Hawaiʻi Statewide Assessment Program

# Test Information and Distribution Engine

## User Guide

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# Introduction to This User Guide

This section describes the contents of this user guide.

## Organization of This User Guide

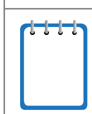
This guide contains the following sections:

- 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, log out, and change your account information.
- 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, associating test settings and tools for students, printing test tickets for students, and uploading rosters (classes).
- Section V, Administering Tests, describes the activities you can perform while testing is underway, requesting test improprieties (if necessary), and monitoring test progress.
- Section VI, After Testing, describes the activities you can perform post-testing, including resolving test discrepancies.

## 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, Complex Area, Complex, and School-level Test Coordinators (TC) and Administrators (TA) 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

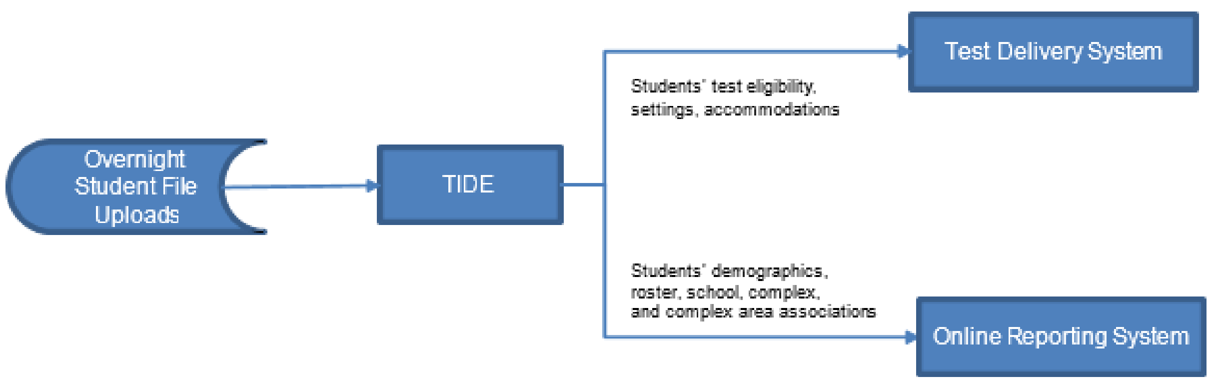
This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

## Description of TIDE

AIR's TIDE system supports State, Complex Area, Complex, and School-level Test Coordinators and Administrators throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage user and student information, monitor test progress, and request 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 this student information from uploads from external systems and 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, complex, complex area, 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 *Online System Requirements*. This publication is available in the Resources section of the Hawai'i Statewide Assessment Program (HSAP) Portal, alohahsap.org.

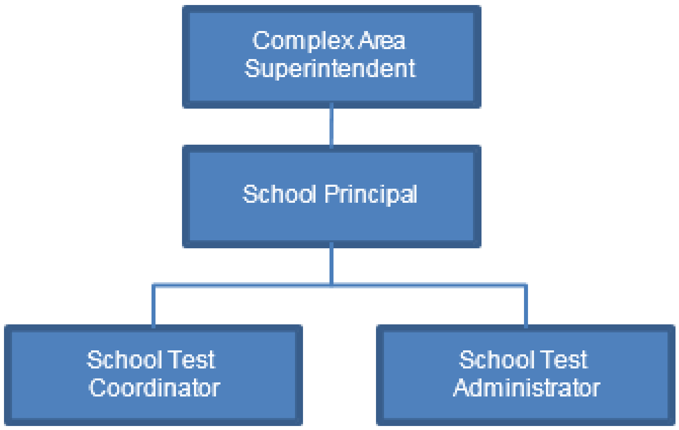
# Understanding User Roles and Permissions

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

For a list of user roles and the tasks they can perform, see the document *User Roles and Access for* HSAP *Systems*, available in the Resources section of the Hawaiʻi Statewide Assessment Program (HSAP) portal, alohahsap.org.

There is a hierarchy to user roles. As indicated in Figure 2, the Complex Area Superintendent is at the top of the hierarchy, followed by school Principal, then Test Coordinator and 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

Your TIDE administrator (a Principal if you are a Test Coordinator, or a Test Coordinator if you are a Test Administrator or Teacher) creates your account, and then TIDE sends you an activation email. This email contains the following information:

- A link for logging into TIDE. This link expires three days after the email was sent. If you don't activate your account within three days, you need to reset your password as described in Resetting Your Password.

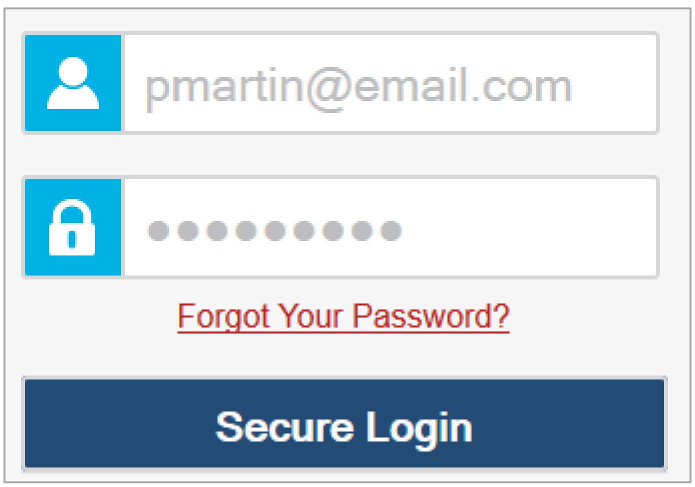
- Your temporary password.

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

*To activate your account:*

1. Click the link in the activation email. The ***Login*** page appears (see Figure 3).

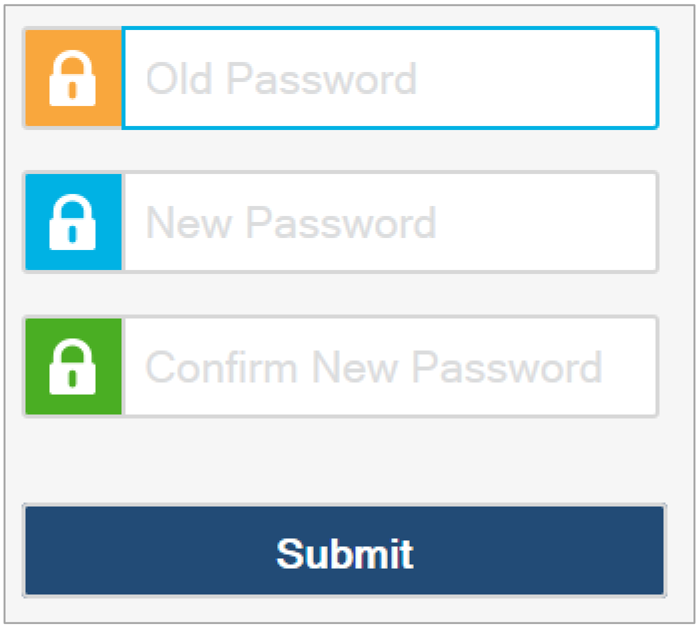
Figure 3. Fields in the Login Page




2. Enter your email address and temporary password.

3. Click **Secure Login**. The ***Reset Password*** page appears (see Figure 4).

Figure 4. Fields in the Reset Password Page

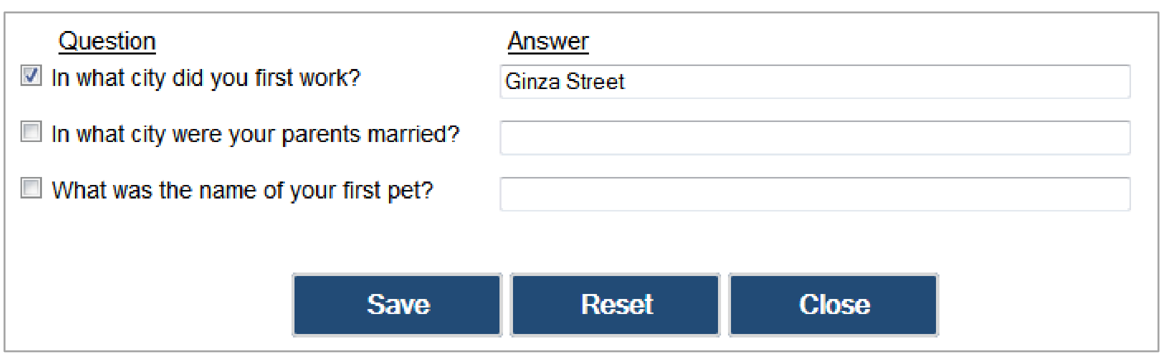



4. In the *Old Password* field, enter the temporary password in the activation email.

5. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !.

6. Click **Submit**. The ***Select a Security Question*** page appears (see Figure 5).

Figure 5. Fields in the Select a Security Question Page




7. Mark the checkbox next to a question, and enter an answer.

8. Click **Save**. The HSAP portal page appears.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see Figure 6) in the portal page.

# Logging in to TIDE

*To log in to TIDE:*

1. Open your web browser and navigate to the HSAP portal at alohahsap.org.
2. Click on the assessment or exam you will be administering.
3. Click the **Teachers** or **Test Coordinators / Administrators** card (see Figure 6).

Figure 6. User Role Cards


4. Click the **TIDE** card. The ***Login*** page appears (see Figure 3).
5. Enter your email address and password.
6. Click **Secure Login**. The TIDE dashboard appears (see Figure 9).

Depending on your user role, TIDE may prompt you to select a specific user role to complete the login process.

Figure 7. TIDE Card


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

# Resetting Your Password

You need to reset your password in any of the following situations:

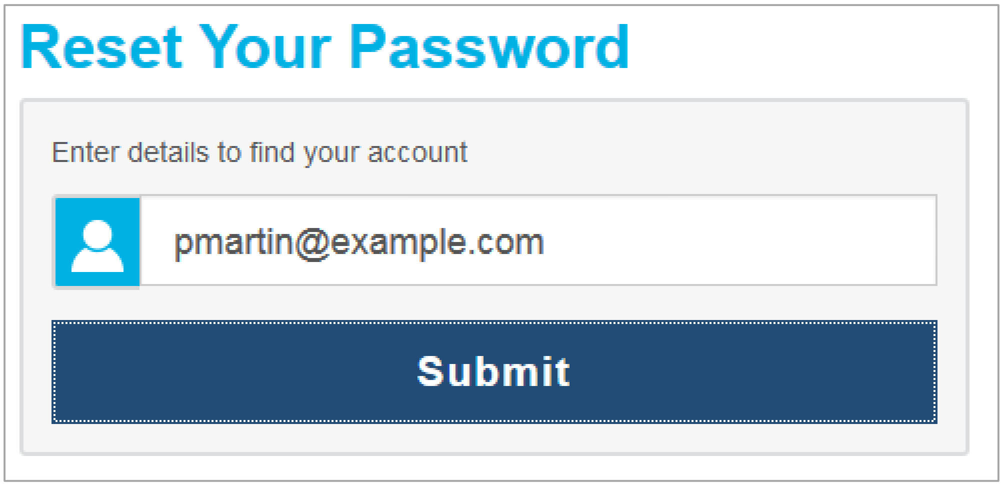
- You forgot your password.
- You didn’t activate your account within three days of receiving the activation email.
- The TIDE administrator locked your account.

*To reset your password:*

1. Display the ***Login*** page by following steps 1–4 in the section Logging in to TIDE.

2. In the ***Login*** page (see Figure 4), click **Forgot Your Password?** The ***Reset Your Password*** page appears (see Figure 8).

Figure 8. Fields in the Reset Your Password




3. Enter your email address and click **Submit**. Your security question appears.

4. Enter the response to the security question, and click **Submit**. TIDE sends you an activation email containing a link for logging in.

5. Click the link in the activation email. The ***Reset Your Password*** page appears (see Figure 3).

6. Enter a new password for your account. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !. Your new password cannot be the same as your current or previous password.

7. Click **Submit**. A confirmation message appears.

8. Click **Return to Login Page**. The ***Login*** page appears (see Figure 4).

9. Enter your TIDE email address and the password you entered in step 6, and click **Secure Login**. The ***User Profile*** page appears.

10. Under the **Security Questions** tab, review and modify your answers to the security questions as necessary, and click **Update**.

The TIDE home page appears.

# Logging out of TIDE

*To log out of TIDE:*

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

**Warning:** Logging out of TIDE logs you out of all HSAP systems.

For example, if you log out of TIDE while administering a test using the TA Interface, your test session will stop and all students in the session will be logged out of their tests. You cannot resume the session. You will have to create a new session, and your students will have to log in to the new session to resume testing.

# 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 managing records for users, students, test settings, rosters, and within View/Edit Students and View/Edit Roster, printing test tickets. 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 reporting test improprieties and monitoring testing progress. For more information about this category, see the section Administering Tests.

- **After Testing**: Tasks in this category could be performed when the testing process is finished. This category includes tasks for documenting non-participation and resolving test discrepancies. 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 9). 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 9. TIDE Dashboard


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

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 10). 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 10. 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 11).

Figure 11. TIDE Banner


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

- **General Resources**: This drop-down list allows you to access various resources needed for testing, such as voice pack files, hand-scoring materials.
- **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 (depending on your access level) and set up your contact information.
- **Log out**: 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 Test Administration, Institution, or Role

Depending on your permissions, you can switch to different test administrations, schools, complex areas, complexes, and user roles in TIDE.

*To change test administration or institution:*

1. In the TIDE banner (see Figure 11), select **Change Role** from the **Manage Account** drop-down menu. The ***Change Role*** window appears (see Figure 12).

Figure 12. Change Role


2. Update the information as necessary.

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

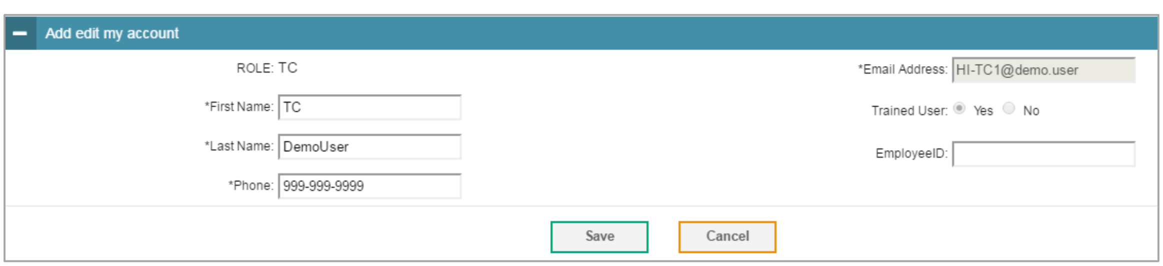
## Changing Your Account Information

You can modify your name, phone number, and other account information in TIDE. (To change your email address, your TIDE administrator, i.e., your school Principal or Test Coordinator, must create a new account with the updated email address.)

