



FLORIDA DEPARTMENT OF
EDUCATION
fdoe.org

TIDE User Guide

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Organization of this User Guide

This user guide contains the following sections:

- [Section I, Overview of the Test Information Distribution Engine](#), includes a description of Test Information and Distribution Engine (TIDE) features, system requirements information, and provides an overview of user roles and permissions.
- [Section II, Accessing TIDE](#), describes how to activate your account for TIDE (and other Cambium Assessment, Inc. [CAI] systems you are authorized to access), how to log in, log out, and change your account information.
- [Section III, Understanding the TIDE Interface](#), describes the main approach for the TIDE interface, navigation within the system, main user interface elements, and global features available throughout the system.
- [Section IV, Preparing for Testing](#), describes the activities you can perform in preparation for testing, including adding/uploading users and students, editing/uploading rosters, and ordering paper test materials (if necessary).
- [Section V, Administering Tests](#), describes the activities you can perform while testing is underway, including printing test tickets for students, requesting test invalidations (if necessary), and monitoring test progress.
- [Section VI, After Testing](#), describes the activities you can perform after testing concludes, including information about the Discrepancy Resolution System (DRS), viewing secure material tracking reports and test completion rates.
- The appendices provide information on processing file uploads and contacting technical support.

Document Conventions

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

Table 1. Key Icons and Elements

Icon	Description
	Warning: This symbol accompanies information regarding actions that may cause loss of data.
	Caution: This symbol accompanies information regarding actions that may result in incorrect data.
	Note: This symbol accompanies helpful information or reminders.
<i>bold italic</i>	Boldface italic indicates a page name.
bold	Boldface indicates an item you click or a drop-down list name.
mono	Monospace indicates a file name or text you enter from the keyboard.
<i>italic</i>	Italic indicates a field name or a drop-down list selection.

Section I. Overview of the Test Information Distribution Engine

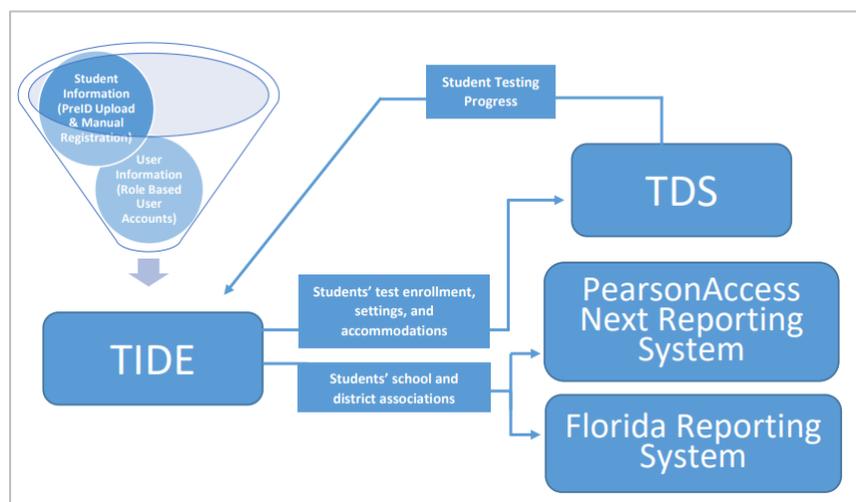
The Test Information Distribution Engine (TIDE) supports registering students for Florida Statewide Assessments, managing users for testing and reporting systems, ordering test materials, tracking student participation, and downloading voice packs.

TIDE can perform the following functions:

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

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

Figure 1. TIDE’s position in the assessment process



System Requirements

To use TIDE, you must have a recent version of a web browser installed on your computer. For a detailed list of system requirements, including supported operating systems and web browsers, please see the [Supported Devices](#) page on the portal. For file uploads and extracts, you will need a spreadsheet application such as Microsoft Excel, Numbers, or LibreOffice Calc.

Managing TIDE Users

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

Understanding User Roles and Permissions

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

[Table 2](#) describes TIDE’s user roles. The top row contains the various roles, and the subsequent rows indicate the permissions each role has for each function in TIDE, the Test Administrator (TA) Interface, and the PearsonAccess Next Reporting System. Within the table, the following acronyms are used to specify the associated user roles:

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

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

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

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



Note: Users may see additional roles outside of the roles described above. These roles are for FSA-A or postsecondary assessments and are not applicable to FSA testing.

Table 2. User Roles and Associated Permissions

TIDE Tasks	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Manage Users	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Adding Users	✓		✓	✓	✓			
Adding, Editing, or Deleting Users through File Uploads	✓		✓	✓	✓			
Viewing Users	✓	✓	✓	✓	✓	✓		
Viewing and Editing User Details	✓		✓	✓	✓			
Deleting Users	✓		✓	✓	✓			
Viewing and Editing TA Certification	✓		✓	✓	✓			
Student Information	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Adding Students	✓		✓	✓	✓			
Uploading Additional Student Information	✓		✓	✓	✓			
Deleting Student Records	✓		✓	✓	✓			
Moving Students Between Schools	✓		✓	✓*	✓*			
Adding, Editing, or Deleting Users through File Uploads	✓		✓	✓				
Viewing Students	✓	✓	✓	✓	✓	✓	✓	
Editing Students	✓		✓	✓	✓			
Printing Test Tickets	✓		✓	✓	✓			
Printing On-Demand PreID Labels	✓		✓	✓	✓			
Printing Students’ Test Settings	✓		✓	✓	✓			
Generating Frequency Distribution Reports	✓		✓	✓				
Rosters	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Viewing Rosters	✓		✓	✓	✓		✓**	
Adding a New Roster	✓		✓	✓	✓			

TIDE Tasks	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Modifying an Existing Roster	✓		✓	✓	✓			
Creating Rosters through File Uploads	✓		✓	✓	✓			
Deleting a Roster	✓		✓	✓	✓			
Printing a Roster	✓		✓	✓	✓		✓**	
Orders	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Entering and/or Verifying Contact and Shipping Information	✓			✓				
Placing Additional Orders	✓			✓				
Viewing Order History	✓	✓	✓	✓	✓			
Viewing Order Summary	✓	✓	✓	✓	✓			
Invalidations and Requests	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Viewing Invalidations and Requests	✓	✓	✓	✓	✓	✓	✓	
Creating Invalidations and Requests	✓		✓	✓	✓			
Creating Invalidations and Requests through File Uploads	✓		✓	✓	✓			
Processing Requests	✓		✓	✓				
Monitoring Test Progress	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Generating a Participation Report	✓	✓	✓	✓	✓	✓		
Session Monitoring	✓			✓	✓			
Reviewing Test Status Reports	✓	✓	✓	✓	✓	✓		
Test Completion Rates	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Test Completion Rates	✓	✓	✓	✓	✓	✓		
Secure Material Tracking Reports	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Reviewing Secure Material Tracking Reports	✓		✓	✓	✓			
Resolving Discrepancies	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Resolving Discrepancies	✓	✓	✓					
TA Interface	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Access TA Interface	✓		✓	✓	✓		✓	
Administer Tests	✓		✓	✓	✓		✓	

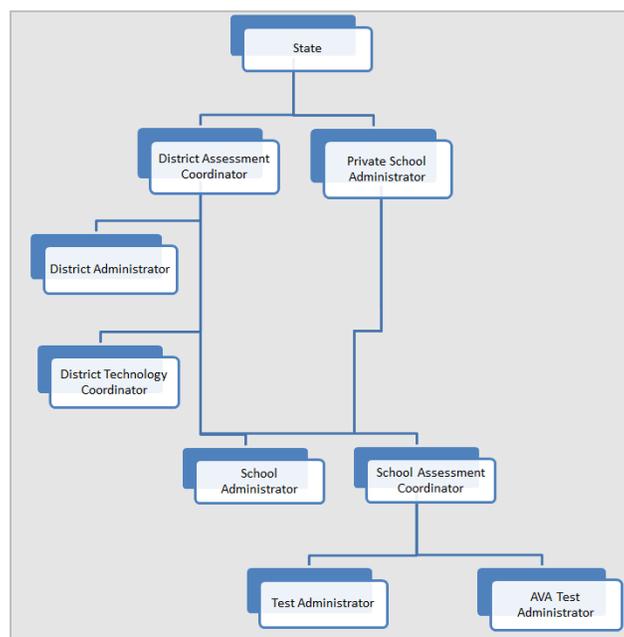
TIDE Tasks	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
AVA Interface	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Access AVA								✓
Administer Listening or Animation Content								✓
PearsonAccess Next Reporting System Tasks	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Access Reports	✓	✓		✓		✓		
Access Files	✓	✓		✓				
Florida Assessment of Student Thinking (FAST) Reporting Tasks	DAC	DA	DTC	PSA	SAC	SA	TA	AVA
Access Reports	✓	✓		✓	✓	✓	✓**	

*School Assessment Coordinators and Private School Administrators can only move students between schools if they have access to more than one school.

**Test Administrators will only be able to see students associated with their roster.

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

Figure 2. Hierarchy of User Roles



Section II. Accessing TIDE

This section covers the following actions:

[Activating Your TIDE Account](#)

[Logging in to TIDE](#)

[Resetting Your Password](#)

[Logging out of TIDE](#)

[Changing Your Account Information](#)

Activating Your TIDE Account

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

If you do not receive an account activation email, check your spam folder. Emails are sent from 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. Click the link in the activation email. The **Reset Your Password** page appears.

Figure 3. Fields on the Reset Your Password page

New Password Requirements

Your password must be at least eight characters long and have at least one from each of the following categories:

- An uppercase character (A-Z)
- A lowercase character (a-z)
- A number (0-9)
- A special character (% , #, !, etc.)

Need More Help?

If you **forgot your password** or **need a new password**, please use the **Forgot Your Password** link to reset it.

For assistance, contact the Florida Help Desk at 1-866-815-7246 | FloridaHelpDesk@cambiumassessment.com

Reset Your Password

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

New Password

Confirm New Password

Submit

[Return to Login Page](#)

In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one character from each of the following: one uppercase alphabetic character, one lowercase alphabetic character, one number, and one special character (% , # , ! , etc). Your password cannot be the same as your previous password.

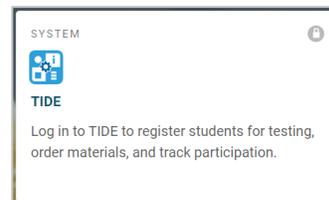
2. Click **Submit**.
3. Your account activation is complete and you can now log in to TIDE by following the steps in the [Logging in to TIDE](#) section.

Logging in to TIDE

To log in to TIDE:

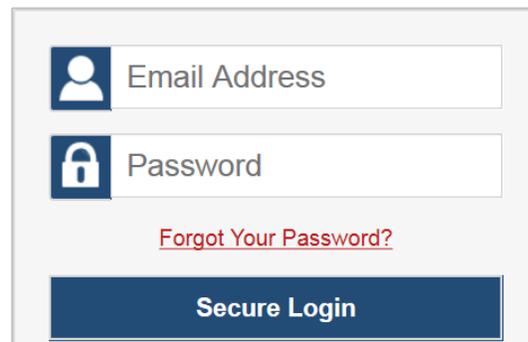
1. Open your Internet browser and navigate to the portal at <https://flfast.org/teachers.html>.
2. Under *Prepare for Testing* on the Teachers and Test Administrators page, click the **TIDE** card.

Figure 4. TIDE Card



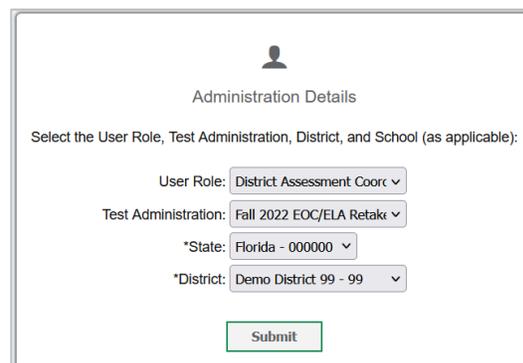
3. On the **Login** page, enter your email address and password, and then click **Secure Login**.

Figure 5. Login Page



4. On the **Administration Details** page, make selections for the test administration, user role, district, and school. (Depending on your user role, some of the drop-down lists may not be available.)
5. Click **Submit**. The TIDE homepage appears; see [Figure 9](#).

Figure 6. Administration Details Page





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

Resetting Your Password

To reset your password:

1. Click either of the links included in the activation email. The **Reset Your Password** page appears (see [Figure 7](#)).
 - a. Alternatively, display the **Login** page (see [Figure 5](#)) by following step 1 in the section [Logging in to TIDE](#) and click the **Forgot Your Password?** button. The **Reset Your Password** page appears.

Figure 7. Reset Your Password

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



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

4. Click the link in the email to go to the **Reset Your Password** page (see [Figure 3](#)) in TIDE.
5. In the *New Password* and *Confirm New Password* fields, enter a new password. The password must be at least eight characters long and must include at least one character from each of the following: one uppercase alphabetic character, one lowercase alphabetic character, one number, and one special character (% , # , ! , etc). Your password cannot be the same as your current or a previous password.
6. Click **Submit**. TIDE resets your password. If you have not yet activated your account, set up your account as described in [Activating Your TIDE Account](#).
7. The **Administration Details** page appears.

Reactivating Your TIDE Account at the Beginning of the School Year

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

To reactivate your account:

1. Display the **Login** page (see [Figure 5](#)) by following steps [1–2](#) in the section [Logging in to TIDE](#) and click **Request a new one for this school year**. The **Reset Your Password: Find Account** page appears (see [Figure 7](#)).
2. Enter your TIDE email address and click **Submit**. TIDE sends you an email containing a link to reset your password.
3. Follow steps [1–3](#) in the section [Activating Your TIDE Account](#) to reactivate your account.

Logging out of TIDE

To log out of TIDE:

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

Changing Your Account Information

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

To modify your account information:

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

Figure 8. My Contact Information Screen

The screenshot shows a web form titled "Edit My Account". The form contains the following fields and values:

- Role: DAC
- *Email: flstate@air.org
- *First Name: District - FN
- *Last Name: District - LN
- Phone: 555-555-5551

At the bottom of the form, there are two buttons: "Save" (green) and "Cancel" (orange).

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

Section III. Understanding the TIDE Interface

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

[Organization of the TIDE User Interface](#)

[TIDE Homepage](#)

[Navigating in TIDE](#)

[About the Banner](#)

[Accessing Global Features](#)



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

Organization of the TIDE User Interface

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

- **Preparing for Testing:** Tasks in this category are typically performed before testing begins. This category includes tasks for managing users, uploading students and managing student information and test settings, managing rosters, and placing additional orders. For more information about this category, see [Preparing for Testing](#).
- **Administering Tests:** Tasks in this category are typically performed while testing is underway. This category includes tasks for printing test tickets, requesting test invalidations, and monitoring testing progress. For more information about this category, see [Administering Tests](#).
- **After Testing:** Tasks in this category are typically performed after testing ends. This category includes tasks for monitoring test progress. For more information about this category, see [After Testing](#).

TIDE Homepage

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

Figure 9. Sample TIDE Homepage for the District Assessment Coordinator Role



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

Figure 10. Task Menu



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

Navigating in TIDE

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

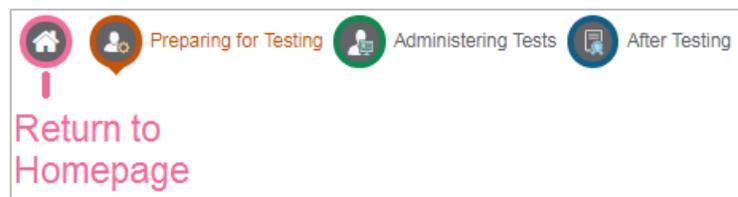
Figure 11. Navigation Toolbar



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

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

Figure 12. Legend of TIDE Category Icons



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

About the Banner

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

Figure 13. TIDE Banner



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

TIDE: Hovering your mouse over TIDE opens a drop-down list that allows you to navigate to other CAI systems.

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

Inbox: This button opens the Inbox and provides access to the student data files you exported in TIDE, as well as any secure documents, if available.

Manage Account: This drop-down list allows you to change your administration/user role, to update specific account information, and to reset your password.

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

Accessing Global Features

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

Changing Test Administration or User Role

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

To change test administration or user role:

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

Figure 14. Administration Details Window

Administration Details

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

User Role: School Assessment Coord ▾

Test Administration: Fall 2022 EOC/ELA Retake ▾

*State: Florida - 000000 ▾

*District: Demo District 99 - 99 ▾

*School: Demo School 9009 - 99-9 ▾

Submit Cancel

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

Navigating to Other Florida Systems

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

To navigate to another Florida system:

In the banner at the top left of the page (see [Figure 13](#)), hover over **TIDE**, and then click the other system you want to use from the list that appears (See [Figure 15](#)).

Figure 15. Navigating to Other Florida Systems



Note: Users will be able to navigate to the TA Interface, but this navigation menu will not appear while inside TA Interface. This is by design so that users are not easily able to navigate away from a test session, which may interrupt testing.

Finding Students or Users by ID

The *FLEID or User Email* field () appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the **View and Edit Students** page for a specified student’s record or to the **View/Edit User** page for a specified user’s record.

To search for a student:

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

To search for a user:

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

Entering and/or Verifying Contact and Shipping Information

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

To verify or modify contact and shipping information:

1. From the Orders task menu on the TIDE homepage, select **Place Additional Orders**. The **Place Additional Orders** screen appears.
2. Click **Verify Contact Information** to expand the panel. See [Figure 16](#).

Figure 16. Verify Contact Information Panel

Verify your contact information below.

Test Coordinator Information

Name: Demo District 99

*First Name:

Middle Name:

*Last Name:

*Email Address:

Alternate Email Address:

*Phone Number:

Phone Extension:

Shipping Information (Materials)

*Address Line1:

Address Line2:

*City:

*State:

*Zip Code:

Zip+4:

Phone Number:

3. Enter or verify information in the Test Coordinator Information section.
4. Enter or verify information in the Shipping Information (Materials) section. Post Office (P.O.) boxes are not valid for a shipping address.
5. Click **Verify**.

