

Test Information Distribution Engine

TIDE User Guide

2025–2026

Revised November 26, 2025

Prepared by Cambium Assessment, Inc.®

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Introduction to the TIDE User Guide

The information in this section reviews the intended audience and common visual conventions for information call outs that you'll find across the guide.

Before you get started, please review the information below to make sure you can access all content in the guide the way it's intended.

This version of the guide is formatted to be used on a screen or in printed form.

Print use: The references to the figures include pages numbers for users who print the document.

Screen use: The figures have selectable page numbers that take you to the figure, but the links appear different in the Word version and the PDF version.

Figure 1: Word Page Links

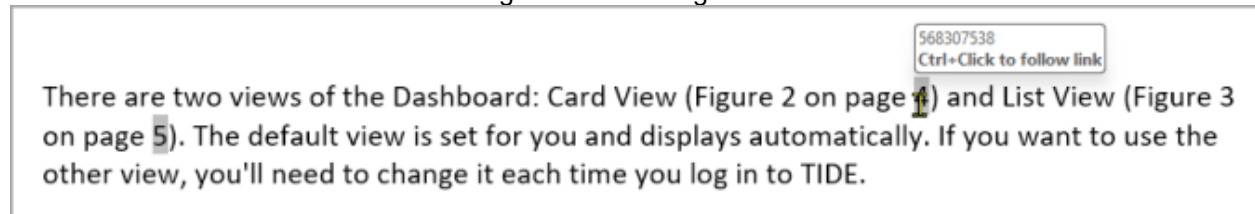
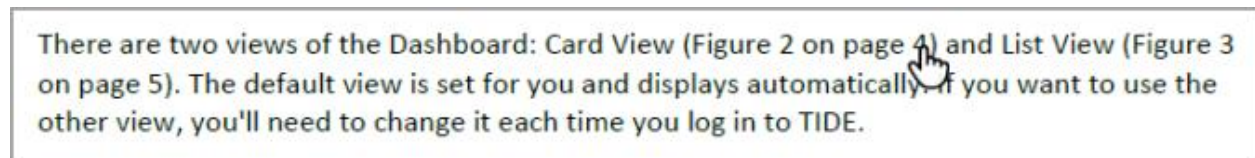


Figure 2: PDF Page Links



Intended Audience

This user guide is intended for users who manage the assessment effort. You should be familiar with the concepts of test eligibility, test settings, accommodations, and general management of user accounts for an enterprise-wide system.

To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file upload and download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

Document Conventions

Table 1 describes the typographical conventions appearing in this user guide.

Table 1: Document Conventions

Description
Warning: This accompanies information regarding actions that may cause loss of data.
Caution: This accompanies information regarding actions that may result in incorrect data.
Note: This accompanies helpful information or reminders.
Hint: This indicates an efficient manner to perform a task.
New: This indicates a feature introduced since the last publication date.
Policy: This accompanies information based on policy set by the Ohio Department of Education & Workforce.
Tip: This accompanies useful information on how to perform a task.
<i>Boldface italic</i> indicates a page name.
Boldface indicates an item you select or a dropdown menu selection.
Monospace indicates a file name or text you enter from the keyboard.
<i>Italic</i> indicates the name of something on the screen that you do not interact with.

Overview of the Test Information Distribution Engine

The primary purpose of TIDE is to manage user and student information. Other tasks available in TIDE are optional, such as managing rosters and test status requests, printing test tickets, and monitoring test progress.

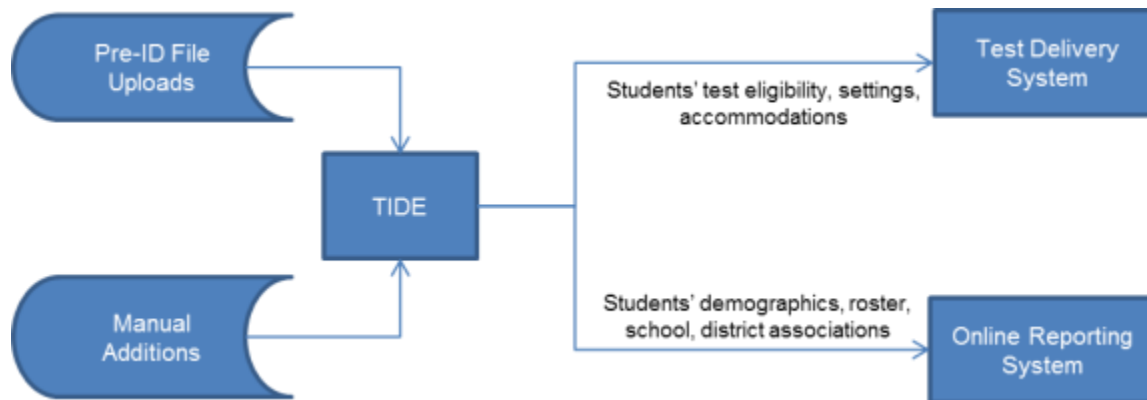
This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

Description of TIDE

CAI's TIDE system supports testing personnel throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage users and student information, order testing materials, track orders, and manage test status requests.

Figure 3 illustrates TIDE's operational functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. TIDE receives most of this student information via Pre-ID file uploads by District Test Coordinators. Although, select user roles can add students manually. TIDE then distributes this information to the appropriate system. TIDE sends students' eligibilities, settings, and accommodations to the Test Delivery System (TDS); this enables TDS to deliver the appropriate test to any given student in the required format. TIDE sends students' institutional associations to the Centralized Reporting System (CRS); this enables CRS to aggregate scores at all levels, from the classroom to the state level.

Figure 3: TIDE's Position in the Assessment Process



System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox, Chrome, Edge, or Safari. For a detailed list of system requirements, which include the supported operating systems and web browsers, refer to *Setting up Workstations to Access other CAI Systems*. This publication is available in the Technology Guide under *Setting Up Staff Workstations* on the Ohio Portal <https://oh.portal.cambiumast.com>.

Understand User Roles and Permissions

Access to tasks in TIDE is determined by the role assigned to each user. Each role has a list of permissions to access certain features within TIDE. This means that you may not have access to all features in the system.

To understand the permissions for your user role refer to the Online User Role Matrix under the [TIDE Support Documents](#) resource folder on the Ohio's State Tests [portal](#). A User Management Guidance Document is also available under the [TIDE Support Documents](#) resource folder.

Access TIDE

This section explains how to activate your TIDE account, log in to TIDE, reset a forgotten password, and log out.

Note: User accounts for all Cambium Assessment, Inc. (CAI) systems are created in TIDE and can be used to access other assessment systems through Single Sign-On (SSO).

Activate Your Account

Your district test coordinator (DTC), district administrator (DA), or building test coordinator (BTC) creates your user account, and then TIDE sends you an activation email. DTC and ITC account changes must be processed through the Ohio Help Desk. This email contains a link that takes you to the **Reset Your Password** page 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'll need to request a new link as described in About Usernames and Passwords on page 9.

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

Alert: All users will be required to do a one-time password reset at the beginning of every school year. For security purposes, CAI automatically resets all user accounts at the beginning of each school year. Refer to Reactivate Your TIDE Account at the Beginning of the School Year on page 12 for more information.

To activate your account:

1. Select the link in the activation email. The **Reset Your Password** page appears.
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 (for example, %, #, or !).
3. Select **Submit**.

Your account activation is complete.

Log in to TIDE

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

About Usernames and Passwords

Select to expand or collapse information

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

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

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

- **If you forgot your password:**

On the ***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

The message may end up in junk, spam, or another holding area, so check those, too.

- Add DoNotReply@cambiumassessment.com to your contact list.
- If you still do not have an email, contact your test coordinator to make sure you are listed in TIDE.
- 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.

- **Additional help:**

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

Log in after Setting up Your Account

Select to expand or collapse information

Open your web browser and navigate to the Portal: <https://oh.portal.cambiumast.com/>

1. Click on an assessment program.
2. Click on the **Teachers and Test Administrators** user card or tab.
3. Click the **TIDE** card. The **Secure Login** page appears.
4. On the **Secure Login** page, enter your email address and password.
5. Click **Log In**.

If you have not logged in using this browser before, or if you have cleared your browser cache, an email is sent to your address when the **Confirm Account** page appears. This applies every time you access TIDE with a new browser. The email contains a confirmation code, which you must use within fifteen minutes of the email being sent.

- i. In the *Emailed Code* field, enter the code sent in the email.
- ii. Click **Submit**.

Note: If the code has expired, select **Resend Code** to request a new code.

6. On the **Administration Details** page, make selections for your user role, the test administration, district, and school. (Depending on your user role, some of the dropdown lists may not be available.)

New: The institution selections you make on the **Administration Details** page will automatically populate for you on search pages when you add or search for records.

7. Click **Submit**. The TIDE dashboard appears.

Depending on your user role, TIDE may prompt you to select a role, district, or school to complete the login.

Alert: **Loss of Data** 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.

Request a Password Reset

You'll need to reset your password in any of the following situations:

- It's the beginning of a new school year.
- You forgot your password.
- You didn't activate your account within 15 minutes of when the activation email was sent.

To request a password reset:

1. Select either of the links included in the activation email. Alternatively, display the **Secure Login** page by following steps in the section Log in to TIDE on page 9 and select **Reset Password**. The **Reset Your Password** page appears.

2. Enter your TIDE email address and select **Send Link to Email**.
TIDE sends you an email containing a link to reset your password.

Hint: The link **must** be accessed within 15 minutes of the time the email is sent. Otherwise, you will need to restart the password reset process.

3. Select the link in the email to go to the **Reset Your Password** page in TIDE.

4. In the *Password* and *Re-Enter Password* fields, enter a new password for your account. 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 (for example, %, #, or !). Your new password cannot be the same as your previous 24 passwords.

5. Select **Reset Password**. TIDE resets your password.

Reactivate Your TIDE Account at the Beginning of the School Year

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will not be able to log in to TIDE or any other system until you reactivate your account for the new school year by resetting your password.

To reactivate your account:

1. Display the **Secure Login** page by following steps in the section Log in to TIDE on page 9 and select **Reset Password**. The **Reset Your Password** page appears.
2. Enter your TIDE email address, and select **Send Link to Email**. TIDE sends you an email containing a link to reset your password.
3. Follow steps in the section Activate Your Account on page 8 to reactivate your account.

Note: During the reactivation process, you may be taken to the **Confirm Account** page and asked to provide the authentication 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 a new code by clicking **Resend Code** on the **Confirm Account** page.

Log Out of TIDE

To log out of TIDE:

- From the **User Account** dropdown menu in the header, select **Log Out**.

Alert: Logging out of TIDE also logs you out of most CAI systems, with the exception of the TA Interface. You will remain logged in to TDS to prevent the accidental interruption of active testing sessions.

Understand the User Interface

This section describes how TIDE is set up and how to move around the system to access the tasks you need to complete.

About the Header

A header appears at the top of most pages in TIDE, except when you are adding or editing records (Figure 4. The header is standardized across all CAI systems.)

Figure 4: Header



The header includes the following features:

- **Switch Applications** menu button (on top bar)
 This dropdown menu allows you to switch to other Cambium Assessment systems without having to log in again.
- **Secure File Center** button (on top bar)
 This link opens the Secure File Center and provides access to the student data files you exported in TIDE, as well as any secure documents, if available.
- **Logo** button
 This button returns you to the TIDE home page where you can access the Dashboard.
- **General Resources** dropdown
 This dropdown allows you to access secure resources needed for testing, such as materials for specific tests.
- **Help** button
 This button opens the online TIDE User Guide for information about tasks across the system.

Note: The **Help** button is designed to display information relevant to the page where you selected the button. However, not every page in TIDE has a **Help** button. You can find information in the guide about all aspects of the system by using the table of contents or searching in the guide.

- **User Account** dropdown
 This is the dropdown menu shows the name associated with your account. This menu allows you to:

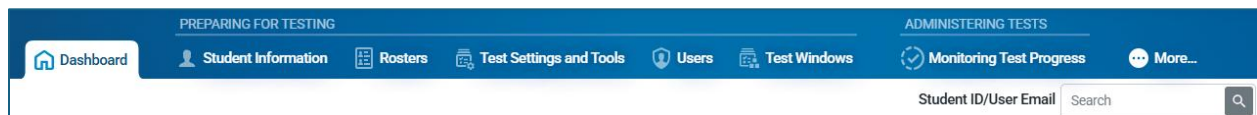
- Change your role
- View and edit your contact information

Alert: Logging out of TIDE also logs you out of most CAI systems, with the exception of the TA Interface. You will remain logged in to TDS to prevent the accidental interruption of active testing sessions.

Navigation in TIDE

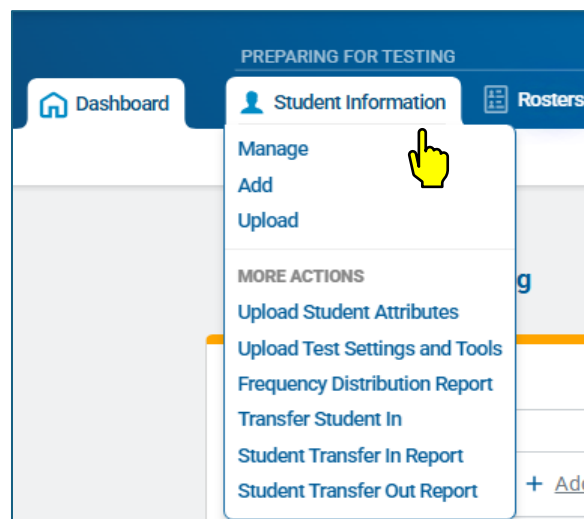
The Navigation Bar is accessible from most pages in TIDE, except when you are adding or editing a record (Figure 5 on page 14).

Figure 5: Navigation Bar with Task Group Tabs with Dashboard Selected



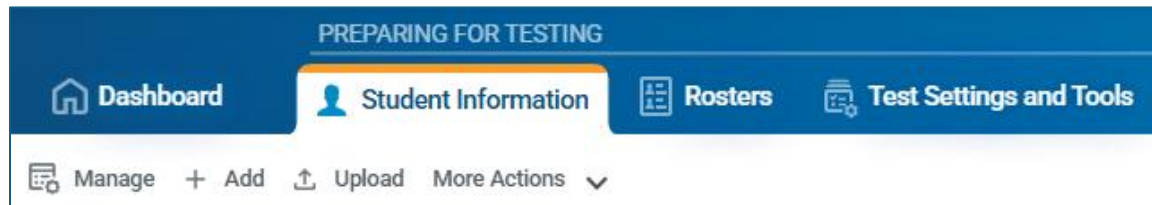
Hover over a task group tab to display a dropdown menu of tasks (Figure 6 on page 14). If you select the tab directly, the menu closes.

Figure 6: Task Menu Dropdown



After you make your selection, the other tasks from the task group dropdown menu populate below the tabs so they can be accessed easily. (Figure 7 on page 15).

Figure 7: Students Task Group Task Menu



Another navigation option is to return to the Dashboard to access tasks. **Dashboard** is the only tab you can select directly since it does not have a dropdown menu.

Save and Manage Your Favorite Tasks as Navigation Options

If there are tasks that you regularly visit, save yourself a few clicks by adding them to the Navigation Bar. You can add up to five tasks to the Navigation Bar.

Note: To save space on smaller screens, the icons associated with each task are removed when viewing in a size-restricted screen or zoom level.



Add Favorite Tasks

1. Navigate to the task you want to save as a favorite.
2. Below the Navigation Bar on the right side, select **Favorite This Task**.

Access Favorite Tasks

1. Access the Navigation Bar.
2. Select **My Favorite Tasks**.
The Navigation Bar expands and your favorite tasks display at the top of the bar.
3. Select a task.
You are taken directly to the selected task.

Remove Favorite Tasks

1. Navigate to the task you want to remove as a favorite.

Below the Navigation Bar on the right side, select **Un-Favorite This Task**.
The task is no longer on your list of favorite tasks on the Navigation Bar.

Access Global Features

Regardless of where you are in the platform, certain features appear globally.

Apply Accessibility Tools to TIDE

You can modify visual aspects of TIDE to make the site easier to read and use. These tools are available across the system.

1. Sign in to TIDE.



2. From the Dashboard, open the accessibility widget

3. Modify the tools as needed.

- a. **Saturation:** changes the page colors
- b. **Text Spacing:** changes the text spacing
- c. **Mouse Pointer:** change the size and color of the cursor

Change a Test Administration, Role, or Institution

Depending on your user role permissions, you may be able to switch administrations, institutions, or even roles. However, all these options may not be available for every user.

Note: Most TIDE functions are available regardless of the administration selected when logging in, but some TIDE functions, such as material orders, require selecting a specific administration.

To change the test administration, user role, or institution:

- 1. On the header, select the **User Account** dropdown.
- 2. From the menu, select **Change Role**.
The **Administration Details** pop-up appears.

3. Update the information as necessary.
4. Select **Submit**.
A new dashboard appears that is associated with your selections.
5. *Optional*: You can check if you've successfully switched roles and/or administrations by selecting the **User Account** dropdown again.

New: The institution selections you make on the **Administration Details** page will automatically populate for you on search pages when you add or search for records.

Modify Your Contact Information

You can modify or view your name, phone number, and other account information in TIDE. Your access depends on your role.

Alert: To change your email address, contact your test coordinator.

To modify account information:

1. From the **User Account** dropdown menu in the header, select My Account. The **My Contact Information** page appears.
2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Access Secure Notifications

The Secure Notification Banner displays alerts, warnings, and informational messages from Cambium Assessment, Inc. (CAI). The banner displays at the top of pages in TIDE when active notifications are published (Figure 8). Often, the messages will contain time-sensitive information. These secure notifications can only be accessed after logging in to TIDE.

Figure 8: Example Notification on Secure Notification Banner



Distinguishing Notification Types

Notification types are differentiated by an icon and the background color.

- Informational notifications are marked with  and appear over blue backgrounds.
- Warnings are marked with  and appear over yellow backgrounds.
- Alerts are marked with  and appear over red backgrounds.

Interacting with Secure Notifications

Active notifications appear each time you log in to TIDE and can be dismissed once read. However, depending on how you dismiss the notification, the same notification may display the next time you log in if it is during the notification's scheduled display period. Review information about **Mark as Read** and the **Close icon** to understand the difference.

Mark as Read removes the notification from the top of the page and closes the notification window if open. These notifications can be viewed again by clearing your browser cache during the scheduled display period for the individual notification.

Details displays a window with the full contents of the notification.

