# Florida Standards Assessments

## TIDE User Guide

Updated April 29, 2015

*Prepared by the American Institutes for Research®*

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# 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.

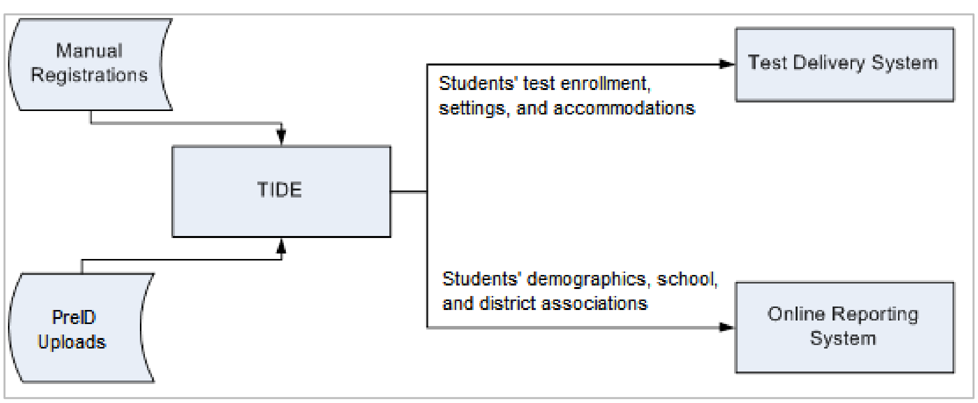
TIDE performs the following functions:

- Enrolling students for assessments
- Establishing test settings and accommodations
- Associating students with districts, schools, and rosters
- Delivering the optional voice pack for testing computers
- Managing orders for testing materials
- Managing users accounts

Depending on your user role, you may not have access to all of these functions.

Figure 1 illustrates TIDE's operational functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. TIDE receives the vast majority of this student information through PreID uploads; however, TIDE also has features for adding students manually. TIDE then distributes this information to the appropriate target system. The Test Delivery System (TDS) receives students' eligibilities, settings, and accommodations; this enables TDS to deliver the appropriate test to any given student in the required format. The Online Reporting System (ORS) receives students' institutional associations; this enables ORS to aggregate scores at the school, district, and state levels.

Figure 1. TIDE's position in the assessment process



## System Requirements

To use TIDE, you need a recent version of a web browser installed on your computer. For a detailed list of system requirements, which includes the supported operating systems and web browsers, please see the *Technical Specifications Manual*. This publication is available in the Resources section of the FSA Portal (www.FSAssessments.org). 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

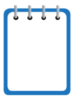
This user guide contains the following sections:

- 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, their test eligibilities, and their 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, explains how to download voice packs and associated installation instructions.
- 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 activation email that contains the following information:

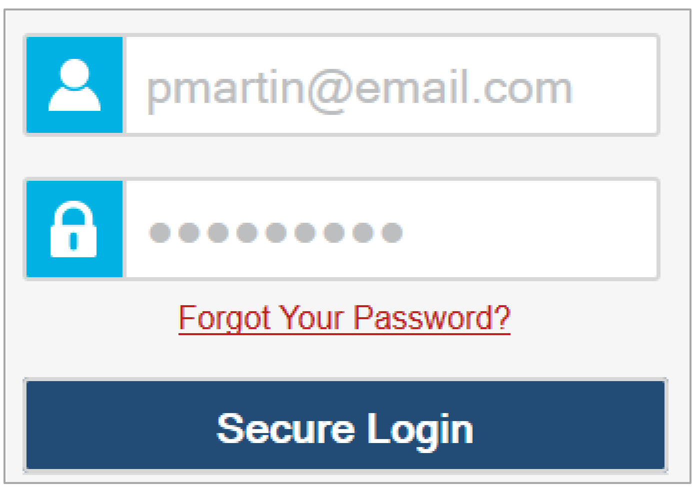
- A link for logging in to TIDE. This link expires 30 days after the email was sent.
- Your temporary password.

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 activation email. The ***Login*** page appears.

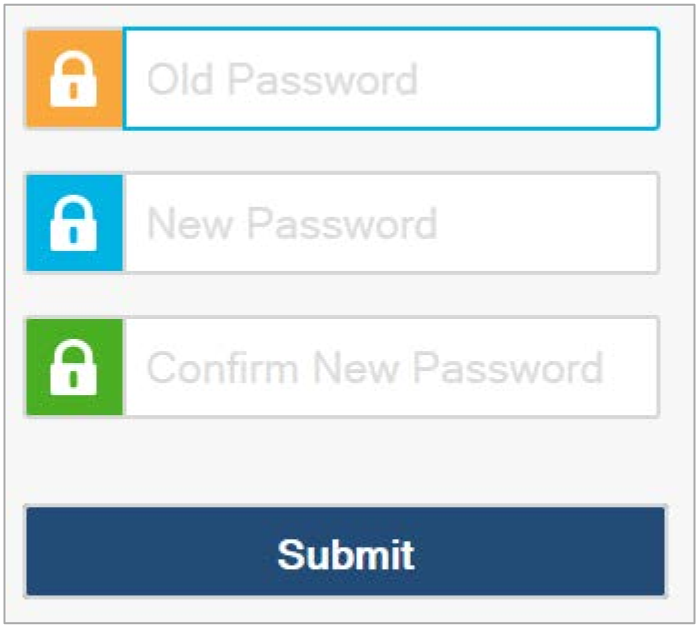
Figure 2. Fields on the Login Page




2. Enter your email address and temporary password.

3. Click **Secure Login**. The ***Reset Password*** page appears (see Figure 3).

Figure 3. Fields on the Reset Password Page

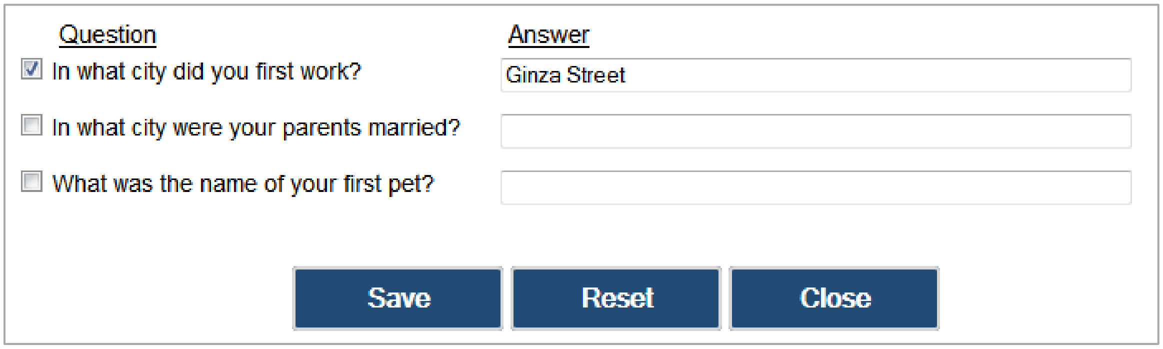



4. In the *Old Password* field, enter the password provided in the activation email.

5. In the New Password and Confirm New 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 !).

6. Click **Submit**. The ***Select a Security Question*** page appears (see Figure 4).

Figure 4. Fields in the Select a Security Question Page




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

8. Click **Save**. The FSA Portal page appears.

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

## Logging in to TIDE

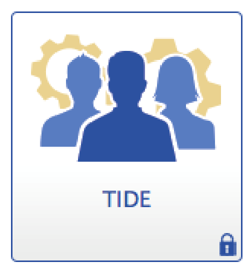
*To log in to TIDE:*

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 5. User Cards

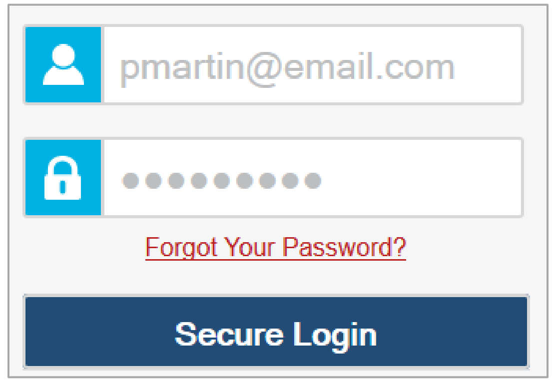

3. Click the **TIDE** card.

Figure 6. TIDE Card



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

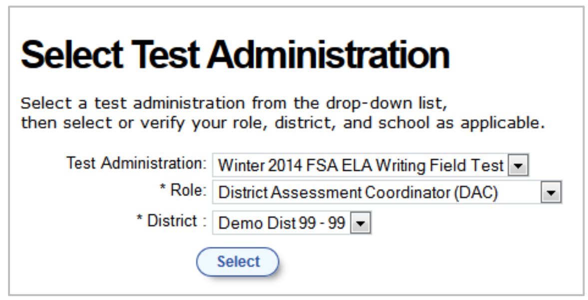
Figure 7. Login Page




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 12.

Figure 8. Select Test Administration Page



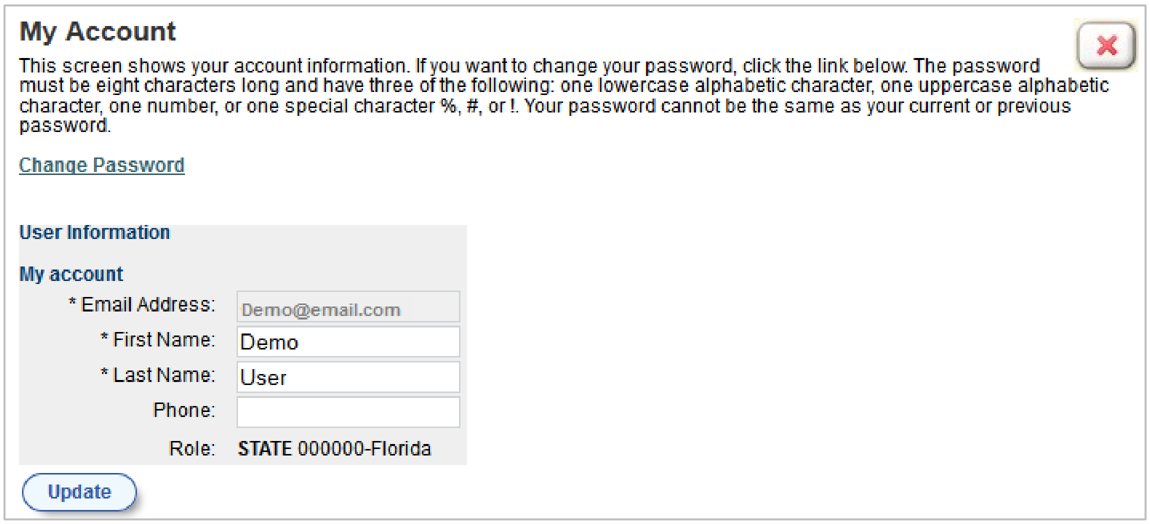
## Changing Your Account Information

You can modify your name 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 9).

Figure 9. 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. Click **Update**. TIDE saves your changes, and a confirmation message appears.

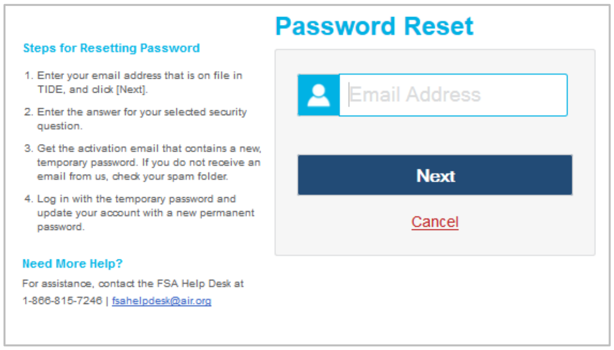
## Resetting Your Password

*To reset your password:*

1. Access the login page by following steps 1–3 in the section Logging in to TIDE.

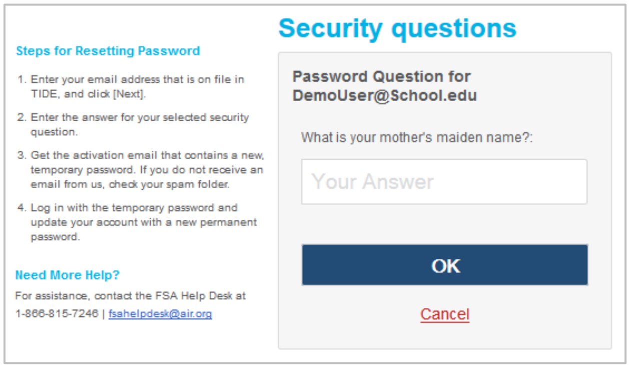
2. On the login page (Figure 7), under the Password field, click **Forgot Your Password?**. The ***Password Reset*** page appears (Figure 10).

