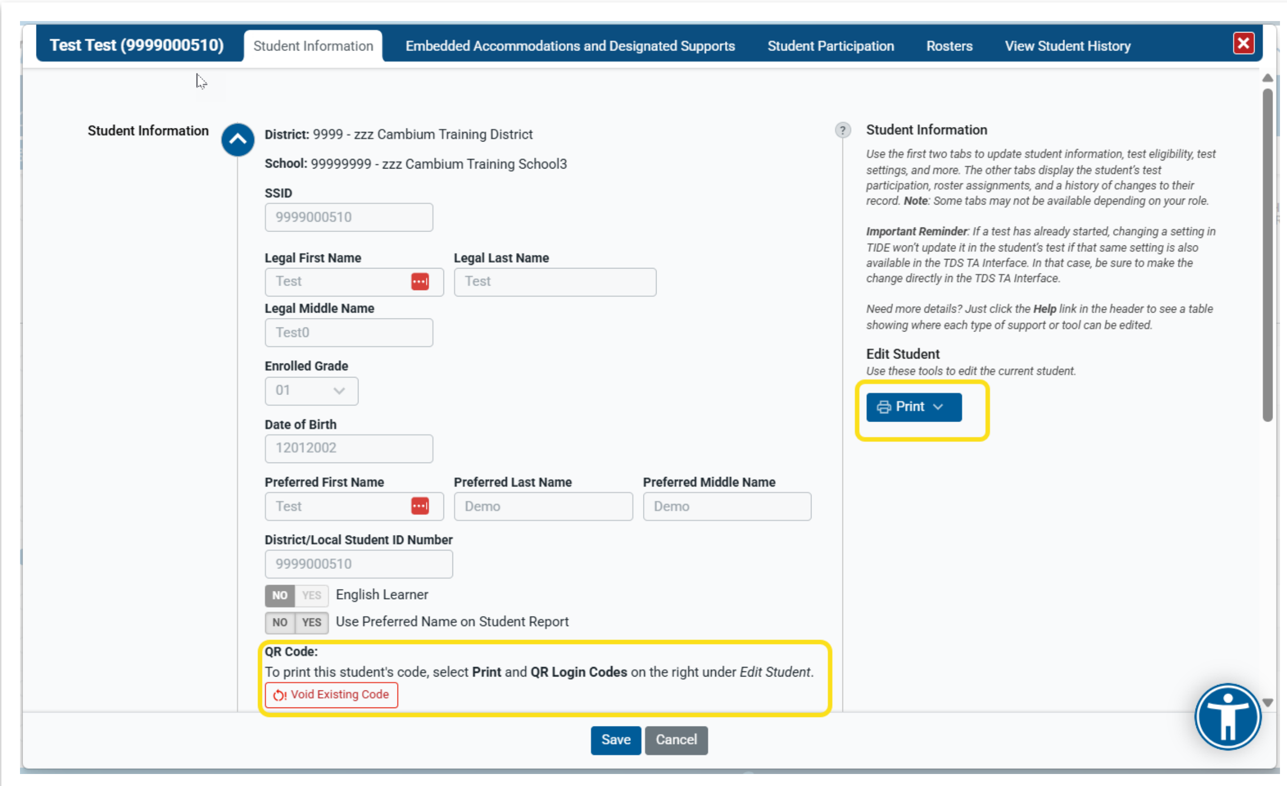


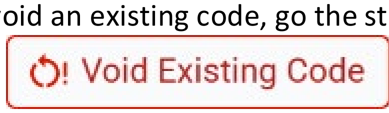
Figure 78. Student Who Already Has a QR Code



To print this student's code (Figure 78), select **Print** and **QR Login Codes** on the right under *Edit Student*.

Replace/Void a QR Code

If a student's code been compromised, you can use the "Void Existing Code" button to replace the old code with a new QR Code that can be printed for the students' use.

- To void an existing code, go the student information panel, under “QR Code:” select the 

 button.
- A confirm action pop-up will appear stating “The student's existing code will be voided after you select **Save**. The student details page will close, but you can print a new code for this student from the search results page or reopen this page.”
- Click **Continue**.
- Click **Save** to replace the QR Code for the student. The new QR code is now available for printing and the prior one is void.

Monitoring Test Progress

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

The following reports are available in TIDE:

- Generate 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 Search by SSID*** page.
- Review Test Completion Rates: Summarizes the number and percentage of students who have started or completed a test.
- Review Test Progress Summary Reports: Displays charts with the data from Test Completion Rates for district-level and school-level data.
- Review Test Status Code Reports: Displays all the non-participation codes for a test administration.

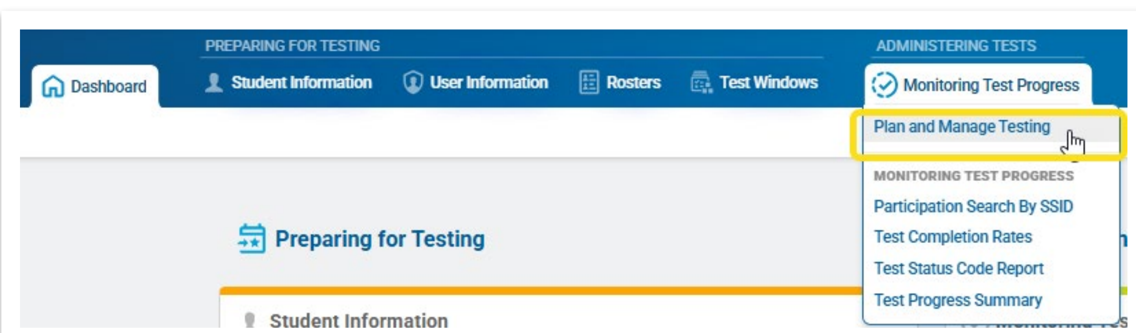
Generate Plan and Manage Testing Report

TIDE includes a **Plan and Manage Testing** report that details a student's test opportunities and the status of those test opportunities. The information in this report is generated on demand, providing near real-time results.

