



# Test Information Distribution Engine User Guide

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2025–26

Updated November 20, 2025

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# Introduction to the FAA TIDE User Guide

The information in this section reviews the intended audience and common visual conventions for information callouts 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 in the intended manner.

## Intended Audience

This user guide is intended for users who manage the Florida Alternate Assessment (FAA) administration process.

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, such as Microsoft Excel, or working with comma-separated value (CSV) files.

## Document Conventions

[Table 1](#) describes the typographical conventions appearing in this user guide.

Table 1. Document Conventions

| Icon                                                                                | Description                                                                                                 |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
|  | <b>Caution:</b> This symbol accompanies important information regarding a task that may cause minor errors. |
|  | <b>Note:</b> This symbol accompanies helpful information or reminders.                                      |
| <b><i>bold italic</i></b>                                                           | <b><i>Boldface italic</i></b> indicates a page name.                                                        |
| <b>bold</b>                                                                         | <b>Boldface</b> indicates an item you select.                                                               |
| <i>italic</i>                                                                       | <i>Italic</i> indicates the name of a field, table, column, page section, or drop-down list selection.      |

# Overview of the Test Information Distribution Engine

The primary purpose of the Test Information Distribution Engine (TIDE) is to manage user and student information. Tasks available in TIDE include:

1. Preparing for Testing:
  - Managing student information
  - Managing user accounts
  - Assigning training completion flags to users
  - Managing rosters
  - Working with orders
2. During Testing:
  - Monitoring test progress
  - Managing invalidations and requests
  - Managing Reason Not Assessed
3. After Testing
  - Reviewing test completion rates
  - Managing Family Portal access codes
  - Reviewing Secure Material Tracking Reports

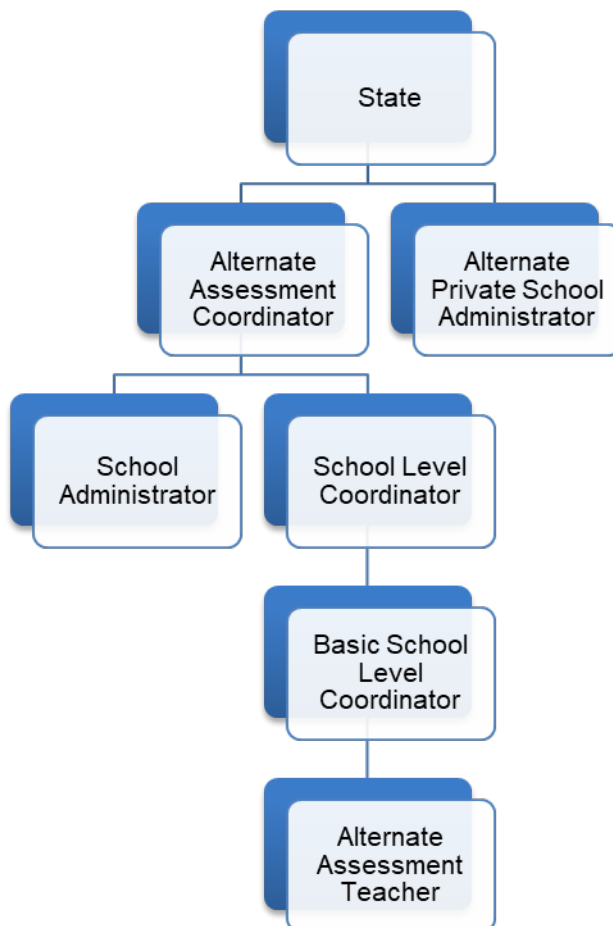
This section provides a description of the TIDE system and an overview of user roles and permissions.

## Understanding 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 associated with your user role, view the Hierarchy of User Roles chart (see [Figure 1](#)) and the accompanying User Roles and Associated Permissions (see [Table 2](#)), which describes TIDE's user roles. The top row contains the various roles, and the subsequent rows indicate the permissions each role has for each function in TIDE, the Response Entry Interface (REI), and the PearsonAccess Next Reporting System.

Figure 1. Hierarchy of User Roles



Within the table, the following acronyms are used to specify the associated user roles:

**AAC** (Alternate Assessment Coordinator)—Accounts with this role have access to student information at schools within their district and can view student results in the PearsonAccess Next Reporting System. The AAC role can also create user accounts at the district and school level.

**APSA** (Alternate Private School Administrator)—Accounts with this role are assigned to private school administrators who manage assessments for their school. APSAs can manage school-level user accounts, access student information in TIDE for their school, place orders, and view student results in the PearsonAccess Next Reporting System.

**SLC** (School Level Coordinator)—Accounts with this role have access to student information within their assigned school(s). The SLC role can also create and manage user accounts and student information at the school level.

**BSLC** (Basic School Level Coordinator)—Accounts with this role have access to view student information within their assigned school(s). The BSLC role can create and

manage user accounts at the school level.

**SA** (School Administrator)—Accounts with this role have access to student information and user accounts within their assigned school(s). Unlike the SLC, the SA cannot create and manage user accounts and student information. Accounts with this role also have access to student results in the PearsonAccess Next Reporting System for all students in their school.

**AAT** (Alternate Assessment Teacher)—Accounts with this role have access to correct student information, create requests, view requests, and assign a Reason Not Assessed.

Table 2. User Roles and Associated Permissions

| TIDE Tasks                                      | AAC | APSA | SLC | BSLC | SA | AAT |
|-------------------------------------------------|-----|------|-----|------|----|-----|
| Student Information                             | AAC | APSA | SLC | BSLC | SA | AAT |
| View Existing Students                          | ✓   | ✓    | ✓   | ✓    | ✓  |     |
| Modify Existing Students                        | ✓   | ✓    | ✓   |      |    |     |
| Add Student Records One at a Time               | ✓   | ✓    | ✓   |      |    |     |
| Delete Student Records                          | ✓   | ✓    | ✓   |      |    |     |
| Add, Edit, Delete Students Through File Uploads | ✓   | ✓    | ✓   |      |    |     |
| Move Students Between Schools                   | ✓   | ✓*   | ✓*  |      |    |     |
| Generate Frequency Distribution Reports         | ✓   | ✓    | ✓   | ✓    |    |     |
| Print PrelD Labels                              | ✓   | ✓    | ✓   | ✓    | ✓  |     |
| Reset Student Access Codes                      | ✓   | ✓    | ✓   |      |    |     |
| Manage Users                                    | AAC | APSA | SLC | BSLC | SA | AAT |
| Add Users One at a Time                         | ✓   | ✓    | ✓   | ✓    |    |     |
| View Existing Users                             | ✓   | ✓    | ✓   | ✓    | ✓  |     |
| Modify User Details                             | ✓   | ✓    | ✓   | ✓    |    |     |
| Delete Users One at a Time                      | ✓   | ✓    | ✓   | ✓    |    |     |
| Add, Edit, or Delete Users Through File Uploads | ✓   | ✓    | ✓   | ✓    |    |     |
| Upload FAA Training Completion Flag             | ✓   | ✓    |     |      |    |     |
| Rosters                                         | AAC | APSA | SLC | BSLC | SA | AAT |
| Add a New Roster                                | ✓   | ✓    | ✓   | ✓    |    |     |
| View and Edit a Roster                          | ✓   | ✓    | ✓   | ✓    |    |     |
| Export a Roster to an Excel or                  | ✓   | ✓    | ✓   | ✓    |    |     |

| <b>TIDE Tasks</b>                                  | <b>AAC</b> | <b>APSA</b> | <b>SLC</b> | <b>BSLC</b> | <b>SA</b> | <b>AAT</b> |
|----------------------------------------------------|------------|-------------|------------|-------------|-----------|------------|
| CSV File                                           |            |             |            |             |           |            |
| Print a Roster                                     | ✓          | ✓           | ✓          | ✓           |           |            |
| Create Rosters Through File Uploads                | ✓          | ✓           | ✓          | ✓           |           |            |
| Delete a Roster                                    | ✓          | ✓           | ✓          | ✓           |           |            |
| <b>TIDE Correction Requests</b>                    | <b>AAC</b> | <b>APSA</b> | <b>SLC</b> | <b>BSLC</b> | <b>SA</b> | <b>AAT</b> |
| Submit a TIDE Correction Request                   | ✓          | ✓           | ✓          | ✓           |           | ✓          |
| View a TIDE Correction Request                     | ✓          | ✓           | ✓          | ✓           |           | ✓          |
| <b>Monitoring Test Progress</b>                    | <b>AAC</b> | <b>APSA</b> | <b>SLC</b> | <b>BSLC</b> | <b>SA</b> | <b>AAT</b> |
| Generate a Participation Report                    | ✓          | ✓           | ✓          | ✓           | ✓         |            |
| Search by FLEID to Generate a Participation Report | ✓          | ✓           | ✓          | ✓           | ✓         |            |
| Review Test Status Reports                         | ✓          | ✓           | ✓          | ✓           | ✓         |            |
| Review Test Progress Summaries                     | ✓          | ✓           | ✓          |             |           |            |
| <b>Invalidations and Requests</b>                  | <b>AAC</b> | <b>APSA</b> | <b>SLC</b> | <b>BSLC</b> | <b>SA</b> | <b>AAT</b> |
| View Requests                                      | ✓          | ✓           | ✓          | ✓           | ✓         | ✓          |
| Create Requests                                    | ✓          | ✓           | ✓          | ✓           |           | ✓          |
| Process Requests                                   | ✓          | ✓‡          | ✓§         | ✓¶          |           | ✓¶         |
| <b>Reason Not Assessed</b>                         | <b>AAC</b> | <b>APSA</b> | <b>SLC</b> | <b>BSLC</b> | <b>SA</b> | <b>AAT</b> |
| Assign a Reason Not Assessed                       | ✓          | ✓           | ✓          | ✓           |           | ✓          |
| <b>Test Completion Rates</b>                       | <b>AAC</b> | <b>APSA</b> | <b>SLC</b> | <b>BSLC</b> | <b>SA</b> | <b>AAT</b> |
| Review Test Completion Rates                       | ✓          | ✓           | ✓          | ✓           | ✓         |            |
| <b>Orders</b>                                      | <b>AAC</b> | <b>APSA</b> | <b>SLC</b> | <b>BSLC</b> | <b>SA</b> | <b>AAT</b> |
| Verify Contact and Shipping Information            | ✓          | ✓           |            |             |           |            |
| Select District Overage Percentage                 | ✓          | ✓           |            |             |           |            |
| Place Additional Orders                            | ✓          | ✓           |            |             |           |            |
| View Order History                                 | ✓          | ✓           | ✓          | ✓           | ✓         |            |
| View Order Summary                                 | ✓          | ✓           | ✓          | ✓           | ✓         |            |
| <b>Secure Material Tracking Reports</b>            | <b>AAC</b> | <b>APSA</b> | <b>SLC</b> | <b>BSLC</b> | <b>SA</b> | <b>AAT</b> |
| Review Secure Material Tracking Reports            | ✓          | ✓           | ✓          | ✓           |           |            |
| <b>Family Portal Access Codes</b>                  | <b>AAC</b> | <b>APSA</b> | <b>SLC</b> | <b>BSLC</b> | <b>SA</b> | <b>AAT</b> |

| TIDE Tasks                                      | AAC | APSA | SLC | BSLC | SA | AAT |
|-------------------------------------------------|-----|------|-----|------|----|-----|
| Generate an Access Code Template                | ✓   | ✓    | ✓   | ✓    | ✓  |     |
| Distribute Access Codes to Teachers or Families | ✓   | ✓    | ✓   | ✓    | ✓  |     |
| Reset Student Access Codes                      | ✓   | ✓    | ✓   |      |    |     |
| Response Entry Interface (REI)                  | AAC | APSA | SLC | BSLC | SA | AAT |
| Accessing the REI                               | ✓   | ✓    | ✓   | ✓    |    | ✓   |
| PearsonAccess Next Reporting System Tasks       | AAC | APSA | SLC | BSLC | SA | AAT |
| Accessing Reports                               | ✓   | ✓    |     |      | ✓  |     |
| Accessing Files                                 | ✓   | ✓    |     |      |    |     |

\*SLCs and APSAs can only move students between schools if they have access to more than one school.

† Only state level users can approve reopen a collection period requests.

‡ APSAs can approve test invalidation requests only.

§ SLCs can approve test reset requests.

¶ AATs and BSLCs can only retract requests they have created.

## Accessing 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 and Pearson systems used in the FAA are created in TIDE and can be used to access other assessment systems through Single Sign-On (SSO).

## Activate Your Account

Alternate assessment coordinators (AAC) and alternate private school administrators (APSAs) are responsible for creating school level coordinator (SLC) and basic school level coordinator (BSLC) user accounts. AACs, APSAs, SLCs, and BSLCs create teacher (AAT) user accounts. TIDE then sends you an activation email containing a link that takes you to the **Reset Your Password** page in TIDE where you can set up your password to log in to TIDE and other applicable Cambium Assessment, Inc. (CAI) and Pearson systems. This link expires 15 minutes after the email is sent. If you do not set up your password within 15 minutes, you need to request a new link as described in [About Usernames and Passwords](#).

If you do not receive an activation email, check your spam or junk folder. Emails are sent from [DoNotReply@cambiumassessment.com](mailto:DoNotReply@cambiumassessment.com), so you may need to add this address to your contact list.

*To activate your account:*

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

Figure 2. Reset Your Password Page

△ Create a new password following the requirements.

**FLORIDA DEPARTMENT OF EDUCATION**  
fldoe.org

### Reset Your Password

**New Password**

**Re-Enter New Password**

**Reset Password**

#### New Password Requirements

Your password must be at least twelve characters long and have at least one from each of the following categories:

- An uppercase character (A–Z)
- A lowercase character (a–z)
- A number (0–9)
- A special character (% , # , ! , etc.)

#### Support

- [Need more help?](#)

2. In the *New Password* and *Re-Enter New Password* fields (see [Figure 2](#)), enter a new password. The password must be at least twelve characters long and must include at least one character from each of the following: one uppercase alphabetic character, one lowercase alphabetic character, one number, and one special character (e.g., %, #, !). Your password cannot be the same as any of your 24 previous passwords.
3. Select **Submit**.

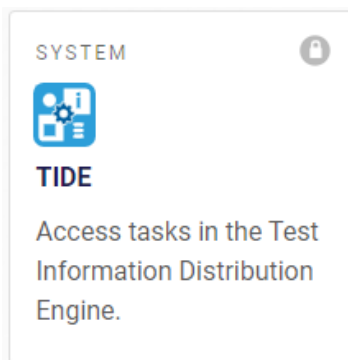
Your account activation is complete.

### ***Reactivating Your TIDE Account at the Beginning of the School Year or Resetting Your Password***

All users will be required to do a one-time reset password update at the beginning of every school year. CAI automatically resets all user accounts at the beginning of the school year, for security purposes. You will receive an email from [DoNotReply@cambiumassessment.com](mailto:DoNotReply@cambiumassessment.com) to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year.

1. In the Quick Access section of the [FAA Portal](#) home page (<https://faa.fsassessments.org>), click the TIDE card (see [Figure 3](#)).

Figure 3. TIDE Card



2. On the **Secure Login** page (see [Figure 4](#)), click **Reset Password**.

Figure 4. Secure Login Page

3. The **Reset Your Password** page appears (see [Figure 5](#)). Enter your TIDE email address and click Submit. TIDE sends you an email containing a link to reset your password.

Figure 5. Reset Your Password Page

4. Follow steps [1–3](#) in the section [Activate Your Account](#) to reactivate your account.

## Log in to TIDE



**Alert:** 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

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:**

- Search your email for this address:  
[DoNotReply@cambiumassessment.com](mailto:DoNotReply@cambiumassessment.com)

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

- Add [DoNotReply@cambiumassessment.com](mailto:DoNotReply@cambiumassessment.com) to your contact list.
- If you still do not have an email, contact your TIDE administrator 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](mailto:DoNotReply@cambiumassessment.com) to your allowed email list so future emails get through.

- **Additional help:**

If you are unable to log in, contact the Florida Alternate Assessment (FAA) Service Center for assistance. You must provide your name and email address. Contact information is available in [Appendix C. User Support](#).

## Log in after Setting up Your Account

1. Open your web browser and navigate to the [FAA Portal](#).
2. In the Quick Access section of the home page, click the TIDE card (see [Figure 3](#)). The **Secure Login** page appears.
3. On the **Secure Login** page (see [Figure 4](#)), enter your email address and password.
4. Click **Log In**.
  - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Confirm Account** page (see [Figure 6](#)) appears and an email is sent to your address. 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.

Figure 6. Confirm Account Page

- i. In the *Emailed Code* field, enter the emailed code.
- ii. Click **Submit**.



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

5. On the **Administration Details** page (see [Figure 7](#)), make selections for your user role, the test administration, district, and school. Depending on your user role, some of the drop-down lists may not be available. The district and/or school selections you make on the **Administration Details** page will automatically populate when you add or search for records.

Figure 7. Administration Details Page

6. Click **Submit**. The TIDE Dashboard appears.

# Understanding 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 Dashboard

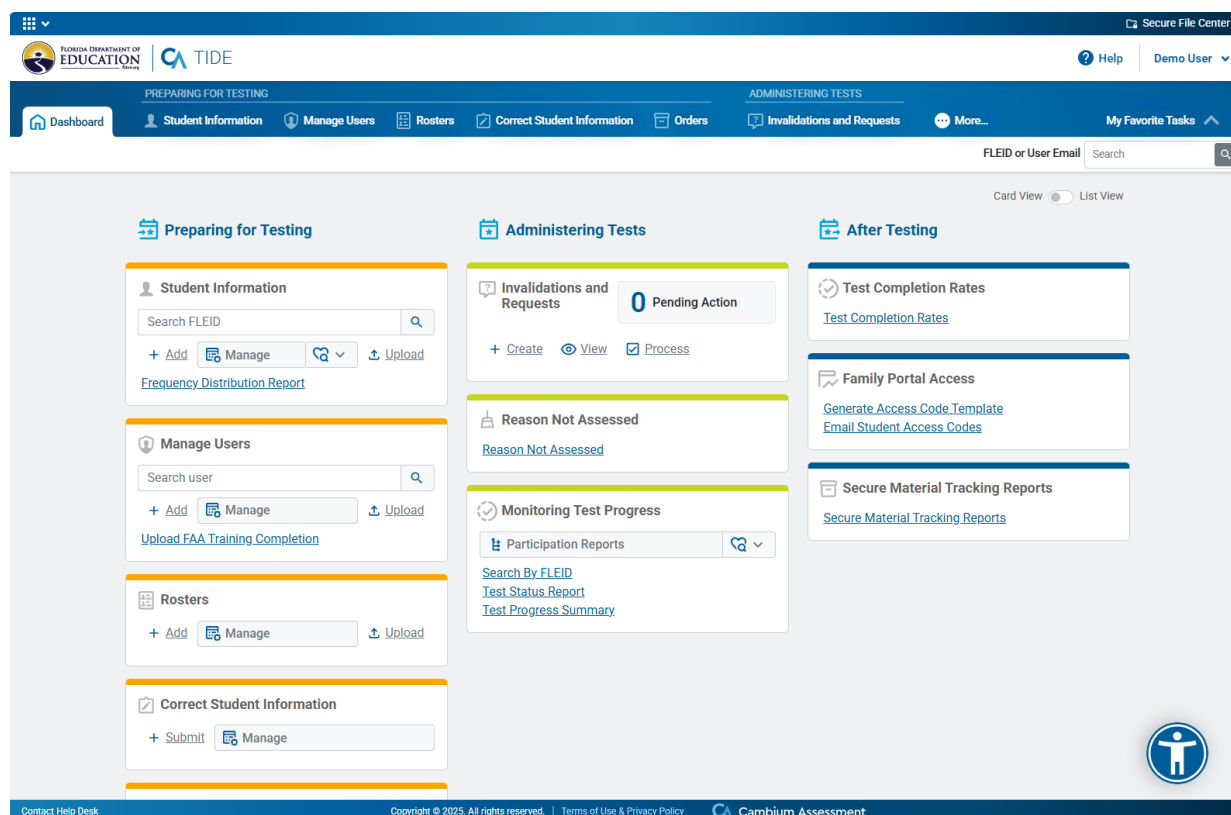
The Dashboard appears after you log in to TIDE. The page setup reflects the stages of the testing process, with tasks organized based on common timeframes when users will perform the actions.

There are two views of the Dashboard: Card View (see [Figure 8](#)) and List View (see [Figure 10](#)). The default view is Card View and displays automatically. If you want to use the other view, you'll need to change it each time you log in to TIDE.



**Note:** The tasks displayed on the Dashboard depend on your user role and may vary from what is shown in the example images.

Figure 8. Example of a TIDE Dashboard with Task Groups in Card View



## Card View

This view is designed to provide easy access to tasks within task groups. Card View uses shortened task names for main tasks, such as Add, Upload, and Manage, while

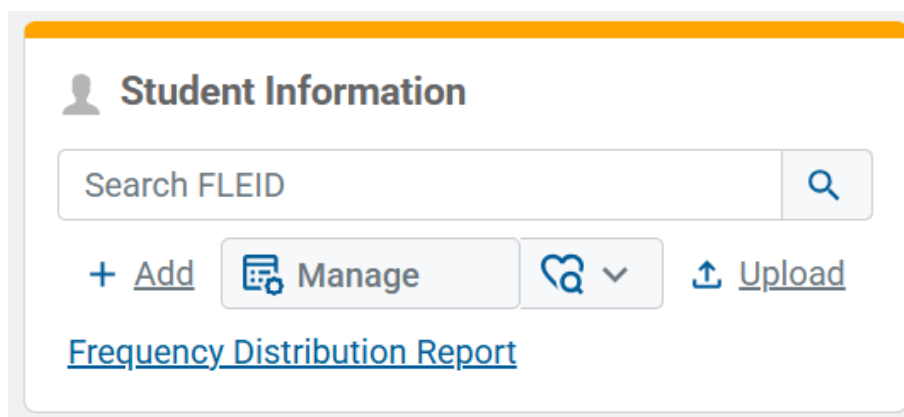
the full name appears in List View. The task is the same regardless of the label you select to access it.

Main tasks have buttons with the shortened task name (e.g., Add, Upload, Manage) in each task group, while other tasks or reports may be accessed from a direct link (e.g., Frequency Distribution Report, Upload FAA Training Completion).

The example below explains the shortened task names under Student Information.

- **Add** is shorthand for the **Add Student** task.
- **Upload** is shorthand for the **Upload Students** task.
- **Manage** is shorthand for the **Manage Students** task.

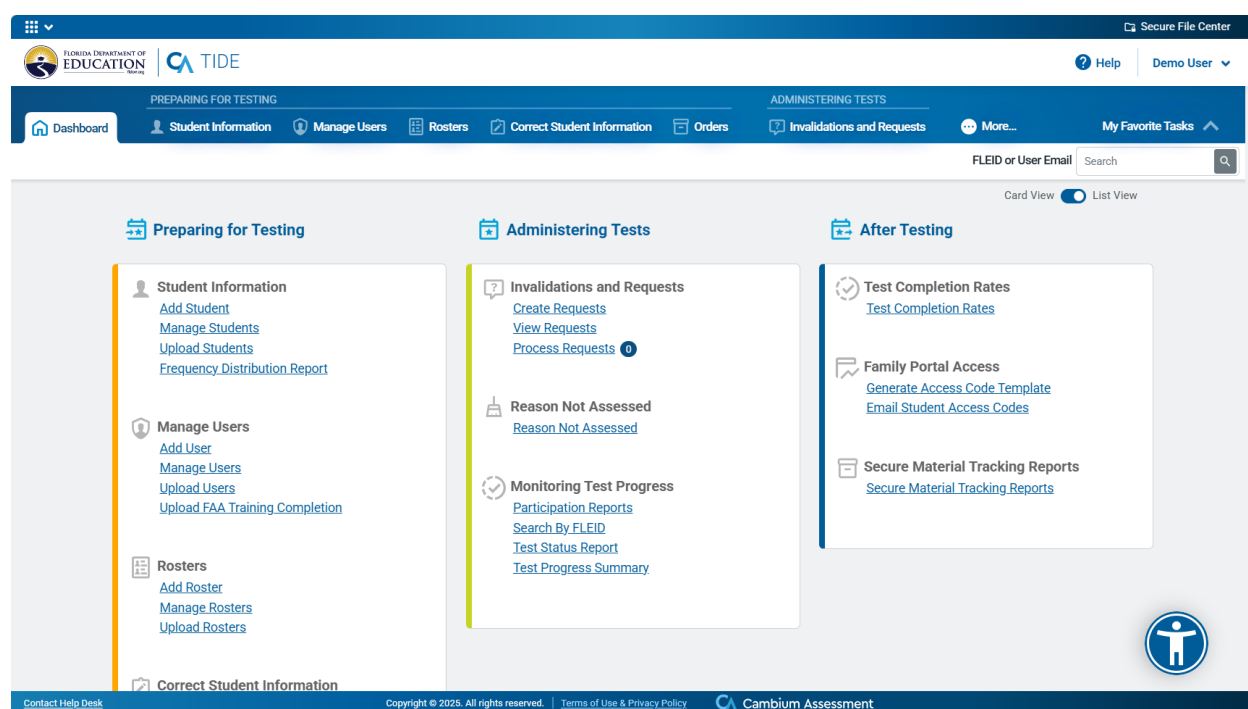
Figure 9. Example of a Task Group in Card View



### List View

This view (see [Figure 10](#)) does not give visual preference to commonly used tasks and simply lists all tasks in a task group. It also provides the full-length task names. For example, **Add** under Student Information becomes **Add Student**.

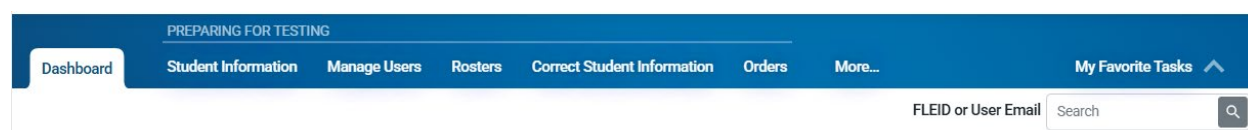
Figure 10. Example of a TIDE Dashboard with Common Tasks in List View



## Navigation in TIDE

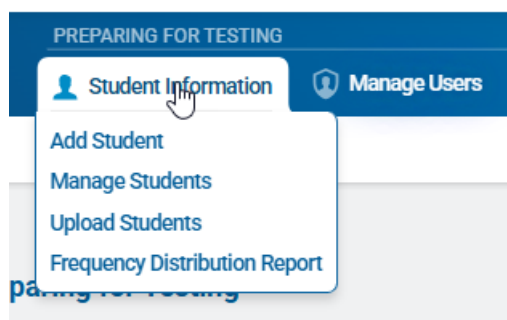
The Navigation Bar (see [Figure 11](#)) is accessible from most pages in TIDE, except when you are adding or editing a record.

Figure 11. Navigation Bar with Task Group Tabs with Dashboard Selected



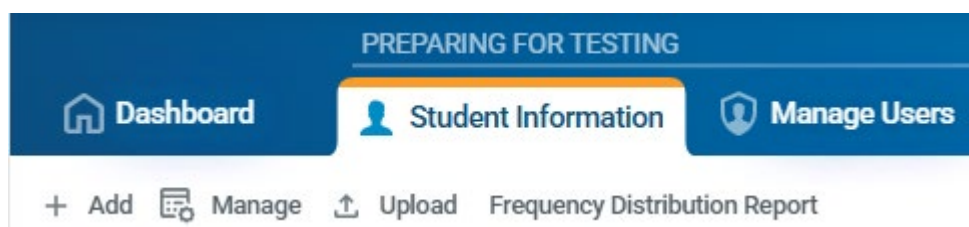
Hover over a task group tab (see [Figure 12](#)) to display a drop-down menu of tasks.

Figure 12. Task Menu Drop-down



After you make your selection, the other tasks from the task group drop-down menu populate below the tabs (see [Figure 13](#)) so they can be accessed easily.

Figure 13. Student Information Task Group Task Menu



The horizontal task menu uses shortened task names for main tasks, such as Add, Upload, and Manage, while the full name appears in the task menu drop-down, similar to the task menu in List View. The task is the same regardless of the label you select to access it.