Figure 10. Fields in the Password Reset Page




3. Enter your TIDE email address, and click **Next**. Your security question appears.

Figure 11. Fields in the Security Questions Page




4. Enter the response to the security question, and click **OK**. TIDE sends you an email with a new temporary password.

5. Return to the login page, enter your username and the temporary password from step 4, and click **Secure Login**. The ***Reset Password*** page appears (see Figure 3).

6. In the *Old Password* field, enter the temporary password from step 4.

7. In the other 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 !). Your new password cannot be the same as your current or last prior password.

8. Click **Submit**. TIDE resets your password. The ***Select a Security Question*** (Figure 11) page appears.
9. Review and modify your answers to the security question as necessary, and click **Save**.
10. The TIDE home page appears.

# Section II. Understanding the TIDE Interface

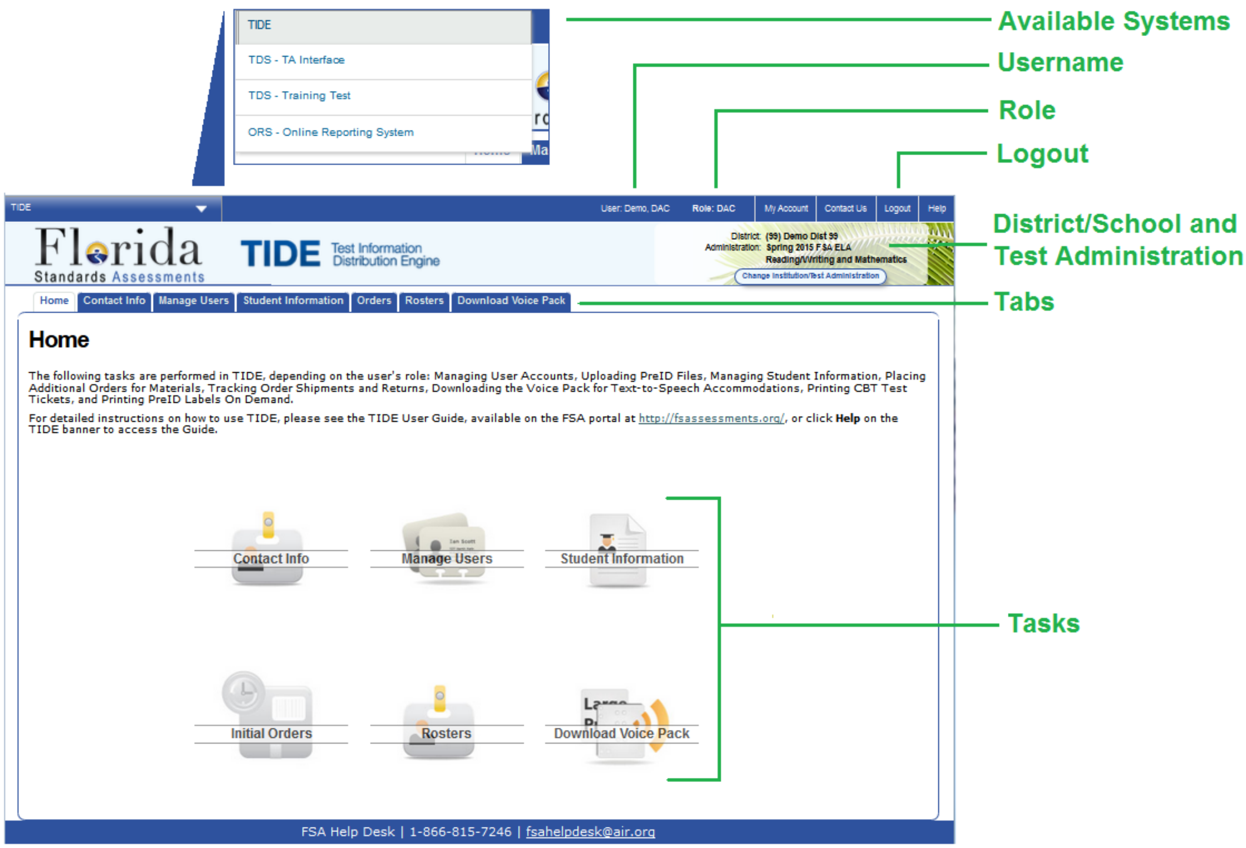
This section describes TIDE's homepage as well as some common tasks such as sorting retrieved records.

**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 12). 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.

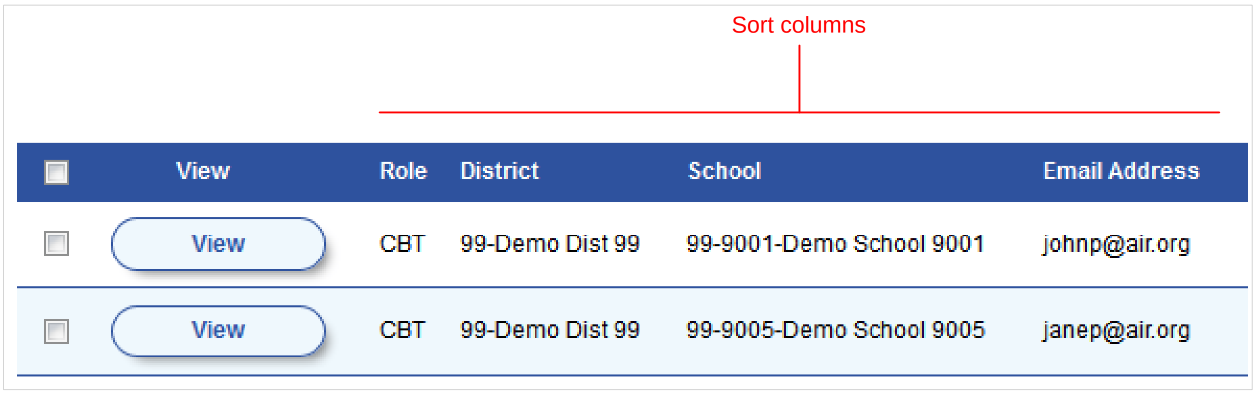
Figure 12. TIDE Homepage for the District Assessment Coordinator Role



## 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 13 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 13. Sort columns

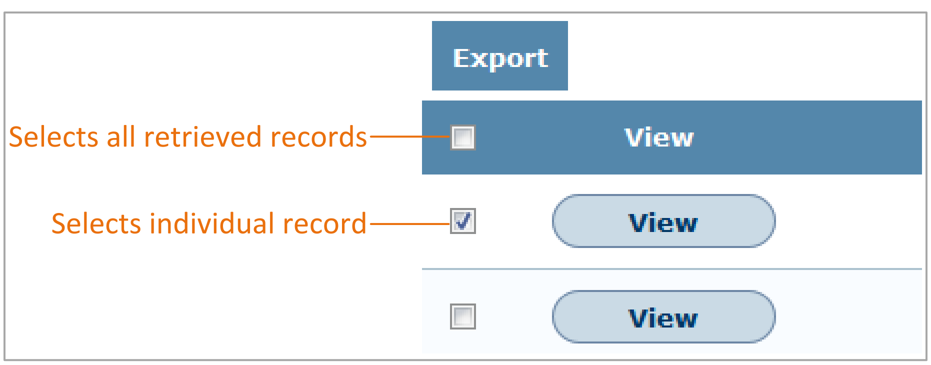



## Selecting Records for an Action

In some retrieval pages, you can perform an action on the retrieved records. For example, in the View/Edit Users page, you can export and download the retrieved records as an Excel file.

You can select all the retrieved records for a given action, or you can select some of them. Referring to Figure 14, if you mark the checkbox in the header row, TIDE selects all the records. If you mark a checkbox in an individual row, TIDE selects that record—and any other individual records you mark.

Figure 14. Options for Selecting Retrieved Records



## Navigating Back to Retrieved Records

When you retrieve records, such as a listing of students or users, you can click a **View** button that provides a page to view or modify an individual record. If you want to return to the retrieved records, click **Go Back To Search Results**, not your browser's Back button. See Figure 15.

Figure 15. Button to Use to Return to a Listing of Retrieved Records

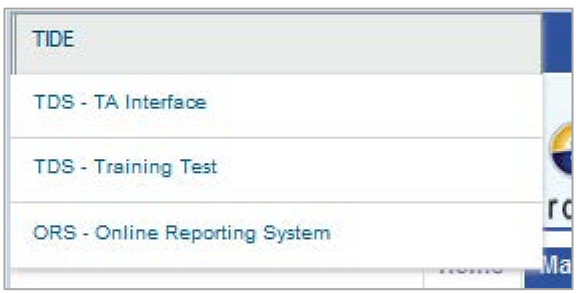

## Navigating to other FSA Systems

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 12), click **TIDE**, and then click the other system you want to use. See Figure 16.

Figure 16. 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.**

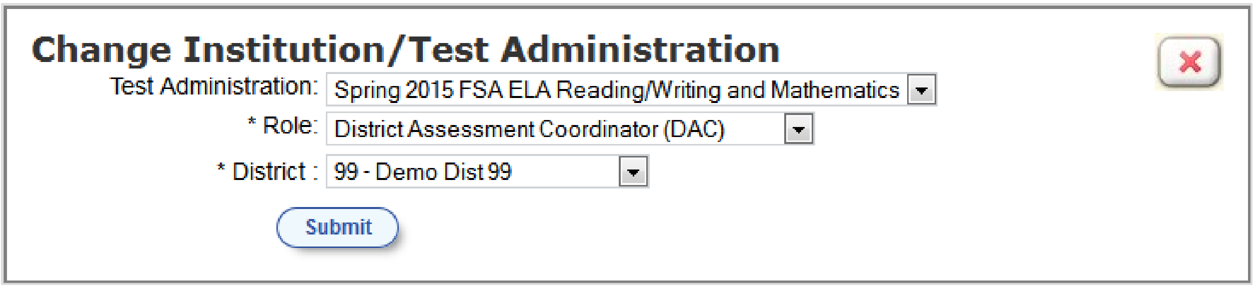
## Changing Test Administration or Institution

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 17. 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 12), click **Logout**.

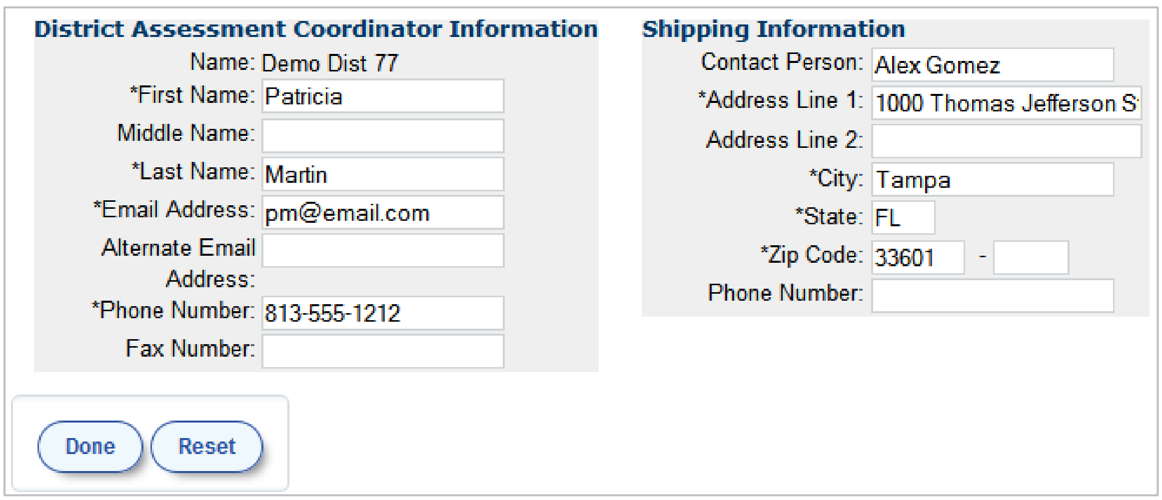
# Section III. Verifying Contact Information

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 18).

