



Test Information and Distribution Engine

User Guide

WY-TOPP Fall 2018

WY-ALT Fall 2018

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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

Icon	Description
	Warning: This symbol accompanies information regarding actions that may cause loss of data.
	Caution: This symbol accompanies information regarding actions that may result in incorrect data.
	Note: This symbol accompanies helpful information or reminders.

Icon	Description
<i></i>	Boldface italic indicates a page name.
	Boldface indicates an item you click or a drop-down list selection.
mono	Monospace indicates a file name or text you enter from the keyboard.
<i></i>	Italic indicates a field name.

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 or modular assessments. 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.

Section I. Overview of the Test Information Distribution Engine

Distribution Engine

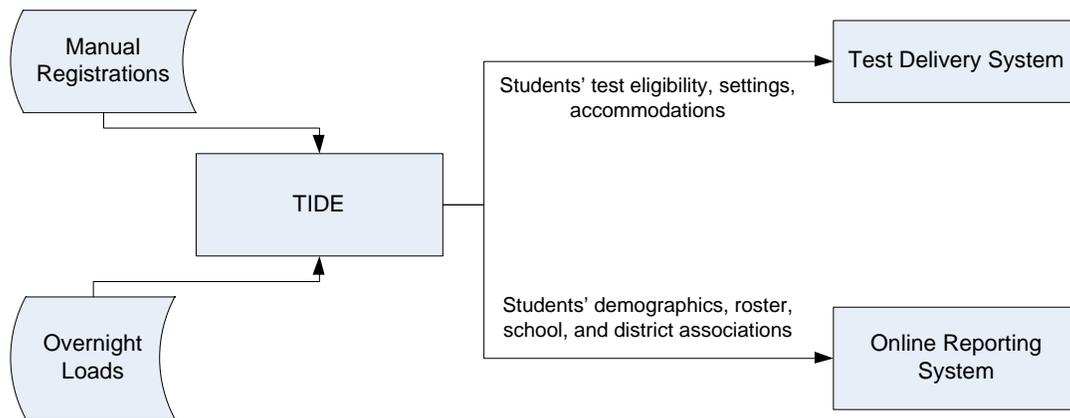
This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

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.

Figure 1. TIDE’s Position in the Assessment Process



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 after 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

Reset Your Password

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

New Password

Confirm New Password

Submit

[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., %, #, or !).
3. Click **Submit**.

Account activation is complete. You can proceed to TIDE by clicking the **TIDE** card (see [Figure 4](#)) 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>).
2. Select your user role.

Figure 3. User Cards on Portal



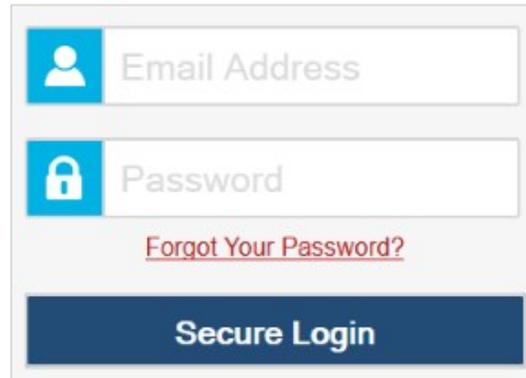
3. Click **TIDE** (see
4. [Figure 4](#)). The **Login** page appears.

Figure 4. TIDE Card



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

Figure 5. Login Page



The screenshot shows a login form with two input fields. The first field is labeled 'Email Address' and has a person icon on the left. The second field is labeled 'Password' and has a lock icon on the left. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom of the form is a dark blue button with the text 'Secure Login' in white.

6. 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 five 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.

Figure 6. Enter Code Page

Please Log In

Enter your username and password to log into AIR Assessment online systems. Once you log in, you will automatically be directed to your selected system.

Need More Help?

If you **forgot your password or need a new password**, please use the **Forgot Your Password** link to reset it.

For assistance, contact the Help Desk at
1-866-648-3712 | hsahelpdesk@air.org

Enter Code

✔ A code has been sent to your email address. The code will expire after 5 minutes.

@

Submit

Resend Code

Cancel

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.

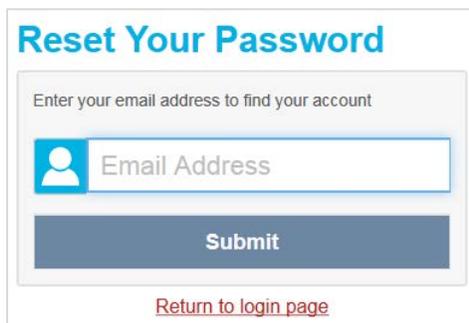
Reactivating Your TIDE Account at the Beginning of the School Year

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
2. [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



3. Enter your TIDE email address and click **Submit**. TIDE sends you an email containing a link to reset your password.
4. 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 five 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

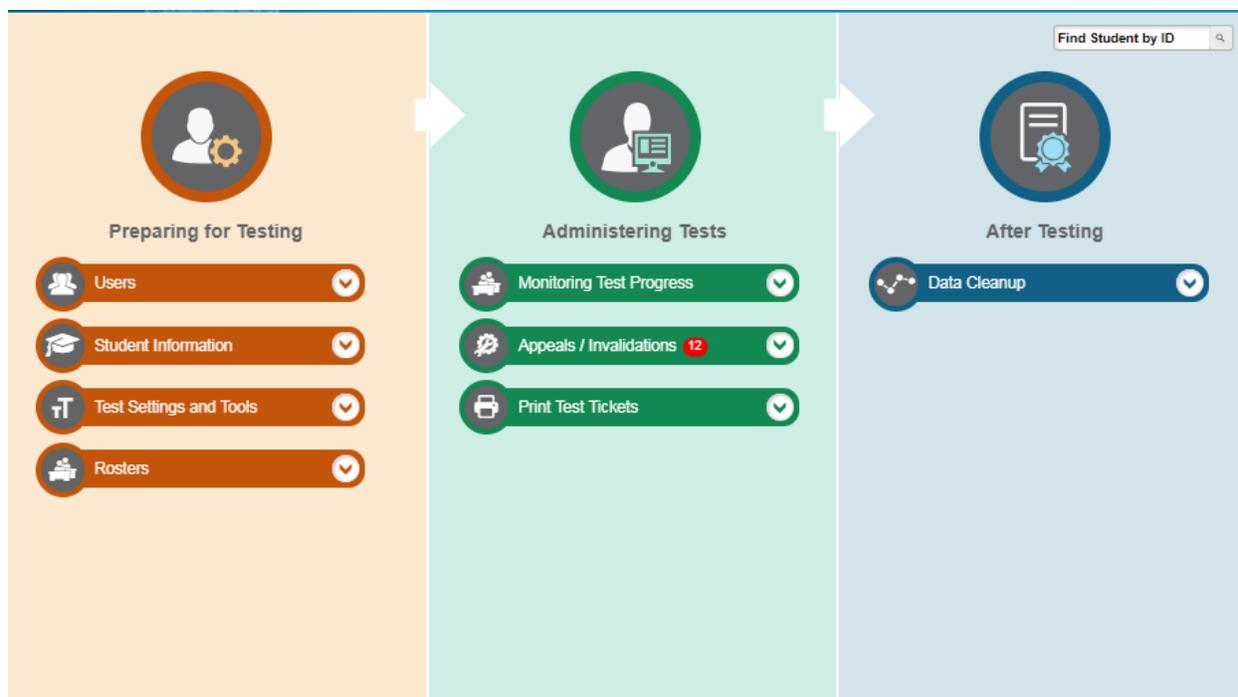
The TIDE dashboard appears when you first log in to TIDE (see [Figure 8](#)). Every task you can perform in TIDE is available on this page.