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 drop-down menu.

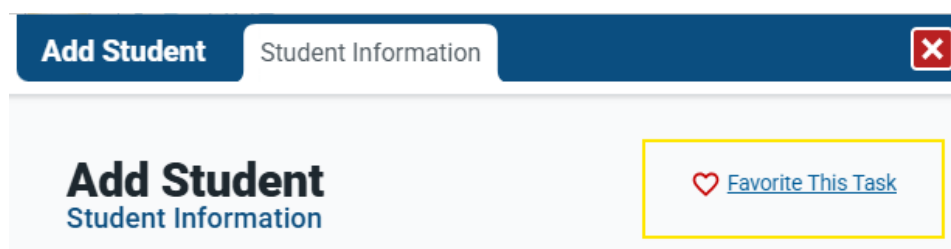
## Save and Manage Your Favorite Tasks as Navigation Options

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

*To 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** (see [Figure 14](#)).

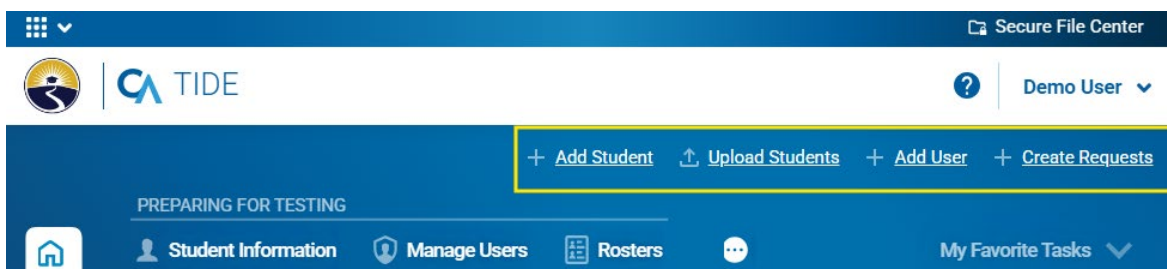
Figure 14. Favorite Task



*To access your 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 (see [Figure 15](#)).
3. Select a task. You are taken directly to the selected task.

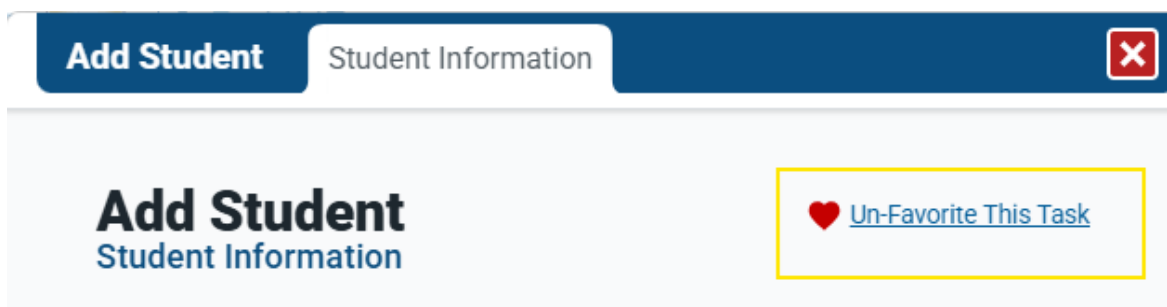
Figure 15. Favorite Tasks



To remove favorite tasks:

1. Navigate to the task you want to remove as a favorite.
2. 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.

Figure 16. Un-Favorite This Task



## About the Header

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

Figure 17. Header



The header includes the following features:

- **Switch Applications** menu button (on top bar, upper left)



This drop-down menu allows you to switch to other Cambium Assessment systems without having to log in again.

- **Secure File Center** button (on top bar, upper-right)



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 (on left below **Switch Applications**)



This button returns you to the TIDE home page where you can access the Dashboard.

- **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.

- **Account Drop-Down**



This drop-down menu shows the name associated with your account. This menu allows you to:

- Change your role and administration
- View and edit your contact information
- Log out of TIDE



**Alert:** Logging out of TIDE also logs you out of most CAI systems.

## Access Global Features

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

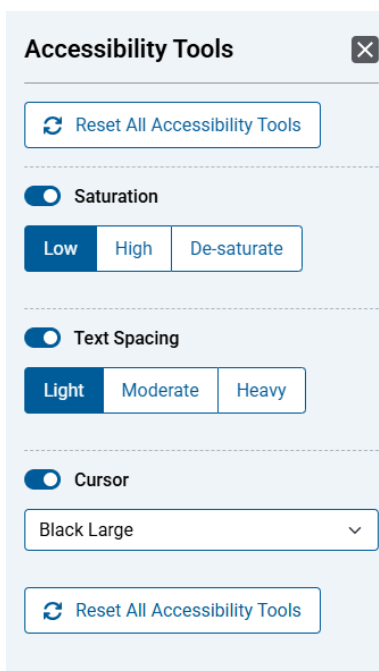
### Apply Accessibility Tools to TIDE

After signing in 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. From any page in TIDE, open the accessibility widget . The Accessibility Tools menu opens.

Figure 18. Accessibility Tools Menu



2. Select the type of tool you wish to modify and modify each tool as needed.
  - The **Saturation** feature allows users to change the intensity of colors on the page.
  - The **Text Spacing** feature allows users to customize the spacing between lines of text.
  - The **Cursor** feature allows users to change the size and color of the cursor icon.

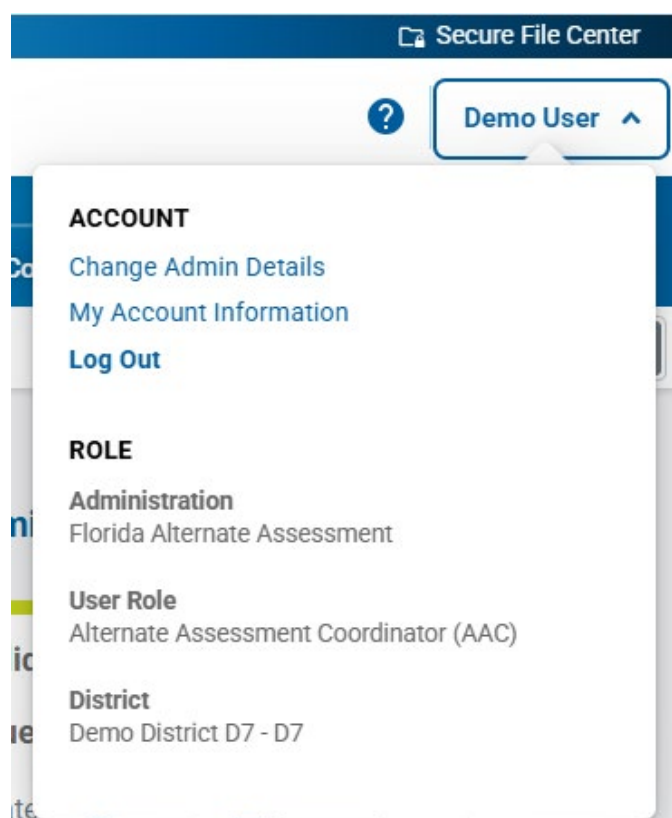
### ***Change a Test Administration, Role, District, and/or School***

Depending on your user role permissions, you may be able to change your test administration, district and/or school, or user role. However, all these options may not be available for every user.

*To change test administration or user role:*

1. On the header, select the **Account Drop-Down**, as shown in [Figure 19](#).

Figure 19. Account Drop-Down



2. From the menu, select **Change Admin Details**. The **Administration Details** page 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 **Account Drop-Down** again.



**Note:** The district and/or school selections you make on the **Administration Details** page will automatically populate for you 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 the FAA Service Center.

*To modify account information:*

1. From the **Account Drop-Down** menu in the header, select **My Account Information**. The **My Contact Information** page appears.

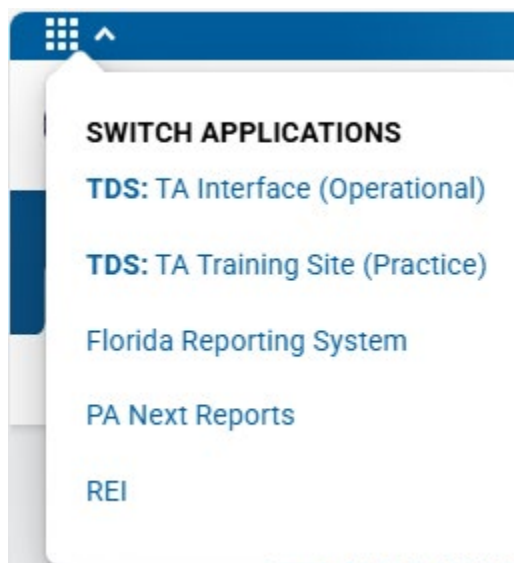
2. Enter updates as necessary.
3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

## Switch Between Systems

When you log in to TIDE, you can switch to other Florida systems without having to log in to each system separately. From TIDE, for example, you may access the Response Entry Interface (REI) or the PearsonAccess Next Reporting System (PA Next Reports). Access to other systems and their features is dependent on your user role.

Figure 20. Menu Used to Switch Between Systems



To switch to another 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.

## 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 (see [Figure 21](#)). Often, the messages will contain time-sensitive information, such as dates for system downtime or test window extensions due to inclement weather. These secure notifications can only be accessed after logging in to TIDE.



**Note:** All user roles can view all secure notifications. Only CAI staff can add notifications to TIDE.

Figure 21. Example Notification on Secure Notification Banner



## How to Distinguish 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.

## How to Interact 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 or if the same notification is unpublished and republished by CAI.

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

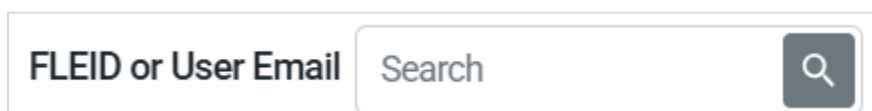
The **Close icon**  removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using this icon return when you refresh the page or the next time you log in during the scheduled display period for the individual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

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

## Find Students by FLEID or Users by Email Address

A search box (see [Figure 22](#)) appears on the right side of the Navigation Bar in TIDE. This search is limited to students or users but allows quick access to the **Manage Student** details page for a specified student or the **Manage User** details page for a specified user.

Figure 22. Search Box in TIDE Navigation Bar

A search box with a light gray border. On the left, the text "FLEID or User Email" is displayed in a dark gray font. To the right of this text is a search input field with the placeholder text "Search" in a light gray font. On the far right of the search box is a dark gray square button containing a white magnifying glass icon.

*To search for a student:*

1. In the *FLEID or User Email* field, enter a student's FLEID. The FLEID must be an exact match, including "FL"; partial FLEIDs are not accepted.
2. Select the search icon . The **Manage Student** details page for that student appears.

*To search for a user:*

1. In the *FLEID or User Email* field, enter the user's email address. Users must search by full email; partial email addresses are not accepted.
2. Select the search icon . The **Manage User** details page for that user appears.

## ***Access and Share Files from the Secure File Center***

### **Access Files from the Secure File Center**

When searching for users, students, invalidations, and requests, you can choose to export the search results to the Secure File Center. The Secure File Center, which can be accessed by clicking **Secure File Center** on the TIDE header (see Figure 17), is a secure repository that lists files containing data that you have exported in TIDE. When you choose to export search results to the Secure File Center, TIDE sends you an email notification when the export task is completed, and the file is available in the Secure File Center for download.

Through the Secure File Center, AATs, AACs, APSAs, SLCs, and BSLCs can share documents that contain student personally identifiable information (PII) to each other, to CAI personnel, and to the Florida Department of Education (FDOE). The Secure File Center also lists any externally uploaded secure documents that you have privileges to view. As with exported search results, you will also receive an email notification when a file has been sent to your Secure File Center for download.

### **View Files from the Secure File Center**

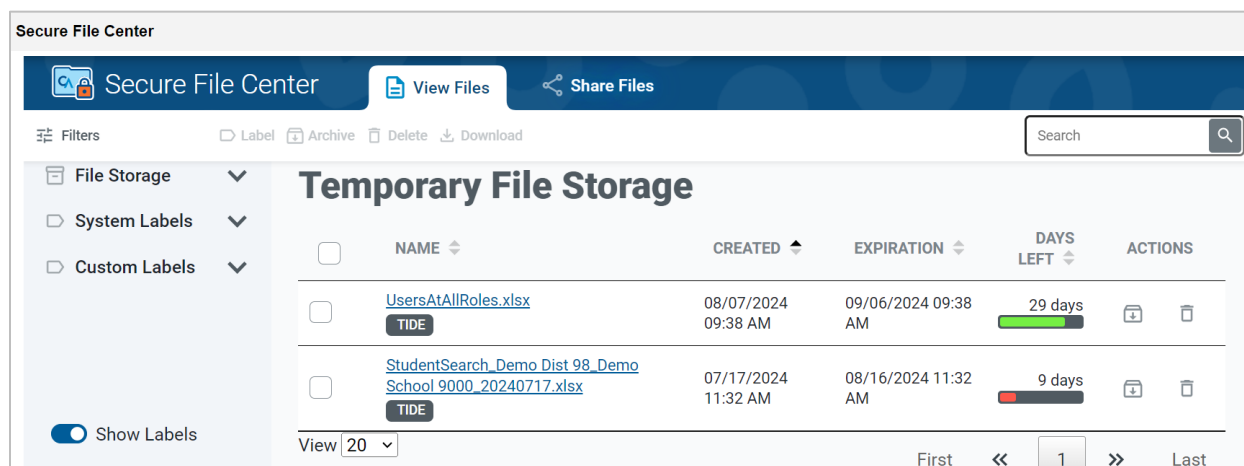
The files in the Secure File Center are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates are listed. The number of days remaining until a file expires is also displayed in the row of the file. By default, exported files are available for 30 days and received files are available for 14 days. You can access the Secure File Center from any page in TIDE to either download the file or

archive the files you have exported. You can delete the files you have exported, but not the files that have been shared to your Secure File Center for download.

*To download files from the Secure File Center:*

1. From the TIDE header (see [Figure 17](#)), select **Secure File Center**. The Secure File Center opens (see [Figure 23](#)). By default, TIDE displays the **View Files** tab.

Figure 23. Secure File Center



2. *Optional:* Select the view from the available tabs:
  - a. **Temporary:** This is the default view and displays all the files except for the ones that you have archived.
  - b. **Archived:** Displays the files that you have archived.
3. *Optional:* To filter the files, enter a search term in the search field above the list of files. TIDE displays only those files containing the entered file name.
4. *Optional:* To hide or display system/custom labels, toggle **Show Labels**.
5. *Optional:* To hide files with a system/custom label, unmark the checkbox for that system label.
6. Do one of the following:
  - a. To download a file, click the file name.
  - b. To download multiple files, select the checkboxes and then select **Download** beside *Batch Actions*.
7. To add a new custom label or apply an existing custom label, select the file(s) and then select **Label** beside *Batch Actions* at the top.
  - a. To apply a new custom label, select **Create New Label**, then select **Add**.
  - b. To apply a label you just created or an existing custom label, select the checkbox(es), and select **Apply Selected Labels**.

8. To archive a file, select the file and then select **Archive** from *Batch Actions* or use the matching icon under the *Action* column for the file. To return a file to the Secure File Center from Archived, select .
9. To delete a file, select the file and then select **Delete** from *Batch Actions* or use the matching icon under the *Action* column for the file. Secure documents uploaded to the Secure File Center by other users cannot be deleted.

## Share Files from the Secure File Center

You can share a file or files from TIDE to individual recipients by email address or to groups of recipients by user role. You can only share files to another user who already has a TIDE account.

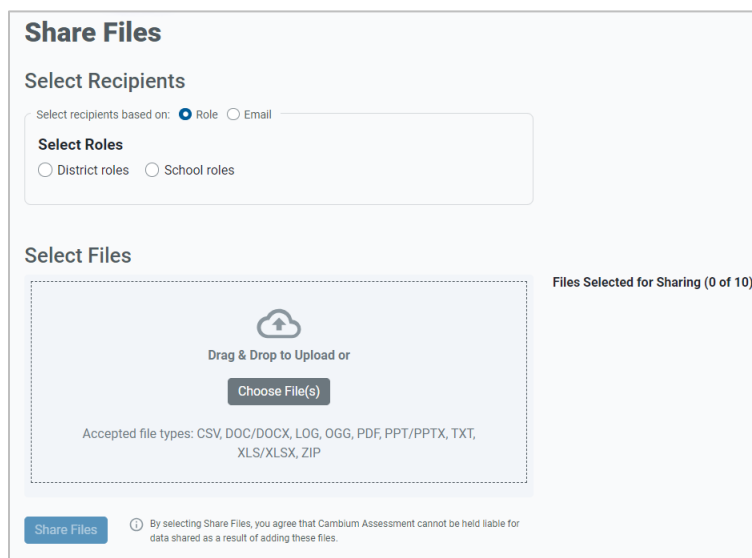


**Note:** AATs, BSLCs, SLCs, APSAs, and AACs can use the Secure File Center to exchange any documents containing student PII.

*To share files from the Secure File Center:*

1. From the TIDE header (see [Figure 17](#)), select **Secure File Center**. The **Secure File Center** page opens (see [Figure 23](#)). By default, TIDE displays the **View Files** tab. You may also access the Secure File Center through the [FAA Portal](#).
2. Select the **Share Files** tab. The **Share Files** page appears (see [Figure 24](#)).

Figure 24. Share Files



3. In the *Select Recipients* field, do one of the following:
  - a. Select **Role** to send a file or files to a group of users by user role.
  - b. Select **Email** to send a file or files to up to 25 recipients by email address.

*For Role:*

4. In the *Select Roles* field, select the role group to which you want to share a file or files.
5. From the drop-down list (see [Figure 25](#)), select the roles to which you want to share a file or files.
6. From the **Location** drop-down lists, select organizations that will receive the file(s) you share. These drop-down lists adhere to TIDE's user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 25. Select Role Group Drop-Down

**Share Files**

**Select Recipients**

Select recipients based on: ☒ Role ☐ Email

**Select Roles**

☐ District roles ☒ School roles

School Roles

Select School Role...

Type to Filter

- ☐ Alternate Assessment Teacher (AAT)
- ☐ Test Administrator (TA)
- ☐ School Administrator (SA)
- ☐ Private School Administrator (PSA)
- ☐ School Assessment Coordinator (SAC)
- ☐ School Level Coordinator (SLC)
- ☐ Alternate Private School Administrator (APSA)
- ☐ Basic School Level Coordinator (BSLC)

*For Email:*

7. Enter the email address(es) of the recipient(s) to whom you wish to share a file or files. You can enter up to 25 email addresses separated by a comma.

*For Both Options:*

8. To select a file or files to share, in the *Select Files* field, select **Choose File(s)**. A file browser appears.
9. Select the file(s) you wish to share. You can also drag and drop your files into the *Select Files* field. You may send up to 10 files totaling no more than 20MB at once.
10. Select **Share Files**.
11. Recipients will receive an auto-generated email that a file has been sent to their Secure File Center.



**Note:** Users will see the file you shared by logging in to their TIDE account, opening the Secure File Center, and looking under the **View Files** tab.

## 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 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 (e.g., locating a set of students to edit in the Manage Students task). For such tasks, sections appear in the search area when you first access the task page (see [Figure 26](#)). The following explains how to use the search sections.

Figure 26. Sample Search Panel

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

**Student Group**

1 District: Demo District D7 - D7  
2 Select School\*

Enrolled Grade  
Select Enrolled Grade

IEP Team Decision on Assessment  
☐ Performance Task ☐ Datafolio

**Specific Student**

First Name  
Last Name  
FLEID

**Advanced Search**  
Optional criteria

+ Add New Criteria  
Select... Add Selected Remove All

Search



**Note:** The District and School selector automatically selects the district and/or school that you selected when you logged in. The selector is displayed in [Figure 26](#) in the *Student Group* section.

*To search for records:*

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.

1. In the search sections, enter search terms and select values from the available search drop-downs, as required. If there are any required search options, they will be 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.

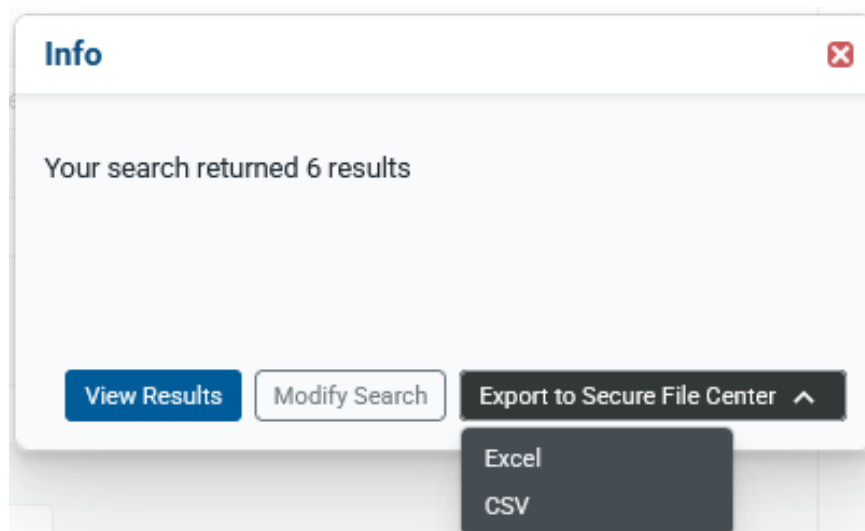
2. *Optional:* If the task page includes an *Advanced Search* section, you can select values to further limit the search results, as shown in the example in [Figure 28](#):
  - a. To include an optional search criterion, choose one and then select **Add Selected**. Once you've added the option, select 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.

3. Select **Search**.
4. The search results pop-up window (see [Figure 27](#)) indicates the number of records that matched your search criteria. It also displays options to view the records, modify your search, or export the records.

Figure 27. Sample Search Results Pop-Up Window



5. 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. If there are too many search results, the results will be sent to the Secure File Center.

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



**Note:** Files are not emailed and must be accessed using the Secure File Center. This helps to maintain the security of the information.

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

## Evaluate Advanced Search Criteria

Some search pages have an *Advanced Search* section 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 28](#), TIDE retrieves student records that match both search options. However, since multiple *Other Exceptionalities* options are selected, any matches on those exceptionalities will be returned.

Figure 28. Advanced Search with Two Options Selected

Advanced Search  
Optional criteria

**Other Exceptionalities** Remove

4 selected

**Sex** Remove

☐ Male ☒ Female

**Add New Criteria**

Select... Add Selected Remove All

Search

## 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.

## 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 (see [Figure 29](#)). 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 (see [Figure 30](#)).

Figure 29. Customize Menu Open to Display Options in Focus View

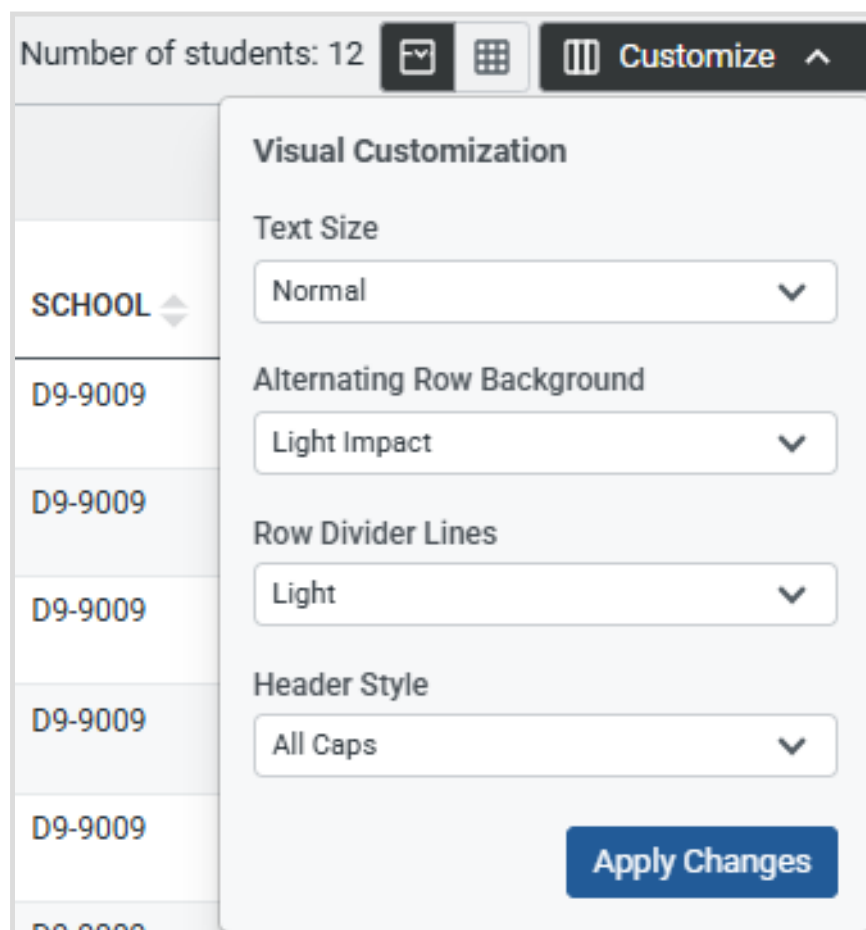


Figure 30. Customize Menu Open to Display Options in Grid View

The screenshot shows the 'Customize' menu open in Grid View. At the top, it says 'Number of students: 5' with icons for list, grid, and customize views. The 'Customize' button is highlighted. The menu is divided into two sections: 'Column Customization' and 'Visual Customization'.

**Column Customization:** A list of columns with checkboxes. All are checked. From top to bottom: ☒ Select All, ☒ Student, ☒ Name, ☒ Middle Initial, ☒ FLEID, ☒ Enrolled Grade, ☒ Birth Date, ☒ Sex, ☒ Access Code, ☒ School, ☒ District, ☒ School, and ☒ FAA—Performance Task. Each item has a drag handle icon to its left.

**Visual Customization:** Four dropdown menus. 'Text Size' is set to 'Normal'. 'Alternating Row Background' is set to 'Light Impact'. 'Row Divider Lines' is set to 'Light'. 'Header Style' is set to 'All Caps'.

An 'Apply Changes' button is at the bottom right of the menu.

### Visual Customization Options

In both grid view and focus view, you can use the visual customization drop-downs to make changes. Change the settings as you prefer. 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 will 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 (Grid View Only)

In grid view, you may customize the columns in two ways: by hiding or displaying them, and by rearranging their order.

To hide columns on the grid view, simply clear their checkboxes under Column Customization (see [Figure 30](#)) and select **Apply Changes**. To display them again, select the checkboxes and then select **Apply Changes**.

On the grid, columns are organized into sections so related information stays grouped together. The sections display above the columns (see [Figure 31](#)).

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 (see [Figure 32](#)).

