Florida Standards Assessments

TIDE User Guide

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Table of Contents

Overview of the Test Information Distribution Engine

The Test Information Distribution Engine (TIDE) supports the registration or preidentification of students for assessments, managing users for Florida Standards Assessments (FSA) systems, managing orders for testing materials, and distributing voice packs.

System Requirements

To use TIDE, you need a web browser installed on your computer. For file uploads and extracts, you need to have a spreadsheet application such as Microsoft Excel, Numbers, or LibreOffice Calc.

Organization of This User Guide

This user guide contains the following sections:

- Section I, Accessing TIDE, describes how to activate your TIDE account, how to log in and log out, and how to change your password.
- Section II, Understanding the TIDE Interface, describes the TIDE homepage and basic features.
- Section III, Verifying Contact Information, describes how to enter district-level contact information for messages and shipments.
- Section IV, Managing TIDE Users, describes how to view and add TIDE user accounts.
- Section V, Working with Student Information, describes how to view, add, and modify information pertaining to students, their demographics, test eligibilities, and test accommodations.
- Section VI, Working with Orders, describes how to confirm, view, place, and track orders for testing materials.
- Section VII, Working with Rosters of Students, describes how to create, modify, and delete rosters of students associated with teachers and schools.
- Section VIII, Invalidations and Requests, describes how to view and add test invalidations.
- Section IX, Downloading Additional Resources from TIDE, describes how to download and install voice packs.
- The appendices provide information about working with file uploads and file exports, and about contacting technical support.

Document Conventions

The following table describes the typographical conventions appearing in this user guide.

Table 1. Key Icons and Elements

Icon	Description
	Warning: This symbol accompanies information regarding actions that may cause loss of data.
	Caution: This symbol accompanies information regarding actions that may result in incorrect data.
	Note: This symbol accompanies helpful information or reminders.

Section I. Accessing TIDE

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

Activating Your TIDE Account

Your school or district assessment coordinator creates your user account. TIDE then sends you an introductory email that contains the following information:

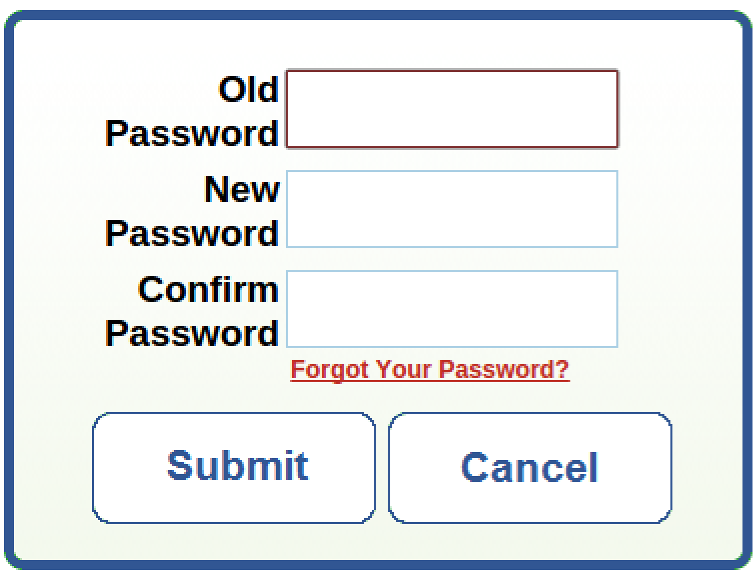
- A link for logging in to TIDE. This link expires 30 days after the email was sent.
- Your temporary password.

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

To activate your account:

1. Click the link in the introductory email. The **Please Log In** page appears.

Figure 1. Fields on the Please Log In Page



2. In the Old Password field, enter the password provided in the activation email.
3. In the New and Confirm Password fields, enter a new password. The password must be at least eight characters long and have three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (%, #, or !).
4. Click **Submit**. The **Select a Security Question** page appears.

5. Mark the checkbox next to a question, and enter an answer.

6. Click **Save**. The FSA portal page appears.

Account activation is complete. You can now log in to TIDE by following the procedure in the section below: Logging in to TIDE.

Logging in to TIDE

To log in to TIDE:

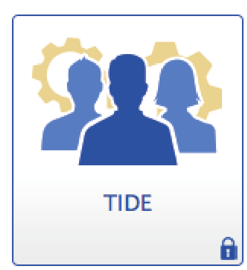
1. Open your Internet browser and navigate to the FSA Portal at http://fsassessments.org/.

2. Click the **Test Administrators**, **School Assessment Coordinators**, **District Assessment Coordinators**, or **Technology Coordinators** card.

Figure 2. User Cards

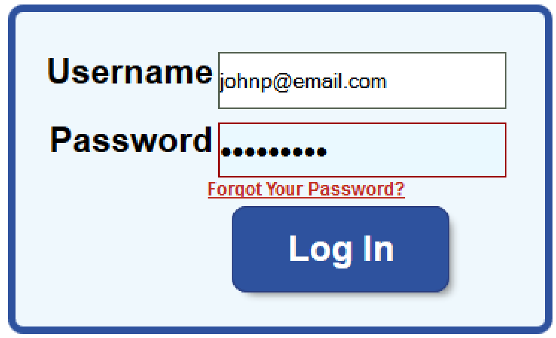
3. Click the **TIDE** card.

Figure 3. TIDE Card



4. On the login page, enter your email address and password in the respective text boxes, and then click **Log In**.

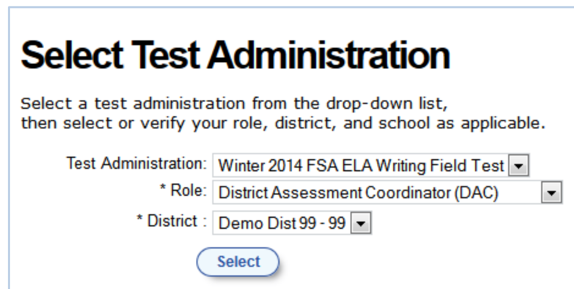
Figure 4. Login Page



5. On the Select Test Administration page, make selections for the test administration, your user role, district, and school. (Depending on your user role, some of the drop-down lists may not be available.)

6. Click **Select**. The TIDE homepage appears; see [Figure 8](#).

Figure 5. Select Test Administration Page



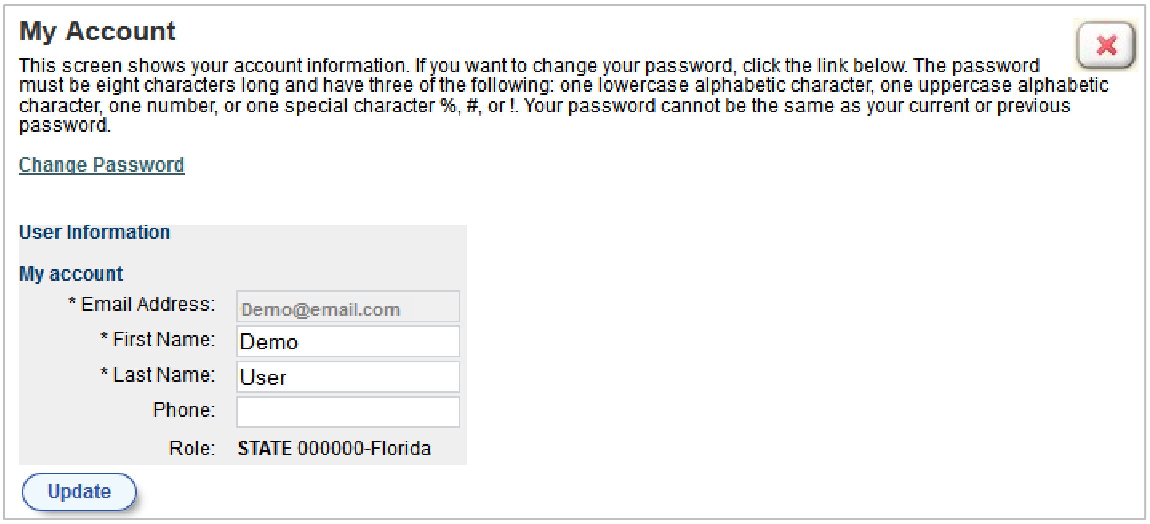
Changing Your Account Information and Password

You can modify your name, phone number, password, and other account information in TIDE.

To modify your account information:

1. At the top of the TIDE homepage, click **My Account**. The **My Account** screen appears (see Figure 6).

Figure 6. My Account Screen



2. To modify your user information, enter updates in the **User Information** section as necessary. (To change your email address, contact your school or district assessment coordinator.)

3. To modify your password, follow the link on the screen and do the following:

   a. In the **Old Password** field, enter your current password.

   b. In the **New Password** and **New Password (again)** fields, enter your new password. The password must be at least eight characters long and have three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (%, #, or !). The password cannot be the same as your current or most recent previous password.

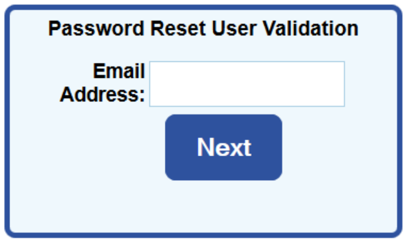
4. Click **Update**. TIDE saves your changes, and a confirmation message appears.

Resetting Your Password

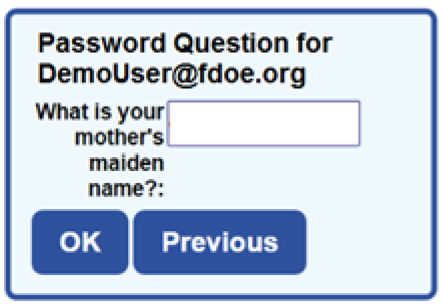
To reset your password:

1. Access the login page by following steps 1–3 in the section Logging in to TIDE.
2. On the TIDE login page (Figure 4), under the Password field, click **Forgot Your Password?**. The Reset Your Password page appears (Figure 7).

Figure 7. Reset Your Password Page



3. Enter your email address and click **Next**.
4. Your security question appears in your browser. Enter the answer to your security question (case sensitive). Click **OK**.



5. TIDE sends you an email with a new login link. Click on the login link in the email and follow the steps to set a new password.

Section II. Understanding the TIDE Interface

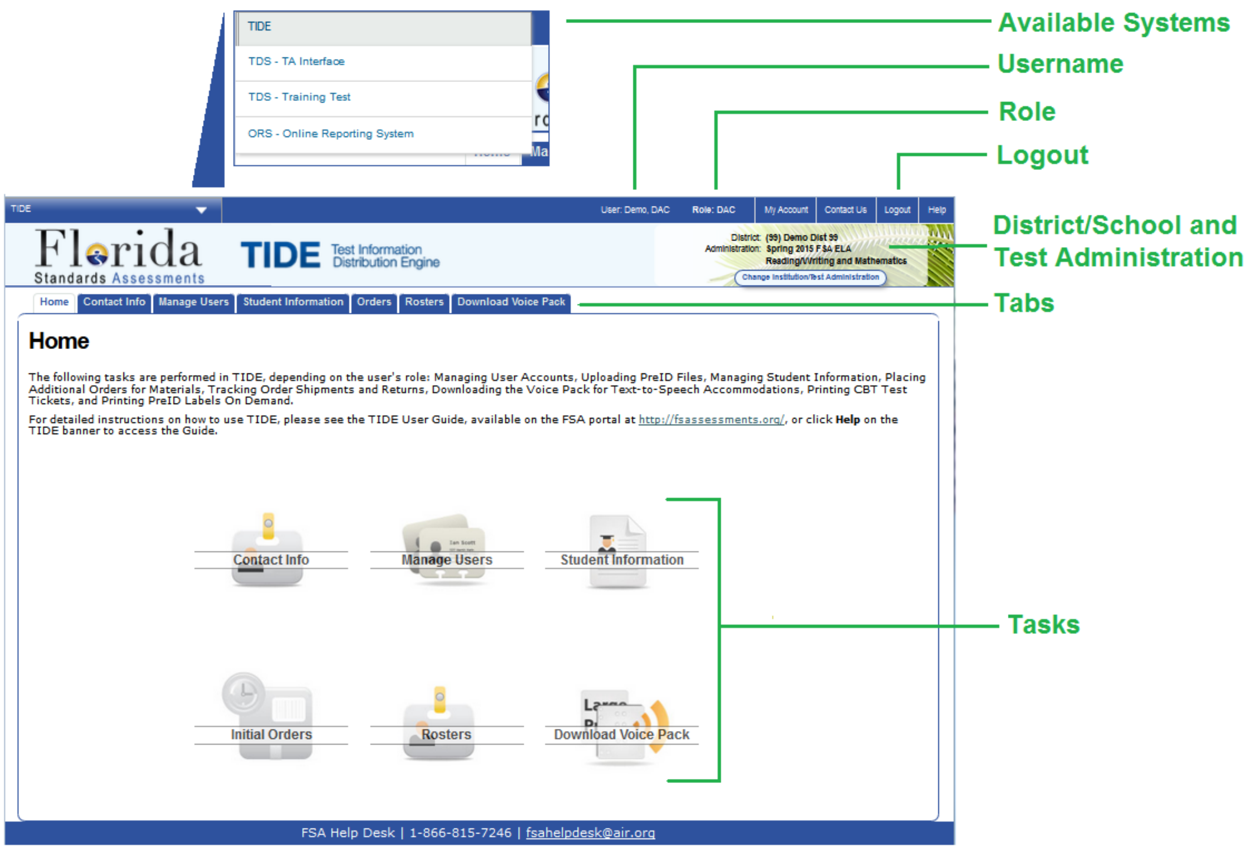
This section describes TIDE's homepage as well as some common tasks such as sorting retrieved records.

WARNING: Loss of data. If you open TIDE in more than one browser window or tab, changes made in one tab may overwrite changes made in another tab. Do not open TIDE in more than one browser window or tab.

TIDE's Home Screen

The first page you see after logging in to TIDE is the homepage (see Figure 8). The homepage's appearance differs depending on your role. Some roles, such as those for school personnel, have just a few tabs and tasks; other roles, such as those for the district-level users, have several tabs and tasks.

