

FSAA TIDE User Guide

2022–23

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**Florida Standards
Alternate Assessment**

Prepared by Cambium Assessment, Inc.

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Organization of This User Guide

This user guide contains the following sections:

1. [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.
2. [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.
3. [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.
4. [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).
5. [Section V. Administering Tests](#), describes the activities you can perform while testing is underway, including monitoring test progress, managing requests, and assigning a Reason Not Assessed to a student.
6. [Section VI. After Testing](#), describes the activities you can perform after testing concludes, including information about reviewing Secure Material Tracking Reports and test completion rates.
7. 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 the Florida Standards Alternate Assessment (FSAA), managing users for testing and reporting systems, ordering test materials, tracking student participation.

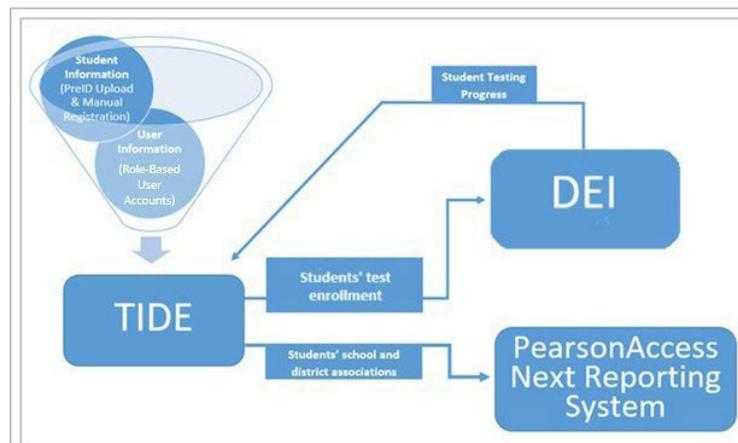
TIDE can perform the following functions:

- Registering students for assessments
- Establishing test settings and accommodations
- Associating students with districts, schools, and rosters
- Managing orders for test materials (FSAA—Performance Task only)
- Managing user accounts
- Managing testing participation, progress, and completion rates
- Assigning Reasons Not Assessed
- Monitoring Reasons Not Assessed
- Reviewing Secure Material Tracking Reports

[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 most of this student information through Pre-ID uploads; however, TIDE also has features for adding students manually. This information is then distributed through TIDE to the appropriate target system.

The Data Entry Interface (DEI) receives students’ eligibilities; this enables the DEI 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 Reporting System.

Figure 1. TIDE’s position in the assessment process



System Requirements

To use TIDE, you must have a recent version of a web browser installed on your computer. For a detailed list of system requirements, including supported operating systems and web browsers, please see the [Supported Systems & Requirements](#) page on the [FSAA 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 Alternate Assessment Coordinator (AAC) or School Level Coordinator (SLC). 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 Pre-ID file, while a school-level user can view student information within their 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 DEI, and the PearsonAccess Next Reporting System. Within the table, the following acronyms are used to specify the associated user roles:

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

APSA (Alternate Private School Administrator)—Accounts with this role are assigned to private school administrators who manage assessments for their school. APSAs 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.

SLC (School Level Coordinator)—Accounts with this role have access to student information within their assigned school(s). The SLC role can also create and manage user accounts and student information at the school level.

BSLC (Basic School Level Coordinator)—Accounts with this role have access to view student information within their assigned school(s). The BSLC role can create and manage user accounts at the school level.

SA (School Administrator)—Accounts with this role have access to student information and user accounts within their assigned school(s). Unlike the SLC, the SA cannot create and manage user accounts and student information. Accounts with this role also have access to student results in the PearsonAccess Next Reporting System for all students in their school.

AAT (Alternate Assessment Teacher)—Accounts with this role have access to create requests, view requests, and assign a Reason Not Assessed. Beginning mid-January 2023, AATs will also be able to create requests to correct student information, such as updating student demographic information, adding or removing students, and indicating a change in assessment.



Note: Prior to mid-January 2023, AATs will communicate student information requests with their SLC, if available, or directly to the AAC using secure individual district policies and procedures.

Table 2. User Roles and Associated Permissions

TIDE Tasks	AAC	APSA	SLC	BSLC	SA	AAT
Manage Users	AAC	APSA	SLC	BSLC	SA	AAT
Adding Users	✓	✓	✓	✓		
Adding, Editing, or Deleting Users through File Uploads	✓	✓	✓	✓		
Viewing Users	✓	✓	✓	✓	✓	
Viewing and Editing User Details	✓	✓	✓	✓		
Deleting Users	✓	✓	✓	✓		
Uploading FSAA Training Completion through File Uploads	✓	✓				
Student Information	AAC	APSA	SLC	BSLC	SA	AAT
Adding Students	✓	✓	✓			
Deleting Student Records	✓	✓	✓			
Moving Students Between Schools	✓	✓*	✓*			
Adding, Editing, or Deleting Students through File Uploads	✓	✓	✓			
Viewing Students	✓	✓	✓	✓	✓	
Editing Students	✓	✓	✓			
Printing On-Demand PreID Labels	✓	✓	✓	✓		
Generating Frequency Distribution Reports	✓	✓	✓	✓		
Submitting a TIDE Correction Request§	✓	✓	✓	✓		✓
Viewing TIDE Correction Requests§	✓	✓	✓			
Rosters	AAC	APSA	SLC	BSLC	SA	AAT
Viewing Rosters	✓	✓	✓	✓		
Adding a New Roster	✓	✓	✓	✓		
Modifying an Existing Roster	✓	✓	✓	✓		
Creating Rosters through File Uploads	✓	✓	✓	✓		
Deleting a Roster	✓	✓	✓	✓		
Printing a Roster	✓	✓	✓	✓		

Orders	AAC	APSA	SLC	BSLC	SA	AAT
Entering and/or Verifying Contact and Shipping Information	✓	✓				
Placing Additional Orders	✓	✓				
Viewing Order History	✓	✓	✓	✓	✓	
Viewing Order Summary	✓	✓	✓	✓	✓	
Monitoring Test Progress	AAC	APSA	SLC	BSLC	SA	AAT
Generating a Participation Report	✓	✓	✓	✓	✓	
Reviewing Test Status Reports	✓	✓	✓	✓	✓	
Invalidations and Requests	AAC	APSA	SLC	BSLC	SA	AAT
Viewing Requests	✓	✓	✓	✓	✓	✓
Creating Requests	✓	✓	✓	✓		✓
Processing Requests	✓	✓†	✓‡			
Reason Not Assessed	AAC	APSA	SLC	BSLC	SA	AAT
Assigning a Reason Not Assessed	✓	✓	✓	✓		✓
Generating a Reason Not Assessed Report	✓	✓	✓	✓		
Test Completion Rates	AAC	APSA	SLC	BSLC	SA	AAT
Test Completion Rates	✓	✓	✓	✓	✓	
Secure Material Tracking Reports	AAC	APSA	SLC	BSLC	SA	AAT
Reviewing Secure Material Tracking Reports	✓	✓	✓	✓		
Data Entry Interface (DEI)	AAC	APSA	SLC	BSLC	SA	AAT
Accessing the DEI	✓	✓	✓	✓		✓
PearsonAccess Next Reporting System Tasks	AAC	APSA	SLC	BSLC	SA	AAT
Accessing Reports	✓	✓			✓	
Accessing Files	✓	✓				

* SLCs and APSAs can only move students between schools if they have access to more than one school.

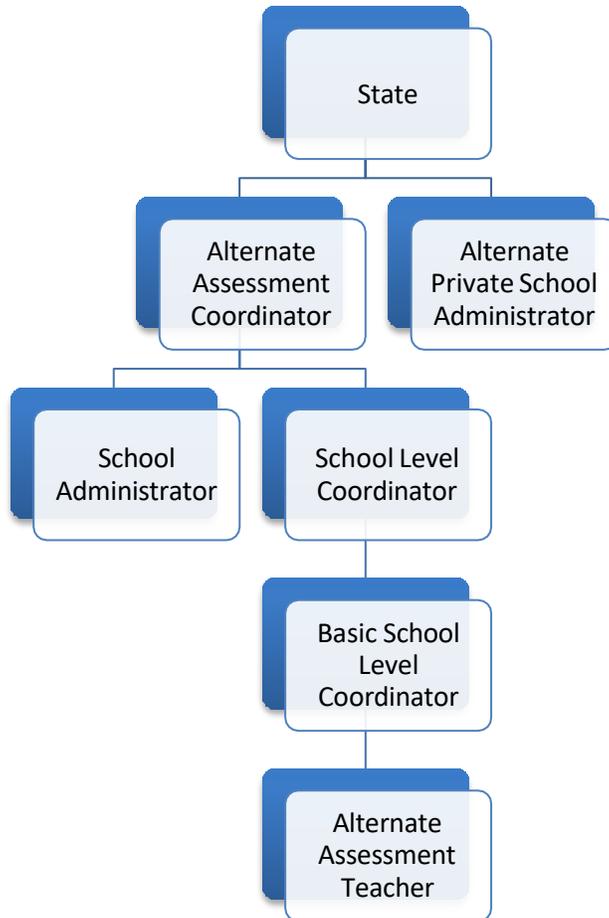
† APSAs can process test invalidation requests only.

‡ SLCs can process test reset requests and requests to reopen a test section (FSAA—Datafolio only).

§ Beginning mid-January 2023, TIDE Correction Requests will be able to be submitted and viewed in TIDE. Prior to mid-January 2023, teachers will communicate student information changes directly to the SLC or AAC using secure individual district policies and procedures. See [Managing Student Information](#) for more information regarding how to edit student information.

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 Alternate Assessment Coordinator (AAC) and Alternate Private School Administrator (APSA). Below the AAC and APSA are the School Level Coordinator (SLC) and the School Administrator (SA). Below the SLC and SA are the Basic School Level Coordinator (BSLC) and the Alternate Assessment Teacher (AAT). 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

Alternate assessment coordinators (AAC) and alternate private school administrators (APSAs) are responsible for creating school level coordinator (SLC) and basic school level coordinator (BSLC) user accounts. AACs, APSAs, SLCs, and BSLCs create teacher (AAT) user accounts. TIDE then sends you an activation email containing 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 Cambium Assessment, Inc. (CAI) and Pearson 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 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.

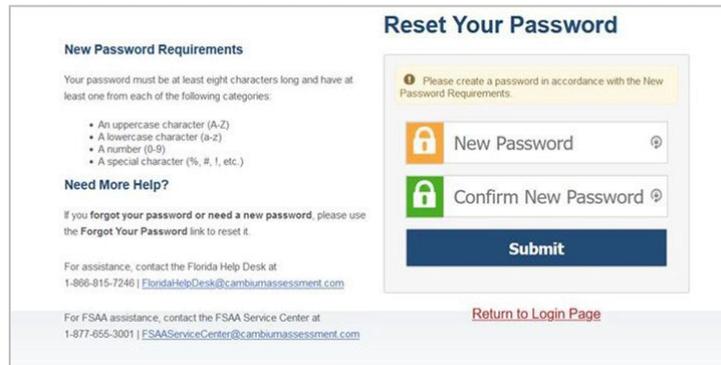


Note: All users will be required to do a one-time reset password update at the beginning of every school year. CAI automatically resets all user accounts at the beginning of the school year, for security purposes. Refer to [Reactivating Your TIDE Account at the Beginning of the School Year](#) for more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



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 (e.g., %, #, !). Your password cannot be the same as your previous password.

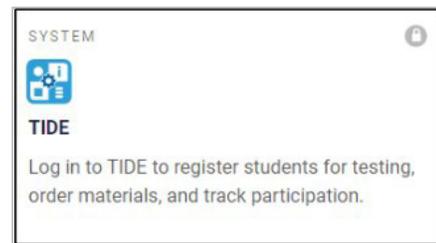
2. Click **Submit**.
3. Your account activation is complete and you can now log in to TIDE by following the steps in the [Logging in to TIDE](#) section.

Logging in to TIDE

To log in to TIDE:

1. Open your web browser and navigate to the [FSAA Portal](#).
2. In the Quick Access section of the dashboard, 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 user role, test administration, state, district, and school. (Depending on your user role, some of the drop-down lists may not be available.)
5. Click **Submit**. The TIDE dashboard appears; see [Figure 9](#).

Figure 6. Administration Details Page

The screenshot shows the 'Administration Details' page. At the top, there is a user icon and the title 'Administration Details'. Below the title, it says 'Select the User Role, Test Administration, District, and School (as applicable):'. There are four dropdown menus: 'User Role' (set to 'Alternate Assessment Cc'), 'Test Administration' (set to 'FSAA 2023 Spring Perfo'), '*State' (set to 'Florida - 000000'), and '*District' (set to 'Demo District 99 - 99'). A green 'Submit' button is located at the bottom right of the form area.



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 Refer to [Reactivating Your TIDE Account at the Beginning of the School Year](#) for instructions on how to log in to TIDE at the beginning of a new school year.

Resetting Your Password

To reset your password:

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

Figure 7. Reset Your Password

The screenshot shows the 'Reset Your Password' page. The title 'Reset Your Password' is at the top in blue. Below it, there is a text prompt 'Enter your email address to find your account'. There is a text input field with a person icon on the left and the label 'Email Address'. Below the input field is a blue 'Submit' button. At the bottom of the form, there is a red link that says 'Return to login page'.

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 (e.g., %, #, !). Your password cannot be the same as your current or a previous password.
6. Click **Submit**. TIDE resets your password.
7. The **Administration Details** page appears (see [Figure 6](#)).

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** 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

All users can modify their first name, last name, and phone number in TIDE. To change a user's email address, AACs, APSAs, SLCs, or BSLCs must create a new user account with the updated email address.

To modify your account information:

1. At the top right of the TIDE dashboard, from the **Manage Account** drop-down list, select **My Account Information**. The **My Contact Information** window appears.
2. In the Edit My Account panel, enter updates to your first name, last name, or phone number, as necessary.
3. Click **Save**.

Figure 8. My Contact Information Window

The screenshot shows a window titled "My Contact Information" with a close button in the top right corner. Below the title bar, there are two buttons: "Save" (green) and "Cancel" (orange). A blue header bar contains a minus sign and the text "Edit My Account". Below this, the form displays the following fields:

- Role: AAC
- *Last Name: Demo-AAC1
- *Email: i-aac1@demo.user
- Phone: 555-555-5554
- *First Name: User-AAC1

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

Section III. Understanding the TIDE Interface

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

[Organization of the TIDE User Interface](#)

[TIDE Dashboard](#)

[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

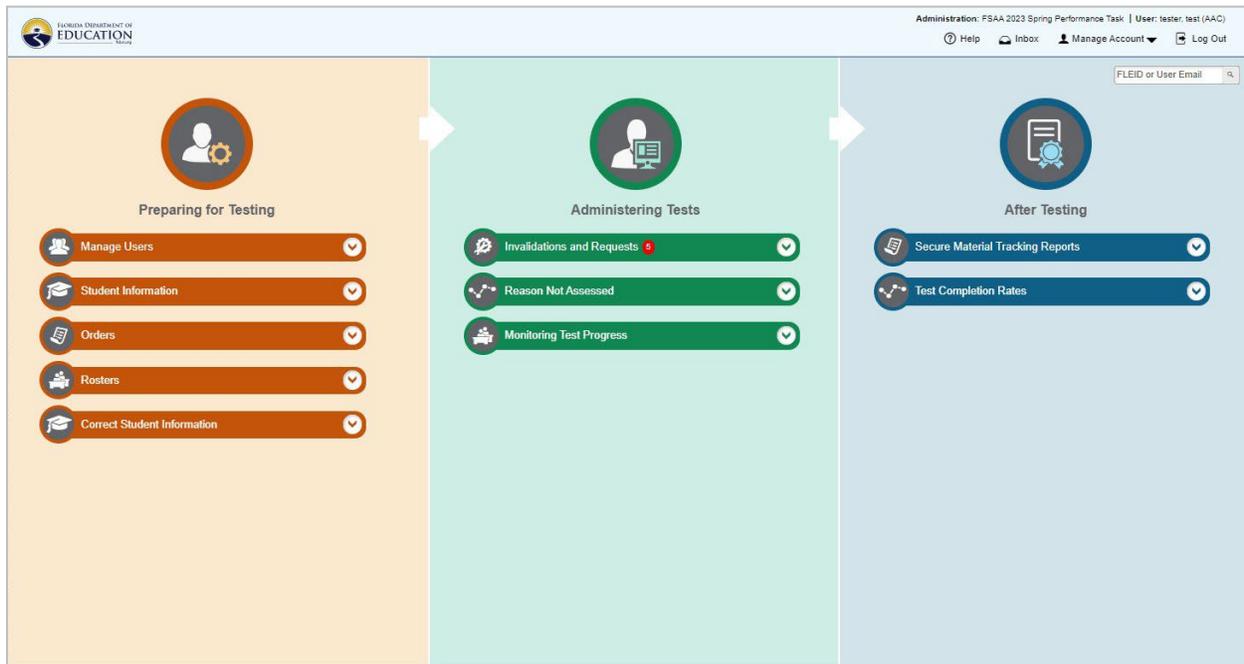
The TIDE user interface is designed to reflect the stages of the testing process. The tasks available in TIDE are organized into three categories based on when each task should be performed in the testing process:

1. **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, managing rosters, and placing additional orders. For more information about this category, see [Preparing for Testing](#).
2. **Administering Tests:** Tasks in this category are typically performed while teachers submit student responses or upload evidence into the Data Entry Interface (DEI). This category includes tasks for managing requests and assigning a Reason Not Assessed. For more information about this category, see [Administering Tests](#).
3. **After Testing:** Tasks in this category are typically performed after testing ends. This category includes tasks for reviewing Secure Material Tracking Reports and reviewing test completion rates. For more information about this category, see [After Testing](#).