Figure 31. Grid Header with Sections Highlighted in Yellow

|          |        |                                              |                                                |                                                 |                            |
|----------|--------|----------------------------------------------|------------------------------------------------|-------------------------------------------------|----------------------------|
| SCHOOL   |        | FAA—PERFORMANCE TASK                         |                                                |                                                 | FAA—DATAFOLIO              |
| DISTRICT | SCHOOL | FALL<br>PERFORMANCE<br>TASK<br>PARTICIPATION | SPRING<br>PERFORMANCE<br>TASK<br>PARTICIPATION | SPRING<br>PERFORMANCE<br>TASK<br>ACCOMMODATIONS | DATAFOLIO<br>PARTICIPATION |

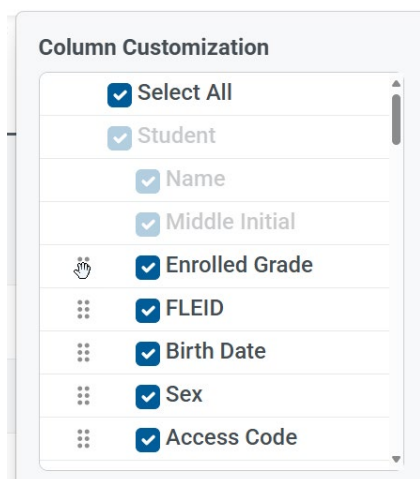
*To move a section or column:*

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

1. In the *Customize* menu, next to a section or column, hover your mouse over the

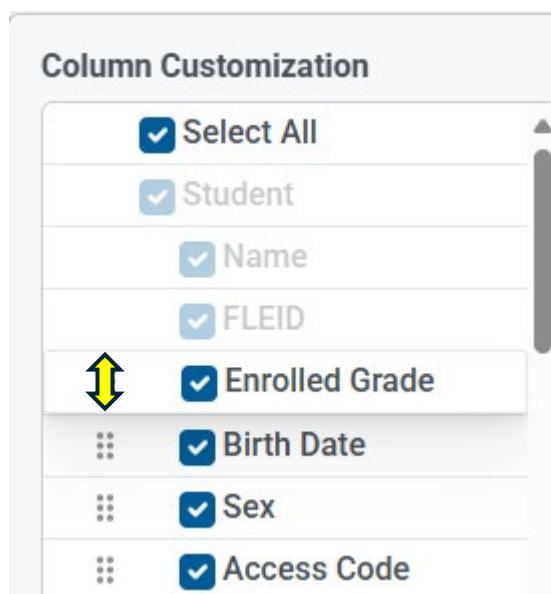
move icon [  ] until your cursor changes to a hand.

Figure 32. 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 33. Collapsed Sections with Cursor as Double-Tipped Arrow Highlighted in Yellow



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



**Note:** 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 *FLEID* 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* search box.

#### Defined Filters

This filter offers quick access to the *Enrolled Grade* attribute.

*To apply a defined filter:*

1. Beside *Filter By*, select **Enrolled Grade** and one or multiple options in the drop-down. 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 34](#) shows a portion of the **Manage Students** search results with the filter for grade 07 selected but not yet applied.

Figure 34. Filtering Retrieved Records—Before Selecting Apply Filters

|                          | FLEID          | ENROLLED GRADE | BIRTH DATE | SEX    | ACCESS CODE |
|--------------------------|----------------|----------------|------------|--------|-------------|
| <input type="checkbox"/> | DM111222333201 | 03             | 08142012   | Female | 53e24e      |
| <input type="checkbox"/> | DM111222333202 | 03             | 08142012   | Male   | eed795      |
| <input type="checkbox"/> | DM111222333203 | 03             | 08142012   | Female | 8e4b93      |
| <input type="checkbox"/> | DM111222333204 | 03             | 08142012   | Male   | a2c365      |



**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 35. Filter Results Search Box

| STUDENT NAME                   | FLEID          | ENROLLED GRADE | BIRTH DATE | SEX    | ACCESS CODE | SCHOOL DISTRICT | SCHOOL  | FAA—PERFORMANCE TASK<br>FALL PERFORMANCE TASK PARTICIPATION | SPRING PERFORMANCE TASK PARTICIPATION |
|--------------------------------|----------------|----------------|------------|--------|-------------|-----------------|---------|-------------------------------------------------------------|---------------------------------------|
| <a href="#">Datafolio Demo</a> | DM111222333210 | 03             | 08142012   | Male   | aee507      | D7              | D7-9004 |                                                             |                                       |
| <a href="#">Datafolio Demo</a> | DM111222333211 | 03             | 08142012   | Female | cd334d      | D7              | D7-9004 |                                                             |                                       |

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 36](#), the search was for a student with the last name Demo, but several students were returned in the search. By entering the date of birth in the *Filter Results* search box, the user was able to find the exact student. Note that the *Number of students* display updates to show the number of records that match your filter.

Figure 36. Filtering Retrieved Records—Using the Filter Results Search

Print

Export

Access Codes

Move Student

Delete

Number of students: 2

Customize

Filter By:

Enrolled Grade

Apply Filters

Clear All Filters

08092015

| STUDENT                  |      |                                              |                |            |          | SCHOOL      |          | FAA—PERFORMANCE TASK |                                     |                                       |                                       |
|--------------------------|------|----------------------------------------------|----------------|------------|----------|-------------|----------|----------------------|-------------------------------------|---------------------------------------|---------------------------------------|
|                          | NAME | FLEID                                        | ENROLLED GRADE | BIRTH DATE | SEX      | ACCESS CODE | DISTRICT | SCHOOL               | FALL PERFORMANCE TASK PARTICIPATION | SPRING PERFORMANCE TASK PARTICIPATION | SPRING PERFORMANCE TASK ACCOMMODATION |
| <input type="checkbox"/> | ...  | <a href="#">Demo</a><br><a href="#">Demo</a> | DM111785485558 | 05         | 08092015 | Female      | 4c4f45   | D7                   | D7-9000                             |                                       |                                       |



**Note:** 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 37. *Name* is Unsorted and *FLEID* is Sorted Ascending

| STUDENT                                                                                  |                                                                                           |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| NAME  | FLEID  |

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.

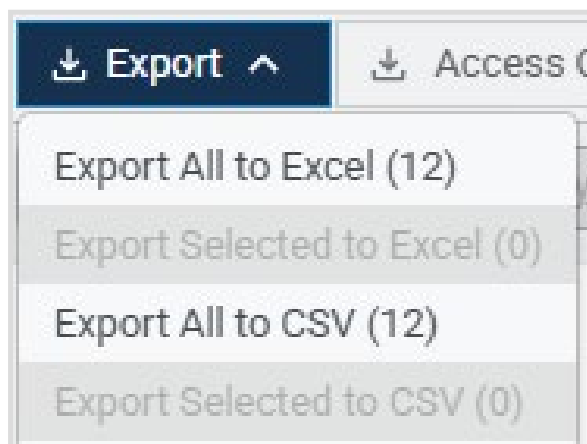
However, the available action buttons depend on the record type and your user role permissions.

*To work with records:*

1. Search for the required records by following the procedure in the section [Search for Records](#).
2. From the search results pop-up, select **View Results**.
  - 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

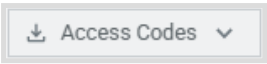
**Delete** button [  **Delete** ] requires you to select all checkboxes to delete all records.

Figure 38. Action Button with Drop-Down Showing Available and Unavailable Options



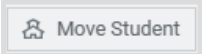
4. From above the table of retrieved records, select the action button you need. If it's a drop-down, choose an option.

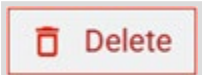
-  **Print** ▾: Displays options for printing all or selected records.
-  **Export** ▾: Displays options to export all or selected records to a PDF, Excel, or CSV file.

- : Displays options to export all or selected access codes to an Excel file.



**Note:** 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 12 records have been retrieved, the number next to the option for printing all records will show 12. If you have not selected any individual records, the option for printing selected records will be unavailable and will show 0 records (see [Figure 38](#)).

- : Opens a pop-up allowing students to be moved between schools within a district.

- : 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 Record Details Pages

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 where a user can make edits to a specific student or user.

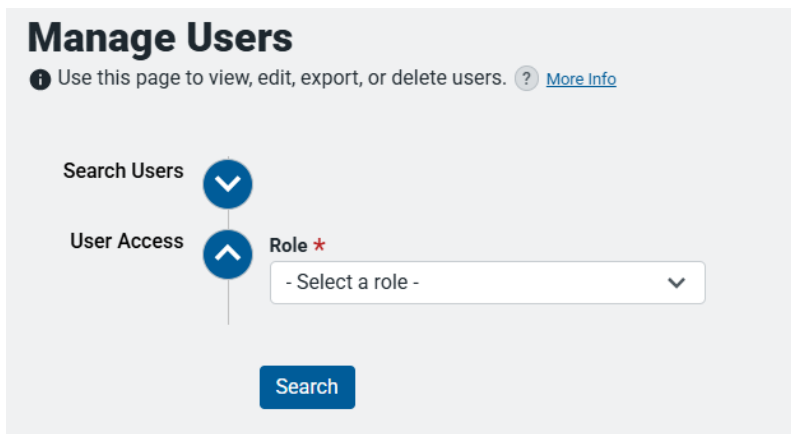
Some details pages for adding records look different than the pages for editing records. This information only shows examples of pages used for editing.

Figure 39. Sample Manage User Details Page for a Specific User

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 expand it using  if it's currently collapsed.

Figure 40. Manage Users Page with a Collapsed and an Expanded Section



**Note:** The **Manage Student** details page includes four tabs. See [Manage Students Page](#) for more information on what each tab includes.



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

## Upload 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 upload file pages for **Student Information**, **Manage Users**, and **Rosters**. [Figure 41](#) is an example from the **Upload Rosters** page.

Figure 41. Sample Upload File 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](#)

[Next](#)

**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](#)

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.

Select **History** on the **Upload [Task Name]** 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, refer to [How TIDE Processes Large Files](#) in Appendix A.

*To upload a file:*

1. On the **Upload [Task Name]** 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 [Task Name]** 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.



**Alert:** 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.

8. The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded.
9. *Optional:* To upload another file of the same record type, select **Upload New File**.

## Manage Student Information

All students participating in the Florida Alternate Assessment must be registered in TIDE.

This section describes how to search for, add, modify, and delete student records one at a time and through file uploads; how to move students between schools; how to generate Frequency Distribution Reports; and how to print PreID labels for the FAA—Performance Task.

### *Working with Student Information*

Adding, Editing, and Uploading students is limited to certain user roles as described in the section [Understanding User Roles and Permissions](#).

To individually add or edit a student, you must be associated with the same district and/or school as the student. For example, AAC users can add students to any school within their district, while SLC users only have the ability to add students to their school.

## Add Students One at a Time

Most students are added via a PreID upload into TIDE. However, you may need to add a student individually. This section covers how to add students one at a time by adding a new record to TIDE.

For a general overview of details pages, you can review [Navigate Record Details Pages](#) before beginning.

### *Before You Add Students*

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

### *What's Unique About the Add Student Details Page?*

The **Add Student** details page includes the **Student Information** tab.

This page is divided into the following sections: *Student Demographics*, *Student Assurances*, *Course Enrollment*, *Additional Information*, *Race and Ethnicity*, *FAA—Datafolio*, and *FAA—Performance Task*.

When working through the *FAA—Datafolio* and *FAA—Performance Task* section, you will access ribbons—or vertical tabs—to enter information (see [Figure 42](#)). The *FAA—Datafolio* section includes the Datafolio Participation ribbon. The *FAA—Performance Task* section includes Fall Makeup Performance Task Participation ribbon, Spring

Performance Task Participation ribbon, and Spring Performance Task Accommodations ribbon.

Figure 42. Ribbons included in FAA—Performance Task section



## Add a Student

1. From the **Student Information** task group on the TIDE Dashboard, select **Add** or **Add Student**. The **Add Student** details page appears.
2. Enter all required information, which is marked with a red asterisk. If you do not, an error message displays below what is missing.



**Note:** See [Guidance on Adding Students Participating in the Datafolio and Fall Makeup Performance Task Assessments](#) and [Guidance on Adding Students Participating in the Spring Performance Task Assessment](#)

3. Then, save the record or cancel.
  - a. Select **Save** to save the information. A pop-up displays, letting you know the student has been added.
    - i. If you are finished adding students, select **Dashboard**.
    - ii. To add another student, select **Continue**.
  - b. Select **Cancel** to discard the information. If you select **Cancel**, the record will not be added.



**Alert:** If TIDE reports that another student already has the FLEID you entered, contact the FAA Service Center by emailing [FAAServiceCenter@cambiumassessment.com](mailto:FAAServiceCenter@cambiumassessment.com) or calling 1-877-655-3001 for assistance.

Figure 43. Add Student Details Page

**Add Student** Student Information

**Student Demographics**

1 District: Demo District D7 - D7

2 Select School\*

First Name \* Middle Initial Last Name \*

FLEID \*

Enrolled Grade \* Birth Date \*

Sex \*

☐ Male ☐ Female

**Student Assurances**

IEP Team Decision on Assessment \*

☐ Performance Task ☐ Datafolio

Valid IEP Date \*

Parental Consent Form \*

**Course Enrollment**

ELA 3-10 Course Enrollment \*

Math 3-8 Course Enrollment \*

Science 5 and 8 Course Enrollment \*

EOC Course Enrollment \*

**Additional Information**

Primary Exceptionality \*

Other Exceptionalities \*

IDEA Educational Environments

English Language Learner (ELL)

Cancel Save

## Guidance on Adding Students Participating in the Datafolio and Fall Makeup Performance Task Assessments

1. In the *Student Demographics* section, enter the student's demographic information, using [Table 11](#) in Appendix B as a reference.
2. In the *Student Assurances* section, enter the student's IEP Team Decision on Assessment, Valid IEP Date, and Parental Consent Form documentation, using [Table 11](#) as a reference.
3. In the *Course Enrollment* section, enter the courses in which the student is enrolled, using [Table 11](#) in Appendix B as a reference.



**Note:** Use the code 000000=Not Enrolled if the student is not enrolled in a specific course. EOC Course Enrollment is a multi-select field.

4. In the *Additional Information* section, select the student's primary exceptionality, other exceptionalities, and other appropriate indicators, using [Table 11](#) as a reference.

5. In the *Race and Ethnicity* section, select Yes or No, as appropriate.
6. If the student is participating in the FAA—Datafolio assessment and is participating in ELA 1, ELA 2, or the EOC assessments, select the student's participation in the Datafolio Participation ribbon of the *FAA—Datafolio* section (see [Figure 44](#)), using [Table 11](#) as a reference.

Figure 44. FAA—Datafolio Section

The screenshot shows the 'FAA—Datafolio' section with the 'Datafolio Participation' ribbon selected. On the right side, there are seven dropdown menus for selecting participation status:

- ELA 1: - Select -
- ELA 2: - Select -
- Algebra 1 EOC: - Select -
- Geometry EOC: - Select -
- Biology 1 EOC: - Select -
- Civics EOC: - Select -
- U.S. History EOC: - Select -

7. If the student is participating in the Fall Makeup FAA—Performance Task administration, select the student's participation in Algebra 1 EOC and ELA 2 assessments in the Fall Performance Task Participation ribbon of the *FAA—Performance Task* section (see [Figure 45](#)), using [Table 11](#) as a reference.

Figure 45. Fall Makeup Performance Task Participation Ribbon

The screenshot shows the 'FAA—Performance Task' section with the 'Fall Performance Task Participation' ribbon selected. On the right side, there are two dropdown menus for selecting participation status:

- ELA 2: - Select -
- Algebra 1 EOC: - Select -

Below the ribbon, there are links for 'Spring Performance Task Participation' and 'Spring Performance Task Accommodations'.

## Guidance on Adding Students Participating in the Spring Performance Task Assessment

1. Follow Steps [1–5](#) from the guidance on how to add students to the Datafolio and Fall Makeup Performance Task administrations on the previous page.
2. If the student is participating in the Spring Performance Task administration and is participating in ELA 1, ELA 2, or the EOC assessments, select the student's participation in the appropriate assessments in the Spring Performance Task Participation ribbon of the *FAA—Performance Task* section (see [Figure 46](#)), using [Table 11](#) as a reference.

Figure 46. Spring Performance Task Participation Ribbon

The screenshot shows the 'FAA—Performance Task' section with a dropdown menu open. The menu options are 'Fall Performance Task Participation', 'Spring Performance Task Participation' (highlighted in blue), and 'Spring Performance Task Accommodations'. To the right of the menu, there are several dropdown menus for selecting participation status for various assessments:

- ELA 1:** Yes
- ELA 2:** - Select -
- Algebra 1 EOC:** - Select -
- Geometry EOC:** - Select -
- Biology 1 EOC:** - Select -
- Civics EOC:** - Select -
- U.S. History EOC:** - Select -

3. If the student is participating in the Spring Performance Task administration and requires accommodated materials, select the appropriate accommodations in the Spring Performance Task Accommodations ribbon of the *FAA—Performance Task* section (see [Figure 47](#)), using [Table 11](#) as a reference.

Figure 47. Spring Performance Task Accommodations Ribbon

FAA—Performance Task

Fall Performance Task Participation

Spring Performance Task Participation

Spring Performance Task Accommodations

Grades 3-8

Braille UEB Contracted with Nemeth

ELA 1

- Select -

ELA 2

- Select -

Algebra 1 EOC

- Select -

Geometry EOC

- Select -

Biology 1 EOC

- Select -

Civics EOC

- Select -

U.S. History EOC

- Select -

Save Cancel



**Note:** For the Spring Performance Task, you cannot save an accommodation for a specific assessment without also indicating that the student is participating in the same assessment.

## Manage Students

You can view and edit information about a student's record on the student details page. This section contains information specific to editing student records.

For basic information about editing records, you can review [Navigate Record Details Pages](#).

### Manage Students Page

Before you can view or edit a student record, you'll need to search for the student or group of students using the **Manage Students** page. For information about the search process, you can review [Search for Records](#).

## Save Searches for a Group of Students as Favorites

You can save reports generated from a student 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**.

*To save searches to your Favorites tab:*

1. Select search criteria for all required fields and any optional fields on the **Manage Students** page.
2. Select **Search**.
3. Review your search results in the grid at the bottom, and if they meet your needs, select **Save New Favorite**.
4. 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).

## Student Search Grid Features

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 student's name and FLEID 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 48. Grid View Button and Horizontal Scroll Bar Highlighted in Yellow

Print

Export

Access Codes

Move Student

Delete

showing 1-50 of 675 records

<<

1

of 14

>>

Grid View

Customize

Filter By:

Enrolled Grade

Apply Filters

Clear All Filters

Filter Results

|                          | STUDENT<br>NAME | FLEID                          | SEX            | ACCESS<br>CODE | SCHOOL<br>DISTRICT | SCHOOL | FAA – PERFORMANCE TASK<br>FALL PERFORMANCE<br>TASK PARTICIPATION | SPRING PERFORMANCE<br>TASK PARTICIPATION | SPRING PERFORMANCE<br>TASK ACCOMMODATIONS | FAA – DATAFOLIO<br>DATAFOLIO PARTICIPATION | REASON NOT ASSESSED                                                                                                                                                                                                                                          |
|--------------------------|-----------------|--------------------------------|----------------|----------------|--------------------|--------|------------------------------------------------------------------|------------------------------------------|-------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | ...             | <a href="#">Datafolio Demo</a> | DM111222333201 | Female         | 53e24e             | D7     | D7-9004                                                          |                                          |                                           |                                            | Datafolio Grade 3 Mathematics: Absent<br>Datafolio Grade 3 English Language Arts: Absent<br>Datafolio Learner Characteristics Inventory (LCI):<br>FL-ALT-PRAC-UD-MA-DF-3: Absent<br>FL-ALT-PRAC-UD-ELA-DF-3: Absent<br>FL-ALT-PRAC-UD-DataCol-LCI-NA: Absent |
| <input type="checkbox"/> | ...             | <a href="#">Datafolio Demo</a> | DM111222333202 | Male           | eed795             | D7     | D7-9004                                                          |                                          |                                           |                                            |                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | ...             | <a href="#">Datafolio Demo</a> | DM111222333203 | Female         | 8e4b93             | D7     | D7-9004                                                          |                                          |                                           |                                            |                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | ...             | <a href="#">Datafolio Demo</a> | DM111222333204 | Male           | a2c365             | D7     | D7-9004                                                          |                                          |                                           |                                            |                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | ...             | <a href="#">Datafolio Demo</a> | DM111222333205 | Female         | bdb2a4             | D7     | D7-9004                                                          |                                          |                                           |                                            |                                                                                                                                                                                                                                                              |

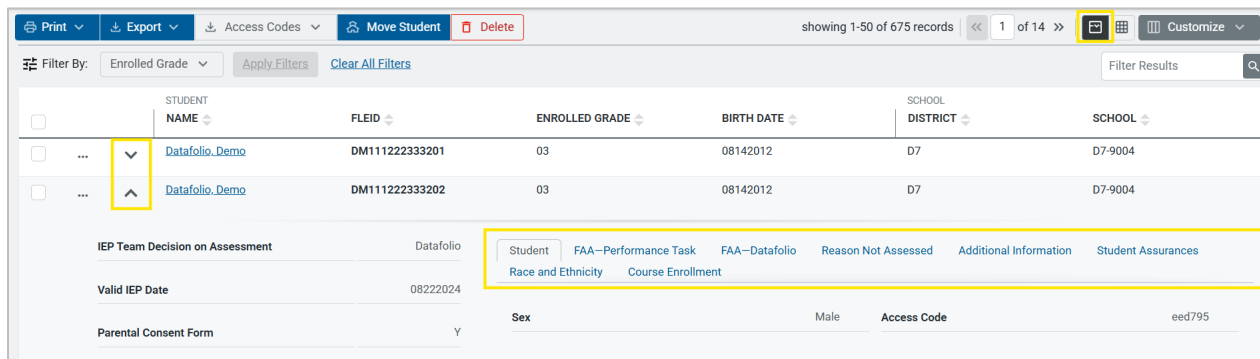
Contact Help Desk

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Cambium Assessment

-  Focus view allows you to easily review basic information about the records, such as name, FLEID, enrolled grade, district, school, 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 drop-down 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 49. Focus View Button, Arrows, and Tabs Highlighted in Yellow



| STUDENT           | FLEID          | ENROLLED GRADE | BIRTH DATE | SCHOOL   | SCHOOL  |
|-------------------|----------------|----------------|------------|----------|---------|
| NAME              |                |                |            | DISTRICT |         |
| ▼ Datafolio, Demo | DM111222333201 | 03             | 08142012   | D7       | D7-9004 |
| ▲ Datafolio, Demo | DM111222333202 | 03             | 08142012   | D7       | D7-9004 |

|                                 |           |                    |                      |               |                     |                        |                    |
|---------------------------------|-----------|--------------------|----------------------|---------------|---------------------|------------------------|--------------------|
| IEP Team Decision on Assessment | Datafolio | Student            | FAA—Performance Task | FAA—Datafolio | Reason Not Assessed | Additional Information | Student Assurances |
| Valid IEP Date                  | 08222024  | Race and Ethnicity | Course Enrollment    |               |                     |                        |                    |
| Parental Consent Form           | Y         | Sex                | Male                 | Access Code   | eed795              |                        |                    |

Review [Customize Search Results Grids](#) for information on how to customize the visual aspects of the grid, and rearrange, hide, or show columns.

## Manage Student Details Page Tabs

The **Manage Student** details page includes four tabs with student information (see [Figure 50](#)).

The **Student Information** tab is the only tab that is editable. It has student demographics, student assurances, course enrollment, additional information, and race and ethnicity.

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

The **Student Participation** tab shows tests that have been entered in the Response Entry Interface (REI), when available.

The **History** tab shows a history of changes made to the student's record.

Figure 50. Student Details Page Accessed from Manage Students

**Demo Demo (DM114564518489)** Student Information Participation Rosters History

**Student Demographics**

District: D7 - Demo District D7  
School: D7-9003 - Demo School 9003

First Name \* Middle Initial  
Demo

Last Name \*  
Demo

FLEID  
DM114564518489

Enrolled Grade \* Birth Date \*  
09 08082010

Sex \*  
☒ Male ☐ Female

Access Code:  
GH6jeV

**Edit Student**  
Use these tools to edit the current student.

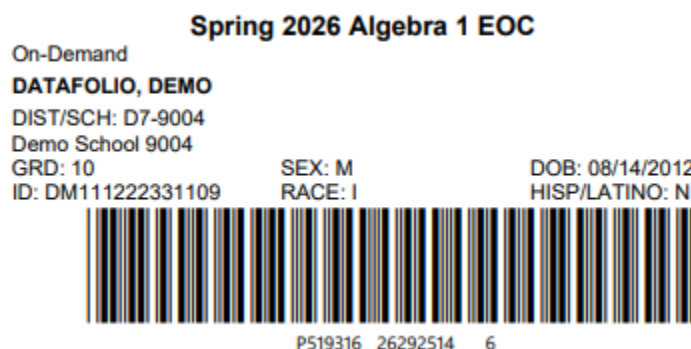
### View and Edit a Student's Details Page

1. From the **Student Information** task group on the TIDE Dashboard, select **Manage** or **Manage Students**. The **Manage Students** page appears (see [Figure 50](#)).
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 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.
5. Then, you can save the record or discard your changes.
  - a. Select **Save** to keep the information. A pop-up displays, letting you know the student's record has been edited and saved.
    - 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.

## Print PreID Labels (FAA—Performance Task Only)

A PreID label (see [Figure 51](#)) is a label that you affix to a student's testing materials, such as a student's test booklet.

Figure 51. Sample PreID Label



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

*To print PreID labels from the Manage Students page:*

1. Retrieve the students for whom you want to print labels by following the procedure in the section [Manage Students](#).
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 (see [Figure 52](#)).
6. Select the subject(s) for which labels need to be created. You must select at least one subject.

- a. For the Fall Makeup Performance Task, the available subjects are Algebra 1 EOC and ELA 2.
- b. For the Spring Performance Task, the available subjects are Grades 3–8, Algebra 1 EOC, Biology 1 EOC, Civics EOC, ELA 1, ELA 2, Geometry EOC, and U.S. History EOC.

You may also print a PreID label for a specific student on the Student Information tab of a specific student (see [Figure 50](#)).

*To print PreID labels from the Student Information tab of the Manage Student details page:*

1. In the *Edit Student* section on the **Student Information** tab, select  **Print** , and then **PreID Labels**.
2. Follow steps [5–6](#) in the guidance for how to print PreID labels from the **Manage Students** page.

## ***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.

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

If you are an AAC, you can also move students from one school to another within your district on the **Manage Students** page. You can also move a student to another school within your district from the Student Information tab on the **Manage Student** details page.

*To move students to a new school within a district on the Manage Students page:*

1. From the **Student Information** task group on the TIDE Dashboard, select **Manage** or **Manage Students**. The **Manage Students** page appears.
2. Search for students to move. For information about the search process, you can review [Search for Records](#).
3. To move:
  - a. One student, select (do not right-click) the **Row Actions** menu button [  ] and then select **Move Student**.
  - b. Multiple students, in the list of retrieved records, do one of the following:
    - Select the checkboxes for the students you want to move.
    - Select the checkbox in the grid header to move all students listed on the page.

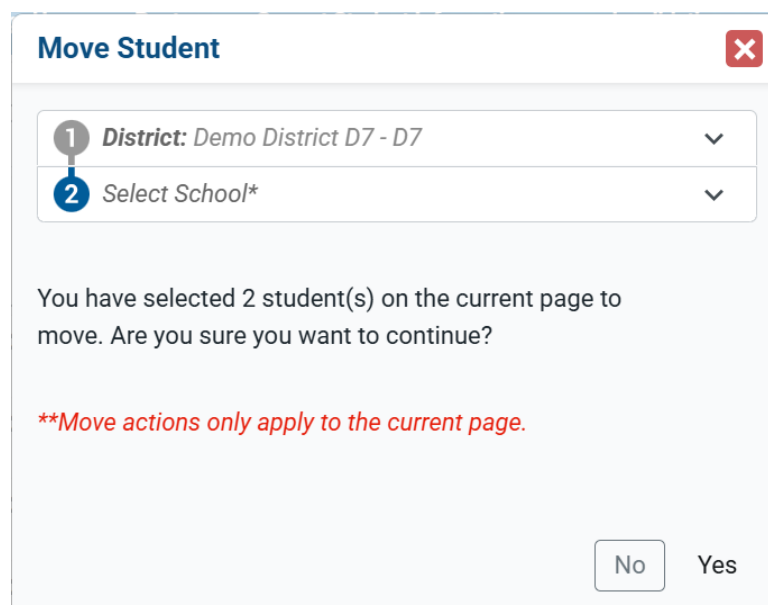
- After selecting checkbox(es), select  above the search results.



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

4. The *Move Student* pop-up appears. Verify that the number of students is correct.

Figure 52. Move Student Pop-Up



5. From the **School** drop-down list, select the school where you want to move the student(s).
6. Select **Yes**. After TIDE moves any selected students, a confirmation message appears.



**Note:** Students who move into a school district after the start of the school year can be moved into the correct district using the Upload Students feature in TIDE. The AAC can follow the steps in the [Add, Edit, and Delete Students Through File Uploads](#) section to create a PreID student file and upload the file anytime during the school year to move students. This task can also be completed by a district or school coordinator for individual students by following steps in the [Add Students One at a Time](#). Districts and schools should ensure they are entering a student's name and FLEID exactly as was used in the previous district to ensure the student's complete record is transferred.