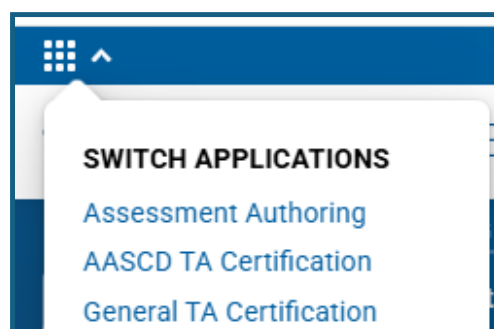
The **Close icon**  removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using this icon return when you refresh the page or the next time you log in during the scheduled display period for the individual notification.

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

Switch Between Assessment Systems

When you log in to TIDE, you can switch to other assessment systems without having to log in to each system separately (Figure 9). Access to other systems and their features is dependent on your user role.

Figure 9: Example of Menu Used to Switch Between Systems



Note: While you can navigate to TDS for test administration if your role has access, the navigation menu does not appear in TDS. This is by design so that test sessions are not closed inadvertently.

To switch to another assessment system:

1. Select the **Switch Applications** menu button  in the top left of TIDE.
2. Select the system you want to use.
You are directed to the selected system without having to log in again.

Find Students by ID or Users by Email Address



A search box appears on the right of the Navigation Bar in TIDE. This search is limited to students or users but allows quick access to the **View and Edit Student** details page for a specified student or the **View/Edit User** details page for a specified user.

To search for a student or user:

1. In the search box, enter a student's SSID or a user's email address.
The SSID or email address must be an exact match; TIDE does not search by partial SSID or email address.
2. Select  or use the **Enter** key. The **View and Edit Student** details page for that student or the **View/Edit User** details page for that user appears.

Download General Resources

TIDE provides access to resources you can use to prepare for scoring tests by hand.

To download hand-scoring resources:

1. From the **General Resources** dropdown menu in the header, select **Hand-Scoring Resources**. The **Hand-Scoring Resources** page appears.
2. Select the download link for the required resource.

Download Files from the Secure File Center

When conducting searches across TIDE, you can choose to export the search results to the Secure File Center (SFC). The shared Secure File Center serves as a password protected repository that lists files containing the data 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 to your email address that is registered in TIDE when the export task is completed and the file is available in the Secure File Center for download.

- The files in the Secure File Center are listed in the order in which they were created but can be sorted in other ways. The file creation and file expiration dates appear, if applicable.
- The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days.
- You can access the Secure File Center from any page in TIDE. You can also download, archive, or delete files.

To access files in the Secure File Center:

1. From the TIDE header, select **Secure File Center**. The **Secure File Center** page appears. By default, TIDE displays the *View Files* tab.
 2. *Optional:* Select the **File Storage** 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 archived.

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.

3. *Optional:* To filter the files by keyword, enter a search term in the search field above the list of files. The list is filtered to display only those files containing the entered file name.
4. *Optional:* To hide or display system or custom labels, use the **Show Labels** switch.
5. *Optional:* To hide files with a system or custom label, clear the checkbox for that label under *Custom Labels*.
6. To identify shared files, refer to the *Created* column.
 - a. Files you've shared with other users display: *Owned by: your email address*
 - b. Files that have been shared with you by other users display: *Shared by: owner's email address*

c. Files that have been shared by Cambium Assessment staff display: *Cambium Assessment Support Team*

Tip: To learn more about sharing files through the SFC, review Share Files with the Secure File Center on page 22.

7. To download files, do one of the following:

- To download one file, select the file name.
- To download multiple files, select the checkboxes for the files and then select **Download** from *Batch Actions* across the top.

8. To add a new custom label or apply an existing custom label, select the file(s) and then select **Label** from *Batch Actions* across 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**.

9. To archive a file, select the file and then select **Archive** from *Batch Actions* across the top or use the button under the *Actions* column for the file. Hover over the button to display the name.

Review warning above about how the Archive functions!

a. To return a file to **Temporary** storage from **Archived**, select .

10. Delete a file you've exported to the SFC or delete a file that has been shared.

a. To delete a file that you've exported or that has been shared with you, select the file and then select **Delete** from *Batch Actions* or use the button in the *Actions* column for the file. Hover over the button to display the name.

b. To delete a file that you've shared with other users, you have two choices:

i. To delete the file for you only, select the checkbox for the file, then select **Delete** from *Batch Actions*.

This action keeps the file intact for all users with whom it was shared and only removes it from your SFC. Once you delete the file this way, there is no way for you to remove it from other users, although the other users can delete it.

- ii. To delete the file for you and all users with whom you shared it, use the button in the *Actions* column for the file. Hover over the button to display the name.

Share Files with the Secure File Center

You can share files from the **Secure File Center** window to individual recipients by email address or to groups of recipients by user role. The files appear in each recipient's **Secure File Center** window.

Note: Your ability to share files may be limited depending on your user role.

1. To share a file from your Secure File Center, you must first save it to your computer.
2. In the **Secure File Center** window, select the **Share Files** tab.
3. In the *Select Recipients* area, do one of the following:
 - To share files to a group of users by user role, select **Role**.
 - To share files to a single recipient, select **Email**. If you select this option, skip to step 6 on page 22.
4. For *Select Role(s)*, choose which role group you want to receive the files, then select the specific roles from the dropdown list that appears.
5. From the *Location* dropdown lists, select organizations that will have access to the file(s) you share.
6. If you selected **Role** in step 3 on page 22, skip this step. If you selected **Email** in step 3 on page 22, enter up to 25 email addresses of users who should have access to the files.

Note: Email addresses are used to send notifications that a file(s) is available in the Secure File Center. Files are not emailed to maintain document security.

7. To select a file to share, select **Choose File(s)** in the *Select Files* box. Select the files you wish to share from your computer. You can also drag and drop the files.

Tip: Only these file types can be uploaded: CSV, DOC/DOCX, LOG, OGG, PDF, PPT/PPTX, TXT, XLS/XLSX, ZIP

8. Review the files you've selected to share.

9. Select **Share Files**.

10. Files you've shared also show up in the **View Files** tab.

If you've shared the wrong file, you can remove access from all users on the **View Files** tab. Be sure to use the button for delete under the *Actions* column instead of the *Batch Actions*, though. There's more information about this in Download Files from the Secure File Center on page 19.

Overview of Common Functions Across TIDE

When you select a task from the Dashboard or Navigation Bar, the corresponding task page appears. Although the specific options on a task page vary from one task to another, some functions are performed the same way for multiple tasks. The help content in this section provides an overview of the pages and common elements used when adding, editing, uploading, and searching for records.

Search for Records

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of students to work with in the Manage Students task). For such tasks, sections appear in the search area when you first access the task page (Figure 10 below). The following explains how to use the search sections.

Figure 10: Sample Search Panel

Manage

Use this page to view, edit, or export students. [More Info](#)

Student Group

1 District: 000002 - DEMO District

2 Select School*

Enrolled Grade

Select Enrolled Grade

Specific Student

SSID

Last Name First Name

Student Group

Tip: Be sure to select a school before searching for a specific student.

Specific Student

Adding specifics in this section will narrow your search to match the information you enter—if what you enter is found in the results.

New: The Institution Selector automatically selects the institutions that you selected when you logged in. The selector is displayed in Figure 10 in the *Student Group* section.

To search for records:

1. If you're a district-level user, you'll need to make a selection at the school level. You can select all schools, though, on most search functions. However, this is not available for all searches.
2. In the search sections, enter search terms and select values from the available search dropdowns, as required. Required search options are marked with an asterisk. Some options may allow you to select multiple values or limit selections as you enter search terms.

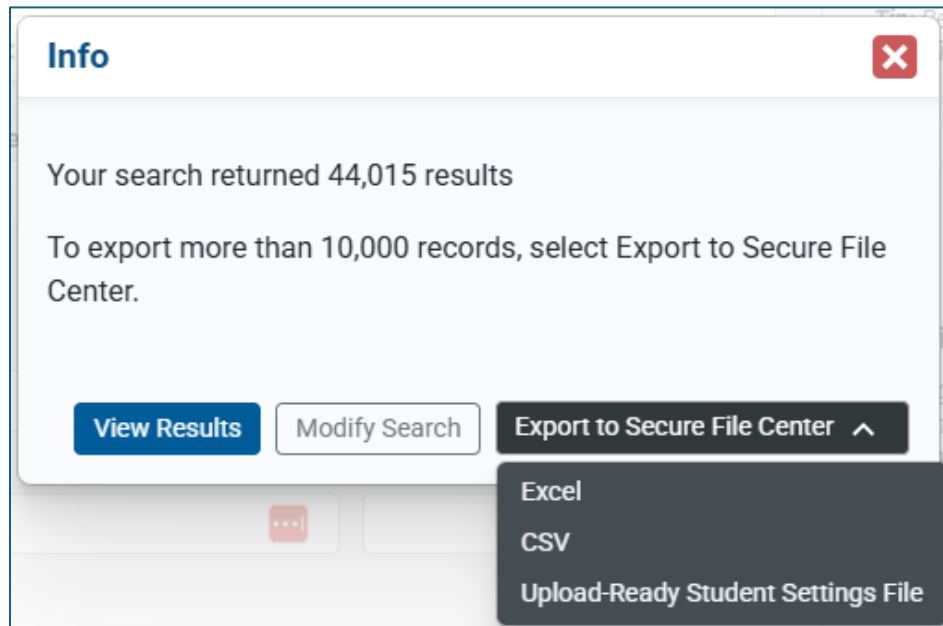
Note: The search options available in the search sections depend on the record type.

3. *Optional:* If the task page includes an *Advanced Search* section, you can select values to further limit the search results:
 - a. To include an optional search criterion, choose one and then select **Add Selected**. Once you've added the option, select a value to search for, if needed or required.
 - b. *Optional:* To delete an additional search criterion, select **Remove** beside the option to remove it. You can also delete all criteria by selecting **Remove All**.

Note: For information about how TIDE evaluates additional search criteria, you can review [Evaluate Advanced Search Criteria](#) below.

4. Select **Search**.
5. The search results pop-up window (Figure 11 on page 25) indicates the number of records that matched your search criteria. It also displays options to view the records, export the records, or modify your search.

Figure 11: Sample Search Results Pop-up Window



6. To view the retrieved records on the page within TIDE, select **View Results**. The list of retrieved records appears below the collapsed search sections.

Note: This option is not available if TIDE detects that loading too many records might adversely affect its performance.

7. To export the retrieved results to the Secure File Center, select **Export to Secure File Center** and pick the file format for the export.

If you select the **Export Upload-Ready Student Settings File** format, the file will match the format needed to re-upload the data back into the system through an upload task.

While your file is being exported, you can navigate away from the page and perform other tasks, if desired.

When your file is available for download, you will receive a notification via the email account that is associated with your user account in TIDE.

After receiving the email, the exported file is available for download from the Secure File Center. (For more information, you can review: Download Files from the Secure File Center on page 19)

Alert: Files are not emailed. This helps to maintain the security of the information.

8. To change your search criteria, select **Modify Search**.

Evaluate Advanced Search Criteria

Some search pages have an advanced search panel where you can enter complex criteria. TIDE evaluates the advanced search criteria as follows:

- If you specify multiple values for a given search option, TIDE retrieves records matching *any* of the values.
- If you specify multiple search options, TIDE retrieves records matching *all* criteria.

As shown in Figure 12, TIDE retrieves student records that match both search options. However, since multiple *Accommodations for Ohio's State Tests* options are selected for all tests, any matches on those tests will be returned.

Figure 12: Advanced Search with Two Options Selected

The screenshot shows the 'Advanced Search' panel with a sidebar on the left labeled 'Advanced Search' and 'Optional criteria'. A blue circle with a white plus sign is next to the sidebar. The main panel contains two search criteria:

- Date Range Student Arrived at School (MMDDYYYY)**: This criterion has a red 'Remove' button. Below it are 'Start:' and 'End:' labels, each followed by a text input field and a calendar icon.
- Accommodations for Ohio's State Tests**: This criterion has a red 'Remove' button. Below it are four sections, each with a dropdown menu:
 - ELA**: Dropdown menu with 'Yes' selected.
 - Mathematics**: Dropdown menu with 'Yes' selected.
 - Social Studies**: Dropdown menu with '- Select -' selected.
 - Science**: Dropdown menu with '- Select -' selected.

Customize Search Results Grids

Many tasks in TIDE involve searching for records. Often, the search results contain many results that may need to be reorganized to meet your information needs. You can change the view of the results, hide or show columns, and change visual aspects of the grid, such as the text size.

Note: These features vary across tasks, so not all search results grids will have each feature.

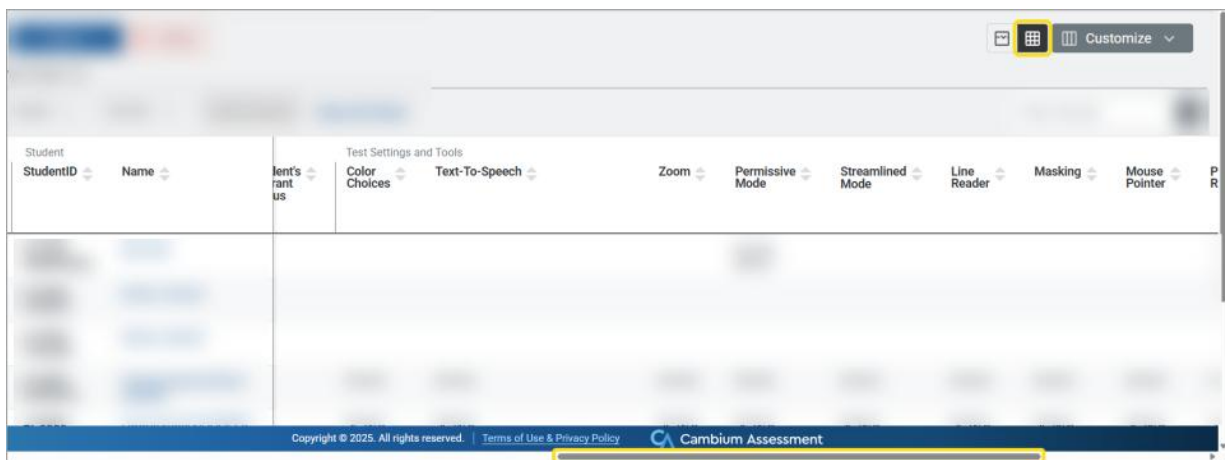
Change the View

This feature is only available for the Manage Student task and the Manage Test Settings and Tools task. Other tasks do not have the option to select a view. Even though the option to change the view is limited to tasks for students, some grids are structured to look or function like focus view.

There are two options to change the way the grid displays information on the student search results grid.

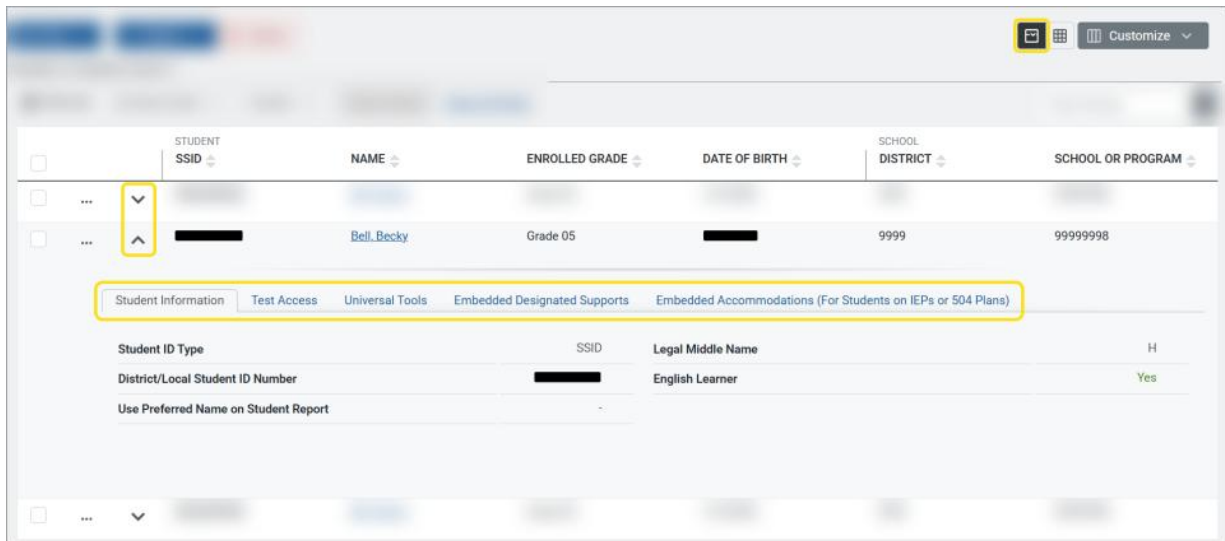
-  Grid view is the default view and requires horizontal scrolling to review information for the records. The SSID and student's name appear stationary on the left as you scroll through the rest of the information. The horizontal scroll bar is at the bottom of the screen under the footer.

Figure 13: Grid View Button and Horizontal Scroll Bar Highlighted in Yellow



-  Focus view allows you to easily review basic information about the records, such as SSID, name, grade, and date of birth, to find the records you need. There is no horizontal scrolling with this view. Once you identify a record you need, use the dropdown arrow to expand the row to access additional information about the record. The information is presented across tabs to allow you to focus on just what you need.

Figure 14: Focus View Button, Arrows, and Tabs Highlighted in Yellow



Customize the Visual Components of the Grid

Select **Customize** to change the visual appearance of the search results grid. The options available for the Customize menu depend on the view you are using.

Both views offer ways to customize the visual presentation of the grid to change the text size, row background, divider line weight, and style of the text at the top of each row (Figure 15 on page 28). However, only the grid view offers the ability to show and hide columns, as well as move them to create a different order of columns (Figure 16 on page 29).

