Slide 1	Welcome to the Test Information Distribution Engine, also known as TIDE Roadshow presentation. TIDE is an American Institutes for Research (AIR) application that supports district, and school test coordinators throughout the testing process for the ISAT Interim, Summative ELA & Math, ISAT Science, Science EOCs, and Alternate Assessment ELA & Math assessments. This presentation includes many examples of TIDE's features. In addition, *Chapter 2 of the Idaho Assessment Systems Manual - AIR Systems User Guide* available on the ISAT portal includes more detailed information about the various features in TIDE.
Slide 2	As mentioned previously, this presentation will address numerous topics in TIDE, including tasks that typically take place when preparing for testing, during test administration, and after testing has concluded.
Slide 3	For the 2017-2018 administration, we have combined all our user guides into one document. It is now called the *Idaho Assessment Systems Manual - AIR Systems User Guide* and it is available under the ELA/Literacy & Math Assessments, Science & End of Course (EOC) Assessments, and Alternate Assessments (ELA & Math) Resources section under the **System Information – Systems Manual** sub-folder. Chapter 2 of this manual provides detailed information about TIDE. Additional TIDE resources such as the *TIDE Quick Guide* and the *Dual Enrollment in TIDE Quick Guide* can be found in the **System Information – Quick Guides** sub-folder.
Slide 4	You can access the TIDE system by clicking on any of the Assessment icons on the home page of the ISAT portal (http://idaho.portal.airast.org/) and selecting the TIDE card. Enter the username and password you created when activating your account. Click Secure Login to go to the TIDE home page. Please be aware of any card including a lock symbol on the bottom right corner will require log-in information.

Slide 5	When you are initially added to TIDE, you will receive an activation e-mail containing a link that takes you to the ***Reset Your Password*** page in TIDE. ▪ Step1: In the ***Password*** and ***Confirm Password*** fields, enter a new password. You will use this password to access TIDE and all other AIR systems. Please keep in mind passwords have a length requirement and must include different character types; see *Chapter 1* of the *Idaho Assessment Systems Manual - AIR Systems User Guide* for more details. ▪ Step 2: Click **Submit** and the ***Select Security Questions*** page appears. From the *Security Question* drop-down list, select a security question, and enter an answer. You'll need this information to reset a forgotten password. *Optional*: To add an additional security question, click Add an additional question, select a security question and enter your answer. You can add multiple security questions, if desired. **Important note**: The activation link is only valid for 15 minutes. After that time, the link will expire. If the link expires, you will need to click either of the links included in the activation email to request new activation information. If you do not receive an activation email, check your spam folder. Emails are sent from *AIR-DoNotReply@airast.org*, so you may need to add this address to your contact list. Be aware if an account is created for an incorrect email address, it will need to be deleted, and a new account will need to be created for the user.
Slide 6	The TIDE home page appears after you log in. The home page is designed to reflect the stages of the testing process as directly and simply as possible. Each of TIDE's three sections list menus for the tasks available in that section. Tasks in the **Preparing for Testing** section are typically performed before testing begins. This category includes tasks for managing records for users, students, test settings, and rosters. For example, the *Rosters* menu contains options for grouping students into rosters. A roster is a collection of students sharing a similar characteristic who are assigned to a specific teacher. Rosters typically represent classrooms, but can also be used to group students with special needs or students participating in activities or programs. Once scores are calculated, users can visualize how a roster of students performed as a group. To expand a task menu and view its set of related tasks, click the down arrow on the end of that menu. To perform a task, click the name of that task listed in the menu Tasks in the **Administering Tests** section are typically performed during the administration window. District Administrators (DAs), District Test Coordinators (DCs), and School Test Coordinators (SCs) may use this section to create test improprieties such as: invalidate a test, reset a test, or reopen a test. Please be aware all Test Improprieties tasks will not be available in TIDE until the spring 2018 test administrations. TIDE can also monitor test progress and generate test participation reports via the Monitoring Test Progress feature In the **After Testing** section, you can perform data cleanup operations, such as entering codes to explain student non-participation. Tasks under the Data Cleanup drop-down will not be available until the spring 2018 test administrations.

