# Test Information and Distribution Engine User Guide

2024-2025

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*Prepared by Cambium Assessment, Inc.*

Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, and related systems are property of Cambium Assessment, Inc. (CAI) and are used with the permission of CAI.

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# Introduction to Test Information and Distribution Engine (TIDE)

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access CAI systems and students who will take RISE tests. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE before they can test in the Test Delivery System (TDS). Rosters must be added in TIDE so the Reporting System can display scores at the classroom, school, LEA, and state level. During testing, TIDE users can print test tickets, manage appeal requests, and monitor test progress. After testing, TIDE users can clean up data before the testing window has closed.

TIDE receives student information and rosters from the Utah State Board of Education UTREx system nightly. Any information provided via the UTREx upload cannot be modified by system users.

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

- How to Activate Your Account and Log in to TIDE
- How Teachers Perform Tasks in TIDE
- How School-Level Users Perform Tasks in TIDE
- How LEA-Level Users Perform Tasks in TIDE

There is an also an Appendix with additional information and instructions.

*Please note: To return to the page in this manual that you were on before clicking a link to the appendix, use one of the following keyboard shortcuts:* ***Alt*** *+* ***Left Arrow*** *(for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or* ***Command*** *+* ***Left Arrow*** *(for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

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

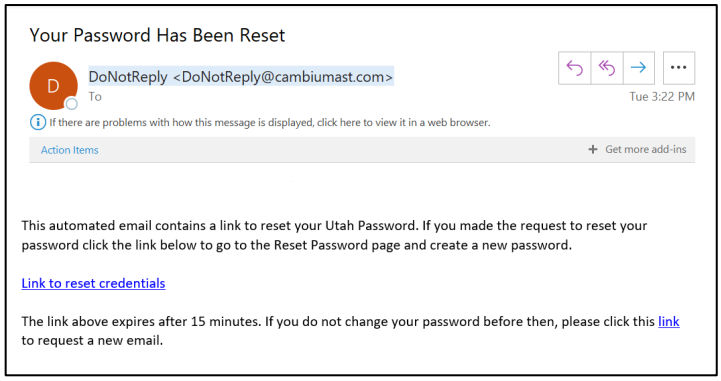
Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the ***Reset Your Password*** page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you will need to request a new link as described below:

1. 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. You will receive this email from DoNotReply@cambiumassessment.com, so you may need to add this address to your contact list. To activate your account, you must set your password within 15 minutes of the email being sent. If you do not set up your password within 15 minutes, you'll need to request a new link either by selecting the second link in the email or by selecting **Reset Password** on the ***Secure Login*** page. You can also review the section "Password Information" in the appendix.

    a. **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.

Figure 1: Password Reset Email




    b. **If you forgot your password:**

    On the ***Secure Login*** page, select **Reset 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.

    c. **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. Emails are sent from DoNotReply@cambiumassessment.com, so you may need to add this address to your contact list. If you still do not have an email, contact your School or LEA Administrator to make sure you are listed in TIDE.

    d. **Additional help:** If you are unable to log in, contact the RISE Helpdesk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

*Please note: To return to the page in this manual that you were on before clicking a link to the appendix, use one of the following keyboard shortcuts:* ***Alt*** *+* ***Left Arrow*** *(for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or* ***Command*** *+* ***Left Arrow*** *(for Mac OS X on laptops or tablets when viewing the*

*file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

At the beginning of a new school year, your TIDE password and security details will be automatically reset. Follow the instructions in the section "How to reactivate your account at the beginning of the school year" below to reactivate your account for the new school year.

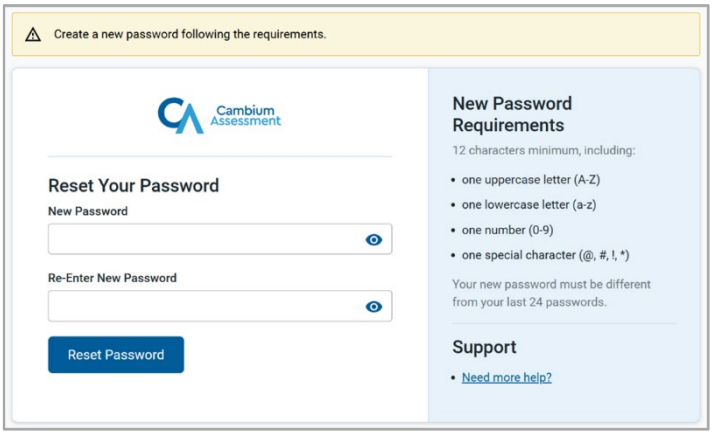
## How to activate your account

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

2. In the *New Password* and *Re-Enter New Password* fields, enter a new password. The password must be at least 12 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 **Reset Password**.

Figure 2: Reset Your Password Page




Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see Figure 3) in the portal page. When accessing TIDE from a new computer or after clearing the cache on your browser, you'll be required to enter a confirmation code before accessing the system. The code will be automatically emailed to the address associated with your user account.

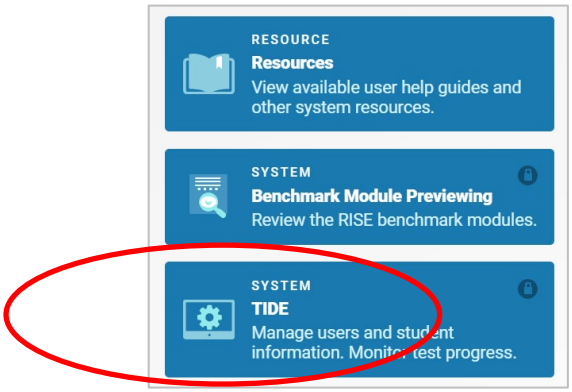
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## How to reactivate your account at the beginning of the school year

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

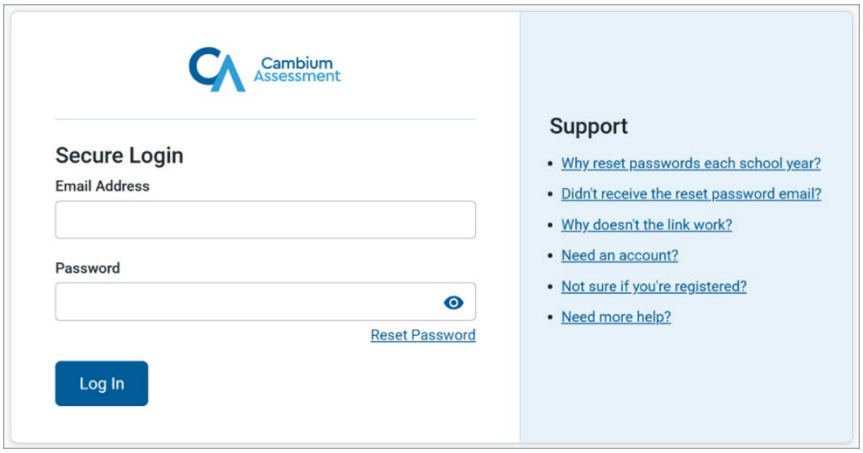
1. Navigate to the RISE Portal.
2. Select the TIDE (Student and User Management) card from the RISE Portal (see Figure 3). The ***Login*** page appears (see Figure 4).

Figure 3: System Cards on Portal




3. Select **Reset Password**. The ***Reset Your Password:*** page appears (see Figure 5).

Figure 4: Login Page



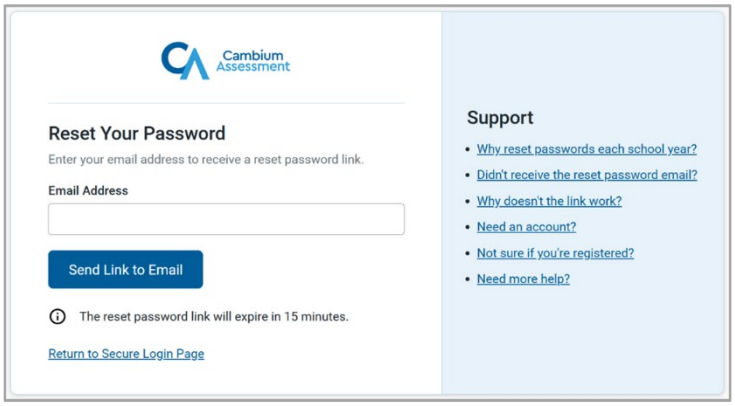
4. Enter your CAI system email address and select **Send Link to Email** (see Figure 5). CAI sends you an email containing a link to reset your password.

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

6. In the *New Password* and *Re-Enter New Password* fields, enter a new password. The new password must be different from your last 24 passwords, have at least 12 characters, and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).

7. Select **Reset Password**.

Figure 5: Reset Your Password Page

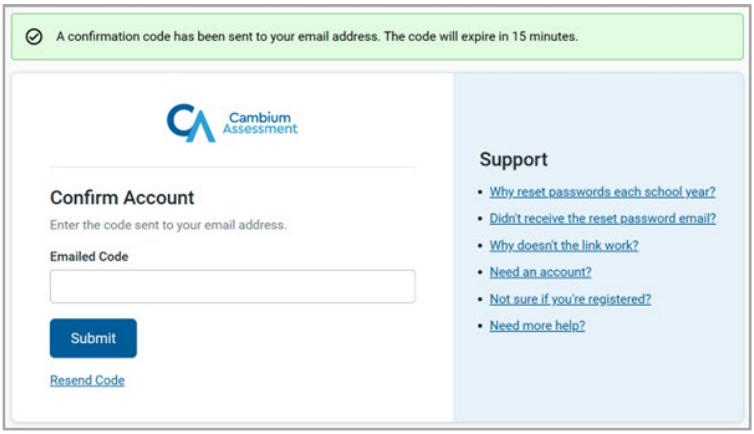



After you reset your password for the new school year, you may be taken to the ***Confirm Account*** page (see Figure 6) page and asked to provide the confirmation code sent to your email.

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

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

Figure 6: Enter Code Page




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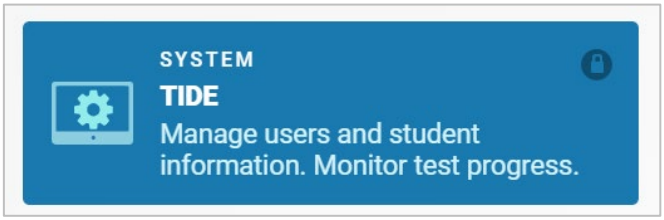
## How to log in to TIDE

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

1. Navigate to the RISE Portal (UtahRISE.org).

2. Select **TIDE** (see Figure 7). The ***Login*** page appears (see Figure 8).

Figure 7: TIDE Card




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

Figure 8: Login Page

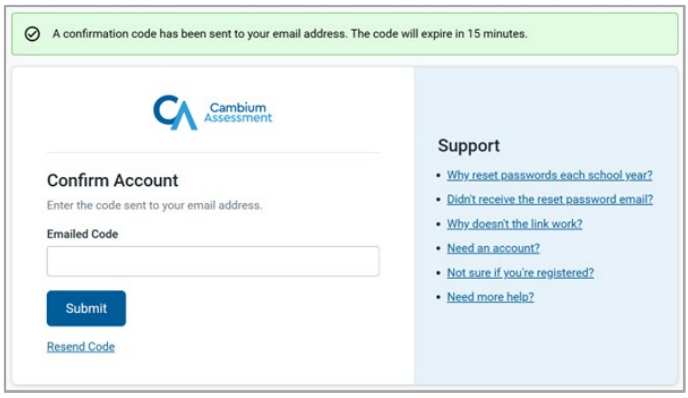



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4. Select **Log In**.

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Confirm Account*** page appears (see Figure 9) 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.

Figure 9: Enter Code Page




i. In the *Enter Emailed Code* field, enter the emailed code. Select **Submit**.

ii. If the code has expired, Select **Resend Code** to request a new code.

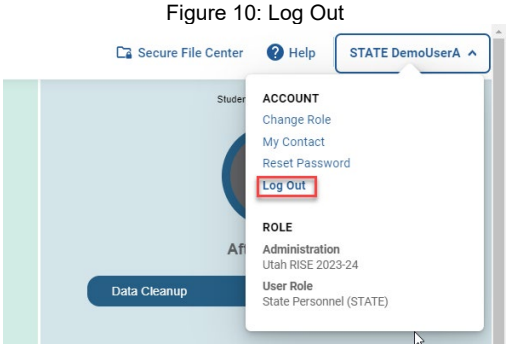
The ***Dashboard*** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, LEA, or school to complete the login.

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

## How to log out of TIDE

- In the TIDE banner (see Figure 10), select **Username** and a dropdown menu will appear. Select **Log Out.**

Figure 10: Log Out

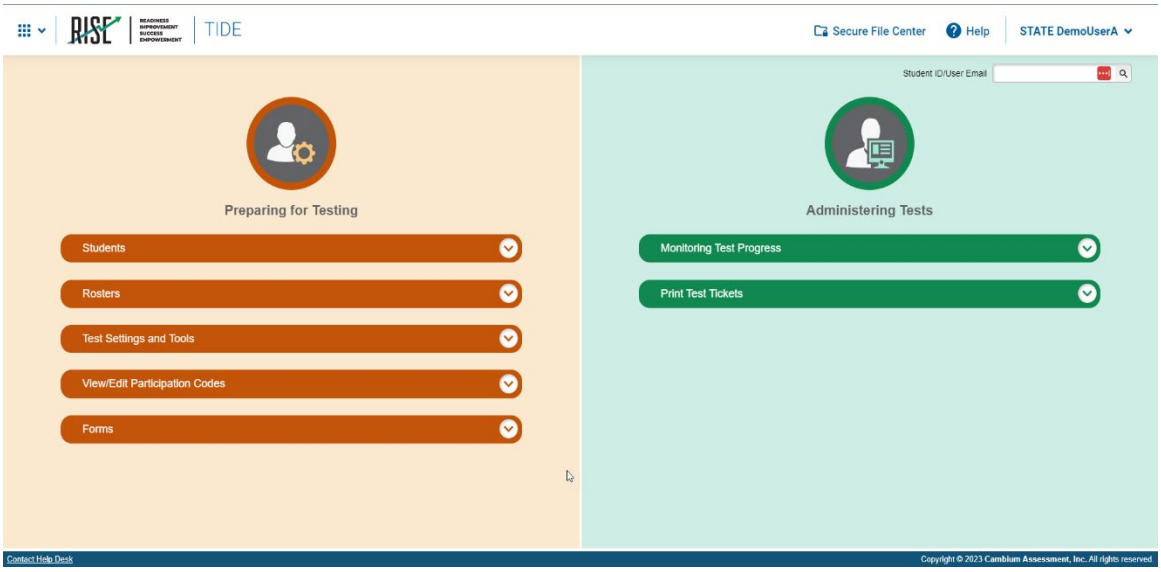



> Logging out of TIDE logs you out of all RISE systems.
>
> For example, if you log out of TIDE while administering a test using the TA Interface, your test session will stop and all students in the session will be logged out of their tests. You cannot resume the session. You will have to create a new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

# How Teachers Perform Tasks in TIDE

The TIDE dashboard for teachers has two sections (see Figure 11). These sections give tasks for teachers to do **Before Testing** and **During Testing**.

Figure 11: Teacher TIDE Dashboard




Teachers have access to TIDE under the "TE" role. Teachers have access to some of the same tasks as LEA-level and school-level users and perform these tasks the same way a LEA-level or school-level user performs them. Instructions on these tasks and how to perform them are in the sections below.

# How Teachers Perform Tasks in TIDE Before Testing Begins

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

- View **user accounts** to verify their own account information.
- View **student accounts** to ensure student details are properly entered into TIDE and edit student test accommodations and test tools, if necessary. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- Set up **rosters** so NextGen Reporting System can display scores at the classroom, school, LEA, and state levels.

## How Teachers View User Accounts in TIDE

Teachers can view their own user account information in TIDE by selecting **their Username** from the banner (see Figure 12).

Figure 12: Manage Account Menu in TIDE Banner



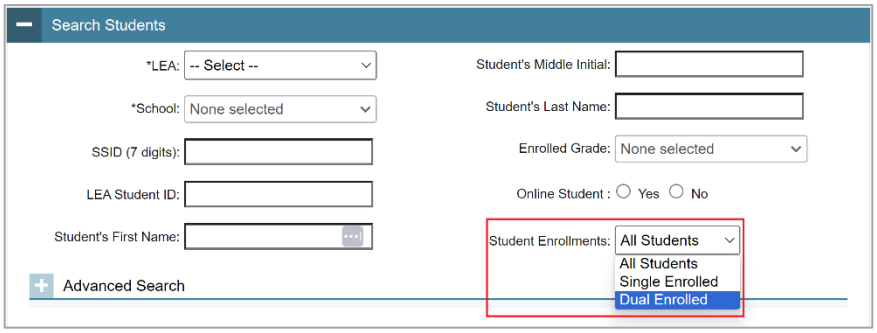

## How Teachers Manage Student Information

Teachers 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 Secure File Center.

*Optional*: To display a list of students who are enrolled in more than one school or district or show only students enrolled in one school, use the ***Student Enrollments*** filter (Figure 13).

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

Figure 13 Student Enrollments Filter



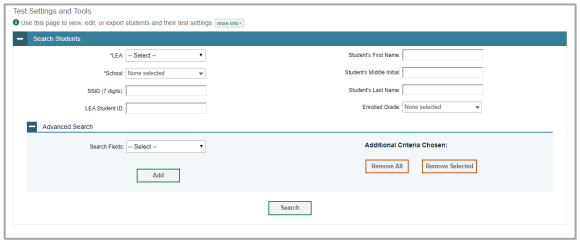

Teachers specify students' accommodations and test tools by following the procedure below.

## How Teachers specify student accommodations and test tools

A student's test settings and tools include the available accommodations, such as Descriptive Audio, along with test tools, such as color schemes. This section explains how to edit student test settings and tools via an online form or a file upload.

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Test Settings and Tools**. The ***Test Settings and Tools*** page appears (see Figure 14).

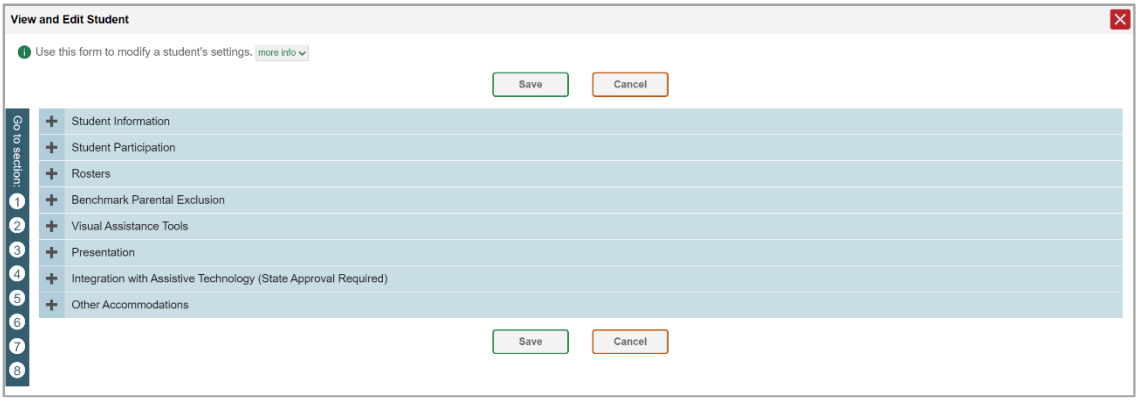
Figure 14: Test Settings and Tools Page




2. Retrieve the student accounts whose settings and tools you want to view or edit by filling out the search fields.

   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 (see Figure 15). Click  to expand each section (see Figure 16).

Figure 15: View/Edit Student Page




3. Modify the student's record as required.

   a. In the available test settings and tools panels, modify the student's test settings, using Table 1, below. The test settings are grouped into categories, such as visual assistance tools, presentation, Integration with Assistive Technology, and other accommodations. Tools under Integration with Assistive Technology require USBE approval, and the appropriate TIDE Form must be submitted by LEAs prior to testing. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary. It is recommended that students use the training tests to verify accommodations are set correctly and to allow the student time to practice using the testing tool.

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Figure 16: View/Edit Student Page

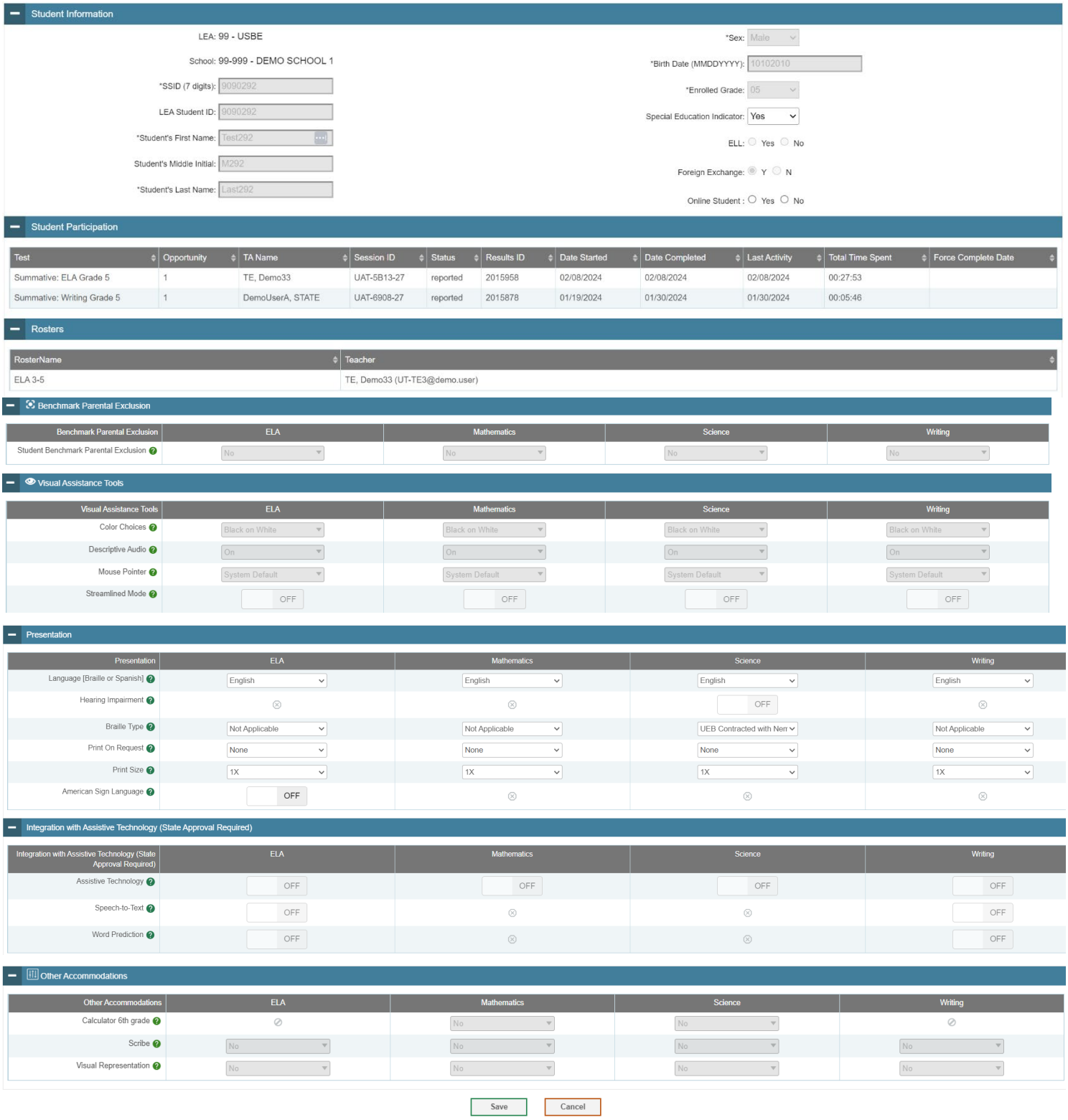


Table 1: Fields in the Test Settings and Tools Panels

| Field | Description |
|---|---|
| Color Choices | List of available Color Choice settings. |
| Descriptive Audio | Toggles Descriptive Audio setting on or off, allowing the answer spaces to be read. |
| Mouse Pointer | List of available Mouse Pointer sizes and colors.<br><br>NOTES:<br>If a student needs the mouse pointer accommodation for testing, the changes should be made to the TDS settings in TIDE as well as to the settings of the device used for testing.<br><br>For iPads with iOS, TDS does not have the ability to apply mouse pointer settings to change the gray dot cursor; however, there are options for accessibility on iOS, which can be found here: https://support.apple.com/guide/iphone/pointer-control-iphec6e1e60b/ios |
| Streamlined Mode | Toggles streamlined mode setting on or off, allowing students to view the items from top to bottom and left to right. |
| Language (Braille or Spanish) | Toggles between English and Braille settings, and also Spanish under Science and Math. Please refer to the Spanish Adaptive section in the TAM for details on setting and administering RISE Summative Math and Science tests in Spanish. |
| Hearing Impairment | This toggle feature will filter out items that may present bias toward hearing impaired students.<br><br>NOTE: If a student in Grade 4 or Grade 8 needs both the Hearing Impairment filter **and** braille settings, please contact Jessica Wilhelm at Jessica.Wilhelm@schools.utah.gov |
| Braille Type | List of available braille settings (UEB or UEB with Nemeth) where available. |
| Print on Request | List of available Print on Request settings. |
| Print Size | Sets the zoom level for all test content. Zoom levels of 5X or more require streamlined mode to be turned on.<br>Please refer to the Assistive Technology Manual for details on the available zoom levels, and using screen magnifier technology.<br><br>NOTE: Certain Chromebooks may have difficulty rendering the highest levels of zoom onscreen. It is recommended that those needing high levels of magnification be placed on an alternative supported operating system with a large screen. |
| American Sign Language | Toggles American Sign Language on or off. |
| Assistive Technology | Toggles Assistance Technology Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Speech-to-Text | Allows student to dictate their responses in English, only available on constructed response items. Third party STT options are outlined in the RISE Assistive Technology Manual.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Word Prediction | Suggested words pop up in a menu as students type. Students can select a word in the pop-up menu instead of typing it out manually.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Calculator 6th grade | For students in grade 6, the use of a handheld calculation device or printable computation table is considered an accommodation and may be provided (based on need documented in the IEP) during the allowed segment of the assessment only. |
| Scribe | Students dictate their responses to a qualified person who records verbatim what they dictate.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Visual Representation | Visual Representations are manipulatives such as cubes, tiles, rods, blocks, models, etc. They may be used on all sections of the mathematics assessment if they are included in the student's IEP or 504. |

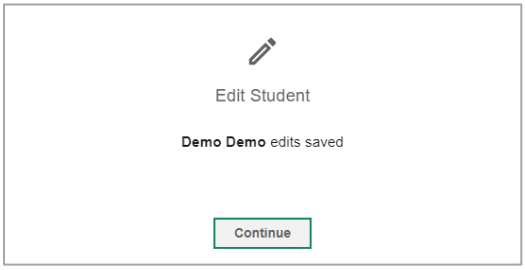
For additional information about Test Settings and Tools, please refer to the *Assistive Technology Manual*.

Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface, although the student will need to log out and resume the test for the settings to be applied.

4. Select **Save**.

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

Figure 17: Edit Student Continue

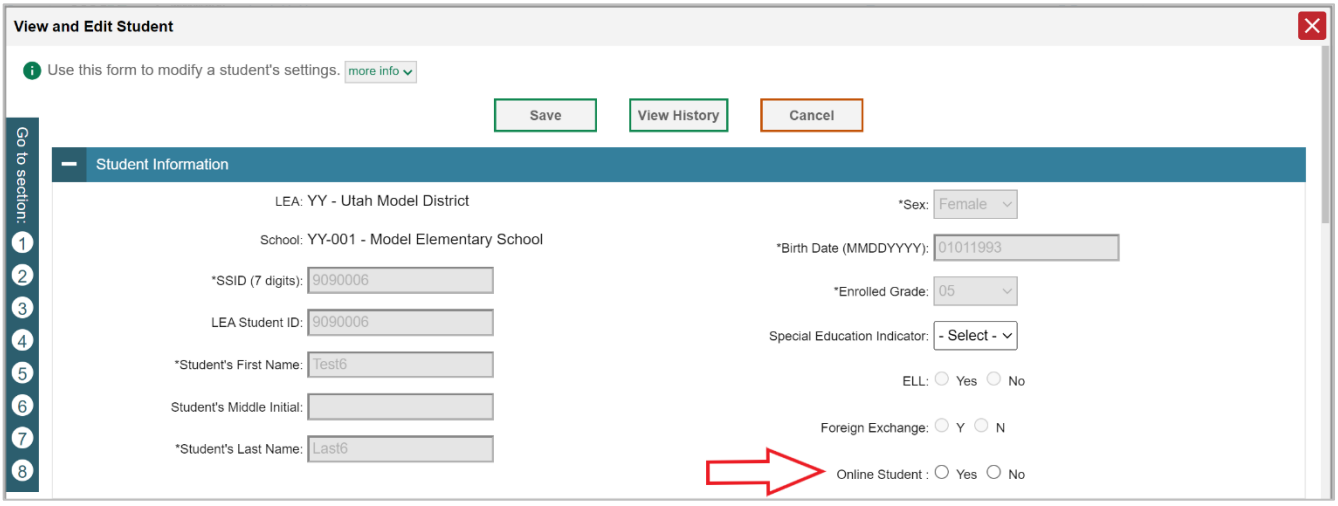



## How Teachers verify Remote Summative settings

The Online Student field at the top of the screen (see Figure 18) will specify if a student has been marked as eligible for receiving Remote Summative assessments. If set to 'Yes', they may be administered a remote summative assessment. If set to 'No', or unset, they are eligible for the standard in-person summative assessment. Please note that Science summative assessments are in-person regardless of setting.

This setting does not control access to remote interim or benchmark modules. These remain eligible to be proctored remotely to all students, regardless of the Online Student setting.

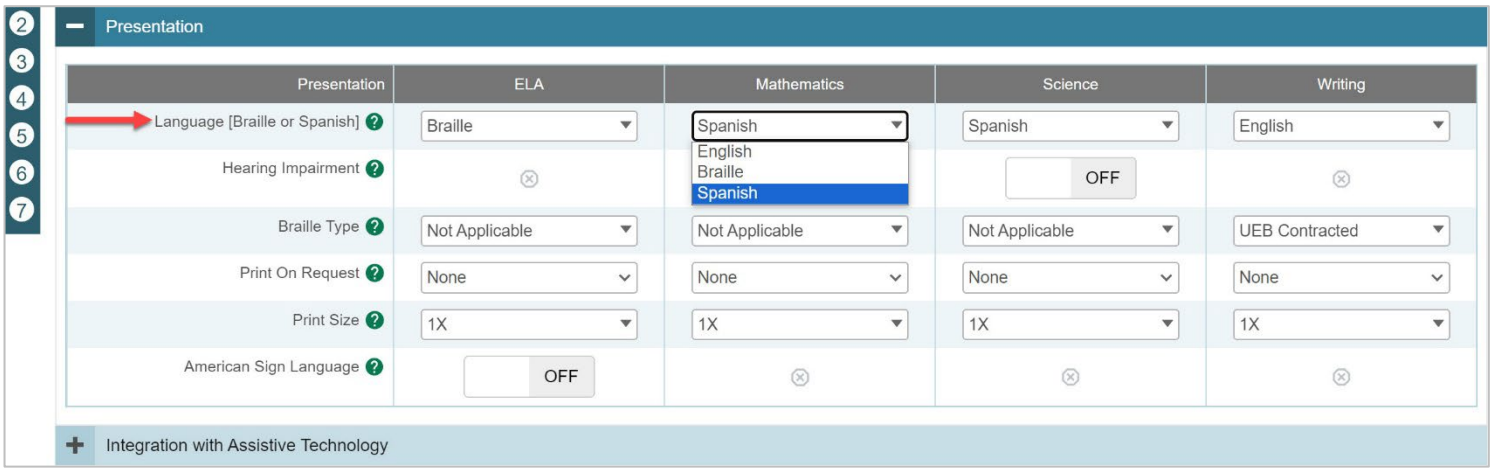
Figure 18: Online Student Field



## How Teachers specify Spanish language on RISE summative math and science

The Language [Braille or Spanish] (see Figure 19) setting sets the language presentation for RISE summative Math and Science test content. When set to Spanish, this setting provides the full translation of each item and the item directions. LEA, School, and Teacher level user roles can apply this setting for students (see User Role Permissions in this guide's Appendix). Please refer to the Spanish Adaptive section in the RISE Test Administration Manual for details on administering RISE Summative Math and Science tests in Spanish.

Figure 19. The Language [Braille or Spanish] Test Setting




## How Teachers Manage 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 UTREx system populates rosters in TIDE via the nightly upload process. These rosters are called system-defined and cannot be edited by users. These are directly linked to the course codes assigned by LEAs. User-defined rosters can be created to provide additional student groupings for reporting. All rosters are available in NextGen Reporting. The Reporting System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information prior to administering an assessment.

Since teachers are responsible for the growth and development of their student's skills in reading, writing, research, communication, and problem solving, it is important that teachers are able to analyze their student performance data and adjust instructional goals accordingly. For teachers to be able to see student performance data, the students must be included in a roster associated with the teacher. Hence, user-defined rosters may 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.

Teachers can view all rosters but can only add or edit user-defined rosters for students in their school. These rosters are then sent to NextGen Reporting System so those systems can display scores.

If additional user-defined rosters need to be created, it is recommended to follow the guidelines below:

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

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- 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, and period as applicable. For example, an elementary school roster may be named 'Gr3Jones20-21' and a secondary school roster may be named 'AikenPeriod3Eng9A20-21'.

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

- You can only create rosters from students associated with your school or LEA.
- You can only create rosters from students associated with the school(s) or district(s) associated with your user account.
- Only 500 active students can be included in one roster.

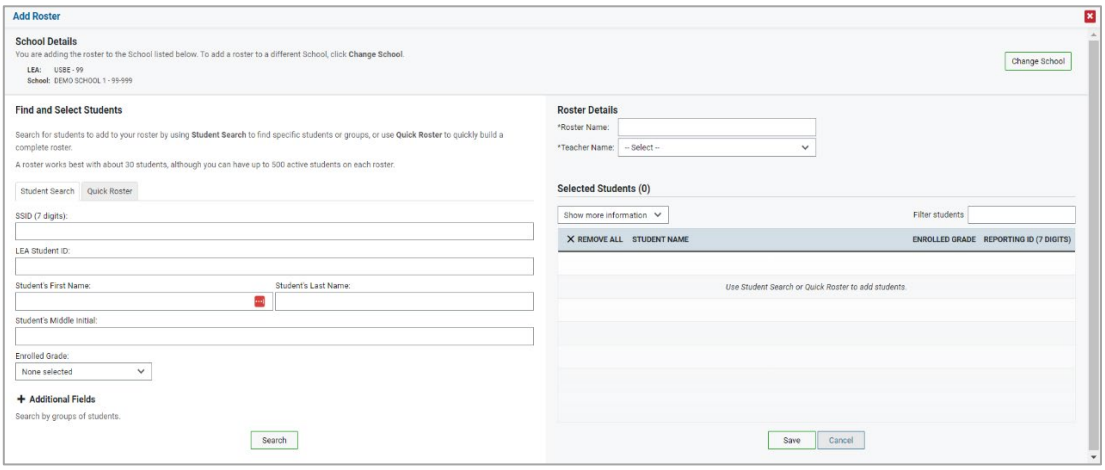
You can only create rosters from students associated with your school or LEA. Like LEA- and school-level users, teachers can add or modify user-defined rosters one at a time or all at once through file upload.

## How teachers add new user-defined rosters one at a time

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Rosters**. The ***Add Roster*** form appears (see Figure 20).

2. In the Student *Search* panel, search for students by filling out the search criteria and selecting **Search**. Use the Quick Roster tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**.

Figure 20: Add Roster Form



3. Under the *Roster Details* panel on the right side (see Figure 21), do the following:

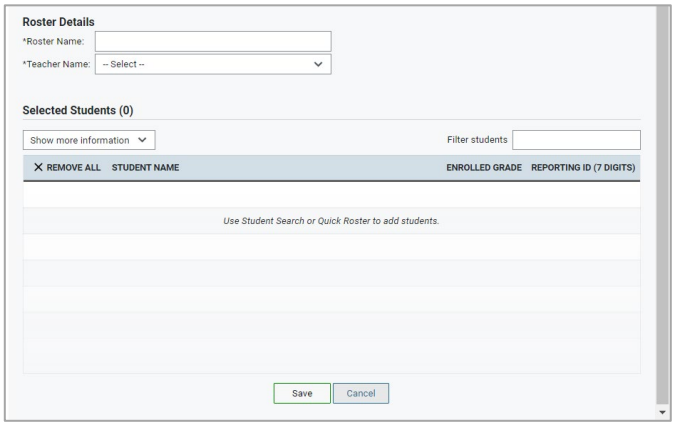
   a. In the *Roster Name* field, enter the roster name.

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

   c. Review the students selected for the roster from the *Selected Students* list.

      *Optional*: When students appear under *Selected Students*:

Figure 21: Roster Details




- The **Show more information** drop-down allows you to select or clear additional columns under the Selected Students grid. **Note**: Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. You can still add these students to your roster. Once a student has been added to a roster, the student will remain in the roster even if the student is no longer enrolled in the school.

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

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

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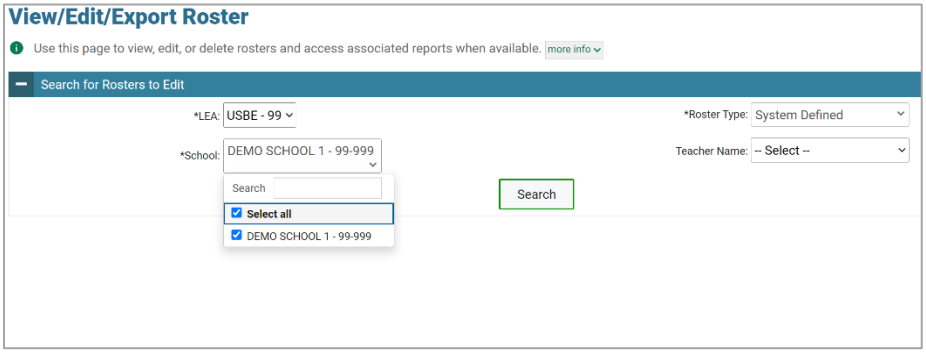
## How teachers modify existing user-defined rosters one at a time

User-defined rosters can be modified; system-defined rosters cannot be modified.

- User-defined Rosters: These are rosters that you create through the **Add Roster** page or the **Upload Roster** page. You can modify a user-defined roster by changing its name or by adding students or removing students.
- System-defined Rosters: These are rosters that are imported into TIDE via UTREx and cannot be edited.
- 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 (see Figure 22).

Figure 22: View/Edit/Export Roster Page



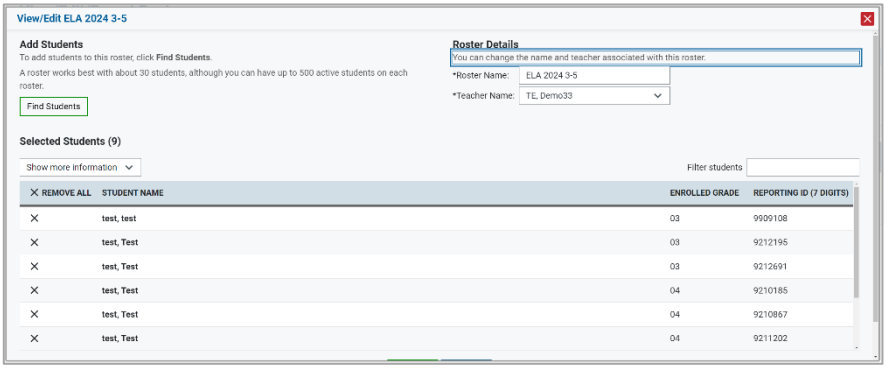

2. Retrieve the roster record you want to view or edit by filling out the search criteria and selecting **Search**.

**Note**: If you use the **Select All** option or select more than one school, the **Teacher** option will be hidden and your results will only be available for review in the Secure File Center.

3. In the list of retrieved rosters, select  for the roster whose details you want to view. The ***View/Edit Roster*** form appears (see Figure 23). This form is similar to the form used to add rosters.

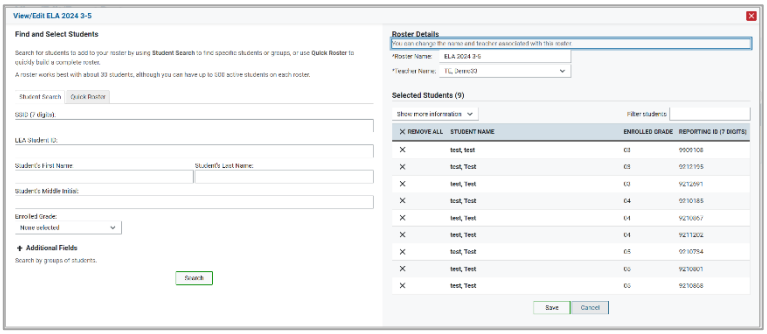
4. The *Selected Students* list displays students who are currently associated with the roster.

Figure 23: View/Edit Roster Form



5. To add students, select **Find Students** from the Find and Select Students side of the screen. (see Figure 24):
   a. Select the **Student Search** tab to add individual students manually.
   b. Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.
   c. To remove students, select ✕ next to individual students or select **Remove All** from the top of the grid (see Figure 24). Select **Save**, and in the dialog box select **Continue**.

Figure 24: Find and Select Students



## How teachers add or modify multiple rosters all at once

If you have many rosters to add or modify, you can do so through file upload as shown below.

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The ***Upload Rosters*** page appears where you can download a template file.

2. Fill out the template using Table 2 below.

Figure 25: Upload Roster

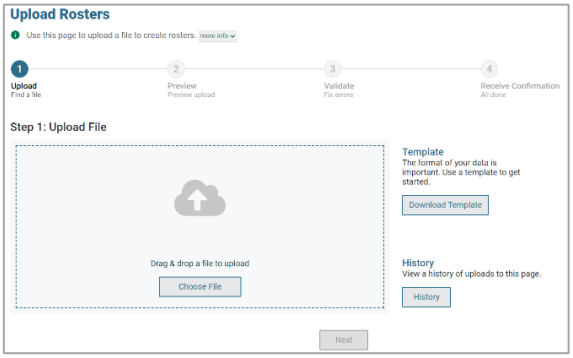


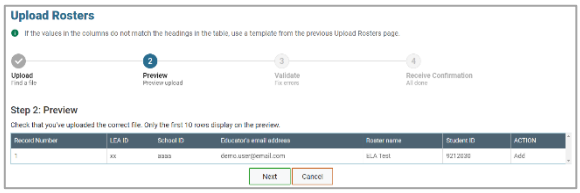

Table 2: Columns in the User-Defined Roster Upload File

| Column Name | Description | Valid Values |
|---|---|---|
| LEA Number* | LEA associated with the roster. | LEA ID that exists in TIDE. Up to 20 characters. |
| School Number* | School associated with the roster. | School number that exists in TIDE. Up to 20 characters. Must be associated with the LEA ID. |
| Email Address* | Email address of the teacher associated with the roster. | Email address of a teacher existing in TIDE or in the Reporting System. |
| Roster Name* | Name of the roster. | Up to 20 characters. |
| SSID* | Student's unique identifier within the LEA. | Up to 30 alphanumeric characters. |

*Required field.

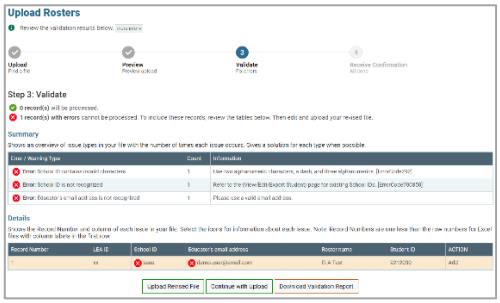
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears (see Figure 26).

Figure 26: Upload Roster Preview Page




4. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears (see Figure 27). Records with warnings will be processed, but records with errors will not be processed. You'll need to edit the rows with errors and upload the records again.

Figure 27: Upload Roster Validation Page



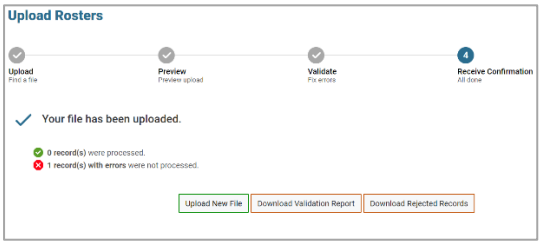

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5. The validation screen shows errors or warnings associated with your uploaded file.

6. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The selected file will be uploaded, but the rows with errors will not be included.

7. The confirmation page appears (see Figure 28), confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File**.

Figure 28: Upload Roster Confirmation Page



## How teachers review submitted Assistive Technology or Scribe/Speech-to-Text Requests in TIDE

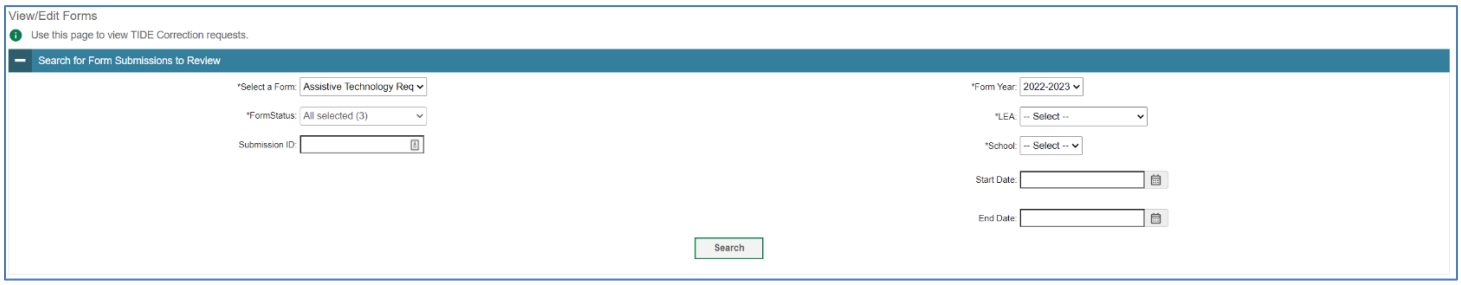
You may view the status of currently pending accommodation requests using the TIDE interface. For any questions regarding assistive technology itself, please review the *Assistive Technology Manual* or contact Jessica Wilhelm at Jessica.Wilhelm@schools.utah.gov.

To review the status of an accommodation request:

1. On the TIDE dashboard, click on Forms in the Preparing for Testing grouping and click **View/Edit Forms**.

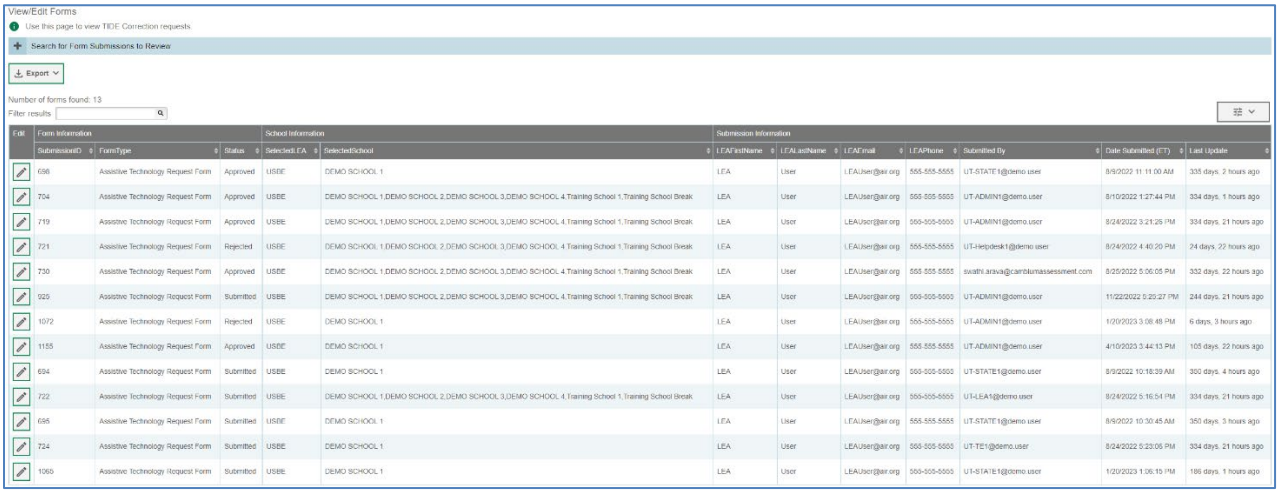
2. On the next page, the View/Edit Forms search box is displayed (see Figure 29). Fields denoted with a * are required. Select and input the relevant search settings based on your previously submitted accommodation form and click **Search.** Teachers can view all of a students test tool and accommodation settings in TIDE by following the steps in the section How Teachers specify student accommodations and test tools.

Figure 29: View/Edit Forms Page




3. The status of forms matching the selected search criteria are then displayed.

Figure 30: View/Edit Forms Results




4. *Optional:* If you desire to view further details about the request, click on the pencil icon to the left of the applicable form.

# How Teachers Use TIDE During Testing

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

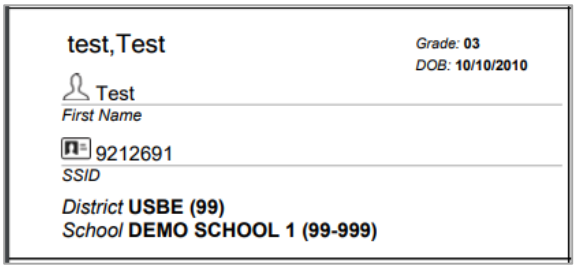
- *Optional:* Print **test tickets** to help students log in to tests.
- View reports of students' current test statuses and test completion rates.

## How Teachers Print Test Tickets

Teachers can optionally print test tickets for their students. Test tickets are hard-copy forms that includes a student's username for logging in to a test (see Figure 31).

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

Figure 31: Sample Test Ticket




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

## How teachers print test tickets from student lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The ***Print Test Tickets from Student List*** page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.

4. Specify the students for whom test tickets need to be printed:

To print test tickets for specific students, mark the checkboxes for the students you want to print.

To print test tickets for all students listed on the page, mark the checkbox at the top of the table.

To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

5. Select  and then select the appropriate action:

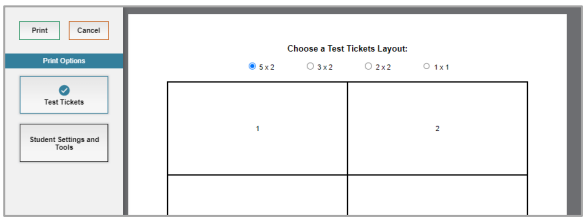
To print test tickets for selected students, select **My Selected Test Tickets**.

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

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 32), verify **Test Tickets** is selected in the *Print Options* section.

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

Figure 32: Layout Model for Test Tickets




Your browser downloads the generated PDF.

## How teachers print test tickets from roster lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The ***Print from Roster List*** page appears.

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

3. Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.

4. Do one of the following:

Mark the checkboxes for the rosters you want to print.

Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

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

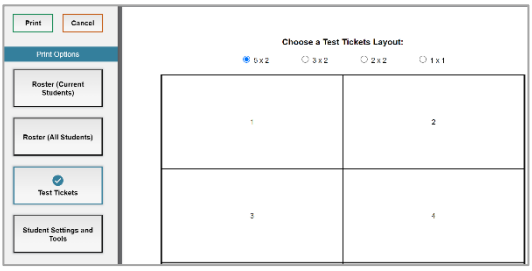
5. Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 33).

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

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

Your browser downloads the generated PDF. Test tickets sort by roster first, then by grade, and then by name.

Figure 33: Layout Model for Test Tickets




NOTE: When viewing the roster list for your roster, make sure the “Current Students” radio button is selected (not the “Current and Past Students”) to ensure that your roster list is showing only current students (and not any students who have exited your roster throughout the school year).

## How Teachers Monitor Test Progress

Like LEA- and school-level users, the tasks available in the **Monitoring Test Progress** task menu for teachers allow you to generate various reports that provide information about a test administration's progress.

The following reports are available for teachers in TIDE:

- Plan and Manage Testing Report: Details a student’s test opportunities and the status of those test opportunities. You can generate this report from the ***Plan and Manage Testing*** page or the ***Participation Report by SSID*** page.
- Participation Search by SSID: Enter SSID manually or by upload for individual student data.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- Test Progress Summary Report: Displays charts with the data from Test Completion Rates for district-level and school-level data.

