



Test Information and Distribution Engine

User Guide

WY-TOPP Spring 2018

WY-ALT Spring 2018

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Prepared by the American Institutes for Research®



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Introduction to This User Guide

This user guide is intended for state-, district-, and school-level test administrators and coordinators who manage the assessment effort. This guide will familiarize you with the concepts of test eligibility, test settings, accommodations, and general management of user accounts for the state-wide assessment system.

To use the Test Information Distribution Engine (TIDE), you need to know how to use a web browser to retrieve data and fill out web forms. If you want to use the file upload and download features, you also need to know how to use a spreadsheet application or work with comma-separated value (CSV) files.

Organization of This User Guide

This guide contains the following sections:

- [Section I, Overview of the Test Information Distribution Engine](#), includes a description of TIDE features and system requirements information.
- [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.
<i>bold italic</i>	Boldface italic indicates a page name.
bold	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>italic</i>	Italic indicates a field name.

Section I. Overview of the Test Information Distribution Engine

This section provides a description of the Test Information Distribution Engine (TIDE) system and system requirements for TIDE.

Description of TIDE

American Institute for Research's (AIR) TIDE system supports state, district, and test coordinators throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage user and student information, monitor test progress, and execute administrative functions such as test resets or reopens.

At its core, TIDE contains a list of students enrolled in your school(s). TIDE 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) for summative assessment reporting and AIR Ways Reporting for interim assessment reporting. This enables ORS and AIR Ways to aggregate scores at the classroom, school, district, and state levels.

System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox, Chrome, or Internet Explorer. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the *System Requirements*. This publication is available in the Resources section of the Wyoming Assessment Portal, <http://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.

Activating Your TIDE Account

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

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



Note: All users will be required to do a one-time reset password update 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.

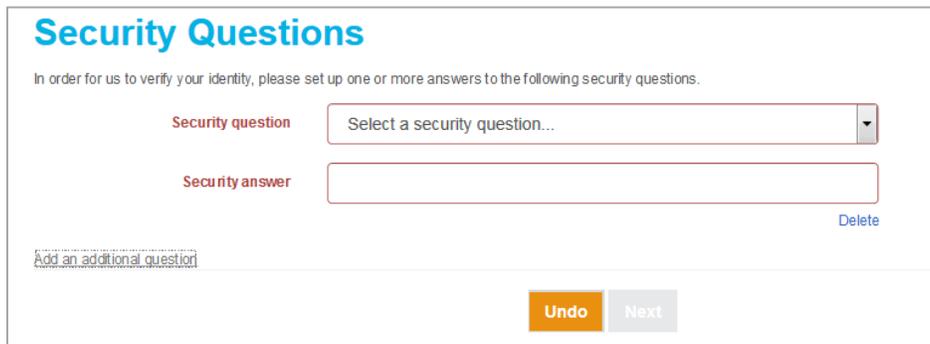
To activate your account:

1. Click the link in the activation email. The **Reset Your Password** page appears (see [Figure 1](#)).

Figure 1. Fields in the Reset Your Password page

2. In the *Password* and *Confirm Password* fields, enter a new password. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (% , # , or !).
3. Click **Submit**. The **Select a Security Question** page appears (see [Figure 2](#)).

Figure 2. Fields in the Select a Security Question Page



4. From the *Security Question* drop-down list, select a security question, and enter an answer.
5. *Optional:* To add an additional security question, click **Add an additional question**, select a security question and enter your answer. You can add multiple security questions, if desired.
6. Click **Next**. The Wyoming Assessment portal page appears.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see [Figure 4](#)) in the portal page.

Logging in to TIDE

To log in to TIDE:

1. Open your web browser and navigate to your portal (wyoassessment.org).
2. Click on the appropriate user role card (see [Figure 3](#)).

Figure 3. User Role Cards



3. Click the **TIDE** card. The **Login** page appears (see [Figure 5](#)).

Figure 4. TIDE Card



4. Enter your email address and password.
5. Click **Log In**. The TIDE dashboard appears (see [Figure 8](#)).

Figure 5. Login Page

Depending on your user role, TIDE may prompt you to select a role 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.

Requesting a Password Reset

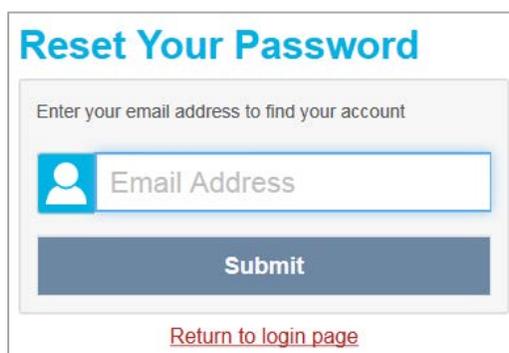
You need to request a password reset in any of the following situations:

- You forgot your password.
- You didn't activate your account within 15 minutes of receiving the activation email.

To request a password reset:

1. Click either of the links included in the activation email. Alternatively, display the **Login** page (see [Figure 5](#)) by following steps [1–4](#) in the section [Logging in to TIDE](#) and click **Forgot Your Password?**. The **Reset Your Password: Find Account** page appears (see [Figure 6](#)).

Figure 6. Fields in the Reset Your Password: Find Account Page



2. Enter your TIDE email address, and click **Submit**.
 - If you have already activated your account, your security question appears. Enter the response to the security question, and click **Submit**. TIDE sends you an email containing a link to reset your password.
 - If you have not yet activated your account, TIDE sends you an email containing a link to reset your password.



Note: The link must be accessed within 15 minutes or you will need to restart the password reset process.

3. Click the link in the email to go to the **Reset Your Password** page (see [Figure 1](#)) in TIDE.
4. In the *Password* and *Confirm Password* fields, enter a new password. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (% , # , or !). Your new password cannot be the same as your temporary or previous passwords.
5. Click **Submit**. TIDE resets your password. The **Select a Security Question** page appears.

- If you have already activated your account, review and modify your answers to the security question as necessary.
 - If you have not yet activated your account, set up your security question and answer as described in [Activating Your TIDE Account](#).
6. Click **Next**. The TIDE home page appears.

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 AIRAST-DoNotReply@airast.org to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year.

To reactivate your account:

1. Display the **Login** page (see [Figure 5](#)) by following steps [1](#)–[3](#) 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 6](#)).
2. Enter your TIDE email address, and click **Submit**. TIDE sends you an email containing a link to reset your password.
3. Follow steps [1](#)–[6](#) in the section [Activating Your TIDE Account](#) to reactivate your account.

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 Assessment 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 in to 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 TIDE user interface is designed to reflect the stages of the testing process as directly and simply as possible. 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 and students, 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](#).



Note: The state decides which features are turned on at what time. Depending on what the state has decided, it is possible that managing users and students are allowed while testing is in progress.

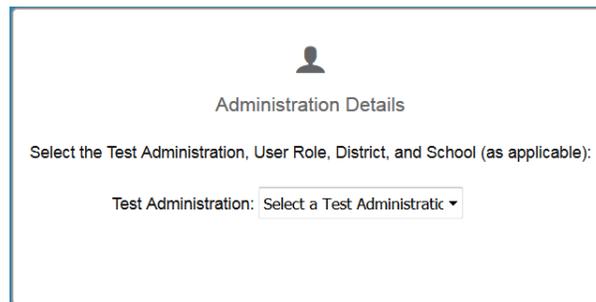
- **After Testing:** Tasks in this category could be performed when the testing process is finished. This category includes tasks for managing non-participation codes. For more information about this category, see the section [After Testing](#).

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 from one record type to another.

About the TIDE Dashboard

The Administration Details page appears when you first log in to TIDE (see [Figure 7](#)). This page requires you to select the test administration you will be working on, followed by your user role (if you have access to multiple roles), and your district (if your role is linked to multiple districts).

