Appendix D

Test Information Distributon Engine (TIDE) User Guide

Test Information Distribution Engine User Guide

2020–2021

Updated September 11, 2020

Prepared by Cambium Assessment, Inc.

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Introduction to TIDE

This user guide provides instructions regarding the use of the Test Information Distribution Engine (TIDE).

> **NOTE:**
>
> TIDE is a registration system for users who will access CAI systems and students taking Indiana state assessments. 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 Test Delivery System (TDS). Rosters may be added in TIDE so the Online Reporting System (ORS) can display scores at the classroom, school, corporation, and state level. During testing, permissioned TIDE users can print Student Access Cards, manage irregularity requests, and monitor test progress. After testing, permissioned TIDE users can clean up data and track return shipments of paper testing materials.

Permissioned users can perform the following tasks in TIDE:

- Add new **users** or modify existing **user accounts** in TIDE so corporation and school users can access TIDE and other Cambium Assessment, Inc. (CAI) systems.

Figure 1. TIDE Dashboard

> **NOTE:**
>
> Corporation and school level users are registered in TIDE and provided permissions based upon their assigned role. Data imports register students in TIDE for access to TDS.

- Modify existing **student accounts** so students can take the correct tests with the correct test settings at the correct time. Students must be present in TIDE to test in TDS.
- Add new rosters or modify existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to ORS so those systems can display scores at the classroom, school, corporation, and state levels.
- Review points of contact and shipping information for **paper testing materials**.
- Print hard-copy **Student Access Cards** that include a student's login information so the student can log in to a test.
- Add new irregularity requests or modify existing irregularity requests.
- View your corporation or school's progress in **Monitoring Test Progress** and **Plan and Manage Testing**.

TIDE divides tasks by user role. Not all TIDE user roles will have access to the same tasks. For example, corporation-level users have access to more tasks than school-level users. The structure of this guide is based on user role. It includes the following sections:

Perform Corporation-Level Tasks in TIDE

Activate Your Account and Log in to TIDE

Perform School-Level Tasks in TIDE

Perform Teacher and Test Administrator Tasks in TIDE

Each user in TIDE has a role, such as a Corporation Test Coordinator (CTC) or Test Administrator (TA). Each role has an associated list of permissions to access certain features within TIDE.

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

User Role Permissions

Task or Site	State	CTC*	Co-Op*	CR*	PR*	CITC*	NPSTC*	STC*	SR*	TA*	SITC*	TFT_SC*
Access to TIDE Features and Tasks												
Setting up User Accounts												
Adding a New User Account	✔	✔	✔			✔	✔	✔			✔	
Modifying an Existing User Account	✔	✔	✔			✔	✔	✔			✔	
Adding or Modifying Multiple User Accounts	✔	✔	✔			✔	✔	✔			✔	
Managing Student Information												
Viewing and Modifying Existing Student Accounts	✔	✔	✔		✔	✔	✔	✔		✔	✔	

Task or Site	State	CTC*	Co-Op*	CR*	PR*	CITC*	NPSTC*	STC*	SR*	TA*	SITC*	TFT_SC*
Verifying Student Accommodations and Test Tools	✓	✓	✓			✓	✓	✓			✓	
Modifying Student Eligibilities for IREAD-3 and ISTEP+**	Edit	Edit	Edit		View Only	View Only	Edit	Edit		View Only	Edit	
Viewing Student Distribution Report	✓	✓	✓				✓					
Managing Rosters												
Adding a New Roster	✓	✓	✓			✓	✓	✓			✓	
Modifying Existing Rosters	✓	✓	✓			✓	✓	✓		View Only	✓	
Adding or Modifying Multiple Rosters	✓	✓	✓			✓	✓	✓		✓	✓	
Managing Orders for Paper Testing Materials												
Placing Orders for Additional Paper Testing Materials		✓	✓				✓	✓				
Viewing Order History Reports		✓	✓			✓	✓	✓			✓	
Viewing Order Summary Reports		✓	✓			✓	✓	✓			✓	
Printing Student Access Cards												
Printing Student Access Cards from Student Lists	✓	✓	✓			✓	✓	✓		✓	✓	
Printing Student Access Cards from Roster Lists	✓	✓	✓			✓	✓	✓		✓	✓	
Printing Pre-ID Labels												

Task or Site	State	CTC*	Co-Op*	CR*	PR*	CITC*	NPSTC*	STC*	SR*	TA*	SITC*	TFT_SC*
Printing Pre-ID Labels	✔	✔	✔			✔	✔	✔		✔	✔	
Managing Irregularity Requests												
Adding New Irregularity Requests	✔	✔	✔			✔	✔	✔			✔	
Adding New Irregularity Requests ("Request for Item Rescore" Only)***					✔							
Adding or Modifying Multiple Irregularity Requests	✔	✔	✔			✔	✔	✔			✔	
Modifying Existing Irregularity Requests	✔	✔	✔			✔	✔	✔			✔	
Monitoring Test Progress												
Viewing Report of Students' Current Test Status		✔	✔			✔	✔	✔			✔	
Viewing Report of Students' Test Participation by STN	✔	✔	✔			✔	✔	✔			✔	
Viewing Report of Test Completion Rates	✔	✔	✔			✔	✔	✔			✔	

*CTC – Corporation Test Coordinator, Co-Op – Co-Op user, PR – Principal, CITC – Corporation Information Technology Coordinator, CR – Corporation Reporting user, NPSTC – Nonpublic School Test Coordinator, STC – School Test Coordinator, TA – Test Administrator, SITC – School Information Technology Coordinator, SR – School Reporting user, TFT_SC – Tools for Teachers (school) user

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

***The Principal user role is only accessible in TIDE during the Rescore Request Window.

Please note CR and SR users can be created in TIDE, but they can only access ORS and have View Only access to rosters.

Access TIDE

The Indiana Department of Education (IDOE) creates CTC and Nonpublic School Test Coordinator (NPSTC) user accounts in TIDE. All other user accounts are created locally by the corporation or school. Contact INassessments@doe.in.gov if you are designated as CTC in DOE Online and do not yet have a TIDE account, or if your current TIDE account needs the CTC or NPSTC user role added.

When your TIDE user account is created, you will receive an activation email generated automatically from CAI. This email contains a link that takes you to the ***Reset Your Password*** page where you can set up your password for TIDE and other applicable CAI systems. This link expires 15 minutes after the email is sent. If you do not set up your password within 15 minutes, you must request a new link, as described in the section "Password Information" in Appendix P.

With the TIDE launch for the current school year, all existing Indiana Assessment user account passwords will be reset on September 13th, 2020. You will receive an email from DoNotReply@cambiumassessment.com to notify you of this occurrence and inform you that you will not be able to log-in to TIDE or any other system until you reactivate your account for the new school year. Follow the instructions in the section "Reactivating Your Account at the Beginning of the School Year" to reactivate your account for the new school year.

Activation emails are generated from DoNotReply@cambiumassessment.com. If you do not receive an activation email, check your spam folder. You may need to add the email address to your contact list.

Activating Your Account

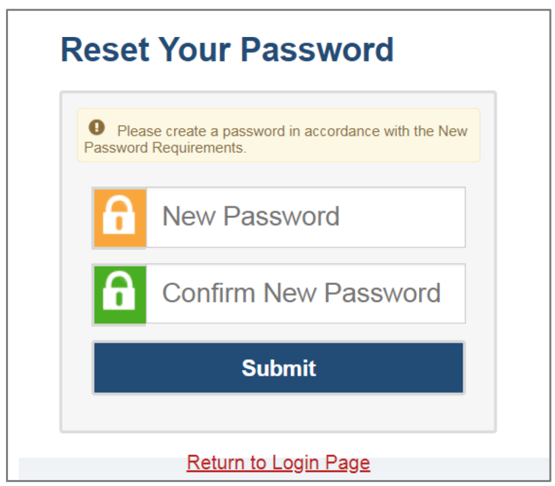
1. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 2).

2. Enter a new password in the *New Password* and *Confirm New Password* fields. 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 clicking on Return to Login Page or selecting the **TIDE** card in the Indiana Assessment Portal.

Figure 2. Reset Your Password Page

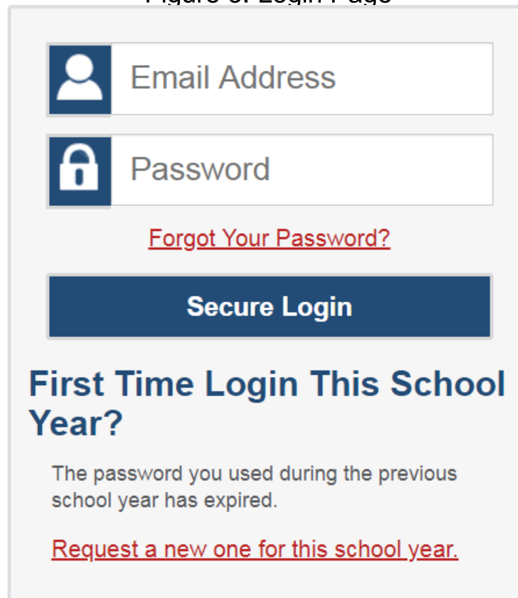


Reactivating Your Account at the Beginning of the School Year

1. Navigate to TIDE Home Page (https://in.tide.cambiumast.com).

2. Select **Request a new one for this school year**. The ***Reset Your Password: Find Account*** page appears (see Figure 3).

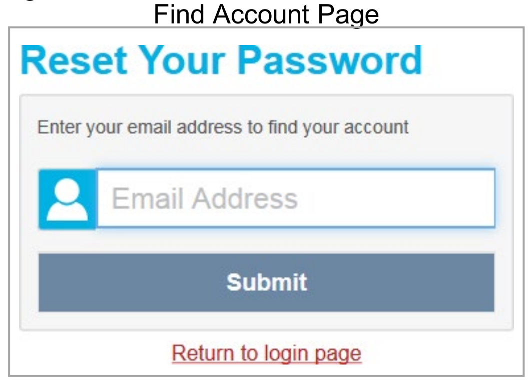
Figure 3. Login Page



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

4. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 4).

Figure 4. Fields in the Reset Your Password: Find Account Page



5. Enter a new password in the *New Password* and *Confirm New Password* fields. 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 !).

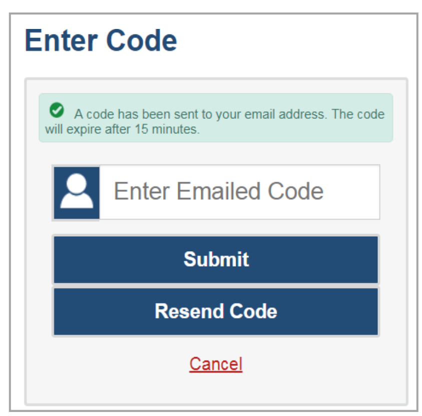
6. Select **Submit**.

You will be taken to the ***Enter Code*** (see Figure 5) page and asked to provide the authentication code sent to your email during the reactivation process.

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

- You must enter the code within 15 minutes of the email being sent. If your code expires, you can request for a new code by selecting **Resend Code** on the ***Enter Code*** page.