To monitor test progress during the test window:

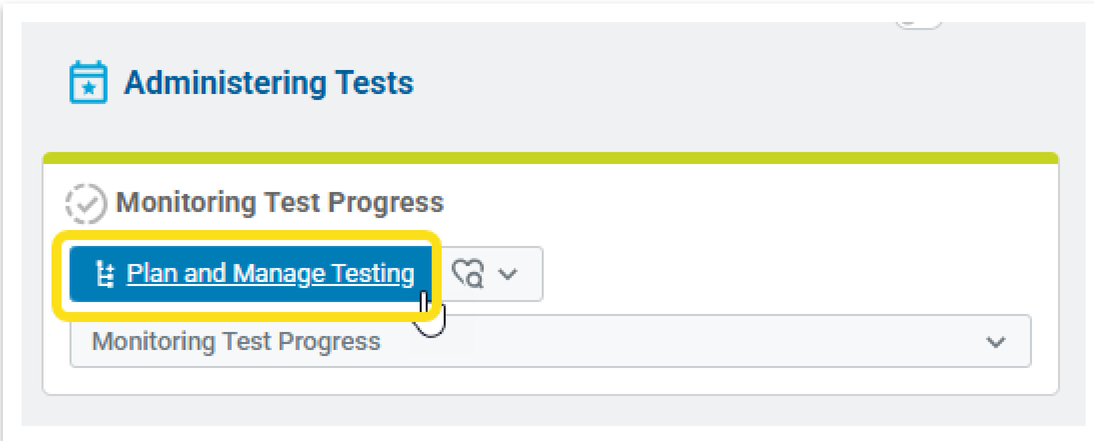
1. To begin, select **Plan and Manage Testing** from Monitoring Test Progress task drop-down menu. (Figure 79)

Figure 79. Plan and Manage Testing



Or select the **Plan and Manage Testing** link on the Dashboard on the Monitoring Test Progress card. (Figure 80)

Figure 80. Plan and Manage Testing from the Monitoring Test Progress Card



The ***Plan and Manage Testing*** page appears.

An opportunity is a student's attempt at a test. Opportunities can vary across tests, with some being counted across a test window, others across an administration, or even across the entire school year. For example, when a student takes a Grade 3 Interim assessment in the fall, that counts as the first opportunity. When that same student takes the same test again in the spring, that is the second opportunity. Because the report lists testing opportunities, a student can appear more than once on the report.

Overview

Plan and Manage Testing offers two ways to find information: Basic Search (Figure 81 and Figure 82) and Advanced Search (Figure 83).

Basic Search

This option is designed for quick access to common search options. It offers a pared-down selection of options available in the Advanced Search and only allows searching for full groups of students per test, administration, and test name.

- Basic Search (Figure 81 and Figure 82) has common report options to find information on all eligible students who:
  - have not started assigned tests
  - have started but not completed assigned tests
  - have not completed assigned tests

    (includes those who have not started and those who have not completed)
  - have completed an assigned test

- Basic Search also shows:
  - tests in a paused status
  - current tests expiring within 7 days

Figure 81. Plan and Manage Testing - Basic Search

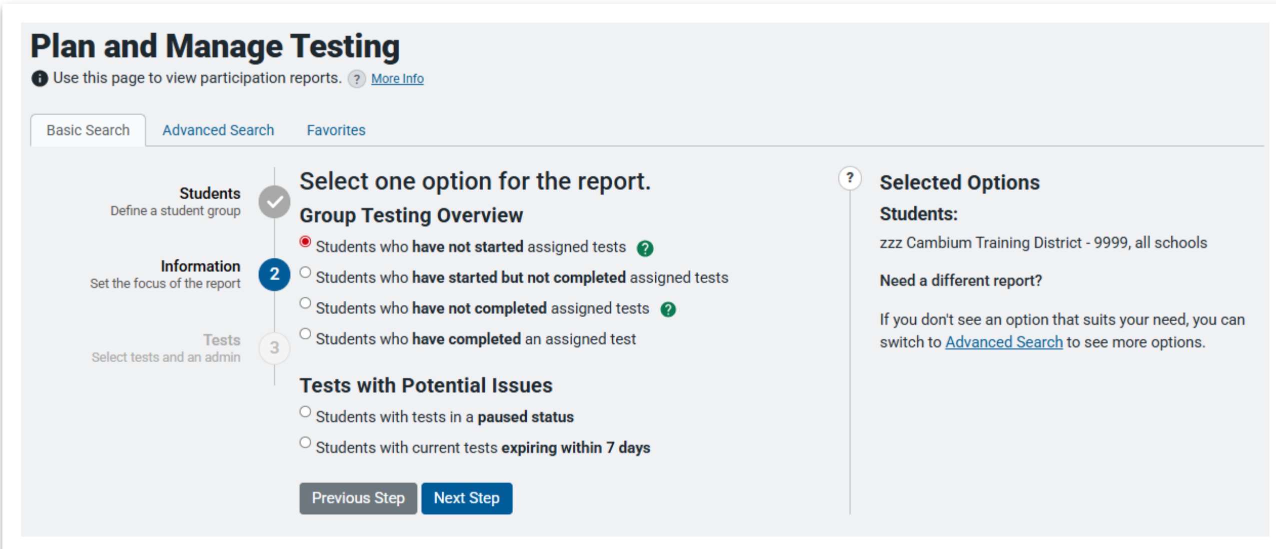
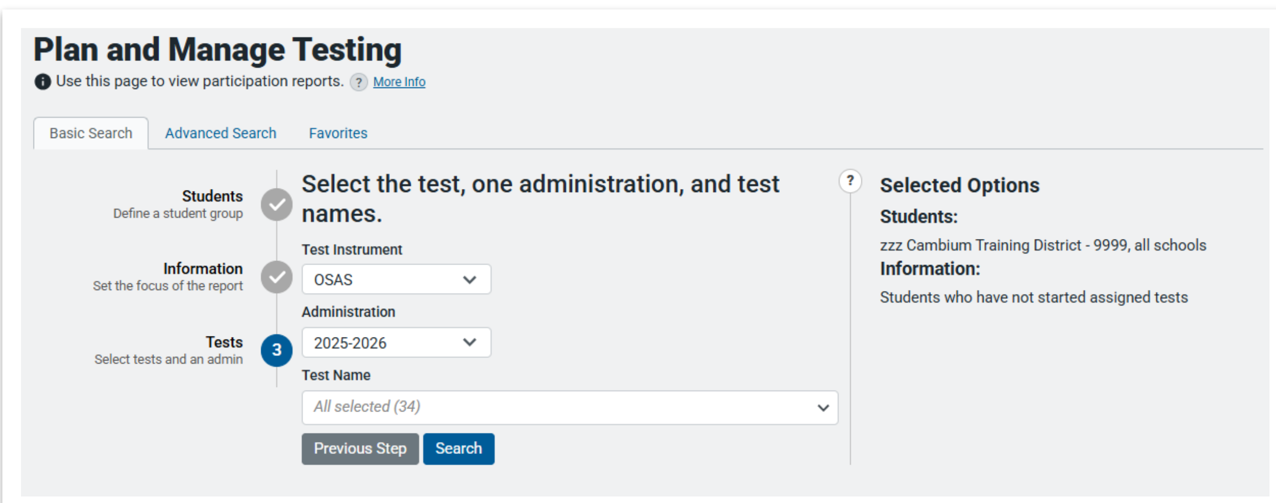


