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Introduction to This User Guide

This section describes the contents of this user guide.

Organization of This User Guide

This guide contains the following sections:

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

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

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

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

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

- **Section VI, After Testing** describes the activities you can perform after testing is complete, including data cleanup.

Document Conventions

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

Table 1. Document Conventions

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<td><img src="https://example.com/warning.png" alt="Warning" /></td>
<td><strong>Warning:</strong> This symbol accompanies information regarding actions that may cause loss of data.</td>
</tr>
<tr>
<td><img src="https://example.com/caution.png" alt="Caution" /></td>
<td><strong>Caution:</strong> This symbol accompanies information regarding actions that may result in incorrect data.</td>
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<tr>
<td><img src="https://example.com/note.png" alt="Note" /></td>
<td><strong>Note:</strong> This symbol accompanies helpful information or reminders.</td>
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<td><strong>bold italic</strong></td>
<td>Boldface italic indicates a page name.</td>
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<td>bold</td>
<td>Boldface indicates an item you click or a drop-down list selection.</td>
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<td>mon</td>
<td>Monospace indicates a file name or text you enter from the keyboard.</td>
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<tr>
<td>italic</td>
<td>Italic indicates a field name.</td>
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### Intended Audience

This user guide is intended for state, corporation, and school-level test administrators and coordinators who manage the assessment effort. You should be familiar with the concepts of test eligibility, test settings, accommodations, and general management of user accounts for an enterprise-wide system.

To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file upload and download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.
Section I. Overview of the Test Information Distribution Engine

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

Description of TIDE

AIR’s TIDE system supports state, corporation, and test coordinators throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage user and student information, order testing materials, track orders, monitor test progress, and execute administrative functions such as test resets or reopens.

Figure 1 illustrates TIDE’s operational functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. Indiana’s TIDE system receives all new student information from overnight uploads from the Indiana Department of Education (IDOE). TIDE then distributes this information to the appropriate system. TIDE sends to the Test Delivery System (TDS) students’ eligibilities, settings, and accommodations; this enables TDS to deliver the appropriate test to any given student in the required format. TIDE sends to the Online Reporting System (ORS) students’ institutional associations; this enables ORS to aggregate scores at the classroom, school, corporation, and state levels.

System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox or Chrome. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the Technology Setup for Online Testing Quick Guide. This publication is available in the Technology Resources section of the Indiana Assessment Portal, https://indiana.portal.airast.org/.
Understanding User Roles and Permissions

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

Table 2 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.

Table 2. Overview of User Roles and Permissions

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### Access to Test Administration (TA) Sites

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### Access to Online Reporting System (ORS) Features and Tasks

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<td>CITC*</td>
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<td>View/Edit Roster</td>
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<td><strong>Search Students</strong></td>
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</table>

*STATE – State, CTC – Corporation Test Coordinator, CITC – Corporation Information Technology Coordinator, NPSTC – Non Public School Test Coordinator, STC – School Test Coordinator, TA – Test Administrator

**Some roles have view-only access to this feature.

***As mentioned in the Approving Irregularity requests section, only STATE users are able to approve requests to Reset a Test, Re-Open a Test, Re-open a Test Segment, or for Grace Period Extension. Corporation and school level users, including Test Administrators, may approve requests to Invalidate or Request a Rescore.

There is a hierarchy to user roles. As indicated in Figure 2, the State administrator is at the top of the hierarchy, followed by the Corporation Test Coordinator, then the Corporation Information Technology Coordinator, Non-Public School Test Coordinator, School Test Coordinator, and Test Administrator. Generally, user roles that are higher in the hierarchy have access to more sensitive or critical data and tasks within TIDE.

Figure 2. Hierarchy of User Roles
Section II. Accessing TIDE
This section explains how to activate your TIDE account, log in to TIDE, request a password reset, and log out.

Activating Your TIDE Account
Your TIDE administrator creates your account (typically this is a CTC, however STCs and NPSTCs call also create accounts in TIDE), 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 a new link as described in About Usernames and Passwords.

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. If you need further assistance please contact the Indiana Assessment Helpdesk (see Appendix C)

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

To activate your account:
1. Click the link in the activation email. The Reset Your Password page appears (see Figure 3).
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. Click **Submit**.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see Figure 5) in the portal page.

**Logging in to TIDE**

This section describes how to log in to TIDE.

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

*To access TIDE:*

1. Navigate to the Indiana Assessment Portal (https://indiana.portal.airast.org/).

2. Select your user role.
3. Click **TIDE** (see Figure 5). The **Login** page appears (see Figure 6).

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

5. Click **Secure Login**.
   
   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see Figure 7) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.
i. In the *Enter Emailed Code* field, enter the emailed code.

ii. Click **Submit**.

**Note:** If the code has expired, click **Resend Code** to request a new code.

![Figure 7. Enter Code Page](image)

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

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

### About Usernames and Passwords

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

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

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

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

- **Additional help:**

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

### Reactivating Your TIDE Account at the Beginning of the School Year

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

**To reactivate your account:**

1. Display the Login page (see Figure 6) by following steps 1 – 3 in the section Logging in to TIDE and click **Request a new one for this school year**. The Reset Your Password: Find Account page appears (see Figure 8).

   ![Figure 8. Fields in the Reset Your Password: Find Account Page](image)

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

3. Follow steps 1–3 in the section Activating Your TIDE Account to reactivate your account.
Note: During the reactivation process, you will be taken to the Enter Code (see Figure 7) page and asked to provide the authentication code sent to your email.

- In the Enter Emailed Code field, enter the emailed code and click Submit.
- You must enter the code within five minutes of the email being sent. If your code expires, you can request for a new code by clicking Resend Code on the Enter Code page.

Logging out of TIDE

To log out of TIDE:

- In the TIDE banner (see Figure 11), click Log Out.

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

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

Organization of the TIDE User Interface

The TIDE user interface is designed to reflect the stages of the testing process as directly and simply as possible. The tasks available in TIDE are organized into three categories based on when each task should be performed in the testing process:

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

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

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

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

About the TIDE Dashboard

The TIDE dashboard appears when you first log in to TIDE (see Figure 9). Every task you can perform in TIDE is available on this page.

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

  **Note**: The task menus displayed on the TIDE dashboard depend on your user role.
Each task menu contains a set of related tasks. For example, the Users menu contains options for adding users, viewing/editing/exporting users, and uploading users.

To expand a task menu and view its set of related tasks, click \( \text{🔍} \) on the end of that menu. To perform a task, click the name of that task listed in this menu. To collapse a menu, click \( \text{🔍} \).

**Navigating in TIDE**

When you navigate away from the TIDE dashboard, a navigation toolbar appears at the top of the page (see Figure 10). This toolbar allows you to access each task and action that was available on the dashboard. The toolbar only lists the task menus for one category at a time.

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

**About the Banner**

A banner appears at the top of every page in TIDE (see Figure 11).
The banner displays the current test administration and your current user role. The banner also includes the following features:

- **TIDE**: This drop-down list allows you to switch to other AIR systems such as the Test Delivery System and the Online Reporting System.

- **Help**: This button opens the online TIDE User Guide.

- **Inbox**: This button allows you to open the shared Inbox and access the files you exported in TIDE and other AIR systems, as well as any secure documents, if available. Read Aloud scripts for ILEARN and IREAD-3 assessments for paper-and-pencil assessments will also be available in the Inbox prior to test administration.