Figure 18. 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** | **DAC** | **CBT** | **SA** | **TA** |
| Retrieving Student Records | ✓ | ✓ | ✓ | ✓ |
| Adding Students | ✓ | ✓ | | |

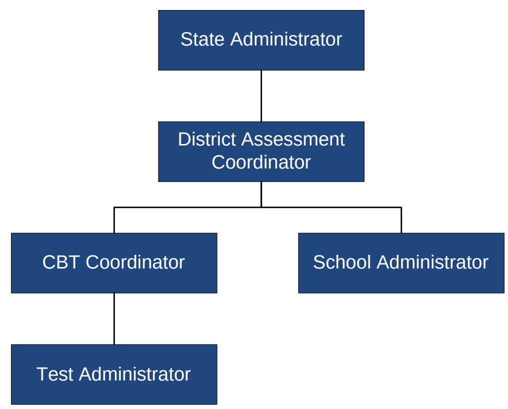
| TIDE Tasks | DAC | CBT | SA | TA |
|---|---|---|---|---|
| Moving Students between Schools | ✓ | ✓* | | |
| Printing Test Tickets | ✓ | ✓ | | |
| Adding or Editing Students through File Uploads | ✓ | | | |
| Viewing Student Details | ✓ | ✓ | ✓ | ✓ |
| Editing Student Details | ✓ | ✓ | | |
| Printing PreID Labels | ✓ | ✓ | | |
| **Orders** | **DAC** | **CBT** | **SA** | **TA** |
| Setting Materials Overage Percentages | ✓ | | | |
| Reviewing Initial Orders | ✓ | | | |
| Requesting Additional Materials | ✓ | | | |
| Reviewing Order History | ✓ | ✓ | ✓ | |
| Reviewing and Exporting Order Summaries and Details | ✓ | ✓ | ✓ | |
| Tracking Shipments and Shipping Detail Forms | ✓ | | | |
| **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 and Requests | ✓ | ✓ | ✓ | ✓ |
| Creating Invalidations or Requests | ✓ | ✓ | | |
| 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 | ✓ | ✓ | | ✓ |
| Administer Tests | ✓ | ✓ | | ✓ |
| **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 19, 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 19. Hierarchy of User Roles



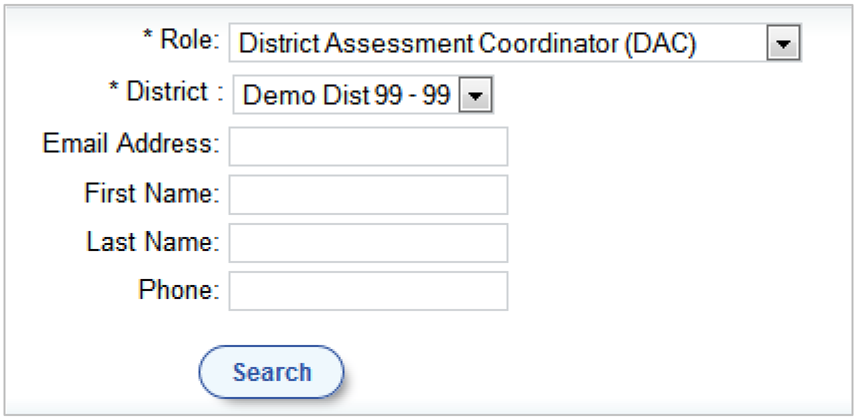
## Retrieving User Accounts

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 20).

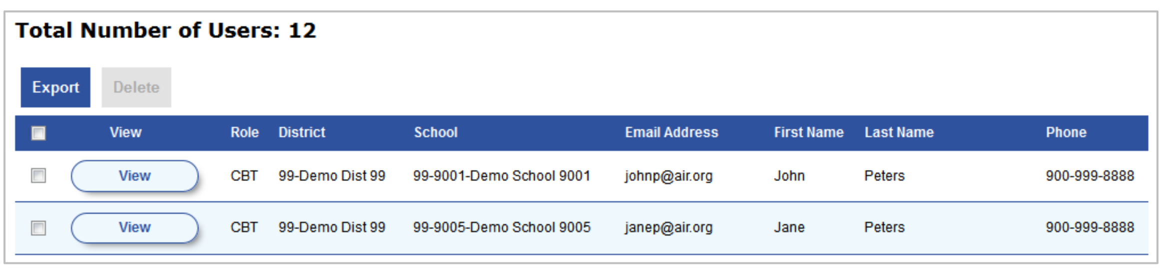
Figure 20. Selection Fields in the View/Edit Users Page




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 21).

Figure 21. 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

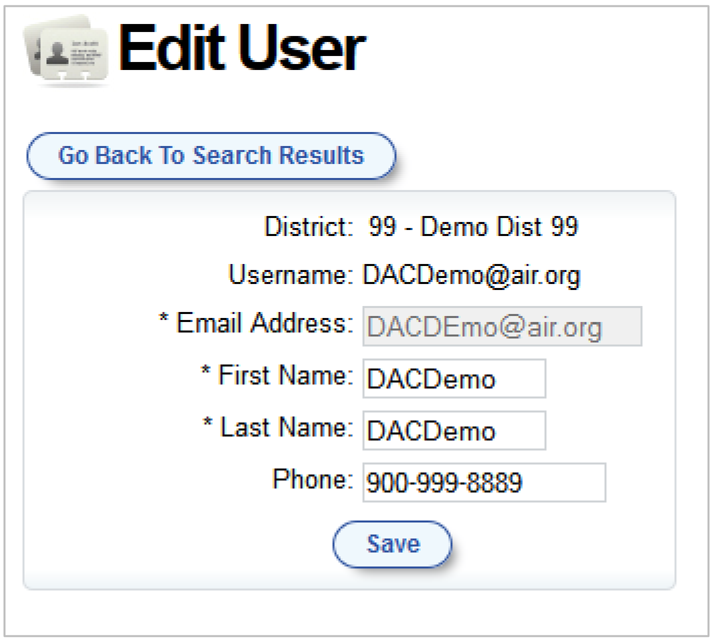
You can view and modify detailed information about a user's TIDE account. For a list of user roles that can perform this task, see Table 2.

*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 21). The **Edit User** page appears (see Figure 22).

Figure 22. 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

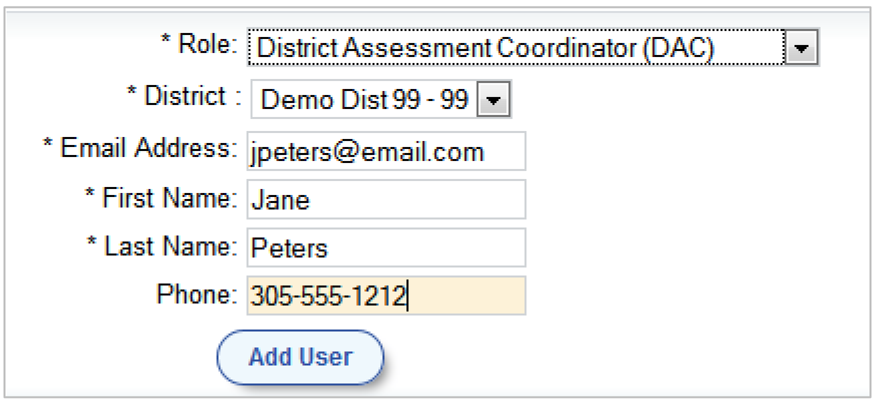
To add a user account, the user's role must be the same or lower in the hierarchy than your role. (For an explanation of the user role hierarchy, see Understanding User Roles and Permissions.) Referring to Figure 19, District Assessment Coordinators can add School Administrators, CBT Coordinators, and 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 23. 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:*

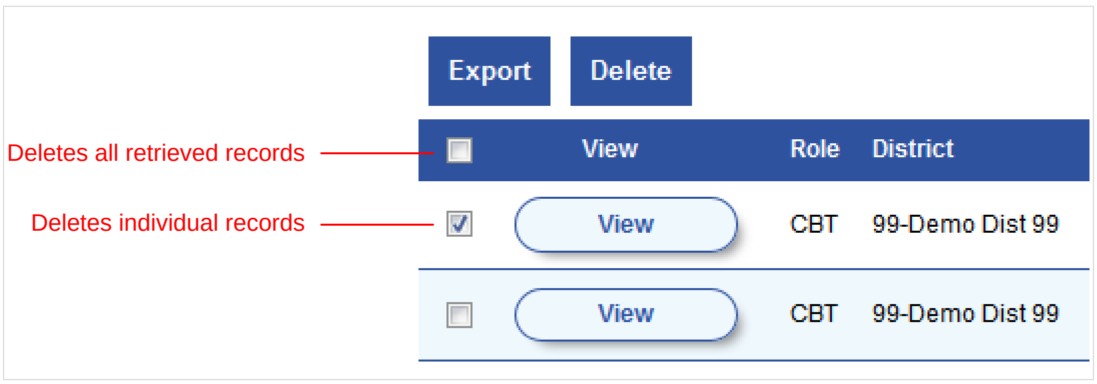
1. Retrieve the user account(s) you want to delete by following the procedure in the Retrieving User Accounts section.

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 24. 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.<br>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.<br>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.<br>Required. |
| Last Name | User's last name. | Up to 35 alphanumeric characters.<br>Required. |
| Email | User's email address. | Standard email address. This is the user's username for logging in to TIDE.<br>Required. |
| Phone | User's phone number. | Phone number in xxx-xxx-xxxx format.<br>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.<br>Required. |
| Action | Indicates if this is an add or delete action. | One of the following:<br>Add—Add new user or edit existing user record.<br>Delete—Remove existing user record.<br>Required. |

Figure 25 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 25. 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 |

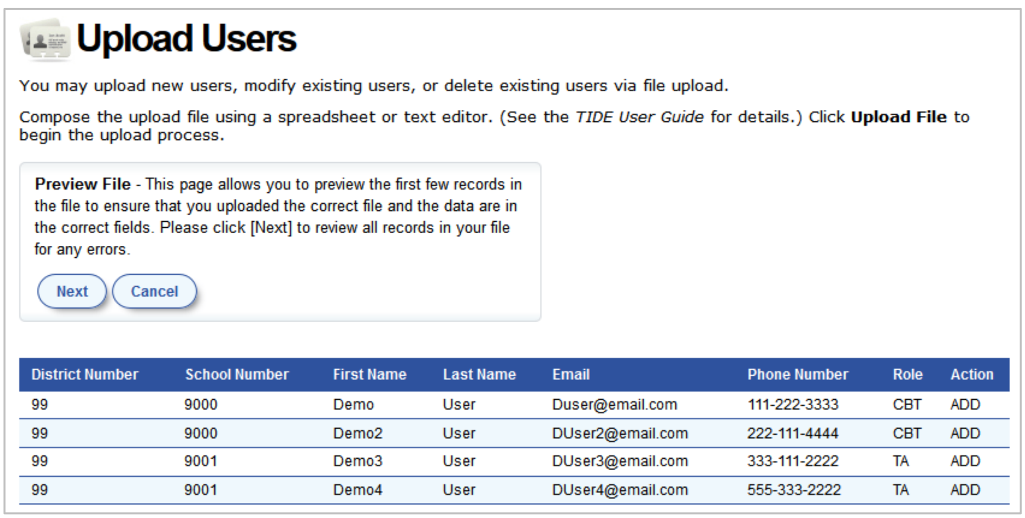
## *Submitting a User Upload File*

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 26). Use this preview to verify you uploaded the correct file.

Figure 26. Upload File Preview




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.