## How teachers view report of students’ current test status

TIDE includes a Plan and Manage Testing report that details all of a student’s test opportunities and the status of those test opportunities. An opportunity is a student’s attempt at a test. Because the report lists testing opportunities, a student can appear more than once on the report.

Plan and Manage Testing offers two ways to find information:

- **Basic Search** has common report options to find information on all eligible students who:
    - have not started assigned tests
    - have started but not completed assigned tests

- have not completed assigned tests
  (includes those who have not started and those who have not completed)
- have completed an assigned test

Also shows:

- tests in a paused status
- current tests expiring within 7 days

- **Advanced Search** has all report options, with tools to find individuals or student groups in these categories:
  - Test Progress with options for have/have not started or have/have not completed by opportunity
  - Test Status with options for any/specific opportunity and the status
  - Test Expiration with options for expirations on a specific day or over a range of days
  - Session ID or TA Name with options for most recent sessions or specific session ID

*To access participation reports:*

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears.
2. Select either **Basic Search** (Figure 167) or **Advanced Search** (Figure 168).

Figure 34. Plan and Manage Testing Page: Basic Search

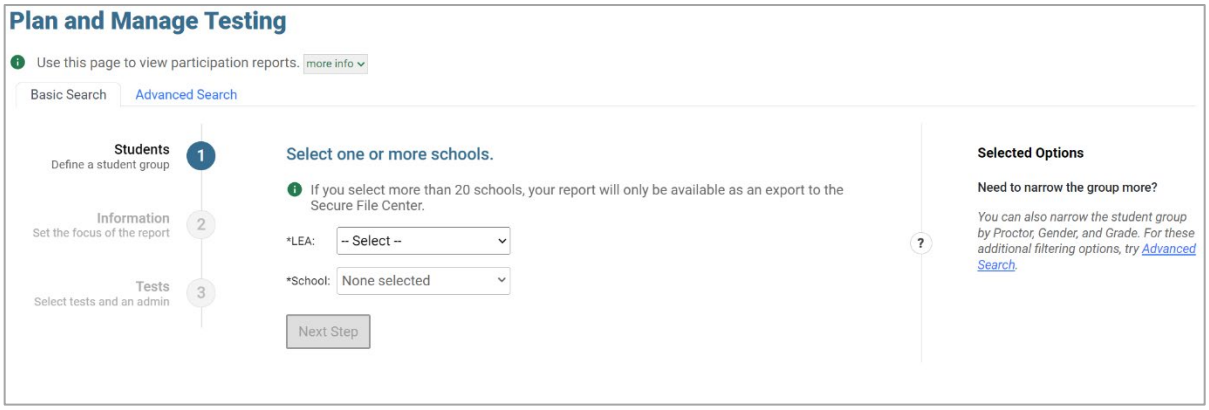
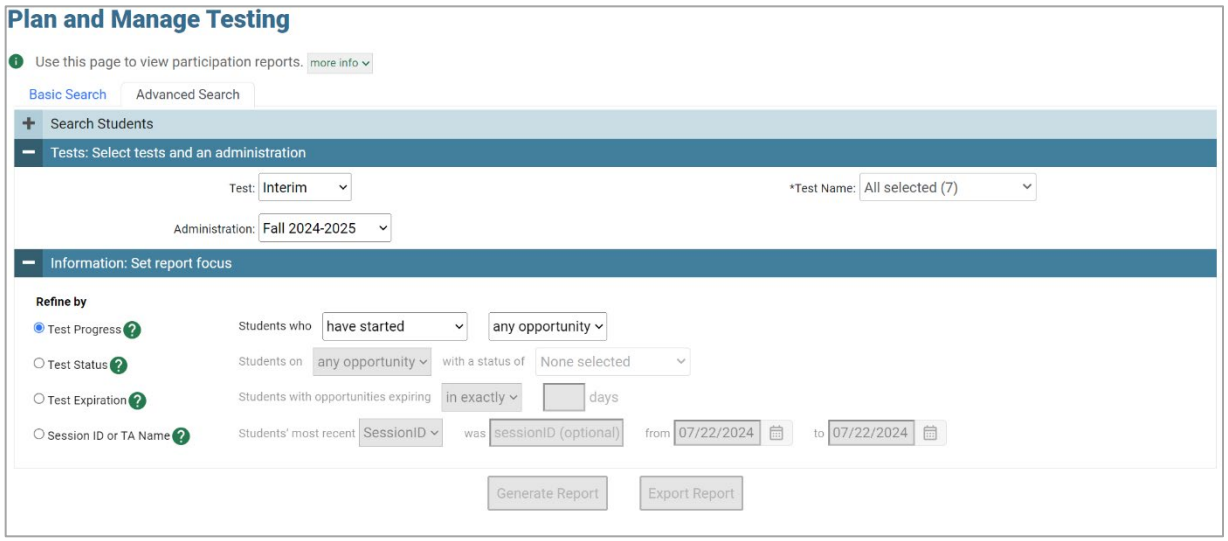


Figure 35. Plan and Manage Testing Page: Advanced Search




3. For Basic Search, proceed to the Basic Search section.

4. For Advanced Search, proceed to the Advanced Search section.

Basic Search

This option is designed for quick access to common search options. It offers a paired down selection of options available in the Advanced Search and only allows searching for full groups of students per test, administration, and test name.

Follow the prompts to move through the three steps. The *Selected Options* section populates with your report information for each step. After searching, you'll have access to the results table that you can filter by keyword and export.

Advanced Search

1. In the Search Students panel (see Figure 36), select the parameters for whose information to include in your report. Only fields with special considerations are listed below.

    a. 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.

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

        ii. *Optional*: From the *Advanced Search* **Search Fields** drop-down list, select a specific test accommodation or demographic to filter the report. If you select a test accommodation or demographic, a field is displayed. Enter text or select the required filter criteria from the available options.

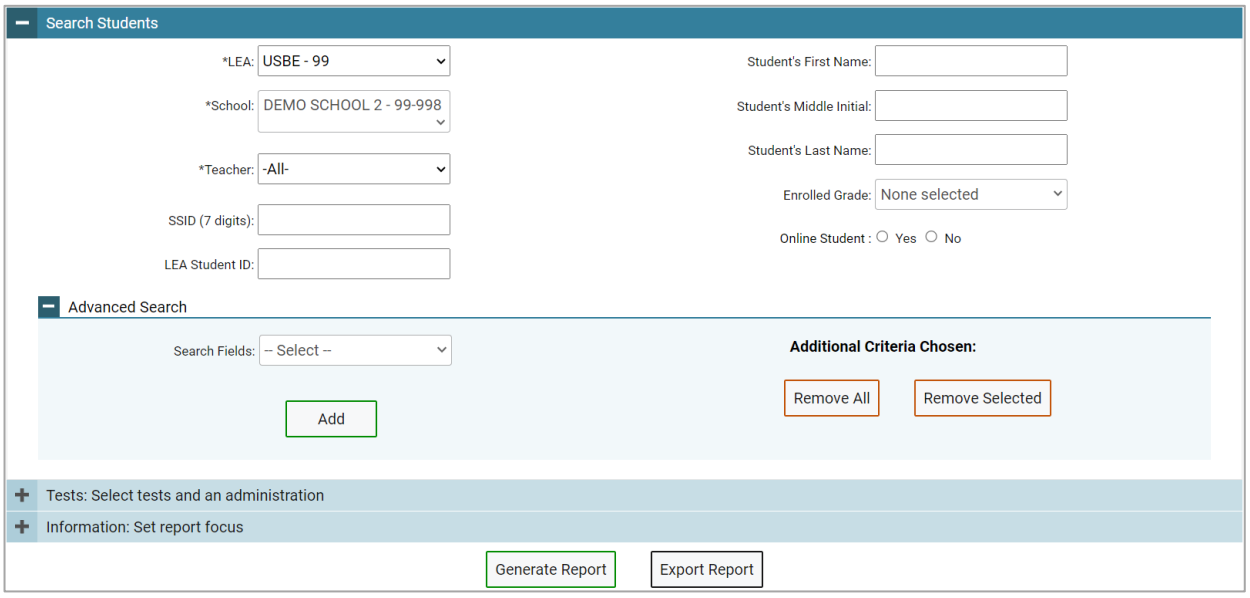
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**Note**: If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.

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

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

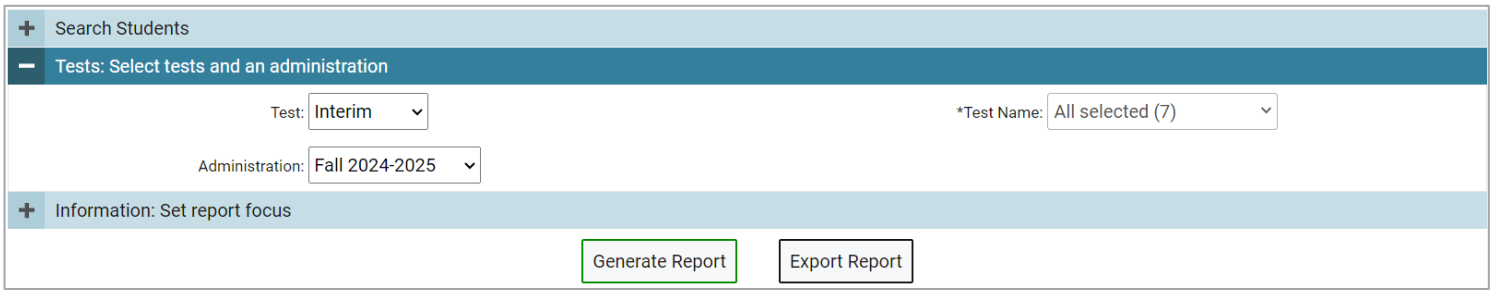
Figure 36. Advanced Search: Search Students Panel




2. In the *Tests: Select tests and an administration* panel (see Figure 37), select the parameters for which tests to include in your report:

a. From the **Test** field, select a test type.

Figure 37. Advanced Search: Select Tests and an Administration Panel



3. In the *Information: Set report focus* panel (see Figure 36), select the radio button for one of the options and then set the parameters for that option.

    a. More information about the *Refine by* options:

        i. Test Progress (refer to caution information)

            - Reports date completed information; not based on status.

            - Started does not have a test completion date; Completed has a test completion date.

            - 100,000 record limit for untested students.

        ii. Test Status (refer to caution information)

            - Reports test statuses.

            - If **completed** is selected, the search results will include students with completed, submitted, or reported statuses.

        iii. Test Expiration

            - Reports when students will lose access to the test.

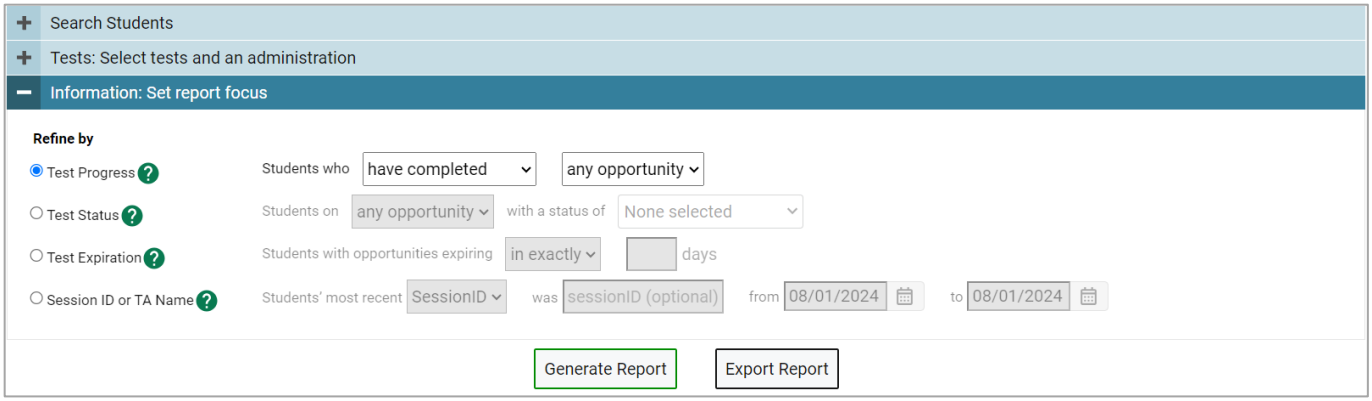
            - Use **in exactly** for expirations on a certain day; use within for expirations over a range of days.

        iv. Session ID or TA Name

            - Reports most recent session information, not all past sessions.

            - If no TA or session ID is specified, the date range cannot exceed 15 days.

Figure 38. Advanced Search: Set Report Focus Panel




⚠ **Caution:** For Test Progress & Test Status, *any opportunity* does not mean all opportunities!

- Selecting the drop-down any opportunity does not return results with all opportunities.

- **Any opportunity** finds the earliest opportunity matching the selection criteria in the rest of the search phrase.

- If you need to find all opportunities, search by SSID for specific students using the **Search Students by SSID** task.

Review Results

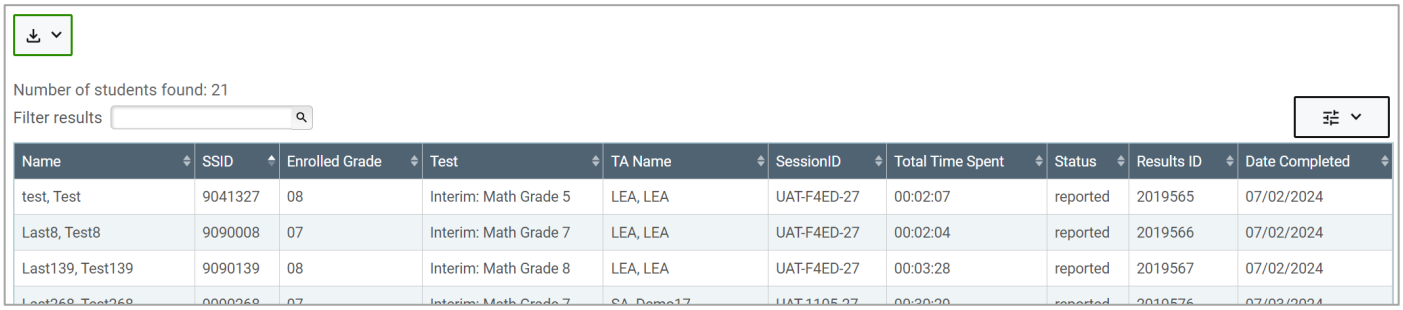
Do one of the following:

1. For the Advanced Search, select **Generate Report** to view the report on the page. If you are viewing a report for more than 20 schools, use this option and then select **Export to Secure File Center**.

2. To open the report in Microsoft Excel, select **Export Report** or  . If you are viewing a report for more than 20 schools, this option will be disabled.

**Note**: Not all columns are selected by default. To add or remove information, use  the at the top right of the table. For descriptions of the columns in this report, see Table 37 below.

Figure 39. Plan and Manage Testing Report




| Name | SSID | Enrolled Grade | Test | TA Name | SessionID | Total Time Spent | Status | Results ID | Date Completed |
|---|---|---|---|---|---|---|---|---|---|
| test, Test | 9041327 | 08 | Interim: Math Grade 5 | LEA, LEA | UAT-F4ED-27 | 00:02:07 | reported | 2019565 | 07/02/2024 |
| Last8, Test8 | 9090008 | 07 | Interim: Math Grade 7 | LEA, LEA | UAT-F4ED-27 | 00:02:04 | reported | 2019566 | 07/02/2024 |
| Last139, Test139 | 9090139 | 08 | Interim: Math Grade 8 | LEA, LEA | UAT-F4ED-27 | 00:03:28 | reported | 2019567 | 07/02/2024 |

**Note**: During periods of high testing volume, test statuses and reporting may take up to 24 hours to be reflected in the RISE systems, so please take this timeframe into account as it relates to these reports.

Table 3: Columns in the Plan and Manage Testing Report

| Attribute | Description |
|---|---|
| Name | Student's legal name (Last Name, First Name). |
| LEA Name | Name of the LEA associated with the record. |
| School Name | Name of the school associated with the record. |
| SSID | Student's Statewide Student Identifier number. |
| Enrolled Grade | The grade in which a student is enrolled. |
| Current LEP | Indicates whether the student is an English Language Learner. |
| Test | Test name for this student record. |
| Opportunity | The opportunity number for that student's specific record. |
| TA Name | The test administrator who created the session in which the student is currently testing (or in which the student completed the test). |
| Session ID | The Session ID to which the test is linked. |
| Total Time Spent | The time it took a student to complete a test. |
| Status | The status for that specific opportunity. |
| Results ID | The unique identifier linked to the student's results for that specific opportunity. |
| Restarts | The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). |

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| | |
|---|---|
| | (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).<br>A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire, and the student will not be able to review any previous answers. |
| Date Started | The date when the first test item was presented to the student for that opportunity. |
| Date Completed | The date when the student submitted the test for scoring. |
| Last Activity | The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process. |
| Expiration Date | The date the test opportunity expires. The following are the set timeframes for each test; if not completed within this timeframe, the tests will expire.<br>Benchmark Modules: 7 days<br>Interims: 14 days<br>Fall Summatives: 21 days<br>Spring Summatives: 60 days |
| Remote Session | Indicates whether the test was taken with the embedded remote proctoring enhancements (Y) or not (N). |

### Save advanced searches to the Favorites tab

You can save reports generated from the **Advanced Search** to easily rerun reports you use often. Reports are accessed from the **Favorites** tab without the need to reenter your search criteria. When available, new data is pulled in each time you run a report from **Favorites**.

⚠ Your list of favorite reports can be used throughout one school year but will be removed when TIDE is reset for the next school year.

*To save searches to your Favorites tab:*

1. Access **Plan and Manage Testing**.
2. Select the **Advanced Search** tab.
3. Select search criteria for all required fields and any optional fields within each section.
4. Select **Generate Report**.

**Note**: The option to save your search will not appear if you select **Export Report**.

5. Review your search results in the grid at the bottom, and if they meet your needs, select **Save New Favorite**.
6. On the ***Save New Favorite*** pop up, add a title with up to 500 characters (required) and a description with up to 1000 characters (optional).

⚠ **Caution**: The **Advanced Search** options you selected will not display when you generate this report from the **Favorites** tab. For future reference, list your search selections in the description so you know what information is in this report.

### Generate and manage reports from the Favorites tab

The results from the reports in **Favorites** are refreshed every time you generate a report. **Plan and Manage Testing** provides results on demand, so data is always up to date.

*To generate reports from your Favorites tab:*

1. Access **Plan and Manage Testing**.
2. Select the **Favorites** tab.
3. *Optional*: Select the top row of a column to sort in ascending order. Select the row again to sort in descending order.
4. *Optional*: Use the *Search favorites* text box to enter a keyword, phrase, part of a word, date, or time to find a specific report.
5. Select the title of a report to generate results below the list of *Favorites* on the **Favorites** tab.
   The title and description you entered while saving your favorite display above the results, and the results display with a limited selection of columns.
6. *Optional*: To display all or different columns, select  and use the checkboxes.
7. *Optional*: Sort the results table the same way you can sort the list of *Favorites*.

*To manage your favorite reports by editing the title and description or deleting the report:*

1. Choose a way to edit the title:
   a. From your *Favorites* list, select the **Edit** button  .
   b. If you've generated the report, select **Edit Title / Description** from above the results.

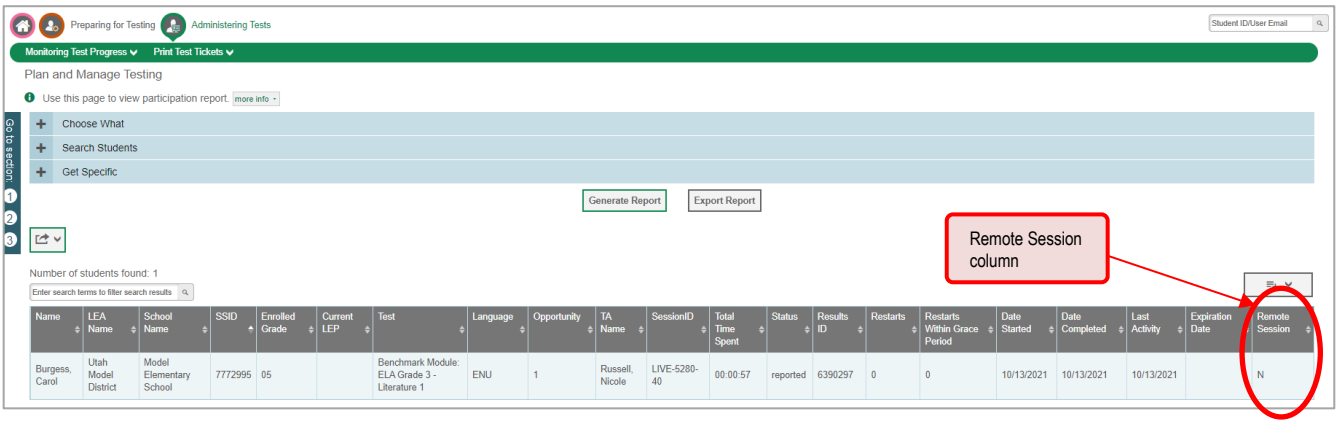
Delete the report by selecting the **Delete** icon  from your *Favorites* list.

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## How teachers view which students have tested remotely

Teachers can use the Plan and Manage Testing report to see which students have taken a test that was administered remotely. To do this, teachers will generate the Plan and Manage Testing report with whichever search criteria they want to use by following the steps outlined above. In the report that is generated (or exported), there will be a column labelled "Remote Session" (see Figure 35, below). A "Y" in this column relays that the given student took the test listed remotely; a "N" in this column relays that the given student did not take the test listed remotely.

Figure 40: Remote Session Column in Plan and Manage Testing Report




## How teachers view report of students' current test status by student ID

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

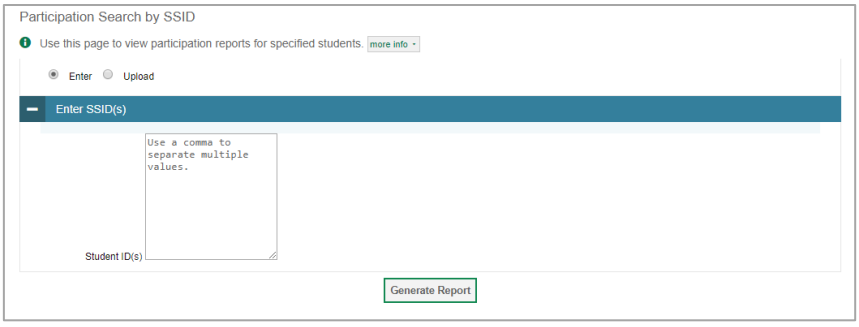
Because the report lists testing opportunities, a student can appear more than once on the report.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Participation Search by SSID**. The *Participation Search by SSID* page appears (see Figure 38).

2. Do one of the following:

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

Figure 41: Participation Search by SSID Page




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

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

## How teachers view report of test completion rates and progress summaries

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

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

2. In the *Report Criteria* panel (see Figure 39), select the parameters for which tests to include in your report.

3. To open the report in Microsoft Excel, select **Export Report**. Figure 40 displays a sample Test Completion Rate report.

For a description of the columns in this report, see Table 4.

Figure 42: Test Completion Rates Search Fields




Figure 43: Test Completion Rate Report

Number of records found: 2

| Date | Test Name | Opportunity | Total Student | Total Student Started | Total Student Completed | Percent Started | Percent Completed |
|---|---|---|---|---|---|---|---|
| 02/08/2016 | Grade 1 ELPA21 All Domains | 1 | 7842 | 0 | 0 | 0.00% | 0.00% |
| 02/08/2016 | Grade 1 ELPA21 Listening | 03 | 31 | 0 | 0 | 0.00% | 0.00% |

Table 4: Columns in the Test Completion Rates Report

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

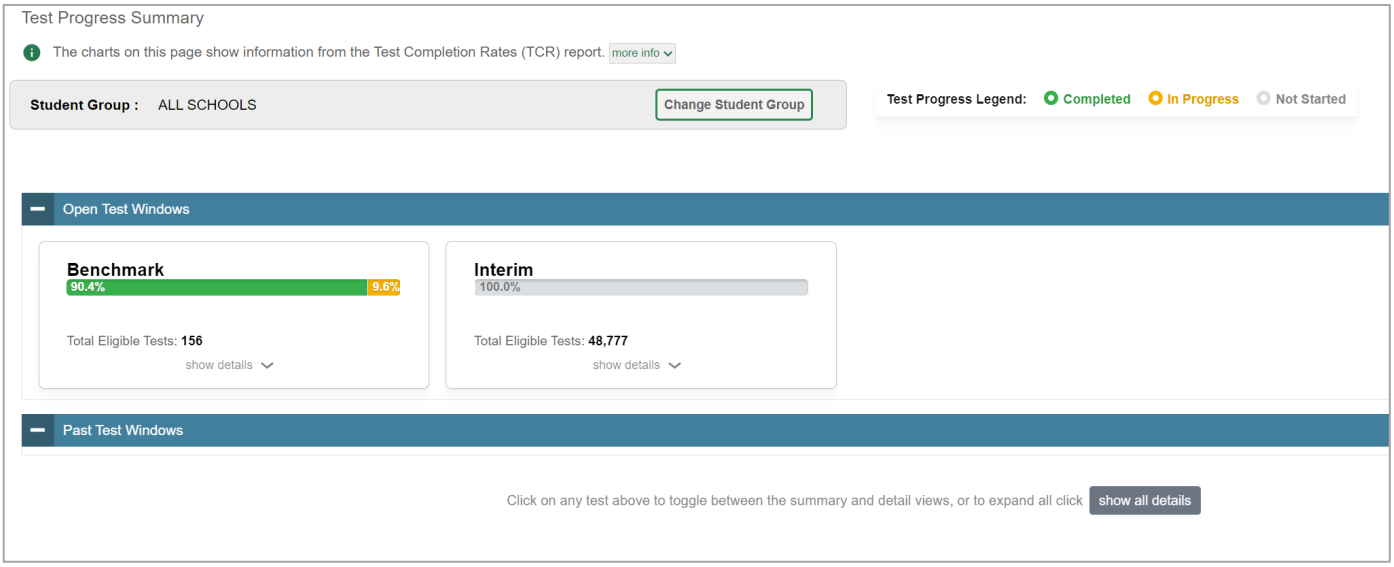
The Test Progress Summary provides charts of the information available in the Test Completion Report to provide a quick visual reference. You can also view the data on the screen, as well as export it. Only district- and school-level data is available in this report, though.

Access Test Progress Summary

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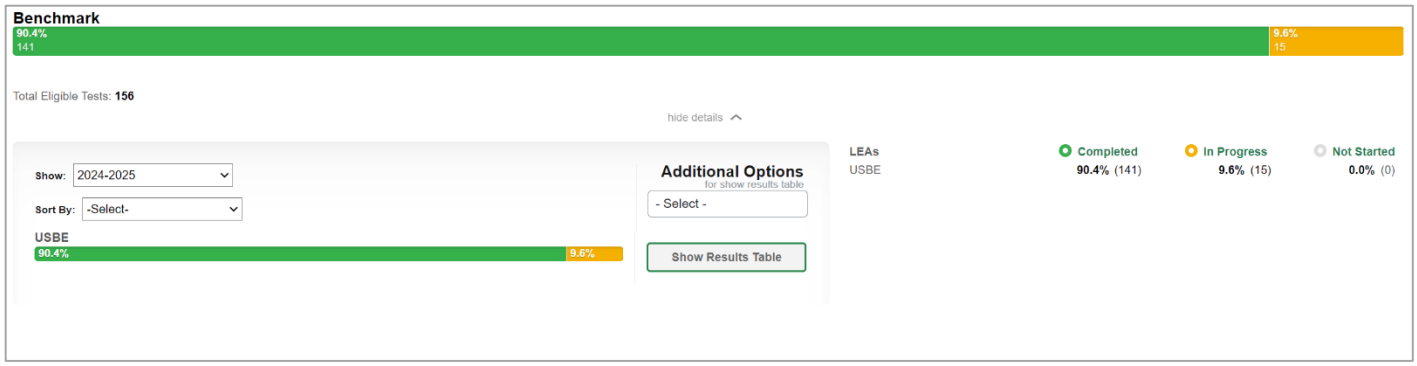
1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Progress Summary**. The ***Test Progress Summary*** page appears, displaying a card for each test window (Figure 174).

Figure 44. Test Progress Summary – Summary View




2. Your Student Group defaults to all schools you can access. Change this by selecting Change Student Group and make other selections.
3. In a test card window, select **show details/hide details** to view or collapse the breakdown of data by school (Figure 175). You can also show/hide details for all test windows from the bottom of the screen.

Figure 45. Test Progress Summary – Detailed View




4. Select Show Results Table to view the data on screen or export it.

   **Note**: Depending on where you are in your testing cycle, the charts may show as mostly *Not Started* (gray color on the chart).

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## Overview of Participation Codes

This section addresses the management of participation codes for accountability purposes. **Please note that it is important to monitor test progress and enter any necessary participation codes throughout the test window as it progresses rather than after testing is complete.**

## Motivation for Participation Codes

There are circumstances in which a student did not participate in an expected assessment or participated in an assessment but in a non-standard way. In such instances, participation codes control and document how the test record is handled for reporting aggregates and accountability calculations. The ability to add, modify, or delete participation codes is based on role assignment in RISE. All participation codes are verified and approved by the LEA assessment director.

Participation codes are not intended to explain data errors present in UTREx. As per R277-404, Local Education Agencies (LEAs) are responsible for updating local student information systems (SISs) so that UTREx data are accurate.

Once any participation code is marked in TIDE, that participation code persists until it is changed.

When participation codes are used, only one code can be selected. Participation codes are classified as “non-participation” or “participation.” (A student is considered to have attempted a test after answering 6 questions or after responding with any non-blank character to a writing prompt.) For a listing of participation codes, see Table X on page 35.

**Policy:** Participation codes are audited for appropriate use. ALL student data will be used for scoring, reporting, and accountability.

## Management of Participation Codes

Using TIDE, you can view participation codes for students enrolled in your classroom. You can add, modify, or delete participation codes only in TIDE.

Test eligibility is controlled by the course code provided via the nightly UTREx upload. Once an enrolled student has been assigned a RISE assessed course for at least 10 days, the student will either be required to take the RISE test by the end of the testing window or must be assigned a participation code.

A student’s participation on a test is defined as a student answering 6 or more questions or entering any non-blank character into one writing prompt.

Users can use TIDE’s **View/Edit Participation Codes** tab to add, delete, or modify participation codes for eligible tests. In addition, if a participation code had been assigned prior to eligibility being removed, you can still view and modify the code in TIDE as long as the student is enrolled in the LEA or school by using this tab. The ability to add, delete, or modify participation codes is based on role assignment in RISE. All participation codes are verified and approved by the LEA assessment director.

If you assign a 204 non-participation code prior to testing, TIDE removes the student’s eligibility and the student will not be able to start that specific test. In order for a student to take that test, you must remove the 204 non-participation code in TIDE.

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# Working with Participation Codes in TIDE

This section describes how to view, modify, and delete participation codes in TIDE. The ability to modify or delete participation codes is based on user role permissions.

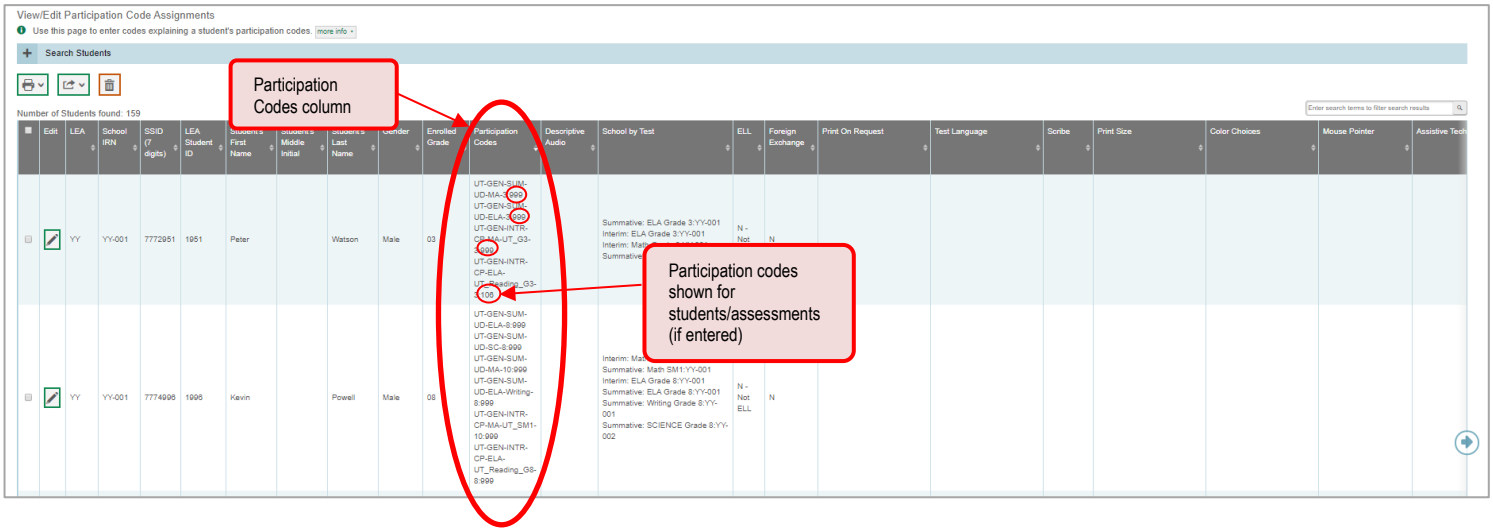
## Viewing a Student's Participation Codes

When you search for student records in TIDE, the search results table displays any assigned participation codes. This can be done from the ***View/Edit/Export Students*** tab or the ***View/Edit Participation Codes*** tab.

*To view the participation code in TIDE:*

1. Click either the ***View/Edit/Export Students*** tab or the ***View/Edit Participation Codes*** tab.
2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.)
3. Click **Search**. The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 39 below).

Figure 46: Participation Codes in TIDE




- Note: The code 999 (shown in Figure 39 above) indicates that a participation code had been assigned and was then removed. This is different from a blank participation code, which means that a partcipation code had never been assigned for that student's test.

If a participation code needs to be changed for a student, do one of the following:

- If the student is still eligible for the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.
- If the student is no longer eligible for the test and had attempted the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.

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- If the student is no longer eligible for the test and had not attempted the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.

- If the student is no longer enrolled in the LEA, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).

If a participation code needs to be added for a student, do one of the following:

- If the student is still eligible for the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.

- If the student is no longer eligible for the test and had attempted the test, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., add the appropriate participation code).

- If the student is no longer eligible for the test and had not attempted the test, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).

- If the student is no longer enrolled in the LEA, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., add the appropriate participation code).

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# Updating a Student's Participation Codes

You can add or modify a student's participation codes as long as the student is enrolled in your school or LEA. The ability to add or modify participation codes is based on user role permissions.

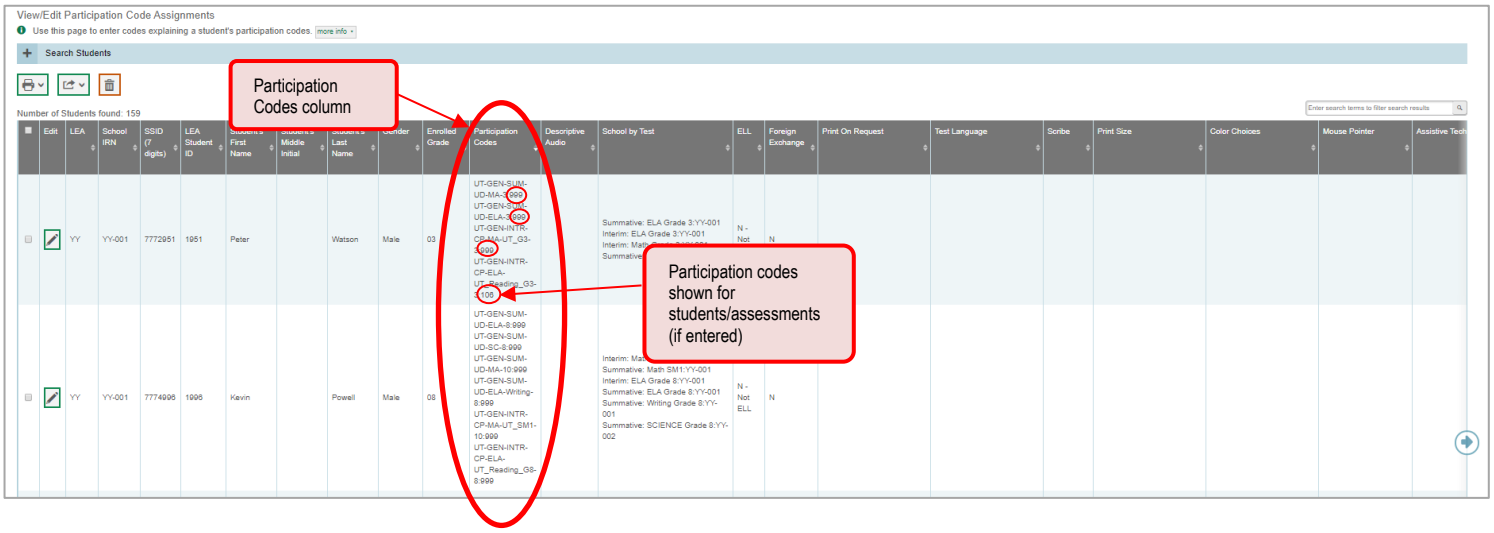
*To update a student's participation codes:*

1. Log in to TIDE, and click the ***View/Edit Participation Codes*** tab.

2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.)

3. Click **Search**. The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 40 below).

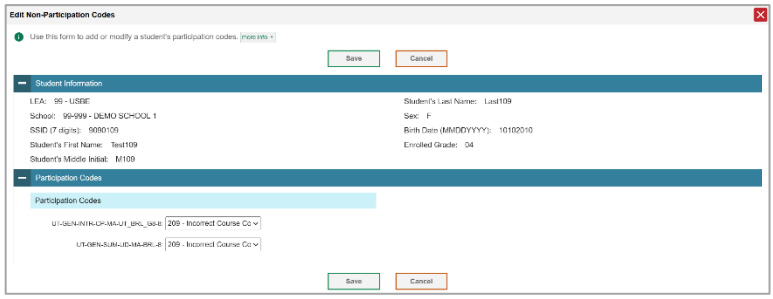
Figure 47: Participation Codes in TIDE




4. In the list of retrieved students, select  for the student whose participation code you want to update.

5. The **Edit Non-Participation Code** page appears. In the ***Participation Codes*** section of the page, use the drop-down menus available for each test the student is eligible for to update the participation code(s) as needed (see Figure 41).

Figure 48: Participation Codes in the Test Information Distribution Engine




6. Click **Save** when complete.

Table 5 below lists the participation codes and their descriptions.

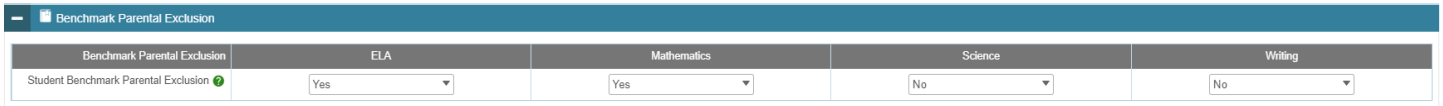
Table 5: Participation Codes and Their Descriptions

| Participation Code | State | Federal | Description |
|---|---|---|---|
| 101: Did Not Test | Countable for Participation only | Countable for Participation only | Student was enrolled at the school and eligible to test (with or without reasonable accommodations) but did not test. |
| 103: EL First Year in U.S. April 15 or Later | Not Countable | Not Countable | The student is an English learner (EL) and first enrolled in the U.S. on or after April 15 of current school year. Student is not required to test, but testing is made available. |
| 104: EL First Year in U.S. Before April 15 | Counted for Participation only | Counted for Participation only | The student is EL and first enrolled in the U.S. before April 15 of current school year. Student must take ELA, Math, and Science. |
| 106: Student Refused to Test | Countable | Countable | Student refuses to start the assessment or refuses to complete at least six items of the assessment. |
| 107: Excused for Health Emergency | Not Countable | Not Countable | Student is unable to test during the testing window due to an unanticipated health circumstance. |
| 111: USBE Excused – Approval Needed | Not Countable | Not Countable | Requires USBE authorization. Used in rare circumstances to capture irregular test circumstances. |
| 112: Student Transferred Before Testing Window | Not Countable | Not Countable | Student transferred out of school before the LEA had a reasonable opportunity to administer the assessment. |
| 200: Standard Participation | Countable | Countable | Student took the assessment under normal circumstances. |
| 202: Modified | Counted for Participation only | Counted for Participation Only | Student took the assessment with non-allowed modifications which interfere with the validity/reliability of the test. |
| 204: Parental Exclusion* | Not Countable | Countable | A parent or guardian has requested in writing that the student be exempt from the assessment. |
| 205: EL in Second Year of Enrollment | Counted in Participation and Growth | Counted in Participation and Growth | Student is EL and first enrolled in the U.S. during the 2021-2022 school year. Student must take ELA, Math, and Science. |
| 208: Test System Irregularity | Not Countable | Not Countable | The test event was interrupted by a system error without reasonable opportunity to reset or re-open the test. USBE Approval required. |
| 209: Incorrect Course Code Assigned | Countable | Countable | An incorrect course code or grade was assigned, triggering an incorrect test. LEA correction of the course code is required. |
| 210: Accommodated (no language accommodation) | Countable | Countable | Student took the assessment with allowable accommodations, but not a language accommodation. |

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| | | | |
|---|---|---|---|
| 211: Language Accommodation | Countable | Countable | Student took the assessment with allowable language accommodation. |
| 212: Multiple Accommodations, including language accommodation | Countable | Countable | Student took the test with multiple accommodations, one of which was a language accommodation |
| 213: Invalidated | Countable | Countable | LEA determines that the test was spoiled or invalid (E.g. Student cheated; test administrator broke protocol). |
| 214: Invalidated due to parental exclusion | Not Countable | Not Countable | Parent determines that the student should not participate with the assessment. |

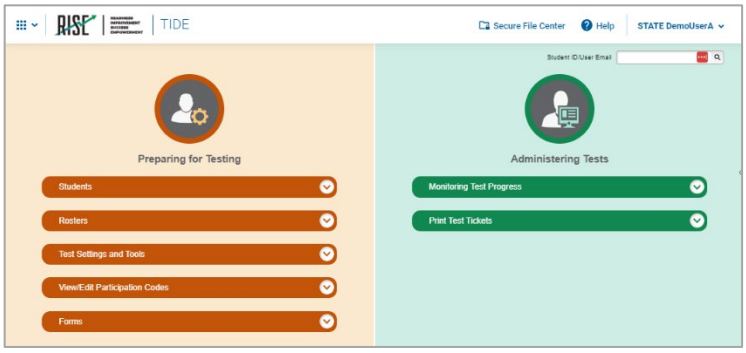
*If the parental exclusion includes benchmark modules, set the Benchmark Parental Exclusion fields in TIDE found on the View/Edit Student page. It is set by subject.



# How School-level Users Perform Tasks in TIDE

The TIDE dashboard for school-level users has two sections (see Figure 42).

Figure 49: School-Level User TIDE Dashboard




School-level users are school administrators who have access to TIDE under the "SA" role. Instructions on the tasks users with this role can perform and how to perform them are in the sections below.

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

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

- Set up **user accounts** for teachers so they can sign in to TIDE and other CAI systems. If teachers do not have accounts set up in TIDE, they will not be able to access any CAI systems or administer tests.
- View and modify **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- Set up user-defined **rosters** so NextGen Reporting System can display scores at the classroom, school, LEA, and state levels.

### How School-level Users Set up User Accounts in TIDE

School-level users must set up user accounts in TIDE for teachers. If teachers 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.

School-level users can add or modify user accounts one at a time or multiple user accounts all at once through file upload.

### How School-level Users Set Up User Accounts to proctor remote assessments

In order for a user to proctor assessments remotely, a user must have the **Remote** flag enabled on their user account. As detailed further in the user creation and modification instructions below, the Remote Proctor field needs to have **Remote** checked. If this setting is not enabled for the user, they will be unable to start a remote testing session.

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

You can add users to TIDE one at time by following the steps below:

1. From the **Users** task menu, select **Add Users**. The ***Add Users*** page appears (see Figure 43).

Figure 50: 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 (see Figure 44).
3. Enter the new user's first and last names in the required fields and other details in the optional fields.

Figure 51: Add User – Additional Fields




4. From the **Role** drop-down, select a role.
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. *Optional:* To enable user ability to remotely proctor RISE assessments, check **Remote** in the Remote Proctor field.
8. Select **Save**. In the affirmation dialog box, select **Continue** to return to the ***Add Users*** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com.

## How school-level users modify existing user accounts one a time

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 ***View/Edit/Export Users*** page appears.
2. Retrieve the individual user account you want to view, edit, export, or delete. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export**. Fill out the form that appears and select **Search**.

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Figure 52: View/Edit/Export User



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

4. Modify the user's details as required, using Table 6 below.

Table 6: Fields in the View/Edit Users [User's Name] Page

| Field | Description |
|---|---|
| First Name | User's first name. |
| Last Name | User's last name. |
| Phone Number | User's phone number. |
| Email Address* | Email address for logging in to TIDE. |
| CACTUS ID | User's C ACTUS ID. |
| User Roles* | User role(s). For an explanation of user roles, see the User Role Permissions section of the appendix. |
| LEA* | LEA associated with the user. |
| School* | School associated with the user. |
| Remote Proctor | Ability to remotely proctor RISE assessments. Check **Remote** to allow user to proctor remote sessions. |

*Required field.

*Please note: To return to the page in this manual that you were on before clicking a link to the appendix, use one of the following keyboard shortcuts:* ***Alt*** *+* ***Left Arrow*** *(for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or* ***Command*** *+* ***Left Arrow*** *(for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

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

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

7. Select **Save**.

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

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## How school-level users add or modify multiple user accounts all at once

You can also add or modify multiple user accounts all at once through file upload by following the steps below:

1. From the **Users** task menu, select **Upload Users**. The ***Upload Users*** page appears where you can download a template file (see Figure 46).

2. To fill out the template, use the information in Table 7 below.

Figure 53: Upload Users Page

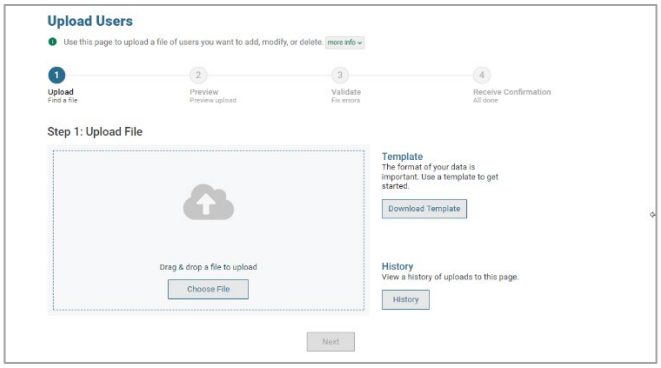



Table 7: Columns in the User Upload File

| Column | Description | Valid Values |
|---|---|---|
| First Name* | User's first name. | Up to 35 characters. |
| Last Name* | User's last name. | Up to 35 characters. |
| Email 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. |
| LEA Number* | User's LEA number. | |
| School Number* | User's School Number. | |
| 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 the User Role Permissions section of the appendix. | One of the following:<br>`LEA`—LEA administrator.<br>`LRV`—LEA Report Viewer.<br>`SA`—School administrator.<br>`SRV`—School Report Viewer.<br>`TE`—Test administrator.<br>`PR`—Proctor.<br>Must be lower in the hierarchy than the user uploading the file. |
| CACTUS ID | User's CACTUS ID. | |
| Action* | Indicates if this is an add, modify, or delete transaction. | One of the following:<br>`Add`—Add new user or edit existing user record.<br>`Delete`—Remove existing user record. |

*Required field.

*Please note: To return to the page in this manual that you were on before clicking a link to the appendix, use one of the following keyboard shortcuts:* ***Alt*** *+* ***Left Arrow*** *(for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or* ***Command*** *+* ***Left Arrow*** *(for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

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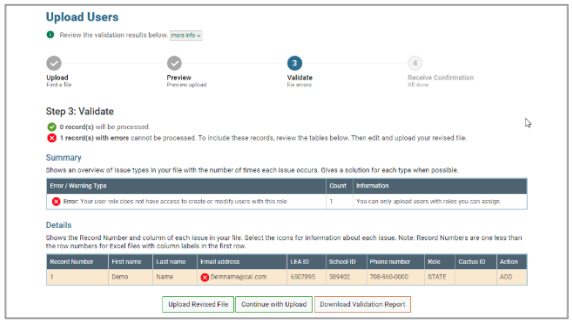
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears (see Figure 47).

Figure 54: Upload Users Preview Page




4. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears (see Figure 48).

Figure 55: Upload Users Validation Page

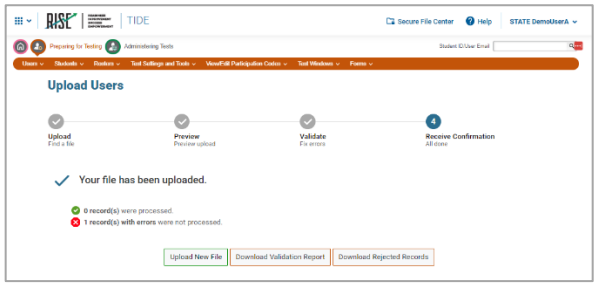



5. The validation screen shows errors or warnings associated with your uploaded file. To revise the file before uploading, select **Upload Revised File**.

6. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The selected file will be uploaded, but the rows with errors will not be included.

7. The confirmation page appears (see Figure 49), confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File**.

Figure 56: Upload Users Confirmation Page




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## How School-level Users Register Students for Testing

School-level users can view students registered via the nightly UTREx transfer. If students are not registered for testing, they will not be able to sign in to a test.

School-level users can modify student test settings one at a time or all at once through file upload. School-level users can specify or upload student accommodations and test tools, and view student distribution reports. For detailed information, please refer to the following sections:

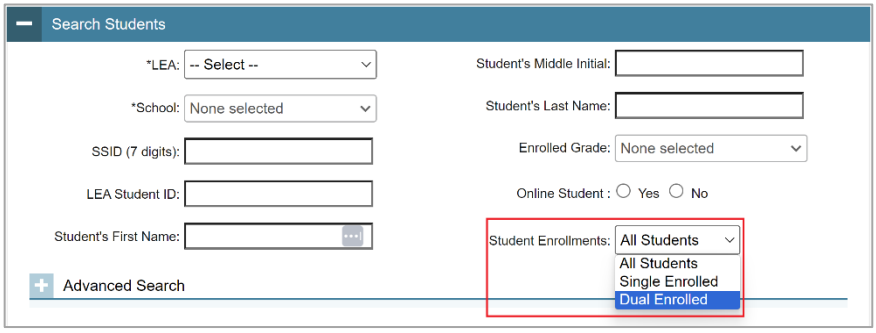
## How school-level users modify existing student accounts one at a time

You can view and edit detailed information about a student's record. You can also view a student's test participation report and rosters to which students are active, if available. Note: student information provided via UTREx upload cannot be modified.

*Optional*: To display a list of students who are enrolled in more than one school or district or show only students enrolled in one school, use the ***Student Enrollments*** filter (Figure 50).

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

Figure 57 Student Enrollments Filter




a. In the list of retrieved students (see Figure 51), select  for the student whose account you want to view. The ***View/Edit Students: [Student's Name]*** form appears (see Figure 52, below).

b. Modify the student's record as required.

   - In the student information panel, modify the student's record, using Table 8 on the following page.

c. From the *Rosters* panel, view rosters to which the student is currently active, if available.

Figure 58: View/Edit/Export Students

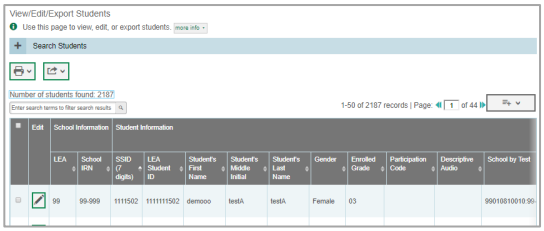


Table 8: Fields in the Student Information Panel

| Field | Description |
|---|---|
| LEA | LEA number and name. |
| School IRN | School number. |
| SSID (7 digits) | Student's Statewide Student Identifier (SSID) within the enrolled LEA. |
| LEA Student ID | LEA ID number. |
| Student's First Name | Student's first name. |
| Student's Middle Initial | Initial of student's middle name. |
| Student's Last Name | Student's last name. |
| Sex | Student's sex. |
| Birth Date | Student's date of birth. |
| Enrolled Grade | Grade in which student is enrolled during the test administration. |
| ELL | Student's English Language Proficiency level. |
| Foreign Exchange | Student's foreign exchange status. |
| Online Student | Student is 100% receiving online coursework |

Note: all fields provided by USBE and cannot be modified, with the exception of Ofline Student.