- **Manage Account**: This drop-down list allows you to change your user role, set up your contact information, and reset your password.

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

**Accessing Global Features**

Regardless of where you are in TIDE, there are features that appear globally. This section explains how to change test administrations, search for students by Student Test Number (STN), and switch to other AIR systems.
Changing Test Administration, Institution, or Role

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

To change test administration, user role, or institution:

1. In the TIDE banner (see Figure 11), select Change Role from the Manage Account drop-down menu. The Administration Details window appears (see Figure 12).

![Figure 12. Administration Details Window](image)

2. Update the information as necessary.

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

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

To modify account information:

1. In the TIDE banner (see Figure 11), from the Manage Account drop-down list, select My Contact. The My Contact Information page appears (see Figure 13).

2. Enter updates as necessary.

3. Click Save.

TIDE saves your changes, and a confirmation message appears.

Resetting Your Password

You can change your login password as necessary.
To change your password:

1. In the TIDE banner (see Figure 11), from the Manage Account drop-down list, select Reset Password. A new browser window opens with the Change Password page on display (see Figure 14).

Figure 14. Fields in the Change Password Page

2. In the Current Password field, enter your current password.

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

4. Click Save.

TIDE saves your changes, and a confirmation message appears.

Switching Between AIR Systems

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

To switch to another AIR system:

- In the banner at the top left of the page, hover over TIDE, and click the other system name (see Figure 15).
Finding Students by STN

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

To search for a student:

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

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

Downloading Files from the Inbox

When searching for users, students, students’ test settings, and irregularities, you can choose to export the search results to the Inbox. The shared Inbox (see Figure 16) 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. Read Aloud scripts for ILEARN and IREAD-3 assessments for paper-and-pencil assessments will also be available in the Inbox prior to test administration.

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

1. From the TIDE banner (see Figure 11), select Inbox. The Inbox page appears.

Figure 16. Inbox

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

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

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

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

Navigating Record Forms

Certain tasks in TIDE require you to add or edit records via specialized record forms (see Figure 17). This section explains how to navigate these forms.

![Figure 17. Sample Record Form](image)

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

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

![Note: The number of panels and the content of those panels in a record form depend on the record type.](image)

Uploading Records

Some TIDE tasks require you to add a large number of records via a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (see Figure 18).
When uploading a file to TIDE, you must first download a file template and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided when describing the record type in the guide.

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

For more information about how TIDE processes uploads, see Processing File Uploads in Section VI.

To upload a file:
1. On the file upload page, click Download Templates and select the appropriate file type.
2. Open the file in a spreadsheet application, fill it out, and save it.
3. On the file upload page, click Browse and select the file you created in the previous step.
4. Click Next. The Preview page appears (see Figure 19). Use the file preview on this page to verify you uploaded the correct file.

5. Click Next. TIDE validates the file and displays any errors (⚠️) or warnings (⚠️) on the Validate page (see Figure 20).

Note: If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.
Optional: Click the error and warning icons in the validation results to view the reason a field is invalid.

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

Figure 20. Sample Validation Page

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

6. Do one of the following:

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

   - Click Upload Revised File to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

   The Confirmation page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 21).

Figure 21. Confirmation Page

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

Searching for Records

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the View/Edit/Export Users task). For such tasks, a search panel appears when you first access the task page (see Figure 22). This section explains how to use this search panel and navigate search results.
To search for records:

1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages and discrepancy resolution pages will allow you to select one, multiple, or all values. Similarly, the Test ID drop-down list on the Plan and Manage Testing page will allow you to select one, multiple, or all values.

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

2. Optional: If the task page includes an additional search panel, select values to further refine the search results:
   a. To include an additional search criterion in the search, select it and click Add or Add Selected as available
   b. Optional: To delete an additional search criterion, select it and click Remove Selected. To delete all additional search criteria, click Remove All.
   c. For information about how TIDE evaluates additional search criteria, see Evaluating Advanced Search Criteria.

3. Click Search.
   o If searching for users, students, students’ test settings, and irregularities, proceed to the next step.
   o If searching for other types of records, such as rosters, skip to Step 5.

4. In the search results pop-up window (see Figure 23) 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:
5. The list of retrieved records appears below the search panel (see Figure 24).

To view the retrieved records on the page, click **View Results**. Continue to Step 5.

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

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

To return to the page and modify your search criteria, click **Modify Search**. Repeat Steps 1–4.
6. Optional: To filter the retrieved records by keyword, enter a search term in the text box above the search results and click . TIDE displays only those records containing the entered value.

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

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

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

Evaluating Advanced Search Criteria

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

- If you specify multiple values for a given search field, TIDE retrieves records matching any of the values.
- If you specify multiple search fields, TIDE retrieves records matching all of the fields’ criteria.
Referring to Figure 25, TIDE retrieves student records that match the following:

- The student has an accommodation that allows them to take a paper-and-pencil test.

Figure 25. Additional Search Criteria

Performing Actions on Records

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

To perform actions on records:

1. Search for the required records by following the procedure in the section Searching for Records.

2. To select records for an action (such as printing or exporting), do one of the following:
   - Mark the checkbox next to each record you wish to select.
   - To select all records, mark the checkbox in the header row.

Note: Performing actions on student records retrieved on the View/Export Students and View/Export Test Settings and Tools.

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

3. Click the required action button above the table of retrieved records and select the desired option, if available:
- Prints the selected records or displays options for printing all or selected records.
- Exports the selected records to a PDF, Excel, or CSV file or displays options for exporting all or selected records.
- Deletes the selected records.

Note: About the Action Buttons

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

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

This section covers the following topics:

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

Managing TIDE Users

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

Adding User Accounts

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

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

*To add a user account:*

1. From the Users task menu on the TIDE dashboard, select Add Users. The Add Users page appears (see Figure 26).

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

2. In the Email Address field, enter the new user’s email address.

3. Click *Add user or add roles to user with this email*. Additional fields appear (see Figure 27).
4. Using Table 3 as a reference, enter the user’s first name and last name in the required fields and other details in the optional fields.

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

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

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

8. Optional: To delete a role, click next to that role.

9. Click Save.

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

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

To view and edit user details:

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

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

3. In the list of retrieved users, click for the user whose account you want to view. The View/Edit User: [User's Name] form appears (see Figure 28).

4. If your user role allows it, modify the user’s details as required. Use Table 3 as a reference.

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

6. Click Save.

7. In the affirmation dialog box, click Continue to return to the list of user accounts.
Table 3 describes the fields in the **View/Edit User: [User's Name]** page.

Table 3. Fields in the View/Edit User: [User's Name] Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address*</td>
<td>Email address for logging in to TIDE.</td>
</tr>
<tr>
<td>User Role*</td>
<td>User’s role. For an explanation of user roles, see Understanding User Roles and Permissions.</td>
</tr>
<tr>
<td>First Name</td>
<td>User’s first name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>User’s last name.</td>
</tr>
<tr>
<td>Phone</td>
<td>User’s phone number.</td>
</tr>
<tr>
<td>TA Certified</td>
<td>Indicates if the user has been trained to use online assessment systems. Once the user completes the TA Certification Course this field will automatically populate with a Y.</td>
</tr>
</tbody>
</table>

*Required field.

**Deleting User Accounts**

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

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

**To delete user accounts:**

1. Retrieve the user accounts you want to delete by following the procedure in the section Searching for Records.

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

3. Click 🗑️, and in the affirmation dialog box click Yes.
Adding, Editing, or Deleting Users through File Uploads

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

To upload user accounts:
1. From the Users task menu on the TIDE dashboard, select Upload Users. The Upload Users page appears.