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

# 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.

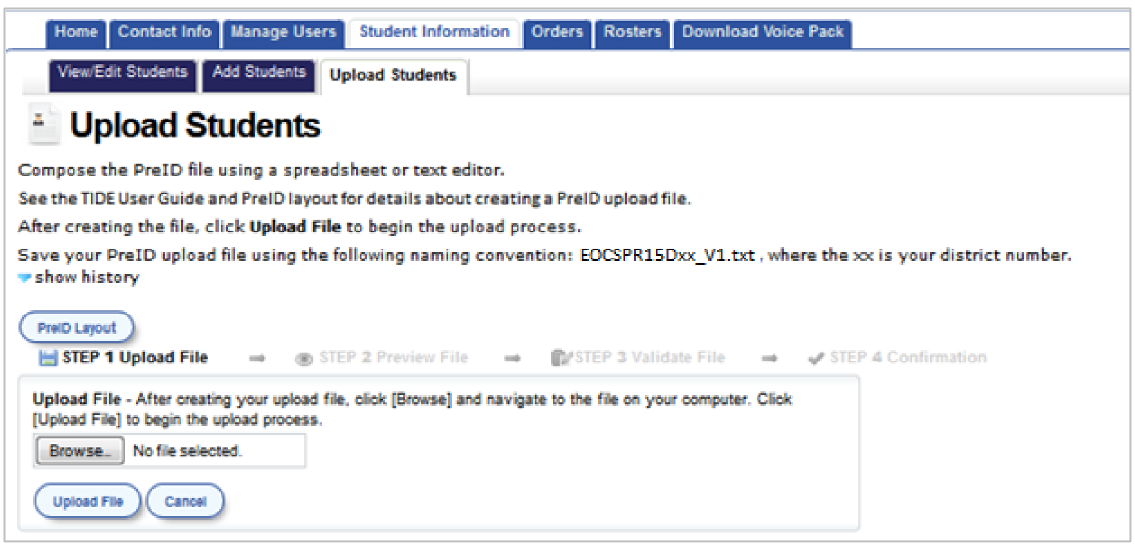
## Retrieving and Understanding the PreID File Layout

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 27. Upload Students Screen

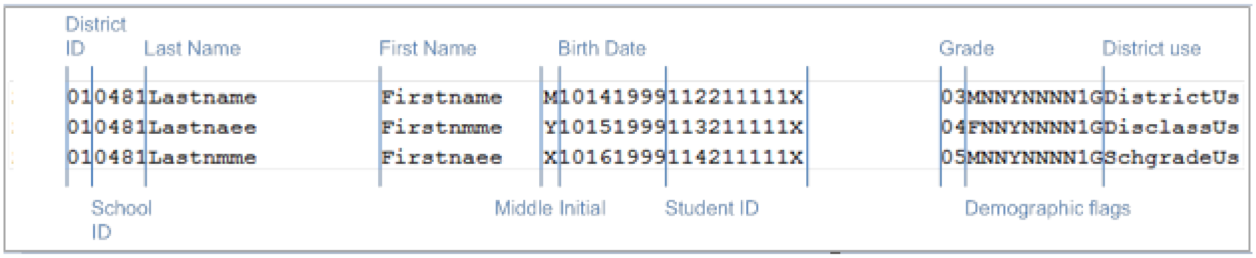



2. Click the **PreID Layout** button to view or download the file layout specifications.

# 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 28 illustrates three records in a sample PreID upload file.

Figure 28. Sample PreID Upload File




*To create the PreID file:*

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

2. Save your PreID upload file using the appropriate naming conventions for the administration:

   a. `EOCSPR2015Dxx_V1.txt`

   b. `RMWSP2015Dxx_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 29. Step 1 of the File Upload Process

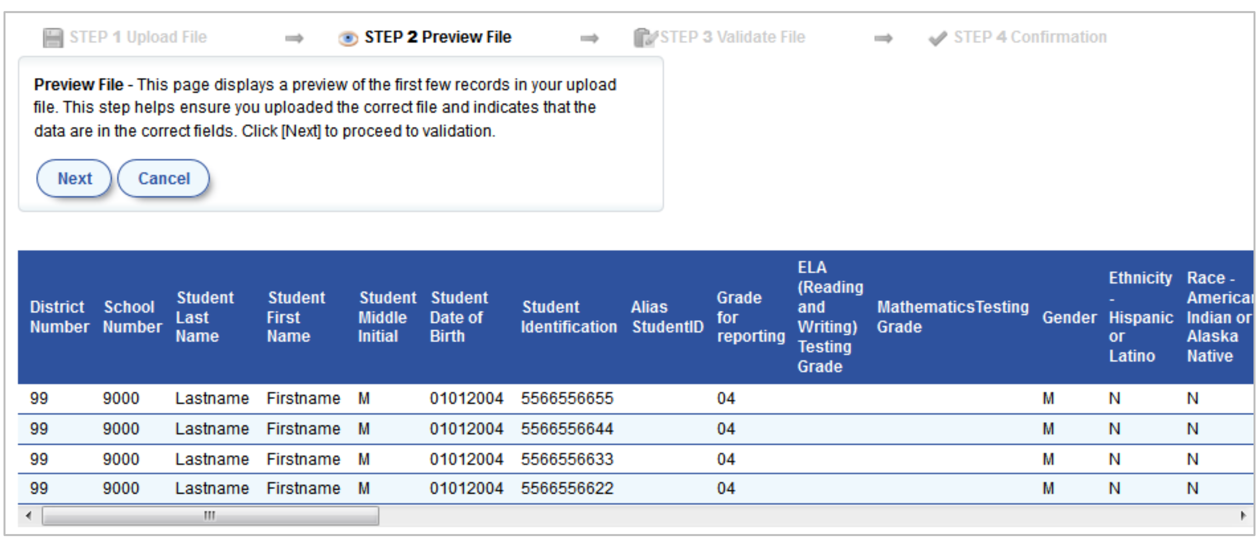

3. Click **Open**, and then click **Upload File**.

### *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 30. 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 - American 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.

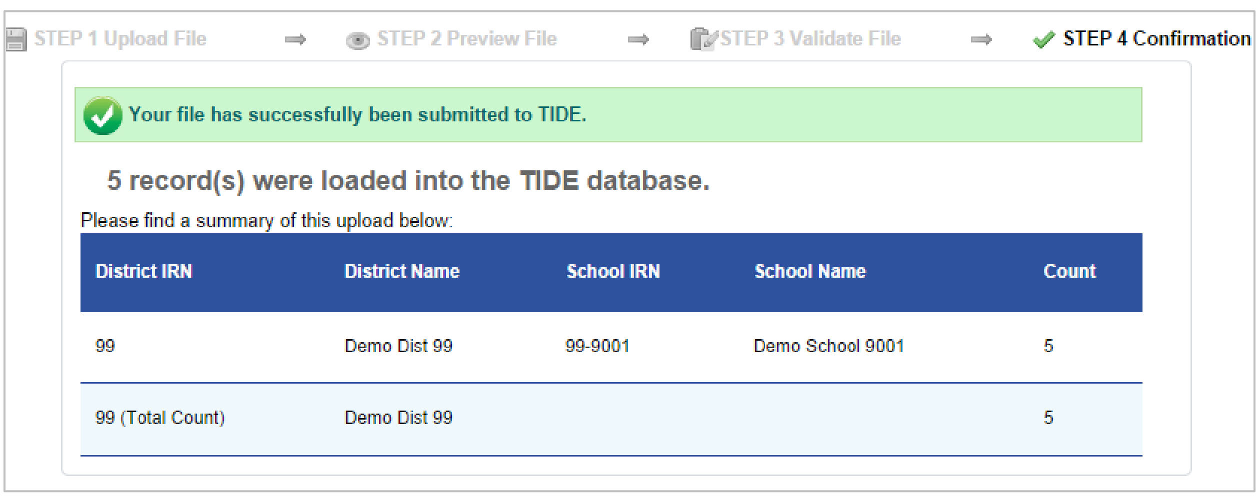
TIDE can only immediately validate up to 1,000 records in your file. If your file has more than 1,000 records, TIDE prompts you for an email address and phone number, sends the results of the entire validation at a later time. TIDE then sends a second email to confirm the validated records were committed.

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 31. 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.

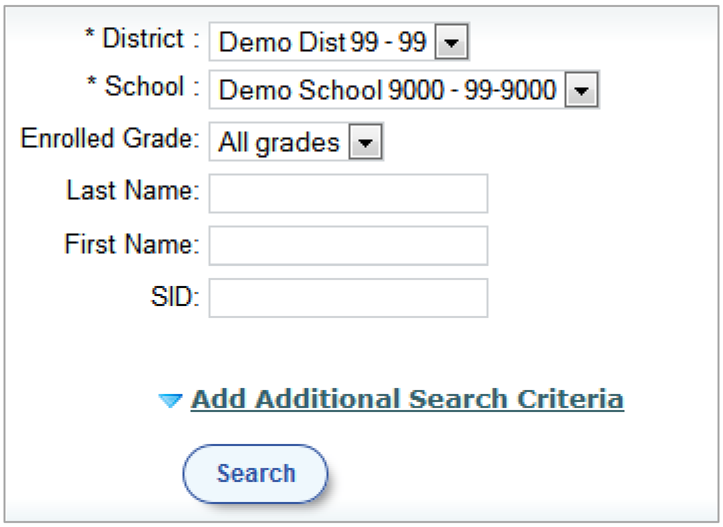
# Retrieving Student Records

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 32).

Figure 32. Selection Fields in the View/Edit Students Page

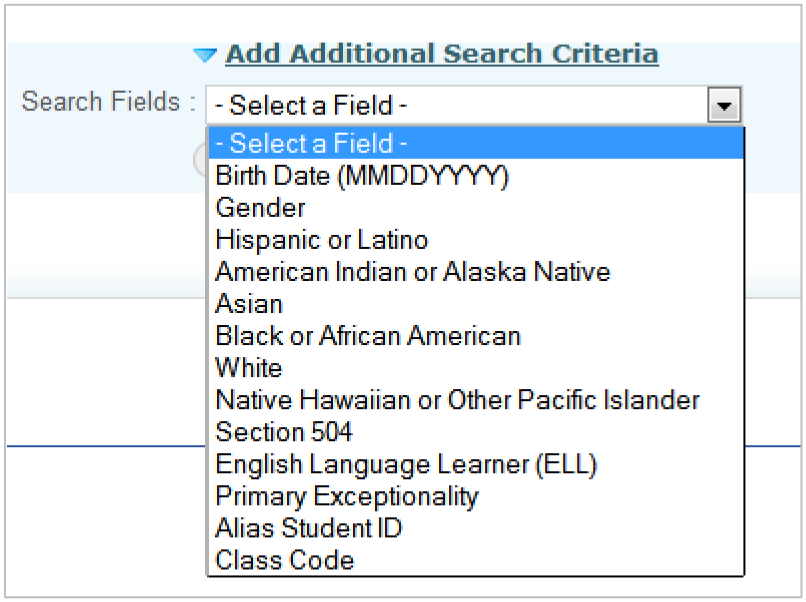



2. From the drop-down lists, select search criteria.

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

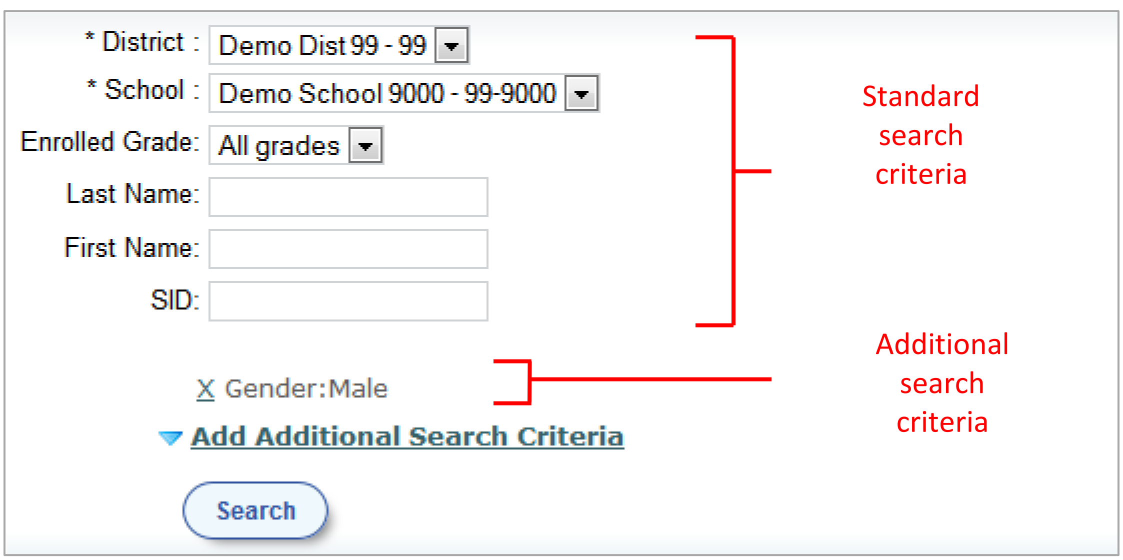
   a. Click **Add Additional Search Criteria**. Additional search fields appear (see Figure 33).

Figure 33. 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 34).