Figure 82. Plan and Manage Testing - Basic Search – Select Tests



Follow the prompts to move through the three steps. The *Selected Options* section populates with your report information for each step. After searching, you'll have access to the results table that you can filter by keyword and export.

Advanced Search

You can search for both groups of students and individual students using the Advanced Search tab if individual student search options are available.

- Advanced Search (Figure 83 and Figure 84. Plan and Manage Testing - Advanced Seach, Continued) has all report options and tools to find individuals or student groups in these categories:
    - Test Progress with options for have/have not started or have/have not completed by opportunity
    - Test Status with options for any/specific opportunity and the status
    - Test Expiration with options for expirations on a specific day or over a range of days
    - Session ID or TA Name with options for most recent sessions or specific session ID

Figure 83. Plan and Manage Testing - Advanced Seach

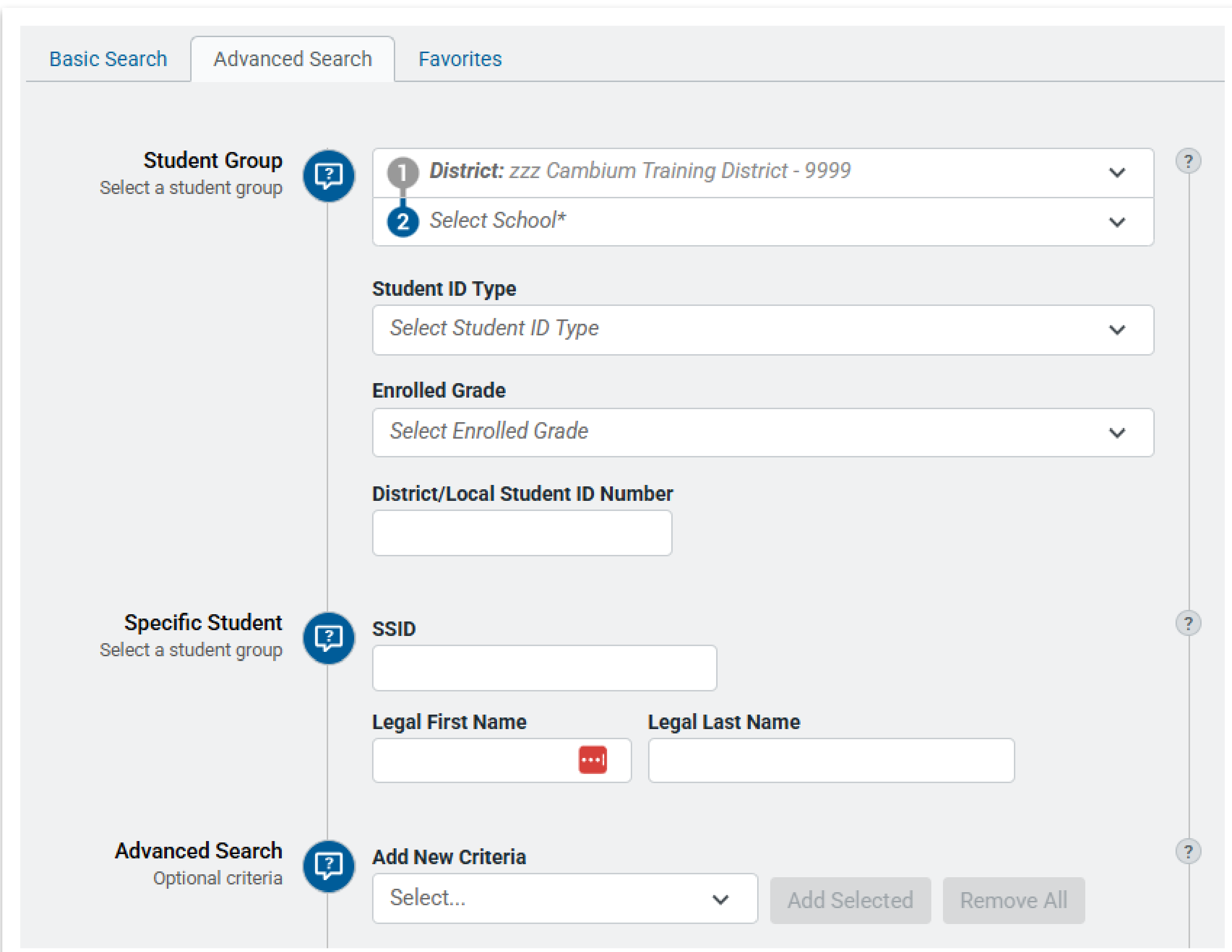
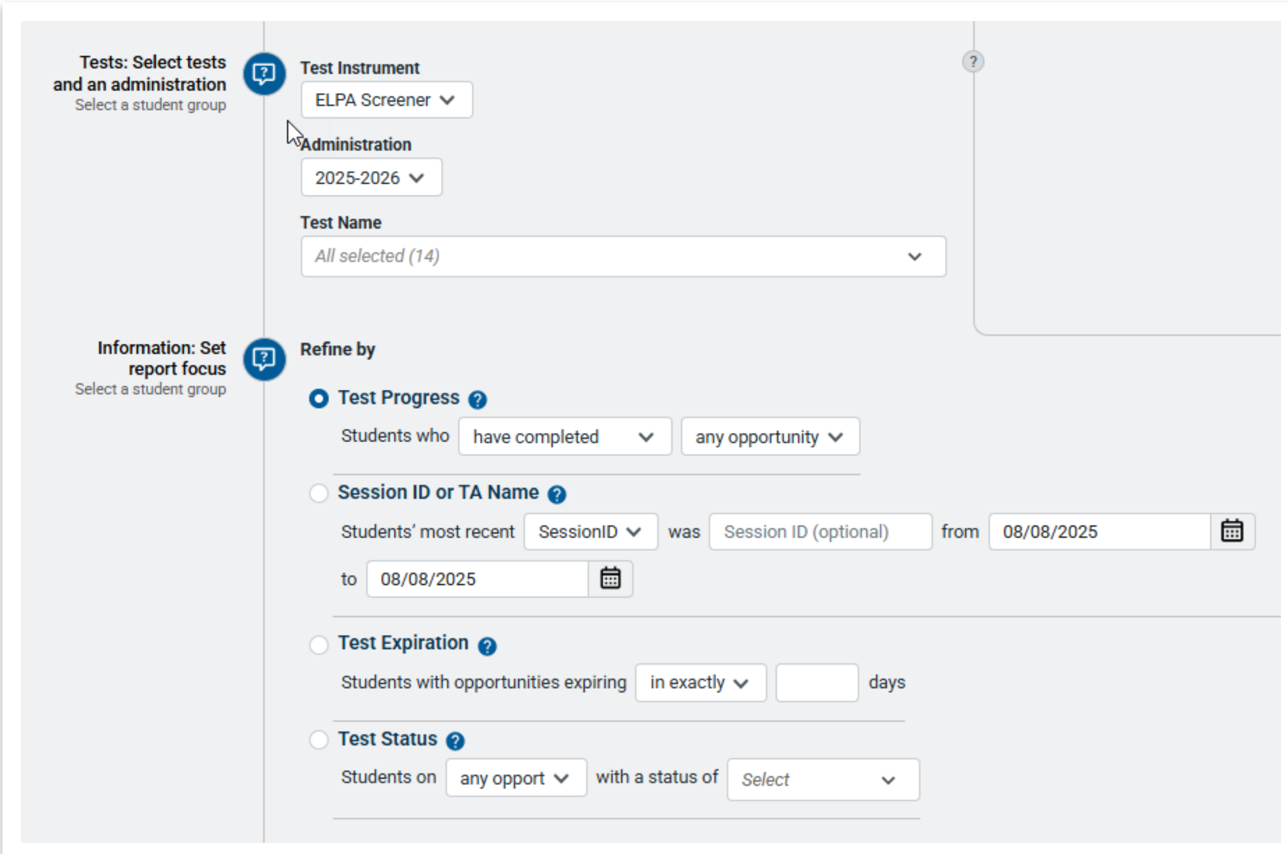