2. Following the instructions in the section Uploading Records and using Table 4 as a reference, fill out the User template and upload it to TIDE.

Table 4 provides the guidelines for filling out the User template that you can download from the Upload Users page.

Table 4: Columns in the User Upload File

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>CorporationID*</td>
<td>Corporation associated with the user.</td>
<td>Corporation ID that exists in TIDE, and must be associated with the user uploading the file. A valid ID requires 4 characters.**</td>
</tr>
<tr>
<td>SchoolID</td>
<td>School associated with the user.</td>
<td>School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 4 characters. Must be associated with the corporation ID. Can be blank when adding corporation-level users.</td>
</tr>
<tr>
<td>FirstName*</td>
<td>User's first name.</td>
<td>Up to 35 characters.</td>
</tr>
<tr>
<td>LastName*</td>
<td>User's last name.</td>
<td>Up to 35 characters.</td>
</tr>
<tr>
<td>Email*</td>
<td>User’s email address.</td>
<td>Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.</td>
</tr>
<tr>
<td>Phone</td>
<td>User’s phone number.</td>
<td>Phone number in xxx-xxx-xxxx format.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
<td>Valid Values</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Role*</td>
<td>User’s role. For an explanation of user roles, see <strong>Understanding User Roles and Permissions.</strong></td>
<td>One of the following: CTC—Corporation Test Coordinator CITC—Corporation Information Technology Coordinator NPSTC—Non Public School Test Coordinator STC—School Test Coordinator TA—Test Administrator Must be lower in the hierarchy than the user uploading the file; see Figure 2.</td>
</tr>
<tr>
<td>Action*</td>
<td>Indicates if this is an add, modify, or delete transaction.</td>
<td>One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.</td>
</tr>
</tbody>
</table>

*Required field.

**The “-999” corporation ID is used for all non-public schools. The dash is needed to make a valid corporation ID for non-public school upload files, and the cell must be formatted as text if uploading with Microsoft Excel. For example, if “-999_B295” is entered without formatting the cell first, excel interprets it as a formula.

**Figure 29** is an example of a sample upload file with the following transactions:

- The first row (aside from the header row) adds Thomas Walker as a TIDE user, specifying all fields except phone number.

- The second row modifies Thomas Walker’s account, changing his role and adding the phone number. In this case you must list values in all other columns, even if you do not change them.

- The third row deletes Thomas Walker’s account.

- The fourth row adds Patricia Martin as a Corporation Test Coordinator for school 9000.

- The fifth row adds Patricia Martin as a Corporation Information Technology Coordinator for a different school—9001.

**Figure 29. Sample User Upload File**
Managing Student Information

This section describes how to modify students’ records, and how those records affect testing and reporting.

Viewing and Editing Students

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

To view and edit student details:

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

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

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

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

5. If your user role allows it, modify the student’s record as required. Users can update a student’s Designated Features.
   - In the available test settings and tools panels (see Viewing and Editing Students), modify the student’s test settings, using Viewing and Editing Students as a reference. The test settings are grouped into categories such as Universal Tools, Designated Features and Accommodations. You can select different settings for each test, if necessary.
   - In the Test Eligibility panel, mark or clear checkboxes as required to modify the student’s eligible tests.

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

6. Click Save.

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

Printing Students’ Test Settings

A student’s test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.
To print students’ test settings:

1. Retrieve the student records you want to print by following the procedure in the section Viewing and Editing Students.

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

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

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

5. In the new browser window that opens, verify Student Settings and Tools is selected in the Print Options section (see Figure 30).

![Figure 30. Layout Model for Student Test Settings and Tools](image-url)
6. Click **Print**.

Your browser downloads the generated PDF.

**Generating Frequency Distribution Reports**

A Frequency Distribution Report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. This feature is available to CTC and NPSTC user roles.

You can generate FDRs for the students in your corporation or school by a variety of demographics.

*To generate Frequency Distribution Reports:*

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The **Frequency Distribution Report** page appears (see Figure 31).

![Figure 31. Fields in the Frequency Distribution Report Page](image)

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

   a. From the **Corporation** drop-down list (if available), select a corporation.

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

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

   d. **Optional:** In the **Select Demographics** sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.
3. Click **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 32).

![Figure 32. Frequency Distribution Reports by Grade and Gender](image)

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

A student’s test settings include the available designated features and accommodations, such as Text-to-Speech or color schemes. All test settings will come to AIR from IDOE through nightly uploads (which will reflect the most current information provided to IDOE by corporations in State student data systems). Thus, Accommodations will be present in TIDE but unable to be edited by any user except a State-level user. The student settings captured under the category of Designated Features will able to be edited by users in schools and corporations. This section explains how to edit student test settings and tools via an online form or a file upload.

Note: As mentioned above, accommodations will be present in TIDE but not editable by most users. This applies to students needing the IREAD-3 Hard of Hearing form; students will need to have that accommodation applied via Indiana IEP or a new DOE TA or TL submission.

Viewing and Editing Test Settings and Tools

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

To edit a student’s test settings and tools:

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

2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section Viewing and Editing Students.

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

4. For information about how to use this form, see the section Viewing and Editing Students.

Managing Rosters

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

The rosters you create in TIDE are available in ORS. ORS can aggregate test scores at these roster levels. You can also use rosters to print Student access cards containing students’ login information to start taking a test.

This section provides instructions for adding rosters, modifying rosters, and managing rosters via file uploads.
### Adding New Rosters

For a teacher to be able to see his 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 English Language Arts, Mathematics, Science, Social Studies, Biology, and U.S. Government.

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

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

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

- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named ‘Gr3Jones18-19’ and a secondary school roster may be named ‘AikenPeriod3Eng9A18-19’.

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

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

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

![Add Roster Form](image)

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

3. In the Add Students to the Roster panel (see Figure 34), do the following:
   a. In the Roster Name field, enter the roster name.
   b. From the Teacher Name drop-down list, select a teacher or school personnel associated with the roster.
   c. From the Students to display field, select the students you wish to view in the Available Students list. The two options are:
      - **Current Students**: Displays students who match your search criteria and are currently associated with the school.
      - **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school. For example, if a Grade 3 student has left the school and you search for Grade 3 students with the Students to display field set to Current and Past Students, the student who has left the school will also be displayed.
Note: When viewing current and past students from the selected year, students who are no longer associated with your school will display the date on which they left the school. You can still add these students to your roster, if desired.

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

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

![Figure 34. Add/Remove Students to Roster Panel: Current and Past Students](image)

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

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

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

You can modify existing rosters, if required. You can modify a roster by changing its name, associated teacher, or by adding students or removing students.

To modify a user-defined roster:

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

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

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

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

5. In the Add/Remove Students to the Roster panel (see Figure 34), do the following:
   a. In the Roster Name field, enter the roster name.
   b. From the Teacher Name drop-down list, select a teacher or school personnel associated with the roster.
   c. From the Students to display field, select the students you wish to view in the Available Students and Selected Students lists. The two options are:

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

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

   Note: You can add students to your roster even if they have left the school.
d. To add students, from the list of available students, do one of the following:

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

Figure 35. Modifying a Roster: Current and Past Students

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

**Printing Students Associated with a Roster**

You can print a list of students in a roster.