Accessing Files from the Inbox

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

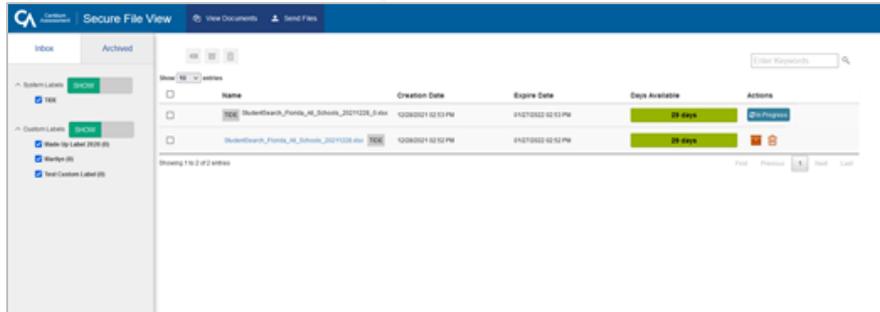
The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

- The files in the Inbox are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates are listed.
- The number of days remaining until a file expires is also displayed in the row of the file. By default, exported files are available for 30 days.
- You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference.

To download files from the Inbox:

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

Figure 17. Inbox



2. *Optional*: Select the view from the available tabs:
 - a. **Inbox**: This is the default view and displays all the files except for the ones that you have archived.
 - b. **Archived**: Displays the files that you have archived.
3. *Optional*: To filter the files, enter a search term in the Search field above the list of files. TIDE displays only those files containing the entered file name.
4. *Optional*: To hide or display system/custom labels, toggle [HIDE]/[SHOW].
5. *Optional*: To hide files with a system/custom label, unmark the checkbox for that system label.
6. Do one of the following:
 - a. To download a file, click the filename.
 - b. To add a new custom label or apply an existing custom label, select [].
 - o To apply a new custom label, mark the checkbox for the empty label, enter a new custom label in the text box, and select **Save New Label**.
 - o To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
 - c. To archive a file, click [].

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

Sending Files from the Inbox

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

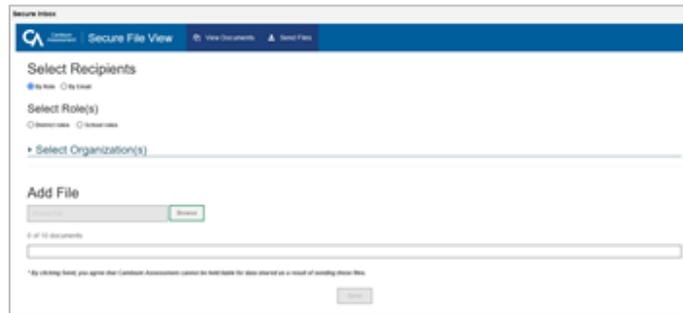


Note: TA and AVA users can receive files but cannot send files.

To send files from the Inbox:

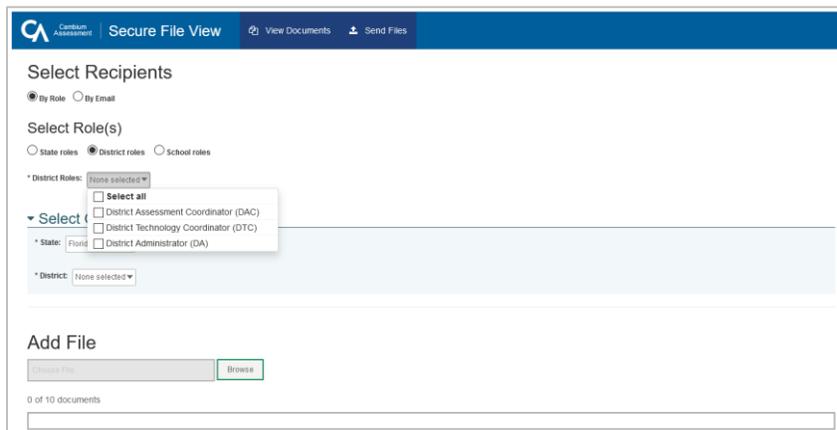
1. From the banner (see [Figure 13](#)), select **Inbox**. The **Secure Inbox** page appears (see [Figure 17](#)). By default, TIDE displays the *View Documents* tab.
2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 18](#)).

Figure 18. Send Files



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

Figure 19. Select Role Group Dropdown



5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.
6. *Optional:* You can send files to all user roles in one specific district or school location by using advanced filters. If no selections are made for advanced filters, the files will be sent to the selected roles at all locations you have access to in TIDE. To send files to a particular location, expand **Select Organization(s)**. Drop-down lists for **District** and **School** will appear (see [Figure 20](#)). From the drop-down lists, select any locations you wish to send files to. These drop-down lists adhere to TIDE’s user role hierarchy. For example, district-level users will be able to filter at their role level and below for any districts and/or schools they have access to.

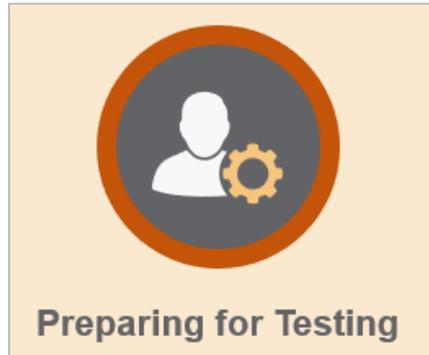
Figure 20. Advanced Filters

7. If you selected **By Email** in step [3](#), enter the email address of the recipient to whom you wish to send a file or files.
8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
10. Click **Send**.

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

Section IV. Preparing for Testing

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



This section covers the following topics:

[Managing TIDE Users](#)

[Managing Student Information](#)

[Moving Students Between Schools](#)

[Printing On-Demand PreID Labels](#)

[Managing Rosters](#)

[Working with Orders](#)

Managing TIDE Users

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

Searching For Users

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

Figure 21. Sample Search Panel

To search for users:

1. From the Manage Users task menu on the TIDE homepage, select **View/Edit/Export Users**. The **View/Edit/Export Users** screen appears.
2. In the Search Users panel, select a role or select *All roles* and enter additional search terms.
3. Click **Search**. You will be prompted with the option to **View Results**, **Export to Inbox**, or **Modify Search**.
 - a. If you choose **View Results**, the list of retrieved records appears below the search panel (see [Figure 22](#)).

Figure 22. Sample Search Results

Edit	Role	District	School	Email	First Name	Last Name	Phone	TA Course(s) Completed
<input type="checkbox"/>	TA	99-Demo District 99	99-9009-Demo School 9009	Amiba@air.org	Demo	Amiba	809-999-9999	Remote Standard
<input type="checkbox"/>	TA	99-Demo District 99	99-9000-Demo School 9000	Demo@Air.org	Demo	demo		
<input type="checkbox"/>	TA	99-Demo District 99	99-9009-Demo School 9009	Demo@Air.org	Demo	demo		

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

- iii. *Optional:* To sort the search results by a given column, click its column header. To sort the column in descending order, click the column header again.
 - iv. *Optional:* To add or remove column values from the table, click [] in the upper-right of the table. Then deselect or select the values you would like to remove or add. The table will update immediately.
- b. If you choose **Export to Inbox**, you must select a file format (Excel or CSV). The search results in the selected file format will then begin downloading in the Inbox. Once you receive confirmation that your file is ready, you may download it from the Inbox (see [Accessing Files from the Inbox](#)).
 - c. You can select **Modify Search** to return to the Search Users panel and edit your selections.

Performing Actions on User Records

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

To export or delete users:

1. Search for the users you want to export or delete by following the procedure in the section [Searching For Users](#).
2. To select user records to export or delete, do one of the following:
 - a. Mark the checkbox next to each record you wish to select.
 - b. To select all records, mark the checkbox in the header row.
3. Click the required action button above the table of retrieved records:



: Exports the selected records to an Excel or CSV file. If you do not select any checkboxes, the exported file will contain all search results.



: Deletes the selected records. In order to delete a user completely from TIDE, you must delete all of their associated roles.



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

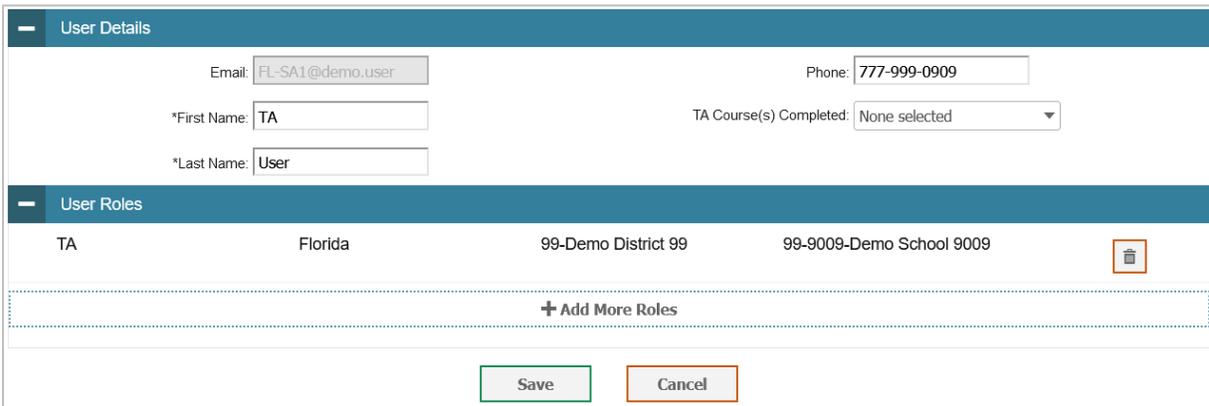
Viewing and Editing User Details

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

To view and edit user details:

1. From the Manage Users task menu on the TIDE homepage, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.
2. Retrieve the user account you want to view or edit by following the procedure in the section [Searching For Users](#).
3. In the list of retrieved users, click the edit icon  for the user whose account you want to view or edit. The **View/Edit User** window appears.

Figure 23. Fields on the View/Edit User Window



The screenshot shows a 'User Details' form with the following fields:

- Email: FL-SA1@demo.user
- Phone: 777-999-0909
- *First Name: TA
- *Last Name: User
- TA Course(s) Completed: None selected

Below the details is a 'User Roles' section with a table:

Role	State	District	School	Action
TA	Florida	99-Demo District 99	99-9009-Demo School 9009	

Below the table is a '+ Add More Roles' button and 'Save' and 'Cancel' buttons at the bottom.

4. If your user role allows it, modify the user’s details as required. Use [Table 3](#) as a reference.
5. Click **Save**.
6. A pop-up appears confirming your changes have been saved. Click **Continue** to return to the list of user accounts.

[Table 3](#) describes the fields on the **View/Edit/Export Users** page.

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

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

Field	Description	Valid Values
District*	District associated with the user	One of the available district IDs from the drop-down list
School*	School associated with the user	One of the available school IDs from the drop-down list (Not available for district-level users.)

*Required field for the **Add User** page.

Adding Users

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

For a list of user roles that can perform this task, see [Table 2.](#)

To add a user account:

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

Figure 24. Enter Email on the Add User Page

2. Enter an email address for the new user. Then click **Add user or add roles to user with this email**. Additional fields appear.

Figure 25. Fields on the Add User Page

3. Enter the user’s first name and last name. You may also enter the user’s phone number (optional).
4. In the Add Role panel, select the role you want to assign this user in the **Role** drop-down. Then select the district and school association for that role and user. You may also add additional roles, or you may delete roles by clicking the delete icon [].

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

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

Deleting Users

For a list of user roles that can perform this task, see [Table 2](#).

To delete users:

1. From the Manage Users task menu on the TIDE homepage, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.
2. Retrieve the user account you want to delete by following the procedure in the section [Searching For Users](#) and do one of the following:
 - a. Mark the checkbox for the account(s) you want to delete.
 - b. Mark the checkbox at the top of the table to delete all retrieved user accounts.

Figure 26. Options for Deleting Retrieved Records

	Edit	Role	District	School	Email	First Name	Last Name	Phone	TA Course(s) Completed
<input checked="" type="checkbox"/>		TA	99-Demo District 99	99-9009-Demo School 9009	TestSummerDD@test.user	IIIIA	IIIIISummer		Remote Standard
<input type="checkbox"/>		TA	99-Demo District 99	99-9009-Demo School 9009	12 10OfflineRoster@test.user	Offline Roster 12 1 0	12 1 0		Standard

3. Click the delete icon [].
4. In the confirmation dialog box, click **Yes**. TIDE will delete the user account(s).

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

Adding, Editing, or Deleting Users through File Uploads

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

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

For a list of user roles that can perform this task, see [Table 2](#).

Table 4: Columns on the User Upload File.

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

[Figure 27](#) shows sample records on an upload file to illustrate the following transactions:

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

Figure 27. Sample Records on a User Upload File

	A	B	C	D	E	F	G	H
1	District ID	School ID	First Name	Last Name	Email	Phone	Role	Action
2	99	9000	Thomas	Walker	TM@email.com		SAC	Add
3	99	9000	Thomas	Walker	TM@email.com	222-111-4444	SAC	Add
4	99	9000	Jane	Miller	JM@email.com		TA	Delete
5	99	9000	Patricia	Martin	PM@mail.com		TA	Add
6	99	9004	Patricia	Martin	PM@mail.com		AVA	Add

To upload a user upload file:

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

Figure 28. Sample Upload User page

2. Click **Download Templates** and select the appropriate file type.
3. Open the file in a spreadsheet application, fill it out, and save it.
4. On the file upload page, click **Browse** and select the file you created in the previous step.
5. Click **Next**. The **Preview** page appears (see [Figure 29](#)). Use the file preview on this page to verify that you have uploaded the correct file.

Figure 29. File Upload Preview

Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	99	9000	Thomas	Walker	TM@email.com		SAC	Add
2	99	9000	Thomas	Walker	TM@email.com	222-111-4444	SAC	Add
3	99	9000	Jane	Miller	JM@email.com		TA	Delete
4	99	9000	Patricia	Marlin	PM@mail.com		TA	Add
5	99	9004	Patricia	Martin	PM@mail.com		AVA	Add

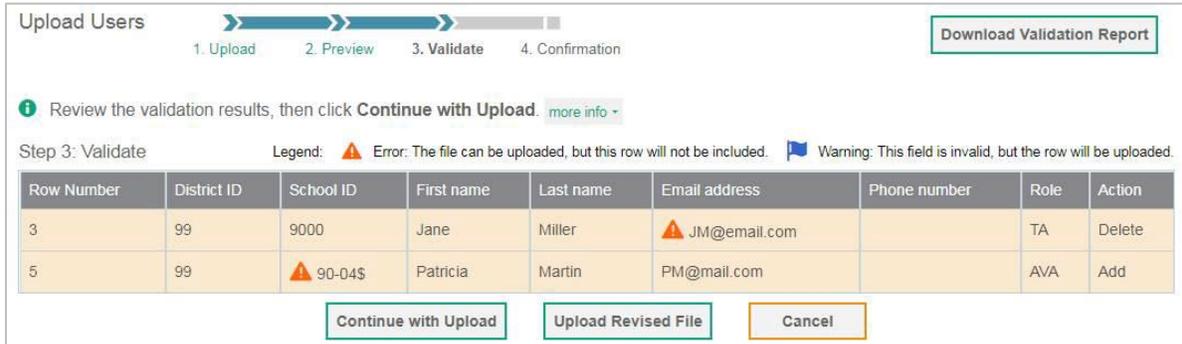
6. Click **Next**. TIDE validates the file and displays any errors (🚩) or warnings (🚩) on the **Validate** page (see [Figure 30](#)).



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

- a. *Optional*: Click the error and warning icons in the validation results to view the reason a field is invalid.
- b. *Optional*: If there are errors present in the file, you may click **Download Validation Report** in the upper-right corner to view a file listing the validation results for the upload file.

Figure 30. Sample Validation Page

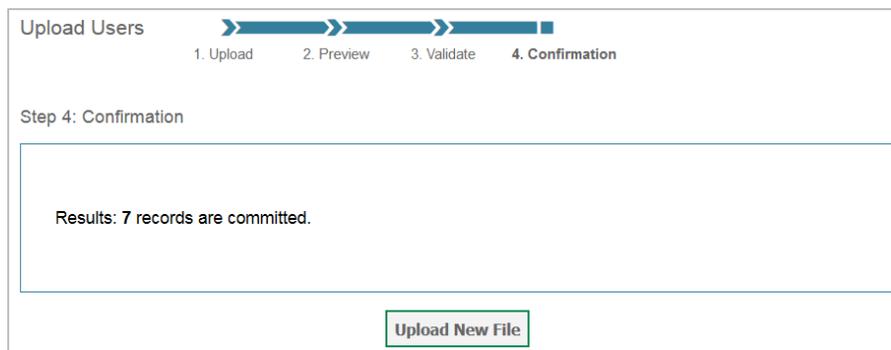


Note: If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

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

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

Figure 31. Confirmation Page



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

Uploading TA Certifications through File Uploads

You can upload TA certifications for multiple users through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **Manage Users** task menu, select **Upload TA Certifications**. The **Upload TA Certifications** page appears.
2. Download either the Excel or CSV template from the Upload TA Certifications page.
3. In the downloaded template, complete each column as directed. Please note, there is only one option for the TA Course(s) Completed and Subject columns. Once you have completed the template, save your file.
4. On the file upload page, click **Browse** and select the file you created in the previous step.
5. Click **Next**. The **Preview** page appears. Use the file preview on this page to verify that you have uploaded the correct file.
6. Click **Next**. TIDE validates the file and displays any errors () or warnings () on the **Validate** page.
7. Do one of the following:
 - a. Click **Continue with Upload**. TIDE commits those records that do not have errors.
 - b. Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.
8. The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded.

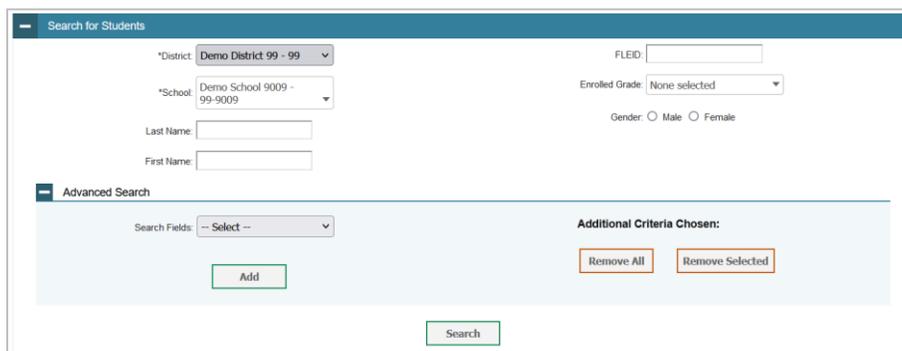
Managing Student Information

This section describes how to add, modify, and delete students' records, how those records affect testing and reporting, and how to identify the students that have transferred in to and out of your district. **It is important to make sure you are working in the correct administration when working with student information.**

Searching For Students

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

Figure 32. Sample Student Search Panel



The screenshot shows a "Search for Students" panel. At the top, there are dropdown menus for "District" (set to "Demo District 99 - 99") and "School" (set to "Demo School 9009 - 99-9009"). Below these are input fields for "Last Name" and "First Name". To the right, there are fields for "FLEID", "Enrolled Grade" (set to "None selected"), and "Gender" (radio buttons for "Male" and "Female"). An "Advanced Search" section is expanded, showing a "Search Fields" dropdown (set to "-- Select --"), an "Add" button, and "Additional Criteria Chosen:" with "Remove All" and "Remove Selected" buttons. A "Search" button is located at the bottom center of the panel.

