Test Information Distribution Engine User Guide

2023–2024

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Introduction to TIDE

This user guide provides instructions on how to use TIDE.

> At its core, the Test Information Distribution Engine (TIDE) is a registration system for users who will access CAI systems and students who will take Smarter Balanced and WCAS 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 the Test Delivery System (TDS). Class groups must be added in TIDE so the Smarter Reporting System can display scores at the classroom, school, district, and state level. During testing, TIDE users can print test tickets, manage invalidation requests, and monitor test progress. After testing, TIDE users can clean up data and track return shipments of paper testing materials.

What's new for 2023-24

- The TIDE Secure Inbox has been updated to the Secure File Center. For details, see [Viewing Documents in the Secure File Center](#).

- In the *View/Edit Students* page, District-level users can now access the View Student History page to view detailed information on updates made to a student's account by both TIDE users and automated processes.

- The file upload process has been updated to make it easier when adding users, updating student accommodations, or adding rosters.

- When editing student demographic information, district-level users can now make changes to students' English Learner Status, 504 plan, and IDEA indicator.

- The process for adding and modifying rosters has been updated with a new interface. The new process now has a dedicated individual student search and a Quick Roster feature to create complete rosters by grade or student setting. Roster size is now limited to 500 students per roster.

- Updates have been made to the TIDE user interface to make for a more consistent experience across all Cambium systems. Changes to the TIDE banner, footer, and the icons used throughout the system now match those seen elsewhere in the TA Interface and other Cambium systems.

- The following updates have been made to TIDE student test settings:

  - When the student has the Spanish Presentation selected, there are now two options for what that presentation will look like. These options are available in an embedded designated support named "Translations (dual language) Test Spanish" which is now listed in TIDE. The two options are listed as "Switch between Spanish only and English only" (which is the default presentation) and "Show Spanish above English". Please review the Guidelines on Tools, Supports and Accommodations for State Assessments (GTSA) on the WCAP Portal for additional information.

  - The Digital Notepad has been removed as a universal tool for ELA-PT items to avoid confusion with the Global Notes tool which students can use in both Part 1 and Part 2 of the assessment.

- o A new upload-ready export option has been added to allow you to export student settings in a file that matches the format for uploading student settings.

- Changes have been made to Appeals:

  - o When filing an appeal in TIDE, Additional Comments are now required for all appeal reasons, and can be up to 500 characters in length, to allow for more detailed information.

  - o On the View/Approve/Export Requests page, the submitter name and comments will now show in separate columns.

- A new search filter has been added to assist with identifying dual enrolled students.

- On the View/Edit Student page, new information will now display under Student Participation and Rosters to note if a student has not taken any tests this year or if they have not been added to any rosters.

- Student Update History can now be exported from each tab of the View History page. The tabs available for export are: recent changes, student information and settings, enrollment and rosters, and test eligibilities. An option has also been added to include/exclude blank values for this search.

Tasks That Can Be Performed in TIDE

- Add new **users** or modify existing **user accounts** in TIDE so district and school users can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems and some Smarter Balanced systems. Note: At the beginning of the 2023-2024 school year, all previous district/school/teacher users were removed from TIDE. OSPI assessment staff add accounts for District Coordinators (DCs). DCs are responsible for adding school/district users.

- Add new **rosters** or modify existing rosters. Rosters represent classes or other groups of students.

- Enter student test settings that are different from the default settings, including **paper testing material** requirements during the Pre-ID window.

- Order additional **paper testing materials** during the Additional Orders window.

- Print hard-copy **test tickets** that include a student's username so the student can log in to a test.

- Add new **appeals** or modify existing appeals if a test must be reopened, reset or invalidated.

- View your district's or school's progress in starting and completing tests and monitor the completeness of a test administration.

- Provide reasons why students did not take a test.

Structure of this Document

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, and then test administrators.

The structure of this guide is based on user role. The colors of these headers correspond to the colors used in sections in this document. 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 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

The TIDE system is used to manage student information and user accounts for Washington's Comprehensive Assessment of Science (WCAS) and Smarter Balanced assessments. Once the 2023-24 CEDARS rollover occurs, each night (7 days a week) all enrolled students in all grades are extracted from CEDARS and sent to TIDE. Students must have a record in TIDE to participate in state assessments. The only way a student can have a record in TIDE is if a record with a valid, unique State Student Identifier (SSID) is sent from CEDARS to TIDE. For more information, the Student Record Management for Assessment Accountability User Guide (SRMAAUG), located on the WCAP Portal, outlines the process for routine data transmissions as well as the steps to take for fringe cases, including non-enrolled students participating in state assessments. When discrepancies are noted in TIDE (example: name, grade level) the update needs to be made in CEDARS.

Records for users and students must be in 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, nor will they have access to the Smarter Reporting System. Students not added to TIDE will not be able to test.

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

- **Adding** new records or **modifying** existing records one at a time.

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

How to add records one at a time

1. Start at the dashboard (see [Figure 1](#)) that appears when you first log in to TIDE, select the task for which you want to add a new record from the *Preparing for Testing* task menu, such as **Users** or **Rosters** and select then **Add**.

Figure 1. TIDE Dashboard
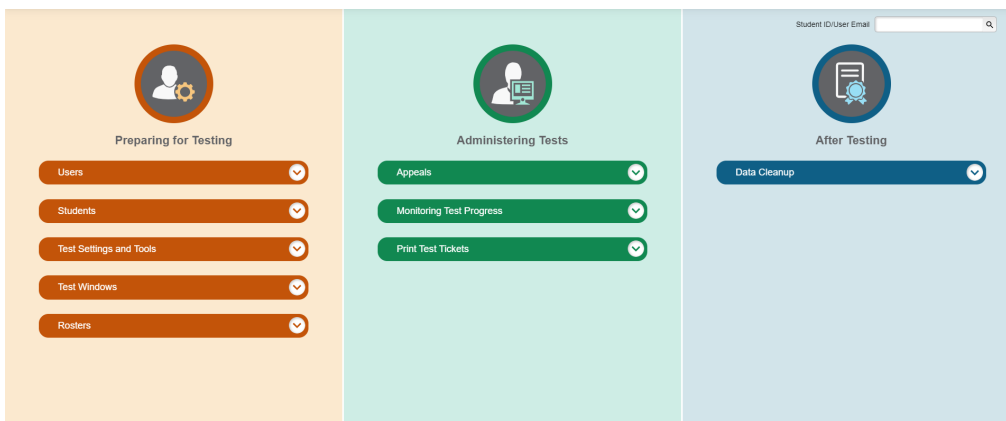
2. On the page (see Figure 2 and Figure 3) that appears, fill out the information, verify its accuracy, and select **Save**.

Figure 2. Add User

NOTE: Verifying the accuracy of the email address is recommended prior to selecting Save.

Figure 3. Add Roster

NOTE: Before accessing the Add Roster page pictured above, you will be prompted to select a school.

How to view, edit, and export existing records manually

If a record's information changes after you have 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 (see Figure 1), select the task for which you want to search for records from the **Preparing for Testing** drop-down menu 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 User

2. *Optional:* When searching for students on the View/Edit/Export Students page, the **Advanced Search** option can be used to select additional criteria to quickly identify students:

  • On the View/Edit/Export Students page, select **Advanced Search** (See Figure 5).

Figure 5. Advanced Search

  • From the Search Fields drop-down menu, select an option to narrow your search results such as Text-to-Speech (Test Content) (See Figure 6).

Figure 6. Advanced Search Options
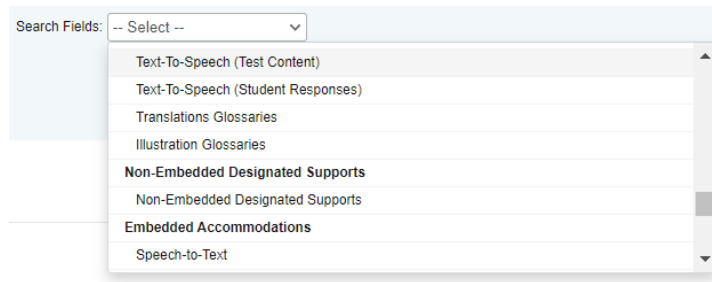
- Depending on the option selected, additional criteria will be displayed for you to select from (See Figure 7).

Figure 7. Advanced Search Criteria
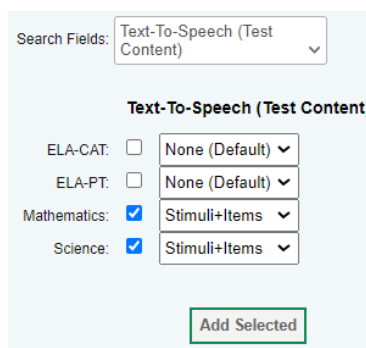
- Click on Add or Add Selected. The Additional Criteria will be displayed on the right.

  - To add additional criteria, make another selection from the Search Fields drop-down menu and repeat the steps above.

- Select **Search**.

3. 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 your Secure File Center, and you will return to the search form.

   Please note the View Results button will be disabled if the search contains more than 20 schools. The export will be sent to the Secure File Center.

Figure 8. Search Results

Your search returned 107 results

[View Results] [Export to Secure File Center ∨] [Modify Search]
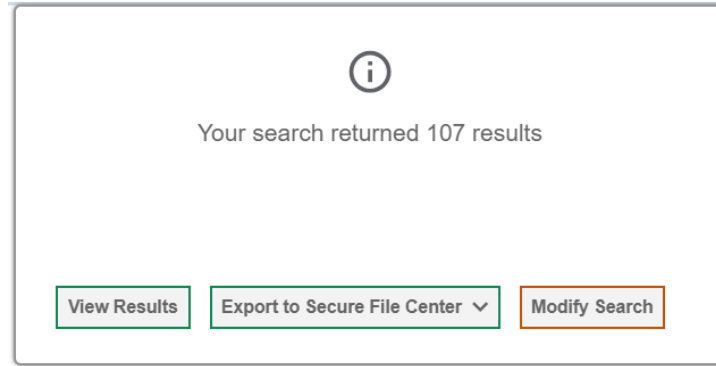
4. If you select **View Results**, the search results will appear in a table. To edit individual records, select the pencil button 🖉 by the record you want. To delete individual records, mark the checkbox by that record and select the trashcan button 🗑. To export records, mark the checkbox by that record and select the download button ⬇∨.

Figure 9. View/Edit/Export User Search Results
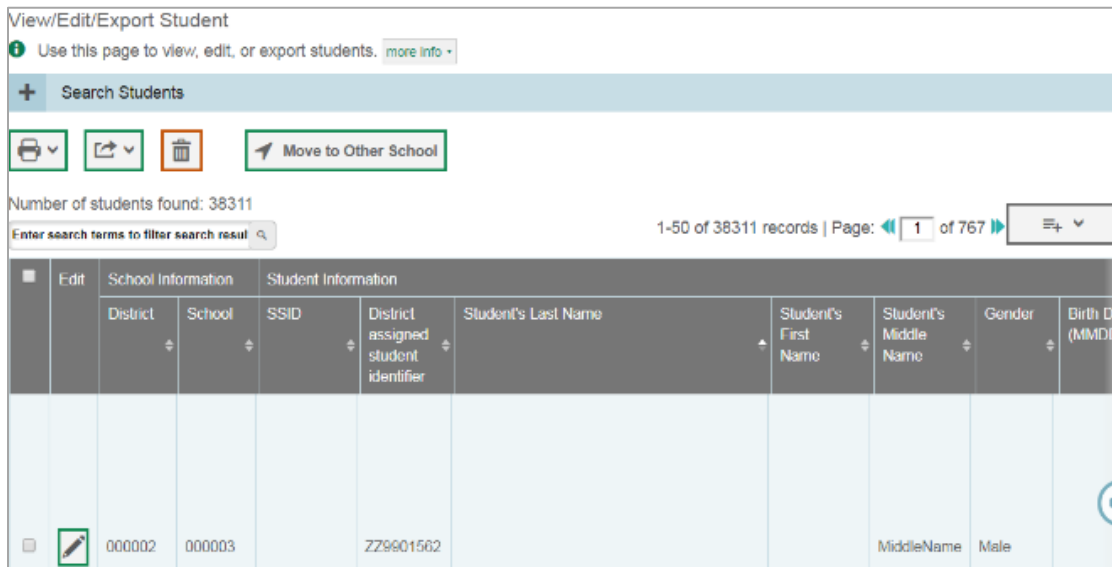
> **Note:** An export containing more than 100,000 records cannot be downloaded as a direct export. To view an export with 100,000 records or more, select the option **Export to Secure File Center**.

How to add or modify records using uploads

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 (see Figure 1), select the task for which you would like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

Figure 10. Upload Rosters Page
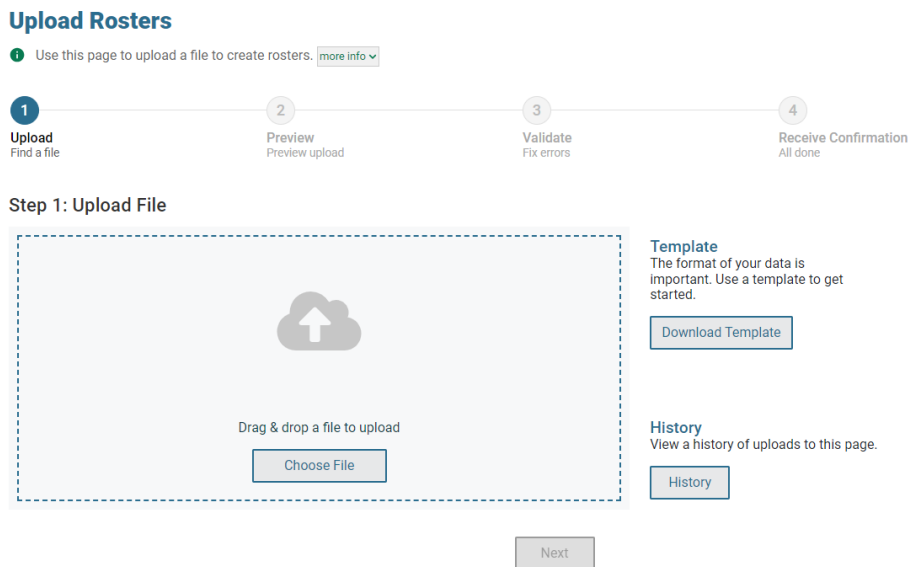
2. Once you've downloaded and filled out the template file, return to the upload screen, select **Choose File** or drag and drop the file. The file name will appear in the graphic. If you wish to change the file you are uploading, click **Choose File** again to select a new file. Select **Next**. The upload preview screen appears.

