Test Information Distribution Engine User Guide

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Introduction to TIDE

This user guide provides instructions on how to use the Test Information Distribution Engine (TIDE).

At its core, TIDE is a registration system for users who will access Cambium Assessment, Inc. (CAI) systems and students who will take Florida Statewide Assessments. Users of all CAI systems must be added to TIDE before they can access any CAI system. Students must be added to TIDE before they can test in the Test Delivery System (TDS). Rosters must be added in TIDE so the Florida Reporting System (FRS) can display scores at the classroom, school, district, and state level. During testing, TIDE users can print test tickets, manage invalidations and requests, and monitor test progress. After testing, TIDE users can clean up data and track return shipments of paper testing materials.

Figure 1. TIDE Dashboard
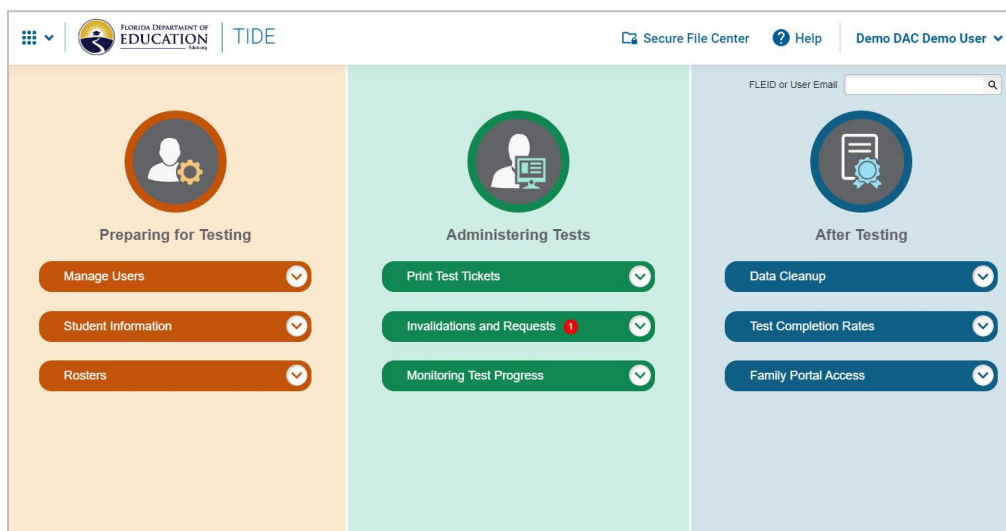
Depending on the user role, users in TIDE are able to perform the following tasks:

- Adding new **users** or modifying existing **user accounts** in TIDE so district and school personnel can access TIDE and other CAI systems. Users must be registered in TIDE to access other CAI systems.

- Adding new **students** or modifying existing **student accounts** so students can take the correct tests with the correct test settings at the correct time. Students must be registered in TIDE to test in TDS.

- Adding new rosters or modifying existing rosters. Rosters represent classes or other groups of students. After testing, TIDE sends rosters to Florida Reporting System so that system can display scores at the classroom, school, district, and state levels.

- Setting up points of contact and shipping information for **paper testing materials**.

- Printing hard-copy **test tickets** that include a student's username so the student can log in to a test.

- Adding new invalidations and requests or modifying existing invalidations and requests if a test must be retaken or rescored.

- Viewing your district's or school's progress in **starting and completing tests** and **participation rate**.

- Correcting student enrollment history and provide reasons why students did not take a test.

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

Figure 2. Hierarchy of User Roles
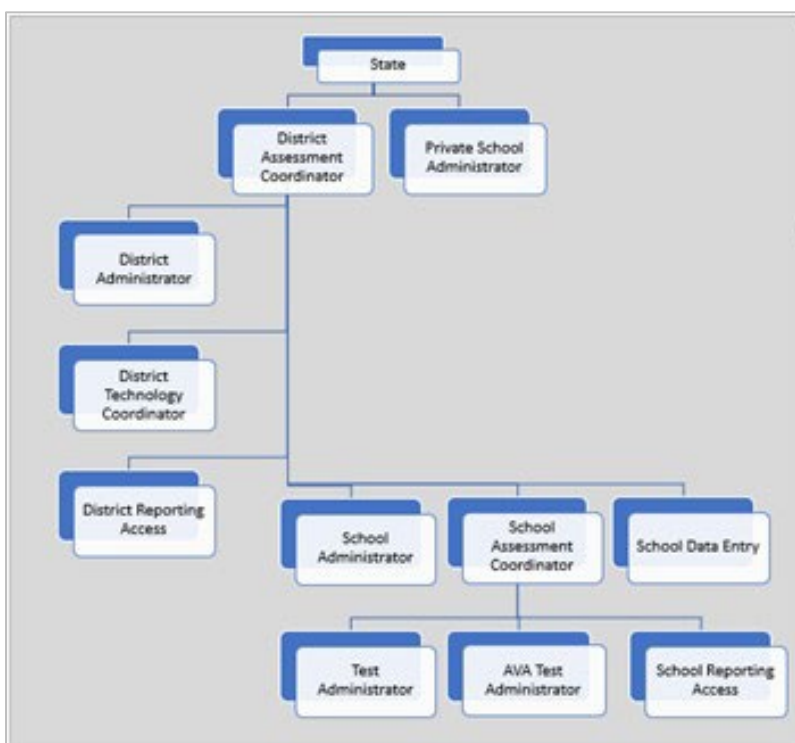
For a complete list of the responsibilities and permissions of each user role, please see the User Role Permissions section in the Appendix.

The structure of this guide is based on user role. It includes the following sections:

- **How to Activate Your Account & Log in to & out of TIDE**

- **District-level Tasks in TIDE**

- **School-level Tasks in TIDE**

- **How Teachers and Test Administrators Perform Tasks in TIDE**

The [Appendix](#) at the end of the guide provides additional information and instructions related to performing tasks in TIDE.

Fundamental TIDE Tasks

Records for users, students, and rosters must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. Rosters not added to TIDE will not be available in Florida Reporting System and you will not be able to view your students' test results by class or by other meaningful groupings. The process for adding and modifying records in TIDE is user-friendly because the procedure is the same regardless of your user role or which type of record you want to add.

All TIDE users must be familiar with the following actions, as they are the same for Users, Students, Rosters, Test Windows, and Invalidations and Requests. Users can:

- **Add** new records one at a time.
- **View or modify** existing records one at a time.
- **Upload** multiple new records or modify multiple existing records in the same file.

How to add records one at a time

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to add a new record, and select **Add User**, **Student**, or **Roster**, depending on the selected task.

2. On the page that appears, fill out the information, verify its accuracy, and select **Save**.

Figure 3. Add User Page

Figure 4. Add Student Page

Figure 5. Add Roster Page

How to modify existing records one at a time

You can view and edit existing records one at a time or multiple existing records all at once through file export. If information in a record changes after you have added the record to TIDE, the record must be edited to match the most up to date information. You can also delete records from TIDE.

1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export Users**, **Students**, or **Rosters**, depending on the selected task. Fill out the form that appears and select **Search**.

    Note: In the *School* drop-down list, users can begin typing in the *Search* field to filter results. You can enter part of or your complete school name or school ID.

Figure 6. View/Edit/Export Student Page

2. A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select **View Results**. To export all search results to the Secure File Center from the pop-up window, select **Export to Secure File Center** and then select either **Excel** or **CSV**. The search results will be exported to your Secure File Center and you will return to the search form.

    Please note the View Results button may be disabled if the search results contain records from all districts or all schools.

Figure 7. Search Results
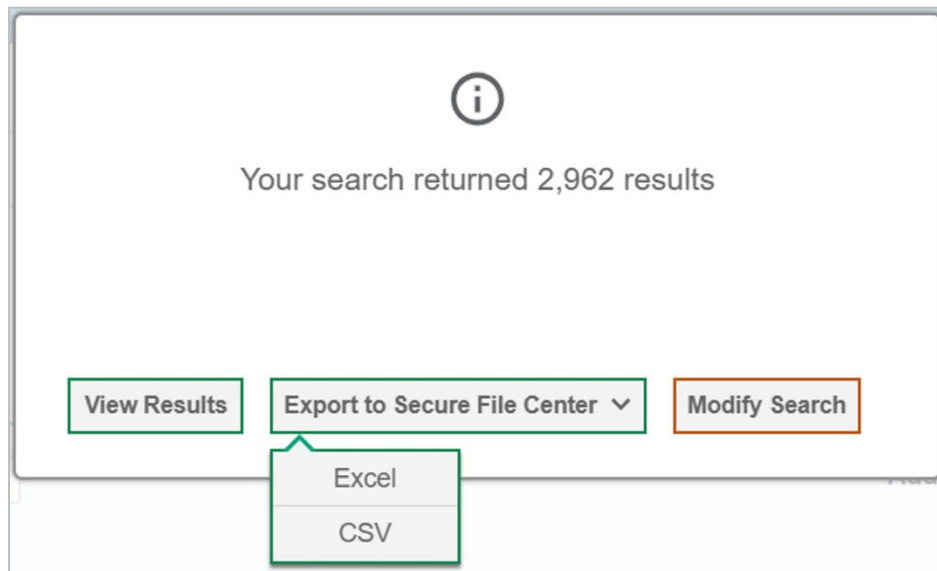
3. If you select **View Results**, the search results will appear in a table. To edit individual records, select the edit button by the record you want. To delete individual records, mark the checkbox by that record and select ⬚. To export records, mark the checkbox by that record and select ⬇.

Figure 8. View/Edit/Export Student Page with Search Results

How to add or modify multiple records at once

Rather than adding or modifying records one at a time, you may want to add or modify multiple records all at once. File upload allows you to do this. Records not previously set up in TIDE will be added to TIDE through file upload. Records already set up in TIDE will be modified with the updated content from the upload. To upload records, you must be familiar with spreadsheet applications such as Excel and/or comma-separated value (CSV) files.

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you would like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

Figure 9. Upload Users Page
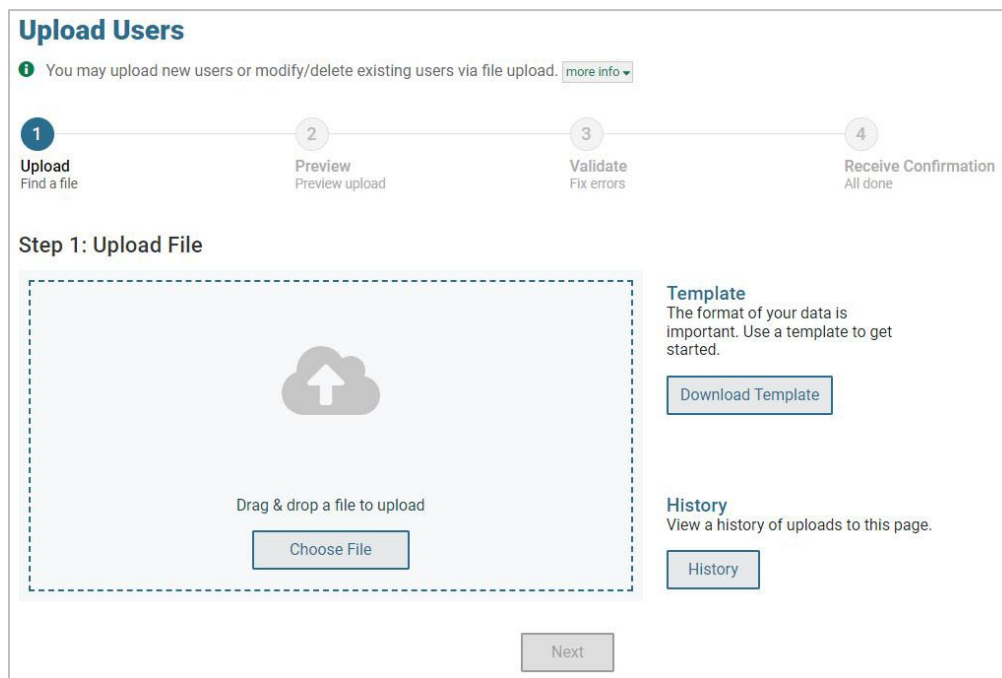
2. Once you have downloaded and filled out the template file, return to the upload screen, select **Choose File** or drag and drop the file, then upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 10. Upload Users Preview Page
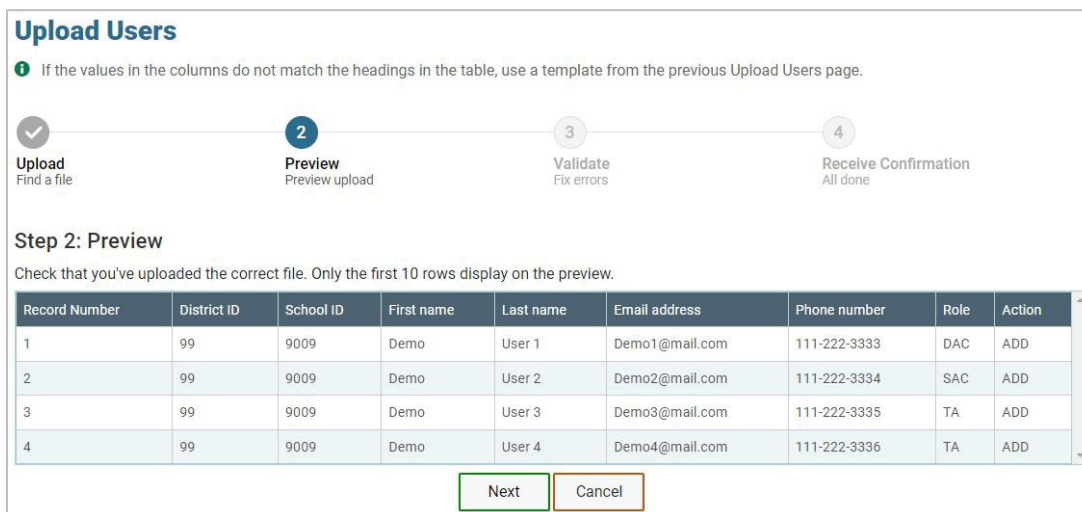
3. Once you have verified the information on the preview screen, select **Next** again. The validation screen appears.

Figure 11. Upload Users Validation Page

4. The validation screen shows errors (⊗) or warnings (⚠) associated with your uploaded file. To continue with the upload despite these errors or warnings, select **Continue with Upload**. The confirmation screen appears. To revise the file before uploading, select **Upload Revised File**. To upload a new file from the confirmation screen, select **Upload New File**.

    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.

Optional: Click the error and warning icons in the validation results to view the reason a field is invalid.

Optional: If there are errors present in the file, you may click **Download Validation Report** in the lower-right corner to view a file listing the validation results for the upload file.

Figure 12. Upload Users Confirmation Page

How to Activate Your Account & Log in to & out of TIDE

After your account has been created in TIDE, you will receive an activation email. This email contains a link that takes you to the *Reset Your Password* page in TIDE where you can set up your password for logging in to TIDE and other applicable CAI systems. This link will expire after 15 minutes. If you do not set up your password within 15 minutes, you need to request for a new link as described in the Password Information section in the appendix.

If you do not receive an 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.

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. Follow the instructions in the section How to reactivate your account below to reactivate your account for the new school year.

How to activate your account

1. Select the link in the activation email. The *Reset Your Password* page appears (see Figure 13).

2. 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 lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, !).

3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see Figure 15) in the portal page.

Figure 13. Reset Your Password Page

How to reactivate your 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.

1. Navigate to the portal at https://flfast.org/ and select the appropriate portal card.

2. Select the portal card most appropriate to your user role.

Figure 14. User Cards on Portal

3. Select the **TIDE** portal card (see Figure 15). The *Login* page appears (see Figure 16).

Figure 15. TIDE Card
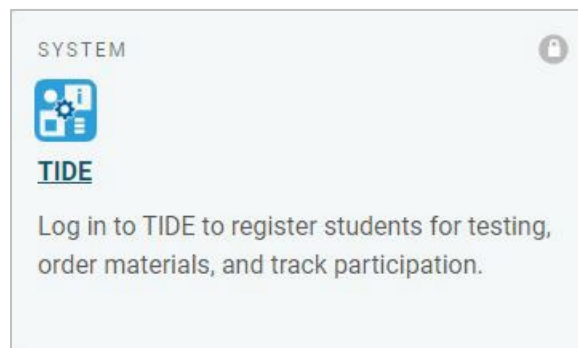
4. Select **Request a new one for this school year**. The *Reset Your Password: Find Account* page appears (see Figure 17).

Figure 16. Login Page

5. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.

6. Select the link in the activation email. The ***Reset Your Password*** page appears (see [Figure 13](#)).

7. 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 lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, !).

8. Select **Submit**.

Figure 17. Reset Your Password Page

During the reactivation process, you will be taken to the ***Enter Code*** (see [Figure 18](#)) page and asked to provide the authentication code sent to your email.

- In the *Enter Emailed Code* field, enter the emailed code and select **Submit**.

- You must enter the code within fifteen minutes of the email being sent. If your code expires, you can request for a new code by selecting **Resend Code** on the ***Enter Code*** page.

Figure 18. Enter Code Page

How to log in to TIDE

Do not share your login information with anyone. All CAI systems provide access to student information, which must be protected in accordance with federal privacy laws.

1. Navigate to the portal at https://flfast.org/ and select the appropriate portal card. Select your user role. (See Figure 14.)

2. Select **TIDE** (see Figure 15). The *Login* page appears (see Figure 16).

3. On the *Login* page, enter the email address and password you use to access all CAI systems.

4. Select **Secure Login**.

   a. If you have not logged in using this browser before, you have recently cleared your cache, or if 10 days have passed since the last time you authenticated your login, the *Enter Code* page appears (see Figure 18) and an email is sent to your address. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.

      i. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.

      ii. Select **Submit**.

The *Dashboard* for your user role appears. Depending on your user role, TIDE may prompt you to select a role, state, district, or school to complete the login.

Working with TIDE in more than one browser tab or window may result in changes in one tab overwriting changes made in another tab. Do not have more than one TIDE browser tab or window open at one time.