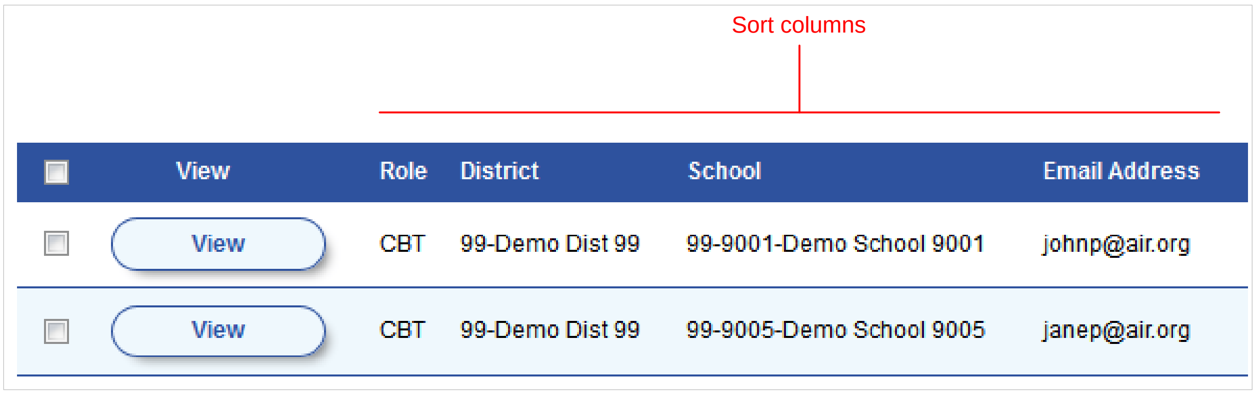
Figure 8. TIDE Homepage for the District Assessment Coordinator Role



Sorting Retrieved Records

Many tasks in TIDE involve retrieving data from a database. You can sort the retrieved records by clicking any of the column headings in the retrieval table. For example, Figure 9 is a portion of the View/Edit Users page. You can sort the records by role, district, school, or email address. (In the complete View/Edit Users page, there are many more columns by which you can sort.)

Figure 9. Sort columns



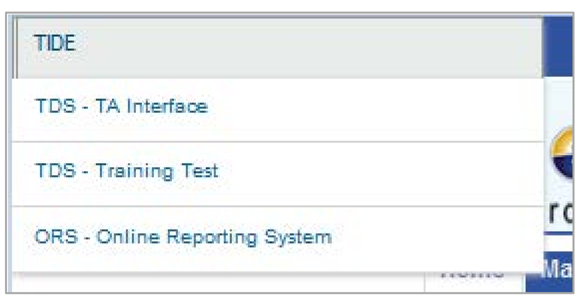
Navigating to other FSA Systems

Depending on your role, when you log in to TIDE, you can navigate to other FSA systems. This feature is available to TIDE users who have access to other FSA systems.

To navigate to another FSA system:

- In the banner (see Figure 8), click **Test Information Distribution Engine (TIDE)**, and then click the other system you want to use. See Figure 10.

Figure 10. Navigating to other FSA Systems



NOTE: Users will be able to navigate to TDS, but this navigation menu will not appear while inside TDS. This is by design so that test sessions are not closed inadvertently. However, users can navigate between the TIDE and ORS Systems.

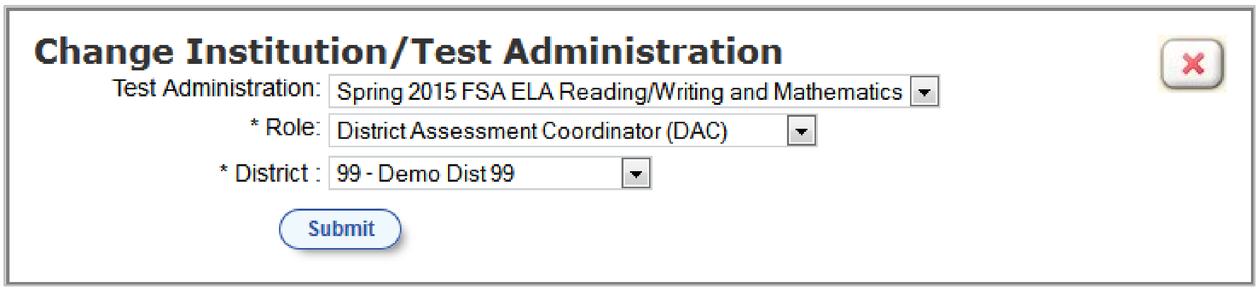
Changing Test Administration or Institution

Depending on your permissions, you may have access to more than one test administration or more than one institution. You can also change your user role if another one is available to you. (For an explanation of user roles, see Understanding User Roles and Permissions.)

To change test administration or institution:

1. In the TIDE banner at the top of the page, click **Change Institution/Test Administration**. The **Change Institution/Test Administration** page appears.

Figure 11. Change Institution/Test Administration Page



2. Change the selections as necessary.

3. Click **Submit**. A new homepage appears that is associated with your selections.

Logging out of TIDE

To log out of TIDE:

- In the TIDE banner (see Figure 8), click **Logout**.

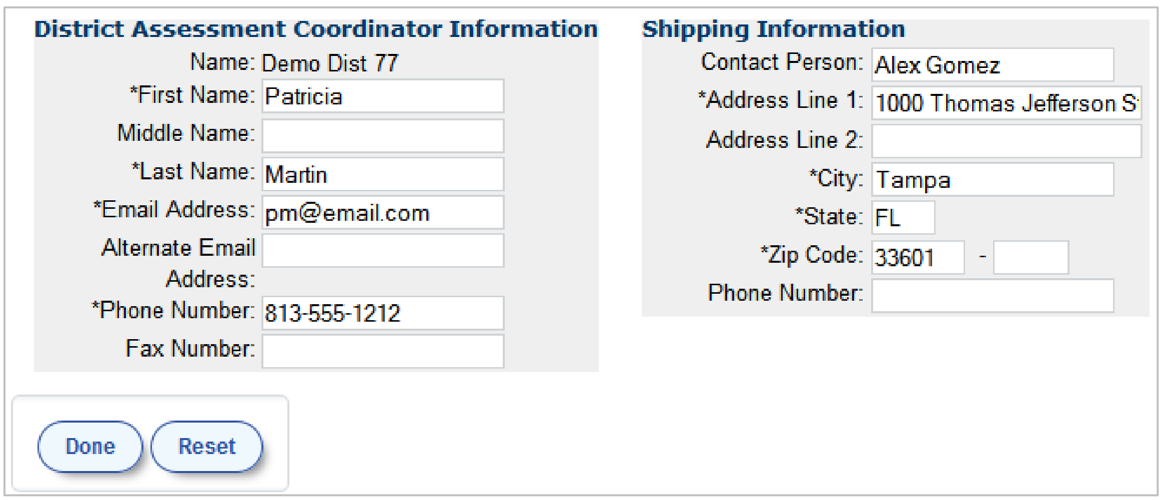
Section III. Verifying Contact Information

District Assessment Coordinators should use the Contact Info tab to verify or modify their contact information. This tab is active for all test administrations where there are paper materials. Contact information and shipping information must be verified before each administration in order to complete other tasks in TIDE. Test materials will be sent to the District Assessment Coordinator’s shipping address.

To verify or modify contact and shipping information:

1. Click the **Contact Info** tab. The **Verify Contact Information** page appears (see Figure 12).

Figure 12. Verify Contact Information Page



2. Verify or enter information in the *District Assessment Coordinator Information* section.

3. Verify or enter information in the *Shipping Information* section. Post office (P.O.) boxes are not allowed for a shipping address. Fields marked with an asterisk (*) are required.

4. Click **Done**.

Section IV. Managing TIDE Users

Understanding User Roles and Permissions

Each user in TIDE has a role, such as Test Administrator or District Assessment Coordinator. Each role has an associated list of permissions to access certain features within TIDE. For example, a district-level user can perform activities related to uploading a PreID file and a school-level user can invalidate a test.

Table 2 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 TA Interface, and ORS. Within the table, the following acronyms are used to specify the associated user roles:

- DAC (District Assessment Coordinator) – Accounts with this role have access to student information at schools in the appropriate district and can view student results in ORS.
- CBT (CBT Coordinator) – This role is usually assigned to the school assessment coordinator. CBT Coordinators manage user accounts and student information in TIDE.
- SA (School Administrator) – This role has limited access to view information in TIDE and has access to student results in ORS.
- TA (Test Administrator) – This role has limited access to view information in TIDE. Test Administrators need a TIDE account in order to access the TA Interface for operational testing.

Table 2. User Roles and Associated Permissions

TIDE Tasks	DAC	CBT	SA	TA
Manage Users				
Retrieving User Accounts	✓	✓		
Adding Users	✓	✓		
Adding, Editing, or Deleting Users through File Uploads	✓	✓		
Viewing User Details	✓	✓	✓	✓
Editing User Details	✓	✓		
Deleting Users	✓	✓		
Student Information				
Retrieving Student Records	✓	✓	✓	✓
Adding Students	✓	✓		

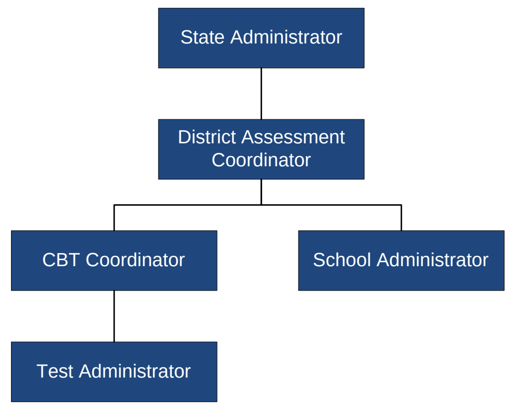
TIDE Tasks	DAC	CBT	SA	TA
Moving Students between Schools	✓	✓*		
Printing Test Tickets and PreID Labels	✓	✓		
Adding or Editing Students through File Uploads	✓			
Viewing Student Details	✓	✓	✓	✓
Editing Student Details	✓	✓		
Deleting Students	✓	✓		
Orders	**DAC**	**CBT**	**SA**	**TA**
Confirming Order Participation and Setting Quantity Parameters	✓			
Reviewing Initial Orders	✓			
Requesting Additional Materials	✓			
Reviewing Order History	✓	✓	✓	
Reviewing and Exporting Order Summaries and Details	✓	✓	✓	
Tracking Shipments	✓			
Rosters	**DAC**	**CBT**	**SA**	**TA**
Viewing Rosters	✓	✓	✓	✓
Adding a New Roster	✓	✓		
Modifying an Existing Roster	✓	✓		
Deleting a Roster	✓	✓		
Printing a Roster	✓	✓	✓	✓
Invalidations & Requests	**DAC**	**CBT**	**SA**	**TA**
Retrieving Invalidations	✓	✓	✓	✓
Creating Invalidations	✓	✓		
Creating Invalidations or Requests through File Uploads	✓	✓		
Download Voice Pack	**DAC**	**CBT**	**SA**	**TA**
Downloading and Installing the Voice Pack	✓	✓		
Contact Info	**DAC**	**CBT**	**SA**	**TA**
Verifying Contact Information	✓			

TA Interface	DAC	CBT	SA	TA
Access TA Administrator Site	✓	✓		✓
ORS Tasks	**DAC**	**CBT**	**SA**	**TA**
Access Interpretive Reports	✓		✓	
Access Reports & Files	✓	✓	✓	
Plan and Manage Testing	✓	✓	✓	
Retrieve Student Results	✓		✓	
Summary Statistics	✓		✓	
Test Completion Rates	✓	✓	✓	

*CBT Coordinators can only move students between schools if they have access to more than one school.

There is a hierarchy to the user roles listed in Table 2. As indicated in Figure 13, the State Administrator is at the top of the hierarchy, followed by District Assessment Coordinator, then School Administrator and CBT Coordinator, and then Test Administrator. Generally, user roles that are higher in the hierarchy have access to sensitive or critical data and tasks within TIDE.

Figure 13. Hierarchy of User Roles



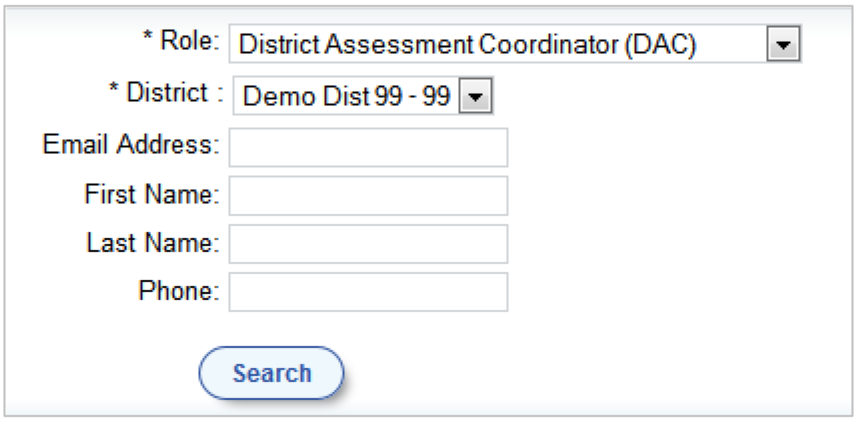
Retrieving User Accounts

You can retrieve user accounts that satisfy given criteria. For a list of user roles that can perform this task, see Table 2.

To retrieve user records:

1. From the TIDE homepage, click **Manage Users**, and then click **View/Edit Users**. The **View/Edit Users** page appears (see Figure 14).

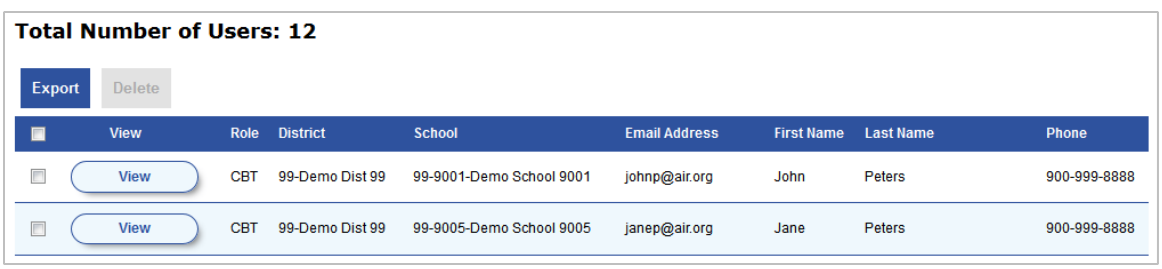
Figure 14. Selection Fields in the View/Edit Users Page



2. From the drop-down lists, select search criteria. Enter optional search criteria in the text boxes.

3. Click **Search**. TIDE displays the found users at the bottom of the **View/Edit Users** page (see Figure 15).

Figure 15. Retrieved Users



Total Number of Users: 12

Export Delete

	View	Role	District	School	Email Address	First Name	Last Name	Phone
	View	CBT	99-Demo Dist 99	99-9001-Demo School 9001	johnp@air.org	John	Peters	900-999-8888
	View	CBT	99-Demo Dist 99	99-9005-Demo School 9005	janep@air.org	Jane	Peters	900-999-8888

From the listing of retrieved users, you can do the following:

- View detailed information about a user; see Viewing and Editing User Details.
- Sort the listing; see the section Sorting Retrieved Records.
- Export the listing; see Appendix A, Exporting Retrieved Records.

