

Reasons for Non-Participation TIDE User Guidelines

Student Participation

Test coordinators should regularly monitor student participation in TIDE for both overall (school) and subgroup participation to ensure that all students are being given the opportunity to take the appropriate assessment(s) based on eligibility. The Plan and Manage Testing report in the Monitoring Test Progress tab can be used to identify students by subgroup who have not started (or completed) an assessment.

Step 1: Choose What

- Select the assessment you wish to view. Be sure to double-check that you are selecting the current year.
- You can either select an individual assessment (i.e., Grade 4 ELA CAT) or leave the "Test Name" drop-down set to All, to view all assessments at your school.
- The "Filter By" drop-down menu can be used to filter by subgroups.

The screenshot shows the 'Plan and Manage Testing' interface. At the top, there are tabs for 'Test Inquiries' and 'Monitoring Test Progress'. Below that, the page title is 'Plan and Manage Testing' with a sub-header 'Report Criteria'. A green banner contains the text 'Use this page to view participation report. more info'. The main content area is divided into two sections: 'Step 1: Choose What' and 'Step 2: Choose Who'. In the 'Step 1: Choose What' section, there are several dropdown menus: 'Test' (set to 'Smarter Summative'), 'Administration' (set to '2016-2017'), 'Test Name' (set to 'All'), and 'Enrolled Grade' (set to 'All'). The 'Filter By' dropdown menu is open, showing a list of options: 'ALL', 'Disability', 'Disadvantaged', 'ELL', 'Enrolled Grade', 'Ethnicity', 'Gender', and 'Migrant Status'. A red arrow points to the 'ALL' option. Below the 'Filter By' menu, the 'Step 2: Choose Who' section is partially visible, showing a 'Complex Area' dropdown menu.

Step 2: Choose Who

- Select Complex Area, Complex, and School if it does not automatically default to your own school (applies to users with access to more than one school such as Complex Area Staff).

Step 2: Choose Who

Complex Area Training Complex Area A (! ▾)

Complex Demo School Group 2 (999 ▾)

School Kula a'o Hawai'i (995) ▾

Teacher All ▾

Step 3: Get Specific

- Set the appropriate filters using the first radio button (shown below) to identify students who have not started any assessments.
- You may also use this report to identify students whose current opportunity will expire (10 days for PT, 45 for CAT), using the second radio button shown below.

Step 3: Get Specific

students who have not started Any opportunity in the selected administration

students whose current opportunity will expire in days.

students on their Any opportunity in the selected administration, and have a status of any

students whose most recent SessionID was SessionID (optional) between 04/17/2017 and 04/17/2017

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Step 4: Generate results

- Select “Generate Report” to view on screen, or “Export Report” to export to an Excel file.

Generate Report

Export Report

Reasons for Non-Participation User Guide

The [Reasons for Non-Participation User Guide](#) has been posted to the Resources > Test Coordinators/Administrators > Test Administration pages of each test's section of the alohahsap.org website. This user guide provides instructions on how to generate a report of a school's non-participating students for the 2016-17 HSAP Test Administration, and how to enter the required reasons for non-participation. Test coordinators should review this document for the reasons available and the appropriate uses for each. The Reasons for Non-Participation section in [TIDE](#) should be completed for ALL students not tested prior to the end of the school year.

The screenshot shows the 'Reasons for Non-Participation' section of the TIDE application. At the top, there are navigation icons for 'Home', 'Preparing for Testing', 'Administering Tests', and 'After Testing', along with a search bar labeled 'Find Student by ID'. Below this is a 'Data Management' dropdown menu. The main heading is 'Reasons for Non-Participation', followed by an information icon and the text: 'Use this page to enter codes explaining a student's non-participation. [more info](#)'. The 'Search Students' section contains several filters: '*Complex Area: -- Select --', '*Complex: -- Select --', '*School: -- Select --', 'State Student Identification Number (SSID):' with an input field, and 'Enrolled Grade: - Select -'. Below these is an 'Advanced Search' section with a 'Search Fields: -- Select --' dropdown, an 'Add' button, and 'Remove All' and 'Remove Selected' buttons. A 'Search' button is located at the bottom center.