*To modify account information:*

1. In the TIDE banner (see Figure 11), from the *Manage Account* drop-down list, select **My Contact**. The ***My Contact Information*** page appears (see Figure 13).

Figure 13. Fields in the My Account Page



2. Enter updates as necessary.

3. Click **Save**.

TIDE saves your changes, and a confirmation message appears.

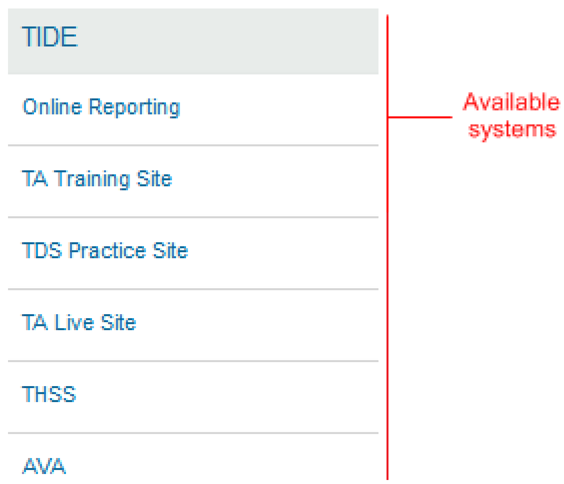
## Switching Between AIR Systems

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 14).

Figure 14. 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/Edit Student*** page filtered to a specified student's record.

*To search for a student:*

1. In the *Find Student by ID* field, enter a student's SSID.

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

## Downloading and Installing Voice Packs

The NeoSpeech™ Julie and Violeta Voice Pack screen readers are a software application used on Windows computers for students testing with a text-to-speech accommodation. You can download and install the Julie or Violeta Voice Pack from TIDE and install it on a student's computer. (The voice pack is not compatible with OS X or Linux.)

*To download voice packs:*

1. From the **General Resources** drop-down list in the banner (see Figure 11), select **Voice Pack**. The ***Download Voice Pack*** page appears.
2. Click the voice pack you want to install. Your browser downloads the installation file onto your computer. If you have an option to run or save the file, save it.
3. Read the installation instructions available from the ***Download Voice Pack*** page and then proceed with the installation.

## Downloading Hand-Scoring Resources

TIDE provides resources you can use to prepare for hand-scoring Interim Assessments.

*To download hand-scoring resources:*

1. From the **General Resources** drop-down list in the banner (see Figure 11), select **Download Forms**. The ***Download Forms*** page appears.
2. Click the download link for the required resource.

## Downloading Files from the Inbox

The Inbox (see Figure 15) lists all the files containing student information that you export from the ***View/Edit Student*** page. When you choose to export student search results to the Inbox, a popup message appears to notify you that the export task has been added to the queue. When the export task is completed and the file is available in the Inbox, TIDE sends you an email to inform you that your file is ready for download.

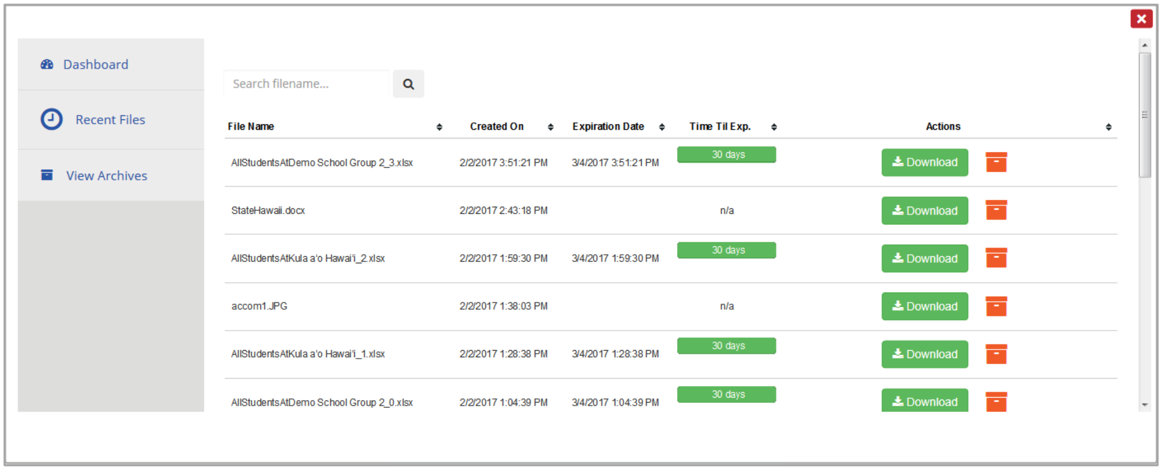
The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

The files in the Inbox are listed in the order in which they were generated, uploaded, or archived. The date a file is created is displayed with the date the file expires and is no longer listed in the Inbox, 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 while secure documents are available for the period specified by the DOE. You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference.

*To download files from the Inbox:*

1. From the banner, select **Inbox**. The ***Inbox*** page appears.

Figure 15. 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 .

# Overview of Task Page Elements

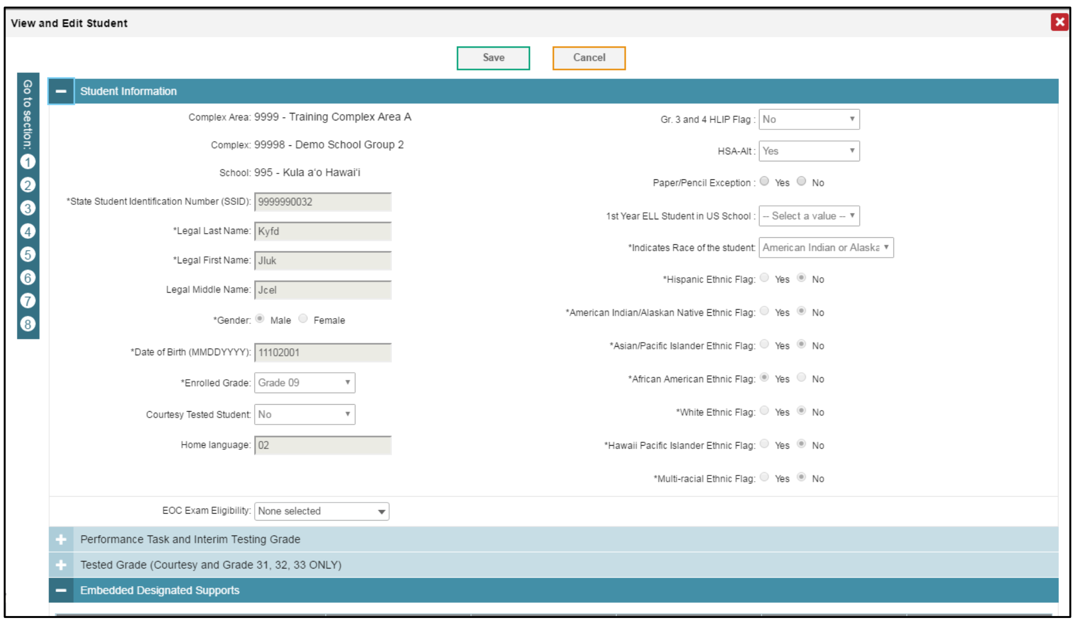
When you select a particular task from the dashboard or navigation toolbar, the corresponding task page appears. Task pages include adding, viewing, editing, exporting and uploading information.

Although the specific fields and options on a task page vary from one task to another, some elements on the task page are used for multiple tasks. 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 16). This section explains how to navigate these forms.

Figure 16. 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.

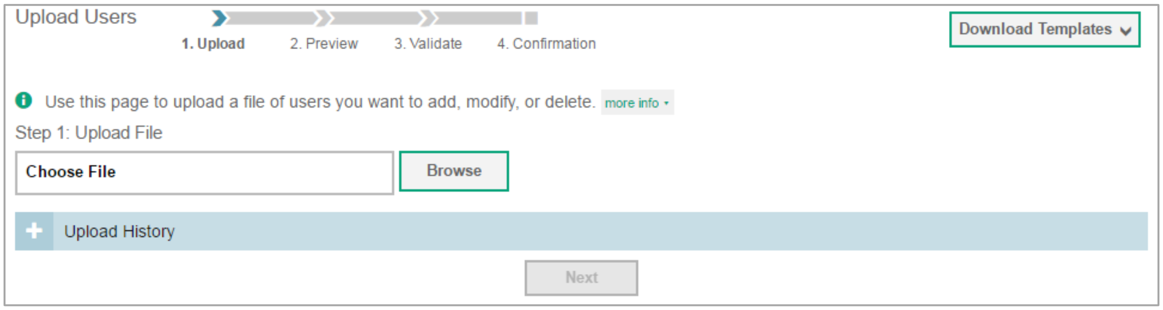
If there are multiple panels in a form, a floating *"Go To section"* toolbar appears on the left side of the record form. This toolbar includes a numbered button for each panel in the form. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

**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 include a tool which allows 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 17).

Figure 17. Sample File Upload Page




When uploading a file to TIDE, you must first download a file template which is located at the upper-right corner of the page 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 throughout the section Preparing for Testing.

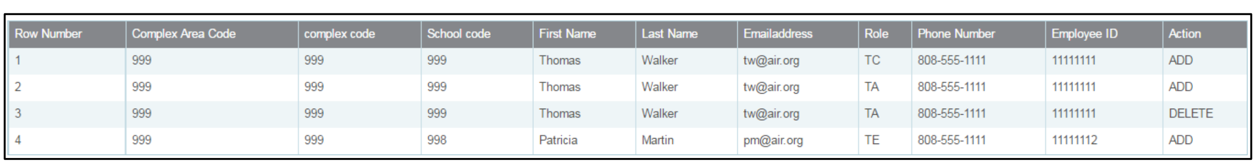
You can click next to the *Upload History* panel on the ***File Upload*** page to view a log of the files that have previously been uploaded for the selected record type.

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 18). Use the file preview on this page to verify you uploaded the correct file.

Figure 18. File Upload Preview (partial view)



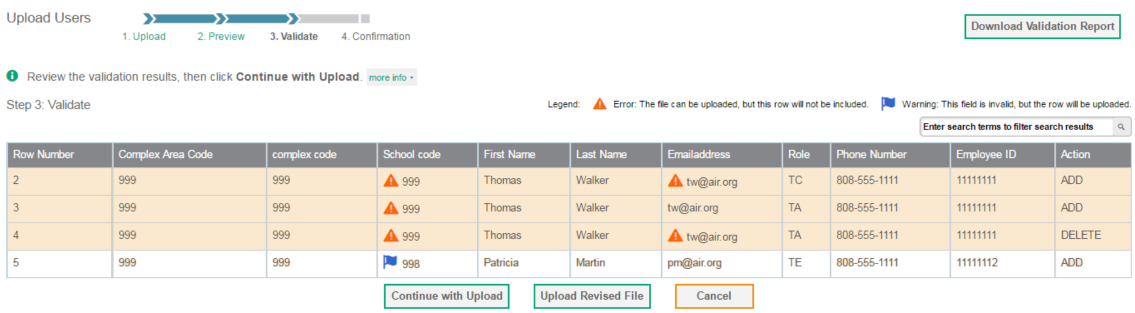
| Row Number | Complex Area Code | complex code | School code | First Name | Last Name | Emailaddress | Role | Phone Number | Employee ID | Action |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 999 | 999 | 999 | Thomas | Walker | tw@air.org | TC | 808-555-1111 | 11111111 | ADD |
| 2 | 999 | 999 | 999 | Thomas | Walker | tw@air.org | TA | 808-555-1111 | 11111111 | ADD |
| 3 | 999 | 999 | 999 | Thomas | Walker | tw@air.org | TA | 808-555-1111 | 11111111 | DELETE |
| 4 | 999 | 999 | 998 | Patricia | Martin | pm@air.org | TE | 808-555-1111 | 11111112 | ADD |

5. Click **Next**. TIDE validates the file and displays any errors ( ) or warnings ( ) on the ***Validate*** page (see Figure 19).

**Note:** If a record (usually a row in the Excel or CSV file) 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 19. Sample Validation Page

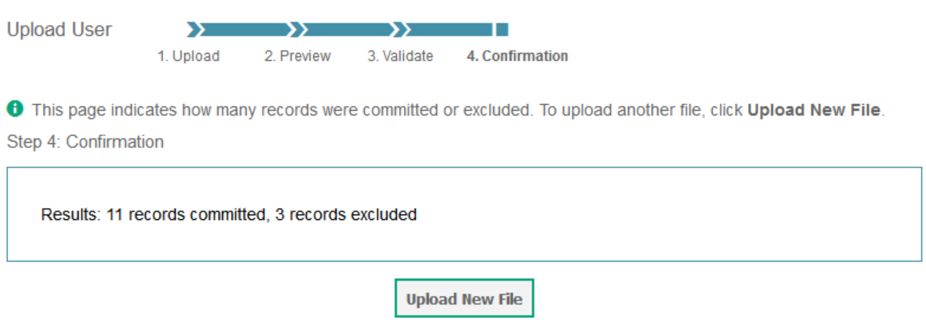



**Note:** If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

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 20).

Figure 20. Confirmation Page

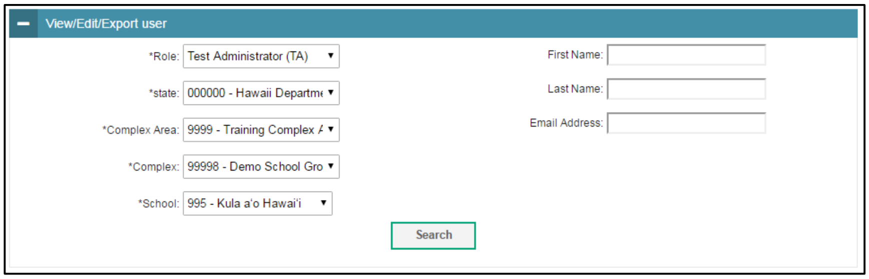



7. *Optional*: To upload another file of the same record type, click **Upload New File**.

## 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/Edit/Export Users task). For such tasks, a search panel appears when you first access the task page (see Figure 21). This section explains how to use this search panel and navigate search results.