TIDE Dashboard

The first page you see after logging in to TIDE is the dashboard (see [Figure 9](#)). The dashboard 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 Dashboard for the Alternate Assessment Coordinator Role



Each task menu contains a set of related tasks. For example, for AACs, the Manage Users task menu contains options for adding users, viewing/editing/exporting users, uploading users, and uploading FSAA training completion. If a user does not have access to one of the related tasks, that related task will not appear in the task menu.

Figure 10. Task Menu



To expand a task menu and view its set of related tasks, click the drop-down icon [img alt="dropdown arrow 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 [img alt="collapse arrow 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 dashboard. The toolbar only lists the task menus for one category at a time.

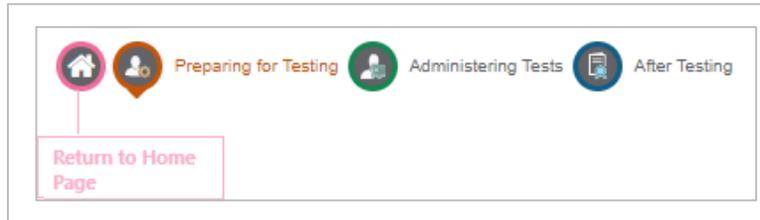
Figure 11. Navigation Toolbar



To access the TIDE dashboard, click the dashboard 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:

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

Inbox: This button opens the Secure 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 and to search for students by FLEID.

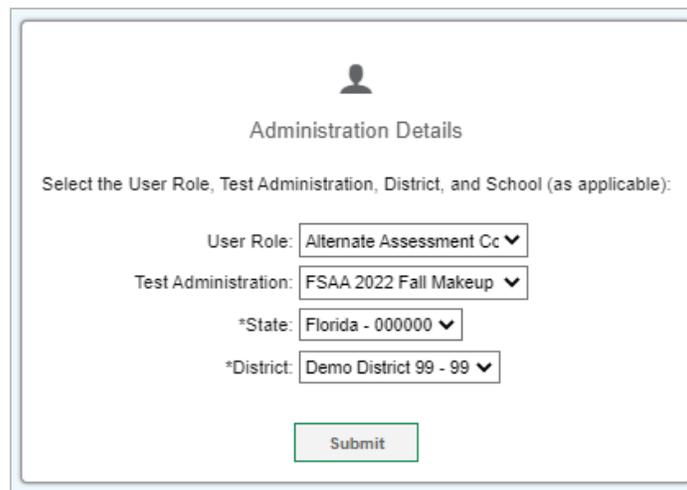
Changing Test Administration or User Role

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



The screenshot shows a window titled "Administration Details" with a user icon at the top. Below the title, it says "Select the User Role, Test Administration, District, and School (as applicable):". There are four dropdown menus: "User Role" set to "Alternate Assessment Cc", "Test Administration" set to "FSAA 2022 Fall Makeup", "*State" set to "Florida - 000000", and "*District" set to "Demo District 99 - 99". A "Submit" button is at the bottom.

2. Make any necessary changes.
3. Click **Submit**. A new dashboard 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 upper-right corner of TIDE.

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 Student** window for a specified student's record or to the **View/Edit User** window for a specified user's record.

To search for a student:

1. In the *FLEID* or *User Email* field, enter a student’s 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.

Accessing Files from the Secure Inbox

When searching for users, students, invalidations, and requests, you can choose to export the search results to the Secure Inbox. The Secure Inbox, which can be accessed by clicking **Inbox** on the TIDE banner (see [Figure 13](#)), 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 Secure Inbox.

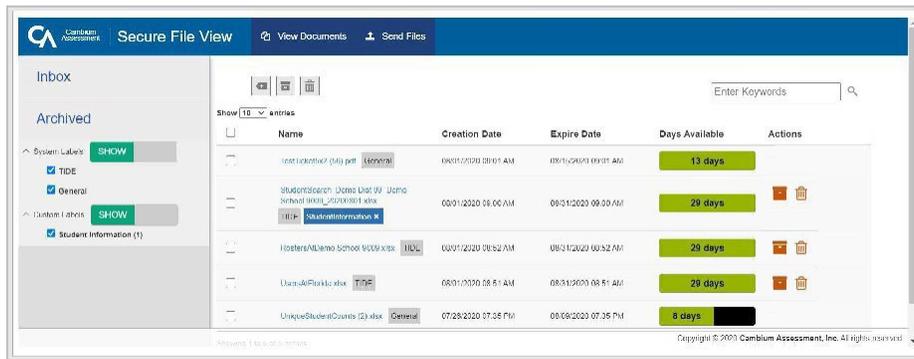
Through the Secure Inbox, AATs, AACs, APSAs, SLCs, and BSLCs can send documents and other information with student personally identifiable information (PII) to each other, to CAI personnel, and to the Florida Department of Education (FDOE). The Secure Inbox also lists any externally uploaded secure documents that you have privileges to view.

- The files in the Secure 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 and received files are available for 14 days.
- You can access the Secure Inbox from any page in TIDE to either download the file or archive the file for future reference.

To download files from the Secure Inbox:

1. From the banner (see [Figure 13](#)), select **Inbox**. The Secure Inbox opens (see [Figure 15](#)).

Figure 15. Secure 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 []/[].
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 [].
 - i. 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**.
 - ii. To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.

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

Sending Files from the Secure Inbox

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

user who already has a TIDE account.

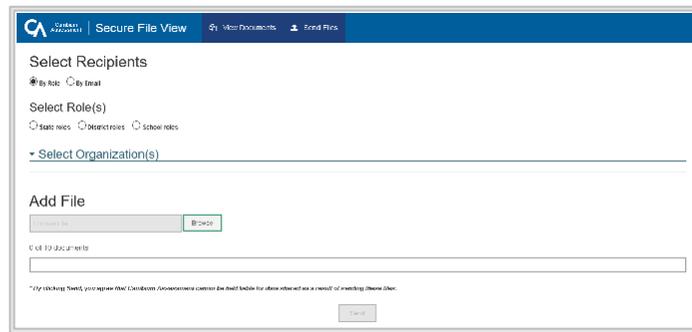


Note: AATs, SLCs, BSLCs, APSAs, and AACs can use the Secure Inbox to exchange any forms with student PII.

To send files from the Inbox:

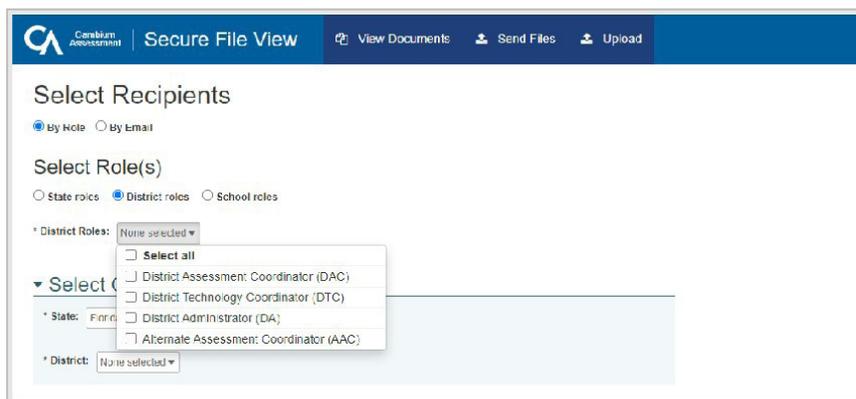
1. From the banner (see [Figure 13](#)), select **Inbox**. The Secure Inbox opens (see [Figure 15](#)). By default, TIDE displays the **View Documents** tab. You may also access the Secure Inbox through the [FSAA Portal](#).
2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 16](#)).

Figure 16. 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 17](#)).

Figure 17. Select Role Group Drop-Down



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 18](#)). From the drop-down lists, select any locations you wish to send files to.

Figure 18. Advanced Filters

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.



Note: These drop-down lists adhere to TIDE’s user role hierarchy. For example, **district**-level users will be able to filter at their role level and below for any districts and/or schools they have access to.

7. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
8. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
9. Click **Send**.



Note: Users will see the file you sent by logging in to their TIDE account, opening the Secure 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 19. Sample Search Panel

The screenshot shows a search panel titled "Search users". It contains several search criteria:

- *Role: Alternate Assessment Co (dropdown)
- *State: Florida - 000000 (dropdown)
- *District: Demo District 99 - 99 (dropdown)
- Email: (text input with a magnifying glass icon)
- First Name: (text input)
- Last Name: (text input)
- Phone: (text input)

 A "Search" button is located at the bottom right of the panel.

To search for users:

1. From the Manage Users task menu on the TIDE dashboard, select **View/Edit/Export Users**. The **View/Edit/Export Users** page 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 20](#)).

Figure 20. Sample Search Results

The screenshot shows the search results for the criteria in Figure 19. The results are displayed in a table with 5 columns: Edit, Role, District, Email, First Name, Last Name, and Phone. There are 3 rows of results.

Edit	Role	District	Email	First Name	Last Name	Phone
<input type="checkbox"/>	AAC	99-Demo District 99	fl-aac1@demo.user	User-AAC1	Demo-AAC1	
<input type="checkbox"/>	AAC	99-Demo District 99	fl-aac3@demo.user	User-AAC3	Demo-AAC3	
<input type="checkbox"/>	AAC	99-Demo District 99	ken_healy1@yahoo.com	Kenny	Healy	7033362933

- i. *Optional:* If you wish to expand the search panel to change your search parameters, click [].
- 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 hide 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 Secure Inbox. Once you receive confirmation that your file is ready, you may download it from the Secure Inbox (see [Accessing Files from the Secure 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. To delete a user completely from TIDE, you must delete all 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 dashboard, 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 21. Fields on the View/Edit User Window

4. If your user role allows it, modify the user’s details as required. Use [Table 3](#) as a reference.
5. Click **Save**.

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 User** window.

Table 3. Fields on the Add User Page and View/Edit User Window

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

Field	Description	Valid Values
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
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.
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)
FSAA Training Completion	Whether the user completed training associated with the Fall Makeup Performance Task, Datafolio, and/or Spring Performance Task.	One of the available training completion flags from the drop-down list (Only available for AACs and APSAs)

*Required field.

Adding Users

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 dashboard, select **Add User**. The **Add User** page appears.

Figure 22. Enter Email on the Add User Page

The screenshot shows a web interface titled "User Details" with a minus sign icon on the left. Below the title bar, there is a text input field labeled "*Email:". To the right of the input field is a blue button with a plus sign and the text "+ Add user or add roles to user with this email".

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 23. Fields on the Add User Page

The screenshot shows a web form titled "Add User Page". It is divided into two main sections: "User Details" and "User Roles".

User Details: This section contains four input fields:

- *Email: demo@demo.user
- *Last Name: demo
- *First Name: demo
- Phone: (empty)

User Roles: This section contains a dropdown menu for "*Role:" with the text "- Select a role -". To the right of the dropdown is a delete icon (a trash can). Below the dropdown is a "+ Add More Roles" button. At the bottom of the form are two buttons: "Save" and "Cancel".

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 FSAA Service Center so the email can be resent. The FSAA Service Center can be reached at FSAAServiceCenter@cambiumassessment.com or 1-877-655-3001 for assistance.

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 dashboard, 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 24. Options for Deleting Retrieved Records

The screenshot shows a web interface for user management. At the top, there are icons for refresh and delete. Below that, it says "Number of users found: 5" and a search bar. The main part is a table with columns: Edit, Role, District, Email, First Name, Last Name, and Phone. There are five rows of user data, each with a checkbox and an edit icon.

Edit	Role	District	Email	First Name	Last Name	Phone
<input type="checkbox"/>	AAC	77-Demo Dist 77	trtally@gmail.com	Laura	Bailey	8505108881
<input type="checkbox"/>	AAC	77-Demo Dist 77	f-aac1@demo.user	User-AAC1	Demo-AAC1	555-555-5554
<input type="checkbox"/>	AAC	77-Demo Dist 77	f-aac2@demo.user	User-AAC2	Demo-AAC2	
<input type="checkbox"/>	AAC	77-Demo Dist 77	kenhealy1@gmail.com	Ken	Healy	703-336-2933
<input type="checkbox"/>	AAC	77-Demo Dist 77	angela.nathaniel@fdoe.org	Angela	Nathaniel	

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	AAC, APSA, SLC, BSLC, SA, AAT (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 25 shows sample records on an upload file to illustrate the following transactions:

1. The first row lists the layout fields.
2. The second row adds Thomas Walker as a TIDE user, specifying all fields except phone number.
3. 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.
4. The fourth row deletes Jane Miller’s account.
5. The fifth row adds Patricia Martin as an Alternate Assessment Teacher for school 9000.
6. The sixth row adds Patricia Martin as a School Level Coordinator for a different school—9004.

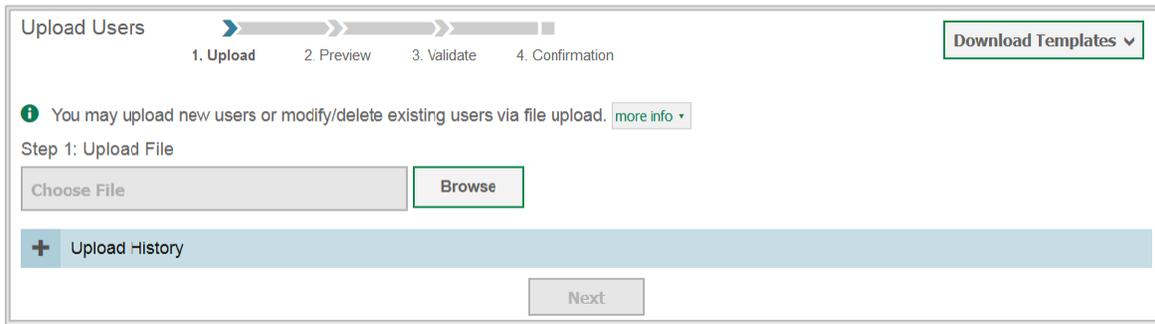
Figure 25. Sample Records on a User Upload File

	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	TW@email.com		AAC	Add
3	99	9000	Thomas	Walker	TW@email.com	222-111-4444	AAC	Add
4	99	9000	Jane	Miller	JM@email.com		AAT	Delete
5	99	9000	Patricia	Martin	PM@email.com		AAT	Add
6	99	9004	Patricia	Martin	PM@email.com		SLC	Add

To upload a user upload file:

1. From the Manage Users task menu on the TIDE dashboard, select **Upload Users**. The **Upload Users** page appears (see [Figure 26](#)).

Figure 26. 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 27](#)). Use the file preview on this page to verify that you have uploaded the correct file.

Figure 27. File Upload Preview

Row Number	District ID	School ID	First name	Last name	Email	Phone	Role	Action
1	99	9000	Thomas	Walker	TM@email.com		AAC	Add
2	99	9000	Thomas	Walker	TM@email.com	222-111-4444	AAC	Add
3	99	9000	Jane	Miller	JM@email.com		AAT	Delete
4	99	9000	Patricia	Martin	PM@email.com		AAT	Add
5	99	9004	Patricia	Martin	PM@email.com		SLC	Add

6. Click **Next**. TIDE validates the file and displays any errors (🚨) or warnings (🚩) on the **Validate** page (see [Figure 28](#)).



