

Quick Guide

District and school assessment coordinators use the Test Information Distribution Engine (TIDE) to add and manage user accounts and student information for the Florida Statewide Assessments. This guide provides a brief overview of the steps to add user accounts and students. Complete information about TIDE is available in the *TIDE User Guide*.

The user roles that can perform each task are indicated in parentheses in each section heading.

DAC = District Assessment Coordinator

DTC = District Technology Coordinator

PSA = Private School Administrator

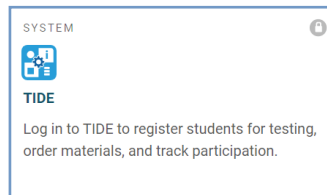
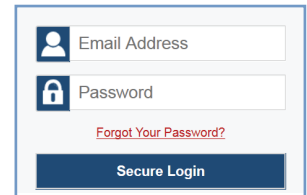
SAC = School Assessment Coordinator

SA = School Administrator

TA = Test Administrator

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

1. Open the portal at <https://flfast.org/fast.html> and click the **Teachers and Test Administrators** card.
2. Click the **TIDE** card.
3. Enter your email address and password and click **Secure Login**.

ADDING USERS TO TIDE

District and school assessment coordinators use TIDE to add and manage user accounts. This section provides a brief overview of the steps for adding user accounts individually and through a file upload.

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

Under Preparing for Testing:

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

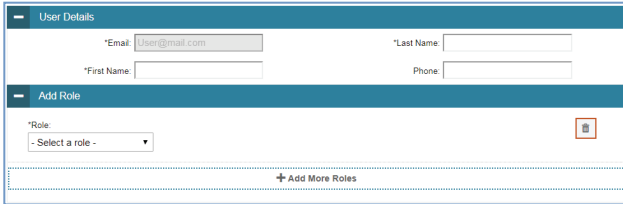


3. Enter an email address for the new user. Click **Add user or add roles to user with this email**. Additional fields appear.




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

- Enter the user's first name and last name. You may also enter the user's phone number (optional). Required fields are marked with an asterisk (*).



The screenshot shows two sections: 'User Details' and 'Add Role'. The 'User Details' section has fields for 'Email' (with a dropdown), 'Last Name', 'First Name', and 'Phone'. The 'Add Role' section has a 'Role' dropdown menu and a delete icon (trash can) to its right. Below the 'Add Role' section is a '+ Add More Roles' button.

- In the Add Role panel, select a role you want to assign this user in the **Role** drop-down. Then select the district and school association for that role and user. You may also add additional roles, or you may delete roles by clicking the delete icon [].
- Click **Save**.

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

Retrieve the Upload File Template

Under Preparing for Testing:

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



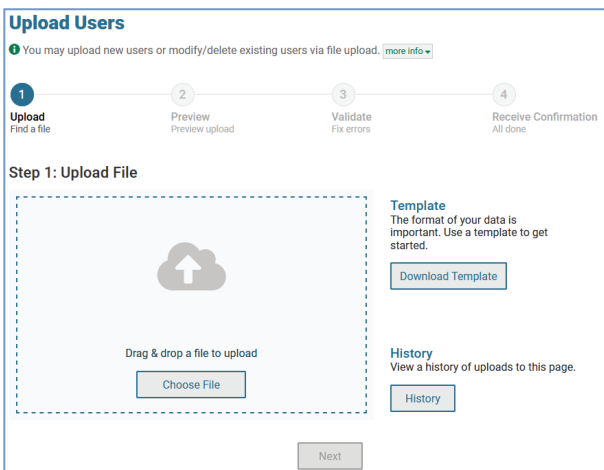
Entering User Information into the Microsoft Excel Upload File

Each row represents one user and one role. Populate each column of the spreadsheet, including the district ID (01–98), school ID (four-digit school number), first name, last name, email address, phone number (optional), and role (DAC, DA, DTC, DRA, PSA, SAC, SA, SDE, SRA, TA, or AVA).