Figure 11. Upload Rosters Preview Page
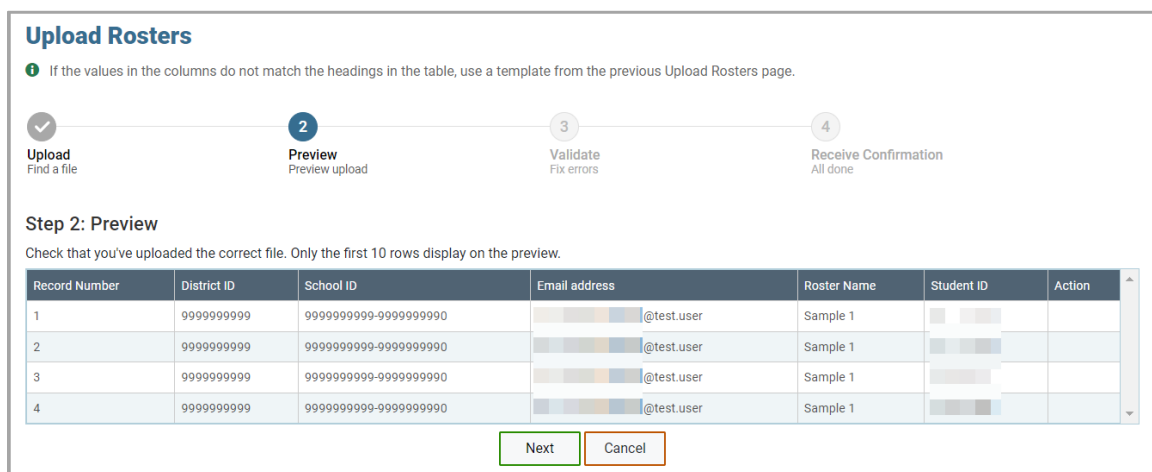
3. Once you have verified the information on the preview screen, select **Next**. The validation screen appears.

Figure 12. Upload Rosters Validate Page
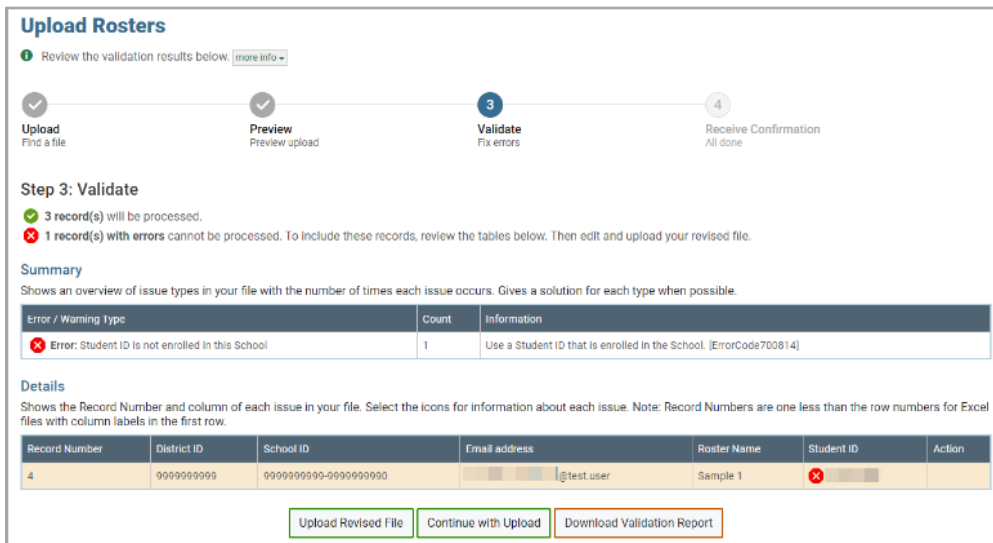
4. If there are any issues with the file, the validation screen shows errors or warnings.

   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 will need to edit the rows with errors and upload the records again.

Figure 13. Upload Rosters Confirmation Page
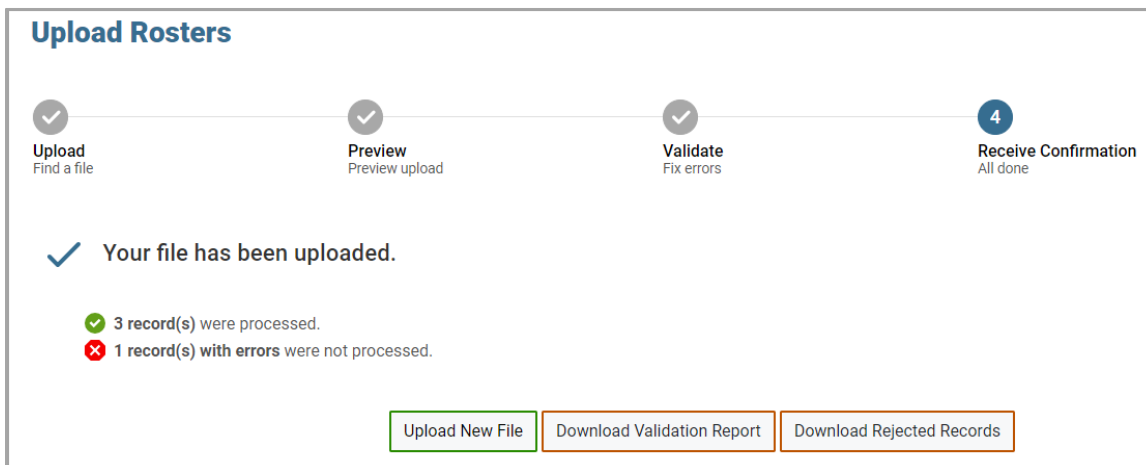
5. *Optional:* Information on the file upload history can be found by clicking on **History** on the Upload Rosters Page (See Figure 10). For more information on the Upload History Table see Columns in the Upload History Table.

How to Access Your TIDE Account

Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the ***Reset Your Password*** page (see Figure 14) in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link expires 15 minutes after the email was sent. If you don't change your password within 15 minutes, the email contains a link to request a new password. More information on how to request a new link is described in the section "Password Information" in the appendix.

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

Note: At the beginning of the 2023-2024 school year, all previous district/school/teacher users were removed from TIDE. OSPI assessment staff add accounts for District Coordinators (DCs). DCs are responsible for adding school/district users.

How to activate a new account

1. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 14).

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

3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see Figure 16) in the WCAP Portal page.

Figure 14. Reset Your Password Page

How to log in to TIDE

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

1. Navigate to the WCAP Portal (https://wa.portal.cambiumast.com).

2. From the Homepage, select the **assessment you want to administer** (see Figure 15).

Figure 15. Assessment Cards
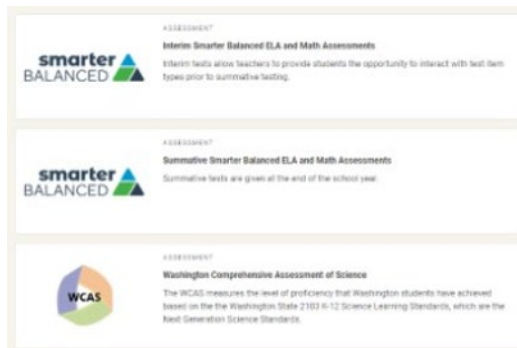
3. Select **TIDE** (see Figure 16). The *Login* page appears (see Figure 17).

Figure 16. TIDE Card
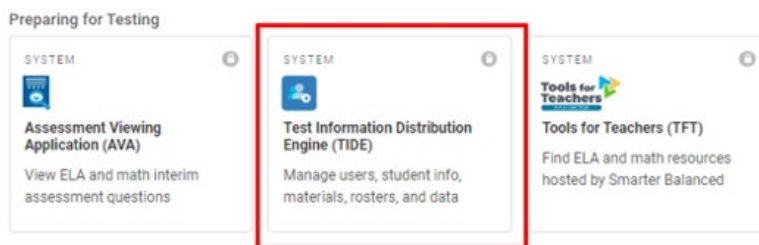
4. On the *Login* page, enter the email address and password you use to access all CAI systems.

Figure 17. Login Page

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5. Select **Secure Login**.

6. If you have not logged in using this browser before, or if you have cleared your browser cache, the *Enter Code* page appears (see Figure 18) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.

Figure 18. Enter Code
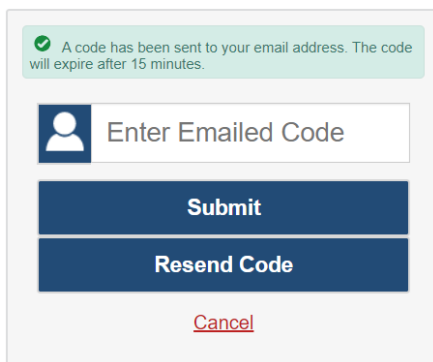
7. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.

8. Select **Submit**.

9. 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 (Figure 19), select your name, and then select **Log Out.**

Figure 19. Log Out
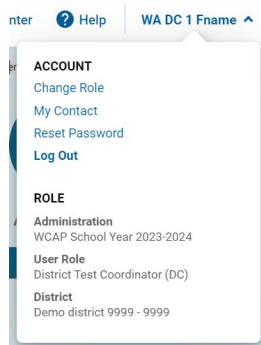
Logging out of TIDE logs you out of most systems. However, you will not be logged out of the TA Interface in order to prevent accidental interruption of active test sessions.

How to Access Secure Notifications in TIDE

The Secure Notification Banner displays alerts, warnings, and informational messages from OSPI Assessment. The banner displays at the top of every page in TIDE when active notifications are published (see Figure 20). Often, the messages will contain time-sensitive information, such as dates for TIDE system downtimes, test window reminders, or known issue alerts.

Note: All user roles can view secure notifications.

Figure 20. Example of One Notification Type on the Secure Notification Banner

How to distinguish notification types

Notifications are ranked based on importance, differentiated by an icon and the background color.

- **Info** notifications denote minimum severity. They are marked with and appear over blue backgrounds.

- **Alerts** denote maximum severity. They are marked with and appear over red backgrounds.

How to interact with secure notifications

Active notifications appear each time you log in to TIDE and can be dismissed by clicking on the **Mark as Read** [Mark as Read] button or selecting the **Close Icon** once read. However, depending on how you dismiss the notification, the same notification may display the next time you log in if it is during the notification's scheduled display period. Review the information below to understand the difference between **Mark as Read** [Mark as Read] button and the **Close Icon**

Mark as Read [Mark as Read] Removes the notification from the top of the page and closes the notification window if open.

Details [Details] Displays a window with the full contents of the notification.

Close Icon   Removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using the Close Icon return when you refresh the page or the next time you log in.

Arrows   Moves to next or previous notification. Only appears when multiple notifications are active, indicated by current/total notifications beside the notification name.

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 during testing, and some after testing. The WCAP Portal presents systems and resources in a task-based order. After selecting the assessment they are planning to administer from the homepage, users will be able to click Preparing for Testing or Administering Tests, which will lead to a page with relevant systems and resources.

To Prepare for Testing before testing begins, district-level users must perform the following tasks in TIDE:

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

2. Apply the correct tools, designated supports, and/or accommodations to **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 with needed test settings in the correct test column before testing begins, those students may not be able to test or may test without the test settings that the student requires. Testing without the correct settings may result in an invalidation of the student's assessment.

3. Set up customized **test windows** so the correct tests are available when you need them.

How District-level Users Set Up User Accounts in TIDE

District-level users must ensure that district and school staff have the appropriate TIDE user role for their assessment duties within the district and school. District-level users are those who have District Coordinator (DC) and District Administrator (DA) roles in TIDE and can access records for the entire school district. School-level users are users with the School Coordinator (SC) role and can access records for the entire school. Most classroom teachers have the Test Administrator (TA) role and can access records only for students in their rosters or student groups.

In some smaller districts, a user may serve multiple assessment roles in the district/school. In that case, the user should have only the highest-level role since that user can do all the tasks a lower-level role performs (including administering tests to students).

See the section "User Roles" in the appendix for more details.

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

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

1. From the **Users** task menu, select **Add Users**. The ***Add Users*** page appears (see Figure 21).

Figure 21. Add User
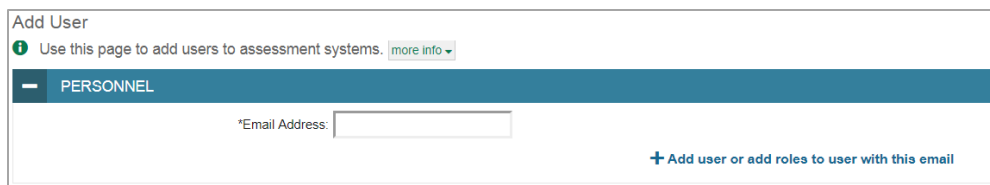
2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to user with this email**. Additional fields appear (see Figure 22).

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

Figure 22. Add User – Additional Fields
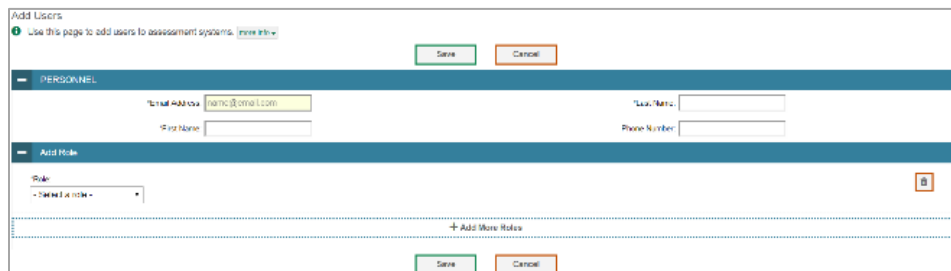
4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a district, and school, if applicable.

