

Test Information Distribution Engine User Guide

2023-2024

Published March 4, 2024

Prepared by Cambium Assessment, Inc.



Table of Contents

Test Information Distribution Engine User Guide	i
Introduction to TIDE	1
Fundamental TIDE Tasks.....	3
How to add records one at a time	3
How to modify existing records one at a time.....	4
How to add or modify multiple records at once	5
How to Activate Your Account & Log in to & out of TIDE	8
How to activate your account.....	8
How to reactivate your account at the beginning of the school year.....	9
How to log in to TIDE.....	11
How to log out of TIDE	12
How to Access Secure Notifications in TIDE	13
How to distinguish notification types	13
How to interact with secure notifications	13
District-level Tasks in TIDE	14
District-level Tasks in TIDE Before Testing Begins.....	14
How District-level Users Set Up User Accounts in TIDE	14
How district-level users add new user accounts one at a time	14
How district-level users modify existing user accounts one a time	15
How district-level users add or modify multiple user accounts all at once	16
How District-level Users Register Students for Testing.....	16
How district-level users add new student accounts one at a time	16
How district-level users modify existing student accounts one at a time	18
How district-level users add or modify multiple student accounts all at once.....	19
How district-level users generate upload-ready student data files.....	19
How district-level users transfer students between schools	20
How district-level users specify student test indicators	20
How district-level users specify student accommodations.....	21
How district-level users upload student accommodations	21
How district-level users view a frequency distribution report.....	22
How district and school-level users print PreID labels.....	23
How district-level users reset Family Portal Access Codes	26
How district-level users view reports of students who have transferred into their organization.....	27

Test Information and Distribution Engine User Guide

How district-level users view reports of students who have transferred out of their organization.....	27
How District-level Users Manage Rosters.....	28
How district-level users add new rosters one at a time	29
How district-level users modify existing rosters one at a time	30
How district-level users add or modify multiple rosters all at once	32
How district-level users print Family Portal Access Codes from roster lists.....	32
How District-level Users Manage Orders for Paper Testing Materials.....	33
How district-level users place orders for additional paper testing materials during testing.....	33
How district-level users view order history reports	35
How district-level users view order summary reports	36
How district-level users review initial orders.....	36
District-level Tasks in TIDE During Testing.....	37
How District-level Users Print Test Tickets	37
How district-level users print test tickets from student lists.....	38
How district-level users print test tickets from roster lists	39
How District-level Users Manage Invalidations and Requests	39
How district-level users add new invalidations and requests one at a time	39
How district-level users modify existing invalidations and requests one at a time	41
How district-level users add or modify multiple invalidations and requests all at once.....	41
How district-level users approve, reject, and retract invalidations and requests.....	42
How District-level Users Monitor Test Progress.....	43
How district-level users view participation reports.....	43
How district-level users view report of students' current test status by FLEID	46
How district-level users manage session monitoring.....	46
How district-level users generate test session reports	47
How district-level users view session reports.....	47
How district-level users view the Test Status Report	49
District-level Tasks in TIDE After Testing Ends.....	49
How District-level Users Perform Data Cleanup	49
How district-level users resolve discrepancies.....	50
How district-level users resolve student-not-found discrepancies (Score Flag 4).....	50
How district-level users resolve non-eligible test discrepancies (Score Flag 5).....	55
How district-level users resolve duplicate test discrepancies (Score Flag 6).....	56
How District-level Users Track Return Shipments of Paper Testing Materials	57

Test Information and Distribution Engine User Guide

How district-level users view types of reports	58
How district-level users track materials	59
How district-level users use SMTR reports	59
How district-level users view reports of test completion rates	61
School-level Tasks in TIDE	62
School-level Tasks in TIDE Before Testing Begins	62
How School-level Users Set up User Accounts in TIDE	62
How school-level users add new user accounts one at a time	62
How school-level users modify existing user accounts one a time	63
How school-level users add or modify multiple user accounts all at once	64
How School-level Users Register Students for Testing	64
How school-level users add new student accounts one at a time	64
How school-level users modify existing student accounts one at a time	66
How school-level users upload student accommodations	67
How School-level Users Manage Rosters	67
How school-level users add new rosters one at a time	67
How school-level users modify existing rosters one at a time	69
How school-level users add or modify multiple rosters all at once	71
How school-level users print Family Portal Access Codes from roster lists	71
School-level Tasks in TIDE During Testing	71
How School-level Users Print Test Tickets	72
How school-level users print test tickets from student lists	72
How school-level users print test tickets from roster lists	73
How School-level Users Manage Invalidations and Requests	74
How school-level users add new invalidations and requests one at a time	74
How school-level users modify existing invalidations and requests one at a time	75
How school-level users add or modify multiple invalidations and requests all at once	75
How School-level Users Monitor Test Progress	76
How school-level users view participation reports	76
How school-level users view report of students' current test status by FLEID	79
How school-level users manage session monitoring	79
How school-level users generate test session reports	80
How school-level users view session reports	80
How school-level users view the Test Status Report	81
How Teachers and Test Administrators Perform Tasks in TIDE	83

Teacher and Test Administrator Tasks in TIDE Before Testing Begins.....	83
How Teachers and Test Administrators View User Accounts in TIDE.....	83
How Teachers and Test Administrators Manage Student Information	83
How Teachers and Test Administrators Manage Rosters	83
Appendix.....	84
A	84
Account Information.....	84
C	84
Changing Your Associated Test Administration, Institution, or Role.....	84
Columns in the Additional Orders Page.....	85
Columns in the Additional Student Information Upload File	86
Columns in the Secure Materials Tracking Report.....	87
Columns in the Session Monitoring Report Page.....	96
Columns in the Invalidations and Requests Upload File	97
Columns in the Order History Page	98
Columns in the Participation Report	99
Columns in the Roster Upload File	100
Columns in the Student Upload File	101
Columns in the Test Completion Rate Report.....	105
Columns in the Test Status Report.....	106
Columns in the User Upload File	107
D	108
Deleting Records from TIDE.....	108
E	108
Exporting Records in TIDE	108
F.....	109
Fields in the Add Student Panel.....	109
Fields in the View/Edit/Export Users Page.....	114
L.....	115
List of Invalidations and Requests by Test Status.....	115
List of Invalidations and Requests Statuses	116
List of Request Types.....	116
List of Test Opportunity Status Descriptions	117
P	118
Password Information.....	118

Printing Records in TIDE	118
S	119
Searching for Records in TIDE	119
Searching for Students or Users by ID.....	121
Secure File Center.....	121
Viewing Documents in the Secure File Center	122
Sending Files from the Secure File Center	123
Sending Family Portal Access Codes via Email.....	124
Generating Access Code Template	125
Emailing Student Access Codes.....	126
U	128
User Role Permissions	128
User Support.....	134
Change Log	135

Table of Figures

Figure 1. TIDE Dashboard	1
Figure 2. Hierarchy of User Roles	2
Figure 3. Add User Page.....	3
Figure 4. Add Student Page	3
Figure 5. Add Roster Page.....	4
Figure 6. View/Edit/Export Student Page	4
Figure 7. Search Results.....	5
Figure 8. View/Edit/Export Student Page with Search Results	5
Figure 9. Upload Users Page	6
Figure 10. Upload Users Preview Page	6
Figure 11. Upload Users Validation Page.....	7
Figure 12. Upload Users Confirmation Page	7
Figure 13. Reset Your Password Page	8
Figure 14. User Cards on Portal.....	9
Figure 15. TIDE Card.....	9
Figure 16. Login Page.....	10
Figure 17. Reset Your Password Page	10
Figure 18. Enter Code Page.....	11
Figure 19. Log Out	12

Figure 20. Example of One Notification Type on the Secure Notification Banner	13
Figure 21. Add User Page.....	14
Figure 22. Add User Page.....	15
Figure 23. Floating Vertical Go To Section Toolbar.....	16
Figure 24. Fields on the Add Student Page.....	17
Figure 25. Accommodations Panel.....	17
Figure 26. View/Edit/Export Student Page	18
Figure 27. Upload Students Page	19
Figure 28. Frequency Distribution Report Page.....	22
Figure 29. Frequency Distribution Reports by Grade and Gender	23
Figure 30. Administration Details Page	23
Figure 31. Sample PreID Label	24
Figure 32. Print from Student List Task	24
Figure 33. Print from Student List Page	25
Figure 34. Student Checkbox.....	25
Figure 35. Selected PreID Labels	26
Figure 36. Layout Model for PreID Labels	26
Figure 37. Access Code Field from a student record in View/Edit/Export Students	27
Figure 38. Add Roster – Select School for Roster Page.....	29
Figure 39. Add Roster Page.....	29
Figure 40. Roster Available Students - Add All.....	30
Figure 41. View Edit Rosters Page.....	31
Figure 42. View/Edit [Roster Name] - Find Students	31
Figure 43. Modifying a Roster: View/Edit Page	32
Figure 44. Additional Orders Page: Search for Orders Panel	33
Figure 45. List of Available Additional Orders.....	34
Figure 46. Search for Orders and Comments Panels	34
Figure 47. View Order History Page.....	35
Figure 48. View Order Summary Page.....	36
Figure 49. View Order Summary Page - Initial Order	36
Figure 50. Initial Order Report.....	37
Figure 51. Sample Test Ticket	37
Figure 52. Layout Model for Test Tickets	38
Figure 53. Create Requests Page.....	40
Figure 54. Retrieved Test Results.....	40

Figure 55. View/Export Requests Page.....	41
Figure 56. Retrieved Invalidations and Requests	41
Figure 57. Process Request Actions	42
Figure 58. Participation Reports.....	43
Figure 59. Participation Report.....	45
Figure 60. Search by FLEID Page.....	46
Figure 61. Session Monitoring Page	47
Figure 62. Session Report	48
Figure 63. Detailed Session Report.....	48
Figure 64. Multiple Tests in One Session	48
Figure 65. Report Criteria Panel.....	49
Figure 66. Test Status Report	49
Figure 67. Discrepancy Resolution Page	50
Figure 68. Discrepancy Resolution: Discrepancy List.....	51
Figure 69. Search for Students to Associate Panel	51
Figure 70. Search Results.....	51
Figure 71. Resolve Discrepancy Confirmation Pop-up Window.....	52
Figure 72. Search for Student to Add/Edit Page.....	52
Figure 73. Add/Edit Student Window.....	53
Figure 74. Search for Student to Add/Edit Page.....	53
Figure 75. Add/Edit Student's School Panel with New School Fields	54
Figure 76. Confirmation Message	54
Figure 77. Fields in the Demographics Window	55
Figure 78. Search for Student to Add/Edit Page.....	55
Figure 79. Resolve Discrepancy: Non-Eligible Test.....	56
Figure 80. Resolve Discrepancy: Duplicated Records Panel.....	57
Figure 81. Track Return Packages Page.....	58
Figure 82. Test Completion Rates Page: Report Criteria.....	61
Figure 83. Test Completion Rate Report.....	61
Figure 84. Add User Page.....	62
Figure 85. Add User Page.....	63
Figure 86. Floating Vertical Go To Section Toolbar	64
Figure 87. Fields on the Add Student Page.....	65
Figure 88. Accommodations Panel.....	65
Figure 89. View/Edit/Export Student Page	66

Figure 90. Add Roster – Select School for Roster Page.....	67
Figure 91. Add Roster Page.....	68
Figure 92. Roster Available Students - Add All.....	68
Figure 93. View Edit Rosters Page.....	69
Figure 94. View/Edit [Roster Name] - Find Students	70
Figure 95. Modifying a Roster: View/Edit Page	70
Figure 96. Sample Test Ticket	72
Figure 97. Layout Model for Test Tickets	73
Figure 98. Create Requests Page.....	74
Figure 99. Retrieved Test Results	74
Figure 100. View/Export Requests Page.....	75
Figure 101. Retrieved Invalidations and Requests	75
Figure 102. Participation Reports.....	76
Figure 103. Participation Report.....	78
Figure 104. Search by FLEID Page.....	79
Figure 105. Session Monitoring Page	80
Figure 106. Session Report.....	80
Figure 107. Detailed Session Report.....	81
Figure 108. Multiple Tests in One Session	81
Figure 109. Report Criteria Panel.....	82
Figure 110. Test Status Report	82
Figure 111. TIDE Banner	84
Figure 112. Fields in the My Account Information Page	84
Figure 113. Administration Details Window	85
Figure 114. Search Results.....	108
Figure 115. Sample Search Panel.....	119
Figure 116. Search Results Pop-up Window.....	120
Figure 117. Sample Search Results.....	121
Figure 118. Find Student/User Search Field	121
Figure 119. Secure File Center Window: View Documents Tab	122
Figure 120. New Custom Label.....	123
Figure 121. Secure File Center Window: Send Files Tab	124
Figure 122. Generate Access Code Template Page	125
Figure 123. Generate Access Code Template Search Results.....	126
Figure 124. Student Access Code Template	126

Figure 125. Email Student Access Code Page..... 127
Figure 126. Email Student Access Code Page – Step 3: Validate 127

Table of Tables

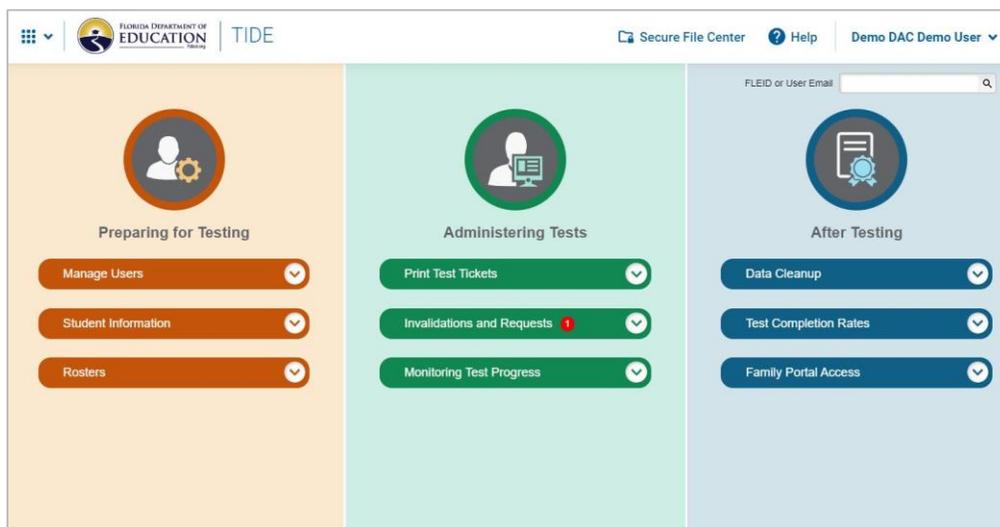
Table 1. Columns on Additional Orders.....85
Table 2. Columns in the Additional Student Information File86
Table 3. DRC Secure Material Tracking Report Fields87
Table 4. DRC Box Count Report Fields.....93
Table 5. Pearson Secure Material Tracking Report Fields94
Table 6. Pearson Box Count Report Fields96
Table 7. Columns in the Detailed Session Report Page96
Table 8. Columns in Invalidations and Requests Upload File97
Table 9. Columns in Order History Page98
Table 10. Columns in Participation Reports99
Table 11. Columns in the Roster Upload File 100
Table 12. Columns in Student Upload File 101
Table 13. Columns in Test Completion Rate Report 105
Table 14. Columns in the Test Status Report..... 106
Table 15. Columns in the User Upload File 107
Table 16. Fields in Add Student Panel 109
Table 17. Fields in the View/Edit/Export Users Page 114
Table 18. List of Invalidations and Requests by Test Status..... 115
Table 19. List of Invalidations and Requests Statuses 116
Table 20. List of Request Types..... 116
Table 21. List of Test Opportunity Status Descriptions 117
Table 22. User Role Permissions 129

Introduction to TIDE

This user guide provides instructions on how to use the Test Information Distribution Engine (TIDE).

At its core, TIDE is a registration system for users who will access Cambium Assessment, Inc. (CAI) systems and students who will take Florida Statewide Assessments. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE before they can test in the Test Delivery System (TDS). Rosters must be added in TIDE so the Florida Reporting System (FRS) can display scores at the classroom, school, district, and state level. During testing, TIDE users can print test tickets, manage invalidations and requests, and monitor test progress. After testing, TIDE users can clean up data and track return shipments of paper testing materials.

Figure 1. TIDE Dashboard



Depending on the user role, users in TIDE are able to perform the following tasks:

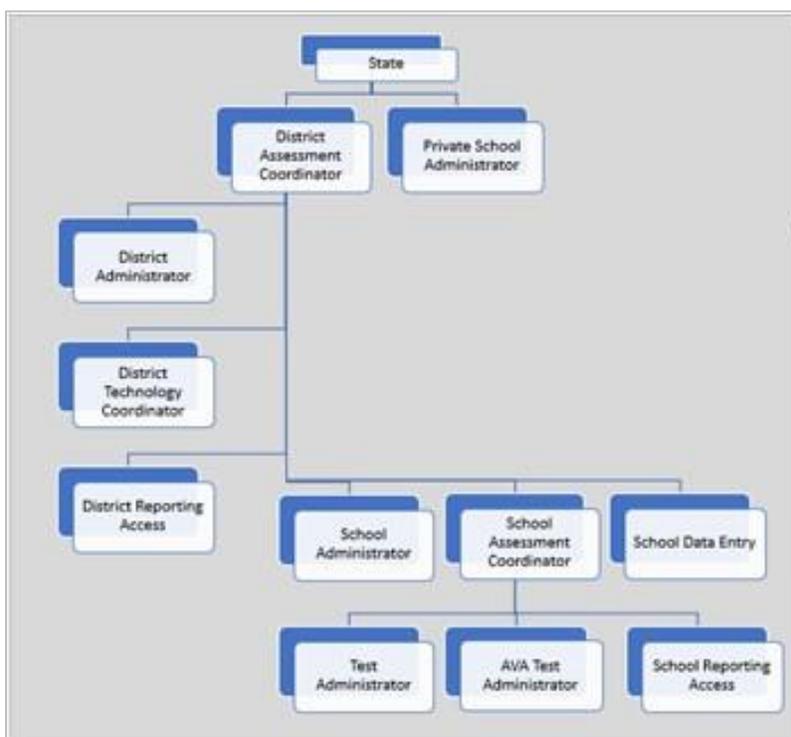
- Adding new **users** or modifying existing **user accounts** in TIDE so district and school personnel can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.
- Adding new **students** or modifying existing **student accounts** so students can take the correct tests with the correct test settings at the correct time. Students must be registered in TIDE to test in TDS.
- Adding new rosters or modifying existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to Florida Reporting System so that system can display scores at the classroom, school, district, and state levels.
- Setting up points of contact and shipping information for **paper testing materials**.
- Printing hard-copy **test tickets** that include a student's username so the student can log in to a test.
- Adding new invalidations and requests or modifying existing invalidations and requests if a test must be retaken or rescored.

Test Information and Distribution Engine User Guide

- Viewing your district's or school's progress in **starting and completing tests** and **participation rate**.
- Correcting student enrollment history and provide reasons why students did not take a test.

TIDE divides tasks by user role. As indicated in [Figure 2](#), the State Personnel role is at the top of the hierarchy, followed by District Assessment Coordinator (DAC) and Private School Administrator (PSA). Below the DAC are the District Administrator (DA) and District Technology Coordinator (DTC). Also below the DAC are the School Assessment Coordinator (SAC), School Administrator (SA), and School Data Entry (SDE). Below the School Assessment Coordinator is the Test Administrator (TA) and the AVA Test Administrator (AVA). PSAs can add SAs, SACs, TAs, and AVAs. PSAs can also place orders for their school. Generally, user roles higher in the hierarchy have access to sensitive or critical data and tasks within TIDE where appropriate.

Figure 2. Hierarchy of User Roles



For a complete list of the responsibilities and permissions of each user role, please see the [User Role Permissions](#) section in the Appendix.

The structure of this guide is based on user role. It includes the following sections:

- [How to Activate Your Account & Log in to & out of TIDE](#)
- [District-level Tasks in TIDE](#)
- [School-level Tasks in TIDE](#)
- [How Teachers and Test Administrators Perform Tasks in TIDE](#)

The [Appendix](#) at the end of the guide provides additional information and instructions related to performing tasks in TIDE.

Fundamental TIDE Tasks

Records for users, students, and rosters must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. Rosters not added to TIDE will not be available in Florida Reporting System and you will not be able to view your students' test results by class or by other meaningful groupings. The process for adding and modifying records in TIDE is user-friendly because the procedure is the same regardless of your user role or which type of record you want to add.

All TIDE users must be familiar with the following actions, as they are the same for Users, Students, Rosters, Test Windows, and Invalidations and Requests. Users can:

- **Add** new records one at a time.
- **View or modify** existing records one at a time.
- **Upload** multiple new records or modify multiple existing records in the same file.

How to add records one at a time

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to add a new record, and select **Add User**, **Student**, or **Roster**, depending on the selected task.
2. On the page that appears, fill out the information, verify its accuracy, and select **Save**.

Figure 3. Add User Page

Figure 4. Add Student Page

Figure 5. Add Roster Page

How to modify existing records one at a time

You can view and edit existing records one at a time or multiple existing records all at once through file export. If information in a record changes after you have added the record to TIDE, the record must be edited to match the most up to date information. You can also delete records from TIDE.

1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export Users, Students, or Rosters**, depending on the selected task. Fill out the form that appears and select **Search**.

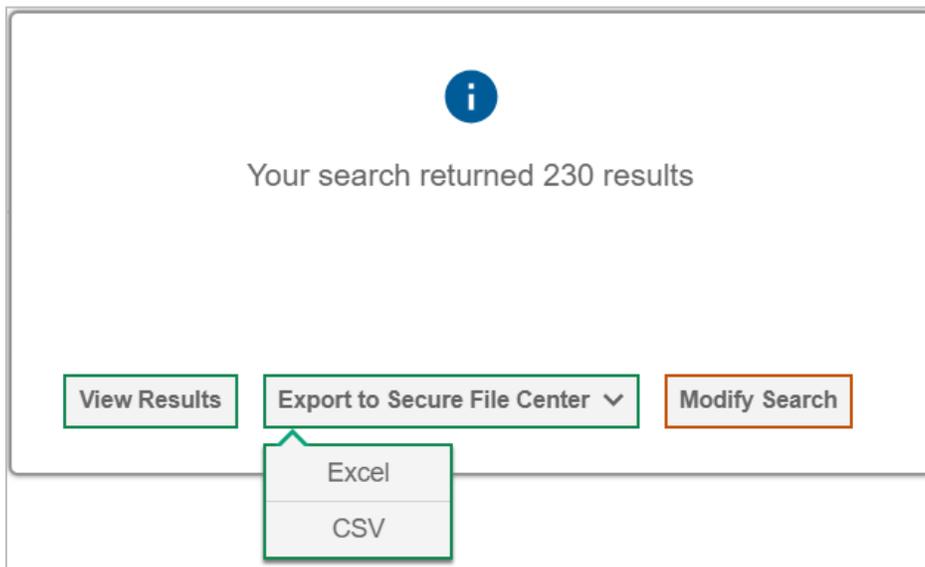
Note: In the *School* drop-down list, users can begin typing in the *Search* field to filter results. You can enter part of or your complete school name or school ID.

Figure 6. View/Edit/Export Student Page

2. A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select **View Results**. To export all search results to the Secure File Center from the pop-up window, select **Export to Secure File Center** and then select either **Excel** or **CSV**. The search results will be exported to your Secure File Center and you will return to the search form.

Please note the View Results button may be disabled if the search results contain records from all districts or all schools.

Figure 7. Search Results



3. If you select **View Results**, the search results will appear in a table. To edit individual records, select the edit button by the record you want. To delete individual records, mark the checkbox by that record and select . To export records, mark the checkbox by that record and select .

Figure 8. View/Edit/Export Student Page with Search Results

View/Edit/Export Students

 Use this page to search for students to view, edit, delete, or export. Users may also print On-Demand PreID Labels, Student Access Codes for the Family Portal, Student Settings and Tools, and Test Tickets from this page. Depending on your role, some tasks may not be available. [more info](#)

+ Search for Students

    Move To Another School  Download Student Access Codes

Number of students found: 14

Filter results

Edit	School Information		Student Information				Student Demographics				FAST Eligibility	Fall 2023 Eligibility	
	District	School	Last Name	First Name	Middle Initial	FLEID	Username	Enrolled Grade	Birth Date (MMDDYYYY)	Gender	Above Grade Testing	FAST Test Indicator	End-of-Course Test Indicator
<input type="checkbox"/>		99	99-9009	Test	Demo								
<input type="checkbox"/>		99	99-9009	Test	Demo	FL123456789014	2YLYE	03	01012001		FAST Mathematics:07 FAST ELA Reading:07		
<input type="checkbox"/>		99	99-9009	Test	Demo	FL123456789016	3WSSR	03	01012001	Male	FAST Mathematics:04 FAST ELA Reading:04		
<input type="checkbox"/>		99	99-9009	Test	Demo	FL123456789017	3WSSS	03	01012001	Male	FAST Mathematics:05 FAST ELA Reading:05		
<input type="checkbox"/>		99	99-9009	Test	Demo	FL123456789020	3Z0L7	30	01112005	Female			

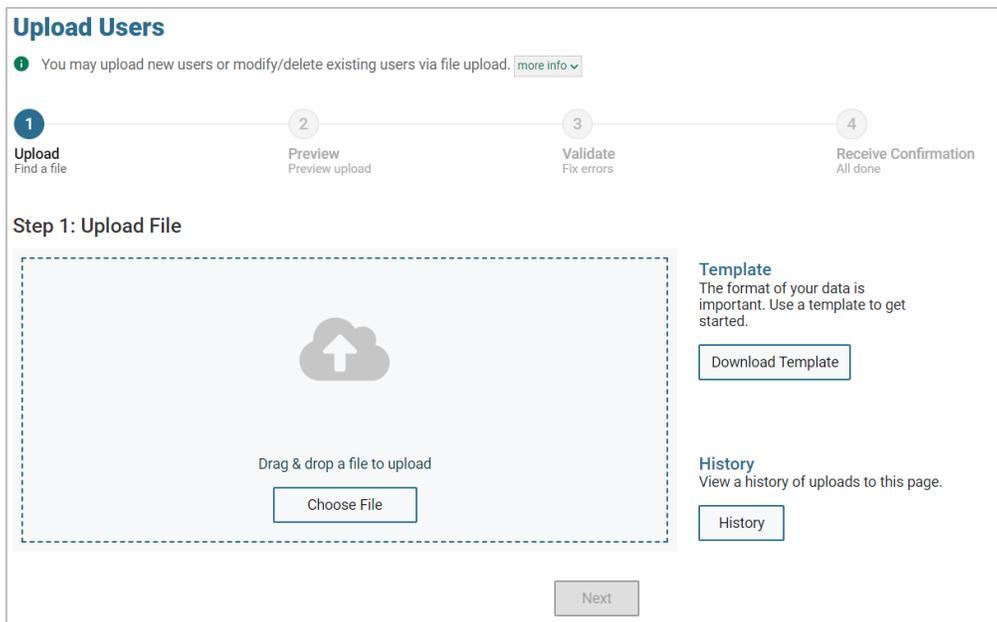
How to add or modify multiple records at once

Rather than adding or modifying records one at a time, you may want to add or modify multiple records all at once. File upload allows you to do this. Records not previously set up in TIDE will be added to TIDE through file upload. Records already set up in TIDE will be modified with the updated content from the upload. To upload records, you must be familiar with spreadsheet applications such as Excel and/or comma-separated value (CSV) files.