Figure 34. Display of Additional Student Search Criteria

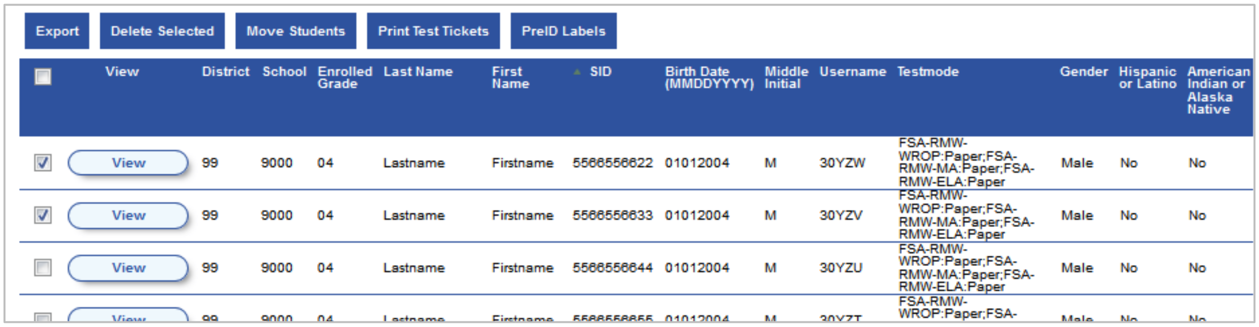



   c. Repeat steps a and b to add additional search criteria.

   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 35).

Figure 35. 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.

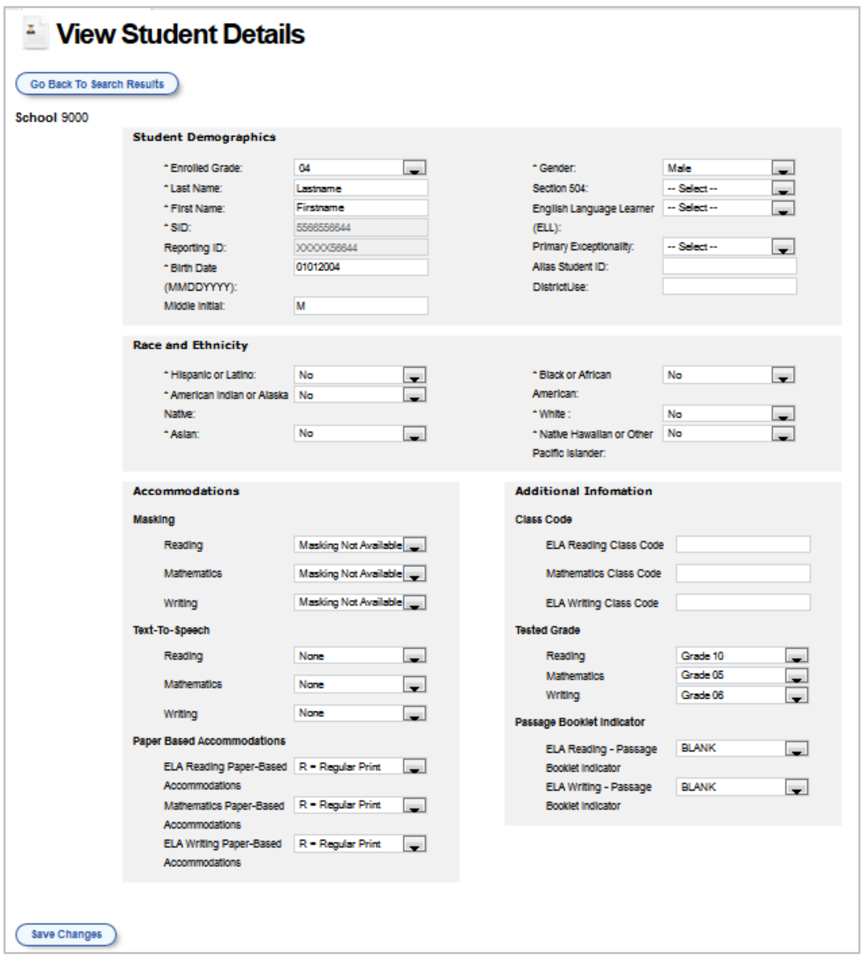
## Viewing and Editing Students

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 35). The **View Student Details** page appears (see Figure 36).

Figure 36. 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

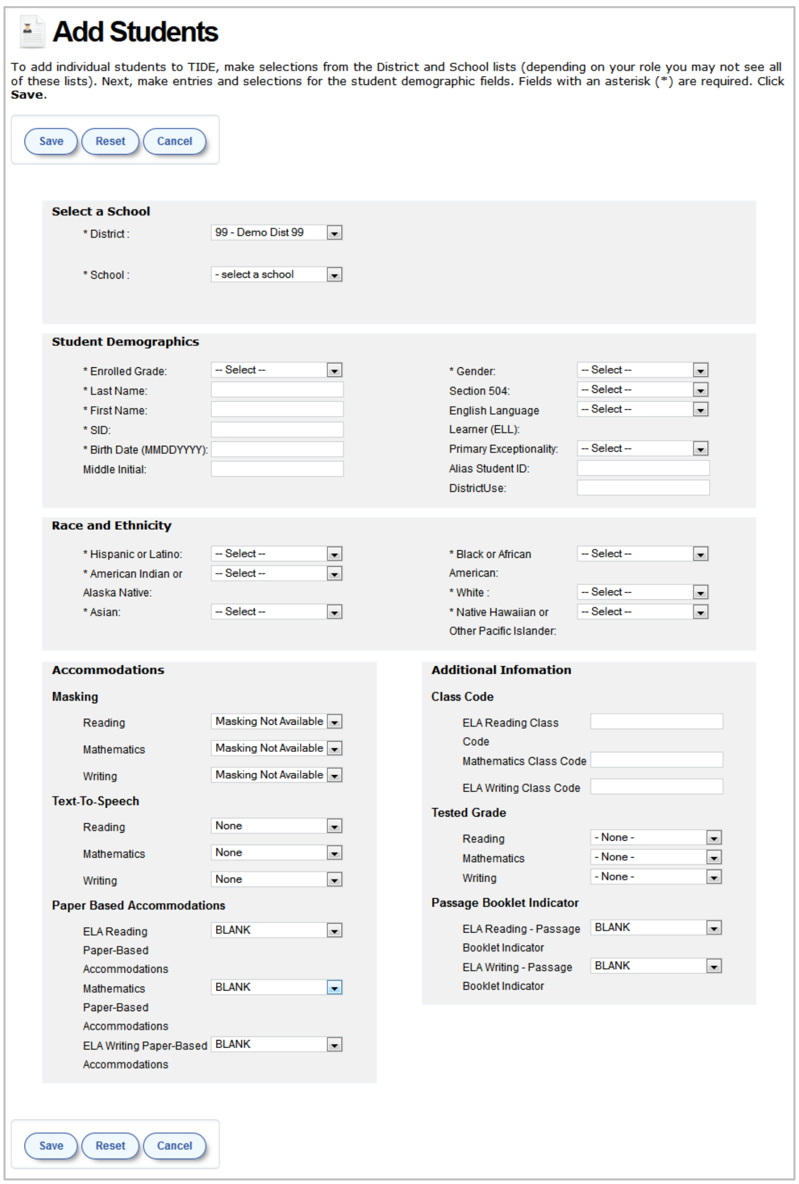
You can add individual student records. To add a student to a district and school, you must be associated with the same district and school. For example, district-level users can add students to any school within their district; school-level users can add students only to their school.

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 37. 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.

## Use of Class Code to Distinguish Groups of Students

Class Code is an optional field when adding or uploading students that you can use to help distinguish between groups of students. Class codes can be defined for each subject test. After students are assigned a class code, users are able to search for students using the class code variable from the **View/Edit Students** tab, or view established groups by selecting *Show PreID Rosters* from the Rosters tab. From either tab, users are then able to export or print a group of students, print PreID labels, and print test tickets. Note that students can only be assigned one class code for each available class code variable.

Scenarios in which the use of class code may be useful:

- Associating students to a test administrator or a scheduled test administration
- Distinguishing which students will be taking a particular EOC test
- Associating students to a teacher or resource teacher
- Associating all students that all have same accommodation
- Associating students who are taking above-grade tests

## 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:*

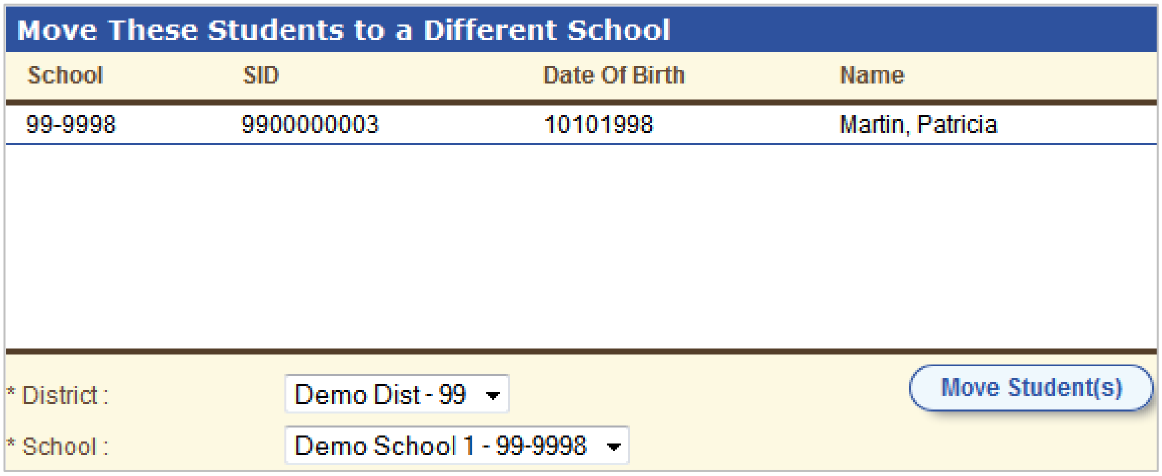
1. Retrieve the students you want to move by following the procedure in the Retrieving Student Records section.

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 24.

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

Figure 38. Moving Students

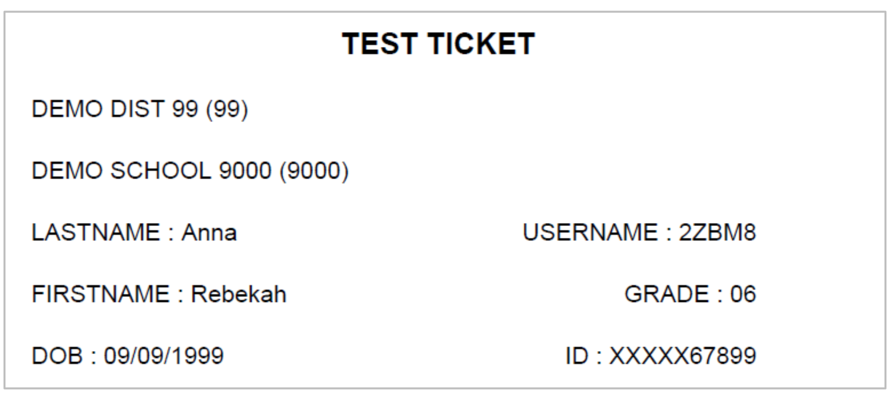



4. From the **School** drop-down list, select the school to which you want to move the student.
5. Click **Move Student(s)**. After TIDE moves the student, a confirmation message appears.

## Printing Test Tickets

A test ticket includes a student's Username for logging in to a test. Referring to Figure 39, 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 39. 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 |

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

*To print Test Tickets:*

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

2. In the **View/Edit Students** page, mark the checkbox at the top of the table to print tickets for all retrieved students. See Figure 24.

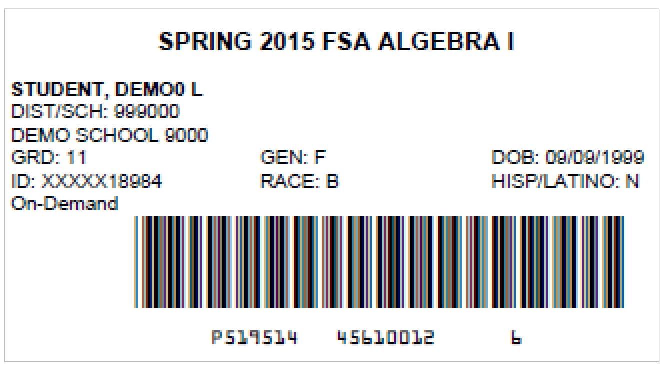
3. To print test tickets, click **Print Test Tickets**.

Your browser downloads the generated PDF file.

