Test Information and Distribution Engine

User Guide

2023-2024

Published February 27, 2024

Prepared by Cambium Assessment, Inc.

Table of Contents

Introduction to TIDE

This user guide provides instructions on how to use the Test Information Distribution Engine (TIDE). This section describes the organization of this user guide, gives an overview of TIDE, and provides instruction on how to conduct three common TIDE tasks.

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 the user role. It includes the following sections:

- Section I. How to Access your TIDE Account
- Section II. How District-level Users Perform Tasks in TIDE
- Section III. How School-level Users Perform Tasks in TIDE
- Section IV. How Teachers and Test Administrators Perform Tasks in TIDE

There is also an Appendix with additional information and instructions.

Overview of TIDE

At its core, the TIDE is a registration system for users who will access Cambium Assessment, Inc. (CAI) systems and students who will take CAI 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). Roster groups must be added in TIDE so Centralized Reporting can display scores at the classroom, school, district, and state levels. During testing, TIDE users can print test tickets, manage invalidation 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
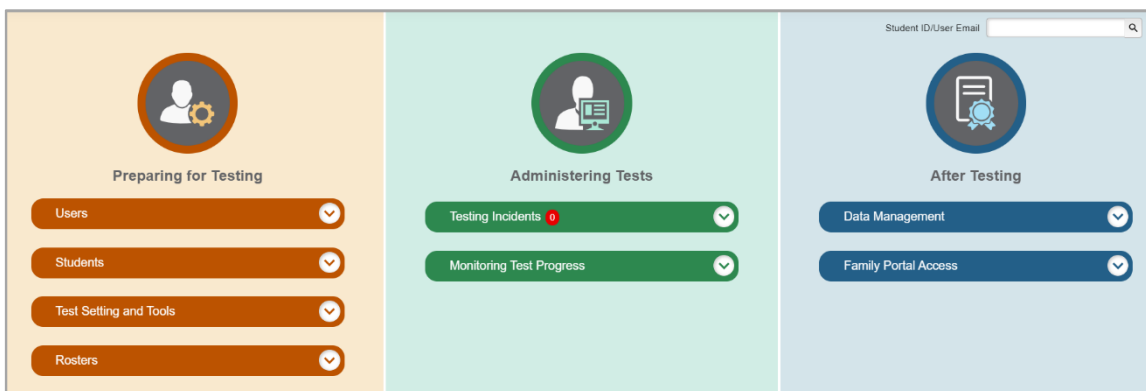
You can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and school users can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.
- You can modify existing **student test settings and tools** so students can take tests with the correct test settings. Students must be registered in TIDE to test in TDS.
- You can add new rosters or modify existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to Centralized Reporting so the system can display scores at the classroom, school and district levels.
- 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 username so the student can log in to a test.
- You can create appeal/invalidation requests if a test must be retaken.
- You can view your district's or school's progress in **starting and completing tests** and **participation rate**.

Three Things TIDE Users Should Know How to Do

Records for users, students, and rosters 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 Centralized Reporting and you will not be able to view your students' test results by class or by other meaningful groupings. The process for adding and modifying records in TIDE is user-friendly and functions the same across all user roles, depending on permissions. For additional information on user role permissions, see the User Role Permissions table in the appendix.

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

- You can **add** new records one at a time.
- You can **view or modify** existing records one at a time.
- You can **upload** multiple new records or modify multiple existing records in the same file.

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, such as Users or Rosters, and select **Add**.

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

Figure 2. Add User

Figure 3. 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**.

Note: In the *School* drop-down list, users can begin typing in the *Search* field to filter results. You can enter part of or your complete school name or school ID.

Figure 4. 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 Secure File Center from the pop-up window, select **Export to Secure File Center** and then select either **Excel** or **CSV**. The search results will be exported to your Secure File Center, and you will return to the search form.

   Please note the View Results button may be disabled if the search results contain records from all districts or all schools.

Figure 5. Search Results
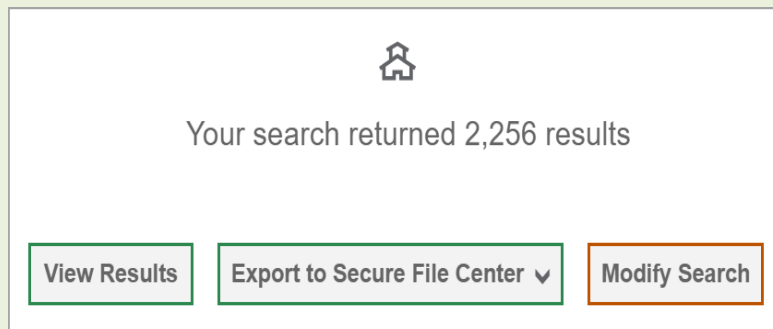
3. If you select **View Results**, the search results will appear in a table. To edit individual records, select the edit button by the record you want. To delete individual records, mark the checkbox by that record and select 🗑. To export records, mark the checkbox by that record and select ⬆.

Please note, student records cannot be deleted in TIDE and must be done through nightly file uploads.

Figure 6. View/Edit Student Search Results
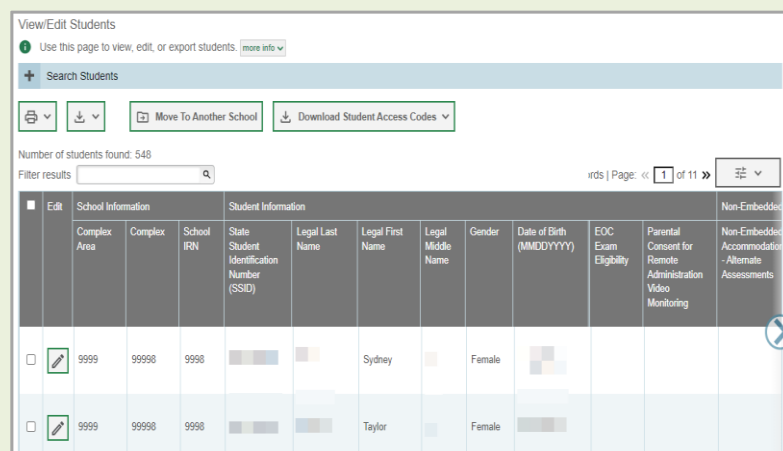
How to add or modify multiple records at once

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.

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 7. Upload Roster
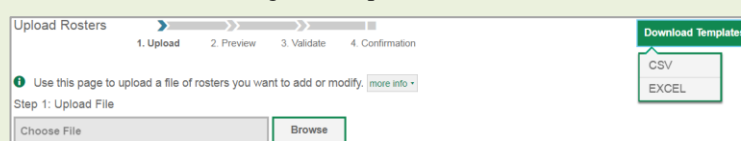
2. Once you've downloaded and filled out the template file, return to the upload screen, select **Choose File** or drag and drop the file, then upload it to TIDE. Select **Next**. The upload preview screen appears.	Figure 8. Upload Roster Preview Page
3. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears.	Figure 9. Upload Roster Validate Page
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 10. Upload Roster Confirmation Page

Section I. How to Access your TIDE Account

Your TIDE administrator (usually your Building or District Coordinator) creates your account; 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 "How to reset your password."

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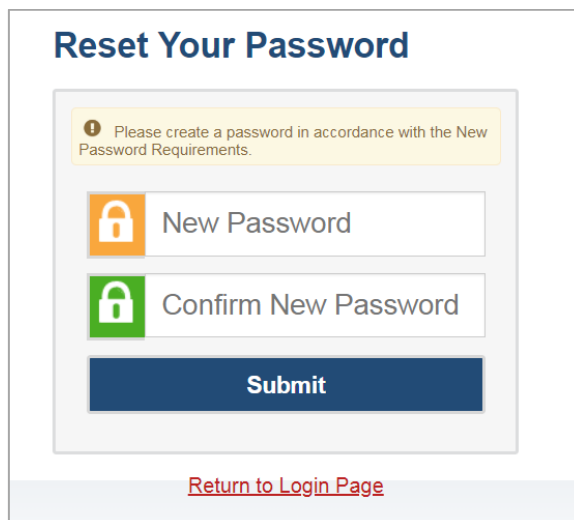
At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumast.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your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

How to activate your account

1. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 11).

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 13) on the portal page.

Figure 11. Reset Your Password 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.

- Navigate to the Wyoming Assessment Portal (https://wyoassessment.org/).

- Select your user role.

Figure 12. User Cards on Portal
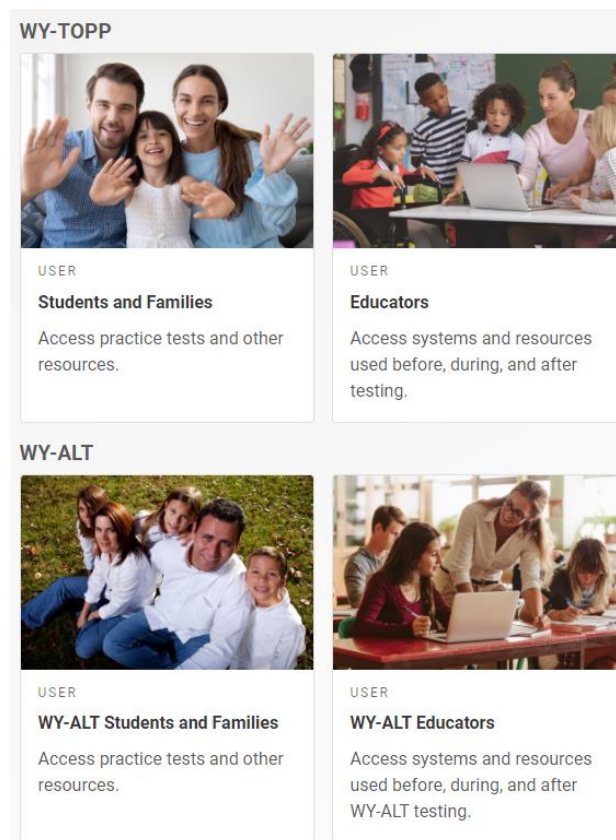
- Select **TIDE** (see Figure 13). The *Login* page appears (see Figure 14).