To search for students:

1. From the Student Information task menu on the TIDE homepage, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. In the search panel, enter search terms and select values from the available search parameters, as required.

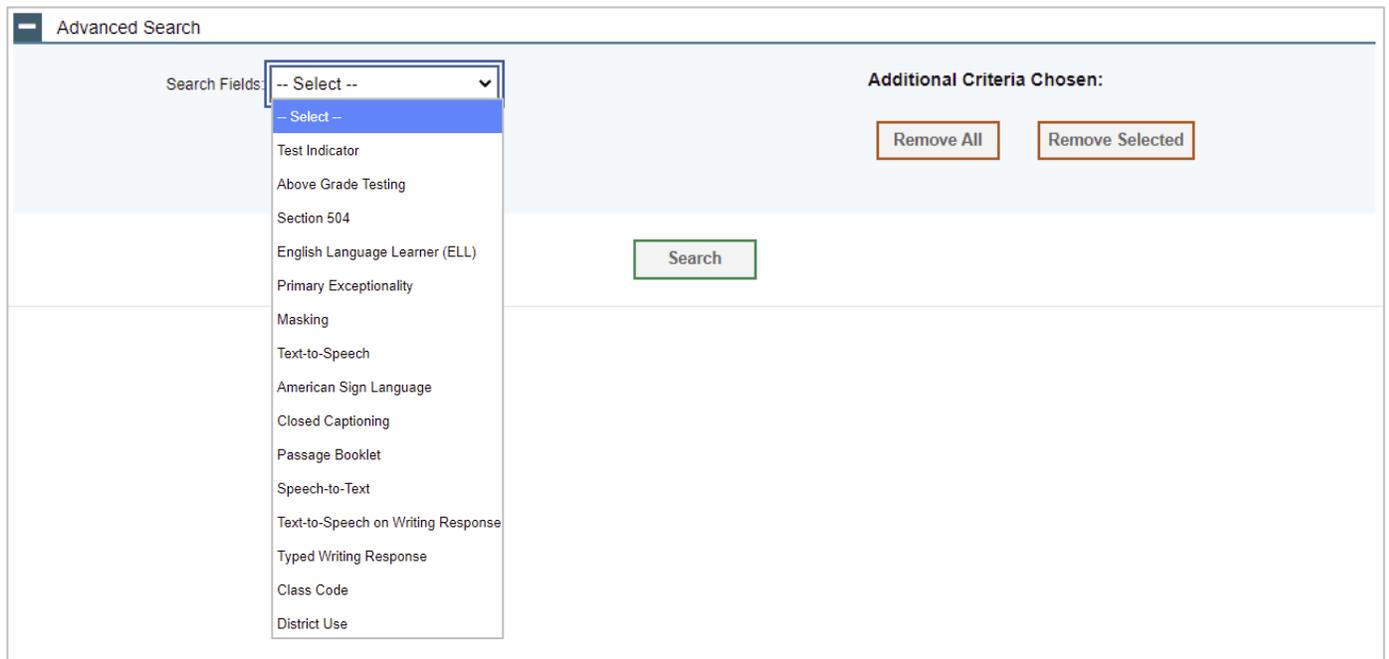


Note: Required search parameters are marked with an asterisk.

3. *Optional Advanced Searches:* You can use the advanced search panel to select values to further refine the search results:
 - a. To include an additional search criterion in the search, select it from the **Search Fields** drop-down list and click **Add** or **Add Selected**, depending on your search fields (see [Figure 32](#)).
 - b. To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

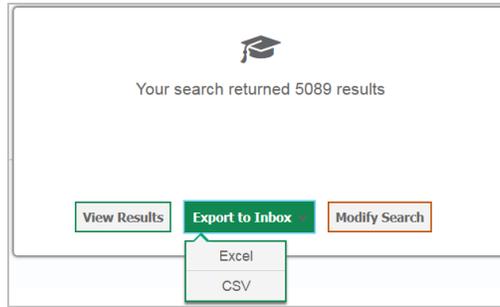
For information about how TIDE evaluates additional search criteria, see [Evaluating Advanced Search Criteria](#).

Figure 33. Sample Additional Search Criteria



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

Figure 34. Search Results



5. Do one of the following:
 - a. To view the retrieved student records on the page, click **View Results**. Continue to Step 6 to edit the student or perform other actions as described in the [Performing Actions on Student Records](#) section.



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

- b. If you choose **Export to Inbox**, you must select a file format (Excel or CSV). The search results in the selected file format will then begin downloading in the Inbox. Once you receive confirmation that your file is ready, you may download it from the Inbox (see [Accessing Files from the Inbox](#)).
 - c. You can select **Modify Search** to return to the Search for Students panel and edit your selections.
6. The list of retrieved records appears below the search panel (see [Figure 35](#)).

Figure 35. Sample Student Search Results

Edit	School Information		Student Information				Student Demographics							Account			
	District	School	Last Name	First Name	Middle Initial	FLEID	Username	Enrolled Grade	Birth Date (MMDDYYYY)	Gender	Section 504	English Language Learner (ELL)	Primary Exceptionality		Above Grade Testing	Testing Accommodations Listed on IEP or 504 Plan	Paper Accommodation
<input type="checkbox"/>	99	99-9009	Test1	Demo		FL123456789022	3ZE5B	05	08042022	Male	No	No	N - N/A	No			
<input type="checkbox"/>	99	99-9009	Test1	Demo		FL123456789023	3ZE5E	07	08042022	Male	Yes	Yes	L - Gifted	Yes			Yes

7. *Optional:* To filter the retrieved records, enter a search term in the field above the search results and click [🔍]. TIDE displays only those records containing the entered value.
8. *Optional:* To sort the search results by a given column, click its column header.
 - a. To sort the column in descending order, click the column header again.

9. *Optional:* If the table of retrieved records is too wide for your browser window, you can click [] and [] at the sides of the table to scroll left and right, respectively.
10. *Optional:* To add or remove column values from the table, click [] in the upper-right of the table. Then deselect or select the values you would like to remove or add. The table will update immediately.



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

Evaluating Advanced Search Criteria

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

1. If you specify multiple values for a given search field, TIDE retrieves records matching *any* of the values.
2. If you specify multiple search fields, TIDE retrieves records matching *all* of the fields' criteria.
3. Referring to [Figure 36](#), TIDE retrieves student records that match both of the following:
 - a. Text-to-Speech is on.
 - b. Masking is on.

Figure 36. Additional Search Criteria

Additional Criteria Chosen:

Text-to-Speech: Yes

Masking: Yes

Remove All
Remove Selected

Performing Actions on Student Records

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

To perform actions on student records:

1. Search for the required records by following the procedure in the section [Searching For Students](#).
2. To select student records for an action (such as printing or exporting), do one of the following:
 - a. Mark the checkbox next to each record you wish to select.

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

**Note:**

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

3. Click the required action button above the table of retrieved records to perform the following functions:

- a. : Print test tickets, access codes, PreID labels, or test settings for all or selected records.
- b. : Displays options for exporting all or selected records to an Excel or CSV file. The counts of records are displayed next to each option. If an option is not available, it is grayed out.
- c. : Delete the selected records.

**Note:**

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

Viewing and Editing Students

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

To view and edit student details:

1. From the Student Information task menu on the TIDE homepage, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the student records you want to view or edit by following the procedure in the section [Searching For Students](#).
3. In the list of retrieved students, click  for the student whose account you want to view or edit. The **View/Edit Student** window appears. This window is similar to the page used to add student records (see [Figure 38](#)).
4. If your user role allows it, modify the student's record as required.

- a. In the Student Demographics panel, modify the student’s demographic information, using [Table 5](#) as a reference.
 - b. In the Parent/Guardian Video Consent for Remote Testing panel, indicate whether a student has received video consent for remote testing.
 - c. In the Race and Ethnicity panel, make selections for the student’s race and ethnicity.
 - d. In the Additional Information panel, fields will vary based on the administration the user is working in. Parameters may include Test Indicator, Above Grade Testing, and Paper Accommodation.
 - e. In the Student Participation panel, view a student’s test participation information from throughout the year.
 - f. In the Roster panel, users will see any rosters this student is assigned to. Please note that if a student is not associated with any rosters, this panel will not appear.
 - g. In the Online Accommodations panel (see [Figure 39](#)), modify the student’s test settings, using [Table 5](#) as a reference. This panel displays a column for each of the student’s tests. You can select different settings for each test, if necessary.
5. Click **Save**.
 6. In the dialog box, click **Continue** to return to the list of student records.

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

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

Field	Description	Valid Values
Student Demographics		
Enrolled Grade*	Grade in which the student is enrolled	One of the available grades from the drop-down list
Birth Date (MMDDYYYY)*	Student's date of birth	Date in format MMDDYYYY. Add leading zero for single-digit numbers.
Gender*	Student's gender	Male Female
Section 504	Indicates whether the student is being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended.	Yes N/A (Optional)
English Language Learner (ELL)*	Indicates whether the student is currently enrolled in the English Language Learner (ELL) program (LY students).	Yes No
Primary Exceptionality	The major or overriding disability condition that best describes a person's impairment	One of the available fields from the drop-down list (Optional)
Above Grade Testing	Grade in which the student will test	One of the available grades from the drop-down list
Testing Accommodations Listed on IEP or 504 Plan*	Testing Accommodations Listed on IEP or 504 Plan	Yes No
Test Mode	Identifies whether a test is taken online or on paper.	One of the available test indicators from the drop-down list
Accommodations		
Paper Accommodation	Student's paper accommodation setting for tests in the indicated subject.	Blank Yes
Masking	Student's masking setting for tests in the indicated subject.	Blank Yes
Text-To-Speech	Student's text-to-speech setting for tests in the indicated subject.	Blank Yes Yes with Passages****
American Sign Language	Student's American Sign Language (ASL) setting. Available for Reading tests only.	Blank Yes
Closed Captioning	Student's closed captioning setting. Available for Reading tests only.	Blank Yes

Field	Description	Valid Values
Passage Booklet	Student's passage booklet setting for tests in the indicated subject. Available for Reading and Writing tests only.	Blank Yes
Speech-to-Text	Student's speech-to-text setting. Available for Writing tests only.	Blank Yes
Text-to-Speech on Writing Response	Student's text-to-speech setting for the student's written response. Available for Writing tests only.	Blank Yes
Typed Writing Response	Student's typed writing response setting. Available for grades 4–6 Writing only.	Blank Yes
Remote Proctoring Consent		
Video Consent***	Student's consent status	Yes N/A
Race and Ethnicity		
Hispanic or Latino*	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race	Yes No
American Indian or Alaska Native*	A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment	Yes No
Asian*	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam	Yes No
Black or African American*	A person having origins in any of the black racial groups of Africa	Yes No
White*	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa	Yes No
Native Hawaiian or Other Pacific Islander*	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands	Yes No
Other Information		
District Use	Free-text field. The contents of this field will vary at district discretion.	Up to 10 alphabetic and special characters** (Optional)
Access Code	Access Code is a system-generated code for students and families to access the Family Portal.	This field is automatically generated in TIDE. The valid values are 6 alphanumeric characters.

Field	Description	Valid Values
Alternate Passing Score for ELA	The equivalent score reported as an FSA scaled score. Only available for ELA Retake administrations.	Yes N/A (Optional)

*Required field.

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

***FAST PM1 and PM2 Administrations only.

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

Adding Students

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

For a list of user roles that can perform this task, see [Table 2](#).

This page is divided into multiple panels: Student Demographics, Race and Ethnicity, Additional Information, and Accommodations. You can click the collapse icon [] in the upper-left corner of a panel to collapse it or click the expand icon [] in a collapsed panel to expand it.

A floating *Go to section* toolbar appears on the left side of the page. This toolbar includes a numbered button for each panel on the page. You can hover over a button to display the label of the associated panel and click the button to jump to that panel (see [Figure 37](#)).

Figure 37. Floating Vertical Go To Section Toolbar



To add a student:

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

Figure 38. Fields on the Add Student Page (top portion)

The screenshot shows the 'Student Demographics' form with the following fields and options:

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

2. In the Student Demographics panel, enter the student’s demographic information, using [Table 5](#) as a reference.
3. In the Race and Ethnicity panel, select appropriate indicators.
4. In the Additional Information panel, indicate an above-grade level tested grade and whether each test has paper accommodations available for the student.
 - a. For Above Grade Testing, if a student will test on grade level, leave these fields blank.
 - b. For Paper Accommodations, if a student will test online, leave these fields blank.
5. In the Online Accommodations panel (see [Figure 39](#)), select the student’s settings for each test from the drop-down menu, using [Table 5](#) as a reference.

Figure 39. Accommodations Panel

The screenshot shows the 'Online Accommodations' panel with the following settings:

- Masking: -- Select -- (dropdown)
- Text-to-Speech: -- Select -- (dropdown)

6. Click **Save**.

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

Adding or Editing Students through File Uploads

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

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

For information on how TIDE processes large files, please see [Appendix A. Processing File Uploads](#).



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

To upload student records:

1. From the Student Information task menu on the TIDE homepage, select **Upload Students**. The **Upload Students** page appears.
2. Download the PreID Layout for .txt files or the Excel or CSV templates by clicking **Download Templates** in the upper-right corner of the screen.
3. Follow the instructions in the PreID Layout or templates you downloaded and save it locally.

Figure 40. Sample PreID File Upload Page

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

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

Figure 41. File Upload Preview (partial view)

Row Number	District	School	Last Name	First Name	Middle Initial	Birth Date (MMDDYYYY)	FLEID	Enrolled Grade	Gender	Hispanic or Latino	American Indian or Alaska Native	Asian	Black or African American	White	Native Hawaiian or Other Pacific Islander	En. Learn. (ELL)
1	99	9009	tony	timy	A	02281997	FL003232050001	03	M	Y	N	N	N	N	N	1
2	99	9009	tony	timy	A	02281997	FL003233150002	04	F	N	Y	N	N	N	N	2
3	99	9009	tony	timy	A	02281997	FL003234250003	05	M	N	N	N	Y	N	N	
4	99	9009	tony	timy	A	02281997	FL003235350001	06	F	N	N	N	Y	N	N	1
5	99	9009	tony	timy	A	02281997	FL003236450002	07	M	N	N	N	N	Y	N	1

- Click **Next**. TIDE validates the file and displays any errors (⚠️) or warnings (🚩) on the **Validate** page (see [Figure 42](#)).



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

- Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- Optional:* Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

Figure 42. Sample Validation Page

Row Number	District	School	Last Name	First Name	Middle Initial	Birth Date (MMDDYYYY)	FLEID	Enrolled Grade	Gender	Hispanic or Latino
1	99	9009	⚠️ Demo	⚠️ Demo	A	⚠️ 2281997	FL003232050001	03	M	Y
2	99	9009	⚠️ Demo\$	Demo	A	02281997	FL003233150002	04	F	N
3	99	9009	⚠️ Demo	Demo	⚠️ #	02281997	FL003234250003	05	M	N
4	99	9011	⚠️ Demo	Demo	A	02281997	⚠️	⚠️	F	N
5	99	9009	⚠️ Demo	Demo	A	02281997	⚠️ PL003236450002	07	M	N



Note: If your file contains a large number of records, TIDE will process it offline and send a confirmation email when complete. If 20% of a file contains errors, that file will not be uploaded (for larger files, 500 errors will prevent the file from being uploaded). While TIDE is uploading the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

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

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

Figure 43. Confirmation Page

Upload Student

1. Upload 2. Preview 3. Validate 4. Confirmation

Step 4: Confirmation

Results: 4 records are committed.

Upload New File

If your file contains more than 2,000 students, TIDE will ask for your contact information. Once submitted, a message will appear stating TIDE will process the file offline (See [Figure 44](#)). You will receive an email once the file has been processed. You can also check on the status of your file upload under Upload History on the **Upload Students** page.

Figure 44. Student Upload Offline Processing

Student

1. Upload 2. Preview 3. Validate 4. Confirmation

Step 4: Confirmation

TIDE is processing your upload file. You will receive notifications regarding this upload at the email or phone number you provided in the previous form.

Upload New File

8. *Optional:* To upload another file of the same record type, click **Upload New File**.

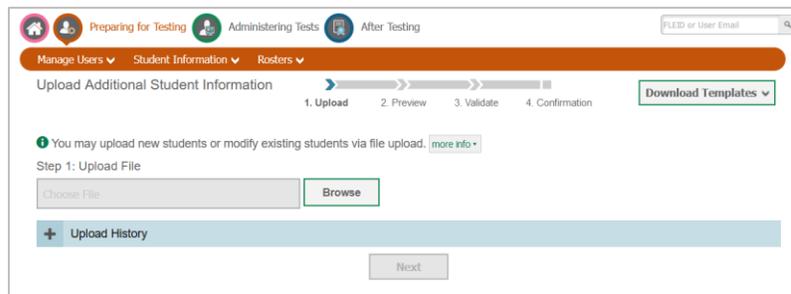
Uploading Additional Student Information

You can upload additional student information for multiple students through a file upload. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload student information through file upload:

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

Figure 45. Upload Additional Student Information



2. Click **Download Templates** and select the appropriate file type.
3. Open the file in a spreadsheet application, fill it out, and save it.
4. On the file upload page, click **Browse** and select the file you created in the previous step.
5. Click **Next**. The **Preview** page appears. Use the file preview on this page to verify that you have uploaded the correct file.
6. Click **Next**. TIDE validates the file and displays any errors (🚨) or warnings (🚩) on the **Validate** page.
7. Do one of the following:
 - a. Click **Continue with Upload**. TIDE commits those records that do not have errors.
 - b. Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.
8. The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded.

