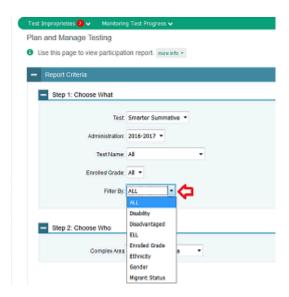
Reasons for Non-Participation TIDE User Guidelines

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.

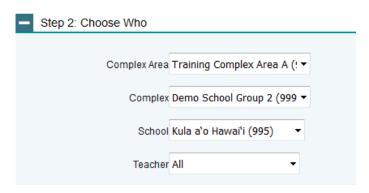
Step 1: Choose What

- 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.



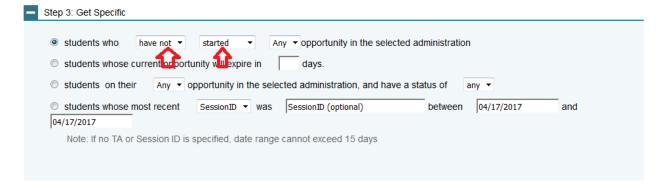
Step 2: Choose Who

 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 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 4: Generate results

 Select "Generate Report" to view on screen, or "Export Report" to export to an Excel file.



Reasons for Non-Participation User Guide

The <u>Reasons for Non-Participation User Guide</u> has been posted to the Resources > Test Coordinators/Administrators > Test Administration pages of each test's section of the <u>alohahsap.org</u> 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 <u>TIDE</u> should be completed for ALL students not tested prior to the end of the school year.