Figure 7. Administration Details Page




 Administration Details

Select the Test Administration, User Role, District, and School (as applicable):

Test Administration:

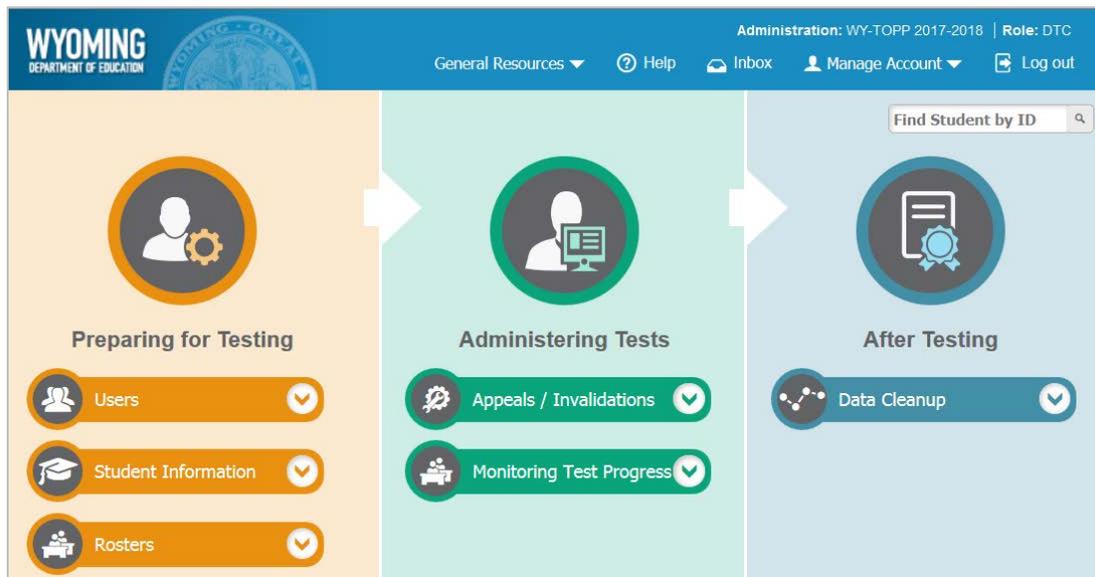
Next, the TIDE Dashboard appears ([Figure 8](#)). Every task you can perform in TIDE is available on this page.

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



The screenshot shows the TIDE Dashboard interface. At the top, there is a blue header with the Wyoming Department of Education logo on the left, and navigation links for 'General Resources', 'Help', 'Inbox', 'Manage Account', and 'Log out' on the right. The main content area is divided into three vertical panels:

- Preparing for Testing (Orange panel):** Contains three task menus: 'Users', 'Student Information', and 'Rosters'.
- Administering Tests (Green panel):** Contains two task menus: 'Appeals / Invalidations' and 'Monitoring Test Progress'.
- After Testing (Blue panel):** Contains one task menu: 'Data Cleanup'.

Each task menu has a dropdown arrow on its right side. A search bar labeled 'Find Student by ID' is located at the top right of the 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 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 Inbox and access the student data files you exported in TIDE as well as any secure documents, if available.
- **Manage Account:** This drop-down list allows you to change your user role or administration, 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 student ID (WISER ID), and switch to other AIR systems.

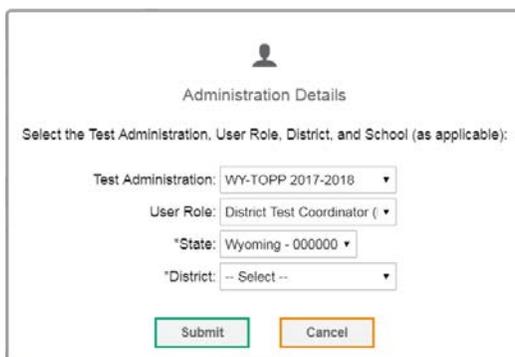
Changing Test Administration, Institution, or Role

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

To change test administration 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 window titled "Administration Details" with a user icon at the top. Below the title, it says "Select the Test Administration, User Role, District, and School (as applicable):". There are four dropdown menus: "Test Administration" (set to "WY-TOPP 2017-2018"), "User Role" (set to "District Test Coordinator"), "*State" (set to "Wyoming - 000000"), and "*District" (set to "-- Select --"). At the bottom, there are two buttons: "Submit" (green) and "Cancel" (orange).

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 test 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". At the top right of the form area is a red close button. Below the title, there 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 are as follows:

ROLE: District Test Coordinator	Phone number: 555-033-7197
*First Name: Smith	Email Address: jsmith@wy.edu
*Last Name: John	

At the bottom of the form, there 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



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 eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !.
4. Click **Update**.

TIDE saves your changes, and a confirmation message appears.

Switching Between WY Assessment Systems

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's record.

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

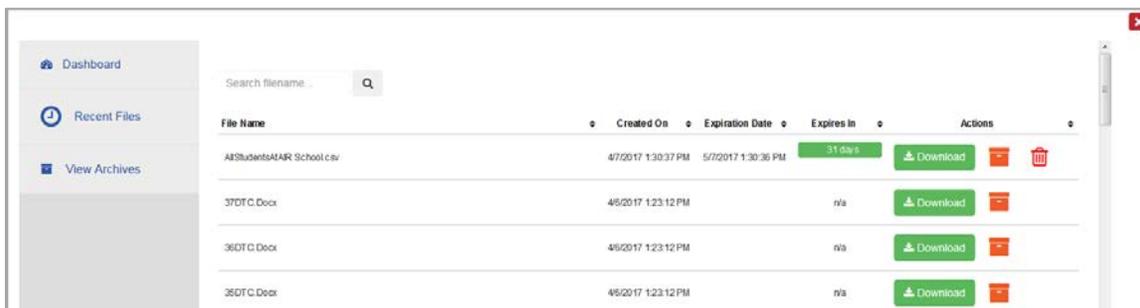
When searching for users, students, students' test settings, and appeals/invalidations, you can choose to export the search results to the Inbox. The Inbox (see [Figure 15](#)) serves as a secure repository that lists files containing the data that you have exported in TIDE. When you choose to export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

Figure 15. Inbox



2. *Optional*: Select the file view from the available tabs:
 - Dashboard: This is the default view and displays all the files except for the ones that you have archived.
 - Recent Files: Displays the files that have been recently created.
 - View Archives: 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 **Download**.
 - To archive a file, click .
 - To delete a file, click .



Note: About File Deletion

- The  button is only displayed when you are viewing files from the *Dashboard* file view. Hence, archived files cannot be deleted.
- You can delete files that you have exported, but you cannot delete secure documents uploaded to the Inbox by admin users.

Overview of Task Page Elements

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

Navigating Record Forms

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

Figure 16. Sample Record Form

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

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



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

Uploading Records

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

Figure 17. Sample File Upload Page

When uploading a file to TIDE, you must first download a file template and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided in [Preparing for Testing](#).

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 PDF 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.

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

Upload User [Upload New File](#)

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

i This page indicates how many records were committed or excluded. To upload another file, click **Upload New File**.

Step 4: Confirmation

Results: 11 records committed, 3 records excluded

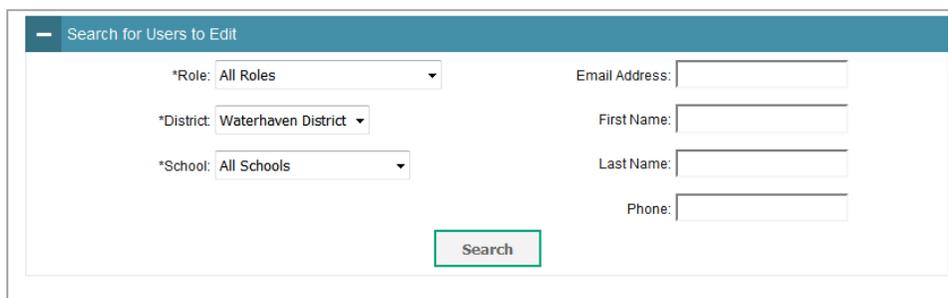
Upload New File

- 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:

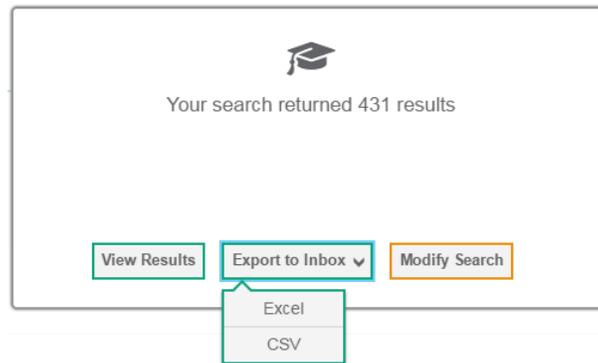
1. In the search panel, enter search terms and select values from the available search parameters, as required.