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



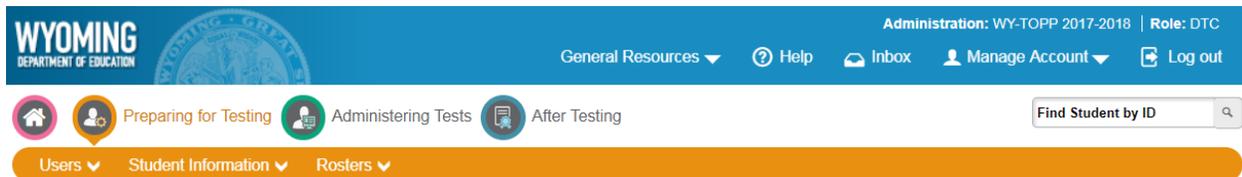
Each task menu contains a set of related tasks. For example, the **Users** menu contains options for adding users, viewing/editing/exporting users, and uploading users.

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.

Figure 9. Navigation Toolbar



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

About the Banner

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

Figure 10. TIDE Banner



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.

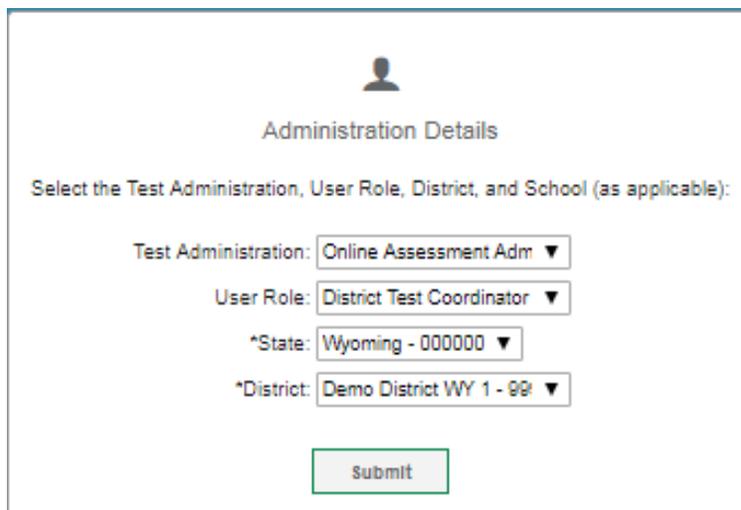
Changing Test Administration, Institution, or Role

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



The image shows a screenshot of the 'Administration Details' window. At the top center is a person icon. Below it, the title 'Administration Details' is displayed. Underneath the title is the instruction: 'Select the Test Administration, User Role, District, and School (as applicable):'. There are four dropdown menus: 'Test Administration' with 'Online Assessment Adm' selected, 'User Role' with 'District Test Coordinator' selected, '*State' with 'Wyoming - 000000' selected, and '*District' with 'Demo District WY 1 - 99' selected. At the bottom center is a 'Submit' button.

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](#)).

Figure 12. Fields in the My Contact Information Page

The screenshot shows a web form titled "My Contact Information" with a close button (X) in the top right corner. Below the title are two buttons: "Save" (green) and "Cancel" (orange). A teal header bar contains a minus sign and the text "Add/Edit My Account". The form fields include: "ROLE: District Test Coordinator", "Phone number: 555-033-7197", "*First Name: Smith", "Email Address: jsmith@wy.edu", and "*Last Name: John". At the bottom are two buttons: "Save" (green) and "Cancel" (orange).

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](#)).

Figure 13. Fields in the Change Password Page

Change Password

New Password Requirements

Your password must be at least eight characters long from each of the following categories:

- An uppercase character (A-Z)
- A lowercase character (a-z)
- A number (0-9)
- A special character (% , # , ! , etc)

Need More Help?

If you forgot your password or need a new password, please use the **Forgot Your Password?** link to reset it.

Current Password

New Password

Confirm New Password

Save

[Reset](#)

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.

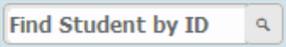
To switch to another AIR system:

- In the banner at the top left of the page, hover over **TIDE**, and click the other system name (see [Figure 14](#)).

Figure 14. Switching Between AIR Systems



Finding Students by ID

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

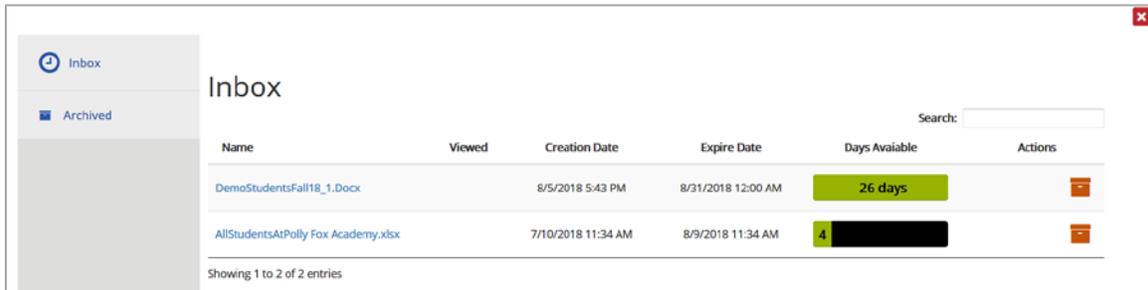
When searching for users, students, students' test settings, test windows, and appeals/invalidations, you can choose to export the search results to the Inbox. The shared Inbox (see [Figure 15](#)) serves as a secure repository that lists files containing the data that you have exported in TIDE. When 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](#)).

