Test Information and Distribution Engine

User Guide

WY-TOPP Spring 2019
WY-ALT Spring 2019

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Prepared by the American Institutes for Research®

Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, and related systems are property of the American Institutes for Research (AIR) and are used with the permission of AIR.
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Introduction to This User Guide

This section describes the contents of this user guide.

Organization of This User Guide

This guide contains the following sections:

- **Section I, Overview of the Test Information Distribution Engine**, includes a description of Test Information and Distribution Engine (TIDE) features, system requirements information, and provides an overview of user roles and permissions.

- **Section II, Accessing TIDE**, describes how to activate your account for TIDE (and other AIR systems you are authorized to access), how to log in, and log out.

- **Section III, Understanding the TIDE User Interface**, describes the main approach for the TIDE interface, navigation within the system, main user interface elements, and global features available throughout the system.

- **Section IV, Preparing for Testing**, describes the activities you can perform in preparation for testing, including registering users and students, associating test settings and tools for students, and uploading rosters (classes).

- **Section V, Administering Tests**, describes the activities you can perform while testing is underway, including printing test tickets for students, requesting test invalidations (if necessary), and monitoring test progress.

- **Section VI, After Testing**, describes the activities you can perform post-testing, including managing non-participation codes.

Document Conventions

**Table 1** describes the conventions appearing in this user guide.

Table 1. Document Conventions

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="warning_icon" alt="Warning" /></td>
<td><strong>Warning:</strong> This symbol accompanies information regarding actions that may cause loss of data.</td>
</tr>
<tr>
<td><img src="caution_icon" alt="Caution" /></td>
<td><strong>Caution:</strong> This symbol accompanies information regarding actions that may result in incorrect data.</td>
</tr>
<tr>
<td><img src="note_icon" alt="Note" /></td>
<td><strong>Note:</strong> This symbol accompanies helpful information or reminders.</td>
</tr>
</tbody>
</table>
## Intended Audience

This user guide is intended for state-, district-, and school-level test administrators and coordinators who manage and administer the WY-TOPP interim, modular, and summative assessment or the WY-ALT summative assessment. This user guide will provide users with information on test eligibility, test settings, accommodations, and general management of user accounts.

TIDE users need to be familiar with using a web browser to retrieve data and with filling out web forms. To use the file upload and download features, users need to be familiar with using a spreadsheet application or working with comma-separated value (CSV) files.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>bold italic</strong></td>
<td>Boldface italic indicates a page name.</td>
</tr>
<tr>
<td><strong>bold</strong></td>
<td>Boldface indicates an item you click or a drop-down list selection.</td>
</tr>
<tr>
<td><strong>mono</strong></td>
<td>Monospace indicates a file name or text you enter from the keyboard.</td>
</tr>
<tr>
<td><strong>italic</strong></td>
<td>Italic indicates a field name.</td>
</tr>
</tbody>
</table>
Section I. Overview of the Test Information Distribution Engine

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

Description of TIDE

AIR’s TIDE system supports state, district, and school test coordinators throughout the testing process. TIDE includes features to manage user and student information, monitor test progress, and execute administrative functions such as test resets or reopens.

Figure 1 illustrates TIDE’s operational functions and their places in the assessment process. At its core, TIDE contains a list of students enrolled in your school. TIDE receives the vast majority of this student information via uploads from external systems, although TIDE has features for adding students manually for select user roles. TIDE then distributes this information to the appropriate system. TIDE sends students’ eligibilities, settings, and accommodations to the Test Delivery System (TDS). This enables TDS to deliver the appropriate test to any given student in the required format. TIDE sends students’ institutional associations to the Online Reporting System (ORS) and AIR Ways Reporting (AIR Ways); this enables ORS and AIR Ways to aggregate scores at the classroom, school, district, and state levels.

System Requirements

A recent version of a web browser (e.g., Firefox or Chrome) is needed to use TIDE. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the System Requirements for Online Testing. This publication is available in the Resources section of the Wyoming Assessments Portal, https://wyoassessment.org.
Section II. Accessing TIDE

This section explains how to activate your TIDE account, log in to TIDE, request a password reset, and log out.

Creating and Activating Your TIDE Account

TIDE user accounts are created by your TIDE administrator, such as a District Test Coordinator, depending upon your user role. After your account is created, you will receive an activation email. The activation email directs you to the Reset Your Password page. The password you create will allow you to access all applicable AIR systems. The link in the activation email expires 15 minutes after the email is sent. If your password is not created within 15 minutes, a new activation email will need to be requested. Please review About Usernames and Passwords for additional information.

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

Note: All users will be required to do a one-time password reset at the beginning of every school year. AIR automatically resets all user accounts at the beginning of the school year for security purposes. Refer to Reactivating Your TIDE Account at the Beginning of the School Year for more information.

To activate your account:

1. Click the link in the activation email. The Reset Your Password page appears (see Figure 2).

Figure 2. Fields in the Reset Your Password Page

<table>
<thead>
<tr>
<th>Reset Your Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please create a password in accordance with the New Password Requirements.</td>
</tr>
<tr>
<td>New Password</td>
</tr>
<tr>
<td>Confirm New Password</td>
</tr>
<tr>
<td>Submit</td>
</tr>
</tbody>
</table>

Return to Login Page
2. In the New Password and Confirm New Password fields, enter a new password. The password must be at least eight characters and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, !).

3. Click Submit.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see Figure 4, TIDE Card) on the portal page.

**Logging in to TIDE**

This section describes how to log in to TIDE.

⚠️ **Warning**: 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.

*To access TIDE:*

1. Navigate to the WY-TOPP and WY-ALT Portal ([https://wyoassessment.org](https://wyoassessment.org)).

2. Select your user role.

![Figure 3. User Cards on Portal](image)

3. Click TIDE (see Figure 4). The Login page appears.

![Figure 4. TIDE Card](image)
4. On the **Login** page (see Figure 5), enter the email address and password you use to access all AIR systems

![Figure 5. Login Page](image)

5. Click **Secure Login**.

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see Figure 6) and an email is sent to your email 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.

   ii. Click **Submit**.

   ![Note: If the code has expired click Resend Code to request a new code.](image)
The Dashboard for your user role appears. Depending on your user role, TIDE may prompt you to select a role, state, district, or school to complete the login.

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

About Usernames and Passwords

Your username is the email address associated with your TIDE account. 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, click the second link provided and proceed to request a new temporary link.

- If you forgot your password:

  On the Login page, click Forgot Your Password? and then enter your email address in the Email Address field. You will receive an email with a new temporary link to reset your password.
• If you did not receive an email containing a temporary link or authentication code:

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your Building Coordinator or 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 User Support section of this user guide.

Reactivating Your TIDE 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 AIR-DoNotReply@airast.org 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.

To reactivate your account:

1. Display the Login page (see Figure 5) by following steps 1–5 in the section Logging in to TIDE and click Request a new one for this school year. The Reset Your Password: Find Account page appears (see Figure 7).

Figure 7. Fields in the Reset Your Password: Find Account Page

2. Enter your TIDE email address and click Submit. TIDE sends you an email containing a link to reset your password.

3. Follow steps 1–3 in the section Creating and Activating Your TIDE Account to reactivate your account.
Note: During the reactivation process, you will be taken to the **Enter Code** (see Figure 6) page and asked to provide the authentication code sent to your email.

- In the *Enter Emailed Code* field, enter the emailed code and click **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 clicking **Resend Code** on the *Enter Code* page.

Logging out of TIDE

To log out of TIDE:

- In the TIDE banner (see Figure 10), click **Log Out**.

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

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

This section includes a description of the organization of TIDE’s user interface, a description of the TIDE dashboard, instructions for navigating within TIDE, an overview of basic elements in the user interface, and information about global features.

Organization of the TIDE User Interface

The tasks available in TIDE are organized into three categories based on when each task should be performed in the testing process:

- **Preparing for Testing**: Tasks in this category could be performed before testing begins. This category includes tasks for registering users, editing student information, associating test settings and tools for students, and uploading rosters (classes). For more information about this category, see the section [Preparing for Testing](#).

- **Administering Tests**: Tasks in this category could be performed while testing is underway. This category includes tasks for printing test tickets for students, requesting test appeals invalidations (if necessary), and monitoring test progress. For more information about this category, see the section [Administering Tests](#).

- **After Testing**: Tasks in this category could be performed when the testing process is finished. This category includes tasks for managing non-participation codes and resolving test discrepancies. For more information about this category, see the section [After Testing](#).

The TIDE user interface utilizes a consistent design that allows users to follow a similar workflow for various tasks. For example, the basic process of retrieving, modifying, exporting, and uploading records in the Preparing for Testing category is the same for all record types.
About the TIDE Dashboard

The TIDE dashboard appears when you first log in to TIDE (see Figure 8). Every task you can perform in TIDE is available on this page.

The dashboard displays a section for each of the three task categories in TIDE (Preparing for Testing, Administering Tests, and After Testing). Each section lists menus for the tasks available in that category.

Note: The task menus displayed on the TIDE dashboard depend on your user role.

Figure 8. TIDE Dashboard

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

To expand a task menu and view its set of related tasks, click on the end of that menu. To perform a task, click the name of that task listed in this menu. To collapse a menu, click .
Navigating in TIDE

When you navigate away from the TIDE dashboard, a navigation toolbar appears at the top of the page (see Figure 9). This toolbar allows you to access each task and action that was available on the dashboard. The toolbar only lists the task menus for one category at a time.

