

Test Information Distribution Engine User Guide

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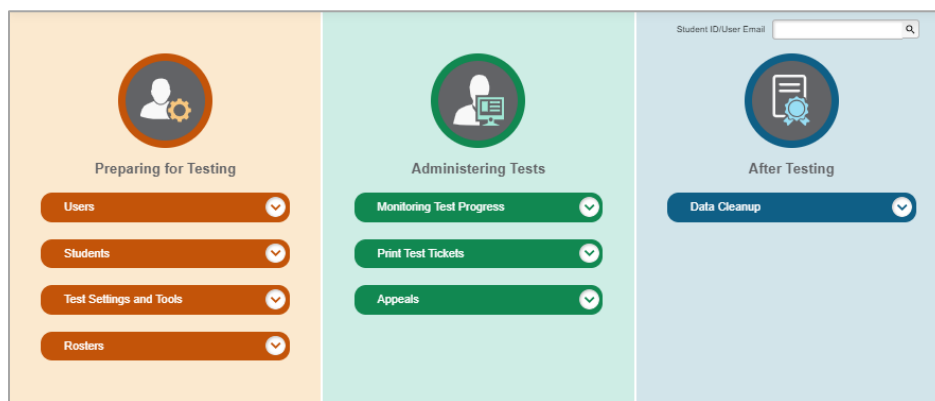
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Introduction to TIDE

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access CAI systems and students who will take CAI tests. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE before they can test in TDS. Rosters must be added in TIDE so Reporting can display scores at the roster, school, district, and state level. During testing, TIDE users can print test tickets, manage appeals, and monitor test progress. After testing, TIDE users can clean up data and enter non-participation codes.

Figure 1. TIDE Dashboard



You can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and school personnel can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.
- You can add new **students** or modify existing **student accounts** so students can take the correct tests with the correct test settings at the correct time. Students must be registered in TIDE to test in TDS.
- You can add new rosters or modify existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to Reporting so that system can display scores at the classroom, school, district, and state levels.
- You can print hard-copy **test tickets** that include a student's name and SSID so the student can log in to a test.
- You can add new appeal requests or modify existing appeal requests if a test must be retaken.
- You can view your district's or school's progress in **starting and completing tests** and **participation rate**.
- You can provide reasons why students did not take a test.

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TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-level users have access to the most tasks, followed by school-level users, teachers, and test administrators. The structure of this guide is based on user role. It includes the following sections:

- **How to Activate Your Account and Log in to TIDE**
- **How District-Level Users Perform Tasks in TIDE**
- **How School-Level Users Perform Tasks in TIDE**
- **How Teachers and Test Administrators Perform Tasks in TIDE**

There is also an [Appendix](#) with additional information and instructions.

Three Things All TIDE Users Must Know How To Do

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

All TIDE users must be familiar with the following actions, as they are the same for Users, Students, Rosters, Test Windows, and Appeal Requests:

- You can **add** new records one at a time.
- You can **view or modify** existing records one at a time.
- You can **upload** multiple new records or modify multiple existing records in the same file.

How to add records one at a time

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to add a new record, and select **Add**.
2. On the page that appears, fill out the information, verify its accuracy, and select **Save**.

Figure 2. Add Students Page

Figure 3. Add Roster Page

How to modify existing records one at a time

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

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

Note: In the *School* drop-down list, users can begin typing in the *Search* field to filter results. You can enter part of or your complete school name or school ID.

Figure 4. View/Edit/Export Students Page

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

Please note the **View Results** button may be disabled if the search results contain records from all districts or all schools.

Figure 5. Search Results



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

Figure 6. View/Edit/Export Students Page with Search Results

School Information		Student Information															
District	School	SSID	ID Type	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MMDDYYYY)	Grade	Paper Tester	Alternate ELP	Homeless Status	English Learner Status	SPED Indicator	First Year ELL	S04 Status	Migrant Status

How to add or modify multiple records at once

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

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

Figure 7. Upload Rosters Page

2. Once you've downloaded and filled out the template file, return to the upload screen, select **Choose File** or drag and drop the file, then upload it to TIDE. Select **Next**. The upload preview screen appears.

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Figure 8. Upload Rosters Preview Page

Upload Rosters

i If the values in the columns do not match the headings in the table, use a template from the previous Upload Rosters page.

1 **Upload**
Find a file

2 **Preview**
Preview upload

3 **Validate**
Fix errors

4 **Receive Confirmation**
All done

Step 2: Preview

Check that you've uploaded the correct file. Only the first 10 rows display on the preview.

Record Number	District ID	School ID	Email address	Roster Name	Student ID	Action
1	999999999	999999999-999999990	@test.user	Sample 1		
2	999999999	999999999-999999990	@test.user	Sample 1		
3	999999999	999999999-999999990	@test.user	Sample 1		
4	999999999	999999999-999999990	@test.user	Sample 1		

Next **Cancel**

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

Figure 9. Upload Rosters Validation Page

Upload Rosters

i Review the validation results below. [more info](#)

1 **Upload**
Find a file

2 **Preview**
Preview upload

3 **Validate**
Fix errors

4 **Receive Confirmation**
All done

Step 3: Validate

✓ 3 record(s) will be processed.

✗ 1 record(s) with errors cannot be processed. To include these records, review the tables below. Then edit and upload your revised file.

Summary

Shows an overview of issue types in your file with the number of times each issue occurs. Gives a solution for each type when possible.

Error / Warning Type	Count	Information
✗ Error: Student ID is not enrolled in this School	1	Use a Student ID that is enrolled in the School. [ErrorCode700814]

Details

Shows the Record Number and column of each issue in your file. Select the icons for information about each issue. Note: Record Numbers are one less than the row numbers for Excel files with column labels in the first row.

Record Number	District ID	School ID	Email address	Roster Name	Student ID	Action
4	999999999	999999999-999999990	@test.user	Sample 1	✗	

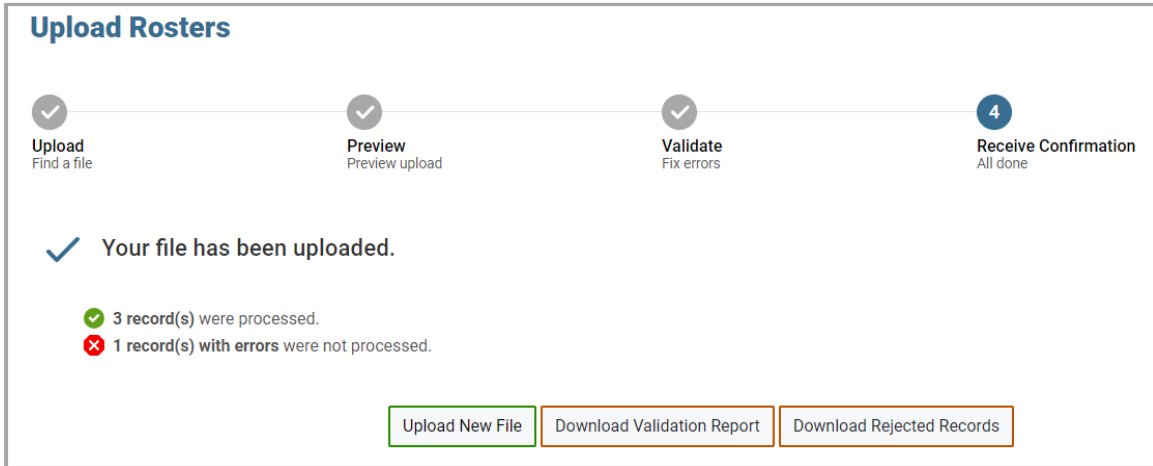
Upload Revised File **Continue with Upload** **Download Validation Report**

- If there are any issues with the file, the validation screen shows errors or warnings.
 - To make edits to the file before proceeding, select **Upload Revised File** to restart the process.
 - To view a list of issues with the file, select **Download Validation Report**.

- To continue with the upload despite errors or warnings, select **Continue with Upload**. The confirmation screen appears.

⚠ Caution: Records with warnings will be processed, but records with errors will not be processed. You'll need to edit the rows with errors and upload the records again.

Figure 10. Upload Rosters Confirmation Page



How to Activate Your Account & Log in to & out of TIDE

TIDE is accessed through the Iowa Department of Education's (IDOE's) Education Portal (<http://portal.ed.iowa.gov>) and Iowa ELPA21 portal (<http://iowaelpa21.portal.cambiumast.com>).

How to activate your account

1. Access the IDOE login page at <http://portal.ed.iowa.gov>. Use your Enterprise A&A account ID and password to log in.
 - For help setting up an account see the [Enterprise A&A Account Set-up and Help](#).

Figure 11. Iowa Department of Education Portal



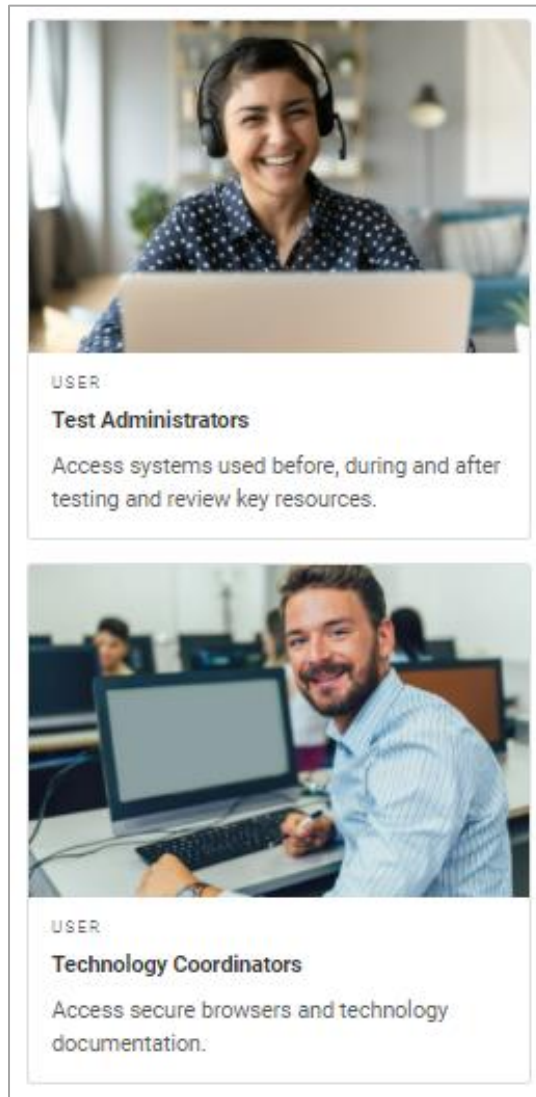
2. Click the **iowa ELPA21** application from your menu. You will be directed to the Iowa ELPA21 Online Assessment System portal.
 - If you do not have access to **iowa ELPA21**, you will need to request access, please see option 3 under EdPortal Online training, on how to request access.

Figure 12. Iowa Department of Education Portal Menu



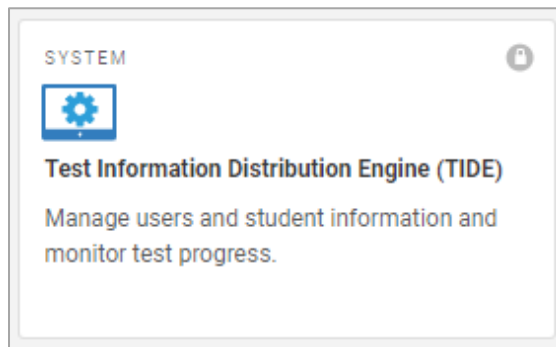
3. Select the appropriate Administrator card (see [Figure 13](#)). You will be taken to the User pages.

Figure 13. User Cards on Portal



4. Click the **Test Information Distribution Engine (TIDE)** button (see [Figure 14](#)).

Figure 14. TIDE Card



5. Click the **Iowa ELPA21** application from your menu. You will be directed to the TIDE Home Page (see [Figure 1](#)).
6. Select **Submit**.

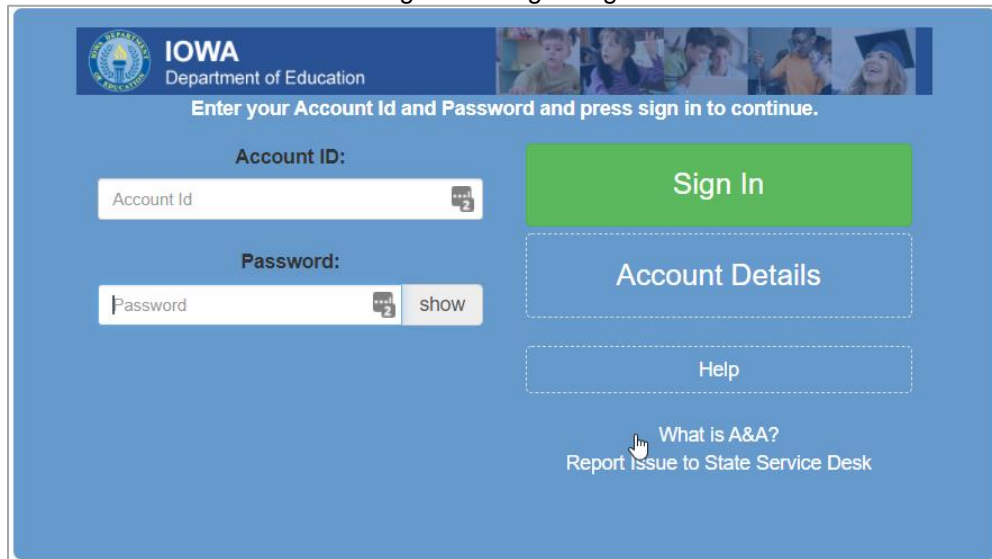
Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see [Figure 14](#)) in the portal page.