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 28. Sample Validation Page

Upload Users

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

Download Validation Report

Review the validation results, then click Continue with Upload. [more info](#)

Step 3: Validate

Legend: ▲ Error: The file can be uploaded, but this row will not be included. ■ Warning: This field is invalid, but the row will be uploaded.

Row Number	District ID	School ID	First name	Last name	Email	Phone	Role	Action
1	99	9000	Thomas	Walker	▲ TM		AAC	Add
3	99	9000	Jane	Miller	▲ JM@email.com		AAT	Delete
5	99	▲ 90-04\$	Patricia	Martin	PM@email.com		SLC	Add

Continue with Upload Upload Revised File Cancel



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.
8. The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded (see [Figure 29](#)).

Figure 29. Confirmation Page

Upload Users

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

Step 4: Confirmation

Results: 7 records are committed.

Upload New File

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

Uploading FSAA Training Completion through File Uploads

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

1. From the Manage Users task menu, select **Upload FSAA Training Completion**. The **Upload FSAA Training Completion** page appears.

2. Download either the Excel or CSV template from the **Upload FSAA Training Completion** page.
3. In the downloaded template, complete each column as directed, see [Table 5](#). Please note, there are three training completion flags—PT Fall, PT Spring, and Datafolio—that may be added for a user. Once you have completed the template, save your file.



Note: If a teacher needs more than one training completion flag, you will have to put each flag on a separate row of the 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 confirmed and excluded.



Note: The successful completion of all training requirements for the respective administration must be uploaded into TIDE. If a teacher logs in to the DEI and sees no available tests, they are advised to contact their AAC to ensure that their training completion flag is uploaded in TIDE.

Table 5. Columns for FSAA Training Completion File Upload

Field Name	Description	Valid Values
Email Address*	User’s email address	Standard email address. This is the user’s username for logging in to TIDE.
FSAA Training Completion*	Indicates the user has completed required training	FSAA Training Completion
Subject*	Not applicable; will auto-populate with N/A	N/A
FSAA Completion Flag*	Indicates the specific training the user completed	PTFall, PTSpring, Datafolio

*Required field.

Managing Student Information

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

Uploading Students for the 2022–23 FSAA—Datafolio

AACs and APSAs, as applicable, will use the **Upload Students** option under the Student Information task menu to upload students before the 2022–23 FSAA—Datafolio administration.

CAI will send two files of students within each district to the AAC or APSA of record on August 15, 2022, through the Secure Inbox. AACs and APSAs will navigate to the Secure Inbox through the [FSAA Portal](#).

One file will include the students in Grades 3–8 and one file will include students in high school.

Upon receiving the Grades 3–8 file, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Review each file to verify that the demographic and school information for the students listed in each file is correct.
 - a. If the information is incorrect, change the student information using valid values found in [Table 6](#) for each field.
 - b. If the student is not participating in the FSAA—Datafolio, delete the student.
2. Add any students, including students in Grade 3, who are not listed in the files. Please use only the valid values found in [Table 6](#) for each field.
3. Identify students participating in the Civics EOC.

Upon receiving the high school file, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Review each file to verify that the demographic and school information for the students listed in each file is correct.
 - a. If the information is incorrect, change the student information using valid values found in [Table 6](#) for each field.
 - b. If the student is not participating in the FSAA—Datafolio, delete the student.
2. Add any students, including students in grades 11 and 12, who are not listed in the files. Please use only the valid values found in [Table 6](#) for each field.
3. Identify students participating in ELA 1, ELA 2, and EOC assessments.

After reviewing the files and ensuring that the information is accurate, AACs and APSAs, as applicable, will upload the files into TIDE.

Uploading Students for the 2022 Fall Makeup FSAA—Performance Task

AACs and APSAs, as applicable, will use the **Upload Students** option under the Student Information task menu to upload students before the 2022 Fall Makeup FSAA—Performance Task administration.

CAI will send one file of students within each district to the AAC or APSA of record on August 15, 2022, through the Secure Inbox. AACs and APSAs will navigate to the Secure Inbox through the FSAA Portal.

Upon receiving the file, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Review each file to verify that the demographic and school information for the students listed in each file is correct.
 - a. If the information is incorrect, change the student information using valid values found in [Table 7](#) for each field.
 - b. If the student is not participating in the 2022 Fall Makeup FSAA—Performance Task, delete the student.
2. Add any students, including students in grades 11 and 12, who are not listed in the files. Please use only the valid values found in [Table 7](#) for each field.
3. Identify whether the student will be participating in the Algebra 1 EOC and/or ELA 2 and whether they will be participating in the assessment using braille.

After reviewing the file and ensuring that the information is accurate, AACs and APSAs, as applicable, will upload the file into TIDE.

Uploading Students for the Spring 2023 FSAA—Performance Task

AACs and APSAs, as applicable, will use the **Upload Students** option under the Student Information task menu to upload students before the Spring 2023 FSAA—Performance Task administration.

In early December 2022, CAI will send two files of students within each district to the AAC or APSA of record through the Secure Inbox. AACs and APSAs will navigate to the Secure Inbox through the [FSAA Portal](#).

One file will include the students in Grades 3–8 and one file will include students in high school.

Upon receiving the Grades 3–8 file, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Review each file to verify that the demographic and school information for the students listed in each file is correct.
 - a. If the information is incorrect, change the student information using valid values found in [Table 8](#) for each field.
 - b. If the student is not participating in the FSAA—Performance Task, delete the student.
2. Add any students, including students in Grade 3, who are not listed in the files. Please use only the valid values found in [Table 8](#) for each field.
3. Identify students who require accommodations, including one-sided materials, Braille UEB Contracted with Nemeth, Braille UEB Uncontracted with Nemeth, Braille UEB Contracted, and Braille UEB Uncontracted.

Upon receiving the high school file, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Review each file to verify that the demographic and school information for the students listed in each file is correct.
 - a. If the information is incorrect, change the student information using valid values found in [Table 8](#) for each field.
 - b. If the student is not participating in the FSAA—Performance Task, delete the student.
2. Add any students, including students in grades 11 and 12, who are not listed in the files. Please use only the valid values found in [Table 8](#) for each field.
3. Identify students participating in ELA 1, ELA 2, and EOC assessments (Algebra 1, Biology 1, Civics, Geometry, or U.S. History) and indicate with a "Y" in the respective column.
4. Identify whether the students participating in ELA 1, ELA 2, and EOCs require accommodations. Please see [Table 8](#) for a list of valid accommodations for each subject.



Note: There is no Preorder Window for the Spring 2023 Performance Task. TIDE will use the information captured in the Pre-ID files to determine initial orders for schools as well as appropriate district overage.

Searching For Students

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

Figure 30. Sample Student Search Panel

To search for students:

1. From the Student Information task menu on the TIDE dashboard, 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 30](#)).
 - b. To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

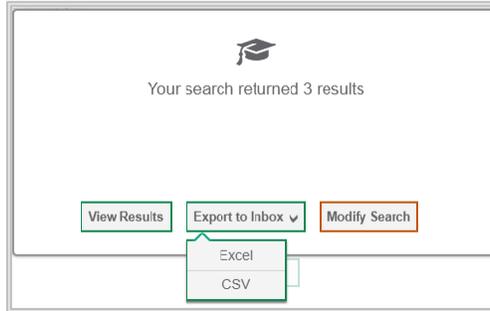
For information about how TIDE evaluates additional search criteria, see [Evaluating Advanced Search Criteria](#).

Figure 31. 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 32. 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 Secure Inbox. Once you receive confirmation that your file is ready, you may download it from the Secure Inbox (see [Accessing Files from the Secure 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 33](#)).

Figure 33. Sample Student Search Results

Filter	School Information		Student Demographics					Student Information											
	District	School	Enrolled Grade	Last Name	First Name	Middle Initial	FLEID	Birth Date (MMDDYYYY)	Gender	English Language Learner (ELL)	Primary Exceptionality	Exceptionality, Other	IDEA Educational Environments	Primary Language Spoken in Home	Lunch Status	Time, Total School Week	Time with non-disabled peers	Eligibility	Build
<input type="checkbox"/>	77	77-9001	09	broed	broec		DM996895530/55	10/10/2010	Male	LP	U					1234	12	ELA 2:Yes Algebra 1: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 hide 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.



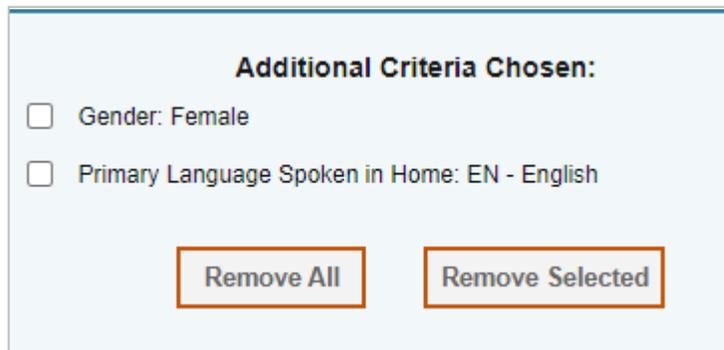
Note: When searching for students on the **View/Edit/Export Students** page, clicking **Search** opens a message that provides you with options to view or export the retrieved records based on the number of records that match your search parameters. For more information, see [Viewing and Editing Students](#).

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* the fields' criteria.
3. Referring to [Figure 34](#), TIDE retrieves student records that match both of the following:
 - a. Gender is Female.
 - b. Primary Language Spoken in Home of the student is EN - English.

Figure 34. Additional Search Criteria



Performing Actions on Student Records

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

To perform actions on student records:

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



Note: For printing or exporting student records from the **View/Edit/Export Students** page, it is not necessary to mark the checkbox in the header row to select all records. The option to print all retrieved records is available by default.



Note: 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. : 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.
 - b. : 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.



Note: 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 dashboard, 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 36](#)).
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 6–Table 8](#) as a reference.
 - b. In the Race and Ethnicity panel, make selections for the student’s race and ethnicity.
 - c. In the Additional Information panel, select parameters for the student’s primary exceptionality and other appropriate indicators, using [Table 6–Table 8](#) as a reference.
 - d. In the Test Eligibility panel (FSAA—Datafolio and Fall Makeup FSAA—Performance Task only), select a student’s test participation information in the EOC assessments, ELA 1, and ELA 2, if applicable. In the Grades 3–8 Accommodations panel (Spring FSAA—Performance Task only), select a student’s accommodations for the Grades 3–8 assessments, if applicable throughout the year.
 - e. In the EOC, ELA 1, ELA 2 Eligibility and Accommodations panel (Spring FSAA—Performance Task only), select a student’s test participation and accommodations, if applicable, for the ELA 1, ELA 2, and EOC assessments.
5. Click **Save**.
6. In the dialog box, click **Continue** to return to the list of student records.

Table 6. Fields on the View/Edit Student Window and Add Student Page for Datafolio

Field	Description	Valid Values
Student Demographics		
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
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)

Field	Description	Valid Values
FLEID*	Florida Education Identifier, a 14-character unique identifier	FL followed by 12 digits
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
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
Additional Information		
English Language Learner (ELL)*	Indicates whether the student is currently enrolled in the English Language Learner (ELL) program	One of the available fields from the drop-down list
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
Other Exceptionalities	Other disability conditions that describe a person's impairment	Up to nine of the available fields from the drop-down list

Field	Description	Valid Values
IDEA Educational Environments	Student’s education environment	One of the available fields from the drop-down list
Primary Language Spoken in Home	Primary language spoken in the student’s home	One of the available fields from the drop-down list
Lunch Status	Student’s lunch status	One of the available fields from the drop-down list
Time, Total School Week	The total amount of time a student with a disability is scheduled to attend school each week. All scheduled time (i.e., class time, recess, lunch, and time between classes) must be included in the total.	0000 – 9999 minutes per week
Time with non-disabled peers	The total amount of time that a student with a disability is with non-disabled peers, including time with school and workplace peers. Include class time, lunch, recess, and time between classes if this time is spent with non-disabled peers.	0000 – 9999 minutes per week
Test Eligibility		
Eligibility‡		
ELA 1	Indicates whether a student is participating in ELA 1 Datafolio	Yes
ELA 2	Indicates whether a student is participating in ELA 2 Datafolio	Yes
Algebra 1	Indicates whether a student is participating in Algebra 1 Datafolio	Yes
Geometry	Indicates whether a student is participating in Geometry Datafolio	Yes
Biology 1	Indicates whether a student is participating in Biology 1 Datafolio	Yes
Civics	Indicates whether a student is participating in Civics Datafolio	Yes
U.S. History	Indicates whether a student is participating in U.S. History Datafolio	Yes

*Required field.

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

‡The Test Eligibility fields are only applicable to the ELA 1, ELA 2, and EOC assessments.

Table 7. Fields on the View/Edit Student Window and Add Student Page for Fall Makeup Performance Task

Field	Description	Valid Values
Student Demographics		
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
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
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
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

Field	Description	Valid Values
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
Additional Information		
English Language Learner (ELL)*	Indicates whether the student is currently enrolled in the English Language Learner (ELL) program	One of the available fields from the drop-down list
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
Other Exceptionalities	Other disability conditions that describe a person’s impairment	Up to nine of the available fields from the drop-down list
IDEA Educational Environments	Student’s education environment	One of the available fields from the drop-down list
Primary Language Spoken in Home	Primary language spoken in the student’s home	One of the available fields from the drop-down list
Lunch Status	Student’s lunch status	One of the available fields from the drop-down list
Time, Total School Week	The total amount of time a student with a disability is scheduled to attend school each week. All scheduled time (i.e., class time, recess, lunch, and time between classes) must be included in the total.	0000 – 9999 minutes per week
Time with non-disabled peers	The total amount of time that a student with a disability is with non-disabled peers, including time with school and workplace peers. Include class time, lunch, recess, and time between classes if this time is spent with non-disabled peers.	0000 – 9999 minutes per week
Test Eligibility		
Eligibility‡		
ELA 2	Indicates whether a student is participating in ELA 2 Performance Task	Yes
Algebra 1	Indicates whether a student is participating in Algebra 1 Performance Task	Yes
Braille§		
ELA 2	Indicates whether a student will need a braille accommodation to access the ELA 2 Performance Task	Yes

Field	Description	Valid Values
Algebra 1	Indicates whether a student will need a braille accommodation to access the Algebra 1 Performance Task	Yes

*Required field.

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

Table 8. Fields on the View/Edit Student Window and Add Student Page for Spring Performance Task

Field	Description	Valid Values
Student Demographics		
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
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
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
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

Field	Description	Valid Values
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
Additional Information		
English Language Learner (ELL)*	Indicates whether the student is currently enrolled in the English Language Learner (ELL) program	One of the available fields from the drop-down list
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
Other Exceptionalities	Other disability conditions that describe a person’s impairment	Up to nine of the available fields from the drop-down list
IDEA Educational Environments	Student’s education environment	One of the available fields from the drop-down list
Primary Language Spoken in Home	Primary language spoken in the student’s home	One of the available fields from the drop-down list
Lunch Status	Student’s lunch status	One of the available fields from the drop-down list
Time, Total School Week	The total amount of time a student with a disability is scheduled to attend school each week. All scheduled time (i.e., class time, recess, lunch, and time between classes) must be included in the total.	0000 – 9999 minutes per week
Time with non-disabled peers	The total amount of time that a student with a disability is with non-disabled peers, including time with school and workplace peers. Include class time, lunch, recess, and time between classes if this time is spent with non-disabled peers.	0000 – 9999 minutes per week
Grades 3–8 Accommodations		

Field	Description	Valid Values
3–8 Accommodations	Indicates whether a student participating in the Grades 3–8 Performance Task assessment requires an accommodation	One of the available fields from the drop-down list
EOC, ELA 1, ELA 2 Eligibility and Accommodations		
EOC, ELA 1, ELA 2 Eligibility		
ELA 1	Indicates whether a student is participating in the ELA 1 Performance Task	Yes
ELA 2	Indicates whether a student is participating in the ELA 2 Performance Task	Yes
Algebra 1	Indicates whether a student is participating in Algebra 1 Performance Task	Yes
Geometry	Indicates whether a student is participating in Geometry Performance Task	Yes
Biology 1	Indicates whether a student is participating in Biology 1 Performance Task	Yes
Civics	Indicates whether a student is participating in Civics Performance Task	Yes
EOC, ELA 1, ELA 2 Accommodations		
ELA 1	Indicates whether a student participating in the ELA 1 Performance Task assessment requires an accommodation	One of the available fields from the drop-down list
ELA 2	Indicates whether a student participating in the ELA 2 Performance Task assessment requires an accommodation	One of the available fields from the drop-down list
Algebra 1	Indicates whether a student participating in Algebra 1 Performance Task assessment requires an accommodation	One of the available fields from the drop-down list
Geometry	Indicates whether a student participating in Geometry Performance Task assessment requires an accommodation	One of the available fields from the drop-down list
Biology 1	Indicates whether a student participating in Biology 1 Performance Task assessment requires an accommodation	One of the available fields from the drop-down list
Civics	Indicates whether a student participating in Civics Performance Task assessment requires an accommodation	One of the available fields from the drop-down list

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, AACs can add students to any school within their district; SLCs can add students to their school.