[Table 6](#) provides the guidelines for filling out the Additional Student Information Upload template that you can download from the ***Upload Additional Student Information*** page.

Table 6: Columns in the Additional Student Information Upload file.

Field Name	Description	Valid Values
District Number	Student's enrolled district	One of the available districts from the drop-down list
School Number	Student's enrolled school number	One of the available schools from the drop-down list
FLEID*	Student's unique identifier within the state.	FL followed by 12 digits
Enrolled Grade	Grade in which the student is enrolled	One of the available grades from the drop-down list
ELA Reading Testing Grade	The grade level a student will test at for Reading.	One of the following: None 03 04 05 06 07 08 09 10 Note: <i>None</i> is used to remove above grade testing.
Mathematics Testing Grade	The grade level a student will test at for Mathematics.	One of the following: None 03 04 05 06 07 08 Note: <i>None</i> is used to remove above grade testing.
Masking	Indicates if a student will test with the masking accommodation.	One of the following: Blank Y
Text-to-Speech	Indicates if a student will test with the Text-to-Speech accommodation.	One of the following: Blank Y

Field Name	Description	Valid Values
Parent/Guardian Video Consent for Remote Testing	Indicates if a student has parent/guardian video consent for remote testing.	One of the following: Blank Y

*Required field.

Managing Student Accommodations

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

Viewing and Editing Accommodations

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

To edit a student’s test accommodations:

1. From the Student Information task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section [Searching For Students](#).
3. In the list of retrieved students, click  for the student whose accommodations you want to edit. The **View/Edit Student** page appears.
4. The **View/Edit Student** page is identical to the form used to modify student records. For information about how to use this form, see the section [Viewing and Editing Students](#).

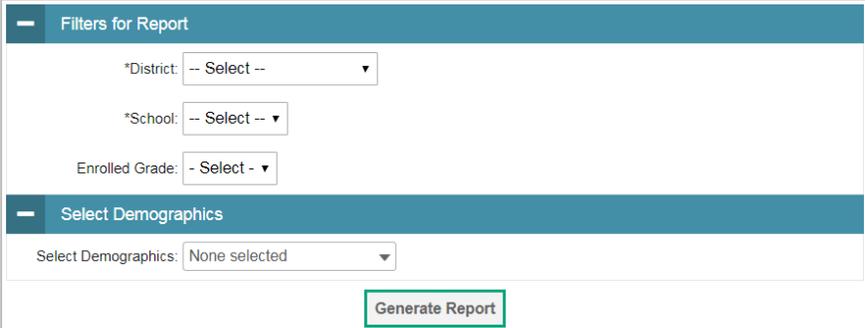
Generating Frequency Distribution Reports

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

To generate Frequency Distribution Reports:

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

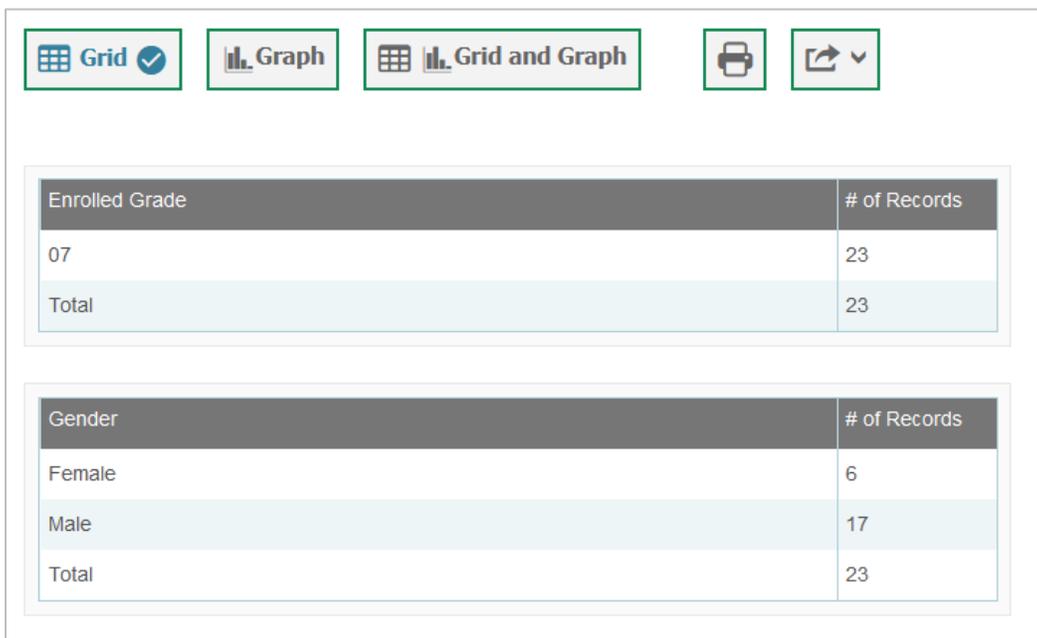
Figure 46. Fields on the Frequency Distribution Report Page



The screenshot shows a web form with two main sections. The first section, titled "Filters for Report", contains three dropdown menus: "*District: -- Select --", "*School: -- Select --", and "Enrolled Grade: - Select -". The second section, titled "Select Demographics", contains a dropdown menu labeled "Select Demographics:" with the value "None selected". At the bottom right of the form is a button labeled "Generate Report".

2. In the Filters for Report panel, select the report filters:
 - a. From the **District** drop-down list (if available), select a district.
 - b. From the **School** drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.
 - c. Select a specific grade or keep the drop-down on - *Select* - to display all grades.
3. *Optional:* In the Select Demographics panel, mark checkboxes to filter the report for additional demographics and accommodations.
4. Click **Generate Report**. TIDE displays the selected reports in grid format.

Figure 47. Sample Frequency Distribution Report by Grade and Gender



5. Do one of the following:
 - a. To display the reports in tabular format, click **Grid**.
 - b. To display the reports in graphical format, click **Graph**.
 - c. To display the reports in both tabular and graphical format, click **Grid and Graph**.
 - d. To download a PDF file of the reports, click the print icon []. The PDF file generated will display your selections for **Grid**, **Graph**, or **Grid and Graph**.
 - e. To export an Excel file of the reports, click the export icon []. The Excel file generated will display each category selected as a separate tab in the spreadsheet.

Deleting Student Records

For a list of user roles that can perform this task, see [Table 2](#).



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 task menu on the TIDE homepage, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Retrieve the student records you want to delete by following the procedure in the section [Searching For Students](#).
3. Mark the checkbox for the record(s) you want to delete or mark the checkbox at the top of the table to delete all displayed students.
 - a. To delete all retrieved students, mark the checkbox at the top of the table on each page.

Figure 48. Options for Deleting Retrieved Records

Edit	School Information		Student Information				Student Demographics				
	District	School	Last Name	First Name	Middle Initial	FLEID	Username	Enrolled Grade	Birth Date (MMDDYYYY)	Gender	Section 504
<input type="checkbox"/>	99	99-9009	Test	Test		FL111222111122	3WS1C	06	01012001	Male	Yes
<input type="checkbox"/>	99	99-9009	Test	Test		DM943759435085	3WS1D	07	07012000	Female	No

4. Click [].
5. In the confirmation dialog box, click **Yes**. TIDE deletes the student(s).

Printing Students' Test Settings

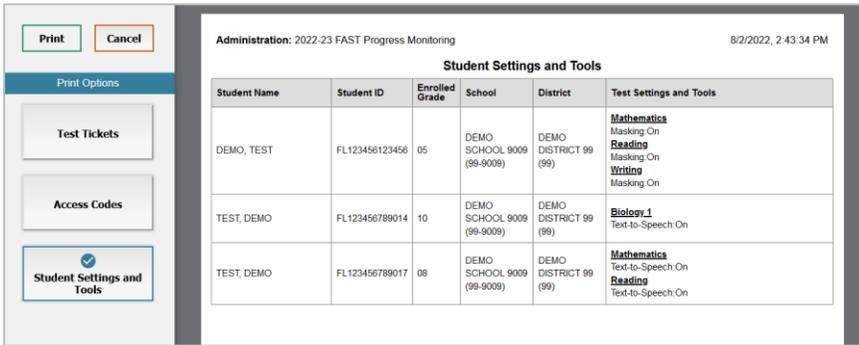
A student's test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.

To print students' test settings:

1. Retrieve the student records you want to print by following the procedure in the section [Searching For Students](#).
2. Click the column headings to sort the retrieved students in the order you want the records printed.
3. Do one of the following:
 - a. Mark the checkboxes for the students you want to print.

- b. Mark the checkbox at the top of the table to print test settings for all displayed students.
4. Click the print icon [] and then select **All Student Settings and Tools** or **My Selected Student Settings and Tools**, based on your selection. The **Student Test Settings and Tools** page appears.
5. Verify that **Student Settings and Tools** is selected in the Print Options section (see [Figure 49](#)).

Figure 49. Print Student Test Settings and Tools Page



Administration: 2022-23 FAST Progress Monitoring					
8/2/2022, 2:43:34 PM					
Student Settings and Tools					
Student Name	Student ID	Enrolled Grade	School	District	Test Settings and Tools
DEMO, TEST	FL123456123456	05	DEMO SCHOOL 9009 (99-9009)	DEMO DISTRICT 99 (99)	Mathematics Masking On Reading Masking On Writing Masking On
TEST, DEMO	FL123456789014	10	DEMO SCHOOL 9009 (99-9009)	DEMO DISTRICT 99 (99)	Biology 1 Text-to-Speech On
TEST, DEMO	FL123456789017	08	DEMO SCHOOL 9009 (99-9009)	DEMO DISTRICT 99 (99)	Mathematics Text-to-Speech On Reading Text-to-Speech On

6. Click **Print**.
7. Your browser downloads the generated PDF.

Moving Students Between Schools

This section details how to move students between schools. See [Table 2](#) for a list of users who can perform this task.

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

1. Retrieve the student account(s) you want to move by following the procedure in the section [Searching For Students](#).
2. In the list of retrieved records, do one of the following:
 - a. Mark the checkboxes for the students you want to move.
 - b. Mark the checkbox at the top of the table to move all displayed students.
3. Click **Move to Another School** above the search results.
4. A window appears for moving the student(s). From the **School** drop-down list, select the school to which you want to move the student(s).
5. Click **Yes**. After TIDE moves the student, a confirmation message appears.

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

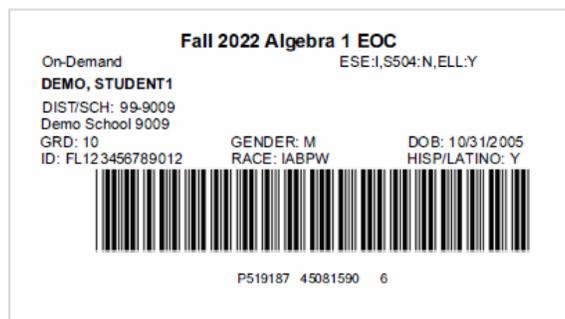
Students who move into a school district after the start of school can be moved into the correct district using the Upload Students feature in TIDE. The district assessment coordinator can follow the steps in the [Adding or Editing Students through File Uploads](#) section to create a PreID student file and upload the file anytime during the school year to move students. This task can also be completed by a district or school coordinator for individual students by following steps in the [Adding Students](#) section. **Districts and**

schools should ensure they are entering a student’s name and ID exactly as was used in the previous district to ensure the student’s complete record is transferred.

Printing On-Demand PreID Labels

Districts and schools may locally print On-Demand PreID Labels for any student who needs a PreID label for a paper-based administration. Blank labels for printing On-Demand PreID Labels will automatically ship with orders containing test/answer books and are included in the test materials shipment for spring administrations. A blank sheet of labels will be included in each special document kit. Districts can order additional sheets of labels by calling the Florida Help Desk at 1-866-815-7246. Users can print up to 50 On-Demand PreID Labels at a time.

Figure 50. Sample On-Demand PreID Label



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

To Print On-Demand PreID Labels:

1. From the Student Information task menu on the TIDE homepage, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.
2. Enter desired search criteria and click **Search**. Students are sorted by Last Name. Click a column heading to change the sort order, if desired.
3. Do one of the following:
 - a. Mark the checkboxes for the students you want to print.
 - b. Mark the checkbox at the top of the table to print PreID labels for all displayed students.
4. Click the print icon [] and then select **My Selected PreID Labels**.
5. The **Choose Label Position** page appears for selecting the start position for printing on the first page (see [Figure 51](#)).
6. Verify that **PreID Labels** is selected under Print Options on the left of your screen.
7. Choose the subject(s) for which you would like to print and click the start position.

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

Figure 51. Choose Label Position Window

Choose PreID Labels Position

Select the start position for printing labels. This start position applies only to the first page of labels. For all subsequent pages, the printing starts in the top left corner. Select at least one subject to enable printing.

*Subjects:

Algebra 1 Biology 1 Civics Civic Literacy ELA Reading Geometry Mathematics Science
 U.S. History ELA Writing

1	2
3	4
5	6

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



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

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

Managing Rosters

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



Note: TAs will be able to access specific student data for progress monitoring administrations based on roster assignments in TIDE.

Searching for Rosters

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

Figure 52. Sample Rosters Search Panel

To search for rosters:

1. From Rosters task menu on the TIDE homepage, select **View/Edit Rosters**. The **View/Edit Rosters** page appears.
2. In the search panel, enter search terms and select values from the available search parameters, as required.



Note: Required search parameters are marked with an asterisk.

3. Click **Search**. The list of retrieved records appears below the search panel (see [Figure 53](#)).

Figure 53. Sample Search Results

<input type="checkbox"/>	Edit	Roster Name	Teacher	Subject	Grades In Roster	Number Of Students
<input type="checkbox"/>		Sample Roster 1	Demo, Teacher		06, 09	3
<input type="checkbox"/>		Sample Roster 2	Demo, Teacher		09	35
<input type="checkbox"/>		Sample Roster 3	Demo, Teacher		07, 09	419

4. *Optional:* To filter the retrieved records, enter a search term in the field above the search results and click []. TIDE displays only those records containing the entered value.
5. *Optional:* To sort the search results by a given column, click its column header. To sort the column in descending order, click the column header again.

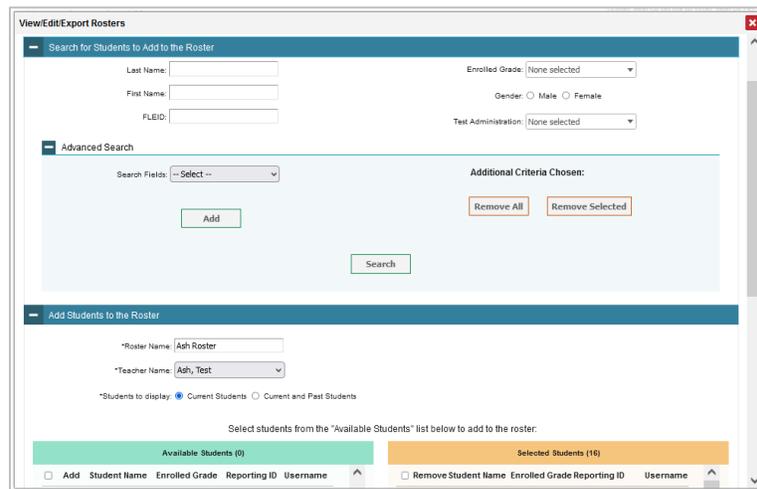
Viewing Rosters

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

To view a roster:

1. From the Rosters task menu on the TIDE homepage, select **View/Edit Rosters**. The **View/Edit Rosters** page appears.
2. Retrieve the roster record you want to view or edit by following the procedure in the section [Searching for Rosters](#).
3. In the list of retrieved rosters, click  for the roster containing details you want to view. The **View/Edit Rosters** page appears. (see [Figure 54](#)).

Figure 54. View/Edit Rosters Page



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

Adding a New Roster

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

To add a roster:

1. From the Rosters task menu on the TIDE homepage, select **Add Roster**. The **Add Roster** page appears (see [Figure 55](#)).

Figure 55. Add Roster Page

The screenshot shows a web interface titled "Search for Students to Add to the Roster". It contains several search filters:

- *District: select a District (dropdown)
- *School: select a School (dropdown)
- Last Name: [text input]
- First Name: [text input]
- FLEID: [text input]
- Enrolled Grade: [None selected] (dropdown)
- Gender: Male Female
- Test Administration: [None selected] (dropdown)

 Below these is an "Advanced Search" section:

- Search Fields: Masking (dropdown)
- Masking: - Select - (dropdown)
- Additional Criteria Chosen: [Remove All] [Remove Selected] (buttons)
- [Add] (button)
- [Search] (button)

2. In the Search for Students to Add to the Roster panel, search for students by selecting **District** and **School** and any additional search parameters as necessary. You may also choose additional criteria with which to search in the Advanced Search panel.
3. In the Add Students to the Roster panel (see [Figure 56](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name. It is highly recommended that you include administration information in the Roster Name.
 - b. From the **Teacher Name** drop-down list, select a teacher.
 - c. From the *Students to display* field, select the students you wish to view in the *Available Students* list. The two options are:
 - i. **Current Students:** Displays students who match your search criteria and are currently associated with the school.
 - ii. **Current and Past Students:** Displays all the students who match your search criteria from the current year even if they are no longer associated with the school. For example, if a Grade 7 student has left the school and you search for Grade 7 students with the *Students to display* field set to **Current and Past Students**, the student who has left the school will also be displayed.



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

- d. To add students, from the list of available students, do one of the following:
 - i. To move one student to the roster, click [] for that student.
 - ii. To move all the students in the Available Students list to the roster, click **Add All**.
 - iii. To move selected students to the roster, mark the checkboxes for the students you want to add and then click **Add Selected**.