## Printing PreID Labels

A PreID Label is a label that you affix to a student's testing materials. Referring to the example in Figure 40, the student's name, SID, and identifying bar code appear on the label. The test administrator affixes this label to the student's test and answer book.

Figure 40. Sample PreID Label




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 labels as a PDF file that you download with your browser. See Table 2 for a list of users who can perform this task.

*To print On-Demand PreID Labels:*

1. Retrieve the students for which you want to print labels by following the procedure in the Retrieving Student Records section.
2. In the View/Edit Students page, mark the checkboxes for the students for whom you want to print labels.
3. 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.

### Altering the Print Position for PreID Labels

You can modify the start print position for the PreID labels in order to use a blank label sheet that was already partly used.

*To alter the print position:*

1. Select the *Download PreID Labels Template* from the **PreID Labels** button as seen in Figure 41. This template will indicate the start positions.
2. Select the students for whom you want to print labels.
3. Select the start position for the set of labels you would like to print.
4. Click Print PreID Labels.

Figure 41. PreID Label Options

## 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 24.
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 the shipping address for test materials, set the district/school overage distribution, review the orders, and order additional materials as necessary. This section also describes how to track order shipments.

## Setting Materials Overage Percentages

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 enrolled to take a paper-based test, then TIDE calculates an initial order of 1,000 test and answer books. In addition to the number of materials calculated from the district's PreID upload, the district will receive 15% overage. You can determine your district's overage distribution ratio. Your overage may be distributed in any of the following ways:

- All fifteen percent (15%) overage to the district
- All fifteen percent (15%) overage to the school
- Ten percent (10%) overage to the district and five percent (5%) overage to the school
- Five percent (5%) overage to the district and ten percent (10%) overage to the school

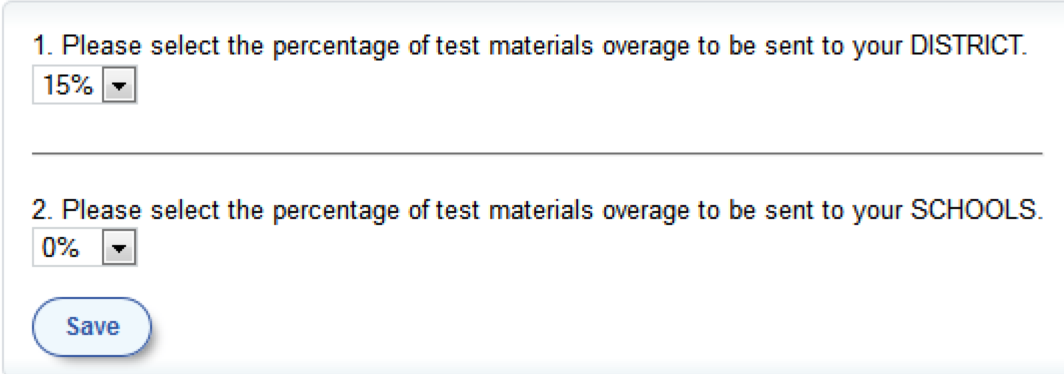
**In order to set test materials overage amounts, the District Assessment Coordinator must first confirm his or her contact information.** Districts *will not* be able to access the Orders tab without first confirming the District Assessment Coordinator's shipping information in TIDE (see Section III, Verifying Contact Information).

*To verify shipping address and set overage adjustments:*

1. Confirm the shipping address for test materials; see Section III, Verifying Contact Information for details. *Note that you will not be able to access the Orders tab prior to confirming your shipping address.*

2. Click the **Orders** tab, then **Supplemental Info**. The **Supplemental Information** page appears (see Figure 42).

Figure 42. Fields in the Supplemental Information Page




3. From the top drop-down list, select the overage percentage that you would like sent to the district.

4. From the bottom drop-down list, select the overage percentage that you would like sent to the school.

   **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 initial order quantity pulled from your PreID upload. These quantities appear in the **Initial Orders** page; see Reviewing Initial Orders for information about how to display this page.

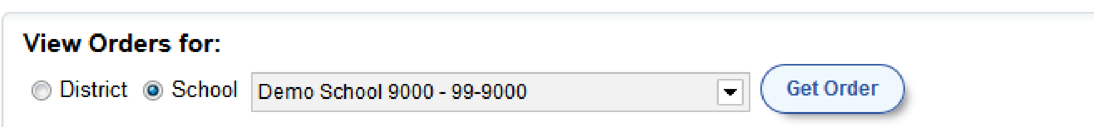
# Reviewing Initial Orders

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

*To review initial orders:*

1. Click the **Orders** tab, then **Initial Orders**. The **Initial Orders** page appears (see Figure 43).

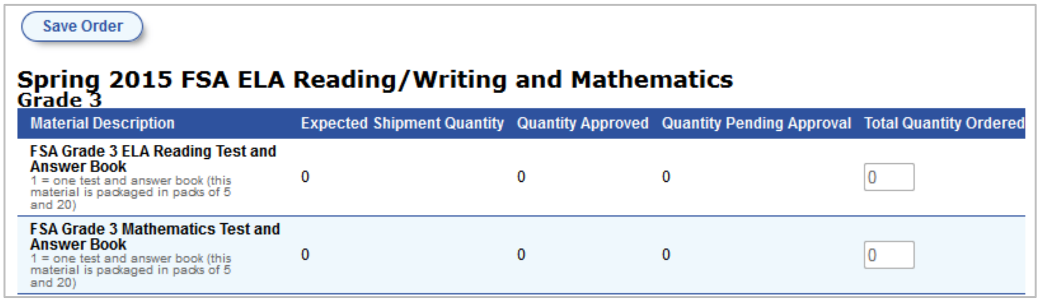
Figure 43. Fields in the Initial Orders Page



2. Select **District** (if available) to view an order for your entire district. Select **School**, and then choose a school, to view an order for an individual school.

3. Click **Get Order**. A list of materials included in your initial order, including overage, appears.

Figure 44. 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 will receive.

Table 5 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. |
| Quantity Approved | Quantity of the total material that is approved. |
| Quantity Pending Approval | Additional quantities you ordered that are pending approval. |
| Total Quantity Ordered | Quantity of materials ordered through PreID upload and materials overage. |

## Placing Additional Orders

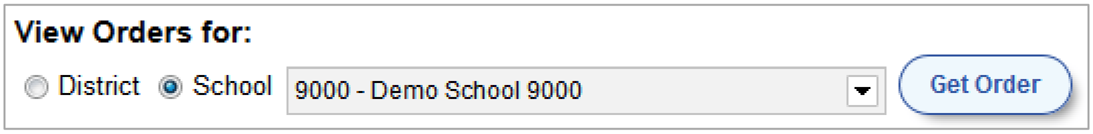
Request additional materials through the Additional Orders tab.

**In order to set additional order amounts, the District Assessment Coordinator must first confirm his or her contact information.** Districts *will not* be able to access the Orders tab without first confirming the District Assessment Coordinator's shipping information in TIDE (see Section III, Verifying Contact Information).

*To place an additional order:*

1. Click the **Orders** tab, then **Additional Orders**. The **Additional Orders** page appears (see Figure 45).

Figure 45. Fields in the Additional Orders Page




2. Select **District** (if available) to view additional orders for your entire district. Select **School**, and then choose a school, to view additional orders for an individual school.

3. Click **Get Order**. A list of materials available for additional order appears (see Figure 44).

Figure 46. List of Materials in Additional Order

**Winter 2014 FSA ELA Writing Field Test**

| Material Description | Quantity Shipped | Quantity Approved | Quantity Pending Approval | Additional Quantity |
|---|---|---|---|---|
| **One Page Planning Sheet** 1 = one planning sheet (this material is packaged in packs of 5 and 20) | 0 | 998 | 0 | 500 |
| **Grade 4 ELA Writing Florida Standards Assessments Test and Answer Book** 1 = one test and answer book (this material is packaged in packs of 5 and 20) | 0 | 0 | 0 | 100 |

4. Enter the amount of each item you would like to order in the *Additional Quantity* column.

5. Click **Save Order**.

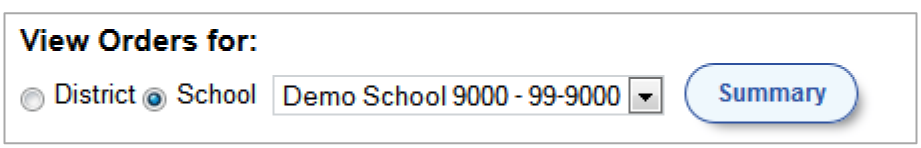
## Reviewing Order History

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 47).

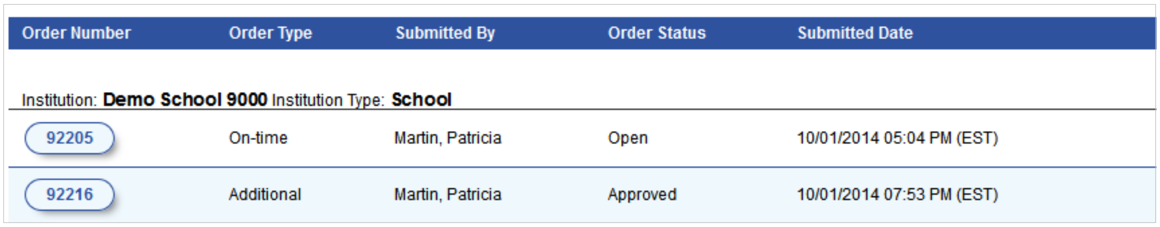
Figure 47. Fields in the Order History Page




2. Select **District** (if available) to review orders for your district. Select **School**, and then choose a school, to review orders for an individual school.

3. Click **Summary**. The summarized order history appears (see Figure 48).

Figure 48. Order History Summary




4. Click the order number in the left column for the order you would like to review. The order's detail appears.

Figure 49. Order History Detail


Table 6. 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 initial order quantity plus any additional materials you have ordered. |
| Awaiting Approval Quantity | Additional quantities you ordered that are pending approval. |
| Approval Status | Approval status of additional quantities you ordered. |

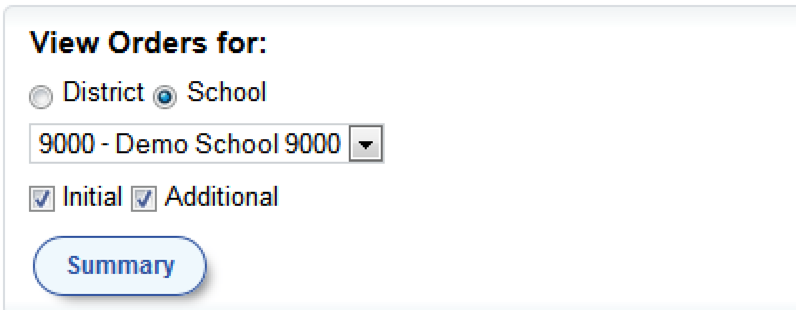
## Reviewing and Exporting Order Summaries and Details

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 50).

Figure 50. Fields in the Order Summary Page

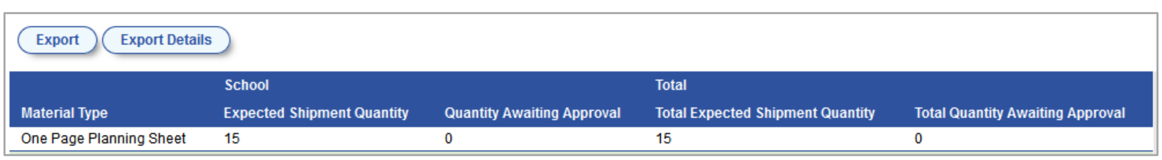



2. Select **District** (if available) to review orders for an entire district. Select **School**, and then choose a school, to review orders for an individual school.

3. Select **Initial** and/or **Additional** as appropriate to the types of orders you would like to include in the order summary report.

4. Click **Summary**. The order summary appears (see Figure 48). Table 7 describes the columns appearing in this report.

Figure 51. Order Summary




5. To export the orders summarized at the district level, click **Export**. To export the orders grouped by schools, click **Export Details**. Your browser downloads a CSV file containing the order summaries. See Table 8 for a description of the columns in this file.