Test Information and Distribution Engine User Guide

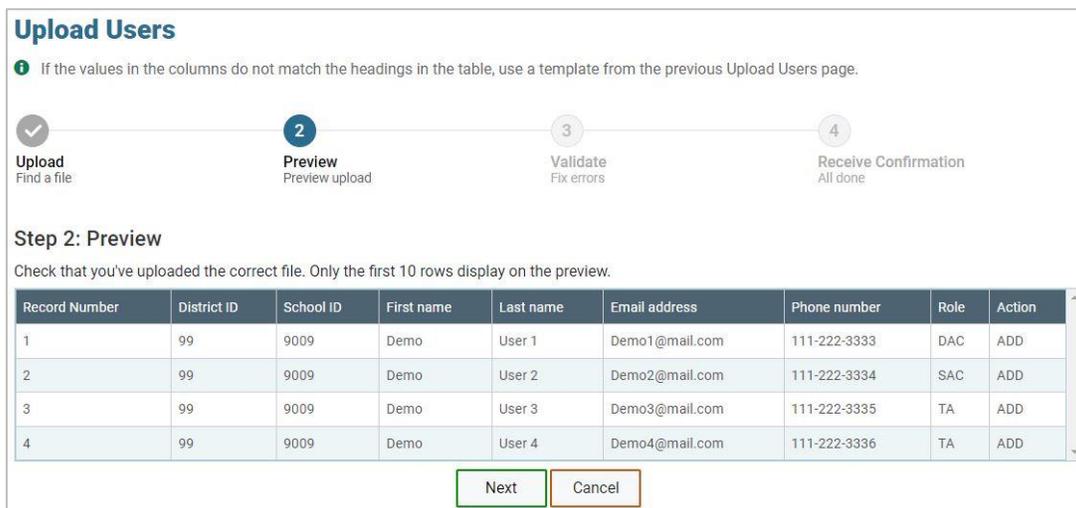
- Start at the dashboard that appears when you first log in to TIDE, select the task for which you would like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

Figure 9. Upload Users Page



- Once you have downloaded and filled out the template file, return to the upload screen, select **Choose File** or drag and drop the file, then upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 10. Upload Users Preview Page



- Once you have verified the information on the preview screen, select **Next** again. The validation screen appears.

Figure 11. Upload Users Validation Page

Upload Users

Review the validation results below. [more info](#)

1 Upload Find a file
 2 Preview Preview upload
 3 **Validate** Fix errors
 4 Receive Confirmation All done

Step 3: Validate

✔ 2 record(s) will be processed.
✘ 2 record(s) with errors cannot be processed. To include these records, review the tables below. Then edit and upload your revised file.
⚠ 1 record(s) with warnings will be processed. Consider editing these values after reviewing the tables below. If needed, edit and upload your revised file.

Summary

Shows an overview of issue types in your file with the number of times each issue occurs. Gives a solution for each type when possible.

Error / Warning Type	Count	Information
✘ Error: Email address is blank or contains invalid characters	1	Use an email address in the format: name@domain.edu. [ErrorCode700268]
✘ Error: SCHOOLNUMBER is invalid	1	Please enter a valid SCHOOLNUMBER. [ErrorCode_VALID_ENTITY_FOR_ROLE_60]
✘ Error: Not authorized. Select the Help link to review the online User Guide for further details	1	
⚠ Warning: A user with this email address already exists with one or more roles	1	If the indicated role is not currently assigned to this user, it will be added with the completion of this upload.

Details

Shows the Record Number and column of each issue in your file. Select the icons for information about each issue. Note: Record Numbers are one less than the row numbers for Excel files with column labels in the first row.

Record Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	99	9009	Demo	User 1	⚠ Demo1@mail.com	111-222-3333	DAC	ADD
2	99	9009	Demo	User 2	✘ Demo2@mail.com	111-222-3334	SAC	ADD
4	99	✘ 90-09	Demo	User 4	✘ Demo4@mail.com	111-222-3336	TA	ADD

- The validation screen shows errors (✘) or warnings (⚠) associated with your uploaded file. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The confirmation screen appears. To revise the file before uploading, select **Upload Revised File**. To upload a new file from the confirmation screen, select **Upload New File**.

Note: If a record contains an error, that record will not be included in the upload. If 20% of a file contains errors, that file will not be uploaded (for larger files, 500 errors will prevent the file from being uploaded). If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid. When a record is uploaded as invalid in TIDE, that record is uploaded as is displayed on the **Preview** page.

Optional: Click the error and warning icons in the validation results to view the reason a field is invalid.

Optional: If there are errors present in the file, you may click **Download Validation Report** in the lower-right corner to view a file listing the validation results for the upload file.

Figure 12. Upload Users Confirmation Page

Upload Users

1 Upload Find a file
 2 Preview Preview upload
 3 Validate Fix errors
 4 **Receive Confirmation** All done

✔ Your file has been uploaded.

✔ 4 record(s) were processed.

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

After your account has been created in TIDE, you will receive an activation email. This email contains a link that takes you to the **Reset Your Password** page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link will expire after 15 minutes. If you do not set up your password within 15 minutes, you need to request for a new link as described in the [Password Information](#) section in the appendix.

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

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

How to activate your account

1. Select the link in the activation email. The **Reset Your Password** page appears (see [Figure 13](#)).
2. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, !).
3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see [Figure 15](#)) in the portal page.

Figure 13. Reset Your Password Page

Reset Your Password

Please create a password in accordance with the New Password Requirements.

New Password

Confirm New Password

Submit

[Return to Login Page](#)

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

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

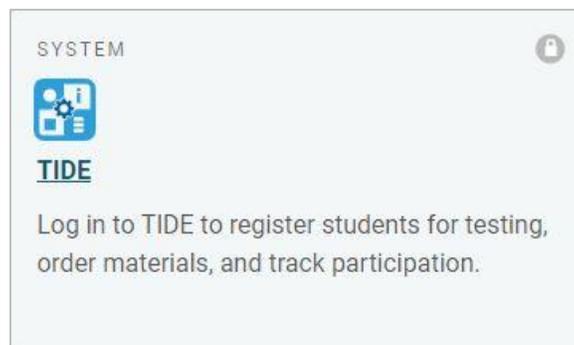
1. Navigate to the portal at <https://flfast.org/> and select the appropriate portal card.
2. Select the portal card most appropriate to your user role.

Figure 14. User Cards on Portal



3. Select the **TIDE** portal card (see [Figure 15](#)). The **Login** page appears (see [Figure 16](#)).

Figure 15. TIDE Card



4. Select **Request a new one for this school year**. The **Reset Your Password: Find Account** page appears (see [Figure 17](#)).

Figure 16. Login Page

5. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.
6. Select the link in the activation email. The **Reset Your Password** page appears (see [Figure 13](#)).
7. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, !).
8. Select **Submit**.

Figure 17. Reset Your Password Page

During the reactivation process, you will be taken to the **Enter Code** (see [Figure 18](#)) page and asked to provide the authentication code sent to your email.

- In the *Enter Emailed Code* field, enter the emailed code and select **Submit**.
- You must enter the code within fifteen minutes of the email being sent. If your code expires, you can request for a new code by selecting **Resend Code** on the **Enter Code** page.

Figure 18. Enter Code Page

How to log in to TIDE

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

1. Navigate to the portal at <https://flfast.org/> and select the appropriate portal card. Select your user role. (See [Figure 14.](#))
2. Select **TIDE** (see [Figure 15](#)). The **Login** page appears (see [Figure 16](#)).
3. On the **Login** page, enter the email address and password you use to access all CAI systems.
4. Select **Secure Login**.
 - a. If you have not logged in using this browser before, you have recently cleared your cache, or if 10 days have passed since the last time you authenticated your login, the **Enter Code** page appears (see [Figure 18](#)) and an email is sent to your address. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.
 - i. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.
 - ii. Select **Submit**.

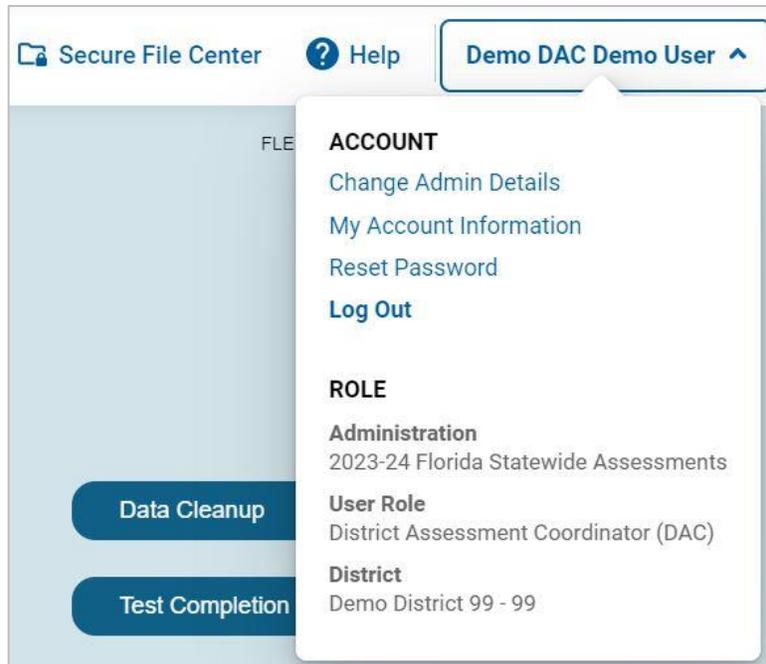
The **Dashboard** for your user role appears. Depending on your user role, TIDE may prompt you to select a role, state, district, or school to complete the login.

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

How to log out of TIDE

- In the TIDE banner (see [Figure 19](#)), select **Log Out** from the **Account** drop-down menu.

Figure 19. Log Out



Logging out of TIDE logs you out of most CAI systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.

How to Access Secure Notifications in TIDE

The Secure Notification Banner displays alerts, warnings, and informational messages from the Program Management Team at Cambium Assessment, Inc. (CAI). The banner displays at the top of every page in TIDE when active notifications are published (see [Figure 20](#)). Often, the messages will contain time-sensitive information, such as dates for TIDE system downtime or test window extensions due to inclement weather. These secure notifications can only be accessed after logging in to TIDE.

- **Note:** All user roles can view all secure notifications.

Figure 20. Example of One Notification Type on the Secure Notification Banner



How to distinguish notification types

Notifications are ranked based on importance, differentiated by an icon and the background color.

- **Info** notifications denote minimum severity. They are marked with and appear over blue backgrounds.
- **Warnings** denote medium severity. They are marked with and appear over yellow backgrounds.
- **Alerts** denote maximum severity. They are marked with and appear over red backgrounds.

How to interact with secure notifications

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

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

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

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

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

District-level Tasks in TIDE

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

District-level Tasks in TIDE Before Testing Begins

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

- Set up **user accounts** for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.
- Set up **rosters** so Florida Reporting System can display scores at the classroom, school, district, and state levels.
- Set up point of contact and shipping information for **paper testing materials**.

How District-level Users Set Up User Accounts in TIDE

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

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

You can add users to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the [How to add records one at a time](#) section in the Introduction.

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

Figure 21. Add User Page



2. In the *Email* field, enter the new user's email address and select **+Add user or add roles to user with this email**. Additional fields appear.
3. Enter the new user's first and last names in the required fields and other details in the optional fields.

Figure 22. Add User Page

4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a state, district, and school, if applicable.
5. *Optional:* To add multiple roles, select **+Add More Roles** and repeat step 4.
6. *Optional:* To delete a role, select  next to that role.
7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com.

How district-level users modify existing user accounts one at a time

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file export. If a user's information changes after you have added the user to TIDE, you must edit the user account to match the most up to date information. If the user's account does not include the most up to date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the **Manage Users** task menu, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.
2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the [How to modify existing records one at a time](#) section in the Introduction.
3. In the list of retrieved user accounts, select  for the user whose account you want to view or edit.
4. If your role allows it, modify the user's details as required, using the [Fields in the View/Edit/Export Users Page](#) table in the appendix as a reference.
5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.
6. *Optional:* To delete a role, select  next to that role. You can also delete the user's entire account from the search results table.
7. Select **Save**.

Test Information and Distribution Engine User Guide

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

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

You can also add or modify multiple user accounts all at once through file upload as shown in the [How to add or modify multiple records at once](#) section in the Introduction.

1. From the **Users** task menu, select **Upload Users**. The **Upload Users** page appears.
2. Following the instructions in the [How to add or modify multiple records at once](#) section in the Introduction and using the [Columns in the User Upload File](#) table in the appendix as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

How District-level Users Register Students for Testing

Students must be registered in TIDE to be eligible to test in TDS.

How district-level users add new student accounts one at a time

You can add students to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the [How to add records one at a time](#) section in the Introduction.

When you 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 to their school.

This page is divided into multiple panels: Student Demographics, Race and Ethnicity, Above Grade Testing, Parent/Guardian Video Consent for Remote Testing, FAST Test Eligibility, Fall Test Eligibility, Winter Test Eligibility, Spring Test Eligibility, Summer Test Eligibility, and Accommodations. You can click the collapse icon [] in the upper-left corner of a panel to collapse it or click the expand icon [] in a collapsed panel to expand it.

A floating *Go to section* toolbar appears on the left side of the page. This toolbar includes a numbered button for each panel on the page. You can hover over a button to display the label of the associated panel and click the button to jump to that panel (see [Figure 23](#)).

Figure 23. Floating Vertical Go To Section Toolbar



Test Information and Distribution Engine User Guide

1. From the **Student Information** task menu on the TIDE dashboard, select **Add Student**. The **Add Student** form appears (see [Figure 24](#)).
2. In the *Student Demographics* panel, enter the student’s demographic information, using the [Fields in the Add Student](#) Panel table in the appendix as a reference.

Figure 24. Fields on the Add Student Page

The screenshot shows the 'Add Student' form with the 'Student Demographics' panel active. At the top, there is a 'Save' button and a 'Cancel' button. Below the panel header, the form contains the following fields:

- *District: -- Select -- (dropdown)
- *School: -- Select -- (dropdown)
- *Last Name: (text input)
- *First Name: (text input)
- Middle Initial: (text input)
- *FLEID: (text input)
- *Enrolled Grade: - Select - (dropdown)
- *Birth Date (MMDDYYYY): (text input with calendar icon)
- *Gender: Male Female
- *Section 504: Yes No
- *English Language Learner (ELL): Yes No
- *Primary Exceptionality: - Select - (dropdown)
- Alternate Passing Score for ELA: - Select - (dropdown)
- *Testing Accommodations Listed on IEP or 504 Plan: Yes No
- District Use: (text input)

3. In the *Race and Ethnicity* panel, select appropriate indicators.
4. In the *Above Grade Testing* panel, indicate a subject student is testing above grade.
5. In the *Parent/Guardian Video Consent for Remote Testing* panel, indicate if student can test remotely.
6. In the *FAST Test Eligibility* panel, indicate if student is eligible for FAST testing.
7. In the *Fall Test Eligibility* panel, indicate is student is eligible for EOC, FAST Retake, or FSA Retake testing.
8. In the *Winter Test Eligibility* panel, indicate is student is eligible for EOC, FAST Retake, or FCLE testing.
9. In the *Spring Test Eligibility* panel, indicate is student is eligible for EOC, FAST Retake, FSA Retake, FCLE, B.E.S.T. Writing, or Science testing.
10. In the *Summer Test Eligibility* panel, indicate is student is eligible for EOC or FAST Retake testing.
11. In the *Accommodations* panel (see [Figure 25](#)), select the student’s settings for testing, using the [Fields in the Add Student Panel](#) table in the appendix as a reference.

Figure 25. Accommodations Panel

The screenshot shows the 'Accommodations' panel with the following dropdown menus:

- Text-to-Speech: - Select -
- Masking: - Select -
- Speech-to-Text: - Select -
- Text-to-Speech on Writing Response: - Select -
- Passage Booklet: - Select -
- American Sign Language: - Select -
- Closed Captioning: - Select -

Test Information and Distribution Engine User Guide

12. Select **Save**.

If TIDE reports that another student already has the FLEID, contact the Florida Help Desk.

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

You can view and edit detailed information about a student’s record.

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the individual student account you want to view, edit, export, or delete by following the procedure in the [How to modify existing records one at a time](#) section in the Introduction.
3. In the list of retrieved students, select  for the student whose account you want to view. The **View/Edit Student: [Student's Name]** form appears.

Figure 26. View/Edit/Export Student Page

4. From the *Rosters* panel, view rosters to which the student is currently active, if available. If the student is not currently in a roster, users will see “This student is not included on any rosters.” text on the panel.
5. From the *Student Participation* panel, view the student’s test participation report, if available. If a student has not tested, users will see “This student has not tested.” text on the panel.
6. If your user role allows it, modify the student’s record as required.
 - In the *Student Demographics* panel, modify the student’s demographic information, using the [Fields in the Add Student](#) Panel table in the appendix as a reference.
 - In the *Accommodations* panel, modify the student’s test settings, using the [Fields in the Add Student Panel](#) table in the appendix as a reference.
7. Select **Save**.

Test Information and Distribution Engine User Guide

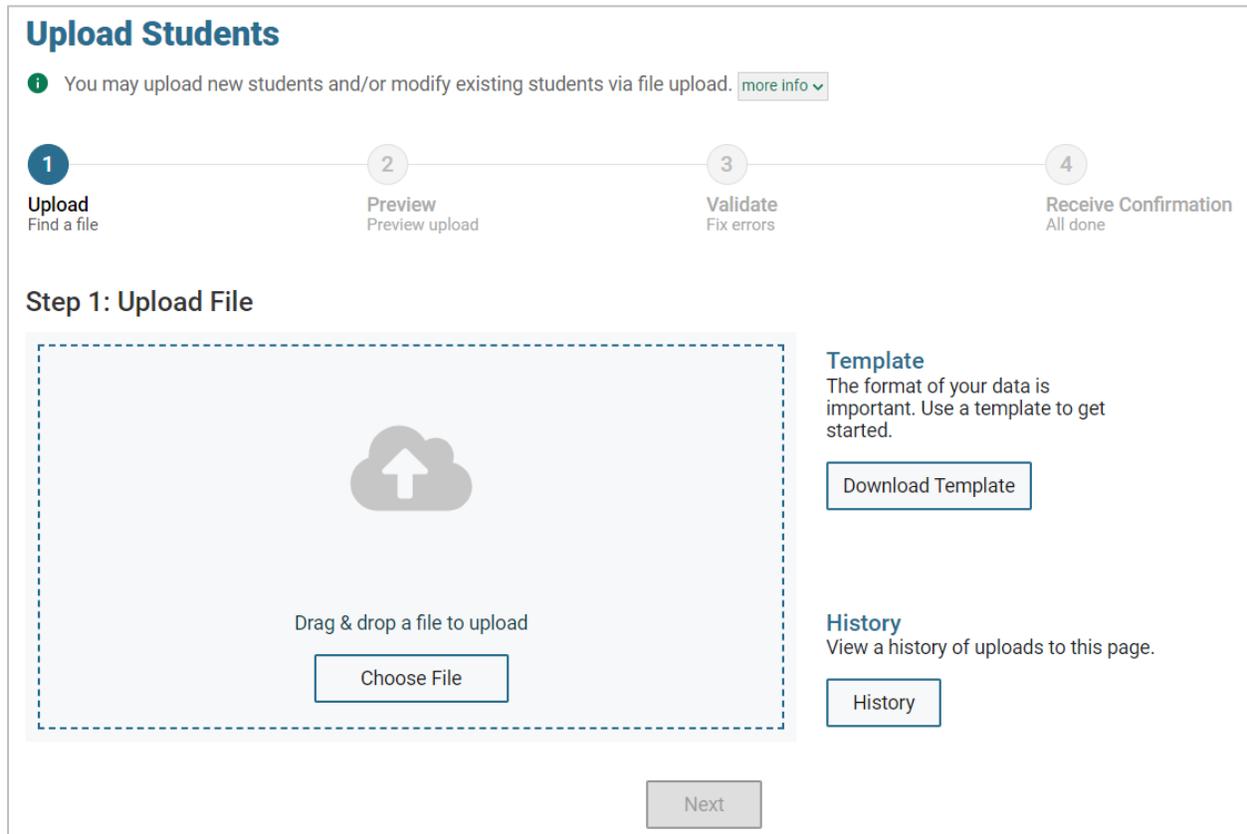
8. In the affirmation dialog box, select **Continue** to return to the list of student records.

How district-level users add or modify multiple student accounts all at once

If you have many students to add, edit, or delete all at once, you can do so through file upload as shown in the [How to add or modify multiple records at once](#) section in the Introduction.

1. From the **Student Information** task menu on the TIDE dashboard, select **Upload Students**. The **Upload Students** page appears.

Figure 27. Upload Students Page



2. Following the instructions in the [How to add or modify multiple records at once](#) section in the Introduction and using the [Columns in the Student Upload File](#) table in the appendix as a reference, fill out the Student template and upload it to TIDE.

How district-level users generate upload-ready student data files

TIDE can generate student data files in upload-ready format. This allows you to download the file, edit student data as necessary, and upload the file back to TIDE to update student data in the system.

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the student(s) you want to include in the data file by following the procedure in the section [How to modify existing records one at a time](#) section in the Introduction.

Test Information and Distribution Engine User Guide

3. Select  and then do one of the following:
 - To export the students you selected, if applicable, select **Export Selected to Excel** or **Export Selected to CSV**.
 - To export all students in the results grid, select **Export All to Excel** or **Export All to CSV**.

TIDE generates the upload-ready student data file and exports it to your device. You can edit student data as necessary, save your changes, and upload the file back to TIDE to update student data in the system by following instructions in the section [How to add or modify multiple records at once](#).

How district-level users transfer students between schools

If you are associated with multiple schools, you can also move students from one school to another on the **View/Edit/Export Students** page.

1. Retrieve the student account you want to view or edit by following the procedure in the [How district-level users modify existing student accounts one at a time](#) section.
2. In the list of retrieved records, 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 students listed on the page.

When moving students, you can only move students who are listed on the page that you are viewing.

3. Do one of the following:
 - Select **Move to Another School** above the search results.
 - Select  in the floating Actions toolbar.
4. A section appears for moving the students. From the *District* drop-down list (if available), select the district to which you want to move the student.
5. From the *School* drop-down list, select the school to which you want to move the student.
6. Select **Yes**. After TIDE moves the student, an affirmation message appears.
7. Select **Continue** to return to the student listing.

How district-level users specify student test indicators

A student's test indicators determine a student's eligibility to test online or on paper. This section explains how to edit student test indicators via the **View/Edit Student: [Student's Name]** page or a file upload. For a complete list of test indicators, please refer to the Test Indicator rows in the [Columns in the Student Upload File](#) table in the appendix.

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.

Test Information and Distribution Engine User Guide

2. Retrieve the student accounts whose test indicators you want to view or edit by following the procedure in the [How district-level users modify existing student accounts one at a time](#) section.
3. In the list of retrieved students, select  for the student whose test indicators you want to edit. The **View/Edit Student: [Student's Name]** page appears.
4. Navigate to one of the *Test Eligibility* panels and modify the applicable test indicators.
5. Select **Save**.
6. In the affirmation dialog box, select **Continue** to return to the list of student records.

How district-level users specify student accommodations

A student's test settings include the available accommodations, such as text-to-speech or masking. This section explains how to edit student accommodations via the **View/Edit Student: [Student's Name]** page or a file upload.

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the student accounts whose accommodations you want to view or edit by following the procedure in the [How district-level users modify existing student accounts one at a time](#) section.
3. In the list of retrieved students, select  for the student whose accommodations you want to edit. The **View/Edit Student: [Student's Name]** page appears.
4. Navigate to the *Accommodations* panel and modify the applicable accommodations.
5. Select **Save**.
6. In the affirmation dialog box, select **Continue** to return to the list of student records.

How district-level users upload student accommodations

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

1. From the **Student Information** task menu on the TIDE dashboard, select **Upload Additional Student Information**. The **Upload Additional Student Information** page appears.
2. Following the instructions in the [How to add or modify multiple records at once](#) section in the Introduction and using the [Columns in the Additional Student Information Upload File](#) table in the appendix as a reference, fill out the Additional Student Information template and upload it to TIDE.

How district-level users view a frequency distribution report

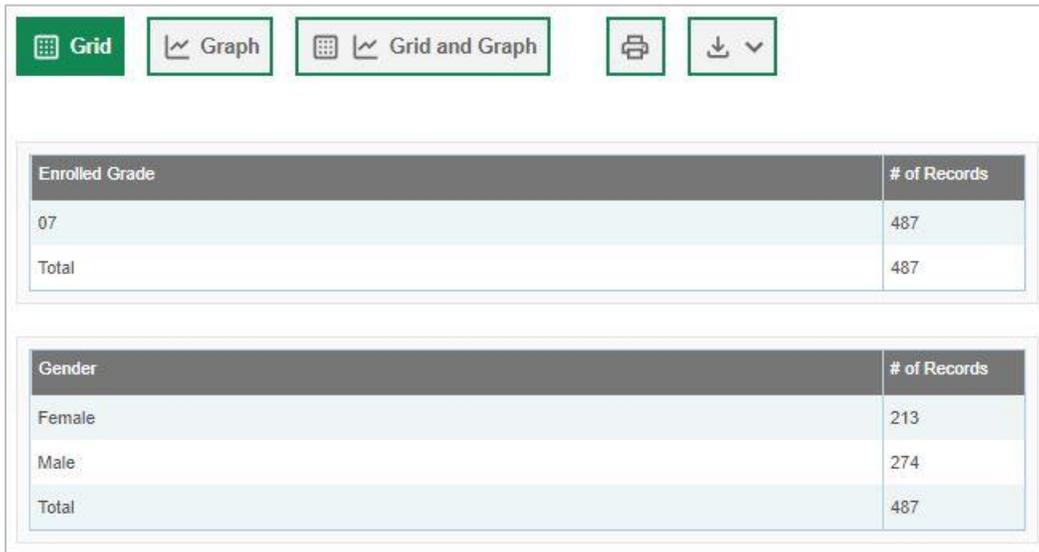
A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. You can generate FDRs for the students in your district or school by a variety of demographics and accommodations.

1. From the **Student Information** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The **Frequency Distribution Report** page appears (see [Figure 28](#)).

Figure 28. Frequency Distribution Report Page

2. In the *Filters for Report* panel, select the report filters:
 - a. From the **District** drop-down list (if available), select a district. To view a report for all districts, select **All Districts**.
 - b. From the **School** drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.
 - c. *Optional:* Select a specific grade or retain the default for all grades.
3. *Optional:* In the *Select Demographics* panel, mark checkboxes to filter the report for additional demographics, accommodations, and other student settings.
4. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see [Figure 29](#)).
5. Do one of the following:
 - To display the FDRs in tabular format, select **Grid**.
 - To display the FDRs in graphical format, select **Graph**.
 - To display the FDRs in both tabular and graphical format, select **Grid & Graph**.
 - To download a PDF file of the FDRs, click the print icon [, and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.
 - To export to Excel, click the export icon [].

Figure 29. Frequency Distribution Reports by Grade and Gender

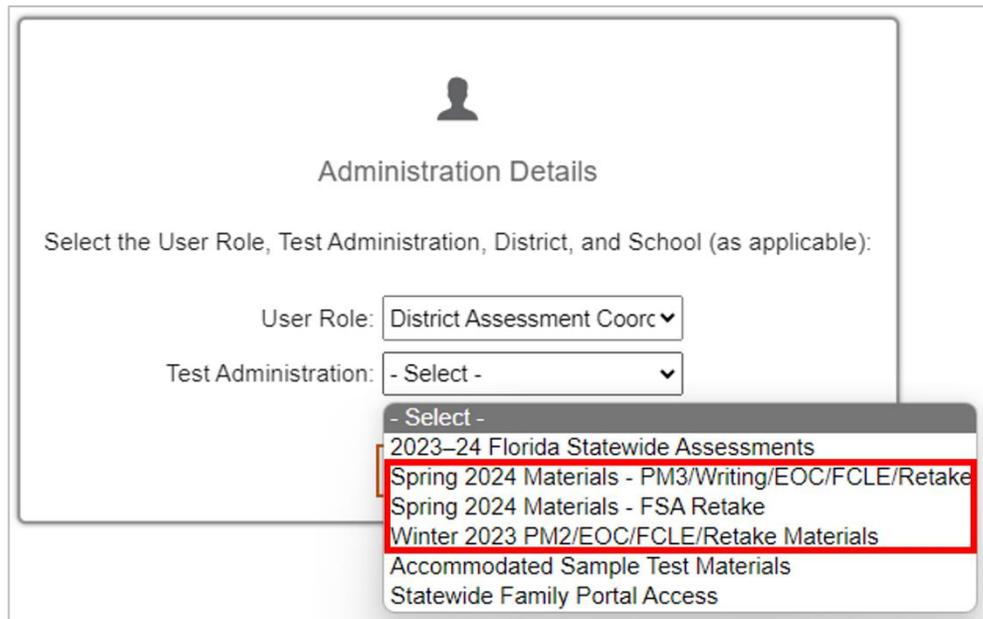


How district and school-level users print PreID labels

A PreID label (see [Figure 31](#)) is a label that you affix to a student’s testing materials, such as a test and response book.

