

# Test Information and Distribution Engine User Guide

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*Prepared by Cambium Assessment, Inc.*



## Table of Contents

<b>Test Information and Distribution Engine User Guide</b> .....	<b>i</b>
Introduction to the Test Information and Distribution Engine (TIDE) .....	1
Three Things All TIDE Users Must Know How To Do .....	2
How to add records one at a time .....	2
How to modify existing records one at a time .....	4
How to add or modify multiple records at once .....	5
How to Activate Your Account & Log in to & out of TIDE .....	8
How to activate your account .....	8
How to reactivate your account at the beginning of the school year .....	9
How to log in to TIDE .....	11
How to log out of TIDE .....	12
How District-level Users Perform Tasks in TIDE .....	13
How District-level Users Perform Tasks in TIDE Before Testing Begins .....	13
How District-level Users Set Up User Accounts in TIDE .....	13
How district-level users add new user accounts one at a time .....	13
How district-level users modify existing user accounts one a time .....	14
How district-level users add or modify multiple user accounts all at once .....	15
How District-level Users Register Students for Testing .....	15
How district-level users add new student accounts one at a time .....	15
How district-level users modify existing student accounts one at a time .....	16
How district-level users add or modify multiple student accounts all at once .....	17
How district-level users transfer students between schools or districts .....	17
How district-level users specify student accommodations and test tools .....	18
How district-level users upload student accommodations and test tools .....	18
How district-level users view student distribution report .....	19
How district-level users upload student attributes .....	20
How district-level users print PreID labels from student lists .....	20
How District-level Users Manage Rosters .....	21
How district-level users add new rosters one at a time .....	22
How district-level users modify existing rosters one at a time .....	24
How district-level users add or modify multiple classes all at once .....	25
How district-level users print PreID labels from roster lists .....	25
How District-level Users Manage Orders for Paper Testing Materials .....	26
How district-level users review orders placed before test administration .....	26

## Test Information and Distribution Engine User Guide

How district-level users place orders for additional paper testing materials.....	29
How district-level users track shipments of paper testing materials.....	30
How district-level users view order history reports .....	31
How district-level users view order summary reports .....	31
How District-level Users Track Return of Paper Scorable Documents .....	32
How District-level Users Use TIDE during Test Administration .....	32
How District-level Users Print Test Tickets .....	32
How district-level users print test tickets from student lists.....	33
How district-level users print test tickets from class lists .....	34
How District-level Users Manage Test Status Requests .....	35
How district-level users add new test status requests one at a time.....	35
How district-level users modify existing test status requests one at a time.....	36
How district-level users add multiple test status requests all at once .....	37
How District-level Users Monitor Test Progress.....	37
How district-level users view report of students' current test status.....	37
How district-level users view report of students' current test status by student ID.....	40
How district-level users view report of test completion rates .....	40
How district-level users view report of test status codes .....	41
How district-level users view test session status reports.....	42
How District-level Users Use TIDE after Testing.....	44
How district-level users resolve discrepancies.....	44
How district-level users resolve student-not-found discrepancies .....	44
How district-level users resolve duplicate test discrepancies .....	50
How district-level users resolve non-matching school discrepancies .....	51
How district-level users correct student enrollment information.....	53
How School-level Users Perform Tasks in TIDE .....	57
How School-level Users Perform Tasks in TIDE Before Testing Begins .....	57
How School-level Users Set up User Accounts in TIDE.....	57
How School-level Users Register Students for Testing.....	57
How School-level Users Manage Rosters.....	58
How School-level Users Use TIDE During Test Administration.....	58
How School-level Users Print Test Tickets .....	58
How School-level Users Monitor Test Progress.....	58
How Teachers and Test Administrators Perform Tasks in TIDE .....	60
How Teachers and Test Administrators Perform Tasks in TIDE Before Testing .....	60

## Test Information and Distribution Engine User Guide

How Teachers and Test Administrators View User Accounts in TIDE.....	60
How Teachers and Test Administrators Manage Student Information.....	60
How Teachers Manage Rosters .....	60
How Teachers and Test Administrators Use TIDE During Testing.....	61
How Teachers and Test Administrators Print Test Tickets.....	61
How Teachers and Test Administrators Monitor Test Progress .....	61
Appendix.....	62
A .....	62
Account Information.....	62
C .....	62
Changing Your Associated Test Administration, Institution, or Role.....	62
Columns in the Additional Orders Page.....	63
Columns in the Answer Document Report.....	63
Columns in the Test Status Request Upload File.....	64
Columns in the Attributes Upload File.....	65
Columns in the Detailed Session Report Page .....	65
Columns in the Initial Orders Page .....	66
Columns in the Order Details Form .....	66
Columns in the Order History Page .....	66
Columns in the Plan and Manage Testing Report.....	67
Columns in the Roster Upload File .....	68
Columns in the Student Upload File .....	68
Columns in the Summary Session Report Page .....	68
Columns in the Test Completion Rate Report.....	69
Columns in the Test Settings Upload File .....	69
Columns in the Test Status Code Report.....	70
Columns in the User Upload File .....	71
D .....	72
Deleting Records from TIDE.....	72
E .....	72
Exporting Records in TIDE .....	72
F.....	73
Fields in the Student Information Panel .....	73
Fields in the Eligibility Panel .....	73
Fields in the Additional Student Data Panel.....	74

Test Information and Distribution Engine User Guide

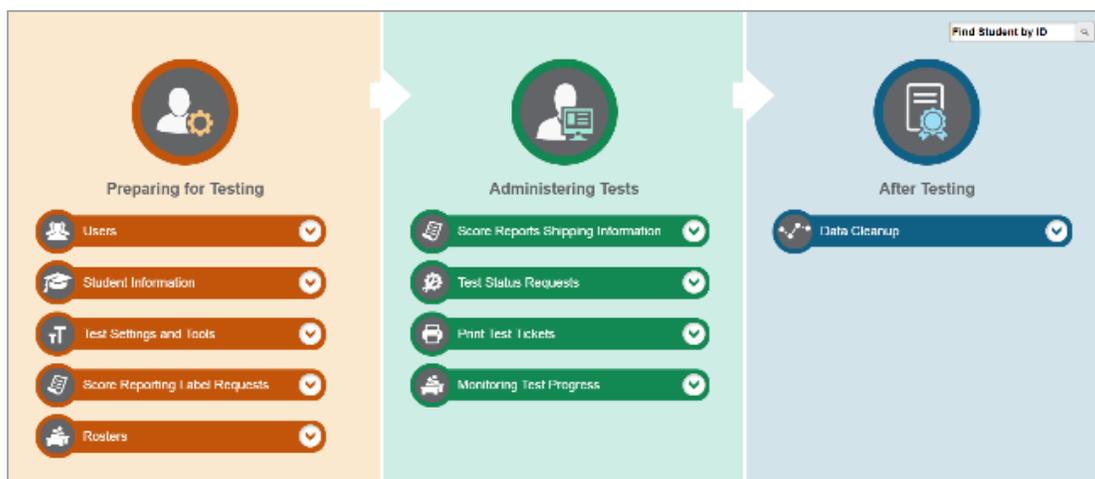
Fields in the Class Information Panel.....	74
Fields in the Test Settings and Tools Panels .....	75
Fields in the View/Edit Users [User’s Name] Page.....	76
I.....	77
Inbox Files.....	77
How to Use the Inbox to Send Files to Other Users’ Inboxes.....	78
L.....	80
List of Test Status Request by Test Status .....	80
List of Test Status Request Statuses.....	81
List of Test Status Request Types .....	81
P .....	82
Password Information.....	82
Printing Records in TIDE .....	82
S .....	83
Searching for Records in TIDE .....	83
Searching for Students or Users by ID.....	85
T.....	85
Test Opportunity Status Descriptions.....	85
U .....	86
User Role Permissions .....	86
User Support.....	86
V .....	87
Valid Values for Tool Names in the Test Settings Upload File .....	87

## Introduction to the Test Information and Distribution Engine (TIDE)

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access CAI systems and students who will take Ohio tests. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE before they can test in the Test Delivery System (TDS). Rosters can be added in TIDE so the Online reporting System (ORS) can display scores at the teacher, school and district level. During testing, TIDE users can print test tickets, manage test status requests, and monitor test progress. After testing, TIDE users can clean up data and track return shipments of paper testing materials.

Figure 1. TIDE Dashboard



You can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and school personnel can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.
- You can add new **students** or modify existing **student accounts** so students can take the correct tests with the correct test settings. Students must be registered in TIDE to test in the Test Delivery System (TDS).
- You can add new rosters or modify existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to Online Reporting System (ORS) so it can display scores at the roster level.
- You can set up points of contact and shipping information for **paper testing materials**.
- You can print hard-copy **test tickets** that include a student's name and SSID so the student can log in to a test.

## Test Information and Distribution Engine User Guide

- You can add new test status requests or modify existing test status requests if a test must be retaken or rescored.
- You can view your district's or school's progress under **monitoring test progress**.
- You can correct student enrollment history and resolve discrepant records.

TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-level users have access to the most tasks, followed by school-level users, teachers, and test administrators. The structure of this guide is based on user role. It includes the following sections:

- **How to Activate Your Account and Log in to TIDE**
- **How District-Level Users Perform Tasks in TIDE**
- **How School-Level Users Perform Tasks in TIDE**
- **How Teachers and Test Administrators Perform Tasks in TIDE**

There is also an [Appendix](#) with additional information and instructions.

### Three Things All TIDE Users Must Know How To Do

Records for users and students must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. Rosters not added to TIDE will not be available in the Online Reporting System. The process for adding and modifying records in TIDE is user-friendly because it's basically the same no matter your user role or which type of record you want to add.

All TIDE users must be familiar with the following actions, as they are the same for Users, Students, Rosters and Test Status Requests:

- **Adding** new records or **modifying** existing records one at a time.
- **Adding** multiple new records or **modifying** multiple existing records all at once through **file upload**.

#### How to add records one at a time

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to add a new record, and select **Add**.

Figure 2. TIDE Dashboard



2. On the page that appears, fill out the information, verify its accuracy, and select **Save**.

Figure 3. Add User

Add User

**i** Use this page to add users to assessment systems. [more info](#)

**PERSONNEL**

\*Email Address:

[+](#) Add user or add roles to user with this email

Figure 4. Add Student

Add Student

**i** Use this page to add students to assessment systems. [more info](#)

[Save](#) [Cancel](#)

**Student Information**

\*District:

\*School:

\*SSID:

District assigned student identifier:

\*Student's Last Name:

\*Student's First Name:

Student's Middle Name:

Gender:  Male  Female

\*Birth Date (MMDDYYYY):

\*Enrolled Grade:

\*Ethnicity:

Home District IRN:

Home School IRN:

Figure 5. Add Roster

**How to modify existing records one at a time**

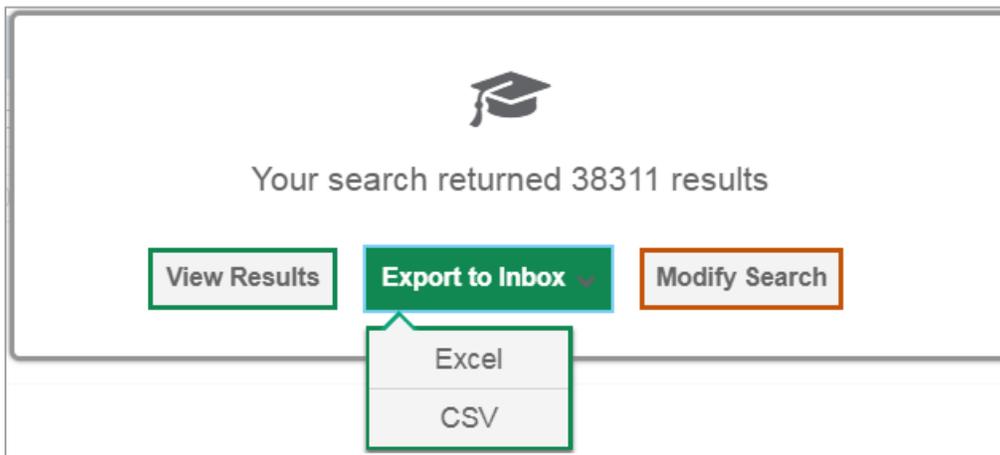
You can view and edit existing records one at a time or multiple existing records all at once through file export. If a record’s information changes after you’ve added the record to TIDE, you must edit the record to match the most up to date information. You can also delete records from TIDE.

1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export**. Fill out the form that appears and select **Search**.

Figure 6. View/Edit/Export Student

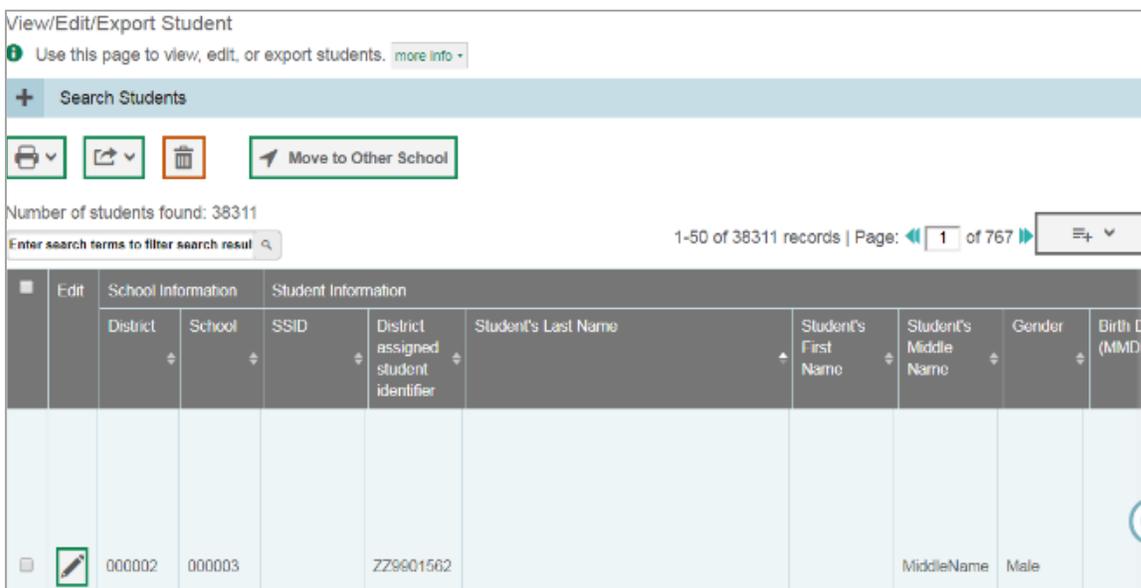
2. A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select **View Results**. To export all search results to the inbox from the pop-up window, select **Export to Inbox** and then select either **Excel** or **CSV**. The search results will be exported to your inbox and you will return to the search form.

Figure 7. Search Results



3. If you select **View Results**, the search results will appear in a table. To edit individual records, select the edit button by the record you want. To delete individual records, mark the checkbox by that record and select . To export records, mark the checkbox by that record and select .

Figure 8. View/Edit/Export Student Search Results



### How to add or modify multiple records at once

Rather than adding or modifying records one at a time, you may want to add or modify multiple records all at once. File upload allows you to do this. Records not previously set up in TIDE will be added to TIDE through file upload. Records already set up in TIDE will be modified with the updated content from the upload. To upload records, you must be familiar with spreadsheet applications and/or comma-separated value (CSV) files.

## Test Information and Distribution Engine User Guide

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you'd like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

Figure 9. Upload Roster

2. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 10. Upload Roster Preview Page

Row Number	District ID	School ID	Email address	Roster name	Student ID
1	000002	000003		Sample22	ZZ5457413
2	000002	000003		Sample22	ZZ5456112
3	000002	000003		Sample22	ZZ5457075

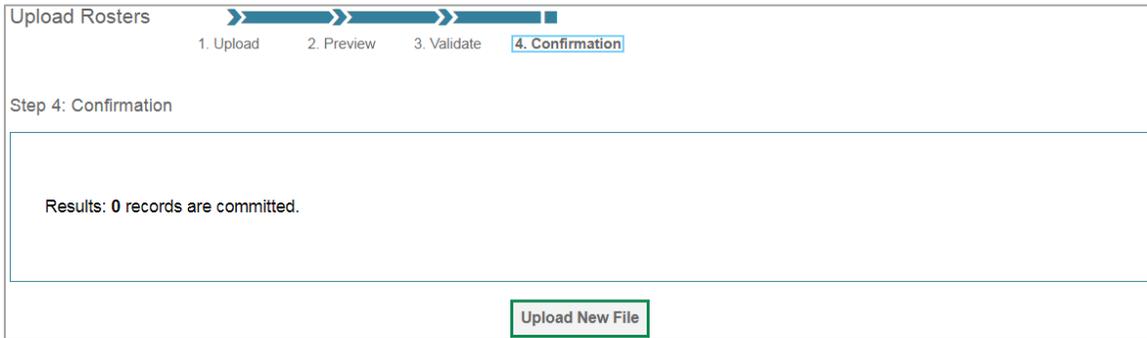
3. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears.

