Test Information and Distribution Engine

User Guide

2017–2018

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Introduction to This User Guide

This section describes the contents of this user guide.

Organization of This User Guide

This guide contains the following sections:

- Section I, Overview of the Test Information Distribution Engine, includes a description of Test Information and Distribution Engine (TIDE) features, system requirements information, and provides an overview of user roles and permissions.

- Section II, Accessing TIDE, describes how to activate your account for TIDE (and other AIR systems you are authorized to access), how to log in, and log out.

- Section III, Understanding the TIDE User Interface describes the main approach for the TIDE interface, navigation within the system, main user interface elements, and global features available throughout the system.

- Section IV, Preparing for Testing, describes the activities you can perform in preparation for testing, including registering users and students, associating test settings and tools for students, uploading rosters (classes), and ordering paper test materials (if necessary).

- Section V, Administering Tests, describes the activities you can perform while testing is underway, including printing test tickets, requesting appeals (if necessary), and monitoring test progress.

- Section VI, After Testing, describes the activities you can perform post-testing, including managing non-participation codes, resolving test discrepancies, and managing student enrollment history.

Document Conventions

Table 1 describes the conventions appearing in this user guide.

Table 1. Document Conventions

Icon	Description
	**Warning:** This symbol accompanies information regarding actions that may cause loss of data.
	**Caution:** This symbol accompanies information regarding actions that may result in incorrect data.
	**Note:** This symbol accompanies helpful information or reminders.

Icon	Description
bold italic	Boldface italic indicates a page name.
bold	Boldface indicates an item you click or a drop-down list selection.
`mono`	Monospace indicates a file name or text you enter from the keyboard.
italic	Italic indicates a field name.

Intended Audience

This user guide is intended for state-, district-, and school-level test administrators and coordinators who manage the assessment effort. You should be familiar with the concepts of test eligibility, test settings, accommodations, and general management of user accounts for an enterprise-wide system.

To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file upload and download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

Section I. Overview of the Test Information Distribution Engine

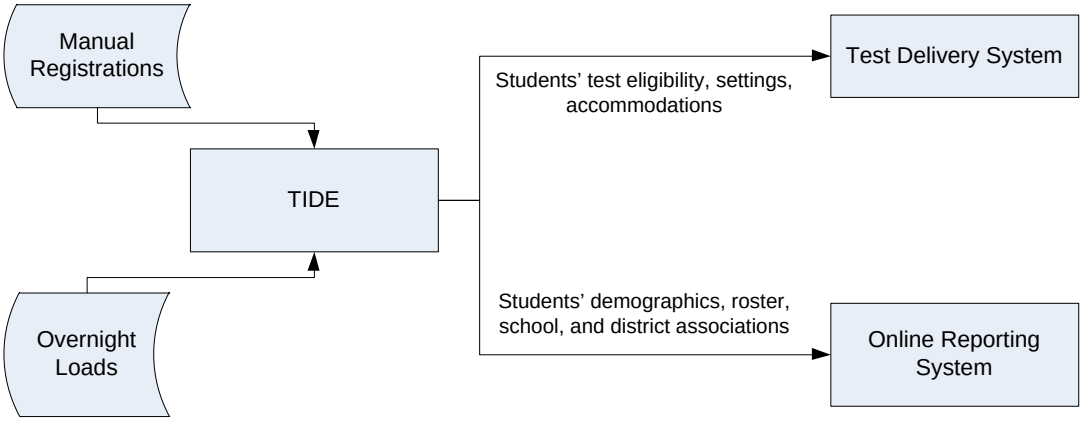
This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

Description of TIDE

AIR's TIDE system supports state, district, and test coordinators throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage user and student information, order testing materials, track orders, monitor test progress, and execute administrative functions such as test resets or reopens.

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 the vast majority of this student information from uploads from external systems, although TIDE has features for adding students manually. TIDE then distributes this information to the appropriate system. TIDE sends to the Test Delivery System (TDS) students' eligibilities, settings, and accommodations; this enables TDS to deliver the appropriate test to any given student in the required format. TIDE sends to the Online Reporting System (ORS) students' institutional associations; this enables ORS to aggregate scores at the classroom, school, district, and state levels.

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, or Internet Explorer. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the *System Requirements for Online Testing*. This publication is available in the Resources section of the Iowa English Language Proficiency Assessment Portal, http://iowaelpa21.portal.airast.org/.

Understanding User Roles and Permissions

Each user in TIDE has a role, such as a district-level user or a test administrator-level user. Each role has an associated list of permissions to access certain features within TIDE.

For a list of user roles that can perform this task, see *User Roles and Access to Iowa ELPA21 Systems*, available in the Resources section of the Iowa ELPA21 portal, http://iowaelpa21.portal.airast.org/.

Table 2 indicates which users can access specific features and tasks within each AIR system. The corresponding user guide for each system contains complete information about each feature.

Table 2. Overview of User Roles and Permissions

Task or Site	State*	DC*	NPC*	BC*	TA*
Access to Test Information Distribution Engine (TIDE) Features and Tasks					
Managing Student Information					
Adding Students	✓	✓	✓	✓	
Viewing and Editing Students**	✓	✓	✓	✓	✓
Adding, or Editing Students through File Uploads	✓	✓	✓		
Moving Students Between Schools	✓	✓	✓		
Printing PreID Labels	✓	✓	✓	✓	✓
Printing Students' Test Settings	✓	✓	✓	✓	✓
Generating Frequency-Distribution Reports	✓				
Managing Student Test Settings and Tools					
Viewing and Editing Test Settings and Tools**	✓	✓	✓	✓	✓
Uploading Test Settings and Tools	✓	✓	✓	✓	
Managing TIDE Users					
Viewing User Details	✓	✓	✓	✓	
Deleting User Accounts	✓	✓	✓		
Managing Rosters					
Adding New Rosters	✓	✓	✓	✓	✓
Modifying Existing Rosters	✓	✓	✓	✓	✓
Creating Rosters Through File Uploads	✓	✓	✓	✓	
Working with Orders for Testing Materials					
Placing Additional Orders		✓	✓		
Viewing Order History	✓	✓	✓		

Task or Site	State*	DC*	NPC*	BC*	TA*
Approving Pending Orders	✓				
Viewing Statewide Quantity Reports	✓				
Printing Test Tickets					
Printing Test Tickets from Student List	✓	✓	✓	✓	✓
Printing Test Tickets from Roster List	✓	✓	✓	✓	✓
Managing Appeals					
Creating Appeals	✓	✓	✓	✓	
Viewing Appeals	✓	✓	✓	✓	✓
Approving Appeals	✓				
Creating Appeals Through File Uploads	✓	✓	✓		
Monitoring Test Progress					
Plan and Manage Testing	✓	✓	✓	✓	✓
Reviewing Test Completion Rates	✓	✓	✓	✓	✓
Reviewing State Participation Counts Reports	✓				
Reviewing Test Status Code Reports		✓	✓	✓	✓
Documenting Non-Participation with Special Codes					
Viewing and Editing a Student's Special Codes	✓	✓	✓	✓	
Global Features					
Downloading Files from the Inbox					
Access to Test Administration (TA) Sites					
TA Interface Practice and Training Site	✓	✓	✓	✓	✓
Student Interface Practice and Training Site	✓	✓	✓	✓	✓
TA Interface	✓	✓	✓	✓	✓
TA Certification Site	✓	✓	✓	✓	✓
Access to Online Reporting System (ORS) Features and Tasks					
Score Reports					
School Listing	✓	✓	✓	✓	✓
Teacher Listing	✓	✓	✓	✓	✓
Roster Listing	✓	✓	✓	✓	✓
Student Listing	✓	✓	✓	✓	✓
Individual Student Score Report	✓	✓	✓	✓	✓

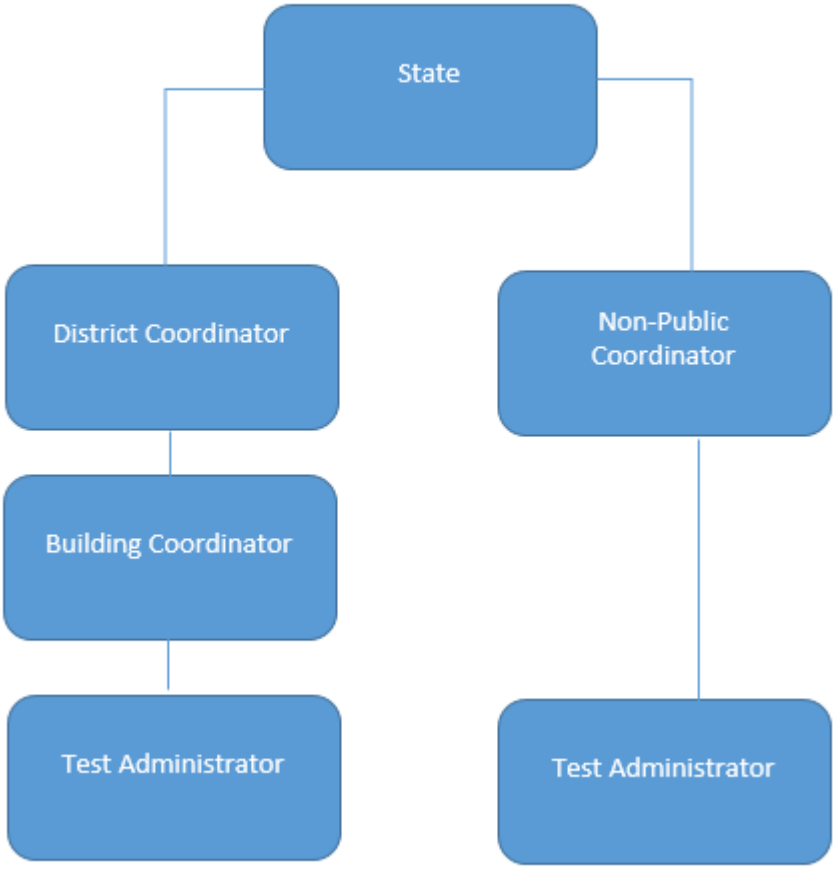
Task or Site	State*	DC*	NPC*	BC*	TA*
Reports & Files					
Summary Statistics	✓	✓	✓	✓	✓
Retrieve Student Results	✓	✓	✓	✓	✓
Manage Rosters	✓	✓	✓	✓	✓
Search Students	✓	✓	✓	✓	✓
Access to Teacher Hand Scoring System (THSS) Features and Tasks					
Scorer	✓	✓	✓	✓	✓
Score Manager	✓	✓	✓		

*State—State Administrator; DC—District Test Coordinator; NPC—Non-Public Coordinator; BC—Building Coordinator, TA—Test Administrator

**Some roles have view-only access to this feature.

There is a hierarchy to user roles. As indicated in Figure 2, the state administrator is at the top of the hierarchy, followed by district, then school coordinator, then the test administrator. Generally, user roles that are higher in the hierarchy have access to more sensitive or critical data and tasks within TIDE.

Figure 2. Hierarchy of User Roles



Section II. Accessing TIDE

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

Activating Your TIDE Account

TIDE is accessed through the Iowa Department of Education's (IDOE's) portal (http://portal.ed.iowa.gov) and Iowa ELPA21 portal (http://iowaelpa21.portal.airast.org/).

1. Access the IDOE login page at http://portal.ed.iowa.gov. Use your Enterprise A&A account ID and password to log in.

   - For help setting up an account see the Enterprise A&A Account Set-up and Help.

Figure 3:Iowa Department of Education Portal

2. Click the 'Iowa ELPA21' application from your menu. You will be directed to the Iowa ELPA21 portal.

   - If you do not have access to 'Iowa ELPA21', you will need to request access, please see option 3 under EdPortal Online training, on how to request access.

Figure 4:Iowa Department of Education Portal Menu

3. Select the appropriate Administrator card (see Figure 5). You will be taken to the User pages.

Figure 5:Iowa ELPA21 Portal User Cards

4. Click the **Test Information Distribution Engine (TIDE)** button (see Figure 6).

Figure 6:Iowa ELPA21 System Cards

5. Click the Iowa ELPA21 application from your menu. You will be directed to the TIDE Home Page (see Figure 7:TIDE Home Page).

Figure 7:TIDE Home Page

Changing Your Account Information

To modify account information:

1. To modify your name or email, you must return to the IDOE EdPortal sign-in page. Enter your account information and click “Account Details” (see Figure 8).

Figure 8:IDOE EdPortal Sign-in

2. Update your information (see Figure 9), click “Save”.

Figure 9:Iowa EdPortal “Account Managment” page

3. Complete the process by clicking on ‘Continue to DOE – Education Portal (see Figure 10). This will copy your information over to the IDOE Edportal.

Figure 10. Iowa EdPortal Confirmation Page

Logging out of TIDE

To log out of TIDE:

- In the TIDE banner (see Figure 11), click **Logout**.

Figure 11. TIDE Banner

Section III. Understanding the TIDE User Interface

This section includes a description of the organization of TIDE's user interface, a description of the TIDE dashboard, instructions for navigating within TIDE, an overview of basic elements in the user interface, and information about global features.

Organization of the TIDE User Interface

The TIDE user interface is designed to reflect the stages of the testing process as directly and simply as possible. The tasks available in TIDE are organized into three categories based on when each task should be performed in the testing process:

- **Preparing for Testing**: Tasks in this category could be performed before testing begins. This category includes tasks for registering users and students, associating test settings and tools for students, uploading rosters (classes), and ordering paper test materials (if necessary). For more information about this category, see the section Preparing for Testing.

- **Administering Tests**: Tasks in this category could be performed while testing is underway. This category includes tasks for printing test tickets, requesting appeals (if necessary), and monitoring test progress. For more information about this category, see the section Administering Tests.

> **Note:** The state decides which features are turned on at what time. Depending on what the state has decided, it is possible that managing users and students are allowed while testing is in progress.

- **After Testing**: Tasks in this category could be performed when the testing process is finished. This category includes tasks for managing non-participation codes, resolving test discrepancies, and managing student enrollment history. For more information about this category, see the section After Testing.

The TIDE user interface utilizes a consistent design that allows users to follow a similar workflow for various tasks. For example, the basic process of retrieving, modifying, exporting, and uploading records in the Preparing for Testing category is the same from one record type to another.

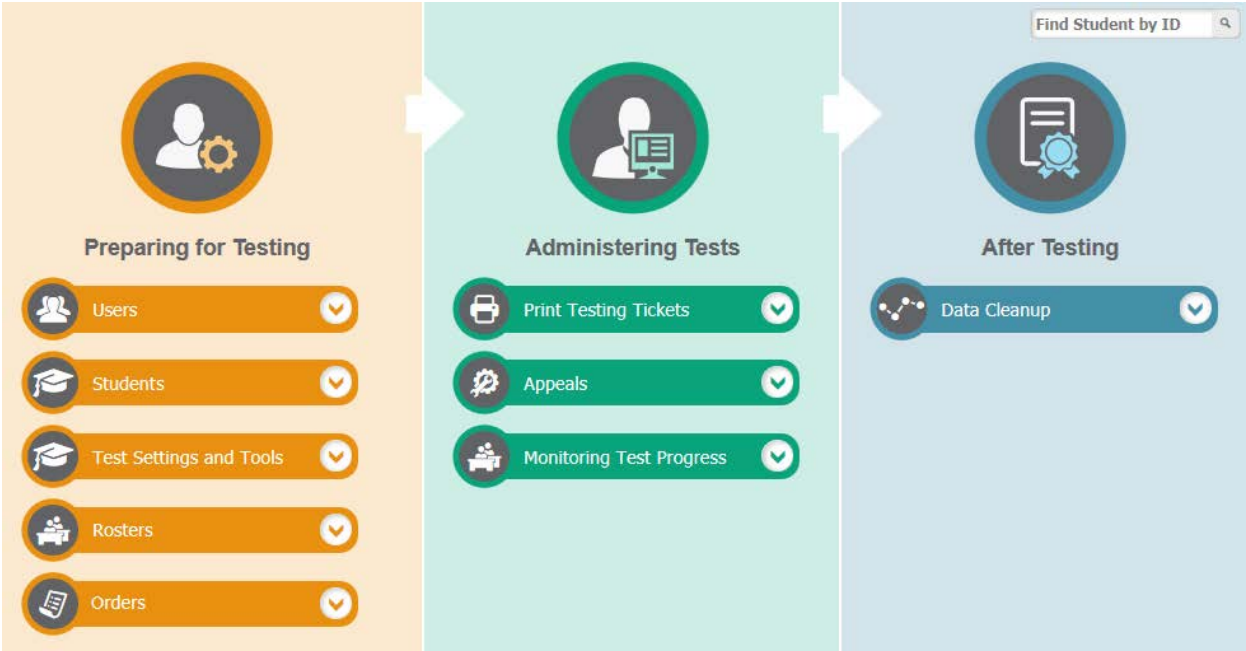
About the TIDE Dashboard

The TIDE dashboard appears when you first log in to TIDE (see Figure 11). Every task you can perform in TIDE is available on this page.

The dashboard displays a section for each of the three task categories in TIDE (Preparing for Testing, Administering Tests, and After Testing). Each section lists menus for the tasks available in that category.

Note: The task menus displayed on the TIDE dashboard depend on your user role.

Figure 11. TIDE Dashboard



Each task menu contains a set of related tasks. For example, the **Rosters** menu contains options for adding rosters, viewing/editing/exporting rosters, and uploading rosters.

To expand a task menu and view its set of related tasks, click on the end of that menu. To perform a task, click the name of that task listed in this menu. To collapse a menu, click .

Navigating in TIDE

When you navigate away from the TIDE dashboard, a navigation toolbar appears at the top of the page (see Figure 12). This toolbar allows you to access each task and action that was available on the dashboard. The toolbar only lists the task menus for one category at a time.

Figure 12. Navigation Toolbar

- To access the dashboard, click in the upper-left corner.
- To view the task menus for a particular TIDE category, click the icon for that category above the toolbar.