How to log out of TIDE

- In the TIDE banner (see Figure 19), select **Log Out** from the *Account* drop-down menu.

Figure 19. Log Out
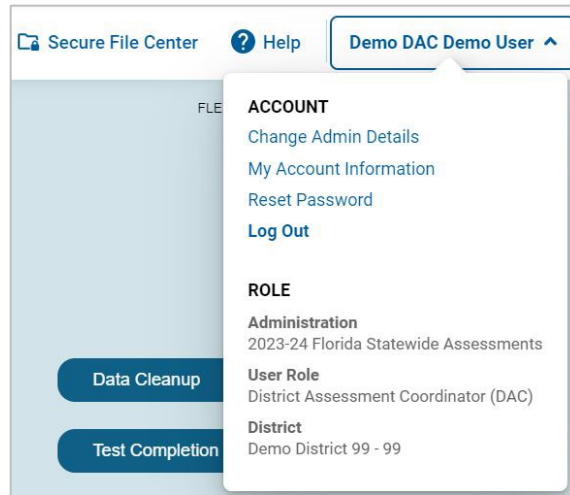
Logging out of TIDE logs you out of most CAI systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.

How to Access Secure Notifications in TIDE

The Secure Notification Banner displays alerts, warnings, and informational messages from the Program Management Team at Cambium Assessment, Inc. (CAI). The banner displays at the top of every page in TIDE when active notifications are published (see Figure 20). Often, the messages will contain time-sensitive information, such as dates for TIDE system downtime or test window extensions due to inclement weather. These secure notifications can only be accessed after logging in to TIDE.

- **Note**: All user roles can view all secure notifications.

Figure 20. Example of One Notification Type on the Secure Notification Banner

How to distinguish notification types

Notifications are ranked based on importance, differentiated by an icon and the background color.

- **Info** notifications denote minimum severity. They are marked with 🛈 and appear over blue backgrounds.

- **Warnings** denote medium severity. They are marked with ⚠ and appear over yellow backgrounds.

- **Alerts** denote maximum severity. They are marked with 🛑 and appear over red backgrounds.

How to interact with secure notifications

Active notifications appear each time you log in to TIDE and can be dismissed once read. However, depending on how you dismiss the notification, the same notification may display the next time you log in if it is during the notification's scheduled display period. Review information about **Mark as Read** and the ⊗ icon to understand the difference.

Mark as Read Removes the notification from the top of the page and closes the notification window if open. These notifications can be viewed again by clearing your browser cache during the scheduled display period for the individual notification or if the same notification is unpublished and republished by CAI.

Details Displays a window with the full contents of the notification.

Close Icon ⊗ Removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using ⊗ return when you refresh the page or the next time you log in during the scheduled display period for the individual notification.

Arrows ‹ › Moves to previous or next notification. Only appears when multiple notifications are active, indicated by current/total notifications beside the notification name.

District-level Tasks in TIDE

District-level users can perform most of the tasks available in TIDE. Some of these tasks must be performed before testing begins, some must be performed during testing, and some must be performed after testing.

District-level Tasks in TIDE Before Testing Begins

Before testing begins, district-level users must perform the following tasks in TIDE:

- Set up **user accounts** for school-level users so they can log in to TIDE and other CAI systems. If user accounts are not set up before testing begins, those users will not be able to access any CAI systems.
- Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.
- Set up **rosters** so Florida Reporting System can display scores at the classroom, school, district, and state levels.
- Set up point of contact and shipping information for **paper testing materials**.

How District-level Users Set Up User Accounts in TIDE

District-level users must set up user accounts for school-level users to sign in to TIDE and other CAI systems. If these users do not have accounts set up in TIDE, they will not be able to access any CAI systems.

How district-level users add new user accounts one at a time

You can add users to TIDE one at time. To learn more about adding records to TIDE one at a time, see the How to add records one at a time section in the Introduction.

1. From the **Users** task menu, select **Add Users**. The *Add Users* page appears.

Figure 21. Add User Page
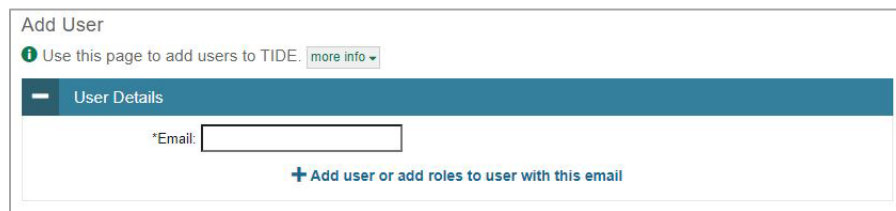
2. In the *Email* field, enter the new user's email address and select **+Add user or add roles to user with this email**. Additional fields appear.

3. Enter the new user's first and last names in the required fields and other details in the optional fields.

Figure 22. Add User Page

4. From the **Role** drop-down, select a role. From the drop-downs that appear, select a state, district, and school, if applicable.

5. *Optional:* To add multiple roles, select **+Add More Roles** and repeat step 4.

6. *Optional:* To delete a role, select [🗑] next to that role.

7. Select **Save**. In the affirmation dialog box, select **Continue** to return to the *Add Users* page. TIDE adds the account and sends the new user an activation email from DoNotReply@cambiumassessment.com.

How district-level users modify existing user accounts one a time

You can view and modify existing user accounts one at a time or multiple existing user accounts all at once through file export. If a user's information changes after you have added the user to TIDE, you must edit the user account to match the most up to date information. If the user's account does not include the most up to date information, the user may not be able to access other CAI systems or features within those systems. You can also delete users from TIDE.

1. From the **Manage Users** task menu, select **View/Edit/Export Users**. The *View/Edit/Export Users* page appears.

2. Retrieve the individual user account you want to view, edit, export, or delete by following the procedure in the How to modify existing records one at a time section in the Introduction.

3. In the list of retrieved user accounts, select [✎] for the user whose account you want to view or edit.

4. If your role allows it, modify the user's details as required, using the Fields in the View/Edit/Export Users Page table in the appendix as a reference.

5. *Optional:* To add more roles for this user, select **+Add More Roles** and then follow the steps as described in the section on adding individual users.

6. *Optional:* To delete a role, select [🗑] next to that role. You can also delete the user's entire account from the search results table.

7. Select **Save**.

8. In the affirmation dialog box, select **Continue** to return to the list of user accounts.

How district-level users add or modify multiple user accounts all at once

You can also add or modify multiple user accounts all at once through file upload as shown in the How to add or modify multiple records at once section in the Introduction.

1. From the **Users** task menu, select **Upload Users**. The *Upload Users* page appears.

2. Following the instructions in the How to add or modify multiple records at once section in the Introduction and using the Columns in the User Upload File table in the appendix as a reference, fill out the template and upload it to TIDE. Users who have not previously been set up in TIDE will be added in TIDE. Users who already have accounts set up in TIDE will have their accounts modified with the updated content from the upload.

How District-level Users Register Students for Testing

Students must be registered in TIDE to be eligible to test in TDS.

How district-level users add new student accounts one at a time

You can add students to TIDE one at time. To learn more about adding records to TIDE one at a time, see the How to add records one at a time section in the Introduction.

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

This page is divided into multiple panels: Student Demographics, Race and Ethnicity, Above Grade Testing, Parent/Guardian Video Consent for Remote Testing, FAST Test Eligibility, Fall Test Eligibility, Winter Test Eligibility, Spring Test Eligibility, Summer Test 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 23).

Figure 23. Floating Vertical Go To Section Toolbar

1. From the **Student Information** task menu on the TIDE dashboard, select **Add Student**. The ***Add Student*** form appears (see [Figure 24](#)).

2. In the *Student Demographics* panel, enter the student's demographic information, using the [Fields in the Add Student](#) Panel table in the appendix as a reference.

Figure 24. Fields on the Add Student Page

3. In the *Race and Ethnicity* panel, select appropriate indicators.

4. In the *Above Grade Testing* panel, indicate a subject student is testing above grade.

5. In the *Parent/Guardian Video Consent for Remote Testing* panel, indicate if student can test remotely.

6. In the *FAST Test Eligibility* panel, indicate if student is eligible for FAST testing.

7. In the *Fall Test Eligibility* panel, indicate is student is eligible for EOC, FAST Retake, or FSA Retake testing.

8. In the *Winter Test Eligibility* panel, indicate is student is eligible for EOC, FAST Retake, or FCLE testing.

9. In the *Spring Test Eligibility* panel, indicate is student is eligible for EOC, FAST Retake, FSA Retake, FCLE, B.E.S.T. Writing, or Science testing.

10. In the *Summer Test Eligibility* panel, indicate is student is eligible for EOC or FAST Retake testing.

11. In the *Accommodations* panel (see [Figure 25](#)), select the student's settings for testing, using the [Fields in the Add Student Panel](#) table in the appendix as a reference.

Figure 25. Accommodations Panel

12. Select **Save**.

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

How district-level users modify existing student accounts one at a time

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

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 individual student account you want to view, edit, export, or delete by following the procedure in the How to modify existing records one at a time section in the Introduction.

3. In the list of retrieved students, select ✏ for the student whose account you want to view. The *View/Edit Student: [Student's Name]* form appears.

Figure 26. View/Edit/Export Student Page

4. From the *Student Participation* panel, view the student's test participation report, if available.

5. From the *Rosters* panel, view rosters to which the student is currently active, if available.

6. If your user role allows it, modify the student's record as required.

   ▪ In the *Student Demographics* panel, modify the student's demographic information, using the Fields in the Add Student Panel table in the appendix as a reference.

   ▪ In the *Accommodations* panel, modify the student's test settings, using the Fields in the Add Student Panel table in the appendix as a reference.

7. Select **Save**.

8. In the affirmation dialog box, select **Continue** to return to the list of student records.

How district-level users add or modify multiple student accounts all at once

If you have many students to add, edit, or delete all at once, you can do so through file upload as shown in the How to add or modify multiple records at once section in the Introduction.

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

Figure 27. Upload Students Page
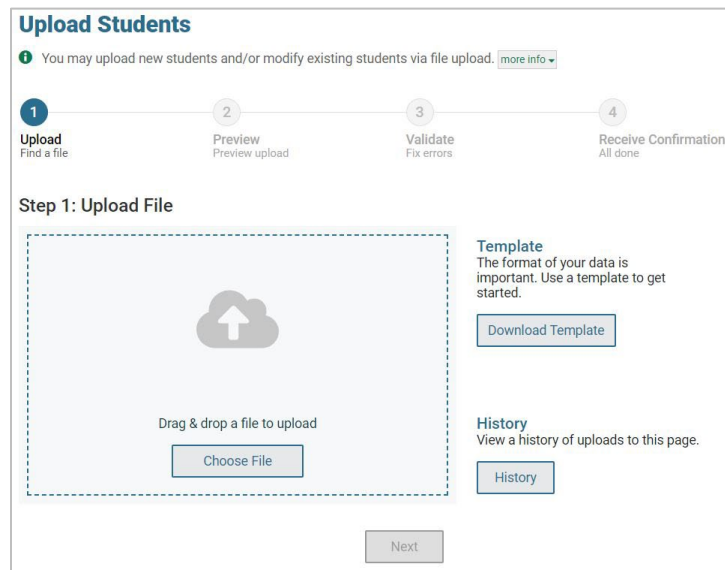
2. Following the instructions in the How to add or modify multiple records at once section in the Introduction and using the Columns in the Student Upload File table in the appendix as a reference, fill out the Student template and upload it to TIDE.

How district-level users generate upload-ready student data files

TIDE can generate student data files in upload-ready format. This allows you to download the file, edit student data as necessary, and upload the file back to TIDE to update student data in the system.

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(s) you want to include in the data file by following the procedure in the section How to modify existing records one at a time section in the Introduction.

3. Select [icon] and then do one of the following:

   - To export the students you selected, if applicable, select **Export Selected to Excel** or **Export Selected to CSV**.
   - To export all students in the results grid, select **Export All to Excel** or **Export All to CSV**.

TIDE generates the upload-ready student data file and exports it to your device. You can edit student data as necessary, save your changes, and upload the file back to TIDE to update student data in the system by following instructions in the section How to add or modify multiple records at once.

How district-level users transfer students between schools

If you are associated with multiple schools, you can also move students from one school to another on the *View/Edit/Export Students* page.

1. Retrieve the student account you want to view or edit by following the procedure in the How district-level users modify existing student accounts one at a time section.

2. In the list of retrieved records, do one of the following:

   - Mark the checkboxes for the students you want to move.

   - Mark the checkbox at the top of the table to move all students listed on the page.

   When moving students, you can only move students who are listed on the page that you are viewing.

3. Do one of the following:

   - Select **Move to Another School** above the search results.

   - Select in the floating Actions toolbar.

4. A section appears for moving the students. From the *District* drop-down list (if available), select the district to which you want to move the student.

5. From the *School* drop-down list, select the school to which you want to move the student.

6. Select **Yes**. After TIDE moves the student, an affirmation message appears.

7. Select **Continue** to return to the student listing.

How district-level users specify student test indicators

A student's test indicators determine a student's eligibility to test online or on paper. This section explains how to edit student test indicators via the *View/Edit Student: [Student's Name]* page or a file upload. For a complete list of test indicators, please refer to the Test Indicator rows in the Columns in the Student Upload File table in the appendix.

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The *View/Edit/Export Students* page appears.

2. Retrieve the student accounts whose test indicators you want to view or edit by following the procedure in the How district-level users modify existing student accounts one at a time section.

3. In the list of retrieved students, select for the student whose test indicators you want to edit. The *View/Edit Student: [Student's Name]* page appears.

4. Navigate to one of the *Test Eligibility* panels and modify the applicable test indicators.

5. Select **Save**.

6. In the affirmation dialog box, select **Continue** to return to the list of student records.

How district-level users specify student accommodations

A student's test settings include the available accommodations, such as text-to-speech or masking. This section explains how to edit student accommodations via the *View/Edit Student: [Student's Name]* page or a file upload.

1. From the **Student Information** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The *View/Edit/Export Students* page appears.

2. Retrieve the student accounts whose accommodations you want to view or edit by following the procedure in the How district-level users modify existing student accounts one at a time section.

3. In the list of retrieved students, select 🖉 for the student whose accommodations you want to edit. The *View/Edit Student: [Student's Name]* page appears.

4. Navigate to the *Accommodations* panel and modify the applicable accommodations.

5. Select **Save**.

6. In the affirmation dialog box, select **Continue** to return to the list of student records.

How district-level users upload student accommodations

If you have many students for whom you need to assign accommodations, 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.

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

2. Following the instructions in the How to add or modify multiple records at once section in the Introduction and using the Columns in the Additional Student Information Upload File table in the appendix as a reference, fill out the Additional Student Information template and upload it to TIDE.

How district-level users view a frequency distribution report

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students. You can generate FDRs for the students in your district or school by a variety of demographics and accommodations.

1. From the **Student Information** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The *Frequency Distribution Report* page appears (see Figure 28).

Figure 29. Frequency Distribution Reports by Grade and Gender
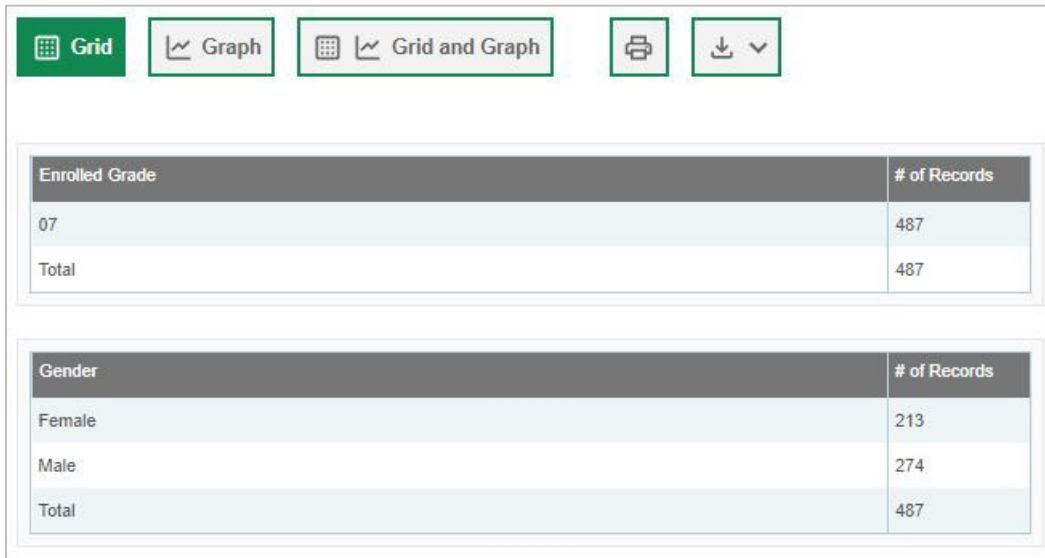
How district-level users print PreID labels

A PreID label (see Figure 30) is a label that you affix to a student's testing materials, such as a test and response book.

Note: The **Print PreID Labels** task menu will only be available in separate administrations for Fall, Winter, Spring, and Summer. Users cannot edit student information within the orders administration and can only view the student demographics panel.

Districts and schools can print labels for students not included in the original PreID upload for a given administration, such as students who transferred to a school after the PreID upload. This task 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.