Figure 5. Enter Code Page

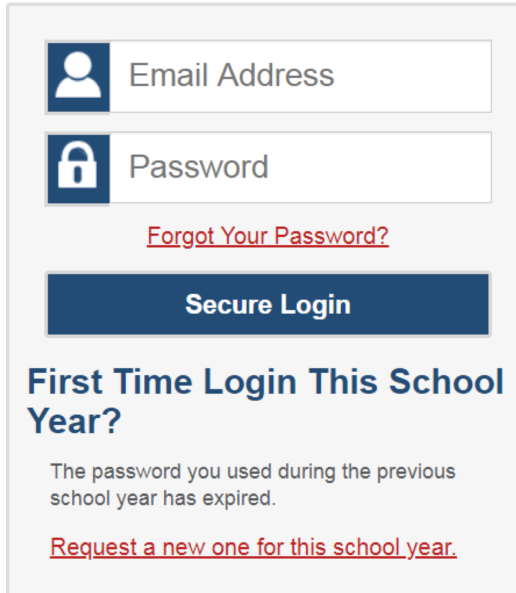


Logging in to TIDE

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

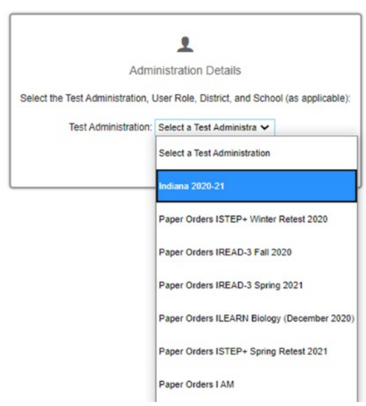
1. Navigate to TIDE Homepage (https://in.tide.cambiumast.com).
2. On the ***Login*** page, enter the email address and password you use to access all CAI systems.
3. Select **Secure Login**.
    a. If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Enter Code*** page appears (see Figure 6) 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 15 minutes of the email being sent.
        i. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.
        ii. Select **Submit**.

Figure 6. Login Page



The ***Dashboard*** for *Select the Test Administration, User Role, District, and School* (as applicable) appears. For test administration you should select Indiana 2020-2021 for all actions in TIDE except management of paper orders. For management of paper orders, select the appropriate administration. Then select your user role. Depending upon your User Role, TIDE may prompt you to select a user role, corporation, or school to complete the login.

Figure 7. Select Test Administration



NOTE:

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 a time.

Logging out of TIDE

In the TIDE banner (see Figure 8), select **Log Out**.

Figure 8. Log Out

NOTE:

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

Perform Corporation-Level Tasks in TIDE

Please note that the following section of this User Guide applies to the corporation-level user roles for Indiana, which include CTC, Co-Op User (Co-Op), and Corporation Information Technology Coordinator (CITC).

At the corporation level, CTCs or CITCs are responsible for adding new corporation-level users and School Test Coordinators (STCs) for their respective corporations.

Please refer to the User Role Permissions section for more information about TIDE users and their respective permissions.

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

Perform Corporation-Level Tasks Before Testing

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

- Set up **user accounts** for school-level and other corporation-level users for access to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- Verify the Designated Features and Accommodations assigned to students are correct to access tests as scheduled.
- Set up (optional) **rosters** for ORS to display scores by classroom, teacher, or other specified reporting groups, as needed.
- Verify point of contact and shipping information for **paper testing materials**.

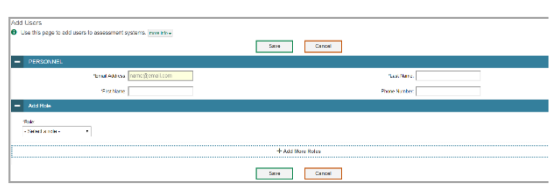
Adding a New User Account

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

Figure 9. Add User

2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to use with this email**. Additional fields appear.
3. Enter the new user's first and last names in the required fields and other details in the optional fields.

Figure 10. Add User – Additional Fields



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

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

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

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

Modifying an Existing User Account

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

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

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

3. 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 Appendix F as a reference.

4. *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.

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

6. Select **Save**.

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

Adding or Modifying Multiple User Accounts

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

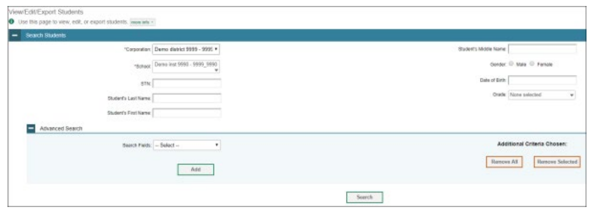
2. Using the table "Columns in the User Upload File" in Appendix C as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

Viewing and Modifying Existing Student Accounts

You can view detailed information about a student's record, and make changes to a student's Designated Features, if necessary. You can also view a student's current test participation.

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

Figure 11. View/Edit/Export Students



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

3. View the student's test participation report from the *Student Participation* panel.

4. Modify the student's record as necessary.

    - In the *IREAD-3 and ISTEP+ Retester Eligibility* panel, you may need to set a student's eligibility to participate for the IREAD-3 or ISTEP+ Retest administrations. Use the table "Fields in the IREAD-3 and ISTEP+ Retester Eligibility" in Appendix F as a reference. State, CTC, Co-Op, NPSTC, STC, and SITC user roles have the ability modify IREAD-3 eligibility for 4th and 5th grade students. State, CTC, NPSTC, and STC user roles have the ability to modify ISTEP+ Retester eligibility. Test eligibility flags can also be updated via file upload.

    - In the available Designated Features panels, modify the student's embedded and non-embedded Designated Features, using the table "Fields in the Designated Features (Embedded) and Accommodations (Embedded) Test Settings and Tools Panels" in Appendix F as a reference. The test settings are grouped into categories, such as Designated Features (embedded and non- embedded), Accommodations (embedded and non-embedded), and Special Requests. Accommodations and Special Requests cannot be modified in TIDE. Use caution when establishing multiple features to ensure alignment to instruction and minimize additional challenges with unfamiliar or overwhelming experiences during the assessment.

    - All necessary changes to student accommodations and special requests must come to TIDE through IDOE. The panels display a column for each of the available test families. You can select different settings for each test family, if necessary. The section "Verifying Student Accommodations and Test Tools" also discusses how to verify student test settings and tools.

> **NOTE:**
>
> Changing a test setting in TIDE after the test starts does not update the student's test setting while the student is actively taking the test. In this case, the student's test must be paused and resumed before the change takes effect. The Language Designated Feature cannot be changed once a test is started; the test will have to be reset and then the student will have to start the test again with the correct Language setting.

5. Select **Save**.

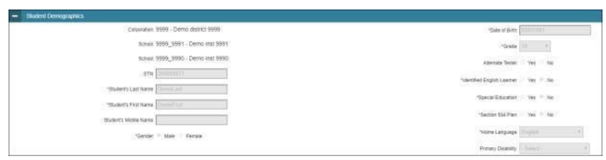
6. In the affirmation dialog box, select **Continue** to return to the list of student records.

Managing Students in Multiple Corporations or Schools

TIDE facilitates the ability for students enrolled in multiple corporations or schools at the same time to appear with that distinction in TIDE. This is beneficial in situations where a student takes one test at one school and a different test at another school (e.g., in some cases, students enroll in more than one school because a subject may be offered in one school, but not the other,) or where a student's school of service differs from that student's school of accountability. Students are identified for dual enrollment in the nightly data feed between CAI and IDOE.

When viewing a record of a student who has been enrolled in more than one corporation or school, the record will display all the corporations and schools in which the student is enrolled (see Figure 12).

Figure 12. Edit Student Form for a Dual-Enrolled Student



For information about printing Student Access Cards, see the section "Printing Student Access Cards."

The student can use a Student Access Card from either institution 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. You may continue with the verification process as the school information has no impact on the tests that a student is eligible to take.

Verifying Student Accommodations and Test Tools

In addition to viewing a student's record, as described in the section above titled "Viewing and Modifying Existing Student Accounts," corporation-level users may use the Test Settings and Tools task to verify student test settings and tools prior to testing. A student's test settings and tools that need to be verified before testing include embedded and non-embedded Designated Features, embedded and non-embedded accommodations, such as text-to-speech (TTS).

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

2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section "[Viewing and Modifying Existing Student Accounts.](#)"

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

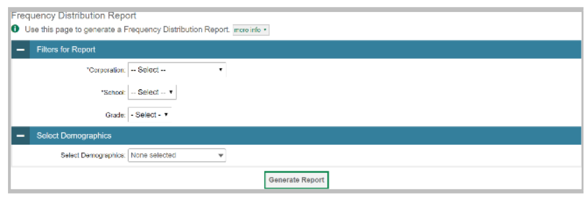
4. For information about how to use this form, see the section "[Viewing and Modifying Existing Student Accounts.](#)"

Viewing 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 corporation or school by a variety of demographics.

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The ***Frequency Distribution Report*** page appears (see [Figure 13](#)).

Figure 13. Fields in the Frequency Distribution Report Page

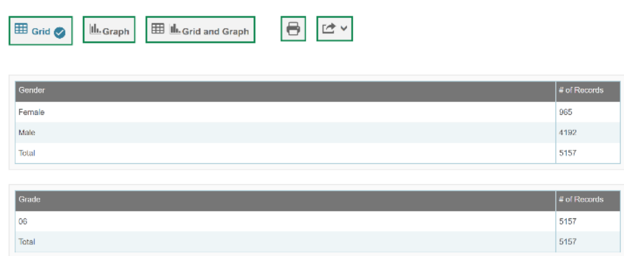


2. In the *Filters for Report* panel, select the report filters:
   - **a.** From the **Corporation** drop-down list (if available), select a corporation.
   - **b.** From the **School** drop-down list (if available), select a school. Corporation-level users can retain the default for all schools within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

3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see [Figure 14](#)).

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**.

Figure 14. Frequency Distribution Reports by Grade and Gender



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

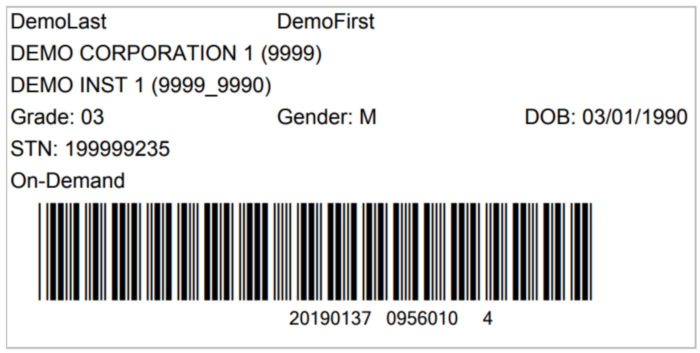
Printing Pre-ID Labels

A Pre-ID label (see Figure 15) is a label that you affix to a student's testing materials, such as an assessment book.

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

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

Figure 15. Sample Pre-ID Label



> **NOTE:**
> All used student test booklets to be scored must have a Pre-ID Label affixed to prevent test discrepancies.

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 Pre-ID labels by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved students in the order you want the labels printed.
4. Specify the students for whom labels need to be printed:
   - **a.** To print labels for specific students, mark the checkboxes for the students you want to print.
   - **b.** To print labels for all students listed on the page, mark the checkbox at the top of the table.

5. Select , and then select **My Selected Pre-ID Labels**.

6. In the new browser window that opens, verify **Pre-ID 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 16).

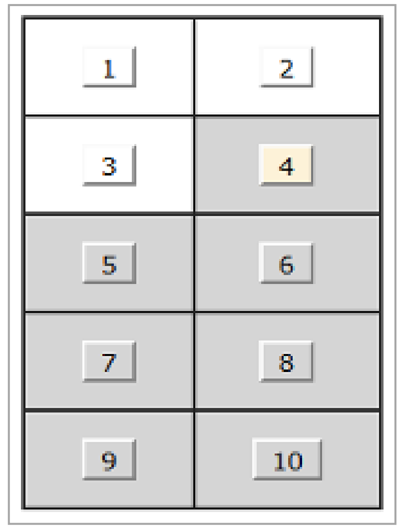
7. Select the start position you require.

8. 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.

9. Select **Print**. When printing Pre-ID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

Figure 16. Layout Model for Pre-ID Labels



Managing Rosters

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

The rosters you create in TIDE are available in ORS. ORS can aggregate test scores at these roster levels. You can also use rosters to print Student Access Cards containing students' login information to start taking a test, and Pre-ID labels.

Since teachers are responsible for the growth and development of student's skill-sets, such as reading, writing, research, communication, and problem solving, it is important for a teacher to be able to analyze their students' performance data and adjust their teaching strategies accordingly. For a teacher to be able to see their students' performance data, the students must be included in a roster associated with the teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject, such as Reading/Literacy, Mathematics, Science, Social Studies, and Health if corporation administrators wish to allow teachers to view results through ORS.

Please note that, Rosters are not carried over between school years and no changes are allowed to be made for the Rosters from the previous school year.

