



TIDE Tasks for Test Coordinators



This document provides district test coordinators with information about TIDE and includes a summary of key tasks.

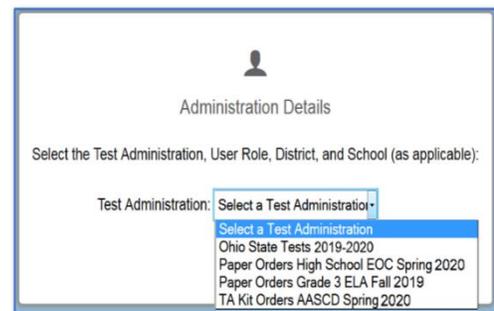
Overview

District test coordinators use the Test Information Distribution Engine ([TIDE](#)) to complete administrative tasks for Ohio's State Tests in English language arts, mathematics, science and social studies, the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD), the Ohio English Language Proficiency Assessment (OELPA), the Ohio English Language Proficiency Screener (OELPS) and the Ohio Graduation Tests (OGT). District test coordinators access TIDE via the [Ohio's State Tests Portal](#), the [Ohio Alternate Assessment Portal](#) or the [Ohio English Language Proficiency Assessments Portal](#).

Selecting an Administration

When authorized users log into TIDE, they select the appropriate administration as they become available throughout the school year:

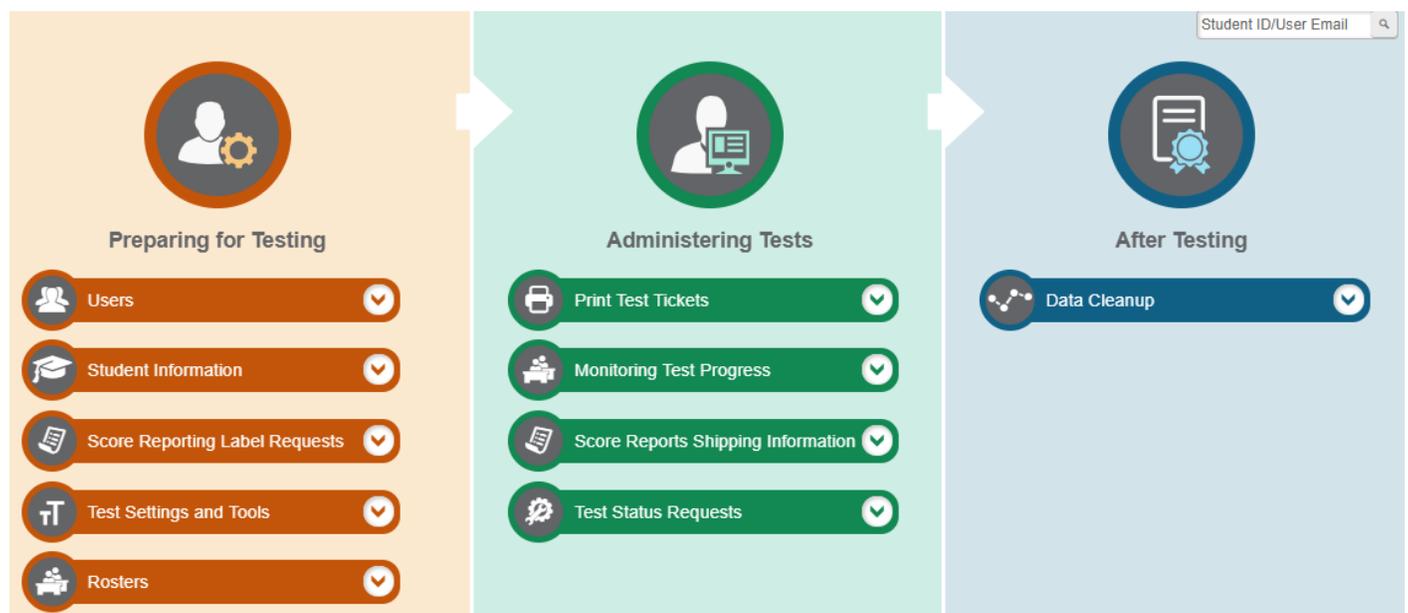
- Ohio State Tests 2020-2021
- Paper Orders Grade 3 ELA (fall, summer)
- Paper Orders Grade 3-8 (spring)
- Paper Orders High School EOC (fall, spring, summer)
- TA Kit Orders AASCD (spring)
- Paper Orders OELPA (spring)