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:
 - a. To include an additional search criterion in the search, select it and click **Add**.
 - b. *Optional:* To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
 - c. For information about how TIDE evaluates additional search criteria, see [Evaluating Advanced Search Criteria](#).
3. Click **Search**.
 - o If searching for users, students, students' test settings, and appeals/invalidations, proceed to the next step.
 - o 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](#).

- The list of retrieved records appears below the search panel (see [Figure 23](#)).

Figure 23. Sample Search Results

	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	

- 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.

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* page

- For printing or exporting student records from the *View/Edit/Export Students* page, 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.

Section IV. Preparing for Testing

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

This section covers the following topics:

- [Managing TIDE Users](#)
- [Managing Student Information](#)
- [Managing Student Test Settings and Tools](#)
- [Managing Rosters](#)
- [Working with Orders for Testing Materials](#)

Managing TIDE Users

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

Adding User Accounts

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



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

To add a user account:

1. From the **Users** task menu on the TIDE dashboard, select **Add Users**. The **Add Users** page appears (see [Figure 24](#)).

Figure 24. Fields in the Add User Page

*Role: Test Administrator (TA) ▼	*Email Address: jp@email.com
*District: Waterhaven District ▼	*First Name: John
*School: School of Arts Elementary ▼	*Last Name: Phoebe
	Phone: 202-123-4567
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

2. Select the role, district, and school associated with the new user.
3. Using [Table 2](#) as a reference, enter the user's first name, last name, email address, and other details in the optional fields.
4. Click **Save**.
5. In the affirmation dialog box, click **Continue**. TIDE adds the account and sends the new user an activation email from AIRAST-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 you want to view. The **View/Edit User: [User's Name]** form appears (see [Figure 25](#)).

Figure 25. Fields in the View/Edit User: [User's Name] Form

*Role: Test Administrator (TA) ▼	*Email Address: WashingtonF@air.org
*District: Waterhaven District ▼	*First Name: Fred
*School: Reflection Academy ▼	*Last Name: Washington
	Phone: (202)123-4567

4. If your user role allows it, modify the user's details as required. Use [Table 2](#) as a reference.
5. Click **Save**.
6. 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
Role	User's role. For an explanation of user roles, see the <i>User Role and Access Chart</i> available on wyoassessmentportal.org/resources .
District	District associated with the user. To modify the district associated with a user, you must delete and add the user using file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads .
School	School associated with the user. To modify the school associated with a user, you must delete and add the user using file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads .
Email Address	Email address for logging in to TIDE.
First Name	User's first name.
Last Name	User's last name.
Phone	User's phone number.
TA Certified	Indicates if the user has been trained to use online assessment systems. Once the user completes the TA Certification Course this field will automatically populate with a Y.

Deleting User Accounts

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

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
DISTRICT ID*	District associated with the user.	Seven digits; include leading zeros. Must exist in TIDE, and must be associated with the user uploading the file.
SCHOOL ID*	School associated with the user.	Seven digits; include leading zeros. Must exist in TIDE, be associated with the district, and be associated with the user uploading the file.
FirstName*	User's first name.	Up to 50 characters.
LastName*	User's last name.	Up to 50 characters.
Email*	User's email address.	Up to 75 characters that are valid for an email address. This is the user's username for logging in to TIDE.
Role*	User's role. For an explanation of user roles, see the User Role Chart found on the Wyoming Assessment Portal.	One of the following: ALT TA—Alternate Assessment Test Administrator BC—Building Coordinator DDR—District Data Reviewer DTC—District Test Coordinator PR—Proctor SS—Second Scorer State—State Administrator TA—Test Administrator
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.

Column	Description	Valid Values
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 26](#) is an example of a simple 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, adding his BC 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 BC role.
- The fourth row adds Patricia Martin as a Test Administrator (TA) for school 9000.
- The fifth row adds Patricia Martin as a school administrator for a different school—9001.

Figure 26. Sample User Upload File

	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastName	Email	Role	Phone	Action
2	99	9000	Thomas	Walker	tw@air.org	TA		ADD
3	99	9000	Thomas	Walker	tw@air.org	BC	305-555-1212	ADD
4	99	9000	Thomas	Walker	tw@air.org	BC	305-555-1213	DELETE
5	99	9000	Patricia	Martin	pm@air.org	TA		ADD
6	99	9000	Patricia	Martin	pm@air.org	BC		ADD

Managing Student Information

This section describes how to add, modify, and delete students' records, and how those records affect testing and reporting.

Adding Students

This section explains how to add a new student record to TIDE.



Note: When you add a student to a district and school, you must be associated with those entities. For example, district-level users can add students to any school within their district.

To add a student:

1. From the **Student Information** task menu on the TIDE dashboard, select **Add Student**. The **Add Student** form appears (see [Figure 27](#)). For more information about using record forms, see the section [Navigating Record Forms](#).

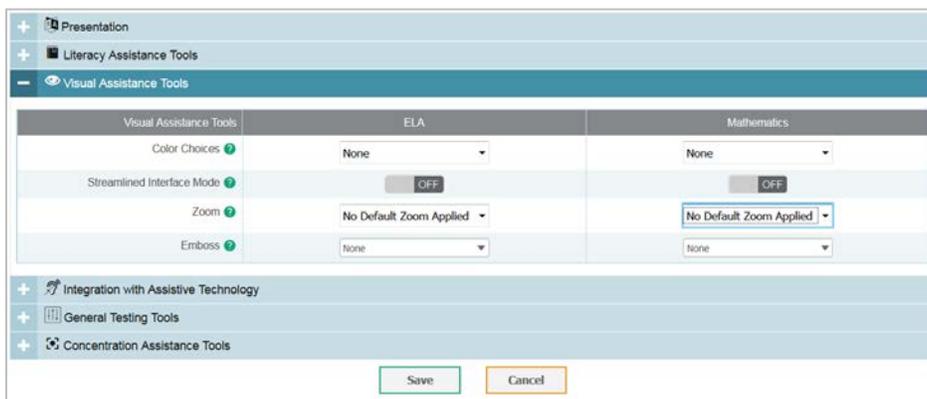
Figure 27. Fields in the Add Student Form (top portion)

The screenshot shows the 'Add Student' form with the 'Student Information' section expanded. At the top, there is a header 'Add Student' and a sub-header 'Student Information'. Below the header, there are two buttons: 'Save' and 'Cancel'. The form contains the following fields and options:

- *District: -- Select --
- *School: -- Select --
- *WISER ID: [Text Input]
- *Student's Last Name: [Text Input]
- *Student's First Name: [Text Input]
- Student's Middle Initial: [Text Input]
- *Gender: Male Female
- *Grade: - Select -
- *Date of Birth: [Date Picker]
- *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: [Text Input]
- First Entry Date into a US School (MMDDYYYY): [Text Input]
- *Home Schooled: Yes No

2. In the *Demographics* panel, enter the student's demographic information, using [Table 4](#) as a reference.
3. In the available student test settings and tools panels (see [Figure 28](#)), enter the student's settings for each test, using [Table 5](#) as a reference. The test settings are grouped into categories, such as visual, auditory, and presentation. Furthermore, the options available for a test setting are also grouped to indicate if an option is an accommodation, designated support, or universal tool. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

Figure 28. Sample Student Settings and Tools Panel



4. Click **Save**.

- a. If TIDE reports that another student already has the WISER ID, please contact the WY Assessments Help Desk.

