



**Hawai'i**

Statewide Assessment Program



# Test Information and Distribution Engine

User Guide

2023–2024

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*Prepared by Cambium Assessment, Inc.*



Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, and related systems are property of Cambium Assessment, Inc. (CAI) and are used with the permission of CAI.

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# Introduction to This User Guide

This section describes the contents of this user guide.

## Organization of This User Guide

This guide contains the following sections:




- [Section I, Overview of the Test Information Distribution Engine](#), includes a description of Test Information and Distribution Engine (TIDE) features, system requirements information, and provides an overview of user roles and permissions.
- [Section II, Accessing TIDE](#), describes how to activate your account for TIDE (and other CAI systems you are authorized to access), how to log in, and log out.
- [Section III, Understanding the TIDE User Interface](#), describes the main approach for the TIDE interface, navigation within the system, main user interface elements, and global features available throughout the system.
- [Section IV, Preparing for Testing](#), describes the activities you can perform in preparation for testing, including registering users, associating test settings and tools for students, printing test tickets for students, uploading rosters, and submitting test administration forms.
- [Section V, Administering Tests](#), describes the activities you can perform while testing is underway, including requesting testing incidents (if necessary), and monitoring test progress.
- [Section VI, After Testing](#), describes the activities you can perform post-testing, including setting Reasons for Non-Participation, using the Discrepancy Resolution System (DRS) feature to identify non-participated students, and distributing Family Portal Access Codes.



## Document Conventions

[Table 1](#) describes the conventions appearing in this user guide.

Table 1. Document Conventions

Icon	Description
	<b>Warning:</b> This symbol accompanies information regarding actions that may cause loss of data.
	<b>Caution:</b> This symbol accompanies information regarding actions that may result in incorrect data.
	<b>Note:</b> This symbol accompanies helpful information or reminders.
<i><b>bold italic</b></i>	Boldface italic indicates a page name.
<b>bold</b>	Boldface indicates an item you click or a drop-down list selection.
mono	Monospace indicates a file name or text you enter from the keyboard.
<i>italic</i>	Italic indicates a field name.

## Intended Audience

This user guide is intended for State, Complex Area, and Complex users, and School-level Test Coordinators (TC) and Test Administrators (TA) who manage the assessment effort. You should be familiar with the concepts of test eligibility, test settings, accommodations, and general management of user accounts for an enterprise-wide system.

To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file upload and download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

# Section I. Overview of the Test Information Distribution Engine

## Distribution Engine

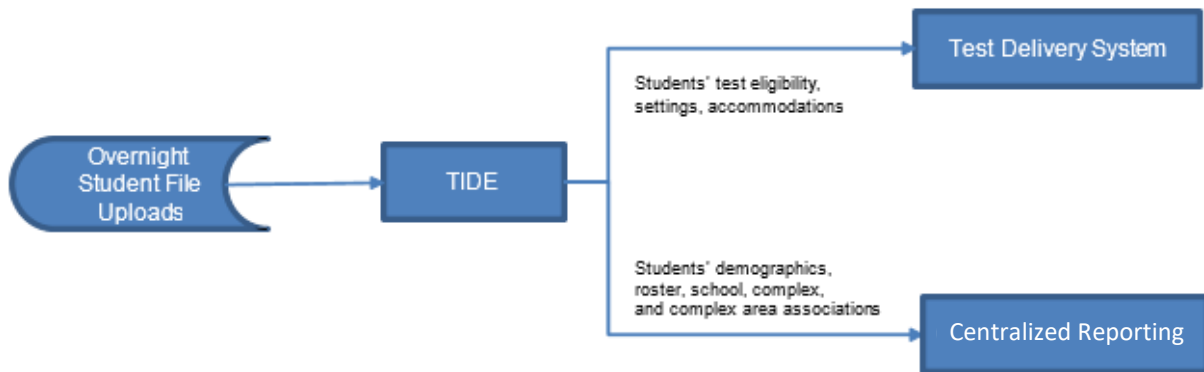
This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

### Description of TIDE

CAI’s TIDE system supports State, Complex Area, and Complex users, and School-level Test Coordinators and Test Administrators throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage user and student information, monitor test progress, and execute administrative functions such as test resets or reopens.

[Figure 1](#) illustrates TIDE’s operational functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. TIDE receives this student information from uploads from external systems and then TIDE then distributes this information to the appropriate system. TIDE sends to the Test Delivery System (TDS) students’ eligibilities, settings, and accommodations; this enables TDS to deliver the appropriate test to any given student in the required format. TIDE sends to the Centralized Reporting System (Centralized Reporting) students’ institutional associations; this enables Centralized Reporting to aggregate scores at the classroom, school, complex, complex area and state levels.

Figure 1. TIDE’s Position in the Assessment Process



### System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox or Chrome. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the [Supported Browsers](#) page on the Hawaii Statewide Assessment Program Portal at [alohahsap.org](http://alohahsap.org).

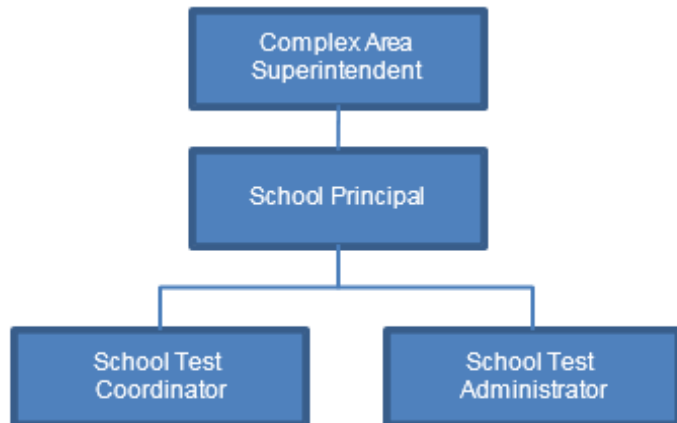
## Understanding User Roles and Permissions

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

For a list of user roles and the tasks they can perform, see the document *User Roles and Access to HSAP Systems*, available in the Resources section of the Hawai'i Statewide Assessment Program (HSAP) portal, [alohahsap.org](http://alohahsap.org).

There is a hierarchy to user roles. As indicated in [Figure 2](#), the Complex Area Superintendent is at the top of the hierarchy, followed by the School Principal, then the School Test Coordinator and School Test Administrator. Generally, user roles that are higher in the hierarchy have access to more sensitive or critical data and tasks within TIDE.

Figure 2. Hierarchy of User Roles



## Section II. Accessing TIDE

This section explains how to activate your TIDE account, log in to TIDE, reset a forgotten password, change account information, and log out.

### Activating Your TIDE Account

Your TIDE administrator (a Principal if you are a Test Coordinator, or a Test Coordinator if you are a Test Administrator or Teacher) 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 [Activating Your TIDE Account](#).

If you do not receive an activation email, check your spam folder. Emails are sent from [DoNotReply@Cambiumassessment.com](mailto:DoNotReply@Cambiumassessment.com), so you may need to add this address to your contact list.



**Note:** All users will be required to do a one-time reset password update at the beginning of every school year. CAI automatically resets all user accounts at the beginning of the school year, for security purposes. Refer to [Reactivating Your TIDE Account at the Beginning of the School-Year](#) for more information.

To activate your account:

1. Click the link in the activation email. The **Reset Your Password** page appears (see [Figure 3](#)).

Figure 3. Fields in the Reset Your Password page

**Reset Your Password**

Please create a password in accordance with the New Password Requirements.

New Password

Confirm New Password

Submit

[Return to Login Page](#)

- In the *Password* and *Confirm Password* fields, enter a new password. The password must be at least eight characters long and must include one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).
- Click **Submit**.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see [Figure 5](#)) in the portal page.

## Logging in to TIDE

This section describes how to log in to TIDE.



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

To access TIDE:

- Open your web browser and navigate to the HSAP portal at [alohahsap.org](http://alohahsap.org).
- Click the assessment or exam you will be administering.
- Click the **Teachers or Test Coordinators / Administrators** card (see [Figure 4](#)).
- Click **TIDE** (see [Figure 5](#)).

Figure 4. User Cards on Portal

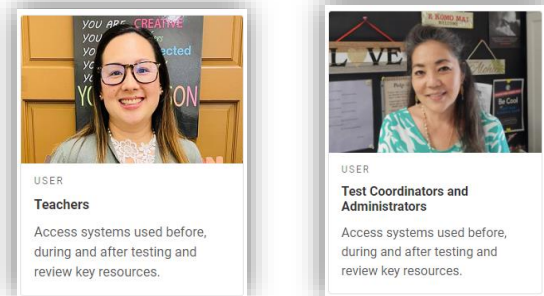
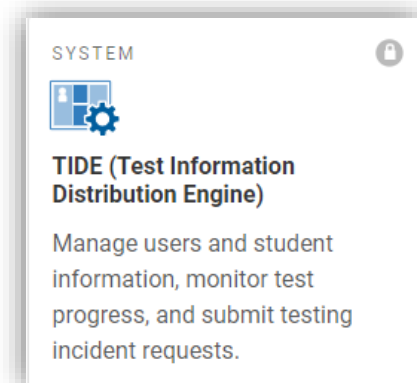


Figure 5. TIDE Card



5. The **Login** page appears (see [Figure 6](#)). On the **Login** page, enter the email address and password you use to access all CAI systems.
6. Click **Secure Login**.
  - a. If you have not logged in to TIDE using this computer or browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 7](#)) and an email is sent to your address. This applies every time you access TIDE using a new computer or a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.
    - i. In the *Enter Emailed Code* field, enter the emailed code.
    - ii. Click **Submit**.
    - iii. If the Terms and Conditions page appears, you should review the terms on this page and click Accept to proceed.



**Note:** If the code has expired, click **Resend Code** to request a new code.

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



**Caution: Loss of Data:** 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.

Figure 6. Login Page

Figure 7. Enter Code Page

## Reactivating Your TIDE 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](mailto: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.

To reactivate your account:

1. Display the **Login** page (see [Figure 6](#)) by following steps 1–4 in the section [Logging in to TIDE](#) and click **Request a new one for this school year**. The **Reset Your Password: Find Account** page appears (see [Figure 8](#)).

Figure 8. Fields in the Reset Your Password: Find Account Page

2. Enter your TIDE email address and click **Submit**. TIDE sends you an email containing a link to reset your password.
3. Follow steps 1–3 in the section [Activating Your TIDE Account](#) to reactivate your account.



**Note:** During the reactivation process, you will be taken to the **Enter Code** (see [Figure 7](#)) page and asked to provide the authentication code sent to your email.

- In the *Enter Emailed Code* field, enter the emailed code and click **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 clicking **Resend Code** on the **Enter Code** page.

## Logging out of TIDE

To log out of TIDE:

- In the TIDE banner (see [Figure 11](#)), click **Log Out**.



**Warning:** Logging out of TIDE logs you out of most HSAP systems. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions.

## Section III. Understanding the TIDE User Interface

This section includes a description of the organization of TIDE's user interface, a description of the TIDE dashboard, instructions for navigating within TIDE, an overview of basic elements in the user interface, and information about global features.

### Organization of the TIDE User Interface

The TIDE user interface is designed to reflect the stages of the testing process as directly and simply as possible. The tasks available in TIDE are organized into three categories based on when each task should be performed in the testing process:

- **Preparing for Testing:** Tasks in this category could be performed before testing begins. This category includes tasks for managing records for users, students, test settings, rosters, and within View/Edit Students and View/Edit Roster, printing test tickets. For more information about this category, see the section [Preparing for Testing](#).
- **Administering Tests:** Tasks in this category could be performed while testing is underway. This category includes tasks for reporting testing incidents and monitoring testing progress. For more information about this category, see the section [Administering Tests](#).
- **After Testing:** Tasks in this category could be performed when the testing process is finished. This category includes tasks for managing reasons for non-participation and distributing Family Portal student access codes. For more information about this category, see the section [After Testing](#).

The TIDE user interface utilizes a consistent design that allows users to follow a similar workflow for various tasks. For example, the basic process of retrieving, modifying, exporting, and uploading records in the Preparing for Testing category is the same from one record type to another.

### About the TIDE Dashboard

The TIDE dashboard appears when you first log in to TIDE (see [Figure 9](#)). Every task you can perform in TIDE is available on this page.

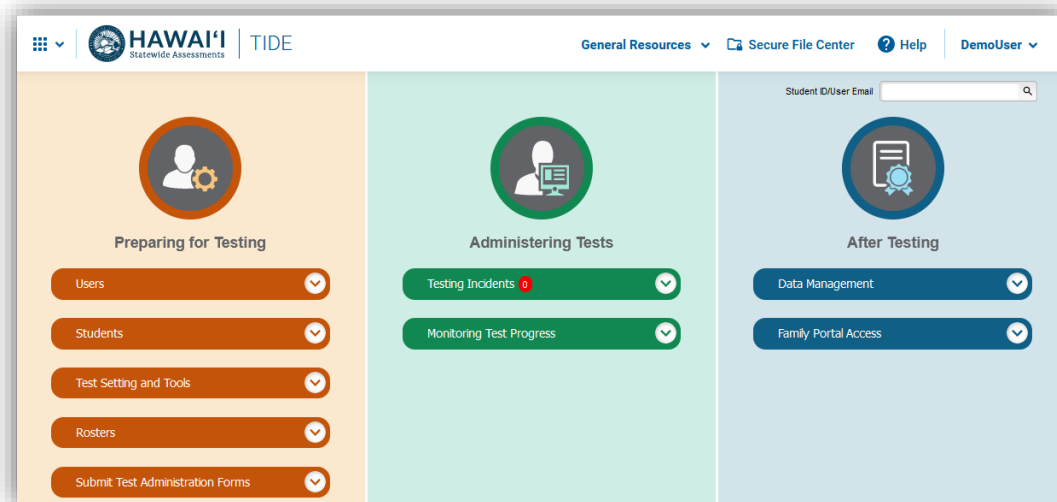
The dashboard displays a section for each of the three task categories in TIDE (Preparing for Testing, Administering Tests, and After Testing). Each section lists menus for the tasks available in that category.





**Note:** The task menus displayed on the TIDE dashboard depend on your user role.



Figure 9. TIDE Dashboard



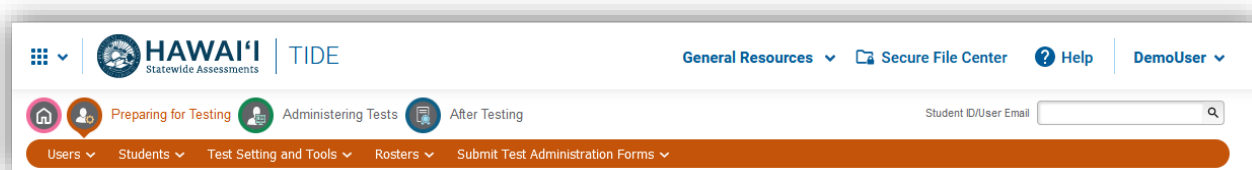
Each task menu contains a set of related tasks. For example, the **Users** menu contains options for adding users, viewing/editing/exporting users, and uploading users.


To expand a task menu and view its set of related tasks, click  on the end of that menu. To perform a task, click the name of that task listed in this menu. To collapse a menu, click .

## Navigating in TIDE

When you navigate away from the TIDE dashboard, a navigation toolbar appears at the top of the page (see [Figure 10](#)). This toolbar allows you to access each task and action that was available on the dashboard. The toolbar only lists the task menus for one category at a time.

Figure 10. Navigation Toolbar



- To access the dashboard, click  in the upper-left corner.
- To view the task menus for a particular TIDE category, click the icon for that category above the toolbar.
- To access a particular task, click that task menu in the toolbar (such as **Users**) and select the required task from the list of options that appears.



## About the Banner

A banner appears at the top of every page in TIDE (see [Figure 11](#)).

Figure 11. TIDE Banner



The banner displays the current test administration and your current user role. The banner also includes the following features:

- **CAI System Applications**   : This drop-down list allows you to switch to other CAI systems.
- **General Resources**: This drop-down list allows you to access various resources needed for testing, such as test administration forms, parent letters, parent information booklets, brochures, and scoring materials for Interim Assessments and HSA-Alt Classroom Embedded Assessments (CEAs).
- **Secure File Center**: This button allows you to open the shared Secure File Center and access the student data files you exported in TIDE as well as other systems, if available.
- **Help**: This button opens the online TIDE User Guide.
- **Manage Account**: This drop-down list allows you to change your user role, set up your contact information, reset your password, and log out of TIDE and related CAI systems.

## Accessing Global Features

Regardless of where you are in TIDE, there are features that appear globally. This section explains how to change test administrations, search for students by student ID (SSID), and switch to other CAI systems.

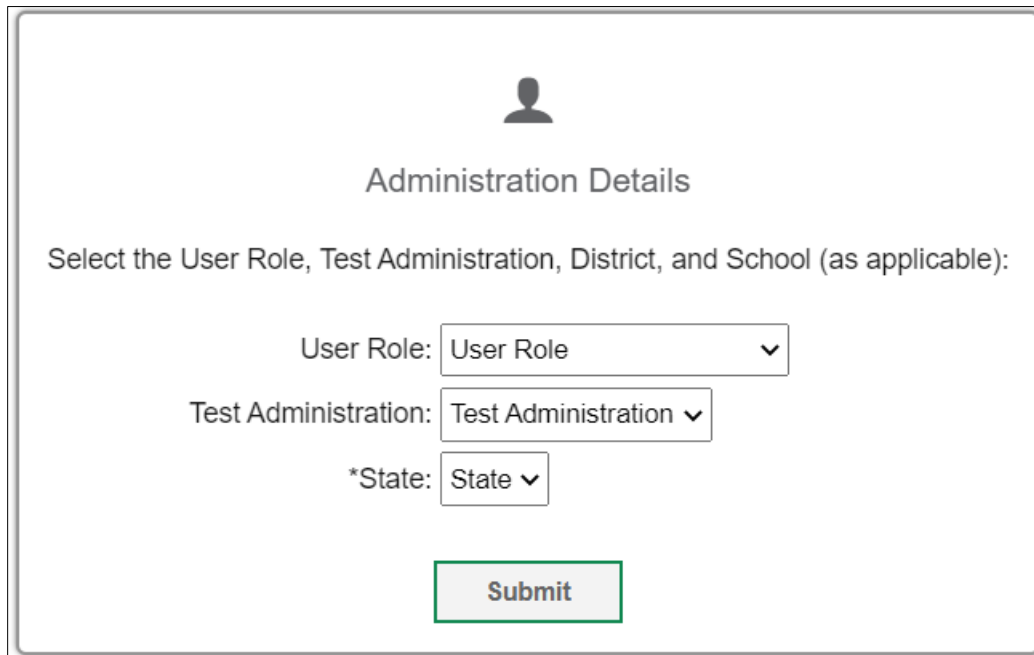
## Changing Test Administration, Institution, or Role

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

*To change test administration, user role, or institution:*

1. In the TIDE banner (see [Figure 11](#)), select **Change Role** from the **Manage Account** drop-down menu. The **Administration Details** window appears (see [Figure 12](#)).

Figure 12. Administration Details Window



The image shows a window titled "Administration Details" with a person icon at the top. Below the title, it says "Select the User Role, Test Administration, District, and School (as applicable):". There are three dropdown menus: "User Role" with "User Role" selected, "Test Administration" with "Test Administration" selected, and "\*State" with "State" selected. A "Submit" button is at the bottom.

2. Update the information as necessary.
3. Click **Submit**. A new home page appears that is associated with your selections.

## Changing Your Account Information

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

*To modify account information:*

1. In the TIDE banner (see [Figure 11](#)), from the **Manage Account** drop-down list, select **My Contact**. The **My Contact Information** page appears (see [Figure 13](#)).