Viewing and Editing User Details

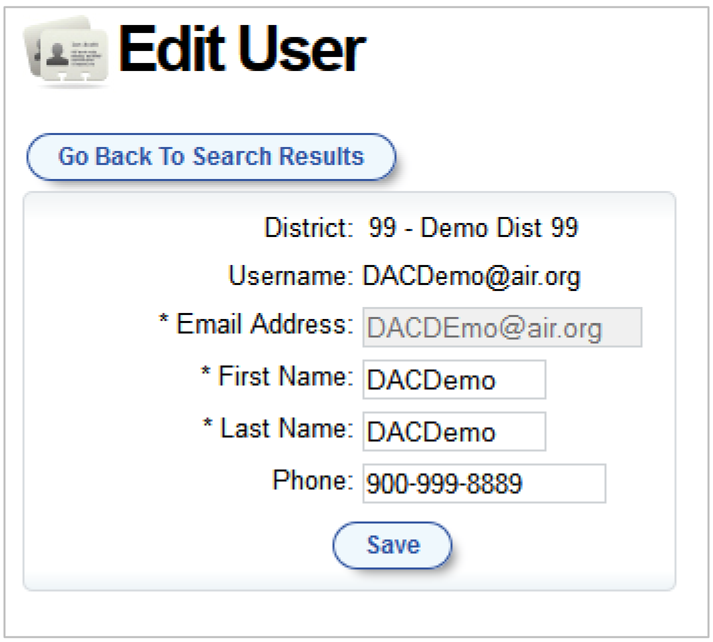
You can view and modify detailed information about a user's TIDE account. For a list of user roles that can perform this task, see Table 2.

To view and edit user details:

1. Retrieve the user account you want to view or edit by following the procedure in the section Retrieving User Accounts.

2. In the listing of retrieved users, click **View** corresponding to the user whose record you want to view (see Figure 15). The **Edit User** page appears (see Figure 16).

Figure 16. Edit User Page



3. If your user role allows it, modify the user's first name, last name, and phone number as required.

4. Click **Save**.

Adding Users

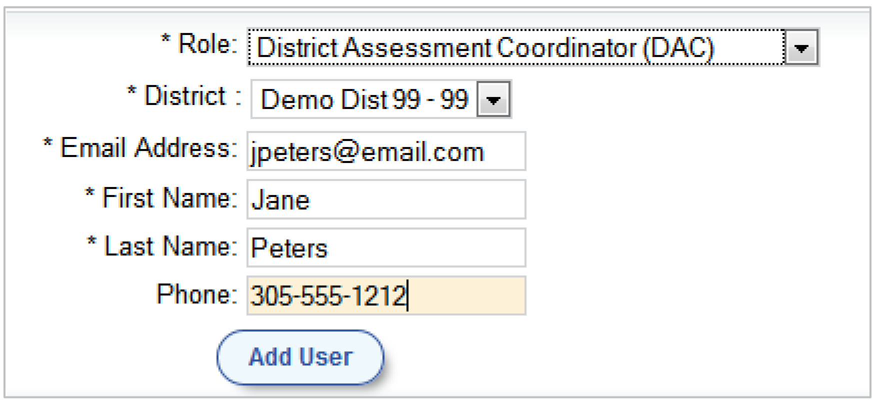
To add a user account, the user's role must be the same or lower in the hierarchy than your role. (For an explanation of the user role hierarchy, see Understanding User Roles and Permissions.) Referring to Figure 13, District Assessment Coordinators can add School Administrators, CBT Coordinators, and Test Administrators; CBT Coordinators can add Test Administrators. Furthermore, you can add only those users that fall within your institution. For example, district-level users can create school-level accounts for a school within their district.

For a list of user roles that can perform this task, see Table 2.

To add a user:

1. Click the **Manage Users** tab, and then click **Add User**. The **Add User** page appears.

Figure 17. Fields in the Add User Page



2. Select the required district and school (as necessary) associated with the new user.

3. Enter the user's first name, last name, email address, and other details in the optional fields.

4. Click **Add User**. TIDE adds the account, and the new user receives an activation email. If a user does not receive the initial activation email, contact the FSA Help Desk so the email can be re-sent.

Deleting Users

For a list of user roles that can perform this task, see Table 2.

To delete users:

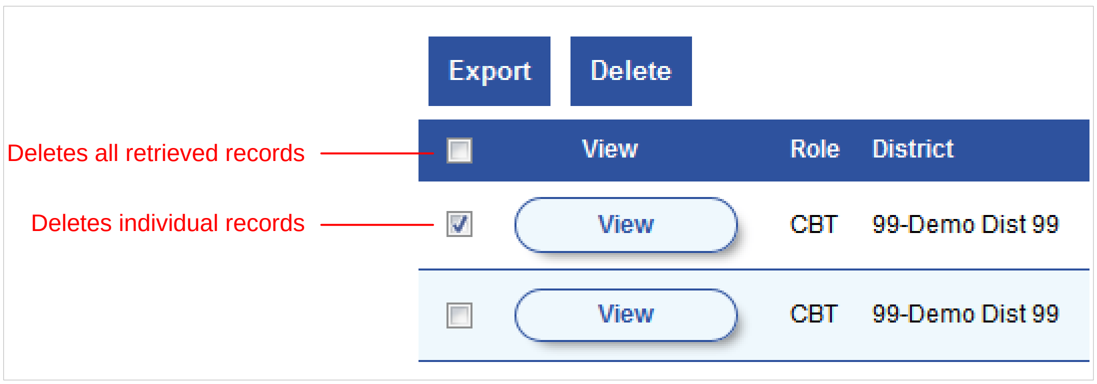
1. Retrieve the user account(s) you want to delete by following the procedure in the Retrieving User Accounts section.

2. In the **View/Edit Users** page, do one of the following:

   - Mark the checkbox for the account(s) you want to delete.

   - Mark the checkbox at the top of the table to delete all retrieved user accounts.

Figure 18. Options for Deleting Retrieved Records



3. Click **Delete**.

4. In the confirmation dialog box, click **OK**. TIDE deletes the user account(s).

Adding, Editing, or Deleting 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. The following sections describe how to create the file and then upload it to TIDE.

For a list of user roles that can perform this task, see Table 2.

Understanding the User Upload File Format

The upload file is an Excel or CSV file with a heading row and data rows. Table 3 describes the columns and associated valid values.

Table 3: Columns in the User Upload File.

Column	Description	Valid Values
District ID	District associated with the user.	Two-digit district ID that exists in TIDE. Include leading zeros. Required for adding district and school-level users.
School ID	School associated with the user.	Four-digit school ID that exists in TIDE. Include leading zeros. Required for adding school-level users; can be blank for adding district-level users.
First Name	User's first name.	Up to 35 alphanumeric characters. Required.
Last Name	User's last name.	Up to 35 alphanumeric characters. Required.
Email	User's email address.	Standard email address. This is the user's username for logging in to TIDE. Required.
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Optional.
Role	User's role. For an explanation of user roles, see Understanding User Roles and Permissions.	DAC, SAC, CBT, or TA. See Table 2 for more information. Required.
Action	Indicates if this is an add or delete action.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record. Required.

Figure 19 is an example of a simple upload file with the following transactions:

- The first row adds Thomas Walker as a TIDE user, specifying all fields except phone number.
- The second row modifies Thomas Walker's account by adding the phone number. In this case you must list values in all other columns, even if you do not change them.
- The third row deletes Thomas Walker's TA account.
- The fourth row adds Patricia Martin as a test administrator for school 9000.
- The fifth row adds Patricia Martin as a school administrator for a different school—9001.

Figure 19. Sample User Upload File

	A	B	C	D	E	F	G	H
1	DISTRICTID	SCHOOLID	FIRSTNAME	LASTNAME	EMAIL	PHONE	ROLE	ACTION
2	99	9000	Thomas	Walker	tw@air.org		TA	ADD
3	99	9000	Thomas	Walker	tw@air.org	305-555-1212	TA	ADD
4	99	9000	Thomas	Walker	tw@air.org	305-555-1212	TA	DELETE
5	99	9000	Patricia	Martin	pm@air.org		TA	ADD
6	99	9001	Patricia	Martin	pm@air.org		SA	ADD

Submitting a User Upload File

This section describes how to upload a file for adding, modifying, or deleting users. For a list of user roles that can perform this task, see Table 2.

To submit a user upload file:

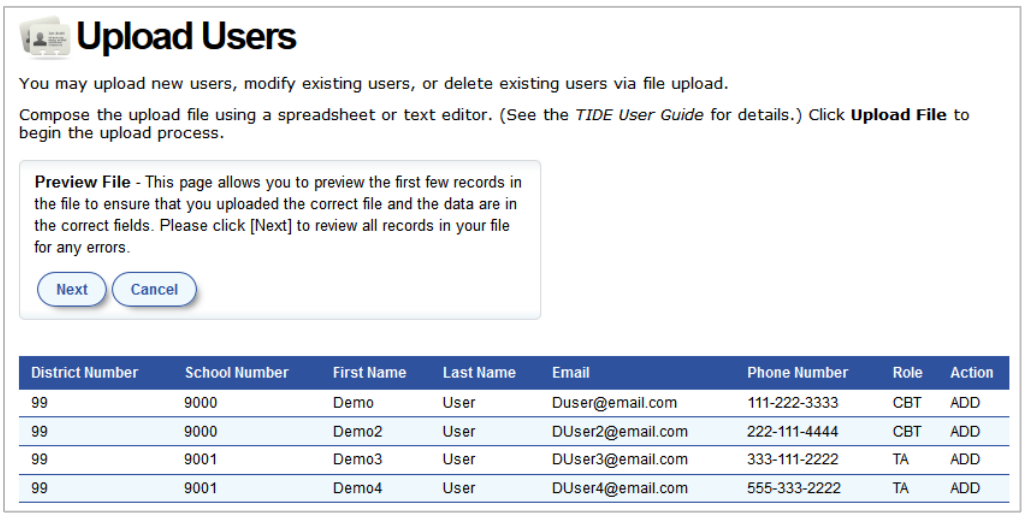
1. Click the **Manage Users** tab, then **Upload Users**. The **Upload Users** page appears.

2. Using Table 3 as a reference, create a fixed-width upload file. Save the file on your computer.

3. In the **Upload Users** page, click **Browse**, and navigate to the upload file you created in step 2.

4. Click **Upload File**. TIDE displays a preview of the uploaded file (see Figure 20). Use this preview to verify you uploaded the correct file.

Figure 20. Upload File Preview



Upload Users

You may upload new users, modify existing users, or delete existing users via file upload.

Compose the upload file using a spreadsheet or text editor. (See the *TIDE User Guide* for details.) Click **Upload File** to begin the upload process.

Preview File - This page allows you to preview the first few records in the file to ensure that you uploaded the correct file and the data are in the correct fields. Please click [Next] to review all records in your file for any errors.

Next Cancel

District Number	School Number	First Name	Last Name	Email	Phone Number	Role	Action
99	9000	Demo	User	Duser@email.com	111-222-3333	CBT	ADD
99	9000	Demo2	User	DUser2@email.com	222-111-4444	CBT	ADD
99	9001	Demo3	User	DUser3@email.com	333-111-2222	TA	ADD
99	9001	Demo4	User	DUser4@email.com	555-333-2222	TA	ADD

5. Click **Next**. TIDE validates the file and displays error messages, if any. For information about resolving error messages, see Resolving File Upload Errors.

NOTE: Validation and upload of large files. If your file contains 1,000 records or more, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel** as TIDE may have already started processing some of the records. For more information, see How TIDE Processes Large Files.

6. Click **Submit**. TIDE uploads those records that do not have errors.

Section V. Working with Student Information

Uploading PreID Files

If you have many students to add or edit, it may be easier to perform those changes through file uploads. The following sections describe how to create the file and then upload it to TIDE.

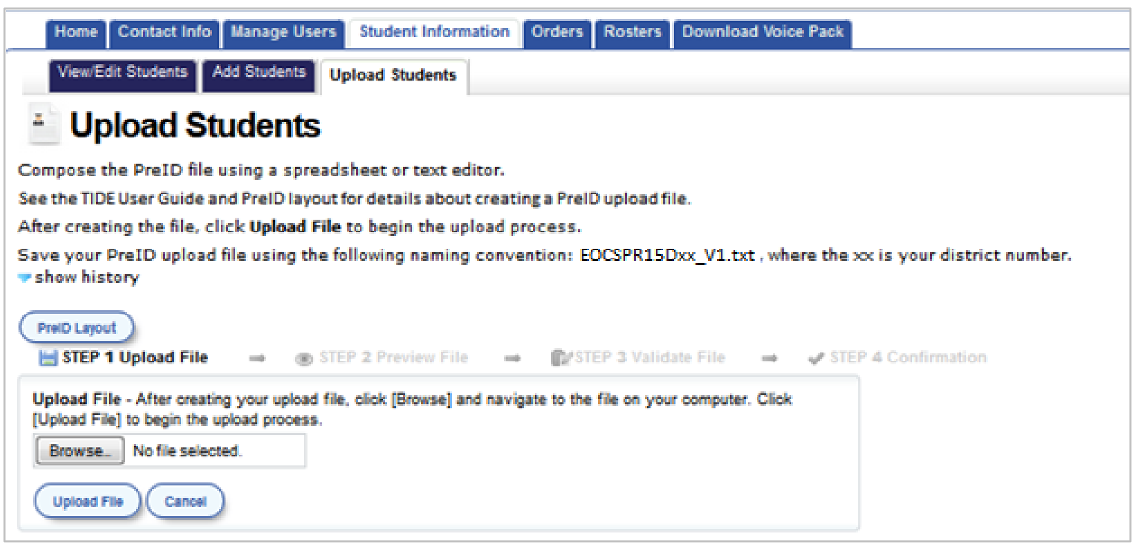
Retrieving and Understanding the PreID File Layout

The PreID file layout describes the fields in the PreID file, their lengths, their valid values, and possible error messages that TIDE displays during validation. Please use this file layout when composing your upload file.