*To print students in rosters:*

1. Retrieve the rosters to print by following the procedure in the section Searching for Records.
2. Do one of the following:
   - Mark the checkboxes for the rosters you want to print.
   - Mark the checkbox at the top of the table to print all retrieved rosters.
   
   **Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

3. Click ‌‌, and then select **Roster**.

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

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

### Printing Student Access Cards for Students in a Roster

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

*To print Student access cards for students in a roster:*

1. Retrieve the rosters for which you want to print Student access cards by following the procedure in the section **Searching for Records**.

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

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

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

![Figure 36. Student Access Card Layout Model](image)

5. Select the required layout.

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

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

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

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

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

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

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

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

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

**Deleting Rosters**

You can delete rosters created in TIDE or ORS.

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

**Creating Rosters Through File Uploads**

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

*To upload rosters:*
1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.
2. Following the instructions in the section *Uploading Records* and using **Table 5** as a reference, fill out the Roster template and upload it to TIDE.

**Table 5** provides the guidelines for filling out the Roster template that you can download from the **Upload Rosters** page.

Table 5. Columns in the Rosters Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation ID*</td>
<td>Corporation associated with the roster.</td>
<td>Corporation ID that exists in TIDE. Must be 4 digits.</td>
</tr>
<tr>
<td>School ID*</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Must be 4 digits.</td>
</tr>
<tr>
<td>User Email ID*</td>
<td>Email address of the teacher associated with the roster.</td>
<td>Email address of a teacher existing in ORS.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 20 characters.</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
<td>Valid Values</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>STN*</td>
<td>Student's unique identifier within the state.</td>
<td>Must be 9 digits.</td>
</tr>
</tbody>
</table>

*Required field.

**Figure 37** is an example of a sample upload file that creates a roster with four students.

- The first row (aside from the header row) does the following:
  - If the roster US Government does not exist in school 9992 TIDE does the following:
    - Creates the roster US Government.
    - Associates the teacher whose email address is TA.9992@Test.user with the roster.
  - Adds the STN 999210144 to the roster US Government.

- The second row adds STN 99910245 to the roster US Government

**Working with Orders for Testing Materials**

Your corporation or school may be pre-approved to receive paper materials for testing, based on student accommodations information that is provided to IDOE. TIDE computes the quantities of these materials based on the number of students with paper accommodations (e.g. non-embedded accommodations for paper-and-pencil assessment book, braille assessment book, Spanish assessment book, etc.) that are set. This section describes how to review the initial order materials, how to order additional quantities as necessary, and how to track order shipments and returns.
Reviewing Initial Orders

CTCs can review initial orders at any time during the initial order window. **Note:** Each corporation will receive an overage quantity at the corporation level. CTCs should note that the *overage* quantity is shown at the Corporation level; and the *calculated* quantities at the School level. The initial orders will be calculated via the nightly files sent from IDOE to AIR. Corporations and schools can view the information in TIDE but quantities are not editable.

To review initial orders:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Initial Orders**. The **Initial Orders** form appears (see Figure 39). For more information about using record forms, see the section [Navigating Record Forms](#).

![Figure 38. Initial Orders Page](#)

2. In the **Contact Information** panel, do the following:
   a. Verify information in the **Corporation Test Coordinator Information** panel.
   b. Verify information in the **Shipping Information** panel.
   c. Click **Verify**, and then click **Continue** in the confirmation message that appears.

   **Note:** If any contact information is not correct, please update the information in DOE Online.

![Figure 39. Fields in the Initial Orders Page](#)
3. In the **Search for Orders** panel, do one of the following:
   - Mark **Corporation** (if available) to view an order for an entire corporation.
   - Mark **School**, and then select a school, to view an order for an individual school.

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

5. In the list of initial orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive (see Figure 40).

![Figure 40. List of Initial Orders](image)

6. If the Quantity Approved is insufficient, you will have a chance to order more paper materials during the Additional Order window. **Note**: CTCs do not need to click **Save Orders**. As explained above, order quantities are calculated based on nightly files AIR receives from IDOE.

**Table 6** describes the columns in the **Initial Orders** page.

**Table 6. Columns in the Initial Orders Page**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Description</td>
<td>Description of the materials included in the order.</td>
</tr>
<tr>
<td>Quantity You Will Receive</td>
<td>Quantity to be shipped from the vendor after the initial order window closes. This quantity includes any rounding above the Quantity Approved.</td>
</tr>
<tr>
<td>Quantity Approved</td>
<td>Quantity that is approved. This reflects what was requested in the Additional Quantity column. Resets to zero after transmittal to the printer.</td>
</tr>
<tr>
<td>Quantity Pending Approval</td>
<td>Quantity requiring approval beyond that automatically approved. Resets to zero after approved or disapproved.</td>
</tr>
<tr>
<td>Additional Quantity</td>
<td>Not applicable during the Initial Order window.</td>
</tr>
</tbody>
</table>
Placing Additional Orders

STCs and NPSTCs can request additional materials beyond those specified in your initial order. The CTC may change his or her user role in TIDE to STC in order to place an Additional Order for materials for a specific school within the corporation. All additional orders are received at the Corporation-level and from then distributed to schools by the CTC. The materials will arrive in corporations packed by school. Note: All ILEARN U.S. Government and Biology End-of-Course Assessment paper-and-pencil testing materials will only be available for shipment during the Additional Order window, as there is not an initial order shipment for these assessments.

To request additional materials:

1. From the Paper Ordering task menu on the TIDE dashboard, select Additional Orders. The Additional Orders form appears (see Figure 41). For more information about using record forms, see the section Navigating Record Forms.

Figure 41. Fields in the Additional Orders Page

2. In the Contact Info panel, do the following:
   a. Verify information in the Corporation Test Coordinator Information panel.
   b. Verify information in the Shipping Information panel.
   c. Click Verify, and then click Continue in the confirmation message that appears.

Note: If any contact information is not correct, please update the information in DOE Online.
3. Verify your correct Corporation and School information shows in the Search for Orders panel.

4. Click Search. A list of materials available for ordering appears (see Figure 42).

Figure 42. List of Available Additional Orders

<table>
<thead>
<tr>
<th>Material Description</th>
<th>Quantity Will Receive</th>
<th>Quantity Approved</th>
<th>Quantity Pending Approval</th>
<th>Additional Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>IREAD-3 Test Booklets (Regular Print, Large Print and Braille)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>IREAD-3: Regular Print Booklet</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>IREAD-3: Large Print Booklet</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>IREAD-3: Braille Booklet</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>ILEARN: Regular Print Booklets</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Figure 43. Additional Orders: Comments Panel

6. In the list of additional orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive.

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

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

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

10. Click Close to return to the Additional Orders page.
Table 7 describes the columns in the Additional Orders page.

Table 7. Columns in the Additional Orders Page

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Description</td>
<td>Description of the materials included in the order.</td>
</tr>
<tr>
<td>Quantity You Will Receive</td>
<td>Cumulative quantity sent to the printer. This number always increases after each transmission. This number is rounded up to the multiple in a pack or box.</td>
</tr>
<tr>
<td>Quantity Approved</td>
<td>Latest quantity approved. Resets to zero after transmission to the printer.</td>
</tr>
<tr>
<td>Quantity Pending Approval</td>
<td>Latest quantity sent for approval. Resets to zero after approved or disapproved.</td>
</tr>
<tr>
<td>Additional Quantity</td>
<td>Amount to order. The entered amount should include the quantity displayed in the 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.</td>
</tr>
</tbody>
</table>

Viewing Order History

CTCs, CICs, STCs and NPSTCs can review the order history of testing materials for your school or corporation.