- To access the dashboard, click in the upper-left corner.
- To view the task menus for a particular TIDE category, click the icon for that category above the toolbar.
- To access a particular task, click that task menu in the toolbar (such as Users) and select the required task from the list of options that appears.

About the Banner

A banner appears at the top of every page in TIDE (see Figure 10).

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

- **TIDE**: This drop-down list allows you to switch to other AIR systems.
- **General Resources**: This drop-down list allows you to access various resources that may be needed for testing, such as voice pack files.
- **Help**: This button opens the online TIDE User Guide.
- **Inbox**: This button allows you to open the shared Inbox and access the files you exported in TIDE and other AIR systems, as well as any secure documents, if available.
• **Manage Account**: This drop-down list allows you to change your user role, set up your contact information, and reset your password.

• **Log Out**: This button logs you out of TIDE and related AIR systems.

### Accessing Global Features

Regardless of where you are in TIDE, there are features that appear globally. This section explains how to change test administrations, search for students by WISER ID, and switch to other AIR systems.

### Changing Test Administration, Institution, or Role

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

*To change test administration, user role, or institution:*

1. In the TIDE banner (see Figure 10), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears (see Figure 11).

![Figure 11. Administration Details Window](image)

2. Update the information as necessary.

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

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

To modify account information:

1. In the TIDE banner (see Figure 10), from the Manage Account drop-down list, select My Contact. The My Contact Information page appears (see Figure 12).

2. Enter updates as necessary.

3. Click Save.

TIDE saves your changes and a confirmation message appears.

Resetting Your Password

You can change your login password as necessary.

To change your password:

1. In the TIDE banner (see Figure 10), from the Manage Account drop-down list, select Reset Password. A new browser window opens with the Change Password page on display (see Figure 13).
2. In the *Current Password* field, enter your current password.

3. 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 !).

4. Click *Save*.

TIDE saves your changes, and a confirmation message appears.

**Switching Between Assessment Systems**

Depending on your role, when you log in to TIDE you can also switch to other AIR systems.

*To switch to another AIR system:*

- In the banner at the top left of the page, hover over *TIDE*, and click the other system name (see *Figure 14*).
Finding Students by ID

A Find Student by ID field (Find Student by ID) appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the View and Edit Student form for a specified student.

To search for a student:

1. In the Find Student by ID field, enter a student’s WISER ID. The WISER ID must be an exact match; TIDE does not search by partial WISER ID.

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

Downloading and Installing Voice Packs

The NeoSpeech™ Julie Voice Pack and Violeta Voice Pack are used on Windows computers for students testing with a text-to-speech accommodation. You can download and install Julie (for English) and Violeta (for Spanish) from TIDE and install it on a student’s computer. (The voice packs are not compatible with OS X or Linux.)

To download voice packs:

1. From the General Resources drop-down list in the banner (see Figure 10), select Voice Pack. The Voice Pack page appears.

2. Click the voice pack you want to install. Your browser downloads the installation file onto your computer. If you have an option to run or save the file, save it.

3. Read the installation instructions available from the Voice Pack page and then proceed with installation.

Downloading Files from the Inbox

When searching for users, students, students’ test settings, test windows, and appeals/invalidations, you can choose to export the search results to the Inbox. The shared Inbox (see Figure 15) serves as a secure repository that lists files containing the data that you have exported in TIDE. When you choose to export search results to the Inbox, TIDE sends you an email when the export task is completed and the file is available in the Inbox for download.

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

1. From the TIDE banner (see Figure 10), select Inbox. The Inbox page appears (see Figure 15).

2. Optional: Select the file view from the available tabs:
   - Inbox: This is the default view and displays all the files except for the ones that you have archived.
   - Archived: Displays the files that you have archived.

3. Optional: To filter the files by keyword, enter a search term in the text box above the list of files and click . TIDE displays only those files containing the entered file name.

4. Do one of the following:
   - To download a file, click the file name.
   - To archive a file, click .

   **Note: About File Deletion**
   - Archived files cannot be deleted.
Overview of Task Page Elements

When you select a particular task from the dashboard or navigation toolbar, the corresponding task page appears. Although the specific fields and options on a task page vary from one task to another, the page elements are consistent across all task categories. This section provides an overview of the pages and elements used when editing, uploading, and searching for records.

Navigating Record Forms

Certain tasks in TIDE require you to add or edit records via specialized record forms (see Figure 16). This section explains how to navigate these forms.

Figure 16. Sample Record Form

Record forms are usually divided into multiple panels. Each panel contains a group of related settings and fields that you can edit. You can click in the upper-left corner of a panel to collapse it or click in a collapsed panel to expand it.

A floating Go to section toolbar appears on the left side of the record form. This toolbar includes a numbered button for each panel in the form. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

Note: The number of panels and the content of those panels in a record form depend on the record type.
Uploading Records

Some TIDE tasks require you to add a large number of records via a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (see Figure 17).

Note: The instructions in this section apply to file upload pages only and do not apply to upload tasks available on pages such as the Participation Report by WISER ID page.

When uploading a file to TIDE, you must first download a file template and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided when describing the record type in the guide.

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

For more information about how TIDE processes uploads, see Processing File Uploads in Appendix A.

To upload a file:

1. On the file upload page, click Download Templates and select the appropriate file type.

2. Open the file in a spreadsheet application, fill it out, and save it.

3. On the file upload page, click Browse and select the file you created in the previous step.

4. Click Next. The Preview page appears (see Figure 18). Use the file preview on this page to verify you uploaded the correct file.
5. Click **Next**. TIDE validates the file and displays any errors (⚠️) or warnings (ℹ️) on the **Validate** page (see **Figure 19**).

**Note:** If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

- **Optional:** Click the error and warning icons in the validation results to view the reason a field is invalid.

- **Optional:** Click **Download Validation Report** in the upper-right corner to view a file listing the validation results for the upload file.

**Figure 19. Sample Validation Page**

![Sample Validation Page](image)

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

**Note:** If your file has records that are being rejected, please see the Help Guide that describes the valid values.

6. Do one of the following:

- Click **Continue with Upload**. TIDE commits those records that do not have errors.

- Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.
The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 20).

![Figure 20. Confirmation Page](image)

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

### Searching for Records

Many tasks in TIDE require you to retrieve a record or group of records (e.g., locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 21). This section explains how to use this search panel and navigate search results.

![Figure 21. Sample Search Panel](image)

To search for records:

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

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

2. **Optional:** If the task page includes an additional search panel, select values to further refine the search results:
To include an additional search criterion in the search, select it and click **Add** or **Add Selected** as available.

- **Optional:** To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
- For information about how TIDE evaluates additional search criteria, see [Evaluating Advanced Search Criteria](#).

3. **Click Search.**
   - If searching for users, students, students’ test settings, test windows, and appeals/invalidations, proceed to the next step.
   - If searching for other types of records, such as rosters, skip to Step 5.

4. In the search results pop-up window (see Figure 22) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:

   - **To view the retrieved records on the page, click View Results.** Continue to Step 5.
   
   ![Figure 22. Search Results Pop-up Window](image)

   - **Note:** This option is not available if TIDE detects that this action might adversely affect its performance.

   - **To export the retrieved results to the Inbox, click Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see [Downloading Files from the Inbox](#)).
To return to the page and modify your search criteria, click **Modify Search**. Repeat Steps 1–4.

5. The list of retrieved records appears below the search panel (see **Figure 23**).

![Sample Search Results](image)

**Figure 23. Sample Search Results**

6. *Optional:* To filter the retrieved records by keyword, enter a search term in the text box above the search results and click **search**. TIDE displays only those records containing the entered value.

7. *Optional:* To sort the search results by a given column, click its column header.
   - To sort the column in descending order, click the column header again.

8. *Optional:* If the table of retrieved records is too wide for your browser window, you can click **scroll left** and **scroll right** at the sides of the table to scroll left and right, respectively.

9. *Optional:* If the search results span more than one page, click **←** or **→** to view previous or next pages, respectively.

10. *Optional:* To hide columns, click **column visibility** (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.
Evaluating Advanced Search Criteria

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

- If you specify multiple values for a given search field, TIDE retrieves records matching any of the values.
- If you specify multiple search fields, TIDE retrieves records matching all of the fields’ criteria.

Referring to Figure 24, TIDE retrieves student records that match both of the following:

- Gender of the student is Male.
- Date of Birth of the student is 03062010.
- Alternate Assessment Tester is set to Yes.
- Student is a paper-tester for ALT tests.

Performing Actions on Records

After searching for records, you can perform actions on the retrieved records, such as printing or exporting them. The number and type of action buttons available depend on the record type.

To perform actions on records:
1. Search for the required records by following the procedure in the section Searching for Records.
2. To select records for an action (such as printing or exporting), do one of the following:
   - Mark the checkbox next to each record you wish to select.
   - To select all records, mark the checkbox in the header row.
Note: Performing actions on student records retrieved on the View/Edit/Export Students, View/Edit/Export Test Settings and Tools, and Print Test Tickets from Student List pages

- For printing or exporting student records from the View/Edit/Export Students, View/Edit/Export Test Settings and Tools, and Print Test Tickets from Student List pages, it is not necessary to mark the checkbox in the header row to select all records. The options to print all retrieved records is available by default.
- By default, 50 records are displayed at a time. You can use the navigation arrows on the top or bottom of the list of retrieved records to navigate through the records. You can also enter a page number in the text box between the navigation arrows and press ENTER on the keyboard to directly jump to the specified page.
- When selecting records to print or export, you can select records from multiple pages. However, when deleting records, you can only delete students selected on the current page.