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

	A	B	C	D	E	F	G	H
1	District ID	School ID	First Name	Last Name	Email	Phone	Role	Action
2								
3								

You can use the ADD action to edit a large group of users' first names, last names, and/or phone numbers. Any edits to the district ID, school ID, email, or role must be made by deleting the user and re-adding him or her.



The screenshot shows the 'Upload Users' interface. At the top, there's a progress bar with four steps: 1. Upload (Find a file), 2. Preview (Preview upload), 3. Validate (Fix errors), and 4. Receive Confirmation (All done). Below the progress bar, it says 'Step 1: Upload File'. There's a large dashed box for file upload with a cloud icon and an upward arrow. Below this box are 'Drag & drop a file to upload' and 'Choose File' buttons. To the right of the upload area, there's a 'Template' section with a 'Download Template' button and a 'History' section with a 'History' button. At the bottom right, there's a 'Next' button.

Upload a User File

1. Click **Choose File** and navigate to the file that is saved on your computer. Click **Open**.
2. Click **Next** to begin the process.
3. Preview the first few records from the file to ensure that you selected the correct file and that the information in each column is accurate.

Upload Users

1 If the values in the columns do not match the headings in the table, use a template from the previous Upload Users page.

2 Preview
Preview upload

3 Validate
Fix errors

4 Receive Confirmation
All done

Step 2: Preview

Check that you've uploaded the correct file. Only the first 10 rows display on the preview.

Record Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	99	9009	Demo	User 1	Demo1@mail.com	111-222-3333	DAC	ADD
2	99	9009	Demo	User 2	Demo2@mail.com	111-222-3334	SAC	ADD
3	99	9009	Demo	User 3	Demo3@mail.com	111-222-3335	TA	ADD
4	99	9009	Demo	User 4	Demo4@mail.com	111-222-3336	TA	ADD

Next Cancel

4. Click **Next**.

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

Upload Users

Review the validation results below [more info](#)

1 Upload
Find a file

2 Preview
Preview upload

3 Validate
Fix errors

4 Receive Confirmation
All done

Step 3: Validate

2 record(s) will be processed.
2 record(s) with errors cannot be processed. To include these records, review the tables below. Then edit and upload your revised file.
1 record(s) with warnings will be processed. Consider editing these values after reviewing the tables below. If needed, edit and upload your revised file.

Summary

Shows an overview of issue types in your file with the number of times each issue occurs. Gives a solution for each type when possible.

Error / Warning Type	Count	Information
Error: Email address is blank or contains invalid characters	1	Use an email address in the format: name@domain.edu. [ErrorCode700268]
Error: SCHOOLNUMBER is invalid	1	Please enter a valid SCHOOLNUMBER. [ErrorCode_VALID_ENTITY_FOR_ROLE_60]
Error: Not authorized. Select the Help link to review the online User Guide for further details	1	
Warning: A user with this email address already exists with one or more roles	1	If the indicated role is not currently assigned to this user, it will be added with the completion of this upload.

Details

Shows the Record Number and column of each issue in your file. Select the icons for information about each issue. Note: Record Numbers are one less than the row numbers for Excel files with column labels in the first row.

Record Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	99	9009	Demo	User 1	Demo1@mail.com	111-222-3333	DAC	ADD
2	99	9009	Demo	User 2	Demo2@mail.com	111-222-3334	SAC	ADD
4	99	9009	Demo	User 4	Demo4@mail.com	111-222-3336	TA	ADD

Upload Revised File Continue with Upload Download Validation Report

6. Verify that no errors exist. Refer to the Legend for more information on what the error and warning icons mean. Make any necessary changes, re-upload the file if necessary, and click **Continue with Upload**.
7. A confirmation message will indicate that the file has been successfully uploaded to TIDE.

Upload Users

1 Upload
Find a file

2 Preview
Preview upload

3 Validate
Fix errors

4 Receive Confirmation
All done

✓ Your file has been uploaded.