Figure 11. Upload Roster Validation Page

Row Number	District ID	School ID	Email address	Roster name	Student ID
1	000002	000003	⚠	Sample22	ZZ5457413
2	000002	000003	⚠	Sample22	ZZ5456112
3	000002	000003	⚠	Sample22	ZZ5457075

4. The validation screen shows errors or warnings associated with your uploaded file. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The confirmation screen appears. To revise the file before uploading, select **Upload Revised File**. To upload a new file from the confirmation screen, select **Upload New File**.

Figure 12. Upload Roster Confirmation Page



## How to Activate Your Account & Log in to & out of TIDE

Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the **Reset Your Password** page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you need to request for a new link as described in the section “[Password Information](#)” in the appendix.

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

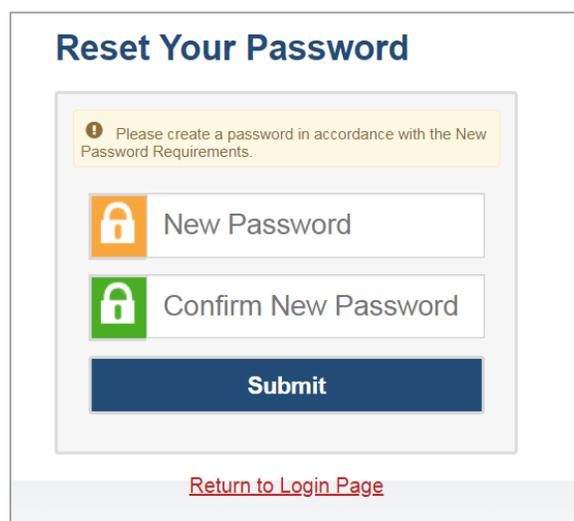
At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumast.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year. Follow the instructions in the section “How to reactivate your account at the beginning of the school year” below.

### How to activate your account

1. Select the link in the activation email. The **Reset Your Password** page appears (see [Figure 13](#)).
2. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see [Figure 15](#)) in the portal page.

Figure 13. Reset Your Password Page



**Reset Your Password**

Please create a password in accordance with the New Password Requirements.

New Password

Confirm New Password

**Submit**

[Return to Login Page](#)

## How to reactivate your account at the beginning of the school year

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumast.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year.

1. Navigate to the Ohio Assessment Portal (<https://oh.portal.cambiumast.com/>).
2. Select the assessment card you will be administering.
3. Select your user role.

Figure 14. User Cards on Portal



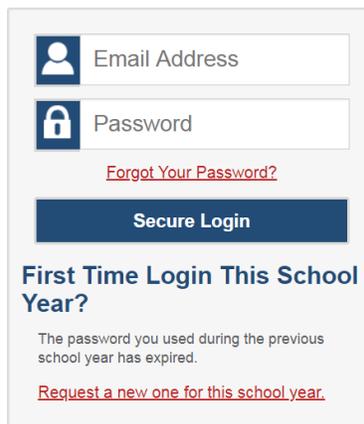
4. Select **TIDE** (see [Figure 15](#)). The **Login** page appears (see [Figure 16](#)).

Figure 15. TIDE Card



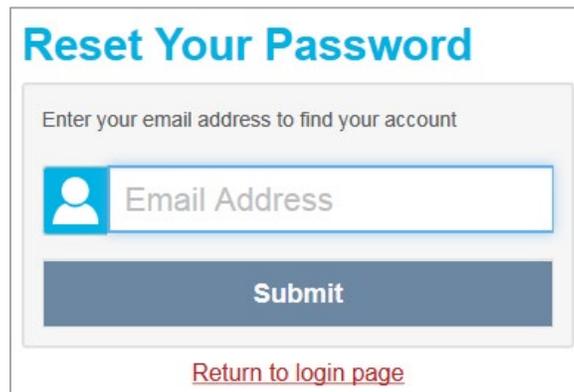
5. Select **Request a new one for this school year**. The **Reset Your Password: Find Account** page appears (see [Figure 17](#)).

Figure 16 Login Page

The image shows a login form with a light gray background. It has two input fields: 'Email Address' with a person icon and 'Password' with a padlock icon. Below the password field is a red link 'Forgot Your Password?'. A dark blue button labeled 'Secure Login' is below that. Underneath is a section titled 'First Time Login This School Year?' with a message: 'The password you used during the previous school year has expired.' and a red link 'Request a new one for this school year.'

6. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.
7. Select the link in the activation email. The **Reset Your Password** page appears (see [Figure 13](#)).
8. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
9. Select **Submit**.

Figure 17. Fields in the Reset Your Password: Find Account Page



The screenshot shows a web form titled "Reset Your Password" in blue text. Below the title is a light gray box containing the instruction "Enter your email address to find your account". Inside this box is a white input field with a blue border and a blue person icon on the left, labeled "Email Address". Below the input field is a dark blue button with the word "Submit" in white. Below the entire form box is a red text link that says "Return to login page".

During the reactivation process, you will be taken to the **Enter Code** (see [Figure 18](#)) page and asked to provide the authentication code sent to your email.

- In the *Enter Emailed Code* field, enter the emailed code and select **Submit**.
- You must enter the code within fifteen minutes of the email being sent. If your code expires, you can request for a new code by selecting **Resend Code** on the **Enter Code** page.

Figure 18. Enter Code Page

## How to log in to TIDE

Do not share your login information with anyone. All Ohio Assessment systems provide access to student information, which must be protected in accordance with federal privacy laws.

1. Navigate to the Ohio Assessment Portal (<https://oh.portal.cambiumast.com/>).
2. Select the assessment you will be administering.
3. Select your user role. (See [Figure 14.](#))
4. Select **TIDE** (see [Figure 15](#)). The **Login** page appears (see [Figure 16](#)).
5. On the **Login** page, enter the email address and password you use to access all CAI systems.
6. Select **Secure Login**.
  - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 18](#)) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.
    - i. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.
    - ii. Select **Submit**.

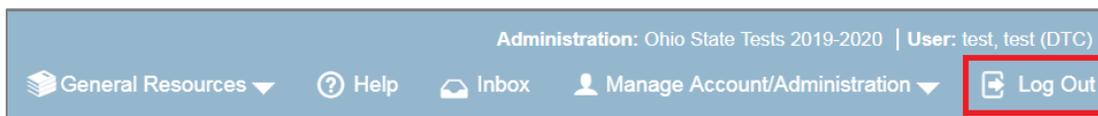
The **Dashboard** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, district, or school to complete the login.

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.

## How to log out of TIDE

- In the TIDE banner (see [Figure 19](#)), select **Log Out**.

Figure 19. Log Out



Logging out of TIDE logs you out of most Ohio Assessment systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.

## How District-level Users Perform Tasks in TIDE

District-level users can perform most of the tasks available in TIDE. Some of these tasks must be performed before testing begins, some must be performed during testing, and some must be performed after testing.

### How District-level Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, district-level users must perform the following tasks in TIDE:

- Set up **user accounts** for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- Set up **student accounts** so students can take the correct tests with the correct test settings. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.
- Set up **rosters** so the Online Reporting System can display scores at the class level.
- Set up point of contact and verify shipping information for **paper testing materials**.
- Set up pickup date for paper testing materials.

### How District-level Users Set Up User Accounts in TIDE

District-level users must set up user accounts for school-level users to sign in to TIDE and other CAI systems. If these users don't have accounts set up in TIDE, they will not be able to access any CAI systems.

#### How district-level users add new user accounts one at a time

You can add users to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the section "[How to add records one at a time](#)" in the Introduction.

1. From the **Users** task menu, select **Add Users**. The **Add Users** page appears.

Figure 20. Add User

2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to use with this email**. Additional fields appear.
3. Enter the new user's first and last names in the required fields and other details in the optional fields.

Figure 21. Add User – Additional Fields

4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a state, district, and school, if applicable.
5. *Optional:* To add multiple roles, select **+Add More Roles** and repeat step 4.
6. *Optional:* To delete a role, select  next to that role.
7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumast.com.

### How district-level users modify existing user accounts one at a time

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file export. If a user's information changes after you've added the user to TIDE, you must edit the user account to match the most up to date information. If the user's account does not include the most up to date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the **Users** task menu, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.
2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction.
3. In the list of retrieved user accounts, select  for the user whose account you want to view or edit.
4. If your role allows it, modify the user's details as required, using the table "[Fields in the View/Edit Users \[User's Name\] Page](#)" in the appendix as a reference.
5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.
6. *Optional:* To delete a role, select  next to that role. You can also delete the user's entire account from the search results table.
7. Select **Save**.
8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

### How district-level users add or modify multiple user accounts all at once

You can also add or modify multiple user accounts all at once through file upload as shown in the section [“How to add or modify multiple records at once”](#) in the Introduction.

1. From the **Users** task menu, select **Upload Users**. The **Upload Users** page appears.
2. Following the instructions in the section [“How to add or modify multiple records at once”](#) in the Introduction and using the table [“Columns in the User Upload File”](#) in the appendix as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

### How District-level Users Register Students for Testing

Students must be registered in TIDE to be eligible to test in TDS.

### How district-level users add new student accounts one at a time

You can add students to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the section [“How to add records one at a time”](#) in the Introduction.

When you add a student to a district and school, you must be associated with those entities.

1. From the **Students** task menu on the TIDE dashboard, select **Add Students**. The **Add Students** form appears (see [Figure 22](#)).
2. In the *Demographics* panel, enter the student’s demographic information, using the table [“Fields in the Demographics Panel”](#) in the appendix as a reference.

Figure 22. Fields in the Add Students Form (top portion)

The screenshot shows the 'Add Student' form in TIDE. At the top, there is a header 'Add Student' and a sub-header 'Student Information'. Below the header, there are two buttons: 'Save' (green) and 'Cancel' (orange). The form contains several input fields and dropdown menus:

- \*District: 000004 - CAI Community (dropdown)
- \*School: 000004 - CAI Community (dropdown)
- \*SSID: (text input)
- District assigned student Identifier: (text input)
- \*Student's Last Name: (text input)
- \*Student's First Name: (text input)
- Student's Middle Name: (text input)
- Gender:  Male  Female
- \*Birth Date (MMDDYYYY): (text input with calendar icon)
- \*Enrolled Grade: - Select - (dropdown)
- \*Ethnicity: - Select - (dropdown)
- Home District IRN: (text input)
- Home School IRN: (text input)

Test Information and Distribution Engine User Guide

- In the available student test settings and tools panels (see [Figure 23](#)), enter the student’s settings for each test, using the table “[Fields in the Test Settings and Tools Panels](#)” in the appendix as a reference. The test settings are grouped into categories, such as general, reading, and visual. Furthermore, the options available for a test setting are also grouped to indicate if an option is an accommodation, designated support, or universal tool. The panels display a column for each of the student’s tests. You can select different settings for each test, if necessary.

Figure 23. Sample Student Settings and Tools Panel

General Testing Tools	AASCD	ELA	ELPA21 Screener	Graduation Tests	Mathematics	OELPA	Science	Social Studies
Highlighter	<input type="checkbox"/>							
Masking	<input type="checkbox"/>							
Strikethrough	<input type="checkbox"/>							
Test Clock	<input type="checkbox"/>							

Reading Tools  
 Visual Tools  
 Other Tools  
 Domain Exemptions

- In the *Test Eligibility* panel, indicate the test mode for each test for which the student should be eligible.
- Select **Save**.

**How district-level users modify existing student accounts one at a time**

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

- From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The *View/Edit/Export Students* page appears.
- Retrieve the individual student account you want to view, edit, export, or delete by following the procedure in the section “[How to modify existing records one at a time](#)” in the Introduction.
- In the list of retrieved students, select  for the student whose account you want to view. The *View/Edit Students: [Student's Name]* form appears.

Figure 24. View/Edit/Export Students

View/Edit/Export Student

Use this page to view, edit, or export students. [more info](#)

**Search Students**

\*District: -- Select --  
 \*School: None selected  
 SSID:

Student's Last Name:   
 Student's First Name:   
 Enrolled Grade: None selected

**Advanced Search**

Search Fields: -- Select --

**Additional Criteria Chosen:**

## Test Information and Distribution Engine User Guide

4. If your user role allows it, modify the student's record as required.
  - In the *Demographics* panel, modify the student's demographic information, using the table "[Fields in the Demographics Panel](#)" in the appendix as a reference.
  - In the available test settings and tools panels, modify the student's test settings, using the table "[Fields in the Test Settings and Tools Panels](#)" in the appendix as a reference. The test settings are grouped into categories, such as general, reading, and visual. Furthermore, the options available for a test setting are also grouped to indicate if an option is an accommodation, designated support, or universal tool. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.
  - In the *Test Eligibility* panel, mark or clear checkboxes as required to modify the student's eligible tests.

Changing a test setting in TIDE after the test starts does not update the student's test setting. In this case, you must change the test setting in the TA Interface.

5. Select **Save**.
6. In the affirmation dialog box, select **Continue** to return to the list of student records.

### How district-level users add or modify multiple student accounts all at once

If you have many students to add, edit, or delete all at once, you can do so through file upload as shown in the section "[How to add or modify multiple records at once](#)" in the Introduction.

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

Figure 25. Upload Students Page

2. Following the instructions in the section "[How to add or modify multiple records at once](#)" in the Introduction and using the table "[Columns in the Student Upload File](#)" in the appendix as a reference, fill out the Student template and upload it to TIDE.

### How district-level users transfer students between schools or districts

If you are associated with multiple schools within the same district, you can also move students from one school to another on the *View/Edit/Export Students* page.

1. Retrieve the student account you want to view or edit by following the procedure in the section "How district-level users modify existing student records one at a time."

## Test Information and Distribution Engine User Guide

2. In the list of retrieved records, do one of the following:
  - Mark the checkboxes for the students you want to move.
  - Mark the checkbox at the top of the table to move all students listed on the page.

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

3. Do one of the following:
  - Select **Move to Other School** above the search results.
  - Select  in the floating Actions toolbar.
4. From the *School* drop-down list, select the school to which you want to move the student.
5. Select **Yes**. After TIDE moves the student, an affirmation message appears.
6. Select **Continue** to return to the student listing.

### How district-level users specify student accommodations and test 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.

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **View/Edit/Export Test Settings and Tools**. The **View/Edit/Export Test Settings and Tools** page appears.
2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section "How district-level users modify existing student accounts one at a time."
3. In the list of retrieved students, select  for the student whose test settings and tools you want to edit. The **View/Edit Students: [Student's Name]** form appears.
4. For information about how to use this form, see the section "How District-Level Users Modify Existing Student Accounts One at a Time."

### How district-level users upload student accommodations and test 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.

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 "[How to add or modify multiple records at once](#)" in the Introduction and using the table "[Columns in the Test Settings Upload File](#)" in the appendix as a reference, fill out the Test Settings template and upload it to TIDE.

### How district-level users view student distribution report

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. You can generate FDRs for the students in your district or school by a variety of demographics and accommodations.

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The **Frequency Distribution Report** page appears (see [Figure 26](#)).

Figure 26. Fields in the Frequency Distribution Report Page

The screenshot shows the 'Frequency Distribution Report' interface. At the top, there is a header with a green information icon and the text 'Use this page to generate a Frequency Distribution Report. more info'. Below this is a section titled 'Filters for Report' with a minus sign icon. It contains three dropdown menus: '\*District: -- Select --', '\*School: -- Select --', and 'Enrolled Grade: - Select -'. Below the filters is another section titled 'Select Demographics' with a minus sign icon. It contains a dropdown menu labeled 'Select Demographics: None selected'. At the bottom right of the form is a button labeled 'Generate Report'.

2. In the *Filters for Report* panel, select the report filters:
  - a. From the **District** drop-down list (if available), select a district.
  - b. From the **School** drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.
  - c. *Optional:* Select a specific grade or retain the default for all grades.
  - d. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.
3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see [Figure 27](#)).
4. Do one of the following:
  - To display the FDRs in tabular format, select **Grid**.
  - To display the FDRs in graphical format, select **Graph**.
  - To display the FDRs in both tabular and graphical format, select **Grid & Graph**.
  - To download a PDF file of the FDRs, select , and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.
  - To export to Excel, select , and in the affirmation dialog box select **OK**.

Figure 27. Frequency Distribution Reports by Grade and Gender

Gender	# of Records
Female	19949
Male	5500
Total	25449

Enrolled Grade	# of Records
01	225
02	293
03	2916
04	4594
05	3134

### How district-level users upload student attributes

You can set up attributes for multiple students through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **Students** task menu on the TIDE dashboard, select **Upload Student Attributes**. The **Upload Student Attributes** page appears.
2. Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction and using the table “[Columns in the Attributes Upload File](#)” in the appendix as a reference, fill out the Attribute template and upload it to TIDE.