Figure 21. 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 the 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**.

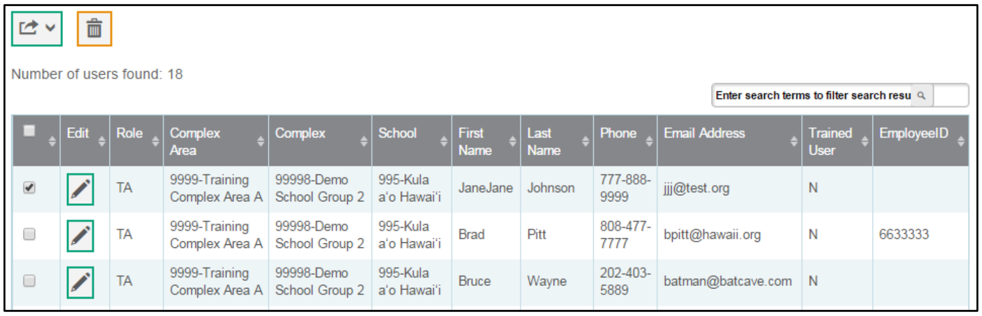
    c. For information about how TIDE evaluates additional search criteria, see Evaluating Advanced Search Criteria.

3. Click **Search**. The list of retrieved records appears below the search panel (see Figure 22).

> **Note:** When searching for students in the ***View/Edit Student*** 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 22. Sample Search Results




| | Edit | Role | Complex Area | Complex | School | First Name | Last Name | Phone | Email Address | Trained User | EmployeeID |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ☑ | | TA | 9999-Training Complex Area A | 99998-Demo School Group 2 | 995-Kula a'o Hawai'i | JaneJane | Johnson | 777-888-9999 | jjj@test.org | N | |
| ☐ | | TA | 9999-Training Complex Area A | 99998-Demo School Group 2 | 995-Kula a'o Hawai'i | Brad | Pitt | 808-477-7777 | bpitt@hawaii.org | N | 6633333 |
| ☐ | | TA | 9999-Training Complex Area A | 99998-Demo School Group 2 | 995-Kula a'o Hawai'i | Bruce | Wayne | 202-403-5889 | batman@batcave.com | N | |

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

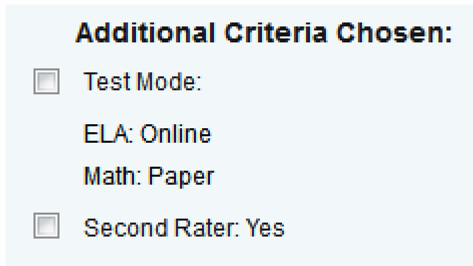
Some search pages have an advanced search panel where you can enter complex criteria. TIDE evaluates the advanced search criteria as follows:

- 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 23, TIDE retrieves student records that match both of the following:

- Test mode for ELA is online *or* test mode for Math is paper.
- A second rater is allowed.

Figure 23. 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 Student*** page

- For printing or exporting student records from the ***View/Edit Student*** 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, you can select records from multiple pages.
- When selecting records to print or export, you can select records from multiple pages.

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 Student*** 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 Student*** 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
- Managing Student Information
- Printing Test Tickets
- Managing Student Test Settings and Tools
- Managing Rosters
- Establishing Contact and Shipping Info

## Managing TIDE Users

This section includes instructions for adding, editing, and uploading records for user accounts in TIDE.

### Adding User Accounts

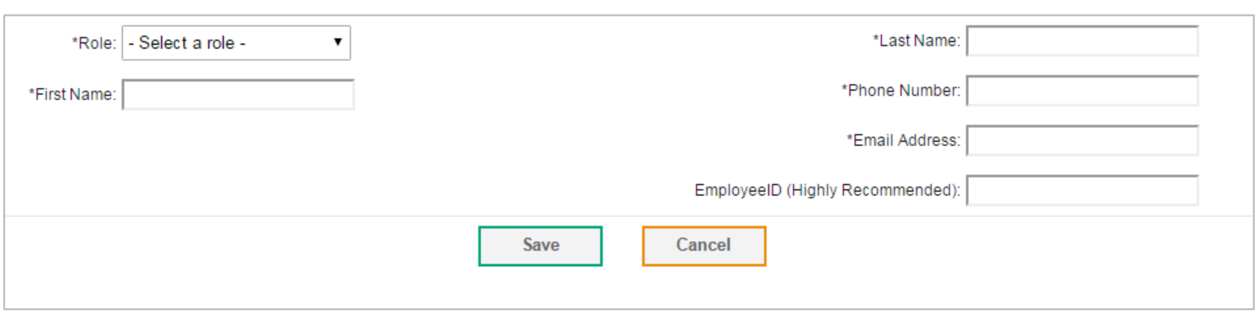
This section explains how to add a new user account to TIDE.

**Note:** When you add a user account, its role must be lower in the hierarchy than your role. Furthermore, you can add only those users that fall within your institution. For example, Principals can create Test Coordinator accounts only for their school.

*To add a user account:*

1. From the **Users** task menu on the TIDE dashboard, select **Add Users**. The ***Add Users*** page appears (see Figure 24).

Figure 24. Fields in the Add Users Page



2. Select the Role, Complex Area, Complex, and School associated with the new user.

3. Using Table 2 as a reference, enter the user's First Name, Last Name, Phone Number, Email Address, and other details in the optional fields. The * indicates the required fields.

4. Click **Save**.

5. In the affirmation dialog box, click **Continue**. TIDE adds the account and sends the new user an activation email from AIRAST-DoNotReply@airast.org.

## Viewing and Editing User Details

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

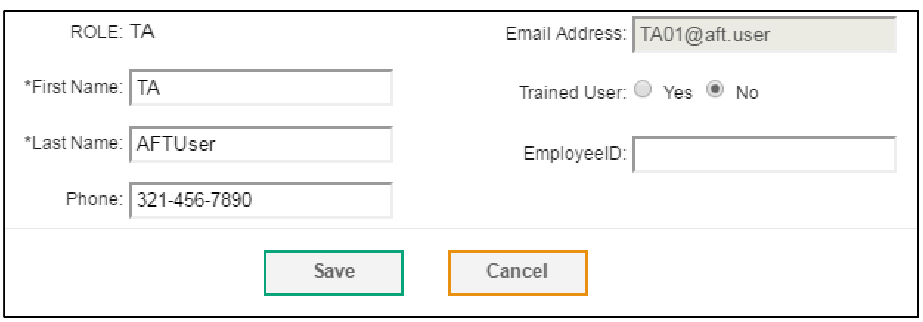
*To view and edit user details:*

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

2. Retrieve the user account you want to view or edit 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 ***Edit User*** form appears (see Figure 25).

Figure 25. Fields in the Edit Users Form




4. If your user role allows it, modify the user's details as required. Use Table 2 as a reference.

5. Click **Save**.

6. In the affirmation dialog box, click **Continue** to return to the list of user accounts.

Table 2 describes the fields in the ***Edit User*** page.

Table 2. Fields in the Edit User Page

| Field | Description |
|---|---|
| Role | User's role. For an explanation of user roles, see Understanding User Roles and Permissions. |
| Complex Area | Complex Area associated with the user. To modify the Complex Area associated with a user, you must delete and add the user using file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads. |
| Complex | Complex associated with the user. To modify the Complex associated with a user, you must delete and add the user using file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads. |
| School | School associated with the user. To modify the School associated with a user, you must delete and add the user using file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads. |
| Email Address | Email address for logging in to TIDE. |
| First Name | User's first name. |
| Last Name | User's last name. |
| Phone | User's phone number. |
| Trained User | Indicates whether user has been trained to use online assessment systems. |
| Employee ID | User's HIDOE employee ID. |

## 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 school.

*To delete user accounts:*

1. Retrieve the user accounts 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 users you want to delete.

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

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

## Adding, Editing, or Deleting Users through File Uploads

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

*To upload user accounts:*

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

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

Table 3 provides the guidelines for filling out the User template that you can download from the ***Upload Users*** page.

Table 3. Columns in the User Upload File

| Column | Description | Valid Values |
|---|---|---|
| Complex Area ID* | Complex Area associated with the user. | Complex Area ID that exists in TIDE, and must be associated with the user uploading the file. |
| Complex ID* | Complex associated with the user. | Complex ID that exists in TIDE, and must be associated with the user uploading the file. Must be associated with the Complex Area ID. |
| School ID* | School associated with the user. | School ID that exists in TIDE, and must be associated with the user uploading the file. Must be associated with the Complex ID.<br>Can be blank when adding complex-level users. |
| First Name* | User's first name. | Up to 35 characters. |
| Last Name* | User's last name. | Up to 35 characters. |
| Email* | User's email address. | Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE. |

| Column | Description | Valid Values |
|---|---|---|
| Role* | User's role. For an explanation of user roles, see Understanding User Roles and Permissions. | One of the following:<br>`CAS`—Complex Area Superintendent.<br>`CS`—Complex Staff.<br>`PR`—Principal<br>`TC`—Test Coordinator.<br>`TA`—Test Administrator.<br>Must be lower in the hierarchy than the user uploading the file; see Figure 2. |
| Phone | User's phone number. | Phone number in xxx-xxx-xxxx format. Extensions allowed. |
| Action* | Indicates if this is an add or delete transaction. | One of the following:<br>`Add`—Add new user or edit existing user record.<br>`Delete`—Remove existing user record. |

*Required field.

Figure 26 is an example of a simple upload file with the following transactions:

- The second row would add Thomas Walker as a Test Coordinator (TC) in TIDE specifying all fields.
- The third row would change Thomas Walker's role from Test Coordinator to Test Administrator (TA). In this case you must list values in all other columns, even if you do not change them.
- The fourth row would delete Thomas Walker's TA TIDE account.
- The fifth row would add Patricia Martin to TIDE as a Teacher (TE) for school 999.
- The sixth row would add Patricia Martin as a Test Administrator (TA) for the same school—999.

Figure 26. Sample User Upload File

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Complex Area ID | Complex ID | School ID | FirstName | LastName | Email | Role | Phone | EmployeeID | Action |
| 2 | 999 | 999 | 999 | Thomas | Walker | tw@air.org | TC | 808-555-1111 | 00000000 | ADD |
| 3 | 999 | 999 | 999 | Thomas | Walker | tw@air.org | TA | 808-555-1111 | 00000000 | ADD |
| 4 | 999 | 999 | 999 | Thomas | Walker | tw@air.org | TA | 808-555-1111 | 00000000 | DELETE |
| 5 | 999 | 999 | 999 | Patricia | Martin | pm@air.org | TE | 808-555-1111 | 00000001 | ADD |
| 6 | 999 | 999 | 999 | Patricia | Martin | pm@air.org | TA | 808-555-1111 | 00000001 | ADD |

# Managing Student Information

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

Table 4 describes the fields in the *Student Information* panel on the Student form.

Table 4. Fields in the Student Information Panel

| Field | Description |
|---|---|
| SSID | Student's 10 Digit State Student Identifier (SSID). |
| Last Name | Student's last name. |
| First Name | Student's first name. |
| Middle Initial | Initial of student's middle name. |
| Gender | Student's gender. |
| Birth Date | Student's date of birth. |
| Enrolled Grade | Grade in which student is enrolled during the test administration. |
| Courtesy Tested Student Flag | Courtesy testing status for home-schooled students. |
| Home Language | Two-digit code denoting student's home language. |
| EOC Exam Eligibility | Student's eligibility for each End-of-Course Exam. TIDE will load EOC Exam-eligible students prior to the beginning of each test administration window (fall and spring windows only).<br>Refer to the EOC Exams portal for dates (alohahsap.org/EOC)<br>Test Coordinators can update students' EOC Exam eligibility prior to and during the testing window to ensure they are currently enrolled in the corresponding course. |
| Gr. 3 and 4 HLIP Flag | Student's Hawaiian Language Immersion Program (HLIP) status. |
| HSA-Alt Flag | Student's HSA-Alt eligibility<br>**NOTE**: Students with the HSA-Alt flag set to "Yes" are not eligible to take the Smarter Balanced Assessments, HSA Science Assessments, or the Biology I EOC Exam. |
| Paper/Pencil Exception | Indicates whether student has been approved for the HSA-Alt paper/pencil test kit exception. |
| 1st Year ELL Student in US School | ELL students who have been in a US School for less than 1 year are exempt from participation in the Smarter Balanced English Language Arts/Literacy (ELA) Assessment. |
| Ethnicity | Student's ethnicity. |

Table 5 describes the fields in the *Test Settings and Tools* panel on the Student form.

