

Quick Guide

District and school assessment coordinators use the Test Information Distribution Engine (TIDE) to add and manage user accounts and student information for the Florida Statewide Assessments. This guide provides a brief overview of the steps to add user accounts and students. Complete information about TIDE is available in the [TIDE User Guide](#).

The user roles that can perform each task are indicated in parentheses in each section heading.

DAC = District Assessment Coordinator

DTC = District Technology Coordinator

PSA = Private School Administrator

SAC = School Assessment Coordinator

SA = School Administrator

TA = Test Administrator

Log In to TIDE (DAC, DTC, PSA, SAC, SA, TA)

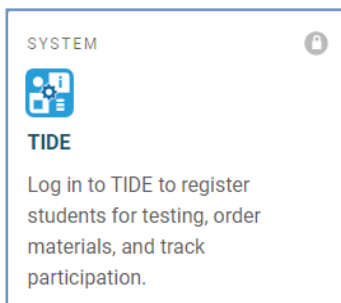
1. Open the portal at <https://flfast.org/> and click the **Florida Statewide Assessments** card.



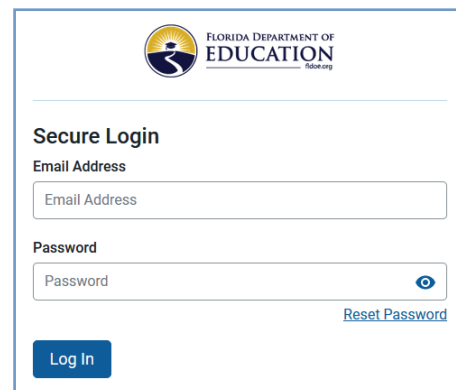
2. Click the **Teachers and Test Administrators** card.



3. Click the **TIDE** card.



4. Enter your email address and password and click **Secure Login**.




- On the Administration Details page, select User Role, Test Administration, District, and School (as applicable) and click **Submit**.

Administration Details

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

User Role:

Test Administration:

State: Florida - 000000

District: Demo District D7 - D7



- The TIDE Dashboard will open. You can view the Dashboard either as cards or as a list.

Card View

Card View
List View

Preparing for Testing

Student Information

Search student ID

+ Add Upload Manage

More Actions

Rosters

+ Add Upload Manage

Manage Users

Search user

+ Add Upload Manage

More Actions

Administering Tests

Print Test Tickets and PreID Labels

Print from Student List
Print from Roster List

Monitoring Test Progress

Participation Reports

More Actions

Invalidations and Requests 2 Pending Action

+ Create Upload View Process

After Testing

Test Completion Rates

Test Completion Rates

Family Portal Access

Generate Access Code Template
Email Student Access Codes

Data Cleanup

Discrepancy Resolution

List View

Card View
List View

Preparing for Testing

Student Information

Add Student
Upload Students
Manage Students
Upload Additional Student Information
Frequency Distribution Report
Student Transfer In Report
Student Transfer Out Report

Rosters

Add Roster
Upload Rosters
Manage Rosters

Manage Users

Add User
Upload Users
Upload TA Certifications
Manage Users

Administering Tests

Print Test Tickets and PreID Labels

Print from Student List
Print from Roster List

Monitoring Test Progress

Participation Reports
Search By FLEID
Session Monitoring
Test Status Report
Test Progress Summary

Invalidations and Requests

Create Requests
Upload Requests
Manage Requests
Process Requests

After Testing

Test Completion Rates

Test Completion Rates

Family Portal Access

Generate Access Code Template
Email Student Access Codes

Data Cleanup

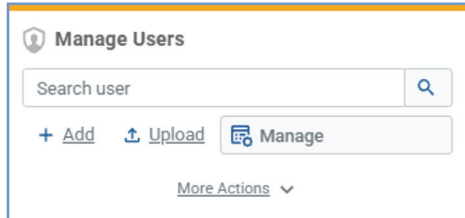
Discrepancy Resolution

ADDING USERS TO TIDE

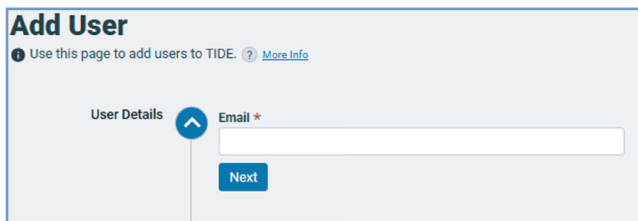
District and school assessment coordinators use TIDE to add and manage user accounts. This section provides a brief overview of the steps for adding user accounts individually and through a file upload.