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

The **Add Student** page is divided into multiple panels. For the Datafolio and Fall Makeup Performance Task, the page is divided into the following panels Student Demographics, Race and Ethnicity, Additional Information, and Test Eligibility. For the Spring Performance Task, the page is divided into the following panels: Student Demographics; Race and Ethnicity; Additional Information; Grades 3–8 Accommodations; and EOC, ELA 1, ELA 2 Eligibility 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 35](#)).

Figure 35. Floating Vertical Go To Section Toolbar



To add a student to the Datafolio and Fall Makeup Performance Task administrations:

1. From the Student Information task menu on the TIDE dashboard, select **Add Student**. The **Add Student** page appears (see [Figure 36](#)).

Figure 36. Fields on the Add Student Page (Student Demographics panel)

Student Demographics	
*District: <input type="text" value="-- Select --"/>	*FLEID: <input type="text"/>
*School: <input type="text" value="-- Select --"/>	*Enrolled Grade: <input type="text" value="- Select -"/>
*Last Name: <input type="text"/>	*Birth Date (MMDDYYYY): <input type="text"/>
*First Name: <input type="text"/>	*Gender <input type="radio"/> Male <input type="radio"/> Female
Middle Initial: <input type="text"/>	

2. In the Student Demographics panel, enter the student’s demographic information, using [Table 6](#) and [Table 7](#) as a reference.
3. In the Race and Ethnicity panel, select appropriate indicators.
4. In the Additional Information panel, select the student’s primary exceptionality and other appropriate indicators, using [Table 6](#) and [Table 7](#) as a reference.

5. In the Test Eligibility panel (see [Figure 37](#)), enter the student’s eligibility for each test, using [Table 6](#) and [Table 7](#) 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. The Test Eligibility panel varies depending upon administration.
 - a. For the Fall Makeup Performance Task, mark the students who are making up Algebra 1 or ELA 2 tests and identify who is or is not eligible to use braille materials.
 - b. For the Datafolio, mark student test eligibility for ELA 1, ELA 2, and EOC tests.

Figure 37. Test Eligibility Panel

6. Click **Save**.

To add a student to the Spring Performance Task administration:

1. From the Student Information task menu on the TIDE dashboard, select **Add Student**. The **Add Student** page appears (see [Figure 36](#)).
2. In the Student Demographics panel, enter the student’s demographic information, using [Table 8](#) as a reference.
3. In the Race and Ethnicity panel, select appropriate indicators.
4. In the Additional Information panel, select the student’s primary exceptionality and other appropriate indicators, using [Table 8](#) as a reference.
5. In the Grades 3–8 Accommodations panel (see [Figure 38](#)), select the student’s required accommodation if the student is enrolled in Grades 3–8 and requires an accommodation. The available accommodations are: One-Sided, Braille UEB Contracted with Nemeth, Braille UEB Uncontracted with Nemeth, Braille UEB Contracted, and Braille UEB Uncontracted.

Figure 38. Grades 3–8 Accommodations Panel

6. In the EOC, ELA 1, ELA 2 Eligibility and Accommodations panel (see [Figure 39](#)), enter the student’s eligibility for each test, using [Table 8](#) as a reference. The panel displays a column for eligibility and a column for accommodations. In the first column, mark student eligibility for ELA 1, ELA 2, and EOC tests. In the second column, select the student’s required accommodation if the student is participating in that test.

Figure 39. EOC, ELA 1, ELA 2 Eligibility and Accommodations Panel

The screenshot shows a web interface with a dark blue header bar containing a minus sign and the text "EOC, ELA 1, ELA 2 Eligibility and Accommodations". Below the header, there are two light blue tabs: "EOC, ELA 1, ELA 2 Eligibility" (which is selected) and "EOC, ELA 1, ELA 2 Accommodations". Under the selected tab, there are seven rows of dropdown menus, each with a label and a "- Select -" option with a downward arrow. The labels are: ELA 1, ELA 2, Algebra 1, Geometry, Biology 1, Civics, and U.S. History. The second column, "EOC, ELA 1, ELA 2 Accommodations", also contains seven identical rows of dropdown menus with the same labels and "- Select -" options.

7. Click **Save**.

If TIDE reports that another student already has the FLEID you entered, contact the FSAA Service Center by emailing FSAAServiceCenter@cambiumassessment.com or calling at 1-877-655-3001 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 an upload file and then upload it to TIDE.

When uploading students to TIDE, you must first download a file template layout and compose a file in a spreadsheet application. Users can upload an Excel or .txt file.

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

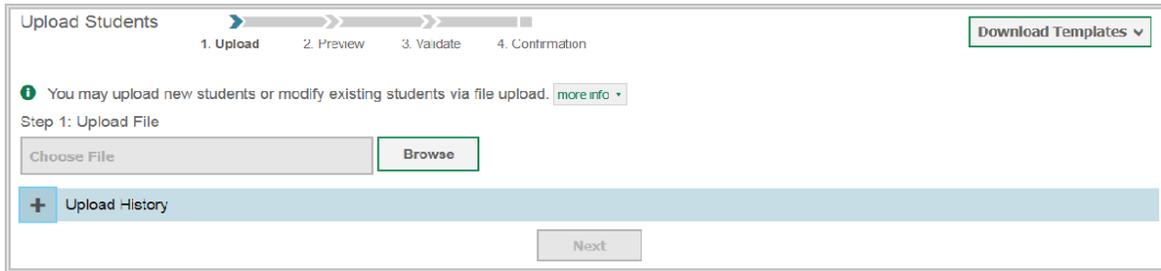


Note: When composing Student Uploads, users need to have the English keyboard selected.

To upload student records:

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

Figure 40. Upload Students Page



2. Download the Excel or CSV templates by clicking **Download Templates** in the upper-right corner of the screen.
3. Follow the instructions in the template you downloaded and save it locally.
4. On the file upload page, click **Browse** and select the file you created in this previous step.
5. Click **Next**. The **Preview** page appears (see [Figure 41](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 41. File Upload Preview (partial view)

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. La. Learn. (ELL)
1	99	9C09	tony	timy	A	02281967	FL003232050001	03	M	Y	N	N	N	N	N	1
2	99	9C09	tony	timy	A	02201967	FL003233150002	04	F	N	Y	N	N	N	N	2
3	99	9C09	tony	timy	A	02201967	FL003234250003	05	M	N	N	Y	N	N	N	1
4	99	9C09	tony	timy	A	02281967	FL003235350004	06	F	N	N	N	Y	N	N	1
5	99	9C09	tony	timy	A	02281967	FL003236450005	07	M	N	N	N	N	Y	N	1

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



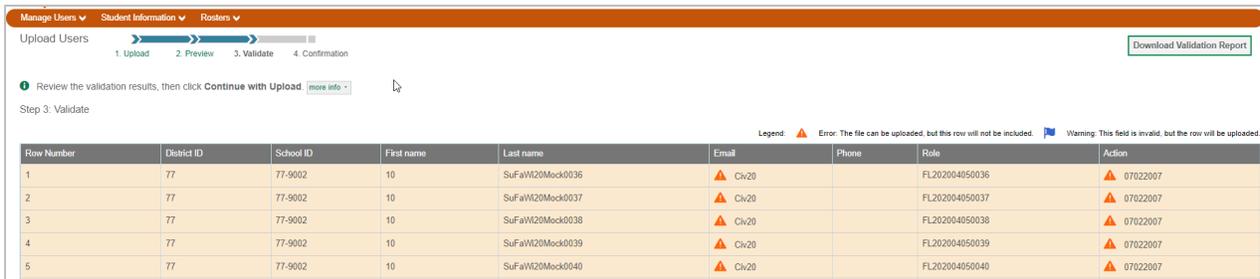
Note: If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid. When a record is uploaded as invalid in TIDE, that record is uploaded as is displayed on the **Preview** page.

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



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.

Figure 42. Validate Page

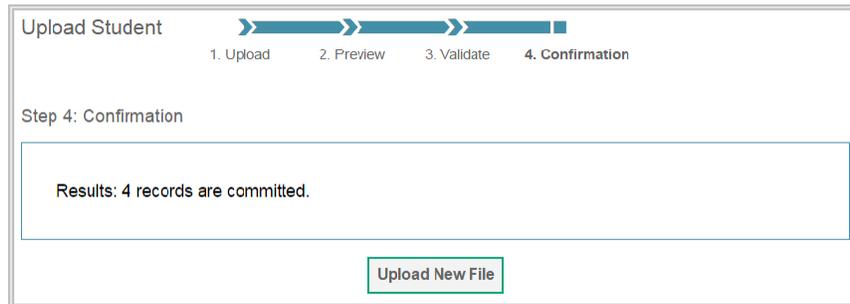


7. Do one of the following:

- 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.

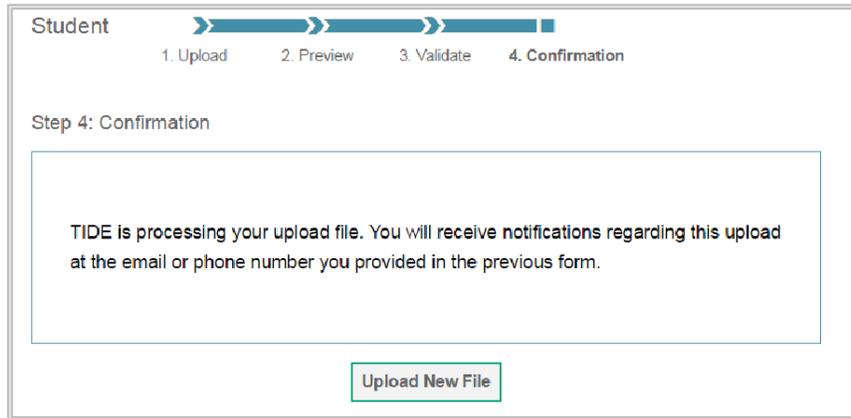
If your file contains fewer than 2,000 students, the **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded (see [Figure 43](#)).

Figure 43. Confirmation Page



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



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

Correcting Student Information

Submitting a TIDE Correction Request (AATs, AACs, APSAs, BSLCs and SLCs)

Teachers are now able to log in to TIDE to correct student information, transfer a student, or indicate a change in assessment using the TIDE Correction Request.

1. In the Correct Student Information task menu on the TIDE dashboard, select **Submit TIDE Correction Request**. The **Submit TIDE Correction Request** page appears.

Figure 45. AAT Dashboard



2. Press **Select** under the *Select a Request* drop-down menu.
3. Select or enter the appropriate information for the student who needs to be added to TIDE or whose information needs to be modified in TIDE, then select from the drop-down menu to indicate whether you are adding a student or modifying student information.
4. If **adding a student**, you must complete all fields in this section, including student information,

demographics, race and ethnicity, additional information, test eligibility (if applicable), and accommodations (if applicable).

5. If you are **modifying student information**, you will **only need to fill out the information that needs to be changed**. For example, if you need to change test eligibility, you will only need to modify this field.
6. If the student’s assessment type needs to be changed, select **Modifying student information**.

Figure 46. Submit TIDE Correction Request Page

The screenshot shows the 'Submit TIDE Correction Request' page. At the top, there is a header 'Submit TIDE Correction Request' and a sub-header 'Type of Request to Submit'. Below this is a dropdown menu with 'TIDE Correction Request' selected and a 'Select' button. The next section is 'District/School', which includes instructions to 'Select or enter the student's name, FLEID, grade, school district, and school as indicated in TIDE and the DEI'. This section contains several input fields: '*Name: Demo', '*FLEID: DM111222333733', '*Grade: 04', '*District: Demo Dist 96 - 96', and '*School: Demo School 9001 - 96-9001'. Below these fields is a question: '*Are you adding a student or modifying student information?' with a dropdown menu set to 'None selected'. At the bottom of this section, there are two radio button options: 'Add New Student' (selected) and 'Modifying student information'.

7. Once these fields are complete, select the plus sign [+] next to each section header to expand the section. Complete the appropriate fields by entering information and selecting from the drop-down options.

Figure 47. Submit TIDE Correction Request Sections

The screenshot shows a list of three expandable sections. Each section has a plus sign (+) on the left and a header. The first section is 'Add New Student or Modify Student Information', the second is 'Change in Student Assessment', and the third is 'Additional Information'. Above the list, there is a dropdown menu with 'None selected'.

Figure 48. Add New Student or Modify Student Information Section

Add New Student or Modify Student Information

Use this section to add a new student or modify student information that is already in TIDE and the DEI. If the student is already in TIDE, and information needs to be corrected, only update the fields below that require changes. Insert the correct information using the appropriate drop-down and text box fields. If the student is new, use the drop-down and text box fields to provide the new student's information.

more info ▾

Last Name:

First Name:

Middle Initial:

FLEID:

Enrolled Grade:

Birth Date (MMDDYYYY):

Gender:

Use the fields below to modify or add information on a student's race and ethnicity.

more info ▾

Hispanic or Latino:

American Indian or Alaska Native:

Asian:

Black or African American:

White:

Native Hawaiian or Other Pacific Islander:

- If the student's assessment type needs to be changed—for example, a student who is currently participating in the FSAA—Performance Task needs to be moved to FAST—you will use the drop-down menu to select **FAST**.

Figure 49. Change in Student Assessment Section

Change in Student Assessment

more info ▾

Use this section to indicate the student's current assessment and the assessment in which the student will be participating in moving forward.

For students who are currently participating in the FSAA—Performance Task, use the field below to indicate whether the student will begin participating in the FSAA—Datafolio or FAST.

Student Currently in FSAA—Performance Task:

For students who are currently participating in the FSAA—Datafolio, use the field below to indicate whether the student will begin participating in the FSAA—Performance Task or FAST.

Student Currently in FSAA—Datafolio:

FSAA—Datafolio

FAST

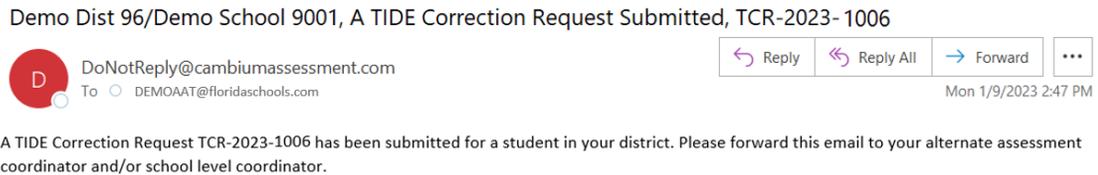
- If any additional information needs to be shared, please use the *Additional Information* text box.
- When the request has been completed, press **Submit**. A pop-up message will confirm your submission and display your reference number.

Figure 50. Additional Information Section

Figure 51. Form Submission Pop-up

11. You will receive an email notification that your request was submitted. The email will include your submission ID (last four digits of the reference number). **You must forward this email to your AAC or SLC.**

Figure 52. Request Submission Email



Viewing a TIDE Correction Request (AATs, AACs, APSAs, BSLCs and SLCs)

AACs and SLCs will be able to log in to TIDE to view submitted TIDE Correction Requests to make the requested changes for students in TIDE.

1. To view a submitted TIDE Correction Request, please ensure that the correct district and school are selected. You can then modify your search by request status, submission ID (from email), district, school, and the dates on which the requests were submitted. Select **Search** to view results.

Figure 53. Search for TIDE Correction Requests

- Results will display in table format. You can export these results into an Excel spreadsheet by selecting **Export** and then **Export from Data**, or view them individually by pressing the edit [] pencil icon.

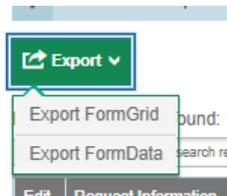
Figure 54. Submitted TIDE Correction Requests Result

Number of forms found: 1

Enter search terms to filter search results

Edit	Form Information			School Information		Submission Information						
	SubmissionID	FormType	Status	SelectedDistrict	SelectedSchool	AACFirstName	AACLastName	AACEmail	AACPhone	Submitted By	Date Submitted (ET)	Last Update
	1006	TIDE Correction Request	Completed	Demo Dist 96	Demo School 9001	DEMO	AAC	DEMOAAC@floridaschools.com		DEMOAAT@floridaschools.com	1/6/2023 11:54:19 AM	0 days, 22 hours ago

Figure 55. Export Results Options



Note: Only the fields in which information has been entered will display in the submitted request.