Figure 15: Customize Menu Open to Display Options in Focus View

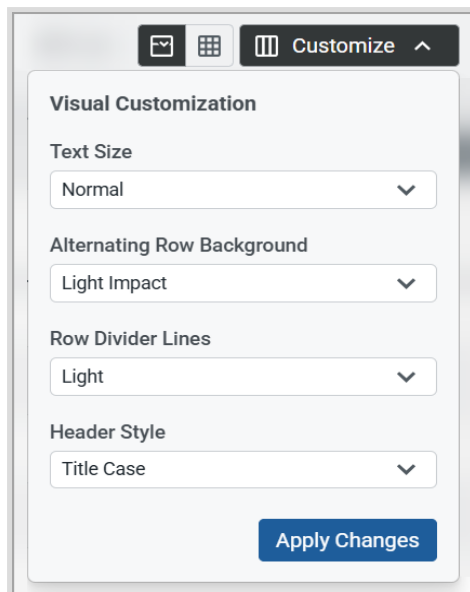
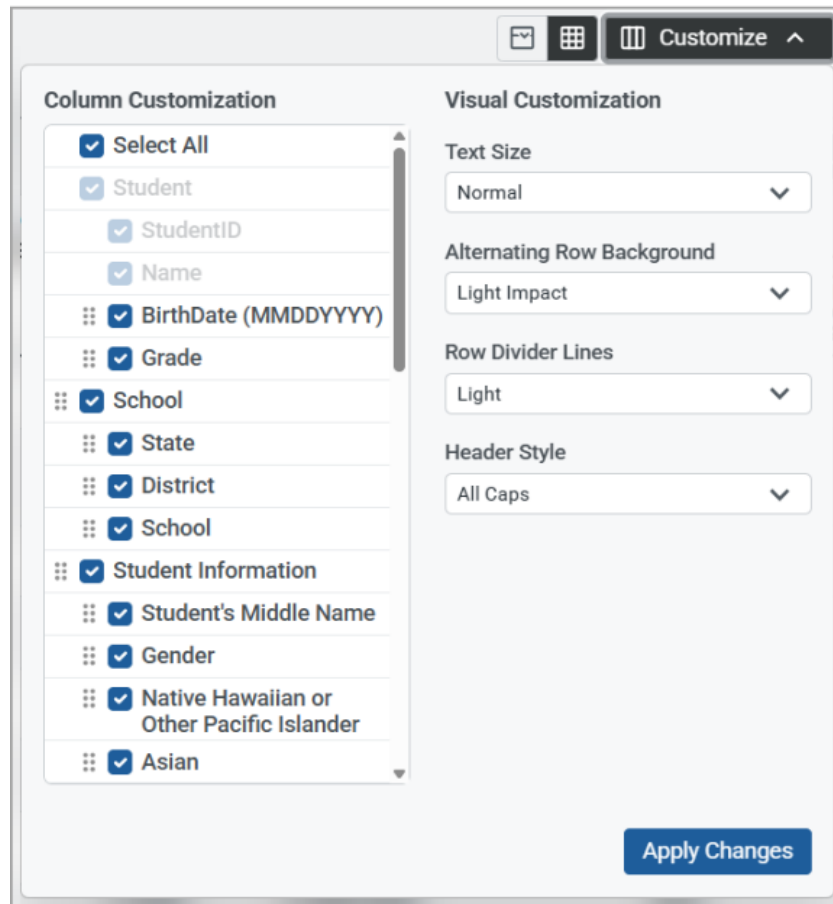


Figure 16: Customize Menu Open to Display Options in Grid View



Visual Customization Options

Use the visual customization dropdowns to make changes. Then select **Apply Changes**.

In the list that follows, the default options are highlighted in bold. Your customizations only apply to the current task and need to be reset each time you access a task.

- *Text Size*: Large, **Normal**, Small, Extra Small
- *Alternating Row Background*: **Light Impact**, Heavy Impact, None
- *Row Divider Lines*: **Light**, Dark
- *Header Style*: **All Caps**, Title Case

Column Customization

There are two ways to customize the columns: by hiding or displaying them, and by rearranging their order.

To hide columns on the grid, simply clear their checkboxes and select **Apply Changes**. To display them again, select the checkboxes and then **Apply Changes**.

On the grid, columns are organized into sections so related information stays grouped together. The sections display above the columns (Figure 17 on page 30).

You can customize the layout by rearranging entire sections or moving individual columns within a section. In the customize menu, sections are left-aligned, with their columns indented beneath them.

Figure 17: Grid Header with Sections Highlighted in Yellow

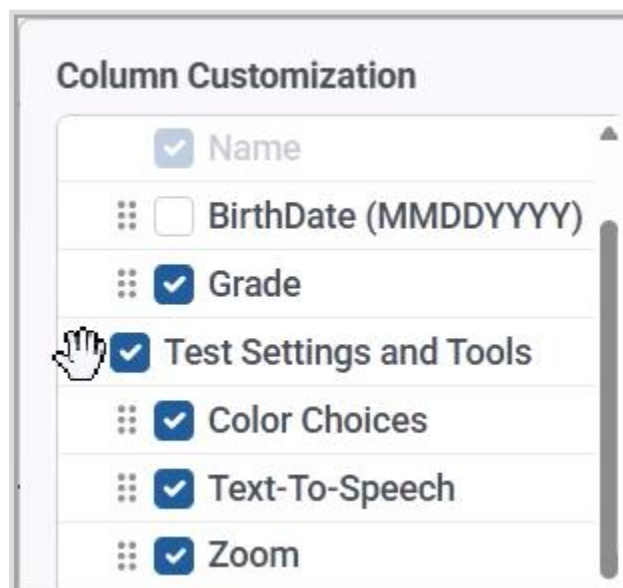
Student	Name	BirthDate (MMDDYYYY)	Grade	School	District	School
StudentID				State		

To move a section or column:

The option to drag and drop sections and columns is only available on the student search results grid.

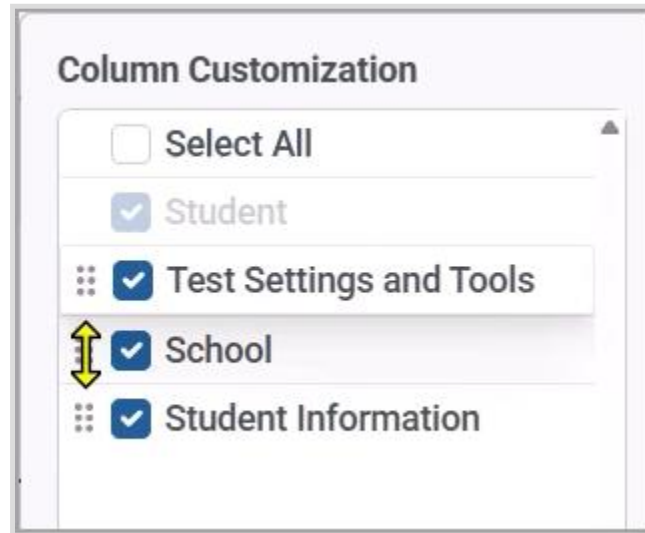
- Next to a section or column, hover over the move icon  until your cursor changes to a hand.

Figure 18: Column Customization Showing the Move Hand Icon over a Section



2. Click and drag the section or column to the location you'd like. The cursor will change to a double-tipped arrow as you move it.
For sections: when you start to move a section, all sections collapse so you can more easily place the section.

Figure 19: Collapsed Sections with Cursor as Double-Tipped Arrow Highlighted in Yellow



3. Release the section or column where you'd like it to display.

Tip: If you're using a tablet, you can tap, hold, and drag the section or column.

The *Student* section is the only one that cannot be hidden or moved. It is also the only section with columns that cannot be fully customized, as the *Name* and *SSID* checkboxes are grayed out and cannot be hidden or moved.

Note: Columns do not export in the customized order.

Filter and Sort Search Results

A TIDE search can retrieve hundreds or thousands of records. To help you find the information you need, you can filter records by keyword and sort the columns.

Filter Records

You can quickly narrow the retrieved records by selecting a defined filter, such as grade, or by entering keywords in the *Filter Results* box.

Defined Filters

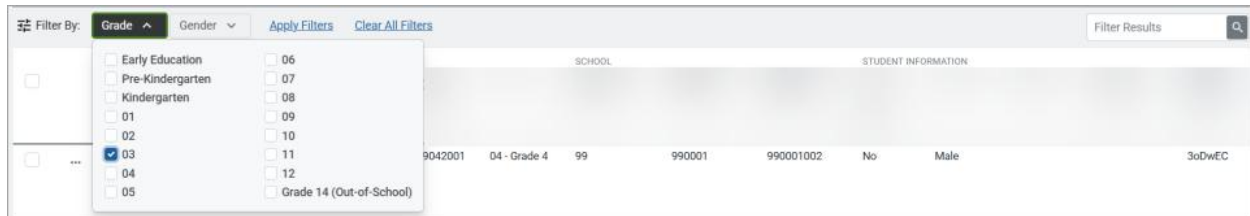
These filters offer quick access to commonly filtered attributes, such as grade.

To apply a defined filter:

1. Beside *Filter By*, select a filter dropdown and one or multiple options. Repeat for as many filters as you need to apply.
2. Select **Apply Filters**.
The results are filtered to display only those records matching your selections.

For example, Figure 20 below shows a portion of the View/Edit/Export Student page with the filter for grade 03 selected but not yet applied.

Figure 20: Filtering Retrieved Records—Before Selecting Apply Filters



Note: Not every task has defined filters.

Keyword Search Filter

You can also filter results by keyword. This can be helpful in situations where the information you need to find is not available as search criteria.

To filter by keyword:

1. Enter a keyword in the *Filter Results* search box.

Figure 21: Filter Results Keyword Search Box



2. Select the search icon or use the **Enter** key on your keyboard.
If your keyword is found in the records, the results display only those records matching the filter.

In Figure 22, the search was for a student with the last name `Torres`, but several students were returned in the search. By entering the date of birth in the filter box, the user was able to find the exact student. Note that the *Number of students found* display updates to show the number of records that match your filter.

Figure 22: Filtering Retrieved Records—Using the Filter Results Search

Number of students found: 1											
Filter By:		Grade ▾	Gender ▾	Apply Filters	Clear All Filters	09162016					
STUDENT			SCHOOL			STUDENT INFORMATION					
☐											
☐	***	Torres, Nico	09162016	02 - Grade 2	99	990001		No	Male		

Alert: Filters applied to your search results are for on-screen viewing only. If you choose to print or export the results, be aware that the output will include all original search results—not just the filtered ones displayed on your screen.

Sort Records

You can sort the columns to organize the information in the records in a way that meets your needs.

There are up and down arrows next to the column headers in the grid. When both arrows are gray, it means no sorting has been applied. If one arrow is black, it shows that the column is sorted—either in ascending or descending order.

Figure 23: *Name* is Unsorted and *Grade* is Sorted Ascending



To sort records:

1. Select the column header for the column you want to reorder. This sorts the results in ascending order and displays the top arrow in black.
2. Select the column header again to sort results in descending order. This displays the bottom arrow in black.

Note: You can only sort one column at a time.

Print, Export, and Delete Records

After searching for records, you can take action on the retrieved records, such as printing them. Most record types have the option to print, export, and delete records. However, the available action buttons depend on the record type and your user role permissions.

To work with records:

1. Search for the required records by following the procedure in the section Search for Records on page 23.
2. From the search results pop-up, select **View Records**.
 - a. *Optional:* if you only want to export records, you can export them to the Secure File Center from the search results pop-up instead of viewing them.
3. From the Search Results grid, select records to work with:
 - For individual records within the results, select the checkbox next to each record you want.
 - For all records in the results, identify the button type for the action you need to perform.
 - For buttons with only an icon and label, you'll need to select the checkbox in the upper left of the header row and then select the button.

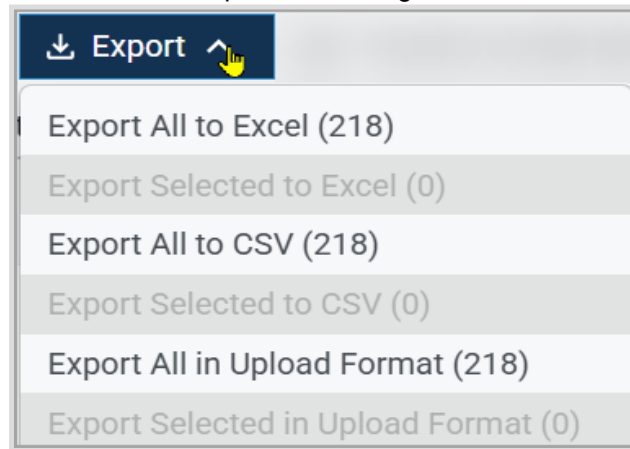
For example, the **Delete** button  requires you to select all checkboxes to delete all records.

- For buttons with dropdown arrows in addition to the icon and label, such as



, you do not need to select all checkboxes because the option to select all is built into the dropdown, as shown in Figure 24 below.

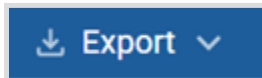
Figure 24: Action Button with Dropdown Showing Available and Unavailable Options

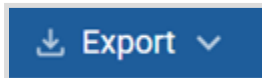


4. From above the table of retrieved records, select the action button you need. If it's a dropdown, choose an option.



- : Displays options for printing all or selected records.



- : Displays options to export all or selected records to a PDF, Excel, or CSV file.
 - Selecting **Export Upload-Ready Student Settings File** exports the student settings content in a format that is ready to be re-uploaded into the system through an upload task.

Hint: For the print and export action buttons, the number of records to be printed or exported is displayed next to each option for the button. If an option is not available, it is grayed out. For example, if 218 records have been retrieved, the number next to the option for printing all records will show 218. If you have not selected any individual records, the option for printing selected records will be unavailable and will show 0 records.

Note: Materials can also be printed for individual students from their student details page after selecting the student from the search results. The Student Information tab has tools on the right sidebar.



- : Deletes the selected records.
Your user role may not have access to delete records for some or all tasks.

Note: Action buttons that are specific to tasks will be covered in the help content for those tasks.

Navigate Records

Certain tasks in TIDE require you to add or edit records via specialized record forms that contain student or user details. This section explains how to navigate the details pages.

Some details pages for adding records look different than the pages for editing records. This information only shows examples of pages used for editing since many records are added through imports.

Figure 25: Sample Manage User Details Page for Edits

Details pages are usually divided into multiple sections, with each section containing a group of related settings and options. You can collapse an expanded section using , or use  to expand it if it's collapsed.

Figure 26: User Details Page with First Section Collapsed and the Second Section Expanded

The screenshot displays the 'User Details' page. On the left, there are two expandable sections: 'Personnel' (collapsed) and 'User Roles' (expanded). The 'Personnel' section shows 'Email Address none@demo.user', 'First Name First', and 'Last Name Last'. The 'User Roles' section shows a table with columns 'Role', 'District', and 'School'. The table contains one row: 'BTC', '000002: DEMO District', and '000003: DEMO School'. A 'Remove' button is next to the row. A 'User Information' section is also visible on the right with a 'more help' link.

Role	District	School
BTC	000002: DEMO District	000003: DEMO School

Note: The number of sections and their contents depend on the record type.

Uploading Records

Some tasks require you to add a large number of records via a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (Figure 27).

Note: The instructions in this section apply to file upload pages only and do not apply to upload tasks available on pages such as the **Participation Report by SSID** page.

Figure 27: Sample File Upload Page

The screenshot shows the 'Upload Rosters' page. It features a progress bar with four steps: 1. Upload (Find a file), 2. Preview (Preview upload), 3. Validate (Fix errors), and 4. Receive Confirmation (All done). The first step, 'Upload', is active. Below the progress bar, the 'Step 1: Upload File' section is shown. It includes a large dashed box with a cloud icon and an upward arrow, indicating where to drag and drop a file. Below this box is a 'Choose File' button. To the right of the dashed box, there is a 'Template' section with a 'Download Template' button and a 'History' section with a 'History' button. A 'Next' button is located at the bottom right of the page.

Upload Rosters

Use this page to upload a file to create rosters. [more info](#)

1 Upload Find a file

2 Preview Preview upload

3 Validate Fix errors

4 Receive Confirmation All done

Step 1: Upload File

Drag & drop a file to upload

[Choose File](#)

Template
The format of your data is important. Use a template to get started.

[Download Template](#)

History
View a history of uploads to this page.

[History](#)

[Next](#)

Before uploading a file, you can download a file template and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided when describing the record type in the guide.

Note: For Pre-ID uploads only, TIDE can also accept fixed width (.txt) files. Fixed width files should be created using the Ohio Pre-ID File Layout available on the Ohio portal, <https://oh.portal.cambiumast.com/>.

Select **History** on the **Upload File** page to view a log of the previous files that have been uploaded for the selected record type.

For more information about how TIDE processes uploads, see TIDE's Process for File Uploads on page 116 in Appendix A on page 116.

To upload a file:

1. On the **Upload File** page, select **Download Template** and select the appropriate file type.
2. Open the file in a spreadsheet application, fill it out, and save it.
3. On the **Upload File** page, select **Choose File** and select the file you created in the previous step.
4. Click **Next**. The **Preview** page appears. Use the file preview on this page to verify you uploaded the correct file.

Note: Only the first 10 records display on the preview.

5. Click **Next**.

TIDE validates the file and displays any errors  or warnings  on the **Validate** page.

6. Review any issues in the file. Use the *Summary* table for an overview of each type of issue and the *Details* table to find specific instances of the issue in your file.

Warning:

If a record contains an error, that record will not be included in the upload.

If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

- *Optional:* Select the error and warning icons in the validation results *Details* table to view the reason a field is invalid.
- *Optional:* To view a text list of issues with the file, select **Download Validation Report**.

Note: If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete.

7. Do one of the following:

- To proceed, select **Continue with Upload**. TIDE processes those records that do not have errors.
- To make edits to the file before proceeding, select **Upload Revised File** to restart the process.

The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded.

8. *Optional:* To upload another file of the same record type, select **Upload New File**.

Prepare for Testing

This section provides instructions for performing the tasks in the Preparing for Testing category. These tasks should be performed before testing begins.

Manage TIDE Users

This section includes instructions for adding, editing, and uploading records for user accounts in TIDE.

Add User Accounts

To add a user account, the user's role must be lower in the user role hierarchy than your role. Also, you can add only users to institutions that you can access. For example, district-level users can create school-level accounts for schools within their own district.

To add a user account:

1. From the **Users** task group, select **Add**. The **Add User** page appears.
2. Enter an email address for the new user.

Tip: Check the email address before moving on because the email address cannot be edited after you leave this screen.

3. Select **Next**. Additional fields appear.
 - a. If the user is not in TIDE, all text boxes are empty, except *Email*.
 - b. If the user is already in TIDE, the text boxes have pre-filled information that includes any required attributes. If you are not in the same district or school as the user, the user's assigned roles for those institutions do not display. You can add the user to more roles, though.
4. Enter the user's first name and last name.
5. *Optional*: You may also enter the user's phone number.
6. In the *User's Role* section, select the role you want to assign this user from the **Assign Role** dropdown. Then select the district, and school if applicable, for that role and user.
7. *Optional*: Add additional roles for this user by selecting **Add Another Role**. Another section appears under the first role, and you can assign the role there.

8. *Optional:* Delete roles by selecting **Delete** in the section with the role you want to remove.

9. Click **Save**. A pop-up displays.

10. In the pop-up, do one of the following:

- Select **Continue** to add another user on the **Add User** page.
- Select **Dashboard** to return to the TIDE **Dashboard**.

TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com.

Note: If a user does not receive the initial activation email, contact the Ohio Help Desk so the email can be re-sent.

Manage User Details

You can view and modify information about a user's TIDE account—as long as the user is below your role in the hierarchy and is in your district or school.

To view and edit user details:

1. From the **Users** task group, select **Manage**. The **Manage** page appears.
2. Search for the user. For information about the search process, you can review [Search for Records](#).
3. To open the record for editing, select (do not right-click) the *Row Actions* menu button



and then choose **Edit**. The user details page appears.

4. If your user role allows it, modify the user's details as required.

Note: You cannot edit the user's email address. Instead of creating a new user account, contact the [Ohio Help Desk](#) to have them associate a new email address with the existing user. This ensures that most data connected with the user stays intact.

5. *Optional:* Add additional roles for this user by selecting **Add Another Role**. Another section appears under the other role(s), and you can assign the role there.

6. *Optional:* Delete roles by selecting **Delete** in the section with the role you want to remove.
7. Select **Save**. A pop-up displays.
8. In the pop-up, do one of the following:
 - Select **Continue** to return to the search results.
 - Select **Dashboard** to return to the TIDE **Dashboard**.

Deleting User Accounts

You can delete a user's account as long as the user's role is lower in the hierarchy than your role and the user is in your district or school.

Note: For users with multiple roles, you can delete a role instead of the entire account, if desired. For information on deleting roles, review Manage User Details on page 41.

To delete users:

1. From the **Users** task group, select **Manage**. The **View/Edit/Export User** page appears.
2. Search for the user. For information about the search process, you can review Search for Records on page 23.
3. To delete one user, select (do not right-click) the *Row Actions* menu button  and then select **Delete**. A pop-up appears. Skip to step 6.
4. To delete multiple users, do one of the following:
 - Select the checkboxes for the users you want to delete.
 - Select the checkbox in the grid header to delete all users listed on the page.

Note: When deleting users using the checkbox in the header, you can only delete users who are listed on the current page.



5. Select . A pop-up appears.
6. In the pop-up, select **Yes**. The user is removed from TIDE.
7. Select **Continue** to return to the results page.

Alert: If there are multiple roles associated with the user, you must delete all roles to delete the user completely from TIDE.

Add, Edit, or Delete Users through File Uploads

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

For complete instructions about uploading files, you can review Uploading Records on page 37. This topic contains information specific to uploading users.

Warning: You cannot edit the user's email address through an upload. Instead of creating a new user account, contact the [Ohio Help Desk](#) to have them associate a new email address with the existing user. This ensures that most data connected with the user stays intact.

To upload user accounts:

1. From the **Users** task group, select **Upload**. The **Upload Users** page appears.
2. Select **Download Template** to access all templates.
3. Download a template and save it.
4. Fill out the template, then upload it to TIDE.
5. Follow the steps in the wizard to complete the upload.
If you need more guidance for the upload process, refer to [Uploading Records](#).
6. Check the results of the upload by [performing a search](#).
Users who had not previously been set up in TIDE will have been added in TIDE.
Users who already had accounts set up in TIDE will have had their accounts modified with the updated content from the upload.

Manage Student Information

This section describes how to search for, access, and modify student information pertaining to assessment testing.

Add Students

Most students are added via pre-ID file uploads into TIDE. However, you may need to add a student manually. This section covers how to add students one at a time by adding a new record to TIDE.

For a general overview of record detail pages, you can review [Add and Edit Records](#) before beginning.

Figure 28: Add and Edit Records

The screenshot shows the 'Add and Edit Records' form in TIDE. The form is titled 'Add' and has tabs for 'Student Information' and 'Accessibility'. The 'Student Information' tab is active. The form contains the following fields:

- District:** 000002 - DEMO District (dropdown)
- School:** Select School* (dropdown)
- SSID:** District assigned student identifier (text input)
- Last Name:** (text input)
- First Name:** (text input)
- Middle Name:** (text input)
- Gender:** Male (radio), Female (radio)
- Birth Date (MMDDYYYY):** (text input with calendar icon)
- Enrolled Grade:** - Select - (dropdown)
- Ethnicity:** - Select - (dropdown)
- Select Home District:** (dropdown)

At the bottom right, there are 'Save' and 'Cancel' buttons. On the right side of the form, there is a 'Help' link and a section titled 'Add a Student' with instructions: 'Select each tab to add student information, test eligibility, test settings, and more. You can set most embedded universal tools, designated supports, and accommodations in TIDE. Most tools can also be set in the TDS TA Interface. For more information about accommodations, designated supports, and universal tools commonly set in TIDE or TDS, just select the Help link in the header.'

Tip: Be sure to check out the quick help on the right side of the page for useful information!

Before You Add Students

The information below is specific to the tasks for student records and can help you when working with student records.

Can You Add a Student?

This task is limited to certain user roles as described in the section [Understand User Roles and Permissions](#) on page 7.

To individually add a student, you must be associated with the same institutions as the student. For example, district-level users can add students to any school within their district, while school-level users only have the ability to add students to their school.

What's Unique about the Add Students Details Page?

Tabs

When you add a student, you'll work across horizontal tabs to enter information.

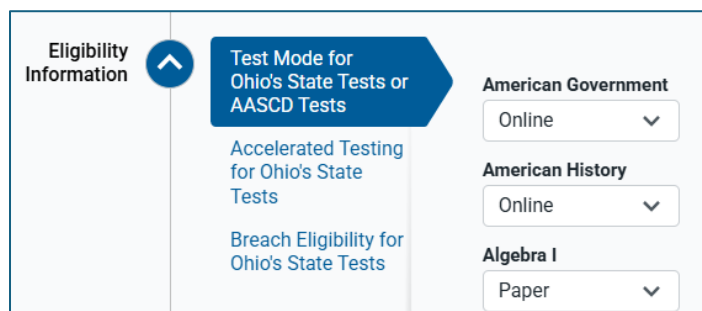
The **Student Information** tab has student identifying information, school program designations, test eligibility and mode, and more.

The **Accessibility** tab has test settings and tools that are used when students test in the Test Delivery System (TDS).

Ribbons

As you work through the *Student Information* sections, you'll access ribbons—or vertical tabs—to enter information that repeats across tests, for example. The ribbons can be used in different ways across the tab, though.

Figure 29: Ribbon for Eligibility Categories



Eligibility Information	Test Mode for Ohio's State Tests or AASCD Tests	American Government
	Accelerated Testing for Ohio's State Tests	Online
	Breach Eligibility for Ohio's State Tests	American History
		Online
		Algebra I
		Paper

Focus Panels

On the **Accessibility** tab, the columns can be hidden by selecting the column headers. This activates the focus panels, making it easier to work on settings for specific tests. Select the focus panel arrow or text to show the column.

Figure 30: Focus Panels Hiding Science and Social Studies

Add Student Information Accessibility					
General Testing Tools					
	ELA	MATHEMATICS	>	>	AASCD
Highlighter ?	ON	ON	SCIENCE	SOCIAL STUDIES	ON
Masking ?	ON	ON			ON
Strikethrough ?	ON	ON			ON
Word Prediction ?	⊗	⊗			⊗
Test Clock ?	ON	ON			⊗
Reading Tools					
	ELA	MATHEMATICS	>	>	AASCD
Line Reader ?	Enhanced	Enhanced	SCIENCE	SOCIAL S	Enhanced

Add a Student

- From the **Student Information** task group, select **Add**. The **Add Student** page appears.
- Enter all required information, which is marked with an asterisk. If you do not, an error message displays below what is missing. You can also choose to enter any additional information included on the page.
If you need to know more about the settings for this type of record, you can review additional information on the uploads task.
- Repeat for each tab across the top.
- For the **Accessibility** tab, you can review the test settings information in each program's Test Administration Manual (TAM).
- Then, you can save the record or discard your changes.
 - Select **Save Changes** to keep the information.
A pop-up displays letting you know the student has been added.
 - If you are finished adding students, select **Dashboard**.
 - To add another student, select **Continue**.
 - Select **Cancel** to discard the information.
If you select **Cancel**, the record will not be added.

Manage Students

You can view and edit information about a student's record on the student details page.

This topic contains information specific to editing student records. For basic information about editing records, you can review [Add and Edit Records](#).

For instructions to view changes made to a student's record, review the [Viewing Student Account Updates](#) section.

Figure 31: Student Details Page

Tip: Be sure to check out the quick help on the right side of the page for useful information!

Actions Related to Other Features

There are specific actions you can take on the student details page that are related to other features and are reviewed in other topics:

Test Access Materials

You can find information on QR Codes and Test Tickets in Print Test Access Materials on page 83. These actions include creating, printing, and voiding QR Codes, as well as printing test tickets.

Before You Edit a Student

The information below is specific to the tasks for student records and can help you when working with student records.

Can You Edit a Student?

This task is limited to certain user roles as described in the section Understand User Roles and Permissions on page 7.

To edit a student, you must be associated with the same institutions as the student. For example, district-level users can edit students in any school within their district, while school-level users only have the ability to edit students in their school.

Search for the Student

Before you can view or edit a student record, you'll need to search for the student or group of students. For information about the search process, you can review [Search for Records](#). The information covered in this topic is specific to student tasks.

What's Unique about the Student Search Grid?

There are several features that are special to the students search grid, including the ability to change the view of the grid, to customize the visual aspects of the grid, and the ability to rearrange, hide, or show columns. You can review [Customize Search Results Grids](#) for more information about these features.

What's Unique about the Edit Student Details Page?

Tabs

When you add a student, you'll work across horizontal tabs to enter information.

The **Student Information** tab has student identifying information, school program designations, test eligibility and mode, and more.

The **Rosters** tab shows all active rosters that include the student, when available.

The **Participations** tab shows tests the student has completed or started. The list includes both state-created tests and tests created by educators in the Assessment Authoring system. You will not find tests that a student is eligible for on this tab if the student has not at least started the test.

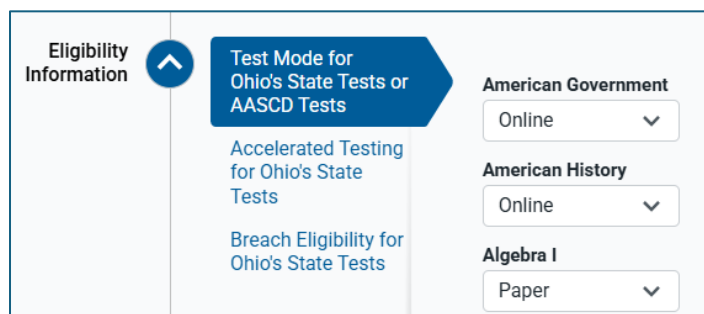
The **Accessibility** tab has test settings and tools that are used when students test in the Test Delivery System (TDS).

The **History** tab shows a history of changes made to the student's record. You can review the [last section](#) in this topic for more information.

Ribbons

As you work through the *Student Information* sections, you'll access ribbons—or vertical tabs—to enter information that repeats across tests, for example. The ribbons can be used in different ways across the tab, though.

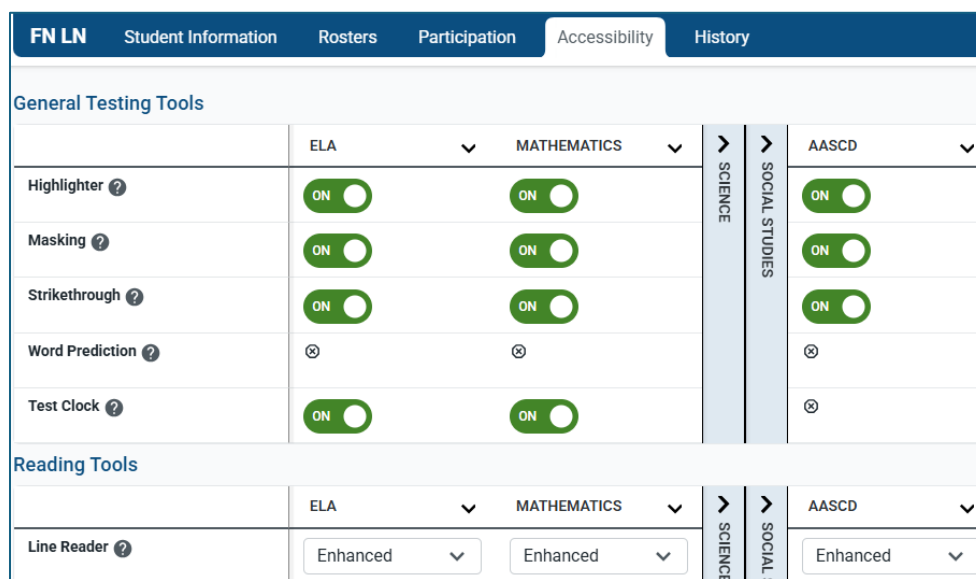
Figure 32: Ribbon for Eligibility Categories



Focus Panels

On the **Accommodations** tab, the columns can be hidden by selecting the column headers. This activates the focus panels, making it easier to work on settings for specific tests. Select the focus panel arrow or text to show the column.

Figure 33: Focus Panels Hiding Science and Social Studies



	ELA	MATHEMATICS	SCIENCE	SOCIAL STUDIES	AASCD
General Testing Tools					
Highlighter ?	ON	ON			ON
Masking ?	ON	ON			ON
Strikethrough ?	ON	ON			ON
Word Prediction ?	⊗	⊗			⊗
Test Clock ?	ON	ON			⊗
Reading Tools					
Line Reader ?	Enhanced	Enhanced			Enhanced

View and Edit a Student's Details Page

1. From the **Student Information** task group, select **Manage**. The **Manage** page appears.
2. Search for the student. For information about the search process, you can review [Search for Records](#).
3. To open the record for editing, select (do not right-click) the *Row Actions* menu button



and then choose **Edit Student**. You can also select the student's name. The student details page appears.

4. Edit the record as needed. However, you may not be able to change key identifying information for the student. You will also find options for editing on the right sidebar that are also available from the student search screen.

If you need to know more about the settings for this type of record, you can review additional information on the uploads task: [Upload Students](#).

Tip: Only the **Student Information** and **Accessibility** tabs have information that can be edited.

Warning: 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 TDS TA Interface. In this case, you must change the test setting in the TDS TA Interface.

5. Then, you can save the record or discard your changes.
 - a. Select **Save Changes** to keep the information.
A pop-up displays to let you know the student's record has been edited.
 - i. If you are finished editing students, select **Dashboard**.
 - ii. To return to the search results, select **Continue**.
 - b. Select **Cancel** to discard the changes.
If you select **Cancel**, the record will not be updated.

Viewing Student Account Updates

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

You can view a history of:

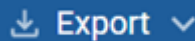
- Recent Changes
- Student Information and Test Settings
- Enrollment and Rosters
- Test Eligibility

Each user role can only access the same information in the history as the user role has access to in the student information screens. The history only displays a limited time frame. So, the entire student update history is not shown. All times shown are displayed in US Eastern Time (ET).

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

1. From a student's details page, select the **View History** tab.
2. Review the *Recent Changes* for an overview of all changes or select another tab to view only those changes.
The *Status* column indicates whether the specified attribute value is currently active or inactive, and the *When* column indicates when the value was set.
3. *Optional:* Use the filters and search options to limit the information shown in the history.
4. *Optional:* Clear the **Include Blank Values** checkbox to remove cells with no data. These cells show *No Selected Value* indicating that no selections are active.

5. *Optional:* Export data from any tab using



Save Student Searches as Favorites

You can save reports generated from a 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**.

Warning: 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 **Manage Students**.
2. Select search criteria for all required fields and any optional fields within each section.
3. Select **Search**.

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

4. Review your search results in the grid at the bottom, and if they meet your needs, select **Save New Favorite**.
5. 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).

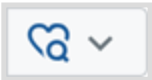
Note: The search options you selected will not display when you generate this report from the **Favorites** tab. For future reference, list your search selections in the description so you know what information is in this report.

Generate and Manage Saved Reports

The results from the reports in **Favorites** are refreshed every time you generate a report.

To generate reports from the Dashboard:

1. From the Student Information task group, find the Manage task.

2. Select the heart icon dropdown .

3. Select the report from your *Favorite Searches* menu.

To generate reports from your Favorites tab:

1. Access **Manage Students**.
2. Select the **Favorites** tab.

Optional 3. Select the top row of a column to sort in ascending order. Select the row again to sort in descending order.

Optional 4. Use the *Filter Results* text box to enter a keyword, phrase, part of a word, date, or time to find a specific report.

Optional 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.

Optional 6. To display all or different columns, select  and use the checkboxes.

Optional 7. 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. From your Favorites list, select (do not right-click) the **Row Actions** menu button  and then choose **Edit**.

2. Delete the report by selecting **Delete** from .

Move a Student Between Schools

When a student moves from one school to another within a district, use this feature to assign the student to the new school.

Can You Move Students?

If you are associated with multiple schools, you can also move students from one school to another from the page.

If you are a District Test Coordinator or District Administrator, you can also move students from one school to another within your district on the **Manage** page.

Move Students to a New School Within a District

1. From the **Students** task group, select **Manage**.

2. Search for students to move.

For information about the search process, you can review [Search for Records](#).

3. To move one student, select (do not right-click) the *Row Actions* menu button  and then select **Move Student**. Skip to step 6.

4. To move multiple students, do one of the following in the list of retrieved records:

- a. Select the checkboxes for the students you want to move.
- b. Select the checkbox in the grid header to move all students listed on the page.

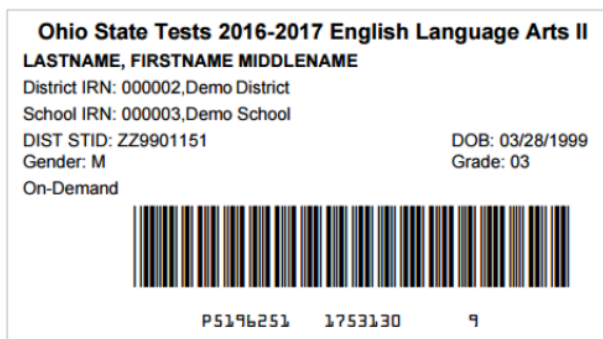
Note: When moving students, you can only move students who are listed on the current page.

5. Select **Move Student** above the search results.
6. The **Move Student** pop-up appears. Verify the number of students is correct.
 - a. From the **School** dropdown list, select the school where you want to move the student(s).
 - b. Select **Yes**. After TIDE moves the student, a confirmation message appears.
7. In the **Confirm Move** pop-up, select **Continue** to return to the list of student records.

