FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Test Information Distribution Engine User Guide

2025–2026

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Introduction to the TIDE User Guide

The information in this section reviews the intended audience and common visual conventions for information call outs that you'll find across the guide.

Before you get started, please review the information below to make sure you can access all content in the guide the way it's intended.

This version of the guide is formatted to be used on a screen or in printed form.

Print use: The references to the figures include pages numbers for users who print the document.

Screen use: The figures have selectable page numbers that take you to the figure.

Intended Audience

This user guide is intended for users who manage the assessment effort. You should be familiar with the concepts of test eligibility, test settings, accommodations, and general management of user accounts for an enterprise-wide system.

To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file upload and download features, you also need to be familiar with using a spreadsheet application, such as Microsoft Excel, or working with comma-separated value (CSV) files.

Document Conventions

Table 1 on page 5 describes the typographical conventions appearing in this user guide.

Table 1. Document Conventions

Icon	Description
	**Caution:** This symbol accompanies important information regarding a task that may cause minor errors.
	**Note**: This symbol accompanies helpful information or reminders.
bold italic	Boldface italic indicates a page name.
bold	Boldface indicates an item you select or a drop-down list selection.
Italic	Italic indicates the name of something on the screen that you do not interact with.

Overview of the Test Information Distribution Engine

The primary purpose of the Test Information Distribution Engine (TIDE) is to manage user and student information. Tasks available in TIDE include:

1. Preparing for Testing:
    - Managing student information
    - Managing rosters
    - Managing users
2. During Testing:
    - Printing test tickets and PreID labels
    - Monitoring test progress
    - Managing invalidations and requests
3. After Testing
    - Reviewing test completion rates
    - Managing Family Portal access codes
    - Data cleanup

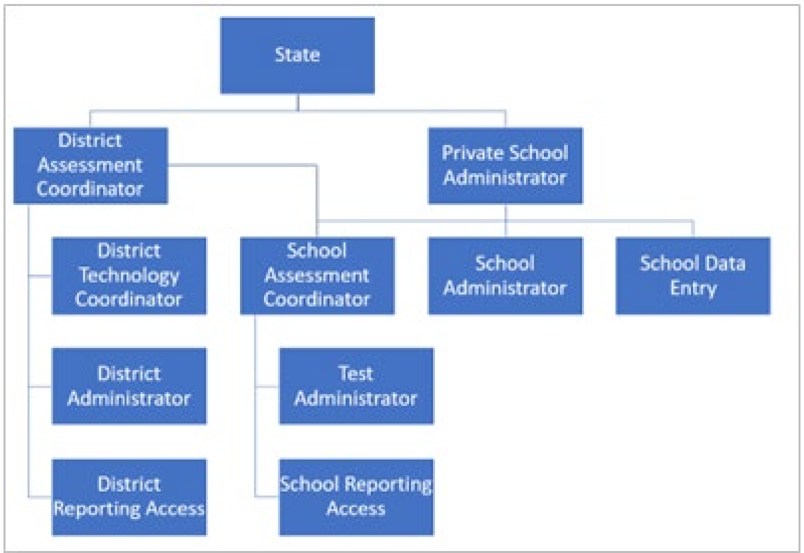
This section provides a description of the TIDE system and an overview of user roles and permissions.

Understanding User Roles and Permissions

Access to tasks in TIDE is determined by the role assigned to each user. Each role has a list of permissions to access certain features within TIDE. This means that you may not have access to all features in the system.

To understand the permissions for your user role, view the Hierarchy of User Roles chart (Figure 1 on page 7) and the accompanying User Role Permissions (Table 2 on page 8), which 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, Response Entry Interface (REI), the Florida Reporting System, and the PearsonAccess Next Reporting System.

Figure 1. Hierarchy of User Roles



Within the table, the following acronyms are used to specify the associated user roles:

DAC (District Assessment Coordinator)—Accounts with this role have access to student information at schools within his/her district and can view student results in the Florida Reporting System and the PearsonAccess Next Reporting System. The DAC role can also create user accounts at the district and school level.

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

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

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

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

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

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

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

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

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

Table 2. User Role Permissions

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA
Manage Users	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Add New Users	✓		✓		✓	✓*				
Modify Existing Users	✓	✓	✓		✓	✓	✓			
Upload Users	✓		✓		✓	✓				
Student Information	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Add New Students	✓		✓		✓	✓				
Modify Existing Students	✓	✓	✓		✓	✓				
Upload Students	✓		✓		✓					
Move Students Between Schools	✓		✓		✓*	✓*				
Set Student Accommodations	✓									

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA
Upload Student Accommodations	✓		✓		✓	✓				
View Student Frequnecy Distribution Reports	✓		✓		✓					
Print PreID Labels	✓		✓		✓	✓				
Reset Access Codes	✓				✓	✓				
Rosters	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Add New Rosters	✓		✓		✓	✓				
Modify Existing Rosters	✓		✓		✓	✓				✓
Upload Rosters	✓		✓		✓	✓				
Orders	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Place Orders for Additional Materials	✓				✓					
View Order History Reports	✓	✓	✓		✓	✓	✓			
View Order Summary Reports	✓	✓	✓		✓	✓	✓			
Test Tickets	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Print Test Tickets from Student Lists	✓		✓		✓	✓				
Print Test Tickets from Roster Lists	✓		✓		✓	✓				
Invalidations and Requests	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Add New Invalidations and Requests	✓		✓		✓	✓				

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA
Modify Existing Invalidations and Requests	✓	✓	✓		✓	✓	✓			✓
Upload Invalidations and Requests	✓		✓		✓	✓				
Process Invalidations and Requests	✓		✓		✓					
Monitoring Test Progress	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
View Participation Reports	✓	✓	✓		✓	✓	✓			
View Reports of Students' Current Test Status by FLEID	✓	✓	✓		✓	✓	✓			
View Session Monitoring	✓				✓	✓				
View Test Status Reports	✓	✓	✓		✓	✓	✓			
Resolving Discrepancies	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Resolve Discrepancies	✓		✓							
Secure Material Tracking Reports	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Track Return Shipments	✓		✓		✓	✓				
Test Completion Rates	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
View Test Completion Rates	✓	✓	✓		✓	✓	✓			
TA Interface	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA
Access TA Interface	✓		✓		✓	✓				✓
Administer Tests	✓		✓		✓	✓				✓
Response Entry Interface (REI)	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Access REI	✓							✓		
PearsonAccess Next Reporting System Tasks	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Access Reports	✓	✓			✓		✓			
Access Files	✓	✓			✓					
Florida Reporting System Tasks	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**
Access Reports	✓	✓		✓	✓	✓	✓		✓	✓

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

Accessing TIDE

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

Note: User accounts for all Cambium Assessment, Inc. (CAI) systems are created in TIDE and can be used to access other assessment systems through Single Sign-On (SSO).

Activating Your Account

Your school or district assessment coordinator creates your user account, and then TIDE sends you an activation email. This email contains a link that takes you to the ***Reset Your Password*** page where you can set up your password for logging in to TIDE and other applicable CAI 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 a new link as described in About Usernames and Passwords on page 12.

If you do not receive an activation email, check your spam or junk folder. Emails are sent from DoNotReply@cambiumassessment.com, 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. CAI 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. Select the link in the activation email. The ***Reset Your Password*** page appears.
2. In the *New Password* and *Re-Enter New Password* fields, enter a new password. The password must be at least 12 characters long and must include at least one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, !).
3. Select **Submit**.

Your account activation is complete.

Log in to TIDE

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

About Usernames and Passwords

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

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

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

- **If you forgot your password:**

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

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

  - Search your email for this address: DoNotReply@cambiumassessment.com

  The message may end up in junk, spam, or another holding area, so check those as well.

  - Add DoNotReply@cambiumassessment.com to your contact list.
  - If you still do not have an email, contact your TIDE administrator to make sure you are listed in TIDE.
  - If your account was set up recently, ask the person who created it to verify your email address.
  - Ask your IT staff to add DoNotReply@cambiumassessment.com to your allowed email list so future emails get through.

- **Additional help:**

  If you are unable to log in, contact the Florida Statewide Assessments Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this online guide.

Log in after Setting up Your Account

Open your web browser and navigate to the Portal: https://flfast.org/fsa.html

1. Click the **TIDE** card. The ***Secure Login*** page appears.
2. On the ***Secure Login*** page, enter your email address and password.
3. Click **Log In**.
   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Confirm Account*** page appears and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains a confirmation code, which you must use within fifteen minutes of the email being sent.
      i. In the *Emailed Code* field, enter the emailed code.

ii. Click **Submit**.

Note: If the code has expired, select **Resend Code** to request a new code.

4. On the ***Administration Details*** page, make selections for your user role, the test administration, state, district, and school. Depending on your user role, some of the drop-down lists may not be available. The district and/or school selections you make on the ***Administration Details*** page will automatically populate when you add or search for records.
5. Click **Submit**. The TIDE dashboard appears.

Understanding the User Interface

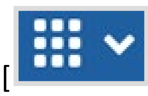
This section describes how TIDE is set up and how to move around the system to access the tasks you need to complete.

About the Header

A header appears at the top of most pages in TIDE, except when you are adding or editing records. The header is standardized across all CAI systems.

Figure 2. Header

The header includes the following features:

- **Switch Applications** menu button (on top bar, upper-left) []
  This drop-down menu allows you to switch to other Cambium Assessment systems without having to log in again.
- **Secure File Center** button (on top bar, upper-right)
  This link opens the Secure File Center and provides access to the student data files you exported in TIDE, as well as any secure documents, if available.
- Logo button (on left below **Switch Applications**) [ ]
  This button returns you to the TIDE home page where you can access the Dashboard.
- **Help** button
  This button opens the online TIDE User Guide for information about tasks across the system.

Note: The **Help** button is designed to display information relevant to the page where you selected the button. However, not every page in TIDE has a **Help** button. You can find information in the guide about all aspects of the system by using the table of contents or searching in the guide.

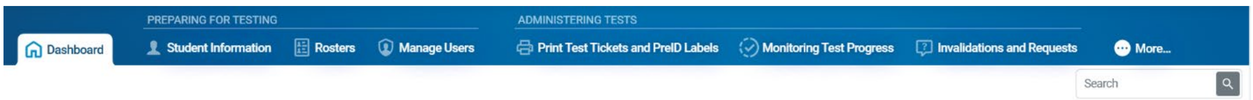
- **User Account** drop-down
  This is the drop-down menu shows the name associated with your account. This menu allows you to:
  - Change your role and administration
  - View and edit your contact information
  - Log out of TIDE

Alert: Logging out of TIDE also logs you out of most CAI systems, with the exception of the TDS TA Interface. You will remain logged in to TDS to prevent the accidental interruption of active testing sessions.

Navigation in TIDE

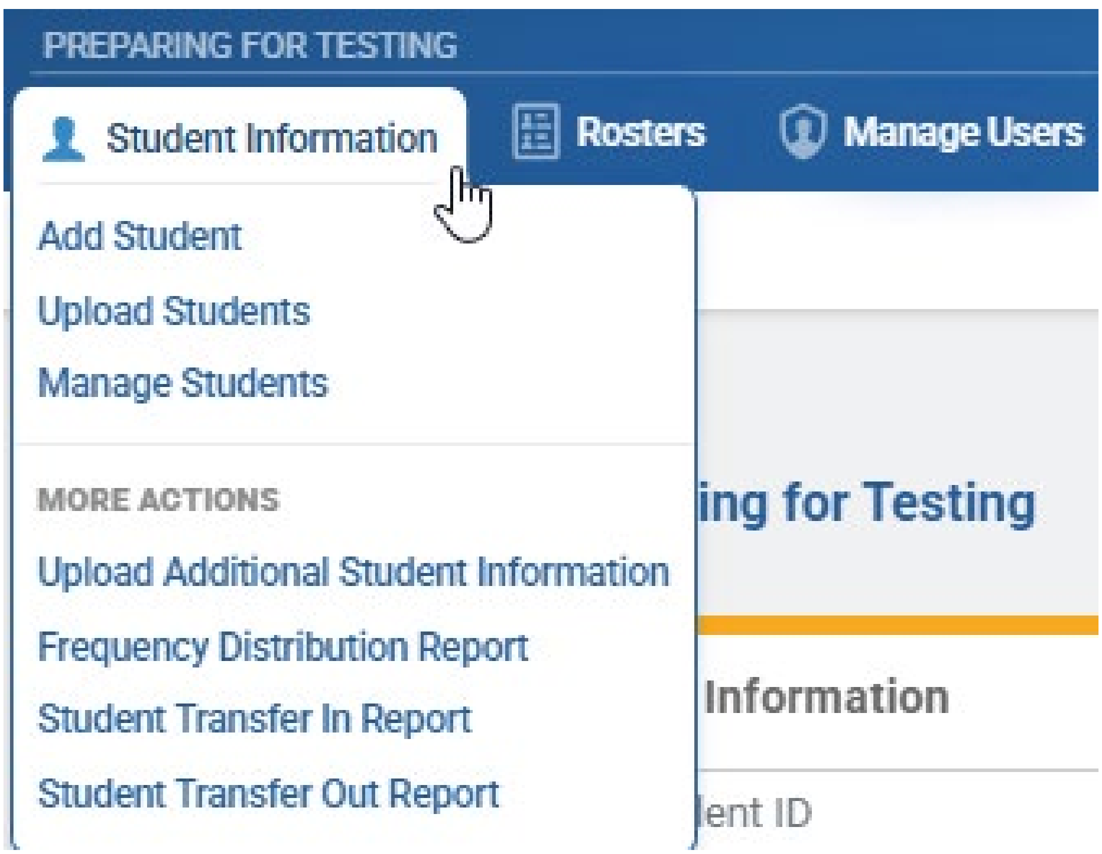
The Navigation Bar is accessible from most pages in TIDE, except when you are adding or editing a record (Figure 3 on page 16).