To review order history:

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

   Figure 44. Fields in the Order History Page

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

3. To view the order’s tracking report, click 🗼.

4. To view the order’s packing lists, manifests, and security checklists, click 📄.
Table 8 describes the columns in the order history page.

Table 8. Columns in the Order History Page

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number</td>
<td>Purchase order number.</td>
</tr>
<tr>
<td>Order Type</td>
<td>Type of order: initial or additional.</td>
</tr>
<tr>
<td>Submitted By</td>
<td>User who generated the order.</td>
</tr>
<tr>
<td>Order Status</td>
<td>Order's current status.</td>
</tr>
<tr>
<td>Submitted Date</td>
<td>Date order was generated.</td>
</tr>
<tr>
<td>Tracking</td>
<td>Order's Tracking Report.</td>
</tr>
<tr>
<td>Reports</td>
<td>Order's Documentation.</td>
</tr>
</tbody>
</table>

Table 9 describes the columns in the order details form.

Table 9. Columns in the Order Details Form

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

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

This section covers the following topics:

• Printing Student Access Cards
• Managing Irregularities
• Monitoring Test Progress

Printing Student Access Cards

Although student access cards are not required for testing purposes, some test administrators may find this a useful means of managing real-time test sessions. A student access card is a hard-copy form that includes a student's STN for logging in to a test.

Figure 45. Sample Student Access Card

TIDE generates the Student access cards as PDF files that you download with your browser.
Printing Student Access Cards from Student List

This section explains how to print Student access cards from a list of students.

To print student access card labels:

1. From the Print Student Access Cards task menu on the TIDE dashboard, select Print from Student List. The Print from Student List page appears.

2. Retrieve the students for whom you want to print Student access cards by following the procedure in the section Viewing and Editing Students.

3. Click the column headings to sort the retrieved students in the order you want the student access cards printed.

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

5. Click \( \text{Print} \) and then select the appropriate action:
   - To print student access cards for selected students, click My Selected Student Access Cards.
   - To print Student access cards for all retrieved students, click All Student Access Cards.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 46), verify Student Access Cards is selected in the Print Options section.
7. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.

**Printing Student Access Cards from Roster List**

You can print Student Access Cards for all the students in a roster.

*To print Student Access Cards from rosters:*

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

2. Retrieve the rosters for which you want to print Student access cards by following the procedure in the section **Searching for Records**.

3. Click the column headings to sort the retrieved rosters in the order you want the Student access cards 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 access cards for all retrieved rosters.

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

5. Click ** Printer** and then select **Student Access Cards**. A layout model appears for selecting the printed layout (see **Figure 46**).
6. Verify **Student Access Cards** is selected in the *Print Options* section.

7. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.

**Managing Irregularities**

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.

Irregularity requests are a way of interrupting this normal flow. This section describes how to view, create, and approve irregularities.

*Table 10* provides descriptions of each Irregularity type.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalidate a test</td>
<td>Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test irregularities until the end of the test window. A student test might be invalidated because the student was caught cheating on the test. An invalidation cannot be reversed.</td>
</tr>
<tr>
<td>Reset a test</td>
<td>Allows the student to restart a test opportunity (removing all responses on the test). You can submit these Irregularity requests until the end of the test window. This Irregularity would be requested if Student A took a test under Student B’s STN when Student B was absent, and Student B needed their test reset to complete the test under their true identity. This is a rare Irregularity request and one that must be approved by IDOE.</td>
</tr>
<tr>
<td>Re-open a test</td>
<td>Reopens a test that was completed or invalidated. This Irregularity request is generally only allowed for the ELA Performance Task segments due to the three-day expiration period of the tests once the student begins the first test item. Some examples of when this request would be submitted include if a student becomes ill and misses extended school days or has to travel for a family emergency during classroom testing.</td>
</tr>
<tr>
<td>Re-open Previous Test Segment</td>
<td>Reopens a previous test segment. This appeal is useful when a student inadvertently or accidently leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment.</td>
</tr>
<tr>
<td>Type</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Re-open Current Test</td>
<td>Reopens a test segment that a student submitted. Available only if the student has not yet started a new test segment. For example, use this Irregularity request if a student submitted a test segment, and wants to change a response on that segment before starting a new test segment.</td>
</tr>
</tbody>
</table>
| Segment                  | • If you submit this Irregularity request before the 20-minute pause timer expires, students can review and answer all questions in the reopened test segment.  
• If you submit this Irregularity request after the 20-minute pause timer expires, students can review and answer only unanswered test questions in the reopened test segment. If you want students to review and answer all questions (even answered ones) in the reopened test segment after the pause timer expires, submit and get approval for a Grace Period Extension Irregularity request. |
| Grace Period Extension  | Allows the student to review previously answered questions upon resuming a test or test segment 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.  
This type of Irregularity is only applicable to the non-performance task segments of the tests which have a 20 minute pause rule. This type of Irregularity would be requested if a student were unable to finish a test segment with a pause rule due to the fact that the school had an unplanned fire drill or power outage that prevents the student from being able to complete a test segment during a classroom period. This type of appeal should generally be submitted for a classroom of impacted students and not individual students. |
(GPE)                     |                                                                                                                                                                                                                                                                                                                                                                  |

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

An Irregularity request’s status can change throughout its life cycle. Table 11 lists the available statuses.

Table 11. Statuses of Irregularity requests

<table>
<thead>
<tr>
<th>Irregularity request Status</th>
<th>Description of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error Occurred</td>
<td>An error occurred while the Irregularity request was being processed.</td>
</tr>
<tr>
<td>Item Information Sent</td>
<td>Information regarding a Report Problem with Item appeal was sent to the designated recipients.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>Irregularity request is pending approval.</td>
</tr>
<tr>
<td>Processed</td>
<td>Irregularity request was successfully processed and the test opportunity has been updated.</td>
</tr>
</tbody>
</table>
Table 12 lists the valid combinations of Irregularity requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: completed, denied, expired, paused, reported, scored, or submitted.

Table 12. Available Irregularity requests by Test Status

<table>
<thead>
<tr>
<th>Test Status</th>
<th>Invalidate a test</th>
<th>Reset a test</th>
<th>Re-open a test</th>
<th>Re-open a segment</th>
<th>Request a rescore*</th>
<th>Report problem with Item</th>
<th>Grace Period</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denied</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expired</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paused</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pending</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reported</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scored</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Started</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitted</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspended</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invalidated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
* A new user role will be available in TIDE to support Request a Rescore requests. More information about this role will be available in Winter 2019.

Creating Irregularity requests

You can create an Irregularity request for a given test result. A student may need his or her test re-opened due to a school fire drill or as the result of an absence due to a student illness. A request for an invalidation may be made due to the discovery of a student cheating on a test. There are various scenarios that would warrant an Irregularity request. Corporations and schools should contact IDOE if there are any questions about the policies related to submitting irregularities.

To create Irregularity requests:

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

   a. From the Irregularities task menu on the TIDE dashboard, select Create Requests. The Create Requests page appears (see Figure 47).

   Figure 47. Selection Fields in the Create Requests Page

   b. Select a request type.

   c. From the drop-down lists and in the text field, enter search criteria.
d. Click **Search**. TIDE displays the found results at the bottom of the **Create Requests** page (see **Figure 48**).