Figure 30. Sample PreID Label
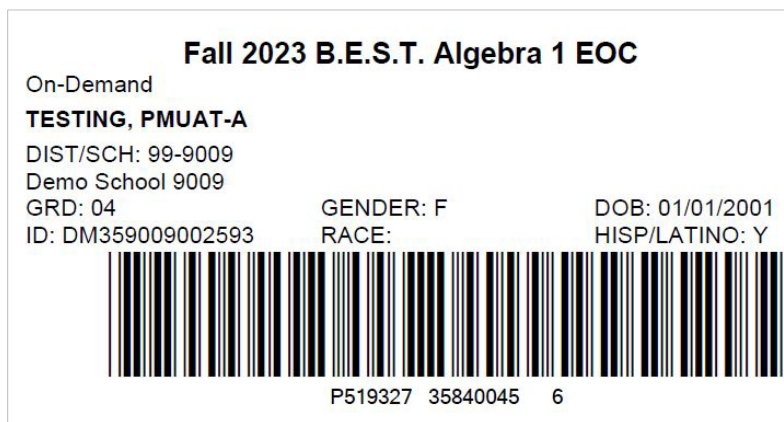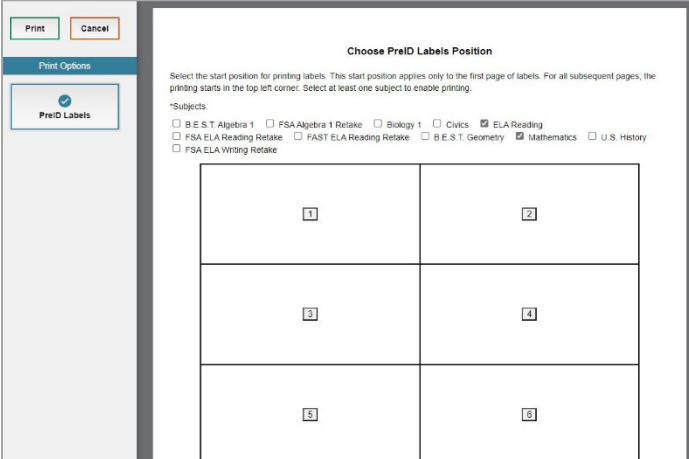
1. From the **Print PreID Labels** task menu on the TIDE dashboard, select **Print from Student List**. The *Print from Student List* page appears.

2. Retrieve the students for whom you want to print PreID labels by filling out the search criteria and selecting **Search**.

3. *Optional:* Select the column headings to sort the retrieved students in the order you want the labels printed.

4. Specify the students for whom labels need to be printed:

    ▪   To print labels for specific students, mark the checkboxes for the students you want to print.

    ▪   To print labels for all students listed on the page, mark the checkbox at the top of the table.

5. Click the print icon [⎙ ⌄], and then select **Selected PreID Labels**.

6. In the new browser window that opens, verify **PreID Labels** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see Figure 31).

7. Select 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 31. Layout Model for PreID Labels

8. Select **Print**. Your browser downloads the generated PDF.

9. You will print your labels directly from this PDF on the blank labels provided by the vendor.

    a. Confirm that label sheets are loaded correctly.

    b. Print using the highest quality settings available on your printer to ensure proper scanning.

    c. Make sure that the *Print to Fit* option is unchecked to prevent barcodes from being cut off.

How district-level users reset Family Portal Access Codes

Access codes for the Family Portal will be provided in TIDE. TIDE users will be able reset these codes if necessary.

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 individual student account for whom you want to reset the Family Portal Access Code by following the procedure in the [How to modify existing records one at a time](#) section in the Introduction.

3. In the list of retrieved students, select 🖉 for the student whose account you want to view. The *View/Edit Student: [Student's Name]* form appears.

4. Next to the *Access Code* field, select **Reset**. A new code appears in the field. After resetting the code, click **Copy** to paste the code to a program outside of TIDE.

Figure 32. Access Code Field from a student record in View/Edit/Export Students

How district-level users view reports of students who have transferred into their organization

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

1. From the **Student Information** task menu on the TIDE dashboard, select **Student Transfer In Report**. The *Student Transfer In Report* page appears.

2. Enter search criteria.

3. Select **Search**.

The report appears, displaying students matching the search criteria.

How district-level users view reports of students who have transferred out of their organization

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

1. From the **Student Information** task menu on the TIDE dashboard, select **Student Transfer Out Report**. The *Student Transfer Out Report* page appears.

2. Enter search criteria.

3. Select **Search**.

The report appears, displaying students matching the search criteria.

How District-level Users Manage Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades.

The rosters you create in TIDE are available in the Florida Reporting System. The Florida Reporting System can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test. Rosters for this purpose should be assigned to a School Assessment Coordinator rather than a teacher to prevent access to student scores that are not associated with the Test Administrator.

When creating/managing rosters, it is recommended to follow the guidelines below:

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data in the Florida Reporting System. Up to 500 active students can be included in one roster.

- If rosters need to be created for other purposes, applicable students can be added to a separate roster that is assigned to the School Assessment Coordinator (SAC) with the appropriate naming convention that includes the Test Administrator (TA). This will help avoid teachers accessing student data for students they may have tested but do not have in their regular class.

- Rosters should be updated weekly to maintain roster accuracy with new enrollments/withdrawals/class movement to ensure teachers are accessing accurate data for their current students.

- If a student moves to another district/school, the student will automatically become inactive in any rosters associated with the former district/school. Users do not need to take action to delete this student.

  o Teachers will have access to scores for tests taken with them for inactive students in their roster by changing the time period in the Florida Reporting System *

- If a student moves to another class within the same school, no automatic action is taken to remove the student from previous rosters. The student will need to be deleted manually from the former teacher's roster if that teacher should not have any access to scores. When the student is manually deleted, the former teacher will no longer have access to any scores for that student in FRS.

- Use roster uploads to add and/or delete students. As students withdraw from a school or transfer from one class to another, students can be deleted via upload from the previous associated rosters.

- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and/or period as applicable. For example, an elementary school roster may be named 'Gr3Jones23-24' and a secondary school roster may be named 'AikenPeriod3Eng9A23-24'.

You can only create rosters from students associated with your school or district.

How district-level users add new rosters one at a time

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The *Add Roster* page appears (see Figure 33).

Figure 33. Add Roster – Select School for Roster Page

2. In the *Select School for Roster* panel, search for a school by selecting District and School as applicable, then click **Select** and a new *Add Roster* page appears (see Figure 34).

   - **Note:** If your user account is associated with more than one school under the *School Details* section, you can select **Change School** if the wrong school was selected.

Figure 34. Add Roster Page

3. Under *Roster Details*, add a roster name and select a teacher.

4. Under *Find and Select Students*, do one of the following:

- Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting ☒ next to individual students from the top of the grid. Selecting **Save** creates your roster. If you select **Remove All**, you can search for a new group of students.

- Use the **Student Search** tab for a more traditional search function, including the option to find specific students by FLEID or name. After you return results, select ⊞ to add individuals or select **Add All** from the top of the grid (see [Figure 35](#)).

Figure 35. Roster Available Students - Add All

Note: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to select additional criteria as available.

5. *Optional*: After results appear under *Selected Students*, you can change the information that displays about students.

    a. **Show more information** drop-down: Select or clear additional columns.

    Note: Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. Once a student has been added to a roster, the student will remain in the roster even if the student is no longer enrolled in the school. If former students re-enroll to the school, they will still appear in italics in associated rosters with the date they left. To restore the student into the roster, remove the italicized record and then use the **Student Search** tab to re-add the student.

    b. Use the *Filter* field to limit students to those who match the text you enter. This keyword search only finds text in the grid. Be aware if you enter **11** to find students in 11th grade, any content with the text *11* will display. This could potentially pull in results you did not intend to find.

How district-level users modify existing rosters one at a time

You can modify rosters that you create through the Add Roster page or the Upload Roster page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.

- You can modify existing rosters by performing the following steps:

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit Rosters**. The ***View/Edit Rosters*** page appears (see Figure 36).

Figure 36. View Edit Rosters Page

2. Retrieve the roster record you want to view or edit by following the procedure in the How to modify existing records one at a time section in the Introduction.

3. In the list of retrieved rosters, select ✏️ for the roster whose details you want to view. The ***View/Edit [Roster Name]*** page appears. This page is similar to the page used to add rosters (see Figure 34).

4. To review students who are currently on the roster, scroll down to the *Selected Students* panel. The list displays students who are currently associated with the roster.

5. Select **Find Students** (see Figure 37) to search for students by filling out the search criteria either for individual students or for groups in step 4 of How district-level users add new rosters one at a time.

Figure 37. View/Edit [Roster Name] - Find Students

- **Note**: Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.

6. To remove students from the roster, select the ☒ beside individual students or use the **Remove All** option at the top of the table.

7. *Optional:* In **Roster Details**, edit the *Roster Name* and/or *Teacher Name*.

Note: Editing the Roster Name and/or Teacher Name only modifies the existing roster. This does not create a duplicate roster.

8. Select **Save**, and in the affirmation dialog box select **Continue**.

Figure 38. Modifying a Roster: View/Edit Page

How district-level users add or modify multiple rosters all at once

If you have many rosters to add or modify, you can do so through file upload as shown in the How to add or modify multiple records at once section in the Introduction.

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

2. Following the instructions in the How to add or modify multiple records at once section in the Introduction and using the Columns in the Roster Upload File section in the appendix as a reference, fill out the Roster template and upload it to TIDE.

- You can pull the information you need from TIDE to edit existing rosters through file uploads by exporting the Roster information from the View/Edit Rosters page, including the Teacher's email address.

How district-level users print Family Portal Access Codes from roster lists

TIDE users can print Family Portal access codes from roster lists and provide these codes to families.

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

2. Retrieve the rosters for which you want to print access codes by filling out the search criteria and selecting **Search**.

3. *Optional:* Select the column headings to sort the retrieved rosters in the order you want the access codes printed.

4. Specify the rosters for whom access codes need to be printed:

   ▪ To print access codes for specific rosters, mark the checkboxes for the rosters you want to print.

   ▪ To print access codes for all rosters listed on the page, mark the checkbox at the top of the table. Please note, you may only print 1,500 students at a time.

5. Select ⎙⌄ , and then select **Access Codes**.

6. In the new browser window that opens, verify **Access Codes** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page.

7. Select **Print**. When printing access codes, make sure *Print to Fit* is unchecked.

Your browser downloads the generated PDF.

How District-level Users Manage Orders for Paper Testing Materials

Your district or school may be pre-approved to receive paper materials for testing, such as Test and Response Books. TIDE computes the quantities of these materials based on the number of students registered for those tests. This section describes how to set up contact information of the person serving as a district-level or a school-level test coordinator, how to establish the shipping address to which all district-level or school-level orders for testing materials are shipped, how to review the orders for those materials, and how to order additional quantities as necessary. This section also describes how to track order shipments and returns.
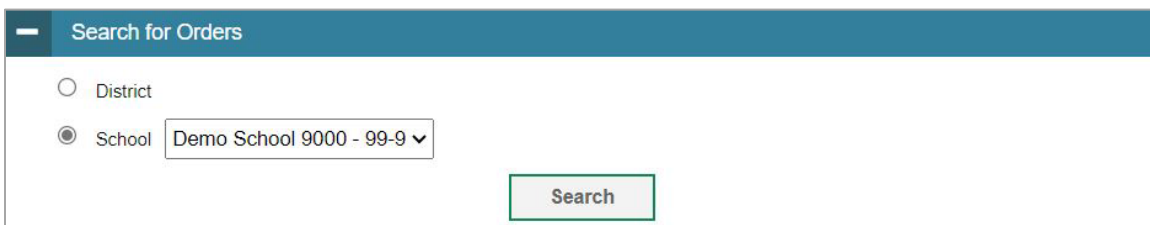
Note: The **Orders** task menu will only be available in separate Materials administrations for Fall, Winter, Spring, and Summer.

How district-level users place orders for additional paper testing materials during testing

You can request additional materials beyond those specified in your initial order.

1. From the **Orders** task menu on the TIDE dashboard, select **Place Additional Orders**. The *Place Additional Orders* form appears (see).

Figure 39. Additional Orders Page: Search for Orders Panel

1. In the *Verify Contact Information* panel (if available), do the following:

    a. Verify or enter information in the *Test Coordinator Information* panel.

    b. Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.

    c. Select **Verify**, and then select **Continue** in the confirmation message that appears.

    If contact information is not established, you will not be able to proceed.

2. Do one of the following:

    ▪ Mark **District** (if available) to place an order for an entire district.

    ▪ Mark **School**, and then select a school, to place an order for an individual school.

3. Select **Search**. A list of materials available for ordering appears (see Figure 40). For information on the columns that appear, see the table Columns in the Additional Orders Page in the appendix.

Figure 40. List of Available Additional Orders

4. *Optional:* To change the shipping address, select return to the *Verify Contact Information* panel.

Figure 41. Search for Orders and Comments Panels

5. In the list of additional orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive.

6. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.

7. Select **Save Orders**. A text box appears allowing you to enter additional comments.

8. Select **Submit** to submit your order. The *Order Summary* pop-up window appears with the new order request on display.

9. Select **Close** to return to the ***Additional Orders*** page.

How district-level users view order history reports

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

1. From the **Orders** task menu on the TIDE dashboard, select **View Order History**. The ***View Order History*** page appears (see Figure 42).

2. To view the order details, select the order number in the Order Number column. The Order Details form appears.

3. To view the order's tracking report, select [icon].

4. To view the order's packing lists, manifests, and security checklists, select [icon].

Figure 42. View Order History Page

How district-level users view order summary reports

You can review reports for your school's or district's open orders.

1. From the **Orders** task menu on the TIDE dashboard, select **View Order Summary**. The ***View Order Summary*** page appears (see Figure 43).

Figure 43. View Order Summary Page

2. Under *Search Order For*, do one of the following:

    ▪ Mark **District** (if available) to review orders for an entire district.

    ▪ Mark **School**, and then select a school, to review orders for an individual school.

3. From the **Search Order By** drop-down list, mark the checkboxes for **Initial** and **Additional**, as available, to include those types of orders in the report.

4. Select **Search**. The order report appears.

District-level Tasks in TIDE During Testing

During testing, district-level users can perform the following tasks in TIDE:

• Print test tickets to help students log in to tests.

• Add, modify, and upload invalidations and requests.

• View reports of students' current test statuses, test completion rates, and test status codes.

How District-level Users Print Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test.

TIDE generates the test tickets as PDF files that you download with your browser.

Figure 44. Sample Test Ticket

How district-level users print test tickets from student lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The *Print from Student List* page appears.

2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting **Search**.

3. *Optional:* Select the column headings to sort the retrieved students in the order you want the test tickets printed.

4. Specify the students for whom test tickets need to be printed:

   ▪ To print test tickets for specific students, mark the checkboxes for the students you want to print.

   ▪ To print test tickets for all students listed on the page, mark the checkbox at the top of the table.

   ▪ To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

5. Select ⊟⌄ and then select the appropriate action:

   ▪ To print test tickets for selected students, select **Selected Test Tickets**.

   ▪ To print test tickets for all retrieved students, select **All Test Tickets**.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 45), verify **Test Tickets** is selected in the *Print Options* section.

7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

Figure 45. Layout Model for Test Tickets
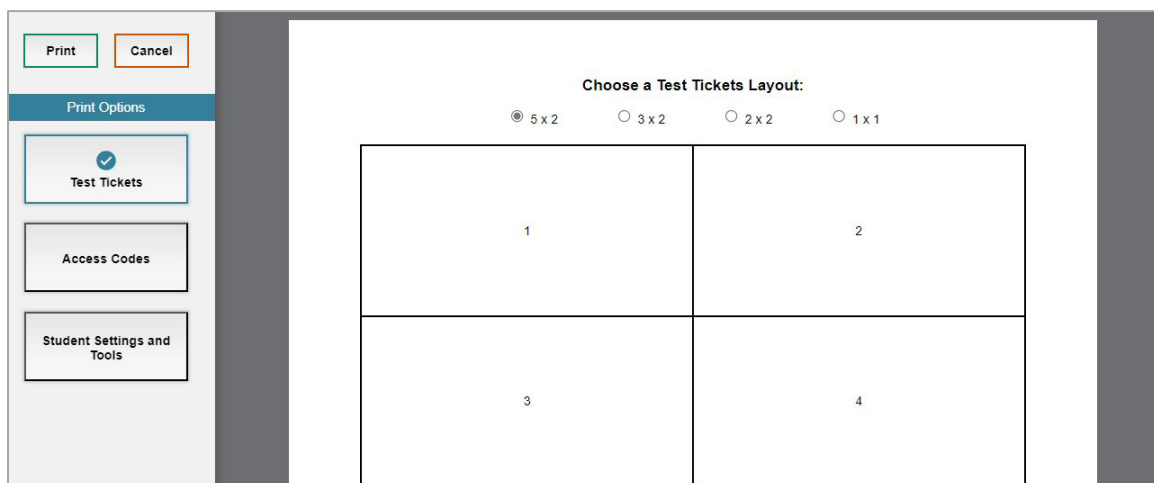
How district-level users print test tickets from roster lists

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The *Print from Roster List* page appears.

2. Retrieve the rosters for which you want to print test tickets by filling out the search criteria and selecting **Search**.

3. *Optional:* Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.

4. Do one of the following:

   ▪ Mark the checkboxes for the rosters you want to print.

   ▪ Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

   When printing multiple class groups, the total number of students included in the rosters should not exceed 1000.

5. Select ⏷ and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 45).

6. Verify **Test Tickets** is selected in the *Print Options* section.

7. Select the layout you require, and then select **Print**.

Your browser downloads the generated PDF.

How District-level Users Manage Invalidations and Requests

In the normal flow of a test opportunity, a student takes the test in TDS and then submits it. Next, TDS forwards the test for scoring, and then the test scores are reported.

Requests are a way of interrupting this normal flow. A student may need to retake a test or have another test opportunity. A test administrator may want to modify a test status because of a hardware malfunction or an impropriety.

For a full list of invalidations and requests types, see the List of Request Types table in the appendix.

For a list of invalidations and requests statuses, see the List of Invalidations and Requests Statuses table in the appendix.

For a list of available invalidations and requests by test status, see the List of Invalidations and Requests by Test Status table in the appendix.

How district-level users add new invalidations and requests one at a time

You can create a invalidations and requests for a given test result.

1. Retrieve the result for which you want to create a invalidations and requests by doing the following:

a. From the **Invalidations and Requests** task menu on the TIDE dashboard, select **Create Requests**. The *Create Requests* page appears (see Figure 46).

b. Select a request type.

c. Use the drop-down list and related text field to set search criteria.

Figure 46. Create Requests Page

d. Select **Search**. TIDE displays the results at the bottom of the *Create Requests* page (see Figure 47).

2. Select the checkbox for each result for which you want to create a test request, and then select **Create** (see Figure 47).