Figure 13. TIDE Card
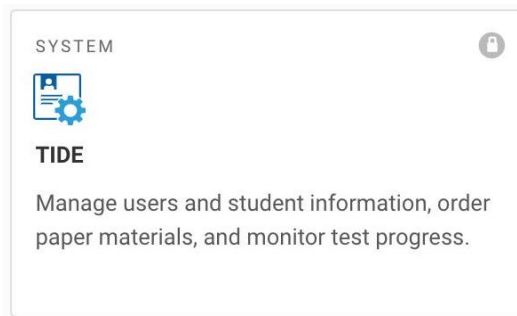
- Select Request a new one for this school year. The *Reset Your Password: Find Account* page appears (see Figure 15).

Figure 14 Login Page

- Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.

- Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 15).

Figure 15. Fields in the Reset Your Password: Find Account Page
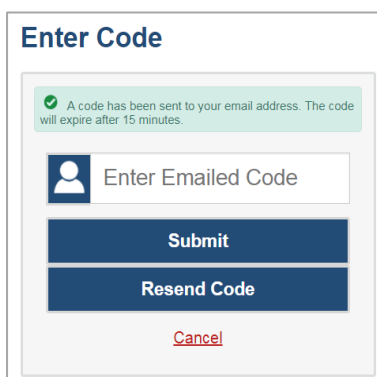
- In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).

- Select **Submit**.

During the reactivation process, you will be taken to the ***Enter Code*** (see Figure 16) 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 16. Enter Code Page

How to log in to TIDE

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

1. Navigate to the Wyoming Assessment Portal (https://wyoassessment.org/).

2. Select your user role (see Figure 12).

3. Select **TIDE** (see Figure 13.) The ***Login*** page appears (see Figure 14).

4. On the *Login* page, enter the email address and password you use to access all CAI systems.

5. Select **Secure Login**.

    ▪ If you have not logged in using this browser before, or if you have cleared your browser cache, the *Enter Code* page appears (see <u>Figure 16</u>) 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, client, state, 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 reset your password

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 District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

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

How to log out of TIDE

In the TIDE banner (see Figure 17), select **Log Out**.

Figure 17. TIDE Banner
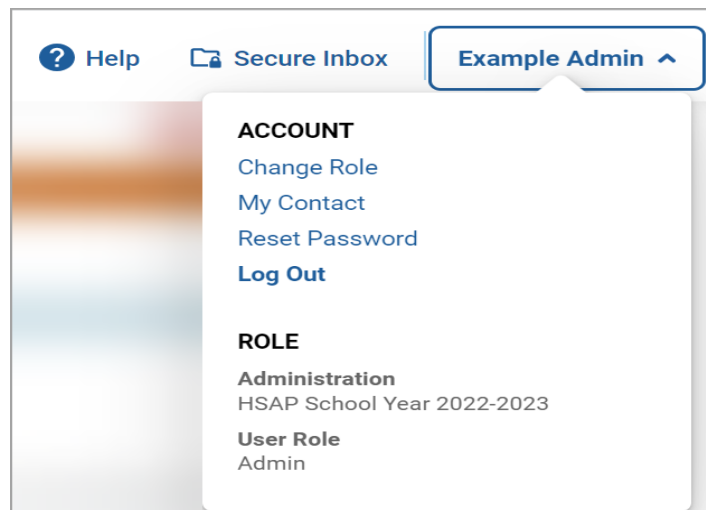
Logging out of TIDE logs you out of most Wyoming systems.

However, you will not be logged out of the Test Administration (TA) Interface in order to prevent the accidental interruption of active test sessions.

How to Access Secure Notifications in TIDE

The Secure Notification Banner displays alerts, warnings, and informational messages from your Program Management Team at Cambium Assessment, Inc. (CAI). The banner displays at the top of every page in TIDE when active notifications are published (see Figure 18). Often, the messages will contain time-sensitive information, such as dates for TIDE system downtime or test window extensions due to inclement weather. These secure notifications can only be accessed after logging in to TIDE.

- **Note:** All user roles can view all secure notifications. Only CAI staff can add notifications to TIDE.

Figure 18. Example of One Notification Type on the Secure Notification Banner

How to distinguish notification types

Notifications are ranked based on importance, differentiated by an icon and the background color.

- **Info** notifications denote minimum severity. They are marked with and appear over blue backgrounds.

- **Warnings** denote medium severity. They are marked with and appear over orange/yellow backgrounds.

- **Alerts** denote maximum severity. They are marked with and appear over red backgrounds.

How to interact with secure notifications

Active notifications appear each time you log in to TIDE and can be dismissed once read. However, depending on how you dismiss the notification, the same notification may display the next time you log in if it is during the notification's scheduled display period. Review information about **Mark as Read** and the icon to understand the difference.

Mark as Read   Removes the notification from the top of the page and closes the notification window if open. These notifications can be viewed again by clearing your browser cache during the scheduled display period for the individual notification or if the same notification is unpublished and republished by CAI.

View More   Displays a window with the full contents of the notification.

Close Icon   Removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using return when you refresh the page or the next time you log in during the scheduled display period for the individual notification.

Arrows   Moves to next or previous notification. Only appears when multiple notifications are active, indicated by current/total notifications beside the notification name.

Section II. How District-level Users Perform Tasks in TIDE

District-level users can perform most of the tasks available in TIDE. For additional information on user role permissions, see User Role Permissions in the appendix.

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 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 Centralized Reporting can display scores at the classroom, school, district, and state levels.
- Set up point of contact and shipping information 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, review the section "How to add records one at a time" in the Introduction.

	Figure 19. Add User
1. From the **Users** task menu, select **Add Users**. The *Add Users* page appears.	

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 20. 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 view and 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 Table 1 as a reference.

Table 1. 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 User Role Permissions in the appendix.
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 been trained to use online assessment systems. Once the user completes the TA Certification Course this field will automatically populate with a flag. Users can receive multiple TA Certification flags, i.e. General Education & Alternate.

*Required field

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

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 Table 2 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.

Table 2. Columns in the User Upload File

Column	Description	Valid Values
DISTRICTID*	District associated with the user.	District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters.
SCHOOLID	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
LastorSurname*	User's last name.	Up to 35 characters.
ElectronicMailAddress*	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.
TelephoneNumber	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, see User Role Permissions in the appendix.	One of the following: ALT-TA—Alternate Assessment Test Administrator BC—Building Coordinator BDR – Building Data Reviewer DDR—District Data Reviewer DTC—District Test Coordinator PR—Proctor State—State Administrator TA—Test Administrator 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		

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.

How District-level Users Manage Student Information

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

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

You can view detailed information about a student's record. You can also view a student's test participation report and rosters to which students are active, if available.

NOTE: Edits cannot be made to student demographic information in TIDE, edits to student demographic information must be provided through your local Student Information System (SIS). Student records will be updated in TIDE via nightly file uploads which will be retrieved from the SIS.

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 individual student account you want to view, edit, export, or delete by following the procedure in the section "How to add or modify multiple records at once" in the Introduction.

3. *Optional*: To display a list of students who are enrolled in more than one school or district or show only students enrolled in one school, use the *Multiple Associations* filter.

   Note: Dual-enrolled students display as duplicate records with different schools. However, if a student appears on only one line, it's because the other school(s) were not included in your search, or the other school(s) are part of another district.

   Note: If exporting an Excel report with more than 10,000 students, you will need to export the report to the Secure file center.
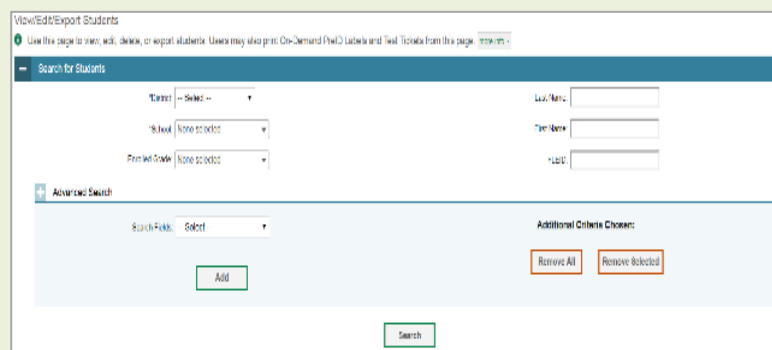
Figure 21. View/Edit/Export Students

4. In the list of retrieved students, select [pencil icon] for the student whose account you want to view. The *View/Edit Students: [Student's Name]* form appears.

5. From the *Participation Student* panel, view the student's test participation report, if available.

6. From the *Rosters* panel, view rosters to which the student is currently active, if available.

7. In the available test settings and tools panels, modify the student's test settings, using Table 3 as a reference.

Table 3. Fields in the Test Settings and Tools Panels

Field	Description
Presentation	
American Sign Language	Availability of American Sign Language video.
Language/Presentation	Sets the language in which test items appear.
Paper Tester	Sets the eligibility for the student to take assessment via paper accommodated form.
Braille Type	Sets the type of Braille file used for students testing with the Braille language setting (UEB Uncontracted/Contracted or EBAE Contracted).
Literacy Assistance Tools	
Text-to-Speech	Sets which test content is administered with the TTS accommodation.
TTS Tracking	When enabled, each word in an item is highlighted as it is read.
Co:Writer	When this tool is enabled, suggested words will pop up in a menu as students type a written response. Students can select a word in the pop-up menu instead of typing it out manually. This tool is only available for Writing tests.
Integration with Assistive Technology	
Permissive Mode	Toggles Permissive Mode setting on or off, allowing students to use pre-approved hardware or software with Secure Browser.
Auditory Assistance Tools	
Closed Captioning	Indicates if closed captioning is available for the subject.
Visual Assistance Tools	
Color Choices	List of available color settings.
Emboss	Indicates availability of embossed printing for online Braille tests.
Streamlined Mode	Toggles the Streamlined Mode setting On or Off, allowing students to view test items in a simplified mode.
Mouse Pointer	List of available sizes and color of the cursor.
Zoom (Print Size)	List of subjects and the type size in which the associated tests appear.
General Testing Tools	
Print on Demand	Student can print a test's content.
Masking	Toggles the Masking tool on or off, allowing students to cover distracting regions of the test page.

Non-Embedded Accommodations	Accommodations not provided by the Secure Browser.
Concentration Assistance Tools	
Line Reader	Toggles the Line Reader tool on or off, allowing students to highlight individual line of text.

Caution: Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the Test Administration Interface. In this case, you must change the test setting in the Test Administration Interface.

Note: Test Administrators have the ability to update the Braille Presentation, Color Choices, Mouse Pointer and Zoom test settings within the Test Administration Interface.

- Select **Save**.

- In the affirmation dialog box, select **Continue** to return to the list of student records.