Figure 13. Fields in the My Contact Information Page

My Contact Information

Save Cancel

— Add edit my account

Role: PR \*Email Address: EmployeeID@k12.hi.us

\*First Name: Demo TC Trained User for Test Administration: All selected (4)

\*Last Name: DEMO EmployeeID (Required):

\*Phone Number: 808-888-8888

Save Cancel

2. Enter updates as necessary.
3. Click **Save**.

TIDE saves your changes, and a confirmation message appears.

## Resetting Your Password

You can change your login password as necessary.

To change your password:

1. In the TIDE banner (see [Figure 11](#)), from the **Manage Account** drop-down list, select **Reset Password**. A new browser window opens with the **Change Password** page on display (see [Figure 14](#)).

Figure 14. Fields in the Change Password Page

**Change Password**

**New Password Requirements**

Your password must be at least eight characters long from each of the following categories:

- An uppercase character (A-Z)
- A lowercase character (a-z)
- A number (0-9)
- A special character (% , # , ! , etc)

**Need More Help?**

If you forgot your password or need a new password, please use the [Forgot Your Password?](#) link to reset it.

Current Password

New Password

Confirm New Password

Save

[Reset](#)

2. In the *Current Password* field, enter your current password.
3. 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 !).
4. Click **Save**.

TIDE saves your changes, and a confirmation message appears.

## Switching Between CAI Systems

Depending on your role, when you log in to TIDE you can also switch to other CAI systems.

To switch to another CAI system:


- In the banner at the top left of the page, hover the CAI System Applications icon (  ), and click the other system name (see [Figure 15](#)).


Figure 15. Switching Between CAI Systems



## Finding Students by ID or Users by Email

A *Student ID/User Email* field (  ) appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the **View and Edit Student** form for a specified student or the **View/Edit/Export Users** for a specified user.

To search for a student or user:

1. In the *Student ID/User Email* 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. Click . The **View and Edit Student** form for that student or the **View/Edit/Export Users** form for that user appears.



**Note:** Access to search for users in this field is available to the following user types: Complex Area Superintendent, Complex staff, School Principals, and School Test Coordinators.  
All users may search for students by SSID in this field.

## Downloading Resources

TIDE provides resources you can use to prepare for testing, such as test administration request forms, parent letters, parent information booklets, brochures, and scoring materials for Interim Assessments.

*To download resources:*

1. From the **General Resources** drop-down list in the banner (see [Figure 11](#)), select **Download Forms**. The **Download Forms** page appears.
2. Click the download link for the required resource.

## Downloading Files from the Secure File Center

When searching for users, students, students' test settings, rosters, and/or testing incidents, you can choose to export the search results to the Secure File Center. The shared Secure File Center (see [Figure 16](#)) 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 to your email address that is registered with TIDE when the export task is completed and the file is available in the Secure File Center for download.

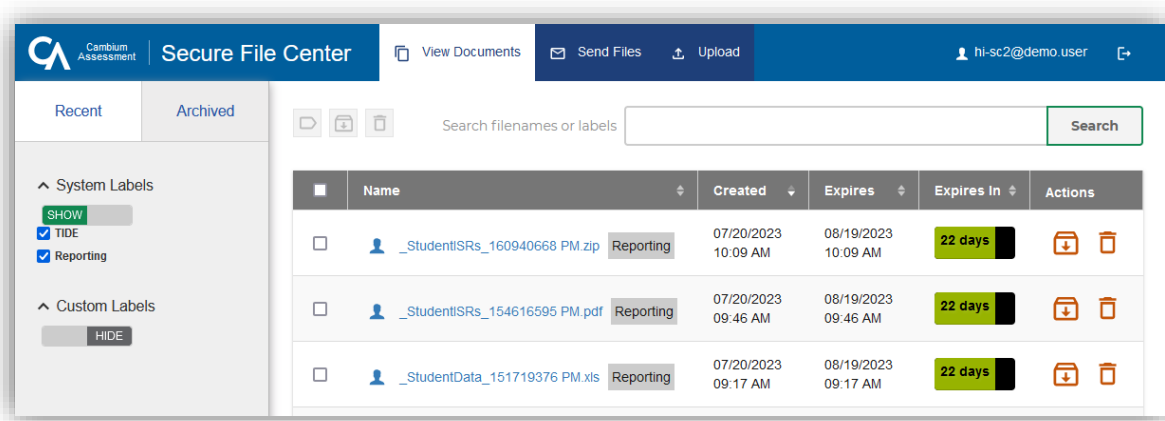
The Secure File Center also lists any secure documents that have been externally uploaded to the Secure File Center and that you have privileges to view.

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. You can access the Secure File Center from any page in TIDE to either download the file or archive the file for future reference. You can also delete the files you have exported, provided you have not archived them.

To access files in the Secure File Center:

1. From the TIDE banner (see [Figure 11](#)), select **Secure File Center**. The **Secure File Center** page appears. By default, TIDE displays the View Documents tab.

Figure 16. Secure File Center Window: View Documents Tab



2. *Optional:* Select the file view from the available tabs:
  - a. **Recent:** This is the default view and it displays all the files except for the ones that you have archived.
  - b. **Archived:** Displays the files that you have archived.
3. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files and click . The list is filtered to display only those files containing the entered file name.
4. *Optional:* To hide or display system labels, toggle / .
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 / .
7. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.
8. Do one of the following:
  - a. To download a file, click the file name.
  - b. 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**.





4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears (see [Figure 18](#)).

Figure 18. Send Files – Select Roles

The screenshot shows the 'Select Recipients' page in the Secure File Center. The 'Role' radio button is selected. Under 'Select Role(s)', 'School roles' is selected. A dropdown menu for 'School Roles' is open, showing options: 'Select all', 'Principal(PR)', 'Test Coordinator (TC)', 'Test Administrator (TA)', 'Teacher (TE)', 'Data Assessment Team Advisor (DATA)', and 'Checkpoint (CKPT)'. The 'Select all' option is highlighted with a red box.

5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.
6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send (see [Figure 19](#)). These drop-down lists adhere to TIDE's user role hierarchy. For example, complex-level users will be able to filter at their role level and below.

Figure 19. Send Files – Select Organization(s)

The screenshot shows the 'Select Recipients' page in the Secure File Center. The 'Role' radio button is selected. Under 'Select Role(s)', 'School roles' is selected. The 'School Roles' dropdown is set to 'Test Coordinator (TC)'. A red box highlights the 'Select Organization(s)' section, which includes dropdowns for 'State' (Hawaii Department of Education - 000000), 'Complex Area' (Training Complex Area - A - 9999), 'Complex' (Demo School Group 2 - 99998), and 'School' (Kula a'o Hawai'i - 995).

- If you selected **By Role** in step 3 above, skip this step. If you selected **By Email** in step 3 above, enter the email address of the recipient to whom you wish to send a file or files (see [Figure 20](#)).

Figure 20. Send Files – By Email

The screenshot shows the 'Secure File Center' interface. At the top, there are navigation tabs for 'View Documents', 'Send Files', and 'Upload'. The user is logged in as 'hi-sc2@demo user'. The main content area is titled 'Select Recipients' and has two radio buttons: 'Role' and 'Email'. The 'Email' option is selected. Below this, there is a text input field labeled '\* Enter Email:' with the value 'email@address.org'. A red box highlights this section. Below the recipient selection is the 'Add File' section, which includes a 'Choose File' button and a 'Browse' button. Below the 'Browse' button, it says '0 of 10 documents'. At the bottom of the form, there is a 'Send' button and a small disclaimer: '\* By clicking Send, you agree that Cambium Assessment cannot be held liable for data shared as a result of sending these files.'

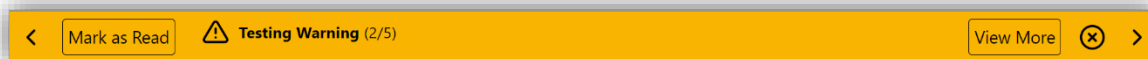
- To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
- Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
- Select **Send**.

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


## Accessing Secure Notifications in TIDE



The Secure Notification Banner displays alerts, warnings, and informational messages from the Hawai'i Department of Education Assessment Section and Cambium Assessment, Inc. (CAI). The banner displays at the top of every page in TIDE when active notifications are published (see [Figure 21](#)). Often, the messages will contain time-sensitive information, such as dates for TIDE system downtime. These secure notifications can only be accessed after logging in to TIDE.


Figure 21. Example of One Notification Type on the Secure Notification Banner







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

- Info** notifications denote informational announcements. They are marked with  and appear over blue backgrounds.

- **Alerts** denote medium severity alert announcements. They are marked with  and appear over orange/yellow backgrounds.
- **Warnings** denote maximum severity warning announcements. They are marked with  and appear over red backgrounds.

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

- |   |   |
|---|---|
| <b>Mark as Read</b>   | Removes the notification from the top of the page and closes the notification window if open. These notifications can be viewed again by clearing your browser cache during the scheduled display period for the individual notification or if the same notification is unpublished and republished by CAI.   |
| <b>View More</b>  | Displays a window with the full contents of the notification.   |
| <b>Close Icon</b>    | Removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using  return when you refresh the page or the next time you log in during the scheduled display period for the individual notification. |
| <b>Arrows</b>   | Moves to next or previous notification. Only appears when multiple notifications are active, indicated by current/total notifications beside the notification name.   |

## Overview of Task Page Elements

When you select a particular task from the dashboard or navigation toolbar, the corresponding task page appears. Although the specific fields and options on a task page vary from one task to another, the page elements are consistent across all task categories. This section provides an overview of the pages and elements used when editing, uploading, and searching for records.

## Navigating Record Forms

Certain tasks in TIDE require you to add or edit records via specialized record forms (see [Figure 22](#)). This section explains how to navigate these forms.

Figure 22. Sample Record Form

The screenshot shows a web form titled "View and Edit Student" with a "Student Information" panel. The form includes the following fields and options:

- Complex Area: 9999 - Training Complex Area - A
- Complex: 99998 - Demo School Group 2
- School: 995 - Kula a'o Hawai'i
- \*State Student Identification Number (SSID): 9999990165
- \*Legal Last Name: Pdxw
- \*Legal First Name: Rrat
- Legal Middle Name: Duzp
- \*Gender:  Male  Female
- \*Date of Birth (MMDDYYYY): 11102001
- \*Enrolled Grade: Grade 31
- Courtesy Tested Student: No
- Home language: 02
- HLIP Flag: No
- HSA-AIT: Yes
- Paper/Pencil Exception:  Yes  No
- 1st Year ELL Student in US School: - Select -
- \*Indicates Race of the student: American Indian or Alaska
- \*Hispanic Ethnic Flag:  Yes  No
- \*American Indian/Alaskan Native Ethnic Flag:  Yes  No
- \*Asian/Pacific Islander Ethnic Flag:  Yes  No
- \*African American Ethnic Flag:  Yes  No
- \*White Ethnic Flag:  Yes  No
- \*Hawaii Pacific Islander Ethnic Flag:  Yes  No
- \*Multi-racial Ethnic Flag:  Yes  No
- Section 504 Student: 1 - Ineligible ELL, potential
- ELL Student: 1 - Ineligible ELL, potential
- IDEA Student: 1 - Ineligible ELL, potential
- Special Education: No

Record forms are usually divided into multiple panels. Each panel contains a group of related settings and fields that you can edit. You can click **−** in the upper-left corner of a panel to collapse it, or click **+** in a collapsed panel to expand it.

If there are multiple panels in a form, a floating *Go To section* toolbar appears on the left side of the record form. This toolbar includes a numbered button for each panel in the form. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

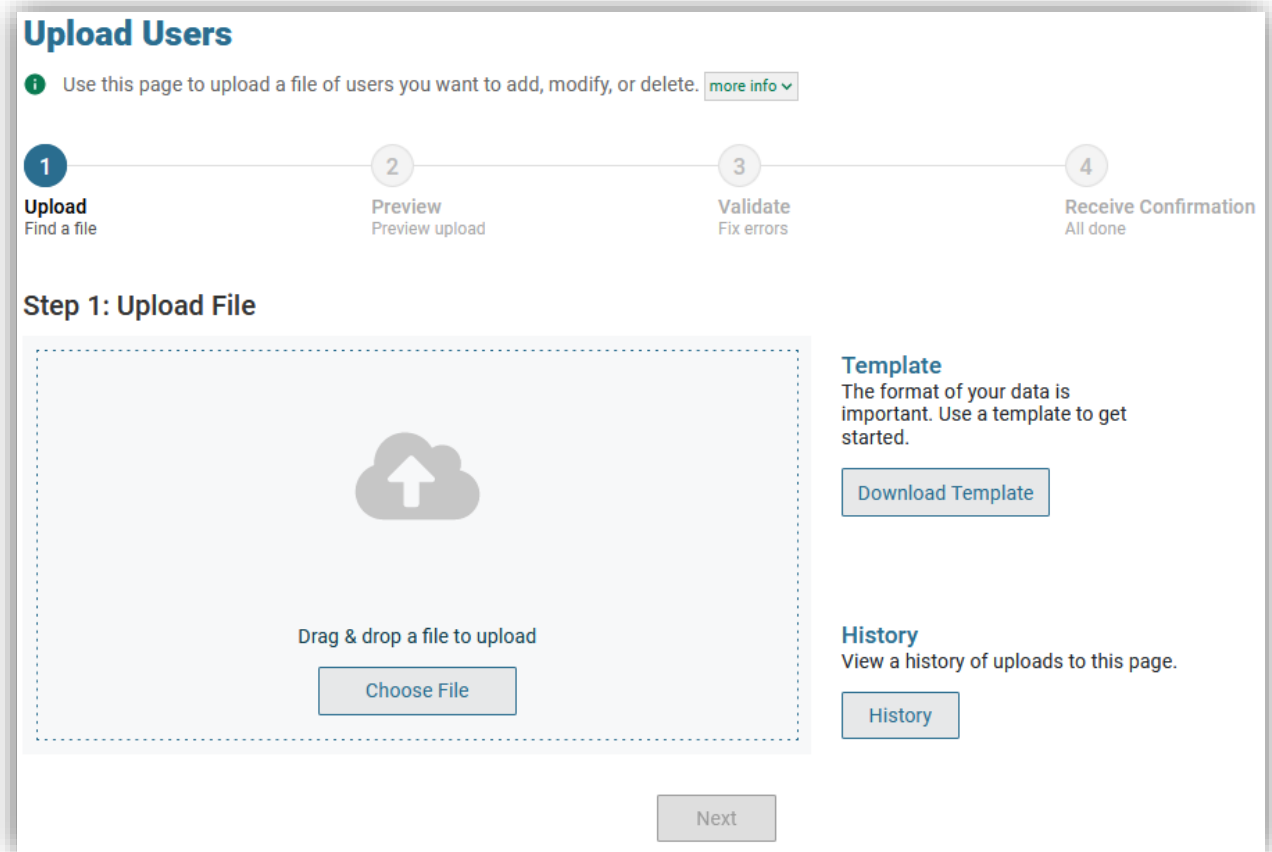


**Note:** The number of panels and the content of those panels in a record form depend on the record type.

## Uploading Records

Some TIDE tasks include a tool which allows you to add or edit a large number of records via a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (see [Figure 23](#)).

Figure 23. Sample File Upload Page



When uploading a file to TIDE, you must first download a file template, which is located on the righthand side of the page, and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided throughout the section [Preparing for Testing](#).

You can click on the **History** button on the lower righthand side of the page to view a log of the files that have previously been uploaded for the selected record type.

For more information about how TIDE processes uploads, see [Processing File Uploads](#) in [Appendix A](#).



**Note:** The instructions in this section apply to file upload pages only and do not apply to upload tasks available on pages such as the **Participation Report for SSID** page.

*To upload a file:*

1. On the file upload page, click **Download Template** and select the appropriate file type (CSV or Excel).
2. Open the file in a spreadsheet application, fill it out, and save it.
3. On the file upload page, click **Choose File** and select the file you created in the previous step, or drag and drop the file to upload into TIDE.
4. Click **Next**. The **Preview** page appears. Use the file preview on this page to verify you uploaded the correct file.
5. Click **Next**. TIDE validates the file and displays any errors or warnings on the **Validate** page.



**Note:** If a record (usually a row in the Excel or CSV file) contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

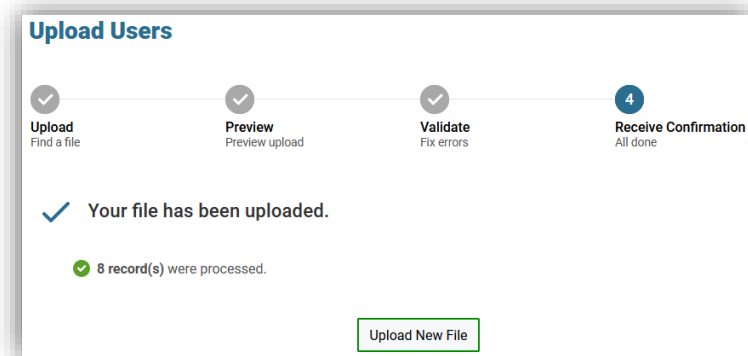
- a. *Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- b. *Optional:* Click **Download Validation Report** in the upper-right corner to view a file listing the validation results for the upload file.



**Note:** If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

6. Do one of the following:
  - a. Click **Continue with Upload**. TIDE commits those records that do not have errors.
  - b. Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.
7. The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded (see [Figure 24](#)).

Figure 24. Confirmation Page



8. *Optional:* To upload another file of the same record type, click **Upload New File**.

## Searching for Records

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 25](#)). This section explains how to use this search panel and navigate search results.

Figure 25. Sample Search Panel

*To search for records:*

1. In the search panel, enter search terms and select values from the available search parameters, as required.



**Note:** The search parameters available in the search panel depend on the record type and user role. Required search parameters are marked with an asterisk.

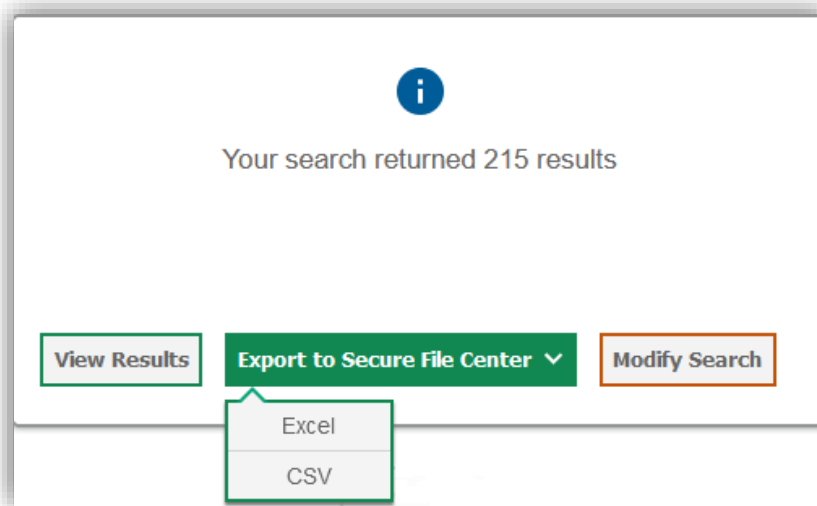
Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages will allow you to select one, multiple, or all values.

Similarly, the **Test ID** drop-down list on the **Plan and Manage Testing** page will allow you to select one, multiple, or all values.