	Please keep in mind tasks available in the interface will vary depending on your user role. For a complete list of User Roles and Access to Idaho Assessment Systems please refer to the **2017-2018 User Roles and Access to Idaho Assessment Systems** document located in the Resources section of the ISAT portal under the *System Information – Systems Manual* sub-folder.
Slide 7	A banner appears at the top of each TIDE page showing the current test administration and your current user role. On the left there is a drop-down list for accessing other AIR applications. You will also find a **General Resources** drop-down where you can download resources that may be needed for online testing, such as voice packs and Interim assessments hand-scoring materials used with the Teacher Hand Scoring System (or THSS), a **Help** button that displays the *Online TIDE User Guide*, an **Inbox** button that allows you to access large student files and secure documents, a **Manage Account** drop-down list where you may change your password or set-up your account details, and a **Logout** button.
Slide 8	As a mid-year update, the hand-scoring materials used with THSS and the Interim Assessment Answer Keys, have been compressed into .zip files and saved under the **General Resources** drop-down. These hand-scoring materials may be used for teacher training and/or preparation prior to scoring student responses from the ISAT Interim Assessments. The .zip files include a reference guide for the specific grade level, a Scoring Guide (SG) and Training Manual (TM) for each hand-scored item, and an answer key for all the grade level interims. The Crosswalks show which items belong to each grade and test. While these materials may be downloaded and printed, they should be used only for teacher or school-level training. These materials should not be posted or distributed to teachers or others not involved in scoring the Interim Assessments.

Slide 9	When you enter any task page, a navigation toolbar appears at the top of the page. This toolbar allows you to access each task and action that was available on the dashboard. To view the task menus for a particular TIDE category, click the icon for that category above the toolbar. Most pages in TIDE have help text that describes the page and how to use it. To show or hide detailed help text on a page, click the gray **more info** link under the page title. Some pages in TIDE are divided into multiple panels. Each panel contains a group of related settings and fields that you can edit. You can click the minus sign in the upper-left corner of a panel to collapse it, or click the plus sign in a collapsed panel to expand it. Additionally, a floating **Go To Section** toolbar appears on the left side of pages with multiple panels. This toolbar includes a numbered button for each panel in the form. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.
Slide 10	Every page in TIDE has access to an *Online User Guide*. To access it, all you need to do is click the **Help** button and a new window will open with information about that page. The *Online User Guide* is particularly helpful when having to enter user, student, or roster information via a file upload. By selecting the **Help** button on the Upload Users, Upload Students, or Upload Rosters pages a new window will open with a table that includes all acceptable values for each corresponding field.
Slide 11	Your TIDE account is assigned a role, and that role has certain permissions. This table gives an example of the permissions associated with roles for Idaho users. For example, a district-level user may be able to perform tasks that are not available to a school-level user. Permissions also limit the scope of data access. A district-level user can work with data pertaining to their district, and a school-level user can work with data pertaining to their school. Users do not need to have multiple roles in a single district. The higher role can do everything the lower role can do and more. For example, users do not need a TA role to proctor an assessment if they already have a role higher in the hierarchy. As a reminder, for a complete list of all the tasks performed by the various user roles, refer to the *2017-2018 User Roles and Access to Idaho Assessment Systems* document available in the Resources section of the ISAT portal under the **System Information – Systems Manual** sub-folder.

Slide 12	Before testing begins, and throughout the school year, TIDE is used to manage user accounts for TIDE itself, the TA Interface, the Online Reporting System (referred to as ORS), the Teacher Hand Scoring System (referred to as THSS), the Assessment Viewing Application (referred to as AVA), and AIR Ways Reporting. The **Users** task menu allows you to add users; view, edit, or export users; and upload users from an external file. DAs, DCs, and SCs can add new users. Please keep in mind, only DA, DC, and SC users can view, add, modify, or delete users in their district and/or school who have a lower role level. For example, DAs cannot add or modify other DA users, and SCs cannot add or modify other SCs or any district-level. DAs, DCs, and SCs also have permission to perform additional functionality. For example, all users can administer tests in the TA Interface, so if a test administrator (TA) is also a teacher (TE), he/she does not need to be added into TIDE as a TA and a TE. Simply being added as a TE will cover both functions. To add a District Administrator role to your district, please contact the State Department of Education. There are two ways to add users in TIDE. From the **Add User** page manually fill out the information in the form, and click **Save**. The fields marked with an asterisk are mandatory. The new user's e-mail address will serve as their username when logging in to any AIR system. The second way to add new users in TIDE is to use the **Upload Users** page to compose an upload file in Excel or CSV format and then upload that file. This method is easiest if you have many new users. The easiest way to compose an upload file is to download an available template by clicking **Download Templates**. Open the template, enter information for the users you wish to add, and save the file in Excel or CSV format. We recommend using the Excel template when uploading user information. For a list of the acceptable values on the User Upload template refer to the Online User Guide by selecting the **Help** button or in the **Columns in the User Upload File** table of the Idaho Assessment Systems Manual – AIR Systems User Guide available on the ISAT portal under the Resources section. Once you return to TIDE, click **Browse**, and select the file you just saved. To see a list of the files you have previously uploaded, first click the blue plus sign to expand the **Upload History** panel. If a user's role changes within the administration, for example a TE becomes an SC, then a higher-level role, such as a DC will need to delete the user's former role and add his/her new role as shown in the screen capture above. There is never a need to have two or more roles for a user associated to a single district. If a user needs to transfer to a different district or school he/she will need to get deleted from his/her former school and then added to his/her new school. If a user requires a user role for two different districts and/or schools then a higher-level user role associated with both districts will need to add this user. Alternatively, two higher level users within each district would need to add this user to their respective districts.