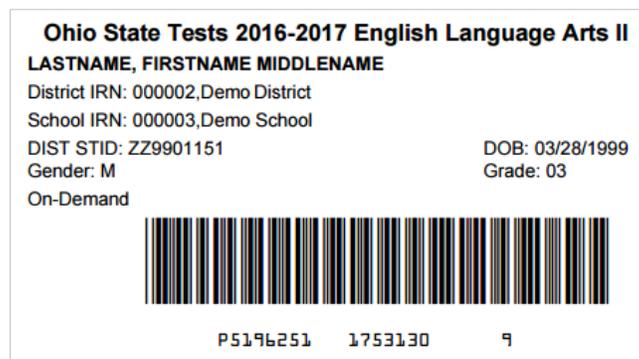
### How district-level users print PreID labels from student lists

A PreID label (see [Figure 28](#)) is a label that you affix to a student’s scorable document.

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

This task requires the 5" × 2" label stock provided in your test materials shipment. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

Figure 28. Sample PreID Label



## Test Information and Distribution Engine User Guide

1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the students for whom you want to print PreID labels by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved students in the order you want the labels printed.
4. Specify the students for whom labels need to be printed:
  - To print labels for specific students, mark the checkboxes for the students you want to print.
  - To print labels for all students listed on the page, mark the checkbox at the top of the table.
5. Select , and then select **My Selected PreID Labels**.
6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see [Figure 29](#)).
7. Select 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.

8. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

Figure 29. Layout Model for PreID Labels

1	2
3	4
5	6
7	8
9	10

### How District-level Users Manage Rosters

Rosters are groups of students associated with a particular user. 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.

## Test Information and Distribution Engine User Guide

The rosters you create in TIDE are available in the Online Reporting System. The Online Reporting System 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.

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

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for Reading, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones20-21' and a secondary school roster may be named 'AikenPeriod3Eng9A20-21'.

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

### How district-level users add new rosters one at a time

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The **Add Roster** form appears (see [Figure 30](#)).
2. In the *Search for Students to Add to the Roster* panel, search for students by filling out the search criteria and selecting **Search**.

Figure 30. Add Roster Form

The screenshot shows the 'Add Rosters' form. At the top, there are 'Save' and 'Cancel' buttons. Below is a section titled 'Search for Students to Add to the Roster' with the following fields:
 

- \*District: 000002 - DEMO District (dropdown)
- \*School: 000003 - DEMO School (dropdown)
- SSID: (text input)
- Student's Last Name: (text input)
- Student's First Name: (text input)
- Enrolled Grade: None selected (dropdown)
- \*Year: 2020-2021 (dropdown)

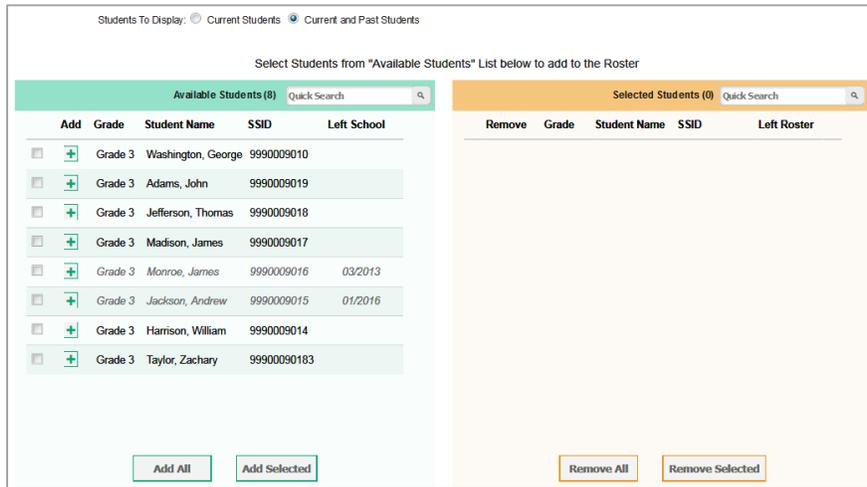
 Below this is an 'Advanced Search' section with a 'Search' button. At the bottom is an 'Add Students to the Roster' section with the following fields:
 

- \*Roster Name: (text input)
- \*Teacher Name: -Select- (dropdown)
- \*Students to display:  Current Students  Current and Past Students

3. In the *Add/Remove Students to the Roster* panel (see [Figure 31](#)), do the following:
  - a. In the *Roster Name* field, enter the roster name.
  - b. From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.

- c. From the *Students to display* field, select the students you wish to view in the *Available Students* list. The two options are:

Figure 31. Add/Remove Students to Roster Panel: Current and Past Students



- **Current Students:** Displays students who match your search criteria and are currently associated with the school.
- **Current and Past Students:** Displays all the students who match your search criteria from the current year even if they are no longer associated with the school. For example, if a Grade 3 student has left the school and you search for Grade 3 students with the *Students to display* field set to **Current and Past Students**, the student who has left the school will also be displayed.

When viewing current and past students from the selected year, students who are no longer associated with your school will display the date on which they left the school. You can still add these students to your roster, if desired.

- d. To add students, in the list of available students do one of the following:
  - To move one student to the roster, select for that student.
  - To move all the students in the *Available Students* list to the roster, select **Add All**.
  - To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.
- e. To remove students, do one of the following in the list of students in the roster:
  - To remove one student from the roster, select for the student.
  - To remove all the students from the roster, select **Remove All**.
  - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.

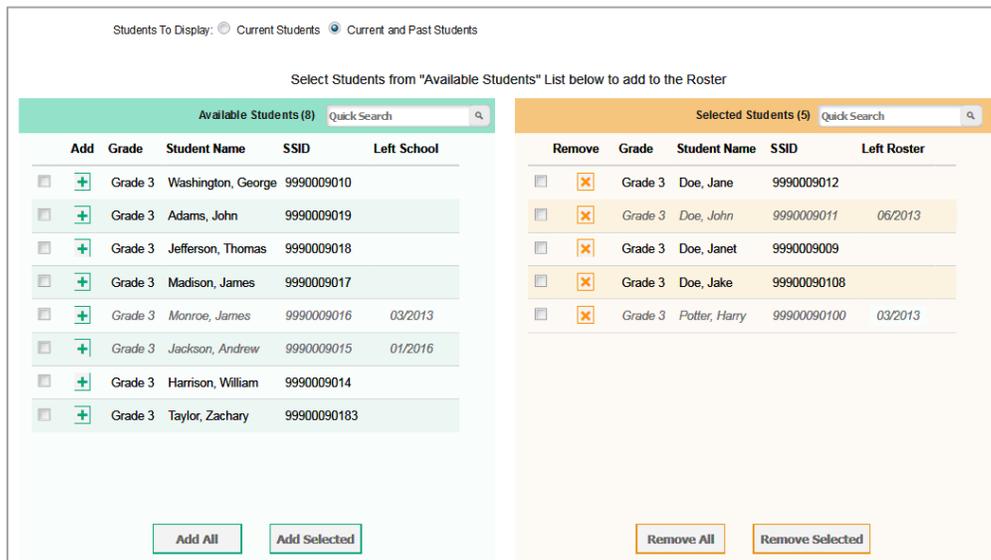
4. Select **Save**, and in the affirmation dialog box, select **Continue**.

### How district-level users modify existing rosters one at a time

You can modify certain rosters, if required, by performing the following steps:

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The **View/Edit/Export Roster** page appears.
2. Retrieve the roster record you want to view or edit by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction.
3. In the list of retrieved rosters, select  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 30](#)).
4. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction.
5. In the *Add/Remove Students to the Roster* panel (see [Figure 31](#)), do the following:
  - a. In the *Roster Name* field, enter the roster name.
  - b. From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.
  - c. From the *Students to display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:
    - **Current Students:** Displays students who match your search criteria and are currently associated with the school and roster. The *Available Students* list displays students who are currently associated with your school and the *Selected Students* list displays students who are currently associated with the roster.
    - **Current and Past Students:** Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which he was removed from the roster is displayed in the *Selected Students* list. If the student who has been removed from the roster is still associated with the school, they are listed in the *Available Students* list as a regular student. However, if they have left the school then their record will appear in the *Available Students* list with the date, they left the school.
  - d. To add students, from the list of available students, do one of the following:
    - To move one student to the roster, select  for that student.
    - To move all the students in the *Available Students* list to the roster, select **Add All**.
    - To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.

Figure 32. Modifying a Roster: Current and Past Students



- e. To remove students, do one of the following in the list of students in the roster:
  - To remove one student from the roster, select  for the student.
  - To remove all the students from the roster, select **Remove All**.
  - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.

6. Select **Save**, and in the affirmation dialog box select **Continue**.

**How district-level users add or modify multiple classes all at once**

If you have many rosters to add or modify, you can do so through file upload as shown in the section [“How to add or modify multiple records at once”](#) in the Introduction

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.
2. Following the instructions in the section [“How to add or modify multiple records at once”](#) in the Introduction and using the table [“Columns in the Roster Upload File”](#) in the appendix as a reference, fill out the Roster template and upload it to TIDE.

**How district-level users print PreID labels from roster lists**

For information about PreID labels and instructions to print PreID labels from student lists, see the section [“How district-level users print PreID labels from student lists.”](#)

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

## Test Information and Distribution Engine User Guide

2. Retrieve the rosters for which you want to print PreID labels by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved rosters in the order you want the labels printed.
4. Specify the rosters for whom labels need to be printed:
  - To print labels for specific rosters, mark the checkboxes for the rosters you want to print.
  - To print labels for all rosters listed on the page, mark the checkbox at the top of the table.
5. Select , and then select **My Selected PreID Labels**.
6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see [Figure 29](#)).
7. Select 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.
8. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

### How District-level Users Manage Orders for Paper Testing Materials

Your district or school may need paper materials for testing, such as test booklets and answer documents. This section describes how to confirm contact information of the person serving as the district shipping contact, how to establish the shipping address to which all testing materials are shipped, how to review the orders for those materials, and how to order additional quantities as necessary. This section also describes how to track order shipments and returns.

#### How district-level users review orders placed before test administration

You can review and modify initial orders at any time during the initial order window.

1. From the **Orders** task menu on the TIDE dashboard, select **Initial Orders**. The *Initial Orders* form appears (see [Figure 33](#)).
2. In the *Verify Contact Information* panel (if available), do the following:
  - a. Verify or enter information in the *District Test Coordinator Information* panel.

Figure 33. Initial Orders Page

The screenshot shows the 'Paper Orders' page with a 'Contact Info' tab selected. Below the tab, there is a red warning message: 'Verify your contact information below.' The page is divided into two columns: 'District Assessment Coordinator Information' and 'Shipping Information'. The first column contains fields for Name (pre-filled with 'Demo District'), \*First Name, Middle Name, \*Last Name, \*Email Address, and Alternate Email Address. The second column contains fields for Contact Person, \*Address Line 1, Address Line 2, \*City, \*State, and \*Zip Code.

- b. Verify information in the *Shipping Information* panel. If you need to change the shipping address, contact the Ohio Help Desk. Post Office (P.O.) boxes are not allowed for a shipping address.
- c. Select **Verify**, and then select **Continue** in the confirmation message that appears.

If contact information is not established, you will not be able to proceed.

- 3. Next, in the *Supplemental Information* panel, do the following:
  - a. From the drop-down list, select the pick-up date for the scorable materials for the entire district. Specified dates must be one business day after the conclusion of paper testing.

Figure 34. Fields in the Supplemental Information Panel

The screenshot shows the 'Supplemental Information' panel. It includes a 'Test Mode for Grade 5 FIA' section with radio buttons for 'Online' and 'Paper'. To the right, there is a date picker for '\*Date for the pickup of Grade 3 ELA scorable test materials (MM/DD/YYYY):' with the date '10/22/2019' selected. A 'Save' button is located below these fields. Below the 'Save' button is the 'Search for Orders' panel, which has a radio button for 'School' and a dropdown menu showing '000004 - AIR Community'. A 'Search' button is located below the dropdown menu.

- b. Select **Save**. An Initial Orders pop-up window appears informing you that your supplemental information has been saved. Select **Continue**. The *Search for Orders* panel appears.

- 4. In the *Search for Orders* panel, do one of the following:
  - Mark **District** (if available) to place an order for an entire district.
  - Mark **School**, and then select a school, to place an order for an individual school.

## Test Information and Distribution Engine User Guide

5. Select **Search**. The *Shipping Address* and *Comments* panels appear, along with a list of materials available for ordering.
6. *Optional*: To view comments about the order, use the *Comments* panel if available. The comments panel displays all the comments entered for an order in chronological order. Each comment includes information about who entered the comment and when.

Figure 35. Initial Orders: Comments Panel

7. In the list of initial orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive (see [Figure 36](#)). For information on the columns that appear, see the table [Columns in the Initial Orders Page](#) in the appendix.

Figure 36. List of Initial Orders

The following table lists your initial or on-time orders for AIR Community School

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
<b>Grade 3</b>				
Board Resolution - Grade 3 ELA Test Booklets <i>Districts that filed a Board Resolution with the Department to test on paper. You will receive one test booklet for each student preidentified as testing on paper in TIDE as of August 26. The test booklet count shown is updated each night. Do NOT enter an order for "Accommodation - Grade 3 ELA Test Booklets" for your students testing. Use the "Accommodation - Grade 3 ELA Test Booklets" below to order one test booklet for each of your administrators that are providing a read aloud accommodation.</i>	15	15	0	<input type="text" value="15"/>
Accommodation - Grade 3 ELA Test Booklets <i>Online testing districts: Order one per student testing with a paper accommodation paper plus one for each administrator providing a read aloud accommodation. This is a scorable test booklet. Board Resolution districts: Only place an order here for administrators that are providing a read aloud accommodation.</i>	0	0	0	<input type="text" value="1"/>
Grade 3 ELA Large Print Test Booklet <i>This is not a scorable test booklet. Student responses must be recorded in a general test booklet. Order one per student receiving this accommodation and one general testbooklet.</i>	0	0	0	<input type="text" value="0"/>
Grade 3 ELA Braille Test Booklet <i>This is not a scorable test booklet! Student responses must be recorded in a general test booklet. Order one per student receiving this accommodation and one general testbooklet.</i>	0	0	0	<input type="text" value="0"/>

8. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require Department approval.
9. Select **Save Orders**. A text box appears allowing you the option to enter additional comments.
10. Select **Submit** to submit your order. The Order Summary pop-up window appears with the new order request on display.
11. Select **Close** to return to the *Initial Orders* page.

### How district-level users place orders for additional paper testing materials

You can request additional materials beyond those specified in your initial order.

1. From the **Orders** task menu on the TIDE dashboard, select **Additional Orders**. The **Additional Orders** form appears (see [Figure 46](#)).

Figure 37. Fields in the Additional Orders Page

2. In the *Verify Contact Information* panel (if available), do the following:
  - a. Verify or enter information in the *District Test Coordinator Information* panel.
  - b. Verify information in the *Shipping Information* panel. If you need to change the shipping address, contact the Ohio Help Desk. Post Office (P.O.) boxes are not allowed for a shipping address.
  - c. Select **Verify**, and then select **Continue** in the confirmation message that appears.
3. Do one of the following:
  - Mark **District** (if available) to place an order for an entire district.
  - Mark **School**, and then select a school, to place an order for an individual school.
4. Select **Search**. A list of materials available for ordering appears (see [Figure 38](#)). For information on the columns that appear, see the table [Columns in the Additional Orders Page](#) in the appendix.

Figure 38. List of Available Additional Orders

Additional orders for ABC School				
Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
— Miscellaneous				
Smarter Balanced Math Test Administration Manual	135	130	5	135

5. *Optional*: To view comments about the order, expand the *Comments* panel if available. The comments panel displays all the comments entered for an order in chronological order. Each comment includes information about who entered the comment and when.

Figure 39. Additional Orders: Comments Panel



6. In the list of additional orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive.
7. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require Department approval.
8. Select **Save Orders**. A text box appears allowing you to enter additional comments.
9. Select **Submit** to submit your order. The *Order Summary* pop-up window appears with the new order request on display.
10. Select **Close** to return to the **Additional Orders** page.

**How district-level users track shipments of paper testing materials**

You can view tracking reports showing the status of inbound shipments of testing materials.

1. From the **Orders** task menu on the TIDE dashboard, select **Track Shipments**. The *Track Shipments* page appears (see [Figure 40](#)).
2. To view the shipping company’s tracking report, select its tracking number.

