# Table of Contents

**Organization of this User Guide** .................................................................................. 5  
Document Conventions ........................................................................................................ 6  

**Section I. Overview of the Test Information Distribution Engine** ............................... 7  
System Requirements .......................................................................................................... 8  
Managing TIDE Users ......................................................................................................... 8  
Understanding User Roles and Permissions ...................................................................... 8  

**Section II. Accessing TIDE** ......................................................................................... 12  
Activating Your TIDE Account ............................................................................................ 12  
Logging in to TIDE .............................................................................................................. 13  
Resetting Your Password .................................................................................................... 14  
Reactivating Your TIDE Account at the Beginning of the School Year ......................... 15  
Logging out of TIDE ............................................................................................................ 15  
Changing Your Account Information .................................................................................. 15  

**Section III. Understanding the TIDE Interface** ............................................................. 16  
Organization of the TIDE User Interface .......................................................................... 16  
TIDE Homepage .................................................................................................................. 17  
Navigating in TIDE .............................................................................................................. 18  
About the Banner ................................................................................................................ 18  
Accessing Global Features .................................................................................................. 19  
Changing Test Administration or User Role ....................................................................... 19  
Navigating to Other FSA Systems ...................................................................................... 19  
Finding Students or Users by ID ......................................................................................... 20  
Entering and/or Verifying Contact and Shipping Information ............................................ 20  
Downloading and Installing the Voice Pack ....................................................................... 21  
Accessing Files from the Inbox ........................................................................................... 22  
Sending Files from the Inbox ............................................................................................... 23  

**Section IV. Preparing for Testing** ................................................................................. 25  
Managing TIDE Users ........................................................................................................ 26  
Searching For Users ............................................................................................................ 26  
Performing Actions on User Records ................................................................................. 27  
Viewing and Editing User Details ....................................................................................... 28  
Adding Users ....................................................................................................................... 29  
Deleting Users .................................................................................................................... 30  
Adding, Editing, or Deleting Users through File Uploads .................................................. 31  
Managing Student Information ......................................................................................... 34

Florida Standards Assessments—TIDE User Guide
Searching For Students
Evaluating Advanced Search Criteria
Performing Actions on Student Records
Viewing and Editing Students
Adding Students
Adding or Editing Students through File Uploads
Uploading Above Grade Testing
Managing Student Accommodations
Viewing and Editing Accommodations
Uploading Accommodations
Generating Frequency Distribution Reports
Use of Class Code to Distinguish Groups of Students
Deleting Student Records
Printing Students’ Test Settings
Moving Students Between Schools
Printing On-Demand PreID Labels
Managing Rosters
Searching for Rosters
Viewing Rosters
Adding a New Roster
Modifying an Existing Roster
Creating Rosters through File Uploads
Deleting a Roster
Printing a Roster
Working with Orders
Placing Additional Orders
Viewing Order History
Viewing Order Summary
Section V. Administering Tests
Printing Test Tickets
Printing Test Tickets from Student List
Printing Test Tickets from Roster List
Managing Invalidations and Requests
Understanding Invalidations and Requests
Creating Invalidations and Requests
Viewing Invalidations and Requests
Processing Requests
Organization of this User Guide

This user guide contains the following sections:

- **Section I, Overview of the Test Information Distribution Engine**, includes a description of Test Information and Distribution Engine (TIDE) features, system requirements information, and provides an overview of user roles and permissions.

- **Section II, Accessing TIDE**, describes how to activate your account for TIDE (and other AIR systems you are authorized to access), how to log in, log out, and change your account information.

- **Section III, Understanding the TIDE Interface**, describes the main approach for the TIDE interface, navigation within the system, main user interface elements, and global features available throughout the system.

- **Section IV, Preparing for Testing**, describes the activities you can perform in preparation for testing, including adding/uploading users and students, editing/uploading rosters, and ordering paper test materials (if necessary).

- **Section V, Administering Tests**, describes the activities you can perform while testing is underway, including printing test tickets for students, requesting test invalidations (if necessary), and monitoring test progress.

- **Section VI, After Testing**, describes the activities you can perform after testing concludes, including information about the Discrepancy Resolution System (DRS), viewing secure material tracking reports and test completion rates.

- The appendices provide information on processing file uploads and contacting technical support.
Document Conventions

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

Table 1. Key Icons and Elements

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>![Warning Icon]</td>
<td><strong>Warning</strong>: This symbol accompanies information regarding actions that may cause loss of data.</td>
</tr>
<tr>
<td>![Caution Icon]</td>
<td><strong>Caution</strong>: This symbol accompanies information regarding actions that may result in incorrect data.</td>
</tr>
<tr>
<td>![Note Icon]</td>
<td><strong>Note</strong>: This symbol accompanies helpful information or reminders.</td>
</tr>
<tr>
<td><strong>bold italic</strong></td>
<td>Boldface italic indicates a page name.</td>
</tr>
<tr>
<td><strong>bold</strong></td>
<td>Boldface indicates an item you click or a drop-down list name.</td>
</tr>
<tr>
<td><strong>mono</strong></td>
<td>Monospace indicates a file name or text you enter from the keyboard.</td>
</tr>
<tr>
<td><strong>italic</strong></td>
<td>Italic indicates a field name or a drop-down list selection.</td>
</tr>
</tbody>
</table>
Section I. Overview of the Test Information Distribution Engine

The Test Information Distribution Engine (TIDE) supports registering students for Florida Standards Assessments (FSA), managing users for FSA systems, ordering test materials, tracking student participation, and downloading voice packs.

TIDE can perform the following functions:

- Registering students for assessments
- Establishing test settings and accommodations
- Associating students with districts, schools, and rosters
- Delivering the optional voice pack for testing computers
- Managing orders for test materials
- Managing user accounts
- Managing testing participation, progress, and completion rates
- Printing test tickets and PreID labels
- Cleaning-up discrepancies with student tests

Figure 1 illustrates TIDE’s operational functions and their role in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. TIDE receives the vast majority of this student information through PreID uploads; however, TIDE also has features for adding students manually. This information is then distributed through TIDE to the appropriate target system. The Test Delivery System (TDS) receives students’ eligibilities, settings, and accommodations; this enables TDS to deliver the appropriate test to any given student in the required format. The district, school, and student associations in TIDE are used to generate reports in the FSA Reporting System.

Figure 1. TIDE’s position in the assessment process
System Requirements

To use TIDE, you must have a recent version of a web browser installed on your computer. For a detailed list of system requirements, including supported operating systems and web browsers, please see the Supported Systems & Requirements page in the Technology Resources section of the FSA Portal (www.FSAssessments.org). For file uploads and extracts, you will need a spreadsheet application such as Microsoft Excel, Numbers, or LibreOffice Calc.

Managing TIDE Users

This section describes user roles and associated permissions. This section also describes how to manage user accounts.

Understanding User Roles and Permissions

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

Table 2 describes TIDE’s user roles. The top row contains the various roles, and the subsequent rows indicate the permissions each role has for each function in TIDE, the Test Administrator (TA) Interface, and the FSA 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 FSA 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 FSA 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 FSA Reporting System.

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 FSA 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 FSA Reporting System for all students in their school.

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.
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 ELA Reading tests to students with paper-based accommodations need this role assigned in addition to the TA role.

Table 2. User Roles and Associated Permissions

<table>
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<tr>
<th>TIDE Tasks</th>
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<th>DTC</th>
<th>PSA</th>
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<td>DA</td>
<td>DTC</td>
<td>PSA</td>
<td>SAC</td>
<td>SA</td>
<td>TA</td>
<td>AVA</td>
</tr>
<tr>
<td>Access Reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Access Files</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* School Assessment Coordinators can only move students between schools if they have access to more than one school.
There is a hierarchy to the user roles listed in Table 2. As indicated in Figure 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) and School Administrator (SA). 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
Section II. Accessing TIDE

This section covers the following actions:

Activating Your TIDE Account

Logging in to TIDE

Resetting Your Password

Logging out of TIDE

Changing Your Account Information

Activating Your TIDE Account

Your school or district assessment coordinator creates your user account. TIDE then sends you an activation email that contains a link that takes you to the Reset Your Password page in TIDE where you can set up your password to log in to TIDE and other applicable AIR systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you need to request for a new link as described in Resetting Your Password.

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

Note: All users will be required to do a one-time reset password update at the beginning of every school year. AIR automatically resets all user accounts at the beginning of the school year, for security purposes. Refer to Reactivating Your TIDE Account at the Beginning of the School Year for more information.

To activate your account:

1. Click the link in the activation email. The Reset Your Password page appears.

   Figure 3. Fields on the Reset Your Password page
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 character from each of the following: one uppercase alphabetic character, one lowercase alphabetic character, one number, and one special character (%, #, !, etc). Your password cannot be the same as your previous password.

2. Click **Submit**.

3. Your account activation is complete and you can now log in to TIDE by following the steps in the **Logging in to TIDE** section.

### Logging in to TIDE

**To log in to TIDE:**

1. Open your Internet browser and navigate to the FSA Portal at **www.FSAAssessments.org**.

2. Click the **TIDE** card.

On the **Login** page, enter your email address and password, and then click **Secure Login**.

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

Click **Submit**. The TIDE homepage appears; see **Figure 9**.

---

**Note:** For security reasons, when logging in to TIDE for the first time in a school year, users will be asked to change their passwords. See the section **Reactivating Your TIDE Account at the Beginning of the School Year** for instructions on how to log into TIDE at the beginning of a new school year.
Resetting Your Password

To reset your password:

1. Click either of the links included in the activation email. The Reset Your Password page appears (see Figure 7).

   a. Alternatively, display the Login page (see Figure 5) by following step 1 in the section Logging in to TIDE and click Forgot Your Password?. The Reset Your Password page appears.

   ![Figure 7. Reset Your Password](image)

2. Enter your TIDE email address and click Submit.

3. TIDE sends you an email containing a link to reset your password.

   Note: The link must be accessed within 15 minutes or you will need to restart the password reset process.

4. Click the link in the email to go to the Reset Your Password page (see Figure 3) in TIDE.

5. 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 character from each of the following: one uppercase alphabetic character, one lowercase alphabetic character, one number, and one special character (%, #, !, etc). Your password cannot be the same as your current or a previous password.

6. Click Submit. TIDE resets your password. If you have not yet activated your account, set up your account as described in Activating Your TIDE Account.

7. The FSA Portal page appears.
Reactivating Your TIDE Account at the Beginning of the School Year

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from AIR-DoNotReply@airast.org 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.

To reactivate your account:

1. Display the Login page (see Figure 5) by following steps 1–2 in the section Logging in to TIDE and click Request a new one for this school year. The Reset Your Password: Find Account page appears (see Figure 7).

2. Enter your TIDE email address and click Submit. TIDE sends you an email containing a link to reset your password.

3. Follow steps 1–3 in the section Activating Your TIDE Account to reactivate your account.

Logging out of TIDE

To log out of TIDE:

In the TIDE banner at the top right of the page (see Figure 9), click Log Out.

Changing Your Account Information

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

To modify your account information:

1. At the top right of the TIDE homepage, from the Manage Account drop-down list, select My Account Information. The My Contact Information screen appears.

Figure 8. My Contact Information Screen

2. In the Edit My Account panel, enter updates to your first name, last name, or phone number, as necessary.

3. Click Save.
Section III. Understanding the TIDE Interface

This section describes TIDE’s homepage as well as some common tasks. Topics in this section include:

- Organization of the TIDE User Interface
- TIDE Homepage
- Navigating in TIDE
- About the Banner
- Accessing Global Features

![Warning: Loss of data.](image)

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

Organization of the TIDE User Interface

The TIDE user interface is designed to reflect the stages of the testing process. The tasks available in TIDE are organized into three categories based on when each task should be performed in the testing process:

- **Preparing for Testing:** Tasks in this category are typically performed before testing begins. This category includes tasks for managing users, uploading students and managing student information and test settings, managing rosters, and placing additional orders. For more information about this category, see [Preparing for Testing](#).

- **Administering Tests:** Tasks in this category are typically performed while testing is underway. This category includes tasks for printing test tickets, requesting test invalidations, and monitoring testing progress. For more information about this category, see [Administering Tests](#).

- **After Testing:** Tasks in this category are typically performed after testing ends. This category includes tasks for monitoring test progress. For more information about this category, see [After Testing](#).
**TIDE Homepage**

The first page you see after logging in to TIDE is the homepage (see Figure 9). The homepage displays a section for each of the task categories in TIDE (Preparing for Testing, Administering Tests, and After Testing). Each section lists menus for the tasks available in that category. The availability of tasks is dependent on your role and permissions in TIDE.

![Figure 9. Sample TIDE Homepage for the District Assessment Coordinator Role](image)

Each task menu contains a set of related tasks. For example, the Manage Users task menu contains options for adding users, viewing/editing/exporting users, and uploading users.

![Figure 10. Task Menu](image)

To expand a task menu and view its set of related tasks, click the drop-down icon [ ] at the end of that menu. To perform a task, click the name of that task listed in the menu. Click the collapse icon [ ] to collapse the menu.
Navigating in TIDE

When you navigate to another page in TIDE, a navigation toolbar appears at the top of the page (see Figure 11). This toolbar allows you to access each task and action that was available on the homepage. The toolbar only lists the task menus for one category at a time.

![Navigation Toolbar](image)

To access the TIDE homepage, click the home page icon [ ] in the upper-left corner.

To view the task menus for a particular TIDE category, click the icon for that category above the toolbar.

![Legend of TIDE Category Icons](image)

To access a particular task, click that task menu in the toolbar (such as Manage Users) and select the required task from the list of options that appears.

About the Banner

A banner appears at the top of every page in TIDE.