3. From the **Select a reason from the list** drop-down, select a reason for creating the invalidations and requests. The reasons may vary based on the invalidations and requests type.

Figure 47. Retrieved Test Results

4. *Optional*: In the *Additional Comments* field, enter comments, if desired.

5. Enter a reason for the request in the window that pops up.

6. Select **Submit**. TIDE displays a confirmation message.

How district-level users modify existing invalidations and requests one at a time

You can view, approve, reject, retract, and export existing invalidations and requests.

1. From the **Invalidations and Requests** task menu on the TIDE dashboard, select **View/Export Requests**. The *View/Export Requests* page appears (see Figure 48).

Figure 48. View/Export Requests Page

2. Retrieve the invalidations and requests you want to view by filling out the search criteria and selecting **Search**. Figure 49 shows retrieved invalidations and requests.

Figure 49. Retrieved Invalidations and Requests

3. *Optional:* Review the initiator's reason for the invalidations and requests by selecting 🗨 in the Request Status column.

4. You can also process invalidations and requests on the *View/Export Requests* page by selecting the checkbox. This process is covered in the How district-level users approve, reject, and retract invalidations and requests section.

How district-level users add or modify multiple invalidations and requests all at once

If you have many invalidations and requests to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

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

2. Following the instructions in the <u>How to add or modify multiple records at once</u> section in the Introduction and using the <u>Columns in the Invalidations and Requests Upload File</u> table in the appendix as a reference, fill out the Invalidations and Requests template and upload it to TIDE.

How district-level users approve, reject, and retract invalidations and requests

All invalidations and requests other than invalidations require approval before TDS can process them. You can also retract invalidations and requests other than invalidations that you have created.

You cannot delete approved or rejected invalidations and requests. To delete such invalidations and requests, contact the Helpdesk.

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

2. Retrieve the invalidations and requests you want to process by filling out the search criteria and selecting **Search**.

3. Do one of the following:

   ▪ Mark the checkboxes for the requests you want to process.

   ▪ Mark the checkbox at the top of the table to process all the retrieved requests.

4. Select **Process** above the table and select an action (see <u>Figure 50</u>):

   ▪ To approve the selected requests, select **Approve**.

   ▪ To reject the selected requests, select **Reject**.

   ▪ To retract the selected requests, select **Retract**.

Figure 50. Process Request Actions
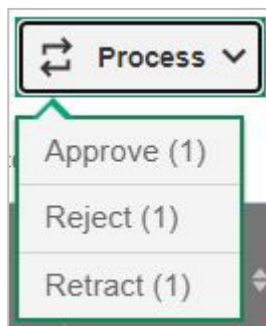
5. Enter a reason for the requested action in the window that pops up.

6. Select **Submit**. TIDE displays a confirmation message.

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

How District-level Users Monitor 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.

The following reports are available in TIDE:

- Participation Report: Details a student's test opportunities and the status of those test opportunities.
- Search by FLEID: Details the student's test participation results.
- Session Monitoring: Details the number of students actively testing/not actively testing in a session at an individual school or for multiple schools.
- Test Status Report: Details the status of all tests for the subjects selected.

How district-level users view participation reports

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

Because the report lists testing opportunities, a student can appear more than once on the report.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Participation Reports**. The ***Participation Reports*** page appears (see Figure 51).

Figure 51. Participation Reports

2. In the *Search for Students* panel, select the parameters for whose information to include in your report:

    a. From the **District** drop-down list, select a district if applicable.

    b. From the **School** drop-down list, select a school if applicable. You may select one or more schools from this list. You may also select all schools. If you select more than 20 schools or if you select all schools and the district contains more than 20 schools, the report will only be available to export to the Secure File Center.

    c. *Optional*: If a single school was selected, choose a teacher from the **Teacher** drop-down list.

       The **Teacher** drop-down list includes all school-level users, such as teachers, test administrators, and principal associated with the selected school in TIDE. When you select a person from the **Teacher Name** drop-down list, TIDE performs a check to see if the person is associated with any roster. If no rosters exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the participation reports shows the test attempts of the students included in the roster.

       If you do not select any person from the **Teacher Name** drop-down list and use the default value of **All** to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

       It is important to note that the TA Name displayed on the Participation Report does not imply the name of the teacher. The TA is the person who conducts the test. This can be the same as the teacher or it can mean a different person.

    d. *Optional:* In the *Last Name* field, enter a student's last name.

    e. *Optional:* In the *First Name* field, enter a student's first name.

    f. *Optional:* In the *FLEID* field, enter a FLEID.

    g. *Optional:* From the **Enrolled Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.

    h. *Optional:* In the *Birth Date (MMDDYYY)* field, enter a student's date of birth.

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 category.

    b. From the **Administration** drop-down list, select the appropriate administration year.

    c. *Optional*: From the **Test Name** drop-down list, select the test for which you want to generate the report. You may select one, multiple, or all from this list.

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}**):

    ▪ Students who **{have/have not} {completed/started}** an opportunity in the selected administration. This filter allows you to determine which students have or have not started or completed testing.

    ▪ Students who have a 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.

    ▪ 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:

        o Optional: Specify whether you wish to search by Session ID or Test Administrator (TA) and enter the test administrator's Session ID or name as applicable.

        o Click the date fields to view the calendar and select the time frame. If the Session ID or TA name is not specified, you will be limited to a date range search of 15 days.

    ▪ 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:

    ▪ To view the report on the page, select **Generate Report**. If you are viewing a report for more than 20 schools, use this option and then select **Export Report**.

    ▪ To open the report in Microsoft Excel, select Export Report. If you are viewing a report for more than 20 schools, this option will be disabled.

Figure 52. Participation Report

For descriptions of the columns in this report, see the [Columns in the Participation Report](#) table in the appendix.

How district-level users view report of students' current test status by FLEID

You can also generate participation reports for specific students by FLEID. This section describes how to generate participation reports for one or more students using students' FLEIDs. If you have many FLEIDs you would like to search, it may be easier to perform this task through file uploads.

Because the report lists testing opportunities, a student can appear more than once on the report.

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Search by FLEID**. The *Search by FLEID* page appears (see Figure 53).

2. Do one of the following:

   ▪ Enter one or more FLEIDs, separated by commas, in the Student IDs field. You can enter up to 1000 FLEIDs.

Figure 53. Search by FLEID Page
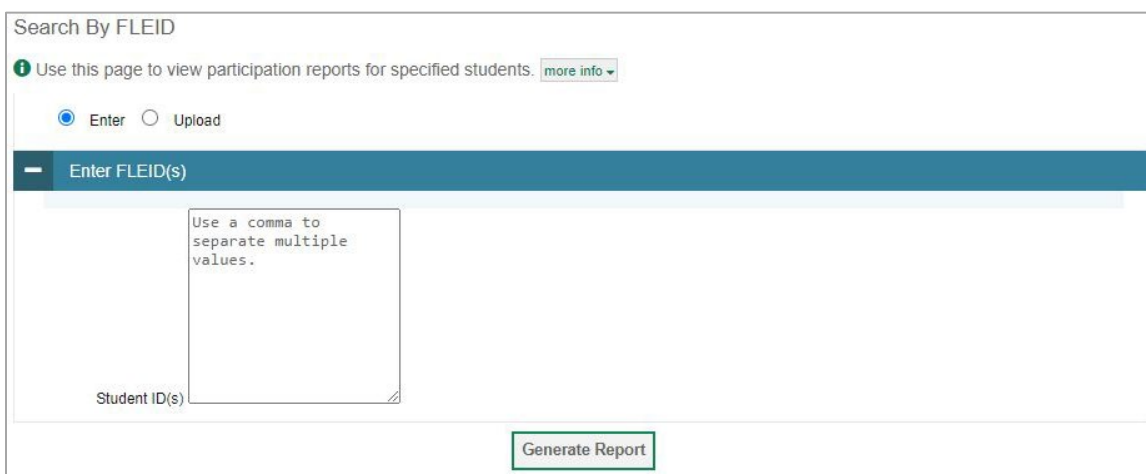
   ▪ To upload FLEIDs, select **Upload**. Next, select **Browse** and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1000 FLEIDs.

3. Select **Generate Report**. The Participation Report by FLEID appears (see Figure 52).

For descriptions of the columns in this report, see the Columns in the Participation Report table in the appendix.

How district-level users manage session monitoring

Session Monitoring reports include information about the progress of testing sessions for districts and schools. There are several ways district-level users can view test session status information, including:

   • **District-level summary of active and inactive sessions (displays open test sessions)**
   Shows status reports of active and inactive test sessions happening in the district for the current day on the search results grid. The summary shows how many students in each school are testing and how many have started, paused, and completed tests.

- **Detailed school reports of active and inactive sessions (displays open test sessions)**
Shows status reports of active and inactive test sessions happening for schools in the district on the current day. These reports show session IDs for a school, along with information like proctor name, test name, the start time of the test session, and the number of students who have started, paused, and completed tests.

How district-level users generate test session reports

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

Figure 54. Session Monitoring Page
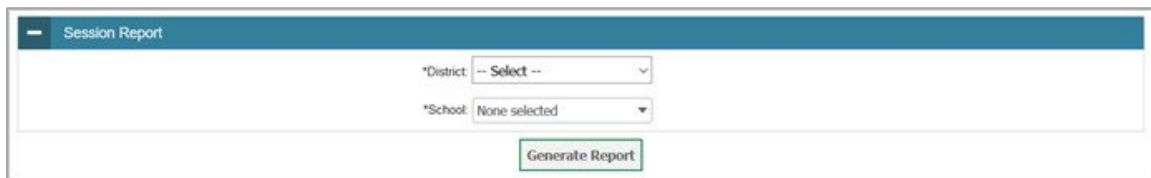
2. Select search criteria to generate your report.

If you selected more than one school, a summary of the report for all selected schools displays the following fields:

- Schools
- Total # of Tests
- Tests Started
- Tests Paused
- Tests Completed

3. Select **Generate Report**.

How district-level users view session reports

The initial format of the report varies based on the number of schools selected. A summary overview is available when you select multiple schools. From the summary, you can select the detailed report for individual schools. Alternatively, if you select one school in the search, you will go directly to the detailed report for that school.

To view open sessions:

- If you selected an individual school, you'll go directly to the detailed report for only that school (see Figure 56).
- If you selected multiple or all schools, a summary report page appears (see Figure 55).

Figure 55. Session Report

Select a school from the summary report page to view a detailed report for that school.

Figure 56. Detailed Session Report
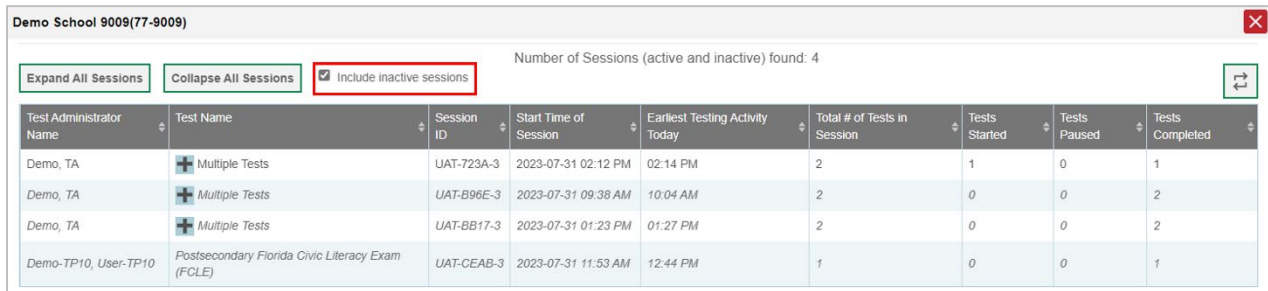
Optional: If multiple tests are available for one session, select ➕ Multiple Tests to expand the list of tests associated with that session.

Figure 57. Multiple Tests in One Session
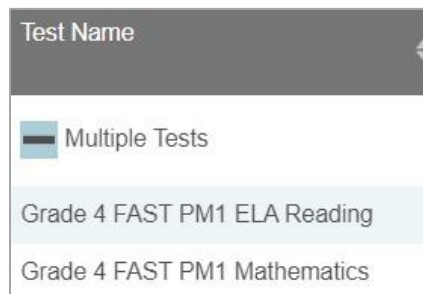
Optional: Select Expand All Sessions to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.

Optional: Select Collapse All Sessions to collapse all expanded sessions. The button will only be displayed when multiple tests per session exist.

Optional: To view inactive test sessions, mark the Inactive Test Sessions checkbox. Inactive test sessions will appear in italics. Sessions will be considered inactive if all students in the session are paused or have completed the test opportunity, and no new opportunities have been started.

Optional: Select ⇄ to refresh the list of available sessions. Data is refreshed in near real-time.

How district-level users view the Test Status Report

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

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 58), select search criteria for the test and administration.

Figure 58. Report Criteria Panel

3. Do one of the following:

   ▪ To view the report on the page, select **Generate Report**.

   ▪ To open the report in Microsoft Excel, select **Export Report**.

TIDE displays the tests and associated statuses (see Figure 59).

Figure 59. Test Status Report

For a description of the columns in this report, see the Columns in the Test Status Report table in the appendix.

For a description of each status that a test opportunity can have, see the Columns in the Test Status Report table in the appendix.

District-level Tasks in TIDE After Testing Ends

After testing, district-level users can perform the following tasks in TIDE:

- Correct student enrollment information
- Track return shipments of paper testing materials
- Generate and email Access Codes

How District-level Users Perform Data Cleanup

After testing, you must clean up data by adding or editing non-participation codes for students who did not take a test as intended and by correcting student enrollment information, if necessary.

How district-level users resolve discrepancies

Due to the nature and complexity of the testing process as well as the great volume of students involved, a variety of test discrepancies may occur when administering a test. After a student submits a paper or online test, TIDE performs checks for discrepancies. These discrepancies are flagged and reported to the designated state-level administrator through the Test Information Distribution Engine (TIDE). The administrator needs to take appropriate action to resolve the discrepancies before any further action can be taken on the discrepant tests.

How district-level users resolve student-not-found discrepancies (Score Flag 4)

A student-not-found discrepancy occurs when the identifying information on a paper answer document is not found in TIDE. The causes for this discrepancy include the following:

- FLEID is missing from the answer document.

- FLEID on the answer document is not present in TIDE.

- The combination of the FLEID, first name, and last name on the answer document does not match the FLEID, first name, and last name in TIDE.

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

You can resolve a student-not-found discrepancy in two ways:

- Associate – enables you to associate the test with an existing student

- Add Student – enables you to add or edit information for the student with whom the test should be associated in TIDE

To resolve student-not-found discrepancies by associating a student:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The ***Discrepancy Resolution*** page (see Figure 60) appears.

2. Retrieve the list of discrepancies for your district and schools by filling out the search criteria and selecting **Search**.

Figure 60. Discrepancy Resolution Page

3. Select ⚒ for the student-not-found discrepancy you want to resolve from the ***Discrepancy Resolution: Discrepancy List*** window that appears showing your search results (see Figure 61).

Figure 61. Discrepancy Resolution: Discrepancy List

Optional: To view the answer document for a retrieved discrepancy, select the PDF in the View column for that discrepancy. The answer document may contain information that is helpful in identifying the student to whom the test belongs.

4. If the student with whom you want to associate the test exists in TIDE, select 📎 in the Associate column. The *Search for Students to Associate* panel appears (see Figure 62).

5. Select the District and School and enter search criteria for the other optional fields, if desired, to retrieve an existing student.

6. Select **Search**.

Figure 62. Search for Students to Associate Panel
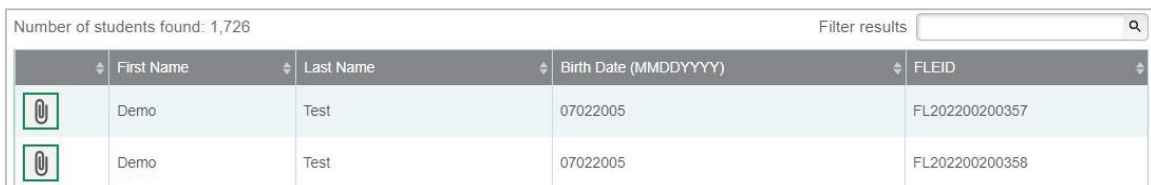
7. In the list of retrieved students, select 📎 for the student with whom you want to associate the test.

Figure 63. Search Results

8. To continue with the association, select **Continue** in the Confirmation pop-up window.

9. An affirmation message appears to inform you that the test has been associated with the student and the discrepancy has been successfully resolved. Select **Continue** to return to the ***Discrepancy Resolution*** page.

Figure 64. Resolve Discrepancy Confirmation Pop-up Window
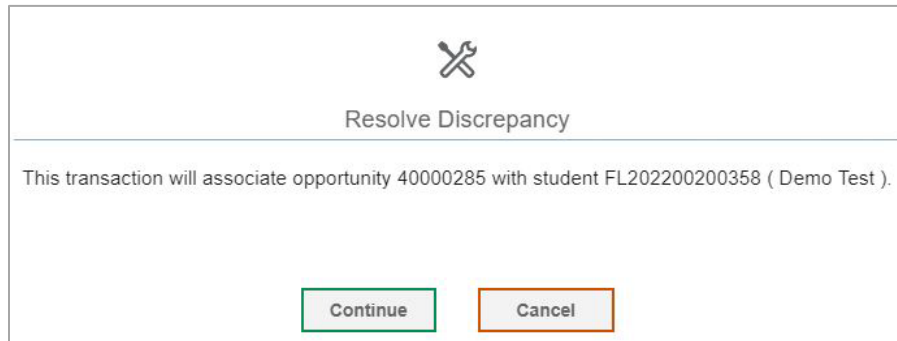
To resolve student-not-found discrepancies by adding/editing a student:

1. If you need to add the student to TIDE, select ➕ in the Add column. The *Search for Students to Add/Edit* panel appears (see [Figure 65](#)).