How district-level users view students enrolled in multiple schools or districts

TIDE facilitates the ability for students enrolled in multiple districts or schools at the same time, also known as dual-enrolled students, to appear with that distinction in TIDE. This is significant in situations where a student takes one subject at one school and a different subject at another school (e.g., in some cases, students enroll in more than one school because a subject may be offered in one school, but not the other). Students may also be enrolled within a single district or school only, also known as single-enrolled students).

NOTE: Student dual-enrollment information should be provided through your local SIS.

- When viewing a record of a student who has been enrolled in more than one district or school, the record will display all the districts and schools in which the student is enrolled (see Figure 22).

Figure 22. Student Information for a Dual-Enrolled Student

- When printing test tickets for a student who has been dual-enrolled, tickets will be printed for only the selected district and school in which the student is enrolled. For example, if you are printing a test ticket for a student who has been enrolled in two schools within the district (see

[Figure 22)](#) and you have only retrieved the student's enrollment record for one of these schools, test tickets will only be printed for the selected school. If you select all two enrollment records, test tickets will be printed for all two schools. For information about printing test tickets, see the section "[How District-level Users Print Test Tickets](#)."

The student can use any of the tickets to log in to the TDS. When verifying the student's information after logging in to the TDS, the first school in which the student was enrolled will be displayed by default. It is okay to continue with the verification process as the school information has no impact on the tests that a student is eligible for.

- When the record of a dual-enrolled student is deleted, the record will only be deleted from the selected district and school; the student will remain in TIDE under the alternate district and school. For example, if a student is enrolled in School A and School B and the student's record for School A is deleted, the student's record will still be available for School B to view, edit, or export.

How district-level users view reports of incoming students to a district or school for single-enrolled or dual-enrolled students

District-level users can view reports showing when students were added to their organization for either single-enrolled or dual-enrolled statuses by following the steps below.

- From the **Students** task menu on the TIDE dashboard, select **Student Arrivals Report**. The *Student Arrivals Report* page appears.

- Enter search criteria.

- Select **Search**.

The report appears, displaying students matching the search criteria.

How district-level users view reports of outgoing students from a district or school for single-enrolled or dual-enrolled students

District-level users can view reports showing when students were removed from their organization for either single-enrolled or dual-enrolled statuses by following the steps below.

- From the **Students** task menu on the TIDE dashboard, select **Student Departures Report**. The *Student Departures Report* page appears.

- Enter search criteria.

- Select **Search**.

The report appears, displaying students matching the search criteria.

How district-level users specify student accommodations and test tools

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 view 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 view 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 Table 4 as a reference, fill out the Test Settings template and upload it to TIDE. Table 5 lists the valid values in the Tool Name and Value columns in the Test Settings template.

Table 4. Columns in the Test Settings Upload File

Column	Description	Valid Values
WISER ID*	Student's statewide identification number.	Eight digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: ELA Math Science
Tool Name	Name of the tool or accommodation.	See Table 5.
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See Table 5.

*Required field

Table 5. Valid Values for Tool Names in the Test Settings Upload File

Tool Name	Description	Valid Value	Applies to
American Sign Language	Availability of American Sign Language video.	Do not show ASL videos	ELA
		Show ASL videos	
Braille Type	Type of Braille in which test items are printed.	Contracted	ELA
		Nemeth	Math Science
		Not Applicable	ELA Math Science
		Uncontracted	ELA Math Science
Closed Captioning	Availability of closed-captioning.	Closed Captioning Available	ELA
		Closed Captioning Not Available	
Color Choices	Color of text and background.	Inverted (White on Black)	WY-ALT

		Blue	ELA
		Light Blue	Math
		Light Green	Science
		Magenta	
		Medium Gray on Light Gray	
		Black on Cream	
		Yellow on Blue	
Emboss	Indicates availability of embossed printing for online Braille tests.	None	ELA
		Stimuli & Items	Math Science
Line Reader	Toggles the Line Reader tool on or off, allowing the student to highlight text as they read.	Off	WY-ALT ELA
		On	Math Science
Masking	Toggles the Masking tool on or off, allowing the student to cover distracting regions of the test page.	Masking Available	WY-ALT ELA
		Masking Not Available	Math Science
Mouse Pointer	Size and color of cursor on screen	System Default	WY-ALT ELA
		Large Black	Math
		Extra Large Black	Science
		Large Green	
		Extra Large Green	
		Large Red	
		Extra Large Red	
		Large White	
		Extra Large White	
		Large Yellow	
		Extra Large Yellow	
Non-Embedded Accommodations	Various non-embedded accommodations.	Alternate Response Options	WY-ALT ELA
		Alternate Sign Language	Math
		Abacus	Science
		Calculator	
		Read Aloud Items	

		Read Aloud Passages	
		Read Aloud Passages & Items	
		Scribe	
		Speech-to-Text	
		Unlisted Resources	
		None	
Paper Tester	Sets eligibility for the student to take assessment via paper accommodated form.	Off	WY-ALT ELA Math Science
		On	
Permissive Mode	Student can use auxiliary software during testing.	Off	ELA Math Science
		On	
Presentation/Language	Language in which test items appear.	Braille	ELA Math Science
		English	ELA Math Science
		Spanish	Math Science
Print on Demand	Allows the student to request printouts of items and stimuli.	None	ELA Math Science
		Stimuli & Items	
Speech-to-Text	Transcribes spoken words into text for item responses	On Off	Writing
Streamlined Mode	Displays test items in a simplified layout.	Off	ELA Math Science
		On	
Text-to-Speech	Sets which test content is administered with the TTS accommodation.	Items	ELA Math Science
		None	ELA Math Science
		Passages	ELA
		Passages and Items	ELA
		Stimuli and Items	Science

TTS Tracking	Highlights words as they are read aloud by Text-to-Speech.	Off	ELA Math
		On	Science
Print Size	Size of text on screen	Level 1—1X	ELA Math Science
		Level 2—1.5X	
		Level 3—1.75X	
		Level 4—2.5X	
		Level 5—3X	
		Level 6—5X (Use with Streamline Mode enabled)	
		Level 7—10X (Use with Streamline Mode enabled)	
		Level 8—15X (Use with Streamline Mode enabled)	
		Level 9—20X (Use with Streamline Mode enabled)	

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.

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The *Frequency Distribution Report* page appears (see Figure 23).

Figure 23. Fields in the Frequency Distribution Report Page

2. In the *Filters for Report* panel, select the report filters:

   ▪ From the **District** drop-down list (if available), select a district. To view a report for all districts, select **All Districts.** Frequency Distribution Reports that include **All Districts** will only be available to export to the inbox.

   ▪ From the **School** drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.

   ▪ *Optional:* Select a specific grade or retain the default for all grades.

   ▪ *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 24).

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**.

Figure 24. Frequency Distribution Reports by Grade and Gender
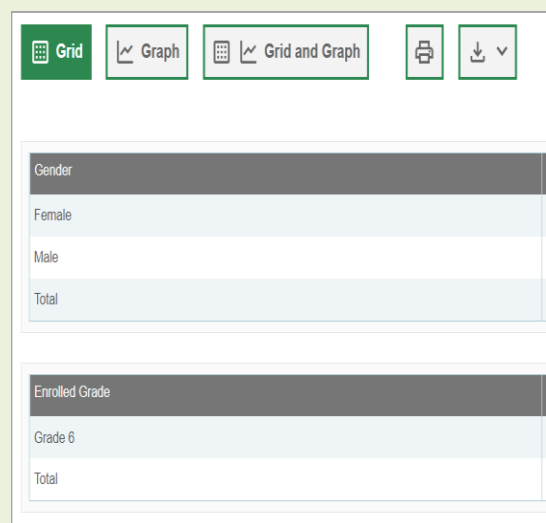
How District-level Users Manage Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also be created for special courses across grades or to group students who need extra support. You can also use rosters to print test tickets containing students' login information to start taking a test.

The rosters you create in TIDE are also available in Centralized Reporting. Centralized Reporting 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.

For a teacher to be able to see his/her students' performance data, the students must be included in a roster associated with the teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject, such as Reading/Literacy, Mathematics, and Science.

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 available from Centralized Reporting.

- 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 'Gr3Jones23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A23-24.

There are a few restrictions to be aware of when creating rosters:

- Each user-defined roster can only be associated with one school.
- You can only create rosters from students associated with the school(s) or district(s) associated with you user account.
- Only 500 active students can be included in one roster.

How district-level users can view the rosters to which a student belongs

In order to view what rosters to which a student currently belongs, 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, and then look under the "Roster Association" section to determine which rosters, if any, to which a student belongs (See Figure 23).

Figure 23: Roster Association

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

- From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The *Add Roster* form appears (see **Figure 25.**).

- Select a school.

- On the *Add Roster* form ([Figure 25](#)), add a roster name and select a teacher.

- Decide how you want to add students:

  - **Quick Roster** tab (search adds students automatically, manually remove students to edit)

  - Use the Quick Roster tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting ✕ next to individual students or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.

  - **Student Search** tab (search finds students that you add and remove manually)

  - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select ➕ to add individuals or select **Add All** from the top of the grid.

  - **Tip**: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.

- *Optional:* After results appear under Selected Students, change the information that displays about students.

Tip: To see fewer students, limit your search by adding more criteria. Expand the *Advanced Search* section to add student information criteria as available

Figure 25: Add Roster From Search Panel

- .Fill in required fields under the *Add Students to the Roster* section (see [Figure 25](#)).

    - **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.

        - **Note**: The grid changes when you select **Current and Past Students** to include a column for *Left School* (Available Students). Students who are no longer associated with your school display the date they left the school. You can still add these students to your class, if desired. Once a student has been added to a roster, the student will remain in the roster even if the student is no longer enrolled in the school.

- *Optional*: If there are too many students, limit your results by adding text to the *Filter* field.

    This keyword search only finds text in the grid. Be aware if you enter **11** to find students in 11th grade, any content with 11 will display. This could potentially pull in results you did not intend to find.

Figure 26   . Detail of the Add Students to the Roster Panel for Current Students

- 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 the checkbox at the top of the list next to *Add,* then click **Add Selected.**

    - To move selected students to the roster, select the checkboxes for the students you want to add, then click **Add Selected**.

- 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 the checkbox at the top of the list next to *Remove,* then click **Remove Selected**.

  - To remove selected students from the roster, select the checkboxes for the students you want to remove, then click **Remove Selected**.