![TIDE Banner](image)

The banner displays the current test administration, your name, and your current user role. The banner also includes the following features:

**TIDE**: Clicking on TIDE opens a drop-down list that allows you to navigate to other AIR systems.

**General Resources**: This drop-down list allows you to access resources needed for testing, such as voice pack files.

**Help**: This button opens relevant sections of the online *TIDE User Guide* for the page you are currently viewing.

**Inbox**: This button opens the Inbox and provides access to the student data files you exported in TIDE, as well as any secure documents, if available.
**Manage Account:** This drop-down list allows you to change your administration/user role, to update specific account information, and to reset your password.

**Log Out:** This button logs you out of TIDE and related AIR systems.

**Accessing Global Features**
Regardless of where you are in TIDE, there are certain features that appear globally. These global features include options to change test administrations, search for students by FLEID, and switch to other AIR systems.

**Changing Test Administration or User Role**
Depending on your permissions, you may have access to more than one test administration or user role (for an explanation of user roles, see Table 2). You do not need to log out and log back in to access a different user role or administration. You can switch test administration, user role, or organization by following the directions below.

*To change test administration or user role:*

1. In the TIDE banner at the top of the page, select *Change Admin Details* from the **Manage Account** drop-down list. The **Administration Details** window appears.

   [Figure 14. Administration Details Window]

2. Make any necessary changes.

3. Click *Submit*. A new homepage appears that is associated with your selections. You can see if you’ve successfully switched roles and/or administrations by viewing the information in the top right corner of TIDE.

**Navigating to Other FSA Systems**
If your user role permits, you may be able to navigate to other FSA systems after logging in to TIDE. This feature is available to TIDE users who have permission to access other FSA systems.

*To navigate to another FSA system:*

In the banner at the top left of the page (see Figure 13), hover over TIDE, and then click the other system you want to use from the list that appears (see Figure 15).
Finding 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 Students page for the specified student’s record.

To search for a student:
1. In the FLEID or User Email field, enter a student’s ID (FLEID). Users must search by full FLEID, including “FL”; partial FLEIDs are not accepted.
2. Click the search icon [ ]. The View and Edit Student window for that student appears.

To search for a user:
1. In the FLEID or User Email field, enter the user’s email address. Users must search by full email; partial email addresses are not accepted.
2. Click the search icon [ ]. The View/Edit User window for that user appears.

Entering and/or Verifying Contact and Shipping Information

When first logging in to a new administration, users must verify or modify contact information and shipping information in order to activate the Orders page. Test materials will be sent to the shipping address listed on the Verify Contact Information panel.

To verify or modify contact and shipping information:
1. From the Orders task menu on the TIDE homepage, select Place Additional Orders. The Place Additional Orders screen appears.
2. Click Verify Contact Information to expand the panel. See Figure 16.
3. Enter or verify information in the Test Coordinator Information section.

4. Enter or verify information in the Shipping Information (Materials) section. Post Office (P.O.) boxes are not valid for a shipping address.

5. Click **Verify**.

**Downloading and Installing the Voice Pack**

The NeoSpeech™ Julie Voice Pack is a software application used on Windows computers for students testing with a text-to-speech accommodation. You can download the Julie Voice Pack from TIDE and install it on a student’s computer.

**Note:** FDOE strongly recommends that students who are testing with text-to-speech accommodations test on a Windows machine that has the NeoSpeech Julie Voice Pack installed. This is the voice pack that FDOE reviewers use to review items and ensure they are pronounced correctly. Any other operating systems or voice combinations may lead to variations in the way words or symbols are pronounced.

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

*To download the Julie Voice Pack:*

1. From the **General Resources** drop-down list in the banner (see **Figure 13**), select **Download Voice Pack**. The **Voice Pack** page appears.

2. Click **Julie Voice Pack** to install. Your browser downloads the installation file onto your computer. If you have an option to run or save the file, save it.

3. Read the installation instructions available from the **Voice Pack** page and then proceed with installation.
**Accessing Files from the Inbox**

When searching for users, students, students’ test settings, invalidations, and requests, you can choose to export the search results to the Inbox. The Inbox in the TIDE banner (see Figure 17) is a secure repository that lists files containing data that you have exported in TIDE. When the export task is completed, the file is available in the Inbox.

The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view, such as USB passwords.

- The files in the Inbox are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates are listed.
- The number of days remaining until a file expires is also displayed in the row of the file. By default, exported files are available for 30 days. However, USB passwords do not expire.
- You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference.

**To download files from the Inbox:**

1. From the banner (see Figure 13), select **Inbox**. The **Inbox** page appears.

   ![Figure 17. Inbox](image)

2. **Optional:** Select the view from the available tabs:
   a. **Inbox:** This is the default view and displays all the files except for the ones that you have archived.
   b. **Archived:** Displays the files that you have archived.

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

4. **Optional:** To hide or display system/custom labels, toggle ![HIDE](image) ![SHOW](image).

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

6. Do one of the following:
   a. To download a file, click the filename.
b. To add a new custom label or apply an existing custom label, select [ ].
   - To apply a new custom label, mark the checkbox for the empty label, enter a new custom label in the text box, and select **Save New Label**.
   - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.

c. To archive a file, click [ ].

To delete a file that you have exported to the Inbox, click [ ]. Please note, files that are externally uploaded (like USB passwords) cannot be deleted and will list “NA” under the Actions column.

**Sending Files from the Inbox**

You can send a file or files from TIDE to another user’s TIDE Inbox by using individual email addresses or sending to groups of recipients by user role. You can only send files to another user that already has a TIDE account.

*Note:* TA and AVA users can receive files but cannot send files.

**To send files from the Inbox:**

1. From the banner (see **Figure 13**), select **Inbox**. The **Inbox** page appears (see **Figure 17**). By default, TIDE displays the **View Documents** tab.
2. Select the **Send Files** tab. The **Send Files** page appears (see **Figure 18**).

   **Figure 18. Send Files**

3. In the **Send To** field, do one of the following:
   a. Select **Role** to send a file or files to a group of users by user role.
   b. Select **Email** to send a file or files to a single recipient by email address.
      - If you select **Email**, skip to step 7.
4. In the Select Role Group field, select the role group to which you want to send a file or files. A dropdown list appears (see Figure 19).

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. Optional: You can send files to all user roles in one specific district or school location by using advanced filters. If no selections are made for advanced filters, the files will be sent to the selected roles at all locations you have access to in TIDE. To send files to a particular location, select Advanced Filters. Drop-down lists for District and School will appear (see Figure 20). From the drop-down lists, select any locations you wish to send files to. 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 for any districts and/or schools they have access to.

7. 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. You may send up to 10 files totaling no more than 20MB at once.

10. Select Send.

Users will see the file you sent by logging into their TIDE account, opening the Inbox, and looking under the View Documents tab.
Section IV. Preparing for Testing

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

This section covers the following topics:

- Managing TIDE Users
- Managing Student Information
- Moving Students Between Schools
- Printing On-Demand PreID Labels
- Managing Rosters
- Working with Orders
Managing TIDE Users
This section includes instructions for searching for, adding, editing, and uploading records for user accounts in TIDE.

Searching For Users
This section explains how to use the search panel and navigate search results.

To search for users:

1. From the Manage Users task menu on the TIDE homepage, select View/Edit/Export Users. The View/Edit/Export Users screen appears.

2. In the Search Users panel, select a role or select All roles and enter additional search terms.

3. Click Search. You will be prompted with the option to View Results, Export to Inbox, or Modify Search.

   a. If you choose View Results, the list of retrieved records appears below the search panel (see Figure 22).

      i. Optional: If you wish to expand the search panel to change your search parameters, click [+] in the upper-left corner of the panel.
ii. *Optional*: To filter the retrieved records, enter a search term in the field above the search results and click [ ]. TIDE displays only those records containing the entered value.

iii. *Optional*: To sort the search results by a given column, click its column header. To sort the column in descending order, click the column header again.

iv. *Optional*: To add or remove column values from the table, click [ ] in the upper-right of the table. Then deselect or select the values you would like to remove or add. The table will update immediately.

b. If you choose **Export to Inbox**, you must select a file format (Excel or CSV). The search results in the selected file format will then begin downloading in the Inbox. Once you receive confirmation that your file is ready, you may download it from the Inbox (see **Accessing Files from the Inbox**).

c. You can select **Modify Search** to return to the Search Users panel and edit your selections.

**Performing Actions on User Records**

After searching for user records, you can perform actions on the retrieved records, such as exporting or deleting them.

*To export or delete users:*

1. Search for the users you want to export or delete by following the procedure in the section **Searching For Users**.

2. To select user records to export or delete, do one of the following:
   a. Mark the checkbox next to each record you wish to select.
   b. To select all records, mark the checkbox in the header row.

3. Click the required action button above the table of retrieved records:

   ![ ]: Exports the selected records to an Excel or CSV file. If you do not select any checkboxes, the exported file will contain all search results.
Deletes the selected records. In order to delete a user completely from TIDE, you must delete all of their associated roles.

Note: When you scroll down in the table, these action buttons appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.

### Viewing and Editing User Details

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

**To view and edit user details:**

1. From the Manage Users task menu on the TIDE homepage, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.

2. Retrieve the user account you want to view or edit by following the procedure in the section **Searching For Users**.

3. In the list of retrieved users, click the edit icon for the user whose account you want to view or edit. The **View/Edit User** window appears.

![Figure 23. Fields on the View/Edit User Window](image)

4. If your user role allows it, modify the user’s details as required. Use Table 3 as a reference.

5. Click **Save**.

6. A pop-up appears confirming your changes have been saved. Click **Continue** to return to the list of user accounts.
Table 3 describes the fields on the View/Edit/Export Users page.

### Table 3. Fields on the Add User and View/Edit/Export Users Pages

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email*</td>
<td>Email address for logging in to TIDE</td>
<td>Standard email address in the form <a href="mailto:name@domain.edu">name@domain.edu</a></td>
</tr>
<tr>
<td>First Name*</td>
<td>User’s first name</td>
<td>Use 1–35 characters excluding commas and</td>
</tr>
<tr>
<td>Last Name*</td>
<td>User’s last name</td>
<td>Use 1–35 characters excluding commas and</td>
</tr>
<tr>
<td>Phone</td>
<td>User’s phone number</td>
<td>Phone number in xxx-xxx-xxxx format</td>
</tr>
<tr>
<td>TA Course Completed</td>
<td>Whether the user has participated in the TA Certification Course. Will be automatically populated with Yes when the user completes the course.</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Role*</td>
<td>User’s role</td>
<td>One of the roles from the drop-down list. The available roles are those that are the same as or below your own role.</td>
</tr>
<tr>
<td>District*</td>
<td>District associated with the user</td>
<td>One of the available district IDs from the drop-down list</td>
</tr>
<tr>
<td>School*</td>
<td>School associated with the user</td>
<td>One of the available school IDs from the drop-down list (Not available for district-level users.)</td>
</tr>
</tbody>
</table>

*Required field.

**Adding Users**

In order to add a user account, the user’s role must be no higher in the hierarchy than your role. (For an explanation of the user role hierarchy, see Figure 2.) Furthermore, you can add only those users who fall within your organization. For example, district-level users can create school-level accounts for schools only within their own districts. You will also follow this hierarchy to add roles or schools to existing users.

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

**To add a user account:**

1. From the Manage Users task menu on the TIDE homepage, select Add User. The Add User page appears.

   ![Figure 24. Enter Email on the Add User Page](image)

2. Enter an email address for the new user. Then click **Add user or add roles to user with this email**. Additional fields appear.
3. Enter the user’s first name and last name. You may also enter the user’s phone number (optional).

4. In the Add Role panel, select the role you want to assign this user in the **Role** drop-down. Then select the district and school association for that role and user. You may also add additional roles, or you may delete roles by clicking the delete icon [ ].

5. Click **Save**.

6. A pop-up will appear confirming the user has been added. Click **Continue** to return to the **Add User** page.

TIDE will add the account and send the new user an activation email from **AIRAST-DoNotReply@airast.org**. If a user does not receive the initial activation email, contact the FSA Help Desk so the email can be re-sent.

**Deleting Users**

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

To **delete users:**

1. From the Manage Users task menu on the TIDE homepage, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.

2. Retrieve the user account you want to delete by following the procedure in the section **Searching For Users** and do one of the following:

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

   b. Mark the checkbox at the top of the table to delete all retrieved user accounts.
3. Click the delete icon [ ].

4. In the confirmation dialog box, click Yes. TIDE will delete the user account(s).

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

**Adding, Editing, or Deleting Users through File Uploads**

If you have a large number of users to add, edit, or delete, it may be easier to perform those actions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. The following sections describe how to create the file and then upload it to TIDE.

When uploading users to TIDE, you must first download a file template and fill it out in a spreadsheet application. The upload file is an Excel or CSV file with a header row and data rows. Table 4 provides the guidelines for filling out the User Template File that you can download from the Upload Users page.

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District ID</td>
<td>District associated with the user</td>
<td>Two-digit district ID that exists in TIDE. Include leading zeros. <strong>Required</strong> for adding district and school-level users.</td>
</tr>
<tr>
<td>School ID</td>
<td>School associated with the user</td>
<td>Four-digit school ID that exists in TIDE. Include leading zeros. <strong>Required</strong> for adding school-level users; can be blank for adding district-level users.</td>
</tr>
<tr>
<td>First Name</td>
<td>User’s first name</td>
<td>Use 1–35 characters excluding commas and</td>
</tr>
<tr>
<td>Last Name</td>
<td>User’s last name</td>
<td>Use 1–35 characters excluding commas and</td>
</tr>
<tr>
<td>Email</td>
<td>User’s email address</td>
<td>Standard email address. This is the user’s username for logging in to TIDE. <strong>Required</strong>.</td>
</tr>
<tr>
<td>Phone</td>
<td>User’s phone number</td>
<td>Phone number in xxx-xxx-xxxx format.</td>
</tr>
</tbody>
</table>
### Field Name | Description | Valid Values
---|---|---
Role | User’s role | DAC, PSA, DA, DTC, SA, SAC, TA, or AVA. Required.
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.