Add Individual Users to TIDE (DAC, DTC, PSA, SAC)

On the **Manage Users** card under Preparing for Testing:

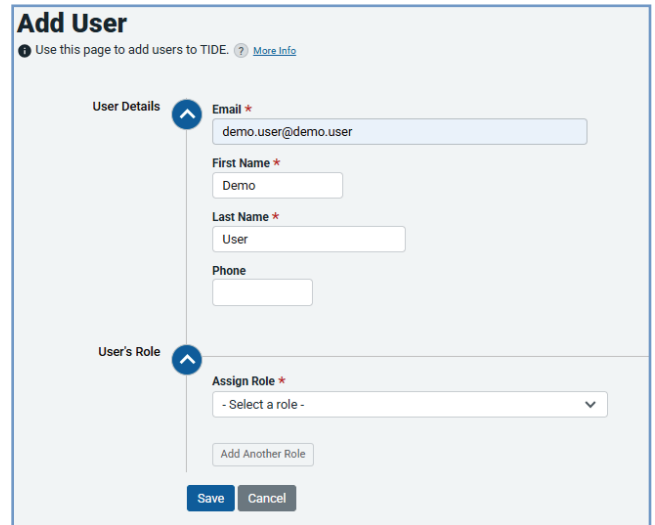


1. Click **Add**.
2. Enter an email address for the new user. Click **Next**. Additional fields appear.



The email address entered will be the username for TIDE, the Test Administrator (TA) Interface, the Response Entry Interface (REI), the Florida Reporting System (FRS), and the PearsonAccess Next Reporting System. Ensure that you enter the email address correctly, as it cannot be edited later.

3. Enter the user's first name and last name. You may also enter the user's phone number (optional). Required fields are marked with an asterisk (*).



4. Under **User's Role**, select a role you want to assign this user in the **Assign Role** drop-down. Then select the district and school association for that role and user. You may also add additional roles by clicking the **Add Another Role** button, or you may delete roles by clicking **Delete**.

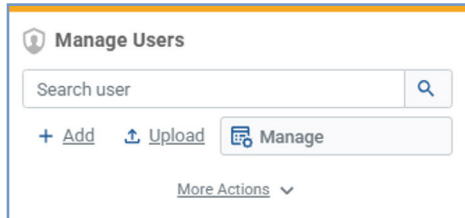
Note: if you are updating an existing user and you wish to remove roles, click **Remove**.

5. Click **Save**.

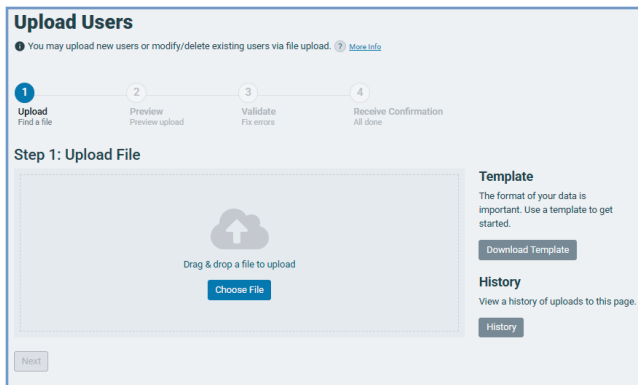
Upload Multiple Users to TIDE (DAC, DTC, PSA, SAC)

Retrieve the Upload File Template

On the **Manage Users** card under Preparing for Testing:



1. Click **Upload**.
2. Click **Download Template** to open a Microsoft Excel or CSV template to compose the upload file.



Upload a User File

1. Proceed with one of the following options:
 - a. Click **Choose File** and navigate to the file that is saved on your computer. Click **Open**.
 - b. Navigate to the file that is saved on your computer. Click on the file and drag and drop to the upload screen.
2. Click **Next** to begin the process.