Figure 56. Add/Remove Students to Roster Panel

*Roster Name:

*Teacher Name:

*Students to display: Current Students Current and Past Students

Select students from the "Available Students" list below to add to the roster:

Available Students (1)				
<input type="checkbox"/> Add	Student Name	Enrolled Grade	Reporting ID	Username
<input type="checkbox"/> +	SuFaWi20Mock...	09	FL202004071686	2XZ6E

Selected Students (1)				
<input type="checkbox"/> Remove	Student Name	Enrolled Grade	Reporting ID	Username
<input type="checkbox"/> X	SuFaWi20Mock...	09	FL202004031685	2XVT9

- e. To remove students, choose one of the following options from the list of students in the roster:
 - i. To remove one student from the roster, click [] for the student.
 - ii. To remove all the students from the roster, click **Remove All**.
 - iii. To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

4. Click **Save**, and in the dialog box, click **Continue**.

Modifying an Existing Roster

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

- **User Defined Rosters:** These are rosters that you create through the **Add Roster** page (see [Adding a New Roster](#)) or the **Upload Roster** page (see [Creating Rosters through File Uploads](#)). You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.
- **PreID Rosters:** These are rosters that are created based on the class codes assigned to students. PreID rosters are not associated with any teacher. You can modify the students included in a PreID roster by editing a student's class code from the **View/Edit/Export Students** page (see [Viewing and Editing Students](#)) or by uploading a new PreID file with updated class codes from the **Upload Students** page (see [Adding or Editing Students through File Uploads](#)). You can also modify the roster name of a PreID roster by uploading a new PreID file.

For a list of user roles who can modify rosters, see [Table 2](#).

To modify a user-defined roster:

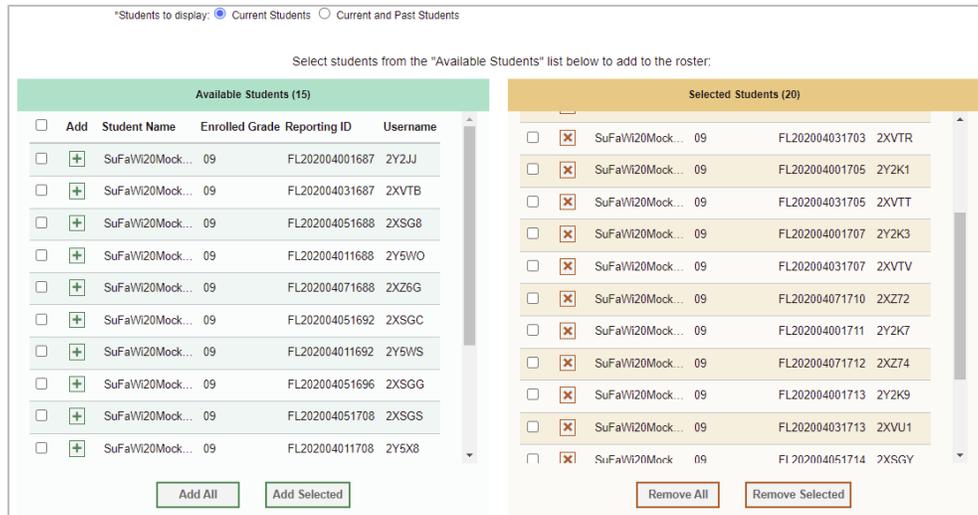
1. From the Rosters task menu on the TIDE homepage, select **View/Edit Rosters**. The **View/Edit Rosters** page appears.
2. Retrieve the roster record you want to edit by following the procedure in the section [Searching for Rosters](#).
3. In the list of retrieved rosters, click  for the roster whose details you want to edit. The **View/Edit Rosters** page appears. This page is similar to the page used to add rosters ([Figure 56](#)).
4. In the Search for Students to Add to the Roster panel, search for students by following the procedure in the section [Adding a New Roster](#).
5. In the Add Students to the Roster panel, do the following:
 - a. In the *Roster Name* field, edit the roster name, as needed.
 - b. From the **Teacher Name** drop-down list, select a new teacher, if needed.
 - c. From the *Students to display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:
 - i. **Current Students:** Displays students who match your search criteria and are currently associated with the school and roster. The *Available Students* list displays students who are currently associated with your school and the *Selected Students* list displays students who are currently associated with the roster.
 - ii. **Current and Past Students:** Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which they were removed from the roster is displayed in the *Selected Students* list. If the student who has been removed from the roster is still associated with the school, they will be listed in the *Available Students* list as a regular student. However, if the student has left the school then their record will appear in the *Available Students* list with the date they left the school.



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

- d. To add students, from the list of available students, choose one of the following options:
 - i. To move one student to the roster, click  for that student.
 - ii. To move all the students in the *Available Students* list to the roster, click **Add All**.
 - iii. To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

Figure 57. Modifying a Roster: Current and Past Students



- e. To remove students, choose one of the following options from the list of students in the roster:
 - i. To remove one student from the roster, click [] for the student.
 - ii. To remove all the students from the roster, click **Remove All**.
 - iii. To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
6. Click **Save**, and in the dialog box, click **Continue**.

Creating Rosters through File Uploads

If you have several rosters to create, it may be easier to perform this task through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload rosters:

1. From the Rosters task menu on the TIDE homepage, select **Upload Rosters**. The **Upload Rosters** page appears.
2. Click **Download Templates** and choose CSV or EXCEL file format.
3. Using [Table 7](#) as a reference, fill out the Roster template and upload it to TIDE.

[Table 7](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Rosters** page.

Table 7. Columns on the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Must be 2 characters.

Column Name	Description	Valid Values
School ID*	School associated with the roster.	School ID that exists in TIDE. Must be 4 characters. Must be associated with the district ID.
Test Administrator's Email*	Email address of the teacher/test administrator associated with the roster.	Email address of an existing user in TIDE.
Roster Name*	Name of the roster.	Up to 50 characters.
FLEID*	Student's unique identifier within the state.	FL followed by 12 digits
Action	Indicates if this is an add or delete transaction.	One of the following: Add—Add new user or modify an existing user record. Delete—Remove existing user record. Note: If the field is left blank, the user record will be added/modified as applicable similar to an Add action.

*Required field

Figure 58 is an example of an upload file that creates three rosters with one student in each.

Figure 58. Sample Roster Upload File

	A	B	C	D	E	F
1	District ID	School ID	Test Administrator's Email	Roster Name	FLEID	Action
2	99	9006	demo@email.com	Grade7Alg1	FL999999999999	Add
3	99	9006	demo@email.com	Grade8Geo	FL999999999998	Delete
4	99	9006	demo@email.com	Grade9Alg1	FL999999999997	

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

- Create the roster Grade7Alg1 associated with demo@email.com and add FLEID FL999999999999.
- Delete the FLEID FL999999999998 from roster Grade8Geo.
- Add the FLEID FL999999999997 to the roster Grade9Alg1.

Deleting a Roster

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

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

- A confirmation page appears. Click **Yes** to delete the roster(s).

Figure 59. Sample Delete Roster Action



Printing a Roster

For a list of user roles who can print a roster, see [Table 2](#).

To print a roster:

- From the Rosters task menu on the TIDE homepage, select **View/Edit Rosters**. The **View/Edit Rosters** page appears.
- Retrieve the roster record you want to print by following the procedure in the section [Searching for Rosters](#).
- In the list of retrieved rosters, mark the checkbox(es) for the rosters you wish to print, click [], and choose **Roster**.
- The **Roster Student List** page appears.
- Click **Print**.

Viewing reports of students who have transferred into the organization

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

- From the Student Information task menu on the TIDE homepage, select **Student Transfer In Report**. The **Student Transfer In Report** page appears.
- Enter search criteria.
- Select **Search**.

The report appears, displaying students matching the search criteria.

Viewing reports of students who have transferred out of the organization

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

1. From the Students task menu on the TIDE homepage, 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.

Working with Orders

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

Placing Additional Orders

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

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

To request additional materials:

1. From the Orders task menu on the TIDE homepage, select **Place Additional Orders**. The **Place Additional Orders** page appears (see [Figure 60](#)).

Figure 60. Fields on the Place Additional Orders Page

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

3. Click **Search**. A list of materials available for ordering appears.

Figure 61. Sample Additional Orders Page

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
DRC/FSA Miscellaneous				
CBT Work Folders (from DRC) <i>1 = one work folder (sent in packs of 25) Note: CBT Work Folders are for FSA Algebra 1 and Geometry EOCs and can be used for NGSSS Biology 1 EOC</i>	0	0	0	0
ELA Writing Planning Sheets <i>1 = one planning sheet (sent in packs of 25)</i>	0	0	0	0
CBT Worksheets (from DRC) <i>1 = one worksheet (sent in packs of 25) Note: CBT Worksheets are for FSA ELA Reading Retake tests and can be used for NGSSS Civics and U.S. History EOCs</i>	0	0	0	0
DRC Shipping Box - 2.5" <i>1 = one standard DRC brown box</i>	0	0	0	0
DRC Shipping Box - 5" <i>1 = one standard DRC brown box</i>	0	0	0	0
DRC Shipping Box - 10" <i>1 = one standard DRC brown box</i>	0	0	0	0
DRC Shipping Box - 5" Large Print <i>1 = one large print DRC brown box</i>	0	0	0	0
DRC Plastic Return Bags and Ties <i>1 = one roll of four plastic return bags and ties</i>	0	0	0	0
DRC Special Document Return Envelope <i>Included in large print, braille, and one-item-per-page kits for return of special documents</i>	0	0	0	0

4. In the Additional Quantity column, enter the quantity of each material you wish to order. This field will remain populated with the material quantity you have entered until the order is pulled at 10:00 a.m. ET daily.



Note: You can modify quantities on your orders up until 10:00 a.m. ET every day. Once an order is pulled from TIDE, a new order will need to be placed for any additional materials. This new order will be pulled from TIDE the next day and will have a different order number.

5. Click **Save Orders**. A text box appears allowing you to enter additional comments. Please note that comments for orders are optional and for district and FDOE use only. Comments can be used to communicate details to assist FDOE with approval, but will not replace the need for an accommodations spreadsheet.
6. Click **Submit** to submit your order. The **Order Summary** window appears to show you an overview of your order. Click **Close** to return to the **Place Additional Orders** page.



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

[Table 8](#) describes the columns on the **Place Additional Orders** page.

Table 8. Columns on the Place Additional Orders Page

Status	Description
Material Description	Description of the materials available for a particular administration.
Quantity You Will Receive	Total order quantity to be shipped from the vendor.
Quantity Approved	Quantity of the most recent order approved. This number resets to zero once the order has been sent to the vendor (around 10:00 a.m. ET every morning).
Quantity Pending Approval	Additional quantity you ordered that is pending approval. This number resets to zero once the order has been approved or denied.

Status	Description
Additional Quantity	Total quantity you wish to order. (After you enter an order quantity and select Save Orders , this number will appear in either the Quantity Approved or Quantity Pending Approval column. The number in this column resets to zero once the order has been sent to the vendor.)

Viewing Order History

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

To view order history:

1. From the Orders task menu on the TIDE homepage, select **View Order History**. The **View Order History** page appears (see [Figure 62](#)).

Figure 62. Fields on the View Order History Page

Order History for my District						
Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
District: Demo Dist 99						
100160	Initial	Last Name1, State-FN1	Open	07/26/2017 12:35 PM (EST)		
100161	Additional	Last Name1, State-FN1	Awaiting Approval	07/27/2017 07:49 AM (EST)		
School: Demo School 9000						
100150	Initial	Last Name1, State-FN1	Open	07/26/2017 12:35 PM (EST)		
100173	Additional	Last Name1, State-FN1	Approved	07/27/2017 07:51 AM (EST)		
School: Demo School 9001						
100174	Additional	Last Name1, State-FN1	Approved	07/27/2017 07:52 AM (EST)		
100151	Initial	Last Name1, State-FN1	Open	07/26/2017 12:35 PM (EST)		
School: Demo School 9002						
100152	Initial	Last Name1, State-FN1	Open	07/26/2017 12:35 PM (EST)		
100175	Additional	Last Name1, State-FN1	Awaiting Approval	07/27/2017 07:52 AM (EST)		

2. To view the order details, click the order number in the left column. The **Order Details** report page appears.
3. To view the order’s tracking report, click the tracking icon [].
4. To view the order’s packing lists and security checklists, click the reports icon [].

[Table 9](#) describes the columns on the **Order History** page.

Table 9. Columns on the View Order History Page

Column	Description
Order Number	Materials order number.
Order Type	Type of order: initial or additional.
Submitted By	User who generated the order.

Column	Description
Order Status	Order's current status.
Submitted Date	Date order was generated.
Tracking	Order's tracking report.
Reports	Order's packing lists and security checklists.

Viewing Order Summary

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

To view order quantities by test material:

1. From the Orders task menu on the TIDE homepage, select **View Order Summary** and the **Search For Order** page appears (see [Figure 63](#)).

Figure 63. Fields on the View Order Summary Page

2. From the Search For Order panel, select **District** or **School**.
3. From the **Search Order By** drop-down list, select *Initial*, *Additional*, and/or *Select all* to include those types of orders in the report. For all administrations except spring, you will be searching for additional orders only.
4. Click **Search**. The order summary appears (see [Figure 64](#)).

Figure 64. View Order Summary Page

View Order Summary

Use this page to review order quantities for a school or district. [more info](#)

Search For Order

Number of orders found: 16

Enter search terms to filter search results

Material Type	District Quantity		School Quantity		Total Quantity	
	District Expected Shipment	District Awaiting Approval	School Expected Shipment	School Awaiting Approval	Total Expected Shipment	Total Awaiting Approval
Fall 2021 FSA ELA Writing Retake Passage Booklet	0	0	1	0	1	0
Fall 2021 NGSSS Biology 1 EOC UEB Math/Science Contracted Braille Kit	0	0	1	0	1	0

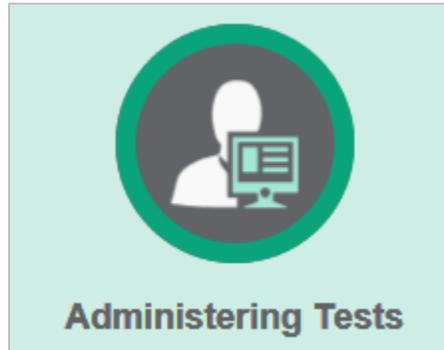
[Table 10](#) describes the columns on the **View Order Summary** page.

Table 10. Columns on the View Order Summary Page

Column	Description
Material Type	Description of the materials available for a particular administration.
District Expected Shipment	Approved district-level order quantities.
District Awaiting Approval	District-level order quantities pending approval.
School Expected Shipment	Approved school-level order quantities.
School Awaiting Approval	School-level order quantities pending approval.
Total Expected Shipment	Sum of approved order quantity for districts and schools.
Total Awaiting Approval	Sum of pending order quantity for districts and schools.

Section V. Administering Tests

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



This section covers the following topics:

[Printing Test Tickets](#)

[Managing Invalidations and Requests](#)

[Monitoring Test Progress](#)

Printing Test Tickets

A test ticket includes a student’s username and other information used to sign in to an online test. On the sample test ticket below, the student’s username for testing is 197JM. Students will also enter their first name as listed on the test ticket to sign in to a test. Test tickets should not be applied to paper-based test and answer books or materials.

Figure 65. Sample Test Ticket

Fall 2022	
DEMO DISTRICT 99 (99)	
DEMO SCHOOL 9009 (99-9009)	
LAST NAME: Demo	USERNAME: 197JM
FIRST NAME: Student1	ENROLLED GRADE: 10
DOB: 09/09/2001	ID: FL123456789012

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

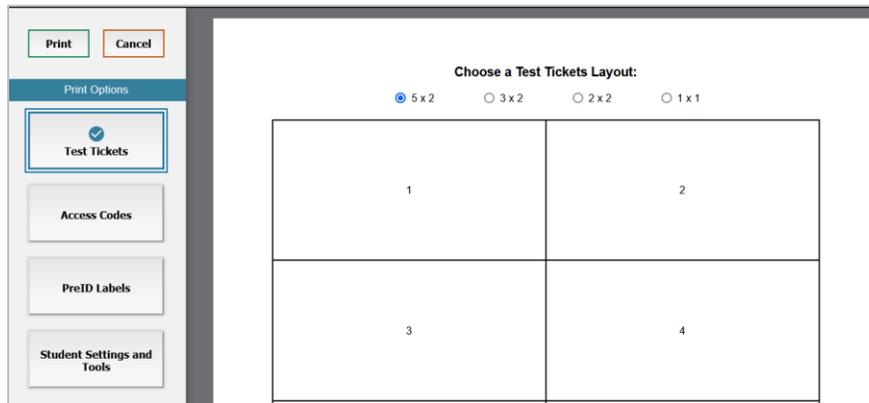
Printing Test Tickets from Student List

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

To print test tickets:

1. From the Print Test Tickets and PreID Labels task menu on the TIDE homepage, select **Print from Student List**. The **Print from Student List** page appears.
2. Retrieve the students for whom you want to print test tickets by following the procedure in the section [Searching For Students](#).
3. Click the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Do one of the following:
 - a. Mark the checkboxes for the students you want to print.
 - b. Mark the checkbox at the top of the table to print tickets for all displayed students.
5. Click the print icon [] and then select **All Test Tickets** or **My Selected Test Tickets**, based on your selection. A page appears for selecting the printed layout (see [Figure 66](#)).
6. Verify that **Test Tickets** is selected in the Print Options section.

Figure 66. Layout for Test Tickets



7. Select the layout you require and then click **Print**. Your browser will download the generated PDF.



Note: Users should not expect to see the PreID Labels option for FAST PM1/PM2.

Printing Test Tickets from Roster List

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

To print test tickets from rosters:

1. From the Print Test Tickets and PreID Labels task menu on the TIDE homepage, select **Print from Roster List**. The **View/Edit Rosters** page appears.
2. Retrieve the rosters for which you want to print test tickets by following the procedure in the section [Searching for Rosters](#).
3. Click the column headings to sort the retrieved rosters in the order you want the test tickets printed.
4. Do one of the following:
 - a. Mark the checkboxes for the rosters you want to print.
 - b. Mark the checkbox at the top of the table to print tickets for all retrieved rosters.
5. Click the print icon [] and then select **Test Tickets**. A page appears to select the printed layout (see [Figure 66](#)).
6. Verify **Test Tickets** is selected in the Print Options section.
7. Select the layout you require and then click **Print**. Your browser will download the generated PDF.

Managing Invalidations and Requests

This section describes how you view, create, and approve invalidations and requests.

Understanding Invalidations and Requests

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

[Table 11](#) provides descriptions of each invalidation request type.

Table 11. Types of Invalidation Requests

Type	Description
Invalidate a test	Used when the validity of test scores has been compromised. Invalidated tests will not receive a score. You can only submit these invalidations until the end of the test window. See the current test administration manual for policies and guidance regarding test invalidations.
Restart a test	Allows the student to restart a test from the beginning. This request deletes all student responses. This request can be used if a student begins the incorrect test and that test should not be reported.
Re-open a test	Re-opens a test that a student mistakenly submitted early. The student's test must be in Completed, Submitted, or Expired, Reported status.
Restore a test that was restarted	Allows the student to revert to the original test opportunity from before the test was restarted.
Re-open a test session/segment	Re-opens a test session or segment when a student inadvertently starts an incorrect test session/segment. Requester will indicate which session/segment should be opened.