Figure 40. Shipment Tracking Panel in the Track Shipments Page

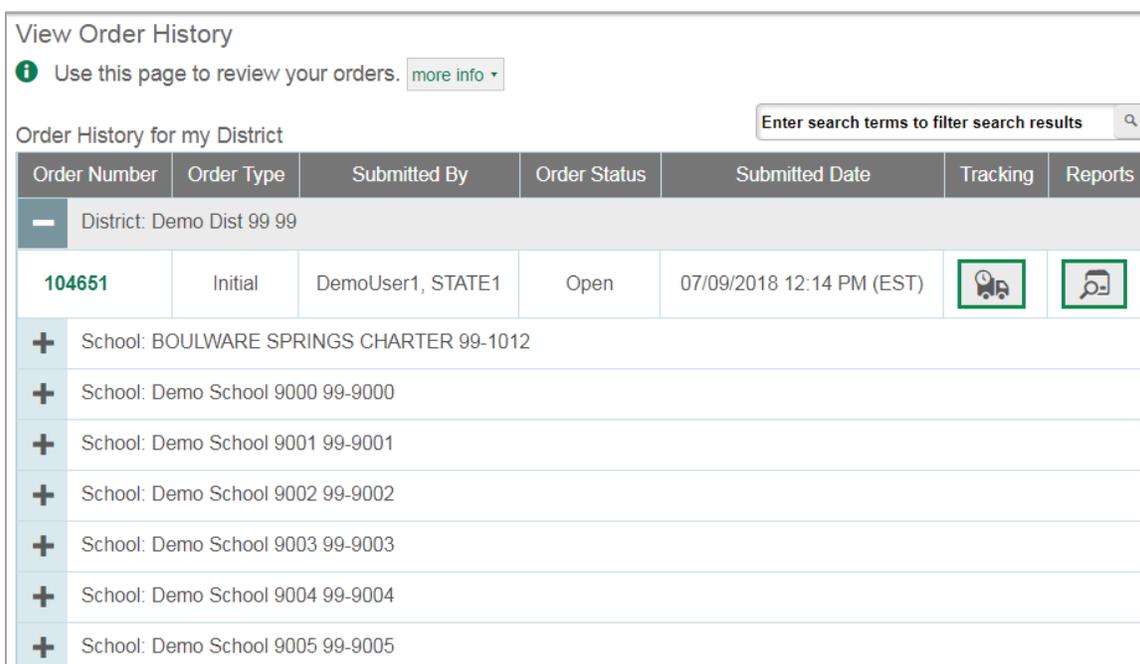
Shipment Tracking		
District ID: 000002	Tracking Number: 1ZA5F5450300387069	Scheduled Delivery: 2/10/2014
District ID: 000002	Tracking Number: 1ZA5F5450300387069	Scheduled Delivery: 2/10/2014

### How district-level users view order history reports

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

1. From the **Orders** task menu on the TIDE dashboard, select **Order History**. The **Order History** page appears (see [Figure 41](#)).
2. To view the order details, select the order number in the Order Number column. The Order Details form appears.
3. To view the order’s tracking report, select .
4. To view the order’s packing lists, manifests, and security checklists, select .

Figure 41. Fields in the Order History Page



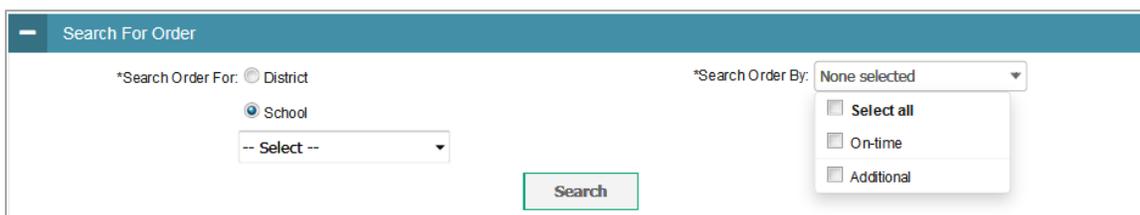
Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
District: Demo Dist 99 99						
104651	Initial	DemoUser1, STATE1	Open	07/09/2018 12:14 PM (EST)		
+	School: BOULWARE SPRINGS CHARTER 99-1012					
+	School: Demo School 9000 99-9000					
+	School: Demo School 9001 99-9001					
+	School: Demo School 9002 99-9002					
+	School: Demo School 9003 99-9003					
+	School: Demo School 9004 99-9004					
+	School: Demo School 9005 99-9005					

### How district-level users view order summary reports

You can review reports for your school’s or district’s open orders.

1. From the **Orders** task menu on the TIDE dashboard, select **Order Summary Reports**. The **Order Summary Report** page appears (see [Figure 42](#)).

Figure 42. Fields in the Order Quantity Report Page



## Test Information and Distribution Engine User Guide

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

### How District-level Users Track Return of Paper Scorable Documents

Figure 43. Track Shipments Page

Some districts administer paper tests, in which students record responses in a scorable document. The district ships this document to Data Recognition Corporation (DRC) for scoring.



DRC provides a report listing the status for each scorable document returned to the district. You can download this report on the **Track Shipments** page (see [Figure 43](#)) and use it to ensure that all scorable documents have been shipped to or returned from DRC. DRC updates this report on a weekly basis.

The *Track Documents* panel on this page also allows you to download an Excel file listing the scorable documents and their return status.

- On the TIDE dashboard, select **Track Shipments**. The **Track Shipments** page appears.
- In the *Track Documents* panel, select the answer document tracking report.

For a description of the fields in the answer document report, see the table “[Columns in the Answer Document Report](#)” in the appendix. The bottom of the report includes total counts.

### How District-level Users Use TIDE during Test Administration

During testing, district-level users can perform the following tasks in TIDE:

- Print **test tickets** to help students log in to tests.
- Add, modify, and upload test status requests.
- View reports of students’ current test statuses, test completion rates, and test status codes.

#### How District-level Users Print Test Tickets

A test ticket is a hard-copy form that includes a student’s name and SSID for logging in to a test.

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

Figure 44. Sample Test Ticket

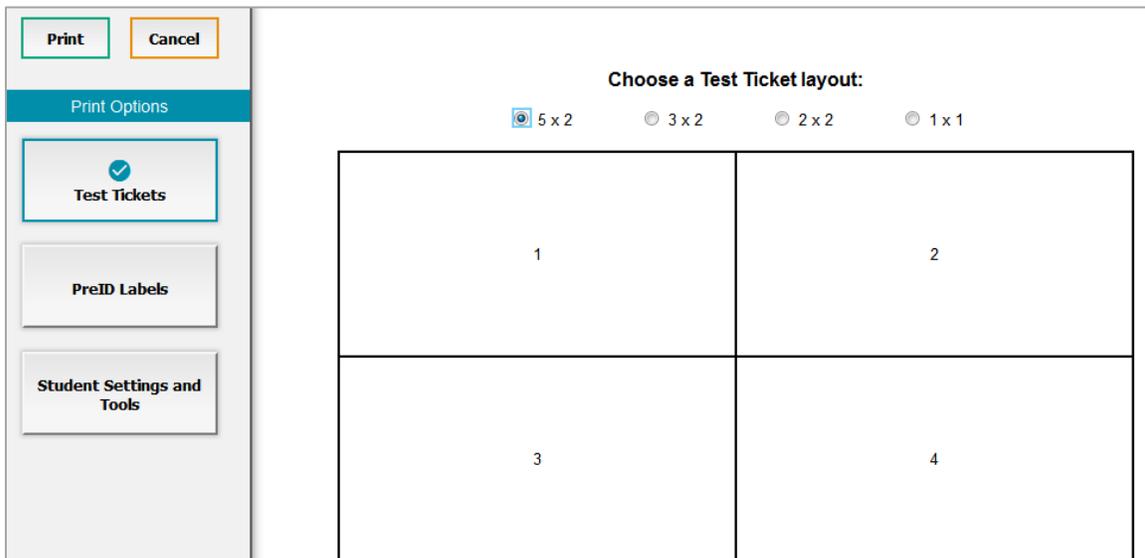
TEST TICKET	
DEMO DISTRICT (000002)	
DEMO SCHOOL (000003)	
LASTNAME: demolast	
FIRSTNAME: demofirst	GRADE: 03
DOB: 09/08/2007	ID: zz2292480

### How district-level users print test tickets from student lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print Test Tickets from Student List** page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed:
  - To print test tickets for specific students, mark the checkboxes for the students you want to print.
  - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
  - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
5. Select  and then select the appropriate action:
  - To print test tickets for selected students, select **My Selected Test Tickets**.
  - To print test tickets for all retrieved students, select **All Test Tickets**.
6. In the new browser window that opens displaying a layout for selecting the printed layout (see [Figure 45](#)), verify **Test Tickets** is selected in the *Print Options* section.
7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 45. Layout Model for Test Tickets



### How district-level users print test tickets from class lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The **View/Edit Rosters** page appears.
2. Retrieve the rosters for which you want to print test tickets by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.
4. Do one of the following:
  - Mark the checkboxes for the rosters you want to print.
  - Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

When printing multiple class groups, the total number of students included in the rosters should not exceed 1000.

5. Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see [Figure 45](#)).
6. Verify **Test Tickets** is selected in the *Print Options* section.
7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

### How District-level Users Manage Test Status 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 the test scores are reported in the Online Reporting System.

Test Status Requests 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.

For a full list of test status request types, see the table “[List of Test Status Request Types](#)” in the appendix.

For a list of test status request statuses, see the table “[List of Test Status Request Statuses](#)” in the appendix.

For a list of available test status requests by test status, see the table “[List of Test Status Requests by Test Status](#)” in the appendix.

### How district-level users add new test status requests one at a time

You can create a test status request for a given test result.

1. Retrieve the result for which you want to create a test status request by doing the following:
  - a. From the **Test Status Requests** task menu on the TIDE dashboard, select **Create Test Status Requests**. The **Create Test Status Requests** page appears (see [Figure 46](#)).
  - b. Select a request type.
  - c. From the drop-down lists and in the text field, enter search criteria.

Figure 46. Selection Fields in the Create Test Status Requests Page

Create Requests

Use this page to create test status requests. [more info](#)

Select Request Type and Search

\*Request Type:  Invalidate a test [?](#)  Reset a test [?](#)  Restore a test that's been Reset [?](#)  Re-open a test [?](#)  Rescore a test [?](#)

\*Search Student By: - Select -

Search

- d. Select **Search**. TIDE displays the found results at the bottom of the **Create Test Status Requests** page (see [Figure 47](#)).
2. Mark the checkbox for each result for which you want to create a test status request, and then select **Create**.

Figure 47. Retrieved Test Results

	Result ID	School IRN	Last Name	First Name	SSID	Test Name	Test Opportunity	Test Status
<input checked="" type="checkbox"/>	832	99-999	Smith	Tim	992421311	SAGE-Biology-Science-7-summative	1	Submitted
<input type="checkbox"/>	832	99-999	Brown	Patricia	992421525	SAGE-Biology-Science-8-summative	1	Submitted
<input type="checkbox"/>	832	99-999	Taylor	Johnathan	9992421525	SAGE-Biology-Science-10-summative	1	Submitted

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

**Note:** For rescore requests, which **require a purchase order (PO)** to be submitted, the PO number **must** be entered in the reason box. The same PO number can be used for multiple rescore requests. If the PO number is unavailable, contact the Ohio Help Desk for direction.

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

**How district-level users modify existing test status requests one at a time**

You can view and retract existing test status requests.

1. From the **Test Status Requests** task menu on the TIDE dashboard, select **View Test Status Requests**. The **View Requests** page appears (see [Figure 48](#)).

Figure 48. Selection Fields in the View Requests Page

View Requests

Use this page to view, edit, export, or process test status requests. [more info](#)

**Appeal Information**

Choose a Request Type

Request Type:

- All
- Invalidate a test
- Reset a test
- Restore a test that's been Reset
- Re-open a test
- Rescore a test

Choose a Request Status

Request Status:

- All
- Submitted for Processing
- Processed
- Error occurred
- Rejected by System
- Requires Resubmission
- Pending Approval
- Rejected
- Retracted

Additional Request Criteria

Session ID:

Filter By:

2. Retrieve the test status requests you want to view by filling out the search criteria and selecting **Search**. [Figure 49](#) shows retrieved test status requests.

Figure 49. Retrieved Test Status Requests

Case Number	Request Type	School	ResultID	SSID	Student's Last Name	Student's First Name
1927	Reset a test	000003	4001239	ZZ2000522	Lastname10022	Firstname10022
1929	Reset a test	000003	4001241	ZZ2000523	Lastname10023	Firstname10023
1931	Reset a test	000003	4001242	ZZ2000524	Lastname10024	Firstname10024

3. *Optional:* Review the initiator’s reason for the test status request by selecting  in the Status column.

### How district-level users add multiple test status requests all at once

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

1. From the **Test Status Requests** task menu on the TIDE dashboard, select **Upload Test Status Requests**. The **Upload Test Status Requests** page appears.
2. Following the instructions in the section “[How to add or modify multiple records at once](#)” in the Introduction and using the table “[Columns in the Test Status Request Upload File](#)” in the appendix as a reference, fill out the Test Status Request template and upload it to TIDE.

### How District-level Users Monitor Test Progress

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

The following reports are available in TIDE:

- **Plan and Manage Testing Report:** Details a student’s test opportunities and the status of those test opportunities. You can generate this report from the **Plan and Manage Testing** page or the **Participation Report by SSID** page.
- **Test Completion Rates Report:** Summarizes the number and percentage of students who have started or completed a test.
- **Test Status Code Report:** Displays all the status of all tests for which a student is eligible.

### How district-level users view report of students’ current test status

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.

## Test Information and Distribution Engine User Guide

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

Figure 50. Plan and Manage Testing Page

- 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. You may select one, multiple, or all from this list.
3. In the *Search Students* panel, select the parameters for whose information to include in your report:
    - a. From the **District** drop-down list, select a district if applicable.
    - b. From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools if the selected district has 20 or less schools. For districts that have more than 20 schools, the **Select all** option will not be available. Furthermore, the checkboxes for the schools will be disabled once 20 schools have been selected.
    - c. *Optional:* If a single school was selected, choose a teacher from the **Teacher** drop-down list.

The **Teacher** drop-down list includes all school-level users, such as teachers and test administrators 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.

Test Information and Distribution Engine User Guide

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.

- d. *Optional:* In the *Student's Last Name* field, enter a student's last name.
  - e. *Optional:* In the *Student's First Name* field, enter a student's first name.
  - f. *Optional:* In the *SSID* field, enter a SSID.
  - g. *Optional:* From the **Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.
  - h. *Optional:* From the **Advanced Search** drop-down list, select a specific test accommodation or demographic to filter the report.
    - If you select a test accommodation or demographic, a *Values* field is displayed. Select the required filter criteria from the available options.
4. In the *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 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/TA Name} between {start date} and {end date}.
  - Search student(s) by {SSID/Name}: {SSID/Name}
5. Do one of the following:
- To view the report on the page, select Generate Report.
  - To open the report in Microsoft Excel, select Export Report.

Figure 51. Plan and Manage Testing Report

Number of records found: 2

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language
Smith, Ben	9999992563	03	ELA	N	Grade 3 Science	ENU
Garcia, Matt	9999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU

For descriptions of the columns in this report, see the table "[Columns in the Plan and Manage Testing Report](#)" in the appendix.

### How district-level users view report of students' current test status by student ID

You can also generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students' SSIDs.

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by SSID. The *Participation Search by SSID* page appears (see [Figure 52](#)).
2. Do one of the following:
  - To enter students' SSIDs, select Search by SSID(s). Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

Figure 52. Participation Search by SSID Page

- To upload SSIDs, select Upload SSID. Next, select Browse and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 SSIDs.
3. Select **Generate Report**. The Participation Report by SSID appears (see [Figure 51](#)).

For descriptions of the columns in this report, see the table "[Columns in the Plan and Manage Testing Report](#)" in the appendix.

### How district-level users view report of test completion rates

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Completion Rates**. The *Test Completion Rates* page appears.
2. In the *Report Criteria* panel (see [Figure 53](#)), select the parameters for which tests to include in your report.

Figure 53. Test Completion Rates Search Fields

3. To open the report in Microsoft Excel, select **Export Report**. [Figure 54](#) displays a sample Test Completion Rate report.
4. For a description of the columns in this report, see the table “[Columns in the Test Completion Rate Report](#)” in the appendix.

Figure 54. Test Completion Rate Report

Number of records found: 2

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

### How district-level users view report of test status codes

The Test Status Code Report allows district users to review the status of all students in the district eligible for an online test.

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 55](#)), select search criteria for the test and administration.

Figure 55. Test Status Code Report Search Results

3. Do one of the following:
  - To view the report on the page, select Generate Report.
  - To open the report in Microsoft Excel, select Export Report.

TIDE displays the tests and associated statuses (see [Figure 56](#)).

Figure 56. Test Status Code Report

Number of records found: 2

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

For a description of the columns in this report, see the table “[Columns in the Test Status Code Report](#)” in the appendix.

For a description of each status that a test opportunity can have, see the table “[Test Opportunity Status Descriptions](#)” in the appendix.

### How district-level users view test session status reports

District-level users can view status reports of active and inactive test sessions happening in their district. These reports show how many students in each school are testing and how many have started, paused, and completed their test.

District-level users can also view school-level test session status reports for each school in their district. These reports show each active and inactive session ID for a school, along with information like proctor name, test name, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.

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

Figure 57. Session Report Page

2. From the **District** drop-down list, select a district.
3. From the **School** drop-down list, select an individual school to view a detailed report for that school or select multiple schools to view a summary report for the schools you select. To view a summary report for all schools in your district, select **All Schools**.
4. Select **Generate Report**. If you selected an individual school in step 3, skip step 5.
5. If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, see the table “[Columns in the Summary Session Report Page](#)” in the appendix.