2. *Optional:* If the task page includes an additional search panel, select values to further refine the search results:
  - a. To include an additional search criterion in the search, select it and click **Add** or **Add Selected** as available
  - b. *Optional:* To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
  - c. For information about how TIDE evaluates additional search criteria, see [Evaluating Advanced Search Criteria](#).
3. Click **Search**.
  - a. If searching for users, students, students' test settings, and testing incidents, proceed to the next step.
  - b. If searching for other types of records, such as rosters, skip to Step [5](#).
4. In the search results pop-up window (see [Figure 26](#)) 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:

Figure 26. Search Results Pop-up Window



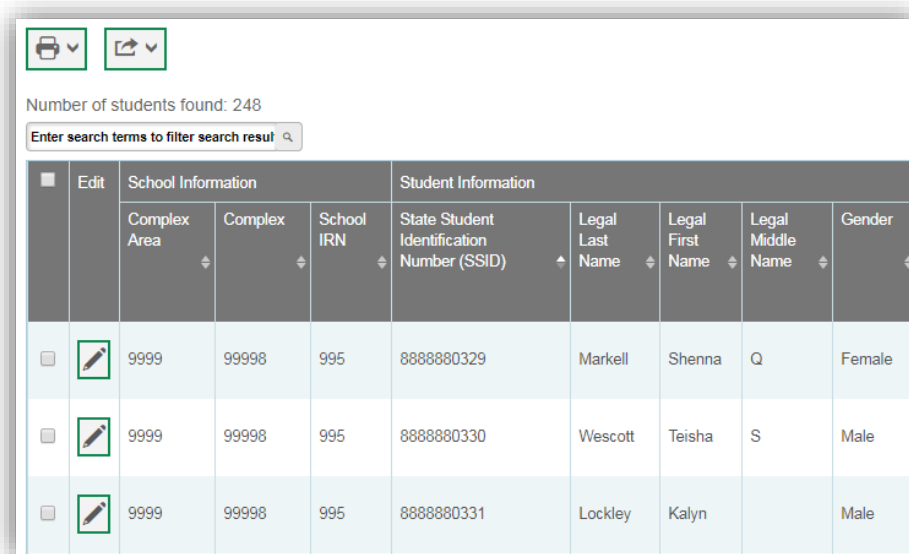
- a. To view the retrieved records on the page, click **View Results**. Continue to Step [5](#).











**Note:** This option is not available if TIDE detects that this action might adversely affect its performance. For example, the View Results button may be disabled if the search results contain records from all complexes within a complex area, or all schools within a complex.


- b. To export the retrieved results to the Secure File Center, click **Export to Secure File Center** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Secure File Center (see [Downloading Files from the Secure File Center](#)).
  - c. To return to the page and modify your search criteria, click **Modify Search**. Repeat Steps [1–4](#).
5. The list of retrieved records appears below the search panel (see [Figure 27](#)).

Figure 27. Sample Search Results



Edit	School Information			Student Information					
	Complex Area	Complex	School IRN	State Student Identification Number (SSID)	Legal Last Name	Legal First Name	Legal Middle Name	Gender	
<input type="checkbox"/> 	9999	99998	995	8888880329	Markell	Shenna	Q	Female	
<input type="checkbox"/> 	9999	99998	995	8888880330	Wescott	Teisha	S	Male	
<input type="checkbox"/> 	9999	99998	995	8888880331	Lockley	Kalyn		Male	

6. *Optional:* To filter the retrieved records by keyword, enter a search term in the text box above the search results and click . TIDE displays only those records containing the entered value.
7. *Optional:* To sort the search results by a given column, click its column header.
  - a. To sort the column in descending order, click the column header again.
8. *Optional:* If the table of retrieved records is too wide for your browser window, you can click  and  at the sides of the table to scroll left and right, respectively.
9. *Optional:* If the search results span more than one page, click  or  to view previous or next pages, respectively.

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

## Evaluating Advanced Search Criteria

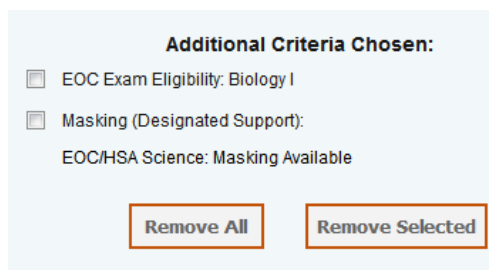
Some search pages have an advanced search panel where you can enter complex criteria. TIDE evaluates the advanced search criteria as follows:

- If you specify multiple values for a given search field, TIDE retrieves records matching *any* of the values.
- If you specify multiple search fields, TIDE retrieves records matching *all* of the fields' criteria.

TIDE retrieves student records that match both of the following (see [Figure 28](#)):

- Student is eligible for the Biology I EOC Exam.
- Masking is enabled for the student for the EOC/HSA Science tests.

Figure 28. Additional Search Criteria



## Performing Actions on Records

After searching for records, you can perform actions on the retrieved records, such as printing or exporting them. The number and type of action buttons available depend on the record type.

*To perform actions on records:*




1. Search for the required records by following the procedure in the section [Searching for Records](#).
2. To select records for an action (such as printing or exporting), do one of the following:
  - a. Mark the checkbox next to each record you wish to select.
  - b. To select all records, mark the checkbox in the header row.



**Note: Performing actions on student records retrieved on the *View/Edit Students* and *View/Edit Test Settings and Tools* pages.**

- For printing or exporting student records from the *View/Edit Students* and *View/Edit Test Settings and Tools* pages, it is not necessary to mark the checkbox in the header row to select all records. The options to print all retrieved records is available by default.
- By default, 50 records are displayed at a time. You can use the navigation arrows on the top or bottom of the list of retrieved records to navigate through the records. You can also enter a page number in the text box between the navigation arrows and press `ENTER` on the keyboard to directly jump to the specified page.
- When selecting records to print or export, you can select records from multiple pages.

3. Click the required action button above the table of retrieved records and select the desired option, if available:

-  : Prints the selected records or displays options for printing all or selected records.
-  : Exports the selected records to a PDF, Excel, or CSV file or displays options for exporting all or selected records.
-  : Deletes the selected records.



**Note: About the Action Buttons**

- When you scroll down in the table, these action buttons appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.
- For the print and export action buttons, the counts of records are displayed next to each option available for the button. If an option is not available, it is grayed out. For example, if 150 records have been retrieved, the count next to the option for printing all records will show 150. If you have not selected any records, the option for printing selected records will be disabled and will show a count of 0 records.

## Section IV. Preparing for Testing

This section provides instructions for performing the tasks in the Preparing for Testing category. These tasks should be performed before testing begins.

This section covers the following topics:

- [Establishing Contact and Shipping Information](#)
- [Managing TIDE Users](#)
- [Managing Student Information](#)
- [Managing Student Test Settings and Tools](#)
- [Managing Rosters](#)

### Establishing Contact and Shipping Information

You can assign someone to serve as a school test coordinator. This person serves as the overall contact for all testing matters within the school. When sending announcements regarding TIDE or other testing applications, CAI uses the test coordinator's email address. In addition, you must establish an address to which all school orders for testing materials or reports are shipped.

*To establish contact and shipping information:*

1. From the **Contact Information Report** task menu on the dashboard, select **Contact Information Report**. The **Contact Information Report** page appears (see [Figure 29](#)).

Figure 29. Contact Information Report Page

Contact Information Report

Use this page to establish contact and shipping information. [more info](#)

Contact Information Report

\*Search Contact Info Report For: School

\*Complex Area: Training Complex Area - /

\*Complex: Demo School Group 2 - 9

\*School: Kula a'o Hawai'i - 995

Search

Contact Information Report

School Test Coordinator Information	Shipping Information
Name: Kula a'o Hawai'i	Contact Person: Uncle Kimo
*First Name: Testing	*Address Line1: 99 Puka Lane
Middle Name: Could B	Address Line2: Apt H
*Last Name: School	*City: Waimanalo
*Email Address: testschool@air.com	*State: HI
Alternate Email Address:	*Zip Code: 20007
*Phone Number: 808-999-9999	Zip+4:
Fax Number:	Phone Number: 223-123-1234
	Save

1. Confirm the **Contact Information Report** drop-down list selections are correct for your school.
2. Click **Search**.
3. When the report appears, verify or enter information in the *School Test Coordinator Information* panel.
4. Verify or enter information in the *Shipping Information* panel. Post Office (P.O.) boxes are not allowed for a shipping address.
5. Click **Save**.

## Managing TIDE Users

This section includes instructions for adding, editing, and uploading records for user accounts in TIDE.

### Adding User Accounts

This section explains how to add a new user account to TIDE.



**Note:** When you add a user account, its role must be lower in the hierarchy than your role. Furthermore, you can add only those users that fall within your institution. For example, complex-level users can create school-level accounts only for schools within their complex.

*To add a user account:*

1. From the **Users** task menu on the TIDE dashboard, select **Add Users**. The **Add Users** page appears (see [Figure 30](#)).

Figure 30. Fields in the Add User Page

Preparing for Testing | Administering Tests | After Testing | Student ID/User Email [Search]

Contact Information Report | Users | Students | Test Setting and Tools | Rosters | Submit Test Administration Forms

### Add Users

**i** Use this page to add users to assessment systems. [more info](#)

- Select and type entries in the fields.
- Click **Save**.
- Fields marked with an asterisk are mandatory. **EmployeeID is required for all users.**
- Click **Help** in the banner for more information about the fields in this page.


**Personnel**

\*Email Address:  **\***

**+** Add user or add roles to user with this email

- In the *Email Address* field, enter the new user's email address. Hawai'i DOE Assessment Section recommends using the new user's [employeeID#@k12.hi.us](mailto:employeeID#@k12.hi.us) email address.
- Click **+Add user or add roles to user with this email**. Additional fields appear (see [Figure 31](#)).

Figure 31. Fields in the Add User Page

- Using [Table 2](#) as a reference, enter the user's first name and last name in the required fields and other details in the optional fields.
- From the *Role* drop-down, select a role.
- From the drop-downs that appear, select a state, Complex Area, Complex, and school, if applicable.
- Optional:* To add multiple roles, click **+Add More Roles** and repeat steps [5](#) and [6](#).
- Optional:* To delete a role, click  next to that role.
- Click **Save**.
- In the affirmation dialog box, click **Continue** to return to the **Add Users** page. TIDE adds the account and sends the new user an activation email from [DoNotReply@Cambiumassessment.com](mailto:DoNotReply@Cambiumassessment.com). New users should check their junk mail folder if they do not receive an activation email.

## Viewing and Editing User Details

You can view and modify detailed information about a user's TIDE account—as long as the user is below your role in the hierarchy and is in school.

To view and edit user details:


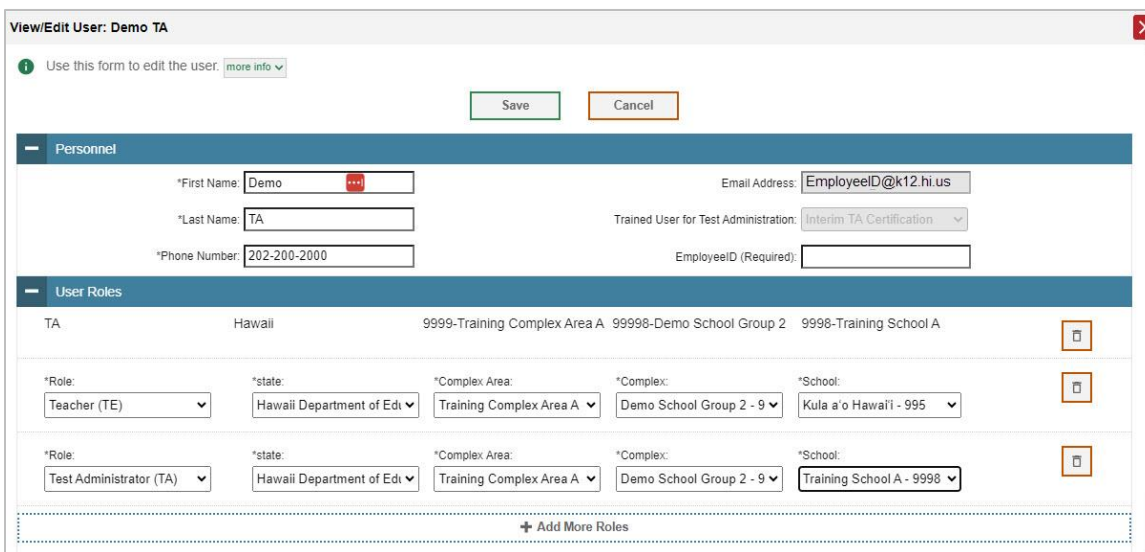
1. From the **Users** task menu on the TIDE dashboard, select **View/Edit/Export Users**. The **View/Edit/Export Users** page appears.
2. Retrieve the user account you want to view or edit by following the procedure in the section [Searching for Records](#).
3. In the list of retrieved users, click  for the user whose account you want to view. The **View/Edit User: [User's Name]** form appears (see [Figure 32](#)).

Figure 32. Fields in the View/Edit User: [User's Name] Form




View/Edit User: Demo TA

Use this form to edit the user. [more info](#)

Save Cancel




**Personnel**

\*First Name: Demo  Email Address: EmployeeID@k12.hi.us

\*Last Name: TA Trained User for Test Administration: Interim TA Certification

\*Phone Number: 202-200-2000 EmployeeID (Required):

**User Roles**

TA	Hawaii	9999-Training Complex Area A	9999-Demo School Group 2	9998-Training School A	
*Role: Teacher (TE)	*state: Hawaii Department of Ed	*Complex Area: Training Complex Area A	*Complex: Demo School Group 2 - 9	*School: Kula a'o Hawai'i - 995	
*Role: Test Administrator (TA)	*state: Hawaii Department of Ed	*Complex Area: Training Complex Area A	*Complex: Demo School Group 2 - 9	*School: Training School A - 9998	

+ Add More Roles


4. If your user role allows it, modify the user's details as required. Use [Table 2](#) as a reference.
5. *Optional:* To add more roles for this user, click **+Add More Roles** and then follow the steps for adding roles as described in [Adding User Accounts](#).
6. *Optional:* To delete a role, click  next to that role. You can also delete the user's entire account. For information on deleting accounts, see [Deleting User Accounts](#).
7. Click **Save**.
8. In the affirmation dialog box, click **Continue** to return to the list of user accounts.



Table 2 describes the fields in the **View/Edit User: [User's Name]** page.

Table 2. Fields in the View/Edit User: [User's Name] Page

Field	Description
First Name*	User's first name.
Last Name*	User's last name.
Phone*	User's phone number.
Email Address*	Email address for logging in to TIDE.
Trained User for Test Administration	Indicates whether user has completed an online TA Certification course to use online assessment systems. Once the user completes an online TA Certification course this field will automatically populate with a General TA Certification, Alternate TA Certification, and/or Remote Administration TA Certification flag depending on the online course(s) completed. Users can receive multiple TA Certification flags.
Employee ID (Required)	User's HIDEOE employee ID.

\*Required field.


## Deleting User Accounts

You can delete a user's account as long as the user is at or below your role in the hierarchy and the user is in your school. Test Coordinators should review the list of users at their school at the beginning of the school year, and delete all non-active accounts (i.e, teachers or TAs no longer at the school, or who are no longer going to administer the tests).



**Note:** For users having multiple roles, you can delete a role instead of the entire account if desired. For information on deleting roles, see [Viewing and Editing User Details](#).

*To delete user accounts:*

1. Retrieve the user accounts you want to delete by following the procedure in the section [Searching for Records](#).
2. Do one of the following:
  - a. Mark the checkboxes for the users you want to delete.
  - b. Mark the checkbox at the top of the table to delete all retrieved users.
3. Click , and in the affirmation dialog box click **Yes**.

## Adding, Editing, or Deleting Users through File Uploads

If you have many users to add, edit, or delete, 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.

*To upload user accounts:*

1. From the **Users** task menu on the TIDE dashboard, select **Upload Users**. The **Upload Users** page appears.
2. Following the instructions in the section [Uploading Records](#) and using [Table 3](#) as a reference, fill out the User template and upload it to TIDE.

[Table 3](#) provides the guidelines for filling out the User template that you can download from the **Upload Users** page.

Table 3. Columns in the User Upload File

Column	Description	Valid Values
Complex Area ID*	Complex Area associated with the user.	Complex Area ID that exists in TIDE, and must be associated with the user uploading the file.
Complex ID*	Complex associated with the user.	Complex ID that exists in TIDE, and must be associated with the user uploading the file. Must be associated with the Complex Area ID.
School ID*	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Must be associated with the Complex ID. Can be blank when adding complex-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 75 characters that are valid for an email address. This is the user's username for logging in to TIDE.

Column	Description	Valid Values
Role*	User's role. For an explanation of user roles, see <a href="#">Understanding User Roles and Permissions</a> .	One of the following: CAS—Complex Area Superintendent. CS—Complex Staff. PR—Principal TC—Test Coordinator. TA—Test Administrator. TE—Teacher. DATA—Data Assessment Team Advisor. Must be lower in the hierarchy than the user uploading the file; see <a href="#">Figure 2</a> .
Phone*	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Employee ID	User's Employee Identification Number	Unique 8-digit ID number.
Action*	Indicates if this is an add or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

\*Required field.

[Figure 33](#) is an example of a sample upload file with the following transactions:

- The first row (aside from the header row) adds Thomas Walker as a TIDE user, specifying all fields except phone number.
- The second row modifies Thomas Walker’s account, changing his role and adding the phone number. In this case you must list values in all other columns, even if you do not change them.
- The third row deletes Thomas Walker’s account.
- The fourth row adds Patricia Martin as a test administrator for school 9000.
- The fifth row adds Patricia Martin as a school administrator for a different school—9001.

Figure 33. Sample User Upload File

	A	B	C	D	E	F	G	H	I	J
1	Complex Area ID	Complex ID	School ID	FirstName	LastName	Email	Role	Phone	EmployeeID	Action
2	999	999	999	Thomas	Walker	tw@air.org	TC	808-555-1111	00000000	ADD
3	999	999	999	Thomas	Walker	tw@air.org	TA	808-555-1111	00000000	ADD
4	999	999	999	Thomas	Walker	tw@air.org	TA	808-555-1111	00000000	DELETE
5	999	999	999	Patricia	Martin	pm@air.org	TE	808-555-1111	00000001	ADD
6	999	999	999	Patricia	Martin	pm@air.org	TA	808-555-1111	00000001	ADD

## Managing Student Information

This section describes how to add, modify, and delete students’ records, and how those records affect testing and reporting.

[Table 4](#) describes the fields in the *Demographics* panel on the Student form.

Table 4. Fields in the Demographics Panel

Field	Description
SSID	Student’s 10 Digit State Student Identifier (SSID).
Legal Last Name	Student’s last name.
Legal First Name	Student’s first name.
Legal Middle Initial	Initial of student’s middle name.
Gender	Student’s gender.
Date of Birth (MMDDYYYY)	Student’s date of birth.
Enrolled Grade	Grade in which student is enrolled during the test administration.
Courtesy Tested Student Flag	Courtesy testing status for home-schooled students.

Field	Description
Home Language	Two-digit code denoting student's home language.
HLIP Flag	Student's Hawaiian Language Immersion Program (HLIP) status.
HSA-Alt Flag	Student's HSA-Alt eligibility <b>NOTE:</b> Students with the HSA-Alt flag set to "Yes" are not eligible to take the Smarter Balanced Assessments, HSA Science Assessments, or the Biology I EOC Exam.
Paper/Pencil Exception	Indicates whether student has been approved for the HSA-Alt paper/pencil test kit exception.
1st Year ELL Student in US School	ELL students who have been in a US School for less than 1 year are exempt from participation in the Smarter Balanced English Language Arts/Literacy (ELA) Assessment.
Indicates Race of the student	Student's ethnicity.
Hispanic Ethnic Flag	Indicates student traces origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.
American Indian/Alaskan Native Ethnic Flag	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.
Asian/Pacific Islander Ethnic Flag	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.
African American Ethnic Flag	Indicates student has origins in any of the black racial groups of Africa.
White Ethnic Flag	Indicates student has origins in any of the original peoples of Europe, Middle East, or North Africa.
Hawai'i Pacific Islander Ethnic Flag	Indicates student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Multi-racial Ethnic Flag	Indicates student has origins in any of more than one of the racial groups.
Section 504 Student	Code indicating student's Section 504 status.
ELL Student	Code indicating student's ELL status.
IDEA Student	Code indicating student's IDEA status.
Special Education	Indicates student's Special Education status.
Access Code	Indicates the Family Portal access code associated with this student.