3. Click the required action button above the table of retrieved records and select the desired option, if available:

- Prints the selected records or displays options for printing all or selected records.
- Exports the selected records to a PDF, Excel, or CSV file or displays options for exporting all or selected records.
- Deletes the selected records.

Note: About the Action Buttons

- When you scroll down in the table, these action buttons appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.
- For the print and export action buttons, the counts of records are displayed next to each option available for the button. If an option is not available, it is grayed out. For example, if 150 records have been retrieved, the count next to the option for printing all records will show 150. If you have not selected any records, the option for printing selected records will be disabled and will show a count of 0 records.
- The action buttons available are based on your user role.
Section IV. Preparing for Testing

This section provides instructions for performing the tasks in the Preparing for Testing category. These tasks should be performed before testing begins.

This section covers the following topics:

- Managing TIDE Users
- Managing Student Information
- Managing Student Test Settings and Tools
- Managing Rosters
- Working with Orders for Testing Materials

Managing TIDE Users

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

Adding User Accounts

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

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

To add a user account:

1. From the Users task menu on the TIDE dashboard, select Add Users. The Add Users page appears (see Figure 25).

   ![Figure 25. Fields in the Add User Page](image)

2. In the Email Address field, enter the new user’s email address.
3. Click **Add user or add roles to user with this email**. Additional fields appear (see Figure 26).

![Figure 26. Fields in the Add Users Page](image)

4. Using **Table 2** as a reference, enter the user’s first name and last name in the required fields and other details in the optional fields.

5. From the **Role** drop-down, select a role.

6. From the drop-downs that appear, select a state, district, and school, if applicable.

7. **Optional**: To add multiple roles, click **Add More Roles** and repeat steps 5 and 6.

8. **Optional**: To delete a role, click ![Trash Can](image) next to that role.

9. Click **Save**.

10. In the affirmation dialog box, click **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from AIR-DoNotReply@airast.org.
Viewing and Editing User Details

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

To view and edit user details:

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

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

3. In the list of retrieved users, click for the user whose account, if desired. The View/Edit User: [User's Name] form appears (see Figure 27).

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

5. Optional: To add more roles for this user, click +Add More Roles and then follow the steps for adding roles as described in Adding User Accounts.

6. Optional: To delete a role, click next to that role. You can also delete the user’s entire account. For information on deleting accounts, see Deleting User Accounts.

7. Click Save.

8. In the affirmation dialog box, click Continue to return to the list of user accounts.
Table 2 describes the fields in the View/Edit User: [User’s Name] page.

### Table 2. Fields in the View/Edit User: [User’s Name] Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address*</td>
<td>Email address for logging into TIDE.</td>
</tr>
<tr>
<td>Role*</td>
<td>User’s role.</td>
</tr>
<tr>
<td>District*</td>
<td>District associated with the user.</td>
</tr>
<tr>
<td>School*</td>
<td>School associated with the user.</td>
</tr>
<tr>
<td>First Name</td>
<td>User’s first name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>User’s last name.</td>
</tr>
<tr>
<td>Phone</td>
<td>User’s phone number.</td>
</tr>
<tr>
<td>TA Certified</td>
<td>Indicates if the user has been trained to use online assessment systems.</td>
</tr>
<tr>
<td></td>
<td>Once the user completes the TA Certification Course this field will</td>
</tr>
<tr>
<td></td>
<td>automatically populate with a Y.</td>
</tr>
</tbody>
</table>

*Required field.

### Deleting User Accounts

You can delete a user’s account as long as the user is below your role in the hierarchy and the user is in your district or school.

> **Note:** For users having multiple roles, you can delete a role instead of the entire account if desired. For information on deleting roles, see Viewing and Editing User Details.

To delete user accounts:

1. Retrieve the user accounts you want to delete by following the procedure in the section Searching for Records.
2. Do one of the following:
   - Mark the checkboxes for the users you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved users.
3. Click 🗑️, and in the affirmation dialog box click Yes.
Adding, Editing, or Deleting Users through File Uploads

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

To upload user accounts:

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

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

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

Table 3: Columns in the User Upload File

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICTID*</td>
<td>District associated with the user.</td>
<td>District ID that exists in TIDE and must be associated with the user uploading the file. Up to 20 characters.</td>
</tr>
<tr>
<td>SCHOOLID</td>
<td>School associated with the user.</td>
<td>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.</td>
</tr>
<tr>
<td>FirstName*</td>
<td>User's first name.</td>
<td>Up to 35 characters.</td>
</tr>
<tr>
<td>LastorSurname*</td>
<td>User's last name.</td>
<td>Up to 35 characters.</td>
</tr>
<tr>
<td>ElectronicMailAddress*</td>
<td>User's email address.</td>
<td>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.</td>
</tr>
<tr>
<td>TelephoneNumber</td>
<td>User's phone number.</td>
<td>Phone number in xxx-xxx-xxxx format. Extensions allowed.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
<td>Valid Values</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Role*</td>
<td>User’s role.</td>
<td>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.</td>
</tr>
<tr>
<td>Action*</td>
<td>Indicates if this is an add, modify, or delete transaction.</td>
<td>One of the following: Add—Add new user or edit existing user record, Delete—Remove existing user record.</td>
</tr>
</tbody>
</table>

*Required field.

**Figure 28** is an example of a sample upload file with the following transactions:

- The first row (aside from the header row) adds Thomas Walker as a TIDE user, specifying all fields except phone number.
- The second row modifies Thomas Walker’s account, changing his role and adding the phone number. In this case you must list values in all other columns, even if you do not change them.
- The third row deletes Thomas Walker’s account.
- The fourth row adds Patricia Martin as a test administrator for school 9000.
- The fifth row adds Patricia Martin as a school administrator for a different school—9001.

![Sample User Upload File](image-url)
Managing Student Information
This section describes how view, modify, and how those records affect testing and reporting.

Viewing and Editing Students
You can view and edit detailed information about a student’s record. You can also view a student’s test participation report, if available.

To view and edit student details:
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 student records you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click for the student whose account you want to view. The View/Edit Students: [Student’s Name] form appears.

4. From the Participation Student panel, view the student’s test participation report, if available.

5. If your user role allows it, modify the student’s record as required.

6. Click Save.

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

Printing Students’ Test Settings
A student’s test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.

To print students’ test settings:
1. Retrieve the student records you want to print by following the procedure in the section Viewing and Editing Students.

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

3. Specify the students for whom test settings need to be printed:
   - To print test settings for specific students, mark the checkboxes for the students you want to print.
   - To print test settings for all students listed on the page, mark the checkbox at the top of the table.
To print test settings for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

4. Click 📨 and then select the appropriate action:
   - To print test settings for selected students, click **My Selected Student Settings and Tools**.
   - To print test settings for all retrieved students, click **All Student Settings and Tools**.

5. In the new browser window that opens, verify **Student Settings and Tools** is selected in the **Print Options** section (see Figure 29).

![Figure 29. Layout Model for Student Test Settings and Tools](image)

6. Click **Print**. Your browser downloads the generated PDF.
Generating Frequency-Distribution Reports

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students based on your designated role.

You can generate FDRs for the students in your district or school through a general search or ALT Assessment tester.

To generate frequency-distribution reports:

1. From the Students task menu on the TIDE dashboard, select Frequency Distribution Report. The Frequency Distribution Report page appears (see Figure 30).

   Figure 30. Fields in the Frequency Distribution Report Page

2. In the Filters for Report panel, select the report filters:
   a. From the District drop-down list (if available), select a district.
   b. From the School drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.
   c. Optional: Select a specific grade or retain the default for all grades.
   d. Optional: In the Select Demographics sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.

3. Click Generate Report. TIDE displays the selected FDRs in grid format (see Figure 31).
4. Do one of the following:

   o To display the FDRs in tabular format, click **Grid**.

   o To display the FDRs in graphical format, click **Graph**.

   o To display the FDRs in both tabular and graphical format, click **Grid & Graph**.

   o To download a PDF file of the FDRs, click ![Download PDF](image), and then click **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**.
Managing Student Test Settings and Tools

A student’s test settings include the available accommodations, such as text-to-speech or color schemes. Test tools specify the tools a student can use during a test, such as a masking. This section explains how to edit student test settings and tools via an online form or a file upload.

Viewing and Editing Test Settings and Tools

This section explains how to view and edit a student’s test settings and tools in TIDE.

To edit a student’s test settings and tools:

1. From the Test Settings and Tools task menu on the TIDE dashboard, select View/Edit/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 Viewing and Editing Students.

3. In the list of retrieved students, click 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 Viewing and Editing Students.

5. If your user role allows it, modify the student’s record as required.

   o In the available test settings and tools panels, modify the student’s test settings, using Table 4 as a reference. The test settings are grouped into various categories. Furthermore, the options available for a test setting are also grouped to indicate if an option is an accommodation, designated support, or universal tool. The panels display a column for each of the student’s tests. You can select different settings for each test, if necessary.

Table 4 describes the fields in the different test settings and tools panels on the Student form.

