



Test Information Distribution Engine (TIDE): Best Practices for User Roles and Management

Presented by
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OPI DATA AND
ASSESSMENT
“ASSIST”
CONFERENCE

JANUARY 13–14, 2020





Objectives

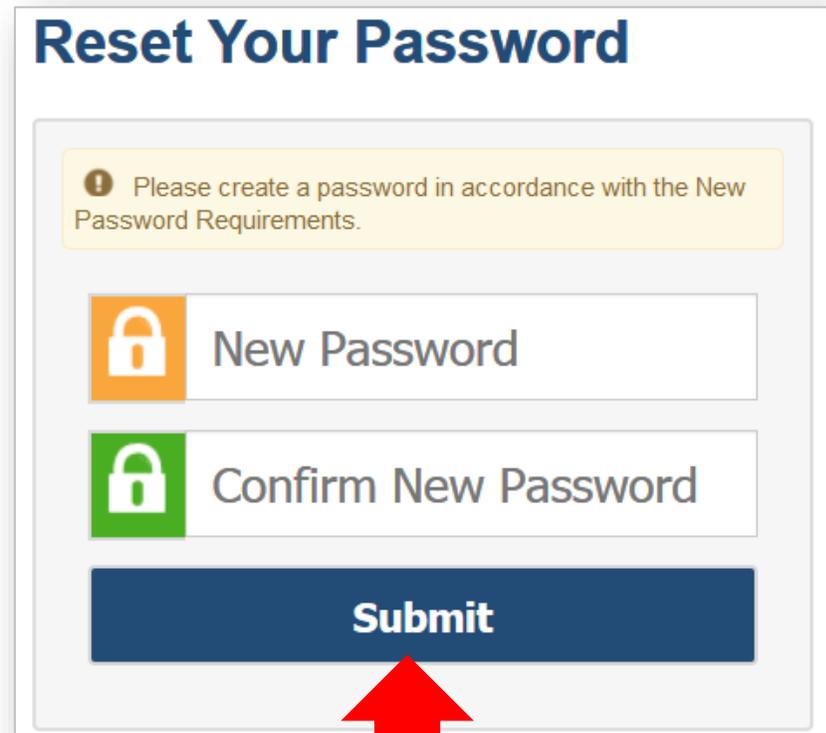
Preparing for Testing

- Activating your new TIDE account and logging in to TIDE
- Navigating the TIDE interface
- Understanding account permissions
- Managing user accounts

Administering Tests

- Monitoring test progress

Activating Your Account



Reset Your Password

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

 New Password

 Confirm New Password

Submit

A red arrow points to the Submit button.

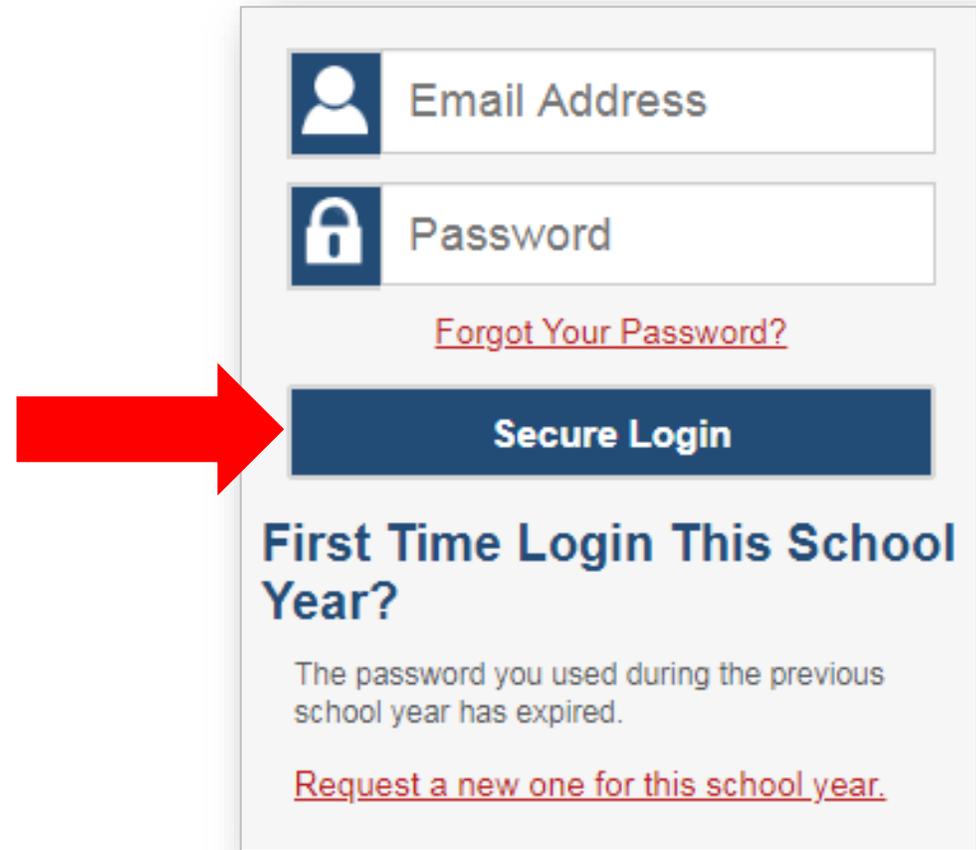
Follow the activation link in your email.