**Figure 27** shows sample records on an upload file to illustrate the following transactions:

- The first row lists the layout fields.
- The second row adds Thomas Walker as a TIDE user, specifying all fields except phone number.
- The third row modifies Thomas Walker’s account by adding the phone number. In this case you must list values in all other columns, even if you do not change them.
- The fourth row deletes Jane Miller’s account.
- The fifth row adds Patricia Martin as a Test Administrator for school 9000.
- The sixth row adds Patricia Martin as an AVA Test Administrator for a different school—9004.

**To upload a user upload file:**

1. From the Manage Users task menu on the TIDE homepage, select **Upload Users.** The **Upload Users** page appears (see **Figure 28**).

   **Figure 28. Sample Upload User page**

2. Click **Download Templates** and select the appropriate file type.
3. Open the file in a spreadsheet application, fill it out, and save it.

4. On the file upload page, click **Browse** and select the file you created in the previous step.

5. Click **Next**. The **Preview** page appears (see Figure 29). Use the file preview on this page to verify that you have uploaded the correct file.

6. Click **Next**. TIDE validates the file and displays any errors (⚠️) or warnings (⚠️) on the **Validate** page (see Figure 30).

   **Note:** If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid. When a record is uploaded as invalid in TIDE, that record is uploaded as is displayed on the **Preview** page.

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

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

7. Do one of the following:

   a. Click **Continue with Upload**. TIDE commits those records that do not have errors.
b. Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.

The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 31).

![Figure 31. Confirmation Page](image)

*Optional:* To upload another file, click **Upload New File**.

**Managing Student Information**

This section describes how to add, modify, and delete students’ records, and how those records affect testing and reporting. **It is important to make sure you are working in the correct administration when working with student information.**

**Searching For Students**

This section explains how to search for students and navigate search results.

![Figure 32. Sample Student Search Panel](image)
To search for students:

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

2. In the search panel, enter search terms and select values from the available search parameters, as required.

   **Note:** Required search parameters are marked with an asterisk.

3. Optional: You can use the advanced search panel to select values to further refine the search results:

   a. To include an additional search criterion in the search, select it from the Search Fields drop-down list and click Add or Add Selected, depending on your search fields (see Figure 32).

   b. Optional: To delete an additional search criterion, select it and click Remove Selected. To delete all additional search criteria, click Remove All.

   For information about how TIDE evaluates additional search criteria, see Evaluating Advanced Search Criteria.

   ![Figure 33. Sample Additional Search Criteria](image)

4. When you click Search, a message is displayed to indicate the number of records that matched your search criteria and provide options to view or export the records or modify your search parameters. You will be prompted with the option to View Results, Export to Inbox, or Modify Search.
5. Do one of the following:

   a. To view the retrieved student records on the page, click View Results. Continue to Step 6 to edit the student or perform other actions as described in the Performing Actions on Student Records section.

      Note: This option will display search results of 50 records per page.

   b. If you choose Export to Inbox, you must select a file format (Excel or CSV). The search results in the selected file format will then begin downloading in the Inbox. Once you receive confirmation that your file is ready, you may download it from the Inbox (see Accessing Files from the Inbox).

   c. You can select Modify Search to return to the Search for Students panel and edit your selections.

6. The list of retrieved records appears below the search panel (see Figure 35).

7. Optional: To filter the retrieved records, enter a search term in the field above the search results and click [ ] . TIDE displays only those records containing the entered value.

8. Optional: To sort the search results by a given column, click its column header.
a. To sort the column in descending order, click the column header again.

9. **Optional:** If the table of retrieved records is too wide for your browser window, you can click [ ] and [ ] at the sides of the table to scroll left and right, respectively.

10. **Optional:** To add or remove column values from the table, click [ ] in the upper-right of the table. Then deselect or select the values you would like to remove or add. The table will update immediately.

    **Note:** When searching for students on the View/Edit/Export Students page, clicking **Search** opens a message that provides you with options to view or export the retrieved records based on the number of records that match your search parameters. For more information, see Viewing and Editing Students.

### Evaluating Advanced Search Criteria

An advanced search panel is available for complex search criteria. TIDE evaluates the advanced search criteria as follows:

1. If you specify multiple values for a given search field, TIDE retrieves records matching *any* of the values.

2. If you specify multiple search fields, TIDE retrieves records matching *all* of the fields’ criteria.

3. Referring to **Figure 36**, TIDE retrieves student records that match both of the following:
   a. Text-to-Speech is on for Algebra 1 and/or Geometry.
   b. Gender of the student is Female.

    **Figure 36. Additional Search Criteria**

### Performing Actions on Student Records

After searching for student records, you can perform actions on the retrieved records, such as printing or exporting them. The number and type of action buttons available depends on the record type.

*To perform actions on student records:*

1. Search for the required records by following the procedure in the section Searching For Students.

2. To select student records for an action (such as printing or exporting), do one of the following:
a. Mark the checkbox next to each record you wish to select.

b. To select all displayed records, mark the checkbox in the header row.

Note:
- For printing or exporting student records from the View/Edit/Export Students page, it is not necessary to mark the checkbox in the header row to select all records. The option to print all retrieved records is available by default.
- By default, 50 records are displayed on the screen at a time. You can use the navigation arrows on the top or bottom of the list of retrieved records to navigate through the records. You can also enter a page number in the text box between the navigation arrows and press ENTER on the keyboard to directly jump to the specified page. When selecting records, you can select records from multiple pages.

3. Click the required action button above the table of retrieved records to perform the following functions:
   a. Print test tickets, PreID labels, or test settings for all or selected records.
   b. Displays options for exporting all or selected records to an Excel or CSV file. The counts of records are displayed next to each option. If an option is not available, it is grayed out.
   c. Delete the selected records.

Note:
- When you scroll down in the table, these action buttons appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.
- For the print and export action buttons, the count of records is displayed next to each option available for the button. If an option is not available, it is grayed out. For example, if 150 records have been retrieved, the count next to the option for printing all records will show 150. If you have not selected any records, the option for printing selected records will be disabled and will show a count of 0 records.

**Viewing and Editing Students**

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

To view and edit student details:

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

2. Retrieve the student records you want to view or edit by following the procedure in the section Searching For Students.

3. In the list of retrieved students, click [ ] for the student whose account you want to view or edit. The View/Edit Student window appears. This window is similar to the page used to add student records (see Figure 38).
4. If your user role allows it, modify the student’s record as required.

a. In the Student Demographics panel, modify the student’s demographic information, using Table 5 as a reference.

b. In the Race and Ethnicity panel, make selections for the student’s race and ethnicity.

c. In the Additional Information panel, select parameters for the student’s Test Indicator, Tested Grade (only available for certain administrations), Enrollment Status (only available for certain administrations), and Class Code, if applicable.

d. In the Student Participation panel, view a student’s test participation information from throughout the year.

e. In the Accommodations panel (see Figure 39), modify the student’s test settings, using Table 5 as a reference. This panel displays a column for each of the student’s tests. You can select different settings for each test, if necessary.

5. Click Save.

6. In the dialog box, click Continue to return to the list of student records.

Table 5. Fields on the View/Edit and Add Student Pages

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Demographics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District*</td>
<td>Student’s enrolled district</td>
<td>One of the available districts from the drop-down list</td>
</tr>
<tr>
<td>School*</td>
<td>Student’s enrolled school number</td>
<td>One of the available schools from the drop-down list</td>
</tr>
<tr>
<td>Enrolled Grade*</td>
<td>Grade in which the student is enrolled</td>
<td>One of the available grades from the drop-down list</td>
</tr>
<tr>
<td>Last Name*</td>
<td>Student’s last name</td>
<td>Up to 17 alphabetic and special characters**</td>
</tr>
<tr>
<td>First Name*</td>
<td>Student’s first name</td>
<td>Up to 12 alphabetic and special characters**</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>Student’s middle initial</td>
<td>A–Z (Optional)</td>
</tr>
<tr>
<td>FLEID*</td>
<td>Florida Education Identifier, a 14 character unique identifier</td>
<td>FL followed by 12 digits</td>
</tr>
<tr>
<td>Birth Date (MMDDYYYY)*</td>
<td>Student’s date of birth</td>
<td>Date in format MMDDYYYY. Add leading zero for single-digit numbers.</td>
</tr>
<tr>
<td>Gender*</td>
<td>Student’s gender</td>
<td>Male</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Valid Values</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Section 504</td>
<td>Indicates whether the student is being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended</td>
<td>Yes N/A (Optional)</td>
</tr>
<tr>
<td>English Language Learner (ELL)*</td>
<td>Indicates whether the student is currently enrolled in the English Language Learner (ELL) program (LY students).</td>
<td>Yes No</td>
</tr>
<tr>
<td>Primary Exceptionality</td>
<td>The major or overriding disability condition that best describes a person’s impairment</td>
<td>One of the available fields from the drop-down list (Optional)</td>
</tr>
<tr>
<td>Alternate Passing Score for ELA</td>
<td>The equivalent score reported as an FSA scaled score. Only available for ELA Retake administrations.</td>
<td>Yes N/A (Optional)</td>
</tr>
<tr>
<td>Testing Accommodations Listed on IEP or 504 Plan*</td>
<td>Testing Accommodations Listed on IEP or 504 Plan</td>
<td>Yes No</td>
</tr>
<tr>
<td>District Use</td>
<td>Free-text field</td>
<td>Up to 10 alphabetic and special characters** (Optional)</td>
</tr>
</tbody>
</table>

**Race and Ethnicity**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic or Latino*</td>
<td>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race</td>
<td>Yes No</td>
</tr>
<tr>
<td>American Indian or Alaska Native*</td>
<td>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</td>
<td>Yes No</td>
</tr>
<tr>
<td>Asian*</td>
<td>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</td>
<td>Yes No</td>
</tr>
<tr>
<td>Black or African American*</td>
<td>A person having origins in any of the black racial groups of Africa</td>
<td>Yes No</td>
</tr>
<tr>
<td>White*</td>
<td>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa</td>
<td>Yes No</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander*</td>
<td>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

Additional Information
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Indicator*</td>
<td>Mode in which student receives tests in the indicated subject</td>
<td>One of the available test indicators from the drop-down list</td>
</tr>
<tr>
<td>Enrollment Status*</td>
<td>Student’s enrollment status for the indicated subject. Applicable to EOC only.</td>
<td>One of the available enrollment statuses from the drop-down list</td>
</tr>
<tr>
<td>Class Code</td>
<td>Class code for the indicated subject</td>
<td>Up to 12 alphabetic and special characters** (Optional)</td>
</tr>
<tr>
<td>Tested Grade</td>
<td>Grade level for above-grade level testing. Only available for certain administrations.</td>
<td>One of the available grades from the drop-down list (Optional)</td>
</tr>
<tr>
<td><strong>Student Eligibility/Participation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>Test name</td>
<td></td>
</tr>
<tr>
<td>TA Name</td>
<td>The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).</td>
<td></td>
</tr>
<tr>
<td>Session ID</td>
<td>The Session ID to which the test in linked.</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>The status for the test, including number of items completed.</td>
<td></td>
</tr>
<tr>
<td>Results ID</td>
<td>The unique identifier linked to the student’s results for that test.</td>
<td></td>
</tr>
<tr>
<td>Date Started</td>
<td>The date when the first test item was presented to the students for that test.</td>
<td></td>
</tr>
<tr>
<td>Date Completed</td>
<td>The date when the student submitted the test for scoring.</td>
<td></td>
</tr>
<tr>
<td>Last Activity</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Test Duration</td>
<td>Amount of time in minutes a student spent in one or more sessions of a test.</td>
<td></td>
</tr>
<tr>
<td><strong>Accommodations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text-To-Speech</td>
<td>Student’s text-to-speech setting for tests in the indicated subject</td>
<td>On/Off</td>
</tr>
<tr>
<td>Masking</td>
<td>Student’s masking setting for tests in the indicated subject</td>
<td>On/Off</td>
</tr>
<tr>
<td>American Sign Language</td>
<td>Student’s American Sign Language (ASL) setting. Available for Reading tests only.</td>
<td>On/Off</td>
</tr>
<tr>
<td>Closed Captioning</td>
<td>Student’s closed captioning setting. Available for Reading tests only.</td>
<td>On/Off</td>
</tr>
<tr>
<td>Passage Booklet</td>
<td>Student’s passage booklet setting for tests in the indicated subject. Available for Reading and Writing tests only.</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

*Required field.

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

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

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

This page is divided into multiple panels: Student Demographics, Race and Ethnicity, Additional Information, 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 37).

To add a student:

1. From the Student Information task menu on the TIDE homepage, select Add Student. The Add Student page appears (see Figure 38).

2. In the Student Demographics panel, enter the student’s demographic information, using Table 5 as a reference.

3. In the Race and Ethnicity panel, select appropriate indicators.
4. In the Additional Information panel, select appropriate tests for which the student should be eligible, select appropriate enrollment status for each test, indicate an above-grade level tested grade, and enter Class Code, if applicable.

   a. For Tested Grade, if a student will test on grade level, leave these fields blank.

   b. If a student will test above grade level for ELA, both the Reading and Writing Tested Grade fields must be marked with the appropriate grade.

5. In the Accommodations panel (see Figure 39), enter the student’s settings for each test, using Table 5 as a reference. This panel displays a column for each of the student’s tests. You can select different settings for each test, if necessary.

![Figure 39. Accommodations Panel](image)

6. Click Save.

If TIDE reports that another student already has the FLEID you entered, contact the FSA Help Desk for assistance.

**Adding or Editing Students through File Uploads**

If you have a large number of students to add or edit, it may be easier to perform those actions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. The following section describes how to create a PreID file and then upload it to TIDE.