Figure 15. Inbox



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

The screenshot shows a web-based form titled "View/Edit Student". At the top, there is a message: "Use this form to modify a student's settings. [more info](#)". Below this are "Save" and "Cancel" buttons. The main content area is a panel titled "Student Information" with a minus sign in the top-left corner. To the left of the panel is a vertical "Go to section" toolbar with buttons numbered 1 through 8. The form fields include:

- District: 9999 - Demo District WY 1
- School: 9999 - Demo School WY 1
- *WSER ID: 33586221
- *Student's Last Name: Walton
- *Student's First Name: Kayla
- Student's Middle Initial: H
- *Gender: Male Female
- *Grade: 03
- *Date of Birth: 02152006
- *Hispanic or Latino: Yes No
- *American Indian or Alaska Native: Yes No
- *Asian: Yes No
- *Black or African American: Yes No
- *White: Yes No
- *Native Hawaiian or Other Pacific Islander: Yes No
- IDEA Indicator: Yes No
- *English Language Learner: Yes No
- *Section 504 Status: Yes No
- Language Code:
- First Entry Date into a US School (MMDDYYYY):

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.

Figure 17. Sample File Upload Page

Upload User

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Templates

Use this page to upload a file of users you want to add, modify, or delete. [more info](#)

Step 1: Upload File

Choose File Browse

+ Upload History

Next

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.

Figure 18. File Upload Preview (partial view)

Row Number	District ID	School ID	First Name	Last Name	Email Address
1	99	9000	Thomas	Walker	tw@air.org
2	99	9000	Thomas	Walker	tw@air.org
3	99	9000	Thomas	Walker	tw@air.org

5. Click **Next**. TIDE validates the file and displays any errors () or warnings () 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

Upload User [Download Validation Report](#)

1. Upload 2. Preview 3. Validate 4. Confirmation

i Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate Legend:  Error: The file can be uploaded, but this row will not be included.  Warning: This field is invalid, but the row will be uploaded.

Row Number	District ID	School ID	First Name	Last Name	Email Address	Phone Number	Role	Action
1	12345	i234gg234	Adams	John	Adams.J@air.org	(123)234-4567	TA	 Empty
3	52138	e789rg334	Washington	George	 Washington.G@air.org	(222)333-4444	ST	Delete
8	30459	 e2df33235	Jefferson	Thomas	JeffersonT@air.org	(123)456-0987	ST	Delete

Continue with Upload
Upload Revised File
Cancel



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

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

Searching for Records

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

Figure 21. Sample Search Panel

To search for records:

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

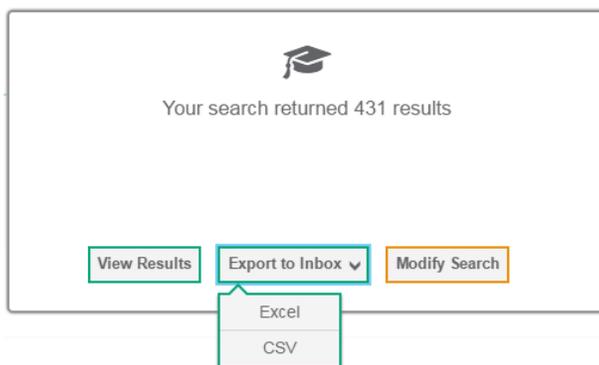


Note: The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

2. *Optional:* If the task page includes an additional search panel, select values to further refine the search results:

- 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:

Figure 22. Search Results Pop-up Window



- To view the retrieved records on the page, click **View Results**. Continue to [Step 5](#).



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](#)).

Figure 23. Sample Search Results

<input type="checkbox"/>	Edit	Role	District	School	First Name	Last Name	Phone number	Email Address	TA Certified
<input checked="" type="checkbox"/>		TA	9999-Demo District WY 1	9999-Demo School WY 1	TA	DemoUser		WY-User3190@air.org	
<input checked="" type="checkbox"/>		TA	9999-Demo District WY 1	9999-Demo School WY 1	TA	DemoUser		WY-User3205@air.org	Y
<input type="checkbox"/>		TA	9999-Demo District WY 1	9999-Demo School WY 1	TA	DemoUser		WY-User3200@air.org	Y
<input type="checkbox"/>		TA	9999-Demo District WY 1	9999-Demo School WY 1	TA	DemoUser		WY-User3210@air.org	Y
<input type="checkbox"/>		TA	9999-Demo District WY 1	9999-Demo School WY 1	TA	DemoUser		WY-User3220@air.org	

6. *Optional*: To filter the retrieved records by keyword, enter a search term in the text box above the search results and click . TIDE displays only those records containing the entered value.
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 and at the sides of the table to scroll left and right, respectively.

9. *Optional*: To hide columns, click (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.

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 Rosters](#)

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 24](#)).

Figure 24. Fields in the Add User Page

Add User

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

PERSONNEL

*Email Address:

+ Add user or add roles to user with this email

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 25](#)).

Figure 25. Fields in the Add Users Page

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  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 26](#)).

Figure 26. Fields in the View/Edit User: [User's Name] Form

The screenshot shows a 'Search users' form with the following fields:

- *Role: District Test Coordinator (dropdown)
- *State: Wyoming - 000000 (dropdown)
- *District: Demo District WY 2 - 99E (dropdown)
- First Name: (text input)
- Last Name: (text input)
- Phone number: (text input)
- Email Address: (text input)
- TA Certified: Yes No

 A 'Search' button is located below the filters. Below the form, there are icons for refresh and delete, and a search bar with the text 'Enter search terms to filter search results'. Below the search bar, it says 'Number of users found: 4'. A table with 9 columns (checkbox, Edit, Role, District, First Name, Last Name, Phone number, Email Address, TA Certified) displays 3 rows of user data. The 'Edit' column contains pencil icons, and the 'TA Certified' column contains 'Y' for all rows. A trash can icon is highlighted in the 6th step of the instructions below.

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

Field	Description
Email Address*	Email address for logging into TIDE.
Role*	User’s role.
District*	District associated with the user.
School*	School associated with the user.
First Name	User’s first name.
Last Name	User’s last name.
Phone	User’s phone number.

Field	Description
TA Certified	Indicates if the user has been trained to use online assessment systems. Once the user completes the TA Certification Course this field will automatically populate with a Y.

*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

Column	Description	Valid Values
DISTRICTID*	District associated with the user.	District ID that exists in TIDE and must be associated with the user uploading the file. Up to 20 characters.
SCHOOLID	School associated with the user.	School ID that exists in TIDE and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
LastorSurname*	User's last name.	Up to 35 characters.
ElectronicMailAddress*	User's email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
TelephoneNumber	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.