When creating rosters, the following guidelines are recommended:

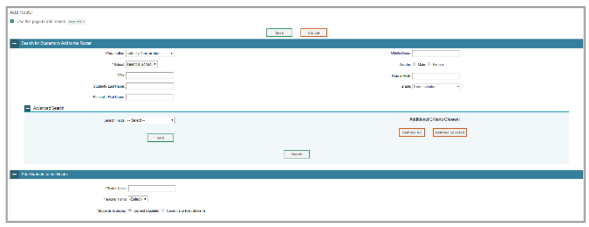
- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of grade 3 students have the same teacher for Reading, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects, then separate rosters need to be created for each teacher and subject.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named" Gr3Jones17-18" and a secondary school roster may be named "AikenPeriod3Eng9A17-18."

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

Adding a New Roster

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** form appears (see Figure 17).

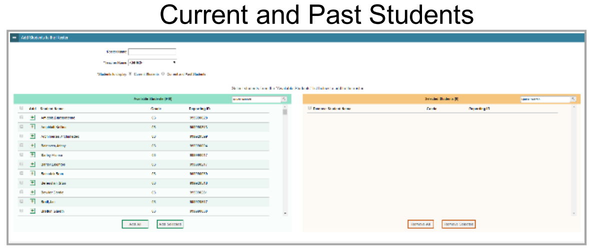
Figure 17. Add Roster Form



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

3. In the *Add/Remove Students to the Roster* panel (see Figure 18), do the following:

Figure 18. Add/Remove Students to Roster Panel: Current and Past Students



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

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

   c. From the *Students to display* field, select the students you wish to view in the *Available Students* list. The two options are:

      - **Current Students:** Displays students who match your search criteria and are currently associated with the school.
      - **Current and Past Students:** Displays all the students who match your search criteria from the current year even if they are no longer associated with the school. For example, if a Grade 3 student has left the school and you search for Grade 3 students with the *Students to display* field set to **Current and Past Students**, the student who has left the school will also be displayed.

NOTE:

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

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

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

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

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

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

Modifying Existing Rosters

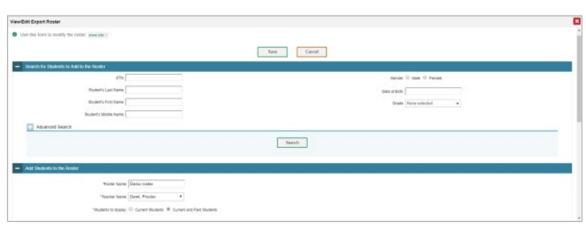
You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type.

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. In the list of retrieved rosters, select for the roster whose details you want to view. The ***View/Edit Roster*** form appears. This form is similar to the form used to add rosters (see Figure 19).

Figure 19. Add Roster Form

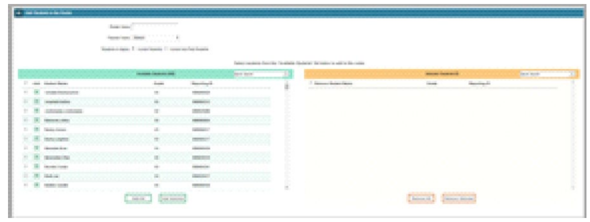


3. In the *Add/Remove Students to the Roster* panel (see Figure 20), do the following:

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

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

Figure 20. Add/Remove Students to Roster Panel Current and Past Students



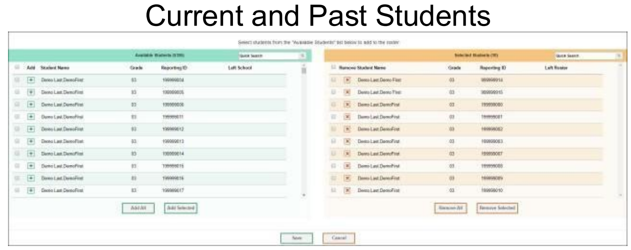
   c. From the *Students to Display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:

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

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

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

Figure 21. Modifying a Roster: Current and Past Students



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

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

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

Adding or Modifying Multiple Rosters

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The ***Upload Rosters*** page appears.
2. Using the table "Columns in the Roster Upload File" in Appendix C as a reference, fill out the Roster template and upload it to TIDE.

Please note that, uploading a new Roster or modifying an existing Roster does not delete students.

Managing Corporation-Level Paper Material Orders

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

Note: Not all test administrations allow initial materials orders.

Reviewing Orders Placed Before Test Administration

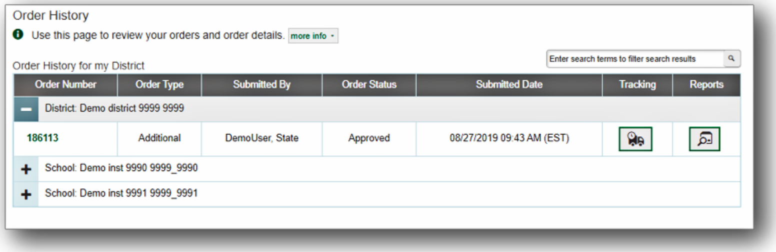
You can review initial orders at any time during the test window.

1. From the **Preparing for Testing** task menu on the TIDE dashboard, select **Orders**. The ***Orders*** form appears (see Figure 22).

2. In the Order History form, there will be a table titled Order History for my District. The table's second column to the right, titled 'Order Type', distinguishes initial from additional order.

   The sections below elaborate on the additional uses for the Order History form.

Figure 22. Orders Page



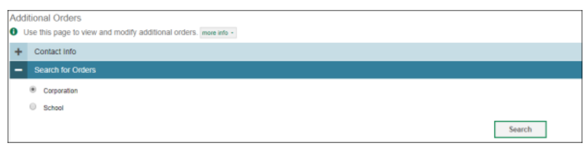
Please note initial orders will appear in the Orders Type column as "on-time" orders.

Placing Orders for Additional Paper Testing Materials

You can request additional materials beyond those specified in your initial order.

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Additional Orders**. The ***Additional Orders*** form appears (see Figure 23).

Figure 23. Fields in the Additional Orders Page



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

   a. Verify information in the *Corporation Test Coordinator Information* panel.

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

   c. Verify information in the *Mailing Information* section.

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

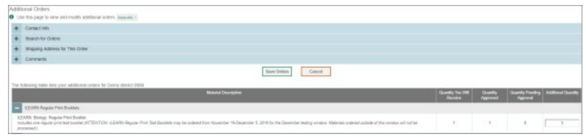
NOTE:

If contact information is not established, you will not be able to proceed. Contact the Indiana Assessment Help Desk for assistance with updating contact information.

Please note that some AOs require IDOE approval.

3. Do one of the following:
   - Mark **Corporation** (if available) to place an order for an entire corporation.
   - Mark **School**, and then select a school, to place an order for an individual school.
4. Select **Search**. A list of materials available for ordering appears (see Figure 24). For information on the columns that appear, see the table Columns in the Additional Orders Page in the appendix.

Figure 24. List of Available Additional Orders



5. *Optional:* To view comments about the order, expand the *Comments* panel if available. The comments panel displays all the comments entered for an order in chronological order.

   Each comment includes information about who entered the comment and when.

Figure 25. Additional Orders: Comments Panel

6. In the list of additional orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive.
7. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.
8. Select **Save Orders**. A text box appears that allows you to enter additional comments.
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.

Tracking Shipments of Paper Testing Materials

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

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Order History**. The ***Order History*** page appears (see Figure 26).
2. To view the shipping company's tracking report, select tracking.

Figure 26. Shipment Tracking Panel in the Order History Page

Viewing Order History Reports

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

1. From the Orders task menu on the TIDE dashboard, select **Order History**. The ***Order History*** page appears (see Figure 27).

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 .

4. To view the order's packing lists, manifests, and security checklists, select .

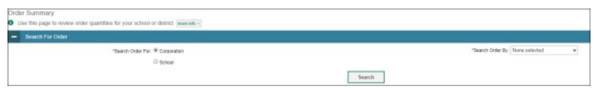
Figure 27. Fields in the Order History Page

Viewing Order Summary Reports

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

1. From the Orders task menu on the TIDE dashboard, select **Order Quantity Reports**. The ***Order Quantity Report*** page appears (see Figure 28).

Figure 28. Fields in the Order Quantity Report Page



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

   ▪ Mark **Corporation** (if available) to review orders for an entire corporation.

   ▪ 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 summary report appears.

Using TIDE During Test Administration

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

▪ Print **Student Access Cards** to help students log in to tests.

▪ State-level users can process, reject or retract. CTCs can process or retract.

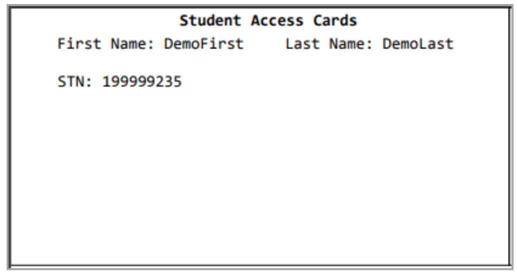
▪ View reports of students' current test statuses, test completion rates, and test status codes.

Printing Student Access Cards

A Student Access Card is a hard-copy form that includes a student's name and Student Test Number (STN) for logging in to a test.

TIDE generates the Student Access Cards as PDF files that you download with your browser.

Figure 29. Sample Student Access Card



Student Access Cards

First Name: DemoFirst Last Name: DemoLast

STN: 199999235

Printing Student Access Cards from Student Lists

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

2. Retrieve the students for whom you want to print Student Access Cards 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 Student Access Cards printed.

4. Specify the students for whom Student Access Cards need to be printed:

   - To print Student Access Cards for specific students, mark the checkboxes for the students you want to print.

   - To print Student Access Cards for all students listed on the page, mark the checkbox at the top of the table.

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

5. Select  and then select the appropriate action:

   - To print Student Access Cards for selected students, select **My Selected Student Access Cards**.

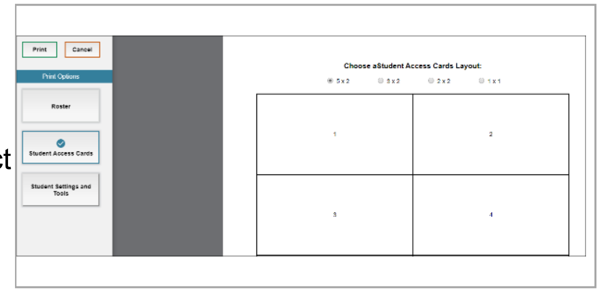
   - To print Student Access Cards for all retrieved students, select **All Student Access Cards**.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 30), verify **Student Access Cards** is selected in the *Print Options* section.

7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 30. Layout Model for Student Access Cards



Printing Student Access Cards from Roster Lists

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

2. Retrieve the rosters for which you want to print Student Access Cards by filling out the search criteria and selecting **Search**.

3. Select the column headings to sort the retrieved rosters in the order you want the Student Access Cards printed.

4. Do one of the following:

   - Mark the checkboxes for the rosters you want to print.
   - Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

NOTE:

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

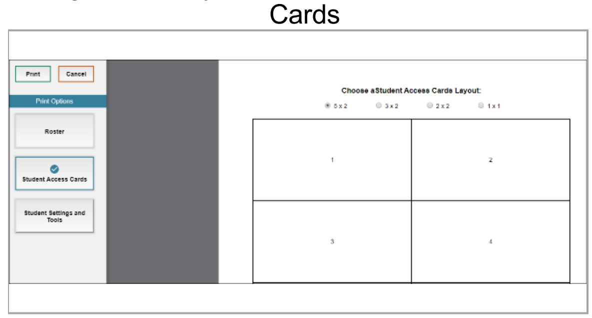
5. Select and then select **Student Access Cards**. A layout model appears for selecting the printed layout (see Figure 31).

6. Verify **Student Access Cards** is selected in the *Print Options* section.

7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 31. Layout Model for Student Access Cards



Managing Irregularity Requests

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

Irregularity requests are a way of interrupting this normal flow. For example, a TA may want to invalidate a test because of a hardware malfunction or an impropriety. This section describes how to create, submit, view, and upload irregularities.