When uploading students to TIDE, you must first download a file template layout (PreID Layout) and compose a file in a spreadsheet application. Users are able to upload an Excel or .txt file.

For information on how TIDE processes large files, please see Appendix A. Processing File Uploads.

---

**Note:** When composing PreID Uploads, users need to have the English keyboard selected.

---

**To upload student records:**

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

2. Download the PreID Layout for .txt files or the Excel or CSV templates by clicking Download Templates in the upper-right corner of the screen.
3. Follow the instructions in the PreID Layout or templates you downloaded and save it locally.

![Figure 40. Sample PreID File Upload Page](image)

4. On the file upload page, click **Browse** and select the file you created in the previous step.

5. Click **Next**. The **Preview** page appears (see **Figure 41**). Use the file preview on this page to verify you uploaded the correct file.

![Figure 41. File Upload Preview (partial view)](image)

6. Click **Next**. TIDE validates the file and displays any errors (⚠️) or warnings (😄) on the **Validate** page (see **Figure 42**).

   **Note:** If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid. When a record is uploaded as invalid in TIDE, that record is uploaded as is displayed on the preview page.

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

   b. **Optional:** Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.
7. Do one of the following:

   a. Click **Continue with Upload**. TIDE will commit those records that do not have errors.

   b. Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.

   If your file contains fewer than 2,000 students, the **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded (see **Figure 43**).

   If your file contains more than 2,000 students, TIDE will ask for your contact information. Once submitted, a message will appear stating TIDE will process the file offline (See **Figure 44**). You will receive an email once the file has been processed. You can also check on the status of your file upload under Upload History on the **Upload Students** page.
8. *Optional:* To upload another file of the same record type, click **Upload New File**.
**Uploading Above Grade Testing**

You can upload above grade tests for multiple students through a file upload. This feature is only available in the Spring Writing/Reading/Math/End-of-Course administration in TIDE. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload student attributes through file upload:

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

   ![Upload Above Grade Testing](image)

2. Click **Download Templates** and select the appropriate file type.

3. Open the file in a spreadsheet application, fill it out, and save it.

4. On the file upload page, click **Browse** and select the file you created in the previous step.

5. Click **Next**. The **Preview** page appears. Use the file preview on this page to verify that you have uploaded the correct file.

6. Click **Next**. TIDE validates the file and displays any errors (⚠️) or warnings (‼️) on the **Validate** page.

7. Do one of the following:
   a. Click **Continue with Upload**. TIDE commits those records that do not have errors.
   b. Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.

8. The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded.
Table 6 provides the guidelines for filling out the Above Grade Testing Upload template that you can download from the Upload Above Grade Testing page.

**Table 6: Columns in the Above Grade Testing Upload file.**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLEID*</td>
<td>Student’s unique identifier within the state.</td>
<td>FL followed by 12 digits</td>
</tr>
<tr>
<td>Above Grade Testing*</td>
<td>Name of the student attribute.</td>
<td>Above Grade Testing</td>
</tr>
<tr>
<td>Subject*</td>
<td>Subject of assessment.</td>
<td>One of the following: ELA Reading, Mathematics, ELA Writing</td>
</tr>
<tr>
<td>Tested Grade*</td>
<td>Value of the student attribute.</td>
<td>One of the following: None, 04, 05, 06, 07, 08, 09, 10</td>
</tr>
<tr>
<td></td>
<td>Note: None is used to remove above grade testing.</td>
<td></td>
</tr>
</tbody>
</table>

*Required field.

**Managing Student Accommodations**

A student’s test settings include the available accommodations, such as text-to-speech or American Sign Language. This section explains how to edit student accommodations via an online form or a file upload.

**Viewing and Editing Accommodations**

This section explains how to view and edit a student’s accommodations in TIDE.

To edit a student’s test accommodations:

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 settings and tools you want to view or edit by following the procedure in the section Searching For Students.
3. In the list of retrieved students, click [ ] for the student whose accommodations you want to edit. The View/Edit Student page appears.

4. The View/Edit Student page is identical to the form used to modify student records. For information about how to use this form, see the section Viewing and Editing Students.

**Uploading Accommodations**

If you have many students for whom you need to apply accommodations, it may be easier to perform those actions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. The following sections describe how to create the file and then upload it to TIDE.

To upload student accommodations:

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

2. Click Download Templates and select the appropriate file type.

3. Open the file in a spreadsheet application, fill it out, and save it.

4. On the file upload page, click Browse and select the file you created in the previous step.

5. Click Next. The Preview page appears. Use the file preview on this page to verify that you have uploaded the correct file.

6. Click Next. TIDE validates the file and displays any errors (⚠️) or warnings (⚠️) on the Validate page.

7. Do one of the following:

   a. Click Continue with Upload. TIDE commits those records that do not have errors.

   b. Click Upload Revised File to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

8. The Confirmation page appears, displaying a message that summarizes how many records were committed and excluded.
Table 7 provides the guidelines for filling out the Accommodations Upload template that you can download from the Upload Accommodations page.

Table 7. Columns in the Test Settings Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLEID*</td>
<td>Student's statewide identification number.</td>
<td>FL followed by 12 digits</td>
</tr>
<tr>
<td>Subject*</td>
<td>Subject for which the tool or accommodation applies.</td>
<td>Choose one of the following from the drop-down (changes based on the administration you are signed into in TIDE):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reading/Reading Retake</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Algebra 1/Algebra 1 Retake</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Geometry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Writing/Writing Retake</td>
</tr>
<tr>
<td>Accommodation*</td>
<td>Name of the accommodation.</td>
<td>Choose one of the following from the drop-down (changes based on your selection in the Subject field):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• American Sign Language</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Masking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Closed Captioning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reading/Writing Passage Book</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TTS</td>
</tr>
<tr>
<td>Value*</td>
<td>Indicates if the accommodation is enabled.</td>
<td>See Table 8.</td>
</tr>
</tbody>
</table>

* Required field

Table 8 lists the valid values for the Tool Name and Value columns in the Upload Accommodations template.

Table 8. Valid Values for Tool Names

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Description</th>
<th>Valid Values</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masking</td>
<td>This accommodation allows students to temporarily mask (hide) an area of the test screen to reduce distraction.</td>
<td>On Off</td>
<td>All subjects</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Description</td>
<td>Valid Values</td>
<td>Subject</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>TTS</td>
<td>Students who have the Text-to-Speech accommodation listed on their IEPs can use the Speak tool to listen to instructions, test items, and answer options.</td>
<td>On/Off</td>
<td>All subjects</td>
</tr>
<tr>
<td>Reading/Writing Passage Book</td>
<td>A regular print or large print passage booklet may be requested for a student participating in a computer-based Reading or Writing test. The passage booklets contain the passages only and do not contain prompts, test items, or answer choices.</td>
<td>Yes/No</td>
<td>Reading and Writing</td>
</tr>
<tr>
<td>American Sign Language</td>
<td>Students who have this accommodation can view American Sign Language videos of audio passage or animation content on ELA Reading tests.</td>
<td>On/Off</td>
<td>Reading</td>
</tr>
<tr>
<td>Closed Captioning</td>
<td>Students who have this accommodation can access closed captioning for audio passage or animation content on ELA Reading tests.</td>
<td>On/Off</td>
<td>Reading</td>
</tr>
</tbody>
</table>

*Figure 47* is an example of a sample record of an upload file that sets the masking accommodation on the Algebra 1 test for the student with ID (FLEID) FL999999999999.

Figure 47. Sample Test Settings Upload File

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FLEID</td>
<td>Subject</td>
<td>Accommodation</td>
<td>Value</td>
</tr>
<tr>
<td>2</td>
<td>FL999999999999</td>
<td>Algebra 1</td>
<td>Masking</td>
<td>On</td>
</tr>
</tbody>
</table>
Generating Frequency Distribution Reports

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

To generate Frequency Distribution Reports:

1. From the Student Information task menu on the TIDE homepage, select **Frequency Distribution Report**. The **Frequency Distribution Report** page appears.

   ![Figure 48. Fields on the Frequency Distribution Report Page](image)

2. In the Filters for Report panel, select the report filters:
   a. From the **District** drop-down list (if available), select a district.
   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. Select a specific grade or keep the drop-down on **Select** - to display all grades.

3. **Optional**: In the Select Demographics panel, mark checkboxes to filter the report for additional demographics and accommodations.
4. Click **Generate Report**. TIDE displays the selected reports in grid format.

![Sample Frequency Distribution Report by Grade and Gender](image)

5. Do one of the following:
   a. To display the reports in tabular format, click **Grid**.
   b. To display the reports in graphical format, click **Graph**.
   c. To display the reports in both tabular and graphical format, click **Grid and Graph**.
   d. To download a PDF file of the reports, click the print icon [ ] . The PDF file generated will display your selections for **Grid**, **Graph**, or **Grid and Graph**.

**Use of Class Code to Distinguish Groups of Students**

*Class Code* is an optional field when adding or uploading student records that you can use to help distinguish between groups of students. After students are assigned a class code, users are able to search for students using the class code under the additional search criteria on the **View/Edit/Export Students** page or view established groups by selecting *PreID* for the Roster Type on the **View/Edit Rosters** page. From either page, users are then able to export or print a group of students, print PreID labels, and print test tickets. Class codes can be defined for each subject test. Note that students can only be assigned one class code per subject. Due to overlapping administrations in TIDE for each school year, FDOE recommends including administration designations in class code fields to help with sorting and determining eligibility for each administration (e.g., Fall 2019 Smith Group A).
Scenarios in which the use of class code may be useful:

- Associating students with a test administrator or a scheduled test administration
- Associating students with a teacher or resource teacher
- Associating students who have the same accommodation
- Associating students who are taking above-grade level tests

**Deleting Student Records**

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

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

**To delete student records:**

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

2. Retrieve the student records you want to delete by following the procedure in the section **Searching For Students**.

3. Mark the checkbox for the record(s) you want to delete or mark the checkbox at the top of the table to delete all displayed students.

   a. To delete all retrieved students, mark the checkbox at the top of the table on each page.

   ![Figure 50. Options for Deleting Retrieved Records](image)

4. Click `[ ]`.

5. In the confirmation dialog box, click **Yes**. TIDE deletes the student(s).
Printing Students’ Test Settings

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

To print students’ test settings:

1. Retrieve the student records you want to print by following the procedure in the section Searching For Students.
2. Click the column headings to sort the retrieved students in the order you want the records printed.
3. Do one of the following:
   a. Mark the checkboxes for the students you want to print.
   b. Mark the checkbox at the top of the table to print test settings for all displayed students.
4. Click the print icon \[ \text{print icon} \] and then select All Student Settings and Tools or My Selected Student Settings and Tools, based on your selection. The Student Test Settings and Tools page appears.
5. Verify that Student Settings and Tools is selected in the Print Options section (see Figure 51).

   Figure 51. Print Student Test Settings and Tools Page

6. Click Print.
7. Your browser downloads the generated PDF.
Moving Students Between Schools

To move students from one school to another within your district:

See Table 2 for a list of users who can perform this task.

To move students:

1. Retrieve the student account(s) you want to move by following the procedure in the section Searching For Students.

2. In the list of retrieved records, do one of the following:
   a. Mark the checkboxes for the students you want to move.
   b. Mark the checkbox at the top of the table to move all displayed students.

3. Click Move to Other School above the search results.

4. A window appears for moving the student(s). From the School drop-down list, select the school to which you want to move the student(s).

5. Click Yes. After TIDE moves the student, a confirmation message appears.

To move students from one district to another district mid-year:

Students who move into a school district after the start of school can be moved into the correct district using the Upload Students feature in TIDE. The district assessment coordinator can follow the steps in the Adding or Editing Students through File Uploads section to create a PreID student file and upload the file anytime during the school year to move students. This task can also be completed by a district or school coordinator for individual students by following steps in the Adding Students section. Districts and schools should ensure they are entering a student’s name and ID exactly as was used in the previous district to ensure the student’s complete record is transferred.
Printing On-Demand PreID Labels

Districts and schools may locally print On-Demand PreID Labels for any student who needs a PreID label for a paper-based administration. Blank labels for printing On-Demand PreID Labels are available as an additional order item in TIDE and are included in the test materials shipment for spring administrations. Users can print up to 50 On-Demand PreID Labels at a time.

TIDE generates On-Demand PreID Labels as a PDF file that you download through your browser. See Table 2 for a list of users who can perform this task.

To Print On-Demand PreID Labels:

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

2. Enter desired search criteria, and click Search. Students are sorted by Last Name. Click a column heading to change the sort order, if desired.

3. Do one of the following:
   a. Mark the checkboxes for the students you want to print.
   b. Mark the checkbox at the top of the table to print PreID labels for all displayed students.

4. Click the print icon [ ] and then select My Selected PreID Labels.

5. The Choose Label Position page appears for selecting the start position for printing on the first page (see Figure 53).

6. Verify that PreID Labels is selected under Print Options on the left of your screen.

7. Choose the subject(s) for which you would like to print and click the start position.

   The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.
8. Click **Print** to generate a PDF of your labels.

9. You will print your labels directly from this PDF on the blank labels provided by DRC.
   
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.

   **Note:** Ensuring high quality printing after PDF generation will vary based on the specifications of your printer. To enhance label quality, check that the printer is minimizing image compression and that the highest quality settings are applied. Contact your technology coordinator for assistance with adjusting printer settings.

Once On-Demand PreID labels are printed, check each label to ensure that all information is printed correctly and is not smudged.

**Managing Rosters**

This section details how to search for, view, and edit existing rosters and how to create new rosters through the user interface or a file upload.