Figure 3. Navigation Bar with Task Group Tabs with Dashboard Selected



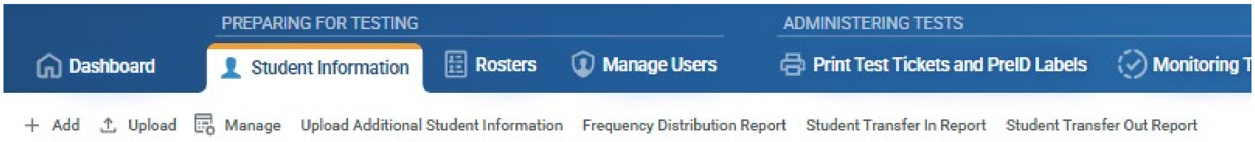
Hover over a task group tab to display a drop-down menu of tasks (Figure 4 on page 16). If you select the tab directly, the menu closes.

Figure 4. Task Menu Drop-down



After you make your selection, the other tasks from the task group drop-down menu populate below the tabs so they can be accessed easily. (Figure 5 on page 17).

Figure 5. Student Information Task Group Task Menu



The horizontal task menu uses shortened task names for main tasks, such as Add, Upload, and Manage, while the full name appears in the task menu drop-down. The task is the same regardless of the label you select to access it.

Another navigation option is to return to the Dashboard to access tasks. **Dashboard** is the only tab you can select directly since it does not have a drop-down menu.

About the Dashboard

The Dashboard appears after you log in to TIDE. The page setup reflects the stages of the testing process, with tasks organized based on common timeframes when users will perform the actions.

There are two views of the Dashboard: Card View (Figure 6 on page 17) and List View (Figure 7 on page 18). The default view is Card View and displays automatically. If you want to use the other view, you'll need to change it each time you log in to TIDE.

Note: The tasks displayed on the Dashboard depend on your user role and may vary from what is shown in the example images.

Figure 6. Example of a TIDE Dashboard with Common Tasks in Card View

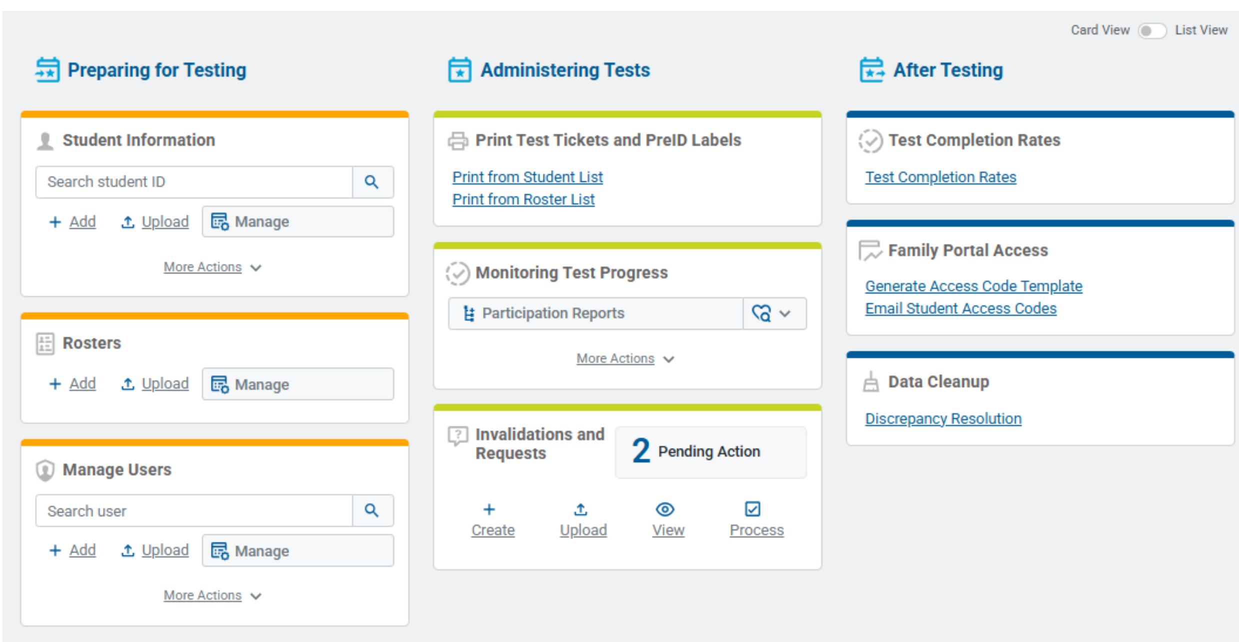
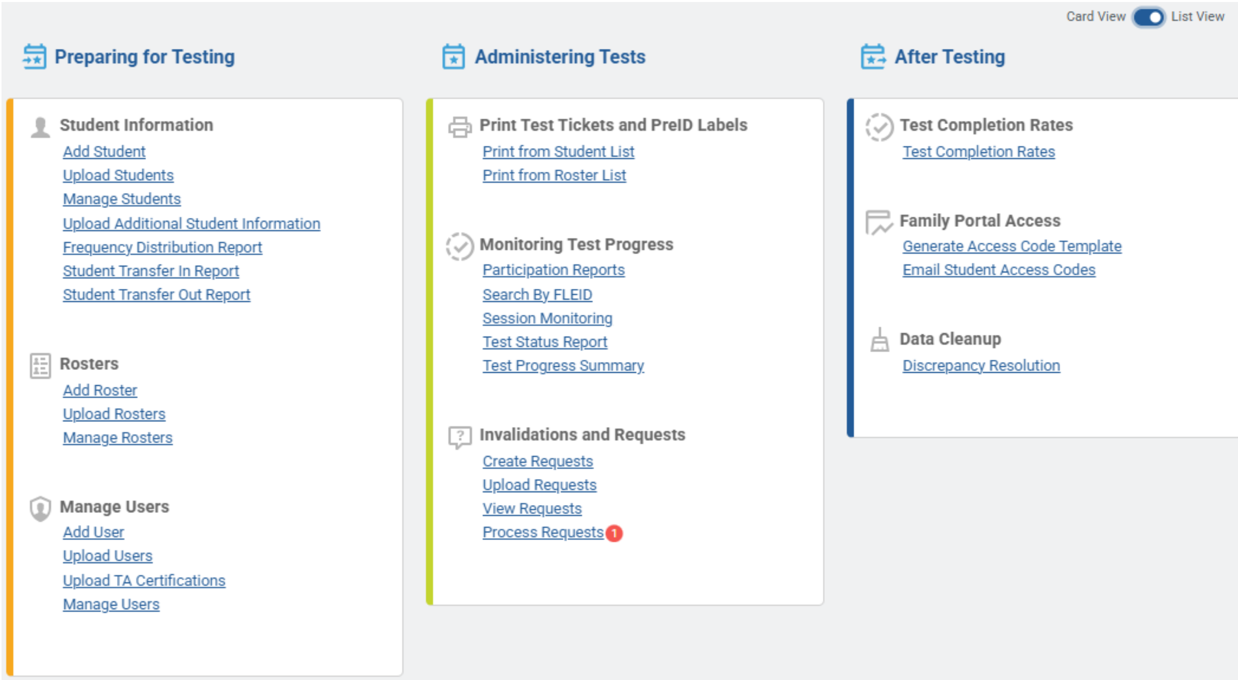


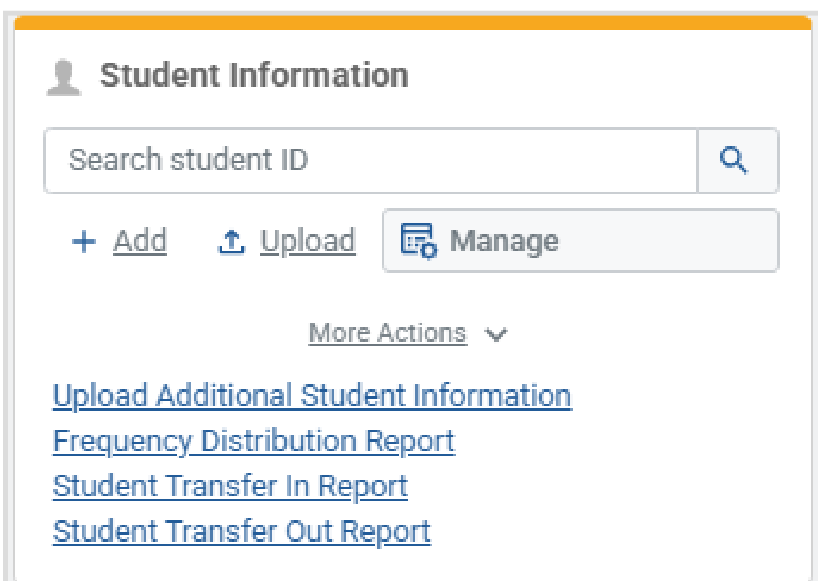
Figure 7. Example of a TIDE Dashboard with Common Tasks in List View



Card View

This view is designed to provide easy access to commonly used tasks. Frequently accessed tasks are displayed for easy access, while other tasks need to be accessed by expanding the **More Actions** section. Main tasks have buttons at the top of each card (e.g., Add, Upload, Manage Student Information), while other tasks or reports may be accessed from a drop-down or through a More Actions link (e.g., Upload Additional Student Information, Frequency Distribution Report, Student Transfer In Report, Student Transfer Out Report).

Figure 8. Card with More Actions Expanded to Show Options



List View

This view does not give visual preference to commonly used tasks and simply lists all tasks in a task group.

Difference in Labels Between Views

Card View uses shortened task names for main tasks, such as Add, Upload, and Manage, while the full name appears in List View. The task is the same regardless of the label you select to access it.

Accessing Global Features

Regardless of where you are in the platform, certain features appear globally.

Accessing Secure Notifications

The Secure Notification Banner displays alerts, warnings, and informational messages from Cambium Assessment, Inc. (CAI). The banner displays at the top of pages in TIDE when active notifications are published (Figure 9 on page 20). Often, the messages will contain time-sensitive information, such as dates for system downtime or test window extensions due to inclement weather. These secure notifications can only be accessed after logging in to TIDE.

Note: All user roles can view all secure notifications. Only CAI staff can add notifications to TIDE.

Figure 9. Example Notification on Secure Notification Banner

Distinguishing Notification Types

Notification types are differentiated by an icon and the background color.

- Informational notifications are marked with and appear over blue backgrounds.
- Warnings are marked with and appear over yellow backgrounds.
- Alerts are marked with and appear over red backgrounds.

Interacting with Secure Notifications

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

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

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

The **Close icon** [] removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using this icon return when you refresh the page or the next time you log in during the scheduled display period for the individual notification.

The **Arrows** [< >] move to the next or previous notification. Only appears when multiple notifications are active, indicated by current/total notifications beside the notification name.

Change a Test Administration, Role, District, and/or School

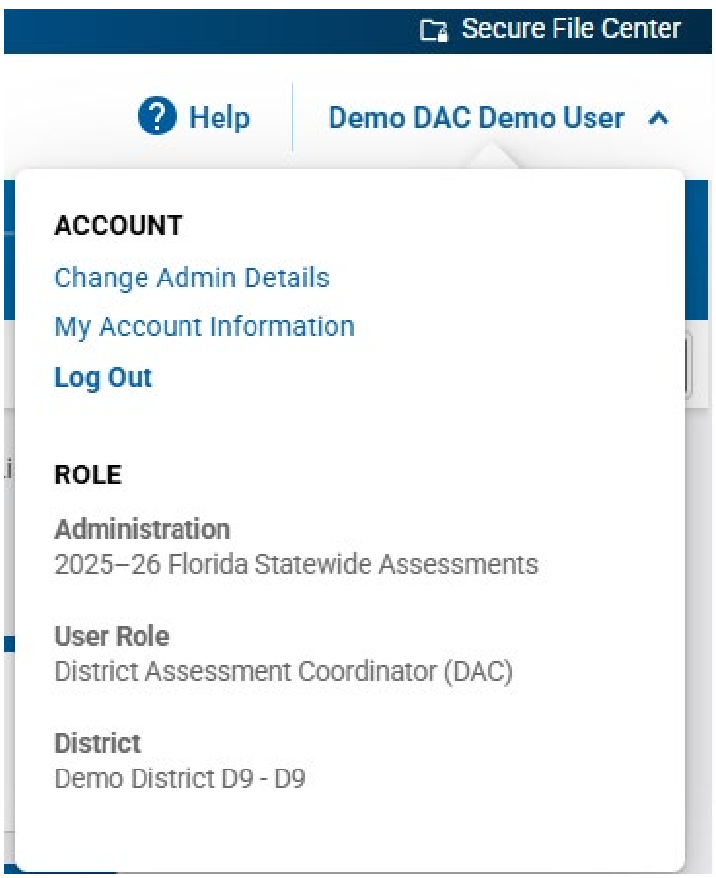
Depending on your user role permissions, you may be able to switch administrations, district and/or school, or role. However, all these options may not be available for every user.