Figure 65. Search for Student to Add/Edit Page
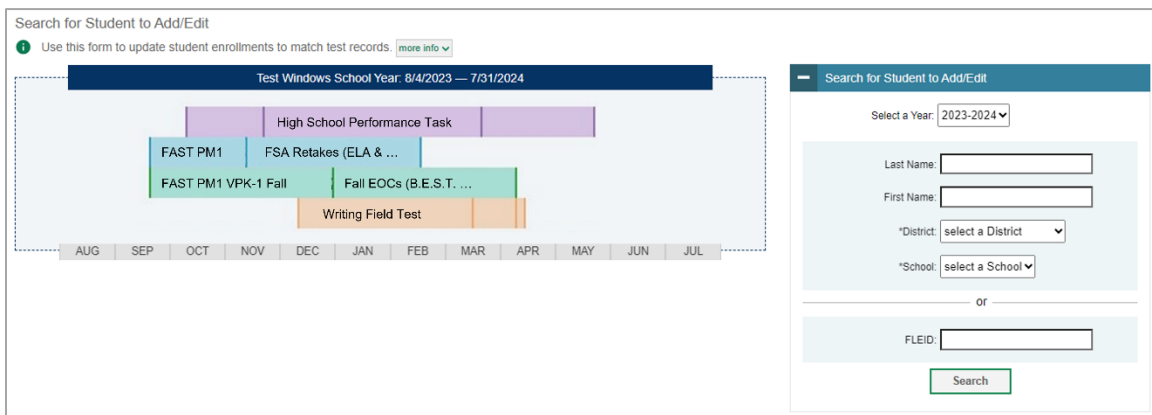
2. In the *Search for Student to Add/Edit* panel, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student. You can search by a student's FLEID, or by specifying the student's first name and last name in addition to the District and School.

   A note on school years: TIDE creates a superset of the test administrations for the entire school year that starts from the date the first test administration started to the date the last test administration ends. When adding the student, if the end date of the test administration superset is a date that is already in the past, TIDE adds the student with that date. However, if the end date of the test administration superset is a date that is in the future, then TIDE adds the student with the end date as today's date to prevent overwriting the student's information for the ongoing test administration.

3. Select **Search**. The Add/Edit Student window opens.

Figure 66. Add/Edit Student Window

4. From the Add/Edit Student window, do one of the following:

   ▪ To select the retrieved student:

   -   Select **Select**. The *Search for Students to Add/Edit* panel appears.

   -   To add the student to the discrepant test without any modifications, select **Save**.

Figure 67. Search for Student to Add/Edit Page

   -   To add the student to the discrepant test with modifications, make the necessary modifications in the *Add/Edit Student's School* panel and then select **Save**. You can make the following modifications:

      •   Modify the enrollment dates to reflect the student's actual attendance at the listed schools.

      •   If the required school does not appear in the panel, add the new school information. To add school information, select **Add New School** and enter the student's new school information in the displayed fields (see Figure 68).

Figure 68. Add/Edit Student's School Panel with New School Fields

- Select **Continue** on the confirmation message that appears.

- Select **Continue** on the affirmation message to return to the *Resolve Discrepancy* page.

Figure 69.Confirmation Message

- ▪ To update the student's demographic information and then select the student:

    - Select **Update**. The *Demographics* window (see Figure 70) will appear.

    - Complete the form for the student you want to add, and select **Save**.

Figure 70. Fields in the Demographics Window

- In the confirmation dialog, select **Continue** to return to the Add/Edit Student Window (see Figure 66).

- Select **Select** and follow the procedure described for selecting students (see To select the retrieved student section) to resolve the discrepancy.

- To add a new student:

  - Select **Add New Student**. The *Demographics* window (see Figure 70) will appear.

  - Complete the form for the student you want to add, and select **Save**.

  - In the confirmation dialog, select **Continue** to return to the *Search for Students to Add/Edit* Page (see Figure 71).

  - Follow steps 2–4 to add the student to the test and resolve the discrepancy.

Figure 71. Search for Student to Add/Edit Page

How district-level users resolve non-eligible test discrepancies (Score Flag 5)

A non-eligible test discrepancy occurs when students submit tests for which they are not eligible.

You can resolve a non-eligible test discrepancy in two ways:

- Invalidate – enables you to invalidate and prevent any further action on the test.
- Ignore – enables you to ignore and overrule the discrepancy and forward the test for scoring.

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1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The *Discrepancy Resolution* page appears.

2. Retrieve the list of discrepancies for your district and schools by filling out the search criteria and selecting **Search**.

3. Select ⚒ for the non-eligible test discrepancy you want to resolve from the *Discrepancy Resolution: Discrepancy List* window that appears showing your search results.

   Optional: If it is available, to view the answer document for a retrieved discrepancy, select the PDF in the View column for that discrepancy. The answer document may contain information that is helpful in resolving the discrepant record.

4. If you want to ignore the discrepancy and forward the test for scoring, select 🖼 in the Ignore column (see [Figure 72](#)).

Figure 72. Resolve Discrepancy: Non-Eligible Test

Invalidate	Ignore	Status	FLEID	First Name	Last Name	Enrolled Grade	Test Name	Opportunity ID	School ID	District ID	Test ID
✕	⚒		FL202200300094	Demo	Test	10	Grade 10 FAST PM1 ELA Reading	40002188	77-9002	77	FL-GEN-SUM-UD-ELA-Reading-10
✕	⚒		FL202200300094	Demo	Test	10	Grade 10 FAST PM1 ELA Reading	40002186	77-9002	77	FL-GEN-SUM-UD-ELA-Reading-10

Cancel

5. If you want to invalidate the test, do the following:

Select 🖼 in the Invalidate column.

In the dialog box that pops up, select **Continue**.

How district-level users resolve duplicate test discrepancies (Score Flag 6)

A duplicate-test discrepancy occurs when TIDE detects two or more tests submitted by the same student. This discrepancy can occur when a student submitted an online test and later submitted a paper test or when a student submitted online tests for multiple grade levels.

You can resolve a duplicate-test discrepancy in two ways:

- Invalidate – enables you to invalidate the test and prevent any further action on the test.
- Reassign – enables you to reassign the test and related data to the correct student.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Discrepancy Resolution**. The *Discrepancy Resolution* page appears.

2. Retrieve the list of discrepancies for your district and schools by filling out the search criteria and selecting **Search**.
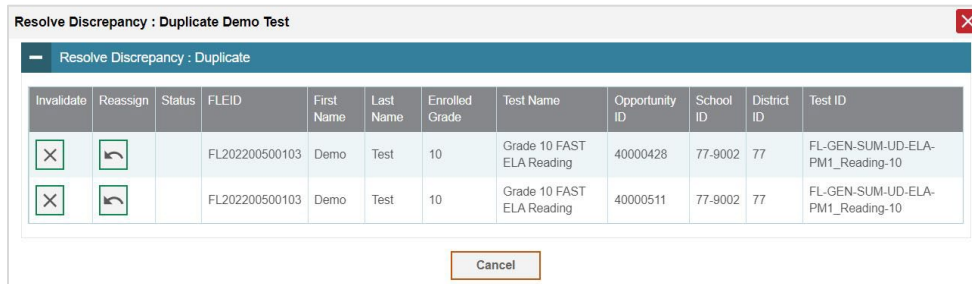
3. Select ⚒ for the duplicate discrepancy you want to resolve from the ***Discrepancy Resolution: Discrepancy List*** window that appears showing your search results.

    Optional: If it is available, to view the answer document for a retrieved discrepancy, select the PDF in the View column for that discrepancy. The answer document may contain information that is helpful in resolving the discrepant record.

4. Do one of the following on the ***Resolve Discrepancy: Duplicate*** page (see):

Figure 73. Resolve Discrepancy: Duplicated Records Panel

- To invalidate the duplicate test, select ✕ in the Invalidate column.

- To reassign the duplicate test to another student, select � in the Reassign column. TIDE displays a list of search fields to retrieve the other student.

Enter search criteria to retrieve an existing student and select **Search**.

From the list of found students, select ✦ for the student to whom you want to reassign the test.

5. In the dialog box that pops up, select **Continue**.

How District-level Users Track Return Shipments of Paper Testing Materials

If a student has appropriate accommodations, they may be permitted to test on paper. Students will instead record responses in a paper-based test document The district either transcribes the student's responses into the Data Entry Interface (DEI) locally and then ships this document to Data Recognition Corporation (DRC) or ships this document to DRC or Pearson for scoring depending on the instructions for the subject tested.

DRC or Pearson provide a report listing the status for each secure test document returned from the district. You can download this report on the ***Secure Material Tracking Reports*** page (see) and use it to ensure that all secure documents have been returned to DRC or Pearson. DRC's Secure Materials Tracking Reports (SMTR) will be posted daily in TIDE and will be available the week districts receive their first secure material shipment. Pearson's SMTR reports will be posted as districts start to return their materials.

Note: The **Secure Material Tracking Reports** task menu will only be available in the Materials administration for Fall, Winter, Spring, and Summer.

Figure 74. Track Return Packages Page

1. 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 DRC or Pearson:

   ▪ DRC's SMTR contains the return status of each FSA Retake, B.E.S.T. EOC, and K–10 FAST secure material assigned to the school or district. Pearson's SMTR contains the summarized return status of scorable and nonscorable Science and FCLE test books and answer books and NGSSS EOC test and answer books by school/district, subject, and grade.

   ▪ For secure materials that have been received and scanned by DRC or Pearson, the date that the document was scanned, as well as student information for TO BE SCORED test documents is provided. Please remember to keep these reports secure and do not send them via email as they contain students' identifiable information. Summary information is located at the top of each report.

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

     • In the Track Documents panel, select the report you would like to view. The report opens in Excel and contains a count of the number of boxes received from district scorable and nonscorable shipments.

How district-level users view types of reports

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

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

School-level reports display summary information for these materials received at the school.

SMTR files are generated in .csv format.

The SMTRs will utilize the following file naming conventions:

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

  Example:

  - DRC_EOC_Secure_Material_Tracking_77.csv

  - Pearson_EOC_Secure_Material_Tracking_77.xlsx

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

  Example:

  - DRC_EOC_Secure_Material_Tracking_77-9000.csv

  - Pearson_EOC_Secure_Material_Tracking_77-9000.xlsx

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

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

  Example:

  - DRC_EOC_Box_Count_Report_77.csv

  - Pearson_EOC_Box_Count_Tracking_77.csv

Contractor and Administration types:

- DRC_EOC – Spring, Summer, and Winter B.E.S.T. EOC

- DRC_RETAKE_EOC – Fall FSA ELA Retake, FSA Algebra 1 EOC, Retake, and B.E.S.T. EOC

- DRC_RETAKE – Spring FSA ELA Retake and FSA Algebra 1 EOC Retake

- DRC_FAST – FAST K–10 Progress Monitoring

- PEARSON_EOC – Summer, Fall, and Winter EOC

- PEARSON_SCIEOC – Spring Science, Social Studies, EOC, and FCLE (FCLE ordered by public schools and districts will be included here)

- PEARSON_FCLE – FCLE (Spring and Winter Florida Civics Literacy Exam ordered by Districts 79 and 80 will be included here)

How district-level users track materials

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

Pearson's SMTRs, the receipt of all scorable and nonscorable Science and FCLE test books and answer books and NGSSS EOC test and answer books can be tracked.

How district-level users use SMTR reports

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

- NOT RETURNED (DRC), MATERIAL NOT RETURNED (Pearson) – all secure materials start out as NOT RETURNED or MATERIAL NOT RETURNED

- RETURNED SCORABLE – secure scorable test documents that have been through image scanning

- RETURNED NON SCORABLE – NOT TO BE SCORED test and answer books, Science and FCLE test books, and other secure materials (e.g., FAST test and response books, large print test and answer books) that have been through book check-in

- PENDING (DRC ONLY) – secure materials that have been returned to DRC and have an "unknown" status (e.g., Problem Cart, material being destroyed at the district)

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

1. Select the Data tab on the ribbon, then click the Filter command in the Sort & Filter section.

2. Click the drop-down arrow for the column you want to filter.

3. The Filter menu will appear.

4. Select/check the value(s) you want filtered.

In the **TOTALS** section:

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

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

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

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

For a description of the report fields, see the [Columns in the Secure Materials Tracking Report](#) table in the appendix.

How district-level users view reports of test completion rates

The Test Completion Rates report summarizes the number and percentage of students who have started or completed a test. There are several ways to view the results:

- By all students for each test selected (default behavior) (one row per test)

- By students' enrolled grade for each test selected (one row per grade per test)

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 75), select the parameters for which tests to include in your report.

Figure 75. Test Completion Rates Page: Report Criteria

3. *Optional*: Select a different report output under *Additional Options* to see more granular participation and completion information.

   a. To display test completion counts and percentages for all students per test, leave the drop-down at **Select**. This runs the default report.

   This option allows you to track participation at the test level across all grades, showing totals for eligible students, students completed, and students started.

   b. To display test completion counts and percentages for each test disaggregated by participating students' enrolled grades, select **Show By Grade**.

   Showing results by grade allows you to track participation across enrolled grades. This is useful, for instance, when you have a test that all grade 3 students must take that also has some limited off-grade participation among grades 2, 4, and 5. This report makes it easy to track overall completion within the grade 3 population without the off-grade testers skewing the rates.

4. To view the report, select **Export Report**. This report can only be exported to a spreadsheet application, like Microsoft Excel, and does not display on the TIDE screen. Figure 76 displays a sample Test Completion Rate report for the default setting showing information for all students.

5. For a description of the columns in this report, see the Columns in the Test Completion Rate Report table in the appendix.

Figure 76. Test Completion Rate Report

Date	Test Name	District ID	District Name	Enrolled Grade	Attempt #	Total Eligible Students	Total Students Started	Total Students Completed	Total Remote Tests Completed
7/31/2023 5:00:00 AM	Grade 10 FAST PM1 ELA Reading	99	Demo District 99		1	104	4	4	1
7/31/2023 5:00:00 AM	Grade 10 FAST PM1 ELA Reading – PBT	99	Demo District 99		1	46	6	6	0

School-level Tasks in TIDE

School-level users have access to many of the same tasks as district-level users and perform these tasks the same way a district-level user performs them. For these tasks, this section of the guide refers school-level users back to the instructions presented in the district-level user section.

School-level Tasks in TIDE Before Testing Begins

Before testing begins, school-level users must perform the following tasks in TIDE:

- Set up user accounts for teachers and test administrators so they can sign in to TIDE and other CAI systems. If teachers or test administrators do not have accounts set up in TIDE, they will not be able to access any CAI systems or administer tests.
- Set up student accounts so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- Set up rosters so Florida Reporting System can display scores at the classroom, school, district, and state levels.

How School-level Users Set up User Accounts in TIDE

School-level users must set up user accounts in TIDE for teachers and test administrators. If teachers and test administrators do not have user accounts set up in TIDE before testing begins, they will not have access to any CAI systems or be able to administer tests.

Like district-level users, school-level users can add or modify user accounts one at a time or multiple user accounts all at once through file upload. These tasks can be performed following the procedure as described in the How District-level Users Set Up User Accounts in TIDE section. For detailed information, please refer to the following sections:

- How users add new user accounts one at a time
- How users modify existing user accounts one a time
- How users add or modify multiple user accounts all at once

How School-level Users Register Students for Testing

School-level users can register students for testing if those students have not already been registered. If students are not registered for testing, they will not be able to sign in to a test.

Like district-level users, school-level users can add or modify student accounts one at a time or all at once through file upload. School-level users can also specify or upload student accommodations, upload student test restrictions, and view student distribution reports. These tasks can be performed following the procedure as described in the How district-level users add new student accounts one at a time section. For detailed information, please refer to the following sections:

- How users add new student accounts one at a time

- [How users modify existing student accounts one at a time](#)

- [How users add or modify multiple student accounts all at once](#)

- [How users specify student accommodations](#)

- [How users upload student accommodations](#)

- [How users view student distribution report](#)

- [How users reset Family Portal Access Codes](#)

How School-level Users Manage Rosters

School-level users can manage rosters for students in their school. These rosters are then sent to Florida Reporting System so those systems can display scores. Please note, this only applies to the FAST Reading and Mathematics, B.E.S.T. Algebra 1 and Geometry EOC's, and Civic Literacy tests.

Like district-level users, school level users can add or modify rosters one at a time or all at once through file upload. These tasks can be performed following the procedure in the [How District-level Users Manage Rosters](#) section. For detailed information, please refer to the following sections:

- [How users add new rosters one at a time](#)

- [How users modify existing rosters one at a time](#)

- [How users add or modify multiple rosters all at once](#)

- [How users print PreID labels from roster lists](#)

- [How users print Family Portal Access Codes from roster lists](#)

School-level Tasks in TIDE During Testing

During testing, school-level users can perform the following tasks in TIDE:

- Print test tickets to help students log in to tests.
- Add, modify, and upload invalidations and requests.
- View reports of students' current test statuses, test completion rates, and test status codes.

How School-level Users Print Test Tickets

School-level users can print test tickets for students in their school. Test tickets are hard-copy forms that includes a student's username for logging in to a test.

Test tickets can be printed by following the procedure in the [How District-level Users Print Test Tickets](#) section. For detailed information, please refer to the following sections:

- [How users print test tickets from student lists](#)

- [How users print test tickets from roster lists](#)

How School-level Users Manage Invalidations and Requests

School-level users can manage invalidations and requests for students in their school.

Like district-level users, school-level users can add or modify invalidations and requests one at a time or all at once through file upload. These tasks can be performed by following the procedure in the [How District-level Users Manage Invalidations and](#) Requests section. For detailed information, please refer to the following sections:

- [How users add new requests one at a time](#)

- [How users modify existing invalidations and requests one a at time](#)

- [How users add or modify multiple invalidations and requests all at once](#)

How School-level Users Monitor Test Progress

Like district-level users, school-level users can view reports of students' current test statuses, test completion rates, and test status codes. These tasks can be performed by following the procedure in the [How District-level Users Monitor Test Progress](#) section. For detailed information, please refer to the following sections:

- [How users view report of students' current test status](#)

- [How users view report of students' current test status by FLEID](#)

- [How users view reports of test session status reports](#)

- [How users view report of test status](#)

How Teachers and Test Administrators Perform Tasks in TIDE

Teachers and test administrators have access to some of the same tasks as district-level and school-level users and perform these tasks the same way a district-level or school-level user performs them. For these tasks, this section of the guide refers teachers and test administrators back to the instructions presented in the district-level user section.