Entering User Information into the Microsoft Excel Upload File

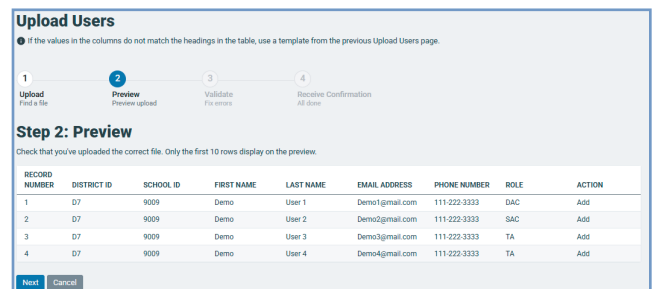
Each row represents one user and one role. Populate each column of the spreadsheet, including the district ID (01–98), school ID (four-digit school number), first name, last name, email address, phone number (optional), and role (DAC, DA, DTC, DRA, PSA, SAC, SA, SDE, SRA, or TA).

In the Action column, type **ADD** to add or edit users, or **DELETE** to delete users.

	A	B	C	D	E	F	G	H
1	District ID	School ID	First Name	Last Name	Email	Phone	Role	Action
2								
3								

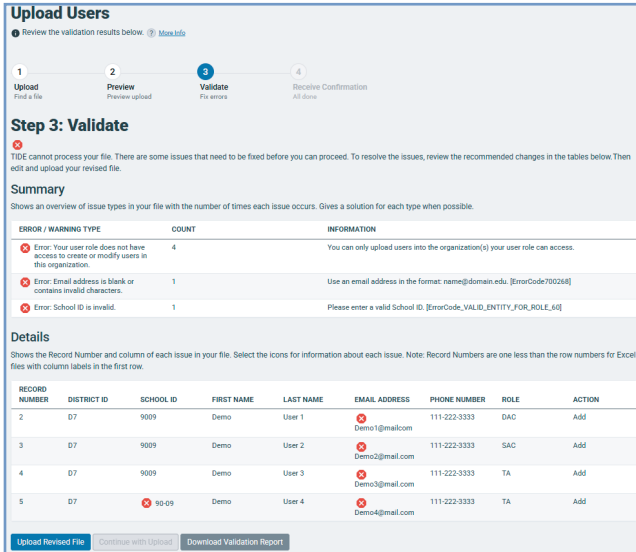
You can use the ADD action to edit a large group of users' first names, last names, and/or phone numbers. Any edits to the district ID, school ID, email, or role must be made by deleting the user and re-adding him or her.

3. Preview the first few records from the file to ensure that you selected the correct file and that the information in each column is accurate.

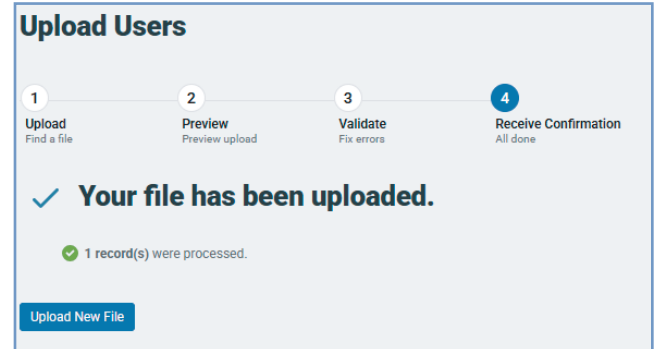


4. Click **Next**.

5. TIDE validates the entries in the file to ensure that there are no data or layout errors.



6. Verify that no errors exist. Refer to the Legend for more information on what the error and warning icons mean. Make any necessary changes, re-upload the file if necessary, and click **Continue with Upload**. You can also click **Download Validation Report** to download a copy of the validation errors.
7. A confirmation message will indicate that the file has been successfully uploaded to TIDE.



Uploading TA Certifications through File Uploads (DAC)

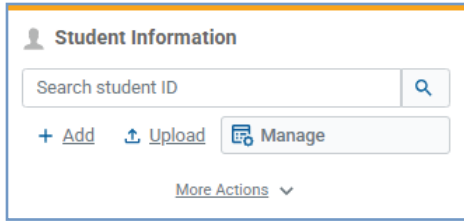
1. From the **Manage Users** card on the Dashboard, select **More Actions**, and then select **Upload TA Certifications**.
2. Following the instructions in the section **Upload a User File**, fill out the TA Certification template and upload it to TIDE. Please note that there is only one option for the TA Course(s) Completed and Subject columns.

