ELPA21
English Language Proficiency Assessment
for the 21st Century

Test Information Distribution Engine User Guide

2023-2024

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Cambium Assessment

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Introduction to TIDE

This user guide provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access CAI systems and students who will take CAI tests. 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 TDS. Rosters must be added in TIDE so Reporting can display scores at the roster, school, district, and state level. During testing, TIDE users can print test tickets, manage appeals, and monitor test progress. After testing, TIDE users can clean up data and enter non-participation codes.

Figure 1. TIDE Dashboard
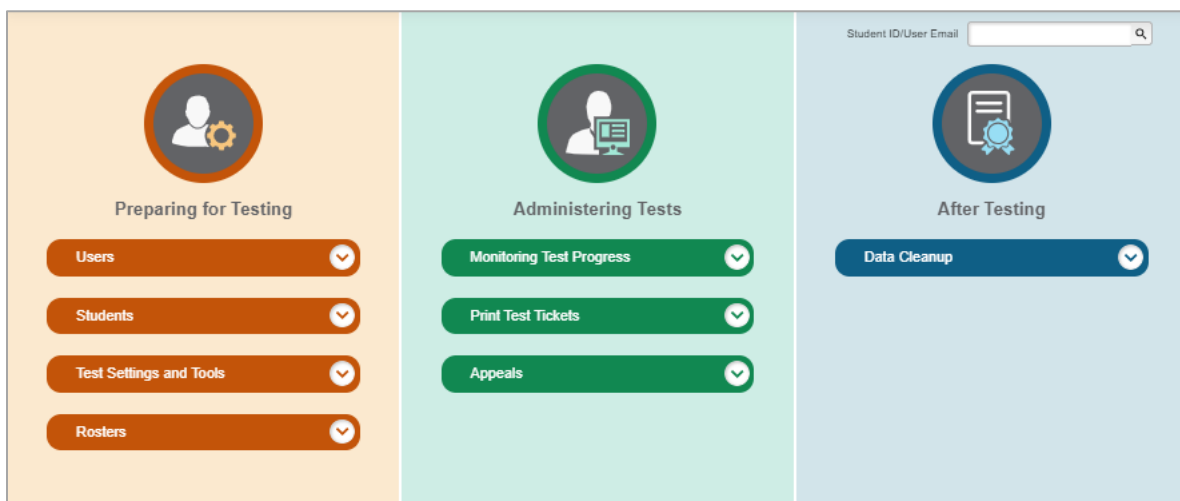
You can use TIDE to perform the following tasks:

- You can add new **users** or modify 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.

- You can add new **students** or modify 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.

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

- You can print hard-copy **test tickets** that include a student's name and SSID so the student can log in to a test.

- You can add new appeal requests or modify existing appeal requests if a test must be retaken.

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

- You can provide reasons why students did not take a test.

TIDE divides tasks by user role. Users with higher roles will have access to more tasks in TIDE than users with lower roles. District-level users have access to the most tasks, followed by school-level users, teachers, and test administrators. The structure of this guide is based on user role. It includes the following sections:

- **How to Activate Your Account and Log in to TIDE**

- **How District-Level Users Perform Tasks in TIDE**

- **How School-Level Users Perform Tasks in TIDE**

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

There is also an Appendix with additional information and instructions.

Three Things All TIDE Users Must Know How To Do

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 Reporting 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 it's basically the same no matter 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 Appeal Requests:

- You can **add** new records one at a time.

- You can **view or modify** existing records one at a time.

- You can **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**.

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

Figure 2. Add Users Page

Figure 3. Add Students Page

Figure 4. 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 a record's information changes after you've added the record to TIDE, you must edit the record 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**. 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 5. View/Edit/Export Students 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 the 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 6. 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 7. View/Edit/Export Students Page with Search Results
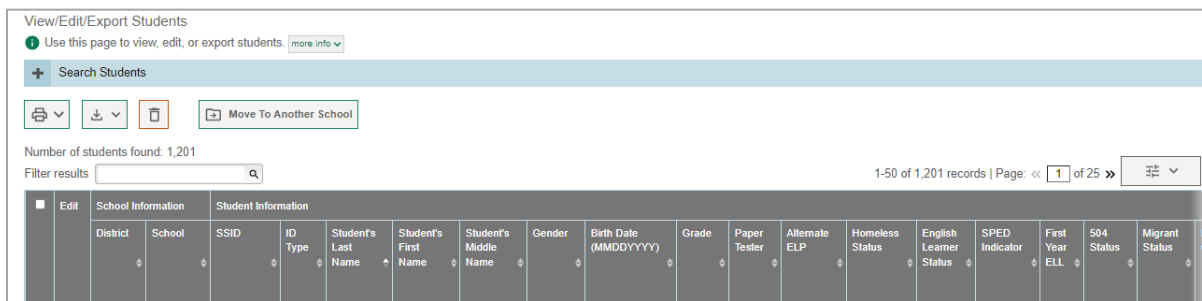
How to add or modify multiple records at once

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 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'd like to upload records, and select **Upload**. An upload screen will appear where you can download a template file.

Figure 8. Upload Rosters Page
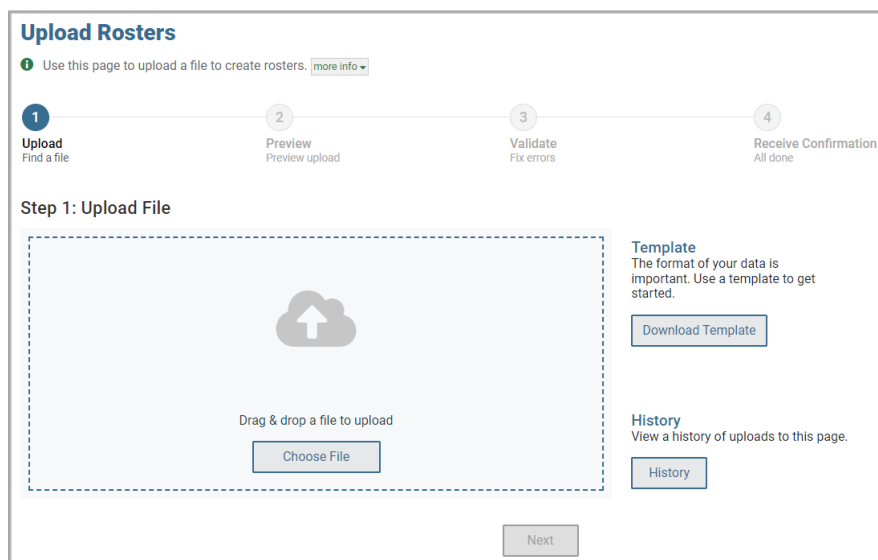
2. Once you've downloaded and filled out the template file, return to the upload screen, select **Choose File** or drag and drop the file, then upload it to TIDE. Select **Next**. The upload preview screen appears.

Figure 9. Upload Rosters Preview Page

3. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears.

Figure 10. Upload Rosters Validation Page

4. If there are any issues with the file, the validation screen shows errors or warnings.

▪   To make edits to the file before proceeding, select **Upload Revised File** to restart the process.

▪   To view a list of issues with the file, select **Download Validation Report**.

- To continue with the upload despite errors or warnings, select **Continue with Upload**. The confirmation screen appears.

  ⚠ **Caution**: Records with warnings will be processed, but records with errors will not be processed. You'll need to edit the rows with errors and upload the records again.

Figure 11. Upload Rosters Confirmation Page
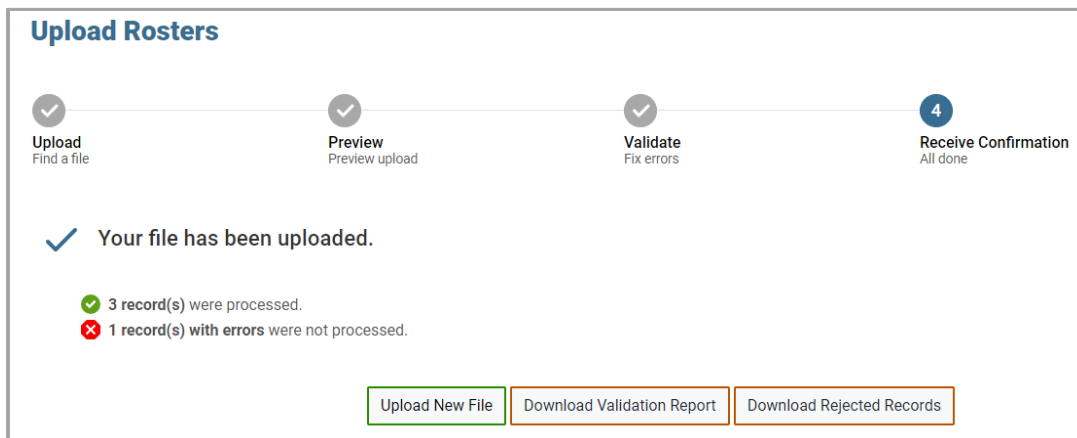
How to Activate Your Account & Log in to & out of TIDE

Your TIDE administrator creates your account, and then TIDE sends you 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 expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you need to request for a new link as described in the section "Password Information" 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.

How to activate your account

1. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 12).

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., %, #, or !).

3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see Figure 14) in the portal page.

Figure 12. 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 Louisiana Portal (http://la.portal.cambiumast.com).

2. Select your user role.

Figure 13. User Cards on Portal
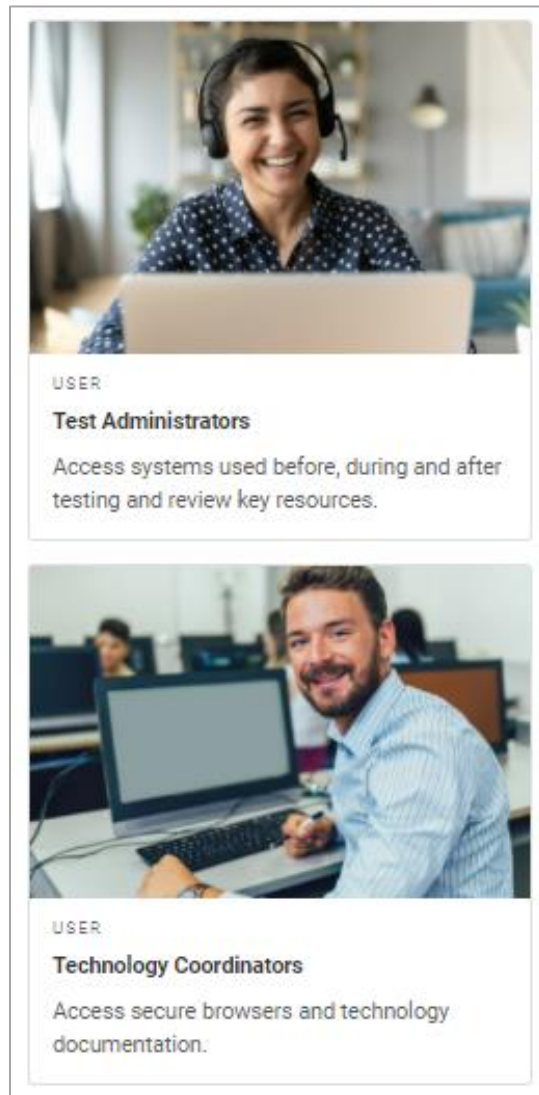
3. Select **TIDE** (see Figure 14). The *Login* page appears (see Figure 15).

Figure 14. TIDE Card
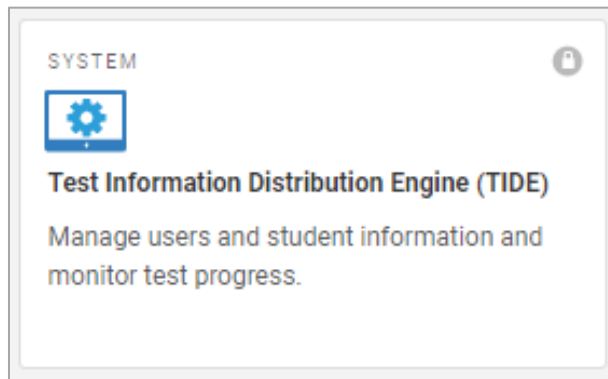
4. Select **Request a new one for this school year**. The ***Reset Your Password: Find Account*** page appears (see Figure 16).

Figure 15 Login Page
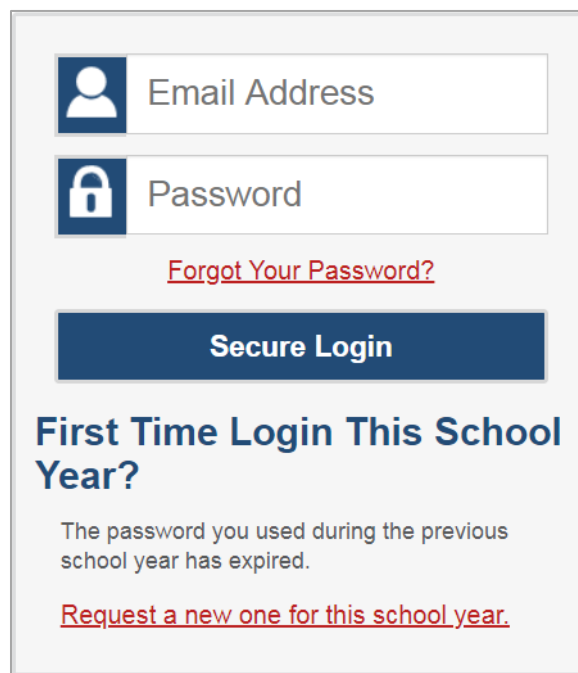
5. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password.