- To access a particular task, click that task menu in the toolbar (such as **Users**) and select the required task from the list of options that appears.

About the Banner

A banner appears at the top of every page in TIDE (see Figure 13).

Figure 13. TIDE Banner

The banner displays the current test administration and your current user role. The banner also includes the following features:

- **TIDE**: This drop-down list allows you to switch to other AIR systems.
- **Help**: This button opens the online TIDE User Guide.
- **Inbox**: This button allows you to open the Inbox and access the student data files you exported in TIDE as well as any secure documents, if available.
- **Manage Account**: This drop-down list allows you to change your user role (if applicable.
- **Logout**: This button logs you out of TIDE and related AIR systems.

Accessing Global Features

Regardless of where you are in TIDE, there are features that appear globally. This section explains how to change test administrations, search for students by student ID (SSID), and switch to other AIR systems.

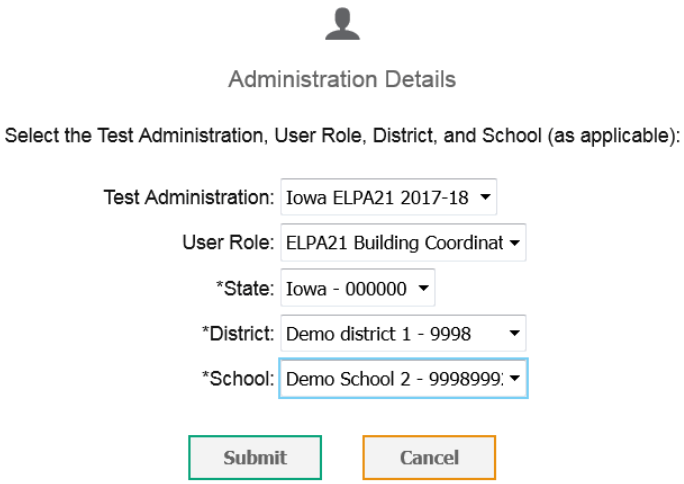
Changing Institution, or Role

Depending on your permissions, you can switch to different schools, districts, and user roles in TIDE.

To change test administration or institution:

1. In the TIDE banner (see Figure 13), select **Change Role** from the **Manage Account** drop-down menu. The ***Administration Details*** window appears (see Figure 14).

Figure 14. Administration Details Window



2. Update the information as necessary.

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

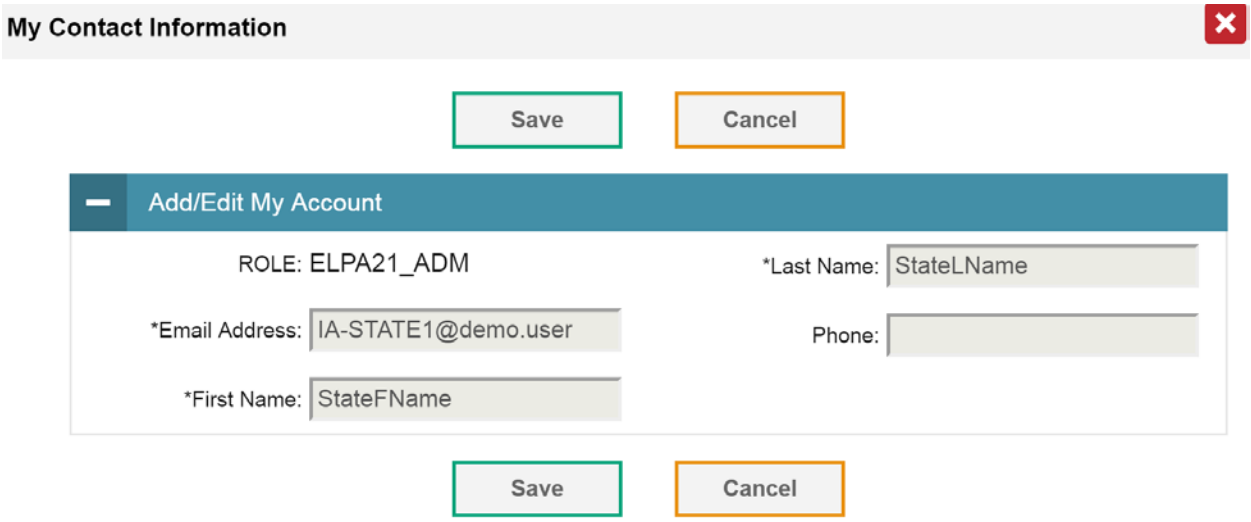
Viewing Your Account Information

You can view your name, phone number, and other account information in TIDE. If you need to modify your account information, follow the steps in Changing Your Account Information.

To view account information:

1. In the TIDE banner (see Figure 13), from the *Manage Account* drop-down list, select **My Contact**. The ***My Contact Information*** page appears (see Figure 15).

Figure 15. Fields in the My Contact Information Page



TIDE saves your changes, and a confirmation message appears.

Switching Between AIR Systems

Depending on your role, when you log in to TIDE you can also switch to other AIR systems.

To switch to another AIR system:

- In the banner at the top left of the page, hover over **TIDE**, and click the other system name (see Figure 16).

Figure 16. Switching Between AIR Systems

Finding Students by ID

A *Find Student by ID* field (Find Student by ID) appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the ***View and Edit Student*** form for a specified student.

To search for a student:

1. In the *Find Student by ID* field, enter a student's SSID. The SSID must be an exact match; TIDE does not search by partial SSID.

2. Click . The ***View and Edit Student*** form for that student appears.

Downloading Files from the Inbox

The Inbox (see Figure 17) lists all the files containing student information that you export from the ***View/Edit/Export Students*** page (see Viewing and Editing Students). When you choose to export student search results to the Inbox, TIDE sends you an email (to the email address you have specified in the creation of your AA account) when the export task is completed and the file is available in the Inbox for download.

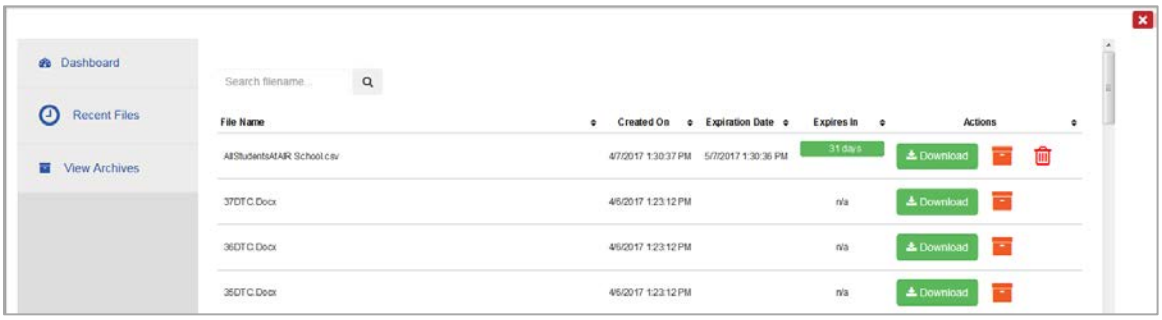
The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

The files in the Inbox are listed in the order in which they were generated, uploaded, or archived. 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. In some cases, the Iowa Department of Education, may need to send a particular district or school a file through the TIDE Inbox, in these instances, the files will be available for the period specified by the IDOE. You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference. You can also delete the files you have exported, provided you have not archived them.

To access files in the Inbox:

1. From the TIDE banner (see Figure 13), select **Inbox**. The ***Inbox*** page appears.

Figure 17. Inbox



2. *Optional*: Select the file view from the available tabs:
   - Dashboard: This is the default view and displays all the files except for the ones that you have archived.
   - Recent Files: Displays the files that have been recently created.
   - View Archives: Displays the files that you have archived.
3. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files and click . TIDE displays only those files containing the entered file name.
4. Do one of the following:
   - To download a file, click **Download**.
   - To archive a file, click .
   - To delete a file, click .

Note: About File Deletion

- The button is only displayed when you are viewing files from the *Dashboard* file view. Hence, archived files cannot be deleted.
- A non-admin user can delete files that he has exported, but cannot delete secure documents uploaded to the Inbox by admin users.
- Admin users can view and delete secure documents uploaded by other admin users.

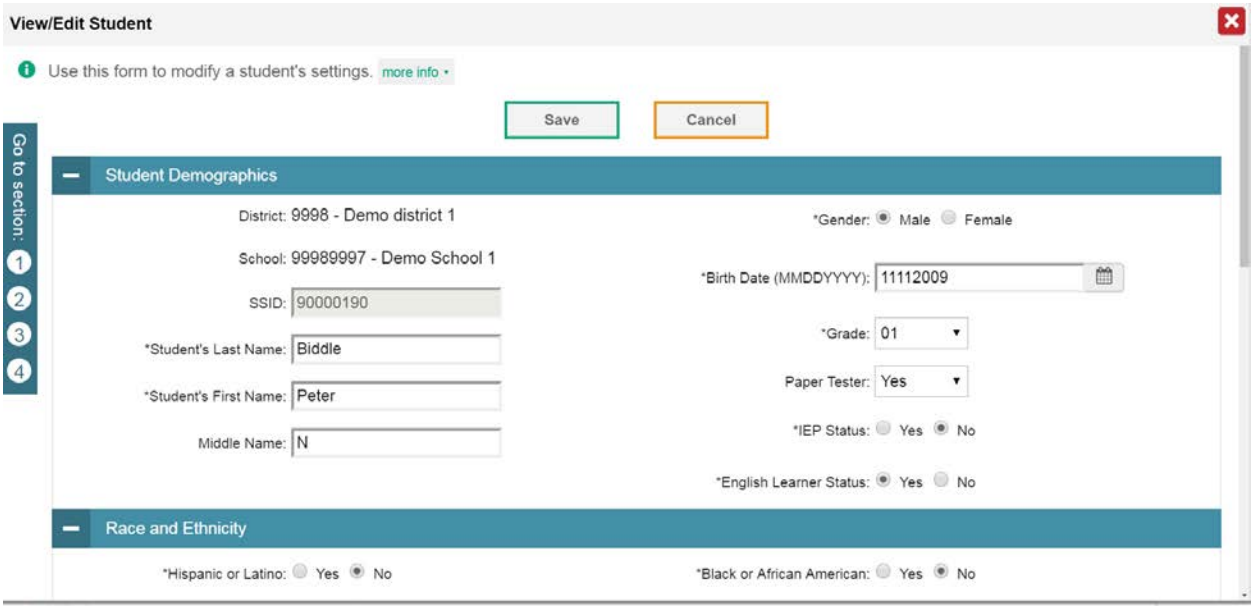
Overview of Task Page Elements

When you select a particular task from the dashboard or navigation toolbar, the corresponding task page appears. Although the specific fields and options on a task page vary from one task to another, the page elements are consistent across all task categories. This section provides an overview of the pages and elements used when editing, uploading, and searching for records.

Navigating Record Forms

Certain tasks in TIDE require you to add or edit records via specialized record forms (see Figure 18). This section explains how to navigate these forms.

Figure 18. Sample Record Form



Record forms are usually divided into multiple panels. Each panel contains a group of related settings and fields that you can edit. You can click − in the upper-left corner of a panel to collapse it, or click + in a collapsed panel to expand it.

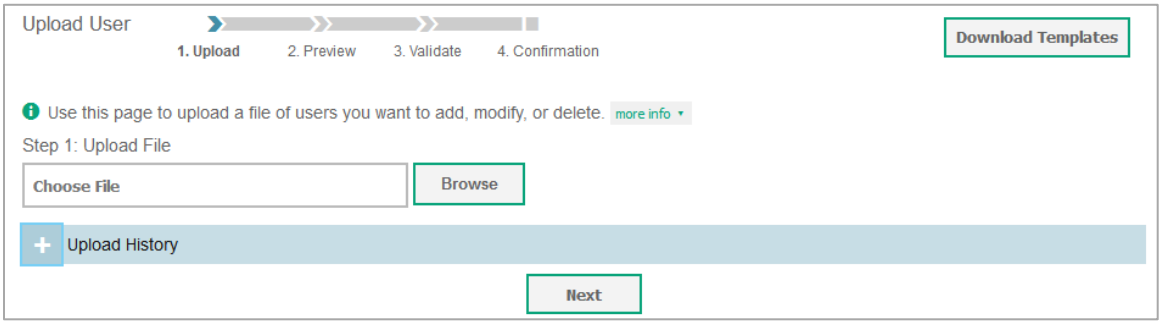
A floating *Go To section* toolbar appears on the left side of the record form. This toolbar includes a numbered button for each panel in the form. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

Note: The number of panels and the content of those panels in a record form depend on the record type.

Uploading Records

Some TIDE 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 (see Figure 19).

Figure 19. Sample File Upload Page



When uploading a file to TIDE, you must first 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.

You can click + next to the *Upload History* panel on the ***File Upload*** page to view a log of the files that have previously been uploaded for the selected record type.

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

To upload a file:

1. On the file upload page, click **Download Templates** and select the appropriate file type.
2. Open the file in a spreadsheet application, fill it out, and save it.
3. On the file upload page, click **Browse** and select the file you created in the previous step.
4. Click **Next**. The ***Preview*** page appears (see Figure 20). Use the file preview on this page to verify you uploaded the correct file.

Figure 20. File Upload Preview (partial view)

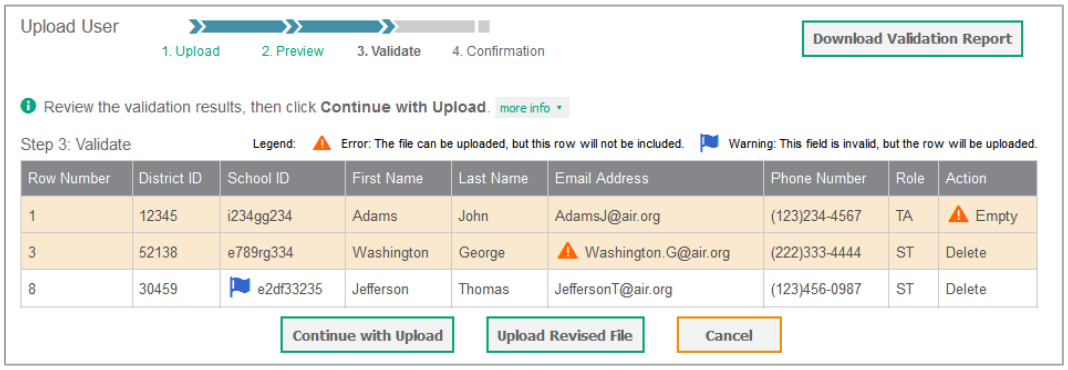
Row Number	District ID	School ID	First Name	Last Name	Email Address
1	99	9000	Thomas	Walker	tw@air.org
2	99	9000	Thomas	Walker	tw@air.org
3	99	9000	Thomas	Walker	tw@air.org

5. Click **Next**. TIDE validates the file and displays any errors (⚠) or warnings (⚑) on the ***Validate*** page (see Figure 21).

Note: 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*: Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional*: Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

Figure 21. Sample Validation Page

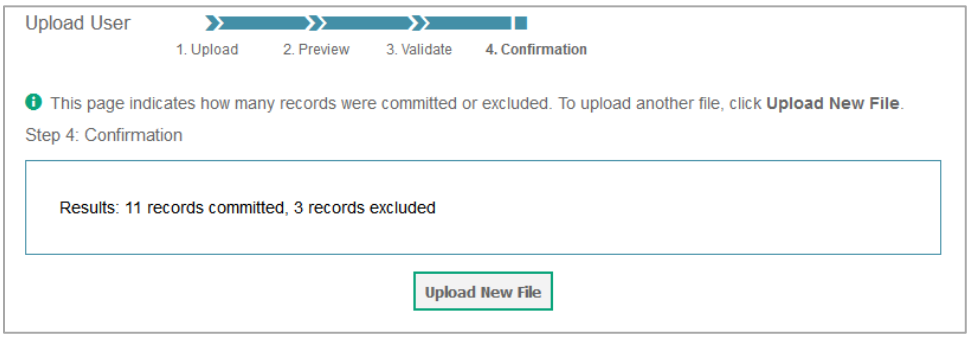


Note: If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

6. Do one of the following:
   - Click **Continue with Upload**. TIDE commits those records that do not have errors.
   - Click **Upload Revised File** to upload a different file. Follow the prompts on the ***Upload Revised File*** page to submit, validate, and commit the file.

     The ***Confirmation*** page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 22).

Figure 22. Confirmation Page

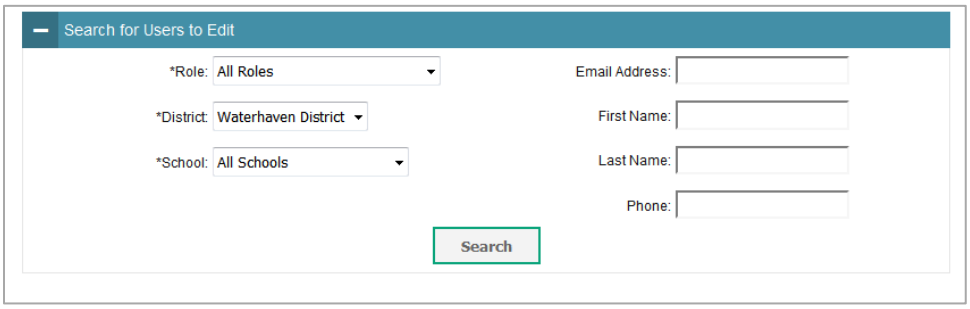


7. *Optional*: To upload another file of the same record type, click **Upload New File**.

Searching for Records

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Export Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 23). This section explains how to use this search panel and navigate search results.

