WYOMING
DEPARTMENT OF EDUCATION

Test Information and Distribution Engine User Guide

2019-2020

Revised April 10, 2020

Prepared by the American Institutes for Research®

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

Table of Contents

Introduction to TIDE **1**
Organization of the User Guide 1
Overview of TIDE 1
Three Things TIDE Users Should Know How to Do 2
How to add records one at a time 2
How to modify existing records one at a time 3
How to add or modify multiple records at once 3
Section I. How to Access your TIDE Account **5**
How to activate your account 5
How to reactivate your account at the beginning of the school year 6
How to log in to TIDE 7
How to reset your password 9
How to log out of TIDE 9
Section II. How District-level Users Perform Tasks in TIDE **10**
How District-level Users Perform Tasks in TIDE Before Testing Begins 10
How District-level Users Set Up User Accounts in TIDE 10
How district-level users add new user accounts one at a time 10
How district-level users modify existing user accounts one a time 11
How district-level users add or modify multiple user accounts all at once 12
How District-level Users Manage Student Information 13
How district-level users view existing student accounts one at a time 13
How district-level users view students enrolled in multiple schools or districts 15
How district-level users specify student accommodations and test tools 16
How district-level users upload student accommodations and test tools 16
How district-level users view student distribution report 20
How District-level Users Manage Roster 21
How district-level users add new rosters one at a time 21
How district-level users modify existing rosters one at a time 23
How district-level users add or modify multiple rosters all at once 25
How district-level users save rosters 26
How District-level Users Manage Orders for Paper Testing Materials for the Spring Testing Window 26
How district-level users review orders placed before test administration 27

How district-level users place orders for additional paper testing materials during testing 29
How district-level users track shipments of paper testing materials 31
How district-level users view order history reports 31
How district-level users view order summary reports 32
How District-level Users Use TIDE during Test Administration 33
How District-level Users Print Test Tickets 33
How district-level users print test tickets from student lists 33
How district-level users print test tickets from roster lists 34
How District-level Users Manage Appeals/Invalidation Requests 35
How district-level users add new appeal/invalidation requests one at a time 37
How district-level users view existing appeal/invalidation requests one a at time 38
How district-level users add multiple appeal/invalidation requests all at once 38
How District-level Users Monitor Test Progress 39
How district-level users view report of students' current test status 39
How district-level users view report of students' current test status by WISER ID 43
How district-level users view report of test completion rates 43
How district-level users view report of test status codes 45
How District-level Users Use TIDE after Testing 47
How District-level Users Perform Data Cleanup 47
How district-level users view or edit non-participation codes 47

Section III. How School-level Users Perform Tasks in TIDE 49
How School-level Users Perform Tasks in TIDE Before Testing Begins 49
How School-level Users Set up User Accounts in TIDE 49
How School-level Users Manage Student Information 49
How School-level Users Manage Roster 50
How School-level Users Use TIDE During Test Administration 50
How School-level Users Print Test Tickets 50
How School-level Users View and Upload Appeal/Invalidation Requests 51
How School-level Users Monitor Test Progress 51
How School-level Users Use TIDE after Testing 51
How School-level Users View or Edit Non-Participation Codes 52

Section IV. How Teachers and Test Administrators Perform Tasks in TIDE 53
How Teachers and Test Administrators Perform Tasks in TIDE Before Testing Begins 53
How Teachers and Test Administrators View User Accounts in TIDE 53

How Teachers and Test Administrators Manage Student Information 53
How Teachers and Test Administrators Manage Roster 54
How Teachers and Test Administrators Use TIDE During Testing 54
How Teachers and Test Administrators Print Test Tickets 54
How Teachers and Test Administrators Monitor Test Progress 55

Appendix A. Modifying Account Information and TIDE Role 56
Account Information 56
Changing Your Associated Test Administration, Institution, or Role 56

Appendix B. Deleting, Exporting, Printing and Searching Records in TIDE 57
Deleting Records 57
Exporting Records in TIDE 57
Printing Records in TIDE 58
Searching for Records in TIDE 58
Searching for Students or Users by ID 60

Appendix C. Inbox 61
Inbox Files 61

Appendix D. Understanding the Materials Ordering Process 63
Ordering Materials 63
Understanding an Order's Status 64
List of Order Statuses 64

Appendix E. User Role Permissions 65

User Support 67

Introduction to TIDE

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

Organization of the User Guide

The structure of this user guide is based on user role.
This guide is color-coded for ease of reference and includes the following sections:

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

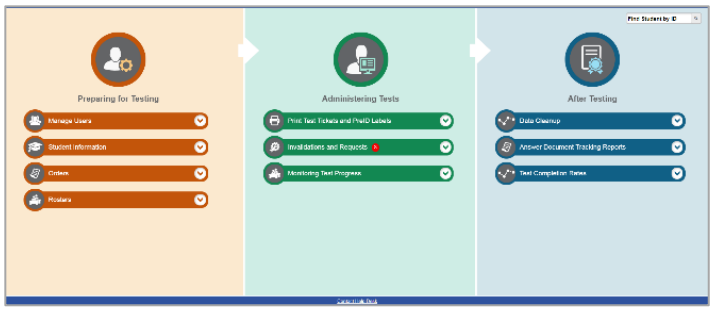
Overview of TIDE

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

You can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and school users can access TIDE and other AIR systems. Users must be registered in TIDE to access other AIR systems.
- You can modify existing **student test settings and tools** so students can take tests with the correct test settings. Students must be registered in TIDE to test in TDS.

Figure 1. TIDE Dashboard



- You can add new rosters or modify existing rosters. Roster represent classes or other groups of students. After testing, TIDE sends rosters to ORS and AIRWays Reporting so those systems can display scores at the classroom, school and district.
- You can print hard-copy **test tickets** that include a student's user name so the student can log in to a test.
- You can create appeal/invalidation requests if a test must be retaken.
- You can view your district's or school's progress in **starting and completing tests** and **participation rate**.

Three Things TIDE Users Should Know How to Do

Records for users, students, and rosters must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any AIR systems. Students not added to TIDE will not be able to test. Roster not added to TIDE will not be available in ORS and AIRWays Reporting and you will not be able to view your students' test results by class or by other meaningful groupings. The process for adding and modifying records in TIDE is user-friendly because it's basically the same no matter your user role or which type of record you want to add.

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

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

How to add records one at a time

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

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

Figure 3. Add User

Figure 2. TIDE Dashboard

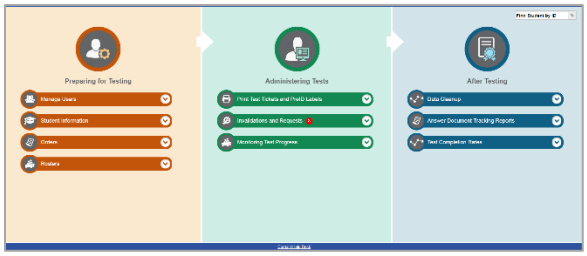
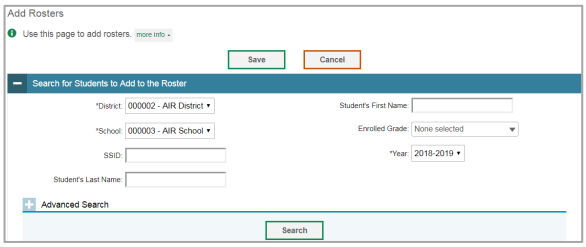


Figure 4. Add Roster

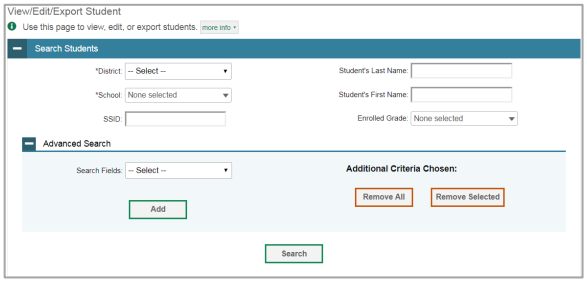


How to modify existing records one at a time

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

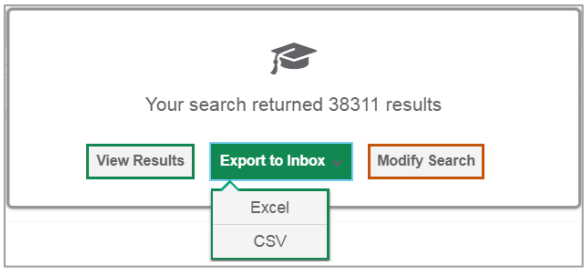
1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export**. Fill out the form that appears and select **Search**.