6. Select the link in the activation email. The ***Reset Your Password*** page appears (see Figure 12).

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., %, #, or !).

8. Select **Submit**.

Figure 16. Reset Your Password Page

During the reactivation process, you will be taken to the **Enter Code** (see Figure 17) 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 17. Enter Code Page

How to log in to TIDE

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

1. Navigate to the Louisiana Portal (http://la.portal.cambiumast.com).

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2. Select your user role (see Figure 13).

3. Select Test Information Distribution Engine (**TIDE)** (see Figure 14). The *Login* page appears (see Figure 15).

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

5. Select **Secure Login**.

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the *Enter Code* page appears (see Figure 17) and an email is sent to your address. This applies every time you access TIDE with a new browser. 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, client, 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 18), click on your name and select **Log Out** from the Account menu.

Figure 18. Log Out
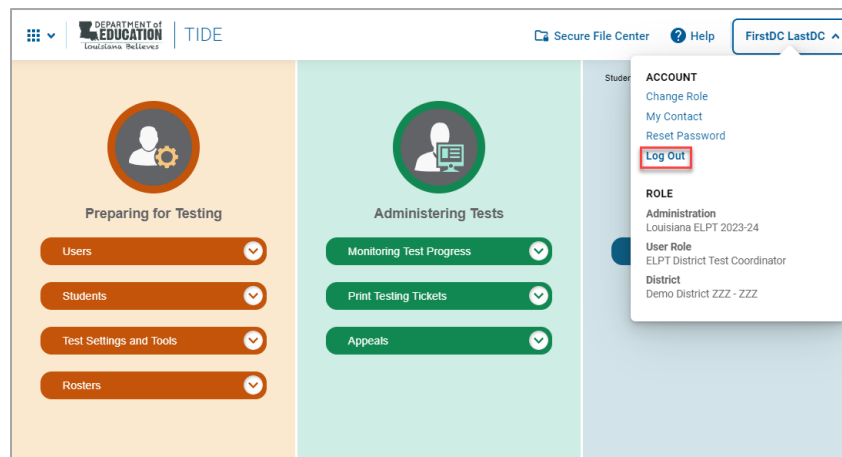
Logging out of TIDE logs you out of most Louisiana portal systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.

How District-level Users Perform 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.

How District-level Users Perform 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 Reporting can display scores at the classroom, school, district, and state levels.

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 don't 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 section "How to add records one at a time" in the Introduction.

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

Figure 19. Add Users Page
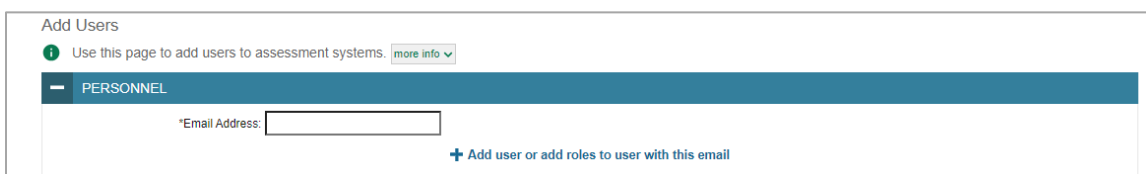
2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to use with this email**. Additional fields appear.

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

Figure 20. 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've 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 **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 section "How to modify existing records one at a time" 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 table "Fields in the View/Edit Users Page" 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 section "How to add or modify multiple records at once" in the Introduction.

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

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the User Upload File" 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 with permanent IDs 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 section "How to add records one at a time" in the Introduction.

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

1. From the **Students** task menu on the TIDE dashboard, select **Add Students**. The *Add Students* form appears (see Figure 21).

2. In the *Demographics* panel, enter the student's demographic information, using the table "Fields in the Demographics Panel" in the appendix as a reference.

Figure 21. Detail of Add Students Form

3. In the available student test settings and tools panels (see Figure 22), enter the student's settings for each test, using the table "Fields in the Test Settings and Tools Panels" in the appendix as a reference. The test settings are grouped to indicate if an option is an accommodation or a designated support. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

Figure 22. Sample Student Settings and Tools Panel

4. Select **Save**.

- To cancel the action, select **Cancel**. The pop-up window closes and the *Add Students* page appears.

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

You can view and edit detailed information about a student's record. You can also view a student's test participation report, and rosters to which students are active, if available.

1. From the **Students** 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 section "How to modify existing records one at a time" in the Introduction.

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

Figure 23. View/Edit/Export Students 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 *Demographics* panel, modify the student's demographic information, using the table "Fields in the Demographics Panel" in the appendix as a reference.

- In the available test settings and tools panels, modify the student's test settings, using the table "Fields in the Test Settings and Tools Panels" in the appendix as a reference. The test settings are grouped to indicate if an option is an accommodation or a designated support. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

7. Select **Save**.

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

How district-level users view a history of changes to a student's account

The View Student History feature provides detailed information on updates made to a student's account by both TIDE users and automated processes. The information includes active and inactive statuses for the changes and the user's name or process that initiated the change.

You can view a history of:

- Recent Changes

- Student Information and Test Settings

- Enrollment and Rosters

- Test Eligibility

Each user role can only access the same information in the history as the user role has access to in the student information screens. The history is limited to displaying changes from August 2, 2023 to the present. All times shown are displayed in US Eastern Time (ET).

Note: When a student is deleted, you won't have access to the View Student History feature for that student because inactive students do not display in TIDE.

To access a student's history:

1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The *View/Edit/Export Students* page appears (Figure 23).

2. Retrieve the individual student account you want to view by following the procedure in the section "How to modify existing records one at a time" in the Introduction.

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

4. From the top of the page, select the **View History** button.

5. Review the **Recent Changes** for an overview of all changes or select another tab to view only those changes.

6. *Optional:* Use the filters and search options to limit the information shown in the history.

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 section "How to add or modify multiple records at once" in the Introduction.

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

Figure 24. Upload Students Page
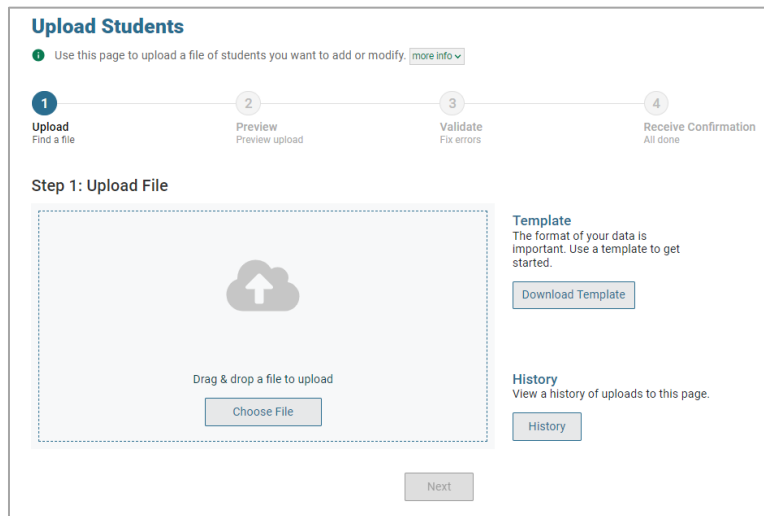
2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the Student Upload File" in the appendix as a reference, fill out the Student template and upload it to TIDE.

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 section "How district-level users modify existing student records one at a time."

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.

1. Do one of the following:

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

   ▪ Select ◄ in the floating Actions toolbar.

2. 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.

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

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

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

How district-level users specify student accommodations and test tools

A student's test settings include the available accommodations, such as exempted domains or permissive mode. Test tools or designated supports specify the tools a student can use during a test, such as color choices or masking. This section explains how to edit student test settings and tools via an online form or a file upload.

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **View/Edit/Export Test Settings and Tools**. The *View/Edit/Export Test Settings and Tools* page appears.

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

3. In the list of retrieved students, select ✏ for the student whose test settings and tools you want to edit. The *View/Edit Students: [Student's Name]* form appears.

4. For information about how to use this form, see the section "How district-level users modify existing student accounts one at a time".

How district-level users upload student accommodations and test tools

If you have many students for whom you need to apply test settings, 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 **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Test Settings and Tools**. The *Upload Test Settings and Tools* page appears.

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the table "

3. Columns in the Test Settings Upload File" in the appendix as a reference, fill out the Test Settings template and upload it to TIDE.

How district-level users view student 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.

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The *Frequency Distribution Report* page appears (see Figure 25).

Figure 25. Frequency Distribution Report Page

2. In the *Filters for Report* panel, select the report filters:

   a. From the **District** drop-down list (if available), select a district. To view a report for all districts, select **All Districts**.

   b. From the **School** drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.

   c. *Optional:* Select a specific grade or retain the default for all grades.

   d. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.

3. Select **Generate Report**. TIDE displays the selected FDRs in grid format (see Figure 26).

4. Do one of the following:

   ▪ To display the FDRs in tabular format, select **Grid**.

   ▪ To display the FDRs in graphical format, select **Graph**.

   ▪ To display the FDRs in both tabular and graphical format, select **Grid & Graph**.

   ▪ To download a PDF file of the FDRs, select 🖨, and then select **Print** on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of **Grid**, **Graph**, or **Grid & Graph**.

   ▪ To export to Excel, select ⬇, and in the affirmation dialog box select **OK**.

How District-level Users Perform Tasks in TIDE

Figure 26. Frequency Distribution Reports by Grade and Gender
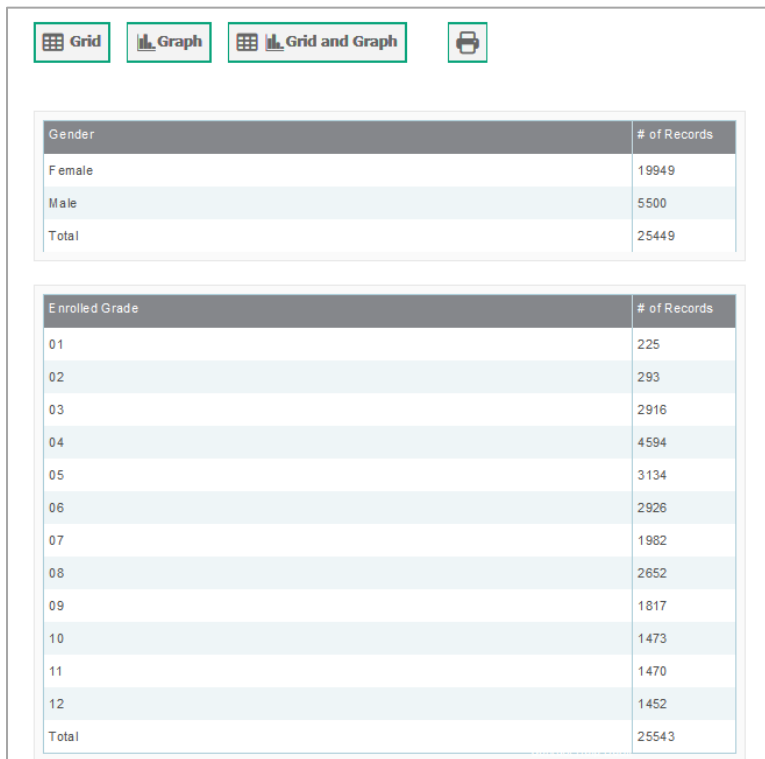
How district-level users print PreID labels from student lists

A PreID label (see Figure 27) is a label that you affix to a student's testing materials, such as an answer booklet.

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 27. Sample PreID Label
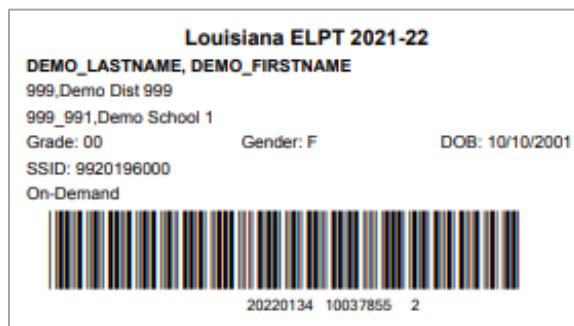
Louisiana ELPT 2021-22
DEMO_LASTNAME, DEMO_FIRSTNAME
999,Demo Dist 999
999_991,Demo School 1
Grade: 00   Gender: F   DOB: 10/10/2001
SSID: 9920196000
On-Demand

20220134 10037855 2

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

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

3. 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. Select 🖶, and then click **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 28).

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.

8. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

Figure 28. Layout Model for PreID Labels

How District-level Users Manage Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms or individual class periods. Rosters can also be created for special courses or to groups of students who need extra support. You can also use rosters to print test tickets containing students' login information.