Slide 13	The **View/Edit/Export User** page includes a form for setting selection criteria to retrieve users. In this example, the required criteria are the user's role, district, and school. Other criteria are optional, such as the first or last name. Your version of TIDE may have other fields by which you can retrieve users. Click Search to continue. The search panel will automatically collapse, and your search results will appear below. If your user role permits, you can edit a user's information by clicking the green pencil icon. Another page will appear where you can edit and save information. ▪ To export user information, mark the checkboxes next to the users you wish to export and click the green export button above the search results. ▪ To delete users from TIDE, mark the checkboxes next to the users you wish to delete and click the orange trash can button above the search results. ▪ To make the search form re-appear and search for additional users, click the plus sign in the Search users panel, which appears as a blue bar.
Slide 14	TIDE manages student information and keeps track of which assessments students are eligible to take. The **Students** task menu allows you to add students; view, edit, or export students, and upload students from an external file. You can manually add students from the **Add Students** page. This page contains six panels: Student Demographics, Race and Ethnicity, Interim Testing Grade, Test Settings and Tools, and Test Eligibility. On the next slides, we will cover the updated information for each of these sections. You will not be able to add students to TIDE without including the mandatory information in the **Student Demographics** panel. The fields marked with an asterisk are mandatory. As a reminder, EDUIDs are provided by SDE's ISEE system.
Slide 15	AIR and SDE have extensively reviewed the information collected through TIDE and made some changes to the student demographic information stored in TIDE to match ISEE data collection. Users will notice the Student Demographic section in the **Add Students**, **View/Edit/Export Students**, and **Upload Students** pages has been significantly updated this year. You will notice many fields have been removed and dependencies have been added on several fields as well, which we will discuss in further detail on the next slide. This year, Student Demographic Data has been updated to remove and include some new fields. The following fields have been removed from the **Student Demographics** panel: ▪ Confirmation Code ▪ Economic Disadvantage Status ▪ Language Code ▪ First Entry Date into a US School ▪ Limited English Proficiency Entry Date ▪ Limited English Proficiency Exit Date ▪ Title III Language Instruction Program Type

	The following updates have been implemented to the Student Demographics panel: ▪ Relabeled “IDEA Indicator” to now read “Special Education Status” ▪ Added an “Alt Assessment” flag to indicate Alternate Assessment test eligibility ▪ Separated “Speech Impairment” and “Language Impairment” and added “Deaf” under “Primary Disability Type” ▪ Added “X3” and “X4” and replaced “NO” with “N/A” under “LEP Category” ▪ All fields under Student Demographics are now required except for: Student’s Middle Name, Alt Assessment, Primary Disability Type, and LEP Category. o All required fields in the Add Student page will appear with an asterisk(*). The Race and Ethnicity section in the **Add Students**, **View/Edit/Export Students**, and **Upload Students** pages was updated as well to remove the “Demographic Race Two or More Races” field. The student designation of two or more races is determined by the submission of multiple codes for a student. It should also be noted that official student demographic information used in federal reporting, including assessment data in state, district, and school report cards, will always come from data collected in ISEE.
Slide 16	This year, TIDE will offer a “dependent fields” feature that will help users fill in student demographic data. Some of the dependent fields include the following: ▪ Alt Assessment • The Alternate Assessment flag cannot be set to “Yes” if Special Education is set to “No”. As a reminder, this field only applies to students taking an Alternate Assessment. ▪ Primary Disability Type • A value from the Primary Disability Type drop-down cannot be selected if Special Education status is set to “No”. ▪ LEP Category • A value from the LEP Category drop-down cannot be selected if LEP Status is set to “No”. To summarize, the Alt Assessment and Primary Disability Type fields are dependent of the Special Education Status being set to “Yes”, while LEP Category is dependent of LEP Status being set to “Yes”. If the user does not enter the information in accordance to the dependent field rules, the system will automatically throw a validation error message (as you see on the screen) when student information is entered via the **Add Students** feature. The validation error messages will also apply to the **Upload Students** feature.
Slide 17	As mentioned in the previous slide, the **Limited English Proficiency (LEP) Status** field has been updated in TIDE to include X3 and X4 and “No” has been changed to “N/A.” This slide provides further detail about what those codes mean.