ADDING STUDENTS TO TIDE

Students must be added to TIDE before testing begins. This section provides a brief overview of the steps to add students individually or through a file upload, as well as instructions for printing test tickets.

Add Individual Students to TIDE (DAC, DTC, PSA, SAC)

On the **Student Information** card under Preparing for Testing:



1. Click **Add**.

2. Enter the student's information. The following fields are required:

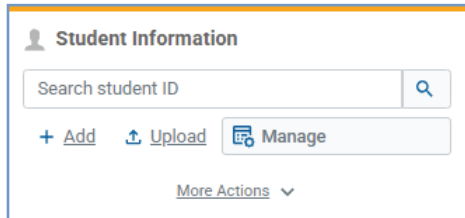
- District
- School
- First and Last Name
- FLEID
- Enrolled Grade
- Birth Date (MMDDYYYY)
- Sex
- Section 504
- ELL
- Primary Exceptionality
- Alternate Passing Score for ELA
- Testing Accommodations Listed on IEP or 504 Plan
- Race and Ethnicity
- Test Indicator

3. Click **Save**.

Upload Multiple Students to TIDE (DAC, DTC, PSA)

Access the PreID File Layout

On the **Student Information** card under Preparing for Testing:



1. Click **Upload**.

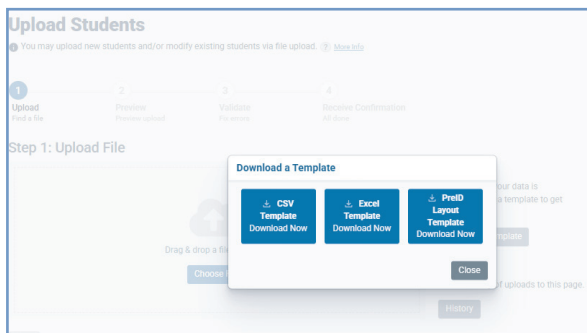
2. Click **Download Template**, then click **PreID Layout Template** to download the layout or click **CSV Template** or **Excel Template** to download a template and create a PreID file.

Creating a Fixed-Width PreID File

3. Using a text editor, compose the fields and records per the PreID layout.
4. Save your file using the naming conventions outlined in the PreID layout.

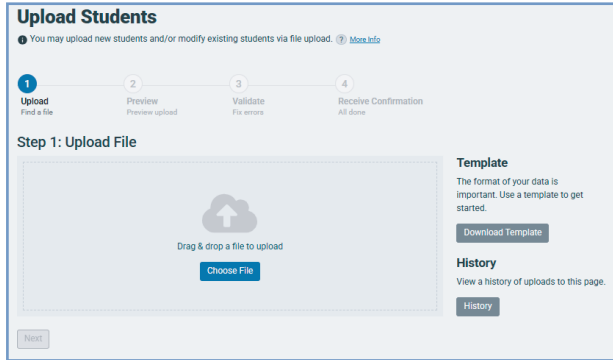
District Number	Last Name	First Name	Birth Date (MMDDYYYY)	FLEID	Above Grade Testing	Demographic Flags			
99	9009	DemoLN	DemoFN	T	02282010	FL123456789001	09	10	FNNYYNNNNY
99	9009	DemoLN	DemoFN	T	04152010	FL123456789002	10		FFFFFFFFYYY
99	9009	DemoLN	DemoFN	T	05042010	FL123456789003	10		MNNYYNNNN
	School Number		Middle Initial				Enrolled Grade		

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

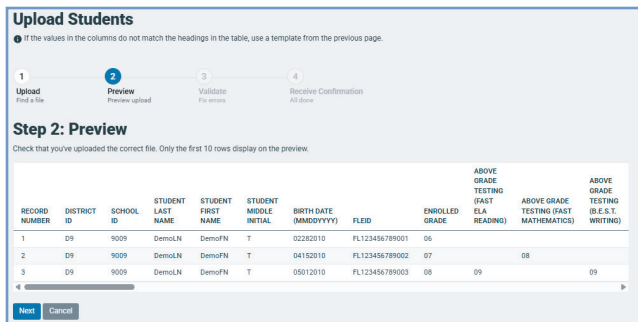


Upload a Student File

- Proceed with one of the following options:
 - Click **Choose File** and navigate to the file that is saved on your computer. Click **Open**.
 - Navigate to the file that is saved on your computer. Click on the file and drag and drop to the upload screen.