Table 5. Fields in the Test Settings and Tools Panel

| Field | Description |
|---|---|
| **Interim Testing Grade** | |
| ELA, Mathematics | Grade at which the student is tested during the upcoming Interim test. For example, marking the Grade 4 checkbox under the Mathematics subject indicates the student receives the fourth-grade mathematics Interim test.<br>Students are permitted to test out of their enrolled grade only for the Interim tests. |
| **Embedded Designated Supports** | |
| Color Contrast | Allows another color choice combination to be selected. If a student requires a color choice, this must be set for **each subject test** the student will take. |
| Masking | Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page. |
| Permissive Mode | Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser. |
| Text-to-Speech (TTS) | TTS is an **accommodation** for Smarter Balanced ELA CAT reading passages and must be set in TIDE by the Assessment Section before a student begins testing.<br>• A Test Coordinator **must** submit a student's *Verification of Student Need Form* for the Smarter Balanced TTS **accommodation** for the ELA CAT reading passages to the Department of Education's Assessment Section for review and approval or disapproval. If the request is approved, the Test Coordinator will be informed when the student's access to this accommodation has been activated in TIDE.<br>• **Note:** TTS is available for the Grades 3-8 and 11 Smarter Balanced ELA CAT reading passages during the spring 2016 administration.<br>TTS is a **designated support** for Smarter Balanced ELA CAT items, ELA PT items and stimuli, and Mathematics items and stimuli.<br>• A Test Coordinator is **not** required to submit a *Verification of Student Need Form* for a student who will use the Smarter Balanced TTS **designated support** for the ELA CAT items, ELA PT items and/or stimuli, and Mathematics items and/or stimuli.<br>TTS is a **designated support** for HSA Science, as well as EOC Algebra I, Algebra II, Biology I and U.S. History, for Instructions, Stimuli, and Items, and is NOT enabled for all students by default.<br>If a student should have TTS for all three opportunities of HSA Science, or one opportunity of EOC Algebra I, Algebra II, Biology I or U.S. History, then a Test Coordinator must change the TTS setting from "None" to "Instructions, Stimuli, and Items" before a student begins an HSA Science or an EOC Exam. |
| Translation (Glossary) | Allows students to open a translated glossary to view terms presented on the test that may be unfamiliar to them. |

| Field | Description |
|---|---|
| Zoom | List of available zoom levels. |
| **Embedded Universal Tools** | |
| Expandable Passages | Allows students to "expand" reading passages and other stimuli across the full width of the computer screen. |
| Digital Notepad | Allows students to make notes, computations, or responses about an item or performance task. |
| Highlighter | Allows students to highlight text in passages, stimuli, and items. |
| Mark for Review | Allows students to mark items for additional review. Items marked for review are flagged on the "Review My Answer" page prior to final test submission. |
| Strikethrough | Allows students to strikethrough answer options. |
| Suppress Score | By default, students see their HSA Science Assessment or End-of-Course Exam test score when they complete and submit their tests for scoring. Students will not see their Smarter Balanced ELA/Literacy or Mathematics Assessment score because their typed answers must be hand scored before their scores can be posted in the Online Reporting System.<br>A student's score may be suppressed by the Test Coordinator or Test Administrator if the staff members who provide services for the student think that displaying the score will be upsetting. |
| **Embedded Accommodations** | |
| American Sign Language | Allows students to view test content translated into ASL by a human signer. |
| Braille Type | Indicates the type of Braille file used for students testing with the Braille language setting (Uncontracted or Contracted). |
| Closed Captioning | Indicates if closed captioning is available for the subject. |
| Emboss | Indicates the test subjects enabled for embossing for students testing with the Braille language setting. |
| Emboss Request Type | Indicates the type of emboss request for students testing with the Braille language setting (On-Request or Auto-Request). |
| Language/Presentation<br>(Designated Support or Accommodation) | The default language for all assessments is English, unless a student requires the Braille accommodation. Braille is available for the following assessments: Smarter Balanced, HSA Science, and EOC Biology I.<br>Grade 4 HSA Science Assessments are offered in Hawaiian (Designated Support) for HLIP students, and Smarter Balanced Mathematics Assessments are offered in Spanish (Designated Support). |
| Offline Tester | Indicates a student will be tested using paper/pencil test materials. |

| Field | Description |
| --- | --- |
| Print on Demand | This accommodation allows a student to request printing of test items or stimuli (passages) or both, depending on what option is selected.<br>The *Verification of Student Need Form* must be submitted to the Assessment Section for approval so the option selected can be set by their staff for each subject test before a student begins testing. |
| Streamlined Mode | By default, all tests use the standard mode. This interface is compatible with all supported desktops and tablets.<br>The streamlined mode presents the test in an alternate, simplified format in which the items are displayed below the stimuli. All tool and navigation buttons are on the bottom of the screen.<br>The streamlined mode is not intended to be tablet compatible. |
| Non-embedded Designated Supports | List of non-embedded designated supports that may be provided for identified students.<br>• Test Administrators must verify that the non-embedded designated supports are being provided before approving students for operational testing.<br>Information about non-embedded designated supports is available in the *Test Administration Manual*.<br>Non-embedded Accommodations must be verified by the Assessment Section prior to testing. |
| **Non-embedded Accommodations** | List of non-embedded accommodations that may be provided for identified students.<br>• Test Administrators must verify that the non-embedded accommodations are being provided before approving students for operational testing.<br>Information about accommodations is available in the *Test Administration Manual*.<br>Non-embedded Accommodations must be verified by the Assessment Section prior to testing. |

## Viewing and Editing Students

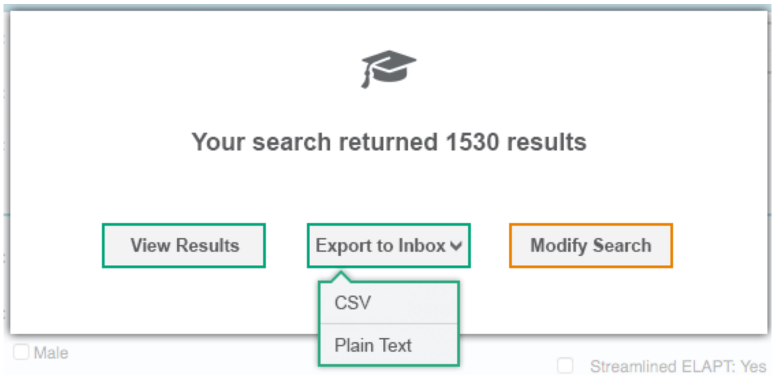
You can view and edit detailed information about a student's record.

*To view and edit student details:*

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

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

3. When you 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 Student*** 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.

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

   - In the *Test Settings and Tools* panel, modify the student's test settings, using Table 5 as a reference. This panel displays a column for each of the student's tests. You can select different settings for each test, if necessary.

   - In the *Interim Grade* panel, select the Interim Testing Grade Eligibility to modify the student's eligible tests.

**Caution: Test settings in the TA Interface:** In order to modify a student's test setting after the test has started, you must change the test setting in the TA Interface not in TIDE**.**

8. Click **Save**.

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

Table 10 lists the user roles with access to edit individual fields in the *Test Setting and Tools* panel.

Table 6. User Access to Edit Test Settings and Tools

| | Principal (PR) | Test Coordinator (TC) | Test Administrator (TA) | Teacher (TE) |
|---|---|---|---|---|
| **Student Information** | | | | |
| Paper/Pencil Exception Flag | | ✓ | | |
| EOC Exam Eligibility | | ✓ | | |
| Interim Testing Grade Eligibility | ✓ | ✓ | ✓ | ✓ |
| **Embedded Accommodations** | | | | |
| American Sign Language | | ✓ | | |
| Braille Type | | ✓ | ✓ | |
| Closed Captioning | | ✓ | | |
| Emboss | | ✓ | ✓ | |
| Emboss Request Type | | ✓ | ✓ | |
| Language/Presentation* | | | | |
| Offline Tester* | | | | |

| | Principal (PR) | Test Coordinator (TC) | Test Administrator (TA) | Teacher (TE) |
|---|---|---|---|---|
| Print on Demand* | | | | |
| Streamlined Mode | | ✓ | | |
| Color Contrast | | ✓ | ✓ | ✓ |
| Masking | | ✓ | ✓ | ✓ |
| Permissive Mode | | ✓ | | |
| Text to Speech (Designated Support) | | ✓ | ✓ | ✓ |
| Text to Speech (Accommodation) – Passages and Items for ELA* | | ✓ | | |
| Translation (Glossary) | | ✓ | ✓ | ✓ |
| Zoom | | ✓ | ✓ | ✓ |
| **Embedded Universal Tools** | | | | |
| Digital Notepad | | ✓ | ✓ | ✓ |
| Expandable Passages | | ✓ | ✓ | ✓ |
| Global Notes | | ✓ | ✓ | ✓ |
| Highlighter | | ✓ | ✓ | ✓ |
| Mark for Review | | ✓ | ✓ | ✓ |
| Strikethrough | | ✓ | ✓ | ✓ |
| Suppress Score | | ✓ | | |
| **Non-Embedded Test Settings and Tools** | | | | |
| Non-Embedded Designated Supports | | ✓ | ✓ | ✓ |
| Non-Embedded Accommodations* | | | | |

**State-level access is required to edit the Language/Presentation, Offline Tester, Print on Demand, TTS Accommodation – Passages and Items for ELA, and Non-Embedded Accommodation fields.*

# Printing Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test. Referring to the example in Figure 27, the student's username for testing is `demofirst`.

Figure 27. Sample Test Ticket

```
TEST TICKET

DEMO SCHOOL GROUP 2 (99998)

TRAINING SCHOOL A (998)

LASTNAME: last

FIRSTNAME: demofirst      GRADE: 06

DOB: 12/12/2004           ID: 1234567890
```

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

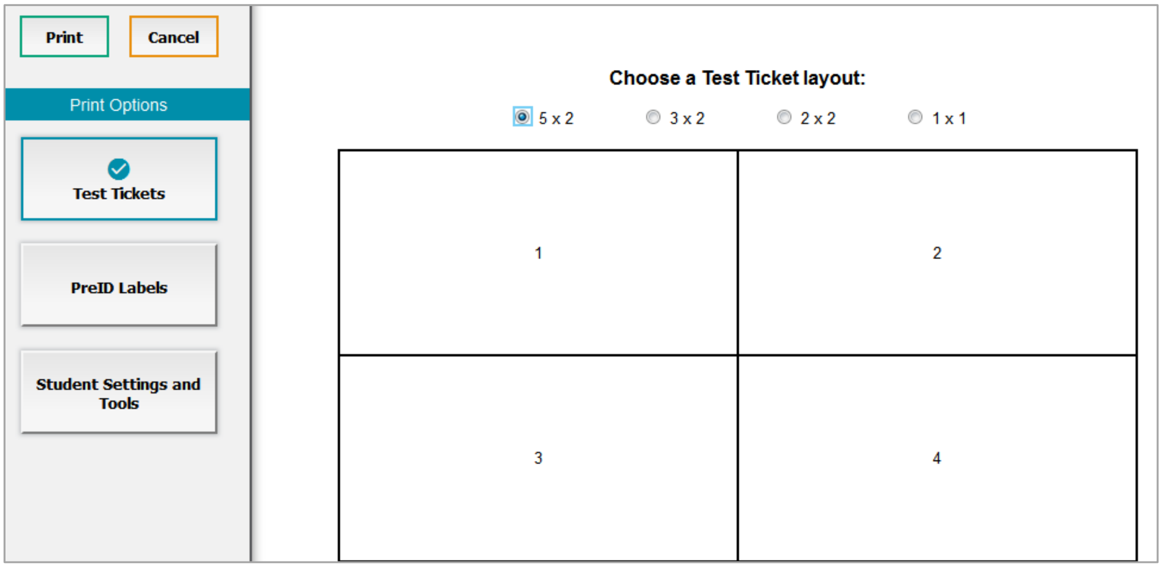
## Printing Test Tickets from Student List

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

*To print test ticket labels:*

1. Retrieve the students for whom you want to print test tickets by following the procedure in the section Searching for Records.
2. Click the column headings to sort the retrieved students in the order you want the test tickets printed.
3. Do one of the following:
   - Mark the checkboxes for the students you want to print.
   - Mark the checkbox at the top of the table to print tickets for all retrieved students.
4. Click and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 28).
5. Verify **Test Tickets** is selected in the *Print Options* section.

Figure 28. Layout Model for Test Tickets




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

Your browser downloads the generated PDF.

**Alert**: The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any personally identifiable information. Printed reports and exported reports that contain personally identifiable student data must be securely stored or destroyed.

## 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. Retrieve the rosters for which you want to print test tickets by following the procedure in the section Searching for Records.

2. Click the column headings to sort the retrieved rosters in the order you want the test tickets printed.

3. 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.

4. Click and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 28).

5. Verify **Test Tickets** is selected in the *Print Options* section.

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

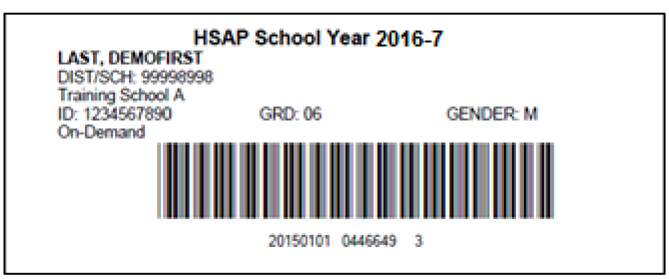
Your browser downloads the generated PDF.

**Alert**: The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any personally identifiable information. Printed reports and exported reports that contain personally identifiable student data must be securely stored or destroyed.

## Printing PreID Labels (For Paper/Pencil Tests Only)

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




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 with your browser and then print to your printer.

*To print PreID Labels:*

1. Retrieve the students for whom you want to print labels by following the procedure in the section Searching for Records.

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

3. Do one of the following:

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

    - Mark the checkbox at the top of the table to print labels for all retrieved students.

4. Click and then select **PreID Labels**. A model appears for selecting the start position for printing on the first page (see Figure 30).

5. Verify **PreID Labels** is selected in the *Print Options* section.

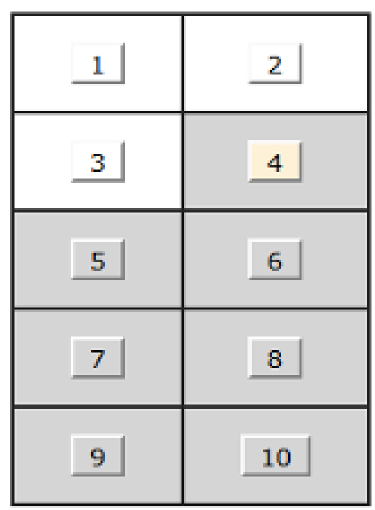
6. Click the start position you require.

    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




**Alert**: The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any personally identifiable information. Printed reports and exported reports that contain personally identifiable student data must be securely stored or destroyed.

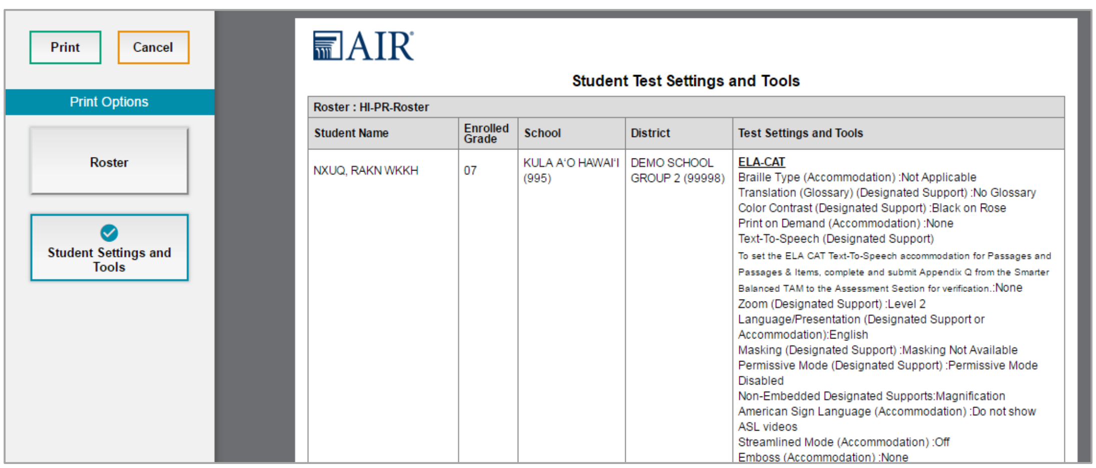
## Printing Students' Test Settings

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 Searching for Records.
2. Click the column headings to sort the retrieved students in the order you want the records printed.
3. Do one of the following:
   - Mark the checkboxes for the students you want to print.
   - Mark the checkbox at the top of the table to print labels for all retrieved students.
4. Click and then select **Student Settings and Tools.** The Students Test Settings and Tools report appears.
5. 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.