How to modify your account information

How to modify account information:

1. To modify your name or email, you must return to the IDOE EdPortal sign-in page. Enter your account information and click “Account Details” (see [Figure 15](#)).

Figure 15 Login Page



2. Update your information (see [Figure 16](#)), select **Save**.

Figure 16. Iowa EdPortal “Account Management” Page

Account Management

IOWA
Department of Education

Change Account Details

First Name:

Last Name:

Email:

Confirm Email:

Phone:

Other Actions

Change Password

Change Baseline

Continue to DOE - Education Portal

Save Help

3. Complete the process by clicking on **Continue to DOE – Education Portal** (see [Figure 17](#)). This will copy your information over to the IDOE EdPortal.

Figure 17. Iowa EdPortal Confirmation Page

Account Management Confirmation

Your Account Details have been saved.

IOWA
Department of Education

What would you like to do now?

Go back to my Account Options

-OR-

Continue to DOE - Education Portal

How to log in to TIDE

Do not share your login information with anyone. All Iowa ELPA21 systems provide access to student information, which must be protected in accordance with federal privacy laws.

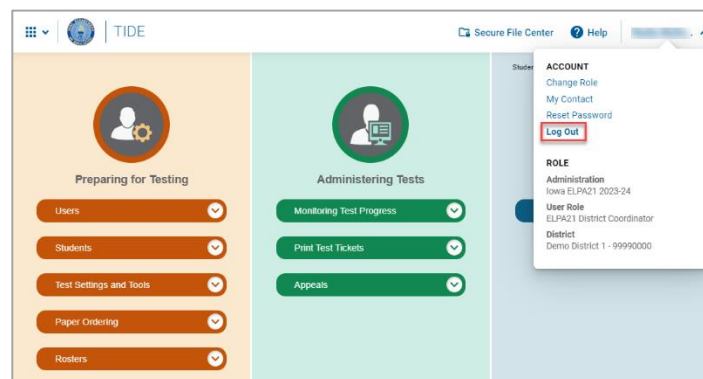
1. Follow steps 1-5 of [How to activate your account](#).
2. The **Dashboard** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, client, state, district, or school to complete the login.

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

How to log out of TIDE

In the TIDE banner (see [Figure 18](#)), click on your name and select **Log Out** from the Account menu.

Figure 18. Log Out



Logging out of TIDE logs you out of most Iowa ELPA21 systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.

How District-level Users Perform Tasks in TIDE

District-level users can perform most of the tasks available in TIDE. Some of these tasks must be performed before testing begins, some must be performed during testing, and some must be performed after testing.

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

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



Modify **user accounts** for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.

Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.

Set up **rosters** so Reporting can display scores at the classroom, school, district, and state levels.

How District-level Users Modify Existing User Accounts One at a Time

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

1. From the **Users** task menu, select **View/Export Users**. The **View/Export Users** page appears.
2. Retrieve the individual user account you want to view, export, or delete by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction.
3. In the list of retrieved user accounts, select  for the user whose account you want to view or edit.
4. If your role allows it, modify the user's details as required, using the table "[Fields in the View/Edit Users Page](#)" in the appendix as a reference.
5. *Optional:* To delete a role, select  next to that role. You can also delete the user's entire account from the search results table.
6. Select **Save**.
7. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

How District-level Users Register Students for Testing

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

How district-level users add new student accounts with permanent IDs one at a time

You can add students to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the section "[How to add records one at a time](#)" in the Introduction.

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

1. From the **Students** task menu on the TIDE dashboard, select **Add Students**. The **Add Students** form appears (see [Figure 19](#)).
2. In the *Demographics* panel, enter the student’s demographic information, using the table “[Fields in the Demographics Panel](#)” in the appendix as a reference.

Figure 19. Detail of Add Students Form

The screenshot shows the 'Add Students' form with the following fields and options:

- Student Demographics:**
 - *District: -- Select --
 - *School: -- Select --
 - *SSID: [Text Input]
 - *Student's Last Name: [Text Input]
 - *Student's First Name: [Text Input]
 - Student's Middle Name: [Text Input]
 - *Gender: - Select -
 - *Birth Date (MMDD/YYYY): [Date Picker]
 - *Grade: - Select -
 - Paper Tester: - Select -
 - *IEP Status: Yes No
 - *English Learner Status: - Select -
 - 504 Status: Yes No
- Race and Ethnicity:**
 - *Hispanic or Latino: Yes No
 - *Black or African American: Yes No
 - *American Indian or Alaska Native: Yes No
 - *White: Yes No
 - *Asian: Yes No
 - *Native Hawaiian or Other Pacific Islander: Yes No

3. In the available student test settings and tools panels (see [Figure 20](#)), enter the student’s settings for each test, using the table “[Fields in the Test Settings and Tools Panels](#)” in the appendix as a reference. The test settings are grouped to indicate if an option is an accommodation or a designated support. The panels display a column for each of the student’s tests. You can select different settings for each test, if necessary.

Figure 20. Sample Student Settings and Tools Panel

Designated Supports			
Designated Supports	Alt ELPA	ELPA21 Screener	ELPA21 Summative
Color Choices	Black on White	Black on White	Black on White
Mouse Pointer	System Default	System Default	System Default
Line Reader	OFF	OFF	OFF
Masking	OFF	OFF	OFF
Print On Request	None	None	None
Non-Embedded Designated Supports	None	None	None
Print Size	1X	1X	1X
Streamline Mode	OFF	⊗	⊗

Accommodations			
Accommodations	Alt ELPA	ELPA21 Screener	ELPA21 Summative
Exempted Domains	No Exemptions	No Exemptions	No Exemptions
Non-Embedded Accommodations	None	None	None
Permissive Mode	OFF	OFF	OFF
Word Prediction	OFF	⊗	⊗

4. Select **Save**.

- To cancel the action, select **Cancel**. The pop-up window closes and the **Add Students** page appears.

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

You can view and edit detailed information about a student’s record. You can also view a student’s test participation report, and rosters to which students are active, if available.


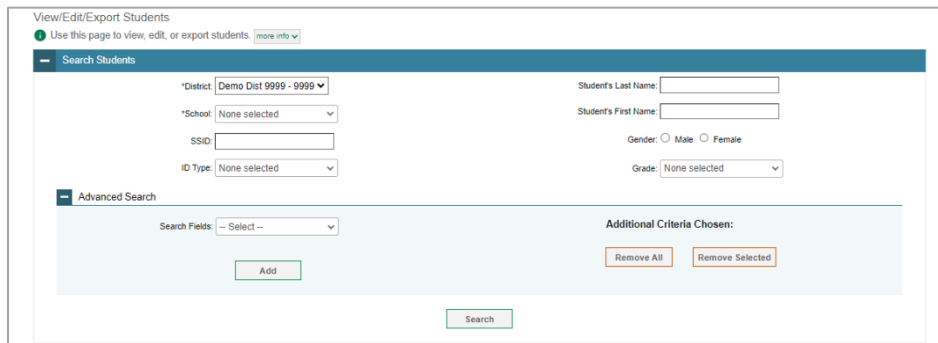
- From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
- Retrieve the individual student account you want to view, edit, export, or delete by following the procedure in the section “[How to modify existing records one at a time](#)” in the Introduction.
- In the list of retrieved students, select  for the student whose account you want to view. The **View/Edit Students: [Student's Name]** form appears.

Figure 21. View/Edit/Export Students Page



4. From the *Student Participation* panel, view the student’s test participation report, if available.
5. From the *Rosters* panel, view rosters to which the student is currently active, if available.
6. If your user role allows it, modify the student’s record as required.
 - In the *Demographics* panel, modify the student’s demographic information, using the table [“Fields in the Demographics Panel”](#) in the appendix as a reference.
 - In the available test settings and tools panels, modify the student’s test settings, using the table [“Fields in the Test Settings and Tools Panels”](#) in the appendix as a reference. The test settings are grouped to indicate if an option is an accommodation or a designated support. The panels display a column for each of the student’s tests. You can select different settings for each test, if necessary.
7. Select **Save**.
8. In the affirmation dialog box, select **Continue** to return to the list of student records.

How district-level users view a history of changes to a student’s account

The View Student History feature provides detailed information on updates made to a student’s account by both TIDE users and automated processes. The information includes active and inactive statuses for the changes and the user’s name or process that initiated the change.


You can view a history of:

- Recent Changes
- Student Information and Test Settings
- Enrollment and Rosters
- Test Eligibility

Each user role can only access the same information in the history as the user role has access to in the student information screens. The history is limited to displaying changes from August 2, 2023 to the present. All times shown are displayed in US Eastern Time (ET).

Note: When a student is deleted, you won't have access to the View Student History feature for that student because inactive students do not display in TIDE.

To access a student's history:

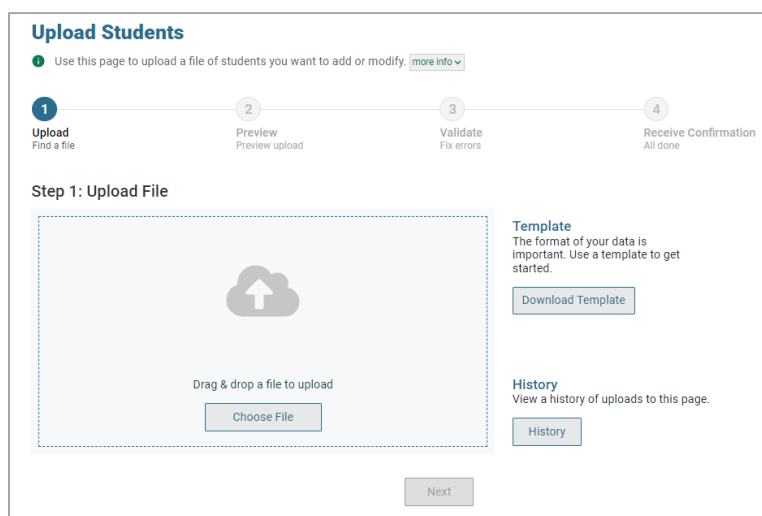
1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears ([Figure 21](#)).
2. Retrieve the individual student account you want to view by following the procedure in the section "[How to modify existing records one at a time](#)" in the Introduction.
3. In the list of retrieved students, select  for the student whose account you want to view. The **View Student History: [Student's Name]** window appears.
4. From the top of the page, select the **View History** button.
5. Review the **Recent Changes** for an overview of all changes or select another tab to view only those changes.
6. *Optional:* Use the filters and search options to limit the information shown in the history.

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

If you have many students to add, edit, or delete all at once, you can do so through file upload as shown in the section "[How to add or modify multiple records at once](#)" in the Introduction.

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

Figure 22. Upload Students Page




2. Following the instructions in the section "[How to add or modify multiple records at once](#)" in the Introduction and using the table "[Columns in the Student Upload File](#)" in the appendix as a reference, fill out the Student template and upload it to TIDE.

How district-level users transfer students between schools

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

1. Retrieve the student account you want to view or edit by following the procedure in the section “How district-level users modify existing student records one at a time.”
2. In the list of retrieved records, do one of the following:
 - Mark the checkboxes for the students you want to move.
 - Mark the checkbox at the top of the table to move all students listed on the page.

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

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

How district-level users transfer students between districts


If a student is registered in another district but belongs in your district, you can transfer them.

1. From the **Students task menu on the** TIDE dashboard, select **Transfer Student**. The **Transfer Student** page appears.
2. In the *SSID* field, enter the student’s unique identifier.
3. Specify values for any two of the following three fields:
 - In the *First Name* field, enter the student’s first name as it is registered in TIDE.
 - In the *Last Name* field, enter the student’s last name as it is registered in TIDE.
 - In the *Date of Birth* field, enter the student’s date of birth as it is registered in TIDE.
4. Select **Search**. The search results grid appears, displaying the student’s information.

5. Verify the student's information. Next, mark the checkbox for the student and select **Move to Another School** above the search results.
6. From the *District* drop-down list (if available), select the district to which you want to move the student.
7. From the *School* drop-down list, select the school to which you want to move the student.
8. Select **Yes**. After TIDE moves the student, an affirmation message appears.
9. Select **Continue**.

How district-level users specify student accommodations and test tools

A student's test settings include the available accommodations, such as exempted domains or permissive mode. Test tools or designated supports specify the tools a student can use during a test, such as color choices or masking. This section explains how to edit student test settings and tools via an online form or a file upload.