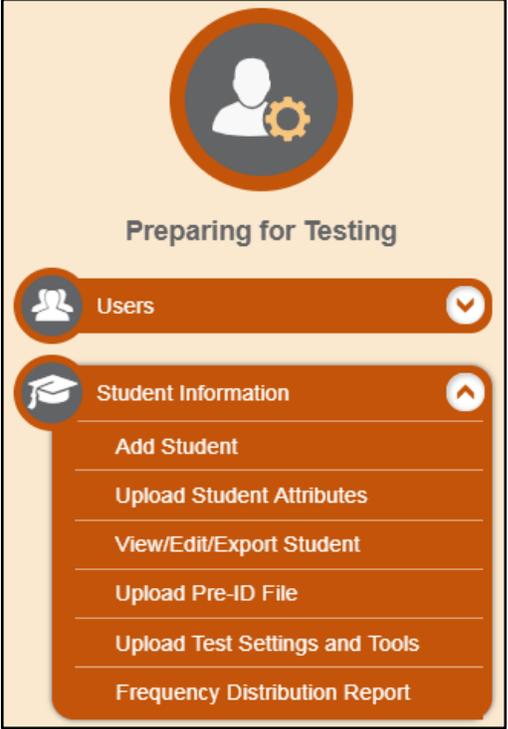
Select Test Administration Screen in TIDE

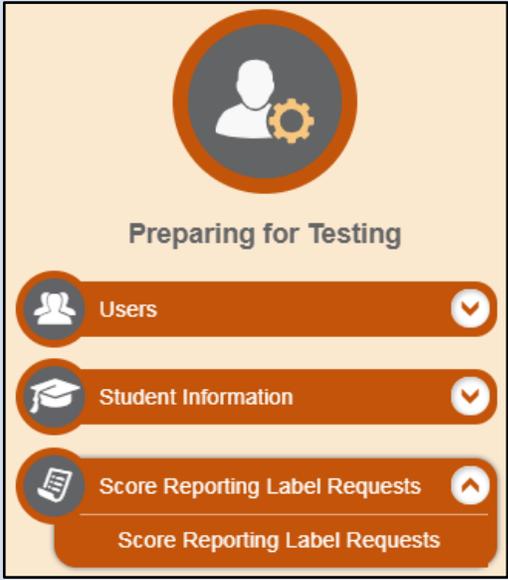
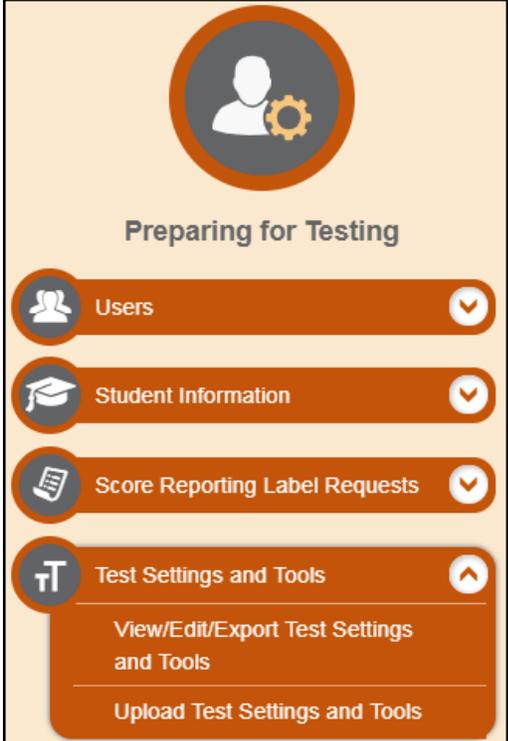
Tasks Under the “Ohio State Tests 2020-2021” Administration