4 record(s) were processed.

Upload New File Download Validation Report

Uploading TA Certifications through File Uploads (DAC)

1. From the **Manage Users** task menu, select **Upload TA Certifications**.
2. Following the instructions in the section **Upload a User File**, fill out the TA Certification template and upload it to TIDE. Please note that there is only one option for the TA Course(s) Completed and Subject columns.

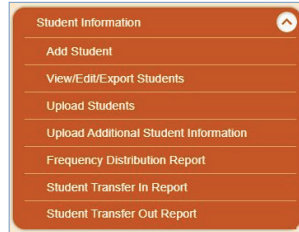
ADDING STUDENTS TO TIDE

Students must be added to TIDE before testing begins. This section provides a brief overview of the steps to add students individually or through a file upload, as well as instructions for printing test tickets.

Add Individual Students to TIDE (DAC, DTC, PSA, SAC)

Under Preparing for Testing:

1. Click **Student Information**.
2. Click **Add Student**.



3. Enter the student's information. The following fields are required:

- District
- School
- First and Last Name
- FLEID
- Enrolled Grade
- Birth Date (MMDDYYYY)
- Gender
- Section 504
- ELL
- Primary Exceptionality
- Testing Accommodations Listed on IEP or 504 Plan
- Race and Ethnicity
- Test Indicator

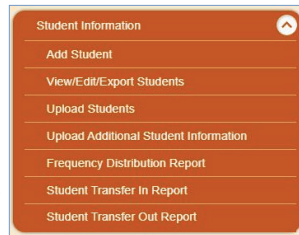
4. Click **Save**.

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

Access the PreID File Layout

Under Preparing for Testing:

1. Click **Student Information**.
2. Click **Upload Students**.
3. Click **Download Templates**, then click **PreID Layout** to download the layout or click **CSV** or **Excel** to download a template and create a PreID file.



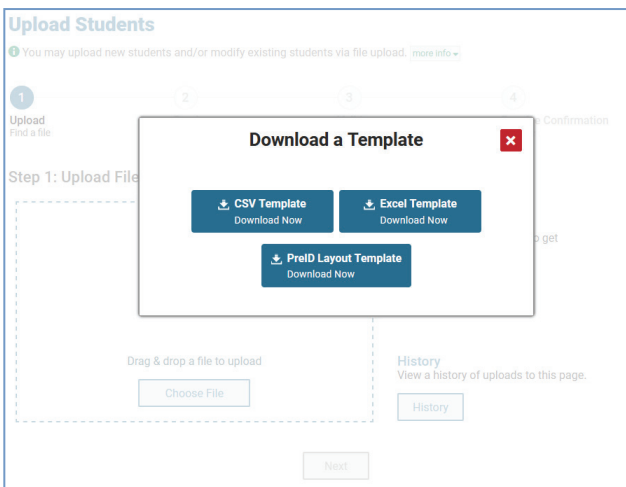
Creating a Fixed-Width PreID File

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

District ID	Last Name	First Name	Birth Date	Grade	District Use
999000	DemoLN	DemoFN	T02292004FL99371456750010P	Y1L	Y1234567890EWRTERTAKCCYYEREADIRETAKCCYY
999000	DemoLN	DemoFN	T02582004FL9937145685001IF	Y1L	N 1234567890EWRTERTAKCCYYEREADIRETAKCCYY
999000	DemoLN	DemoFN	#02292004PL9937145695001Z	Y1L	Y1234567890EWRTERTAKCCYYEREADIRETAKCCYY
999000	DemoLN	DemoFN	T02292004PL99371457050030M	Y1L	Y1234567890EWRTERTAKCCYYEREADIRETAKCCYY

School ID	Middle Initial	Student ID	Demographic Flags
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Note: When composing PreID uploads, users need to have the English keyboard selected.



Upload a Student File

1. Click **Choose File** and navigate to the PreID file that is saved on your computer. Click **Open**.
2. Click **Next** to begin the process.
3. Preview the first few records from the file to ensure that you selected the correct file and that the information in each column is accurate.