The rosters you create in TIDE are also available in the Reporting System. Reporting can aggregate test scores at these roster levels.

Since teachers are responsible for the growth and development of students' skill-sets, it is important for a teacher to be able to analyze their students' performance data and adjust their teaching strategies accordingly. For teachers to view this information, the students must be included in a roster associated with each teacher. Hence, rosters need to be created for all teachers who are responsible for teaching.

When creating rosters, 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 available from Reporting.

- One or more rosters may need to be created depending on the subjects taught by a teacher.

- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. 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 Rosters**. The ***Add Rosters*** form appears.

2. Select a school. Click **Select**.

3. On the *Add Roster* form, add a roster name and select a teacher.

4. Decide how you want to add students:

   - **Quick Roster** tab (search adds students automatically, manually remove students to edit)

     - 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 or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.

   - **Student Search** tab (search finds students that you add and remove manually)

     - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select ➕ to add individuals or select **Add All** from the top of the grid.

   ⏩ **Tip**: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.

Figure 29. Add Roster Form

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

    ▪ **Show more information** drop-down: Select or clear additional columns under Available/Selected Students grids.

        ▪ **Note**: Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. You can still add these students to your roster. 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.

    ▪ 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.

After saving, rosters must be changed from the *Edit Rosters* screen.

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

You can modify certain rosters, if required. Louisiana uses user-defined rosters: These are rosters that you create through the **Add Rosters** page or the **Upload Rosters** 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:
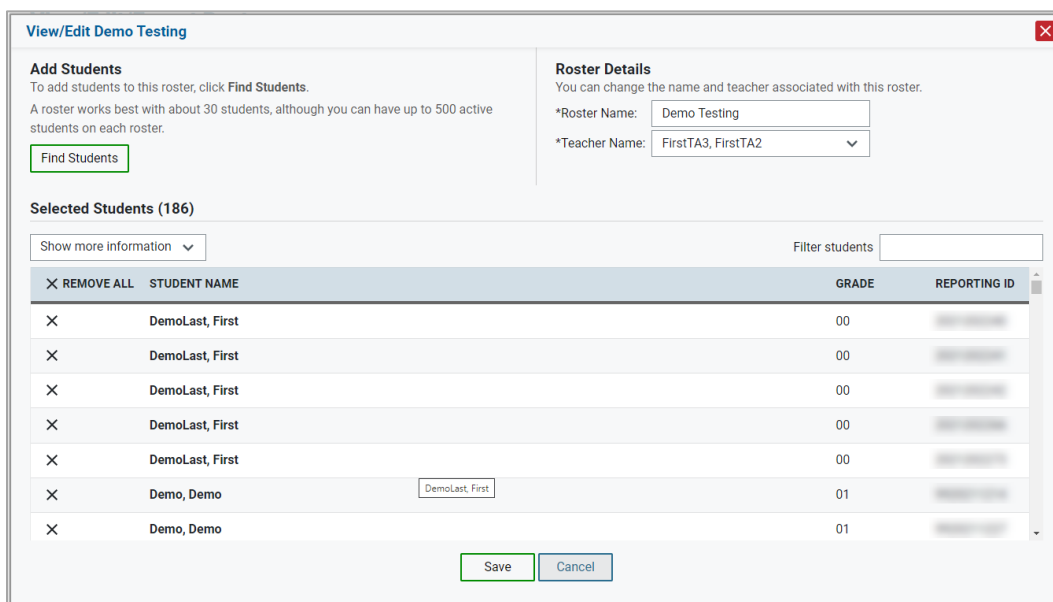
1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Rosters**. The *View/Edit/Export Rosters* page appears.

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

3. In the list of retrieved rosters, select for the roster whose details you want to view. The *View/Edit Roster* form appears. This form is similar to the form used to add students to rosters (see Figure 29). The *Selected Students* list displays students who are currently associated with the roster.

Figure 30. View/Edit Roster Form

4. To add students, select **Find Students**.

   ▪ Select the **Student Search** tab to add individual students manually.

   ▪ Select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster.

      ☐ **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.

5. To remove students, select next to individual students or select Remove All from the top of the grid.

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

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

    ⇨ **Tip**: 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/Export Rosters* page, including the teacher's email address.

How district-level users print PreID labels from roster lists

For information about PreID labels and instructions to print PreID labels from student lists, see the section "How district-level users print PreID labels from student lists."

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

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

3. Select the column headings to sort the retrieved rosters in the order you want the labels printed.

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

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

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

5. Select 🖨▾ , and then click **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 28).

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.

8. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

Your browser downloads the generated PDF.

How District-level Users Use TIDE during Test Administration

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 appeal 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 31. Sample Test Ticket

How district-level users print test tickets from student lists
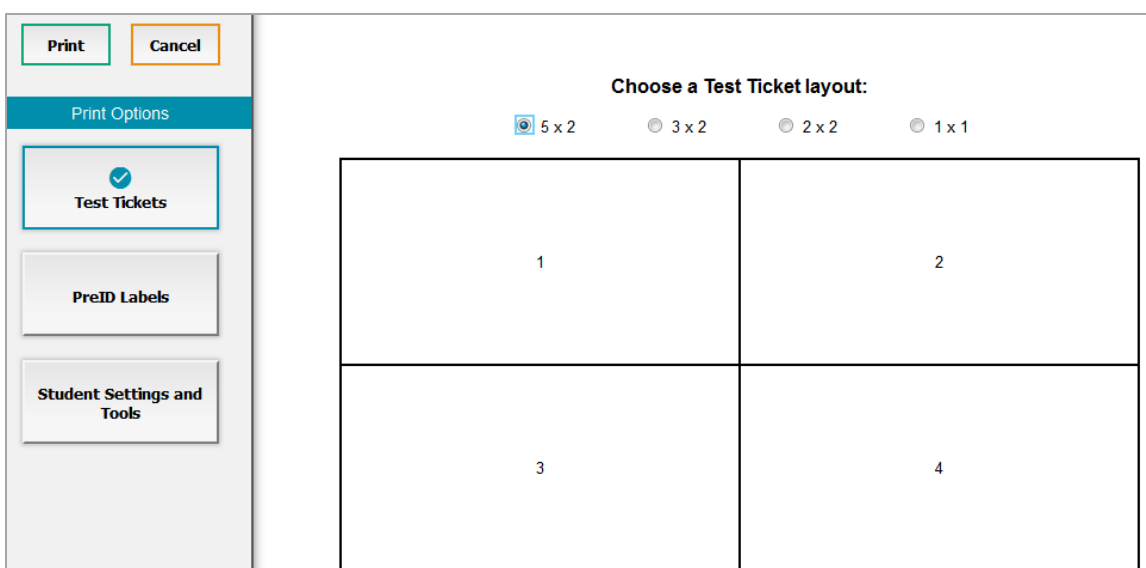
1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The *Print Test Tickets from Student List* page appears.

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

3. 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 ![print icon] and then select the appropriate action:

   - To print test tickets for selected students, click **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 32), 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 32. 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 *View/Edit Rosters* page appears.

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

3. 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 rosters, 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 32).

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 Appeal 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 in Reporting.

Appeal requests are a way of interrupting this normal flow. A student may want to retake a test or have another test opportunity. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety.

For a full list of appeal request types, see the table "List of Appeal Request Types" in the appendix.

For a list of appeal request statuses, see the table "List of Appeal Request Statuses" in the appendix.
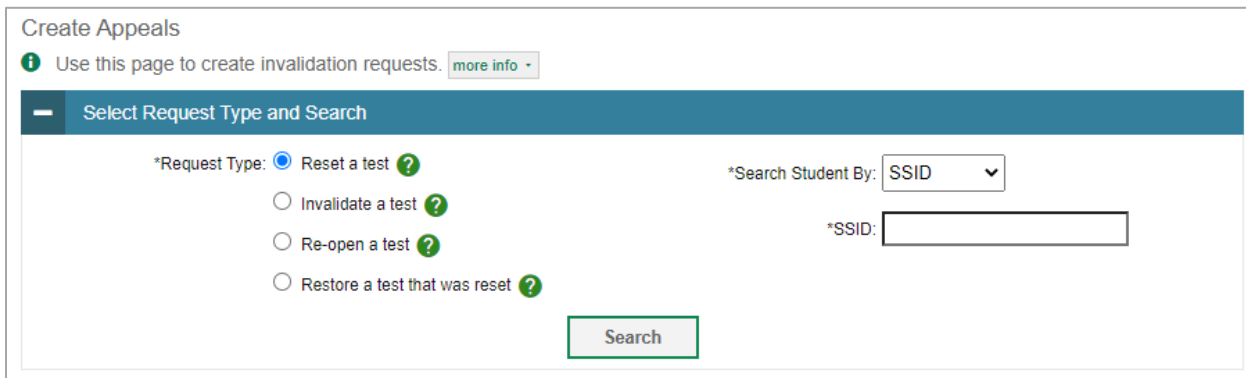
For a list of available appeal requests by test status, see the table "List of Appeal Requests by Test Status" in the appendix.

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

You can create an appeal request for a given test result.

1. Retrieve the result for which you want to create an appeal request by doing the following:

   a. From the **Appeal Requests** task menu on the TIDE dashboard, select **Create Appeal Requests**. The *Create Appeal Requests* page appears (see Figure 33).

   b. Select a request type.

   c. From the drop-down lists and in the text field, enter search criteria.

Figure 33. Create Appeal Requests Page

    d.   Select **Search**. TIDE displays the found results at the bottom of the ***Create Appeal Requests*** page (see Figure 34).

2.   Mark the checkbox for each result for which you want to create a test appeal, and then select **Create**.

Figure 34. Retrieved Test Results

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

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

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

You can view and export existing appeal requests.

1.   From the **Appeal Requests** task menu on the TIDE dashboard, select **View/Approve/Export Appeal Requests**. The ***View/Edit/Export Appeal Requests*** page appears (see Figure 35).

Figure 35. View/Edit/Export Appeal Requests Page

2. Retrieve the appeal requests you want to view by filling out the search criteria and selecting **Search**. Figure 36 shows retrieved appeal requests.

Figure 36. Retrieved Appeal Requests

3. *Optional:* Review the initiator's reason for the appeal request by selecting 🔳 in the Status column.

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

If you have many appeal 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 **Appeal Requests** task menu on the TIDE dashboard, select **Upload Appeal Requests**. The *Upload Appeal Requests* page appears.

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

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:

- Plan and Manage Testing Report: Details a student's test opportunities and the status of those test opportunities. You can generate this report from the *Plan and Manage Testing* page or the *Participation Report by SSID* page.

- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.

- Test Status Code Report: Displays all the non-participation codes for a test administration.

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

TIDE includes a Plan and Manage Testing report that details all of a student's test opportunities and the status of those test opportunities.

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 **Plan and Manage Testing**. The *Plan and Manage Testing* page appears (see [Figure 37](#)).

2. In the *Search 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. When you select a person from the **Teacher** 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 plan and manage testing reports shows the test attempts of the students included in the roster.

   If you do not select any person from the Teacher 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 Plan and Manage Testing 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 *Student's Last Name* field, enter a student's last name.

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

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

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

How District-level Users Perform Tasks in TIDE

Figure 37. Plan and Manage Testing Page

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 an administration.

   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} the {1st/Any} opportunity in the selected administration.

       - Search for students who have not started the 1st/Any opportunity will return results for students who have not started their first opportunity on the selected test.

       - The report for untested students is limited to 100,000 records.

   ▪ Students whose current opportunity will expire {in/between} {number/range} days.

       - If you select "in", you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.

       - If you select "between", you may enter two numbers in the displayed text boxes to signify a range of days (such as 1-3).

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- Students on their {1st/Any} opportunity in the selected administration and have a status of {student test status}.

- Students whose most recent {Session ID/TA Name} was {Optional Session ID/TA Name} between {start date} and {end date}.

    - If no TA or Session ID is specified, date range cannot exceed 15 days.

- Search student(s) by {SSID/Name}: {SSID/Student Name}

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 to Secure File Center**.

- 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 38. Plan and Manage Testing Report

Name	District Name	School Name	SSID	Enrolled Grade	Test	Current ELL	Language	Opportunity	TA Name	Session ID	Status
LastName, FirstName_DEI	Demo Dist 999	Demo School 1	1212121228	KG	Kindergarten ELPS DEI	Y	ENU	1	School, TA	UAT-6C65-2	reported
Demo, Test	Demo Dist 999	Demo School 1	1600000091	00	Future Kindergarten ELPS Braille DEI	N	ENU-Braille	1	DemoLast1, DemoFirst1	UAT-ED5A-2	reported

Number of students found: 35
Enter search terms to filter search results

For descriptions of the columns in this report, see the table "Columns in the Plan and Manage Testing Report" in the appendix.

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

You can also generate participation reports for specific students by SSID. This section describes how to generate participation reports for one or more students using students' SSIDs.

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 Search by SSID. The *Participation Search by SSID* page appears (see Figure 39).

2. Do one of the following:

- To enter students' SSIDs, select Search by SSID(s). Next, enter one or more SSIDs, separated by commas, in the Student IDs field. You can enter up to 1,000 SSIDs.