Note: The **Print PreID Labels** task menu will only be available in separate administrations for Fall, Winter, Spring, and Summer (see [Figure 30](#)). Users cannot edit student information within the orders administration and can only view the student demographics panel.

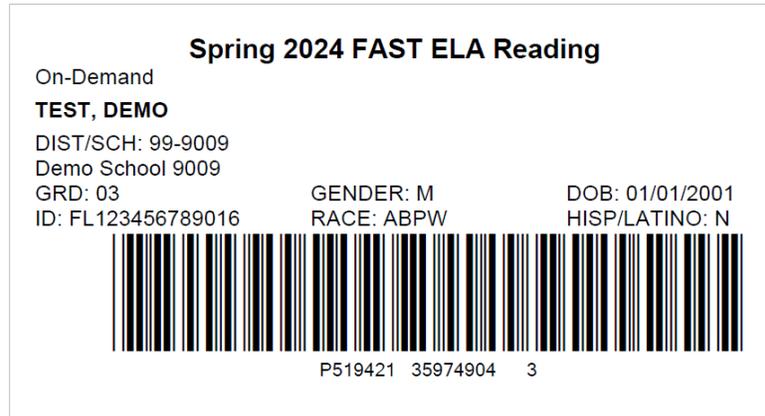
Figure 30. Administration Details Page



Test Information and Distribution Engine User Guide

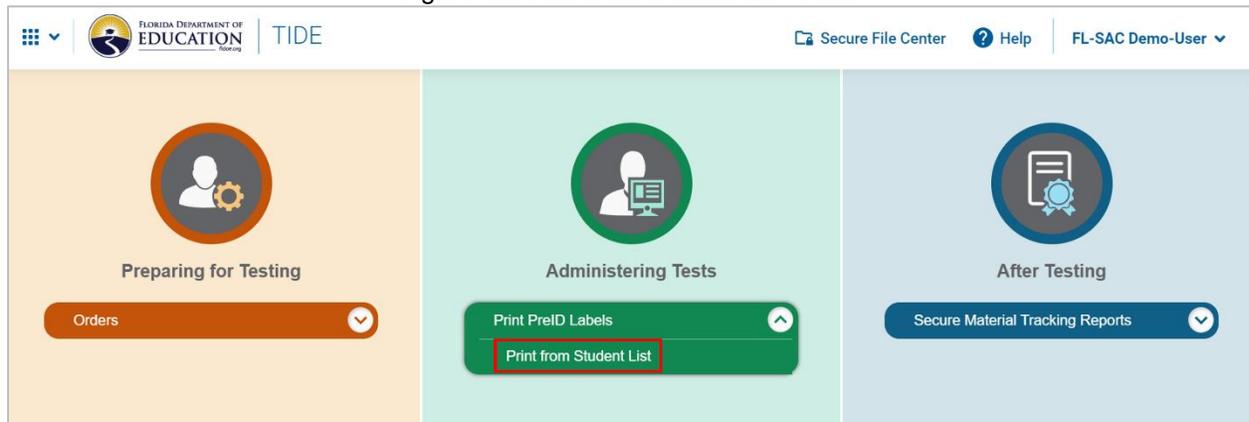
Districts and schools can print labels for students not included in the original PreID upload for a given administration, such as students who transferred to a school after the PreID upload. This task requires the 5" x 2" label stock provided in your test materials shipment. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

Figure 31. Sample PreID Label



1. From the **Print PreID Labels** task menu on the TIDE dashboard, select **Print from Student List** (see [Figure 32](#)). The **Print from Student List** page appears.

Figure 32. Print from Student List Task



2. Retrieve the students for whom you want to print PreID labels by filling out the search criteria and selecting **Search** (see [Figure 33](#)).

Test Information and Distribution Engine User Guide

Figure 33. Print from Student List Page

Print from Student List

i Use this page to search for students to view, edit, delete, or export. Users may also print Test Tickets, Student Access Codes for the Family Portal, and Student Settings and Tools from this page. Depending on your role, some tasks may not be available. **Note:** To print On-Demand PreID Labels switch to the applicable materials TIDE administration. [more info](#)

Search for Students

*District: -- Select -- FLEID:

*School: None selected Enrolled Grade: None selected

Last Name: Birth Date (MMDDYYYY):

First Name:

Advanced Search

Search Fields: -- Select -- **Additional Criteria Chosen:**

3. *Optional:* Select the column headings to sort the retrieved students in the order you want the labels printed.
4. Specify the students for whom labels need to be printed (see [Figure 34](#)):
 - To print labels for specific students, mark the checkboxes for the students you want to print.
 - To print labels for all students listed on the page, mark the checkbox at the top of the table.

Figure 34. Student Checkbox

Number of students found: 94

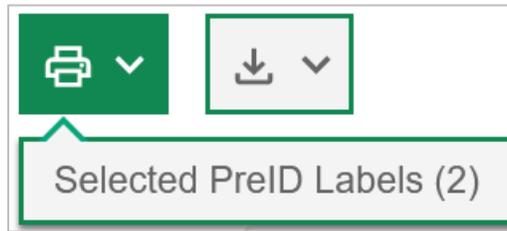
Filter results

1-50 of 94 records | Page: << 1 of 2 >>

Information	Student Information				Student Demographics							Accommodations				
	District	School	Last Name	First Name	Middle Initial	FLEID	Username	Enrolled Grade	Birth Date (MMDDYYYY)	Gender	Section 504	English Language Learner (ELL)	Primary Exceptionality	Test Mode	Text-to-Speech	Masking
<input checked="" type="checkbox"/>		99-9009	Test 1	Demo		DM102293445512	4B9O0	03	01012003	Female	No	No	N - N/A	Winter Biology Online Fall Civics Online FAL-ADM-MA Online FAL-ADM-ELA Online		
<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	99	99-9009	Test 2	Demo	DM102293445540	4B9OQ	03	01012003	Female	No	No	N - N/A	Winter U.S. History Paper Winter Civics Paper Winter Biology Paper Fall U.S. History Paper Fall Civics Paper Fall Biology Paper FAL-ADM-MA Paper FAL-ADM-ELA Paper		<input type="button" value="Print"/>
<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	99	99-9009	Test 3	Demo	DM102293445551	4B9OY	03	01012003	Male	No	No	N - N/A	Winter U.S. History Online Winter Geometry Online Winter Civics Online Winter Biology Online Winter Algebra 1 Online Fall U.S. History Online Fall Geometry Online Fall Civics Online Fall Biology Online Fall Algebra 1 Online FAL-ADM-ALG1RET Online FAL-ADM-ELA Online		

5. Click the print icon [], and then select **Selected PreID Labels** (see [Figure 35](#)).

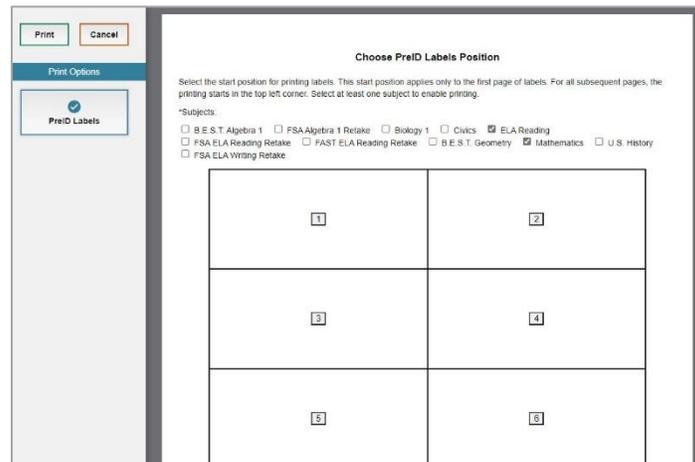
Figure 35. Selected PreID Labels



6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see [Figure 36](#)).
7. Select the start position you require.

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

Figure 36. Layout Model for PreID Labels



8. Select **Print**. Your browser downloads the generated PDF.
9. You will print your labels directly from this PDF on the blank labels provided by the vendor.
 - a. Confirm that label sheets are loaded correctly.
 - b. Print using the highest quality settings available on your printer to ensure proper scanning.
 - c. Make sure that the *Print to Fit* option is unchecked to prevent barcodes from being cut off.

How district-level users reset Family Portal Access Codes

Access codes for the Family Portal will be provided in TIDE. TIDE users will be able reset these codes if necessary.

Note: To reset access codes for K–2 students, users must select the Statewide Family Portal Access administration (see [Figure 30](#)).

Test Information and Distribution Engine User Guide

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the individual student account for whom you want to reset the Family Portal Access Code by following the procedure in the [How to modify existing records one at a time](#) section in the Introduction.
3. In the list of retrieved students, select  for the student whose account you want to view. The **View/Edit Student: [Student's Name]** form appears.
4. Next to the *Access Code* field, select **Reset**. A new code appears in the field. After resetting the code, click **Copy** to paste the code to a program outside of TIDE.

Figure 37. Access Code Field from a student record in View/Edit/Export Students



Note: The **Copy** button is only available in the 2023–24 Florida Statewide Assessments administration (see [Figure 30](#)).

How district-level users view reports of students who have transferred into their organization

District-level users can view reports of students who have transferred into their organization by following the steps below.

1. From the **Student Information** task menu on the TIDE dashboard, select **Student Transfer In Report**. The **Student Transfer In Report** page appears.
2. Enter search criteria.
3. Select **Search**.

The report appears, displaying students matching the search criteria.

How district-level users view reports of students who have transferred out of their organization

District-level users can view reports of students who have transferred out of their organization by following the steps below.

1. From the **Student Information** task menu on the TIDE dashboard, select **Student Transfer Out Report**. The **Student Transfer Out Report** page appears.
2. Enter search criteria.
3. Select **Search**.

The report appears, displaying students matching the search criteria.

How District-level Users Manage Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades.

The rosters you create in TIDE are available in the Florida Reporting System. The Florida Reporting System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test. Rosters for this purpose should be assigned to a School Assessment Coordinator rather than a teacher to prevent access to student scores that are not associated with the Test Administrator.

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

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data in the Florida Reporting System. Up to 500 active students can be included in one roster.
- If rosters need to be created for other purposes, applicable students can be added to a separate roster that is assigned to the School Assessment Coordinator (SAC) with the appropriate naming convention that includes the Test Administrator (TA). This will help avoid teachers accessing student data for students they may have tested but do not have in their regular class.
- Rosters should be updated weekly to maintain roster accuracy with new enrollments/withdrawals/class movement to ensure teachers are accessing accurate data for their current students.
- If a student moves to another district/school, the student will automatically become inactive in any rosters associated with the former district/school. Users do not need to take action to delete this student.
 - Teachers will have access to scores for tests taken with them for inactive students in their roster by changing the time period in the Florida Reporting System.
- If a student moves to another class within the same school, no automatic action is taken to remove the student from previous rosters. The student will need to be deleted manually from the former teacher's roster if that teacher should not have any access to scores. When the student is manually deleted, the former teacher will no longer have access to any scores for that student in FRS.
- Use roster uploads to add and/or delete students. As students withdraw from a school or transfer from one class to another, students can be deleted via upload from the previous associated rosters.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and/or period as applicable. For example, an elementary school roster may be named 'Gr3Jones23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A23-24'.

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

Test Information and Distribution Engine User Guide

How district-level users add new rosters one at a time

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The **Add Roster** page appears (see [Figure 38](#)).

Figure 38. Add Roster – Select School for Roster Page

Add Roster

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

Select School for Roster

*District: -- Select --

*School: -- Select --

Select

2. In the *Select School for Roster* panel, search for a school by selecting District and School as applicable, then click **Select** and a new **Add Roster** page appears (see [Figure 39](#)).
- **Note:** If your user account is associated with more than one school under the *School Details* section, you can select **Change School** if the wrong school was selected.

Figure 39. Add Roster Page

Add Roster

School Details
You are adding the roster to the School listed below. To add a roster to a different School, click **Change School**.

District: Demo District 99 - 99
School: Demo School 9009 - 99-9009

Find and Select Students

Search for students to add to your roster by using **Student Search** to find specific students or groups, or use **Quick Roster** to quickly build a complete roster. Select a **Test Administration** to ensure that only students eligible for the administration appear on the roster.

A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Student Search Quick Roster

Set at least one search field to create a quick roster.

Enrolled Grade: None selected

Test Administration: None selected

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

Create Quick Roster

Roster Details

*Roster Name:

*Teacher Name: -- Select --

Selected Students (0)

Show more information Filter students

X REMOVE ALL	STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME
Use Student Search or Quick Roster to add students.				

Save Cancel

3. Under *Roster Details*, add a roster name and select a teacher.
4. Under *Find and Select Students*, do one of the following:

Test Information and Distribution Engine User Guide

- Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting next to individual students from the top of the grid. Selecting **Save** creates your roster. If you select **Remove All**, you can search for a new group of students.
- Use the **Student Search** tab for a more traditional search function, including the option to find specific students by FLEID or name. After you return results, select to add individuals or select **Add All** from the top of the grid (see [Figure 40](#)).

Figure 40. Roster Available Students - Add All

Available Students (8)				
Show more information <input type="button" value="v"/>		Filter students <input type="text"/>		
STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME	ADD ALL <input type="checkbox"/>
Test, Demo	03	FL123456789016	3WSSR	<input type="checkbox"/>
Test, Demo	03	FL123456789027	4B9TF	<input type="checkbox"/>
Test, Demo	03	FL123456789030	4BABJ	<input type="checkbox"/>
Test, Demo	08	FL123456789025	4B9NL	<input type="checkbox"/>
Test, Demo	10	FL123456789021	3ZBPS	<input type="checkbox"/>
Test, Demo	30	FL123456789024	4B9NK	<input type="checkbox"/>

Note: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to select additional criteria as available.

5. *Optional:* After results appear under *Selected Students*, you can change the information that displays about students.
 - a. **Show more information** drop-down: Select or clear additional columns.

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

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

How district-level users modify existing rosters one at a time

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

Test Information and Distribution Engine User Guide

- You can modify existing rosters by performing the following steps:
- From the **Rosters** task menu on the TIDE dashboard, select **View/Edit Rosters**. The **View/Edit Rosters** page appears (see [Figure 41](#)).

Figure 41. View Edit Rosters Page

- Retrieve the roster record you want to view or edit by following the procedure in the [How to modify existing records one at a time](#) section in the Introduction.
- In the list of retrieved rosters, select  for the roster whose details you want to view. The **View/Edit [Roster Name]** page appears. This page is similar to the page used to add rosters (see [Figure 39](#)).
- To review students who are currently on the roster, scroll down to the *Selected Students* panel. The list displays students who are currently associated with the roster.
- Select **Find Students** (see [Figure 42](#)) to search for students by filling out the search criteria either for individual students or for groups in step 4 of [How district-level users add new rosters one at a time](#).

Figure 42. View/Edit [Roster Name] - Find Students

REMOVE ALL	STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME
X	Test, Demo	08	FL123456789025	4B9NL
X	Test2324, PMUAT	08	DM102293445507	4B9NW
X	Test2324, PMUAT	08	DM102293445517	4B9O5
X	Test2324, PMUAT	08	DM102293445527	4B9OE
X	Test2324, PMUAT	08	DM102293445537	4B9ON
X	Test2324, PMUAT	08	DM102293445545	4B9OV
X	Test2324, PMUAT	08	DM102293445556	4B9P3

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

Test Information and Distribution Engine User Guide

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

7. *Optional:* In **Roster Details**, edit the *Roster Name* and/or *Teacher Name*.

Note: Editing the Roster Name and/or Teacher Name only modifies the existing roster. This does not create a duplicate roster.

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

Figure 43. Modifying a Roster: View/Edit Page

View/Edit Demo Roster 1

Add Students
To add students to this roster, click **Find Students**.
A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Find Students

Roster Details
You can change the name and teacher associated with this roster.
*Roster Name: Demo Roster 1
*Teacher Name: 1Demo, 1TA

Selected Students (26)

Show more information

<input type="checkbox"/> REMOVE ALL	STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME
<input type="checkbox"/>	Test, Demo	08	FL123456789025	4B9NL
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445507	4B9NW
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445517	4B9O5
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445527	4B9OE
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445537	4B9ON
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445545	4B9OV
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445556	4B9P3

Save **Cancel**

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

If you have many rosters to add or modify, you can do so through file upload as shown in the [How to add or modify multiple records at once](#) section in the Introduction.

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.
2. Following the instructions in the [How to add or modify multiple records at once](#) section in the Introduction and using the [Columns in the Roster Upload File](#) section in the appendix as a reference, fill out the Roster template and upload it to TIDE.
 - You can pull the information you need from TIDE to edit existing rosters through file uploads by exporting the Roster information from the View/Edit Rosters page, including the Teacher's email address.

How district-level users print Family Portal Access Codes from roster lists

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

1. From the **Rosters** task menu on the TIDE dashboard, select **Rosters**. The **View/Edit Rosters** page appears.

Test Information and Distribution Engine User Guide

- Retrieve the rosters for which you want to print access codes by filling out the search criteria and selecting **Search**.
- Optional:* Select the column headings to sort the retrieved rosters in the order you want the access codes printed.
- Specify the rosters for whom access codes need to be printed:
 - To print access codes for specific rosters, mark the checkboxes for the rosters you want to print.
 - To print access codes for all rosters listed on the page, mark the checkbox at the top of the table. Please note, you may only print 1,500 students at a time.
- Select , and then select **Access Codes**.
- In the new browser window that opens, verify **Access Codes** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page.
- Select **Print**. When printing access codes, make sure *Print to Fit* is unchecked.

Your browser downloads the generated PDF.

How District-level Users Manage Orders for Paper Testing Materials

Your district or school may be pre-approved to receive paper materials for testing, such as Test and Response Books. TIDE computes the quantities of these materials based on the number of students registered for those tests. This section describes how to set up contact information of the person serving as a district-level or a school-level test coordinator, how to establish the shipping address to which all district-level or school-level orders for testing materials are shipped, how to review the orders for those materials, and how to order additional quantities as necessary. This section also describes how to track order shipments and returns.

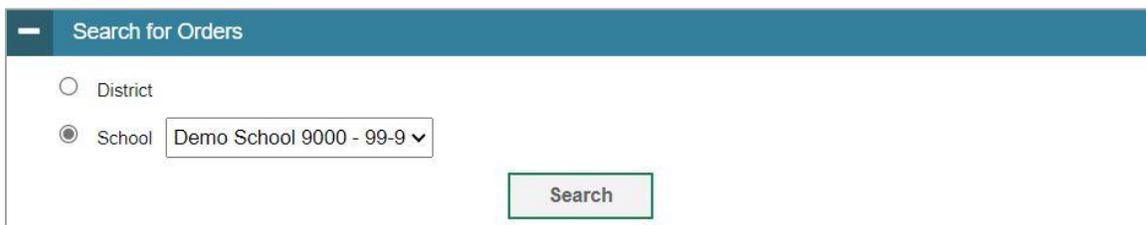
Note: The **Orders** task menu will only be available in separate Materials administrations for Fall, Winter, Spring, and Summer (see [Figure 30](#)).

How district-level users place orders for additional paper testing materials during testing

You can request additional materials beyond those specified in your initial order.

- From the **Orders** task menu on the TIDE dashboard, select **Place Additional Orders**. The **Place Additional Orders** form appears (see [Figure 44](#)).

Figure 44. Additional Orders Page: Search for Orders Panel



Test Information and Distribution Engine User Guide

2. In the *Verify Contact Information* panel (if available), do the following:
 - a. Verify or enter information in the *Test Coordinator Information* panel.
 - b. Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.
 - c. Select **Verify**, and then select **Continue** in the confirmation message that appears.

If contact information is not established, you will not be able to proceed.

3. Do one of the following:
 - Mark **District** (if available) to place an order for an entire district.
 - Mark **School**, and then select a school, to place an order for an individual school.
4. Select **Search**. A list of materials available for ordering appears (see [Figure 45](#)). For information on the columns that appear, see the table [Columns in the Additional Orders Page](#) in the appendix.

Figure 45. List of Available Additional Orders

The following table lists your additional orders for Demo School 9009

Material Description	Additional Quantity	Quantity Pending Approval	Quantity Approved	Quantity You Will Receive
+ DRC/Miscellaneous (B.E.S.T. Writing/EOC & FAST PM3/Retake)				
+ B.E.S.T. Writing				
+ Kindergarten				
+ Grade 1				
+ Grade 2				
- Grade 3				
Grade 3 FAST ELA Reading Test and Response Book (PM3) - Regular Print 1 = one test and response book Note: 1 sheet of blank PreID labels for every 10 test and response books ordered will be included. NOT TO BE SCORED Return Labels and UPS-RS Labels will NOT be included with this order.	0	0	0	0
Grade 3 FAST ELA Reading Test and Response Book (PM3) - Large Print 1 = one large print test and response book Note: NOT TO BE SCORED Return Labels and UPS-RS Labels will NOT be included with this order.	0	0	0	0
Grade 3 FAST ELA Reading Test and Response Book (PM3) - One-Item-Per-Page 1 = one one-item-per-page test and response book Note: NOT TO BE SCORED Return Labels and UPS-RS Labels will NOT be included with this order.	0	0	0	0

5. *Optional:* To change the shipping address, select return to the *Verify Contact Information* panel.

Figure 46. Search for Orders and Comments Panels

+ Verify Contact Information

- Search for Orders

District
 School Demo School 9000 - 99-9

- Comments

Change order quantity.

fi-dac1@demo.user
7/11/2023 3:54:10 PM

Test Information and Distribution Engine User Guide

6. In the list of additional orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive.
7. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.
8. Select **Save Orders**. A text box appears allowing you to enter additional comments.
9. Select **Submit** to submit your order. The *Order Summary* pop-up window appears with the new order request on display.
10. Select **Close** to return to the **Additional Orders** page.

How district-level users view order history reports

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

1. From the **Orders** task menu on the TIDE dashboard, select **View Order History**. The **View Order History** page appears (see [Figure 47](#)).
2. To view the order details, select the order number in the Order Number column. The Order Details form appears.
3. To view the order’s tracking report, select .
4. To view the order’s packing lists, manifests, and security checklists, select .

Figure 47. View Order History Page

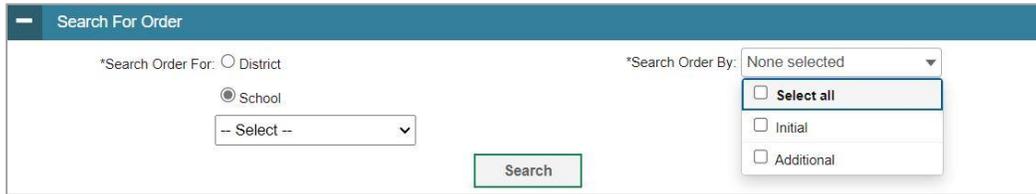
View Order History						
Use this page to review your orders. more info						
Order History for my District						Filter results <input type="text"/>
Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
- District: Demo District 99 99						
1062106	Additional	User, Demo	Open	07/18/2023 03:15 PM (EST)		
1062044	Initial	User, Demo	Processed	07/17/2023 10:11 AM (EST)		
1062045	Additional	User, Demo	Processed	07/17/2023 10:11 AM (EST)		
+ School: Demo School 9000 99-9000						
+ School: Demo School 9001 99-9001						
+ School: Demo School 9002 99-9002						
+ School: Demo School 9003 99-9003						
+ School: Demo School 9004 99-9004						
+ School: Demo School 9005 99-9005						
+ School: Demo School 9006 99-9006						
+ School: Demo School 9007 99-9007						
+ School: Demo School 9008 99-9008						
+ School: Demo School 9009 99-9009						

How district-level users view order summary reports

You can review reports for your school's or district's open orders.

1. From the **Orders** task menu on the TIDE dashboard, select **View Order Summary**. The **View Order Summary** page appears (see [Figure 48](#)).

Figure 48. View Order Summary Page



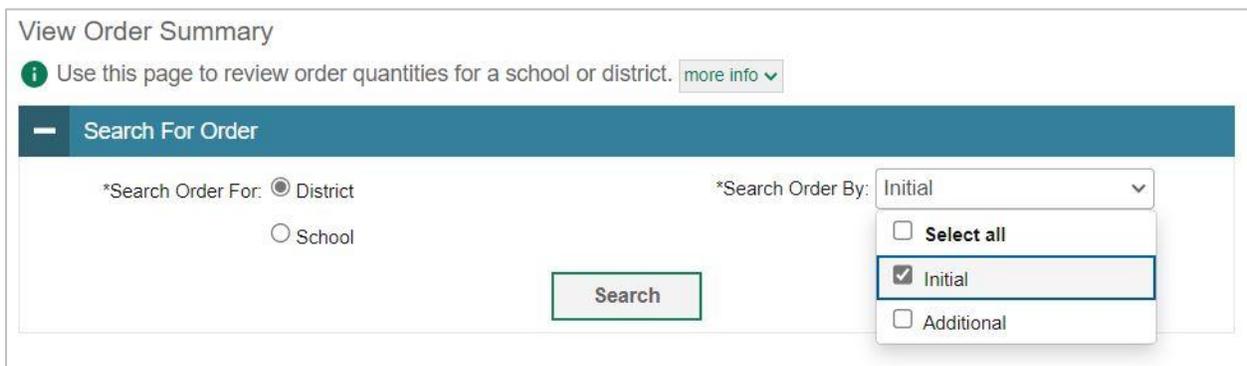
2. Under *Search Order For*, do one of the following:
 - Mark **District** (if available) to review orders for an entire district.
 - Mark **School**, and then select a school, to review orders for an individual school.
3. From the **Search Order By** drop-down list, mark the checkboxes for **Initial** and **Additional**, as available, to include those types of orders in the report.
4. Select **Search**. The order report appears.

How district-level users review initial orders

You can review initial orders at any time during the administration window using the **View Order Summary** task. During the initial order window, users can update PreID information to modify initial order quantities. After student PreID uploads or after students have been added manually, initial order quantities will be updated overnight. Users can view updated quantities in the *View Order Summary* page.

1. From the **Orders** task menu on the TIDE dashboard, select **View Order Summary**. The **View Order Summary** page appears (see [Figure 49](#)).

Figure 49. View Order Summary Page - Initial Order



Test Information and Distribution Engine User Guide

2. In the *Search For Order* panel, do one of the following:
 - Mark **District** to view initial order quantities for an entire district.
 - Mark **School**, and then select a school, to view initial order quantities for an individual school.
3. Select **Search**. The initial order report appears (see [Figure 50](#)).

Figure 50. Initial Order Report

Material Type	District Quantity		School Quantity		Total Quantity	
	District Expected Shipment	District Awaiting Approval	School Expected Shipment	School Awaiting Approval	Total Expected Shipment	Total Awaiting Approval
Grade 3 FAST ELA Reading Test and Response Book (PM2) - Regular Print	0	0	3037	0	3037	0
Grade 3 FAST ELA Reading Test and Response Book (PM2) - Large Print	0	0	2	0	2	0
Grade 3 FAST ELA Reading Test and Response Book (PM2) - One-Item-Per-Page	0	0	2	0	2	0
Grade 3 FAST ELA Reading UEB Contracted Braille Kit (PM2)	0	0	3	0	3	0
Grade 3 FAST ELA Reading UEB Uncontracted Braille Kit (PM2)	0	0	3	0	3	0
Grade 3 FAST Mathematics Test and Response Book (PM2) - Regular Print	0	0	3026	0	3026	0
Grade 3 FAST Mathematics Test and Response Book (PM2) - Large Print	0	0	3	0	3	0
Grade 3 FAST Mathematics Test and Response Book (PM2) - One-Item-Per-Page	0	0	1	0	1	0

4. *Optional:* To export to Excel or CSV, click the export icon .