5. *Optional:* To add multiple roles, select **+Add More Roles** and repeat step 2.

6. *Optional:* To delete a role, select the trashcan button 🗑 next to that role.

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

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

You can modify user accounts when the user's role is below your role in the hierarchy and is in your district or school. If a user's information changes after you have 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.

> **Note:** Modifications to the email address can only be processed by the CAI Help Desk using contact information listed in the User Support section.

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

2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the section "How to view, edit, and export existing records manually" in the Introduction.

3. In the list of retrieved user accounts, select the pencil button 🖉 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 [User's Name] Page" in the appendix as a reference.

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

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

7. Select **Save**.

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

How district-level users add or modify multiple user accounts

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

Note: Modifications to the email address can only be processed by the CAI Help Desk using the contact information listed in the User Support section.

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

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

How District Level Users Manage Student Accounts

How district-level users specify student accommodations and test tools

A student's test settings include the available accessibility features such as text-to-speech or color schemes. Test tools specify the tools a student can use during a test, such as a highlighter. This section explains how to edit student test settings and tools one student at a time within TIDE.

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 account whose settings and tools you want to view or edit by following the procedure in the section "How to view, edit, and export existing records manually" in the Introduction.

   - *Optional*: To display a list of students who are enrolled in more than one school or district or show only students enrolled in one school, use the **Multiple Associations** filter.

Figure 23. Multiple Associations Filter
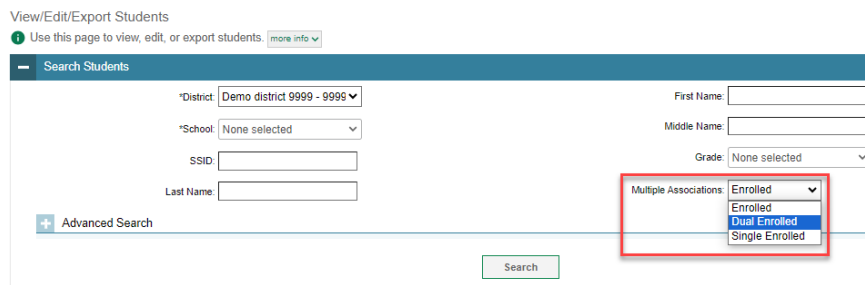
Note: Dual-enrolled students display as duplicate records with different schools. However, if a student appears on only one line, it's because the other school(s) were not included in your search, or the other school(s) are part of another district.

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

4. Scroll down to the sections with the Universal Tools, Designated Supports, and Accommodations panels (see Figure 24).

Figure 24. Test Settings and Tools Panel Sample

5. Using the *Guidelines on Tools Supports, and Accommodation in State Testing* (GTSA) available on the WCAP Portal as a reference, modify the student's test settings. Changes can be made by selecting an option in the drop-down menu or using the ON/OFF toggle.

6. The Test Settings and Tools panels display a column for each of the online tests delivered by CAI. You can select different settings for each test, if necessary.

7. Once all test settings have been adjusted according to the guidance in the *GTSA*, scroll to the bottom of the form and click **Save**.

8. In the affirmation dialog box, select **Continue** to return to the list of retrieved students.

9. If the affirmation dialog box does not appear, scroll down to find the validation error preventing the new settings from being saved (see Figure 25 below).

Figure 25. Validation Error

How district-level users upload student accommodations and test tools

You can edit student test settings and tools for many students at the same time 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 records using uploads" 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 a history of changes to a student

NEW: 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 the beginning of the current school year 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.

2. Retrieve the individual student account you want to view by following the procedure in the section "How to view, edit, and export existing records manually."

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

4. From the top of the page, select the **View History** button (See Figure 26).

Figure 26. View History Button
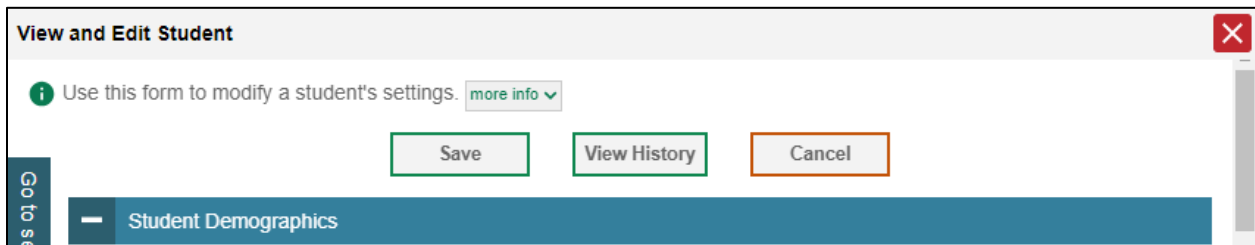
5. Review the **Recent Changes** for an overview of all changes or select another tab to view only those changes (See Figure 27).

Figure 27. Recent Changes to Student History
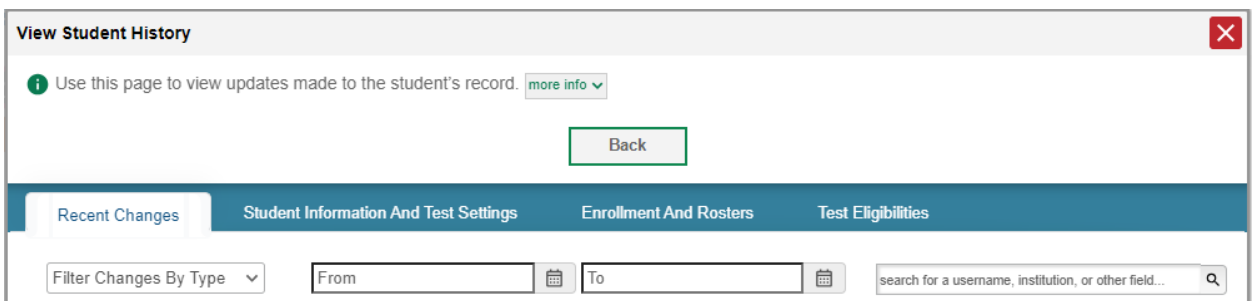
6. *Optional:* Use the filters, date range fields, and search options to limit the information shown in the history.

7. *Optional:* Use the **Include Blank Values** checkbox to hide or show empty fields that display *No Selected Value*. Using this feature will remove any filter applied and show the full contents of the table.

8. *Optional:* Export the content from each tab by selecting the download button and then selecting a file format.

How district-level users view student distribution report
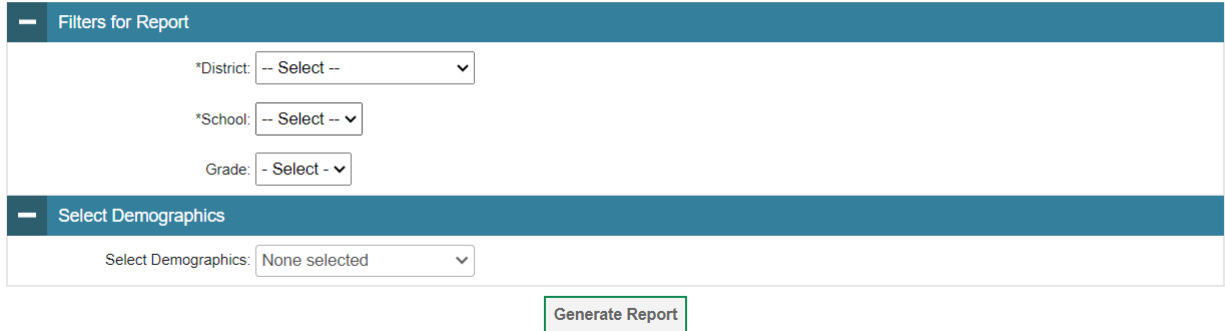
A Frequency Distribution Report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. You can generate FDRs for the students in your district or school by a variety of demographics and accommodations.

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The *Frequency Distribution Report* page appears (see Figure 28).

Figure 28. Fields in the Frequency Distribution Report Page

Frequency Distribution Report

ⓘ Use this page to generate a Frequency Distribution Report. more info ⌄

Filters for Report

*District: -- Select --

*School: -- Select --

Grade: - Select -

Select Demographics

Select Demographics: None selected

Generate Report

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

- From the **District** drop-down list (if available), select a district.

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

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

- *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.

3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 29).

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 the printer button 🖶 , 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 the download button ⬇⌄ , and in the affirmation dialog box select **OK**.

Figure 29. Frequency Distribution Reports by Grade and Gender

Grade	# of Records
01	26
02	20
03	46
04	46
05	57
06	44
07	47
08	76
09	56
10	62
11	62
12	39
KG	22
Total	603
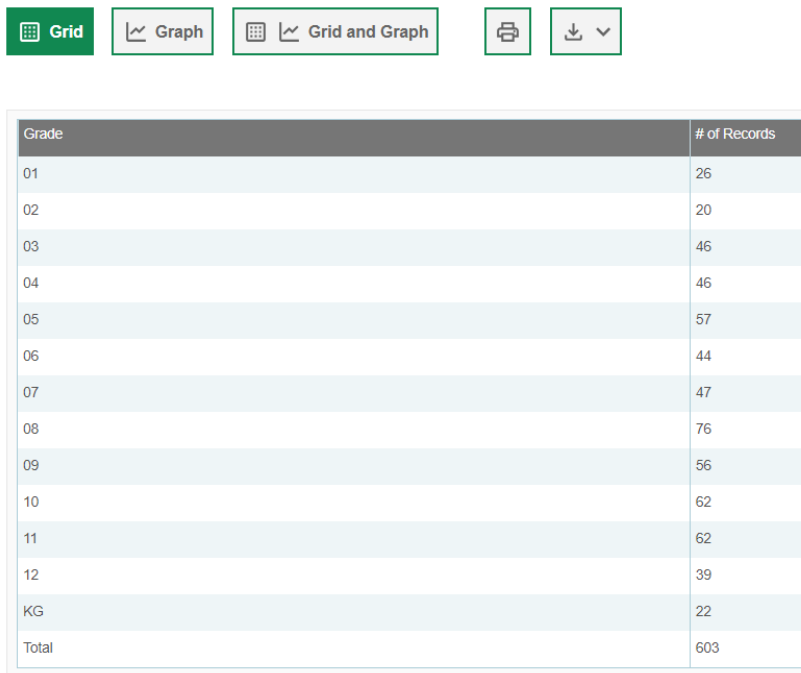
How district-level users upload interim grades

You can set up interim grades for multiple students through file uploads. The default interim grade for a student is their enrolled grade. To enable a student to take an interim assessment for a different grade level, their interim grade needs to be changed. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

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

2. Following the instructions in the section "How to add or modify records using uploads" in the Introduction and using the table "Columns in the Interim Grades Upload File" in the appendix as a reference, fill out the Interim Grade template and upload it to TIDE.

About the Interim Grades Upload File

If the upload file includes two rows specifying different grades for the same student and subject, then both grades will be set up as interim grades for the student's subject.

If the upload file includes two rows for the same student and subject and the second row has a value "None", then all interim grades established for the student's subject up to that point will be removed.

How district-level users print PreID labels

A PreID label (see [Figure 30](#)) is a label that you affix to a student's testing materials, such as an answer booklet for a paper-pencil test.

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

Figure 30. Sample PreID Label
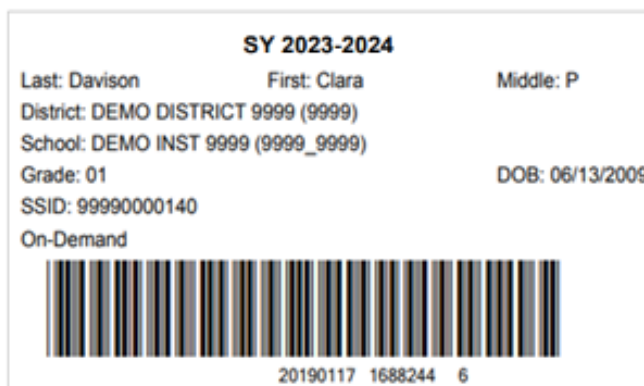
This task requires the 5" × 2" label stock provided in your test materials shipment. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

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 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 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 the printer button 🖨️˅, and then select **My 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 31](#)).

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 31. Layout Model for PreID Labels
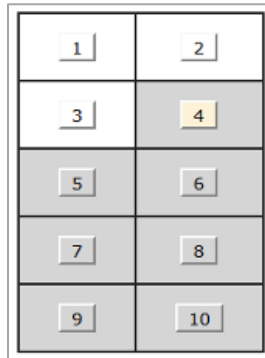
How district-level users view reports of incoming students

District-level users can view reports showing when student records were added to their organization for either single-enrolled or dual-enrolled students.

1. From the **Students** task menu on the TIDE dashboard, select **Record Add Date Report.** The *Record Add Date Report* page appears.

2. Enter search criteria.

3. Select **Search**.

The report appears, displaying student records matching the search criteria.

How district-level users view reports of outgoing students

District-level users can view reports showing when student records were removed from their organization for either single-enrolled or dual-enrolled students.

1. From the **Students** task menu on the TIDE dashboard, select **Record Remove Date Report**. The *Record Remove Date Report* page appears.

2. Enter search criteria.

3. Select **Search**.

The report appears, displaying student records matching the search criteria.

How District-level Users Perform Tasks in TIDE

How District-level Users Manage Rosters

Rosters are groups of students associated with a teacher (the TA role) in a particular school. Rosters typically include all students in a classroom in lower grades, or all students in a class period in upper grades. Rosters are optional and can also be made for special courses offered to groups of students.

The rosters you create in TIDE can be used to print test tickets containing students' login information to start taking a test.

Note: The rosters created in TIDE are not automatically transferred to the Smarter Reporting System (SRS). Rosters or "student groups" must be created in the SRS for TAs to see results from assessments. District-level users and SCs can create the student groups in the SRS. See the additional resources on the WCAP Portal for information about how to set up student groups in SRS.