Table 4. Fields in the Test Settings and Tools Panels

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td></td>
</tr>
<tr>
<td>American Sign Language</td>
<td>Availability of American Sign Language video.</td>
</tr>
<tr>
<td>Braille Type</td>
<td>Sets the type of Braille file used for students testing with the Braille language setting (Uncontracted or Contracted).</td>
</tr>
<tr>
<td>Paper Tester</td>
<td>Sets the eligibility for the student to take assessment via paper accommodated form.</td>
</tr>
<tr>
<td>Language/Presentation</td>
<td>Sets the language in which test items appear.</td>
</tr>
</tbody>
</table>
### Field Description

<table>
<thead>
<tr>
<th>Literary Assistance Tools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Text-to-Speech</td>
<td>Sets which test content is administered with the TTS accommodation.</td>
</tr>
<tr>
<td>TTS Tracking</td>
<td>When enabled, each word in an item is highlighted as it is read.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auditory Assistance Tools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed Captioning</td>
<td>Indicates if closed captioning is available for the subject.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visual Assistance Tools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Choices</td>
<td>List of available color settings.</td>
</tr>
<tr>
<td>Emboss</td>
<td>Indicates availability of embossed printing for online Braille tests.</td>
</tr>
<tr>
<td>Streamlined Mode</td>
<td>Toggles the Streamlined Mode setting On or Off, allowing students to view test items in a simplified mode.</td>
</tr>
<tr>
<td>Zoom (Print Size)</td>
<td>List of subjects and the type size in which the associated tests appear.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Integration with Assistive Technology</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Permissive Mode</td>
<td>Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Assistance Tools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Reader</td>
<td>Toggles the Line Reader tool on or off, allowing student to highlight individual line of text.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Testing Tools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Masking</td>
<td>Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.</td>
</tr>
<tr>
<td>Non-Embedded Accommodations</td>
<td>Accommodations not provided by the secure browser.</td>
</tr>
<tr>
<td>Print on Demand</td>
<td>Student can print a test's content.</td>
</tr>
</tbody>
</table>

- In the Test Eligibility panel, mark or clear checkboxes as required to modify the student’s eligible tests.

**Caution: Test Settings in the TA Interface** 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 TA Interface. In this case, you must change the test setting in the TA Interface.

**Note:** TA’s have the ability to update the Braille type, Color Choices, and Zoom test settings within the TA Interface.

6. Click **Save**.

7. In the affirmation dialog box, click **Continue** to return to the list of student records.
Uploading Test Settings and Tools

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

To upload student test settings and tools:

1. From the Test Settings and Tools task menu on the TIDE dashboard, select Upload Test Settings and Tools. The Upload Test Settings and Tools page appears.

2. Following the instructions in the section Uploading Records and using Table 5 as a reference, fill out the Test Settings template and upload it to TIDE.

Table 5 provides the guidelines for filling out the Test Settings template that you can download from the Upload Test Settings and Tools page.

Table 5. Columns in the Test Settings Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>WISER ID*</td>
<td>Student's statewide identification number.</td>
<td>Eight digits.</td>
</tr>
<tr>
<td>Subject</td>
<td>Subject for which the tool or accommodation applies.</td>
<td>One of the following: ELA Math Science</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Name of the tool or accommodation.</td>
<td>See Table 6</td>
</tr>
<tr>
<td>Value</td>
<td>Indicates if the tool or accommodation is allowed or disallowed, or the accommodation’s appearance.</td>
<td>See Table 6</td>
</tr>
</tbody>
</table>

*Required field.

Table 6 lists the valid values for the Tool Name and Value columns in the Test Settings template.

Table 6. Valid Values for Tool Names

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Description</th>
<th>Valid Value</th>
<th>Applies to</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language</td>
<td>Availability of American Sign Language video.</td>
<td>Do not show ASL videos</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Show ASL videos</td>
<td>ELA</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Description</td>
<td>Valid Value</td>
<td>Applies to</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Braille Type</td>
<td>Type of Braille in which test items are printed.</td>
<td>Contracted</td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Uncontracted</td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Math Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nemeth</td>
<td>Math Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Applicable</td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Math Science</td>
</tr>
<tr>
<td>Closed-Captioning</td>
<td>Availability of closed-captioning.</td>
<td>Closed-Captioning Available</td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Closed-Captioning Not Available</td>
<td></td>
</tr>
<tr>
<td>Color Choices</td>
<td>Color of text and background.</td>
<td>Black on White</td>
<td>ALT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dark Blue</td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Light Blue</td>
<td>Math Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Light Green Reverse Contrast</td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Magenta</td>
<td>Math Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medium Gray on Light Gray</td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black on Cream</td>
<td>ALT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yellow on Blue</td>
<td>Math Science</td>
</tr>
<tr>
<td>Emboss</td>
<td>Indicates availability of embossed printing for online Braille tests.</td>
<td>None</td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Math Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stimuli &amp; Items</td>
<td>ALT</td>
</tr>
<tr>
<td>Line Reader</td>
<td>Toggles the Line Reader tool on or off, allowing the student to highlight text as they read.</td>
<td>Off</td>
<td>ALT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On</td>
<td>Math Science</td>
</tr>
<tr>
<td>Masking</td>
<td>Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.</td>
<td>Masking Available</td>
<td>ALT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Masking Not Available</td>
<td>Math Science</td>
</tr>
<tr>
<td>Non-Embedded Accommodations</td>
<td>Various non-embedded accommodations.</td>
<td>Alternate Response Options</td>
<td>ALT</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Description</td>
<td>Valid Value</td>
<td>Applies to</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Paper Tester</td>
<td>Sets eligibility for the student to take assessment via paper accommodated form.</td>
<td>Off</td>
<td>ALT ELA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On</td>
<td>Mat Science</td>
</tr>
<tr>
<td>Permissive Mode</td>
<td>Student can use auxiliary software during testing.</td>
<td>On</td>
<td>ELA Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On</td>
<td>Science</td>
</tr>
<tr>
<td>Presentation/Language</td>
<td>Language in which test items appear.</td>
<td>Braille</td>
<td>ELA, Math, Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English</td>
<td>ELA, Math, Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spanish</td>
<td>Math Science</td>
</tr>
<tr>
<td>Print on Demand</td>
<td>Allows student to request printouts of items and stimuli.</td>
<td>None</td>
<td>ELA Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stimuli &amp; Items</td>
<td>Science</td>
</tr>
<tr>
<td>Streamlined Mode</td>
<td>Displays test items in a simplified layout.</td>
<td>Off</td>
<td>ELA Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On</td>
<td>Science</td>
</tr>
<tr>
<td>Text-to-Speech</td>
<td></td>
<td>Items</td>
<td>ELA, Math, Science</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Description</td>
<td>Valid Value</td>
<td>Applies to</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Sets which test content is administered with the TTS accommodation.</td>
<td>None</td>
<td>ELA, Math, Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Passages</td>
<td>ELA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Passages and Items</td>
<td>ELA</td>
<td></td>
</tr>
<tr>
<td>Stimuli and Items</td>
<td>Stimuli and Items</td>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>TTS Tracking</td>
<td>Highlights words as they are read aloud by Text-to-Speech.</td>
<td>On</td>
<td>ELA, Math, Science</td>
</tr>
<tr>
<td></td>
<td>Off</td>
<td></td>
<td>Math</td>
</tr>
<tr>
<td>Print Size</td>
<td>Size of text on screen</td>
<td>Level 1—1X</td>
<td>ELA</td>
</tr>
<tr>
<td></td>
<td>Level 2—1.5X</td>
<td>ELA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 3—1.75X</td>
<td>ELA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 4—2.5X</td>
<td>ELA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 5—3X</td>
<td>Math</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 6—5X (Use with Streamline Mode enabled)</td>
<td>Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 7—10X (Use with Streamline Mode enabled)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 8—15X (Use with Streamline Mode enabled)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 9—20X (Use with Streamline Mode enabled)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 32 is an example of a sample upload file that sets the colors on the ELA test for the student with ID 9999999999 to black text on a rose background.

Figure 32. Sample Test Settings Upload File
Managing Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

The rosters you create in TIDE are available in ORS and AIR Ways based on your designated role. ORS and AIR Ways can aggregate test scores at the roster levels. You can also use rosters to print test tickets containing students’ login information.

This section provides instructions for adding rosters, modifying rosters, and managing rosters via file uploads.

Note: Rosters are not required for testing. Based on your role rosters are needed to view student results in the available reporting systems.

Adding New Rosters

For a teacher to be able to see student 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, Science, Social Studies, and Health.

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

• Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.

• One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for Reading, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.

• When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named ‘Gr3Jones17-18’ and a secondary school roster may be named ‘AikenPeriod3Eng9A17-18’.

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

Note: You can only create rosters from students associated with your school or district.
To add a roster:

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

![Figure 33. Add Roster Form](image)

2. In the Search for Students to Add to the Roster panel, search for students by following the procedure in the section Searching for Records.

3. In the Add/Remove Students to the Roster panel (see Figure 34), do the following:
   a. In the Roster Name field, enter the roster name.
   b. From the Teacher Name drop-down list, select a teacher or school personnel associated with the roster.
   c. From the Students to display field, select the students you wish to view in the Available Students list. The two options are:
      - 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**: When viewing current and past students from the selected year, students who are no longer associated with your school will display the date on which they left the school. You can still add these students to your roster, if desired.

d. To add students, in the list of available students do one of the following:

- To move one student to the roster, click + for that student.
- To move all the students in the *Available Students* list to the roster, click **Add All**.
- To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

  ![](image)

  **Figure 34. Add/Remove Students to Roster Panel: Current and Past Students**

e. To remove students, do one of the following in the list of students in the roster:

- To remove one student from the roster, click ✗ for the student.
- To remove all the students from the roster, click **Remove All**.
To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

4. Click **Save**, and in the affirmation dialog box click **Continue**.

**Modifying Existing Rosters**

You can modify certain rosters, if required.