# Managing Student Test Settings and Tools

A student's test settings include the available accommodations, such as text-to-speech or 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 Test Settings and Tools**. The ***View/Edit 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 Searching for Records.

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

4. The ***Edit Test Settings and Tools*** form is identical to the form used to modify student records. 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.

3. In column A, Insert the **SSID** in of the student who you wish to assign a test setting.

4. Select a **Subject** from the drop-down menu in column B for the assessment/exam that should have the setting enabled. A new row will need to be added for each subject (i.e., assessment/exam) for the same student for each test setting (see Figure 32).

5. Select the **Tool Name** from the drop-down menu in column C.

6. Select a **Value** from the drop-down menu in Column D. Only valid values for the setting will appear.

Figure 32 is an example of a simple upload file that sets the Color Contrast for the student with ID 9999999900. For ELA-CAT, the colors are reverse contrast; for ELA-PT, the colors are black-on-white; for EOC/HSA Science, the colors are yellow-on-blue.

Figure 32. Sample Test Settings Upload File

| | A | B | C | D |
|---|---|---|---|---|
| 1 | SSID | Subject | Tool Name | Value |
| 2 | 9999999900 | ELA-CAT | Color Contrast | Reverse Contrast |
| 3 | 9999999900 | ELA-PT | Color Contrast | Black on White |
| 4 | 9999999900 | EOC/HSA Science | Color Contrast | Yellow on Blue |

# 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

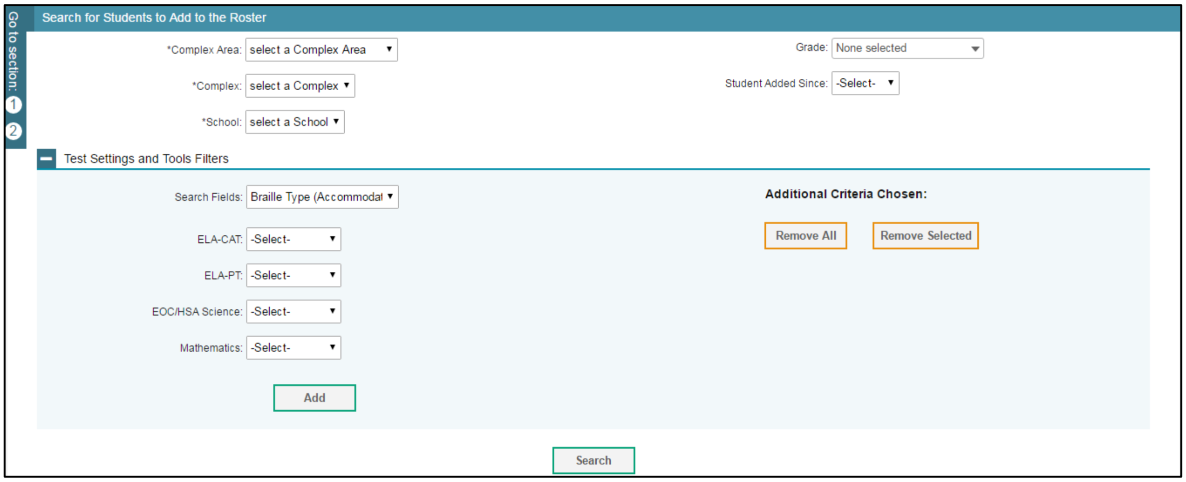
This section explains how to add a new roster to TIDE.

**Note:** You can only create rosters from students associated with your School, Complex, or Complex Area.

*To add a roster:*

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** form appears (see Figure 33). For more information about using record forms, see the section Navigating Record Forms.

Figure 33. 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 Student to the Roster* panel (see Figure 34), do the following:

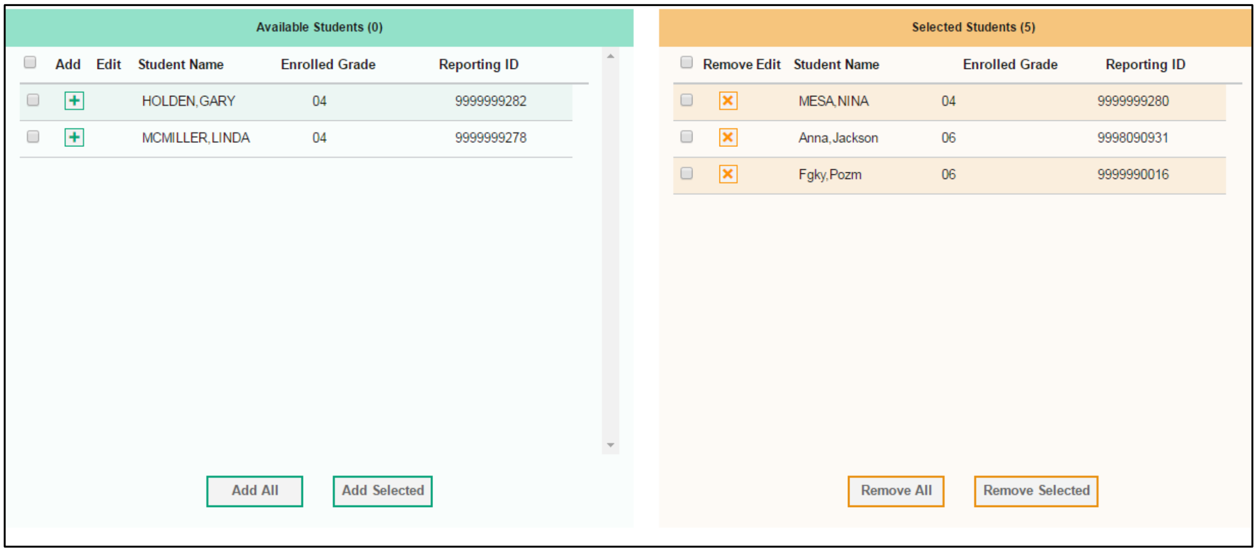
   a. In the *Roster Name* field, enter the roster name.

   b. From the *Teacher Name* drop-down list, select a teacher.

   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**.

Figure 34. Add Students to the Roster Panel




d. To remove students, do one of the following in the list of selected 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 a roster by changing its name, associated teacher, or by adding students or removing students. (This feature is not available for system-generated rosters.)

*To modify a roster:*

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit 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 33).
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. Change the Roster Name or choose a different teacher:
    a. To change the Roster Name in the Roster name field: Type in the name you want to change it to.
    b. To change the Teacher, from the Teacher Name drop-down list: Select another teacher.
6. In the *Add Students to the Roster* panel (see Figure 34), do the following:
    a. 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**.
    b. 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**.
7. 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.
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.

## Printing Test Tickets for Students in a Roster

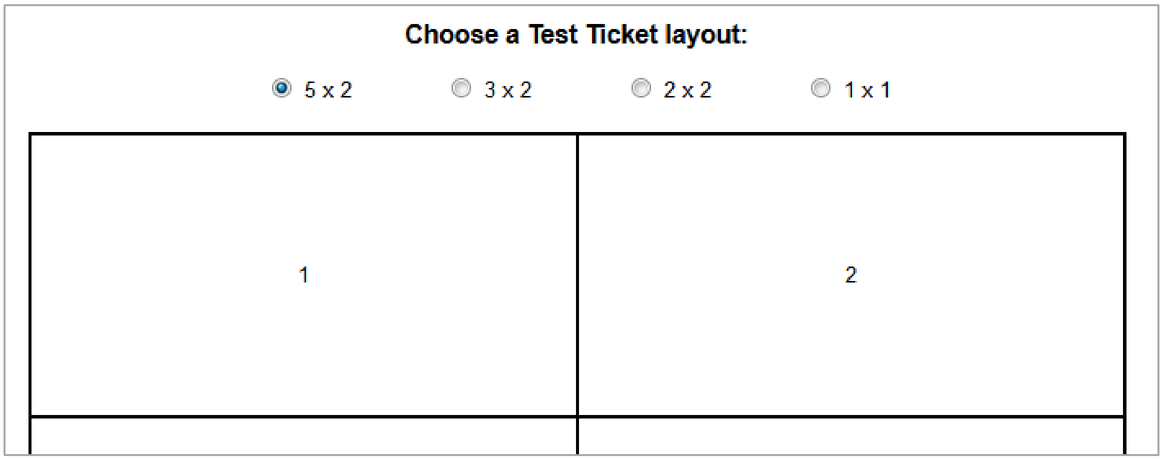
As a roster of students prepares to start a test, you can print all the associated test tickets.

*To print test tickets for students in a roster:*

1. Retrieve the rosters for which you want to print test tickets 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.
3. Click , and then select **Test Tickets**.

4. Under *Print Options*, verify *Test Tickets* is selected. A layout model appears (see Figure 35).

Figure 35. Test Ticket Layout Model




5. Select the required layout.

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

## Printing Test Settings for Students in a Roster

As a roster of students prepares to start a test, you can print the test settings associated with each student.

*To print test settings for students in a roster:*

1. Retrieve the rosters for which you want to print test settings 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.

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

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

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

## Deleting Rosters

You can delete rosters created in TIDE or 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 **Yes**.

## 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 7 as a reference, fill out the Roster template and upload it to TIDE.

Table 7 provides the guidelines for filling out the Roster template that you can download from the ***Upload Roster*** page.

Table 7. Columns in the Rosters Upload File

| Column Name | Description | Valid Values |
|---|---|---|
| School-ID* | School associated with the roster. | School ID that exists in TIDE. Must be associated with the complex ID.<br>Can be blank when adding complex-level rosters. |
| User-Email* | Email address of the teacher associated with the roster. | Email address of a teacher existing in ORS. |
| Roster-Name* | Name of the roster. | Up to 20 characters. |

| Column Name | Description | Valid Values |
|---|---|---|
| Student-SSID* | Student's unique identifier within the state. | Up to 10 alphanumeric characters. |

*Required field.

Figure 36 is an example of a simple upload file that creates a roster with two students.

Figure 36. Sample Roster Upload File

| | A | B | C | D |
|---|---|---|---|---|
| 1 | SCHOOL-ID | USER-EMAIL | ROSTER-NAME | STUDENT-SSID |
| 2 | 999 | me@email.com | Biology I | 9999991234 |
| 3 | 999 | me@email.com | Biology I | 9999995678 |

- The first row (aside from the header row) does the following:
  - If the roster `Biology I` does not exist in school `999`, TIDE does the following:
    - Creates the roster `Biology I`.
    - Associates the teacher whose email address is `me@email.com` with the roster.
  - Adds the student ID `9999991234` to the roster `Biology I`.
- The second row adds the student ID `9999995678` to the roster `Biology I`.

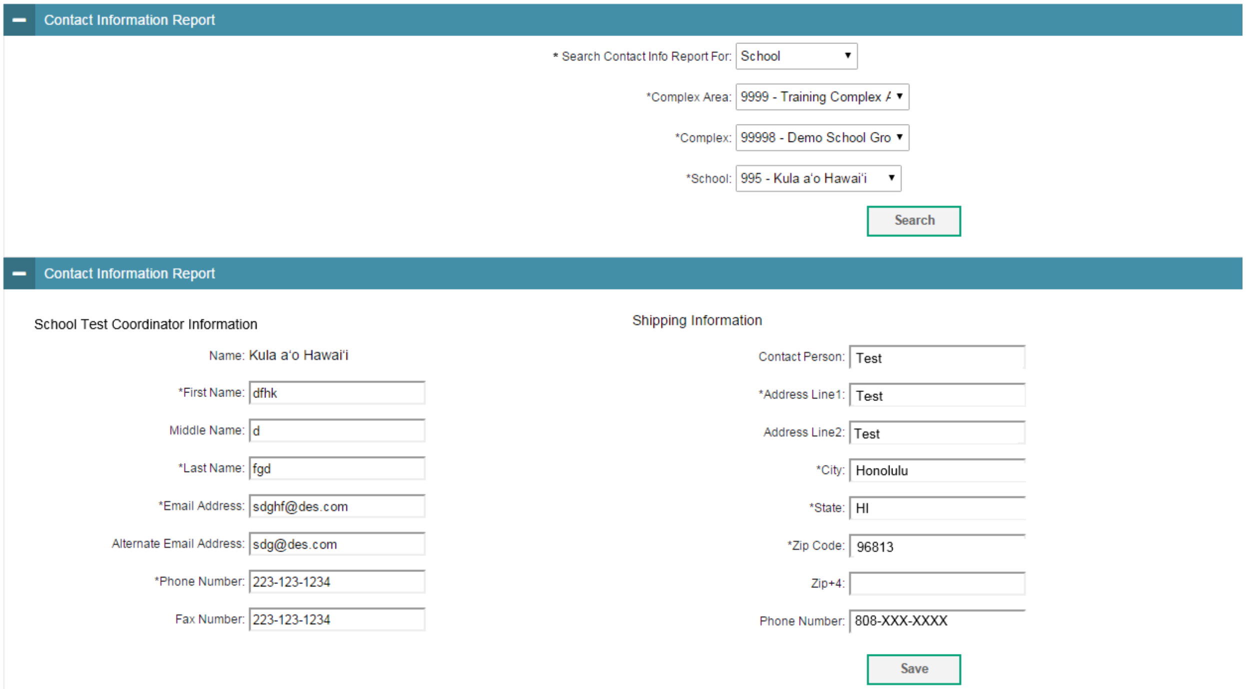
# Establishing Contact and Shipping Information

You can assign someone to serve as a school test coordinator. This person serves as the overall contact for all testing matters within the school. When sending announcements regarding TIDE or other testing applications, AIR uses the test coordinator's email address. In addition, you must establish an address to which all school orders for testing materials or reports are shipped.

*To establish contact and shipping information:*

1. From the **Contact Information Report** task menu on the dashboard, select **Contact Information Report**. The ***Contact Information Report*** page appears (see Figure 37).

Figure 37. Contact Information Report Page




2. From the *Search Contact Information Report* drop-down list, select “School”.

3. Next, make selections from the school drop-down lists as applicable.

4. Click **Search**.

5. When the report appears, verify or enter information in the *School Test Coordinator Information* panel.

6. Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.