Note: Most TIDE functions are available regardless of the administration selected when logging in, but some TIDE functions, such as material orders and appeals, require selecting a specific administration.

To change test administration or user role:

1. On the header, select the **User Account** drop-down, as shown in Figure 10 on page 21.

Figure 10. User Account Drop-Down



2. From the menu, select **Change Admin Details**. The ***Administration Details*** pop-up appears.
3. Update the information as necessary.

4. Select **Submit**. A new dashboard appears that is associated with your selections.
5. *Optional*: You can check if you've successfully switched roles and/or administrations by selecting the **User Account** drop-down again.

Note: The district and/or school selections you make on the ***Administration Details*** page will automatically populate for you when you add or search for records.

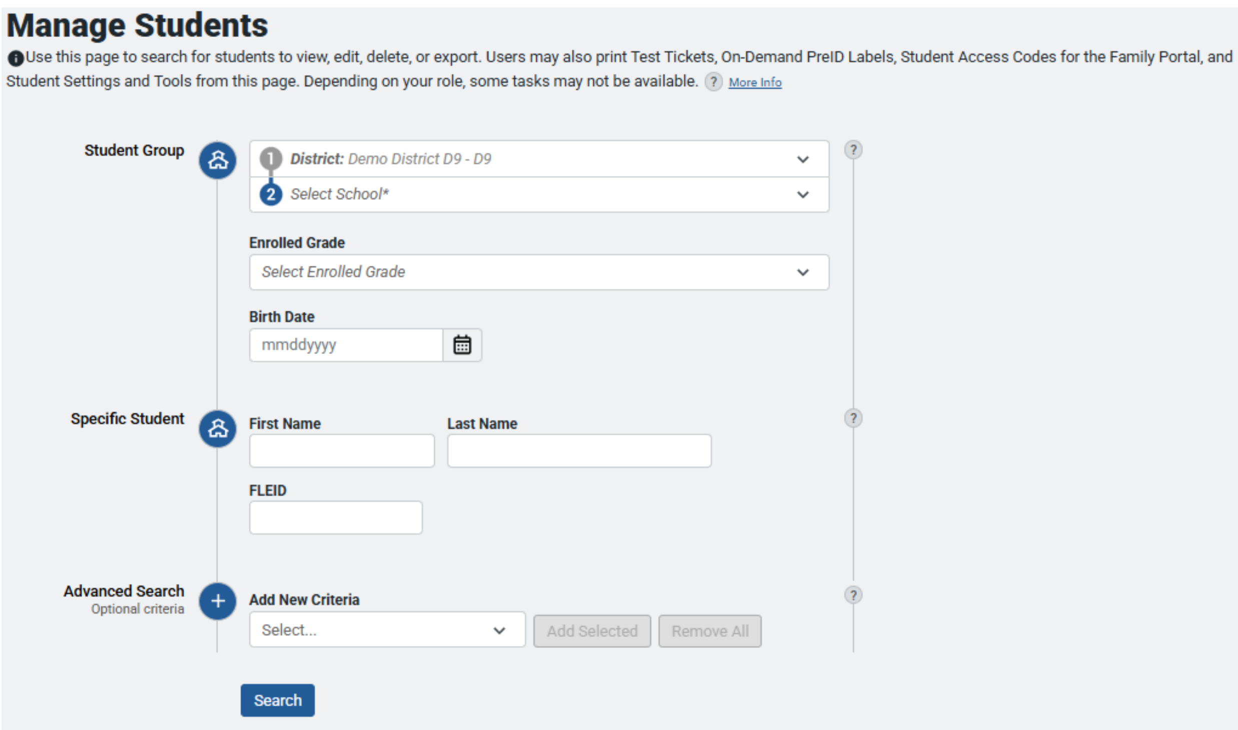
Overview of Common Functions Across TIDE

When you select a task from the Dashboard or Navigation Bar, the corresponding task page appears. Although the specific options on a task page vary from one task to another, some functions are performed the same way for multiple tasks. The help content in this section provides an overview of the pages and common elements used when adding, editing, uploading, and searching for records.

Search for Records

Many tasks in TIDE require you to retrieve a record or group of records (e.g., locating a set of students to edit in the Manage Students task). For such tasks, sections appear in the search area when you first access the task page (Figure 11 on page 23). The following explains how to use the search sections.

Figure 11. Sample Search Panel



Note: The District and School Selector automatically selects the district and/or school that you selected when you logged in. The selector is displayed in Figure 11 on page 23 in the *Student Group* section.

To search for records:

1. If you're a district-level user, you'll need to make a selection at the school level. You can select all schools, though, on most search functions. However, this is not available for all searches.

Note: In TIDE, there is a 20-school limit to what can be shown in the User Interface. If more than 20 schools are selected, view results is not available on the User Interface and the file is exported to the Secure File Center.

2. In the search sections, enter search terms and select values from the available search drop-downs, as required. If there are any required search options, they will be marked with an asterisk. Some options may allow you to select multiple values or limit selections as you enter search terms.

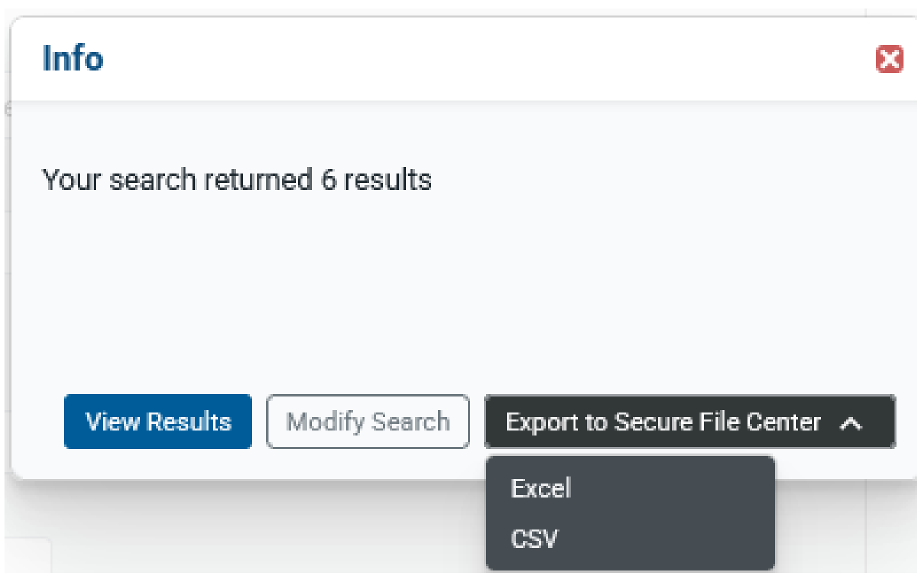
Note: The search options available in the search sections depend on the record type.

3. *Optional:* If the task page includes an *Advanced Search* section, you can select values to further limit the search results:
   a. To include an optional search criterion, choose one and then select **Add Selected**. Once you've added the option, select a value to search for, if needed or required.
   b. *Optional:* To delete an additional search criterion, select **Remove** beside the option to remove it. You can also delete all criteria by selecting **Remove All**.

Note: For information about how TIDE evaluates additional search criteria, you can review Evaluate Advanced Search Criteria on page 25.

4. Select **Search**.
5. The search results pop-up window (Figure 12 on page 24) indicates the number of records that matched your search criteria. It also displays options to view the records, modify your search, or export the records.

Figure 12. Sample Search Results Pop-up Window



6. To view the retrieved records on the page within TIDE, select **View Results**. The list of retrieved records appears below the collapsed search sections.

Note: This option is not available if TIDE detects that loading too many records might adversely affect its performance. If there are too many search results, the results will be sent to the Secure File Center.

7. To export the retrieved results to the Secure File Center, select **Export to Secure File Center** and pick the file format for the export. While your file is being exported, you can navigate away from the page and perform other tasks, if desired. When your file is available for download, you will receive a notification via the email account that is associated with your user account in TIDE. After receiving the email, the exported file is available for download from the Secure File Center.

Note: Files are not emailed and must be accessed using the Secure File Center. This helps to maintain the security of the information.

8. To change your search criteria, select **Modify Search**.

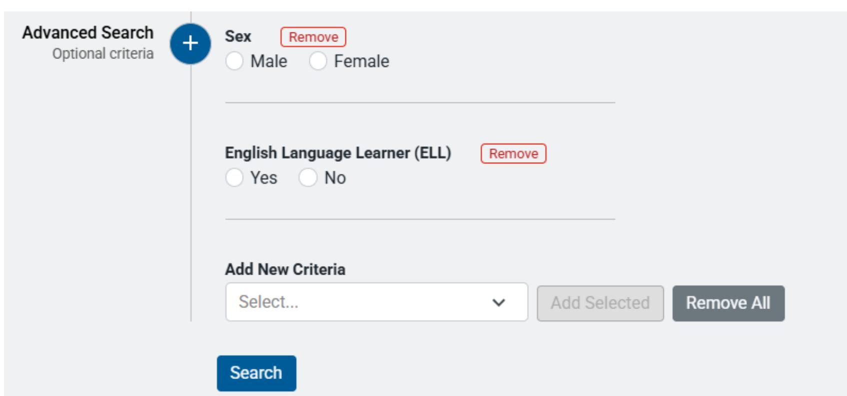
Advanced Search Criteria

Some search pages have an advanced search panel where you can enter complex criteria. TIDE evaluates the advanced search criteria as follows:

- If you specify multiple search options, TIDE retrieves records matching *all* criteria.

As shown in Figure 13 on page 25, TIDE retrieves student records that match both search options.

Figure 13. Advanced Search with Two Options Selected



Customize Search Results Grids

Many tasks in TIDE involve searching for records. Often, the search results contain many results that may need to be reorganized to meet your information needs. You can change the view of the results, hide or show columns, and change visual aspects of the grid, such as the text size.

Note: These features vary across tasks, so not all search results grids will have each feature.

Change the View

This feature is only available for the Manage Students task. Other tasks do not have the option to select a view. Even though the option to change the view is limited to this task for students, some grids are structured to look or function like focus view.

There are two options to change the way the grid displays information on the student search results grid.

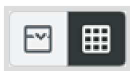
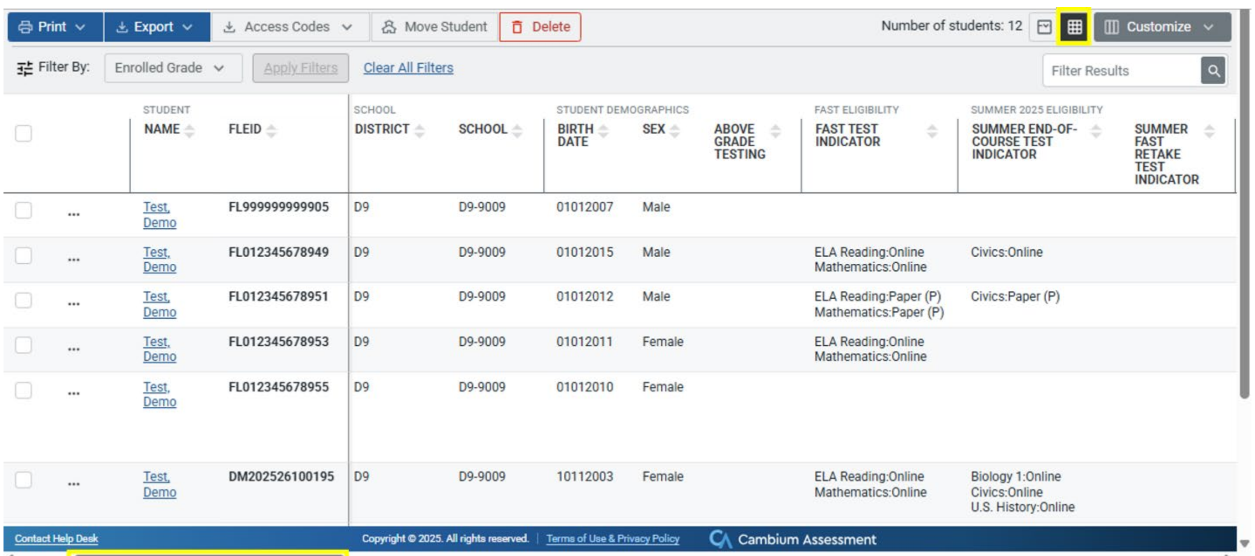
- Grid view [] is the default view and requires horizontal scrolling to review information for the records. The student's name and FLEID appear stationary on the left as you scroll through the rest of the information. The horizontal scroll bar is at the bottom of the screen under the footer.