**Searching for Rosters**

This section explains how to use the search panel and navigate search results.
To search for rosters:

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

2. In the search panel, enter search terms and select values from the available search parameters, as required.

   **Note:** Required search parameters are marked with an asterisk.

3. Click **Search**. The list of retrieved records appears below the search panel (see **Figure 55**).

4. **Optional:** To filter the retrieved records, enter a search term in the field above the search results and click [ ]. TIDE displays only those records containing the entered value.

5. **Optional:** To sort the search results by a given column, click its column header. To sort the column in descending order, click the column header again.

**Viewing Rosters**

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

To view a roster:

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

2. Retrieve the roster record you want to view or edit by following the procedure in the section **Searching for Rosters**.
3. In the list of retrieved rosters, click [ ] for the roster containing details you want to view (see Figure 56).

Figure 56. View/Edit Rosters Page

If PreID rosters are available for the school, TIDE displays them in the list of rosters. (PreID rosters are automatically created when class codes are assigned through the PreID file upload or when class codes are added through Add Student or View/Edit/Export Students tasks. See the Use of Class Code to Distinguish Groups of Students section.)

Adding a New Roster

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

To add a roster:

1. From the Rosters task menu on the TIDE homepage, select Add Roster. The Add Roster page appears (see Figure 57).
2. In the Search for Students to Add to the Roster panel, search for students by selecting **District** and **School** and any additional search parameters as necessary. You may also choose additional criteria with which to search in the Advanced Search panel.

3. In the Add Students to the Roster panel (see **Figure 58**), do the following:
   a. In the **Roster Name** field, enter the roster name. It is highly recommended that you include administration information in the Roster Name.
   b. From the **Teacher Name** drop-down list, select a teacher.
   c. From the **Students to display** field, select the students you wish to view in the **Available Students** list. The two options are:
      i. **Current Students**: Displays students who match your search criteria and are currently associated with the school.
      ii. **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school. For example, if a Grade 7 student has left the school and you search for Grade 7 students with the **Students to display** field set to **Current and Past Students**, the student who has left the school will also be displayed.

**Note**: When viewing current and past students from the selected year, students who are no longer associated with your school will display the date on which they left the school in TIDE. You can still add these students to your roster, if desired.
d. To add students, from the list of available students, do one of the following:

i. To move one student to the roster, click [+] for that student.

ii. To move all the students in the Available Students list to the roster, click Add All.

iii. To move selected students to the roster, mark the checkboxes for the students you want to add and then click Add Selected.

Figure 58. Add/Remove Students to Roster Panel

---

e. To remove students, choose one of the following options from the list of students in the roster:

i. To remove one student from the roster, click [x] for the student.

ii. To remove all the students from the roster, click Remove All.

iii. To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click Remove Selected.

4. Click Save, and in the dialog box, click Continue.
Modifying an Existing Roster

You can modify rosters, if required. However, the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- **User Defined Rosters**: These are rosters that you create through the Add Roster page (see Adding a New Roster) or the Upload Roster page (see Creating Rosters through File Uploads). You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.

- **PreID Rosters**: These are rosters that are created based on the class codes assigned to students. PreID rosters are not associated with any teacher. You can modify the students included in a PreID roster by editing a student’s class code from the View/Edit/Export Students page (see Viewing and Editing Students) or by uploading a new PreID file with updated class codes from the Upload Students page (see Adding or Editing Students through File Uploads). You can also modify the roster name of a PreID roster by uploading a new PreID file.

For a list of user roles who can modify rosters, see Table 2.

To modify a user-defined roster:

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

2. Retrieve the roster record you want to edit by following the procedure in the section Searching for Rosters.

3. In the list of retrieved rosters, click [ ] for the roster whose details you want to edit. The View/Edit Rosters page appears. This page is similar to the page used to add rosters (Figure 58).

4. In the Search for Students to Add to the Roster panel, search for students by following the procedure in the section Adding a New Roster.

5. In the Add Students to the Roster panel, do the following:
   
   a. In the Roster Name field, edit the roster name, as needed.

   b. From the Teacher Name drop-down list, select a new teacher, if needed.

   c. From the Students to display field, select the students you wish to view in the Available Students and Selected Students lists. The two options are:

   i. **Current Students**: Displays students who match your search criteria and are currently associated with the school and roster. The Available Students list displays students who are currently associated with your school and the Selected Students list displays students who are currently associated with the roster.
ii. **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which they were removed from the roster is displayed in the *Selected Students* list. If the student who has been removed from the roster is still associated with the school, they will be listed in the *Available Students* list as a regular student. However, if the student has left the school then their record will appear in the *Available Students* list with the date they left the school.

![Note: You can add students to your roster even if they have left the school.]

---

d. To add students, from the list of available students, choose one of the following options:

i. To move one student to the roster, click [+] for that student.

ii. To move all the students in the *Available Students* list to the roster, click **Add All**.

iii. To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

![Figure 59. Modifying a Roster: Current and Past Students]

---

e. To remove students, choose one of the following options from the list of students in the roster:

i. To remove one student from the roster, click [-] for the student.

ii. To remove all the students from the roster, click **Remove All**.

iii. To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

6. Click **Save**, and in the dialog box, click **Continue**.
Creating Rosters through File Uploads

If you have several rosters to create, 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.

To upload rosters:

1. From the Rosters task menu on the TIDE homepage, select Upload Rosters. The Upload Rosters page appears.

2. Click Download Templates and choose CSV or EXCEL file format.

3. Using Table 9 as a reference, fill out the Roster template and upload it to TIDE.

Table 9 provides the guidelines for filling out the Roster template that you can download from the Upload Rosters page.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District ID*</td>
<td>District associated with the roster.</td>
<td>District ID that exists in TIDE. Must be 2 characters.</td>
</tr>
<tr>
<td>School ID*</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Must be 4 characters. Must be associated with the district ID.</td>
</tr>
<tr>
<td>Test Administrator's Email*</td>
<td>Email address of the teacher/test administrator associated with the roster.</td>
<td>Email address of an existing user in TIDE.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 20 characters.</td>
</tr>
<tr>
<td>FLEID*</td>
<td>Student's unique identifier within the state.</td>
<td>FL followed by 12 digits</td>
</tr>
</tbody>
</table>
| 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.               |

* Required field
Figure 60 is an example of an upload file that creates three rosters with one student in each.

![Figure 60. Sample Roster Upload File](image)

If the roster Grade7Alg1 does not exist in school 9006, TIDE will do the following:

- Create the roster Grade7Alg1 associated with demo@email.com and add FLEID FL9999999999.
- Delete the FLEID FL999999999998 from roster Grade8Geo.
- Add the FLEID FL999999999997 to the roster Grade9Alg1.

**Deleting a Roster**

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

1. From the Rosters task menu on the TIDE homepage, select **View/Edit Rosters**. The **View/Edit Rosters** page appears.
2. Retrieve the roster record you want to delete by following the procedure in the section **Searching for Rosters**.
3. In the list of retrieved rosters, mark the checkbox(es) for the rosters you wish to delete and click **Yes** to delete the roster(s).

![Figure 61. Sample Delete Roster Action](image)

**Printing a Roster**

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

To print a roster:

1. From the Rosters task menu on the TIDE homepage, select **View/Edit Rosters**. The **View/Edit Rosters** page appears.
2. Retrieve the roster record you want to print by following the procedure in the section "Searching for Rosters."

3. In the list of retrieved rosters, mark the checkbox(es) for the rosters you wish to print, click [ ] , and choose Roster.

4. The Roster Student List page appears.

5. Click Print.

Working with Orders
This section describes how to place additional orders, view the order history, and review order quantities.

Placing Additional Orders
Districts may request test materials through the Place Additional Orders page. For administrations that do not ship materials based on a PreID upload, district assessment coordinators must order all test materials on the Place Additional Orders page.

Prior to placing the first additional order in TIDE, the District Assessment Coordinator must confirm his or her contact information. Districts will not be able to access the Orders tab without first confirming the District Assessment Coordinator’s contact and shipping information in TIDE (see Entering and/or Verifying Contact and Shipping Information).

To request additional materials:
1. From the Orders task menu on the TIDE homepage, select Place Additional Orders. The Place Additional Orders page appears (see Figure 62).

   Figure 62. Fields on the Place Additional Orders Page

2. Click one of the following on the Search for Orders panel:
   a. Mark District to place an order at the district level.
   b. Mark School, and then select a school, to place an order for an individual school.
3. Click **Search**. A list of materials available for ordering appears.

![Figure 63. Sample Additional Orders Page](image)

4. In the Additional Quantity column, enter the quantity of each material you wish to order. This field will remain populated with the material quantity you have entered until the order is approved or fulfilled.

   **Note**: If you place an order for 10 CBT Work Folders and wish to place an order for 15 more on the same day, you will alter this field to “25.”

5. Click **Save Orders**. A text box appears allowing you to enter additional comments. Please note that comments for orders are optional and for district use only.

6. Click **Submit** to submit your order. The **Order Summary** window appears to show you an overview of your order. Click **Close** to return to the **Place Additional Orders** page.

   **Note**: Users will receive the following message if they try to place an order during the time orders are being sent to the vendor (around 10:00 a.m. ET, every morning during the additional orders window): “Today’s orders have recently been updated, and your current order has not been saved. Please try to place your order again in 15 minutes.”

**Table 10** describes the columns on the **Place Additional Orders** page.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Description</td>
<td>Description of the materials available for a particular administration.</td>
</tr>
<tr>
<td>Quantity You Will Receive</td>
<td>Total order quantity to be shipped from the vendor.</td>
</tr>
<tr>
<td>Quantity Approved</td>
<td>Quantity of the most recent order approved. This number resets to zero once</td>
</tr>
<tr>
<td></td>
<td>the order has been sent to the vendor (around 10:00 a.m. ET every morning).</td>
</tr>
</tbody>
</table>
### Viewing Order History

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

**To view order history:**

1. From the Orders task menu on the TIDE homepage, select **View Order History**. The **View Order History** page appears (see Figure 64).

![Figure 64. Fields on the View Order History Page](image)

2. To view the order details, click the order number in the left column. The **Order Details** report page appears.

3. To view the order’s tracking report, click the tracking icon ![tracking icon](image).

4. To view the order’s packing lists and security checklists, click the reports icon ![reports icon](image).

*Table 11* describes the columns on the **Order History** page.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number</td>
<td>Materials order number.</td>
</tr>
<tr>
<td>Order Type</td>
<td>Type of order: initial or additional.</td>
</tr>
</tbody>
</table>
**Viewing Order Summary**

You can view reports summarizing test material orders for your school or district.

*To view order quantities by test material:*

1. From the Orders task menu on the TIDE homepage, select **View Order Summary** and the **Search For Order** page appears (see Figure 65).

   ![Figure 65. Fields on the View Order Summary Page](image)

2. From the Search For Order panel, select **District** or **School**.

3. From the **Search Order By** drop-down list, select **Initial, Additional, and/or Select all** to include those types of orders in the report. For all administrations except spring, you will be searching for additional orders only.

4. Click **Search**. The order summary appears.

   **Table 12** describes the columns on the **View Order Summary** page.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Type</td>
<td>Description of the materials available for a particular administration.</td>
</tr>
<tr>
<td>District Expected Shipment</td>
<td>Approved district-level order quantities.</td>
</tr>
<tr>
<td>District Awaiting Approval</td>
<td>District-level order quantities pending approval.</td>
</tr>
<tr>
<td>School Expected Shipment</td>
<td>Approved school-level order quantities.</td>
</tr>
<tr>
<td>School Awaiting Approval</td>
<td>School-level order quantities pending approval.</td>
</tr>
<tr>
<td>Total Expected Shipment</td>
<td>Sum of approved order quantity for districts and schools.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Total Awaiting Approval</td>
<td>Sum of pending order quantity for districts and schools.</td>
</tr>
</tbody>
</table>
Section V. Administering Tests

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

This section covers the following topics:

- Printing Test Tickets
- Managing Invalidations and Requests
- Monitoring Test Progress
Printing Test Tickets

A test ticket includes a student’s username and other information used to sign in to a test. On the sample test ticket below, the student’s username for testing is 197JM. Students will also enter their first name as listed on the test ticket to sign in to a test.

![Sample Test Ticket](image)

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

Printing Test Tickets from Student List

This section explains how to print test tickets from a list of students.

To print test tickets:

1. From the Print Test Tickets and PreID Labels task menu on the TIDE homepage, 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 following the procedure in the section Searching For Students.

3. Click the column headings to sort the retrieved students in the order you want the test tickets printed.

4. Do one of the following:
   a. Mark the checkboxes for the students you want to print.
   b. Mark the checkbox at the top of the table to print tickets for all displayed students.

5. Click the print icon and then select All Test Tickets or My Selected Test Tickets, based on your selection. A page appears for selecting the printed layout (see Figure 67).

6. Verify that Test Tickets is selected in the Print Options section.
7. Select the layout you require and then click **Print**. Your browser will download the generated PDF.

**Printing Test Tickets from Roster List**

You can print test tickets for all the students in a roster.

To print test tickets from rosters:

1. From the Print Test Tickets and PreID Labels task menu on the TIDE homepage, select **Print from Roster List**. The **View/Edit Rosters** page appears.
2. Retrieve the rosters for which you want to print test tickets by following the procedure in the section **Searching for Rosters**.
3. Click the column headings to sort the retrieved rosters in the order you want the test tickets printed.
4. Do one of the following:
   a. Mark the checkboxes for the rosters you want to print.
   b. Mark the checkbox at the top of the table to print tickets for all retrieved rosters.
5. Click the print icon [ ] and then select **Test Tickets**. A page appears to select the printed layout (see **Figure 67**).
6. Verify **Test Tickets** is selected in the Print Options section.
7. Select the layout you require and then click **Print**. Your browser will download the generated PDF.