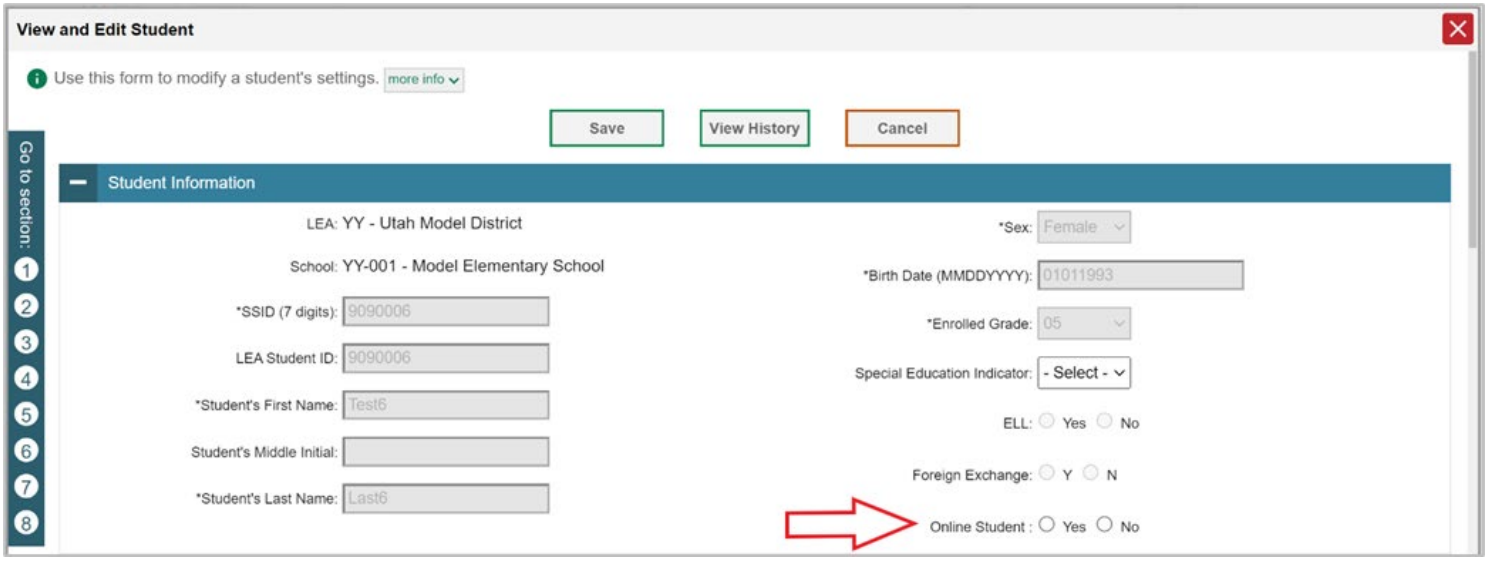
## How School-level Users Register Online Students for Remote Summative Eligibility

The 'Online Student' field on the View/Edit Student Page (see Figure 52) controls student eligibility for the Remote Summative assessments. If set to 'Yes', the student will be eligible for the Remote Summative assessments within a remote test session. This value must be set to 'Yes' prior to testing for the student to access the remote version of the Summative assessment.

If unset, or set to 'No', the student will be eligible for the standard in-person Summative assessment and will not have access to Summative tests within a remote session. This does not need to be edited from the default value if the student is intended to receive the standard in-person Summative assessment.

**Science Summative assessments will be administered with in-person setting regardless of setting. This setting does not affect eligibility for remote interim or benchmark modules, which remain available to all students regardless of setting.

Figure 59: Online Student Field

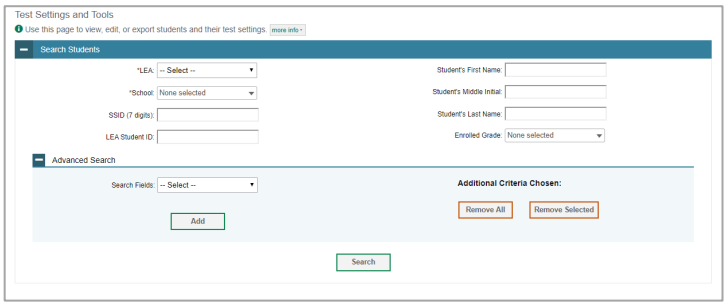


## How school-level users specify student accommodations and test tools

A student's test settings and tools include the available accommodations, such as Descriptive Audio, along with test tools, such as color schemes. This section explains how to edit student test settings and tools via an online form or a file upload. For additional information about Test Settings and Tools, please refer to the *Assistive Technology Manual.*

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Test Settings and Tools**. The ***Test Settings and Tools*** page appears (see Figure 53).

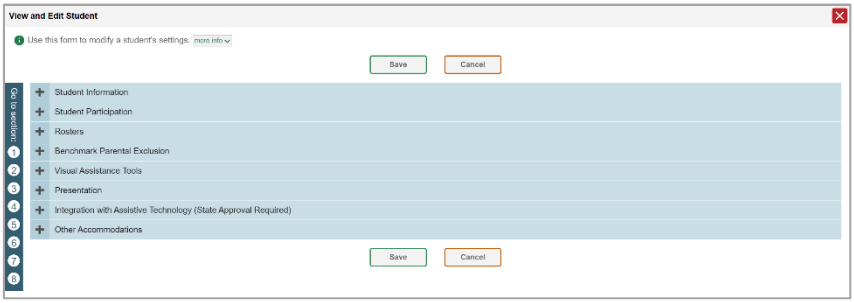
Figure 60: Test Settings and Tools Page




2. Retrieve the student accounts whose settings and tools you want by filling out the search fields and selecting **Search**.

3. In the list of retrieved students (see Figure 51), select  for the student whose test settings and tools you want to edit. The ***View/Edit Students: [Student's Name]*** form appears (see Figure 54). Click  to expand each section (see Figure 55: View/Edit Student Page on the following page).

Figure 61: View/Edit Student Page




   a. Modify the student's record as required.

      - In the available test settings and tools panels, modify the student's test settings, using Table 9 on page 56. The test settings are grouped into categories, such as visual assistance tools, presentation, and other accommodations. The panels display a column for each of the student's test subjects. You can select different settings for each test subject, if necessary.

Figure 62: View/Edit Student Page

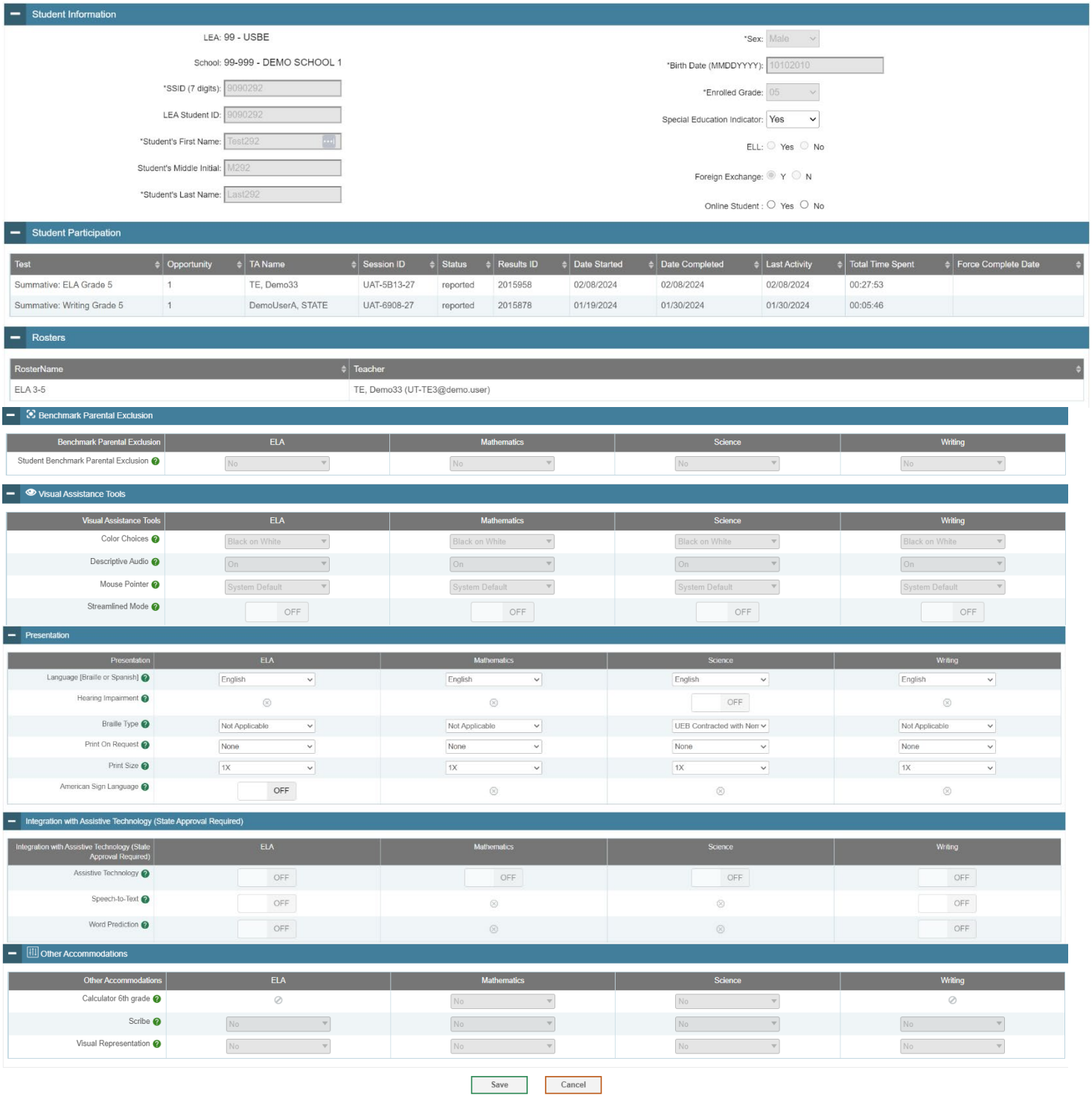


Table 9: Fields in the Test Settings and Tools Panels

| Field | Description |
|---|---|
| Color Choices | List of available Color Choice settings. |
| Descriptive Audio | Toggles Descriptive Audio setting on or off, allowing the answer spaces to be read. |
| Mouse Pointer | List of available Mouse Pointer sizes and colors.<br><br>NOTES:<br>If a student needs the mouse pointer accommodation for testing, the changes should be made to the TDS settings in TIDE as well as to the settings of the device used for testing.<br><br>For iPads with iOS, TDS does not have the ability to apply mouse pointer settings to change the gray dot cursor; however, there are options for accessibility on iOS, which can be found here: https://support.apple.com/guide/iphone/pointer-control-iphec6e1e60b/ios |
| Streamlined Mode | Toggles streamlined mode setting on or off, allowing students to view the items from top to bottom and left to right. |
| Language (Braille or Spanish) | Toggles between English and Braille settings, and also Spanish under Science and Math. Please refer to the Spanish Adaptive section in the TAM for details on setting and administering RISE Summative Math and Science tests in Spanish. |
| Hearing Impairment | This toggle feature will filter out items that may present bias toward hearing impaired students.<br><br>NOTE: If a student in Grade 4 or Grade 8 needs both the Hearing Impairment filter **and** braille settings, please contact Jessica Wilhelm at Jessica.Wilhelm@schools.utah.gov |
| Braille Type | List of available braille settings (UEB or UEB with Nemeth) where available. |
| Print on Request | List of available Print on Request settings. |
| Print Size | Sets the zoom level for all test content. Zoom levels of 5X or more require streamlined mode to be turned on.<br>Please refer to the Assistive Technology Manual for details on the available zoom levels, and using screen magnifier technology.<br><br>NOTE: Certain Chromebooks may have difficulty rendering the highest levels of zoom onscreen. It is recommended that those needing high levels of magnification be placed on an alternative supported operating system with a large screen. |
| American Sign Language | Toggles American Sign Language on or off. |
| Assistive Technology | Toggles Assistance Technology Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Speech-to-Text | Allows student to dictate their responses in English, only available on constructed response items. Third party STT options are outlined in the RISE Assistive Technology Manual.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Word Prediction | Suggested words pop up in a menu as students type. Students can select a word in the pop-up menu instead of typing it out manually.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Calculator 6th grade | For students in grade 6, the use of a handheld calculation device or printable computation table is considered an accommodation and may be provided (based on need documented in the IEP) during the allowed segment of the assessment only. |
| Scribe | Students dictate their responses to a qualified person who records verbatim what they dictate.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Visual Representation | Visual Representations are manipulatives such as cubes, tiles, rods, blocks, models, etc. They may be used on all sections of the mathematics assessment if they are included in the student's IEP or 504. |

For additional information about Test Settings and Tools, please refer to the *Assistive Technology Manual*.

Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface, although the student will need to log out and resume the test for the settings to be applied.

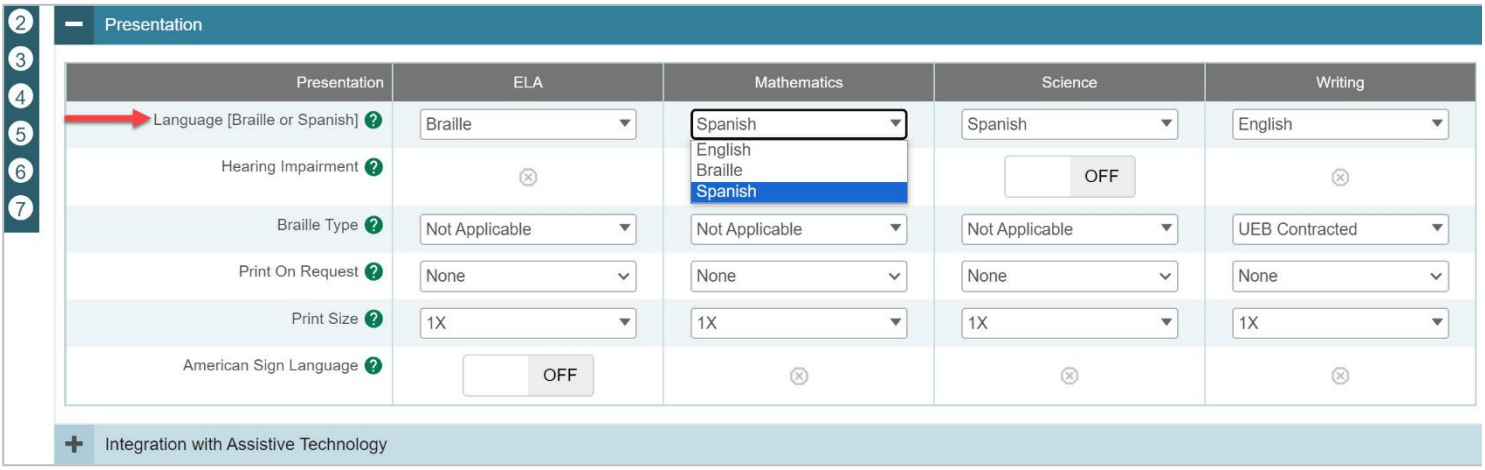
4. Select **Save**.

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

## How School-level users specify Spanish language on RISE summative math and science

The Language [Braille or Spanish] (see Figure 56) setting sets the language presentation for RISE Summative Math and Science test content. When set to Spanish, this setting provides the full translation of each item and the item directions. LEA, School, and Teacher level user roles can apply this setting for students (see User Role Permissions in this guide's Appendix). Please refer to the Spanish Adaptive section in the RISE Test Administration Manual for details on administering RISE Summative Math and Science tests in Spanish.

Figure 63. The Language [Braille or Spanish] Test Setting



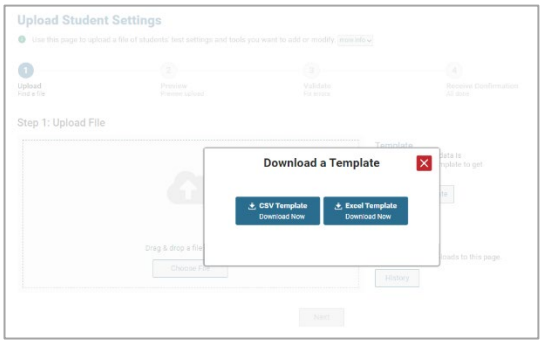
## How school-level users modify multiple student accounts all at once

If you have many students to edit all at once (for example, if you need to edit the test settings of multiple students at once), you can do so through file upload as shown below. Note: student information provided via UTREx upload cannot be modified.

1. From the **Students** task menu on the TIDE dashboard, select **Upload Student Settings**. The ***Upload Student Settings*** page appears where you can download a template file (see Figure 57).

2. To fill out the template, use the information in Table 10 on the following page.

Figure 64: Upload Student Settings Page




## How school-level users upload student accommodations and test tools

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

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Student Settings**. The ***Upload Student Settings and Tools*** page appears.

2. To fill out the template, use the information in Table 10 below. Refer to the section Student Test Setting Values for an Upload File to see the acceptable values within an upload file.

Table 10: Columns in the Student Settings Upload File

| Column | Description | Valid Values |
|---|---|---|
| SSID* | Student's statewide identification number. | Ten digits. |
| Subject | Subject for which the tool or accommodation applies. | One of the following:<br>ELA<br>Mathematics<br>Science |
| Tool Name | Name of the tool or accommodation. | See Table 11. |
| Value | Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance. | See Table 11. |

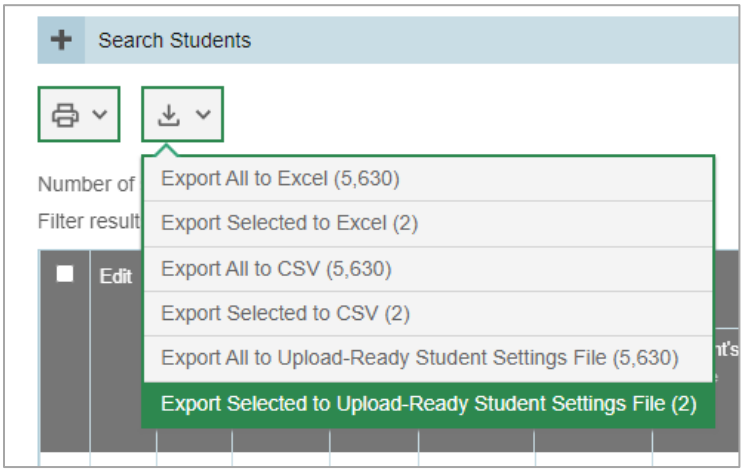
*Required field.

3. *Optionally*: TIDE can generate student settings files in an upload-ready format (see Figure 58). This allows you to download a file containing student test settings from students in your search results, edit student settings as necessary, and upload the file back to TIDE to update student settings in the system. You can also access the **Upload-Ready Student Settings File** export from any of these tasks with student search grids:

    a. View/Edit/Export Student Settings

    b. View Non-Participation Codes

Figure 65 . Upload Ready Student Settings File




4. Retrieve the student(s) you want to include in the student settings file by following the procedure in the section "How school-level users specify student accommodations and test tools".

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

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

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

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

7. Select  and then do one of the following:

    - To export the students you selected, if applicable, select **Export Selected to Upload-Ready Student Settings (#)**.
    - To export all students in the results grid, select **Export All to Upload-Ready Student Settings (#)**.
    - TIDE generates the upload-ready student settings file and exports it to your device. You can edit student settings as necessary, save your changes, and upload the file back to TIDE to update student settings in the system by following instructions in the section "How school-level users modify multiple student accounts all at once".

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For additional information about Test Settings and Tools, please refer to the *Assistive Technology Manual*.

> Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface, although the student will need to log out and resume the test for the settings to be applied.

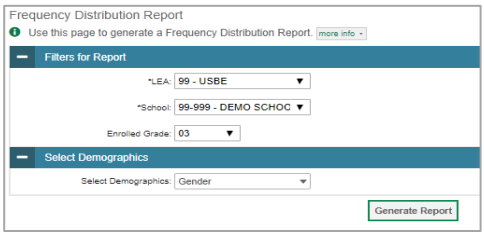
8. Select **Save**.
9. In the dialog box, select **Continue** to return to the list of student records.

## How school-level users view student distribution report

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. You can generate FDRs for the students in your school by a variety of demographics and accommodations. FDRs are useful for data analysis; they provide a way to easily organize testing data by categories (i.e., sub-groups) so users can easily view, compare, and analyze data across different groupings.

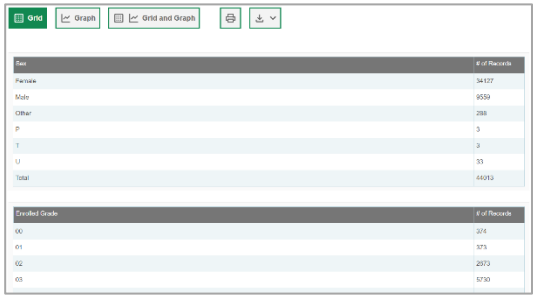
1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The ***Frequency Distribution Report*** page appears (see Figure 59).

Figure 66: Fields in the Frequency Distribution Report Page




2. In the *Filters for Report* panel, select the report filters:
   a. From the **School** drop-down list (if available), select a school.
   b. *Optional:* Select a specific grade or retain the default for all grades.
   c. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.
3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 60).

Figure 67: Frequency Distribution Reports by Grade and Sex



4. Do one of the following:

    a. To display the FDRs in tabular format, select **Grid**.

    b. To display the FDRs in graphical format, select **Graph**.

    c. To display the FDRs in both tabular and graphical format, select **Grid & Graph**.

    d. 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**.

## How School-level Users Manage 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 UTREx system populates rosters in TIDE via the nightly upload process. These rosters are called system-defined and cannot be edited by users. These are directly linked to the course codes assigned by LEAs. User-defined rosters can be created to provide additional student groupings for reporting. All rosters are available in NextGen Reporting. The Reporting System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information prior to administering an assessment.

Since teachers are responsible for the growth and development of their student's skills in reading, writing, research, communication, and problem solving, it is important that teachers are able to analyze their student performance data and adjust instructional goals accordingly. For teachers to be able to see student performance data, the students must be included in a roster associated with the teacher. Hence, user-defined rosters may 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.

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

If additional user-defined rosters need to be created, it is recommended to follow the guidelines below:

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

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

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- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and period as applicable. For example, an elementary school roster may be named ‘Gr3Jones20-21 and a secondary school roster may be named ‘AikenPeriod3Eng9A20-21-20’.

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

- You can only create rosters from students associated with your school or LEA.
- You can only create rosters from students associated with the school(s) or district(s) associated with your user account.
- Only 500 active students can be included in one roster.

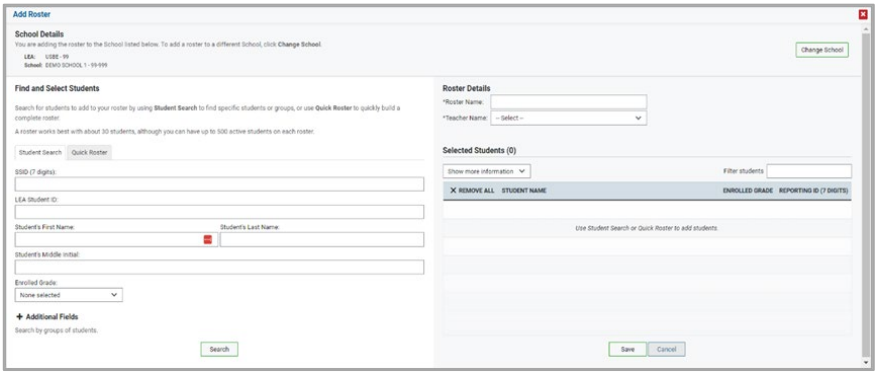
School-level users can add or modify user-defined rosters one at a time or all at once through file upload.

## How school-level users add new user-defined rosters one at a time

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Rosters**. The ***Add Roster*** form appears (see Figure 61).

2. In the Student *Search* panel, search for students by filling out the search criteria and selecting **Search**. Use the Quick Roster tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**.

Figure 68: Add Rosters Form



3. Under the *Roster Details* panel on the right side (see Figure 62), do the following:

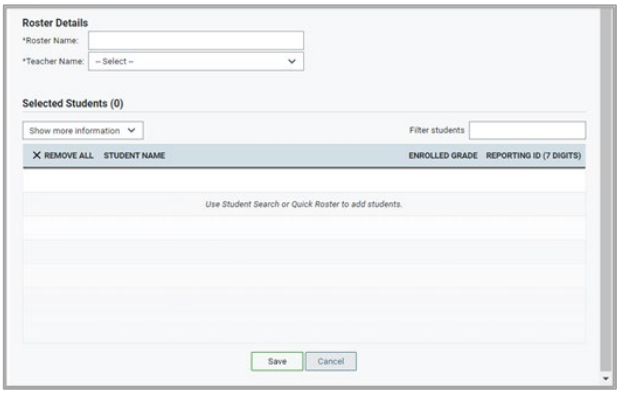
   a. In the *Roster Name* field, enter the roster name.

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

   c. Review the students selected for the roster from the *Selected Students* list.

      *Optional*: When students appear under *Selected Students*:

Figure 69: Roster Details




- The **Show more information** drop-down allows you to select or clear additional columns under the Selected Students grid. **Note**: Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. You can still add these students to your roster. Once a student has been added to a roster, the student will remain in the roster even if the student is no longer enrolled in the school.

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

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

## How school-level users modify existing user-defined rosters one at a time

User-defined rosters can be modified; system-defined rosters cannot be modified.

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

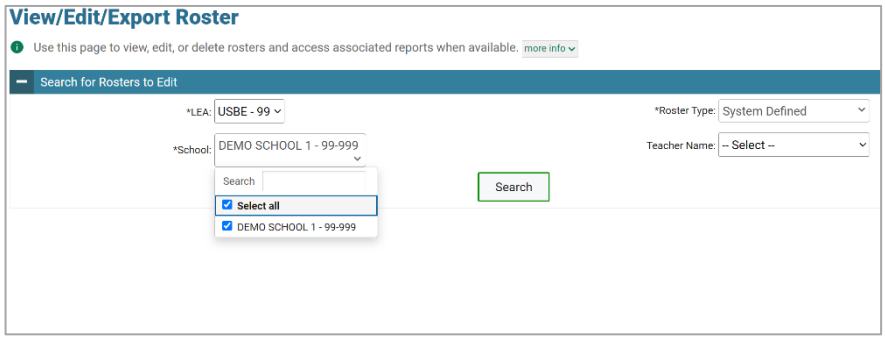
- System-defined Rosters: These are rosters that are imported into TIDE via UTREx and cannot be edited.

- You can modify existing rosters by performing the following steps:

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1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The ***View/Edit/Export Roster*** page appears (see Figure 63).

Figure 70: View/Edit/Roster Page



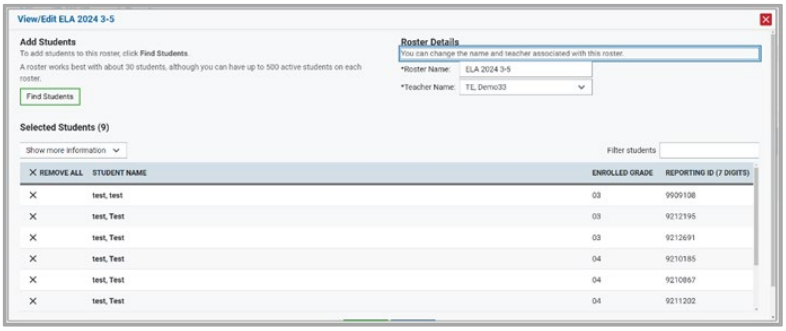

2. Retrieve the roster record you want to view or edit by filling out the search criteria and selecting **Search**.

**Note**: If you use the **Select All** option or select more than one school, the **Teacher** option will be hidden and your results will only be available for review in the Secure File Center.

3. In the list of retrieved rosters, select  for the roster whose details you want to view. The ***View/Edit Roster*** form appears (see Figure 64). This form is similar to the form used to add rosters.

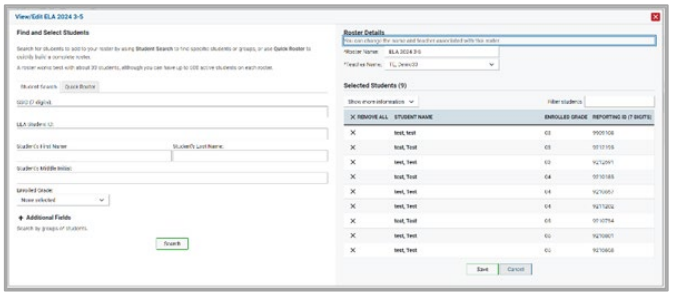
4. The *Selected Students* list displays students who are currently associated with the roster.

Figure 71: View/Edit Roster Form



5. To add students, select **Find Students** from the Find and Select Students side of the screen. (see Figure 65):
   d. Select the **Student Search** tab to add individual students manually.
   e. Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.
   f. To remove students, select ✕ next to individual students or select **Remove All** from the top of the grid (see Figure 65). Select **Save**, and in the dialog box select **Continue**.

Figure 72: Find and Select Students



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

If you have many rosters to add or modify, you can do so through file upload as shown below.

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The ***Upload Rosters*** page appears where you can download a template file.
2. Fill out the template using Table 12 below.

Figure 73: Upload Roster

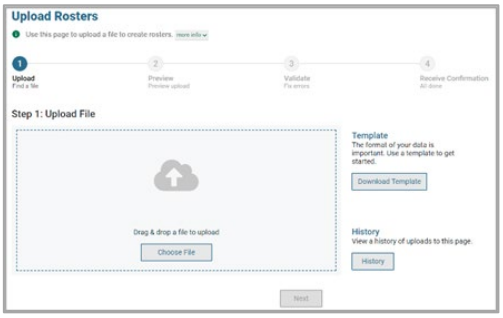



Table 11: Columns in the User-Defined Roster Upload File

| Column Name | Description | Valid Values |
|---|---|---|
| LEA Number* | LEA associated with the roster. | LEA ID that exists in TIDE. Up to 20 characters. |
| School Number* | School associated with the roster. | School number that exists in TIDE. Up to 20 characters. Must be associated with the LEA ID. |
| Email Address* | Email address of the teacher associated with the roster. | Email address of a teacher existing in TIDE or the Reporting System. |
| Roster Name* | Name of the roster. | Up to 20 characters. |
| SSID* | Student's unique identifier within the LEA. | Up to 30 alphanumeric characters. |

*Required field.

3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears (see Figure 67).

Figure 74: Upload Roster Preview Page




4. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears (see Figure 68).

Figure 75: Upload Roster Validation Page

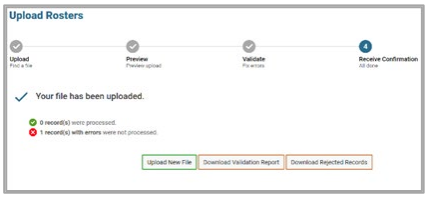



5. The validation screen shows errors or warnings associated with your uploaded file.

6. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The selected file will be uploaded, but the rows with errors will not be included.

7. The confirmation page appears (see Figure 69), confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File**.

Figure 76: Upload Roster Confirmation Page



## How School-level Users Manage Test Windows

School-level users can view and modify test windows for students in their school. If test windows are not properly set, students will not be able to test at the proper time.

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

School-level administrators can modify a custom test window only by changing its name and dates, or by adding or removing students within the LEA-designated testing window.

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

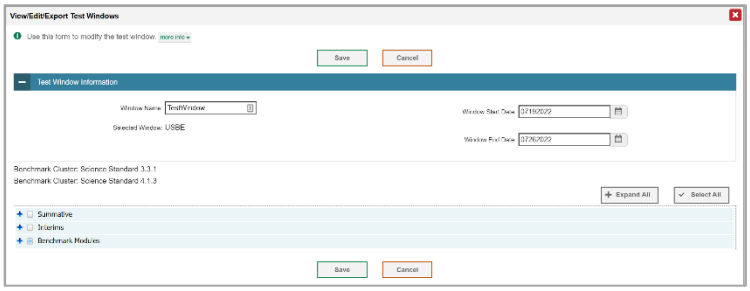
2) Retrieve the test window you want to view or edit by filling out the search criteria and selecting **Search**.

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

4) In the list of retrieved test windows, select  for the test window whose details you want to view. The ***View/Edit/Export Test Windows*** form appears (see Figure 70).

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

Figure 77: Fields in the View/Edit/Export Test Windows Page




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

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

6) You can review a partial list of tests that are included in the Test Window in the section below the *Test Window Information*. You can see the full list from the test category section when the sections are expanded.

7) Select **Save**, and in the affirmation dialog box select **Continue**. All tests now display on the grid.

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8) *Optional*: In the expandable test categories (see Figure 71), do the following:

   a) To add test IDs, from the lists of available tests, do one of the following:

      - To move one test ID to the window, select the check box for that test.

      - To move multiple test IDs to the window, mark the checkboxes for the tests you want to add, then select **Save**.

Figure 78: Add/Remove Tests Panel



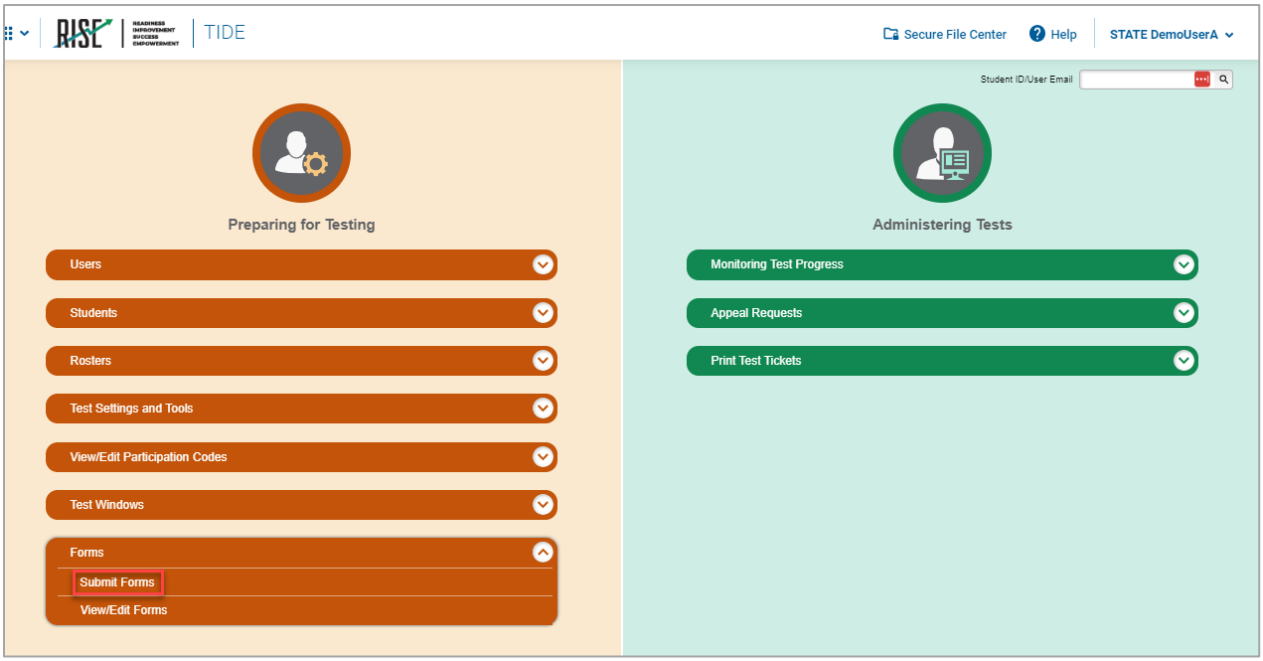

9) To remove test IDs, deselect the checkboxes next to the test IDs you want to remove. Select **Save**, and in the affirmation dialog box select **Continue**.

## How school-level users submit Assistive Technology or Scribe/Speech-to-Text Requests in TIDE

If you have students who require the use of assistive technology or scribe, you need to file the request to USBE staff in TIDE using the forms function in the TIDE interface. This will alert USBE staff and they will be able to approve your requested assistive technology settings for the student. Requests should be made 3-4 weeks prior to the student testing date to ensure a timely response. For any questions regarding assistive technology itself, please review the *Assistive Technology Manual* or contact Jessica Wilhelm at Jessica.Wilhelm@schools.utah.gov.

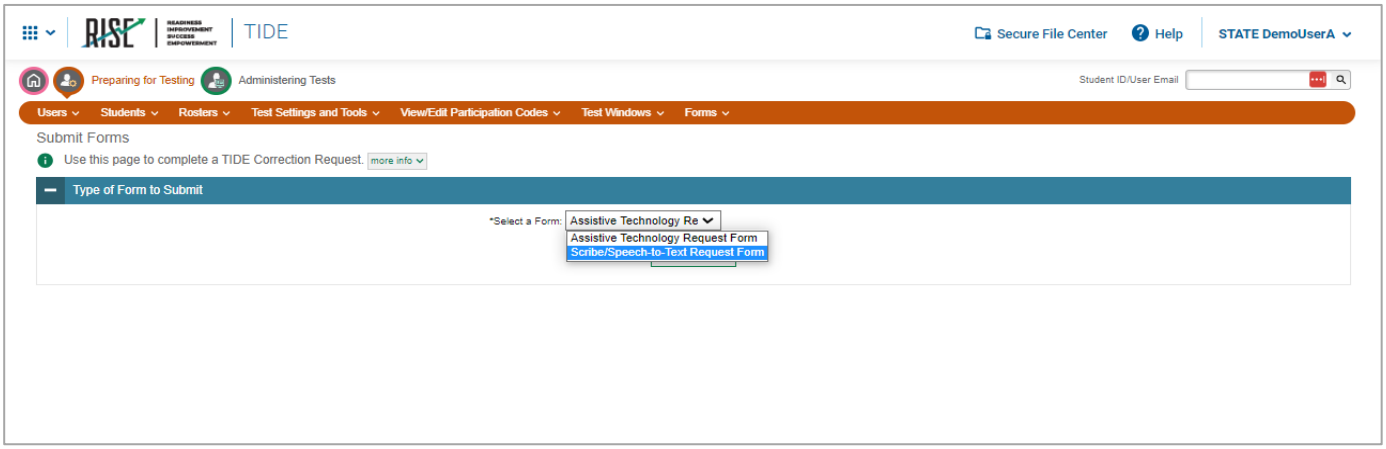
1. On the TIDE dashboard, click on Forms in the Preparing for Testing grouping and click **Submit Forms** (see Figure 72).

Figure 79. TIDE Dashboard/Submit Forms



2. On the next page, select the type of form you wish to submit. You may select **Assistive Technology Request Form** or **Scribe/Speech-to-Text Request Form**, as applicable to the accommodation being requested (see Figure 73).

Figure 80. Assistive Technology or Scribe/Speech-to-Text Forms




For Assistive Technology requests, you must complete the form detailing the demographic information of the school and detail the requirement of the accommodation. All sections of the form must be completed. The following pages display a blank copy of the Assistive Technology Request Form (see Figure 68) and the Scribe/Speech-to-Text Request Form (see Figure 75).

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Figure 81. Assistive Technology Request Form

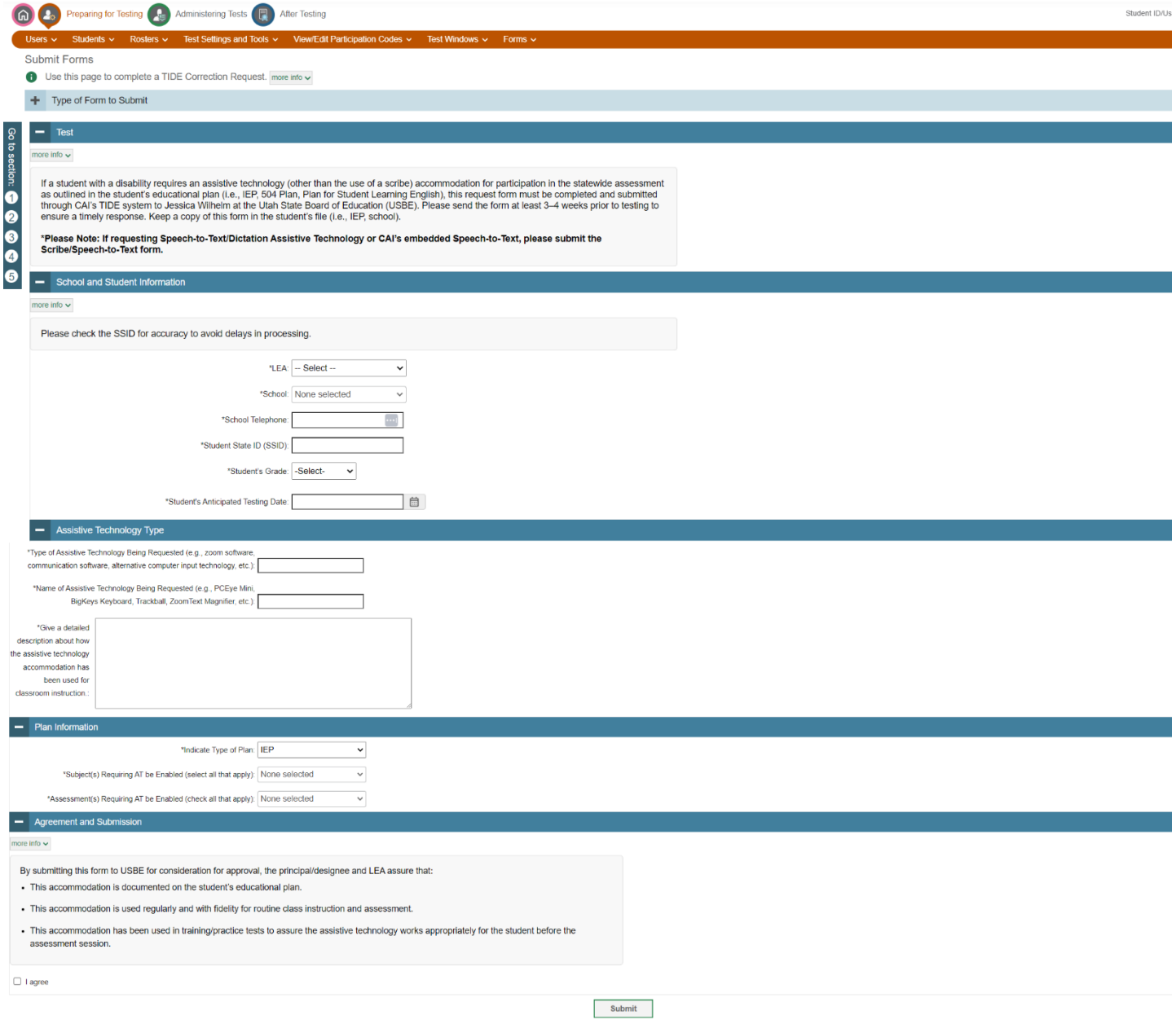
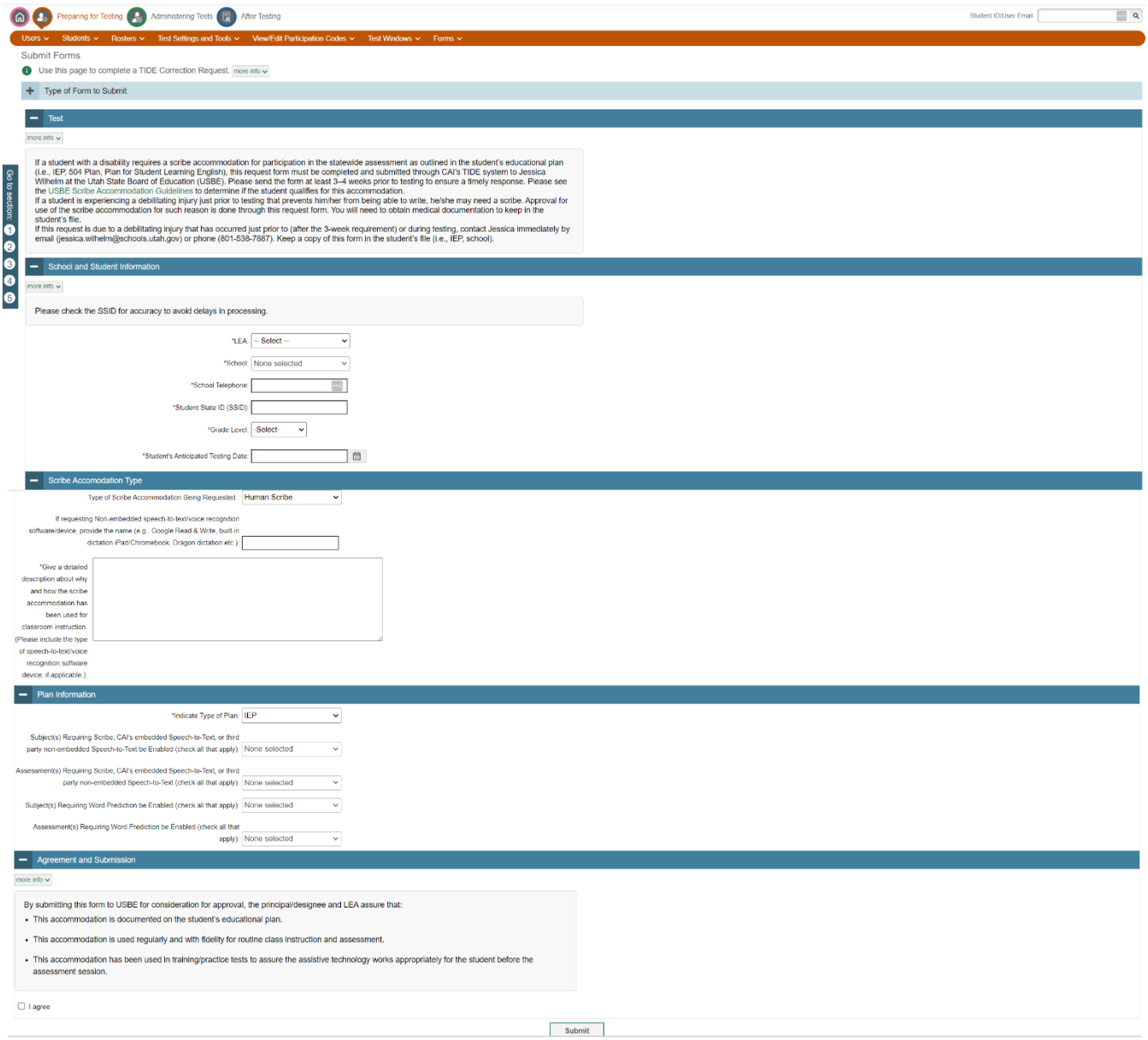


Figure 82. Scribe/Speech-to-Text Request Form




3. Once you have completed the form, you must agree that the accommodation is documented, used regularly and with fidelity in class instruction, and has been attempted in training tests to ensure it functions as expected for the student. If you agree, click the **I Agree** checkbox and click **Submit.**

   a. Upon submission, a tracking identifier will be provided. It is recommended you save this identifier to easily track the status of your accommodation request.

      - **Please note:** Once submitted, requests cannot be edited or changed.

4. The request will be reviewed by USBE staff. Upon approval, USBE staff will enable the requested accommodations in TIDE. Please direct any accommodations questions to Jessica Wilhelm at Jessica.Wilhelm@schools.utah.gov.

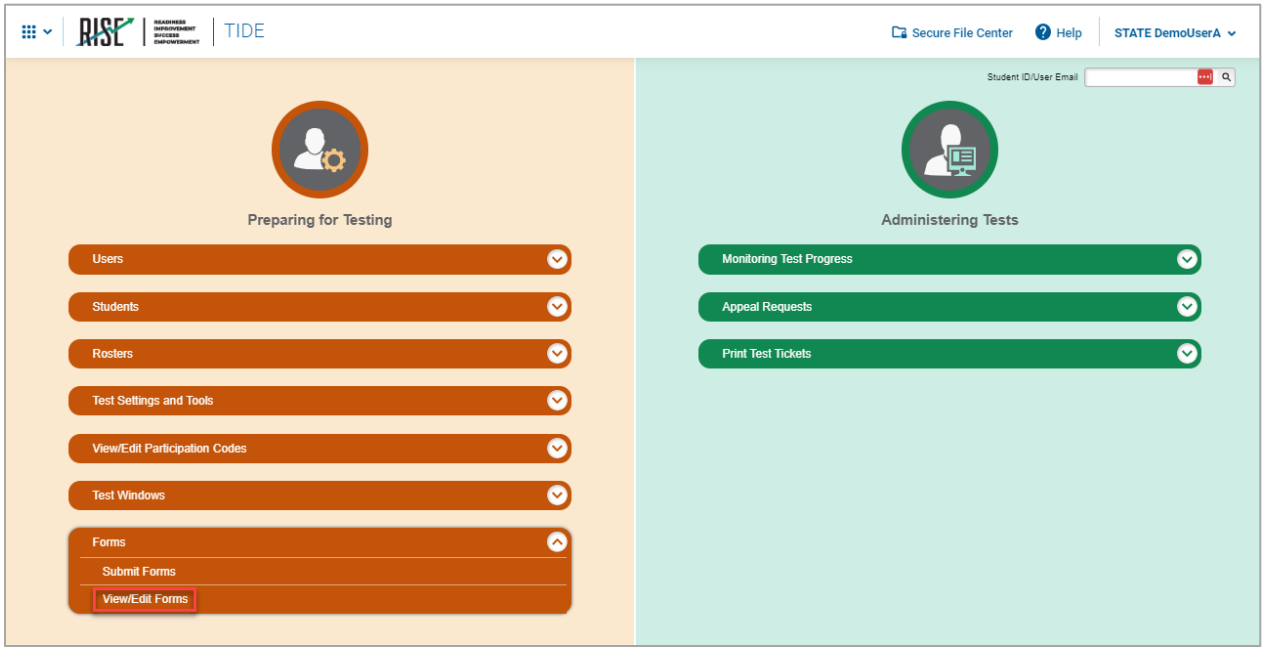
## How school-level users review submitted Assistive Technology or Scribe/Speech-to-Text Requests in TIDE

After submission of an accommodation request form in TIDE, you may view the status of currently pending accommodation requests using the TIDE interface. After a request form has been approved, you may verify that the corresponding accommodation setting has been applied to the student following the steps in the section *How school-level users specify student accommodations and test tools*. For any questions regarding assistive technology itself, please review the *Assistive Technology Manual* or contact Jessica Wilhelm at Jessica.Wilhelm@schools.utah.gov.