Figure 58. Summary Session Report

Schools	Total # of Students in Test	Test Started	Test Paused	Test Completed
Clearwater Elementary School (K211002148324)	100	20	5	5
Spring Elementary School (K213002148303)	100	20	5	5
Jackson's Public School #23 (D311266993324)	100	20	5	5
Stanton College Preparatory School (C2135482024)	100	20	5	5
International Studies Charter High School (D913106304)	100	20	5	5

6. Select a school from the summary report page to view a detailed report for that school. If you selected an individual school in step 3, a detailed report will appear after you complete step 4. For a description of the columns in this report, see the table “[Columns in the Detailed Session Report Page](#)” in the appendix.

Figure 59. Detailed Session Report

Session ID	Proctor Name	Test Name	Start Time of Session	Total # of Tests	Tests Started	Tests Paused	Tests Completed
UAT-7B4F-1	test, test	+ Multiple Tests	10/17/2019 9:11:45 AM	2	0	0	2
UAT-C26A-1	Demo, Demo	ELPA21-ELL-SCRN-UD-ELPA-23-2	10/17/2019 8:56:00 AM	1	0	0	1
UAT-C694-1	user, demo	+ Multiple Tests	10/17/2019 10:43:56 AM	3	0	0	3

7. *Optional:* If multiple tests are available for one session, select Multiple Tests to expand the list of tests associated with that session.

Figure 60. Multiple Tests in One Session

Test Name
- Multiple Tests
OH-GEN-SUM-EOC-ELA-OST_BREACH_PART1-9
OH-GEN-SUM-EOC-ELA-OST_BREACH_PART2-9

8. *Optional:* Select to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.
9. *Optional:* Select to collapse all expanded sessions. The button will only be displayed when multiple tests per session exist.

Figure 61. School Report Page with All Sessions Expanded

Session ID	Proctor Name	Test Name	Start Time of Session	Total # of Tests	Tests Started	Tests Paused	Tests Completed
UAT-7B4F-1	test, test	Multiple Tests	10/17/2019 9:11:45 AM	2	0	0	2
		OH-GEN-SUM-EOC-ELA-OST_BREACH_PART1-9		1	0	0	1
		OH-GEN-SUM-EOC-ELA-OST_BREACH_PART2-9		1	0	0	1
UAT-C26A-1	Demo, Demo	ELPA21-ELL-SCRN-JUD-ELPA-23-2	10/17/2019 8:56:00 AM	1	0	0	1
UATC694-1	user, demo	Multiple Tests	10/17/2019 10:43:56 AM	3	0	0	3
		OH-GEN-SUM-EOC-SS-OST_BREACH_LAG_PART1-11		2	0	0	2
		OH-GEN-SUM-EOC-SS-OST_BREACH_LAG_PART2-11		1	0	0	1

10. *Optional:* To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics. Sessions will be considered inactive if all students in the session are paused or have completed the test opportunity, and no new opportunities have been started.

11. *Optional:* Select  to refresh the list of available sessions. Data is refreshed in near real-time.

## How District-level Users Use TIDE after Testing

After testing, district-level users can perform the following tasks in TIDE:

- Resolve discrepant records
- Correct student enrollment information

## How district-level users resolve discrepancies

After a paper test has been processed for scoring, TIDE performs checks for a variety of discrepancies. This section explains those discrepancies and how to resolve them. A discrepant record’s result will not report in the Online Reporting System (ORS) until it has been resolved.

### How district-level users resolve student-not-found discrepancies

A student-not-found discrepancy occurs when the identifying information on a scorable document is not found in TIDE. The causes for this discrepancy include the following:

- A Pre-ID label was not applied to the document.
- A Pre-ID label was applied to the document, but the student’s record was not present in TIDE during the testing window.

You can resolve a student-not-found discrepancy in two ways:

- Associate – enables you to associate the test with an existing student
- Add Student – enables you to add or edit information for the student with whom the test should be associated in TIDE

Test Information and Distribution Engine User Guide

To resolve student-not-found discrepancies by associating a student:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The **Resolve Discrepancies** page (see [Figure 62](#)) appears.
2. Retrieve the list of discrepancies for your district and school by filling out the search criteria and selecting **Search**.
3. *Optional:* To view the answer document for a retrieved discrepancy, select the PDF file in the View column for that discrepancy. The document may contain a hint regarding the student to whom the test actually belongs.

Figure 62. Resolve Discrepancies Page

4. Select  for the student-not-found discrepancy you want to resolve. The **Resolve Discrepancy: Student Not Found** window appears (see [Figure 63](#)).

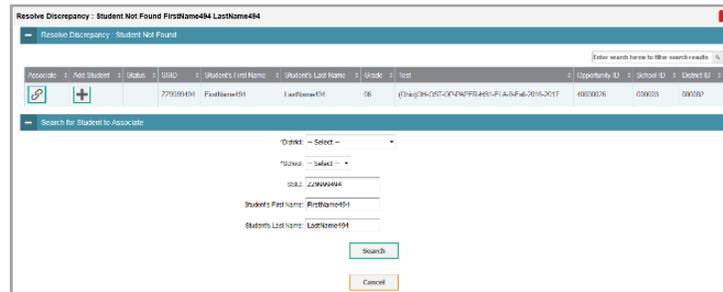
Figure 63. Resolve Discrepancy: Student Not Found Window

Resolve Discrepancy: Student Not Found									
Associate	Add Student	Student ID	First Name	Last Name	Grade	Test	Opportunity ID	School ID	District ID
		9990005544	Austin	Powers	3	ELA-G3-Paper-ELA-3-Fall-2015-2016	1	9873_4086	9873
		9870022562	James	Bond	3	ELA-G3-Paper-ELA-3-Fall-2015-2016	1	9873_9210	9873



5. If the student with whom you want to associate the test exists in TIDE, select  in the Associate column. The **Search for Students to Associate** panel appears (see [Figure 64](#)).
6. Select the District and School and enter search criteria for the other optional fields, if desired, to retrieve an existing student.
7. Select **Search**.

Figure 64. Search for Students to Associate Panel



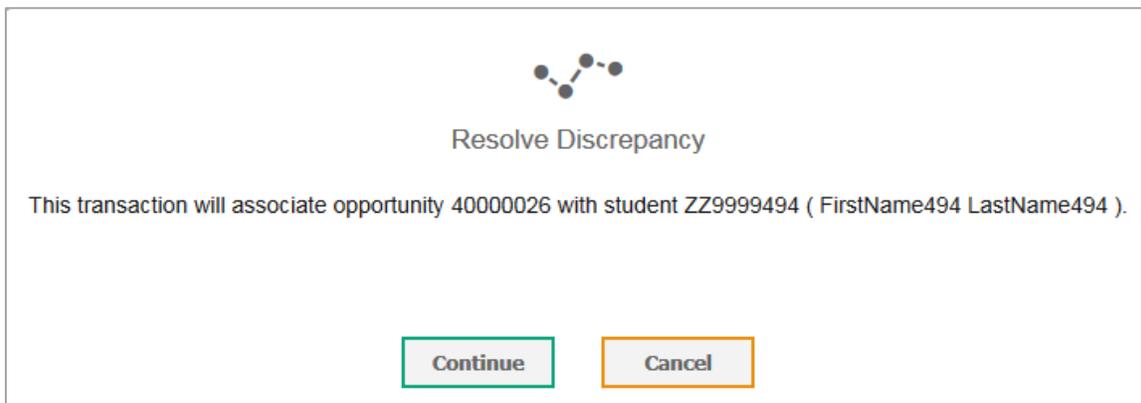
- In the list of retrieved students, select  for the student with whom you want to associate the test.

Figure 65. Search Results

Student's First Name	Student's Last Name	Birth Date (MM/DD/YYYY)	SSID
FirstName1	LastName1	08/11/96	ZZ9999494
FirstName2	LastName2	08/12/97	ZZ9999494

- To continue with the association, select **Continue** in the Confirmation pop-up window.
- An affirmation message appears to inform you that the test has been associated with the student and the discrepancy has been successfully resolved. Select **Continue** to return to the **Resolve Discrepancies** page.

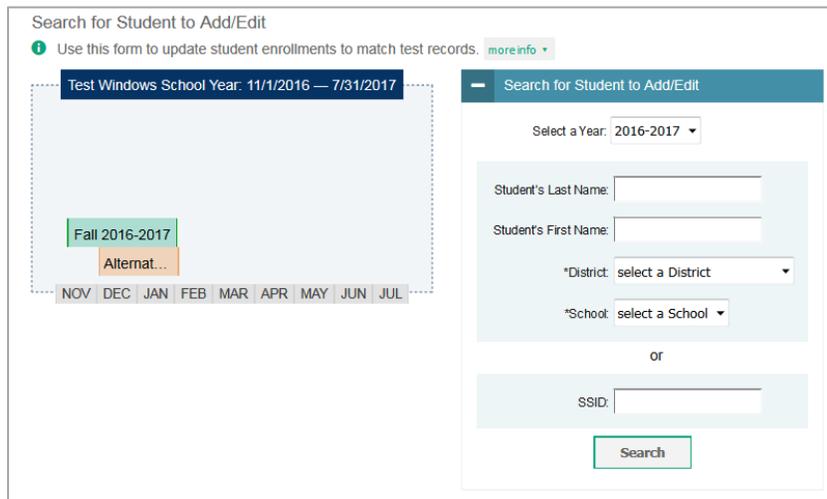
Figure 66. Confirmation Pop-up Window



To resolve student-not-found discrepancies by adding/editing a student:

- If you need to add the student to TIDE, select  in the Add column. The *Search for Students to Add/Edit* panel appears (see [Figure 67](#)).

Figure 67. Search for Students to Add/Edit Panel

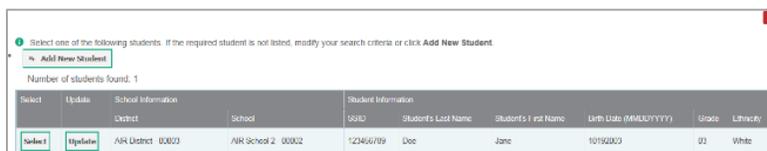


2. In the *Search for Student to Add/Edit* panel, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student. You can search by a student’s SSID, or by specifying the student’s first name and last name in addition to the District and School.

**A note on the Test Windows School Year:** TIDE creates a superset of the test administrations for the entire school year that starts from the date the first test administration started to the date the last test administration ends. When adding the student, if the end date of the test administration super set is a date that is already in the past, TIDE adds the student with that date. However, if the end date of the test administration super set is a date that is in the future, then TIDE adds the student with the end date as today’s date to prevent overwriting the student’s information for the ongoing test administration.

3. Select **Search**. The Add/Edit Student window opens.

Figure 68. Add/Edit Student Window



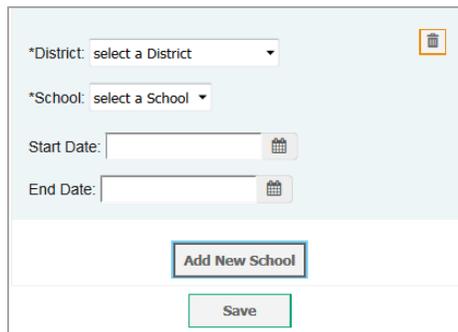
4. From the Add/Edit Student window, do one of the following:
  - To select the retrieved student:
    - Select **Select**. The *Search for Students to Add/Edit* panel appears.
    - To add the student to the discrepant test without any modifications, select **Save**.

Figure 69. Search for Students to Add/Edit Panel with Student Details



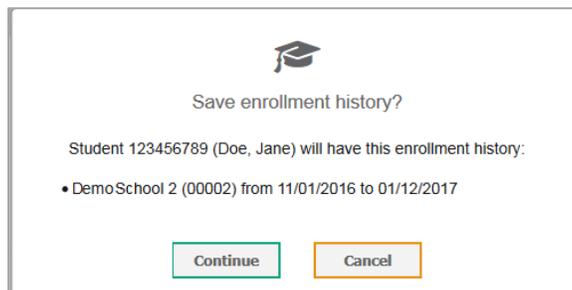
- To add the student to the discrepant test with modifications, make the necessary modifications in the *Add/Edit Student's School* panel and then select **Save**. You can make the following modifications:
  - Modify the enrollment dates to reflect the student's actual attendance at the listed schools.
  - If the required school does not appear in the panel, add the new school information. To add school information, select **Add New School** and enter the student's new school information in the displayed fields (see [Figure 70](#)).

Figure 70. New School Fields in the Add/Edit Student's School Panel



- Select **Continue** on the confirmation message that appears.
- Select **Continue** on the affirmation message to return to the *Resolve Discrepancy* page.

Figure 71. Confirmation Message



## Test Information and Distribution Engine User Guide

- To update the student’s demographic information and then select the student:
  - Select **Update**. The **Demographics** window (see [Figure 82](#)) will appear.
  - Complete the form for the student you want to add and select **Save**.

Figure 72. Fields in the Demographics Window

- In the confirmation dialog, select **Continue** to return to the Add/Student Edit Window (see [Figure 68](#)).
- Click **Select** and follow the procedure described for selecting students (see [To select the retrieved student](#) section) to resolve the discrepancy.
- To add a new student:
  - Select **Add New Student**. The **Demographics** window (see [Figure 72](#)) will appear.
  - Complete the form for the student you want to add and select **Save**.
  - In the confirmation dialog, select **Continue** to return to the *Search for Students to Add/Edit* Panel (see [Figure 73](#)).
  - Follow steps 2–4 to add the student to the test and resolve the discrepancy.

Figure 73. Search for Students to Add/Edit Panel

### How district-level users resolve duplicate test discrepancies

A duplicate-test discrepancy occurs when TIDE detects two or more tests submitted by the same student. This discrepancy can occur when more than one scorable document has been returned with a Pre-ID label applied for the same student.

You can resolve a duplicate-test discrepancy in two ways:

- Invalidate – enables you to invalidate the test and prevent any further action on the test
  - Reassign – enables you to reassign the test and related data to the correct student.
1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The **Resolve Discrepancies** page appears.
  2. Retrieve the list of discrepancies for your district and school by filling out the search criteria and selecting **Search**.
  3. To view the document for a retrieved discrepancy, select the PDF file in the View column for that discrepancy. The document may contain a hint regarding the student to whom the test actually belongs.
  4. Select  for the duplicate discrepancy you want to resolve. The **Resolve Discrepancy: Duplicate-Test** window appears (see [Figure 74](#)).

Figure 74. Resolve Discrepancy: Duplicate-Test Window

Resolve Discrepancy: Duplicated Records					
Invalidate	Reassign	First Name	Last Name	Opportunity ID	Test
		Austin	Powers	1	ELA
		James	Bond	1	ELA

5. Do one of the following:
  - To invalidate the duplicate test, select  in the Invalidate column.
  - To reassign the duplicate test to another student, select  in the Reassign column. TIDE displays a list of search fields to retrieve the other student.
    - i. Enter search criteria to retrieve an existing student and select **Search**.

- ii. From the list of found students, select  for the student to whom you want to reassign the test.

6. In the dialog box that pops up, select **Continue**.

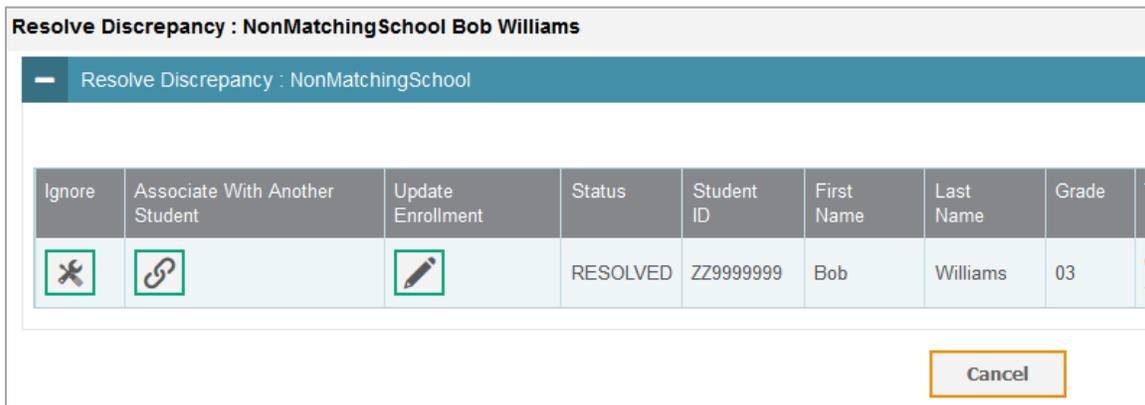
### How district-level users resolve non-matching school discrepancies

A non-matching school discrepancy occurs when a student submits a test while enrolled in one school, but TIDE’s records indicate that the student was enrolled in another school at the time of the test. For example, a student moved from School A to School B in the middle of the school year, but TIDE’s records were not updated to reflect that move. The student then submitted a test while in School B. As a result, the scoring engine detects a discrepancy between TIDE’s records and the submitted test. To resolve this discrepancy, you need to modify the student’s enrollment history so that it includes the school in which the student was actually enrolled at the time of the test.