Figure 84. Plan and Manage Testing - Advanced Seach, Continued



In each section, make selections for all required options. Only the options with special considerations are listed below.

1. From the **Monitoring Test Progress** task group, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears.

Students

2. In the *Student Group* section, select information about the students to include in your report.

   a. **School**: From the **School** dropdown list, select a school if applicable. You may select one or more schools from this list. You may also select all schools.

Note: If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.

d. **Personnel**: *Optional:* Choose a teacher from the **Personnel** dropdown list. This functionality varies, so the option may be available for multiple schools or only when one school is selected.

Note: The **Personnel** dropdown 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** dropdown list, TIDE performs a check to determine 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** dropdown list and use the default value of **All** to generate the report, all tests taken in that school display, irrespective of roster associations.

Please note that the TA Name displayed on the report is not necessarily 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.

c. *Specific Student* section: Be aware if you enter information for individual search options, such as name or ID, the student must be associated with a selected school or you will not get any search results.

d. *Optional*: From the *Advanced Search* section **Add New Criteria** dropdown menu, select a specific test accommodation or demographic to filter the report.

   i. If you select a test accommodation or demographic, enter text or select the required filter criteria from the available options.

Tests

3. In the *Tests: Select tests and an administration* panel, select the parameters for which tests to include in your report: **Test Instrument, Administration and Test Name.**

Information

4. In the *Information: Set report focus* panel, select the radio buttons for one of the options and set the parameters for that option.

More information about the *Refine by* options:

- Test Progress (*refer to alert information*)
    - Reports students and opportunities based on test completion data.

- Based on date completed information, not status.
- Started does not have a test completion date; Completed has a test completion date.
- 100,000 record-limit for untested students (includes students who have not started or not completed a test).

- Session ID or TA Name
  - Reports most recent session information, not all past sessions.
  - If no TA or session ID is specified, the date range cannot exceed 15 days.
- Test Expiration
  - Reports when students will lose access to the test.
  - Use **in exactly** for expirations on a certain day; use **within** for expirations over a range of days.
- Test Status
  - Reports opportunities based on test statuses.
  - If **completed** is selected, the search results will include opportunities with completed, submitted, or reported statuses.

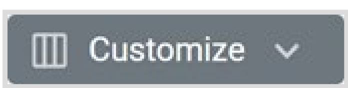
Alert: When using *any opportunity* as one of the options, the results depend on the other option selected in each report choice (option 1 or 2 in the table below). This means that any opportunity does not always equal all opportunities. For the Basic Search, the results are generated using the same method as *any opportunity* in the Advanced Search.

