

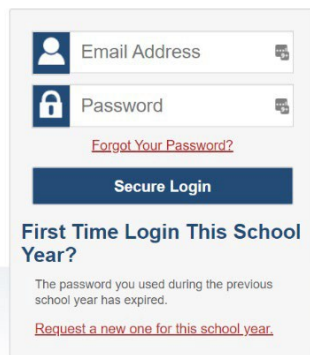
TIDE Correction Request Quick Guide

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.

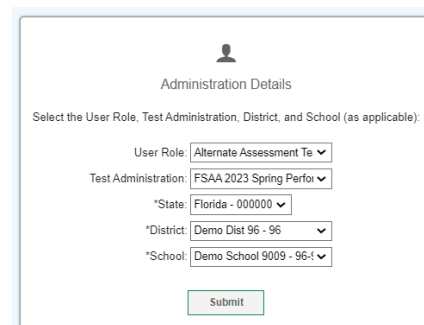
Logging in to TIDE

1. Click the **TIDE** card in the Quick Access section of the [FSAA Portal](#).
2. On the **Login** page, enter your email address and password, and then click **Secure Login**.
3. On the **Administration Details** page, make selections for the user role, test administration, state, district, and school. (Depending on the selected user role, some of the drop-down menus may not be available.)
4. Click **Submit**. The TIDE dashboard appears.

Login



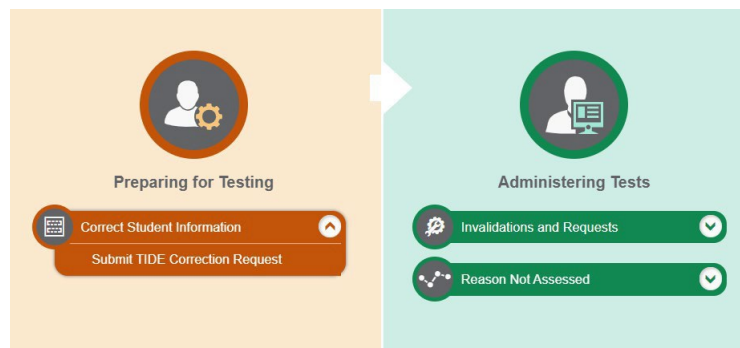
The screenshot shows the login interface with fields for Email Address and Password, a 'Forgot Your Password?' link, and a 'Secure Login' button. Below the login fields, there is a section titled 'First Time Login This School Year?' with a message stating 'The password you used during the previous school year has expired.' and a link to 'Request a new one for this school year.'



The screenshot shows the 'Administration Details' page with the instruction 'Select the User Role, Test Administration, District, and School (as applicable):'. It features several dropdown menus: 'User Role' (set to 'Alternate Assessment Te'), 'Test Administration' (set to 'FSAA 2023 Spring Perfor'), '*State' (set to 'Florida - 000000'), '*District' (set to 'Demo Dist 96 - 96'), and '*School' (set to 'Demo School 9009 - 96-t'). A 'Submit' button is located at the bottom.

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

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



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**.

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.

8. 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**.

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 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: None selected

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: None selected

FSAA—Datafolio

FAST

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

Additional Information

Please include any additional information that you believe is relevant to correcting this student's information.

Submit

Form Submission

Thank you for your submission. Your reference number is
TCR-2023-1006
Please save this number for your records.

Continue

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.**

Demo Dist 96/Demo School 9001, A TIDE Correction Request Submitted, TCR-2023-1006

 DoNotReply@cambiumassessment.com
To  DEMOAAAT@floridaschools.com

 Reply  Reply All  Forward 

Mon 1/9/2023 2:47 PM


A TIDE Correction Request TCR-2023-1006 has been submitted for a student in your district. Please forward this email to your alternate assessment coordinator and/or school level coordinator.

Viewing a TIDE Correction Request (AACs and SLCs only)

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.

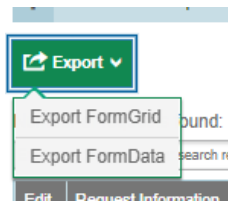
The screenshot shows a search interface titled "Search for Form Submissions to Review". It includes several filters: "Select a Form" (TIDE Correction Request), "Form Status" (All selected (3)), "Submission ID" (1006), "Form Year" (2022-2023), "District" (Demo Dist 96 - 96), "School" (Demo School 9001 - 96-9), "Start Date", and "End Date". A "Search" button is located at the bottom center.

2. 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.

Number of forms found: 1

Enter search terms to filter search results:

Edit	Form Information			School Information		Submission Information						
	SubmissionID	Form Type	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



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

The screenshot shows the "View/Edit Form" page for a TIDE Correction Request. The form is divided into several 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: DM11222333733, Grade: 03.
- Add New Student or Modify Student Information:** FLEID: DM11222333733, 3-8 Accommodations: Braille UEB Uncontracted with Nemeth.
- Additional Information:** Student needs Braille materials.

3. 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**.

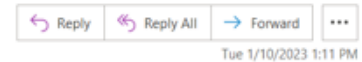
The image shows two screenshots of a web interface. The top screenshot, titled "Update Request Status", features a "Form Status" dropdown menu with options: "Completed", "Submitted", "More Information Needed", and "Completed" (highlighted in blue). Below the dropdown is a "Comments" text area. The bottom screenshot, titled "Email Notification", shows the email content. It includes "Recipients:", "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.", and "Additional Text: This request has been completed and all information has been updated in TIDE." At the bottom of the email form are "Submit" and "Cancel" buttons.

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

Demo Dist 96/Demo School 9001, A TIDE Correction Request Status Updated, TCR-2023-1006



DoNotReply@cambiumassessment.com
To: DEMOAAAT@floridaschools.com



Tue 1/10/2023 1:11 PM

A TIDE Correction Request TCR-2023-1006 has been completed for a student in your district. -----
This request has been completed and all information has been updated in TIDE.

If you have any questions, please contact the FSAA Service Center by phone (877-655-3001) or email (FSAAServiceCenter@cambiumassessment.com).