There are two ways that test coordinators report irregularities: The submission of an IDOE Testing Irregularity Report and a TIDE Irregularity Request. The IDOE Testing Irregularity Report serves as official documentation when a testing irregularity occurs. The TIDE Irregularity Request allows schools to request specific action to be taken on a specific student test but do not serve as a corporation's official documentation of a testing irregularity. An IDOE Testing Irregularity Report is required any time a TIDE Irregularity Request is submitted with the exception of reporting a problem item.

For a full list of irregularity request types, see the table "List of Irregularity Request Types for ILEARN, IREAD-3, I AM and ISTEP+" in Appendix I.

For a list of irregularity request statuses, see the table "List of Irregularity Request Statuses" in Appendix I.

For a list of available irregularity requests by test status, see the table "List of Irregularity Requests by Test Status" in Appendix I.

Adding New Irregularity Requests

You can create an irregularity request for a given test opportunity.

1. Retrieve the test opportunity for which you want to create an irregularity request by doing the following:

   a. From the **Create Requests** task menu on the TIDE dashboard, select **Create Requests**. The ***Create Requests*** page appears (see Figure 32).

   b. Select a request type.

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

   d. Select **Search**. TIDE displays the found results at the bottom of the ***Create Requests*** page (see Figure 33).

Figure 32. Selection Fields in the Create Requests Page

2. Mark the checkbox for each test opportunity you want to create an irregularity, and then select **Create**.

Figure 33. Retrieved Test Results

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

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

Modifying Existing Irregularity Requests

You can view, retract, and export existing irregularity requests.

1. From the **View Requests** task menu on the TIDE dashboard, select **View Requests**. The ***View Requests*** page appears (see Figure 34).

Figure 34. Selection Fields in the View Requests Page

2. Retrieve the irregularity requests you want to view by filling out the search criteria and selecting **Search**. Figure 35 shows retrieved irregularity requests.

Figure 35. Retrieved Irregularity Requests

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

Adding or Modifying Multiple Irregularity Requests

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

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

2. Using the table "Columns in the Irregularity Request Upload File" in the appendix as a reference, fill out the Irregularity Request template and upload it to TIDE.

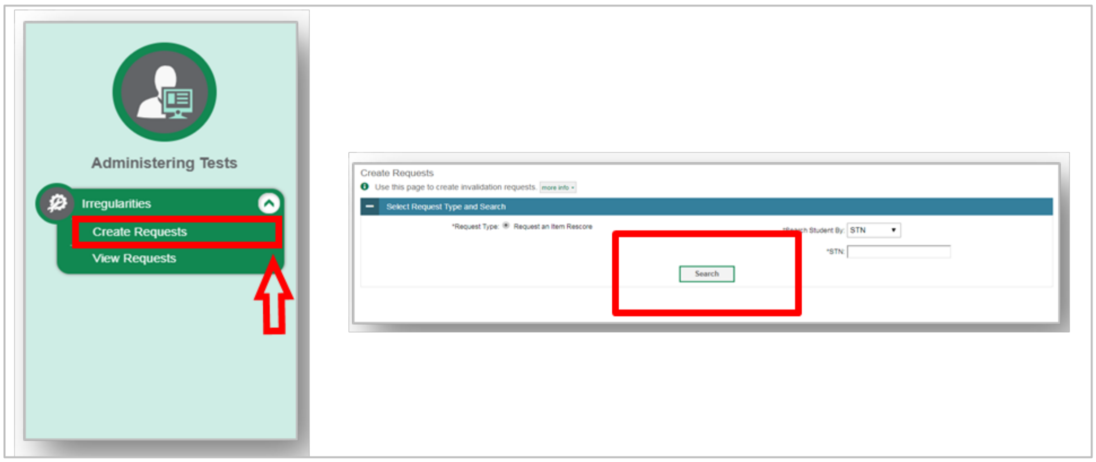
Creating an Item Rescore Request

On ILEARN tests involving hand-scoring, Principal users can request a rescore of an individual open-ended item if they believe the student's score for the item does not reflect the item rubric. Please note that only the Principal user role has access to the Request an Item Rescore irregularity in TIDE.

To create an Item Rescore irregularity request:

1. Select **Create Requests** from the Irregularities drop-down menu. Under the Select Request Type and Search panel, select the **Request an Item Rescore** radio button.

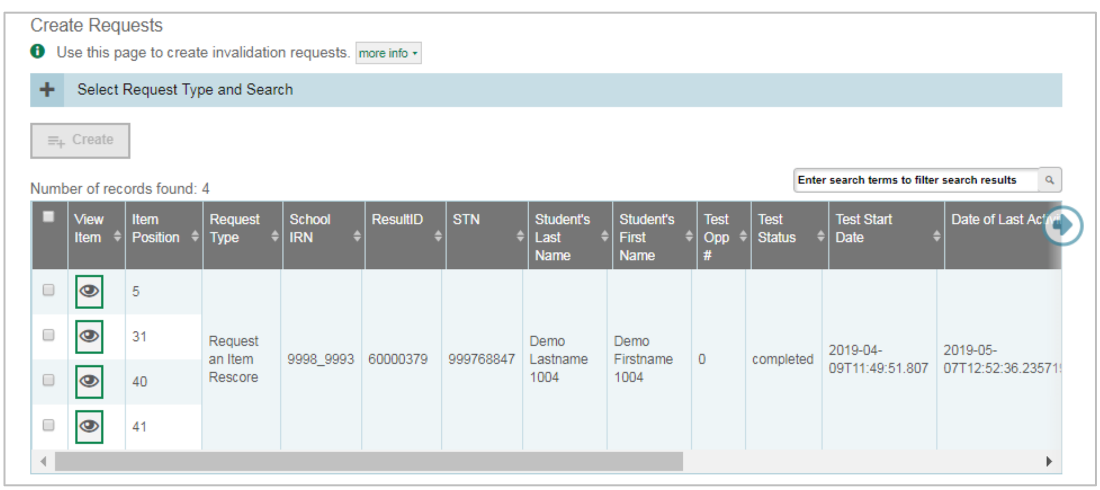
Figure 36. Create Requests Page



2. Search by STN from the **Search Student By** drop down menu. Complete the field that appears below your search selection with the student's nine-digit STN. Then click **Search**.

3. The search panel will automatically collapse, and your search results will appear below during the formal rescore request window only.

Figure 37. Create Requests: Search Results Page



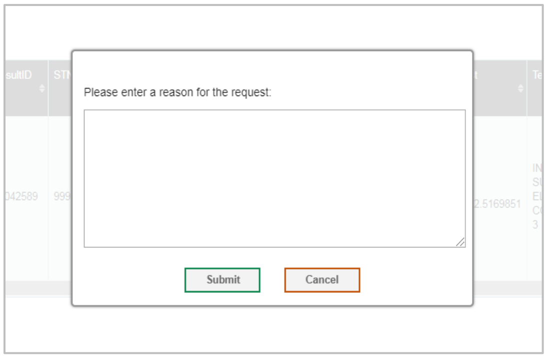
4. To view the item for which you want to request a rescore, click the **eye** button next to the item number (see Figure 37). A pop-up window will display the student's score on the item, as well as a link to view the student's response. You can also access supporting documents, including anchor forms and a scoring rubric, for that item. When you are finished viewing the item, click **Close** to close the window.

5. To create a Request an Item for Rescore irregularity request for a specific item, select the checkbox next to the item you wish to have rescored. Then click **Create** (see). Please note that the **Create** button will not become active until you select an item for rescore.

6. In the pop-up window that appears (see Figure 38), type a reason for the rescore request. Some examples of reasons that might be submitted are "I don't believe the student received the credit they deserved based on the scoring rubric" or "The student received a condition code implying insufficient information and I don't believe this is accurate."

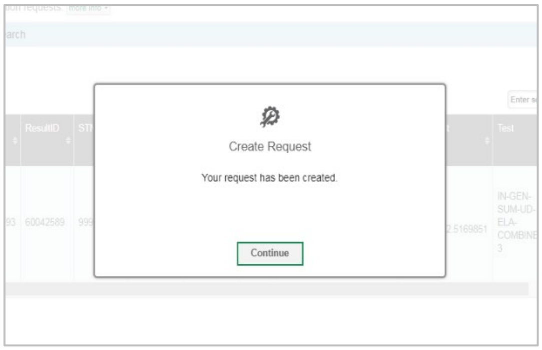
7. Click **Submit**.

Figure 38. Create Request Reason Window



8. When the request is processed, a pop-up will appear notifying you the request has been created (see Figure 39). Click **Continue** to close the window.

Figure 39. Create Requests Confirmation Window



After clicking **Continue**, the *Create Requests Page* will reappear. Note that the item you previously requested for rescore no longer appears in the Item Position column. As previously stated, an item can only be requested for rescoring one time. Once the request is submitted/processed, the item is not clickable, and the student response is not viewable. Rescore requests, once submitted, cannot be reversed.

For more information on Requesting an item Rescore, please refer to the “Request an Item Rescore” training module on the Indiana Assessment Portal.

NOTE:

When submitting multiple irregularities, please contact IDOE for guidance to ensure formal documentation is not required.

Monitoring Test Progress

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

The following reports are available in TIDE:

- Plan and Manage Testing Report: Details a student’s test opportunities and the status of those test opportunities. You can generate this report from the Plan and Manage Testing page or the Participation Search by STN page.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.

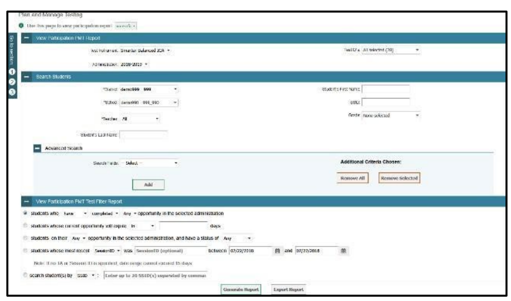
Viewing Report of Students’ Current Test Status

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 40).

Figure 40. Plan and Manage Testing Page



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

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

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

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

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

   a. From the **Corporation** drop-down list, select a corporation if applicable.

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

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

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

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

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

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

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

   - 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.

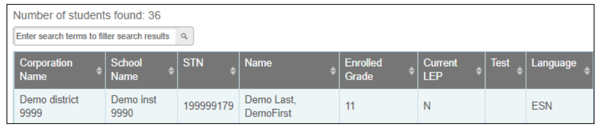
   - Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.

   - Search student(s) by {STN/Name}: {STN/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 41. Plan and Manage Testing Report


Number of students found: 36

Enter search terms to filter search results

Corporation Name	School Name	STN	Name	Enrolled Grade	Current LEP	Test	Language
Demo district 9999	Demo inst 9990	199999179	Demo Last, DemoFirst	11	N		ESN

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

Viewing Report of Students' Test Participation by STN

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

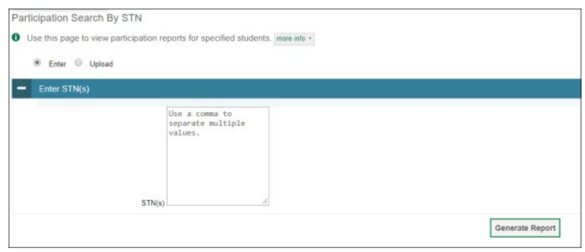
Because the report lists testing opportunities, a student can appear more than once on the report.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by STN. The *Participation Search by STN* page appears (see Figure 42).

2. Do one of the following:

- To enter students' STNs, select Search by STN(s). Next, enter one or more STNs, separated by commas, in the STN(s) field. You can enter up to 1000 STNs.
- To upload STNs, select Upload STN. Next, select Browse and then use the file browser to select an Excel or CSV file with STNs listed in a single column. You can upload up to 1000 STNs.