To review the status of an accommodation request:

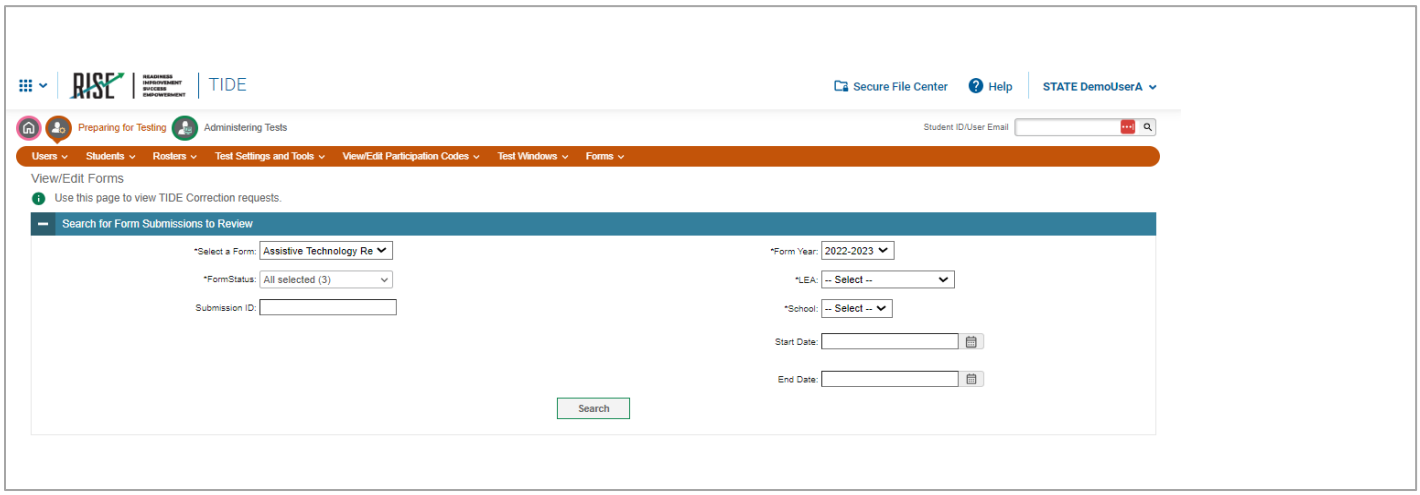
1. On the TIDE dashboard, click on Forms in the Preparing for Testing grouping and click **View/Edit Forms** (see Figure 76)

Figure 83. View/Edit Forms



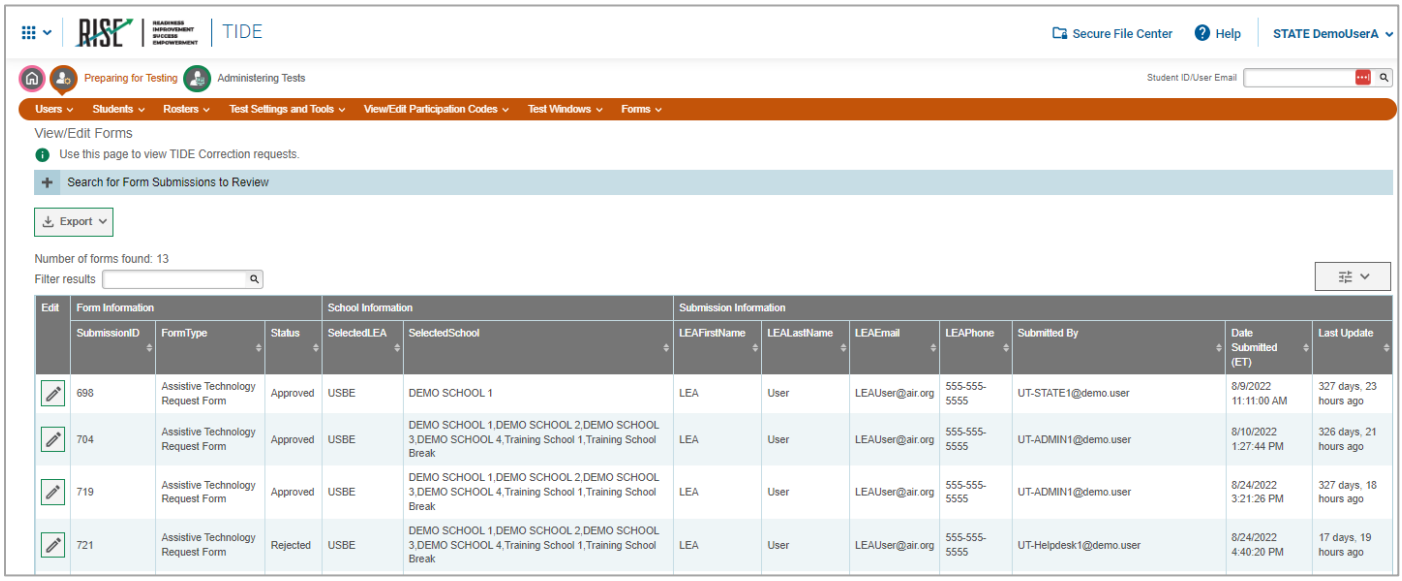

2. On the next page, the View/Edit Forms search box is displayed (see Figure 70). Fields denoted with a * are required. Select and input the relevant search settings based on your previously submitted accommodation form and click **Search.**

Figure 84. View/Edit Form




3. The status of forms matching the selected search criteria are then displayed (see Figure 78).

Figure 85. View/Edit Forms Results




4. *Optional:* If you desire to view further details about the request, click on the pencil icon to the left of the applicable form.

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## Voice pack Installation for Testing with Text-to-Speech

Text-to-Speech (TTS) tools read aloud text that appears on the screen for all students. TDS includes embedded TTS tools that are automatically turned on for students taking RISE assessments (except for reading passages and excerpts). In order for students to test with TTS tools, a supported voice pack will need to be installed on their device before testing begins, if the device does not already include a built-in voice pack. Students testing with TTS must have headphones.

For more information about enabling English and Spanish voice packs, see the Windows, macOS, and Chrome support pages on this topic.

TTS is available on all operating systems supported by TDS (for a full list of supported operating systems, see the *Quick Guide for Setting up Your Online Testing Technology*). However, text-to-speech tracking does not function correctly on Linux OS. If students require the use of this accommodation (TTS with tracking), they must use a different operating system.

Table 13 lists the voice packs supported for students testing with TTS. Students can verify that text-to-speech works on their computers by logging in to a training test session and selecting a test for which text-to-speech is available. Students using TTS for the practice tests must log in using a supported Secure Browser or a supported Chrome, Firefox, or Edge browser.

- Table 12. Technology Requirements for Students Testing with TTS

| Technology Type | Product |
|---|---|
| Supported Voice Packs | • Windows for tests in English: All built-in voice packs<br>• Windows for tests in Spanish: Spanish (Mexcio)<br>• macOS built-in voice packs<br>• iPadOS built-in voice packs<br>• Chromebook built-in voice packs<br>• Heather Infovox iVox HQ (macOS only)<br>• Rosa Infovox iVox HQ (macOS only) |

Note: CAI strongly encourages schools to test the text-to-speech settings before students take operational tests. You can check these settings through the diagnostic page. From the student training test login screen, click the Run Diagnostics link, and then click the Text-to-Speech Check button.

The best voice packs to use for text-to-speech in the RISE test system are the default ones provided on one's device/operating system; however, the RISE system supports additional voice packs if they've been installed on devices through a third party as long as CAI has them on their allow list. If you've installed an additional voice pack on devices in your LEA through a third party, make sure the license is up-to-date. If you do not see your additional voice pack listed as an available voice for your RISE test in the TTS Sound Check page, contact CAI via the Help Desk RISEhelpdesk@cambiumassessment.com so they can make sure it's on the allow list. CAI and USBE also highly recommends having students use the training tests to check their devices if there are any questions about what the voice packs sound like so they select one they prefer.

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# How School-level Users Use TIDE During Test Administration

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

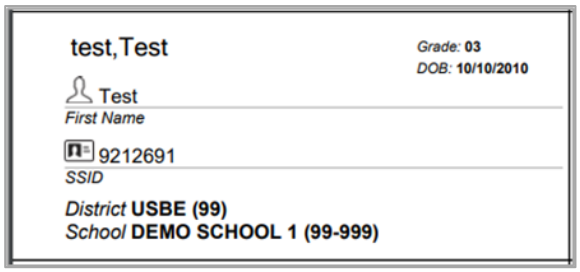
- *Optional:* Print **test tickets** to help students log in to tests.
- Add, modify, and upload appeal requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

## How School-level Users Print Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test (see Figure 79).

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

Figure 86: Sample Test Ticket




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

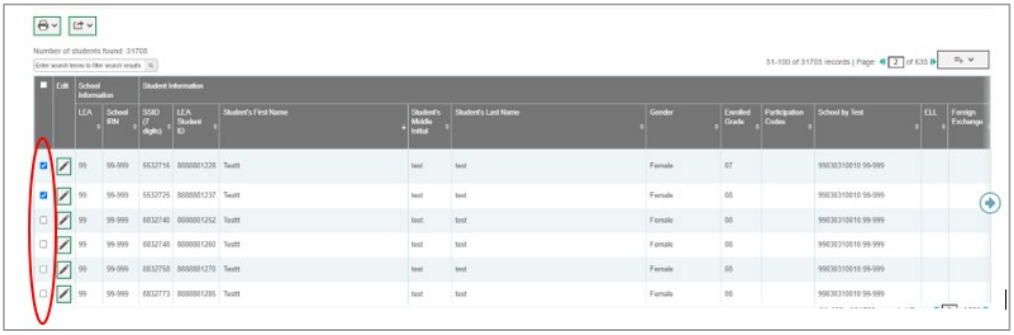
## How school-level users print test tickets from student lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The ***Print Test Tickets from Student List*** page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.

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4. Specify the students for whom test tickets need to be printed:

To print test tickets for specific students, mark the checkboxes for the students you want to print.



To print test tickets for all students listed on the page, mark the checkbox at the top of the table.



To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

5. Select  and then select the appropriate action:

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

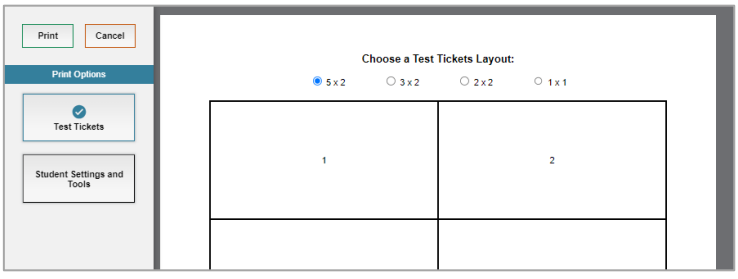
To print test tickets for all retrieved students, select **All Test Tickets**.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 80), verify **Test Tickets** is selected in the *Print Options* section.

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

Your browser downloads the generated PDF.

Figure 87: Layout Model for Test Tickets



## How school-level users print test tickets from roster lists

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

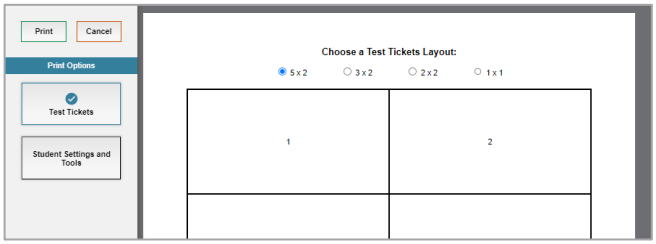
Mark the checkboxes for the rosters you want to print.

Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

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

5. Select and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 81).
6. Verify **Test Tickets** is selected in the *Print Options* section.
7. Select the layout you require, and then select **Print**.

Figure 88: Layout Model for Test Tickets




Your browser downloads the generated PDF. Test tickets sort by roster first, then by grade, and then by name.

NOTE: When viewing the roster list for your roster, make sure the “Current Students” radio button is selected (not the “Current and Past Students”) to ensure that your roster list is showing only current students (and not students who have exited your roster throughout the school year).

## How School-level Users Manage Appeal Requests

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

Appeal requests are a way of interrupting this normal flow. A student may need to get back into a segment they incorrectly exited or have a grace period extension if they had to pause their test for more than 20 minutes and didn’t have time to review. A test administrator may need to invalidate a test because of a parental exclusion, a hardware malfunction, or a testing impropriety.

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School-level users can create appeal requests for students in their school. Please note that all appeals requests submitted by school-level users will require approval from a LEA-level approver.

School-level users can add an appeal requests one at a time or all at once through file upload.

## List of Appeal Request Types

Reset and reopen appeal requests must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity. Table 14 lists the types of appeals.

Table 13: Types of Appeals

| Type | Description |
|---|---|
| Invalidate a test | Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window. |
| Reset a test | Allows the student to restart a test opportunity (removing all responses on the test). You can submit these appeal requests until the end of the test window. |
| Re-open a test | Reopens a test that was completed, invalidated, or expired. |
| Re-open Test Segment | Reopens a previous test segment. This appeal request is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items and can modify responses to answered items in the reopened segment. |
| Grace Period Extension (GPE) | Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible:<br>• If resuming the test within 20 minutes, student can review previously answered questions.<br>• Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions.<br>Upon receiving a GPE, student can review previously answered questions upon resuming the test. |

For a list of appeal request statuses, see Table 15 below.

Table 14: List of Appeal Request Statuses

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

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For a list of available appeal requests by test status, see Table 16 below.

Table 15: List of Appeal Requests by Test Status

| Test Status | Invalidate a test | Reset a test | Re-open a test | Re-open Previous Test Segment | Grace Period Extension |
|---|---|---|---|---|---|
| Approved | | ✓ | | | |
| Completed | ✓ | ✓ | ✓ | | |
| Denied | ✓ | ✓ | | ✓ | ✓ |
| Expired | ✓ | ✓ | ✓ | | |
| Paused | ✓ | ✓ | | ✓ | ✓ |
| Pending | | ✓ | | | |
| Processing | | ✓ | | | |
| Reported | ✓ | ✓ | ✓ | | |
| Review | | ✓ | | | |
| Scored | ✓ | ✓ | ✓ | | |
| Started | | ✓ | | | |
| Submitted | ✓ | ✓ | ✓ | | |
| Suspended | | ✓ | | | |
| Invalidated | | ✓ | ✓ | | |

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

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

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

   a. From the **Appeal Requests** task menu on the TIDE dashboard, select **Create Appeal Requests**. The ***Create Appeal Requests*** page appears (see Figure 82).

   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 Appeal Requests*** page (see Figure 83).

Figure 89: Selection Fields in the Create Appeal Requests Page

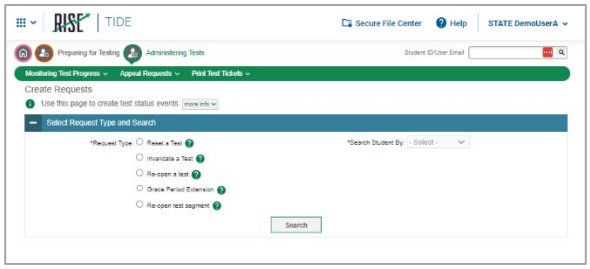
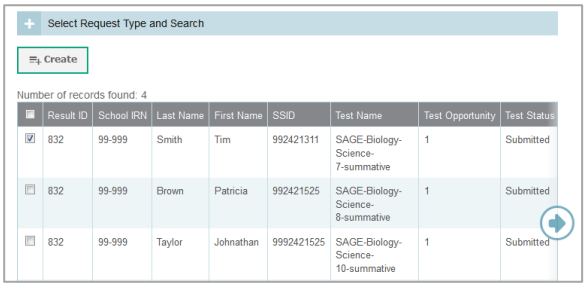



Figure 90: Retrieved Test Results




2. Mark the checkbox for each result for which you want to create a test invalidation, and then select **Create**.

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

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

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

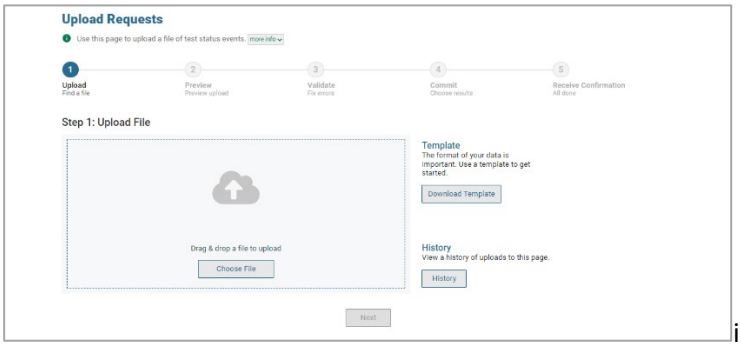
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## How school-level users add or modify multiple appeal requests all at once

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

1. From the **Appeals** task menu on the TIDE dashboard, select **Upload Appeals**. The ***Upload Appeals*** page appears where you can download a template file (see Figure 84).

Figure 91: Upload Appeals Page




i

2. Fill out the template using Table 17 below.

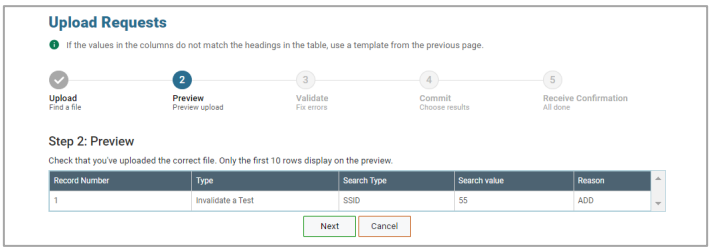
Table 16: Columns in the Appeal Request Upload File

| Column Name | Description | Valid Values |
|---|---|---|
| Type* | Type of appeal request. | One of the following:<br>`Invalidate a test`<br>`Reset a Test`<br>`Re-open a test`<br>`Grace Period Extension`<br>`Re-open test segment` |
| SearchType* | Student field to search. | One of the following:<br>`Result ID`<br>`SSID`<br>`Session ID` |
| SearchValue* | Search value corresponding to the search type. | Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS. |
| Reason* | Reason for creating appeal request. | Up to 1,000 alphanumeric characters. |

*Required field.

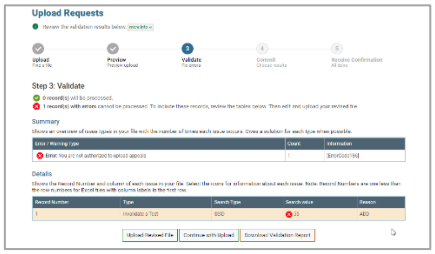
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears (see Figure 85).

Figure 92: Upload Appeals Preview Page



4. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears (see Figure 86).

Figure 93: Upload Appeals Validation Page




5. The validation screen shows errors or warnings associated with your uploaded file.

6. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The selected file will be uploaded, but the rows with errors will not be included.

7. The commit page appears, showing how many records will be committed based on your upload file (see Figure 87).

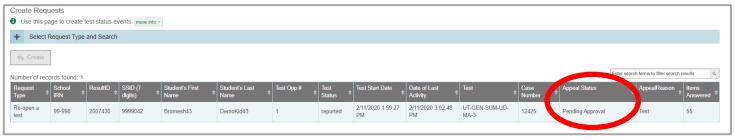
8. The confirmation page appears next, confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File**.

Figure 94: Upload Appeals Committ Page




9. Appeals submitted are sent to your LEA assessment director for approval. Any pending appeal(s) you submitted will be shown when you search for them, with "Pending Approval" listed in the **Approval Status** column (see Figure 88). Once an appeal is approved by your LEA assessment director, it will no longer be shown when you search for it.

Figure 95: Appeals Record List with Appeal Status Shown



## How School-level Users Monitor Test Progress

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

The following reports are available for school-level users in TIDE:

- Test Session Status Report: Displays status reports of active and inactive test sessions happening for the current day.
- Participation Search by SSID: Enter SSID manually or by upload for individual student data.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- Test Status Code Report: Displays all the participation codes for a test administration.
- Test Progress Summary: Displays charts with the data from Test Completion Rates for district-level and school-level data.

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

TIDE includes a Plan and Manage Testing report that details all of a student's test opportunities and the status of those test opportunities. An opportunity is a student's attempt at a test. Because the report lists testing opportunities, a student can appear more than once on the report.

Plan and Manage Testing offers two ways to find information:

- **Basic Search** has common report options to find information on all eligible students who:
    - have not started assigned tests
    - have started but not completed assigned tests
    - have not completed assigned tests
      (includes those who have not started and those who have not completed)
    - have completed an assigned test

  Also shows:

    - tests in a paused status
    - current tests expiring within 7 days
- **Advanced Search** has all report options, with tools to find individuals or student groups in these categories:
    - Test Progress with options for have/have not started or have/have not completed by opportunity
    - Test Status with options for any/specific opportunity and the status
    - Test Expiration with options for expirations on a specific day or over a range of days

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- Session ID or TA Name with options for most recent sessions or specific session ID

*To access participation reports:*

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears.

2. Select either **Basic Search** (Figure 167) or **Advanced Search** (Figure 168).

Figure 96. Plan and Manage Testing Page: Basic Search

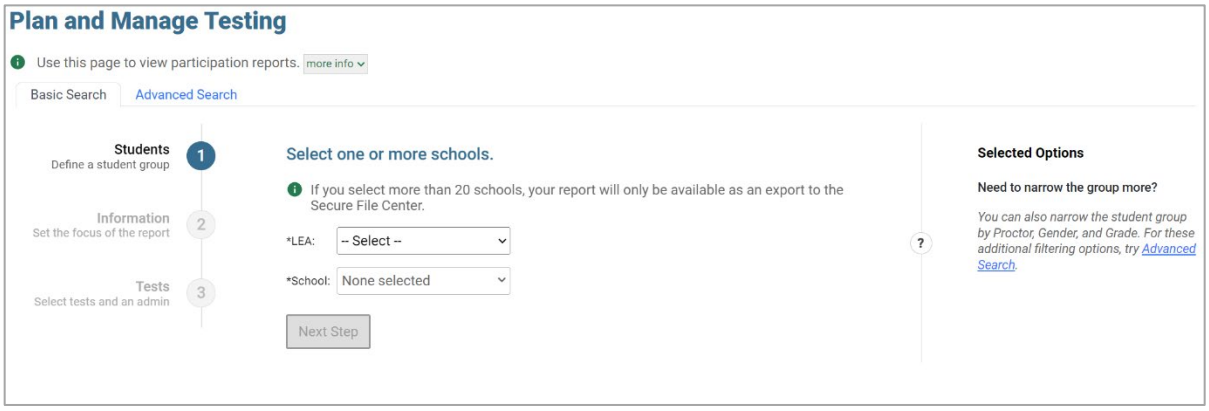
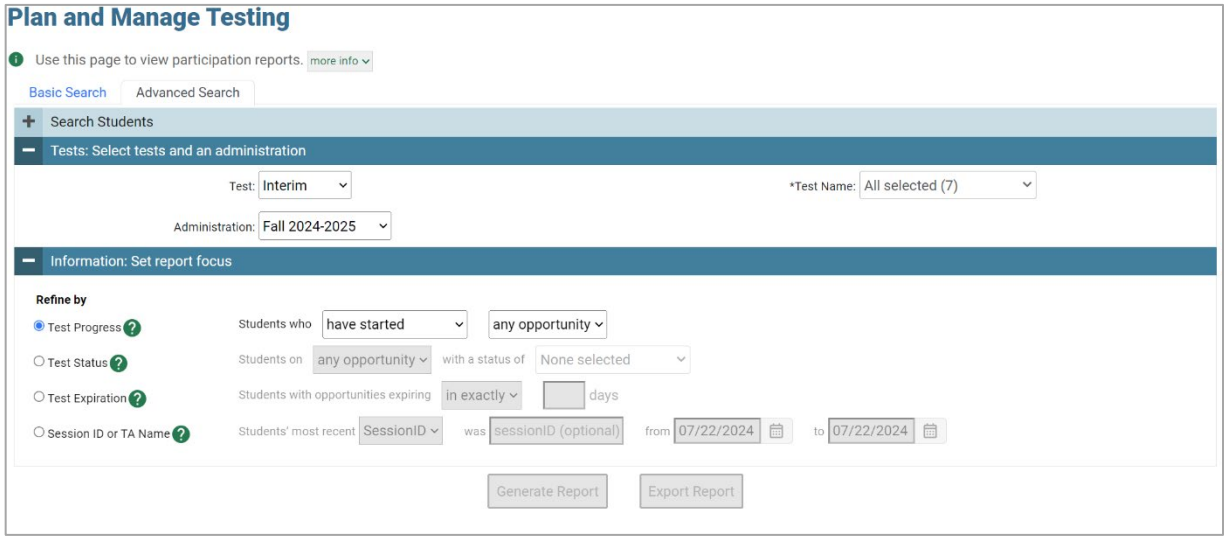



Figure 97. Plan and Manage Testing Page: Advanced Search




3. For Basic Search, proceed to the Basic Search section.

4. For Advanced Search, proceed to the Advanced Search section.

Basic Search

This option is designed for quick access to common search options. It offers a paired down selection of options available in the Advanced Search and only allows searching for full groups of students per test, administration, and test name.

Follow the prompts to move through the three steps. The *Selected Options* section populates with your report information for each step. After searching, you'll have access to the results table that you can filter by keyword and export.

Advanced Search

1. In the Search Students panel (see Figure 98), select the parameters for whose information to include in your report. Only fields with special considerations are listed below.

    a. 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.

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

        ii. *Optional*: From the *Advanced Search* **Search Fields** drop-down list, select a specific test accommodation or demographic to filter the report. If you select a test accommodation or demographic, a field is displayed. Enter text or select the required filter criteria from the available options.

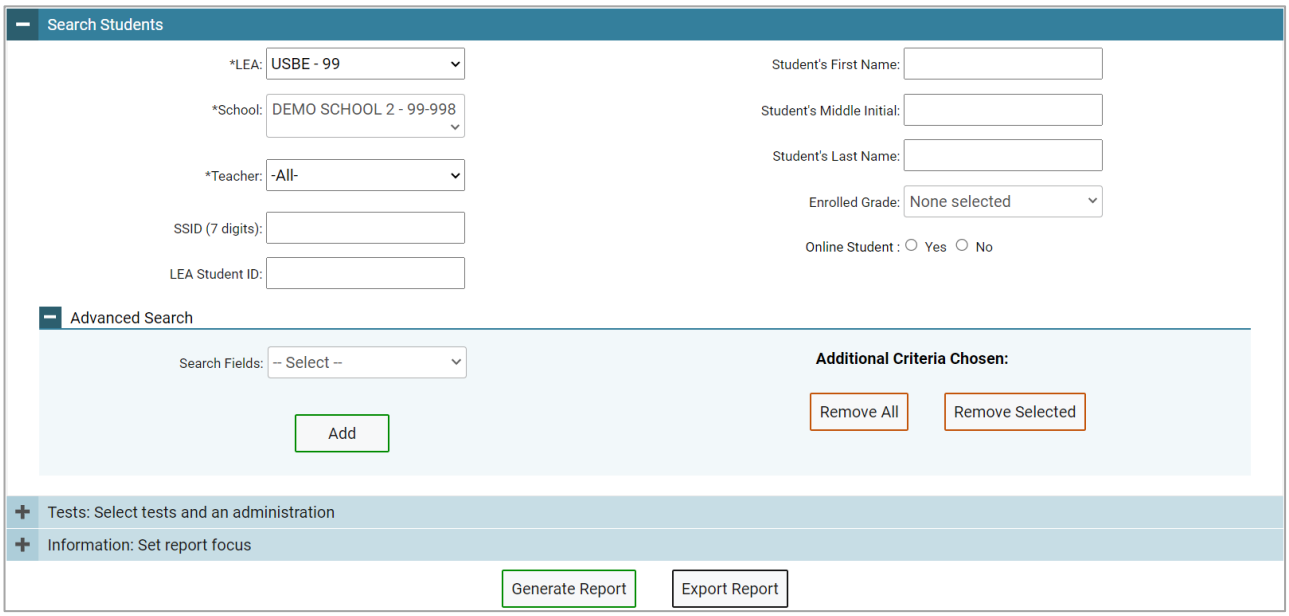
    **Note**: If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.

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

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

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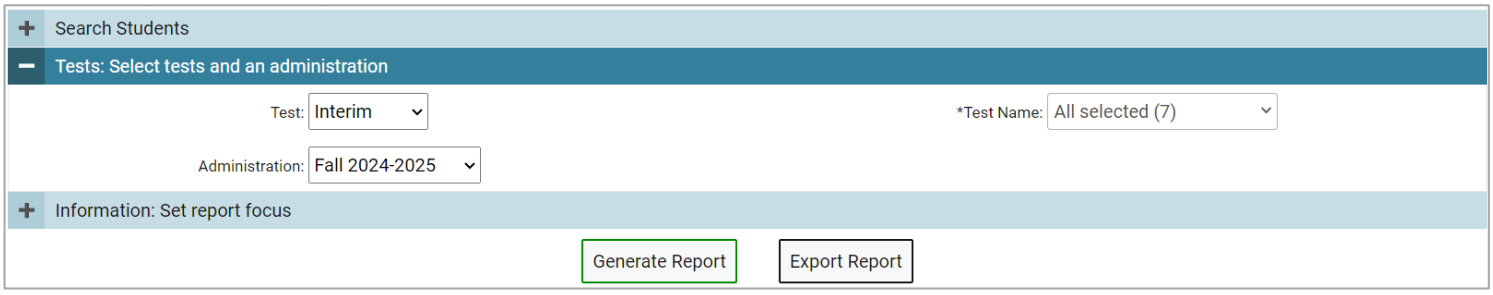
Figure 98. Advanced Search: Search Students Panel




2. In the *Tests: Select tests and an administration* panel (see Figure 99), select the parameters for which tests to include in your report:

    a. From the **Test** field, select a test type.

Figure 99. Advanced Search: Select Tests and an Administration Panel




3. In the *Information: Set report focus* panel (see Figure 100), select the radio button for one of the options and then set the parameters for that option.

    a. More information about the *Refine by* options:

        i. Test Progress (refer to caution information)

            - Reports date completed information; not based on status.

            - Started does not have a test completion date; Completed has a test completion date.

            - 100,000 record limit for untested students.

        ii. Test Status (refer to caution information)

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- Reports test statuses.
- If **completed** is selected, the search results will include students with completed, submitted, or reported statuses.

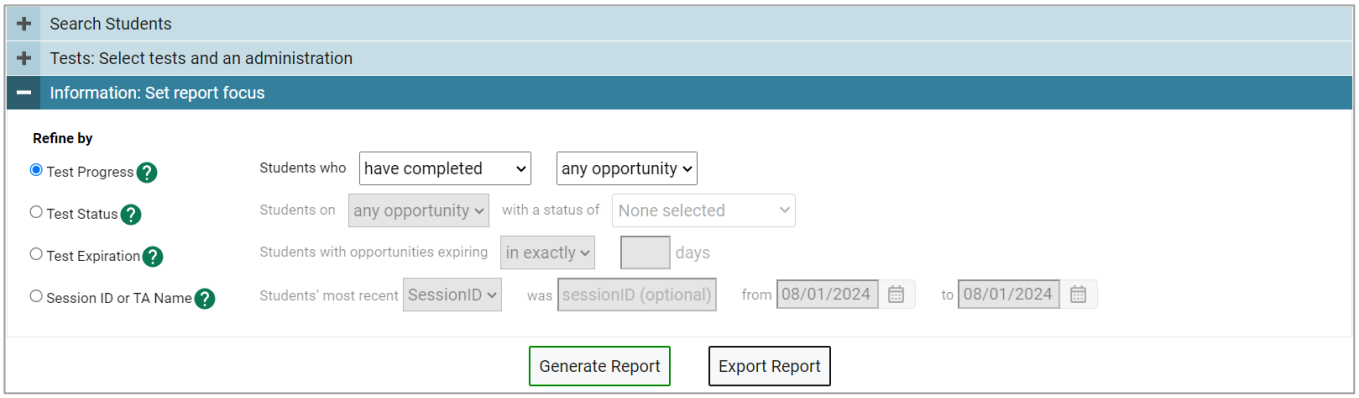
iii. Test Expiration

- Reports when students will lose access to the test.
- Use **in exactly** for expirations on a certain day; use within for expirations over a range of days.

iv. Session ID or TA Name

- Reports most recent session information, not all past sessions.
- If no TA or session ID is specified, the date range cannot exceed 15 days.

Figure 100. Advanced Search: Set Report Focus Panel




⚠ **Caution:** For Test Progress & Test Status, *any opportunity* does not mean all opportunities!

- Selecting the drop-down any opportunity does not return results with all opportunities.
- **Any opportunity** finds the earliest opportunity matching the selection criteria in the rest of the search phrase.
- If you need to find all opportunities, search by SSID for specific students using the **Search Students by SSID** task.

Review Results

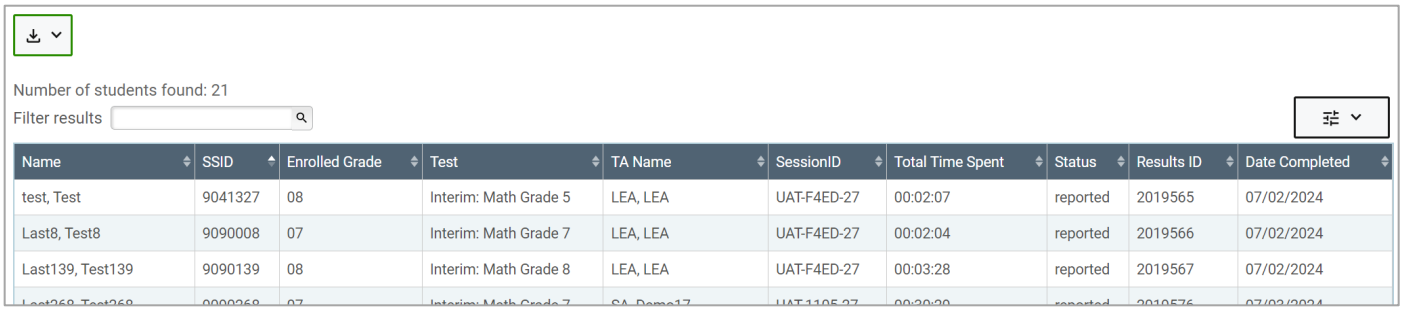
Do one of the following:

1. For the Advanced Search, select **Generate Report** to view the report on the page. If you are viewing a report for more than 20 schools, use this option and then select **Export to Secure File Center**.

2. To open the report in Microsoft Excel, select **Export Report** or  . If you are viewing a report for more than 20 schools, this option will be disabled.

**Note**: Not all columns are selected by default. To add or remove information, use  the at the top right of the table. For descriptions of the columns in this report, see Table 37 below.

Figure 101. Plan and Manage Testing Report




**Note**: During periods of high testing volume, test statuses and reporting may take up to 24 hours to be reflected in the RISE systems, so please take this timeframe into account as it relates to these reports.

Table 17: Columns in the Plan and Manage Testing Report

| Attribute | Description |
|---|---|
| Name | Student's legal name (Last Name, First Name). |
| LEA Name | Name of the LEA associated with the record. |
| School Name | Name of the school associated with the record. |
| SSID | Student's Statewide Student Identifier number. |
| Enrolled Grade | The grade in which a student is enrolled. |
| Current LEP | Indicates whether the student is an English Language Learner. |
| Test | Test name for this student record. |
| Opportunity | The opportunity number for that student's specific record. |
| TA Name | The test administrator who created the session in which the student is currently testing (or in which the student completed the test). |
| Session ID | The Session ID to which the test is linked. |
| Total Time Spent | The time it took a student to complete a test. |
| Status | The status for that specific opportunity. |
| Results ID | The unique identifier linked to the student's results for that specific opportunity. |
| Restarts | The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts).<br>(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).<br>A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire, and the student will not be able to review any previous answers. |
| Date Started | The date when the first test item was presented to the student for that opportunity. |
| Date Completed | The date when the student submitted the test for scoring. |
| Last Activity | The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process. |
| Expiration Date | The date the test opportunity expires. The following are the set timeframes for each test; if not completed within this timeframe, the tests will expire.<br>Benchmark Modules: 7 days<br>Interims: 14 days<br>Fall Summatives: 21 days<br>Spring Summatives: 60 days |
| Remote Session | Indicates whether the test was taken with the embedded remote proctoring enhancements (Y) or not (N). |

Save advanced searches to the Favorites tab

You can save reports generated from the **Advanced Search** to easily rerun reports you use often. Reports are accessed from the **Favorites** tab without the need to reenter your search criteria. When available, new data is pulled in each time you run a report from **Favorites**.

⚠ Your list of favorite reports can be used throughout one school year but will be removed when TIDE is reset for the next school year.

*To save searches to your Favorites tab:*

7. Access **Plan and Manage Testing**.
8. Select the **Advanced Search** tab.
9. Select search criteria for all required fields and any optional fields within each section.
10. Select **Generate Report**.

**Note**: The option to save your search will not appear if you select **Export Report**.

11. Review your search results in the grid at the bottom, and if they meet your needs, select **Save New Favorite**.
12. On the ***Save New Favorite*** pop up, add a title with up to 500 characters (required) and a description with up to 1000 characters (optional).

⚠ **Caution**: The **Advanced Search** options you selected will not display when you generate this report from the **Favorites** tab. For future reference, list your search selections in the description so you know what information is in this report.

Generate and manage reports from the Favorites tab

The results from the reports in **Favorites** are refreshed every time you generate a report. **Plan and Manage Testing** provides results on demand, so data is always up to date.

*To generate reports from your Favorites tab:*

8. Access **Plan and Manage Testing**.
9. Select the **Favorites** tab.
10. *Optional*: Select the top row of a column to sort in ascending order. Select the row again to sort in descending order.
11. *Optional*: Use the *Search favorites* text box to enter a keyword, phrase, part of a word, date, or time to find a specific report.
12. Select the title of a report to generate results below the list of *Favorites* on the **Favorites** tab.
    The title and description you entered while saving your favorite display above the results, and the results display with a limited selection of columns.

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13. *Optional*: To display all or different columns, select  and use the checkboxes.

14. *Optional*: Sort the results table the same way you can sort the list of *Favorites*.

*To manage your favorite reports by editing the title and description or deleting the report:*

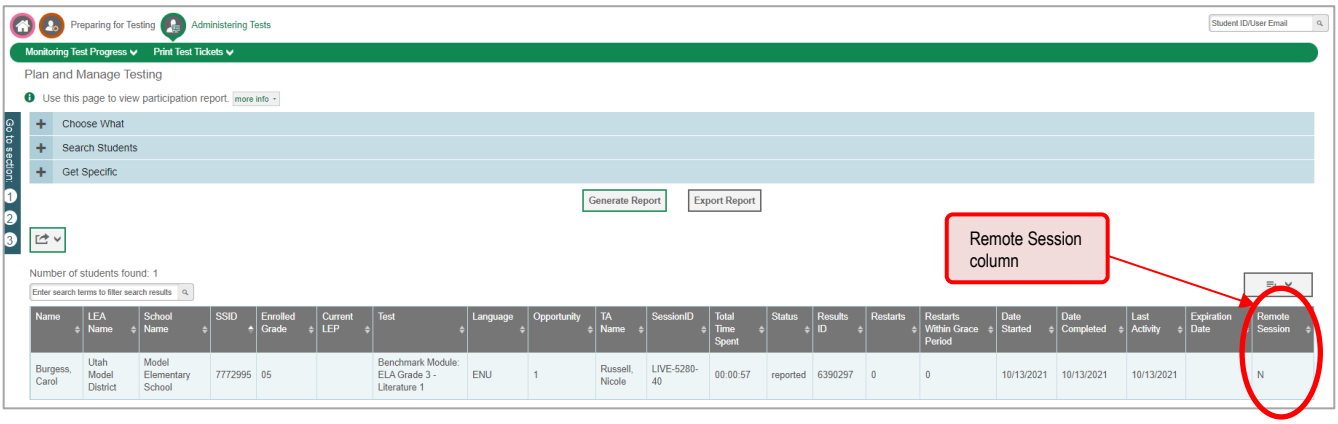
2. Choose a way to edit the title:
    a. From your *Favorites* list, select the **Edit** button  .
    b. If you've generated the report, select **Edit Title / Description** from above the results.

Delete the report by selecting the **Delete** icon  from your *Favorites* list.

## How school-level users view which students have tested remotely

School-level users can use the Plan and Manage Testing report to see which students have taken a test that was administered remotely. To do this, school-level users will generate the Plan and Manage Testing report with whichever search criteria they want to use by following the steps outlined above. In the report that is generated (or exported), there will be a column labelled “Remote Session” (see Figure 90 below). A “Y” in this column relays that the given student took the test listed remotely; a “N” in this column relays that the given student did not take the test listed remotely.

Figure 102: Remote Session Column in Plan and Manage Testing Report




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

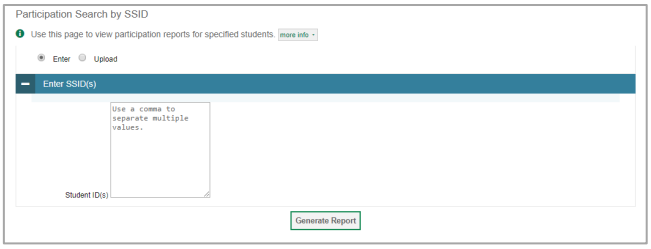
You can also generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students’ SSIDs.

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Participation Search by SSID**. The *Participation Search by SSID* page appears (see Figure 91).

2. Do one of the following:

Figure 103: Participation Search by SSID Page




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

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

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

## How school-level users view report of test status codes

The Test Status Code report displays all the non-participation codes for a test administration. For a description of the columns in this report, see Table 21 below.

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

2. In the *Report Criteria* panel (see Figure 98), select search criteria for the test and administration.

3. Do one of the following:

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

To view the report on the page, select **Generate Report**. Note: due to the size of this report, it is recommended that users Export instead of Generate.

TIDE displays the tests and associated statuses and participation codes (see Figure 99).

Figure 104: Test Status Code Report Search Criteria

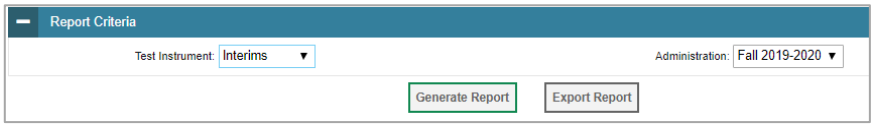
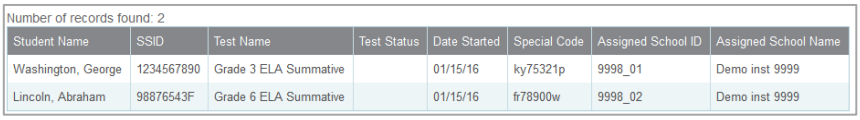



Figure 105: Test Status Code Report



Number of records found: 2

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

Table 18: Columns in the Test Status Code Report

| Column | Description |
|---|---|
| Name | Student's name. |
| SSID | Student's Statewide Student Identifier number. |
| TestName | Test in which student did not participate. |
| TestStatus | Test's most recent status. |
| Date Started | Date student started the test. |
| Participation 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. |
| Opportunity | Test opportunity number. |
| Result ID | Unique ID for the item result. |
| Session ID | Unique ID for the test session. |
| Test Expiration Date | Date the test expired. |

For a description of each status that a test opportunity can have, see Table 22.

Table 19: Test Opportunity Status Descriptions

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

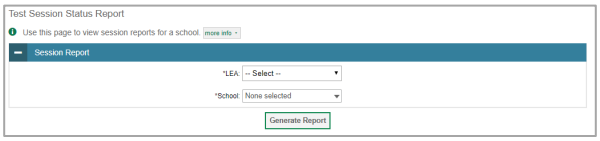
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## How school-level users view test session status reports

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

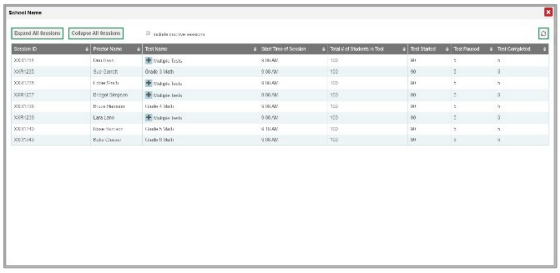
1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Session Status Report**. The ***Test Session Status Report*** page appears (see Figure 100).

Figure 106: Test Session Status Report Page



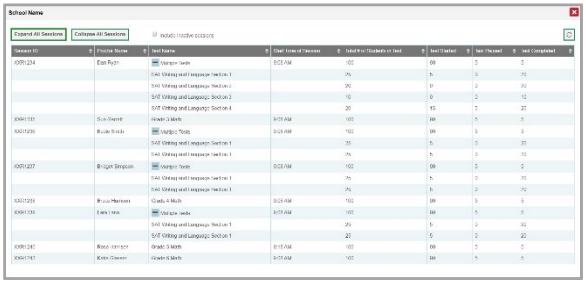

2. Select **Generate Report**.
3. A detailed report will appear after you complete step 2 (see Figure 101). For a description of the columns in this report, see Table 23 below.

Figure 107: Detailed Session Report



4. *Optional:* Select Expand All Sessions to expand all sessions containing multiple tests (see Figure 102).
5. *Optional:* Select Collapse All Sessions to collapse all expanded sessions.
6. *Optional:* To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics.

Figure 108: School Report Page with All Sessions Expanded



7. *Optional:* Select ↻ to refresh the list of available sessions. Data is refreshed in near real-time.

Table 20: Columns in the Detailed Session Report Page

| Column | Description |
|---|---|
| Session ID | The Session ID to which the test is linked. |
| Proctor Name | Name of the proctor associated with the Session ID. |
| Test Name | Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID. |
| Start Time of Session | Start time of the session. |
| Total # of Students in Test | Total number of students testing in each school. |
| Test Started | Number of students who have started their test. |
| Test Paused | Number of students who have paused their test. |
| Test Completed | Number of students who have completed their test. |

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## How school-level users view report of test completion rates and progress summaries

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

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

2. In the *Report Criteria* panel (see Figure 103), select the parameters for which tests to include in your report.

3. To open the report in Microsoft Excel, select **Export Report**. (see Figure 104 displays a sample Test Completion Rate report.

For a description of the columns in this report, see Table 19 below.

Figure 109: Test Completion Rates Search Fields

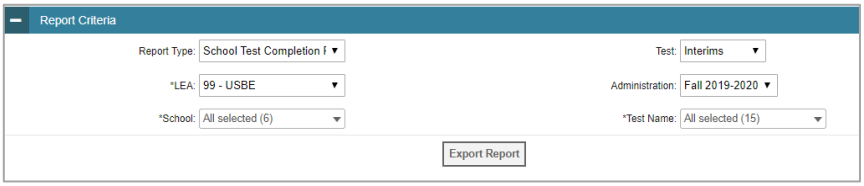



Figure 110: Test Completion Rate Report

Number of records found: 2

| Date | Test Name | Opportunity | Total Student | Total Student Started | Total Student Completed | Percent Started | Percent Completed |
|---|---|---|---|---|---|---|---|
| 02/08/2016 | Grade 1 ELPA21 All Domains | 1 | 7842 | 0 | 0 | 0.00% | 0.00% |
| 02/08/2016 | Grade 1 ELPA21 Listening | 03 | 31 | 0 | 0 | 0.00% | 0.00% |

Table 21: Columns in the Test Completion Rates Report

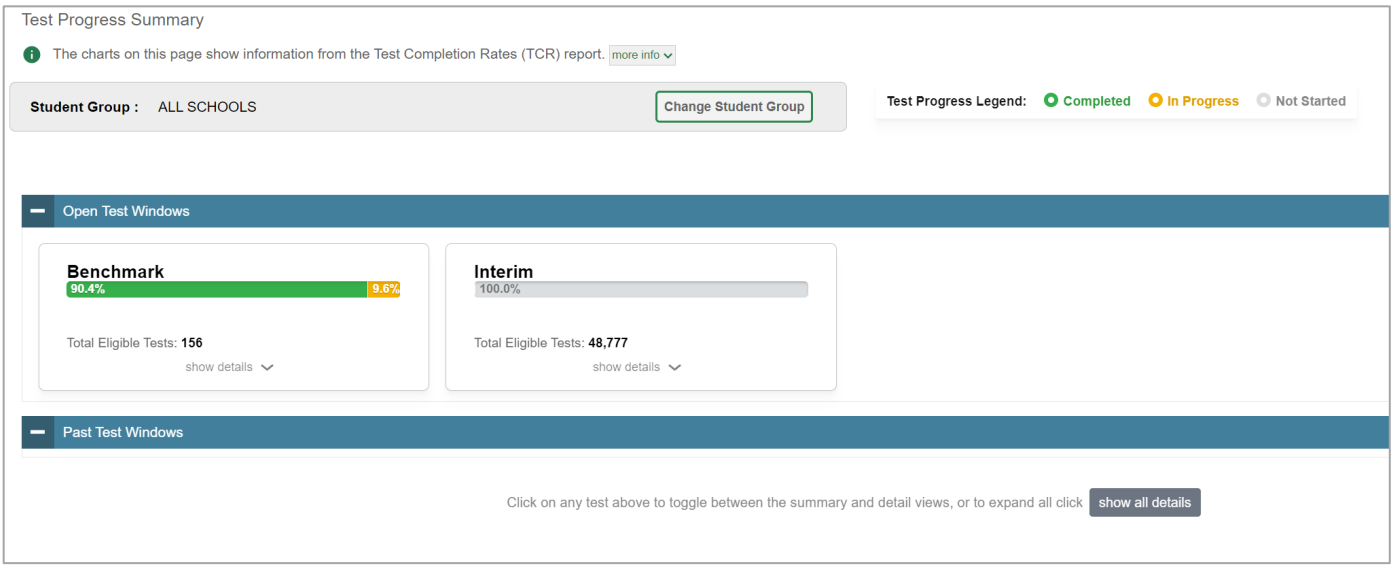
| Column | Description |
|---|---|
| Date | Date and time that the file was generated. |
| Test | Test that is being reported. |
| Administration | Administration that is being reported. |
| Test Name | Grade, test, and subject that are being reported. |
| Opportunity | Test opportunity number that is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

The Test Progress Summary provides charts of the information available in the Test Completion Report to provide a quick visual reference. You can also view the data on the screen, as well as export it. Only district- and school-level data is available in this report, though.

Access Test Progress Summary

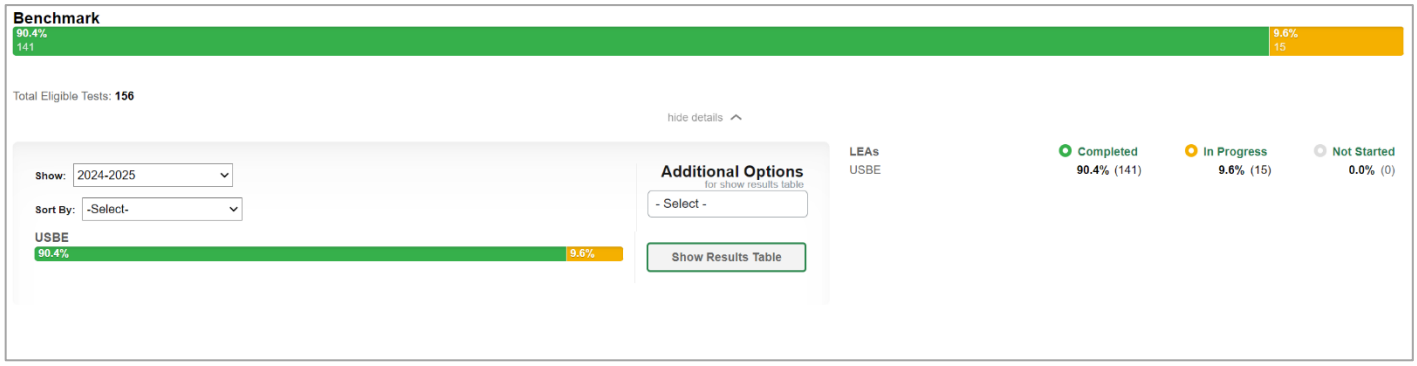
1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Progress Summary**. The ***Test Progress Summary*** page appears, displaying a card for each test window (Figure 174).

Figure 111. Test Progress Summary – Summary View




2. Your Student Group defaults to all schools you can access. Change this by selecting Change Student Group and make other selections.
3. In a test card window, select **show details/hide details** to view or collapse the breakdown of data by school (Figure 175). You can also show/hide details for all test windows from the bottom of the screen.

Figure 112. Test Progress Summary – Detailed View




4. Select Show Results Table to view the data on screen or export it.

   **Note**: Depending on where you are in your testing cycle, the charts may show as mostly *Not Started* (gray color on the chart).

## Recommended process for managing summative participation during testing

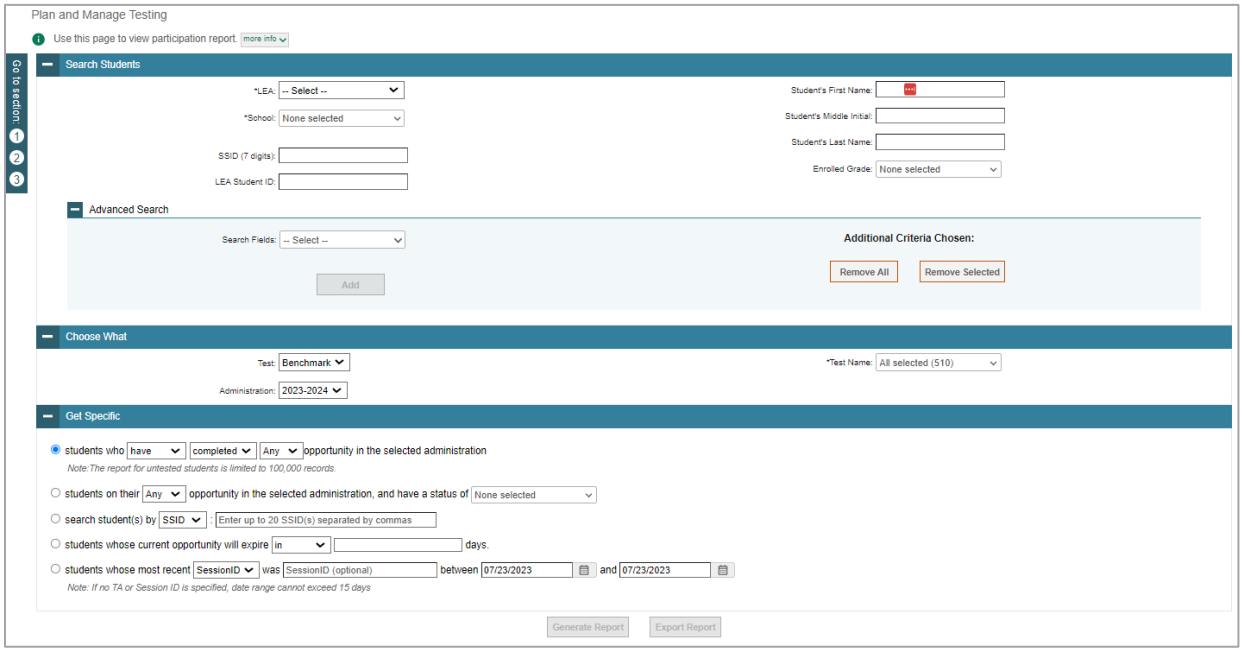
As users progress through their testing window, they can use the features of TIDE described in previous sections to monitor participation in order to ensure that all students eligible to test are either participating or have a participation code entered before the end of your school year. In particular, users can use the following features found in the **Monitoring Test Progress** task menu on the TIDE dashboard.