Column	Description	Valid Values
Role*	User's role.	One of the following: ALT TA—Alternate Assessment Test Administrator BC—Building Coordinator BDR – Building Data Reviewer DDR—District Data Reviewer DTC—District Test Coordinator PR—Proctor State—State Administrator TA—Test Administrator Must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

[Figure 27](#) 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.

Figure 27. Sample User Upload File

	A	B	C	D	E	F	G	H
1	DISTRICTID	SCHOOLID	FIRSTNAME	LASTNAME	EMAIL	PHONE	ROLE	ACTION
2	99	9000	Thomas	Walker	tw@air.org		TA	ADD
3	99	9000	Thomas	Walker	tw@air.org	305-555-1212	SA	ADD
4	99	9000	Thomas	Walker	tw@air.org	305-555-1212	SA	DELETE
5	99	9000	Patricia	Martin	pm@air.org		TA	ADD
6	99	9001	Patricia	Martin	pm@air.org		SA	ADD

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.
 - 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

Field	Description
Presentation	
American Sign Language	Availability of American Sign Language video.
Braille Type	Sets the type of Braille file used for students testing with the Braille language setting (Uncontracted or Contracted).
Paper Tester	Sets the eligibility for the student to take assessment via paper accommodated form.
Language/Presentation	Sets the language in which test items appear.
Literary Assistance Tools	

Field	Description
Text-to-Speech	Sets which test content is administered with the TTS accommodation.
TTS Tracking	When enabled, each word in an item is highlighted as it is read.
Auditory Assistance Tools	
Closed Captioning	Indicates if closed captioning is available for the subject.
Visual Assistance Tools	
Color Choices	List of available color settings.
Emboss	Indicates availability of embossed printing for online Braille tests.
Streamlined Mode	Toggles the Streamlined Mode setting On or Off, allowing students to view test items in a simplified mode.
Zoom (Print Size)	List of subjects and the type size in which the associated tests appear.
Integration with Assistive Technology	
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.
Concentration Assistance Tools	
Line Reader	Toggles the Line Reader tool on or off, allowing student to highlight individual line of text.
General Testing Tools	
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.
Non-Embedded Accommodations	Accommodations not provided by the secure browser.
Print on Demand	Student can print a test's content.

- 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.

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 28](#)).

Figure 28. Layout Model for Student Test Settings and Tools

Print
Cancel

Print Options

Test Tickets

✓
 Student Settings and Tools

Administration: Online Assessment Administration

Student Test Settings and Tools

Student Name	Student ID	Enrolled Grade	School	District	Test Settings and Tools
BASHIR, JULIAN	83745701	05	DEMO SCHOOL WY 1 (9999)	DEMO DISTRICT WY 1 (9999)	
CHEKHOV, PAVEL	83745884	05	DEMO SCHOOL WY 1 (9999)	DEMO DISTRICT WY 1 (9999)	<u>ALT</u> Color Choices:Light Blue <u>Mathematics</u> Braille:UEB Contracted with UEB Math <u>Writing</u> Emboss:Passage & Items
DEMO1003, DEMO1003 DEMO1003	99994338	05	DEMO SCHOOL WY 1 (9999)	DEMO DISTRICT WY 1 (9999)	
DEMO1003, DEMO1003 DEMO1003	99214338	05	DEMO SCHOOL WY 1 (9999)	DEMO DISTRICT WY 1 (9999)	
DEMO1004, DEMO1004 DEMO1004	99994339	05	DEMO SCHOOL WY 1 (9999)	DEMO DISTRICT WY 1 (9999)	

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 29](#)).

Figure 29. Fields in the Frequency Distribution Report Page



The screenshot shows the 'Frequency Distribution Report' page. At the top, there is a title 'Frequency Distribution Report' and an information icon with the text 'Use this page to generate a Frequency Distribution Report. [more info](#)'. Below this is a section titled 'Filters for Report' with three dropdown menus: '*District: -- Select --', '*School: -- Select --', and 'Enrolled Grade: - Select -'. Below the filters is a section titled 'Select Demographics' with a dropdown menu 'Select Demographics: None selected'. At the bottom right of the form is a 'Generate Report' button.

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 30](#)).

Figure 30. Frequency Distribution Reports by Assessment



Grade	# of Records
01	3080
02	1201
03	1149
04	1252
05	1173
06	1116
07	1145
08	1100
09	820
10	1697
11	735
12	712
Kindergarten	251
Total	15431

Alternate Assessment Tester	# of Records
No	11690
Yes	344
Total	12034

4. Do one of the following:

- To display the FDRs in tabular format, click **Grid**.
- To display the FDRs in graphical format, click **Graph**.
- To display the FDRs in both tabular and graphical format, click **Grid & Graph**.
- To download a PDF file of the FDRs, click , 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](#).

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

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

*Required field.

[Table 6](#) lists the valid values for the Tool Name and Value columns in the Test Settings template.

Table 6. Valid Values for Tool Names

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

Tool Name	Description	Valid Value	Applies to
		Light Blue Light Green Reverse Contrast Magenta Medium Gray on Light Gray Black on Cream Yellow on Blue	Math Science
Emboss	Indicates availability of embossed printing for online Braille tests.	None Stimuli & Items	ELA Math Science
Line Reader	Toggles the Line Reader tool on or off, allowing the student to highlight text as they read.	Off On	ALT ELA Math Science
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.	Masking Available Masking Not Available	ALT ELA Math Science
Non-Embedded Accommodations	Various non-embedded accommodations.	Alternate Response Options Alternate Sign Language Abacus Calculator Read Aloud Items Read Aloud Passages Read Aloud Stimuli Scribe Speech-to-Text Unlisted Resources None	ALT ELA Math Science

Tool Name	Description	Valid Value	Applies to
Paper Tester	Sets eligibility for the student to take assessment via paper accommodated form.	On	ALT ELA
		Off	Mat Science
Permissive Mode	Student can use auxiliary software during testing.	On	ELA
		On	Math Science
Presentation/Language	Language in which test items appear.	Braille	ELA, Math, Science
		English	ELA, Math, Science
		Spanish	Math Science
Print on Demand	Allows student to request printouts of items and stimuli.	None	ELA Math
		Stimuli & Items	Science
Streamlined Mode	Displays test items in a simplified layout.	Off	ELA
		On	Math Science
Text-to-Speech	Sets which test content is administered with the TTS accommodation.	Items	ELA, Math, Science
		None	ELA, Math, Science
		Passages	ELA
		Passages and Items	ELA
		Stimuli and Items	Science
TTS Tracking	Highlights words as they are read aloud by Text-to-Speech.	On	ELA
		Off	Math Science
Print Size	Size of text on screen	Level 1—1X	ELA Math Science
		Level 2—1.5X	
		Level 3—1.75X	
		Level 4—2.5X	
		Level 5—3X	

Tool Name	Description	Valid Value	Applies to
		Level 6—5X (Use with Streamline Mode enabled)	
		Level 7—10X (Use with Streamline Mode enabled)	
		Level 8—15X (Use with Streamline Mode enabled)	
		Level 9—20X (Use with Streamline Mode enabled)	

[Figure 31](#) 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 31. Sample Test Settings Upload File

	A	B	C	D
1	WISER ID	Subject	ToolName	Value
2	9999999999	ELA	Color Choices	Medium Gray on Light Gray
3				
4				

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 32](#)). For more information about using record forms, see the section [Navigating Record Forms](#).