Create a password for TIDE that meets the password requirements:

- At least 8 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 special character
- At least 1 number

Submit your new password.

Logging in to TIDE



The screenshot shows a login form with the following elements:

- An input field for "Email Address" with a person icon on the left.
- An input field for "Password" with a padlock icon on the left.
- A link for "[Forgot Your Password?](#)" in red text.
- A dark blue button labeled "Secure Login". A large red arrow points to this button from the left.
- A section titled "First Time Login This School Year?" in bold blue text.
- Text below the title: "The password you used during the previous school year has expired."
- A link at the bottom: "[Request a new one for this school year.](#)" in red text.

Logging in to TIDE

Enter Code

✓ A code has been sent to your email address. The code will expire after 15 minutes.

 Enter Emailed Code

Submit

Resend Code

[Cancel](#)

The system has an authentication process that will be triggered when you log in from a different device or browser or after clearing your browser's cache.

If you see this screen, an email containing the code will have been sent automatically to your email address.

Enter the code and click **Submit**.

If you need the code to be resent, click **Resend Code**.

TIDE Home Page

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2019-2020 | User: Birdsall, Emilia (DA)

General Resources ▼ Help Inbox Manage Account ▼ Log Out

Student ID/User Email 🔍

Preparing for Testing

- Users
- Students
- Test Settings
- Rosters

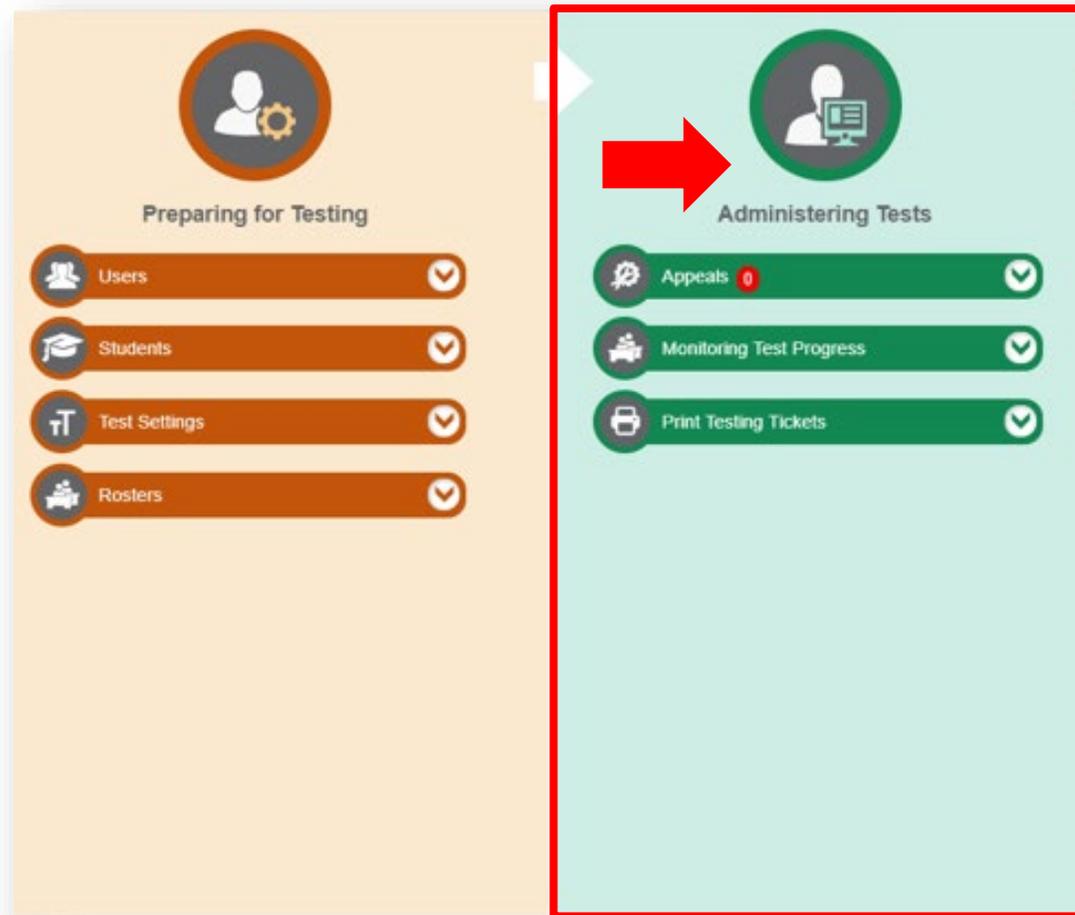
Administering Tests

- Appeals
- Monitoring Test Progress
- Print Testing Tickets

TIDE Tasks: Preparing for Testing



TIDE Tasks: Administering Tests



TIDE Banner

TIDE ▼

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2019-2020 | User: Lname, Fname (STATE)