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

An invalidation request's status can change as it moves through the process. [Table 12](#) lists the available statuses.

Table 12. Statuses of Invalidation Requests

Invalidation Status	Description of Status
Error Occurred	An error was encountered while the request was being processed.
Pending Approval	Request is pending approval.
Processed	Request was successfully processed and the test opportunity has been updated.
Rejected	Request was rejected by another user.
Rejected by System	TDS was unable to process the request.
Requires Resubmission	Request must be resubmitted.

Invalidation Status	Description of Status
Retracted	Original request was retracted.
Submitted for Processing	Request submitted to TDS for processing.

[Table 13](#) lists the valid combinations of invalidation requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: approved, completed, denied, expired, paused, reported, or submitted.

Table 13. Invalidation and Requests by Test Status

Test Status	Invalidate a test	Restart a test	Re-open a test	Restore a test that was restarted	Re-open a test session/segment
Approved	✓	✓		✓	
Completed	✓	✓	✓	✓	✓
Denied	✓	✓		✓	✓
Expired	✓	✓	✓	✓	✓
Paused	✓	✓		✓	✓
Pending		✓		✓	
Processing		✓		✓	
Reported	✓	✓	✓	✓	
Review		✓		✓	
Submitted	✓	✓	✓	✓	✓
Suspended		✓		✓	
Invalidated		✓	✓	✓	

Creating Invalidation and Requests

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

To create invalidations and requests:

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

Figure 67. Selection Fields on the Create Requests Page

- b. In the Select Request Type and Search panel, select a request type by clicking on the button next to the request you want to create.
- c. From the drop-down lists and in the text field, enter search criteria. You can search for students by Result ID, FLEID, or Session ID.
- d. Click **Search**. TIDE displays the found results at the bottom of the **Create Requests** page.

Figure 68. Sample Retrieved Test Results

Request Type	School	Result ID	Last Name	First Name	FLEID	Test Status	Test Start Date	Date of Last Activity	Test	Case Number	Appeal Status	Appeal Reason	Items Answered
<input type="checkbox"/> Invalidate a test	99-9000	2228644	Demo	First	FL123456789012	reported	07/19/2022 11:13:20 AM	07/19/2022 11:22:03 AM	FL-GEN-EOC-UD-CL-Postsecondary-11				80
<input type="checkbox"/> Invalidate a test	99-9000	2052724	Demo	First	FL123456789012	completed	02/16/2022 12:19:27 PM	04/01/2022 11:36:36 AM	FL-GEN-EOC-UD-CL-Postsecondary-11				

2. Mark the checkbox for each result for which you want to create an invalidation or request, and then click **Create**.
3. Select a reason for the request from the drop-down menu in the window that pops up.
4. *Optional*: Enter additional comments, if needed.
5. Click **Submit**. TIDE will display a confirmation message.

Viewing Invalidations and Requests

To view, reject, or retract invalidations and requests:

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

Figure 69. Selection Fields on the View/Export Requests Page

-
Invalidations and Requests Information

Choose a Request Type

Request Type:

- All ?
- Invalidate a test ?
- Re-open a test ?
- Re-open a test session/segment ?
- Restart a test ?
- Restore a test that was restarted ?

Choose a Request Status

Request Status:

- All ?
- Submitted for Processing ?
- Processed ?
- Error Occurred ?
- Rejected by System ?
- Requires Resubmission ?
- Rejected ?
- Retracted ?
- Pending Approval ?

Additional Request Criteria

Session ID:

Filter By: All v

Search

2. Retrieve the invalidations or requests you want to view by selecting or entering information in the Invalidations and Requests Information panel.
3. Click **Search**. You will be prompted with the option to **View Results**, **Export to Inbox**, or **Modify Search**.
 - a. If you choose **View Results**, the list of retrieved records appears below the search panel. [Figure 70](#) shows retrieved requests.
 - i. *Optional:* If you wish to expand the search panel to change your search parameters, click + in the upper-left corner of the panel.
 - b. If you choose **Export to Inbox**, you must select a file format (Excel or CSV). The search results in the selected file format will then begin downloading in the Inbox. Once you receive confirmation that your file is ready, you may download it from the Inbox (see [Accessing Files from the Inbox](#)).
 - c. You can select **Modify Search** to return to the Invalidations and Requests Information panel and edit your selections.

Figure 70. Retrieved Requests

+
Process

Enter search terms to filter search results

Number of records found: 801

☐	Case Number	Request Type	School	Result ID	Last Name	First Name	FLEID	Sessions	Request Status	Request Date
☑	1914	Invalidate a test	77-9009	2006335	FSAUAT	PMUAT-A	FL777771235179		Processed ?	02/17/2016 12:09 PM
☐	1960	Invalidate a test	77-9009	2006415	FSAUAT	PMUAT	FL777771235217		Processed ?	02/22/2016 12:37 PM
☐	1964	Invalidate a test	77-9009	2006414	FSAUAT	PMUAT	FL777771235326		Processed	02/22/2016 12:40 PM

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

Processing Requests

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

To approve, reject, or retract requests:

1. From the Invalidations and Requests task menu on the TIDE homepage, select **Process Requests**. The **Process Requests** page appears.
2. Retrieve the requests you want to process by selecting or entering information in the Invalidations and Requests Information panel.
3. Do one of the following:
 - a. Mark the checkboxes for the requests you want to process.
 - b. Mark the checkbox at the top of the table to process all the retrieved requests.
4. Click **Process** above the table and select an action:
 - a. To approve the selected requests, select **Approve**.
 - b. To reject the selected requests, select **Reject**.
 - c. To retract the selected requests, select **Retract**.
5. Enter a reason for the request action in the window that pops up.
6. Click **Submit**. TIDE displays a confirmation message.

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

Creating Invalidations and Requests through File Uploads

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

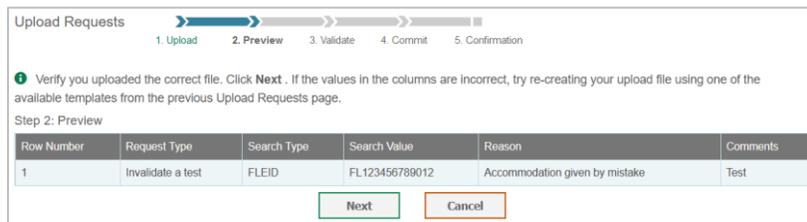
To upload invalidations or requests:

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

Figure 71. Upload Invalidations and Requests page

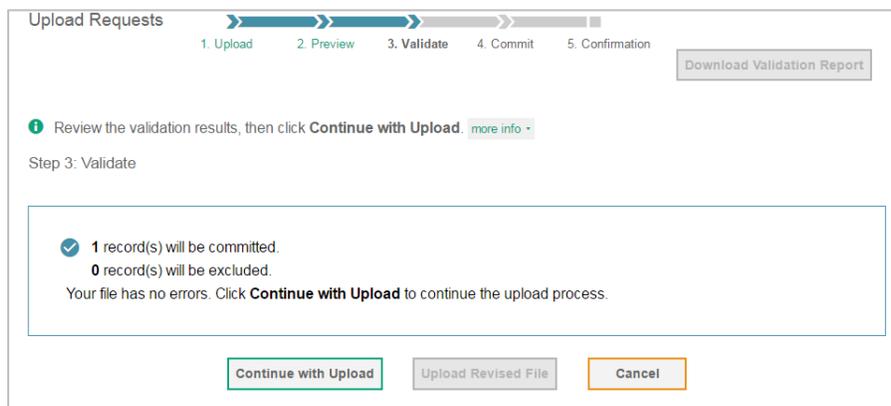
2. Download a CSV or Excel template file by clicking **Download Templates** in the upper-right corner of the screen.
3. Create the file and save it locally. Field value descriptions can be found in [Table 14](#).
4. On the file upload page, click **Browse** and select the file you created in the previous step.
5. Click **Next**. The **Preview** page appears (see [Figure 72](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 72. Request File Preview



6. Click **Next**. TIDE will validate the file.

Figure 73. Sample Validation Page



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

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

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

Figure 74. Sample Commit Page

	Request Type	School	Result ID	Last Name	First Name	FLEID	Test Status	Test Start Date	Date of Last Activity	Test	Case Number	Appeal Status	Appeal Reason	Items Answered
<input checked="" type="checkbox"/>	Invalidate a test	99-9008	2228828	Demoedit	Firstedit	FL123456789012	paused	07/29/2022 1:55:30 PM	07/29/2022 2:12:54 PM	Postsecondary Florida Civic Literacy Exam (FCLE)			Accommodation given by mistake	0
<input checked="" type="checkbox"/>	Invalidate a test	99-9008	2052724	Demoedit	Firstedit	FL123456789012	completed	02/16/2022 12:19:27 PM	04/01/2022 11:36:36 AM	FL-GEN-EOC-UD-CL-Postsecondary-11			Accommodation given by mistake	

9. Click **Commit**. The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded (see [Figure 75](#)).

Figure 75. Confirmation Page

Request Type	Total	Success	Failed
Invalidate a test	2	1	1

10. *Optional*: To upload another file of the same record type, click **Upload New File**.

Table 14: Columns in the Invalidation/Requests Upload File

Field Name	Description	Valid Values
Request Type*	Type of request	One of the acceptable values from the drop-down choices: <ul style="list-style-type: none"> Invalidate a test Restart a test Re-open a test Re-open a test session/segment Restore a test that was restarted
Search Type*	Field to search	One of the following: <ul style="list-style-type: none"> Result ID—Retrieves test result matching the provided result ID FLEID—Retrieves test results matching the provided FLEID Session ID—Retrieves test results matching the provided session ID

Field Name	Description	Valid Values
Search Value*	Search value corresponding to the search type	Up to 14 characters (The value must exist in TDS or TIDE.)
Reason*	Reason for creating request	Provide a reason from the drop-down for the request.
Comments	Additional comments	Provide additional comments to the invalidation/request.

*Required field

Monitoring Test Progress

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

The following reports are available in TIDE:

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



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

Generating a Participation Report

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

To generate a Participation Report:

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

Figure 76. Sample Participation Reports Page

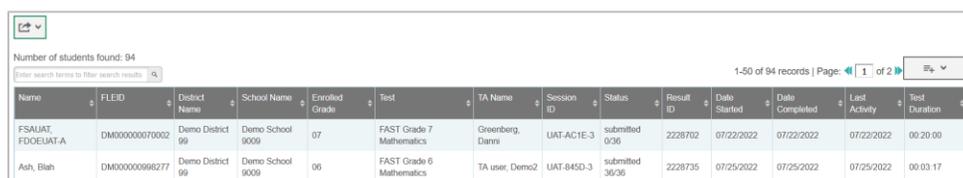
2. In the Choose What panel, select the parameters for which tests to include in your report:
 - a. From the **Test** drop-down list, select a test category.
 - b. From the **Administration** drop-down list, select an administration.
 - c. From the **Test Name** drop-down list, select the test or tests for which you want to generate the report.

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

[Figure 77](#) displays a sample Participation Report output, and [Table 15](#) provides descriptions of the columns in this report.

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

Figure 77. Sample Participation Report



Name	FLEID	District Name	School Name	Enrolled grade	Test	TA Name	Session ID	Status	Result ID	Date Started	Date Completed	Last Activity	Test Duration
FSALUAT, FDOEUAT-A	DM000000070002	Demo District 99	Demo School 9009	07	FAST Grade 7 Mathematics	Greenberg, Danni	UAT-AC1E-3	submitted 9/36	2228702	07/22/2022	07/22/2022	07/22/2022	00:20:00
Ash, Blah	DM000000998277	Demo District 99	Demo School 9009	06	FAST Grade 6 Mathematics	TA user, Demo2	UAT-845D-3	submitted 36/36	2228735	07/25/2022	07/25/2022	07/25/2022	00:03:17

Table 15. Columns in the Participation Report

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

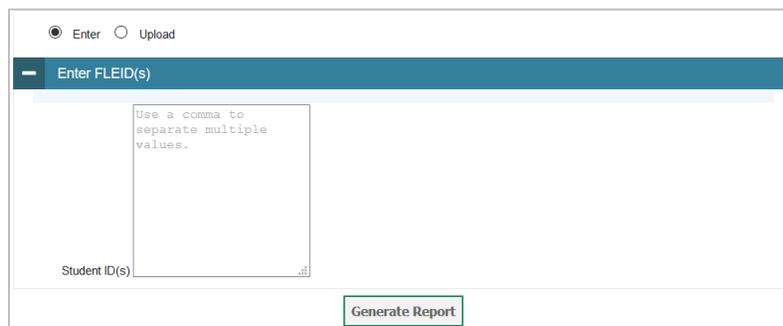
Search by FLEID

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

To generate a participation report by FLEID:

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

Figure 78. Sample Search by FLEID Page



2. To search for specific students, do one of the following:

- a. Select the **Enter** radio button and enter one or more FLEIDs in the text box. The FLEIDs should be separated by a comma and a space.
- b. Select the **Upload** radio button and upload an Excel or CSV file.

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

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

[Figure 79](#) displays a sample Participation Report output, and [Table 15](#) provides descriptions of the columns in this report.

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

Figure 79. Sample Search by FLEID Results

Name	FLEID	District Name	School Name	Enrolled Grade	Test	TA Name	Session ID	Status	Result ID	Date Started	Date Completed	Last Activity	Test Duration
Test_Demo	FL123456789017	Demo District 99	Demo School 9009	08	FAST Grade 8 ELA Reading	tester, test	UAT-6650-3	submitted 0/40	2228669	07/20/2022	07/20/2022	07/20/2022	00:01:35
Test_Demo	FL123456789017	Demo District 99	Demo School 9009	08	FAST Grade 8 Mathematics	tester, test	UAT-5233-3	submitted 9/36	2228528	07/11/2022	07/11/2022	07/11/2022	00:23:24

Session Monitoring

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

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

School-level users can view reports for their school.

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

Figure 80. Session Monitoring Page

-
Session Report

*District: -- Select --

*School: None selected

Generate Report

2. From the **District** drop-down list, select your district. From the **School** drop-down list, select the school(s) to include in your report.
3. If you selected more than one school, a summary of the report for all selected schools displays the following fields:
 - a. Schools
 - b. Total # of Tests
 - c. Tests Started
 - d. Tests Paused
 - e. Tests Completed
4. Click the report to open it. The report is available by clicking the name of the school in the Schools column. Note: If you did not select more than one school, a detailed report will display automatically.
5. A more detailed report for that school appears including the TA name and Session ID.

By default, only active test sessions are displayed. To display inactive test sessions, mark the Include inactive sessions checkbox. Inactive sessions include any sessions in which all tests in the session have been paused and/or are completed.

Figure 81. Including Inactive Sessions

Test Administrator Name	Test Name	Session ID	Start Time of Session	Earliest Testing Activity Today	Total # of Tests in Session	Tests Started	Tests Paused	Tests Completed
Demo User, Demo DAC	Postsecondary Florida Civic Literacy Exam (F-CLE)	UAT2222-3	2022-08-02 10:33 AM	10:53 AM	1	0	1	0
Demo, TA	Multiple Tests	UAT-3073-3	2022-08-02 01:48 PM	01:57 PM	4	1	1	2
Demo, TA	Postsecondary Florida Civic Literacy Exam (F-CLE)	UAT-412F-3	2022-08-02 10:27 AM	10:31 AM	2	0	2	0
Demo, TA	FAST Grade 7 Mathematics	UAT-640G-4	2022-08-02 12:26 PM	12:27 PM	1	0	1	0
Demo, TA	Multiple Tests	UAT-849E-3	2022-08-02 11:48 AM	11:53 AM	5	0	5	0
Demo, TA	Multiple Tests	UAT-8820-3	2022-08-02 09:31 AM	09:37 AM	2	0	2	0
DemoUser, DTCC3	Multiple Tests	UAT-C09A-3	2022-08-02 11:24 AM	11:32 AM	2	0	2	0
tester, test	FAST Grade 8 Mathematics	UAT-207F-4	2022-08-02 10:27 AM	10:29 AM	1	0	1	0

6. When multiple tests are available for a session,  appears in the Test Name column. Click  to display an individual session with multiple tests included in that session. Click  to collapse the list.
7. Click  to expand all sessions containing multiple tests. Click  to collapse all expanded sessions.
8. Click  to refresh the list of available sessions.
9. Click  to close the Session Monitoring report for more than one school.

Reviewing Test Status Reports

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

To access the Test Status Report:

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select **Test Status Report**. The **Test Status Report** page appears.
2. In the Report Criteria panel (see [Figure 82](#)), select search criteria for the test and administration.

Figure 82. Test Status Report Search Fields

The screenshot shows a 'Report Criteria' panel with a dark blue header. Below the header, there are two dropdown menus: 'Test: FAST PM 1' and 'Administration: 2022'. At the bottom of the panel, there are two buttons: 'Generate Report' and 'Export Report'.

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

TIDE displays the tests and associated statuses and special codes (see [Figure 83](#)), while [Table 16](#) lists the columns in the Test Status Report.

Figure 83. Test Status Report

Name	FLEID	Test Name	Test Status	Date Started	Assigned School ID	Assigned School Name	Session ID	Result ID
FSAUAT, PMUAT	DM999009000168	Biology 1 EOC	paused 0/66	04/20/2020	99-9009	Demo School 9009	UAT-447E-3	2012748
FSAUAT, PMUAT	DM999009000168	Civics EOC	reported	04/20/2020	99-9009	Demo School 9009	UAT-447E-3	2012749

Table 16. Columns in the Test Status Report

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

To see descriptions of possible statuses in the Test Status Report, see [Table 17](#).

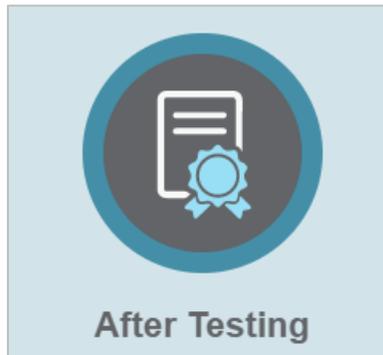
Table 17. Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session.
Expired	The student has started a test but did not submit the test on the same day they started. This status applies to FAST* and FCLE tests only.
Invalidated	The test has been invalidated.
Paused	The student's test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> • The student paused his or her test by clicking the Pause button. • The student idled for too long and the test was automatically paused. • The test administrator stopped the session while the student was in the test. • The test administrator paused the individual student's test. • The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted for scoring.
Started	The student has started the test and is actively testing.
Submitted	The student has submitted the test and is back on the Log In screen.
Suspended	The student is awaiting TA approval to resume testing. If the TA is unable to approve the student to test, the student must wait 20 minutes for their test to time out before attempting to log in again.