Figure 56. View Submitted Request

The screenshot shows a 'View/Edit Form' window with the following sections:

- Form Information:** SubmissionID: 1006, Form Type: TIDE Correction Request, Submitted By: christina.hines@cambiumassessment.com, Submission Date: 1/6/2023 11:54:19 AM, Submitter FirstName: Christina, Submitter LastName: Hines.
- AAC Information:** AAC First Name: Ariel, AAC Last Name: Kaplunovsky, AAC Email: ariel.kaplunovsky@cambiumassessment.com.
- District/School:** District: Demo Dist 96, School: Demo School 9001.
- District/School:** Name: Demo Test, FLEID: DM111222333733, Grade: 03. A note indicates: 'Are you adding a student or modifying student information?: Modifying student information'.
- Add New Student or Modify Student Information:** FLEID: DM111222333733, 3-8 Accommodations: Braille UEB Uncontracted with Nemeth.
- Additional Information:** A checked box indicates 'Student needs Braille materials'.

- Once the submitted request is reviewed, the AAC or SLC can change the request status to *Completed* if all requested changes have been made. The request status *More information needed* can be selected to indicate that additional information is required to complete the request. You will then be able to add any necessary information in the additional text box. Press **Submit**.

Figure 57. Update Request Status and Email Notification Section

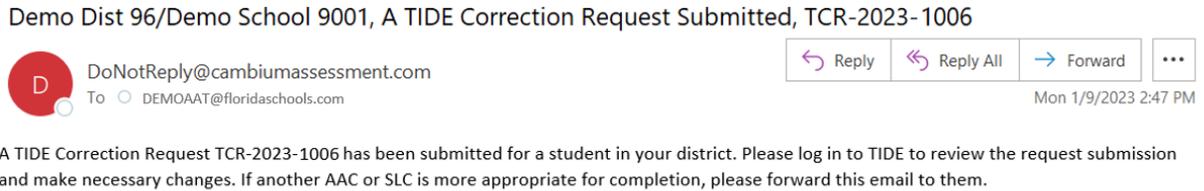
The screenshot shows the 'Update Request Status' and 'Email Notification' sections of the form:

- Update Request Status:**
 - Form Status: A dropdown menu is open, showing options: Completed, Submitted, More Information Needed, and Completed.
 - Comments: A large text area for entering comments.
- Email Notification:**
 - Recipients: (empty field)
 - Subject Line: Demo Dist 96/Demo School 9001, A TIDE Correction Request Status Updated, 1006
 - MessageText: A TIDE Correction Request 1006 has been completed for a student in your district.
 - Additional Text: A text area containing the message: 'This request has been completed and all information has been updated in TIDE.'

Buttons for 'Submit' and 'Cancel' are located at the bottom right of the form.

- The AAT who submitted the TIDE Correction Request will receive email notification of the status update.

Figure 58. Updated Request Status Email Notification



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:

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

Figure 59. Fields on the Frequency Distribution Report Page

Filters for Report

*District: -- Select --

*School: -- Select --

Enrolled Grade: - Select -

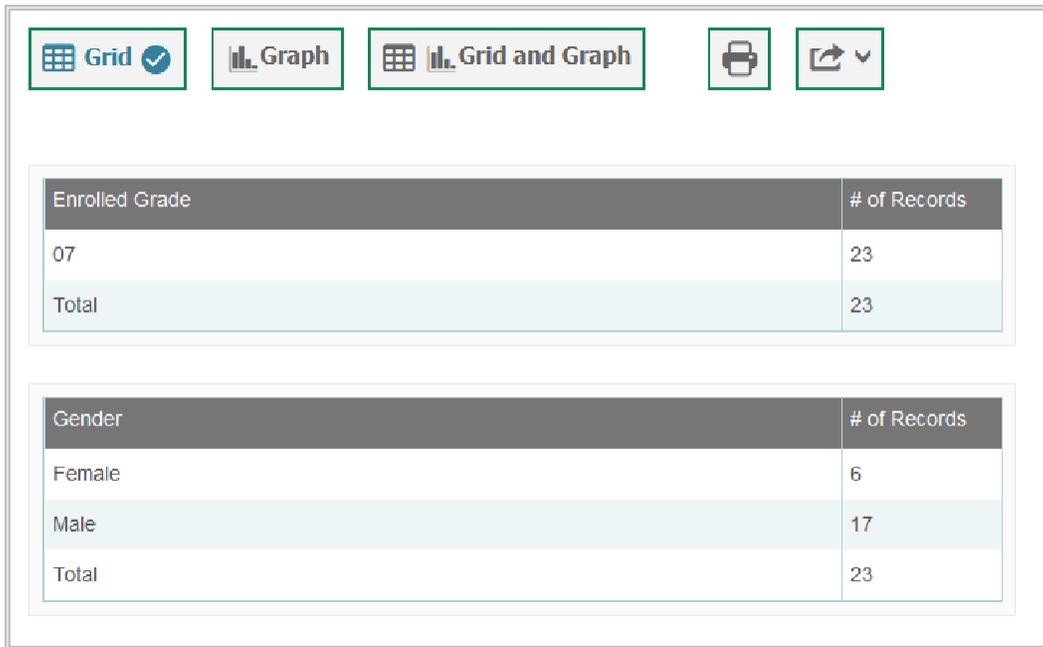
Select Demographics

Select Demographics: None selected

Generate Report

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

Figure 60. 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](#).



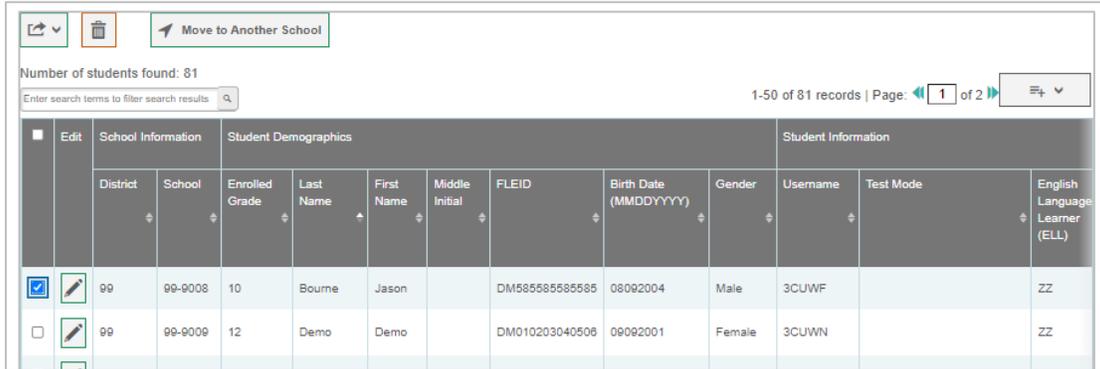
Note: This change takes effect immediately. Deleted students will not appear in TIDE and cannot take operational assessments.

To delete student records:

1. From the Student Information task menu on the TIDE dashboard, 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 61. Options for Deleting Retrieved Records



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

Change in Student Assessment

If a student is no longer participating in one of the FSAA assessments (e.g., FSAA—Datafolio) and is now participating in the other FSAA assessment (e.g., FSAA—Performance Task), the AAC, APSA, or SLC would first determine whether the student has tested in the originally assigned assessment. If the teacher has at least started to submit data entry in the DEI for the initial assessment, the test would need to be invalidated under the [Invalidations and Requests](#) task. The AAC, APSA, or SLC will then have to delete the student from the TIDE administration in which the student is no longer participating (e.g., FSAA 2022–23 Datafolio) and add the student to the new TIDE administration (e.g., FSAA 2023 Spring Performance Task).

If a student is no longer participating in one of the FSAA assessments (e.g., FSAA—Performance Task) and is now participating in FAST, the AAC, APSA, or SLC would first determine whether the student has tested in the originally assigned assessment. If the teacher has at least started to submit data entry in the DEI for the initial assessment, the test would need to be invalidated under the [Invalidations and Requests](#) task. The AAC, APSA, or SLC will then have to delete the student from the TIDE administration in which the student is no longer participating (e.g., FSAA 2023 Spring Performance Task) and speak to the district assessment coordinator (DAC) to add the student to the 2022–23 FAST Progress Monitoring administration in TIDE.

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 **District** and **School** drop-down list, select the district, if applicable, and 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:

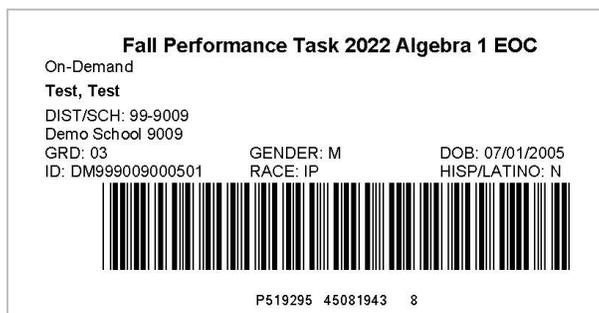
Students who move into a school district after the start of school can be moved by contacting the FSAA Service Center. The receiving teacher will contact their SLC or AAC, and the AAC will contact the FSAA Service Center, providing the student’s transfer information. Once the transfer is complete, the receiving teacher can continue or begin the student’s assessment.

Printing On-Demand PreID Labels (Performance Task Only)

A PreID label (see [Figure 62](#)) is a label that you affix to a student’s testing materials. PreID labels can be used to ensure that AATs are administering the correct grade level assessment and reduce the AATs’ need to write the student’s FLEID and name on student testing materials. PreID labels can also be used to easily identify the student’s test booklet, if needed during an appeal, and to easily identify forms uploaded into the DEI.

Districts and schools may locally print On-Demand PreID Labels. See [Table 2](#) for a list of users who can perform this task.

Figure 62. PreID Label

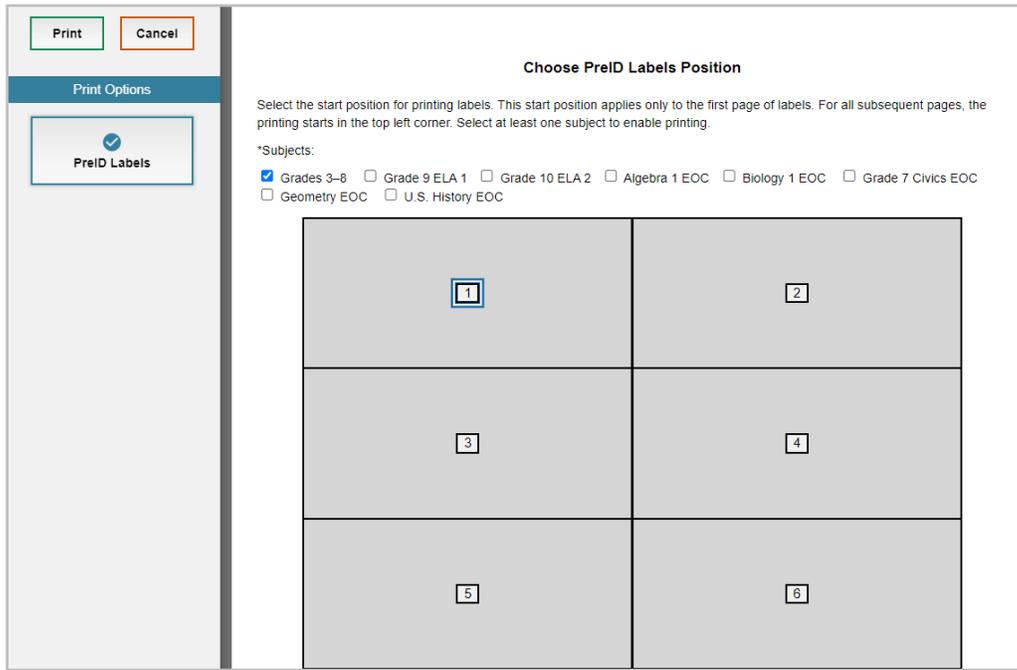


Printing PreID labels requires the 5" × 2" label stock provided in your test materials shipment. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

To Print On-Demand PreID Labels:

1. From the Student Information task menu on the TIDE dashboard, 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. Specify the students for whom labels need to be printed:
 - Mark the checkboxes for the students you want to print.
 - 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 PreID Labels Position** page appears for selecting the start position for printing on the first page (see [Figure 63](#)).
 - a. Verify that PreID Labels is selected under Print Options on the left of your screen.
 - b. Choose the subject(s) for which you would like to print. The subject will appear at the top of the PreID label (see [Figure 62](#))
 - For the Fall Makeup Performance Task, the available subjects are Grade 10 ELA 2 and Algebra 1 EOC.
 - For the Spring Performance Task, the available subjects are Grades 3–8, Grade 9 ELA 1, Grade 10 ELA 2, Algebra 1 EOC, Biology 1 EOC, Grade 7 Civics EOC, Geometry EOC, and U.S. History EOC.
 - c. Click the start position you require. 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 63. Layout Model for PreID Labels



6. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.
7. Your browser downloads the generated PDF with the created PreID labels.



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.

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.

For a list of user roles who can print a roster, see [Table 2](#). Coordinators will distribute rosters to teachers administering the FSAA in order for the teacher to have the necessary information to log a student into the DEI. They may either print hard copies of the roster (see [Printing a Roster](#)) or export the roster to teachers through the Secure Inbox (see [Sending Files from the Secure Inbox](#)).

Searching for Rosters

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

To search for rosters:

1. From the Rosters task menu on the TIDE dashboard, select **View/Edit/Export Rosters**. The **View/Edit/Export 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.



Note: Pre-ID rosters will be generated for all FSAA administrations. TIDE will automatically generate one per school and will include all students participating in the FSAA administration. These files will be generated nightly. To view the Pre-ID roster, select Pre-ID in the *Roster Type* field.

Figure 64. Sample Rosters Search Panel

3. Click Search. The list of retrieved records appears below the search panel (see [Figure 65](#)).

Figure 65. Sample Search Results

✓	Edit	Roster Name	Subject	Grades In Roster	Number Of Students
✓		Student Testing Roster (99-9009)-FSAA	FSAA	03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 30	28028

4. To filter the retrieved records to FSAA administrations only, enter “FSAA” in the field above the search results (see [Figure 65](#)) 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 dashboard, select **View/Edit/Export Rosters**. The **View/Edit/Export 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, select [] for the roster containing details you want to view and/or edit. The **View/Edit/Export Rosters** window appears (see [Figure 66](#)).

Figure 66. View/Edit/Export Rosters Window

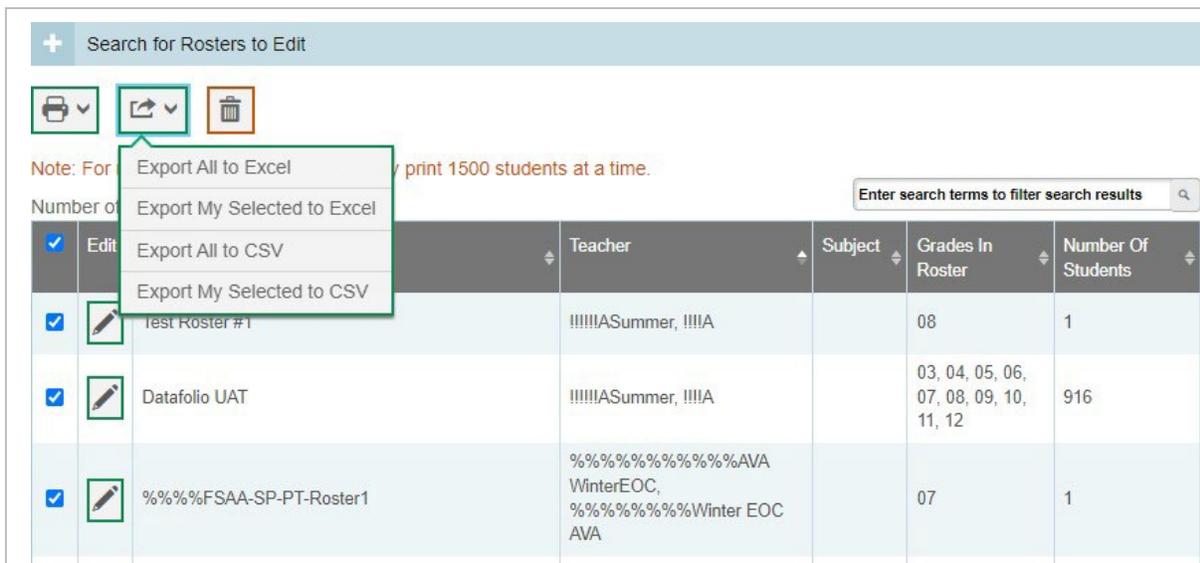
Exporting a Roster to an Excel or CSV File

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

- a. **Export All to Excel:** This option exports all the rosters listed to an Excel file.
- b. **Export My Selected to Excel:** This option exports only the selected rosters listed to an Excel file.
- c. **Export All to CSV:** This option exports all the rosters listed to a CSV file.
- d. **Export My Selected to CSV:** This option exports only the selected rosters listed to a CSV file.