 General Resources ▼  Help  Inbox  Manage Account ▼  Log Out

TIDE Banner: Inbox

TIDE

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2019-2020 | User: Lname, Fname (STATE)

General Resources Help **Inbox** Manage Account Log Out

Inbox

Archived

System Labels **SHOW**

- AIRWays
- ORS

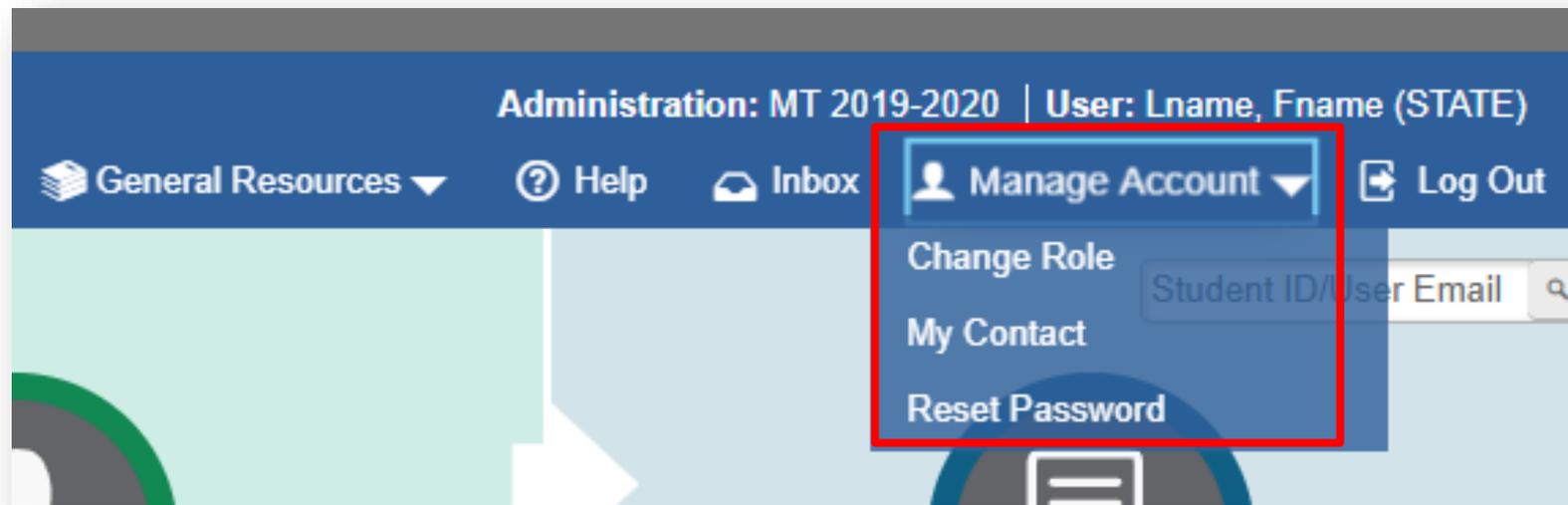
Custom Labels **HIDE**

Show 10 entries

Enter Keywords

<input type="checkbox"/>	Name	Creation Date	Expire Date	Days Available	Actions
<input type="checkbox"/>	StudentData_Idaho_DC_id-dc1demo.user_42112019_842 AIRWays AM.xls.zip	07/11/2019 08:42 AM	08/10/2019 08:42 AM	31 days	
<input type="checkbox"/>	StudentData_Idaho_DC_id-dc1demo.user_41112019_841 ORS AM.xls	07/11/2019 08:41 AM	08/10/2019 08:41 AM	31 days	
<input type="checkbox"/>	AIRWays Individual Student Report_27.pdf	07/10/2019 04:37 PM	08/09/2019 04:37 PM	30 days	
<input type="checkbox"/>	AIRWays Individual Student Report_26.pdf	07/10/2019 04:03 PM	08/09/2019 04:03 PM	30 days	
<input type="checkbox"/>	AIRWays Individual Student Report_25.pdf	07/10/2019 03:59 PM	08/09/2019 03:59 PM	30 days	
<input type="checkbox"/>	AIRWays Individual Student Report_24.pdf	07/10/2019 03:45 PM	08/09/2019 03:45 PM	30 days	

TIDE Banner: Manage Account



Help Text

The screenshot displays the user interface for the Montana Comprehensive Assessment System Administration. The top navigation bar includes the system name, current session information, and various utility links. Below this, a secondary navigation bar contains icons for different stages of the testing process. A red arrow points to the 'Help' icon in the top navigation bar. The main content area shows a sidebar with navigation options and a central panel titled 'Add Users' which contains an information message and a list of instructions. Below this is a form section for adding personnel with an email address field and a button to add a user.