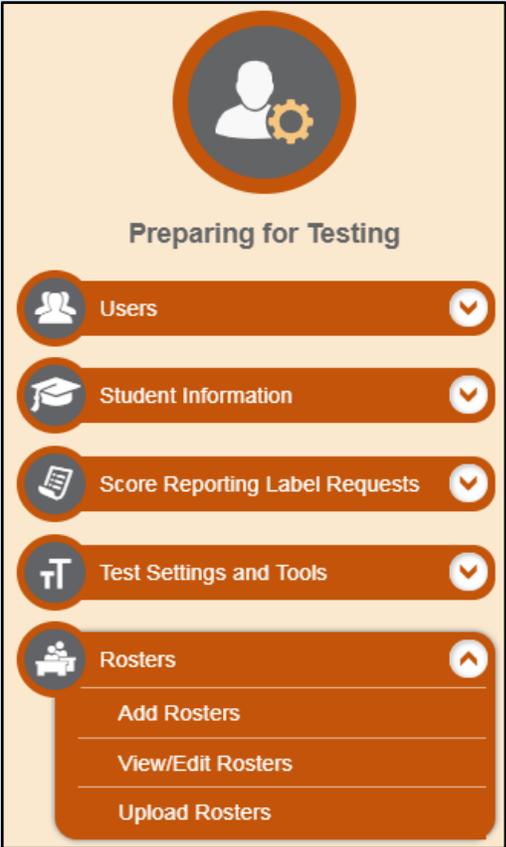
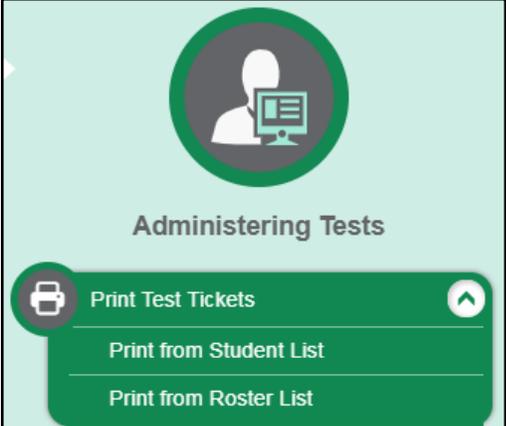
The Ohio State Tests 2020-2021 administration includes tasks that are common across all administrations.

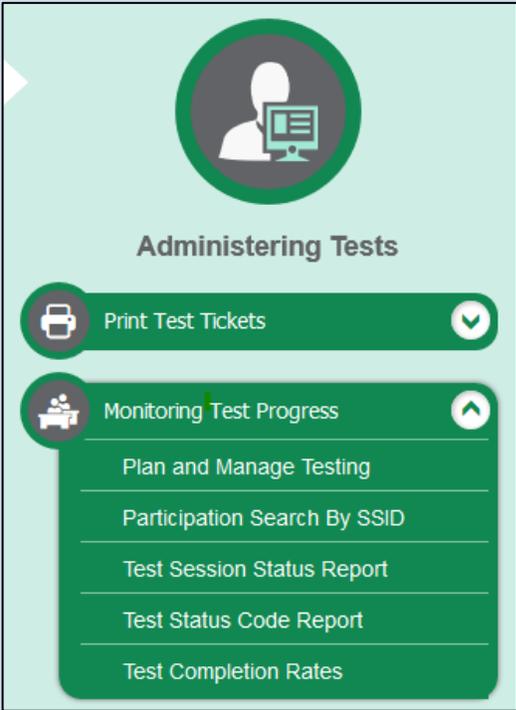
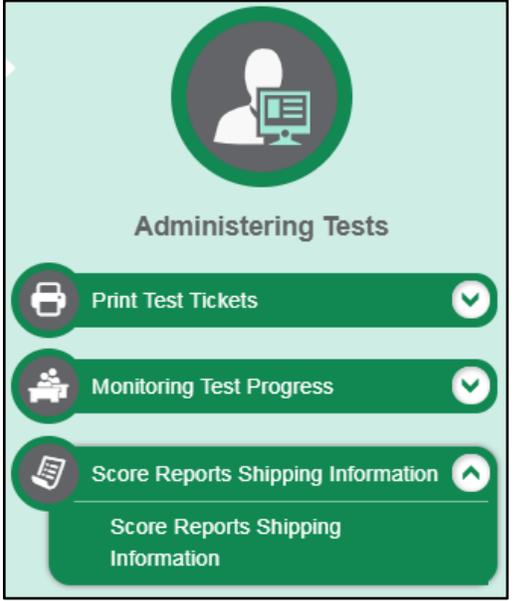


