



# **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

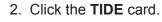
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TA = Test Administrator

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

 Open the portal at <u>https://flfast.org/</u> <u>fast.html</u> and click the **Teachers and Test Administrators** card.





SYSTEM

TIDE

3. Enter your username and password and click **Secure** Login.



# 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.

Log in to TIDE to register students for testing,

order materials, and track participation

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

Under Preparing for Testing:

- 1. Click Manage Users.
- 2. Click Add User.



 Enter an email address for the new user. Click Add user or add roles to user with this email. Additional fields appear.

-	User Deta	ils
	*Email:	
		+ Add user or add roles to user with this email

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







 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 (\*).

*Email:	User@mail.com	*Last Name:	
*First Name:		Phone:	
Add Role			
Add Role *Role: - Select a role -			8

5. In the Add Role panel, select a role you want to assign this user in the **Role** drop-down. Then select the district and school association for that role and user. You may also add additional roles, or you may

delete roles by clicking the delete icon [  $\frac{1}{2}$  ].

6. Click Save.

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

Manage Users

View/Edit/Export Users

### **Retrieve the Upload File Template**

Under Preparing for Testing:

- 1. Click Manage Users.
- 2. Click Upload Users.
- 3. Click **Download Templates** to open a Microsoft Excel or CSV template to compose the upload file.

Upload Users	>	$\rightarrow$	$\rightarrow$		Download Templates V					
	1. Upload	2. Preview	3. Validate	4. Confirmation	Download reinplates V					
You may upload new users or modify/delete existing users via file upload. more info •										
Step 1: Upload File										
Choose File			Browse							
+ Upload Histor	у									
			Next							

# 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, DTC, DA, PSA, SA, SAC, TA, or AVA).

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

	А	В	С	D	E	F	G	Н
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.







#### **Upload a User File**

- 1. Click **Browse** and navigate to the file that is saved on your computer. Click **Open**.
- 2. Click Next to begin the process.
- 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.

	1. Upload	2. Preview	3. Validate	4. Confirmation						
Verify you uploaded the correct file. Click Next. If the values in the columns are incorrect, try re-creating your upload file using one of the valiable templates from the previous Upload Users page. test 2: Preview										
Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action		
1	99	9001	Demo	User1	Demo1@mail.com	111-222-3333	TA	ADD		
2	99	9001	Demo	User2	Demo2@mail.com	111-222-3333	TA	ADD		
		9001	Demo	User3	Demo3@mail.com	111-222-3333	TA	ADD		
3	99	9001	Demo	03013	Demociginal.com	111-222-3333				

4. Click Next.

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

Jpload Users	1. Upload	2. Preview	3. Validate	4. Confirmation		Downlo	ad Validati	on Report
Review the v Step 3: Validate	alidation result	s, then click Con			w will not be included. 📜 Wa	arning: This field is invalid,	but the row v	ill be upload
Row Number District ID		School ID	First name	Last name	Email address	Phone number	Role	Action
		a second	100	Miller				Delete
3	99	9000	Jane	miller	A JM@email.com		TA	0.01010

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

Upload Users	1. Upload	2. Preview	3. Validate	4. Confirmation							
	r. opioad	2. I TOVIOW	5. Validate	4. Commadon							
Step 4: Confirmation											
Results: 4 reco	Results: 4 records are committed.										
		Up	load New File	]							

### **Uploading TA Certifications through File Uploads**

- 1. From the **Users** task menu, select **Upload TA Certifications**.
- 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.







· Testing Accommodations Listed

on IEP or 504 Plan

Primary Exceptionality

# 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)

Under Preparing for Testing:

- 1. Click Student Information.
- 2. Click Add Student.



- 3. Enter the student's information. The following fields are required:
  - District and School
  - Enrolled Grade First and Last Names
- Gender • ELL
- Race and Ethnicity
- FLEID

- Test Indicator
- Birth Date (MMDDYYYY) Section 504

- 4. Click Save.

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

### Access the PreID File Layout

Under Preparing for Testing:

- 1. Click Student Information.
- 2. Click Upload Students.
- 3. Click Download Templates,

then click PreID Layout to download the layout or click CSV or Excel to download a template and create a PreID file.

Upload Students	1. Upload	2. Preview	3. Validate	4. Confirmation	Download Templates 🗸
You may upload new	v students or r	nodify existing	students via fi	le upload. more info •	CSV
Step 1: Upload File Choose File			Browse		PreID Layout
+ Upload History					
			Next		

### **Creating a Fixed-Width PreID File**

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

District ID	Last Name	First Name	Birth Date	Gra	ade	District Use
999000 999000	DemoLN DemoLN DemoLN DemoLN	DemoFN DemoFN	T02582004 #02292004	FL9937145685001 FL9937145695001	1FYYYYYY1Y 2FYYYYYY1Y	LY1234567890EWRITERETAKCCYYYEREADIRETAKCCYYYYY LN 123456780EWRITERETAKCCYYYEREADIRETAKCCYYYYY LY1234567890EWRITERETAKCCYYYEREADIRETAKCCYYYYY LY1234567890EWRITERETAKCCYYYEREADIRETAKCCYYYYY
Scho ID	ol		liddle iitial	Student ID	Demograph Flags	hic

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







#### **Upload a Student File**

- 1. Click **Browse** and navigate to the PreID file that is saved on your computer. Click **Open**.
- 2. 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.