Teacher and Test Administrator Tasks in TIDE Before Testing Begins

Before testing begins, teachers and test administrators can perform the following tasks in TIDE:

- View **user accounts** to verify their own account information.
- View **student accounts** to ensure student details are properly entered into TIDE and edit student test accommodations, if necessary. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.
- View and export **rosters** so Reporting can display scores at the classroom, school, district, and state levels.

How Teachers and Test Administrators View User Accounts in TIDE

Teachers and test administrators can view their own user account information in TIDE by selecting the **Account** drop-down menu on the top-right corner of the Dashboard (see Figure 77), and select **My Account Information**.

How Teachers and Test Administrators Manage Student Information

Teachers and test administrators can view student accounts and student distribution reports by selecting the **Student Information** task menu, selecting **View/Edit/Export Students**, filling out the search criteria, and selecting **Search**. Search results can be viewed in TIDE or exported to the Secure File Center.

How Teachers and Test Administrators Manage Rosters

Teachers and test administrators can view rosters for students in their school by selecting the **Roster** task menu and selecting **View/Edit Rosters**. These rosters are then sent to Florida Reporting System so those systems can display scores. Please note, this only applies to the FAST Reading and Mathematics, B.E.S.T. Algebra 1 and Geometry EOC's, and Civic Literacy tests.

Appendix

A

Account Information

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

1. In the TIDE banner (see Figure 77), from the **Account** drop-down list, select **My Account Information**. The *My Contact Information* page appears (see Figure 78).

<p align="center">Figure 77. TIDE Banner</p>
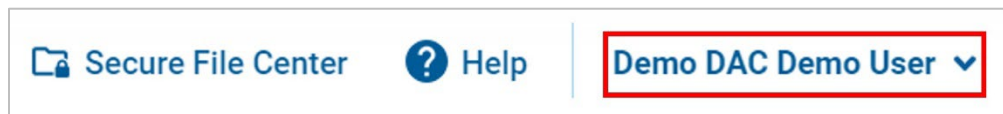
2. Enter updates as necessary.

3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

<p align="center">Figure 78. Fields in the My Account Information Page</p>

C

Changing Your Associated Test Administration, Institution, or Role

Depending on your permissions, you can switch to different test administrations, schools, districts, and user roles in TIDE.

1. In the TIDE banner (see Figure 77), select **Change Admin Details** from the **Account** drop-down menu. The *Administration Details* window appears (see Figure 79).

2. Update the information as necessary.

3. Select **Submit**. A new home page appears that is associated with your selections.

Figure 79. Administration Details Window

Columns in the Additional Orders Page

You can use the information in the table below to place orders for additional paper testing materials during testing.

Table 1. Columns on Additional Orders

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 either the Quantity Approved or Quantity Pending Approval column. The number in this column resets to zero once the order has been sent to the vendor.)
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 the vendor (around 10:00 a.m. ET every morning).

Status	Description
Quantity You Will Receive	Total order quantity to be shipped from the vendor.

Columns in the Additional Student Information Upload File

You can use the table below to upload additional student information.

Table 2. Columns in the Additional Student Information File

Field Name	Description	Valid Values
FLEID	Student's unique identifier within the state.	FL followed by 12 digits
Attribute Name	Name of the attribute	One of the following: • Above Grade Testing • Alternate Passing Score for ELA • American Sign Language • Closed Captioning • District Use • Season and Subject Test Indicator • Masking • Passage Booklet • Speech-to-Text • Text-to-Speech • Text-to-Speech on Writing Response • Video Consent

Field Name	Description	Valid Values
Subject	Subject of assessment	One of the following: • ELA Reading • B.E.S.T. Writing • Mathematics • Science N/A – this should be selected for attributes where the subject is not applicable.
Value	Value of the student attribute	One of the available values from the drop-down list.
Action	Deleting the student attribute.	Delete—Remove student attribute.

Columns in the Secure Materials Tracking Report

You can use the information in the table below to track return shipments of paper testing materials.

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

Table 3. DRC Secure Material Tracking Report Fields

Column	Column Header Text	Possible Values/Calculations
		Totals Section
A	MATERIAL DESCRIPTION	Material description for each secure material assigned to a district or school.
B	DOCUMENT ASSIGNED SCHOOL	School number where the secure material was assigned and packaged. If the secure material was packaged as district overage, the field will be left blank. A district-level report will contain all school numbers where secure materials were assigned and packaged.

Column	Column Header Text	Possible Values/Calculations
C	DOCUMENT ASSIGNED SCHOOL NAME	School name where the secure material was assigned and packaged. If the secure material was packaged as district overage, the field will be left blank. A district-level report will contain all school names where secure materials were assigned and packaged.
D	TOTAL SHIPPED	The sum of all secure material associated with the data in columns A and B that were shipped.
E	TOTAL RETURNED SCORABLE	The sum of all test and answer books associated with the data in columns A and B that were shipped and have a status of RETURNED SCORABLE. If there are no RETURNED SCORABLE test and answer books to report, the field will be zero.
F	TOTAL RETURNED NON SCORABLE/PENDING	The sum of all secure materials associated with the data in columns A and B that were shipped and have a status of RETURNED NON SCORABLE/PENDING. If there are no secure materials to report, the field will be zero.
G	TOTAL NOT RETURNED	The sum of all secure materials associated with the data in columns A and B that were shipped and have a status of NOT RETURNED. If all secure material has been returned, the field will be zero.
H	% NOT RETURNED	The sum of all secure materials associated with the data in columns A and B: • TOTAL NOT RETURNED divided by TOTAL SHIPPED. • When TOTAL SHIPPED = TOTAL NOT RETURNED, the field will be 100%. • When TOTAL NOT RETURNED is zero, the field will be 0%.
Totals Summary (Last Row of Totals Section)		
A		GRAND TOTAL (Static text designating all the subjects tested)
B		Blank

Column	Column Header Text	Possible Values/Calculations
C		Blank
D	TOTAL SHIPPED	The total summarizes all secure materials shipped (all subjects and all grades).
E	TOTAL RETURNED SCORABLE	The sum of all test and answer books (all subjects and all grades) that have a status of RETURNED SCORABLE. If there are no RETURNED SCORABLE test and answer books to report, the field will be zero.
F	TOTAL RETURNED NON SCORABLE/PENDING	The sum of all secure materials (all subjects and all grades) that have a status of RETURNED NON SCORABLE. If there are no secure materials to report, the field will be zero.
G	TOTAL NOT RETURNED	The sum of all secure materials (all subjects and all grades) that have a status of NOT RETURNED. If all secure material has been returned, the field will be zero.
H	% NOT RETURNED	Using the sum of all secure materials (all subjects and all grades): • TOTAL NOT RETURNED divided by TOTAL SHIPPED. • When TOTAL SHIPPED = TOTAL NOT RETURNED, the field will be 100%. • When TOTAL NOT RETURNED/PENDING is zero, the field will be 0%.
	Details Section	
A	MATERIAL DESCRIPTION	Material description for each secure material assigned to a district or school.
B	DOCUMENT ASSIGNED SCHOOL	School number where the secure material was assigned and packaged. If the secure material was packaged as district overage, the field will be left blank. A district-level report will contain all school numbers where secure materials were assigned and packaged.

Column	Column Header Text	Possible Values/Calculations
C	DOCUMENT ASSIGNED SCHOOL NAME	School name where the secure material was assigned and packaged. If the secure material was packaged as district overage, the field will be left blank. A district-level report will contain all school names where secure materials were assigned and packaged.
D	SECURITY NUMBER	The security barcode number listed on the secure material.
E	LAST NAME	When the status is RETURNED SCORABLE: • If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. • The MI field will be blank if no middle initial is provided on the PreID label. • The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.
F	FIRST NAME	
G	MI	
H	DOB	When the status is RETURNED SCORABLE: • If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING. **FORMAT**: MM/DD/YYYY The DOB will be blank for the Summer, Fall, and Winter administrations and will only be available for the Spring B.E.S.T. EOC administrations if the student information was loaded into TIDE during the initial PreID label extract windows.

Appendix

Column	Column Header Text	Possible Values/Calculations
I	GRADE ENROLLED	When the status is RETURNED SCORABLE: • If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the value will be obtained from the test and answer book's document ID which indicates the grade of the book. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field on a non-grade specific test and answer book (e.g. Algebra 1, ELA Writing Retake) will be blank. The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.
J	FLEID	When the status is RETURNED SCORABLE: • If a test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field is populated if the FLEID is gridded in the FLEID DRC USE ONLY box on the front cover of the demographic page. • If a test and answer book was returned incorrectly without a PreID label, a District/School label is applied at DRC, and the FLEID DRC USE ONLY box was not gridded, the field will be blank. The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING. **FORMAT**: FL123456789012

Column	Column Header Text	Possible Values/Calculations
K	STATUS	The status value of the secure material. **VALID VALUES:** • NOT RETURNED – all secure materials start out as NOT RETURNED • RETURNED SCORABLE – a test and answer book has been through image scanning • RETURNED NON SCORABLE/PENDING – the secure material has been through book check-in • PENDING – the secure material has been returned to DRC and has an "unknown" status (e.g., Problem Cart) or the secure material was destroyed at the district and recorded at DRC as being removed from the Missing Material Report)
L	DATE SCANNED AT DRC	The date the secure material went through book check-in. The field is blank when the status = NOT RETURNED. **FORMAT**: MM/DD/YYYY
M	PREID FILE ACCOMMODATION	When the status is RETURNED SCORABLE: • If a test and answer book has a PreID label and the student's PreID record has a braille, large print, or one-item-per-page accommodation, the field will be populated with BR, LP, or OIPP, respectively. • If no accommodation, the field will be blank. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.
N	BUBBLED ACCOMMODATION	When the status is RETURNED SCORABLE: • If a test and answer book was returned and the accommodation bubble was gridded in the DRC USE ONLY box on the front cover of the demographic page, the field will be populated with BR, LP, or OIPP. • If no accommodation, the field will be blank. The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.

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Column	Column Header Text	Possible Values/Calculations
O	STUDENT ENROLLED DISTRICT	When the status is RETURNED SCORABLE: • If a test and answer book has a PreID label, the district number from the PreID label will be the value. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.
P	STUDENT ENROLLED SCHOOL	When the status is RETURNED SCORABLE: • If a test and answer book has a PreID label, the school number from the PreID label will be the value. • If a test and answer book was returned incorrectly without a PreID label and a District/School label is applied at DRC, the field will be blank. The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.

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

Table 4. DRC Box Count Report Fields

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

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

Table 5. Pearson Test Materials Status Report Fields

Column	Column Header Text	Possible Values/Calculations
Totals Section		
A	MATERIAL DESCRIPTION	Material description for each secure material assigned to a district or school.
B	DOCUMENT ASSIGNED DISTRICT	Two-digit district number where the secure material was assigned and packaged.
C	DOCUMENT ASSIGNED SCHOOL	Four-digit school number where the secure material was assigned and packaged. This column will only be present for School files.

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Column	Column Header Text	Possible Values/Calculations
Totals Section		
C - District	DOCUMENT ASSIGNED DISTRICT NAME OR	A district-level report will contain the district name where secure materials were assigned and packaged.
D - School	DOCUMENT ASSIGNED SCHOOL NAME	School name where the secure material was assigned and packaged.
D - District E - School	TOTAL SHIPPED	The sum of all secure material associated with the data in columns A, B and C that were shipped.
E - District F - School	TOTAL RETURNED SCORABLE	The sum of all secure materials associated with the data in columns A, B and C that were shipped and have a status of RETURNED SCORABLE. If there are no RETURNED SCORABLE test documents to report, the field will be zero.
F - District G - School	TOTAL RETURNED NON SCORABLE/PENDING	The sum of all secure materials associated with the data in columns A, B and C that were shipped and have a status of RETURNED NON SCORABLE. If there are no secure materials to report, the field will be zero.
G - District H - School	TOTAL NOT RETURNED	The sum of all secure materials associated with the data in columns A, B and C that were shipped and have a status of MATERIAL NOT RETURNED. If all secure material has been returned, the field will be zero.
H - District I - School	% NOT RETURNED	The sum of all secure materials associated with the data in columns A, B and C: • TOTAL NOT RETURNED divided by TOTAL SHIPPED. • When TOTAL SHIPPED = TOTAL NOT RETURNED, the field will be 100%. • When TOTAL NOT RETURNED is zero, the field will be 0%.
Details Section		
A	MATERIAL DESCRIPTION	Material description for each secure material assigned to a district or school.
B	DOCUMENT ASSIGNED DISTRICT	Two-digit district number where the secure material was assigned and packaged.

Column	Column Header Text	Possible Values/Calculations
Details Section		
C	DOCUMENT ASSIGNED SCHOOL	Four-digit school number where the secure material was assigned and packaged. This column will only be present for School files.
D	DOCUMENT ASSIGNED SCHOOL NAME	School name where the secure material was assigned and packaged.
E	SECURITY NUMBER	The security barcode number listed on the secure material.
F	LAST NAME	When the status is RETURNED SCORABLE: • If a document has a PreID label, the data will be obtained from the corresponding PreID label.
G	FIRST NAME	• If a document was returned incorrectly without a PreID label and a District/School label is applied at Pearson, the field will be blank.
H	MI	• The MI field will be blank if no middle initial is provided on the PreID label. • The field is blank when the status = MATERIAL NOT RETURNED, RETURNED NON SCORABLE.
I	DOB	When the status is RETURNED SCORABLE: • If a test document has a PreID label, the data will be obtained from the corresponding PreID label. • If a test document was returned incorrectly without a PreID label and a District/School label is applied at Pearson, the field will be blank. The field is blank when the status = MATERIAL NOT RETURNED, RETURNED NON SCORABLE, or PENDING. **FORMAT**: MMDDYYYY
J	GRADE ENROLLED	When the status is RETURNED SCORABLE: • If a test document has a PreID label, the data will be obtained from the corresponding PreID label. • If a test document was returned incorrectly without a PreID label and a District/School label is applied at Pearson, the field on a non-grade specific test document will be blank. The field is blank when the status = MATERIAL NOT RETURNED, RETURNED NON SCORABLE.

Column	Column Header Text	Possible Values/Calculations
		Details Section
K	FLEID	When the status is RETURNED SCORABLE: • If a test document has a PreID label, the data will be obtained from the corresponding PreID label. • If a test document was returned incorrectly without a PreID label and a District/School label is applied at Pearson, the field is populated if the FLEID is gridded in the FLEID PEARSON USE ONLY box on the front cover of the demographic page. • If a test document book was returned incorrectly without a PreID label, a District/School label is applied at Pearson, and the FLEID PEARSON USE ONLY box was not gridded, the field will be blank. The field is blank when the status = MATERIAL NOT RETURNED, RETURNED NON SCORABLE. **FORMAT**: FL123456789012
L	STATUS	The status value of the secure material. **VALID VALUES:** • MATERIAL NOT RETURNED – all secure materials start out as NOT RETURNED • RETURNED SCORABLE – a test document has been through image -scanning • RETURNED NON SCORABLE – the secure material has been through book check-in
M	DATE SCANNED AT PEARSON	The date the secure material went through book check-in. The field is blank when the status = MATERIAL NOT RETURNED. **FORMAT**: MM/DD/YYYY

Column	Column Header Text	Possible Values/Calculations
		Details Section
N	PREID FILE ACCOMMODATION	When the status is RETURNED SCORABLE: • If a test document has a PreID label and the student's PreID record has a braille, large print, or one-item-per-page accommodation, the field will be populated with BR, LP, or OIPP, respectively. • If no accommodation, the field will be blank. • If a test document was returned incorrectly without a PreID label and a District/School label is applied at Pearson, the field will be blank. The field is blank when the status = MATERIAL NOT RETURNED, RETURNED NON SCORABLE, or PENDING.
O	BUBBLED ACCOMMODATION	When the status is RETURNED SCORABLE: • If a test document was returned and the accommodation bubble was gridded in the Pearson USE ONLY box on the front cover of the demographic page, the field will be populated with "Y" after the accommodation. • If no accommodation, the field will be populated with "N" after each accommodation. The field is blank when the status = MATERIAL NOT RETURNED, RETURNED NON SCORABLE. FORMAT EXAMPLE: LP:Y;BR:N;OIPP:N
P	STUDENT ENROLLED DISTRICT	When the status is RETURNED SCORABLE: • If a test document has a PreID label, the district number from the PreID label will be the value. • If a test document was returned incorrectly without a PreID label and a District/School label is applied at Pearson, the field will be blank. The field is blank when the status = MATERIAL NOT RETURNED, RETURNED NON SCORABLE.

Column	Column Header Text	Possible Values/Calculations
		Details Section
Q	STUDENT ENROLLED SCHOOL	When the status is RETURNED SCORABLE: • If a test document has a PreID label, the school number from the PreID label will be the value. • If a test document was returned incorrectly without a PreID label and a District/School label is applied at Pearson, the field will be blank. The field is blank when the status = MATERIAL NOT RETURNED, RETURNED NON SCORABLE.

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

Table 6. Pearson Box Count Report Fields

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

Columns in the Session Monitoring Report Page

You can use the information in the table below to view test session monitoring reports.

Table 7. Columns in the Detailed Session Report Page

Column	Description
Test Administrator Name	Name of the test administrator associated with the Session ID.

Column	Description
Test Name	Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.
Session ID	The Session ID to which the test is linked.
Start Time of Session	Start date and time of the session.
Earliest Testing Activity Today	The time the first test opportunity was started or restarted by the first student in the session
Total # Tests in Session	Total number of students testing in each school.
Tests Started	Number of tests that have been started and have not been completed or paused.
Tests Paused	Number of students who have paused their test.
Tests Completed	Number of students who have completed their test.