Figure 32. Add Roster Form

2. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section [Searching for Records](#).
3. In the *Add/Remove Students to the Roster* panel (see [Figure 33](#)), 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**.

Figure 33. Add/Remove Students to Roster Panel: Current and Past Students

Students To Display: Current Students Current and Past Students

Select Students from "Available Students" List below to add to the Roster

Available Students (8) <input type="text" value="Quick Search"/>					Selected Students (0) <input type="text" value="Quick Search"/>						
	Add	Grade	Student Name	SSID	Left School		Remove	Grade	Student Name	SSID	Left Roster
<input type="checkbox"/>	+	Grade 3	Washington, George	9990009010							
<input type="checkbox"/>	+	Grade 3	Adams, John	9990009019							
<input type="checkbox"/>	+	Grade 3	Jefferson, Thomas	9990009018							
<input type="checkbox"/>	+	Grade 3	Madison, James	9990009017							
<input type="checkbox"/>	+	Grade 3	Monroe, James	9990009016	03/2013						
<input type="checkbox"/>	+	Grade 3	Jackson, Andrew	9990009015	01/2016						
<input type="checkbox"/>	+	Grade 3	Harrison, William	9990009014							
<input type="checkbox"/>	+	Grade 3	Taylor, Zachary	99900090183							

- 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 **X** 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 32](#)).
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 33](#)), 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 34. Modifying a Roster: Current and Past Students

Students To Display: Current Students Current and Past Students

Select Students from "Available Students" List below to add to the Roster

Available Students (8)					Selected Students (5)						
	Add	Grade	Student Name	SSID	Left School		Remove	Grade	Student Name	SSID	Left Roster
<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Washington, George	9990009010		<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Doe, Jane	9990009012	
<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Adams, John	9990009019		<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Doe, John	9990009011	06/2013
<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Jefferson, Thomas	9990009018		<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Doe, Janet	9990009009	
<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Madison, James	9990009017		<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Doe, Jake	99900090108	
<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Monroe, James	9990009016	03/2013	<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Potter, Harry	99900090100	03/2013
<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Jackson, Andrew	9990009015	01/2016						
<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Harrison, William	9990009014							
<input type="checkbox"/>	<input type="checkbox"/>	Grade 3	Taylor, Zachary	99900090183							

- 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 **X** 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**.

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

Figure 35. Test Ticket Layout Model

Choose a Test Ticket layout:

5 x 2
 3 x 2
 2 x 2
 1 x 1

1	2
---	---

- Select the required layout.
- 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:

- Retrieve the rosters for which you want to print test settings by following the procedure in the section [Searching for Records](#).
- 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.

- Click , and then select **Student Settings and Tools**.
- Under *Print Options*, verify *Student Settings and Tools* is selected. The Student Test Settings and Tools report appears.
- 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

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.

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 36](#) is an example of a sample upload file that creates a roster with two students.

Figure 36. Sample Roster Upload File

	A	B	C	D
1	School ID	Email	Roster Name	WISER ID
2	9999	jjones@email.com	JonesG3-ELA	999999999
3	9999	jjones@email.com	JonesG3-ELA	999999123
4				

- 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 999999999 to the roster JonesG3-ELA.
- The second row adds the student ID 999999123 to the roster JonesG3-ELA.

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 37. Sample Test Ticket

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

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

Printing Test Tickets from Student List

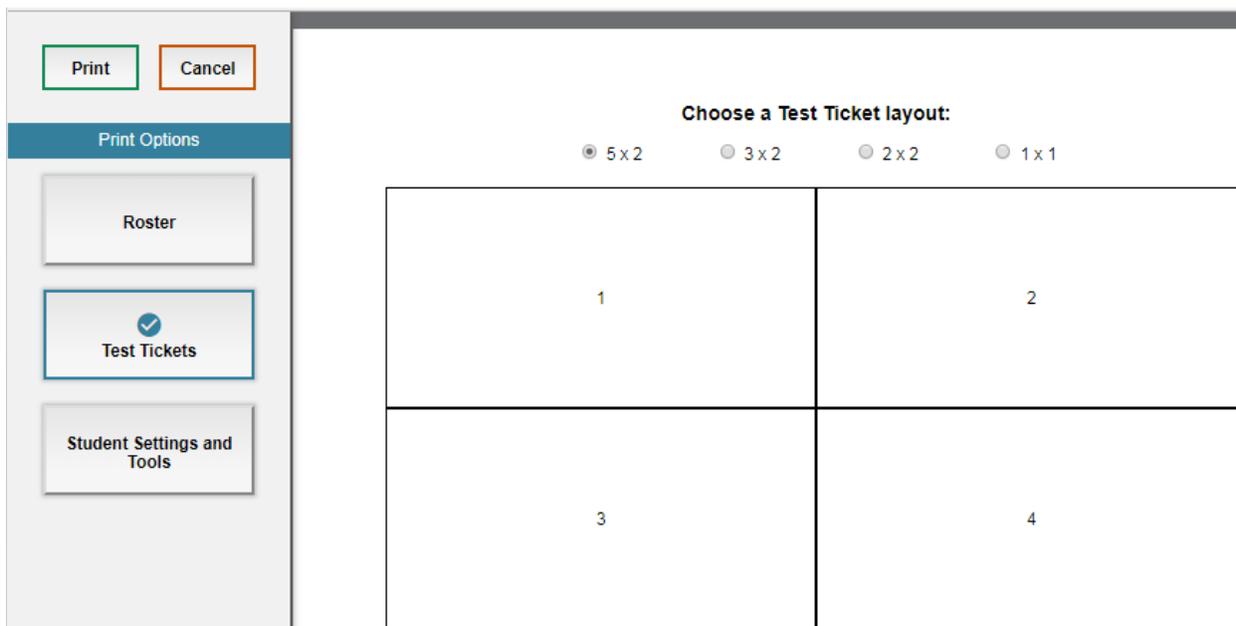
This section explains how to print test tickets from a list of students.

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 38](#)), verify **Test Tickets** is selected in the *Print Options* section.