Print PreID Labels

A PreID label (Figure 34 below) is a label that you affix to a student's testing materials, such as an answer document.

Figure 34: Sample PreID Label



Ohio State Tests 2016-2017 English Language Arts II
 LASTNAME, FIRSTNAME MIDDLENAME
 District IRN: 000002, Demo District
 School IRN: 000003, Demo School
 DIST STID: ZZ9901151
 Gender: M
 On-Demand
 DOB: 03/28/1999
 Grade: 03

P5196251 1753130 9

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

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

To print *PreID* labels for one student from their student details page:

1. Retrieve the student for whom you want to print the label by following the procedure in the section *Manage Students* on page **Error! Bookmark not defined..**
2. From the **Student Information** tab, find the *Edit Student* section on the right sidebar.
3. Select **Print**, then **PreID labels**.

To print *PreID* labels for one or more students from the search results page:

1. Retrieve the students for whom you want to print labels by following the procedure in the section *Manage Students* on page 47.
2. Select the column headings to sort the retrieved students in the order you want the labels printed.
3. Specify the students for whom labels need to be printed:
 - To print labels for specific students, mark the checkboxes for the students you want to print.
 - To print labels for all students listed on the page, mark the checkbox at the top of the table.
 - To print labels for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.



4. Select , and then select **Selected PreID Labels**.
5. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (Figure 35 below).
6. Select the subject(s) for which labels need to be created. You must select at least one subject.

Figure 35: Layout Model for PreID Labels

Print **Cancel**

Print Options

Test Tickets

PreID Labels

Student Settings and Tools

Choose PreID Labels Position

Select the start position for printing labels. This start position applies only to the first page of labels. For all subsequent pages, the printing starts in the top left corner. Select at least one subject to enable printing.

*Subjects:

☒ Algebra 1 ☒ Geometry

1	2
3	4

7. Select the start position you require.

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

8. Select **Print** to generate a PDF of your labels.

Note: When printing Pre-ID labels, make sure Print to Fit is unchecked.

Print Students' Test Settings

A student's test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.

To print test settings and tools for one student from their student details page:

1. Retrieve the student for whom you want to print the label by following the procedure in the section Manage Students.
2. From the **Student Information** tab, find the *Edit Student* section on the right sidebar.
3. Select **Print**, then **Test Settings and Tools**.

To print test settings and tools for one or more students from the search results page:

1. Retrieve the student records you want to print by following the procedure in the section *Manage Students* on page 47.
2. Select the column headings to sort the retrieved students in the order you want the records printed.
3. Specify the students for whom test settings need to be printed:
 - To print test settings for specific students, mark the checkboxes for the students you want to print.
 - To print test settings for all students listed on the page, mark the checkbox at the top of the table.
 - To print test settings for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.



4. Select , and then select the appropriate action:
 - To print test settings for selected students, select **Selected Student Settings and Tools**.
 - To print test settings for all retrieved students, select **All Student Settings and Tools**.
5. In the new browser window that opens, verify **Student Settings and Tools** is selected in the *Print Options* section.
6. Select **Print**.
Your browser downloads the generated PDF.

Print Test Access Materials from Student Lists

This section explains how to print test access materials from a list of students, as well as QR codes. For more general information about these materials, review *Print Test Access Materials* on page 83.

Note: Test access materials can also be printed for individual students from their student details pages after selecting the student from the search results. The **Student Information** tab has tools on the right sidebar.

To print test access materials from student search results:

1. From the **Print Test Tickets** task group, select **Print from Student List**. The ***Print Test Tickets from Student List*** page appears.

Tip: You can also print from any **Manage** page with student or test settings information.

2. Retrieve the students you'll print test access materials for by filling in the required search options. Then select **Search** and **View Results** from the pop-up. You can access more information about searching in Search for Records on page 23.

3. *Optional:* Select a column heading to sort the retrieved students in the order you want the test access materials to print.

4. To select students, do one of the following:

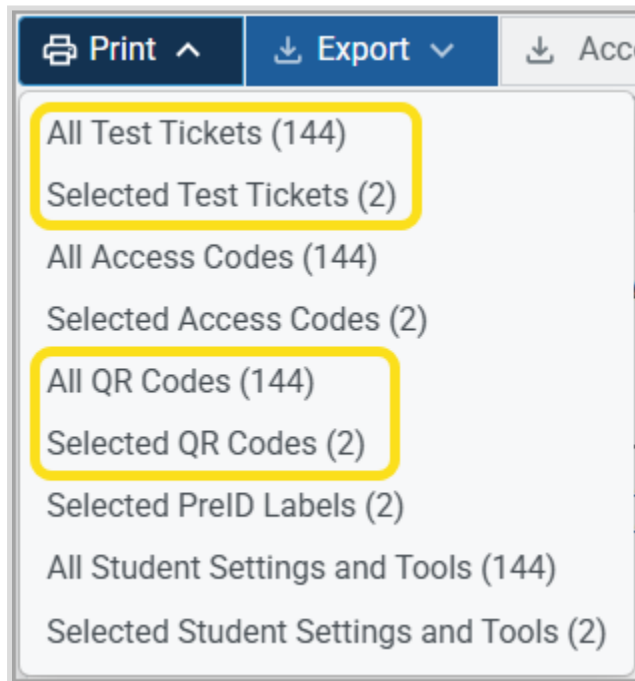
- To print test access materials for specific students, select the checkboxes for the students you want to print.
- To print test access materials for all students displayed on the page, select the checkbox at the top left of the table.
- To print test access materials for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.



5. Select , and then select **All** or **Selected** for the type of test access material you want to print. A page appears for selecting the printed layout.

- a. **All** prints all records returned in the search
- b. **Selected** prints only those records with checkboxes selected

Figure 37: Print Menu Expanded with Test Access Materials Highlighted



6. On the page for selecting the printed layout, verify the correct test access material is selected in the *Print Options* section.

7. Select the layout from the top of the layout page. This determines how many materials are printed per page.

Note: The number of layout options may vary across the different types of access materials.

8. Select **Print**. Your browser downloads the generated PDF.

a. Confirm that label sheets are loaded correctly.

b. Print using the highest quality settings available on your printer to ensure proper scanning.

c. Make sure that the **Print to Fit** option is unchecked to prevent barcodes from being cut off.

Delete Student Records

When you delete students from TIDE, those students are no longer eligible for assessment testing. CRS retains the students' test scores accumulated before the deletion.

Note: This change takes effect immediately. Deleted students will not appear in TIDE and cannot take operational assessments.

To delete student records:

1. From the **Student Information** task group, select **Manage**. The **Manage** page appears.
2. Retrieve the student records you want to delete by following the procedure in Search for Records on page 23.

3. To delete one student, select (do not right-click) the *Row Actions* menu button  and then select **Delete**. Skip to step 4.

4. To delete multiple students, do one of the following:
 - Select the checkboxes for the students you want to delete.
 - Select the checkbox in the grid header to delete all students listed on the page.

Note: When deleting students using the checkbox in the header, you can only delete students who are listed on the current page.

5. Select .

6. In the pop-up, select **Yes**. The student is removed from TIDE.

7. Select **Continue** to return to the results page.

Add or Edit Students Through File Uploads

If you have many students to add or edit, it may be easier to perform those actions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. Fixed width (TXT) files can also be uploaded.

For complete instructions about uploading files, you can review Uploading Records on page 37. This topic contains information specific to uploading students.

Note: For a detailed explanation of the upload file's format, review the [Ohio Pre-ID File Layout](#) located on the test portal.

To upload student records:

1. From the **Student Information** task group, select **Upload**. The **Upload** page appears.
2. Select **Download Template** to access all templates.
3. Download a template and save it.
4. Fill out the template, then upload it to TIDE.
For additional information on the options available in this upload file, check the PDF version of the *TIDE User Guide* on the Portal: <https://oh.portal.cambiumast.com/>.
5. Follow the steps in the wizard to complete the upload.
If you need more guidance for the upload process, refer to [Uploading Records](#).
6. Check the results of the upload by performing a search:
Students who were not previously set up in TIDE will be added in TIDE.
Students who were already in TIDE will have their accounts modified with the updated content from the upload.

Generating Frequency Distribution Reports

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 reports from student data in TIDE to show the distribution of each demographic category and test assignment.

To generate Frequency Distribution Reports:

1. From the **Student Information** task group, select **Frequency Distribution Report**. The **Frequency Distribution Report** page appears.
2. In the *View Student FD Report* section, select the report filters:
 - a. From the **District** dropdown list (if available), select the desired district.

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

c. *Optional:* Select a specific grade or keep the dropdown on - *Select* - to display all grades.

d. *Optional:* In the *Select Demographics* section, select checkboxes from the dropdown to filter the report for additional demographics.

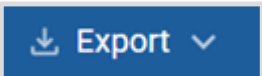
If you do not select any demographic categories, the report only shows records by grade.

3. Select **Search**. The information displays in tabular format, which is also the **Grid** format you can select.

4. *Optional:* Do one of the following:

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

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

- To export to Excel, select , and then select **Export to Excel**. The generated Excel file displays each category selected as a separate tab in the spreadsheet.

Uploading Student Attributes

You can set up student attributes for multiple students through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload student attributes through file upload:

1. From the **Student Information** task menu on the TIDE dashboard, select **Upload Student Attributes**. The **Upload Student Attributes** page appears.
2. Following the instructions in the section Uploading Records on page 37 fill out the Attribute template and upload it to TIDE.

Manage Student Test Settings and Tools

A student's test settings include the available accessibility features, such as text-to-speech or color choices. This section explains how to edit student test settings and tools via an online form or a file upload.

View and Edit Test Settings and Tools

This section explains how to view and edit a student's test settings and tools in TIDE.

This topic contains information specific to editing student records. For basic information about editing records, you can review [Add and Edit Records](#).

For instructions to view changes made to a student's record, review the [Viewing Student Account Updates](#) section.

Figure 36: Student Details Page

Student Information

District: 000002 - DEMO District

School: 000010 - DEMO School

SSID * DEMO003239 District assigned student identifier DEMO003239

Last Name * LN First Name * FN

Middle Name

Gender ☐ Male ☒ Female

Birth Date (MMDDYYYY) * 03012013

Enrolled Grade * 03

Ethnicity * Two or more races

QR Code:
To print this student's code, select the student on the previous page, then select **Print** and **Selected QR Codes**. [❌ Void Existing Code](#)

Save **Cancel**

Student Demographics

Use the first tab to update student information, test eligibility, and more. Use the Accessibility tab to update test settings. The other tabs display the student's test participation, roster assignments, and a history of changes to their record. *Note: Some tabs may not be available depending on your role.*

You can update most embedded universal tools, designated supports, and accommodations in TIDE. Most tools can also be updated in the TDS TA interface.

Important Reminder: If a test has already started, changing a setting in TIDE won't update it in the student's test if that same setting is also available in the TDS TA interface. In that case, be sure to make the change directly in the TDS TA interface.

Need more details? Just click the **Help** link in the header to see a table showing where each type of support or tool can be edited.

Tip: Be sure to check out the quick help on the right side of the page for useful information!

Actions Related to Other Features

There are specific actions you can take on the student details page that are related to other features and are reviewed in other topics:

Test Access Materials

You can find information on QR Codes and Test Tickets in Print Test Access Materials on page 83. These actions include creating, printing, and voiding QR Codes, as well as printing test tickets.

Before You Edit a Student

The information below is specific to the tasks for student records and can help you when working with student records.

Can You Edit a Student?

This task is limited to certain user roles as described in the section Understand User Roles and Permissions on page 7.

To edit a student, you must be associated with the same institutions as the student. For example, district-level users can edit students in any school within their district, while school-level users only have the ability to edit students in their school.

Search for the Student

Before you can view or edit a student record, you'll need to search for the student or group of students. For information about the search process, you can review [Search for Records](#). The information covered in this topic is specific to student tasks.

What's Unique about the Student Search Grid?

There are several features that are special to the students search grid, including the ability to change the view of the grid, to customize the visual aspects of the grid, and the ability to rearrange, hide, or show columns. You can review [Customize Search Results Grids](#) for more information about these features.

What's Unique about the Edit Student Details Page?

Tabs

When you add a student, you'll work across horizontal tabs to enter information.

The **Student Information** tab has student identifying information, school program designations, test eligibility and mode, and more.

The **Rosters** tab shows all active rosters that include the student, when available.

The **Participations** tab shows tests the student participated in, when available.

The **Accessibility** tab has test settings and tools that are used when students test in the Test Delivery System (TDS).

The **History** tab shows a history of changes made to the student's record. You can review the [last section](#) in this topic for more information.

Ribbons

As you work through the *Student Information* sections, you'll access ribbons—or vertical tabs—to enter information that repeats across tests, for example. The ribbons can be used in different ways across the tab, though.

Figure 37: Ribbon for Eligibility Categories

Focus Panels

On the **Accessibility** tab, the columns can be hidden by selecting the column headers. This activates the focus panels, making it easier to work on settings for specific tests. Select the focus panel arrow or text to show the column.

Figure 38: Focus Panels Hiding Science Content and Social Studies

	ELA	MATHEMATICS	SCIENCE	SOCIAL STUDIES	AASCD
General Testing Tools					
Highlighter ?	ON	ON			ON
Masking ?	ON	ON			ON
Strikethrough ?	ON	ON			ON
Word Prediction ?	⊗	⊗			⊗
Test Clock ?	ON	ON			⊗
Reading Tools					
Line Reader ?	Enhanced	Enhanced			Enhanced

View and Edit a Student's Details Page

1. From the **Test Settings and Tools** task group, select **Manage**. The **Manage** page appears.
2. Search for the student. For information about the search process, you can review [Search for Records](#).

3. To open the record for editing, select (do not right-click) the *Row Actions* menu button



and then choose **Edit**. You can also select the student's name. The student details page appears.

4. Edit the record as needed. However, you may not be able to change key identifying information for the student.

If you need to know more about the settings for this type of record, you can review additional information on the uploads task: [Upload Students](#).

Tip: Only the **Student Information** and **Accessibility** tabs have information that can be edited.

Warning: 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 TDS TA Interface. In this case, you must change the test setting in the TDS TA Interface.

5. Then, you can save the record or discard your changes.
 - a. Select **Save Changes** to keep the information.
A pop-up displays to let you know the student's record has been edited.
 - i. If you are finished editing students, select **Dashboard**.
 - ii. To return to the search results, select **Continue**.
 - b. Select **Cancel** to discard the changes.
If you select **Cancel**, the record will not be updated.

Uploading Test Settings and Tools

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

To upload student test settings and tools:

1. From the **Test Settings and Tools** task group, select **Upload**.
The ***Upload*** page appears.
2. Following the instructions in the section Uploading Records on page 37, fill out the Test Settings and Tools template and upload it to TIDE.

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 rosters you create in TIDE can be available in the Centralized Reporting System (CRS). CRS can aggregate test scores at these roster levels. Rosters can also be used to print test tickets, which can be used to provide Student Testing Site login information to students at the beginning of a test session.

Rosters can be used to group students together based upon the room they will be assigned. If used, a roster should be provided to each proctor on test day for attendance and checking test takers into the test room if they are unfamiliar with the students who may be assigned to them. By grouping students together in rosters, you can also print student test tickets containing their log in information.

Add Rosters

This section explains how to add a new roster. A roster is a grouping of students that can be used to view test results in the Reporting system (CRS) or to manage test preparation in TIDE.

Note: You can only create rosters from students associated with your school or district.

Overview

You can create two types of rosters in TIDE:

- Reporting Rosters:

These rosters are shared with the Reporting system (CRS) so you can view student test results as a group. Reporting rosters work best with about 30 students.

- TIDE-Only Rosters:

These rosters are not shared with the Reporting system, but can be used within TIDE for test preparation, such as printing test tickets. TIDE-only rosters can have up to 500 active students on each roster.

Reporting Rosters

The reporting rosters you create in TIDE will be available in Reporting. Reporting can aggregate test scores at these roster levels.

For teachers to view student results, the students must be included in a roster associated with each teacher.

When creating rosters, follow the guidelines below:

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the usefulness of the data available from Reporting.
- 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 'Gr3Jones23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A23-24'.

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

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

TIDE-Only Rosters

TIDE-only rosters are designed to be used within the TIDE system to assist with test preparation, so they cannot be accessed from the Reporting system.

These are the benefits of using a TIDE-only roster:

- Easily print test tickets, pre-ID labels, or other large lists
- Keep unnecessary information out of Reporting
- Create a roster without an associated teacher

Add a Roster

1. From the **Rosters** task group, select **Add**. The **Add Roster** page appears.
2. Select a school.

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

3. Select a year.
 4. Press **Select**.
 5. On the **Add Roster** form under *Roster Details*, add a roster name and select an option for **Reporting Roster**. You'll only need to select a teacher for Reporting Rosters.
 6. Decide how you want to add students:
 - **Quick Roster** tab (search adds students automatically, manually remove students to edit)
Use the *Quick Roster* tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting  next to individual students or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.
 - **Student Search** tab (search finds students that you add and remove manually)
Use the *Student Search* tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select  to add individuals or select **Add All** from the top of the grid.
- Tip: For fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.
7. *Optional*: After results appear under *Selected Students*, change the information that displays about students.
- **Show more information** dropdown: Select or clear additional columns under *Available/Selected Students* grids.

Note: Selecting **Former Students** shows students in italics who are no longer associated with the school and the date they left. 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.

Modify and Export Rosters

You can modify a roster by changing its name, associated teacher, or by adding students or removing students.

To modify a user-defined roster:

1. From the **Rosters** task group, select **Manage Rosters**. The **Manage** page appears.
2. Retrieve the roster record you want to view, edit, or export by following the procedure in the section Search for Records on page 23.
3. To export rosters, follow the procedure in the section Print, Export, and Delete Records on page 34.
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 export to the Secure File Center.
4. To view or edit rosters, select  for the roster whose details you want to view from the list of rosters. The **View/Edit [Roster Name]** form appears. This form is similar to the form used to add rosters.
The *Selected Students* list displays students who are currently associated with the roster.
5. To add students, select **Find Students**.
 - Select the **Student Search** tab to add individual students manually.
 - Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.

Note: Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.

6. To remove students, select the x  next to individual students or select **Remove All** from the top of the grid.

7. Under *Roster Details*, you can also edit the roster name and teacher, as well as change the roster from TIDE-Only (Reporting Roster = No) to a Reporting Roster (= Yes).
8. Click **Save**, and in the affirmation dialog box select **Continue**.

Print Students Associated with a Roster

You can print a list of students in a roster.