1. Plan and Manage Testing

    a. This report allows users to view, at any time, a list of students who have not started their tests or have not completed their tests.

    - The data in this report are generated in real-time.

Figure 113: Plan and Manage Testing Results Page




- For the steps to take to generate this report, see the "How school-level users view report of students' current test status" section of this guide.

*Please note: To return to the page in this manual that you were on before clicking one of these links, use one of the following keyboard shortcuts:* ***Alt*** *+* ***Left Arrow*** *(for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or* ***Command*** *+* ***Left Arrow*** *(for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

2. Test Completion Rate Report

    a. This report shows the number of students eligible (Total Student), number of students started (Total Student Started), number of students completed (Total Student Completed), and percentages.

- The data in this report are generated by the system each night; the data is not generated in real-time.

b. It's recommended for users to view this report by school as they start their Summative test window.

- The report provides a quick way to monitor progress in a user's school.

Figure 114: Test Completion Rate Report

| Date | Test | Administration | Test Name | District Name | LEA ID | LEA NAME | Opportunity | Total Student | Total Student Started | Total Student Completed | Percent Started | Percent Completed |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: ELA Grade 3 | | YY | Utah Model District | 1 | 21 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: ELA Grade 4 | | YY | Utah Model District | 1 | 20 | 1 | 0 | 5.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: ELA Grade 5 | | YY | Utah Model District | 1 | 20 | 8 | 8 | 40.00% | 40.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: ELA Grade 6 | | YY | Utah Model District | 1 | 20 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: ELA Grade 7 | | YY | Utah Model District | 1 | 15 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: ELA Grade 8 | | YY | Utah Model District | 1 | 14 | 5 | 5 | 35.71% | 35.71% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: Math Grade 3 | | YY | Utah Model District | 1 | 21 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: Math Grade 4 | | YY | Utah Model District | 1 | 20 | 10 | 10 | 50.00% | 50.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: Math Grade 5 | | YY | Utah Model District | 1 | 20 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: Math Grade 6 | | YY | Utah Model District | 1 | 20 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: Math Grade 7 | | YY | Utah Model District | 1 | 15 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: Math Grade 8 | | YY | Utah Model District | 1 | 8 | 6 | 5 | 75.00% | 62.50% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: Math SM1 | | YY | Utah Model District | 1 | 6 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: SCIENCE Grade 4 | | YY | Utah Model District | 1 | 20 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: SCIENCE Grade 5 | | YY | Utah Model District | 1 | 20 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: SCIENCE Grade 6 | | YY | Utah Model District | 1 | 20 | 1 | 1 | 5.00% | 5.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: SCIENCE Grade 7 | | YY | Utah Model District | 1 | 15 | 8 | 8 | 53.33% | 53.33% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: SCIENCE Grade 8 | | YY | Utah Model District | 1 | 14 | 0 | 0 | 0.00% | 0.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: Writing Grade 5 | | YY | Utah Model District | 1 | 20 | 5 | 5 | 25.00% | 25.00% |
| 3/2/2020 1:00:01 AM | RISE Summative | 2019-2020 | Summative: Writing Grade 8 | | YY | Utah Model District | 1 | 14 | 5 | 5 | 35.71% | 35.71% |

- For the steps to take to generate this report, see the "How school-level users view report of test completion rates and progress summaries" section of this guide.

*Please note: To return to the page in this manual that you were on before clicking one of these links, use one of the following keyboard shortcuts:* ***Alt*** *+* ***Left Arrow*** *(for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or* ***Command*** *+* ***Left Arrow*** *(for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

3. Test Status Code Report

a. This is the one report that includes both test status and participation code with a record for every student and every test for which they're eligible.

- Note: due to the size of this report, it is recommended that users Export instead of Generate. Generating the report can increase the amount of time it takes to load.

b. Once a user has downloaded the report, they can turn on filters when viewing it in Excel to control the view:

- In Column D (Test Status),
    a. Tests that are listed as completed can be filtered out.
    b. For tests that are listed as paused, users should make sure the student responded to at least six items or entered one non-blank character if it is a writing test to ensure they count as participated.
- In Column F (Participation Code),
    a. Tests with participation codes already assigned can be filtered out.
- Once these filters have been applied, users can see the students who need to finish or start their Summative test.

c. It's recommended that SAs begin to review this report regularly two weeks before their test window closes.

d. SAs should use the Test Status Code Report for current students; for students who have moved, your LEA assessment director should use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).

Figure 115: Test Code Status Report

| Name | SSID | TestName | TestStatus | Date Started | Participation Code | Assigned School ID | Assigned School Name | Opportunity |
|---|---|---|---|---|---|---|---|---|
| Test, Test | 9810212 | Summative: ELA Grade 3 | | | Student Transferred Before Testing Window | 99-995 | DEMO SCHOOL 4 | 0 |
| Last25, Test25 | 9980025 | Summative: ELA Grade 3 | | | Student Refuses to Test | 99-998 | DEMO SCHOOL 2 | 0 |
| Last70, Test70 | 9980070 | Summative: ELA Grade 3 | | | Excused - Medical Emergency | 99-999 | DEMO SCHOOL 1 | 0 |
| Last100, Test100 | 9980100 | Summative: ELA Grade 3 | | | Student Transferred Before Testing Window | 99-998,99-995 | DEMO SCHOOL 2,DEMO SCHOOL 4 | 0 |
| DemoKid37, Bromesh37 | 9999036 | Summative: ELA Grade 3 | | | Student Refuses to Test | 99-995 | DEMO SCHOOL 4 | 0 |
| DemoKid109, Bromesh109 | 9999108 | Summative: ELA Grade 3 | | | Absent - Did not take test | 99-995 | DEMO SCHOOL 4 | 0 |
| DemoKid144, Bromesh144 | 9999143 | Summative: SCIENCE Grade 8 | | | Excused - Medical Emergency | 99-999 | DEMO SCHOOL 1 | 0 |
| DemoKid962, Bromesh962 | 9999961 | Summative: Math Grade 4 | | | Student Transferred Before Testing Window | 99-996 | DEMO SCHOOL 3 | 0 |
| DemoKid970, Bromesh970 | 9999969 | Summative: SCIENCE Grade 6 | | | Excused - Medical Emergency | 99-996 | DEMO SCHOOL 3 | 0 |
| DemoKid978, Bromesh978 | 9999977 | Summative: Writing Grade 8 | | | Test Has Already Been Taken | 99-996 | DEMO SCHOOL 3 | 0 |

- For the steps to take to generate this report, see the "How school-level users view report of test status codes" section of this guide.

*Please note: To return to the page in this manual that you were on before clicking one of these links, use one of the following keyboard shortcuts: **Alt** + **Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command** + **Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

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## Overview of Participation Codes

This section addresses the management of participation codes for accountability purposes. **Please note that it is important to monitor test progress and enter any necessary participation codes throughout the test window as it progresses rather than after testing is complete.**

## Motivation for Participation Codes

There are circumstances in which a student did not participate in an expected assessment or participated in an assessment but in a non-standard way. In such instances, participation codes control and document how the test record is handled for reporting aggregates and accountability calculations.

Participation codes are not intended to explain data errors present in UTREx. As per R277-404, Local Education Agencies (LEAs) are responsible for updating local student information systems (SISs) so that UTREx data are accurate.

Once any participation code is marked in TIDE, that participation code persists until it is changed.

When participation codes are used, only one code can be selected. Participation codes are classified as “non-participation” or “participation.” (A student is considered to have attempted a test after answering 6 questions or after responding with any non-blank character to a writing prompt.) For a listing of participation codes, see Table X on the following page.



**Policy:** Participation codes are audited for appropriate use. ALL student data will be used for scoring, reporting, and accountability.

## Management of Participation Codes

Using TIDE, you can view participation codes for students enrolled in your school. You can add, modify, or delete participation codes only in TIDE.

Test eligibility is controlled by the course code provided via the nightly UTREx upload. Once an enrolled student has been assigned a RISE assessed course for at least 10 days, the student will either be required to take the RISE test by the end of the testing window or must be assigned a participation code.

A student’s participation on a test is defined as a student answering 6 or more questions or entering any non-blank character into one writing prompt.

Users can use TIDE’s **View/Edit Participation Codes** tab to add, delete, or modify participation codes for eligible tests. In addition, if a participation code had been assigned prior to eligibility being removed, you can still view and modify the code in TIDE as long as the student is enrolled in the school by using this tab.

If you assign a 204 non-participation code prior to testing, TIDE removes the student’s eligibility and the student will not be able to start that specific test. In order for a student to take a test, you must remove the 204 non-participation code in TIDE.

Test Status Code Reports only display eligible tests. However, if a student had started a test that was later invalidated, that test will be included in the generated reports.

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# Working with Participation Codes in TIDE

This section describes how to view, modify, and delete participation codes in TIDE. The ability to modify or delete participation codes is based on user role permissions.

## Viewing a Student's Participation Codes

When you search for student records in TIDE, the search results table displays any assigned participation codes. This can be done from the ***View/Edit/Export Students*** tab or the ***View/Edit Participation Codes*** tab.

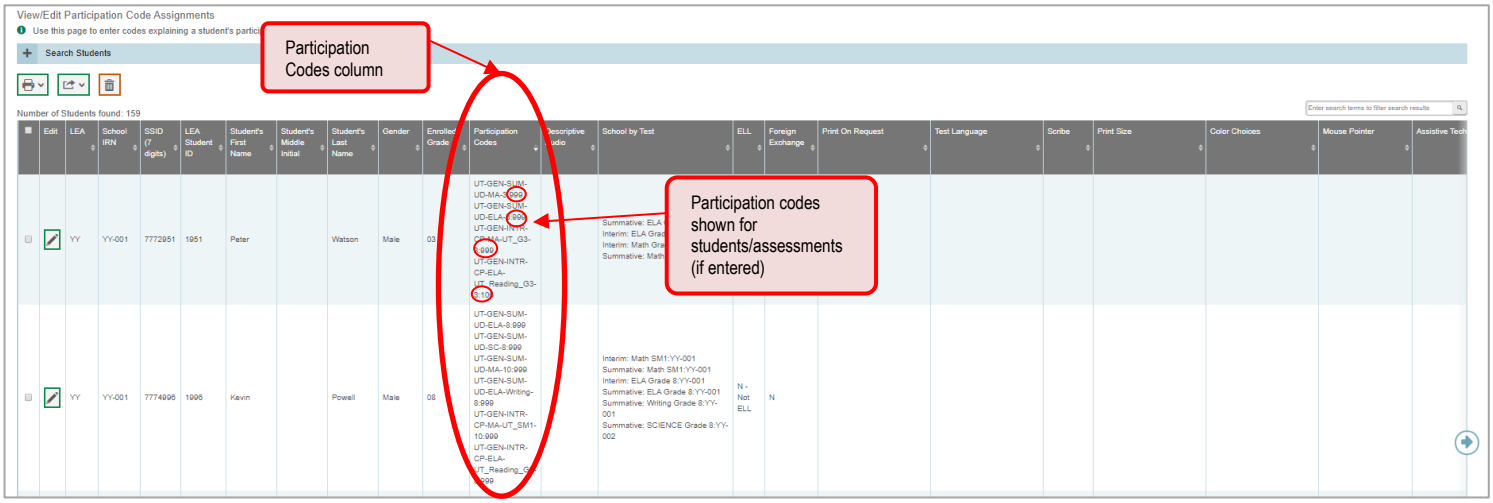
*To view the participation code in TIDE:*

1. Click either the ***View/Edit/Export Students*** tab or the ***View/Edit Participation Codes*** tab.

2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.)

3. Click **Search.** The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 96below).

Figure 116: Participation Codes in TIDE




- Note: The code 999 (shown in Figure 84 above) indicates that a participation code had been assigned and was then removed. This is different from a blank participation code, which means that a partcipation code had never been assigned for that student's test.

If a participation code needs to be changed for a student, do one of the following:

- If the student is still eligible for the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section below.

- If the student is no longer eligible for the test and had attempted the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.

- If the student is no longer eligible for the test and had not attempted the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.

- If the student is no longer enrolled in the LEA, your LEA will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).

If a participation code needs to be added for a student, do one of the following:

- If the student is still eligible for the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.

- If the student is no longer eligible for the test and had attempted the test, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).

- If the student is no longer eligible for the test and had not attempted the test, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data.

- If the student is no longer enrolled in the LEA, your LEA assessment director will need to use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code).

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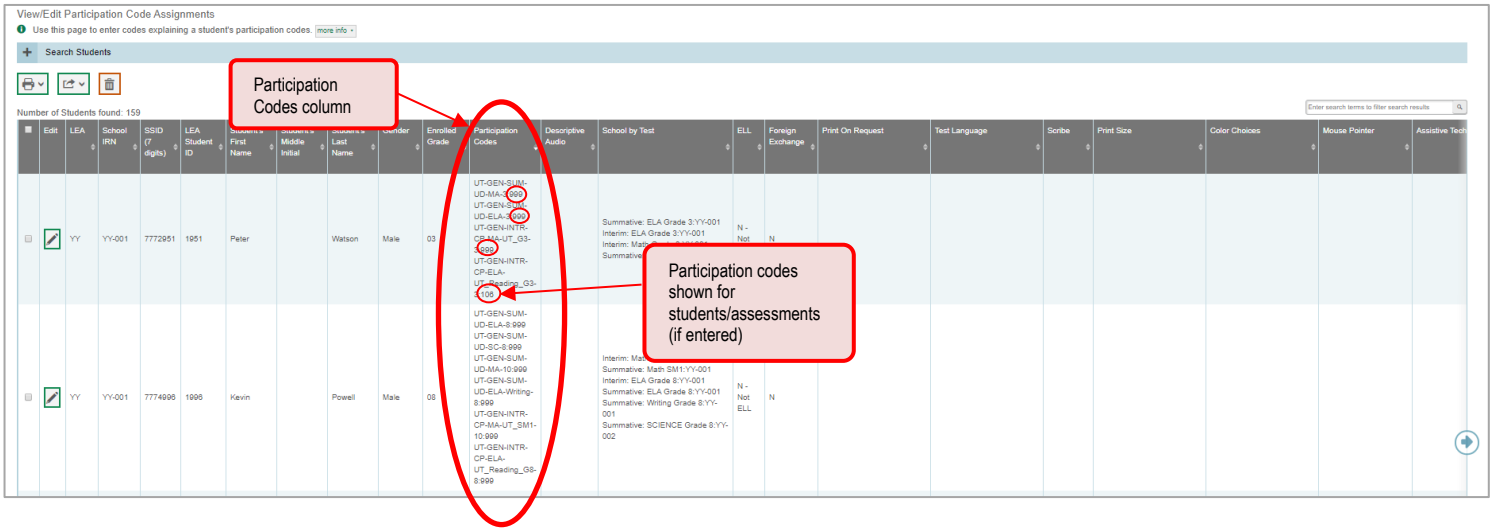
# Updating a Student's Participation Codes

You can add or modify a student's participation codes as long as the student is enrolled in your school.

*To update a student's participation codes:*

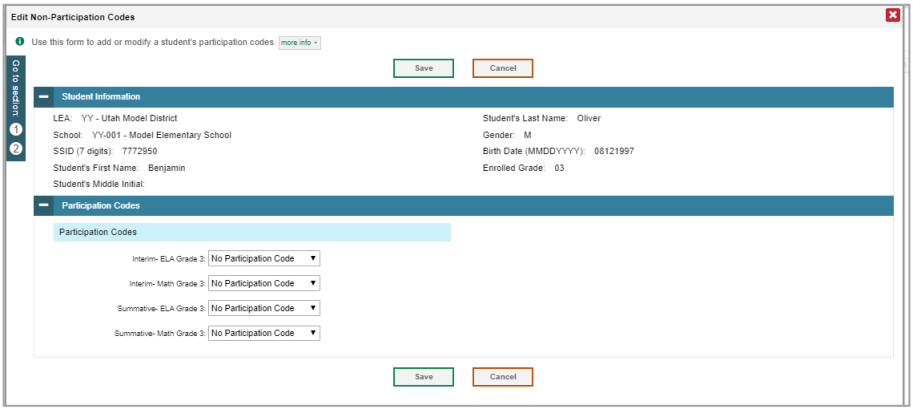
1. Log in to TIDE, and click the ***View/Edit Participation Codes*** tab.
2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.
3. Click **Search**. The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 94 below).

Figure 117: Participation Codes in TIDE




4. In the list of retrieved students, select  for the student whose participation code you want to update.
5. The **Edit Non-Participation Code** page appears. In the ***Participation Codes*** section of the page, use the drop-down menus available for each test the student is eligible for to update the participation code(s) as needed (see Figure 95 on the following page).

Figure 118: Participation Codes in the Test Information Distribution Engine




6. Click **Save** when complete.

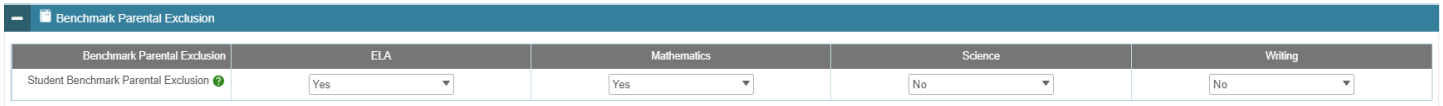
Table 20 below lists the participation codes and their descriptions.

Table 22: Participation Codes and Their Descriptions

| Participation Code | State | Federal | Description |
|---|---|---|---|
| 101: Did Not Test | Countable for Participation only | Countable for Participation only | Student was enrolled at the school and eligible to test (with or without reasonable accommodations) but did not test. |
| 103: EL First Year in U.S. April 15 or Later | Not Countable | Not Countable | The student is an English learner (EL) and first enrolled in the U.S. on or after April 15 of current school year. Student is not required to test, but testing is made available. |
| 104: EL First Year in U.S. Before April 15 | Counted for Participation only | Counted for Participation only | The student is EL and first enrolled in the U.S. before April 15 of current school year. Student must take ELA, Math, and Science. |
| 106: Student Refused to Test | Countable | Countable | Student refuses to start the assessment or refuses to complete at least six items of the assessment. |
| 107: Excused for Health Emergency | Not Countable | Not Countable | Student is unable to test during the testing window due to an unanticipated health circumstance. |
| 111: USBE Excused – Approval Needed | Not Countable | Not Countable | Requires USBE authorization. Used in rare circumstances to capture irregular test circumstances. |
| 112: Student Transferred Before Testing Window | Not Countable | Not Countable | Student transferred out of school before the LEA had a reasonable opportunity to administer the assessment. |
| 200: Standard Participation | Countable | Countable | Student took the assessment under normal circumstances. |
| 202: Modified | Counted for Participation only | Counted for Participation Only | Student took the assessment with non-allowed modifications which interfere with the validity/reliability of the test. |
| 204: Parental Exclusion* | Not Countable | Countable | A parent or guardian has requested in writing that the student be exempt from the assessment. |
| 205: EL in Second Year of Enrollment | Counted in Participation and Growth | Counted in Participation and Growth | Student is EL and first enrolled in the U.S. during the 2021-2022 school year. Student must take ELA, Math, and Science. |
| 208: Test System Irregularity | Not Countable | Not Countable | The test event was interrupted by a system error without reasonable opportunity to reset or re-open the test. USBE Approval required. |
| 209: Incorrect Course Code Assigned | Countable | Countable | An incorrect course code or grade was assigned, triggering an incorrect test. LEA correction of the course code is required. |
| 210: Accommodated (no language accommodation) | Countable | Countable | Student took the assessment with allowable accommodations, but not a language accommodation. |

| | | | |
|---|---|---|---|
| 211: Language Accommodation | Countable | Countable | Student took the assessment with allowable language accommodation. |
| 212: Multiple Accommodations, including language accommodation | Countable | Countable | Student took the test with multiple accommodations, one of which was a language accommodation |
| 213: Invalidated | Countable | Countable | LEA determines that the test was spoiled or invalid (E.g. Student cheated; test administrator broke protocol). |
| 214: Invalidated due to parental exclusion | Not Countable | Not Countable | Parent determines that the student should not participate with the assessment. |

*If the parental exclusion includes benchmark modules, set the Benchmark Parental Exclusion fields in TIDE found on the View/Edit Student page. It is set by subject.



# How LEA-level Users Perform Tasks in TIDE

The TIDE dashboard for LEA-level users has three sections (see Figure 105). These sections give tasks for LEA-level users to do **Before Testing**, **During Testing** and **After Testing**.

Figure 119: LEA-Level User TIDE Dashboard




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

## How LEA-level Users Perform Tasks in TIDE Before Testing Begins

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

- Set up **user accounts** for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- Review **student accounts**, uploaded nightly from UTREx, so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.
- Review system-generated **rosters** so the Reporting System can display scores at the classroom, school, LEA, and state levels.
- If desired, set up customized **test windows** so the correct tests are available when you need them. This is highly recommended.

## How LEA-level Users Set Up User Accounts in TIDE

LEA-level users must set up user accounts for school-level users to sign in to TIDE and other CAI systems. If these users don't have accounts set up in TIDE, they will not be able to access any CAI systems.

## How LEA-level Users Set Up User Accounts to proctor remote assessments

In order for a user to proctor assessments remotely, a user must have the **Remote** flag enabled on their user account. As detailed further in the user creation and modification instructions below, the Remote Proctor field needs to have **Remote** checked. If this setting is not enabled for the user, they will be unable to start a remote testing session.

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

You can add users to TIDE one at time by following the steps below:

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

Figure 120: 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 121: Add User – Additional Fields




4. From the **Role** drop-down, select a role. From the drop-down menus that appear, select an LEA, 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. *Optional:* To enable user ability to remotely proctor RISE assessments, check **Remote** in the Remote Proctor field.
8. 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.

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## How LEA-level users modify existing user accounts one a time

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 ***View/Edit/Export Users*** page appears.

2. Retrieve the individual user account you want to view, edit, export, or delete. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export**. Fill out the form that appears and select **Search**.

Figure 122: View/Edit/Export User




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

4. Modify the user's details as required, using Table 24 below.

Table 23: Fields in the View/Edit Users [User's Name] Page

| Field | Description |
|---|---|
| First Name | User's first name. |
| Last Name | User's last name. |
| Phone Number | User's phone number. |
| Email Address* | Email address for logging in to TIDE. |
| Cactus ID | User's cactus ID. |
| User Roles* | User role(s). For an explanation of user roles, see User Role Permissions. |
| LEA* | LEA associated with the user. |
| School* | School associated with the user. |
| Remote Proctor | Ability to remotely proctor RISE assessments. Check **Remote** to allow user to proctor remote sessions. |

*Required field.

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

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

7. Select **Save**.

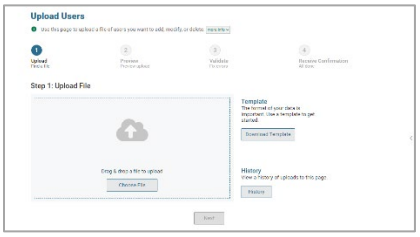
8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

## How LEA-level users add or modify multiple user accounts all at once

You can also add or modify multiple user accounts all at once through file upload by following the steps below:

1. From the **Users** task menu, select **Upload Users**. The ***Upload Users*** page appears where you can download a template file (see Figure 109).

Figure 123: Upload Users Page




2. To fill out the template, use the information in Table 25 below.

Table 24: Columns in the User Upload File

| Column | Description | Valid Values |
|---|---|---|
| First Name* | User's first name. | Up to 35 characters. |
| Last Name* | User's last name. | Up to 35 characters. |
| Email 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. |
| LEA Number* | User's LEA number. | |
| School Number* | User's School Number. | |
| 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:<br>LEA—LEA administrator.<br>LRV—LEA Report Viewer.<br>SA—School administrator.<br>SRV—School Report Viewer.<br>TE—Test administrator.<br>PR—Proctor.<br>Must be lower in the hierarchy than the user uploading the file. |
| Cactus ID | User's CACTUS ID. | |
| Action* | Indicates if this is an add, modify, or delete transaction. | One of the following:<br>Add—Add new user or edit existing user record.<br>Delete—Remove existing user record. |

*Required field.

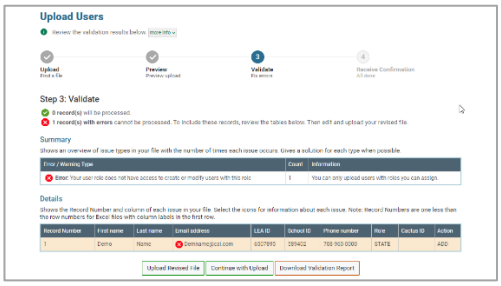
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears (see Figure 110).

Figure 124: Upload Users Preview Page



4. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears (see Figure 111).

Figure 125: Upload Users Validation Page

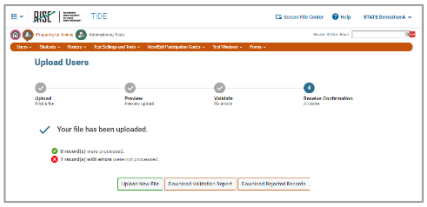



5. The validation screen shows errors or warnings associated with your uploaded file. To revise the file before uploading, select **Upload Revised File**.

6. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The selected file will be uploaded, but the rows with errors will not be included.

7. The confirmation page appears (see Figure 112), confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File**.

Figure 126: Upload Users Confirmation Page



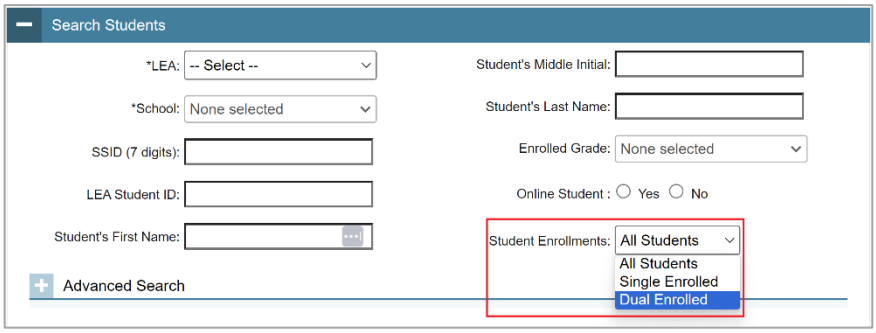

## How LEA-level users modify existing student accounts one at a time

You can view and edit detailed information about a student's record. You can also view a student's test participation report, if available. Note: student information provided via UTREx upload cannot be modified.

*Optional*: To display a list of students who are enrolled in more than one school or district or show only students enrolled in one school, use the ***Student Enrollments*** filter (Figure 113).

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

Figure 127 Student Enrollments Filter

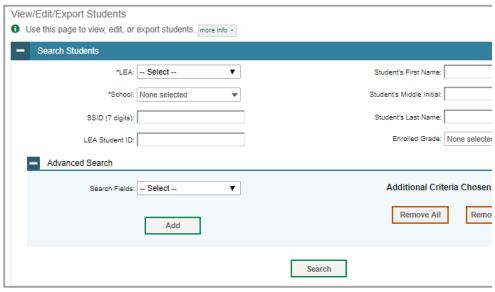


a. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The ***View/Edit/Export Students*** page appears (see Figure 114). Fill out the given fields and hit ***Search***.

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

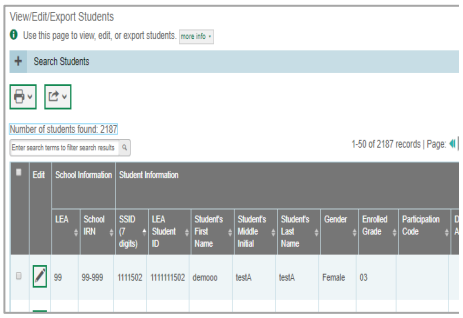
   - **Note**: Dual-enrolled students display as duplicate records with different schools. However, if a student appears on only one line, it's because the other school(s) were not included in your search, or the other school(s) are part of another district.

Figure 128: View/Edit/Export Students




c. In the list of retrieved students (see Figure 115), select  for the student whose account you want to view. The ***View/Edit Students: [Student's Name]*** form appears (see Figure 116, below).

Figure 129: View/Edit/Export Students




d. Modify the student's record as required.

   - In the student information panel, modify the student's record, using Table 26.

Figure 130: View/Edit Student Page

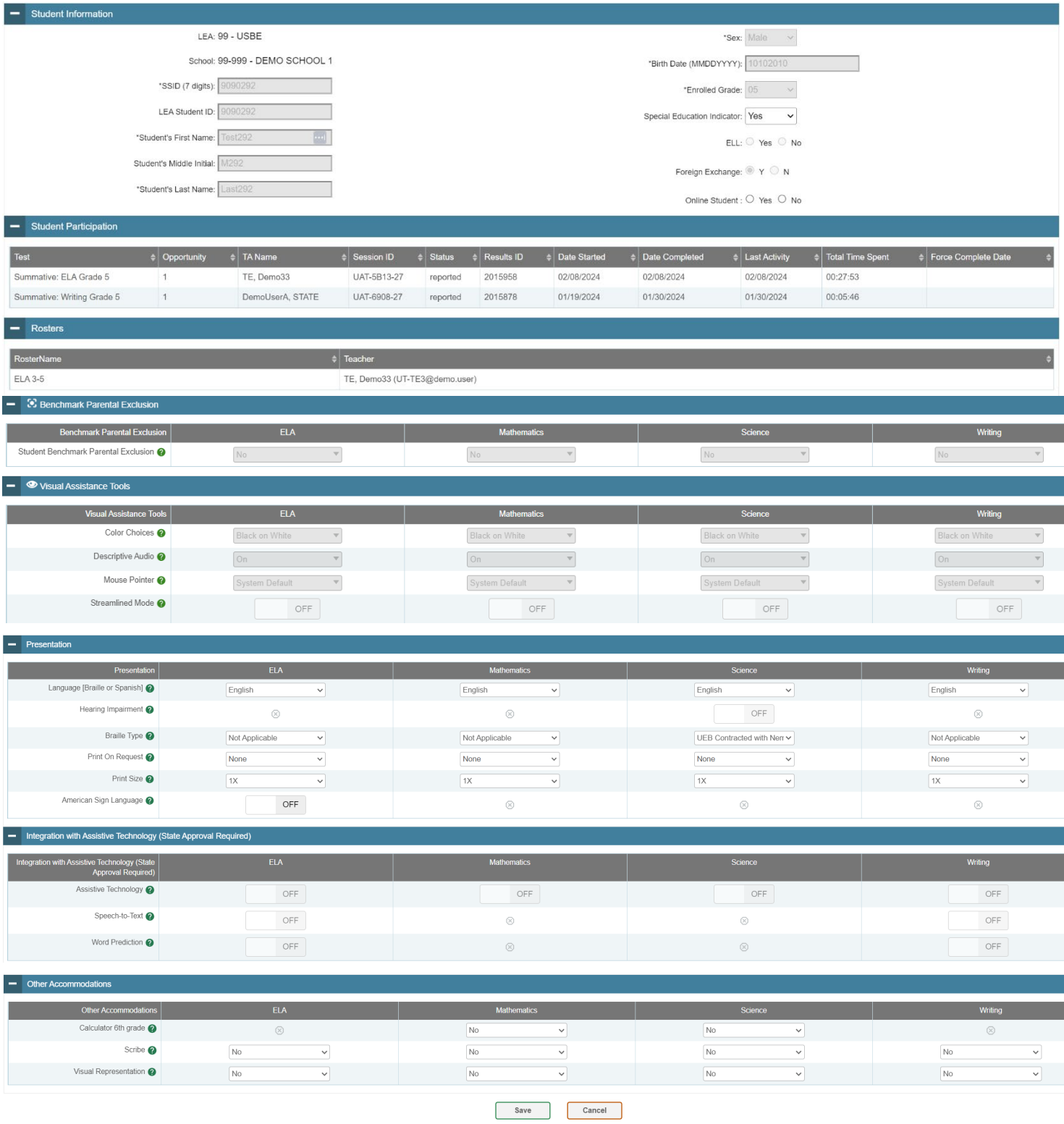


Table 25: Fields in the Student Information Panel

| Field | Description |
|---|---|
| LEA | LEA number and name. |
| School IRN | School number. |
| SSID (7 digits) | Student's Statewide Student Identifier (SSID) within the enrolled LEA. |
| LEA Student ID | LEA ID number. |
| Student's First Name | Student's first name. |
| Student's Middle Initial | Initial of student's middle name. |
| Student's Last Name | Student's last name. |
| Sex | Student's sex. |
| Birth Date | Student's date of birth. |
| Enrolled Grade | Grade in which student is enrolled during the test administration. |
| ELL | Student's English Language Proficiency level. |
| Foreign Exchange | Student's foreign exchange status. |
| Online Student | Student is 100% receiving online coursework |

Note: all fields provided by USBE and cannot be modified with the exception of Online Student.

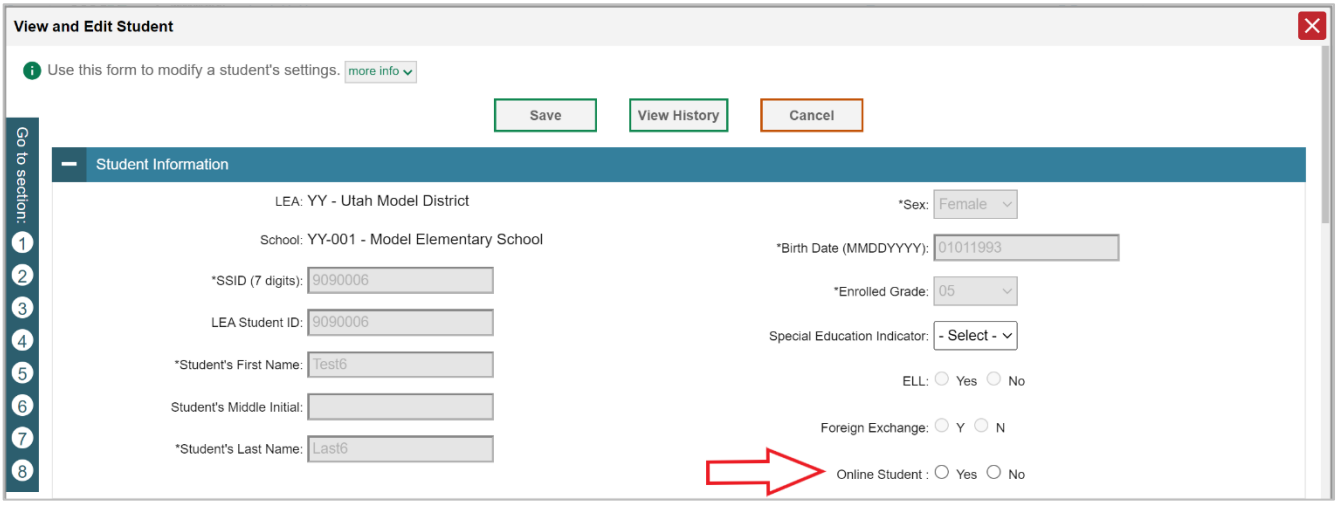
## How LEA-level Users Register Online Students for Remote Summative Eligibility

The 'Online Student' field on the View/Edit Student page (see Figure 117) controls student eligibility for the Remote Summative assessments. If set to 'Yes', the student will be eligible for the Remote Summative assessments within a remote test session. This value must be set to 'Yes' prior to testing for the student to access the remote version of the Summative assessment.

If unset, or set to 'No', the student will be eligible for the standard in-person Summative assessment and will not have access to Summative tests within a remote session. This does not need to be edited from the default value if the student is intended to receive the standard in-person Summative assessment.

**Science Summative assessments will be administered with in-person setting regardless of setting. This setting does not affect eligibility for remote interim or benchmark modules, which remain available to all students regardless of setting.

Figure 131: Online Student field

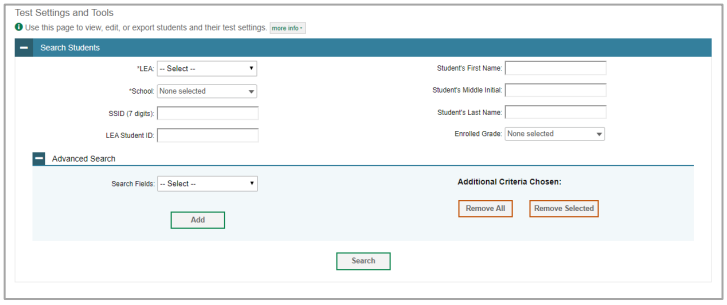


## How LEA-level users specify student accommodations and test tools

A student's test settings and tools include the available accommodations, such as Descriptive Audio, along with test tools, such as color schemes. This section explains how to edit student test settings and tools via an online form or a file upload. For additional information about Test Settings and Tools, please refer to the *Assistive Technology Manual*.

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Test Settings and Tools**. The ***Test Settings and Tools*** page appears (see Figure 118).

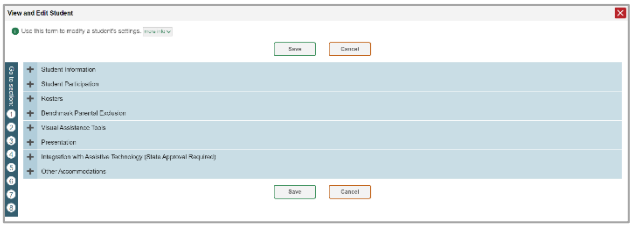
Figure 132: Test Settings and Tools Page




2. Retrieve the student accounts whose settings and tools you want by filling out the search fields and selecting **Search**.

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 (see Figure 119). Click  to expand each section (see Figure 120).

Figure 133: View/Edit Student Page




a. Modify the student's record as required.

- In the available test settings and tools panels, modify the student's test settings, using Table 27 on page 117. The test settings are grouped into categories, such as visual assistance tools, presentation, and other accommodations. The panels display a column for each of the student's test subjects. You can select different settings for each test subject, if necessary.

Figure 134: View/Edit Student Page

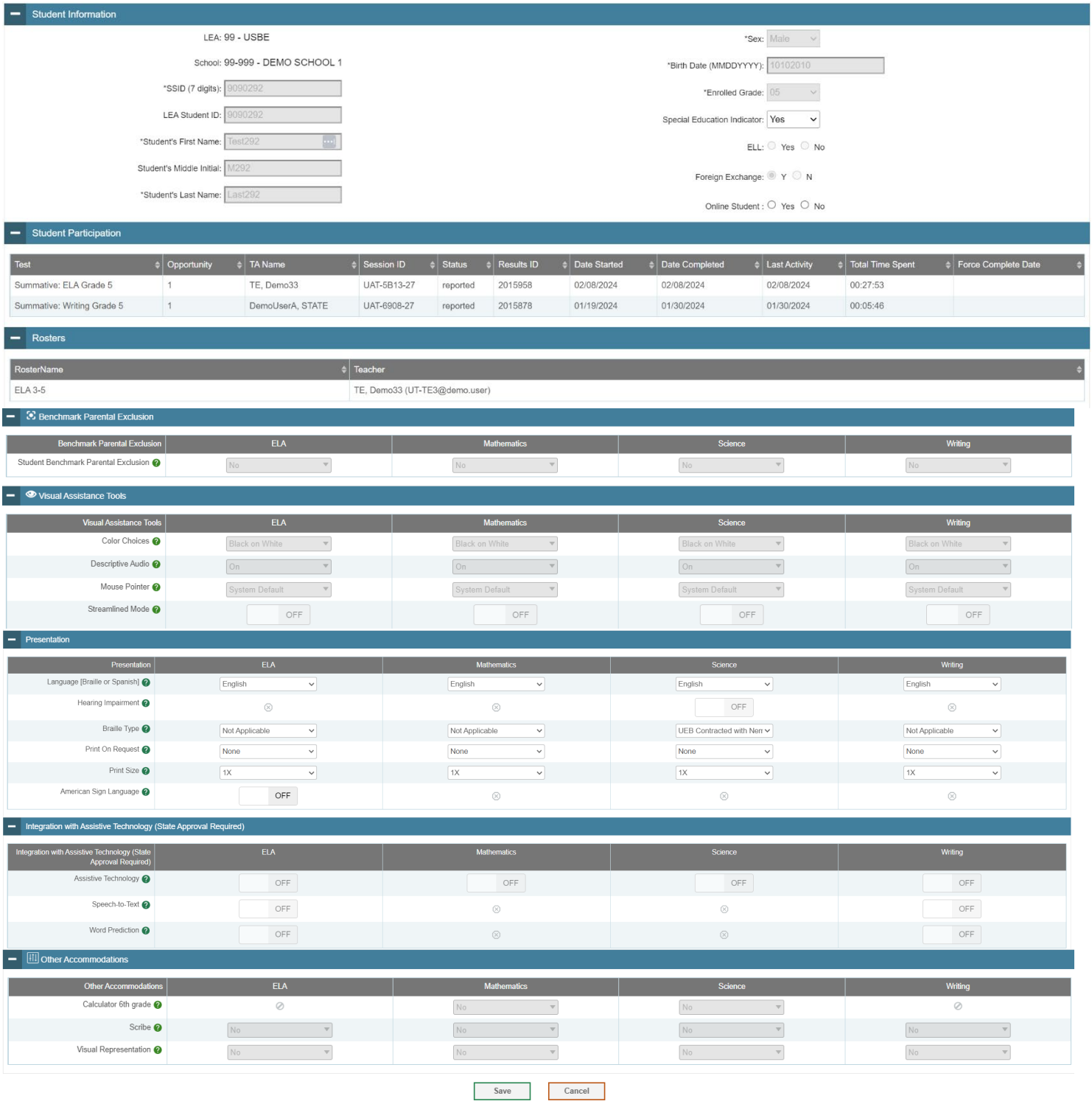


Table 26: Fields in the Test Settings and Tools Panels

| Field | Description |
|---|---|
| Color Choices | List of available Color Choice settings. |
| Descriptive Audio | Toggles Descriptive Audio setting on or off, allowing the answer spaces to be read. |
| Mouse Pointer | List of available Mouse Pointer sizes and colors.<br><br>NOTES:<br>If a student needs the mouse pointer accommodation for testing, the changes should be made to the TDS settings in TIDE as well as to the settings of the device used for testing.<br><br>For iPads with iOS, TDS does not have the ability to apply mouse pointer settings to change the gray dot cursor; however, there are options for accessibility on iOS, which can be found here: https://support.apple.com/guide/iphone/pointer-control-iphec6e1e60b/ios |
| Streamlined Mode | Toggles streamlined mode setting on or off, allowing students to view the items from top to bottom and left to right. |
| Language (Braille or Spanish) | Toggles between English and Braille settings, and also Spanish under Science and Math. Please refer to the Spanish Adaptive section in the TAM for details on setting and administering RISE Summative Math and Science tests in Spanish. |
| Hearing Impairment | This toggle feature will filter out items that may present bias toward hearing impaired students.<br><br>NOTE: If a student in Grade 4 or Grade 8 needs both the Hearing Impairment filter **and** braille settings, please contact Jessica Wilhelm at Jessica.Wilhelm@schools.utah.gov |
| Braille Type | List of available braille settings (UEB or UEB with Nemeth) where available. |
| Print on Request | List of available Print on Request settings. |
| Print Size | Sets the zoom level for all test content. Zoom levels of 5X or more require streamlined mode to be turned on.<br>Please refer to the Assistive Technology Manual for details on the available zoom levels, and using screen magnifier technology.<br><br>NOTE: Certain Chromebooks may have difficulty rendering the highest levels of zoom onscreen. It is recommended that those needing high levels of magnification be placed on an alternative supported operating system with a large screen. |
| American Sign Language | Toggles American Sign Language on or off. |
| Assistive Technology | Toggles Assistance Technology Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Speech-to-Text | Allows student to dictate their responses in English, only available on constructed response items. Third party STT options are outlined in the RISE Assistive Technology Manual.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Word Prediction | Suggested words pop up in a menu as students type. Students can select a word in the pop-up menu instead of typing it out manually.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Calculator 6th grade | For students in grade 6, the use of a handheld calculation device or printable computation table is considered an accommodation and may be provided (based on need documented in the IEP) during the allowed segment of the assessment only. |
| Scribe | Students dictate their responses to a qualified person who records verbatim what they dictate.<br><br>**NOTE**: Requires a LEA or School-level user to request USBE approval through TIDE Forms. Teacher-level roles do not have the ability to submit this request. LEAs and School-level users should refer to their respective sections in this guide for instructions on submitting requests. |
| Visual Representation | Visual Representations are manipulatives such as cubes, tiles, rods, blocks, models, etc. They may be used on all sections of the mathematics assessment if they are included in the student's IEP or 504. |

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For additional information about Test Settings and Tools, please refer to the *Assistive Technology Manual*.

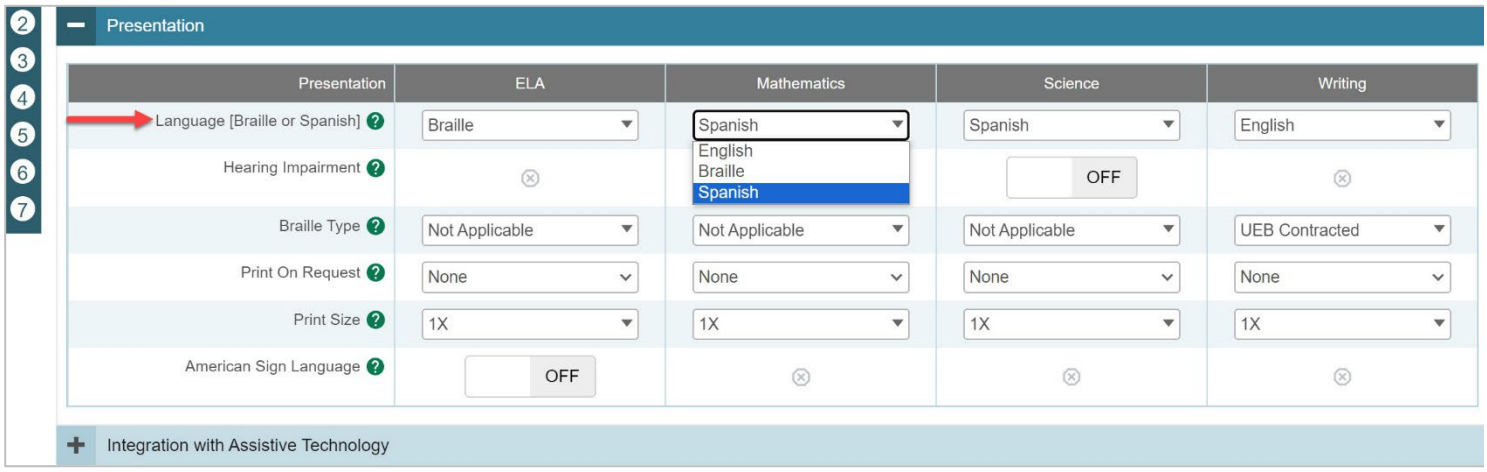
> Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the Test Administration Interface. In this case, you must change the test setting in the TA Interface, although the student will need to log out and resume the test for the settings to be applied.

3. Select **Save**.
4. In the dialog box, select **Continue** to return to the list of student records.

## How LEA-level users specify Spanish language on RISE summative math and science

The Language [Braille or Spanish] (see Figure 121) setting sets the language presentation for RISE summative Math and Science test content. When set to Spanish, this setting provides the full translation of each item and the item directions. LEA, School, and Teacher level user roles can apply this setting for students (see User Role Permissions in this guide's Appendix). Please refer to the Spanish Adaptive section in the RISE Test Administration Manual for details on administering RISE Summative Math and Science tests in Spanish.

Figure 135. The Language [Braille or Spanish] Test Setting



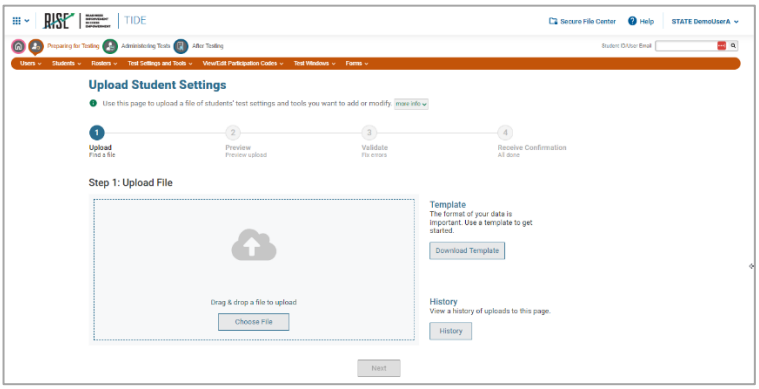
## How LEA-level users modify multiple student accounts all at once

If you have many students to edit all at once (for example, if you need to edit the test settings of multiple students at once), you can do so through file upload as shown below. Note: student information provided via UTREx upload cannot be modified.

1. From the **Students** task menu on the TIDE dashboard, select **Upload Student Settings**. The **Upload Student Settings** page appears where you can download a template file (see Figure 122).

2. To fill out the template, use the information in Table 28 below.

Figure 136: Upload Student Settings Page




## How LEA-level users upload student accommodations and test tools

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

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Student Settings**. The **Upload Student Settings and Tools** page appears where you can download a template file.

2. To fill out the template, use the information in Table 28 below.

Table 27: Columns in the Student Settings Upload File

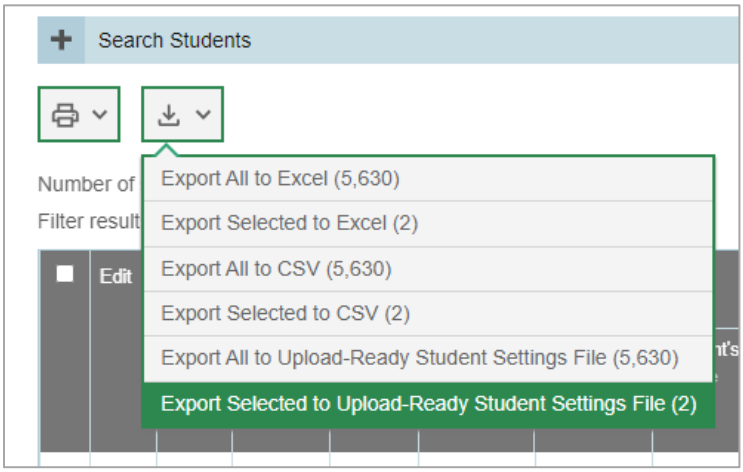
| Column | Description | Valid Values |
|---|---|---|
| SSID* | Student's statewide identification number. | Ten digits. |
| Subject | Subject for which the tool or accommodation applies. | One of the following:<br>ELA<br>Mathematics<br>Science |
| Tool Name | Name of the tool or accommodation. | See Table 28 on the next page. |
| Value | Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance. | See Table 28 on the next page. |

3. *Optionally*: TIDE can generate student settings files in an upload-ready format (see Figure 123). This allows you to download a file containing student test settings from students in your search results, edit student settings as necessary, and upload the file back to TIDE to update student settings in the system. You can also access the **Upload-Ready Student Settings File** export from any of these tasks with student search grids:

a. View/Edit/Export Student Settings

b. View Non-Participation Codes

Figure 137 . Upload Ready Student Settings File




4. Retrieve the student(s) you want to include in the student settings file by following the procedure in the section "How LEA-level users specify student accommodations and test tools".

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

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

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

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

7. Select  and then do one of the following:

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

TIDE generates the upload-ready student settings file and exports it to your device. You can edit student settings as necessary, save your changes, and upload the file back to TIDE to update student settings in the system by following instructions in the section "How LEA-level users modify multiple student accounts all at once".