*If a student does not submit a FAST test on the same day that they began testing, their test will enter Expired status and will not be scored.

Section VI. After Testing

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



This section covers the following topics:

[About the Discrepancy Resolution System \(DRS\)](#)

[Reviewing Secure Material Tracking Reports](#)

[Test Completion Rates](#)

[Generating Access Codes](#)

[Emailing Student Access Codes](#)

About the Discrepancy Resolution System (DRS)

Overview

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

Resolving Data Discrepancies

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

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

Types of Test Discrepancies

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

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

- FLEID is missing from the answer document.
- FLEID on the answer document is not present in TIDE.
- The combination of the FLEID, first name, and last name on the answer document does not match what is stored in TIDE.

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

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

- Submitted an online test and later submitted a paper test, or submitted more than one paper test.
- Submitted more than one test for the same subject.
- Inadvertently submitted a test under another student's name.

Using the Discrepancy Resolution System (DRS) in TIDE

Locating Discrepancies

In the After Testing column on the TIDE homepage, from the Data Cleanup task menu, select **Discrepancy Resolution**. The **Discrepancy Resolution** page appears ([Figure 85](#)).

Figure 84. Discrepancy Resolution Task Location



Figure 85. Discrepancy Resolution Page

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



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

2. Click **Search**. The list of discrepancies will be displayed as shown in [Figure 86](#). [Table 18](#) describes the columns in the **Discrepancy Resolution** page.

Figure 86. Resolve Discrepancies Page: Discrepancy List

Discrepancy Resolution

Use this page to resolve testing discrepancies. [more info](#)

+ Search for Discrepancies to Edit

Number of discrepancies found: 1

Enter search terms to filter search results

Resolve	Status	Type	FLEID	First Name	Last Name	Enrolled Grade	Test	Opportunity ID	School ID	District ID	TestKey	View
	PENDING	NonEligibleTest	DM119995651301	Health	Check302	09	(Florida)FL-Writing-OP-G9-Online-ELA-9-Spring-2017-2018	767302	99-9009	99	(Florida)FL-Writing-OP-G9-Online-ELA-9-Spring-2017-2018	

- *Optional:* To filter the retrieved discrepancies by discrepancy type or other criteria, enter a term in the field above and the search results will populate. The DRS displays only those records containing the entered value.
 - *Optional:* To view the student demographics for a retrieved discrepancy, click the associated PDF file in the View column, if available.
3. Click the Resolve icon [] for the discrepancy you want to resolve. The appropriate window will appear, depending on the type of discrepancy you wish to view.

Table 18. Columns in the Resolve Discrepancies Page

Name	Description
Resolve	Click the Resolve icon [] to open the Resolve Discrepancy window.
Status	Displays the status of the discrepancy. <ul style="list-style-type: none"> • Pending: may appear when an invalidation doesn't immediately process. • Resolved: when a discrepancy is marked as resolved in TIDE. Once a record is permanently resolved it is removed from the DRS.
Type	Indicates the type of discrepancy. Types include the discrepancies associated with score flags: <ul style="list-style-type: none"> • Score Flag 4: Student Not Found • Score Flag 5: Non-Eligible Test (Below Grade Tester) • Score Flag 6: Duplicate
FLEID	Student's statewide unique identifier in TIDE or on the Pre-ID label applied.
First Name	Student's first name in TIDE or on the Pre-ID label applied.
Last Name	Student's last name in TIDE or on the Pre-ID label applied.
Enrolled Grade	Student's enrolled grade in TIDE or on the Pre-ID label applied.
Test	Test name for which the discrepancy was detected.

Name	Description
Opportunity ID	Test Opportunity ID number is a unique record identifier. District users can match the Opportunity ID with the UIN in the DSR file.
School ID	ID of the school where the student is currently enrolled in TIDE.
District ID	ID of the district associated with the school in which the student is currently enrolled in TIDE.
Test Key	Name of Test which includes administration, subject, grade and year. The test name also includes the word “paper” for paper based tests.
View	If the student tested on paper, the PDF icon [] is available. Click to open the image of the student’s demographic information on the paper test booklet for which the discrepancy was reported. This may be helpful in determining which student is associated with the discrepant record.

Resolving Discrepancies

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

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

[Resolving Non-Eligible Test Discrepancies](#) (Score Flag 5)

[Resolving Duplicate Discrepancies](#) (Score Flag 6)

Resolving Student Not Found Discrepancies (Score Flag 4)

Common example of a Student Not Found discrepancy:

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

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

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

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

1. Click [] in the Associate column shown below in [Figure 87](#). The Search for Student to Associate panel appears (see [Figure 88](#)).

Figure 87. Resolve Discrepancy: Student Not Found Window

Associate	Add Student	Status	FLEID	First Name	Last Name	Enrolled Grade	Test	Opportunity ID	School ID	District ID
			FL772016131711				(Florida)FL-FSA-FIXED-MALG1-EOC-ACCOM-PAPER-Math-11-Winter-2017-2018	40000191	77-9004	77

2. Select the district and school from the drop-downs and enter additional search criteria for the other optional fields to retrieve an existing student.



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

Figure 88. Search for Student to Associate Panel

Resolve Discrepancy : Student Not Found

Enter search terms to filter search results

Associate	Add Student	Status	FLEID	First Name	Last Name	Enrolled Grade	Test	Opportunity ID	School ID	District ID
			FL772016131711				(Florida)FL-FSA-FIXED-MALG1-EOC-ACCOM-PAPER-Math-11-Winter-2017-2018	40000191	77-9004	77

Search for Student to Associate

*District:

*School:

FLEID:

First Name:

Last Name:

3. Click **Search**. A list of retrieved students appears.

Figure 89. Retrieved Students

Number of students found: 1		Enter search terms to filter search results		
	First Name	Last Name	Birth Date (MMDDYYYY)	FLEID
	Algebra1	EOCMockWinter2016	07012000	FL772016131711

4. If the student’s Pre-ID record is available in the list of retrieved students, click [] to match the student’s score record with their Pre-ID record.
5. To continue with the association, click **Continue** in the **Resolve Discrepancy** window.

Figure 90. Resolve Discrepancy Window



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



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



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

Resolve Student Not Found discrepancies (Score Flag 4) by adding/editing a student

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

1. To do so, click  in the Add column. The Search for Student to Add/Edit panel and the Test Windows School Year appears (see [Figure 91](#)). The Test Windows School Year calendar displays the various test windows throughout the school year as a means of assisting you in managing your student enrollment history.

Figure 91. Search for Student to Add/Edit Panel



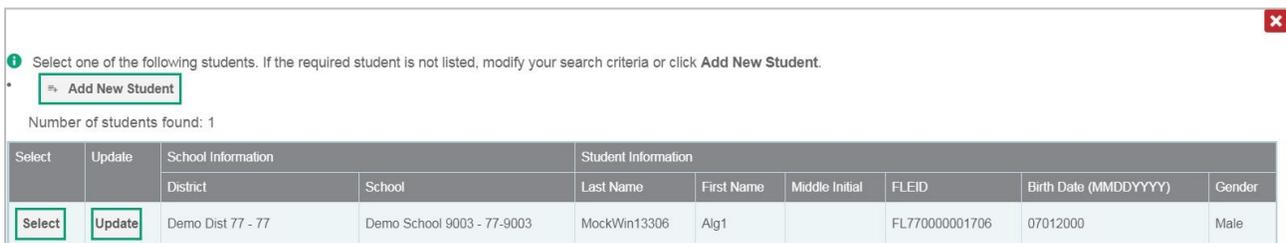
2. In the Search for Student to Add/Edit panel, select the school year for which you are adding/editing the student and enter the necessary search criteria to search for the student.



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

3. Click **Search**. The **Add/Edit Student** window appears ([Figure 92](#)).

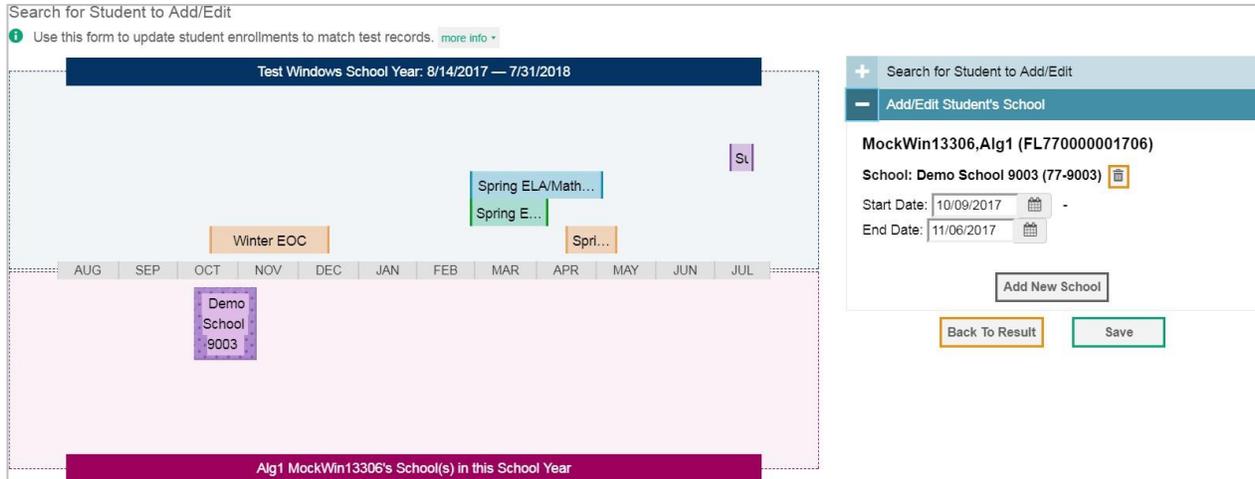
Figure 92. Add/Edit Student Window



4. From the **Add/Edit Student** window, do one of the following:
 - a. [Select the retrieved student](#),
 - b. [Update the student’s demographic information and then select the student](#), or
 - c. [Add a new student](#).

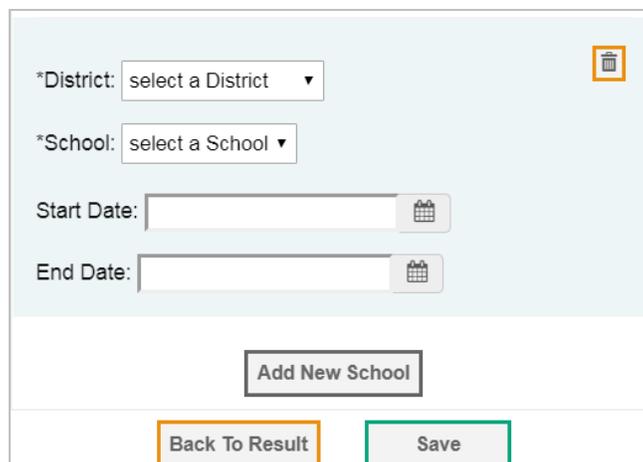
- a. To select the retrieved student:
 - i. Click **Select**. The Search for Student to Add/Edit panel will appear.

Figure 93. Search for Student to Add/Edit Panel with Student Details



- ii. To add the student to the discrepant test without any modifications, click **Save**.
- iii. To add the student to the discrepant test with modifications, make the necessary modifications in the Add/Edit Student’s School panel and then click **Save**. You can make the following modifications:
 - Modify the enrollment dates to reflect the student’s actual attendance at the listed schools.
 - If the required school does not appear in the panel, add the new school information. To add school information, click **Add New School**, enter the student’s new school information in the displayed fields (see [Figure 94](#)), and click **Save**.

Figure 94. New School Fields in the Add/Edit Student’s School Panel



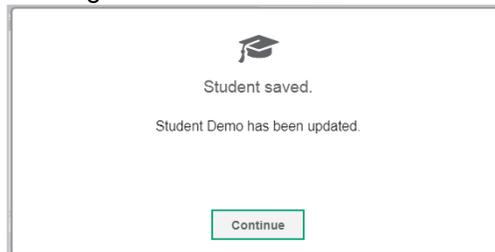
- iv. Click **Continue** on the **Save enrollment history?** window that displays.

Figure 95. Retrieved Students



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

Figure 96. Student saved window

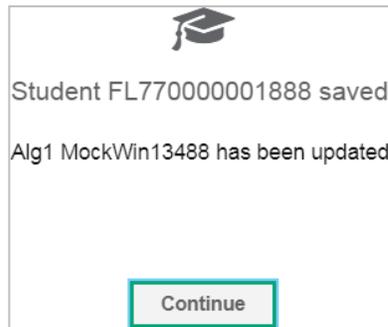


- b. To update the student’s demographic information and then select the student:
 - i. Click **Update**. The **Demographics** window (see [Figure 97](#)) will appear.

Figure 97. Fields in the Demographics Window

- ii. Complete the form for the student you want to add, and click **Save**.
 - iii. In the **Student Enrollment History** window, click **Continue** to return to the **Add/Edit Student** window (see [Figure 92](#)).
 - iv. Click **Select** and follow the procedure described for selecting students (see [To select the retrieved student](#) section) to resolve the discrepancy.
- c. To add a new student:
- i. Click **Add New Student**. The **Demographics** window (see [Figure 97](#)) will appear.
 - ii. Complete the form for the student you want to add, and click **Save**.
 - iii. Click **Continue** in the confirmation pop-up window that appears to return to the Search for Student to Add/Edit Panel (see [Figure 91](#)).

Figure 98. Add New Student Confirmation Pop-up Window



- iv. Follow steps in the [Resolve Student Not Found discrepancies \(Score Flag 4\) by adding/editing a student](#) section to add the student to the test and resolve the discrepancy.

Resolving Non-Eligible Test Discrepancies (Score Flag 5)

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

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

Figure 99. Resolve Discrepancy: Non-Eligible Test (Below Grade Tester)

Resolve Override	Invalidate	Status	FLEID	First Name	Last Name	Enrolled Grade	Test	Opportunity ID	School ID	District ID	TestKey
			FL201800001472	Demo	Student1234567	04	(Florida)FL-FSA-FIXED-G3R-PAPER-ELA-3-Spring-2017-2018	40001565	77-9004	77	(Florida)FL-FSA-FIXED-G3R-PAPER-ELA-3-Spring-2017-2018

[Cancel](#)

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



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

Resolving Duplicate Discrepancies (Score Flag 6)

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

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

Figure 100. Resolve Discrepancy: Duplicate-Test Window

Invalidate	Reassign	Status	FLEID	First Name	Last Name	Enrolled Grade	Test	Opportunity ID	School ID	District ID	TestKey
			FL201800001462	Demo	Student2	04	(Florida)FL-FSA-FIXED-G4M-PAPER-Math-4-Spring-2017-2018	40003225	77-9004	77	(Florida)FL-FSA-FIXED-G4M-PAPER-Math-4-Spring-2017-2018
			FL201800001462	ELA4	Student3	04	(Florida)FL-FSA-FIXED-G4M-PAPER-Math-4-Spring-2017-2018	40002930	77-9004	77	(Florida)FL-FSA-FIXED-G4M-PAPER-Math-4-Spring-2017-2018

[Cancel](#)

2. To reassign the duplicate test to another student, click the reassign icon  in the Reassign column. TIDE displays a list of search fields to retrieve the other student (similar to [Figure 88](#)).
 - a. Enter search criteria to retrieve an existing student and click **Search**.
 - b. From the list of found students, click the resolve reassign icon  for the student to whom you want to reassign the test.

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



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

Reviewing Secure Material Tracking Reports

The Secure Material Tracking Report (SMTR) for Data Recognition Corporation (DRC), the Test Materials Status Report (TMSR) for Pearson, and the Box Count reports (titled Box Count Report for DRC and Box Count Tracking for Pearson) are designed to assist school and district assessment coordinators with tracking the return of materials. The SMTR tracks all secure FSA materials returned to DRC (test materials with security barcodes), and the TMSR tracks all NGSSS and FCLE answer documents returned to Pearson. The purpose of these reports is to identify—before student score reports are received—any discrepancies that may exist between a district’s records of what was returned and the contractor’s records of what was received. DRC’s SMTR report can also be loaded into a district database for tracking security numbers. DRC’s SMTR reports will be posted daily in TIDE and will be available the week districts receive their first secure material shipment. Pearson’s TMSR reports will be posted as districts start to return their materials.

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

The Box Count reports are generated by both DRC and Pearson to track the number of boxes received from district scorable and nonscorable shipments. The purpose of these reports is to identify—before student score reports are received—any discrepancies that may exist between a district’s records of what was returned and records of what was received. The Box Count reports can be found daily in the **After Testing** section in TIDE and is available to District Assessment Coordinators, District Technology Coordinators, School Assessment Coordinators, and Private School Administrators shortly after secure materials are received for processing. DACs can resolve any possible discrepancies by contacting FDOE or the Florida Help Desk.

Figure 101. Secure Material Tracking Reports

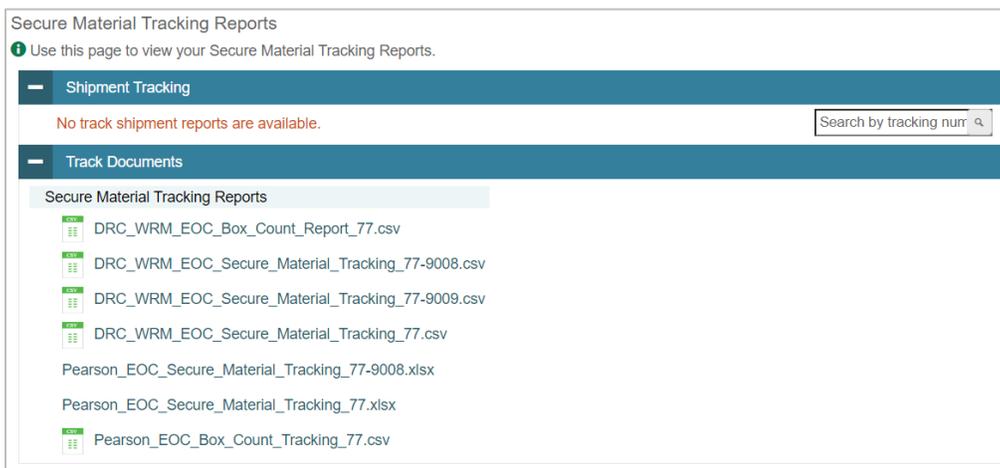


New and updated reports will be posted daily in TIDE until the administration closes. For spring administrations, please allow several weeks for DRC or Pearson to receive and check in materials. If the reports are not updated after several weeks with the anticipated number of materials returned, districts can request more information by emailing FloridaHelpDesk@CambiumAssessment.com or calling the Florida Help Desk at 1-866-815-7246.