Refine By	Dropdown Option1	Dropdown Option 2	Reports By	Results Based on Reports By
Test Progress	Have completed	Any opportunity	Date started and date completed populated	All opportunities per student, per test in the test window
Test Progress	Have not completed	Any opportunity	Date started populated or blank; date completed blank	All opportunities per student, per test in the test window

Refine By	Dropdown Option1	Dropdown Option 2	Reports By	Results Based on Reports By
Test Progress	Have started	Any opportunity	Date started populated; date completed blank	All opportunities per student, per test in the test window
Test Progress	Have not started	Any opportunity	Date started blank; date completed blank	**One result** per student, per test in the test window
Test Status	Any opportunity	Any (Any Status)	Status per opportunity	All opportunities per student, per test in the test window

View Report

- If your report is for 20 or fewer schools:
  - To view the report on the page, select **Search** or **Generate Report**.
  - To download the report to your device, select **Export Report**.
- If your report is for more than 20 schools, you can only export the report:
  - Depending on your options, select either **Search** or **Generate Report**, then **Export to Secure File Center**.

Note: Not all columns are selected by default. To add or remove columns, use 

at the top right of the table.

Save Basic and Advanced Searches as Favorites

You can save reports generated from any search to easily rerun reports you use often. Reports are accessed from the **Favorites** tab without the need to reenter your search criteria. When available, new data is pulled in each time you run a report from **Favorites**.

Warning: Your list of favorite reports can be used throughout one school year but will be removed when TIDE is reset for the next school year.

To save searches to your Favorites tab:

1. Access **Plan and Manage Testing**.

2. Select the either tab.

3. Select search criteria for all required fields and any optional fields within each section.

4. Select **Search** for basic searches or **Generate Report** for advanced searches.

   Note: The option to save your search will not appear if you select **Export Report**.

5. Review your search results in the grid at the bottom, and if they meet your needs, select **Save New Favorite**.

6. On the ***Save New Favorite*** pop up, add a title with up to 500 characters (required) and a description with up to 1000 characters (optional).

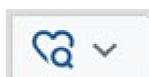
Alert: The search options you selected will not display when you generate this report from the **Favorites** tab. For future reference, list your search selections in the description so you know what information is in this report.

Generate and Manage Reports from the Favorites tab

The results from the reports in **Favorites** are refreshed every time you generate a report. **Plan and Manage Testing** provides results on demand, so data is always up to date.

To generate reports from the Dashboard:

1. From the Monitoring Test Progress task group, find the Plan and Manage Testing task.

2. Select the heart icon dropdown .

3. Select the report from your *Favorite Searches* menu.

To generate reports from your Favorites tab:

1. Access **Plan and Manage Testing**.

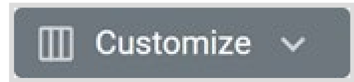
2. Select the **Favorites** tab.

3. *Optional*: Select the top row of a column to sort in ascending order. Select the row again to sort in descending order.

4. *Optional*: Use the *Search favorites* text box to enter a keyword, phrase, part of a word, date, or time to find a specific report.

5. Select the title of a report to generate results below the list of *Favorites* on the **Favorites** tab.

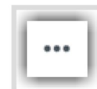
The title and description you entered while saving your favorite display above the results, and the results display with a limited selection of columns.

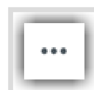
6. *Optional*: To display all or different columns, select 

and use the checkboxes.

7. *Optional*: Sort the results table the same way you can sort the list of *Favorites*.

To manage your favorite reports by editing the title and description or deleting the report:

1. From your Favorites list, select (do not right-click) the *Row Actions* menu button  and then choose **Edit**.

2. Delete the report by selecting **Delete** from .

Generate Participation Reports by SSID

You can generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students' SSIDs.

Users can search by one or more student SSIDs to generate a participation report. If you have many SSIDs you would like to search, it may be easier to perform this task through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

Note: Similar to the Plan and Manage Testing Report, a student can appear more than once on the report because the report lists testing opportunities.

To generate a Participation Report by SSID:

1. From the **Monitoring Test Progress** task group, select **Participation Search by SSID**. The ***Participation Search by SSID*** page appears.

2. Decide how you want to enter SSIDs:

   a. If you prefer to enter the SSIDs on the screen, go to step 3.

   b. If you prefer to enter the SSIDs in a spreadsheet and then upload them, go to step 4.

3. To search for specific students by entering SSIDs directly on the screen:

   a. For the *Search Type*, select **Enter**.

b. For *Enter SSIDs*, enter one or more SSIDs, separated by commas (with or without a space after the comma), in the *Student ID(s)* box.

4. To search for specific students by uploading SSIDs:

a. Prepare an Excel or CSV file with SSIDs listed in a single column.

b. For *Search Type*, select **Upload**.
The screen changes to display a file selector.

c. For *Upload SSID*, select **Choose Files**.

d. Use the file browser to select the Excel or CSV file with the SSIDs.

Note: You can enter or upload up to 1,000 SSIDs at a time.

5. Select **Generate Report**.
The results populate in a grid that can be filtered, customized, or exported.

Review Test Completion Rates

For information about the Test Progress Summary report, navigate to this topic: Review Test Progress Summary Reports.

The Test Completion Rates report summarizes the rates of students who have started or completed a test.

Alert: The Test Completion Rates report calculates overnight, not on-demand. The report shows the date it was exported and the time the information was processed, calculated for the Eastern Time zone.

There are several ways to view the results:

- By all students for each test selected (default behavior) (one row per test)
- By students' enrolled grade for each test selected (one row per grade per test)
- By component tests and their scoring combos* (multiple rows displaying and grouping component tests and their scoring combos together)

*Only shows tests with component parts. For example: ELA CAT + ELA Performance Task = ELA Combo total. Not all tests have component test parts, so this report may be blank if the test selected does not contain a scoring combo. You can find more information on scoring combos and other report options later in this section.