Figure 23. Sample Search Panel



To search for records:

1. In the search panel, enter search terms and select values from the available search parameters, as required.

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

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

   a. To include an additional search criterion in the search, select it and click **Add**.

   b. *Optional*: To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

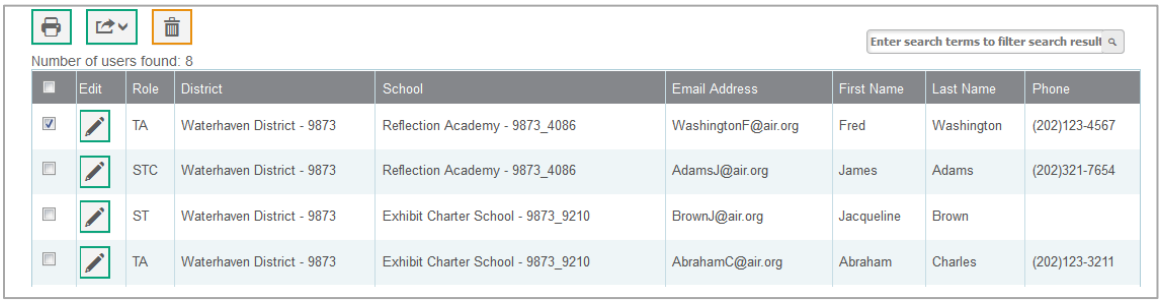
   c. For information about how TIDE evaluates additional search criteria, see Evaluating Advanced Search Criteria.

3. Click **Search**. The list of retrieved records appears below the search panel (see Figure 24).

> **Note:** When searching for students in the ***View/Edit/Export Students*** page, clicking **Search** opens a message that provides you with options to view or export the retrieved records based on the number records that match your search parameters. For more information, see Viewing and Editing Students.

   a. *Optional*: If you wish to collapse the search panel, click − in the upper-left corner of the panel.

Figure 24. Sample Search Results



	Edit	Role	District	School	Email Address	First Name	Last Name	Phone
☑		TA	Waterhaven District - 9873	Reflection Academy - 9873_4086	WashingtonF@air.org	Fred	Washington	(202)123-4567
☐		STC	Waterhaven District - 9873	Reflection Academy - 9873_4086	AdamsJ@air.org	James	Adams	(202)321-7654
☐		ST	Waterhaven District - 9873	Exhibit Charter School - 9873_9210	BrownJ@air.org	Jacqueline	Brown	
☐		TA	Waterhaven District - 9873	Exhibit Charter School - 9873_9210	AbrahamC@air.org	Abraham	Charles	(202)123-3211

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

5. *Optional*: To sort the search results by a given column, click its column header.

   - To sort the column in descending order, click the column header again.

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

Evaluating 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:

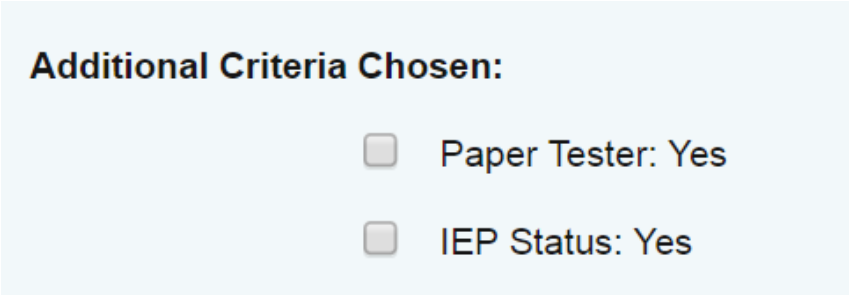
- If you specify multiple values for a given search field, TIDE retrieves records matching *any* of the values.

- If you specify multiple search fields, TIDE retrieves records matching *all* of the fields' criteria.

Referring to Figure 25, TIDE retrieves student records that match both of the following:

- Paper Tester (IEP accommodation) is Yes.
- IEP Status is Yes.

Figure 25. Additional Search Criteria



Performing Actions on Records

After searching for records, you can perform actions on the retrieved records, such as printing or exporting them. The number and type of action buttons available depend on the record type.

To perform actions on records:

1. Search for the required records by following the procedure in the section Searching for Records.
2. To select records for an action (such as printing or exporting), do one of the following:
   - Mark the checkbox next to each record you wish to select.
   - To select all records, mark the checkbox in the header row.

Note: Performing actions on records retrieved on the *View/Edit/Export Students* page

- For printing or exporting student records from the ***View/Edit/Export Students*** page, it is not necessary to mark the checkbox in the header row to select all records. The options to print all retrieved records is available by default.
- By default, 50 records are displayed at a time. You can use the navigation arrows on the top or bottom of the list of retrieved records to navigate through the records. You can also enter a page number in the text box between the navigation arrows and press ENTER on the keyboard to directly jump to the specified page.
- When selecting records to print or export, you can select records from multiple pages. However, when deleting records, you can only delete students selected on the current page.

3. Click the required action button above the table of retrieved records and select the desired option:

- : Prints the selected records, or on the ***View/Edit/Export Students*** page, displays options for printing all or selected records.
- : Exports the selected records to a PDF, Excel, or CSV file, or on the ***View/Edit/Export Students*** page, displays options for exporting all or selected records.
- : Deletes the selected records.

Note: About the action buttons

- When you scroll down in the table, these action buttons appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.
- For the print and export action buttons, the counts of records are displayed next to each option available for the button. If an option is not available, it is grayed out. For example, if 150 records have been retrieved, the count next to the option for printing all records will show 150. If you have not selected any records, the option for printing selected records will be disabled and will show a count of 0 records.

Section IV. 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.

This section covers the following topics:

Managing TIDE Users

This section includes instructions for viewing and deleting user accounts in TIDE.

Viewing User Details

You can view detailed 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.

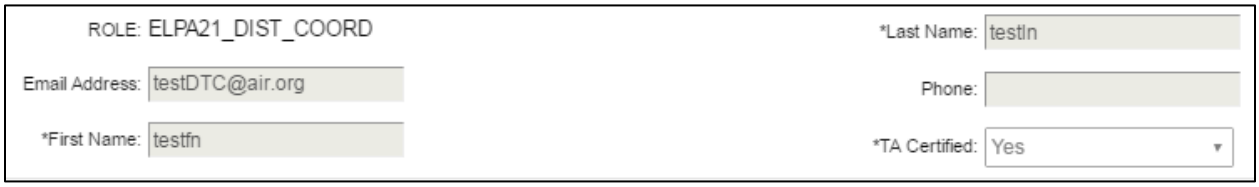
To view details:

1. From the **Users** task menu on the TIDE dashboard, select **View/Export Users**. The ***View/Export Users*** page appears.

2. Retrieve the user account you want to view by following the procedure in the section Searching for Records.

3. In the list of retrieved users, click  for the user whose account you want to view. The ***View User*** form appears (see Figure 26).

Figure 26. Fields in the View/Edit User Form



4. Click **X** to close the ***View/Edit User*** form and return to the list of user accounts.

Table 3 describes the fields in the ***View User*** page.

Table 3. Fields in the View/Edit User Page

Field	Description
Role	User's role. For an explanation of user roles, see Understanding User Roles and Permissions.
Email Address	IowaID assigned to user
First Name	User's first name.
Last Name	User's last name.
Phone	User's phone number.
TA Certified	Indicates the user is certified to administer Iowa ELPA21 tests.

Deleting User Accounts

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

To delete user accounts:

1. You must first contact your local Iowa EdPortal Security officer and provide the information for the users you need to delete or remove Iowa ELPA21 access. If you have any questions about this process, please call the EdPortal HelpDesk at 515-725-2040 or email ed.portal@iowa.gov

2. After receiving confirmation that the user has been removed from EdPortal, you can retrieve the user accounts in TIDE that you want to delete by following the procedure in the section Searching for Records.

3. Do one of the following:

   - Mark the checkboxes for the users you want to delete.

   - Mark the checkbox at the top of the table to delete all retrieved users.

4. Click 🗑, and in the affirmation dialog box click **Yes**.

Managing Student Information

This section describes how to add, modify, and delete students' records, and how those records affect testing and reporting.

Adding Students

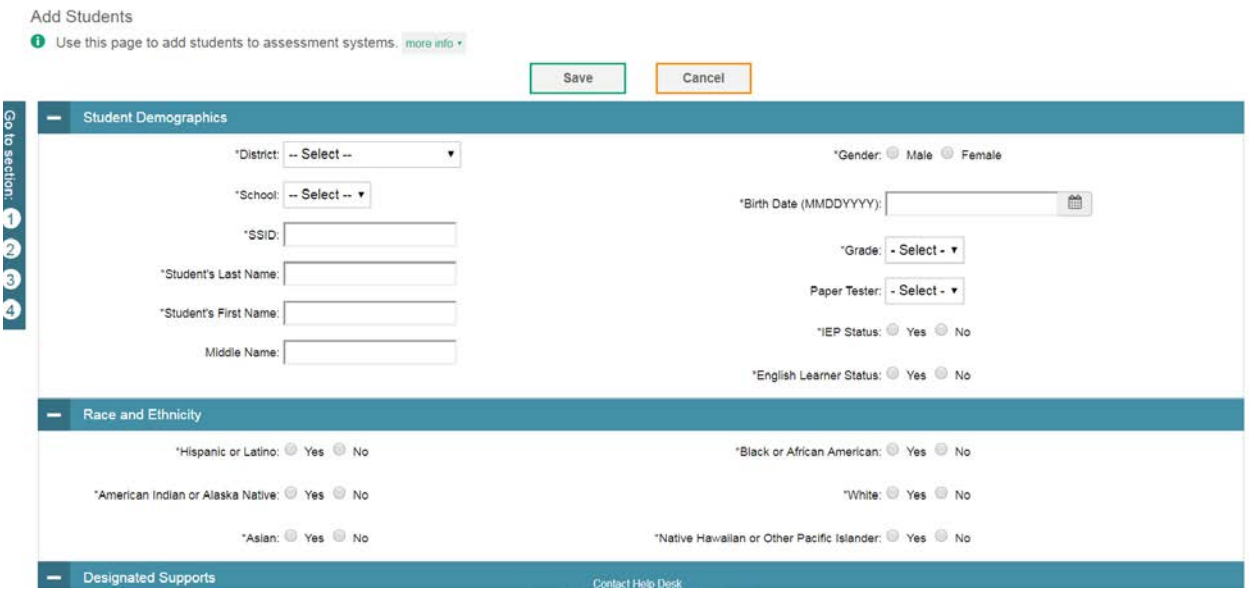
This section explains how to add a new student record to TIDE.

Note: When you add a student to a client, state, district, and school, you must be associated with those entities. For example, district-level users can add students to any school within their district; school-level users can add students only to their school.

To add a student:

1. From the **Students** task menu on the TIDE dashboard, select **Add Students**. The ***Add Students*** form appears (see Figure 27). For more information about using record forms, see the section Navigating Record Forms.

Figure 27. Fields in the Add Students Form (top portion)

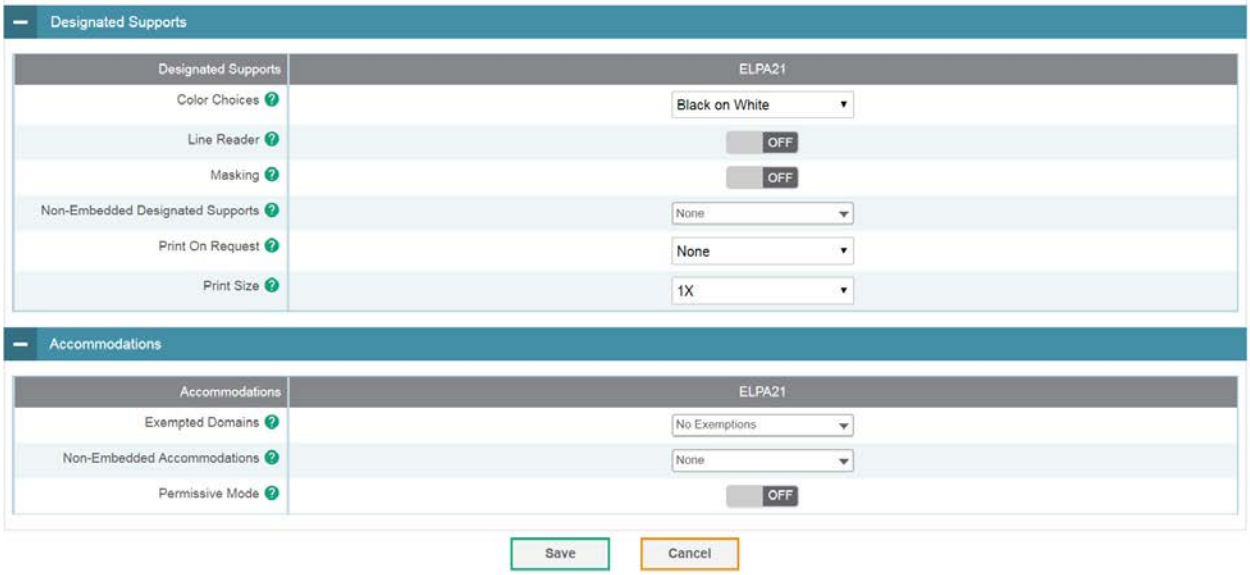


2. In the *Student Demographics* panel, enter the student's demographic information, using Table 4 as a reference.

3. In the *Race and Ethnicity* panel, enter the student's race, using Table 4 as a reference.

4. In the available student test settings and tools panels (see Figure 28), enter the student's settings for each test, using Table 4 as a reference. The test settings are grouped into two categories, designated supports and accommodations.

Figure 28. Sample Student Settings and Tools Panel



5. Click **Save**.

   a. If TIDE reports that another student already has the SSID, contact the Iowa ELPA21 Help Desk.

Table 4 describes the fields in the *Add Student* page.

Table 4. Fields in the Add Student's Page

Field	Description
Student Demographics	
District*	District where the student is enrolled.
School*	School where the student is enrolled.
SSID*	Student's Statewide Student Identifier (SSID). 10 numeric characters.
Student's Last Name	Student's last name. Up to 75 alphabetic and special characters.
Student's First Name	Student's first name. Up to 75 alphabetic and special characters.
Middle Name	Student's middle name. Up to 75 alphabetic and special characters.
Gender*	Student's gender.
Birth Date (MMDDYYYY)*	Student's date of birth.
Grade*	Grade in which student is enrolled during the test administration.
Paper Tester	Indicates if the student is a paper pencil tester.

Field	Description
IEP Status*	Indicates if a student has intellectual disability; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance (hereafter referred to as emotional disturbance); orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program (IEP), Individual Family Service Plan (IFSP), or service plan.
English Learner Status*	Indicates if student has a language other than English spoken in the home and qualifies for English language services because the student did not test proficient on the state language proficiency assessment.
Race and Ethnicity	
Hispanic or Latino*	Indicates if student traces origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.
American Indian or Alaska Native*	Indicates if student has origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.
Asian*	Indicates if student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American*	Indicates if student has origins in any of the black racial groups of Africa.
White*	Indicates if student has origins in any of the original peoples of Europe, Middle East, or North Africa.
Native Hawaiian or Other Pacific Islander*	Indicates if student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Test Settings and Tools	
Designated Supports	
Color Choices	Sets the color of text and background.
Non-Embedded Designated Supports	Indicates the designated supports used by the student that are not provided by the secure browser.
Masking	Sets the Masking tool on or off, allowing student to cover distracting regions of the test page.
Print On Request	Indicates student's ability to print a test's content.
Print Size	Sets the type size in which the associated tests appear.
Accommodations	
Exempted Domains	Indicates the domains in which the student is not tested.

Field	Description
Non-Embedded Accommodations	Indicates the accommodations used by the student that are not provided by the secure browser.
Permissive Mode	Sets Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.

Viewing and Editing Students

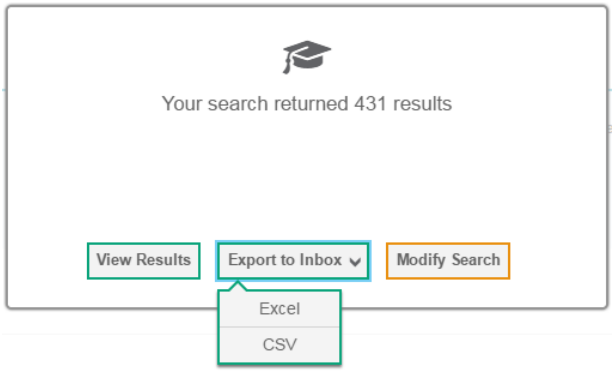
You can view and edit detailed information about a student's record.

To view and edit student details:

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

2. Enter other search criteria as required by following the procedure in the section Searching for Records.

3. Click **Search.** A message is displayed to indicate the number of records that matched your search criteria and provide options to view or export the records or modify your search parameters. The options available to you vary depending on how the action affects TIDE's performance.



4. Do one of the following:

   - To view the retrieved student records on the page, click **View Results**. Continue to Step 5 to edit the student or perform other actions as described in the Performing Actions on Records section.

Note: This option is not available if TIDE detects that this action might adversely affect its performance.

- To export the retrieved results to the Inbox, click **Export to Inbox** and select the file format (CSV or Plain Text) in which the data should be exported. When you select the format a message appears to notify you that the task has been queued and that you will receive an email once the file is available. You can navigate away from the page and perform other tasks if required. After receiving the email, you can download the exported file from the Inbox (see Downloading Files from the Inbox).

- To return to the ***View/Edit/Export Students*** page and modify your search criteria, click **Modify Search**. Repeat Steps 2–4.

5. *Optional*: To filter the list of retrieved students by keyword, enter a search term in the text box above the list of retrieved records and click . TIDE displays all student records that match the search term.

6. In the list of retrieved students, click for the student whose account you want to view. The ***Edit Student*** form appears. This form is similar to the form used to add student records (see Figure 27).

7. If your user role allows it, modify the student's record as required.

   - In the *Student Demographics* panel, modify the student's demographic information, using Table 4 as a reference.