7. Click **Save**.

# 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:

- Managing Test Impropriety Requests
- Monitoring Test Progress

## Managing Test Impropriety Requests

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.

Test improprieties 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 want to invalidate a test because of a hardware malfunction or an impropriety. This section describes how you view, create, and approve test impropriety requests.

Table 8 provides descriptions of each Test Impropriety request type.

Table 8. Types of Impropriety Requests

| Type | Description |
|---|---|
| Invalidation | Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test improprieties until the end of the test window. |
| Reset | 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 test impropriety requests until the end of the test window. |
| Re-open | Reopens a test that was completed, invalidated, or expired. |
| Re-open Previous Test Segment | Reopens a previous test segment. This impropriety 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. |

| Type | Description |
|---|---|
| Re-open Current Test Segment | Reopens a test segment that a student submitted. Available only if the student has not yet started a new test segment. For example, use this impropriety request if a student submitted a test segment, and wants to change a response on that segment before starting a new test segment.<br>• If you submit this impropriety request before the 30-minute pause timer expires, students can review and answer all questions in the reopened test segment.<br>• If you submit this test impropriety after the 30-minute pause timer expires, students can review and answer only unanswered test questions in the reopened test segment. If you want students to review and answer all questions (even answered ones) in the reopened test segment after the pause timer expires, submit and get approval for a Grace Period Extension Test Impropriety. |
| Restore a Test that was Reset | Reverses a reset, restoring the student's responses on the test when the reset was processed. |
| Report Prob-lem with Item | Sends a problem report to AIR regarding a test item. Scenarios that warrant this request include the following:<br>• A duplicate item appears in a test opportunity for a subject.<br>• The student believes that an item may not contain a correct answer or may contain more than one correct answer.<br>• An item references a stimulus or graphic that does not display.<br>You must know the Result ID and item number for that student's test. To locate a student's Result ID, generate a participation report in TIDE's Test Management Center; for details, see Plan and Manage Testing. |
| 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 30-minute pause timer starts running. The following scenarios are possible:<br>• If resuming the test within 30 minutes, student can review previously answered questions.<br>• Without a GPE, student resuming the test after 30 minutes cannot review previously answered questions—student can only work on unanswered questions.<br>• Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity. |

**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 so that data entry can be completed for paper-based tests.

An impropriety request's status can change throughout its life cycle. Table 9 lists the available statuses.

Table 9. Statuses of Test Improprieties

| Impropriety Request Status | Description of Status |
|---|---|
| Error Occurred | An error occurred while the test impropriety was being processed. |
| Item Information Sent | Information regarding a Report Problem with Item impropriety was sent to the designated recipients. |
| Pending State Approval | Test impropriety is pending approval. |
| Processed | Impropriety request was successfully processed and the test opportunity has been updated. |
| Rejected by State User | Another user rejected the impropriety request. |
| Rejected by System | Test Delivery System was unable to process the impropriety request. |
| Requires Resubmission | Impropriety request must be resubmitted. |
| Retracted | Originator retracted the impropriety request. |
| Submitted for Processing | Impropriety request submitted to Test Delivery System for processing. |
| Resolved | Impropriety was resolved. |

Table 10 lists the valid combinations of Test Improprieties 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 10. Available Test Improprieties by Test Result Status

| Test Result Status | Invalidation | Reset | Re-open | Re-open Previous Test Segment | Re-open Current Test Segment | Restore | Report Problem with Item | Grace Period Extension |
|---|---|---|---|---|---|---|---|---|
| Approved | | ✓ | | | | ✓ | ✓ | |
| Completed | ✓ | ✓ | ✓ | | | ✓ | ✓ | |
| Denied | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Expired | ✓ | ✓ | ✓ | | | ✓ | ✓ | |
| Paused | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Pending | | ✓ | | | | ✓ | ✓ | |
| Processing | | ✓ | | | | ✓ | ✓ | |
| Reported | ✓ | ✓ | ✓ | | | ✓ | ✓ | |

| Test Result Status | Invalidation | Reset | Re-open | Re-open Previous Test Segment | Re-open Current Test Segment | Restore | Report Problem with Item | Grace Period Extension |
|---|---|---|---|---|---|---|---|---|
| Review | | ✓ | | | | ✓ | ✓ | |
| Scored | ✓ | ✓ | ✓ | | | ✓ | ✓ | |
| Started | | ✓ | | | | ✓ | ✓ | |
| Submitted | ✓ | ✓ | ✓ | | | ✓ | ✓ | |
| Suspended | | ✓ | | | | ✓ | ✓ | |
| Invalidated | | ✓ | ✓ | | | ✓ | ✓ | |

# Creating Impropriety Requests

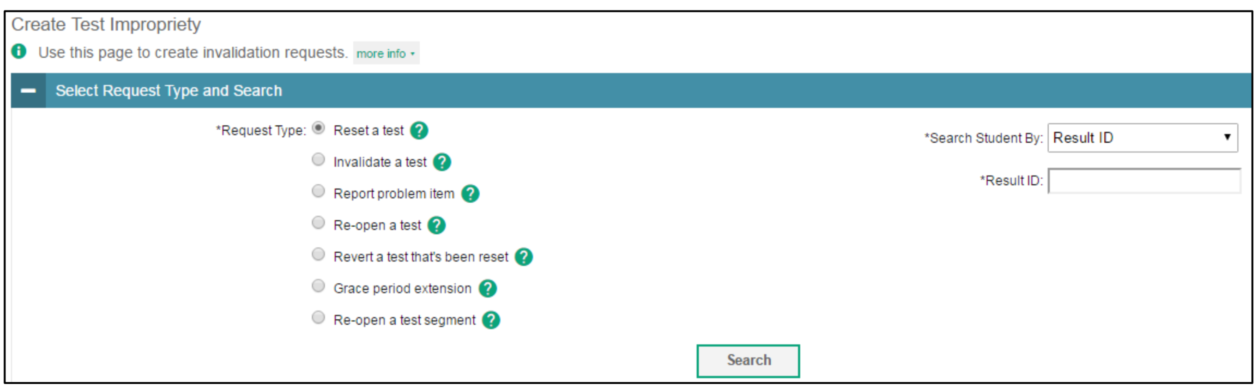
You can create a Test Impropriety request for a given test result.

*To create impropriety requests:*

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

    a. From the **Test Improprieties** task menu on the TIDE dashboard, select **Create Test Impropriety**. The ***Create Test Impropriety*** page appears (see Figure 38).

Figure 38. Selection Fields in the Create Test Impropriety Page

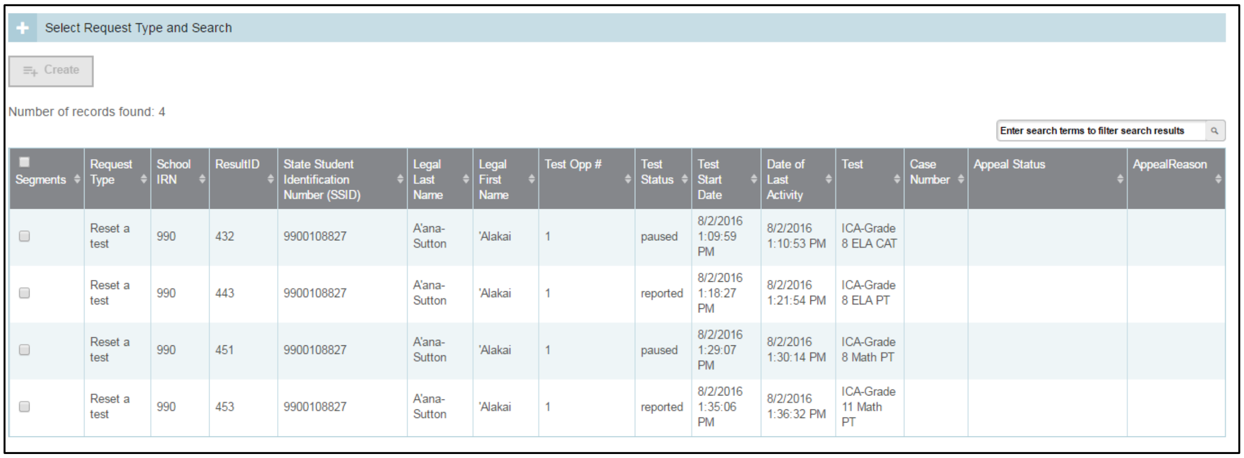



    b. Select an impropriety type.

    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 Test Impropriety*** page (see Figure 39).

Figure 39. Retrieved Test Results




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

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

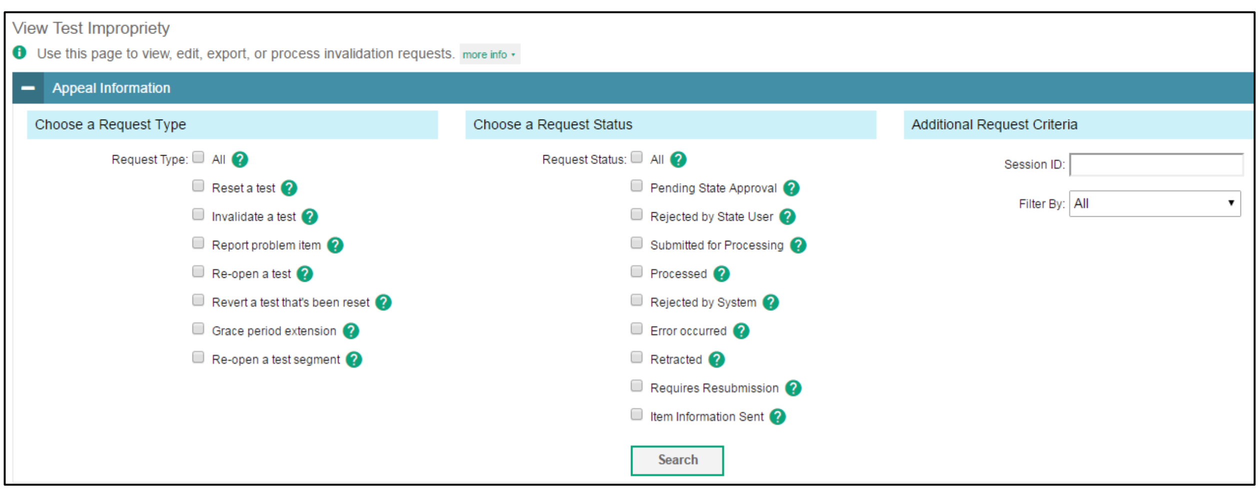
4. Click **Submit**. TIDE displays a confirmation message.

## Viewing Test Improprieties

*To view Test Improprieties:*

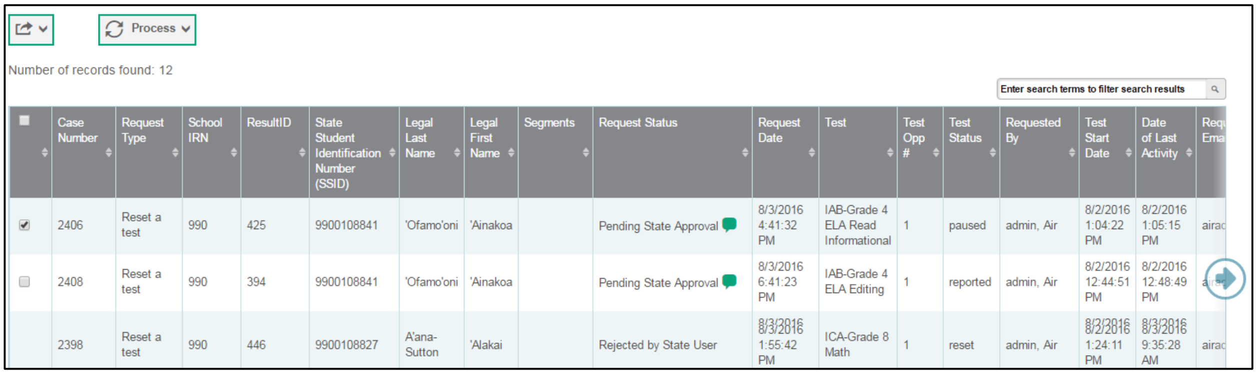
1. From the **Test Improprieties** task menu on the TIDE dashboard, select **View Test Impropriety**. The ***View Test Impropriety*** page appears (see Figure 40).

Figure 40. Selection Fields in the View Test Impropriety Page



2. Retrieve the Test Improprieties you want to view by following the procedure in the section Searching for Records. Figure 41 shows retrieved Test Improprieties.

Figure 41. Retrieved Test Improprieties



Process

Number of records found: 12

Enter search terms to filter search results

| | Case Number | Request Type | School IRN | ResultID | State Student Identification Number (SSID) | Legal Last Name | Legal First Name | Segments | Request Status | Request Date | Test | Test Opp # | Test Status | Requested By | Test Start Date | Date of Last Activity | Req Ema |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2406 | Reset a test | 990 | 425 | 9900108841 | 'Ofamo'oni | 'Ainakoa | | Pending State Approval | 8/3/2016 4:41:32 PM | IAB-Grade 4 ELA Read Informational | 1 | paused | admin, Air | 8/2/2016 1:04:22 PM | 8/2/2016 1:05:15 PM | airac |
| | 2408 | Reset a test | 990 | 394 | 9900108841 | 'Ofamo'oni | 'Ainakoa | | Pending State Approval | 8/3/2016 6:41:23 PM | IAB-Grade 4 ELA Editing | 1 | reported | admin, Air | 8/2/2016 12:44:51 PM | 8/2/2016 12:48:49 PM | airac |
| | 2398 | Reset a test | 990 | 446 | 9900108827 | A'ana-Sutton | 'Alakai | | Rejected by State User | 8/3/2016 1:55:42 PM | ICA-Grade 8 Math | 1 | reset | admin, Air | 8/2/2016 1:24:11 PM | 8/3/2016 9:35:28 AM | airac |

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

## Creating Test Improprieties Through File Uploads

If you have many Test Improprieties 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 Test Improprieties:*

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

2. Following the instructions in the section Uploading Records and using Table 11 as a reference, fill out the Test Impropriety template and upload it to TIDE.

Table 11 provides the guidelines for filling out the Test Impropriety template that you can download from the ***Upload Test Impropriety*** page.