Figure 14. Grid View Button and Horizontal Scroll Bar Highlighted in Yellow



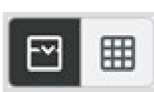
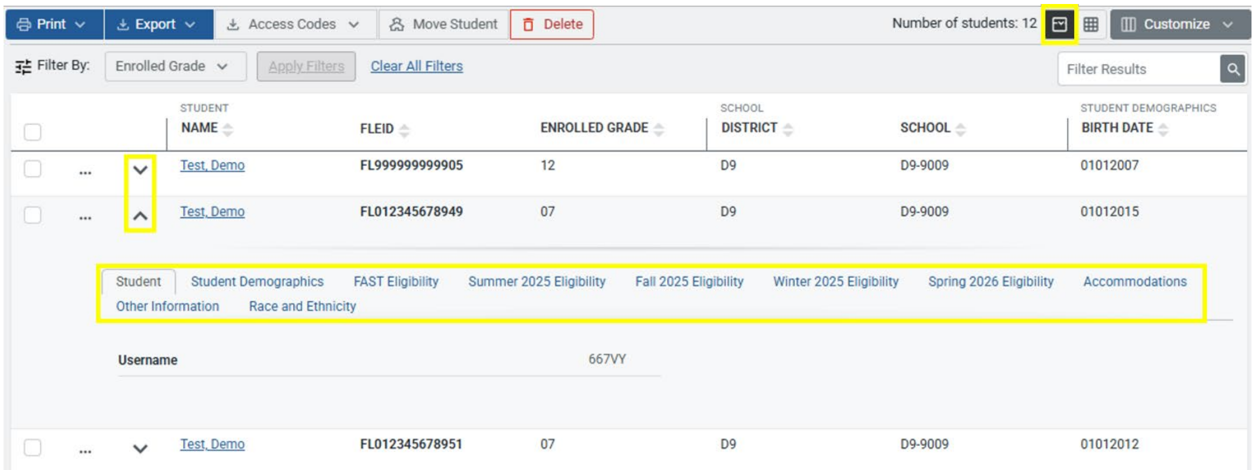
- Focus view [] allows you to easily review basic information about the records, such as name, FLEID, enrolled grade, district, school, and date of birth, to find the records you need. There is no horizontal scrolling with this view. Once you identify a record you need, use the drop-down arrow to expand the row to access additional information about the record. The information is presented across tabs to allow you to focus on just what you need.

Figure 15. Focus View Button, Arrows, and Tabs Highlighted in Yellow



Customize the Visual Components of the Grid

Select **Customize** to change the visual appearance of the search results grid. The options available for the Customize menu depend on the view you are using.

Both views offer ways to customize the visual presentation of the grid to change the text size, row background, divider line weight, and style of the text at the top of each row (Figure 16 on page 28). However, only the grid view offers the ability to show and hide columns, as well as move them to create a different order of columns (Figure 17 on page 29).

Figure 16. Customize Menu Open to Display Options in Focus View

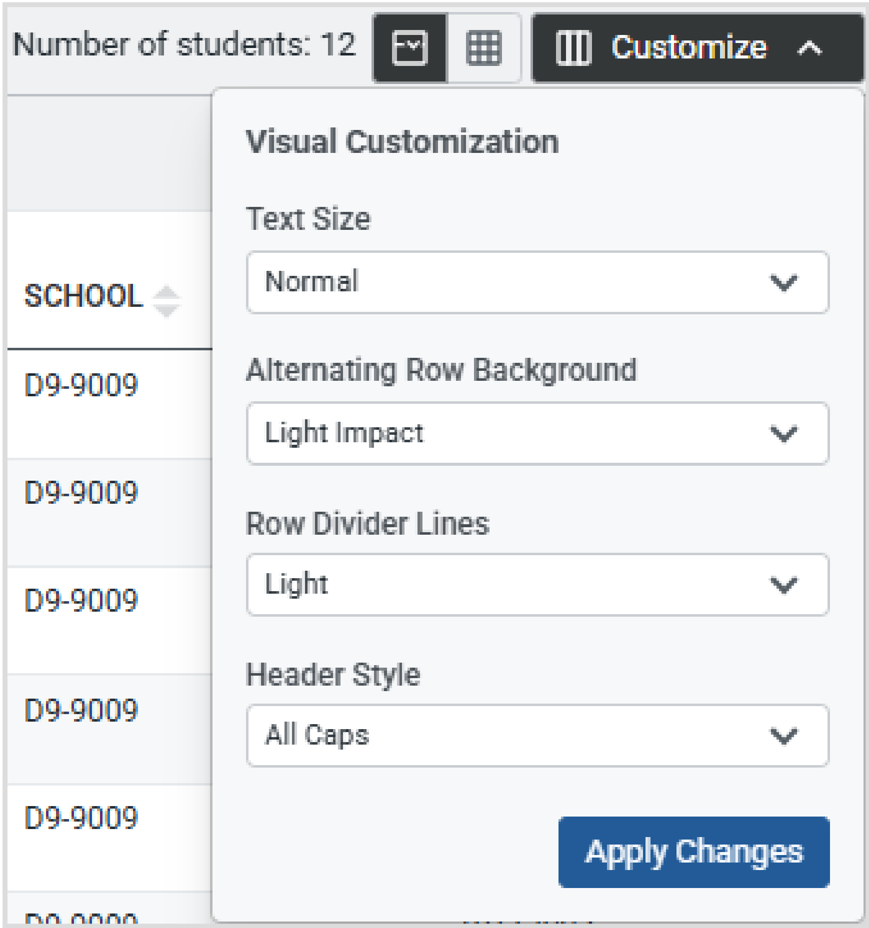
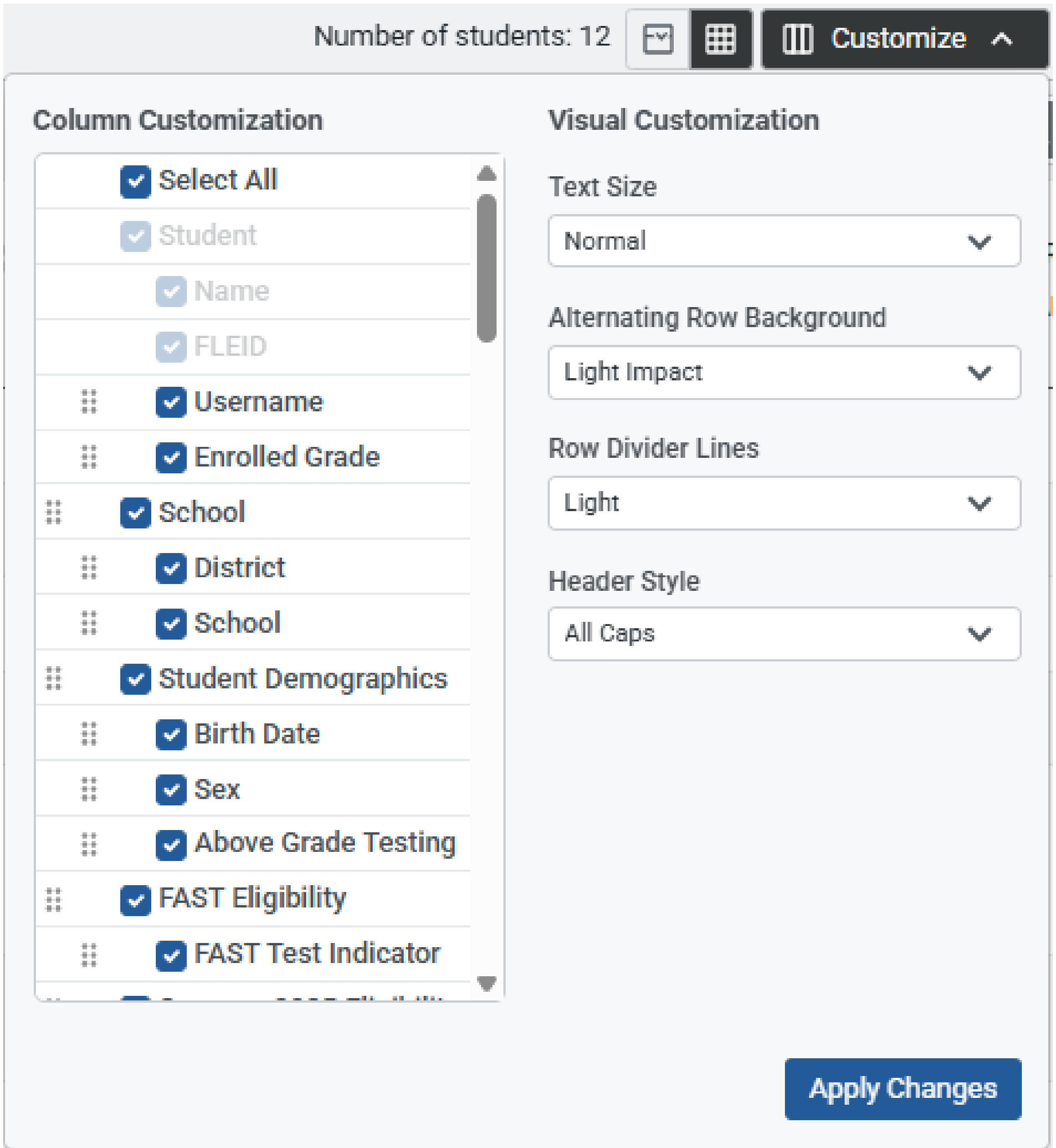


Figure 17. Customize Menu Open to Display Options in Grid View



Visual Customization Options

Use the visual customization drop-downs to make changes. Then select **Apply Changes**.

In the list that follows, the default options are highlighted in bold. Your customizations only apply to the current task and will be reset each time you access a task.

- *Text Size*: Large, **Normal**, Small, Extra Small
- *Alternating Row Background*: **Light Impact**, Heavy Impact, None
- *Row Divider Lines*: **Light**, Dark

- *Header Style*: **All Caps**, Title Case

Column Customization

There are two ways to customize the columns: by hiding or displaying them, and by rearranging their order.

To hide columns on the grid view, simply clear their checkboxes and select **Apply Changes**. To display them again, select the checkboxes and then **Apply Changes**.

On the grid, columns are organized into sections so related information stays grouped together. The sections display above the columns (Figure 18 on page 30).

You can customize the layout by rearranging entire sections or moving individual columns within a section. In the customize menu, sections are left-aligned, with their columns indented beneath them (Figure 19 on page 31).

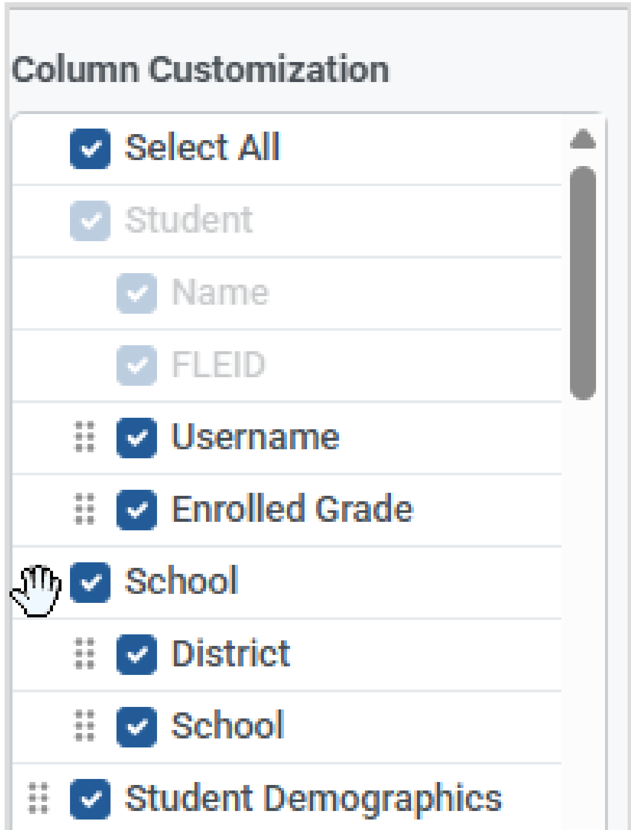
Figure 18. Grid Header with Sections Highlighted in Yellow

To move a section or column:

The option to drag and drop sections and columns is only available on the student search results grid.