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

  - After saving, rosters must be changed from the *Edit Rosters* screen.

  - **Caution:** Each user-defined roster can only be associated with one school.

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

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- User-defined Rosters: These are rosters that you create through the **Add Roster** page or the **Upload Roster** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.

- System-generated Rosters: These are rosters that are imported into TIDE through a nightly-process and cannot be edited.

- You can modify existing rosters 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 Name]** form appears. This form is similar to the form used to add students to rosters (see Figure 25 and Figure 26).

4. To review students who are currently on the roster, scroll down to the *Add Students to the Roster* panel. The *Selected Students* list displays students who are currently associated with the roster.

5. To add students, select **Find Students.** Select the Student Search tab to add individual students manually.

   - Select the Quick Roster tab to a group of students and then remove individual students who do not need to be on the roster.

6. To remove students. Select ☒ next to individual students or select **Remove All** from the top of the grid.

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

Figure 2. Add User

Add User

ⓘ 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 3. Add Roster

Add Roster
School Details
You are adding the roster to the School listed below. To add a roster to a different School, click **Change School**.

District: Demo District WY 1 - 9999
School: Demo School WY 1 - 9999

Change School

Find and Select Students

Search for students to add to your roster by using **Student Search** to find specific students or groups, or use **Quick Roster** to quickly build a complete roster.

A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Student Search | Quick Roster

Set at least one search field to create a quick roster.

Grade:
None selected ▾

➕ **Additional Fields**

For a more specific quick roster, select additional fields to create your group.

Create Quick Roster

Roster Details

*Roster Name: [   ]

*Teacher Name: -- Select -- ▾

Selected Students (0)

Show more information ▾   Filter students [   ]

☒ REMOVE ALL   STUDENT NAME   GRADE   WISER ID

Use Student Search or Quick Roster to add students.

Search results appear under the *Available Students* grid. The *Available Students* list displays students who are or were associated with the school, depending on the *Show* setting selected.

● **Note**: Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.

Figure 27. Modifying a Roster: Current and Past Students

How district-level users view a history of changes to a student's account

The View Student History feature provides detailed information on updates made to a student's account by both TIDE users and automated processes. The information includes active and inactive statuses for the changes and the user's name or process that initiated the change.

You can view a history of:

• Recent Changes

• Student Information and Test Settings

• Enrollment and Rosters

• Test Eligibility

Each user role can only access the same information in the history as the user role has access to in the student information screens. The history is limited to displaying changes from January 1 of the previous calendar year to the present. All times shown are displayed in US Eastern Time (ET).

● **Note**: When a student is deleted, you won't have access to the View Student History feature for that student because inactive students do not display in TIDE.

To access a student's history:

1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The ***View/Edit/Export Students*** page appears (Figure 22).

2. Retrieve the individual student account you want to view 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 students, select [pencil icon] for the student whose account you want to view. The ***View Student History: [Student's Name]*** window appears.

4. From the top of the page, select the **View History** button.

5. Review the **Recent Changes** for an overview of all changes or select another tab to view only those changes.

6. *Optional:* Use the filters and search options to limit the information shown in the history.

7. *Optional*: Use the **Include Blank Values** checkbox to hide or show empty fields that display *No Selected Value*. Using this feature will remove any filter applied and show the full contents of the table.

8. *Optional:* Export the content from each tab by selecting [download icon] and then selecting a file format

How district-level users generate upload-ready student settings files

TIDE can generate student settings files in an upload-ready format. This allows you to download the file, edit student settings as necessary, and upload the file back to TIDE to update student settings in the system.

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

2. *Optionally*: Access the **Upload-Ready Student Settings File** export from any of these tasks with student search grids:

   ▪ View/Edit/Export Student Settings

   ▪ View Non-Participation Codes

3. Retrieve the student(s) you want to include in the student settings file by following the procedure in the section "**Error! Reference source not found.**" in the Introduction.

4. When the search results pop-up appears, do one of the following:

   ▪ To export an upload-ready student settings file containing records for all students who match your search criteria to the Secure File Center, select **Export to Secure File Center** and then select **Upload-Ready Student Settings File**.

- To view the search results grid and select students to include in the upload-ready student settings file, select **View Results** and continue to the next step **Error! Reference source not found.**.

5. *Optional*: From the search results grid, mark checkboxes for students you wish to include in an upload-ready student settings file.

6. Select ⬇️⌄ and then do one of the following:

   - To export the students you selected, if applicable, select **Export Selected to Upload-Ready Student Settings (#)**.

   - To export all students in the results grid, select **Export All to Upload-Ready Student Settings (#)**.

TIDE generates the upload-ready student settings file and exports it to your device. You can edit student settings as necessary, save your changes, and upload the file back to TIDE to update student settings in the system by following instructions in the section **Error! Reference source not found.**.

How district-level users add or modify multiple rosters 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 Table 6 as a reference, fill out the Roster template and upload it to TIDE.

Table 6. Columns in the Roster Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS.
Roster Name*	Name of the roster.	Up to 20 characters.
WISER ID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

*Required field

- You can pull the information you need from TIDE to edit existing rosters through file uploads by exporting the roster information from the View/Edit/Export Roster page, including the teacher's email address.

How district-level users save rosters

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit Roster**. The View/Edit Roster page appears.
2. Retrieve the roster record you want to view or edit by following the procedure in the section "How to modify existing records one at a time" in the Introduction.
3. In the list of retrieved rosters, select the roster(s) whose details you want to save. Click and select **Roster**.
4. In the new browser window that opens displaying a layout for selecting the printed layout, verify **Roster** is selected in the *Print Options* section.
5. Select **Print.**
6. From the print dialogue box, confirm **Save as PDF/Adobe PDF** is selected as the printer then select **Print/Save*.**
7. Update the file name (optional) and click **Save** to save the roster to your device.

    *This step may vary depending on the web browser you are using.

How District-level Users Manage Orders for Paper Testing Materials for the Spring Testing Window

Paper materials may be ordered for both the WY-ALT and WY-TOPP summative test administrations. The Wyoming Department of Education will review and approve or deny all orders for paper test materials.

For schools administering the WY-ALT, Building Coordinators will need to order paper response options during the Initial Order Window based on student IEP or 504 accommodations. If more materials are needed, the Building Coordinator may place an order for more paper response options during the Additional Order Window. **To place orders for WY-ALT, you must select WY-ALT Paper Orders from the Test Administration drop-down when logging in to TIDE.**

For schools administering WY-TOPP summative assessment, Building Coordinators will need to order test booklets during the Initial Order Window based on student IEP or 504 accommodations. If more materials are needed, the Building Coordinator may place an order for more paper materials during the Additional Order Window. **To place orders for WY-TOPP, you must select WY-TOPP Paper Orders from the Test Administration drop-down when logging in to TIDE.**

Note: When placing paper orders for either the WY-TOPP or WY-ALT, it must be specified in the comments section that the paper order accommodation is needed per an IEP or 504 Plan. Paper orders will not be approved otherwise. Do not send any portion of the IEP or 504 Plan to WDE.

This section describes how to set up contact information of the person serving as a district-level or a school-level test coordinator, how to establish the shipping address to which all district-level or school-level orders for 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. For **WY-ALT** and **WY-TOPP** paper materials, initial order quantities are not pre-loaded and Building Coordinators will enter the needed quantities for the school.

1. Confirm the appropriate administration (**WY-ALT or WY-TOPP**) is selected. To do this, in the TIDE banner (see Figure 17), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears and includes the Test Administration drop-down menu. Click **Submit** to save any changes made.

2. From the **Orders** task menu on the TIDE dashboard, select **Initial Orders**. The *Initial Orders* form appears (see Figure 26).

Figure 26. Initial Orders Page

3. 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.

4. Select **Search**. The *Shipping Address* and *Comments* panels appear, along with a list of materials available for ordering.

5. *Optional:* To change the shipping address, return to the *Contact Info* panel.

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 27. 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 28). For information on the columns that appear, see Table 7.

Figure 28. List of Initial Orders

Table 7. 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 was requested in the Additional Quantity column. Resets to zero after transmittal to the printer.
Quantity Pending Approval	Quantity requiring approval beyond that automatically approved. Resets to zero after approved or disapproved.
Additional Quantity	Quantity of materials based on eligibility counts plus any overage percentage specified in the *Supplemental Information* panel.

8. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.

9. Select **Save Orders**. A text box appears requiring you to enter additional comments.

    ▪ A comment stating that the student receiving the paper order has this accommodation in their IEP or 504 Plan is required.

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 during testing

You can request additional materials beyond those specified in your initial order. These requests will be submitted for approval by state administrators.

1. From the **Orders** task menu on the TIDE dashboard, select **Additional Orders**. The *Additional Orders* form appears (see Figure 29).

Figure 29. Fields in the Additional Orders Page

2.   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.

3. Select **Search**. A list of materials available for ordering appears (see Figure 30). For information on the columns that appear, see Table 8.

Figure 30. List of Available Additional Orders

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
Science Grade 4 Paper Response Options	10	10	0	10

Table 8. 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 printer. This number always increases after each transmission. This number is rounded up to the multiple in a pack or box.
Quantity Approved	Latest quantity approved. Resets to zero after transmission to the printer.
Quantity Pending Approval	Latest quantity sent for approval. Resets to zero after approved or disapproved.
Additional Quantity	Amount to order. The entered amount should include the quantity displayed in the *Quantity You Will Receive* column along with any additional quantity. For example, if the quantity displayed in the *Quantity You Will Receive* column shows 135 and you need 10 more, enter 145.

4. *Optional:* To change the shipping address, select return to the *Contact Info* panel.

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 31. 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 approval.

8. Select **Save Orders**. A text box appears requiring you to enter additional comments.

   ▪ A comment stating that the student receiving the paper order has this accommodation in their IEP or 504 Plan is required.

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 **WY-TOPP** testing materials.

1. From the **Orders** task menu on the TIDE dashboard, select **Track Shipments**. The *Track Shipments* page appears (see Figure 32).

2. To view the shipping company's tracking report, select its tracking number.

3. For **WY-ALT** testing materials, tracking information will be sent to the Building Coordinator who placed the order.

Figure 32. Shipment Tracking Panel in the Track Shipments Page

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 33). For information on the columns that appear see Table 9.

Figure 33. Fields in the Order History Page

2. To view the order details, select the order number in the Order Number column. The Order Details form appears. For information on the columns that appear, see <u>Table 10</u>.