Upload Students

ⓘ If the values in the columns do not match the headings in the table, use a template from the previous page.

1 **Upload**
Find a file

2 **Preview**
Preview upload

3 **Validate**
Fix errors

4 **Receive Confirmation**
All done

Step 2: Preview

Check that you've uploaded the correct file. Only the first 10 rows display on the preview.

Record Number	District Number	School Number	Student Last Name	Student First Name	Student Middle Initial	Birth Date (MMDDYYYY)	FLEID	Enrolled Grade	Above Grade Testing (FAST ELA Reading)	Above Grade Testing (FAST Mathematics)	Above Grade Testing (FAST Writing)
1	99	9009	TESTING	UAT		07012000	FLL123456789030	09			
2	99	9009	TESTING	UAT		07012000	FL123456789031	10			
3	99	9009	TESTING	UAT		07012000	FL123456789032	11			

4. Click **Next**.
5. TIDE validates the file to ensure that there are no data or layout errors.

6. Verify that no errors exist. Refer to the Legend for more information on what the error and warning icons mean. Make any necessary changes, re-upload the file if necessary, and click **Continue with Upload**.

Upload Students

ⓘ Review the validation results below. [more info](#)

1 **Upload**
Find a file

2 **Preview**
Preview upload

3 **Validate**
Fix errors

4 **Receive Confirmation**
All done

Step 3: Validate

ⓘ 1 record(s) will be processed.
⚠ 2 record(s) with errors cannot be processed. To include these records, review the tables below. Then edit and upload your revised file.

Summary

Shows an overview of issue types in your file with the number of times each issue occurs. Gives a solution for each type when possible.

Error / Warning Type	Count	Information
⚠ Error: FLEID is blank or contains invalid characters	1	Use FL, followed by 12 digits. [ErrorCode720355]
⚠ Error: INSTITUTION is not recognized	1	See the Online Guide on the Help tab for this field's valid values.
⚠ Error: School ID is not associated with this District	1	Use a School ID associated with the District. [ErrorCode701151]

Details

Shows the Record Number and column of each issue in your file. Select the icons for information about each issue. Note: Record Numbers are one less than the row numbers for Excel files with column labels in the first row.

Record Number	District Number	School Number	Student Last Name	Student First Name	Student Middle Initial	Birth Date (MMDDYYYY)	FLEID	Enrolled Grade	Above Grade
1	99	9009	TESTING	DEMO		07012010	FL12345678904053	08	
2	99	9009	TESTING	DEMO		07012010	FL123456789041	09	

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

Upload Students

1 **Upload**
Find a file

2 **Preview**
Preview upload

3 **Validate**
Fix errors

4 **Receive Confirmation**
All done

✓ **Your file has been uploaded.**

ⓘ 3 record(s) were processed.

District IRN	District Name	School IRN	School Name	Count
99	Demo District 99	99-9009	Demo School 9009	3
99 (Total Count)	Demo District 99			3

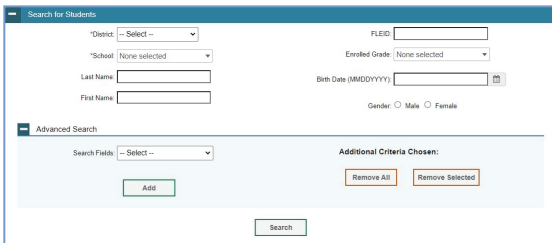
Print Test Tickets (DAC, DTC, PSA, SAC)

Under Administering Tests:

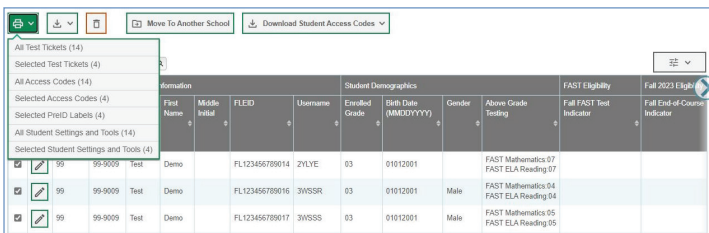
1. Click **Print Test Tickets**.