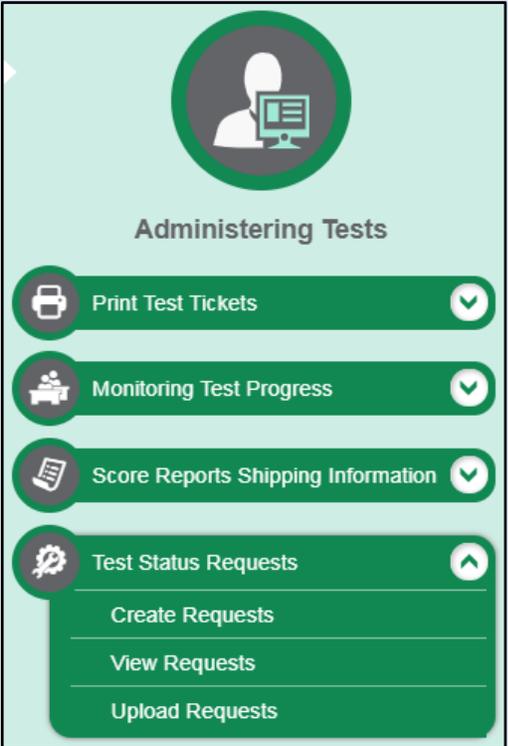
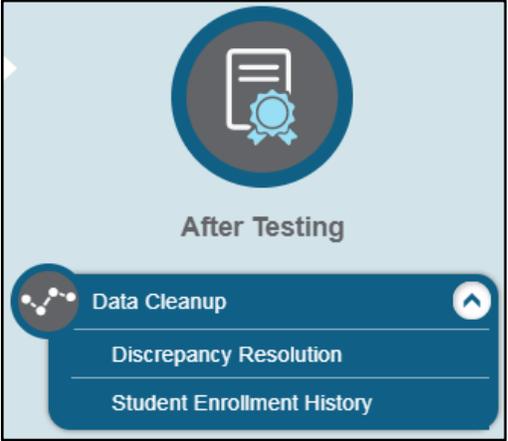
Tasks available under “Ohio State Tests 2020-2021” administration contain information and actions that affect all administrations during the school year. For example, districts will add all students taking any of Ohio’s State Tests (OST), the Ohio English Language Proficiency (OELPA), the Ohio English Language Proficiency Screener (OELPS), the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD), or Ohio Graduation Tests (OGT) under the Student Information task. Similarly, district test coordinators will use the Users task to create, delete or edit users who are involved in any administration.

Task	Guidance	Location in TIDE
<p>Users</p>	<p>The Users task is required for districts and schools administering any Ohio assessment.</p> <p>District test coordinators (DTCs) are responsible for creating (or delegating the creation of) accounts for users in their district and schools in advance of the test window(s).</p> <p>Refer to the User Role Matrix and User Management Guidance Document for more information.</p>	 <p>The screenshot shows the 'Preparing for Testing' section of the TIDE interface. A large orange circle icon with a person and a gear is at the top. Below it, the text 'Preparing for Testing' is displayed. A dropdown menu is open, showing 'Users' as the selected option. Other options in the menu include 'Add User', 'View/Edit/Export User', and 'Upload Users'.</p>
<p>Student Information</p>	<p>The Student Information task is required for all districts participating in any Ohio assessment. Districts must preidentify all students.</p> <p>Districts (or their information technology centers) must preidentify students using the 2020-2021 Ohio Pre-ID File Layout. The layout includes fields that designate which test(s) students are eligible to take.</p> <p>Students who are testing online cannot access the Student Testing Site until district test coordinators or building test coordinators preidentify them in TIDE.</p> <p>Test administrators and teachers cannot enter responses for AASCD, OELPA, OELPS, or OGT students that tested on paper into the Data Entry Interface (DEI) until district test coordinators have preidentified the students in TIDE.</p> <p>Districts testing OST students on paper must submit Pre-ID data by the posted deadline for the administration to ensure receipt of printed Pre-ID labels. Alternatively, districts can print on-demand Pre-ID labels in TIDE. Pre-ID labels are not required for tests that use the DEI.</p> <p>Refer to the Guidance Document for 2019-2020 Ohio Pre-ID Files for more information.</p>	 <p>The screenshot shows the 'Preparing for Testing' section of the TIDE interface. A large orange circle icon with a person and a gear is at the top. Below it, the text 'Preparing for Testing' is displayed. A dropdown menu is open, showing 'Student Information' as the selected option. Other options in the menu include 'Add Student', 'Upload Student Attributes', 'View/Edit/Export Student', 'Upload Pre-ID File', 'Upload Test Settings and Tools', and 'Frequency Distribution Report'.</p>