When creating rosters in TIDE, keep the following in mind:
- One or more rosters may need to be created depending on the test administration needs. For example, if a group of Grade 5 students will have the same Test Administrator (TA) for their ELA, mathematics, and science tests, then separate rosters do not need to be created for each test. However, if different TAs are responsible for administering different tests, then separate rosters need to be created for each TA and test.

- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and period as applicable. For example, an elementary school roster may be named 'Gr3Jones 23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A 23-24'.

- You can only include students associated with your district (for DC/DAs) or school (for SCs) in your rosters.

There are a few restrictions to be aware of when creating rosters:

- Each user-defined roster can only be associated with one school.

- You can only create rosters from students associated with the school(s) or district(s) associated with your user account.

- Rosters in TIDE cannot have more than 500 students.

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

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

2. Select a school.

3. On the *Add Roster* form ([Figure 32](#)), 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)
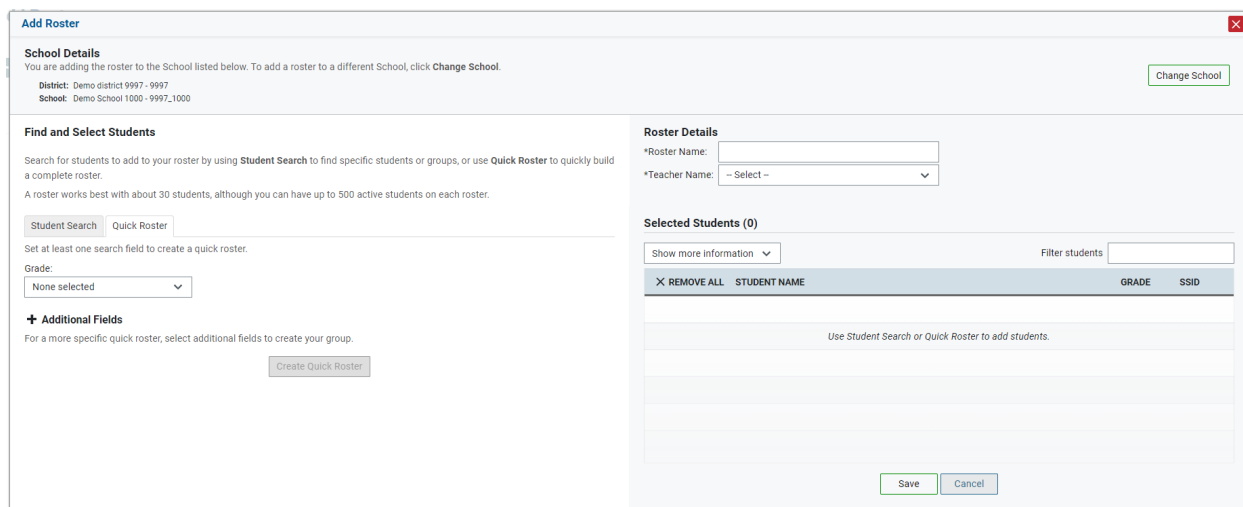
- Use the Quick Roster tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting the x-button ⬚✕ next to individual 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 the plus button ⬚+ 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 32. Add Roster Form

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.

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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 existing rosters by performing the following steps:

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

2. Retrieve the roster record you want to view or edit by following the procedure in the section "How to view, edit, and export existing records manually" in the Introduction.

3. In the list of retrieved rosters, select the pencil button [✏] for the roster whose details you want to view. The *View/Edit [Roster Name]* form appears. This form is similar to the form used to add students to rosters. The *Selected Students* list displays students who are currently associated with the roster.

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.

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

Figure 33. Modifying a Roster: View/Edit Form

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.

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 records using uploads" in the Introduction and using the table 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 by exporting the current roster information from the View/Edit/Export Roster page, including the teacher's email address.

How District-level Users Manage Test Windows

Prior to the beginning of a school year, the testing windows for each subject are established by the state. For a complete schedule, refer to the State Testing Calendar. For the spring summative test administrations, DCs are required to approve school testing schedules and set the windows in the Manage Test Windows application of TIDE. A 'make-up' window can also be set to accommodate students who were unable to be assessed during the initial schedule. DCs can add make-up testing windows and adjust the schedules as necessary.

> Testing students in the last week of the state mandated window may limit a student's ability to complete the testing opportunity, should the student need additional time, or a test incident occurs that is unable to be resolved by the last day of testing.
>
> Test windows set in TIDE have no impact on the dates used by the state to determine which students are included or aggregated in state accountability models.

How district-level users add new test windows one at a time

When you create or edit a test window at the district level, all schools within that district's hierarchy administer the test during that window–except those schools that have their own customized window.

1. From the **Test Windows** task menu on the TIDE dashboard, select **Add Test Windows**. The *Add Test Windows* form appears.

2. In the *Test Window Information* panel, do the following:

   - In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

   - Mark the type of entity for which you want to add a test window: **District** or **School**.

   - From the **District** and **School** drop-down lists (as available), make selections for the district and school.

   - In the *Window Start Date* and *Window End Date* fields, enter the test window's start and end dates.

   - Select **Add Test Window**.

3. In the test category section, select the tests to add to this test window. Use the plus and minus icons to expand or collapse options under each category. Selected tests appear with checkmarks, while categories with selected tests show a circle within the checkbox.

Figure 34. Add Tests Panel
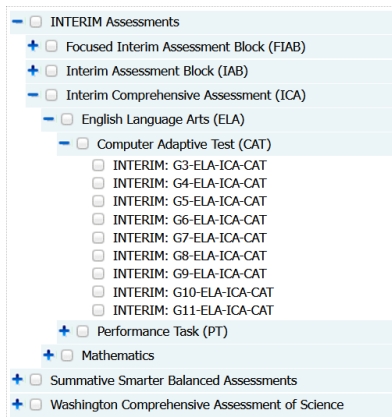
4. Select **Save**, and in the affirmation dialog box select **Continue**.

How district-level users modify existing test windows one at a time

You can modify a custom test window by changing its name and dates, or by adding or removing tests.

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

2. Retrieve the test window you want to view or edit by filling out the search criteria and selecting **Search**.

3. You can review the list of tests that are included in each Test Window in the section under the *ExistingTestIDs* column.

4. In the list of retrieved test windows, select the pencil icon ✏️ for the test window whose details you want to view. The *View/Edit/Export Test Windows* form appears. This form is similar to the form used to add test windows (Figure 34).

5. *Optional*: In the *Test Window Information* panel, do the following:

    *   In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

Figure 35. Detail of View/Edit/Export Test Windows Page
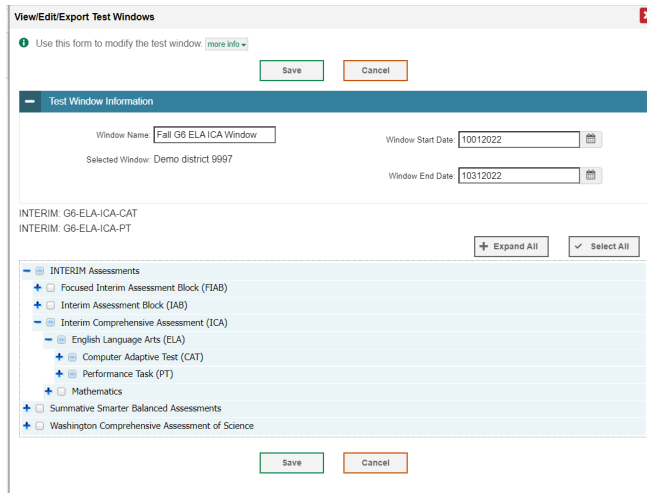
- In the *Window Start Date* and *Window End Date* fields, enter the test window's new start and end dates.

6. *Optional*: In the **View/Edit/Export Test Windows** (see Figure 35), do the following:

- Select the tests to add to this test window by clicking on the box next to the test you wish to add. Use the plus and minus icons to expand or collapse options under each category. Selected tests appear with checkmarks, while categories with selected tests show a circle within the checkbox.

- To remove tests, uncheck the boxes next to the tests in the Add/Remove Tests Panel.

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

<div style="background-color:green; color:white; font-weight:bold;">

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

</div>

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

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

2. Following the instructions in the section "How to add or modify records using uploads" in the Introduction and using the table "Columns in the Test Window Upload File" in the appendix as a reference, fill out the Test Window template and upload it to TIDE.

How District-level Users Manage Orders for Paper Testing Materials

Paper testing registration is for individual tests for students whose IEP or 504 plan indicates that the student tests via paper instead of the online system. Paper-pencil materials are available in standard print, large print, and Braille for all tests, and also in Spanish for math and science.

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This section describes the ordering life cycle, 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 edit students to receive initial (on-time) paper material orders

Initial (on-time) paper material orders will be generated based on paper pencil accommodations set for students in TIDE. Instructions on how to update these settings are listed below in steps 1-5. For students in grades 3-6 who require Braille materials, there are additional requirements listed below.

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 for those students who need a paper test by following the procedure in the section "How to view, edit, and export existing records manually" in the Introduction.

3. In the list of retrieved students, select the pencil button 🖉 for the student who needs a paper test. The *View/Edit Students: [Student's Name]* form appears.

4. Scroll down to the panel on the screen titled "Non-Embedded Accommodations" (see Figure 36) Use the drop-down menu for each test (ELA CAT, Math, or Science) to select the correct paper form for the student. Depending on the test, there will be options for one or more of the following: standard print, large print, Braille, and Spanish.

Figure 36. Non-Embedded Accommodations Drop-Down
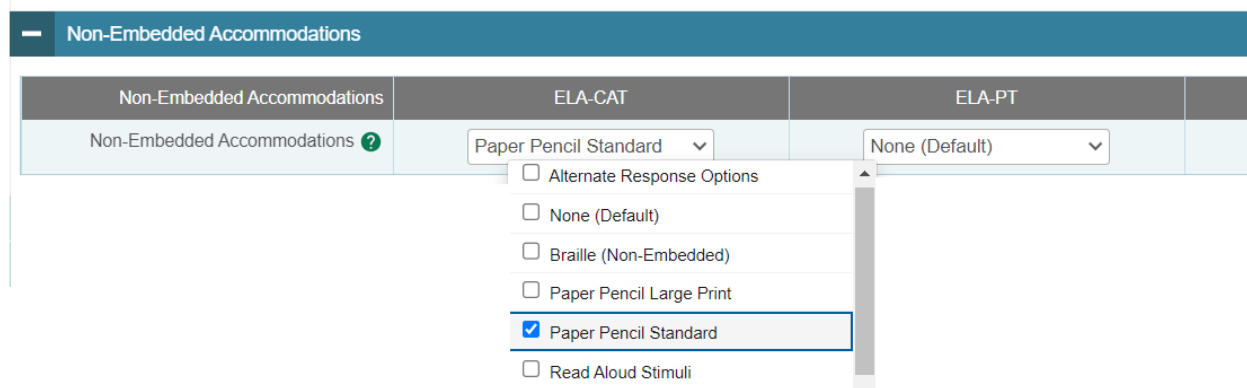
5. Paper materials must be selected in this panel before the Pre-ID window close date for each test administration. The specific close dates are listed in the *SRMAAUG* on the WCAP Portal. Materials ordered during the Pre-ID window will be delivered as the "initial order" to the district.

For students in grades 3-6 who require Braille materials, it will be necessary to specify whether the student needs Contracted or Uncontracted materials during the initial order window. This needs to be done in the Additional Paper Order section of TIDE. During this window all other accommodated test kits will be unavailable and grayed out in TIDE. Ordering the contracted/uncontracted Braille kits through this window will ensure that these materials arrive with your initial material shipment.

To review and modify initial orders for Braille materials:

1. From the ***Administration Details*** during the login process (see [Figure 38](#)), select **Additional Paper Order – Spring Summative**

2. From the **Orders** task menu on the dashboard, select **Braille Grade 3-6 Initial Orders**. The ***Braille Grade 3-6 Initial Orders*** form appears.

3. Click the plus button [+] for the *Contact Info* to expand and do the following:

    a. Verify the *District Assessment Coordinator Information* section.
    b. Verify or enter information in the *Shipping Information* section. Post Office (P.O.) boxes are not allowed for a shipping address.
    c. Click **Verify** and then click **Continue**.

4. In the *Search for Orders* panel, do one of the following:

    • Mark **District** to review the initial order for an entire district.

    • Mark **School** and select a school to review the initial order for an individual school.

5. Click **Search**. The *Shipping Address* and *Comments* panels appear along with a list of materials available to review and order.

6. In the list of initial orders, enter the number of contracted/uncontracted materials needed for each grade and subject in the Additional Quantity column.

Figure 37. Initial Order Schools Page

7. Click **Save Orders**.

8. The Order Summary pop-up window appears with the new order request on display. The table below describes the columns in the ***Initial Orders*** page.

Column	Description
Material Description	Description of the materials included in the order.
Additional Quantity	Additional quantity you require. If the cell is grayed out, additional quantity of this material cannot be ordered in the Initial Order.
Quantity Pending Approval	Quantity requiring approval beyond that automatically approved.

Column	Description
Quantity Approved	Quantity that is approved. This includes what was requested in the Quantity Pending Approval column.
Quantity You Will Receive	Quantity to be shipped from the vendor after the initial order window closes.

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

After the initial order is received, you can request additional materials. Paper testing materials should be used by a small number of students, therefore OSPI has established the following order limits:

Type of Paper Materials	Number of Kits
Large Print and Braille Kits	1 (except WA School for Blind)
Spanish Paper for Math and Science	5
Regular Print for ELA, Math and Science	10

If an order exceeds these limits, OSPI Assessment Operations staff will reach out to the district to better understand the reason for the order before approving the order.

1. From the *Administration Details* window, select **Additional Paper Order – Spring Summative** (see Figure 38.).

Figure 38. Test Administration Page
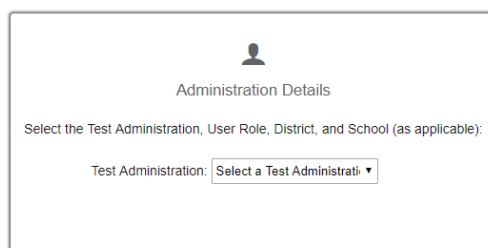
2. From the *Test Administration* window, you will be directed to a page exclusively designated to paper ordering for the administration. From the *Orders* task menu on the TIDE dashboard, select *Additional Orders*. The *Orders Page* form appears (see Figure 39).