You can resolve a non-matching school discrepancy in three ways:

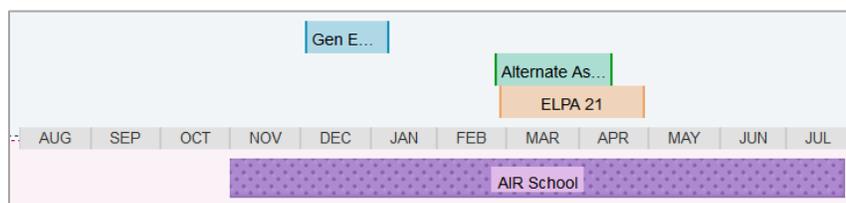
- Ignore – enables you to overrule the discrepancy and forward the test for scoring.
  - Associate with Another Student – enables you to associate the test with an existing student.
  - Update Enrollment – enables you to modify the student’s enrollment history so that it includes the school in which the student was actually enrolled at the time of the test.
1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Resolve Discrepancies**. The **Resolve Discrepancies** page appears.
  2. Retrieve the list of discrepancies for your district and school by filling out the search criteria and selecting **Search**.
  3. To view the document for a retrieved discrepancy, select the PDF file in the View column for that discrepancy. The document may contain a hint regarding the school in which the student was actually enrolled during the test.
  4. Select  for the non-matching school discrepancy you want to resolve. The **Resolve Discrepancy: Non-Matching School** page appears (see [Figure 75](#)).
  5. To ignore the discrepancy and associate the score with the school as recorded in TIDE, select  in the Ignore column, and in the subsequent affirmation dialog boxes select **Continue**.

Figure 75. Search Fields in the Resolve Discrepancy: Non-Matching School Page



6. To associate the test with a different existing student, select in the Associate column, search for the student, and select for the student with whom you want to associate the test. Select Continue on the confirmation and affirmation pop-up windows.
7. To modify the student’s enrollment, do the following:
  - a. Select in the Update Enrollment column. The *Search for Student to Add/Edit* panel appears. This panel includes a graph showing the student’s enrollment as recorded in TIDE (see [Figure 76](#)).

Figure 76. Graph of Student's Enrollment



- b. In the *Add/Edit Student's School* panel (see [Figure 77](#)), modify the enrollment dates to reflect the student’s actual attendance at the listed schools.
- c. If the required school does not appear in the panel, select **Add New School**. Select a new school and enter start and end dates.
- d. Select **Save**, and in the following affirmation dialog boxes select **Continue**.

Figure 77. Add/Edit Student's School Panel

**How district-level users correct student enrollment information**

You can edit a student’s enrollment history or add a new student record to a past test administration if required.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Student Enrollment History**. The **Search for Students to Add/Edit** page appears (see [Figure 78](#)) displaying the Test Windows School Year.

Figure 78. Search for Students to Add/Edit Page

**About the Test Windows School Year**

This is a superset of the test administrations that starts from the date the first test administration started to the date the last test administration ends. When adding the student, if the end date of the test administration super set is a date that is already in the past, TIDE adds the student with that date. However, if the end date of the test administration super set is a date that is in the future, then TIDE adds the student with the end date as today's date to prevent overwriting the student's information for the ongoing test administration.

1. In the *Search for Student to Add/Edit* panel, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student. You can search by a student's SSID, or by specifying the student's first name and last name in addition to the District and School.
2. Select **Search**. The Add/Edit Student window opens. (See [Figure 68](#).)
3. From the Add/Edit Student window, do one of the following:
  - To select the retrieved student:
    - i. Select **Select**. The *Search for Students to Add/Edit* page appears displaying the selected student's record.

Figure 79. Search for Students to Add/Edit Page with Student Details



- ii. In the *Add/Edit Student's School* panel, make the necessary modifications to the student's record. You can make the following modifications:
      - Modify the enrollment year dates to reflect the student's actual attendance at the listed schools.
      - If the required school does not appear in the panel, add the new school information. To add school information, select **Add New School**, and enter the student's new school information in the displayed fields (see [Figure 80](#)).

Figure 80. New School Fields in the Add/Edit Student's School Panel

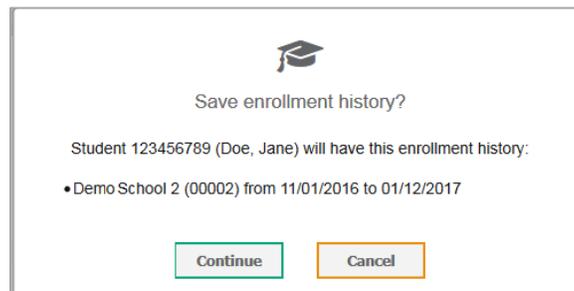
The screenshot shows a form with the following fields:
 

- \*District: select a District (dropdown menu)
- \*School: select a School (dropdown menu)
- Start Date: (text input with a calendar icon)
- End Date: (text input with a calendar icon)

 At the bottom of the form is a button labeled "Add New School".

- iii. Select **Save** to save your modifications.
- iv. Select **Continue** on the confirmation message that appears.
- v. Select **Continue** on the confirmation message to return to the *Search for Student to Add/Edit* page.

Figure 81 Confirmation Message



- To update the student's demographic information:
  - i. Select Update. The *Demographics* window (see [Figure 72](#)) will appear.
  - ii. Complete the form for the student you want to add and select **Save**.
  - iii. In the confirmation message, select **Continue** to return to the Add/Student Edit Window (see [Figure 68](#)).
  - iv. To return to the *Search for Student to Add/Edit* page, close the window. (See [Figure 68](#).)
- To add a new student:
  - Select **Add New Student**. The *Demographics* window (see [Figure 72](#)) will appear.
  - Complete the form for the student you want to add and select **Save**.

- In the confirmation message, select **Continue** to return to the **Search for Students to Add/Edit** page (see [Figure 82](#)).

Figure 82 Search for Students to Add/Edit Page

Search for Student to Add/Edit

Use this form to update student enrollments to match test records. [more info](#)

Test Windows School Year: 11/1/2016 — 7/31/2017

Fall 2016-2017

Alternat...

NOV DEC JAN FEB MAR APR MAY JUN JUL

Search for Student to Add/Edit

Select a Year: 2016-2017

Student's Last Name:

Student's First Name:

\*District: select a District

\*School: select a School

or

SSID:

Search

## How School-level Users Perform Tasks in TIDE

School-level users have access to many of the same tasks as district-level users and perform these tasks the same way a district-level user performs them. For these tasks, this section of the guide refers school-level users back to the instructions presented in the district-level user section.

### How School-level Users Perform Tasks in TIDE Before Testing Begins

Before testing begins, school-level users must perform the following tasks in TIDE:

- Set up **user accounts** for teachers and test administrators so they can sign in to TIDE and other CAI systems. If teachers or test administrators do not have accounts set up in TIDE, they will not be able to access any CAI systems or administer tests.
- Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- Set up **rosters** so the Online Reporting System (ORS) can display scores at the teacher, school, and district levels.

### How School-level Users Set up User Accounts in TIDE

School-level users must set up user accounts in TIDE for teachers and test administrators. If teachers and test administrators do not have user accounts set up in TIDE before testing begins, they will not have access to any CAI systems or be able to administer tests.

Like district-level users, school-level users can add or modify user accounts for their associated schools one at a time or multiple user accounts all at once through file upload. These tasks can be performed following the procedure as described in the section [“How District-level Users Set Up User Accounts in TIDE.”](#) For detailed information, please refer to the following sections:

- How district-level users add new user accounts one at a time
- How district-level users modify existing user accounts one at a time
- How district-level users add or modify multiple user accounts all at once

### How School-level Users Register Students for Testing

School-level users can register students for testing if those students have not already been registered. If students are not registered for testing, they will not be able to sign into a test.

Like district-level users, school-level users can add or modify student accounts for their associated schools. School-level users can also specify student accommodations and test tools and view student distribution reports. These tasks can be performed following the procedure as described in the section [“How District-level Users Register Students for Testing.”](#) For detailed information, please refer to the following sections:

- How district-level users add new student accounts one at a time

## Test Information and Distribution Engine User Guide

- How district-level users modify existing student accounts one at a time
- How district-level users specify student accommodations and test tools
- How district-level users upload student accommodations and test tools
- How district-level users view student distribution reports

### How School-level Users Manage Rosters

School-level users can manage rosters for students in their school. These rosters are then sent to the Online Reporting System so that systems can display rosters.

Like district-level users, school level users can add or modify rosters one at a time or all at once through file upload. These tasks can be performed following the procedure in the section "[How District-level Users Manage Rosters.](#)" For detailed information, please refer to the following sections:

- How district-level users add new rosters one at a time
- How district-level users modify existing rosters one at a time
- How district-level users add or modify multiple rosters all at once
- How district-level users print PreID labels from roster lists

### How School-level Users Use TIDE During Test Administration

During testing, school-level users can perform the following tasks in TIDE:

- Print **test tickets** to help students log in to tests.
- View reports of students' current test statuses, test completion rates, and test status codes.

### How School-level Users Print Test Tickets

School-level users can print test tickets for students in their school. Test tickets are hard-copy forms that includes a student's username for logging in to a test.

Test tickets can be printed by following the procedure in the section "[How District-level Users Print Test Tickets.](#)" For detailed information, please refer to the following sections:

- How district-level users print test tickets from student lists
- How district-level users print test tickets from roster lists

### How School-level Users Monitor Test Progress

Like district-level users, school-level users can view reports of students' current test statuses, test completion rates, and test status codes. These tasks can be performed by following the procedure in the section "[How District-level Users Monitor Test Progress.](#)" For detailed information, please refer to the following sections:

## Test Information and Distribution Engine User Guide

- How district-level users view report of students' current test status
- How district-level users view report of students' current test status by student ID
- How district-level users view report of test completion rates
- How district-level users view report of test status codes
- How district-level users view test session status reports

## How Teachers and Test Administrators Perform Tasks in TIDE

Teachers and test administrators have access to some of the same tasks as district-level and school-level users and perform these tasks the same way a district-level or school-level user performs them. For these tasks, this section of the guide refers teachers and test administrators back to the instructions presented in the district-level user section.

### How Teachers and Test Administrators Perform Tasks in TIDE Before Testing

Before testing begins, teachers and test administrators can perform the following tasks in TIDE:

- View **user accounts** to verify their own account information.
- View **student accounts** to ensure student details are properly entered into TIDE and edit student test accommodations and test tools, if necessary. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- Set up **rosters** so the Online Reporting System can display the rosters.

### How Teachers and Test Administrators View User Accounts in TIDE

Teachers and test administrators can view their own user account information in TIDE by selecting **Manage Accounts** from the banner.

### How Teachers and Test Administrators Manage Student Information

Teachers and test administrators can view student accounts and student distribution reports by selecting the **Student** task menu, selecting **View Students**, filling out the search criteria, and selecting **Search**. Search results can be viewed in TIDE or exported to the inbox.

Like district- and school-level users, teachers and test administrators can also specify students' accommodations and test tools by following the procedure in the section "[How district-level users specify student accommodations and test tools.](#)" For detailed information, please refer to the following section:

- How district-level users specify student accommodations and test tools

### How Teachers Manage Rosters

Teachers can manage rosters for students in their school. These rosters are then sent to the Online Reporting System so the systems can display scores.

Like district- and school-level users, teachers can add or modify rosters one at a time or all at once through file upload. These tasks can be performed following the procedure in the section "[How District-level Users Manage Rosters.](#)" For detailed information, please refer to the following sections:

- How district-level users add new rosters one at a time
- How district-level users modify existing rosters one at a time
- How district-level users add or modify multiple rosters all at once

## How Teachers and Test Administrators Use TIDE During Testing

During testing, teachers and test administrators can perform the following tasks in TIDE:

- Print **test tickets** to help students log in to tests.
- View reports of students' current test statuses, test completion rates, and test status codes.

### How Teachers and Test Administrators Print Test Tickets

Teachers and test administrators can print test tickets for their students. Test tickets are hard-copy forms that includes a student's name and SSID for logging in to a test.

Test tickets can be printed by following the procedure in the section "[How District-level Users Print Test Tickets](#)." For detailed information, please refer to the following sections:

- How district-level users print test tickets from student lists
- How district-level users print test tickets from roster lists

### How Teachers and Test Administrators Monitor Test Progress

Like district- and school-level users, teachers and test administrators can view reports of students' current test statuses, test completion rates, and test status codes. These tasks can be performed by following the procedure in the section "[How District-level Users Monitor Test Progress](#)." For detailed information, please refer to the following sections:

- How district-level users view report of students' current test status
- How district-level users view report of students' current test status by student ID
- How district-level users view report of test completion rates
- How district-level users view report of test status codes

## Appendix

### A

#### Account Information

You can modify your name, phone number, and other account information in TIDE. (To change your email address, your school or district test coordinator must create a new account with the updated email address.)

1. In the TIDE banner (see [Figure 83](#)), from the **Manage Account** drop-down list, select **My Contact**. The **My Contact Information** page appears (see [Figure 84](#)).

Figure 83. TIDE Banner



2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 84. Fields in the My Contact Information Page

### C

#### Changing Your Associated Test Administration, Institution, or Role

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

1. In the TIDE banner (see [Figure 83](#)), select **Change Role** from the **Manage Account/Administration** drop-down menu. The **Administration Details** window appears (see [Figure 85](#)).
2. Update the information as necessary.
3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 85. Administration Details Window

The screenshot shows a window titled "Administration Details" with a user icon at the top. Below the title, it says "Select the Test Administration, User Role, District, and School (as applicable):". There are four dropdown menus: "Test Administration" (Ohio State Tests 2019-20), "User Role" (District Test Coordinator), "\*State" (000000 - Ohio Departmer), and "\*District" (000004 - Demo Commun). At the bottom are "Submit" and "Cancel" buttons.

**Columns in the Additional Orders Page**

Status	Description
Material Description	Description of the materials included in the order.
Quantity You Will Receive	Cumulative quantity sent to the shipping vendor. This number is rounded up to the multiple in a pack or box.
Quantity Approved	Latest quantity approved.
Quantity Pending Approval	Latest quantity sent for approval.
Additional Quantity	Amount to order. The entered amount should include the quantity displayed in the <i>Quantity You Will Receive</i> column along with any additional quantity. For example, if the quantity displayed in the <i>Quantity You Will Receive</i> column shows 135 and you need 10 more, enter 145.

**Columns in the Answer Document Report**

Field	Description
TEST	Test's administration.
SUBJECT	Subject for which test was administered.
DISTRICT	ID of district where document was shipped.
SCHOOL	ID of school where document was shipped.

Field	Description
STATUS	One of the following: <ul style="list-style-type: none"> <li>Returned Scorable—DRC received the answer document.</li> <li>Returned Nonscorable—DRC received the document, but it was returned as nonscorable.</li> <li>Pending—DRC received the document but has not yet processed it or the document could not be processed.</li> <li>Do Not Score—DRC received the document with a Do Not Score label applied.</li> <li>Not Returned—DRC has not yet received the document, or DRC has not yet finished processing it.</li> </ul>
DATE SCANNED AT DRC	Date DRC scanned in the returned scorable document.
LAST NAME*	Student's last name.
FIRST NAME*	Student's first name.
MI*	Student's middle initial.
DOB*	Student's date of birth.
GRADE*	Student's enrolled grade.
STUDENT ID*	Student's SSID.
SECURITY NUMBER	Bar code appearing on the answer document.

\* Values in this column reflect student demographics associated with the Pre-ID label.

#### Columns in the Test Status Request Upload File

Column Name	Description	Valid Values
Type*	Type of test status request.	One of the following: Invalidate a test Reset a test Re-open a test Revert a test that's been reset
Search Type*	Student field to search.	One of the following: Result ID Session ID SSID

Column Name	Description	Valid Values
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 status request.	Up to 1,000 alphanumeric characters.

\*Required field.

### Columns in the Attributes Upload File

Field Name	Description	Valid Values
SSID*	State-assigned student identifier.	Nine-digit identifier. Must be enrolled in your district.
AttributeName*	Name of the student attribute.	<ul style="list-style-type: none"> <li>• Retester Algebra</li> <li>• Retester American Government</li> <li>• Retester American History</li> <li>• Retester Biology</li> <li>• Retester ELA I</li> <li>• Retester ELA II</li> <li>• Retester Geometry</li> <li>• Retester Integrated Mathematics I</li> <li>• Retester Integrated Mathematics II</li> </ul>
Subject*	Subject of assessment.	N/A
Value*	Value of the student attribute.	Yes or No

\*Required field.

### Columns in the Detailed Session Report Page

Column	Description
Proctor Name	Name of the test administrator associated with the Session ID.
Test Name	Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.
Session ID	The Session ID to which the test is linked.
Start Time of Session	Start time of the session.
Total # of Tests	Total number of tests in each school.

Column	Description
Tests in Progress	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.
Earliest Start Time of Student Testing	The time the first test opportunity was started by the first student in the session

### Columns in the Initial Orders Page

Column	Description
Material Description	Description of the materials included in the order.
Quantity You Will Receive	Quantity to be shipped from the vendor after the initial order window closes. This quantity includes any rounding above the Quantity Approved.
Quantity Approved	Quantity that is approved. This reflects what has been automatically approved or approved by the Department.
Quantity Pending Approval	Quantity requiring approval by the Department.
Additional Quantity	The total quantity of materials ordered in TIDE.