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **View/Edit/Export Test Settings and Tools**. The **View/Edit/Export Test Settings and Tools** page appears.
2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section "[How district-level users modify existing student accounts one at a time.](#)"
3. In the list of retrieved students, select  for the student whose test settings and tools you want to edit. The **View/Edit Students: [Student's Name]** form appears.
4. For information about how to use this form, see the section "How District-Level Users Modify Existing Student Accounts One at a Time."

How district-level users upload student accommodations and test tools

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

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Test Settings and Tools**. The **Upload Test Settings and Tools** page appears.
2. Following the instructions in the section "[How to add or modify multiple records at once](#)" in the Introduction and using the table "[Columns in the Test Settings Upload File](#)" in the appendix as a reference, fill out the Test Settings template and upload it to TIDE.

How district-level users view student distribution report

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. You can generate FDRs for the students in your district or school by a variety of demographics.

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The **Frequency Distribution Report** page appears (see [Figure 23](#)).

Figure 23. Frequency Distribution Report Page

2. In the *Filters for Report* panel, select the report filters:
 - a. From the **District** drop-down list (if available), select a district. To view a report for all districts, select **All Districts**.
 - b. From the **School** drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.
 - c. *Optional:* Select a specific grade or retain the default for all grades.
 - d. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.
3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see [Figure 24](#)).

4. Do one of the following:



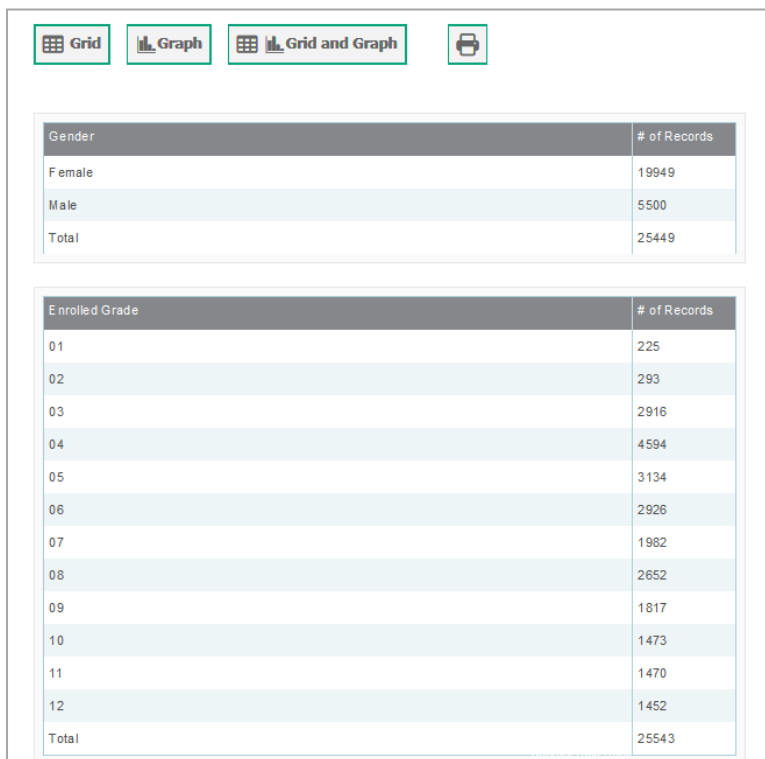
- To display the FDRs in tabular format, select **Grid**.
- To display the FDRs in graphical format, select **Graph**.
- To display the FDRs in both tabular and graphical format, select **Grid & Graph**.
- To download a PDF file of the FDRs, select , and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.
- To export to Excel, select , and in the affirmation dialog box select **OK**.

Figure 24. Frequency Distribution Reports by Grade and Gender



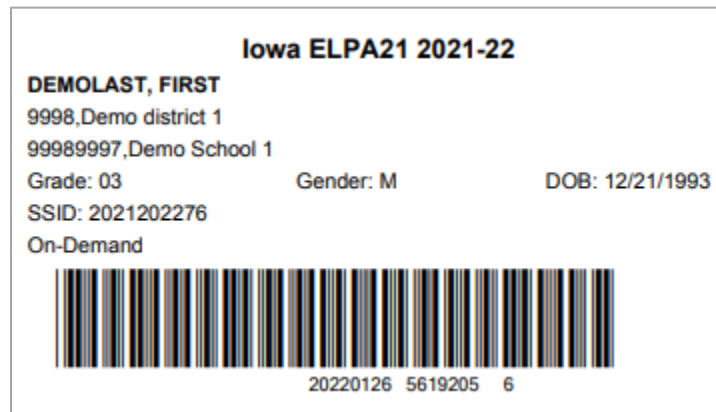
How district-level users print PreID labels from student lists


A PreID label (see [Figure 25](#)) is a label that you affix to a student’s testing materials, such as an answer booklet.

Districts and schools can print labels for students not included in the original PreID upload for a given administration, such as students who transferred to a school after the PreID upload.

This task requires the 5" × 2" label stock provided in your test materials shipment. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

Figure 25. Sample PreID Label



1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the students for whom you want to print PreID labels by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved students in the order you want the labels printed.
4. Specify the students for whom labels need to be printed:
 - To print labels for specific students, mark the checkboxes for the students you want to print.
 - To print labels for all students listed on the page, mark the checkbox at the top of the table.
5. Select , and then click **Selected PreID Labels**.
6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see [Figure 26](#)).
7. Select the start position you require.

The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.

8. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

Figure 26. Layout Model for PreID Labels

1	2
3	4
5	6
7	8
9	10

How district-level users view reports of students who have transferred into their organization

District-level users can view reports of students who have transferred into their organization by following the steps below.

1. From the **Students** task menu on the TIDE dashboard, select **Student Transfer In Report**. The ***Student Transfer In Report*** page appears.
2. Enter search criteria.
3. Select **Search**.

The report appears, displaying students matching the search criteria.

How district-level users view reports of students who have transferred out of their organization

District-level users can view reports of students who have transferred out of their organization by following the steps below.

1. From the **Students** task menu on the TIDE dashboard, select **Student Transfer Out Report**. The ***Student Transfer Out Report*** page appears.
2. Enter search criteria.
3. Select **Search**.

The report appears, displaying students matching the search criteria.

How District-level Users Manage Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms or individual class periods. Rosters can also be created for special courses or to groups of students who need extra support. You can also use rosters to print test tickets containing students' login information.

The rosters you create in TIDE are also available in the Reporting System. Reporting can aggregate test scores at these roster levels.

Since teachers are responsible for the growth and development of students' skill-sets, it is important for a teacher to be able to analyze their students' performance data and adjust their teaching strategies accordingly. For teachers to view this information, the students must be included in a roster associated with each teacher. Hence, rosters need to be created for all teachers who are responsible for teaching.

When creating rosters, 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 available from Reporting.
- One or more rosters may need to be created depending on the subjects taught by a teacher.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. You can only create rosters from students associated with your school or district.

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

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Rosters**. The **Add Rosters** page appears.
2. Select a school. Click **Select**.
3. On the *Add Roster* form ([Figure 27](#)), add a roster name and select a teacher.
4. Decide how you want to add students:
 - **Quick Roster** tab (search adds students automatically, manually remove students to edit)
 - Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting **X** next to individual students or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.
 - **Student Search** tab (search finds students that you add and remove manually)
 - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select **+** to add individuals or select **Add All** from the top of the grid.

Tip: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.

Figure 27. Add Roster Form

Add Roster

School Details
 You are adding the roster to the School listed below. To add a roster to a different School, click **Change School**.
 District: Demo Dist 9999 - 9999
 School: Demo School 1 - 9999_9991

Find and Select Students
 Search for students to add to your roster by using **Student Search** to find specific students or groups, or use **Quick Roster** to quickly build a complete roster.
 A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Student Search Quick Roster

Set at least one search field to create a quick roster.

ID Type:
 None selected

Grade:
 None selected

+ Additional Fields
 For a more specific quick roster, select additional fields to create your group.
 Create Quick Roster

Roster Details
 *Roster Name:
 *Teacher Name: -- Select --

Selected Students (0)
 Show more information Filter students

X REMOVE ALL	STUDENT NAME	GRADE	REPORTING ID
Use Student Search or Quick Roster to add students.			

Save Cancel

5. *Optional:* After results appear under *Selected Students*, change the information that displays about students.

- **Show more information** drop-down: Select or clear additional columns under Available/Selected Students grids.

Note: Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. You can still add these students to your roster. Once a student has been added to a roster, the student will remain in the roster even if the student is no longer enrolled in the school.

- Use the *Filter* field to limit students to those who match the text you enter. This keyword search only finds text in the grid. Be aware if you enter **11** to find students in 11th grade, any content with the text **11** will display. This could potentially pull in results you did not intend to find.

After saving, rosters must be changed from the *Edit Rosters* screen.

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

You can modify certain rosters, if required. Iowa uses user-defined rosters: These are rosters that you create through the **Add Rosters** page or the **Upload Rosters** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.

You can modify existing rosters by performing the following steps:


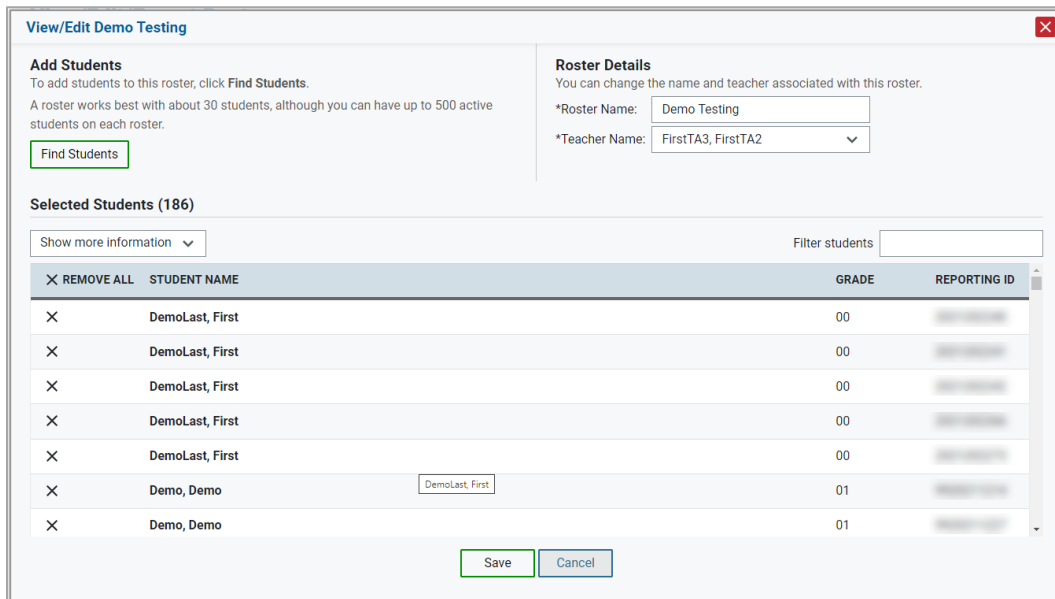
1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Rosters**. The **View/Edit/Export Rosters** page appears.
2. Retrieve the roster record you want to view or edit by following the procedure in the section “[How to modify existing records one at a time](#)” in the Introduction.
3. In the list of retrieved rosters, select  for the roster whose details you want to view. The **View/Edit Roster** form appears. This form is similar to the form used to add students to rosters (see [Figure 27](#)). The *Selected Students* list displays students who are currently associated with the roster.

Figure 28. View/Edit Roster Form



Add Students
To add students to this roster, click **Find Students**.
A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Find Students

Roster Details
You can change the name and teacher associated with this roster.

*Roster Name:
*Teacher Name:


Selected Students (186)

Show more information

<input type="checkbox"/>	STUDENT NAME	GRADE	REPORTING ID
<input type="checkbox"/>	DemoLast, First	00	
<input type="checkbox"/>	DemoLast, First	00	
<input type="checkbox"/>	DemoLast, First	00	
<input type="checkbox"/>	DemoLast, First	00	
<input type="checkbox"/>	DemoLast, First	00	
<input type="checkbox"/>	Demo, Demo <input type="text" value="DemoLast, First"/>	01	
<input type="checkbox"/>	Demo, Demo	01	

Save **Cancel**

4. To add students, select **Find Students**.
 - Select the **Student Search** tab to add individual students manually.
 - Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.

 **Note:** Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.
5. To remove students, select next to individual students or select Remove All from the top of the grid.

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

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


If you have many rosters to add or modify, you can do so through file upload as shown in the section [“How to add or modify multiple records at once”](#) in the Introduction

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.
2. Following the instructions in the section [“How to add or modify multiple records at once”](#) in the Introduction and using the table [“Columns in the Roster Upload File”](#) in the appendix as a reference, fill out the Roster template and upload it to TIDE.

Tip: You can pull the information you need from TIDE to edit existing rosters through file uploads by exporting the roster information from the **View/Edit/Export Rosters** page, including the teacher’s email address.