To retrieve the PreID file layout in TIDE:

1. Click the **Student Information** tab, then **Upload Students**. The Upload Students page appears.

Figure 21. Upload Students Screen

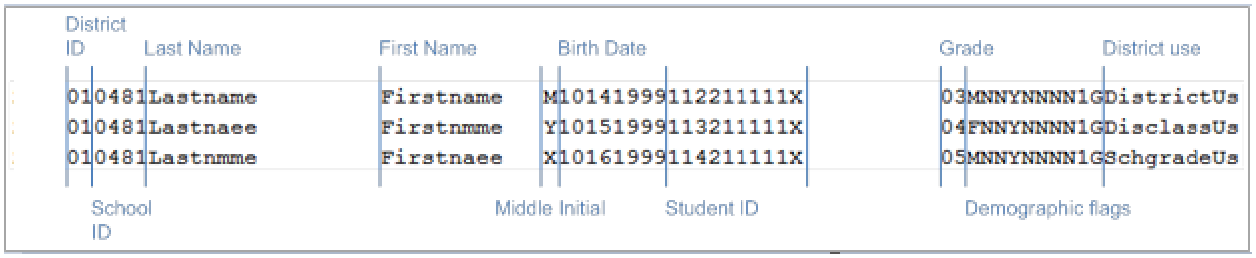


2. Click the **PreID Layout** button to view or download the file layout specifications.

Creating Your PreID File

The PreID upload file is a fixed-width text file. Each line in the file is a record, and each field within the line occupies a specific number of spaces. Figure 22 illustrates three records in a PreID upload file.

Figure 22. Sample PreID Upload File



To create the PreID file:

1. Using a text editor, compose the fields and records using the PreID file.

2. Save your upload file using the following naming convention: `EOCSPR15Dxx_V1.txt`, where the `xx` is your two-digit district number (including leading zero, if applicable) and `V1` represents version 1. Update the version number when an additional file is submitted.

Uploading the Student File

TIDE breaks down the file upload process into four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that you uploaded the correct file and that it contains no errors.

To upload the PreID file:

Step 1: Uploading the PreID File

1. Click the **Student Information** tab, then **Upload Student File**.

2. In the **Upload File** section, navigate to the PreID file you wish to upload.

Figure 23. Step 1 of the File Upload Process

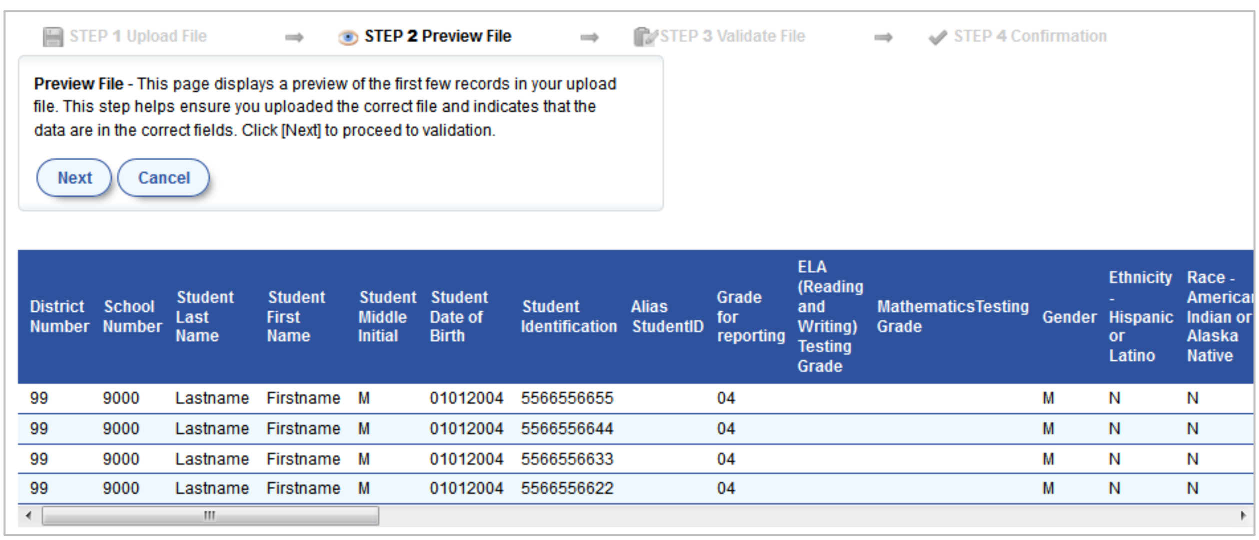
3. Click **Open**, and then click **Upload File**.

Step 2: Previewing the PreID File

In this step, TIDE displays a preview of the file you uploaded in the previous step. Only a portion of the records appear in the preview.

4. Review the preview file to ensure you uploaded the correct file.

Figure 24. Preview of PreID File Records



District Number	School Number	Student Last Name	Student First Name	Student Middle Initial	Student Date of Birth	Student Identification	Alias StudentID	Grade for reporting	ELA (Reading and Writing) Testing Grade	MathematicsTesting Grade	Gender	Ethnicity - Hispanic or Latino	Race - America Indian or Alaska Native
99	9000	Lastname	Firstname	M	01012004	5566556655		04			M	N	N
99	9000	Lastname	Firstname	M	01012004	5566556644		04			M	N	N
99	9000	Lastname	Firstname	M	01012004	5566556633		04			M	N	N
99	9000	Lastname	Firstname	M	01012004	5566556622		04			M	N	N

5. Click **Next**.

NOTE: Response Times for Large Files. If your file is large (more than 1,000 records), TIDE may require some time to process it. After clicking **Next**, do not click **Cancel** or navigate away from the preview page until TIDE displays the next step.

Step 3: Validating the PreID File

In this step, TIDE validates your PreID file. There are two validations: layout and data.

- *Layout validation* determines if the records in the file are in the proper format. This includes checks for alphanumeric values and record length.
- *Data validation* determines if the fields contain valid data. This includes verifying that the District ID, School ID, and Student ID are all present in TIDE.

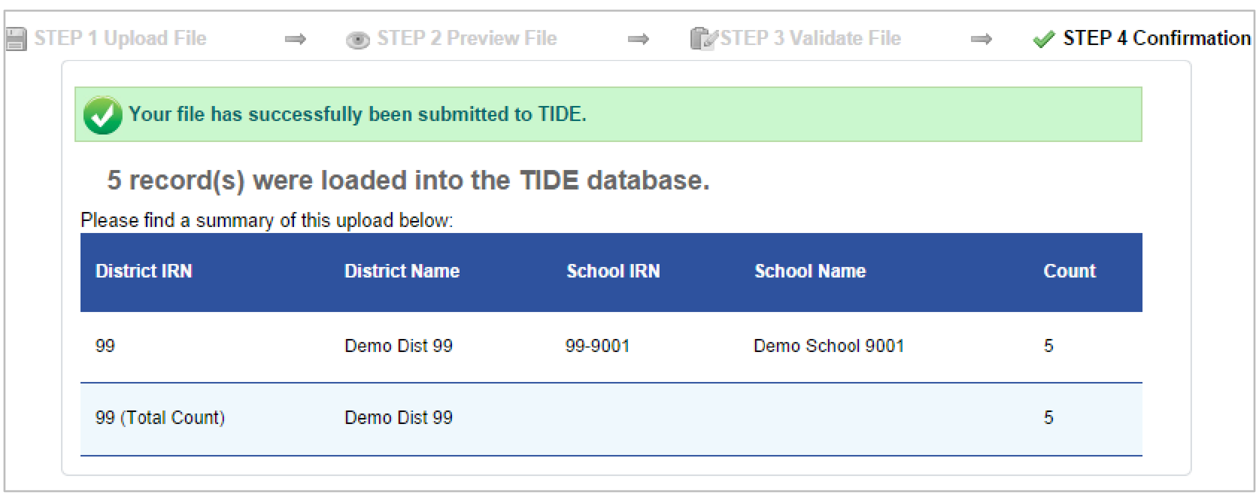
TIDE can only immediately validate up to 1,000 records in your file. If your file has more than 1,000 records, TIDE prompts you for an email address and phone number, sends the results of the entire validation at a later time. TIDE then sends a second email to confirm the validated records were committed.

If TIDE displays validation errors, you can resolve them by following the recommendations in Resolving File Upload Errors.

To submit the records in the uploaded file, click **Submit**.

Step 4: Confirmation

Figure 25. Sample PreID File Upload Confirmation Section



District IRN	District Name	School IRN	School Name	Count
99	Demo Dist 99	99-9001	Demo School 9001	5
99 (Total Count)	Demo Dist 99			5

After you click **Submit**, TIDE submits the error-free records. This process might take a few minutes depending on the number of records and the number of users logged into TIDE at that time. Once the file is uploaded, TIDE displays a confirmation message.

You can also view a history of file uploads; see Reviewing Upload History for details.

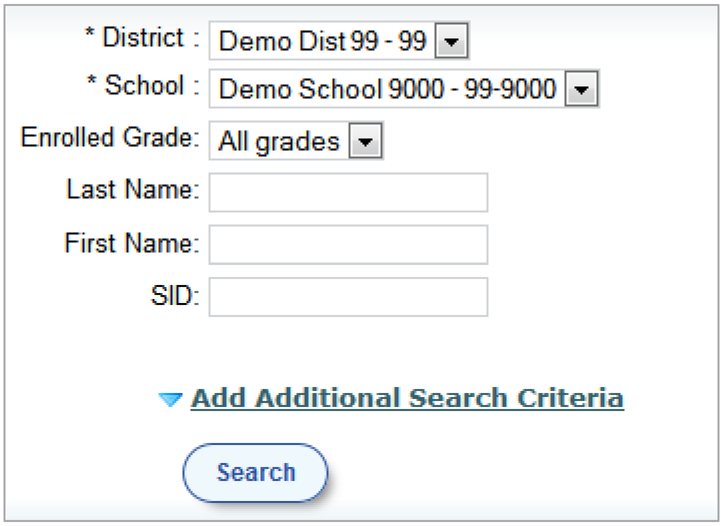
Retrieving Student Records

You can retrieve student records that satisfy given criteria. For a list of user roles that can perform this task, see Table 2.

To retrieve student records:

1. From the TIDE homepage, click **Student Information**, then click **View/Edit Students**. The **View/Edit Students** page appears (see Figure 26).

Figure 26. Selection Fields in the View/Edit Students Page

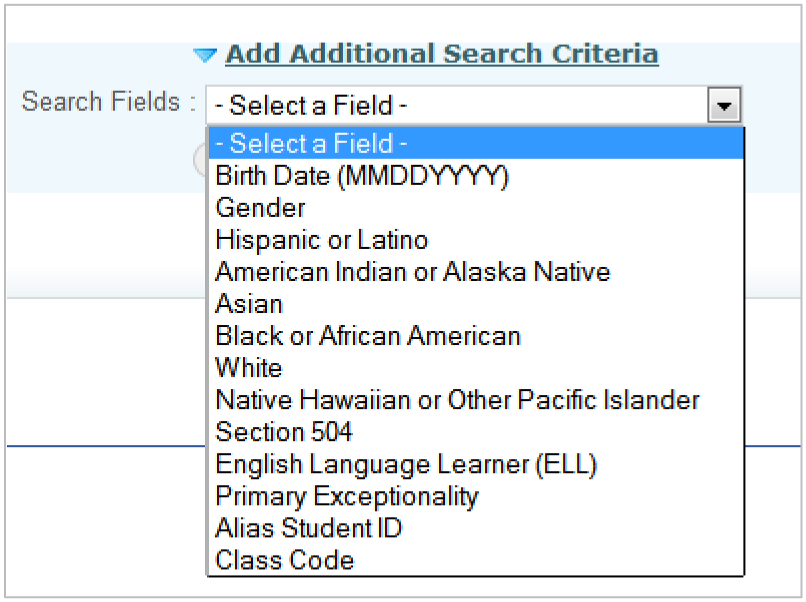


2. From the drop-down lists, select search criteria.

3. *Optional.* To refine your search, do the following:

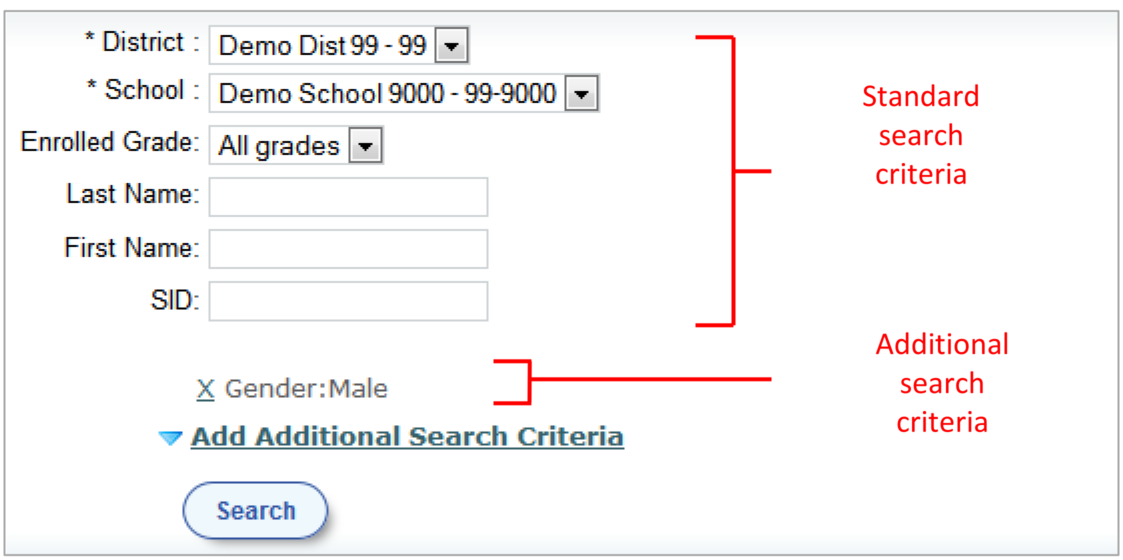
   a. Click **Add Additional Search Criteria**. Additional search fields appear (see Figure 27).

Figure 27. Fields for Additional Student Search Criteria



   b. Make selections for the additional search criteria, and then click **Add Criteria**. TIDE displays the criterion in the **View Students** page (see Figure 28).