3. To view a **WY-TOPP** order's tracking report, select 🚚.

4. To view a **WY-TOPP** order's packing lists, manifests, and security checklists, select 🖼.

Table 9. Columns in the Order History Page

Column	Description
Order Number	Purchase order number.
Order Type	Type of order: initial or additional.
Submitted By	User who generated the order.
Order Status	Order's current status.
Submitted Date	Date order was generated.

Table 10. 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.
Approved Quantity	Quantity of the material that is approved. This includes the original quantity plus any additional quantities you ordered.
Awaiting Approval Quantity	Additional quantities you ordered that are pending approval.
Approval Status	Approval status of additional quantities you ordered.

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 History**. The *Order Summary* page appears (see Figure 34).

Figure 34. Fields in the Order Summary Page

11. 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.

12. From the **Search Order By** drop-down list, mark the checkboxes for **On-time** and **Additional**, as available, to include those types of orders in the report.

13. Select **Search**. The order report appears.

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 invalidation 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 username for logging in to a test.

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

Please see "How district-level users view students enrolled in multiple schools or districts" for information about printing test tickets for dual-enrolled students.

Figure 35. Sample Test Ticket

How district-level users print test tickets from student lists

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

2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.

14. Select the column headings to sort the retrieved students in the order you want the test tickets printed.

15. 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.

16. 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**.

17. In the new browser window that opens displaying a layout for selecting the printed layout (see [Figure 36](#)), verify **Test Tickets** is selected in the *Print Options* section.

18. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 36. Layout Model for Test Tickets

How district-level users print test tickets from roster lists

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit Rosters**. 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**.

19. Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.

20. 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.

21. Select ⊟˅ and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 37).
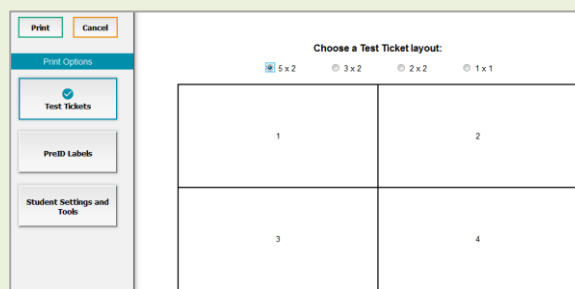
22. Verify **Test Tickets** is selected in the *Print Options* section.

23. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 37. Layout Model for Test Tickets
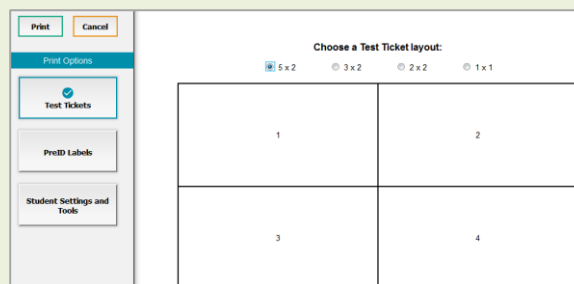
How District-level Users Manage Appeals/Invalidation Requests

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 Centralized Reporting.

Invalidation requests are a way of interrupting this normal flow. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety. Please contact your Building Coordinator or District Test Coordinator to confirm whether an appeal is appropriate. Note, all appeals are reviewed and processed by the Wyoming Department of Education. If the appeals available within TIDE do not apply to the specific test that requires an appeal submission, please contact the Wyoming Department of Education with a detailed description of your appeal request for further assistance.

For a full list of invalidation request types, see Table 11.

Table 11. List of Appeals/Invalidation Request Types

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.
	Tests should be invalidated when a student's performance is not an accurate measure of his or her ability (e.g., the student cheated or used inappropriate materials, instruction related to the test is provided during the administration, students are guided to the correct answers, test questions are discussed with students). If a test is invalidated, the student is not given another opportunity to take the test.
Grace Period Extension (GPE)- Writing Only	Allows the student to review previously answered questions upon resuming a test after expiration of the pause timer. This appeal type should be used for Writing tests in which the student has exceeded the 30-minute pause limit. Writing tests must be completed the same day they were started unless there is an accommodation or other extenuating circumstance.
	This appeal should be used if a Writing test session is unexpectedly interrupted. For example, if a student pauses a test due to a fire drill or lockdown, and a 30-minute pause timer starts running. The following scenarios are possible:
	● If resuming the test within 30 minutes, students can resume their Writing test.
	● Without a GPE, students resuming the test after 30 minutes cannot review previously answered questions. Note, due to Writing tests having one item, students will be taken to the Submit Test page upon resuming the test after exceeding the pause rule.
	Upon receiving a GPE, students can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity. Note, a grace period extension should not be applied if the test session ended normally or if the student was given time to review his or her answers before logging out of a test.
Re-open a test	Reopens a test that was completed, invalidated, or expired.
Report Test Irregularity	This appeal is used to report an irregularity that occurs during testing and does not impact the test opportunity. If something about a test session was irregular but does not rise to the level of needing one of the listed appeals, you can use irregularity notes to record the incident. This might be used if a student's cell phone rings, testing is interrupted by a fire drill, etc.
Restart a test	Allows the student to restart a test opportunity (removing all responses on the test) or allows the data entry operator to restart the data entry process. You can submit these invalidation requests until the end of the test window.

For a list of invalidation request statuses, see Table 12.

Table 12. List of Appeals/Invalidation Requests by Test Status

Invalidation Request Status	Description of Status
Error Occurred	An error occurred while the invalidation request was being processed.
Item Information Sent	Information regarding a Report Problem with Item invalidation request was sent to the designated recipients.
Pending Approval	Invalidation request is pending approval.
Processed	Invalidation request was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the invalidation request.
Rejected by System	Test Delivery System was unable to process the invalidation request.

Requires Resubmission	Invalidation request must be resubmitted.
Retracted	Originator retracted the invalidation request.
Submitted for Processing	Invalidation request submitted to Test Delivery System for processing.

For a list of available invalidation requests by test status, see Table 13.

Table 13. List of Appeals/Invalidation Requests by Test Status

Test Status*	Invalidate a test	Report Test Irregularity	Grace Period Extension (Writing Only)	Reopen a Test	Restart a Test
Approved		X			X
Completed	X	X		X	X
Denied	X	X	X		x
Expired	X	X		X	X
Paused	X	X	X		x
Pending		X			X
Processing		X			X
Reported	X	X		X	X
Review		X			X
Scored	X	X		X	X
Started		X			X
Submitted	X	X		X	X
Suspended		X			X
Invalidated		X		X	X

* For a description of test statuses, please see Table 18.

How district-level users add new appeal/invalidation requests one at a time

You can create an appeal/invalidation request for a given test result.

1. Retrieve the result for which you want to create an appeal/invalidation request by doing the following:

    ▪ From the **Appeals/Invalidations** task menu on the TIDE dashboard, select **Create Requests**. The *Create Requests* page appears (see Figure 38).

    ▪ Select a request type.

    ▪ From the drop-down lists and in the text field, enter search criteria.

       Optional: You can also limit your search by TDS Test Windows to narrow your results. From the *Test Window* drop-down, select specific test windows to limit your search or keep All Selected for the broadest search.

       Optional: You can further limit your search results by choosing to view only tests that are provided through the official testing program or to view tests that are created in the Authoring system by educators. Use the *Test Type* drop-down to make a selection.

    ▪ **Note**: When selecting tests created in the Authoring system, the Test Window filter is unavailable.

Figure 38. Selection Fields in the Create Requests Page

- Select **Search**. TIDE displays the found results at the bottom of the *Create Requests* page (see Figure 39).

2. Mark the checkbox for each result for which you want to create a test invalidation, and then select **Create**.

3. In the pop-up window, enter a reason for the request.

- Note, to submit the appeal/invalidation request, you are required to provide a reason for the request. Please provide a detailed explanation on why the specific appeal/invalidation is needed.

- *Optional*: In the *Additional Comments* field, enter comments when the field is available.

Figure 39. Retrieved Test Results

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

How district-level users view existing appeal/invalidation requests one at a time

You can view invalidation requests.

1. From the **Appeals/Invalidations** task menu on the TIDE dashboard, select **View Requests**. The *View Requests* page appears (see Figure 40).	Figure 40. Selection Fields in the View Requests Page
2. Retrieve the invalidation requests you want to view by filling out the search criteria and selecting **Search**. Figure 41 shows retrieved invalidation requests.	Figure 41. Retrieved Invalidation Requests

3. *Optional:* Review the initiator's reason for the invalidation request by selecting ▣ in the Request Status column or by viewing the columns for Submitter, Submitter Comments, Appeal Reason, Reviewer, and Reviewer

How district-level users add multiple appeal/invalidation requests all at once

If you have many invalidation 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.

Table 14. Columns in the Appeal/Invalidation Request Upload File		
Column Name	**Description**	**Valid Values**

Type*	Type of invalidation request.	One of the following:
		`Invalidate a test`
		`Grace Period Extension (Writing Only)`
		`Re-open a Test`
		`Restart a Test`

Search Type*	Student field to search.	One of the following:
		`Result ID`
		`Session ID`
		`WISER ID`

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 invalidation request.	Up to 1,000 alphanumeric characters.
*Required field		

1. From the **Appeals/Invalidations** task menu on the TIDE dashboard, select **Upload Requests**. The *Upload 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 14 as a reference, fill out the Invalidation Request template and upload it to TIDE.

   ▪ **NOTE**: The Upload Request template is available in EXCEL only.

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 WISER ID* 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 non-participation codes for a test administration.

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.

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 42).	Figure 42. Plan and Manage Testing Page

4. In the *Search Students* panel, select the parameters for whose information to include in your report:

    ▪ From the **District** drop-down list, select a district if applicable.

    ▪ 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. Note: if you select more than 20 schools, or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure file center.

    ▪ *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, test administrators, and principal(s) associated with the selected school. When you select a person from the **Teacher** drop-down list, TIDE performs a check to see if the person is associated with any roster. If no rosters exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the plan and manage testing reports shows the test attempts of the students included in the roster.

    - If you do not select any person from the **Teacher** drop-down list and use the default value of **All** to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

    - It is important to note that the TA Name displayed on the Plan and Manage Testing report does not imply the name of the teacher. The TA is the person who conducts the test. This can be the same as the teacher or it can mean a different person.

    ▪ *Optional:* In the *Student's Last Name* field, enter a student's last name.

    ▪ *Optional:* In the *Student's First Name* field, enter a student's first name.