How district-level users print PreID labels from roster lists

For information about PreID labels and instructions to print PreID labels from student lists, see the section [“How district-level users print PreID labels from student lists.”](#)

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Rosters**. The **View/Edit/Export Rosters** page appears.
2. Retrieve the rosters for which you want to print PreID labels by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved rosters in the order you want the labels printed.
4. Specify the rosters for whom labels need to be printed:
 - To print labels for specific rosters, mark the checkboxes for the rosters you want to print.
 - To print labels for all rosters listed on the page, mark the checkbox at the top of the table.
5. Select , and then click **Selected PreID Labels**.
6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page.
7. Select the start position you require.

The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.

8. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

How District-level Users Work with Orders for Testing Materials

During the order window, District and Building Coordinators will be able to request paper/pencil and braille materials through the Additional Orders tab available in TIDE during the Additional Order window. All Additional Orders for paper/pencil and braille materials will be sent to DOE for approval.

This section describes how to review the orders for those materials, and how to order additional quantities as necessary. This section also describes how to track order shipments.

How district-level users view order summaries

You can review reports for your school's or district's open orders. Please note, this is how you will find your school's or district's initial order quantities.

To review order summary reports:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order Quantity Reports**. The **Order Quantity Report** page appears (see [Figure 29](#)).

Figure 29. Fields in the Order Quantity Report Page

Order Summary

Use this page to review order quantities for your school or district. [more info](#)

Search For Order

*Search Order For: District School

*Search Order By: None selected

- Select all
- On-time
- Additional

Search

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

For details on the columns in the **Order Quantity Report** page, please see [Columns in the Order Summary Page](#) in the appendix.

How district-level users place additional orders

Orders for accommodated paper test forms must be approved by IDOE prior to placing an order in TIDE through the Paper Ordering section. For approval from IDOE, please email Terri Schuster at terri.schuster@iowa.gov or call (515) 681-2492. Following approval from IDOE, a District Coordinator can follow the steps below to place an additional order.

To request additional materials:

1. Do one of the following:
 - Mark **District** (if available) to place an order for an entire district.
 - Mark **School**, and then select a school, to place an order for an individual school.
2. Click **Search**. A list of materials available for ordering appears (see [Figure 30](#)).

Figure 30. List of Available Additional Orders

The following table lists your additional orders for Demo School 1				
Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
Paper Tests				
ELPA Kindergarten Paper Test Booklet Regular Print Consumable Test Booklet, 1 DFA for every 5 Regular Print Test Booklets Ordered, 1 Audio CD for every 5 Regular Print Test Booklets Ordered	0	0	0	<input type="text" value="0"/>
ELPA Grade 1 Paper Test Booklet Regular Print Consumable Test Booklet, 1 DFA for every 5 Regular Print Test Booklets Ordered, 1 Audio CD for every 5 Regular Print Test Booklets Ordered	0	0	0	<input type="text" value="0"/>
ELPA Grades 2-3 Paper Test Booklet Regular Print Consumable Test Booklet, 1 DFA for every 5 Regular Print Test Booklets Ordered, 1 Audio CD for every 5 Regular Print Test Booklets Ordered	0	0	0	<input type="text" value="0"/>
ELPA Grades 4-5 Paper Test Booklet Regular Print Consumable Test Booklet, 1 DFA for every 5 Regular Print Test Booklets Ordered, 1 Audio CD for every 5 Regular Print Test Booklets Ordered	0	0	0	<input type="text" value="0"/>
ELPA Grades 6-8 Paper Test Booklet Regular Print Consumable Test Booklet, 1 DFA for every 5 Regular Print Test Booklets Ordered, 1 Audio CD for every 5 Regular Print Test Booklets Ordered	0	0	0	<input type="text" value="0"/>
ELPA Grades 9-12 Paper Test Booklet Regular Print Consumable Test Booklet, 1 DFA for every 5 Regular Print Test Booklets Ordered, 1 Audio CD for every 5 Regular Print Test Booklets Ordered	0	0	0	<input type="text" value="0"/>
Large Print				
ELPA Kindergarten Large Print Kit Large Print Test Booklet, Regular Print Consumable Test Booklet, 1 DFA, 1 Audio CD, Large Print Instructions	0	0	0	<input type="text" value="0"/>
ELPA Grade 1 Large Print Kit Large Print Test Booklet, Regular Print Consumable Test Booklet, 1 DFA, 1 Audio CD, Large Print Instructions	0	0	0	<input type="text" value="0"/>
ELPA Grades 2-3 Large Print Kit Large Print Test Booklet, Regular Print Consumable Test Booklet, 1 DFA, 1 Audio CD, Large Print Instructions	0	0	0	<input type="text" value="0"/>
ELPA Grades 4-5 Large Print Kit Large Print Test Booklet, Regular Print Consumable Test Booklet, 1 DFA, 1 Audio CD, Large Print Instructions	0	0	0	<input type="text" value="0"/>
ELPA Grades 6-8 Large Print Kit Large Print Test Booklet, Regular Print Consumable Test Booklet, 1 DFA, 1 Audio CD, Large Print Instructions	0	0	0	<input type="text" value="0"/>
ELPA Grades 9-12 Large Print Kit Large Print Test Booklet, Regular Print Consumable Test Booklet, 1 DFA, 1 Audio CD, Large Print Instructions	0	0	0	<input type="text" value="0"/>
Braille UEB (Unified English Braille) Uncontracted				
ELPA Kindergarten Braille Kit_UEB Uncontracted UEB Uncontracted Braille Test Booklet, 1 Braille DFA, 1 Braille Audio CD, 1 Set Braille Manipulatives, Braille Instructions	0	0	0	<input type="text" value="0"/>

3. *Optional:* To view comments about the order, expand the *Comments* panel.
4. 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.

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

For details on the columns in the **Additional Orders** page, please see [Columns in the Additional Orders Page](#) in the appendix.

How district-level users view order history

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

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 31](#)). For details on the columns in the **Order History** page, please see [Columns in the Order History Page](#) in the appendix.

Figure 31. Fields in the Order History Page

Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
District: Demo District 1 99990000						
22309	On-time	DCLName, DCFName	Processed	02/26/2021 06:28 PM (EST)		
School: Demo School 3 99999993						
22307	On-time	DCLName, DCFName	Processed	02/26/2021 06:28 PM (EST)		
22333	Additional	Atay-Turhan, Tulay	Rejected	02/26/2021 06:29 PM (EST)		

2. To view the order details, click the order number in the Order Number column. The Order Details form appears. For details on the columns in the Order Details form, please see [Columns in the Order Details Form](#) in the appendix.

How District-level Users Use TIDE during Test Administration

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



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

How District-level Users Print Test Tickets


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

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

Figure 32. Sample Test Ticket

demo,demo		Grade: KG
		Gender: M
		DOB: 08/06/2018
 demo		
First Name		
 9968343234		
SSID		
District DEMO DIST 9999 (9999)		
School DEMO SCHOOL 1 (9999_9991)		
Student Access Card		

How district-level users print test tickets from student lists

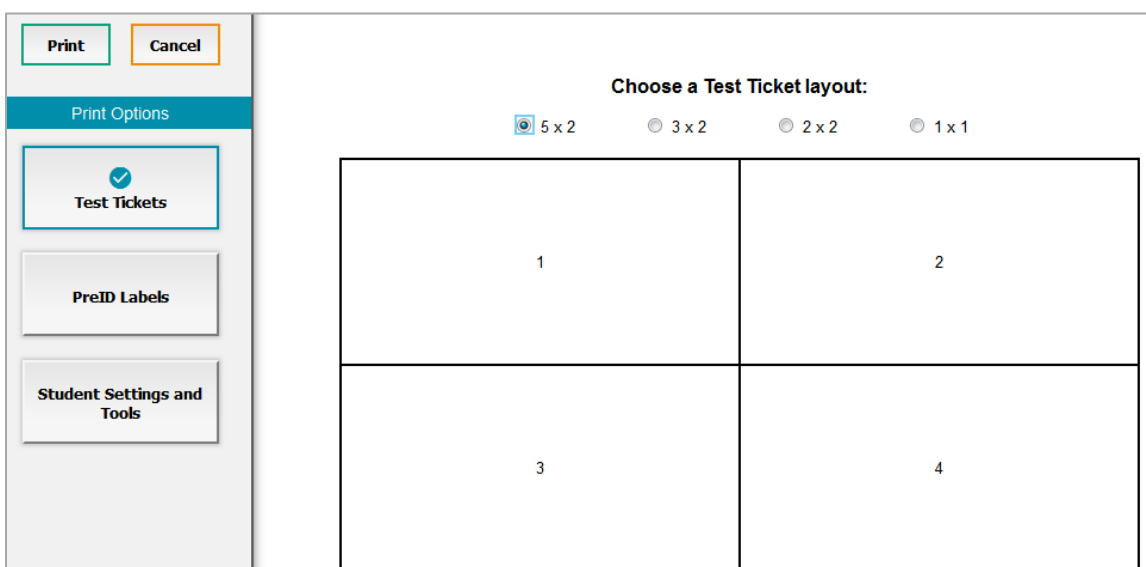
1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print Test Tickets from Student List** page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed:
 - To print test tickets for specific students, mark the checkboxes for the students you want to print.
 - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
 - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
5. Select  and then select the appropriate action:

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- To print test tickets for selected students, click **Selected Test Tickets**.
 - To print test tickets for all retrieved students, select **All Test Tickets**.
6. In the new browser window that opens displaying a layout for selecting the printed layout (see [Figure 33](#)), verify **Test Tickets** is selected in the *Print Options* section.
 7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.


Figure 33. Layout Model for Test Tickets



How district-level users print test tickets from roster lists

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

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

5. Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see [Figure 33](#)).
6. Verify **Test Tickets** is selected in the *Print Options* section.
7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

How District-level Users Manage Appeal Requests

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

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

For a full list of appeal request types, see the table “[List of Appeal Request Types](#)” in the appendix.

For a list of appeal request statuses, see the table “[List of Appeal Request Statuses](#)” in the appendix.

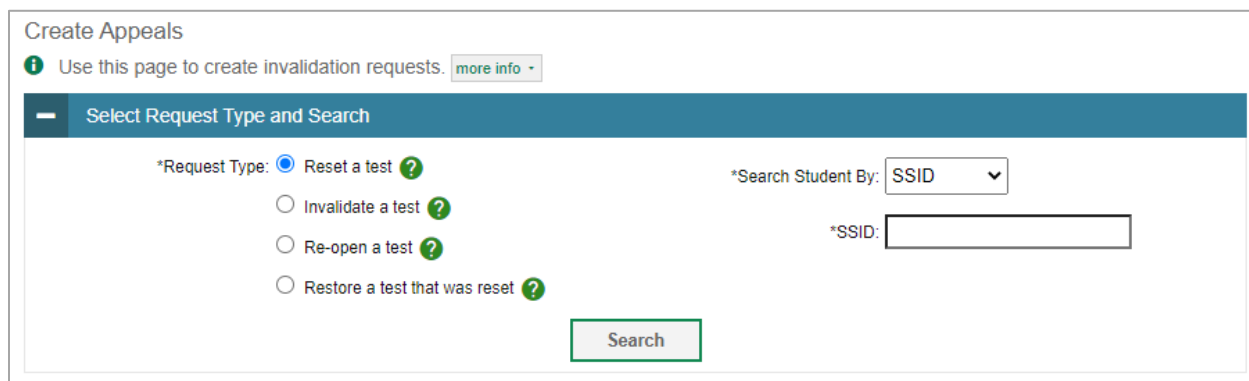
For a list of available appeal requests by test status, see the table “[List of Appeal Requests by Test Status](#)” in the appendix.

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

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

1. Retrieve the result for which you want to create an appeal request by doing the following:
 - a. From the **Appeal Requests** task menu on the TIDE dashboard, select **Create Appeal Requests**. The *Create Appeal Requests* page appears (see [Figure 34](#)).
 - b. Select a request type.
 - c. From the drop-down lists and in the text field, enter search criteria.

Figure 34. Create Appeal Requests Page



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- d. Select **Search**. TIDE displays the found results at the bottom of the **Create Appeal Requests** page (see [Figure 35](#)).
2. Mark the checkbox for each result for which you want to create a test appeal, and then select **Create**.

Figure 35. Retrieved Test Results

+ Select Request Type and Search												
<input type="button" value="Create"/>												
Number of records found: 5											<input type="text" value="Enter search terms to filter search results"/>	
<input type="checkbox"/>	Request Type	School	ResultID	SSID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test	Case Number
<input type="checkbox"/>	Reset a Test	17010418	563108	3515263432	Corona	Oliver	1	reported	9/25/2020 1:56:35 PM	9/25/2020 2:10:00 PM	Future Kindergarten Screener	

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

How district-level users modify existing appeal requests one a at time

You can view, approve, reject, retract, and export existing appeal requests.

1. From the **Appeal Requests** task menu on the TIDE dashboard, select **View/Approve/Export Appeal Requests**. The **View/Edit/Export Appeal Requests** page appears (see [Figure 36](#)).

Figure 36. View/Edit/Export Appeal Requests Page

View Appeals

i Use this page to view, edit, export, or process invalidation requests. [more info](#)

Appeal Information

Choose a Request Type

Request Type:

All ?

Reset a test ?

Invalidate a test ?

Re-open a test ?

Restore a test that was reset ?