Figure 38. Layout Model for Test Tickets



The screenshot shows a dialog box titled "Choose a Test Ticket layout:". On the left, there is a sidebar with three main sections: "Print Options" (highlighted in blue), "Roster", and "Student Settings and Tools". Under "Print Options", there are three buttons: "Print" (green), "Cancel" (orange), and "Test Tickets" (blue with a checkmark). The main area of the dialog has four radio button options for layout sizes: "5x2" (selected), "3x2", "2x2", and "1x1". Below these options is a 2x2 grid of boxes labeled 1, 2, 3, and 4, representing different layout configurations.

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:
 - Mark the checkboxes for the rosters you want to print.
 - Mark the checkbox at the top of the table to print tickets for all retrieved rosters.



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

5. Click  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see [Figure 37](#)).
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 8](#) provides descriptions of each invalidation request type.

Table 8. Types of Appeals/Invalidation Requests

Type	Description
Invalidate a Test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.
Restart a Test	Allows the student to restart a test opportunity (removing all responses on the test), or allows the data entry operator to restart the data entry process. You can submit these appeal requests until the end of the test window.
Re-open a Test	Reopens a test that was completed, invalidated, or expired.
Re-open a Test Segment	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.
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: <ul style="list-style-type: none"> • 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 9](#) lists the available statuses.

Table 9. 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.

Appeal Request Status	Description of Status
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 10](#) 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 10. Available Appeals Requests by Test Status

Test Result Status	Invalidate a test	Restart a test	Re-open a test	Re-open a test segment	Report Test Irregularity	Grace Period Extension
Approved		✓			✓	
Completed	✓	✓	✓		✓	
Denied	✓	✓		✓	✓	✓
Expired	✓	✓	✓		✓	
Paused	✓	✓		✓	✓	✓
Pending		✓			✓	
Processing		✓			✓	
Reported	✓	✓	✓		✓	
Review		✓			✓	
Scored	✓	✓	✓		✓	
Started		✓			✓	
Submitted	✓	✓	✓		✓	
Suspended		✓			✓	
Invalidated		✓	✓		✓	

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 39](#)).

Figure 39. Selection Fields in the Create Invalidation Requests Page

The screenshot shows the 'Create Requests' interface. At the top, it says 'Use this page to create invalidation requests. more info'. Below that is a section titled 'Select Request Type and Search'. Under 'Request Type', there are several radio button options: 'Invalidate a test', 'Reset a test', 'Report problem with item', 'Re-open a test', 'Restore a test that was reset', 'Grace period extension', and 'Re-open a test session'. To the right is a dropdown menu for '*Search Student By:'. A 'Search' button is located at the bottom right of the form area.

- 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 40](#)).

Figure 40. Retrieved Test Results

Request Type	School	ResultID	WISER ID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test	Case Number	Appeal Status
<input checked="" type="checkbox"/> Invalidate a test	9999	50839	27804521	Buffet	Warren	1	expired	10/17/2017 5:01:51 PM	10/17/2017 5:02:04 PM	Modular: Writing Grade 4 Informative A		
<input type="checkbox"/> Invalidate a test	9999	50840	27804521	Buffet	Warren	1	expired	10/17/2017 5:03:51 PM	10/17/2017 5:06:43 PM	Modular: ELA Grade 4 - Listening A	6033	Pending Approval
<input type="checkbox"/> Invalidate a test	9999	51713	27804521	Buffet	Warren	1	reported	4/8/2018 5:06:01 PM	4/8/2018 5:23:40 PM	Summative: Science Grade 4		
<input type="checkbox"/> Invalidate a test	9999	51516	27804521	Buffet	Warren	1	reported	3/30/2018 6:19:39 PM	3/30/2018 6:54:49 PM	Summative: Mathematics Grade 4		
<input type="checkbox"/> Invalidate a test	9999	51491	27804521	Buffet	Warren	1	reported	3/30/2018 12:56:30 PM	3/30/2018 1:36:30 PM	Summative: ELA Grade 4		

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 41](#)).

Figure 41. Selection Fields in the View Requests Page

The screenshot shows the 'View Requests' interface. At the top, there is a header 'View Requests' and a sub-header 'Appeal Information'. Below this, there are three main sections for selection:

- Choose a Request Type:** Includes options like 'All', 'Invalidate a test', 'Reset a test', 'Report problem with item', 'Re-open a test', 'Restore a test that was reset', and 'Grace period extension'.
- Choose a Request Status:** Includes options like 'All', 'Submitted for Processing', 'Processed', 'Rejected by System', 'Error Occurred', 'Requires Resubmission', 'Pending Approval', 'Rejected', and 'Retracted'.
- Additional Request Criteria:** Includes a 'Session ID' input field and a 'Filter By' dropdown menu set to 'All'.

2. Retrieve the invalidation requests you want to view by following the procedure in the section [Searching for Records](#). [Figure 42](#) shows retrieved invalidation requests.

Figure 42. Retrieved Invalidation Requests

The screenshot shows a table of retrieved invalidation requests. The table has the following columns: Status, Case Number, Result ID, School ID, Request Type, Last Name, First Name, and SSID. There are three rows of data, and the first row is selected. Above the table, there are buttons for 'Process', 'Print', and 'Export', and a search bar.

Status	Case Number	Result ID	School ID	Request Type	Last Name	First Name	SSID
Processed	17816	832	99-999	Reset a Test	Smith	Tim	992421311
Pending Approval	16316	818	99-999	Reset a Test	Brown	Patricia	99242152
Rejected	16399	834	99-999	Reset a Test	Taylor	John	992421867

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 11](#) as a reference, fill out the Invalidation Request template and upload it to TIDE.

[Table 11](#) provides the guidelines for filling out the Invalidation Request template that you can download from the **Upload Invalidation Requests** page.

Table 11. Columns in the Appeal Requests Upload File

Column Name	Description	Valid Values
Type*	Type of appeal request.	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
Search Type*	Student field to search.	One of the following: Result ID Session ID WISER ID
Search Value*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason*	Reason for creating invalidation request.	Up to 1,000 alphanumeric characters.

*Required field.

[Figure 43](#). Sample Appeal Requests Upload File is an example of an upload file that restores all tests associated with session ID UAT-9444-1.

Figure 43. Sample Appeal Requests Upload File

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Restore a test that has been reset	Session ID	UAT-9444-1	Inadvertently reset the test

Monitoring Test Progress

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

The following reports are available in TIDE:

- **Plan and Manage Testing Report:** Details 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 44](#)).