To review test completion rates:

1. From the **Monitoring Test Progress** task group, select **Test Completion Rates**. The ***Test Completion Rates*** page appears.

2. In the *Report Criteria* section, select the parameters for which tests to include in your report.

3. *Optional*: Select a different report output under *Additional Options* to include more granular participation and completion information.

   a. To display test completion rates for all students per test, leave the dropdown at **Select**. This runs the default report.

   This option allows you to track participation at the test level across all grades, showing totals for eligible students, students completed, and students started.

   b. To display test completion rates for each test disaggregated by participating students' enrolled grades, select **Show By Grade**.

   Showing results by grade allows you to track participation across enrolled grades. This is useful, for instance, when you have a test that all grade 6 students must take that also has some limited off-grade participation among grades 4 and 5. This report makes it easy to track overall completion within the grade 6 population without the off-grade testers skewing the rates.

   c. To display overall test completion progress across ALL component tests in a given scoring combo and the total for the combo, select **Show By Scoring Combo**.

   Showing results by scoring combo allows you to track test completion progress across all component tests in a scoring combo. These tests are administered as separate tests (parts) and then the scores are combined into one score for the combo. For example, English Language Arts Part 1 and English Language Arts Part 2 are both component tests of the English Language Arts Scoring Combo. Completion progress is shown per component test and for the combo. When this option is selected, only component tests associated with a scoring combo are returned in the report; standalone tests that are not combined with any other test for scoring are not included in the report.

4. To view the report, select **Export Report**. This report can only be exported to a spreadsheet application, like Microsoft Excel, and does not display on the TIDE screen.

Table 1. Columns in the Test Completion Rates Report

Column	Description
Date	Date and time that the file was generated.

Column	Description
Administration	Administration that is being reported.
Test	Test that is being reported.
Test Name	Grade, test, and subject that are being reported.
District ID	The ID of the reported district.
District Name	The name of the reported district.
Institution Name	The name of the reported school. This column is only included in the school-level report.
Institution ID	The ID of the reported school. This column is only included in the school-level report.
Opportunity	Test opportunity number that is being reported.
Total Student	Number of students with an active relationship to the school in TIDE.
Total Student Started	Number of students who have started the test.
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.
Enrolled Grade*	Student's enrolled grade. *This column only contains data if you select the **Show By Grade** option.
Test Type*	*Component Tests* are the individual tests or parts that make up the scoring combo. *Scoring Combo* refers to the merged completion rates of the component tests within the combo. *This column only contains data if you select the **Show By Scoring Combo** option.
Scoring Combo*	When tests are broken into parts and delivered individually, the scoring combos contain the combined completion data of the component parts. Defined as the name of the test. *This column only contains data if you select the **Show By Scoring Combo** option.

Review Test Progress Summary Reports

Test Progress Summary reports provide charts that display the information available in the Test Completion Rates (TCR) report for a quick visual reference. You can also view the data on the screen, as well as export it. Only district- and school-level data is available in this report, though. For state-level data, use TCR.

⚠ **Alert:** The information in this report calculates overnight, not on demand.

1. From the **Monitoring Test Progress** task group, select **Test Progress Summary**. The ***Test Progress Summary*** page appears, displaying a card for each test window.
2. Your *Student Group* defaults to all schools you can access. Update this by selecting **Change Student Group** and make other selections as needed.
3. Use the arrows on *Open Test Windows* and *Past Test Windows* to expand or close the sections.
4. In a test card window, select **show details/hide details** to view or collapse the breakdown of data by school. You can also show or hide details for all test windows from the bottom of the screen.
5. *Optional*: make a selection from the **Additional Options** dropdown menu to display your report with a different focus.
6. Select **Show Results Table** to view the data on screen, filter the report, or export it.

   Note: Depending on where you are in your testing cycle, the charts may show as mostly *Not Started* (gray color on the chart).

Review Test Status Code Reports

If students do not start or complete tests to which they are assigned, school officials assign special codes to those tests. The Test Status Code report displays all the non-participation codes for a test administration. (This report is available to DTC and DLU Users only.)

To access the Test Status Code Report:

1. From the **Monitoring Test Progress** task group, select **Test Status Code Report**. The ***Test Status Code Report*** page appears.
2. In the *Report Criteria* section, select search criteria for the test and administration.
3. Do one of the following:

a. To view the report on the page, select **Generate Report**.
   TIDE displays the tests and associated statuses and special codes.

b. To open the report in Microsoft Excel, select **Export Report**.

Table 2. Columns in the Test Status Code Report

Column	Description
Name	Student's name.
SSID	Student's unique identifier within the state.
Test Name	Test in which student did not participate.
Opportunity	Test opportunity number.
Test Status	Test's most recent status. Table 6 for an explanation of test statuses.
Date Started	Date student started the test.
Special Code	These codes are not gathered or reported in TIDE for Oregon, so this column will always be blank.
Session ID	Unique ID for the test session.
Result ID	Unique ID for the item result.
Expiration Date	Date the test expired.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

Table 3 describes each status that a test opportunity can have.

Table 3. Test Opportunity Status Descriptions

Status	Definition
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.

Status	Definition
Denied	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.
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student's test is currently paused as a result of one of the following: • The student paused the test by selecting the Pause button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student's test. • The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to Reporting System. Some items must be hand scored before they are reported.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a “review” status is not considered complete.)
Scored	The test has been scored. It displays a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to Reporting System. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume testing.

Appendix A: Processing File Uploads

This appendix describes how TIDE processes file uploads.

How TIDE Processes Large Files

If your file contains a large number of records, TIDE displays the validation results for a portion of those records and then completes the processing offline. As part of the processing, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation, and a second email after it commits the records to its databases.

Figure 85 describes the entire processing flow for file uploads.