Choose a Request Status

Request Status:

All ?

Pending Approval ?

Rejected ?

Submitted for Processing ?

Processed ?

Rejected by System ?

Error Occurred ?

Retracted ?

Requires Resubmission ?

Additional Request Criteria

Session ID:

Filter By:

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- Retrieve the appeal requests you want to view by filling out the search criteria and selecting **Search**. [Figure 37](#) shows retrieved appeal requests.

Figure 37. Retrieved Appeal Requests

Case Number	Request Type	School	ResultID	SSID	Student's Last Name	Student's First Name	Request Status	Request Date
9918	Invalidate a test	9999_9991	186		HARRIS	Cesar	Pending Approval	01/31/2019 11:41 AM
9961	Invalidate a test	9999_9991	187		HARRIS	Cesar	Pending Approval	02/06/2019 7:47 PM
9994	Invalidate a test	9999_9991	188		HARRIS	Cesar	Pending Approval	02/11/2019 9:33 AM

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

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

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

- From the **Appeal Requests** task menu on the TIDE dashboard, select **Upload Appeal Requests**. The **Upload Appeal Requests** page appears.
- Following the instructions in the section "[How to add or modify multiple records at once](#)" in the Introduction and using the table "[Columns in the Appeal Request Upload File](#)" in the appendix as a reference, fill out the Appeal Request template and upload it to TIDE.

How district-level users approve, reject, and retract appeal requests

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

You cannot delete approved or rejected appeal requests. To delete such appeal requests, contact the Help Desk.

- From the **Appeal Requests** task menu on the TIDE dashboard, select **Approve Appeal Requests**. The **Approve Appeal Requests** page appears.
- Retrieve the appeal requests you want to process by filling out the search criteria and selecting **Search**.
- 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.
- Select **Process** above the table and select an action:

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- To approve the selected requests, select **Process**.
- To reject the selected requests, select **Reject**.
- To retract the selected requests, select **Retract**.

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

6. Select **Submit**. TIDE displays a confirmation message.

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

How District-level Users Monitor Test Progress

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

The following reports are available in TIDE:

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

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

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

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

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 38).
2. In the *Search Students* panel, select the parameters for whose information to include in your report:
 - a. From the **District** drop-down list, select a district if applicable.
 - b. From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools. If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.
 - c. *Optional:* If a single school was selected, choose a teacher from 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 *SSID* field, enter a SSID.
 - g. *Optional:* From the **Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.
3. 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.

Figure 38. Plan and Manage Testing Page

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

- Students who {have/have not} {completed/started} the {1st/Any} opportunity in the selected administration.
 - Search for students who have not started the 1st/Any opportunity will return results for students who have not started their first opportunity on the selected test.
 - The report for untested students is limited to 100,000 records.
- Students whose current opportunity will expire {in/between} {number/range} days.
 - If you select “in”, you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.
 - If you select “between”, you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).
- Students on their {1st/Any} opportunity in the selected administration and have a status of {student test status}.
- Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.
 - If no TA or Session ID is specified, date range cannot exceed 15 days.
- Search student(s) by {SSID/Name}: {SSID/Student Name}

5. Do one of the following:

- To view the report on the page, select Generate Report. If you are viewing a report for more than 20 schools, use this option and then select **Export to Secure File Center**.
- To open the report in Microsoft Excel, select Export Report. If you are viewing a report for more than 20 schools, this option will be disabled.

Figure 39. Plan and Manage Testing Report

Name	District Name	School Name	SSID	Enrolled Grade	Test	Current ELL	Language	Opportunity	TA Name	Session ID	Status
Last, Online	Demo District 1	Demo School 3	1234567120	07	Grades 6-8 ELPA21 Summative - Listening	Y	ENU	1	Rivera, Kricia	IA-386F-9	reported
Last, Online	Demo District 1	Demo School 3	1234567120	07	Grades 6-8 ELPA21 Summative - Speaking	Y	ENU	1	Rivera, Kricia	IA-2B73-13	reported

For descriptions of the columns in this report, see the table “[Columns in the Plan and Manage Testing Report](#)” in the appendix.

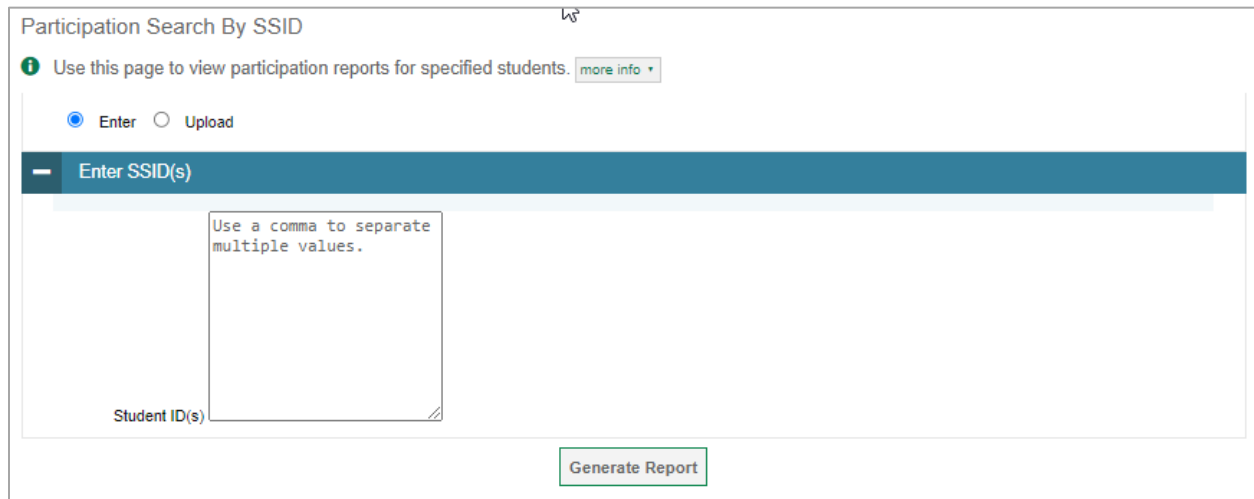
How district-level users view report of students’ current test status by student ID

You can also generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students’ SSIDs.

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by SSID. The *Participation Search by SSID* page appears (see [Figure 40](#)).
2. Do one of the following:
 - To enter students’ SSIDs, select Search by SSID(s). Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1,000 SSIDs.

Figure 40. Participation Search by SSID Page



- To upload SSIDs, select Upload SSID. Next, select Browse and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1,000 SSIDs.

3. Select **Generate Report**. The Participation Report by SSID appears.

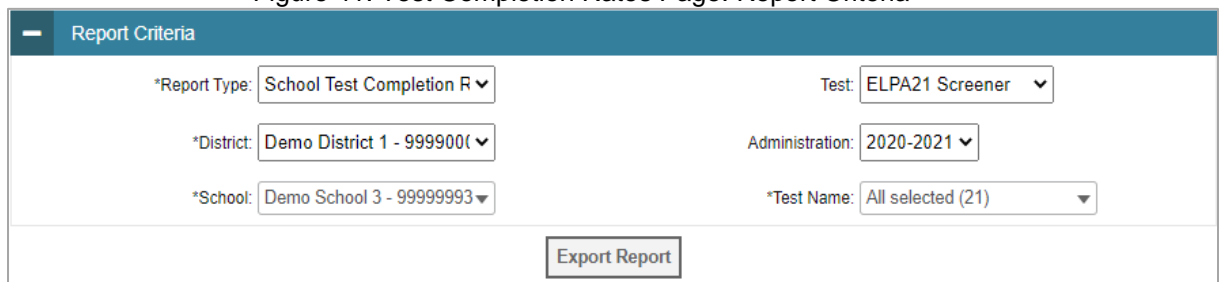
For descriptions of the columns in this report, see the table “[Columns in the Plan and Manage Testing Report](#)” in the appendix.

How district-level users view report of test completion rates

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Completion Rates**. The *Test Completion Rates* page appears.
2. In the *Report Criteria* panel (see [Figure 41](#)), select the parameters for which tests to include in your report.

Figure 41. Test Completion Rates Page: Report Criteria



3. *Optional:* Select a different report output under *Additional Options* to view more granular participation and completion information.
 - a. To display test completion counts and percentages for all students per test, leave the drop-down at **Select**. This runs the default report.

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This option allows you to track participation at the test level across all grades, showing totals for eligible students, students completed, and students started.

- b. To display test completion counts and percentages for each test disaggregated by participating students' enrolled grades, select **Show By Grade**.

Showing results by grade allows you to track participation across enrolled grades. This is useful, for instance, when you have a test that all grade 3 students must take that also has some limited off-grade participation among grades 2, 4, and 5. This report makes it easy to track overall completion within the grade 3 population without the off-grade testers skewing the rates.

- c. To display overall test completion progress across ALL component tests in a given scoring combo and the total for the combo, select **Show By Scoring Combo**.

Showing results by scoring combo allows you to track test completion progress across ALL component tests in a scoring combo. These tests are administered as separate tests (parts) and then the scores are combined into one score on the combo. For example, Chemistry Part 1 is a component test and Chemistry Part 2 is another component test of the Chemistry Scoring Combo. Completion progress is shown per component test and for the combo. When this option is selected, only component tests associated with a scoring combo are returned in the report; standalone tests that are not combined with any other test for scoring are not included in the report.

4. To view the report, select **Export Report**. This report can only be exported to a spreadsheet application, like Microsoft Excel, and does not display on the TIDE screen. [Figure 42](#) displays a sample Test Completion Rate report.

For a description of the columns in this report, see the table “[Columns in the Test Completion Rate Report](#)” in the appendix.

Figure 42. Test Completion Rate Report

Date	Administration	Test	Test Name	District ID	District Name	School ID	School Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
7/8/2021 1:00:00 AM	2020-2021	ELPA21 Screener	Future Kindergarten Screener	99990000	Demo District 1	99999993	Demo School 3	1	22	20	20	90.91%	90.91%
7/8/2021 1:00:00 AM	2020-2021	ELPA21 Screener	Future Kindergarten Screener Braille DEI	99990000	Demo District 1	99999993	Demo School 3	1	4	1	1	25.00%	25.00%
7/8/2021 1:00:00 AM	2020-2021	ELPA21 Screener	Future Kindergarten Screener DEI	99990000	Demo District 1	99999993	Demo School 3	1	18	1	1	5.56%	5.56%

How district-level users view report of test status codes

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Code Report**. The **Test Status Code Report** page appears.
2. In the *Report Criteria* panel (see [Figure 43](#)), select search criteria for the test and administration.

Figure 43. Report Criteria Panel

3. Do one of the following:

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

TIDE displays the tests and associated statuses and special codes (see [Figure 44](#)).

Figure 44. Test Status Code Report

Name	SSID	Test Name	Test Status	Opportunity	Date Started	Special Code	Assigned School ID	Assigned School Name	Results ID	Session ID	Exp Dat
Braille, Test	1112223342	Grades 6-8 Screener Braille DEI		0			99999993	Demo School 3			
Last, First	2220322203	Future Kindergarten Screener	invalidated	1	08/02/2020		99999993	Demo School 3	558253	IA-F9E8-7	

For a description of the columns in this report, see the table “[Columns in the Test Status Code Report](#)” in the appendix.

For a description of each status that a test opportunity can have, see the table “[Test Opportunity Status Descriptions](#)” in the appendix.

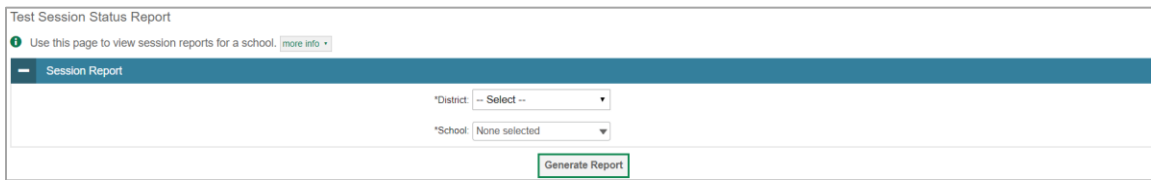
How district-level users view test session status reports

District-level users can view status reports of active and inactive test sessions happening in their district for the current day. These reports show how many students in each school are testing and how many have started, paused, and completed their test.

District-level users can also view school-level test session status reports for each school in their district. These reports show each active and inactive session ID for a school, along with information like proctor name, test name, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.