Figure 39. Fields in the Orders Page
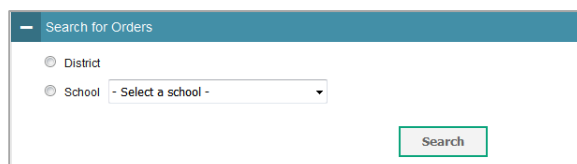
3. In the *Contact Info* panel, do the following:

- Verify information in the *District Assessment Coordinator Information* panel.

- Verify information in the *Shipping Information* panel.

- Select **Verify**, and then select **Continue** in the confirmation message that appears.

> If contact information is not verified, you will not be able to proceed. To update your contact information in TIDE your District Assessment Coordinator will need to contact the Cambium Help Desk with the new information.

4. Next, under *Search for Orders* select **District** to place an order for an entire district.

5. Select **Search**. A list of materials available for ordering appears (see Figure 40). For information on the columns that appear, see the table Columns in the Additional Orders Page in the appendix.

Figure 40. List of Available Additional Orders

Additional orders for ABC School				
Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
— Miscellaneous				
Smarter Balanced Math Test Administration Manual	135	130	5	135

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

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

8. Select **Save Orders**.

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

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

How district-level users track shipments of paper testing materials

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

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

2. To view the order's tracking report, select the truck tracking report button 🚚 (see [Figure 43](#)) from under the Tracking column.

Figure 41. Shipment Tracking Panel in the Order Details Page

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

How district-level users view order history reports

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

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

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

3. To view the order's tracking report, select the truck tracking report button 🚚.

4. To view the order's packing lists, manifests, and security checklists, select the magnifying glass order information button 🔍.

Figure 42. Fields in the Order History Page

Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
District: Demo Dist 99 99						
104651	Initial	DemoUser1, STATE1	Open	07/09/2018 12:14 PM (EST)	🚚	🔍
School: BOULWARE SPRINGS CHARTER 99-1012						
School: Demo School 9000 99-9000						
School: Demo School 9001 99-9001						
School: Demo School 9002 99-9002						
School: Demo School 9003 99-9003						
School: Demo School 9004 99-9004						
School: Demo School 9005 99-9005						

How district-level users view order summary reports

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

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order Quantity Reports**. The ***Order Quantity Report*** page appears (see [Figure 43](#)).

Figure 43. Fields in the Order Quantity Report Page

—	Search For Order	
*Search Order For: ○ District		*Search Order By: None selected ▼
○ School		☐ Select all
-- Select -- ▼		☐ On-time
	Search	☐ Additional

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

- Mark **District** (if available) to review orders for an entire district.

- Mark **School**, and then select a school, to review orders for an individual school.

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

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

How District-level Users Use TIDE While Administering Tests

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

- Print **test tickets** to help students log in to tests.

- Print or download **Student Settings and Tools** lists to verify student settings during the log in process.

- Add, modify, and upload appeals.

- 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 information that they will use to log in to a test. TIDE generates the test tickets as PDF files that you download with your browser.

Figure 44. Sample Test Ticket
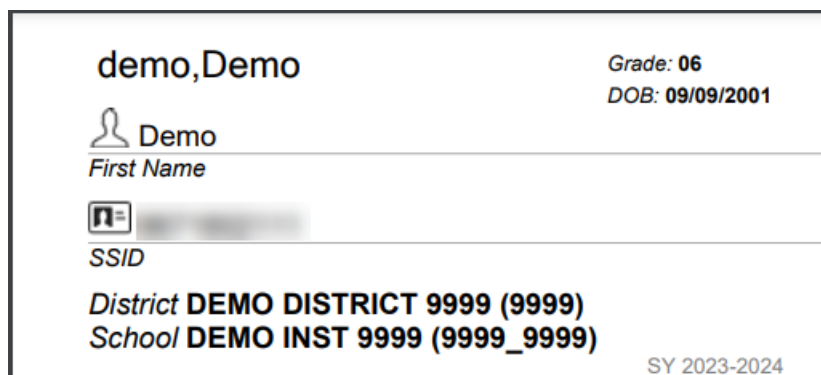
> **About Printing Test Tickets for Dual-Enrolled Students**
>
> When printing test tickets for a student who has been dual-enrolled, tickets will be printed for the selected districts and schools in which the student is enrolled.
>
> The student can use any of the tickets to log in to the TDS. When verifying their information after logging in to the TDS, the first school in which the student was enrolled will be displayed by default. It is okay to continue with the verification process as the school information has no impact on the tests that a student is eligible for.

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 the print menu button 🖨⌄ and then select the appropriate action:

To print test tickets for selected students, select **My Selected Test Tickets**.

To print test tickets for all retrieved students, select **All Test Tickets**.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 45), 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 45. Layout Model for Test Tickets
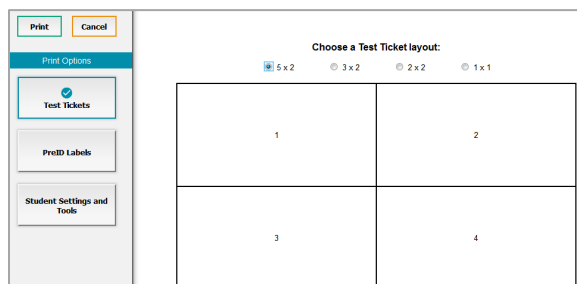
How district-level users print test tickets from roster lists

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 class groups, the total number of students included in the class groups cannot exceed 500.

5. Select the print menu button 🖨▾ and then select **Test Tickets**. A layout model appears for selecting the printed layout (see [Figure 45](#)).

6. Verify **Test Tickets** is selected in the *Print Options* section.

7. Select the layout you require, and then select **Print**. Your browser downloads the generated PDF.

How district-level users print student settings and tools from student or roster lists

1. Retrieve the student list or rosters for which you want to print student settings and tools by following steps 1-4 in the previous sections.

2. Select the print menu button 🖨▾ and then select **Student Settings and Tools**.

3. A new browser window opens displaying a pdf of the student list or roster, with any Test Settings or Tools that are not the default settings in the last column. The pdf can be downloaded and printed.

How district-level users download student accommodations and test tools

1. From the Test Settings and Tools task menu on the TIDE dashboard, select *View/Edit/Export test Settings and Tools* (See [Figure 46](#)).

Figure 46. View/Edit/Export test Settings and Tools
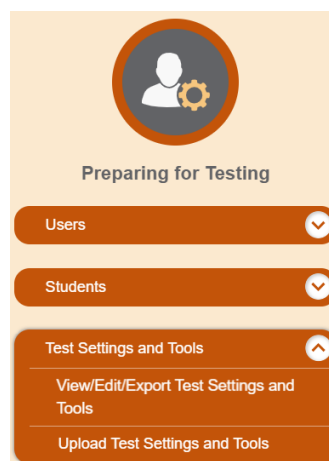
2. Populate your search criteria and click the green Search button. A pop up window appears, allowing you to view results, export to your Secure File Center, and modify your search.

3. Click **Export to Secure File Center** and select **Excel** or **CSV**. Follow the steps in the Secure File Center section of the appendix to retrieve the file from the Secure File Center. Files exported this way will only contain non-default settings for the student (those settings that have been changed either manually or through an upload).
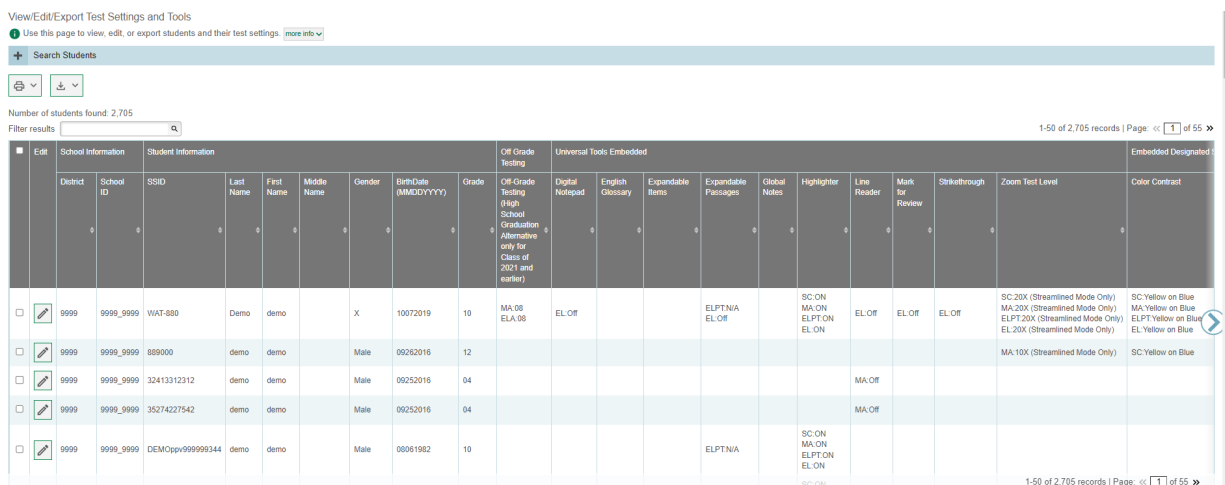
4. *Optional*: After step 2, click **View Results** to see a table of the students and all of their test settings and tools. Please note that this table includes columns for all test settings available to each student, producing a large table you will need use the blue arrow to scroll. If you export the records from this screen using the export arrow button ![export button] the exported file will contain non-default settings as well as every default setting for every test for the student (this is a lot of data that users likely do not need) OSPI suggests exporting the data as described in step 3.

Figure 47. Student Test Settings and Tools

How district-level users generate upload-ready student settings files

TIDE can generate student settings files in an upload-ready format. This allows you to download the file, edit student settings as necessary, and upload the file back to TIDE to update student settings in the system. The upload-ready file contains only TIDE-selectable tools that were set by a user and do not include default tools.

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

2. *Optional*: Access the **Upload-Ready Student Settings File** export from any of these tasks with student search grids:

    *   View/Edit/Export Student Settings

    *   View Non-Participation Codes

3. Retrieve the student(s) you want to include in the student settings file by following the procedure in the section "How to view, edit, and export existing records manually" in the Introduction.

4. When the search results pop-up appears, do one of the following:

- To export an upload-ready student settings file containing records for all students who match your search criteria to the Secure File Center, select **Export to Secure File Center** and then select **Upload-Ready Student Settings File**.

- To view the search results grid and select students to include in the upload-ready student settings file, select **View Results** and continue to step 5.

5. *Optional*: From the search results grid, mark checkboxes for students you wish to include in an upload-ready student settings file.

6. Select ⬇⌄ and then do one of the following:

   - To export the students you selected, if applicable, select **Export Selected to Upload-Ready Student Settings (#)**.

   - To export all students in the results grid, select **Export All to Upload-Ready Student Settings (#)**.

   - TIDE generates the upload-ready student settings file and exports it to your device. You can edit student settings as necessary, save your changes, and upload the file back to TIDE to update student settings in the system by following instructions in the section How to add or modify records using uploads.

How District-level Users Manage Appeals

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

Appeals are a way of interrupting this normal flow. A student may need to have a test opportunity reopened. A test administrator may want to invalidate a test because of an impropriety. Refer to the Professional Standards and Security, Incident, Reporting Guidelines *Professional Standards and Security, Incident, Reporting Guidelines* for specifics to the rules of each appeal type. For a full list of appeal types, see the table "List of Appeal Types" in the appendix.

For a list of appeal statuses, see the table "List of Appeal Statuses" in the appendix.

For a list of available appeals by test status, see the table "List of Appeals by Test Status" in the appendix.

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

You can create an appeal for a given test result.

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

   - From the **Appeals** task menu on the TIDE dashboard, select **Create Appeal Requests**. The *Create Appeals* page appears (see Figure 48).

   - Select a request type.

- From the drop-down lists and in the text field, enter search criteria.

Figure 48. Selection Fields in the Create Appeals Page
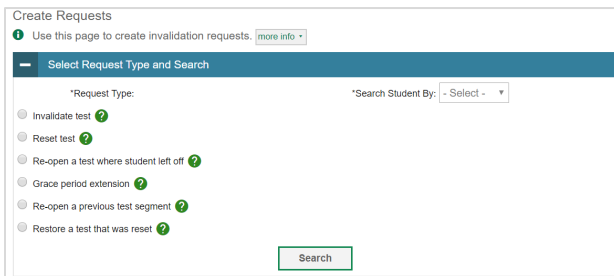
- Select **Search (see** [Figure 48](#)**)**. TIDE displays the found results at the bottom of the *Create Appeals* page.

2. Mark the checkbox for each result for which you want to create an appeal type, and then select **Create**.

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

Figure 49. Retrieved Test Results

4. In the *Additional Comments* field, enter supporting details. Additional Comments are limited to 500 characters and are required for all appeal types.

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

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

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

You can view, retract, and export existing appeals.

1. From the **Appeals** task menu on the TIDE dashboard, select **View/Approve/Export Appeals**. The *View/Edit/Export Appeals* page appears (see [Figure 50](#)).

Figure 50. Selection Fields in the View/Edit/Export Appeals Page
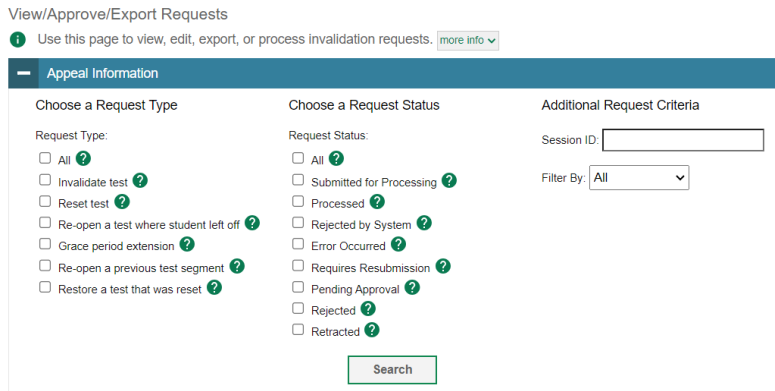
2. Retrieve the appeals you want to view by filling out the search criteria and selecting **Search**. Figure 51 shows retrieved appeals.