Figure 39. Participation Search by SSID Page
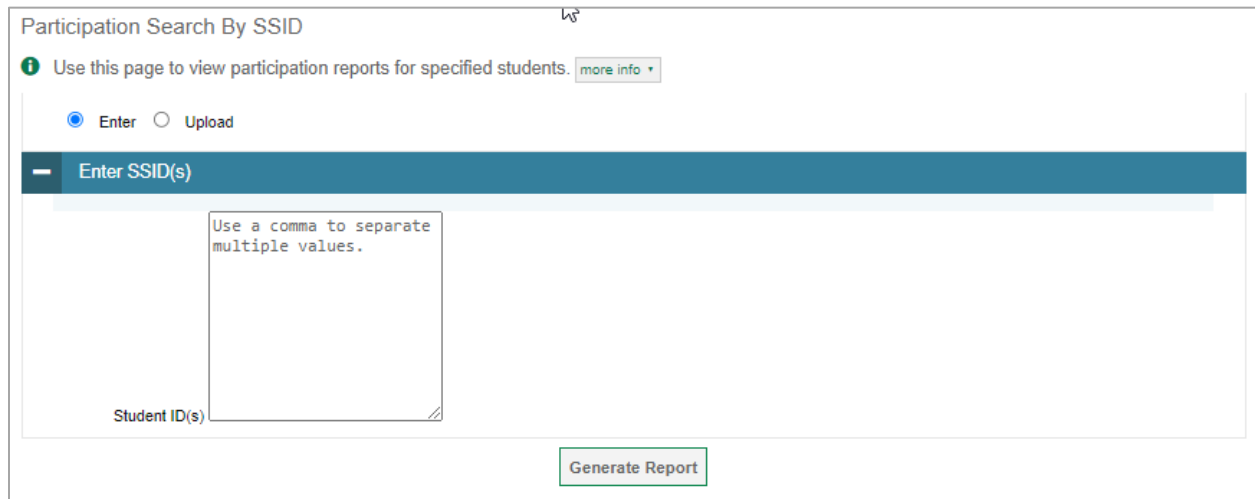
- To upload SSIDs, select Upload SSID. Next, select Browse and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column. You can upload up to 1,000 SSIDs.

3. Select **Generate Report**. The Participation Report by SSID appears.

For descriptions of the columns in this report, see the table "Columns in the Plan and Manage Testing Report" in the appendix.

How district-level users view report of test completion rates

The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test.

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

2. In the *Report Criteria* panel (see Figure 40), select the parameters for which tests to include in your report.

Figure 40. Test Completion Rates Page: Report Criteria
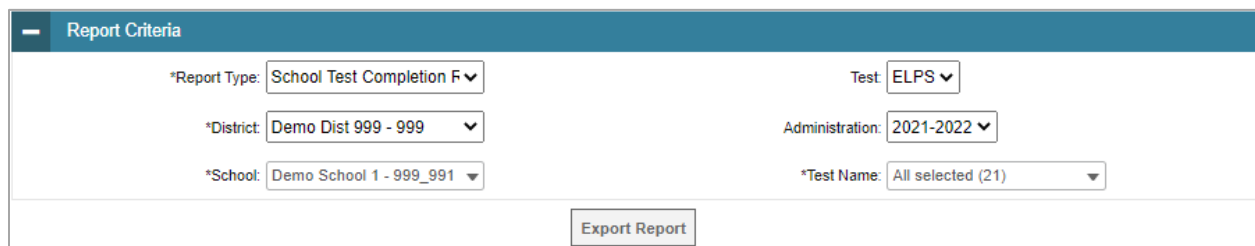
3. *Optional*: Select a different report output under *Additional Options* to view more granular participation and completion information.

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.

c. To display overall test completion progress across ALL component tests in a given scoring combo and the total for the combo, select **Show By Scoring Combo**.

Showing results by scoring combo allows you to track test completion progress across ALL component tests in a scoring combo. These tests are administered as separate tests (parts) and then the scores are combined into one score on the combo. For example, Chemistry Part 1 is a component test and Chemistry Part 2 is another component test of the Chemistry Scoring Combo. Completion progress is shown per component test and for the combo. When this option is selected, only component tests associated with a scoring combo are returned in the report; standalone tests that are not combined with any other test for scoring are not included in the report.

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 41 displays a sample Test Completion Rate report.

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

Figure 41. Test Completion Rate Report

Date	Test	Administration	Test Name	District Name	District ID	School Name	School ID	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
7/7/2021 1:00:00 AM	ELPS	2021-2022	Future Kindergarten ELPS	Demo Dist 999	999	Demo School 1	999_991	1	85	0	0	0.00%	0.00%
7/7/2021 1:00:00 AM	ELPS	2021-2022	Future Kindergarten ELPS Braille DEI	Demo Dist 999	999	Demo School 1	999_991	1	19	2	2	10.53%	10.53%
7/7/2021 1:00:00 AM	ELPS	2021-2022	Future Kindergarten ELPS DEI	Demo Dist 999	999	Demo School 1	999_991	1	37	0	0	0.00%	0.00%

How district-level users view report of test status codes

If students do not start or complete tests to which they are assigned, school officials assign special codes to those tests. The Test Status Code report displays all the non-participation codes for a test administration.

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

2. In the *Report Criteria* panel (see Figure 42), select search criteria for the test and administration.

Figure 42. 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 and special codes (see Figure 43).

Figure 43. Test Status Code Report

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

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

How district-level users view test session status reports

District-level users can view status reports of active and inactive test sessions happening in their district for the current day. These reports show how many students in each school are testing and how many have started, paused, and completed their test.

District-level users can also view school-level test session status reports for each school in their district. These reports show each active and inactive session ID for a school, along with information like proctor name, test name, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.

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

Figure 44. Test Session Status Report Page

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

3. From the **School** drop-down list, select an individual school to view a detailed report for that school or select multiple schools to view a summary report for the schools you select. To view a summary report for all schools in your district, select **All Schools**.

4. Select **Generate Report**. If you selected an individual school in step 3, skip step 5.

5. If you selected multiple schools in step 3, a summary report page appears. For a description of the columns in this report, see the table "Columns in the Summary Session Report Page" in the appendix.

Figure 45. Test Session Status Report

6. Select a school from the summary report page to view a detailed report for that school. If you selected an individual school in step 3, a detailed report will appear after you complete step 4. For a description of the columns in this report, see the table "Columns in the Detailed Session Report Page" in the appendix.

Figure 46. Detailed Test Session Status Report

7. *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.

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

How District-level Users Use TIDE after Testing

After testing, district-level users can perform data cleanup in TIDE:

How District-level Users Perform Data Cleanup

All students who are entered in TIDE and did not take the ELPT or ELPT Connect must have a code assigned for each summative test explaining why they did not take the test by the end of the test window. Reason Not Tested codes do not need to be entered for the ELPS.

How district-level users view or edit non-participation codes

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 include a student inadvertently taking an incorrect test, a parent opt-out, or the student not receiving appropriate instruction prior to the test. In such instances, you need to assign a special code to the student's test so that Reporting can accurately explain the non-participation.

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The ***Non-Participation Codes*** page appears (see Figure 47).

2. Retrieve the student whose non-participation codes you want to view or edit by filling out the search criteria and selecting **Search**.

Figure 47. Non-Participation Codes Page: Search Students Panel

3. In the list of retrieved students, select for the student whose non-participation codes you want to edit. The **Edit Non-Participation Codes** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel (see Figure 48).

Figure 48. Edit Non-Participation Codes Form

4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a list of special codes and their descriptions, see the table "Special Codes and Their Descriptions" in the appendix.

5. Select **Save**.

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. **Discrepancies Resolution task does not apply to the ELPS.**

How district-level users resolve student-not-found discrepancies

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:

- SSID is missing from the answer document.

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

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

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 **Discrepancies Resolution**. The *Discrepancies Resolution* page (see Figure 49) appears.

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

3. *Optional*: To view the answer document for a retrieved discrepancy, select the PDF file in the View column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.

Figure 49. Discrepancies Resolution Page

4. Select ⚒ for the student-not-found discrepancy you want to resolve. The **Resolve Discrepancy: Student Not Found** window appears (see Figure 50).

Figure 50. Resolve Discrepancy: Student Not Found Window

5. 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 51).

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

7. Select **Search**.

Figure 51. Search for Students to Associate Panel
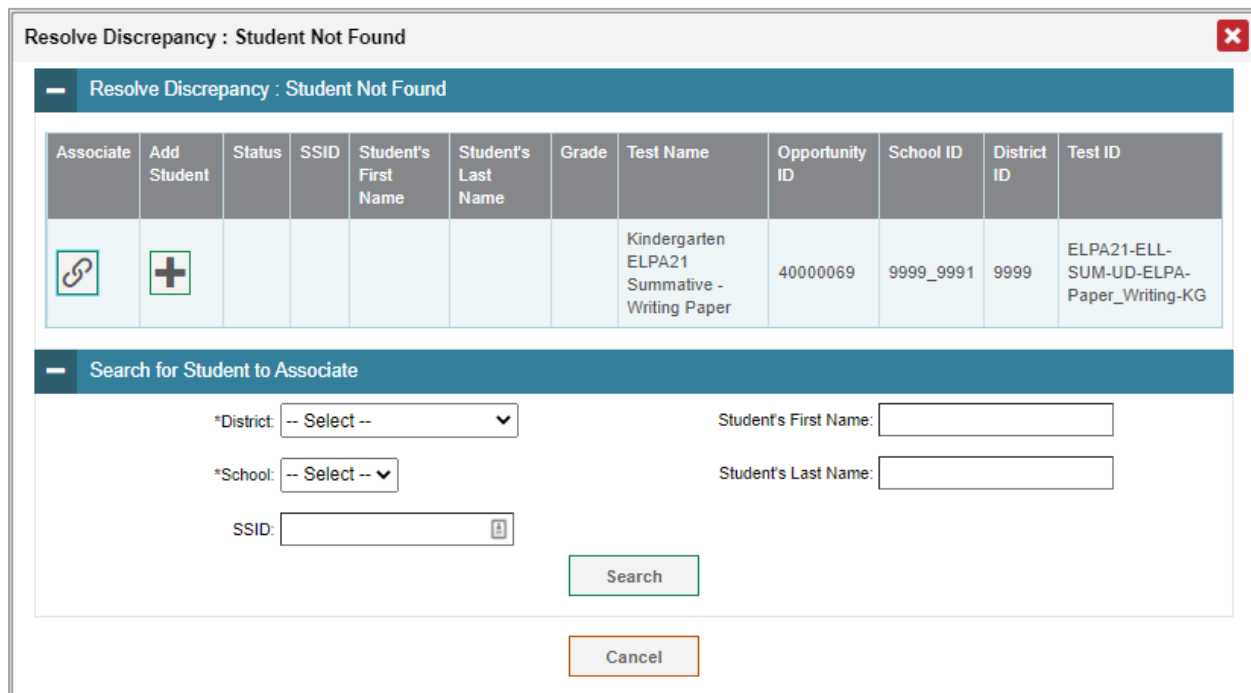
8. In the list of retrieved students, select 🔗 for the student with whom you want to associate the test.

Figure 52. Search Results
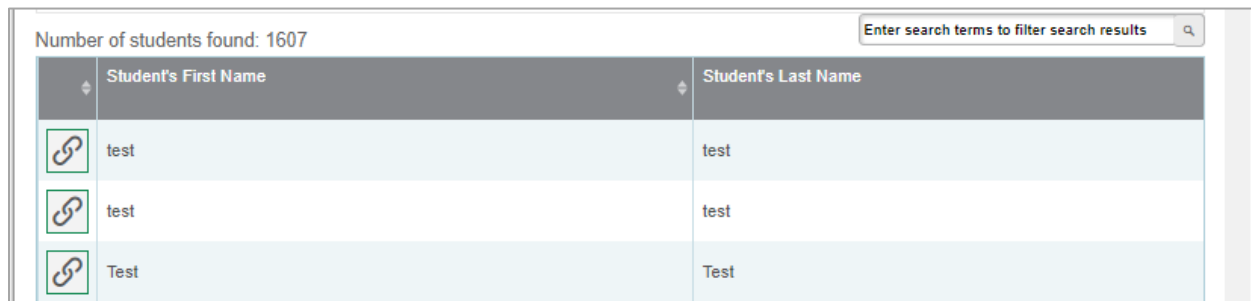
9. To continue with the association, select **Continue** in the Confirmation pop-up window.

10. 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 *Resolve Discrepancies* page.