![Figure 48. Retrieved Test Results](image)

2. Mark the checkbox for each result for which you want to create an Irregularity, and then click **Create**.

3. From the **Select a reason from the list** drop-down, select a reason for creating the Irregularity request. The reasons may vary based on the Irregularity request type.

4. **Optional**: In the **Additional Comments** field, enter comments, if desired.

5. Click **Submit**. TIDE displays a confirmation message.
Viewing Irregularity requests

To approve, reject, or retract Irregularity requests:

1. From the Irregularities task menu on the TIDE dashboard, select View Requests. The View Requests page appears (see Figure 49).

   Figure 49. Selection Fields in the View Requests Page

   ![](image1.png)

2. Retrieve the Irregularity requests you want to view by following the procedure in the section Searching for Records. Figure 50 shows retrieved Irregularity requests.

   Figure 50. Retrieved Irregularity requests

   ![](image2.png)
3. *Optional:* Review the initiator’s reason for the Irregularity request by clicking 📣 in the Status column.

**Approving Irregularity requests**

Some Irregularity request types require you to approve or reject them before TDS can process them. You can also retract Irregularity requests you created. Only IDOE can approve Reset a Test, Re-Open a Test, Re-open a Test Segment, and Grace Period Extension requests.

⚠️ **Caution: Persistence of Irregularity requests** You cannot delete an approved or rejected Irregularity request. To delete such Irregularity requests, contact the help desk.

To approve, reject, or retract Irregularity requests:

1. Retrieve the Irregularity requests you want to process by following the procedure in the section [Viewing Irregularity requests](#).

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

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

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

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

TIDE removes the selected Irregularity requests from the list of retrieved requests.
Creating Irregularity requests Through File Uploads

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

To upload Irregularity requests:

1. From the Irregularities task menu on the TIDE dashboard, select Upload Requests. The Upload Irregularity Requests page appears.

2. Following the instructions in the section Uploading Records and using Table 13 as a reference, fill out the Irregularity request template and upload it to TIDE.

Table 13 provides the guidelines for filling out the Irregularity request template that you can download from the Upload Irregularity Requests page.

Table 13. Columns in the Irregularity requests Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type*</td>
<td>Type of Irregularity request</td>
<td>One of the following: Reset a test, Invalidate a test, Re-open a test, Reopen Test Segment, Report problem item, Request a Rescore, Grace Period Extension</td>
</tr>
<tr>
<td>Search Type*</td>
<td>Student field to search</td>
<td>One of the following: Result ID, Session ID, STN</td>
</tr>
<tr>
<td>Search Value*</td>
<td>Search value corresponding to the search type</td>
<td>Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.</td>
</tr>
<tr>
<td>Comment</td>
<td>Additional comments explaining the reason for the appeal</td>
<td>Up to 1,000 alphanumeric characters.</td>
</tr>
</tbody>
</table>

*Required field.
Figure 51 is an example of an upload file that restores all tests associated with Session ID UAT-9444-1.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type</td>
<td>Search Type</td>
<td>Search Value</td>
<td>Reason</td>
</tr>
<tr>
<td>2</td>
<td>Restore a test that has been reset</td>
<td>Session Id</td>
<td>UAT-9444-1</td>
<td>Inadvertently reset the test</td>
</tr>
</tbody>
</table>

### Monitoring Test Progress

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

The following reports are available in TIDE:

- **Plan and Manage Testing Report**: Details a student’s test opportunities and the status of those test opportunities. You can generate this report from the *Plan and Manage Testing* page or the *Participation Report by STN* page.

- **Test Status Code Report**: Displays all the Reasons Not Tested codes for a test administration.

### Generating Plan and Manage Testing Report

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

Because the report lists testing opportunities, a student can appear more than once on the report.
To generate a Plan and Manage Testing report:

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select Plan and Manage Testing. The Plan and Manage Testing page appears (see Figure 52).

![Image of Plan and Manage Testing Page]

2. In the Choose What panel, select the parameters for which tests to include in your report:
   a. From the Test drop-down list, select a test category.
   b. From the Administration drop-down list, select an administration.
   c. Optional: From the Test IDs drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.
   d. Optional: From the Filter By drop-down list, select a specific test accommodation or demographic to filter the report.
      - If you select a test accommodation or demographic, a Values field is displayed. Select the required filter criteria from the available options.

3. In the Search Students panel, select the parameters for whose information to include in your report:
   a. From the Corporation drop-down list, select a corporation if applicable.
   b. 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 corporation has 20 or less schools.

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

**Note: About the Teacher Drop-down List**

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

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

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

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

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

f. **Optional:** In the STN field, enter a STN.

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

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

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

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

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

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

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

5. Do one of the following:

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

**Figure 53** displays a sample Plan and Manage Testing report output, and **Table 14** provides descriptions of the columns in this report.

---

**Table 14. Columns in the Plan and Manage Testing Report**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation Name</td>
<td>Name of the corporation associated with the record.</td>
</tr>
<tr>
<td>School Name</td>
<td>Name of the school associated with the record.</td>
</tr>
<tr>
<td>STN</td>
<td>Student’s Statewide 9-digit Student Test Number</td>
</tr>
<tr>
<td>Name</td>
<td>Student’s legal name (Last Name, First Name)</td>
</tr>
<tr>
<td>Enrolled Grade</td>
<td>The grade in which a student is enrolled.</td>
</tr>
<tr>
<td>Restricted Subjects</td>
<td>The subjects that the student is restricted (blocked) from taking tests in.</td>
</tr>
<tr>
<td>Current LEP</td>
<td>Indicates whether the student is an English Language Learner.</td>
</tr>
<tr>
<td>Test</td>
<td>Test name for this student record.</td>
</tr>
<tr>
<td>Language</td>
<td>The language setting that was assigned to the student (English or Spanish).</td>
</tr>
<tr>
<td>Opportunity</td>
<td>The opportunity number for that student’s specific record.</td>
</tr>
<tr>
<td>TA Name</td>
<td>The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).</td>
</tr>
<tr>
<td>Session ID</td>
<td>The Session ID to which the test is linked.</td>
</tr>
<tr>
<td>Attribute</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Status</td>
<td>The status for that specific opportunity.</td>
</tr>
<tr>
<td>Results ID</td>
<td>The unique identified link to the student’s ID for the specific opportunity.</td>
</tr>
<tr>
<td>Restarts</td>
<td>The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts.)</td>
</tr>
<tr>
<td>Last Activity</td>
<td>The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>The date the test opportunity expires.</td>
</tr>
<tr>
<td>Force Complete Date</td>
<td>The date a test expired and was force-completed.</td>
</tr>
<tr>
<td>Total Time Spent</td>
<td>The time it took a student to complete a test.</td>
</tr>
</tbody>
</table>

**Reviewing Test Status Code Reports**

If students do not start or complete tests to which they are assigned, school officials assign special codes to those tests. The Test Status Code Report displays all the Reasons Not Tested codes for a test administration. **Note: The Test Status Code Reports module will not be visible until November 2018.**

To review explanations for non-participation:


2. In the Report Criteria panel (see Figure 54), select search criteria for the test and administration.

![Figure 54. Test Status Code Report Search Fields](image)

3. Do one of the following:
   - To view the report on the page, click Generate Report.
   - To open the report in Microsoft Excel, click Export Report.
Table 15 lists the columns in the Test Status Code Report.