Slide 18	In the available student test settings and tools panels, select the appropriate settings for each test using the drop-down lists and on-off switches. This image illustrates the significant changes implemented to this section. This section includes the same test settings and tools available last year but are now located within a specific category as shown on the image above. These categories will appear under all Idaho tests: ALT-ELA, ALT-MATH, ELA-CAT, ELA-PT, MATH (CAT & PT), and Science. The new Test Settings and Tools categories include the following: ▪ Universal Tools for All Students ▪ Supporting Literacy Challenges ▪ Accommodating Auditory Impairments ▪ Accommodating Visual Impairments ▪ Miscellaneous Accommodations ▪ Non-Embedded Tools Finally, in the panel for **Test Eligibility**, mark the checkbox for students who are eligible to take the paper/pencil tests. As a reminder, paper/pencil tests are only available during the summative spring test administrations. Click **Save** to add the student.
Slide 19	A second way to add new students into TIDE is to use the **Upload Students** page to compose an upload file in Excel or CSV format and then upload that file. This method is easiest if you have many new students and you don't want to add them one at a time from the **Add Students** page. The easiest way to compose an upload file is to download an available template by clicking **Download Templates**. Open the template, enter information for the students you wish to add using Excel or another program, and save the file in Excel or CSV format. **Note**: When adding students via the upload template, AIR recommends using the Excel format. As previously discussed, student demographic data was also updated in the **Upload Students** file. The same fields added and/or deleted in the **Add Students** page have also been included/removed from this file. A new update implemented in the spring is the ability Once you return to TIDE, click **Browse**, and select the file you just saved. Click **Next** to upload the file. A file preview page will appear, allowing you to verify you uploaded the correct file. If the preview is correct, click **Next** to continue. TIDE will validate the file and display any errors or warnings according to the legend on the page. Because not all columns can fit on the screen at once, you may need to click the blue arrow on the right side of the screen to scroll right and display more information. Click the error and warning icons in the validation results to view the reason a field is invalid. If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid. To complete the upload, click **Continue with Upload**.

	To upload a different file, click **Upload Revised File**. To cancel the upload, click **Cancel**. If your file contains a large number of records, TIDE will process it offline and send you a confirmation e-mail when complete. While TIDE is validating the file, do not press **Cancel**, because TIDE may have already started processing some of the records. When the upload is complete, a confirmation page will appear with a message that summarizes how many records were committed and how many were excluded. To view a PDF file listing the validation results for the upload file, click Download Validation Report in the upper-right corner. To see a list of the files you have previously uploaded, first click the blue plus sign to expand the **Upload History** panel. The **Help** button on the top banner will also provide an *Online TIDE User Guide* with detailed instructions for composing an upload file.
Slide 20	You can set up interim grades for multiple students through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. To upload interim grades through file uploads: ▪ From the **Students** task menu on the TIDE dashboard, select **Upload Interims** page. ▪ Download the Interim Upload file and enter the following information: EDUID, Subject, and the Interim Grade **Note**: ▪ If the upload file includes two rows specifying different grades for the same student and subject, then both grades will be set up as interim grades for the student’s subject. ▪ If the upload file includes two rows for the same student and subject and the second row has a value “None”, then all interim grades established for the student’s subject up to that point will be removed. This feature will be available until February 13th, 2018.
Slide 21	New this year, students can be enrolled in more than one school or district simultaneously.
Slide 22	New this year, students can be enrolled in more than one school or district simultaneously.