[Table 4](#) describes the fields in the *Demographics* panel on the Student form.

Table 4. Fields in the Demographics Panel

Field	Description
Student Information Panel	
District*	District responsible for specific educational services or instruction of the student.
School*	School responsible for specific educational services or instruction of the student.
WISER ID*	Student's statewide identification number.
Student's Last Name*	Student's last name.
Student's First Name*	Student's first name.
Student's Middle Initial	Initial of student's middle name.
Gender*	Student's gender.
Grade*	Student's enrolled grade.
Date of Birth*	Student's date of birth.
Hispanic or Latino*	Indicates student has origins in any of the original peoples of Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

Field	Description
American Indian or Alaska Native*	Indicates student has origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.
Asian*	Indicates student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American*	Indicates student has origins in any of the original peoples of Africa.
White*	Indicates student has origins in any of the original peoples of Europe, Middle East, or North Africa.
Native Hawaiian or Other Pacific Islander*	Indicates student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Idea Indicator*	Indicates student has an independent education plan.
English Language Learner*	Indicates student's English Language Learner status.
Section 504 Status	Student's Section 504 status.
Language Code	Primary language spoken by the student.
First Entry Date into a US School	Student's first day of school (ELL students only).
Home Schooled*	Indicates student is home schooled.
Test Eligibility Panel	
Paper Tester	Flag to indicate whether a student will test on paper instead of online.
Alternate Assessment Tester	Flag to indicate student's alternate assessment status.
ALT Second Scorer	Student has another trained Test Administrator observe the administration and independently score the student's responses.

*Required field

[Table 5](#) describes the fields in the different test settings and tools panels on the Student form.

Table 5. Fields in the Test Settings and Tools Panels

Field	Description
Presentation	
American Sign Language	Availability of American Sign Language video.

Field	Description
Braille Type	Sets the type of Braille file used for students testing with the Braille language setting (Uncontracted or Contracted).
Language/Presentation	Sets the language in which test items appear.
Literary Assistance Tools	
Text-to-Speech	Sets which test content is administered with the TTS accommodation.
TTS Tracking	When enabled, each word in an item is highlighted as it is read.
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.

Viewing and Editing Students

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

To view and edit student details:

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
 2. Enter other search criteria as required 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. This form is similar to the form used to add student records (see [Figure 27](#)).
 4. If your user role allows it, modify the student's record as required.
 - In the available test settings and tools panels (see [Figure 28](#)), modify the student's test settings, using [Table 5](#) as a reference. The test settings are grouped into categories, such as visual, auditory, language, and presentation. Furthermore, the options available for a test setting are also grouped to indicate if an option is an accommodation, designated support, or universal tool. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.
 - In the *Test Eligibility* panel, mark or clear checkboxes as required to modify the student's eligible tests.
-  **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.
5. Click **Save**.
 6. In the affirmation dialog box, click **Continue** to return to the list of student records.

Moving Students Between Schools

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

To move students:

1. Retrieve the student account you want to view or edit by following the procedure in the section [Viewing and Editing Students](#).
2. In the list of retrieved records, do one of the following:
 - Mark the checkboxes for the students you want to move.
 - Mark the checkbox at the top of the table to move all students listed on the page.



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

3. Do one of the following:
 - Click **Move to Other School** above the search results.
 - Click  in the floating Actions toolbar.
4. A section appears for moving the students. From the *District* drop-down list (if available), select the district to which you want to move the student.
5. From the *School* drop-down list, select the school to which you want to move the student.
6. Click **Yes**. After TIDE moves the student, an affirmation message appears.
7. Click **Continue** to return to the student listing.

Deleting Students

When you delete a student from TIDE, that student is no longer eligible for testing. The reporting systems (ORS and AIR Ways) retain the student's test answers and scores accumulated before the deletion.

To delete students:

1. Retrieve the student records you want to delete by following the procedure in the section [Viewing and Editing Students](#)
2. Do one of the following:

- Mark the checkboxes for the students you want to delete.
- Mark the checkbox at the top of the table to delete all students listed on the page.



Note: When deleting students, you can only delete students who are listed on the page that you are viewing.

3. Click , and in the affirmation dialog box click **Yes**.
4. Click **Continue** to return to the student listing.

Adding, Editing, or Deleting Students through File Uploads

If you have many students 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 student records:

1. From the **Student Information** task menu on the TIDE dashboard, select **Upload Student Information**. The **Upload Student Information** page appears.
2. Following the instructions in the section [Uploading Records](#) and using [Table 6](#) as a reference, fill out the Student template and upload it to TIDE.

[Table 6](#) provides the guidelines for filling out the Student template that you can download from the **Upload Student Information** page.

Table 6. Columns in the Student Upload File

Column Name	Description	Valid Values
DistrictID*	District responsible for specific educational services or instruction of the student.	Exactly 7 numeric digits
SchoolID*	School responsible for specific education services and/or instruction of the student.	Exactly 7 numeric digits
LastOrSurname*	Student's last name.	Up to 35 characters.
FirstName*	Student's first name.	Up to 35 characters.
MiddleName	Student's middle name.	Up to 35 characters.
Birthdate*	Day on which student was born.	Date in format MMDDYYYY. Add leading zero for single-digit numbers.

Column Name	Description	Valid Values
WISERID*	Student's statewide identification number	Exactly eight digits. If adding students with identifiers that are already associated with students of a different name, TIDE displays a corresponding error message during the validation process.
Grade	Student's enrolled grade.	KG - Kindergarten 01 - First grade 02 - Second grade 03 - Third grade 04 - Fourth grade 05 - Fifth grade 06 - Sixth grade 07 - Seventh grade 08 - Eighth grade 09 - Ninth grade 10 - Tenth grade 11 - Eleventh grade 12 - Twelfth grade
Gender*	Student's gender.	<ul style="list-style-type: none"> • M—Male • F—Female
Hispanic or Latino*	A person having origins in any of the indigenous peoples of Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	<ul style="list-style-type: none"> • Y—Yes • N—No
American Indian or Alaska Native*	A person having origins in any of the indigenous peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	<ul style="list-style-type: none"> • Y—Yes • N—No
Asian*	A person having origins in any of the indigenous peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	<ul style="list-style-type: none"> • Y—Yes • N—No

Column Name	Description	Valid Values
Black or African American*	A person having origins in any of the indigenous peoples of Africa.	<ul style="list-style-type: none"> • Y—Yes • N—No
White*	A person having origins in any of the original indigenous peoples of Europe, Middle East, or North Africa.	<ul style="list-style-type: none"> • Y—Yes • N—No
Native Hawaiian or Other Pacific Islander*	A person having origins in any of the indigenous peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	<ul style="list-style-type: none"> • Y—Yes • N—No
IDEA*	Indicates student has intellectual disability; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance (hereafter referred to as emotional disturbance); orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program (IEP), Individual Family Service Plan (IFSP), or service plan.	<ul style="list-style-type: none"> • Y—Yes • N—No
ELL*	Indicates student has a language other than English spoken in the home and qualifies for English language services because the student did not test Proficient on the state language proficiency assessment.	<ul style="list-style-type: none"> • Y—Yes • N—No

Column Name	Description	Valid Values
Section504Status	Individuals with disabilities who are being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended.	<ul style="list-style-type: none"> • Y—Yes • N—No • Blank
LanguageCode	The code for the specific language or dialect that a person uses to communicate.	Up to 3 characters, alpha only <ul style="list-style-type: none"> • ENU—English • ENU-Braille—Braille • ESN—Spanish
First Entry Date into a US School	The year, month and day of a person's initial enrollment into a United States school.	<ul style="list-style-type: none"> • MMDDYYYY • Blank
PaperTester	This flag will indicate whether a student will test on paper instead of online.	<ul style="list-style-type: none"> • Y—Set student to paper mode • No/Blank - Online student
AlternateAssessment	This flag indicates if a student is an alternate assessment tester	<ul style="list-style-type: none"> • Y—Set student to Alt • No/Blank - WY-TOPP student
Home School	Indicates student is home schooled.	<ul style="list-style-type: none"> • Y—Yes • N—No • Blank
Alt Second Scorer	This flag indicates if a student in second rater or not for Wyoming Alt	<ul style="list-style-type: none"> • Y—Yes • N—No • Blank

*Required field.