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Table 28: Valid Values for Tool Names in the Test Settings Upload File

| Tool Name | Description | Valid Value | Applies to |
|---|---|---|---|
| American Sign Language | Availability of American Sign Language video. | Off | Reading |
| | | On | Reading |
| Assistive Technology | Assistive Technology setting for tests in the indicated subject. Requires USBE approval | Off | ELA, Math, Science, Writing |
| | | On | |
| Braille | Braille setting for tests in the indicated subject. | Off | ELA, Math, Science, Writing |
| | | On | |
| Braille Type | Type of Braille in which test items are printed. | Not Applicable | ELA, Math, Science, Writing |
| | | Contracted | |
| | | Yes | |
| Calculator 6th grade | For students in grade 6, the use of a handheld calculation device or printable computation table is considered an accommodation and may be provided (based on IEP) during the allowed segment of the assessment only | No | Math |
| | | Yes | |
| Color Choices | Color of text and background for tests in indicated subject. | One of the available color schemes from the drop- down list. | ELA, Math, Science, Writing |
| Descriptive Audio | Indicates student can listen to audio descriptions of interactive answer spaces in test questions. | One of the available descriptive audio settings from the drop-down list. | ELA, Math, Science, Writing |
| Hearing Impairment | Item filtering for students with hearing impairment. | Off | Science |
| | | On | |
| Language [Braille or Spanish] | Toggles between English and Braille settings, and also Spanish under Science and Math. | English | English and Braille are available for all subjects, Spanish is available in Math and Science |
| | | Braille | |
| | | Spanish | |
| Mouse Pointer* | Color and size of mouse pointer for tests in indicated subject. | One of the available color and size combinations from the drop-down list. | ELA, Math, Science, Writing |
| Print On Request | Student's print-on- demand (POD) accommodation for tests in the indicated subject. | None | ELA, Math, Science, Writing |
| | | Stimuli & Items | |
| Print Size | Print-size accommodation for tests in the indicated subject. | One of the available magnification options from the drop-down list. | ELA, Math, Science, Writing |
| Scribe | Student scribe setting for tests the indicated subject. Requires USBE approval. | No | ELA, Math, Science, Writing |
| | | Yes | |
| Speech-to-Text | Allows student to dictate their response in English, only available on constructed response items. Requires USBE approval. | Off | ELA, Writing |
| | | On | |
| Streamlined Mode | Streamlined mode setting for tests in the indicated subject. | Off | ELA, Math, Science, Writing |
| | | On | |
| Visual Representation | Manipulatives such as cubes, tiles, rods, blocks, models, etc. | No | ELA, Math, Science, Writing |
| | | Yes | |

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| | | | |
|---|---|---|---|
| Word Prediction | Suggested words pop-up in a menu as students type. Students can select a word in the pop-up menus instead of typing it out manually. Requires USBE approval. | Off<br>On | ELA, Writing |

*NOTE: If a student needs the mouse pointer accommodation for testing, the changes should be made to the TDS settings in TIDE as well as to the settings of the device used for testing.

Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the Test Administration Interface. In this case, you must change the test setting in the TA Interface, although the student will need to log out and resume the test for the settings to be applied.

For additional information about Test Settings and Tools, please refer to the *Assistive Technology Manual.*

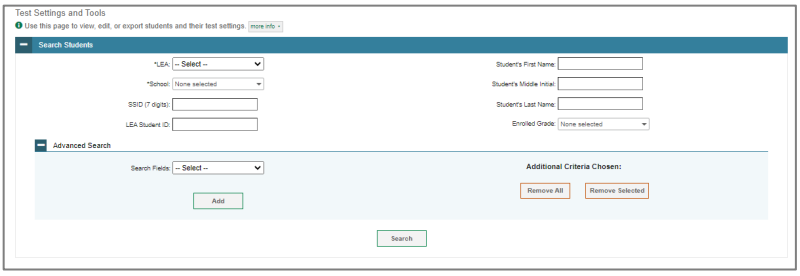
8. Select **Save**.
9. In the dialog box, select **Continue** to return to the list of student records.

## How LEA-level users generate student accommodations reports

LEA-level users can generate reports to show all students in their LEAs who have specific accommodations set in TIDE.

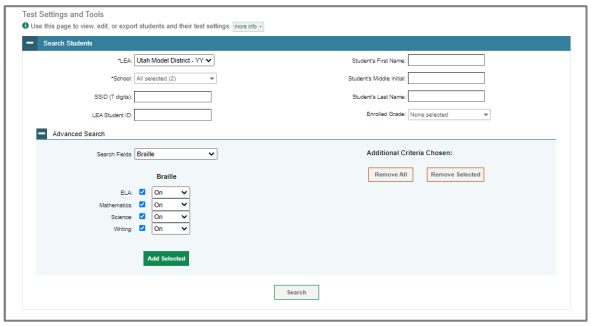
1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Test Settings and Tools**. The ***Test Setting and Tools*** page appears where you can perform an advanced search of students with specific accommodations set (see Figure 124).

Figure 138: Test Settings and Tools Page



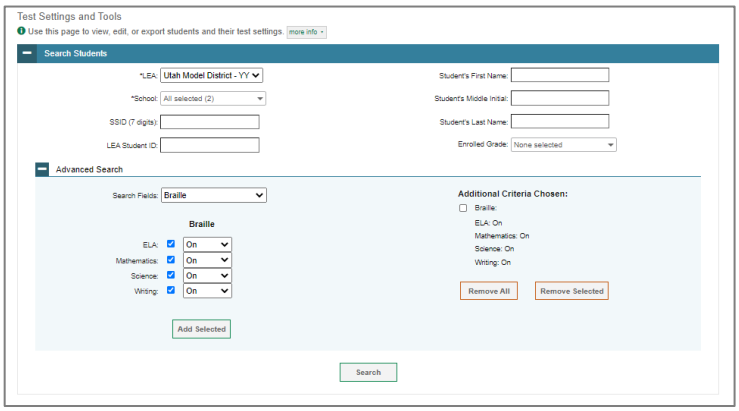

2. For a school-wide report, select the desired school from the **School** drop-down list or choose "Select all" for an LEA-wide report.
3. In the *Advanced Search* panel, select the specific accommodations you wish to include in the report in the **Search Fields** drop-down list.
4. Once selected, the accommodation will appear below the *Search Fields* drop-down list with its available values in TIDE (e.g., "On" or "Off" for Braille, "Yes" or "No" for Scribe, etc.). Select the values for each accommodation you wish to include in the report; as applicable, select the subjects you wish to include by checking the box next to each subject.
5. Once all desired accommodations are selected, click **Add Selected** to add the criteria you've chosen to your search (see Figure 125).

Figure 139: Test Settings and Tools Page: Advanced Search




6. The criteria chosen will then appear in the right-side *Additional Criteria Chosen* column (see Figure 126).

Figure 140: Test Settings and Tools Page: Advanced Search Additional Criteria Chosen




   a. If you wish to remove any additional criteria you've chosen in the right-side column, select the box next to the criteria and click **Remove Selected**.

   b. If you wish to remove all of the additional criteria you've chosen in the right-side column, click **Remove All**.

7. Once you have all additional criteria you want shown in the right-side column, click **Search.**

8. In the search results pop-up window, you will have the options to **View Results** on the screen, but to generate a report, 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 Secure File Center.

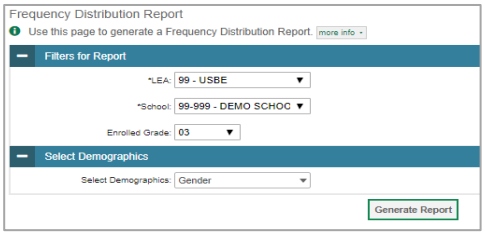
© Cambium Assessment, Inc.

## How LEA-level users view student distribution report

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

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The ***Frequency Distribution Report*** page appears (see Figure 127).

Figure 141: Fields in the Frequency Distribution Report Page




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

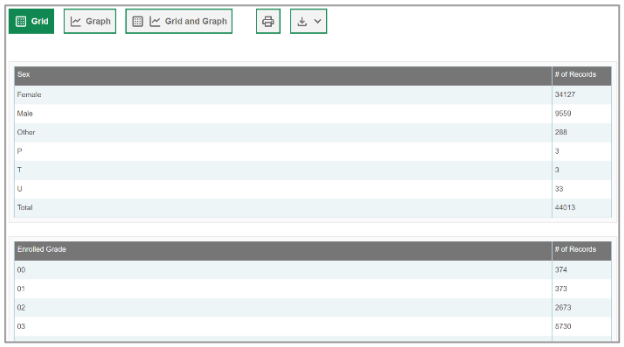
   a. From the **School** drop-down list (if available), select a school. LEA-level users can retain the default for all schools within the LEA.

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

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

3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 128).

Figure 142: Frequency Distribution Reports by Grade and Sex




4. Do one of the following:

To display the FDRs in tabular format, select **Grid**.

To display the FDRs in graphical format, select **Graph**.

To display the FDRs in both tabular and graphical format, select **Grid & Graph**.

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

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## How LEA-level users view reports of incoming students to a district or school for single-enrolled or dual-enrolled students

District-level users can view reports showing when students were added to their organization for either single-enrolled or dual-enrolled statuses by following the steps below.

1. From the **Students** task menu on the TIDE dashboard, select **Student Arrivals Report** (see Figure 129). The ***Student Arrivals Report*** page appears.
2. Enter search criteria.
3. Select **Search**.

The report appears, displaying students matching the search criteria.

Figure 143: Student Arrivals Report




## How LEA-level users view reports of outgoing students from a district or school for single-enrolled or dual-enrolled students

District-level users can view reports showing when students were removed from their organization for either single-enrolled or dual-enrolled statuses by following the steps below.

1. From the **Students** task menu on the TIDE dashboard, select **Student Departures Report** (see Figure 130). The ***Student Departures Report*** page appears.
2. Enter search criteria.
3. Select **Search**.

The report appears, displaying students matching the search criteria.

Figure 144: Student Departures Report




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## How LEA-level Users Manage 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 UTREx system populates rosters in TIDE via the nightly upload process. These rosters are called system-defined and cannot be edited by users. These are directly linked to the course codes assigned by LEAs. User-defined rosters can be created to provide additional student groupings for reporting. All rosters are available in NextGen Reporting. The Reporting System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information prior to administering an assessment.

Since teachers are responsible for the growth and development of their student's skills in reading, writing, research, communication, and problem solving, it is important that teachers are able to analyze their student performance data and adjust instructional goals accordingly. For teachers to be able to see student performance data, the students must be included in a roster associated with the teacher. Hence, user-defined rosters may 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 additional user-defined rosters need to be created, it is recommended to follow the guidelines below:

- Rosters should ideally include about 25 – 30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for Reading, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and period as applicable. For example, an elementary school roster may be named 'Gr3Jones21-22' and a secondary school roster may be named 'AikenPeriod3Eng9A21-22'.

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

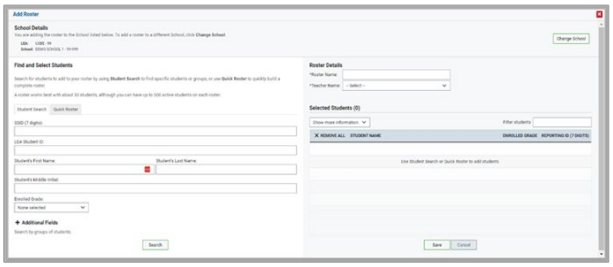
- You can only create rosters from students associated with your school or LEA.
- You can only create rosters from students associated with the school(s) or district(s) associated with your user account.
- Only 500 active students can be included in one roster.

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## How LEA-level users add new user-defined rosters one at a time

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Rosters**. The ***Add Rosters*** form appears (see Figure 131).

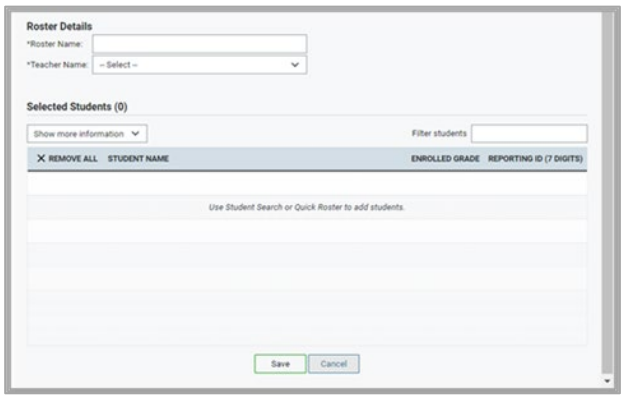
Figure 145: Add Rosters Form



2. In the Student *Search* panel, search for students by filling out the search criteria and selecting **Search**. Use the Quick Roster tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**.

3. In the *Roster Details* panel to the right (see Figure 132), do the following:

Figure 146: Roster Details




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

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

   f. Review the students selected for the roster from the *Selected Students* list.

   g. *Optional*: When students appear under *Selected Students*:

- The **Show more information** drop-down allows you to select or clear additional columns under the Selected Students grid. **Note**: Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. You can still add these students to your roster. Once a student has been added to a roster, the student will remain in the roster even if the student is no longer enrolled in the school.

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

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

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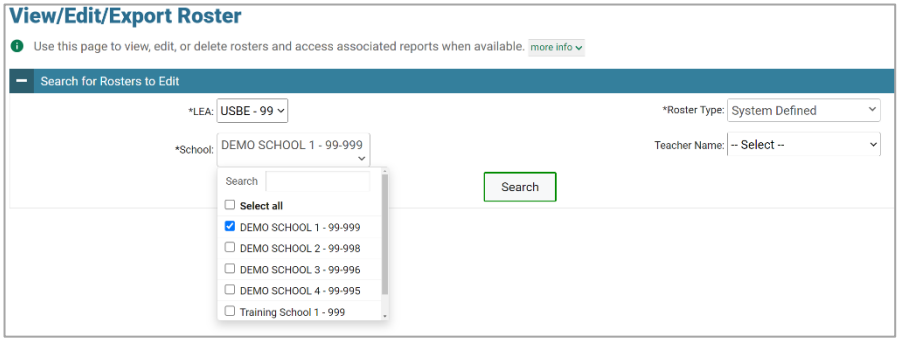
## How LEA-level users modify existing user-defined rosters one at a time

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. The different types of rosters are:

- User-defined Rosters: These are rosters that you create through the **Add Roster** page or the **Upload Roster** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.
- System-defined Rosters: These are rosters that are imported into TIDE via UTREx and cannot be edited.
- 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 (see Figure 133).

Figure 147: View/Edit/Export Roster page



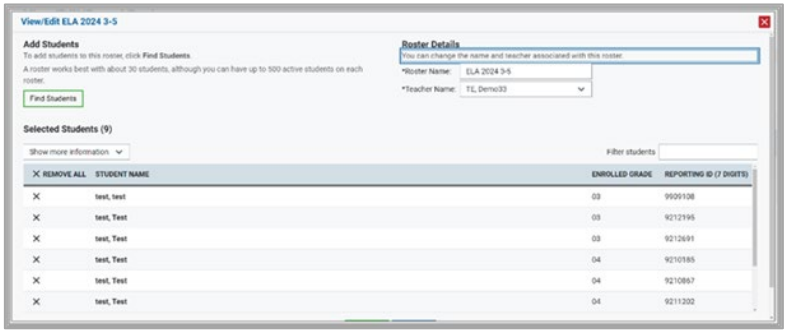

2. Retrieve the roster record you want to view or edit by filling out the search criteria and selecting **Search**.

   **Note**: If you use the **Select All** option or select more than one school, the **Teacher** option will be hidden and your results will only be available for review in the Secure File Center.

3. In the list of retrieved rosters, select  for the roster whose details you want to view. The ***View/Edit Roster*** form appears (see Figure 134). This form is similar to the form used to add rosters.

4. The *Selected Students* list displays students who are currently associated with the roster.

Figure 148: View/Edit Roster Form



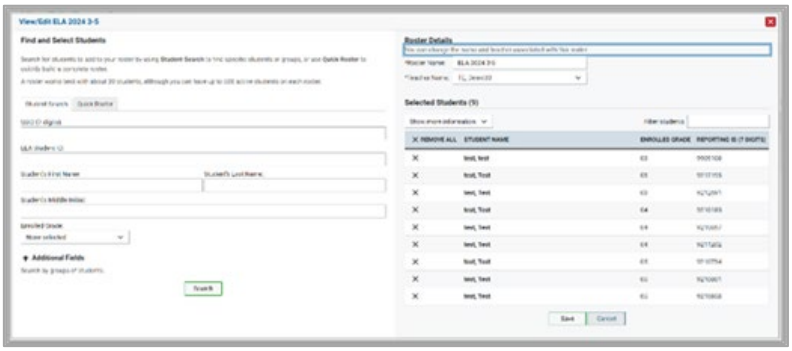
5. To add students, select **Find Students** from the Find and Select Students side of the screen (see Figure 135), do the following:

   h. Select the **Student Search** tab to add individual students manually.

   i. Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.

   j. To remove students, select ✕ next to individual students or select **Remove All** from the top of the grid (see Figure 135). Select **Save**, and in the dialog box select **Continue**.

Figure 149: Find and Select Students



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

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

If you have many rosters to add or modify, you can do so through file upload as shown below.

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The ***Upload Rosters*** page appears where you can download a template file (see Figure 136).

2. Fill out the template using Table 30 below.

Figure 150: Upload Roster

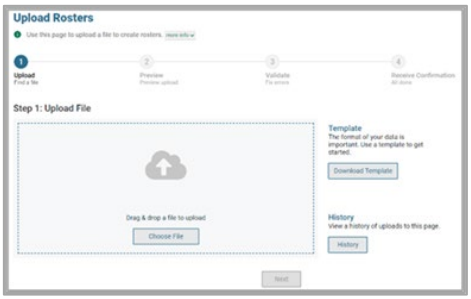



Table 29: Columns in the User-Defined Roster Upload File

| Column Name | Description | Valid Values |
|---|---|---|
| LEA Number* | LEA associated with the roster. | LEA ID that exists in TIDE. Up to 20 characters. |
| School Number* | School associated with the roster. | School number that exists in TIDE. Up to 20 characters. Must be associated with the LEA ID. |
| Email Address* | Email address of the teacher associated with the roster. | Email address of a teacher existing in TIDE or the Reporting System. |
| Roster Name* | Name of the roster. | Up to 20 characters. |
| SSID* | Student's unique identifier within the LEA. | Up to 30 alphanumeric characters. |

*Required field.

3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears (see Figure 137).

Figure 151: Upload Roster Preview Page




4. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears (see Figure 138).

Figure 152: Upload Roster Validation Page




5. The validation screen shows errors or warnings associated with your uploaded file.

6. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The selected file will be uploaded, but the rows with errors will not be included.

7. The confirmation page appears (see Figure 139), confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File**.

Figure 153: Upload Roster Confirmation Page




## How LEA-level Users Manage Test Windows

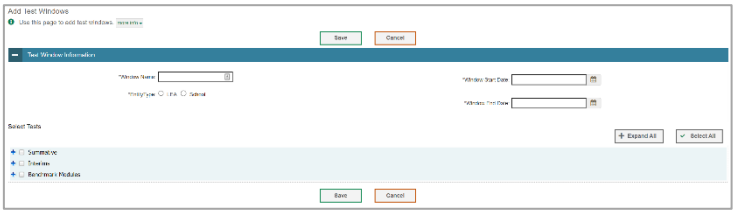
Prior to the beginning of a school year, the Utah State Board of Education (USBE) establishes the State testing windows for each type of test. Individual LEAs can create customized testing windows, within the state-assigned dates, to control when tests are available in the TA interface for users to select. Creating customized testing windows is highly recommended.

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

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

1. From the **Test Windows** task menu on the TIDE dashboard, select **Add Test Windows**. The ***Add Test Windows*** form appears (see Figure 140).

Figure 154: Add Test Windows Page



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

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

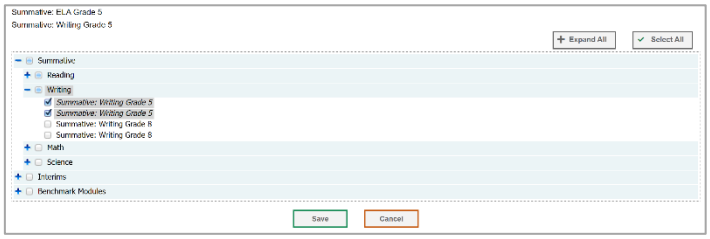
   b. Mark the type of entity for which you want to add a test window: **LEA** or **School**.

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

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

3. In the expandable test categories (see Figure 141), do the following:

Figure 155: Add/Remove Tests Panel




   a. To add tests, from the list of available test IDs, do one of the following:

      - To move one test ID to the window, select the check box for that test.

      - To move multiple test IDs to the window, mark the checkboxes for the tests you want to add, then select **Save**, and in the affirmation dialog box select **Continue**.

   b. To remove test IDs, deselect the checkboxes next to the test IDs you want to remove. Select **Save**, and in the affirmation dialog box select **Continue**.

TIDE creates the test window, and it is immediately available in the TA Interface.

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

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

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

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

3. In the list of retrieved test windows, select  for the test window whose details you want to view. The ***View/Edit/Export Test Windows*** form appears. This form is similar to the form used to add test windows (see Figure 142).

Figure 156: Fields in the View/Edit/Export Test Windows Page



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

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

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

   c. You can review a partial list of tests that are included in the Test Window in the section below the *Test Window Information*. You can see the full list from the test category section when the sections are expanded.

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

5. *Optional*: In the expandable test categories (see Figure 143), do the following:

Figure 157: Add/Remove Tests Panel



   a. To add test IDs, from the lists of available tests, do one of the following:

      - To move one test ID to the window, select the check box for that test.

      - To move multiple test IDs to the window, mark the checkboxes for the tests you want to add, then select **Save**, and in the affirmation dialog box select **Continue**.

   b. To remove test IDs, deselect the checkboxes next to the test IDs you want to remove. Select **Save**, and in the affirmation dialog box select **Continue**.

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

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

1. From the **Test Windows** task menu on the TIDE dashboard, select **Upload Test Windows**. The ***Upload Test Windows*** page appears where you can download a template file (see Figure 144).

2. Fill out the template using Table 31 below; update the template to reflect the desired window label, start dates, end dates and the correct list of test IDs.

Figure 158: Upload Test Window

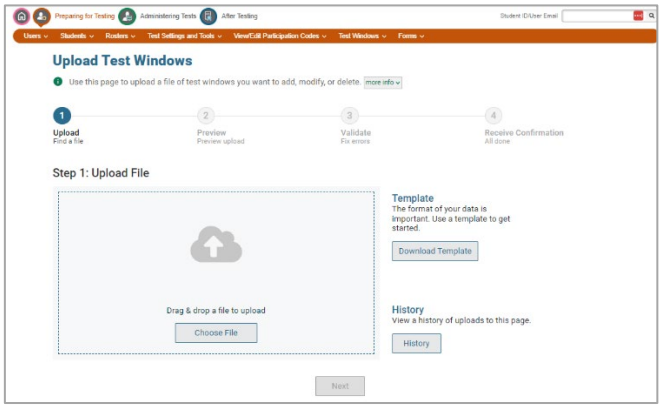


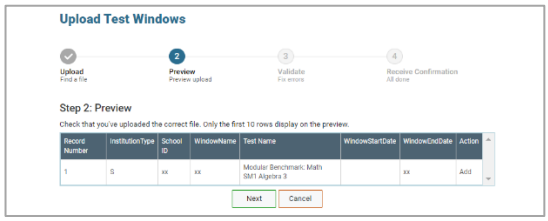

Table 30: Columns in the Test Windows Upload File

| Column Name | Description | Valid Values |
|---|---|---|
| INSTITUTIONTYPE* | Type of institution to which the test window applies. | One of the following:<br>D—Window applies to LEAs.<br>S—Window applies to schools. |
| INSTITUTIONIRN* | LEA's or school's ID. | For LEA-level windows, a LEA ID that exists in TIDE.<br>For school-level windows, use DD-SS, where DD is the LEA ID and SS is the school ID.<br>The institution must be associated with the user uploading the file. |
| WINDOWNAME* | Name for the test windows. | Up to 35 printable characters. |
| TESTNAME* | Test family included in the test window. | One of the available test families from the drop-down list in the template. |
| WINDOWSTARTDATE* | Date test window starts. | Timestamp in MMDDYYYY format. |
| WINDOWENDDATE* | Date test window ends. | Timestamp in MMDDYYYY format. |
| ACTION* | Indicates if this is an add, modify, or delete transaction. | One of the following:<br>Add—Add new window.<br>Update—Edit an existing window.<br>Delete—Remove existing window. |

*Required field.

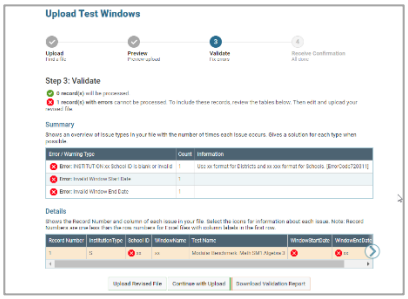
3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears (see Figure 145).

Figure 159: Upload Test Window Preview Page




4. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears (see Figure 146).

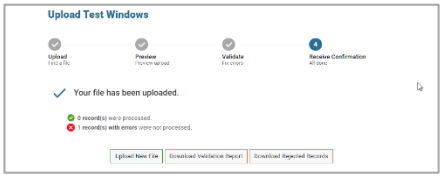
Figure 160: Upload Test Window Validation Page




5. The validation screen shows errors or warnings associated with your uploaded file.

6. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The selected file will be uploaded, but the rows with errors will not be included.

Figure 161: Upload Test Window Confirmation Page




7. The confirmation page appears, confirming how many records have been committed as a result of your upload (see Figure 147). To upload a new file, select **Upload New File**.

c. 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**.

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

## How LEA-level users submit Assistive Technology or Scribe/Speech-to-Text Requests in TIDE

If you have students who require the use of assistive technology or scribe, you need to file the request to USBE staff in TIDE using the forms function in the TIDE interface. This will alert USBE staff and they will be able to approve your requested assistive technology settings for the student. Requests should be made 3-4 weeks prior to the student testing date to ensure a timely response. For any questions regarding assistive technology itself, please review the *Assistive Technology Manual* or contact Jessica Wilhelm at Jessica.Wilhelm@schools.utah.gov.

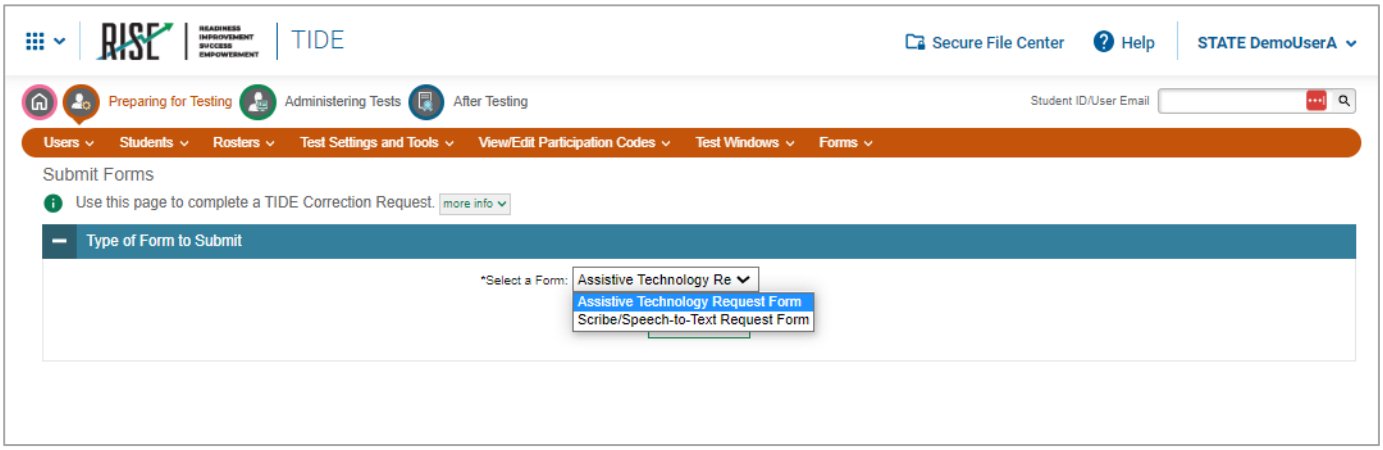
1. On the TIDE dashboard, click on Forms in the Preparing for Testing grouping and click **Submit Forms** (see Figure 148).

Figure 162. TIDE Dashboard/Submit Forms



2. On the next page, select the type of form you wish to submit. You may select **Assistive Technology Request Form** or **Scribe/Speech-to-Text Request Form**, as applicable to the accommodation being requested (see Figure 149).

Figure 163. Assistive Technology Request or Scribe/Speech-to-Text Request Form




3. For Assistive Technology requests, you must complete the form detailing the demographic information of the school and detail the requirement of the accommodation. All sections of the form must be completed. The following pages display a blank copy of the Assistive Technology Request Form (see Figure 150) and the Scribe/Speech-to-Text Request Form (see Figure 151).

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Figure 164. Assistive Technology Request Form

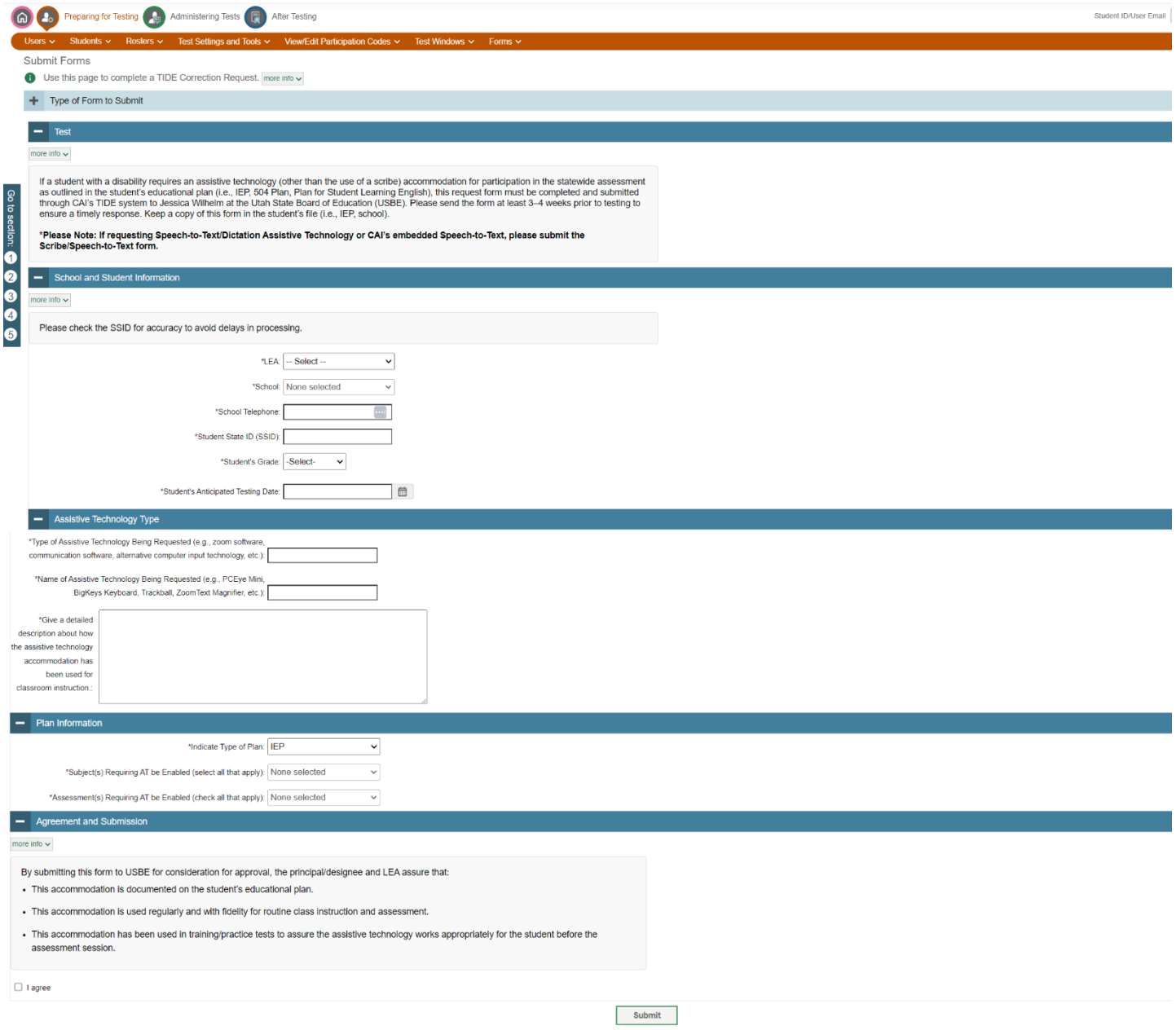
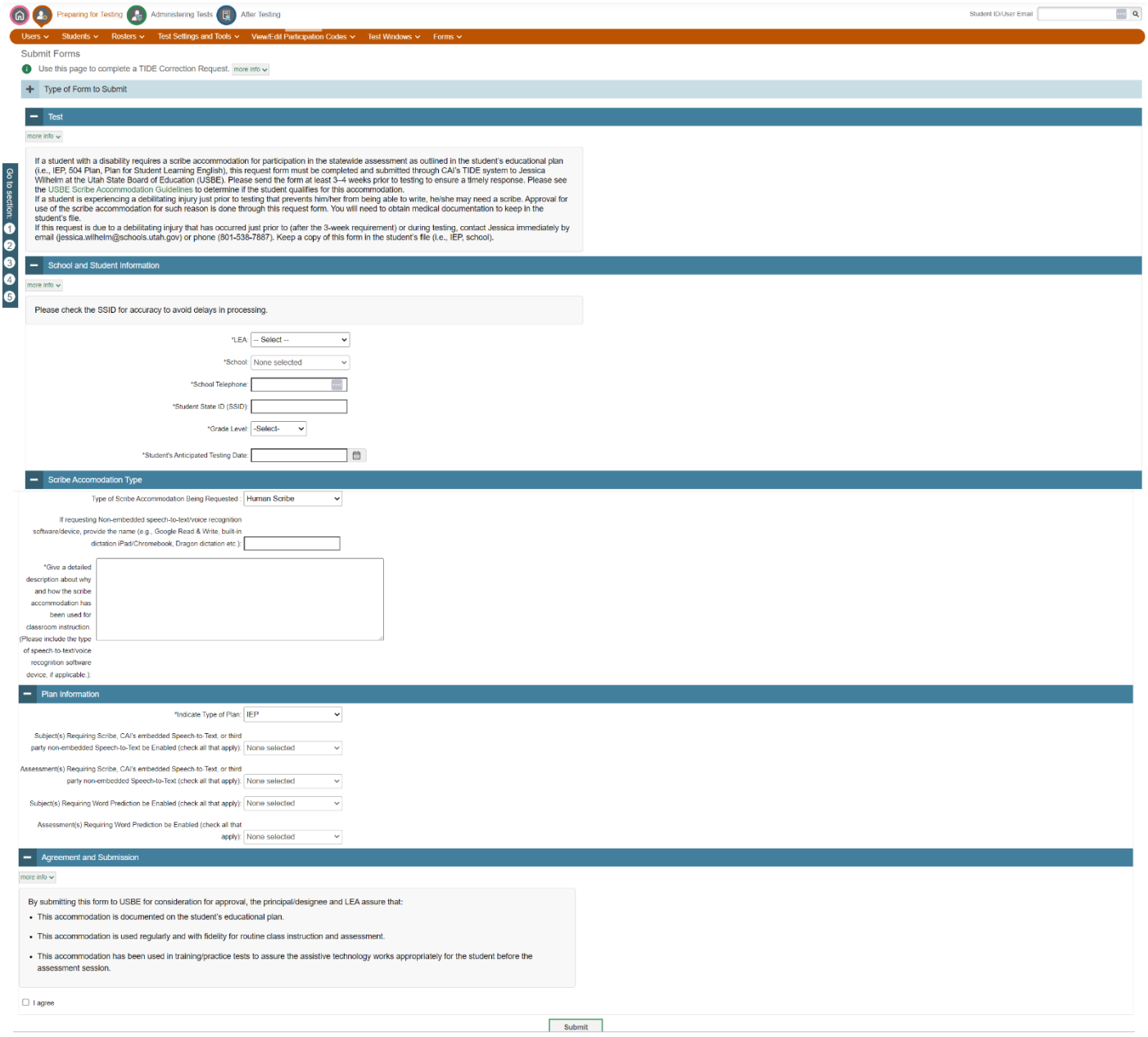


Figure 165. Scribe/Speech-to-Text Request Form




4. Once you have completed the form, you must agree that the accommodation is documented, used regularly and with fidelity in class instruction, and has been attempted in training tests to ensure it functions as expected for the student. If you agree, click the **I Agree** checkbox and click **Submit.**

    a. Upon submission, a tracking identifier will be provided. It is recommended you save this identifier to easily track the status of your accommodation request.

        - **Please note:** Once submitted, requests cannot be edited or changed.

5. The request will be reviewed by USBE staff. Upon approval, USBE staff will enable the requested accommodations in TIDE. Please direct any accommodations questions to Jessica Wilhelm at Jessica.Wilhelm@schools.utah.gov.

## How LEA-level users review submitted Assistive Technology or Scribe/Speech-to-Text Requests in TIDE

After submission of an accommodation request form in TIDE, you may view the status of currently pending accommodation requests using the TIDE interface. After a request form has been approved, you may verify that the corresponding accommodation setting has been applied to the student following the steps in the section *How LEA-level users specify student accommodations and test tools*. For any questions regarding assistive technology itself, please review the *Assistive Technology Manual* or contact Jessica Wilhelm at Jessica.Wilhelm@schools.utah.gov.

To review the status of an accommodation request:

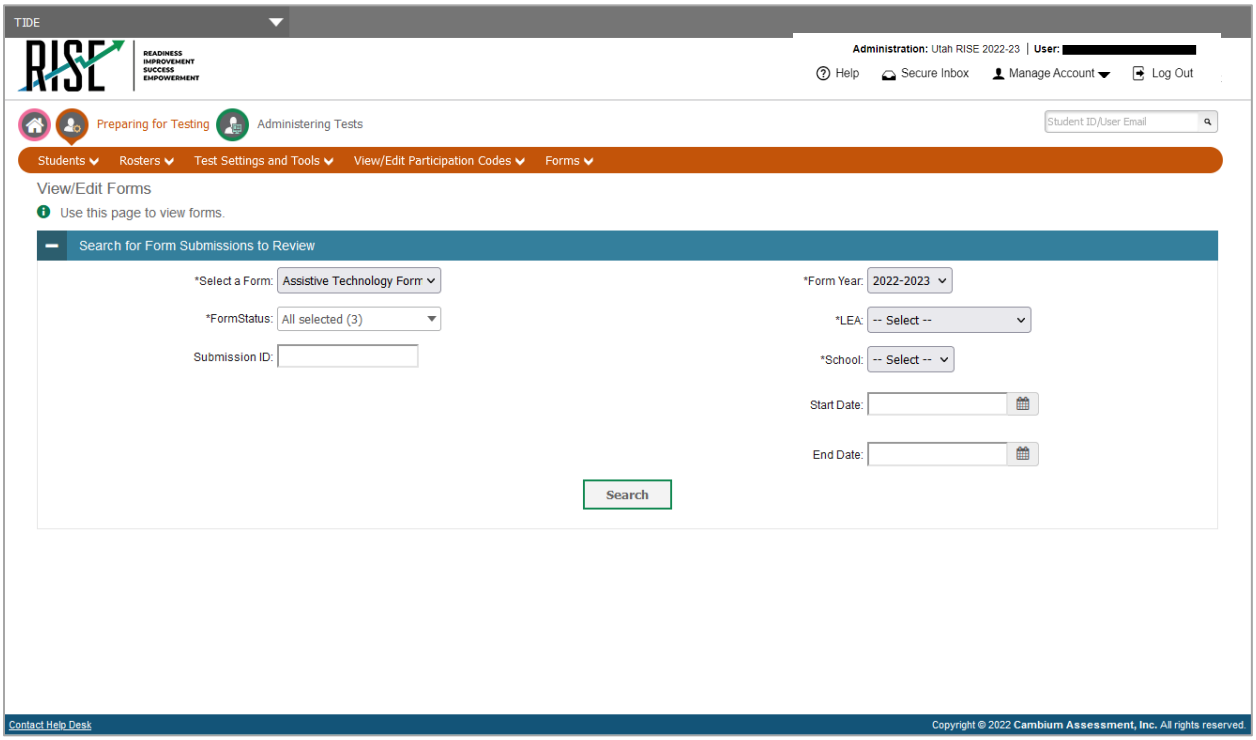
1. On the TIDE dashboard, click on Forms in the Preparing for Testing grouping and click **View/Edit Forms** (see Figure 152).

Figure 166. View/Edit Forms



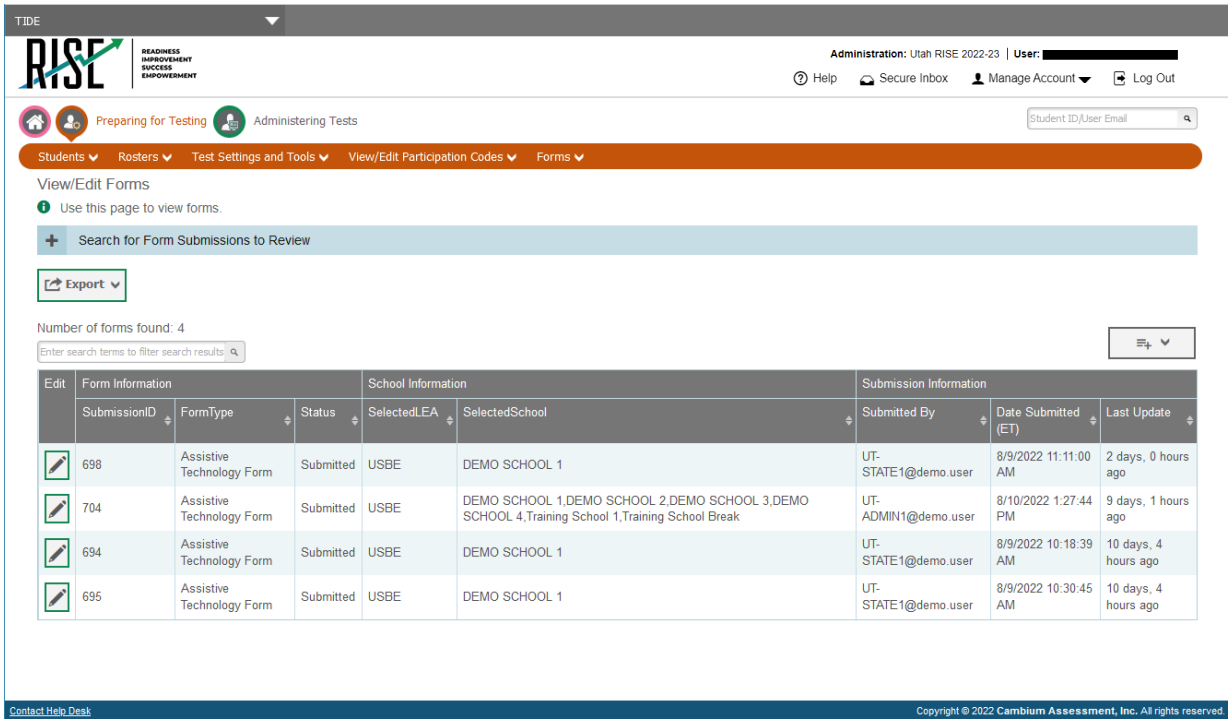

2. On the next page, the View/Edit Forms search box is displayed. Fields denoted with a * are required. Select and input the relevant search settings based on your previously submitted accommodation form and click **Search.** (see Figure 153).

Figure 167. View/Edit Form




3. The status of forms matching the selected search criteria are then displayed (see Figure 154).

Figure 168. View/Edit Forms Results




4. *Optional:* If you desire to view further details about the request, click on the pencil icon to the left of the applicable form.

## Voice pack Installation for Testing with Text-to-Speech

Text-to-Speech (TTS) tools read aloud text that appears on the screen for all students. TDS includes embedded TTS tools that are automatically turned on for students taking RISE assessments (except for reading passages and excerpts). In order for students to test with TTS tools, a supported voice pack will need to be installed on their device before testing begins, if the device does not already include a built-in voice pack. Students testing with TTS must have headphones.

For more information about enabling English and Spanish voice packs, see the Windows, macOS, and Chrome support pages on this topic.

TTS is available on all operating systems supported by TDS (for a full list of supported operating systems, see the *Quick Guide for Setting up Your Online Testing Technology*). However, text-to-speech tracking does not function correctly on Linux OS. If students require the use of this accommodation (TTS with tracking), they must use a different operating system.

Table 13 lists the voice packs supported for students testing with TTS. Students can verify that text-to-speech works on their computers by logging in to a training test session and selecting a test for which text-to-speech is available. Students using TTS for the practice tests must log in using a supported Secure Browser or a supported Chrome, Firefox, or Edge browser.

Table 31. Technology Requirements for Students Testing with TTS

| Technology Type | Product |
|---|---|
| Supported Voice Packs | • Windows for tests in English: All built-in voice packs<br>• Windows for tests in Spanish: Spanish (Mexico)<br>• macOS built-in voice packs<br>• iPadOS built-in voice packs<br>• Chromebook built-in voice packs<br>• Heather Infovox iVox HQ (macOS only)<br>• Rosa Infovox iVox HQ (macOS only) |

Note: CAI strongly encourages schools to test the text-to-speech settings before students take operational tests. You can check these settings through the diagnostic page. From the student training test login screen, click the Run Diagnostics link, and then click the Text-to-Speech Check button.

The best voice packs to use for text-to-speech in the RISE test system are the default ones provided on one's device/operating system; however, the RISE system supports additional voice packs if they've been installed on devices through a third party as long as CAI has them on their allow list. If you've installed an additional voice pack on devices in your LEA through a third party, make sure the license is up-to-date. If you do not see your additional voice pack listed as an available voice for your RISE test in the TTS Sound Check page, contact CAI via the Help Desk RISEhelpdesk@cambiumassessment.com so they can make sure it's on the allow list. CAI and USBE also highly recommends having students use the training tests to check their devices if there are any questions about what the voice packs sound like so they select one they prefer.

# How LEA-level Users Use TIDE during Test Administration

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

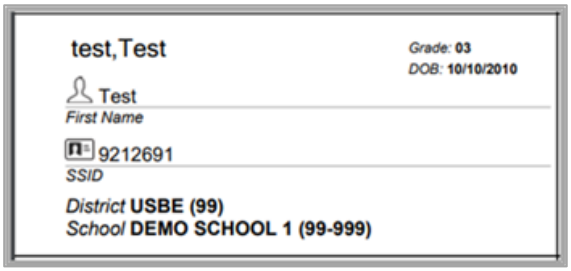
- *Optional:* Print **test tickets** to help students log in to tests.
- Add, modify, upload and process appeal requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

## How LEA-level Users Print Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test (see Figure 155).

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

Figure 169: Sample Test Ticket



**About Printing Test Tickets for Dual-Enrolled Students**

When printing test tickets for a student who has been dual-enrolled, tickets will be printed for the selected LEAs and schools in which the student is enrolled.
The student can use any of the tickets to log in to the Test Delivery System (TDS). When verifying their information after logging in to the TDS, the first school in which the student was enrolled will be displayed by default. It is okay to continue with the verification process as the school information has no impact on the tests that a student is eligible for.

## How LEA-level users print test tickets from student lists

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

2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.

3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.

4. Specify the students for whom test tickets need to be printed:

To print test tickets for specific students, mark the checkboxes for the students you want to print.

To print test tickets for all students listed on the page, mark the checkbox at the top of the table.

To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

5. Select  and then select the appropriate action:

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

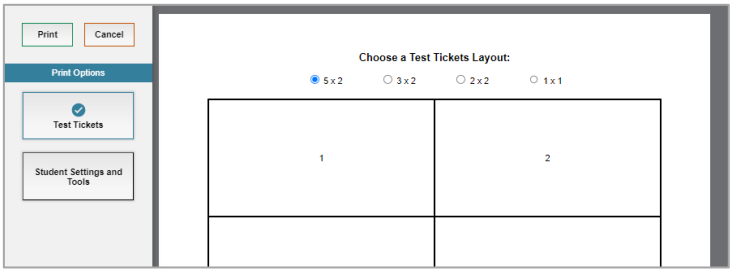
To print test tickets for all retrieved students, select **All Test Tickets**.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 156), verify **Test Tickets** is selected in the *Print Options* section.

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

Your browser downloads the generated PDF.

Figure 170: Layout Model for Test Tickets



## How LEA-level users print test tickets from roster lists

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

Mark the checkboxes for the rosters you want to print.

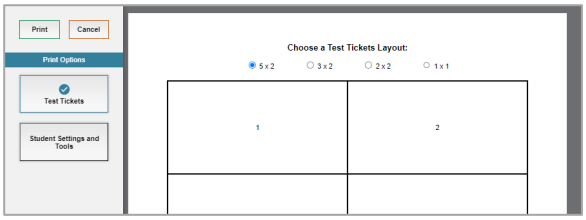
Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

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

5. Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 157).
6. Verify **Test Tickets** is selected in the *Print Options* section.
7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF. Test tickets sort by roster first, then by grade, and then by name.

Figure 171: Layout Model for Test Tickets




NOTE: When viewing the roster list for your roster, make sure the “Current Students” radio button is selected (not the “Current and Past Students”) to ensure that your roster list is showing only current students (and not students who have exited your roster throughout the school year).

## How LEA-level Users Manage Appeal Requests

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

Appeal requests are a way of interrupting this normal flow. A student may need to get back into a segment they incorrectly exited or have a grace period extension if they had to pause their test and didn’t have time to review. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety.

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## List of Appeal Request Types

Reset and reopen appeal requests must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity Table 33 lists the types of appeals.

Table 32: Types of Appeals

| Type | Description |
|---|---|
| Invalidate a test | Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window. |
| Reset a test | Allows the student to restart a test opportunity (removing all responses on the test). You can submit these appeal requests until the end of the test window. |
| Re-open a test | Reopens a test that was completed, invalidated, or expired. |
| Re-open Test Segment | Reopens a previous test segment. This appeal request is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items and can modify responses to answered items in the reopened segment. |
| Grace Period Extension (GPE) | Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. Once a student pauses a test, a 20-minute pause timer starts running. The following scenarios are possible:<br>• If resuming the test within 20 minutes, student can review previously answered questions.<br>• After 20 minutes, the student cannot review previously answered questions and can only work on unanswered questions. A GPE is needed to allow student to review previously answered questions. |

Once an appeal has been requested, LEA-level users can review the appeal request status. For a list of appeal request statuses, see Table 34 on the following page.

Table 33: List of Appeal Request Statuses

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

Once an appeal has been requested, users can review the appeal requests by test status. For a list of available appeal requests by test status, see Table 35 below.

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Table 34: List of Appeal Requests by Test Status

| Test Status | Invalidate a test | Reset a test | Re-open a test | Re-open Previous Test Segment | Grace Period Extension |
|---|---|---|---|---|---|
| Approved | | ✓ | | | |
| Completed | ✓ | ✓ | ✓ | | |
| Denied | ✓ | ✓ | | ✓ | ✓ |
| Expired | ✓ | ✓ | ✓ | | |
| Paused | ✓ | ✓ | | ✓ | ✓ |
| Pending | | ✓ | | | |
| Processing | | ✓ | | | |
| Reported | ✓ | ✓ | ✓ | | |
| Review | | ✓ | | | |
| Scored | ✓ | ✓ | ✓ | | |
| Started | | ✓ | | | |
| Submitted | ✓ | ✓ | ✓ | | |
| Suspended | | ✓ | | | |
| Invalidated | | ✓ | ✓ | | |

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

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

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

   a. From the **Appeal Requests** task menu on the TIDE dashboard, select **Create Appeal Requests**. The ***Create Appeal Requests*** page appears (see Figure 158).

   b. Select a request type.

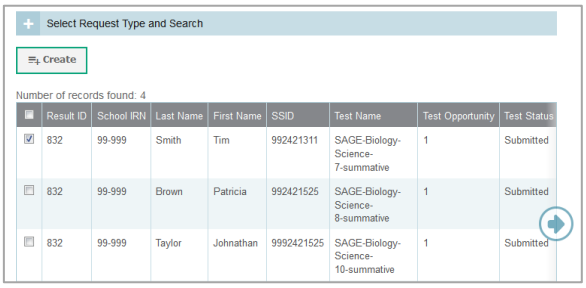
   c. From the drop-down lists and in the text field, enter search criteria.