	· ·						n the columns are	incorrect,	try re-cre	ating your	upload file
sing one itep 2: P		vailable t	templates fr	om the	previous	s Upload St	udents page.				
Row Number	District ID	School ID	Last name	First name	Middle initial	Birthdate	Florida Education Identifier (FLEID)	Grade for reporting	Gender	Hispanic flag	American Indian/Ala Native flaç
1	99	9009	TESTING	UAT		07012000	FL999006000000	09	М	N	N
2	99	9009	TESTING	UAT		07012000	FL999006000001	10	F	Ν	N
3	99	9009	TESTING	UAT		07012000	FL999006000002	11	M	Ν	N
	99	9009	TESTING	LIAT		07012000	FL999006000003	12	E	N	N

- 4. Click Next.
- 5. 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.

Uplo	ad Stud	lents		>>>				Download Validation Report		
			1. Upload	2. Previer	w 3. Valio	date 4. Con	firmation			
<b>0</b> F	eview the	validation	results the	n click Cont	inue with L	Inload more in	nfo •			
Review the validation results, then click Continue with Upload. more info -										
Step	3: Valida	te								
Legend: 🛕 Error: The file can be uploaded, but this row will not be included. 📜 Warning: This field is invalid, but the row will be uploaded.										
Row	Number		School ID	Last name	First name	Middle initial	Birthdate	Florida Education Identifier (FLEID) G		
1		99	9009	TESTING	UAT		07012000	A 999006000000		
4		99	<b>A</b> 200	TESTING	UAT		07012000	FL999006000003		
4										
			Continue	with Upload	Uplo	ad Revised Fil	e	Cancel		
Continue with Upload Upload Revised File Cancel										

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

Upload Student	>	>>	>>								
	1. Upload	2. Preview	3. Validate	4. Confirmation							
Step 4: Confirmation											
Results: 4 record	Results: 4 records are committed.										
		Upl	oad New File								





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

Under Administering Tests:

1. Click Print Test Tickets and PreID Labels.



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

"District:	Select	~	First Name:	
"School:	None selected	-	FLEID:	
Enrolled Grade:	None selected	Ŧ	Gender: 〇	Male O Female
Last Name:		-		
Advanced Search	2			
Search Fields	Select	~	Additional Criteria	Chosen:
	Add		Remove All	Remove Selected

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

AI	I Tes	at Tic	kets (23)														
M	y Se	lecte	ed Test T	ickets (1)													=+ v
AI	I Acc	2855	Codes (	23)		prophic	s .					Student Infor	mation				
				s Codes (1 Labels (1)		est arrie	First Name	Middle		Birth Date (MMDDYYYY)						English Language	Primary Exceptionality
AJ	I Stu	iden	t Settings	and Tools	(23)												
M	y Se	lecte	ed Studer	nt Settings	and Tools (1)												_
2	2		99	99-9009	09	Demo	Demo	D	DM994571654310	09092001	Male	307VT	FAL-ADM-USH: Online FAL-ADM-WROPRETNONE FAL-ADM-ELARETNONE FAL-ADM-GEO-Online FAL-ADM-GN: Online FAL-ADM-BIO1 Online FAL-ADM-BIO1 Online	FAL-ADM-ELARETN FAL-ADM-WROPRETN FAL-ADM-USH:E FAL-ADM-GIVE FAL-ADM-GROE FAL-ADM-GROE FAL-ADM-ALG1:E	Yes	v	. (

5. Click the print icon [  $\bigcirc$  ] and then click either

All Test Tickets or My Selected Test Tickets, based on your selection.

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

Print Cancel	Choose a Tes	t Tickets Layout:
Print Options	● 5x2 ○ 3x2	0 2x2 0 1x1
Test Tickets		2
Access Codes		<u> </u>
PreID Labels		
Student Settings and Tools	3	4

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

Fall 2022						
DEMO DISTRICT 99 (99)						
DEMO SCHOOL 9009 (99-9009)						
LAST NAME: Demo	USERNAME: 197JM					
FIRST NAME: Student1	ENROLLED GRADE: 10					
DOB: 09/09/2006	ID: FL123456789012					

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)

Under Preparing for Testing:

- 1. Click Student Information.
- 2. Click View/Edit/Export Students.
- 3. Enter desired search criteria and click Search.
- 4. Select the student(s) for whom you wish to print PreID labels by using the checkboxes.
- Click the print icon [ ] and then click My
   Selected PreID Labels. A printable PDF file with the PreID labels will generate.
- 6. Choose the subject(s) for which you would like to print and click the start position.
- 7. Click **Print** to generate a PDF file of your labels. Note: You can print a maximum of 50 labels at a time.

- 8. 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.