   - In the *Race and Ethnicity* panel, enter the student's race, using Table 4 as a reference.

   - In the available test settings and tools panels (see Figure 28), modify the student's test settings, using Table 4 as a reference. The test settings are grouped into two categories, designated supports and accommodations.

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

8. Click **Save**.

9. In the affirmation dialog box, click **Continue** to return to the list of student records.

Moving Students Between Schools

If you are District Coordinator or Non-Public Coordinator associated with multiple schools, you can also move students from one school to another on the ***View/Edit/Export Students*** page.

To move students:

1. Retrieve the student account you want to view or edit by following the procedure in the section Viewing and Editing Students.

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

   - Mark the checkboxes for the students you want to move.

   - Mark the checkbox at the top of the table to move all students listed on the page.

> **Note:** When moving students, you can only move students who are listed on the page that you are viewing.

3. Do one of the following:

   - Click **Move to Other School** above the search results.

   - Click in the floating Actions toolbar.

4. A section appears for moving the students. From the *District* drop-down list (if available), select the district to which you want to move the student.

5. From the *School* drop-down list, select the school to which you want to move the student.

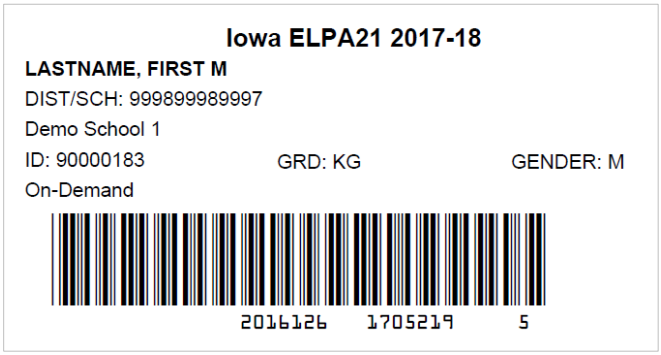
6. Click **Yes**. After TIDE moves the student, an affirmation message appears.

7. Click **Continue** to return to the student listing.

Printing PreID Labels

A PreID label (see Figure 29) is a label that you affix to a student's testing materials, such as an answer booklet.

Figure 29. Sample PreID Label



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

This task requires the 5" × 2" label stock 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:

1. Retrieve the students for whom you want to print labels by following the procedure in the section Viewing and Editing Students.

2. Click 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. Click and then select the appropriate action:

   - To print labels for selected students, click **My Selected PreID Labels**.

   - To print labels for all retrieved students, click **All PreID Labels**.

5. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see Figure 30).

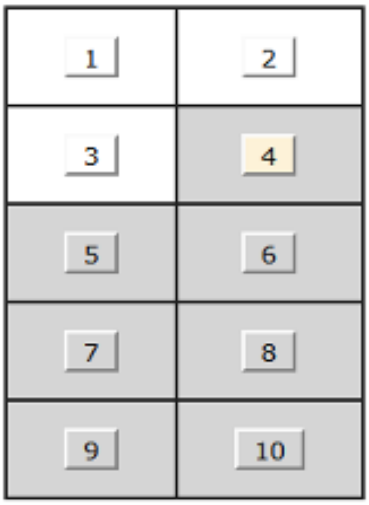
6. Click the start position you require.

   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.

7. Click **Print**.

Your browser downloads the generated PDF.

Figure 30. Layout Model for PreID Labels



Printing 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 students' test settings:

1. Retrieve the student records you want to print by following the procedure in the section Viewing and Editing Students.

2. Click 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 for the students you want to print.

   - To print test settings for all students listed on the page, mark the checkbox at the top of the table.

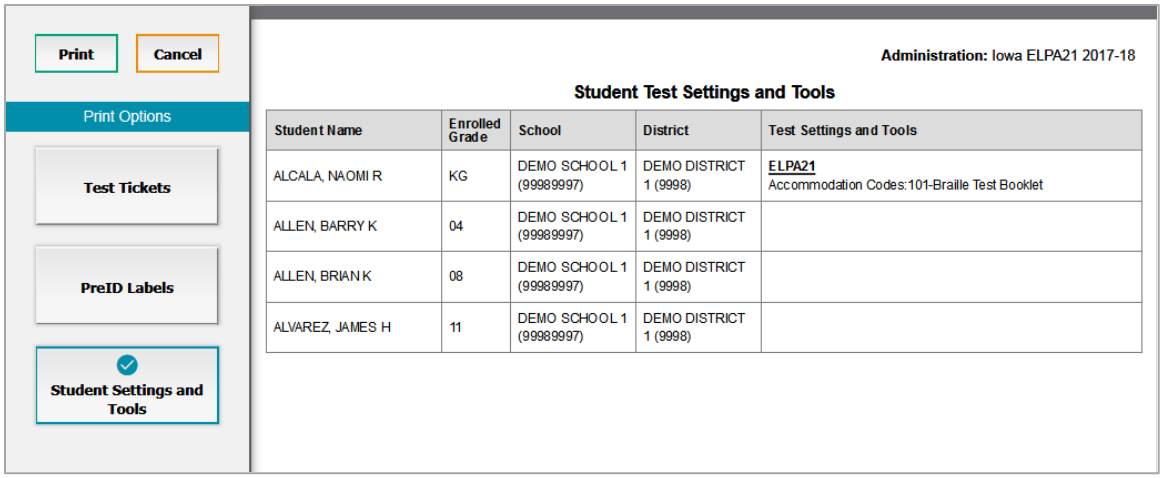
   - To print test settings for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

4. Click and then select the appropriate action:

- To print test settings for selected students, click **My Selected Student Settings and Tools**.
- To print test settings for all retrieved students, click **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 (see Figure 31).

Figure 31. Layout Model for Student Test Settings and Tools



6. Click **Print**.

Your browser downloads the generated PDF.

Adding, or Editing Students through File Uploads

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

To upload student records:

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

1. Following the instructions in the section Uploading Records and using Table 5 as a reference, fill out the Student template and upload it to TIDE.

Table 5 provides the guidelines for filling out the Student template that you can download from the ***Upload Students*** page.

Table 5. Columns in the Student Upload File

Column Name	Description	Valid Values
DistrictID*	District where student is enrolled.	Up to 8 alphanumeric characters. Must exist in TIDE, and must be associated with the user uploading the file.
SchoolID*	School where student is enrolled.	Up to 4 numeric characters. Must exist in TIDE, be associated with the DistrictID, and be associated with the user uploading the file.
StudentLastName*	Student's last name.	Up to 75 alphabetic and special characters**.
StudentFirstName*	Student's first name.	Up to 75 alphabetic and special characters**.
StudentMiddleName	Student's middle name.	Up to 75 alphabetic and special characters**.
Birthdate*	Day on which student was born.	Date in format MMDDYYYY. Add leading zero for single-digit numbers.
SSID*	Student's statewide identification number	Ten digits. If adding students with identifiers that are already associated with students of a different name, TIDE displays a corresponding error message during the validation process.
Grade*	Student's enrolled grade.	Two-character grade in the range KG–12. Add leading zero for single-digit numbers.

Column Name	Description	Valid Values
Gender*	Student's gender.	One of the following: M—Male F—Female
HispanicorLatinoEthnicity*	Indicates if student traces origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	One of the following: Y—Yes N—No
AmericanIndianorAlaskaNative*	Indicates if student has origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	One of the following: Y—Yes N—No
Asian*	Indicates if student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	One of the following: Y—Yes N—No
BlackorAfricanAmerican*	Indicates if student has origins in any of the black racial groups of Africa.	One of the following: Y—Yes N—No
White*	Indicates if student has origins in any of the original peoples of Europe, Middle East, or North Africa.	One of the following: Y—Yes N—No
NativeHawaiianorOtherPacificIslander*	Indicates if student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	One of the following: Y—Yes N—No

Column Name	Description	Valid Values
IEP Status*	Indicates if a student has intellectual disability; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance (hereafter referred to as emotional disturbance); orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program (IEP), Individual Family Service Plan (IFSP), or service plan.	One of the following: Y—Yes N—No
English Learner Status*	Indicates if student has a language other than English spoken in the home and qualifies for English language services because the student did not test proficient on the state language proficiency assessment	One of the following: Y—Yes N—No
Paper Tester*	Indicates if student is a paper pencil tester.	One of the following: Y—Yes N—No

*Required field.

** Special characters include space, comma, hyphen, apostrophe, and Hawaiian characters excepting the character '|'.

Figure 32 is an example of a simple upload file with the following transaction:

- The first row (aside from the header row) adds José Gonzales as a student whose SSID is 9999991234 to the school.

Figure 32. Sample Student Upload File

	A	B	C	D	E	F	G	H	I
1	DistrictID	SchoolID	StudentLastName	StudentFirstName	StudentMiddleName	Birthdate	SSID	Grade	Gender
2	99999999	9999	Gonzales	José	M	10122006	9999991234	05	M

Generating Frequency-Distribution Reports

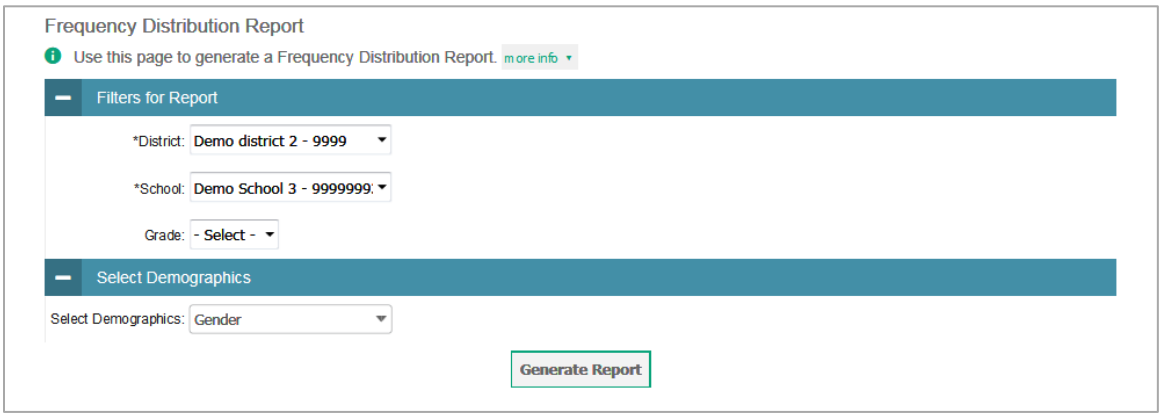
A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students.

You can generate FDRs for the students in your district or school by a variety of demographics.

To generate frequency-distribution reports:

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The ***Frequency Distribution Report*** page appears (see Figure 33).

Figure 33. Fields in the Frequency Distribution Report Page



2. In the *Filters for Report* panel, select the report filters:

   a. From the *District* drop-down list (if available), select a district.

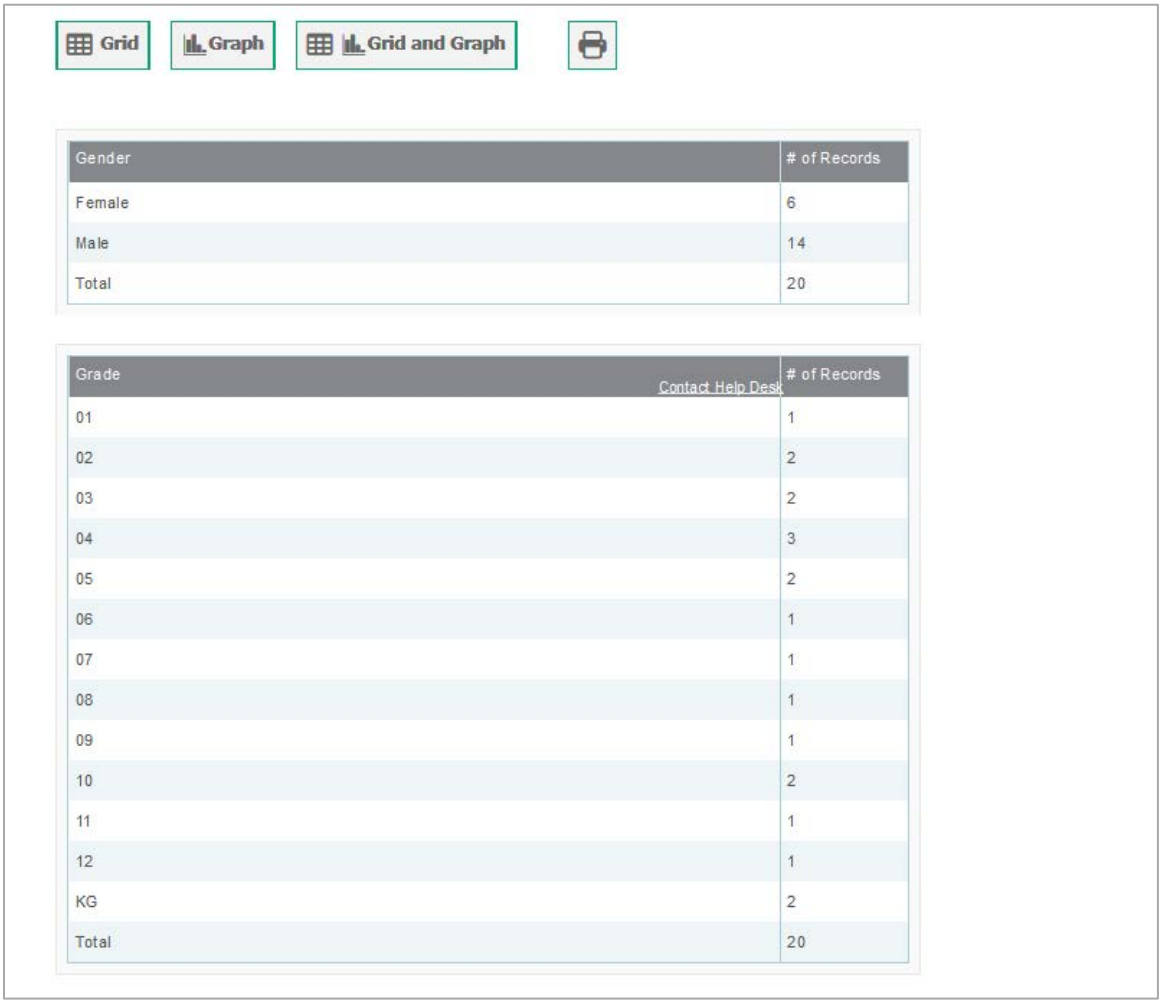
   b. From the *School* drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.

   c. *Optional:* Select a specific grade or retain the default for all grades.

   d. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics.

3. Click **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 34).

Figure 34. Frequency Distribution Reports by Grade and Gender



Gender	# of Records
Female	6
Male	14
Total	20

Grade	# of Records
01	1
02	2
03	2
04	3
05	2
06	1
07	1
08	1
09	1
10	2
11	1
12	1
KG	2
Total	20

4. Do one of the following:

   - To display the FDRs in tabular format, click **Grid**.
   - To display the FDRs in graphical format, click **Graph**.
   - To display the FDRs in both tabular and graphical format, click **Grid & Graph**.
   - To download a PDF file of the FDRs, click , and then click **Print** on the new browser window that opens displaying the report.

Managing Student Test Settings and Tools

A student's test settings include the available accommodations, such as color schemes. Test tools specify the tools a student can use during a test, such as a highlighter. This section explains how to edit student test settings and tools via an online form or a file upload.

Viewing and Editing Test Settings and Tools

This section explains how to view and edit a student's test settings and tools in TIDE.

To edit a student's test settings and tools:

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

2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section Viewing and Editing Students.

3. In the list of retrieved students, click for the student whose test settings and tools you want to edit. The ***View/Edit Student*** form appears.

4. For information about how to use this form, see the section Viewing and Editing Students.

Uploading Test Settings and Tools

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

To upload student test settings and tools:

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

2. Following the instructions in the section Uploading Records and using Table 6 as a reference, fill out the Test Settings template and upload it to TIDE.

Table 6 provides the guidelines for filling out the Test Settings template that you can download from the ***Upload Test Settings and Tools*** page.

Table 6. Columns in the Test Settings Upload File

Column Name	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: ELPA21

Column Name	Description	Valid Values
Tool Name	Name of the tool or accommodation.	See Table 7.
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See Table 7.

*Required field.

Table 7 lists the valid values for the Tool Name and Value columns in the Test Settings template.

Table 7. Valid Values for Tool Names

Tool Name	Description	Valid Value	Applies to
Color Choices	Sets the color of text and background.	Black on Blue	ELPA21
		Black on Cream	ELPA21
		Black on Pink	ELPA21
		Black on White	ELPA21
		Inverted (White on Black)	ELPA21
		Yellow on Blue	ELPA21
Exempted Domains	Indicates the domains in which the student is not tested.	No Exemptions	ELPA21
		Reading (SWSCD Only)	ELPA21
Line Reader	Sets the Line Reader tool on or off, allowing the student to highlight text as they read	Off	ELPA21
		On	ELPA21
Masking	Sets the Masking tool on or off, allowing student to cover distracting regions of the test page.	Off	ELPA21
		On	ELPA21
Non-Embedded Accommodations	Indicates the accommodations used by the student that are not provided by the secure browser.	Assistive Technology	ELPA21
		Braille Test Booklet	ELPA21
		Large Print	ELPA21
		None	ELPA21
		Scribe Items (Writing)	ELPA21
		Speech-to-Text	ELPA21
		Color Overlay	ELPA21

Tool Name	Description	Valid Value	Applies to
Non-Embedded Designated Supports	Indicates the designated support used by the student that are not provided by the secure browser.	Magnification	ELPA21
		Noise Buffers	ELPA21
		None	ELPA21
		Paper Tester (IEP Accommodation)	ELPA21
		Paper Tester (Religious Exemption/504 Accomm)	ELPA21
		Read Aloud (Paper Test)	ELPA21
		Translated Test Directions	ELPA21
Permissive Mode	Sets Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.	Off	ELPA21
		On	ELPA21
Print on Request	Student can print a test's content.	Items	ELPA21
		None	ELPA21
		Stimuli	ELPA21
		Stimuli&Items	ELPA21
Zoom (Print Size)	Sets the type size in which the associated tests appear.	1X	ELPA21
		1.75X	ELPA21
		1.5X	ELPA21
		2.5X	ELPA21
		3X	ELPA21

Figure 35 is an example of a simple upload file that sets the colors on the ELPA21 test for the student with ID 9999991234 to black text on a pink background.