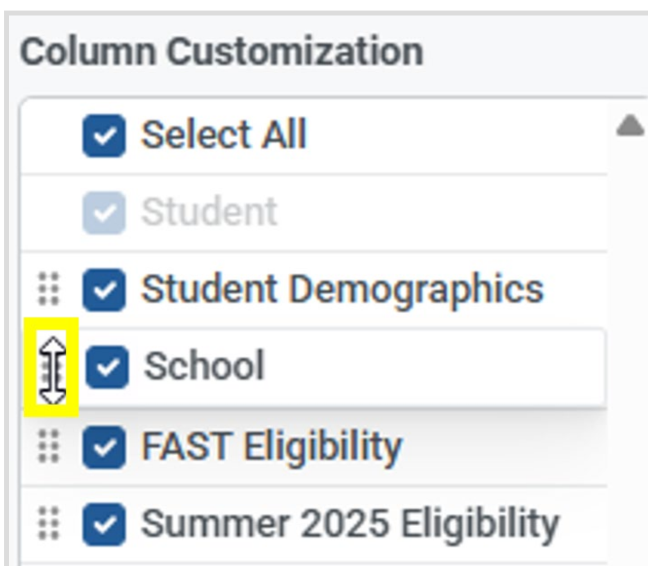
1. In the Customize menu, next to a section or column, hover your mouse over the move icon [] until your cursor changes to a hand.

Figure 19. Column Customization Showing the Move Hand Icon over a Section



2. Click and drag the section or column to the location you'd like. The cursor will change to a double-tipped arrow as you move it. For sections: when you start to move a section, all sections collapse so you can more easily place the section.

Figure 20. Collapsed Sections with Cursor as Double-Tipped Arrow Highlighted in Yellow



3. Release the section or column where you'd like it to display.

Note: If you're using a tablet, you can tap, hold, and drag the section or column.

The *Student* section is the only one that cannot be hidden or moved. It is also the only section with columns that cannot be fully customized, as the *Name* and *FLEID* checkboxes are grayed out and cannot be hidden or moved.

Note: Columns do not export in the customized order.

Filter and Sort Search Results

A TIDE search can retrieve hundreds or thousands of records. To help you find the information you need, you can filter records by keyword and sort the columns.

Filter Records

You can quickly narrow the retrieved records by selecting a defined filter, such as grade, or by entering keywords in the *Filter Results* box.

Defined Filters

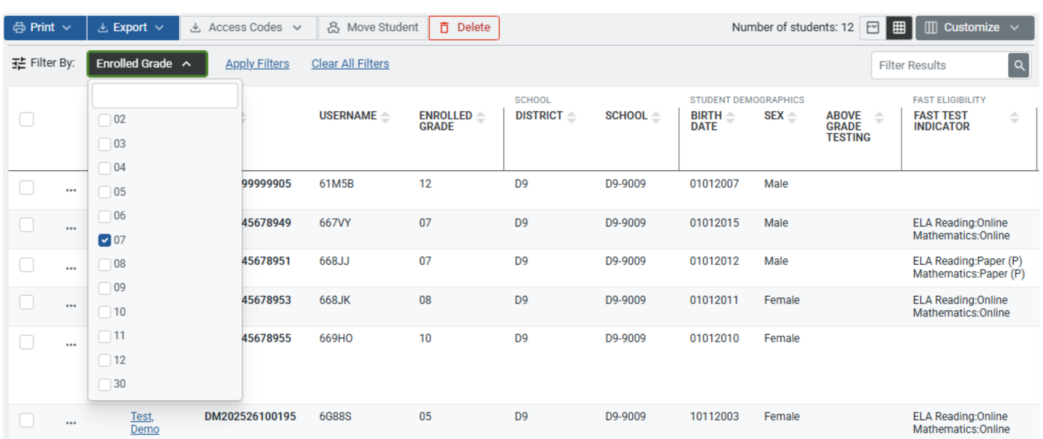
These filters offer quick access to commonly filtered attributes, such as grade.

To apply a defined filter:

1. Beside *Filter By*, select a filter drop-down and one or multiple options. Repeat for as many filters as you need to apply.
2. Select **Apply Filters**.
   The results are filtered to display only those records matching your selections.

For example, Figure 21 on page 32 shows a portion of the Manage Students page with the filter for grade 07 selected but not yet applied.

Figure 21. Filtering Retrieved Records—Before Selecting Apply Filters



Note: Not every task has defined filters.

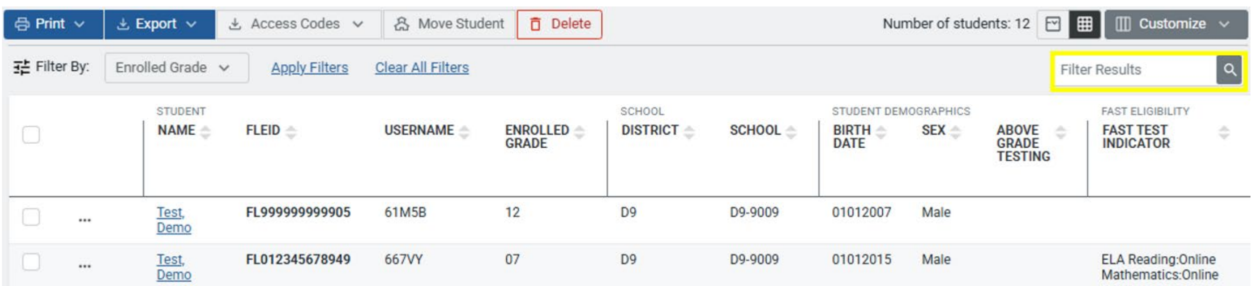
Keyword Search Filter

You can also filter results by keyword. This can be helpful in situations where the information you need to find is not available as search criteria.

To filter by keyword:

1. Enter a keyword in the *Filter Results* search box.

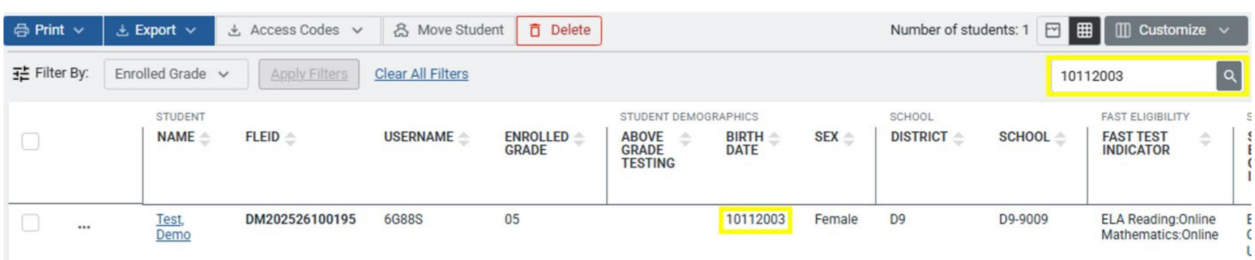
Figure 22. Filter Results Keyword Search Box



2. Select the search icon or use the **Enter** key on your keyboard. If your keyword is found in the records, the results display only those records matching the filter.

In Figure 23 on page 33, the search was for a student with the last name Test, but several students were returned in the search. By entering the date of birth in the filter box, the user was able to find the exact student. Note that the *Number of students* display updates to show the number of records that match your filter.

Figure 23. Filtering Retrieved Records—Using the Filter Results Search



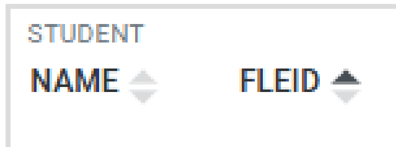
Note: Filters applied to your search results are for on-screen viewing only. If you choose to print or export the results, be aware that the output will include all original search results—not just the filtered ones displayed on your screen.

Sort Records

You can sort the columns to organize the information in the records in a way that meets your needs.

There are up and down arrows next to the column headers in the grid. When both arrows are gray, it means no sorting has been applied. If one arrow is black, it shows that the column is sorted—either in ascending or descending order.

Figure 24. *Name* is Unsorted and FLEID is Sorted Ascending



To sort records:

1. Select the column header for the column you want to reorder. This sorts the results in ascending order and displays the top arrow in black.
2. Select the column header again to sort results in descending order. This displays the bottom arrow in black.

Note: You can only sort one column at a time.

Print, Export, and Delete Records

After searching for records, you can take action on the retrieved records, such as printing them. Most record types have the option to print, export, and delete records. However, the available action buttons depend on the record type and your user role permissions.

To work with records:

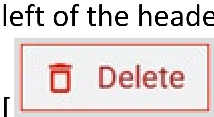
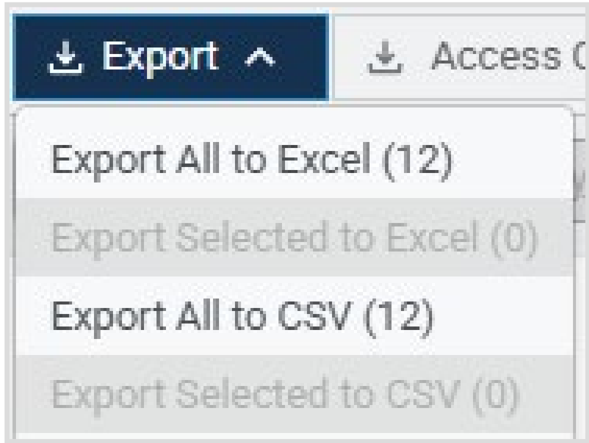
1. Search for the required records by following the procedure in the section Search for Records on page 23.
2. From the search results pop-up, select **View Results**.
    a. *Optional*: if you only want to export records, you can export them to the Secure File Center from the search results pop-up instead of viewing them.
3. From the Search Results grid, select records to work with:
    - For individual records within the results, select the checkbox next to each record you want.
    - For all records in the results, identify the button type for the action you need to perform.
    - For buttons with only an icon and label, you'll need to select the checkbox in the upper left of the header row and then select the button. For example, the **Delete** button [
] requires you to select all checkboxes to delete all records.

Figure 25. Action Button with Drop-down Showing Available and Unavailable Options



4. From above the table of retrieved records, select the action button you need. If it's a drop-down, choose an option.

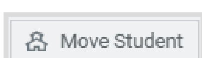
- 

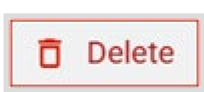
: Displays options for printing all or selected records.
- 

: Displays options to export all or selected records to a PDF, Excel, or CSV file.
- 

: Displays options to export all or selected access codes to an Excel file.

Note: For the print and export action buttons, the number of records to be printed or exported is displayed next to each option for the button. If an option is not available, it is grayed out. For example, if 12 records have been retrieved, the number next to the option for printing all records will show 12. If you have not selected any individual records, the option for printing selected records will be unavailable and will show 0 records (Figure 25 on page 35).

- 

: Opens a pop-up allowing students to be moved between schools within a district.
- 

: Deletes the selected records. Your user role may not have access to delete records for some or all tasks.

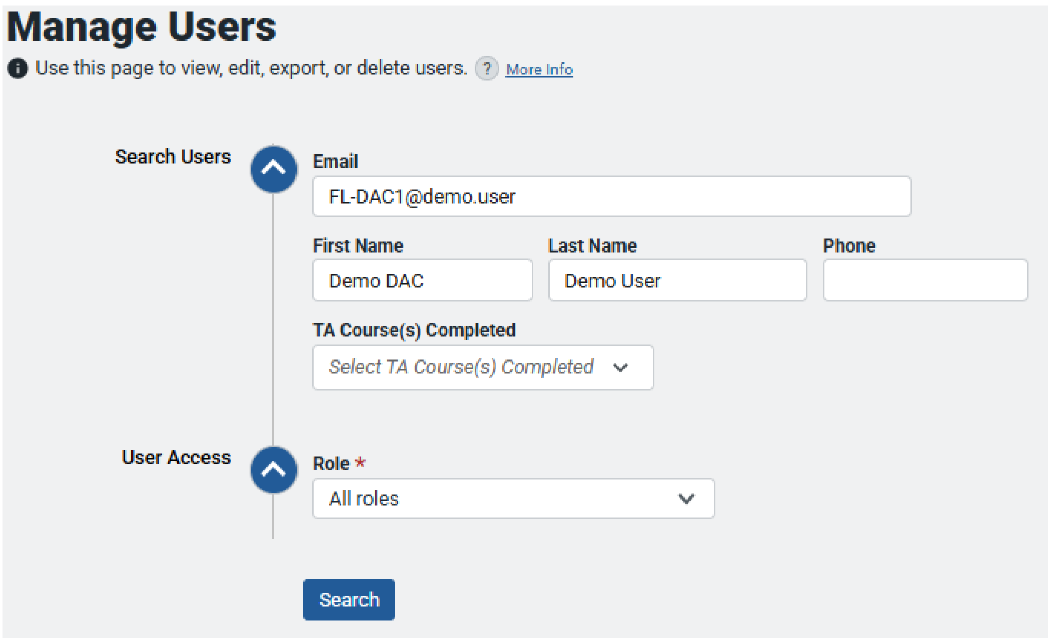
Note: Action buttons that are specific to tasks will be covered in the help content for those tasks.

Navigate Records

Certain tasks in TIDE require you to add or edit records via specialized record forms that contain student or user details. This section explains how to navigate the details pages.