To print students in rosters:

1. Retrieve the rosters to print by following the procedure in the section Search for Records on page 23.
2. 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 all retrieved rosters.
3. Click , and then select **Roster**.
4. Under *Print Options*, verify *Roster* is selected. The *Roster Student List* report appears.
5. Click **Print**. Your browser downloads the generated PDF.

Print Test Tickets for Students in a Roster

As a roster of students prepares to start a test, you can print all the associated test tickets.

To print test tickets for students in a roster:

1. Retrieve the rosters for which you want to print test tickets by following the procedure in the section Search for Records on page 23.
2. Click the column headings to sort the retrieved rosters in the order you want the test tickets printed.
3. 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 test tickets for all retrieved rosters.

4. Click , and select **Test Tickets**. A layout model appears for selecting the printed layout.
5. Verify **Test Tickets** is selected in the *Print Options* section.
6. Click the layout you require, and select **Print**.

Your browser downloads the generated PDF.

Print Test Settings for Students in a Roster

A student's test settings include the various accommodations and tools available during a test. You can print a report of test settings for students in a roster.

To print test settings for students in rosters:

1. Retrieve the rosters to print by following the procedure in the section Search for Records on page 23.
2. 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 all retrieved rosters.

3. Click , and then select **Student Settings and Tools**.
4. Under *Print Options*, verify *Student Settings and Tools* is selected. The Student Settings and Tools report appears.
5. Click **Print**. Your browser downloads the generated PDF.

Print PreID Labels from Roster Lists

For information about PreID labels and instructions to print PreID labels from student lists, the section Print PreID Labels on page 54.

1. From the **Rosters** task menu on the dashboard, select **Manage Rosters**. The **View/Edit Rosters** page appears.
2. Retrieve the roster for which you want to print PreID labels by following the procedure in the section Search for Records on page 23.

3. Select the column headings to sort the retrieved rosters in the order you want the labels printed.
4. Specify the rosters for whom labels need to be printed:
 - To print labels for specific rosters, mark the checkboxes for the rosters you want to print.
 - To print labels for all rosters listed on the page, mark the checkbox at the top of the table.



5. Select , and then select **My Selected PreID Labels**.

6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page.

7. Select the start position you require.

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

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

Your browser downloads the generated PDF.

Delete Rosters

You can delete rosters created in TIDE or CRS.

To delete rosters:

1. Retrieve the rosters you want to delete by following the procedure in the section Search for Records on page 23.
2. In the list of retrieved records, do one of the following:
 - Select the checkboxes for the rosters you want to delete.
 - Select the checkbox at the top of the table to delete all retrieved rosters.



3. Click , and in the affirmation dialog box select **Yes**.

Create and Edit Rosters Through File Uploads

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

Tip: You can pull the information you need from TIDE to edit existing rosters through file uploads by exporting the roster information from the Manage Rosters page, including the teacher's email address.

To upload rosters:

1. From the **Rosters** task group, select **Upload**. The **Upload Rosters** page appears.
2. Following the instructions in the section Uploading Records on page 37, fill out the Roster template, and then upload it to TIDE.
3. Designate a roster as a Reporting roster by adding an email address for a teacher. Leaving this field blank creates a TIDE-only roster.

Alert: If you want to change a roster from a Reporting Roster to a TIDE-Only Roster or vice-versa, you'll need to use the Edit Rosters task. Uploads do not support changing from one roster type to another.

Work With Orders for Testing Materials

Your district or school may need paper materials for testing, such as test booklets and answer documents.

Note: Orders placed at the school level are sent to the district for distribution to the schools.

This section describes the ordering life cycle, how to review the orders for those materials, and how to order additional quantities as necessary.

Review and Modify Initial Orders

You can review and modify initial orders at any time during the initial order window. (Appendix B on page 118, Understand the Materials Ordering Life Cycle, explains initial orders.)

To review and modify initial orders:

1. From the **Orders** task group, select **Initial Orders**. The **Initial Orders** page appears. For more information about using record forms, refer to the section Navigate Records on page 36.
2. You'll need to verify information related to orders.
 - a. If the information has not been verified or needs to be added, the information sections are expanded.
 - b. If the information has already been verified, the sections are closed. You can open them by selecting **Update Contact & Shipping** on the right.
3. In the *Verify Contact Information* section:
 - a. Verify information about the contact and shipping location.

If you need to change the shipping address, contact the Ohio Help Desk (Appendix C on page 120, User Support on page 120).

- b. Select **Verify Contact**.
4. In the *Distribution* section, do one of the following:
 - a. Select District (if available) to place an order for an entire district.
 - b. Select School and select a school to place an order for an individual school.

5. Select **View Available Materials** to display the list of materials.
6. In the list of initial orders, do one of the following:
 - a. To place the first order, enter the required quantity of testing materials in the *Quantity Requested* column.
 - b. To update an existing order, review the number in the *Quantity Approved* column (this is the amount of each item you are scheduled to receive) and then enter a different number in the *Quantity Requested* column.

Note: Orders may require Department approval.

9. Click **Save Order**.

A text box appears, giving you the option to enter additional comments.

10. *Optional:* In the *Comments* pop-up, enter information describing why you placed or updated your order.

11. Select **Submit** to submit your order.

The **Order Summary** pop-up appears with the new order request.

12. Select **Close** to return to the *Initial Orders* page.

Table 2: describes the columns in the *Initial Orders* page.

Table 2: Columns in the Initial Orders Page

Column	Description
Material Description	Description of the materials included in the order.
Quantity Requested	The total quantity of materials ordered in TIDE.
Pending Approval	Quantity requiring approval by the Department.
Quantity to Receive	Quantity to be shipped from the vendor after the initial order window closes. This quantity includes any pack rounding above the quantity approved.

Place Additional Orders

When the additional order window opens, you can request additional materials beyond those received in your initial order.

To request additional materials:

1. From the **Orders** task group, select **Additional Orders**. The **Additional Orders** form appears.

When this page loads for the first time, all sections will be expanded by default. This allows you to add or verify the contact information.

When you return to this page after the contact information has been verified, the sections are collapsed by default. You can still make edits by selecting **Update Contact & Shipping**.

2. In the *Verify Contact Information* section, do the following:
 - a. Verify or enter information in the *District Test Coordinator* section.
If you need to change the shipping address, contact the Ohio Help Desk (Appendix C on page 120, User Support).
 - b. Select **Verify Contact**.
3. In the *Distribution* section, select the institution to receive the materials.
 - a. Select **District** to place an order at the district level.
 - b. Select **School**, and then select a school, to place an order for an individual school.
4. Select **View Available Materials**.
5. If collapsed, expand the dropdowns to display the ordering information.
6. Review the numbers for the columns in the *Quantities Processed* section.
 - a. *Initial Quantity* displays the quantity processed during the initial order window.
 - b. *Additional Quantity* displays the quantity already processed during the additional order window.
 - c. *Total Ordered* displays the sum of all quantities processed during both the initial and additional order windows (already processed).
7. If needed, enter additional orders in the **Quantity Requested** box. Any additional quantities you order may require approval.
 - a. If you are able to add additional quantities, this box will be editable.
 - b. If the ordering period is closed because it's in the future or the past, the information will be read-only.

- i. For future ordering periods, an indicator showing OPEN on month, day, year displays.
 - ii. For past ordering periods, an indicator showing CLOSED on month, day, year displays.
8. Review the *Pending Approval* column. This displays the quantity currently pending approval across users in that institution.*
9. Review the *Quantity to Receive* column. This displays the quantity currently approved for all users in that institution, including rounding rules.*
*This column may change until the order instance is processed, usually once a day.
10. Select **Save Orders**. A pop-up appears allowing you to enter comments.
10. *Optional*: In the *Comments* pop-up window, enter any additional information about the order.
11. Select an option in the *Comments* pop-up.
 - a. Select **Submit** to submit your order. The *Order Summary* pop-up appears with an overview of your order.
 - b. Select **Cancel** to return to the ordering screen.
12. Note the status of your order in the *Approval Status* column.
13. Select **Close** to return to the ***Additional Orders*** page.

View Order History

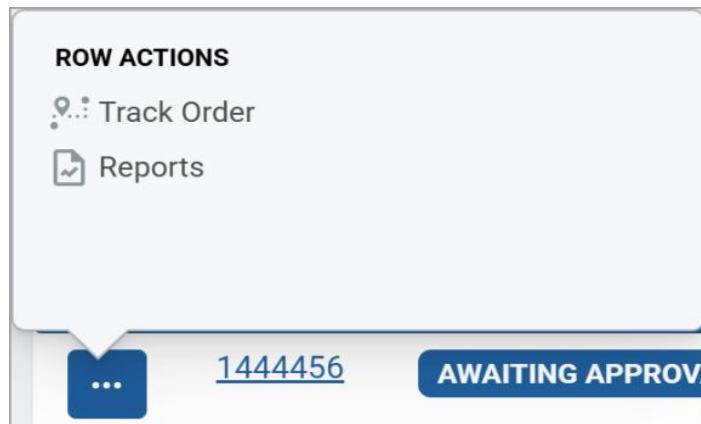
You can review the order history of testing materials for your school or district.

To review order history:

1. From the **Orders** task group, select **Order History**. The ***Order History*** page appears.
2. Review the ***Order Details*** page one of three ways:
 - a. Select the link in the **Order Number** column for all sections to be expanded in this order: *Order Information*, *Shipping Information (Materials)*, *Material Quantities*, *Track Shipments*, and *Track Documents*.
 - b. Select (do not right-click) the **Row Actions** menu button on the left and choose **Track Orders** for the *Track Shipments* section to be expanded.
The shipping company's tracking report displays.

- c. Select (do not right-click) the **Row Actions** menu button on the left and choose **Reports** for the *Track Documents* section to be expanded. The order's packing lists, manifests, and security checklists display.

Figure 39: Row Actions Menu



3. Review the statuses of the orders:
 - a. *Open* means the order was generated by TIDE or a user.
 - b. *Awaiting Approval* means the order requires approval due to the number of items requested but has not been approved or rejected yet.
 - c. *Approved* means all line items in the order were approved.
 - d. *Partially Approved* means at least one line item in the order was rejected.
 - e. *Rejected* means the order was not approved.
 - f. *In Process* means the order is approved but has not been transmitted to the vendor yet.
 - g. *Processed* means the order was transmitted to the vendor. This is the end state for orders.

View Order Summary

You can review reports for your school's or district's open and processed orders, but rejected orders do not display. How you will access this task depends on your role.

To review order quantity reports:

1. Access **Order Summary** from the **Orders** task group.

2. Under *Search Order For*, select an institution level.
 - **Select District (if available) to review orders for an entire district.**
 - **Select School and select a school to review orders for an individual school.**
3. From the *Search Order By* dropdown, select the checkboxes for **Initial** and/or **Additional** to include those types of orders in the report.
4. Select **Search**. The order report appears.

Table 3 describes the columns in the ***Order Summary*** page.

Table 3: Columns in the Order Summary Page

Column	Description
Material Type	Description of the materials included in the order.
District Expected Shipment	Approved district-level order quantities.
District Pending Approval	District-level order quantities pending approval.
School Expected Shipment	Approved school-level order quantities.
School Pending Approval	School-level order quantities pending approval.
Total Quantity Expected Shipment	Quantity to be shipped from the vendor. For district-level reports, this is the sum of district-level shipments and school-level shipments.
Total Quantity Pending Approval	Additional quantities ordered that are pending approval. For district-level reports, this is the sum of district-level quantities and school-level quantities.

Track Shipments

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

DRC provides a report listing the status for each answer document returned to the district. You can download this report on the ***Track Return Packages*** page and use it to ensure that all answer documents have been shipped to DRC. DRC updates this report on a weekly basis.

The *Track Documents* section on the ***Track Shipments*** page allows you to download the answer document tracking report.

To track return packages:

1. From the **Orders** task group, select **Track Shipments**. The **Track Shipments** page appears.
2. In the *Track Documents* section, select the answer document report.

Table 4 describes the fields in the answer document report. In addition, the bottom of the report includes total counts.

Table 4: Columns in the Answer Document Report

Field	Description
TEST	Test's administration.
SUBJECT	Subject for which test was administered.
DISTRICT	ID of district where document was shipped.
SCHOOL	ID of school where document was shipped.
STATUS	One of the following: • Returned Scorable—DRC received the answer document. • Returned Nonscorable—DRC received the answer document but it is not scorable. • Pending—DRC received the answer document but has not yet processed it. • Do Not Score—DRC received the answer document with a Do Not Score label applied. • Not Returned—DRC has not yet received the answer document, or DRC has received it but has not yet finished processing it.
DATE SCANNED AT DRC	Date DRC scanned in the returned answer document.
LAST NAME ^a	Student's last name.
FIRST NAME ^a	Student's first name.
MI ^a	Student's middle initial.
DOB ^a	Student's date of birth.
GRADE ^a	Student's enrolled grade.
STUDENT ID ^a	Student's SSID.
SECURITY NUMBER	Bar code appearing on the answer document.
^a Values in these columns reflect demographics associated with the student's Pre-ID label.	

Administer Tests

This section provides instructions for performing the tasks in the Administering Tests category. These tasks are typically performed immediately before testing starts or while testing is underway.

Manage Score Reports Shipping Information

This section explains how to establish contact and shipping information for your district's printed score reports. The contact and shipping information is used to ship your district's printed score reports.

To establish contact and shipping information:

1. From the **Score Reports Shipping Information** task menu on the dashboard, select **Score Reports Shipping Information**. The **Score Reports Shipping Information** page appears.
2. Select the district or school for which you wish to set up shipping and contact information from the available dropdown lists.
3. Click **Search**.
4. Verify or enter information in the *District Test Coordinator* section.
5. Verify information in the *Shipping Information* section. Post Office (P.O.) boxes are not allowed for a shipping address.
6. Fields marked with an asterisk (*) are required.
7. Click **Save**.

Note: The shipping address information fields are view only. Contact the Ohio Help Desk to update the shipping address information fields.

Print Test Access Materials

You can print test access materials in TIDE to help students log in to TDS.

Access general information about test tickets and QR Codes below or instructions for printing:

- Print Test Access Materials from Student Lists on page 85
- Print Test Access Materials from Rosters on page 87

Test Tickets

A test ticket is a hard-copy form that includes information a student needs to log in to a test. Test tickets are printed out to distribute to students. TIDE generates the test tickets as PDF files that you download with your browser.

Figure 40: Test Ticket Example

Torres	Grade: KG
	DOB: 01/01/2020
Last Name Torres	
 ORT-1324	
SSID	
District ZZZ CAMBIUM TRAINING DISTRICT (9999)	
School ATTENDING SCHOOL (99990999)	

QR Codes

A QR Code is a printed Quick Response code that includes student's name, date of birth, and SSID. These codes can be scanned to make it easier for students to start the test login process. The student or TA can scan the QR code on the first page of the Student Testing Site login screen in lieu of typing in their credentials. However, this code only contains student details, not test session ID information.

Like test tickets, QR Codes are printed out to distribute to students. TIDE generates the codes as PDF files that you download with your browser.

Figure 41: QR Code Example

	
Name	
TORRES, NICO	
DOB	SSID
01/01/2020	ORT-1324
Cambium Assessment Inc.	

Status of QR Codes

All you need to do to create a QR Code for a student is print it. You can tell if a code has been created for a student by the message that displays when you access that student's details page from **Manage Students**.

- Student who has not had a code created:
To create the student's code, select the student on the previous page, then select **Print** and **Selected QR Codes**.
- Student who already has a code:
To print this student's code, select the student on the previous page, then select **Print** and **Selected QR Codes**.
- After a student's code has been voided:
The student's existing code will be voided after you save your changes. Print a new code for this student from the previous page.

Void a QR Code

If a student's code been compromised, you can void it.

- To void an existing code, under the message, select the button.

A rectangular button with a red border and a red circular icon containing a white 'X' followed by the text 'Void Existing Code' in red.

When you void a code, the old code is immediately replaced with a new one that can be accessed by printing it. The void button still appears after the new one is created.

Print Test Access Materials from Student Lists

This section explains how to print test access materials from a list of students, including test tickets and QR codes for students. For more general information about these materials, review Print Test Access Materials on page 83.

To print test access materials from student search results:

1. From the **Print Test Tickets or QR Codes** task group, select **Print from Student List**. The **Print from Student List** page appears.

Tip: You can also print from any **Manage** page with student information.

2. Retrieve the students you'll print test access materials for by filling in the required search options, then select **Search** and **View Results** from the pop-up

You can access more information about searching in the procedure: Search for Records on page 23.

3. Optional: Select a column heading to sort the retrieved students in the order you want the materials to print.

4. To select students, do one of the following:

- To print materials for specific students, select the checkboxes for the students you want to print.
- To print materials for all students displayed on the page, select the checkbox at the top left of the table.
- To print materials for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

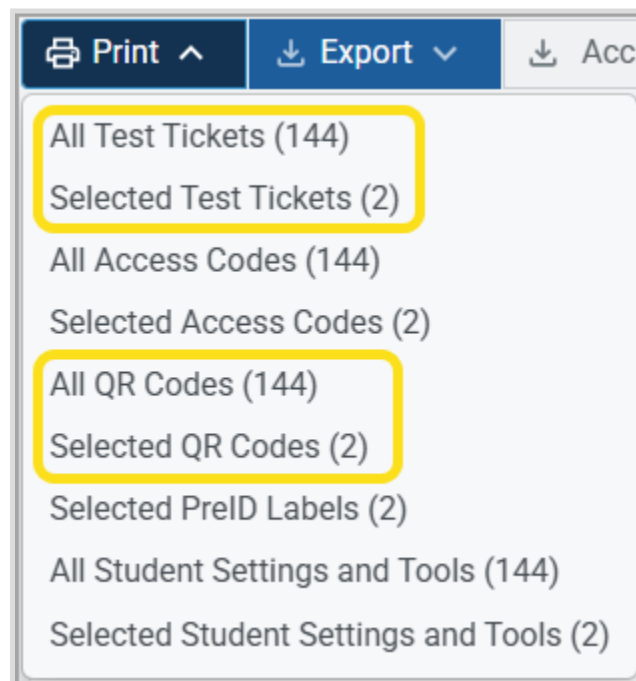


5. Select , and then select **All** or **Selected** for the type of test access material you want to print. A page appears for selecting the printed layout.

a. **All** prints all records returned in the search

b. **Selected** prints only those records with checkboxes selected

Figure 42: Print Menu Expanded with Test Access Materials Highlighted



6. On the page for selecting the printed layout, verify the correct test access material is selected in the *Print Options* section.

7. Select the layout from the top of the layout page.

This determines how many materials print per page.

Note: The number of layout options may vary across the different types of access materials.

8. Select **Print**.

Your browser downloads the generated PDF.