Figure 5. View/Edit/Export Student



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

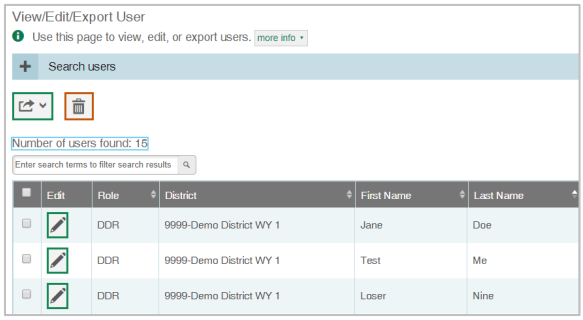
Figure 6. Search Results



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

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

Figure 7. View/Edit/Export Student Search Results

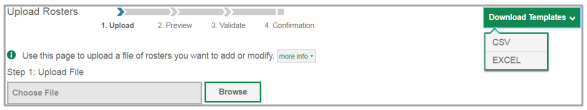


How to add or modify multiple records at once

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

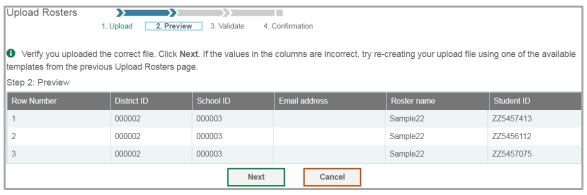
1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you'd like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

Figure 8. Upload Roster



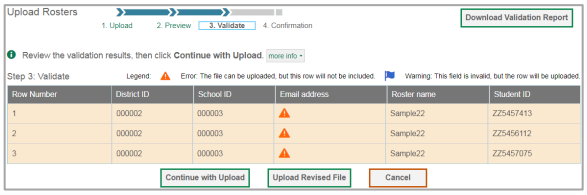
2. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 9. Upload Roster Preview Page



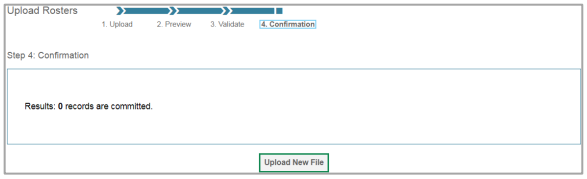
3. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears.

Figure 10. Upload Roster Validation Page



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

Figure 11. Upload Roster Confirmation Page



Section I. How to Access 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 the section "How to reset your password."

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

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

How to activate your account

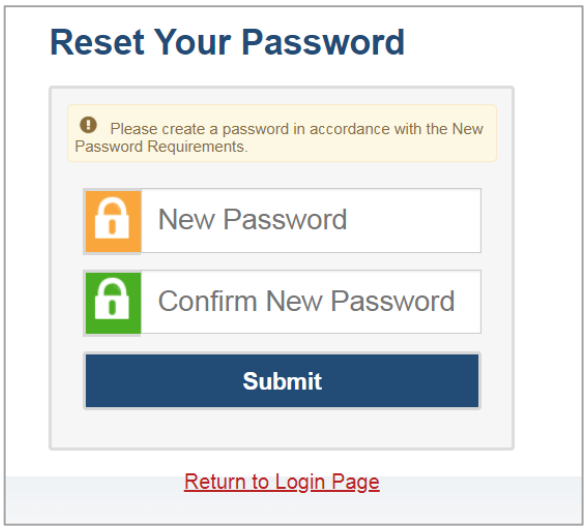
1. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 12).

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

3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see Figure 19) on the portal page.

Figure 12. Reset Your Password Page



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

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

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

2. Select your user role.

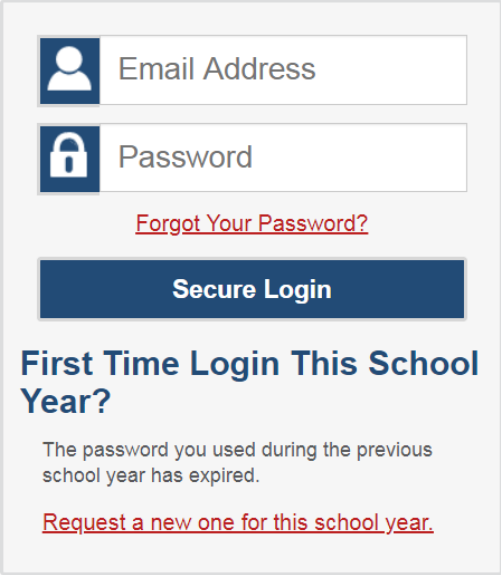
Figure 13. User Cards on Portal

3. Select **TIDE** (see Figure 14). The ***Login*** page appears (see Figure 15).

Figure 14. TIDE Card

4. Select **Request a new one for this school year**. The ***Reset Your Password: Find Account*** page appears (see Figure 16).

Figure 15 Login Page



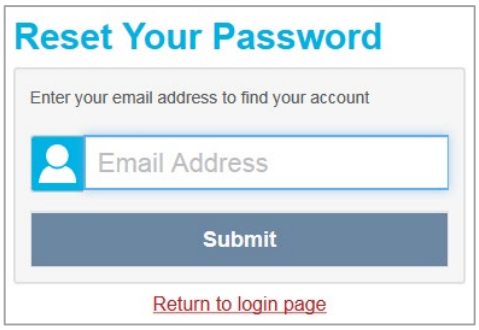
5. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.

6. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 16).

7. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).

8. Select **Submit**.

Figure 16. Fields in the Reset Your Password: Find Account Page

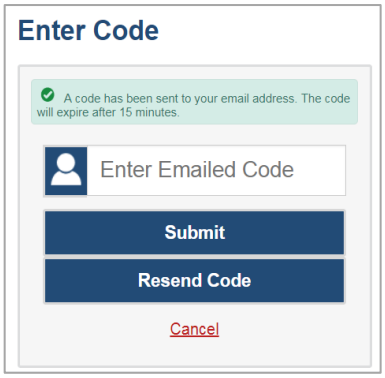


During the reactivation process, you will be taken to the ***Enter Code*** (see Figure 17) page and asked to provide the authentication code sent to your email.

- In the *Enter Emailed Code* field, enter the emailed code and select **Submit**.

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

Figure 17. Enter Code Page



How to log in to TIDE

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

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

2. Select your user role.

Figure 18. User Cards on Portal

3. Select **TIDE** (see Figure 19). The ***Login*** page appears (see Figure 20).

Figure 19. TIDE Card

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

Figure 20. Login Page

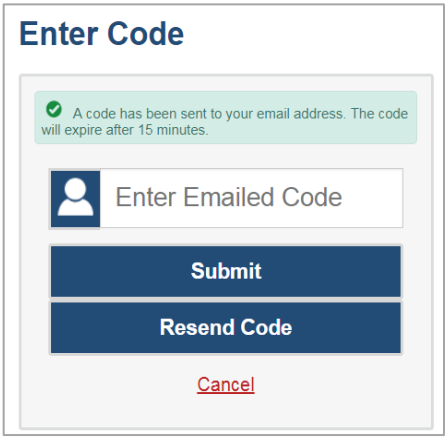
5. Select **Secure Login**.

   - If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Enter Code*** page appears (see Figure 21) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.

     - In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.

     - Select **Submit**.

Figure 21. Enter Code Page



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

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

How to reset your password

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

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

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

- **If you forgot your password:**

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

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

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

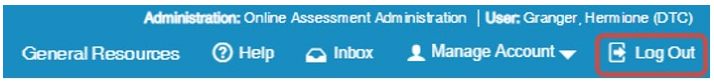
- **Additional help:**

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

How to log out of TIDE

In the TIDE banner (see Figure 22), select **Log Out**.

Figure 22. TIDE Banner



Logging out of TIDE logs you out of most Wyoming systems.

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

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

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

Some of these tasks must be performed before testing begins, some must be performed during testing, and some must be performed after testing.

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

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

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

How District-level Users Set Up User Accounts in TIDE

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

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

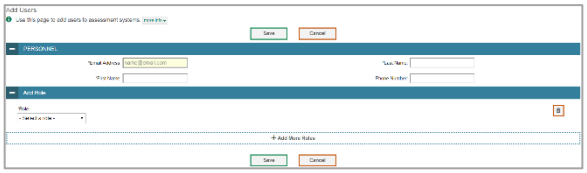
You can add users to TIDE one at time. To learn more about adding records to TIDE one at a time, see the section "How to add records one at a time" in the Introduction.

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

Figure 23. Add User

2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to use with this email**. Additional fields appear.

Figure 24. Add User – Additional Fields



3. Enter the new user's first and last names in the required fields and other details in the optional fields.

4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a state, district, and school, if applicable.

5. *Optional:* To add multiple roles, select **+Add More Roles** and repeat step 4.