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2019-2020 | User: Lname, Fname (DA)

General Resources ▾ ? Help Inbox Manage Account ▾ Log Out

Preparing for Testing Administering Tests After Testing

Student ID/User Email 🔍

Users ▾ Students ▾ Test Settings ▾ Rosters ▾

Add Users

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

- Select and type entries in the fields.
- Click **Save**.

PERSONNEL

*Email Address:

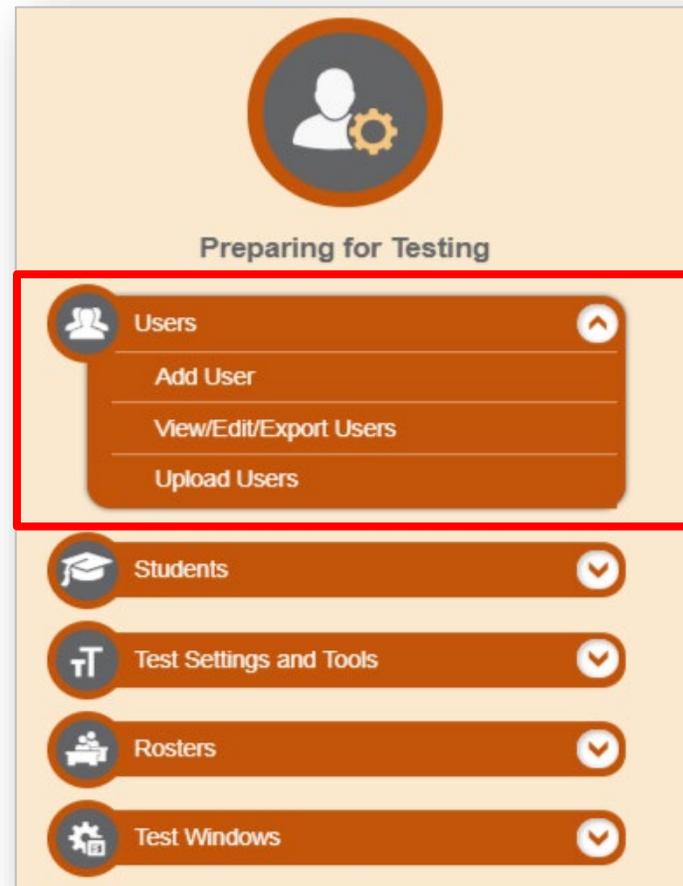
+ Add user or add roles to user with this email

Roles and Permissions

Task	District Administrator	School Test Coordinator	Teacher	Test Administrator
View/Edit/Export Students	✓	✓	✓	✓
Editing Test Settings	✓	✓	✓	
Adding Users	✓	✓		
Viewing/Editing/Exporting Users	✓	✓		
Filing an Appeal	✓	✓		
Adding Rosters	✓	✓	✓	
Viewing/Editing/Exporting Rosters	✓	✓	✓	
Generating Plan and Managing Testing Reports	✓	✓	✓	✓
Viewing Individual Student Reports in ORS and AIRways	✓	✓	✓	✓
ORS only	Within District	Within School	Within Roster Only	Within Roster Only

For a detailed list of user roles and associated permissions, see your *TIDE User Guide*.