[Table 5](#) describes the fields in the different test settings and tools panels on the Student form.

Table 5. Fields in the Test Settings and Tools Panels

Field	Description
<b>Test Eligibility</b>	
Interim Testing Grade	Grade at which the student is tested during an upcoming Interim test. For example, marking the Grade 4 checkbox under the Mathematics subject indicates the student receives the fourth-grade mathematics Interim test. Students are permitted to test out of their enrolled grade only for the Interim tests.
Tested Grade	Student's tested grade (for Courtesy Tested and Grade 31, 32, 33, 34 students ONLY). One of the available grades from the drop-down list.
EOC Exam Eligibility	Student's eligibility for each End-of-Course Exam. TIDE will load EOC Exam-eligible students prior to the beginning of each test administration window (fall and spring windows only). Refer to the EOC Exams portal for dates ( <a href="https://eoc.alohahsap.org/">https://eoc.alohahsap.org/</a> ) Test Coordinators can update students' EOC Exam eligibility prior to and during the testing window to ensure they are currently enrolled in the corresponding course.
Prior Year EOC Exam Test Taker	Indicates the student took a Biology 1, Algebra 1 and/or Algebra 2 End-of-Course Exam during the prior school year.  This flag can be used by school Test Coordinators to identify students that will have EOC Exams test results in the Family Portal for the prior school year, in order to generate and/or download Family Portal Access Codes for EOC Exam test takers.
Parental Consent for Remote Administration Video Monitoring (Form Required)	This flag enables eligibility for the student to take a summative test at home using the HSAP Secure Browser. Please see the <a href="#">Remote Test Administration</a> portal resources section on AlohaHSAP.org for additional information about HIDOE's Remote Summative Administration policies and procedures.  <b>Important: A signed Parental Consent form must be obtained by the school prior to setting this flag for any student.</b>
<b>Participation Student</b>	
Test Participation	Displays a list of eligible tests for the student and the testing status for each test the student is currently eligible to take.
<b>Embedded Designated Supports</b>	
Color Contrast	Allows another color choice combination to be selected. If a student requires a color choice, this must be set for <b>each subject test</b> the student will take.
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.

Field	Description
Mouse Pointer	Allows the mouse pointer to be set to a larger size and also for the color to be changed.
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.
Streamlined Mode	By default, all tests use the standard mode. This interface is compatible with all supported desktops and tablets. The streamlined mode presents the test in an alternate, simplified format in which the items are displayed below the stimuli. All tool and navigation buttons are on the bottom of the screen. The streamlined mode is not intended to be tablet compatible.
Text-to-Speech (TTS) – Designated Support	TTS is a <b>designated support</b> for Smarter Balanced ELA CAT items, ELA PT items and stimuli, and Mathematics items and stimuli. <ul style="list-style-type: none"> <li>A Test Coordinator is <b>not</b> required to submit an <i>Accommodations Request Form</i> for a student who will use the Smarter Balanced TTS <b>designated support</b> for the ELA CAT items, ELA PT items and/or stimuli, and Mathematics items and/or stimuli.</li> </ul> TTS is a <b>designated support</b> for HSA Science, as well as EOC Algebra 1, Algebra 2, and Biology I, for Instructions, Stimuli, and Items, and is NOT enabled for all students by default. If a student should have TTS for two opportunities of HSA Science or one opportunity of EOC Algebra 1, Algebra 2, or Biology 1 , then a Test Coordinator must change the TTS setting from “None” to “Instructions, Stimuli, and Items” before a student begins an HSA Science Bridge or an EOC Exam. See below for information about the TTS Accommodation for ELA Passages.
Translation (Glossary)	Allows students to open a translated glossary to view terms presented on the test that may be unfamiliar to them.
<b>Embedded Universal Tools</b>	
Digital Notepad	Allows students to make notes, computations, or responses about an item or performance task.
Expandable Passages	Allows students to "expand" reading passages and other stimuli across the full width of the computer screen.
Global Notes (for ELA Performance Tasks)	Global notes is a notepad that is available specifically for ELA performance tasks in which students complete a full write. A full write is the second part of a performance task. During the ELA performance tasks, <b>the notes are retained from segment to segment and saved from one testing session to another</b> so that the student may go back to the notes even though the student is not able to go back to specific items in the previous segment.
Highlighter	Allows students to highlight text in passages, stimuli, and items.

Field	Description
Suppress Score	<p>By default, students see their HSA Science Assessment or End-of-Course Exam test score when they complete and submit their tests for scoring. Students will not see their Smarter Balanced ELA/Literacy score because their typed answers must be hand scored before their scores can be posted in the Online Reporting System.</p> <p>A student's score may be suppressed by the Test Coordinator or Test Administrator if the staff members who provide services for the student think that displaying the score will be upsetting.</p>
Line Reader	Allows students to use an onscreen universal tool to assist in reading by raising and lowering the tool for each line of text on the screen.
Mark for Review	Allows students to mark items for additional review. Items marked for review are flagged on the "Review My Answer" page prior to final test submission.
Strikethrough	Allows students to strikethrough answer options.
Zoom	List of available zoom levels.
<b>Embedded Accommodations</b>	
Language/Presentation (Designated Support or Accommodation)	<p>The default language for all assessments is English, unless a student requires the Braille accommodation. Braille is available for the following assessments: Smarter Balanced, HSA Science, and EOC Biology I.</p> <p>Smarter Balanced Mathematics Assessments, HSA Science Assessments, and the EOC Biology I Exam are offered in Spanish (Designated Support).</p>
American Sign Language	Allows students to view test content translated into ASL by a human signer.
Audio Transcriptions	Indicates if Audio Transcriptions (Braille Transcript) are available for the subject. This tool provides students a braille transcript of the closed captioning created for the ELA listening passages. The braille transcripts are available in the following braille codes: EBAE uncontracted, EBAE contracted, UEB uncontracted, and UEB contracted..
Braille Type	Indicates the type of Braille file used for students testing with the Braille language setting (Uncontracted or Contracted).
Closed Captioning	Indicates if closed captioning is available for the subject.
Emboss	Indicates the test subjects enabled for embossing for students testing with the Braille language setting.
Emboss Request Type	Indicates the type of emboss request for students testing with the Braille language setting (On-Request or Auto-Request).



Field	Description
Text-to-Speech (TTS) – Passages for ELA	<p>TTS is an <b>accommodation</b> for Smarter Balanced ELA CAT reading passages and must be set in TIDE by the Assessment Section before a student begins testing.</p> <ul style="list-style-type: none"> <li>A Test Coordinator <b>must</b> submit a student's <i>Accommodations Request Form</i> for the Smarter Balanced TTS <b>accommodation</b> for the ELA CAT reading passages to the Department of Education's Assessment Section for review. The Test Coordinator will be informed when the student's access to this accommodation has been activated in TIDE.</li> </ul> <p><b>Note:</b> TTS is available for the Grades 3-8 and 11 Smarter Balanced ELA CAT reading passages during the spring 2022 administration.</p>
Word Prediction	Indicates if embedded word prediction is available for the subject.
<b>Non-Embedded Designated Supports and Accommodations</b>	
Non-embedded Designated Supports	<p>List of non-embedded designated supports that may be provided for identified students.</p> <ul style="list-style-type: none"> <li>Test Administrators must verify that the non-embedded designated supports are being provided before approving students for operational testing.</li> </ul> <p>Information about non-embedded designated supports is available in the <i>Test Administration Manual</i>.</p>
Non-embedded Accommodations	<p>List of non-embedded accommodations that may be provided for identified students.</p> <ul style="list-style-type: none"> <li>Test Administrators must verify that the non-embedded accommodations are being provided before approving students for operational testing.</li> </ul> <p>Information about accommodations is available in the <i>Test Administration Manual</i>. The <i>Accommodations Request Form</i> must be submitted to Assessment Section for review. Upon verification, the non-embedded accommodation option that is requested for each subject test will be set by the Assessment Section staff. This process must be completed before a student begins testing.</p>
Non-embedded Accommodations – Alternate Assessments	<p>List of non-embedded accommodations that may be provided for the Hawai'i State Alternate Assessment for identified students.</p> <ul style="list-style-type: none"> <li>Test Administrators must verify that the non-embedded accommodations are being provided before approving students for operational testing.</li> </ul> <p>Information about non-embedded accommodations available for the HSA-Alt is available in the <i>HSA-Alt Test Administration Manual</i>.</p>
Print on Demand	<p>This accommodation allows a student to request printing of test items or stimuli (passages) or both, depending on what option is selected.</p> <p>The <i>Accommodations Request Form</i> must be submitted to the Assessment Section for review. Upon verification, the option that is requested for each subject test will be set by the Assessment Section staff. This process must be completed before a student begins testing.</p>

## Viewing and Editing Students

You can view and edit detailed information about a student's record. You can also view a student's test participation report, if available.

*To view and edit student details:*


1. From the **Students** task menu on the TIDE dashboard, select **View/Edit Students**. The **View/Edit Students** page appears.
2. Retrieve the student records you want to view or edit by following the procedure in the section [Searching for Records](#).
3. In the list of retrieved students, click  for the student whose account you want to view. The **View/Edit Students: [Student's Name]** form appears. This form is similar to the form used to add student records (see [Figure 32](#)).
4. From the *Participation Student* panel, view the student's test participation report, if available.
5. If your user role allows it, modify the student's record as required.
  - a. Test Coordinators and DATA users may reset the Family Portal Access Code associated with the student. In the *Student Information* panel, next to the *Access Code* field, select **Reset**. A new code appears in the field.
    - All user roles with access to the Student Details page may copy the Family Portal Access Code from TIDE. In the *Student Information* panel, next to the *Access Code* field, select **Copy** and then paste to other program(s).
  - b. In the *Test Eligibility* panel, mark or clear checkboxes as required to modify the student's eligible tests.
  - c. In the available test settings and tools panels (see [Figure 34](#)), enter the student's test settings, using [Table 5](#) as a reference. The test settings are grouped into categories, such as embedded accommodations, non-embedded accommodations, and embedded designated supports. Furthermore, the options available for a test setting are also grouped to indicate if an option is an accommodation, designated support, or universal tool. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.

Figure 34. Sample Student Settings and Tools Panel

Embedded Designated Supports	ELA-CAT
Color Contrast (Designated Support) ?	Black on White
Masking (Designated Support) ?	Black on White
Mouse Pointer (Designated Support) ?	Black on Rose
Permissive Mode (Designated Support) ?	Yellow on Blue
Streamlined Mode (Designated Support) ?	Medium Gray on Light Gray
Text-To-Speech (Designated Support) ?	Reverse Contrast
Translation (Glossary) (Designated Support) ?	OFF
	OFF
	None
	English Glossary



**Caution: Test Settings in the TA Interface** In order to modify a student’s test setting after the test has started, you must change the test setting in the TA Interface not in TIDE.

6. Click **Save**.
7. In the affirmation dialog box, click **Continue** to return to the list of student records.
8. [Table 6](#) lists the user roles with access to edit individual fields in the *Test Setting and Tools* panel.

Table 6. User Access to Edit Test Settings and Tools

	Principal (PR)	Test Coordinator (TC)	Test Administrator (TA)	Teacher (TE)
<b>Student Information</b>				
Paper/Pencil Exception Flag*				
1st Year ELL Student in US School		✓		
Reset Family Portal Access Code		✓		
<b>Test Eligibility</b>				
EOC Exam Eligibility		✓		
Tested Grade (for Courtesy Tested and Grade 31, 32, 33, 34 students ONLY)*				
Interim Testing Grade Eligibility	✓	✓	✓	✓
Parental Consent for Remote Administration Video Monitoring (Form Required)	✓	✓		

	Principal (PR)	Test Coordinator (TC)	Test Administrator (TA)	Teacher (TE)
<b>Embedded Accommodations</b>				
American Sign Language		✓		
Audio Transcriptions		✓		
Braille Type		✓	✓	
Closed Captioning		✓		
Emboss		✓	✓	
Emboss Request Type		✓	✓	
Language/Presentation*				
Word Prediction				
Text to Speech (Accommodation) – Passages for ELA*				
<b>Embedded Designated Supports</b>				
Color Contrast		✓	✓	✓
Masking		✓	✓	✓
Mouse Pointer		✓	✓	✓
Permissive Mode		✓		
Streamlined Mode		✓	✓	✓
Text to Speech (Designated Support)		✓	✓	✓
Translation (Glossary)		✓	✓	✓
<b>Embedded Universal Tools</b>				
Digital Notepad		✓	✓	✓
Expandable Passages		✓	✓	✓
Global Notes		✓	✓	✓
Highlighter		✓	✓	✓
Line Reader		✓	✓	✓
Mark for Review		✓	✓	✓
Strikethrough		✓	✓	✓
Suppress Score		✓		
Zoom		✓	✓	✓

	Principal (PR)	Test Coordinator (TC)	Test Administrator (TA)	Teacher (TE)
<b>Non-Embedded Test Settings and Tools</b>				
Non-Embedded Designated Supports		✓	✓	✓
Non-Embedded Accommodations*				
Non-Embedded Accommodations – Alternate Assessments		✓	✓	
Print on Demand*				



**\*Special Test Setting and Tools:** State-level access is required to edit the Paper/Pencil Exception Flag and Tested Grade, and the following test settings and tools: Language/Presentation, TTS Accommodation – Passages for ELA, and Non-Embedded Accommodations (including Print On Demand).

## Accessing Student View History

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

School Test Coordinators (TCs) have access to the View Student History option and may view the same information in the history as the TC user role has access to in the student information screens. The history is limited to displaying changes from the last three school years. All times shown are displayed in US Eastern Time (ET).

*To access a student's history:*



1. From the **Students** task menu on the TIDE dashboard, select **View/Edit Students**. The **View/Edit Students** page appears.
2. Retrieve the student records you want to view or edit by following the procedure in the section [Searching for Records](#).

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.
7. *Optional:* Use the **Include Blank Values** checkbox to hide or show empty fields that display *No Selected Value*. Using this feature will remove any filter applied and show the full contents of the table.
8. *Optional:* Export the content from each tab by selecting  and then selecting a file format.

## Printing Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test. Referring to the example in [Figure 35](#), the student's username for testing is their first name.

Figure 35. Sample Test Ticket

<b>demo,demo</b>	<i>Grade: <b>KG</b></i> <i>Gender: <b>M</b></i> <i>DOB: <b>08/06/2018</b></i>
 <b>demo</b> <i>First Name</i>	
 <b>9968343234</b> <i>SSID</i>	
<b>District DEMO DIST 9999 (9999)</b> <b>School DEMO SCHOOL 1 (9999_9991)</b>	
	Student Access Card

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

## Printing Test Tickets from Student List

This section explains how to print test tickets from a list of students.

*To print test tickets from student lists:*


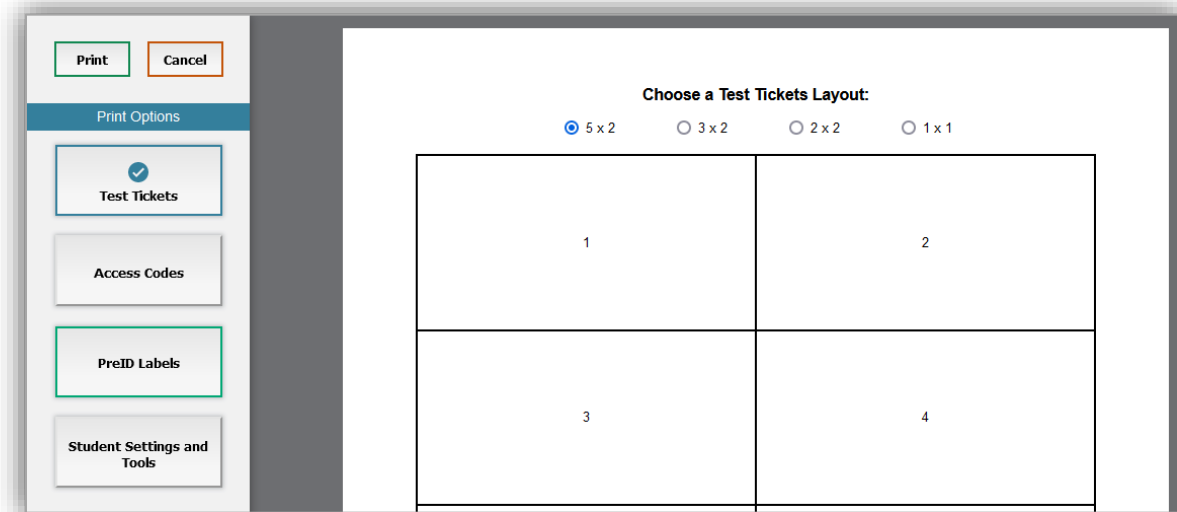
1. Retrieve the students for whom you want to print test tickets by following the procedure in the section [Viewing and Editing Students](#).
2. Click the column headings to sort the retrieved students in the order you want the test tickets printed.
3. Specify the students for whom test tickets need to be printed:
  - a. To print test tickets for specific students, mark the checkboxes for the students you want to print.
  - b. To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
  - c. To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
4. Click  and then select the appropriate action:
  - a. To print test tickets for selected students, click **My Selected Test Tickets**.
  - b. To print test tickets for all retrieved students, click **All Test Tickets**.
5. In the new browser window that opens displaying a layout for selecting the printed layout (see [Figure 36](#)), verify **Test Tickets** is selected in the *Print Options* section.

Figure 36. Layout Model for Test Tickets



6. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.




**Alert:** The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any personally identifiable information. Printed reports and exported reports that contain personally identifiable student data must be securely stored or destroyed.

## Printing Test Tickets from Roster List

You can print test tickets for all the students in a roster.

*To print test tickets from rosters:*

1. Retrieve the rosters for which you want to print test tickets by following the procedure in the section [Searching for Records](#).
2. Click the column headings to sort the retrieved rosters in the order you want the test tickets printed.
3. Do one of the following:
  - a. Mark the checkboxes for the rosters you want to print.
  - b. Mark the checkbox at the top of the table to print tickets for all retrieved rosters.
4. Click  and then select **Test Tickets**. A layout model appears for selecting the printed layout (see [Figure 36](#)).



5. Verify **Test Tickets** is selected in the *Print Options* section.
6. Click the layout you require, and then click **Print**.


Your browser downloads the generated PDF.



**Alert:** The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any personally identifiable information. Printed reports and exported reports that contain personally identifiable student data must be securely stored or destroyed.

## Generating Upload-Ready Student Settings File

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

1. From the **Students** task menu on the TIDE dashboard, select **View/Edit Students**. The **View/Edit Students** page appears.
2. Retrieve the student(s) you want to include in the student settings file by following the procedure in the section [Searching for Records](#).
3. When the search results pop-up appears, do one of the following:
  - To export an upload-ready student settings file containing records for all students who match your search criteria to the Secure File Center, select **Export to Secure File Center** and then select **Upload-Ready Student Settings File**.
  - To view the search results grid and select students to include in the upload-ready student settings file, select **View Results** and continue to step 4.
4. *Optional:* From the search results grid, mark checkboxes for students you wish to include in an upload-ready student settings file.
5. Select  and then do one of the following:
  - To export the students you selected, if applicable, select **Export Selected to Upload-Ready Student Settings (#)**.
  - To export all students in the results grid, select **Export All to Upload-Ready Student Settings (#)**.

TIDE generates the upload-ready student settings file and exports it to your device. You can edit student settings as necessary, save your changes, and upload the file back to TIDE to update student settings in the system by following instructions in the section [Uploading Records](#).