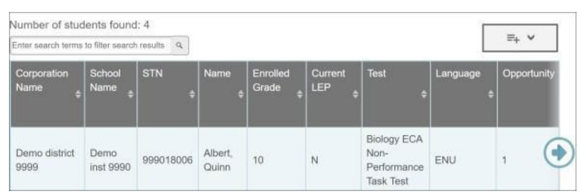
Figure 42. Participation Search by STN Page



3. Select Generate Report. The Participation Report by STN appears (see Figure 43).

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

Figure 43. Plan and Manage Testing Report


Number of students found: 4

Enter search terms to filter search results

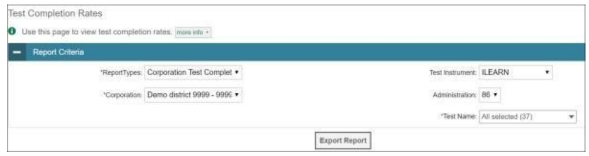
Corporation Name	School Name	STN	Name	Enrolled Grade	Current LEP	Test	Language	Opportunity
Demo district 9999	Demo inst 9990	999018006	Albert, Quinn	10	N	Biology ECA Non-Performance Task Test	ENU	1

Viewing Report of Test Completion Rates

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

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

Figure 44. Test Completion Rates Search Fields



2. In the *Report Criteria* panel (see Figure 44), select the parameters for which tests to include in your Report.

3. To open the report in Microsoft Excel, select **Export Report**. Figure 45 displays a sample Test Completion Rate Report.

Figure 45. Test Completion Rate Report

A	B	C	D	E	F	G	H	I	J	K	L
Date	Test	Administration	Test Name	District Name	District Id	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
8/20/2019 5:00:01 AM	ILEARN	86		Demo district 9999	9999	1	954	151	58	15.83%	6.08%

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

Please note that any tests which were started but not submitted will be automatically forced complete by the system and scored as is at the end of each test window.

Using TIDE after Testing

After testing, corporation-level users can perform the following Data Cleanup tasks in TIDE:

- Resolve paper-and-pencil testing discrepancies
- Track return shipments of paper testing materials

Resolving Paper-and-Pencil Test Discrepancies

Due to the nature and complexity of the testing process, as well as the great volume of students involved, a variety of test discrepancies may occur when administering a test. After a student submits a paper or online test, TIDE performs checks for discrepancies. An example of a paper-and-pencil discrepancy for ILEARN is a student assessment book that is missing a Pre-ID label. **If a Pre-ID label is missing, the assessment book cannot be associated with the correct student, and this must be resolved before the scores can be reported.** These discrepancies are flagged and reported to the appropriate CTC, STC, and NPSTC associated with a corporation through TIDE. These users need to take appropriate action to resolve the discrepancies before any further action can be taken on the discrepant tests. CTCs are required to confirm discrepant records prior to reporting.

Please note paper-and-pencil discrepancy resolution is not applicable to I AM Assessments.

Resolving Student-Not-Found Discrepancies

A student-not-found discrepancy occurs when the identifying information on a paper answer document is not found in TIDE. The causes for this discrepancy include the following:

- STN is missing from the assessment book. This can occur when a student Pre-ID label is missing from the front of the student assessment book.
- STN on the assessment book is not present in TIDE. This can occur when a student's information is changed in the nightly file after the Pre-ID label is attached to the assessment book but before the assessment book is scanned in by the scoring vendor.
- The combination of the STN, first name, and last name on the assessment book does not match the STN, first name, and last name in TIDE.

You can resolve a student-not-found discrepancy in two ways:

- Associate – enables you to associate the test with an existing student.
- Add Student – enables you to add or edit information for the student with whom the test should be associated in TIDE. Note that the student must be present in TIDE already or added to TIDE via the IDOE nightly data feed.

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

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The ***Discrepancy Resolution*** page (see Figure 46) appears.
2. Retrieve the list of discrepancies for your corporation and school by filling out the search criteria and selecting **Search**.
3. *Optional*: To view the assessment book for a retrieved discrepancy, select the PDF file in the View column for that discrepancy. The assessment book may contain a hint regarding the student to whom the test actually belongs.
4. Select  for the student-not-found discrepancy you want to resolve. The ***Resolve Discrepancy: Student Not Found*** window appears (see Figure 47).

Figure 46. Resolve Discrepancies Page

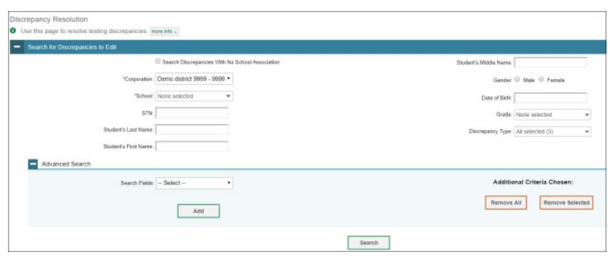


Figure 47. Resolve Discrepancy: Student Not Found Window

5. If the student with whom you want to associate the test exists in TIDE, select in the Associate column. The *Search for Students to Associate* panel appears (see Figure 48).

Figure 48. Search for Students to Associate Panel

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

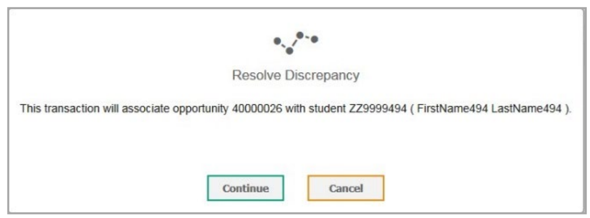
7. Select **Search**.

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

Figure 49. Search Results

9. To continue with the association, select **Continue** in the Confirmation pop-up window.

Figure 50. Confirmation Pop-up Window



10. An affirmation message appears to inform you that the test has been associated with the student and the discrepancy has been successfully resolved. Select **Continue** to return to the ***Discrepancy Resolution*** page.

Resolving Duplicate Test Discrepancies

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

You can resolve a duplicate-test discrepancy in two ways:

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

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The ***Discrepancy Resolution*** page appears.

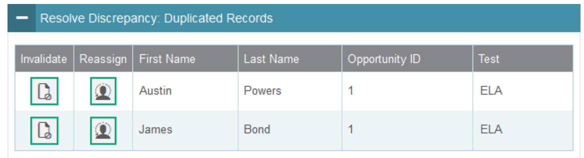
2. Retrieve the list of discrepancies for your corporation and school by filling out the search criteria and selecting **Search**.

3. *Optional*: To view the assessment book for a retrieved discrepancy, select the PDF file in the

View column for that discrepancy. The assessment book may contain a hint regarding the student to whom the test actually belongs.

4. Select for the duplicate discrepancy you want to resolve. The ***Resolve Discrepancy: Duplicate-Test*** window appears (see Figure 51).

Figure 51. Resolve Discrepancy: Duplicate-Test Window



Resolve Discrepancy: Duplicated Records

Invalidate	Reassign	First Name	Last Name	Opportunity ID	Test
		Austin	Powers	1	ELA
		James	Bond	1	ELA

5. Do one of the following:

   - To invalidate the duplicate test, select in the Invalidate column.
   - To reassign the duplicate test to another student, select in the Reassign column. TIDE displays a list of search fields to retrieve the other student.
     i. Enter search criteria to retrieve an existing student and select **Search**.
     ii. From the list of found students, select for the student to whom you want to reassign the test.

6. In the dialog box that pops up, select **Continue**.

Perform School-Level Tasks in TIDE

The following section of this user guide applies to the school-level user roles for Indiana, which include STC, NPSTC, SITC and PR. Not all school-level user roles have permissions to complete all tasks in this section.

At the school level, STCs, NPSTCs, or SITCs will need to add all new school-level users for their respective schools, as needed.

For more information on User Roles please refer to the User Role Permissions section.

Perform School-Level Tasks Before Testing

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

- Set up **user accounts** for TAs so they can sign into TIDE and other CAI systems. If TAs do not have accounts set up in TIDE, they will not be able to access any CAI systems or administer tests.
- Set up rosters so ORS can display scores by classroom, teacher, or other specified reporting groups, as needed.

Setting up User Accounts

School-level users must set up user accounts in TIDE for TAs. If TAs do not have user accounts set up in TIDE before testing begins, they will not have access to any CAI systems or be able to administer tests.

NPSTC, STC, and SITC can add or modify user accounts one at a time or multiple user accounts all at once through file upload. These tasks can be performed following the procedure described in the section "Perform Corporation-Level Tasks Before Testing." For detailed information, please refer to the following sections:

Add a New User Account

Modifying an Existing User Account

Adding or Modifying Multiple User Accounts

Please note TAs and PRs cannot add users in TIDE. For more information on user role permissions, please refer to the User Role Permissions section.

Modifying Student Designated Features for Testing

Like corporation-level users, school-level users can modify student accounts one at a time or all at once through file upload. School-level users can also specify or upload student Designated Features and view student distribution reports. These tasks can be performed following the procedure as described in the section "Verifying Student Accommodations and Test Tools." For details information, please refer to the following sections:

Verifying Student Accommodations and Test Tools

Viewing and Modifying Existing Student Accounts

Viewing Student Distribution Report

Managing Rosters

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

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

Adding a New Roster

Modifying Existing Rosters

Adding or Modifying Multiple Rosters

Using TIDE During Test Administration

During testing, NPSTCs, STCs and SITCs can perform the following tasks in TIDE:

- Print **Pre-ID Labels**.
- Print **Student Access Cards** to help students log in to tests.
- Add, modify, and upload irregularity requests.
- View reports of students' current test statuses and test completion rates.

Printing Pre-ID Labels

School-level users can print Pre-ID Labels for students in their school from Student and Roster Lists. A Pre-ID label is a label that you affix to a student's paper testing materials, such as an assessment book.

Pre-ID Labels can be printed by following the procedure in the section "Perform Corporation-Level Tasks Before Testing." For detailed information, please refer to the following section:

Printing Pre-ID Labels

Printing Student Access Cards

School-level users can print Student Access Cards for students in their school. Student Access Cards are hard-copy forms that include a student's username for logging in to a test.

Student Access Cards can be printed by following the procedure in the section "Using TIDE During Test Administration." For detailed information, please refer to the following sections:

Printing Student Access Cards from Student Lists

Printing Student Access Cards from Roster Lists

Managing Irregularity Requests

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

Like corporation-level users, school-level users can add or modify irregularity requests one at a time or all at once through file upload. These tasks can be performed by following the procedure in the section "Managing Irregularity Requests." For detailed information, please refer to the following sections:

Adding New Irregularity Requests

Modifying Existing Irregularity Requests

Adding or Modifying Multiple Irregularity Requests

Monitoring Test Progress

Like corporation-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 "Monitoring Test Progress." For detailed information, please refer to the following sections:

Viewing Report of Students' Current Test Status

Viewing Report of Students' Current Test Status by STN

Viewing Report of Test Completion Rates

Perform Test Administrator Tasks in TIDE

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

Perform Test Administrator Tasks Before Testing

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

- View **user accounts** to verify their own account information.
- View **student accounts** to ensure student details are properly entered into TIDE. If student accounts are not set up in TIDE, those students will not be able to test.

Viewing User Accounts in TIDE

TAs can view their own user account information in TIDE by selecting **Manage Accounts** from the banner.

Managing Student Information

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

Using TIDE During Test Administration

During testing, TAs can perform the following tasks in TIDE:

- Print **Student Access Cards** to help students log in to tests.

Printing Student Access Cards

TAs can print Student Access Cards for their students. Student Access Cards contain a student's login credentials (e.g., legal first name, STN) to access TDS.

Student Access Cards can be printed by following the procedure in the section "Printing Student Access Cards." For detailed information, please refer to the following sections:

Printing Student Access Cards from Student Lists

Printing Student Access Cards from Roster Lists

Appendix

A

Account Information

You can modify your name, phone number, and other account information in TIDE. To change your email address, your CTC, NPSTC, or STC must contact the Indiana Assessment Helpdesk.

1. In the TIDE banner (see Figure 52), from the **Manage Account** drop-down list, select **My Contact**. The ***My Contact Information*** page appears (see Figure 53).
2. Enter updates as necessary.
3. Select Save.

TIDE saves your changes, and a confirmation message appears.