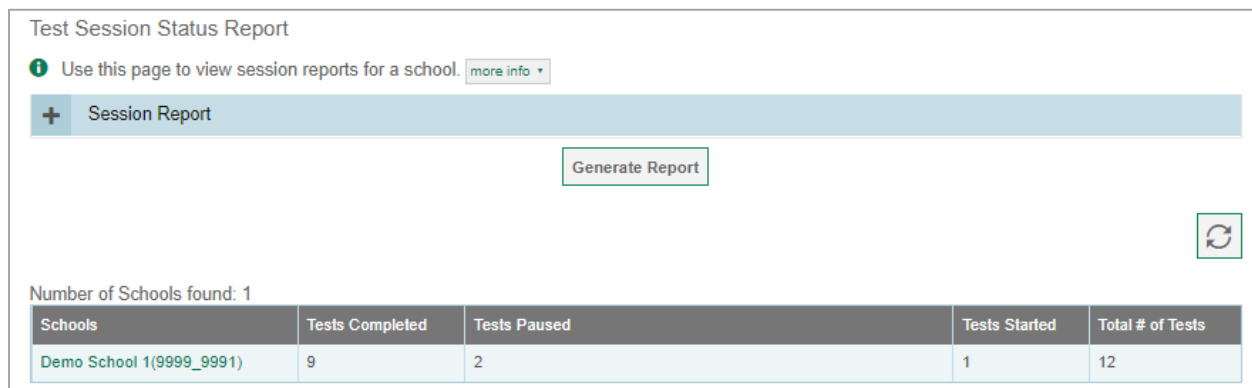
1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Session Report**. The **Session Report** page appears.

Figure 45. Test Session Status Report Page



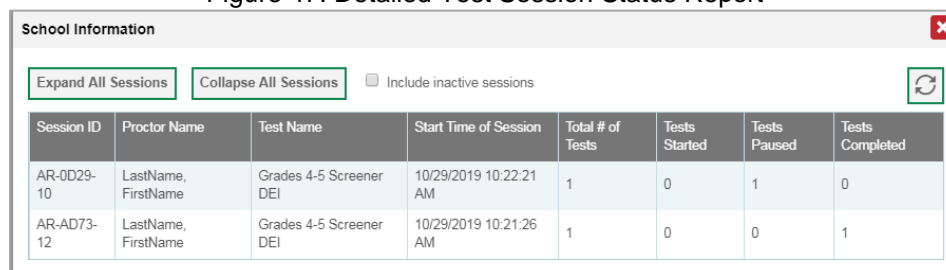
2. From the **District** drop-down list, select a district.
3. From the **School** drop-down list, select an individual school to view a detailed report for that school or select multiple schools to view a summary report for the schools you select. To view a summary report for all schools in your district, select **All Schools**.
4. Select **Generate Report**. If you selected an individual school in step 3, skip step 5.
5. If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, see the table "[Columns in the Summary Session Report Page](#)" in the appendix.


Figure 46. Test Session Status Report



6. Select a school from the summary report page to view a detailed report for that school. If you selected an individual school in step 3, a detailed report will appear after you complete step 4. For a description of the columns in this report, see the table "[Columns in the Detailed Session Report Page](#)" in the appendix.

Figure 47. Detailed Test Session Status Report



7. *Optional:* To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics. Sessions will be considered inactive if all students in the session are paused or have completed the test opportunity, and no new opportunities have been started.
8. *Optional:* Select  to refresh the list of available sessions. Data is refreshed in near real-time.

How District-level Users Use TIDE after Testing

After testing, district-level users can perform data cleanup in TIDE:

How District-level Users Perform Data Cleanup

All students who are entered in TIDE and did not take an Alt ELPA or ELPA21 summative test must have a code assigned for each summative test explaining why they did not take the test by the end of the test window. Reason Not Tested codes do not need to be entered for screener tests.

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

There are circumstances in which a student did not participate in an expected test or participated in a test but in a non-standard way. Examples include a student inadvertently taking an incorrect test, a parent opt-out, or the student not receiving appropriate instruction prior to the test. In such instances, you need to assign a special code to the student's test so that Reporting can accurately explain the non-participation.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The **Non-Participation Codes** page appears (see [Figure 48](#)).
2. Retrieve the student whose non-participation codes you want to view or edit by filling out the search criteria and selecting **Search**.

Figure 48. Non-Participation Codes Page: Search Students Panel

The screenshot shows the 'Non-Participation Codes' page. At the top, there is a 'Data Cleanup' dropdown menu. Below it, the page title 'Non-Participation Codes' is displayed, followed by an information icon and the text: 'Use this page to enter codes explaining a student's non-participation. [more info](#)'. A 'Search Students' section is highlighted with a blue header. This section contains several search criteria: '*District: -- Select --' (dropdown), '*School: None selected' (dropdown), 'SSID: [text input]', 'Student's First Name: [text input]', 'Student's Last Name: [text input]', 'Gender: - Select -' (dropdown), and 'Grade: None selected' (dropdown). At the bottom of the search section is a '+ Advanced Search' link. A 'Search' button is located at the bottom center of the panel.


3. In the list of retrieved students, select  for the student whose non-participation codes you want to edit. The **Edit Non-Participation Codes** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel (see [Figure 49](#)).

Figure 49. Edit Non-Participation Codes Form

Edit Non-Participation Codes

Use this form to add or modify a student's non-participation codes. [more info](#)

Save Cancel

Student Information

District: 9998 - Demo district 1 Middle Name: K
 School: 99989997 - Demo School 1 Gender: M
 SSID: 9111113109 Birth Date (MMDDYYYY): 03132011
 Student's Last Name: demoA Grade: 03
 Student's First Name: demoB

Special Codes

Special Codes

ELPA21-OP-23-DEI-BRAILLE-
 Listening-ELPA21-2: None

ELPA21-OP-23-DEI-BRAILLE-
 Reading-ELPA21-2: None

4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a list of special codes and their descriptions, see the table “[Special Codes and Their Descriptions](#)” in the appendix.
5. Select **Save**.

How School-level Users Perform Tasks in TIDE

School-level users have access to many of the same tasks as district-level users and perform these tasks the same way a district-level user performs them. For these tasks, this section of the guide refers school-level users back to the instructions presented in the district-level user section.

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

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

Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.

Set up **rosters** so Reporting can display scores at the classroom, school, district, and state levels.

How School-level Users Set up User Accounts in TIDE

Like district-level users, school-level users can modify user accounts one at a time. This task can be performed following the procedure as described in the section "[How District-level Users Modify Existing User Accounts One a Time](#)".

How School-level Users Register Students for Testing

School-level users can register students for testing if those students have not already been registered. If students are not registered for testing, they will not be able to sign in to a test.

Like district-level users, school-level users can add or modify student accounts one at a time. School-level users can also specify or upload student accommodations and test tools, and upload student test restrictions. These tasks can be performed following the procedure as described in the section "[How District-level Users Register Students for Testing](#)." For detailed information, please refer to the following sections:

- [How district-level users add new student accounts with permanent IDs one at a time](#)
- [How district-level users modify existing student accounts one at a time](#)
- [How district-level users specify student accommodations and test tools](#)
- [How district-level users upload student accommodations and test tools](#)

How School-level Users Manage Rosters

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

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

- [How district-level users add new rosters one at a time](#)

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- [How district-level users modify existing rosters one at a time](#)
- [How district-level users add or modify multiple rosters all at once](#)
- [How district-level users print PreID labels from roster lists](#)

How School-level Users Use TIDE During Test Administration

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

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

How School-level Users Print Test Tickets

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

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

- [How district-level users print test tickets from student lists](#)
- [How district-level users print test tickets from roster lists](#)

How School-level Users Manage Appeal Requests

School-level users can manage appeal requests for students in their school.

Like district-level users, school-level users can add or modify appeal requests one at a time. These tasks can be performed by following the procedure in the section "[How District-level Users Manage Appeal Requests](#)." For detailed information, please refer to the following sections:

- [How district-level users add new appeal requests one at a time](#)
- [How district-level users modify existing appeal requests one at a time](#)

How School-level Users Monitor Test Progress

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

- [How district-level users view report of students' current test status](#)
- [How district-level users view report of students' current test status by student ID](#)

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- [How district-level users view report of test completion rates](#)
- [How district-level users view report of test status codes](#)

How Teachers and Test Administrators Perform Tasks in TIDE

Teachers and test administrators have access to some of the same tasks as district-level and school-level users and perform these tasks the same way a district-level or school-level user performs them. For these tasks, this section of the guide refers teachers and test administrators back to the instructions presented in the district-level user section.

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

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

- View **user accounts** to verify their own account information.
- View **student accounts** to ensure student details are properly entered into TIDE and edit student test accommodations and test tools, if necessary. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.

How Teachers and Test Administrators View User Accounts in TIDE

Teachers and test administrators can view their own user account information in TIDE by clicking on their name in the banner to access the Account menu.

How Teachers and Test Administrators Manage Student Information

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

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

- [How district-level users specify student accommodations and test tools](#)

How Teachers and Test Administrators Use TIDE During Testing

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

- View reports of students' current test statuses, test completion rates, and test status codes.
- View Appeal Requests

How Teachers and Test Administrators Monitor Test Progress

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

- [How district-level users view report of students' current test status](#)
- [How district-level users view report of students' current test status by student ID](#)

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- [How district-level users view report of test completion rates](#)
- [How district-level users view report of test status codes](#)

Appendix

A

Account Information

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

1. In the TIDE banner (see [Figure 18](#)), click on your name and select **My Contact** from the Account menu. The **My Contact Information** page appears (see [Figure 50](#)).
2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 50. Fields in the My Contact Information Page

The screenshot shows a window titled "My Contact Information" with a close button (X) in the top right corner. At the top of the window are two buttons: "Save" (highlighted with a green border) and "Cancel" (highlighted with an orange border). Below these is a blue header bar with a minus sign and the text "Add/Edit My Account". The main content area contains the following fields:

- ROLE: ELPA21_ADM
- *Last Name: StateLName
- *Email Address: IA-STATE1@demo.user
- Phone: [Empty field]
- *First Name: StateFName

At the bottom of the form area are two buttons: "Save" (highlighted with a green border) and "Cancel" (highlighted with an orange border).

C

Changing Your Associated Test Administration, Institution, or Role

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

1. In the TIDE banner (see [Figure 18](#)), click on your name and select **Change Role** from the Account menu. The **Administration Details** window appears (see [Figure 51](#)).
2. Update the information as necessary.
3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 51. Administration Details Window

The screenshot shows a window titled "Administration Details" with a user icon at the top. Below the title, it says "Select the User Role, Test Administration, District, and School (as applicable):". There are five dropdown menus: "User Role" (ELPA21 Test Administrato), "Test Administration" (Iowa ELPA21 2022-23), "*State" (Iowa - 000000), "*District" (Demo district 1 - 9998), and "*School" (Demo School 1 - 999899). A "Submit" button is at the bottom.

Columns in the Additional Orders Page

You can use the information in the table below to [order additional materials](#).

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

Columns in the Appeal Request Upload File

You can use the information in the table below to [add or modify multiple appeal request all at once through file upload](#).

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

*Required field.

Columns in the Detailed Session Report Page

You can use the information in the table below to [view test session status reports](#).

Column	Description
Session ID	The Session ID to which the test is linked.
Proctor Name	Name of the proctor associated with the Session ID.
Test Name	Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.
Start Time of Session	Start time of the session.
Start Time of Student Testing	The time the first test opportunity was started by the first student in the session
Total # of Tests	Total number of students testing in each school.
Tests Started	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

Columns in the Order Details Form

You can use the information in the table below to [view order details](#).

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

Columns in the Order History Page

You can use the information in the table below to [view order histories](#).

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

Columns in the Order Quantity Report Page

You can use the information in the table below to [view order summaries](#).

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

Column	Description
Total Quantity Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, this is the sum of district-level quantities and school-level quantities.

Columns in the Plan and Manage Testing Report

You can use the information in the table below to view report of students' current test status through the [Plan and Manage Testing module](#) or when [searching by student ID](#).

Attribute	Description
Name	Student's legal name (Last Name, First Name).
District Name	Name of the district associated with the record.
School Name	Name of the school associated with the record.
SSID	Student's Statewide Student Identifier number.
Enrolled Grade	The grade in which a student is enrolled.
Test	Test name for this student record.
Current ELL	Indicates whether the student is an English Language Learner.
Language	The language setting that was assigned to the student.
Opportunity	The opportunity number for that student's specific record.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire and the student will not be able to review any previous answers.
Date Started	The date when the first test item was presented to the student for that opportunity.

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Attribute	Description
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.
Total Time Spent	The time it took a student to complete a test.
Force Complete Date	The date a test expired and was force-completed.

Columns in the Roster Upload File

You can use the information in the table below to [add or modify multiple rosters all at once](#).

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 3 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 6 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 255 characters.
SSID*	Student's unique identifier within the district.	10 digits.
Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

*Required field.

Columns in the Student Upload File

You can use the information in the table below to [add or modify multiple student accounts all at once through file upload](#).

Column Name	Description	Valid Values
DistrictID*	District responsible for specific educational services or instruction of the student.	Up to 8 alphanumeric characters. Must exist in TIDE.