7. In the *Confirm Move* pop-up, select **Continue** to return to the list of student records.

To move students to a new school within a district on the *Student Information* tab of the *Manage Student details* page:

1. In the *Edit Student* section on the **Student Information** tab, select .

2. Follow steps [4-7](#) in the guidance for how to move students to a new school within a district on the **Manage Students** page.

## Delete Student Records

When you delete students from TIDE, those students cannot be entered into the REI.



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

*To delete student records on the Manage Students page:*

1. From the **Student Information** task group on the TIDE Dashboard, select **Manage** or **Manage Students**. The **Manage Students** page appears.
2. Retrieve the student records you want to delete by following the procedure in the [Search for Records](#) section.
3. To delete:
  - a. One student, select (do not right-click) the **Row Actions** menu button [  ] and then select **Delete**.
  - b. 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.
    - After selecting checkbox(es), select .

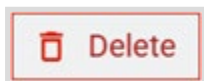


**Note:** When deleting students using the checkbox in the header, you can only delete students who are listed on the current page.

4. In the pop-up, select **Yes**. The students are removed from TIDE.
5. Select **Continue** to return to the results page.

*To delete student records on the Student Information tab of the Manage Student details page:*

1. In the *Edit Student* section on the **Student Information** tab, select



2. In the pop-up, select **Yes**. The student is removed from TIDE.
3. Select **Continue** to return to the results page.

## Resetting Family Portal Access Codes

Access codes for the Family Portal will be provided in TIDE. TIDE users will be able to reset these codes if necessary, depending on user role.

1. From the **Student Information** task group on the TIDE Dashboard, select **Manage** or **Manage Students**. The **Manage Students** page appears.
2. Search for the student. For information about the search process, you can review [Search for Records](#) section.
3. To open the record for editing, select the **Row Actions** menu button [  ] and then choose **Edit Student**. You can also select the student's name. The student details page appears.
4. Under the *Access Code* field, select **Reset**. A pop-up appears reminding you that you need to save the student for the new access code to be set. Then click **Continue**. Then click **Save**. Access Codes can be copied from TIDE and pasted to other programs by selecting **Copy**.

## Add, Edit, and Delete Students Through File Uploads

If you have many students 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 [Upload Records](#).

This section contains information specific to uploading students.

*To upload student records:*

1. From the **Student Information** task group on the TIDE Dashboard, select **Upload** or **Upload Students**. The **Upload Students** page appears.

Figure 53. Upload Students Page

**Upload Students**

1 You may upload new students or modify existing students via file upload. [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](#)

2. Select **Download Template** to access all templates. The *Download a Template* pop-up will include the template in both Excel and CSV. It will also include a PreID Layout Template, which includes all the valid values for each field in the template.

Figure 54. Download a Template Pop-Up

**Download a Template**

CSV Template Download Now

Excel Template Download Now

PreID Layout Template Download Now

[Close](#)

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.



**Note:** If you need more guidance for the upload process, refer to [Upload 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.

## Uploading Students for the 2025–26 FAA—Datafolio

Upon receiving the PreID file for the FAA—Datafolio through the Secure File Center, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Download the Pre-ID Layout Template, located in TIDE, by selecting **Download Template** (see [Figure 55](#)) on the **Upload Students** page. When the *Download a Template* pop-up (see [Figure 56](#)) appears, select **PreID Layout Template Download Now**.
2. Review/edit the information in columns A–AD for students included in the file. When editing the information, use the valid values found in the PreID Layout Template for each field.
  - a. Review/edit the *IEP Team Decision on Assessment* by selecting *Datafolio* in column J.
  - b. Fill in the student's most recent IEP date in column Y.
  - c. Indicate whether the *Parental Consent Form* has been documented by selecting a Y, N, or A in column Z.
  - d. Indicate course enrollment for ELA, Mathematics, Science, and EOCs by selecting a course code in columns AA–AD.
3. Indicate Datafolio Participation for Algebra 1 EOC, Biology 1 EOC, Civics EOC, ELA 1, ELA 2, Geometry EOC, and U.S. History EOC by selecting Y in columns AE–AK.
4. Add any students, including students in Grade 3, who are not listed in the files. Please use the valid values found in the PreID Layout Template for each field.
  - a. Ensure to fill out columns A–AD following the parameters under Step [1](#).
  - b. Indicate Datafolio Participation for Algebra 1 EOC, Biology 1 EOC, Civics EOC, ELA 1, ELA 2, Geometry EOC, and U.S. History EOC by selecting Y in columns AE–AK.
5. Delete students who will NOT participate in the FAA—Datafolio. You may either manually delete the entire row or enter Delete in the *Action* field in column BC.
6. Save your file for upload.
7. Follow the steps under [Add, Edit, and Delete Students Through File Uploads](#) to upload the file into TIDE.

## Uploading Students for the 2025 Fall Makeup FAA—Performance Task

Upon receiving the PreID file for the 2025 Fall Makeup FAA—Performance Task through the Secure File Center, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Download the Pre-ID Layout Template, located in TIDE, by selecting **Download Template** (see [Figure 55](#)) on the **Upload Students** page. When the *Download a Template* pop-up (see [Figure 56](#)) appears, select **PreID Layout Template Download Now**.
2. Review/edit the information in columns A–AD for students included in the file. When editing the information, use the valid values found in the PreID Layout Template for each field.
  - a. Review/edit the *IEP Team Decision on Assessment* by selecting *Performance Task* in column J.
  - b. Fill in the student's most recent IEP date in column Y.
  - c. Indicate whether the *Parental Consent Form* has been documented by selecting a Y, N, or A in column Z.
  - d. Indicate course enrollment for ELA, Mathematics, Science, and EOCs by selecting a course code in columns AA–AD.
3. Indicate Fall Performance Task Participation for Algebra 1 EOC and ELA 2 by adding a Y in columns AL–AM.
  - a. Add students who will participate in the Fall Makeup FAA—Performance Task but are currently not listed in the file. Please use the valid values found in the PreID Layout Template for each field. Ensure to fill out columns A–AD following the parameters under Step [1](#).
  - b. Indicate Fall Performance Task Participation for Algebra 1 EOC and ELA 2 by adding a Y in columns AL–AM.
4. Delete students who will NOT participate in the Fall Makeup FAA—Performance Task. You may either manually delete the entire row or enter Delete in the *Action* field in column BC.
5. Save your file for upload.
6. Follow the steps under [Add, Edit, and Delete Students Through File Uploads](#) to upload the file into TIDE.

## Uploading Students for the Spring 2026 FAA—Performance Task

For the Spring Performance Task, CAI will create PreID files using the data included in Survey 2 data.



**Note:** There is no Preorder Window for the Spring 2026 Performance Task. TIDE will use the information captured in the PreID files to determine initial orders for schools as well as appropriate district overage.

Upon receiving the PreID file for the Spring 2026 FAA—Performance Task, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Download the Pre-ID Layout Template, located in TIDE, by selecting **Download Template** (see [Figure 55](#)) on the **Upload Students** page. When the *Download a Template* pop-up (see [Figure 56](#)) appears, select **PreID Layout Template Download Now**.
  2. Review/edit the information in columns A–I for students included in the file. When editing the information, use the valid values found in the PreID Layout Template for each field.
  3. Review/edit *IEP Team Decision on Assessment* by selecting *Performance Task* in column J.
  4. Review/edit the information in columns K–X. When editing the information, use the valid values found in the PreID Layout Template for each field.
  5. Complete the required student assurances in columns Y–AD. Use the valid values found in the PreID Layout Template for each field.
    - a. Fill in the student’s most recent IEP date in column Y.
    - b. Indicate whether the *Parental Consent Form* has been documented by selecting a Y, N, or A in column Z.
    - c. Indicate course enrollment for ELA, Mathematics, Science, and EOCs by a course code in columns AA–AD.
  6. Indicate Spring Performance Task Participation for Algebra 1 EOC, Biology 1 EOC, Civics EOC, ELA 1, ELA 2, Geometry EOC, and U.S. History EOC by selecting a Y in columns AN–AT.
  7. Indicate Spring Performance Task Accommodations for Grades 3–8, Algebra 1 EOC, Biology 1 EOC, Civics EOC, ELA 1, ELA 2, Geometry EOC, and U.S. History EOC by selecting the appropriate drop-down in columns AU–BB. Refer to the PreID Layout Template for the list of valid accommodations for each field.
- 

**Note:** While these fields will still be in the upload template once the initial order file is pulled at the end of December, they will no longer be used to calculate orders. Districts will have to use the Additional Orders task in TIDE to order additional accommodated materials.
8. Add students who will participate but are not currently listed by following Steps [2–7](#).
  9. Delete students who will NOT participate in the Spring FAA—Performance Task. You may either manually delete the entire row or enter Delete in the *Action* field in column BC.
  10. Save your file for upload.

Follow the steps under [Add, Edit, and Delete Students Through File Uploads](#) to upload the file into TIDE.

## 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 on the TIDE Dashboard, 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 **School** drop-down list, select a school. District-level users can retain the default for all schools within the district.
  - b. Select a specific grade or keep the drop-down on - *Select* - to display all grades.
  - c. *Optional:* In the *Select Demographics* section, select checkboxes from the drop-down to filter the report for additional demographics and accommodations.  
If you do not select any demographic categories, the report only shows records by grade.
3. Select **Search**. A window will pop up with options to **View Results**, **Modify Search**, or **Export to the Secure File Center**.
4. Select **View Results**. The information displays in tabular format.
5. *Optional:* Do one of the following:



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

## Manage TIDE Users

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

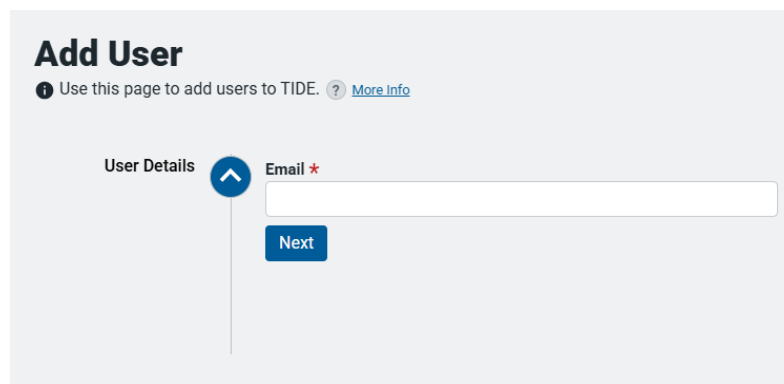
### Add User Accounts

To add a user account, the user's role must be at the same level or lower than your role in the user role hierarchy. Also, you can add users only to organizations that you can access. For example, district-level users can create school-level accounts for schools within their own district. This same hierarchy applies when adding roles or schools to existing users.

*To add a user account:*

1. From the **Manage Users** task group on the TIDE Dashboard, select **Add** or **Add User**. The **Add User** page appears.

Figure 55. Add User Page with Email Address Field Only



2. Enter an email address for the new user.



**Note:** 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 fields will be 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 districts or schools do not display. However, you can still add the user to additional roles.

Figure 56. Add User page with all fields

**Add User**

Use this page to add users to TIDE. [More Info](#)

**User Details**

Email \*  
fl-aac1@demo.user

First Name \*  
Demo

Last Name \*  
User

Phone

**User Information**

To start, enter the user's email address.  
Verify the email address is correct before selecting **Next**.  
After you select **Next**, you can enter additional information, but you cannot edit the email address.

**User Roles**

| Role | District             | School                 |
|------|----------------------|------------------------|
| AAC  | D7: Demo District D7 | <a href="#">Remove</a> |

[Add Another Role](#)

[Save](#) [Cancel](#)

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** drop-down. Then select the district, and, if applicable, the school, 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](mailto:DoNotReply@cambiumassessment.com).



**Note:** If a user does not receive the initial activation email, contact the FAA Service Center so the email can be re-sent.

## Delete User Accounts

To delete users:

1. From the **Manage Users** task group on the TIDE Dashboard, select **Manage** or **Manage Users**. The **Manage Users** page appears.

Figure 57. Manage Users page

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

3. To delete:

a. One user, select (do not right-click) the **Row Actions** menu button [  ] and then select **Delete**. A pop-up appears.

b. 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.

▪ After selecting checkbox(es), select



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

4. In the pop-up, select **Yes**. Any selected users will be removed from TIDE.

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



**Note:** 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 [Upload Records](#).

This section contains information specific to uploading users and uploading FAA Training Completion Flags.



**Note:** You cannot edit the user's email address through an upload. Instead of creating a new user account, contact the FAA Service Center 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 **Manage Users** task group on the TIDE Dashboard, select **Upload** or **Upload Users**. 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.
6. Check the results of the upload by performing a search (see [Search for Records](#)). Users who already had accounts set up in TIDE will have had their accounts updated with the new FAA Training Completion Flag from the upload.

*To upload FAA Training Completion Flags:*

1. From the **Manage Users** task group on the TIDE Dashboard, select **Upload FAA Training Completion**. The **Upload FAA Training Completion** 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.
6. Check the results of the upload by performing a search (see [Search for Records](#)). Users who did not previously have an FAA Training Completion Flag will have the flag assigned to them.

## Rosters

Coordinators will create and distribute rosters to teachers administering the FAA in order for the school or teacher to have the necessary information to log a student in to the REI. They may either print hard copies of the roster (see [Print Students Associated with a Roster](#)) or export the roster to teachers through the Secure File Center (see [Share Files from the Secure File Center](#)).

When creating/managing rosters, it is recommended to follow the guidelines below:

- Rosters should ideally include about 25–30 students. Up to 500 active students can be included in one roster.
- Rosters should be updated weekly to maintain roster accuracy with new enrollments/withdrawals/class movement to ensure teachers are accessing accurate data for their current students.
- If a student moves to another district/school, the student will automatically become inactive in any rosters associated with the former district/school. Users do not need to take action to delete this student.

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

### Add Rosters

1. From the **Rosters** task group on the TIDE Dashboard, select **Add** or **Add Roster**. The **Add Roster** page appears.

Figure 58. Add Roster – Select School for Roster Page

**Add Roster**

Start by selecting a school before adding students in the next step. **Select a Test Administration in the next step to ensure that only students eligible for the administration appear on the roster.** [more info](#)

**Select School for Roster**

\*District: Demo District D9 - D9 ▼

\*School: - Select - ▼

Select

2. In the *Select School for Roster* panel, search for a school by selecting a school, as applicable, then click **Select** and the **Add Roster** form appears.



**Note:** If your user account is associated with more than one school under the *School Details* section, you can select **Change School** if the wrong school was selected.

Figure 59. Add Roster Form

3. Under *Roster Details*, add the roster name in the *Roster Name* field and select No for the *Reporting Roster* field.



**Note:** It is highly recommended that you include test administration information (e.g., FAA—Datafolio) in the *Roster Name* field, as well as the teacher's name, if applicable. This will enable you to easily search in the *Filter Results* search box (see [Figure 66](#)).

4. Under *Find and Select Students*, do one of the following:
  - Use the **Quick Roster** tab to create a roster from a group of students.
  - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by FLEID or name.

#### To Create a Roster Using the Quick Roster tab

5. Select a value for at least one of the following fields: *Enrolled Grade*, *IEP Team Decision on Assessment*, and *Test Administration*.



**Note:** For the FAA assessments, the Test Administration will always be Florida Alternate Assessment.

- a. To return fewer students and narrow your search results, you may add additional search fields and values under *Additional Fields* (see [Figure 62](#)).
  - Under *Search Fields*, select the fields that you want to use to narrow your search. Then, select the values associated with each selected field. When finished, select the **Add (Selected)** button at the bottom of the screen.



**Note:** The button to add additional fields to your search will be **Add Selected** for Datafolio Participation, Fall Performance Task Participation, Spring Performance Task Participation, and Spring Performance Task Accommodations. The button will be **Add** for the other search fields.

Figure 60. Roster Additional Fields

**Additional Fields**

For a more specific quick roster, select additional fields to create your group.

Fall Performance Task Participation: Algebra 1 EOC: Yes X

Search Fields:  
Fall Performance Task Partici... ▼

**Fall Performance Task Participation**

Algebra 1 EOC: ☒ Yes ▼

ELA 2: ☐ - Select - ▼

Add Selected

Create Quick Roster

6. 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 X next to individual students from the top of the grid. Selecting **Save** creates your roster. If you select **Remove All**, you can search for a new group of students.

#### *To Create a Roster Using the Student Search tab*

7. Under the **Student Search** tab (see [Figure 63](#)), enter a value for at least one of the following fields: *Enrolled Grade*, *IEP Team Decision on Assessment*, *Test Administration*, *First Name*, *Last Name*, and *FLEID*. Select **Search**.



**Note:** To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to select additional criteria as available. To add additional search fields, follow the guidance in Step 5a in [To Create a Roster Using the Quick Roster tab](#).

Figure 61. Student Search Tab

Student Search Quick Roster

Last Name:  First Name:

FLEID:

Enrolled Grade:

Birth Date (MMDDYYYY):

Sex:   
☐ Male ☐ Female

Primary Exceptionality:

IEP Team Decision on Assessment:   
☐ Performance Task ☐ Datafolio

Test Administration:

**+ Additional Fields**  
 Search by groups of students.

8. After you return results, select to add individuals or select **Add All** from the top of the grid of the *Available Students* table. The students will then appear in the *Selected Students* table.
- a. To remove students from the roster, from the list of selected students, do one of the following:
- To remove one student from the roster, click for the student.
  - To remove all the students from the roster, click **Remove All**.

Figure 62. Roster Available Students – Add All

**Add Roster**

**Search Results**  
Enrolled Grade: 03, 04, 05, 06, 07, 08, 09, 10, 11, 12; IEP Team Decision on Assessment: Datafolio; Test Administration: Florida Alternate Assessment

[Change Search](#)

**Available Students (5)**

Show more information ▾ Filter students

| STUDENT NAME       | ENROLLED GRADE | FLEID          | ADD ALL + |
|--------------------|----------------|----------------|-----------|
| Demo Last, Demo... | 04             | FL101112133355 | +         |
| Demo Last, Demo... | 05             | FL101112133565 | +         |
| Demo Last, Demo... | 06             | FL101112133334 | +         |
| Demo Last, Demo... | 08             | FL101112136565 | +         |
| Demo Last, Demo... | 11             | FL101112135777 | +         |

**Roster Details**

\*Roster Name: D7-9000 FAA Datafolio - Ms. Sn

\*Reporting Roster: No ?

**Selected Students (5)**

Show more information ▾ Filter students

| × | REMOVE ALL | STUDENT NAME       | ENROLLED GRADE | FLEID         |
|---|------------|--------------------|----------------|---------------|
| × |            | Demo, Demo         | 11             | DM8888884565  |
| × |            | Demo Last, Demo... | 11             | FL10111213391 |
| × |            | Demo Last, Demo... | 09             | FL1011121337  |
| × |            | Demo Last, Demo... | 07             | FL1011121354  |
| × |            | Demo Last, Demo... | 10             | FL1011121355  |

[Save](#) [Cancel](#)

9. *Optional:* After results appear under *Selected Students*, you can change the information that displays about the student by selecting the **Show more information** drop-down, where you can select or clear the following columns: *Former Students*, *Enrolled Grade*, *FLEID*, *Username*.



**Note:** Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. 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. If former students re-enroll in the school, they will still appear in italics in associated rosters with the date they left. To restore the student into the roster, remove the italicized record and then use the **Student Search** tab to re-add the student.

7. 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.
8. Select **Save** at the bottom of the *Selected Students* table when you are ready to save your roster.

## Modify Rosters

You can modify rosters that you create through the **Add Roster** page or the **Upload Rosters** page. You can modify a user-defined **Error! Unknown document property name.** by changing its name, associated teacher, or by adding students or removing students.

You can modify existing rosters by performing the following steps:

1. From the **Rosters** task group on the TIDE Dashboard, select **Manage** or **Manage Rosters**. The **Manage Rosters** page appears.

Figure 63. Manage Rosters Page

2. In the search panel, enter search terms and select values from the available search parameters, as required.
  - a. For **District**, select your district.
  - b. For **School**, select the applicable school.
  - c. For **Roster Type**, select *User Defined*.
  - d. For **Teacher Name**, select *No Teacher*.
3. Click **Search**. The list of retrieved records appears below the search panel (see [Figure 66](#)).

Figure 64. Sample Search Results

|                                     | Edit | Roster Name                                 | Teacher | Reporting Roster | Subject | Grades In Roster       | Number Of Students |
|-------------------------------------|------|---------------------------------------------|---------|------------------|---------|------------------------|--------------------|
| <input checked="" type="checkbox"/> |      | D7-9000 FAA Datafolio - Ms. Appel           |         | No               |         | 04, 05, 07, 08, 09, 11 | 6                  |
| <input type="checkbox"/>            |      | D7-9000 FAA Datafolio Roster - Appletree    |         | No               |         | 04                     | 1                  |
| <input type="checkbox"/>            |      | D7-9000 FAA Datafolio Roster - Smith        |         | No               |         | 09, 10, 11             | 3                  |
| <input type="checkbox"/>            |      | D7-9000 FAA Performance Task Roster - Appel |         | No               |         | 04                     | 1                  |
| <input type="checkbox"/>            |      | D7-9000 FAA Performance Task Roster - Smith |         | No               |         | 04, 09, 10, 11         | 4                  |

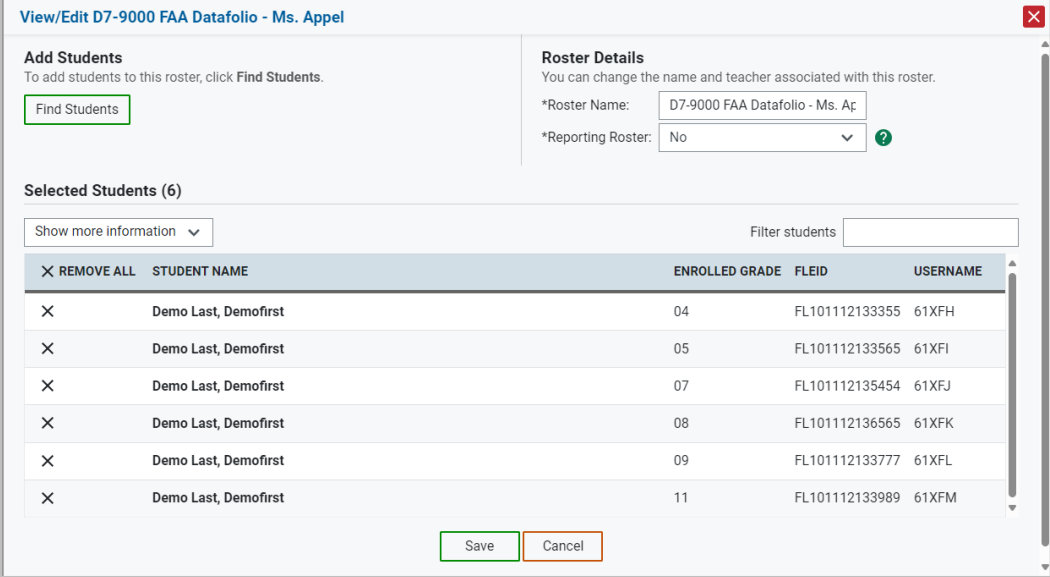
4. Retrieve the Roster record you want to view or edit.



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

5. In the list of retrieved rosters select  for the roster whose details you want to view and/or edit. The **View/Edit [Roster Name]** form appears. This form is similar to the page used to add rosters.

Figure 65. View/Edit [Roster Name] Form



**View/Edit D7-9000 FAA Datafolio - Ms. Appel**

**Add Students**  
To add students to this roster, click Find Students.

[Find Students](#)

**Roster Details**  
You can change the name and teacher associated with this roster.

\*Roster Name: D7-9000 FAA Datafolio - Ms. Appel

\*Reporting Roster: No

**Selected Students (6)**

Show more information ▼ Filter students

| X REMOVE ALL | STUDENT NAME         | ENROLLED GRADE | FLEID          | USERNAME |
|--------------|----------------------|----------------|----------------|----------|
| X            | Demo Last, Demofirst | 04             | FL101112133355 | 61XFH    |
| X            | Demo Last, Demofirst | 05             | FL101112133565 | 61XFI    |
| X            | Demo Last, Demofirst | 07             | FL101112135454 | 61XFJ    |
| X            | Demo Last, Demofirst | 08             | FL101112136565 | 61XFK    |
| X            | Demo Last, Demofirst | 09             | FL101112133777 | 61XFL    |
| X            | Demo Last, Demofirst | 11             | FL101112133989 | 61XFM    |

[Save](#) [Cancel](#)

6. To review students who are currently on the roster, scroll down to the **Selected Students** table. The list displays students who are currently associated with the roster.
7. To add students, select **Find Students**.
1. Select the **Student Search** tab to add individual students manually. Follow the procedure outlined in [To Create a Roster Using the Student Search tab](#) for more information on how to add students manually.
  2. 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. Follow the procedure outlined in [To Create a Roster Using the Student Search tab](#) for more information on how to add students manually.

Figure 66. View/Edit [Roster Name] – Find Students

**View/Edit Demo Roster 14**

**Add Students**  
To add students to this roster, click **Find Students**.

**Find Students**

**Roster Details**  
You can change the name and teacher associated with this roster.

\*Roster Name: Demo Roster 14  
\*Reporting Roster: Yes  
\*Teacher Name: Demo, Demo

**Selected Students (4)**

Show more information Filter students

| X REMOVE ALL | STUDENT NAME  | ENROLLED GRADE | FLEID          | USERNAME |
|--------------|---------------|----------------|----------------|----------|
| X            | demo, 04SP PT | 04             | DM238429307442 | 4EU6F    |
| X            | Demo, Demo    | 04             | DM672968309001 | 4CGTX    |
| X            | Demo, Demo    | 04             | FL123456789002 | 46V1U    |
| X            | Demo, DemoQ   | 04             | DM999010138014 | 4CANS    |

Save Cancel



**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.

8. To remove students from the roster, select the  beside individual students or use the **Remove All** option at the top of the *Selected Students* table.

9. *Optional:* In **Roster Details**, edit the *Roster Name*.



**Note:** Editing the *Roster Name* only modifies the existing roster. This does not create a duplicate roster.

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

Figure 67. Modifying a Roster: View/Edit Page

**View/Edit Demo Roster 14**

**Add Students**  
To add students to this roster, click **Find Students**.

**Find Students**

**Roster Details**  
You can change the name and teacher associated with this roster.

\*Roster Name: Demo Roster 14  
\*Reporting Roster: Yes  
\*Teacher Name: Demo, Demo

**Selected Students (4)**

Show more information Filter students

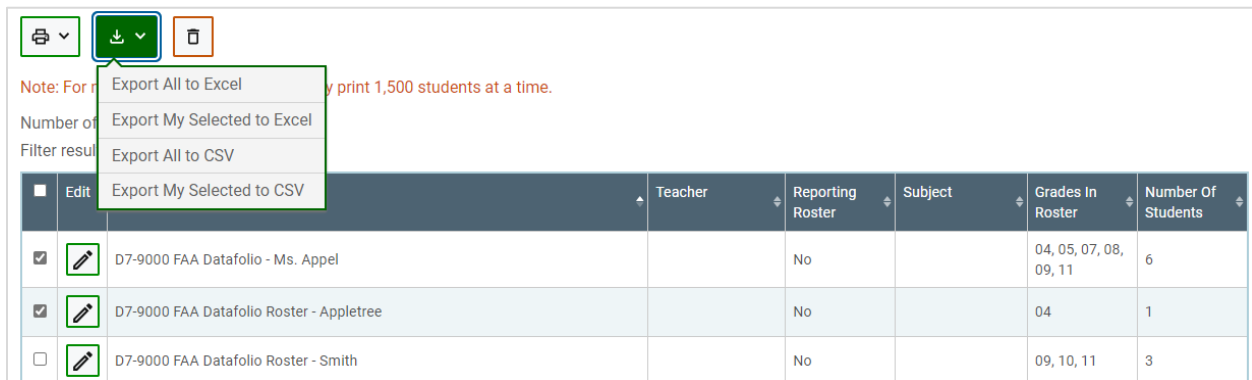
| X REMOVE ALL | STUDENT NAME  | ENROLLED GRADE | FLEID          | USERNAME |
|--------------|---------------|----------------|----------------|----------|
| X            | demo, 04SP PT | 04             | DM238429307442 | 4EU6F    |
| X            | Demo, Demo    | 04             | DM672968309001 | 4CGTX    |
| X            | Demo, Demo    | 04             | FL123456789002 | 46V1U    |
| X            | Demo, DemoQ   | 04             | DM999010138014 | 4CANS    |

Save Cancel

## Export a Roster to an Excel or CSV File

1. From the **Rosters** task group on the TIDE Dashboard, select **Manage** or **Manage Rosters**. The **Manage Rosters** page appears.
2. Retrieve the roster record you want to export by following the steps under [Modify Rosters](#).
3. Select the roster(s) you wish to export.
4. In the list of retrieved rosters, mark the checkbox(es) for the rosters you wish to export, click [  ], and select one of the following options.
  - a. **Export All to Excel:** This option exports all the rosters listed to an Excel file.
  - b. **Export My Selected to Excel:** This option exports only the selected rosters listed to an Excel file.
  - c. **Export All to CSV:** This option exports all the rosters listed to a CSV file.
  - d. **Export My Selected to CSV:** This option exports only the selected rosters listed to a CSV file.
5. The file will download onto your computer.