**Managing Invalidations and Requests**

This section describes how you view, create, and approve invalidations and requests.
**Understanding Invalidations and Requests**

This section describes the types and statuses of invalidations and requests. The School Assessment Coordinator, District Technology Coordinator, or District Assessment Coordinator role can submit a request to invalidate a test, re-open a test, and re-open a test session. All other types of requests must be submitted by the District Assessment Coordinator or District Technology Coordinator and approved by FDOE or AIR.

*Table 13* provides descriptions of each invalidation request type.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalidate a test</td>
<td>Used when the validity of test scores has been compromised. Invalidated tests will not receive a score. <strong>You can only submit these invalidations until the end of the test window.</strong> See the current test administration manual for policies and guidance regarding test invalidations.</td>
</tr>
<tr>
<td>Restart a test</td>
<td>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.</td>
</tr>
<tr>
<td>Re-open a test</td>
<td>Re-opens a test that a student mistakenly submitted early. The student’s test must be in Completed, Submitted, or Reported status.</td>
</tr>
<tr>
<td>Restore a test that was restarted</td>
<td>Allows the student to revert to the original test opportunity from before the test was restarted.</td>
</tr>
<tr>
<td>Re-open a test session</td>
<td>Re-opens a test session when a student inadvertently starts an incorrect test session. Requester will indicate which session should be opened.</td>
</tr>
</tbody>
</table>

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

An invalidation request’s status can change as it moves through the process. *Table 14* lists the available statuses.

<table>
<thead>
<tr>
<th>Invalidation Status</th>
<th>Description of Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error Occurred</td>
<td>An error was encountered while the request was being processed.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>Request is pending approval.</td>
</tr>
<tr>
<td>Processed</td>
<td>Request was successfully processed and the test opportunity has been updated.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Request was rejected by another user.</td>
</tr>
<tr>
<td>Rejected by System</td>
<td>TDS was unable to process the request.</td>
</tr>
<tr>
<td>Requires Resubmission</td>
<td>Request must be resubmitted.</td>
</tr>
<tr>
<td>Retracted</td>
<td>Original request was retracted.</td>
</tr>
</tbody>
</table>
Table 15 lists the valid combinations of invalidation requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: approved, completed, denied, paused, reported, or submitted.

<table>
<thead>
<tr>
<th>Test Status</th>
<th>Invalidate a test</th>
<th>Restart a test</th>
<th>Re-open a test</th>
<th>Restore a test that was restarted</th>
<th>Re-open a test session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Completed</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Denied</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Paused</td>
<td>✓</td>
<td>✓</td>
<td>□</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pending</td>
<td></td>
<td>✓</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Processing</td>
<td></td>
<td>✓</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Reported</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Review</td>
<td></td>
<td>✓</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Submitted</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Suspended</td>
<td></td>
<td>✓</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Invalidated</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**Creating Invalidation and Requests**

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

To create invalidations and requests:

1. Retrieve the result for which you want to create an invalidation or request by doing the following:
   a. From the Invalidation and Requests task menu on the TIDE homepage, select Create Requests. The Create Requests page appears.

Figure 68. Selection Fields on the Create Requests Page
b. In the Select Request Type and Search panel, select a request type by clicking on the button next to the request you want to create.

c. From the drop-down lists and in the text field, enter search criteria. You can search for students by Result ID, FLEID, or Session ID.

d. Click Search. TIDE displays the found results at the bottom of the Create Requests page.

2. Mark the checkbox for each result for which you want to create an invalidation or request, and then click Create.

3. Select a reason for the request from the drop-down menu in the window that pops up.

4. Optional: Enter additional comments, if needed.

5. Click Submit. TIDE will display a confirmation message.

Viewing Invalidations and Requests

To view, reject, or retract invalidations and requests:

1. From the Invalidations and Requests task menu on the TIDE homepage, select View/Export Requests. The View/Export Requests page appears.

2. Retrieve the invalidations or requests you want to view by selecting or entering information in the Invalidations and Requests Information panel.

3. Click Search. You will be prompted with the option to View Results, Export to Inbox, or Modify Search.
a. If you choose **View Results**, the list of retrieved records appears below the search panel. Figure 71 shows retrieved requests.

   i. **Optional**: If you wish to expand the search panel to change your search parameters, click [ ] in the upper-left corner of the panel.

b. If you choose **Export to Inbox**, you must select a file format (Excel or CSV). The search results in the selected file format will then begin downloading in the Inbox. Once you receive confirmation that your file is ready, you may download it from the Inbox (see **Accessing Files from the Inbox**).

c. You can select **Modify Search** to return to the Invalidations and Requests Information panel and edit your selections.

![Figure 71. Retrieved Requests](image)

4. **Optional**: Review the initiator’s comments about the request by clicking [ ] in the Request Status column.

**Processing Requests**

Some request types require you to approve or reject them before TDS can process them. You can also retract requests you created.

**To approve, reject, or retract requests:**

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

2. Retrieve the requests you want to process by selecting or entering information in the Invalidations and Requests Information panel.

3. Do one of the following:

   a. Mark the checkboxes for the requests you want to process.

   b. Mark the checkbox at the top of the table to process all the retrieved requests.
4. Click **Process** above the table and select an action:
   a. To approve the selected requests, select **Approve**.
   b. To reject the selected requests, select **Reject**.
   c. To retract the selected requests, select **Retract**.

5. Enter a reason for the request action in the window that pops up.

6. Click **Submit**. TIDE displays a confirmation message.

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

### Creating Invalidations and Requests through File Uploads

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

**To upload invalidations or requests:**

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

   ![Upload Invalidations and Requests page](image)

2. Download a CSV or Excel template file by clicking **Download Templates** in the upper-right corner of the screen.

3. Create the file and save locally, then upload it to TIDE. Field value descriptions can be found in **Table 16**.

4. On the file upload page, click **Browse** and select the file you created in the previous step.

5. Click **Next**. The **Preview** page appears (see **Figure 73**). Use the file preview on this page to verify you uploaded the correct file.
6. Click **Next**. TIDE will validate the file.

7. Choose one of the following:
   a. Click **Continue with Upload**. TIDE commits those records that do not have errors.
   b. Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to preview, validate, and commit the file.

   The **Commit** page appears, displaying a grid with test opportunities.

8. Mark the checkboxes for the test opportunities you wish to commit.

9. Click **Commit**. The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded (see **Figure 76**).
10. *Optional:* To upload another file of the same record type, click **Upload New File.**

**Table 16: Columns in the Invalidations/Requests Upload File**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Type*</td>
<td>Type of request</td>
<td>One of the acceptable values from the drop-down choices:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Invalidate a test</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Restart a test</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Re-open a test</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Re-open a test session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Restore a test that was restarted</td>
</tr>
<tr>
<td>Search Type*</td>
<td>Field to search</td>
<td>One of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Result ID—Retrieves test result matching the provided result ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FLEID—Retrieves test results matching the provided FLEID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Session ID—Retrieves test results matching the provided session ID</td>
</tr>
<tr>
<td>Search Value*</td>
<td>Search value corresponding to the search type</td>
<td>Up to 14 characters (The value must exist in TDS or TIDE.)</td>
</tr>
<tr>
<td>Reason*</td>
<td>Reason for creating request</td>
<td>Provide a reason from the drop-down for the request.</td>
</tr>
<tr>
<td>Comments</td>
<td>Additional comments</td>
<td>Provide additional comments to the invalidation/request.</td>
</tr>
</tbody>
</table>

* Required field
Monitoring Test Progress

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

The following reports are available in TIDE:

- Participation Report: Details all of a student’s test opportunities and the status of those test opportunities.
- Search by FLEID: Details the student’s test participation results.
- Test Status Report: Details the status of all tests for the subjects selected.

**Note:** This report is limited to District Assessment Coordinators, District Technology Coordinators, Private School Administrators, School Assessment Coordinators, and School Administrators.

**Generating a Participation Report**

TIDE includes a Participation Report that provides details about student test statuses within a school.

To generate a Participation Report:

1. From the Monitoring Test Progress task menu on the TIDE homepage, select Participation Reports. The Participation Reports page appears.
2. In the Step 1: 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 an administration.

   c. From the **Test Name** drop-down list, select the test or tests for which you want to generate the report.

3. In the Step 2: Search for Students panel, select the district and school(s) to include in your report. You also have the option to enter teacher name, enrolled grade, first name, last name, and/or FLEID. Advanced Search is also available to allow you to search by other student demographic information.

   **Note:** For districts that have more than 20 schools, the Select all option will not be available. Furthermore, the checkboxes for the schools will be disabled once 20 schools have been selected.

4. In the Step 3: 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**):

   a. Students who **have/have not** **completed/started** the test in the selected administration. This filter allows you to determine which students have or have not started or completed testing.

   b. Students who have the 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.

   c. 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:

      i. 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.

      ii. 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.

   d. 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:

a. To view the report on the page, click **Generate Report**.

b. To open the report in Microsoft Excel, click **Export Report**.

*Figure 78* displays a sample Participation Report output, and *Table 17* provides descriptions of the columns in this report.

To add or remove column values from the table, click [ ] in the upper-right of the table. Then deselect or select the values you would like to remove or add. The table will update immediately.

*Figure 78. Sample Participation Report*

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Student’s name (Last Name, First Name).</td>
</tr>
<tr>
<td>FLEID</td>
<td>Student’s 14-character identification number.</td>
</tr>
<tr>
<td>District Name</td>
<td>Name of the district selected.</td>
</tr>
<tr>
<td>School Name</td>
<td>Name of the school(s) selected.</td>
</tr>
<tr>
<td>Enrolled Grade</td>
<td>The grade in which a student is enrolled.</td>
</tr>
<tr>
<td>Test</td>
<td>Test name for this student record (e.g., Grade 7 FSA Mathematics).</td>
</tr>
<tr>
<td>TA Name</td>
<td>The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).</td>
</tr>
<tr>
<td>Session ID</td>
<td>The Session ID to which the test is linked.</td>
</tr>
<tr>
<td>Status</td>
<td>The status for that specific test.</td>
</tr>
<tr>
<td>Results ID</td>
<td>The unique identifier linked to the student’s results for that specific test.</td>
</tr>
<tr>
<td>Date Started</td>
<td>The date when the first test item was presented to the student for that test.</td>
</tr>
<tr>
<td>Date Completed</td>
<td>The date when the student submitted the test for scoring.</td>
</tr>
<tr>
<td>Last Activity</td>
<td>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.</td>
</tr>
<tr>
<td>Test Duration</td>
<td>Amount of time in minutes a student spent in one or more sessions of a test. Displayed as HH:MM:SS.</td>
</tr>
</tbody>
</table>
**Search by FLEID**

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

**To generate a participation report by FLEID:**

1. From the Monitoring Test Progress task menu on the TIDE homepage, select Search by FLEID. The Search by FLEID page appears.

   ![Figure 79. Sample Search by FLEID Page](image)

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

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

3. Click Generate Report. The results will populate below the search box.

   ![Figure 80. Sample Search by FLEID Results](image)

   **Figure 80** displays a sample Participation Report output, and **Table 17** provides descriptions of the columns in this report.

   To add or remove column values from the table, click [ ] in the upper-right of the table. Then deselect or select the values you would like to remove or add. The table will update immediately.
**Session Monitoring**

District-level users can view informational reports of active and inactive test sessions in their district for the current day. These reports show the number of students actively testing/not actively testing in a session at an individual school or for multiple schools. Active sessions can include tests with test statuses of started, paused, and/or completed. A session is considered inactive when all tests in the session have been paused and/or completed.

District-level users can view school-level test session status reports for each school in their district. These reports show each active and inactive session ID for a school, along with information like test administrator name, test subject, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.

School-level users can view reports for their school.

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

   ![Figure 81. Session Monitoring Page](image)

2. From the **District** drop-down list, select your district. From the **School** drop-down list, select the school(s) to include in your report.

3. If you selected more than one school, a summary of the report for all selected schools displays the following fields:
   a. Schools
   b. Total # of Tests
   c. Tests Started
   d. Tests Paused
   e. Tests Completed

4. Click the report to open it. The report is available by clicking the name of the school in the Schools column. Note: If you did not select more than one school, a detailed report will display automatically.

5. A more detailed report for that school appears including the TA name and Session ID.
By default, only active test sessions are displayed. To display inactive test sessions, mark the Include inactive sessions checkbox. Inactive sessions include any sessions in which all tests in the session have been paused and/or are completed.

Figure 82. Including Inactive Sessions

6. When multiple tests are available for a session, [ ] appears in the Test Name column. Click [ ] to display an individual session with multiple tests included in that session. Click [ ] to collapse the list.

7. Click [ ] to expand all sessions containing multiple tests. Click [ ] to collapse all expanded sessions.

8. Click [ ] to refresh the list of available sessions.

9. Click [ ] to close the Session Monitoring report for more than one school.

Reviewing Test Status Reports

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

To access the Test Status Report:

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 83), select search criteria for the test and administration.

Figure 83. Test Status Report Search Fields
3. Do one of the following:

   a. To view the report on the page, click Generate Report.

   b. To open the report in Microsoft Excel, click Export Report.

TIDE displays the tests and associated statuses and special codes (see Figure 84), while Table 18 lists the columns in the Test Status Report.

Figure 84. Test Status Report

![Test Status Report Table](image)

Table 18. Columns in the Test Status Report

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

To see descriptions of possible statuses in the Test Status Report, see Table 19.