Figure 28. Display of Additional Student Search Criteria

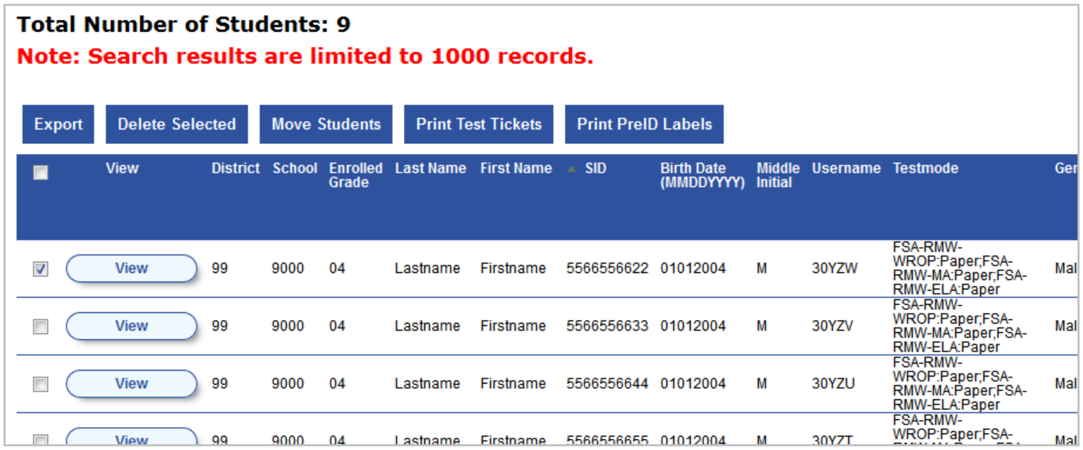


   c. Repeat steps a and b to add additional search criteria.

   d. To delete an additional search criterion, click **X** next to it.

4. Click **Search**. TIDE displays the retrieved students at the bottom of the **View/Edit Students** page (see Figure 29).

Figure 29. Retrieved Students



From the listing of retrieved students, you can do the following:

- View detailed information about a student; see Viewing and Editing Students.
- Sort the listing; see Sorting Retrieved Records.
- Export the listing; see Appendix A, Exporting Retrieved Records.

Viewing and Editing Students

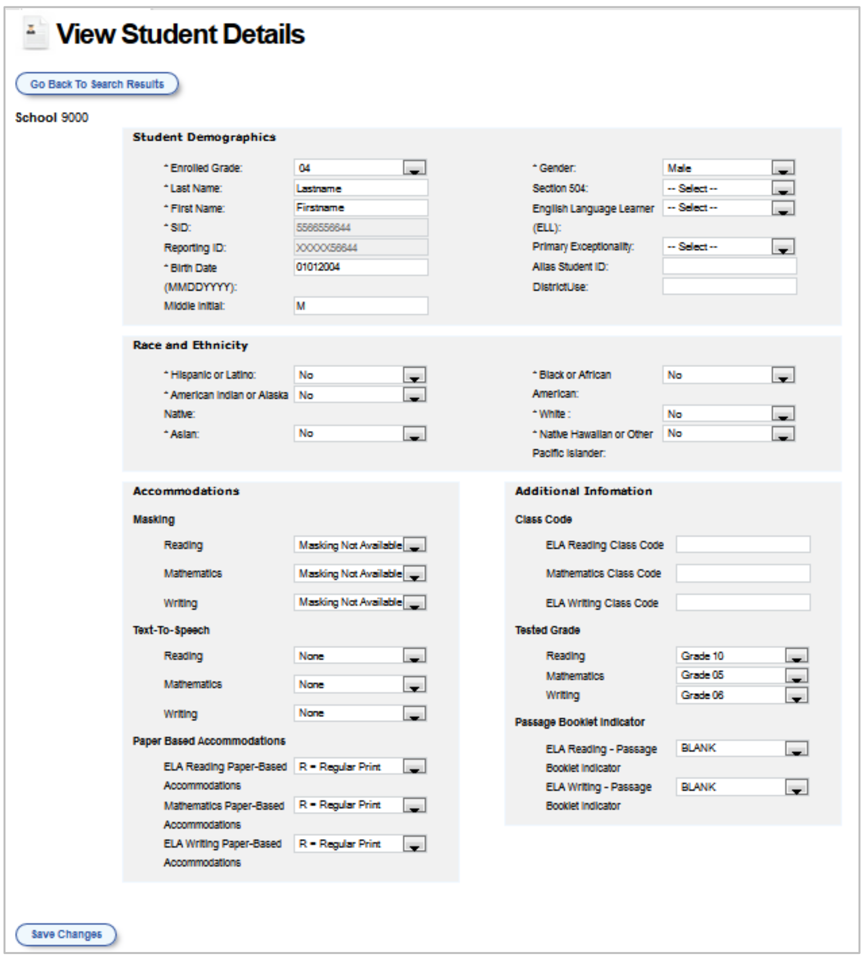
You can view and modify detailed information about a student's record. For a list of user roles that can perform this task, see Table 2.

To view and edit student details:

1. Retrieve the student record you want to view or edit by following the procedure in the section Retrieving Student Records.

2. In the listing of retrieved records, click **View** for the student whose record you want to view (see Figure 29). The **View Student Details** page appears (see Figure 30).

Figure 30. View Student Details Page



3. If your user role allows it, modify the student's record as required. Use Table 4 as a reference.

4. Click **Save**. TIDE saves the changes to the student's record.

Table 4 describes the fields in the View Student Details page.

Table 4. Fields in the View Student Details Page

Field	Description
School	Student’s enrolled school number.
Student Demographics	
Enrolled Grade	Grade in which student is enrolled.
Last Name	Student’s last name.
First Name	Student’s first name.
SID	Student’s SID.
Birth Date (MMDDYYYY)	Student’s date of birth.
Middle Initial	Student’s middle initial.
Gender	Student’s gender.
Section 504	Indicates whether the student is being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended.
English Language Learner	Indicates the number of years an English Language Learner (ELL) student has been enrolled in a US school.
Primary Exceptionality	The major or overriding disability condition that best describes a person's impairment.
Alias Student ID	Student’s ID used for external purposes.
Race and Ethnicity	
Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
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.
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.
Black or African American	A person having origins in any of the black racial groups of Africa.
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Adding Students

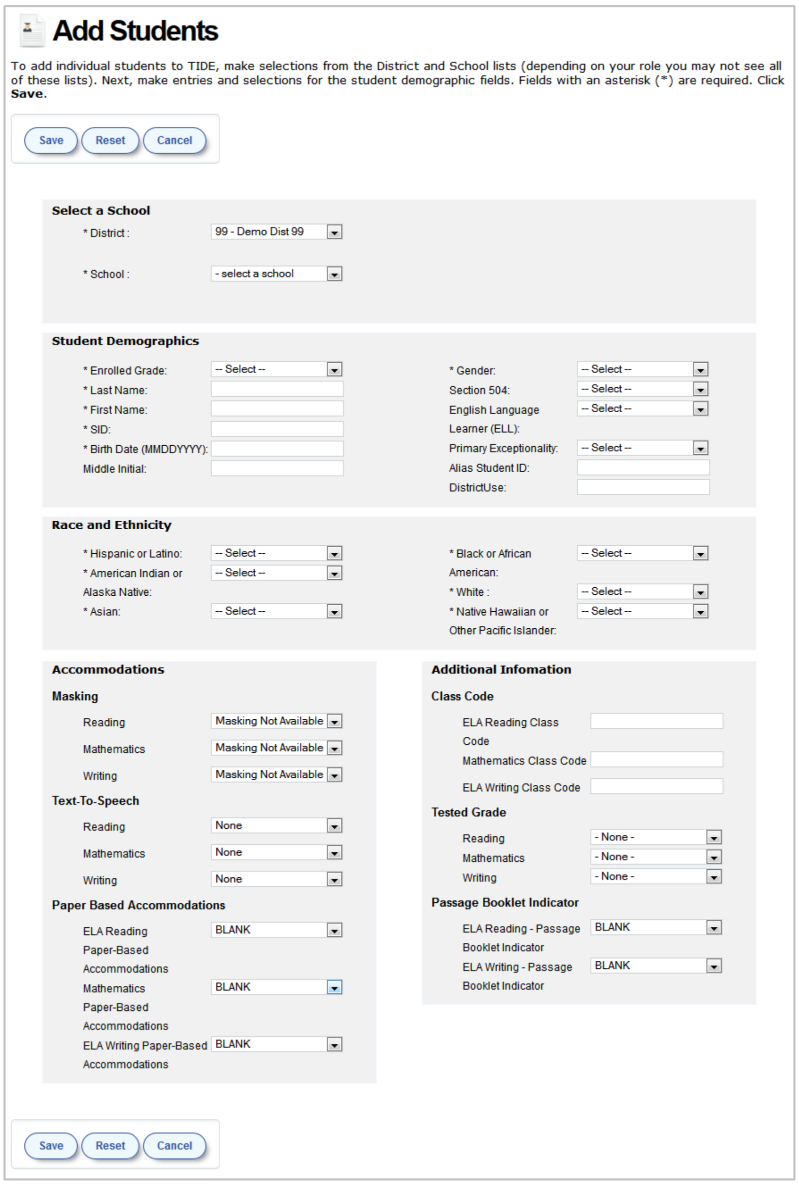
You can add individual student records. To add a student to a district and school, you must be associated with the same district and school. For example, district-level users can add students to any school within their district; school-level users can add students only to their school.

For a list of user roles that can perform this task, see Table 2.

To add a student:

1. Click the **Student Information** tab, and then click **Add Students**. The **Add Students** page appears.

Figure 31. Fields in the Add Students Page



2. From the **District** and **School** drop-down lists (if available), select the district and school associated with the student.

3. Using Table 4 as a reference, enter the student's remaining information.

4. Click **Save**. TIDE adds the student.

Moving Students between Schools

You can move students from one school to another within your district. See Table 2 for a list of users who can perform this task.

To move students:

1. Retrieve the students you want to move by following the procedure in the Retrieving Student Records section.

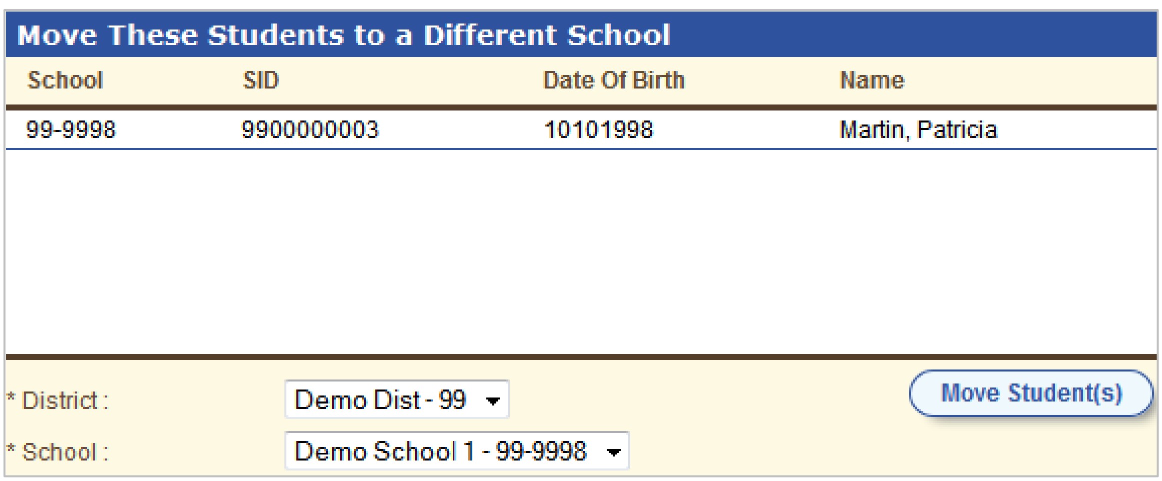
2. In the **View/Edit Students** page, do one of the following:

    - Mark the checkboxes for the students you want to move.

    - Mark the checkbox at the top of the table to move all retrieved students. See Figure 18.

3. Click **Move Students**. A section appears for moving the students.

Figure 32. Moving Students



4. From the **School** drop-down list, select the school to which you want to move the student.

5. Click **Move Student(s)**. After TIDE moves the student, a confirmation message appears.

Printing Test Tickets and PreID Labels

A test ticket includes a student's Username for logging in to a test. Referring to Figure 33, the student's Username for testing is 2ZBM8. Students will also enter their First Name as listed on the test ticket to sign in to a test.

Figure 33. Sample Test Ticket

TEST TICKET

DEMO DIST 99 (99)

DEMO SCHOOL 9000 (9000)

LASTNAME : Anna	USERNAME : 2ZBM8
FIRSTNAME : Rebekah	GRADE : 06
DOB : 09/09/1999	ID : XXXXX67899

A PreID Label is a label that you affix to a student's testing materials, such as an answer booklet. Referring to the example in Figure 34, the student's name, SID, and identifying bar code appear on the label. The test administrator affixes this label to the student's answer booklet.

Figure 34. Sample PreID Label

SPRING 2015 FSA ALGEBRA I

STUDENT, DEMO0 L
DIST/SCH: 999000
DEMO SCHOOL 9000

GRD: 11	GEN: F	DOB: 09/09/1999
ID: XXXXX18984	RACE: B	HISP/LATINO: N

On-Demand

P519514 45610012 6

Districts and schools may print On-Demand PreID Labels locally for any students who were not included in the original PreID upload for a given administration, including students who transferred to a school after the PreID upload. Districts and schools will receive blank labels for printing On-Demand PreID Labels.

TIDE generates the tickets or labels as PDF files that you download with your browser. See Table 2 for a list of users who can perform this task.

To print Test Tickets or On-Demand PreID Labels:

1. Retrieve the students for which you want to print tickets or labels by following the procedure in the Retrieving Student Records section.

2. In the **View/Edit Students** page, do one of the following:

   - Mark the checkboxes for the students for whom you want to print labels.

   - Mark the checkbox at the top of the table to print tickets or labels for all retrieved students. See Figure 18.

3. Do one of the following:

   - To print test tickets, click **Print Test Tickets**.

   - To print PreID labels, click **Print PreID Labels**.

Your browser downloads the generated PDF file. PreID Labels will be printed on the blank labels provided in your test materials shipment.

Deleting Students

For a list of user roles that can perform this task, see Table 2.

Caution: This change takes effect immediately. Deleted students cannot participate in operational assessments or training tests.

To delete students:

1. Retrieve the student record you want to delete by following the procedure in the section Retrieving Student Records.

2. In the **View/Edit Students** page, do one of the following:

   - Mark the checkbox for the student record(s) you want to delete.