Figure 68. Exporting a Roster



Note: For more information, see the TIDE User Guide. You can only print 1,500 students at a time.

Number of results: 3

Filter results:

| <input type="checkbox"/>            | Edit                                                                                | Teacher                                  | Reporting Roster | Subject | Grades In Roster       | Number Of Students |
|-------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------|------------------|---------|------------------------|--------------------|
| <input checked="" type="checkbox"/> |  | D7-9000 FAA Datafolio - Ms. Appel        | No               |         | 04, 05, 07, 08, 09, 11 | 6                  |
| <input checked="" type="checkbox"/> |  | D7-9000 FAA Datafolio Roster - Appletree | No               |         | 04                     | 1                  |
| <input type="checkbox"/>            |  | D7-9000 FAA Datafolio Roster - Smith     | No               |         | 09, 10, 11             | 3                  |

Export options menu:

- Export All to Excel
- Export My Selected to Excel
- Export All to CSV
- Export My Selected to CSV

6. Open the file to see a list of all your students from the roster(s) you selected in TIDE.

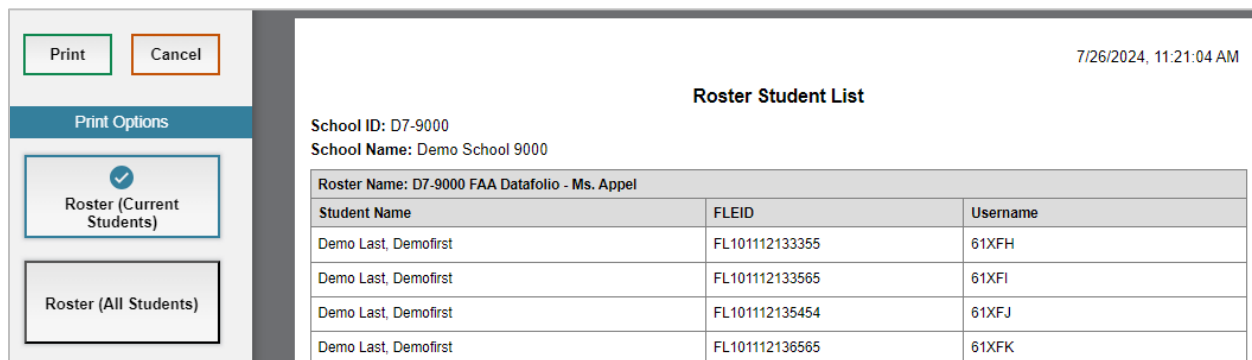
Figure 69. Roster Excel File

| School ID | School Name      | TeacherLastName | TeacherFirstName | TeacherEmailAddress | Reporting Roster | Roster Name                       | Last Name | First Name | FLEID          | Username |
|-----------|------------------|-----------------|------------------|---------------------|------------------|-----------------------------------|-----------|------------|----------------|----------|
| D7-9000   | Demo School 9000 | N/A             | N/A              |                     | No               | D7-9000 FAA Datafolio - Ms. Appel | Demo Last | Demofirst  | FL101112133355 | 61XFH    |
| D7-9000   | Demo School 9000 | N/A             | N/A              |                     | No               | D7-9000 FAA Datafolio - Ms. Appel | Demo Last | Demofirst  | FL101112133356 | 61XFI    |
| D7-9000   | Demo School 9000 | N/A             | N/A              |                     | No               | D7-9000 FAA Datafolio - Ms. Appel | Demo Last | Demofirst  | FL101112133545 | 61XFJ    |
| D7-9000   | Demo School 9000 | N/A             | N/A              |                     | No               | D7-9000 FAA Datafolio - Ms. Appel | Demo Last | Demofirst  | FL101112136565 | 61XFK    |
| D7-9000   | Demo School 9000 | N/A             | N/A              |                     | No               | D7-9000 FAA Datafolio - Ms. Appel | Demo Last | Demofirst  | FL101112133777 | 61XFL    |
| D7-9000   | Demo School 9000 | N/A             | N/A              |                     | No               | D7-9000 FAA Datafolio - Ms. Appel | Demo Last | Demofirst  | FL101112133988 | 61XFM    |

## Print Students Associated with a Roster

1. From the **Rosters** task group on the TIDE Dashboard, select **Manage** or **Manage Rosters**. The **Manage Rosters** page appears.
2. Retrieve the roster record you want to print by following the steps under [Modify Rosters](#).
3. In the list of retrieved rosters, mark the checkbox(es) for the rosters you wish to print, click , and select one of the following options.
  - a. **Roster (Current Students)**: This roster will include students currently associated with the teacher and school.
  - b. **Roster (All Students)**: This roster will include all **current** and past students associated with the teacher and school within the school year.
4. The **Roster Student List** page, as shown in [Figure 72](#), appears.
5. Click **Print**.

Figure 70. Roster Student List



Print Options

☒ Roster (Current Students)

☐ Roster (All Students)

**Roster Student List** 7/26/2024, 11:21:04 AM

School ID: D7-9000  
School Name: Demo School 9000

Roster Name: D7-9000 FAA Datafolio - Ms. Appel

| Student Name         | FLEID          | Username |
|----------------------|----------------|----------|
| Demo Last, Demofirst | FL101112133355 | 61XFH    |
| Demo Last, Demofirst | FL101112133355 | 61XFI    |
| Demo Last, Demofirst | FL101112135454 | 61XFJ    |
| Demo Last, Demofirst | FL101112136565 | 61XFK    |

### Roster Student List Fields:

The Roster Student List PDF includes the following fields:

1. **School ID**: The school identification number.
2. **School Name**: The school name.
3. **Roster Name**: The name that the roster was saved under.
4. **Student Name**: The name of the student(s) participating in the FAA administration.
5. **FLEID**: The FLEID of the student(s) participating in the FAA administration.
6. **Username**: This field is not applicable to the FAA. Other assessments use the Username rather than the FLEID to log students in to the REI.

## Print Family Portal Access Codes from Roster Lists

TIDE users can print Family Portal access codes from roster lists and provide these codes to families.

1. Follow the procedure outlined in [Modify Rosters](#) to search for the appropriate rosters.
2. *Optional:* Select the column headings to sort the retrieved rosters in the order you want the access codes printed.
3. Specify the rosters for whom access codes need to be printed:
  - To print access codes for specific rosters, mark the checkboxes for the rosters you want to print.
  - To print access codes for all rosters listed on the page, mark the checkbox at the top of the table. Please note, you may only print 1,500 students at a time.
4. Select , and then select **Access Codes**.
5. In the new browser window that opens, verify **Access Codes** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page.
6. **Select Print.**



**Note:** When printing access codes, make sure Print to Fit is unchecked.

7. Your browser will download the generated PDF.



**Note:** When printing Family Portal Access Codes from rosters, the codes will print in the following order: by roster, then by grade, then alphabetically by last name.

### ***Print PreID Labels from Roster Lists***

1. Follow the procedure outlined in [Modify Rosters](#) to search for the appropriate rosters.
2. Select , and then select **PreID Labels**.
3. Follow Steps [4–6](#) in [Print PreID Labels \(FAA—Performance Task Only\)](#) to print the PreID Labels.

### ***How Users Add or Modify Multiple Rosters All at Once***

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

1. From the **Rosters** task group on the TIDE Dashboard, select **Upload** or **Upload Rosters**. The **Upload Rosters** page appears.
2. Fill out the Roster template and upload it to TIDE.



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

## Correct Student Information

Teachers will submit any corrections that need to be made to student information to AACs or SLCs through the **Correct Student Information** task group.

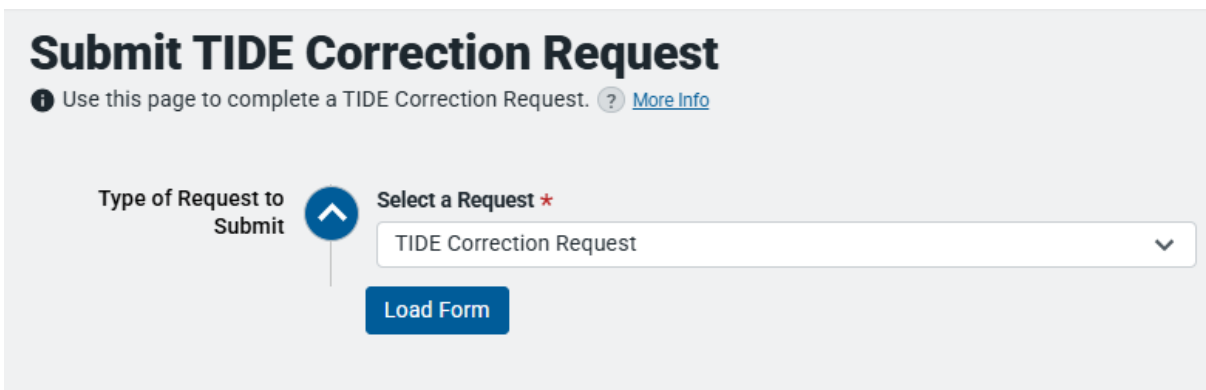
Corrections to student information may include assessment grade, student name misspelling, weekend release, transfer information, and/or correction of students listed or not listed in TIDE.

If a student participating in the FAA program moves from one assessment to the other—for example, from the FAA—Datafolio to the FAA—Performance Task—or if a student is no longer participating in the FAA program and is now participating in FAST, teachers will also use this task group to relay this information.

### Submit a TIDE Correction Request

1. From the **Correct Student Information** task group on the TIDE Dashboard, select **Submit** or **Submit TIDE Correction Request**. The **Submit TIDE Correction Request** page appears (see [Figure 73](#)).

Figure 71. Submit TIDE Correction Request Page



**Submit TIDE Correction Request**

**i** Use this page to complete a TIDE Correction Request. **?** [More Info](#)

Type of Request to Submit 

Select a Request \*  
TIDE Correction Request 

**Load Form**

2. Select **Load Form**. The request appears.

Figure 72. District/School Section of the Submit TIDE Correction Request Page

**District/School** 

For student's name, FLEID, and grade, select or enter as indicated in TIDE and the REI.

For district and school, select your district and school.

**Name \***

Demo First Demo Last

**FLEID \***

FL101112133333

**Grade \***

04

**District \***

1 District: Demo District D7 - D7

**School \***

✓ School: Demo School 9000 - D7-9000

**Are you adding a student or modifying student information? \***

Modifying student information

3. In the *District/School* section (see [Figure 74](#)),
    - a. Fill out the *Name*, *FLEID*, and *Grade* fields for the student.
    - b. In the **District** and **School** drop-downs, select your own district and school.
    - c. In the **Are you adding a student or modifying student information?** drop-down, select one of the following options:
      - i. **Adding a student** if the student needs to be added to TIDE or is transferring from out of state.
      - ii. **Modifying student information** if student demographics need to be updated, if the student is transferring from another school in the state, or if the student's assessment type needs to be changed.
  4. Once these fields are complete, scroll down to complete the form.
-  **Note:** The sections included in the TIDE Correction Request are expanded by default. You may use   to collapse or expand the sections, as needed.
5. In the *Add New Student or Modify Student Information* section, complete the appropriate fields by entering information and selecting from the drop-down options.
    - a. If **adding a student**, complete all fields in the *Add New Student or Modify Student Information* section, including student demographics, student assurances, course enrollment, race and ethnicity, additional information, test

participation (if applicable), and accommodations (if applicable).

- b. If **modifying student information**, only complete the fields in the *Add New Student or Modify Student Information* section that need to be changed. For example, if revising *Primary Exceptionality*, only modify this field (see [Figure 75](#)).

Figure 73. Part of the Add New Student or Modify Student Information Section

The screenshot shows a form with four sections, each with a dropdown menu:

- English Language Learner (ELL)**: A dropdown menu with the text "-Select-" and a downward arrow.
- Primary Exceptionality**: A dropdown menu with the text "F = Speech Impaired" and a downward arrow.
- Other Exceptionality**: A dropdown menu with the text "-Select-" and a downward arrow.
- IDEA Educational Environments**: A dropdown menu with the text "-Select-" and a downward arrow.

6. If the student's assessment type needs to be changed—for example, a student who is currently participating in the FAA—Performance Task needs to be moved to FAST—use the drop-down list in the *Change in Student Assessment* section to select **FAST**.
7. If any additional information needs to be documented, use the text box in the *Additional Information* section. Teachers should use this text box to provide context to the AAC, APSA, or SLC about why the student information needs to be updated. For example, if the student has transferred into the school, the teacher should indicate in the text box the school the student transferred from and the school they are transferring to.
8. Select **Submit**. The request is submitted. Every submitted request will include a confirmation submission ID.
9. The requestor will receive an email notification that the request was submitted. The email will include the submission ID (last three digits of the reference number).

## View a TIDE Correction Request

Once you have received an email notifying you that a TIDE Correction Request has been submitted, log in to TIDE.

1. From the **Correct Student Information** task group on the TIDE Dashboard, select **Manage** or **View TIDE Correction Request**. The **View TIDE Correction Request** page appears (see [Figure 76](#)).

Figure 74. View TIDE Correction Request Page

**View TIDE Correction Request**

Use this page to view TIDE Correction requests.

Search for Form Submissions to Review

Select a Form \*

TIDE Correction Request

Form Status \*

All selected (4)

Submission ID

Request Year

2025-2026

1 District: Demo District D7 - D7

2 Select School\*

Start Date

mmddyyyy

End Date

mmddyyyy

Search

2. Enter search criteria to find the request(s) you want to view.
3. Select **Search**. The list of retrieved records appears below the search panel.
4. To view details of a request, select the edit button () for that request. The specific request appears on the *View/Edit Form* pop-up (see [Figure 77](#)).
  - Select **Print to PDF** at the top of the pop-up to download the request as a PDF.

Figure 75. View/Edit Form Pop-Up

The screenshot shows a 'View/Edit Form' pop-up window. At the top left is the title 'View/Edit Form' and a close button (X) at the top right. Below the title is a 'Print to PDF' button. On the left side, there is a 'Form Information' section with a blue circular icon containing a white upward arrow. The main content area displays the following information:

- SubmissionID:** 4934
- Form Type:** TIDE Correction Request
- Submitted By:** fi-aac1@demo.user
- Submission Date:** 7/31/2025 1:35:58 PM
- Submitter FirstName:** Demo
- Submitter LastName:** User

4. Use the information collected in the TIDE Correction Request to add a student (see [Add Students One at a Time](#)), revise student information (see [View and Edit a Student's Details Page](#)), or change a student's assessment type (see [Specific Information on Indicating a Change in Assessment](#)).
5. Once the submitted request is reviewed, use the **Form Status** drop-down to change the request status.
  - Select *Completed* if all changes have been made.
  - Select *More Information Needed* to indicate that additional information is required to complete the request.
  - Select *Retracted* to retract a request that was submitted in error.
6. When you are finished, select **Submit**.

Figure 76. Form Status Drop-Down

The screenshot shows a web interface for updating a request status. On the left, there is a vertical label 'Update Request Status' next to a blue circular button with a white upward-pointing arrow. To the right of this button is a 'Form Status' drop-down menu. The menu is currently open, showing a list of options: 'Submitted' (highlighted in grey), 'Completed', 'More Information Needed', and 'Retracted'. Below the list is a large empty rectangular box. At the bottom right of the form, there are two buttons: 'Submit' (blue) and 'Cancel' (grey).

## Export TIDE Correction Requests

You may export different details of multiple TIDE Correction Requests.

1. Follow steps [1](#) and [2](#) under [View a TIDE Correction Request](#).
2. In the list of retrieved requests, mark the checkbox(es) for the requests you wish to

export, click [  ], and select one of the following options.

- a. **Export Form Grid:** This option provides a summary of each request and exports the statuses of the selected requests to an Excel file.
  - b. **Export Form Data:** This option provides the details of each request and exports the values included for each field of the selected requests to an Excel file.
3. The file will download onto your computer.

## Specific Information on Indicating a Change in Assessment

### Changing Assessment Between FAA Administrations

If a student is no longer participating in one of the FAA assessments (e.g., FAA—Datafolio) and is now participating in the other FAA assessment (e.g., FAA—Performance Task), the testing coordinator (e.g., AAC, APSA, SLC) would first determine whether the student has tested in the originally assigned assessment.

If the teacher has at least started to submit data entry in the Response Entry Interface (REI) for the initial assessment, the testing coordinator should do the following:

1. Invalidate all tests related to the FAA assessment via the **Invalidations and Requests** task group on the TIDE Dashboard. Refer to the [Process Requests](#) section for information on how to invalidate the student's tests.
2. Update the student's *IEP Team Decision on Assessment* in TIDE. Refer to [View and Edit a Student's Details Page](#) for steps on how to make this update for one student.

If the teacher has not started to submit data entry in the REI for the initial assessment, the testing coordinator should do the following:

1. Update the student's *IEP Team Decision on Assessment* in TIDE. Refer to [View and Edit a Student's Details Page](#) for steps on how to make this update.

## Changing Assessment Between FAA and FAST Administrations

If a student is no longer participating in one of the FAA assessments (e.g., FAA—Performance Task) and is now participating in FAST, the testing coordinator would first determine whether the student has tested in the originally assigned assessment.

If the teacher has at least started to submit data entry in the REI for the FAA assessment, the testing coordinator should do the following:

1. Invalidate all tests related to the FAA assessment via the **Invalidations and Requests** task group on the TIDE Dashboard. Refer to the [Process Requests](#) section for information on how to delete the student from the Florida Alternate Assessment administration in TIDE. Refer to the [Delete Student Records](#) section for steps on how to delete students.
2. Communicate with the district assessment coordinator (DAC) of the district to have the student added to the 2025–26 Florida Statewide Assessments administration in TIDE.

If the teacher has not started to submit data entry in the REI for the FAA assessment:

1. Delete the student from the Florida Alternate Assessment administration in TIDE. Refer to the [Delete Student Records](#) section for steps on how to delete students.
2. Communicate with the DAC of the district to have the student added to the 2025–26 Florida Statewide Assessments administration in TIDE.

## Orders

This section describes how to place additional orders, verify contact information, view the order history, and review order quantities for the Spring Performance Task. For information on working with orders for the 2025 Fall Makeup FAA—Performance Task, see [Fall Makeup Performance Task Additional Orders](#).

### Spring 2026 FAA—Performance Task Initial Orders

For the Spring 2026 FAA—Performance Task, there is no Preorder Window. TIDE will calculate initial orders based on the PreID files that AACs will upload into TIDE. CAI will pull an extract for initial orders two weeks after the deadlines for AACs to upload these PreID files. CAI expects to pull this Initial Order extract right before the winter break.

CAI and Pearson will calculate the following overage quantities based off initial orders. Overage for test booklets will be calculated at the selected District Overage Percentage, with 20% being the default. CAI and Pearson will then provide an overage of auxiliary material kits at 50% of the selected test booklet overage. There will not be any overage for one-sided auxiliary materials kits or for braille auxiliary materials kits.

Districts will be able to view the initial orders that were placed on their behalf using the **Order Summary** option under the **Orders** task group.

AACs and APSAs will place additional orders using the **Additional Orders** option under the **Orders** task group. They will be able to place orders for test booklets, auxiliary materials kits, one-sided auxiliary materials kits, and braille materials kits. For test booklets, auxiliary materials kits, and one-sided materials kits, AACs and APSAs will be able to order by form. All braille auxiliary materials kits will be shipped with a Form A test booklet.

The Additional Order Windows for the Spring Performance Task are listed below:

- Elementary and Middle School (Grades 3–8) and Civics EOC Materials: February 16–April 10, 2026
- ELA 1, ELA 2, Algebra 1 EOC, Geometry EOC, Biology 1 EOC, and U.S. History EOC Materials: February 16–April 17, 2026
- Return Material Supplies: February 16–April 30, 2026

### Confirming Shipping Information for Initial Orders

Pearson will be contacting districts in mid-November to confirm shipping information for initial orders.

### Selecting District Overage Percentage

1. From the **Orders** task group on the TIDE Dashboard, select **District Overage**

**Percentage.** The **District Overage Percentage** page appears (see [Figure 79](#)).

Figure 77. District Overage Percentage Page

- The default overage is 20%. You may increase or decrease your district overage to 25%, 15%, 10%, 5%, or 0% and make edits as necessary until the PreID deadline in mid-December. After mid-December, this field will be in view-only.
- Select **Save**.

## Placing Additional Orders

Districts may request additional test materials through the **Additional Orders** page. Prior to requesting additional orders, the AAC or APSA must confirm their contact information. Districts will not be able to select **View Available Materials** for additional orders on the **Additional Orders** page without first confirming the contact and shipping information of the AAC or APSA in TIDE.



**Note:** The Contact & Shipping fields on the **Additional Orders** page are not editable. If the AAC or APSA needs to change shipping information, they must contact the FAA Service Center.

*To request additional materials:*

- From the **Orders** task group on the TIDE Dashboard, select **Additional Orders**. The **Additional Orders** page appears.



**Note:** When this page loads for the first time, all sections will be expanded by default. This allows you to verify the contact information. When you return to this page after the contact information has been verified, the sections are collapsed by default.

Figure 78. Additional Orders Page with Contact &amp; Shipping Section Expanded

**Additional Orders**

Use this page to place and view additional orders. You must verify contact information prior to placing your first order. Please contact the FAA Service Center if the contact information is not accurate. Comments for orders are optional and for district use only. Do not use the Comments field to provide special shipping instructions or requests (e.g., specify an alternate shipping address). [More Info](#)

**Contact & Shipping**

Name: Demo District D7

First Name \*  
Demofirst

Middle Name

Last Name \*  
Demolast

Email Address \*  
demo.demo@demodistrict.cr

Alternate Email Address

Phone Number \*  
202-403-1000

Phone Extension

Address Line 1 \*  
1000 Thomas Jefferson St. N

Address Line 2

City \*  
Washington

State \*  
DC

Zip Code \*  
20007

Zip+4  
212

Phone Number  
202-403-1000

[Verify Contact](#)

**Distribution**

[View Available Materials](#)

[more help](#)  
[Adjust Search Settings](#)

2. On the **Additional Orders** page, do the following:
  - a. Verify contact information in the *Contact & Shipping* section. Post Office (P.O.) boxes are not allowed for a shipping address.
  - b. In the *Distribution* section, select the district or school to receive the materials.
    - i. Select **District** to place an order at the district level.
    - ii. Select **School**, and then select a school, to place an order at the school level.
3. Select **View Available Materials**. A table with available materials appears at the bottom of the page.



**Note:** When you return to this page, the table will be on the page when you select **Additional Orders** from the **Orders** task group.

4. Expand the category drop-downs to display available materials by clicking on the appropriate blue header for the materials you want to order.

Figure 79. Available Materials

Save Order

Cancel

Filter Results

Q

| MATERIAL DESCRIPTION                                                                                   | QUANTITIES PROCESSED<br>TOTAL ORDERED | CURRENT ORDER<br>QUANTITY REQUESTED | PENDING APPROVAL | QUANTITY TO RECEIVE |
|--------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------|------------------|---------------------|
| <div> <div>^</div> <div>Return Material Supplies</div> </div>                                          |                                       |                                     |                  |                     |
| <b>Not To Be Scored Material Return Label Kit</b><br><i>Not to be scored material return label kit</i> | 0                                     | <input type="text" value="0"/>      | 0                | 0                   |
| <b>Ancillary Material Cutout Return Envelope</b><br><i>Ancillary Material Cutout Return Envelope</i>   | 0                                     | <input type="text" value="0"/>      | 0                | 0                   |
| <b>Auxiliary Kit Material Envelope</b><br><i>Auxiliary Return Material Envelope</i>                    | 0                                     | <input type="text" value="0"/>      | 0                | 0                   |
| <b>FAA Return Box</b><br><i>BOX, 11.5X9.5X6, Doublewall w/logo</i>                                     | 0                                     | <input type="text" value="0"/>      | 0                | 0                   |

- Enter quantities in the *Quantity Requested* text box. All additional orders require approval.
- Review the *Pending Approval* column. This displays the quantity currently pending approval.
- Review the *Quantity to Receive* column. This displays the quantity currently approved for all materials in that district or schools, including rounding rules. This column may change until the order instance is processed, usually once a day.
- Select **Save Order**. A pop-up appears, allowing you to enter comments.
- Optional*: Please note that comments for orders are optional and for district use only.
  - Select **Submit** to submit your order. The *Order Summary* pop-up (see [Figure 82](#). Order Summary Pop-Up) appears with an overview of your order.
  - Select **Cancel** to return to the ordering screen.
- Click **Close** to return to the **Additional Orders** page.

Figure 80. Order Summary Pop-Up

Order Summary

Order Quantity

| MATERIAL DESCRIPTION                       | EXPECTED SHIPMENT QUANTITY | APPROVED QUANTITY | AWAITING APPROVAL QUANTITY | APPROVAL STATUS |
|--------------------------------------------|----------------------------|-------------------|----------------------------|-----------------|
| Not To Be Scored Material Return Label Kit | 5                          | 5                 | 0                          | Approved        |

Close

## Review Order History

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

Figure 81. Order History Page

**Order History**  
 Use this page to review your orders. [More Info](#)

Filter By: Status OrderType School [Apply Filters](#) [Clear All Filters](#) Filter Results

| ORDER NUMBER                                           | ORDER STATUS      | ORDER TYPE | SUBMITTED BY | SUBMITTED DATE           |                            |
|--------------------------------------------------------|-------------------|------------|--------------|--------------------------|----------------------------|
| District: Demo District D7 D7                          |                   |            |              |                          |                            |
| 1445292                                                | AWAITING APPROVAL | Additional | User, Demo   | 07/18/2025 07:33 PM (ET) | Demo District D7 - D7      |
| ROW ACTIONS                                            |                   |            |              |                          |                            |
| <a href="#">Track Order</a><br><a href="#">Reports</a> |                   |            |              |                          |                            |
|                                                        | APPROVED          | Additional | User, Demo   | 08/04/2025 09:42 AM (ET) | Demo School 9005 - D7-9005 |

To review order history:

- From the **Orders** task group on the TIDE Dashboard, select **Order History**. The **Order History** page appears.
- Review the **Order History** page one of three ways:
  - Select the order number link in the *Order Number* column (see [Figure 83](#)) for the *Order Details* pop-up window to appear. This window includes the following information for *this* order: *Order Information*, *Shipping Information*, *Comments*, *Material Quantities*, *Track Shipments*, and *Track Documents*.