Figure 172: Selection Fields in the Create Appeal Requests Page



d. Select **Search**. TIDE displays the found results at the bottom of the ***Create Appeal Requests*** page (see Figure 159).

Figure 173: Retrieved Test Results




2. Mark the checkbox for each result for which you want to create a test invalidation, and then select **Create**.

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

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

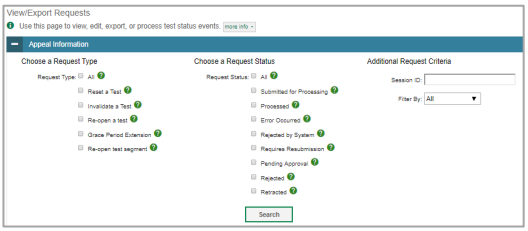
5. Select **Submit**. TIDE displays a confirmation message.

## How LEA-level users approve or modify existing appeal requests one at a time

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

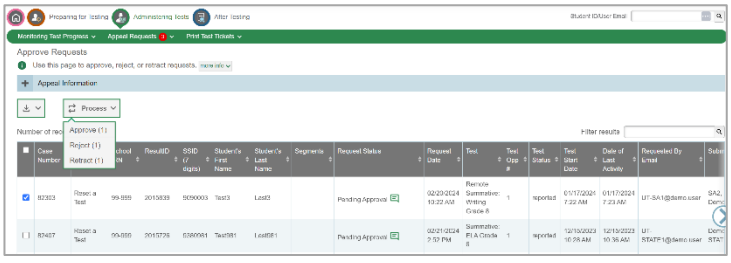
1. From the **Appeal Requests** task menu on the TIDE dashboard, select **View/Export Requests**. The ***View/Export Requests*** page appears (see Figure 160).

Figure 174: Selection Fields in the View/Export Appeal Requests Page




2. Retrieve the appeal requests you want to view by filling out the search criteria and selecting **Search**. Figure 161 shows retrieved appeal requests.

Figure 175: Retrieved Appeal Requests




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

4. You can also process appeal requests on the ***View/Export Requests*** page by marking the checkbox.

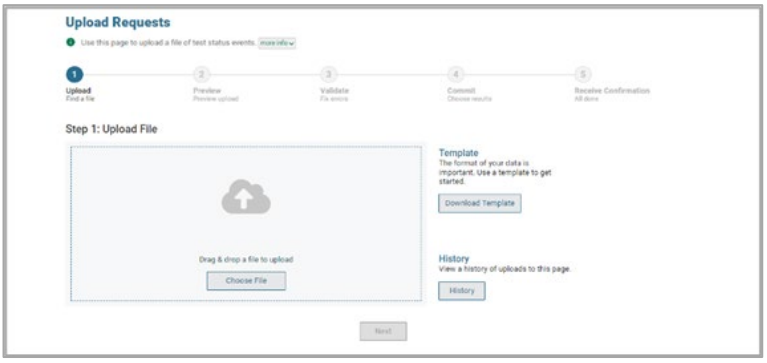
**Note**: When you select records with a *Request Status* that cannot be changed, like *Rejected by System* or *Submitted for Processing*, the **Process** options show *No Action(s) (#)* indicating that additional steps in the workflow are not possible for some records.

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

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

1. From the **Appeals** task menu on the TIDE dashboard, select **Upload Appeals**. The ***Upload Appeals*** page appears where you can download a template file.

Figure 176: Upload Appeals Page




2. Fill out the template using Table 36 below.

Table 35: Columns in the Appeal Request Upload File

| Column Name | Description | Valid Values |
|---|---|---|
| Type* | Type of appeal request. | One of the following:<br>`Invalidate a test`<br>`Reset a Test`<br>`Re-open a test`<br>`Grace Period Extension`<br>`Re-open test segment` |
| SearchType* | Student field to search. | One of the following:<br>`Result ID`<br>`SSID`<br>`Session ID` |
| SearchValue* | Search value corresponding to the search type. | Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS. |
| Reason* | Reason for creating appeal request. | Up to 1,000 alphanumeric characters. |

*Required field.

3. Once you've downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears (see Figure 163).

4. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears (see Figure 164).

5. The validation screen shows errors or warnings associated with your uploaded file.

6. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The selected file will be uploaded, but the rows with errors will not be included.

7. The commit page appears, showing how many records will be committed based on your upload file (see Figure 165).

8. The confirmation page appears next, confirming how many records have been committed as a result of your upload. To upload a new file, select **Upload New File.**

9. Appeals submitted need to be approved and processed by you, the LEA. Any pending appeal(s) you submitted will be shown when you search for them, with "Pending Approval" listed in the **Approval Status** column (see Figure 166). Once an appeal is approved, it will no longer be shown when you search for it.

Figure 177: Upload Appeals Preview Page




Figure 178: Upload Appeals Validation Page

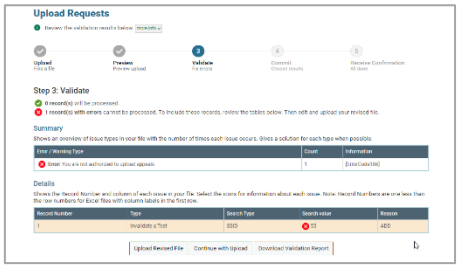



Figure 179: Upload Appeals Committ Page

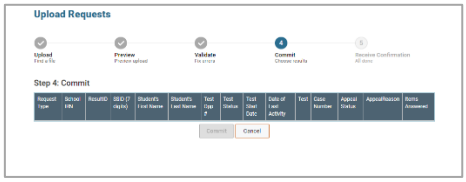
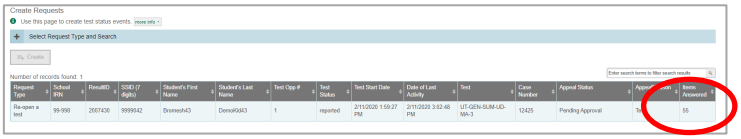



Figure 180: Appeals Record List with Appeal Status Shown



## How LEA-level Users Monitor Test Progress

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

The following reports are available in TIDE:

- Plan and Manage Testing Report: Details a student's test opportunities and the status of those test opportunities. You can generate this report from the ***Plan and Manage Testing*** page or the ***Participation Report by SSID*** page.
- Test Session Status Report: Displays status reports of active and inactive test sessions happening for the current day.
- Participation Search by SSID: Enter SSID manually or by upload for individual student data.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- Test Status Code Report: Displays all the participation codes for a test administration.
- Test Progress Summary: Displays charts with the data from Test Completion Rates for district-level and school-level data.

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

TIDE includes a Plan and Manage Testing report that details all of a student's test opportunities and the status of those test opportunities. An opportunity is a student's attempt at a test. Because the report lists testing opportunities, a student can appear more than once on the report.

Plan and Manage Testing offers two ways to find information:

- **Basic Search** has common report options to find information on all eligible students who:
    - have not started assigned tests
    - have started but not completed assigned tests
    - have not completed assigned tests
      (includes those who have not started and those who have not completed)
    - have completed an assigned test

  Also shows:

    - tests in a paused status
    - current tests expiring within 7 days
- **Advanced Search** has all report options, with tools to find individuals or student groups in these categories:
    - Test Progress with options for have/have not started or have/have not completed by opportunity

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- Test Status with options for any/specific opportunity and the status
- Test Expiration with options for expirations on a specific day or over a range of days
- Session ID or TA Name with options for most recent sessions or specific session ID

*To access participation reports:*

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears.
2. Select either **Basic Search** (Figure 167) or **Advanced Search** (Figure 168).

Figure 181. Plan and Manage Testing Page: Basic Search

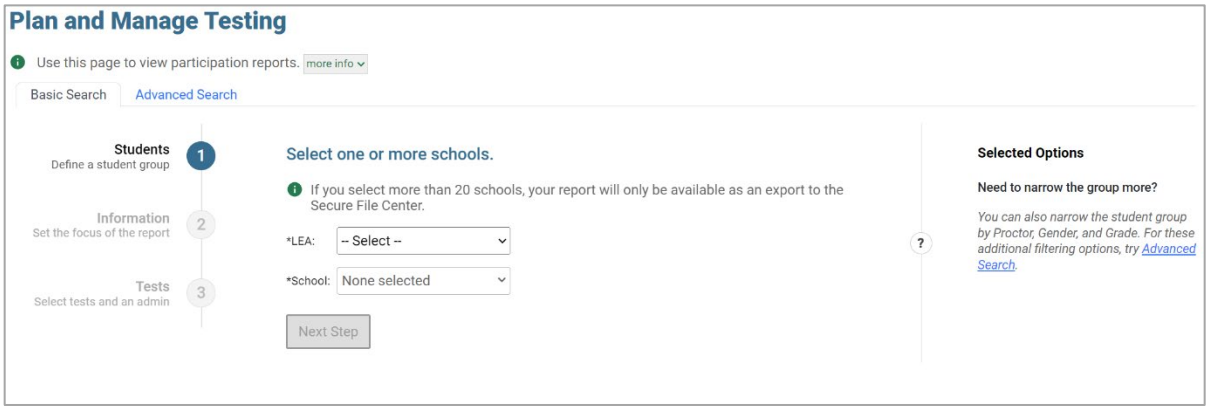
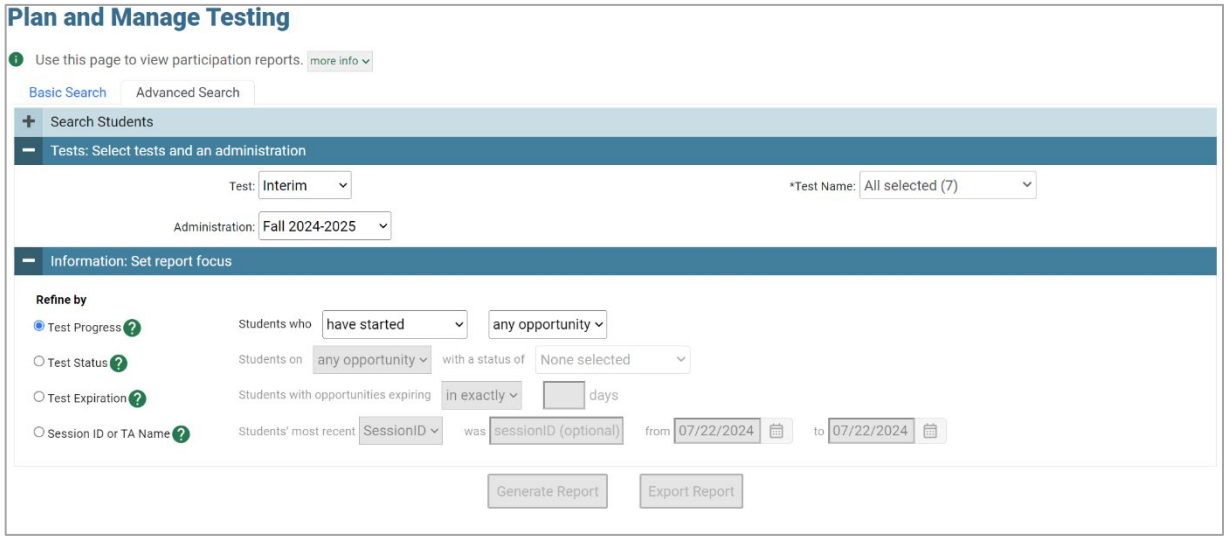



Figure 182. Plan and Manage Testing Page: Advanced Search




3. For Basic Search, proceed to the Basic Search section.
4. For Advanced Search, proceed to the Advanced Search section.

Basic Search

This option is designed for quick access to common search options. It offers a paired down selection of options available in the Advanced Search and only allows searching for full groups of students per test, administration, and test name.

Follow the prompts to move through the three steps. The *Selected Options* section populates with your report information for each step. After searching, you'll have access to the results table that you can filter by keyword and export.

Advanced Search

1. In the Search Students panel (see Figure 183), select the parameters for whose information to include in your report. Only fields with special considerations are listed below.

    a. 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.

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

        ii. *Optional*: From the *Advanced Search* **Search Fields** drop-down list, select a specific test accommodation or demographic to filter the report. If you select a test accommodation or demographic, a field is displayed. Enter text or select the required filter criteria from the available options.

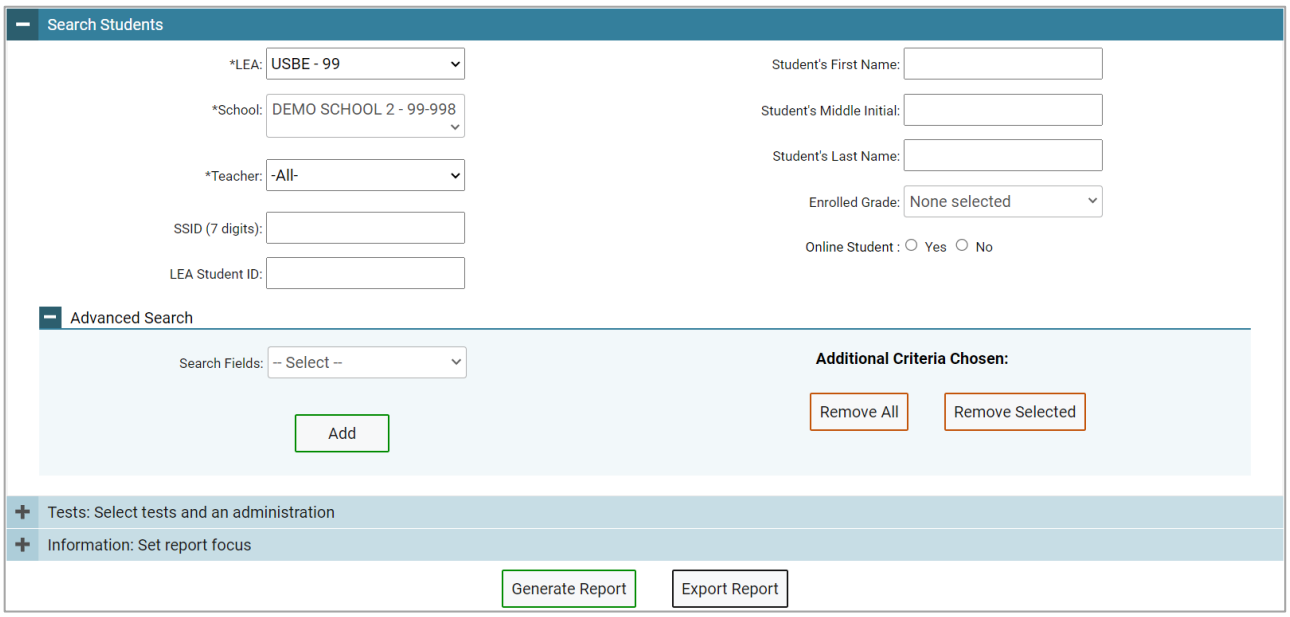
    **Note**: If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.

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

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

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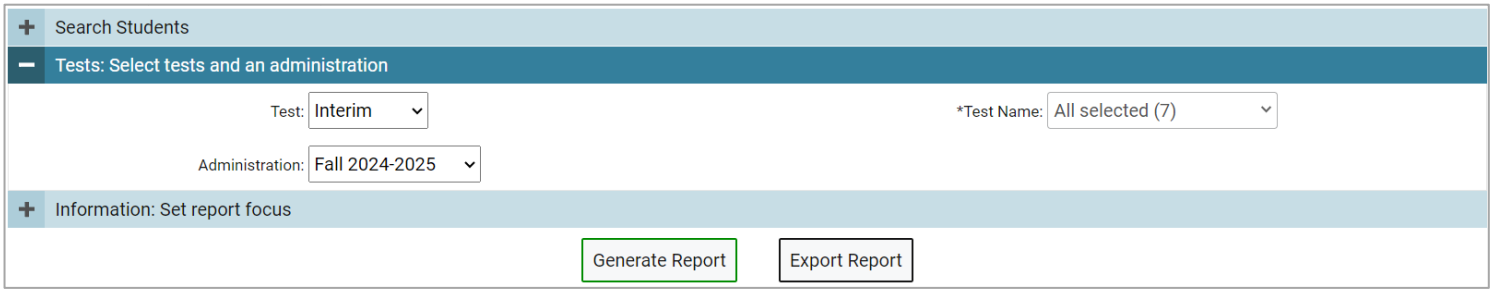
Figure 183. Advanced Search: Search Students Panel




2. In the *Tests: Select tests and an administration* panel (see Figure 184), select the parameters for which tests to include in your report:

    a. From the **Test** field, select a test type.

Figure 184. Advanced Search: Select Tests and an Administration Panel




3. In the *Information: Set report focus* panel (see Figure 185), select the radio button for one of the options and then set the parameters for that option.

    a. More information about the *Refine by* options:

        i. Test Progress (refer to caution information)

        - Reports date completed information; not based on status.

        - Started does not have a test completion date; Completed has a test completion date.

        - 100,000 record limit for untested students.

ii. Test Status (refer to caution information)

- Reports test statuses.
- If **completed** is selected, the search results will include students with completed, submitted, or reported statuses.

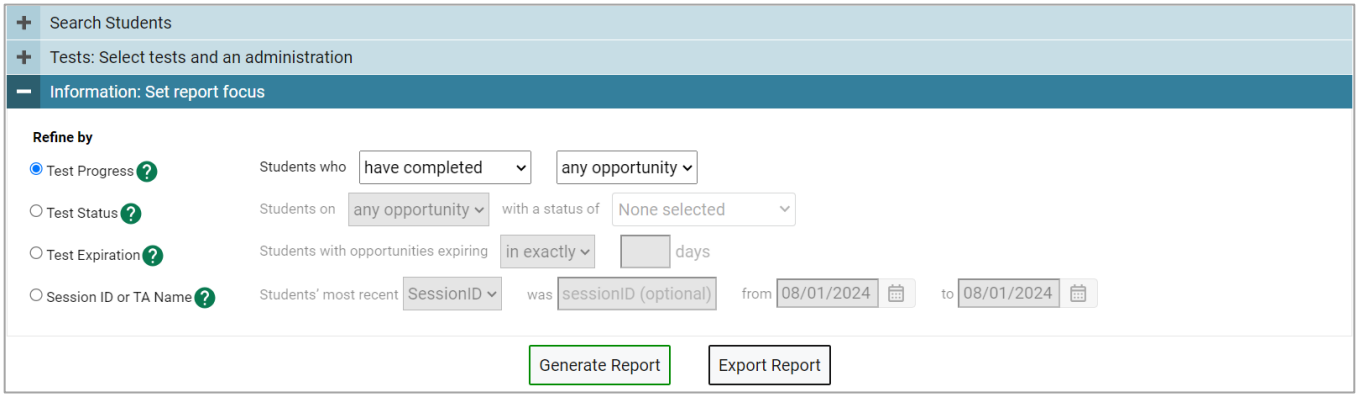
iii. Test Expiration

- Reports when students will lose access to the test.
- Use **in exactly** for expirations on a certain day; use within for expirations over a range of days.

iv. Session ID or TA Name

- Reports most recent session information, not all past sessions.
- If no TA or session ID is specified, the date range cannot exceed 15 days.

Figure 185. Advanced Search: Set Report Focus Panel




⚠ **Caution:** For Test Progress & Test Status, *any opportunity* does not mean all opportunities!

- Selecting the drop-down any opportunity does not return results with all opportunities.
- **Any opportunity** finds the earliest opportunity matching the selection criteria in the rest of the search phrase.
- If you need to find all opportunities, search by SSID for specific students using the **Search Students by SSID** task.

Review Results

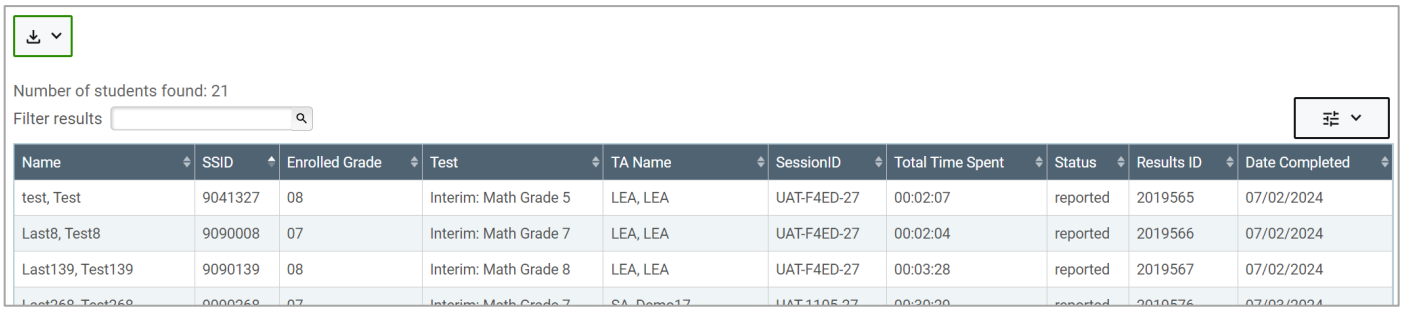
Do one of the following:

3. For the Advanced Search, select **Generate Report** to view the report on the page. If you are viewing a report for more than 20 schools, use this option and then select **Export to Secure File Center**.

4. To open the report in Microsoft Excel, select **Export Report** or  . If you are viewing a report for more than 20 schools, this option will be disabled.

**Note**: Not all columns are selected by default. To add or remove information, use  the at the top right of the table. For descriptions of the columns in this report, see Table 37 below.

Figure 186. Plan and Manage Testing Report




**Note**: During periods of high testing volume, test statuses and reporting may take up to 24 hours to be reflected in the RISE systems, so please take this timeframe into account as it relates to these reports.

Table 36: Columns in the Plan and Manage Testing Report

| Attribute | Description |
|---|---|
| Name | Student's legal name (Last Name, First Name). |
| LEA Name | Name of the LEA associated with the record. |
| School Name | Name of the school associated with the record. |
| SSID | Student's Statewide Student Identifier number. |
| Enrolled Grade | The grade in which a student is enrolled. |
| Current LEP | Indicates whether the student is an English Language Learner. |
| Test | Test name for this student record. |
| Opportunity | The opportunity number for that student's specific record. |
| TA Name | The test administrator who created the session in which the student is currently testing (or in which the student completed the test). |
| Session ID | The Session ID to which the test is linked. |
| Total Time Spent | The time it took a student to complete a test. |
| Status | The status for that specific opportunity. |
| Results ID | The unique identifier linked to the student's results for that specific opportunity. |
| Restarts | The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts).<br>(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).<br>A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire, and the student will not be able to review any previous answers. |
| Date Started | The date when the first test item was presented to the student for that opportunity. |
| Date Completed | The date when the student submitted the test for scoring. |
| Last Activity | The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process. |
| Expiration Date | The date the test opportunity expires. The following are the set timeframes for each test; if not completed within this timeframe, the tests will expire.<br>Benchmark Modules: 7 days<br>Interims: 14 days<br>Fall Summatives: 21 days<br>Spring Summatives: 60 days |
| Remote Session | Indicates whether the test was taken with the embedded remote proctoring enhancements (Y) or not (N). |

Save advanced searches to the Favorites tab

You can save reports generated from the **Advanced Search** to easily rerun reports you use often. Reports are accessed from the **Favorites** tab without the need to reenter your search criteria. When available, new data is pulled in each time you run a report from **Favorites**.

⚠ Your list of favorite reports can be used throughout one school year but will be removed when TIDE is reset for the next school year.

*To save searches to your Favorites tab:*

13. Access **Plan and Manage Testing**.
14. Select the **Advanced Search** tab.
15. Select search criteria for all required fields and any optional fields within each section.
16. Select **Generate Report**.

**Note**: The option to save your search will not appear if you select **Export Report**.

17. Review your search results in the grid at the bottom, and if they meet your needs, select **Save New Favorite**.
18. On the ***Save New Favorite*** pop up, add a title with up to 500 characters (required) and a description with up to 1000 characters (optional).

⚠ **Caution**: The **Advanced Search** options you selected will not display when you generate this report from the **Favorites** tab. For future reference, list your search selections in the description so you know what information is in this report.

Generate and manage reports from the Favorites tab

The results from the reports in **Favorites** are refreshed every time you generate a report. **Plan and Manage Testing** provides results on demand, so data is always up to date.

*To generate reports from your Favorites tab:*

15. Access **Plan and Manage Testing**.
16. Select the **Favorites** tab.
17. *Optional*: Select the top row of a column to sort in ascending order. Select the row again to sort in descending order.
18. *Optional*: Use the *Search favorites* text box to enter a keyword, phrase, part of a word, date, or time to find a specific report.
19. Select the title of a report to generate results below the list of *Favorites* on the **Favorites** tab.
    The title and description you entered while saving your favorite display above the results, and the results display with a limited selection of columns.

20. *Optional*: To display all or different columns, select  and use the checkboxes.

21. *Optional*: Sort the results table the same way you can sort the list of *Favorites*.

*To manage your favorite reports by editing the title and description or deleting the report:*

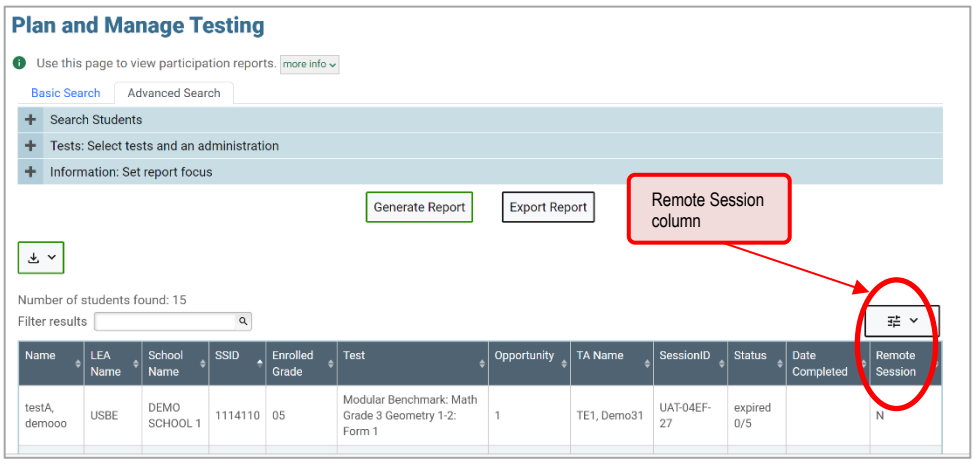
3. Choose a way to edit the title:
    a. From your *Favorites* list, select the **Edit** button  .
    b. If you've generated the report, select **Edit Title / Description** from above the results.
4. Delete the report by selecting the **Delete** icon  from your *Favorites* list.

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## How LEA-level users view which students have tested remotely

LEA-level users can use the Plan and Manage Testing report to see which students have taken a test that was administered remotely. To do this, LEA-level users will generate the Plan and Manage Testing report with whichever search criteria they want to use by following the steps outlined above. In the report that is generated (or exported), there will be a column labelled “Remote Session” (see Figure 170 below). A “Y” in this column relays that the given student took the test listed remotely; a “N” in this column relays that the given student did not take the test listed remotely.

Figure 187: Remote Session Column in Plan and Manage Testing Report




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

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

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Participation Search by SSID**. The *Participation Search by SSID* page appears (see Figure 172).

2. Do one of the following:

Figure 188: Participation Search by SSID Page




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

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

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

The columns on a report from Participation Search by SSID match those from the Plan and Manage report, seen in Table 37.

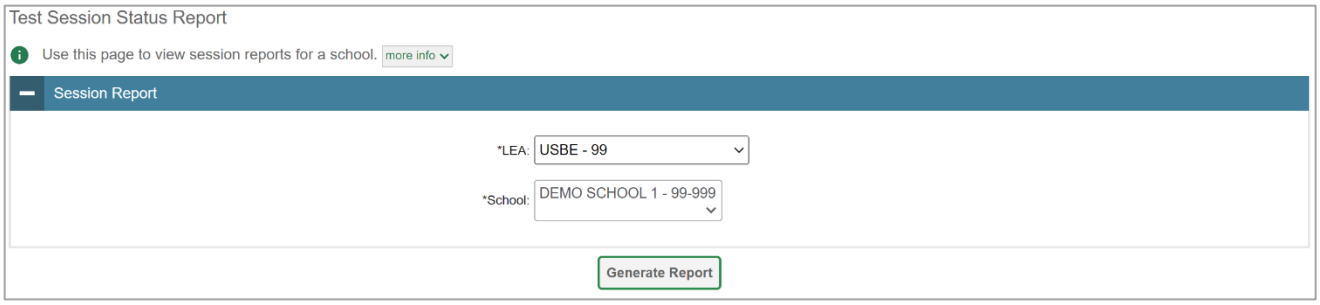
## How LEA level-users view test session status reports

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

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Session Report**. The ***Session Report*** page appears (Figure 171).

Figure 189.Test Session Status Report Page



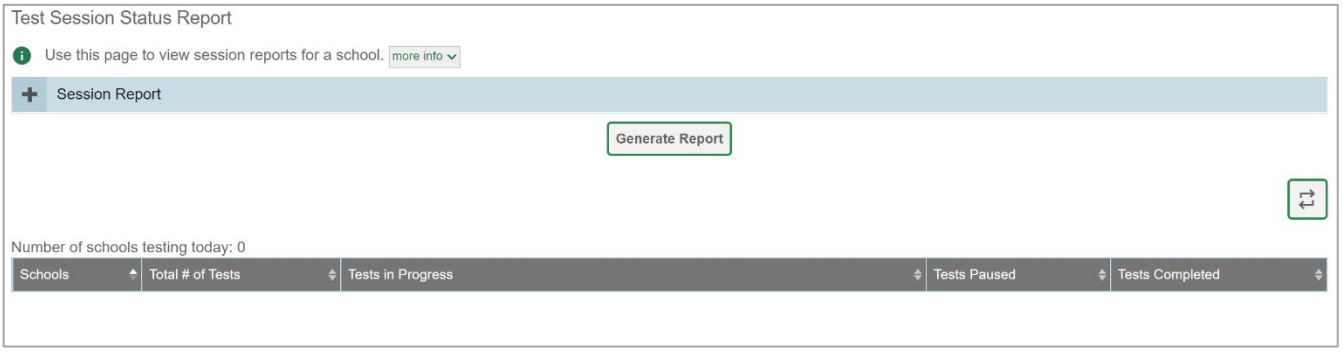

2. From the **LEA** drop-down list, select an LEA.

3. From the **School** drop-down list, select an individual school to view a detailed report for that school or select multiple schools to view a summary report for the schools you select (Figure 172). To view a summary report for all schools in your district, select **All Schools**.

4. Select **Generate Report**. If you selected an individual school in step 3, skip step 5.

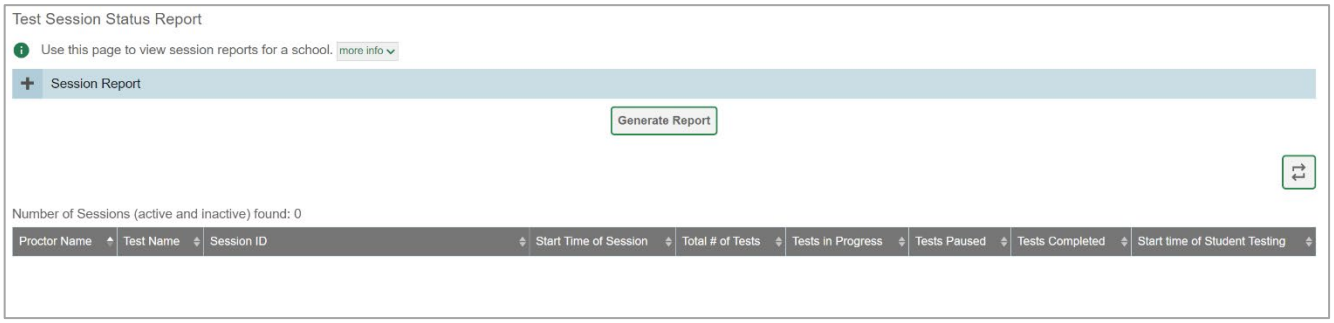
5. If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, see Table 38.

Figure 190. Summary Test Session Report



**6.** Select a school from the summary report page to view a detailed report for that school (Figure 173). If you selected an individual school in step 3, a detailed report will appear after you complete step 4. For a description of the columns in this report, see Table 38.

Figure 191. Detailed Test Session Report




7. Optional: If multiple tests are available for one session, select 

to expand the list of tests associated with that session.

8. *Optional:* Select 

to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.

9. *Optional*: Select 

to collapse all expanded sessions. The button will only be displayed when multiple tests per session exist.

10. *Optional*: To view inactive test sessions, select the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics. Sessions will be considered inactive if all students in the session are paused or have completed the test opportunity, and no new opportunities have been started.

11. *Optional*: Select  to refresh the list of available sessions. Data is refreshed in near real-time.

Table 37. Columns in the Summary Test Session Status Report

| Column | Description |
|---|---|
| Schools | List of schools for which you can view reports. |
| Total # of Students in Test | Total number of students testing in each school. |
| Test Started | Number of students who have started their test. |
| Test Paused | Number of students who have paused their test. |
| Test Completed | Number of students who have completed their test. |

Table 38: Columns in the Detailed Session Report Page

| Column | Description |
|---|---|
| Session ID | The Session ID to which the test is linked. |
| Proctor Name | Name of the proctor associated with the Session ID. |
| Test Name | Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID. |
| Start Time of Session | Start time of the session. |
| Total # of Students in Test | Total number of students testing in each school. |
| Test Started | Number of students who have started their test. |
| Test Paused | Number of students who have paused their test. |
| Test Completed | Number of students who have completed their test. |

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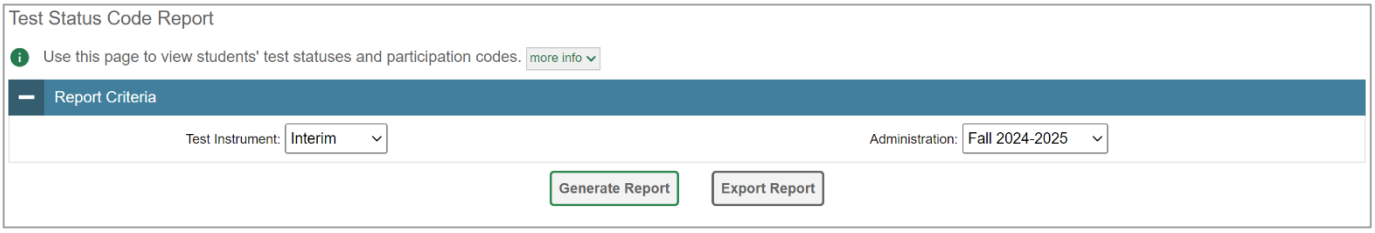
## How LEA-level users view report of test status codes

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

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

2. In the *Report Criteria* panel (Figure 172), select search criteria for the test and administration.

Figure 192. Report Criteria Panel




3. Do one of the following:

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

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

4. TIDE displays the tests and associated statuses and participation codes (Figure 173). See Table 39 for a detailed description of the columns in this report.

Figure 193. Test Status Code Report

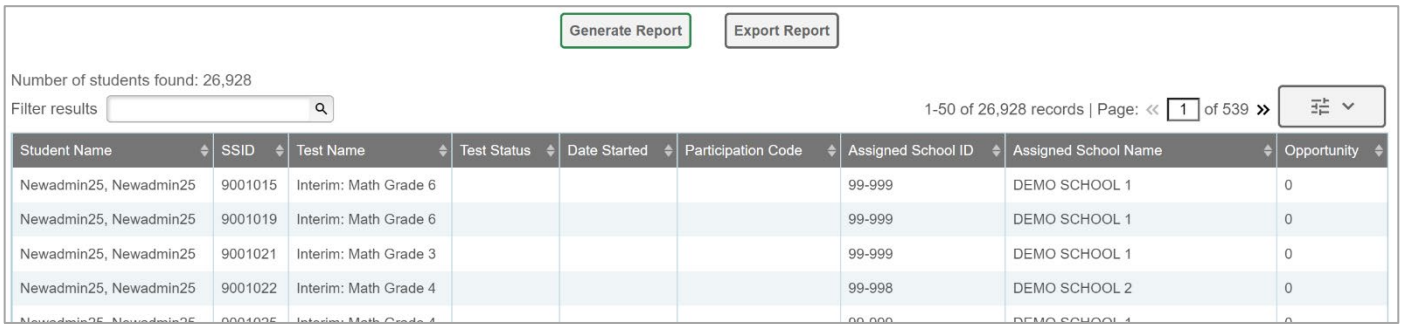



Table 39. Columns in the Test Status Code Report

| Column | Description |
|---|---|
| Student Name | Student's Name |
| SSID | Student's Statewide Student Identifier number. |
| Test Name | Grade, test, and subject that are being reported. |
| Test Status | Test's most recent status. |
| Date Started | Date student started the test. |
| Participation 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. |
| Opportunity | Number of students who have completed their test. |

For a description of each status that a test opportunity can have, see Table 40, below.

Table 40: Test Status Descriptions

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

## How LEA-level users view report of test completion rates and progress summaries

The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test. The information is only available as an export to Excel.

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

2. In the *Report Criteria* panel (see Figure 172), select the parameters for which tests to include in your report.

3. To open the report in Microsoft Excel, select **Export Report**. Figure 173 displays a sample Test Completion Rate report.

For a description of the columns in this report, see Table 38 below.

Figure 194: Test Completion Rates Search Fields

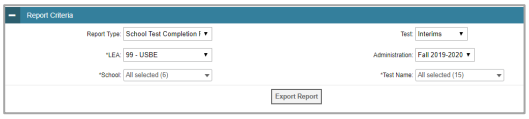
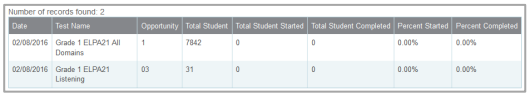



Figure 195: Test Completion Rate Report




⚠ **Caution**: The Test Completion Rates report calculates overnight, not on-demand. The report shows the date it was exported and the time the information was processed, calculated for the Eastern Time zone.

Table 41: Columns in the Test Completion Rates Report

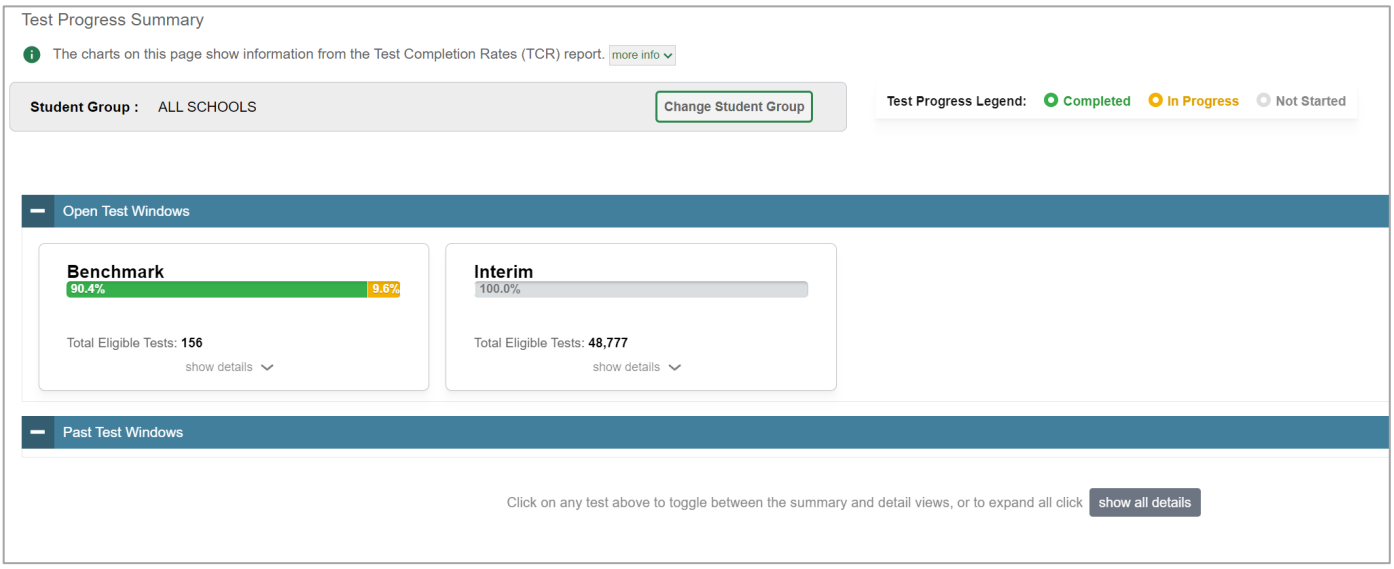
| Column | Description |
|---|---|
| Date | Date and time that the file was generated. |
| Test | Test that is being reported. |
| Administration | Administration that is being reported. |
| Test Name | Grade, test, and subject that are being reported. |
| Opportunity | Test opportunity number that is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

The Test Progress Summary provides charts of the information available in the Test Completion Report to provide a quick visual reference. You can also view the data on the screen, as well as export it. Only district- and school-level data is available in this report, though.

Access Test Progress Summary

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Progress Summary**. The ***Test Progress Summary*** page appears, displaying a card for each test window (Figure 174).

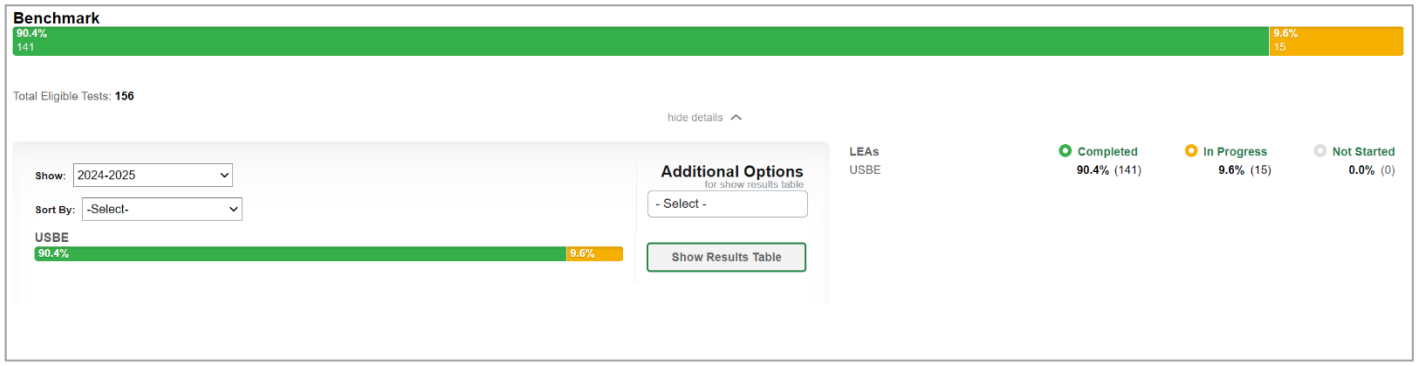
Figure 196. Test Progress Summary – Summary View




2. Your Student Group defaults to all schools you can access. Change this by selecting Change Student Group and make other selections.

3. In a test card window, select **show details**/**hide details** to view or collapse the breakdown of data by school (Figure 175). You can also show/hide details for all test windows from the bottom of the screen.

Figure 197. Test Progress Summary – Detailed View




4. Select Show Results Table to view the data on screen or export it.

   **Note**: Depending on where you are in your testing cycle, the charts may show as mostly *Not Started* (gray color on the chart).

## Recommended process for managing summative participation during testing

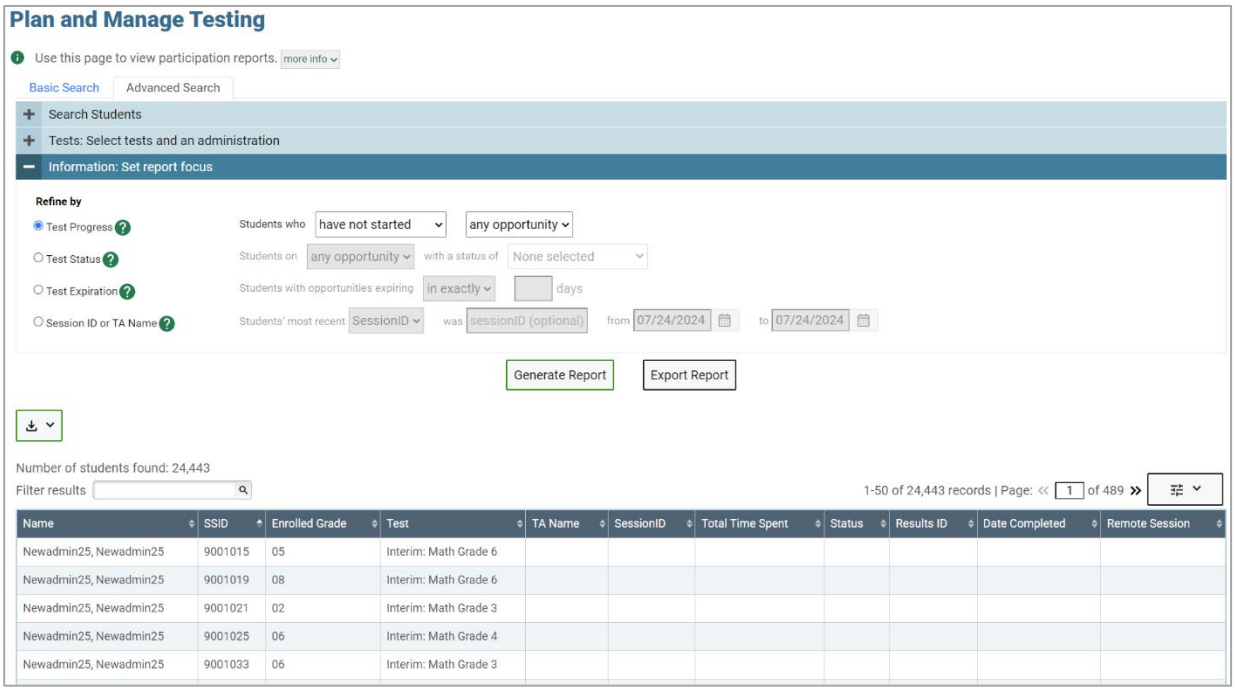
As users progress through their testing window, they can use the features of TIDE described in previous sections to monitor participation in order to ensure that all students eligible to test are either participating or have a participation code entered before the end of your school year. In particular, users can use the following features found in the **Monitoring Test Progress** task menu on the TIDE dashboard.

1. Plan and Manage Testing

   a. This report allows users to view, at any time, a list of students who have not started their tests or have not completed their tests (see Figure 183).

   - The data in this report are generated in real-time, but please note that during periods of high testing volume, test statuses and reporting may take up to 24 hours to be reflected in the RISE systems. Not all columns are selected by default. To add or remove information, use  the at the top right of the table.

Figure 198: Plan and Manage Testing Results Page




- For the steps to take to generate this report, see the "How LEA-level users view report of students' current test status" section.

*Please note: To return to the page in this manual that you were on before clicking one of these links, use one of the following keyboard shortcuts:* ***Alt*** *+* ***Left Arrow*** *(for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or* ***Command*** *+* ***Left Arrow*** *(for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

2. Test Completion Rate Report
   a. This report shows the number of students eligible (Total Student), number of students started (Total Student Started), number of students completed (Total Student Completed), and percentages (see Figure 184).
      - The data in this report are generated by the system each night; the data is not generated in real-time.
   b. It's recommended for users to view this report by school every morning during their Summative test window.
      - The report provides a quick way to monitor progress in a user's LEA or school.

Figure 199: Test Completion Rate Report

| Test | Administration | Test Name | LEA ID | LEA NAME | Opportunity | Total Students | Total Student Started | Total Student Completed | Percent Started | Percent Completed | Total Remote Students |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Interim | Fall 2024-2025 | Interim: Math Grade 3 | 99 | USBE | 1 | 4328 | 0 | 0 | 0.00% | 0.00% | 0 |
| Interim | Fall 2024-2025 | Interim: Math Grade 4 | 99 | USBE | 1 | 4804 | 1 | 1 | 0.02% | 0.02% | 0 |
| Interim | Fall 2024-2025 | Interim: Math Grade 5 | 99 | USBE | 1 | 1581 | 3 | 3 | 0.19% | 0.19% | 0 |
| Interim | Fall 2024-2025 | Interim: Math Grade 6 | 99 | USBE | 1 | 10835 | 5 | 5 | 0.05% | 0.05% | 0 |
| Interim | Fall 2024-2025 | Interim: Math Grade 7 | 99 | USBE | 1 | 1961 | 5 | 5 | 0.25% | 0.25% | 0 |
| Interim | Fall 2024-2025 | Interim: Math Grade 8 | 99 | USBE | 1 | 1828 | 6 | 6 | 0.33% | 0.33% | 0 |
| Interim | Fall 2024-2025 | Interim: Math SM1 | 99 | USBE | 1 | 1591 | 1 | 1 | 0.06% | 0.06% | 0 |

   - For the steps to take to generate this report, see the "How LEA-level users view report of test completion rates" section on page 162 of this guide.

*Please note: To return to the page in this manual that you were on before clicking one of these links, use one of the following keyboard shortcuts:* ***Alt*** *+* ***Left Arrow*** *(for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or* ***Command*** *+* ***Left Arrow*** *(for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

3. Test Status Code Report
   a. This is the one report that includes both test status and participation code with a record for every student and every test for which they're eligible (see Figure 185).
      - Note: due to the size of this report, *it is recommended that users* ***Export*** *instead of* ***Generate****.* Generating the report can increase the amount of time it takes to load.
   b. Once a user has downloaded the report, they can turn on filters when viewing it in Excel to control the view:
      - In Column D (Test Status),
         a. Tests that are listed as completed can be filtered out.
         b. For tests that are listed as paused, users should make sure the student responded to at least six items or entered one non-blank character if it is a writing test to ensure they count as participated.
      - In Column F,
         a. Tests with participation codes already assigned can be filtered out.
      - Once these filters have been applied, users can see the students who need to finish or start their Summative test.
   c. It's recommended that LEAs and SAs begin to review this report regularly two – three weeks before their test window closes.

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d. LEAs should use the Test Status Code Report for current students; for students who have moved, they should use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code); follow the procedure in the "How LEA-level users use Discrepancy Resolution for cleanup" section.

Figure 200. Test Code Status Report

| Student Name | SSID | Test Name | Test Status | Date Started | Participation Code | Assigned School ID | Assigned School Name | Opportunity |
|---|---|---|---|---|---|---|---|---|
| DemoKid962, Bromesh962 | 9999961 | Interim: Math Grade 4 | | | USBE Excused - Approval Needed | 99-996 | DEMO SCHOOL 3 | 0 |
| Student22, Student22 | 9222015 | Interim: Math Grade 4 | | | Test Has Already been taken | 99-996 | DEMO SCHOOL 3 | 0 |
| Test, Test | 9810612 | Interim: Math Grade 8 | | | Test Has Already been taken | 99-995 | DEMO SCHOOL 4 | 0 |
| Test, Test | 9840524 | Interim: Math Grade 8 | | | Student Transferred Before Testing Window | 99-996 | DEMO SCHOOL 3 | 0 |
| Last97, Test97 | 9490097 | Interim: Math Grade 4 | | | Standard Participation | 99-999,99-998,99-995 | DEMO SCHOOL 1,DEMO SCHOOL 2,DE | 0 |
| Last108, Test108 | 9090108 | Interim: Math SM1 | | | No Participation Code | 99-999 | DEMO SCHOOL 1 | 0 |
| Last461, Test461 | 9090461 | Interim: Math Grade 5 | | | No Participation Code | 999 | Training School 1 | 0 |
| Last11, Test11 | 9780021 | Interim: Math Grade 8 | | | No Participation Code | 99-999,99-998,99-996,99-995,96-996 | DEMO SCHOOL 1,DEMO SCHOOL 2,DE | 0 |
| Last11, Test11 | 9780021 | Interim: Math SM1 | | | No Participation Code | 99-999,99-998,99-996,99-995,96-996 | DEMO SCHOOL 1,DEMO SCHOOL 2,DE | 0 |
| Last11, Test11 | 9780212 | Interim: Math Grade 7 | | | No Participation Code | 99-999,99-998,99-996,99-995,96-996 | DEMO SCHOOL 1,DEMO SCHOOL 2,DE | 0 |
| test, Rename | 9904105 | Interim: Math Grade 7 | | | No Participation Code | 99-998 | DEMO SCHOOL 2 | 0 |
| test, test | 9992102 | Interim: Math Grade 6 | | | No Participation Code | 99-999 | DEMO SCHOOL 1 | 0 |
| Last Name, First Name | 9912202 | Interim: Math Grade 4 | | | Modified | 99-999 | DEMO SCHOOL 1 | 0 |
| Demo22, Demo22 | 9220015 | Interim: Math Grade 4 | | | Incorrect Course Code Assigned | 99-996 | DEMO SCHOOL 3 | 0 |
| Last Name, First Name | 9922001 | Interim: Math Grade 3 | | | Did Not Test | 99-999 | DEMO SCHOOL 1 | 0 |
| Last Name, First Name | 9922003 | Interim: Math Grade 3 | | | Did Not Test | 99-999 | DEMO SCHOOL 1 | 0 |

- For the steps to take to generate this report, see the "How LEA-level users view report of test status codes" section.