[Figure 29](#) is an example of a simple upload file with the following transaction:

- The first row (aside from the header row) adds José Gonzales as a student to the school whose ID is 123456.

Figure 29. Sample Student Upload File

	A	B	C	D	E	F	G	H	I
1	District IRN	School IRN	FirstName	LastName	MiddleInitial	Birthdate	WISER ID	Grade	Gender
2	1234	123456	Jose	Gonzales	C	01-01-2004	999999123	4	M

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 highlighter. 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 **Student Information** 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 **Student Information** 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 7](#) as a reference, fill out the Test Settings template and upload it to TIDE.

[Table 7](#) provides the guidelines for filling out the Test Settings template that you can download from the **Upload Test Settings and Tools** page.

Table 7. Columns in the Test Settings Upload File

Column Name	Description	Valid Values
WISER ID*	Student's statewide identification number.	Eight digits.

Column Name	Description	Valid Values
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 8 .
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See Table 8 .

*Required field.

[Table 8](#) lists the valid values for the Tool Name and Value columns in the Test Settings template.

Table 8. 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	ELA Math Science
		Dark Blue	
		Light Blue	
		Light Green Reverse Contrast	

Tool Name	Description	Valid Value	Applies to
		Magenta	
		Medium Gray on Light Gray	
		Yellow on Blue	
Emboss	Indicates availability of embossed printing for online Braille tests.	None	ELA Math Science
		Stimuli & Items	
Line Reader	Toggles the Line Reader tool on or off, allowing the student to highlight text as they read.	Off	ELA Math Science
		On	
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.	Masking Available	ELA Math Science
		Masking Not Available	
Non-Embedded Accommodations	Various non-embedded accommodations.	Alternate Response Options	ELA Math Science
		Read Aloud Stimuli	
		Scribe Items (Writing)	
		Speech-to-Text	
		None	
Permissive Mode	Student can use auxiliary software during testing.	Off	ELA Math Science
		On	
Presentation/Language	Language in which test items appear.	Braille	ELA, Math, Science
		English	ELA, Math, Science
		Spanish	Math Science
Print on Demand	Allows student to request printouts of items and stimuli.	None	ELA Math Science
		Stimuli & Items	
Streamlined Mode	Displays test items in a simplified layout.	Off	ELA Math Science
		On	

Tool Name	Description	Valid Value	Applies to
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 Math Science
		Off	
Print Size	Size of text on screen	Level 1—1X	ELA Math Science
		Level 2—1.5X	
		Level 3—1.75X	
		Level 4—2.5X	
		Level 5—3X	
		Level 6—5X (Use with Streamline Mode enabled)	
		Level 7—10X (Use with Streamline Mode enabled)	
		Level 8—15X (Use with Streamline Mode enabled)	
		Level 9—20X (Use with Streamline Mode enabled)	

Figure 30 is an example of a simple upload file that sets the colors on the ELA test for the student with ID 9999999999 to medium-gray on light-gray background.

Figure 30. 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 the Online Reporting System (ORS) and in AIR Ways. ORS and AIR Ways can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test.

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

Adding New Rosters

Since teachers are responsible for the growth and development of student's skill-sets, such as reading, writing, research, communication, and problem solving, it is important for a teacher to be able to analyze student performance data and adjust teaching strategies accordingly. 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 31](#)). For more information about using record forms, see the section [Navigating Record Forms](#).

Figure 31. 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 32](#)), 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 are grayed out and the date on which they left the school is displayed. You can still add these students to your roster, if desired.

- 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 32. Add/Remove Students to Roster Panel: Current and Past Students

Students To Display: <input type="radio"/> Current Students <input checked="" type="radio"/> 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"/>				
Add	Grade	Student Name	WISER ID	Left School
<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	

Selected Students (0) <input type="text" value="Quick Search"/>				
Remove	Grade	Student Name	WISER ID	Left Roster

- 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**.
- 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 31](#)).
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 32](#)), 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, his record will be grayed out in the *Selected Students* list and the date on which he was removed from the roster will be displayed. If the student is still associated with the school, he will be listed in the *Available Students* list as a regular student. However, if he has left the school then his record will appear grayed out in the *Available Students* list as well and the date he left the school will be displayed.



Note: You can add students to your roster even if they are grayed out.

- 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 33. 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"/>	+	Grade 3	Washington, George	9990009010		<input type="checkbox"/>	x	Grade 3	Doe, Jane	9990009012	
<input type="checkbox"/>	+	Grade 3	Adams, John	9990009019		<input type="checkbox"/>	x	Grade 3	Doe, John	9990009011	06/2013
<input type="checkbox"/>	+	Grade 3	Jefferson, Thomas	9990009018		<input type="checkbox"/>	x	Grade 3	Doe, Janet	9990009009	
<input type="checkbox"/>	+	Grade 3	Madison, James	9990009017		<input type="checkbox"/>	x	Grade 3	Doe, Jake	99900090108	
<input type="checkbox"/>	+	Grade 3	Monroe, James	9990009016	03/2013	<input type="checkbox"/>	x	Grade 3	Potter, Harry	99900090100	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**.
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 50.

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 Settings for Students in a Roster

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

To print test settings for students in a roster:

1. Retrieve the rosters for which you want to print test settings by following the procedure in the section [Searching for Records](#).
2. Do one of the following:
 - Mark the checkboxes for the rosters you want to print.
 - Mark the checkbox at the top of the table to print all retrieved rosters.



Note: When printing multiple rosters, the total number of students included in the rosters should not exceed 50.

3. Click , and then select **Student Settings and Tools**.
4. Under *Print Options*, verify *Student Settings and Tools* is selected. The Student Test Settings and Tools report appears.
5. Click **Print**. Your browser downloads the generated PDF.

Deleting Rosters

You can delete rosters created in TIDE, the Online Reporting System, 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 **Yes**.

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 Roster** page appears.
2. Following the instructions in the section [Uploading Records](#) and using [Table 9](#) as a reference, fill out the Roster template and upload it to TIDE.

[Table 9](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 9. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	Must exist in TIDE, and must be associated with the user uploading the file.
School ID*	School associated with the roster.	Must exist in TIDE, and must be associated with the user uploading the file.
Email Address*	Email address of the teacher associated with the roster.	Up to 75 characters. Must exist in TIDE.
Roster Name*	Name of the roster.	Up to 255 characters.
WISER ID*	Student's unique identifier within the district.	8 digits.

*Required field.

[Figure 34](#) is an example of a simple upload file that creates a roster with two students.

Figure 34. 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.

Working with Orders for Testing Materials

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

For schools administering the WY-ALT, your school will be pre-loaded to receive Test Administrator (TA) Kits during the Initial Order window. TIDE is preloaded with an estimated number of TA Kits based on a ratio derived from the number of students reported by school and grade band from the Wyoming Department of Education. **To see orders for WY-ALT, you must select the WY-ALT Spring 2018 administration when logging in to TIDE.**

For schools administering WY-TOPP, Building Coordinators will need to order test booklets during the Initial Order Window based on student accommodation needs. If more materials are needed, the Building Coordinator may place an order for more paper materials during the Additional Order Window. **To see orders for WY-TOPP, you must select the WY-TOPP 2017-2018 administration when logging in to TIDE.**

This section describes how to set up contact information of the person serving as a district-level or a school-level test coordinator, how to establish the shipping address to which all district-level or school-level orders for testing materials are shipped, how to review the orders for those materials, and how to order additional quantities as necessary. This section also describes how to track order shipments and returns.