6. *Optional:* To delete a role, select next to that role.

7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the ***Add Users*** page. TIDE adds the account and sends the new user an activation email from AIR-DoNotReply@airast.org.

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

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

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

2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the section "How to modify existing records one at a time" in the Introduction.

3. In the list of retrieved user accounts, select for the user whose account you want to view or edit.

4. If your role allows it, modify the user's details as required, using Table 1 as a reference.

Table 1. Fields in the View/Edit Users [User's Name] Page

Field	Description
Email Address*	Email address for logging in to TIDE.
Role*	User's role. For an explanation of user roles, see User Role Permissions in the appendix.
District*	District associated with the user.
School*	School associated with the user.
First Name	User's first name.
Last Name	User's last name.
Phone	User's phone number.
TA Certified	Indicates if the user has been trained to use online assessment systems. Once the user completes the TA Certification Course this field will automatically populate with a flag. Users can receive multiple TA Certification flags, i.e. General Education & Alternate.

*Required field

5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.

6. *Optional:* To delete a role, select next to that role. You can also delete the user's entire account from the search results table.

7. Select **Save**.

8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

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

You can also add or modify multiple user accounts all at once through file upload as shown in the section "How to add or modify multiple records at once" in the Introduction.

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

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using Table 2 as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

Table 2. Columns in the User Upload File

Column	Description	Valid Values
DISTRICTID*	District associated with the user.	District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters.
SCHOOLID	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
LastorSurname*	User's last name.	Up to 35 characters.
ElectronicMailAddress*	User's email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
TelephoneNumber	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, see User Role Permissions in the appendix.	One of the following: ALT-TA—Alternate Assessment Test Administrator BC—Building Coordinator BDR – Building Data Reviewer DDR—District Data Reviewer

		DTC—District Test Coordinator PR—Proctor State—State Administrator TA—Test Administrator Must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: `Add`—Add new user or edit existing user record. `Delete`—Remove existing user record.

*Required field

How District-level Users Manage Student Information

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

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

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

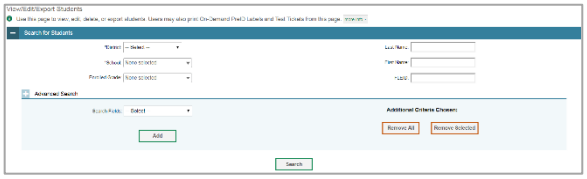
Edits cannot be made to student demographic information in TIDE, edits to student demographic information should be provided through your local Student Information System (SIS). Student records will be updated in TIDE via nightly file uploads which will be retrieved from the SIS.

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

2. Retrieve the individual student account you want to view, edit, export, or delete by following the procedure in the section "How to modify existing records one at a time" in the Introduction.

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

Figure 25. View/Edit/Export Students



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

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

Table 3. Fields in the Test Settings and Tools Panels

Field	Description
Presentation	
American Sign Language	Availability of American Sign Language video.
Language/Presentation	Sets the language in which test items appear.
Paper Tester	Sets the eligibility for the student to take assessment via paper accommodated form.
Braille Type	Sets the type of Braille file used for students testing with the Braille language setting (UEB Uncontracted/Contracted or EBAE Contracted).
Literacy Assistance Tools	
Text-to-Speech	Sets which test content is administered with the TTS accommodation.
TTS Tracking	When enabled, each word in an item is highlighted as it is read.
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.
Auditory Assistance Tools	
Closed Captioning	Indicates if closed captioning is available for the subject.
Visual Assistance Tools	
Color Choices	List of available color settings.
Emboss	Indicates availability of embossed printing for online Braille tests.
Streamlined Mode	Toggles the Streamlined Mode setting On or Off, allowing students to view test items in a simplified mode.
Mouse Pointer	List of available sizes and color of the cursor.
Zoom (Print Size)	List of subjects and the type size in which the associated tests appear.
General Testing Tools	
Print on Demand	Student can print a test's content.
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.
Non-Embedded Accommodations	Accommodations not provided by the secure browser.
Concentration Assistance Tools	
Line Reader	Toggles the Line Reader tool on or off, allowing student to highlight individual line of text.

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

Note: TA's have the ability to update the Braille Presentation, Color Choices, Mouse Pointer and Zoom test settings within the TA Interface.

6. Select **Save**.

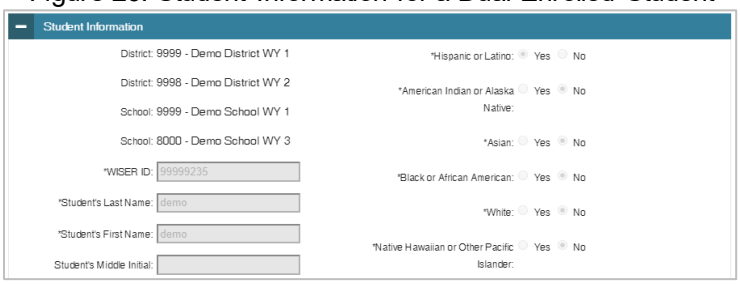
7. In the affirmation dialog box, select **Continue** to return to the list of student records.

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

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

- When viewing a record of a student who has been enrolled in more than one district or school, the record will display all the districts and schools in which the student is enrolled (see Figure 26).

Figure 26. Student Information for a Dual-Enrolled Student



- When printing test tickets for a student who has been dual-enrolled, tickets will be printed for only the selected district and school in which the student is enrolled. For example, if you are printing a test ticket for a student who has been enrolled in two schools within the district (see Figure 26) and you have only retrieved the student's enrollment record for one of these schools, test tickets will only be printed for the selected school. If you select all two enrollment records, test tickets will be printed for all two schools. For information about printing test tickets, see the section "How District-level Users Print Test Tickets."

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

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

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

How district-level users specify student accommodations and test tools

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **View/Edit/Export Test Settings and Tools**. The ***View/Edit/Export Test Settings and Tools*** page appears.

2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section "How district-level users view existing student accounts one at a time."

3. In the list of retrieved students, select for the student whose test settings and tools you want to edit. The ***View/Edit Students: [Student's Name]*** form appears.

4. For information about how to use this form, see the section "How district-level users view existing student accounts one at a time."

How district-level users upload student accommodations and test tools

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

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

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using Table 4 as a reference, fill out the Test Settings template and upload it to TIDE. Table 5 lists the valid values in the Tool Name and Value columns in the Test Settings template.

Table 4. Columns in the Test Settings Upload File

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

*Required field

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

Tool Name	Description	Valid Value	Applies to
American Sign Language	Availability of American Sign Language video.	Do not show ASL videos	ELA
		Show ASL videos	
Braille Type	Type of Braille in which test items are printed.	Contracted	ELA
		Nemeth	Math Science
		Not Applicable	ELA Math Science
		Uncontracted	ELA Math Science
Closed Captioning	Availability of closed-captioning.	Closed Captioning Available	ELA
		Closed Captioning Not Available	
Color Choices	Color of text and background.	Black on White	WY-ALT ELA Math Science
		Dark Blue	
		Light Blue	
		Light Green Reverse Contrast	
		Magenta	
		Medium Gray on Light Gray	
		Black on Cream	
		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	WY-ALT ELA Math Science
		On	
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.	Masking Available	WY-ALT ELA Math Science
		Masking Not Available	
Mouse Pointer		System Default	WY-ALT

	Size and color of cursor on screen	Large Black	ELA Math Science
		Extra Large Black	
		Large Green	
		Extra Large Green	
		Large Red	
		Extra Large Red	
		Large White	
		Extra Large White	
		Large Yellow	
		Extra Large Yellow	
Non-Embedded Accommodations	Various non-embedded accommodations.	Alternate Response Options	WY-ALT ELA Math Science
		Alternate Sign Language	
		Abacus	
		Calculator	
		Read Aloud Items	
		Read Aloud Passages	
		Read Aloud Passages & Items	
		Scribe	
		Speech-to-Text	
		Unlisted Resources	
		None	
Paper Tester	Sets eligibility for the student to take assessment via paper accommodated form.	Off	WY-ALT ELA Math Science
		On	
Permissive Mode	Student can use auxiliary software during testing.	Off	ELA Math Science
		On	
Presentation/Language	Language in which test items appear.	Braille	ELA Math Science
		English	ELA Math Science

		Spanish	Math Science
Print on Demand	Allows 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	
Text-to-Speech	Sets which test content is administered with the TTS accommodation.	Items	ELA Math Science
		None	ELA Math Science
		Passages	ELA
		Passages and Items	ELA
		Stimuli and Items	Science
TTS Tracking	Highlights words as they are read aloud by Text-to-Speech.	Off	ELA Math Science
		On	
Print Size	Size of text on screen	Level 1—1X	ELA Math Science
		Level 2—1.5X	
		Level 3—1.75X	
		Level 4—2.5X	
		Level 5—3X	
		Level 6—5X (Use with Streamline Mode enabled)	
		Level 7—10X (Use with Streamline Mode enabled)	
		Level 8—15X (Use with Streamline Mode enabled)	
		Level 9—20X (Use with Streamline Mode enabled)	

How district-level users view student distribution report

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

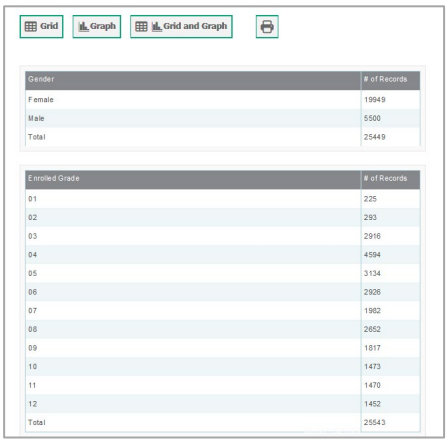
1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The ***Frequency Distribution Report*** page appears (see Figure 27).