Table 19. Test Opportunity Status Descriptions

<table>
<thead>
<tr>
<th>Status</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>The TA has approved the student for the session, but the student has not yet started or resumed the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The student has submitted the test for scoring. No additional action can be taken by the student.</td>
</tr>
<tr>
<td>Denied</td>
<td>The TA denied the student entry into the session.</td>
</tr>
<tr>
<td>Invalidated</td>
<td>The test has been invalidated.</td>
</tr>
<tr>
<td>Status</td>
<td>Definitions</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Paused</td>
<td>The student’s test is currently paused (as a result of one of the following):</td>
</tr>
<tr>
<td></td>
<td>• The student paused his or her test by clicking the Pause button.</td>
</tr>
<tr>
<td></td>
<td>• The student idled for too long and the test was automatically paused.</td>
</tr>
<tr>
<td></td>
<td>• The test administrator stopped the session while the student was in the test.</td>
</tr>
<tr>
<td></td>
<td>• The test administrator paused the individual student’s test.</td>
</tr>
<tr>
<td></td>
<td>• The student’s browser or computer shut down or crashed.</td>
</tr>
<tr>
<td>Pending</td>
<td>The student is awaiting TA approval for a new test opportunity.</td>
</tr>
<tr>
<td>Reported</td>
<td>The student’s score for the completed test in TDS has passed the quality assurance review and has been submitted for scoring.</td>
</tr>
<tr>
<td>Started</td>
<td>The student has started the test and is actively testing.</td>
</tr>
<tr>
<td>Submitted</td>
<td>The student has submitted the test and is back on the Log In screen.</td>
</tr>
<tr>
<td>Suspended</td>
<td>The student is awaiting TA approval to resume testing.</td>
</tr>
</tbody>
</table>
Section VI. After Testing

This section provides instructions for performing the tasks in the After Testing category. These tasks are typically performed after testing concludes.

This section covers the following topics:

- About the Discrepancy Resolution System (DRS)
- Reviewing Secure Material Tracking Reports
- Test Completion Rates
About the Discrepancy Resolution System (DRS)

Overview

AIR’s Discrepancy Resolution System (DRS), accessed in the Test Information Distribution Engine (TIDE), provides an interface to report and resolve testing discrepancies after reports are released. Discrepancies detected in this system are identified through student data provided in TIDE. Some discrepancies that appear in the DRS are due to lack of data on the student. For example, the DRS can detect if students tested in a grade other than their enrolled grade, or flag paper-based tested students who are missing from TIDE entirely. Users with access to the DRS can then view and resolve discrepancies in their district so that the test results can be reported. State and District-level users (DAC, DTC) have access to DRS.

Resolving Data Discrepancies

After discrepancies are reported in TIDE, a designated user must review and resolve these discrepancies. The type of action that can be taken to resolve a discrepancy will vary depending on the discrepancy type.

After a discrepancy is resolved in TIDE, the resolution is sent back into AIR’s systems to confirm that it matches the student’s demographic and test information. If no further discrepancies are detected, the test data is sent to other down-stream systems for late reporting. If further data discrepancies are detected, for example resolving a Student Not Found (SF4) discrepancy might then result in a Duplicate (SF6) discrepancy, the test is immediately flagged again as discrepant and displayed in TIDE.

Types of Test Discrepancies

The following discrepancies, which correspond with Score Flags 4, 5, and 6, can be resolved in TIDE’s Discrepancy Resolution System:

**Student Not Found (Score Flag 4):** Occurs when the identifying information on a paper answer document does not match data in TIDE or is not found. The causes for this discrepancy include:

- 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 what is stored in TIDE.

**Non-Eligible Test (Below Grade Tester Score Flag 5):** Occurs when the student’s tested grade is lower than the enrollment grade captured at the start of the testing window for each subject (the first day of test administration for each subject test).

**Duplicate (Score Flag 6):** A duplicate-test discrepancy occurs when two or more tests are submitted by the same student. This discrepancy can occur when a student:

- Submitted an online test and later submitted a paper test, or submitted more than one paper test.
- Submitted more than one test for the same subject.
- Inadvertently submitted a test under another student’s name.
Using the Discrepancy Resolution System (DRS) in TIDE

Locating Discrepancies

In the After Testing column on the TIDE homepage, from the Data Cleanup task menu, select Discrepancy Resolution. The Discrepancy Resolution page appears (Figure 86).

1. In the Search for Discrepancies to Edit panel, make your selections in the District and School drop-downs for the discrepancies you wish to view.

   **Note:** Discrepancies will be retrieved for students who are associated with the selected school in AIR’s systems within the test window start date and end date. Districts may experience slower retrieval times if there is a larger volume of records.

2. Click Search. The list of discrepancies will be displayed as shown in Figure 87. Table 20 describes the columns in the Discrepancy Resolution page.
Optional: To filter the retrieved discrepancies by discrepancy type or other criteria, enter a term in the field above and the search results will populate. The DRS displays only those records containing the entered value.

Optional: To view the student demographics for a retrieved discrepancy, click the associated PDF file in the View column, if available.

3. Click the Resolve icon [ ] for the discrepancy you want to resolve. The appropriate window will appear, depending on the type of discrepancy you wish to view.

### Table 20. Columns in the Resolve Discrepancies Page

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolve</td>
<td>Click the Resolve icon [ ] to open the <strong>Resolve Discrepancy</strong> window.</td>
</tr>
</tbody>
</table>
| Status   | Displays the status of the discrepancy.  
  - Pending: may appear when an invalidation doesn't immediately process.  
  - Resolved: when a discrepancy is marked as resolved in TIDE. Once a record is permanently resolved it is removed from the DRS. |
| Type     | Indicates the type of discrepancy. Types include the discrepancies associated with score flags:  
  - Score Flag 4: Student Not Found  
  - Score Flag 5: Non-Eligible Test (Below Grade Tester)  
  - Score Flag 6: Duplicate |
| FLEID    | Student's statewide unique identifier in TIDE or on the Pre-ID label applied. |
| First Name | Student's first name in TIDE or on the Pre-ID label applied. |
| Last Name  | Student's last name in TIDE or on the Pre-ID label applied. |
| Enrolled Grade | Student’s enrolled grade in TIDE or on the Pre-ID label applied. |
| Test      | Test name for which the discrepancy was detected. |
### Name | Description
--- | ---
Opportunity ID | Test Opportunity ID number is a unique record identifier. District users can match the Opportunity ID with the UIN in the DSR file.
School ID | ID of the school where the student is currently enrolled in TIDE.
District ID | ID of the district associated with the school in which the student is currently enrolled in TIDE.
Test Key | Name of Test which includes administration, subject, grade and year. The test name also includes the word “paper” for paper based tests.
View | If the student tested on paper, the PDF icon is available. Click to open the image of the student’s demographic information on the paper test booklet for which the discrepancy was reported. This may be helpful in determining which student is associated with the discrepant record.

### Resolving Discrepancies

After viewing and locating discrepancies, you can resolve the discrepancy following the relevant discrepancy type resolution procedure:

- **Resolving Student Not Found Discrepancies** (Score Flag 4)
- **Resolving Non-Eligible Test Discrepancies** (Below Grade Tester (Below Grade Tester Score Flag 5))
- **Resolving Duplicate Discrepancies** (Score Flag 6)

#### Resolving Student Not Found Discrepancies (Score Flag 4)

Common example of a Student Not Found discrepancy:

- A student’s paper answer document is returned without a Pre-ID label applied.

There are two ways to resolve a Student Not Found discrepancy.

- Click the associate icon to associate the test with an existing student.
- Click the add/edit icon to add or edit the student information with whom the test should be associated in TIDE.

**Resolve Student Not Found discrepancies (Score Flag 4) by associating with an existing student**

1. Click in the Associate column shown below in Figure 88. The Search for Student to Associate panel appears (see Figure 89).
2. Select the district and school from the drop-downs and enter additional search criteria for the other optional fields to retrieve an existing student.

**Note:** The FLEID and Name fields may pre-populate with information based on the Pre-ID label applied to the document. If the information is incorrect, remove the incorrect information and enter the correct search criteria. Also, it is suggested that districts try searching only by FLEID or name.
3. Click **Search**. A list of retrieved students appears.

![Figure 90. Retrieved Students](image)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Birth Date (MMDDYYYY)</th>
<th>FLEID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra1</td>
<td>EOCMockWinter2016</td>
<td>07012000</td>
<td>FL772016131711</td>
</tr>
</tbody>
</table>

4. If the student’s Pre-ID record is available in the list of retrieved students, click ![ ] to match the student’s score record with their Pre-ID record.

5. To continue with the association, click **Continue** in the **Resolve Discrepancy** window.

![Figure 91. Resolve Discrepancy Window](image)

6. An affirmation message appears to inform you that the test has been associated with the student and the discrepancy has been successfully resolved.

![Resolve Discrepancy](image)

7. Click **Continue** to return to the **Resolve Discrepancies** page.

**Note:** It is possible that when a Student Not Found discrepancy is resolved, it will result in the creation of a Non-Eligible Test (Below Grade Tester Score Flag 5) or Duplicate (Score Flag 6) discrepancy. If this occurs, follow the directions under **Resolving Non-Eligible Test Discrepancies** or **Resolving Duplicate Discrepancies**.
Resolve Student Not Found discrepancies (Score Flag 4) by adding/editing a student

If the student was not found in TIDE, or had an incorrect or no Pre-ID label applied to their answer document, the user must add the student to TIDE, or locate and possibly edit the student’s record in TIDE, to associate the test record with the student.

1. To do so, click \[\text{+}\] in the Add column. The Search for Student to Add/Edit panel and the Test Windows School Year appears (see Figure 92). The Test Windows School Year calendar displays the various test windows throughout the school year as a means of assisting you in managing your student enrollment history.

   ![Figure 92. Search for Student to Add/Edit Panel](image)

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

   Note: In addition to the district and school, you can also search by specifying the student’s first name and last name, or by the student’s FLEID.

3. Click Search. The Add/Edit Student window appears (Figure 93).

   ![Figure 93. Add/Edit Student Window](image)

4. From the Add/Edit Student window, do one of the following:
   a. Select the retrieved student,
   b. Update the student’s demographic information and then select the student, or
   c. Add a new student.
a. To select the retrieved student:

i. Click **Select**. The Search for Student to Add/Edit panel will appear.

Figure 94. Search for Student to Add/Edit Panel with Student Details

ii. To add the student to the discrepant test without any modifications, click **Save**.

iii. To add the student to the discrepant test with modifications, make the necessary modifications in the Add/Edit Student’s School panel and then click **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, click **Add New School**, enter the student’s new school information in the displayed fields (see Figure 95), and click **Save**.
iv. Click **Continue** on the *Save enrollment history?* window that displays.

![Figure 96. Retrieved Students](image)

**Save enrollment history?**  
Student FL770000001706 (MockWin13306, Alg1) will have this enrollment history:  
- Demo School 9003 (77-9003) from 10/09/2017 to 11/06/2017  

![Figure 97. Student saved window](image)

v. Click **Continue** in the *Student saved* pop-up window that appears to return to the *Resolve Discrepancy* page.

b. To update the student’s demographic information and then select the student:
   i. Click **Update**. The *Demographics* window (see **Figure 98**) will appear.
ii. Complete the form for the student you want to add, and click **Save**.

iii. In the **Student Enrollment History** window, click **Continue** to return to the **Add/Edit Student** window (see Figure 93).

iv. Click **Select** and follow the procedure described for selecting students (see To select the retrieved student section) to resolve the discrepancy.

c. To add a new student:

   i. Click **Add New Student**. The **Demographics** window (see Figure 98) will appear.

   ii. Complete the form for the student you want to add, and click **Save**.

   iii. Click **Continue** in the confirmation pop-up window that appears to return to the Search for Student to Add/Edit Panel (see Figure 92).

   Figure 99. Add New Student Confirmation Pop-up Window

   iv. Follow steps in the Resolve Student Not Found discrepancies (Score Flag 4) by adding/editing a student section to add the student to the test and resolve the discrepancy.
**Resolving Non-Eligible Test Discrepancies (Below Grade Tester Score Flag 5)**

These types of discrepancies occur when the student’s Enrolled Grade in TIDE is higher than the student’s Tested Grade. If your student’s Enrolled Grade matched the Tested Grade at the time of testing, then you can resolve the Non-Eligible Test discrepancy (Below Grade Tester) by choosing to override it and forward the test for scoring.

1. Open the appropriate resolution discrepancy window by the following steps in the section [Locating Discrepancies](#).

   ![Figure 100. Resolve Discrepancy: Non-Eligible Test (Below Grade Tester)](image)

   To resolve the discrepancy and forward the test for scoring, click the resolve override icon [ ] in the Resolve Override column. In the **Confirmation** window that appears, click **Continue**.

   ![Note:](image) While the Invalidate column and icon [ ] appear, only paper tests may be invalidated. Any online test needing invalidation will need to be resolved via the Score Inquiry System.

**Resolving Duplicate Discrepancies (Score Flag 6)**

To resolve a duplicate-test discrepancy you can choose to reassign the test and related data to the correct student.

1. Open the appropriate resolution discrepancy window by following the steps in the section [Locating Discrepancies](#).

   ![Figure 101. Resolve Discrepancy: Duplicate-Test Window](image)
2. To reassign the duplicate test to another student, click the reassign icon in the Reassign column. TIDE displays a list of search fields to retrieve the other student (similar to Figure 89).

   a. Enter search criteria to retrieve an existing student and click Search.
   b. From the list of found students, click the resolve reassign icon for the student to whom you want to reassign the test.

   Click Continue in the pop-up window. Once processing is complete, the discrepancy will disappear from the list.

   **Note:** While the Invalidate column and icon appear, only paper tests may be invalidated. Any online test needing invalidation will need to be resolved via the Score Inquiry System.

**Reviewing Secure Material Tracking Reports**

The Secure Material Tracking Report (SMTR) is available to assist school and district assessment coordinators with tracking the return of secure material (test materials with security barcodes) to Data Recognition Corporation (DRC). The purpose of this report is to identify—before student score reports are received—any discrepancies that may exist between a district’s records of what was returned and the contractor’s records of what was received. Secure TO BE SCORED test and answer books can be tracked by student names as they are scanned by the contractor. The report can also be used to identify missing secure materials and can be loaded into a district database for tracking security numbers. Reports will be posted daily in TIDE and will be available the week districts receive their first secure material shipment.

