FLORIDA DEPARTMENT OF **EDUCATION**
fldoe.org

TIDE | Test Information Distribution Engine

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
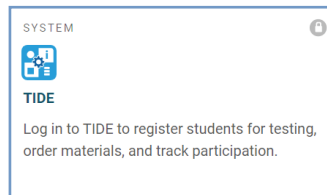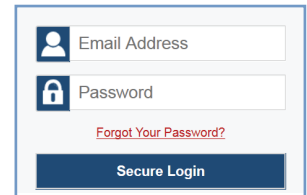
PSA = Private School Administrator

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**.

SYSTEM

TIDE

Log in to TIDE to register students for testing, order materials, and track participation.

Email Address

Password

Forgot Your Password?

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:
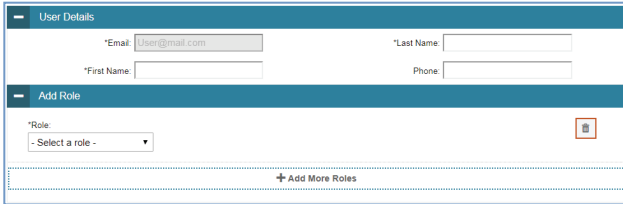
1. Click **Manage Users**.

2. Click **Add User**.

Manage Users

Add User

View/Edit/Export Users

Upload Users

Upload TA Certifications

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

User Details

*Email:

+ Add user or add roles to user with this email

The email address entered will be the username for TIDE, the Test Administrator (TA) Interface, the Assessment Viewing Application (AVA), the 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.

CA Cambium Assessment

4. 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 (*).

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

6. Click **Save**.

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

Retrieve the Upload File Template

Under Preparing for Testing:

1. Click **Manage Users**.

2. Click **Upload Users**.

3. Click **Download Templates** to open a Microsoft Excel or CSV template to compose the upload file.
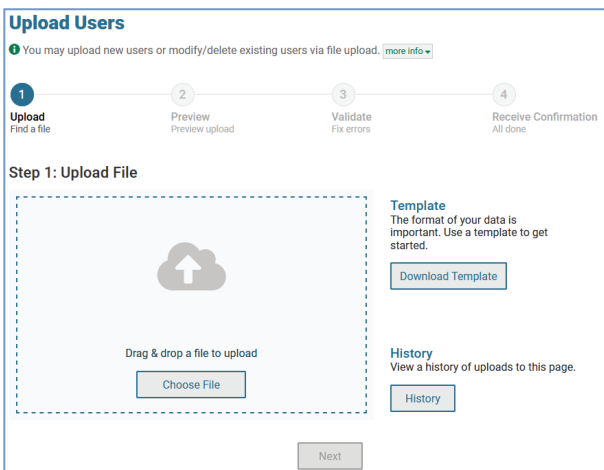
Entering User Information into the Microsoft Excel Upload File

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.

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.

4. Click **Next**.

5. TIDE validates the entries in 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**.

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

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.
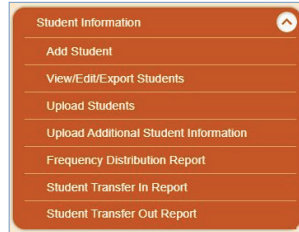
ADDING STUDENTS TO TIDE

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**.

Student Information	^
Add Student	
View/Edit/Export Students	
Upload Students	
Upload Additional Student Information	
Frequency Distribution Report	
Student Transfer In Report	
Student Transfer Out Report	

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
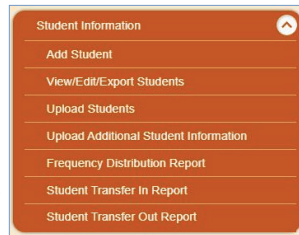- Race and Ethnicity
- Test Indicator

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.