## Printing Students' Test Settings

A student's test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.

*To print students' test settings:*


1. Retrieve the student records you want to print by following the procedure in the section [Viewing and Editing Students](#).
2. Click the column headings to sort the retrieved students in the order you want the records printed.
3. Specify the students for whom test settings need to be printed:
  - a. To print test settings for specific students, mark the checkboxes for the students you want to print.
  - b. To print test settings for all students listed on the page, mark the checkbox at the top of the table.
  - c. To print test settings for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.
4. Click  and then select the appropriate action:
  - a. To print test settings for selected students, click **My Selected Student Settings and Tools**.
  - b. To print test settings for all retrieved students, click **All Student Settings and Tools**.
5. In the new browser window that opens, verify **Student Settings and Tools** is selected in the *Print Options* section (see [Figure 37](#)).

Figure 37. Layout Model for Student Test Settings and Tools

Administration: HSAP School Year 2023-2024 7/28/2023, 12:30:51 PM

**Student Settings and Tools**

Student Name	Student ID	Enrolled Grade	School	District	Test Settings and Tools
DEMO, STUDENT L	9966619891	05	KULA A'O HAWAII (995)	DEMO SCHOOL GROUP 2 (99998)	<b>ELA-CAT</b> Color Contrast (Designated Support):Black on Rose
DEMO, STUDENT L	9966620510	05	KULA A'O HAWAII (995)	DEMO SCHOOL GROUP 2 (99998)	<b>ELA-CAT</b> Print on Demand (Accommodation):Stimuli&Items Language/Presentation (Designated Support or Accommodation):Braille Permissive Mode (Designated Support):On Emboss (Accommodation):Stimuli&Items Emboss Request Type (Accommodation):On-Request <b>ELA-PT</b> Print on Demand (Accommodation):Stimuli&Items Language/Presentation (Designated Support or Accommodation):Braille Permissive Mode (Designated Support):On Emboss (Accommodation):Stimuli&Items Emboss Request Type (Accommodation):On-Request <b>Mathematics</b> Braille Type (Accommodation):UEB Contracted with UEB Math Print on Demand (Accommodation):Stimuli&Items Language/Presentation (Designated Support or Accommodation):Braille Permissive Mode (Designated Support):On Emboss (Accommodation):Stimuli&Items Emboss Request Type (Accommodation):On-Request

6. Click **Print**. Your browser downloads the generated PDF.

## Printing Family Portal Access Codes

Test Coordinators and DATA users can generate and print Family Portal access codes to provide these codes to families.

### Printing Family Portal Access Codes from Student List

This section explains how to print Family Portal access codes from a list of students.

*To print Family Portal access codes from student lists:*

1. Retrieve the student records you want to print by following the procedure in the section [Viewing and Editing Students](#).
2. Click the column headings to sort the retrieved students in the order you want the access codes printed.
3. Specify the students for whom access codes need to be printed:
  - To print access codes for specific students, mark the checkboxes for the students you want to print.
  - To print access codes for all retrieved students, no additional action is necessary. The option to print access codes for all retrieved students is available by default.


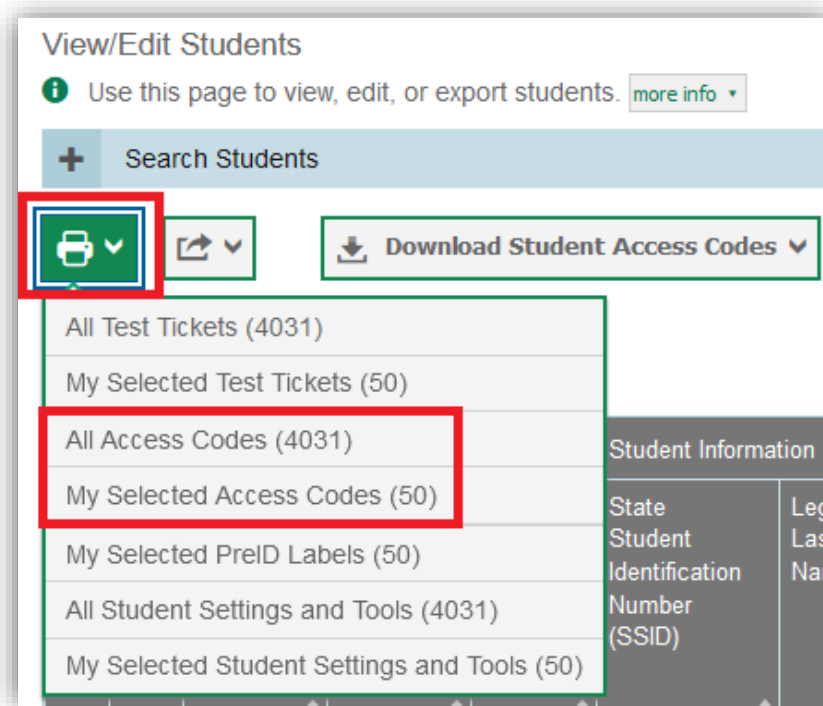
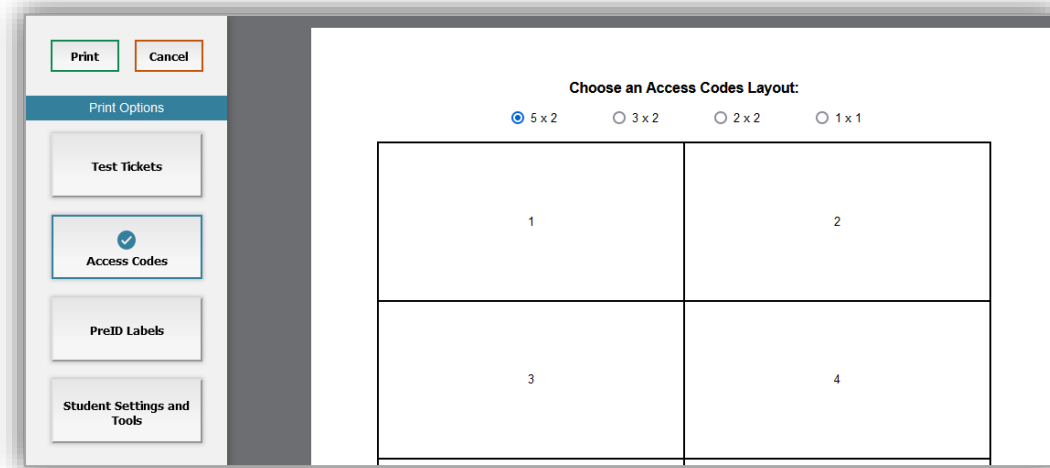
4. Click  and then select the appropriate action (see [Figure 38](#)):
  - a. To print access codes for selected students, click **My Selected Access Codes**.
  - b. To print access codes for all retrieved students, click **All Access Codes**.

Figure 38. Printing Access Codes from Student List



5. In the new browser window that opens, verify **Access Codes** is selected in the *Print Options* section and a model appears for selecting the start position for printing on the first page (see [Figure 39](#)).

Figure 39. Layout Model for Student Access Codes



6. Select the start position you require.

The start position applies only to the first page of access codes. For all subsequent pages, the printing starts in position 1, the upper-left corner.

7. Click **Print**.

Your browser downloads the generated PDF.

## Printing Family Portal Access Codes from Roster List

You can print Family Portal access codes for all the students in a roster.

*To print Family Portal access codes from rosters:*

1. Retrieve the rosters for which you want to print test tickets by following the procedure in the section [Searching for Records](#).
2. Click the column headings to sort the retrieved rosters in the order you want the access codes printed.
3. Do one of the following:
  - a. Mark the checkboxes for the rosters you want to print.
  - b. Mark the checkbox at the top of the table to print access codes for all retrieved rosters.



**Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.


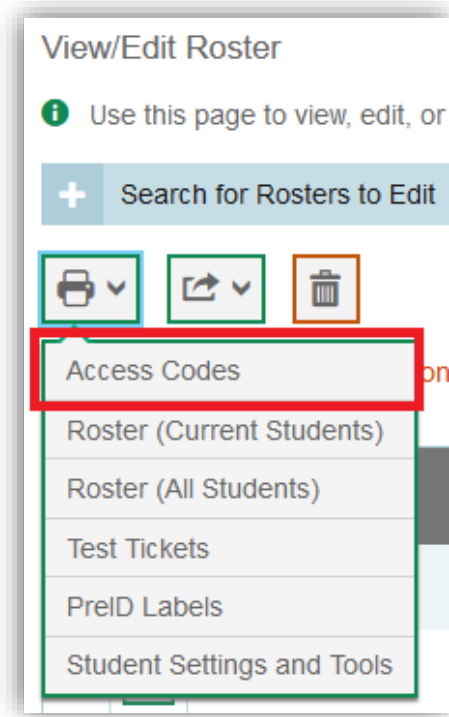
4. Click  and then select **Access Codes** (see [Figure 40](#)). A layout model appears for selecting the printed layout (see [Figure 39](#)).

Figure 40. Printing Access Codes from Roster List



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

The start position applies only to the first page of access codes. For all subsequent pages, the printing starts in position 1, the upper-left corner.

7. Click **Print**.

Your browser downloads the generated PDF.

## Generating Frequency-Distribution Reports

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 complex area, complex, or school by a variety of demographics and accommodations.

To generate frequency-distribution reports:

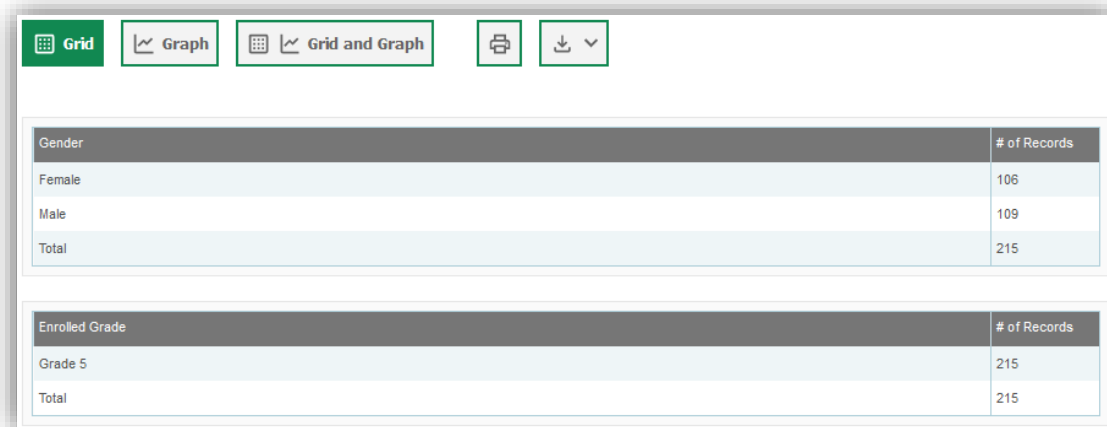
1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The **Frequency Distribution Report** page appears (see [Figure 41](#)).

Figure 41. Fields in the Frequency Distribution Report Page

The screenshot shows the 'Frequency Distribution Report' interface. At the top, there is a title 'Frequency Distribution Report' and an information icon with the text 'Use this page to generate a Frequency Distribution Report. [more info](#)'. Below this is a section titled 'Filters for Report' which contains four dropdown menus: '\*Complex Area: -- Select --', '\*Complex: -- Select --', '\*School: -- Select --', and 'Enrolled Grade: - Select -'. Below the filters is a section titled 'Select Demographics' with a dropdown menu labeled 'Select Demographics: None selected'. At the bottom right of the form is a 'Generate Report' button.

2. In the *Filters for Report* panel, select the report filters:
  - a. From the **Complex Area** drop-down list, select a Complex Area.
  - b. From the **Complex** drop-down list, select a Complex.
  - c. From the **School** drop-down list (if available), select a school. Complex Area- and Complex-level users can retain the default for all schools within the Complex Area or Complex.
  - d. *Optional:* Select a specific grade or retain the default for all grades.
  - e. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.
3. Click **Generate Report**. TIDE displays the selected FDRs in grid format (see [Figure 42](#)).



Figure 42. Frequency Distribution Reports by Grade and Gender



Gender	# of Records
Female	106
Male	109
Total	215

Enrolled Grade	# of Records
Grade 5	215
Total	215

4. Do one of the following:
  - a. To display the FDRs in tabular format, click **Grid**.
  - b. To display the FDRs in graphical format, click **Graph**.
  - c. To display the FDRs in both tabular and graphical format, click **Grid & Graph**.
  - d. To download a PDF file of the FDRs, click  and then click **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**.
  - e. To export to Excel, select , and in the affirmation dialog box select **OK**.

## Managing Student Test Settings and Tools

A student's test settings include the available accommodations, such as text-to-speech or color schemes. Test tools specify the tools a student can use during a test, such as a highlighter. This section explains how to edit student test settings and tools via an online form or a file upload.


### Viewing and Editing Test Settings and Tools

This section explains how to view and edit a student's test settings and tools in TIDE.

*To edit a student's test settings and tools:*

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **View/Edit Test Settings and Tools**. The **View/Edit 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 [Searching for Records](#).
3. In the list of retrieved students, click  for the student whose test settings and tools you want to edit. The **View/Edit Students: [Student's Name]** form appears.
4. The **View/Edit Students: [Student's Name]** form is identical to the form used to modify student records. For information about how to use this form, see the section [Viewing and Editing Students](#).

## Uploading Test Settings and 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.



**Alert:** Test Coordinators may only upload student test settings for the tools listed in [Table 8](#) below. State-level access is required to upload student test settings for the following tools: Language/Presentation, TTS Accommodation – Passages for ELA CAT, and Non-Embedded Accommodations (including Print On Demand).

*To upload student records:*

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 [Uploading Records](#) and using [Table 7](#) as a reference, fill out the Student template and upload it to TIDE.

[Table 7](#) provides the guidelines for filling out the Test Settings template that you can download from the **Upload Test Settings and Tools** page.

Table 7. Columns in the Test Settings Upload File

Column Name	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: ELA-CAT ELA-PT EOC/HSA Science HSA-Alt Mathematics
Tool Name	Name of the tool or accommodation.	See <a href="#">Table 8</a> .

Column Name	Description	Valid Values
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See <a href="#">Table 8</a> .

\*Required field.

[Table 8](#) lists the valid values for the Tool Name and Value columns in the Test Settings template.

Table 8. Valid Values for Tool Names

Tool Name	Valid Value	Applies to
American Sign Language	Off	ELA-CAT, Mathematics
	On	
Audio Transcriptions	Off	ELA-CAT
	On	
Braille Type	Not Applicable	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	EBAE Contracted	ELA-CAT, ELA-PT
	EBAE Uncontracted	
	EBAE Contracted with Nemeth Math	Mathematics
	EBAE Uncontracted with Nemeth Math	
	UEB Contracted	ELA-CAT, ELA-PT
	UEB Uncontracted	
	UEB Contracted with Nemeth Math	EOC/HSA Science, Mathematics
	UEB Contracted with UEB Math	Mathematics
	UEB Uncontracted with Nemeth Math	
UEB Uncontracted with UEB Math		

<b>Tool Name</b>	<b>Valid Value</b>	<b>Applies to</b>
Closed Captioning	Off	ELA-CAT
	On	
Color Contrast	Black on White	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Black on Rose	
	White on Red	
	Red on White	
	Yellow on Black	
	Yellow on Blue	
	Medium Gray on Light Gray	
	Reverse Contrast	
Digital Notepad	Off	ELA-CAT, EOC/HSA Science, Mathematics
	On	
Emboss	None	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Stimuli&Items	
Emboss Request Type	Not Applicable	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	On-Request	
	Auto-Request	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
Expandable Passages	Off	ELA-CAT, ELA-PT, EOC/HSA Science, HSA-Alt, Mathematics
	On	
Global Notes	Off	ELA-PT
	On	
Highlight	Off	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	On	

<b>Tool Name</b>	<b>Valid Value</b>	<b>Applies to</b>
Line Reader	Off	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	On	
Mark for Review	Off	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	On	
Masking	Masking Not Available	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Masking Available	
Mouse Pointer	System Default	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Large Black	
	Extra Large Black	
	Large Green	
	Extra Large Green	
	Large Red	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Extra Large Red	
	Large White	
	Extra Large White	
	Large Yellow	
	Extra Large Yellow	
	None	
Alternate Respons Options		
Calculator (Hand-Held)		
Multiplication Table		
American Sign Language (Non-Embedded)		

Tool Name	Valid Value	Applies to
Non-Embedded Accommodations – Alternate Assessments (cont.)	Concerte Materials	HSA-Alt (cont.)
	Paper/Pencil Test	
	Read Aloud Stimulit	
	Reinforcement System	
	Scribe Items (Not ELA Full Write)	
Non-Embedded Designated Supports	None	ELA-CAT, ELA-PT, EOC/HSA Science, HSA-Alt, Mathematics
	100s Number Table	EOC/HSA Science
	Abacus	
	Amplification	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Bilingual Dictionary	ELA-PT, EOC/HSA Science
	Calculator	EOC/HSA Science
	Color Contrast	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Color Overlay	
	Glossary - Arabic	Mathematics
	Glossary - Burmese	
	Glossary - Cantonese	
	Glossary - Filipino	
	Glossary - Hmong	
	Illustration Glossary	
	Glossary - Korean	
	Glossary - Mandarin	
	Glossary - Punjabi	
	Glossary - Russian	

<b>Tool Name</b>	<b>Valid Value</b>	<b>Applies to</b>
Non-Embedded Designated Supports (cont.)	Glossary - Somali	Mathematics (cont.)
	Glossary - Spanish	
	Glossary - Ukrainian	
	Glossary - Vietnamese	
	Magnification	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Math Manipulatives	EOC/HSA Science, Mathematics
	Medical Device	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Multiplication Table	EOC/HSA Science
	Noise Buffers	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Read Aloud Items	
	Read Aloud Items – Spanish	EOC/HSA Science, Mathematics
	Read Aloud Stimuli	ELA-PT, EOC/HSA Science, Mathematics
	Read Aloud Stimuli – Spanish	EOC/HSA Science, Mathematics
	Read Aloud Stimuli & Items	EOC/HSA Science
	Scribe Items (Not ELA Full Write)	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Separate Setting	
	Translated Test	HSA-Alt
	Translated Student Interface Messages	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Simplified Test Directions	
	Permissive Mode	Off
On		

<b>Tool Name</b>	<b>Valid Value</b>	<b>Applies to</b>
Streamlined Mode	Off	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	On	
Strikethrough	Off	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	On	
Suppress Score	Off	EOC/HSA Science, HSA-Alt
	On	
Text to Speech (Designated Support only)	None	ELA-CAT, ELA-PT, EOC/HSA Science, Mathematics
	Items	ELA-CAT, ELA-PT, Mathematics
	Stimulus	ELA-PT, Mathematics
	Stimulus & Item	
	Instructions&Stimuli&Items	EOC/HSA Science
Translations (Glossaries)	No Glossary	ELA-CAT, ELA-PT, Mathematics
	English Glossary	
	Arabic Glossary	Mathematics
	Burmese Glossary	
	Cantonese Glossary	
	Filipino Glossary	
	Hmong Glossary	
	Illustration Glossary	
	Korean Glossary	
	Mandarin Glossary	

Tool Name	Valid Value	Applies to
Translations (Glossaries) (cont.)	Punjabi Glossary	Mathematics (cont.)
	Russian Glossary	
	Somali Glossary	
	Spanish Glossary	
	Ukrainian Glossary	
	Vietnamese Glossary	
	Arabic & English Glossary	
	Burmese & English Glossary	
	Cantonese & English Glossary	
	Filipino & English Glossary	
	Hmong & English Glossary	
	Illustration & English Glossary	
	Korean & English Glossary	
	Mandarin & English Glossary	
	Punjabi & English Glossary	
	Russian & English Glossary	
	Somali & English Glossary	
	Spanish & English Glossary	
	Ukrainian & English Glossary	
	Vietnamese & English Glossary	
Arabic, English & Illustration Glossary		
Burmese, English & Illustration Glossary		



Tool Name	Valid Value	Applies to
Translations (Glossaries) (cont.)	Cantonese, English & Illustration Glossary	Mathematics (cont.)
	Filipino, English & Illustration Glossary	
	Hmong, English & Illustration Glossary	
	Korean, English & Illustration Glossary	
	Mandarin, English & Illustration Glossary	
	Punjabi, English & Illustration Glossary	
	Russian, English & Illustration Glossary	
	Somali, English & Illustration Glossary	
	Spanish, English & Illustration Glossary	
	Ukrainian, English & Illustration Glossary	
Vietnamese, English & Illustration Glossary		
Zoom	No default zoom applied	ELA-CAT, ELA-PT, EOC/HSA Science, HSA-Alt, Mathematics
	Level 1	
	Level 2	
	Level 3	
	Level 4	

\*See [Table 5. Fields in the Test Settings and Tools Panels](#) for a description of each tool.