    ▪ *Optional:* In the *WISER ID* field, enter a WISER ID.

    ▪ *Optional:* From the **Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.

5. In the *Choose What* panel, select the parameters for which tests to include in your report:

    ● From the **Test Type** drop-down list, select a test category.

Figure 46: Plan and Manage Testing page

o From the **Administration** drop-down list, select an administration.

o *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.

o *Optional*: From the **Filter By** 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.

6. 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.

- Search for students who have not started the 1st/Any opportunity will return results for students who have not started their first opportunity on the selected test.

▪ Students whose current opportunity will expire {in/between} {number/range} days.

- If you select "in", you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.

- If you select "between", you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).

- Students on their {1st/2nd/Any} opportunity in the selected administration, and have a status of {student test status}.

- Students who have a status of {student test status} in the selected administration.

- Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.

- Search student(s) by {WISER ID/Name}: {WISER ID/Student Name}

7. Do one of the following:	
- To view the report on the page, select **Generate Report**.	Figure 43. Plan and Manage Testing Report

7. Do one of the following:

- To view the report on the page, select **Generate Report**.

  o Note: if you are viewing a report for more than 20 schools, the option to view the report on page will be disabled. Instead, select **Generate Report** then **Export to Secure file center**.

- To open the report in Microsoft Excel, select **Export Report**.

For descriptions of the columns in this report, see Table 15.

Table 15. Columns in the Plan and Manage Testing Report

Attribute	Description
Student Name	Student's legal name (Last Name, First Name).
District Name	Name of the district associated with the record.
School Name	Name of the school associated with the record.
WISER ID	Student's Statewide Student Identifier number.
Enrolled Grade	The grade in which a student is enrolled.
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Test	Test name for this student 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. This column also shows the number of items to which a student has responded and the total number of items on the test.
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). (This includes Restarts Within Grace Period)
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.

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

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

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 WISER ID. The *Participation Search by WISER ID* page appears (see Figure 44).

2. Do one of the following:

   - To enter students' WISER IDs, select **Search by WISER ID(s)**.Next, enter one or more WISER IDs, separated by commas, in the Student IDs field. You can enter up to 1000 WISER IDs.

Figure 44. Participation Search by WISER ID Page

   - To upload WISER IDs, select **Upload WISER ID**. 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 WISER IDs.

3. Select **Generate Report**. The Participation Report by WISER ID appears (see Figure 45). For descriptions of the columns in this report, see Table 15.

Figure 45. Plan and Manage Testing Report

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 46.**) select the parameters for which tests to include in your report.

Figure 46. Test Completion Rates Search Fields

a) *Optional*: Select a different report output under *Additional Options* to see more granular participation and completion information. To display test completion counts and percentages for all students per test, leave the drop-down at **Select**. This runs the default report.

This option allows users to track participation at the test level across all grades, showing totals for eligible students, students completed, and students started.

b) To display test completion counts and percentages for each test disaggregated by participating students' enrolled grades, select **Show By Grade.**

Showing results by grade allows users to track participation across enrolled grades. This is useful, for instance, when you have a test that all grade 3 students must take that also has some limited off-grade participation among grades 2, 4, and 5. This report makes it easy to track overall completion within the grade 3 population without the off-grade testers skewing the rates.

c) To display overall test completion progress across ALL component tests in a given scoring combo and the total for the combo, select **Show By Scoring Combo**

Showing results by scoring combo allows users to track test completion progress across ALL component tests in a scoring combo. These tests are administered as separate tests (parts) and then the scores are combined into one score on the combo. For example, Reading is a component test and Writing is another component test of the ELA Scoring Combo. Completion progress is shown per component test and for the combo. When this option is selected, only component tests associated with a scoring combo are returned in the report; standalone tests that are not combined with any other test for scoring are not included in the report.

3. To open the report in Microsoft Excel, select **Export Report**. Figure 47 displays a sample Test Completion Rate report. For a description of the columns in this report, see Table 16.

Figure 47. Test Completion Rate Report

Columns in the Test Completion Rate Report

You can use the information in the table below to view report of test completion rates. Columns specific to the *Additional Options* report outputs are noted at the end of the table.

Table 16. Columns in the Test Completion Rate Report

Column	Description
Date	Date and time that the file was generated.
Administration	Administration that is being reported.
Test	Test that is being reported.
Test Name	Grade, test, and subject that are being reported.
District Name	The name of the reported District.
District ID	The ID of the reported District.
School Name	The name of the reported school. This column is only included in the school-level report.
School ID	The ID of the reported 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.
Total Student Started	Number of students who have started the test.
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.
Enrolled Grade	Student's enrolled grade. This column is only populated if you marked the Show by Grade checkbox.

Test Type*	*Component Tests* are the individual tests or parts that make up the scoring combo. *Scoring Combo* refers to the merged completion rates of the component tests within the combo.
	*This column is only populated if you select the **Show By Scoring Combo** option.
Scoring Combo*	When tests are broken into parts and delivered individually, the scoring combos contain the combined completion data of the component parts. Defined as the name of the test.
	*This column is only populated if you select the **Show By Scoring Combo** option.

How district-level users view report of test status codes

If students do not start or complete tests to which they are assigned, school officials assign special codes to those tests. The Test Status Code report displays all the non-participation codes for a test administration.

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

Figure 48. Test Status Code Report Search Results

8. 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 and special codes (see Figure 49). For a description of the columns in this report, see Table 17. For a description of each status that a test opportunity can have, see Table 18.

Figure 49. Test Status Code Report

Table 17. Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
WISER ID	Student's Statewide Student Identifier number.

Test Name	Test in which student did not participate.
Opportunity	Test opportunity number.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.
Session ID	Unique ID for the test session.
Results ID	Unique ID for the test opportunity.
Expiration Date	Date the test expired.

Table 18. Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the TA approves or denies the student.
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student's test is currently paused (as a result of one of the following): ● The student paused his or her test by clicking the **Pause** button. ● The student idled for too long (more than 20 minutes) and the test was automatically paused. ● The test administrator stopped the session the student was testing in. ● The test administrator paused the individual student's test. ● The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to Centralized Reporting. Some items must be hand scored before they appear in Centralized Reporting.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a "review" status is not considered complete.)

Scored	The test will display a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to Centralized Reporting. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a test.

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 for the current day. 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 **Test Session Status Report**. The Session Report page appears.

Figure 50. 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 Table 19 below.

Table 19. 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.
Tests Paused	Number of students who have paused their test.

Tests Completed	Number of students who have completed their test.

Figure 51. Summary Session Report

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 Table 20 below.

   Note: The detailed report includes tests created for the official testing program and those created by educators through the Authoring system that are not associated with the official testing program.

Table 20. Columns in the Detailed Session Report Page

Column	Description
Proctor Name	Name of the proctor 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 date and time of the session.
Earliest Testing Activity Today	The time the first test opportunity was started or restarted by the first student in the session
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.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

Figure 67. Detailed Session Report

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

Figure 52. Multiple Tests in One Session

8. *Optional:* Select [Expand All Sessions] to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.

9. *Optional:* Select [Collapse All Sessions] to collapse all expanded sessions. The button will only be displayed when multiple tests per session exist.

Figure 53. School Report Page with All Sessions Expanded

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 [refresh icon] 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:

- View, add, or edit non-participation codes for individual students

- Add and/or edit non-participation codes for one or more students through a file upload

How District-level Users Perform Data Cleanup

After testing, you must clean up data by adding or editing non-participation codes for students who did not take a test as intended and by correcting student enrollment information, if necessary.

How district-level users view or edit non-participation codes

There are circumstances in which a student did not participate in an expected test. In such instances, you need to assign a special code to the student's test so that Centralized Reporting can accurately explain the non-participation.

There are two types of special codes: non-participation and participation. A student is considered to have participated in a test after answering five questions or after responding with any text to both writing prompts. For a list of special codes and their descriptions, see Table 21.

Table 21. Special Codes and Their Descriptions

Special Code	Code Type	Description
No Special Code	Participation	Student took the test under standard testing conditions.
SE	Non-participation	Suspended/Expelled
ABS	Non-participation	Absent
OS	Non-participation	Out of State Institution
EL-A	Non-participation	New EL- ACCESS Participation
EL-NA	Non-participation	New EL – No ACCESS Participation
REF	Non-participation	Refusal
REF – VE	Non-participation	Refusal – Virtual Education Student
REF – MF	Non-participation	Refusal – Medically Fragile

Once you apply a special code, that special code persists until it is changed. For example, if you apply a special code for an interim assessment, that special code also applies to a summative assessment unless you explicitly change it.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The *Non-Participation Codes* page appears (see Figure 54).

2. Retrieve the student whose non-participation codes you want to view or edit by filling out the search criteria and selecting **Search**.

Figure 54. Fields in the Non-Participation Codes Page

3. In the list of retrieved students, select [edit icon] for the student whose non-participation codes you want to edit. The ***Edit Non-Participation Codes*** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel (see Figure 55).

Figure 55. Edit Non-Participation Codes

4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see Table 21.

5. Select **Save**.

How district-level users upload files for non-participation codes

If you have many students for whom you need to add or edit non-participation codes, 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.

District-level users and Building Coordinators have the ability to upload Non-Participation Codes in bulk when following the steps below.

1. From the **Date Cleanup** task menu on the TIDE dashboard, select **Upload Non-Participation Codes.** The ***Upload Non-Participation Codes*** page appears (see Figure 59).

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the linked table in "Table 22" below as a reference, fill out the *Special Codes Template File* and upload it to TIDE.

Table 22: Columns in the Special Codes Upload File

Column Name	Description	Valid Values
StateAbbreviation*	State abbreviation.	Two-character state identifier.
DistrictID*	District responsible for specific educational services or instruction of the student.	Up to 20 alphanumeric characters. Must exist in TIDE.
SchoolID*	School responsible for specific education services and/or instruction of the student.	Up to 20 alphanumeric characters. Must exist in TIDE and be associated with the DistrictID.
LastOrSurname*	Student's last name.	Up to 35 alphanumeric characters.
FirstName*	Student's first name.	Up to 35 alphanumeric characters.
MiddleName*	Student's middle name.	Up to 35 alphanumeric characters.