### Columns in the Order Details Form

Column	Description
Material Description	Description of the materials included in the order.
Expected Shipment Quantity	Quantity to be shipped from the vendor. This includes pack rounding.
Approved Quantity	Quantity of the material that is approved. This includes the original quantity plus any additional quantities you ordered.
Awaiting Approval Quantity	Quantities you ordered that are pending approval.
Approval Status	Approval status of quantities you ordered.

### Columns in the Order History Page

Column	Description
Order Number	Purchase order number.

Column	Description
Order Type	Type of order: initial or additional.
Submitted By	User who generated the order.
Order Status	Order's current status. Statuses are: Open – Order generated by TIDE, awaiting review by a test coordinator. Awaiting Approval – Order is awaiting Department approval. Approved – All line items in the order were approved or partially approved. Partially Approved – At least one line item in the order was rejected. Rejected – Order was not approved by the Department. In Process – Order is approved, but not yet transmitted to the vendor. Processed – Order was transmitted to vendor.
Submitted Date	Date order was generated.

### 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.
District Name	Name of the district associated with the record.
School Name	Name of the school associated with the record.
Enrolled Grade	The grade in which a student is enrolled.
Test	Test name for this student record.
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Opportunity	The opportunity number for that student's specific record.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts).
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.

Attribute	Description
Force Complete Date	The date a test expired and was force-completed.
Total Time Spent	The amount of time the student was in the test.

### Columns in the Roster Upload File

Column Name	Description	Valid Values
District IRN*	District associated with the roster.	Six-digit district ID that exists in TIDE.
School IRN*	School associated with the roster.	Six-digit school ID that exists in TIDE. Must be associated with the district ID.
Email*	Email address of the user associated with the roster.	Email address of a user existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district.	Nine-digit identifier.
Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

\*Required field.

### Columns in the Student Upload File

For information pertaining to the columns and acceptable values in student upload files, refer to the Ohio Pre-ID File Layout available under the [TIDE Support Documents](#) resource folder on the Ohio's State Tests [portal](#). A Pre-ID Guidance Document and Pre-ID file upload templates in excel (.xlsx) and comma separated (.csv) formats are also available under the [TIDE Support Documents](#) resource folder.

#### Available Pre-ID File Upload Formats

- Pre-ID files can be accepted in excel (.xlsx), comma separated (.csv) and fixed width (.txt) formats. Fixed width files must be created using the [Ohio Pre-ID File Layout](#).

### Columns in the Summary Session Report Page

Column	Description
Schools	List of schools for which you can view reports.
Total # of Students in Test	Total number of students testing in each school.
Tests in Progress	Number of tests that have been started and have not been completed or paused.

Column	Description
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

### Columns in the Test Completion Rate Report

Column	Description
Date	Date and time that the file was generated.
Test Name	Grade, test, and subject that are being reported.
Test	Specific Ohio test program selected for the file generated (OST/AASCD/OELPA/OELPS/OGT)
Administration	Test administration year and season selected for the file generated
District Name	The name of the associated district.
District ID	Six-digit IRN of the associated district.
School Name	The name of the associated school. This column is only included in the school-level report.
School ID	Six-digit IRN of the associated school. This column is only included in the school-level report.
Opportunity	Test opportunity number that is being reported.
Total Student	Number of students with an active relationship to the school in TIDE and eligible for this test.
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 and eligible for this test.
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 and eligible for this test.

### Columns in the Test Settings Upload File

Column	Description	Valid Values
SSID*	Student's statewide identification number.	Nine digits.

Column	Description	Valid Values
Subject	Subject for which the tool or test setting applies.	One of the following: AASCD ELA Mathematics Science Social Studies OELPA OELPS OGT
Tool Name	Name of the tool or test setting.	See the table “Valid Values for Tool Names.”
Value	Indicates if the tool or test setting is on or off, or the options available for the test setting.	See the table “Valid Values for Tool Names.”

\*Required field.

#### Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
SSID	Student's Statewide Student Identifier number.
OppNum	Test opportunity 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	Not applicable.
Assigned School ID	IRN of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.
Result ID	Unique ID for the test opportunity.
Session ID	Unique ID for the test session.
Test Expiration Date	Date the test expired.

**Columns in the User Upload File**

Column	Description	Valid Values
DISTRICT IRN*	District associated with the user.	District ID that exists in TIDE, and must be associated with the user uploading the file.
SCHOOL IRN	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 district ID. Can be blank when adding district-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.
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, see <a href="#">User Role Permissions</a> .	One of the following: DA - District administrator DRU - District reporting user EC - EMIS coordinator BTC - Building test coordinator BRU - Building reporting user TA - Test administrator TE- Teacher User role must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

\*Required field.

## Test Information and Distribution Engine User Guide

### D

#### Deleting Records from TIDE

You can delete existing records for users, students and rosters from TIDE. For users with multiple roles, individual roles can be deleted without deleting the entire user account.

1. Retrieve the records you want to delete by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
  - Mark the checkboxes for the record you want to delete.
  - Mark the checkbox at the top of the table to delete all retrieved records.
3. Select , and in the affirmation dialog box select **OK**.

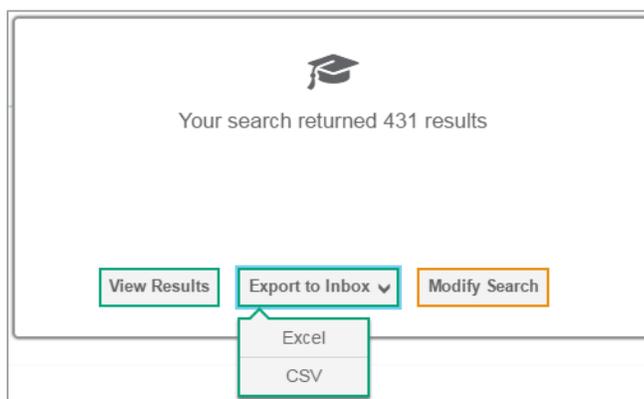
### E

#### Exporting Records in TIDE

You can export search results for users, students, rosters, students' test settings, and test status requests to the inbox.

1. Retrieve the records you want to export by following the procedure in the section [Searching for Records in TIDE](#).
2. In the search results pop-up window (see [Figure 86](#)), select **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox.

Figure 86. Search Results



You can also export records from the search results grid.

## Test Information and Distribution Engine User Guide

1. Retrieve the records you want to delete by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
  - Mark the checkboxes for the record you want to export.
  - Mark the checkbox at the top of the table to export all retrieved records.
3. Select , and in the affirmation dialog box select **OK**.

## F

### Fields in the Student Information Panel

Field	Description
District*	District where student is enrolled.
School*	School where student is enrolled.
SSID*	Statewide Student Identifier (SSID) assigned by ODE or Student ID for nonpublic and home-schooled students only.
District assigned student identifier	School or district student ID assigned locally.
Last Name*	Student's last name.
First Name*	Student's first name.
Middle Name	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.
Ethnicity*	Indicates student's race or ethnicity.
Home District	IRN of student's home district. Should only be used to report scores to a home district. This is most commonly used by JVSDs or CTCs.
Home School	IRN of student's home school.

\*Required field.

### Fields in the Eligibility Panel

Field	Description
Test Eligibility (Alternate Assessment)	Indicates student is eligible for the Alternate Assessments. Students marked "Yes" will not be eligible for Ohio's State tests and the Primary Disability field will be required.

Field	Description
LCI Assignment	Indicates an Alternate Assessment student has been assigned the Learning Characteristics Inventory (LCI). Note this is a read only field.
OELPA Mode	Indicates whether the student is eligible to take the Ohio English Language Proficiency Assessment (OELPA) and the mode (paper or online). Required for OELPA students.
OELPA Braille	Indicates whether the student is eligible to take the braille version of the Ohio English Language Proficiency Assessment (OELPA).
Test Mode for Ohio's State Tests and AASCD (subject)	Test mode for the indicated subject. Refer to the <a href="#">Ohio Pre-ID Layout File</a> for more information.
Breach Eligibility for Ohio's State Tests (subject)	Students that have been approved by the Department to use the online breach from will have the appropriate test marked here. Note this is a read only field.
Accelerated Testing for Ohio's State Tests (subject)	The grade (must be higher than the enrolled grade) at which a student is tested for a given subject.
OGT Eligibility (subject) Only applies to Ohio Graduation Tests	Indicates whether a tester is eligible to take the Ohio Graduation Tests (OGT). Required for OGT testers.
Home Schooled	Indicates child is part of a home-schooled program.

#### Fields in the Additional Student Data Panel

Field	Description
Student Migrant Status	Student's migrant status
Accommodations	Indicated if student is eligible for an accommodation (subject)
Limited English Proficient (LEP)	Indicates if student is or is not an English learner.
504	Indicates student has a 504.
IEP	Indicates student has an IEP.
Gifted/Talented	Indicates student is identified as gifted.
Primary Disability	Indicates the primary disability condition that best describes student's impairment. This field is required when the Test Eligibility (Alternate Assessment) field is indicated as Y (yes).
Retester [EOC Subject]	Indicates whether the student is retaking the corresponding End-of-Course (EOC) test.

#### Fields in the Class Information Panel

Field	Description
Home Room	Indicates the home room of the student.

Field	Description
Staff Member	Indicates the home room teacher or someone else.
Section Number/ Class Name/ Course Code (subject)	Indicates the section number, class name, course code for the given subject.
Teacher name (subject)	Indicates the teacher name for the given subject.
Teacher Identification Number (subject)	Indicates the teacherID number for the given subject.

### Fields in the Test Settings and Tools Panels

Field	Description
<b>General Tools</b>	
Highlighter	Toggles the Highlighter tool on or off, allowing student to highlight text. Default is on.
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page. Default is on.
Strikethrough	Toggles the Strikethrough tool on or off, allowing student to cross out answer options for selected response items. Default is on.
Test Clock	Allows the student to see the time they have been actively testing. Default is on. Not available for AASCD.
<b>Reading Tools</b>	
Paginated Stimuli*	When enabled, allows a student to read a passage by “flipping” pages, similar to a book or e-reader. This eliminates vertical scrolling on passages. Only available for ELA and Social Studies. Default is on. *Cannot be used with Screen Reader Mode
Line Reader	List of available Line Reader tools. When enabled, allows the student to focus on a single line of text as they read. Default is Enhanced.
Group Oral Administration	When enabled, the students will receive a common sequence of test questions for online testing. Default is Off. Only applies to the Spring Ohio’s State Tests.
Text-to-Speech (TTS)	Sets which test content is administered with TTS. Default is off for ELA and on for Mathematics, Science and Social Studies. Cannot be turned off for AASCD.
Text-to-Speech Tracking	When enabled, each word in an item is highlighted as it is read. Default is off for ELA and on for Mathematics, Science, Social Studies and AASCD.
<b>Visual Tools</b>	
Color Choices	List of available color settings. Default is “None.”

Field	Description
Screen Reader Mode*	Indicates student can use the streamlined interface accommodation. This interface presents the test in an alternate, simplified format in which the items are displayed below the stimuli. This feature is only for blind or visually impaired students who use a screen reader. Not available for the biology, physical science, grade 8 science tests or AASCD. Default is off.  *Cannot be used with Paginated Stimuli
Mouse Pointer	Indicates the size and color for a user's mouse pointer. Default is system default.
Print Size	Sets the default type size in which the associated tests appear. Default is "No default zoom applied".
<b>Other Tools</b>	
Language	Language in which test is presented. Not available for English language arts tests, OELPA, OELPS, OGT or AASCD. Default is English.
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser. This feature requires Department approval at least 72 hours prior to testing. Default is off for all tests except AASCD. For AASCD default is on and cannot be turned off.
<b>Domain Exemptions</b>	
Exempted Domains <small>Only applies to OELPA and OELPS</small>	Indicates if a student is exempt from a domain on the OELPA or OELPS test.

**Fields in the View/Edit Users [User's Name] Page**

Field	Description
Email Address*	Email address for logging in to TIDE.
Role*	User's role. For an explanation of user roles, see <a href="#">User Role Permissions</a> .
District*	District associated with the user.
School*	School associated with the user.
First Name	User's first name.
Last Name	User's last name.
Phone	User's phone number.
TA Certified	Indicates if the user has completed the optional TA Certification Course. Once the user completes the course this field will automatically populate with a Y.
TA Alt Certified	Indicates if the user has completed the optional TA-Alt Certification Course. Once the user completes the course this field will automatically populate with a Y.

\*Required field.

## Test Information and Distribution Engine User Guide

### I

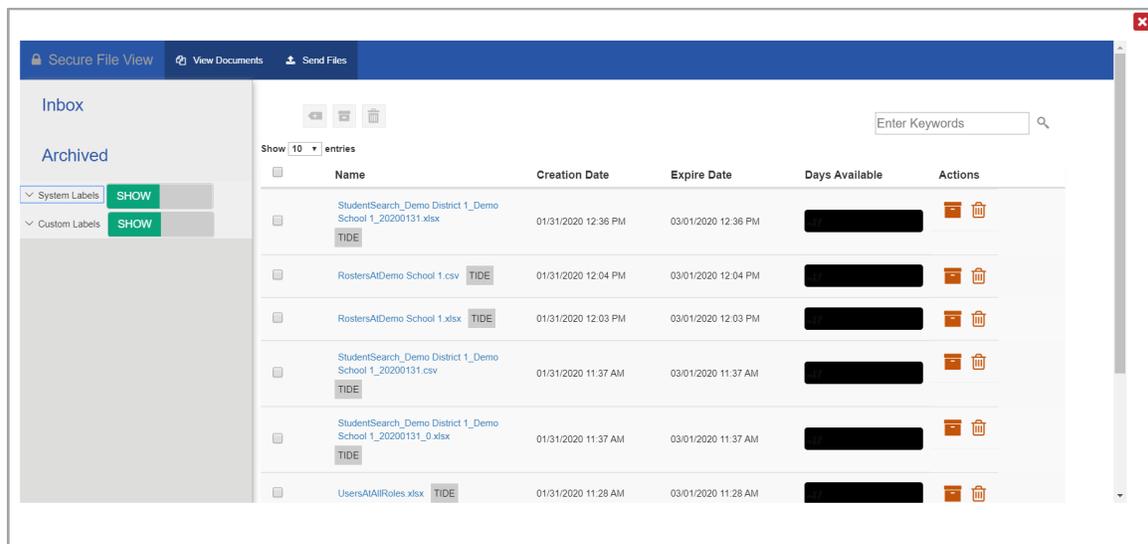
#### Inbox Files

When searching for users, students, students' test settings, and test status requests, you can choose to export the search results to the Inbox. The shared Inbox serves as a secure repository that lists files containing the data that you have exported in TIDE and other CAI systems. When you choose to export search results to the Inbox, TIDE sends you an email when the export task is completed and the file is available in the Inbox for download.

The files in the Inbox are listed in the order in which they were generated or archived. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days. You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference. You can also delete the files you have exported, provided you have not archived them.

1. From the TIDE banner (see [Figure 83](#)), select **Inbox**. The **Inbox** page appears (see [Figure 87](#)).
2. *Optional:* Select the file view from the available tabs:
  - **Inbox:** This is the default view and displays all the files except for the ones that you have archived.
  - **Archived:** Displays the files that you have archived.

Figure 87. Inbox



3. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.
4. *Optional:* To hide or display system labels, toggle .
5. *Optional:* To hide files with a system label, unmark the checkbox for that system label.

## Test Information and Distribution Engine User Guide

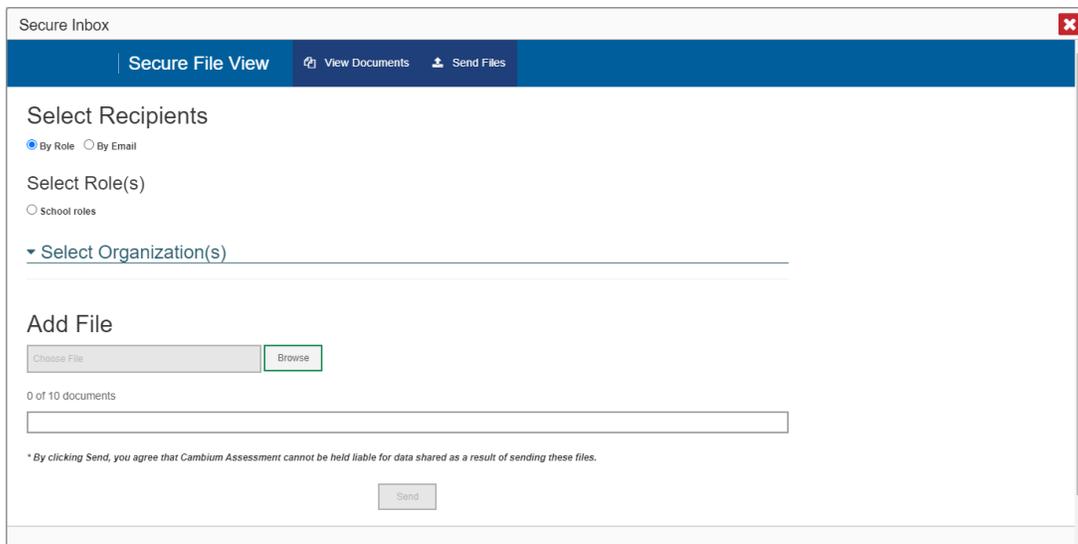
6. *Optional:* To hide or display custom labels, toggle .
7. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.
8. Do one of the following:
  - To download a file, select the file name.
  - To add a new custom label or apply an existing custom label, select .
    - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
    - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
  - To archive a file, select .
  - To delete a file, select .