5. The file will download onto your computer.

Figure 67. Exporting a Roster



6. Open the file to see a list of all your students from the roster(s) you selected in TIDE.

Figure 68. Roster Excel File

	A	B	C	D	E	F	G	H	I	J
	School ID	School Name	TeacherLastName	TeacherFirstName	Roster Name	Enrolled Grade	Last Name	First Name	Reporting ID	Username
1	99-9009	Demo School 9009	!!!!!!ASummer	!!!!A	Test Roster #1	08	FSAUAT	PMUAT-A	DM999009000552	31AMC
2	99-9009	Demo School 9009	!!!!!!ASummer	!!!!A	Datafolio UAT	03	DataFolio	PMUAT	DM444000444000	3E46R
3	99-9009	Demo School 9009	!!!!!!ASummer	!!!!A	Datafolio UAT	03	DataFolio	PMUAT	DM444000444001	3E46S
4	99-9009	Demo School 9009	!!!!!!ASummer	!!!!A	Datafolio UAT	03	DataFolio	PMUAT	DM444000444002	3E46T
5	99-9009	Demo School 9009	!!!!!!ASummer	!!!!A	Datafolio UAT	03	DataFolio	PMUAT	DM444000444003	3E46U
6	99-9009	Demo School 9009	!!!!!!ASummer	!!!!A	Datafolio UAT	03	DataFolio	PMUAT	DM444000444004	3E46V
7	99-9009	Demo School 9009	!!!!!!ASummer	!!!!A	Datafolio UAT	03	DataFolio	PMUAT	DM444000444004	3E46V

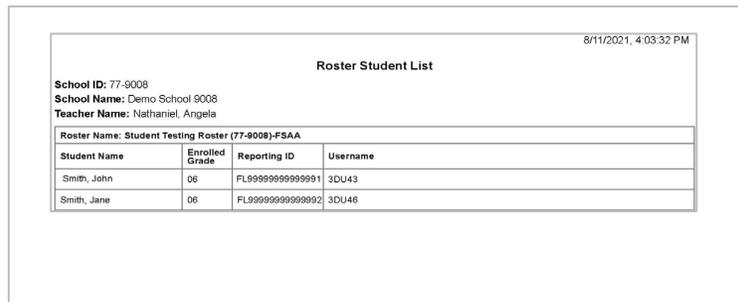
Printing a Roster

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

To print a roster:

1. From the Rosters task menu on the TIDE dashboard, select **View/Edit/Export Rosters**. The **View/Edit/Export Rosters** page appears.
2. Retrieve the roster record you want to print by following the procedure in the section [Searching for Rosters](#).
3. In the list of retrieved rosters, mark the checkbox(es) for the rosters you wish to print, click [], and select one of the following options.
 - a. **Roster (Current Students):** This roster will include students currently associated with the teacher and school.
 - b. **Roster (All Students):** This roster will include all current and past students associated with the teacher and school within the school year.
 - c. **Student Settings and Tools:** This option does not apply to the FSAA since the FSAA is not an online assessment.
4. The **Roster Student List** page, as shown in [Figure 69](#), appears.
5. Click **Print**.

Figure 69. Roster Student List



8/11/2021, 4:03:32 PM

Roster Student List

School ID: 77-9008
School Name: Demo School 9008
Teacher Name: Nathaniel, Angela

Roster Name: Student Testing Roster (77-9008)-FSAA

Student Name	Enrolled Grade	Reporting ID	Username
Smith, John	06	FL99999999999991	3DU43
Smith, Jane	06	FL99999999999992	3DU48

Roster Student List Fields

The Roster Student List PDF includes the following fields:

1. *School ID:* The school identification number
2. *School Name:* The school name
3. *Teacher Name:* The teacher administering the FSAA
4. *Roster Name:* Student Testing Roster [School ID]-FSAA
 - a. *Student Name:* The name of the student(s) participating in the FSAA administration.

- b. *Enrolled Grade*: The enrolled grade of the student(s) participating in the FSAA administration.
- c. *Reporting ID*: The FLEID of the student(s) participating in the FSAA administration.
- d. *Username*: This field is not applicable to the FSAA. Other assessments use the Username rather than the Student ID to log students into the DEI.

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 dashboard, select **Add Roster**. The **Add Roster** page appears (see [Figure 70](#)).

Figure 70. Add Roster Page

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 60](#)), 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 71. Add/Remove Students to Roster Panel

*Roster Name:

*Teacher Name:

*Students to display: Current Students Current and Past Students

Select Students from "Available Students" List below to add to the Roster

Available Students (4)				Selected Students (4)					
<input type="checkbox"/>	Add	Student Name	Enrolled Grade	Reporting ID	<input type="checkbox"/>	Remove	Student Name	Enrolled Grade	Reporting ID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	StudentLastname1...	09	FL952289095222	<input type="checkbox"/>	<input checked="" type="checkbox"/>	StudentLastname1...	09	FL956689095626
<input type="checkbox"/>	<input checked="" type="checkbox"/>	StudentLastname1...	09	FL953389095323	<input type="checkbox"/>	<input checked="" type="checkbox"/>	StudentLastname1...	09	FL958889095828
<input type="checkbox"/>	<input checked="" type="checkbox"/>	StudentLastname1...	09	FL954489095424	<input type="checkbox"/>	<input checked="" type="checkbox"/>	StudentLastname1...	09	FL959989095929
<input type="checkbox"/>	<input checked="" type="checkbox"/>	StudentLastname1...	09	FL955589095525	<input type="checkbox"/>	<input checked="" type="checkbox"/>	StudentLastname1...	09	FL961189096131

- 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 Rosters** 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. For a list of user roles who can modify rosters, see [Table 2](#).
- **Pre-ID Rosters:** Each school will have one Pre-ID roster generated with all currently enrolled students in TIDE. Pre-ID rosters get updated nightly when new students are added or students are deleted from TIDE. Pre-ID rosters cannot be edited.

To modify a user-defined roster:

1. From the Rosters task menu on the TIDE dashboard, select **View/Edit/Export Rosters**. The **View/Edit/Export 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/Export Rosters** window appears. This window is similar to the window used to add rosters ([Figure 71](#)).
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.

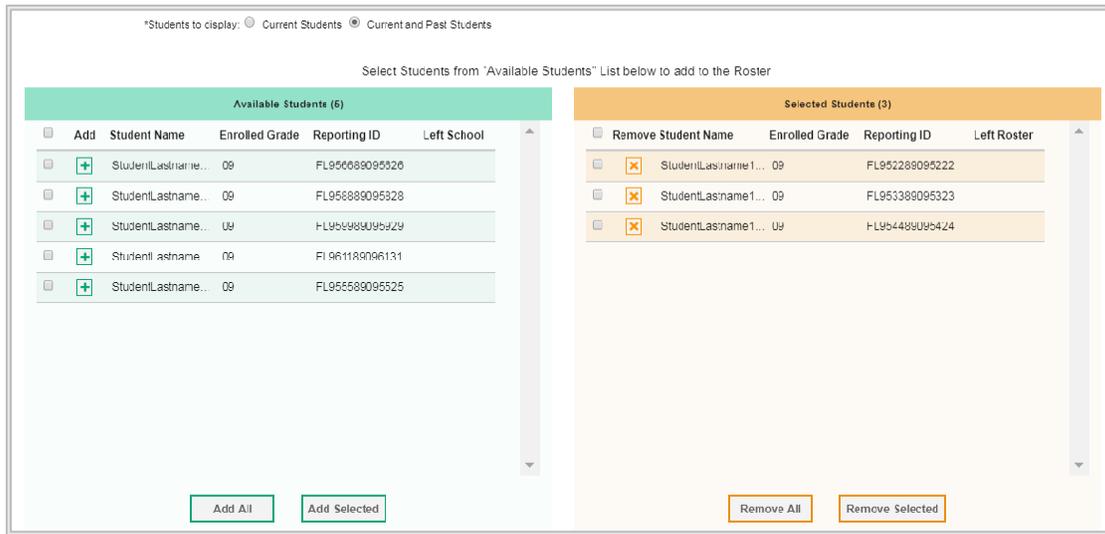
- b. From the **Teacher Name** drop-down list, select a new teacher, if needed.
- c. From the *Students to display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:
 - i. **Current Students:** Displays students who match your 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 on which 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 72. 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 dashboard, select **Upload Rosters**. The **Upload Rosters** page appears.
2. Click **Download Templates** and choose CSV or Excel file format.
3. Using [Table 9](#) as a reference, fill out the Roster template that you can download from the **Upload Rosters** page.
4. Upload the new file to TIDE.

Table 9. 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 two characters.
School ID*	School associated with the roster	School ID that exists in TIDE. Must be four characters. Must be associated with the district ID.
Test Administrator's Email*	Email address of the Alternate Assessment Teacher (AAT) associated with the roster	Email address of an existing user in TIDE
Roster Name*	Name of the roster	Up to 20 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 62 is an example of an upload file that creates three rosters with one student in each.

Figure 73. 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	PTA1g1	FL999999999999	Add
3	99	9006	demo@email.com	PTELA2	FL999999999998	Delete
4	99	9006	demo@email.com	Datafolio	FL999999999997	
5						

If the roster PTA1g1 does not exist in school 9006, TIDE will do the following:

- Create the roster PTA1g1 associated with demo@email.com and add FLEID FL999999999999.
- Delete the FLEID FL999999999998 from roster PTELA2.
- Add the FLEID FL999999999997 to the roster Datafolio.

Deleting a Roster

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

1. From the Rosters task menu on the TIDE dashboard, select **View/Edit Rosters**. The **View/Edit/Export Rosters** page appears.
2. Retrieve the roster record you wish 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 want to delete and click [].
4. A confirmation page appears. Click **Yes** to delete the roster(s).

Figure 74. Sample Delete Roster Action



Working with Orders (Performance Task Only)

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

2022 Fall Makeup FSAA—Performance Task

For the 2022 Fall Makeup FSAA—Performance Task, AACs or APSAs will place all orders for regular print, one-sided print, and braille materials for the 2022 Fall Makeup using the **Place Additional Orders** option under the Orders task menu.

The Order Window is from August 15, 2022, to October 5, 2022. To ensure that materials arrive in the district by September 19, 2022, AACs and APSAs must place orders by September 15, 2022. Orders for additional materials may be placed through October 5, 2022. It must be noted, however, that orders placed after September 15, 2022, will be processed on the next business day after the order is placed. Districts can also order return materials in TIDE through October 14, 2022.

Spring 2023 FSAA—Performance Task Initial Orders

For the Spring 2023 FSAA—Performance Task, there will be no Preorder Window. TIDE will calculate initial orders based on the Pre-ID files that AACs will upload into TIDE. CAI will pull an extract for initial orders two weeks after the deadlines for AACs to upload these Pre-ID files. CAI expects to pull this Initial Order extract right before the winter break.

CAI and Pearson will calculate the following overage quantities based off initial orders: 25% for test booklets and 50% of the test booklet overage for auxiliary materials kits. There will not be any overage for one-sided auxiliary materials kits or for braille auxiliary materials kits.

Districts will be able to view the initial orders that were placed on their behalf using the **View Order History** task and the **View Order Summary** task.

AACs and APSAs will place additional orders using the **Place Additional Orders** option under the Orders task menu. They will be able to place orders for test booklets, auxiliary materials kits, one-sided auxiliary materials kits, and braille materials kits. For test booklets, auxiliary materials kits, and one-sided materials kits, AACs and APSAs will be able to order by form. All braille auxiliary materials kits will be shipped with a Form A test booklet. [Figure 64](#) includes a snapshot of the materials that will be available during the Additional Order Window for Grade 3.

Figure 75. Place Additional Orders Page

Material Description	Additional Quantity	Quantity Pending Approval	Quantity Approved	Quantity You Will Receive
+ Return Material Supplies				
- Access Grade 3 Form A Test Booklet and Auxiliary Materials Kits (including braille)				
Form A Grade 3 Test Booklet (ELA and Mathematics) <i>One Form A Grade 3 ELA and Mathematics test booklet.</i>	<input type="text" value="1"/>	0	0	0
Form A Grade 3 Auxiliary Materials Kit for ELA and Mathematics <i>One Form A Grade 3 auxiliary materials kit for ELA and Mathematics.</i>	<input type="text" value="1"/>	0	0	0
Form A Grade 3 One-Sided Auxiliary Materials Kit for ELA and Mathematics <i>One Form A Grade 3 one-sided auxiliary materials kit for ELA and Mathematics.</i>	<input type="text" value="0"/>	0	0	0
Braille Grade 3 UEB with Nemeth Contracted Auxiliary Materials Kits <i>One braille Grade 3 UEB contracted auxiliary materials kit for ELA and one braille Grade 3 UEB contracted with Nemeth auxiliary materials kit for Mathematics.</i>	<input type="text" value="0"/>	0	0	0
Braille Grade 3 UEB with Nemeth Uncontracted Auxiliary Materials Kits <i>Braille Grade 3 UEB uncontracted auxiliary materials kit for ELA and Braille Grade 3 UEB uncontracted with Nemeth auxiliary materials kit for Mathematics.</i>	<input type="text" value="0"/>	0	0	0

The Additional Order Windows for the Spring Performance Task are listed below:

- Elementary and Middle School (Grades 3–8) and Civics End-of-Course Materials: February 20–April 7, 2023
- ELA 1, ELA 2, Algebra 1, Geometry, Biology 1, and U.S. History EOC Materials: March 20–April 21, 2023
- Return Material Supplies: February 20–May 5, 2023

Placing Additional Orders

To verify contact information:

Prior to placing the first additional order in TIDE, the AAC or APSA must confirm their contact information. Districts *will not* be able to access the **Additional Orders** tab without first

confirming the contact and shipping information of the AAC or APSA in TIDE.

Figure 76. Verify Contact Information Panel

1. From the Orders task menu on the TIDE dashboard, select **Place Additional Orders**. The **Place Additional Orders** page appears.
2. Review the Test Coordinator Information and the Shipping Information (Materials) information and make edits as necessary. Select **Verify**.



Note: If an alternate shipping address is needed for the Initial Order shipments only, please do not update TIDE with the alternate shipping address. Instead, please contact the FSAA Service Center at FSAAServiceCenter@cambiumassessment.com to update this information.

3. A confirmation page will appear. Select **Continue**.

To order additional materials:

Once the AAC or APSA has verified their contact information under the Verify Contact Information panel, they will be able to place additional orders.

1. From the Orders task menu on the TIDE dashboard, select **Place Additional Orders**. The **Place Additional Orders** page appears. The Verify Contact Information panel will be collapsed, and the Search for Orders panel will be open (see [Figure 77](#)).

Figure 77. Fields on the Place Additional Orders Page

2. Click one of the following on the Search for Orders panel.
 - a. Select **District** to place an order at the district level.
 - b. Select **School** to place an order for an individual school. A drop-down menu will appear with a list of the schools in the district.
3. Click **Search**. A list of materials available for ordering, including specific forms, appears (see [Figure 78](#)).