Figure 27. Fields in the Frequency Distribution Report Page

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

3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 28).

Figure 28. Frequency Distribution Reports by Grade and Gender



4. Do one of the following:
   - To display the FDRs in tabular format, select **Grid**.
   - To display the FDRs in graphical format, select **Graph**.
   - To display the FDRs in both tabular and graphical format, select **Grid & Graph**.
   - To download a PDF file of the FDRs, select , and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.

How District-level Users Manage Roster

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

The rosters you create in TIDE are available in ORS and AIRWays Reporting. ORS and AIRWays Reporting can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test.

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

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

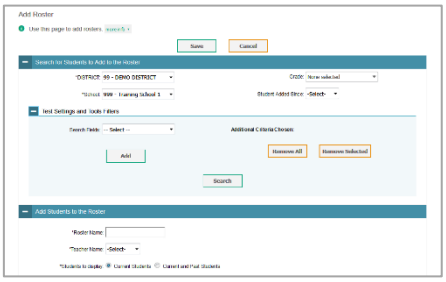
- Roster should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same 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'.

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

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

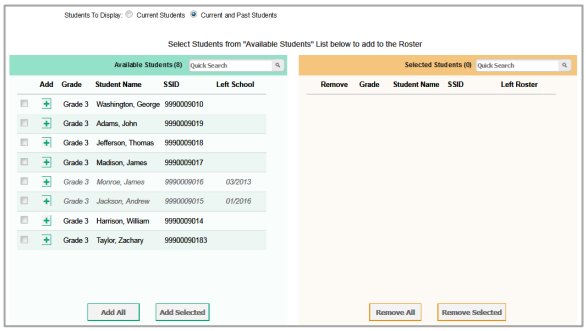
1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** form appears (see Figure 29).

Figure 29. Add Roster Form



2. In the *Search for Students to Add to the Roster* panel, search for students by filling out the search criteria and selecting **Search**.

Figure 30. Add/Remove Students to Roster Panel: Current and Past Students



3. In the *Add/Remove Students to the Roster* panel (see Figure 30), do the following:

   - In the *Roster Name* field, enter the roster name.
   - From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.
   - 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.

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

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

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

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

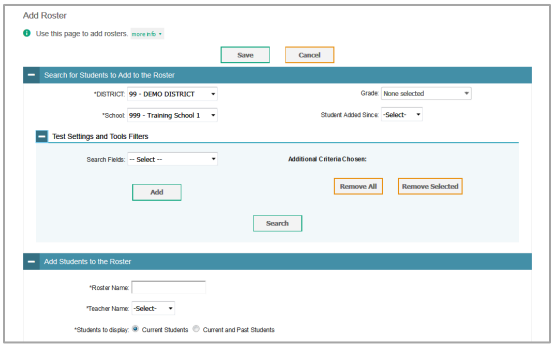
How district-level users modify existing rosters one at a time

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

- User-defined Roster: These are rosters that you create through the **Add Roster** page or the **Upload Roster** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.
- System-generated Roster: These are rosters that are imported into TIDE through a nightly-process and cannot be edited.
- You can modify existing rosters by performing the following steps:

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit Roster**. The **View/Edit Roster** page appears.
2. Retrieve the roster record you want to view or edit by following the procedure in the section "How to modify existing records one at a time" in the Introduction.
3. In the list of retrieved rosters, select 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 "How to modify existing records one at a time" in the Introduction.

Figure 31. Add Roster Form



5. In the *Add/Remove Students to the Roster* panel (see Figure 32), do the following:

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

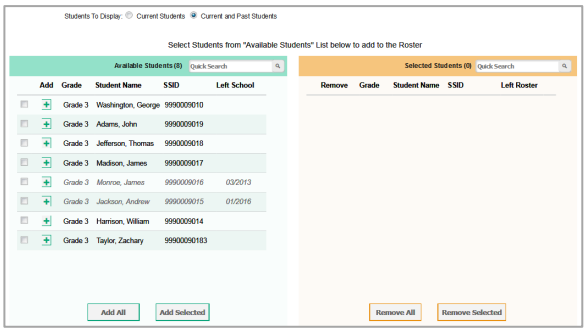
   - From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.

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

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

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

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



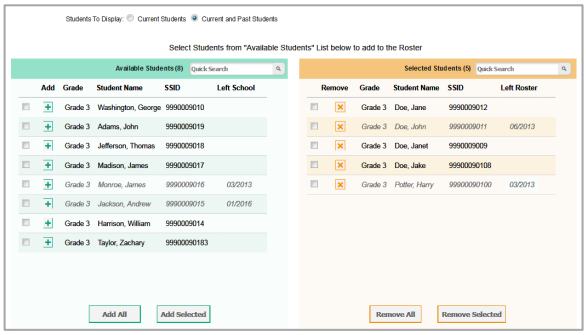
   - To add students, from the list of available students, do one of the following:

     - To move one student to the roster, select for that student.

     - To move all the students in the *Available Students* list to the roster, select **Add All**.

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

Figure 33. Modifying a Roster: Current and Past Students



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

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

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

If you have many rosters to add or modify, you can do so through file upload as shown in the section "How to add or modify multiple records at once" in the Introduction

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

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using Table 6 as a reference, fill out the Roster template and upload it to TIDE.

Table 6. Columns in the Roster Upload File

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

*Required field

How district-level users save rosters

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

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

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

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

For schools administering the WY-ALT, Building Coordinators will need to order paper response options during the Initial Order Window based on student IEP accommodations. If more materials are needed, the Building Coordinator may place an order for more paper response options during the Additional Order Window. **To place orders for WY-ALT, you must select the WY-ALT Spring 2020 administration when logging in to TIDE.**

For schools administering WY-TOPP summative assessment, Building Coordinators will need to order test booklets during the Initial Order Window based on student IEP or 504 accommodations. If more materials are needed, the Building Coordinator may place an order for more paper materials during the Additional Order Window. **To see orders for WY-TOPP, you must select the WY-TOPP 2019-2020 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.

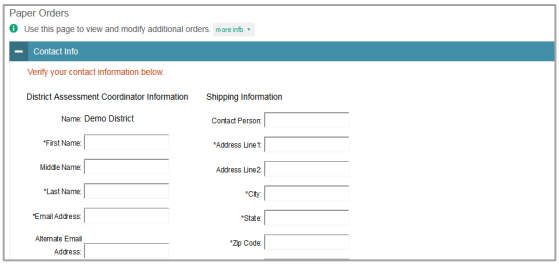
How district-level users review orders placed before test administration

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

1. Confirm the appropriate administration (**WY-ALT or WY-TOPP**) is selected. To do this, in the TIDE banner (see Figure 22), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears and includes the Test Administration drop-down menu. Click **Submit** to save any changes made.

2. From the **Orders** task menu on the TIDE dashboard, select **Initial Orders**. The ***Initial Orders*** form appears (see Figure 34).

Figure 34. Initial Orders Page



3. In the *Contact Info* panel (if available), do the following:

   - Verify or enter information in the *Test Coordinator Information* panel.

   - Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.

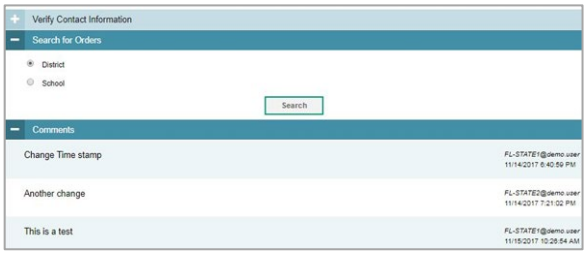
     - Please note, if a phone number is provided in the Shipping Information panel, the phone number will populate on the Order Details page.