District-level Tasks in TIDE During Testing

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

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

How District-level Users Print Test Tickets

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

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

Figure 51. Sample Test Ticket

School Year 2023-2024	
DEMO DISTRICT 99 (99)	
DEMO SCHOOL 9009 (99-9009)	
LAST NAME: Test	USERNAME: 4B9NL
FIRST NAME: Demo	ENROLLED GRADE: 08
DOB: 06/09/2010	ID: FL123456789025

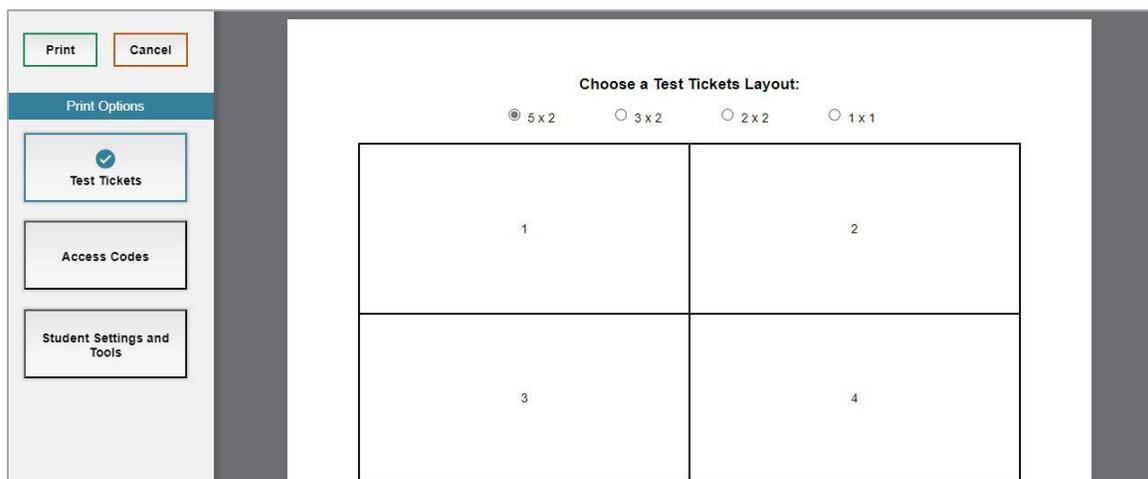
Test Information and Distribution Engine User Guide

How district-level users print test tickets from student lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print from Student List** page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
3. *Optional:* Select the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed:
 - To print test tickets for specific students, mark the checkboxes for the students you want to print.
 - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
 - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
5. Select  and then select the appropriate action:
 - To print test tickets for selected students, select **Selected Test Tickets**.
 - To print test tickets for all retrieved students, select **All Test Tickets**.
6. In the new browser window that opens displaying a layout for selecting the printed layout (see [Figure 52](#)), verify **Test Tickets** is selected in the *Print Options* section.
7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 52. Layout Model for Test Tickets



Test Information and Distribution Engine User Guide

How district-level users print test tickets from roster lists

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

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

5. Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see [Figure 52](#)).
6. Verify **Test Tickets** is selected in the *Print Options* section.
7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

How District-level Users Manage Invalidations and Requests

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

Requests are a way of interrupting this normal flow. A student may need to retake a test or have another test opportunity. A test administrator may want to modify a test status because of a hardware malfunction or an impropriety.

For a full list of invalidations and requests types, see the [List of Request Types](#) table in the appendix.

For a list of invalidations and requests statuses, see the [List of Invalidations and Requests Statuses](#) table in the appendix.

For a list of available invalidations and requests by test status, see the [List of Invalidations and Requests by Test Status](#) table in the appendix.

How district-level users add new invalidations and requests one at a time

You can create a invalidations and requests for a given test result.

1. Retrieve the result for which you want to create a invalidations and requests by doing the following:

Test Information and Distribution Engine User Guide

- a. From the **Invalidations and Requests** task menu on the TIDE dashboard, select **Create Requests**. The **Create Requests** page appears (see [Figure 53](#)).
- b. Select a request type.
- c. Use the drop-down list and related text field to set search criteria.

Figure 53. Create Requests Page

- d. Select **Search**. TIDE displays the results at the bottom of the **Create Requests** page (see [Figure 54](#)).
2. Select the checkbox for each result for which you want to create a test request, and then select **Create** (see [Figure 54](#)).
3. From the **Select a reason from the list** drop-down, select a reason for creating the invalidations and requests. The reasons may vary based on the invalidations and requests type.

Figure 54. Retrieved Test Results

Request Type	School	Result ID	Last Name	First Name	FLEID	Test Status	Test Start Date	Date of Last Activity	Test Window	Test	Case Number	Request Status	Request Reason	Items Answered
<input checked="" type="checkbox"/> Invalidate a test	99-9009	2239973	Test	Demo	FL123456789045	Completed	02/08/2024 9:15:51 AM	02/08/2024 9:18:01 AM	Science_Spring_23_24	Grade 8 Science				0
<input type="checkbox"/> Invalidate a test	99-9009	2239974	Test	Demo	FL123456789045	Completed	02/08/2024 9:20:12 AM	02/08/2024 9:22:00 AM	Spring FCLE K-12/FAST PM3/Science/EOC/FAST Retake 2024	Civics EOC				0
<input type="checkbox"/> Invalidate a test	99-9009	2239975	Test	Demo	FL123456789045	Completed	02/08/2024 9:22:46 AM	02/08/2024 9:25:18 AM	Spring FCLE K-12/FAST PM3/Science/EOC/FAST Retake 2024	U.S. History EOC				0

4. *Optional:* In the **Additional Comments** field, enter comments, if desired.
5. Enter a reason for the request in the window that pops up.
6. Select **Submit**. TIDE displays a confirmation message.

Test Information and Distribution Engine User Guide

How district-level users modify existing invalidations and requests one at a time

You can view, approve, reject, retract, and export existing invalidations and requests.

1. From the **Invalidations and Requests** task menu on the TIDE dashboard, select **View/Export Requests**. The **View/Export Requests** page appears (see [Figure 55](#)).

Figure 55. View/Export Requests Page

The screenshot shows a form titled "Invalidations and Requests Information". It is divided into three main sections: "Choose a Request Type", "Choose a Request Status", and "Additional Request Criteria".

- Choose a Request Type:** Includes checkboxes for "All", "Invalidate a test", "Re-open a test", "Restart a test", "Restore a test that was restarted", "FAST item unlock", and "FSA re-open a test session".
- Choose a Request Status:** Includes checkboxes for "All", "Submitted for Processing", "Processed", "Error Occurred", "Rejected by System", "Requires Resubmission", "Rejected", "Retracted", and "Pending Approval".
- Additional Request Criteria:** Includes a "Session ID" text input field and a "Filter By" dropdown menu currently set to "All".

A "Search" button is located at the bottom center of the form.

2. Retrieve the invalidations and requests you want to view by filling out the search criteria and selecting **Search**. [Figure 56](#) shows retrieved invalidations and requests.

Figure 56. Retrieved Invalidations and Requests

Case Number	Request Type	School	Result ID	Last Name	First Name	FLEID	Sessions	Request Status	Request Date	Test	Test Window	Test Status	Test Start Date	Date of Last Activity
<input checked="" type="checkbox"/> 41795	Invalidate a test	99-9009	2232577	TestingDEI	PMUAT	DM200338844809		Processed	02/23/2023 10:26 AM	Grade 4 FAST PM3 Mathematics – PBT	FAST PM3 2023	invalidated	02/17/2023 9:39 AM	02/23/2023 9:48 AM
<input type="checkbox"/> 79862	Invalidate a test	99-9009	2235063	Test2324	PMUAT	DM102293445506		Processed	07/25/2023 9:51 PM	Grade 8 FAST PM1 Mathematics	FAST PM1 2023	invalidated	07/12/2023 11:07 AM	07/12/2023 11:42 AM
<input type="checkbox"/> 79945	Invalidate a test	99-9009	2235910	Test2324	PMUAT-A	DM102293445745		Processed	08/03/2023 1:40 PM	B.E.S.T. Algebra 1 EOC – PBT	Fall EOC/FAST Retake 2023	invalidated	08/02/2023 12:43 PM	08/02/2023 12:54 PM

3. *Optional:* Review the initiator’s reason for the invalidations and requests by selecting in the Request Status column.
4. You can also process invalidations and requests on the **View/Export Requests** page by selecting the checkbox. This process is covered in the [How district-level users approve, reject, and retract invalidations](#) and requests section.

How district-level users add or modify multiple invalidations and requests all at once

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

1. From the **Invalidations and Requests** task menu on the TIDE dashboard, select **Upload Requests**. The **Upload Requests** page appears.

Test Information and Distribution Engine User Guide

- Following the instructions in the [How to add or modify multiple records at once](#) section in the Introduction and using the [Columns in the Invalidations and Requests Upload File](#) table in the appendix as a reference, fill out the Invalidations and Requests template and upload it to TIDE.

How district-level users approve, reject, and retract invalidations and requests

All invalidations and requests other than invalidations require approval before TDS can process them. You can also retract invalidations and requests other than invalidations that you have created.

You cannot delete approved or rejected invalidations and requests. To delete such invalidations and requests, contact the Helpdesk.

- From the **Invalidations and Requests** task menu on the TIDE dashboard, select **Process Requests**. The **Process Requests** page appears.
- Retrieve the invalidations and requests you want to process by filling out the search criteria and selecting **Search**.
- Do one of the following:
 - Mark the checkboxes for the requests you want to process.
 - Mark the checkbox at the top of the table to process all the retrieved requests.
- Select **Process** above the table and select an action (see [Figure 57](#)):
 - To approve the selected requests, select **Approve**.
 - To reject the selected requests, select **Reject**.
 - To retract the selected requests, select **Retract**.

Figure 57. Process Request Actions



- Enter a reason for the requested action in the window that pops up.
- Select **Submit**. TIDE displays a confirmation message.

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

How District-level Users Monitor Test Progress

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

The following reports are available in TIDE:

- Participation Report: Details a student’s test opportunities and the status of those test opportunities.
- Search by FLEID: Details the student’s test participation results.
- Session Monitoring: Details the number of students actively testing/not actively testing in a session at an individual school or for multiple schools.
- Test Status Report: Details the status of all tests for the subjects selected.

How district-level users view participation reports

TIDE includes a Participation Report that details all of a student’s test statuses within a school. During times of heavy testing volume, participation reports may be delayed up to 4 hours.

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Participation Reports**. The **Participation Reports** page appears (see [Figure 58](#)).

Figure 58. Participation Reports

The screenshot shows the 'Participation Reports' interface. At the top, there is a header 'Participation Reports' and a sub-header 'Use this page to view participation reports. [more info](#)'. Below this is a 'Search for Students' section with dropdowns for District, School, and Last Name, and input fields for First Name, FLEID, Enrolled Grade, and Birth Date. An 'Advanced Search' section follows with a 'Search Fields' dropdown and an 'Add' button. Below that is a 'Choose What' section with dropdowns for Test (FAST PM1) and Administration (2023), and a 'Test Name' dropdown (All selected (28)). The 'Get Specific' section contains four radio button options for filtering students based on opportunity status, session status, session ID range, or FLEID. At the bottom, there are 'Generate Report' and 'Export Report' buttons.

Test Information and Distribution Engine User Guide

2. In the *Search for Students* panel, select the parameters for whose information to include in your report:
 - a. From the **District** drop-down list, select a district if applicable.
 - b. From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools. If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.
 - c. *Optional:* If a single school was selected, choose a teacher from the **Teacher** drop-down list.

The **Teacher** drop-down list includes all school-level users, such as teachers, test administrators, and principal associated with the selected school in TIDE. When you select a person from the **Teacher Name** drop-down list, TIDE performs a check to see if the person is associated with any roster. If no rosters exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the participation reports shows the test attempts of the students included in the roster.

If you do not select any person from the **Teacher Name** drop-down list and use the default value of **All** to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

It is important to note that the TA Name displayed on the Participation Report does not imply the name of the teacher. The TA is the person who conducts the test. This can be the same as the teacher or it can mean a different person.

- d. *Optional:* In the *Last Name* field, enter a student's last name.
 - e. *Optional:* In the *First Name* field, enter a student's first name.
 - f. *Optional:* In the *FLEID* field, enter a FLEID.
 - g. *Optional:* From the **Enrolled Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.
 - h. *Optional:* In the *Birth Date (MMDDYYYY)* field, enter a student's date of birth.
3. In the *Choose What* panel, select the parameters for which tests to include in your report:
 - a. From the **Test** drop-down list, select a test category.
 - b. From the **Administration** drop-down list, select the appropriate administration year.
 - c. *Optional:* From the **Test Name** drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.

Test Information and Distribution Engine User Guide

4. In the *Get Specific* panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in **{brackets}**):
 - Students who **{have/have not} {completed/started}** an opportunity in the selected administration. This filter allows you to determine which students have or have not started or completed testing.
 - Students who have a status of **{student test status}** in the selected administration. This filter allows you to determine which students have a specified test status for the selected test. You can choose multiple statuses or select Any to search for students under any of the listed statuses.
 - Students whose most recent **{Session ID/TA Name}** was **{Session ID (Optional)/Last Name, First Name (Optional)}** between **{start date}** and **{end date}**. This filter allows you to search for students who were in a specific session and view their current test status. This report returns the most recent participation data for students who have taken the selected test. To view this report, perform the following steps:
 - Optional: Specify whether you wish to search by Session ID or Test Administrator (TA) and enter the test administrator’s Session ID or name as applicable.
 - Click the date fields to view the calendar and select the time frame. If the Session ID or TA name is not specified, you will be limited to a date range search of 15 days.
 - Search student(s) by **{FLEID/Name}: {FLEID/Enter Exact First Name}** and / or **{Enter Exact Last Name}**. You can enter up to 20 FLEIDs separated by commas to search for in this filter. To search for a student by name you must enter either the first name, last name, or both first and last names exactly as they would appear in TIDE.
5. Do one of the following:
 - To view the report on the page, select **Generate Report**. If you are viewing a report for more than 20 schools, use this option and then select **Export Report**.
 - To open the report in Microsoft Excel, select **Export Report**. If you are viewing a report for more than 20 schools, this option will be disabled.

Figure 59. Participation Report

Name	FLEID	District Name	School Name	Enrolled Grade	Test	TA Name	Session ID	Status	Result ID	Date Started	Date Completed	List Activity	Test Duration	Remote Session
Test2324, PMUJAT	DM102293445540	Demo District 99	Demo School 9009	03	Grade 4 FAST PM1 ELA Reading – PBT	User, SOE7	UAT-10CA-3	submitted 1/40	2235196	07/17/2023	07/17/2023	07/17/2023	00:03:00	N
Test2324, PMUJAT	DM102293445540	Demo District 99	Demo School 9009	03	Grade 4 FAST PM1 Mathematics – PBT	User, SOE7	UAT-1D10-3	submitted 17/35	2235198	07/17/2023	07/17/2023	07/17/2023	00:03:53	N
Test2324, PMUJAT-A	DM102293445662	Demo District 99	Demo School 9009	03	Grade 4 FAST PM1 ELA Reading – PBT	User, SOE1	UAT-15D6-3	submitted 0/40	2235127	07/13/2023	07/13/2023	07/13/2023	00:26:20	N

For descriptions of the columns in this report, see the [Columns in the Participation Report](#) table in the appendix.

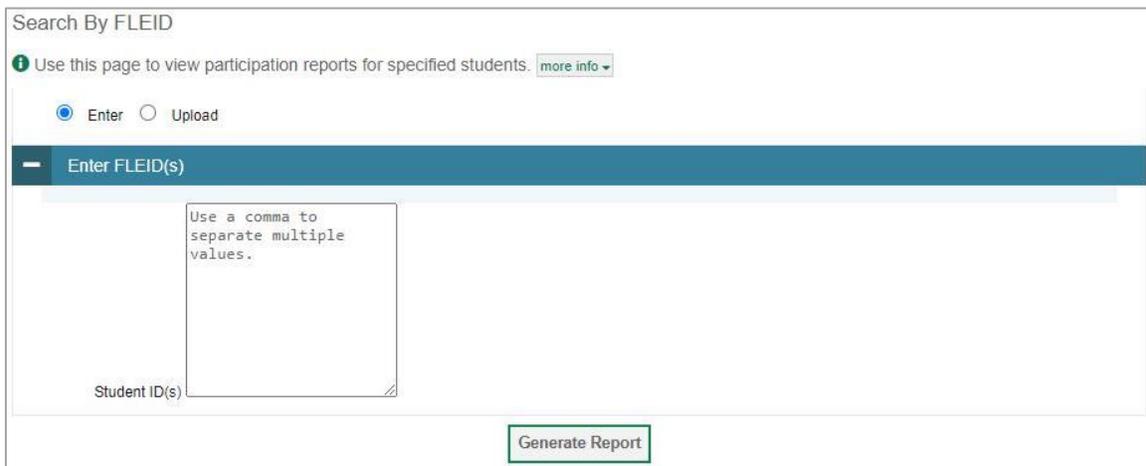
How district-level users view report of students' current test status by FLEID

You can also generate participation reports for specific students by FLEID. This section describes how to generate participation reports for one or more students using students' FLEIDs. If you have many FLEIDs you would like to search, it may be easier to perform this task through file uploads.

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Search by FLEID**. The **Search by FLEID** page appears (see [Figure 60](#)).
2. Do one of the following:
 - Enter one or more FLEIDs, separated by commas, in the Student IDs field. You can enter up to 1000 FLEIDs.

Figure 60. Search by FLEID Page



- To upload FLEIDs, select **Upload**. Next, select **Browse** and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 FLEIDs.
3. Select **Generate Report**. The Participation Report by FLEID appears (see [Figure 59](#)).

For descriptions of the columns in this report, see the [Columns in the Participation Report](#) table in the appendix.

How district-level users manage session monitoring

Session Monitoring reports include information about the progress of testing sessions for districts and schools. There are several ways district-level users can view test session status information, including:

- **District-level summary of active and inactive sessions (displays open test sessions)**
Shows status reports of active and inactive test sessions happening in the district for the current day on the search results grid. The summary shows how many students in each school are testing and how many have started, paused, and completed tests.

Test Information and Distribution Engine User Guide

- **Detailed school reports of active and inactive sessions (displays open test sessions)**
Shows status reports of active and inactive test sessions happening for schools in the district on the current day. These reports show session IDs for a school, along with information like proctor name, test name, the start time of the test session, and the number of students who have started, paused, and completed tests.

How district-level users generate test session reports

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

Figure 61. Session Monitoring Page

2. Select search criteria to generate your report.

If you selected more than one school, a summary of the report for all selected schools displays the following fields:

- Schools
- Total # of Tests
- Tests Started
- Tests Paused
- Tests Completed

3. Select **Generate Report**.

How district-level users view session reports

The initial format of the report varies based on the number of schools selected. A summary overview is available when you select multiple schools. From the summary, you can select the detailed report for individual schools. Alternatively, if you select one school in the search, you will go directly to the detailed report for that school.

To view open sessions:

- If you selected an individual school, you'll go directly to the detailed report for only that school (see [Figure 63](#)).
- If you selected multiple or all schools, a summary report page appears (see [Figure 62](#)).

Test Information and Distribution Engine User Guide

Figure 62. Session Report

Session Monitoring

i Use this page to view session reports for a school. [more info](#)

+ Session Report

[Generate Report](#)

Number of Schools found: 1

Schools	Total # of Tests	Tests Started	Tests Paused	Tests Completed
Demo School 9009(99-9009)	6	0	4	2

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

Figure 63. Detailed Session Report

Demo School 9009(77-9009)

Number of Sessions (active and inactive) found: 4

[Expand All Sessions](#) [Collapse All Sessions](#) [Include inactive sessions](#)

Test Administrator Name	Test Name	Session ID	Start Time of Session	Earliest Testing Activity Today	Total # of Tests in Session	Tests Started	Tests Paused	Tests Completed
Demo, TA	+ Multiple Tests	UAT-723A-3	2023-07-31 02:12 PM	02:14 PM	2	1	0	1
Demo, TA	+ Multiple Tests	UAT-B96E-3	2023-07-31 09:38 AM	10:04 AM	2	0	0	2
Demo, TA	+ Multiple Tests	UAT-BB17-3	2023-07-31 01:23 PM	01:27 PM	2	0	0	2
Demo-TP10, User-TP10	<i>Postsecondary Florida Civic Literacy Exam (FCLE)</i>	UAT-CEAB-3	2023-07-31 11:53 AM	12:44 PM	1	0	0	1

Optional: If multiple tests are available for one session, select **+ Multiple Tests** to expand the list of tests associated with that session.

Figure 64. Multiple Tests in One Session

Test Name

- Multiple Tests**
- Grade 3 FAST PM3 ELA Reading
- Grade 3 FAST PM3 Mathematics

Optional: Select [Expand All Sessions](#) to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.

Optional: Select [Collapse All Sessions](#) to collapse all expanded sessions. The button will only be displayed when multiple tests per session exist.

Optional: To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics. Sessions will be considered inactive if all students in the session are paused or have completed the test opportunity, and no new opportunities have been started.

Test Information and Distribution Engine User Guide

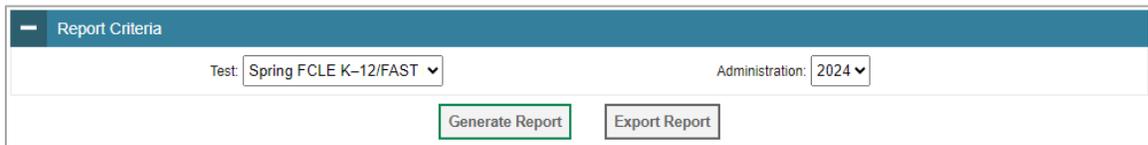
Optional: Select  to refresh the list of available sessions. Data is refreshed in near real-time.

How district-level users view the Test Status Report

The Test Status report displays all tests in your organization in the selected test administration.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Report**. The **Test Status Report** page appears.
2. In the *Report Criteria* panel (see [Figure 65](#)), select search criteria for the test and administration.

Figure 65. Report Criteria Panel



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

TIDE displays the tests and associated statuses (see [Figure 66](#)).

Figure 66. Test Status Report

Name	FLEID	Test Name	Test Status	Date Started	Assigned School ID	Assigned School Name	Session ID	Results ID
Demo_Test	FL202203000054	Grade 6 FAST PM3 ELA Reading – PBT			77-9000	Demo School 9000		
Demo_Test	FL202203000054	Grade 6 FAST PM3 Mathematics – PBT			77-9000	Demo School 9000		

For a description of the columns in this report, see the [Columns in the Test Status Report](#) table in the appendix.

For a description of each status that a test opportunity can have, see the [List of Test Opportunity Status Descriptions](#) table in the appendix.

District-level Tasks in TIDE After Testing Ends

After testing, district-level users can perform the following tasks in TIDE:

- Correct student enrollment information
- Track return shipments of paper testing materials
- Generate and email Access Codes

How District-level Users Perform Data Cleanup

After testing, you must clean up data by adding or editing non-participation codes for students who did not take a test as intended and by correcting student enrollment information, if necessary.

Test Information and Distribution Engine User Guide

How district-level users resolve discrepancies

Due to the nature and complexity of the testing process as well as the great volume of students involved, a variety of test discrepancies may occur when administering a test. After a student submits a paper or online test, TIDE performs checks for discrepancies. These discrepancies are flagged and reported to the designated state-level administrator through the Test Information Distribution Engine (TIDE). The administrator needs to take appropriate action to resolve the discrepancies before any further action can be taken on the discrepant tests.

How district-level users resolve student-not-found discrepancies (Score Flag 4)

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

- FLEID is missing from the answer document.
- FLEID on the answer document is not present in TIDE.
- The combination of the FLEID, first name, and last name on the answer document does not match the FLEID, first name, and last name in TIDE.
- A student’s paper answer document is returned without a Pre-ID label applied.

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

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

To resolve student-not-found discrepancies by associating a student:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The **Discrepancy Resolution** page (see [Figure 67](#)) appears.
2. Retrieve the list of discrepancies for your district and schools by filling out the search criteria and selecting **Search**.

Figure 67. Discrepancy Resolution Page

The screenshot shows the 'Discrepancy Resolution' interface. At the top, there's a header 'Discrepancy Resolution' and a sub-header 'Search for Discrepancies to Edit'. Below this is a search form with several input fields and dropdown menus. The fields include 'FLEID', 'Enrolled Grade', 'Birth Date (MMDDYYYY)', 'Last Name', 'First Name', '*District', '*School', 'Test Administration', and 'Discrepancy Type'. There are also checkboxes for 'Association' and 'Search Discrepancies With No School'. Below the main search form is an 'Advanced Search' section with a 'Search Fields' dropdown and buttons for 'Add', 'Remove All', and 'Remove Selected'. A 'Search' button is located at the bottom center of the form area.

Test Information and Distribution Engine User Guide

3. Select  for the student-not-found discrepancy you want to resolve from the **Discrepancy Resolution: Discrepancy List** window that appears showing your search results (see [Figure 68](#)).

Figure 68. Discrepancy Resolution: Discrepancy List

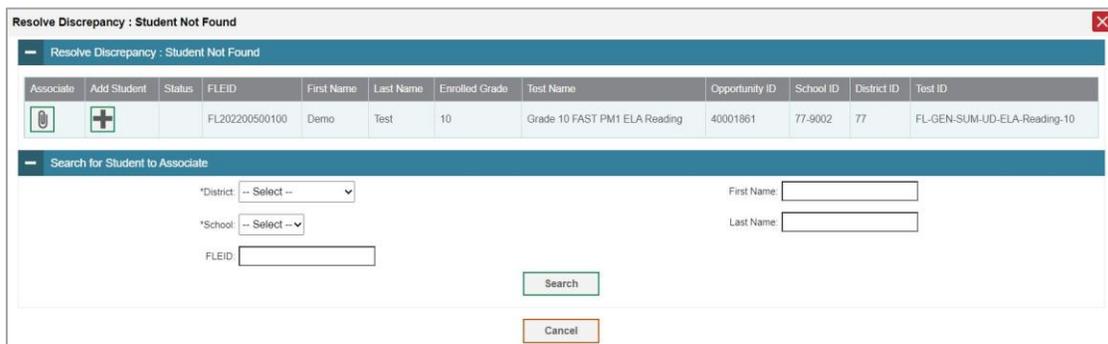


Resolve	Status	Type	FLEID	First Name	Last Name	Enrolled Grade	Test Name	Opportunity ID	School ID	District ID	Test ID	View
		StudentNotFound	FL345678901234	Demo	Test	3	Grade 3 FAST PM1 ELA Reading	40000537	77-9003	77	FL-GEN-SUM-UD-ELA-Reading-3	
		StudentNotFound	FL567890123456	Demo	Test	3	Grade 5 FAST PM1 ELA Reading	40000538	77-9003	77	FL-GEN-SUM-UD-ELA-Reading-5	

Optional: To view the answer document for a retrieved discrepancy, select the PDF in the View column for that discrepancy. The answer document may contain information that is helpful in identifying the student to whom the test belongs.

4. If the student with whom you want to associate the test exists in TIDE, select  in the Associate column. The *Search for Students to Associate* panel appears (see [Figure 69](#)).
5. Select the District and School and enter search criteria for the other optional fields, if desired, to retrieve an existing student.
6. Select **Search**.