   - Mark the checkbox at the top of the table to delete all retrieved student records. See Figure 18.

3. Click **Delete Selected**.

4. In the confirmation dialog box, click **OK**. TIDE deletes the student records.

Section VI. Working with Orders

This section describes how to confirm initial orders for paper test materials, review the orders, and order additional quantities as necessary. This section also describes how to track order shipments and returns.

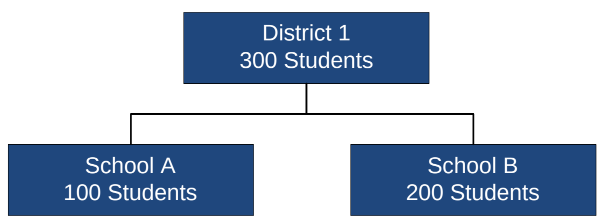
Confirming Order Participation and Setting Quantity Parameters

TIDE automatically computes the initial order quantities for testing materials based on the number of students in a grade. For example, if 1,000 students in a district are in fourth grade, then TIDE recommends an initial order of 1,000 answer booklets. However, additional materials are often needed. For example, booklets may become damaged while in storage or during testing, and new students may move into a district after an initial order is already made. In these cases, TIDE's recommended initial order quantity will be lower than what you actually need.

To account for these unexpected events, you can set parameters that automatically increase TIDE's recommended initial order quantities by a given percentage. For example, if you have 1,000 students enrolled in fourth grade, and you set an overage percentage of 5%, your initial order is for 1,050 answer booklets.

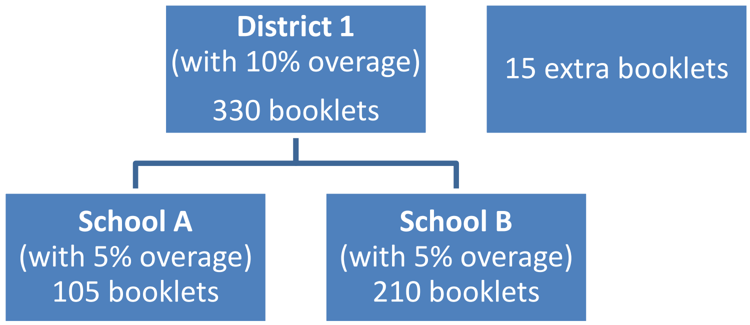
You can set percentages at the district and school level. Referring to Figure 35, based on current enrollments, there are 100 fourth-graders in School A, 200 fourth-graders in School B, for a total of 300 fourth-graders in District 1. The district's distribution center receives 300 answer booklets which it distributes to School A and to School B.

Figure 35. District- and School-Level Order Quantities—Original



You can adjust the district-level quantity by a given percent and the school-level quantity by a different percent. Referring to Figure 36, the district-level quantity is adjusted by 10% and the school-level quantity by 5%.

Figure 36. District- and School-Level Order Quantities—Adjusted



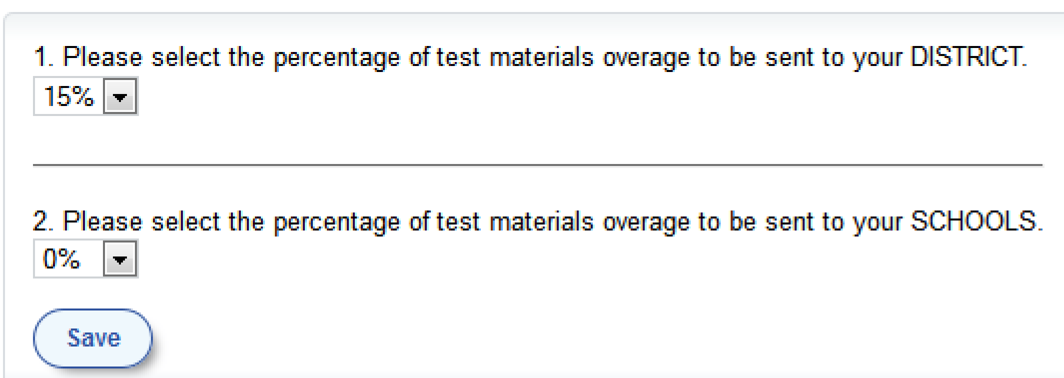
In order to test materials overage amounts, the District Assessment Coordinator must first confirm his or her contact information. Please note that districts *will not* receive additional order amounts without first confirming the District Assessment Coordinator's shipping information in TIDE.

To confirm participation and set quantity adjustments:

1. Confirm the shipping address for test materials; see Section III, Verifying Contact Information for details.

2. Click the **Orders** tab, then **Supplemental Info**. The **Supplemental Information** page appears (see Figure 37).

Figure 37. Fields in the Supplemental Information Page



3. From the top drop-down list, select the percentage by which to increase the recommended initial order quantity for the entire district.

4. From the bottom drop-down list, select the percentage by which to increase the recommended initial order quantity for individual schools within the district.

The sum of the percentages you select in steps 3 and 4 cannot exceed 15%.

5. Click **Save**. TIDE applies the overage percentages to the recommended quantities and confirms your participation in the initial order. These quantities appear in the **Initial Orders** page; see Reviewing Initial Orders for information about how to display this page.

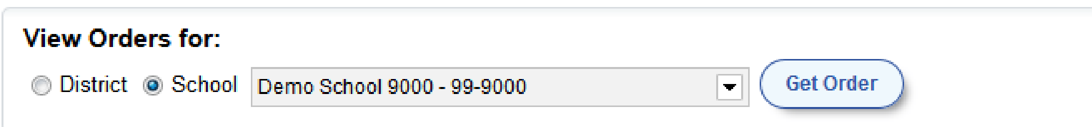
Reviewing Initial Orders

You can review initial orders. For a list of user roles that can perform this task, see Table 2.

To review initial orders:

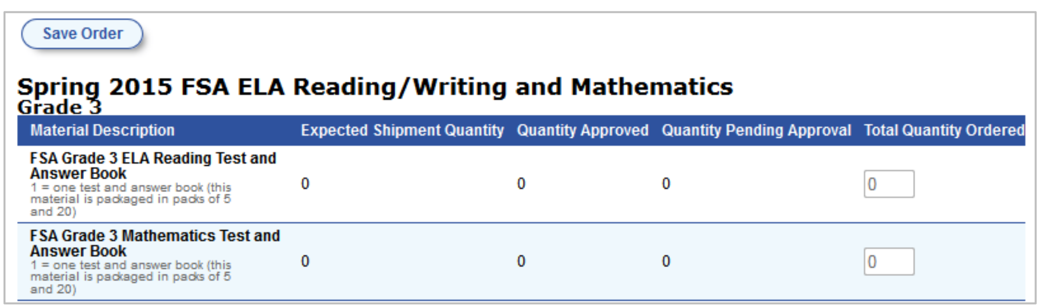
1. Click the **Orders** tab, then **Initial Orders**. The **Initial Orders** page appears (see Figure 38).

Figure 38. Fields in the Initial Orders Page



2. Do one of the following:
   - Mark **District** (if available) to view an order for an entire district.
   - Mark **School**, and then select a school, to view an order for an individual school.
3. Click **Get Order**. A list of materials included in initial orders appears.

Figure 39. List of Initial Orders



Save Order

Spring 2015 FSA ELA Reading/Writing and Mathematics
Grade 3

Material Description	Expected Shipment Quantity	Quantity Approved	Quantity Pending Approval	Total Quantity Ordered
FSA Grade 3 ELA Reading Test and Answer Book 1 = one test and answer book (this material is packaged in packs of 5 and 20)	0	0	0	0
FSA Grade 3 Mathematics Test and Answer Book 1 = one test and answer book (this material is packaged in packs of 5 and 20)	0	0	0	0

4. Review the number in the Quantity Approved; this is the amount of each item you are scheduled to receive.

Placing Additional Orders

You may need to order additional materials after the Initial Orders window has closed. Use the Additional Orders tab to enter the additional number of materials you would like to order.

To place an additional order:

1. Follow steps 1–3 in the Reviewing Initial Orders section.

2. For each material, enter the Total Quantity of additional materials you require.

Figure 40. Order History Summary

Save Order

Spring 2015 FSA ELA Reading/Writing and Mathematics
Grade 3

Material Description	Quantity Shipped	Quantity Approved	Quantity Pending Approval	Additional Quantity
FSA Grade 3 ELA Reading Test and Answer Book (Form 1)	0	0	0	10
FSA Grade 3 Mathematics Test and Answer Book (Form 1)	0	0	0	0

3. Click **Save Order**.

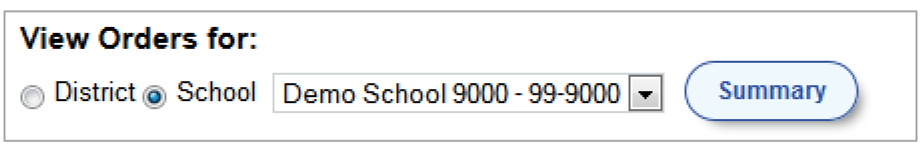
Reviewing Order History

You can review the order history of testing materials for your school or district. For a list of user roles that can perform this task, see Table 2.

To review order history:

1. Click the **Orders** tab, then **Order History**. The **Order History** page appears (see Figure 41).

Figure 41. Fields in the Order History Page



2. Do one of the following:

   - Mark **District** (if available) to review orders for an entire district.

   - Mark **School**, and then select a school, to review orders for an individual school.

3. Click **Summary**. The summarized order history appears (see Figure 42).

Figure 42. Order History Summary

Institution: **Demo School 9000** Institution Type: **School**

Order Number	Order Type	Submitted By	Order Status	Submitted Date
92205	On-time	Martin, Patricia	Open	10/01/2014 05:04 PM (EST)
92216	Additional	Martin, Patricia	Approved	10/01/2014 07:53 PM (EST)

4. Click the order number in the left column. The order's detail appears.

Figure 43. Order History Detail

Order Information

Order #: 92216
District IRN: 99
School IRN: 99-9000
Submitted By: stateLnm, stateFnm
Submission Date: 10/23/2014 09:50 AM (EST)
Approved Date:
Shipping Date:

Shipping Information

Delivery Method:
Submission Date:
Test Coordinator: Doe, John
Address: 325 West Gaines Street
Tallahassee, Florida 32399
Email: fsahelpdesk@air.org
Phone: 866-815-7246

Order Quantity

Material Description	Expected Shipment Quantity	Approved Quantity	Awaiting Approval Quantity	Approval Status
One Page Planning Sheet	34	34	0	Approved

The table below clarifies the columns in the order detail report:

Table 5. Columns in the Order Detail Report

Column	Description
Material Description	Description of the materials included in the order.
Expected Shipment Quantity	Quantity to be shipped from the vendor.
Approved Quantity	Quantity of the total material that is approved. This includes the original quantity plus any additional quantities you ordered.
Awaiting Approval Quantity	Additional quantities you ordered that are pending approval.
Approval Status	Approval status of additional quantities you ordered.

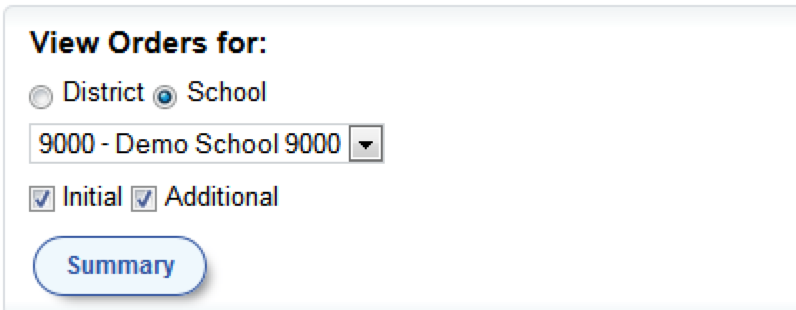
Reviewing and Exporting Order Summaries and Details

You can review the summaries of orders for your school or district, as well as export order summaries and details onto your computer as CSV files. For a list of user roles that can perform this task, see Table 2.

To review and export order summaries and details:

1. Click the **Orders** tab, then **Order Summary**. The **Order Summary** page appears (see Figure 44).

Figure 44. Fields in the Order Summary Page



2. Do one of the following:

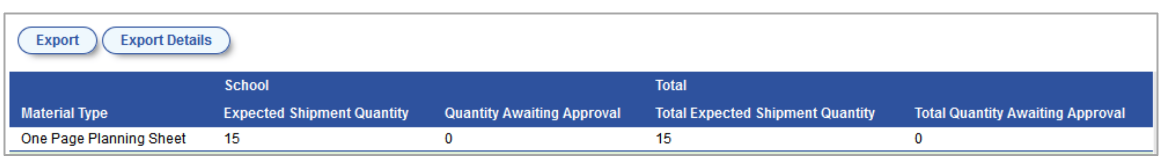
   - Mark **District** (if available) to review orders for an entire district.

   - Mark **School**, and then select a school, to review orders for an individual school.

3. Mark the check boxes for **Initial** and **Additional** to include those types of orders in the report.

4. Click **Summary**. The summarized order history appears (see Figure 42). Table 6 describes the columns appearing in this report.

Figure 45. Order Summary



Material Type	School Expected Shipment Quantity	Quantity Awaiting Approval	Total Total Expected Shipment Quantity	Total Quantity Awaiting Approval
One Page Planning Sheet	15	0	15	0

5. To export the orders summarized at the district level, click **Export**. Your browser downloads a CSV file containing the order summaries. See Table 7 for a description of the columns in this file.

6. To export the orders grouped by schools, click **Export Details**. Your browser downloads a CSV file containing the order details. See Table 7 for a description of the columns in this file.

Table 6. Columns in the Order Summary Page

Columns	Description
Material Type	Description of the materials included in the order.
Expected Shipment Quantity	Quantity shipped from the vendor. For district-level reports, there is one quantity for shipments to district offices and another quantity combining shipments to schools.
Quantity Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, there is one quantity for district orders and another quantity combining school orders.
Total Expected Shipment Quantity	Quantity shipped from the vendor. For district-level reports, this is the sum of district-level shipments and school-level shipments.
Total Quantity Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, this is the sum of district-level quantities and school-level quantities.

Table 7. Columns in the Order Summary and Detail Files

Column	Description
Material Description	Description of the materials included in the order.
Approved District Level Shipment Quantity	Approved order quantities for delivery to district offices.
Approved School Level Shipment Quantity	Approved order quantities for delivery to schools.
District Quantity Awaiting Approval	Order quantities pending approval for delivery to district offices.
School Quantity Awaiting Approval	Order quantities pending approval for delivery to schools.
Approved Total Shipment Quantity	Sum of approved order quantity for district offices and schools.
Total Quantity Awaiting Approval	Sum of pending order quantity for district offices and schools.