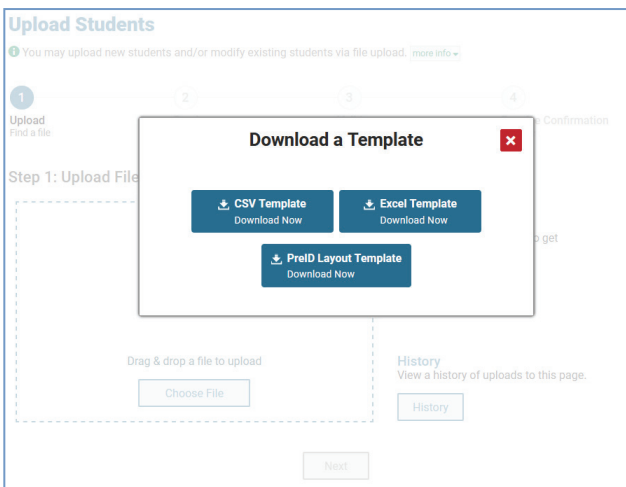| Student Information	^
Add Student	
View/Edit/Export Students	
Upload Students	
Upload Additional Student Information	
Frequency Distribution Report	
Student Transfer In Report	
Student Transfer Out Report	

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.

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.

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**.

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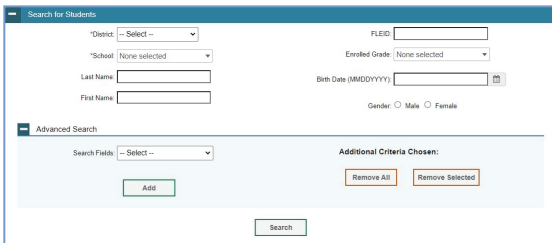
Cambium Assessment

Print Test Tickets (DAC, DTC, PSA, SAC)
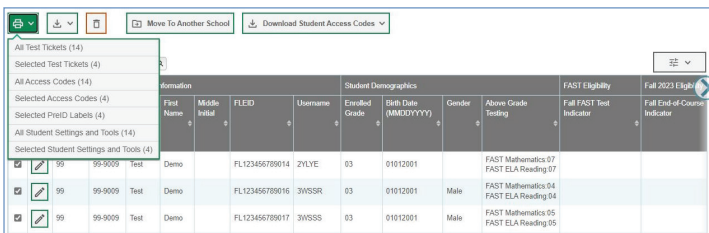
Under Administering Tests:

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**.
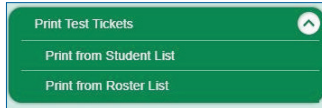
4. Select the student(s) for whom you wish to print test tickets by using the checkboxes.
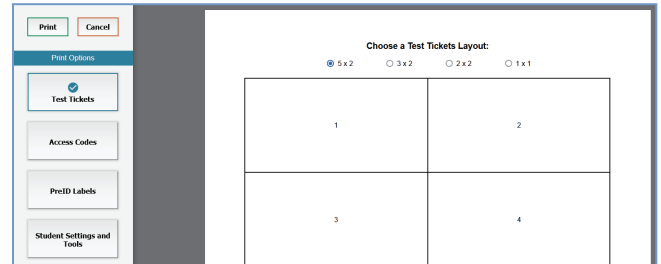
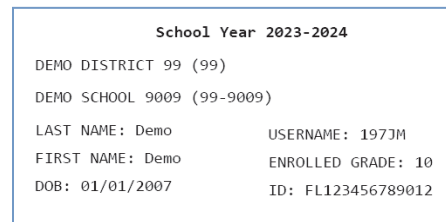5. Click the print icon [🖨 ∨] and then click either

   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.

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:

Print PreID Labels

Print from Student List

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.
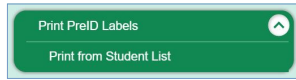
6. Print your labels directly from the PDF file on blank labels provided by DRC.

   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.

Fall 2023 B.E.S.T. Algebra 1 EOC

On-Demand | ESE:H,ELL:Y
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DIST/SCH: 99-9009
Demo School 9009
GRD: 10 | GENDER: M | DOB: 10/31/2007
ID: FL123456789012 | RACE: IABPW | HISP/LATINO: Y

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