Figure 85. Upload Processing Flow

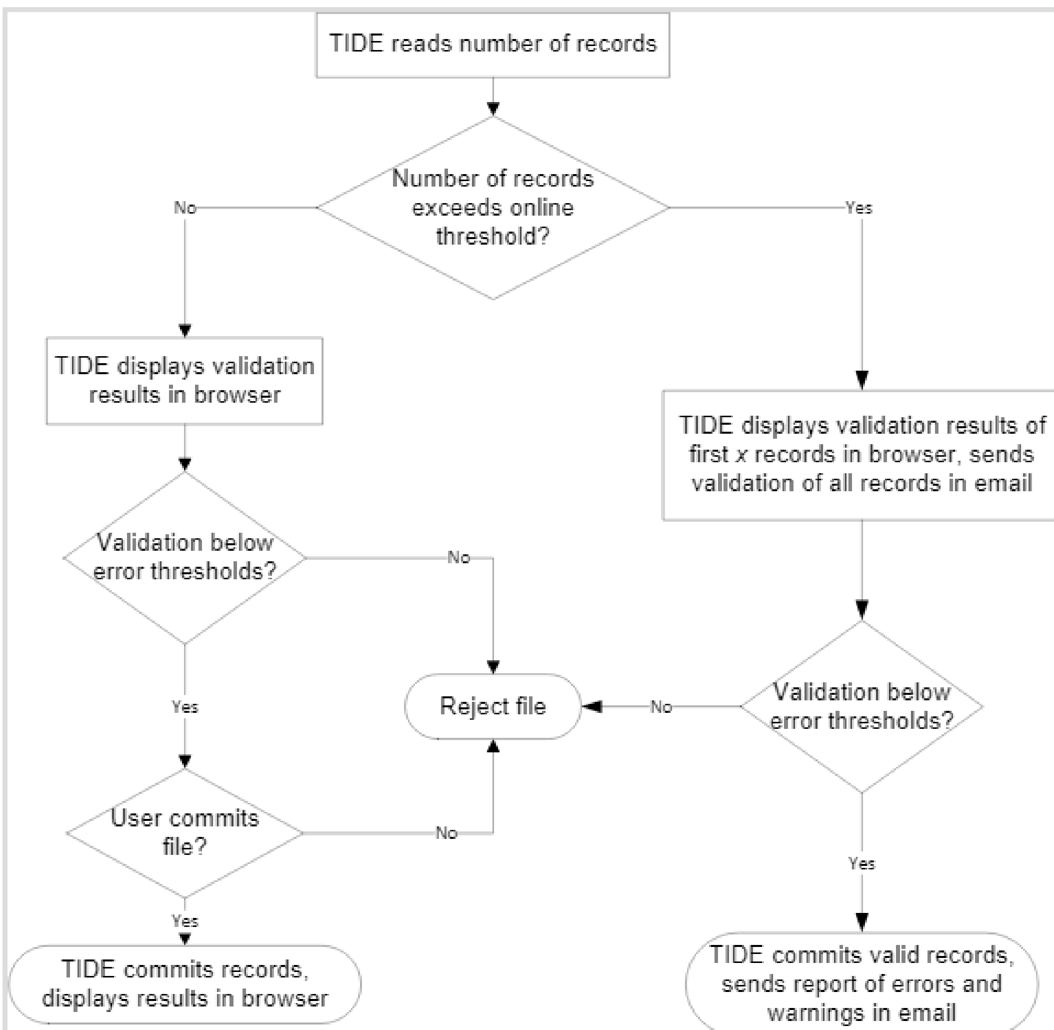


Table 4 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number *x* in Figure 85. For example, if your users upload file contains 1,000 records or more:

Files that contain more than 2,000 records are processed offline. For example, if your user upload file contains 2,000 records or more:

1. TIDE displays the validation results for the first 200 records.
2. If you commit the file:
    a. TIDE validates the remaining records offline and sends a validation report via email.
    b. TIDE then commits the error-free records and sends a report listing all errors and warnings via email.

Table 4. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold	Number of Validated Records
Users	1,000	200
Test Settings	2,000	200
Rosters	1,000	200

How TIDE Validates File Uploads

After you submit an upload file, TIDE applies two validations: layout and data.

- *Layout validation* determines if the records have proper format. This includes checks for alphanumeric or numeric-only values and record length.
- *Data validation* determines if the fields contain valid data.

Formats for File Uploads

Table 5. File Format of the Student Test Settings and Tools Upload File

Column	Description	Valid Values
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 SEED Survey Alt ELPA
Test Tool	Name of the tool or accommodation.	Please refer to the "Options" column of Appendix C: Embedded Accessibility Support Settings in the Oregon Accessibility Manual (OAM).
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	Please refer to the "Options" column of Appendix C: Embedded Accessibility Support Settings in the Oregon Accessibility Manual (OAM).

*Required field.

Table 6 File Format of the Update Temp ID to SSID Upload File

Column	Description	Valid Values
Temp ID*	Temp ID of the student.	ORT- followed by numeric characters.
SSID*	Secure Statewide Student Identifier number.	Up to 10 numeric characters.

*Required field.

Table 7. File Format of the Student Restrictions Upload File

Field Name	Description	Valid Values
SSID*	Secure Statewide Student Identifier number.	Up to 10 numeric characters. Must be enrolled in your district.
Mathematics	Setting for blocking tests in Mathematics.	One of the following: Y—Yes N—No
ELA	Setting for blocking tests in English Language Arts.	One of the following: Y—Yes N—No
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
SEED Survey	Setting for blocking the Student Education Equity Development (SEED) Survey.	One of the following: Y—Yes N—No

*Required field

Table 8. File Format of User Upload File

Column	Description	Valid Values
Role*	User's role. For an explanation of user roles, review User Role Permissions in the TIDE User Guide.	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 RAV—Response Alert Viewer Must be lower in the hierarchy than the user uploading the file.
District ID*	District associated with the user.	Four-digit numerical district ID that exists in TIDE. Must be associated with the user uploading the file.
School ID	School associated with the user.	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.
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.
First Name*	User's first name.	Up to 35 characters.
Last Name*	User's last name.	Up to 35 characters.
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 four test groups.	ELPA Screener—ELPA Screener ELPA Summative—ELPA Summative and Alt ELPA Summative—ELA, Math, and Science Interim—ELA Interim, Math Interim, and Science Interim
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.