[Figure 43](#) is an example of a simple upload file that sets the colors on the ELA-PT test for the student with ID 9999999999 to black text on a rose background.

Figure 43. Sample Test Settings Upload File

	A	B	C	D
1	SSID	Subject	Tool Name	Value
2	9999999999	ELA-PT	Color Choices	Black on Rose
3				

## Uploading Student Interim Testing Grades

If you have many students for whom you need to set a different Interim Testing Grade than the grade level automatically assigned, 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. Principals and Test Coordinators have access to use the **Upload Interim Grades** page in TIDE to set the interim testing grade for multiple students in their school.

*To upload student attributes:*

1. From the **Students** task menu on the TIDE dashboard, select **Upload Interim Grades**. The **Upload Interim Grades** page appears.
2. Following the instructions in the section [Uploading Records](#) and using [Table 9](#) as a reference, fill out the Interims template and upload it to TIDE.

[Table 9](#) provides the guidelines for filling out the Interims template that you can download from the **Upload Interim Grades** page.

Table 9. Columns in the Interims Upload File

Column Name	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.
Field*	Student attribute being updated.	Interim Testing Grade Eligibility
Subject*	Subject for which the interim testing grade applies.	One of the following: Mathematics ELA Science

Column Name	Description	Valid Values
Grade*	Interim testing grade level for the indicated subject area.	One of the following: None 03 04 05 06 07 08 09 10 11 12

## Uploading Student Remote Summative Test Administration Flag

If you have many students for whom you need to set the remote summative test administration student flag, 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. Principals and Test Coordinators have access to use the **Upload Student Attributes** page in TIDE to set this remote summative test administration flag for multiple students in their school.



**Warning:** A signed Parental Consent form must be obtained by the school prior to setting this flag for any student. Please see the [Remote Test Administration](#) portal resources section on AlohaHSAP.org for additional information about HIDOE's Remote Summative Administration policies and procedures.

*To upload student attributes:*

1. From the **Students** task menu on the TIDE dashboard, select **Upload Student Attributes**. The **Upload Student Attributes** page appears.
2. Following the instructions in the section [Uploading Records](#) and using [Table 10](#) as a reference, fill out the Student Attributes template and upload it to TIDE.

[Table 10](#) provides the guidelines for filling out the Student Attributes template that you can download from the **Upload Student Attributes** page.

Table 10. Columns in the Student Attributes Upload File

Column Name	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.

Column Name	Description	Valid Values
Attribute Name*	Name of the student attribute.	Parental Consent for Remote Administration Video Monitoring (Form Required)
Subject*	Subject for which the attribute applies.	N/A
Value*	Value of the student attribute.	One of the following: Yes No

## Managing Rosters

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



**Note:** Entering the 8 digit Employee ID number for teachers is required for TIDE to automatically create rosters for these teachers for any students associated with them in the Student Information System. Without the 8 digit Employee ID number, rosters will need to be created manually following the instructions below.

The rosters you create in TIDE are available in Centralized Reporting. Centralized Reporting can aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test.

This section provides instructions for adding rosters, modifying rosters, and managing rosters via file uploads.

### Adding New Rosters

Since teachers are responsible for the growth and development of student's skill-sets, such as reading, writing, research, communication, and problem solving, it is important for a teacher to be able to analyze their students' performance data and adjust their teaching strategies accordingly. For a teacher to be able to see their students' performance data, the students must be included in a roster associated with the teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject, such as Reading/Literacy, Mathematics, and Science.

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

- Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.

- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for Reading, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones17-18' and a secondary school roster may be named 'AikenPeriod3Eng9A17-18'.

This section explains how to add a new roster to TIDE.



**Note:** You can only create rosters from students associated with your School, Complex, or Complex Area. User-created rosters are limited to a maximum of 500 students per roster.

*To add a roster:*

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The **Add Roster** page appears.
2. Select a school.
3. On the *Add Roster* form ([Figure 44](#)), 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 **X** 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.

Figure 44. Add Roster Form

**Add Roster**

**School Details**  
You are adding the roster to the School listed below. To add a roster to a different School, click **Change School**.

District: Demo District 9999 - 9999  
School: Demo School 1 - 9999\_9991

**Find and Select Students**  
Search for students to add to your roster by using **Student Search** to find specific students or groups, or use **Quick Roster** to quickly build a complete roster.  
A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Student Search Quick Roster

Set at least one search field to create a quick roster.

ID Type:  
None selected

Grade:  
None selected

**+ Additional Fields**  
For a more specific quick roster, select additional fields to create your group.  
Create Quick Roster

**Roster Details**  
\*Roster Name:   
\*Teacher Name: - Select -

**Selected Students (0)**  
Show more information Filter students

X REMOVE ALL	STUDENT NAME	GRADE	SSID
Use Student Search or Quick Roster to add students.			

6. *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 *View/Edit Rosters* screen.

## Modifying Existing Rosters

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- **User-defined Rosters:** These are rosters that you create through the **Add Roster** page (see [Adding New Rosters](#)) or the **Upload Roster** page (see [Creating or Modifying Rosters Through File Uploads](#)). You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.
- **System-generated Rosters:** These are rosters that are based on the 8 digit employee ID number, and imported into TIDE through a nightly-process and cannot be edited.

To modify a user-defined roster:

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit Roster**. The **View/Edit Roster** page appears.
2. Retrieve the roster records you want to view or edit by following the procedure in the section [Searching for Records](#).
3. In the list of retrieved rosters, select  for the roster whose details you want to view. The **View/Edit [Roster Name]** form appears. This form is similar to the form used to add students to roster. The *Selected Students* list displays students who are currently associated with the roster.
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.
7. Select **Save**, and in the affirmation dialog box select **Continue**.

Figure 45. Modifying a Roster: View/Edit Form

The screenshot shows the 'View/Edit Winter EOC' form. It is divided into several sections:

- Search Results:** Shows 'Enrolled Grade: 09, 10' and a note that a roster works best with about 30 students. A 'Change Search' button is highlighted with a green box.
- Available Students (0):** A section for finding new students, featuring a 'Show more information' dropdown and a 'Filter students' input field.
- Roster Details:** Allows editing the roster's name and teacher. The 'Roster Name' is 'Spring History EOC' and the 'Teacher Name' is 'LastName, Firstname'.
- Selected Students (3):** A table of currently enrolled students. Each row has an 'X' in a grey box for removal, the student's name, enrolled grade, SSID, and date left.

STUDENT NAME	ENROLLED GRADE	SSID	DATE LEFT
 LastName, FirstName	09		
 LastName, FirstName	09		
 LastName, FirstName	10		

## Printing List of Students Associated with a Roster


You can print a list of students in a roster.

*To print students in rosters:*

1. Retrieve the rosters to print by following the procedure in the section [Searching for Records](#).
2. Do one of the following:
  - a. Mark the checkboxes for the rosters you want to print.
  - b. Mark the checkbox at the top of the table to print all retrieved rosters.



**Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

3. Click  and then select **Roster**.
4. Under *Print Options*, verify *Roster* is selected. The Roster Student List report appears.
5. Click **Print**. Your browser downloads the generated PDF.

## Printing Test Tickets for Students in a Roster


As a roster of students prepares to start a test, you can print all the associated test tickets.

*To print test tickets for students in a roster:*

1. Retrieve the rosters for which you want to print test tickets by following the procedure in the section [Searching for Records](#).
2. Do one of the following:
  - a. Mark the checkboxes for the rosters you want to print.
  - b. Mark the checkbox at the top of the table to print all retrieved rosters.



**Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

3. Click  and then select **Test Tickets**.
4. Under *Print Options*, verify **Test Tickets** is selected. A layout model appears (see [Figure 36](#)).
5. Select the required layout.



6. Click **Print**. Your browser downloads the generated PDF.

## Printing Test Settings for Students in a Roster


As a roster of students prepares to start a test, you can print the test settings associated with each student.

*To print test settings for students in a roster:*

1. Retrieve the rosters for which you want to print test settings by following the procedure in the section [Searching for Records](#).
2. Do one of the following:
  - a. Mark the checkboxes for the rosters you want to print.
  - b. Mark the checkbox at the top of the table to print all retrieved rosters.



**Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.


3. Click  and then select **Student Settings and Tools**.
4. Under *Print Options*, verify *Student Settings and Tools* is selected. The Student Test Settings and Tools report appears.
5. Click **Print**. Your browser downloads the generated PDF.

## Deleting Rosters

You can delete rosters created in TIDE or Centralized Reporting. (This feature is not available for system-generated rosters.)

*To delete rosters:*

1. Retrieve the rosters you want to delete by following the procedure in the section [Searching for Records](#).
2. Do one of the following:
  - a. Mark the checkboxes for the rosters you want to delete.
  - b. Mark the checkbox at the top of the table to delete all retrieved rosters.

3. Click , and in the affirmation dialog box click **OK**.

## Creating or Modifying Rosters Through File Uploads

If you have many rosters to create or modify, 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.

*To upload rosters:*

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 [Uploading Records](#) and using [Table 11](#) as a reference, fill out the Roster template and upload it to TIDE.



**Note:** You can pull the information you need from TIDE to modify existing rosters through file uploads by exporting the Roster information from the View/Edit/Export Roster page, including the Teacher's email address. See step 3 in the section [Performing Actions on Records](#).

[Table 11](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Rosters** page.

Table 11. Columns in the Rosters Upload File

Column Name	Description	Valid Values
School-ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the complex ID. Can be blank when adding complex-level rosters.
User-Email*	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 50 characters.
Student-SSID*	Student's unique identifier.	Up to 10 digits.
Action	Action column to add or delete students from the roster.	One of the following: Add—Add student to roster. Delete—Remove student from roster.

\*Required field.

[Figure 46](#) is an example of a simple upload file that creates a roster with two students.

Figure 46. Sample Roster Upload File

	A	B	C	D
1	SCHOOL-ID	USER-EMAIL	ROSTER-NAME	STUDENT-SSID
2	999	<a href="mailto:me@email.com">me@email.com</a>	Biology I	9999991234
3	999	<a href="mailto:me@email.com">me@email.com</a>	Biology I	9999995678

- The first row (aside from the header row) does the following:
  - a. If the roster Biology I does not exist in school 999, TIDE does the following:
    - Creates the roster Biology I.
    - Associates the teacher whose email address is [me@email.com](mailto:me@email.com) with the roster.
  - b. Adds the student ID 9999991234 to the roster Biology I.
- The second row adds the student ID 9999995678 to the roster Biology I.

## Submitting Test Administration Forms

School Test Coordinators and Principals can submit new test administration forms and view existing forms through TIDE. TIDE currently supports the following Hawai'i test administration forms:

- State Test Accommodation Verification Request – This form allows you to request verification of test accommodations for students.
- Test Security Response Form – This form allows you to submit information about test security incidents at your school per the state testing incidents policies.
- Courtesy Testing for Home-Schooled Students – This form allows you to submit a request for courtesy testing for home-schooled students for summative tests.

## Submitting Test Administration Forms

School Test Coordinators and Principals can submit test administration forms by following instructions below.

1. From the **Submit Test Administration Forms** task menu on the TIDE dashboard, click on **Submit a Form**. The *Submit a Form* page appears (see [Figure 47](#)).

Figure 47. Submit a Form Page


2. From the *Select a Form* drop-down list, select the form you wish to submit.
3. Click on the **Select** button. The form appears.
4. Using any available drop-down lists, checkboxes, and text boxes, fill out of the request form. Required fields and questions are marked with an asterisk.
5. Click **Submit**. The form is submitted and you will receive a notification email confirming submission.

## Viewing Test Administration Forms

School Test Coordinators and Principals can view existing test administration forms submitted for their associated school(s) by following instructions below.

1. From the **Submit Test Administration Forms** task menu on the TIDE dashboard, click on **View Forms**. The **View Forms** page appears (see [Figure 48](#)).

Figure 48. View Forms Page

2. Enter search criteria to find the form you want to view.
3. Click on the **Search** button. A search results grid appears, displaying forms matching your search criteria.
4. To view a form, click on the pencil icon (  ) for that form. The form appears.
5. To export information about all forms returned in your search, select the **Export** button.

- a. **Export Form Grid** includes general information about the forms, such as type, status, submitter, date submitted among other data. Comments from the lifetime of each form are also available on this report.
6. **Export Form Data** includes more detailed information about the forms, such as attachment status, eligibility verification, affirmation among other data also on the **Form Grid** report.

## Section V. Administering Tests

This section provides instructions for performing the tasks in the Administering Tests category. These tasks are typically performed immediately before or while testing is underway.

This section covers the following topics:

- [Managing Testing Incident Requests](#)
- [Monitoring Test Progress](#)

### Managing Testing Incident 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 Centralized Reporting.

Test incident 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. This section describes how you view, create, and approve test invalidation requests.

[Table 12](#) provides descriptions of each testing incident request type.

Table 12. Types of Testing Incident Requests

Type	Description
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 invalidation requests until the end of the test window.
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these testing incident until the end of the test window.
Report Problem with Item	<p>Sends a problem report to CAI regarding a test item. Scenarios that warrant this request include the following:</p> <ul style="list-style-type: none"><li>• A duplicate item appears in a test opportunity for a subject.</li><li>• The student believes that an item may not contain a correct answer or may contain more than one correct answer.</li><li>• An item references a stimulus or graphic that does not display.</li></ul> <p>You must know the Result ID and item number for that student's test. To locate a student's Result ID, generate a participation report from TIDE's Test Management Center; for details, see <a href="#">Generating Plan and Manage Testing</a>.</p>
Re-open a test	Reopens a test that was completed, invalidated, or expired.

Type	Description
Restore a test that was reset	Reverses a reset, restoring the student's responses on the test when the reset was processed.
Grace Period Extension (GPE)	<p>Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer due to unplanned or unexpected occurrences such as a fire drill or extended power or internet outage. The following scenarios are possible:</p> <ul style="list-style-type: none"> <li>• If resuming the test within 20 minutes, student can review previously answered questions.</li> <li>• Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions.</li> </ul> <p>Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.</p>
Re-open a Test Segment	Reopens a previous test segment. This appeal is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment.



**Warning: Timing of resets and reverts.** Submit reset and reverts 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.

A testing incident request's status can change throughout its life cycle. [Table 13](#) lists the available statuses.

Table 13. Statuses of Testing Incident Requests

Invalidation Request Status	Description of Status
Pending State Approval	Request is pending approval.
Rejected by State User	Request was rejected.
Submitted for Processing	Request submitted to Test Delivery System for processing.
Processed	Request was successfully processed and the test opportunity has been updated.
Rejected by System	Test Delivery System was unable to process the request.
Error Occurred	An error occurred while the request was being processed.
Retracted	Originator retracted the request.
Requires Resubmission	Request must be resubmitted.
Item Information Sent	Information regarding a Report Problem with Item appeal was sent to the designated recipients.

[Table 14](#) lists the valid combinations of testing incident requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: completed, denied, expired, paused, reported, scored, or submitted.

Table 14. Available Testing Incident Requests by Test Status

Test Status	Invalidation	Reset a Test	Re-open A Test	Re-open Test Segment	Restore a Test	Report Problem with Item	Grace Period Extension
Approved		✓			✓	✓	
Completed	✓	✓	✓		✓	✓	
Denied	✓	✓		✓	✓	✓	✓
Expired	✓	✓	✓		✓	✓	
Paused	✓	✓		✓	✓	✓	✓
Pending		✓			✓	✓	
Processing		✓			✓	✓	
Reported	✓	✓	✓		✓	✓	
Review		✓			✓	✓	
Scored	✓	✓	✓		✓	✓	
Started		✓			✓	✓	
Submitted	✓	✓	✓		✓	✓	
Suspended		✓			✓	✓	
Invalidated		✓	✓		✓	✓	

## Creating Testing Incident Requests

You can create a test incident request for a given test result.



**Caution:** Testing incidents may not be created, or approved by the state, while the student is actively logged into any subject area test in the online Test Delivery System (TDS). Test Coordinators should confirm the student is not logged into TDS before attempting to create a testing incident for any of the student's tests.

Similarly, the Hawai'i DOE Assessment Section is unable to approve/process testing incidents while the student is logged into any subject area test in TDS. School Test Coordinators should coordinate with school Test Administrators to keep the student from actively testing while a testing incident is pending approval in TIDE.



To create testing incident requests:

1. Retrieve the result for which you want to create a testing incident by doing the following:
  - a. From the **Testing Incidents** task menu on the TIDE dashboard, select **Create Testing Incident**. The **Create Testing Incident** page appears (see [Figure 49](#)).

Figure 49. Selection Fields in the Create Testing Incident Page

- b. Select a request type.
- c. From the drop-down lists and in the text field, enter search criteria.
- d. Click **Search**. TIDE displays the found results at the bottom of the **Create Testing Incident** page (see [Figure 50](#)).

Figure 50. Retrieved Test Results

Request Type	School IRN	ResultID	State Student Identification Number (SSID)	Legal Last Name	Legal First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test	Case Number	Appeal Status	Appeal Reason
<input type="checkbox"/> Reset a test	995	1644	8888880031	Marro	Tavor	1	reported	2/3/2017 8:22:33 PM	2/3/2017 8:40:34 PM	ICA-Grade 4 ELA PT			
<input type="checkbox"/> Reset a test	995	2083	8888880031	Marro	Tavor	1	reported	2/14/2017 2:26:02 PM	2/14/2017 2:26:26 PM	Grade 4 Math Performance Task			
<input type="checkbox"/> Reset a test	995	2084	8888880031	Marro	Tavor	1	reported	2/14/2017 2:29:16 PM	2/14/2017 2:31:36 PM	Grade 4 Math CAT			

2. Mark the checkbox for each result for which you want to create a testing incident, and then click **Create**.
3. From the **Select a reason from the list** drop-down, select a reason for creating the invalidation request. The reasons may vary based on the invalidation request type.

4. *Optional:* In the *Additional Comments* field, enter comments, if desired. **Note:** additional comments are required when selecting the “Other” reason.
5. Click **Submit**. TIDE displays a confirmation message.

## Viewing Testing Incident Requests

To approve, reject, or retract invalidation requests:

1. From the **Testing Incidents** task menu on the TIDE dashboard, select **View Testing Incident**. The **View Testing Incident** page appears (see [Figure 51](#)).

Figure 51. Selection Fields in the View Testing Incident Page

The screenshot shows the 'View Testing Incident' interface. At the top, there is a header 'View Testing Incident' with a sub-header 'Appeal Information'. Below this, there are three main sections for filtering requests:

- Choose a Request Type:** Includes options like 'All', 'Reset a test', 'Invalidate a test', 'Report problem item', 'Re-open a test', 'Restore a test that was reset', 'Grace period extension', and 'Re-open a test segment'.
- Choose a Request Status:** Includes options like 'All', 'Pending State Approval', 'Rejected by State User', 'Submitted for Processing', 'Processed', 'Rejected by System', 'Error occurred', 'Retracted', 'Requires Resubmission', and 'Item Information Sent'.
- Additional Request Criteria:** Includes a 'Session ID' input field and a 'Filter By' dropdown menu currently set to 'All'.