Column Name	Description	Valid Values
SchoolID*	School responsible for specific education services and/or instruction of the student.	Up to 8 alphanumeric characters. Must exist in TIDE and be associated with the DistrictID, and be associated with the user uploading the file.
StudentLastName*	Student's last name.	Up to 60 alphabetic and special characters**.
StudentFirstName*	Student's first name.	Up to 60 alphabetic and special characters**.
StudentMiddleName*	Student's middle name.	Up to 60 alphabetic and special characters**.
Birthdate*	Day on which student was born.	Date in format MMDDYYYY. Add leading zero for single-digit numbers.
SSID*	Student's statewide identification number	10 digits. If adding students with identifiers that are already associated with students of a different name, TIDE displays a corresponding error message during the validation process.
Grade	Student's enrolled grade.	Two-character grade in the range 00–12 and KG. Add leading zero for single-digit numbers.
Gender*	Student's gender.	One of the following: M—Male F—Female X—non-binary
Hispanic or Latino*	Indicates student traces origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	One of the following: Y—Yes N—No
American Indian or Alaska Native*	Indicates student has origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	One of the following: Y—Yes N—No

Column Name	Description	Valid Values
Asian*	Indicates student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	One of the following: Y—Yes N—No
Black or African American*	Indicates student has origins in any of the black racial groups of Africa.	One of the following: Y—Yes N—No
White*	Indicates student has origins in any of the original peoples of Europe, Middle East, or North Africa.	One of the following: Y—Yes N—No
Native Hawaiian or Other Pacific Islander*	Indicates student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	One of the following: Y—Yes N—No
IEP Status*	Indicates if a student has intellectual disability; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance (hereafter referred to as emotional disturbance); orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program (IEP), Individual Family Service Plan (IFSP), or service plan.	One of the following: Y—Yes N—No

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Column Name	Description	Valid Values
English Learner Status*	Indicates if student has a language other than English spoken in the home and qualifies for English language services because the student did not test proficient on the state language proficiency assessment, or if the status is still pending based on results of the Screening Assessment.	One of the following: Y—Yes N—No P—Pending
Paper Tester	Indicates if student is a paper pencil tester.	One of the following: Y—Yes N—No
Alternate ELP	Indicates if student is an alternate tester.	One of the following: Y—Yes N—No
504 Status*	Indicates student's Section 504 status.	One of the following: Y—Yes N—No

*Required field.

** Special characters include space, comma, hyphen, apostrophe, and Hawaiian characters excepting the character '|'.

Columns in the Summary Session Report Page

You can use the information in the table below to [view test session status reports](#).

Column	Description
Schools	List of schools for which you can view reports.
Tests Completed	Number of students who have completed their test.
Tests Paused	Number of students who have paused their test.
Tests Started	Number of tests that have been started and have not been completed or paused.
Total # of Tests	Total number of students testing in each school.

Columns in the Test Completion Rate Report

You can use the information in the table below to [view report of test completion rates](#).

Column	Description
Date	Date and time that the file was generated.
Test	Test that is being reported.

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

Columns in the Test Settings Upload File

You can use the information in the table below to [upload student accommodations and test tools](#).

Column	Description	Valid Values
SSID*	Student’s statewide identification number.	Ten digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: Alt ELPA ELPA21 Screener ELPA21 Summative
Test Tool	Name of the tool or accommodation.	See the table “ Valid Values for Tool Names .”
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation’s appearance.	See the table “ Valid Values for Tool Names .”

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*Required field.

Columns in the Test Status Code Report


You can use the information in the table below to [view reports of test status codes](#).

Column	Description
Name	Student's name.
SSID	Student's Statewide Student Identifier number.
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Opportunity	Test opportunity number.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.
Results ID	Unique ID for the item result.
Session ID	Unique ID for the test session.
Expiration Date	Date the test expired.

D

Deleting Records from TIDE

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

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

E

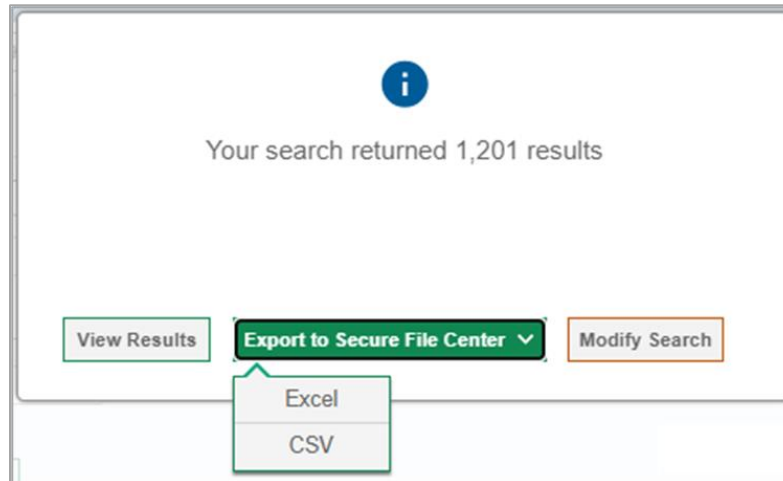
Exporting Records in TIDE

You can export search results for users, students, rosters, students' test settings, test windows, and appeal requests to the Secure File Center.


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1. Retrieve the records you want to export by following the procedure in the section [Searching for Records in TIDE](#).
2. In the search results pop-up window, select **Export to Secure File Center** 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 Secure File Center.

Figure 52. Search Results



You can also export records from the search results grid.

1. Retrieve the records you want to delete by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
 - Mark the checkboxes for the record you want to export.
 - Mark the checkbox at the top of the table to export all retrieved records.
3. Select , and then select Excel or CSV.

F

Fields in the Demographics Panel

You can use the information in the table below to [add new student accounts with permanent IDs one at a time](#) or to [modify existing student accounts one at a time](#).

Field	Description
District*	District in which student is enrolled during the test administration.
School*	School in which student is enrolled during the test administration.

Field	Description
SSID*	Student's Statewide Student Identifier (SSID) within the enrolled district.
Student Last Name*	Student's last name.
Student First Name*	Student's first name.
Student Middle Name	Student's middle name.
Grade*	Grade in which student is enrolled during the test administration.
Birth Date*	Student's date of birth.
Gender*	Student's gender.
Paper Tester	Student's paper tester status.
Alternate ELP	Student's alternate test status.
IEP Status*	Student's IEP status.
English Learner Status*	Student's English learner status.
504 Status*	Student's 504 status.
Race/Ethnicity	
Hispanic or Latino*	Indicates student traces origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.
American Indian or Alaska Native*	Indicates student has origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.
Asian*	Indicates student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American*	Indicates student has origins in any of the black racial groups of Africa.
White*	Indicates student has origins in any of the original peoples of Europe, Middle East, or North Africa.
Native Hawaiian or Other Pacific Islander*	Indicates student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

*Required field.

Fields in the Test Settings and Tools Panels

When you are [adding new student accounts with permanent IDs one at a time](#) or [modifying existing student accounts one at a time](#), you can use the information in the table below to enter the student's settings for each test.

Field	Description
Designated Supports	
Color Choices	List of available color settings
Line Reader	Toggles the Line Reader tool on or off, allowing students to highlight individual lines of text in a reading package.
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.
Mouse Pointer	List of available mouse cursor sizes and colors.
Non-Embedded Designated Supports	List of available non-embedded designated supports (color overlay, magnification, noise buffers, read aloud items – English, read aloud stimuli – English, translated test directions).
Print Size/Zoom	List of available zoom levels.
Print On Request	Allows students to request printouts of items and/or stimuli.
Streamline Mode (Alt ELPA Only)	Displays test content vertically for enhanced accessibility.
Accommodations	
Exempted Domains	Allows student to be opt out of a domain on the test.
Non-Embedded Accommodations	List of available non-embedded accommodations (assistive technology, Braille test booklet, large print, scribe items (writing), speech-to-text).
Permissive Mode	Toggles Permissive Mode setting on or off, allowing students to use certified accessibility software with the secure browser.
Word Prediction (Alt ELPA Only)	Enhanced accessibility for low dexterity students to not have to use the keyboard as much.

Fields in the View/Edit Users Page

You can use the information in the table below to [modify existing user accounts](#).

Field	Description
Email Address*	Email address for logging in to TIDE.
Role*	User's role. For an explanation of user roles, see User Role Permissions .
State*	State associated with the user.
District*	District associated with the user.
School*	School associated with the user.
First Name*	User's first name.
Last Name*	User's last name.

Field	Description
Phone	User's phone number

*Required field.

L

List of Appeal Requests by Test Status

You can use the information in the table below to [manage appeal requests](#).

Test Status	Invalidate a test	Reset a test	Re-open a test	Restore a test that was Reset
Approved		✓		✓
Completed	✓	✓	✓	✓
Denied	✓	✓		✓
Expired	✓	✓	✓	✓
Paused	✓	✓		✓
Pending		✓		✓
Processing		✓		✓
Reported	✓	✓	✓	✓
Review		✓		✓
Scored	✓	✓	✓	✓
Started		✓		✓

Test Status	Invalidate a test	Reset a test	Re-open a test	Restore a test that was Reset
Submitted	✓	✓	✓	✓
Suspended		✓		✓
Invalidated		✓	✓	✓

List of Appeal Request Statuses

You can use the information in the table below to [manage appeal requests](#).

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

List of Appeal Request Types

You can use the information in the table below to [manage appeal requests](#).

Reset and revert appeal requests must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed for paper-based tests.

Type	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.

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Type	Description
Reset a test	Allows the student to restart a test opportunity (removing all responses on the test) or allows the data entry operator to restart the data entry process. You can submit these appeal requests until the end of the test window.
Re-open a test	Reopens a test that was expired or submitted but needs to be resumed.
Restore a test that's been reset	Reverses a reset and restores the student's responses to those prior to the reset.

P

Printing Records in TIDE

1. Retrieve the records you want to print by following the procedure in the section [Searching for Records in TIDE](#).

2. Do one of the following:

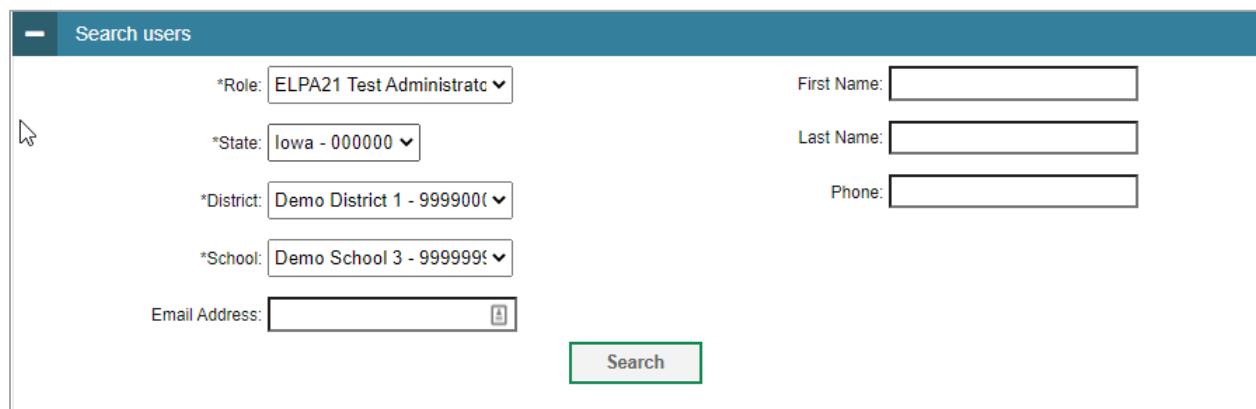
- To print some records, mark the checkboxes for the records you want to print, select , click Selected, and then select Print.
- To print all records, select , select All, and then select Print.

S

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Export Users** task). For such tasks, a search panel appears when you first access the task page (see [Figure 53](#)). This section explains how to use this search panel and navigate search results.

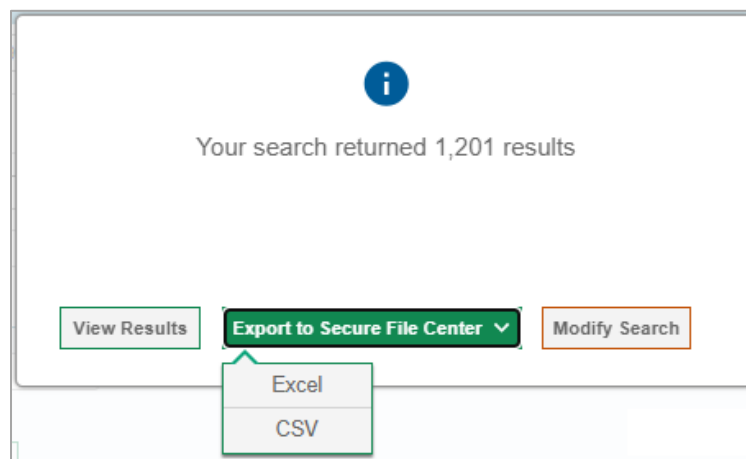
Figure 53. Sample Search Panel



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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. The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.
2. *Optional:* If the task page includes an additional search panel, select values to further refine the search results:
 - To include an additional search criterion in the search, select it and select **Add** or Add Selected as available
 - *Optional:* To delete an additional search criterion, select it and select **Remove Selected**. To delete all additional search criteria, select **Remove All**.
3. Select **Search**.
 - If searching for users, students, students' test settings, and appeal requests, proceed to the next step.
 - If searching for other types of records, such as rosters, skip to step [7](#).
4. In the search results pop-up window (see [Figure 54](#)) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:
 - To view the retrieved records on the page, select **View Results**. Continue to step [7](#). This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 54. Search Results Pop-up Window



- To export the retrieved results to the Secure File Center, select **Export to Secure File Center** 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 Secure File Center.