Table 11. Columns in the Test Improprieties Upload File

| Column Name | Description | Valid Values |
|---|---|---|
| Type* | Type of test impropriety. | One of the following:<br>`Invalidate a test`<br>`Reset a test`<br>`Re-open a test`<br>`Grace Period Extension`<br>`Restore a test that was reset`<br>`Re-open a test segment` |

| Column Name | Description | Valid Values |
|---|---|---|
| Search Type* | Student field to search. | One of the following:<br>`Result ID`<br>`Session ID`<br>`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 test impropriety. | Up to 1,000 alphanumeric characters. |

*Required field.

Figure 42 is an example of an upload file that restores all tests associated with session ID `UAT-9444-1`.

Figure 42. Sample Test Impropriety 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 all of a student’s test opportunities and the status of those test opportunities.
- Test Completion Rates Report (Status of Students Tested): Summarizes the number and percentage of students who have started or completed a test.
- Test Status Code Report: Displays all the non-participation codes for a test administration.

## Plan and Manage Testing

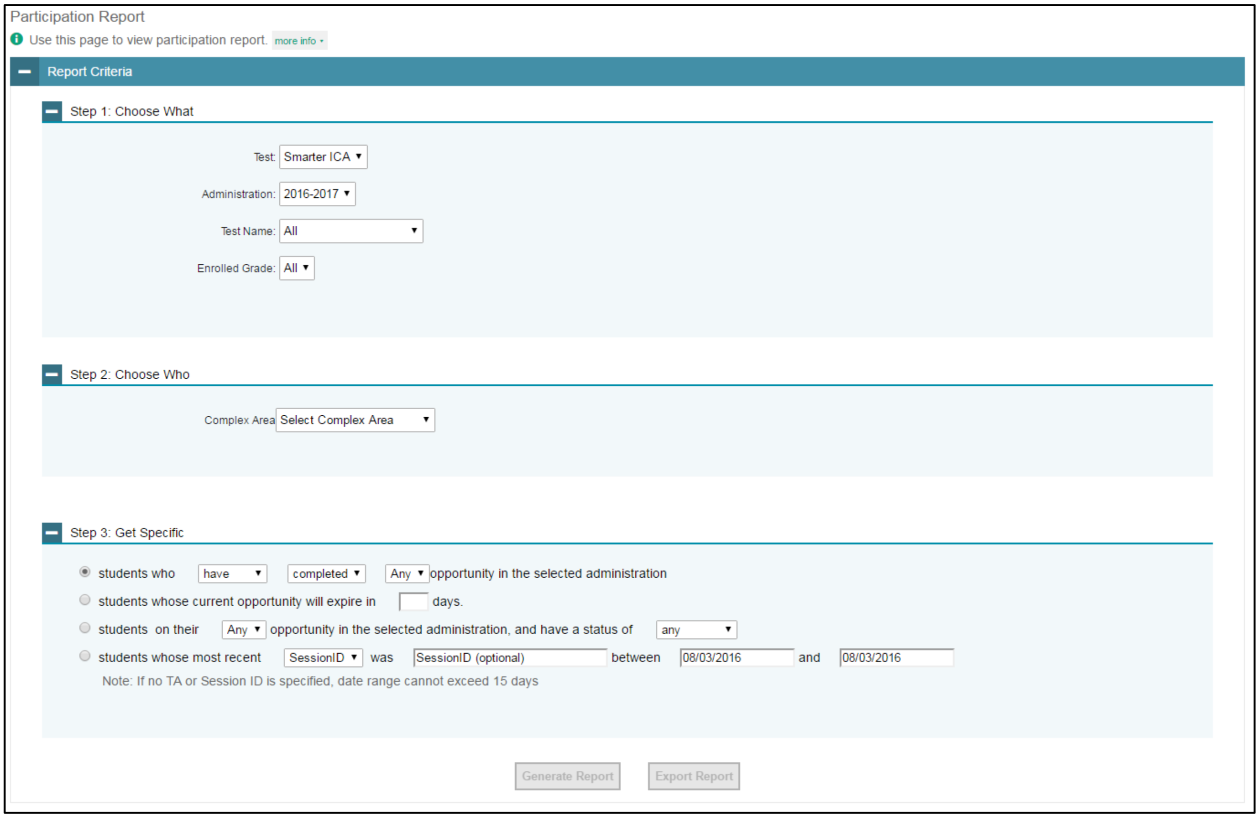
TIDE includes a Plan and Manage Testing report that details all of a student’s test opportunities and the status of those test opportunities.

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 43).

Figure 43. 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.

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

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

   a. From the **Complex Area** drop-down list, select a complex area if applicable.

   b. From the **Complex** drop-down list, select a complex if applicable.

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

d. *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.
   - Students whose current opportunity will expired in {**#**} 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 44 displays a sample Plan and Manage Testing report output, and Table 12 provides descriptions of the columns in this report.

Figure 44. Plan and Manage Testing Report

| Name | SSID | Enrolled Grade | Restricted Subjects | Current ELL | Test | Language | Opportunity | TA Name |
|---|---|---|---|---|---|---|---|---|
| Bnod, Nvrz | 9999990798 | 04 | | N | ICA-Grade 4 ELA CAT | ENU | 1 | DemoUser, TA |
| Tukw, Rmvs | 9999990014 | 04 | | N | ICA-Grade 4 ELA CAT | ENU | 1 | DemoUser, TA |

Table 12. 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. |
| Restricted Subjects | The subjects that the student is restricted (blocked) from taking tests in. |
| Current ELL | 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, Braille, Hawaiian, or Spanish). |
| Opportunity | The opportunity number for that student's specific record. |
| 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. |
| Results ID | The unique identifier linked to the student's results 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).<br>(This includes Restarts Within Grace Period—see below.) |
| Restarts Within Grace Period | The total number of times a student has resumed an opportunity within 30 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 30 minutes of two pauses but beyond 30 minutes after the third pause, this column shows two Restarts Within Grace Period).<br>A student has a grace period of 30 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 30 minutes, the test session will expire and the student will not be able to review any previous answers. |
| Date Started | The date when the first test item was presented to the student for that opportunity. |

| Attribute | Description |
|---|---|
| Date Completed | The date when the student submitted the test for scoring. |
| 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

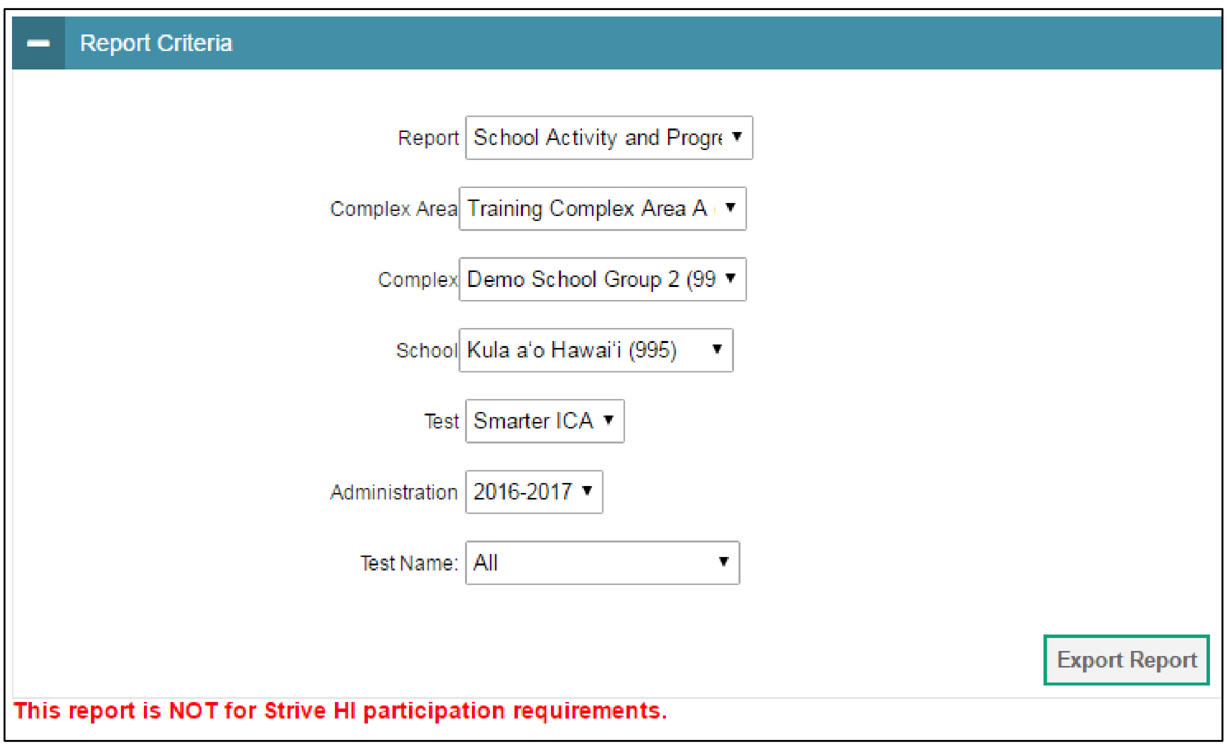
The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test.

*To review test completion rates:*

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

2. In the *Report Criteria* panel (see Figure 45), select the parameters for which tests to include in your report.

Figure 45. Test Completion Rates Search Fields




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

Figure 46 displays a sample Test Completion Rates report and Table 13 lists the columns in this report.

Figure 46. Test Completion Rates Report

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Date | Test Name | Opportunity | Total Student | Total Student Started | Total Student Completed | Percent Started | Percent Completed |
| 2 | 8/18/2016 1:00 | ICA-Grade 3 ELA CAT | 1 | 15706 | 0 | 0 | 0.00% | 0.00% |
| 3 | 8/18/2016 1:00 | ICA-Grade 3 ELA CAT | 2 | 15706 | 0 | 0 | 0.00% | 0.00% |
| 4 | 8/18/2016 1:00 | ICA-Grade 3 ELA CAT | 3 | 15706 | 0 | 0 | 0.00% | 0.00% |

Table 13. 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 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.

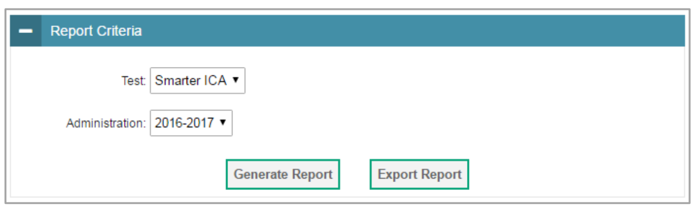
For more information about non-participation codes, see the section Managing Non-Participation Codes.

*To review explanations for non-participation:*

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 47), select search criteria for the test and administration.

Figure 47. Test Status Code Report Search Fields



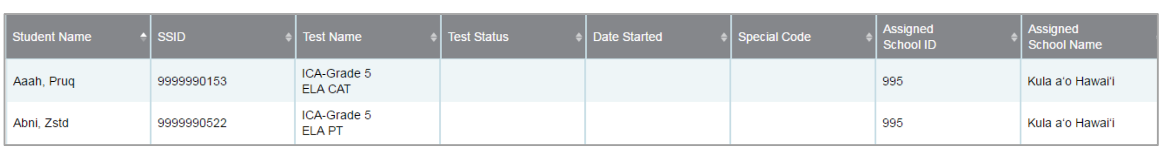

3. Do one of the following:

   ○ 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 48).

Figure 48. Test Status Code Report



| Student Name | SSID | Test Name | Test Status | Date Started | Special Code | Assigned School ID | Assigned School Name |
|---|---|---|---|---|---|---|---|
| Aaah, Pruq | 9999990153 | ICA-Grade 5 ELA CAT | | | | 995 | Kula a'o Hawai'i |
| Abni, Zstd | 9999990522 | ICA-Grade 5 ELA PT | | | | 995 | Kula a'o Hawai'i |

Table 14 lists the columns in the Test Status Code Report.

Table 14. 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. |

| | |
|---|---|
| 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 15 describes each status that a test opportunity can have.

Table 15. 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):<br>• The student paused his or her test by clicking the **Pause** button.<br>• The student idled for too long (more than 30 minutes) and the test was automatically paused.<br>• The test administrator stopped the session the student was testing in.<br>• The test administrator paused the individual student's test.<br>• 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.<br>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.<br>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 topic:

- Data Management

## Data Management

This section explains how to manage Non-Participation Codes 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 refusal or the student having a medical emergency. In such instances, you need to assign a reason for non-participation to the student's test so that the Online Reporting System (ORS) can accurately explain the non-participation.

Only one reason for non-participation can be selected for each test for which a student is eligible.

Table 16 lists the reasons for non-participation and their descriptions.

Table 16. Reasons for Non-Participation and Their Descriptions

| Reason for Non-Participation | Description |
|---|---|
| Not Applicable | Student took the test under standard testing conditions. |
| Absent | Student was not present during any part of the test administration period and was not able to make up the test. |
| Incomplete Administration | Student not able to complete the test due to an incomplete administration. |
| Medical Emergency | Student was unable to test during the testing window due to an unanticipated medical circumstance. |
| Meets 4140 Requirements | Parent submitted Form 4140: Exceptions to Compulsory School Attendance to withdraw his/her child from the Hawaii public school and public charter school system. |

| Reason for Non-Participation | Description |
|---|---|
| Out of State Residential Program | Student participated in an out-of-state residential program during the entire testing window and was not able to take the test. |
| Refusal - Parent | A parent or legal guardian has requested that the student not take the test. |
| Refusal - Student | Student chose to give up during testing or refused to start the test. |
| Test Invalidated | Student's test was invalidated due to a Testing Incident. |
| Truant | Student was truant throughout the entire testing window. |
| Wrong Test Administered | The wrong test was administered to the student. |
| Other | This category should be used only in rare cases that do not fall under the stated categories above. A clear description must be provided. |

Once you apply a reason for non-participation, that reason persists until it is changed.