**Note:** Comments only appear when the user initiating the order request includes a comment in the order.

Figure 82. Order Details Pop-Up

Order Details: #1528140

**Order Information**

- District: Demo District D7 - D7
- School: Demo School 9000 - D7-9000
- Last Modified By: test, test
- Last Modified Date: 08/22/2025 02:31 PM (ET)
- Approved Date: 08/22/2025 02:31 PM (ET)

**Shipping Information**

- Test Coordinator: Nathaniel, Angela Leigh
- Email: angela.nathaniel@fldoe.org
- Phone Number: 850-245-0972
- Address: 325 West Gaines St Tallahassee, FL 32399

**Comments**

- Test Comment
- FL-STATE1@demo.user  
8/22/2025 2:31:26 PM

**Material Quantities**

| MATERIAL DESCRIPTION                       | STATUS   | EXPECTED QUANTITY | APPROVED QUANTITY | PENDING APPROVAL |
|--------------------------------------------|----------|-------------------|-------------------|------------------|
| Not To Be Scored Material Return Label Kit | APPROVED | 3                 | 3                 | 0                |

**Track Shipments**

- No Shipment tracking information

**Track Documents**

Close

b. Select (do not right-click) the **Row Actions** menu button [  ] on the left (see [Figure 83](#)) and choose **Track Order** 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 (see [Figure 83](#)) and choose **Reports** for the *Track Documents* section to be expanded. The order's packing lists and security checklists from Pearson display.

3. Review the Order Statuses of the orders:

- Open* means the order was generated by TIDE or a user. If the quantity is high enough to require approval, the order goes to the status *Awaiting Approval*.
- Awaiting Approval* means the order requires approval due to the number of items requested but has not been approved or rejected yet.
- Approved* means all line items in the order were approved.
- Partially Approved* means at least one line item in the order was rejected.
- Rejected* means the order was not approved.
- In Process* means the order is approved but has not been transmitted to the vendor yet.

- f. *Processed* means the order was transmitted to Pearson. 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 are not displayed. District-level users can access order summaries for the district and the schools within the district. School-level users can access order summaries for the school(s) they are associated with.

Figure 83. Order Summary Page

| MATERIAL TYPE                                                 | DISTRICT QUANTITY          |                           | SCHOOL QUANTITY          |                         | TOTAL QUANTITY    |                  |
|---------------------------------------------------------------|----------------------------|---------------------------|--------------------------|-------------------------|-------------------|------------------|
|                                                               | DISTRICT EXPECTED SHIPMENT | DISTRICT PENDING APPROVAL | SCHOOL EXPECTED SHIPMENT | SCHOOL PENDING APPROVAL | EXPECTED SHIPMENT | PENDING APPROVAL |
| Not To Be Scored Material Return Label Kit                    | 6                          | 0                         | 5                        | 0                       | 11                | 0                |
| Ancillary Material Cutout Return Envelope                     | 1                          | 0                         | 0                        | 0                       | 1                 | 0                |
| Braille Grade 10 ELA 2 UEB Contracted Auxiliary Materials Kit | 0                          | 5                         | 0                        | 0                       | 0                 | 5                |

To review order summary:

1. From the **Orders** task group on the TIDE Dashboard, select **Order Summary**. The **Order Summary** page appears.
2. Under *Search Order For*, select **District** or **School**.
  - 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** drop-down, select the checkbox for **Additional**.
4. Select **Search**. The order summary appears. [Table 3](#) describes the columns in the **View Order Summary** page.

Table 3. Columns in the View Order Summary Page

| Column                     | Description                                                             |
|----------------------------|-------------------------------------------------------------------------|
| Material Type              | Description of the materials available for a particular administration. |
| District Expected Shipment | Approved district-level order quantities.                               |

| Column                           | Description                                               |
|----------------------------------|-----------------------------------------------------------|
| 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 | Sum of approved order quantity for districts and schools. |
| Total Quantity Pending Approval  | Sum of pending order quantity for districts and schools.  |

## Invalidations and Requests

This section identifies the various request types and the ways in which these requests can be created, viewed, processed, and approved within TIDE. [Table 4](#) provides descriptions of each request type. It is recommended that AACs, APSAs, and SLCs log in to TIDE daily during the testing window to see whether teachers have created a request. AACs, APSAs, and SLCs will not receive an email notification every time a request has been submitted.

[Table 4](#) provides descriptions of each type of request an AAT may submit for approval.

Table 4. Types of Requests

| Type                          | Description                                                                                                                                                                                 |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Invalidate a test             | Used when the validity of test scores has been compromised. Invalidated tests will not receive a score. <b>You can only submit these invalidations until the end of the testing window.</b> |
| Reopen a test                 | Used if a test was submitted in error. The test must be in a Completed, Submitted, Reported, or Invalidated status.                                                                         |
| Reopen a collection period    | Reopens previous collection periods. This request should be used for Datafolio assessments that require the AAT to enter information into previous sections that are in view-only.          |
| Reset a test                  | Used if the data entered is incorrect. This request deletes all responses currently entered.                                                                                                |
| Restore a test that was reset | Restores the responses from the original test before it was reset.                                                                                                                          |



**Alert: Timing of Resets and Reopens.** While resets and reopens can technically be created in TIDE through the end of the testing window, teachers should create reset and reopen requests as soon as possible so that FDOE, AACs, and SLCs can process the request and teachers can finish entering student responses.

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

Table 5. Available Requests by Test Status

| Test Status | Invalidate a test | Reopen a test | Reopen a collection period | Reset a test | Restore a test that was reset |
|-------------|-------------------|---------------|----------------------------|--------------|-------------------------------|
| Completed   | ✓                 | ✓             | ✓                          | ✓            | ✓                             |
| Invalidated |                   | ✓             |                            | ✓            | ✓                             |
| Paused      | ✓                 |               | ✓                          | ✓            | ✓                             |
| Reported    | ✓                 | ✓             |                            | ✓            | ✓                             |

| Test Status | Invalidate a test | Reopen a test | Reopen a collection period | Reset a test | Restore a test that was reset |
|-------------|-------------------|---------------|----------------------------|--------------|-------------------------------|
| Submitted   | ✓                 | ✓             | ✓                          | ✓            | ✓                             |

## Create Requests

You can create a request for a given test result. For a general overview of requests, see [Table 4](#).

Figure 84. Create Requests Page

To create requests:

- From the **Invalidations and Requests** task group on the TIDE Dashboard, select **Create** or **Create Requests**. The **Create Requests** page appears.
  - Retrieve the result for which you want to create a request by doing the following:
    - Select a **Request Type**. For a list of request types, refer to the definitions on the right in the *Request Type* section.
    - Select a **Search Type**, then fill in the required information. You can search by Result ID, Session ID, or FLEID.
-  **Note:** All users except teachers (AATs) have access to Result IDs. A Result ID is the identification number that the REI assigns to a specific test for a specific student. You can view Result IDs on the Participation Reports. For more information, refer to [Generate a Participation Report](#).
- Select **Search**. The retrieved results appear at the bottom of the **Create Requests** page.
- Optional:* Use the filter options at the top of the grid to reduce the number of results.

4. To create a request, select the checkbox for the row, and then select **Create Request**.
5. From the **Select a reason from the list** drop-down, select a reason for creating the request.



**Note:** The reasons listed will vary based on the request type.

6. *Optional:* In the *Additional Comments* field, enter comments when the field is available.



**Note:** Some request types may require more information in the *Additional Comments* field to submit the request.

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

### ***View and Retract Requests***

You may view and export your requests. Additionally, if you created a request, you have the ability to retract it. You'll need to search to find the request first.

For a general overview of requests, see [Table 4](#).

Figure 85. View Requests Page

**View Requests**

**i** This page allows you to view, export, and process invalidations and requests. **?** [More Info](#)

**Request Type** **Request Type:**

- ☐ All
- ☐ Invalidate a test
- ☐ Reopen a test
- ☐ Reopen a collection period
- ☐ Reset a test
- ☐ Restore a test that was reset
- ☐ Rescore a test

**Request Status** **Request Status \***

All selected (8) ▼

**Additional Criteria** **Session ID**

Filter By

All ▼

**Search**

To view requests:

1. From the **Invalidations and Requests** task group on the TIDE Dashboard, select **View** or **View Requests**. The **View Requests** page appears.
2. *Optional:* To narrow your search results, select one or more options under **Request Type**. If no request types are selected, all types are returned in the search.
3. Retrieve the request you want to view by specifying a **Request Status**. All statuses are selected by default.



**Note:** All users except teachers (AATs) have access to Test Status Reports, which provide the status of each test. For more information, refer to [Review Test Status Reports](#).

4. *Optional:* To narrow your search results, select one or more options under **Additional Criteria** section. The optional fields in the **Additional Criteria** section are included in [Figure 88](#).

Figure 86. View Requests Additional Criteria

The screenshot shows a sidebar with two expandable sections: 'Request Status' and 'Additional Criteria'. The 'Additional Criteria' section is expanded, revealing a dropdown menu. The menu is currently set to 'All' and lists the following options: Request Date, Submitter's Email, Case Number, Result ID, FLEID, School, and a search bar containing the text 'All'.

5. Select **Search**.



**Alert:** When creating requests, teachers should filter their results by selecting one of the request types listed on the page (see [Figure 87](#)). For **Request Status**, teachers should select **All** as they do not have access to the status of each test. Encourage them to further filter results by selecting one of the Additional Criteria (see [Figure 88](#)). Instructions will be provided to teachers in the *TIDE Quick Guide for AATs*.

6. 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.

Figure 87. Search Results Grid

Export

Process

Filter By:

Request Type

Request Date

Test Name

Apply Filters

Clear All Filters

Filter Results

|                                     |     |   | STUDENT INFORMATION |                       |         | TEST INFORMATION                | REQUEST DETAILS |                   |                |                      |                |
|-------------------------------------|-----|---|---------------------|-----------------------|---------|---------------------------------|-----------------|-------------------|----------------|----------------------|----------------|
|                                     |     |   | FLEID               | NAME                  | SCHOOL  | TEST                            | CASE NUMBER     | REQUEST TYPE      | REQUEST STATUS | REQUEST DATE         | REQUEST REASON |
| <input type="checkbox"/>            |     |   |                     |                       |         |                                 |                 |                   |                |                      |                |
| <input checked="" type="checkbox"/> | ... | ▼ | DM364738291019      | PerformanceTask, Mock | D9-9000 | Performance Task Grade 10 ELA 2 | 93945           | Invalidate a test | Processed      | 8/20/2025 9:01:54 AM | Other          |
| <input type="checkbox"/>            | ... | ▼ | DM364738291019      | PerformanceTask, Mock | D9-9000 | Performance Task Algebra 1      | 93944           | Invalidate a test | Processed      | 8/20/2025 9:01:52 AM | Other          |
| <input type="checkbox"/>            | ... | ▼ | DM364738291018      | PerformanceTask, Mock | D9-9000 | Performance Task Algebra 1      | 93943           | Invalidate a test | Processed      | 8/20/2025 9:01:23 AM | Other          |
| <input type="checkbox"/>            | ... | ▼ | DM364738291018      | PerformanceTask, Mock | D9-9000 | Performance Task Grade 10 ELA 2 | 93942           | Invalidate a test | Processed      | 8/20/2025 9:01:21 AM | Other          |

7. *Optional:* Use the [Defined Filters](#) or the [Keyword Search Filter](#) at the top of the grid to reduce the number of results.
8. 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*.

Figure 88. Expanded Row in Search Results Grid

STUDENT INFORMATION

FLEID

NAME

DM364738291019

SCHOOL

PerformanceTask, Mock

TEST

D9-9000

TEST INFORMATION

Performance Task Grade 10 ELA 2

CASE NUMBER

93945

REQUEST TYPE

Invalidate a test

REQUEST STATUS

Processed

REQUEST DATE

8/20/2025 9:01:54 AM

REQUEST REASON

Other

Test Information

Status

invalidated

Start Date

8/19/2025 8:50:30 PM

Number of Responses

49

Last Activity Date

8/19/2025 9:02:31 PM

Appeal Information

Result ID

2255466

Appeal ID

93945

Request Type

Invalidate a test

Status

Processed

Reviewed By

User, Demo

Submitted By

User, Demo

Submitter Comments

Submitter Comments

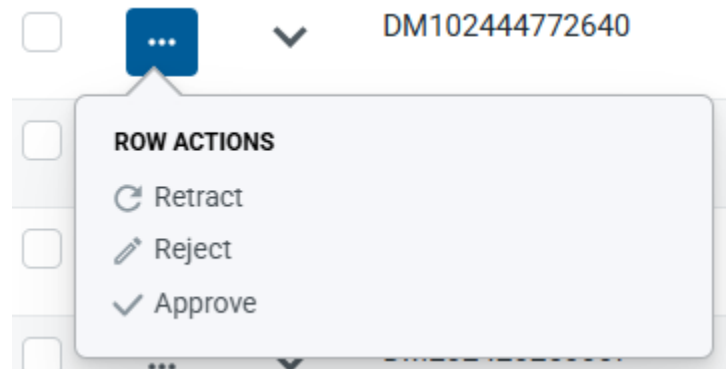
Moved to Datafolio

Reviewer Comments

Approved

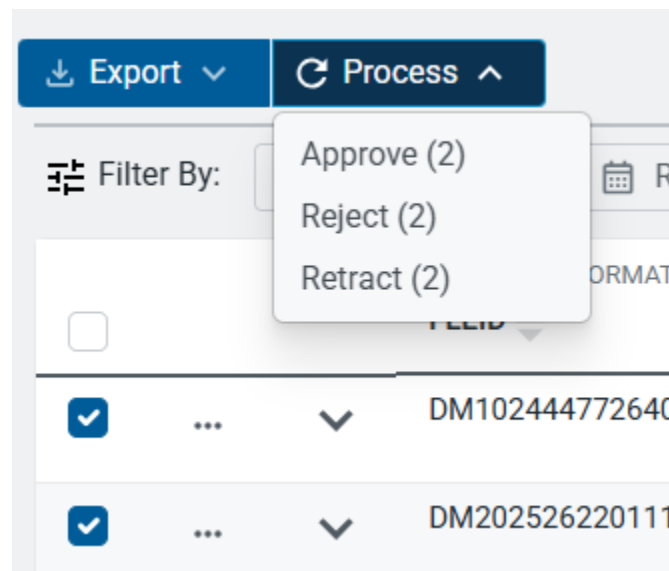
9. *Optional:* To retract a request, select (do not right-click) the **Row Actions** menu button  and then choose **Retract**. Enter a comment if required, then select **Submit**.

Figure 89. View Requests Row Actions Options



10. *Optional:* To retract (and approve or reject, as applicable), you may mark the checkboxes for several requests and then select the **Process** drop-down menu and select one of the following actions: **Approve**, **Reject**, **Retract**. The number of requests for which you are performing the selected action will be in parentheses.

Figure 90. Process Drop-Down Menu



**Note:** If your user role has access to approve or reject requests, you can also approve or reject them on the **View Requests** page. This process is covered in the [Process Requests](#) section.



**Note:** When you select records with a request status that cannot be changed, such as *Rejected by System*, *Submitted for Processing*, or *Processed*, the **Process** drop-down menu shows **No Actions**, indicating that additional steps in the workflow are not possible for some records.

11. *Optional:* To export your requests to an Excel or CSV file, follow the steps under [Print, Export, and Delete Records](#).

## Process Requests

After a request has been created, an AAC, APSA, or SLC will need to process the request in TIDE. Requests can be approved, rejected, or retracted.

*To approve, reject, or retract requests:*

1. From the **Invalidations and Requests** task group on the TIDE Dashboard, select **Process** or **Process Requests**. The **Process Requests** page appears.
2. Retrieve the requests you want to process by selecting the **Request Type** and adding any additional criteria (see [Figure 88](#)).
3. Select **Search**. 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 (see [Figure 89](#)).
4. *Optional:* Use the [Defined Filters](#) or the [Keyword Search Filter](#) at the top of the grid to reduce the number of results.

5. For more information about a request, select the arrow in each row to expand the request (see [Figure 90](#)). The expanded row displays a section for *Test Information*, *Appeal Information*, and *Submitter Comments*.
6. Process requests in one of the following ways:
  - a. To process all requests the *same way*, select the checkbox in the header, select **Process**, and then select an action from the **Process** drop-down menu. The same action must be selected for all requests.
  - b. To process more than one request the *same way*, select the checkboxes for the requests, select **Process**, and then select an action. The same action must be selected for all selected requests.
  - c. To process individual requests, select (do not right-click) the **Row Actions** menu button  and choose an action.

Process Request Actions:

- To approve the selected requests, select **Approve**.
  - To deny the selected requests, select **Reject**.
  - To remove the selected requests, select **Retract**.
7. Enter a reason for the requested action in the window that pops up.
  8. Select **Submit**. TIDE displays a confirmation message. Select **Continue** to return to the **Process Requests** page.

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

## Reason Not Assessed

If a student who is eligible to participate in the Spring FAA—Performance Task or the FAA—Datafolio was not assessed, AATs will indicate a Reason Not Assessed in TIDE. If, for example, the student was hospitalized or the student received a medical exemption, the AAT would assign a Reason Not Assessed to the student's test(s). AACs, APSAs, SLCs, and BSLCs also have the ability to assign a Reason Not Assessed in TIDE.

## Add, Edit, and View a Student's Reason Not Assessed

To view or edit a student's Reason Not Assessed:

1. From the **Reason Not Assessed** task group on the TIDE Dashboard, select **Reason Not Assessed**. The **Reason Not Assessed** page appears (see [Figure 93](#)).

Figure 91. Reason Not Assessed Page

**Reason Not Assessed**

Use this page to assign or modify a student's Reason Not Assessed. ? [More Info](#)

**Student Group** ?

1 District: Demo District D7 - D7

✓ School: Demo School 9001 - D7-9001

**Enrolled Grade**

Select Enrolled Grade

**IEP Team Decision on Assessment**

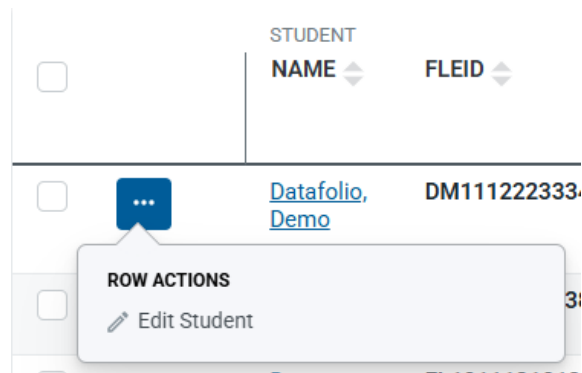
☐ Performance Task ☐ Datafolio

**Student Group** ?

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

2. Retrieve the student whose Reason Not Assessed you want to view or edit by following the procedure in the section [Search for Records](#).
3. In the list of retrieved students, find the student whose Reason Not Assessed you want to edit. To open the record for editing, select (do not right-click) the **Row Actions** menu button  and then choose **Edit Student** (see [Figure 94](#)).

Figure 92. Reason Not Assessed Row Actions Options



4. The **Edit Non-Participation Codes** page (see [Figure 95](#)) appears, listing the student's demographic information in the *Student Demographics* section and the student's available tests and non-participation codes in the *Reason Not Assessed* section.
5. From the drop-down lists in the *Reason Not Assessed* section, select the Reason Not Assessed for each available test, as required.



**Note:** Extraordinary exemption must be approved by the Florida Commissioner of Education.

Figure 93. Edit Non-Participation Codes Page

5. Select **Save**.

## Monitoring Reason Not Assessed at the School and District Level

AACs, APSAs, and SLCs should review Test Status Reports to monitor Reason Not Assessed. Refer to the procedure in the section [Review Test Status Reports](#) for information on how to pull a Test Status Report.

Figure 94. Test Status Report with Reason Not Assessed

| NAME      | FLEID         | TEST NAME                                 | TEST STATUS | DATE STARTED | ASSIGNED SCHOOL ID | ASSIGNED SCHOOL NAME | SESSION ID | RESULT ID | REASON NOT ASSESSED (FAA ONLY) |
|-----------|---------------|-------------------------------------------|-------------|--------------|--------------------|----------------------|------------|-----------|--------------------------------|
| Demo, UAT | DM66655555351 | Datafolio Geometry                        |             |              | D7-9006            | Demo School 9006     |            |           | Absent                         |
| Demo, UAT | DM66655555351 | Datafolio Grade 9 English Language Arts 1 | paused 6/9  | 08/18/2025   | D7-9006            | Demo School 9006     | UAT-A60E-5 | 2255285   | Absent                         |
| Demo, UAT | DM66655555352 | Datafolio U.S. History                    | paused 6/9  | 08/18/2025   | D7-9006            | Demo School 9006     | UAT-A60E-5 | 2255283   |                                |

As illustrated in [Figure 96](#), the Test Status Report provides information on the test status as well as the assigned Reason Not Assessed, if applicable, by student for each available test.

Through this report, AACs, APSAs, and SLCs can determine the following information:

- The tests where response entry has not occurred, and a Reason Not Assessed has been assigned.
- The tests where response entry has occurred or has started, and a Reason Not Assessed has not been assigned.
- The tests where response entry has occurred or has started, and a Reason Not Assessed has been assigned.



**Note:** Any student test where response entry has occurred or has started should not have a Reason Not Assessed assigned. If there is an assigned Reason Not Assessed for a started or completed test, the Reason Not Assessed should be removed.

## Monitoring Test Progress

The tasks available in the Monitoring Test Progress task menu allow you to generate various reports that provide information about a test administration's progress. Access to reports depends on your user role. See [Table 2](#) for more information.

The following reports are available in TIDE:

- **Participation Report:** Details a student's test opportunities and the status of those test opportunities. You can generate this report from the *Participation Reports* page or the *Search by FLEID* page.
- **Test Status Report:** Details the status of all tests for the subjects selected and Reason Not Assessed assignment, if applicable, for each student in the school or district.
- **Test Progress Summary:** Displays charts with the data from test completion rates for district-level and school-level data.

## Generate a Participation Report

TIDE includes a Participation Report that provides details about student test statuses within a school. It allows users to sort student information by school, teacher, or student and provides information at a granular level. During times of heavy testing volume, Participation Reports may be delayed up to four hours.

*To generate a Participation Report:*

1. From the **Monitoring Test Progress** task group on the TIDE Dashboard, select **Participation Reports**. The *Participation Reports* page appears.
2. Select either the **Basic Search** tab ([Figure 97](#)) or the **Advanced Search** tab ([Figure 100](#)).
3. For **Basic Search**, proceed to the [Basic Search](#) section.
4. For **Advanced Search**, proceed to the [Advanced Search](#) section.

### Basic Search

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

Figure 95. Participation Reports Page – Basic Search Tab Step 1: Students

Basic Search | **Advanced Search** | Favorites

**Students**  
Define a student group

**1** **Select one or more schools.**

If you select more than 20 schools, your report will only be available as an export to the Secure File Center.

**Information**  
Set the focus of the report

**2**

**Tests**  
Select tests and an admin

**3**

**1** District: Demo District D7 - D7

**2** All Schools (22)

**Next Step**

Figure 96. Participation Reports Page – Basic Search Tab Step 2: Information

Basic Search | **Advanced Search** | Favorites

**Students**  
Define a student group

**1**

**Information**  
Set the focus of the report

**2** **Select one option for the report.**

**Group Testing Overview**

☐ Students who **have completed** a test

☐ Students with tests in a **paused status**

☒ Students who **have not completed** a test ?

☐ Students who **have not started** assigned tests ?

**Tests**  
Select tests and an admin

**3**

**Previous Step** **Next Step**

Figure 97. Participation Reports Page – Basic Search Tab Step 3: Tests

Basic Search   Advanced Search   Favorites

**Students**  
Define a student group

**Information**  
Set the focus of the report

**Tests**  
Select tests and an admin

**Select the test, one administration, and test names.**

Test  
FAA Datafolio

Administration  
2025-2026

Test Name ★  
All selected (22)

Previous Step   Search

Follow the prompts to move through the three steps. The *Selected Options* section populates with your report information for each step. After searching, you will have access to the results table, which you can then 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.

Figure 98. Participation Reports Page – Advanced Search Tab

**Participation Reports**  
 Use this page to view participation reports. [More Info](#)

Basic Search   **Advanced Search**   Favorites

---

**Student Group**  
Select a student group

1 District: Demo District D7 - D7

2 Select School\*

**Enrolled Grade**  
Select Enrolled Grade

**IEP Team Decision on Assessment**  
☐ Performance Task   ☐ Datafolio

**Specific Student**  
Select a student group

First Name   Last Name

FLEID

**Advanced Search**  
Optional criteria

Add New Criteria  
Select...   Add Selected   Remove All

**Tests: Select tests and an administration**  
Select a student group

Test  
FAA Datafolio

Administration  
2025-2026

Test Name \*  
All selected (22)

**Information: Set report focus**  
Select a student group

Refine by

☒ **Test Progress**  
Students who have completed an opportunity in the selected administration.

☐ **Test Status**  
Students who have the status of Select in the selected administration.

☐ **Session ID or TA Name**  
Students' most recent Session ID was Session ID (optional) between 08/09/2025 and 08/09/2025

☐ **Student Search**  
Search student(s) by FLEID Enter up to 20 FLEID(s) separated by c

**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.

**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.

Generate Report   Export Report   Save New Favorite

## Students

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

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



**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.



**Alert:** When selecting only one school, the **Teacher Name** drop-down list will appear. This field is not applicable to FAA, as rosters in TIDE are not used for reporting purposes in the PearsonAccess Next Reporting System.

Figure 99. Teacher Name Drop-Down in Advanced Search Tab of Participation Report

The screenshot shows the 'Advanced Search' interface. On the left, there is a 'Student Group' section with a question mark icon and the text 'Select a student group'. To the right, there are two dropdown menus: 'District: Demo District D7 - D7' and 'School: Demo School 9001 - D7-9001'. Below these, the 'Teacher Name' dropdown menu is visible, showing '-All-' as the selected option.

- b. *Optional: Enrolled Grade*: From the **Enrolled Grade** drop-down list, select an enrolled grade, if applicable. You may select one or more enrolled grades from this list. You may also select all enrolled grades.
  - c. *Optional: IEP Team Decision on Assessment*: From the **IEP Team Decision on Assessment**, you may select either Performance Task or Datafolio.
2. *Optional: Specific Student* section: Be aware that if you enter information for individual search options, such as a name or FLEID, the student must be associated with a selected school; otherwise, no search results will appear.
  3. *Optional*: From the *Advanced Search* section **Add New Criteria** drop-down menu, select a specific demographic or student assurance to filter the report. See [Evaluate Advanced Search Criteria](#) for more information on how to use the *Advanced Search* section.

### Tests

4. In the *Tests: Select tests and an administration* section, select the parameters for which tests to include in your report: You can filter by test, administration year, and test name.

### Information

5. In the *Information: Set report focus* section, select the radio button for one of the options and set the parameters for that option.
  - a. *Test Progress*
    - i. Reports date completed information; not based on status.

- ii. Started does not have a test completion date; Completed has a test completion date.
- iii. 100,000 record limit for untested students.

b. *Test Status*

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

c. *Session ID or TA Name*

- i. Includes the option of searching by Session ID or by TA (AAT).
- ii. Search can be filtered by date.



**Note:** Searching by Session ID is not relevant for the FAA tests.

## Generate a Participation Report

- To view the report on the page, click **Generate Report**.
- To open the report in Microsoft Excel, click **Export Report**.

[Figure 102](#) displays a sample Participation Report output, and [Table 6](#) provides descriptions of the available columns in this report. You may hide or show additional columns by following the procedure included in the [Customize Search Results Grids](#) of this guide.