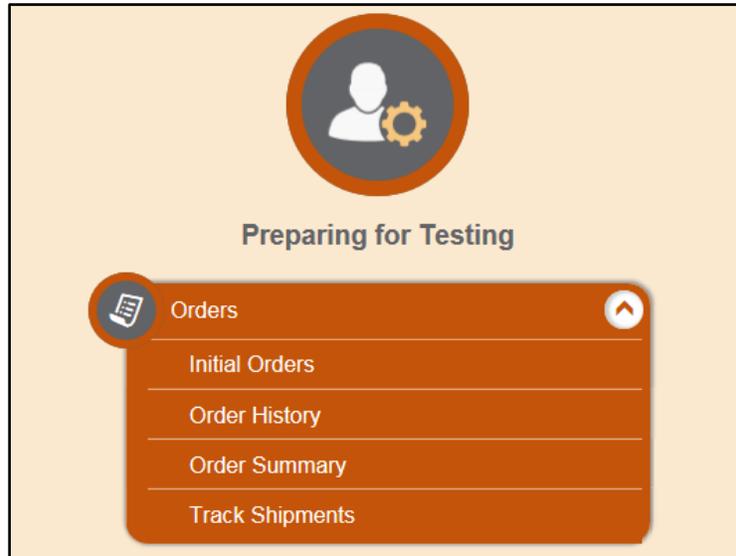
Task	Guidance	Location in TIDE
<p>Score Reporting Label Requests</p>	<p>Authorized users can access the Score Reporting Label Requests task to request printed score reporting labels. Districts that wish to receive score report labels must access and request score report labels by the close of each administration’s test window.</p> <p>Score reporting labels, for those districts that indicated yes, will ship to the address indicated in the Score Reports Shipping Information task.</p> <p><i>This task only applies to OST.</i></p>	 <p>The screenshot shows the 'Preparing for Testing' menu in TIDE. At the top is a circular icon with a person and a gear. Below it, the text 'Preparing for Testing' is centered. There are four menu items, each with an icon and a dropdown arrow: 'Users' (person icon), 'Student Information' (graduation cap icon), 'Score Reporting Label Requests' (document with checkmark icon), and 'Score Reporting Label Requests' (document with checkmark icon). The 'Score Reporting Label Requests' item is highlighted in a darker orange color, and its sub-menu is visible, showing 'Score Reporting Label Requests'.</p>
<p>Test Settings and Tools</p>	<p>The Student Testing Site includes several accessibility features and accommodations that authorized users can turn on or off on a student-by-student basis in advance of testing. Refer to Ohio’s Accessibility Manual for guidance regarding accessibility features and accommodations.</p> <p>Authorized users can upload a file to TIDE or manually edit student records in TIDE to adjust student settings for students testing online.</p> <p>Teachers and test administrators also can adjust student settings in the TA (Test Administrator) Interface on test day while approving students to test online. See the Test Administrator Interface User Guide for more information.</p>	 <p>The screenshot shows the 'Preparing for Testing' menu in TIDE. At the top is a circular icon with a person and a gear. Below it, the text 'Preparing for Testing' is centered. There are four menu items, each with an icon and a dropdown arrow: 'Users' (person icon), 'Student Information' (graduation cap icon), 'Score Reporting Label Requests' (document with checkmark icon), and 'Test Settings and Tools' (TT icon). The 'Test Settings and Tools' item is highlighted in a darker orange color, and its sub-menu is visible, showing 'View/Edit/Export Test Settings and Tools' and 'Upload Test Settings and Tools'.</p>