To modify a roster:

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 **Searching for Records**.

3. In the list of retrieved rosters, click **for the roster whose details you want to view.** The **View/Edit Roster** form appears. This form is similar to the form used to add rosters (see Figure 33).

4. In the **Search for Students to Add to the Roster** panel, search for students by following the procedure in the section **Searching for Records**.

5. In the **Add/Remove Students to the Roster** panel (see **Figure 34**), do the following:

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

   b. From the **Teacher Name** drop-down list, select a teacher or school personnel associated with the roster.

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

      - **Current Students**: Displays students who match your search criteria and are currently associated with the school and roster. The **Available Students** list displays students who are currently associated with your school and the **Selected Students** list displays students who are currently associated with the roster.

      - **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which he was removed from the roster is displayed in the **Selected Students** list. If the student who has been removed from the roster is still associated with the school, he is listed in the **Available Students** list as a regular student. However, if he has left the school then his record will appear in the **Available Students** list with the date he left the school.
Note: You can add students to your roster even if they have left the school.

d. To add students, from the list of available students, do one of the following:

- To move one student to the roster, click + for that student.
- To move all the students in the Available Students list to the roster, click Add All.
- To move selected students to the roster, mark the checkboxes for the students you want to add, then click Add Selected.

Figure 35. Modifying a Roster: Current and Past Students

e. To remove students, do one of the following in the list of students in the roster:

- To remove one student from the roster, click × for the student.
- To remove all the students from the roster, click Remove All.
- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click Remove Selected.

6. Click Save, and in the affirmation dialog box click Continue.
Printing Students Associated with a Roster

You can print a list of students in a roster.

To print students in rosters:

1. Retrieve the rosters to print by following the procedure in the section Searching for Records.

2. Do one of the following:
   - Mark the checkboxes for the rosters you want to print.
   - Mark the checkbox at the top of the table to print all retrieved rosters.

   **Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

3. Click Ⓟ, and then select Roster.

4. Under Print Options, verify Roster is selected. The Roster Student List report appears.

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

Printing Test Tickets for Students in a Roster

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

To print test tickets for students in a roster:

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

2. Do one of the following:
   - Mark the checkboxes for the rosters you want to print.
   - Mark the checkbox at the top of the table to print all retrieved rosters.

   **Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

3. Click Ⓟ, and then select Test Tickets.
4. Under Print Options, verify **Test Tickets** is selected. A layout model appears (see **Figure 36**).

![Figure 36. Test Ticket Layout Model](image)

5. Select the required layout.

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

**Printing Test Settings for Students in a Roster**

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

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

1. Retrieve the rosters for which you want to print test settings by following the procedure in the section **Searching for Records**.

2. Do one of the following:
   - Mark the checkboxes for the rosters you want to print.
   - Mark the checkbox at the top of the table to print all retrieved rosters.

   **Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

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

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

5. Click **Print**. Your browser downloads the generated PDF.
Deleting Rosters
You can delete rosters created in TIDE or ORS and AIR Ways.

To delete rosters:
1. Retrieve the rosters you want to delete by following the procedure in the section Searching for Records.
2. Do one of the following:
   - Mark the checkboxes for the rosters you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved rosters.
3. Click 🗑️, and in the affirmation dialog box click OK.

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

To upload rosters:
1. From the Rosters task menu on the TIDE dashboard, select Upload Rosters. The Upload Rosters page appears.
2. Following the instructions in the section Uploading Records and using Table 7 as a reference, fill out the Roster template and upload it to TIDE.

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

Table 7. Columns in the Rosters Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District ID*</td>
<td>District associated with the roster.</td>
<td>District ID that exists in TIDE. Up to 20 characters.</td>
</tr>
<tr>
<td>School ID*</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID.</td>
</tr>
<tr>
<td>User Email ID*</td>
<td>Email address of the teacher associated with the roster.</td>
<td>Email address of a teacher existing in TIDE.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 20 characters.</td>
</tr>
</tbody>
</table>
### Column Name | Description | Valid Values
--- | --- | ---
WISER ID* | Student’s unique identifier within the district. | Up to 8 alphanumeric characters.

*Required field.*

If you have elected to create rosters [Figure 37](#) is an example of a sample upload file that creates a roster with two students.

**Figure 37. Sample Roster Upload File**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School ID</td>
<td>Email</td>
<td>Roster Name</td>
</tr>
<tr>
<td>2</td>
<td>9999</td>
<td><a href="mailto:jjones@email.com">jjones@email.com</a></td>
<td>JonesG3-ELA</td>
</tr>
<tr>
<td>3</td>
<td>9999</td>
<td><a href="mailto:jjones@email.com">jjones@email.com</a></td>
<td>JonesG3-ELA</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The first row (aside from the header row) does the following:
  - If the roster JonesG3-ELA does not exist in school 9999, TIDE does the following:
    - Creates the roster JonesG3-ELA.
    - Associates the teacher whose email address is jjones@email.com with the roster.
  - Adds the student ID 9999999999 to the roster JonesG3-ELA.
- The second row adds the student ID 9999999123 to the roster JonesG3-ELA.

### Working with Orders for Testing Materials

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/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 accommodation needs. 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 the WY-ALT Spring 2019 administration 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 accommodation needs. If more materials are needed, the Building Coordinator may place an order for more paper materials during the Additional Order Window. **To see orders for WY-TOPP, you must select the WY-TOPP 2018-2019 administration when logging in to TIDE.**
This section describes how to:

- Set up contact information of the person serving as a district-level or a school-level test coordinator
- Establish the shipping address to which all district-level or school-level orders for testing materials are shipped
- Review the orders for those materials
- Order additional quantities as necessary.
- Track order shipments and returns.

**Reviewing and Modifying Initial Orders**

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.

To review and modify initial orders:

1. Confirm the appropriate administration (**WY-ALT** or **WY-TOPP**) is selected. To do this, in the TIDE banner (see **Figure 10**), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears (see **Figure 11**) 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 **On-Time Orders**. The **Initial Orders** form appears (see **Figure 38**). For more information about using record forms, see the section **Navigating Record Forms**.

3. In the **Contact Info** panel (if available), do the following:
   
   a. Verify or enter information in the **Test Coordinator Information** panel.

   b. Verify or enter information in the **Shipping Information** panel. Post Office (P.O.) boxes are not allowed for a shipping address.
c. Click **Save** if entering the information for the first time or **Verify** if verifying or editing the existing information.

![Note:](image) If contact information is not established, you will not be able to proceed.

**Figure 39. Fields in the Initial Orders Page**

4. In the **Search for Orders** panel, mark **School**, and then select a school.

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

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

7. **Optional:** To view comments about the order, use the **Comments** panel, if available.

8. 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 40**).

![Note:](image) The quantity will default to zero. Enter the quantity needed for each type of material.

**Figure 40. List of Initial Orders for WY-ALT**

<table>
<thead>
<tr>
<th>Material Description</th>
<th>Quantity Will Receive</th>
<th>Quantity Approved</th>
<th>Quantity Pending Approval</th>
<th>Additional Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Grade 4 Paper Response Options</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Science Grade 8 Paper Response Options</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Figure 41. List of Initial Orders for WY-TOPP**

<table>
<thead>
<tr>
<th>Material Description</th>
<th>Quantity Will Receive</th>
<th>Quantity Approved</th>
<th>Quantity Pending Approval</th>
<th>Additional Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3 Large Print ELA Kit</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Grade 3 Large Print Math Kit</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
9. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.

10. Click **Save Orders**. A text box appears allowing you the option to enter additional comments.

11. Click **Submit** to submit your order. The Order Summary pop-up window appears with the new order request on display.

12. Click **Close** to return to the *Initial Orders* page.

*Table 8* describes the columns in the *Initial Orders* page.

Table 8. Columns in the Initial Orders Page

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Description</td>
<td>Description of the materials included in the order.</td>
</tr>
<tr>
<td>Quantity You Will Receive</td>
<td>Quantity to be shipped from the vendor after the initial order window closes. This quantity includes any rounding above the Quantity Approved.</td>
</tr>
<tr>
<td>Quantity Approved</td>
<td>Quantity that is approved. This reflects what was requested in the Additional Quantity column. Resets to zero after transmittal to the printer.</td>
</tr>
<tr>
<td>Quantity Pending Approval</td>
<td>Quantity requiring approval beyond that automatically approved. Resets to zero after approved or disapproved.</td>
</tr>
<tr>
<td>Additional Quantity</td>
<td>Quantity of materials based on eligibility counts specified in the <em>Supplemental Information</em> panel.</td>
</tr>
</tbody>
</table>
Placing Additional Orders

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

To request additional materials:

1. Confirm the appropriate administration (WY-ALT or WY-TOPP) is selected. To do this, in the TIDE banner (see Figure 10), select Change Role from the Manage Account drop-down menu. The Administration Details window appears (see Figure 11) 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 Additional Orders. The Additional Orders form appears (see Figure 42). For more information about using record forms, see the section Navigating Record Forms.

3. In the Contact Info panel (if available), do the following:
   a. Verify or enter information in the Test Coordinator Information panel.
   b. Verify or enter information in the Shipping Information panel. Post Office (P.O.) boxes are not allowed for a shipping address.
   c. Click Save if entering the information for the first time or Verify if verifying or editing the existing information.