Figure 51. Retrieved Appeals

3. *Optional:* Review the initiator's reason for the appeal by selecting comments button [icon] in the Request Status column or by viewing the columns for Submitter, Submitter Comments, Appeal Reason, Reviewer, and Reviewer Comments.

4. 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.

Note: When you select records with a *Request Status* that cannot be changed, like *Rejected by System* or *Submitted for Processing*, the **Process** options show *No Action(s) (#)* indicating that additional steps in the workflow are not possible for some records.

5. Select **Process** above the table and select an action:

- To retract the selected requests, select **Retract**.

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

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

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

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

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

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

2. Following the instructions in the section "How to add or modify records using uploads" in the Introduction and using the table "Columns in the Appeal Upload File" in the appendix as a reference, fill out the Appeal template and upload it to TIDE.

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 students' 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 participation codes for a test administration. Please note that Test Status Codes are for local reference only and are not sent to OSPI.

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 52).

Figure 52. Plan and Manage Testing Page

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

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

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

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

> **About the Teacher Drop-down List**
>
> The **Teacher** drop-down list includes all school-level users, such as teachers, test administrators, and principal associated with the selected school. When you select a person from the **Teacher** drop-down list, TIDE performs a check to see if the person is associated with any roster. If no class groups exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the plan and manage testing reports shows the test attempts of the students included in the roster.
>
> If you do not select any person from the **Teacher** drop-down list and use the default value of **All** to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

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

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

- *Optional:* In the *SSID* field, enter a SSID.

- *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:

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

Figure 53. Plan and Manage Testing Page

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

- *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.

- *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.

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

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

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

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

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

Students on their {1st/2nd/Any} opportunity in the selected administration and have a status of {student test status}.

Students who have a status of {student test status} in the selected administration.

Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.

Search student(s) by {SSID/Name}: {SSID/Student Name}

5. Do one of the following:

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

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

Figure 54. Plan and Manage Testing Report

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

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 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 55).

2. Do one of the following:

To enter students' SSIDs, select Enter. Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1000 SSIDs.

Figure 55. Participation Search by SSID Page

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

3. Select **Generate Report**. The Participation Report by SSID appears (see Figure 56).

For descriptions of the columns in this report, see the table "Columns in the Plan and Manage Testing Report" in the appendix.

Figure 56. Plan and Manage Testing Report

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

Number of records found: 2

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. The Test Completion Rates report summarizes the number and percentage of students who have started or completed a test. There are several ways to view the results:

- By all students for each test selected (default behavior) (one row per test)

- By students' enrolled grade for each test selected (one row per grade per test)

- By component tests and their scoring combos* (multiple rows displaying and grouping component tests and their scoring combos together)

*Only shows tests with component parts. For example: ELA CAT + ELA PT = ELA Scoring Combo total. Not all tests have component test parts, so this report may be blank if the test selected does not contain a scoring combo. You can find more information on scoring combos and other report options later in this section.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Completion Rates**. The *Test Completion Rates* page appears. In the *Report Criteria* panel (see Figure 57), select the parameters for which tests to include in your report.

Figure 57. Test Completion Rates Search Fields

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

For a description of the columns in this report, see the table "Columns in the Test Completion Rate Report" in the appendix.

How district-level users view report of test status codes

If students do not start or complete tests they are expected to take, school officials can optionally assign attempt codes to those tests to track participation. The Test Status Code report displays all the Attempt 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 (Figure 58), select search criteria for the test and administration.

Figure 58. 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 59).

Figure 59. Test Status Code Report

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

Number of records found: 2

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

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 60. 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 (See Figure 61). For a description of the columns in this report, see the table "Columns in the Test Session Status Reports" in the appendix.

Figure 61. Test Session Status Report
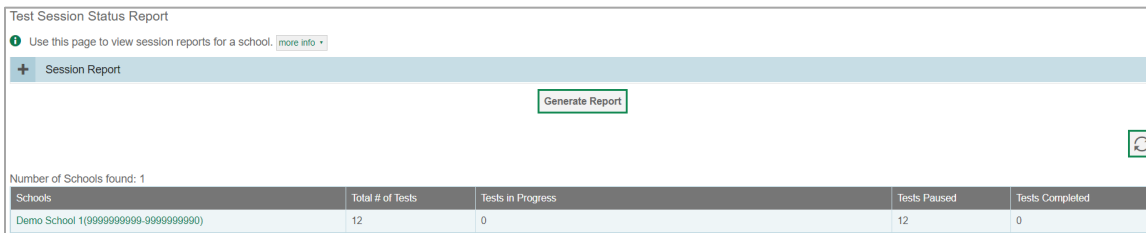
6. Select a school from the summary report page to view a detailed report for that school. If you selected an individual school in step 3, a detailed report will appear after you complete step 4 (See Figure 62). For a description of the columns in this report, see the table "Columns in the Test Session Status Reports" in the appendix.

Figure 62. Detailed Test Session Status Report
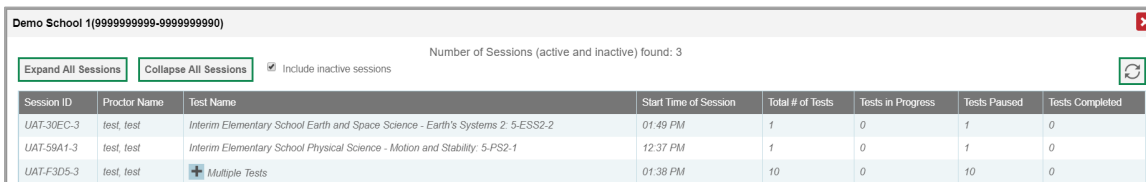
7. *Optional:* If multiple tests are available for one session, select ➕ Multiple Tests to expand the list of tests associated with that session.

Figure 63. Multiple Tests in One Session
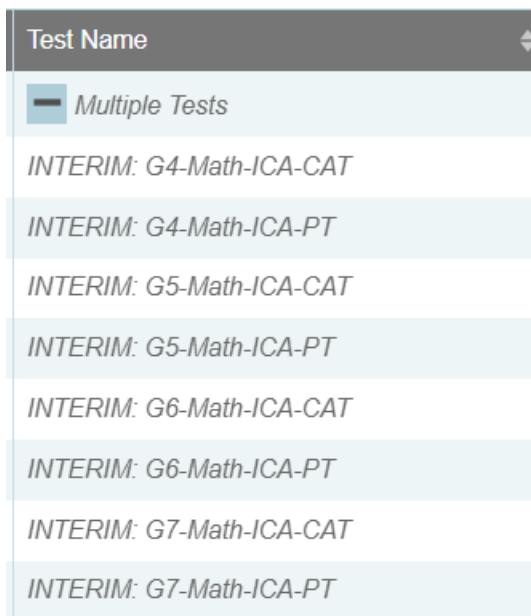
8. *Optional:* Select [Expand All Sessions] to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.

9. *Optional:* Select [Collapse All Sessions] to collapse all expanded sessions. The button will only be displayed when multiple tests per session exist.

Figure 64. School Report Page with All Sessions Expanded

10. *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.

11. *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 the following tasks in TIDE:

- View or edit participation codes

How District-level Users Perform Data Cleanup

After testing, you can clean up data by adding or editing participation codes for students who did not take a test as intended, if necessary.

How district-level users view or edit 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. These Participation codes are included in TIDE for district reference and are not factored into participation metrics used in state or federal accountability models. In such instances, you can assign a special code to the student's test so you can accurately explain and track the participation. This is for tracking purposes internally within a district only, and is not utilized by OSPI in data files.

There are two types of special codes: Attempt and Student Exemption. The student exemptions are entered at the subject level and can be added before, during, or after testing. Attempt codes can only be added after the student begins a specific test opportunity.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The ***Non-Participation Codes*** page appears (see Figure 65).

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

Figure 65. Fields in the Participation Codes Page

3. In the list of retrieved students, select the pencil edit button for the student whose 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 66).

Figure 66. Edit Participation Codes

4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see the table "Special Codes and Their Descriptions" in the appendix.

5. Select **Save**.

How district-level users upload participation codes

If you have many students for whom you need to add or edit participation codes, 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 **Data Cleanup** task menu on the TIDE dashboard, select **Upload Participation Codes.** The *Upload Participation Codes* page appears.

2. Following the instructions in the section "How to add or modify records " in the Introduction and using the linked table in "Special Codes and Their Descriptions" in the appendix as a reference, fill out the *Special Codes Template File* and upload it to TIDE.

    ⚠️ **Caution:** Students must be eligible for tests selected on the upload file. The Excel download template (not the CSV) contains all tests for all students, whereas the *Edit Non-Participation Codes* form only shows the eligible tests for that student.

    ⚠️ **Caution:** Records may also be rejected for the following and other reasons:

    -   Student is inactive

    -   User does not have access to student's school

    -   The test does not meet the criteria for a special code (such as an interim assessment).

    If needed during the *Validate* step, select the error or warning icon to see more information.

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 When Preparing for Testing

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

- Set up **user accounts** for Test Administrators (TAs) so they can sign in to TIDE, other CAI systems, and some Smarter Balanced systems. If teachers or test administrators do not have accounts set up in TIDE, they will not be able to access any CAI systems or administer tests.

- Apply the correct tools, designated supports, and/or accommodations to students in TIDE so students can take the correct tests with the correct test settings at the correct time. If students are not set up in TIDE in the correct test column before testing begins, those students may not be able to test or may test without the test settings that the student requires. Testing without the correct settings may result in an invalidation of the student's assessment.

- Set up rosters so TAs can print test tickets and download student test settings and tools.

How School-level Users Set up User Accounts in TIDE

School-level users ensure that school staff have the appropriate TIDE user role for their assessment duties within the school. School-level users are the SCs and can access records for the entire school. User roles from the previous school year will not roll over to the new school year of 2023-24. Therefore SC users will need to work with their district assessment staff to add user roles for the school staff at the start of the new year. If teachers and test administrators do not have user accounts set up in TIDE before testing begins, they will not have access to any CAI or Smarter Balanced systems or be able to administer tests.

See the section "User Roles" in the appendix for more details.

School-level users can add or modify users one at a time or update multiple user accounts by upload. These tasks can be performed following the procedures as described in the following sections:

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

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

- How district-level users add or modify multiple user accounts

How School-level Users Modify Student Test Settings in TIDE

Like district-level users, school-level users can add or modify student test settings one at a time or all at once through file upload. For detailed information, please refer to the following sections:

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

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

- How district-level users generate upload-ready student settings files

How School-level Users Manage Rosters

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

Note: The rosters created in TIDE are not automatically transferred to the Smarter Reporting System (SRS). Rosters or "student groups" must be created in the SRS for TAs to see results from assessments. SCs can create the student groups in the SRS. See the additional resources on the WCAP Portal for information about how to set up student groups in SRS.

Like district-level users, school level users can add or modify rosters in TIDE 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 class groups one at a time

- How district-level users modify existing class groups one at a time

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

How School-level Users Manage Test Windows

School-level users can manage test windows for their school. If test windows are not properly set, students will not able to test at the correct time.

Like district-level users, school-level users can modify test windows one at a time. These tasks can be performed by following the procedure in the section "How District-level Users Manage Test Windows." For detailed information, please refer to the following sections:

- How district-level users modify existing test windows one at a time

How School-level Users Use TIDE When Administering Tests

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

- Print **test tickets** to help students log in to tests.

- Print or download **Student Settings and Tools** lists to verify student settings during the log in process

- 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 include 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 Download or Print Student Settings

School-level users can print a list of student settings and tools for the TA. The TA can use this list to verify that students have those settings and tools when logging in to a test.

For detailed information, please refer to the following sections:

- How district-level users print student settings and tools from student or roster lists

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

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

- How district-level users view report of test completion rates

- How district-level users view report of test status codes

How School-level Users Use TIDE after Testing

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

- View or edit participation codes

How School-level Users View or Edit Participation Codes

Like district-level users, school-level users can view or edit participation codes by following the procedure in the section "How district-level users view or edit participation codes." These Participation codes are included in TIDE for district reference and are not factored into participation metrics used in state or federal accountability models. For detailed information, please refer to the following section:

- How district-level users view or edit participation codes

- How district-level users upload participation codes

How Test Administrators Perform Tasks in TIDE

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 Test Administrators Perform Tasks in TIDE When Preparing for Testing

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

- View **user accounts** to verify their own account information.

- View **student accounts** to ensure student test settings are properly entered into TIDE. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students may not be able to test or may test without the test settings that the student requires. Testing without the correct settings may result in an invalidation of the student's assessment.

- Edit rosters so they can print test tickets or student test settings.

How Test Administrators View User Accounts in TIDE

Test administrators can view their own user account information in TIDE by selecting **Manage Accounts** from the banner. See the section "Account Information" in the appendix for details.

How Test Administrators Manage Student Information

Test administrators can view student test settings 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 Inbox. For detailed information, please refer to the following section:

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

How Test Administrators Manage Rosters

Test administrators can view and edit rosters that have already been assigned to them by a DC, DA, or SC. Rosters-related tasks can be performed following the procedure in the section "How District-level Users Manage Rosters." For detailed TA specific information, please refer to the following section:

- How district-level users modify existing class groups one at a time

Note: The rosters created in TIDE are not automatically transferred to the Smarter Reporting System (SRS). Rosters or "student groups" must be created in the SRS for TAs to see results from assessments. District users and SCs can create the student groups in the SRS. Once TAs have access to their groups, they can make additional groups for

themselves. See the additional resources on the [Scores and Reporting Page](#) on the WCAP Portal for information about how to set up student groups.

How Test Administrators Use TIDE When Administering Tests

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

- Print **test tickets** to help students log in to tests.

- Print or download **Student Settings and Tools** lists to verify student settings during the log in process.