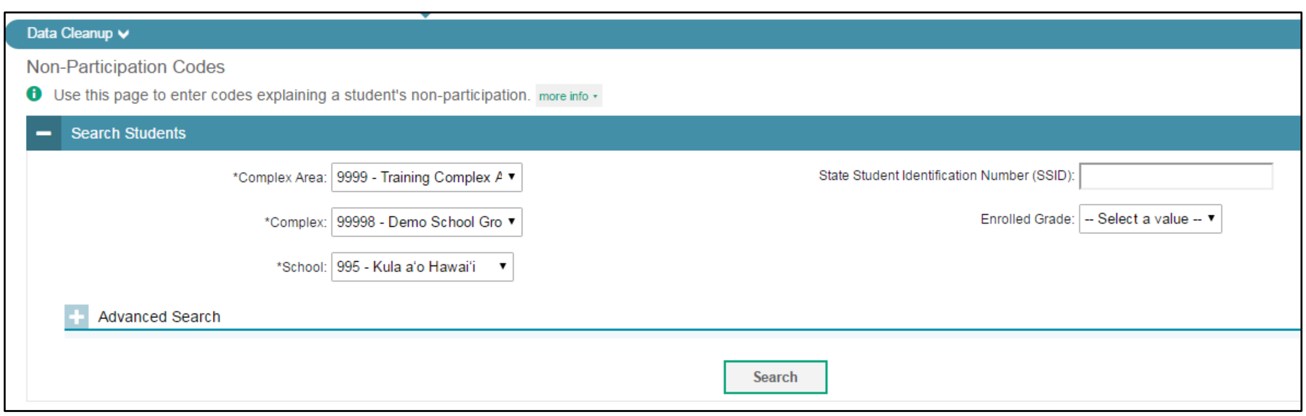
### Viewing and Editing a Student's Reasons for Non-Participation

This section explains how to view or edit a student's reasons for non-participation.

*To view or edit a student's reasons for non-participation:*

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The ***Non-Participation Codes*** page appears (see Figure 49).

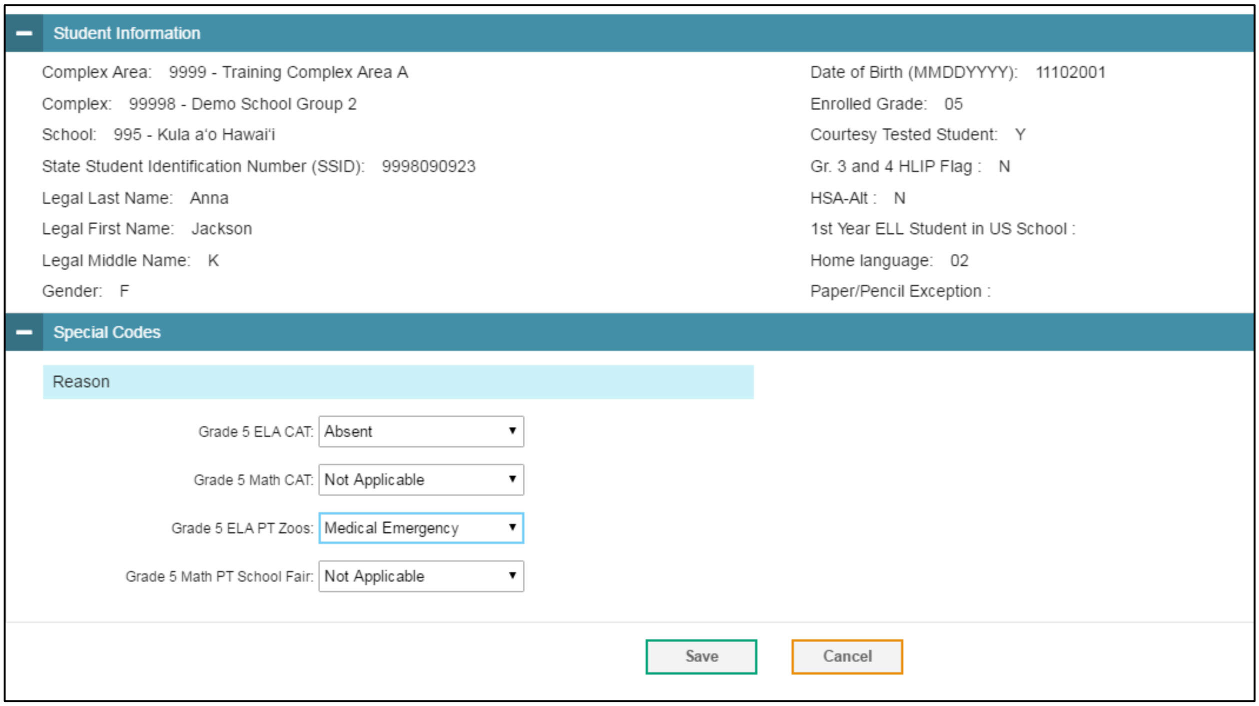
Figure 49. Fields in the Non-Participation Codes Page




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 reasons for non-participation in the *Special Codes* panel (see Figure 50).

Figure 50. Edit Non-Participation Codes




4. From the drop-down lists in the *Special Codes* panel, select the reason for non-participation for each available test, as required. For a listing of reasons for non-participation, see Table 16.

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 51 describes the entire processing flow for file uploads.

Figure 51. Upload Processing Flow

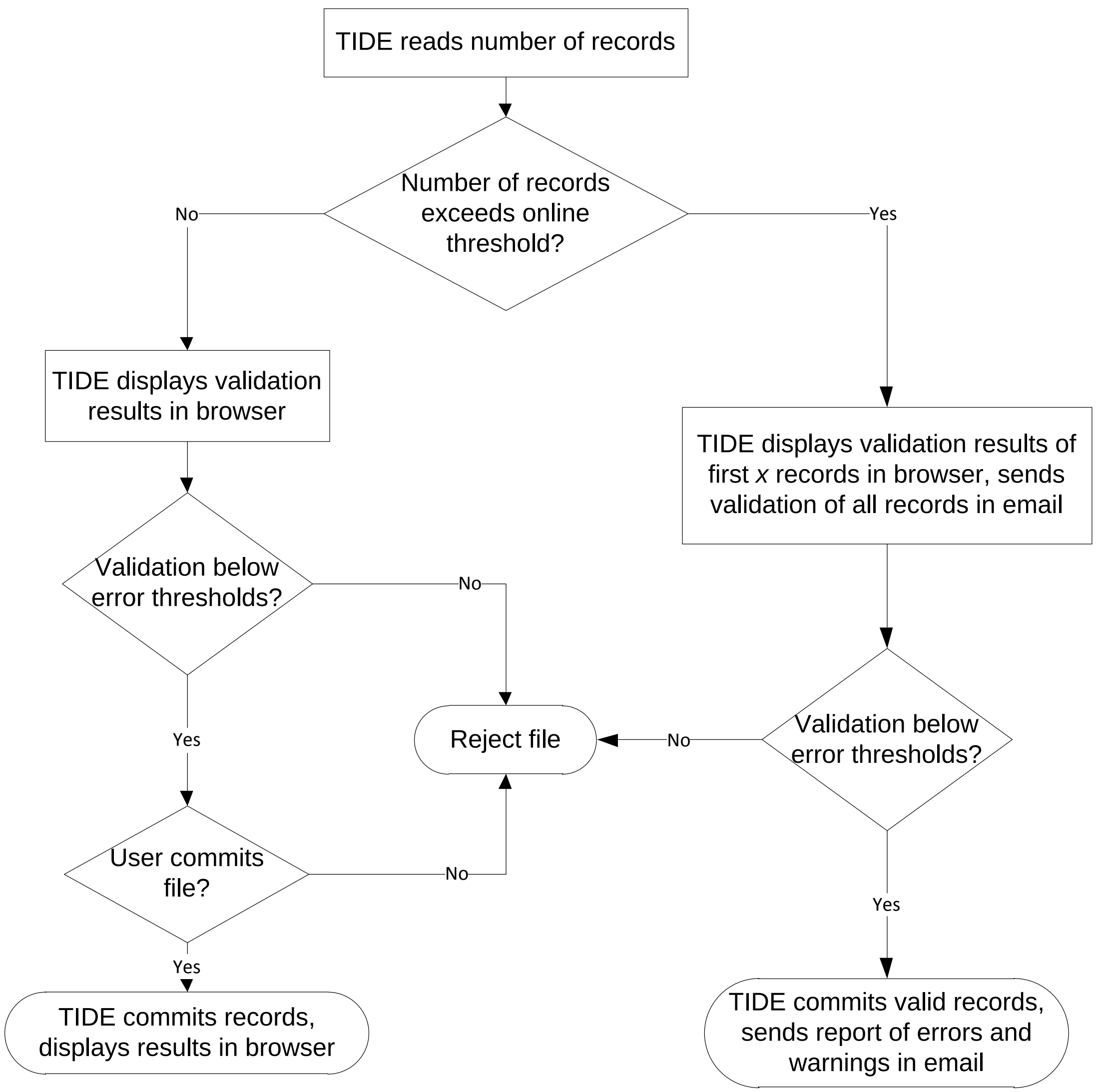


Table 17 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number *x* in Figure 51.

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 17. Record Thresholds for Offline Processing

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

# How TIDE Validates File Uploads

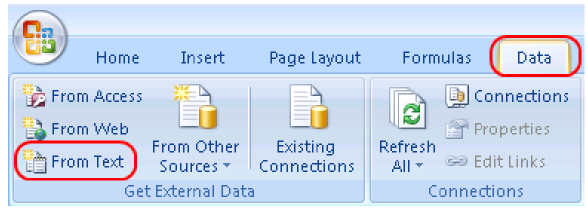
After you submit an upload file, TIDE applies two validations: layout and data.

- *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.

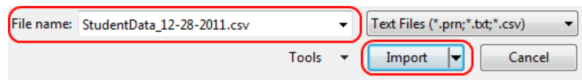
# Appendix B. Opening CSV Files in Excel 2007 or Later

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

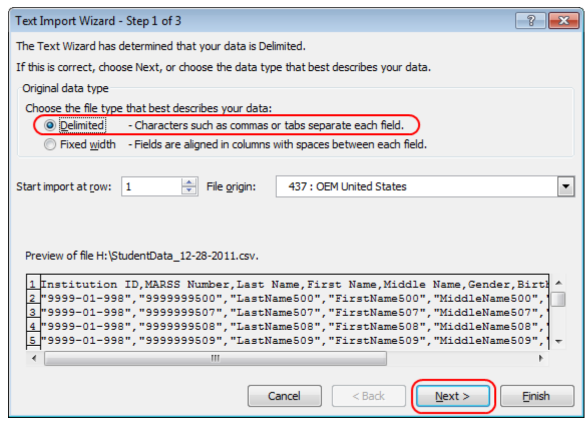
1. Open Microsoft Excel.
2. On the **Data** tab, in the **Get External Data** group, click **From Text**. The Import Text File dialog box appears.



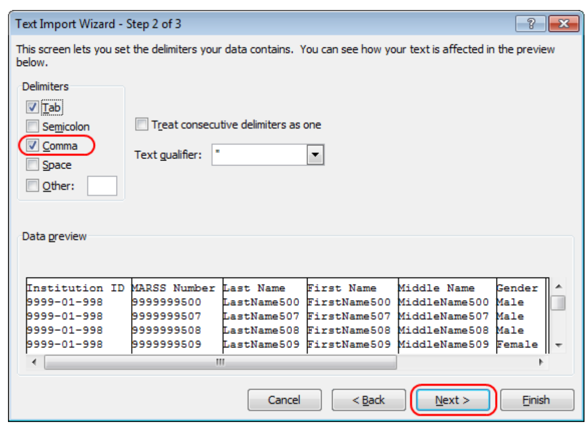

3. Navigate to the CSV file, and click **Import**. The Text Import Wizard appears.

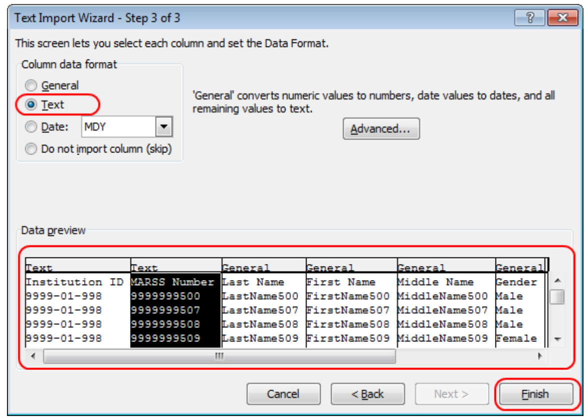



4. In Step 1 of the wizard, mark **Delimited**, and click **Next**.




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. User Support

For additional information and assistance in using TIDE, contact the Hawai‘i Statewide Assessment Program Help Desk.

The help desk is open Monday–Friday 7:30 a.m. to 4:00 p.m. HST (except holidays) or as otherwise indicated on the Hawai‘i Statewide Assessment Program Portal at alohahsap.org).

| **Hawai‘i Statewide Assessment Program Help Desk** |
| --- |
| Toll-Free Phone Support: 1-866-648-3712 |
| Email Support: hsaphelpdesk@air.org |

- If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. You may choose to use the *Help Desk Intake Form*, available on the alohahsap.org portal website in the **Resources >> Technology Coordinators** section.
- If the issue pertains to a student, provide the SSID and associated 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 31 or Mac OS 10.7 and Safari 6).

# Appendix D. Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

| Location | Change | Date |
|---|---|---|
| Activating Your TIDE Account (Section II)<br>About the TIDE Dashboard (Section III)<br>Downloading and Installing Voice Packs (Section III)<br>Managing Rosters (Section IV)<br>Table 9. Statuses of Test Improprieties (Section V) | Minor edits for clarity. | 9/28/16 |
| System Requirements (Section I)<br>Switching Between AIR Systems (Section III)<br>Printing Students Associated with a Roster (Section IV)<br>Printing Test Tickets for Students in a Roster (Section IV)<br>Printing Test Settings for Students in a Roster (Section IV) | New sections added. | 9/28/16 |
| Table 6. User Access to Edit Test Settings and Tools | New table added. | 10/10/16 |
| Table 2. Fields in the Edit User Page<br>Table 3. Columns in the User Upload File<br>Deleting Rosters (Section IV)<br>Table 7. Columns in the Rosters Upload File<br>Administering Tests (Section V) | Minor edits for clarity. | 12/8/16 |
| Downloading an Installing Voice Packs (Section III)<br>Table 5. Fields in the Test Settings and Tools Panel<br>Table 11. Columns in the Test Improprieties Upload File<br>Plan and Manage Testing (Section V) | Minor edits for clarity. | 12/22/16 |
| Downloading Files from Inbox (Section III) | New section added. | 2/9/17 |
| Performing Actions on Records (Section III)<br>Viewing/Editing Students (Section IV) | Incorporated updates. | 2/9/17 |
| Managing Non-Participation Codes (Section VI) | Removed reference to attemptedness. | 2/17/17 |

| Location | Change | Date |
|---|---|---|
| Plan and Manage Testing (Section V) | Updated to include note about the "Teacher" drop-down list. | 5/3/17 |
| Establishing Contact and Shipping Information (Section IV) | New section added. | 5/3/17 |