   - Click **Save** if entering the information for the first time or **Verify** if verifying or editing the existing information.

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

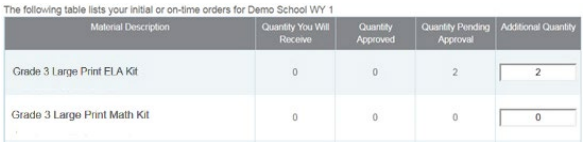
4. In the *Search for Orders* panel, do one of the following:
   - Mark **District** (if available) to place an order for an entire district.
   - Mark **School**, and then select a school, to place an order for an individual school.
5. Select **Search**. The *Shipping Address* and *Comments* panels 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. The comments panel displays all the comments entered for an order in chronological order. Each comment includes information about who entered the comment and when.

Figure 35. Initial Orders: Comments Panel



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

Figure 36. List of Initial Orders


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	2
Grade 3 Large Print Math Kit	0	0	0	0

Table 7. Columns in the Initial Orders Page

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

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

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

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

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

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

1. From the **Orders** task menu on the TIDE dashboard, select **Additional Orders**. The ***Additional Orders*** form appears (see Figure 37).

Figure 37. Fields in the Additional Orders Page

2. In the *Contact Info* panel (if available), do the following:

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

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

3. Do one of the following:
   - Mark **District** (if available) to place an order for an entire district.
   - Mark **School**, and then select a school, to place an order for an individual school.

4. Select **Search**. A list of materials available for ordering appears (see Figure 38). For information on the columns that appear, see Table 8.

Figure 38. List of Available Additional Orders

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

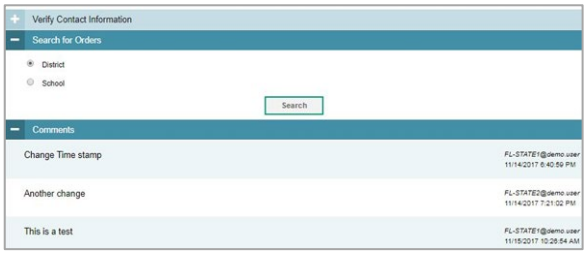
Table 8. Columns in the Additoinal Orders Page

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

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

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

Figure 39. Additional Orders: Comments Panel



7. 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.

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

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

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

11. Select **Close** to return to the ***Additional Orders*** page.

How district-level users track shipments of paper testing materials

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

1. From the **Orders** task menu on the TIDE dashboard, select **Track Shipments**. The ***Track Shipments*** page appears (see Figure 40).

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

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

Figure 40. Shipment Tracking Panel in the Track Shipments Page

How district-level users view order history reports

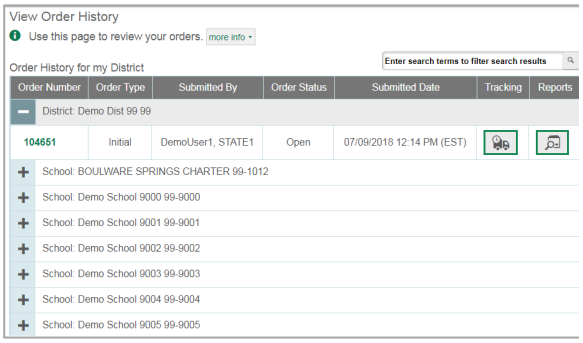
You can review the order history of testing materials for your school or district.

1. From the **Orders** task menu on the TIDE dashboard, select **Order History**. The ***Order History*** page appears (see Figure 41). For information on the columns that appear, see Table 9.

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

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

Figure 41. Fields in the Order History Page



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

Table 9. Columns in the Order History Page

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

Table 10. Columns in the Order Details Form

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

How district-level users view order summary reports

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

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

Figure 42. Fields in the Order Quantity Report Page

2. Under *Search Order For*, do one of the following:

   - Mark **District** (if available) to review orders for an entire district.
   - Mark **School**, and then select a school, to review orders for an individual school.

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

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

How District-level Users Use TIDE during Test Administration

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

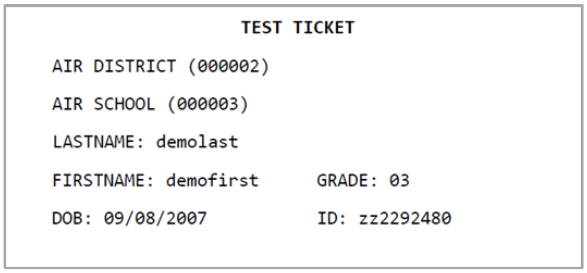
- Print **test tickets** to help students log in to tests.
- Add, modify, and upload invalidation requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

How District-level Users Print Test Tickets

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

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

Figure 43. Sample Test Ticket


TEST TICKET

AIR DISTRICT (000002)

AIR SCHOOL (000003)

LASTNAME: demolast

FIRSTNAME: demofirst GRADE: 03

DOB: 09/08/2007 ID: zz2292480

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

How district-level users print test tickets from student lists

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

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

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

4. Specify the students for whom test tickets need to be printed:

   - To print test tickets for specific students, mark the checkboxes for the students you want to print.

   - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.

   - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

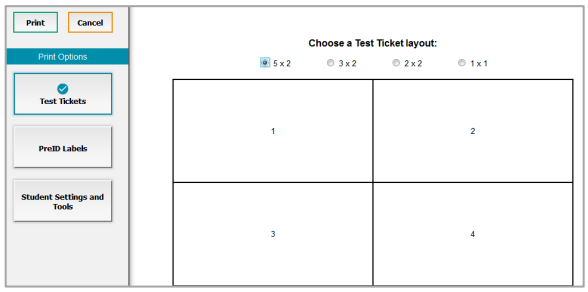
5. Select and then select the appropriate action:

- To print test tickets for selected students, select **My Selected Test Tickets**.
- To print test tickets for all retrieved students, select **All Test Tickets**.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 44), verify **Test Tickets** is selected in the *Print Options* section.
7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 44. Layout Model for Test Tickets



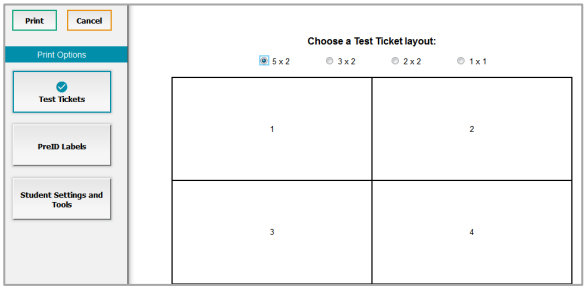
How district-level users print test tickets from roster lists

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

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

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

Figure 45. Layout Model for Test Tickets



Your browser downloads the generated PDF.

How District-level Users Manage Appeals/Invalidation Requests

In the normal flow of a test opportunity, a student takes the test in TDS and then submits it. Next, TDS forwards the test for scoring, and then the test scores are reported in ORS and AIRWays Reporting.

Invalidation requests are a way of interrupting this normal flow. A student may want to retake a test or have another test opportunity. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety.

For a full list of invalidation request types, see Table 11. Please note, reset and revert invalidation requests must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed for paper-based tests.

Table 11. List of Invalidation Request Types

Type	Description
Invalidate a Test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.
Restart a Test	Allows the student to restart a test opportunity (removing all responses on the test), or allows the data entry operator to restart the data entry process. You can submit these appeal requests until the end of the test window.
Re-open a Test	Reopens a test that was completed, invalidated, or expired.
Re-open a Test Segment	Reopens a test segment. This appeal/invalidation is appropriate when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment.
Grace Period Extension (GPE)	Allows the student to review previously answered questions upon resuming a test after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible: • 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.

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

Table 12. List of Invalidation Requests by Test Status

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

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

Table 13. List of Invalidation Requests by Test Status

Test Status	Invalidate a test	Reset a test	Re-open a test	Re-open a test	Re-open a test segment	Report Problem with Item	Grace Period Extension
Approved		✓				✓	
Completed	✓	✓	✓			✓	
Denied	✓	✓		✓	✓	✓	✓
Expired	✓	✓	✓			✓	
Paused	✓	✓		✓	✓	✓	✓
Pending		✓				✓	
Processing		✓				✓	
Reported	✓	✓	✓			✓	
Review		✓				✓	
Scored	✓	✓	✓			✓	

Started		✓				✓	
Submitted	✓	✓	✓			✓	
Suspended		✓				✓	
Invalidated		✓	✓			✓	

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

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

1. Retrieve the result for which you want to create an appeal/invalidation request by doing the following:
   - From the **Appeals/Invalidations** task menu on the TIDE dashboard, select **Create Requests**. The ***Create Requests*** page appears (see Figure 46).
   - Select a request type.
   - From the drop-down lists and in the text field, enter search criteria.
   - Select **Search**. TIDE displays the found results at the bottom of the ***Create Requests*** page (see Figure 47).
2. Mark the checkbox for each result for which you want to create a test invalidation, and then select **Create**.
3. In the *Additional Comments* field, enter comments, if desired.