A 'Search' button is located at the bottom center of the filter section.

2. Retrieve the requests you want to view by following the procedure in the section [Searching for Records](#). [Figure 52](#) shows retrieved invalidation requests.

Figure 52. Retrieved Testing Incident Requests

The screenshot shows a table with 12 records. The table has the following columns: Case Number, Request Type, School IRN, ResultID, State Student Identification Number (SSID), Legal Last Name, Legal First Name, Segments, Request Status, Request Date, Test, Test Opp #, Test Status, Requested By, Test Start Date, Date of Last Activity, and Request Email. The first three rows are visible:

Case Number	Request Type	School IRN	ResultID	State Student Identification Number (SSID)	Legal Last Name	Legal First Name	Segments	Request Status	Request Date	Test	Test Opp #	Test Status	Requested By	Test Start Date	Date of Last Activity	Request Email
2406	Reset a test	990	425	9900108841	'Ofamo'oni	'Ainako		Pending State Approval	8/3/2016 4:41:32 PM	IAB-Grade 4 ELA Read Informational	1	paused	admin, Air	8/2/2016 1:04:22 PM	8/2/2016 1:05:15 PM	airac
2408	Reset a test	990	394	9900108841	'Ofamo'oni	'Ainako		Pending State Approval	8/3/2016 6:41:23 PM	IAB-Grade 4 ELA Editing	1	reported	admin, Air	8/2/2016 12:44:51 PM	8/2/2016 12:48:49 PM	airac
2398	Reset a test	990	446	9900108827	A'ana-Sutton	'Alakai		Rejected by State User	8/3/2016 1:55:42 PM	ICA-Grade 8 Math	1	reset	admin, Air	8/2/2016 1:24:11 PM	8/3/2016 9:35:28 AM	airac

3. *Optional:* Review the initiator's reason for the testing incident request by clicking  in the Request Status column or by viewing the columns for Submitter, Submitter Comments, Appeal Reason, Reviewer, and Reviewer Comments.

## Creating Testing Incident Requests Through File Uploads

If you have many testing incidents 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.

*To upload testing incidents:*

1. From the **Testing Incidents** task menu on the TIDE dashboard, select **Upload Testing incident**. The **Upload Testing Incident** page appears.
2. Following the instructions in the section [Uploading Records](#) and using [Table 15](#) as a reference, fill out the Invalidation Request template and upload it to TIDE.

[Table 15](#) provides the guidelines for filling out the Invalidation Request template that you can download from the **Upload Testing Incident** page.

Table 15. Columns in the Testing Incident Upload File

Column Name	Description	Valid Values
Type*	Type of testing incident.	One of the following: Invalidate a test Reset a test Re-open a test Grace Period Extension Restore a test that was reset Re-open a test segment
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 testing incident.	Up to 1,000 alphanumeric characters.

\*Required field.

[Figure 53](#) is an example of an upload file that restores all tests associated with session ID UAT-9444-1.

Figure 53. Sample Invalidation Requests Upload File

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Restore a test that has been reset	Session ID	UAT-9444-1	Inadvertently reset the test

## Monitoring 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 for SSID* page.
- **Participation Report for SSID:** Generates participation reports for specific students by SSID.
- **Test Session Monitoring Report:** Generates status reports of active and inactive test sessions happening in a given school for the current day.
- **Status of Students Tested 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.

## Generating Plan and Manage Testing Report

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.

To generate a Plan and Manage Testing 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 54](#)).

Figure 54. Plan and Manage Testing Page

Plan and Manage Testing

Use this page to view participation report. [more info](#)

**Search Students**

\*Complex Area: -- Select --  
 \*Complex: -- Select --  
 \*School: None selected

State Student Identification Number (SSID):  
 Enrolled Grade: None selected

**Advanced Search**

Search Fields: -- Select --  
 Add

**Additional Criteria Chosen:**  
 Remove All Remove Selected

**Choose What**

\*Test Type:  Hawaii Provided Test  Educator Authored Test  
 Administration: 2022-2023  
 Test Instrument: Smarter ICA  
 Test Name: All selected (27)

**Get Specific**

students who have completed Any opportunity in the selected administration  
 Note: The report for untested students is limited to 100,000 records.

students on their Any opportunity in the selected administration, and have a status of None selected

search student(s) by SSID : Enter up to 20 SSID(s) separated by commas

students whose current opportunity will expire in days.

students whose most recent SessionID was SessionID (optional) between 07/29/2022 and 07/29/2022  
 Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Generate Report Export Report

2. In the *Search Students* panel, select the parameters for whose information to include in your report:
  - a. From the **Complex Area** drop-down list, select a Complex Area.
  - b. From the **Complex** drop-down list, select a Complex.
  - c. From the **School** drop-down list, select a school. You may select one, multiple, or all schools from this list.



**Note:** If you select more than 20 schools or if you select all schools and the complex contains more than 20 schools, the report will only be available to export to the Secure File Center.

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

**Note: About 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.

- e. *Optional:* In the *SSID* field, enter a SSID.
  - f. *Optional:* In the **Enrolled Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.
  - g. *Optional:* Use the **Advanced Search** fields to refine your search. See [Searching for Records](#) for additional information.
3. In the *Choose What* panel, select the parameters for which tests to include in your report:
    - a. From the **Test Type** options select the radio button for the appropriate test type:
      - i. *Hawai'i Provided Test:* These are the tests that make up the Hawai'i Statewide Assessment Program and include the Smarter Balanced Summative and Interim Assessments; HSA Science Summative and Interim Assessments; HSA-Alt Assessments; and End-of-Course Exams.
      - ii. *Educator Authored Test:* These formative tests are created in the Authoring system by individual teacher(s), for use in their own classroom(s). If you select *Educator Authored Test*, skip to step 3.
    - b. From the **Test Instrument** drop-down list, select a test category. (Note: this option is not available for Educator Authored tests.)
    - c. From the **Administration** drop-down list, select an administration. (Note: this option is not available for Educator Authored tests.)
    - d. *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. (Note: this option is not available for Educator Authored tests.)

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}):

- a. Students who {**have/have not**} {**completed/started**} the {**1st/2nd/Any**} opportunity in the selected administration.



**Note:** A 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.



**Note:** The {**have not**} option is not available for Educator Authored tests. If you have selected *Educator Authored Test* in the *Step 1: Choose What* panel, you will only be able to search for students who have started or completed the specified opportunity.

- b. Students on their {**1st/2nd/Any**} opportunity in the selected administration, and have a status of {**student test status**}.
- c. Search student(s) by {**SSID/Name**}: {**SSID/Student Name**}
- d. Students whose current opportunity will expire {**in/between**} {**number/range**} days.



**Note:** 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).

- e. Students whose most recent {**Session ID/TA Name**} was {**Optional Session ID/TA Name**} between {**start date**} and {**end date**}.
5. Do one of the following:
    - a. To view the report on the page, click **Generate Report**. If you are viewing a report for more than 20 schools, use this option and then select **Export to Secure File Center**.
    - b. To open the report in Microsoft Excel, click **Export Report**. If you are viewing a report for more than 20 schools, this option will be disabled.

[Figure 55](#) displays a sample Plan and Manage Testing report output, and [Table 16](#) provides descriptions of the columns in this report.

Figure 55. Plan and Manage Testing Report

Name	SSID	School Name	Enrolled Grade	Test	Language	Opportunity	TA Name	Session ID	Status	Results ID	Restarts	Restarts within Grace Period	Date Started	Date Completed	Last Activity	Expiration Date	Force Complete Date
Holst, Sydney	2114234238	Kula a'o Hawai'i	03	Grade 3 ELA CAT (ICA)													
Holst, Sydney	2114234238	Kula a'o Hawai'i	03	Grade 3 ELA Performance Task (ICA)													
Holst, Sydney	2114234238	Kula a'o Hawai'i	03	Grade 3 MATH CAT (ICA)													

Table 16. Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
SSID	Student's Statewide Student Identifier number.
School Name	Name of the school associated with the record.
Enrolled Grade	The grade in which a student is enrolled.
Test	Test name for this student record.
Language	The language setting that was assigned to the student (English or Spanish).
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.
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.



Attribute	Description
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.
Force Complete Date	The date a test expired and was force-completed.
Test Duration	The time it took a student to complete a test.
Remote Session	Indicates if the test was taken in person or remotely.

## Generating Participation Reports by SSID

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.

*To generate Participation Reports by SSID:*

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Participation Report for SSID**. The **Participation Report for SSID** page appears (see [Figure 56](#)).

Figure 56. Participation Report for SSID Page

2. Do one of the following:
  - a. To enter students' SSIDs, select **Search by SSID(s)**. Next, enter one or more SSIDs, separated by commas, in the *Student IDs* field.

- b. To upload SSIDs, select **Upload SSID**. Next, click **Browse** and then use the file browser to select an Excel or CSV file with Student IDs listed in a single column.



**Note:** You can enter or upload up to 1,000 SSIDs.

3. Select **Generate Report**. The Participation Report for SSID appears (see [Figure 56](#)). [Table 16](#) provides descriptions of the columns in this report.

## Reviewing Test Session Monitoring Reports

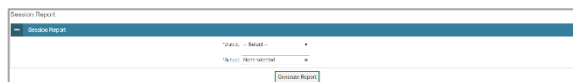
School Principals and Test Coordinators can view status reports of active and inactive test sessions happening in their school for the current day. These reports show each active and inactive session ID for a school, along with information like proctor name, test name, the start time of the test session, the total number of students taking the test, and the number of students who have started, paused, and completed the test.



**Note:** A test session will only appear in this real-time report once the first student has been approved by the TA into that session for testing.

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

Figure 57. Session Report Page



8. From the **Complex Area** drop-down list, select a complex area.
9. From the **Complex** drop-down list, select a complex.
10. From the **School** drop-down list, select an individual school to view a detailed report for that school.
11. Select **Generate Report**.

12. The Detailed Session Report for your school appears. For a description of the columns in this report, see [Table 17](#) below.

Figure 58. Detailed Session Report

Session ID	Proctor Name	Test Name	Start Time of Session	Total # of Students in Test	Test Started	Test Paused	Test Completed
XXXX101	John Doe	English Test	8:00 AM	100	0	0	0
XXXX102	John Doe	Math Test	9:00 AM	100	0	0	0
XXXX103	John Doe	Science Test	10:00 AM	100	0	0	0
XXXX104	John Doe	History Test	11:00 AM	100	0	0	0
XXXX105	John Doe	Art Test	12:00 PM	100	0	0	0
XXXX106	John Doe	Music Test	1:00 PM	100	0	0	0
XXXX107	John Doe	Physical Education Test	2:00 PM	100	0	0	0
XXXX108	John Doe	Foreign Language Test	3:00 PM	100	0	0	0
XXXX109	John Doe	Health Test	4:00 PM	100	0	0	0
XXXX110	John Doe	Career Test	5:00 PM	100	0	0	0


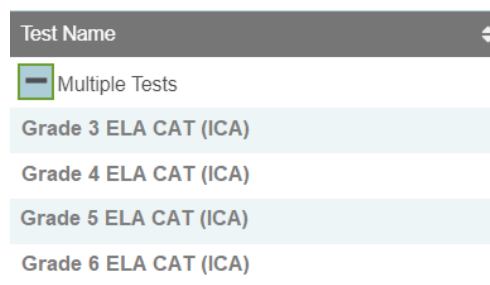
13. *Optional:* If multiple tests are available for one session, select  Multiple Tests to expand the list of tests associated with that session.

Figure 59. Multiple Tests in One Session




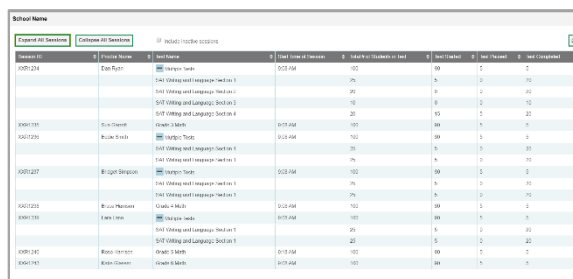


14. *Optional:* Select  to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.

Figure 60. School Report Page with All Sessions Expanded



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

16. *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.

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

[Table 17](#) describes the columns on the detailed session report page.

Table 17. Columns in the Detailed Session Report Page

Column	Description
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.
Session ID	The Session ID to which the test is linked.
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 Students in Test	Total number of students testing in each school.

Column	Description
Tests in Progress	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.

## Reviewing Status of Students Tested Reports

The Status of Students Tested 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 **Status of Students Tested**. The *Status of Students Tested* page appears.
2. In the *Report Criteria* panel (see [Figure 61](#)), select the parameters for which tests to include in your report.

Figure 61. Status of Students Tested Search Fields

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

[Table 18](#) describes the columns on the detailed session report page.

Table 18. Columns in the Status of Students Tested Report

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, test, and subject that are being reported.
Opportunity	Test opportunity number that is being reported.
Complex Area Name	The name of the reported Complex Area.

Column	Description
Complex Area ID	The ID of the reported Complex Area.
Complex Name	The name of the reported Complex.
Complex ID	The ID of the reported Complex.
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.
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.
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.
Test Family	Group of tests containing the test that is being reported.

## Reviewing Test Status Code Reports

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.

For more information about special codes, see the section [Managing Reasons for Non-Participation](#).

*To review explanations for non-participation:*

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 62](#)), select search criteria for the test and administration.

Figure 62. Test Status Code Report Search Fields

3. Do one of the following:

- a. To view the report on the page, click **Generate Report**.
- b. To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the tests and associated statuses and special codes (see [Figure 63](#)).

Figure 63. Test Status Code Report

Student Name	SSID	Opportunity	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
hj, ji	2114234231	0	Grade 4 ELA Performance Task (ICA)				995	Kula a'o Hawai'i
hj, ji	2114234231	0	Grade 4 MATH CAT (ICA)				995	Kula a'o Hawai'i
hj, ji	2114234231	0	Grade 5 ELA CAT (ICA)				995	Kula a'o Hawai'i

[Table 19](#) lists the columns in the Test Status Code Report.

Table 19. Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
SSID	Student's Statewide Student Identifier number.
Opportunity	Test opportunity number that is being reported.
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

[Table 20](#) describes each status that a test opportunity can have.

Table 20. Test Opportunity Status Descriptions

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): <ul style="list-style-type: none"> <li>• The student paused his or her test by clicking the <b>Pause</b> button.</li> <li>• The student idled for too long (more than 20 minutes) and the test was automatically paused.</li> <li>• The test administrator stopped the session the student was testing in.</li> <li>• The test administrator paused the individual student’s test.</li> <li>• The student’s browser or computer shut down or crashed.</li> </ul>
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 CRS. Some items must be hand scored before they appear in CRS.
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.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the CRS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.

## Section VI. After Testing

This section provides instructions for performing the tasks in the After Testing category. These tasks should be performed after testing is complete.

This section covers the following topics:

- [Data Management](#)
- [Family Portal Access Codes](#)

### Data Management

This section explains how to manage Reasons for Non-Participation, how to use the Discrepancy Resolution System (DRS) feature to identify non-participated students, and how to use the Family Portal Access Codes feature to distribute student access codes to parents.

### Managing Reasons for Non-Participation

There are circumstances in which a student did not participate in an expected test (e.g., student or parent refusal) or participated in a test but in a non-standard way (e.g., student inadvertently takes 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 TIDE can accurately explain the reason for non-participation.

Only one reason for non-participation can be selected for each test for which a student is eligible. [Table 21](#) lists the special codes and their descriptions. Once you apply a reason for non-participation, that special code persists until it is changed.

Table 21. Reasons for Non-Participation and Their Descriptions

Special Code	Description
Not Applicable	Student took the test under standard testing conditions.
Absent	Student was not present during any part of the test administration period and was not able to make up the test.
Expulsion	Student is expelled.
First Year ELL Student (ELA Tests Only)	Student is a first year ELL student and is not required to take the ELA assessment.
Incomplete Administration	Student not able to complete the test due to an incomplete administration.
In-State Residential Program	Student participated in an in-state residential program during the entire testing window and was not able to take the test.
Medical Emergency	Student was unable to test during the testing window due to an unanticipated medical circumstance.



Special Code	Description
Meets 4140 Requirements	Parent submitted Form 4140: Exceptions to Compulsory School Attendance to withdraw his/her child from the Hawai'i public school and public charter school system.
Out-of-State Residential Program	Student participated in an out-of-state residential program during the entire testing window and was not able to take the test.
Refusal – Parent	A parent or legal guardian has requested that the student not take the test.
Refusal – Student	Student chose to give up during testing or refused to start the test.
Suspension	Student is suspended.
Test Invalidated	Student's test was invalidated due to a Testing Incident.
Truant	Student was truant throughout the entire testing window.
Wrong Test Administered	The wrong test was administered to the student.
Other	This category should be used only in rare cases that do not fall under the stated categories above.

## Viewing and Editing a Student's Reasons for Non-Participation

This section explains how to view or edit a student's reasons for non-participation.

*To view or edit a student's reasons for non-participation:*

1. From the **Data Management** task menu on the TIDE dashboard, select **Reasons for Non-Participation**. The **Reasons for Non-Participation** page appears (see [Figure 64](#)).

Figure 64. Fields in the Reasons for Non-Participation Page

The screenshot displays the 'Reasons for Non-Participation' interface. At the top, there's a 'Data Management' dropdown and a title 'Reasons for Non-Participation'. Below the title, a green dot icon is followed by the text 'Use this page to enter codes explaining a student's non-participation.' and a 'more info' link. The main section is titled 'Search Students' and contains several dropdown menus: '\*Complex Area: 9999 - Training Complex', '\*Complex: 99998 - Demo School Gr', and '\*School: 995 - Kula a'o Hawai'i'. To the right, there are input fields for 'State Student Identification Number (SSID):' and 'Enrolled Grade: - Select -'. Below this is an 'Advanced Search' section with a 'Search Fields: -- Select --' dropdown and an 'Add' button. At the bottom right, there are 'Remove All' and 'Remove Selected' buttons, and a 'Search' button at the bottom center.

2. Retrieve the record for the student whose non-participation codes you want to view or edit by following the procedure in the section [Searching for Records](#).


- In the list of retrieved students, click  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 reasons for non-participation in the *Reasons for Non-Participation* panel (see [Figure 65](#)).

Figure 65. Edit Non-Participation Codes

**Edit Non-Participation Codes**

Use this form to add or modify a student's non-participation codes. [more info](#)

Save Cancel

**Student Information**

Complex Area: 9999 - Training Complex Area A Date of Birth (MMDDYYYY): 11301996  
 Complex: 99998 - Demo School Group 2 Enrolled Grade: 03  
 School: 995 - Kula a'o Hawai'i Courtesy Tested Student: Y  
 State Student Identification Number (SSID): 9996698291 Gr. 3 and 4 HLIP Flag: Y  
 Legal Last Name: Holst HSA-Alt: Y  
 Legal First Name: Sydney 1st Year ELL Student in US School:  
 Legal Middle Name: R Home language: B  
 Gender: F Paper/Pencil Exception:

**Reasons for Non-Participation**

Reasons for Non-Participation

Grades 3-5 HSA-Alt Math Online: Absent  
 Grades 3-5 HSA-Alt ELA Online: Truant  
 Grades 6-8 HSA-Alt ELA Online: Meets 4140 Requirement  
 Grades 3-5 HSA-Alt ELA Online: Refusal - Parent  
 Grades 3-5 HSA-Alt Math Online: Wrong Test Administered

Save Cancel

- From the drop-down lists in the *Reasons for Non-Participation* panel, select the reason for non-participation for each available test, as required. For a listing of reasons for non-participation, see [Table 21](#).
- Click **Save**.