Figure 52. TIDE Banner

Figure 53. Fields in the My Contact Information Page

C

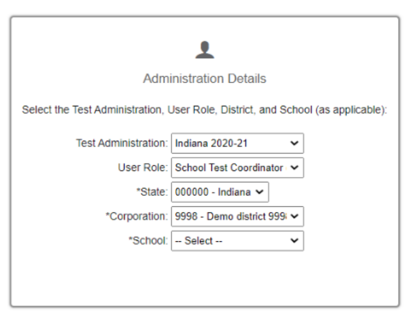
Changing Your Associated Test Administration, Institution, or Role

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

1. In the TIDE banner (see Figure 54), select **Change Role** from the **Manage Account** drop-down menu. The ***Administration Details*** window appears (see Figure 55).
2. Update the information as necessary.
3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 54. TIDE Banner

Figure 55. Administration



Columns in Upload Files, Reports, and Pages

Columns in the Additional Orders Page

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

Columns in the Irregularity Request Upload File

Column Name	Description	Valid Values
Type*	Type of irregularity request	One of the following: Invalidate a test Reset a test Reopen a test Revert a test that's been reset
Search Type*	Student field to search	One of the following: Result ID Session ID STN
Search Value*	Search value corresponding to the search type	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason*	Reason for creating irregularity request	Up to 1,000 alphanumeric characters.

Column Name	Description	Valid Values
Description	Additional comments explaining the reason for the irregularity request	Up to 1,000 alphanumeric characters.

*Required field.

Columns in the IREAD-3/ISTEP+ Eligibility Upload File

Field Name	Description	Valid Values
STN*	State-assigned student identifier	Up to nine alphanumeric characters. Must be enrolled in your corporation.
AttributeName*	Name of the student attribute	• IREAD-3 Summer Retester • ISTEP+ Retester Flag • Tested Grade (for IREAD-3)
Subject*	Subject of assessment	One of the following: • NA • Winter ELA • Winter MA • Spring ELA • Spring MA • Summer ELA • Summer MA
Value*	Value of the student attribute	• Yes • No

*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.

Column	Description
Approval Status	Approval status of additional quantities you ordered.

Columns in the Order History Page

Column	Description
Order Number	Purchase order number.
Order Type	Type of order: initial (on-time) or additional.
Submitted By	User who generated the order.
Order Status	Order's current status.
Submitted Date	Date order was generated.
Tracking	Order's tracking report
Reports	Order's documentation

Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
STN	State-assigned student identifier.
Corporation Name	Name of the corporation associated with the record.
School Name	Name of the school associated with the record.
Enrolled Grade	The grade in which a student is enrolled.
Current LEP	Indicates whether the student is an English Learner.
Test	Test name for this student record.
Language	The language setting that was assigned to the student (English, Braille, or Spanish).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Opportunity	The opportunity number for that student's specific record.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.

Attribute	Description
TA Name	The TA who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire, and the student will not be able to review any previous answers.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.
Force Complete Date	The date a test expired and was force-completed.
Test Duration	The time it took a student to complete the test segment (e.g., CAT, Fixed-Form, PT).

Columns in the Roster Upload File

Column Name	Description	Valid Values
Corporation ID*	Corporation associated with the roster.	Corporation ID that exists in TIDE. Up to 4 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 4 characters. Must be associated with the corporation ID.
Examiner ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS.
Class Name*	Name of the roster.	Up to 255 characters.
STN*	State-assigned student identifier.	Up to nine alphanumeric characters.
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 Completion Rate Report

Column	Description
Date	Date and time that the file was generated.
Test Name	Grade, test, and subject that are being reported.
Test	Test that is being reported.
Administration	Administration that is being reported.
Corporation Name	The name of the reported corporation.
Corporation ID	The ID of the reported corporation.
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.

Column	Description
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

Columns in the Test Settings Upload File

Column	Description	Valid Values
STN*	State-assigned student identifier.	Up to nine alphanumeric characters.
Subject*	Subject for which the tool or accommodation applies.	One of the following: ELA Mathematics Reading Science Social Studies
Tool Name*	Name of the tool.	See the table “Valid Values for Tool Names.”
Value*	Indicates if the tool is allowed or disallowed for the student(s).	See the table “Valid Values for Tool Names.”

*Required field.

Columns in the Test Status Code Report

Column	Description
STN	State-assigned student identifier.
Opportunity	Test opportunity number.
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

Columns in the User Upload File

Column	Description	Valid Values
CORPORATION ID*	Corporation associated with the user.	Corporation ID that exists in TIDE and must be associated with the user uploading the file. Up to 4 characters.
SCHOOL ID*	School associated with the user.	School ID that exists in TIDE and must be associated with the user uploading the file. Up to 4 characters. Must be associated with the corporation ID. Can be blank when adding corporation-level users.
First Name*	User's first name.	Up to 35 characters.
Last Surname*	User's last name.	Up to 35 characters.
E-Mail Address*	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 Number	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: CTC—Corporation Test Coordinator CITC—Corporation Information Technology Coordinator Co-Op (COOP)—Co-Op user STC—School Test Coordinator NPSTC—Non-public School Test Coordinator PR—Principal TA—Test Administrator. SITC—School Information Technology Coordinator 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

Corporation-level and school-level personnel can delete existing records for users and rosters TIDE. For users with multiple roles, individual roles can be deleted without deleting the entire user account.

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

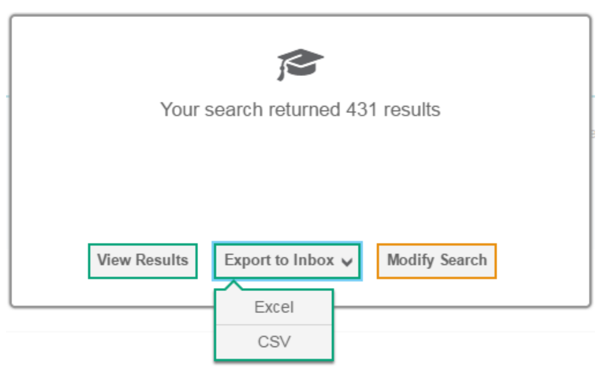
E

Exporting Records in TIDE

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

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

Figure 56. Image Caption



You can also export records from the search results grid.

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

- Mark the checkboxes for the record you want to export.
- Mark the checkbox at the top of the table to export all retrieved records.

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

F

Fields

Fields in the Demographics Panel

Field	Description
Corporation*	Corporation in which the student is enrolled.
School*	School in which the student is enrolled.
Grade	Grade in which student is enrolled during the test administration.
Student’s Last Name	Student’s last name.
Student’s First Name	Student’s first name.
Student’s Middle Name	Student’s middle name.
STN	State-assigned student identifier.
Date of Birth	Student’s date of birth.
Gender	Student’s gender.
Alternate Tester	Student’s status as a participant in state alternate assessment (I AM).
Section 504 Plan	Student’s 504 status.
Special Education	Student’s Special Education status
Primary Disability	Student’s primary disability.
Home Language	Student’s Home Language
Identified English Learner	Student’s English Language Proficiency Level.
Race/Ethnicity	Student’s race/ethnicity is displayed.
Free/Reduced Price Meals	Student’s socio-economic background.

*Dual enrolled students will have two corporations and two schools listed within the student demographics section. See Managing Students in Multiple Corporations or Schools for more information.

Fields in the IREAD-3 and ISTEP+ Retester Eligibility

Field	Description
Tested Grade (for IREAD-3)	Flag used to set a 4th or 5th grade student's eligibility for IREAD-3.
ISTEP+ Retester Flag	Flag used to set a student's eligibility for ISTEP+ retest administrations.
IREAD-3 Summer Retester Flag	Flag used to set a student's eligibility for IREAD-3 Summer administration.

Fields in the Designated Features (Embedded) and Accommodations (Embedded) Test Settings and Tools Panels

Field	Description
Color Contrast	List of available color settings.
Glossaries	List of available glossary settings.
Language	List of available Language settings.
Mouse Pointer	List of available mouse pointer settings.
Form Selector	Indicates whether the IREAD-3 Hard of Hearing or ILEARN Accommodated fixed forms will be administered to the student.
American Sign Language (ASL)	Indicates whether the ASL accommodation has been turned on for a student's ELA test.
Audio Transcriptions	Indicates whether the Audio Transcript accommodation has been turned on for a student's ELA test.
Closed Captioning	Indicates whether the Closed Captioning accommodation has been turned on for a student's ELA test.
Text-to-Speech (TTS)	Indicates which test content is administered with the TTS accommodation. Any student needing the TTS accommodation needs this set to Yes in TIDE except all I AM students.
TTS for all items	Indicates which test content is administered with the TTS accommodation. Any ILEARN 6-8 or ISTEP+ HS ELA student needing all test content read aloud needs this set to Yes; a student that shouldn't have reading comprehension test content read aloud needs this set to No.
Print-on-Demand	Indicates whether the Print-on-Demand accommodation has been turned on for a student's test.
Masking	Toggles the Masking Tool on or off, allowing student to cover distracting regions of the test page.
Streamline	Indicates whether streamline mode has been turned on for a student's test.
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.

Field	Description
Print Size	List of subjects and the type size in which the associated tests appear.
Online calculator for all Mathematics Items	Indicates whether the online Desmos calculator is available throughout the student's entire test.

Fields in the View/Edit User Page

Field	Description
Email Address*	Email address for logging in to TIDE.
User Roles	User's role(s). For an explanation of user roles, see User Role Permissions.
Corporation	Corporation 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 Course Completed	Indicates if the user has completed the training course required to use online assessment systems to administer ILEARN, IREAD-3, or ISTEP+ assessments or the alternate assessment (I AM). Once the user completes either of the TA Certification Courses, this field will automatically populate with **"ILEARN/IREAD-3/ISTEP+ TA Course Completed"** or **"I AM TA Course Completed"**. Users that have completed both courses will see both in this column.

*Required field.

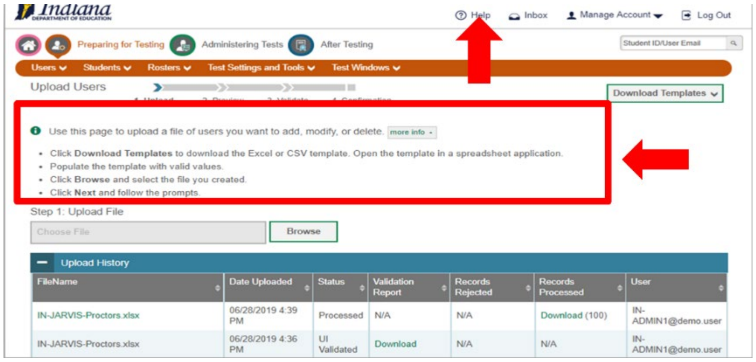
H

Help

Most pages in TIDE have help text that describes the page and how to use it. To show or hide help text on a page, click the gray **more info** link under the page title.

To read more detailed information about the page you are currently viewing, click the **Help** button in the banner.

Figure 57. Help button



I

Inbox Files

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

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

NOTE:

All secure files must be tracked locally by the CTCs or STCs.

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

Please note, "During the online test windows for ILEARN, IREAD-3, and ISTEP+, student responses in the test delivery system will be flagged for review and posted to the CTC's Secure Inbox if the text of the student response raises concern. An email alert will be sent to the CTC when a new file is posted to the Secure Inbox."

1. From the TIDE banner (see [Figure 58](#)), select **Inbox**. The ***Inbox*** page appears (see [Figure 59).](#) By default, TIDE displays the View Documents tab.

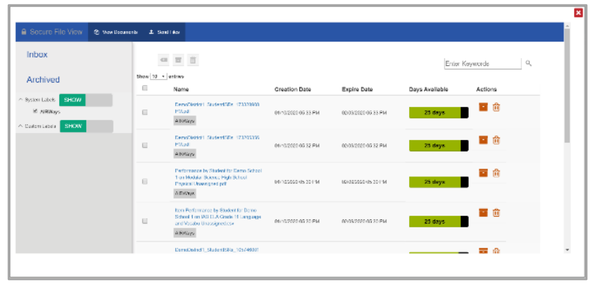
Figure 58. TIDE Banner

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

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

   - Archived: Displays the files that you have archived.