Column Name	Description	Valid Values
Birthdate*	Day on which student was born.	Date in format YYYY-MM-DD. Add leading zero for single-digit numbers.
StudentIdentifier*	Student's statewide identification number	Up to 30 alphanumeric characters. If adding students with identifiers that are already associated with students of a different name, TIDE displays a corresponding error message during the validation process.
GradeLevelWhenAssessed	Student's enrolled grade.	Two-character grade in the range 03–12. Add leading zero for single-digit numbers.
Sex*	Student's gender.	One of the following: M—Male F—Female
Ethnicity	Student's ethnicity code.	One of the following: 1—American Indian 2—Asian/Pacific Islander 3—Black/African American 4—Hispanic 5—White 6—Multi-racial 7—Other/Unknown
PrimaryDisabilityType	Major or overriding disability condition that best describes a student's impairment.	One of the following: AUT—Autism DB—Deaf-blindness DD—Developmental delay EMN—Emotional disturbance HI—Hearing impairment ID—Intellectual Disability MD—Multiple disabilities OI—Orthopedic impairment OHI—Other health impairment SLD—Specific learning disability SLI—Speech or language impairment TBI—Traumatic brain injury VI—Visual impairment
Delete	Indicates if record is a deletion.	Y—Delete the record. If blank, indicates the record is an add or modify.

*Required field.

- **Caution:** Students must be eligible for tests selected on the upload file. The Excel download template (not the CSV) contains all tests for all students, whereas the *Edit Non-Participation Codes* form only shows the eligible tests for that student.

- **Caution:** Records may also be rejected for the following and other reasons:

  - Test is on Exclusion list so no special codes can be applied for that test

  - Student is inactive

  - User does not have access to student's school

If needed during the *Validate* step, select the error or warning icon to see more information ([Figure 56](#)).

Figure 56. Invalid Test Error Message During Non-Participation Codes File Upload

To review the status of the uploaded documents, expand the "Upload History" section seen in Figure 59. This section will allow the user to view the file name, when the document was uploaded, the status of the document (whether it has been processed or rejected) and the user who uploaded the file (see Figure 60).

Figure 60: Upload History

Section III. How School-level Users Perform Tasks in TIDE

School-level users have access to some of the same tasks as district-level users and perform these tasks the same way a district-level user performs them. For additional information on user role permissions, see User Role Permissions in the appendix.

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.
- Please note, only District Test Coordinators and Building Coordinators can set up user accounts in TIDE.
- Set up **rosters** so Centralized Reporting can display scores at the classroom, school, district, and state levels.

How School-level Users Set up User Accounts in TIDE

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, specifically Building Coordinators, can add or modify user accounts 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 Manage Student Information

Like district-level users, school-level users can view student accounts, and specify or upload student accommodations and test tools. These tasks can be performed following the procedure as described in the section "How District-level Users Manage Student Information." For detailed information, please refer to the following sections:

- How district-level users view 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 School-level Users Manage Rosters

School-level users can manage rosters for students in their school. These rosters are then sent to Centralized Reporting so the system can display scores.

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 save rosters

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 and upload appeal/invalidation requests.
- 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 View and Upload Appeal/Invalidation Requests

School-level users can view and upload invalidation requests for students in their school.

Like district-level users, school-level users can add appeal/invalidation requests one at a time or all at once through file upload. These tasks can be performed by following the procedure in the section "How District-level Users Manage Appeals/Invalidation Requests." For detailed information, please refer to the following sections:

- How district-level users add new appeal/invalidation requests one at a time

- How district-level users add multiple appeal/invalidation requests all at once

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:

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

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

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

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

How School-level Users Use TIDE after Testing

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

- View or edit non-participation codes

How School-level Users View or Edit Non-Participation Codes

Like district-level users, school-level users can view or edit non-participation codes by following the procedure in the section "How district-level users view or edit non-participation codes." For detailed information, please refer to the following section:

- How district-level users view or edit non-participation codes

- How district-level users upload non-participation codes

Section IV. 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 additional information on user role access features, see [User Role Permissions](#) in the appendix.

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 Begins

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.
- Set up **rosters** so Centralized Reporting can display scores at the classroom, school, district, and state levels.

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 Secure file center.

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 view reports of incoming students to](#) a district or school for single-enrolled or dual-enrolled students

District-level users can view reports showing when students were added to their organization for either single-enrolled or dual-enrolled statuses by following the steps below.

37. From the **Students** task menu on the TIDE dashboard, select **Student Arrivals Report**. The *Student Arrivals Report* page appears.

38. Enter search criteria.

39. Select **Search**.

The report appears, displaying students matching the search criteria.

How district-level users view reports of outgoing students from a district or school for single-enrolled or dual-enrolled students

District-level users can view reports showing when students were removed from their organization for either single-enrolled or dual-enrolled statuses by following the steps below.

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

2. Enter search criteria.

3. Select **Search**.

The report appears, displaying students matching the search criteria.

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 and Test Administrators Manage Rosters

Teachers and test administrators can manage rosters for students in their school. These rosters are then sent to Centralized Reporting so the system can display scores.

Like district- and school-level users, teachers and test administrators 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 save rosters

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 include 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 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 WISER ID

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

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

Appendix A. Modifying Account Information and TIDE Role

Account Information

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

1. In the TIDE banner (see Figure 57), from the **Manage Account** drop-down list, select **My Contact**. The *My Contact Information* page appears (see Figure 58).

Figure 57. TIDE Banner

2. Enter updates as necessary.

3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 58. Fields in the My Contact Information Page

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 57), select **Change Role** from the **Manage Account** drop-down menu. The *Administration Details* window appears (see Figure 59).

2. Update the information as necessary.

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

Figure 59. Administration Details Window

Appendix B. Deleting, Exporting, Printing, and Searching Records in TIDE

Deleting Records

You can delete existing records for users 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:

    b. Mark the checkboxes for the record you want to delete.

    c. Mark the checkbox at the top of the table to delete all retrieved records.

Select 🗑, and in the affirmation dialog box select **OK**.
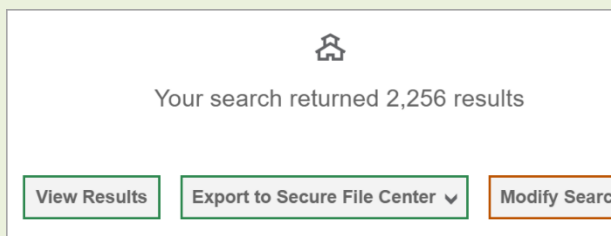
Exporting Records in TIDE

You can export search results for users, students, rosters, students' test settings, and invalidation requests to the Secure file center.

1. Retrieve the records you want to export by following the procedure in the section Searching for Records in TIDE.

4. In the search results pop-up window, select **Export to Secure file center** 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 Secure file center. **Note:** If exporting an Excel report with more than 10,000 students, you will need to export the Excel report to the Secure file center.	Figure 60. Search Results Pop-up Window 🏠 Your search returned 2,256 results View Results Export to Secure File Center ⌄ Modify Searc

You can also export records from the search results grid:

1. Retrieve the records you want to export 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 [icon], and in the affirmation dialog box select **OK**.

Note: If exporting an Excel report with more than 10,000 students, you will need to export the Excel report to the Secure file center.

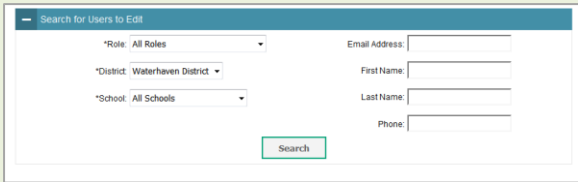## Printing Records in TIDE

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:

    ▪ To print some records, mark the checkboxes for the records you want to print, select [icon], select My Selected, and then select Print.

    ▪ To print all records, select [icon], select All, and then select Print.

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 61). This section explains how to use this search panel and navigate search results.

Figure 61. Sample Search Panel

1. In the search panel, enter search terms and select values from the available search parameters, as require

    ▪ 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 additional 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 additional search criteria, select Remove All.

3. Select **Search**.

   ▪ If searching for users, students, students' test settings, and invalidation requests, proceed to the next step.

   ▪ If searching for other types of records, such as rosters, skip to Step 5.

• In the search results pop-up window (see Figure 62) 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:	Figure 62. Search Results Pop-up Window
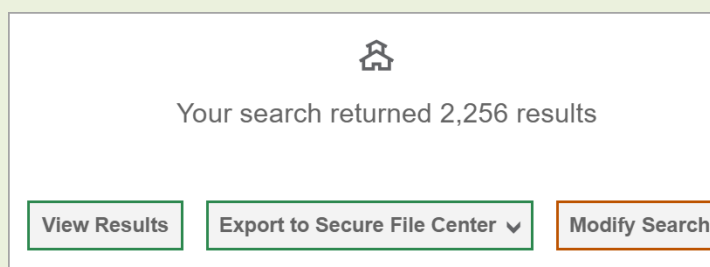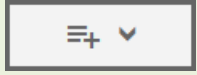
   - To export the retrieved results to the Secure file center, select **Export to Secure file center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure file center (see Secure Secure file center Files).

   - To return to the page and modify your search criteria, select Modify Search. Repeat Steps 1– 4.

   • The list of retrieved records appears below the search panel (see Figure 63).

Figure 63. Sample Search Results

4. *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.

   ▪ *Optional*: To sort the search results by a given column, select its column header.

5. To sort the column in descending order, select the column header again.

6. *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.

7. *Optional:* If the search results span more than one page, select ◀ or ▶ to view previous or next pages, respectively.

8. *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. 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.
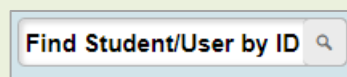
1. In the *Find Student/User by ID* field, enter a student's WISER ID or a user's email address. The WISER ID or email address must be an exact match; TIDE does not search by partial WISER ID or email address.

2. Select 🔍 . The **View and Edit Student** or **View/Edit User: [User's Name]** form for that student or user appears.

Figure 64. Find Student/User by ID

Find Student/User by ID 🔍

Appendix C. Secure File Center

Secure File Center

When searching for users, students, students' test settings, test windows, and invalidation requests, you can choose to export the search results to the Secure File Center. The shared Secure File Center serves as a password protected 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 Secure File Center, TIDE sends you an email when the export task is completed and the file is available in the Secure File Center for download.