Figure 46. Selection Fields in the Create Requests Page

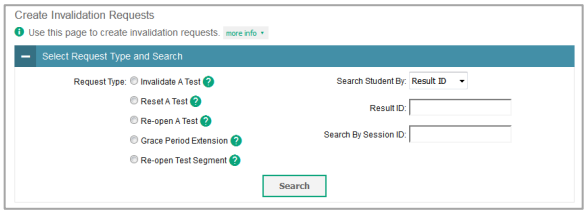
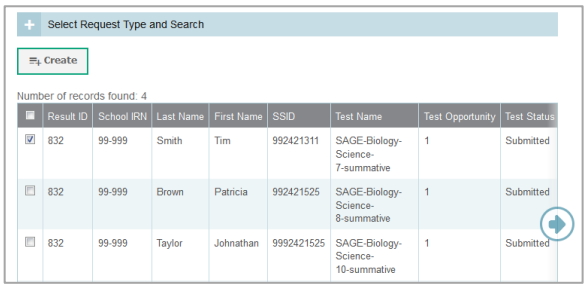


Figure 47. Retrieved Test Results



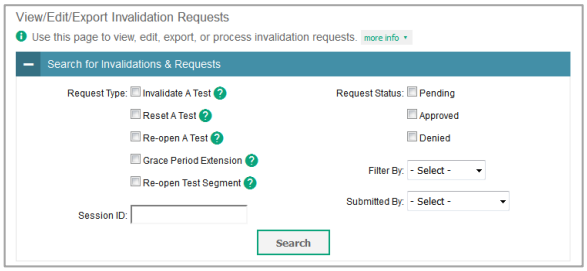
4. Enter a reason for the request in the window that pops up.
5. Select **Submit**. TIDE displays a confirmation message.

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

You can view invalidation requests.

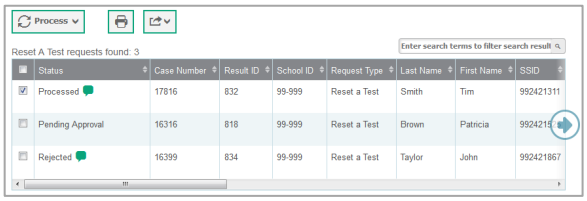
1. From the **Appeals/Invalidations** task menu on the TIDE dashboard, select **View Requests**. The ***View Requests*** page appears (see Figure 48).

Figure 48. Selection Fields in the View Requests Page



2. Retrieve the invalidation requests you want to view by filling out the search criteria and selecting **Search**. Figure 49 shows retrieved invalidation requests.

Figure 49. Retrieved Invalidation Requests



3. *Optional:* Review the initiator's reason for the invalidation request by selecting in the Status column.

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

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

1. From the **Appeals/Invalidations** task menu on the TIDE dashboard, select **Upload Requests**. The ***Upload Requests*** page appears.

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the Table 14 as a reference, fill out the Invalidation Request template and upload it to TIDE.

Table 14. Columns in the Appeal/Invalidation Request Upload File

Column Name	Description	Valid Values

Type*	Type of invalidation request.	One of the following:
		`Invalidate a test`
		`Reset a test`
		`Re-open a test`
		`Revert a test that's been reset`

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

How District-level Users Monitor Test Progress

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

The following reports are available in TIDE:

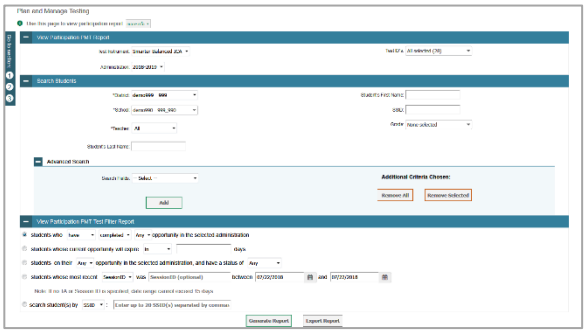
- Plan and Manage Testing Report: Details a student's test opportunities and the status of those test opportunities. You can generate this report from the ***Plan and Manage Testing*** page or the ***Participation Report by WISER ID*** page.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- Test Status Code Report: Displays all the non-participation codes for a test administration.

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

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

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

Figure 50. Plan and Manage Testing Page



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

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

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

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

     - *Optional*: From the **Test Name** drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.

     - *Optional*: From the **Filter By** drop-down list, select a specific test accommodation or demographic to filter the report.

   - If you select a test accommodation or demographic, a *Values* field is displayed. Select the required filter criteria from the available options.

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

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

   - From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools if the selected district has 20 or less schools. For districts that have more than 20 schools, the Select all option will not be available. Furthermore, the checkboxes for the schools will be disabled once 20 schools have been selected.

   - *Optional*: If a single school was selected, choose a teacher from the **Teacher** drop-down list.

About the Teacher Drop-down List

The **Teacher** drop-down list includes all school-level users, such as teachers, test administrators, and principal 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 class groups exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the plan and manage testing reports shows the test attempts of the students included in the roster.

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

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

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

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

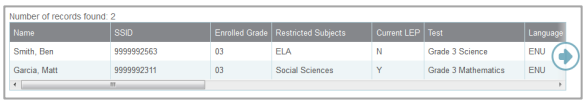
   - Students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.
     - Search for students who have not started the 1st/Any opportunity will return results for students who have not started their first opportunity on the selected test.
   - Students whose current opportunity will expire {in/between} {number/range} days.
     - If you select "in", you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.
     - If you select "between", you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).

- Students on their {1st/2nd/Any} opportunity in the selected administration, and have a status of {student test status}.
- Students who have a status of {student test status} in the selected administration.
- Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.
- Search student(s) by {WISER ID/Name}: {WISER ID/Student Name}

5. Do one of the following:

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

Figure 51. Plan and Manage Testing Report



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

Table 15. Columns in the Plan and Manage Testing Report

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

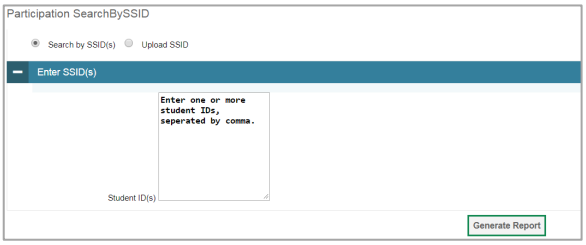
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire and the student will not be able to review any previous answers.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.

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

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

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

Figure 52. Participation Search by WISER ID Page



1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by WISER ID. The *Participation Search by WISER ID* page appears (see Figure 52).

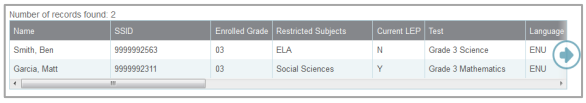
2. Do one of the following:

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

   - To upload WISER IDs, select **Upload WISER ID**. Next, select **Browse** and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 WISER IDs.

3. Select **Generate Report**. The Participation Report by WISER ID appears (see Figure 53). For descriptions of the columns in this report, see the Table 15.

Figure 53. 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

How district-level users view report of test completion rates

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

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

2. In the *Report Criteria* panel (see Figure 54) select the parameters for which tests to include in your report.

3. To open the report in Microsoft Excel, select **Export Report**. Figure 55 displays a sample Test Completion Rate report. For a description of the columns in this report, see Table 16.

Figure 54. Test Completion Rates Search Fields

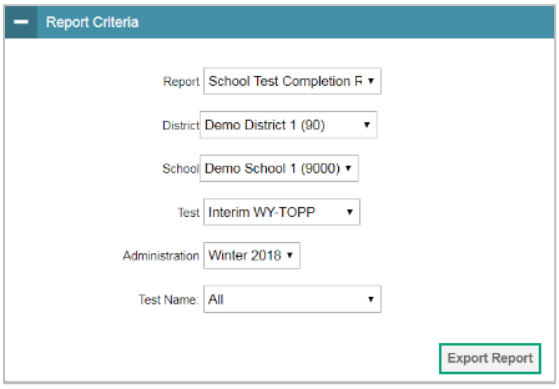
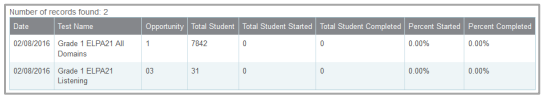


Figure 55. Test Completion Rate Report



Number of records found: 2

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

Table 16. Columns in the Test Completion Rate Report

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

How district-level users view report of test status codes

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

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

2. In the *Report Criteria* panel (see Figure 56), select search criteria for the test and administration.

3. Do one of the following:

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

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

Figure 56. Test Status Code Report Search Results

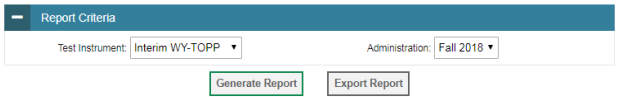
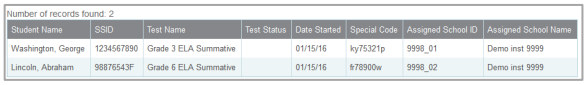


Figure 57. Test Status Code Report



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

TIDE displays the tests and associated statuses and special codes (see Figure 57). For a description of the columns in this report, see Table 17. For a description of each status that a test opportunity can have, see Table 18.