Figure 53. Resolve Discrepancy Confirmation Pop-up Window
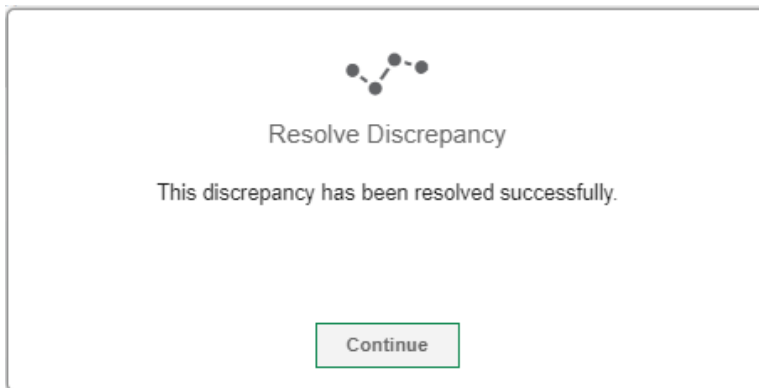
To resolve student-not-found discrepancies by adding/editing a student:

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 54).

Figure 54. Search for Student to Add/Edit Page
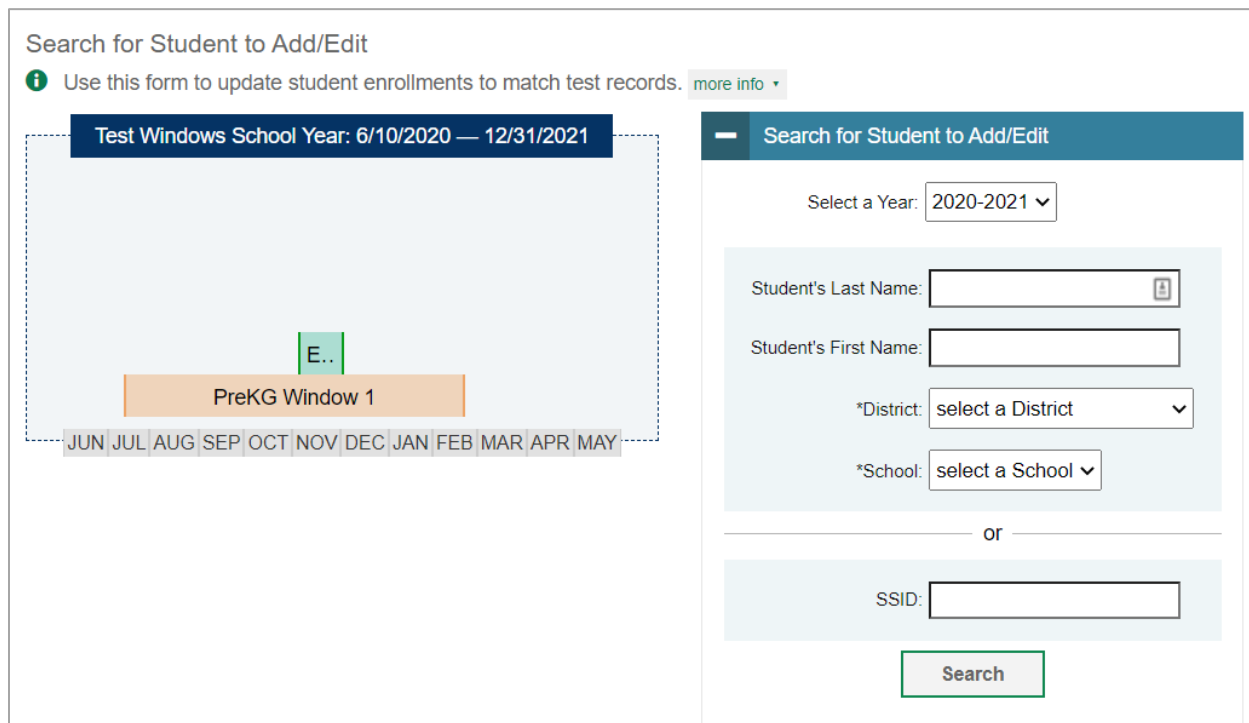
2. In the *Search for Student to Add/Edit* panel, select the school year for which you are adding/editing student and enter the necessary search criteria to search for the student. You can search by a student's SSID, or by specifying the student's first name and last name in addition to the District and School.

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

Figure 55. Add/Edit Student Window

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

    ▪   To select the retrieved student:

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

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

Figure 56. 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 57).

Figure 57. 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 58.Confirmation Message

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

- - Select **Update**. The **Demographics** window (see Figure 59) will appear.

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

Figure 59. Fields in the Demographics Window

- In the confirmation dialog, select **Continue** to return to the Add/Edit Student Window (see Figure 55).

- Click **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 59) 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* Panel (see Figure 60).

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

Figure 60. Search for Student to Add/Edit Page

How district-level users resolve duplicate test discrepancies

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 one student inadvertently submitted a test under another student's name.

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 **Discrepancies Resolution**. The *Discrepancies Resolution* page appears.

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

3. *Optional*: To view the answer document for a retrieved discrepancy, select the PDF file in the View column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.

4. Select ⚒ for the duplicate discrepancy you want to resolve. The ***Resolve Discrepancy: Duplicate*** window appears (see).

Figure 61. Resolve Discrepancy: Duplicated Records Panel

5. Do one of the following:

   - 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.

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

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

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

How district-level users resolve non-eligible test discrepancies

A non-eligible test discrepancy occurs when students submit tests for which they are not eligible. This can occur when a student accidentally receives or submits an incorrect answer document.

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

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

3. *Optional*: To view an image of the test booklet for a retrieved discrepancy, click the PDF file in the Resolve View column for that discrepancy. The answer document may contain a hint regarding the student to whom the test actually belongs.

4. Click for the discrepancy you want to resolve. The ***Resolve Discrepancy: Student Tested Out of Grade*** window appears (see Figure 62).

5. If you want to ignore the discrepancy and forward the test for scoring, click the icon in the Ignore column.

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

    a. Click the icon in the Invalidate column.

Figure 62. Resolve Discrepancy: Student-Tested-Out-of-Grade
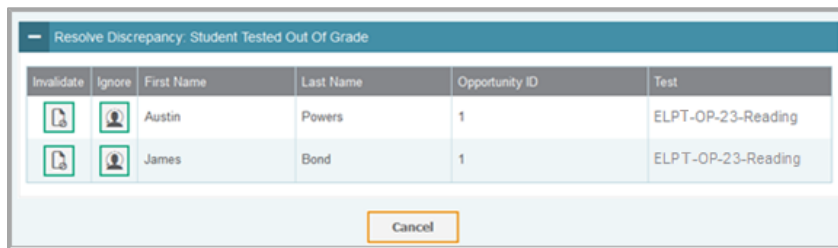
    b. In the dialog box that pops up, click **Continue**.

How district-level users resolve non-participated student discrepancies

You can resolve a non-participated student discrepancy, which occurs when a student has not taken a test that he is eligible for at the time when DRS opens, by assigning a non-participation code for the discrepant test. For example, if the DRS opens two weeks before the end of a test administration and based on the test eligibilities and participation data a student is found to have not tested, then a discrepancy is reported.

The DRS only reports tests for which non-participation codes have not yet been established. For example, if a teacher finds out that a student will not take a test because of a medical reason and a non-participation code is set up for the student's test through TIDE's Non-Participation Code module before the DRS opens, then that test will not be displayed as a discrepancy in the DRS.

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

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

3. Select ⚒ for the non-participated student discrepancy you want to resolve. The ***Resolve Discrepancy: Non-participated Students*** window appears (see Figure 63).

Figure 63. Resolve Discrepancy: Non-participated Students Window
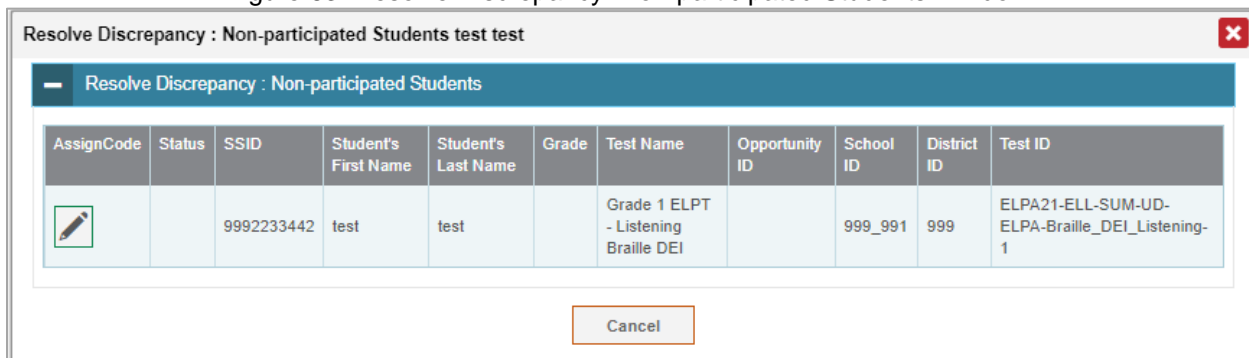
4. To assign a non-participation code to the discrepant test, select in the AssignCode column. The *Assign Non-participation code* panel appears.

Figure 64. Resolve Discrepancy: Non-participated Students Window: Assign Non-participation code Panel
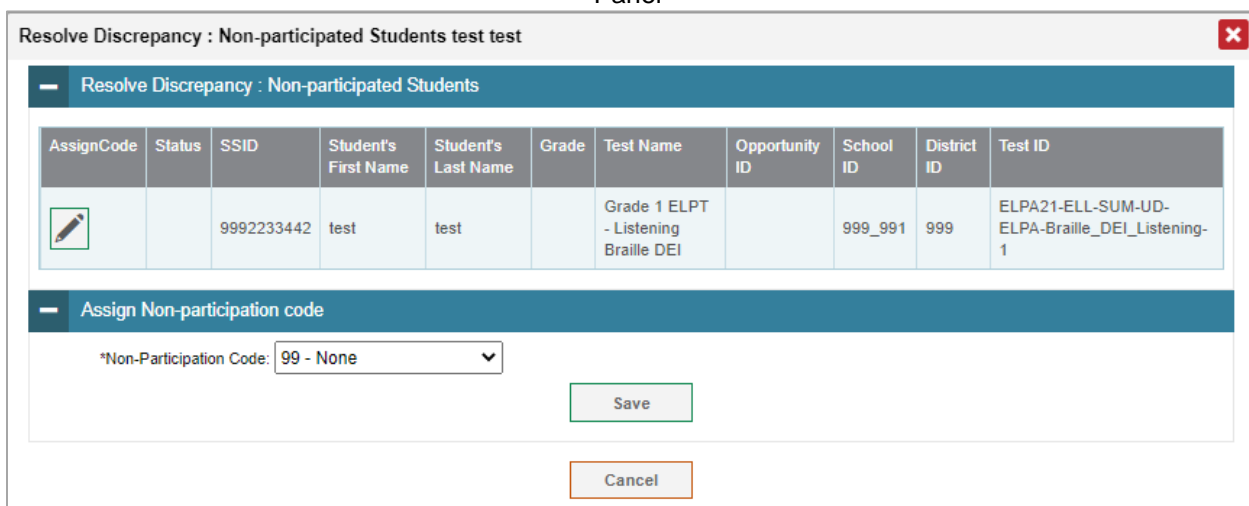
5. From the *Non-Participation Code* drop-down list, select the appropriate non-participation code.

6. Select **Save**. A confirmation message appears to notify you that the discrepancy has been successfully resolved.

7. Select **Continue** to close the confirmation message and return to the discrepancy listing.

How School-level Users Perform 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.

How School-level Users Perform 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 Reporting 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 section "How District-level Users Set Up User Accounts in TIDE." For detailed information, please refer to the following sections:

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

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

- How district-level 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 and test tools, upload student test restrictions, and view student distribution reports. These tasks can be performed following the procedure as described in the section "How District-level Users Register Students for Testing." For detailed information, please refer to the following sections:

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

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

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

- [How district-level users specify student accommodations and test tools](#)

- [How district-level users upload student accommodations and test tools](#)

- [How district-level users view student distribution reports](#)

How School-level Users Manage Rosters

School-level users can manage rosters for students in their school. These rosters are then sent to Reporting so those systems can display scores.

Like district-level users, school level users can add or modify rosters one at a time or all at once through file upload. For detailed information, please refer to the following sections:

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

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

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

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

How School-level Users Use TIDE During Test Administration

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 appeal 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 section "[How District-level Users Print Test Tickets](#)." For detailed information, please refer to the following sections:

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

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

How School-level Users Manage Appeal Requests

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

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

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

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

- How district-level users add or modify multiple appeal 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 section "How District-level Users Monitor Test Progress." For detailed information, please refer to the following sections:

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

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

- How district-level users view report of test completion rates

- How district-level users view report of test status codes

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.

How Teachers and Test Administrators Perform 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 and test tools, 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.

How Teachers and Test Administrators View User Accounts in TIDE

Teachers and test administrators can view their own user account information in TIDE by clicking on their name in the banner to access the Account menu .

How Teachers and Test Administrators Manage Student Information

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

Like district- and school-level users, teachers and test administrators can also specify students' accommodations and test tools. For detailed information, please refer to the following section:

- [How district-level users specify student accommodations and test tools](#)

How Teachers and Test Administrators Use TIDE During Testing

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

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

- View Appeal Requests

How Teachers and Test Administrators Monitor Test Progress

Like district- and school-level users, teachers and test administrators 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 section "[How District-level Users Monitor Test Progress](#)." For detailed information, please refer to the following sections:

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

- [How district-level users view report of students' current test status by student ID](#)

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- [How district-level users view report of test completion rates](#)

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

Appendix

A

Account Information

You can modify your name and phone number 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 18), click on your name and select **My Contact** from the Account menu. The *My Contact Information* page appears (see Figure 65).