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

4. Mark School, and then select a school.

5. Click Search. A list of materials available for ordering appears (see Figure 43).

6. **Optional**: To change the shipping address, click return to the Contact Info panel.
7. *Optional:* To view comments about the order, expand the *Comments* panel if available.

8. 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.

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

10. Click **Save Orders**. A text box appears allowing you to enter additional comments.

11. Click **Submit** to submit your order. The *Order Summary* pop-up window appears with the new order request on display.

12. Click **Close** to return to the *Additional Orders* page.

**Table 9** describes the columns in the *Additional Orders* page.

Table 9. Columns in the Additional Orders Page

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Description</td>
<td>Description of the materials included in the order.</td>
</tr>
<tr>
<td>Quantity You Will Receive</td>
<td>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.</td>
</tr>
<tr>
<td>Quantity Approved</td>
<td>Latest quantity approved. Resets to zero after transmission to the printer.</td>
</tr>
<tr>
<td>Quantity Pending Approval</td>
<td>Latest quantity sent for approval. Resets to zero after approved or disapproved.</td>
</tr>
<tr>
<td>Additional Quantity</td>
<td>Amount to order. The entered amount should include the quantity displayed in the <em>Quantity You Will Receive</em> column along with any additional quantity. For example, if the quantity displayed in the <em>Quantity You Will Receive</em> column shows 135 and you need 10 more, enter 145.</td>
</tr>
</tbody>
</table>
Viewing Order History

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

To review order history:

1. From the Paper Ordering task menu on the TIDE dashboard, select Order History. The Order History page appears (see Figure 44).

![Figure 44. Fields in the Order History Page](image)

2. To view the order details, click the order number in the Order Number column. The Order Details form appears.

3. To view a WY-TOPP order’s tracking report, click 📋.

4. To view a WY-TOPP order’s packing lists, manifests, and security checklists, click 📋.

Table 10 describes the columns in the order history page.

Table 10. Columns in the Order History Page

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number</td>
<td>Purchase order number.</td>
</tr>
<tr>
<td>Order Type</td>
<td>Type of order: initial or additional.</td>
</tr>
<tr>
<td>Submitted By</td>
<td>User who generated the order.</td>
</tr>
<tr>
<td>Order Status</td>
<td>Order’s current status.</td>
</tr>
<tr>
<td>Submitted Date</td>
<td>Date order was generated.</td>
</tr>
</tbody>
</table>
Table 11 describes the columns in the order details form.

Table 11. Columns in the Order Details Form

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Description</td>
<td>Description of the materials included in the order.</td>
</tr>
<tr>
<td>Expected Shipment Quantity</td>
<td>Quantity to be shipped from the vendor.</td>
</tr>
<tr>
<td>Approved Quantity</td>
<td>Quantity of the material that is approved. This includes the original quantity plus any additional quantities you ordered.</td>
</tr>
<tr>
<td>Awaiting Approval Quantity</td>
<td>Additional quantities you ordered that are pending approval.</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Approval status of additional quantities you ordered.</td>
</tr>
</tbody>
</table>

Viewing Order Summary

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

To review order quantity reports:

1. From the Paper Ordering task menu on the TIDE dashboard, select Order Summary. The Order Summary page appears (see Figure 45).

   ![Figure 45. Fields in the Order Summary Page](image)

2. 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.

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

4. Click Search. The order report appears.
Table 12 describes the columns in the Order Summary page.

Table 12. Columns in the Order Summary Page

<table>
<thead>
<tr>
<th>Columns</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Type</td>
<td>Description of the materials included in the order.</td>
</tr>
<tr>
<td>Expected Shipment</td>
<td>Quantity to be shipped from the vendor. For district-level reports, there is one quantity for shipments to district offices, and another quantity combining shipments to schools.</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>Additional quantities ordered that are pending approval. For district-level reports, there is one quantity for district orders, and another quantity showing combined school orders.</td>
</tr>
<tr>
<td>Total Expected Shipment</td>
<td>Quantity to be shipped from the vendor. For district-level reports, this is the sum of district-level shipments and school-level shipments.</td>
</tr>
<tr>
<td>Total Awaiting Approval</td>
<td>Additional quantities ordered that are pending approval. For district-level reports, this is the sum of district-level quantities and school-level quantities.</td>
</tr>
</tbody>
</table>

Tracking Inbound Shipments

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

To view inbound tracking reports:

1. From the Orders task menu on the TIDE dashboard, select Track Shipments. The Track Shipments page appears.

Figure 46. Shipment Tracking Panel in the Track Shipments Page

2. To view the shipping company’s tracking report, click its tracking number.

For WY-ALT testing materials, tracking information will be sent to the Building Coordinator that placed the order.
Section V. Administering Tests

This section provides instructions for performing the tasks in the Administering Tests category. These tasks are typically performed immediately before or while testing is underway.

This section covers the following topics:

- **Printing Test Tickets**
- **Managing Appeals**
- **Monitoring Test Progress**

Printing Test Tickets

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

Figure 47. Sample Test Ticket

![Sample Test Ticket](image)

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

Printing Test Tickets from Student List

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

To print test ticket labels:

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print Test Tickets from Student List** page appears.

2. Retrieve the students for whom you want to print test tickets by following the procedure in the section **Viewing and Editing Students**.

3. Click the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed:
   - To print test tickets for specific students, mark the checkboxes for the students you want to print.
   - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
   - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

5. Click 🚗 and then select the appropriate action:
   - To print test tickets for selected students, click My Selected Test Tickets.
   - To print test tickets for all retrieved students, click All Test Tickets.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 48), verify Test Tickets is selected in the Print Options section.

![Figure 48. Layout Model for Test Tickets](image-url)
7. Click the layout you require, and then click **Print**. Your browser downloads the generated PDF.

**Printing Test Tickets from Roster List**

You can print test tickets for all the students in a roster.

*To print test tickets from rosters:*

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The **View/Edit Rosters** page appears.

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

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

4. Do one of the following:
   
   o Mark the checkboxes for the rosters you want to print.

   o Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

   **Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

5. Click ![Print Test Tickets](image) and then select **Test Tickets**. A layout model appears for selecting the printed layout (see **Figure 47**).

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

7. Click the layout you require, and then click **Print**. Your browser downloads the generated PDF.

**Managing Appeals**

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 ORS and AIR Ways.

Test appeals are a way of interrupting this normal flow. A student may want to retake a test or have another test opportunity. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety. This section describes how you view, create, and approve test appeal requests.
Table 13 provides descriptions of each invalidation request type.

Table 13. Types of Appeals/Invalidation Requests

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalidate a Test</td>
<td>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.</td>
</tr>
<tr>
<td>Restart a Test</td>
<td>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 appeal requests until the end of the test window.</td>
</tr>
<tr>
<td>Re-open a Test</td>
<td>Reopens a test that was completed, invalidated, or expired.</td>
</tr>
<tr>
<td>Re-open a Test Segment</td>
<td>Reopens a test segment. This appeal/invalidation is appropriate when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment.</td>
</tr>
</tbody>
</table>
| Grace Period Extension (GPE)  | Allows the student to review previously answered questions upon resuming a test after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible:  
  - If resuming the test within 20 minutes, student can review previously answered questions.  
  - Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions.  
  - Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity. |
| Report Test Irregularity      | This appeal is used to report an irregularity that occurs during testing and does not impact the test opportunity. |

**Warning: Timing of resets and reverts** Submit reset and reverts at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed for paper-based tests.

An invalidation request’s status can change throughout its life cycle. Table 14 lists the available statuses.

Table 14. Statuses of Appeal Requests
Appeal Request Status | Description of Status
--- | ---
Error Occurred | An error occurred while the appeal request was being processed.
Item Information Sent | Information regarding a Report Problem with Item appeal was sent to the designated recipients.
Pending Approval | Appeal request is pending approval.
Processed | Appeal request was successfully processed and the test opportunity has been updated.
Rejected | Another user rejected the appeal request.
Rejected by System | Test Delivery System was unable to process the appeal request.
Requires Resubmission | Appeal request must be resubmitted.
Retracted | Originator retracted the appeal request.
Submitted for Processing | Appeal request submitted to Test Delivery System for processing.

Table 15 lists the valid combinations of invalidation requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: completed, denied, expired, paused, reported, scored, or submitted.

Table 15. Available Appeals Requests by Test Status

<table>
<thead>
<tr>
<th>Test Result Status</th>
<th>Invalidate a test</th>
<th>Restart a test</th>
<th>Re-open a test</th>
<th>Re-open a test segment</th>
<th>Report Test Irregularity</th>
<th>Grace Period Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Denied</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Expired</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Paused</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pending Processing</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Reported</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Scored</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Started</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Submitted</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Suspended</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Creating Appeal Requests

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

To create appeal requests:

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

   a. From the Appeals/Invalidations task menu on the TIDE dashboard, select Create Requests. The Create Invalidation Requests page appears (see Figure 49).

   Figure 49. Selection Fields in the Create Invalidation Requests Page

   b. Select a request type.

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

   d. Click Search. TIDE displays the found results at the bottom of the Create Invalidation Requests page (see Figure 50).
2. Mark the checkbox for each result for which you want to create a test invalidation, and then click **Create**.

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

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

**Viewing Appeals Requests**

*To approve, reject, or retract invalidation requests:*

1. From the **Appeals/Invalidations** task menu on the TIDE dashboard, select **View Requests**. The **View Requests** page appears (see **Figure 51**).
2. Retrieve the invalidation requests you want to view by following the procedure in the section **Searching for Records**. Figure 52 shows retrieved invalidation requests.