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

How Test Administrators Print Test Tickets

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

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

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

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

How Test Administrators Download or Print Student Settings

Test administrators can print a list of student settings and tools. This list is used to verify that students have those settings and tools when logging in to a test.

For detailed information, please refer to the following sections:

- How district-level users print student settings and tools from student or roster lists

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

How Test Administrators Monitor Test Progress

Like district- and school-level users, 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

- 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

Appendix

A

Account Information

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

1. In the TIDE banner (Figure 67), click on your name, then select **My Contact** from the drop-down menu. The *My Contact Information* page appears (Figure 68).

Figure 67. TIDE Banner
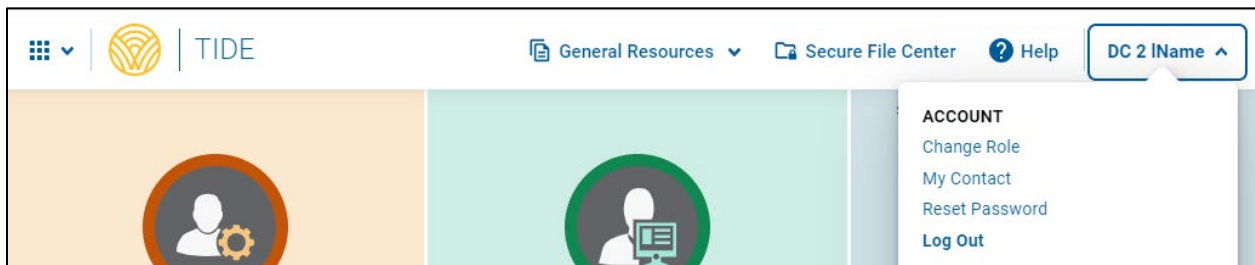
2. Enter updates as necessary.

3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 68. Fields in the My Contact Information Page

C

Changing Your Associated 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 (Figure 67), click on your name and select **Change Role** from the drop-down menu. The ***Administration Details*** window appears (Figure 69).

2. Update the information as necessary.

3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 69. Administration Details Window

Columns in the Additional Orders Page

Status	Description
Material Description	Description of the materials included in the order.
Additional Quantity	Amount to order. Enter the amount needed.
Quantity Pending Approval	Latest quantity sent for approval. Resets to zero after approved or disapproved.
Quantity Approved	Latest quantity approved. Resets to zero after transmission to the printer.
Quantity You Will Receive	Cumulative quantity sent to the across all additional orders placed for this district or school.

Columns in the Appeal Upload File

Column Name	Description	Valid Values
Type*	Type of appeal.	One of the following: Invalidate a test Reset a test Re-open a test Grace Period Extension Re-open a previous test segment 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.	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.	One of the options available for the selected appeal type.
Comment*	Additional comments explaining the reason for the appeal.	Up to 500 alphanumeric characters.

*Required field.

Columns in the Interim Grades Upload File

Field Name	Description	Valid Values
SSID*	State Student Identifier	10 numeric characters with no leading zeros.
Field*	Label used for the interim grade attribute.	INTERIM TESTING GRADE
Subject*	Subject of assessment.	One of the following: • Mathematics • English
Interim Grade*	Student's interim grade.	Any of the following: Two-character grade in the range 03–12. Add leading zero for single-digit numbers. None

*Required field.

Columns in the Order Details Form

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

Columns in the Order History Page

Column	Description
Order Number	Initial or additional 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.

Appendix

Columns in the Plan and Manage Testing Report

Attribute	Description
District Name	Name of the district associated with the record.
School Name	Name of the school associated with the record.
SSID	Student's State Student Identifier number.
Name	Student's name.
Enrolled Grade	The grade in which a student is enrolled.
Interim Grade	Indicates the interim grades set up for the student.
Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in.
Current LEP	Indicates whether the student is an English Language Learner.
Test	Test name for this student record.
Language	The language setting that was assigned to the student (English or Spanish).
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. This column also shows the number of items to which a student has responded and the total number of items on the test for any opportunity status that does not have a completed date associated with it.
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).
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).
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
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 when test opportunity will expire.
ChallengeUp	Indicates whether a student took an on- or off-grade level test.
ForceCompleteDate	The date a test expired and was released for scoring immediately following last day of testing.
Test Duration	How long the student interacted with the test before either pausing or submitting.

Columns in the Special Codes Upload File

You can use the information in the linked table Special Codes and Their Descriptions to understand the special codes available when you upload participation codes.

Columns in the Roster Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID.
User Email ID*	Email address of the TA associated with the roster.	Email address of a TA existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's State Student Identifier number.	10 numeric characters, with no leading zeros.
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 Test Session Status Reports

You can use the information in the table below to view test session status report for all schools.

Column	Description
Schools	List of schools for which you can view reports.
Total # of Tests	Total number of students testing in each school.
Tests in Progress	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.

You can use the information in the table below to view test session status report for one school.

Column	Description
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.
Session ID	The Session ID to which the test is linked.
Start Time of Session	Start date and time of the session.
Total # of Tests	Total number of students testing in each school.
Test Name	Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.
Total # of Tests	Total number of students testing in each school.
Tests in Progress	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 Test Completion Rate Report

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

Columns in Student Accommodations and Test Tools file

Column(s)	Description
District	
School	
SSID	Student's State Student Identifier number.
Student info	One student per row. Student's name and other identifying information in multiple columns.
Test Settings	Many columns with one column per test setting. If the student has something other than the default setting, the cell will contain the value set for each test. See information in tables 3 through 7 of the Guidelines on Tools, Supports and Accommodations for State Assessments (GTSA) for details on each test setting.

Columns in the Test Settings Upload File

Column	Description	Valid Values
SSID*	Student's State Student Identifier number.	10 numeric characters, no leading zeros.
Subject	Subject for which the tool or accommodation applies.	One of the following from the drop-down menu in the file: ELA-CAT ELA-PT Mathematics Science
Tool Name	Name of the tool or accommodation.	Available tools will be in the drop-down menu after the Subject is selected. See tables 3 through 7 in the Guidelines on Tools, Supports and Accommodations for State Assessments (GTSA) for the names.
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	Available values will be in the drop-down menu after the Tool Name is selected. See the TIDE Labels and Available options in tables 3 through 7 of the Guidelines on Tools, Supports and Accommodations for State Assessments (GTSA) for the values.

*Required field.

Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
SSID	Student's State Student Identifier number.
OppNum	Test opportunity number.
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Attempt 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.
Result ID	Unique ID for the item result.
Session ID	Unique ID for the test session.
Test Expiration Date	Date the test expired.

Columns in the Test Window Upload File

Column Name	Description	Valid Values
INSTITUTIONTYPE*	Type of institution to which the test window applies.	One of the following: D—Window applies to districts. S—Window applies to schools.
School ID*	District's or school's ID.	For district-level windows, a district ID that exists in TIDE. For school-level windows, use DD-SS, where DD is the district ID and SS is the school ID. The institution must be associated with the user uploading the file.
WINDOWNAME*	Name for the test windows.	Up to 35 printable characters.
TESTNAME*	Test included in the test window.	One of the available test names from the drop-down list in the template.
WINDOWSTARTDATE*	Date test window starts.	Timestamp in YYYY-MM-DD hh:mm:ss format.
WINDOWENDDATE*	Date test window ends.	Timestamp in YYYY-MM-DD hh:mm:ss format.
ACTION*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new window or edit existing window. Delete—Remove existing window.

*Required field.

Columns in the Upload History Table

The information below can be used to interpret information in the Upload History Table when uploading Appeals, Participation Codes, Rosters, Users, or Student Settings (See Figure 70).

Figure 70. Administration Details Window

File Name	Date Uploaded	Status	Validation Report	Records Rejected	Records Processed	User
UserUpload3.xlsx	08/02/2023 12:20 PM	Processed	Download	Download (1)	Download (2)	WA-DC1@demo.user
UserUpload2.xlsx	08/02/2023 12:13 PM	Processed	N/A	N/A	Download (2)	WA-DC1@demo.user
UserUpload1.xlsx	08/02/2023 12:13 PM	UI Validated	Download	N/A	N/A	WA-DC1@demo.user

Column	Description
File Name	The name of the file uploaded to TIDE.
Date Uploaded	The date and time the file was uploaded to TIDE.
Status	The status of the file uploaded into TIDE.
Validation Report	If any errors are present in the uploaded file, a link to a downloadable csv file is provided with error information by row from the uploaded file.
Records Rejected	If the file is uploaded and any records could not be added into TIDE, a link to a downloadable csv file will be available. The file will contain a list of records that could not be added into TIDE.
Records Processed	If the file is uploaded, a link to a downloadable csv file will be available. The file will contain a list of records that were successfully added into TIDE.
User	The username of the person who uploaded the file into TIDE.

For assistance with the upload process, please contact the WCAP help desk (See the User Support section for contact information).

Columns in the User Upload File

Column	Description	Valid Values
DISTRICTID*	District associated with the user.	District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters.
SCHOOLID	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
Lastname*	User's last name.	Up to 35 characters.
Email*	User's email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, see User Role Permissions.	One of the following: DC—District Assessment Coordinator DA—District administrator SC—School Assessment Coordinator TA—Test administrator IS—Information specialist TFT_SC—Tools for Teachers only Must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

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 the trashcan button 🗑, 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 appeals to the Secure File Center.

1. Retrieve the records you want to export by following the procedure in the section <u>Searching for Records in TIDE</u>.

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 71. Search Results
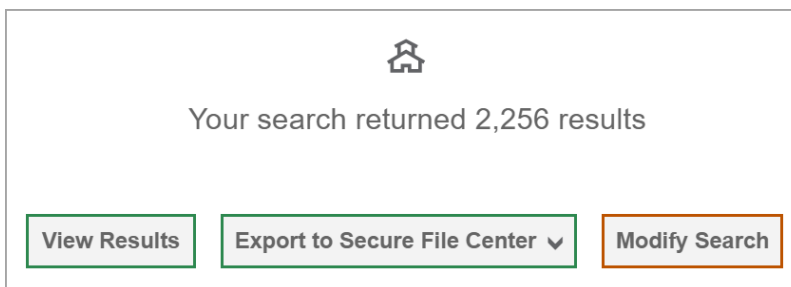
You can also export records from the search results grid.

1. Retrieve the records you want to export by following the procedure in the section <u>Searching for Records in TIDE</u>.

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 the download button ⬇︎, and then select Excel or CSV.

F

Fields in the Demographics Panel

Data in these fields should mirror data in CEDARS for any enrolled student.

NEW: Only the following values may be changed directly in TIDE by district coordinators:

- IDEA Indicator
- English Learner Status
- Section 504

If any other fields need to be updated, the change must be made by district users in CEDARS as it is un-editable in TIDE.

Field	Description
District*	District associated with the student.
School*	School associated with the student.
SSID*	Student's State Student Identifier.
Last Name*	Student's last name.
First Name*	Student's first name.
Middle Initial	Initial of student's middle name.
Gender*	Student's gender.
Birth Date*	Student's date of birth.
Grade*	Student's enrolled grade.
District Assigned Student Identifier	Optional student ID assigned by the district
IDEA Indicator	Student's IDEA status.
English Learner Status	Student's English Learner Status.
Section 504	Student's 504 status.

*Required field.

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

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

*Required field.

H

Hand-Scoring Resources

TIDE provides resources you can use to prepare for scoring Smarter Balanced INTERIM assessments by hand.

1. From the **General Resources** drop-down list in the banner (see Figure 67), select **TASC Materials**. The *TASC Materials* page appears.

2. Select the download link for the required resource.

L

List of Appeals by Test Status

An Appeal is an interruption in the standard flow of a test opportunity. The appropriate Appeal is often determined by the completion status of the opportunity. The first column of this table contains the possible test completion statuses. The column headers for the rest of the table contain the Appeal Types. If the status type has an X in the appeal type column, then that type of appeal is available for the test.

Test Completion Status	Invalidate test	Reset test	Re-open a test where student left off	Re-open a previous test segment	Restore a test that was reset	Grace period extension
Approved		x				
Completed	x	x	x			
Denied	x	x		x		x
Expired	x	x	x			
Paused	x	x		x		x
Pending		x				
Processing		x				
Reported	x	x	x			
Review		x				
Scored	x	x	x			
Started		x				
Submitted	x	x	x			
Suspended		x				
Invalidated		x	x			
Reset					x	

List of Appeal Statuses

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

List of Appeal Types

Reset appeals 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 test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until two weeks after the end of the test window.
Reset 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 appeals until the end of the test window.
Re-open a test where student left off	Reopens a test that was completed, invalidated, or expired.
Re-open a previous test segment	Reopens a previous test segment. This appeal is useful when a student inadvertently or accidently leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items and can modify responses to answered items in the reopened segment.
Grace period extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible: • If resuming the test within 20 minutes, student can review previously answered questions. • Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions. Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.
Restore a test that was reset	Restores all original student responses to test questions prior to resetting the test.

O

Ordering Materials

Some students' IEP or 504 plans specify the student should take tests using traditional paper-and-pencil forms. To administer these tests, students and test administrators need to receive test materials, such as test forms, answer sheets, or instruction guides.

Initially, all paper materials will be automatically ordered based on the flags set in TIDE. See the section How District-level Users Manage Orders for Paper Testing Materials for how to set those flags. These materials will arrive at the district in time to distribute them to the schools prior to the testing window opening. These materials arrive as a single shipment.

After the initial orders are delivered to districts, the additional order window opens for placing additional orders. During this time you can place additional orders for materials as described in the section "How district-level users place orders for additional paper testing materials during testing." However, depending on when you place the order, there is no guarantee that they will arrive in time for the test. During this window, TIDE transmits the orders to the printer on a daily basis.

Figure 72 shows a timeline illustrating the order windows. The additional order window extends after the test date; this allows districts to place orders for return materials.

Figure 72. Order Windows for Testing Materials
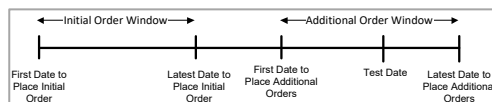
TIDE transmits to the printer only those orders that are approved.