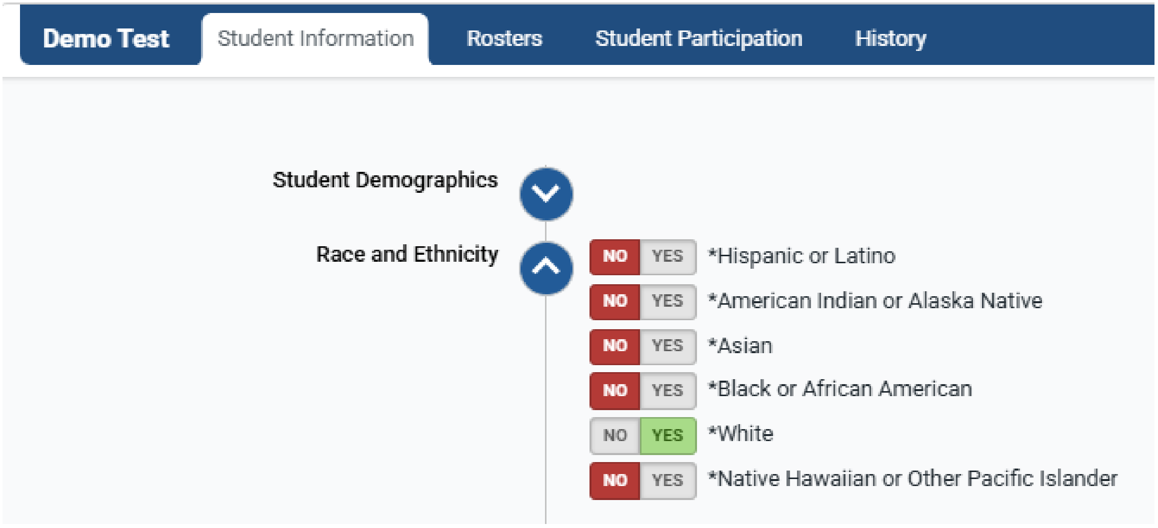
Some details pages for adding records look different than the pages for editing records. This information only shows examples of pages used for editing since many records are added through automated imports.

Figure 26. Sample Manage User Details Page



Details pages are usually divided into multiple sections, with each section containing a group of related settings and options. You can collapse an expanded section using , or using  to expand it if it's collapsed.

Figure 27. Student Details Page with First Section Collapsed and the Second Section Expanded



Note: The number of sections and their contents depend on the record type.

Managing Student Information

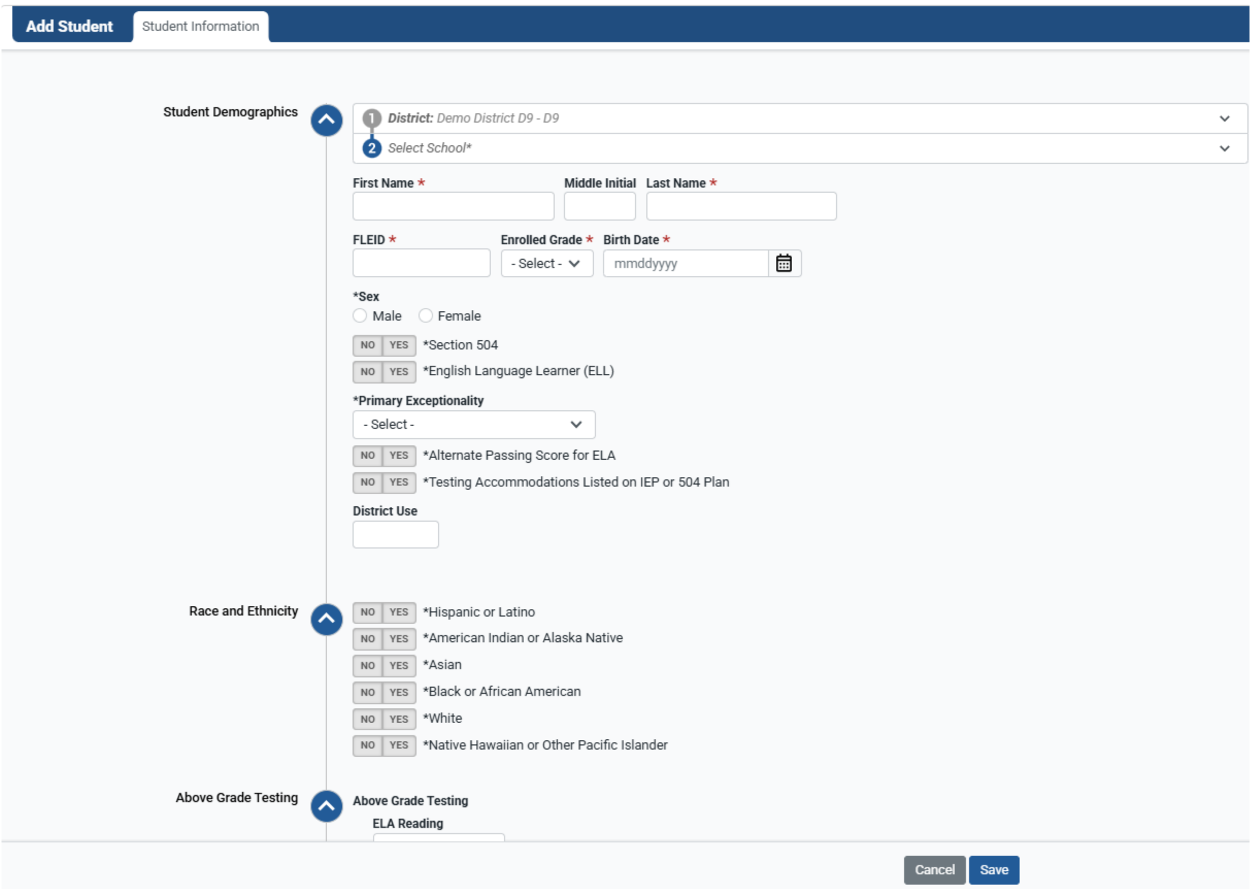
This section describes how to add, modify, and delete students' records, and how those records affect testing and reporting.

Add Students

Most students are added via a PreID upload into TIDE. However, you may need to add a student individually. This section covers how to add students one at a time by adding a new record to TIDE.

For a general overview of record detail pages, you can review [Navigate Records](#) before beginning.

Figure 28. Add Student Page



Before You Add Students

The information below is specific to the tasks for student records and can help you when working with student records.

Adding Student Permissions

This task is limited to certain user roles as described in the section Understanding User Roles and Permissions on page 6.

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

Add a Student

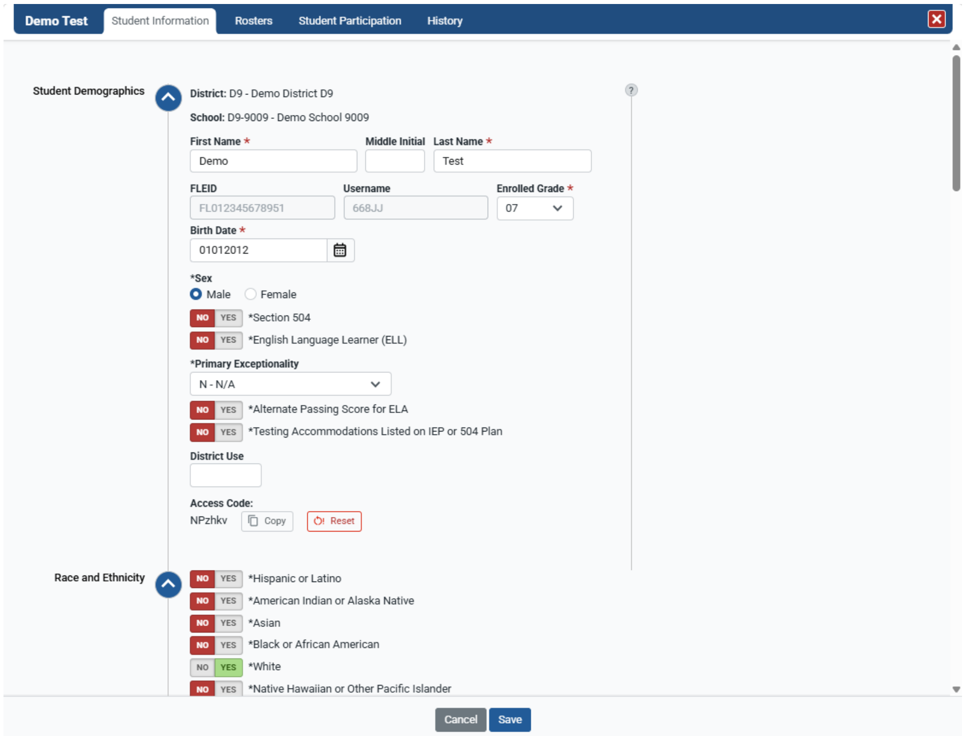
1. From the **Student Information** tile on the TIDE dashboard, select **Add**. The ***Add Student*** page appears.
2. Enter all required information, which is marked with an asterisk. If you do not, an error message displays below what is missing.
3. Then, save the record or cancel.
    a. Select **Save** to save the information. A pop-up displays letting you know the student has been added.
        i. If you are finished adding students, select **Dashboard**.
        ii. To add another student, select **Continue**.
    b. Select **Cancel** to discard the information. If you select **Cancel**, the record will not be added.

Viewing and Editing Students

You can view and edit information about a student's record on the student details page.

This topic contains information specific to editing student records. For basic information about editing records, you can review Navigate Records.

Figure 29. Student Details Page Accessed from Manage Students



Before You Edit a Student

Editing Student Permissions

This task is limited to certain user roles as described in the section Understanding User Roles and Permissions on page 6.

To edit a student, you must be associated with the same district and/or school as the student. For example, district-level users can edit students in any school within their district, while school-level users only have the ability to edit students in their school.

Search for the Student

Before you can view or edit a student record, you'll need to search for the student or group of students. For information about the search process, you can review Search for Records. The information covered in this topic is specific to student tasks.

Student Search Grid Features

There are several features that are special to the students search grid, including the ability to change the view of the grid, to customize the visual aspects of the grid, and the ability to rearrange, hide, or show columns. You can review Customize Search Results Grids for more information about these features.

Manage Students Page Features

Tabs

When you edit a student, you'll work across horizontal tabs to enter information.

The **Student Information** tab has student demographics, race and ethnicity, above grade testing, video consent, test eligibility, and accommodations.

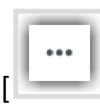
The **Rosters** tab shows all active rosters that include the student, when available.

The **Student Participation** tab shows tests the student participated in, when available.

The **History** tab shows a history of changes made to the student's record.

View and Edit a Student's Details Page

Select a section to expand or collapse information

1. From the **Student Information** tile on the TIDE dashboard, select **Manage**. The ***Manage Students*** page appears.
2. Search for the student. For information about the search process, you can review Search for Records.
3. To open the record for editing, select the *Row Actions* menu button [] and then choose **Edit Student**. You can also select the student's name. The student details page appears.
4. Edit the record as needed.
5. Then, you can save the record or discard your changes.
    a. Select **Save** to keep the information. A pop-up displays letting you know the student’s record has been edited and saved.
        i. If you are finished editing students, select **Dashboard**.
        ii. To return to the search results, select **Continue**.
    b. Select **Cancel** to discard the changes. If you select **Cancel**, the record will not be updated.

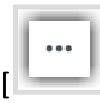
Move a Student Between Schools

When a student moves from one school to another within a district, use this feature to assign the student to the new school.

If you are associated with multiple schools, you can also move students from one school to another.

If you are a District Assessment Coordinator, you can also move students from one school to another within your district on the ***Manage Students*** page.

Move Students to a New School Within a District

1. From the **Student Information** tile on the TIDE dashboard, select **Manage**.
2. Search for students to move. For information about the search process, you can review Search for Records.
3. To move:
    a. One student, select (do not right click) the *Row Actions* menu button [] and then select **Move Student**.
    b. Multiple students, in the list of retrieved records, do one of the following:
        - Select the checkboxes for the students you want to move.
        - Select the checkbox in the grid header to move all students listed on the page.
        - After selecting checkbox(es), select **Move Student** [

] above the search results.

Note: When moving students, you can only move students who are listed on the current page.

4. The ***Move Student*** pop-up appears. Verify the number of students is correct.
5. From the **School** drop-down list, select the school where you want to move the student(s).
6. Select **Yes**. After TIDE moves any selected students, a confirmation message appears.

Note: 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 DAC can follow the steps in the Add, Edit, and Delete 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 Add Students section on page 38. Districts and schools should ensure they are entering a student's name and FLEID exactly as was used in the previous district to ensure the student's complete record is transferred.

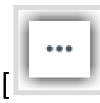
7. In the ***Confirm Move*** pop-up, select **Continue** to return to the list of student records.

Delete Student Records

When you delete students from TIDE, those students are no longer eligible for assessment testing. FRS retains the students' writing responses and scores accumulated before the deletion.

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

To delete student records:

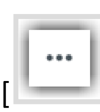
1. From the **Student Information** tile on the TIDE dashboard, select **Manage**. The ***Manage Students*** page appears.
2. Retrieve the student records you want to delete by following the procedure in the Search for Records section on page 23.
3. To delete:
    a. One student, select (do not right click) the *Row Actions* menu button [] and then select **Delete**.
    b. Multiple students, do one of the following:
        - Select the checkboxes for the students you want to delete.
        - Select the checkbox in the grid header to delete all students listed on the page.
        - After selecting checkbox(es), select 
.