Tracking Shipments

You can review the status of shipments destined for your district or school. For a list of user roles that can perform this task, see Table 2.

To track order shipments:

1. Click the **Orders** tab, then **Track Shipments**. The **Track Shipments** page appears with a list of scheduled shipments.

2. In the **Tracking Number** column, click the link corresponding to the shipment you want to track.

Your browser displays the shipper's webpage with details about the shipment.

Section VII. Working with Rosters of Students

Rosters provide detailed information for groups of students in a particular school. Rosters typically represent entire classrooms in lower grades or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students. Rosters are initially created through the PreID process. These rosters can be modified, and new rosters can be created.

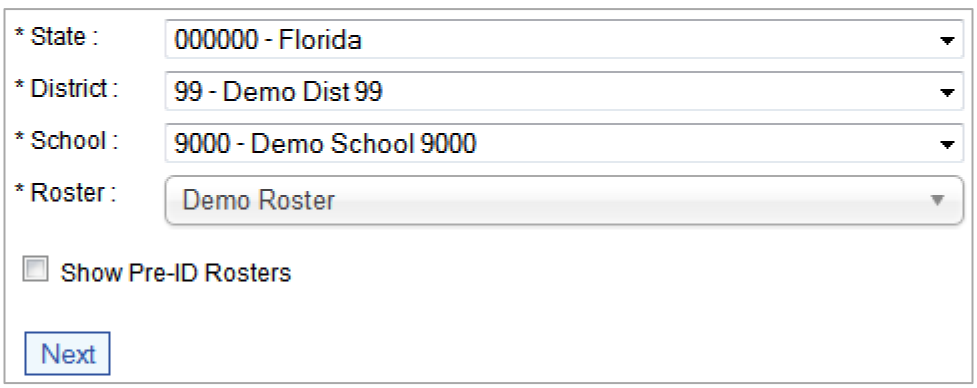
Viewing Rosters

You can view rosters associated with your district or school. For a list of user roles that can perform this task, see Table 2.

To view a roster:

1. Click the **Rosters** tab, then **Manage Rosters**. The ***Manage Rosters*** page appears (see Figure 46).

Figure 46. Manage Rosters Page—Selection Fields



2. From the *District* and *School* drop-down lists (as available), make selections for the district and school associated with the roster you want to view.

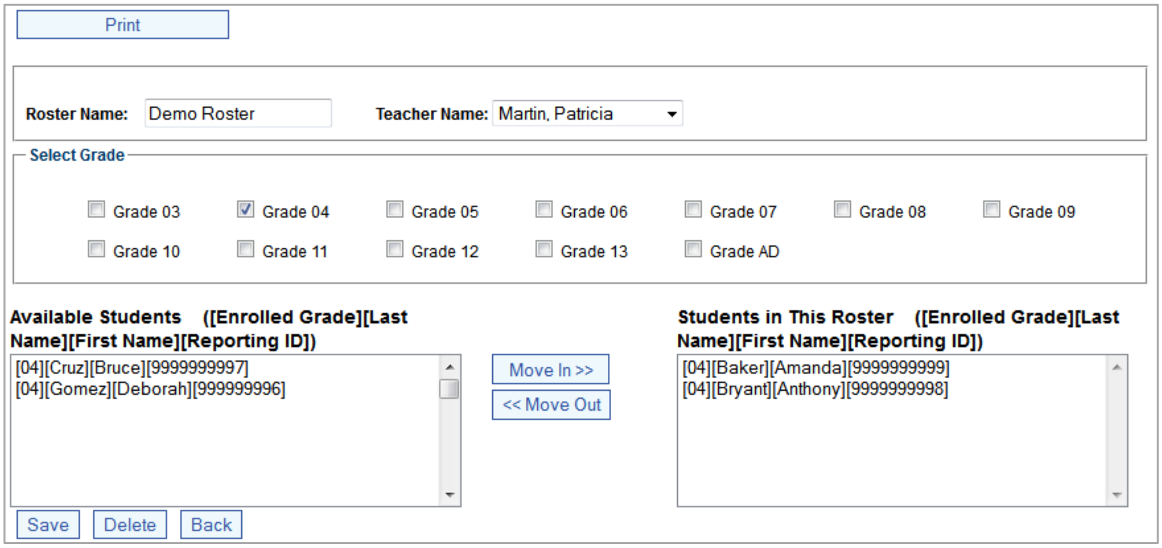
   If PreID rosters are available for the school, TIDE displays the *Show PreID Rosters* checkbox. (PreID rosters are automatically created by through the PreID file upload.)

3. Mark the **Show Pre-ID Rosters** checkbox if you want to select from PreID rosters.

4. From the **Roster** drop-down list, select the roster you want to view.

5. Click **Next**. The ***Manage Rosters*** page appears, showing a list of students in the selected roster and the associated school user (see Figure 47).

Figure 47. Manage Roster Page—Viewing a Roster's Students



Adding a New Roster

You can create rosters from students associated with your school or district. For a list of user roles who can perform this task, see Table 2.

To add a roster:

1. Click the **Rosters** tab, then **Manage Rosters**. The ***Manage Rosters*** page appears (see Figure 46).
2. From the *District* and *School* drop-down lists, make selections for the district and school containing the roster you want to add.
3. From the **Roster** drop-down list, select **– ADD NEW ROSTER**.
4. Click **Next**. The **Manage Rosters** page appears (see Figure 47).
5. In the *Roster Name* field, enter a name for the roster.
6. From the *Teacher Name* drop-down list, select a school-level user to associate the roster with.
7. Mark the checkboxes for all the grades from which you wish to build the roster. The names of all the available students in the selected grades appear in the Available Students list.
8. Select each student you want to add to the roster, then click **Move In >>**. The selected students move from the Available Students list to the Students in This Roster list.

9. Click **Save**.

Modifying an Existing Roster

You can modify rosters by adding students or removing students. (This feature is not available for PreID rosters.) For a list of user roles who can perform this task, see Table 2.

To modify a roster:

1. Click the **Rosters** tab, then **Manage Rosters**. The ***Manage Rosters*** page appears (see Figure 46).
2. From the *District*, *School*, and *Roster* drop-down lists, make selections for the roster you want to modify.
3. Click **Next**. The ***Manage Rosters*** page appears (see Figure 47).
4. Change the roster's name and associated teacher as required.
5. To add students to the roster, do the following:
    a. Mark the checkbox for the appropriate grade. The students associated with the grade appear in the Available Students list.
    b. From the **Available Students** list, select the students you want to add to the roster, then click **Move In >>**.
6. To remove students from the roster, do the following:
    a. From the Students in this Roster list, select the students you want to remove.
    b. Click **<< Move Out**.
7. Click **Save**.

Deleting a Roster

You can delete rosters created in TIDE or the Online Reporting System (ORS). (This feature is not available for PreID rosters.) For a list of user roles who can perform this task, see Table 2.

1. Click the **Rosters** tab, then **Manage Rosters** tab. The ***Manage Rosters*** page appears (see Figure 46).
2. From the *District*, *School*, and *Roster* drop-down lists, make selections for the roster you want to modify.
3. Click **Next**. The ***Manage Rosters*** page appears (see Figure 47).

4. Click **Delete**. A window confirming the deletion will appear.

Printing a Roster

For a list of user roles who can print a roster, see Table 2.

1. Click the **Rosters** tab, then **Manage Rosters**. The ***Manage Rosters*** page appears (see Figure 46).

2. From the *District*, *School*, and *Roster* drop-down lists, make selections for the roster you want to modify.

3. Click **Next**. The ***Manage Rosters*** page appears (see Figure 47).

4. Click **Print**. A printer-friendly version of the roster appears in your browser.

Figure 48. Printer-Friendly Version of a Roster

Print

School ID : 9000

School Name: Demo School 9000

Teacher Name: Martin, Patricia

Roster Name: Demo Roster

Last Name	First Name	Reporting ID	Username
Baker	Amanda	9999999999	5S4QM
Bryant	Anthony	99999998	5S4QW

Section VIII. Invalidations and Requests

This section describes how you view and create invalidations and requests.

Understanding Invalidations and Requests

This section describes the types and statuses of invalidations and requests.

Types of Invalidations and Requests

Table 8. Types of Invalidations and Requests

Type	Description
Invalidate a test	Eliminates the test opportunity, leaving the student no further opportunities to take the test. You can submit these invalidations until the end of the test window.
Restart a test	Allows the student to restart a test. This cancels prior student responses. You can submit a request to restart a test until the end of the test window.
Re-opens a test	Re-opens a test that a student never took but for which the window has expired.
Restore a test that has been reset	Allows the student to revert to the original test opportunity from before the test being reset. You can submit these invalidations until the end of the test window.
Report problem with item	Sends a problem report to FDOE and AIR regarding a test item. Scenarios that warrant this request include the following: • A duplicate item in a test opportunity for a subject. • The student believes that an item may not contain a correct answer or may contain more than one correct answer. • An item that references a stimulus or graphic that does not display correctly. You must know the Result ID and item number for that student's test in order to report a problem with an item. To locate a student's Result ID, generate a participation report in the Test Management Center in ORS.
Grace period extension	Allows the student to review previously answered questions upon logging back in to the test after expiration of the pause rule. Loss of Internet access is often the reason for requesting a grace period extension.

WARNING: Timing of restarts and restores. While restarts and restores can technically be submitted through the end of the test window, you should submit restarts and restores at least one day prior to the end of a test window so that students can complete their test opportunity or so that data entry can be completed for paper-based tests.

Status of Invalidations and Requests

An invalidation or request status can change throughout its life cycle. Table 9 lists the available statuses. Many of the statuses have a corresponding reason or description which you can view in the Comments column of the ***View Invalidations and Requests*** page (see Figure 50).

Table 9. Statuses of Invalidations

Invalidation Status	Description of Status
Error Occurred	An error was encountered while the invalidation was being processed.
Pending Approval	Invalidation is pending approval. Depending on your configuration, some invalidation types require approval before processing.
Processed	Invalidation was successfully processed and the test opportunity has been updated.
Rejected	Invalidation was rejected.
Rejected by System	The Test Delivery System (TDS) was unable to process the invalidation.
Requires Resubmission	Invalidation must be resubmitted.
Retracted	Originator retracted the invalidation.
Submitted for Processing	Invalidation submitted to TDS for processing.

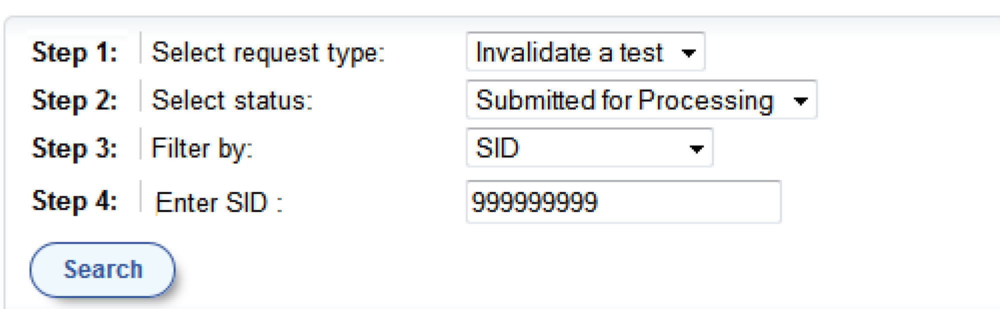
Retrieving Invalidations and Requests

You can retrieve invalidations and requests that satisfy given criteria. For a list of user roles that can perform this task, see Table 2.

To retrieve invalidations and requests:

1. Click the **Invalidations and Requests** tab, then click **View Invalidations and Requests**. The ***View Invalidations and Requests*** page appears (see Figure 49).

Figure 49. Selection Fields in the View Invalidations and Requests Page



2. From the *Select request type* drop-down list, select the invalidation/request type. For a listing of invalidation/request types, see Table 8.

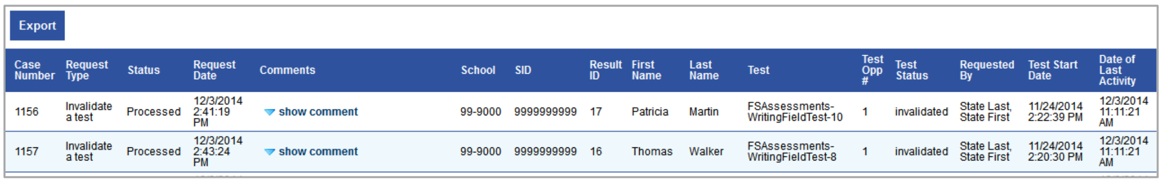
3. From the *Select status* drop-down list, select the status of the invalidation/request you want to retrieve. For a listing of statuses, see Table 9.

4. From the *Filter by* drop-down list, select a field by which you want to search.

5. If you selected something other than **-All-** in step 4, enter a value for the search field you selected.

6. Click **Search**. TIDE displays the found invalidations at the bottom of the ***View Invalidations and Requests*** page (see Figure 50).

Figure 50. Retrieved Invalidations


Export

Case Number	Request Type	Status	Request Date	Comments	School	SID	Result ID	First Name	Last Name	Test	Test Opp #	Test Status	Requested By	Test Start Date	Date of Last Activity
1156	Invalidate a test	Processed	12/3/2014 2:41:19 PM	show comment	99-9000	9999999999	17	Patricia	Martin	FSAssessments-WritingFieldTest-10	1	invalidated	State Last, State First	11/24/2014 2:22:39 PM	12/3/2014 11:11:21 AM
1157	Invalidate a test	Processed	12/3/2014 2:43:24 PM	show comment	99-9000	9999999999	16	Thomas	Walker	FSAssessments-WritingFieldTest-8	1	invalidated	State Last, State First	11/24/2014 2:20:30 PM	12/3/2014 11:11:21 AM

7. *Optional:* To review additional information about an invalidation or request, click **show comment**.

Table 10. Fields in the View Invalidations and Requests Page

Field	Description
Case Number	ID number associated with the invalidation.
Request Type	Displays as “Invalidate a test.”
Status	One of the status codes listed in Table 9.
Request Date	Date invalidation was created.
Comments	Comment or explanation added by the user who created the invalidation.
School	ID of school where the student took the test.
SID	SID of the student associated with the result.
Result ID	Result ID associated with a test opportunity. A test can have more than one opportunity.
First Name	Student’s first name.
Last Name	Student’s last name.
Test	Name of the test associated with the invalidation.
Test Opp #	Test opportunity associated with the result ID.