![Figure 52. Retrieved Invalidation Requests](image)

3. **Optional:** Review the initiator’s reason for the invalidation request by clicking 📩 in the Status column.

4. **Optional:** Review the response from the Wyoming Department of Education by clicking 📩 in the Status column when the status is Approved or Rejected.

### Approving, Rejecting, and retracting Appeals/Invalidations

Some invalidation request types require you to approve or reject them before TDS can process them. You can also retract invalidation requests you created.

| Caution: Persistence of Invalidation Requests | You cannot delete an approved or rejected invalidation request. To delete such invalidation requests, contact the help desk. |

**To approve, reject, or retract invalidation requests:**

1. Retrieve the invalidation requests you want to process by following the procedure in the section **Viewing Appeals Requests**.

2. Do one of the following:
   - Mark the checkboxes for the requests you want to process.
   - Mark the checkbox at the top of the table to process all the retrieved requests.

3. Click **Process** above the table and select an action:
   - To approve the selected requests, select **Approve**.
   - To reject the selected requests, select **Reject**.
   - To retract the selected requests, select **Retract**.
To resubmit a request that the TDS could not process, select Resubmit.

4. Enter a reason for the requested action in the window that pops up.

5. Click Submit. TIDE displays a confirmation message.

TIDE removes the selected invalidation requests from the list of retrieved requests.

Creating Appeal Requests Through File Uploads

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.

To upload invalidation requests:

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 Uploading Records and using Table 16 as a reference, fill out the Invalidation Request template and upload it to TIDE.

Table 16 provides the guidelines for filling out the Invalidation Request template that you can download from the Upload Invalidation Requests page.

Table 16. Columns in the Appeal Requests Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type*</td>
<td>Type of appeal request.</td>
<td>One of the following: Invalidate a test, Reset a test, Re-open a test, Re-open a test segment, Grace Period Extension, Report Test Irregularity</td>
</tr>
<tr>
<td>Search Type*</td>
<td>Student field to search.</td>
<td>One of the following: Result ID, Session ID, WISER ID</td>
</tr>
<tr>
<td>Search Value*</td>
<td>Search value corresponding to the search type.</td>
<td>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.</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
<td>Valid Values</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Reason*</td>
<td>Reason for creating invalidation request.</td>
<td>Up to 1,000 alphanumeric characters.</td>
</tr>
</tbody>
</table>

*Required field.

Figure 53 is an example of an upload file that restores all tests associated with session ID UAT-9444-1.

**Figure 53. Sample Appeal Requests Upload File**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TYPE</td>
<td>SEARCHTYPE</td>
<td>SEARCHVALUE</td>
<td>REASON</td>
</tr>
<tr>
<td>2</td>
<td>Restore a test that has been reset</td>
<td>Session ID</td>
<td>UAT-9444-1</td>
<td>Inadvertently reset the test</td>
</tr>
</tbody>
</table>
Monitoring Test Progress

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

The following reports are available in TIDE:

- Plan and Manage Testing Report: Details 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.

Generating Plan and Manage Testing Report

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

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

To generate a Plan and Manage Testing report:

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select Plan and Manage Testing. The Plan and Manage Testing page appears (see Figure 54).

Figure 54. Plan and Manage Testing Page
2. In the *Choose What* panel, select the parameters for which tests to include in your report:
   
   a. From the **Test** drop-down list, select a test category.
   
   b. From the **Administration** drop-down list, select an administration.
   
   c. *Optional:* From the **Test Name** drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.
   
   d. *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.

3. In the *Search Students* panel, select the parameters for whose information to include in your report:
   
   a. From the **District** drop-down list, select a district if applicable.
   
   b. From the **School** drop-down list, select a school if applicable. You may select one, multiple, or all schools from this list.
   
   c. *Optional:* If a single school was selected, choose a teacher from the **Teacher** drop-down list.
      
      **Note: About the Teacher Drop-down List**
      
      The “Teacher” drop-down list includes all school-level users, such as teachers, proctors, and principals 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.

   d. *Optional:* In the **Student’s Last Name** field, enter a student’s last name.
   
   e. *Optional:* In the **Student’s First Name** field, enter a student’s first name.
   
   f. *Optional:* In the **WISER ID** field, enter a WISER ID.
g. **Optional:** From the Grade drop-down list, select a grade. You may select one, multiple, or all grades from this list.

4. In the Get Specific panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in {brackets}):

   o Students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.

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

   **Note:** 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).

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

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

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

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

5. Do one of the following:

   o To view the report on the page, click **Generate Report**.

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

**Figure 55** displays a sample Plan and Manage Testing report output, and **Table 17** provides descriptions of the columns in this report.

**Figure 55:** Plan and Manage Testing Report

<table>
<thead>
<tr>
<th>Name</th>
<th>SSID</th>
<th>Enrolled Grade</th>
<th>Restricted Subjects</th>
<th>Current LEP</th>
<th>Test</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Ben</td>
<td>9999992563</td>
<td>03</td>
<td>ELA</td>
<td>N</td>
<td>Grade 3 Science</td>
<td>ENU</td>
</tr>
<tr>
<td>Garcia, Matt</td>
<td>9999992311</td>
<td>03</td>
<td>Social Sciences</td>
<td>Y</td>
<td>Grade 3 Mathematics</td>
<td>ENU</td>
</tr>
</tbody>
</table>
Table 17. Columns in the Plan and Manage Testing Report

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Student’s legal name (Last Name, First Name).</td>
</tr>
<tr>
<td>WISER ID</td>
<td>Student’s Statewide Student Identifier number.</td>
</tr>
<tr>
<td>Enrolled Grade</td>
<td>The grade in which a student is enrolled.</td>
</tr>
<tr>
<td>Restricted Subjects</td>
<td>The subjects that the student is restricted (blocked) from taking tests in.</td>
</tr>
<tr>
<td>Current LEP</td>
<td>Indicates whether the student is an English Language Learner.</td>
</tr>
<tr>
<td>Test</td>
<td>Test name for this student record.</td>
</tr>
<tr>
<td>Language</td>
<td>The language setting that was assigned to the student (English or Spanish).</td>
</tr>
<tr>
<td>Results ID</td>
<td>The unique identifier linked to the student’s results for that specific opportunity.</td>
</tr>
<tr>
<td>Opportunity</td>
<td>The opportunity number for that student’s specific record.</td>
</tr>
<tr>
<td>Date Started</td>
<td>The date when the first test item was presented to the student for that opportunity.</td>
</tr>
<tr>
<td>Date Completed</td>
<td>The date when the student submitted the test for scoring.</td>
</tr>
<tr>
<td>TA Name</td>
<td>The test administrator who created the session in which the student is currently testing (or in which the student completed the test).</td>
</tr>
<tr>
<td>Session ID</td>
<td>The Session ID to which the test is linked.</td>
</tr>
<tr>
<td>Status</td>
<td>The status for that specific opportunity.</td>
</tr>
<tr>
<td>Restarts</td>
<td>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—see below.)</td>
</tr>
<tr>
<td>Restarts Within Grace Period</td>
<td>The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire and the student will not be able to review any previous answers.</td>
</tr>
<tr>
<td>Last Activity</td>
<td>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.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>The date the test opportunity expires.</td>
</tr>
</tbody>
</table>
Generating Participation Reports 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.

To generate Participation Reports by WISER ID:

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 56).

   Figure 56. Participation Search by SSID Page

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.
   - To upload WISER IDs, select Upload WISER ID. Next, click Browse and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column.

   Note: You can enter or upload up to 1,000 WISER IDs.

3. Select Generate Report. The Participation Report by WISER ID appears (see Figure 55). Table 17 provides descriptions of the columns in this report.
Reviewing Test Completion Rates

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

To review test completion rates:

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select Test Completion Rates. The Test Completion Rates page appears.

2. In the Report Criteria panel (see Figure 57), select the parameters for which tests to include in your report.

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

Figure 58 displays a sample Test Completion Rate report and Table 18 lists the columns in this report.

<table>
<thead>
<tr>
<th>Date</th>
<th>Test Name</th>
<th>Administration</th>
<th>Test</th>
<th>District Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/16/2018</td>
<td>Interim: ELA with Writing Prompt Grade 3</td>
<td>Winter 2018</td>
<td>Interim WY-TOPP</td>
<td>Demo District 1</td>
</tr>
<tr>
<td>2/16/2018</td>
<td>Interim: ELA with Writing Prompt Grade 3</td>
<td>Winter 2018</td>
<td>Interim WY-TOPP</td>
<td>Demo District 1</td>
</tr>
<tr>
<td>2/16/2018</td>
<td>Interim: ELA with Writing Prompt Grade 5</td>
<td>Winter 2018</td>
<td>Interim WY-TOPP</td>
<td>Demo District 1</td>
</tr>
<tr>
<td>2/16/2018</td>
<td>Interim: ELA with Writing Prompt Grade 5</td>
<td>Winter 2018</td>
<td>Interim WY-TOPP</td>
<td>Demo District 1</td>
</tr>
</tbody>
</table>

Table 18. Columns in the Test Completion Rates Report

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date and time that the file was generated.</td>
</tr>
<tr>
<td>Test Name</td>
<td>Grade, test, and subject that are being reported.</td>
</tr>
</tbody>
</table>
## Reviewing Test Status Code Reports

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

For more information about special codes, see the section [Managing Non-Participation Codes](#).