Print Test Access Materials from Rosters

This section explains how to print test access materials for all students on a roster or several rosters, including test tickets and QR codes for students. For more general information about these materials, review Print Test Access Materials on page 83.

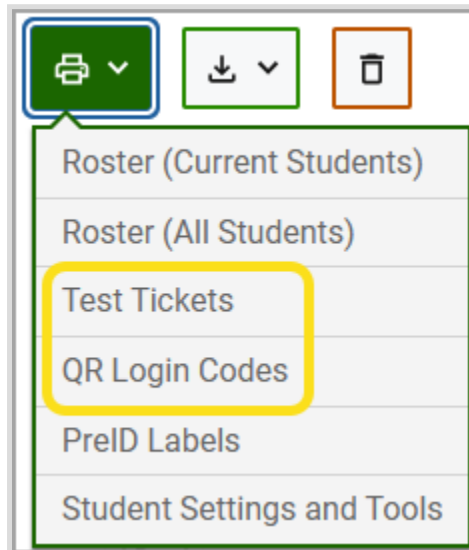
To print test access materials from rosters:

1. From the **Print Test Tickets or QR Codes** task group, select **Print from Roster List**. The **Manage Rosters** page appears.
2. Retrieve the rosters you'll print test access materials for by filling in the required search options, then select **Search** and **View Results** from the pop-up.
You can access more information about searching in the procedure: Search for Records on page 23.
3. Optional: Select a column heading to sort the retrieved rosters in the order you want the materials to print.
4. To select rosters, do one of the following:
 - To print materials for specific rosters, select the checkboxes for those rosters.
 - To print materials for all rosters displayed on the page, select the checkbox at the top left of the table.

Note: When printing multiple rosters, the total number of students included in the rosters should not exceed 1,000.

5. Select the print button , and then select the type of test access material you want to print (skip over the options for Rosters since those only print a copy of the roster). A page appears for selecting the printed layout.

Figure 43: Rosters Print Menu



6. On the page for selecting the printed layout, verify the correct test access material is selected in the *Print Options* section.
7. Select the layout from the top of the layout page.
This determines how many materials print per page.

Note: The number of layout options may vary across the different types of access materials.

8. Select **Print**.
Your browser downloads the generated PDF.

The access materials sort by roster first, then by grade, and then by name. The sort works by placing numerical grades first, followed by those with names, such as Kindergarten.

Manage Test Status 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 the CRS.

Test status requests are a way of interrupting this normal flow. A student may want to retake a test or have another test opportunity. A test administrator may want to invalidate a test. This section describes how you view and create test status requests.

Warning: Timing of Requests Submit requests at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed.

The status of a request can change throughout its life cycle. Table 5 lists the valid combinations of test status requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: completed, denied, expired, paused, reported, scored, or submitted.

Table 5: Available Test Status Requests by Test Status

Test Status	Invalidate a test	Reset a test	Re-open a test	Restore a test that's been reset	Rescore a test
Approved		✓			
Completed	✓	✓	✓		
Denied	✓	✓			
Expired	✓	✓	✓		
Invalidated		✓	✓		
Paused	✓	✓			
Pending		✓			
Processing		✓			
Reported	✓	✓	✓		✓
Reset				✓	
Review		✓			
Scored	✓	✓	✓		
Started		✓			
Submitted	✓	✓	✓		
Suspended		✓			

Create Test Status Requests

You can create a test status request for a given test result. For a general overview of test status requests, review *Manage Test Status Requests* on page 89.

Hint: To create a test status request, you need either a Result ID, Session ID, or a SSID. A Result ID is the identification number TDS assigns to a specific test opportunity linked to a specific student. You can view Result IDs on the *Plan and Manage Testing* report. For more information, refer to *Generate Plan and Manage Testing Report* on page 93.

To create test status requests:

1. From the **Test Status Requests** task group, select **Create**. The **Create Requests** page appears.
2. Retrieve the result for which you want to create a test status request by doing the following:
 - a. Select a **Request Type**.
For a list of request types, refer to the definitions on the right in the *Request Type* section.
 - b. Select a **Search Type**, then fill in the required information. You can search by Result ID, Session ID, or SSID.
 - c. *Optional:* You can also limit your search by TDS Test Windows to narrow your results. From the **Test Window** dropdown, select specific test windows to limit your search or keep **All Selected** for the broadest search.
 - d. *Optional:* You can further limit your search results by choosing to view only tests that are provided through the official testing program or to view tests that are created in the Authoring system by educators. Use the **Test Type** dropdown to make a selection.
 - e. Select **Search**. The retrieved results appear at the bottom of the **Create Requests** page.
3. *Optional:* Use the filter options at the top of the grid to reduce the number of results.
4. To create a test status request, select the checkbox for the row, and then select **Create Request**.

5. Select **Submit**. TIDE displays a confirmation message.
6. Select **Continue**. You return to the *Create Requests* page.

View and Retract Test Status Requests

If you created a test status request, you have the ability to retract it (step 8). You'll need to search to find the test status request first.

For a general overview of test status requests, review Manage Test Status Requests on page 89.

To view test status requests:

1. From the **Test Status Requests** task group, select **View Requests**. The *View Requests* page appears.
2. Retrieve the test status request you want to view by specifying a **Request Status**. All statuses are selected by default.
3. *Optional:* To narrow your search results, select one or more options under **Request Type** and add options in the *Additional Criteria* section.
If no request types are selected, all types are returned in the search.
4. Select **Search**.
5. Select **View Results** to display the requests.
The Search Results Grid displays requests with an overview in each row with information such as the student's name, test, request type, and request reason.
6. *Optional:* Use the filter options at the top of the grid to reduce the number of results.
7. For more information about a request, select the arrow in each row to expand the request. The expanded row displays a section for *Test Information*, *Appeal Information*, and *Submitter Comments*.
8. *Optional:* To retract a test status request, select (do not right-click) the *Row Actions*



menu button and then choose **Retract**. Enter a comment if required, then select **Submit**.

Create Test Status Requests Through File Uploads

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

For complete instructions about uploading files, you can review Uploading Records on page 37. This topic contains information specific to uploading students.

To upload test status requests:

1. From the **Test Status Requests** task group, select **Upload**. The **Upload Requests** page appears.
2. Select **Download Template** to access all templates.
3. Download a template and save it.
4. Fill out the template, then upload it to TIDE.
5. Follow the steps in the wizard to complete the upload.
If you need more guidance for the upload process, refer to [Uploading Records](#).

Note: After the upload file is validated, you'll also need to review the results retrieved from TDS to associate the test status requests with the correct test opportunities.

6. Check the results of the upload by performing a search:
Test status requests that were not previously set up in TIDE will be added in TIDE.

Monitoring Test Progress

The tasks in the **Monitoring Test Progress** task group 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](#): Details a student's test opportunities and the status of those test opportunities. You can generate this report from the **Plan and Manage Testing** page or the **Participation Search by SSID** page.
- [Test Session Status Report](#): Displays the status of active and inactive test sessions happening for the day in a district or school.
- [Test Status Code Report](#): Displays the status of all tests for which students are eligible.
- [Test Completion Rates](#): Summarizes the number and percentage of students who have started or completed a test.

- **Test Progress Summary:** Displays charts with the data from Test Completion Rates for district-level and school-level data.

Generate Plan and Manage Testing Report

TIDE includes a Plan and Manage Testing report that details a student's test opportunities and the status of those test opportunities. The information in this report is generated on demand, providing near real-time results.

An opportunity is a student's attempt at a test. Opportunities can vary across tests, with some being counted across a test window, others across an administration, or even across the entire school year. For example, when a student takes grade 3 English Language Arts in the fall, that counts as the first opportunity. When that same student takes the same test again in the spring, that is the second opportunity. Because the report lists testing opportunities, a student can appear more than once on the report.

Overview

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
- **Basic Search** also shows:
 - tests in a paused status
 - current tests expiring within 7 days
- **Advanced Search** has all report options and 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
 - Session ID or TA Name with options for most recent sessions or specific session ID

Basic Search

This option is designed for quick access to common search options. It offers a pared-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

You can search for both groups of students and individual students using the Advanced Search tab if individual student search options are available.

In each section, make selections for all required options. Only the options with special considerations are listed below.

1. From the **Monitoring Test Progress** task group, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears.

Students

2. In the *Student Group* section, select information about the students to include in your report.

a. **School:** From the **School** dropdown list, select a school if applicable. You may select one or more schools from this list. You may also select all schools.

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. **Personnel:** *Optional:* Choose a teacher from the **Personnel** dropdown list. This functionality varies, so the option may be available for multiple schools or only when one school is selected.

Note: The **Personnel** dropdown list includes all school-level users, such as teachers and test administrators associated with the selected school. When you select a person from the **Personnel** dropdown list, TIDE performs a check to determine 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 report shows the test attempts of the students included in the roster.

If you do not select any person from the **Personnel** dropdown list and use the default value of **All** to generate the report, all tests taken in that school display, irrespective of roster associations.

Please note that the TA Name displayed on the report is not necessarily 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.

c. *Specific Student* section: Be aware if you enter information for individual search options, such as name or ID, the student must be associated with a selected school or you will not get any search results.

d. *Optional*: From the *Advanced Search* section **Add New Criteria** dropdown menu, select a specific test accommodation or demographic to filter the report.

- i. If you select a test accommodation or demographic, enter text or select the required filter criteria from the available options.

Tests

3. In the *Tests: Select tests and an administration* panel, select the parameters for which tests to include in your report:

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

Note: If you select **Teacher Authored Tests**, the ability to select other options is removed, and you will only be able to search for students who have started or completed the specified opportunity; the options for not started or not completed are not available for these tests.

Information

4. In the *Information: Set report focus* panel, select the radio buttons for one of the options and set the parameters for that option.

More information about the *Refine by* options:

- **Test Progress** (*refer to alert information*)
 - Reports students and opportunities based on test completion data.
 - Based on date completed information, not status.
 - Started does not have a test completion date; Completed has a test completion date.
 - 100,000 record-limit for untested students (includes students who have not started or not completed a test).
- **Test Status**
 - Reports opportunities based on test statuses.
 - If completed is selected, the search results will include opportunities with completed, submitted, or reported statuses.
- **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.

Alert: When using *any opportunity* as one of the options, the results depend on the other option selected in each report choice (option 1 or 2 in the table below). This means that any opportunity does not always equal all opportunities. For the Basic Search, the results are generated using the same method as *any opportunity* in the Advanced Search.

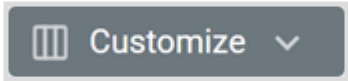
Refine By	Option 1	Option 2	Reports By	Results Based on Reports By
Test Progress	Have completed	Any opportunity	Date started and date completed populated	All opportunities per student, per test in the test window

Refine By	Option 1	Option 2	Reports By	Results Based on Reports By
Test Progress	Have not completed	Any opportunity	Date started populated or blank; date completed blank	All opportunities per student, per test in the test window
Test Progress	Have started	Any opportunity	Date started populated; date completed blank	All opportunities per student, per test in the test window
Test Progress	Have not started	Any opportunity	Date started blank; date completed blank	One result per student, per test in the test window
Test Status	Any opportunity	Any	Status per opportunity	All opportunities per student, per test in the test window

View Report

- If your report is for 20 or fewer schools:
 - To view the report on the page, select **Search** or **Generate Report**.
 - To download the report to your device, select **Export Report**.
- If your report is for more than 20 schools, you can only export the report:
 - Depending on your options, select either **Search** or **Generate Report**, then **Export to Secure File Center**.

Note: Not all columns are selected by default. To add or remove columns,

use  at the top right of the table.

Save Basic and Advanced Searches as Favorites

You can save reports generated from any 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**.

Warning: 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 either tab.
3. Select search criteria for all required fields and any optional fields within each section.
4. Select **Search** for basic searches or **Generate Report** for advanced searches.

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).

Alert: The 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.

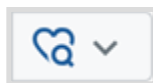
Generate and Manage Reports

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 the Dashboard:

1. From the Monitoring Test Progress task group, find the **Plan and Manage Testing** task.

2. Select the heart icon dropdown

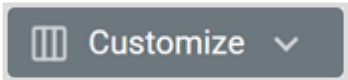


3. Select the report from your *Favorite Searches* menu.

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. From your Favorites list, select (do not right-click) the *Row Actions* menu button  and then choose **Edit**.

2. Delete the report by selecting **Delete** from .

Generate Participation Reports by SSID

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

Users can search by one or more student SSIDs to generate a participation report. If you have many SSIDs you would like to search, it may be easier to perform this task through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

Note: Similar to the Plan and Manage Testing Report, a student can appear more than once on the report because the report lists testing opportunities.

To generate a Participation Report by SSID:

1. From the **Monitoring Test Progress** task group, select **Participation Search by SSID**. The ***Participation Search by SSID*** page appears.
2. Decide how you want to enter SSIDs:
 - a. If you prefer to enter the SSIDs on the screen, go to step 3.
 - b. If you prefer to enter the SSIDs in a spreadsheet and then upload them, go to step 4.
3. To search for specific students by entering SSIDs directly on the screen:
 - a. For the *Search Type*, select **Enter**.
 - b. For *Enter SSIDs*, enter one or more SSIDs, separated by commas (with or without a space after the comma), in the *Student ID(s)* box.
4. To search for specific students by uploading SSIDs:
 - a. Prepare an Excel or CSV file with SSIDs listed in a single column.
 - b. For *Search Type*, select **Upload**.
The screen changes to display a file selector.
 - c. For *Upload SSID*, select **Choose Files**.
 - d. Use the file browser to select the Excel or CSV file with the SSIDs.

Note: You can enter or upload up to 1,000 SSIDs at a time.

5. Select **Generate Report**.
The results populate in a grid that can be filtered, customized, or exported.

Review Test Completion Rates

The Test Completion Rates report summarizes the rates of students who have started or completed a test.

Alert: 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.

There are several ways to view the results:

- By all students for each test selected (default behavior) (one row per test)
- By students' enrolled grade for each test selected (one row per grade per test)
- By component tests and their scoring combos* (multiple rows displaying and grouping component tests and their scoring combos together)

* Only shows tests with component parts. For example: Biology Part 1 + Biology Part 2 = Biology Scoring Combo total. Not all tests have component test parts, so this report may be blank if the test selected does not contain a scoring combo. You can find more information on scoring combos and other report options later in this section.

To review test completion rates:

1. From the **Monitoring Test Progress** task group, select **Test Completion Rates**. The **Test Completion Rates** page appears.
2. In the *Report Criteria* section, select the parameters for which tests to include in your report.
3. *Optional:* Select a different report output under *Additional Options* to include more granular participation and completion information.
 - a. To display test completion rates for all students per test, leave the dropdown at **Select**. This runs the default report.

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

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

Showing results by grade allows you to track participation across enrolled grades. This is useful, for instance, when you have a test that all grade 6 students must take that also has some limited off-grade participation among grades 4 and 5. This report makes it easy to track overall completion within the grade 6 population without the off-grade testers skewing the rates.

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

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

4. To view the report, select **Export Report**. This report can only be exported to a spreadsheet application, like Microsoft Excel, and does not display on the TIDE screen.

Review Test Progress Summary Reports

Test Progress Summary reports provide charts that display the information available in the Test Completion Rates (TCR) report for a quick visual reference. You can also view the data on the screen, as well as export it.

Alert: The information in this report calculates overnight, not on demand.

1. From the **Monitoring Test Progress** task group, select **Test Progress Summary**. The **Test Progress Summary** page appears, displaying a card for each test window.
2. Your *Report Type* defaults to all schools you can access. Update this by selecting **Change Report Type** and make other selections as needed.
3. Use the arrows on *Open Test Windows* and *Past Test Windows* to expand or close the sections.
4. In a test card window, select **show details/hide details** to view or collapse the breakdown of data by school. You can also show or hide details for all test windows from the bottom of the screen.
5. *Optional*: make a selection from the **Additional Options** dropdown menu to display your report with a different focus.
6. Select **Show Results Table** to view the data on screen, filter the report, 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).

Review Test Status Code Reports

The Test Status Code report displays the status of all students in the district eligible for an online test.

To access the Test Status Code Report:

1. From the **Monitoring Test Progress** task group, select **Test Status Code Report**. The **Test Status Code Report** page appears.
2. In the *Report Criteria* section, select search criteria for the test and administration.
3. Do one of the following:
 - a. To view the report on the page, select **Generate Report**.
TIDE displays the tests and associated statuses and special codes.
 - b. To open the report in Microsoft Excel, select **Export Report**.

Table 6 on page 103 describes each status that a test opportunity can have.

Table 6: Test Opportunity Status Descriptions

Status	Definition
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.

Status	Definition
Paused	The student's test is currently paused as a result of one of the following: • The student paused the test by selecting the Pause button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student's test. • The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test has been submitted to the reporting system. The score will be visible in the reporting system when results are released.
Reset	The student's test has been reset.
Review	The student has clicked the End Test button 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 Delivery System has processed the student's responses. The score will be visible in the reporting system when results are released.
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 CRS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume testing.

Review Test Session Status Reports

Session reports show the status of active and inactive test sessions in a district or school for the current day. These reports show how many students in each school are testing and how many have started, paused, or completed their test. Detailed reports also show session IDs, proctor names, test names, and start times of test sessions.

Note: A test session will only appear in this real-time report once the first student has been approved by the TA into that session for testing.

To view session reports:

1. From the **Monitoring Test Progress** task group, select **Test Session Status Report**. The **Test Session Status Report** page appears.

2. Select a school, some schools, or all schools.

3. Select **Generate Report**.

If you selected one school, the detailed session report appears (jump to step 5).

If you selected multiple schools, a summary report page appears. Table 7 on page 105 lists the columns in the summary report.

4. Choose a school from the summary report page to view a detailed report for that school.

5. A detailed session report for your school appears. Table 8 on page 106 lists the columns in the detailed report.

6. *Optional:* If multiple tests are available for one session, select



to expand the list of tests associated with that session.

7. *Optional:* Select **Expand All Sessions** to expand all sessions containing multiple tests. The button will only be displayed when there are multiple tests in one of the sessions.

8. *Optional:* Select **Collapse All Sessions** to collapse all expanded sessions. The button will only be displayed when there are multiple tests in one of the sessions.

9. *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.

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

Table 7 lists the columns in the summary report.

Table 7: Columns in the Summary Session Report

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

Tests in Progress	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

Table 8 lists the columns in the detailed report.

Table 8: Columns in the Detailed Session Report

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

After Testing

This section provides instructions for performing the tasks in the After Testing category. These tasks should be performed after testing is complete.