Figure 100. Sample Participation Report

Export

Number of results: 6

Customize

Filter Results

| NAME      | FLEID         | DISTRICT NAME    | SCHOOL NAME      | ENROLLED GRADE | TEST                                      | TA NAME    | SESSION ID | STATUS     | RESULT ID | DATE STARTED | DATE COMPLETED | LAST ACTIVITY | TEST DURATION | REMOTE SESSION |
|-----------|---------------|------------------|------------------|----------------|-------------------------------------------|------------|------------|------------|-----------|--------------|----------------|---------------|---------------|----------------|
| Demo, UAT | DM66655555355 | Demo District D7 | Demo School 9006 | 12             | Datafolio Algebra 1                       | User, Demo | UAT-3F25-4 | paused 6/9 | 2255272   | 08/18/2025   |                | 08/18/2025    | 00:03:03      | N              |
| Demo, UAT | DM66655555351 | Demo District D7 | Demo School 9006 | 09             | Datafolio Geometry                        | User, Demo | UAT-A60E-5 | paused 6/9 | 2255281   | 08/18/2025   |                | 08/18/2025    | 00:01:56      | N              |
| Demo, UAT | DM66655555351 | Demo District D7 | Demo School 9006 | 09             | Datafolio U.S. History                    | User, Demo | UAT-A60E-5 | paused 6/9 | 2255283   | 08/18/2025   |                | 08/18/2025    | 00:03:22      | N              |
| Demo, UAT | DM66655555351 | Demo District D7 | Demo School 9006 | 09             | Datafolio Grade 9 English Language Arts 1 | User, Demo | UAT-A60E-5 | paused 6/9 | 2255285   | 08/18/2025   |                | 08/18/2025    | 00:04:50      | N              |

Table 6. Available Columns in the Participation Report

| Attribute      | Description                                                                                                                                           |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name           | Student's name (Last Name, First Name).                                                                                                               |
| FLEID          | Student's 14-character identification number.                                                                                                         |
| District Name  | Name of the district selected.                                                                                                                        |
| School Name    | Name of the school(s) selected.                                                                                                                       |
| Enrolled Grade | The grade in which a student is enrolled.                                                                                                             |
| Test           | Test name for this student record (e.g., Performance Task Grade 7 Math).                                                                              |
| TA Name        | The AAT who is entering student responses or uploading student evidence into the REI.                                                                 |
| Session ID     | The Session ID to which the test is linked. This ID is found in the REI.                                                                              |
| Status         | The status for that specific test.                                                                                                                    |
| Result ID      | The unique identifier linked to the student's results for that specific test.                                                                         |
| Date Started   | The date when the first test item was presented to the student for that test.                                                                         |
| Date Completed | The date when the student submitted the test for scoring.                                                                                             |
| Last Activity  | The date of the last activity for that test. A completed test can still have activity as it goes through the quality assurance and reporting process. |
| Test Duration  | Amount of time in minutes a student spent in one or more sessions of a test. Displayed as HH:MM:SS.                                                   |
| Remote Session | Indicates if the test was taken in person or remotely. All FAA tests will have "N" in this field.                                                     |

## Save Participation Reports as Favorites

You can save reports generated from both the **Advanced Search** and the **Basic Search** tab 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**.



**Alert:** 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 **Participation Reports**.
2. Select the **Basic Search** or the **Advanced Search** tab.
3. Follow the steps under [Basic Search](#) or [Advanced Search](#) to select search criteria for all required fields and any optional fields within each section.
4. Select **Generate Report**.



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

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



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

## Generate and Manage Reports from the Favorites Tab

The results from the reports in **Favorites** are refreshed every time you generate a report. **Participation Reports** provide results on demand, so data is always up to date.

*To generate reports from your Favorites tab:*

1. Access **Participation Reports**.
2. Select the **Favorites** tab.

Figure 101. Results in Participation Reports Favorites Tab

| TITLE ▾                       | DESCRIPTION ▾                        | LAST USED (ET) ▾    | DATE CREATED (ET) ▾ |
|-------------------------------|--------------------------------------|---------------------|---------------------|
| ... <a href="#">Datafolio</a> | Students who have not completed CP3. | 8/9/2025 6:15:32 PM | 8/9/2025 6:15:32 PM |

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 Favorites list on the **Favorites** tab.
6. Customize how you view your results by following the procedure under [Generate a Participation Report](#).

*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



## Search by FLEID to Generate a Participation Report

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

*To generate a Participation Report by FLEID:*

1. From the **Monitoring Test Progress** task group on the TIDE Dashboard, select **Search by FLEID**. The **Search by FLEID** page appears.

Figure 102. Sample Search by FLEID Page

2. To search for specific students, do one of the following:
  - a. Select the **Enter** radio button and enter one or more FLEIDs in the text box. The FLEIDs should be separated by a comma and a space.
  - b. Select the **Upload** radio button and upload an Excel or CSV file.



**Note:** Excel or CSV files are supported. Excel files should include only FLEIDs with **one** FLEID per row. The maximum number of FLEIDs that can be entered or uploaded is 1,000.

3. Click **Generate Report**.

[Figure 105](#) displays a sample Participation Report output, and [Table 6](#) provides descriptions of the available columns in this report. You may hide or show additional columns by following the procedure included in the [Customize Search Results Grids](#) of this guide.

Figure 103. Sample Participation Report Generated with Search by FLEID

Export

Number of results: 3

Customize

Filter Results

| NAME      | FLEID         | DISTRICT NAME    | SCHOOL NAME      | ENROLLED GRADE | TEST                                      | TA NAME    | SESSION ID | STATUS     | RESULT ID | DATE STARTED | DATE COMPLETED | LAST ACTIVITY | TEST DURATION | REMOTE SESSION |
|-----------|---------------|------------------|------------------|----------------|-------------------------------------------|------------|------------|------------|-----------|--------------|----------------|---------------|---------------|----------------|
| Demo, UAT | DM66655555351 | Demo District D7 | Demo School 9006 | 09             | Datafolio Geometry                        | User, Demo | UAT-A60E-5 | paused 6/9 | 2255281   | 08/18/2025   |                | 08/18/2025    | 00:01:56      | N              |
| Demo, UAT | DM66655555351 | Demo District D7 | Demo School 9006 | 09             | Datafolio U.S. History                    | User, Demo | UAT-A60E-5 | paused 6/9 | 2255283   | 08/18/2025   |                | 08/18/2025    | 00:03:22      | N              |
| Demo, UAT | DM66655555351 | Demo District D7 | Demo School 9006 | 09             | Datafolio Grade 9 English Language Arts 1 | User, Demo | UAT-A60E-5 | paused 6/9 | 2255285   | 08/18/2025   |                | 08/18/2025    | 00:04:50      | N              |

## Review Test Status Reports

The Test Status Report provides a district-wide snapshot of test statuses for all tests in a district in the selected test administration. It also indicates which students have a Reason Not Assessed assignment.

To access the Test Status Report:

1. From the **Monitoring Test Progress** task group on the TIDE Dashboard, select **Test Status Report**. The **Test Status Report** page appears.
2. In the **Report Criteria** section (see [Figure 106](#)), select search criteria for the test and administration.

Figure 104. Test Status Report Criteria Search Fields

## Test Status Report

Use this page to view students' test statuses for your organization. [More Info](#)

Report Criteria

Test

FAA Datafolio

Administration

2025-2026

Generate Report

Export Report

3. Do one of the following:
  - a. To view the report on the page, click **Generate Report**.
  - b. To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the tests and associated statuses ([Figure 107](#)), while [Table 7](#) lists the columns in the Test Status Report.

Figure 105. Test Status Report

| showing 1-50 of 2,168 records   << 1 of 44 >>   Customize ▾ |                |                     |               |                |                      |                        |              |             |                                  |
|-------------------------------------------------------------|----------------|---------------------|---------------|----------------|----------------------|------------------------|--------------|-------------|----------------------------------|
| Filter Results 🔍                                            |                |                     |               |                |                      |                        |              |             |                                  |
| NAME ▾                                                      | FLEID ▾        | TEST NAME ▾         | TEST STATUS ▾ | DATE STARTED ▾ | ASSIGNED SCHOOL ID ▾ | ASSIGNED SCHOOL NAME ▴ | SESSION ID ▾ | RESULT ID ▾ | REASON NOT ASSESSED (FAA ONLY) ▾ |
| Demo Last, Demofirst                                        | FL101112135777 | Datafolio Algebra 1 |               |                | D7-9000              | Demo School 9000       |              |             |                                  |
| Demo Last, Demofirst                                        | FL101112135555 | Datafolio Algebra 1 |               |                | D7-9000              | Demo School 9000       |              |             |                                  |
| Demo Last, Demofirst                                        | FL101112133989 | Datafolio Algebra 1 |               |                | D7-9000              | Demo School 9000       |              |             |                                  |

Table 7. Columns in the Test Status Report

| Column                         | Description                                                                                      |
|--------------------------------|--------------------------------------------------------------------------------------------------|
| Name                           | Student's name (Last Name, First Name)                                                           |
| FLEID                          | Student's 14-character identification number                                                     |
| Test Name                      | Name of the test                                                                                 |
| Test Status                    | Test's most recent status                                                                        |
| Date Started                   | Date student started the test                                                                    |
| Assigned School ID             | ID of school where student is enrolled                                                           |
| Assigned School Name           | Name of school where student is enrolled                                                         |
| Session ID                     | Unique ID for the test session                                                                   |
| Results ID                     | Unique ID for the item result                                                                    |
| Reason Not Assessed (FAA Only) | Reason Not Assessed assignment, if applicable, that is associated with the student and the test. |

To see descriptions of possible statuses in the Test Status Report, see [Table 8](#).

Table 8. Test Status Descriptions

| Status      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Started     | The teacher has started data entry.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Paused      | <p>The test is currently paused (as a result of one of the following):</p> <ul style="list-style-type: none"> <li>• The teacher paused by clicking the <b>Pause</b> button.</li> <li>• The teacher completed Collection Period #1 (CP #1) or Collection Period #2 (CP #2) of the FAA—Datafolio. When a teacher completes CP #1, the test will be paused at Item 3. When a teacher completes CP #2, the test will be paused at Item 6. Information about the item numbers and sections that correspond to the pages requiring data entry activities for the FAA—Datafolio can be found in the <a href="#">FAA—Datafolio Teacher Resource Guide (TRG)</a>.</li> <li>• The teacher idled for too long and the test was automatically paused.</li> <li>• The teacher's browser or computer shut down or crashed.</li> </ul> |
| Completed   | The teacher has submitted the test for scoring. No additional action can be taken by the teacher.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Invalidated | The test has been invalidated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Submitted   | <p>The teacher has submitted the test. The student's test has not passed CAI's quality assurance review, and the test has not been submitted for scoring.</p> <p> <b>Note:</b> Test statuses may move from Submitted to Reported at varying times. Once a test is in Submitted status, there is nothing more that needs to be done.</p>                                                                                                                                                                                                                                                                                                                                                                                              |
| Reported    | The student's score for the completed test in the REI has passed the quality assurance review and has been submitted for scoring.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## Review Test Progress Summary Reports

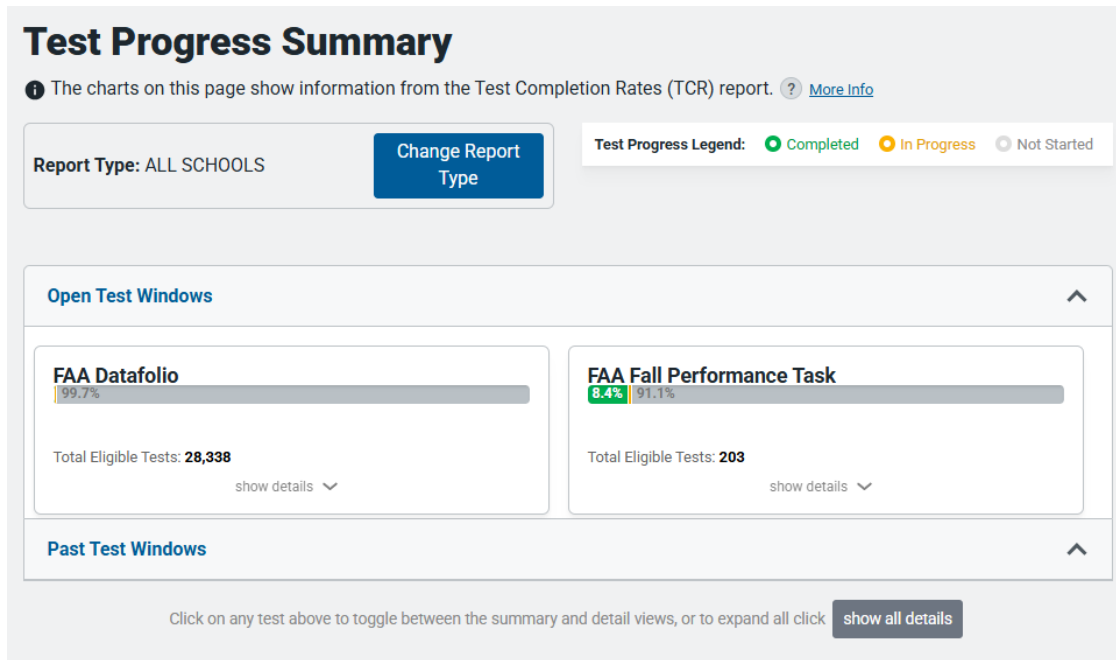
Test Progress Summary reports provide charts that display the information available in the Test Completion Rates (TCR) report for a quick visual reference. You can also view the data on the screen, as well as export it. Only district- and school-level data is available in this report.



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

1. From the **Monitoring Test Progress** task group on the TIDE Dashboard, select **Test Progress Summary**. The **Test Progress Summary** page appears, displaying a card for each test window.

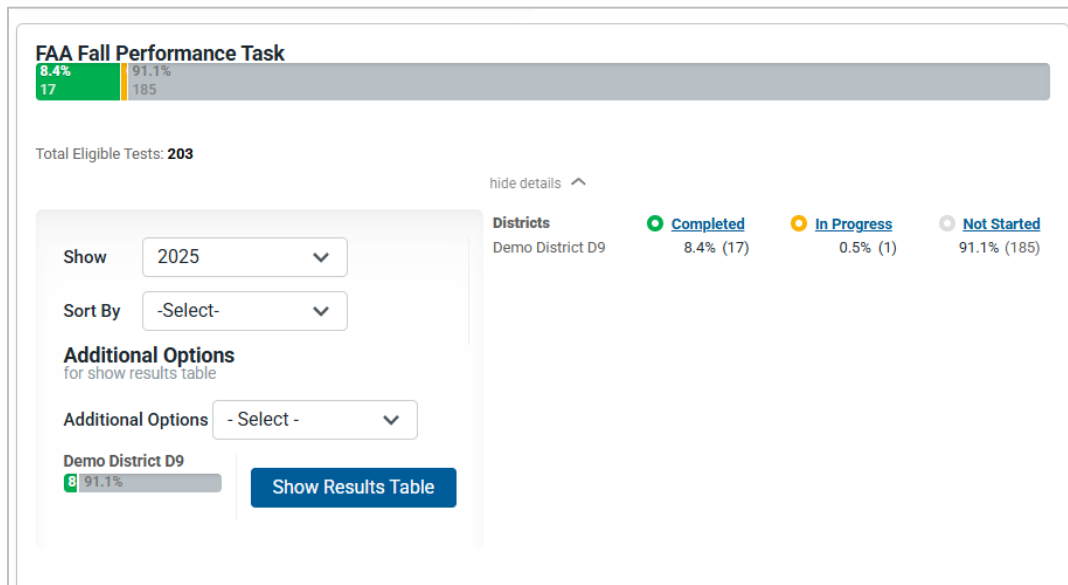
Figure 106. Test Progress Summary Page



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

2. Your *Student Group* defaults to all schools you can access. Update this by selecting a different number of schools.
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.

Figure 107. Test Progress Summary Test Card Window with Show Details Expanded



5. *Optional:* Make a selection from the **Additional Options** drop-down 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.

Figure 108. Show Results Table

Demo District D9

8.4 91.1%

**Hide Results Table**

**Export**

| DATE                  | TEST NAME                       | DISTRICT ID | DISTRICT NAME    | ENROLLED GRADE | ATTEMPT # | TOTAL ELIGIBLE STUDENTS | TOTAL STUDENTS STARTED |
|-----------------------|---------------------------------|-------------|------------------|----------------|-----------|-------------------------|------------------------|
| 8/22/2025 12:30:00 AM | Performance Task Algebra 1      | D9          | Demo District D9 |                | 1         | 102                     | 1                      |
| 8/22/2025 12:30:00 AM | Performance Task Grade 10 ELA 2 | D9          | Demo District D9 |                | 1         | 101                     | 10                     |

## 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.

District-level users can export an Excel spreadsheet showing the number of student tests completed in the REI for a specific school or for the whole district. School-level users can export this report for the schools with which they are associated. You can also generate this report for all tests or for one specific test.

To review test completion rates:

1. From the **Test Completion Rates** task group on the TIDE Dashboard, select **Test Completion Rates**. The **Test Completion Rates** page appears (see [Figure 111](#)).
2. In the *Report Criteria* section (see [Figure 111](#)), select the parameters for which tests to include in your report. To display test completion counts for each test disaggregated by participating students' enrolled grades, select **By Grade**.

Figure 109. Test Completion Rates Page

### Test Completion Rates

ⓘ Use this page to run a Test Completion Rates report. **Please note:** Test Completion Rates are updated overnight. The reports contain cumulative counts for the administration window through the day before the report is generated. The Attempt # column on the report shows the number of times students have taken the test this school year. ⓘ [More Info](#)

Report Criteria

Report Type

District Test Completion Rates

1

District: Demo District D7 - D7

Test

FAA Datafolio

Administration

2025-2026

Test Name \*

All selected (22)

Additional Options

- Select -

Export Report

3. To view the report in Microsoft Excel, click **Export Report**. [Table 9](#) lists the columns in this report.

Table 9. Columns in the District Test Completion Rates Report

| Column                       | Description                                                                                                |
|------------------------------|------------------------------------------------------------------------------------------------------------|
| Date                         | Date and time that the file was generated                                                                  |
| Test Name                    | Grade, test, and subject selected                                                                          |
| District ID                  | ID of the district selected                                                                                |
| District Name                | Name of the district selected                                                                              |
| Enrolled Grade               | Student's enrolled grade.<br>*This column is only populated if you select the <b>Show By Grade</b> option. |
| Attempt #                    | Test attempt number that is being reported. In most cases, the attempt will be 1.                          |
| Total Eligible Students      | Number of students who are eligible for the test                                                           |
| Total Students Started       | Number of students who have started the test                                                               |
| Total Students Completed     | Number of students who have finished the test and submitted it for scoring                                 |
| Total Remote Test Completed* | The number of remote tests completed                                                                       |

\*This column is not applicable for FAA; however, it will show on the report. For FAA students, this field will have a 0.

## Family Portal Access

This section provides information about the Family Portal and instructions for generating Family Portal access codes, sending access codes to families via email, and resetting access codes if they are compromised.

### About the Family Portal

The Family Portal enables parents and guardians to view their students' test results online. To access the Family Portal, the family needs an access code that is unique to their child. Access codes are stored in TIDE. Depending on how their role is defined in TIDE, users can retrieve access codes in TIDE and relay them to families by email or other secure communication.

Access to the Family Portal continues indefinitely even if a student leaves the state, graduates, or is not re-enrolled for any other reason. If a student is deleted from TIDE, the student will still have access, unless access is specifically removed.

### *What Information Can Parents Find on the Family Portal?*

The Family Portal includes the following information:

- A student's Student and Parent Report with interpretive guides that can be downloaded and printed
- A glossary of assessment terms
- A list of frequently asked questions (FAQs) with answers
- Performance-level indicators and explanations of what they mean
- Resources for families to use with their students

### *How Can Parents Access the Family Portal?*

Parents and guardians can access the Family Portal in one of three ways:

1. Visit the Family Portal <https://fl-familyportal.cambiumast.com/#/> and enter a unique access code along with their child's date of birth and first name.
2. Select a time-limited link delivered to parents/guardians via email to retrieve a unique access code that can then be entered at <https://fl-familyportal.cambiumast.com/#/>, as described above.
3. Select the auto-login link in the parent portal, supplied by the district's Student Information System (SIS) provider.

## Download, Share, and Reset Access Codes

### *Generate Family Portal Access Codes*

TIDE permits authorized users to export all the required Family Portal login data into a single spreadsheet. The process for retrieving login data from TIDE is as follows:

1. From the **Family Portal Access** task group on the TIDE Dashboard, select **Generate Access Code Template**. The **Generate Access Code Template** page appears.
2. Enter search criteria as required. For more information, see the section [Search for Records](#).
3. Select **Search**. The search results pop-up appears.
4. Select **View Results**.
5. From the list of retrieved students, do one of the following:
  - a. Select the checkbox(es) for the student(s) whose access codes you wish to generate.
  - b. Select the checkbox at the top of the table to generate access codes for all retrieved students.
6. Above the retrieved students, select  and then do one of the following:
  - a. To export all students in the search results, select **Export All to Excel**.
  - b. To export only selected students, select **Export Selected to Excel**.
7. The template downloads to your computer.
  - a. Open the template.
  - b. In **the Send Access Code to This Email Address** column for each student record, enter the email address of the recipient you wish to receive the student's access code.
8. Save and close the template.

### *Email Family Portal Access Codes*

Before you can send access codes, you must first complete the steps in [Generate Family Portal Access Codes](#). You will use the template you edited to complete the steps below.



**Note:** It's better to use the download from the [Manage Students Page](#) because the template you can download from this page doesn't populate any student information for you.

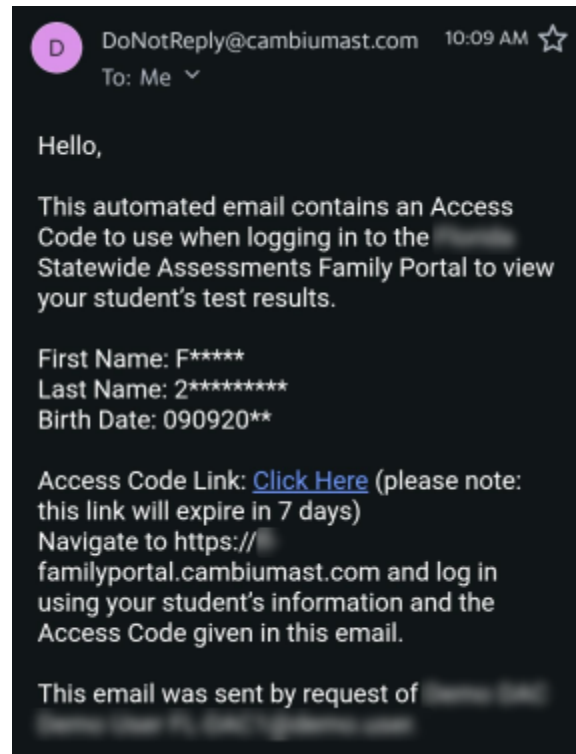
1. From the **Family Portal Access** task group on the TIDE Dashboard, select **Email Student Access Codes**. The **Email Student Access Codes** page appears.
2. Upload the file you created by following instructions in the section [Upload Records](#).
  - In **Step 3: Validate** (see [Figure 112](#)), select **Yes** in the *CC me on the access code emails* field to CC yourself on emails sent to families. This feature is only available if fewer than 50 records are included in the upload file.

Figure 110. Email Student Access Codes Page

The screenshot shows the 'Email Student Access Codes' page with a progress bar at the top. The progress bar has four steps: 1. Upload (Find a file), 2. Preview (Preview upload), 3. Validate (Fix errors), and 4. Receive Confirmation (All done). Step 3 is currently active. Below the progress bar, the 'Step 3: Validate' section is displayed. It includes a toggle for 'CC me on the access code emails' with 'Yes' selected. A green checkmark icon is shown next to the 'Yes' option. Below this, it states '4 record(s) will be processed.' and 'Your file has no errors. Continue to the next step.' At the bottom of the section is a blue button labeled 'Continue with Upload'.

Emails received by families (see [Figure 113](#)) will contain a link to a site where families can obtain their student's access code. These links expire in 7 days. If this link expires, schools will need to send another email to the family with a new link.

Figure 111. Email Sent to Families with Time-Sensitive Link



## Print Family Portal Access Codes

This section explains how to print Family Portal access codes for a list of students from the **Manage Students** page, for an individual student from the **Manage Student** details page, and for a list of students from a roster. An access code provides a secure way for families to access the Family Portal.

*To print access codes for students to take home from the Manage Students page:*

1. From the **Student Information** task group on the TIDE Dashboard, select **Manage** or **Manage Students**. The **Manage Students** page appears.
2. Retrieve the students for whom you'll print access codes by following the procedure in [Search for Records](#).
3. Select the column headings to sort the retrieved students in the order in which you want to print the access codes.
4. Select the students who need access codes:
  - For specific students, select the checkboxes for the students you want to print.
  - For all students displayed on the page, select the checkbox at the top of the table.

- 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 Access Codes** or **Selected Access Codes**. A page appears for selecting the printed layout.
6. Select the option that matches your selection.
7. In the new browser window that opens displaying a layout for selecting the printed layout, verify **Access Codes** is selected in the *Print Options* section.
8. Select the layout, then select **Print**.

Your browser downloads the generated PDF.

*To print PreID labels on the Student Information tab of the Manage Student details page:*

1. In the *Edit Student* section on the **Student Information** tab, select , and then **PreID Labels**.
2. In the new browser window that opens displaying a layout for selecting the printed layout, verify **Access Codes** is selected in the *Print Options* section.
3. Select the layout, then select **Print**.

Your browser downloads the generated PDF.

*To print access codes from rosters:*

TIDE users can print Family Portal access codes from roster lists and provide these codes to families. Follow the procedure in the section [Print Family Portal Access Codes from Roster Lists](#).

## Reset Family Portal Access Codes

Family Portal access codes are provided in TIDE. Users can reset these codes if necessary, depending on user role. Follow the procedure in the section [Resetting Family Portal Access Codes](#).

## Set Up Family Portal Auto-Login Integration with SIS

Cambium Assessment, Inc. (CAI) has developed a feature that allows a student's parent or guardian to log in to the Family Portal directly from a district's Student Information System (SIS). Once districts and SIS providers integrate this feature with their SIS, parents and guardians will be able to access their student's reports with a single click, bypassing the Family Portal login screen where they would typically enter the student's access code, date of birth, and first name.

Implementing the auto-login feature is easy and relies on an integration between the SIS and Family Portal that is simpler than that of the previously available SIS application programming interface (API). The following sections contain instructions for setting up this new feature; district technology personnel can perform the necessary tasks themselves or in coordination with their SIS vendor.

### ***Retrieving Login Data from TIDE***

TIDE permits authorized users to export all the required Family Portal login data into a single spreadsheet. The process for retrieving login data from TIDE is as follows:

1. From the **Family Portal Access** task group on the TIDE Dashboard, select **Generate Access Code Template**.
2. Follow Steps [1–6](#) in the section [Generate Family Portal Access Codes](#).

### ***Importing Login Data into the SIS***

The following student data elements must be imported into a district's SIS to integrate with the Family Portal's auto-login feature:

- The student's access code as a unique, six-character alphanumeric code generated for each student record in TIDE
- The student's date of birth as an eight-character string in MMDDYYYY format
- The student's legal first name as recorded in TIDE with a maximum character limit of 40

Shown below is a sample Excel file exported from TIDE in which each of these data elements appears. The same elements should be imported into the SIS using whatever import process is customary for that system. Although the export file also includes the student's last name, FLEID, and parent/guardian email address, these elements are not required to implement the auto-login feature.

Figure 112. Student Data Export File

|    | A         | B          | C              | D          | E           | F           |
|----|-----------|------------|----------------|------------|-------------|-------------|
| 1  | Last Name | First Name | ID             | Birth Date | Access Code | Send Access |
| 2  | Demo A    | Demo A     | DM999009000520 | 07012005   | 5oy02x      |             |
| 3  | Demo B    | Demo B     | DM999009000521 | 07012005   | bdoby2      |             |
| 4  | Demo C    | Demo C     | DM999009000522 | 07012005   | woupb5      |             |
| 5  | Demo D    | Demo D     | DM999009000523 | 07012005   | hkryxa      |             |
| 6  | Demo E    | Demo E     | DM999009000524 | 07012005   | vhzbic      |             |
| 7  | Demo F    | Demo F     | DM999009000526 | 07012005   | xf4ird      |             |
| 8  | Demo G    | Demo G     | DM999009000527 | 07012005   | y5ub0g      |             |
| 9  | Demo H    | Demo H     | DM999009000528 | 07012005   | 4j4dhi      |             |
| 10 | Demo I    | Demo I     | DM999009000529 | 07012005   | nsxssm      |             |

### ***Adding the Auto-Login Feature to the SIS***

Once the required data has been imported, the auto-login button can be added to the SIS user interface.