Table 15. Columns in the Test Status Code Report

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Student's name</td>
</tr>
<tr>
<td>STN</td>
<td>Student's Statewide Student Test Number</td>
</tr>
<tr>
<td>OppNum</td>
<td>Test opportunity number</td>
</tr>
<tr>
<td>Test Name</td>
<td>Test in which student did not participate</td>
</tr>
<tr>
<td>Test Status</td>
<td>Test's most recent status</td>
</tr>
<tr>
<td>Date Started</td>
<td>Date student started the test</td>
</tr>
<tr>
<td>Special Code</td>
<td>Code indicating why student did not start or complete the test</td>
</tr>
<tr>
<td>Assigned School ID</td>
<td>ID of school where student is enrolled</td>
</tr>
<tr>
<td>Assigned School Name</td>
<td>Name of school where student is enrolled</td>
</tr>
</tbody>
</table>

Table 16 describes each status that a test opportunity can have.

Table 16. Test Opportunity Status Descriptions

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

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

This section covers the following topics:

- Data Cleanup

Data Cleanup

This section explains how to manage Reasons Not Tested codes and resolve paper-and-pencil testing discrepancies.

Managing Reasons Not Tested 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. In such instances, you need to assign a Reasons Not Tested code to the student’s test so that the Online Reporting System (ORS) can accurately explain the reason for not testing.

Table 17. Reasons Not Tested Codes

<table>
<thead>
<tr>
<th>Reasons Not Tested Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
<tr>
<td>Illness</td>
</tr>
<tr>
<td>Absence from School</td>
</tr>
<tr>
<td>Suspension</td>
</tr>
<tr>
<td>Student has been transferred to alternate facility</td>
</tr>
<tr>
<td>Parent refusal</td>
</tr>
<tr>
<td>Student refusal</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

Note: Once you apply a Reasons Not Tested code, that code persists until it is changed.
Viewing and Editing a Student’s Reasons Not Tested Codes

This section explains how to view or edit a student’s Reasons Not Tested codes.

To view or edit a student’s Reasons Not Tested codes:

1. From the Data Cleanup task menu on the TIDE dashboard, select Reasons Not Tested. The Reasons Not Tested page appears (see Figure 55).

Figure 55. Fields in the Reasons Not Tested Page

2. Retrieve the student whose Reasons Not Tested codes you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click for the student whose Reasons Not Tested codes you want to edit. The Edit Reasons Not Tested 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 56).
1. 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 17.

2. Click Save.

**Resolving Discrepancies for Paper-and-Pencil Tests**

Due to the nature and complexity of the testing process as well as the great volume of students involved, a variety of paper-and-pencil test discrepancies may occur when processing a test. After a student submits a paper-and-pencil assessment book, TIDE performs checks for discrepancies. An example of a paper-and-pencil discrepancy is a student assessment book that is missing a pre-ID label. If a pre-ID label is missing the assessment book cannot be associated to the correct student and this must be resolved before the scores can be reported. These discrepancies are flagged and reported to the appropriate CTC, STC, and NPSTC associated to a Corporation through the Test Information Distribution Engine (TIDE). These users need to take appropriate action to resolve the discrepancies before the paper-and-pencil tests can be processed.

This section explains paper-and-pencil test discrepancies and how to resolve them.

**Resolving Student-Not-Found Discrepancies**

A student-not-found discrepancy occurs when the identifying information on an assessment book is not found in TIDE. The causes for this discrepancy include the following:

- STN is missing from the assessment book. This can occur when a student pre-ID label is missing from the front of the student assessment book.

STN on the assessment book is not present in TIDE. This can occur when a student’s information is changed in the nightly file after the pre-ID label is attached to the assessment book but before the assessment book is scanned in by the scoring vendor.
You can resolve a student-not-found discrepancy in two ways:

- Associate – enables you to associate the test with an existing student
- Add Student – enables you to add or edit information for the student with whom the test should be associated in TIDE

To resolve student-not-found discrepancies by associating a student:

1. From the Data Cleanup task menu on the TIDE dashboard, select Resolve Discrepancies. The Resolve Discrepancies page (see Figure 57) appears.

2. Retrieve the list of discrepancies for your corporation and school by following the procedure in the section Searching for Records.

3. Optional: To view the assessment book for a retrieved discrepancy, click the PDF file in the View column for that discrepancy. The assessment book may contain a hint regarding the student to whom the assessment book actually belongs.

4. Click for the student-not-found discrepancy you want to resolve. The Resolve Discrepancy: Student Not Found window appears (see Figure 58).
5. If the student with whom you want to associate the test exists in TIDE, click ☑️ in the Associate column. The Search for Students to Associate panel appears (see Figure 59).

6. Select the Corporation and School and enter search criteria for the other optional fields, if desired, to retrieve an existing student.

7. Click Search.

8. In the list of retrieved students, click ☑️ for the student with whom you want to associate the test.

9. To continue with the association, click **Continue** in the Confirmation pop-up window.
10. A Confirmation message appears to inform you that the test has been associated with the student and the discrepancy has been successfully resolved. Click Continue to return to the **Resolve Discrepancies** page.

To resolve student-not-found discrepancies by adding/editing a student:

1. If you need to add the student to TIDE, click in the Add column. The Search for Students to Add/Edit panel appears (see Figure 60).

   ![Search for Students to Add/Edit Panel](image)

   **Figure 60. Search for Students to Add/Edit Panel**

2. In the Search for Student to Add/Edit panel, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student.

   ![Search for Student to Add/Edit Panel](image)

3. Note: You can search by a student’s STN, or by specifying the student’s first name and last name in addition to the Corporation and School.
3. Click **Search**. The Add/Edit Student window opens.

![Figure 61. Add/Edit Student Window](image)

4. From the Add/Edit Student window, do one of the following:
   - To select the retrieved student:
     - Click **Select**. The **Search for Students to Add/Edit** panel appears.

![Figure 62. Search for Students to Add/Edit Panel with Student Details](image)

   - To add the student to the discrepant test without any modifications, click **Save**.
   - To add the student to the discrepant test with modifications, make the necessary modifications in the **Add/Edit Student’s School** panel and then click **Save**. You can make the following modifications:
     1. Modify the enrollment dates to reflect the student’s actual attendance at the listed schools.
     2. If the required school does not appear in the panel, add the new school information. To add school information, click **Add New School** and enter the student’s new school information in the displayed fields (see **Figure 63**).
Click Continue on the confirmation message that appears.

Click Continue on the confirmation message to return to the Resolve Discrepancy page.

To update the student’s demographic information and then select the student:

Click Update. The Demographics window (see Figure 64) will appear.

Complete the form for the student you want to add and click Save.
In the confirmation dialog, click **Continue** to return to the Add/Student Edit Window (see Figure 61).

Click **Select** and follow the procedure described for selecting students (see From the Add/Edit Student window, do one of the following: section) to resolve the discrepancy.

- To add a new student:
  - Click **Add New Student**. The **Demographics** window (see Figure 64) will appear.
  - Complete the form for the student you want to add and click **Save**.
  - In the confirmation dialog, click **Continue** to return to the **Search for Students to Add/Edit Panel** (see Figure 60).

  ![Image](image.png)

  - Follow steps 2 – 4 to add the student to the test and resolve the discrepancy.

**Resolving Student-Tested-Out-of-Grade/Non-eligible Test Discrepancies**

A student-tested-out-of-grade/non-eligible test discrepancy occurs when students submit tests for which they are not eligible. This can occur when a student accidentally receives or submits an incorrect assessment book. An example of this is a student in grade 8 taking a grade 7 ILEARN Math test.