Reviewing and Modifying Initial Orders

You can review and modify initial orders at any time during the initial order window. For **WY-ALT**, pre-loaded initial order quantities will appear in TIDE for your school. For **WY-TOPP** paper materials, initial order quantities are not pre-loaded and Building Coordinators will enter the needed quantities for the school.

To review and modify initial orders:

1. Confirm the appropriate administration (**WY-ALT** or **WY-TOPP**) is selected. To do this, in the TIDE banner (see [Figure 10](#)), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears (see [Figure 11](#)) and includes the Test Administration drop-down menu. Click **Submit** to save any changes made.
2. From the **Orders** task menu on the TIDE dashboard, select **On-Time Orders**. The **Initial Orders** form appears (see [Figure 35](#)). For more information about using record forms, see the section [Navigating Record Forms](#).

Figure 35. Initial Orders Page

The screenshot shows the 'Paper Orders' page with a header that says 'Use this page to view and modify additional orders.' Below the header is a 'Contact Info' panel with the instruction 'Verify your contact information below.' The panel is divided into two columns: 'District Coordinator Information' and 'Shipping Information'. The 'District Coordinator Information' column includes fields for Name (pre-filled with 'Demo District'), *First Name, Middle Name, *Last Name, *Email Address, and Alternate Email Address. The 'Shipping Information' column includes fields for Contact Person, *Address Line1, Address Line2, *City, *State, and *Zip Code.

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



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

Figure 36. Fields in the Initial Orders Page

4. In the *Search for Orders* panel, mark **School**, and then select a school.
5. Click **Search**. The *Shipping Address* and *Comments* panels appear, along with a list of materials available for ordering.
6. *Optional*: To change the shipping address, return to the *Contact Info* panel.
7. *Optional*: To view comments about the order, use the *Comments* panel, if available.
8. In the list of initial orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive (see [Figure 37](#)).



Note: For **WY-TOPP** orders, the quantity will default to zero. Enter the quantity needed for each type of material.

Figure 37. List of Initial Orders for WY-ALT

The following table lists your initial or on-time orders for Demo School WY 1

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
GR3-5 TA Kit	3	3	2	<input type="text" value="2"/>
GR6-8 TA Kit	3	3	0	<input type="text" value="0"/>

Figure 38. List of Initial Orders for WY-TOPP

The following table lists your initial or on-time orders for Demo School WY 1

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
Grade 3 Large Print ELA Kit	0	0	2	<input type="text" value="2"/>
Grade 3 Large Print Math Kit	0	0	0	<input type="text" value="0"/>

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

[Table 10](#) describes the columns in the *Initial Orders* page.

Table 10. Columns in the Initial Orders Page

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

Placing Additional Orders

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

To request additional materials:

1. Confirm the appropriate administration (**WY-ALT** or **WY-TOPP**) is selected. To do this, in the TIDE banner (see [Figure 10](#)), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears (see [Figure 11](#)) and includes the Test Administration drop-down menu. Click **Submit** to save any changes made.
2. From the **Orders** task menu on the TIDE dashboard, select Additional Orders. The **Additional Orders** form appears (see [Figure 39](#)). For more information about using record forms, see the section [Navigating Record Forms](#).

Figure 39. Fields in the Additional Orders Page

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



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

4. Mark **School**, and then select a school.
5. Click **Search**. A list of materials available for ordering appears (see [Figure 40](#)).

Figure 40. List of Available Additional Orders

The following table lists your additional orders for Demo School 1				
Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
GR3-5 TA Kit <i>TA Kit includes: Braille test books.</i>	10	10	0	2

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

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

[Table 11](#) describes the columns in the *Additional Orders* page.

Table 11. Columns in the Additional Orders Page

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

Viewing Order History

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

To review order history:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order History**. The **Order History** page appears (see [Figure 41](#)).

Figure 41. Fields in the Order History Page

Order history for my district						
Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
- District: XYZ District						
131234	Initial	Belle, Samantha	Processed	10/13/2015 10:16AM (EST)		
130253	Additional	Williams, Harry	In Process	10/15/2015 12:00PM (EST)		
135262	Initial	Smith, John	Processed	10/15/2015 2:00PM (EST)		
132673	Additional	Davis, Evette	In Process	10/16/2015 9:25AM (EST)		
137352	Additional	Brown, Mark	Approved	10/17/2015 01:36PM (EST)		
+ School: ABC School						

2. To view the order details, click the order number in the Order Number column. The Order Details form appears.
3. To view the order's tracking report, click .
4. To view the order's packing lists, manifests, and security checklists, click .

[Table 12](#) describes the columns in the order history page.

Table 12. Columns in the Order History Page

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

[Table 13](#) describes the columns in the order details form.

Table 13. Columns in the Order Details Form

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

Viewing Order Summary

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

To review order quantity reports:

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

Figure 42. Fields in the Order Summary Page

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

[Table 14](#) describes the columns in the **Order Summary** page.

Table 14. Columns in the Order Summary Page

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

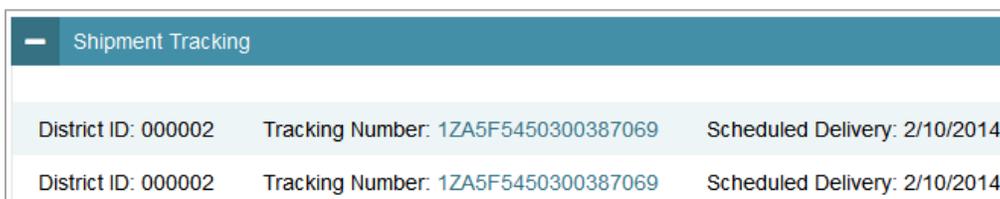
Tracking Inbound Shipments

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

To view inbound tracking reports:

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

Figure 43. Shipment Tracking Panel in the Track Shipments Page



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

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

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](#)
- [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 44. 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

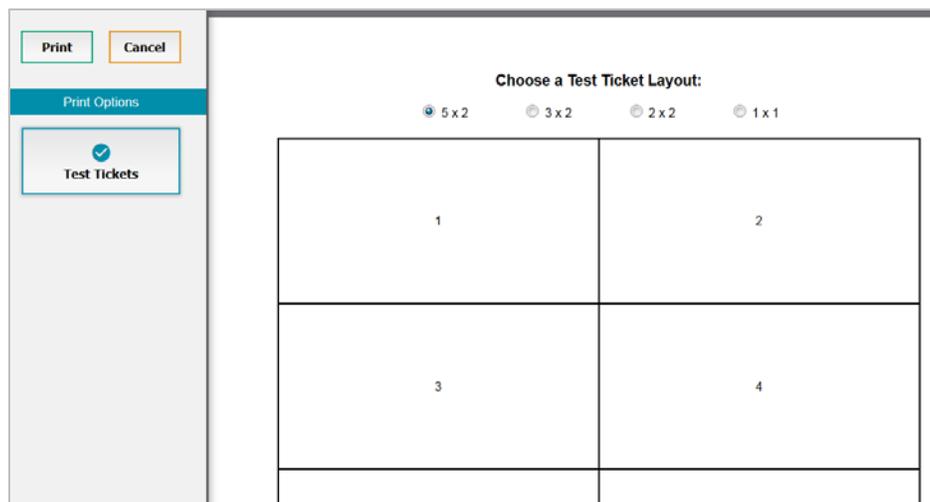
This section explains how to print test tickets from a list of students.

To print test ticket labels:

1. Retrieve the students for whom you want to print test tickets 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 test tickets printed.

3. 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.
4. 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**.
5. In the new browser window that opens displaying a layout for selecting the printed layout (see [Figure 45](#)), verify **Test Tickets** is selected in the *Print Options* section.

Figure 45. Layout Model for Test Tickets



6. 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.
5. Click  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see [Figure 45](#)).
6. Verify **Test Tickets** is selected in the *Print Options* section.
7. 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 AIR Ways or ORS report the test scores.