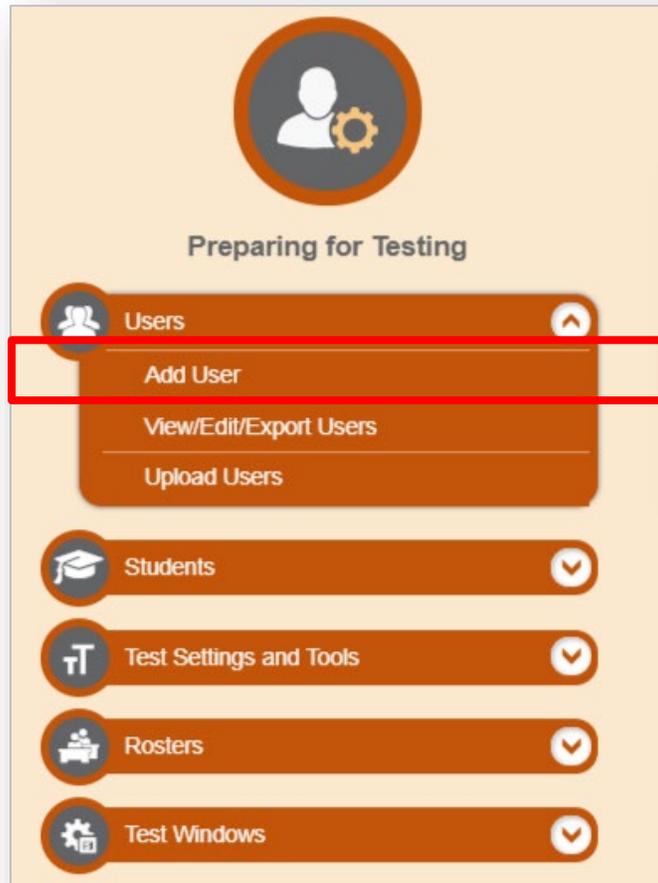
Users



The screenshot displays a software interface for preparing for testing. At the top, there is a circular icon containing a person silhouette and a gear. Below this icon, the text "Preparing for Testing" is centered. A vertical list of menu items follows, each with an icon on the left and a dropdown arrow on the right. The "Users" menu item is highlighted with a red border. The "Users" menu is expanded, showing four sub-options: "Add User", "View/Edit/Export Users", and "Upload Users".

-  Users 
 - Add User
 - View/Edit/Export Users
 - Upload Users
-  Students 
-  Test Settings and Tools 
-  Rosters 
-  Test Windows 

Add Users



Preparing for Testing

- Users (highlighted with a red box)
 - Add User
 - View/Edit/Export Users
 - Upload Users
- Students
- Test Settings and Tools
- Rosters
- Test Windows

Add Users

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

PERSONNEL

*Email Address:

[+](#) Add user or add roles to user with this email

Add Users

Users ▾ Students ▾ Test Settings ▾ Rosters ▾

Add Users

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

PERSONNEL

*Email Address: *Last Name:

*First Name: Phone Number:

User Roles

TA	Montana	9998-Demo district 9998	9998_9998-Demo Institution 99989998	<input type="button" value="Delete"/>
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Upload Users

Preparing for Testing

- Users
 - Add User
 - View/Edit/Export Users
 - Upload Users**
- Students
- Test Settings and Tools
- Rosters
- Test Windows

Upload User

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Templates](#)

i Use this page to upload a file of users you want to add, modify, or delete. [more info](#)

Step 1: Upload File

Choose File

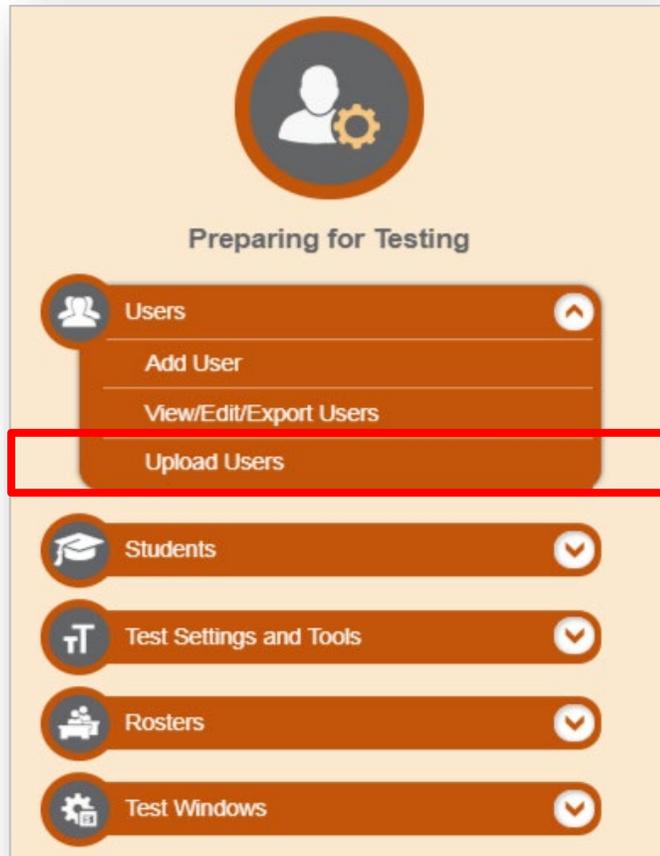
Upload History

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
UserTemplate.xlsx	12/05/2017 10:40 AM	Processed	Download (75)	N/A	Download
UserNames.xlsx	12/07/2017 1:30 PM	Started	N/A	N/A	Download

Upload Users

	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastorSurname	ElectronicMailAddress	TelephoneNumber	Role	Action
2	9998	9998_9998	Demo	LastName	lastname@demo.com	202-111-1111	TE	Add
3	9998	9998_9998	Demo	LastName	lastname@demo.com	202-111-1111	TA	Delete
4	9998	9998_9998	FirstName	Surname	Surname@demo.com	202-222-2222	SC	Add
5								
6								

Upload Users



Preparing for Testing

- Users
 - Add User
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- Test Windows

Upload User

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Validation Report](#)

i Review the validation results, then click **Continue with Upload**. [more info](#)