You can resolve a student-tested-out-of-grade/non-eligible test discrepancies discrepancy in two ways:

- **Invalidate** – enables you to invalidate the test and prevent any further action on the test
- **Ignore** – enables you to overrule the discrepancy and forward the test for scoring.
To resolve student-tested-out-of-grade/non-eligible discrepancies:

1. From the Data Cleanup task menu on the TIDE dashboard, select Resolve Discrepancies. The Resolve Discrepancies page appears.

2. Retrieve the list of discrepancies for your corporation and school by following the procedure in the section Searching for Records.

3. Optional: To view the assessment book for a retrieved discrepancy, click the PDF file in the View column for that discrepancy. The assessment book may contain a hint regarding the student to whom the test actually belongs.

4. Click for the non-eligible test discrepancy you want to resolve. The Resolve Discrepancy: Student-Tested Out of Grade/Non-Eligible window appears (see Figure 65).

5. If you want to ignore the discrepancy and forward the test for scoring, click the icon in the Ignore column.

6. If you want to invalidate the test, do the following:
   a. Click the icon in the Invalidate column.
      
      Figure 65. Resolve Discrepancy: Student-Tested-Out-Of-Grade/Non-Eligible
      
      ![Figure 65](image)

      b. In the dialog box that pops up, click Continue.

Resolving Duplicate Tests Discrepancies

A duplicate tests discrepancy occurs when TIDE detects two or more paper-and-pencil tests submitted by the same student. This discrepancy can occur when a student submitted two paper-and-pencil assessment books, or when one student inadvertently submitted an assessment book under another student’s name.

You can resolve a duplicate tests discrepancy in two ways:

- Invalidate – enables you to invalidate the test and prevent any further action on the test
• Reassign – enables you to reassign the test and related data to the correct student.

To resolve duplicate tests discrepancies:
1. From the Data Cleanup task menu on the TIDE dashboard, select Resolve Discrepancies. The Resolve Discrepancies page appears.
2. Retrieve the list of discrepancies for your corporation and school by following the procedure in the section Searching for Records.
3. Optional: To view the assessment book for a retrieved discrepancy, click the PDF file in the View column for that discrepancy. The assessment book may contain a hint regarding the student to whom the test actually belongs.
4. Click for the duplicate discrepancy you want to resolve. The Resolve Discrepancy: Duplicate Tests window appears (see Figure 66).

![Figure 66. Resolve Discrepancy: Duplicate Tests](image)

5. Do one of the following:
   - To invalidate the duplicate test, click in the Invalidate column.
   - To reassign the duplicate test to another student, click in the Reassign column. TIDE displays a list of search fields to retrieve the other student (similar to Figure 59).
     i. Enter search criteria to retrieve an existing student and click Search.
     ii. From the list of found students, click for the student to whom you want to reassign the test.
6. In the dialog box that pops up, click Continue.
Resolving Student Not Participated in a Test Discrepancies

You can resolve a non-participated student discrepancy, which occurs when a student has not taken a test that he is eligible for at the time when the discrepancy resolution window opens in TIDE, by assigning a Reasons Not Tested code for the discrepant test. For example, if the window opens two weeks before the end of a test administration and based on the test eligibilities and participation data a student is found to have not tested, then a discrepancy is reported.

Note: The discrepancy window only reports tests for which Reasons Not Tested codes have not yet been established. For example, if a teacher finds out that a student will not take a test because of a medical reason and a Reasons Not Tested code is set up for the student’s test through TIDE’s Reasons Not Tested Code module before the DRS opens, then that test will not be displayed as a discrepancy in the DRS.

To resolve Student Not Participated in a Test discrepancies:

1. From the Data Cleanup task menu on the TIDE dashboard, select Resolve Discrepancies. The Resolve Discrepancies page appears.

2. Retrieve the list of discrepancies for your corporation and school by following the procedure in the section Searching for Records.

3. Click for the non-participated student discrepancy you want to resolve. The Resolve Discrepancy: Student Not Participated in a Test

Figure 67. Resolve Discrepancy: Non-participated Students Page

4. To assign a Reasons Not Tested code to the discrepant test, click in the AssignCode column. The Assign Reasons Not Tested code panel appears.
5. From the *Reasons Not Teste* Code drop-down list, select the appropriate Reasons Not Tested code.

6. Click **Save**. A confirmation message appears to notify you that the discrepancy has been successfully resolved.

7. Click **Continue** to close the confirmation message and return to the discrepancy listing.
Appendix A. Processing File Uploads
This appendix describes how TIDE processes file uploads.

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

Figure 69 describes the entire processing flow for file uploads.
Table 18 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number $x$ in Figure 69.

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

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

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

Table 18. Record Thresholds for Offline Processing

<table>
<thead>
<tr>
<th>Upload File</th>
<th>Offline Processing Threshold</th>
<th>Number of Validated Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>1,000</td>
<td>200</td>
</tr>
<tr>
<td>Test Settings</td>
<td>2,000</td>
<td>200</td>
</tr>
<tr>
<td>Test Irregularity requests</td>
<td>1,000</td>
<td>200</td>
</tr>
<tr>
<td>Rosters</td>
<td>1,000</td>
<td>200</td>
</tr>
</tbody>
</table>

How TIDE Validates File Uploads

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

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

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

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

1. Open Microsoft Excel.

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

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

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

5. In Step 2 of the wizard, mark Comma, and then click Next.
6. In Step 3 of the wizard, do the following:
   
a. In the **Data Preview** section, click a column. Excel shades the column with a black background.
   
b. In the **Column Data Format** section, mark the **Text** radio button. This setting preserves leading zeros that can appear in fields.
   
c. Repeat steps 6.a–6.b for all columns in the CSV file.
   
d. Click **Finish**.

Excel imports and displays the CSV file.
Appendix C. User Support

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

The Help Desk is open Monday through Friday (with the exception of holidays or otherwise indicated on the Indiana Assessment Portal. Help Desk hours are as follows:

- 8 a.m. to 6 p.m. ET (7 a.m. to 5 p.m. CT) throughout the school year
- 7 a.m. to 7 p.m. ET (6 a.m. to 6 p.m. CT) during test administration windows

Indiana Assessment Help Desk

Toll-Free Phone: 1.866.298.4256
Email: airindianahelpdesk@air.org
Chat: https://indiana.portal.airast.org/chat.stml

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 STN and associated corporation or school for that student. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).
Appendix D. Change Log

Updates to the user guide after October 1, 2018 are noted below.

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
<th>Description of Change</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section IV</td>
<td>48-57</td>
<td>Added section for Working with Orders for Testing Materials.</td>
<td>11/16/2018</td>
</tr>
<tr>
<td>Section V</td>
<td>55-57</td>
<td>Updated labels for Test Tickets to Student Access Cards</td>
<td>11/16/2018</td>
</tr>
<tr>
<td>Section VI</td>
<td>76-89</td>
<td>Added a section for activities after testing has completed.</td>
<td>11/16/2018</td>
</tr>
<tr>
<td>Section I</td>
<td>6</td>
<td>Added footnote clarifying irregularity request approval</td>
<td>11/27/2018</td>
</tr>
<tr>
<td>Section IV</td>
<td>39</td>
<td>Added note for IREAD-3 Hard of Hearing accommodation</td>
<td>11/27/2018</td>
</tr>
</tbody>
</table>