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 15](#) provides descriptions of each invalidation request type.

Table 15. Types of 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.

Type	Description
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 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 appeal request's status can change throughout its life cycle. [Table 16](#) lists the available statuses.

Table 16. Statuses of Appeal Requests

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

[Table 17](#) lists the valid combinations of appeal requests and test statuses. For example, you can appeal a test that is in one of the following statuses: completed, denied, expired, paused, reported, scored, or submitted.

Table 17. Available Appeal Requests by Test Result 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 appeal by doing the following:
 - a. From the **Appeals/Invalidations** task menu on the TIDE dashboard, select **Create Requests**. The **Create Requests** page appears (see [Figure 46](#)).

Figure 46. Selection Fields in the Create Requests Page

- b. Select a request type.
- c. From the drop-down lists and in the text field, enter search criteria.
- d. Click **Search**. TIDE displays the found results at the bottom of the **Create Requests** page (see [Figure 47](#)).

Figure 47. Retrieved Test Results

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

2. Mark the checkbox for each result for which you want to create a test appeal, 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 Appeal Requests

To view appeal requests:

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

Figure 48. 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 filtering requests:

- 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 currently set to 'All'.

2. Retrieve the appeal requests you want to view by following the procedure in the section [Searching for Records](#). [Figure 49](#) shows retrieved invalidation requests.

Figure 49. Retrieved Invalidation Requests

The screenshot shows a table of retrieved invalidation requests. At the top, there are action buttons for 'Process', 'Print', and 'Export'. Below the buttons is a search bar with the text 'Enter search terms to filter search result'. The table has the following data:

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	992421525
Rejected	16399	834	99-999	Reset a Test	Taylor	John	992421867

3. *Optional:* Review the initiator’s reason for the appeal 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. From the **Appeals/Invalidations** task menu on the dashboard, select **Approve Requests**. The **Approve Requests** page appears.
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 appeal 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 appeal 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 18](#) as a reference, fill out the Appeal Request template and upload it to TIDE.

[Table 18](#) provides the guidelines for filling out the Appeal Request template that you can download from the **Upload Requests** page.

Table 18. 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.

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.
- **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.

Plan and Manage Testing

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 50](#)).

Figure 50. 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

2. In the *Step 1: 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.
 - d. *Optional:* From the **Enrolled Grade** drop-down list, select a grade.
 - e. *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 *Step 2: Choose Who* 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 **All** from this list to view a report containing all schools in your selected district.



Note: The **All** option for selecting all schools is only available for districts with 20 or less schools. If a district has more than 20 schools, you have to generate reports for one school at a time.

- 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.

4. In the *Step 3: 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**} between {**start date**} and {**end date**}.
 - Search student(s) by {**SSID/Name**}: {**SSID/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 51](#) displays a sample Plan and Manage Testing report output, and [Table 19](#) provides descriptions of the columns in this report.

Figure 51: Plan and Manage Testing Report

Number of records found: 2						
Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language
Smith, Ben	9999992563	03	ELA	N	Grade 3 Science	ENU
Garcia, Matt	9999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU

Table 19. Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student’s legal name (Last Name, First Name).

Attribute	Description
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.

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 52](#)), select the parameters for which tests to include in your report.

Figure 52. Test Completion Rates Search Fields

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

[Figure 53](#) displays a sample Test Completion Rate report and [Table 20](#) lists the columns in this report.

Figure 53. 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 20. Columns in the Test Completion Rates Report

Column	Description
Date	Date and time that the file was generated.

Column	Description
Test Name	Grade, test, and subject that are being reported.
Test	Test that is being reported.
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 54](#)), select search criteria for the test and administration.

Figure 54. Test Status Code Report Search Fields

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 55](#)).

Figure 55. 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 21](#) lists the columns in the Test Status Code Report.

Table 21. Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
WISER ID	Student's Statewide Student Identifier number.
Test Name	Test in which student did not participate.
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 22](#) describes each status that a test opportunity can have.

Table 22. Test Opportunity Status Descriptions

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

Status	Definitions
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 AIR Ways or 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

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

Data Cleanup

This section explains how to manage non-participation codes.

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, a parent opt-out, 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 writing prompts. [Table 23](#) lists the special codes and their descriptions.

Table 23. 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 56](#)).

Figure 56. Fields in the Non-Participation Codes Page

The screenshot shows the 'Search for Non-Participation Codes to Edit' page. It features a search form with the following fields and options:

- *District:** Waterhaven District (dropdown)
- *School:** All Schools (dropdown)
- External ID:** (text input)
- Last Name:** (text input)
- First Name:** (text input)
- Assessed Grade:** - Select - (dropdown)

Below the main search fields is an 'Additional Search' section with a light blue background:

- Search Fields:** Gender (dropdown)
- Gender:** Female, Male
- Additional Criteria Chosen:**
 - Print on Demand: Yes
 - Streamlined ELA: Yes
 - Streamlined ELAPT: Yes

Buttons for 'Add', 'Remove All', and 'Remove Selected' are located at the bottom of the 'Additional Search' section. A 'Search' button is located at the bottom center of the 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 57](#)).

Figure 57. Edit Non-Participation Codes

Student Information	
External ID: 9990005566	Birth Date (MMDDYYYY): 01071999
Last Name: Washington	Gender: Male
First Name: George	Assessed Grade: 03
Middle Name: William	

Special Codes	
6-8 ELA Reading: - No Special Code -	Grades 6-8 Math Training Tes: - No Special Code -
7-8 Math: - No Special Code -	Grade 6 ELA Practice Test: - No Special Code -
6 ELA Writing: - No Special Code -	Grade 06 Math - Geometry (IAB): - No Special Code -

- 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 23](#).
- Click **Save**.