Slide 23	No notes available on this slide.
Slide 24	If a student is enrolled in multiple schools (school A and B), then the student's scores will be aggregated to both school's A and B and both schools will be able to access student's score reports. Therefore, when you search in **Step 2: Choose Who**, the student's score report will appear in each school's zip file when downloaded to **My Inbox**.
Slide 25	No notes available on this slide.
Slide 26	No notes available on this slide.
Slide 27	From the **Students** task menu, the **View/Edit/Export Student** page includes a form for setting selection criteria to retrieve students. Required criteria, such as the district and school in this example, are marked with asterisks. Other criteria are optional, such as the EDUID, the student's first or last name, and the grade level. If available, you can further refine your criteria by entering additional demographic information or test settings in the **Advanced Search** panel, if it is available. The students you can retrieve on this page are limited by your role's scope. For example, if you are a district-level user, you can retrieve students enrolled within your district. If you are a school-level user, you can only retrieve students enrolled within your school. Click **Search** to continue. The search panel will automatically collapse, and your search results will appear below.
Slide 28	After you click **Search**, you'll see a message asking whether you would like to view the results of your search, export the list of students to your inbox, or modify your search criteria and try again. If you choose to export the results to your inbox, you will receive an email when the file is ready for you to download. When you click **View Results**, TIDE will display all the students satisfying the search criteria. You can edit a student's information, including test settings and accommodations, by clicking the green pencil icon. Print or export student information or delete students from TIDE by selecting the desired students and clicking the **Print**, **Export**, or **Delete** button above the search results. To export the retrieved results to the *Inbox*, click **Export to Inbox** 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 *Inbox*. To make the search form re-appear and search for additional students, click the plus sign in the **Search Students** panel, which appears as a blue bar.

Slide 29	A student can also be moved to a different school as long as you are associated with multiple schools. This task can be performed by district-level users only. On the *Search Students* results page, select the student and click the **Move to Other School** button. A pop-up page will appear. From the *District* drop-down list (if available), select the district to which you want to move the student. From the *School* drop-down list, select the school to which you want to move the student. Click **Yes**. After TIDE moves the student, an affirmation message appears. Please note, this button should only be used to **move students**; it should not be used to delete them from your district/school. This year, a student should <u>no</u> longer be moved via an Upload Students file. If a user attempts to move the student this way, the student will automatically be dual-enrolled. In which case, the student will need to be DELETED from their old school using the *Delete Student* field in the Upload Students file since that was not the intended action.
Slide 30	TIDE maintains student test settings and accommodations, such as font size and text-to-speech. The **Test Settings and Tools** task menu allows you to view, edit, or upload test settings and tools. Test Settings and Tools can be added in the same two ways as Users or Students: via individual edits or through a mass file upload. The upload file template is available in Excel or CSV formats. No changes have been made to the *Upload Students Settings* file this year. The search feature works similarly to the Users and Students search features. You can further refine your criteria by entering additional demographic information or test settings in the **Advanced Search** panel, if it is available. New this year, we have added the ability to filter by a student's Non-Embedded Accommodation. Test Settings and Tools can be printed, exported or deleted from the *Search Results* page.
Slide 31	The **Rosters** task menu allows you to add rosters; view, edit, or export rosters; and upload students from an external file. Once test scores are calculated, roster information is used to generate reports of how students in the roster performed as a group. Users should plan for rosters to appear in the Online Reporting System (ORS) within 24 hours of loading them into TIDE. You can manually create a roster on the **Add Roster** page. To add a new roster, select the district and school to which the roster belongs. In the **Test Settings and Tools** panel, refine the list of available students by selecting additional criteria from the drop-down lists and checkboxes. Then click **Search**.