Note: When deleting students using the checkbox in the header, you can only delete students who are listed on the current page.

4. In the pop-up, select **Yes**. The students are removed from TIDE.
5. Select **Continue** to return to the results page.

Resetting Family Portal Access Codes

Access codes for the Family Portal will be provided in TIDE. TIDE users will be able to reset these codes if necessary, depending on user role.

1. From the **Student Information** tile on the TIDE dashboard, select **Manage**. The ***Manage Students*** page appears.
2. Search for the student. For information about the search process, you can review Search for Records.
3. To open the record for editing, select the *Row Actions* menu button [] and then choose **Edit Student**. You can also select the student's name. The student details page appears.

4. Under the *Access Code* field, select **Reset**. A pop-up appears reminding you that you need to save the student for the new access code to be set. Then click **Continue**. Then click **Save**. Access Codes can be copied from TIDE and pasted to other programs by selecting **Copy**.

Accommodations in TIDE

Accommodations must be set or modified in TIDE. Review Table 3 on page 44 for information about each accommodation.

Table 3. Accommodations

Option	Description
Text-to-Speech (TTS)	Reads aloud the text in items and/or stimuli.
Masking	Allows students to cover a distracting area of the test page.
ZoomText	Allows ZoomText software to be used with the Secure Browser. **Note**: This accommodation can only be set by a State user.
Speech-to-Text	Allows students to dictate their response in writing tests only.
Text-to-Speech (TTS) on Writing Response	Reads aloud the student's response in writing tests only.
Writing Passage Booklet	Allows students to be assigned a hard-copy regular print or large print writing passage booklet. Student must have a test eligibility of Computer-Based Testing for Writing.

Add, Edit, and Delete Students Through File Uploads

If you have many students 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 section describes how to create a PreID file and then upload it to TIDE.

To upload student records:

1. From the **Student Information** tile on the TIDE dashboard, select **Upload**. The ***Upload Students*** page appears.
2. Select **Download Template** to access all templates.
    a. For .txt files, download the PreID Layout file for setup instructions.

  b. For Excel files, use the built-in data drop-downs when available and consult the PreID Layout file as needed.
  c. For CSV files, the PreID Layout file can be used for instructions.
3. Download a template and save it.
4. Fill out the template, then upload it to TIDE.
5. Follow the steps in the wizard to complete the upload.
6. Check the results of the upload by performing a search: Students who were not previously set up in TIDE will be added in TIDE. Students who were already in TIDE will have their accounts modified with the updated content from the upload.

Uploading Additional Student Information

You can add or edit additional student information for multiple students through file uploads. 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** tile on the TIDE dashboard, select **More Actions** and then select **Upload Additional Student Information**. The ***Upload Additional Student Information*** page appears.
2. Fill out the Attribute template and upload it to TIDE.

Generating Frequency Distribution Reports

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students.

You can generate 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** tile on the TIDE dashboard, select **More Actions** and then select **Frequency Distribution Report**. The ***Frequency Distribution Report*** page appears.
2. In the *Filters for Report* section, select the report filters:
  a. From the **School** drop-down list, select a school. District-level users can retain the default for all schools within the district.
  b. Select a specific grade or keep the drop-down on - *Select* - to display all grades.
  c. *Optional:* In the *Select Demographics* section, select checkboxes from the drop-down to filter the report for additional demographics and accommodations.

If you do not select any demographic categories, the report only shows records by grade.

3. Select **Search**. A window will pop up with options to **View Results**, **Modify Search**, or **Export to the Secure File Center**.
4. Select **View Results**. The information displays in tabular format.
5. *Optional*: Do one of the following:

- To export to Excel, select 

, and then select **Export to Excel**. The generated Excel file displays each category selected as a separate tab in the spreadsheet.
- To view in tabular format, select **Grid**.
- To display the reports in graphical format, select **Graph**.
- To display the reports in both tabular and graphical format, select **Grid and Graph**.
- To download a PDF file of the reports, select 

, and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid and Graph**.

View the Student Transfer In Report

You can view reports of students who have transferred into your district and/or school from another district and/or school by following the steps below.

Note: This report does not show students who were added to your district and/or school as a student completely new to TIDE. It only shows students who have been moved into your district and/or school that were previously enrolled in another district and/or school.

1. From the **Student Information** tile on the TIDE dashboard, select **More Actions** and then select **Student Transfer In Report**. The ***Student Transfer In Report*** page appears.
2. Enter search criteria.
3. Select **Search**.

The report appears, displaying students matching the search criteria.

View the Student Transfer Out Report

You can view reports of students who have transferred out of your district and/or school to another district and/or school by following the steps below.

Note: This report does not include students who were deleted from TIDE and, subsequently, from your district and/or school. It only shows students who have been transferred from your district and/or school to another district and/or school.

1. From the **Student Information** tile on the TIDE dashboard, select **More Actions** and then select **Student Transfer Out Report**. The ***Student Transfer Out Report*** page appears.
2. Enter search criteria.
3. Select **Search**.

The report appears, displaying students matching the search criteria.

Rosters

How Users Manage Rosters

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

The rosters you create as Reporting Rosters in TIDE are available in the Florida Reporting System and must have a TA associated with them. The Florida Reporting System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test. Rosters for this purpose should be marked as **No** in the Reporting Roster field. Please note that in TIDE, the Reporting Roster Field defaults to **No**, but it defaults to **Yes** in FRS.

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

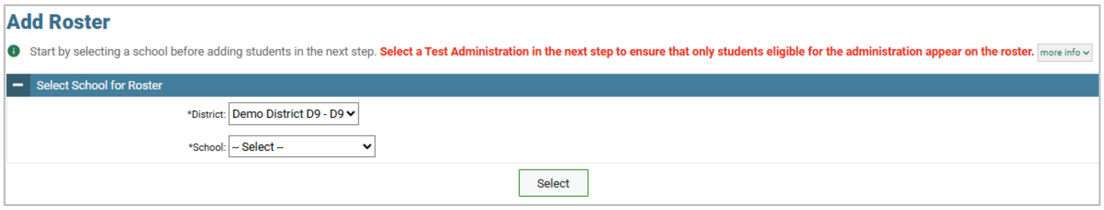
- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data in the Florida Reporting System. Up to 500 active students can be included in one roster.
- Rosters should be updated weekly to maintain roster accuracy with new enrollments/withdrawals/class movement to ensure teachers are accessing accurate data for their current students.
- If a student moves to another district/school, the student will automatically become inactive in any rosters associated with the former district/school. Users do not need to take action to delete this student.
    - Teachers will have access to scores for tests taken with them for inactive students in their roster by changing the time period in the Florida Reporting System.
- If a student moves to another class within the same school, no automatic action is taken to remove the student from previous rosters. The student will need to be deleted manually from the former teacher's roster if that teacher should not have any access to scores. When the student is manually deleted, the former teacher will no longer have access to any scores for that student in FRS.
- Use roster uploads to add and/or delete students. As students withdraw from a school or transfer from one class to another, students can be deleted via upload from the previous associated rosters.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and/or period as applicable. For example, an elementary school roster may be named 'Gr3Jones25-26' and a secondary school roster may be named 'AikenPeriod3Eng9A25-26'.

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

How Users Add New Rosters One at a Time

1. From the **Rosters** tile on the TIDE dashboard, select **Add**. The ***Add Roster*** page appears.

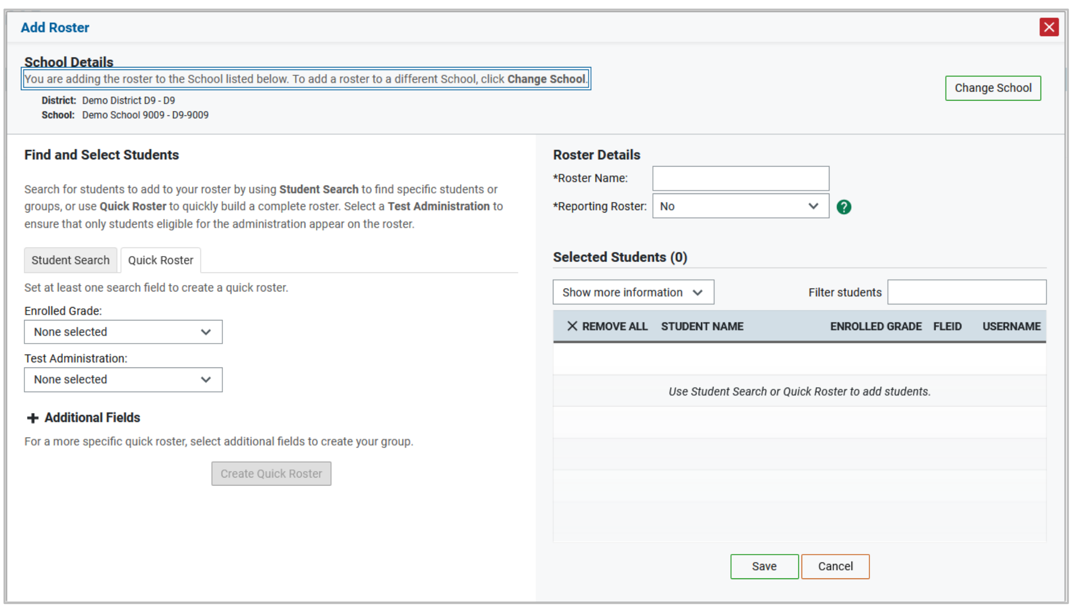
Figure 30. Add Roster – Select School for Roster Page



2. In the *Select School for Roster* panel, search for a school by selecting a School as applicable, then click **Select** and a new ***Add Roster*** page appears.

Note: If your user account is associated with more than one school under the *School Details* section, you can select **Change School** if the wrong school was selected.

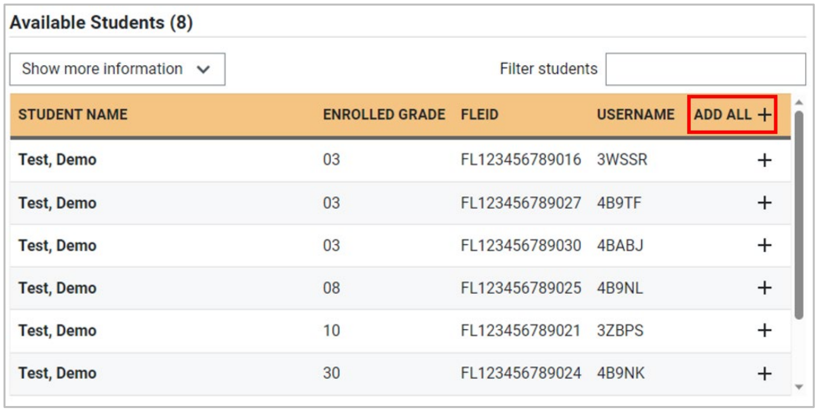
Figure 31. Add Roster Page



3. Under *Roster Details*, add a roster name and select whether the roster will be shared with the Florida Reporting System. If it will, you will also need to select a teacher.
4. Under *Find and Select Students*, do one of the following:
   - Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting ✕ next to individual students from the top of the grid. Selecting **Save** creates your roster. If you select **Remove All**, you can search for a new group of students.

- Use the **Student Search** tab for a more traditional search function, including the option to find specific students by FLEID or name. After you return results, select + to add individuals or select **Add All** from the top of the grid.