Table 9. File Format of the Attribute Upload File

Field Name	**Description**	**Valid Values**
User ID*	A user's email address.	An email address belonging to a user in TIDE.
Attribute Name*	Name of the user attribute.	Remote Proctoring Certification
Subject*	N/A	N/A
Value*	Value of the user attribute.	Yes No

*Required Field.

Table 10. File Format of the Test Window Upload File

Column Name	Description	Valid Values
District or School*	Type of institution to which the test window applies.	One of the following: D—Window applies to districts. S—Window applies to schools.
District and/or School ID*	District's or school's ID.	For district-level windows, a district ID that exists in TIDE. For school-level windows, use DDDDSSSS, where DDDD is the district ID and SSSS is the school ID. The institution must be associated with the user uploading the file.
Window Name*	Name for the test window.	Up to 35 printable characters.
Test Name*	Test included in the test window.	One of the available test names from the drop-down list in the template. There should be one row for each test included in the test window.
Window Start Date*	Date test window starts.	Timestamp in YYYY-MM-DD hh:mm:ss format.
Window End Date*	Date test window ends.	Timestamp in YYYY-MM-DD hh:mm:ss format.
Action*	Indicates if this is an add or delete transaction.	One of the following: Add—Add new window or edit existing window. Delete—Remove existing window.

*Required field.

Table 11. File Format of the Roster Upload File

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

*Required field.

Appendix B: Accommodations, Designated Supports, and Universal Tools Commonly Set in TIDE and/or TDS

Only embedded designated supports and embedded accommodations may be modified in TIDE. Most universal tools must be modified in the TDS TA Interface. Some tools may be modified in either system, depending on the test.

Warning: 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 TDS TA Interface. In this case, you must change the test setting in the TDS TA Interface.

The corresponding user guide for each system contains complete information about each feature.

Table 12. Common Test Settings

Option*	System Where Editable	Description
American Sign Language	TIDE	Displays videos translating test content into American Sign Language.
Audio Transcriptions	TIDE	Displays audio content transcripts that can be read by Braille devices.
Closed Captioning	TIDE	Displays captions for audio content in the test.
Color Choices	TIDE and TDS	Sets the color of the text and background in the test.
Dictation (Speech-to-Text)	TIDE	Allows students to dictate their response in English. Only available on constructed-response items.
Embedded Word Prediction	TIDE	Enhanced accessibility for low dexterity students to not have to use the keyboard as much.

Option*	System Where Editable	Description
ELPA Domain Exemptions	TIDE	Allows students to be exempted from a domain on the test.
Language (Presentation)	TIDE and TDS	Sets the language presentation for the test content.
Masking	TIDE and TDS	Allows students to cover a distracting area of the test page.
Mouse Pointer	TIDE and TDS	Sets the size and color of the mouse cursor.
Permissive Mode	TIDE	Allows certified accessibility software to be used with the Secure Browser.
Print on Request	TIDE and TDS	Allows students to request printouts of items and/or stimuli.
Streamlined Mode	TIDE	Displays test content vertically for enhanced accessibility and allows for zoom levels greater than 3X.
Text-to-Speech (TTS)	TIDE	Reads aloud the text in items and/or stimuli.
TTS Tracking	TIDE and TDS	Highlights words as they are read aloud by Text-to-Speech.
Glossary	TIDE	Allows students to view a glossary for certain construct-irrelevant words in the test content.
* Not all options are available for all tests.		

Table 13. Common Universal Tools

Option*	System Where Editable	Description
Highlighter	TDS	Allows students to highlight text in test content.
Line Reader	TIDE and TDS	Allows students to highlight individual lines of text in a reading passage.
Mark for Review	TDS	Allows students to flag items that they want to review later.
Print Size (Zoom)	TIDE and TDS	Sets the zoom level for test content.
Strikethrough	TDS	Allows students to cross out answer options for selected response items.
* Not all options are available for all tests.		

Appendix C: User Support

For additional information and assistance in using TIDE, contact the CAI OSAS Help Desk. The Help Desk can assist with questions regarding any of the TIDE tasks, technical issues with computer-based test administration from both the Test Administrator and student perspectives, and general testing process or functionality questions.

The Help Desk is open Monday through Friday from 7:00 a.m. to 5:00 p.m. Pacific Time (except holidays or as otherwise indicated on the OSAS Portal).

OSAS Help Desk

Toll-Free Phone Support: 1-866-509-6257

Follow the prompts for digital testing and listen to the options for your area of concern.

Email Support: OSAShelpdesk@cambiumassessment.com

Chat Support: https://osasportal.org/contact.html

Please provide detailed information about the issue, including:

- For student information issues, provide the SSID and associated district or school for that student. Do not provide the student's name.
- For TIDE user issues, provide the user's full name and email address.
- Any error messages that appeared.
- Device, operating system, and browser information, including version numbers.
- Information about your network configuration, if known:
  - Secure Browser installation (to individual machines or network)
  - Wired or wireless Internet network setup

Change Log

Change	Date
A note and warning message have been updated in the "Manage TIDE Users" section. Users are advised to contact the Helpdesk to request that a new email address be associated with an existing user account, rather than creating a new account.	08/27/2025
Added new section for My Favorite Tasks feature.	11/15/2025
Added new section for Accessibility Tools feature.	11/15/2025
Added text in Secure File Center to clarify that some users may not be able to share files or will have limited access depending on role.	11/15/2025
Add new sections for "Test Access Materials from Students List" and "Test Access Materials from Roster List". Added note highlighting test materials can be printed from student page.	11/15/2025
Added new section on using "Ribbons" for challenge up.	11/15/2025
Added new section on "Save Student Searches as Favorite".	11/15/2025
Updated "Print Student Test Settings" section to differentiate instructions on printing from student page and from student lists.	11/15/2025
Updated section on Test Tickets and QR Codes.	11/15/2025
Updated function for saving searches in Monitoring Test Progress module.	11/15/2025