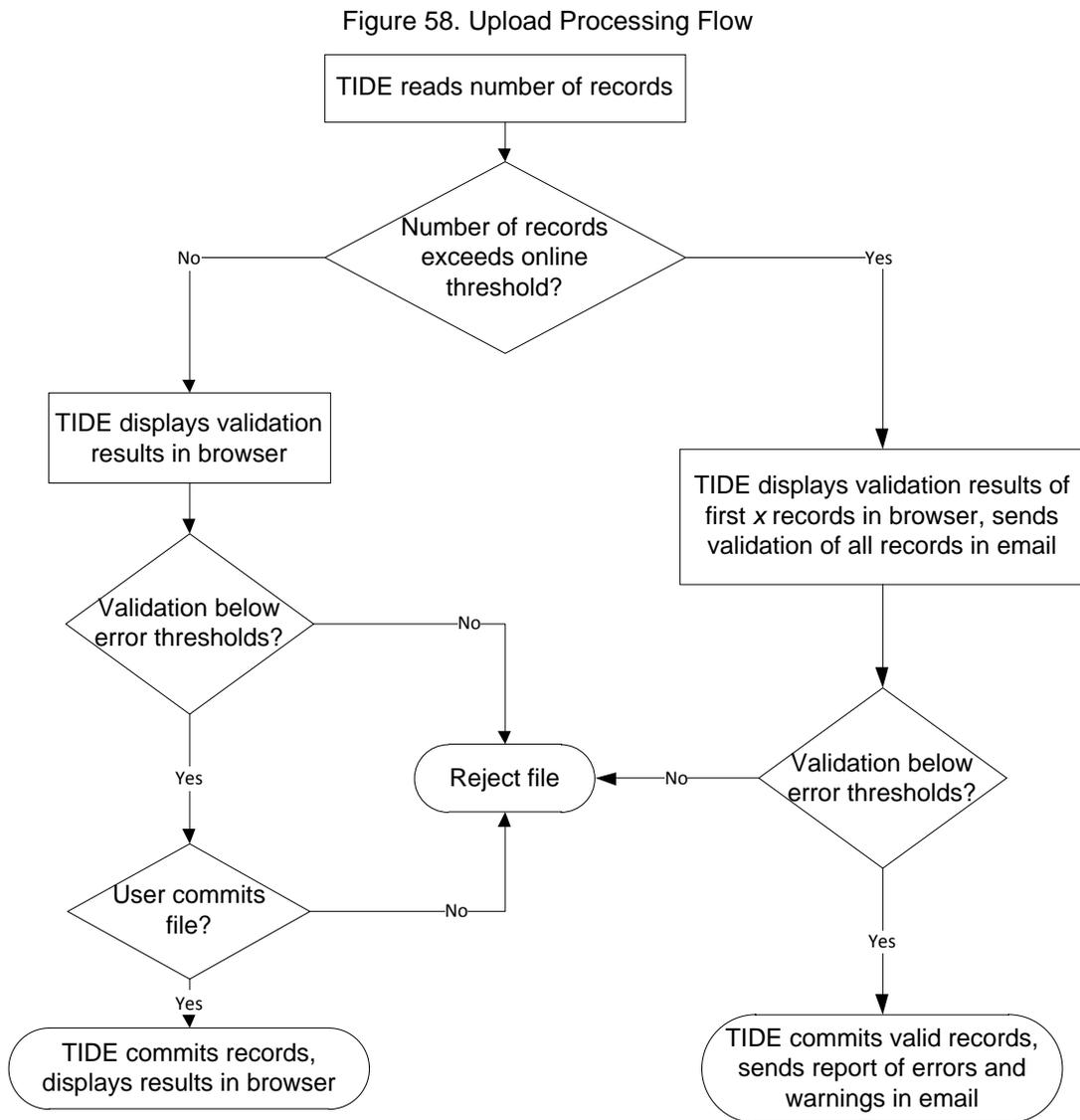
Appendix A. Processing File Uploads

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 58](#) describes the entire processing flow for file uploads.



[Table 24](#) 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 58](#).

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 24. 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
Appeals	1,000	200
Rosters	1,000	200

How TIDE Validates File Uploads

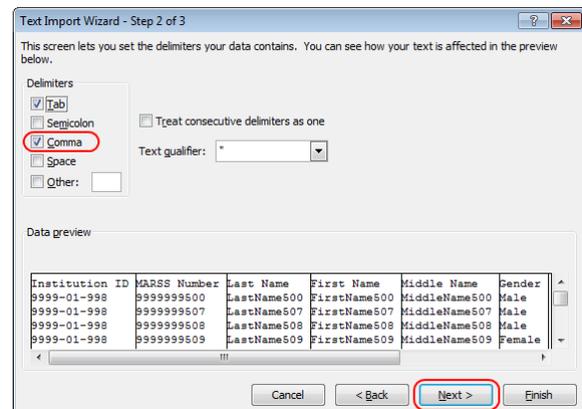
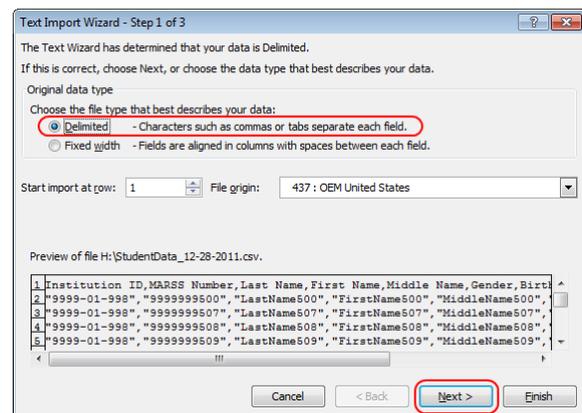
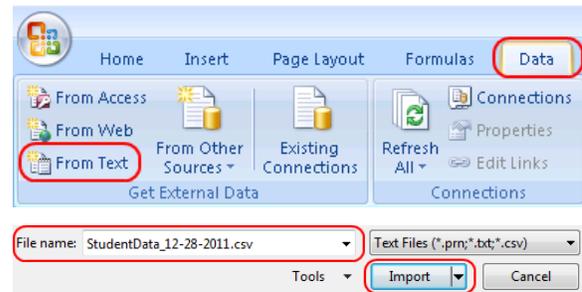
After you submit an upload file, TIDE applies two validations: layout and data.

- *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

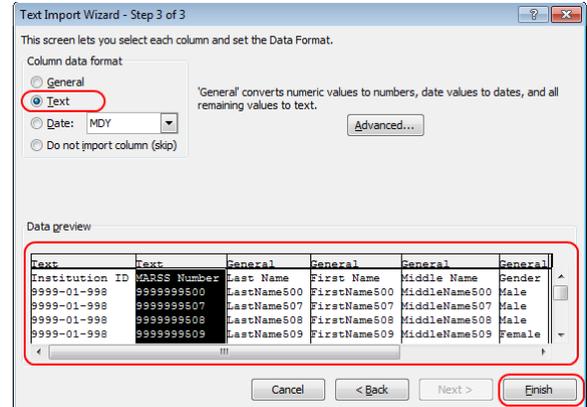
This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

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 [6.a](#)–[6.b](#) for all columns in the CSV file.
 - d. Click **Finish**.

Excel imports and displays the CSV file.



Appendix C. Understanding the Materials Ordering Life Cycle

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

There are two windows for placing orders. The first window is for placing initial orders. This is the time during which you can place, confirm, and modify orders for materials and be guaranteed that they arrive at the school prior to the testing window. See the section [Reviewing and Modifying Initial Orders](#) for an explanation about working with initial orders.

After the initial order window closes, the additional order window opens for placing additional orders. During this time you can place additional orders for materials as described in the section [Placing Additional Orders](#). During this second window, TIDE transmits the orders to the printer.

Understanding an Order's Status

In the normal workflow for an initial order, a test coordinator generates the order, then reviews and submits it for approval. Next, a state-level administrator reviews the order, approving or modifying it as appropriate. If approved, TIDE sends the order to the vendor, who prints and ships the order. (This is a typical scenario; some school districts have different workflows for order processing.) [Figure 59](#) illustrates the progression of an initial order and the associated status code. TIDE tracks the order through each stage, and assigns a status code accordingly.

On the **View Order History** page (see the section [Viewing Order History](#)) TIDE displays an order's status depending on its most recent activity. [Table 25](#) describes those statuses. (Your version of TIDE may not include all of these statuses.)

Figure 59. Stages of an Order and Associated Status Code

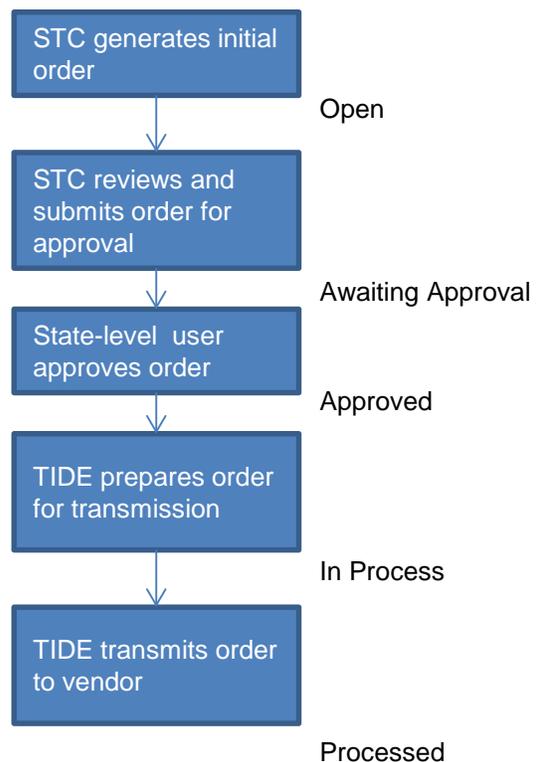


Table 25. Order Statuses

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

Appendix D. User Support

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

The help desk is open Monday–Friday from 7:00 a.m. to 5:00 p.m. Mountain Time (except holidays or as otherwise indicated on the Wyoming Assessment Portal).

Wyoming Assessment Help Desk

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

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).