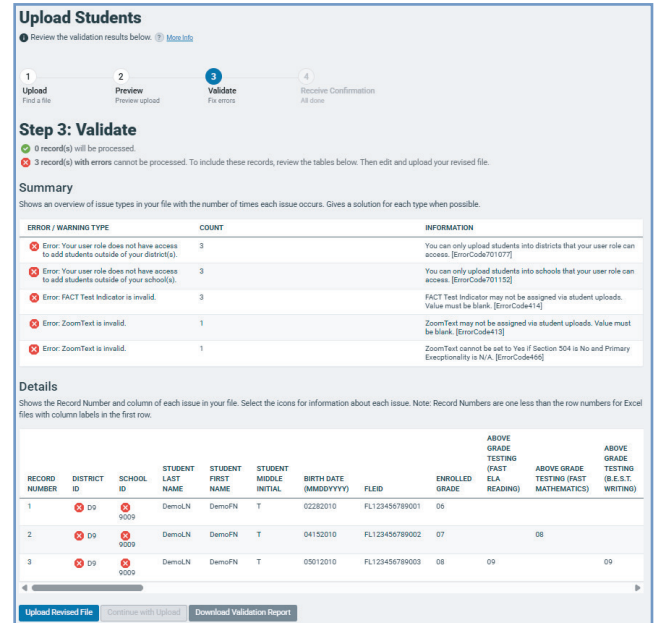


- Click **Next** to begin the process.
- Preview the first few records from the file to ensure that you selected the correct file and that the information in each column is accurate.

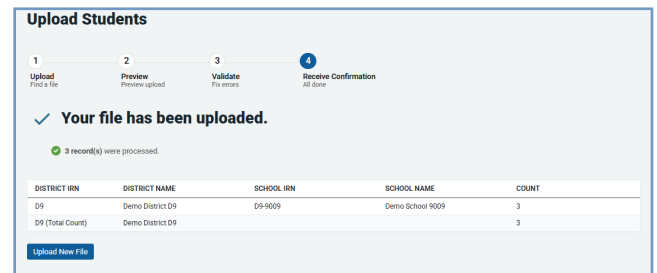


- Click **Next**.
- TIDE validates the file to ensure that there are no data or layout errors.

- Verify that no errors exist. Refer to the Legend for more information on what the error and warning icons mean. Make any necessary changes, re-upload the file if necessary, and click **Continue with Upload**.

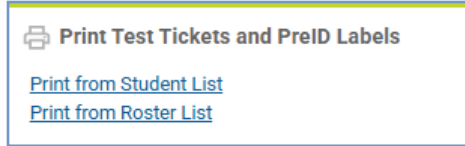


- A confirmation message will indicate that the file has been successfully uploaded to TIDE.

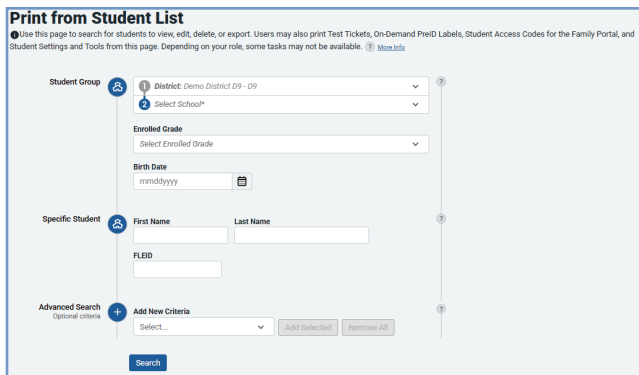


Print Test Tickets (DAC, DTC, PSA, SAC)

On the **Print Test Tickets and PreID Labels** card under Administering Tests:



1. Click **Print from Student List**.
2. Select a school or schools. You may enter additional search criteria to further narrow your results. Click **Search**.