Task	Guidance	Location in TIDE
<p>Rosters</p>	<p>The Rosters task serves three potential purposes:</p> <ul style="list-style-type: none"> Organizing students into groups to print test tickets; Organizing students for tracking test completion; and Assigning students to personnel for online score reports. <p>See the TIDE User Guide and the Online Reporting System User Guide for more information on using rosters.</p>	 <p>Preparing for Testing</p> <ul style="list-style-type: none"> Users Student Information Score Reporting Label Requests Test Settings and Tools Rosters <ul style="list-style-type: none"> Add Rosters View/Edit Rosters Upload Rosters
<p>Print Test Tickets</p>	<p>Authorized users can access the Print Test Tickets task to print test tickets.</p> <p>Test tickets are a PDF that contains student information needed for the student to sign into the Student Testing Site (exclusive of the Session ID) or for test administrators to sign into the Data Entry Interface (DEI). This task is optional.</p> <p>Refer to the TIDE User Guide for additional information on printing test tickets.</p>	 <p>Administering Tests</p> <ul style="list-style-type: none"> Print Test Tickets <ul style="list-style-type: none"> Print from Student List Print from Roster List

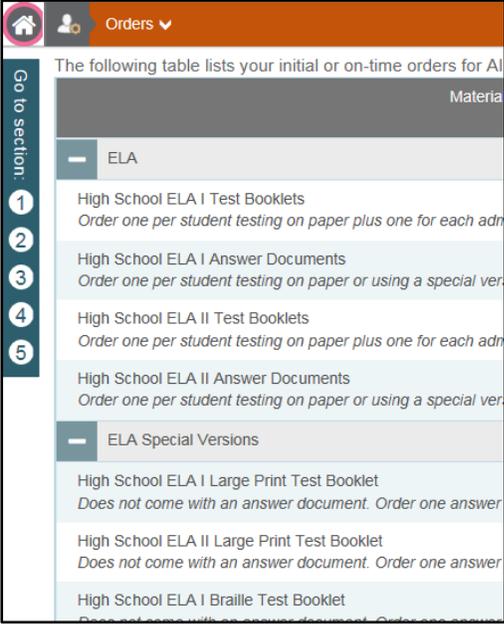
Task	Guidance	Location in TIDE
<p>Monitoring Test Progress:</p> <p>Plan and Manage Testing</p> <p>Test Completion Rates</p> <p>Test Status Code Report</p> <p>Participation Search by SSID</p> <p>Test Session Status Report</p>	<p>Authorized users can access the Monitoring Test Progress task to generate various reports that provide information about the progress of online testing and data entry. Information on paper testing is not included on any of the reports generated.</p> <p>The Plan and Manage Testing task provides districts with reports detailing all of a student's test opportunities and the status of those test opportunities.</p> <p>The Test Completion Rate task provides districts with reports summarizing the number and percentage of students who have started and completed a test.</p> <p>The Test Status Code Report task allows district users to review the status of all students in the district eligible for an online or data entry test.</p> <p>The Participation Search by SSID task allows users to generate participation reports for specific students by SSID.</p> <p>The Test Session Status Report allows test coordinators to monitor test sessions in their school(s) in near real-time.</p>	 <p>The screenshot shows the 'Administering Tests' menu in TIDE. At the top is a circular icon with a person and a computer. Below it, the menu items are: 'Print Test Tickets' (with a printer icon and a dropdown arrow), 'Monitoring Test Progress' (with a person and computer icon and an up arrow), 'Plan and Manage Testing', 'Participation Search By SSID', 'Test Session Status Report', 'Test Status Code Report', and 'Test Completion Rates'.</p>
<p>Score Reports Shipping Information</p>	<p>Authorized users can access the Score Reports Shipping Information task to establish shipping contact information for the district's printed score reports.</p> <p>The contact and shipping information in this task will be used to ship printed score reports and printed score report labels (if requested in the Score Reporting Label Requests task) to the district.</p> <p>To update the score reports shipping address information, the district test coordinator must contact the Ohio Help Desk at 1-877-231-7809.</p> <p><i>This task does not apply to OELPS or OGT.</i></p>	 <p>The screenshot shows the 'Administering Tests' menu in TIDE. At the top is a circular icon with a person and a computer. Below it, the menu items are: 'Print Test Tickets' (with a printer icon and a dropdown arrow), 'Monitoring Test Progress' (with a person and computer icon and a dropdown arrow), 'Score Reports Shipping Information' (with a document icon and an up arrow), and 'Score Reports Shipping Information'.</p>