Table 17. Columns in the Test Status Code Report

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

Table 18. Test Opportunity Status Descriptions

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

How District-level Users Use TIDE after Testing

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

- View or edit non-participation codes

How District-level Users Perform Data Cleanup

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

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

There are circumstances in which a student did not participate in an expected test 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 ORS and AIRWays Reporting can accurately explain the non-participation.

There are two types of special codes: non-participation and participation. A student is considered to have participated in a test after answering five questions or after responding with any text to both writing prompts. For a list of special codes and their descriptions, see Table 19.

Table 19. Special Codes and Their Descriptions

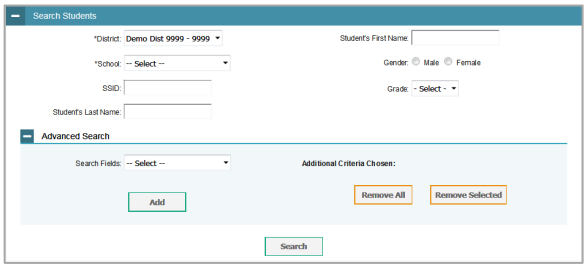
Special Code	Code Type	Description
No Special Code	Participation	Student took the test under standard testing conditions.
Absent	Non-participation	Student was not present during any part of the test administration period and was not able to make up the test.
New ELs	Non-participation	Student is an English learner (EL) 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.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The ***Non-Participation Codes*** page appears (see Figure 58).

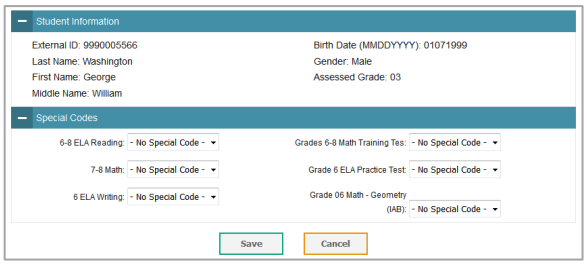
2. Retrieve the student whose non-participation codes you want to view or edit by filling out the search criteria and selecting **Search**.

Figure 58. Fields in the Non-Participation Codes Page



3. In the list of retrieved students, select 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 59).

Figure 59. Edit Non-Participation Codes



4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see Table 19.

5. Select **Save**.

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

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

For these tasks, this section of the guide refers school-level users back to the instructions presented in the district-level user section.

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

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

- Set up **user accounts** for teachers and test administrators so they can sign in to TIDE and other AIR systems. If teachers or test administrators do not have accounts set up in TIDE, they will not be able to access any AIR systems or administer tests.
- Please note, only District Test Coordinators and Building Coordinators can set up user accounts in TIDE.
- Set up **rosters** so ORS and AIRWays Reporting can display scores at the classroom, school, district, and state levels.

How School-level Users Set up User Accounts in TIDE

If teachers and test administrators do not have user accounts set up in TIDE before testing begins, they will not have access to any AIR systems or be able to administer tests.

Like district-level users, school-level users, specifically Building Coordinators, can add or modify user accounts one at a time or multiple user accounts all at once through file upload. These tasks can be performed following the procedure as described in the section "How District-level Users Set Up User Accounts in TIDE." For detailed information, please refer to the following sections:

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

How School-level Users Manage Student Information

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

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

How School-level Users Manage Roster

School-level users can manage rosters for students in their school. These rosters are then sent to ORS and AIRWays Reporting so those systems can display scores.

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

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

How School-level Users Use TIDE During Test Administration

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

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

How School-level Users Print Test Tickets

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

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

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

How School-level Users View and Upload Appeal/Invalidation Requests

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

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

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

How School-level Users Monitor Test Progress

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

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

How School-level Users Use TIDE after Testing

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

- View or edit non-participation codes

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

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

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

Section IV. How Teachers and Test Administrators Perform Tasks in TIDE

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

For these tasks, this section of the guide refers teachers and test administrators back to the instructions presented in the district-level user section.

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

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

- View **user accounts** to verify their own account information.
- View **student accounts** to ensure student details are properly entered into TIDE and edit student test accommodations and test tools, if necessary.
- Set up **rosters** so ORS and AIRWays Reporting can display scores at the classroom, school, district, and state levels.

How Teachers and Test Administrators View User Accounts in TIDE

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

How Teachers and Test Administrators Manage Student Information

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

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

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

How Teachers and Test Administrators Manage Roster

Teachers and test administrators can manage rosters for students in their school. These rosters are then sent to ORS and AIRWays Reporting so those systems can display scores.

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

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

How Teachers and Test Administrators Use TIDE During Testing

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

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

How Teachers and Test Administrators Print Test Tickets

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

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

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

How Teachers and Test Administrators Monitor Test Progress

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

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

Appendix A. Modifying Account Information and TIDE Role

Account Information

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

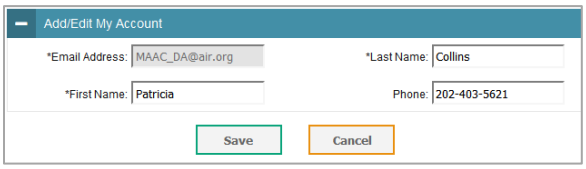
In the TIDE banner (see Figure 60), from the **Manage Account** drop-down list, select **My Contact**. The ***My Contact Information*** page appears (see Figure 61).

Figure 60. TIDE Banner

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

TIDE saves your changes, and a confirmation message appears.

Figure 61. Fields in the My Contact Information Page

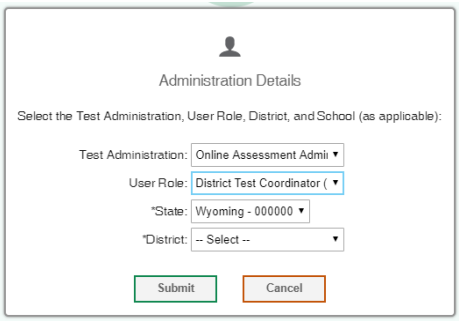


Changing Your Associated Test Administration, Institution, or Role

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

1. In the TIDE banner (see Figure 60), select **Change Role** from the **Manage Account** drop-down menu. The ***Administration Details*** window appears (see Figure 62).
2. Update the information as necessary.
3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 62. Administration Details Window



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

Deleting Records

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

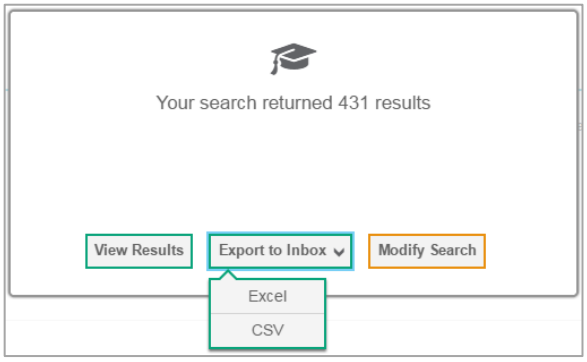
1. Retrieve the records you want to delete by following the procedure in the section Searching for Records in TIDE.
2. Do one of the following:
   - Mark the checkboxes for the record you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved records.
3. Select , and in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

Exporting Records in TIDE

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

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

Figure 63. Search Results Pop-up Window



You can also export records from the search results grid:

1. Retrieve the records you want to delete by following the procedure in the section Searching for Records in TIDE.
2. Do one of the following:

3. Mark the checkboxes for the record you want to export.

4. Mark the checkbox at the top of the table to export all retrieved records.

3. Select , and in the affirmation dialog box select **OK**.

Printing Records in TIDE

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

2. Do one of the following:

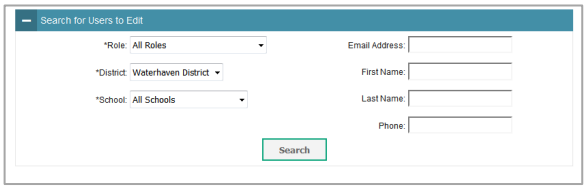
   - To print some records, mark the checkboxes for the records you want to print, select , select My Selected, and then select Print.