Figure 35. Sample Test Settings Upload File

	A	B	C	D
1	SSID	Subject	Test Tool	Value
2	9999991234	ELPA21	Color Choices	Black on Pink

Managing Rosters

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

The rosters you create in TIDE are available in the Online Reporting System (ORS). ORS can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test.

This section provides instructions for adding rosters, modifying rosters, and managing rosters via file uploads.

Adding New Rosters

Since teachers are responsible for the growth and development of students' skill-sets, such as reading, writing, research, communication, and problem solving, it is important for a teacher to be able to analyze his students' performance data and adjust his teaching strategies accordingly. For a teacher to be able to see his students' performance data, the students must be included in a roster associated with the teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject, such as Reading/Literacy, Mathematics, Science, Social Studies, and Health.

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

- Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- 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 'Gr3Jones17-18' and a secondary school roster may be named 'AikenPeriod3Eng9A17-18'.

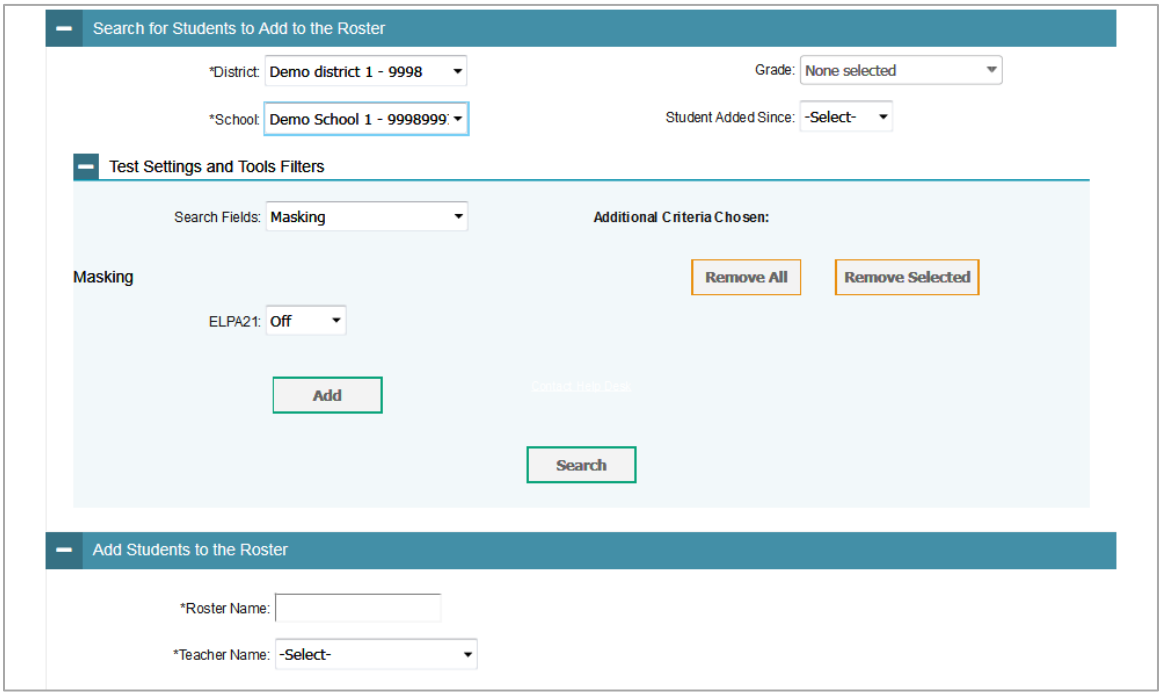
This section explains how to add a new roster to TIDE.

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

To add a roster:

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** form appears (see Figure 36). For more information about using record forms, see the section Navigating Record Forms.

Figure 36. Add Roster Form



2. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section Searching for Records.

3. In the *Add Students to the Roster* panel (see Figure 37), do the following:

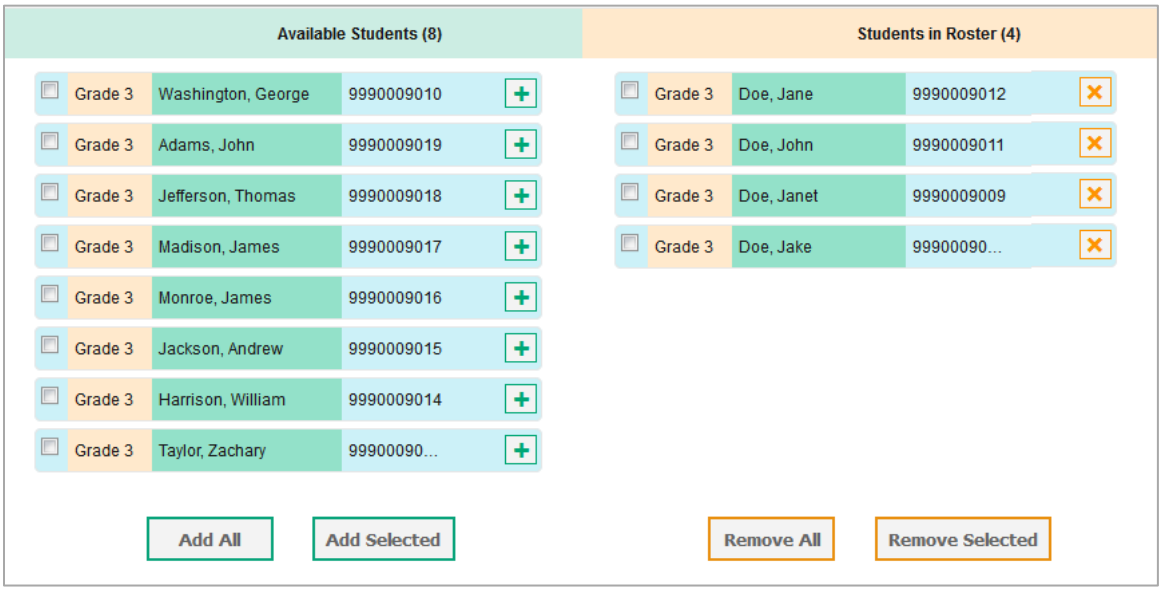
   a. In the *Roster Name* field, enter the roster name.

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

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

      - To move one student to the roster, click ➕ for that student.
      - To move all the students in the *Available Students* list to the roster, click **Add All**.
      - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

Figure 37. Add/Remove Students to Roster Panel



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

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

4. Click **Save**, and in the affirmation dialog box click **Continue**.

Modifying Existing Rosters

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- User-defined Rosters: These are rosters that you create through the ***Add Roster*** page (see Adding New Rosters) or the ***Upload Roster*** page (see Creating Rosters Through File Uploads). You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.

To modify a user-defined roster:

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

2. Retrieve the roster record you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved rosters, click for the roster whose details you want to view. The ***View/Edit Roster*** form appears. This form is similar to the form used to add rosters (see Figure 36).

4. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section Searching for Records.

5. In the *Add Remove Students to the Roster* panel (see Figure 37), do the following:

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

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

   c. To add students, from the list of available students, do one of the following:

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

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

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

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

      - To remove one student from the roster, click for the student.

      - To remove all the students from the roster, click **Remove All**.

      - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

6. Click **Save**, and in the affirmation dialog box click **Continue**.

Printing 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 Searching for Records.

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.

Deleting Rosters

You can delete rosters created in TIDE and the Online Reporting System. (This feature is not available for system-generated rosters.)

To delete rosters:

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

2. Do one of the following:

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

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

3. Click , and in the affirmation dialog box click **OK**.

Creating Rosters Through File Uploads

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

To upload rosters:

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

2. Following the instructions in the section Uploading Records and using Table 8 as a reference, fill out the Roster template and upload it to TIDE.

Table 8 provides the guidelines for filling out the Roster template that you can download from the ***Upload Roster*** page.

Table 8. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	Up to 8 alphanumeric characters. Must exist in TIDE, and must be associated with the user uploading the file.
School ID*	School associated with the roster.	Up to 8 numeric characters. Must exist in TIDE, be associated with the DistrictID, and be associated with the user uploading the file.
User Email ID*	Email address of the teacher associated with the roster.	The standard email address associated with your Iowa AA Portal account. Must exist in TIDE. Up to 75 characters. Please note, this is not the AA portal *username* that you use to log into TIDE.
Roster Name*	Name of the roster.	Up to 255 characters.
SSID*	Student's unique identifier within the district.	Ten digits.

*Required field.

Figure 38 is an example of a simple upload file that creates a roster with two students.

Figure 38. Sample Roster Upload File

	A	B	C	D	E
1	District ID	School ID	Email	Roster Name	SSID
2	99999999	9999	me@email.com	Gr3Jones17-18	9999999999
3	99999999	9999	me@email.com	Gr3Jones17-18	9999999998

- The first row (aside from the header row) does the following:
  - If the roster `American History` does not exist in school `9999`, TIDE does the following:
    - Creates the roster Gr3Jones17-18.
    - Associates the teacher whose email address is `me@email.com` with the roster.
  - Adds the student ID `9999999999` to the roster Gr3Jones17-18.
- The second row adds the student ID `9999999998` to the roster Gr3Jones17-18.

Working with Orders for Testing Materials

For initial orders TIDE computes the quantities of paper and pencil test materials. For the initial order window, the Paper Tester flag will be set by the State and district users will be able to view the paper pencil orders they are receiving. Please note, paper pencil tests are an designated support and are different than the K-1 Writing supplement. The K-1 Writing supplement will automatically be provided to students in Kindergarten and 1st Grade. After the Initial Order window, District and Building Coordinators will be able to request additional paper pencil materials through the Additional Orders tab available in TIDE during the Additional Order window. All Additional Orders for paper pencil materials will be sent to IDOE for approval.

This section describes how to set up contact information of the person serving as a district-level or a school-level test coordinator, how to establish the shipping address to which all district-level or school-level orders for testing materials are shipped, how to review the orders for those materials, and how to order additional quantities as necessary. This section also describes how to track order shipments and returns.

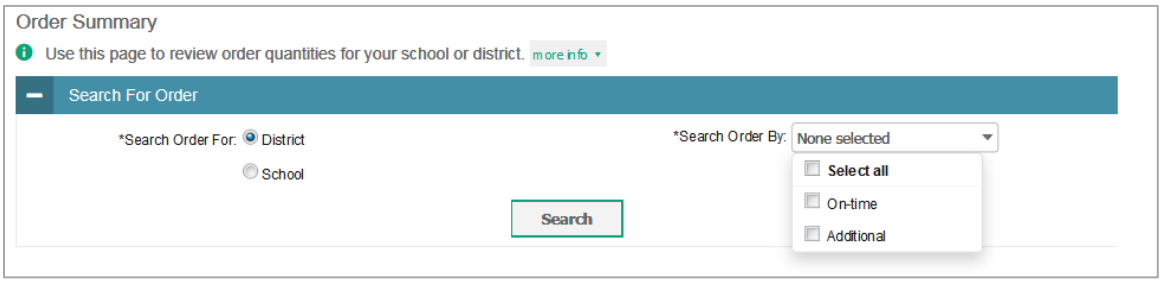
Viewing Order Summary

You can review reports for your school's or district's open orders. Please note, this is how you will find your school's or district's initial order quantities.

To review order summary reports:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order Summary**. The ***Order Summary*** page appears (see **Error! Reference source not found.**).

Figure 39. Fields in the Order Summary Page



1. Under *Search Order For*, do one of the following:
   - Mark **District** (if available) to review orders for an entire district.
   - Mark **School**, and then select a school, to review orders for an individual school.
2. From the **Search Order By** drop-down list, mark the checkboxes for **On-time** and **Additional** to include those types of orders in the report.
3. Click **Search**. The order report appears.

Error! Reference source not found. describes the columns in the ***Order Summary*** page.

Table 9. Columns in the Order Summary Page

Columns	Description
Material Type	Description of the materials included in the order.
Expected Shipment	Quantity to be shipped from the vendor. For district-level reports, there is one quantity for shipments to district offices, and another quantity combining shipments to schools.
Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, there is one quantity for district orders, and another quantity showing combined school orders.
Total Expected Shipment Quantity	Quantity to be shipped from the vendor. For district-level reports, this is the sum of district-level shipments and school-level shipments.

Columns	Description
Total Quantity Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, this is the sum of district-level quantities and school-level quantities.

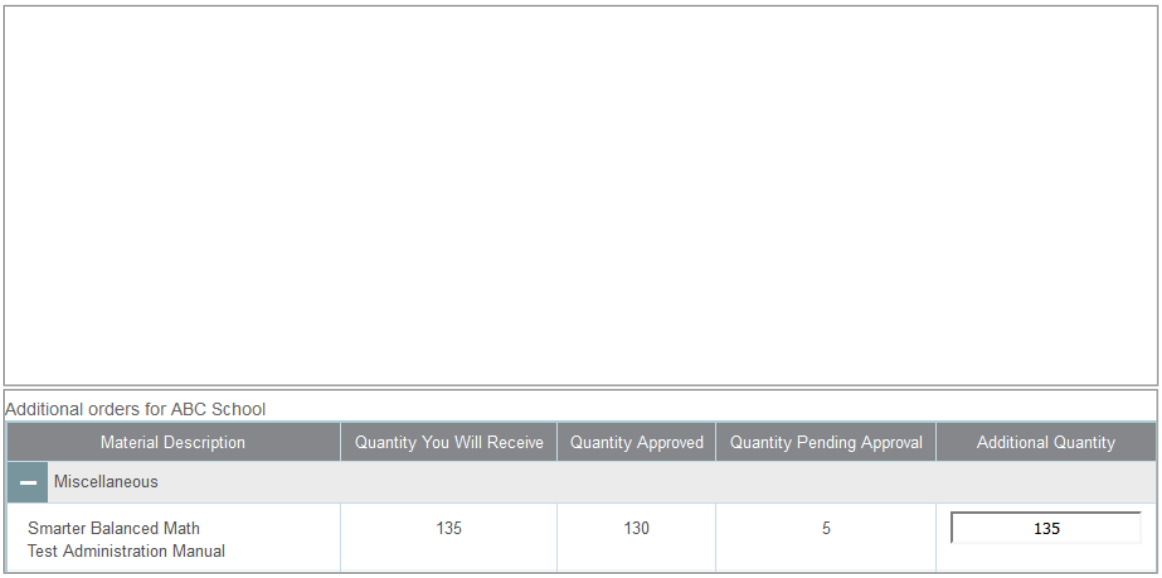
Placing Additional Orders

All additional orders must be approved by IDOE prior to placing an order in TIDE through the Paper Ordering section. For approval from IDOE, please email Tom Deeter at tom.deeter@iowa.gov or call 515-242-5616. Please note, initial orders of K and 1 Online Writing supplement materials are shipped with an overage amount, please wait until your materials arrive at the school in order to determine whether you will need to place an additional order. Following approval from IDOE, a District Coordinator can follow the steps below to place an additional order.

To request additional materials:

4. Do one of the following:
   - Mark **District** (if available) to place an order for an entire district.
   - Mark **School**, and then select a school, to place an order for an individual school.
5. Click **Search**. A list of materials available for ordering appears (see Figure 40).

Figure 40. List of Available Additional Orders



6. *Optional:* To change the shipping address, expand the *Contact Info* panel.
7. *Optional:* To view comments about the order, expand the *Comments* panel.

8. In the list of additional orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive.

9. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.

10. Click **Save Orders**. A text box appears allowing you to enter additional comments.

11. Click **Submit** to submit your order. The *Order Summary* pop-up window appears with the new order request on display.

12. Click **Close** to return to the ***Additional Orders*** page.

Table 10 describes the columns in the ***Additional Orders*** page.

Table 10. Columns in the Additional Orders Page

Status	Description
Material Description	Description of the materials included in the order.
Quantity You Will Receive	Cumulative quantity sent to the printer. This number always increases after each transmission. This number is rounded up to the multiple in a pack or box.
Quantity Approved	Latest quantity approved. Resets to zero after transmission to the printer.
Quantity Pending Approval	Latest quantity sent for approval. Resets to zero after approved or disapproved.
Additional Quantity	Amount to order. The entered amount should include the quantity displayed in the *Quantity You Will Receive* column along with any additional quantity. For example, if the quantity displayed in the *Quantity You Will Receive* column shows 135 and you need 10 more, enter 145.

Approving Pending Orders

State users will review and approve all orders that other users have initiated or modified.

To approve pending orders:

1. From the **Order Reports** task menu on the TIDE dashboard, select **Pending Orders**. The ***Pending Orders*** form appears.

2. To view an order's details, click the order number in the Order Number column.

3. To view an order's comments, click .

4. Do one of the following:
   - To approve an individual order, mark its checkbox.
   - To approve all orders, mark the checkbox in the header row.
5. Click **Approve**.

TIDE sends the order to the vendor for processing.

Table 11 describes the columns in the ***Pending Orders*** page.

Table 11. Columns in the Pending Orders Page

Column	Description
Order Number	Purchase order number.
Order Status	Order's current status. For a description of order statuses, see Table 27.
Submitted By	User who initiated the order.
Institution	Name of district or school for which the order was placed.
Institution Type	Type of institution.
Submitted Date	Date order was generated.
Email	Email address of user who initiated or modified the order.
Phone	Phone number of user who initiated or modified the order.