Field	Description
Test Status	**Approved**—TA approved the student for the session, but the student has not yet started or resumed the test. **Completed**—Student submitted the test for scoring. No additional action can be taken by the student. **Denied**—TA denied the student entry into the session. If the student attempts to enter the session again, this status changes to Pending until the TA approves or denies the student. **Expired**—Student did not complete the opportunity and cannot resume the test because the test opportunity expired. **Invalidated**—The test result was invalidated. **Paused**—The test is currently paused as a result of one of the following: • Student or TA clicked the Pause button on the test. • Student and TA idled for too long and the test automatically paused. • Test Administrator stopped the student's session. • Test Administrator paused the individual student's test. • Student's browser or computer shut down or crashed. **Pending**—Student is awaiting TA approval for a new test opportunity. **Reported**—Student's score for the completed test has been submitted to ORS. **Review**—Student has answered all test items and is currently reviewing answers before submission for scoring. **Scored**—TDS processed the student's answers on the test. **Started**—Student started or resumed the test and is actively testing. **Submitted**—Test was submitted for quality assurance review and scoring before being sent to ORS. **Suspended**—Student is awaiting TA approval to resume a test opportunity.
Requested by	User who created the invalidation.
Test Start Date	Date student started the test opportunity.
Date of Last Activity	Timestamp of last activity for the invalidation.

From the listing of retrieved invalidations, you can do the following:

- Sort the listing; see Sorting Retrieved Records.
- Export the listing; see Appendix A, Exporting Retrieved Records.

Creating Invalidations or Requests

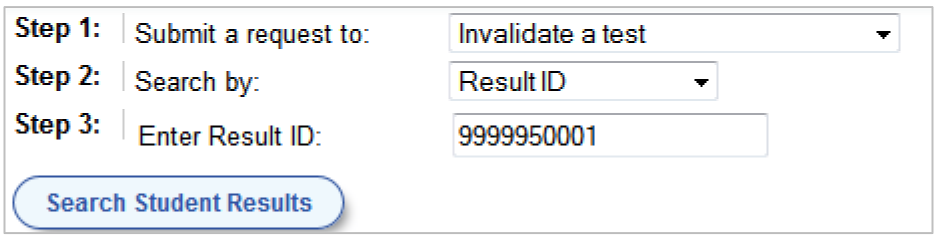
You can create an invalidation or request for a given test result. For a list of user roles that can perform this task, see Table 2.

To create invalidations or requests:

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

    a. Click the **Invalidations and Requests** tab, then click **Create Invalidations and Requests**. The ***Create Invalidations and Requests*** page appears (see Figure 51).

    Figure 51. Selection Fields in the Create Invalidations and Requests Page

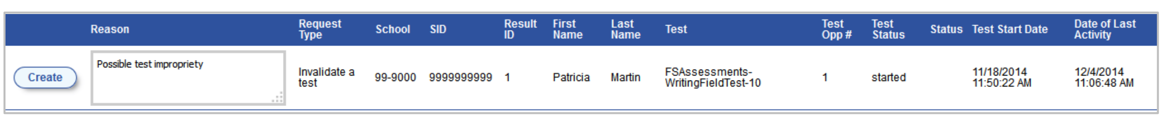
    

    b. In Step 1, select the type of invalidation. For a listing of available invalidation types, see Table 8.

    c. In Step 2 and Step 3, enter search criteria.

    d. Click **Search Student Results**. TIDE displays the retrieved results at the bottom of the ***View Invalidations and Requests*** page (see Figure 52).

    Figure 52. Retrieved Test Results

	Reason	Request Type	School	SID	Result ID	First Name	Last Name	Test	Test Opp #	Test Status	Status	Test Start Date	Date of Last Activity
Create	Possible test impropriety	Invalidate a test	99-9000	9999999999	1	Patricia	Martin	FSAssessments-WritingFieldTest-10	1	started		11/18/2014 11:50:22 AM	12/4/2014 11:06:48 AM

2. For each result for which you want to create an invalidation, enter the reason in the text box, and then click **Create**. TIDE displays a confirmation message.

Creating Invalidations or Requests through File Uploads

If you have many invalidations or requests to create, it may be easier to perform these actions through file uploads. This task requires familiarity with composing CSV files or working with Microsoft Excel. The following sections describe how to create the file and then upload it to TIDE.

Understanding the Invalidation/Request Upload File Format

The upload file is an Excel or CSV file with a heading row and data rows. Table 11 describes the columns in the upload file and associated valid values.

Table 11: Columns in the Invalidations/Requests Upload File

Column Name	Description	Valid Values
TYPE*	Type of invalidation.	One of the following: • Invalidate a test • Restart a test • Restore a test that has been reset • Re-open a test • Grace period extension For an explanation of these values, see Table 8.
SEARCHTYPE*	Student field to perform a search on.	One of the following: • Result ID • Session ID • SID
SEARCHVALUE*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
REASON*	Reason for creating impropriety.	Up to 1,000 alphanumeric characters.

*Required field.

Figure 53 is an example of a simple upload file that invalidates a test with result ID 99999999.

Figure 53. Sample Invalidations Upload File

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Invalidate a test	Result ID	99999999	Proctor detected an impropriety

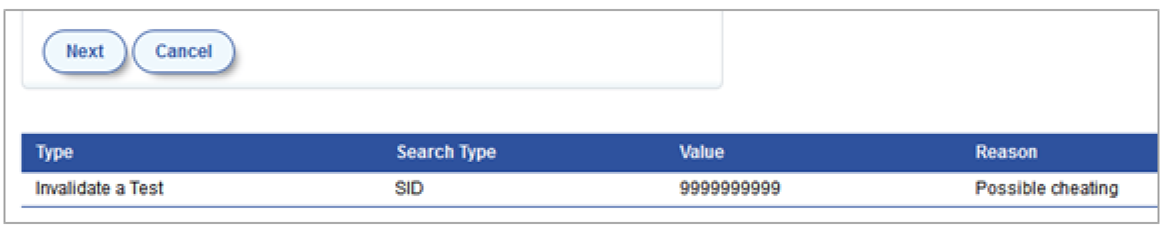
Submitting an Invalidation/Request Upload File

This section describes how to upload a file for adding invalidations or requests. For a list of user roles that can perform this task, see Table 2.

To submit an invalidation/request upload file:

1. Click the **Invalidations and Requests** tab, then **Upload Invalidations and Requests**. The ***Upload Invalidations and Requests*** page appears.
2. Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template**.
3. Open the file in a spreadsheet application or text editor, and add a row for each invalidation or request you want to add. Be sure to follow the guidelines in Table 11. Save the file on your computer.
4. In the ***Upload Invalidations and Requests*** page, click **Browse**, and navigate to the upload file you created in step 3.
5. Click **Upload File**. TIDE displays a preview of the uploaded file (see Figure 54). Use this preview to verify you uploaded the correct file.

Figure 54. Invalidations Upload File Preview



6. Click **Next**. TIDE validates the file and displays error messages, if any. For information about resolving error messages, see Resolving File Upload Errors.

NOTE: Validation and upload of large files. If your file contains 1,000 records or more, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel** as TIDE may have already started processing some of the records. For more information, see How TIDE Processes Large Files.

7. Click **Commit**. TIDE commits those records that do not have errors, and sends a confirmation email.

Section IX. Downloading Additional Resources from TIDE

Downloading and Installing the Voice Pack

The NeoSpeech™ Julie Voice Pack is a software application for reading English text from a computer page. You can download and install Julie from TIDE and install it on your computer or on a student's computer.

For a list of user roles that can perform this task, see Table 2.

To download the Julie Voice Pack:

1. Click the **Voice Pack** tab. The **Download Voice Pack** page appears.
2. Click **Download**. Your browser downloads the installation file onto your computer.
3. To review the installation instructions, click **Installing the NeoSpeech™ Voice Pack** document available in TIDE.

Appendix A. Exporting Retrieved Records

When you retrieve a group of records, such as students or users, only a few records are visible on the page at a time. You can export all the records and view them in a spreadsheet application, which may be more convenient for browsing through a large number of records.

To export retrieved records:

1. *Optional:* In the list of retrieved records (see, for example, Figure 29), mark the checkboxes next to the records you want to export. You can select all the records by clicking the checkbox in the header next to **View**.

2. Above the list of retrieved records, hover the cursor over **Export**. A list of export options appears (see Figure 55).

Figure 55. Export Options

3. Referring to Table 12, click the desired export option.

4. Depending on your browser's configuration, you can save the file to disk or open it in a spreadsheet application.

Table 12. Export Options

Option	Description
Export all to Excel	Exports all retrieved records into xlsx format. Use this format if you have Excel 2007 or later.
Export selected to Excel	Exports all selected records into xlsx format. Use this format if you have Excel 2007 or later.
Export all to CSV	Exports all retrieved records into CSV format. Use this format if you have Excel 2003 or earlier.
Export selected to CSV	Exports all selected records into CSV format. Use this format if you have Excel 2003 or earlier.

Appendix B. Processing File Uploads

How TIDE Processes Large Files

If your file contains 1,000 records or more, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. When TIDE finishes processing the file, you receive a confirmation email. Do not cancel the upload and try again because TIDE may have already begun processing some of the records.

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 the proper format. This includes checks for alphanumeric values and record length.
- *Data validation* determines if the fields contain valid data. This includes verifying that the District ID, School ID, and Student ID are all present in TIDE.

If TIDE displays validation errors, you can resolve them by following the recommendations in Resolving File Upload Errors.

Resolving File Upload Errors

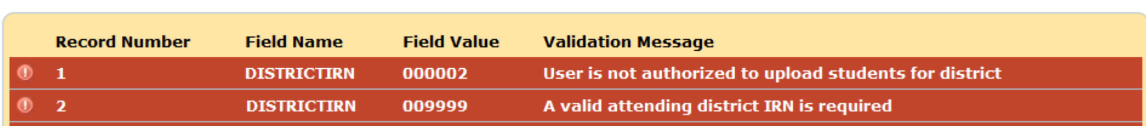
Uploading a file is a three-step process. In the first step, TIDE displays a few records from your upload file. In the second step, TIDE scans the upload file, checking for errors and displaying corresponding messages. Table 13 describes those messages and associated icons. In the third step, TIDE uploads the information in the upload file to the database.

Table 13. File Upload Error Icons and Resolutions to Common Errors with File Uploads

Icon	Description	Resolution
	Indicates that the record causes the entire upload file to fail.	Click **Cancel** to abort the file upload. Make the indicated correction, and upload the file again.
	Indicates TIDE ignores the record due to an error.	Do one of the following: • Click **Submit** to submit all records that have no errors or have only warnings. Repair those records that have this error, and submit them in a separate file. • Click **Cancel** to abort the file upload. Make the indicated correction, and upload the file again.
	Indicates the record has an error.	Do one of the following: • Click **Submit** to submit all records that have no errors or have only warnings. Repair those records that have this error, and submit them in a separate file. • Click **Cancel** to abort the file upload. Make the indicated correction, and upload the file again.

Some errors prevent a record from uploading (e.g., invalid SID or grade). A table of validation messages appears, listing information about the errors.

Figure 56. Sample Error Messages



Record Number	Field Name	Field Value	Validation Message
1	DISTRICTIRN	000002	User is not authorized to upload students for district
2	DISTRICTIRN	009999	A valid attending district IRN is required

Table 14 describes the columns appearing in the error messages.

Table 14. Columns in Error Messages

Column Name	Description
Record Number	Line in the upload file where the error occurred.
Field Name	Name of the column in which the error occurred.

Column Name	Description
Field Value	Value that caused the error.
Validation Message	Message describing the error.

If you are unable to resolve file upload errors, contact the FSA Help Desk support; see Appendix C, User Support for contact information.

Reviewing Upload History

You can review the log file that TIDE retains of your file uploads.

To display file upload history:

1. Click **Student Information**, then click **Upload Students**. The ***Upload Students*** page appears.
2. Click the blue downward-facing arrow next to "show history." The arrow is above the PreID Layout button (see Figure 21).

Table 15 describes the columns in the upload history.

Table 15. Columns in Upload History

Column Name	Description
File Name	Name of uploaded file. Clicking this field downloads the .txt file that was originally uploaded by the district.
Date Uploaded	Date and time file was uploaded.
Status	Upload file's processing status. One of the following: **Error**—TIDE rejected the entire file before processing it. **Started**—TIDE successfully received uploaded the file. **In Process**—TIDE recorded an entry in the database that the file was received; the file is in queue awaiting processing. **UI Validated**—There were up to 1,000 records in the file, and TIDE displayed the validation results for those 1,000 records in the file upload page. **Offline Validated**—There were more than 1,000 records in the file; TIDE displayed validation results for the first 1,000 records in the file upload page, and displayed results for the remaining records in an email to the user who uploaded the file. **Rejected**—TIDE rejected the file due to too many validation errors. **Processed**—TIDE processed the file, reporting errors as necessary.
Records Processed (Count)	Number of records in the upload file that TIDE successfully processed. Clicking the link in this field downloads a CSV file containing those records.

Column Name	Description
Records Rejected (Count)	Number of records that TIDE rejected. Clicking the link in this field downloads a .txt file containing those records.
Validation Log	Clicking the link in this field downloads the validation log. The log contains informational and error messages. Each error message includes a severity code, offending line number in the upload file, error message, offending field, and offending value.

Appendix C. User Support

If this user guide does not answer your questions, please contact the FSA Help Desk.

The FSA Help Desk is open Monday–Friday from 7:00 a.m. to 8:30 p.m. Eastern Time (except holidays or as otherwise indicated on the FSA Portal).

FSA Help Desk

Toll-Free Phone Support: 1-866-815-7246

Email Support: fsahelpdesk@air.org

In order to help us effectively assist you with your issue or question, please be ready to provide the FSA Help Desk with detailed information that may include the following:

- The SID, associated district, and associated school, if the issue pertains to a student. Do not provide the student's name.
- The user's full name and email address, if the issue pertains to a TIDE user.
- Any error messages that appeared.
- Operating system and browser information, including version numbers.

Appendix D. Change Log

Change	Date
New sections added or updates made to the following sections: Invalidations and Requests, Understanding the User Upload File Format, Understanding User Roles and Permissions, Working with Rosters of Students, Verifying Contact Information, and Confirming Order Participation and Setting Quantity Parameters.	1/14/15