Figure 69. Search for Students to Associate Panel



Associate	Add Student	Status	FLEID	First Name	Last Name	Enrolled Grade	Test Name	Opportunity ID	School ID	District ID	Test ID
			FL202200500100	Demo	Test	10	Grade 10 FAST PM1 ELA Reading	40001861	77-9002	77	FL-GEN-SUM-UD-ELA-Reading-10

Search for Student to Associate

*District:

*School:

FLEID:

First Name:

Last Name:

7. In the list of retrieved students, select  for the student with whom you want to associate the test.

Figure 70. Search Results



	First Name	Last Name	Birth Date (MMDYYYY)	FLEID
	Demo	Test	07022005	FL202200200357
	Demo	Test	07022005	FL202200200358

Test Information and Distribution Engine User Guide

- To continue with the association, select **Continue** in the Confirmation pop-up window.
- An affirmation message appears to inform you that the test has been associated with the student and the discrepancy has been successfully resolved. Select **Continue** to return to the **Discrepancy Resolution** page.

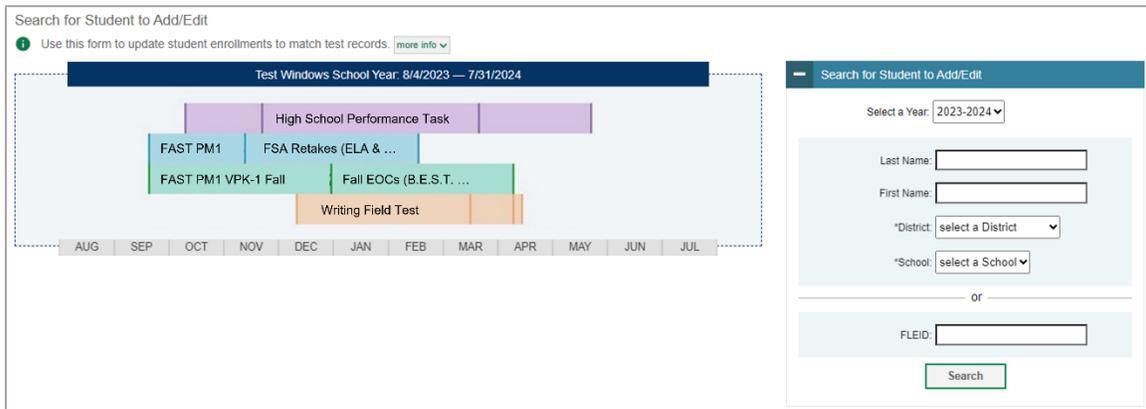
Figure 71. Resolve Discrepancy Confirmation Pop-up Window



To resolve student-not-found discrepancies by adding/editing a student:

- If you need to add the student to TIDE, select  in the Add column. The *Search for Students to Add/Edit* panel appears (see [Figure 72](#)).

Figure 72. Search for Student to Add/Edit Page



- In the *Search for Student to Add/Edit* panel, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student. You can search by a student's FLEID, or by specifying the student's first name and last name in addition to the District and School.

A note on school years: TIDE creates a superset of the test administrations for the entire school year that starts from the date the first test administration started to the date the last test administration ends. When adding the student, if the end date of the test administration superset is a date that is already in the past, TIDE adds the student with that date. However, if the end date of the test administration superset is a date that is in the future, then TIDE adds the student with the end date as today's date to prevent overwriting the student's information for the ongoing test administration.

Test Information and Distribution Engine User Guide

3. Select **Search**. The Add/Edit Student window opens.

Figure 73. Add/Edit Student Window

		School Information		Student Information					
Select	Update	District	School	Last Name	First Name	Middle Initial	FLEID	Birth Date (MMDDYYYY)	Gender
Select	Update	Demo District 99 - 99	Demo School 9009 - 99-9009	Test	Demo		FL123456789016	01012001	Male
Select	Update	Demo District 99 - 99	Demo School 9009 - 99-9009	Test	Demo		FL123456789021	01012001	Female
Select	Update	Demo District 99 - 99	Demo School 9009 - 99-9009	Test	Demo		FL123456789024	07032005	

4. From the Add/Edit Student window, do one of the following:

- To select the retrieved student:
 - Select **Select**. The *Search for Students to Add/Edit* panel appears.
 - To add the student to the discrepant test without any modifications, select **Save**.

Figure 74. Search for Student to Add/Edit Page

- To add the student to the discrepant test with modifications, make the necessary modifications in the *Add/Edit Student's School* panel and then select **Save**. You can make the following modifications:
 - Modify the enrollment dates to reflect the student's actual attendance at the listed schools.
 - If the required school does not appear in the panel, add the new school information. To add school information, select **Add New School** and enter the student's new school information in the displayed fields (see [Figure 75](#)).

Figure 75. Add/Edit Student's School Panel with New School Fields

- Select **Continue** on the confirmation message that appears.
- Select **Continue** on the affirmation message to return to the **Resolve Discrepancy** page.

Figure 76. Confirmation Message

- To update the student's demographic information and then select the student:
 - Select **Update**. The **Demographics** window (see [Figure 77](#)) will appear.
 - Complete the form for the student you want to add, and select **Save**.

Figure 77. Fields in the Demographics Window

The screenshot shows a 'Demographics' window with the following fields and values:

- *Last Name: Test
- *First Name: Demo
- *FLEID: FL123456789016
- *Enrolled Grade: 03
- *Birth Date (MMDDYYYY): 01012001

At the bottom of the window are two buttons: 'Save' and 'Cancel'.

- In the confirmation dialog, select **Continue** to return to the Add/Edit Student Window (see [Figure 73](#)).
- Select **Select** and follow the procedure described for selecting students (see [To select the retrieved student](#) section) to resolve the discrepancy.
- To add a new student:
 - Select **Add New Student**. The *Demographics* window (see [Figure 77](#)) will appear.
 - Complete the form for the student you want to add, and select **Save**.
 - In the confirmation dialog, select **Continue** to return to the *Search for Students to Add/Edit* Page (see [Figure 78](#)).
 - Follow steps 2–4 to add the student to the test and resolve the discrepancy.

Figure 78. Search for Student to Add/Edit Page

The screenshot shows the 'Search for Student to Add/Edit' page. On the left, there is a calendar view for the school year 2023-2024, with 'FAST PM1' and 'Fall EOC' highlighted. On the right, there is a search form with the following fields:

- Select a Year: 2023-2024
- Last Name: [text input]
- First Name: [text input]
- *District: select a District
- *School: select a School
- or
- FLEID: [text input]
- Search

How district-level users resolve non-eligible test discrepancies (Score Flag 5)

A non-eligible test discrepancy occurs when students submit tests for which they are not eligible.

You can resolve a non-eligible test discrepancy in two ways:

- Invalidate – enables you to invalidate and prevent any further action on the test.
- Ignore – enables you to ignore and overrule the discrepancy and forward the test for scoring.

Test Information and Distribution Engine User Guide

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The **Discrepancy Resolution** page appears.
2. Retrieve the list of discrepancies for your district and schools by filling out the search criteria and selecting **Search**.
3. Select  for the non-eligible test discrepancy you want to resolve from the **Discrepancy Resolution: Discrepancy List** window that appears showing your search results.

Optional: If it is available, to view the answer document for a retrieved discrepancy, select the PDF in the View column for that discrepancy. The answer document may contain information that is helpful in resolving the discrepant record.

4. If you want to ignore the discrepancy and forward the test for scoring, select  in the Ignore column (see [Figure 79](#)).

Figure 79. Resolve Discrepancy: Non-Eligible Test

Resolve Discrepancy : Non-Eligible Test											
Invalidate	Ignore	Status	FLEID	First Name	Last Name	Enrolled Grade	Test Name	Opportunity ID	School ID	District ID	Test ID
			FL202200300094	Demo	Test	10	Grade 10 FAST PM1 ELA Reading	40002188	77-9002	77	FL-GEN-SUM-UD-ELA-Reading-10
			FL202200300094	Demo	Test	10	Grade 10 FAST PM1 ELA Reading	40002188	77-9002	77	FL-GEN-SUM-UD-ELA-Reading-10

5. If you want to invalidate the test, do the following:

Select  in the Invalidate column.

In the dialog box that pops up, select **Continue**.

How district-level users resolve duplicate test discrepancies (Score Flag 6)

A duplicate-test discrepancy occurs when TIDE detects two or more tests submitted by the same student. This discrepancy can occur when a student submitted an online test and later submitted a paper test or when a student submitted online tests for multiple grade levels.

You can resolve a duplicate-test discrepancy in two ways:

- Invalidate – enables you to invalidate the test and prevent any further action on the test.
 - Reassign – enables you to reassign the test and related data to the correct student.
1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The **Discrepancy Resolution** page appears.
 2. Retrieve the list of discrepancies for your district and schools by filling out the search criteria and selecting **Search**.

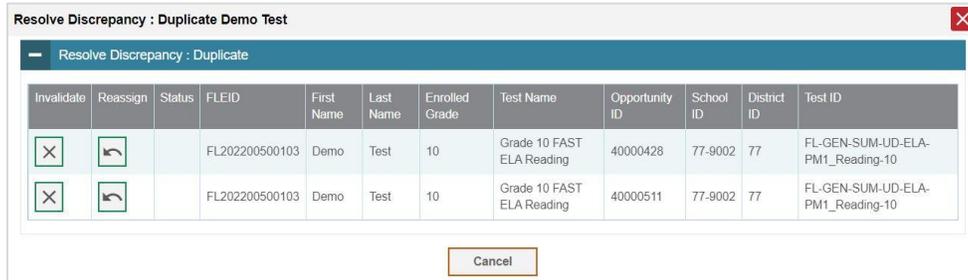
Test Information and Distribution Engine User Guide

3. Select  for the duplicate discrepancy you want to resolve from the **Discrepancy Resolution: Discrepancy List** window that appears showing your search results.

Optional: If it is available, to view the answer document for a retrieved discrepancy, select the PDF in the View column for that discrepancy. The answer document may contain information that is helpful in resolving the discrepant record.

4. Do one of the following on the **Resolve Discrepancy: Duplicate** page (see [Figure 80](#)):

Figure 80. Resolve Discrepancy: Duplicated Records Panel



Invalidate	Reassign	Status	FLEID	First Name	Last Name	Enrolled Grade	Test Name	Opportunity ID	School ID	District ID	Test ID
			FL202200500103	Demo	Test	10	Grade 10 FAST ELA Reading	40000428	77-9002	77	FL-GEN-SUM-UD-ELA-PM1_Reading-10
			FL202200500103	Demo	Test	10	Grade 10 FAST ELA Reading	40000511	77-9002	77	FL-GEN-SUM-UD-ELA-PM1_Reading-10

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

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

From the list of found students, select  for the student to whom you want to reassign the test.

5. In the dialog box that pops up, select **Continue**.

How District-level Users Track Return Shipments of Paper Testing Materials

If a student has appropriate accommodations, they may be permitted to test on paper, which allows the student to record responses in a paper-based test document. The district either transcribes the student’s responses into the Data Entry Interface (DEI) locally and then returns this document to Data Recognition Corporation (DRC) or Pearson to securely store or, depending on the instructions for the subject tested and/or type of material used, ships this document to DRC or Pearson for scoring.

DRC or Pearson provide a report listing the status for each secure test document returned from the district. You can download this report on the **Secure Material Tracking Reports** page (see [Figure 81](#)) and use it to ensure that all secure documents have been returned to DRC or Pearson. DRC’s Secure Materials Tracking Reports (SMTR) will be posted daily in TIDE and will be available the week districts receive their first secure material shipment. Pearson’s SMTR reports will be posted as districts start to return their materials.

Test Information and Distribution Engine User Guide

Note: The **Secure Material Tracking Reports** task menu will only be available in the Materials administration for each window.

Figure 81. Track Return Packages Page



1. On the TIDE dashboard, select **Secure Material Tracking Reports**. The **Secure Material Tracking Reports** page appears.
2. In the *Track Documents* panel, select the report you would like to view. The report opens in Excel and contains detailed and summary information about the status of secure materials received by DRC or Pearson:
 - DRC’s SMTR contains the return status of each FSA Retake, B.E.S.T. Writing and EOC, and K–10 FAST secure material assigned to the school or district. Pearson’s SMTR contains the summarized return status of secure Statewide Science, Science and Social Studies EOC, and FCLE test materials by school/district, subject, and grade.
 - For secure materials that have been received and scanned by DRC or Pearson, the date that the document was scanned, as well as student information for TO BE SCORED test documents is provided. Please remember to keep these reports secure and do not send them via email as they contain students’ identifiable information. Summary information is located at the top of each report.
 - To review DRC’s Box Count Report or Pearson’s Box Count Tracking document:
 - In the Track Documents panel, select the report you would like to view. The report opens in Excel and contains a count of the number of boxes received from district scorable and nonscorable shipments.

How district-level users view types of reports

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

DRC’s district-level reports display summary and detailed information for all secure materials received at the district and each school. Pearson’s district-level report lists summary counts of all secure test materials shipped and processed for the district and each school. District users can also download reports for individual schools.

School-level reports display summary information for these materials received at the school.

Test Information and Distribution Engine User Guide

SMTR files are generated in .csv format.

The SMTRs will utilize the following file naming conventions:

- District: <Contractor>_<Administration>_Secure_Material_Tracking_<district number>.csv

Example:

- DRC_SPRING_Secure_Material_Tracking_77.csv
- Pearson_EOC_Secure_Material_Tracking_77.xlsx

- School: <Contractor>_<Administration>_Secure_Material_Tracking_<district number>"-<school number>.csv

Example:

- DRC_SPRING_Secure_Material_Tracking_77-9000.csv
- Pearson_EOC_Secure_Material_Tracking_77-9000.xlsx

The Box Count Report will utilize the following file naming conventions:

- District: <Contractor>_<Administration>_Box_Count_Report_<district number>.csv

Example:

- DRC_SPRING_Box_Count_Report_77.csv
- Pearson_EOC_Box_Count_Tracking_77.csv

Contractor and Administration types:

- DRC_SPRING_RETAKES – Spring FSA ELA Retake and FSA Algebra 1 EOC Retake
- DRC_SPRING – Spring B.E.S.T. Writing and EOC and FAST K–10 Progress Monitoring
- PEARSON_SCIEOC – Spring Science, Social Studies, EOC, and FCLE (FCLE ordered by public schools and districts will be included here)
- PEARSON_FCLE – FCLE (Spring and Winter Florida Civics Literacy Exam ordered by Districts 79 and 80 will be included here)

How district-level users track materials

For DRC's SMTRs, the receipt of all secure materials with a security barcode can be tracked. Regular print TO BE SCORED test and answer books, including those returned within a special document kit, are tracked in this report. TO BE SCORED test and answer books can be tracked by student name, FLEID, and/or security number. NOT TO BE SCORED test and answer books as well as secure material such as FAST test and response books, braille (BR), large print (LP), one-item-per-page books (OIPP), regular and large print passage booklets, or audio passage transcripts can be tracked by security number. For Pearson's SMTRs, the receipt of all secure Statewide Science, Science and Social Studies EOC, and FCLE test materials can be tracked.

How district-level users use SMTR reports

The SMTR has a STATUS column that will have one of the following status values:

Test Information and Distribution Engine User Guide

- NOT RETURNED (DRC), MATERIAL NOT RETURNED (Pearson) – all secure materials start out as NOT RETURNED or MATERIAL NOT RETURNED
- RETURNED SECURE MATERIAL (Pearson ONLY) – secure material that has been returned
- RETURNED SCORABLE (DRC ONLY) – secure scorable test documents that have been through image scanning
- RETURNED NON SCORABLE (DRC ONLY) – NOT TO BE SCORED test and answer books and other secure materials (e.g., FAST test and response books, large print test and answer books) that have been through book check-in
- PENDING (DRC ONLY) – secure materials that have been returned to DRC and have an “unknown” status (e.g., Problem Cart, material being destroyed at the district)

To filter the STATUS column or any other column in the spreadsheet, follow the instructions below:

1. Select the Data tab on the ribbon, then click the Filter command in the Sort & Filter section.
2. Click the drop-down arrow for the column you want to filter.
3. The Filter menu will appear.
4. Select/check the value(s) you want filtered.

In the **TOTALS** section:

For DRC, see the total number of RETURNED SCORABLE test documents for a specific school, grade, and/or subject. Filter the % NOT RETURNED column to see the percentage of a particular secure material not returned from a specific school, grade, and/or subject.

For Pearson, see the TOTAL RETURNED SECURE MATERIALS and TOTAL NOT RETURNED columns for the total quantity returned or not returned secure materials by item type. Use the % NOT RETURNED column to quickly identify materials that may have not been returned.

In the **DETAILS** section below the **TOTALS** rows:

Filter the STATUS column to NOT RETURNED (DRC) or MATERIAL NOT RETURNED (Pearson) to see which secure material security numbers have not been returned. Filter the STATUS column to RETURNED SCORABLE to see which students have a TO BE SCORED test document returned for scoring. Filter the LAST NAME or the FLEID column to search for a student.

The **DETAILS** section in the district report is sorted first by the DOCUMENT ASSIGNED SCHOOL column and then the SECURITY NUMBER column. The **DETAILS** section in the school report is sorted by the SECURITY NUMBER column.

For a description of the report fields, see the [Columns in the Secure Materials Tracking Report](#) table in the appendix.

How district-level users view reports of test completion rates

The Test Completion Rates report summarizes the number of students who have started or completed a test. There are several ways to view the results:

- By all students for each test selected (default behavior) (one row per test)
 - By students' enrolled grade for each test selected (one row per grade per test)
1. From the **Test Completion Rates** task menu on the TIDE dashboard, select **Test Completion Rates**. The **Test Completion Rates** page appears.
 2. In the *Report Criteria* panel (see [Figure 82](#)), select the parameters for which tests to include in your report.

Figure 82. Test Completion Rates Page: Report Criteria

3. *Optional:* Select a different report output under *Additional Options* to see more granular participation and completion information.
 - a. To display test completion counts for all students per test, leave the drop-down at **Select**. This runs the default report.

This option allows you to track participation at the test level across all grades, showing totals for eligible students, students started, students completed, and remote tests completed.
 - b. To display test completion counts for each test disaggregated by participating students' enrolled grades, select **Show By Grade**.

Showing results by grade allows you to track participation across enrolled grades. This is useful, for instance, when you have a test that all grade 3 students must take that also has some limited off-grade participation among grades 2, 4, and 5. This report makes it easy to track overall completion within the grade 3 population without the off-grade testers skewing the rates.
4. To view the report, select **Export Report**. This report can only be exported to a spreadsheet application, like Microsoft Excel, and does not display on the TIDE screen. [Figure 83](#) displays a sample Test Completion Rate report for the default setting showing information for all students.
5. For a description of the columns in this report, see the [Columns in the Test Completion Rate Report](#) table in the appendix.

Figure 83. Test Completion Rate Report

Date	Test Name	District ID	District Name	Enrolled Grade	Attempt #	Total Eligible Students	Total Students Started	Total Students Completed	Total Remote Tests Completed
5/2/2023 5:00:00 AM	Grade 3 FAST PM3 ELA Reading	99	Demo District 99	3	1	104	6	6	0
5/2/2023 5:00:00 AM	Grade 3 FAST PM3 ELA Reading - PBT	99	Demo District 99	3	1	46	4	4	0

School-level Tasks in TIDE

School-level users have access to many of the same tasks as district-level users and perform these tasks the same way a district-level user performs them. For these tasks, this section of the guide refers school-level users back to the instructions presented in the district-level user section.

School-level Tasks in TIDE Before Testing Begins

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

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

How School-level Users Set up User Accounts in TIDE

School-level users must set up user accounts in TIDE for teachers and test administrators. If teachers and test administrators do not have user accounts set up in TIDE before testing begins, they will not have access to any CAI systems or be able to administer tests.

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

You can add users to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the [How to add records one at a time](#) section in the Introduction.

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

Figure 84. Add User Page

2. In the *Email* field, enter the new user’s email address and select **+Add user or add roles to user with this email**. Additional fields appear.
3. Enter the new user’s first and last names in the required fields and other details in the optional fields.

Test Information and Distribution Engine User Guide

Figure 85. Add User Page

4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a state, district, and school, if applicable.
5. *Optional:* To add multiple roles, select **+Add More Roles** and repeat step 4.
6. *Optional:* To delete a role, select  next to that role.
7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com.

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

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file export. If a user's information changes after you have added the user to TIDE, you must edit the user account to match the most up to date information. If the user's account does not include the most up to date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the **Manage Users** task menu, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.
2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the [How to modify existing records one at a time](#) section in the Introduction.
3. In the list of retrieved user accounts, select  for the user whose account you want to view or edit.
4. If your role allows it, modify the user's details as required, using the [Fields in the View/Edit/Export Users Page](#) table in the appendix as a reference.
5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.
6. *Optional:* To delete a role, select  next to that role. You can also delete the user's entire account from the search results table.
7. Select **Save**.

Test Information and Distribution Engine User Guide

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

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

You can also add or modify multiple user accounts all at once through file upload as shown in the [How to add or modify multiple records at once](#) section in the Introduction.

1. From the **Manage Users** task menu, select **Upload Users**. The **Upload Users** page appears.
2. Following the instructions in the [How to add or modify multiple records at once](#) section in the Introduction and using the [Columns in the User Upload File](#) table in the appendix as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

How School-level Users Register Students for Testing

School-level users can register students for testing if those students have not already been registered. If students are not registered for testing, they will not be able to sign in to a test.

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

You can add students to TIDE one at a time. To learn more about adding records to TIDE one at a time, see the [How to add records one at a time](#) section in the Introduction.

When you add a student to a school, you must be associated with the same school. For example, school-level users can add students to their school.

The **Add Student** page is divided into multiple panels: Student Demographics, Race and Ethnicity, Above Grade Testing, Parent/Guardian Video Consent for Remote Testing, FAST Test Eligibility, Fall Test Eligibility, Winter Test Eligibility, Spring Test Eligibility, Summer Test Eligibility, and Accommodations.

You can click the collapse icon [] in the upper-left corner of a panel to collapse it or click the expand icon [] in a collapsed panel to expand it.

A floating *Go to section* toolbar appears on the left side of the page. This toolbar includes a numbered button for each panel on the page. You can hover over a button to display the label of the associated panel and click the button to jump to that panel (see [Figure 86](#)).

Figure 86. Floating Vertical Go To Section Toolbar



Test Information and Distribution Engine User Guide

1. From the **Student Information** task menu on the TIDE dashboard, select **Add Student**. The **Add Student** form appears (see [Figure 87](#)).
2. In the *Student Demographics* panel, enter the student’s demographic information, using the [Fields in the Add Student](#) Panel table in the appendix as a reference.

Figure 87. Fields on the Add Student Page

The screenshot shows the 'Add Student' form with the 'Student Demographics' panel active. At the top, there is a 'Save' button and a 'Cancel' button. Below the panel header, the form contains the following fields:

- *District: -- Select -- (dropdown)
- *School: -- Select -- (dropdown)
- *Last Name: (text input)
- *First Name: (text input)
- Middle Initial: (text input)
- *FLEID: (text input)
- *Enrolled Grade: - Select - (dropdown)
- *Birth Date (MMDDYYYY): (text input with calendar icon)
- *Gender: Male Female
- *Section 504: Yes No
- *English Language Learner (ELL): Yes No
- *Primary Exceptionality: - Select - (dropdown)
- Alternate Passing Score for ELA: - Select - (dropdown)
- *Testing Accommodations Listed on IEP or 504 Plan: Yes No
- District Use: (text input)

3. In the *Race and Ethnicity* panel, select appropriate indicators.
4. In the *Above Grade Testing* panel, indicate a subject student is testing above grade.
5. In the *Parent/Guardian Video Consent for Remote Testing* panel, indicate if student can test remotely.
6. In the *FAST Test Eligibility* panel, indicate if student is eligible for FAST testing.
7. In the *Fall Test Eligibility* panel, indicate is student is eligible for EOC, FAST Retake, or FSA Retake testing.
8. In the *Winter Test Eligibility* panel, indicate is student is eligible for EOC, FAST Retake, or FCLE testing.
9. In the *Spring Test Eligibility* panel, indicate is student is eligible for EOC, FAST Retake, FSA Retake, FCLE, B.E.S.T. Writing, or Science testing.
10. In the *Summer Test Eligibility* panel, indicate is student is eligible for EOC or FAST Retake testing.
11. In the *Accommodations* panel (see [Figure 88](#)), select the student’s settings for testing, using the [Fields in the Add Student Panel](#) table in the appendix as a reference.

Figure 88. Accommodations Panel

The screenshot shows the 'Accommodations' panel with the following dropdown menus:

- Text-to-Speech: - Select -
- Masking: - Select -
- Speech-to-Text: - Select -
- Text-to-Speech on Writing Response: - Select -
- Passage Booklet: - Select -
- American Sign Language: - Select -
- Closed Captioning: - Select -

Test Information and Distribution Engine User Guide

12. Select **Save**.

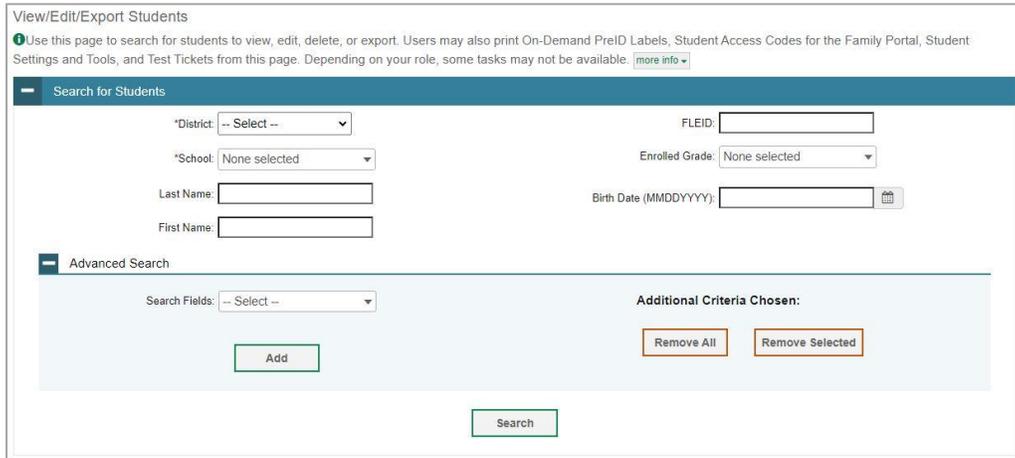
If TIDE reports that another student already has the FLEID, contact the Florida Help Desk.

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

You can view and edit detailed information about a student's record.

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the individual student account you want to view, edit, export, or delete by following the procedure in the [How to modify existing records one at a time](#) section in the Introduction.
3. In the list of retrieved students, select  for the student whose account you want to view. The **View/Edit Student: [Student's Name]** form appears.

Figure 89. View/Edit/Export Student Page



4. From the *Rosters* panel, view rosters to which the student is currently active, if available. If the student is not currently in a roster, users will see “This student is not included on any rosters.” text on the panel.
5. From the *Student Participation* panel, view the student's test participation report, if available. If a student has not tested, users will see “This student has not tested.” text on the panel.
6. If your user role allows it, modify the student's record as required.
 - In the *Student Demographics* panel, modify the student's demographic information, using the [Fields in the Add Student](#) Panel table in the appendix as a reference.
 - In the *Accommodations* panel, modify the student's test settings, using the [Fields in the Add Student Panel](#) table in the appendix as a reference.
7. Select **Save**.

Test Information and Distribution Engine User Guide

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

How school-level users upload student accommodations

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

1. From the **Student Information** task menu on the TIDE dashboard, select **Upload Additional Student Information**. The **Upload Additional Student Information** page appears.
2. Following the instructions in the [How to add or modify multiple records at once](#) section in the Introduction and using the [Columns in the Additional Student Information Upload File](#) table in the appendix as a reference, fill out the Additional Student Information template and upload it to TIDE.