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- To return to the page and modify your search criteria, select **Modify Search**. Repeat steps [1–3](#).
5. The list of retrieved records appears below the search panel (see [Figure 55](#)).

Figure 55. Sample Search Results

	Edit	School Information		Student Demographics										
		District	School	SSID	ID Type	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MMDDYYYY)	Grade	Paper Tester	Reduced Lunch Status	Homeless Status
<input type="checkbox"/>		9999 - Demo Dist 9999	9999_9991 - Demo School 1	9995562316	SSID	12.2.0LN1000	12.2.0FN1000Offline	12.2.0MN1000	Female	12191990	00	Yes	Yes	Yes
<input type="checkbox"/>		9999 - Demo Dist 9999	9999_9991 - Demo School 1	9995562321	SSID	12.2.0LN1000	12.2.0FN1000Offline	12.2.0MN1000	Female	12191990	00	Yes	Yes	Yes

6. *Optional:* To filter the retrieved records by keyword, enter a search term in the text box above the search results and select . TIDE displays only those records containing the entered value.
7. *Optional:* To sort the search results by a given column, select its column header.
- To sort the column in descending order, select the column header again.
8. *Optional:* If the table of retrieved records is too wide for your browser window, you can select and at the sides of the table to scroll left and right, respectively.
9. *Optional:* If the search results span more than one page, select or to view previous or next pages, respectively.
10. *Optional:* To hide columns, select (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

Searching for Students or Users by ID

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

1. In the *Find Student/User by ID* field, enter a student's SSID or a user's email address. The SSID or email address must be an exact match; TIDE does not search by partial SSID or email address.
2. Select . The **View and Edit Student** or **View/Edit User: [User's Name]** form for that student or user appears.

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Figure 56. Find Student/User by ID Search Field



A search input field with the placeholder text "Student ID/User Email" and a magnifying glass icon on the right side.

Secure File Center

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

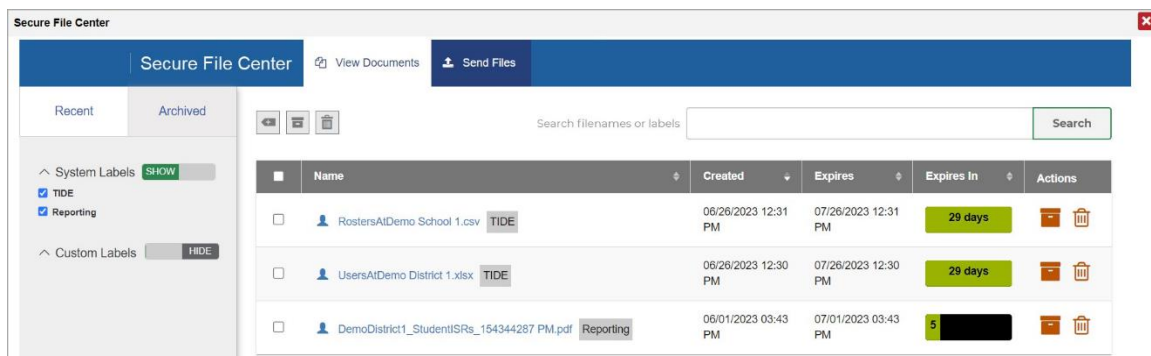
The Secure File Center also lists any secure documents that have been externally uploaded to the Secure File Center and that you have privileges to view.

Viewing Documents in the Secure File Center

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

1. From the TIDE banner, select **Secure File Center**. The **Secure File Center** page appears ([Figure 57](#)). By default, TIDE displays the *View Documents* tab.
2. *Optional*: Select the file view from the available tabs:
 - **Recent**: 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.

Figure 57. Secure File Center Window: View Documents Tab









The screenshot shows the 'Secure File Center' interface. At the top, there are tabs for 'View Documents' and 'Send Files'. Below the tabs is a search bar with the placeholder text 'Search filenames or labels' and a 'Search' button. The main content area displays a table of files with columns for Name, Created, Expires, Expires In, and Actions. The table lists three files: 'RostersAtDemo School 1.csv', 'UsersAtDemo District 1.xlsx', and 'DemoDistrict1_StudentSRs_154344287 PM.pdf'. Each file row includes a checkbox, a user icon, the file name, a 'TIDE' or 'Reporting' label, the creation and expiration dates, the number of days remaining until expiration (e.g., '29 days'), and icons for download, archive, and delete.

	Name	Created	Expires	Expires In	Actions
<input type="checkbox"/>	RostersAtDemo School 1.csv TIDE	06/26/2023 12:31 PM	07/26/2023 12:31 PM	29 days	
<input type="checkbox"/>	UsersAtDemo District 1.xlsx TIDE	06/26/2023 12:30 PM	07/26/2023 12:30 PM	29 days	
<input type="checkbox"/>	DemoDistrict1_StudentSRs_154344287 PM.pdf Reporting	06/01/2023 03:43 PM	07/01/2023 03:43 PM		

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.

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4. *Optional:* To hide or display system labels, toggle .
5. *Optional:* To hide files with a system label, unmark the checkbox for that system label.
6. *Optional:* To hide or display custom labels, toggle .
7. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.
8. Do one of the following:
 - To download a file, select the file name.
 - To add a new custom label or apply an existing custom label, select .
 - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
 - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
 - To archive a file, select . To return a file to the Secure File Center from the Archived tab, select .
 - To delete a file, select . Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

Special Codes and Their Descriptions

You can use the information in the table below to [view or edit non-participation codes](#). Once you apply a special code, that special code persists until it is changed.

Special Code	Description
99	None
1	1 – Student incorrectly identified as EL (No test required)
2	2 – Student no longer enrolled in district (No test required)
3	3 – Chronic absenteeism, suspension, or expulsion (Testing expected)
4	4 – Residential treatment or alternative placement (Testing expected)
5	5 – Student/parent/guardian refusal (Testing expected)
6	6 – School/district logistical issues (Testing expected)
7	7 – Took ELPA21 Summative during test window in another state (No re-testing required)

Special Code	Description
8	8 – Medical waiver approved per IDOE guidance (No test required)
9	9 – Homeschooled student; parents refused testing (Testing encouraged, not required)
10	10 – Arrived too late in testing window to complete summative (screening required)
11	11 – Student graduated mid-term (No test required)

T

Test Opportunity Status Descriptions

You can view descriptions of each status in the table below when you [view reports of test status codes](#).

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.
Expired	The student’s test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student’s test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> • The student paused his or her test by selecting the Pause button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student’s test. The student’s browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student’s score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS. Some items must be hand scored before they appear in ORS.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a “review” status is not considered complete.)
Scored	The test will display a scored status, followed by the student’s score.

Status	Definitions
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the ORS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.

U

User Role Permissions

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

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

Task or Site	DC*	NPC*	SA*	BC*	TA*
How to Add New Student Accounts	✓	✓	✓	✓	
How to View and Edit Students	✓	✓	✓	✓	✓
How to Add and Edit Students Through File Uploads	✓	✓	✓		
How to Move Students Between Schools	✓	✓			
How to Print PreID Labels	✓	✓	✓	✓	✓
How to Print Students' Test Settings	✓	✓	✓	✓	✓
How to View and Edit Student Test Settings and Tools**	✓	✓	✓	✓	✓
How to Upload Student Test Settings and Tools	✓	✓	✓	✓	
How to View and Edit Existing User Accounts	✓	✓		✓	
How to Delete User Accounts	✓	✓			
How to Add New Rosters	✓	✓	✓	✓	✓

Task or Site	DC*	NPC*	SA*	BC*	TA*
How to Modify Existing Rosters	✓	✓	✓	✓	✓
How to Upload Rosters	✓	✓		✓	
How to Place Additional Orders	✓	✓			
How to View Order Summary	✓	✓			
How to Print Test Tickets from Student Lists	✓	✓	✓	✓	✓
How to Print Test Tickets from Roster Lists	✓	✓	✓	✓	✓
How to Create New Appeal Requests	✓	✓	✓	✓	
How To View Appeals	✓	✓	✓	✓	✓
How to Create Appeals Through File Uploads	✓	✓			
How to Plan and Manage Testing	✓	✓	✓	✓	✓
How to Generate Test Session Status Reports	✓	✓		✓	
How to Generate Participation Reports by SSID	✓	✓	✓	✓	✓
How to View Test Completion Rates	✓	✓	✓	✓	✓
How to View Test Status Codes Reports	✓	✓		✓	✓
How to View or Edit Non-Participation Codes	✓	✓		✓	
<p>*DC—District Coordinator; BC—Building Coordinator, TA—Test Administrator, NPC—Non-Public Coordinator, SA—Screening Administrator</p> <p>**Some roles have view-only access to this feature.</p>					

User Support

For additional information and assistance in using TIDE, contact the [Iowa ELPA21 Help Desk](#).

The Help Desk is open Monday through Friday, 7:00AM to 7:00PM Central (except holidays or as otherwise indicated on the [Iowa ELPA21 Portal](#)).

Iowa ELPA21 Help Desk

Toll-Free Phone Support: 1-855-873-5710

Chat Support: <http://iowaelpa21.portal.cambiumast.com/contact.html/>

Email Support: iowaelpa21helpdesk@cambiumassessment.com

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 SSID and associated district or school for that student. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 8.1 and Firefox 13 or macOS 11 and Safari 5).

V

Valid Values for Tool Names in the Test Settings Upload File

An asterisk (*) indicates test tools only applicable to the Alt ELPA tests. All other test tools are applicable for the ELPA21 Screener, ELPA21 Summative, and Alt ELPA tests.

Tool Name	Valid Value
Color Choices	Black on Blue Black on Cream Black on Pink Black on White Inverted (White on Black) White on Red Yellow on Blue Yellow on Black Black on White (System Default)

Tool Name	Valid Value
Exempted Domains	No Exemptions Listening Reading Writing Speaking Listening and Reading Listening and Writing Listening and Speaking Reading and Writing Reading and Speaking Writing and Speaking Listening, Reading, and Writing Listening, Reading, and Speaking Listening, Speaking, and Writing Reading, Speaking, and Writing
Line Reader	On Off
Masking	On Off
Mouse Pointer	Large Black Extra Large Back Large Green Extra Large Green Large Red Extra Large Red Large White Extra Large White Large Yellow Extra Large Yellow System Default
Non-Embedded Accommodations	Assistive Technology Braille Test Booklet Large Print Scribe Items (Writing) Speech-to-Text

Tool Name	Valid Value
Non-Embedded Designated Supports	Color Overlay Magnification Noise Buffers Read Aloud Item – English Read Aloud Stimuli – English Translated Test Directions Sign Language Presentation of Items* Verbal Description of Graphics*
Permissive Mode	On Off
Print On Request	None Stimuli Items
Print Size	1x 1.5x 1.75x 2.5x 3x 5x* 10x* 15x* 20x*

Change Log

Location	Change	Date
2	Updated the list of actions with which all TIDE users must be familiar.	7/25/22
4	Added a note to the “How to modify existing records one at a time” section.	7/25/22
15-16	Added information on rosters to the “How district-level users modify existing student accounts one at a time” section.	7/25/22
17-18	Added “How district-level users transfer students between districts”.	7/25/22
22-23	Added “How district-level users view reports of students who have transferred into their organization” and “How district-level users view reports of students who have transferred out of their organization”.	7/25/22
32	Updated the screenshot for Figure 33.	7/25/22
37-39	Reordered numbered steps to match TIDE’s updated user interface.	7/25/22
39	Updated the screenshot for Figure 39 to show reversed <i>Search Students</i> and <i>Choose What</i> sections.	7/25/22
53	Updated screenshot for Figure 53.	7/25/22
60	Added the Alternate ELP field to “Columns in the Student Upload File”.	7/25/22
61	Added Alt ELPA to the list of subjects in “Columns in the Test Settings Upload File”.	7/25/22
64	Add Alternate ELP field to “Fields in the Demographics Panel”.	7/25/22
65	Added Print on Request and Word Prediction (Alt ELPA Only) to “Fields in the Test Settings and Tools Panels”.	7/25/22
73	Updated the “Special Codes and Their Descriptions”.	7/25/22
77	Updated the Color Choices in “Valid Values for Tool Names in the Test Settings Upload File”.	7/25/22
78	Updated the Non-Embedded Designated Supports to include Sign Language Presentation of Items and Verbal Description of Graphics for the Alt ELPA.	7/25/22
Throughout	Updated screenshots and icons to match TIDE’s updated user interface.	7/28/23
Throughout	Updated references to the “Secure Inbox” to “Secure File Center”.	7/28/23
16-17	Added “How district-level users view a history of changes to a student’s account”.	7/28/23
24-25	Updated “How district-level users add new rosters one at a time”.	7/28/23
26-27	Updated “How district-level users modify existing rosters one at a time”.	7/28/23
40-41	Updated “How district-level users view report of test completion rates”.	7/28/23
65	Added streamline mode to the list of designated supports available for Alt ELPA.	7/28/23
78	Added additional zoom levels to the list of tools available for Alt ELPA.	7/28/23