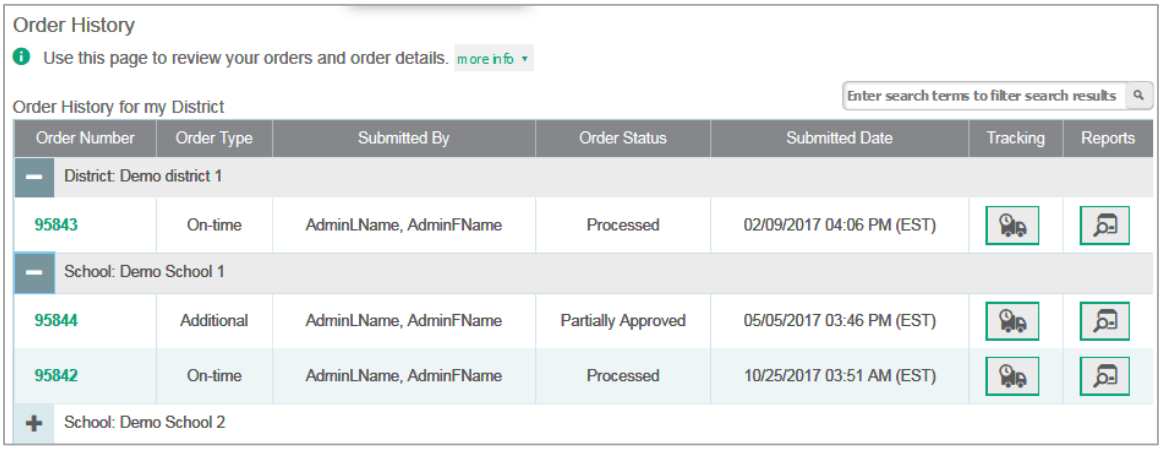
Viewing Order History

You can review the order history of testing materials for your school or district.

To review order history:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order History**. The ***Order History*** page appears (see Figure 41).

Figure 41. Fields in the Order History Page



2. To view the order details, click the order number in the Order Number column. The Order Details form appears.

Table 12 describes the columns in the order history page.

Table 12. Columns in the Order History Page

Column	Description
Order Number	Purchase order number.
Order Type	Type of order: on-time or additional.
Submitted By	User who generated the order.
Order Status	Order's current status.
Submitted Date	Date order was generated.

Table 13 describes the columns in the order details form.

Table 13. Columns in the Order Details Form

Column	Description
Material Description	Description of the materials included in the order.
Expected Shipment Quantity	Quantity to be shipped from the vendor.

Column	Description
Approved Quantity	Quantity of the material that is approved. This includes the original quantity plus any additional quantities you ordered.
Awaiting Approval Quantity	Additional quantities you ordered that are pending approval.
Approval Status	Approval status of additional quantities you ordered.

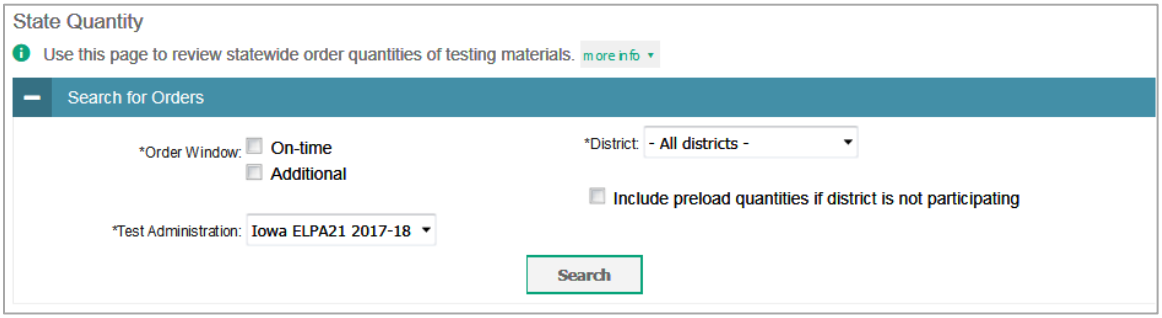
Viewing Statewide Quantity Reports

You can view reports summarizing order quantities for testing materials for a given district and test administration.

To view statewide quantity reports:

1. From the **Order Reports** task menu on the TIDE dashboard, select **State Quantity Reports**. The ***State Quantity*** page appears (see Figure 42).

Figure 42. Fields in the State Quantity Page



2. Mark the checkboxes for **On-time** and **Additional** to include those types of orders in the report.

3. From the *Test Administration* drop-down list, select the test administration to include in the report.

4. From the *District* drop-down list, select the district to include in the report.

5. Click **Search**. The order report appears.

Table 14 describes the columns in the ***State Quantity*** page.

Table 14. Columns in the State Quantity Page

Columns	Description
Material Type	Description of the material.

Columns	Description
Shipment Quantity	Quantity already shipped or to be shipped from the vendor. This quantity may be larger than the quantity approved due to rounding.
Quantity Approved	Cumulative quantity approved.
Quantity Awaiting Approval	Quantities awaiting approval. Decrements each time a quantity is approved. For example, if 100 booklets are awaiting approval, and someone approved 10 of those booklets for purchase, this column subsequently displays 90.

Section V. Administering Tests

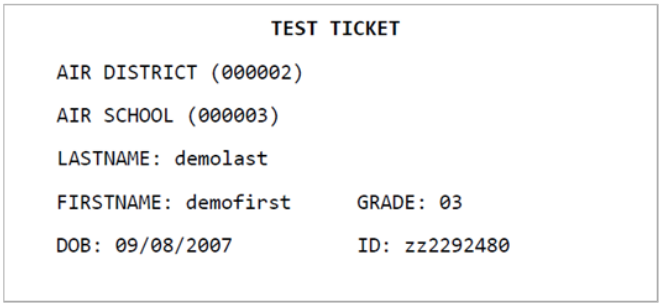
This section provides instructions for performing the tasks in the Administering Tests category. These tasks are typically performed immediately before or while testing is underway.

This section covers the following topics:

Printing Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test.

Figure 43. Sample Test Ticket


TEST TICKET

AIR DISTRICT (000002)

AIR SCHOOL (000003)

LASTNAME: demolast

FIRSTNAME: demofirst GRADE: 03

DOB: 09/08/2007 ID: zz2292480

TIDE generates the test tickets as PDF files that you download with your browser.

Printing Test Tickets from Student List

This section explains how to print test tickets from a list of students.

To print test ticket labels:

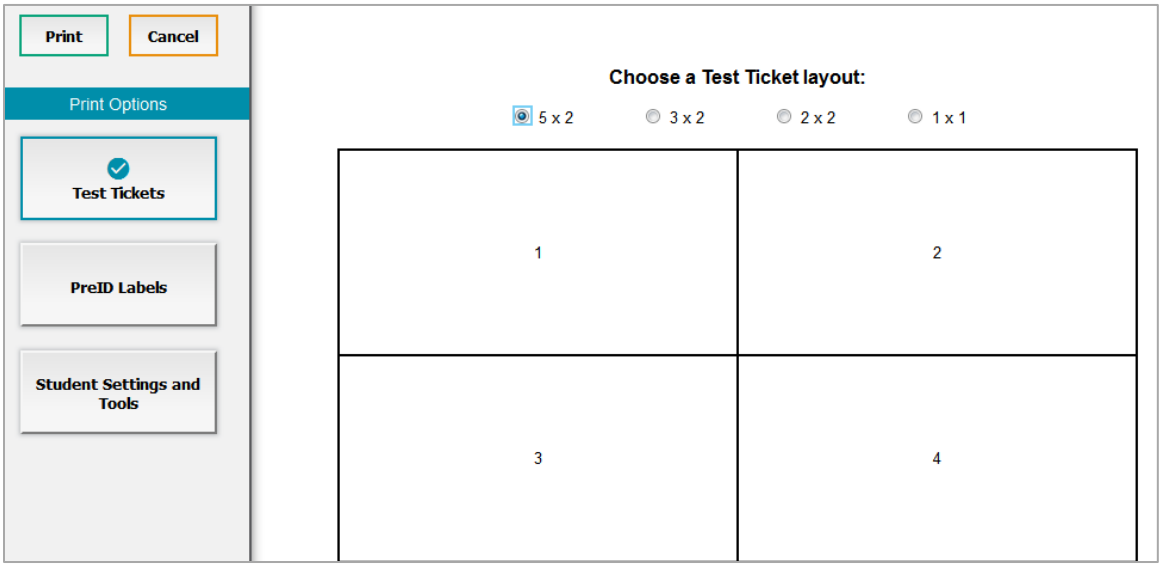
1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The ***Print Test Tickets from Student List*** page appears.

2. Retrieve the students for whom you want to print test tickets by following the procedure in the section Viewing and Editing Students.

3. Click the column headings to sort the retrieved students in the order you want the test tickets printed.

4. Specify the students for whom test tickets need to be printed:
   - To print test tickets for specific students, mark the checkboxes for the students you want to print.
   - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
   - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
5. Click and then select the appropriate action:
   - To print test tickets for selected students, click **My Selected Test Tickets**.
   - To print test tickets for all retrieved students, click **All Test Tickets**.
6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 44), verify **Test Tickets** is selected in the *Print Options* section.

Figure 44. Layout Model for Test Tickets



7. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.

Printing Test Tickets from Roster List

You can print test tickets for all the students in a roster.

To print test tickets from rosters:

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The ***Print Test Tickets from Roster List*** page appears.
2. Retrieve the rosters for which you want to print test tickets by following the procedure in the section Searching for Records.
3. Click the column headings to sort the retrieved rosters in the order you want the test tickets printed.
4. 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 tickets for all retrieved rosters.
5. Click and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 44).
6. Verify **Test Tickets** is selected in the *Print Options* section.
7. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.

Managing Appeals

In the normal flow of a test opportunity, a student takes the test in TDS and then submits it. Next, TDS forwards the test for scoring, and then ORS reports the test scores.

Appeals are a way of interrupting this normal flow. A student may want to retake a test or have another test opportunity. A test administrator may need to invalidate a test because of a hardware malfunction or an impropriety. This section describes how you view, create, and approve appeals.

Table 15 provides descriptions of each appeal request type.

Table 15. Types of Appeal Requests

Type	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.

Type	Description
Reset a test	Allows the student to restart a test opportunity (removing all responses on the test), or allows the data entry operator to restart the data entry process. You can submit these invalidation requests until the end of the test window.
Re-open a test	Reopens a test that was completed, invalidated, or expired.
Re-open Test Segment	Reopens a previous test segment. This appeal is useful when a student inadvertently or accidently leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment. Please note this is only applicable for the ELPA21 Screener and not for ELPA21 Summative tests.
Revert a test that's been reset	Reverses a reset, restoring the student's responses on the test when the reset was processed.
Re-assign test	Reassigns a test from one student to another.
Grace Period Extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible: • If resuming the test within 20 minutes, student can review previously answered questions. • Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions. • Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.
Report Scoring Problem	Sends a request to AIR to rescore a test. This appeal is applicable to tests that involve hand scoring. District test coordinators submit this appeal if they believe the student's score does not reflect expected student achievement.

Warning: Timing of resets and reverts Submit reset and reverts at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed for paper-based tests.

An appeal's status can change throughout its life cycle. Table 16 lists the available statuses.

Table 16. Statuses of Appeals

Appeal Status	Description of Status
Error Occurred	An error occurred while the invalidation request was being processed.
Item Information Sent	Information regarding a Report Problem with Item appeal was sent to the designated recipients.
Pending Approval	Invalidation request is pending approval.
Processed	Invalidation request was successfully processed and the test opportunity has been updated.

Appeal Status	Description of Status
Rejected	Another user rejected the invalidation request.
Rejected by System	Test Delivery System was unable to process the invalidation request.
Requires Resubmission	Invalidation request must be resubmitted.
Retracted	Originator retracted the invalidation request.
Submitted for Processing	Invalidation request submitted to Test Delivery System for processing.

Table 17 lists the valid combinations of appeal requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: completed, denied, expired, paused, reported, scored, or submitted.

Table 17. Available Appeal Requests by Test Status

Test Status	Invalidate a test	Reset a test	Re-open a test	Re-open Test Segment	Revert a test	Re-assign a test	Grace Period Extension
Approved		✓			✓	✓	
Completed	✓	✓	✓		✓	✓	
Denied	✓	✓		✓	✓	✓	✓
Expired	✓	✓	✓		✓	✓	
Invalidated		✓	✓		✓	✓	
Paused	✓	✓		✓	✓	✓	✓
Pending		✓			✓	✓	
Processing		✓			✓	✓	
Reported	✓	✓	✓		✓	✓	
Review		✓			✓	✓	
Scored	✓	✓	✓		✓	✓	
Started		✓			✓	✓	
Submitted	✓	✓	✓		✓	✓	
Suspended		✓			✓	✓	

Creating Appeals

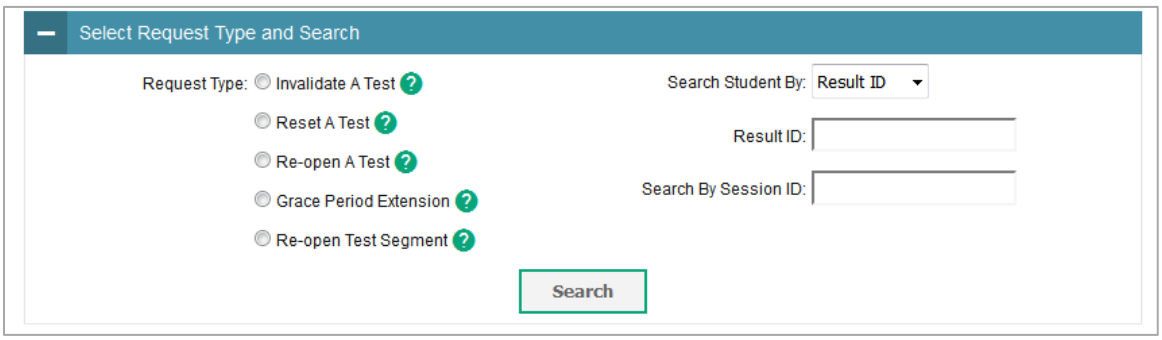
You can create an appeal for a given test.

To create appeals:

1. Retrieve the result for which you want to create a test invalidation by doing the following:

   a. From the **Appeals** task menu on the TIDE dashboard, select **Create Appeals**. The ***Create Appeals*** page appears (see Figure 45).

Figure 45. Selection Fields in the Create Appeals Page

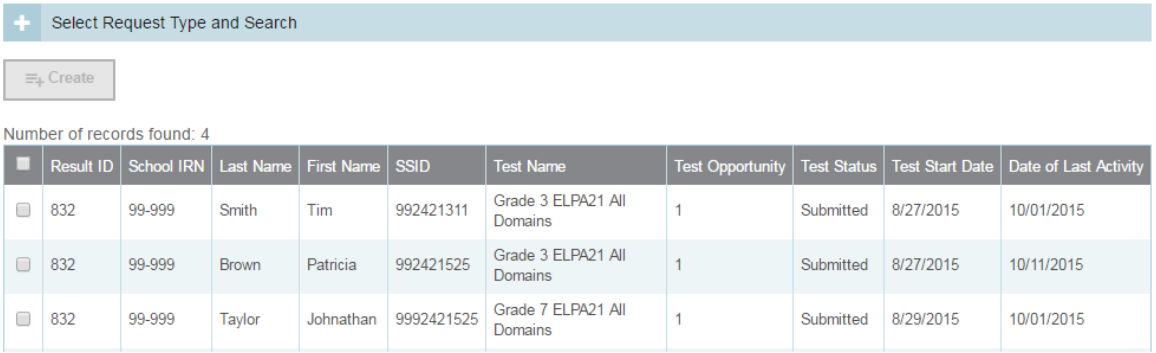


   b. Select a request type.

   c. From the drop-down lists and in the text field, enter search criteria.

   d. Click **Search**. TIDE displays the found results at the bottom of the ***Create Appeals*** page (see Figure 46).

Figure 46. Retrieved Test Results



	Result ID	School IRN	Last Name	First Name	SSID	Test Name	Test Opportunity	Test Status	Test Start Date	Date of Last Activity
☐	832	99-999	Smith	Tim	992421311	Grade 3 ELPA21 All Domains	1	Submitted	8/27/2015	10/01/2015
☐	832	99-999	Brown	Patricia	992421525	Grade 3 ELPA21 All Domains	1	Submitted	8/27/2015	10/11/2015
☐	832	99-999	Taylor	Johnathan	9992421525	Grade 7 ELPA21 All Domains	1	Submitted	8/29/2015	10/01/2015

2. Mark the checkbox for each result for which you want to create a test invalidation, and then click **Create**.

3. Enter a reason for the request in the window that pops up.

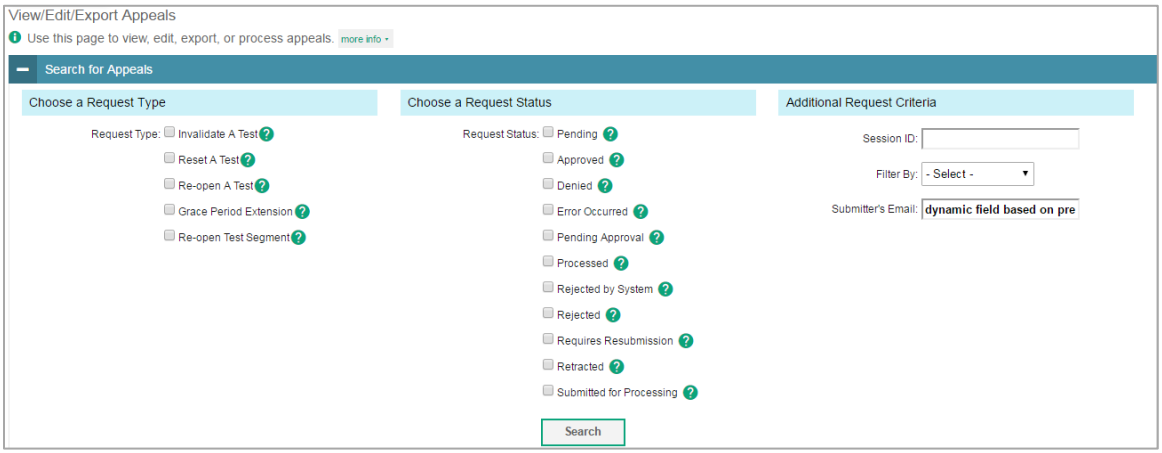
4. Click **Submit**. TIDE displays a confirmation message.