Figure 78. Place Additional Orders Page

Material Description	Additional Quantity	Quantity Pending Approval	Quantity Approved	Quantity You Will Receive
+ Return Material Supplies				
- Access Grade 3 Form A Test Booklet and Auxiliary Materials Kits (including braille)				
Form A Grade 3 Test Booklet (ELA and Mathematics) <i>One Form A Grade 3 ELA and Mathematics test booklet.</i>	1	0	0	0
Form A Grade 3 Auxiliary Materials Kit for ELA and Mathematics <i>One Form A Grade 3 auxiliary materials kit for ELA and Mathematics.</i>	1	0	0	0
Form A Grade 3 One-Sided Auxiliary Materials Kit for ELA and Mathematics <i>One Form A Grade 3 one-sided auxiliary materials kit for ELA and Mathematics.</i>	0	0	0	0
Braille Grade 3 UEB with Nemeth Contracted Auxiliary Materials Kits <i>One braille Grade 3 UEB contracted auxiliary materials kit for ELA and one braille Grade 3 UEB contracted with Nemeth auxiliary materials kit for Mathematics.</i>	0	0	0	0
Braille Grade 3 UEB with Nemeth Uncontracted Auxiliary Materials Kits <i>Braille Grade 3 UEB uncontracted auxiliary materials kit for ELA and Braille Grade 3 UEB uncontracted with Nemeth auxiliary materials kit for Mathematics.</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 order 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. Select **Save Orders**. A text box appears allowing you to enter additional comments. Please note that comments for orders are optional and for district use only.
6. Select **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 Pearson (at 10:00 a.m. [ET], every morning during the Additional Order Window): "Today's order have recently been updated, and your current order has not been saved. Please try to place your order again in 15 minutes."

[Table 10](#) describes the columns on the Place Additional Orders page.

Table 10. Columns on the Place Additional Orders Page

Status	Description
Material Description	Description of the materials available for a particular administration.
Additional Quantity	Total quantity you wish to order. (After you enter an order quantity and select Save Orders , this number will appear in the Quantity Approved or Quantity Pending Approval column. The number in this column resets to zero once the order has been sent to Pearson.)
Quantity Pending Approval	Additional quantity you ordered that is pending approval. This number resets to zero once the order has been approved or denied.
Quantity Approved	Quantity of the most recent order approved. This number resets to zero once the order has been sent to Pearson (around 10:00 a.m. [ET] every morning).
Quantity You Will Receive	Total order quantity to be shipped from 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 dashboard, select **View Order History**. The **View Order History** page appears (see [Figure 79](#)).

Figure 79. Fields on the View Order History Page

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)		

- To view the order details, click the order number in the left column. The **Order Details** window appears.
- To view the order’s tracking report, click the tracking icon [].
- To view the order’s packing lists and security checklists, click the reports icon []. [Table 11](#) describes the columns on the **View Order History** page.

Table 11. 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
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:

- From the Orders task menu on the TIDE dashboard, select **View Order Summary** and the Search for Order panel on the **View Order Summary** page appears (see [Figure 80](#)).

Figure 80. Fields on the Search for Order Panel

2. From the Search For Order panel, select **District** or **School**.
3. From the **Search Order By** drop-down list, select *Initial*, *Additional*, 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 panel appears (see [Figure 81](#)).

Figure 81. Order Summary Panel

Number of orders found: 4 Enter search terms to filter search results <input type="text"/>						
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
Administration Document - Procedural Manual	4	0	0	0	4	0
Administration Document - Test Administration Manual	1	0	0	0	1	0
Inbound Colored Labels	1	0	0	0	1	0
ELA 2 Auxiliary Materials Kit	4	0	0	0	4	0

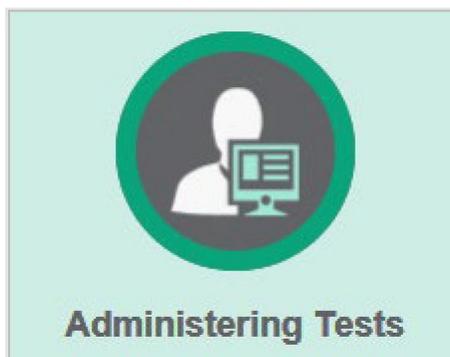
[Table 12](#) describes the columns on the Order Summary panel.

Table 12. Columns on the Order Summary Panel

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 teachers are recording student responses or uploading student evidence in the Data Entry Interface (DEI).



This section covers the following topics:

[Monitoring Test Progress](#)

[Managing Requests](#)

[Reason Not Assessed](#)

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 AACs, APSAs, SLCs, and BSLCs.

Generating a Participation Report

TIDE includes a Participation Report that provides details about student test statuses within a school. It allows users to sort student information by school, teacher, or student and provides information at a granular level. During times of heavy testing volume, Participation Reports may be delayed up to four hours.

To generate a Participation Report:

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

Figure 81. Sample Participation Reports Page

The screenshot shows the 'Participation Reports' interface. At the top, there's a header with a help icon and a link to 'more info'. Below is a 'Search for Students' section with dropdowns for District, School, and Last Name, and input fields for First Name, FLEID, and Enrolled Grade. An 'Advanced Search' section allows selecting search fields and adding criteria. The 'Choose What' section has dropdowns for Test (FAST PM 1) and Administration (2022), along with a 'Test Name' dropdown showing 'All selected (14)'. The 'Get Specific' section contains four radio button options for filtering students based on completion status, current status, session dates, or FLEID.

2. 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.



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

3. 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 administration.



Note: FAST PM 1 is the default test in the drop-down list. Use the drop-down list to select the appropriate FSAA administration.

- b. From the **Test Name** drop-down list, select the test or tests for which you want to generate the report.
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 TA Name and enter the AAT or Session ID or name as applicable. The Session ID is found in the DEI.
 - ii. Click the date fields to view the calendar and select the time frame. If the Session ID or AAT 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 83](#) displays a sample Participation Report output, and [Table 13](#) provides descriptions of the columns in this report.

To hide 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 83. 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
PerformanceTask, PMLUAT	DM444000453378	Demo District 99	Demo School 9009	09	Grade 9 English Language Arts 1	tester, test	UAT-DAF9-3	reported 31/31	2221208	04/28/2022	04/28/2022	04/28/2022	00 01 52
PerformanceTask, PMLUAT	DM444000453380	Demo District 99	Demo School 9009	09	Grade 9 English Language Arts 1	tester, test	UAT-ED46-3	reported 31/31	2221211	04/29/2022	04/29/2022	04/29/2022	00 01 45
PerformanceTask, PMLUAT	DM444000453381	Demo District 99	Demo School 9009	09	Grade 9 English Language Arts 1	tester, test	UAT-09D6-3	reported 46/46	2221212	04/29/2022	04/29/2022	04/29/2022	00 02 08
PerformanceTask, PMLUAT	DM444000453382	Demo District 99	Demo School 9009	09	Grade 9 English Language Arts 1	tester, test	UAT-8296-3	reported 47/47	2221213	04/29/2022	04/29/2022	04/29/2022	00 02 28
PerformanceTask, PMLUAT	DM444000453383	Demo District 99	Demo School 9009	09	Grade 9 English Language Arts 1	tester, test	UAT-1854-4	reported 47/47	2221216	04/29/2022	04/29/2022	04/29/2022	00 01 55

Table 13. 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 AAT who is entering student responses or uploading student evidence into the DEI.
Session ID	The Session ID to which the test is linked. This ID is found in the DEI.
Status	The status for that specific test.
Results 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.

Attribute	Description
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 dashboard, select **Search by FLEID**. The **Search by FLEID** page appears.

Figure 84. 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.

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

[Figure 85](#) displays a sample Participation Report output, and [Table 13](#) provides descriptions of the columns in this report.

To hide 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 85. Sample Search by FLEID Results

Name	FLEID	District Name	School Name	Enrolled Grade	Test	TA Name	Session ID	Status	Results ID	Date Started	Date Completed	Last Activity	Test Duration
Test, Demo1	FL123456789012	Demo District 00	Demo School 0000	10	Algebra 1 EOC	Lname, I-name	UAT-1A/U-3	reported	2012741	04/20/2020	04/20/2020	04/20/2020	00:06:51
Test, Demo1	FL123456789012	Demo District 00	Demo School 0000	10	Geometry EOC	I name, Fname	UAT-1A/TD-3	reported	2012744	04/20/2020	04/20/2020	04/20/2020	00:02:00
Test, Demo1	FL123456789012	Demo District 00	Demo School 0000	10	Biology 1 EOC	Lname, Fname	UAT-1A/TD-3	reported	2012742	04/20/2020	04/20/2020	04/20/2020	00:02:03
Test, Demo1	FL123456789012	Demo District 00	Demo School 0000	10	Civics EOC	Lname, Fname	UAT-1A/TD-3	reported	2012743	04/20/2020	04/20/2020	04/20/2020	00:02:30
Test, Demo1	FL123456789012	Demo District 00	Demo School 0000	10	U.S. History EOC	Lname, I name	UAT-1A/U-3	reported	2012745	04/20/2020	04/20/2020	04/20/2020	00:02:28

Reviewing Test Status Reports

The Test Status Report provides a district-wide snapshot of test statuses for all tests in a district 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 86](#)), select search criteria for the test and administration.

Figure 86. Test Status Report Criteria Search Fields

Test Status Report

i Use this page to view students' test statuses for your organization. [more info](#)

Report Criteria

Test: FSAA Spring Performance Administration: 2023

Generate Report
Export Report

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

TIDE displays the tests and associated statuses ([Figure 87](#)) while [Table 14](#) lists the columns in the Test Status Report.

Figure 87. Test Status Report

Name	FLEID	Test Name	Test Status	Date Started	Assigned School ID	Assigned School Name	Session ID	Results ID
Datafolio, PMUAT	DM481679526890	Grade 10 English Language Arts 2	invalidated	3/29/2022	99-9009	Demo School 9009	UAT-C20D-5	4561789
Datafolio, PMUAT	DM481679526891	Grade 10 English Language Arts 2	submitted 63/63		99-9009	Demo School 9009	UAT-A48D-4	3012023
Datafolio, PMUAT	DM481679526888	Grade 6 English Language Arts	reported 25/30	04/04/2022	99-9009	Demo School 9009	UAT-C20E-3	2054172

Table 14. Columns in the Test Status Report

Column	Description
Student 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 15](#).

Table 15. Test Opportunity Status Descriptions

Status	Definitions
Started	The teacher has started data entry.
Paused	<p>The test is currently paused (as a result of one of the following):</p> <ul style="list-style-type: none"> The teacher paused by clicking the Pause button. The teacher completed Collection Period #1 (CP #1) or Collection Period #2 (CP #2) of the FSAA—Datafolio. When a teacher completes CP #1, the test will be paused at Item 3. When a teacher completes CP #2, the test will be paused at Item 6. Information about the item numbers and sections that correspond to the pages requiring data entry activities for the FSAA—Datafolio is found in Appendix B. FSAA—Datafolio Item Number Description The teacher idled for too long and the test was automatically paused. The teacher's browser or computer shut down or crashed.
Completed	The teacher has submitted the test for scoring. No additional action can be taken by the teacher.

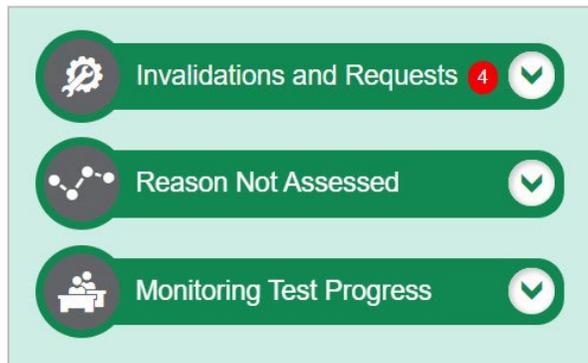
Invalidated	The test has been invalidated.
Submitted	<p>The teacher has submitted the test and is back on the Login page. The student's test has not passed CAI's quality assurance review and the test has not been submitted for scoring.</p> <p> Note: Test statuses may move from Submitted to Reported at varying times. Once a test is in Submitted status, there is nothing more that needs to be done.</p>
Reported	The student's score for the completed test in the DEI has passed the quality assurance review and has been submitted for scoring.

Managing Requests

This section identifies the various request types and the ways in which these requests can be created, viewed, processed, and approved within TIDE. [Table 16](#) provides descriptions of each request type. It is recommended that AACs, APSAs, and SLCs log in to TIDE daily during the test window to see whether teachers have created a request. AACs, APSAs, and SLCs will not receive an email notification every time a request has been submitted.

Users will see a red circle next to the Invalidations and Requests task on the TIDE dashboard when requests have been submitted for each administration (see [Figure 88](#)). There will be a number in white font inside the red circle that will inform the user of the number of requests that are in the queue to be processed.

Figure 88. Invalidations and Requests Notification



[Table 16](#) provides descriptions of each request type that an AAT may submit for approval.

Table 16. Types of 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.
Reset a test	Used if the data entered is incorrect. This request deletes all responses currently entered.
Re-open a test	Used if a test was submitted in error. The test must be in a Completed, Submitted, Reported, or Invalidated status.
Restore a test that was reset	Restores the responses from the original test before it was reset.
Re-open a test section	Re-opens a previous test section. This request should be used for Datafolio tests that require the AAT to enter information into previous sections.



Warning: Timing of resets and re-opens. While resets and re-opens can technically be created in TIDE through the end of the test window, teachers should create resets and re-opens as soon as possible so that AACs and SLCs can process the request and teachers can finish entering student responses.



Note: To create a request, the student's test must be in **Paused** status. Requests cannot be created in TIDE for tests that are active in the DEI.

Creating Requests

AACs, APSAs, SLCs, BSLCs, and AATs can create the following requests in TIDE: invalidate a test, re- open a test, re-open a test section (Datafolio only), reset a test, and restore a test that was reset.

To create requests:

1. Gather the Result ID, Session ID, or FLEID. Note, AATs do not have access to the Result ID.
 - a. Select **Create Requests**. The **Create Requests** page appears.

Figure 89. 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 list and in the text field, enter search criteria for the student for whom you need to create a request. You can search by Result ID, FLEID, or Session ID.

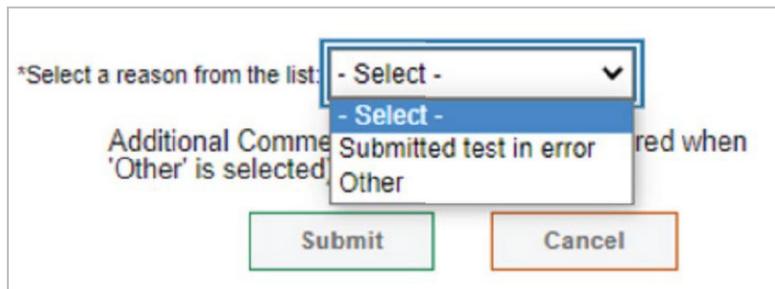
- d. Click **Search**. TIDE displays the student at the bottom of the **Create Requests** page.

Figure 90. Sample Retrieved Student Results

+ Select Request Type and Search													
☰ Create													
Number of records found: 1												Enter search terms to filter search 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"/> Re-open a test	99-9008	2050541	DemoLast	DemoFirst	FL000020210648	Completed	10/14/2021 10:50:13 AM	10/14/2021 10:51:26 AM	Algebra 1				0

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

Figure 91. Request Reason Dropdown List



Viewing Requests

To view and export requests:

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

Figure 92. 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 section ?
- Reset a test ?
- Restore a test that was reset ?
- Rescore a test ?

Choose a Request Status

Request Status:

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

Additional Request Criteria

Session ID:

Filter By: All v

2. Retrieve the 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 93](#) 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 Secure Inbox. Once you receive confirmation that your file is ready, you may download it from the Secure Inbox (see [Accessing Files from the Secure Inbox](#)).
 - c. You can select **Modify Search** to return to the Invalidations and Requests Information panel and edit your selections.

Figure 93. Retrieved Requests

Number of records found: 254

☐	Case Number	Request Type	School	Result ID	Last Name	First Name	FLEID	Sessions	Request Status	Request Date
☐	13552	Invalidate a test	77-9004	40000076	SuFaW120Mock0214	Alg20	FL202004000214		Submitted for Processing	09/11/2020 11:38 AM
☐	14475	Invalidate a test	77-9004	40003964	Spring21Mock0361	Alg21	FL20210000361		Submitted for Processing	04/06/2021 7:07 PM
☐	14794	Invalidate a test	77-9004	40004955	SuW121Mock0130	Geo21	FL202107010130		Submitted for Processing	06/14/2021 1:27 PM
☐	14797	Invalidate a test	77-9004	40004917	SuW121Mock0120	Alg21	FL202107000120		Submitted for Processing	06/14/2021 1:29 PM

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

A request’s status can change as it moves through the process. [Table 17](#) lists the available statuses.

Table 17. Request Statuses

Request 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	The DEI was unable to process the request due to the teacher still being logged into the test. In order for a request to be successfully processed, teachers must be logged out of the DEI.
Requires Resubmission	Request must be resubmitted.
Retracted	Original request was retracted.
Submitted for Processing	Request submitted to the Data Entry Interface (DEI) for processing.

Processing Requests

After a request has been created, an AAC, APSA, or SLC will need to process the request in TIDE. Requests can be approved, rejected, or retracted.