Data Cleanup

This section explains how to resolve testing discrepancies and view and edit student enrollment history.

Resolve Discrepancies

After a paper test has been processed for scoring, TIDE performs checks for a variety of discrepancies. This section explains those discrepancies and how to resolve them.

Resolve Student-Not-Found Discrepancies

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

- A Pre-ID label was not applied to the document.
- A Pre-ID label was applied to the document, but the student's record was not present in TIDE at the end of the testing window.

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

- Associate enables you to associate the test with an existing student.
- Add Student enables you to add or edit information for the student with whom the test should be associated in TIDE.

To resolve student-not-found discrepancies:

1. From the **Data Cleanup** task group, select **Discrepancy Resolution**. The **Discrepancy Resolution** page appears.
2. Retrieve the list of discrepancies for your district and school by following the procedure in the section Search for Records on page 23.

Optional: 3. To view the document for a retrieved discrepancy, select  in the *View* column to access the PDF file for that discrepancy. The document may contain a hint regarding the student to whom the test actually belongs.



4. Select  for the discrepancy you want to resolve. The **Resolve Discrepancy: Student-Not-Found** page appears.

5. Do one of the following:

- If the student with whom you want to associate the test exists in TIDE, Resolve Student-Not-Found Discrepancy by Associating Student on page 108.
- If you need to add the student to TIDE or edit the student, Resolve Student-Not-Found Discrepancy by Adding or Editing Student on page 108.

Resolve Student-Not-Found Discrepancy by Associating Student

To associate a test with an existing student:



1. Select  in the *Associate* column. The *Search for Students to Associate* section appears.

2. Enter search criteria to retrieve an existing student, and select **Search**.



3. Scroll down to the list of retrieved students, then select  for the student with whom you want to associate the test.

4. To continue with the association, select **Continue** in the confirmation pop-up.

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

*If you receive a message that does not indicate success, take a screenshot of the message or write down the information. Contact the Ohio Help Desk for assistance with this discrepancy. When you select **Continue**, the discrepancy will still display in the list.

6. The list of discrepancies appears. Processing appears in the *Status* column for the resolved discrepancy. The discrepancy will disappear from the list when processing is complete.

Resolve Student-Not-Found Discrepancy by Adding or Editing Student

To add or edit the student with whom the test is associated:



1. Select  in the *Add Student* column. On the right, the *Search for Students to Add/Edit* section appears.

Note: About the Test Windows School Year This is a superset of the all test administrations. The graphic starts from the date of the first test administration and continues through the ending date of the last test administration.

When adding a student:

- If the superset's end date is in the past, TIDE assigns that past date to the student record.
- If the superset's end date is in the future, TIDE uses today's date instead. This prevents overwriting the student's information for the ongoing test administration.

2. In the *Search for Student to Add/Edit* section, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student.

Note: You can search by a student's SSID, or you can search by specifying the student's first name and last name in addition to the district and school.

3. Select **Search**.

The **Search Results** page opens showing a student or students matching your search.

There's also the **Add New Student** button in case the search does not find the expected student.

If the search does not find any matches, the **Search Results** page opens with only the **Add New Student** button.

4. From the **Search Results** page, choose **Select** to adjust the student's enrollment dates, **Update** to change the demographic information about the student, or **Add New Student** to enter information if the student is not in TIDE.

5. After you choose **Select**, the original screen returns.

a. Choose **Select**. The *Search for Students to Add/Edit* page appears displaying the selected student's record.

b. To add the student to the discrepant test without any modifications, select **Save**.

c. To add the student to the discrepant test with modifications, make the necessary modifications in the *Add/Edit Student's School* panel. You can make the following modifications:

- Modify the enrollment dates to reflect the student's actual attendance at the listed schools.
- If the applicable school does not appear in the section, add the new school information by selecting **Add New School**, and then enter the student's new school information in the displayed fields.

d. Select **Save** to keep your modifications.

e. Select **Continue** on the confirmation message that appears.

f. Select **Continue** on the affirmation message to return to the *Search for Student to Add/Edit* page.

6. After selecting **Update**, the *View/Edit [student name]* page appears.

a. Update the information for the student, and select **Save**.

b. In the confirmation dialog, select **Continue** to return to the *Add/Edit Student* page.

c. Click **Select** and follow the procedure described for selecting students (After you choose Select, the original screen returns.) to resolve the discrepancy.

7. After selecting **Add New Student**, the *Add Student* page appears.

a. Enter the information for the student you want to add, and select **Save**.

b. In the confirmation dialog, select **Continue** to return to the *Search for Students to Add/Edit* page.

c. Follow steps 2–5 to add the student to the test and resolve the discrepancy. The discrepancy will disappear from the list when processing is complete.

Resolve Duplicate-Test Discrepancies

A duplicate-test discrepancy occurs when TIDE detects two or more paper tests submitted by the same student. This discrepancy can occur when one student inadvertently submits a test under another student's name.

You can resolve a duplicate-test discrepancy in the following ways:

- Invalidate enables you to invalidate the test and prevent any further action on the test.

- Reassign enables you to reassign the test and related data to the correct student.

To resolve duplicate-test discrepancies:

1. From the **Data Cleanup** task group, select **Discrepancy Resolution**. The **Discrepancy Resolution** page appears.
2. Retrieve the list of discrepancies for your district and school by following the procedure in the section Search for Records on page 23.

*Optional:*3. To view the document for a retrieved discrepancy, select  in the *View* column to access the PDF file for that discrepancy. The document may contain a hint regarding the student to whom the test actually belongs.

4. Select  for the discrepancy you want to resolve. The **Resolve Discrepancy: Duplicate-Test** page appears.

5. Do one of the following:

- To invalidate the duplicate test, select  in the *Invalidate* column.

Warning: Invalidations cannot be undone; reconfirm this is the correct action to take before submitting.

- To reassign the duplicate test to another student, select  in the *Reassign* column. TIDE displays a list of search fields to retrieve the other student.

- i. Enter search criteria to retrieve an existing student, and select **Search**.
 - ii. From the resulting list of students, select the icon for the student to whom you want to reassign the test.
6. In the pop-up, select **Continue**. The list of discrepancies appears. Processing appears in the *Status* column for the resolved discrepancy. The discrepancy will disappear from the list when processing is complete.

Resolve Non-Matching School Discrepancies

A non-matching school discrepancy occurs when a student submits a test while enrolled in one school but TIDE's records indicate that the student was enrolled in another school at the time of the test.

For example, a student moved from School A to School B in the middle of the school year, but TIDE's records were not updated to reflect that move. The student then submitted a test while in School B. As a result, the scoring engine detects a discrepancy between TIDE's records and the submitted test. To resolve this discrepancy, you need to modify the student's enrollment history so that it includes the school in which the student was actually enrolled at the time of the test.

You can resolve a non-matching school discrepancy in several ways:

- Ignore enables you to use the current TIDE enrollment rather than the school association indicated on the answer document to resolve the discrepancy.
- Associate with Another Student enables you to associate the test with an existing student.
- Update Enrollment enables you to modify the student's enrollment history so that it includes the school in which the student was actually enrolled at the time of the test.

To resolve non-matching school discrepancies:

1. From the **Data Cleanup** task group, select **Discrepancy Resolution**.
The **Discrepancy Resolution** page appears.

2. Retrieve the list of discrepancies for your district and school by following the procedure in the section Search for Records on page 23.

3. Optional: To view the answer document for a retrieved discrepancy, select  in the *View* column to download the PDF file for that discrepancy. The answer document may contain a hint regarding the school in which the student was actually enrolled during the test.

4. Select  for the discrepancy you want to resolve.
The **Resolve Discrepancy: Student Not Found** page appears.

5. To ignore the discrepancy and associate the score with the school as recorded in TIDE, select  in the *Ignore* column, and in the subsequent affirmation dialog boxes select

Continue. The list of discrepancies appears. Processing appears in the *Status* column for the resolved discrepancy. The discrepancy will disappear from the list when processing is complete.



6. To associate the test with a different student, select  in the *Associate with Another Student* column and refer to Resolve Student-Not-Found Discrepancies on page 107, specifically the section about associating students.

The list of discrepancies appears. Processing appears in the *Status* column for the resolved discrepancy. The discrepancy will disappear from the list when processing is complete.

7. To update the student's enrollment, do the following:



a. Select  in the *Update Enrollment* column. The *Search for Student to Add/Edit* section appears on the right. This section includes a graph showing the student's enrollment as recorded in TIDE.

b. In the *Add/Edit Student's School* section, modify the enrollment dates to reflect the student's actual attendance at the listed schools.

c. If the required school does not appear in the section, select **Add New School**. Select a new school and enter start and end dates.

d. Select **Save**, and in the following pop ups select **Continue**.

The list of discrepancies appears. Processing appears in the *Status* column for the resolved discrepancy. The discrepancy will disappear from the list when processing is complete.

Manage Student Enrollment History

You can edit a student's enrollment history or add a new student record to a past test administration if needed.

To add or edit a student's enrollment history:

1. From the **Data Cleanup** task group, select **Student Enrollment History**. The *Search for Students to Add/Edit* page appears displaying the *Test Windows School Year*.

Note: About the Test Windows School Year This is a superset of the all test administrations. The graphic starts from the date of the first test administration and continues through the ending date of the last test administration.

When adding a student:

- If the superset's end date is in the past, TIDE assigns that past date to the student record.
- If the superset's end date is in the future, TIDE uses today's date instead. This prevents overwriting the student's information for the ongoing test administration.

2. In the *Search for Student to Add/Edit* section, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student.

Note: You can search by a student's SSID, or you can search by specifying the student's first name and last name in addition to the district and school.

3. Select **Search**.

The **Search Results** page opens showing a student or students matching your search.

There's also the **Add New Student** button in case the search does not find the expected student.

If the search does not find any matches, the **Search Results** page opens with only the **Add New Student** button.

4. From the **Search Results** page, choose **Select** to adjust the student's enrollment dates, **Update** to change the demographic information about the student, or **Add New Student** to enter information if the student is not in TIDE.

5. After you choose **Select**, the original screen returns.

a. On the right side, open the *Add/Edit Student's School* section.

i. Modify the enrollment dates to reflect the student's actual attendance at the listed schools.

ii. If the applicable school does not appear in the section, add the new school information by selecting **Add New School**, and then enter the student's new school information in the displayed fields.

- b. Select **Save** to keep your modifications.
 - c. Select **Continue** on the confirmation message that appears.
 - d. Select **Continue** on the affirmation message to return to the ***Search for Student to Add/Edit*** page.
6. After selecting **Update**, the ***View/Edit [student name]*** page appears.
 - a. Update the information for the student, and select **Save**.
 - b. In the confirmation dialog, select **Continue** to return to the ***Search Results*** page.
 - c. To return to the ***Search for Student to Add/Edit*** page, close the ***Search Results*** page.
7. After selecting **Add New Student**, the ***Add Student*** page appears.
 - a. Enter the information for the student you want to add, and select **Save**.
 - b. In the confirmation dialog, select **Continue** to return to the ***Search for Students to Add/Edit*** page.

Appendix A: TIDE's Process for File Uploads

This appendix describes how TIDE processes file uploads.

This appendix covers the following sections:

How TIDE Processes Large Files

If your file contains a large number of records, TIDE displays the validation results for a portion of those records and then completes the processing offline. As part of the processing, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation, and a second email after it commits the records to its databases.

Figure 44 on page 116 describes the entire processing flow for file uploads.

Figure 44: Upload Processing Flow

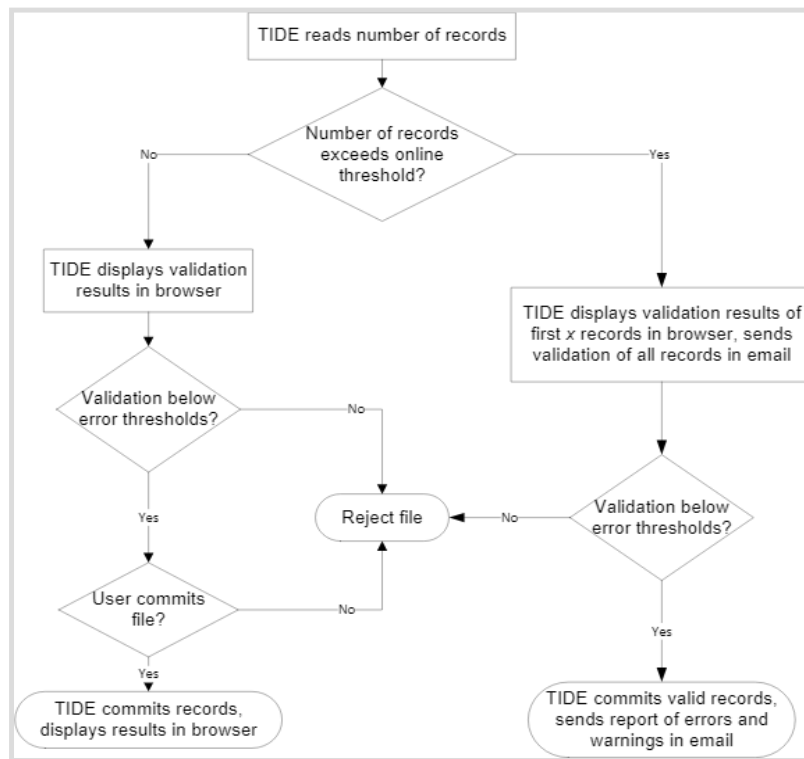


Table 9 on page 117 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number x in Figure 44 on page 116. For example, if your users upload file contains 1,000 records or more:

Files that contain more than 2,000 records are processed offline. For example, if your user upload file contains 2,000 records or more:

1. TIDE displays the validation results for the first 200 records.
2. If you commit the file:
 - a. TIDE validates the remaining records offline and sends a validation report via email.
 - b. TIDE then commits the error-free records and sends a report listing all errors and warnings via email.

Table 9: Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold	Number of Validated Records
Users	1,000	200
Students	2,000	200
Test Settings	1,000	200
Test Status Requests	1,000	200
Rosters	1,000	200

How TIDE Validates File Uploads

After you submit an upload file, TIDE applies two validations: layout and data.

- *Layout validation* determines if the records have proper format. This includes checks for alphanumeric or numeric-only values and record length.
- *Data validation* determines if the fields contain valid data. For example, if a record in the student upload file contains a school IRN that does not exist in TIDE, the record does not pass data validation.

Appendix B: Understand the Materials Ordering Life Cycle

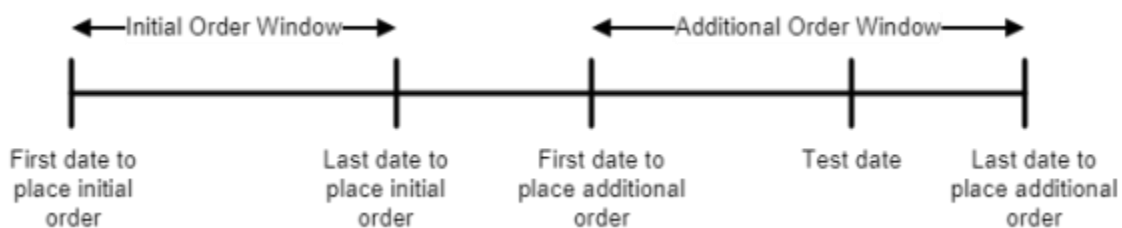
Some students take tests using traditional paper-and-pencil forms. Alternate assessment students are administered tests that require Test Administration Kits. To administer these tests, students and test administrators need to receive test materials, such as answer documents, test booklets, special versions or TA Kits.

There are two windows for placing orders. The first window is for placing initial orders. This is the time during which you can review, confirm, and modify orders for materials and be guaranteed that they arrive at the district in time to distribute them to the schools for the test. These orders arrive as a single shipment. At the end of the initial window, TIDE accumulates all the orders, and processes them to be packed and shipped. the section Review and Modify Initial Orders on page 76 for an explanation about working with initial orders.

After the initial order window closes, the additional order window opens for placing additional orders. During this time you can place additional orders for materials as described in the section Place Additional Orders on page 77. During this second window, TIDE transmits the orders to the printer on a daily basis.

Figure 45 on page 118 shows a time line illustrating the order windows. The additional order window ends two days before the close of the testing window; this allows districts to receive materials with sufficient time to conduct paper testing.

Figure 45: Order Windows for Testing Materials



All orders require department approval if they exceed certain thresholds. TIDE processes only those orders that are approved.

TIDE maintains a record of each order's status, labeling the order as pending approval, approved, or processing. These statuses appear in the Order History task, as described in the section View Order History on page 79.

Understand an Order's Status

On the **Order History** page (the section View Order History on page 79) TIDE displays an order's status depending on its most recent activity. Table 10 on page 119 describes those statuses.

Table 10: Order Statuses

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

Appendix C: User Support

For additional information and assistance in using TIDE, contact the Ohio Help Desk. The Help Desk can assist with questions regarding any of the TIDE tasks, technical issues with computer-based test administration from both the Test Administrator and student perspectives, and general testing process or functionality questions.

The Help Desk is open Monday–Friday from 7:00 a.m. to 5:00 p.m. Eastern Time, unless otherwise indicated for holiday observances. Please refer to the [portal](#) for official notifications regarding holiday closures.

Ohio Help Desk

Toll-Free Phone Support: 1-877-231-7809

Email Support: OHHelpDesk@cambiumassessment.com

Please provide detailed information about the issue, including:

- For student information issues, provide the SSID and associated district or school for that student. Do not provide the student's name.
- For TIDE user issues, provide the user's full name and email address.
- Any error messages that appeared.
- Device, operating system, and browser information, including version numbers.
- Information about your network configuration, if known:
 - Secure Browser installation (to individual machines or network)
 - Wired or wireless Internet network setup

Revision Log

The revision history of this 2025-2026 TIDE User Guide helps readers easily locate sections where updates have occurred.

Location	Change	Date
	Initial 2025-2026 version	8/5/25
Navigation in TIDE	New Section - Save and Manage Your Favorite Tasks as Navigation Options	11/26/25
Access Global Features	New Section - Apply Accessibility Tools to TIDE	11/26/25
Share Files with the Secure File Center	Added note about user roles	11/26/25
Print, Export, and Delete Records	Added note about new way to print access materials	11/26/25
Manage Students	Added information about what is available in the Participation tab Added information about new options on Student Details page New Section - Viewing Student Account Updates New Section - Save Student Searches as Favorites New Section - Generate and Manage Saved Reports Added information and clarifications about various print options	11/26/25
Generate Plan & Manage Testing Report	Updated Sections with information about saving and generating basic reports: Save Basic and Advanced Searches as Favorites Generate and Manage Reports	11/26/25