

INSTRUCTIONS ON HOW TO ENTER TELPAS RATER INFORMATION IN TIDE

1. Go to www.texasassessment.gov
2. Select the TESTING PERSONNEL Tab
3. Log in with your credentials

Administration Tasks

Select the User Role, Administration Task, Region, District, and Campus (as applicable):

User Role:

Administration Task:

*State:

*Enrolled Region:

*Enrolled District:

*Enrolled Campus:

4. From the **ORANGE Section** select STUDENT INFORMATION followed by VIEW/EDIT/EXPORT STUDENT

Preparing for Testing

- Users
- Student Information
- Add Student
- View/Edit/Export Student
- Add Student with Temp ID
- Merge Temp ID with TSDS ID
- Upload Student Information
- Upload Additional Student Fields
- Upload Interim Grades
- Frequency Distribution Report
- Student Data Request
- Transfer Student
- Student Transfer In Report
- Student Transfer Out Report

- On this screen, you will search for EB (emergent bilingual) students using the ADVANCED SEARCH field option.

View/Edit/Export Student

Use this page to view, edit, or export students. Users can also export Excel documents containing student access codes for the Family Portal. [more info](#)

Search Students

*Enrolled Region: REG 01 EDUCATION SI
 *Enrolled District: BROWNSVILLE ISD - 0:
 *Enrolled Campus: AIKEN EL - 031901133
 TSDS ID:
 Student's Last Name:

Student's First Name:
 Grade: None selected
 Gender: Male Female
 PEIMS ID:

Advanced Search

Search Fields: Emergent Bilingual Indic
 Emergent Bilingual Indicator Code: 1 - Identified as Emergent


Additional Criteria Chosen:

- Emergent Bilingual Indicator Code: 1 - Identified as Emergent Bilingual (EB)/English learner (EL)

Add Remove All Remove Selected

Search

- Click on **VIEW RESULTS**. From the next screen you will be able to click on the PENCIL icon to access the student's profile page.

Edit		School Information		
		Enrolled Region	Enrolled District	Enrolled Campus ID
<input checked="" type="checkbox"/>		01	031901	031901133

Additional Student Information

- Now, scroll down to locate the area.
- Locate the lines labeled TELPAS RATER A & TELPAS Rater B to enter your selection based on the information documented in the TELPAS Student Rating Roster.

TELPAS Rater A (Relationship): - Select -
 TELPAS Rater B (Collaboration): - Select -