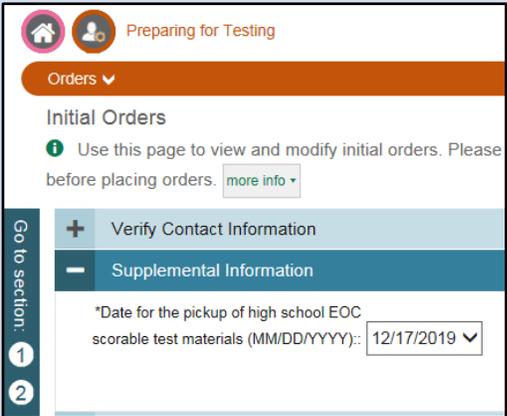
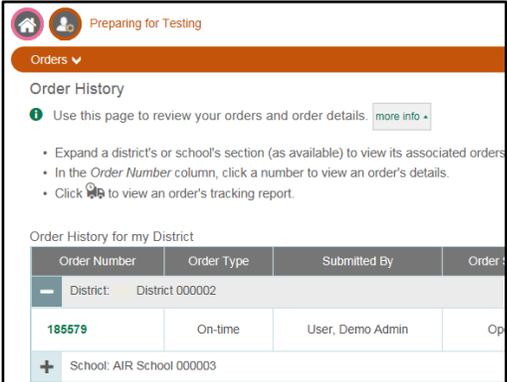
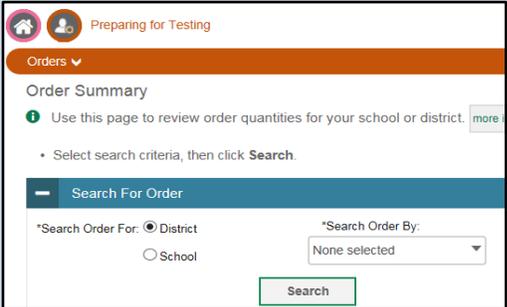
Task	Guidance	Location in TIDE
<p>Test Status Requests</p>	<p>Test status requests, such as reopen a test, reset a test, and invalidations, are available under the Test Status Requests task. District test coordinators access this task as needed.</p> <p>Guidance for test status requests can be found in each respective test administration manual.</p> <p>All test status requests are submitted to the Department for approval. District test coordinators can submit test status requests throughout the designated test windows.</p>	 <p>The screenshot shows a green-themed interface titled "Administering Tests". At the top is a circular icon of a person at a computer. Below the title are four main menu items, each with a circular icon and a dropdown arrow: "Print Test Tickets", "Monitoring Test Progress", "Score Reports Shipping Information", and "Test Status Requests". The "Test Status Requests" item is expanded, showing three sub-options: "Create Requests", "View Requests", and "Upload Requests".</p>
<p>Data Cleanup:</p> <p>Discrepancy Resolution</p> <p>Student Enrollment History</p>	<p>District test coordinators use the Data Cleanup tasks in TIDE to identify and resolve discrepant records for students who tested using paper tests.</p> <p>Upon resolution of discrepant records, student results data will flow into the Online Reporting System.</p> <p>Please see the Discrepancy Resolution Guidance document for more information.</p> <p><i>This task only applies to OST and OELPA.</i></p>	 <p>The screenshot shows a blue-themed interface titled "After Testing". At the top is a circular icon of a document with a gear. Below the title are three main menu items, each with a circular icon and a dropdown arrow: "Data Cleanup", "Discrepancy Resolution", and "Student Enrollment History".</p>