Slide 32	In the *Search for Students to Add to the Roster panel*, the students in the left column are available to be added to the roster, and students in the right column are currently in the roster. First, enter a name for the roster and select the teacher who should be associated with the roster. From the *Students to display* field, select the students you wish to view in the Available Students list. TIDE will provide an option to view your **current students**. This means TIDE will match your search criteria with students currently associated with the school. To add a single student to the roster, click the green plus sign next to a student in the left column. You can add multiple students to the roster by marking checkboxes next to the students you want to add, and then clicking **Add Selected**. Add all available students to the roster by clicking **Add All**. To remove a single student from the roster, click the orange X next to a student in the right column. You can remove multiple students from the roster by marking checkboxes next to the students you want to remove, and then clicking **Remove Selected**. Remove all students from the roster by clicking **Remove All**.
Slide 33	A second way to add new rosters into TIDE is to use the **Upload Rosters** page to compose an upload file in Excel or CSV format and then upload that file. This task is performed by following the same steps used to upload new users and students: download a template file, enter information into the template, save, and click the **Browse** button to locate the file and upload it in to TIDE. The **View/Edit Rosters** page includes a form for setting selection criteria to retrieve rosters. In this example, the district, school criteria, and roster type are required. <u>Please be aware ID only offers *User Defined* rosters</u>. Click **Search** to display a list of rosters matching your criteria. Print or delete rosters from TIDE by selecting the desired rosters and clicking the **Print** or **Delete** button above the search results. Click the pencil icon next to a roster to view or edit its details. The **Edit Roster** form will appear. This form is similar to the form used to add rosters, and you may edit the roster name, teacher name, and students in the roster in the same way that you would for a new roster.

Slide 34	Using the **Print Testing Tickets** feature allows users to print a hard-copy form from either a student list or a roster list that includes a student's name as it must appear when the student logs in to test. TIDE generates the test tickets as PDF files that you download. After searching for students from the Student list, TIDE will display all the students satisfying the search criteria. You can mark the checkboxes for the specific students you want to print or mark the checkbox at the top of the table for all students listed on the page to print test tickets for all retrieved students. Using similar steps, test tickets can be printed using the **Print from Roster List** page as well. Click the **Print** button above the search results and select either **My Selected Test Tickets** or **All Test Tickets.** A layout model appears for selecting the printed layout.
Slide 35	As students prepare to start testing, you can print all the associated test tickets. Whether you select to print test tickets from a student list or a roster list, a new browser window will open displaying a layout for selecting the printed layout. Click on the layout you require and then click **Print**. Your browser downloads the generated PDF.
Slide 36	Users may also print the test settings associated with each student who is ready to start testing. When users print the test settings associated with their students, they will see a list of any accommodations that were specifically selected in TIDE. The list will not include default test settings or universal tools. A new column labeled, "Student ID" has been added, which displays the student's EDUID. This new *Student ID* column will be available on the Test Settings print-out by February 13, 2018.
Slide 37	The **Secure Test Materials** features stores any secure documentation on a user role basis. This means that only certain users will have access to specific materials. For example, this year the Alternate Assessment (ID-AA) Directions for Test Administration (DTAs) will be available prior to the spring ID-AA test window and accessed only by SCs, TEs, and TAs.

Slide 38	In the Administering Tests section of the TIDE dashboard, the **Test Improprieties** task menu allows district- or school level users only to create new test improprieties. All users in TIDE can view any created test impropriety. In the normal flow of a test opportunity, a student takes the test in the Test Delivery System and then submits it. Next, the Test Delivery System forwards the test for scoring, and the Online Reporting System reports the test scores. Test Improprieties are a way of interrupting this normal flow. Reasons for Test Improprieties can vary. For example, a student may need to have their test reset if test settings are not in place at the start of the testing session. Or a district- or school level users may need to invalidate a test because of a hardware malfunction. To create a test impropriety: ▪ From the **Test Improprieties** task menu, select the **Create Test Improprieties** page ▪ Select a **Request Type** ▪ From the **Search Student By** drop-down, enter search criteria. District- or school level users can search by: result ID, session ID, and EDUID ▪ Click **Search** ▪ Mark the checkbox for each result for which you want to create a test impropriety, and then click **Create** ▪ This year, District- and School-level users will need to enter a reason for the request from the drop-down that pops up after they click **Create**. While not required, users will need to make sure more specific details are entered in the “Additional Comments” box regarding their submission for faster review and processing. ▪ Click **Submit**
Slide 39	If you have many test improprieties to create, it may be easier to perform those transactions via a file upload. To submit a test improprieties upload file: ▪ From the **Test Improprieties** task menu, select the **Upload Test Improprieties** page. ▪ Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template** ▪ Open the file in a spreadsheet application and add a row for each test impropriety you want to add. Save the file on your computer ▪ In the ***Upload Test Impropriety*** page, click **Browse**, and navigate to the upload file you created ▪ Click **Upload File**. TIDE displays a preview of the uploaded file. Use this preview to verify you uploaded the correct file.