*Please note: To return to the page in this manual that you were on before clicking one of these links, use one of the following keyboard shortcuts:* ***Alt*** *+* ***Left Arrow*** *(for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or* ***Command*** *+* ***Left Arrow*** *(for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

# Overview of Participation Codes

This section addresses the management of participation codes for accountability purposes. **Please note that it is important to monitor test progress and enter any necessary participation codes throughout the test window as it progresses rather than after testing is complete.**

# Motivation for Participation Codes

There are circumstances in which a student did not participate in an expected assessment or participated in an assessment but in a non-standard way. In such instances, participation codes control and document how the test record is handled for reporting aggregates and accountability calculations.

Participation codes are not intended to explain data errors present in UTREx. As per R277-404, Local Education Agencies (LEAs) are responsible for updating local student information systems (SISs) so that UTREx data are accurate.

Once any participation code is marked in the Test Information Distribution Engine (TIDE), that participation code persists until it is changed.

When participation codes are used, only one code can be selected. Participation codes are classified as "non-participation" or "participation." (A student is considered to have attempted a test after answering 6 questions or after responding with any text to a writing prompt.) For a listing of participation codes, see Table X on the following page.



**Policy:** Participation codes are audited for appropriate use. ALL student data will be used for scoring, reporting, and accountability.

# Management of Participation Codes

Using TIDE, you can view participation codes for students enrolled in your LEA or school. You can add, modify, or delete participation codes only in TIDE.

Test eligibility is controlled by the course code provided via the nightly UTREx upload. Once an enrolled student has been assigned a RISE-assessed course for at least 10 days, the student will either be required to take the RISE test by the end of the testing window or must be assigned a participation code.

A student's participation on a test is defined as a student answering 6 or more questions or entering any non-blank character into one writing prompt.

Users can use TIDE's **View/Edit Participation Codes** tab to add, delete, or modify participation codes for eligible tests. In addition, if a participation code had been assigned prior to eligibility being removed, you can still view and modify the code in TIDE as long as the student is enrolled in the LEA or school by using this tab.

If you assign a 204 non-participation code prior to testing, TIDE removes the student's eligibility and the student will not be able to start that specific test. In order for a student to take that test, you must remove the 204 non-participation code in TIDE.

The participation and Test Status Code Reports only display eligible tests. However, if a student had started a test that was later invalidated, that test will be included in the generated reports as an invalidated test.

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# Working with Participation Codes in TIDE

This section describes how to view, modify, and delete participation codes in TIDE.

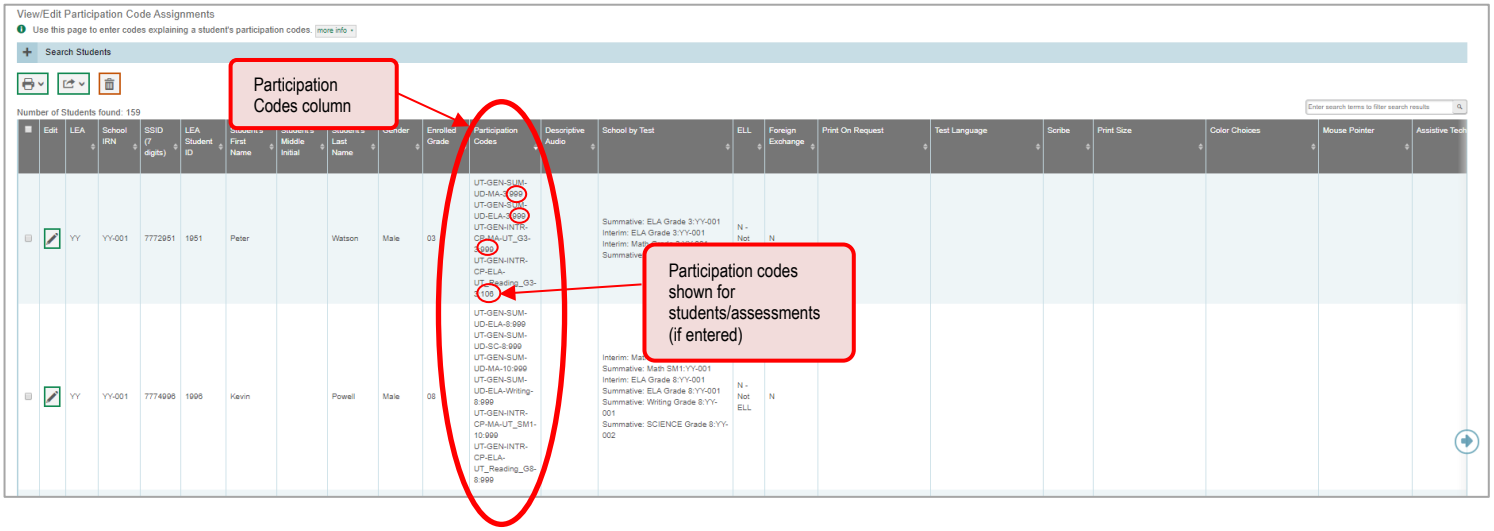
## Viewing a Student's Participation Codes

When you search for student records in TIDE, the search results table displays any assigned participation codes. This can be done from the ***View/Edit/Export Students*** tab or the ***View/Edit Participation Codes*** tab.

*To view the participation code in TIDE:*

1. Click either the ***View/Edit/Export Students*** tab or the ***View/Edit Participation Codes*** tab.
2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.)
3. Click **Search**. The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 174 below).

Figure 201: Participation Codes in TIDE




- **Note**: The code 999 (shown in Figure 174 above) indicates that a participation code had been assigned and was then removed. This is different from a blank participation code, which means that a partcipation code had never been assigned for that student's test.

If a participation code needs to be changed for a student, do one of the following:

- If the student is still eligible for the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.

- If the student is no longer eligible for the test and had attempted the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.

- If the student is no longer eligible for the test and had not attempted the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.

- If the student is no longer enrolled in the LEA, use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code); follow the procedure in the "How LEA-level users use Discrepancy Resolution for cleanup" section on page 174.

  If a participation code needs to be added for a student, do one of the following:

- If the student is still eligible for the test, use the ***View/Edit Participation Codes*** tab in TIDE and follow the procedure in the **Updating a Student's Participation Code** section on the following page.

- If the student is no longer eligible for the test and had attempted the test, use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code); follow the procedure in the "How LEA-level users use Discrepancy Resolution for cleanup" section on page 174.

- If the student is no longer eligible for the test and had not attempted the test, use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code); follow the procedure in the "How LEA-level users use Discrepancy Resolution for cleanup" section on page 174.

- If the student is no longer enrolled in the LEA, use the Discrepancy Resolution tab in TIDE to clean up the data (i.e., to add the appropriate participation code); follow the procedure in the "How LEA-level users use Discrepancy Resolution for cleanup" section on page 174.

  To see a report that displays all the non-participation codes for a test administration, follow the procedure in "How LEA-level users view report of test status codes".

*Please note: To return to the page in this manual that you were on before clicking one of these links, use one of the following keyboard shortcuts:* ***Alt*** *+* ***Left Arrow*** *(for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or* ***Command*** *+* ***Left Arrow*** *(for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

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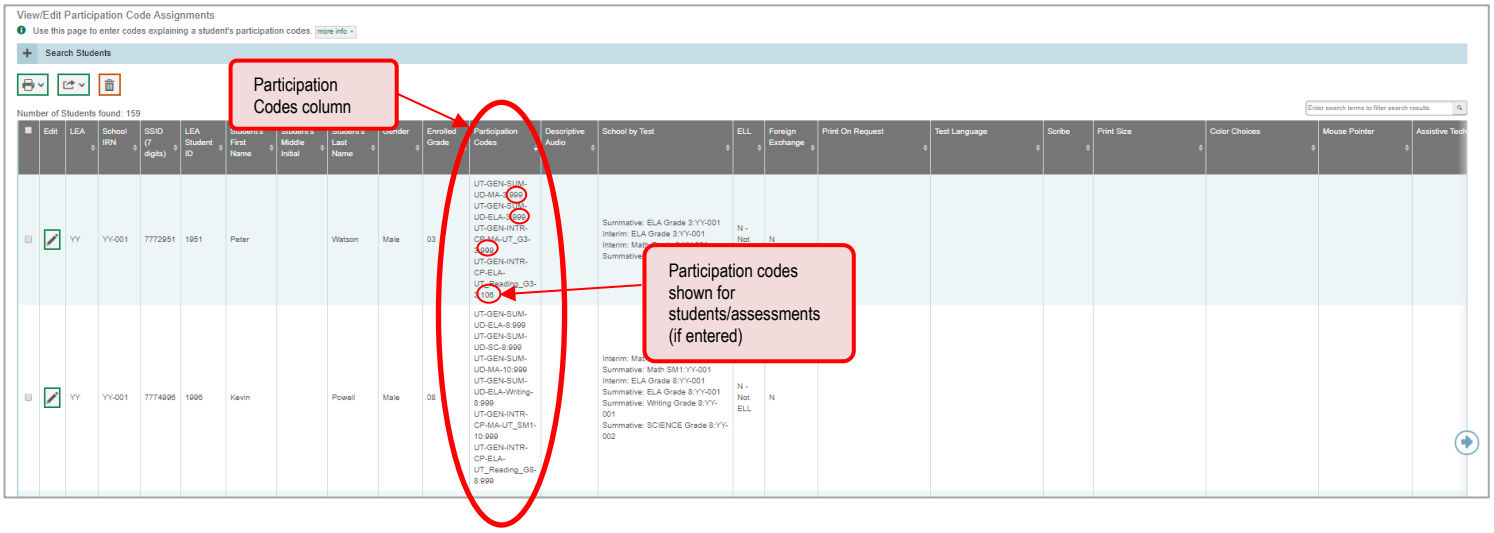
# Updating a Student's Participation Codes

You can add or modify a student's participation codes as long as the student is enrolled in your school or LEA.

*To update a student's participation codes:*

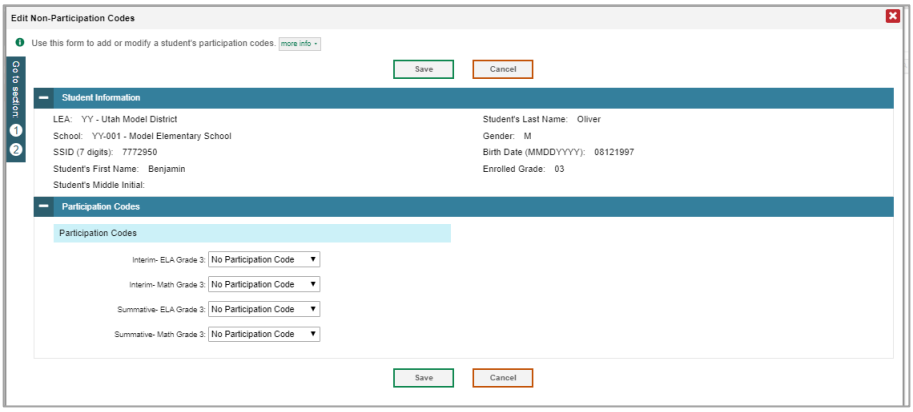
1. Log in to TIDE, and click the ***View/Edit Participation Codes*** tab.
2. Search for students using the available filters. (You can use the **Advanced Search** function to search only for students with participation codes.)
3. Click **Search**. The search results table displays those students who match the search query. The Participation Codes column lists any assigned participation codes (see Figure 172).

Figure 202: Participation Codes in TIDE




4. In the list of retrieved students, select  for the student whose participation code you want to update.
5. The **Edit Non-Participation Code** page appears. In the ***Participation Codes*** section of the page, use the drop-down menus available for each test the student is eligible for to update the participation code(s) as needed (see Figure 173).

Figure 203: Participation Codes in the Test Information Distribution Engine




6. Click **Save** when complete.

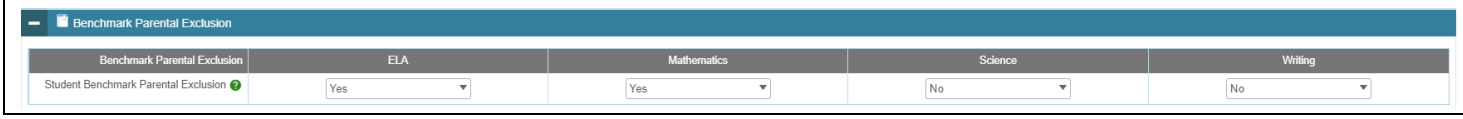
Table 43 below lists the participation codes and their descriptions.

Table 42: Participation Codes and Their Descriptions

| Participation Code | State | Federal | Description |
|---|---|---|---|
| 101: Did Not Test | Countable for Participation only | Countable for Participation only | Student was enrolled at the school and eligible to test (with or without reasonable accommodations) but did not test. |
| 103: EL First Year in U.S. April 15 or Later | Not Countable | Not Countable | The student is an English learner (EL) and first enrolled in the U.S. on or after April 15 of current school year. Student is not required to test, but testing is made available. |
| 104: EL First Year in U.S. Before April 15 | Counted for Participation only | Counted for Participation only | The student is EL and first enrolled in the U.S. before April 15 of current school year. Student must take ELA, Math, and Science. |
| 106: Student Refused to Test | Countable | Countable | Student refuses to start the assessment or refuses to complete at least six items of the assessment. |
| 107: Excused for Health Emergency | Not Countable | Not Countable | Student is unable to test during the testing window due to an unanticipated health circumstance. |
| 111: USBE Excused – Approval Needed | Not Countable | Not Countable | Requires USBE authorization. Used in rare circumstances to capture irregular test circumstances. |
| 112: Student Transferred Before Testing Window | Not Countable | Not Countable | Student transferred out of school before the LEA had a reasonable opportunity to administer the assessment. |
| 200: Standard Participation | Countable | Countable | Student took the assessment under normal circumstances. |
| 202: Modified | Counted for Participation only | Counted for Participation Only | Student took the assessment with non-allowed modifications which interfere with the validity/reliability of the test. |
| 204: Parental Exclusion* | Not Countable | Countable | A parent or guardian has requested in writing that the student be exempt from the assessment. |
| 205: EL in Second Year of Enrollment | Counted in Participation and Growth | Counted in Participation and Growth | Student is EL and first enrolled in the U.S. during the 2021-2022 school year. Student must take ELA, Math, and Science. |
| 208: Test System Irregularity | Not Countable | Not Countable | The test event was interrupted by a system error without reasonable opportunity to reset or re-open the test. USBE Approval required. |
| 209: Incorrect Course Code Assigned | Countable | Countable | An incorrect course code or grade was assigned, triggering an incorrect test. LEA correction of the course code is required. |
| 210: Accommodated (no language accommodation) | Countable | Countable | Student took the assessment with allowable accommodations, but not a language accommodation. |

| | | | |
|---|---|---|---|
| 211: Language Accommodation | Countable | Countable | Student took the assessment with allowable language accommodation. |
| 212: Multiple Accommodations, including language accommodation | Countable | Countable | Student took the test with multiple accommodations, one of which was a language accommodation |
| 213: Invalidated | Countable | Countable | LEA determines that the test was spoiled or invalid (E.g. Student cheated; test administrator broke protocol). |
| 214: Invalidated due to parental exclusion | Not Countable | Not Countable | Parent determines that the student should not participate with the assessment. |

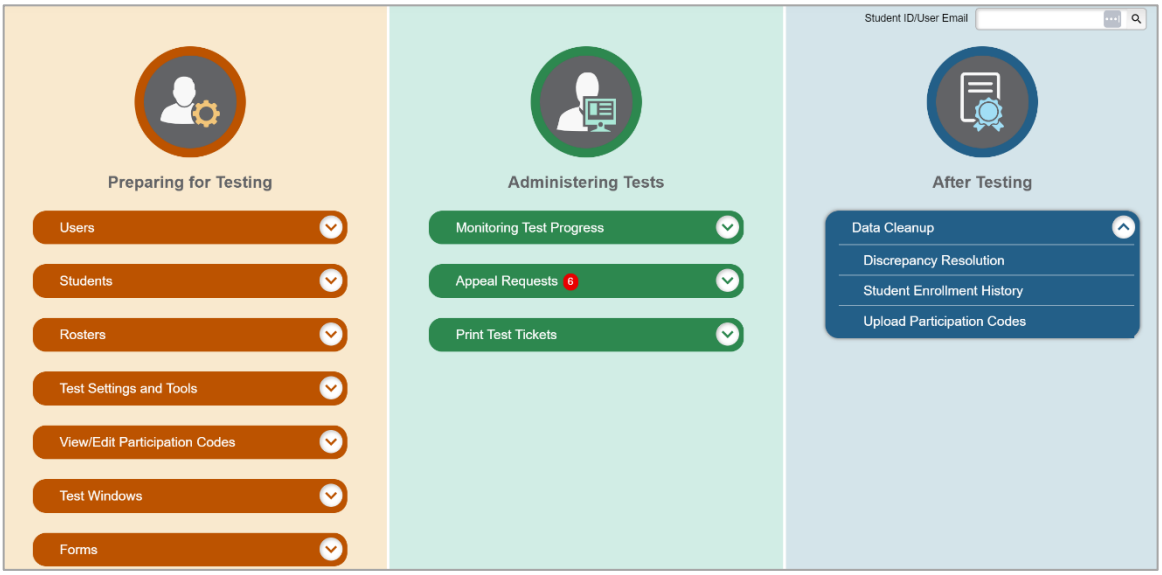
*If the parental exclusion includes benchmark modules, set the Benchmark Parental Exclusion fields in TIDE found on the View/Edit Student page. It is set by subject.



# How LEA-level Users Use TIDE After Testing

It is important to monitor test progress and enter any necessary participation codes throughout the test window as testing progresses rather than after testing is complete**.** However**,** after testing, LEA-level users can use TIDE to clean up their data using the **Data Cleanup** menu in the blue **After Testing** section of the TIDE dashboard as necessary. In the **Data Cleanup** menu, the ***Discrepancy Resolution*** page in (see Figure 186) allows LEA-level users to view and clean up test discrepancies where students were eligible for a test in the given school year but didn't take that test. LEA-level users can clean up this data by entering participation codes, as applicable, for the students who appear on their discrepancy resolution reports. The steps for how to complete this process are described below.

Figure 204: LEA-Level User TIDE Dashboard

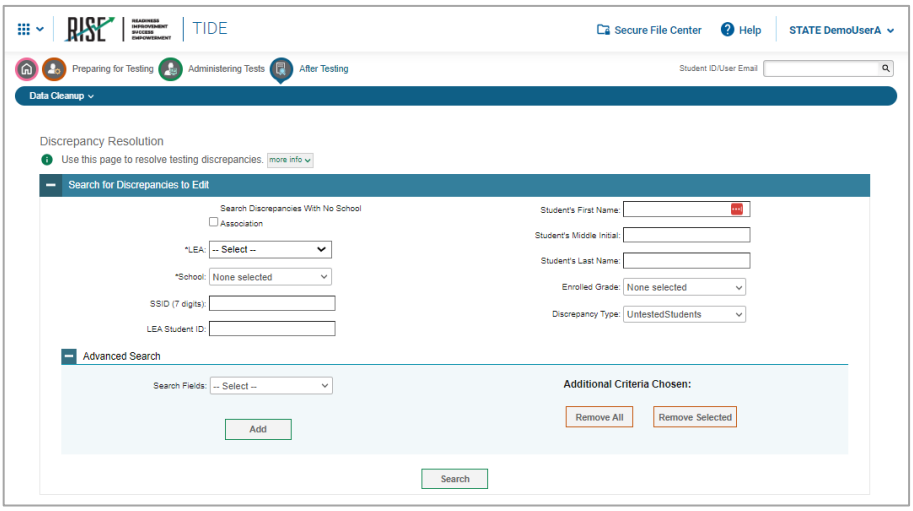



## How LEA-level users use Discrepancy Resolution for cleanup

The ***Discrepancy Resolution*** page will show any students who are currently eligible for a summative test who have not started that test at the time the report is generated; this allows users to see any students that still need to test or for whom participation codes need to be added.

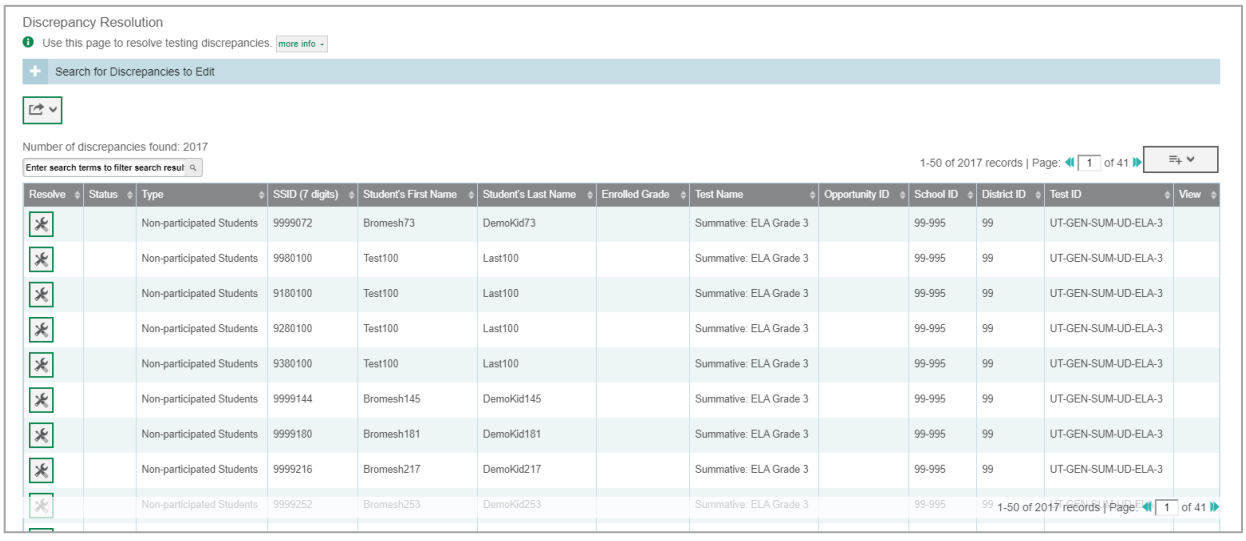
- In the **After Testing** section of the TIDE dashboard, select **Data Cleanup** then **Discrepancy Resolution**. The ***Discrepancy Resolution*** page appears (see Figure 187).

Figure 205: Discrepancy Resolution Page



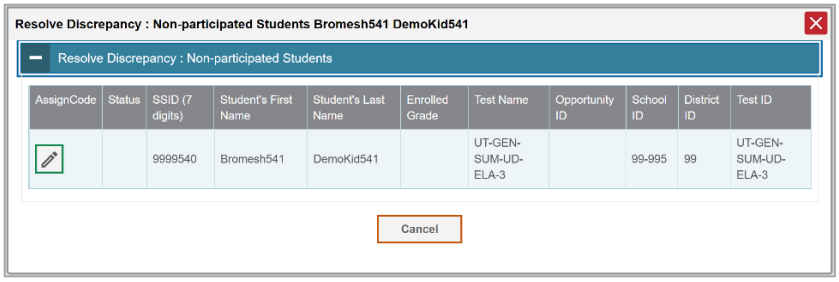

- Fill out the fields given as desired and hit **Search**. The results of the search will be generated, showing the students within the search criteria with discrepancies (i.e., those who are currently eligible for a summative test who have not started that test at the time the report is generated) (see Figure 188). The DRS only reports tests for which non-participation codes have not yet been established. For example, if a teacher finds out that a student will not take a test because of a medical reason and a non-participation code is set up for the student's test through TIDE before the DRS becomes available, then that test will not be displayed as a discrepancy in the DRS.

Figure 206: Discrepancy Resolution Results Page



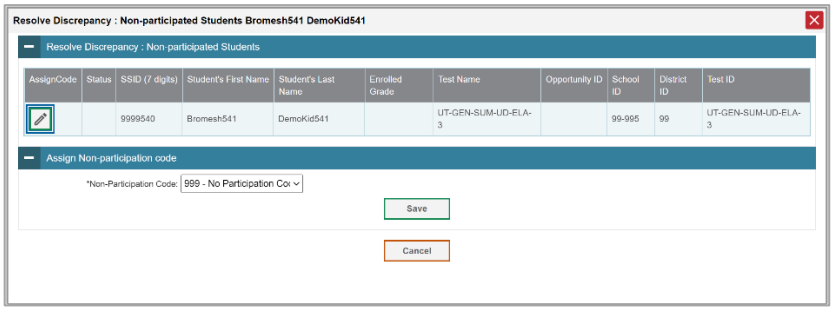

- Select  to resolve the discrepancy. The ***Resolve Discrepancy*** page will appear (see Figure 189).

Figure 207: Resolve Discrepancy Page



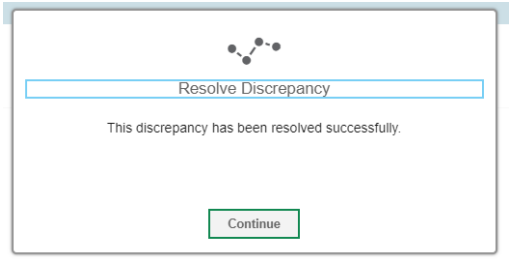

- Select  to assign a participation code to the student listed in that row. The ***Assign Non-participation code*** page will appear (see Figure 190).

Figure 208: Assign Non-Participation Page



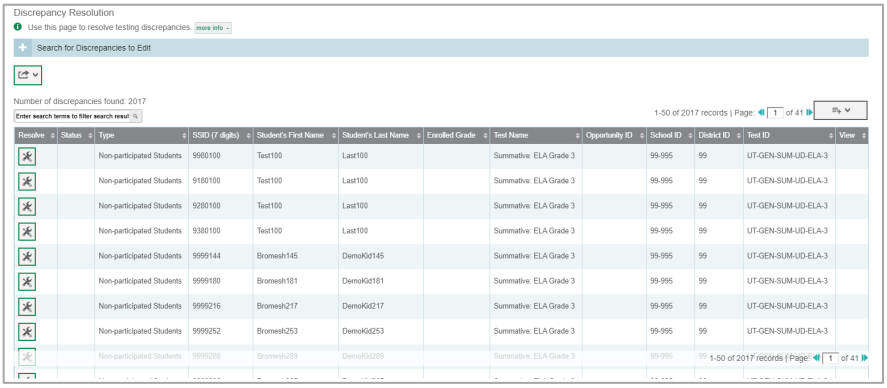

- Use the drop-down menu given to assign a non-participation code to the student as applicable.
- Click **Save** when complete. A confirmation screen will appear confirming that the discrepancy has been resolved (see Figure 191).

Figure 209: Confirmation Screen




- Click **Continue**. The ***Resolve Discrepancy*** page will re-appear, updated to exclude the student for whom a participation code was entered because that student's discrepancy is resolved (see Figure 192).

Figure 210: Updated Discrepancy Resolution Results Page




**Important: <u>As they are able, users should enter participation codes for students throughout the test window, rather than waiting until after testing to clean up the data for these students all at once.</u>** It is important for school administrators and teachers to communicate participation code information to their LEA assessment director so this data can be cleaned up. LEA-level users should talk to the school administrators and teachers in their LEA about this process and set up communication channels for this information to be relayed.

<u>If LEA-level users wait until after testing to clean up this testing data, they should be advised that the ***Discrepancy Resolution*** reports in the **Data Cleanup** section of TIDE closes shortly after the test window closes.</u> **<u>All participation codes must be submitted by June 11, 2025</u>**; however, it is best to do this cleanup process and the process of assigning participation codes while students are still in school so users can have a student finish or take a test that may have been discovered was missed.

## How LEA-level users upload non-participation codes

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

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Upload Participation Codes** (see Figure 181). The **Upload Participation Codes** page appears.

2. To fill out the template, use the information in Table 44 below.

Figure 211: TIDE Dashboard/Upload Participation Codes




Table 43: Columns in the Non-Participation Code Upload File

| Column | Description |
|---|---|
| SSID | Student's Statewide Student Identifier (SSID) within the enrolled LEA. |
| Test Name | Test name for this student record. |
| Participation Code | Refer to Table 39 for participation codes and their descriptions |

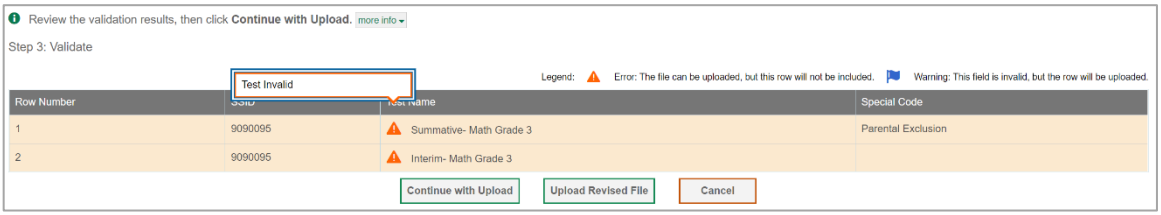
**Caution:** Students must be eligible for tests selected on the upload file. The Excel download template (not the CSV) contains all tests for all students, whereas the ***Edit Non-Participation Codes*** form only shows the eligible tests for that student.

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

- Test is on Exclusion list for student
- Student is inactive
- User does not have access to student's school

If needed during the *Validate* step, select the error or warning icon to see more information (see Figure 182).

Figure 212. Invalid Test Error Message During Non-Participation Codes File Upload



# Appendix

*Please note: To return to the page in this manual that you were on before clicking a link to this appendix, use one of the following keyboard shortcuts: **Alt** + **Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command** + **Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

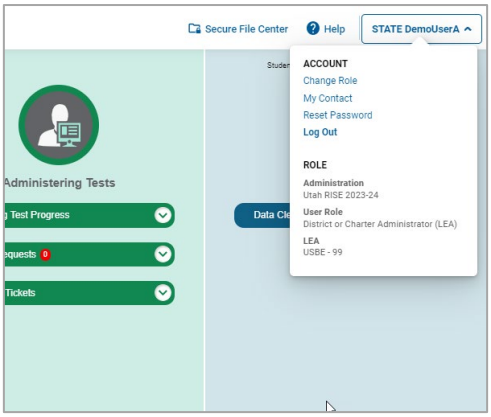
## A

### Account Information

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

1. In the TIDE banner (see Figure 193), from the **Manage Account** drop-down list, select **My Contact**. The ***My Contact Information*** page appears (see Figure 194).

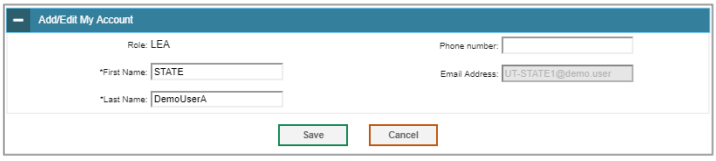
Figure 213: TIDE Banner




2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 214: Fields in the My Contact Information Page



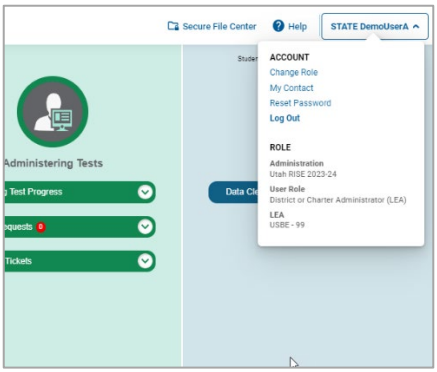

## C

### Changing Your Associated Test Administration, Institution, or Role

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

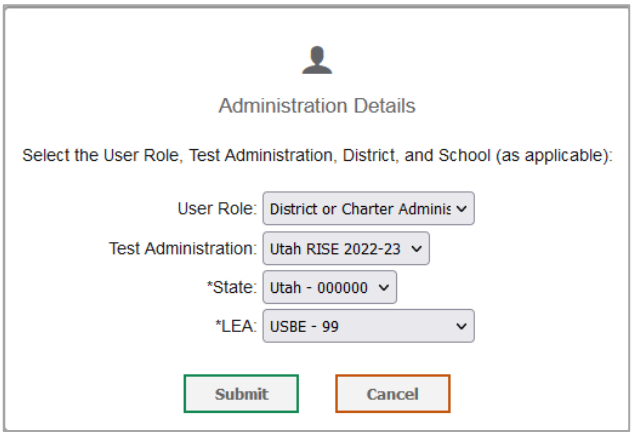
1. In the TIDE banner (see Figure 195), select **Change Role** from the **Manage Account** drop-down menu. The ***Administration Details*** window appears (see Figure 196).

Figure 215: TIDE Banner




2. Update the information as necessary.
3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 216: Administration Details Window




# E

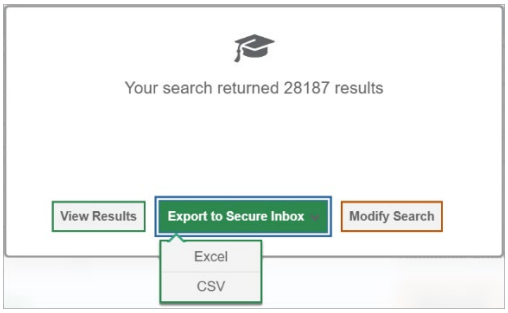
## Exporting Records in TIDE

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

1. Retrieve the records you want to export by searching for records in TIDE.

2. In the search results pop-up window, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported (see Figure 197). You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure File Center.

Figure 217: Export to Secure Inbox



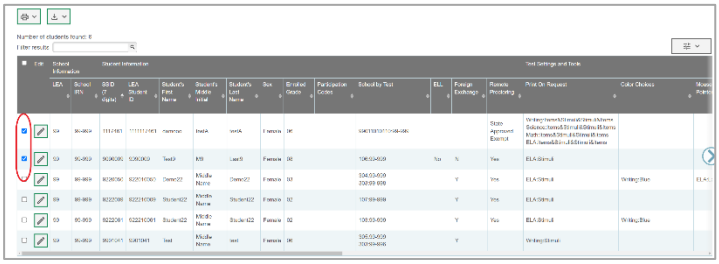

You can also export records from the search results grid.

1. Retrieve the records you want to export by following the procedure in the section Searching for Records in Tide.

2. Do one of the following:

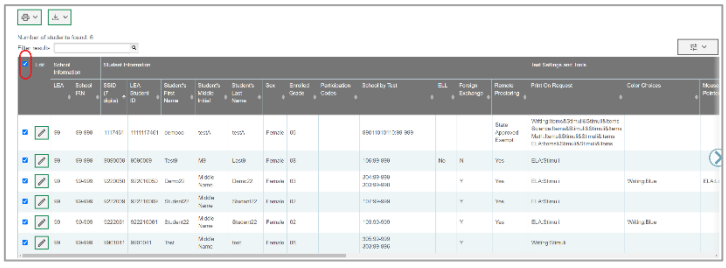
Mark the checkboxes for the record you want to export (see Figure 198).

Figure 218. Mark Records to Export



Mark the checkbox at the top of the table to export all retrieved records (see Figure 199).

Figure 219. Mark All Records to Export



3. Select  , and make a selection.

I

## Secure File Center

TIDE offers access to the shared Secure File Center that is integrated with other online assessment systems, such as Reporting, and is accessible from your portal. The Secure File Center serves as a password protected, central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, files exported by users, and hotline alerts. The shared Secure File Center is a temporary safe storage space for files containing the data that you have exported in TIDE and other CAI systems.

When searching for users, students, students' test settings, test windows, and appeal requests, you can choose to export the search results to the Secure File Center. The shared Secure File Center serves as a 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 Secure File Center, TIDE sends you an email when the export task is completed and the file is available in the Secure File Center for download.

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

**Viewing Documents in the Secure File Center**

The files in the Secure File Center are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. Exported and secure files are available for 30 days. You can access the Secure File Center 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.

⚠ **Warning**: The *Archived* file storage does not keep your files long-term. The same expiration period applies for files moved to *Archived* as for files in the *Temporary* storage area.

1. From the TIDE banner (see Figure 200) select **Secure File Center**. The ***Secure File Center*** page appears (see Figure 201).

Figure 220: TIDE Banner

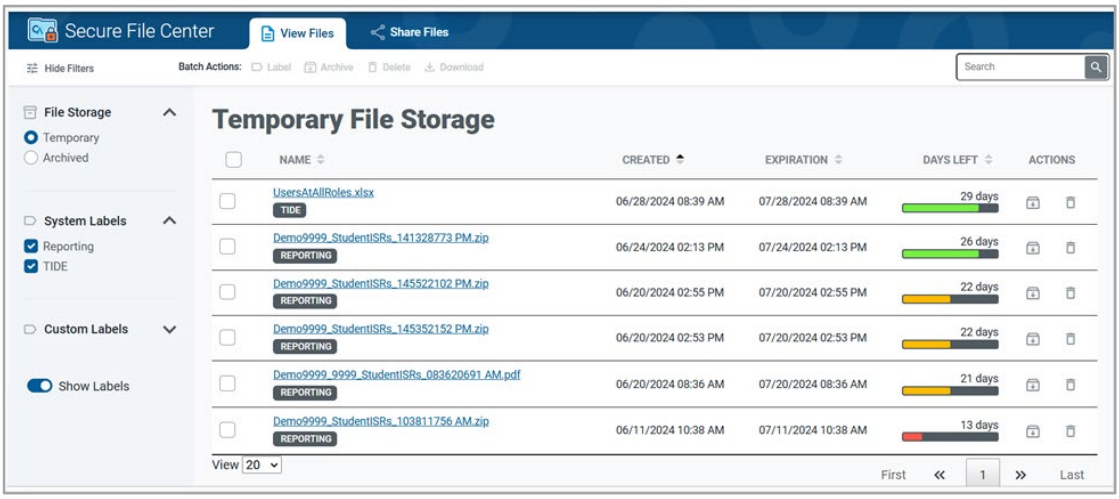


2. *Optional*: Select the file view from the available tabs:

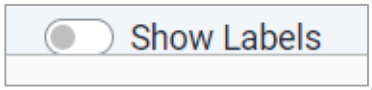
   - **Temporary**: This is the default view and displays all the files except for the ones that you have archived.

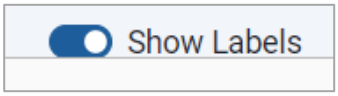
   - **Archived**: Displays the files that you have placed in this file storage area (files have the same expiration as the Temporary storage).

Figure 221: Secure File Center




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 and custom labels, toggle 

/ 

.

5. Do one of the following:

   - To download a file, select the file name.

   - To download multiple files, select the checkboxes and then select **Download** beside *Batch Actions*.

6. To add a new custom label or apply an existing custom label, select the file(s) and then select **Label** beside *Batch Actions* at the top.

   - To apply a new custom label, select **Create New Label**, select **Add**.

   - To apply a label you just created or an existing custom label, select the checkbox(es), and select **Apply Selected Labels**.

7. To archive a file, select the file and then select **Archive** from *Batch Actions* or use the matching icon under the *Action* column for the file. To return a file to the Secure File Center from *Archived*, select  .

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8. To delete a file, select the file and then select **Delete** from *Batch Actions* or use the matching icon under the *Action* column for the file. Secure documents uploaded to the Secure File Center by admin users cannot be deleted. .

**Sharing Files from the Secure File Center**

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

1. From the TIDE Banner (see Figure 10), select **Secure Files Center**. The ***Secure File Center*** page appears (see Figure 178). By default, TIDE displays the *View Files* tab.

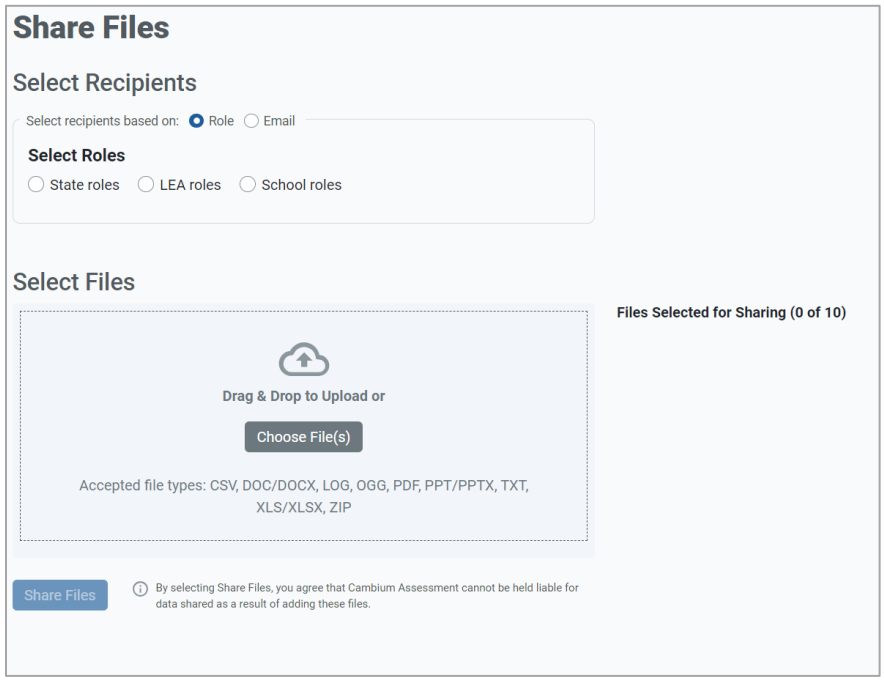
2. Select the **Share Files** tab. The ***Share Files*** page appears (see Figure 202).

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

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

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

Figure 222. Secure File Center – Send Files




For Roles:

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

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

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

For Email:

7. Enter the email address(es) of the recipient to whom you wish to share a file or files. You can enter up to 25 email addresses separated by a comma.

   For Both Options:

8. To select a file or files to share, in the *Select File* field, select **Choose File(s)**. A file browser appears.

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

10. You can also drag and drop your files into the *Select Files* box.

Select **Share Files**

# P

## Password Information

Your username is the email address associated with your account in TIDE. To reset your password for the new school year, select **Reset Password** on the ***Secure Login*** 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 ***Secure Login*** page, select **Reset 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:**

- Search your email for this address: DoNotReply@cambiumassessment.com
- Check your spam or junk folder or other holding area to make sure your email program did not categorize it as junk mail.
- If you still do not have an email, contact your School Administrator or LEA to make sure you are listed in TIDE.
- Add DoNotReply@cambiumassessment.com to your contact list.
- If your account was set up recently, ask the person who created it to verify your email address.
- Ask your IT staff to add **DoNotReply@cambiumassessment.com** to your allowed email list so future emails get through.

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**Additional help:**

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

## Printing Student Records in TIDE

1. Retrieve the student records you want to print by 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.

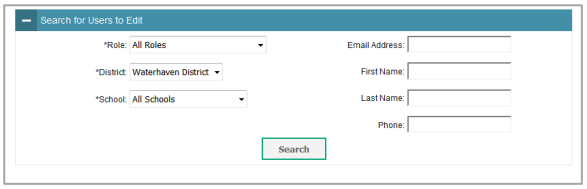
To print all records, select  , select All, and then select Print.

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

Figure 223: 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 will allow you to select one, multiple, or all values. Similarly, the **Test ID** drop-down list on the ***Plan and Manage Testing*** page will allow you to select one, multiple, or all values.

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

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

To include an additional search criterion in the search, select it and select Add or Add Selected as available

Optional: To delete an additional search criterion, select it and select Remove Selected. To delete all additional search criteria, select Remove All.

3. Select **Search**.

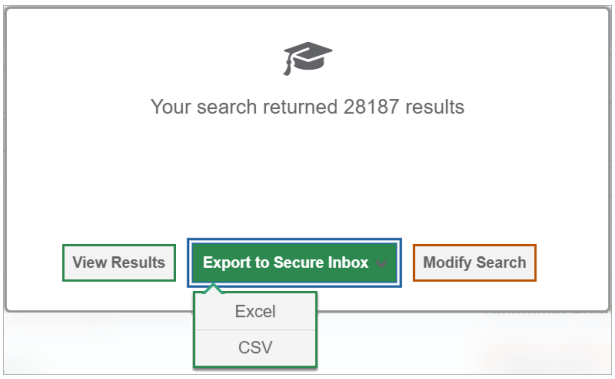
If searching for users, students, test windows, and appeal requests, proceed to the next step.

If searching for other types of records, skip to Step 4.

- In the search results pop-up window (see Figure 204) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:

To view the retrieved records on the page, select **View Results**. Continue to Step 4. This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 224: Search Results Pop-up Window

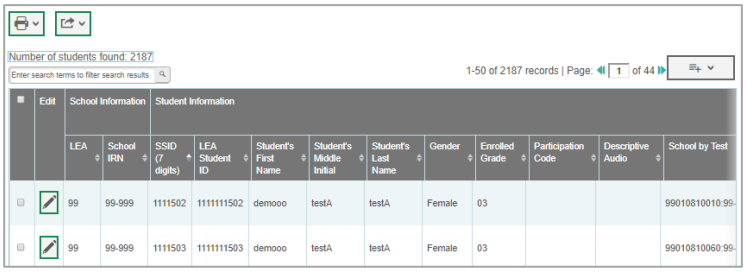



To export the retrieved results to the Secure File Center, select Export to Secure File Center and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive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

To return to the page and modify your search criteria, select **Modify Search**. Repeat Steps 1 – 3.

- The list of retrieved records appears below the search panel (see Figure 205).

Figure 225: Sample Search Results




4. *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.

5. *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.

6. *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.

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

8. *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.

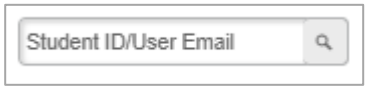
## Searching for Students or Users by ID

A *Student ID/User Email* 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 *Student ID/User Email* field, enter a student's SSID or a user's email address (see Figure 206). The SSID or email address must be an exact match; TIDE does not search by partial SSID or email address.

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

Figure 226: Student ID/User Email



## Student Test Setting Values for an Upload File

TIDE generates the upload-ready student settings file and exports it to your device. You can edit student settings as necessary, save your changes, and upload the file back to TIDE to update student settings in the system. Table 11 below displays the the valid values for a test settings upload file.

Table 44: Valid Values for Tool Names in the Test Settings Upload File

| Tool Name | Description | Valid Value | Applies to |
|---|---|---|---|
| American Sign Language | Availability of American Sign Language video. | Off | Reading |
| | | On | Reading |
| Assistive Technology | Assistive Technology setting for tests in the indicated subject. Requires USBE approval | Off | ELA, Math, Science, Writing |
| | | On | |
| Braille | Braille setting for tests in the indicated subject. | Off | ELA, Math, Science, Writing |
| | | On | |
| Braille Type | Type of Braille in which test items are printed. | Not Applicable | ELA, Math, Science, Writing |
| | | Contracted | |
| | | Yes | |
| Calculator 6th grade | For students in grade 6, the use of a handheld calculation device or printable computation table is considered an accommodation and may be provided (based on IEP) during the allowed segment of the assessment only | No | Math |
| | | Yes | |
| Color Choices | Color of text and background for tests in indicated subject. | One of the available color schemes from the drop- down list. | ELA, Math, Science, Writing |
| Descriptive Audio | Indicates student can | One of the available | ELA, Math, Science, Writing |

| | | | |
|---|---|---|---|
| | listen to audio descriptions of interactive answer spaces in test questions. | descriptive audio settings from the drop-down list. | |
| Hearing Impairment | Item filtering for students with hearing impairment. | Off<br>On | Science |
| Language [Braille or Spanish] | Toggles between English and Braille settings, and also Spanish under Science and Math. | English<br>Braille<br>Spanish | English and Braille are available for all subjects, Spanish is available in Math and Science |
| Mouse Pointer* | Color and size of mouse pointer for tests in indicated subject. | One of the available color and size combinations from the drop-down list. | ELA, Math, Science, Writing |
| Print On Request | Student's print-on- demand (POD) accommodation for tests in the indicated subject. | None<br>Stimuli & Items | ELA, Math, Science, Writing |
| Print Size | Print-size accommodation for tests in the indicated subject. | One of the available magnification options from the drop-down list. | ELA, Math, Science, Writing |
| Scribe | Student scribe setting for tests the indicated subject. Requires USBE approval. | No<br>Yes | ELA, Math, Science, Writing |
| Speech-to-Text | Allows student to dictate their response in English, only available on constructed response items. Requires USBE approval. | Off<br>On | ELA, Writing |
| Streamlined Mode | Streamlined mode setting for tests in the indicated subject. | Off<br>On | ELA, Math, Science, Writing |

| | | | |
|---|---|---|---|
| Visual Representation | Manipulatives such as cubes, tiles, rods, blocks, models, etc. | No<br>Yes | ELA, Math, Science, Writing |
| Word Prediction | Suggested words pop-up in a menu as students type. Students can select a word in the pop-up menus instead of typing it out manually. Requires USBE approval. | Off<br>On | ELA, Writing |

*NOTE: If a student needs the mouse pointer accommodation for testing, the changes should be made to the TDS settings in TIDE as well as to the settings of the device used for testing.

# U

## User Role Permissions

Each user in TIDE has a role, such as an LEA-level user. Each role has an associated list of permissions to access certain features within TIDE. Table 45: User Role Permissions indicates which users can access specific features and tasks within each CAI system.

Table 45: User Role Permissions

| Task or Site | LEA | LRV | SA | TE | PR |
|---|---|---|---|---|---|
| **Access to Test Information Distribution Engine (TIDE) Features and Tasks** | | | | | |
| **How to Set Up User Accounts** | | | | | |
| **How to Add New User Accounts** | ✓ | | ✓ | | |
| **How to Modify Existing User Accounts** | ✓ | | ✓ | | |
| **How to Upload User Accounts** | ✓ | | ✓ | | |
| **How to Register Students** | | | | | |
| How to Modify Existing Student Accounts | ✓ | | ✓ | ✓ | |
| How to Upload Student Accounts | ✓ | | ✓ | ✓ | |
| How to Specify Student Accommodations and Test Tools | ✓ | | ✓ | ✓ | ✓ |
| How to Upload Student Accommodations and Test Tools | ✓ | | ✓ | | |
| How to View Student Distribution Reports | ✓ | ✓ | ✓ | ✓ | ✓ |
| How to Manage Rosters | | | | | |
| How to Add New Rosters | ✓ | | ✓ | ✓ | |
| How to Modify Existing Rosters | ✓ | | ✓ | ✓ | |
| How to Upload Rosters | ✓ | | ✓ | ✓ | |
| How to Manage Test Windows | | | | | |
| How to Add New Test Windows | ✓ | | | | |
| How to Modify Existing Test Windows | ✓ | | ✓ | | |
| How to Upload Test Windows | ✓ | | | | |
| How to Print Test Tickets | | | | | |
| How to Print Test Tickets from Student Lists | ✓ | ✓ | ✓ | ✓ | |
| How to Print Test Tickets from Roster Lists | ✓ | ✓ | ✓ | ✓ | |
| How to Manage Appeal Requests | | | | | |
| How to Add New Appeal Requests | ✓ | | ✓ | | |
| How to Modify and Approve Existing Appeal Requests | ✓ | | | | |
| How to Upload Appeal Requests | ✓ | | ✓ | | |
| How to Monitor Test Progress | | | | | |
| How to View Reports of Students' Current Test Status | ✓ | ✓ | ✓ | ✓ | ✓ |

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| | | | | | |
|---|---|---|---|---|---|
| How to View Reports of Students' Current Test Status by Student ID | ✓ | ✓ | ✓ | ✓ | ✓ |
| How to View Report of Test Completion Rates | ✓ | ✓ | ✓ | ✓ | ✓ |
| How LEA-level users view test session status reports | ✓ | | ✓ | | |
| How to View Report of Test Status Codes | ✓ | ✓ | ✓ | | |
| How to Perform Data Cleanup | | | | | |
| How to View or Edit Participation Codes | ✓ | ✓ | ✓ | ✓ | |

## User Support

For additional information and assistance in using TIDE, contact the RISE Helpdesk.

The help desk is open 8:00am - 5:00pm (except holidays or as otherwise indicated on the RISE Portal).

**RISE Helpdesk**

Toll-Free Phone Support: 877-269-4966

Email Support: RISEhelpdesk@cambiumassessment.com

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

- If the issue pertains to a student, provide the SSID and associated LEA 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 11 and Firefox 127 or Mac OS 10.11.6 and Safari 5.1.7).

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