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

P

Password Information

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

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

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

- **If you forgot your password:**

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

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

- Check your spam folder to make sure your email program did not categorize it as junk mail.

    Additional help:

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

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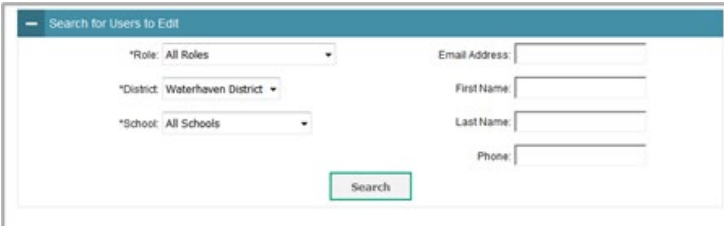
1. Retrieve the records you want to print by following the procedure in the section Searching for Records in TIDE.

2. Do one of the following:

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

   - To print all records, select the printer button 🖨∨ , 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/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 73). This section explains how to use this search panel and navigate search results.

Figure 73. Sample Search Panel

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

> 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, test windows, and appeals, proceed to the next step.

If searching for other types of records, such as rosters, skip to Step 6.

4.   In the search results pop-up window (see Figure 74) 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 6. This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 74. Search Results Pop-up Window

Your search returned 2,256 results

View Results   Export to Secure File Center ⌄   Modify Search
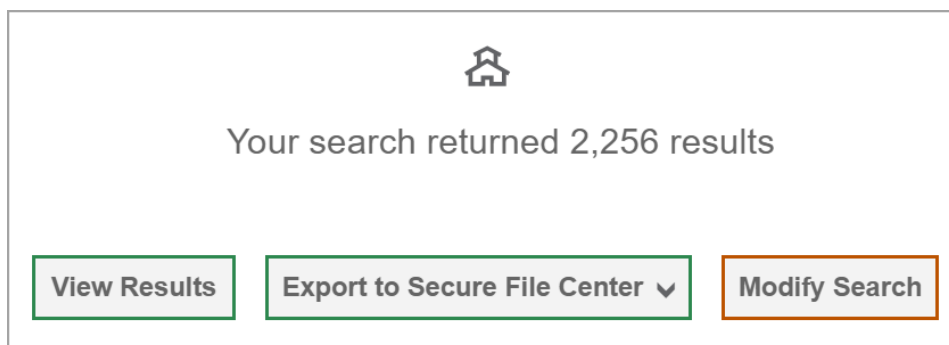
To export the retrieved results to the Secure File Center, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will 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.

To return to the page and modify your search criteria, select Modify Search. Repeat Steps 1–5.

The list of retrieved records appears below the search panel (see Figure 75).

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Figure 75. Sample Search Results

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

6. *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.

7. *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.

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

9. *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 magnifying glass button 🔍. The **View and Edit Student** or **View/Edit User: [User's Name]** form for that student or user appears.

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Figure 76. Find Student/User by ID
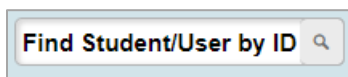
Secure File Center

When searching for users, students, students' test settings, test windows, and appeals, 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 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 OSPI. 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 ([Figure 67](#)), select **Secure File Center**. The *Secure File Center* page appears ([Figure 77](#)). 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 77. Secure File Center Window: View Documents Tab
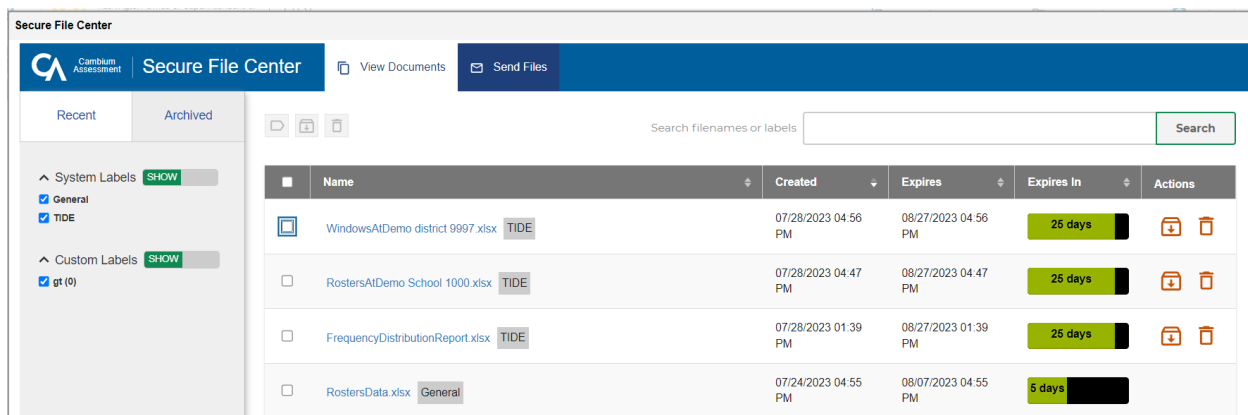
3. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.

4. *Optional*: To hide or display system labels, toggle [HIDE] / [SHOW] .

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 [HIDE] / [SHOW] .

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 the archive button [⬇]. To return a file to the Secure File Center from the Archived tab, select Move to Inbox [⬇] .

To delete a file, select the delete button [🗑] . 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.

Sending Files from the Secure File Center

You can send a file or files from TIDE to individual recipients by email address or to groups of recipients by user role.

1. From the TIDE banner (Figure 67), select **Secure File Center**. The *Secure File Center* page appears (Figure 77). By default, TIDE displays the *View Documents* tab.

2. Select the **Send Files** tab. The *Send Files* page appears (Figure 78).

3. In the *Select Recipients* field, do one of the following:

Select **Role** to send a file or files to a group of users by user role.

Select **Email** to send a file or files to a single recipient by email address.

   If you select **Email**, skip to step 7.

Figure 78. Secure File Center Window: Send Files Tab
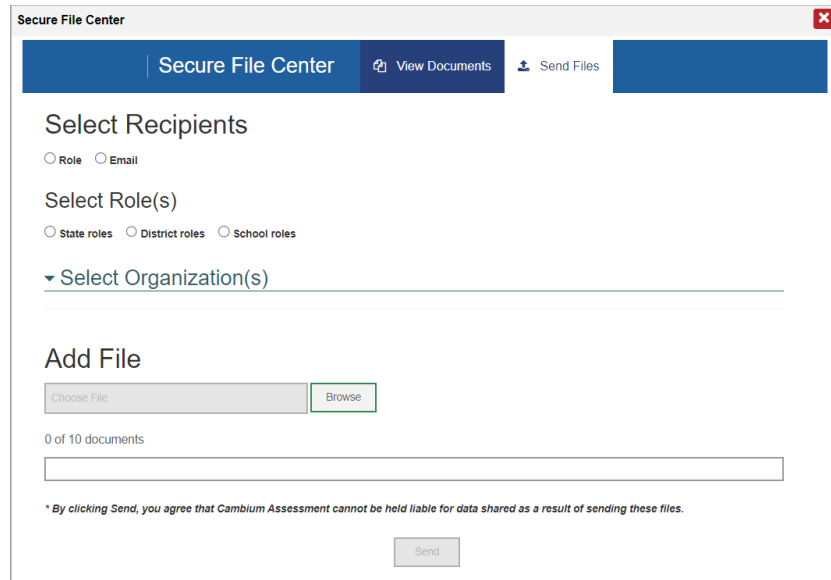
4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.

5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send. These drop-down lists adhere to TIDE's user role hierarchy. For example, district-level users will be able to filter at their role level and below.

7. If you selected **Role** in step 3, skip this step. If you selected **Email** in step 3, enter the email address of the recipient to whom you wish to send a file or files.

8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.

9. Select the file(s) you wish to send.

10. Select **Send**.

Files display in the Secure File Center after you send them.

Special Codes and Their Descriptions

These participation codes are included in TIDE for district reference and are not factored into participation metrics used in state or federal accountability models. You can use the information in the table below to view or edit participation codes.

Special Code	Code Type	Description
No Special Code	N/A	Student took the test under standard testing conditions.
Absent (AX) or Unexcused (AU)	Attempt Code	Student was not present during any part of the test administration period and was not able to make up the test. District information only.
Refusal Student (RFS) or Refusal Parent (RFP)	Attempt Code	A parent or legal guardian has requested that the student not take the test, or the student chose to give up during testing or refused to start the test. District information only.
New Non-English Proficient (NN)	Student Exemption	Student is an English language learner (ELL) student and was first enrolled in the United States within the last 12 months. District information only. OSPI calculates NNEP from CEDARS.
F1	Student Exemption	Student is attending school on F-1 Visa
Homebased (H1; H2; H3)	Student Exemption	H1 Homebased – No ALE funding H2 Homebased – ALE funding <=.8FTE H3 Homebased – ALE funding >.8FTE
Private School Student (P1; P2; P3)	Student Exemption	P1 Private school student – No ALE funding P2 Private school student – ALE funding <=.8FTE P2 Private school student – ALE funding >.8FTE

T

Test Opportunity Status Descriptions

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

Appendix

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 Cambium and Smarter Balanced systems. The following table provides more details about each role.

Role	Definition	Notes
DC	For the district assessment coordinator. Only 1 per district.	Assigned in TIDE by OSPI staff, based on the DC role in EDS. The DC can assign this to their District Data Security Manager (DDSM) if desired.
DA	For other district administrators or district assessment office staff, sometimes called "DAC designee". Can be more that 1 DA per district dependent on district size and needs.	Assigned in TIDE by the user with the DC role.
SC	For the school assessment coordinator. Typically, only 1 per school, but more is okay.	Assigned in TIDE by a user with the DC or DA role. Has access to information about all students in the school, so principals and school counselors may fit this role. If a user performs the SC role at multiple schools (and you don't want them to have access to all the data in the district), then it is okay for them to have the SC role at more than one school
TA	For the test administrators, in other words: the school staff who give tests to students using the TA Interface system.	Assigned in TIDE by a user with the DC, DA or SC role. If a user gives tests at more than one school, they need to have the TA role for each school. Users with the DC, DA, or SC role do not need to have the TA role to give tests to students.
IS	For information specialists, which is a generic title for users working with school or district data.	Assigned in TIDE by a user with the DC, DA or SC role. These users should not have any other role in TIDE for the school or district.
TFT_SC	For users only needing to access the Smarter Balanced Tools for Teachers site.	Assigned in TIDE by a user with the DC, DA or SC role. These users should not have any other role in TIDE for the school or district. Users with the DC, DA, SC, and TA roles already have access to Tools for Teachers.

The following table indicates which users have access to which Cambium and Smarter Balanced systems using their TIDE login credentials. Apart from TIDE and the SRS, all users who have access to one of the systems can perform all the same tasks within that system as users with other roles.

Appendix

System	DC	DA	SC	TA	IS	TFT
TIDE	**yes**	**yes**	**yes**	**yes**	**yes**	**no**
Test Administrator Certification	**yes**	**yes**	**yes**	**yes**	**no**	**no**
TA Practice Interface	**yes**	**yes**	**yes**	**yes**	**no**	**no**
Assessment Viewing Application (AVA)	yes	yes	yes	yes	no	no
TA Interface	yes	yes	yes	yes	no	no
Teacher Assessment Scoring Center (TASC)	yes	yes	yes	yes	yes	no
Smarter Reporting System (SRS)	yes	yes	yes	yes	yes	no
Tools for Teachers (TFT), including the Interim Assessment Item Portal (IAIP)	yes	yes	yes	yes	yes	yes

Within TIDE, users with different roles have different levels of access to information and are able to perform different tasks. The following table indicates which users can access specific features within TIDE. (**Note**: The Tools for Teachers (TFT_SC) user cannot access TIDE, therefore it is not included in this table)

Task	DC	DA	SC	TA	IS
How to Add New User Accounts	x	x	x		
How to Modify Existing User Accounts	x	x	x		
How to Upload User Accounts	x	x			
How to Transfer Students Between Schools or Districts	x	x			
How to Specify Student Accommodations and Test Tools	x	x	x		
How to Upload Student Accommodations and Test Tools	x	x	x		
How to view a history of changes to a student	x	x			
How to View Frequency Distribution Reports	x	x	x	x	
How to Add New Rosters	x	x	x		
How to Modify Existing Rosters	x	x	x	x	
How to Upload Rosters	x	x	x		
How to Add New Test Windows	x	x			
How to Modify Existing Test Windows	x	x	x	x	
How to Upload Test Windows	x	x			
How to Place Orders for Additional Materials	x	x			
How to View Order History Reports and Track Shipments	x	x			
How to View Order Summary Reports	x	x			
How to Print Test Tickets from Student Lists	x	x	x	x	
How to Print Test Tickets from Roster Lists	x	x	x	x	
How to Add New Appeals	x	x			
How to Modify Existing Appeals	x	x			
How to Upload Appeals	x	x			
How to View Reports of Students' Current Test Status	x	x	x	x	
How to View Reports of Students' Current Test Status by Student ID	x	x	x	x	
How to View Report of Test Completion Rates	x	x	x	x	x
How to View Report of Test Status Codes	x	x	x	x	x
How to View or Edit Participation Codes	x	x	x		

Appendix

User Support

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

The help desk is open Monday–Friday from 6:00 a.m. to 6:00 p.m. Pacific Time (except holidays).

WCAP Help Desk

Toll-Free Phone Support: 1-844-560-7366

Email Support: wahelpdesk@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.

Revision Log

Updates to the user guide after August 30, 2023 are noted below.

Section	Change	Date
List of Appeal Types	Text updated to note that invalidation requests must be entered prior to the end of the test window.	11/2/23
How School-level Users Set up User Accounts in TIDE	Text updated to note that school-level users can add and modify multiple user accounts.	12/14/23
How district-level users generate upload-ready student settings files	Section added with instructions on using the upload-ready student settings files.	2/2/24
How district-level users add new appeals one at a time	Text updated to note that additional comments are required when adding appeals.	2/2/24
How to view, edit, and export existing records manually	Image and text updated to include Multiple Associations options.	2/2/24