Viewing Appeals

To view appeals:

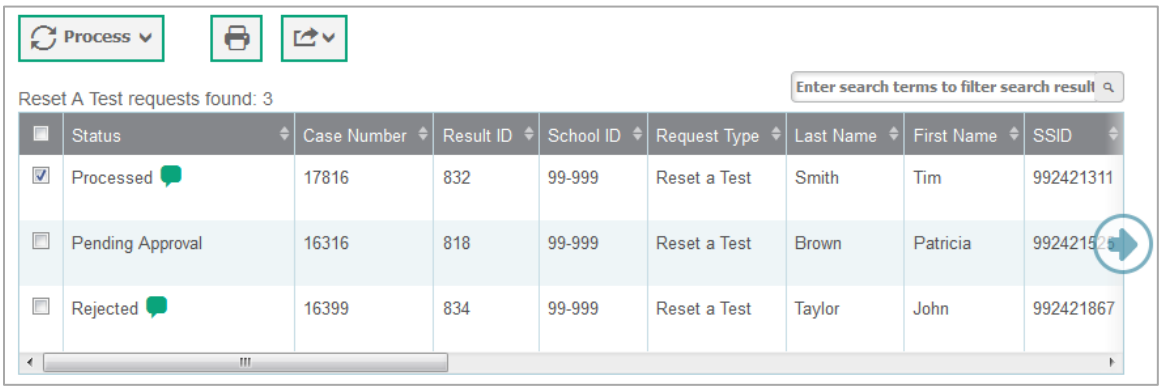
1. From the **Appeals** task menu on the TIDE dashboard, select **View Appeals**. The ***View Appeals*** page appears (see Figure 47).

Figure 47. Selection Fields in the View Appeals Page



2. Retrieve the appeals you want to view by following the procedure in the section Searching for Records. Figure 48 shows retrieved appeals.

Figure 48. Retrieved Appeals



3. *Optional:* Review the initiator's reason for the appeal by clicking in the Status column.

Approving Appeals

Some appeal types require you to approve or reject them before TDS can process them. You can also retract appeals you created.

Caution: Persistence of Appeals You cannot delete an approved or rejected appeal. To delete such appeals, contact the help desk.

To approve, reject, or retract appeals:

1. Retrieve the appeals you want to process by following the procedure in the section Viewing Appeals.
2. Do one of the following:
   - Mark the checkboxes for the requests you want to process.
   - Mark the checkbox at the top of the table to process all the retrieved requests.
3. Click **Process** above the table and select an action:
   - To approve the selected requests, select **Approve**.
   - To reject the selected requests, select **Reject**.
   - To retract the selected requests, select **Retract**.
   - To resubmit a request that the TDS could not process, select **Resubmit**.
4. Enter a reason for the requested action in the window that pops up.
5. Click **Submit**. TIDE displays a confirmation message.

TIDE removes the selected appeals from the list of retrieved requests.

Creating Appeals Through File Uploads

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

To upload appeals:

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

2. Following the instructions in the section Uploading Records and using Table 18 as a reference, fill out the Appeals template and upload it to TIDE.

Table 18 provides the guidelines for filling out the Appeals template that you can download from the ***Upload Appeals*** page.

Table 18. Columns in the Appeals Upload File

Column Name	Description	Valid Values

Type*	Type of appeal.	One of the following:
		`Grace Period Extension`
		`Invalidate a test`
		`Reassign test`
		`Reset a test`
		`Re-open a test`
		`Re-open Test Segment`
		`Revert a test that's been reset`

Search Type*	Student field to search.	One of the following:
		`Result ID`
		`Session ID`
		`SSID`

Search Value*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason*	Reason for creating invalidation request.	Up to 1,000 alphanumeric characters.

*Required field.

Figure 49 is an example of an upload file that restores all tests associated with session ID UAT-9444-1.

Figure 49. Sample Invalidation Requests Upload File

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Restore a test that has been reset	Session ID	UAT-9444-1	Inadvertently reset the test

Monitoring Test Progress

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

The following reports are available in TIDE:

- Plan and Manage Testing Report: Details a student's test opportunities and the status of those test opportunities.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- State Participation Counts Report: Shows at the state level how many students started or completed a test on a certain day, as well as cumulative counts for the current test administration.
- Test Status Code Report: Displays the status of all tests for which students are eligible.

Plan and Manage Testing

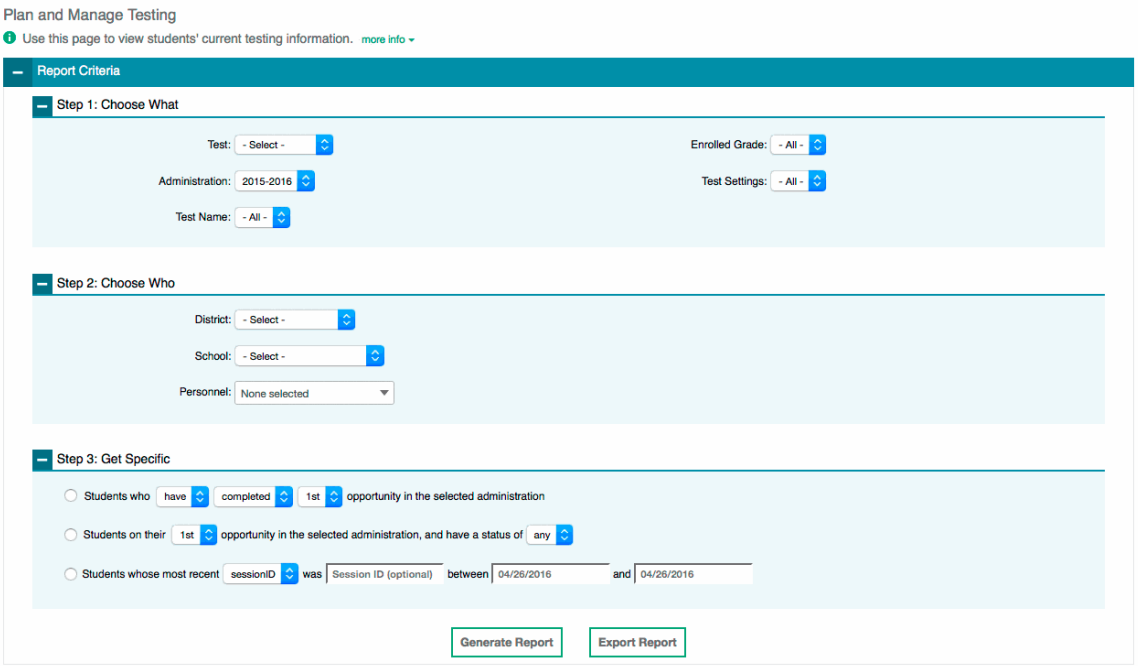
TIDE includes a Plan and Manage Testing report that details all of a student's test opportunities and the status of those test opportunities.

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

To generate a Plan and Manage Testing report:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears (see Figure 50).

Figure 50. Plan and Manage Testing Page



2. In the *Step 1: Choose What* panel, select the parameters for which tests to include in your report:

   a. From the **Test** drop-down list, select a test category.

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

   c. *Optional*: From the **Test Name** drop-down list, select the test for which you want to generate the report.

   d. *Optional*: From the **Enrolled Grade** drop-down list, select a grade.

   e. *Optional*: From the **Filter** drop-down list, select a specific test accommodation to filter the report.

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

3. In the *Step 2: Choose Who* panel, select the parameters for whose information to include in your report:

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

b. From the **School** drop-down list, select a school if applicable.

c. *Optional*: If a school was selected, choose a teacher from the **Teacher** drop-down list.

Note: About the "Teacher" Drop-down List

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

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

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

4. In the *Step 3: Get Specific* panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in {brackets}):

   - Students who {**have**/**have not**} {**completed**/**started**} the {**1st**/**2nd**/**Any**} opportunity in the selected administration.
   - Student's whose current opportunity will expire in {**number of**} days.
   - Students on their {**1st**/**2nd**/**Any**} opportunity in the selected administration, and have a status of {**student test status**}.
   - Students whose most recent {**Session ID**/**TA Name**} was {**Optional Session ID**} between {**start date**} and {**end date**}.

5. Do one of the following:

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

Figure 51 displays a sample Plan and Manage Testing report output, and Table 19 provides descriptions of the columns in this report.

Figure 51: Plan and Manage Testing Report

Number of records found: 2

Date	Test Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
02/08/2016	Grade 1 ELPA21 All Domains	1	7842	0	0	0.00%	0.00%
02/08/2016	Grade 1 ELPA21 Listening	03	31	0	0	0.00%	0.00%

Table 19. Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
SSID	Student's Statewide Student Identifier number.
Enrolled Grade	The grade in which a student is enrolled.
Domain Exemptions	The subjects that the student is restricted (blocked) from taking tests in.
LEP Status	Indicates whether the student is an English Language Learner.
Test	Test name for this student record.
Language	The language setting that was assigned to the student (English or Spanish).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Opportunity	The opportunity number for that student's specific record.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)

Attribute	Description
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire and the student will not be able to review any previous answers.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.

Reviewing Test Completion Rates

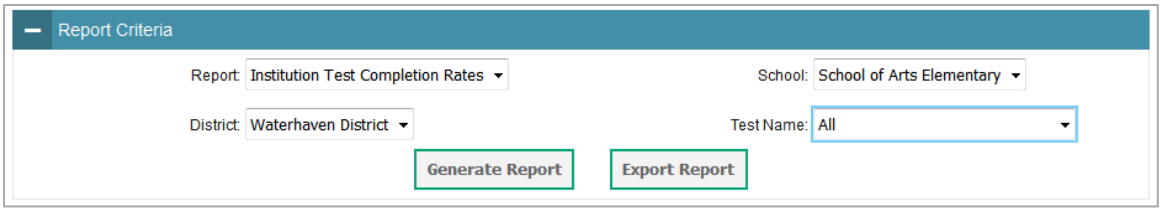
The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test.

To review test completion rates:

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

2. In the *Report Criteria* panel (see Figure 52), select the parameters for which tests to include in your report.

Figure 52. Test Completion Rates Search Fields



3. To open the report in Microsoft Excel, click **Export Report**.

Figure 53 displays a sample Test Completion Rate report and Table 20 lists the columns in this report.

Figure 53. Test Completion Rate Report

Number of records found: 2

Date	Test Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
02/08/2016	Grade 1 ELPA21 All Domains	1	7842	0	0	0.00%	0.00%
02/08/2016	Grade 1 ELPA21 Listening	03	31	0	0	0.00%	0.00%

Table 20. Columns in the Test Completion Rates Report

Column	Description
Date	Date and time that the file was generated.
Test Name	Grade, test, and subject that are being reported.
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.

Reviewing State Participation Counts Reports

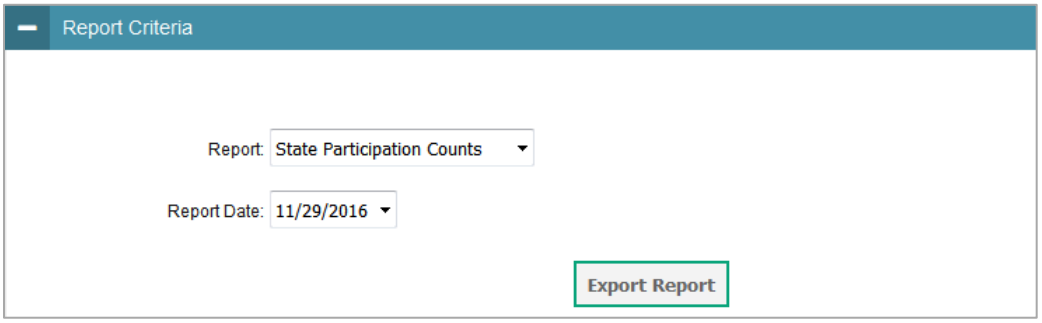
The State Participation Counts report shows at the state level how many students started or completed a test on a certain day, as well as cumulative counts for the current test administration.

To review the state participation counts report:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **State Participation Counts**. The ***State Participation Counts*** page appears.

2. In the *Report Criteria* panel (see Figure 54), select the report type and the date for the report.

Figure 54. State Participation Counts Search Fields



3. To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the State Participation Counts report (see Figure 55).

Figure 55. State Participation Counts Report

Number of records found: 2

Date	Window	Instrument	Subjects	Daily Started Count	Daily Completed Count
5/11/2016	Spring Online Tests	CAT	ELA	980	900
5/11/2016	Spring Online Tests	CAT	Social Sciences	500	400

Table 21 lists the columns in the State Participation Counts Report and Table 22 lists the columns in the State Unique Counts Report.

Table 21. Columns in the State Participation Counts Report

Column	Description
Date	Date for which the report is generated.
Window	Test window.
Instrument	The test category associated with the test.
Subject	Subject.
Daily Started Count	Number of students who started tests in the subject on the indicated date.
Daily Completed Count	Number of students who completed tests in the subject on the indicated date.
Cumulative Started Count	Cumulative number of students who have started tests in the subject since the start of the test window until the date specified in the report.
Cumulative Completed Count	Cumulative number of students who have completed tests in the subject since the start of the test window until the date specified in the report.

Table 22. Columns in the State Unique Student Counts Report

Column	Description
Date	The date on which the report was generated.
Window	The administration or test window.
Instrument	The test category associated with the test.
Unique Students Started Count	The number of unique students who have started a test for the test category since the start of the test window until the date specified in the report.
Unique Students Completed Count	The number of unique students who have finished a test and submitted the test for scoring for the test category since the start of the test window until the date specified in the report.

Reviewing 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.

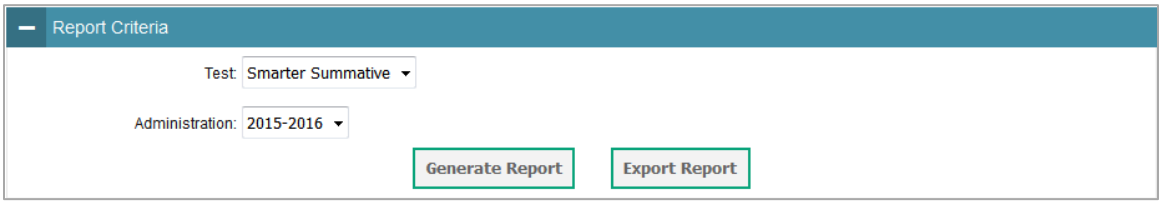
For more information about special codes, see the section Managing Non-Participation Codes.

To review the Test Status Code Report:

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

2. In the *Report Criteria* panel (see Figure 56), select search criteria for the test and administration.

Figure 56. Test Status Code Report Search Fields



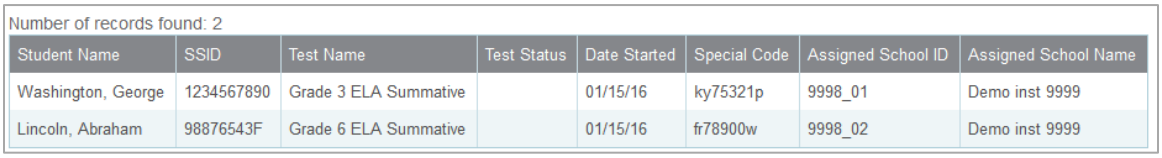
3. Do one of the following:

   - To view the report on the page, click **Generate Report**.

   - To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the tests and associated statuses and special codes (see Figure 57).

Figure 57. Test Status Code Report



Number of records found: 2

Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Washington, George	1234567890	Grade 3 ELA Summative		01/15/16	ky75321p	9998_01	Demo inst 9999
Lincoln, Abraham	98876543F	Grade 6 ELA Summative		01/15/16	fr78900w	9998_02	Demo inst 9999

Table 23 lists the columns in the Test Status Code Report.

Table 23. Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
SSID	Student's Statewide Student Identifier number.
Test Name	Test in which student did not participate.

Column	Description
Test Status	Test's most recent status.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

Table 24 describes each status that a test opportunity can have.

Table 24. Test Opportunity Status Descriptions

Status	Definitions
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.
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 his or her test by clicking 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 the ORS. Some items must be hand scored before they appear in ORS.
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 will display a scored status, followed by the student’s score.
Started	The student has started the test and is actively testing.

Status	Definitions
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the ORS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.

Section VI. After Testing

This section provides instructions for performing the tasks in the After Testing category. These tasks should be performed after testing is complete.

This section covers the following topics:

- Data Cleanup

Data Cleanup

This section explains how to manage non-participation codes, manage student enrollment history, and resolve testing discrepancies.

Managing Non-Participation Codes

There are circumstances in which a student did not participate in an expected test or participated in a test but in a non-standard way. Examples include a student inadvertently taking an incorrect test, a parent opt-out, or the student not receiving appropriate instruction prior to the test. In such instances, you need to assign a special code to the student's test so that the Online Reporting System (ORS) can accurately explain the non-participation.

There are two types of special codes: non-participation and participation. A student is considered to have participated in a test after answering six questions or after responding with any text to both writing prompts. Table 25 lists the special codes and their descriptions.