[Table 18](#) lists the requests that may be approved by the AAC, APSA, or SLC.

Table 18. Request Approval Permission by User

Appeal Type	AAC	APSA	SLC
Invalidate a test	✓	✓	
Re-open a test	✓		
Re-open a test section (Datafolio Only)	✓		✓
Reset a test	✓		✓
Restore a test that was reset	✓		

To process requests:

1. From the Invalidations and Requests task menu on the TIDE dashboard, select **Process Requests**. The **Process Requests** page appears.
2. Retrieve the requests you want to process by choosing a Request Type and a Request

Status. Enter Additional Request Criteria, as applicable. Click **Search**. The results table appears underneath the search criteria.

Figure 94. Process Requests Page

The screenshot shows the 'Process Requests' interface. At the top, there is a header 'Process Requests' and a sub-header 'Invalidations and Requests Information'. Below this, there are three main sections: 'Choose a Request Type', 'Choose a Request Status', and 'Additional Request Criteria'. Under 'Choose a Request Type', there are several checkboxes: 'All', 'Invalidate a test', 'Re-open a test', 'Re-open a test section', 'Reset a test', and 'Restore a test that was reset'. Under 'Choose a Request Status', there is a checkbox for 'Pending Approval'. Under 'Additional Request Criteria', there is a 'Session ID' field and a 'Filter By' dropdown menu. A 'Search' button is located below these filters. Below the search filters, there is a 'Process' button and a 'Number of records found: 5' indicator. The main part of the screenshot is a table with the following columns: Case Number, Request Type, School, Result ID, Last Name, First Name, FLEID, Sessions, Request Status, Request Date, Additional Comments, Test, Test Status, Requested By, Test Start Date, Date of Last Activity, and Requested By Email. Two records are visible in the table, both with a 'Pending Approval' status.



Note: The successful processing of a request depends upon test status. [Table 19](#) lists the valid combinations of requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: completed, paused, reported, or submitted. Similarly, you can only re-open a test section for a test that has the test status of paused.

Table 19. Available Requests by Test Status

Test Status	Invalidate a test	Re-open a test	Restore a test that was reset	Re-open a test section
Completed	✓	✓	✓	
Paused	✓		✓	✓
Reported	✓	✓	✓	
Review			✓	
Submitted	✓	✓	✓	
Invalidated		✓	✓	

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 processed requests from the list of retrieved requests.

Reason Not Assessed

If a student who is eligible to participate in the FSAA—Performance Task or FSAA—Datafolio was not assessed, AATs will indicate a Reason Not Assessed in TIDE. If, for example, the wrong test was administered to a student or a student received a medical exemption, the AAT would assign a Reason Not Assessed to the student’s test. AACs, APSAs, SLCs, and BSLCs also have the ability to assign a Reason Not Assessed in TIDE.

Assigning a Reason Not Assessed

To assign one of the Reasons Not Assessed to a student’s test in TIDE:

1. In the Reason Not Assessed task menu on the TIDE dashboard, select **Reason Not Assessed**. The **Reason Not Assessed** page appears (see [Figure 95](#)).
2. Retrieve the student to whom you want to assign a Reason Not Assessed by filling out the search criteria and selecting **Search**.

Figure 95. Reason Not Assessed: Search for Students Panel

The screenshot shows the 'Reason Not Assessed' search interface. At the top, there is a header 'Reason Not Assessed' and a sub-header 'Use this page to select the Reason Not Assessed.' Below this is a 'Search for Students' section with a teal background. It contains several search fields: '*District: -- Select --', '*School: None selected', 'Last Name: [text input]', 'First Name: [text input]', 'FLEID: [text input]', and 'Enrolled Grade: None selected'. Below the search fields is an 'Advanced Search' section with a 'Search Fields: -- Select --' dropdown and an 'Add' button. To the right of the 'Advanced Search' section are 'Remove All' and 'Remove Selected' buttons. At the bottom center of the panel is a 'Search' button.

3. From the list of retrieved students, select  for the student requiring a Reason Not Assessed assignment. The Edit Reason Not Assessed page appears, listing the student’s demographic information in the Student Information panel, and the student’s available tests and Reasons Not Assessed in the Edit Reason Not Assessed panel (see [Figure 96](#)).

Figure 96. Edit Reason Not Assessed Panel

- From the drop-down lists in the Reason Not Assessed panel, select the Reason Not Assessed for each available test, as needed. The list of Reasons Not Assessed is included in [Figure 97](#) below.

Figure 97. Reason Not Assessed Drop-Down List

- Select **Save**.

Generating a Reason Not Assessed Report

TIDE includes a Reason Not Assessed Report that provides details about student test statuses within a school. It is recommended to review the Reason Not Assessed Report in conjunction with a Participation Report, as outlined in [Generating a Participation Report](#), with the *Get Specific* fields indicating students who **{have not} {started}** eligible tests, as shown in [Figure 98](#). By comparing the two reports, AACs can identify students who are eligible for the test but were not assessed and ensure that an appropriate Reason Not Assessed is assigned to all applicable test(s).

Figure 98. Participation Report: Get Specific

To generate a Reason Not Assessed Report:

1. From the Reason Not Assessed task menu on the TIDE dashboard, select **Reason Not Assessed**. The **Reason Not Assessed** page appears (see [Figure 95](#)).
2. In the Search for Students panel, select the parameters for which tests to include in your report:
 - a. From the **District** drop-down list, select the district.
 - b. From the **School** drop-down list, select the school(s).
3. In the Search for Students panel, you also have the option to enter the enrolled grade(s), first name, last name, and/or FLEID.



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

4. Once you have verified all information is correct, select **Search**.

To export the reports to an Excel or CSV file, click the export icon . The file generated will display each category selected as a separate tab in the spreadsheet. [Figure 99](#) displays a sample Reason Not Assessed Report, and [Table 20](#) provides descriptions of the columns in this report. To identify students who have one or more Reason Not Assessed, filter by selecting the Reason Not Assessed column header.

Figure 99. Sample Reason Not Assessed Report

A	B	C	D	E	G	H	I	R	T	U	V	W	X	Y	Z
District	School	Enrolled G	Last Name	First Name	FLEID	Birth Date	Gender	Eligibility	Hispanic o	American	Asian	Black or A	White	Native Ha	Reason Not Assessed
77	77-9002	11	DemoLast	DemoFirst	FL121565898757	10012006	Female	ELA 2:Yes	Yes	No	No	No	Yes	No	Grade 10 English Language Arts 2:EOC Deferred
77	77-9002	11	DemoLast	DemoFirst	FL121565898761	10012010	Male	ELA 2:Yes	Yes	No	No	No	No	No	Grade 10 English Language Arts 2:Not in Tested Grade
77	77-9002	11	DemoLast	DemoFirst	FL121565898762	10012011	Male	Algebra 1:	No	No	No	No	Yes	No	Grade 10 English Language Arts 2:Absent;Algebra 1:Absent

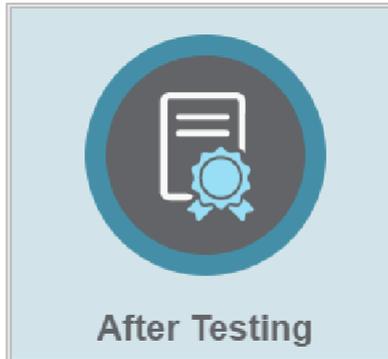
Table 20. Columns in the Reason Not Assessed Report

Attribute	Description
District Name	Name of the district selected
School	Name of the school(s) selected
Enrolled Grade	The grade in which a student is enrolled
Last Name	Student's last name
First Name	Student's first name
Middle Initial	Student's middle initial
FLEID	Student's 14-character identification number
Birth Date	Student's date of birth
Gender	Student's gender

Attribute	Description
Eligibility	Indicates whether a student is eligible for a particular test
Reason Not Assessed	The reason a student did not participate in an assessment

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:

[Reviewing Secure Material Tracking Reports](#)

[Test Completion Rates](#)

Reviewing Secure Material Tracking Reports (*Performance Task Only*)

The Secure Material Tracking Report (SMTR) is available to assist school and district assessment coordinators with tracking the return of materials. The SMTR tracks all FSAA—Performance Task materials returned to Pearson. The purpose of this report is to identify—before student score reports are received—any discrepancies that may exist between a district’s records of what was returned and the contractor’s records of what was received. The SMTR files will be posted as districts start to return their materials.

SMTR files can be found in the **After Testing** section in TIDE and are available to AACs, APSAs, SLCs, and BSLCs. Reports can be found in the Track Documents panel of the **Secure Material Tracking Reports** page.

New and updated reports will be posted daily in TIDE until the administration closes. For spring administrations, please allow several weeks for 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 calling the FSAA Service Center at 1-877-655-3001 or by emailing FSAAServiceCenter@cambiumassessment.com.

To review the SMTR:

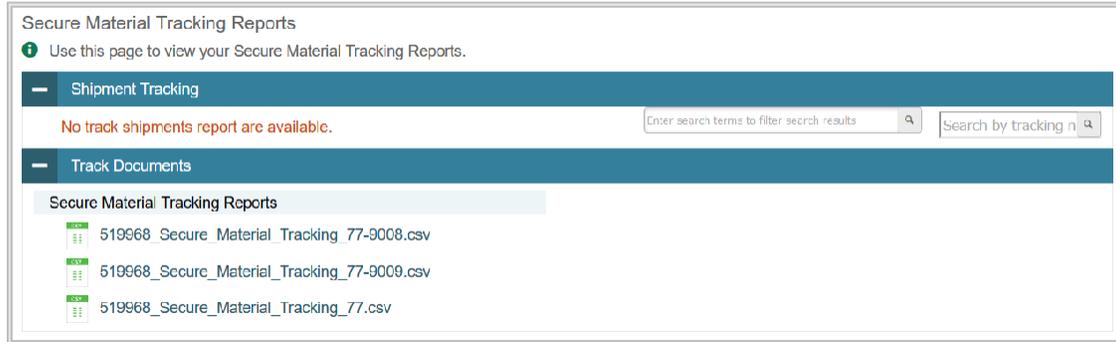
1. From the Secure Material Tracking Reports task menu on the TIDE dashboard, select **Secure**

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 secure materials received by Pearson.

The SMTR contains the summarized return status of the secure materials by school/district, subject, and grade.

Figure 100. Secure Material Tracking Reports Options



Types of Reports

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

District-level reports display summary information for all FSAA secure materials and list detailed information for secure materials received at the district and at each school. District users can also download reports for individual schools.

School-level reports display summary information for all FSAA secure materials received and list detailed information for secure materials at the school.

SMTR files are generated as CSV files.

Materials Tracked

Regular print, braille, and one-sided materials can be tracked via the SMTR.

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 dashboard, select **Test Completion**

Rates. The **Test Completion Rates** page appears.

2. In the Report Criteria panel (see [Figure 101](#)), select the parameters for which tests to include in your report.

Figure 101. Sample Test Completion Rates Search Fields

3. To open the report in Microsoft Excel, click **Export Report**. [Table 21](#) lists the columns in this report.

Table 21. 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
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.

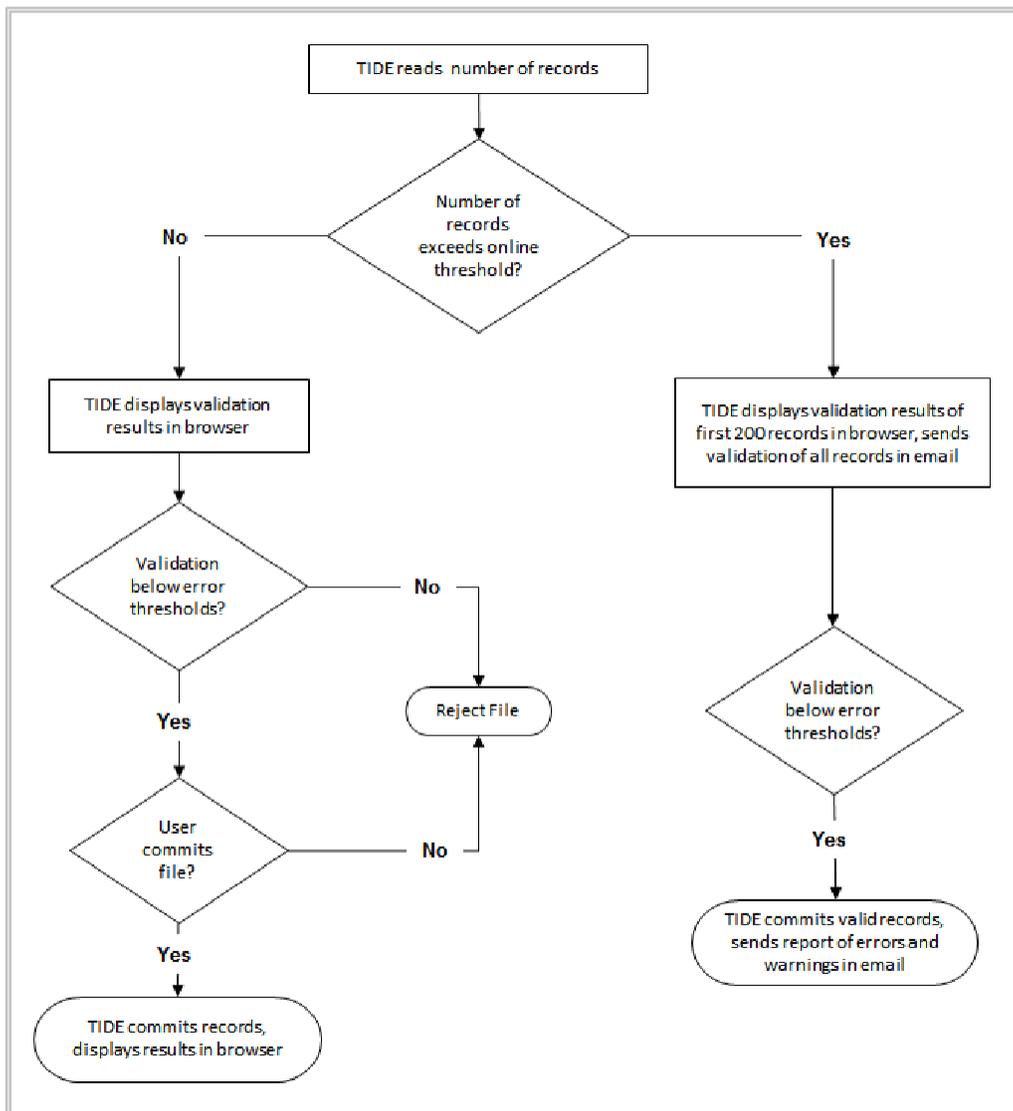
Appendix A. Processing File Uploads

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 101](#) describes the entire processing flow for file uploads.

Figure 102. Upload Processing Flow



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

- TIDE displays the validation results for the first 200 records.
- If you commit the file:
 - TIDE validates the remaining records offline and sends a validation report via email.
 - 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. FSAA—Datafolio Item Number Description

In the DEI, every activity that requires a teacher to input data is assigned an item number. These items are located on specific pages in the DEI and grouped into sections. A teacher can navigate from page to page to access items or go directly to a specific item. Information about the item numbers and sections that correspond to the pages requiring data entry activities for each assessed standard is included in the table below.

Table 22. Page Navigation

Item Number	Web Page Description
Section 1: Collection Period #1	
1	Collection Period #1 – First Assessed Standard, Activity Choice, LOA Goal
2	Collection Period #1 – Second Assessed Standard, Activity Choice, LOA Goal
3	Collection Period #1 – Third Assessed Standard, Activity Choice, LOA Goal
Section 2: Collection Period #2	
4	Collection Period #2 – First Assessed Standard
5	Collection Period #2 – Second Assessed Standard
6	Collection Period #2 – Third Assessed Standard
Section 3: Collection Period #3	
7	Collection Period #3 – First Assessed Standard and Ethics in Data Collection and Submission Form
8	Collection Period #3 – Second Assessed Standard
9	Collection Period #3 – Third Assessed Standard

Appendix C. User Support

If this user guide does not answer your questions, please contact the FSAA Service Center.

The FSAA Service Center is open Monday–Friday from 7:00 a.m. to 8:30 p.m. eastern time (except holidays or as otherwise indicated on the FSAA Portal).

FSAA Service Center

Toll-Free Phone Support: 1-877-655-3001

Email Support: FSAAServiceCenter@cambiumassessment.com

Chat: <https://fsaa.fsassessments.org/contact.html>

To help us effectively assist you with your issue or question, please be ready to provide the FSAA Service Center with detailed information that may include the following:

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

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