Tasks Under the “Paper Orders” Administrations



Task	Guidance	Location
<p>Initial Orders: Verify Contact Information</p>	<p>The Verify Contact Information task is required for districts to place orders for OST, OELPA and AASCD administrations. District test coordinators must verify the contact information to access the Orders task.</p> <p>The Verify Contact Information task lists the primary point of contact for the chosen administration, as well as the shipping address. The shipping address reflects the location to which the test contractor will deliver paper materials.</p> <p>Districts may have separate shipping addresses for each paper administration. For example, a district may have one shipping address for the OST grades 3-8 materials and another address for the OST high school materials. To update the shipping address information, the district test coordinator must contact the Ohio Help Desk at 1-877-231-7809.</p>	

Task	Guidance	Location
<p>Initial Orders (On-Time) & Additional Orders</p>	<p>District test coordinators must complete the Orders task if administering:</p> <ul style="list-style-type: none"> • OST on paper; • OELPA on paper; • AASCD on full paper; or • AASCD on supplemental paper <p><u>Ohio's State Tests (OST)</u> District test coordinators (DTCs) place initial orders during the on-time order window (see the Important Dates) for each school. DTCs cannot place orders at the district level during the on-time window. Important note regarding grade 3 board resolution districts that selected paper: These districts must confirm contact information, indicate a supplemental pick-up date and click Save on the Search Order screen in TIDE by the end of the <u>on-time window</u>. Resolution districts will receive one scorable test booklet for each student preidentified in TIDE as of the close of on-time order window for the fall and spring administrations. These districts will not place an order for scorable test booklets during the on-time order window for the subject(s) indicated in the board resolution.</p> <p>During the additional order window (see the Important Dates), districts can place additional orders at the school or district levels. All orders are subject to Department approval.</p> <p><u>OELPA</u> District test coordinators (DTCs) testing students on paper will place on-time orders for K-12 test materials during the on-time order window. DTCs can also order additional paper materials during the additional order window (see the Important Dates). All orders are subject to Department approval.</p> <p><u>AASCD</u> There will be no preloads for AASCD test materials for the 2020-2021 school year. District test coordinators (DTCs) will place on-time orders at the school level. During the additional order window, orders can only be placed at the district-level (see the Important Dates). All AASCD orders are subject to Department approval.</p>	 <p>The screenshot shows the 'Orders' section of the TIDE system. It features a navigation menu on the left with numbered items 1 through 5. The main content area displays a list of materials under the 'ELA' category. The items include:</p> <ul style="list-style-type: none"> High School ELA I Test Booklets (Order one per student testing on paper plus one for each ad) High School ELA I Answer Documents (Order one per student testing on paper or using a special ver) High School ELA II Test Booklets (Order one per student testing on paper plus one for each ad) High School ELA II Answer Documents (Order one per student testing on paper or using a special ver) High School ELA I Large Print Test Booklet (Does not come with an answer document. Order one answer) High School ELA II Large Print Test Booklet (Does not come with an answer document. Order one answer) High School ELA I Braille Test Booklet (Does not come with an answer document. Order one answer)

Task	Guidance	Location
<p>Initial Orders: Supplemental Information</p>	<p>District test coordinators will indicate a pick-up date for their scorable materials under the Supplemental Information task during the on-time order window. This date must be one business day after the conclusion of paper testing. If the district does not know their pickup date this can be left blank and the district will need to schedule their own UPS pickup following procedures in the manual</p> <p><i>This task only applies to OST.</i></p>	
<p>Order History</p>	<p>District test coordinators use the Order History task to view order details, view packing lists, and track shipments of paper test materials to the district.</p>	
<p>Order Summary and Order Quantity Reports</p>	<p>District test coordinators use the Order Summary and Order Quantity Reports to view a summary of on-time and/or additional order material quantities.</p>	
<p>Track Documents (Answer Document Tracking)</p>	<p>After the test windows have closed, the Answer Document Tracking task in TIDE will list all scorable documents the test contractor shipped to the district and each document's return status. District test coordinators with paper testers should access this task to verify the return of their district's scorable documents.</p> <p><i>This task only applies to OST.</i></p>	