2. Enter updates as necessary.

3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 65. Fields in the My Contact Information Page

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 18), click on your name and select **My Contact** from the Account menu. The *Administration Details* window appears (see Figure 66).

2. Update the information as necessary.

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

Figure 66. Administration Details Window

Columns in the Appeal Request Upload File

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

Column Name	Description	Valid Values

Type*	Type of appeal request.	One of the following:
		`Invalidate a test`
		`Reset a test`
		`Re-open a test`
		`Restore a test that was reset`

Search Type*	Student field to search.	One of the following:
		`Result ID`
		`Session ID`
		`SSID`

Search Value*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason*	Reason for creating appeal request.	Up to 1,000 alphanumeric characters.

*Required field.

Columns in the Detailed Session Report Page

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

Column	Description
Session ID	The Session ID to which the test is linked.
Proctor Name	Name of the proctor associated with the Session ID.
Test Name	Name of the test associated with the Session ID. Multiple tests may be associated with one Session ID.
Start Time of Session	Start time of the session.
Start Time of Student Testing	The time the first test opportunity was started by the first student in the session
Total # of Tests	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 Plan and Manage Testing Report

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

Attribute	Description
Name	Student's legal name (Last Name, First Name).
District Name	Name of the district associated with the record.
School Name	Name of the school associated with the record.
SSID	Student's Statewide Student Identifier number.
Enrolled Grade	The grade in which a student is enrolled.
Test	Test name for this student record.
Current ELL	Indicates whether the student is an English Language Learner.
Language	The language setting that was assigned to the student.
Opportunity	The opportunity number for that student's specific record.
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 opportunity.

Attribute	Description
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire and the student will not be able to review any previous answers.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.
Total Time Spent	The time it took a student to complete a test.
Force Complete Date	The date a test expired and was force-completed.

Columns in the Roster Upload File

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

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 3 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 6 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 255 characters.
SSID*	Student's unique identifier within the district.	10 digits.

Column Name	Description	Valid Values
Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

*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.

Column Name	Description	Valid Values
District ID*	District responsible for specific educational services or instruction of the student.	Up to 3 alphanumeric characters. Must exist in TIDE.
School ID*	School responsible for specific education services and/or instruction of the student.	Up to 6 alphanumeric characters. Must exist in TIDE and be associated with the DistrictID.
Student Last Name*	Student's last name.	Up to 60 alphanumeric characters.
Student First Name*	Student's first name.	Up to 60 alphanumeric characters.
Student Middle Name*	Student's middle name.	Up to 60 alphanumeric characters.
Birth Date*	Day on which student was born.	Date in format MMDDYYYY. Add leading zero for single-digit numbers.
SSID*	Student's statewide identification number	10 digits.
Grade	Student's enrolled grade.	Two-character grade in the range 00–12 and KG. Add leading zero for single-digit numbers.
Gender*	Student's gender.	One of the following: M—Male F—Female
Hispanic or Latino*	Indicates student traces origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	One of the following: Y—Yes N—No

Column Name	Description	Valid Values
American Indian or Alaska Native*	Indicates student has origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	One of the following: Y—Yes N—No
Asian*	Indicates student has 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.	One of the following: Y—Yes N—No
Black or African American*	Indicates student has origins in any of the black racial groups of Africa.	One of the following: Y—Yes N—No
White*	Indicates student has origins in any of the original peoples of Europe, Middle East, or North Africa.	One of the following: Y—Yes N—No
Native Hawaiian or Other Pacific Islander*	Indicates student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	One of the following: Y—Yes N—No
Education Classification*	Student's Special Education program status.	One of the following: 1 – Student with Disability 2 – Gifted/Talented 0 – Regular Education

Column Name	Description	Valid Values
504 Status*	Student's 504 status.	One of the following: Y—Yes N—No
English Learner Status*	Indicates student has a language other than English spoken in the home and qualifies for English language services because the student did not test Proficient on the state language proficiency assessment.	One of the following: Y—Yes N—No
First Year ELL*	Indicates this is an English-language learner's first year in a US school.	One of the following: Y—Yes N—No
Economically Disadvantaged*	Indicates student is eligible to receive supplemental educational services during the school year in accordance with Title I.	One of the following: Y—Yes N—No
Homeless Status*	Indicates student meets the state's criteria for being considered homeless.	One of the following: Y—Yes N—No
Migrant Status*	Student's migrant status.	One of the following: Y—Yes N—No
Paper Tester	Indicates student tests on paper even if an online test is available.	One of the following: Y—Yes N—No
Alternate ELP	Indicates a student's eligibility for the ELPT Connect.	One of the following: Y—Yes N—No

Column Name	Description	Valid Values
Special Education Status	Major or overriding disability condition that best describes a student's impairment.	One of the following: 01=Autism 02=Visual Impairment - Blindness 03=Hearing Impairment - Deafness 04=Deaf-Blindness 05=Emotional Disturbance 07=Developmental Delay 08=Hearing Impairment - Hard of Hearing 11=Specific Learning Disability 12=Intellectual Disability - Mild 13=Intellectual Disability - Moderate 14=Intellectual Disability - Severe 16=Multiple Disabilities 18=Orthopedic Impairment 19=Other Health Impairments 20=Visual Impairment – Partially Seeing 25=Traumatic Brain Injury 27=Gifted 28=Speech or Language Impairments 32=Talented 00=None

Language Code*	Student's primary language. If language is not listed, use the ***Z=Other*** code.	One of the available language codes: AA=Afar AB=Abkhazian AF=Afrikaans AL=Albanian AM=Amharic AR=Arabic AS=Assamese AY=Aymara AZ=Azerbaijani BA=Bashkir BE=Byelorussian BG=Bulgarian BH=Bihari BI=Bislama BN=Bengali BO=Tibetan Bodskad BR=Breton BT=Bhutani BU=Burmese CA=Catalan CH=Chaldean CM=Chetemacha CN=Cantonese CO=Hatian Creole CR=Corsican CS=Czech CU=Chuukese/Trukic CY=Welsh CZ=Coushatta DA=Danish DE=German EL=Greek EN=English ES=Spanish ET=Estonian EU=Basque Euskera EW=Ewe FA=Persian; Farsi FI=Finnish FJ=Fiji

		FO=Faroese
		FR=French
		FS=Frisian
		FT=Fante
		GA=Irish
		GD=Scots
		GH=Ghanaian
		GL=Galician
		GN=Guarani
		GU=Gujarati
		HA=Hausa
		HI=Hindi
		HM=Hmong
		HR=Croatian
		HU=Hungarian
		HW=Hawaiian
		HY=Armenian
		IB=Ibibio
		IG=Igbo
		IH=Choctaw
		IJ=Navajo
		IK=Inupiak
		IN=Indonesian
		IO=Shoshone
		IR=Cherokee
		IS=Icelandic Islenzk
		IT=Italian
		IW=Hebrew
		JA=Japanese
		JC=Jamaican Creole
		JV=Javanese Bahasa Jawa
		KA=Kannada
		KG=Georgian Kartuli
		KI=Kiribati
		KK=Kazakh
		KL=Greenlandic Kalaallisut
		KM=Cambodian
		KN=Konkani
		KO=Korean
		KR=Kosraean
		KS=Kashmiri

		KU=Kurdish
		KW=S'gaw Karen
		KY=Kirghiz Kyrgyz
		LA=Latin
		LK=Lakota Sioux
		LN=Lingala
		LO=Laotian
		LT=Lithuanian
		LU=Luganda
		LV=Latvian, Lettish
		MA=Marshallese
		MC=Muskogee Creek
		MD=Mandarin
		MG=Malagasy
		MI=Maori
		MK=Macedonian
		ML=Malayalam
		MN=Moldavian
		MO=Mongolian
		MR=Marathi
		MS=Malay
		MT=Maltese
		NA=Nauru
		NL=Dutch
		NO=Norwegian
		NP=Nepali
		NY=Nyanja
		OC=Occitan
		OM=Afan; Oromo
		OR=Oriya
		PA=Punjabi
		PF=Pingelapese
		PI=Pilipino, Filipino
		PK=Urdu
		PL=Polish
		PN=Pohnpeian
		PS=Pashto
		PT=Portuguese
		PU=Palauan
		QU=Quechua
		RM=Rhaeto - Romance

		RN=Kirundi
		RO=Romanian
		RU=Russian
		RW=Kinyarwanda
		SA=Somali
		SD=Sindhi
		SG=Sangho
		SH=Serbo-Croatian
		SI=Singhalese
		SK=Slovenian
		SL=Slovak
		SM=Samoan
		SN=Shona
		SO=Sanskrit
		SP=Serbian Srpski
		SS=Siswati
		ST=Sesotho
		SU=Sundanese
		SV=Swedish
		SW=Swahili
		SZ=Sourashtra
		TA=Tamil
		TE=Telugu
		TG=Tajik
		TH=Thai
		TI=Tigrinya
		TK=Turkmen
		TL=Tagalog
		TN=Setswana
		TO=Tonga
		TR=Turkish
		TS=Tsonga
		TT=Tatar
		TW=Twi
		UB=Uzbek
		UK=Ukrainian
		VI=Vietnamese
		WO=Wolof
		XH=Xhosa
		YA=Yapese
		YI=Yiddish; Jiddisch

Column Name	Description	Valid Values
		YO=Yoruba ZA=Other ZH=Chinese ZU=Zulu
U.S. Entry Date	Date of student's entry into the U.S.	MMDDYYYY format
Military Affiliation*	Student's military affiliation status.	One of the following: Y—Yes N—No
Foster Care*	Student is in foster care placement.	One of the following: Y—Yes N—No
LEP Funding Code	Funding source for student's LEP program, if applicable.	01 – Title I Basic Program 02 – Even Start 03 – Migrant Education 04 – Special Education 05 – Vocational Education 06 – Title VII - Bilingual Education, Part B (inactive for school year 2005-2006 and beyond) 07 – Emergency Immigrant Education Program, Part C 08 – MFP Only 09 – 8(g) Block Grant 10 – 8(g) Competitive Grant 11 – Local funding 12 – Other state programs 13 – No instructional language program provided 14 – Title III English Language Acquisition Grant Part A (new for 2005-2006)
Birth Country Code*	Student's country of birth. Two digits.	See Country of Birth Codes for the list of available codes.
Scholarship Flag*	Student's scholarship status.	One of the following: Y—Yes N—No

Column Name	Description	Valid Values
Students with Interrupted Formal Education (SIFE)*	Student with limited or interrupted formal education	One of the following: Y—Yes N—No U—Unknown

*Required field.

Columns in the Summary Session Report Page

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

Column	Description
Schools	List of schools for which you can view reports.
Tests Completed	Number of students who have completed their test.
Tests Paused	Number of students who have paused their test.
Tests Started	Number of tests that have been started and have not been completed or paused.
Total # of Tests	Total number of students testing in each school.

Columns in the Test Completion Rate Report

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

Column	Description
Date	Date and time that the file was generated.
Test	Test that is being reported.
Administration	Administration that is being reported.
Test Name	Grade band and test that are being reported.
District Name	The name of the reported District.
District ID	The ID of the reported District.
School Name	The name of the reported school. This column is only included in the school-level report.
School ID	The ID of the reported school. This column is only included in the school-level report.
Opportunity	Test opportunity number that is being reported.
Total Student	Number of students with an active relationship to the school in TIDE.
Total Student Started	Number of students who have started the test.

Column	Description
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

Columns in the Test Settings Upload File

You can use the information in the table below to upload student accommodations and test tools.

Column	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: ELPT ELPT Connect ELPS
Test Tool	Name of the tool or accommodation.	See the table "Valid Values for Tool Names."
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See the table "Valid Values for Tool Names."

*Required field.

Columns in the Test Status Code Report

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

Column	Description
Name	Student's name.
SSID	Student's Statewide Student Identifier number.
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Opportunity	Test opportunity number.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.

Column	Description
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.
Results ID	Unique ID for the item result.
Session ID	Unique ID for the test session.
Expiration Date	Date the test expired.

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.

Column	Description	Valid Values
District ID*	District associated with the user.	District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 3 characters.
School ID	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 6 characters. Must be associated with the district ID. Can be blank when adding district-level users.
First Name*	User's first name.	Up to 50 characters.
Last Name*	User's last name.	Up to 50 characters.
Email*	User's email address.	Any standard email address. Up to 100 characters that are valid for an email address. This is the user's username for logging in to TIDE.
Role*	User's role. For an explanation of user roles, see User Role Permissions.	One of the following: ELPT_Dist_Coord—District Coordinator. ELPT_Bldg_Coord—Building Coordinator. ELPT_Test_Adm—Test Administrator. Must be lower in the hierarchy than the user uploading the file.