2. Click **Print from Student List**.

3. Select a school or schools. You may enter additional search criteria to further narrow your results. Click **Search**.



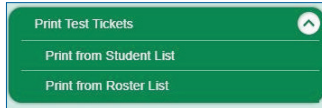
4. Select the student(s) for whom you wish to print test tickets by using the checkboxes.



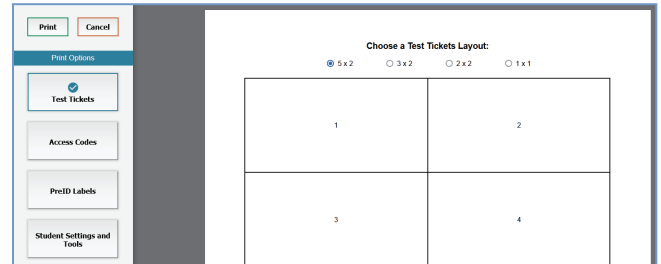
Student Demographics		FAST Eligibility									
First Name	Initial	Enrolled Grade	Birth Date (MM/DD/YYYY)	Above Grade Testing	Fall FAST Test Indicator	Fall End-of-Course Indicator					
<input checked="" type="checkbox"/>	99	99-9009	Test	Demo	FL123456789014	ZYLYE	03	01/01/2001			
<input checked="" type="checkbox"/>	99	99-9009	Test	Demo	FL123456789016	3W3SR	03	01/01/2001	Male	FAST Mathematics 07 FAST ELA Reading 07	
<input checked="" type="checkbox"/>	99	99-9009	Test	Demo	FL123456789017	3W3SS	03	01/01/2001	Male	FAST Mathematics 04 FAST ELA Reading 04	
<input checked="" type="checkbox"/>	99	99-9009	Test	Demo	FL123456789017	3W3SS	03	01/01/2001	Male	FAST Mathematics 05 FAST ELA Reading 05	

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

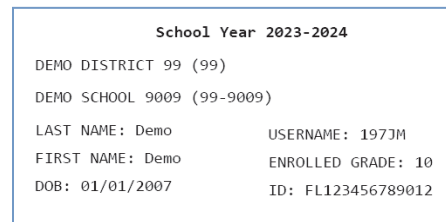
All Test Tickets or **My Selected Test Tickets**, based on your selection.



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



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



School Year 2023-2024

DEMO DISTRICT 99 (99)
DEMO SCHOOL 9009 (99-9009)
LAST NAME: Demo USERNAME: 197JM
FIRST NAME: Demo ENROLLED GRADE: 10
DOB: 01/01/2007 ID: FL123456789012


Students taking a computer-based test are required to have a test ticket to log in to the test.

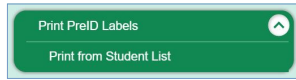
Print On-Demand PreID Labels (DAC, DTC, PSA, SAC)

To print PreID labels, you must first select the appropriate

Materials administration in the

Test Administration drop-down menu. Then, under the Administering Tests task:

1. Click **Print PreID Labels**.
2. Click **Print from Student List**.
3. Enter desired search criteria and click **Search**.
4. Select the student(s) for whom you wish to print PreID labels by using the checkboxes.
5. Click the print icon [] and then click **Selected PreID Labels**. On this screen, you will select subject areas and print settings for the selected PreID labels. Once you have completed your selection, click **Print**. A printable PDF file with the PreID labels will generate.



6. Print your labels directly from the PDF file on blank labels provided by DRC.
 - a. Confirm label sheets are loaded correctly.
 - b. Print using highest quality settings to ensure proper scanning.
 - c. Ensure that the “Print to Fit” option is unchecked to prevent barcodes from being cut off.