Columns in the Invalidations and Requests Upload File

You can use the information in the table below to add or modify multiple requests all at once through file upload. Please note that you will only see requests applicable to your user role.

Table 8. Columns in Invalidations and Requests Upload File

Field Name	Description	Valid Values
Request Type*	Type of request	One of the acceptable values from the drop-down choices: • Invalidate a test • Re-open a test • Restart a test • Restore a test that was restarted • FAST item unlock • FSA Re-open a test session
Search Type*	Field to search	One of the following: • Result ID—Retrieves test result matching the provided result ID • FLEID—Retrieves test results matching the provided FLEID • Session ID—Retrieves test results matching the provided session ID
Search Value*	Search value corresponding to the Search Type	Up to 14 characters (The value must exist in TDS or TIDE.)
Reason	Reason for creating request	Provide a reason from the drop-down for the request.
Comments	Additional comments	Provide additional comments to the invalidation/request.

*Required field.

Columns in the Order History Page

Table 9. Columns in 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.

Columns in the Participation Report

You can use the information in the table below to view report of students' current test status through the Participation Report module or when searching by student ID.

Table 10. Columns in Participation Reports

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 FAST PM1 Mathematics).

Attribute	Description
TA Name	The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific test.
Result ID	The unique identifier linked to the student's results for that specific test.
Date Started	The date when the first test item was presented to the student for that test.
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that test. A completed test can still have activity as it goes through the quality assurance and reporting process.
Test Duration	Amount of time in minutes a student spent in one or more sessions of a test. Displayed as HH:MM:SS.
Remote Session	Indicates if student took a remote session.

Columns in the Roster Upload File

You can use the information in the table below to add or modify multiple rosters all at once.

Table 11. Columns in the Roster Upload File

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

Column Name	Description	Valid Values
School ID*	School associated with the roster.	School ID that exists in TIDE. Must be 4 characters. Must be associated with the district ID.
Test Administrator's Email*	Email address of the teacher/test administrator associated with the roster.	Email address of an existing user in TIDE.
Roster Name*	Name of the roster.	Up to 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.

Columns in the Student Upload File

You can use the information in the table below to add or modify multiple student accounts all at once through file upload.

Table 12. Columns in Student Upload File

Column Name	Description	Valid Values
District Number*	District responsible for specific educational services or instruction of the student.	Up to 2 numeric characters. Must exist in TIDE.

Column Name	Description	Valid Values
School Number*	School responsible for specific education services and/or instruction of the student.	Up to 4 numeric characters. Must exist in TIDE and be associated with the District ID.
Last Name*	Student's last name.	Up to 17 alphanumeric characters.
First Name*	Student's first name.	Up to 12 alphanumeric characters.
Middle Initial	Student's middle name.	A–Z
Birth Date*	Day on which student was born.	Date in format MMDDYYYY. Add leading zero for single-digit numbers.
FLEID*	Student's statewide identification number	FL followed by 12 digits. If adding students with identifiers that are already associated with students of a different name, TIDE displays a corresponding error message during the validation process.
Enrolled Grade	Student's enrolled grade.	Two-character grade in the range 02–12, 30. Add leading zero for single-digit numbers.
Above Grade Testing • FAST ELA Reading • FAST Mathematics • B.E.S.T. Writing • Science	The grade level a student will test at.	FAST ELA Reading – Two-digit grade in the range 03–10. FAST Mathematics – Two-digit grade in the range 03–08. B.E.S.T. Writing – Two-digit grade in the range 04–10. Science – Two-digit grade in the range 05, 08.

Column Name	Description	Valid Values
Gender*	Student's gender.	One of the following: F—Female M—Male
Ethnicity* • Hispanic or Latino • American Indian or Alaska Native • Asian • Black or African American • White • Native Hawaiian or Other Pacific Islander	Student's ethnicity code.	One of the following: N—No Y—Yes
English Language Learner (ELL) Status*	Whether student is currently enrolled in the English Language Learner (ELL) program (LY students).	N—Student is not enrolled in ELL program. Y—Student is enrolled in ELL program.
Section 504 Status	Whether student is being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended.	N—Student is not provided with related aids and services. Y—Student is provided with related aids and services.

Column Name	Description	Valid Values
Primary Exceptionality	Major or overriding disability condition that best describes a student's impairment.	One of the following: C—Orthopedically Impaired F—Speech Impaired G—Language Impaired H—Deaf or Hard of Hearing I—Visually Impaired J—Emotional/Behavioral Disability K—Specific Learning Disability L—Gifted M—Hospital/Homebound O—Dual-Sensory Impaired P—Autism Spectrum Disorder S—Traumatic brain injury V—Other Health Impaired W—Intellectual Disability N—N/A
Testing Accommodations Listed on IEP or 504 Plan*	Testing Accommodations Listed on IEP or 504 Plan	N— Student does not have accommodations listed on an IEP and/or 504 for this test administration Y— Student has accommodations listed on an IEP and/or 504 for this test administration
Alternate Passing Score for ELA	The equivalent score reported as an FSA scaled score. Only available for ELA Retake administrations.	A— Student is eligible for an Alternate Passing Score (APS) for FSA. B—Student is eligible for an Alternate Passing Score (APS) for FAST.

Appendix

Column Name	Description	Valid Values
District Use	Free-text field. The contents of this field will vary at district discretion.	Up to 10 alphabetic and special characters
Video Consent	Student's consent status.	Y— Student has video consent for remote proctoring. Blank— Student does not have video consent for remote testing.
Accommodations • Masking • Text-to-Speech • Passage Booklet • Speech-to-Text • Text-to-Speech on Writing Response • American Sign Language • Closed Captioning	Accommodations that are available for online testers.	Y— Student is assigned given accommodation. Blank— Student is not assigned an accommodation.
Test Indicators Applicable for Reading, Writing, and Social Studies	Identifies whether a test is taken online or on paper.	One of the following: E—Eligible for Computer-Based Testing P— Regular Print L—Large Print C or D—Contracted UEB Braille U or V—Uncontracted UEB Braille I—One-Item-Per-Page Blank—Student is not assigned a test indicator

Column Name	Description	Valid Values
Test Indicators Applicable for Mathematics and Science	Identifies whether a test is taken online or on paper.	One of the following: E—Eligible for Computer-Based Testing P—Regular Print L—Large Print C—Contracted UEB Math/Science Braille D—Contracted UEB with Nemeth Braille U—Uncontracted UEB Math/Science Braille V—Uncontracted UEB with Nemeth Braille I—One-Item-Per-Page Blank—Student is not assigned a test indicator
Action	Deleting the student attribute.	Delete—Remove student.

*Required field.

Columns in the Test Completion Rate Report

You can use the information in the table below to view report of test completion rates.

Table 13. Columns in Test Completion Rate Report

Column	Description
Date	Date and time that the file was generated.
Test Name	Grade, test, and subject selected.
District ID	ID of the district selected.
District Name	Name of the district selected.
School ID*	The ID of the reported school.
School Name*	The name of the reported school.
Enrolled Grade	Grade in which the student is enrolled.
Attempt #	Number of times students have taken the test.

Column	Description
Total Eligible Students	Number of students that are eligible for the test.
Total Students Started	Number of students who have started the test.
Total Students Completed	Number of students who have finished the test and submitted it for scoring.
Total Remote Tests Completed	Number of students who have tested remotely.

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

Columns in the Test Status Report

You can use the information in the table below to view reports of test status.

Table 14. Columns in the Test Status Report

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

Appendix

Columns in the User Upload File

You can use the information in the table below to add or modify multiple user accounts all at once through file upload.

Table 15. Columns in 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.
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 |.
Last Name*	User's last name	Use 1–35 characters excluding commas and |.
Email*	User's email address	Standard email address. This is the user's username for logging in to TIDE.
Phone	User's phone number	Phone number in xxx-xxx-xxxx format.
Role*	User's role	DAC, DA, DTC, PSA, SAC, SA, TA, DRA, SRA, AVA, or SDE.
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 field.

D

Deleting Records from TIDE

You can delete existing records for users, students, rosters, and student eligibilities from TIDE. For users with multiple roles, individual roles can be deleted without deleting the entire user account.

1. Retrieve the records you want to delete by following the procedure in the section <u>Searching for Records in TIDE</u>.

2. Do one of the following:

    ▪   Mark the checkboxes for the record you want to delete.

    ▪   Mark the checkbox at the top of the table to delete all retrieved records.

3. Select ⬚ , and in the affirmation dialog box select **OK**.

E

Exporting Records in TIDE

You can export search results for users, students, rosters, students' test settings, test windows, and invalidations and requests to the Secure File Center.

1. Retrieve the records you want to export by following the procedure in the section <u>Searching for Records in TIDE</u>.

2. In the search results pop-up window, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure File Center.

Figure 80. Search Results
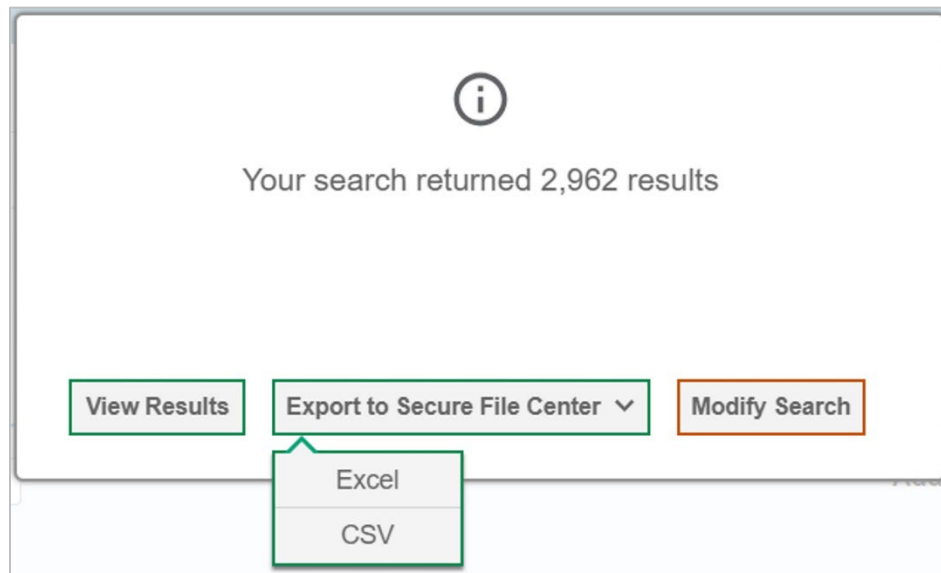
You can also export records from the search results grid.

1. Retrieve the records you want to export by following the procedure in the section Searching for Records in TIDE.

2. Do one of the following:

   ▪ Mark the checkboxes for the record you want to export.

   ▪ Mark the checkbox at the top of the table to export all retrieved records.

3. Select [⬇ ˅], and then select Excel or CSV.

F

Fields in the Add Student Panel

You can use the information in the table below to add new student accounts one at a time or to modify existing student accounts one at a time.

Table 16. Fields in Add Student Panel

Field	Description	Valid Values
Student Demographics		
District*	Student's enrolled district	One of the available districts from the drop-down list

Field	Description	Valid Values
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
Username**	Username is a system-generated identifier for students used for Florida Statewide Assessments.	Users do not set this. The valid values are 5 alphanumeric characters.
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
Testing accommodations Listed on IEP or 504 Plan*	Indicates whether the student is being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended.	Yes No
English Language Learner (ELL)*	Indicates whether the student is currently enrolled in the English Language Learner (ELL) program (LY students).	Yes No

Field	Description	Valid Values
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: C—Orthopedically Impaired F—Speech Impaired G—Language Impaired H—Deaf or Hard of Hearing I—Visually Impaired J—Emotional/Behavioral Disability K—Specific Learning Disability L—Gifted M—Hospital/Homebound O—Dual-Sensory Impaired P—Autism Spectrum Disorder S—Traumatic brain injury V—Other Health Impaired W—Intellectual Disability N—N/A
Alternate Passing Score for ELA	The equivalent score reported as an FSA scaled score. Only available for ELA Retake administrations.	B— Student is eligible for Alternate Passing Score for FAST A—Student is eligible for Alternate Passing Score for FSA.
Testing Accommodations Listed on IEP or 504 Plan*	Testing Accommodations Listed on IEP or 504 Plan	Yes No
District Use	Free-text field. The contents of this field will vary at district discretion.	Up to 10 alphabetic and special characters**

Field	Description	Valid Values
Access Code**	Access Code is a system-generated code for students and families to access the Family Portal.	This field is automatically generated in TIDE. The valid values are 6 alphanumeric characters.
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
Above Grade Testing		

Field	Description	Valid Values
ELA Reading Mathematics B.E.S.T. Writing Science	Grade in which the student will test	One of the available grades from the drop-down list
Parent/Guardian Video Consent for Remote Testing		
Video Consent***	Student's consent status	Yes
FAST, Fall, Winter, Spring, Summer Test Eligibility		
FAST Test Indicator	Identifies whether a FAST test is taken online or on paper.	One of the available test indicators from the drop-down list
End-of-Course Test Indicator	Identifies whether an EOC test is taken online or on paper.	One of the available test indicators from the drop-down list
FAST Retake Test Indicator	Identifies whether a FAST Retake test is taken online or on paper.	One of the available test indicators from the drop-down list
FSA Retake Test Indicator	Identifies whether a FSA Retake test is taken online or on paper.	One of the available test indicators from the drop-down list
FCLE Test Indicator	Identifies whether a FCLE test is taken online or on paper.	One of the available test indicators from the drop-down list
B.E.S.T. Writing Test Indicator	Identifies whether a B.E.S.T. Writing test is taken online or on paper.	One of the available test indicators from the drop-down list
Science Test Indicator	Identifies whether a Science test is taken online or on paper.	One of the available test indicators from the drop-down list
Accommodations		
Text-to-Speech	Student's text-to-speech setting for tests in the indicated subject.	Yes Yes with Passages****

Field	Description	Valid Values
Masking	Student's masking setting for tests in the indicated subject.	Yes
Speech-to-Text	Student's speech-to-text setting. Available for Writing tests only.	Yes
Text-to-Speech on Writing Response	Student's text-to-speech setting for the student's written response. Available for Writing tests only.	Yes
Passage Booklet	Student's passage booklet setting for tests in the indicated subject. Available for FSA Reading Retake and Writing tests only.	Yes
American Sign Language	Student's American Sign Language (ASL) setting. Available for FSA Reading Retake tests only.	Yes
Closed Captioning	Student's closed captioning setting. Available for Reading tests only.	Yes

*Required field

**Fields are prepopulated and will appear in the View/Edit/Export Students page.

***FAST PM1 and PM2 Administrations only.

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

Fields in the View/Edit/Export Users Page

You can use the information in the table below to modify existing user accounts.

Table 17. Fields in the View/Edit/Export Users Page

Field	Description	Valid Values
View/Edit/Export Users Page		
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.)
View/Edit/Export Users [User's Name] Panel		
Email*	Email address for logging in to TIDE	Standard email address in the form name@domain.edu. Once a profile for a user has been created, this field cannot be changed.
First Name*	User's first name	Use 1–35 characters excluding commas and |
Last Name*	User's last name	Use 1–35 characters excluding commas and |
Phone	User's phone number	Phone number in xxx-xxx-xxxx format
TA Course(s) Completed	Whether the user has participated in the standard and/or remote TA Certification Courses.	Standard Remote

*Required field.

L

List of Invalidations and Requests by Test Status

You can use the information in the table below to manage invalidations and requests.

Table 18. List of Invalidations and Requests by Test Status

Test Status	Invalidate a test	Restart a test	Re-open a test	Restore a test that was restarted	Re-open a test session	FAST Item Unlock
Approved	✓	✓		✓		
Completed	✓	✓	✓	✓	✓	✓
Denied	✓	✓		✓	✓	
Paused	✓	✓		✓	✓	✓*
Pending		✓		✓		
Processing		✓		✓		
Reported	✓	✓	✓	✓		✓
Review		✓		✓		
Submitted	✓	✓	✓	✓	✓	✓
Suspended		✓		✓		
Invalidated			✓	✓		

*FAST Item Unlock is recommended to be used when the test is in Paused status.

Appendix

List of Invalidations and Requests Statuses

You can use the information in the table below to manage invalidations and requests.

Table 19. List of Invalidations and Requests Statuses

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

List of Request Types

You can use the information in the table below to manage invalidations and requests.

Table 20. List of Request Types

Type	Description
Invalidate a test	Used when the validity of test scores has been compromised. Invalidated tests will not receive a score. **You can only submit these invalidations until the end of the test window.** See the current test administration manual for policies and guidance regarding test invalidations.
Re-open a test	Re-opens a test that a student mistakenly submitted early. The student's test must be in Completed, Submitted, or Reported status.

Type	Description
Restart a test	Allows the student to restart a test from the beginning. This request deletes all student responses. This request can be used if a student begins the incorrect test and that test should not be reported.
Restore a test that was restarted	Allows the student to revert to the original test opportunity from before the test was restarted.
FAST item unlock	This request allows the student to review previously answered questions when resuming a test on another day. If the student test has been completed, they will instead need a re-open test request to resume testing.
FSA Re-open a test session	Re-opens a test session when a student inadvertently starts an incorrect test session. Requester will indicate which session should be opened.

P

Password Information

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the *Reset Your Password* page. To activate your account, you must set your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

In the activation email you received, select the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

On the *Login* page, select **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your district assessment coordinator for assistance to make sure you are listed in TIDE. If confirmed, the Florida Help Desk will assist in troubleshooting.

- **Additional help:**

If you are unable to log in, contact the Florida Helpdesk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

Printing Records in TIDE
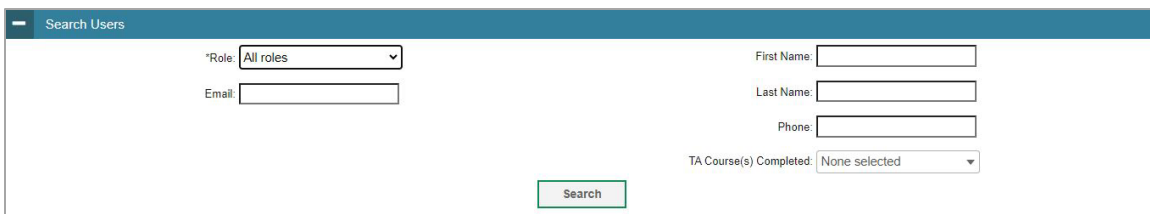
1. Retrieve the records you want to print by following the procedure in the section Searching for Records in TIDE.