Figure 44. Plan and Manage Testing Page

Plan and Manage Testing

Use this page to view students' current testing information. [more info](#)

Report Criteria

Step 1: Choose What

Test: - Select - Enrolled Grade: - All -
 Administration: 2015-2016 Test Settings: - All -
 Test Name: - All -

Step 2: Choose Who

District: - Select -
 School: - Select -
 Personnel: None selected

Step 3: Get Specific

Students who have completed 1st opportunity in the selected administration

Students on their 1st opportunity in the selected administration, and have a status of any

Students whose most recent sessionID was Session ID (optional) between 04/26/2016 and 04/26/2016

Generate Report Export Report

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}):
- Students who {**have/have not**} {**completed/started**} the {**1st/2nd/Any**} opportunity in the selected administration.
 - 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).
- Students on their {**1st/2nd/Any**} opportunity in the selected administration, and have a status of {**student test status**}.
 - Students who have a status of {**student test status**} in the selected administration.
 - Students whose most recent {**Session ID/TA Name**} was {**Optional Session ID/TA Name**} between {**start date**} and {**end date**}.
 - Search student(s) by {**WISER ID/Name**}: {**WISER ID/Student Name**}
5. Do one of the following:
- To view the report on the page, click **Generate Report**.
 - To open the report in Microsoft Excel, click **Export Report**.

[Figure 45](#) displays a sample Plan and Manage Testing report output, and [Table 12](#). Columns in the Plan and Manage Testing Report provides descriptions of the columns in this report.

Figure 45: Plan and Manage Testing Report

Number of records found: 2

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



Table 12. Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
WISER ID	Student's Statewide Student Identifier number.
Enrolled Grade	The grade in which a student is enrolled.
Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in.
Current LEP	Indicates whether the student is an English Language Learner.
Test	Test name for this student record.
Language	The language setting that was assigned to the student (English or Spanish).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Opportunity	The opportunity number for that student's specific record.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)
Restarts Within Grace Period	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.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.

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 46](#)).

Figure 46. 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 45](#)). [Table 12](#) 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 47](#)), select the parameters for which tests to include in your report.

Figure 47. Test Completion Rates Search Fields

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

[Figure 48](#) displays a sample Test Completion Rate report and [Table 13](#) lists the columns in this report.

Figure 48. Test Completion Rate Report

Date	Test Name	Administration	Test	District Name
2/16/2018 1:00	Interim: ELA with Writing Prompt Grade 3	Winter 2018	Interim WY-TOPP	Demo District 1
2/16/2018 1:00	Interim: ELA with Writing Prompt Grade 3	Winter 2018	Interim WY-TOPP	Demo District 1
2/16/2018 1:00	Interim: ELA with Writing Prompt Grade 5	Winter 2018	Interim WY-TOPP	Demo District 1
2/16/2018 1:00	Interim: ELA with Writing Prompt Grade 5	Winter 2018	Interim WY-TOPP	Demo District 1

Table 13. Columns in the Test Completion Rates Report

Column	Description
Date	Date and time that the file was generated.
Test Name	Grade, test, and subject that are being reported.
Test	Test that is being reported.

Column	Description
Administration	Administration that is being reported.
District Name	The name of the reported District.
District ID	The ID of the reported District.
School Name	The name of the reported school. This column is only included in the school-level report.
School ID	The ID of the reported school. This column is only included in the school-level report.
Opportunity	Test opportunity number that is being reported.
Total Student	Number of students with an active relationship to the school in TIDE.
Total Student Started	Number of students who have started the test.
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

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:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Code Report**. The **Test Status Code Report** page appears.
2. In the *Report Criteria* panel (see [Figure 49](#)), select search criteria for the test and administration.

Figure 49. Test Status Code Report Search Fields

The screenshot shows a web interface for selecting report criteria. At the top, there is a teal header bar with a minus sign and the text "Report Criteria". Below this, there are two dropdown menus. The first is labeled "Test" and has "Smarter Summative" selected. The second is labeled "Administration" and has "2015-2016" selected. At the bottom of the panel, there are two buttons: "Generate Report" and "Export Report", both with green borders.

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 50](#)).

Figure 50. Test Status Code Report

Number of records found: 2							
Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Washington, George	1234567890	Grade 3 ELA Summative		01/15/16	ky75321p	9998_01	Demo inst 9999
Lincoln, Abraham	98876543F	Grade 6 ELA Summative		01/15/16	fr78900w	9998_02	Demo inst 9999

[Table 14](#) lists the columns in the Test Status Code Report.

Table 14. Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
WISER ID	Student's Statewide Student Identifier number.
OppNum	Test opportunity number.
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

[Table 15](#) describes each status that a test opportunity can have.

Table 15. Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the TA approves or denies the student.

Status	Definitions
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	<p>The student's test is currently paused (as a result of one of the following):</p> <ul style="list-style-type: none"> • The student paused his or her test by clicking the Pause button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student's test. • The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	<p>The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS.</p> <p>Some items must be hand scored before they appear in ORS.</p>
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.
Submitted	<p>The test has been submitted for quality assurance review and scoring before it is sent to the ORS.</p> <p>Note: All tests go through an internal scoring process during quality assurance review.</p>
Suspended	The student is awaiting TA approval to resume a testing.

Section VI. After Testing

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 six questions or after responding with any text to the writing. [Table 16](#) lists the special codes and their descriptions.

Table 16. Special Codes and Their Descriptions

Special Code	Code Type	Description
No Special Code	Participation	Student took the test under standard testing conditions.
Absent	Non-participation	Student was not present during any part of the test administration period and was not able to make up the test.
New ELL	Non-participation	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.
Refused	Non-participation	Student chose to give up during testing or refused to start the test.
Medical	Non-participation	Student is unable to test during the testing window due to an unanticipated medical circumstance.
Suspended/Expelled	Non-participation	Student is unable to test because he was suspended or expelled.
Out-of-State	Non-participation	Student participated in an out-of-state residential program during the entire testing window and was not able to take the test.

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 51](#)).

Figure 51. Fields in the Non-Participation Codes Page

2. Retrieve the student whose non-participation codes you want to view or edit by following the procedure in the section [Searching for Records](#).
3. In the list of retrieved students, click  for the student whose non-participation codes you want to edit. The **Edit Non-Participation Codes** form appears, listing the student’s demographic information in the *Student Information* panel, and the student’s available tests and special codes in the *Special Codes* panel (see [Figure 52](#)).

Figure 52. Edit Non-Participation Codes

4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see [Table 16](#).
5. Click **Save**.