   - To print all records, select , select All, and then select Print.

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 64). This section explains how to use this search panel and navigate search results.

Figure 64. Sample Search Panel



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

> 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:

   3. To include an additional search criterion in the search, select it and select Add or Add Selected as available

   4. Optional: To delete an additional search criterion, select it and select Remove Selected. To delete all additional search criteria, select Remove All.

5. Select **Search**.

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

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

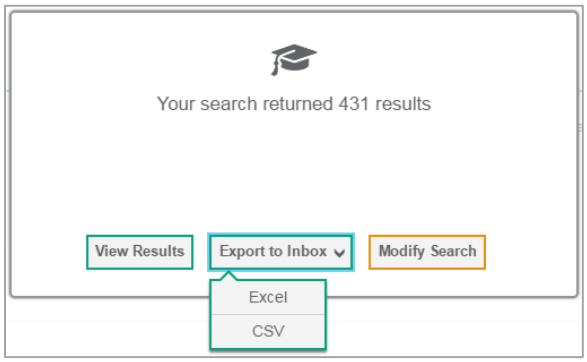
- In the search results pop-up window (see Figure 65) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:

  - To view the retrieved records on the page, select View Results. Continue to Step 5. This option is not available if TIDE detects that this action might adversely affect its performance.

  - To export the retrieved results to the Inbox, select Export to Inbox and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see Inbox Files).

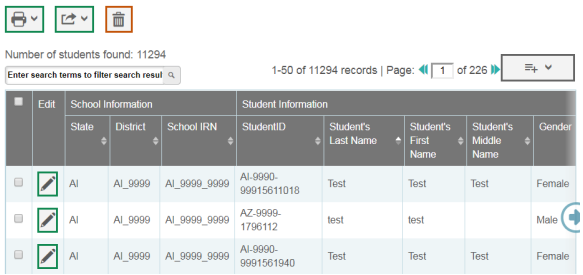
  - To return to the page and modify your search criteria, select Modify Search. Repeat Steps 1–4.

Figure 65. Search Results Pop-up Window



- The list of retrieved records appears below the search panel (see Figure 66).

Figure 66. Sample Search Results



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

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

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

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

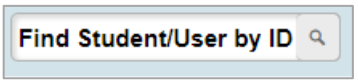
12. *Optional:* If the search results span more than one page, select or to view previous or next pages, respectively.

13. *Optional*: To hide columns, select (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

Searching for Students or Users by ID

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

Figure 67. Find Student/User by ID



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

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

Appendix C. Inbox

Inbox Files

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

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

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

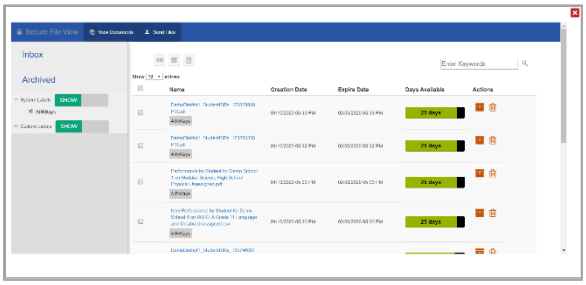
1. From the TIDE banner (see Figure 60), select **Inbox**. The ***Inbox*** page appears (see Figure 68)

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

3. Inbox: This is the default view and displays all the files except for the ones that you have archived.

4. Archived: Displays the files that you have archived.

Figure 68. Inbox



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

6. *Optional*: To hide or display system labels, toggle

.

7. *Optional*: To hide files with a system label, unmark the checkbox for that system label.

8. *Optional*: To hide or display custom labels, toggle

.

9. *Optional*: To hide files with a custom label, unmark the checkbox for that custom label.

10. Do one of the following:

- To download a file, select the file name.
- To add a new custom label or apply an existing custom label, select .
  - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
  - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
- To archive a file, select .
- To delete a file, select .

About File Deletion

- 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.

Appendix D. Understanding the Materials Ordering Process

Ordering Materials

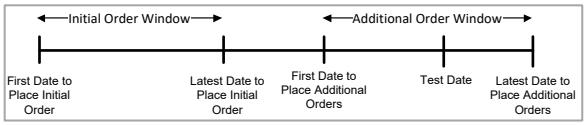
Some students take tests using paper test materials for either WY-ALT or WY-TOPP. To administer these tests, students and test administrators first need to order the paper test materials.

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

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

Figure 69 shows a time line illustrating the order windows. The additional order window extends after the test date; this allows districts to place orders for return materials.

Figure 69. Order Windows for Testing Materials



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

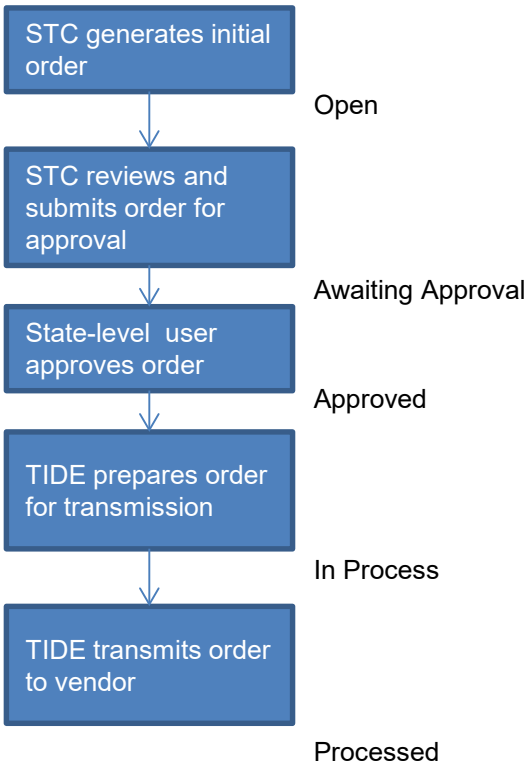
TIDE maintains a record of each order's status, labeling the order as pending approval, approved, or transmitted to the printer. These statuses appear in the View Order History task, as described in the section "How district-level users view order history reports."

Understanding an Order's Status

In the normal workflow for an initial order, a test coordinator generates the order, then reviews and submits it for approval. Next, a state-level administrator reviews the order, approving or modifying it as appropriate. If approved, TIDE sends the order to the vendor, who prints and ships the order. (This is a typical scenario; some school districts have different workflows for order processing.) Figure 70 illustrates the progression of an initial order and the associated status code. TIDE tracks the order through each stage, and assigns a status code accordingly.

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

Figure 70. Stages of an Order and Associated Status Code



List of Order Statuses

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

Appendix E. User Role Permissions

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

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

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

Task or Site	DTC*	DDR*	BC*	BDR*	TA*	PR*	ALT-TA*
Generating Test Completion Rates Reports	✓	✓	✓	✓	✓		✓
Generating Test Status Code Reports	✓	✓	✓	✓	✓		✓
Documenting Non-Participation with Special Codes							
Viewing and Editing a Student's Special Codes	✓		✓		✓		
Access to Test Administration (TA) Sites							
TA Interface Practice and Training Site	✓		✓		✓	✓	✓
Student Interface Practice and Training Site	✓		✓		✓	✓	
TA Interface	✓		✓		✓	✓	✓
TA Certification Site	✓		✓		✓	✓	✓
Assessment Viewing Application	✓		✓		✓	✓	✓
Data Entry Interface	✓		✓		✓	✓	✓
Access to Online Reporting System (ORS) Features and Tasks							
Score Reports							
Viewing School Listing Report	✓	✓	✓	✓	✓		✓
Viewing Teacher Listing Report	✓	✓	✓	✓	✓		✓
Viewing Roster Listing Report	✓	✓	✓	✓	✓		✓
Viewing Student Listing Report	✓	✓	✓	✓	✓		✓
Viewing Individual Student Score Report	✓	✓	✓	✓	✓		✓
Reports & Files							
Viewing Summary Statistics	✓	✓	✓	✓	✓		✓
Retrieving Student Results	✓	✓	✓	✓	✓		✓
Access to AIR Ways Features and Tasks							
District Assessment Report	✓	✓					
School Assessment Report	✓	✓	✓	✓			
Teacher Assessment Report	✓	✓	✓	✓	✓		
Student Assessment Report	✓	✓	✓	✓	✓		
Managing Rosters	✓	✓	✓	✓	✓		
Managing Test Reasons	✓		✓		✓		

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

User Support

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

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

Wyoming Help Desk

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

Email Support: wyohelpdesk@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.