Figure 32. Roster Available Students – Add All



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

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

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

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

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

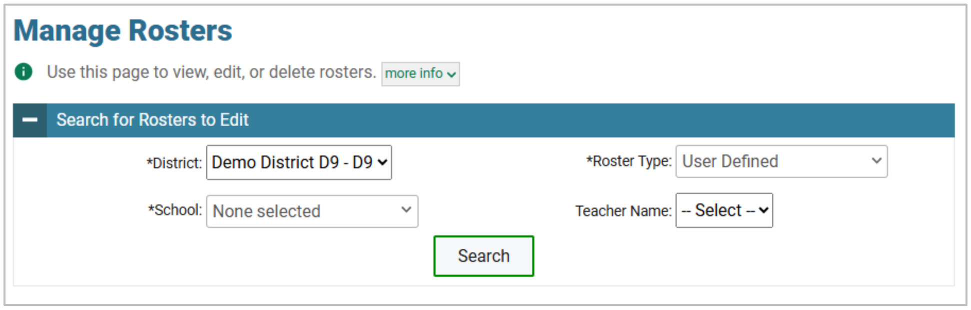
How Users Modify Existing Rosters One at a Time

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

You can modify existing rosters by performing the following steps:

1. From the **Rosters** tile on the TIDE dashboard, select **Manage**. The ***Manage Rosters*** page appears.

Figure 33. Manage Rosters Page

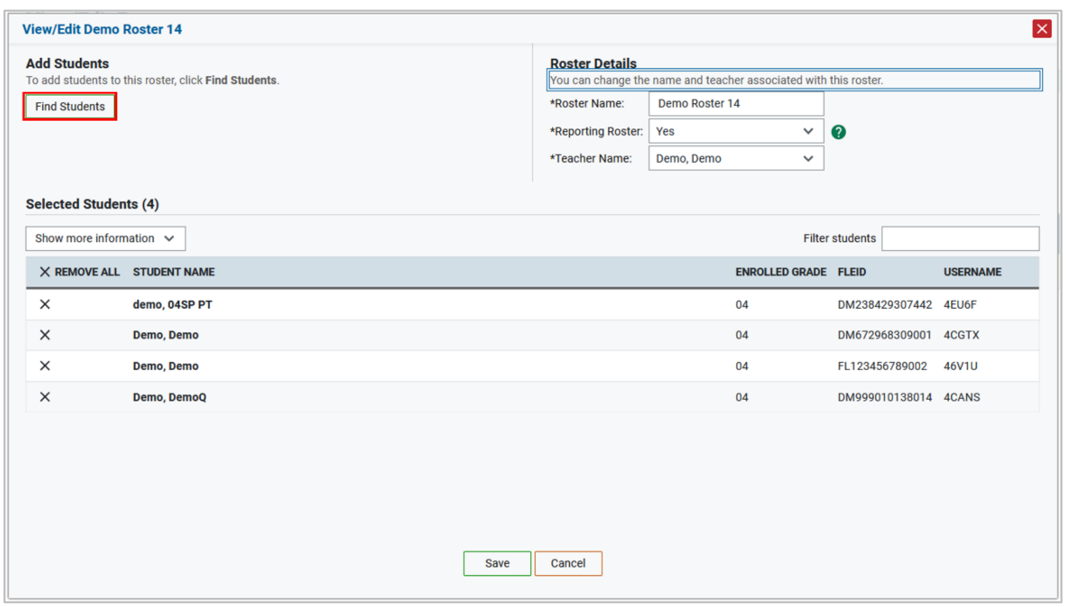


2. Retrieve the roster record you want to view or edit.

Note: If you use the **Select All** option or select more than one school, the Teacher option will be hidden and your results will only be available for review in the Secure File Center.

3. In the list of retrieved rosters, select for the roster whose details you want to view. The ***View/Edit [Roster Name]*** page appears. This page is similar to the page used to add rosters.
4. To review students who are currently on the roster, scroll down to the *Selected Students* panel. The list displays students who are currently associated with the roster.
5. Select **Find Students** to search for students by filling out the search criteria either for individual students or for groups in step 4 of How Users Add New Rosters One at a Time.

Figure 34. View/Edit [Roster Name] – Find Students



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

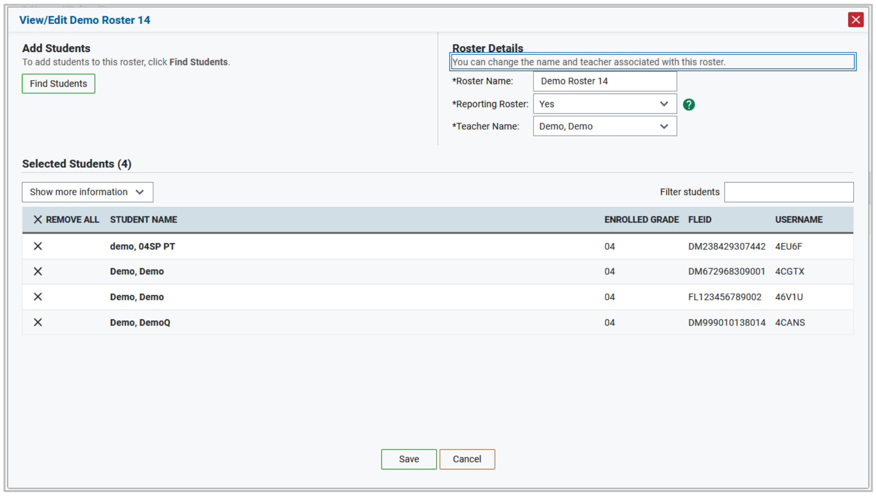
6. To remove students from the roster, select the beside individual students or use the **Remove All** option at the top of the table.

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

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

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

Figure 35. Modifying a Roster: View/Edit Page



How Users Add or Modify Multiple Rosters All at Once

If you have many rosters to add or modify, you can do so through file upload.

1. From the **Rosters** tile on the TIDE dashboard, select **Upload**. The ***Upload Rosters*** page appears.
2. Fill out the Roster template and upload it to TIDE.
   - You can pull the information you need from TIDE to edit existing rosters through file uploads by exporting the Roster information from the View/Edit Rosters page, including the Teacher’s email address.

How Users Print Family Portal Access Codes from Roster Lists

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

1. From the **Rosters** tile on the TIDE dashboard, select **Manage**. The ***Manage Rosters*** page appears.
2. Retrieve the rosters for which you want to print access codes by filling out the search criteria and selecting **Search**.
3. *Optional:* Select the column headings to sort the retrieved rosters in the order you want the access codes printed.
4. Specify the rosters for whom access codes need to be printed:

- To print access codes for specific rosters, mark the checkboxes for the rosters you want to print.
- To print access codes for all rosters listed on the page, mark the checkbox at the top of the table. Please note, you may only print 1,500 students at a time.

5. Select , and then select **Access Codes**.
6. In the new browser window that opens, verify **Access Codes** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page.
7. Select **Print**. When printing access codes, make sure *Print to Fit* is unchecked.

Your browser downloads the generated PDF.

Note: When printing Family Portal Access Codes from rosters, they will print in the following order: by roster, then by grade, then alphabetically by last name.

Manage TIDE Users

This section includes instructions for adding, editing, and uploading records for user accounts in TIDE.

Add User Accounts

To add a user account, the user's role must be no higher in the user role hierarchy than your role. Also, you can add only users to organizations that you can access. For example, district-level users can create school-level accounts for schools within their own district. You will also follow this hierarchy to add roles or schools to existing users.

To add a user account:

1. From the **Manage Users** tile, select **Add**. The ***Add User*** page appears.
2. Enter an email address for the new user.

   Note: Check the email address before moving on because the email address cannot be edited after you leave this screen.

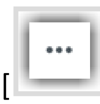
3. Select **Next**. Additional fields appear.
   a. If the user is not in TIDE, all fields will be empty, except *Email*.
   b. If the user is already in TIDE, the text boxes have pre-filled information that includes any required attributes. If you are not in the same district or school as the user, the user's assigned roles for those districts or schools do not display. You can add the user to more roles, though.
4. Enter the user's first name and last name.
5. *Optional*: You may also enter the user's phone number.
6. In the *User's Role* section, select the role you want to assign this user from the **Assign Role** drop-down. Then select the district, and school if applicable, for that role and user.
7. *Optional*: Add additional roles for this user by selecting **Add Another Role**. Another section appears under the first role, and you can assign the role there.
8. *Optional*: Delete roles by selecting **Delete** in the section with the role you want to remove.
9. Click **Save**. A pop-up displays.
10. In the pop-up, do one of the following:
    - Select **Continue** to add another user on the ***Add User*** page.
    - Select **Dashboard** to return to the TIDE ***Dashboard***.

TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com.

Note: If a user does not receive the initial activation email, contact the Help Desk so the email can be re-sent.

Deleting User Accounts

To delete users:

1. From the **Manage Users** tile, select **Manage**. The ***Manage Users*** page appears.
2. Search for the user. For information about the search process, you can review Search for Records on page 23.
3. To delete:
    a. One user, select (do not right click) the *Row Actions* menu button [] and then select **Delete**. A pop-up appears.
    b. Multiple users, do one of the following:
        - Select the checkboxes for the users you want to delete.
        - Select the checkbox in the grid header to delete all users listed on the page.
        - After selecting checkbox(es), select 

.

Note: When deleting users using the checkbox in the header, you can only delete users who are listed on the current page.

4. In the pop-up, select **Yes**. Any selected users will be removed from TIDE.
5. Select **Continue** to return to the results page.

Note: 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 many users to add, edit, or delete, it may be easier to perform those actions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

For complete instructions about uploading files, you can review Uploading Records. This topic contains information specific to uploading users.

Note: You cannot edit the user's email address through an upload. Instead of creating a new user account, contact the Help Desk to have them associate a new email address with the existing user. This ensures that most data connected with the user stays intact.

To upload user accounts:

1. From the **Manage Users** tile, select **Upload**. The ***Upload Users*** page appears.
2. Select **Download Template** to access all templates.
3. Download a template and save it.
4. Fill out the template, then upload it to TIDE.
5. Follow the steps in the wizard to complete the upload.
6. Check the results of the upload by performing a search. Users who had not previously been set up in TIDE will have been added in TIDE. Users who already had accounts set up in TIDE will have had their accounts modified with the updated content from the upload.

Working with Orders for Testing Materials

Your district must order paper testing materials, such as test and response books and Work Folders, for all eligible students in the district. The Orders task menu will only be available in separate Materials administrations for Summer, Fall, Winter, and Spring. This may require you to change your administration selection in the User Account drop-down in TIDE.

Note: Orders placed at the school level are sent to the district for distribution to the schools.

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 place an additional order without first confirming the District Assessment Coordinator's contact and shipping information in TIDE.

To request additional materials:

1. From the **Orders** tile on the TIDE dashboard, select **Place Additional Orders**. The ***Place Additional Orders*** page appears. When this page loads for the first time, all sections will be expanded by default. This allows you to add or verify the contact information. When you return to this page after the contact information has been verified, the sections are collapsed by default. You can still make edits by selecting **Update Contact & Shipping**.
2. On the ***Place Additional Orders*** page, do the following:
    a. Verify Contact Information. Post Office (P.O.) boxes are not allowed for a shipping address.
    b. In the Distribution section, select the District or School to receive the materials.
        i. Select **District** to place an order at the district level.
        ii. Select **School**, and then select a school, to place an order at the school level.
3. Select **View Available Materials**.
4. Expand the category drop-downs to display available materials.
5. Enter quantities in the **Quantity Requested** box. Additional orders may require approval.
    a. If the order window is closed, the information will be read-only.
        i. For future order windows, an indicator showing OPEN on month, day, year displays.

ii. For past order windows, an indicator showing CLOSED on month, day, year displays.

6. Review the *Pending Approval* column. This displays the quantity currently pending approval.*
7. Review the *Quantity to Receive* column. This displays the quantity currently approved for all materials in that district or schools, including rounding rules.*
   *This column may change until the order instance is processed, usually once a day.
8. Select **Save Order**. A pop-up appears allowing you to enter comments.
9. *Optional*: Please note that comments for orders are optional and for district use only.
   a. Select **Submit** to submit your order. The *Order Summary* pop-up appears with an overview of your order.
   b. Select **Cancel** to return to the ordering screen.

11. Click **Close** to return to the ***Place Additional Orders*** page.

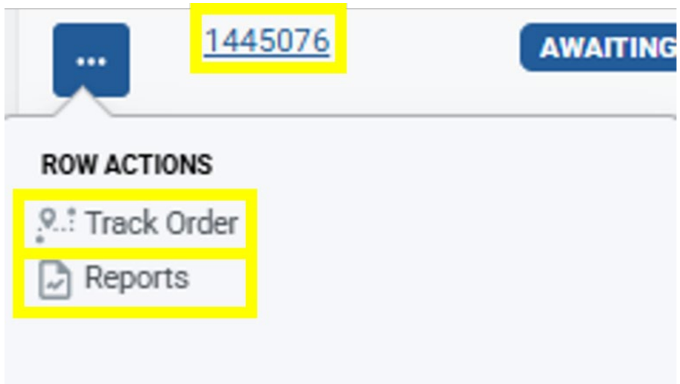
View Order History

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

To review order history:

1. From the **Orders** tile on the TIDE dashboard, select **View Order History**. The ***View Order History*** page appears.
2. Review the ***Order Details*** page one of three ways:
   a. Select the link in the **Order Number** column for all sections to be expanded in this order: *Order Information*, *Shipping Information (Materials)*, *Material Quantities*, *Track Shipments*, and *Track Documents*.
   b. Select (do not right click) the **Row Actions** menu button [⋯] on the left and choose **Track Order** for the *Track Shipments* section to be expanded.
   The shipping company's tracking report displays.
   c. Select (do not right click) the **Row Actions** menu button [⋯] on the left and choose **Reports** for the *Track Documents* section to be expanded. The order's packing lists and security checklists display.

Figure 36. View Order History: Review Order Details



3. Review the Order Statuses of the orders:
    a. *Open* means the order was generated by TIDE or a user. If the quantity is high enough to require approval, the order goes to the status Awaiting Approval.
    c. *Awaiting Approval* means the order requires approval due to the number of items requested but has not been approved or rejected yet.
    d. *Approved* means all line items in the order were approved.
    e. *Partially Approved* means at least one line item in the order was rejected.
    f. *Rejected* means the order was not approved.
    g. *In Process* means the order is approved but has not been transmitted to the vendor yet.
    h. *Processed* means the order was transmitted to the vendor. This is the end state for orders.

Change Log

Location	Change	Date