To implement this feature, technology personnel should add the form post reproduced below, which will send an HTTP post with the student's login data to the Family Portal, requesting access to that student's reports.

The *accesscode*, *dateofbirth*, and *StudentFirstName* values must be populated with valid data for each student, using the format outlined in the previous section.

```
<form method="POST"
action="https://api-familyportal.cambiumast.com/api/auth/autologin/florida
target="_blank">
<input type="text" name="accesscode" value="AA12BB"/>
<input type="text" name="dateofbirth" value="MMDDYYYY"/>
<input type="text" name="name" value="StudentFirstName"/>
<button type="submit">Submit</button> </form>
```

## Secure Material Tracking Reports

The Secure Material Tracking Report (SMTR) is available to assist school-level and district-level coordinators with tracking the return of materials. The SMTR tracks all FAA—Performance Task materials returned to Pearson. The purpose of this report is to identify any discrepancies that may exist between a district's records of what was returned and Pearson's records of what was received. The SMTR files will be posted as districts start to return their materials.

New and updated reports will be posted daily in TIDE until the administration closes.

### Review Secure Material Tracking Reports

1. From the **Secure Material Tracking Reports** task group on the TIDE Dashboard, select **Secure Material Tracking Reports**. The **Secure Material Tracking Reports** page appears.
2. In the *Track Documents* section, select the report you would like to view. The report downloads in CSV format. It contains detailed and summary information about the status of secure materials received by Pearson.

The SMTR contains the summarized return status of the secure materials by school/district, subject, and grade.

Figure 113. Secure Material Tracking Reports Page



### Types of Reports

Two versions of the SMTR, one at the district level and one at the school level, are provided.

District-level reports display summary information for all FAA—Performance Task secure materials and list detailed information for secure materials received at the district and at each school. District users can also download reports for individual schools.

School-level reports display summary information for all FAA—Performance Task

secure materials received and list detailed information for secure materials at the school.

SMTR files are generated as CSV files.

## **Materials Tracked**

Regular print, braille, and one-sided materials can be tracked via the SMTR.

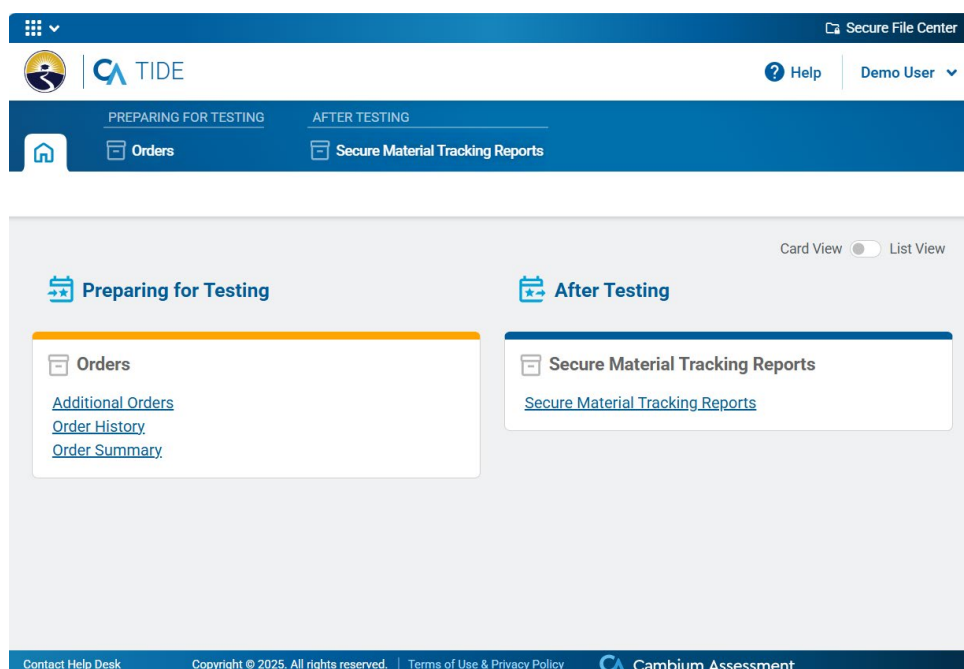
## Fall Makeup Performance Task Additional Orders

This section provides instructions for placing additional orders and reviewing Secure Material Tracking Reports for the Fall Makeup Performance Task. These tasks are performed before and after testing and are located in the Fall Makeup Performance Task Additional Orders administration in TIDE.



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

Figure 114. Fall Makeup Performance Task Additional Orders Dashboard



### Placing Additional Orders

Districts may request test materials through the **Additional Orders** page. For administrations that do not ship materials based on a PreID upload, AACs or APSAs must order all test materials on the **Additional Orders** page.

**Prior to placing the first additional order in TIDE, the AAC or APSA must confirm his or her contact information.** Districts *will not* be able to place an additional order without first confirming the district contact and shipping information in TIDE.



**Note:** The Contact & Shipping fields on the **Additional Orders** page are not editable. If the AAC or APSA needs to change shipping information, they must contact the FAA Service Center.

To request additional materials:

1. From the **Orders** task group on the TIDE Dashboard, select **Additional Orders**. The **Additional Orders** page appears.



**Note:** When this page loads for the first time, all sections will be expanded by default. This allows you to verify the contact information. When you return to this page after the contact information has been verified, the sections are collapsed by default.

Figure 115. Additional Orders Page with Contact & Shipping Section Expanded

2. On the **Additional Orders** page, do the following:
  - a. Verify contact information in the **Contact & Shipping** section. Post Office (P.O.) boxes are not allowed for a shipping address.
  - b. In the **Distribution** section, select the district or school to receive the materials.
    - i. Select **District** to place an order at the district level.
    - ii. Select **School**, and then select a school, to place an order at the school level.
3. Select **View Available Materials**. A table with available materials appears.



**Note:** When you return to this page, the table with available materials will be on the page when you select **Additional Orders** from the **Orders** task group.

4. Expand the category drop-downs to display available materials by clicking on the appropriate blue header for the materials you want to order.

Figure 116. Available Materials Section

Save Order

Cancel

Filter Results

| MATERIAL DESCRIPTION                                                                                                                                  | QUANTITIES PROCESSED | CURRENT ORDER | QUANTITY REQUESTED | PENDING APPROVAL | QUANTITY TO RECEIVE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------|--------------------|------------------|---------------------|
|                                                                                                                                                       | TOTAL ORDERED        |               |                    |                  |                     |
| <div> <div>Return Material Supplies</div> <div>Grade 10 ELA 2</div> </div>                                                                            |                      |               |                    |                  |                     |
| <b>Grade 10 ELA 2 Test Booklet Form A</b><br><i>One Form A Grade 10 ELA 2 test booklet.</i>                                                           | 0                    |               |                    | 0                | 0                   |
| <b>Grade 10 ELA 2 Auxiliary Materials Kit Form A</b><br><i>One Form A Grade 10 ELA 2 auxiliary materials kit.</i>                                     | 0                    |               |                    | 0                | 0                   |
| <b>Grade 10 One-Sided Auxiliary Materials Kit Form A</b><br><i>One Form A Grade 10 ELA 2 one-sided auxiliary materials kit.</i>                       | 0                    |               |                    | 0                | 0                   |
| <b>Braille Grade 10 ELA 2 UEB Contracted Auxiliary Materials Kit</b><br><i>One braille Grade 10 ELA 2 UEB contracted auxiliary materials kit.</i>     | 0                    |               |                    | 0                | 0                   |
| <b>Braille Grade 10 ELA 2 UEB Uncontracted Auxiliary Materials Kit</b><br><i>One braille Grade 10 ELA 2 UEB uncontracted auxiliary materials kit.</i> | 0                    |               |                    | 0                | 0                   |
| <div>Algebra 1 EOC</div>                                                                                                                              |                      |               |                    |                  |                     |

5. Enter quantities in the *Quantity Requested* text box. Additional orders may require approval.
6. Review the *Pending Approval* column. This displays the quantity currently pending approval.
7. Review the *Quantity to Receive* column. This displays the quantity currently approved for all materials in that district or schools, including rounding rules. This column may change until the order instance is processed, usually once a day.
8. Select **Save Order**. A pop-up appears, allowing you to enter comments.
9. *Optional*: Please note that comments for orders are optional and for district use only.
  - a. Select **Submit** to submit your order. The *Order Summary* pop-up (see [Figure 119](#)) appears with an overview of your order.
  - b. Select **Cancel** to return to the ordering screen.
10. Click **Close** to return to the **Additional Orders** page.

Figure 117. Order Summary Pop-Up

Order Summary

Order Quantity

| MATERIAL DESCRIPTION                       | EXPECTED SHIPMENT QUANTITY | APPROVED QUANTITY | AWAITING APPROVAL QUANTITY | APPROVAL STATUS |
|--------------------------------------------|----------------------------|-------------------|----------------------------|-----------------|
| Not To Be Scored Material Return Label Kit | 5                          | 5                 | 0                          | Approved        |

Close

## ***Review Order History***

You can review the order history of testing materials for your school or district. Information on how to view order history is found in the [Review Order History](#) section of this guide.

## ***View Order Summary***

You can view reports summarizing test material orders for your school or district. Information on how to view order history is found in the [View Order Summary](#) section of this guide.

You can review reports for your school's or district's open and processed orders, but rejected orders do not display. District-level users can access order summaries for the district and the schools within the district. School-level users can access order summaries for the school(s) they are associated with.

## ***Review Secure Material Tracking Reports***

Please refer to the [Secure Material Tracking Reports](#) section of this guide to learn how to track the return of Fall Makeup Performance Task test materials to Pearson.

## Appendix A: Processing File Uploads

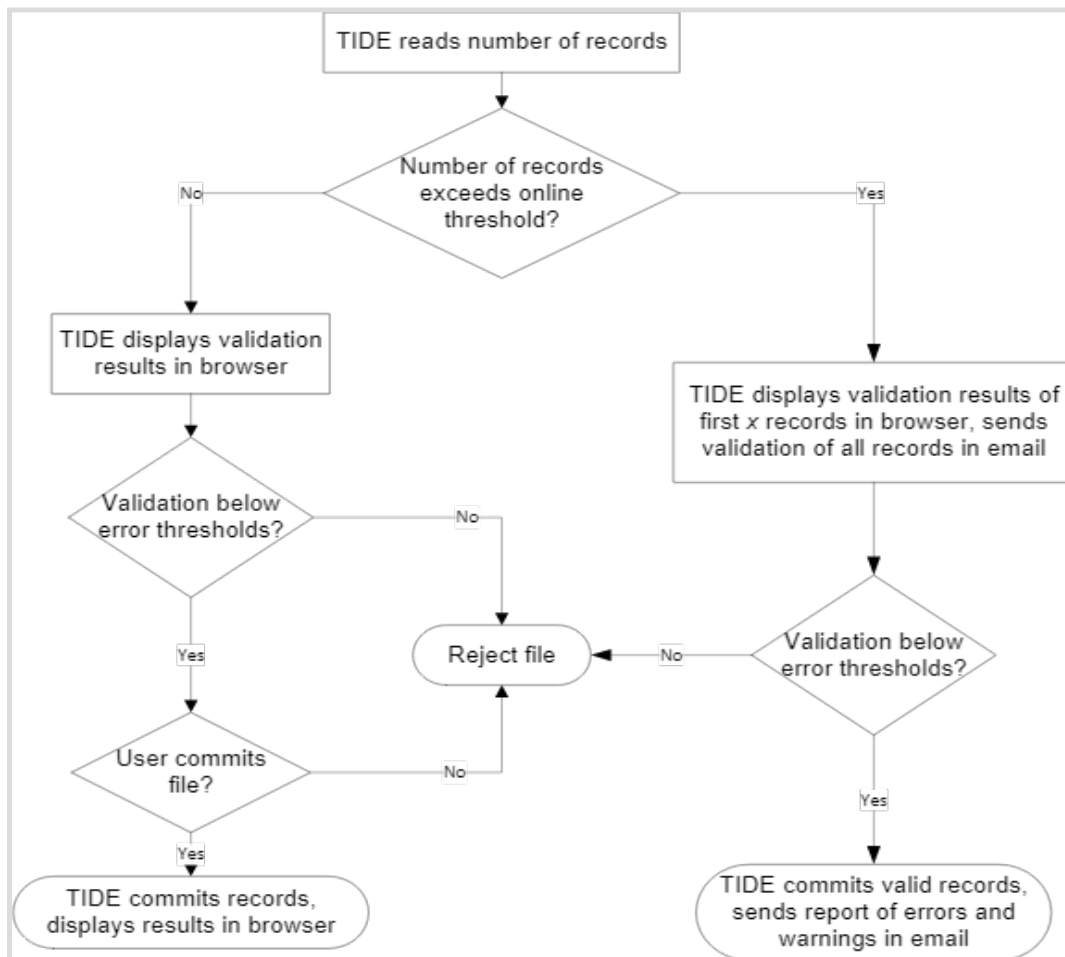
This appendix describes how TIDE processes file uploads.

### 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 120](#) describes the entire processing flow for file uploads.

Figure 118. Upload Processing Flow



[Table 10](#) 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 120](#).

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 10. Record Thresholds for Offline Processing

| Upload File   | Offline Processing Threshold | Number of Validated Records |
|---------------|------------------------------|-----------------------------|
| Users         | 1,000                        | 200                         |
| Students      | 5,000                        | 200                         |
| Test Settings | 2,000                        | 200                         |
| Appeals       | 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.

## Appendix B: Fields in the Add and Manage Student Details Pages

This appendix includes a table with the description and valid values of fields in the **Student Information** tab of the **Add Student** and **Manage Student** details pages.

Table 11. Fields in the Add Student and Manage Student details pages

| Field                            | Description                                                                                                                          | Valid Values                                                                                                           |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Student Demographics</b>      |                                                                                                                                      |                                                                                                                        |
| District*                        | Student's enrolled district                                                                                                          | One of the available districts from the drop-down list.                                                                |
| School*                          | Student's enrolled school number                                                                                                     | One of the available schools from the drop-down list.                                                                  |
| Last Name*                       | Student's last name                                                                                                                  | Up to 28 alphabetic and special characters†                                                                            |
| First Name*                      | Student's first name                                                                                                                 | Up to 28 alphabetic and special characters†                                                                            |
| Middle Initial                   | Student's middle name                                                                                                                | A–Z<br>blank                                                                                                           |
| Birth Date*                      | Student's date of birth                                                                                                              | Date in format MMDDYYYY. Add leading zero for single-digit numbers. Date cannot be in the future.                      |
| FLEID*                           | Florida Education Identifier, a 14-character unique identifier                                                                       | FL followed by 12 digits                                                                                               |
| Enrolled Grade*                  | Grade in which the student is enrolled                                                                                               | One of the available grades from the drop-down list.                                                                   |
| FLEID*                           | Florida Education Identifier, a 14-character unique identifier                                                                       | FL followed by 12 digits                                                                                               |
| Sex*                             | Student's sex                                                                                                                        | Male<br>Female                                                                                                         |
| <b>Student Assurances</b>        |                                                                                                                                      |                                                                                                                        |
| IEP Team Decision on Assessment* | Indicates which alternate assessment the IEP team deems appropriate for the student                                                  | Performance Task<br>Datafolio                                                                                          |
| Valid IEP Date*                  | Indicates the date of the most recent IEP                                                                                            | MMDDYYYY where<br>MM = Month<br>DD = Day<br>YYYY = Year<br><br>Date cannot be in the future or before January 1, 2022. |
| Parental Consent Form*           | Indicates whether parent/guardian consent has been documented on the Parental Consent Form: Instruction in Access Points – Alternate | Y = Yes, Consent Form Obtained<br>A = Attempt Made, But No                                                             |

| Field                              | Description                                                                                                                                               | Valid Values                                                                                                                                                                 |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | Academic Achievement Standards (AP-AAAS) and administration of the Statewide, Standardized Alternate Assessment                                           | Response<br>N = No Attempt Made                                                                                                                                              |
| <b>Course Enrollment</b>           |                                                                                                                                                           |                                                                                                                                                                              |
| ELA 3–10 Course Enrollment*        | Indicates whether the student is enrolled in the appropriate aligned Grade 3–10 ELA access course                                                         | One of the available courses from the drop-down list.<br>If the student is not enrolled in an ELA Grade Level Course, select 0000000 = Not Enrolled.                         |
| Math 3–8 Course Enrollment*        | Indicates whether the student is enrolled in the appropriate aligned Grade 3–8 math access course                                                         | One of the available courses from the drop-down list.<br>If the student is not enrolled in a Math Grade Level Course, select 0000000 = Not Enrolled.                         |
| Science 5 and 8 Course Enrollment* | Indicates whether the student is enrolled in the appropriate aligned Grade 5 or 8 science access course                                                   | One of the available courses from the drop-down list.<br>If the student is not enrolled in a Science Grade 5 or Science Grade 8 Level Course, select 0000000 = Not Enrolled. |
| EOC Course Enrollment*             | Indicates whether the student is enrolled in one or more appropriate aligned EOC access course(s) (Algebra 1, Biology 1, Civics, Geometry, U.S. History). | Any of the courses available from the drop-down list.<br>If the student is not enrolled in an EOC Course, select 0000000 = Not Enrolled.                                     |
| <b>Additional Information</b>      |                                                                                                                                                           |                                                                                                                                                                              |
| Primary Exceptionality*            | The major or overriding disability condition that best describes a person's impairment                                                                    | One of the available fields from the drop-down list.                                                                                                                         |
| Other Exceptionalities*            | Other disability conditions that describe a person's impairment                                                                                           | Up to nine of the available fields from the drop-down list.<br>If a student does not have other exceptionalities, select Z = Not Applicable.                                 |
| IDEA Educational Environments      | Student's educational environment                                                                                                                         | One of the available fields from the drop-down list.                                                                                                                         |
| English Language Learner (ELL)*    | Indicates whether the student is currently enrolled in the English Language Learner (ELL) program                                                         | One of the available fields from the drop-down list.                                                                                                                         |
| Primary Language Spoken in Home    | Primary language spoken in the student's home                                                                                                             | One of the available fields from the drop-down list.                                                                                                                         |
| Lunch Status                       | Student's lunch status                                                                                                                                    | One of the available fields from the drop-down list.                                                                                                                         |

| Field                                      | Description                                                                                                                                                                                                                                                   | Valid Values                 |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Time, Total School Week                    | The total amount of time a student with a disability is scheduled to attend school each week. All scheduled time (i.e., class time, recess, lunch, and time between classes) must be included in the total.                                                   | 0000 – 9999 minutes per week |
| Time with non-disabled peers               | The total amount of time that a student with a disability is with non-disabled peers, including time with school and workplace peers. Include class time, lunch, recess, and time between classes if this time is spent with non-disabled peers.              | 0000 – 9999 minutes per week |
| <b>Race and Ethnicity</b>                  |                                                                                                                                                                                                                                                               |                              |
| Hispanic or Latino*                        | A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race                                                                                                                                   | No or Yes                    |
| American Indian or Alaska Native*          | A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment                                                                            | No or Yes                    |
| Asian*                                     | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. | No or Yes                    |
| Black or African American*                 | A person having origins in any of the black racial groups of Africa                                                                                                                                                                                           | No or Yes                    |
| White*                                     | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa                                                                                                                                                            | No or Yes                    |
| Native Hawaiian or Other Pacific Islander* | A person having origins in any of the original peoples of Hawaii, Guam, or other Pacific Islands                                                                                                                                                              | No or Yes                    |
| <b>FAA—Datafolio</b>                       |                                                                                                                                                                                                                                                               |                              |
| <b>Datafolio Participation‡</b>            |                                                                                                                                                                                                                                                               |                              |
| Datafolio Algebra 1 EOC                    | Indicates whether a student is participating in the Datafolio Algebra 1 EOC assessment                                                                                                                                                                        | Yes                          |
| Datafolio Biology 1 EOC                    | Indicates whether a student is participating in the Datafolio Biology 1 EOC assessment                                                                                                                                                                        | Yes                          |
| Datafolio Civics EOC                       | Indicates whether a student is participating in the Datafolio Civics EOC assessment                                                                                                                                                                           | Yes                          |
| Datafolio ELA 1                            | Indicates whether a student is participating in the Datafolio ELA 1 assessment                                                                                                                                                                                | Yes                          |
| Datafolio ELA 2                            | Indicates whether a student is participating in the Datafolio ELA 2 assessment                                                                                                                                                                                | Yes                          |

| Field                                           | Description                                                                                                                 | Valid Values                                                                                                                                |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Datafolio Geometry EOC                          | Indicates whether a student is participating in the Datafolio Geometry EOC assessment                                       | Yes                                                                                                                                         |
| Datafolio U.S. History EOC                      | Indicates whether a student is participating in the Datafolio U.S. History EOC assessment                                   | Yes                                                                                                                                         |
| <b>FAA—Performance Task</b>                     |                                                                                                                             |                                                                                                                                             |
| <b>Fall Performance Task Participation§</b>     |                                                                                                                             |                                                                                                                                             |
| Fall Performance Task Algebra 1 EOC             | Indicates whether a student is participating in the Fall Performance Task Algebra 1 EOC assessment                          | Yes                                                                                                                                         |
| Fall Performance Task ELA 2                     | Indicates whether a student is participating in the Fall Performance Task ELA 2 assessment                                  | Yes                                                                                                                                         |
| <b>Spring Performance Task Participation†**</b> |                                                                                                                             |                                                                                                                                             |
| Spring Performance Task Algebra 1 EOC           | Indicates whether a student is participating in the Spring Performance Task Algebra 1 EOC assessment                        | Yes                                                                                                                                         |
| Spring Performance Task Biology 1 EOC           | Indicates whether a student is participating in the Spring Performance Task Biology 1 EOC assessment                        | Yes                                                                                                                                         |
| Spring Performance Task Civics EOC              | Indicates whether a student is participating in the Spring Performance Task Civics EOC assessment                           | Yes                                                                                                                                         |
| Spring Performance Task ELA 1                   | Indicates whether a student is participating in the Spring Performance Task ELA 1 assessment                                | Yes                                                                                                                                         |
| Spring Performance Task ELA 2                   | Indicates whether a student is participating in the Spring Performance Task ELA 2 assessment                                | Yes                                                                                                                                         |
| Spring Performance Task Geometry EOC            | Indicates whether a student is participating in the Spring Performance Task Geometry EOC assessment                         | Yes                                                                                                                                         |
| Spring Performance Task U.S. History EOC        | Indicates whether a student is participating in the Spring Performance Task U.S. History EOC assessment                     | Yes                                                                                                                                         |
| <b>Spring Performance Task Accommodations**</b> |                                                                                                                             |                                                                                                                                             |
| Spring Performance Task Grades 3–8              | Indicates whether a student participating in the Spring Performance Task Grades 3–8 assessments require an accommodation    | One-sided<br>Braille UEB Contracted with Nemeth<br>Braille UEB Contracted with Nemeth<br>Braille UEB Contracted<br>Braille UEB Uncontracted |
| Spring Performance Task Algebra 1 EOC           | Indicates whether a student participating in the Spring Performance Task Algebra 1 EOC assessment requires an accommodation | One-sided<br>Braille UEB Contracted with Nemeth                                                                                             |

| Field                                    | Description                                                                                                                    | Valid Values                                                                                                                                |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |                                                                                                                                | Braille UEB Contracted with Nemeth<br>Braille UEB Contracted<br>Braille UEB Uncontracted                                                    |
| Spring Performance Task Biology 1 EOC    | Indicates whether a student participating in the Spring Performance Task Biology 1 EOC assessment requires an accommodation    | One-sided<br>Braille UEB Contracted with Nemeth<br>Braille UEB Contracted with Nemeth<br>Braille UEB Contracted<br>Braille UEB Uncontracted |
| Spring Performance Task Civics EOC       | Indicates whether a student participating in the Spring Performance Task Civics EOC assessment requires an accommodation       | One-sided<br>Braille UEB Contracted<br>Braille UEB Uncontracted                                                                             |
| Spring Performance Task ELA 1            | Indicates whether a student participating in the Spring Performance Task ELA 1 assessment requires an accommodation            | One-sided<br>Braille UEB Contracted<br>Braille UEB Uncontracted                                                                             |
| Spring Performance Task ELA 2            | Indicates whether a student participating in the Spring Performance Task ELA 2 assessment requires an accommodation            | One-sided<br>Braille UEB Contracted<br>Braille UEB Uncontracted                                                                             |
| Spring Performance Task Geometry EOC     | Indicates whether a student participating in the Spring Performance Task Geometry EOC assessment requires an accommodation     | One-sided<br>Braille UEB Contracted with Nemeth<br>Braille UEB Contracted with Nemeth<br>Braille UEB Contracted<br>Braille UEB Uncontracted |
| Spring Performance Task U.S. History EOC | Indicates whether a student participating in the Spring Performance Task U.S. History EOC assessment requires an accommodation | One-sided<br>Braille UEB Contracted<br>Braille UEB Uncontracted                                                                             |

\*Required field.

†Special characters include the following: period (.), comma (,), dash (-), single quote ('), parentheses (), slash (/), backslash (\), ampersand (&), plus (+), and space.

‡For Datafolio and Spring Performance Task, Test Participation fields are only applicable to the ELA 1, ELA 2, and EOC assessments.

§The Fall Performance Task Participation fields will only be editable from August 11, 2025, through the end of October. Once TIDE rolls over for the Spring Performance Task, the Fall Performance Task fields will be grayed out.

\*\*The Spring Performance Task Participation fields and the Spring Performance Task Accommodations fields will be editable starting in mid-November 2025, once Survey 2 data becomes available. Once the PreID window closes in mid-December, all additional required accommodated materials will have to be ordered during the Additional Order Windows in the spring of 2026.

## Appendix C. User Support

If this user guide does not answer your questions, please contact the FAA Service Center.

The FAA Service Center is open Monday through Friday from 7:00 a.m. to 8:30 p.m. eastern time (except holidays or as otherwise indicated on the FAA Portal).

### **FAA Service Center**

Toll-Free Phone Support: 1-877-655-3001

Email Support: [FAAServiceCenter@cambiumassessment.com](mailto:FAAServiceCenter@cambiumassessment.com)

Chat: <https://FAA.fsassessments.org/contact.html>

To help us effectively assist you with your issue or question, please be ready to provide the FAA Service Center with detailed information that may include the following:

If the issue pertains to a student, provide the FLEID, associated district, and associated school for that student.

If the issue pertains to a TIDE user, provide the user's full name and email address.

Any error messages that appeared.

Device, operating system, and browser information, including version numbers.

## Change Log

| Location                                                           | Change                                                                                                                                                                                                                                            | Date       |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <a href="#">All</a>                                                | Added information on the following task groups: Correct Student Information, Orders, Invalidations and Requests, Reason Not Assessed, Monitoring Test Progress, Test Completion Rates, Family Portal Access, and Secure Material Tracking Reports | 8/28/2025  |
| <a href="#">Table 2</a>                                            | Clarified that BSLCs and AATs can retract requests.                                                                                                                                                                                               | 9/18/2025  |
| <a href="#">Create Requests</a>                                    | Revised steps to include selecting a reason for the request.                                                                                                                                                                                      | 9/18/2025  |
| <a href="#">Search by FLEID to Generate a Participation Report</a> | Clarified that Search by FLEID is a type of Participation Report.<br>Fixed header in section.                                                                                                                                                     | 9/24/2025  |
| <a href="#">Navigation in TIDE</a>                                 | Added a section on how to save and manage your favorite tasks.                                                                                                                                                                                    | 11/20/2025 |
| <a href="#">Access Global Features</a>                             | Added a section on available accessibility tools in TIDE.                                                                                                                                                                                         |            |
| <a href="#">Manage Students</a>                                    | Added sections on saving searches for a group of students as favorites printing PreID labels, moving students, and deleting students from the <b>Manage Student</b> details page.                                                                 | 11/20/2025 |
| <a href="#">Generate a Participation Report</a>                    | Added information on favoriting a Basic Search in the Participation Reports task as a favorite.                                                                                                                                                   | 11/20/2025 |
| <a href="#">Print Family Portal Access Codes</a>                   | Added a section on how to print Family Portal access codes from the <b>Manage Student</b> details page.                                                                                                                                           | 11/20/2025 |

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