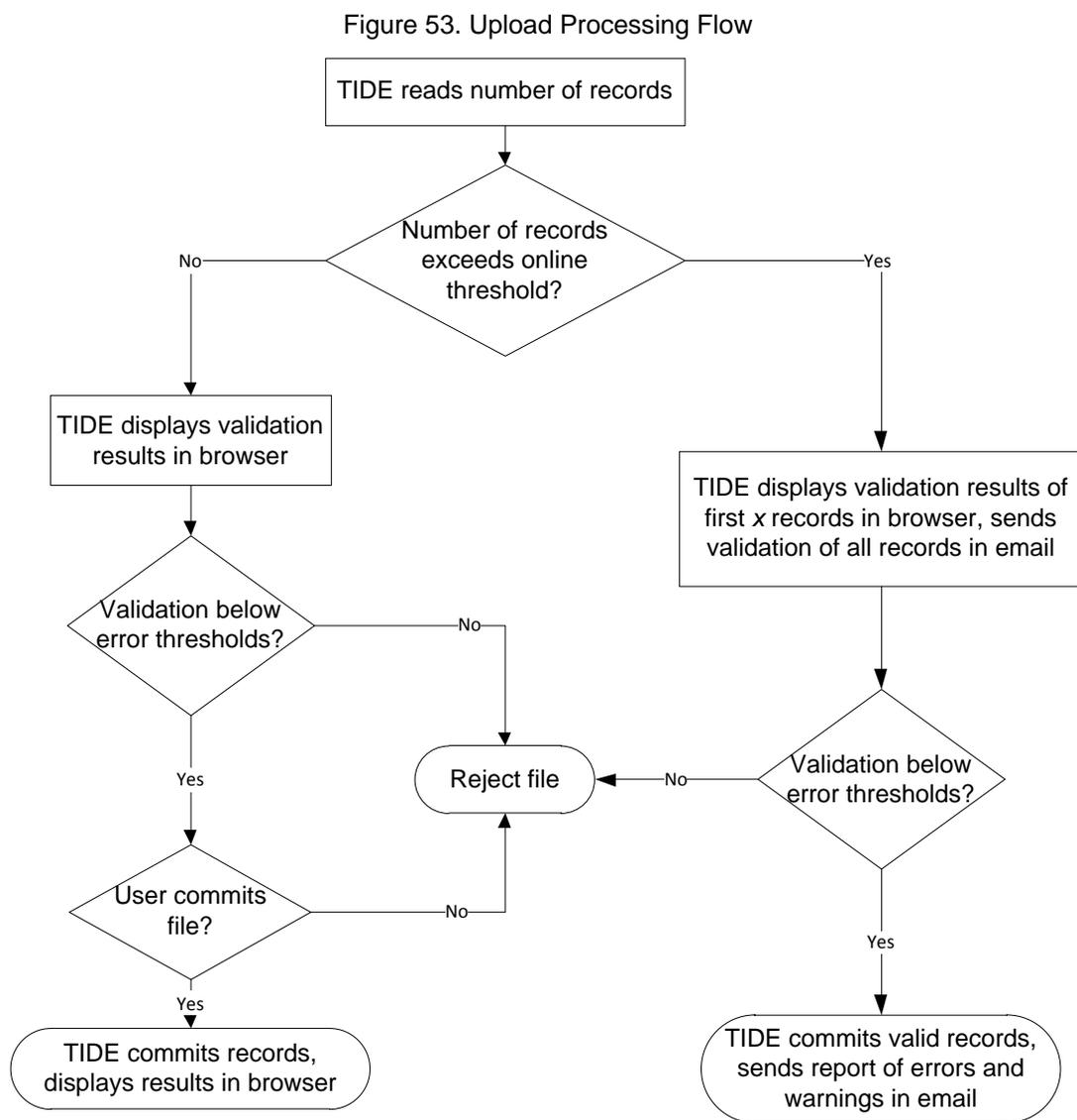
Appendix A. Processing File Uploads

This appendix describes how TIDE processes file uploads.

How TIDE Processes Large Files

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

[Figure 53](#) describes the entire processing flow for file uploads.



[Table 17](#) lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number x in [Figure 53](#).

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

1. TIDE displays the validation results for the first 200 records.
2. If you commit the file:
 - a. TIDE validates the remaining records offline and sends a validation report via email.
 - b. TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.

Table 17. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold	Number of Validated Records
Users	1,000	200
Students	1,000	200
Test Settings	2,000	200
Test Invalidation Requests	1,000	200
Rosters	1,000	200

How TIDE Validates File Uploads

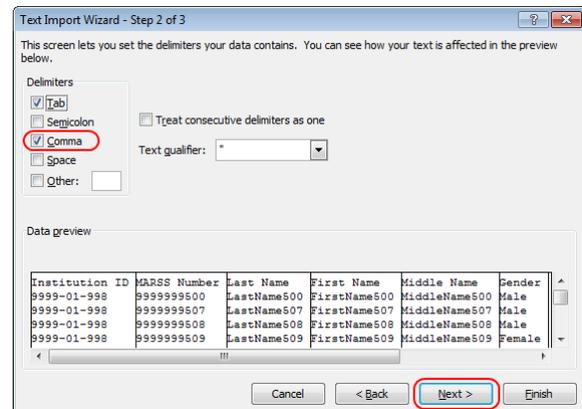
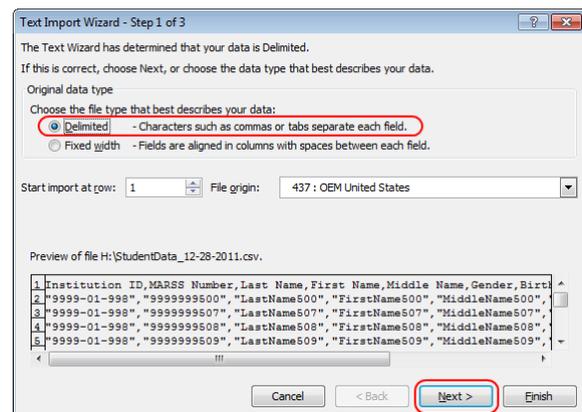
After you submit an upload file, TIDE applies two validations: layout and data.

- *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

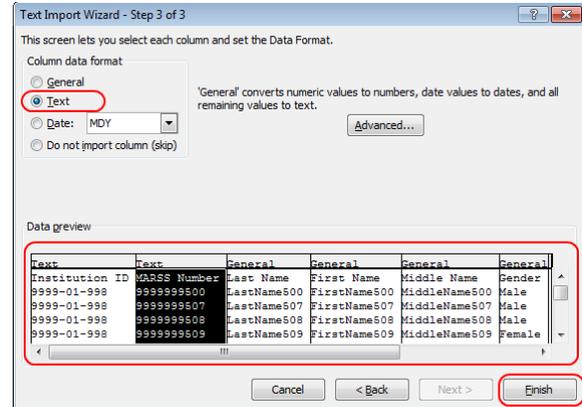
This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

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. 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).