How School-level Users Manage Rosters

School-level users can manage rosters for students in their school. These rosters are then sent to Florida Reporting System so those systems can display scores. Please note, this only applies to the FAST Reading and Mathematics, B.E.S.T. Algebra 1 and Geometry EOCs, and Civic Literacy tests.

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

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The **Add Roster** page appears (see [Figure 90](#)).

Figure 90. Add Roster – Select School for Roster Page

The screenshot shows the 'Add Roster' page. At the top, there is a blue header with the text 'Add Roster'. Below the header, there is a green information icon followed by the text: 'Start by selecting a school before adding students in the next step. Select a Test Administration in the next step to ensure that only students eligible for the administration appear on the roster.' There is a 'more info' link next to this text. Below this is a dark blue bar with the text 'Select School for Roster'. Underneath this bar, there are two dropdown menus: '*District: -- Select --' and '*School: -- Select --'. At the bottom right of the form area, there is a green 'Select' button.

2. In the *Select School for Roster* panel, search for a school by selecting District and School as applicable, then click **Select** and a new **Add Roster** page appears (see [Figure 91](#)).
 - **Note:** If your user account is associated with more than one school under the *School Details* section, you can select **Change School** if the wrong school was selected.

Figure 91. Add Roster Page

3. Under *Roster Details*, add a roster name and select a teacher.
4. Under *Find and Select Students*, do one of the following:
 - Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting  next to individual students from the top of the grid. Selecting **Save** creates your roster. If you select **Remove All**, you can search for a new group of students.
 - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by FLEID or name. After you return results, select  to add individuals or select **Add All** from the top of the grid (see [Figure 92](#)).

Figure 92. Roster Available Students - Add All

Available Students (8)				
Show more information ▼		Filter students <input type="text"/>		
STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME	ADD ALL 
Test, Demo	03	FL123456789016	3WSSR	
Test, Demo	03	FL123456789027	4B9TF	
Test, Demo	03	FL123456789030	4BABJ	
Test, Demo	08	FL123456789025	4B9NL	
Test, Demo	10	FL123456789021	3ZBPS	
Test, Demo	30	FL123456789024	4B9NK	

Test Information and Distribution Engine User Guide

Note: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to select additional criteria as available.

5. *Optional:* After results appear under *Selected Students*, you can change the information that displays about students.

- a. **Show more information** drop-down: Select or clear additional columns.

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

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

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

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

- You can modify existing rosters by performing the following steps:
 1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit Rosters**. The **View/Edit Rosters** page appears (see [Figure 93](#)).

Figure 93. View Edit Rosters Page

2. Retrieve the roster record you want to view or edit by following the procedure in the [How to modify existing records one at a time](#) section in the Introduction.
3. In the list of retrieved rosters, select  for the roster whose details you want to view. The **View/Edit [Roster Name]** page appears. This page is similar to the page used to add rosters (see [Figure 91](#)).
4. To review students who are currently on the roster, scroll down to the *Selected Students* panel. The list displays students who are currently associated with the roster.

Test Information and Distribution Engine User Guide

5. Select **Find Students** (see [Figure 94](#)) to search for students by filling out the search criteria either for individual students or for groups in step 4 of [How school-level users add new rosters one at a time](#).

Figure 94. View/Edit [Roster Name] - Find Students

View/Edit Demo Roster 1

Add Students
To add students to this roster, click Find Students.
A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Find Students

Roster Details
You can change the name and teacher associated with this roster.
*Roster Name: Demo Roster 1
*Teacher Name: 1Demo, 1TA

Selected Students (26)

Show more information Filter students

<input type="checkbox"/> REMOVE ALL	STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME
<input type="checkbox"/>	Test, Demo	08	FL123456789025	4B9NL
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445507	4B9NW
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445517	4B9O5
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445527	4B9OE
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445537	4B9ON
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445545	4B9OV
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445556	4B9P3

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

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

7. *Optional:* In **Roster Details**, edit the *Roster Name* and/or *Teacher Name*.

Note: Editing the Roster Name and/or Teacher Name only modifies the existing roster. This does not create a duplicate roster.

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

Figure 95. Modifying a Roster: View/Edit Page

View/Edit Demo Roster 1

Add Students
To add students to this roster, click Find Students.
A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Find Students

Roster Details
You can change the name and teacher associated with this roster.
*Roster Name: Demo Roster 1
*Teacher Name: 1Demo, 1TA

Selected Students (26)

Show more information Filter students

<input type="checkbox"/> REMOVE ALL	STUDENT NAME	ENROLLED GRADE	FLEID	USERNAME
<input type="checkbox"/>	Test, Demo	08	FL123456789025	4B9NL
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445507	4B9NW
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445517	4B9O5
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445527	4B9OE
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445537	4B9ON
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445545	4B9OV
<input type="checkbox"/>	Test2324, PMUAT	08	DM102293445556	4B9P3

Test Information and Distribution Engine User Guide

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

If you have many rosters to add or modify, you can do so through file upload as shown in the [How to add or modify multiple records at once](#) section in the Introduction.

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.
2. Following the instructions in the [How to add or modify multiple records at once](#) section in the Introduction and using the [Columns in the Roster Upload File](#) section in the appendix as a reference, fill out the Roster template and upload it to TIDE.
 - You can pull the information you need from TIDE to edit existing rosters through file uploads by exporting the Roster information from the View/Edit Rosters page, including the Teacher's email address.

How school-level users print Family Portal Access Codes from roster lists

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

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit Rosters**. The **View/Edit Rosters** page appears.
2. Retrieve the rosters for which you want to print access codes by filling out the search criteria and selecting **Search**.
3. *Optional:* Select the column headings to sort the retrieved rosters in the order you want the access codes printed.
4. Specify the rosters for whom access codes need to be printed:
 - To print access codes for specific rosters, mark the checkboxes for the rosters you want to print.
 - To print access codes for all rosters listed on the page, mark the checkbox at the top of the table. Please note, you may only print 1,500 students at a time.
5. Select , and then select **Access Codes**.
6. In the new browser window that opens, verify **Access Codes** is selected in the *Print Options* section and choose the preferred Access Codes layout.
7. Select **Print**. When printing access codes, make sure *Print to Fit* is unchecked.

Your browser downloads the generated PDF.

School-level Tasks in TIDE During Testing

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

- Print test tickets to help students log in to tests.

Test Information and Distribution Engine User Guide

- Add, modify, and upload invalidations and requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

How School-level Users Print Test Tickets

School-level users can print test tickets for students in their school. Test tickets are hard-copy forms that includes a student's username for logging in to a test.

Figure 96. Sample Test Ticket

School Year 2023-2024	
DEMO DISTRICT 99 (99)	
DEMO SCHOOL 9009 (99-9009)	
LAST NAME: Test	USERNAME: 4B9NL
FIRST NAME: Demo	ENROLLED GRADE: 08
DOB: 06/09/2010	ID: FL123456789025

How school-level users print test tickets from student lists

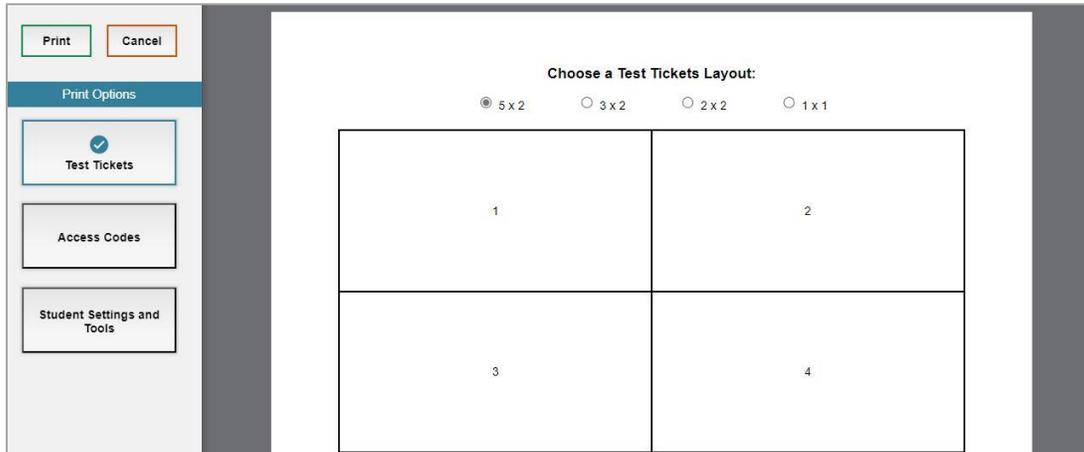
1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The **Print from Student List** page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.
3. *Optional:* Select the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed:
 - To print test tickets for specific students, mark the checkboxes for the students you want to print.
 - To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
 - To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
5. Select  and then select the appropriate action:
 - To print test tickets for selected students, select **Selected Test Tickets**.
 - To print test tickets for all retrieved students, select **All Test Tickets**.

Test Information and Distribution Engine User Guide

- In the new browser window that opens displaying a layout for selecting the printed layout (see [Figure 97](#)), verify **Test Tickets** is selected in the *Print Options* section.
- Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 97. Layout Model for Test Tickets



How school-level users print test tickets from roster lists

- From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The *Print from Roster List* page appears.
- Retrieve the rosters for which you want to print test tickets by filling out the search criteria and selecting **Search**.
- Optional:* Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.
- Do one of the following:
 - Mark the checkboxes for the rosters you want to print.
 - Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

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

- Select  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see [Figure 97](#)).
- Verify **Test Tickets** is selected in the *Print Options* section.
- Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

How School-level Users Manage Invalidations and Requests

School-level users can manage invalidations and requests for students in their school.

How school-level users add new invalidations and requests one at a time

You can create a invalidations and requests for a given test result.

1. Retrieve the result for which you want to create a invalidations and requests by doing the following:
 - a. From the **Invalidations and Requests** task menu on the TIDE dashboard, select **Create Requests**. The **Create Requests** page appears (see [Figure 98](#)).
 - b. Select a request type.
 - c. Use the drop-down list and related text field to set search criteria.

Figure 98. Create Requests Page

- d. Select **Search**. TIDE displays the results at the bottom of the **Create Requests** page (see [Figure 99](#)).
2. Select the checkbox for each result for which you want to create a test request, and then select **Create** (see [Figure 99](#)).
3. From the **Select a reason from the list** drop-down, select a reason for creating the invalidations and requests. The reasons may vary based on the invalidations and requests type.

Figure 99. Retrieved Test Results

Request Type	School	Result ID	Last Name	First Name	FLEID	Test Status	Test Start Date	Date of Last Activity	Test Window	Test	Case Number	Request Status	Request Reason	Items Answered
<input checked="" type="checkbox"/> Invalidate a test	99-9009	2239973	Test	Demo	FL123456789045	Completed	02/08/2024 9:15:51 AM	02/08/2024 9:18:01 AM	Science_Spring_23_24	Grade 8 Science				0
<input type="checkbox"/> Invalidate a test	99-9009	2239974	Test	Demo	FL123456789045	Completed	02/08/2024 9:20:12 AM	02/08/2024 9:22:00 AM	Spring FCLE K-12/FAST PM3/Science/EOC/FAST Retake 2024	Civics EOC				0
<input type="checkbox"/> Invalidate a test	99-9009	2239975	Test	Demo	FL123456789045	Completed	02/08/2024 9:22:46 AM	02/08/2024 9:25:18 AM	Spring FCLE K-12/FAST PM3/Science/EOC/FAST Retake 2024	U.S. History EOC				0

4. *Optional:* In the **Additional Comments** field, enter comments, if desired.

Test Information and Distribution Engine User Guide

5. Enter a reason for the request in the window that pops up.
6. Select **Submit**. TIDE displays a confirmation message.

How school-level users modify existing invalidations and requests one at a time

You can view and export existing invalidations and requests.

1. From the **Invalidations and Requests** task menu on the TIDE dashboard, select **View/Export Requests**. The **View/Export Requests** page appears (see [Figure 100](#)).

Figure 100. View/Export Requests Page

2. Retrieve the invalidations and requests you want to view by filling out the search criteria and selecting **Search**. [Figure 101](#) shows retrieved invalidations and requests.

Figure 101. Retrieved Invalidations and Requests

Case Number	Request Type	School ID	Result ID	Last Name	First Name	FLEID	Sessions	Request Status	Request Date	Test	Test Window	Test Status	Test Start Date	Date of Last Activity
<input checked="" type="checkbox"/> 41795	Invalidate a test	99-9009	2232577	TestingDEI	PMUAT	DM200338844809		Processed	02/23/2023 10:26 AM	Grade 4 FAST PM3 Mathematics – PBT	FAST PM3 2023	invalidated	02/17/2023 9:39 AM	02/23/2023 9:48 AM
<input type="checkbox"/> 79862	Invalidate a test	99-9009	2235063	Test2324	PMUAT	DM102293445506		Processed	07/25/2023 9:51 PM	Grade 8 FAST PM1 Mathematics	FAST PM1 2023	invalidated	07/12/2023 11:07 AM	07/12/2023 11:42 AM
<input type="checkbox"/> 79945	Invalidate a test	99-9009	2235910	Test2324	PMUAT-A	DM102293445745		Processed	08/03/2023 1:40 PM	B.E.S.T. Algebra 1 EOC – PBT	Fall EOC/FAST Retake 2023	invalidated	08/02/2023 12:43 PM	08/02/2023 12:54 PM

3. *Optional*: Review the initiator’s reason for the invalidations and requests by selecting in the Request Status column.

How school-level users add or modify multiple invalidations and requests all at once

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

1. From the **Invalidations and Requests** task menu on the TIDE dashboard, select **Upload Requests**. The **Upload Requests** page appears.

Test Information and Distribution Engine User Guide

- Following the instructions in the [How to add or modify multiple records at once](#) section in the Introduction and using the [Columns in the Invalidations and Requests Upload File](#) table in the appendix as a reference, fill out the Invalidations and Requests template and upload it to TIDE.

How School-level Users Monitor Test Progress

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

The following reports are available in TIDE:

- **Participation Report:** Details a student's test opportunities and the status of those test opportunities.
- **Search by FLEID:** Details the student's test participation results.
- **Session Monitoring:** Details the number of students actively testing/not actively testing in a session at an individual school or for multiple schools.
- **Test Status Report:** Details the status of all tests for the subjects selected.

How school-level users view participation reports

TIDE includes a Participation Report that details all of a student's test statuses within a school. During times of heavy testing volume, participation reports may be delayed up to 4 hours.

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

- From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Participation Reports**. The **Participation Reports** page appears (see [Figure 102](#)).

Figure 102. Participation Reports

- In the *Search for Students* panel, select the parameters for whose information to include in your report:

Test Information and Distribution Engine User Guide

- a. From the **District** drop-down list, select a district if applicable.
- b. From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools. If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.
- c. *Optional:* If a single school was selected, choose a teacher from the **Teacher** drop-down list.

The **Teacher** drop-down list includes all school-level users, such as teachers, test administrators, and principal associated with the selected school in TIDE. When you select a person from the **Teacher Name** drop-down list, TIDE performs a check to see if the person is associated with any roster. If no rosters exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the participation reports shows the test attempts of the students included in the roster.

If you do not select any person from the **Teacher Name** drop-down list and use the default value of **All** to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

It is important to note that the TA Name displayed on the Participation Report does not imply the name of the teacher. The TA is the person who conducts the test. This can be the same as the teacher or it can mean a different person.

- d. *Optional:* In the *Last Name* field, enter a student's last name.
 - e. *Optional:* In the *First Name* field, enter a student's first name.
 - f. *Optional:* In the *FLEID* field, enter a FLEID.
 - g. *Optional:* From the **Enrolled Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.
 - h. *Optional:* In the *Birth Date (MMDDYY)* field, enter a student's date of birth.
3. In the *Choose What* panel, select the parameters for which tests to include in your report:
 - a. From the **Test** drop-down list, select a test category.
 - b. From the **Administration** drop-down list, select the appropriate administration year.
 - c. *Optional:* From the **Test Name** drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.

Test Information and Distribution Engine User Guide

4. In the *Get Specific* panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in **{brackets}**):
 - Students who **{have/have not}** **{completed/started}** an opportunity in the selected administration. This filter allows you to determine which students have or have not started or completed testing.
 - Students who have a status of **{student test status}** in the selected administration. This filter allows you to determine which students have a specified test status for the selected test. You can choose multiple statuses or select Any to search for students under any of the listed statuses.
 - Students whose most recent **{Session ID/TA Name}** was **{Session ID (Optional)/Last Name, First Name (Optional)}** between **{start date}** and **{end date}**. This filter allows you to search for students who were in a specific session and view their current test status. This report returns the most recent participation data for students who have taken the selected test. To view this report, perform the following steps:
 - Optional: Specify whether you wish to search by Session ID or Test Administrator (TA) and enter the test administrator’s Session ID or name as applicable.
 - Click the date fields to view the calendar and select the time frame. If the Session ID or TA name is not specified, you will be limited to a date range search of 15 days.
 - Search student(s) by **{FLEID/Name}**: **{FLEID/Enter Exact First Name}** and / or **{Enter Exact Last Name}**. You can enter up to 20 FLEIDs separated by commas to search for in this filter. To search for a student by name you must enter either the first name, last name, or both first and last names exactly as they would appear in TIDE.
5. Do one of the following:
 - To view the report on the page, select **Generate Report**. If you are viewing a report for more than 20 schools, use this option and then select **Export Report**.
 - To open the report in Microsoft Excel, select **Export Report**. If you are viewing a report for more than 20 schools, this option will be disabled.

Figure 103. Participation Report

Name	FLEID	District Name	School Name	Enrolled Grade	Test	TA Name	Session ID	Status	Result ID	Date Started	Date Completed	Last Activity	Test Duration	Remote Session
Test2324, PMUAT	DM102293445540	Demo District 99	Demo School 9009	03	Grade 4 FAST PM1 ELA Reading – PBT	User, SDE7	UAT-10CA-3	submitted 1/40	2235196	07/17/2023	07/17/2023	07/17/2023	00:03:00	N
Test2324, PMUAT	DM102293445540	Demo District 99	Demo School 9009	03	Grade 4 FAST PM1 Mathematics – PBT	User, SDE7	UAT-ID10-3	submitted 17/35	2235198	07/17/2023	07/17/2023	07/17/2023	00:03:53	N
Test2324, PMUAT-A	DM102293445662	Demo District 99	Demo School 9009	03	Grade 4 FAST PM1 ELA Reading – PBT	User, SDE1	UAT-15D6-3	submitted 0/40	2235127	07/13/2023	07/13/2023	07/13/2023	00:26:20	N

For descriptions of the columns in this report, see the [Columns in the Participation Report](#) table in the appendix.

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

You can also generate participation reports for specific students by FLEID. This section describes how to generate participation reports for one or more students using students' FLEIDs. If you have many FLEIDs you would like to search, it may be easier to perform this task through file uploads.

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Search by FLEID**. The **Search by FLEID** page appears (see [Figure 104](#)).
2. Do one of the following:
 - Enter one or more FLEIDs, separated by commas, in the Student IDs field. You can enter up to 1000 FLEIDs.

Figure 104. Search by FLEID Page

- To upload FLEIDs, select **Upload**. Next, select **Browse** and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 FLEIDs.
3. Select **Generate Report**. The Participation Report by FLEID appears (see [Figure 103](#)).

For descriptions of the columns in this report, see the [Columns in the Participation Report](#) table in the appendix.

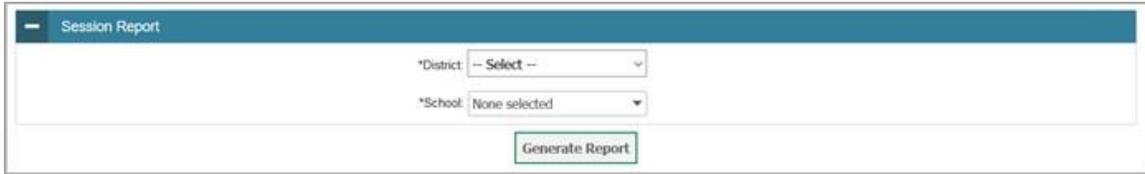
How school-level users manage session monitoring

Session Monitoring reports include information about the progress of testing sessions for schools. School-level users can view test session status information by searching detailed school reports of active and inactive sessions (displays open test sessions). These show status reports of active and inactive test sessions happening for schools in the district on the current day. These reports show session IDs for a school, along with information like proctor name, test name, the start time of the test session, and the number of students who have started, paused, and completed tests.

How school-level users generate test session reports

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

Figure 105. Session Monitoring Page



2. Select search criteria to generate your report.

If you selected more than one school, a summary of the report for all selected schools displays the following fields:

- Schools
- Total # of Tests
- Tests Started
- Tests Paused
- Tests Completed

3. Select **Generate Report**.

How school-level users view session reports

The initial format of the report varies based on the number of schools selected. A summary overview is available when you select multiple schools. From the summary, you can select the detailed report for individual schools. Alternatively, if you select one school in the search, you will go directly to the detailed report for that school.

To view open sessions:

- If you selected an individual school, you'll go directly to the detailed report for only that school (see [Figure 107](#)).
- If you selected multiple or all schools, a summary report page appears (see [Figure 106](#)).

Figure 106. Session Report

The screenshot shows a summary report page titled "Session Monitoring". It includes an information icon and a message: "Use this page to view session reports for a school. [more info](#)". Below this is a "Session Report" header with a "Generate Report" button and a refresh icon. At the bottom, it states "Number of Schools found: 1" and displays a table with the following data:

Schools	Total # of Tests	Tests Started	Tests Paused	Tests Completed
Demo School 9009(99-9009)	6	0	4	2

Test Information and Distribution Engine User Guide

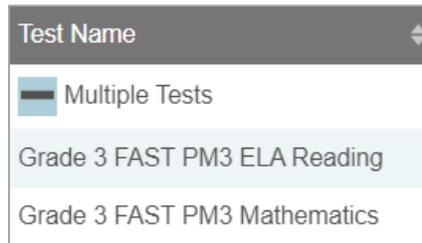
Select a school from the summary report page to view a detailed report for that school.

Figure 107. Detailed Session Report

Test Administrator Name	Test Name	Session ID	Start Time of Session	Earliest Testing Activity Today	Total # of Tests in Session	Tests Started	Tests Paused	Tests Completed
Demo, TA	+ Multiple Tests	UAT-723A-3	2023-07-31 02:12 PM	02:14 PM	2	1	0	1
Demo, TA	+ Multiple Tests	UAT-B96E-3	2023-07-31 09:38 AM	10:04 AM	2	0	0	2
Demo, TA	+ Multiple Tests	UAT-BB17-3	2023-07-31 01:23 PM	01:27 PM	2	0	0	2
Demo-TP10, User-TP10	Postsecondary Florida Civic Literacy Exam (FCLE)	UAT-CEAB-3	2023-07-31 11:53 AM	12:44 PM	1	0	0	1

Optional: If multiple tests are available for one session, select **+ Multiple Tests** to expand the list of tests associated with that session.

Figure 108. Multiple Tests in One Session



Optional: Select **Expand All Sessions** to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.

Optional: Select **Collapse All Sessions** to collapse all expanded sessions. The button will only be displayed when multiple tests per session exist.

Optional: To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics. Sessions will be considered inactive if all students in the session are paused or have completed the test opportunity, and no new opportunities have been started.

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

How school-level users view the Test Status Report

The Test Status report displays all tests in your organization in the selected test administration.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Report**. The **Test Status Report** page appears.
2. In the *Report Criteria* panel (see [Figure 109](#)), select search criteria for the test and administration.

Test Information and Distribution Engine User Guide

Figure 109. Report Criteria Panel

3. Do one of the following:

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

TIDE displays the tests and associated statuses (see [Figure 123](#)).

Figure 110. Test Status Report

Number of students found: 1,976

Filter results:

1-50 of 1,976 records | Page: << 1 of 40 >>

Name	FLEID	Test Name	Test Status	Date Started	Assigned School ID	Assigned School Name	Session ID	Results ID
Demo, Test	FL202203000054	Grade 6 FAST PM3 ELA Reading – PBT			77-9000	Demo School 9000		
Demo, Test	FL202203000054	Grade 6 FAST PM3 Mathematics – PBT			77-9000	Demo School 9000		

For a description of the columns in this report, see the [Columns in the Test Status Report](#) table in the appendix.

For a description of each status that a test opportunity can have, see the [Columns in the Test Status Report](#) table in the appendix.

How Teachers and Test Administrators Perform Tasks in TIDE

Teachers and test administrators have access to some of the same tasks as district-level and school-level users and perform these tasks the same way a district-level or school-level user performs them. For these tasks, this section of the guide refers teachers and test administrators back to the instructions presented in the district-level user section.

Teacher and Test Administrator Tasks in TIDE Before Testing Begins

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

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

How Teachers and Test Administrators View User Accounts in TIDE

Teachers and test administrators can view their own user account information in TIDE by selecting the **Account** drop-down menu on the top-right corner of the Dashboard (see [Figure 111](#)), and select **My Account Information**.

How Teachers and Test Administrators Manage Student Information

Teachers and test administrators can view student accounts and student distribution reports by selecting the **Student Information** task menu, selecting **View/Edit/Export Students**, filling out the search criteria, and selecting **Search**. Search results can be viewed in TIDE or exported to the Secure File Center.

How Teachers and Test Administrators Manage Rosters

Teachers and test administrators can view rosters for students in their school by selecting the **Roster** task menu and selecting **View/Edit Rosters**. These rosters are then sent to Florida Reporting System so those systems can display scores. Please note, this only applies to the FAST Reading and Mathematics, B.E.S.T. Algebra 1 and Geometry EOC's, and Civic Literacy tests.

Appendix

A

Account Information

You can modify your name, phone number, and other account information in TIDE. (To change your email address, your school or district assessment coordinator must create a new account with the updated email address.)

1. In the TIDE banner (see [Figure 111](#)), from the **Account** drop-down list, select **My Account Information**. The **My Contact Information** page appears (see [Figure 112](#)).

Figure 111. TIDE Banner



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

TIDE saves your changes, and a confirmation message appears.

Figure 112. Fields in the My Account Information Page

 A form titled "Edit My Account" with a teal header bar. Below the header, the text "Role: DAC" is displayed. To the right, there is a text input field for "*Last Name:" containing "Demo User". Below the role, there is a text input field for "*Email:" containing "FL-DAC1@demo.user" and a text input field for "Phone:". Below the email, there is a text input field for "*First Name:" containing "Demo DAC". At the bottom of the form are two buttons: a green "Save" button and an orange "Cancel" button.

C

Changing Your Associated Test Administration, Institution, or Role

Depending on your permissions, you can switch to different test administrations, schools, districts, and user roles in TIDE.

1. In the TIDE banner (see [Figure 111](#)), select **Change Admin Details** from the **Account** drop-down menu. The **Administration Details** window appears (see [Figure 113](#)).
2. Update the information as necessary.

Test Information and Distribution Engine User Guide

3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 113. Administration Details Window


Administration Details
 Select the User Role, Test Administration, District, and School (as applicable):

User Role:

Test Administration:

*State:

*District:

Columns in the Additional Orders Page

You can use the information in the table below to [place orders for additional paper testing materials during testing](#).

Table 1. Columns on Additional Orders

Status	Description
Material Description	Description of the materials available for a particular administration.
Additional Quantity	Total quantity you wish to order. (After you enter an order quantity and select Save Orders , this number will appear in either the Quantity Approved or Quantity Pending Approval column. The number in this column resets to zero once the order has been sent to the vendor.)
Quantity Pending Approval	Additional quantity you ordered that is pending approval. This number resets to zero once the order has been approved or denied.
Quantity Approved	Quantity of the most recent order approved. This number resets to zero once the order has been sent to the vendor (around 10:00 a.m. ET every morning).

Status	Description
Quantity You Will Receive	Total order quantity to be shipped from the vendor.

Columns in the Additional Student Information Upload File

You can use the table below to upload additional student information.