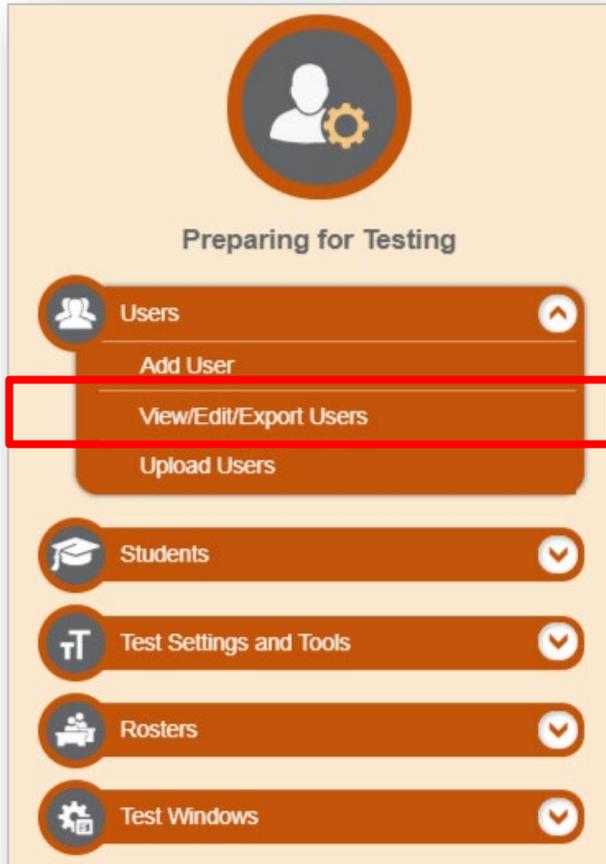
Step 3: Validate

Legend:  Error: The file can be uploaded, but this row will not be included.  Warning: This field is invalid, but the row will be uploaded.

Row Number	District ID	School ID	First Name	Last Name	Email Address	Phone Number	Role	Action
1	12345	i234gg234	Adams	John	AdamsJ@air.org	(123)234-4567	TA	 Empty
3	52138	e789rg334	Washington	George	 Washington.G@air.org	(222)333-4444	ST	Delete
8	30459	 e2df33235	Jefferson	Thomas	JeffersonT@air.org	(123)456-0987	ST	Delete
9	30459	e2df33235	 Quincy.	John	QuincyJ@air.org		ST	Add
11	20212	i904rr231	Robards	Rachel	RobardsR@air.org		STC	 Empty
14	20212	 i904rr231	Gardiner	Julia	GardinerJ@air.org		TA	Delete

[Continue with Upload](#) [Upload Revised File](#) [Cancel](#)

View/Edit/Export Users



Preparing for Testing

- Users
 - Add User
 - View/Edit/Export Users
 - Upload Users
- Students
- Test Settings and Tools
- Rosters
- Test Windows

View/Edit/Export Users

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

Search users

*Role:

Email Address:

First Name:

Last Name:

Phone Number:

Completed TA Cert. Course: Yes No

View/Edit/Export User Results


Preparing for Testing

- Users 
- Add User
- View/Edit/Export Users**
- Upload Users

 Students 

 Test Settings and Tools 

 Rosters 

 Test Windows 

View/Edit/Export Users

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

+ Search users

Number of users found: 1428

Enter search terms to filter search results

1-50 of 1428 records | Page:  1  of 29 

<input type="checkbox"/>	Edit	Role	District	School	Email Address	First Name	Last Name	Phone Number	Completed TA Cert. Course
<input type="checkbox"/>		DA	9999-Demo district 9999		userforretest94505@test.user	readd	readd		Y
<input type="checkbox"/>		DC	9999-Demo district 9999		ty@air.org	a	a		Y
<input type="checkbox"/>		TA	9998-Demo district 9998	9998_9998-Demo Institution 9998_9998	testuser@testMT.edu	TestLady	TestName	222-333-4455	N
<input type="checkbox"/>		DA	9999-Demo district 9999		testsdghafvafgvvsvdfvgsdhvfhsdvhdvfdvdfdxof@test.user	Admin	name	123-123-1235	N