To review explanations for non-participation:


2. In the Report Criteria panel (see Figure 59), select search criteria for the test and administration.
3. Do one of the following:

   - To view the report on the page, click **Generate Report**.
   - To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the tests and associated statuses and special codes (see **Figure 60**).

**Figure 60. Test Status Code Report**

Table **19** lists the columns in the Test Status Code Report.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Student's name.</td>
</tr>
<tr>
<td>WISER ID</td>
<td>Student's Statewide Student Identifier number.</td>
</tr>
<tr>
<td>OppNum</td>
<td>Test opportunity number.</td>
</tr>
<tr>
<td>Test Name</td>
<td>Test in which student did not participate.</td>
</tr>
<tr>
<td>Test Status</td>
<td>Test's most recent status.</td>
</tr>
<tr>
<td>Date Started</td>
<td>Date student started the test.</td>
</tr>
<tr>
<td>Special Code</td>
<td>Code indicating why student did not start or complete the test.</td>
</tr>
<tr>
<td>Assigned School ID</td>
<td>ID of school where student is enrolled.</td>
</tr>
<tr>
<td>Assigned School Name</td>
<td>Name of school where student is enrolled.</td>
</tr>
</tbody>
</table>
Table 20 describes each status that a test opportunity can have.

Table 20. Test Opportunity Status Descriptions

<table>
<thead>
<tr>
<th>Status</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>The TA has approved the student for the session, but the student has not yet started or resumed the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The student has submitted the test for scoring. No additional action can be taken by the student.</td>
</tr>
<tr>
<td>Denied</td>
<td>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.</td>
</tr>
<tr>
<td>Expired</td>
<td>The student’s test has not been completed and cannot be resumed because the test has expired.</td>
</tr>
<tr>
<td>Invalidated</td>
<td>The test result has been invalidated.</td>
</tr>
<tr>
<td>Paused</td>
<td>The student’s test is currently paused (as a result of one of the following):</td>
</tr>
<tr>
<td></td>
<td>• The student paused his or her test by clicking the <strong>Pause</strong> button.</td>
</tr>
<tr>
<td></td>
<td>• The student idled for too long (more than 20 minutes) and the test was automatically paused.</td>
</tr>
<tr>
<td></td>
<td>• The test administrator stopped the session the student was testing in.</td>
</tr>
<tr>
<td></td>
<td>• The test administrator paused the individual student’s test.</td>
</tr>
<tr>
<td></td>
<td>• The student’s browser or computer shut down or crashed.</td>
</tr>
<tr>
<td>Pending</td>
<td>The student is awaiting TA approval for a new test opportunity.</td>
</tr>
<tr>
<td>Reported</td>
<td>The student’s score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS. Some items must be hand scored before they appear in ORS.</td>
</tr>
<tr>
<td>Rescored</td>
<td>The test was rescored.</td>
</tr>
<tr>
<td>Review</td>
<td>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.)</td>
</tr>
<tr>
<td>Scored</td>
<td>The test will display a scored status, followed by the student’s score.</td>
</tr>
<tr>
<td>Started</td>
<td>The student has started the test and is actively testing.</td>
</tr>
<tr>
<td>Submitted</td>
<td>The test has been submitted for quality assurance review and scoring before it is sent to the ORS. Note: All tests go through an internal scoring process during quality assurance review.</td>
</tr>
<tr>
<td>Suspended</td>
<td>The student is awaiting TA approval to resume a testing.</td>
</tr>
</tbody>
</table>
Section VI. After Testing

This section provides instructions for performing the tasks in the After Testing category. These tasks should be performed after testing is complete.

Data Cleanup

This section explains how to manage non-participation codes and resolve testing discrepancies.

Managing Non-Participation Codes

There are circumstances in which a student did not participate in an expected test or participated in a test but in a non-standard way. Examples include a student inadvertently taking an incorrect test or the student not receiving appropriate instruction prior to the test. In such instances, you need to assign a special code to the student’s test so that the Online Reporting System (ORS) 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 the writing prompt. Table 21 lists the special codes and their descriptions.

Table 21. Special Codes and Their Descriptions

<table>
<thead>
<tr>
<th>Special Code</th>
<th>Code Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Special Code</td>
<td>Participation</td>
<td>Student took the test under standard testing conditions.</td>
</tr>
<tr>
<td>Absent</td>
<td>Non-participation</td>
<td>Student was not present during any part of the test administration period and was not able to make up the test.</td>
</tr>
<tr>
<td>New ELL</td>
<td>Non-participation</td>
<td>Student is an English language learner (ELL) and has been enrolled in a U.S. school for less than one year prior to the assessment snapshot date.</td>
</tr>
<tr>
<td>Refused</td>
<td>Non-participation</td>
<td>Student chose to give up during testing or refused to start the test.</td>
</tr>
<tr>
<td>Medical</td>
<td>Non-participation</td>
<td>Student is unable to test during the testing window due to an unanticipated medical circumstance.</td>
</tr>
<tr>
<td>Suspended/Expelled</td>
<td>Non-participation</td>
<td>Student is unable to test because he was suspended or expelled.</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>Non-participation</td>
<td>Student participated in an out-of-state residential program during the entire testing window and was not able to take the test.</td>
</tr>
</tbody>
</table>
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.

**Viewing and Editing a Student’s Special Codes**

This section explains how to view or edit a student’s special codes.

*To view or edit a student’s special codes:*

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The **Non-Participation Codes** page appears (see Figure 61).

   ![Figure 61. Fields in the Non-Participation Codes Page](image)

2. Retrieve the student whose non-participation codes you want to view or edit by following the procedure in the section **Searching for Records**.

3. In the list of retrieved students, click ✏️ for the student whose non-participation codes you want to edit. The **Edit Non-Participation Codes** form appears, listing the student’s demographic information in the **Student Information** panel, and the student’s available tests and special codes in the **Special Codes** panel (see Figure 62).
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. Click **Save**.
Appendix A. Processing File Uploads

This appendix describes how TIDE processes file uploads.

How TIDE Processes Large Files

If your file contains a large number of records, TIDE displays the validation results for a portion of those records, and then completes the processing offline. As part of the processing, TIDE displays a page with your name and default email address and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation, and a second email after it commits the records to its databases.

Figure 63 describes the entire processing flow for file uploads.
Table 22 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number $x$ in Figure 63.

For example, if your users upload file contains 1,000 records or more:

1. TIDE displays the validation results for the first 200 records.

2. If you commit the file:
   a. TIDE validates the remaining records offline and sends a validation report via email.
   b. TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.

Table 22. Record Thresholds for Offline Processing

<table>
<thead>
<tr>
<th>Upload File</th>
<th>Offline Processing Threshold</th>
<th>Number of Validated Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>1,000</td>
<td>200</td>
</tr>
<tr>
<td>Test Settings</td>
<td>1,000</td>
<td>200</td>
</tr>
<tr>
<td>Test Invalidation Requests</td>
<td>1,000</td>
<td>200</td>
</tr>
<tr>
<td>Rosters</td>
<td>1,000</td>
<td>200</td>
</tr>
</tbody>
</table>

How TIDE Validates File Uploads

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

- **Layout validation** determines if the records have proper format. This includes checks for alphanumeric or numeric-only values and record length.

- **Data validation** determines if the fields contain valid data.
Appendix B. Opening CSV Files in Excel 2007 or Later

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

1. Open Microsoft Excel.

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

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

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

5. In Step 2 of the wizard, mark Comma, and then click Next.
6. In Step 3 of the wizard, do the following:

a. In the Data Preview section, click a column. Excel shades the column with a black background.

b. In the Column Data Format section, mark the Text radio button. This setting preserves leading zeros that can appear in fields.

c. Repeat steps 6a-6b for all columns in the CSV file.

d. Click **Finish**.

Excel imports and displays the CSV file.
Appendix C. Understanding the Materials Ordering Life Cycle

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 place, confirm, and modify orders for materials and be guaranteed that they arrive at the school prior to the testing window. See the section Reviewing and Modifying Initial Orders 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 Placing Additional Orders.

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 64 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 Viewing Order History) TIDE displays an order’s status depending on its most recent activity. Table 23 describes those statuses. (Your version of TIDE may not include all of these statuses.)

Figure 64. Stages of an Order and Associated Status Code

- Open
- Awaiting Approval
- Approved
- In Process
- Processed
Table 23. Order Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Order was generated by TIDE, awaiting review by a test coordinator. (Not applicable to additional orders.)</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>Order is awaiting approval.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Order was not approved.</td>
</tr>
<tr>
<td>Approved</td>
<td>All line items in the order were approved.</td>
</tr>
<tr>
<td>Processed</td>
<td>Order was transmitted to vendor.</td>
</tr>
<tr>
<td>Partially Approved</td>
<td>At least one line item in the order was rejected.</td>
</tr>
<tr>
<td>In Process</td>
<td>Order is approved, not yet transmitted to vendor.</td>
</tr>
<tr>
<td>Canceled</td>
<td>Order was canceled.</td>
</tr>
</tbody>
</table>
Appendix D. User Support

For additional information and assistance in using TIDE, contact the AIR help desk.

The help desk is open 7:00am - 7:00pm MT (except holidays or as otherwise indicated on the Wyoming Assessment Portal).

Wyoming Help Desk
Toll-Free Phone Support: 888-897-8024
Email Support: wyohelpdesk@air.org

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.

- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).