Table 2. Columns in the Additional Student Information File

Field Name	Description	Valid Values
FLEID	Student's unique identifier within the state.	FL followed by 12 digits
Attribute Name	Name of the attribute	One of the following: <ul style="list-style-type: none"> • Above Grade Testing • Alternate Passing Score for ELA • American Sign Language • Closed Captioning • District Use • Season and Subject Test Indicator • Masking • Passage Booklet • Speech-to-Text • Text-to-Speech • Text-to-Speech on Writing Response • Video Consent

Field Name	Description	Valid Values
Subject	Subject of assessment	One of the following: <ul style="list-style-type: none"> • ELA Reading • B.E.S.T. Writing • Mathematics • Science N/A – this should be selected for attributes where the subject is not applicable.
Value	Value of the student attribute	One of the available values from the drop-down list.
Action	Deleting the student attribute.	Delete—Remove student attribute.

Columns in the Secure Materials Tracking Report

You can use the information in the table below to [track return shipments of paper testing materials](#).

The DRC Secure Material Tracking Report contains the following columns and values.

Table 3. DRC Secure Material Tracking Report Fields

Column	Column Header Text	Possible Values/Calculations
Totals Section		
A	MATERIAL DESCRIPTION	Material description for each secure material assigned to a district or school.
B	DOCUMENT ASSIGNED SCHOOL	School number where the secure material was assigned and packaged. If the secure material was packaged as district overage, the field will be left blank. A district-level report will contain all school numbers where secure materials were assigned and packaged.

Column	Column Header Text	Possible Values/Calculations
C	DOCUMENT ASSIGNED SCHOOL NAME	<p>School name where the secure material was assigned and packaged.</p> <p>If the secure material was packaged as district overage, the field will be left blank.</p> <p>A district-level report will contain all school names where secure materials were assigned and packaged.</p>
D	TOTAL SHIPPED	The sum of all secure material associated with the data in columns A and B that were shipped.
E	TOTAL RETURNED SCORABLE	<p>The sum of all test and answer books associated with the data in columns A and B that were shipped and have a status of RETURNED SCORABLE.</p> <p>If there are no RETURNED SCORABLE test and answer books to report, the field will be zero.</p>
F	TOTAL RETURNED NON SCORABLE/PENDING	<p>The sum of all secure materials associated with the data in columns A and B that were shipped and have a status of RETURNED NON SCORABLE/PENDING.</p> <p>If there are no secure materials to report, the field will be zero.</p>
G	TOTAL NOT RETURNED	<p>The sum of all secure materials associated with the data in columns A and B that were shipped and have a status of NOT RETURNED.</p> <p>If all secure material has been returned, the field will be zero.</p>
H	% NOT RETURNED	<p>The sum of all secure materials associated with the data in columns A and B:</p> <ul style="list-style-type: none"> • TOTAL NOT RETURNED divided by TOTAL SHIPPED. • When TOTAL SHIPPED = TOTAL NOT RETURNED, the field will be 100%. • When TOTAL NOT RETURNED is zero, the field will be 0%.
Totals Summary (Last Row of Totals Section)		
A		GRAND TOTAL (Static text designating all the subjects tested)
B		Blank

Column	Column Header Text	Possible Values/Calculations
C		Blank
D	TOTAL SHIPPED	The total summarizes all secure materials shipped (all subjects and all grades).
E	TOTAL RETURNED SCORABLE	The sum of all test and answer books (all subjects and all grades) that have a status of RETURNED SCORABLE. If there are no RETURNED SCORABLE test and answer books to report, the field will be zero.
F	TOTAL RETURNED NON SCORABLE/PENDING	The sum of all secure materials (all subjects and all grades) that have a status of RETURNED NON SCORABLE. If there are no secure materials to report, the field will be zero.
G	TOTAL NOT RETURNED	The sum of all secure materials (all subjects and all grades) that have a status of NOT RETURNED. If all secure material has been returned, the field will be zero.
H	% NOT RETURNED	Using the sum of all secure materials (all subjects and all grades): <ul style="list-style-type: none"> • TOTAL NOT RETURNED divided by TOTAL SHIPPED. • When TOTAL SHIPPED = TOTAL NOT RETURNED, the field will be 100%. • When TOTAL NOT RETURNED/PENDING is zero, the field will be 0%.
Details Section		
A	MATERIAL DESCRIPTION	Material description for each secure material assigned to a district or school.
B	DOCUMENT ASSIGNED SCHOOL	School number where the secure material was assigned and packaged. If the secure material was packaged as district overage, the field will be left blank. A district-level report will contain all school numbers where secure materials were assigned and packaged.

Column	Column Header Text	Possible Values/Calculations
C	DOCUMENT ASSIGNED SCHOOL NAME	<p>School name where the secure material was assigned and packaged.</p> <p>If the secure material was packaged as district overage, the field will be left blank.</p> <p>A district-level report will contain all school names where secure materials were assigned and packaged.</p>
D	SECURITY NUMBER	<p>The security barcode number listed on the secure material.</p>
E	LAST NAME	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank.
F	FIRST NAME	
G	MI	
H	DOB	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p> <p>FORMAT: MM/DD/YYYY</p> <p>The DOB will be blank for the Summer, Fall, and Winter administrations and will only be available for the Spring B.E.S.T. EOC administrations if the student information was loaded into TIDE during the initial PreID label extract windows.</p>

Column	Column Header Text	Possible Values/Calculations
I	GRADE ENROLLED	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the value will be obtained from the test and answer book's document ID which indicates the grade of the book. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field on a non-grade specific test and answer book (e.g. Algebra 1, ELA Writing Retake) will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>
J	FLEID	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field is populated if the FLEID is gridded in the FLEID DRC USE ONLY box on the front cover of the demographic page. • If a test and answer book was returned incorrectly without a PreID label, a District/School label is applied at DRC, and the FLEID DRC USE ONLY box was not gridded, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p> <p>FORMAT: FL123456789012</p>

Column	Column Header Text	Possible Values/Calculations
K	STATUS	<p>The status value of the secure material.</p> <p>VALID VALUES:</p> <ul style="list-style-type: none"> • NOT RETURNED – all secure materials start out as NOT RETURNED • RETURNED SCORABLE – a test and answer book has been through image scanning • RETURNED NON SCORABLE/PENDING – the secure material has been through book check-in <ul style="list-style-type: none"> • PENDING – the secure material has been returned to DRC and has an “unknown” status (e.g., Problem Cart) or the secure material was destroyed at the district and recorded at DRC as being removed from the Missing Material Report)
L	DATE SCANNED AT DRC	<p>The date the secure material went through book check-in.</p> <p>The field is blank when the status = NOT RETURNED.</p> <p>FORMAT: MM/DD/YYYY</p>
M	PREID FILE ACCOMMODATION	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book has a PreID label and the student’s PreID record has a braille, large print, or one-item-per-page accommodation, the field will be populated with BR, LP, or OIPP, respectively. • If no accommodation, the field will be blank. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>
N	BUBBLED ACCOMMODATION	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book was returned and the accommodation bubble was gridded in the DRC USE ONLY box on the front cover of the demographic page, the field will be populated with BR, LP, or OIPP. • If no accommodation, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>

Column	Column Header Text	Possible Values/Calculations
O	STUDENT ENROLLED DISTRICT	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> If a test and answer book has a PreID label, the district number from the PreID label will be the value. If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>
P	STUDENT ENROLLED SCHOOL	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> If a test and answer book has a PreID label, the school number from the PreID label will be the value. If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>

The DRC Box Count Report contains the following columns and values.

Table 4. DRC Box Count Report Fields

Column	Column Header Text	Description/Values
A	District	The district associated with the boxes' RS labels. FORMAT: 2 digits
B	District Name	District Name
C	School	The school associated with the boxes' RS labels. Blank when reporting the district level count. FORMAT: 4 digits
D	School Name	Blank when reporting the district level count.
E	Total Boxes Received at DRC	<p>Sum of all boxes received by DRC (TBS + NTBS) to date from the:</p> <ul style="list-style-type: none"> district school <p>Zero if no boxes have been received at DRC.</p>

The Pearson Secure Material Tracking Report contains the following columns and values.

Table 5. Pearson Secure Material Tracking Report Fields

Column	Column Header Text	Possible Values/Calculations
Totals Section		
A	MATERIAL DESCRIPTION	Material description for each secure material assigned to a district or school.
B	DOCUMENT ASSIGNED DISTRICT	Two-digit district number where the secure material was assigned and packaged.
C	DOCUMENT ASSIGNED SCHOOL	Four-digit school number where the secure material was assigned and packaged. This column will only be present for School files.
C - District	DOCUMENT ASSIGNED DISTRICT NAME	A district-level report will contain the district name where secure materials were assigned and packaged.
D - School	DOCUMENT ASSIGNED SCHOOL NAME	
D - District E - School	TOTAL SHIPPED	The sum of all secure material associated with the data in columns A, B and C that were shipped.
E - District F - School	TOTAL RETURNED SECURE MATERIALS	The sum of all secure materials associated with the data in columns A, B and C that were shipped and have a status of RETURNED SECURE MATERIAL. If there are no RETURNED SECURE MATERIAL test documents to report, the field will be zero.
F - District G - School	TOTAL NOT RETURNED	The sum of all secure materials associated with the data in columns A, B and C that were shipped and have a status of MATERIAL NOT RETURNED. If all secure material has been returned, the field will be zero.
G - District H - School	% NOT RETURNED	The sum of all secure materials associated with the data in columns A, B and C: <ul style="list-style-type: none"> TOTAL NOT RETURNED divided by TOTAL SHIPPED. When TOTAL SHIPPED = TOTAL NOT RETURNED, the field will be 100%. When TOTAL NOT RETURNED is zero, the field will be 0%.

Column	Column Header Text	Possible Values/Calculations
Details Section		
A	MATERIAL DESCRIPTION	Material description for each secure material assigned to a district or school.
B	DOCUMENT ASSIGNED DISTRICT	Two-digit district number where the secure material was assigned and packaged.
C	DOCUMENT ASSIGNED SCHOOL	Four-digit school number where the secure material was assigned and packaged. This column will only be present for School files.
D	DOCUMENT ASSIGNED SCHOOL NAME	School name where the secure material was assigned and packaged.
E	SECURITY NUMBER	The security barcode number listed on the secure material.
F	LAST NAME	These fields will remain blank.
G	FIRST NAME	
H	MI	
I	DOB	
J	GRADE ENROLLED	
K	FLEID	
L	STATUS	
M	DATE SCANNED AT PEARSON	The field will remain blank.
N	PREID FILE ACCOMMODATION	These fields will remain blank.
O	BUBBLED ACCOMMODATION	

Column	Column Header Text	Possible Values/Calculations
P	STUDENT ENROLLED DISTRICT	Two-digit district code where the document was assigned.
Q	STUDENT ENROLLED SCHOOL	Two-digit district code with four-digit school code where the document was assigned.

The Pearson Box Count Report contains the following columns and values.

Table 6. Pearson Box Count Report Fields

Column	Column Header Text	Description/Values
A	District	2-digit District Number (with leading zeros)
B	District Name	District Name
C	School	4-digit School Number (with leading zeros) 0000 when reporting for District
D	School Name	School Name District Name when reporting for District
E	Box Count	Total # of boxes to date received by Pearson

Columns in the Session Monitoring Report Page

You can use the information in the table below to [view test session monitoring reports](#).

Table 7. Columns in the Detailed Session Report Page

Column	Description
Test Administrator Name	Name of the test administrator associated with the Session ID.
Test Name	Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.
Session ID	The Session ID to which the test is linked.

Column	Description
Start Time of Session	Start date and time of the session.
Earliest Testing Activity Today	The time the first test opportunity was started or restarted by the first student in the session
Total # Tests in Session	Total number of students testing in each school.
Tests Started	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

Columns in the Invalidations and Requests Upload File

You can use the information in the table below to [add or modify multiple requests all at once through file upload](#). Please note that you will only see requests applicable to your user role.

Table 8. Columns in Invalidations and Requests Upload File

Field Name	Description	Valid Values
Request Type*	Type of request	<p>One of the acceptable values from the drop-down choices:</p> <ul style="list-style-type: none"> • Invalidate a test • Re-open a test • Restart a test • Restore a test that was restarted • FAST item unlock • FSA Re-open a test session

Field Name	Description	Valid Values
Search Type*	Field to search	One of the following: <ul style="list-style-type: none"> Result ID—Retrieves test result matching the provided result ID FLEID—Retrieves test results matching the provided FLEID Session ID—Retrieves test results matching the provided session ID
Search Value*	Search value corresponding to the Search Type	Up to 14 characters (The value must exist in TDS or TIDE.)
Reason	Reason for creating request	Provide a reason from the drop-down for the request.
Comments	Additional comments	Provide additional comments to the invalidation/request.

*Required field.

Columns in the Order History Page

Table 9. Columns in Order History Page

Column	Description
Order Number	Materials order number.
Order Type	Type of order: initial or additional.
Submitted By	User who generated the order.
Order Status	Order's current status.
Submitted Date	Date order was generated.
Tracking	Order's tracking report.
Reports	Order's packing lists and security checklists.

Columns in the Participation Report

You can use the information in the table below to view report of students' current test status through the [Participation Report module](#) or when [searching by student ID](#).

Table 10. Columns in Participation Reports

Attribute	Description
Name	Student's name (Last Name, First Name).
FLEID	Student's 14-character identification number.
District Name	Name of the district selected.
School Name	Name of the school(s) selected.
Enrolled Grade	The grade in which a student is enrolled.
Test	Test name for this student record (e.g., Grade 7 FAST PM1 Mathematics).
TA Name	The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific test.
Result ID	The unique identifier linked to the student's results for that specific test.
Date Started	The date when the first test item was presented to the student for that test.
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that test. A completed test can still have activity as it goes through the quality assurance and reporting process.

Attribute	Description
Test Duration	Amount of time in minutes a student spent in one or more sessions of a test. Displayed as HH:MM:SS.
Remote Session	Indicates if student took a remote session.

Columns in the Roster Upload File

You can use the information in the table below to [add or modify multiple rosters all at once](#).

Table 11. Columns in the Roster Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Must be 2 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Must be 4 characters. Must be associated with the district ID.
Test Administrator’s Email*	Email address of the teacher/test administrator associated with the roster.	Email address of an existing user in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
FLEID*	Student’s unique identifier within the state.	FL followed by 12 digits
Action	Indicates if this is an add or delete transaction.	One of the following: Add—Add new user or modify an existing user record. Delete—Remove existing user record. Note: If the field is left blank, the user record will be added/modified as applicable similar to an Add action.

*Required field.

Columns in the Student Upload File

You can use the information in the table below to [add or modify multiple student accounts all at once through file upload](#).

Table 12. Columns in Student Upload File

Column Name	Description	Valid Values
District Number*	District responsible for specific educational services or instruction of the student.	Up to 2 numeric characters. Must exist in TIDE.
School Number*	School responsible for specific education services and/or instruction of the student.	Up to 4 numeric characters. Must exist in TIDE and be associated with the District ID.
Last Name*	Student's last name.	Up to 17 alphanumeric characters.
First Name*	Student's first name.	Up to 12 alphanumeric characters.
Middle Initial	Student's middle name.	A–Z
Birth Date*	Day on which student was born.	Date in format MMDDYYYY. Add leading zero for single-digit numbers.
FLEID*	Student's statewide identification number	FL followed by 12 digits. If adding students with identifiers that are already associated with students of a different name, TIDE displays a corresponding error message during the validation process.
Enrolled Grade	Student's enrolled grade.	Two-character grade in the range 02–12, 30. Add leading zero for single-digit numbers.

Column Name	Description	Valid Values
<p>Above Grade Testing</p> <ul style="list-style-type: none"> • FAST ELA Reading • FAST Mathematics • B.E.S.T. Writing • Science 	<p>The grade level a student will test at.</p>	<p>FAST ELA Reading – Two-digit grade in the range 03–10.</p> <p>FAST Mathematics – Two-digit grade in the range 03–08.</p> <p>B.E.S.T. Writing – Two-digit grade in the range 04–10.</p> <p>Science – Two-digit grade in the range 05, 08.</p>
<p>Gender*</p>	<p>Student’s gender.</p>	<p>One of the following:</p> <p>F—Female</p> <p>M—Male</p>
<p>Ethnicity*</p> <ul style="list-style-type: none"> • Hispanic or Latino • American Indian or Alaska Native • Asian • Black or African American • White • Native Hawaiian or Other Pacific Islander 	<p>Student’s ethnicity code.</p>	<p>One of the following:</p> <p>N—No</p> <p>Y—Yes</p>
<p>English Language Learner (ELL) Status*</p>	<p>Whether student is currently enrolled in the English Language Learner (ELL) program (LY students).</p>	<p>N—Student is not enrolled in ELL program.</p> <p>Y—Student is enrolled in ELL program.</p>
<p>Section 504 Status</p>	<p>Whether student is being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended.</p>	<p>N—Student is not provided with related aids and services.</p> <p>Y—Student is provided with related aids and services.</p>

Column Name	Description	Valid Values
Primary Exceptionality	Major or overriding disability condition that best describes a student's impairment.	One of the following: C—Orthopedically Impaired F—Speech Impaired G—Language Impaired H—Deaf or Hard of Hearing I—Visually Impaired J—Emotional/Behavioral Disability K—Specific Learning Disability L—Gifted M—Hospital/Homebound O—Dual-Sensory Impaired P—Autism Spectrum Disorder S—Traumatic brain injury V—Other Health Impaired W—Intellectual Disability N—N/A
Testing Accommodations Listed on IEP or 504 Plan*	Testing Accommodations Listed on IEP or 504 Plan	N— Student does not have accommodations listed on an IEP and/or 504 for this test administration Y— Student has accommodations listed on an IEP and/or 504 for this test administration
Alternate Passing Score for ELA	The equivalent score reported as an FSA scaled score. Only available for ELA Retake administrations.	A = FSA— Student is eligible for an Alternate Passing Score (APS) for FSA. B = FAST—Student is eligible for an Alternate Passing Score (APS) for FAST.

Column Name	Description	Valid Values
District Use	Free-text field. The contents of this field will vary at district discretion.	Up to 10 alphabetic and special characters
Video Consent	Student's consent status.	Y— Student has video consent for remote proctoring. Blank— Student does not have video consent for remote testing.
Accommodations <ul style="list-style-type: none"> • Text-to-Speech • Masking • Speech-to-Text • Text-to-Speech on Writing Response • Passage Booklet • American Sign Language • Closed Captioning 	Accommodations that are available for online testers.	Y— Student is assigned given accommodation. Blank— Student is not assigned an accommodation.
Test Indicators Applicable for Reading, Writing, and Social Studies	Identifies whether a test is taken online or on paper.	One of the following: E—Eligible for Computer-Based Testing P— Regular Print L—Large Print C or D—Contracted UEB Braille U or V—Uncontracted UEB Braille I—One-Item-Per-Page Blank—Student is not assigned a test indicator

Column Name	Description	Valid Values
Test Indicators Applicable for Mathematics and Science	Identifies whether a test is taken online or on paper.	One of the following: E—Eligible for Computer-Based Testing P—Regular Print L—Large Print C—Contracted UEB Math/Science Braille D—Contracted UEB with Nemeth Braille U—Uncontracted UEB Math/Science Braille V—Uncontracted UEB with Nemeth Braille I—One-Item-Per-Page Blank—Student is not assigned a test indicator
Action	Deleting the student attribute.	Delete—Remove student.

*Required field.

Columns in the Test Completion Rate Report

You can use the information in the table below to [view report of test completion rates](#).

Table 13. Columns in Test Completion Rate Report

Column	Description
Date	Date and time that the file was generated.
Test Name	Grade, test, and subject selected.
District ID	ID of the district selected.
District Name	Name of the district selected.
School ID*	The ID of the reported school.
School Name*	The name of the reported school.
Enrolled Grade	Grade in which the student is enrolled.
Attempt #	Number of times students have taken the test.

Column	Description
Total Eligible Students	Number of students that are eligible for the test.
Total Students Started	Number of students who have started the test.
Total Students Completed	Number of students who have finished the test and submitted it for scoring.
Total Remote Tests Completed	Number of students who have tested remotely.

*This column is only included in the school-level report.

Columns in the Test Status Report

You can use the information in the table below to [view reports of test status](#).

Table 14. Columns in the Test Status Report

Column	Description
Name	Student's name (Last Name, First Name).
FLEID	Student's 14 character identification number.
Test Name	Name of the test.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.
Session ID	Unique ID for the test session.
Result ID	Unique ID for the item result.

Columns in the User Upload File

You can use the information in the table below to [add or modify multiple user accounts all at once through file upload](#).

Table 15. Columns in the User Upload File

Field Name	Description	Valid Values
District ID*	District associated with the user	Two-digit district ID that exists in TIDE. Include leading zeros.
School ID*	School associated with the user	Four-digit school ID that exists in TIDE. Include leading zeros. Required for adding school-level users; can be blank for adding district-level users.
First Name*	User's first name	Use 1–35 characters excluding commas and .
Last Name*	User's last name	Use 1–35 characters excluding commas and .
Email*	User's email address	Standard email address. This is the user's username for logging in to TIDE.
Phone	User's phone number	Phone number in xxx-xxx-xxxx format.
Role*	User's role	DAC, DA, DTC, PSA, SAC, SA, TA, DRA, SRA, AVA, or SDE.
Action	Indicates if this is an add, modify, or delete transaction	One of the following: ADD—Add new user or modify an existing user record. DELETE—Remove existing user record.

*Required field.

D

Deleting Records from TIDE

You can delete existing records for users, students, rosters, and student eligibilities from TIDE. For users with multiple roles, individual roles can be deleted without deleting the entire user account.

1. Retrieve the records you want to delete by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
 - Mark the checkboxes for the record you want to delete.
 - Mark the checkbox at the top of the table to delete all retrieved records.
3. Select , and in the affirmation dialog box select **OK**.

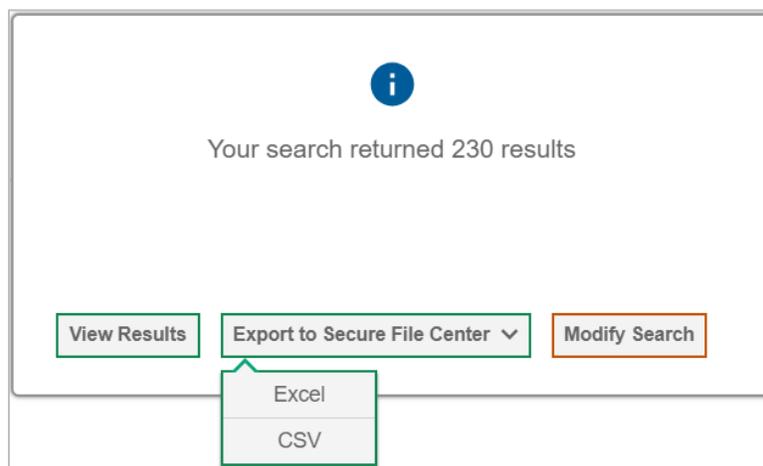
E

Exporting Records in TIDE

You can export search results for users, students, rosters, students' test settings, test windows, and invalidations and requests to the Secure File Center.

1. Retrieve the records you want to export by following the procedure in the section [Searching for Records in TIDE](#).
2. In the search results pop-up window, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure File Center.

Figure 114. Search Results



Test Information and Distribution Engine User Guide

You can also export records from the search results grid.

1. Retrieve the records you want to export by following the procedure in the section [Searching for Records in TIDE](#).
2. Do one of the following:
 - Mark the checkboxes for the record you want to export.
 - Mark the checkbox at the top of the table to export all retrieved records.
3. Select , and then select Excel or CSV.

F

Fields in the Add Student Panel

You can use the information in the table below to [add new student accounts one at a time](#) or to [modify existing student accounts one at a time](#).

Table 16. Fields in Add Student Panel

Field	Description	Valid Values
Student Demographics		
District*	Student's enrolled district	One of the available districts from the drop-down list
School*	Student's enrolled school number	One of the available schools from the drop-down list
Last Name*	Student's last name	Up to 17 alphabetic and special characters**
First Name*	Student's first name	Up to 12 alphabetic and special characters**
Middle Initial	Student's middle initial	A–Z (Optional)
FLEID*	Florida Education Identifier, a 14 character unique identifier	FL followed by 12 digits
Username**	Username is a system-generated identifier for students used for Florida Statewide Assessments.	Users do not set this. The valid values are 5 alphanumeric characters.

Field	Description	Valid Values
Enrolled Grade*	Grade in which the student is enrolled	One of the available grades from the drop-down list
Birth Date (MMDDYYYY)*	Student's date of birth	Date in format MMDDYYYY. Add leading zero for single-digit numbers.
Gender*	Student's gender	Male Female
Testing accommodations Listed on IEP or 504 Plan*	Indicates whether the student is being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended.	Yes No
English Language Learner (ELL)*	Indicates whether the student is currently enrolled in the English Language Learner (ELL) program (LY students).	Yes No
Primary Exceptionality*	The major or overriding disability condition that best describes a person's impairment	One of the available fields from the drop-down list: C—Orthopedically Impaired F—Speech Impaired G—Language Impaired H—Deaf or Hard of Hearing I—Visually Impaired J—Emotional/Behavioral Disability K—Specific Learning Disability L—Gifted M—Hospital/Homebound O—Dual-Sensory Impaired P—Autism Spectrum Disorder S—Traumatic brain injury V—Other Health Impaired W—Intellectual Disability N—N/A

Field	Description	Valid Values
Alternate Passing Score for ELA	The equivalent score reported as an FSA scaled score. Only available for ELA Retake administrations.	A = FSA—Student is eligible for Alternate Passing Score for FSA. B = FAST— Student is eligible for Alternate Passing Score for FAST.
Testing Accommodations Listed on IEP or 504 Plan*	Testing Accommodations Listed on IEP or 504 Plan	Yes No
District Use	Free-text field. The contents of this field will vary at district discretion.	Up to 10 alphabetic and special characters**
Access Code**	Access Code is a system-generated code for students and families to access the Family Portal.	This field is automatically generated in TIDE. The valid values are 6 alphanumeric characters.
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	Yes No
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	Yes No
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	Yes No
Black or African American*	A person having origins in any of the black racial groups of Africa	Yes No

Field	Description	Valid Values
White*	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa	Yes No
Native Hawaiian or Other Pacific Islander*	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands	Yes No
Above Grade Testing		
ELA Reading Mathematics B.E.S.T. Writing Science	Grade in which the student will test	One of the available grades from the drop-down list
Parent/Guardian Video Consent for Remote Testing		
Video Consent***	Student's consent status	Yes
FAST, Fall, Winter, Spring, Summer Test Eligibility		
FAST Test Indicator	Identifies whether a FAST test is taken online or on paper.	One of the available test indicators from the drop-down list
End-of-Course Test Indicator	Identifies whether an EOC test is taken online or on paper.	One of the available test indicators from the drop-down list
FAST Retake Test Indicator	Identifies whether a FAST Retake test is taken online or on paper.	One of the available test indicators from the drop-down list
FSA Retake Test Indicator	Identifies whether a FSA Retake test is taken online or on paper.	One of the available test indicators from the drop-down list
FCLE Test Indicator	Identifies whether a FCLE test is taken online or on paper.	One of the available test indicators from the drop-down list

Field	Description	Valid Values
B.E.S.T. Writing Test Indicator	Identifies whether a B.E.S.T. Writing test is taken online or on paper.	One of the available test indicators from the drop-down list
Science Test Indicator	Identifies whether a Science test is taken online or on paper.	One of the available test indicators from the drop-down list
Accommodations		
Text-to-Speech	Student's text-to-speech setting for tests in the indicated subject.	Yes Yes with Passages****
Masking	Student's masking setting for tests in the indicated subject.	Yes
Speech-to-Text	Student's speech-to-text setting. Available for Writing tests only.	Yes
Text-to-Speech on Writing Response	Student's text-to-speech setting for the student's written response. Available for Writing tests only.	Yes
Passage Booklet	Student's passage booklet setting for tests in the indicated subject. Available for FSA Reading Retake and Writing tests only.	Yes
American Sign Language	Student's American Sign Language (ASL) setting. Available for FSA Reading Retake tests only.	Yes
Closed Captioning	Student's closed captioning setting. Available for Reading tests only.	Yes

*Required field

**Fields are prepopulated and will appear in the View/Edit/Export Students page.

***FAST PM1 and PM2 Administrations only.

****State approval is required to enable Text-To-Speech on passages. For more information, contact your district office.

Fields in the View/Edit/Export Users Page

You can use the information in the table below to [modify existing user accounts](#).