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

Student Group

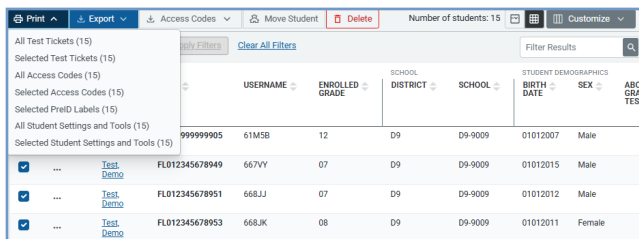
Enrolled Grade

Birth Date

Specific Student

Advanced Search

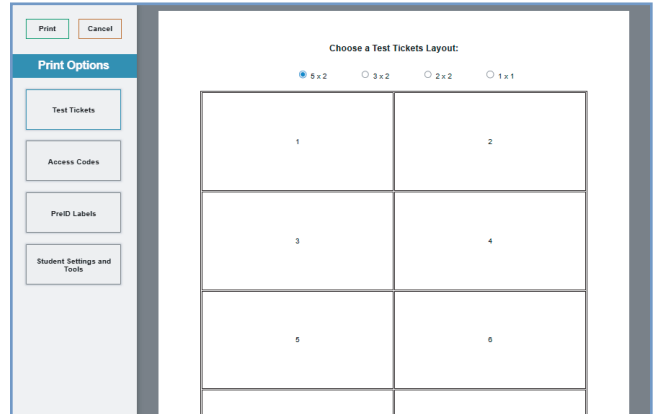
3. Select the student(s) for whom you wish to print test tickets by using the checkboxes.



	USERNAME	ENROLLED GRADE	SCHOOL DISTRICT	SCHOOL	STUDENT DEMOGRAPHICS BIRTH DATE	SEX	ABO GRA TEST
<input type="checkbox"/>	999999905	61M5B	12	D9	D9-9009	01012007	Male
<input checked="" type="checkbox"/>	FL012345678949	667YY	07	D9	D9-9009	01012015	Male
<input checked="" type="checkbox"/>	FL012345678951	668JJ	07	D9	D9-9009	01012012	Male
<input checked="" type="checkbox"/>	FL012345678953	668JK	08	D9	D9-9009	01012011	Female

4. Click **Print** and then click either **All Test Tickets** or **Selected Test Tickets**, based on your selection.

5. Select the number of test tickets you would like to print per page and click **Print**.



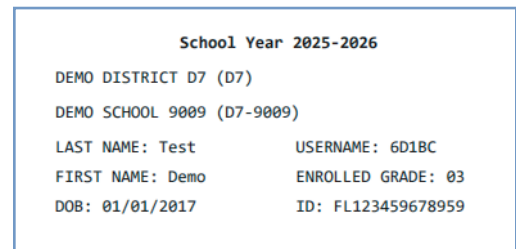
Print Options

Choose a Test Tickets Layout:

5 x 2 3 x 2 2 x 2 1 x 1

1	2
3	4
5	6

6. A printable PDF file with the test tickets will open.



School Year 2025-2026

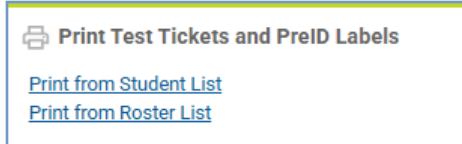
DEMO DISTRICT D7 (D7)
 DEMO SCHOOL 9009 (D7-9009)

LAST NAME: Test USERNAME: 6D1BC
 FIRST NAME: Demo ENROLLED GRADE: 03
 DOB: 01/01/2017 ID: FL123459678959

Students taking a computer-based test are required to have a test ticket to log in to the test.

Print On-Demand PreID Labels (DAC, DTC, PSA, SAC)

To print PreID labels, on the **Print Test Tickets and PreID Labels** card under Administering Tests:



1. Click **Print from Student List**.
2. Enter desired search criteria and click **Search**.
3. Select the student(s) for whom you wish to print PreID labels by using the checkboxes.
4. Click **Print** then click **Selected PreID Labels**. On this screen, you will select subject areas and print settings for the selected PreID labels. Once you have completed your selection, click **Print**. A printable PDF file with the PreID labels will generate.

5. Print your labels directly from the PDF file on blank labels provided by DRC.
 - a. Confirm label sheets are loaded correctly.
 - b. Print using highest quality settings to ensure proper scanning.
 - c. Ensure that the “Print to Fit” option is unchecked to prevent barcodes from being cut off.