### Uploading Reasons for Non-Participation for Multiple Students

If you have many students for whom you need to add or edit non-participation codes, 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.

- From the **Data Management** task menu on the TIDE dashboard, select **Upload Reasons for Non-Participation**. The **Upload Reasons for Non-Participation** page appears.
- Following the instructions in the section [Uploading Records](#) and using [Table 22](#) as a reference, fill out the Reasons for Non-Participation template and upload it to TIDE.

[Table 22](#) provides the guidelines for filling out the Reasons for Non-Participation template that you can download from the **Upload Reasons for Non-Participation** page.

Table 22. Columns in the Reasons for Non-Participation Upload File

Column Name	Description	Valid Values
SSID*	Student's unique identifier.	Up to 10 digits.
Test Name*	Test name for which the non-participation code applies.	N/A (See "Caution" text box below.)
Special Code*	Non-participation code for the selected test.	See <a href="#">Table 21</a> .

\*Required field.



**Caution:** Students must be eligible for tests selected on the upload file in order to set a non-participation code via file upload. The Excel download template (not the CSV) contains a drop-down list of *all* active tests in the state for all students, whereas a student's **Edit Non-Participation** form only shows the eligible tests for that student.

Records may also be rejected if the student is inactive and/or for other reasons.

[Figure 66](#) is an example of a sample upload file with the following transactions:

- The first row (aside from the header row) sets the "Absent" non-participation code for the Biology 1 EOC (NGSS) test for student SSID 9999990123.
- The second row sets the "Suspension" non-participation code for the Grade 5 ELA CAT test for student SSID 9999990456.
- The third row sets the "Wrong Test Administered" non-participation code for the Grade 8 HSA-Alt Math Online test for student SSID 9999990789.

Figure 66. Sample Reasons for Non-Participation Upload File

	A	B	C
1	SSID	Test Name	Special Code
2	9999990123	Biology 1 EOC (NGSS)	Absent
3	9999990456	Grade 5 ELA CAT	Suspension
4	9999990789	Grade 8 HSA-Alt Math Online	Wrong Test Administered

## Family Portal Access Codes

Test Coordinators and DATA users can send family portal access codes to families via email. This task requires working with Microsoft Excel.

### Generating Access Code Template

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

1. From the **Family Portal Access** task menu on the TIDE dashboard, select **Generate Access Code Template**. The *Generate Access Code Template* page appears (see [Figure 67](#)).

Figure 67. Generate Access Code Template Page

Generate Access Code Template

Use this page to view, edit, or export students. [more info](#)

**Search Students**

\*Complex Area: -- Select --      Enrolled Grade: None selected

\*Complex: -- Select --      Include Inactive Students:  No  Yes

\*School: None selected

State Student Identification Number (SSID):

**Advanced Search**

Search Fields: -- Select --      **Additional Criteria Chosen:**

2. Enter search criteria as required. For more information, see the section [Searching for Records](#).



**Note:** To identify students who took an End-of-Course (EOC) Exam in the prior school year, select the “Prior Year EOC Exam Test Taker” field in the *Search Fields* drop-down in the *Advanced Search* panel and add to the *Additional Criteria Chosen* for the search.

3. Select **Search**.
4. The search results pop-up window appears. Select **View Results**.
5. From the list of retrieved students, do one of the following:
  - Mark the checkbox(es) for the student(s) whose access codes you wish to generate.
  - Mark the checkbox at the top of the table to generate access codes for all retrieved students.

Figure 68. Generate Access Code Template Search Results

Generate Access Code Template

Use this page to view, edit, or export students. [more info](#)

+ Search Students

Download Student Access Codes

Number of students found: 4031

Enter search terms to filter search results

1-50 of 4031 records | Page: 1 of 81

Edit	School Information			Student Information				
	Complex Area	Complex	School IRN	State Student Identification Number (SSID)	Legal Last Name	Legal First Name	Date of Birth (MMDDYYYY)	Access Code
<input checked="" type="checkbox"/>	9999	99998	995	9900108438	'Ofamo'oni	'Alohi Kea	01022016	4D639E
<input checked="" type="checkbox"/>	9999	99998	995	9900108564	'Ofamo'oni	'Ana Louhuni	12122000	84F1D3
<input type="checkbox"/>	9999	99998	995	9900108606	'Ofamo'oni	'Ainako	10211993	88DEA6
<input type="checkbox"/>	9999	99998	995	9900108648	'Ofamo'oni	'Alohi Kea	01022016	915CEF

6. Select the **Download Student Access Codes** option above the search results table (see [Figure 69](#)), and then do one of the following:

- To export all students in the search results, select **Export All to Excel**.
- To export only selected students, select **Export My Selected to Excel**.

Figure 69. Download Student Access Codes

Generate Access Code Template

Use this page to view, edit, or export students. [more info](#)

+ Search Students

Download Student Access Codes

Number of students found: 4031

Enter search terms to filter search results

1-50 of 4031 records | Page: 1 of 81

Edit	School Information			Student Information				
	Complex Area	Complex	School IRN	State Student Identification Number (SSID)	Legal Last Name	Legal First Name	Date of Birth (MMDDYYYY)	Access Code
<input checked="" type="checkbox"/>	9999	99998	995	9900108438	'Ofamo'oni	'Alohi Kea	01022016	4D639E
<input checked="" type="checkbox"/>	9999	99998	995	9900108564	'Ofamo'oni	'Ana Louhuni	12122000	84F1D3
<input type="checkbox"/>	9999	99998	995	9900108606	'Ofamo'oni	'Ainako	10211993	88DEA6

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

Figure 70. Student Access Code Template

	A	B	C	D	E	F
1	Legal First Name	Legal Last Name	State Student Identification Number (SSID)	Date of Birth (MMDDYYYY)	Access Code	Send Access Code to This Email Address
2	'Alohi Kea	'Ofamo'oni	9900108438	01022016	4D639E	<a href="mailto:sample@email.com">sample@email.com</a>
3	'Ana Louhuni	'Ofamo'oni	9900108564	12122000	84F1D3	<a href="mailto:sample@email.com">sample@email.com</a>

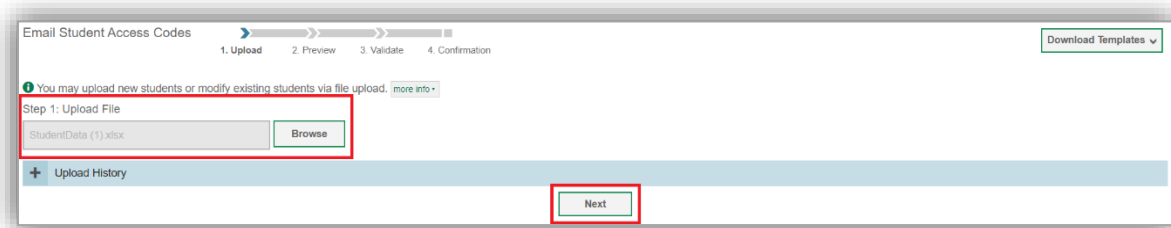
8. Save the updated template file to your computer and close the file.

## Emailing Student Access Codes

Before you can send access codes, you must first complete the steps in the section [Generating Access Code Template](#). You will use the template you created and edited to complete the steps below.

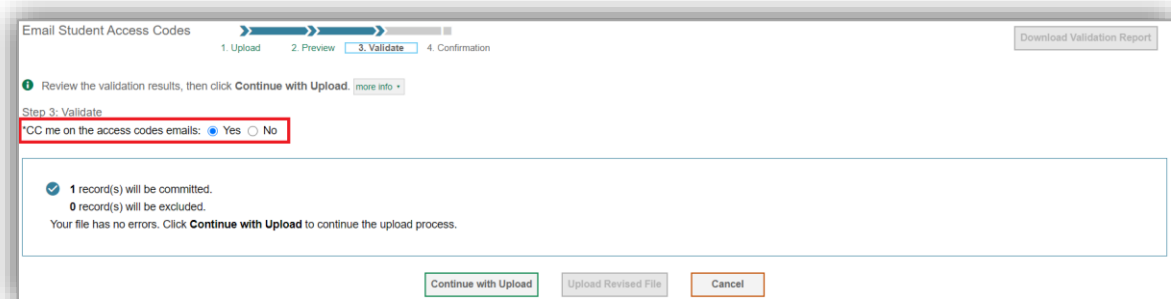
1. From the **Family Portal Access** task menu on the TIDE dashboard, select **Email Student Access Codes**. The *Email Student Access Codes* page appears.
2. Locate the file you created and saved to your computer using the steps in the section [Generating Access Code Template](#).
3. Upload the file you created following instructions in the section [Uploading Records](#).

Figure 71. Email Student Access Codes Page



4. To CC yourself on emails sent to families, in the *CC me on the access code emails* field, select **Yes**. This is only available if fewer than 50 records are included in the upload file.

Figure 72. Email Student Access Code Page – Step 3: Validate



Emails received by families will contain a link to a site where families can obtain their student's access code. These links to obtain a student's access code expire in seven (7) days. If this link expires, schools will need to send another email to the family with a new link to obtain their student's access code.

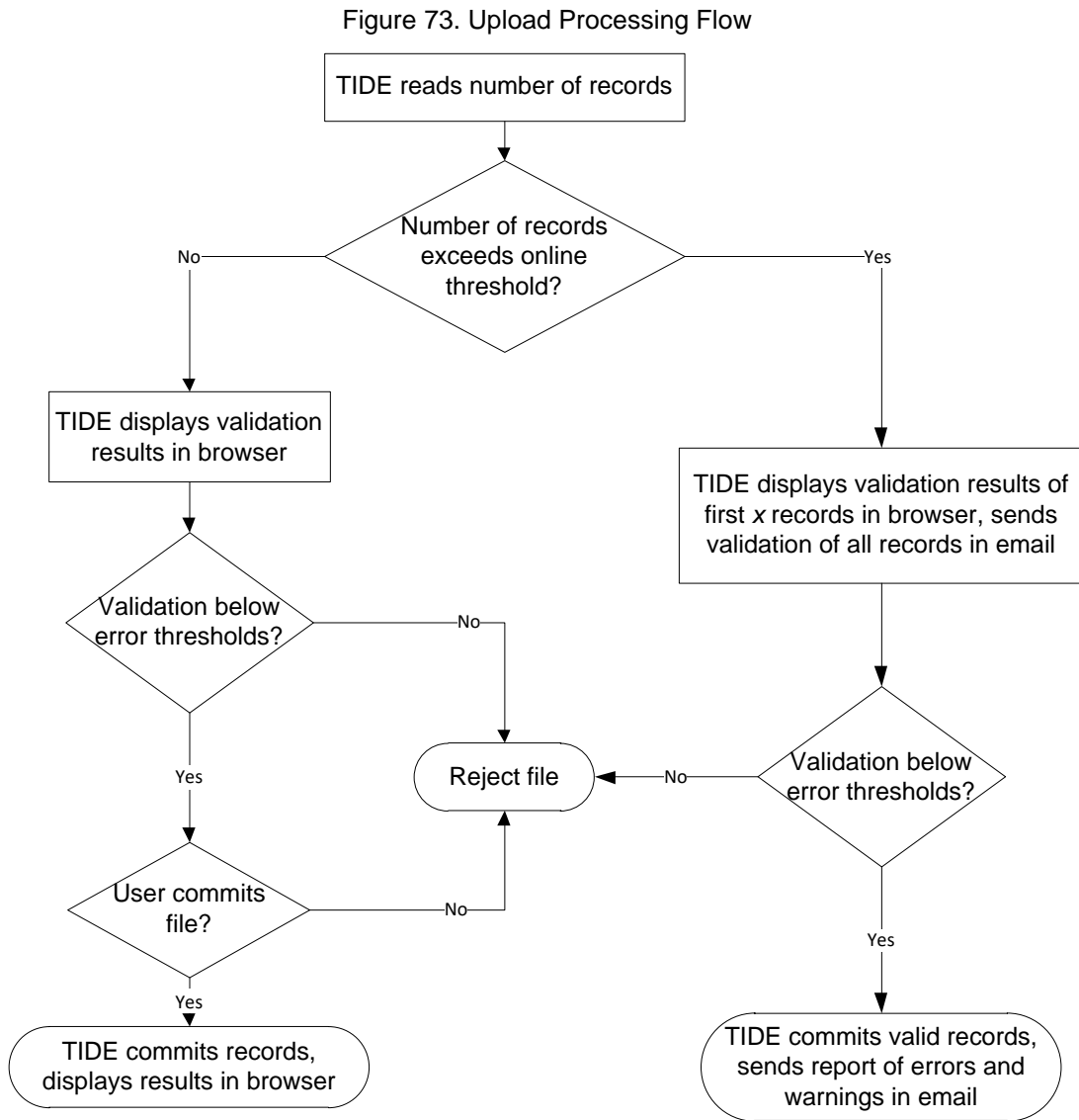
# Appendix A. Processing File Uploads

This appendix describes how TIDE processes file uploads.

## How TIDE Processes Large Files

If your file contains a large number of records, TIDE displays the validation results for a portion of those records, and then completes the processing offline. As part of the processing, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation, and a second email after it commits the records to its databases.

[Figure 73](#) describes the entire processing flow for file uploads.





[Table 23](#) lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number  $x$  in [Figure 73](#).

For example, if your users upload file contains 1,000 records or more:

1. TIDE displays the validation results for the first 200 records.
2. If you commit the file:
  - a. TIDE validates the remaining records offline, and sends a validation report via email.
  - b. TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.

Table 23. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold	Number of Validated Records
Users	1,000	200
Students	1,000	200
Test Settings	2,000	200
Test Invalidation Requests	1,000	200
Rosters	1,000	200

## How TIDE Validates File Uploads

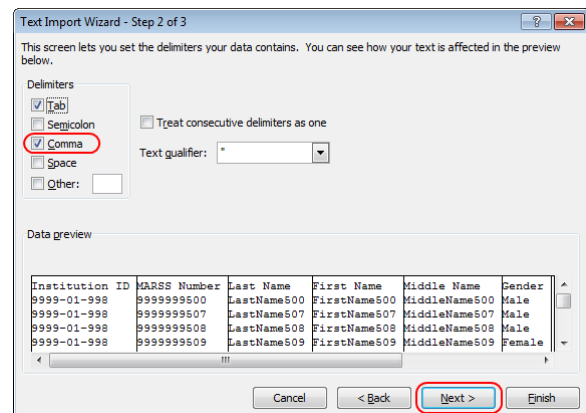
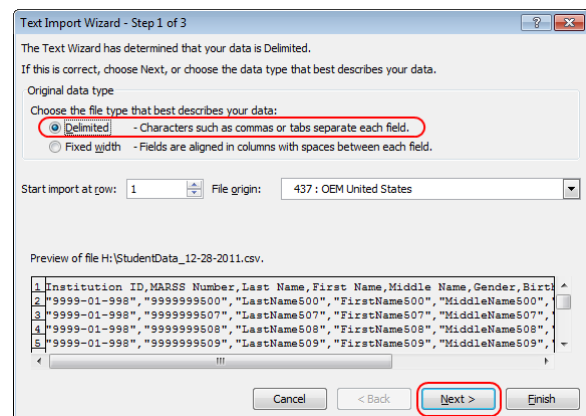
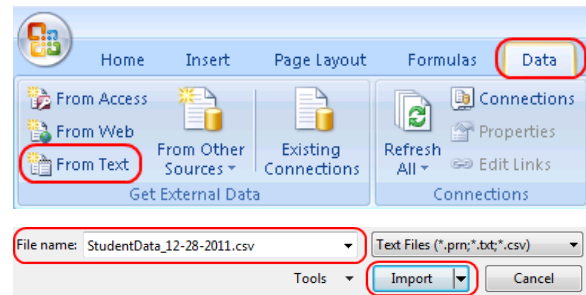
After you submit an upload file, TIDE applies two validations: layout and data.

- *Layout validation* determines if the records have proper format. This includes checks for alphanumeric or numeric-only values and record length.
- *Data validation* determines if the fields contain valid data.

# Appendix B. Opening CSV Files in Excel 2007 or Later

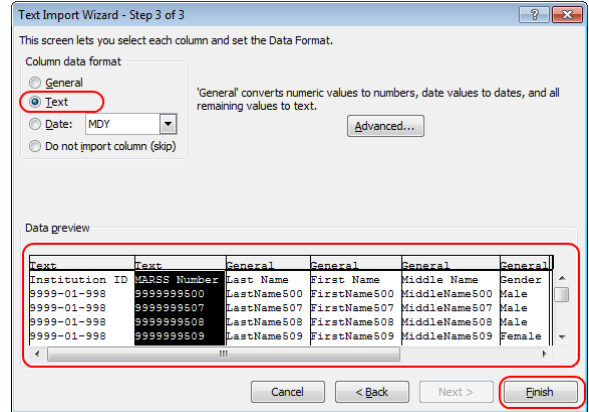
This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

1. Open Microsoft Excel.
2. On the **Data** tab, in the **Get External Data** group, click **From Text**. The Import Text File dialog box appears.
3. Navigate to the CSV file, and click **Import**. The Text Import Wizard appears.
4. In Step 1 of the wizard, mark **Delimited**, and click **Next**.
5. In Step 2 of the wizard, mark **Comma**, and then click **Next**.



6. In Step 3 of the wizard, do the following:
  - a. In the *Data Preview* section, click a column. Excel shades the column with a black background.
  - b. In the *Column Data Format* section, mark the **Text** radio button. This setting preserves leading zeros that can appear in fields.
  - c. Repeat steps [6.a](#)–[6.b](#) for all columns in the CSV file.
  - d. Click **Finish**.

Excel imports and displays the CSV file.



## Appendix C. User Support

For additional information and assistance in using TIDE, contact the CAI help desk.

The help desk is open Monday–Friday from 7:30 a.m. to 4:00 p.m. Hawaiian Standard Time (except holidays or as otherwise indicated on the State Assessment Portal).

**HSAP Help Desk**

Toll-Free Phone Support: 1-866-648-3712

Email Support:  
[HSAPHelpDesk@cambiumassessment.com](mailto:HSAPHelpDesk@cambiumassessment.com)

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. You may choose to use the *Help Desk Intake Form*, available on the [alohahsap.org](http://alohahsap.org) portal website in the **Resources > Technology** section.

- If the issue pertains to a student, provide the SSID and associated 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 12 and Firefox 113 or Mac OS 14 and Safari 16).

## Appendix D. Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Location	Change	Date
Submitting Test Administration Forms	<del>Updated section to indicate DATA users can also submit and view Test Administration Forms for their school.</del>	<del>10/6/23</del>
Submitting Test Administration Forms	Updated section to indicate school Principals can submit and view Test Administration Forms for their school, and remove references to DATA users.  Added information about the Test Security Response Form and the Courtesy Testing for Home-Schooled Students Form.	12/20/23
Table 21. Reasons for Non-Participation and Their Descriptions	Updated the “Refusal – Parent” reasons for non-participation code information.	12/20/23
Accessing Student View History	Added an optional step about including Blank Values during export.	1/30/24
Generating Upload-Ready Student Settings File	Added new section.	1/30/24
Creating Testing Incident Requests	Clarified that additional comments are required when selecting the “Other” reason for the testing incident request.	1/30/24
Viewing Testing Incident Requests	Added information about the new Submitter, Submitter Comments, Appeal Reason, Reviewer, and Reviewer Comments columns in the results table.	1/30/24
Viewing Test Administration Forms	Added instructions for Exporting form data.	1/30/24
Throughout; pages 16, 34, 35, 36, Table 2 on page 37, and 72	Updated screenshots and text indicating that the on screen text now states that the EmployeeID is required for User accounts.	4/3/24