Table 7. Columns in the Order Summary Page

| Columns | Description |
|---|---|
| Material Type | Description of the materials included in the order. |

| Columns | Description |
|---|---|
| Expected Shipment Quantity | Quantity shipped from the vendor. You may view the order summary for your district or by school. |
| 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 8. 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 district-level order quantities. |
| Approved School Level Shipment Quantity | Approved school-level order quantities. |
| District Quantity Awaiting Approval | District-level order quantities pending approval. |
| School Quantity Awaiting Approval | School-level order quantities pending approval. |
| Approved Total Shipment Quantity | Sum of approved order quantity for districts and schools. |
| Total Quantity Awaiting Approval | Sum of pending order quantity for districts and schools. |

# Tracking Shipments and Shipping Detail Forms

Under Track Shipments, you can review the status of district and/or school-level shipments and view/download Packing Slips, Security Checklists, Answer Document Status Reports, and Pallet Manifests when these forms are available. For a list of user roles that can perform this task, see Table 2.

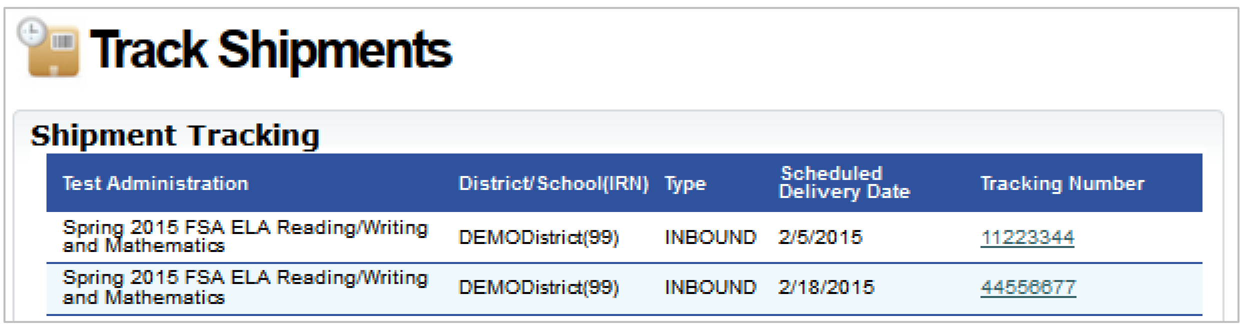
## *Tracking Order Shipments*

1. Click the **Orders** tab, then **Track Shipments**. The **Track Shipments** page displays a list of shipments in transit under *Shipment Tracking*.

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

You will be taken to the appropriate carrier's webpage where you will find details about the shipment.

Figure 52. Shipment Tracking




## *View or Download Shipping Detail Forms*

1. Click the **Orders** tab, then **Track Shipments**. You will see headers for the following forms: Packing Slips (for initial and additional orders), Security Checklists (for initial and additional orders), Answer Document Status Reports, and Pallet Manifests.

2. Under the header for the appropriate form, select *Click here* next to the form you wish to download or open.

Table 9. Descriptions of Shipping Detail Forms

| Shipping Detail Forms | Description |
|---|---|
| Packing Slips | Identifies the number of boxes shipped and the type and quantity of each material included. Security ranges will be listed when applicable. Districts will receive copies of district and school packing lists. |
| Security Checklists | Provides a list of test materials and their serial ranges in a .CSV file. |

| Shipping Detail Forms | Description |
|---|---|
| Answer Document Status Reports | Provides data on test and answer books received at DRC in a .CSV file. Updated periodically throughout the processing window. |
| Pallet Manifests | Shows the number of boxes packed for each initial orders shipment for a district or school. |

# 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.

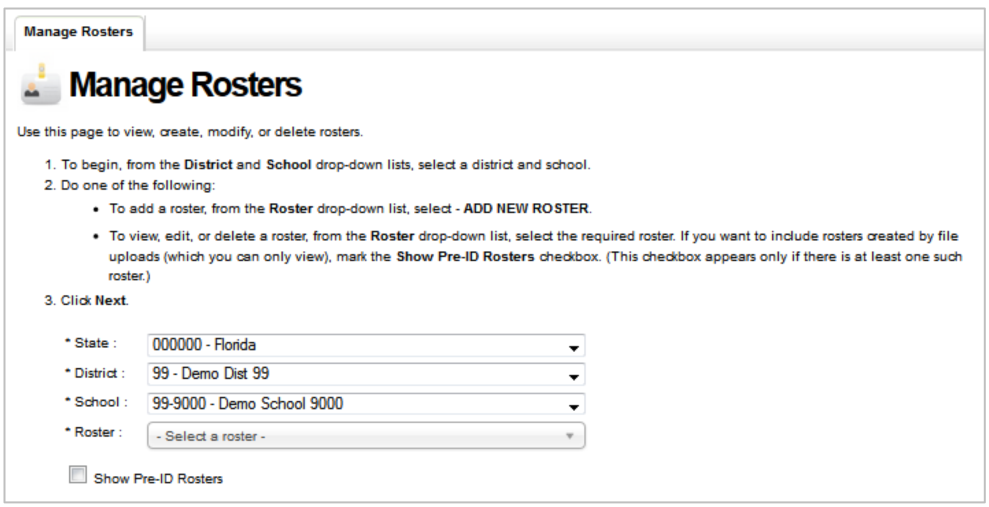
## Viewing Rosters

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. The ***Manage Rosters*** page appears (see Figure 53).

Figure 53. 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.

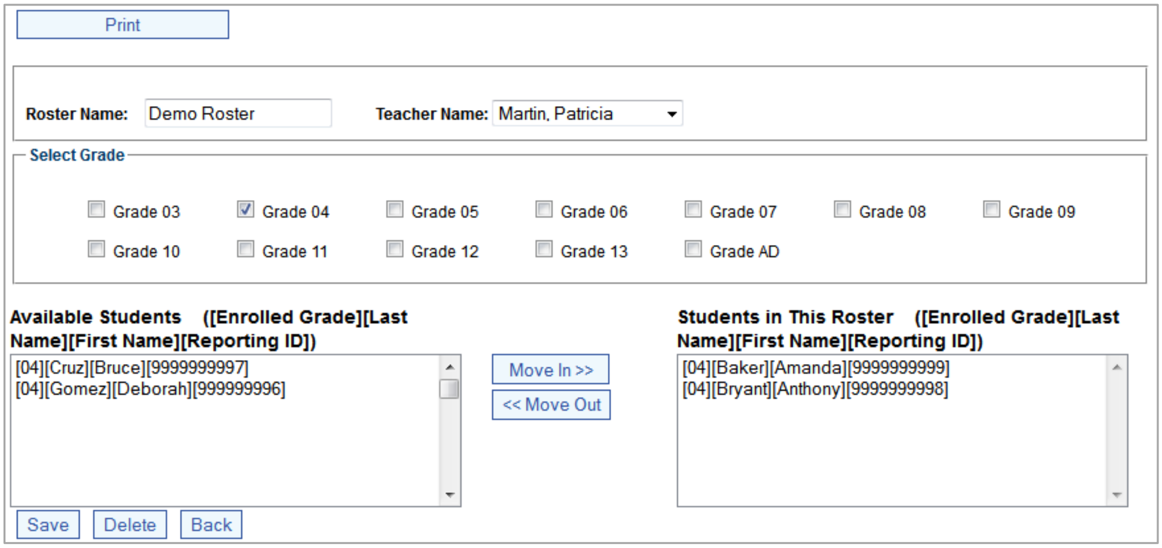
   If PreID rosters are available for the school, TIDE displays the *Show PreID Rosters* checkbox. (PreID rosters are automatically created by assigning class code through the PreID file upload.)

3. Select 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 54).

Figure 54. 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 that 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 53).

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 54).

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 53).
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 54).
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 53).
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 54).

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 to open **Manage Rosters**. The ***Manage Rosters*** page appears (see Figure 53).
2. From the *District*, *School*, and *Roster* drop-down lists, make selections for the roster you want to modify.
3. Click **Next** and the roster will render below (see Figure 55).
4. Click **Print**. A printer-friendly version of the roster appears in your browser.

Figure 55. 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 |

## Printing Test Tickets Using an Existing Roster

For a list of user roles who can print test tickets from the ***Manage Rosters*** page, see Table 2.

1. Click the **Rosters** tab to open **Manage Rosters**. The ***Manage Rosters*** page appears (see Figure 53).
2. From the *District*, *School*, and *Roster* drop-down lists, make selections for the roster you want to modify. You may also select *Show PreID Rosters* to see the PreID rosters available.
3. Click **Next** and the roster will render below (see Figure 54).
4. Click Print Test Tickets. Your browser downloads the generated PDF file.

# 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. The CBT Coordinator or District Assessment Coordinator role can submit a request to invalidate a test. All other types of requests must be submitted by the District Assessment Coordinator and approved by FDOE or AIR.

### *Types of Invalidations and Requests*

Table 10. 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 from the beginning. This request deletes prior student responses. |
| Report problem with item | Sends a problem report to FDOE and AIR regarding a test item. Scenarios that warrant this request include the following:<br>• A duplicate item in a test opportunity for a subject.<br>• The student believes that an item may not contain a correct answer or may contain more than one correct answer.<br>• An item that references a stimulus or graphic that does not display correctly.<br>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. |
| Re-open a test | Re-opens a test that a student mistakenly submitted early. |
| Re-open Test Segment | Re-opens a test segment when a student inadvertently starts an incorrect test segment. |
| Restore a test that has been reset | Allows the student to revert to the original test opportunity from before the test was restarted. |
| Grace period extension | Allows the student to access 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. Contact FDOE for more guidance before submitting this request. |

**WARNING: Timing of restarts and re-opens.** While restarts and re-opens can technically be submitted through the end of the test window, you should submit restarts and re-opens at least one day prior to the end of a test window so that students can complete their test opportunity.

## *Status of Invalidations and Requests*

An invalidation or request status can change throughout its life cycle. Table 11 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 57).

Table 11. Statuses of Invalidations

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

## *Available Requests by Test Result Status*

Table 12 lists the valid combinations of requests and test statuses. For example, you can request to invalidate a test that is in one of the following statuses: Approved, Completed, Denied, Expired, Paused, Reported, Scored, or Submitted.

For a list of user roles that submit a request, see the Understanding User Roles and Permissions section.

Table 12. Available Requests by Test Result Status

| Test Result Status | Invalidate a test | Restart a test | Report Problem with Item | Re-open a test | Re-open test segment | Restore a test that has been reset | Grace Period Extension |
|---|---|---|---|---|---|---|---|
| Approved | ✓ | ✓ | ✓ | | | ✓ | |

| Test Result Status | Invalidate a test | Restart a test | Report Problem with Item | Re-open a test | Re-open test segment | Restore a test that has been reset | Grace Period Extension |
|---|---|---|---|---|---|---|---|
| Completed | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Denied | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ |
| Expired | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Paused | ✓ | ✓ | ✓ | | ✓ | ✓ | |
| Pending | | ✓ | ✓ | | | ✓ | |
| Processing | | ✓ | ✓ | | | ✓ | |
| Reported | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Review | | ✓ | ✓ | | | ✓ | |
| Scored | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Started | | ✓ | ✓ | | | ✓ | |
| Submitted | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Suspended | | ✓ | ✓ | | | ✓ | |
| Invalidated | | ✓ | ✓ | ✓ | | ✓ | |

* See Table 10 for explanations of the Invalidation & Request options and Table 13 for descriptions of the test statuses.

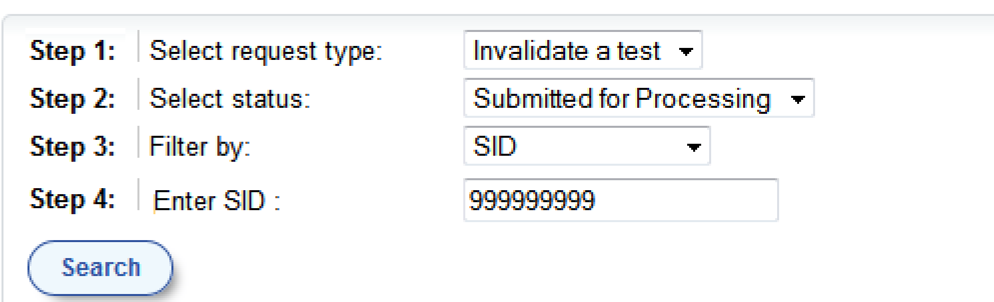
## Retrieving Invalidations and Requests

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 56).

Figure 56. 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 10.