Slide 40	To view the status of a test impropriety that was created manually or via an upload file: ▪ From the **Test Improprieties** task menu, select the **View Test Improprieties** page. ▪ Retrieve the test improprieties you want to view by selecting the **Request Type**, **Request Status**, and **Additional Search Criteria** ▪ Click **Search** As a reminder, AIR and SDE will conduct a webinar on February 15 dedicated to Test Improprieties. Make sure to sign up to this webinar via SDE's state portal to learn more about this feature.
Slide 41	The tasks available in the **Monitoring Test Progress** task menu allow you to generate and/or export various reports that provide information about a test administration's progress. Several types of participation reports are available: ▪ The **Plan and Manage Testing Report** details all of a student's test opportunities and the status of those test opportunities. ▪ The **Test Completion Rates Report** summarizes the number and percentage of students who have started or completed a test. ▪ And the **Test Status Code Report** displays all the non-participation codes for a test administration. As mentioned before, Plan and Manage Testing reports detail all of a student's test opportunities and the status of each test opportunity. Because the report lists testing opportunities, a student can appear more than once on the report. To generate or export a report from the **Plan and Manage Testing** page, first go to the **Step 1: Choose What** panel and select a test category and a test administration. Optionally, you may also choose a test name, enrolled grade, or filter by a specific test accommodation or demographic to filter this report. If you select a test accommodation or demographic, a *Values* field is displayed. Select the required filter criteria from the available options. Next, in the **Step 2: Choose Who** panel, select a district and school, if applicable. This year, users will be able to select **All** from the *School* drop-down to view a report containing all schools in your selected district. If a single school is selected, you may choose a teacher from the **Teacher** drop-down list. Finally, in the **Step 3: Get Specific** panel, choose one of the three available options as desired and select parameters for that option. We will discuss this step in more detail on the next slide. Click **Generate Report** to view your Plan and Manage Testing report, or click **Export Report** to open the report in Excel. Clicking **Generate Report** will display the report and collapse the **Report Criteria** panel. Because not all columns can fit on the screen at once, you may need to click the blue arrow on the right side of the screen to scroll right and display more information.

Slide 42	This slide illustrates specific participation data users may obtain when using the options available in the **Step 3: Get Specific** panel. To find students who have not yet tested, select the first radio button and search for students who have completed their first opportunity in the selected administration. To find students whose current opportunity will expire {in/between} {number/range} days, select the second radio button. To find students who have paused tests, select the third radio button and search for students on their first opportunity in the selected administration with a status of paused. To find out if all students in a test session submitted their tests, select the fourth radio button and search for students by test session ID between the dates when the test session took place.
Slide 43	The Test Completion Rates report summarizes the number and percentage of students who have started or completed a test. To export a report from the **Test Completion Rates** page, choose whether to export a district or school report from the **Report** drop-down list. Select a district and school from the corresponding drop-down lists, if available. If desired, select a test name. To open the report in Excel, click **Export Report**.
Slide 44	If students do not start or complete tests to which they are assigned, district-level users can assign non-participation codes to those tests indicating why students did not start or complete the test. The Test Status Code report displays all the non-participation codes for a test administration. To generate a report from the **Test Status Code Report** page, select the current test and administration from the drop-down lists. To view the report on the page, click **Generate Report**. The report will appear below the **Report Criteria** panel. To open the report in Excel, click **Export Report**.

Slide 45	As noted on the previous slide, there are circumstances in which a student did not participate in an expected test or participated in a test but in a non-standard way. Examples could include a student being absent for the entire test window, a parent opt-out, or student withdrawal. In such instances, you need to assign a non-participation (special) code to the student's test. In the **After Testing** section of TIDE, the **Data Cleanup** task menu is the location where district- and school-level users enter these non-participation (special) codes. Please be aware any tasks related to non-participation (special) codes will not be available until the spring 2018 test administrations.
Slide 46	To view or edit a student's non-participation codes from the **Non-Participation Codes** page, select a district and school from the drop-down lists, if available. You may enter a student's first or last name, EDUID, or grade if desired. You can further refine your criteria by entering additional demographic information or test settings in the **Additional Search** panel. Click **Search** to retrieve a list of students matching your selected criteria. Click the pencil icon for the student whose non-participation codes you want to edit. When you click the green pencil icon, a pop-up window will appear, listing the student's demographic information in the **Student Information** panel and the student's available tests and non-participation codes in the **Non-Participation Codes** panel. From the drop-down lists, select the non-participation code for each available test, as required, and click **Save**.
Slide 47	No notes available on this slide.
Slide 48	No notes available on this slide.