Table 17. Fields in the View/Edit/Export Users Page

Field	Description	Valid Values
View/Edit/Export Users Page		
Role*	User's role	One of the roles from the drop-down list. The available roles are those that are the same as or below your own role.
District*	District associated with the user	One of the available district IDs from the drop-down list
School*	School associated with the user	One of the available school IDs from the drop-down list (Not available for district-level users.)
View/Edit/Export Users [User's Name] Panel		
Email*	Email address for logging in to TIDE	Standard email address in the form name@domain.edu . Once a profile for a user has been created, this field cannot be changed.
First Name*	User's first name	Use 1–35 characters excluding commas and
Last Name*	User's last name	Use 1–35 characters excluding commas and
Phone	User's phone number	Phone number in xxx-xxx-xxxx format
TA Course(s) Completed	Whether the user has participated in the standard and/or remote TA Certification Courses.	Standard Remote

*Required field.

L

List of Invalidations and Requests by Test Status

You can use the information in the table below to [manage invalidations and requests](#).

Table 18. List of Invalidations and Requests by Test Status

Test Status	Invalidate a test	Restart a test	Re-open a test	Restore a test that was restarted	Re-open a test session	FAST Item Unlock
Approved	✓	✓		✓		
Completed	✓	✓	✓	✓	✓	✓
Denied	✓	✓		✓	✓	
Paused	✓	✓		✓	✓	✓*
Pending		✓		✓		
Processing		✓		✓		
Reported	✓	✓	✓	✓		✓
Review		✓		✓		
Submitted	✓	✓	✓	✓	✓	✓
Suspended		✓		✓		
Invalidated			✓	✓		

*FAST Item Unlock is recommended to be used when the test is in Paused status.

List of Invalidations and Requests Statuses

You can use the information in the table below to [manage invalidations and requests](#).

Table 19. List of Invalidations and Requests Statuses

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 by another user.
Rejected by System	TDS was unable to process the request.
Requires Resubmission	Request must be resubmitted.
Retracted	Original request was retracted.
Submitted for Processing	Request submitted to TDS for processing.

List of Request Types

You can use the information in the table below to [manage invalidations and requests](#).

Table 20. List of Request Types

Type	Description
Invalidate a test	Used when the validity of test scores has been compromised. Invalidated tests will not receive a score. You can only submit these invalidations until the end of the test window. See the current test administration manual for policies and guidance regarding test invalidations.
Re-open a test	Re-opens a test that a student mistakenly submitted early. The student's test must be in Completed, Submitted, or Reported status.

Type	Description
Restart a test	Allows the student to restart a test from the beginning. This request deletes all student responses. This request can be used if a student begins the incorrect test and that test should not be reported.
Restore a test that was restarted	Allows the student to revert to the original test opportunity from before the test was restarted.
FAST item unlock	This request allows the student to review previously answered questions when resuming a test on another day. If the student test has been completed, they will instead need a re-open test request to resume testing.
FSA Re-open a test session	Re-opens a test session when a student inadvertently starts an incorrect test session. Requester will indicate which session should be opened.

List of Test Opportunity Status Descriptions

You can use the information in the table below to [view the test status report](#).

Table 21. List of Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session.
Invalidated	The test has been invalidated.
Paused	The student's test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> • The student paused his or her test by clicking the Pause button. • The student idled for too long and the test was automatically paused. • The test administrator stopped the session while the student was in the test. • The test administrator paused the individual student's test. • The student's browser or computer shut down or crashed.

Status	Definitions
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted for scoring.
Started	The student has started the test and is actively testing.
Submitted	The student has submitted the test and is back on the Log In screen.
Suspended	The student is awaiting TA approval to resume testing. If the TA is unable to approve the student to test, the student must wait 20 minutes for their test to time out before attempting to log in again.

P

Password Information

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

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

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

- **If you forgot your password:**

On the **Login** page, select **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your district assessment coordinator for assistance to make sure you are listed in TIDE. If confirmed, the Florida Help Desk will assist in troubleshooting.

- **Additional help:**

If you are unable to log in, contact the Florida Helpdesk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

Printing Records in TIDE

1. Retrieve the records you want to print by following the procedure in the section [Searching for Records in TIDE](#).

Test Information and Distribution Engine User Guide

2. Do one of the following:

- To print the following records, mark the checkboxes for the records you want to print, select



, select Selected, and then select Print.

- Student records
- Rosters
- Test Tickets
- Student Settings and Tools
- Access Codes

- To print all records, select , select All, and then select Print.

S

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see [Figure 115](#)). This section explains how to use this search panel and navigate search results.

Figure 115. Sample Search Panel

1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages and discrepancy resolution pages will allow you to select one, multiple, or all values.

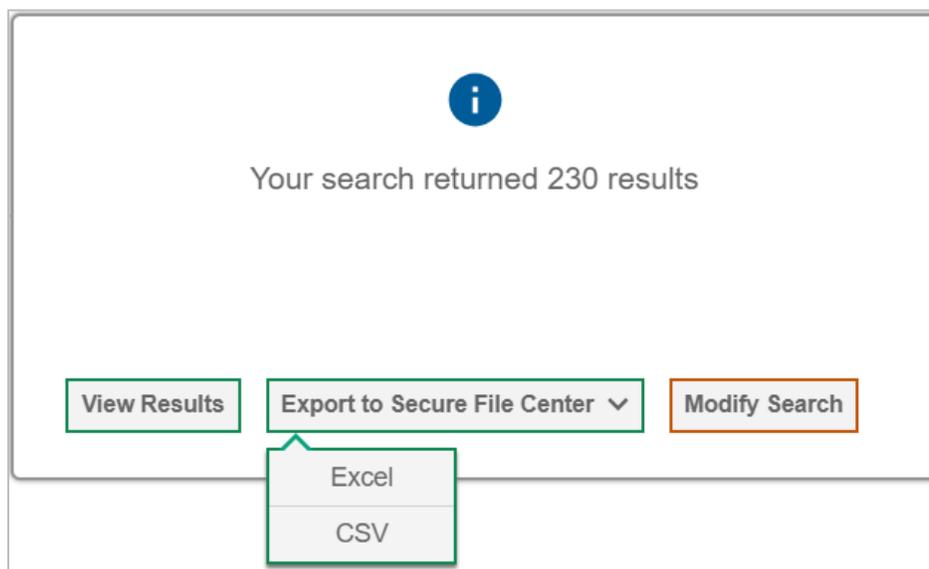
The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

2. *Optional:* If the task page includes an additional search panel, select values to further refine the search results:
 - To include an additional search criterion in the search, select it and select Add or Add Selected as available.

Test Information and Distribution Engine User Guide

- *Optional:* To delete an additional search criterion, select it and select Remove Selected. To delete all additional search criteria, select Remove All.
3. Select **Search**.
 - If searching for users, students, and invalidations and requests, proceed to the next step.
 - If searching for other types of records, such as rosters, skip to step [7](#).
 4. In the search results pop-up window (see [Figure 116](#)) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:
 - To view the retrieved records on the page, select **View Results**. Continue to step [7](#). This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 116. Search Results Pop-up Window



- To export the retrieved results to the Secure File Center, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure File Center (see [Secure File Center](#)).
 - To return to the page and modify your search criteria, select **Modify Search**. Repeat steps [1–3](#).
5. The list of retrieved records appears below the search panel (see [Figure 117](#)).

Test Information and Distribution Engine User Guide

Figure 117. Sample Search Results

Edit	School Information		Student Information			Student Demographics			FAST Eligibility		Fall 2023 Eligibility		Winter 2023 Eligibility		Spring 2024 Eligibility						
	District	School	Last Name	First Name	Middle Initial	FLEID	Username	Enrolled Grade	Birth Date (MMDDYYYY)	Gender	Above Grade Testing	FAST Test Indicator	End-of-Course Test Indicator	FAST Retake Test Indicator	FSA Retake Test Indicator	End-of-Course Test Indicator	FAST Retake Test Indicator	FCE Test Indicator	End-of-Course Test Indicator	FAST Retake Test Indicator	
<input type="checkbox"/>	99	99-9009	Test	Demo		FL123456789014	ZYLYE	03	01012001		FAST Mathematics 07 FAST ELA Reading 07										
<input type="checkbox"/>	99	99-9009	Test	Demo		FL123456789016	3WSSR	03	01012001	Male	FAST Mathematics 04 FAST ELA Reading 04										
<input type="checkbox"/>	99	99-9009	Test	Demo		FL123456789017	3WSSS	03	01012001	Male	FAST Mathematics 05 FAST ELA Reading 05										

6. *Optional:* To filter the retrieved records by keyword, enter a search term in the text box above the search results and select . TIDE displays only those records containing the entered value.
7. *Optional:* To sort the search results by a given column, select its column header.
 - To sort the column in descending order, select the column header again.
8. *Optional:* If the table of retrieved records is too wide for your browser window, you can select and at the sides of the table to scroll left and right, respectively.
9. *Optional:* If the search results span more than one page, select or to view previous or next pages, respectively.
10. *Optional:* To hide columns, select (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

Searching for Students or Users by ID

The *FLEID* or *User Email* field appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the **View and Edit Student** or **View/Edit User: [User's Name]** form for a specified student or user.

1. In the *FLEID* or *User Email* field, enter a student's FLEID or a user's email address. The FLEID or email address must be an exact match; TIDE does not search by partial FLEID or email address.
2. Select . The **View and Edit Student** or **View/Edit User: [User's Name]** page for that student or user appears.

Figure 118. Find Student/User Search Field

Secure File Center

When searching for users, students, students' test settings, and invalidations and requests, you can choose to export the search results to the Secure File Center. The shared Secure File Center serves as a

Test Information and Distribution Engine User Guide

password protected repository that lists files containing the data that you have exported in TIDE and other CAI systems. When you choose to export search results to the Secure File Center, TIDE sends you an email when the export task is completed and the file is available in the Secure File Center for download.

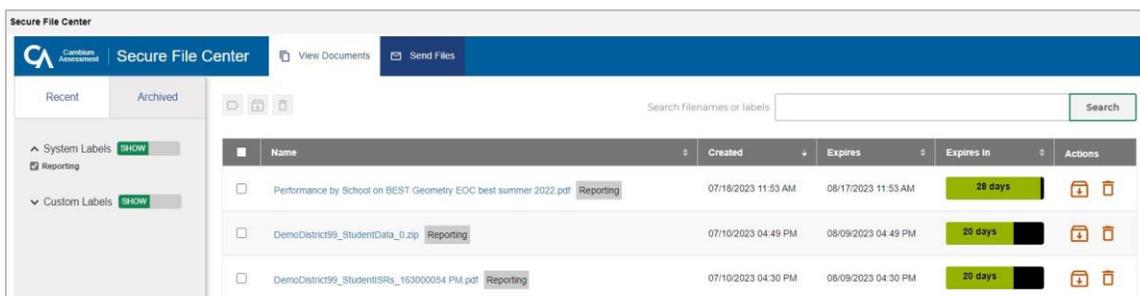
The Secure File Center also lists any secure documents that have been externally uploaded to the Secure File Center and that you have privileges to view.

Viewing Documents in the Secure File Center

The files in the Secure File Center are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days while secure documents are available for 14 days. You can access the Secure File Center from any page in TIDE to either download the file or archive the file. You can also delete the files you have exported, but not files added by admin users.

1. From the TIDE banner (see [Figure 111](#)), select **Secure File Center**. The **Secure File Center** page appears (see [Figure 119](#)). By default, TIDE displays the *View Documents* tab.
2. *Optional:* Select the file view from the available tabs:
 - **Recent:** This is the default view and displays all the files except for the ones that you have archived.
 - **Archived:** Displays the files that you have archived.

Figure 119. Secure File Center Window: View Documents Tab



3. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.

4. *Optional:* To hide or display system labels, toggle HIDE / SHOW.

5. *Optional:* To hide files with a system label, unmark the checkbox for that system label.

6. *Optional:* To hide or display custom labels, toggle HIDE / SHOW.

7. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.

Test Information and Distribution Engine User Guide

8. Do one of the following:

- To download a file, select the file name.
- To add a new custom label or apply an existing custom label, mark the checkbox next to the file name.
 - To apply a new custom label, mark the checkbox next to the text box, select , enter a new custom label in the text box, and select **Save New Label**.

Figure 120. New Custom Label



- To apply an existing custom label, mark the checkbox next to the existing custom label, select , and select **Apply Label**.
- To archive a file, select  in the *Actions* column of the file name. To return a file to the Secure File Center from the Archived tab, select .
- To delete a file, select . Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

Sending Files from the Secure File Center

You can send a file or files from TIDE to individual recipients by email address or to groups of recipients by user role.

1. From the TIDE banner (see [Figure 111](#)), select **Secure File Center**. The **Secure File Center** page appears (see [Figure 119](#)). By default, TIDE displays the *View Documents* tab.
2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 121](#)).
3. In the *Select Recipients* field, do one of the following:
 - Select **Role** to send a file or files to a group of users by user role.

Test Information and Distribution Engine User Guide

- Select **Email** to send a file or files to a single recipient by email address.

If you select **Email**, skip to step [7](#).

Figure 121. Secure File Center Window: Send Files Tab

4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.
6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send. These drop-down lists adhere to TIDE’s user role hierarchy. For example, district-level users will be able to filter at their role level and below.
7. If you selected **Role** in step [3](#), skip this step. If you selected **Email** in step [3](#), enter the email address of the recipient to whom you wish to send a file or files.
8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
9. Select the file(s) you wish to send.
10. Select **Send**.

Files display in the Secure File Center after you send them.

Sending Family Portal Access Codes via Email

You can send family portal access codes to families via email. This task requires working with Microsoft Excel.

Test Information and Distribution Engine User Guide

Generating Access Code Template

To send family portal access codes to families via email, you must first generate an access code template.

Note: Access codes for K–2 students must be generated in the Statewide Family Portal Access administration (see [Figure 30](#)).

1. From the Family Portal Access task menu on the TIDE dashboard, select **Generate Access Code Template**. The *Generate Access Code Template* page appears.
2. Enter search criteria as required. For more information, see the section [Searching for Records in TIDE](#).
3. Select **Search**.

Figure 122. Generate Access Code Template Page

4. The search results pop-up window appears. Select **View Results**.
5. From the list of retrieved students, mark the checkbox(es) for the student(s) whose access codes you wish to generate.
6. Select **Download Student Access Codes**, and then do one of the following:
 - To export all students in the search results, select **Export All to Excel**.
 - To export only selected students, select **Export Selected to Excel**.

Test Information and Distribution Engine User Guide

Figure 123. Generate Access Code Template Search Results

Generate Access Code Template

Use this page to search for students to view, edit, delete, or export. Users may also print On-Demand PreID Labels, Student Access Codes for the Family Portal, Student Settings and Tools, and Test Tickets from this page. Depending on your role, some tasks may not be available. [more info](#)

Search for Students

Number of students found: 14

Filter results

	Edit	School Information		Student Information				
		District	School	Last Name	First Name	FLEID	Birth Date (MMDDYYYY)	Access Code
<input checked="" type="checkbox"/>		99	99-9009	Test	Demo	FL123456789014	01012001	4eb723
<input checked="" type="checkbox"/>		99	99-9009	Test	Demo	FL123456789016	01012001	w2n1vq

- The template downloads to your computer. Open it and, in the *Send Access Code to This Email Address* column for each student, enter the email address of the recipient you wish to receive the student's access code.

Figure 124. Student Access Code Template

Last Name	First Name	FLEID	Birth Date (MMDDYYYY)	Access Code	Send Access Code to This Email Address
Test1	Demo	FL123456789014	01012001	4eb723	test1@demo.com
Test2	Demo	FL123456789016	01012001	w2n1vq	test2@demo.com

- Save and close the template.

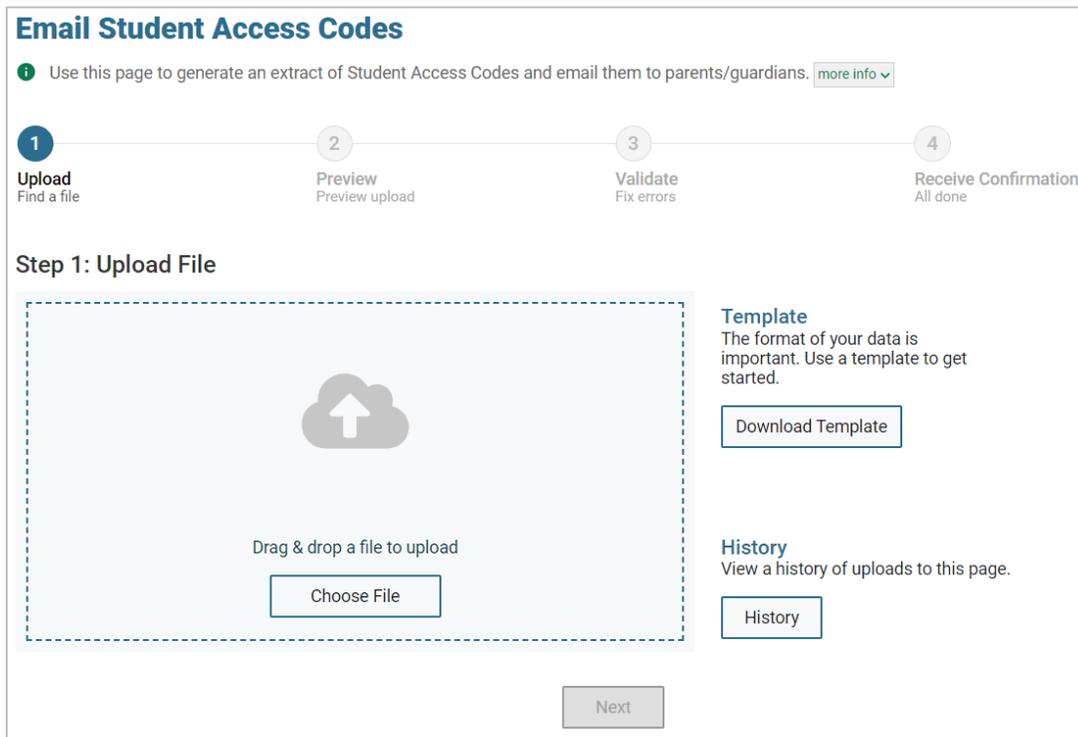
Emailing Student Access Codes

Before you can send access codes, you can complete the steps in the section [Generating Access Code Template](#). You will use the template you created and edited to complete the steps below. You can also download the template in the *Email Student Access Codes* page instead of using the Generating Access Code Template.

- From the Family Portal Access task menu on the TIDE dashboard, select **Email Student Access Codes**. The *Email Student Access Codes* page appears.
- Upload the file you created by following instructions in the section [How to add or modify multiple records at once](#).

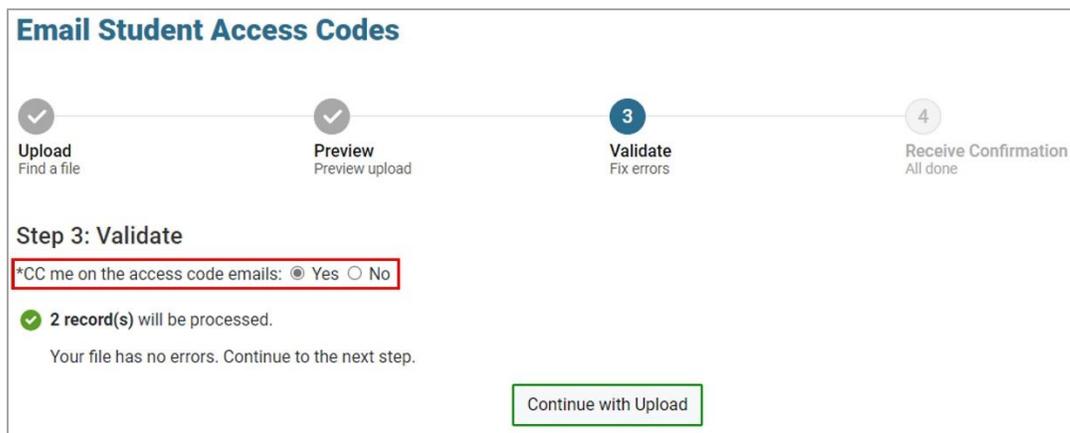
Test Information and Distribution Engine User Guide

Figure 125. Email Student Access Code Page



- To CC yourself on emails sent to families, in the *CC me on the access code emails* field, select **Yes**. This is only available if fewer than 50 records are included in the upload file.

Figure 126. Email Student Access Code Page – Step 3: Validate



Emails received by families will contain a link to a site where families can obtain their student’s access code. These links expire in seven days. If this link expires, schools will need to send another email to the family with a new link.

U

User Role Permissions

Each user in TIDE has a role, such as a district-level user or a school-level user. 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, while a school-level user can view student information within his/her school.

The table 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 Test Administrator (TA) Interface, Data Entry Interface (DEI), Assessment Viewing Application (AVA), the Florida Reporting System, and the PearsonAccess Next Reporting System. 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 within his/her district and can view student results in the Florida Reporting System and the PearsonAccess Next Reporting System. The DAC role can also create user accounts at the district and school level.

DA (District Administrator)—Accounts with this role have limited access to view information in TIDE and have access to student results in the Florida Reporting System and the PearsonAccess Next Reporting System for all students in their district.

DTC (District Technology Coordinator)—Accounts with this role can manage user accounts and student information in TIDE for all schools in the district but cannot view student results in the Florida Reporting System and the PearsonAccess Next Reporting System.

DRA (District Reporting Access)—Accounts with this role will only have access to the Florida Reporting System for all students within their district. Only DAC and DTC users can provide DRA access.

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

SAC (School Assessment Coordinator)—Accounts with this role are assigned to the school assessment coordinator. School Assessment Coordinators manage user accounts and student information in TIDE for their assigned school(s).

SA (School Administrator)—Accounts with this role have limited access to view information in TIDE and have access to student results in the Florida Reporting System and the PearsonAccess Next Reporting System for all students in their school.

SDE (School Data Entry)—Accounts with this role have access to the Data Entry Interface (DEI) but do not allow access to TIDE or the TA Interface. Only DAC, DTC, and PSA users can provide SDE access.

SRA (School Reporting Access)—Accounts with this role will only have access to the Florida Reporting System for all students within their school. Only DAC, DTC, PSA, and SAC users can provide SRA access.

Test Information and Distribution Engine User Guide

TA (Test Administrator)—Accounts with this role have limited access to view information in TIDE. Test administrators need a TIDE account in order to access the TA Interface for operational testing. Accounts with the TA role will also have access to test scores for students in the TA’s roster(s).

AVA (AVA Test Administrator)—Accounts with this role have access to the Assessment Viewing Application (AVA) but do not allow access to TIDE or the TA Interface. Test administrators who will administer FSA ELA Reading Retake tests to students with paper-based accommodations need this role assigned in addition to the TA role.

Table 22. User Role Permissions

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Manage Users	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to Add New User Accounts	✓		✓		✓	✓*					
How to Modify Existing User Accounts	✓	✓	✓		✓	✓	✓				
How to Upload User Accounts	✓		✓		✓	✓					
Student Information	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to Add New Student Accounts	✓		✓		✓	✓					
How to Modify Existing Student Accounts	✓	✓	✓		✓	✓					
How to Upload Student Accounts	✓		✓		✓						
How to Transfer Students Between Schools	✓		✓		✓*	✓*					

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to Specify Student Accommodations	✓										
How to Upload Student Accommodations	✓		✓		✓	✓					
How to View Student Frequency Distribution Reports	✓		✓		✓						
How to print PreID Labels	✓		✓		✓	✓					
How to reset Access Codes	✓				✓	✓					
Rosters	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to Add New Rosters	✓		✓		✓	✓					
How to Modify Existing Rosters	✓		✓		✓	✓				✓	
How to Upload Rosters	✓		✓		✓	✓					
Orders	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to Place Orders for Additional Materials	✓				✓						
How to View Order History Reports	✓	✓	✓		✓	✓	✓				

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to View Order Summary Reports	✓	✓	✓		✓	✓	✓				
Test Tickets	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to Print Test Tickets from Student Lists	✓		✓		✓	✓					
How to Print Test Tickets from Roster Lists	✓		✓		✓	✓					
Invalidations and Requests	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to Add New Invalidations and Requests	✓		✓		✓	✓					
How to Modify Existing Invalidations and Requests	✓	✓	✓		✓	✓	✓			✓	
How to Upload Invalidations and Requests	✓		✓		✓	✓					
How to Process Invalidations and Requests	✓		✓		✓						
Monitoring Test Progress	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to View Participation Reports	✓	✓	✓		✓	✓	✓				

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to View Reports of Students' Current Test Status by FLEID	✓	✓	✓		✓	✓	✓				
How to View Session Monitoring	✓				✓	✓					
How to View Test Status Reports	✓	✓	✓		✓	✓	✓				
Resolving Discrepancies	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to Resolve Discrepancies	✓		✓								
Secure Material Tracking Reports	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to Track Return Shipments	✓		✓		✓	✓					
Test Completion Rates	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to View Test Completion Rates	✓	✓	✓		✓	✓	✓				
TA Interface	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Access TA Interface	✓		✓		✓	✓				✓	✓
Administer Tests	✓		✓		✓	✓				✓	

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
AVA Interface	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Access AVA											✓
Administer Listening or Animation Content											✓
Data Entry Interface (DEI)	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Access DEI	✓							✓			
PearsonAccess Next Reporting System Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Access Reports	✓	✓			✓		✓				
Access Files	✓	✓			✓						
Florida Reporting System Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Access Reports	✓	✓		✓	✓	✓	✓		✓	✓	

*School Assessment Coordinators and Private School Administrators can only move students between schools if they have access to more than one school. School Assessment Coordinators cannot add or upload School Assessment Coordinators and TA certifications.

User Support

For additional information and assistance in using TIDE, contact the Florida Help Desk.

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

Florida Help Desk

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

Email Support:
FloridaHelpDesk@CambiumAssessment.com

Please provide the Helpdesk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the FLEID and associated district or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 11 and Chrome 114 or Mac OS 13.13.3 and Safari 5.1).

Change Log

Location	Change	Date
How district-level users resolve non-eligible test discrepancies (Score Flag 5)	Correct icons for Ignore and Invalidate options added to steps 4 and 5.	8/29/2023
How district-level users review initial orders	New section added	9/18/23
User Role Permissions	Checkmark added to Access Reports, TA cell.	9/18/23
How district-level users view reports of test completion rates	Removed “percentage” and added “remote tests completed” in step 3a.	9/18/23
How district and school-level users print PreID labels	Updated instructions with new images for school-level users.	9/18/23
How School-level Users Register Students for Testing	Added new cross reference to direct school-level users to How district and school-level users print PreID labels .	9/18/23
How School-level Users Manage Rosters	Updated cross reference to direct school-level users to How district-level users print test tickets from roster lists	9/18/23
Throughout guide	Updated images where appropriate.	03/04/24
User Role Permissions	Modified user role permissions on Table 21.	03/04/24
School-level Tasks in TIDE	Added sub-sections for school-level users.	03/04/24

Test Information and Distribution Engine User Guide

List of Test Opportunity Status Descriptions	Added new section.	03/04/24
How District-level Users Track Return Shipments of Paper Testing Materials	Updated paragraphs to match Pearson's SMTR.	03/04/24
Columns in the Secure Materials Tracking Report	Table 5 updated to match the Pearson Secure Material Tracking Report.	03/04/24