Column	Description	Valid Values
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

Country of Birth Codes

AD Andorra	ER Eritrea	LU Luxembourg	SK Slovakia
AE United Arab Emirates	ES Spain	LV Latvia	SL Sierra Leone
AF Afghanistan	ET Ethiopia	LY Libyan Arab Jamahiriya	SM San Marino
AG Antigua and Barbuda	FI Finland	MA Morocco	SN Senegal
AI Anguilla	FJ Fiji	MC Monaco	SO Somalia
AL Albania	FK Falkland Islands (Malvinas)	MD Moldova, Republic of	SR Suriname
AM Armenia	FM Micronesia	MG Madagascar	ST Sao Tome and Principe
AN Netherlands Antilles	FO Faroe Islands	MH Marshall Islands	SU Union of Soviet Socialist Republics
AO Angola	FR France	ML Mali	SV El Salvador
AQ Antarctica	FX France, Metropolitan	MM Myanmar	SY Syrian Arab Republic
AR Argentina	GA Gabon	MN Mongolia	SZ Swaziland
AS American Samoa	GB United Kingdom (Great Britain)	MO Macau	TC Turks and Caicos Islands
AT Austria	GD Grenada	MP Northern Mariana Islands	TD Chad
AU Australia	GE Georgia	MQ Martinique	TF French Southern Territories
AW Aruba	GF French Guiana	MR Mauritania	TG Togo
AZ Azerbaijan	GH Ghana	MS Montserrat	TH Thailand
BA Bosnia and Herzegovina	GI Gibraltar	MT Malta	TJ Tajikistan
BB Barbados	GL Greenland	MU Mauritius	TK Tokelau
BD Bangladesh	GM Gambia	MV Maldives	TM Turkmenistan
BE Belgium	GN Guinea	MW Malawi	TN Tunisia
BF Burkina Faso	GP Guadeloupe	MX Mexico	TO Tonga
BG Bulgaria	GQ Equatorial Guinea	MY Malaysia	TP East Timor
BH Bahrain	GR Greece	MZ Mozambique	TR Turkey
BI Burundi	GS South Georgia and South Sandwich Is.	NA Namibia	TT Trinidad and Tobago

BJ Benin	GT Guatemala	NC New Caledonia	TV Tuvalu
BM Bermuda	GU Guam	NE Niger	TW Taiwan, Province of China
BN Brunei Darussalam	GW Guinea-Bissau	NF Norfolk Island	TZ Tanzania, United Republic of
BO Bolivia	GY Guyana	NG Nigeria	UA Ukraine
BR Brazil	HK Hong Kong	NI Nicaragua	UG Uganda
BS Bahamas	HM Heard Island & McDonald Islands	NL Netherlands	UM United States Minor Outlying Is
BT Bhutan	HN Honduras	NO Norway	**US United States of America**
BU Burma	HR Croatia	NP Nepal	UY Uruguay
BV Bouvet Island	HT Haiti	NR Nauru	UZ Uzbekistan
BW Botswana	HU Hungary	NT Neutral Zone	VA Vatican City State
BY Byelorussian SSR	ID Indonesia	NU Niue	VC St. Vincent and the Grenadines
BZ Belize	IE Ireland	NZ New Zealand	VE Venezuela
CA Canada	IL Israel	OM Oman	VG British Virgin Islands
CC Cocos (Keeling) Islands	IN India	PA Panama	VI United States Virgin Islands
CF Central African Republic	IO British Indian Ocean Territory	PE Peru	VN Vietnam
CG Congo	IQ Iraq	PF French Polynesia	VU Vanuatu
CH Switzerland	IR Islamic Republic of Iran	PG Papua New Guinea	WF Wallis and Futuna Islands
CI Ivory Coast	IS Iceland	PH Philippines	WS Samoa
CK Cook Islands	IT Italy	PK Pakistan	YD Democratic Yemen
CL Chile	JM Jamaica	PL Poland	YE Yemen
CM Cameroon	JO Jordan	PM St. Pierre and Miquelon	YT Mayotte
CN China	JP Japan	PN Pitcairn	YU Yugoslavia
CO Columbia	KE Kenya	PR Puerto Rico	ZA South Africa
CR Costa Rica	KG Kyrgyzstan	PT Portugal	ZM Zambia
CS Czechoslovakia	KH Cambodia (Kampuchea)	PW Palau	ZR Zaire
CU Cuba	KI Kiribati	PY Paraguay	ZW Zimbabwe
CV Cape Verde	KM Comoros	QA Qatar	**ZZ Unknown or unspecified**
CX Christmas Island	KN St. Kitts and Nevis	RE Reunion	
CY Cyprus	KP Korea, (Democratic People's Rep)	RO Romania	

CZ Czech Republic	KR Korea, Republic of	RS Serbia	
DD German Democratic Republic	KW Kuwait	RU Russian Federation	
DE Germany (Fed. Rep. of Germany)	KY Cayman Islands	RW Rwanda	
DJ Djibouti	KZ Kazakhstan	SA Saudi Arabia	
DK Denmark	LA Lao People's Democratic Republic	SB Solomon Islands	
DM Dominica	LB Lebanon	SC Seychelles	
DO Dominican Republic	LC Saint Lucia	SD Sudan	
DZ Algeria	LI Liechtenstein	SE Sweden	
EC Ecuador	LK Sri Lanka	SG Singapore	
EE Estonia	LR Liberia	SH St. Helena	
EG Egypt	LS Lesotho	SI Slovenia	
EH Western Sahara	LT Lithuania	SJ Svalbard and Jan Mayen Islands	

D

Deleting Records from TIDE

You can delete existing records for users and rosters 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 Searching for Records in TIDE.

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 appeal requests to the Secure File Center.

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

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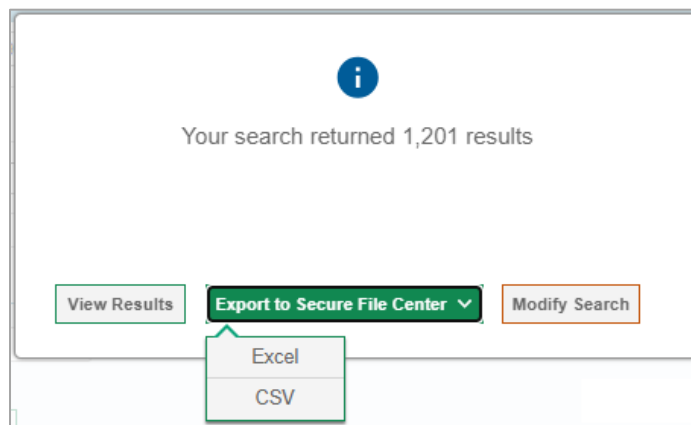
You can also export records from the search results grid.

1. Retrieve the records you want to delete 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 Demographics Panel

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

Field	Description
District*	District in which student is enrolled during the test administration.
School*	School in which student is enrolled during the test administration.
SSID*	Student's Statewide Student Identifier (SSID) within the enrolled district.
Student Last Name*	Student's last name.
Student First Name*	Student's first name.

Field	Description
Student Middle Name	Student's middle name.
Grade*	Grade in which student is enrolled during the test administration.
Birth Date*	Student's date of birth.
Gender*	Student's gender.
Paper Tester	Student's paper tester status.
Alternate ELP	Student's alternate test status.
Homeless Status*	Student's homeless status.
English Learner Status*	Student's English learner status.
EL Program Type	Student's English learner program type.
Education Classification*	Student with disability, gifted/talented, or regular education student designation.
First Year ELL	Student's first year ELL status.
Economically Disadvantaged*	Indicates student is eligible to receive supplemental educational services during the school year in accordance with Title I.
504 Status*	Student's 504 status.
Migrant Status*	Student's migrant status.
Language*	Student's primary language.
Special Education Status	Student's primary disability.
U.S. Entry Date	Date of student's entry into the U.S.
Military Affiliation*	Student's military affiliation status.
Foster Care*	Student is in foster care placement.
LEP Funding Code	Funding source for student's LEP program, if applicable.
Birth Country Code*	Student's country of birth.
Scholarship*	Student's scholarship status
Students with Interrupted Formal Education (SIFE)*	Student with limited or interrupted formal education.
Race/Ethnicity	
Hispanic or Latino*	Indicates student traces origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.
American Indian or Alaska Native*	Indicates student has origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.

Field	Description
Asian*	Indicates student has 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.
Black or African American*	Indicates student has origins in any of the black racial groups of Africa.
White	Indicates student has origins in any of the original peoples of Europe, Middle East, or North Africa.
Native Hawaiian or Other Pacific Islander	Indicates student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

*Required field.

Fields in the Test Settings and Tools Panels

When you are adding new student accounts with permanent IDs one at a time or modifying existing student accounts one at a time, you can use the information in the table below to enter the student's settings for each test.

Field	Description
Designated Supports	
Non-Embedded Designated Supports	List of available non-embedded designated supports (color overlay, magnification, noise buffers, translated test directions).
Print Size/Zoom	List of available zoom levels.
Streamline Mode (ELPT Connect Only)	Displays test content vertically for enhanced accessibility.
Accommodations	
Exempted Domains	Allows student to be opt out of a domain on the test.
Non-Embedded Accommodations	List of available non-embedded accommodations (assistive technology, Braille test booklet, large print, scribe items (writing), speech-to-text).
Permissive Mode	Toggles Permissive Mode setting on or off, allowing students to use certified accessibility software with the secure browser.
Print On Request (ELPT Connect Only)	Allows students to request printouts of items and/or stimuli.
Word Prediction (ELPT Connect Only)	Enhanced accessibility for low dexterity students to not have to use the keyboard as much.

Fields in the View/Edit Users Page

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

Field	Description
Email Address*	Email address for logging in to TIDE.
Role*	User's role. For an explanation of user roles, see User Role Permissions.
State*	State associated with the user.
District*	District associated with the user.
School*	School associated with the user.
First Name*	User's first name.
Last Name*	User's last name.

*Required field.

L

List of Appeal Requests by Test Status

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

Test Status	Invalidate a test	Reset a test	Re-open a test	Restore a test that was Reset
Approved		✓		✓
Completed	✓	✓	✓	✓
Denied	✓	✓		✓
Expired	✓	✓	✓	✓
Paused	✓	✓		✓
Pending		✓		✓
Processing		✓		✓

Appendix

Test Status	Invalidate a test	Reset a test	Re-open a test	Restore a test that was Reset
Reported	✓	✓	✓	✓
Review		✓		✓
Scored	✓	✓	✓	✓
Started		✓		✓
Submitted	✓	✓	✓	✓
Suspended		✓		✓
Invalidated		✓	✓	✓

List of Appeal Request Statuses

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

Appeal Request Status	Description of Status
Error Occurred	An error occurred while the appeal request was being processed.
Pending Approval	Appeal request is pending approval.
Processed	Appeal request was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the appeal request.
Rejected by System	Test Delivery System was unable to process the appeal request.
Requires Resubmission	Appeal request must be resubmitted.
Retracted	Originator retracted the appeal request.
Submitted for Processing	Appeal request submitted to Test Delivery System for processing.

List of Appeal Request Types

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

Reset and revert appeal requests must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed for paper-based tests.

Type	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.
Reset a test	Allows the student to restart a test opportunity (removing all responses on the test) or allows the data entry operator to restart the data entry process. You can submit these appeal requests until the end of the test window.
Re-open a test	Reopens a test that was expired or submitted but needs to be resumed.
Restore a test that was reset	Reverses a reset and restores the student's responses to those prior to the reset.

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 School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

  If you are unable to log in, contact the Louisiana ELPT Help Desk 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
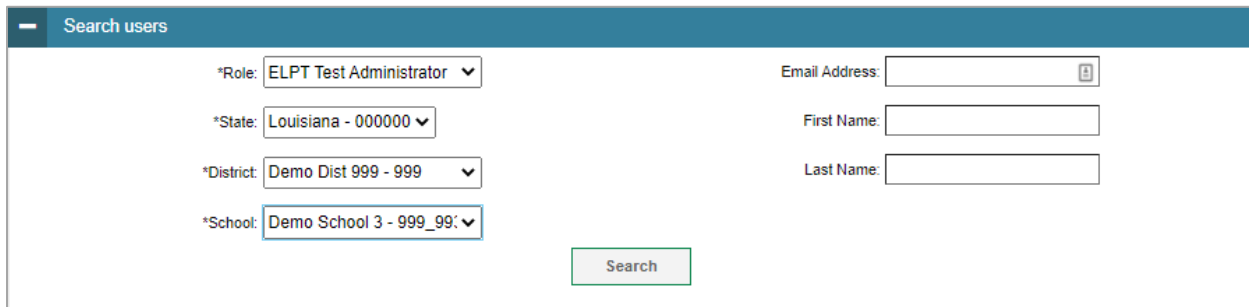
1. Retrieve the records you want to print by following the procedure in the section Searching for Records in TIDE.

2. Do one of the following:

   ▪ To print some records, mark the checkboxes for the records you want to print, select 🖨, select My Selected, and then select Print.

   ▪ 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 68). This section explains how to use this search panel and navigate search results.