To review DRC's Secure Material Tracking Report (SMTR) and Pearson's Test Materials Status Report (TMSR):

1. From the Secure Material Tracking Reports task menu on the TIDE homepage, select **Secure Material Tracking Reports**. The **Secure Material Tracking Reports** page appears.
2. In the Track Documents panel, select the report you would like to view. The report opens in Excel and contains detailed and summary information about the status of FSA secure materials received by DRC or NGSSS and FCLE answer documents received by Pearson.
 - a. DRC's SMTR contains the return status of each FSA secure material assigned to the school or district. For secure materials that have been received and scanned by DRC, the date that the document was scanned, as well as student information for TO BE SCORED test and answer books, is provided. Please remember to keep these reports secure and do not send them via email as they contain students' identifiable information. Summary information is located at the top of each report.
 - b. Pearson's TMSR contains the summarized return status of NGSSS and FCLE answer documents by school/district, subject, and grade.

Figure 102. Secure Material Tracking Reports Options



To review DRC’s Box Count Report or Pearson’s Box Count Tracking document:

1. From the Secure Material Tracking Reports task menu on the TIDE homepage, select **Secure Material Tracking Reports**. The **Secure Material Tracking Reports** page appears.
2. In the Track Documents panel, select the report you would like to view. The report opens in Excel and contains a count of the number of boxes received from district scorable and nonscorable shipments.

Types of Reports

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

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

DRC’s school-level reports display summary information for all FSA secure materials received at the school. Pearson’s school-level reports list summary counts for NGSSS and FCLE scorable answer documents shipped and processed at each school.

DRC’s SMTR files are generated in .csv format and Pearson’s TMSR files are generated as Excel spreadsheets.

The SMTR/TMSR will utilize the following file naming conventions:

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

Example:

- DRC_EOC_Secure_Material_Tracking_77.csv
- Pearson_EOC_Secure_Material_Tracking_77.xlsx

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

Example:

- DRC_EOC_Secure_Material_Tracking_77-9000.csv
- Pearson_EOC_Secure_Material_Tracking_77-9000.xlsx

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

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

Example:

- DRC_EOC_Box_Count_Report_77.csv
- Pearson_EOC_Box_Count_Tracking_77.csv

Contractor and Administration types:

- DRC_EOC – Summer and Winter EOC
- DRC_RETAKES_EOC – Fall ELA Retake and EOC
- DRC_RETAKES – Spring ELA Retake and Algebra 1 Retake
- DRC_WRM_EOC – Spring ELA, Mathematics, and EOC
- PEARSON_EOC – Summer, Fall, and Winter EOC
- PEARSON_SCIEOC – Spring Science, Social Studies, EOC, and FCLE (FCLE ordered by public schools and districts will be included here)
- PEARSON_FCLE – FCLE (Spring and Winter Florida Civics Literacy Exam ordered by Districts 79 and 80 will be included here)

Materials Tracked

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

How to Use DRC’s SMTR Reports

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

- NOT RETURNED – all secure materials start out as NOT RETURNED
- RETURNED SCORABLE – secure test and answer books that have been through image scanning

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

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

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

In the **TOTALS** section:

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

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

Filter the *STATUS* column to NOT RETURNED to see which secure material security numbers have not been returned. Filter the *STATUS* column to RETURNED SCORABLE to see which students have a TO BE SCORED test and answer book returned for scoring. Filter the *LAST NAME* or the *FLEID* column to search for a student.

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

Detailed descriptions of the report fields can be found in [Appendix B](#) of this document.

How to Use Pearson’s TMSR Reports

The *Count of Scorable Documents Processed* column reflects the number of To Be Scored documents that Pearson has received from the school or district. The *Count of Documents Shipped* column reflects the number of answer documents that Pearson shipped to the school.

District and School Assessment Coordinators can compare the numbers populated in the *Count of Scorable Documents Processed* column to the numbers populated in the *Count of Documents Shipped* column to research any schools that are showing that no documents have been received or that a lower-than-expected number of To Be Scored documents have been received.

Detailed descriptions of the report fields can be found in [Appendix B](#) of this document.

Test Completion Rates

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

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

To review test completion rates:

1. From the Test Completion Rates task menu on the TIDE homepage, select **Test Completion Rates**. The **Test Completion Rates** page appears.
2. In the Report Criteria panel (see [Figure 103](#)), select the parameters for which tests to include in your report.

Figure 103. Sample Test Completion Rates Search Fields

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

[Table 19](#) lists the columns in this report.

Table 19. Columns in the District Test Completion Rates Report

Column	Description
Date	Date and time that the file was generated.
Test Name	Grade, test, and subject selected.
District Name	Name of the district selected.
District ID	ID of the district selected.
Attempt #	Number of times students have taken the test.
Total Students Started	Number of students who have started the test.
Total Students Completed	Number of students who have finished the test and submitted it for scoring.
School Name*	The name of the reported school.
School ID*	The ID of the reported school.

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

Generating Access Codes

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

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

Figure 104. Generate Access Code Template Page

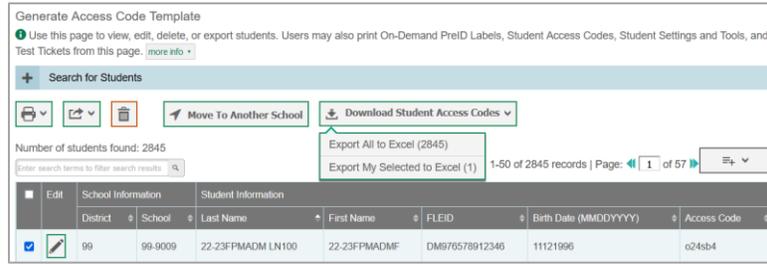
The screenshot shows a web form titled "Search for Students". At the top, there are several search criteria:

- *District: -- Select -- (dropdown)
- *School: None selected (dropdown)
- FLEID: (text input)
- Enrolled Grade: None selected (dropdown)
- Last Name: (text input)
- First Name: (text input)
- Gender: Male Female
- Include Inactive Students: No Yes

 Below these is an "Advanced Search" section with a "Search Fields: -- Select --" dropdown, an "Add" button, and "Remove All" and "Remove Selected" buttons. A "Search" button is positioned at the bottom center of the form.

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

Figure 105. Generate Access Code Template Search Results



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

Figure 106. Student Access Code Template

	A	B	C	D	E	F
1	Last Name	First Name	FLEID	Birth Date (MMDDYYYY)	Access Code	Send Access Code to This Email Address
2	Smith	Sally	DM999999999999	1012001	xxx555	sample@email.com

8. Save and close the template.

Emailing Student Access Codes

Before you can send access codes, you must first complete the steps in the section [Generating Access Codes](#). You will use the template you created and edited to complete the steps below.

1. From the Family Portal Access task menu on the TIDE dashboard, select **Email Student Access Codes**. The *Email Student Access Codes* page appears.
2. Upload the file you created by following instructions in the section [Adding or Editing Students through File Uploads](#).

Figure 107. Email Student Access Code Page



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

Figure 108. Email Student Access Code Page – Step 3: Validate

Email Student Access Codes

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

Step 3: Validate

*CC me on the access codes emails: Yes No

1 record(s) will be committed.
 0 record(s) will be excluded.
Your file has no errors. Click **Continue with Upload** to continue the upload process.

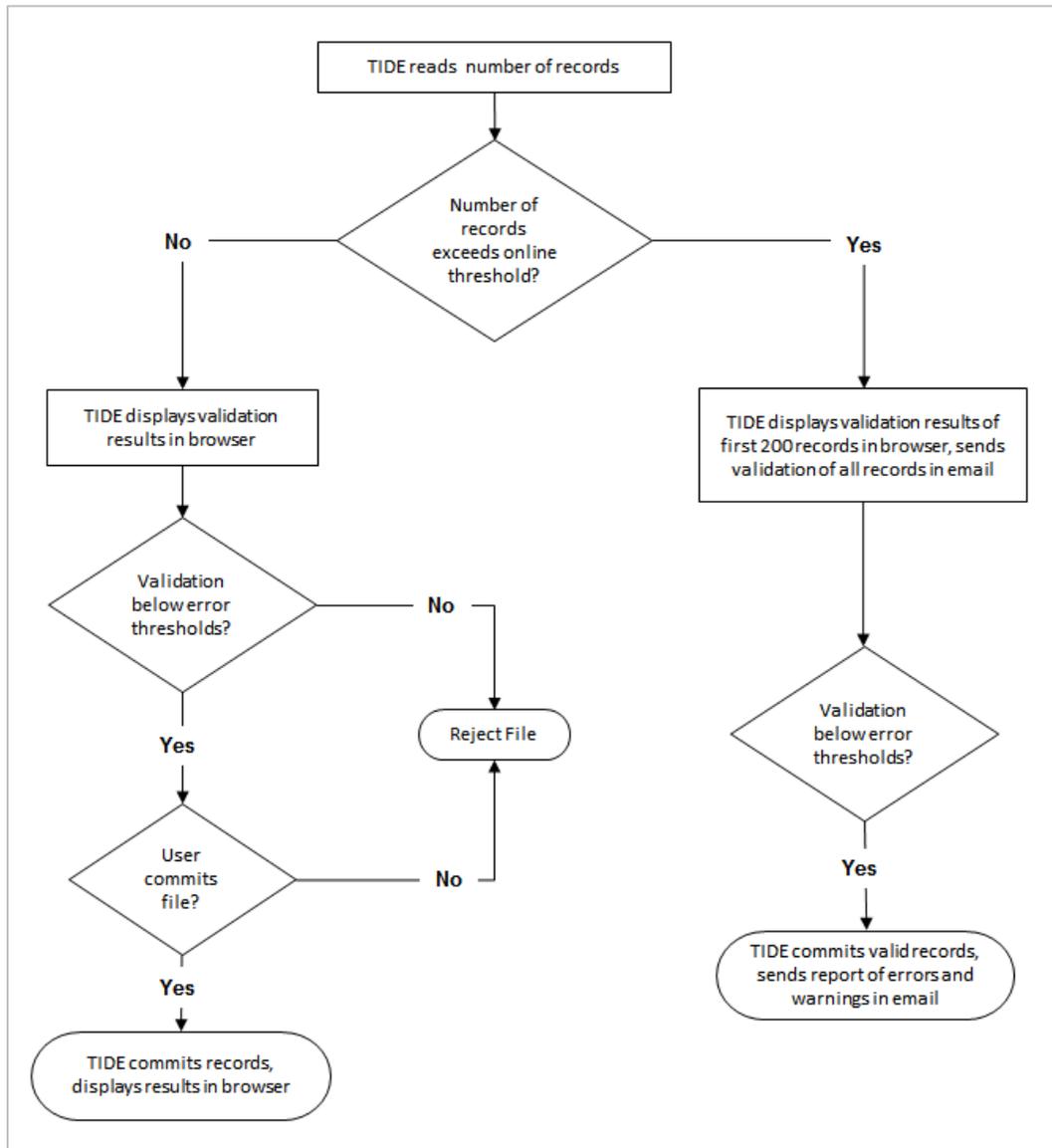
Appendix A. Processing File Uploads

How TIDE Processes Large Files

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

[Figure 109](#) describes the entire processing flow for file uploads.

Figure 109. Upload Processing Flow



Files that contain more than 2,000 records are processed offline. For example, if your user upload file contains 25,000 records:

1. TIDE displays the validation results for the first 200 records.
2. If you commit the file:
 - a. TIDE validates the remaining records offline and sends a validation report via email.
 - b. TIDE then commits the error-free records and sends a report listing all errors and warnings via email. If 20% of a file contains errors, that file will not be uploaded (for larger files, 500 errors will prevent the file from being uploaded).

How TIDE Validates File Uploads

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

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

Data validation determines if the fields contain valid data. Depending on whether the field is required, errors or warnings will be displayed.

Appendix B. Secure Material Tracking Report Fields

Report Fields for FSA Tests (DRC)

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

Table 20. Report Fields

Column	Column Header Text	Possible Values/Calculations
TOTALS Section		
A	MATERIAL DESCRIPTION	Material description for each secure material assigned to a district or school.
B	DOCUMENT ASSIGNED SCHOOL	School number where the secure material was assigned and packaged. If the secure material was packaged as district overage, the field will be left blank. A district-level report will contain all school numbers where secure materials were assigned and packaged.
C	DOCUMENT ASSIGNED SCHOOL NAME	School name where the secure material was assigned and packaged. If the secure material was packaged as district overage, the field will be left blank. A district-level report will contain all school names where secure materials were assigned and packaged.
D	TOTAL SHIPPED	The sum of all secure material associated with the data in columns A and B that were shipped.
E	TOTAL RETURNED SCORABLE	The sum of all test and answer books associated with the data in columns A and B that were shipped and have a status of RETURNED SCORABLE. If there are no test and answer books to report, the field will be zero.
F	TOTAL RETURNED NON SCORABLE/PENDING	The sum of all secure materials associated with the data in columns A and B that were shipped and have a status of RETURNED NON SCORABLE/PENDING. If there are no secure materials to report, the field will be zero.

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

Column	Column Header Text	Possible Values/Calculations
Details Section		
A	MATERIAL DESCRIPTION	Material description for each secure material assigned to a district or school.
B	DOCUMENT ASSIGNED SCHOOL	<p>School number where the secure material was assigned and packaged.</p> <p>If the secure material was packaged as district overage, the field will be left blank.</p> <p>A district-level report will contain all school numbers where secure materials were assigned and packaged.</p>
C	DOCUMENT ASSIGNED SCHOOL NAME	<p>School name where the secure material was assigned and packaged.</p> <p>If the secure material was packaged as district overage, the field will be left blank.</p> <p>A district-level report will contain all school names where secure materials were assigned and packaged.</p>
D	SECURITY NUMBER	The security barcode number listed on the secure material.
E	LAST NAME	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. • The MI field will be blank if no middle initial is provided on the PreID label. • The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.
F	FIRST NAME	
G	MI	

Column	Column Header Text	Possible Values/Calculations
H	DOB	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p> <p>FORMAT: MM/DD/YYYY</p> <p>The DOB will be blank for the Summer, Fall, and Winter administrations and will only be available for the Spring administrations if the student information was loaded into TIDE during the initial PreID label extract windows.</p>
I	GRADE ENROLLED	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the value will be obtained from the test and answer book’s document ID which indicates the grade of the book. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field on a non-grade specific test and answer book (e.g. Algebra 1, ELA Writing Retake) will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>

Column	Column Header Text	Possible Values/Calculations
J	FLEID	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field is populated if the FLEID is gridded in the FLEID DRC USE ONLY box on the front cover of the demographic page. • If a test and answer book was returned incorrectly without a PreID label, a District/School label is applied at DRC, and the FLEID DRC USE ONLY box was not gridded, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p> <p>FORMAT: FL123456789012</p>
K	STATUS	<p>The status value of the secure material.</p> <p>VALID VALUES:</p> <ul style="list-style-type: none"> • NOT RETURNED – all secure materials start out as NOT RETURNED • RETURNED SCORABLE – a test and answer book has been through image scanning • RETURNED NON SCORABLE/PENDING – the secure material has been through book check-in <ul style="list-style-type: none"> • PENDING – the secure material has been returned to DRC and has an “unknown” status (e.g., Problem Cart) or the secure material was destroyed at the district and recorded at DRC as being removed from the Missing Material Report)
L	DATE SCANNED AT DRC	<p>The date the secure material went through book check-in.</p> <p>The field is blank when the status = NOT RETURNED.</p> <p>FORMAT: MM/DD/YYYY</p>

Column	Column Header Text	Possible Values/Calculations
M	PREID FILE ACCOMMODATION	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book has a PreID label and the student’s PreID record has a braille, large print, or one-item-per-page accommodation, the field will be populated with BR, LP, or OIPP, respectively. • If no accommodation, the field will be blank. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>
N	BUBBLED ACCOMMODATION	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book was returned and the accommodation bubble was gridded in the DRC USE ONLY box on the front cover of the demographic page, the field will be populated with BR, LP, or OIPP. • If no accommodation, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>
O	STUDENT ENROLLED DISTRICT	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book has a PreID label, the district number from the PreID label will be the value. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>
P	STUDENT ENROLLED SCHOOL	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If a test and answer book has a PreID label, the school number from the PreID label will be the value. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>

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

Table 21. Report Fields

Column	Column Header Text	Description/Values
A	District	The district associated with the boxes' RS labels. FORMAT: 2 digits
B	District Name	District Name
C	School	The school associated with the boxes' RS labels. Blank when reporting the district level count. FORMAT: 4 digits
D	School Name	Blank when reporting the district level count.
E	Total Boxes Received at DRC	Sum of all boxes received by DRC (TBS + NTBS) to date from the: - district - school Zero if no boxes have been received at DRC.

Report Fields for NGSSS and FCLE Tests (Pearson)

The Pearson Test Materials Status Report contains the following columns and values.

Table 22. Report Fields

Column	Column Header Text	Possible Values/Calculations
A	District Code	District Code
B	District Name	District Name
C	School Code	School Code
D	School Name	School Name
E	Subject	Subject Name
F	Grade	Grade level of the documents.

Column	Column Header Text	Possible Values/Calculations
G	Count of Scorable Documents Processed	The number of answer documents Pearson has processed for the school or district.
H	Count of Documents Shipped	The number of answer documents Pearson shipped to the school or district.

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

Table 23. Report Fields

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

Appendix C. User Support

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

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

Florida Help Desk

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

Email Support: FloridaHelpDesk@CambiumAssessment.com

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

- If the issue pertains to a student, provide the FLEID, associated district, and associated school for that student.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Device, operating system, and browser information, including version numbers.

Appendix D. Change Log

Location	Change	Date
Throughout Guide	Updated screenshots where appropriate.	8/XX/22
Throughout Guide	Updated links to new portal.	8/XX/22

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