The SMTR can be found in the **After Testing** section in TIDE and is available to District Assessment Coordinators (DACs), District Technology Coordinators (DTCs), School Assessment Coordinators (SACs), and Private School Administrators (PSAs). Individual reports can be found in the Track Documents panel of the **Secure Material Tracking Reports** page.

![Figure 102. Secure Material Tracking Reports](image-url)
New and updated reports will be posted daily in TIDE until the administration closes. For the spring administrations, please allow several weeks for DRC to receive and check in materials. If the reports are not updated after several weeks with the anticipated number of materials returned, districts can request more information by emailing DRC at FLProjectTeam@DataRecognitionCorp.com or calling the FSA Help Desk at 1-866-815-7246 (press 2 for DRC).

To review Secure Material Tracking Reports:

1. From the Secure Material Tracking Reports task menu on the TIDE homepage, 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.
   a. The report opens in Excel and contains detailed and summary information about the status of secure materials received by DRC.
   b. The reports contain the return status of each secure material assigned to the school or district. For secure materials that have been received and scanned by DRC, the date that the document was scanned, as well as student information for TO BE SCORED test and answer books, is provided. Please remember to keep these reports secure and do not send them via email as they contain student identifiable information.
   c. Summary information is located at the top of each report.

![Figure 103. Secure Material Tracking Reports Options](image)

**Materials Tracked**

DACs, DTCs, SACs, and PSAs can track the receipt of all secure materials with a security barcode. Regular print TO BE SCORED test and answer books, including those returned within a special document kit, are tracked in this report. Test and answer book information 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 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.
Types of Reports

Two versions of the SMTR are generated as .csv files, one at the district level and one at the school level.

If the district or any school in the district received secure materials, a district-level report will be generated. The district report will include all the secure materials assigned to the district and any school in the district for the administration.

If a school received secure materials for the administration, a school-level report will be generated. The school report will include all the secure materials that were assigned to that school for the administration.

The SMTR will utilize the following file naming conventions:

- **District**: `<DRC 6-Digit Administration Number>_Secure_Material_Tracking_<district number>.csv`
  - Example: `519061_Secure_Material_Tracking_77.csv`

- **School**: `<DRC 6-Digit Administration Number>_Secure_Material_Tracking_<district number>"-"<school number>.csv`
  - Example: `519061_Secure_Material_Tracking_77-9000.csv`

How to Use

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

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

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.
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:
See the total number of RETURNED SCORABLE test and answer books 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.

In the DETAILS section below the TOTALS rows:
Filter the STATUS column to NOT RETURNED 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 and answer book returned for scoring. Filter the LAST NAME or the FLEID column to search for a student.

Detailed descriptions of the report fields can be found in Appendix C of this document.

Test Completion Rates

District- and school-level users can export an Excel spreadsheet showing the number of students who have completed each test.

District-level users can create a file either for a specific school or for the whole district. School-level users can generate a report for the schools with which they are associated. You can also generate this report for all tests or for one specific test.

To review test completion rates:

1. From the Test Completion Rates task menu on the TIDE homepage, select Test Completion Rates. The Test Completion Rates page appears.
2. In the Report Criteria panel (see Figure 104), select the parameters for which tests to include in your report.

![Figure 104. Sample Test Completion Rates Search Fields](image)

3. To open the report in Microsoft Excel, click Export Report.

Table 21 lists the columns in this report.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date and time that the file was generated.</td>
</tr>
<tr>
<td>Test Name</td>
<td>Grade, test, and subject selected.</td>
</tr>
<tr>
<td>District Name</td>
<td>Name of the district selected.</td>
</tr>
<tr>
<td>District ID</td>
<td>ID of the district selected.</td>
</tr>
<tr>
<td>Total Students Started</td>
<td>Number of students who have started the test.</td>
</tr>
<tr>
<td>Total Students Completed</td>
<td>Number of students who have finished the test and submitted it for scoring.</td>
</tr>
<tr>
<td>School Name*</td>
<td>The name of the reported school.</td>
</tr>
<tr>
<td>School ID*</td>
<td>The ID of the reported school.</td>
</tr>
</tbody>
</table>

* This column is only included in the school-level report.
Appendix A. Processing File Uploads

How TIDE Processes Large Files

If your file contains a large number of records, TIDE displays the validation results for a portion of those records and then completes the processing offline. It could take up to 24 hours for these files to be processed. As part of the processing, TIDE displays a page with your name and default email address and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation and a second email after it commits the records to its databases.

Figure 105 describes the entire processing flow for file uploads.

Figure 105. Upload Processing Flow
Files that contain more than 2,000 records are processed offline. For example, if your user upload file contains 2,000 records or more:

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

How TIDE Validates File Uploads

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

*Layout validation* determines if the records have the proper format. This includes checks for alphanumeric values and record length.

*Data validation* determines if the fields contain valid data. Depending on whether the field is required, errors or warnings will be displayed.
Appendix B. Opening CSV Files in Excel 2007 or Later

This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

1. Open Microsoft Excel.

2. On the **Data** tab, in the Get External Data group, click **From Text**. The **Import Text File** dialog box appears.

3. Navigate to the CSV file, and then click **Import**. The **Text Import Wizard** appears.

4. In Step 1 of the wizard, mark **Delimited**, and then click **Next**.

5. In Step 2 of the wizard, mark **Comma**, and then click **Next**.
6. In Step 3 of the wizard, do the following:

   a. In the Data Preview section, click a column. Excel shades the column with a black background.

   b. In the Column Data Format section, mark the **Text** radio button. This setting preserves leading zeros that can appear in fields such as District ID, School ID, Enrolled Grade, or Date of Birth.

   c. Repeat steps 6.a–6.b for all columns in the CSV file.

   d. Click **Finish**.

Excel imports and displays the CSV file.
Appendix C. Secure Material Tracking Report Fields

Report Fields

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

Table 22. Report Fields

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Header Text</th>
<th>Possible Values/Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>TOTALS Section</strong></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>MATERIAL DESCRIPTION</td>
<td>Material description for each secure material assigned to a district or school.</td>
</tr>
<tr>
<td>B</td>
<td>DOCUMENT ASSIGNED SCHOOL</td>
<td>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.</td>
</tr>
<tr>
<td>C</td>
<td>DOCUMENT ASSIGNED SCHOOL NAME</td>
<td>School name 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 names where secure materials were assigned and packaged.</td>
</tr>
<tr>
<td>D</td>
<td>TOTAL SHIPPED</td>
<td>The sum of all secure material associated with the data in columns A and B that were shipped.</td>
</tr>
<tr>
<td>Column</td>
<td>Column Header Text</td>
<td>Possible Values/Calculations</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>E</td>
<td>TOTAL RETURNED SCORABLE</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If there are no test and answer books to report, the field will be zero.</td>
</tr>
<tr>
<td>F</td>
<td>TOTAL RETURNED NON SCORABLE</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If there are no secure materials to report, the field will be zero.</td>
</tr>
<tr>
<td>G</td>
<td>TOTAL NOT RETURNED</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If all secure material has been returned, the field will be zero.</td>
</tr>
<tr>
<td>H</td>
<td>% NOT RETURNED</td>
<td>The sum of all secure materials associated with the data in columns A and B:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TOTAL NOT RETURNED divided by TOTAL SHIPPED.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• When TOTAL SHIPPED = TOTAL NOT RETURNED, the field will be 100%.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• When TOTAL NOT RETURNED is zero, the field will be 0%.</td>
</tr>
</tbody>
</table>

**Totals Summary (Last Row of Totals Section)**

<table>
<thead>
<tr>
<th>Column</th>
<th>Possible Values/Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>GRAND TOTAL (Static text designating all the subjects tested)</td>
</tr>
<tr>
<td>B</td>
<td>Blank</td>
</tr>
<tr>
<td>C</td>
<td>Blank</td>
</tr>
<tr>
<td>Column</td>
<td>Column Header Text</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>D</td>
<td>TOTAL SHIPPED</td>
</tr>
<tr>
<td>E</td>
<td>TOTAL RETURNED SCORABLE</td>
</tr>
<tr>
<td>F</td>
<td>TOTAL RETURNED NON SCORABLE</td>
</tr>
<tr>
<td>G</td>
<td>TOTAL NOT RETURNED</td>
</tr>
<tr>
<td>H</td>
<td>% NOT RETURNED</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Column</td>
<td>Column Header Text</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>A</td>
<td>MATERIAL DESCRIPTION</td>
</tr>
<tr>
<td>B</td>
<td>DOCUMENT ASSIGNED SCHOOL</td>
</tr>
<tr>
<td>C</td>
<td>DOCUMENT ASSIGNED SCHOOL NAME</td>
</tr>
<tr>
<td>D</td>
<td>SECURITY NUMBER</td>
</tr>
<tr>
<td>E</td>
<td>LAST NAME</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>FIRST NAME</td>
</tr>
<tr>
<td>G</td>
<td>MI</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Column</td>
<td>Column Header Text</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------</td>
</tr>
</tbody>
</table>
| H      | DOB                | When the status is RETURNED SCORABLE:  
• 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.  
The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.  
**FORMAT**: MM/DD/YYYY  
The DOB will be blank for the Summer, Fall, and Winter administrations and will only be available for the ELA Writing Field Test and Spring administrations if the student information was loaded into TIDE during the initial PreID label extract windows. |
| I      | GRADE ENROLLED     | When the status is RETURNED SCORABLE:  
• 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.  
The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING. |
<table>
<thead>
<tr>
<th>Column</th>
<th>Column Header Text</th>
<th>Possible Values/Calculations</th>
</tr>
</thead>
</table>
| J      | FLEID             | When the status is RETURNED SCORABLE:  
• 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.  
The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.  
**FORMAT**: FL123456789012 |
| K      | STATUS            | The status value of the secure material.  
**VALID VALUES**:  
• 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 – the secure material has been through book check-in  
• PENDING – the secure material has been returned to DRC and has an “unknown” status (e.g., Problem Cart, material being destroyed at the district) |
| L      | DATE SCANNED AT DRC | The date the secure material went through book check-in.  
The field is blank when the status = NOT RETURNED.  
**FORMAT**: MM/DD/YYYY |
<table>
<thead>
<tr>
<th>Column</th>
<th>Column Header Text</th>
<th>Possible Values/Calculations</th>
</tr>
</thead>
</table>
| M      | PREID FILE         | When the status is RETURNED SCORABLE:  
|        | ACCOMMODATION      | • 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.  
|        |                    | The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING. |
| N      | BUBBLED            | When the status is RETURNED SCORABLE:  
|        | ACCOMMODATION      | • 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.  
|        |                    | The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING. |
| O      | STUDENT ENROLLED   | When the status is RETURNED SCORABLE:  
|        | DISTRICT           | • 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.  
|        |                    | The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING. |
| P      | STUDENT ENROLLED   | When the status is RETURNED SCORABLE:  
|        | SCHOOL             | • 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.  
|        |                    | The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING. |
Appendix D. User Support

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

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

<table>
<thead>
<tr>
<th>FSA Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll-Free Phone Support: 1-866-815-7246</td>
</tr>
<tr>
<td>Email Support: <a href="mailto:fsahelpdesk@air.org">fsahelpdesk@air.org</a></td>
</tr>
</tbody>
</table>

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

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

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

- Any error messages that appeared.

- Device, operating system, and browser information, including version numbers.
Appendix E. Change Log

<table>
<thead>
<tr>
<th>Location</th>
<th>Change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewing Secure Material Tracking Reports, Appendix C</td>
<td>Added information to section from user guide on Secure Material Tracking Reports and new appendix with additional information.</td>
<td>8/9/19</td>
</tr>
<tr>
<td>Managing TIDE Users</td>
<td>Added new Private School Administrator role.</td>
<td>8/9/19</td>
</tr>
<tr>
<td>Finding Students or Users by ID</td>
<td>Added information about searching for users.</td>
<td>8/9/19</td>
</tr>
<tr>
<td>Adding or Editing Students through File Uploads</td>
<td>Updated information about acceptable upload file types.</td>
<td>8/9/19</td>
</tr>
<tr>
<td>Accessing Files from the Inbox</td>
<td>Updated instructions to include new optional label feature.</td>
<td>8/9/19</td>
</tr>
<tr>
<td>Creating Invalidations and Requests through File Uploads</td>
<td>Added commit step to instructions.</td>
<td>8/9/19</td>
</tr>
<tr>
<td>Section I, Section II, Section III, Section IV, Section V</td>
<td>Updated figures and icons with new images where applicable.</td>
<td>8/9/19</td>
</tr>
<tr>
<td>Reviewing Secure Material Tracking Reports</td>
<td>Updated from Answer Document Tracking Report to Secure Material Tracking Report.</td>
<td>11/1/19</td>
</tr>
<tr>
<td>Finding Students or Users by ID</td>
<td>Updated section based on new search bar.</td>
<td>11/1/19</td>
</tr>
<tr>
<td>Throughout entire User Guide</td>
<td>CBT Coordinator Role has been renamed to School Assessment Coordinator.</td>
<td>11/1/19</td>
</tr>
<tr>
<td>Adding or Editing Students through File Uploads</td>
<td>Added note identifying necessary keyboard selection for file uploads.</td>
<td>2/10/20</td>
</tr>
<tr>
<td>Placing Additional Orders</td>
<td>Added note regarding message user will receive if placing an order during daily extract.</td>
<td>2/10/20</td>
</tr>
<tr>
<td>Session Monitoring</td>
<td>Added new section.</td>
<td>2/10/20</td>
</tr>
<tr>
<td>Location</td>
<td>Change</td>
<td>Date</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------</td>
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</tr>
<tr>
<td>Sending Files from the Inbox</td>
<td>Added new section.</td>
<td>2/10/20</td>
</tr>
</tbody>
</table>