Figure 59. Inbox



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 

/ 

.

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

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

/ 

.

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

8. Do one of the following:

   - To download a file, select the file name.

   - To add a new custom label or apply an existing custom label, select .

     - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.

     - inboxTo apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.

   - To archive a file, select .

   - To delete a file, select .

NOTE: About File Deletion

Archived files cannot be deleted.

You can delete files that you have exported, but you cannot delete secure documents uploaded to the Inbox by admin users.

Inbox: Sending Files from the Inbox

You can send a file or files within TIDE to individual recipients by TIDE user account, or to groups of recipients by user role. Distributions using the Secure Inbox are allowed by CTC and STC level access only.

1. From the TIDE banner (see Figure 58), select **Inbox**. The ***Inbox*** page appears (see Figure 59). By default, TIDE displays the **View Documents** tab.

2. Select the **Send Files** tab. The **Send Files** page appears (see Figure 60).

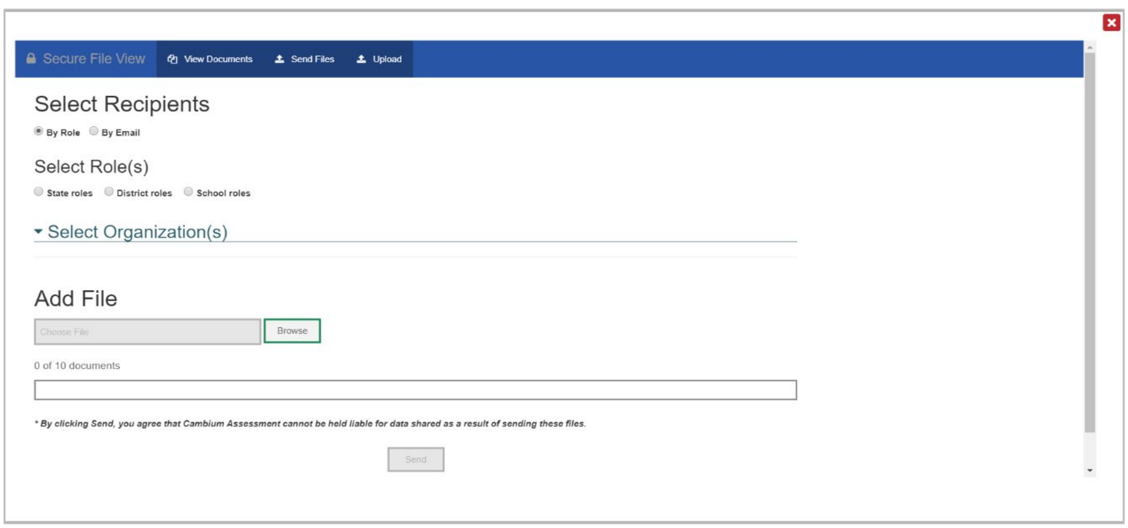
3. In the *Select Recipients* field, do one of the following:

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

   - Select **By Email** to send a file or files to a single recipient by their TIDE user account.

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

Figure 60. Inbox – Send Files

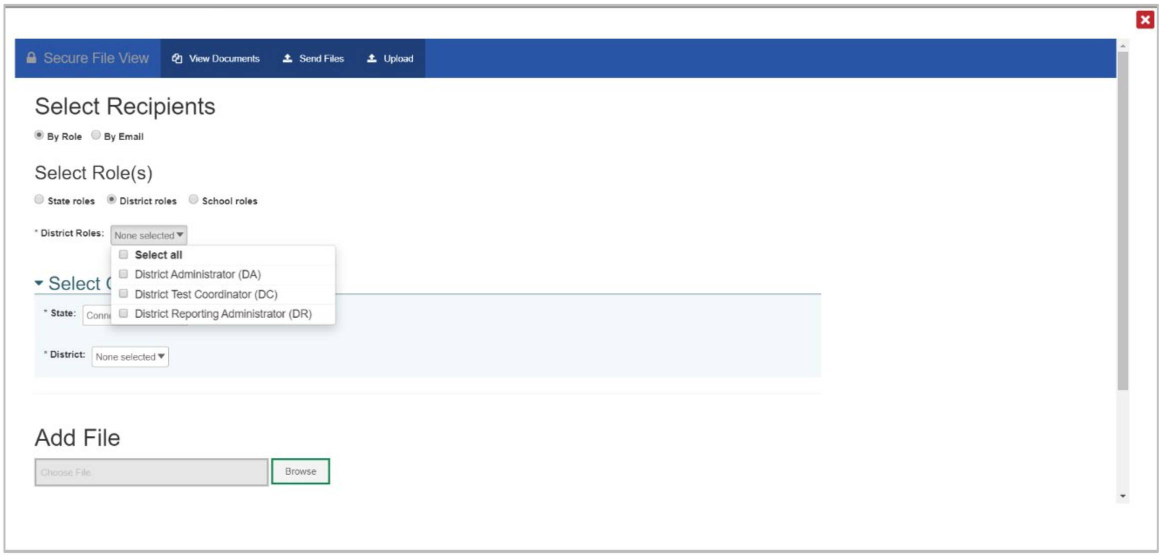


5. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears (see Figure 61).

6. From the drop-down list, select the role(s) to which you want to send a file or files. You can

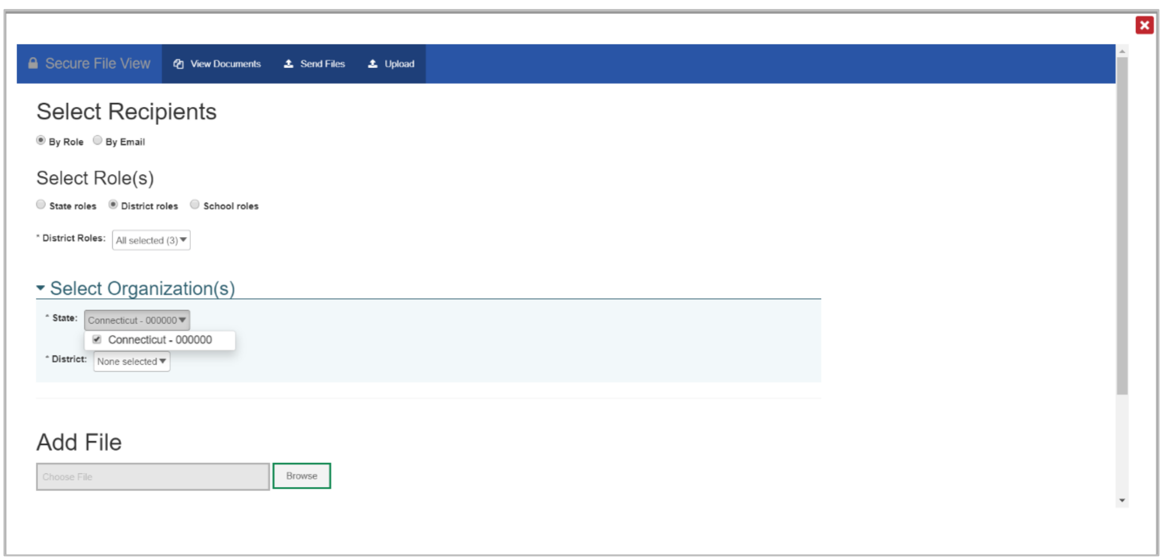
choose **Select all** to send a file or files to all roles in the selected role group.

Figure 61. Send Files – Select Roles



7. From the **Select Organization(s)** drop-down lists, select organizations that will receive the file(s) you send (see Figure 62). 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.

Figure 62. Send Files – Select Organization(s)



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

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

10. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB

at once.

11. Select **Send**. The recipient will receive an automated email (from DoNotReply@cambiumassessment.com) indicating the file is retrievable within the Secure Inbox. The Secure Inbox will never send files to a recipient's email address. Sending secure information should be monitored by permissioned staff for appropriate use.

Irregularity Requests

Irregularity Requests by Test Status List

Test Status	Invalidate a test	Reset a test	Re-open a test	Re-open a Test Segment	Report Problem with Item	Grace Period Extension	Request an Item Rescore
Completed	✔	✔	✔	✔	✔	✔	✔
Expired	✔	✔	✔	✔	✔	✔	
Paused	✔	✔		✔	✔	✔	
Reported	✔	✔	✔	✔	✔	✔	
Submitted	✔	✔	✔	✔	✔	✔	
Invalidated		✔	✔	✔	✔	✔	

Irregularity Request Statuses List

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

Irregularity Request Status	Description of Status
Submitted for Processing	Irregularity request submitted to TDS for processing.

Irregularity Request Types List for ILEARN, IREAD-3, I AM and ISTEP+

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

Table 1 provides descriptions of each Irregularity request type for ILEARN, IREAD-3, and ISTEP+.

Table 1. Types of Irregularity Requests for ILEARN, IREAD-3, and ISTEP+

Type	Description	Submission of IDOE Testing Irregularity Report
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. This type of Irregularity is only applicable to the **non-performance task** segments of the tests which have a 20-minute pause rule. This type of Irregularity would be requested if a student were unable to finish a test segment with a pause rule because the school had an unplanned fire drill or power outage that prevents the student from being able to complete a test segment during a classroom period. This type of appeal should generally be submitted for a classroom of impacted students and not individual students. ***IDOE approval is required. The GPE does not apply to ISTEP+ or IREAD-3 assessments.***	CTC must submit a Testing Irregularity Report to IDOE when this Irregularity Request is submitted in TIDE. https://www.doe.in.gov/assessment/indiana-assessment-policies

Type	Description	Submission of IDOE Testing Irregularity Report
Invalidate a test	Invalidating a student's assessment indicates a student's assessment was not a standardized, valid attempt. **An invalidation cannot be reversed once indicated in the system.** Users should proceed with caution when submitting an invalidation irregularity request. An invalidation request may be submitted when there is a test security breach, or the assessment is administered in a manner inconsistent with procedures outlined in the Test Administrator's Manual (TAM). CTCs or STCs may contact IDOE prior to taking this action for additional guidance. Please refer to the appropriate ILEARN, IREAD-3, I AM, and ISTEP+ TAMs to confirm the window for processing test irregularities.	CTC must submit a Testing Irregularity Report to IDOE when this Irregularity Request is submitted in TIDE. https://www.doe.in.gov/assessment/indiana-assessment-policies
Reset a test	Allows the student to restart a test opportunity (removing all responses on the test). You can submit these Irregularity requests until the end of the test window. This Irregularity would be requested if Student A took a test under Student B's STN when Student B was absent, and Student B needed his/her test reset to complete the test under his/her true identity. ***IDOE approval is required.***	CTC must submit a Testing Irregularity Report to IDOE when this Irregularity Request is submitted in TIDE. https://www.doe.in.gov/assessment/indiana-assessment-policies
Re-open a test	Reopens a test. This Irregularity request is generally only allowed for the ELA Performance Task segments due to the three-day expiration period of the tests once the student begins the first test item. Some examples of when this request would be submitted include if a student becomes ill and misses extended school days or must travel for a family emergency during classroom testing. ***IDOE approval is required.***	CTC must submit a Testing Irregularity Report to IDOE when this Irregularity Request is submitted in TIDE. https://www.doe.in.gov/assessment/indiana-assessment-policies

Type	Description	Submission of IDOE Testing Irregularity Report
Re-open test segment	Reopens a test segment for a student when a school or corporation technology issue hinders the student's ability to complete a test segment. Available only if the student has not yet started a new test segment. ***NOTE: This only applies to the Mathematics Non-Calculator and Calculator segments of the Grades 6-8 ILEARN Mathematics tests.*** • If you submit this Irregularity request before the 20-minute pause timer expires, students can review and answer all questions in the reopened test segment. • If you submit this Irregularity request after the 20-minute pause timer expires, students can review and answer only unanswered test questions in the reopened test segment. If you want students to review and answer all questions (even answered ones) in the reopened test segment after the pause timer expires, submit and get approval for a Grace Period Extension Irregularity request. ***IDOE approval is required.***	CTC must submit a Testing Irregularity Report to IDOE when this Irregularity Request is submitted in TIDE. https://www.doe.in.gov/assessment/indiana-assessment-policies
Report problem with item	Signifies that an item may not be functioning as intended within the test delivery system. You must know the Result ID and item number for that student's test. To locate a student's Result ID, generate a participation report from TIDE's Monitoring Test Progress; for details, see Monitoring Test Progress. You can also view a student's test participation report from the ***View/Edit Students: [Student's Name]*** form. For more information, see Viewing and Modifying Existing Student Accounts.	A Testing Irregularity Report does not need to be submitted to IDOE. CTC or STC must submit an Irregularity Request in TIDE.
Request an Item Rescore	Sends a request to CAI to rescore an individual item. This request is applicable only to ILEARN assessments that involve hand scoring. Principals submit this request if they believe the student's score on an individual item does not reflect the item rubric. Pursuant to Indiana Code 20-32-5.1-13(d), this irregularity request is available for the Principal user to manage the rescore request process at the local level. An item rescore does not require IDOE approval and can only be requested one time. **Once submitted, the rescore request cannot be reversed or retracted in TIDE**.	