2. Do one of the following:

    ▪ To print the following records, mark the checkboxes for the records you want to print, select

    [🖨 ▾] , select Selected, and then select Print.

    - o Student records
    - o Rosters
    - o PreID Labels
    - o Test Tickets
    - o Student Settings and Tools
    - o Access Codes

    ▪ To print all records, select [🖨 ▾] , select All, and then select Print.

S

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 81). This section explains how to use this search panel and navigate search results.

Figure 81. Sample Search Panel

1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages and discrepancy resolution pages will allow you to select one, multiple, or all values.

    The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

2. *Optional*: If the task page includes an additional search panel, select values to further refine the search results:

   ▪ To include an additional search criterion in the search, select it and select Add or Add Selected as available

   ▪ *Optional*: To delete an additional search criterion, select it and select Remove Selected. To delete all additional search criteria, select Remove All.

3. Select **Search**.

   ▪ If searching for users, students, and invalidations and requests, proceed to the next step.

   ▪ If searching for other types of records, such as rosters, skip to step 7.

4. In the search results pop-up window (see Figure 82) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:

   ▪ To view the retrieved records on the page, select **View Results**. Continue to step 7. This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 82. Search Results Pop-up Window
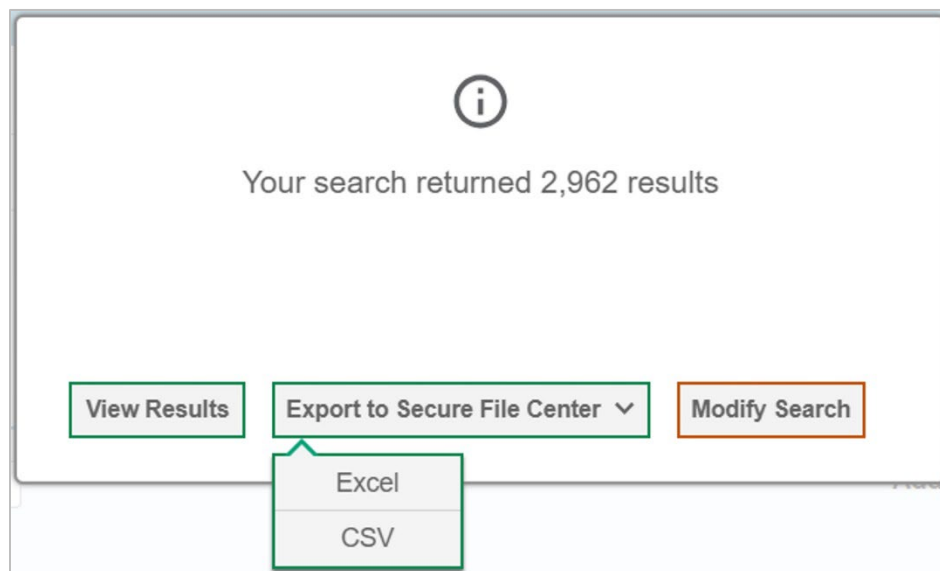
   ▪ To export the retrieved results to the Secure File Center, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure File Center (see Secure File Center).

   ▪ To return to the page and modify your search criteria, select **Modify Search**. Repeat steps 1–3.

5. The list of retrieved records appears below the search panel (see Figure 83).

Figure 83. Sample Search Results

6. *Optional*: To filter the retrieved records by keyword, enter a search term in the text box above the search results and select 🔍 . TIDE displays only those records containing the entered value.

7. *Optional*: To sort the search results by a given column, select its column header.

   ▪ To sort the column in descending order, select the column header again.

8. *Optional*: If the table of retrieved records is too wide for your browser window, you can select ◀ and ▶ at the sides of the table to scroll left and right, respectively.

9. *Optional:* If the search results span more than one page, select ◀◀ or ▶▶ to view previous or next pages, respectively.

10. *Optional*: To hide columns, select ⚏ ∨ (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

Searching for 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** or **View/Edit User: [User's Name]** form for a specified student or user.

1. In the *FLEID or User Email* field, enter a student's FLEID or a user's email address. The FLEID or email address must be an exact match; TIDE does not search by partial FLEID or email address.

2. Select 🔍 . The **View and Edit Student** or **View/Edit User: [User's Name]** page for that student or user appears.

Figure 84. Find Student/User Search Field

Secure File Center

When searching for users, students, students' test settings, and invalidations and requests, you can choose to export the search results to the Secure File Center. The shared Secure File Center serves as a

password protected repository that lists files containing the data that you have exported in TIDE and other CAI systems. When you choose to export search results to the Secure File Center, TIDE sends you an email when the export task is completed and the file is available in the Secure File Center for download.

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

Viewing Documents in the Secure File Center

The files in the Secure File Center are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days while secure documents are available for 14 days. You can access the Secure File Center from any page in TIDE to either download the file or archive the file. You can also delete the files you have exported, but not files added by admin users.

1. From the TIDE banner (see Figure 77), select **Secure File Center**. The *Secure File Center* page appears (see Figure 85). By default, TIDE displays the *View Documents* tab.

2. *Optional*: Select the file view from the available tabs:

   - **Recent**: This is the default view and displays all the files except for the ones that you have archived.

   - **Archived**: Displays the files that you have archived.

Figure 85. Secure File Center Window: View Documents Tab
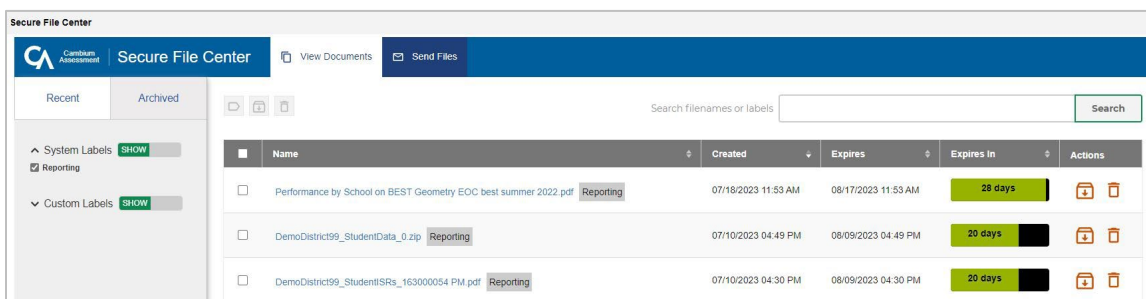
3. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.

4. *Optional*: To hide or display system labels, toggle HIDE / SHOW .

5. *Optional*: To hide files with a system label, unmark the checkbox for that system label.

6. *Optional*: To hide or display custom labels, toggle HIDE / SHOW .

7. *Optional*: To hide files with a custom label, unmark the checkbox for that custom label.

8. Do one of the following:

- To download a file, select the file name.

- To add a new custom label or apply an existing custom label, mark the checkbox next to the file name.

  - To apply a new custom label, mark the checkbox next to the text box, select ▭ , enter a new custom label in the text box, and select **Save New Label**.

Figure 86. New Custom Label

  - To apply an existing custom label, mark the checkbox next to the existing custom label, select ▭ , and select **Apply Label**.

- To archive a file, select ⊡ in the *Actions* column of the file name. To return a file to the Secure File Center from the Archived tab, select ⊡ .

- To delete a file, select 🗑 . Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

Sending Files from the Secure File Center

You can send a file or files from TIDE to individual recipients by email address or to groups of recipients by user role.

1. From the TIDE banner (see Figure 77), select **Secure File Center**. The *Secure File Center* page appears (see Figure 85). By default, TIDE displays the *View Documents* tab.

2. Select the **Send Files** tab. The *Send Files* page appears (see Figure 87).

3. In the *Select Recipients* field, do one of the following:

- Select **Role** to send a file or files to a group of users by user role.

- Select **Email** to send a file or files to a single recipient by email address.

If you select **Email**, skip to step 7.

Figure 87. Secure File Center Window: Send Files Tab

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.

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. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send. 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.

7. If you selected **Role** in step 3, skip this step. If you selected **Email** in step 3, enter the email address of the recipient to whom you wish to send a file or files.

8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.

9. Select the file(s) you wish to send.

10. Select **Send**.

Files display in the Secure File Center after you send them.

Sending Family Portal Access Codes via Email

You can send family portal access codes to families via email. This task requires working with Microsoft Excel.

Generating Access Code Template

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

1. From the Family Portal Access task menu on the TIDE dashboard, select **Generate Access Code Template**. The *Generate Access Code Template* page appears.

2. Enter search criteria as required. For more information, see the section <u>Searching for Records in TIDE</u>.

3. Select **Search**.

Figure 88. Generate Access Code Template Page

4. The search results pop-up window appears. Select **View Results**.

5. From the list of retrieved students, mark the checkbox(es) for the student(s) whose access codes you wish to generate.

6. Select **Download Student Access Codes**, and then do one of the following:

    ▪ To export all students in the search results, select **Export All to Excel** or **Export All to CSV**.

    ▪ To export only selected students, select **Export Selected to Excel** or **Export Selected to CSV.**

Figure 89. Generate Access Code Template Search Results

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

Figure 90. Student Access Code Template

8. Save and close the template.

Emailing Student Access Codes

Before you can send access codes, you can complete the steps in the section Generating Access Code Template. You will use the template you created and edited to complete the steps below. You can also download the template in the *Email Student Access Codes* page instead of using the Generating Access Code Template.

1. From the Family Portal Access task menu on the TIDE dashboard, select **Email Student Access Codes**. The *Email Student Access Codes* page appears.

2. Upload the file you created by following instructions in the section How to add or modify multiple records at once.

Figure 91. Email Student Access Code Page
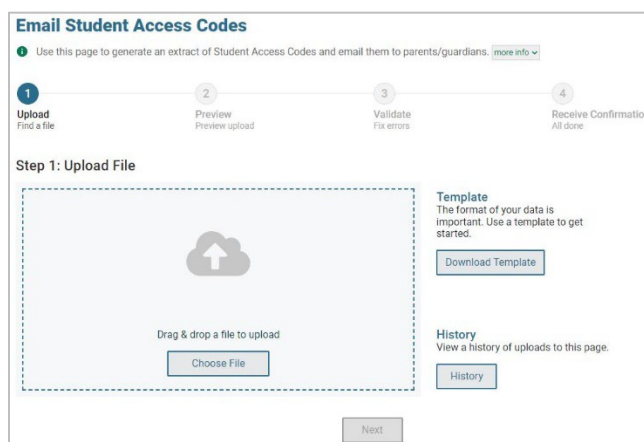
3. To CC yourself on emails sent to families, in the *CC me on the access code emails* field, select **Yes**. This is only available if fewer than 50 records are included in the upload file.

Figure 92. Email Student Access Code Page – Step 3: Validate
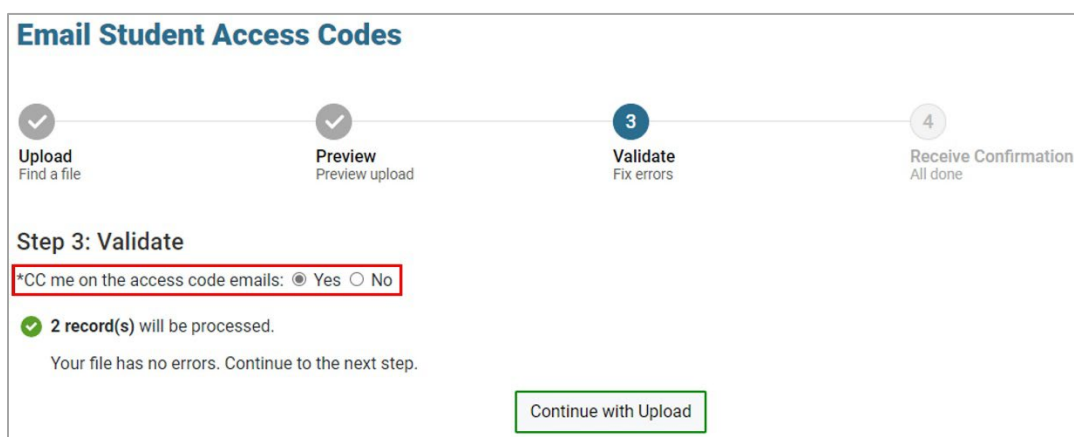
Emails received by families will contain a link to a site where families can obtain their student's access code. These links expire in seven days. If this link expires, schools will need to send another email to the family with a new link.

U

User Role Permissions

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

The table describes TIDE's user roles. The top row contains the various roles, and the subsequent rows indicate the permissions each role has for each function in TIDE, the Test Administrator (TA) Interface, Data Entry Interface (DEI), Assessment Viewing Application (AVA), the Florida Reporting System, and the

PearsonAccess Next Reporting System. Within the table, the following acronyms are used to specify the associated user roles:

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

DA (District Administrator)—Accounts with this role have limited access to view information in TIDE and have access to student results in the Florida Reporting System and the PearsonAccess Next Reporting System for all students in their district.

DTC (District Technology Coordinator)—Accounts with this role can manage user accounts and student information in TIDE for all schools in the district but cannot view student results in the Florida Reporting System and the PearsonAccess Next Reporting System.

DRA (District Reporting Access)—Accounts with this role will only have access to the Florida Reporting System for all students within their district. Only DAC and DTC users can provide DRA access.

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

SAC (School Assessment Coordinator)—Accounts with this role are assigned to the school assessment coordinator. School Assessment Coordinators manage user accounts and student information in TIDE for their assigned school(s).

SA (School Administrator)—Accounts with this role have limited access to view information in TIDE and have access to student results in the Florida Reporting System and the PearsonAccess Next Reporting System for all students in their school.

SDE (School Data Entry)—Accounts with this role have access to the Data Entry Interface (DEI) but do not allow access to TIDE or the TA Interface. Only DAC, DTC, and PSA users can provide SDE access.

SRA (School Reporting Access)— Accounts with this role will only have access to the Florida Reporting System for all students within their school. Only DAC, DTC, PSA, and SAC users can provide SRA access.

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

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

Table 21. User Role Permissions

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Manage Users	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**	**AVA**
How to Add New User Accounts	✓		✓		✓	✓*					
How to Modify Existing User Accounts	✓		✓		✓	✓					
How to Upload User Accounts	✓		✓		✓	✓					
Student Information	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**	**AVA**
How to Add New Student Accounts	✓		✓		✓	✓					
How to Modify Existing Student Accounts	✓		✓		✓	✓					
How to Upload Student Accounts	✓		✓		✓						
How to Transfer Students Between Schools	✓		✓		✓*	✓*					
How to Specify Student Accommodations	✓										
How to Upload Student Accommodations	✓										

Appendix

Appendix

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to View Student Frequency Distribution Reports	✓										
How to print PreID Labels	✓		✓		✓	✓					
How to reset Access Codes											
Rosters	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**	**AVA**
How to Add New Rosters	✓	✓					✓	✓			
How to Modify Existing Rosters	✓	✓					✓	✓			
How to Upload Rosters	✓	✓					✓	✓			
Orders	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**	**AVA**
How to Place Orders for Additional Materials	✓				✓						
How to View Order History Reports	✓	✓									
How to View Order Summary Reports	✓	✓									
Test Tickets	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**	**AVA**
How to Print Test Tickets from Student Lists	✓	✓					✓	✓		✓	

Appendix

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
How to Print Test Tickets from Roster Lists	✓	✓					✓	✓		✓	
Invalidations and Requests	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**	**AVA**
How to Add New Invalidations and Requests	✓	✓					✓				
How to Modify Existing Invalidations and Requests	✓	✓					✓				
How to Upload Invalidations and Requests	✓	✓					✓				
How to Process Invalidations and Requests	✓	✓									
Monitoring Test Progress	**DAC**	**DA**	**DTC**	**DRA**	**PSA**	**SAC**	**SA**	**SDE**	**SRA**	**TA**	**AVA**
How to View Participation Reports	✓	✓					✓	✓		✓	
How to View Reports of Students' Current Test Status by FLEID	✓	✓					✓	✓		✓	
How to View Session Monitoring	✓	✓					✓	✓		✓	
How to View Test Status Reports	✓	✓									

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Resolving Discrepancies	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
[How to Resolve Discrepancies](#)	✓	✓					✓				
Secure Material Tracking Reports	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
[How to Track Return Shipments](#)	✓	✓									
Test Completion Rates	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
[How to View Test Completion Rates](#)	✓	✓									
TA Interface	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Access TA Interface	✓		✓		✓	✓				✓	
Administer Tests	✓		✓		✓	✓				✓	
AVA Interface	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Access AVA											✓
Administer Listening or Animation Content											✓
Data Entry Interface (DEI)	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Access DEI								✓			

Appendix

TIDE Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
PearsonAccess Next Reporting System Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Access Reports	✓	✓			✓		✓				
Access Files	✓	✓			✓						
Florida Reporting System Tasks	DAC	DA	DTC	DRA	PSA	SAC	SA	SDE	SRA	TA	AVA
Access Reports	✓	✓		✓	✓	✓	✓		✓		

*School Assessment Coordinators and Private School Administrators can only move students between schools if they have access to more than one school. School Assessment Coordinators cannot add or upload School Assessment Coordinators and TA certifications.

User Support

For additional information and assistance in using TIDE, contact the Florida Help Desk.

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

Florida Help Desk

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

Email Support:
FloridaHelpDesk@CambiumAssessment.com

Please provide the Helpdesk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the FLEID and associated district or school for that student. Do not provide the student's name.

- If the issue pertains to a TIDE user, provide the user's full name and email address.

- Any error messages that appeared.

- Operating system and browser information, including version numbers (e.g., Windows 11 and Chrome 114 or Mac OS 13.13.3 and Safari 5.1).

Change Log

Location	Change	Date