Figure 68. 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, students' test settings, and appeal 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 69) 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 69. Search Results Pop-up Window
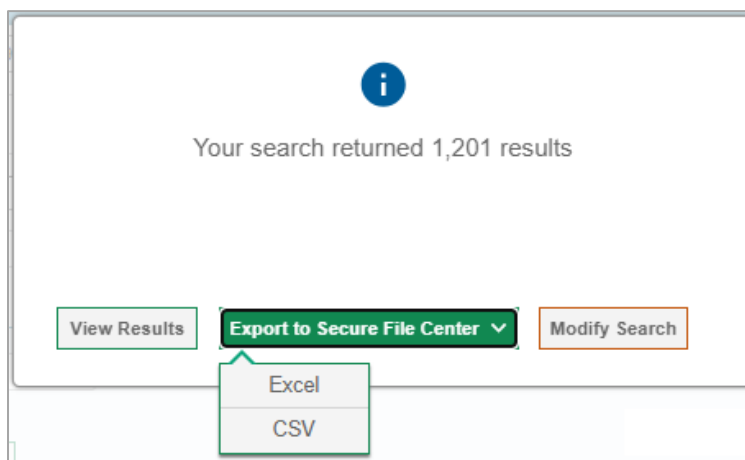
- To export the retrieved results to the Secure File Center, select **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will 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.

- 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 70).

Figure 70. 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

A *Find Student/User by ID* 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 *Find Student/User by ID* field, enter a student's SSID or a user's email address. The SSID or email address must be an exact match; TIDE does not search by partial SSID or email address.

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

Figure 71. Find Student/User by ID Search Field

Secure File Center

When searching for users, students, students' test settings, test windows, and appeal 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 notification when the export task is completed and the file is available in the Secure File Center for download.
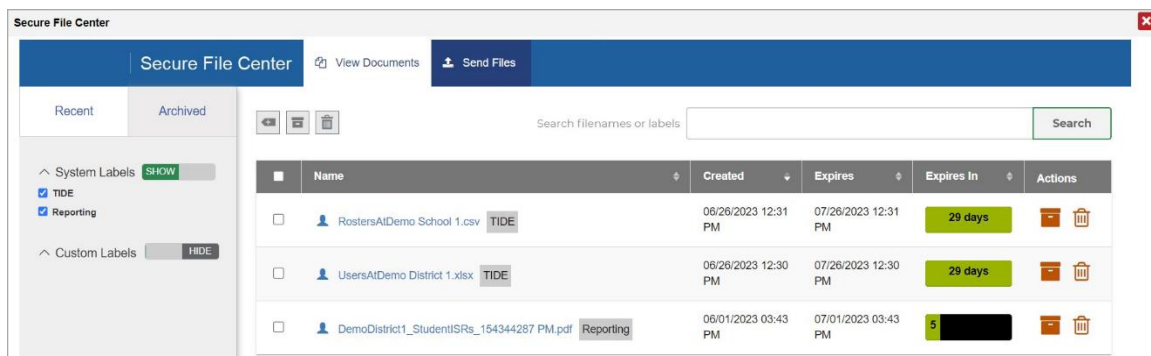
The Secure File Center also lists any secure documents that have been externally uploaded to the Secure File Center and that you have privileges to view.

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 the period specified by the DOE. 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, select **Secure File Center**. The *Secure File Center* page appears (Figure 72). 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 72. 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, select .

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

     - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.

   ▪ To archive a file, select . 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.

Special Codes and Their Descriptions

You can use the information in the table below to view or edit non-participation codes. Once you apply a special code, that special code persists until it is changed.

Special Code	Description
99	None (system generated for saved 'null' value)
01	Expelled (out of school) or out of school awaiting expulsion hearing
02	Dropped Out (Including transfers to Youth Challenge, Job Corps, Volunteers of America)
03	Illness: Student exits enrollment (verified in SIS) because of long-term illness but **intends** to return to school
04	Diploma
05	GED Only
06	Certificate of Achievement

Special Code	Description
07	Death (of student)
08	Transferred to another public, charter or lab school **within** district
09	Transferred to another public/charter/laboratory school **within** Louisiana but outside district
10	Transferred out of state or country
11	Transferred to Adult Education
12	Transferred to correctional institution (Younger than age 17)
14	Transferred to nonpublic school
15	Reassignment to another grade (changed grade of student)
16	Transferred to BESE-approved home study
17	Completed all Carnegie Unit requirements but failed the high school assessment
18	Did Not Return to School Before 10/1 (No Show)
19	Exit from Non-mandatory Program
27	SBESE Academic School Choice Policy
28	SBESE Unsafe School Choice Policy
34	Correctional Institution/State Custody (Age 17 or older)
44	Transferred to Registered Nonpublic School (Not Seeking State Approval)
80	The student is absent for entire test period or does not take all of the subtests due to short-term illness. This code cannot be used without a letter from a doctor that lists specific dates for test year.
81	The student is EL and has completed less than two years in a school in the United States. **All EL students must participate in testing. Answer document/submission cannot be blank.**

Special Code	Description
88	For any middle school students who take a high school assessment, this code can only be used for a student who is in grade 8 and is taking the LEAP 2025 Algebra I test instead of the LEAP grade 8 math test. Not applicable for any other grades or subjects. Note: Student will receive zero if the LEAP 2025 Algebra I test is not taken. Students in any combination other than grade 8 Algebra will earn a zero for not taking the grade level LEAP assessment as well as the high school assessment For ELA Guidebooks Operational Assessment: • Can be used for students who are participating in all three operational IAP assessments in place of LEAP ELA. • Can be used for students who have missed a unit assessment because of enrollment transfers, or has a valid accountability code in a window (code 80, for example) and will be eligible to take LEAP. • Cannot be used for a student who remains enrolled, does not take IAP in a window, and has no additional accountability code to excuse them from the unit assessment. LEAP cannot be used in cases of unexcused absences from testing. • Cannot be used for a student who had a unit test voided in one assessment window. LEAP cannot be used in place of a void. • Cannot be used for field testing or pilot testing
89	The student is not classified as EL in the state enrollment system (EdLink 360).
90	The student completed the test on another answer document or online. Note: Do not use on a document that has responses. Will not cancel scoring.
94	Student is participating in LEAP Connect or ELPT Connect. This code CANNOT be used to excuse any student from a high school subject test if the student will receive a final grade for a test-eligible high school Carnegie credit course, including LEAP Connect-eligible students who earn a regular credit.
95	A high school student receives LEAP Connect pre-coded materials but has met graduation or Certificate of Achievement assessment participation requirements.
96	The student is in third year assessment cohort but is not required to take English I and/or Algebra I because they have earned the credit for the course(s) prior to entry into Louisiana schools. Can also be used for students who are taking English II and/or Geometry in the current year and students who have a Covid-19 exemption for courses earned in spring 2020 and would have been initial testers.
97	Unknown reason for exit from enrollment
98	The student is not in grade 11 or student is in grade 12 and already has an ACT score from a prior year.

Special Code	Description
99	The student is no longer enrolled in LEAP 2025-eligible course or did not complete the course. This code cannot be used for a student that earns a final grade, including grade of F, for the class on the transcript.

T

Test Opportunity Status Descriptions

You can view descriptions of each status in the table below when you <u>view reports of test status codes</u>.

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the TA approves or denies the student.
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student's test is currently paused (as a result of one of the following): • The student paused his or her test by selecting the **Pause** button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student's test. The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS. Some items must be hand scored before they appear in ORS.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.

Status	Definitions
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the ORS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.

U

User Role Permissions

Each user in TIDE has a role, such as a district-level user or a test administrator-level user. Each role has an associated list of permissions to access certain features within TIDE.

The table below indicates which users can access specific features and tasks within each CAI system. The corresponding user guide for each system contains complete information about each feature.

Task or Site	DC*	BC*	TA*
How to Add New User Accounts	✓	✓	
How to View and Edit Existing User Accounts**	✓	✓	
How to Upload User Accounts	✓	✓	
How to Add New Student Accounts	✓	✓	
How to View and Edit Students	✓	✓	✓
How to Add and Edit Students Through File Uploads	✓	✓	
How to Move Students Between Schools	✓		
How to Print PreID Labels	✓	✓	✓
How to Print Students' Test Settings	✓	✓	✓
How to View and Edit Student Test Settings and Tools	✓	✓	✓
How to Upload Student Test Settings and Tools	✓	✓	
How to Add New Rosters	✓	✓	
How to Modify Existing Rosters	✓	✓	
How to Upload Rosters	✓	✓	
How to Print Test Tickets from Student Lists	✓	✓	✓

Task or Site	DC*	BC*	TA*
How to Print Test Tickets from Roster Lists	✓	✓	✓
How to Create New Appeal Requests	✓	✓	
How to View Appeals	✓	✓	✓
How to Create Appeals Through File Uploads	✓		
How to Plan and Manage Testing	✓	✓	
How to Generate Test Session Status Reports	✓	✓	
How to Generate Participation Reports by SSID	✓	✓	
How to View Test Completion Rates	✓	✓	
How to View Test Status Codes Reports	✓	✓	
How to View or Edit Non-Participation Codes	✓	✓	
How to Resolve Discrepancies	✓		

*DC—District Coordinator; BC—School Test Coordinator, TA—Test Administrator

**Some roles have view-only access to this feature.

User Support

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

The Help Desk is open Monday through Friday, 7:00AM to 7:00PM Central Time (except holidays or as otherwise indicated on the Louisiana Portal).

Louisiana ELPT Help Desk

Toll-Free Phone Support: 1-866-758-0231

Chat Support: https://la.portal.cambiumast.com/contact.html/

Email Support: laelpthelpdesk@cambiumassessment.com

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

- If the issue pertains to a student, provide the SSID 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 8.1 and Firefox 13 or macOS 11 and Safari 5).

V

Valid Values for Tool Names in the Test Settings Upload File

An asterisk (*) indicates test tools only applicable to the ELPT Connect tests. All other test tools are applicable for the ELPS, ELPT, and ELPT Connect tests.

Tool Name	Valid Value
Exempted Domains	No Exemptions
	Listening
	Reading
	Writing
	Speaking
	Listening and Reading
	Listening and Writing
	Listening and Speaking
	Reading and Writing
	Reading and Speaking
	Writing and Speaking
	Listening, Reading, and Writing
	Listening, Reading, and Speaking
	Listening, Speaking, and Writing
	Reading, Speaking, and Writing

Tool Name	Valid Value
Non-Embedded Accommodations	Assistive Technology Braille Test Booklet Large Print Scribe Items (Writing) Speech-to-Text
Non-Embedded Designated Supports	Color Overlay Magnification Noise Buffers Read Aloud Items – English* Read Aloud Stimuli – English* Translated Test Directions Sign Language Presentation of Items* Verbal Description of Graphics*
Permissive Mode	On Off
Zoom	1x 1.5x 1.75x 2.5x 3x 5x* 10x* 15x* 20x*

Change Log

Location	Change	Date
2	Updated the list of actions with which all TIDE users must be familiar.	7/25/22
4	Added a note to the "How to modify existing records one at a time" section.	7/25/22
17-18	Added information on rosters to the "How district-level users modify existing student accounts one at a time" section.	7/25/22
19	Added "How district-level users transfer students between districts".	7/25/22
24-25	Added "How district-level users view reports of students who have transferred into their organization" and "How district-level users view reports of students who have transferred out of their organization".	7/25/22
31	Updated the screenshot for Figure 32.	7/25/22
36-37	Reordered numbered steps to match TIDE's updated user interface.	7/25/22
37	Updated the screenshot for Figure 38 to show reversed *Search Students* and *Choose What* sections.	7/25/22
61	Updated screenshot for Figure 68.	7/25/22
66	Added the Alternate ELP field to "Columns in the Student Upload File".	7/25/22
74	Added ELPT Connect to the list of subjects in "Columns in the Test Settings Upload File".	7/25/22
80	Add Alternate ELP field to "Fields in the Demographics Panel".	7/25/22
81	Added Print on Request (Alt ELPA Only) and Word Prediction (Alt ELPA Only) to the list of Accommodations in "Fields in the Test Settings and Tools Panels".	7/25/22
91	Updated the "Special Codes and Their Descriptions".	7/25/22
95	Updated the Non-Embedded Designated Supports to include Read Aloud Items – English, Read Aloud Stimuli – English, Sign Language Presentation of Items, and Verbal Description of Graphics for the Alt ELPA.	7/25/22
Throughout	Updated screenshots and icons to match TIDE's updated user interface.	7/28/23
Throughout	Updated references to the "Secure Inbox" to "Secure File Center".	7/28/23
18	Added "How district-level users view a history of changes to a student's account".	7/28/23
25-26	Updated "How district-level users add new rosters one at a time".	7/28/23
26-27	Updated "How district-level users modify existing rosters one at a time".	7/28/23
37-38	Updated "How district-level users view report of test completion rates".	7/28/23
80	Added streamline mode to the list of designated supports available for ELPT Connect.	7/28/23
88-91	Updated special codes and their descriptions.	7/28/23
95	Added additional zoom levels to the list of tools available for ELPT Connect.	7/28/23
20, 24	Removed "How district-level users transfer students between districts". Removed "How district-level users view reports of students who have transferred into their organization" and "How district-level users view reports of students who have transferred out of their organization".	3/1/24