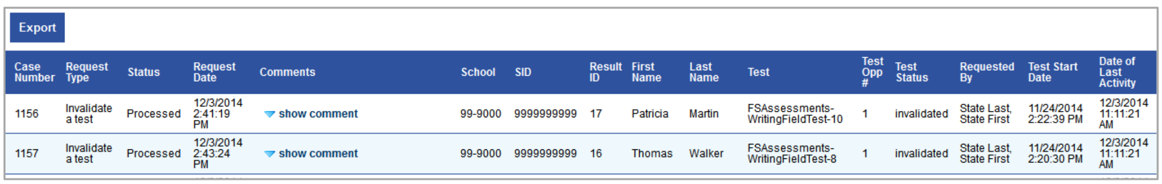
3. From the *Select status* drop-down list, select the status of the invalidation/request you want to retrieve. For a listing of statuses, see Table 11.

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 57).

Figure 57. 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 13. Fields in the View Invalidations and Requests Page

| Field | Description |
|---|---|
| Case Number | ID number associated with the request. |
| Request Type | One of the request types listed in Table 10. |
| Status | One of the status codes listed in Table 11. |
| Request Date | Date request was created. |
| Comments | Comment or explanation added by the user who created the request. |
| 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. |
| First Name | Student's first name. |
| Last Name | Student's last name. |
| Test | Name of the test associated with the request. |
| 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.<br>**Completed**—Student submitted the test for scoring. No additional action can be taken by the student.<br>**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.<br>**Expired**—Student did not complete the opportunity and cannot resume the test because the test opportunity expired.<br>**Invalidated**—The test result was invalidated.<br>**Paused**—The test is currently paused as a result of one of the following:<br>• Student or TA clicked the Pause button on the test.<br>• Student and TA idled for too long and the test automatically paused.<br>• Test Administrator stopped the student’s session.<br>• Test Administrator paused the individual student’s test.<br>• Student’s browser or computer shut down or crashed.<br>**Pending**—Student is awaiting TA approval for a new test opportunity.<br>**Reported**—Student’s score for the completed test has been submitted to ORS.<br>**Review**—Student has answered all test items and is currently reviewing answers before submission for scoring.<br>**Scored**—TDS processed the student’s answers on the test.<br>**Started**—Student started or resumed the test and is actively testing.<br>**Submitted**—Test was submitted for quality assurance review and scoring before being sent to ORS.<br>**Suspended**—Student is awaiting TA approval to resume a test opportunity. |
| Requested by | User who created the request. |
| Test Start Date | Date student started the test opportunity. |
| Date of Last Activity | Timestamp of last activity for the request. |

From the listing of retrieved requests, 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

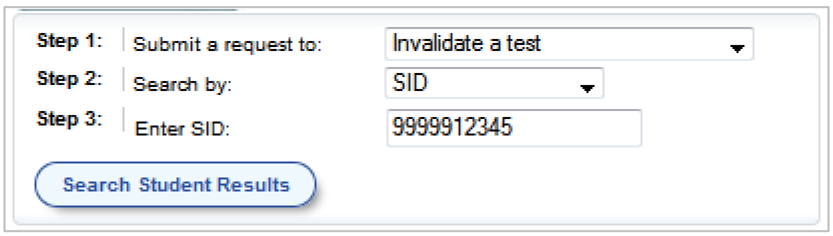
You can create an invalidation or request for a given test result. For a list of user roles that can perform this task, see Table 2.

*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 58).

    Figure 58. Selection Fields in the Create Invalidations and Requests Page

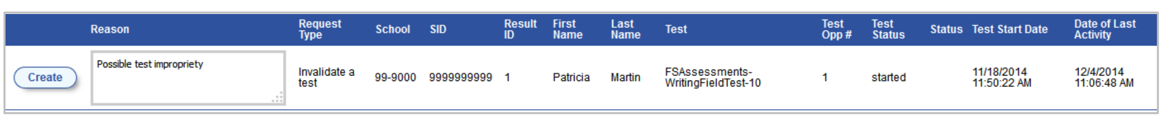
    
    

    b. In Step 1, select the type of request. For a listing of available request types, see Table 10.

    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 59).

    Figure 59. 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 a request, 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 14 describes the columns in the upload file and associated valid values.

Table 14: Columns in the Invalidations/Requests Upload File

| Column Name | Description | Valid Values |
|---|---|---|
| TYPE* | Type of invalidation. | One of the following:<br>• Invalidate a test<br>• Restart a test<br>• Restore a test that has been reset<br>• Re-open a test<br>• Grace period extension<br>For an explanation of these values, see Table 10. |
| SEARCHTYPE* | Student field to perform a search on. | One of the following:<br>• Result ID<br>• Session ID<br>• 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 60 is an example of a simple upload file that invalidates a test with result ID 99999999.

Figure 60. 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.

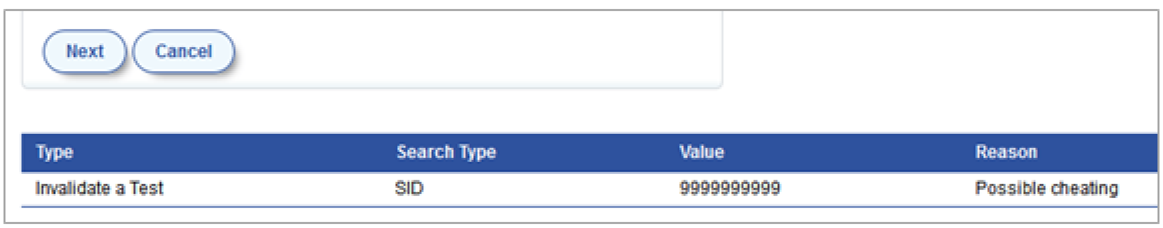
2. Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template**.

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 14. 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 61). Use this preview to verify you uploaded the correct file.

Figure 61. Invalidations Upload File Preview




| Type | Search Type | Value | Reason |
|---|---|---|---|
| Invalidate a Test | SID | 9999999999 | Possible cheating |

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 35), 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 62).

Figure 62. Export Options


3. Referring to Table 15, 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 15. 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 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 63 describes the entire processing flow for file uploads.

Figure 63. Upload Processing Flow

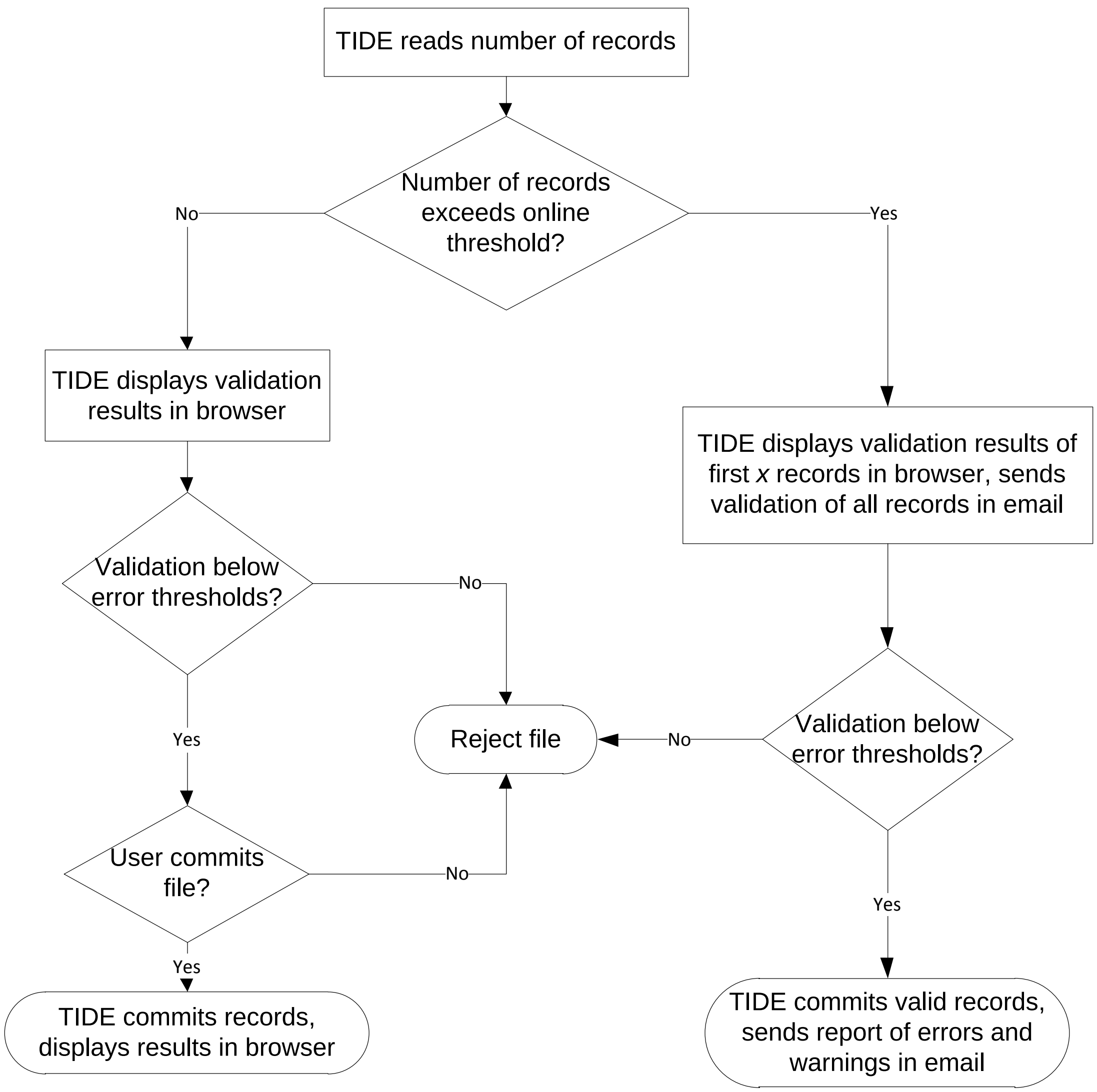


Table 16 lists the various upload files and the number of records in those files that triggers offline processing. The column "Number of Validated Records" is the number *x* in Figure 63. For example, if your users upload file contains 30,000 records or more:

1. TIDE displays the validation results for the first 1,000 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 16. Record Thresholds for Offline Processing

| Upload File | Offline Processing Threshold | Number of Validated Records |
|---|---|---|
| Users | 30,000 | 1,000 |
| Students | 10,000 | 200 |
| Invalidations & Requests | 30,000 | 200 |

## How TIDE Validates File Uploads

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

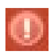
- *Layout validation* determines if the records have the proper format. This includes checks for alphanumeric values and record length.
- *Data validation* determines if the fields contain valid data. This includes verifying that the District ID, School ID, and Student ID are all present in TIDE.

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

# Resolving File Upload Errors

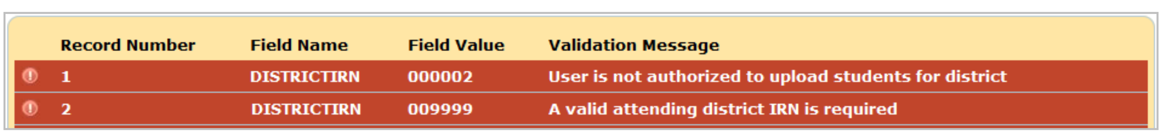
Uploading a file is a three-step process. In the first step, TIDE displays a few records from your upload file. In the second step, TIDE scans the upload file, checking for errors and displaying corresponding messages. Table 17 describes those messages and associated icons. In the third step, TIDE uploads the information in the upload file to the database.

Table 17. 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:<br>• 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.<br>• 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:<br>• 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.<br>• 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 64. 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 18 describes the columns appearing in the error messages.

Table 18. 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. |
| 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 27).

Table 19 describes the columns in the upload history.

Table 19. 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:<br>**Error**—TIDE rejected the entire file before processing it.<br>**Started**—TIDE successfully received uploaded the file.<br>**In Process**—TIDE recorded an entry in the database that the file was received; the file is in queue awaiting processing.<br>**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.<br>**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.<br>**Rejected**—TIDE rejected the file due to too many validation errors.<br>**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. |
| 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 Setting Materials | 1/14/15 |
| New sections added or updates made to the following sections: Overview of the Test Information Distribution Engine, Selecting Records for an Action, Navigating Back to Retrieved Records, Creating Your PreID File, Use of Class Code to Distinguish Groups of Students, Printing PreID Labels, Placing Additional Orders, Tracking Shipments and Shipping Detail Forms, Printing Test Tickets Using an Existing Roster, Available Requests by Test Result Status, How TIDE Processes Large Files and removal of Text-to-Speech references. | 4/29/15 |