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

Viewing Documents in the   Secure   File   Center

The files in the Secure File Center are listed in the order in which they were created. 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 while secure documents are available for the period specified by WDE. You can access the Secure File Center 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 57), select **Secure file center**. The *Secure file center* page appears (see Figure 65)

2. *Optional*: Select the file view from the available tabs:

- Secure **File Center**: 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 65. Secure File Center
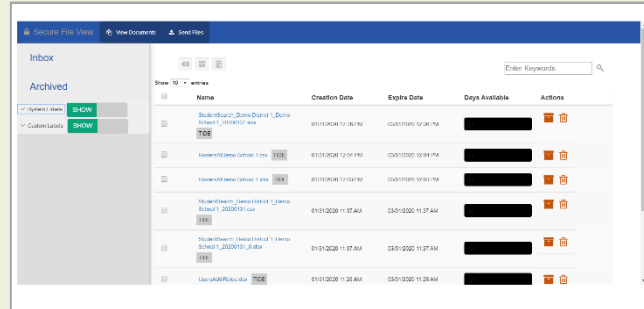
3. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.

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.

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 return a file to the Secure File Center from the Archived tab, select .

- To delete a file, select . Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

Sending Files from the Secure File Center

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 66), select **Secure File Center**. The *Secure File Center* page appears (see Figure 67). By default, TIDE displays the *View Documents* tab displays.	**Figure 66. Banner**
2. Select the **Send Files** tab. The *Send Files* page appears (see Figure 68). 3. 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 6.	**Figure 67. Secure File Center – View Documents**
4. 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 (see Figure 69). 5. From the drop-down list, 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 68. Secure Inbox File Center – Send Files**
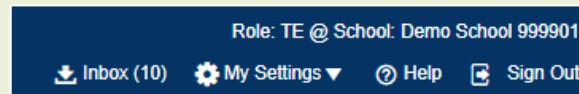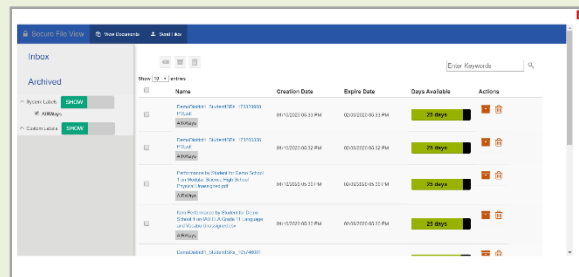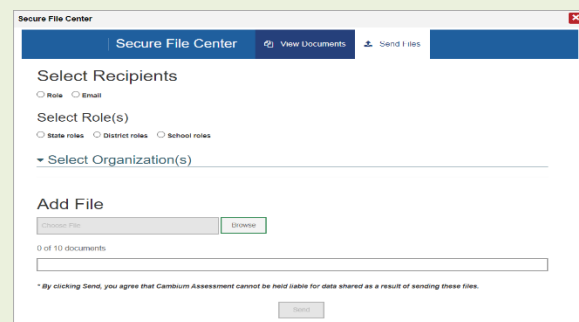
6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send (see Figure 70). These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.

7. If you selected **By Role** in step 2, skip this step. If you selected **By Email** in step 2, 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**.

Files display in the Secure file center after you send them.

Figure 69. Send Files – Select Roles

Figure 70. Send Files – Select Organization(s)

Appendix D. Understanding the Materials Ordering Process

Ordering Materials

Some students take tests using paper test materials for either WY-ALT or WY-TOPP. To administer these tests, students and test administrators first need to order the paper test materials.

There are two windows for placing orders. The first window is for placing initial orders. This is the time during which you can review, confirm, and modify orders for materials and be guaranteed that they arrive at the district in time to distribute them to the schools for the test. See the section "How District-level Users Manage Orders for Paper Testing Materials for the Spring Testing Window" for an explanation about working with initial orders.

After the initial order window closes, the additional order window opens for placing additional orders. During this time, you can place additional orders for materials as described in the section "How district-level users place orders for additional paper testing materials during testing."

Figure 71 shows a time line illustrating the order windows. The additional order window extends after the test date; this allows districts to place orders for return materials.

Figure 71. Order Windows for Testing Materials
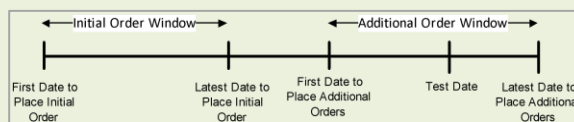
The quantity you receive may not be the same that you order. Some items come in packs of 5 or 20. For example, suppose writing answer booklets come in packs of five, and you order three booklets. In that case, you receive one pack of five answer booklets.

TIDE maintains a record of each order's status, labeling the order as pending approval, approved, or transmitted to the printer. These statuses appear in the View Order History task, as described in the section "How district-level users view order history reports."

Understanding an Order's Status

In the normal workflow for an initial order, a test coordinator generates the order, then reviews and submits it for approval. Next, a state-level administrator reviews the order, approving or modifying it as appropriate. If approved, TIDE sends the order to the vendor, who prints and ships the order. (This is a typical scenario; some school districts have different workflows for order processing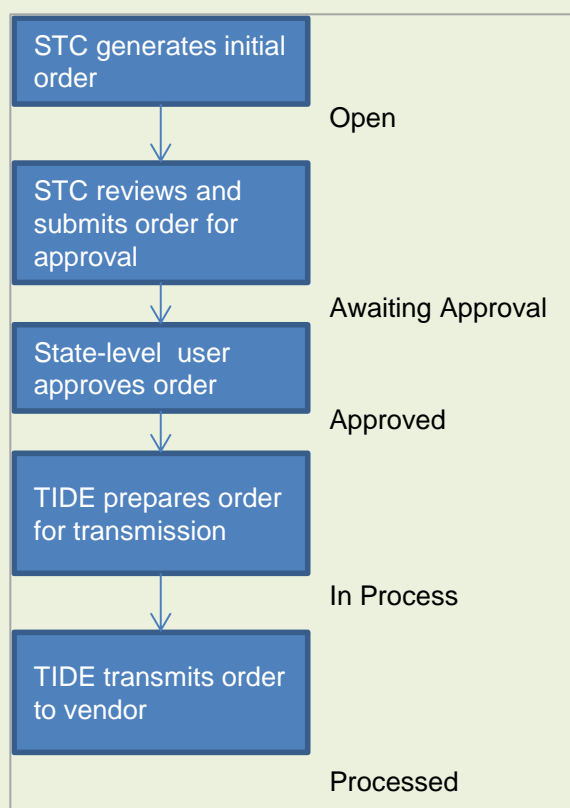.) Figure 72 illustrates the progression of an initial order and the associated status code. TIDE tracks the order through each stage, and assigns a status code accordingly.

On the *View Order History* page (see the section "How district-level users view order history reports") TIDE displays an order's status depending on its most recent activity. The "List of Order Statuses" table below describes those statuses. (Your version of TIDE may not include all of these statuses.)

Figure 72. Stages of an Order and Associated Status Code

STC generates initial order	Open
STC reviews and submits order for approval	Awaiting Approval
State-level user approves order	Approved
TIDE prepares order for transmission	In Process
TIDE transmits order to vendor	Processed

List of Order Statuses

Status	Description
Open	Order was generated by TIDE, awaiting review by a test coordinator. (Not applicable to additional orders.)
Awaiting Approval	Order is awaiting approval.
Rejected	Order was not approved.
Approved	All line items in the order were approved.
Processed	Order was transmitted to vendor.
Partially Approved	At least one line item in the order was rejected.
In Process	Order is approved, not yet transmitted to vendor.
Canceled	Order was canceled.

Appendix E. User Role Permissions

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

The following table indicates which users can access specific features and tasks within each CAI system. The corresponding user guide for each system contains complete information about each feature.

Task or Site	DTC*	DDR*	BC*	BDR*	TA*	PR*	ALT TA*
Access to Test Information Distribution Engine (TIDE) Features and Tasks							
Working with Student Information							
Viewing Students	X	X	X	X	X		X
Uploading Test Settings through File Uploads	X		X				
Frequency Distribution Report	X						
Printing Testing Tickets	X	X	X	X	X		X
Managing Users							
Adding User Accounts	X		X				
Viewing and Editing User Details	X	X	X	X			
Adding, or Editing through File Uploads	X		X				
Deleting User Accounts	X		X				
Working with Rosters of Students							
Adding Rosters	X	X	X	X	X		X
Viewing and Editing Rosters	X	X	X	X	X		X
Deleting Rosters	X	X	X	X	X		X
Printing a Roster	X		X		X		X
Creating Rosters through File Uploads		X	X	X	X		
Working with Appeals							

Task or Site	DTC*	DDR*	BC*	BDR*	TA*	PR*	ALT TA*
Creating Appeals	X		X		X		
Create an Appeal to Re-Open a Test	X		X				
Create an Appeal to Report Test Irregularity	X		X		X		
Viewing Appeals		X	X	X	X		
Creating Appeals through File Uploads		X	X	X			
Retracting Appeals							
Monitoring Test Progress							
Generating Plan and Manage Testing Reports	X	X	X	X	X		X
Generating Test Completion Rates Reports	X	X	X	X	X		X
Generating Test Status Code Reports	X	X	X	X	X		X
Generating Test Session Status Reports	X	X	X	X			
Documenting Non-Participation with Special Codes							
Viewing and Editing a Student's Special Codes	X		X		X		
Access to Test Administration (TA) Sites							
TA Interface Practice and Training Site	X		X		X	X	X
Student Interface Practice and Training Site	X		X		X	X	
Test Administration Interface	X		X		X	X	X
TA Certification Site	X		X		X	X	X
Assessment Viewing Application	X		X		X	X	X
Data Entry Interface	X		X		X	X	X
Access to the Centralized Reporting System Features and Tasks							

Task or Site	DTC*	DDR*	BC*	BDR*	TA*	PR*	ALT TA*
District Assessment Report	X	X					
School Assessment Report	X	X	X	X			
Teacher Assessment Report	X	X	X	X	X		X
Student Assessment Report	X	X	X	X	X		
Managing Rosters	X	X	X	X	X		X
Managing Test Reasons	X		X		X		X

* **DTC**—District Test Coordinator; **DDR** – District Data Reviewer; **BC**—Building Coordinator; **BDR**—Building Data Reviewer; **TA**—Test Administrator, **PR** – Proctor; **ALT-TA** – Alternate Assessment Test Administrator

User Support

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

The Help Desk is open 7:00 a.m. – 5:00 p.m. MT (except holidays or as otherwise indicated on the Wyoming Portal).

Wyoming Help Desk

Toll-Free Phone Support: 1-888-897-8024

Email Support: wyohelpdesk@cambiumassessment.com

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

- If the issue pertains to a student, provide the WISER ID 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.