Warning: Timing of Resets Submit resets immediately so that students can complete their test opportunity or data entry can be completed for paper- based tests.

Table 2 provides descriptions of each Irregularity request type for I AM.

Table 2. Types of Irregularity Requests for I AM

Type	Description	Submission of IDOE Testing Irregularity Report
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. ***IDOE approval is required.***	CTC must submit a Testing Irregularity Report to IDOE when this Irregularity Request is submitted in TIDE. https://www.doe.in.gov/assessment/indiana-assessment-policies
Invalidate a test	Invalidating a student's assessment indicates a student's assessment was not a standardized, valid attempt. **An invalidation cannot be reversed once indicated in the system.** *Users should proceed with caution when submitting an invalidation irregularity request.* An invalidation request may be submitted when there is a test security breach, or the assessment is administered in a manner inconsistent with procedures outlined in the TAM. CTCs or STCs may contact IDOE prior to taking this action for additional guidance. Please refer to the appropriate ILEARN, IREAD-3, I AM, and ISTEP+ TAMs to confirm the window for processing test irregularities.	CTC must submit a Testing Irregularity Report to IDOE when this Irregularity Request is submitted in TIDE. https://www.doe.in.gov/assessment/indiana-assessment-policies

Type	Description	Submission of IDOE Testing Irregularity Report
Reset a test	Allows the student to restart a test opportunity (removing all responses on the test). You can submit these Irregularity Requests until the end of the test window. This Irregularity would be requested if Student A took a test under Student B's STN when Student B was absent, and Student B needed his/her test reset to complete the test under his/her true identity. ***IDOE approval is required.***	CTC must submit a Testing Irregularity Report to IDOE when this Irregularity Request is submitted in TIDE. https://www.doe.in.gov/assessment/indiana-assessment-policies
Re-open a test	Reopens a subject area test that was not completed within the two-week window due to student absence. ***IDOE approval is required.***	CTC must submit a Testing Irregularity Report to IDOE when this Irregularity Request is submitted in TIDE. https://www.doe.in.gov/assessment/indiana-assessment-policies
Report problem with item	Signifies that an item may not be functioning as intended within the test delivery system. You must know the Result ID and item number for that student's test. To locate a student's Result ID, generate a participation report from TIDE's Monitoring Test Progress; for details, see Monitoring Test Progress. You can also view a student's test participation report from the ***View/Edit Students: [Student's Name]*** form. For more information, see Viewing and Modifying Existing Student Accounts.	A Testing Irregularity Report does not need to be submitted to IDOE. CTC or STC must submit an Irregularity Request in TIDE.

O

Ordering Materials

Some students take tests using standard or accommodated paper-and-pencil forms. To administer these tests, students and TAs need to receive test materials, such as assessment books or answer documents.

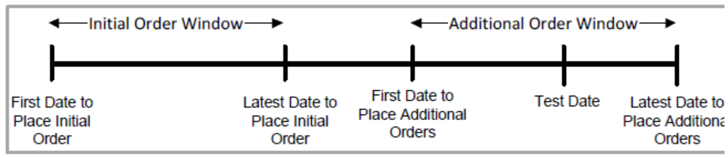
For test administrations that provide initial materials orders, TIDE automatically computes the quantities of test materials that your corporation or school receives based on the number of eligible students. For example, if there are 1,000 students in your corporation eligible for a fourth-grade writing test, TIDE initiates an order for 1,000 test booklets. There are no separate answer documents for ILEARN, IREAD-3, or I AM. Answer documents only apply to ISTEP+.

The first window is for reviewing initial orders. This is the time during which you can review the paper material quantities TIDE automatically computes. Please note that for the 2020-2021 school year, Initial Orders are only valid for ILEARN 3-8 and IREAD-3 Spring.

The Additional Order (AO) window opens soon after the initial order window closes. During this time you can place additional orders for materials as described in the section "Placing Orders for Additional Paper Testing Materials." However, depending on when you place the order, there is no guarantee that they will arrive in time for the test. During the AO window, TIDE transmits the orders to the printer on a daily basis.

Figure 63 shows a timeline illustrating the order windows. The AO window extends after the test date; this allows corporations to place orders for return materials.

Figure 63. Order Windows for Testing Materials



Some AOs may require IDOE approval in order to be processed. TIDE transmits to the printer only those orders that are approved.

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

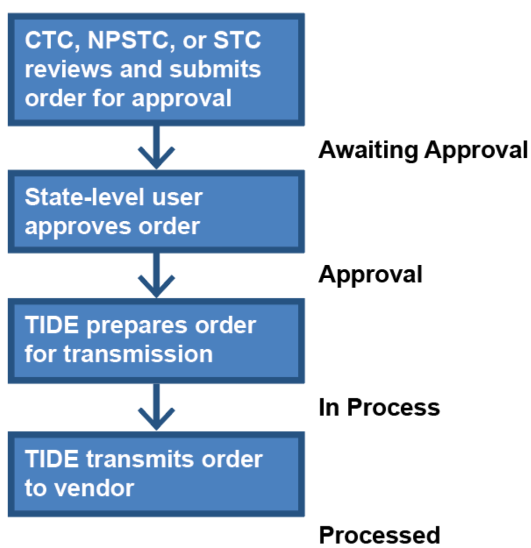
TIDE maintains a record of each order's status, labeling the order as pending approval, approved, or transmitted to the printer. These statuses appear in the View Order History task, as described in the section "Viewing Order History Reports."

Understanding an Order's Status

Figure 64 illustrates the progression of an additional order and the associated status code.

On the ***Order History*** page (see the section "Viewing Order History Reports") TIDE displays an order's status depending on its most recent activity. The "List of Order Statuses" table below describes those statuses. (Your version of TIDE may not include all of these statuses.)

Figure 64. Stages of an Order and Associated Status Code



Order Statuses List

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

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. If you still do not have an email, contact your STC, CTC, or NPSTC to make sure you are listed in TIDE.

Additional help:

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

Printing Records in TIDE

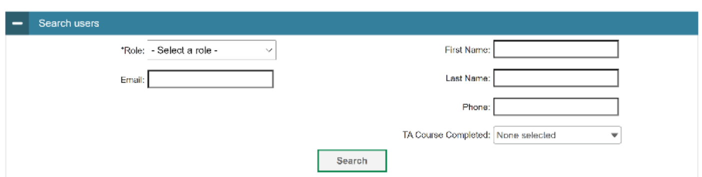
1. Retrieve the records you want to print by following the procedure in the section Searching for Records in TIDE.
2. Do one of the following:
   - To print some records, mark the checkboxes for the records you want to print, select , select My Selected, and then select Print.
   - To print all records, select , select All, and then select Print.

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 65). This section explains how to use this search panel and navigate search results.

Figure 65. 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 Instrument** drop-down list on ***the Plan and Manage Testing*** page will allow you to select one, multiple, or all values.

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

2. *Optional*: If the task page includes an additional search panel, select values to further refine the search results:

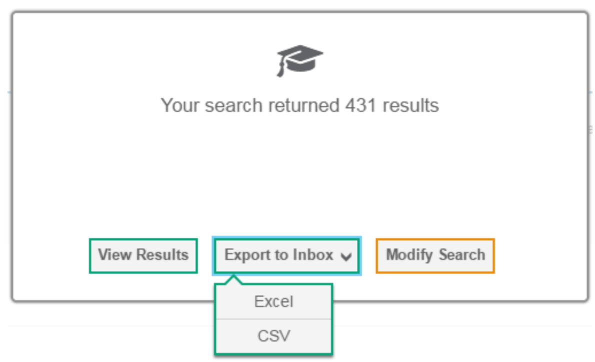
   - To include an additional search criterion in the search, select it and select **Add** or **Add Selected** as available
   - *Optional:* To delete an additional search criterion, select it and select Remove Selected. To delete all additional search criteria, select **Remove All**.

3. Select **Search**.

   - If searching for users, students, students' test settings, and irregularity requests, proceed to the next step.
   - If searching for other types of records, such as rosters, skip to Step 5.

4. In the search results pop-up window (see Figure 66) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:

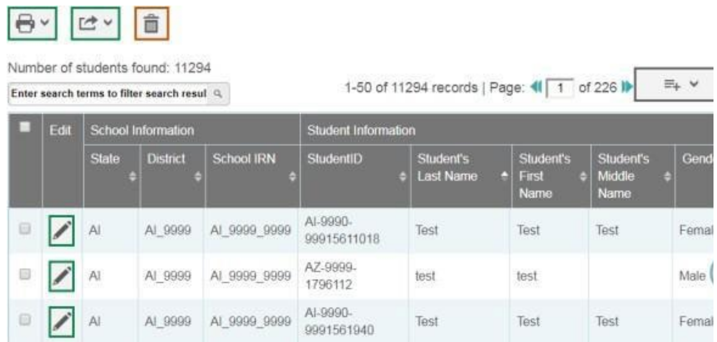
Figure 66. Search Results Pop-up Window



   - To view the retrieved records on the page, select View Results. Continue to Step 5. This option is not available if TIDE detects that this action might adversely affect its performance.
   - To export the retrieved results to the Inbox, select Export to Inbox and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see Inbox Files).
   - To return to the page and modify your search criteria, select Modify Search. Repeat Steps 1–4.

The list of retrieved records appears below the search panel (see Figure 67).

Figure 67. 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 . 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 STN or a user's email address. The STN or email address must be an exact match; TIDE does not search by partial STN or email address.

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

Figure 68. Find Student/User by ID

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. Expired tests will be forced complete and submitted for scoring
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 their test by selecting the **Pause** button. ● The student idled for too long (more than 20 minutes) and the test was automatically paused. ● The TA stopped the session the student was testing in. ● The TA 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. ● The TA timed out of the TA Interface due to inactivity, logged out of CAI systems, or closed the TA Interface during an active session.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS. Note: Some items must be hand scored before they appear in ORS.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing their answers before submitting the test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the ORS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a test.

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User Support

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

The help desk is open Monday through Friday from 7 a.m. to 7 p.m. (ET), except holidays or as otherwise indicated on the Indiana Assessment Portal.

Indiana Assessment Help Desk

Toll-Free Phone: 1.866.298.4256

Email: indianahelpdesk@cambiumassessment.com

Chat: https://indiana.portal.cambiumast.com/chat.stml

Please provide the help desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the STN and associated corporation or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 10 and Firefox 13 or Mac OS 10.15 and Safari 5).

Change Log

All changes since February 21, 2020 are recorded here.

Location	Description
Title page and pages 1, 2, 5, 6, 7, 9, 10, 12, 40, 42, 53, 58, 66, 67	CAI replaced a reference to AIR within text, URLs, or email address.
Throughout	Screenshots updated to remove references to SY 19-20
Page 2	Updated made to User Role Permissions Table
Page 27	Section added for Requesting an item rescore
Page 60	Section added for sending files through secure inbox
Page 57	Section added for Help description