**How to Use the Inbox to Send Files to Other Users' Inboxes**

You can send a file or files to individual recipients by email address or to groups of recipients by user role.

1. From the TIDE banner (see [Figure 83](#)), select **Inbox**. The **Inbox** page appears (see [Figure 87](#)).
2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 88](#)).

Figure 88. Secure Inbox Window: Send Files Tab



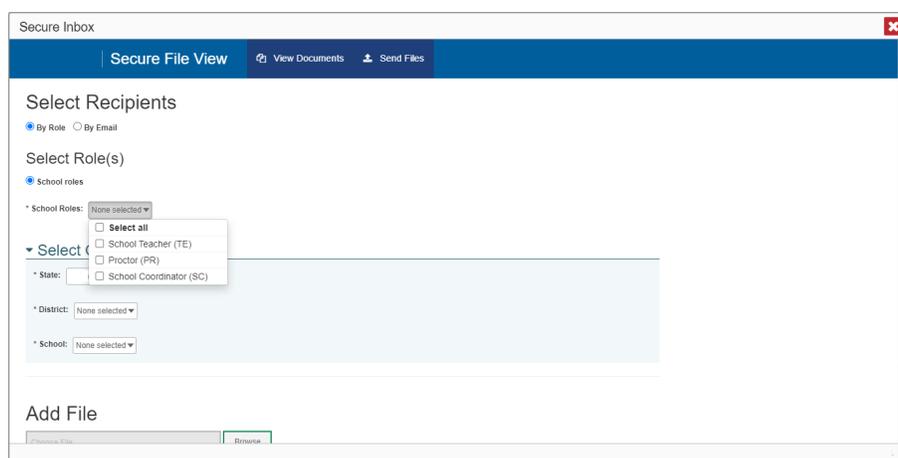
## Test Information and Distribution Engine User Guide

- In the *Select Recipients* field, do one of the following:
  - Select **By Role** to send a file or files to a group of users by user role.
  - Select **By Email** to send a file or files to a single recipient by email address.

If you select **By Email**, skip to step [7](#).

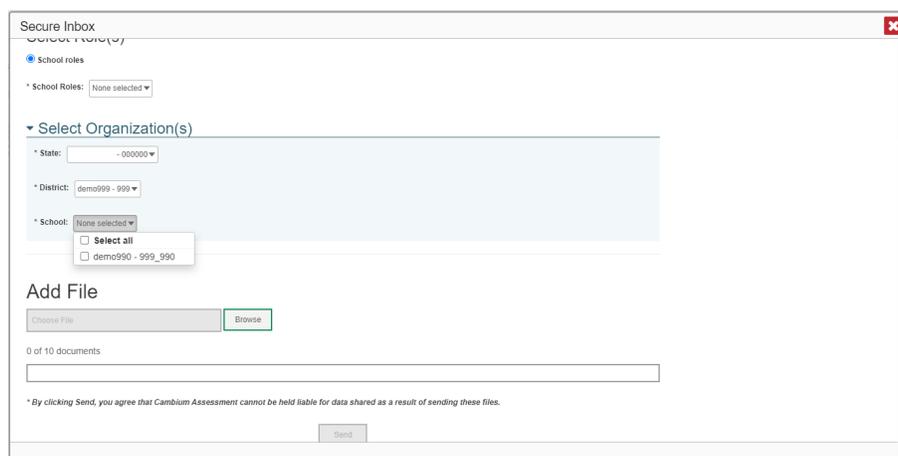
- In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
- From the drop-down list (see [Figure 89](#)), select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 89. Secure Inbox Window: Send Files Tab



- From the *Select Organization(s)* drop-down lists (see [Figure 90](#)), select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 90. Secure Inbox Window: Send Files Tab



## Test Information and Distribution Engine User Guide

7. If you selected **By Role** in step 3, skip this step. If you selected **By Email**, enter the email address of the recipient to whom you wish to send a file or files.
8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
10. Select **Send**.

**About File Deletion**

- Inbox and Archived files are deleted after 30 days.

**L****List of Test Status Request by Test Status**

Test Status	Invalidate a test	Reset a test	Re-open a test	Restore a test that's been reset	Score assigned to wrong student	Rescore a Test
Approved		✓				
Completed	✓	✓	✓			
Denied	✓	✓				
Expired	✓	✓	✓			
Paused	✓	✓				
Pending		✓				
Processing		✓				
Reported	✓	✓	✓		✓	✓
Review		✓				
Reset				✓		
Scored	✓	✓	✓			
Started		✓				
Submitted	✓	✓	✓			
Suspended		✓				
Invalidated		✓	✓			

### List of Test Status Request Statuses

You can use the information in the table below to [manage invalidation requests](#).

Test Status Request Status	Description of Status
Error Occurred	An error occurred while the test status request was being processed.
Pending Approval	Test status request is pending Department approval.
Processed	Test status request was successfully processed and the test opportunity has been updated.
Rejected	The test status request was rejected by the Department.
Rejected by System	Test Delivery System was unable to process the test status request.
Requires Resubmission	Test status request must be resubmitted.
Retracted	Originator retracted the test status request.
Submitted for Processing	Test status request submitted for processing.
Resolved	Test status request was resolved.

### List of Test Status Request Types

Reset and restore test status requests must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed for paper-based tests.

Type	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.
Reset a test	Allows the student to restart a test opportunity (removing all responses on the test) or allows the test administrator to restart the data entry interface (DEI) process. You can submit these test status requests until the end of the test window.
Re-open a test	Reopens a test in completed, submitted, scored or reported status. This request is useful when a student inadvertently or accidentally submits a test before completing it.  If a student experiences a test interruption and the student is unable to complete testing the same day, the test will become inactive (grayed out) the next day. District test coordinators (or district administrators) can submit a Re-open a Test request in TIDE if the student needs to resume testing on a subsequent day. Authorized users must wait until the test becomes inactive to submit the request in TIDE. You can submit these re-open requests until the end of the test window.

Type	Description
Restore a test that's been reset	Reverses a reset, restoring the student's responses on the test when the reset was processed. You can submit these restore requests until the end of the test window.
Score Assigned to Wrong Student	For <b>paper</b> tests only. Sends a request to Cambium Assessment to investigate the possibility of a misapplication of a Pre-ID label to a student's scorable document. You can submit score assigned to wrong student requests during the rescore and verification window.
Rescore a Test	Sends a request to scoring contractor to rescore a test. District test coordinators submit this test status request if they believe the student's score does not reflect expected student achievement. You can submit rescore requests during the rescore and verification window.

## P

### Password Information

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To [activate your account](#), you must set your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

In the activation email you received, select the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

On the **Login** page, select **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your Building or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Ohio Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

### Printing Records in TIDE

1. Retrieve the records you want to print by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:

## Test Information and Distribution Engine User Guide

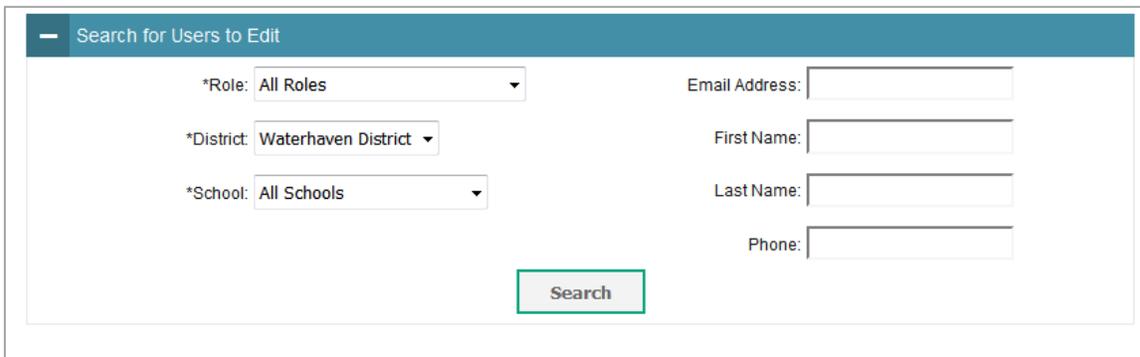
- To print some records, mark the checkboxes for the records you want to print, select , select My Selected, and then select Print.
- To print all records, select , select All, and then select Print.

## S

### Searching for Records in TIDE

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 91](#)). This section explains how to use this search panel and navigate search results.

Figure 91. Sample Search Panel



1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and enrolled grade drop-down lists on the student search pages and discrepancy resolution pages will allow you to select one, multiple, or all values. Similarly, the **Test Name** drop-down list on the **Plan and Manage Testing** page will allow you to select one, multiple, or all values.

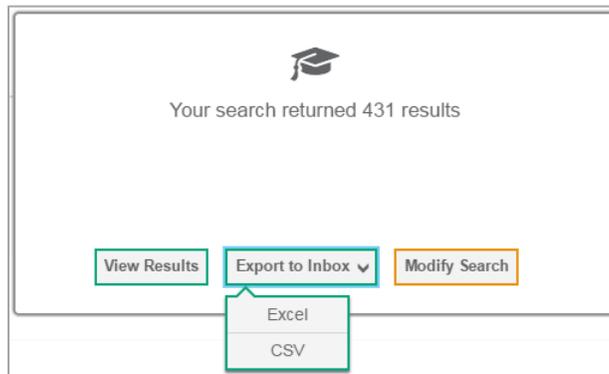
The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

2. *Optional:* If the task page includes an additional search panel, select values to further refine the search results:
  - To include an advanced search criterion in the search, select it and select Add or Add Selected as available
  - *Optional:* To delete an additional search criterion, select it and select Remove Selected. To delete all advanced search criteria, select Remove All.
3. Select **Search**.
  - If searching for users, students, students' test settings, test windows, and test status requests, proceed to the next step.

## Test Information and Distribution Engine User Guide

- If searching for other types of records, such as rosters, skip to step [5](#).
4. In the search results pop-up window (see [Figure 92](#)) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:
- To view the retrieved records on the page, select **View Results**. Continue to step [5](#). This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 92. Search Results Pop-up Window



- To export the retrieved results to the Inbox, select **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see [Inbox Files](#)).
  - To return to the page and modify your search criteria, select **Modify Search**. Repeat steps [1–3](#).
5. The list of retrieved records appears below the search panel (see [Figure 93](#)).

Figure 93. Sample Search Results

<div style="display: flex; justify-content: space-between; align-items: center;"> <div> </div> <div>                     Number of students found: 11294                 </div> <div>                     1-50 of 11294 records   Page: <span style="border: 1px solid gray; padding: 2px;">1</span> of 226                 </div> </div>									
Enter search terms to filter search result <input type="text"/>									
	Edit	School Information			Student Information				
		State	District	School IRN	StudentID	Student's Last Name	Student's First Name	Student's Middle Name	Gender
<input type="checkbox"/>		AI	AI_9999	AI_9999_9999	AI-9990-99915611018	Test	Test	Test	Female
<input type="checkbox"/>		AI	AI_9999	AI_9999_9999	AZ-9999-1796112	test	test		Male
<input type="checkbox"/>		AI	AI_9999	AI_9999_9999	AI-9990-9991561940	Test	Test	Test	Female

## Test Information and Distribution Engine User Guide

6. *Optional:* To filter the retrieved records by keyword, enter a search term in the text box above the search results and select . TIDE displays only those records containing the entered value.
7. *Optional:* To sort the search results by a given column, select its column header.
  - To sort the column in descending order, select the column header again.
8. *Optional:* If the table of retrieved records is too wide for your browser window, you can select  and  at the sides of the table to scroll left and right, respectively.
9. *Optional:* If the search results span more than one page, select  or  to view previous or next pages, respectively.
10. *Optional:* To hide columns, select  (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

**Searching for Students or Users by ID**

A *Find Student/User by ID* field appears in the upper-right corner of every page in TIDE (see [Figure 94](#)). You can use this field to navigate to the **View and Edit Student** or **View/Edit User: [User's Name]** form for a specified student or user.

1. In the *Find Student/User by ID* field, enter a student's SSID or a user's email address. The SSID or email address must be an exact match; TIDE does not search by partial SSID or email address.
2. Select . The **View and Edit Student** or **View/Edit User: [User's Name]** form for that student or user appears.

Figure 94. Find Student/User by ID

**T****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 test 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 was not submitted and cannot be resumed because the test opportunity has expired (applicable to reopened tests only).

Status	Definitions
Invalidated	The test opportunity has been invalidated.
Paused	The student's test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> <li>• The student paused his or her test by selecting the <b>Pause</b> button.</li> <li>• The student idled for too long (more than 20 minutes) and the test was automatically paused.</li> <li>• The test administrator stopped the session the student was testing in.</li> <li>• The test administrator paused the individual student's test.</li> <li>• The student's browser or computer shut down or crashed.</li> </ul>
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test has been submitted to the reporting system. The score will be visible in the reporting system when results are released.
Reset	The student's test has been reset.
Review	The student has clicked the End Test button. A test with a "review" status is not considered complete.
Scored	The Test Delivery System (TDS) has processed the student's responses. The score will be visible in the reporting system when results are released.
Started	The student has accessed the test content.
Submitted	The test has been submitted for quality assurance review. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a test.

## U

### User Role Permissions

Each user in TIDE has a role, such as a District Test Coordinator or Test Administrator. Each role has an associated list of permissions to access certain features within the Cambium Assessment systems.

For details pertaining to available user roles and permissions, refer to the Online User Role Matrix under the [TIDE Support Documents](#) resource folder on the Ohio's State Tests [portal](#). An Online User Management Guidance Document is also available under the [TIDE Support Documents](#) resource folder.

### User Support

For additional information and assistance in using TIDE, contact the Ohio Help Desk.

The Ohio Help Desk is open 7:00 a.m. to 5:00 p.m. Eastern Time (except holidays or as otherwise indicated on the Ohio Assessment Portals).

**Ohio Help Desk**

Toll-Free Phone Support: 1-877-231-7809

Email Support: [OHHelpDesk@cambiumassessment.com](mailto:OHHelpDesk@cambiumassessment.com)

Please provide the Ohio Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the SSID and associated district or school for that student. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 10 and Firefox 68 or Mac OS 10.14 and Safari 12).

## V

### Valid Values for Tool Names in the Test Settings Upload File

Tool Name	Description	Valid Value	Applies to
Highlight	Toggles the Highlighter tool on or off, allowing the student to highlight text.	On Off	All Tests
Group Oral Administration	Toggles the Group Oral tool on or off, allowing the student to receive a common sequence of test questions for online testing.	On Off	Spring Ohio’s State Tests
Strikethrough	Toggles the Strikethrough tool on or off, allowing student to cross out answer options for selected response items.	On Off	All Tests
Line Reader	List of available line reader tools, Allows the student to focus on a single line of text as they read.	Enhanced Classic Off	All Tests
Test Clock	Allows the student to see the time they have been actively testing.	On Off	All Tests except AASCD and OELPA
Color Choices	List of available color settings.	None Light Yellow Light Blue Light Magenta	All Tests

Tool Name	Description	Valid Value	Applies to
		Inverted (White on Black) White on Navy	
TTS (Text-to-Speech)	Sets which test content is administered with text-to-speech.  Note: Not available for OELPA. Cannot be disabled for AASCD.	None Instructions & Stimulus & Items	ELA, Mathematics, Science and Social Studies, AASCD
TTS Tracking (Text-to-Speech Tracking)	When enabled, each word in an item is highlighted as it is read.  Note: Not available for OELPA	On Off	ELA, Mathematics, Science and Social Studies, AASCD
Language	Language in which test is presented.  Note: Only available for Mathematics, Science and Social Studies	English Bilingual English-Spanish	Mathematics, Science and Social Studies
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.	On Off	All Tests
Print Size	List of subjects and the type size in which the associated tests appear.	No default zoom applied Level 1 Level 2 Level 3 Level 4	All Tests
Mouse Pointer	Indicates the size and color for a user's mouse pointer.	System default Large Black Extra Large Black Large Green Extra Large Green Large Red Extra Large Red Large Yellow Extra Large Yellow Large White	All Tests

Tool Name	Description	Valid Value	Applies to
		Extra Large White	
Paginated Stimuli	<p>When enabled, allows a student to read a passage by “flipping” pages, similar to a book or e-reader. This eliminates vertical scrolling on passages.</p> <p>Note: Cannot be used with Screen Reader Mode</p>	On Off	ELA and Social Studies
Permissive Mode	<p>When enabled, allows student to use preapproved hardware or software with secure browser.</p> <p>Note: Default is off for all tests except for AASCD (default on). Requires Department approval to enable.</p>	On Off	All Tests