Table 25. Special Codes and Their Descriptions

Special Code	Code Type	Description
No Special Code		Student took the test under standard testing conditions.
Absent on ALL days of the test administration, including the make-up test administration	Non-participation	Student was not present during any part of the test administration period and was not able to make up the test.
Expelled / Suspended for ALL days of test administration window	Non-participation	Student is unable to test because he was suspended or expelled.
Hospitalization / Medically fragile / Homebound - Requires doctor's statement.	Non-participation	Student is unable to test during the testing window due to an unanticipated medical circumstance.
Residential treatment - Requires doctor's statement.	Non-participation	Student underwent residential treatment during the entire testing window and was not able to take the test.

Special Code	Code Type	Description
Moved to a different state / out of country	Non-participation	Student moved out-of-state and was not able to take the test.
Moved to another school within state	Non-participation	Student moved to a different school within the state and was not able to take the test.
Student dropped out—no medical reason: didn't move.	Non-participation	Student withdrew from the school and did not return.
Homeschooled except for extracurricular	Non-participation	Student is homeschooled and did not take the test.
Student was incorrectly identified as EL	Non-participation	Student was incorrectly identified as EL.
Student/parent/guardian refused to test	Non-participation	Student chose to give up during testing or refused to start the test or a parent or legal guardian has requested that the student not take the test.
Deceased	Non-participation	Student did not take the test due to untimely demise.

Once you apply a special code, that special code persists until it is changed.

Viewing and Editing a Student's Special Codes

This section explains how to view or edit a student's special codes.

To view or edit a student's special codes:

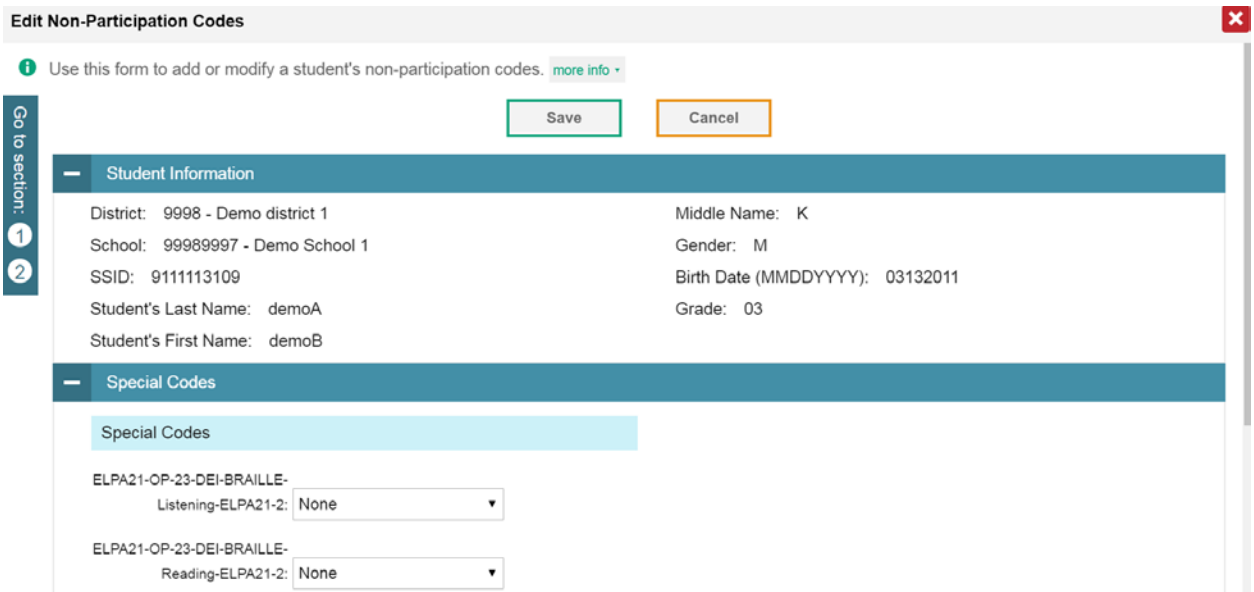
1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The ***Non-Participation Codes*** page appears (see Figure 58).

Figure 58. Fields in the Non-Participation Codes Page

2. Retrieve the student whose non-participation codes you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click for the student whose non-participation codes you want to edit. The ***Edit Non-Participation Codes*** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel (see Figure 59).

Figure 59. Edit Non-Participation Codes



4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see Table 25.

5. Click **Save**.

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 60 describes the entire processing flow for file uploads.

Figure 60. Upload Processing Flow

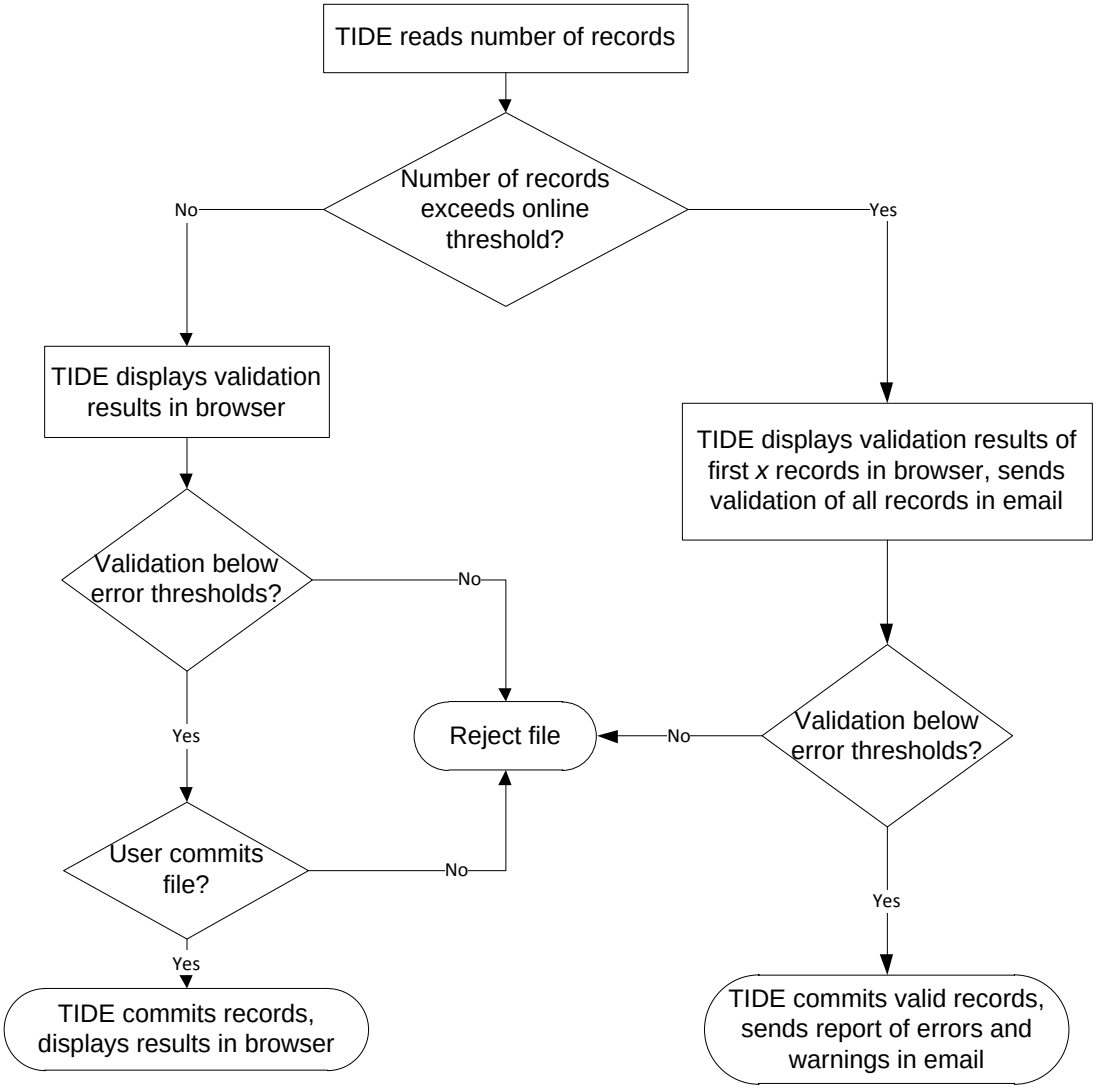


Table 26 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number *x* in Figure 60.

For example, if your users upload file contains 1,000 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 26. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold	Number of Validated Records
Students	1,000	200
Test Settings	1,000	200
Test Invalidation Requests	1,000	200
Rosters	1,000	200

How TIDE Validates File Uploads

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

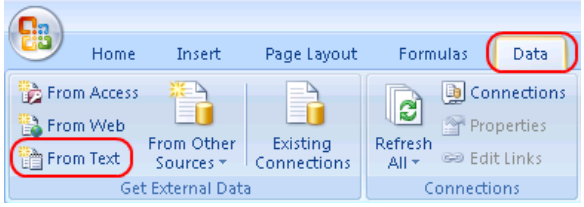
- *Layout validation* determines if the records have proper format. This includes checks for alphanumeric or numeric-only values and record length.
- *Data validation* determines if the fields contain valid data.

Appendix B. Opening CSV Files in Excel 2007 or Later

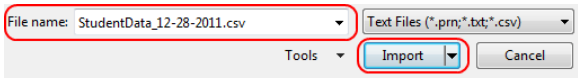
This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

1. Open Microsoft Excel.

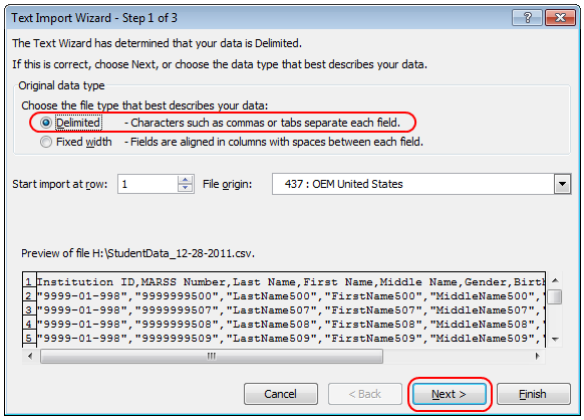
2. On the **Data** tab, in the **Get External Data** group, click **From Text**. The Import Text File dialog box appears.



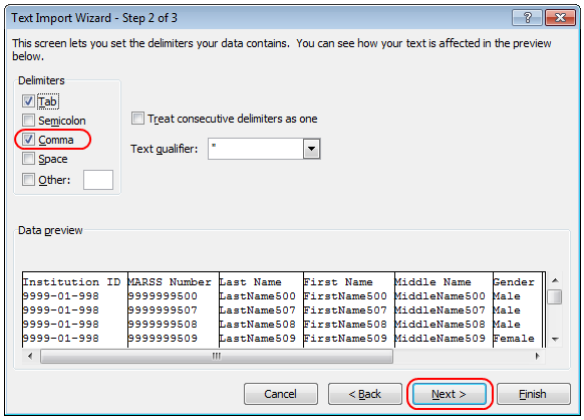
3. Navigate to the CSV file, and click **Import**. The Text Import Wizard appears.



4. In Step 1 of the wizard, mark **Delimited**, and click **Next**.



5. In Step 2 of the wizard, mark **Comma**, and then click **Next**.



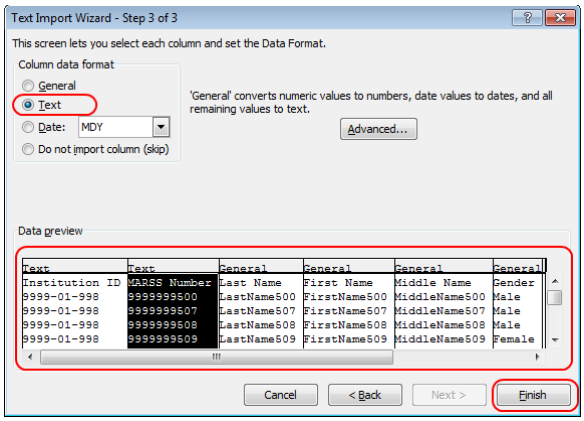
6. In Step 3 of the wizard, do the following:

   a. In the *Data Preview* section, click a column. Excel shades the column with a black background.

   b. In the *Column Data Format* section, mark the **Text** radio button. This setting preserves leading zeros that can appear in fields.

   c. Repeat steps 6.a–6.b for all columns in the CSV file.

   d. Click **Finish**.



Excel imports and displays the CSV file.

Appendix C. Understanding the Materials Ordering Life Cycle

Some students take tests using traditional paper-and-pencil forms. To administer these tests, students and test administrators need to receive test materials, such as forms, answer sheets, workbooks, or instruction guides.

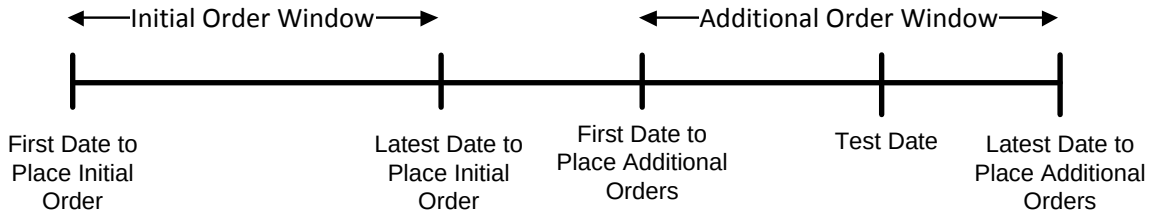
TIDE automatically computes the quantities of test materials that your district or school receives based on the number of eligible students. For example, if there are 100 students in your district eligible for a first-grade online test, TIDE initiates an order for 100 online writing supplements with a calculation of 10% overage for these materials. As mentioned earlier, for K-1 students, District Coordinators, Non-Public Coordinators, Building Coordinators, and Test Administrators do ***not*** need to set the paper and pencil test accommodation in order to receive the K-1 Writing supplement.

There are two windows for placing orders. This is the time during which you can review orders for materials and be guaranteed that they arrive at the district in time to distribute them to the schools for the test. These orders arrive as a single shipment.

After the initial order window closes, the additional order window opens for placing additional orders. During this time you can place additional orders for materials as described in the section Placing Additional Orders. Orders should be placed early in the additional order window to ensure they will arrive in time for the test. If you wait until the end of the window, there is no guarantee the order will arrive in time for the test. During the window, TIDE transmits the orders to the printer on a daily basis.

Figure 61 shows a time line illustrating the order windows. The additional order window extends after the test date; this allows districts to place orders for return materials.

Figure 61. Order Windows for Testing Materials



Every order requires approval by the State. TIDE transmits to the printer only those orders that are approved.

The quantity you receive may not be the same that you order. Some items come in packs of five or 20. For example, suppose writing answer booklets come in packs of five, and you order three booklets. In that case, you receive one pack of five answer booklets.

TIDE maintains a record of each order's status, labeling the order as pending approval, approved, or transmitted to the printer. These statuses appear in the View Order History task, as described in the section Viewing Order History.

Understanding an Order's Status

In the normal workflow for an additional order, a DC or NPC generates the order, then reviews and submits it for approval. Next, a state-level administrator reviews the order, approving or modifying it as appropriate. If approved, TIDE sends the order to the vendor, who prints and ships the order. (This is a typical scenario; some school districts have different workflows for order processing.) Figure 62 illustrates the progression of an additional order and the associated status code. TIDE tracks the order through each stage, and assigns a status code accordingly.

On the ***Order History*** page (see the section Viewing Order History) TIDE displays an order's status depending on its most recent activity. Table 27 describes those statuses. (Your version of TIDE may not include all of these statuses.)

Figure 62. Stages of an Order and Associated Status Code

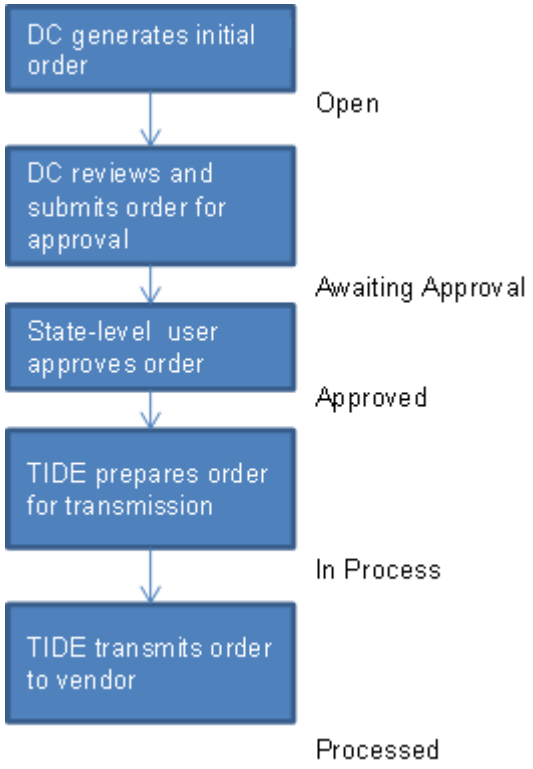


Table 27. Order Statuses

Status	Description
Open	Order was generated by TIDE, awaiting review by a test coordinator. (Not applicable to additional orders.)
Awaiting Approval	Order is awaiting approval.
Rejected	Order was not approved.
Approved	All line items in the order were approved.
Processed	Order was transmitted to vendor.
Partially Approved	At least one line item in the order was rejected.
In Process	Order is approved, not yet transmitted to vendor.
Canceled	Order was canceled.

Appendix D. User Support

For additional information and assistance in using TIDE, contact the AIR help desk.

The help desk is open Monday–Friday from 7:00 a.m. to 7:00 p.m. CT (except holidays or as otherwise indicated on the State Assessment Portal).

Iowa ELPA21 Help Desk

Toll-Free Phone Support: 1-855-873-5710

Email Support: iowaelpa21helpdesk@air.org

Please provide the help desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the SSID and associated district or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).