Rosters

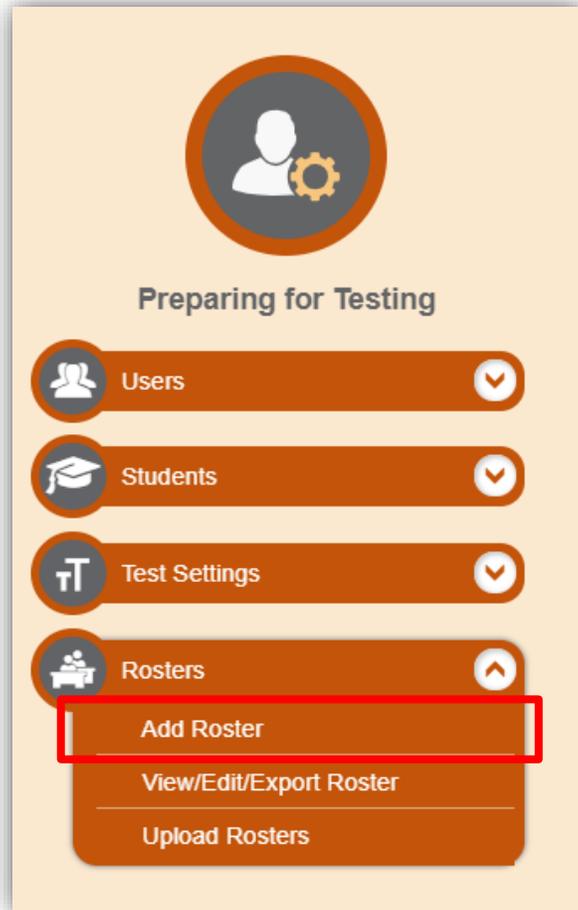


Preparing for Testing

- Users
- Students
- Test Settings
- Rosters**
 - Add Roster
 - View/Edit/Export Roster
 - Upload Rosters

The image shows a mobile application interface for 'Preparing for Testing'. It features a user profile icon at the top, followed by a list of menu items: 'Users', 'Students', 'Test Settings', and 'Rosters'. The 'Rosters' item is highlighted with a red border and expanded to show three sub-options: 'Add Roster', 'View/Edit/Export Roster', and 'Upload Rosters'.

Add Roster



Preparing for Testing

- Users
- Students
- Test Settings
- Rosters
 - Add Roster
 - View/Edit/Export Roster
 - Upload Rosters

Add Roster

Use this page to add rosters. [more info](#)

Search for Students to Add to the Roster

*District: Student's Last Name:

*School: Student's First Name:

SSID: Grade:

+ Advanced Search

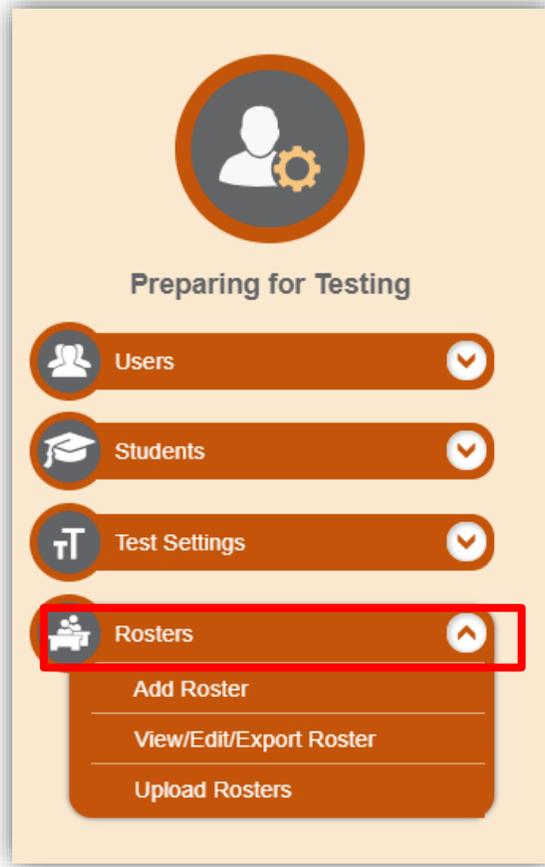
Add Students to the Roster

*Roster Name:

*Teacher Name:

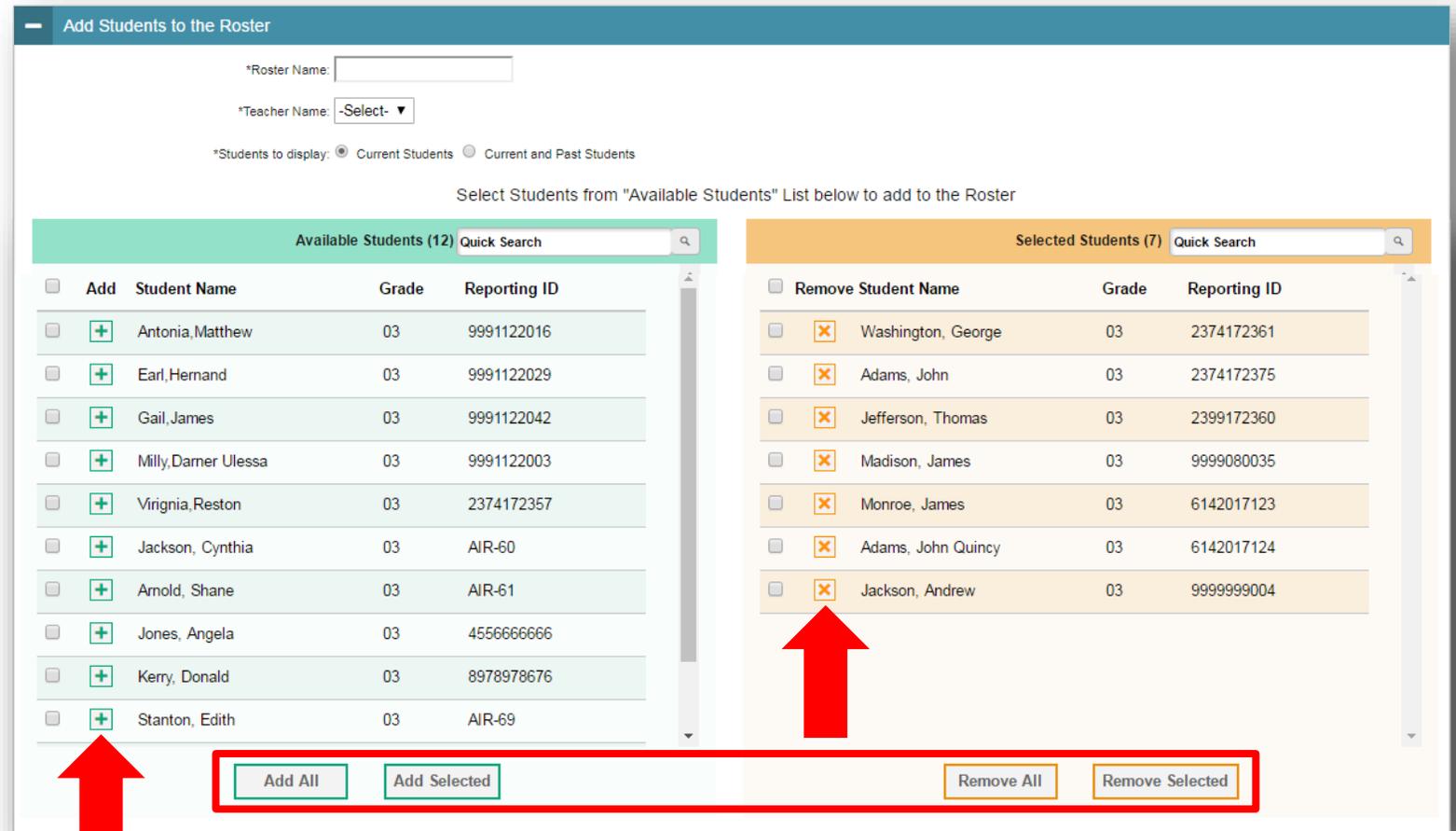
*Students to display: Current Students Current and Past Students

Add Roster, continued



Preparing for Testing

- Users
- Students
- Test Settings
- Rosters**
 - Add Roster
 - View/Edit/Export Roster
 - Upload Rosters



Add Students to the Roster

*Roster Name:

*Teacher Name:

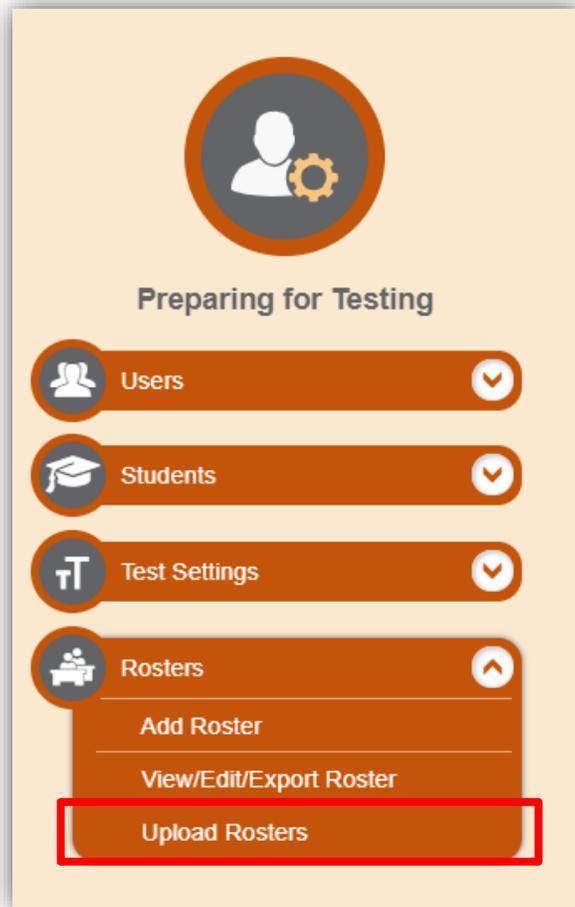
*Students to display: Current Students Current and Past Students

Select Students from "Available Students" List below to add to the Roster

Available Students (12) <input type="text" value="Quick Search"/>			
<input type="checkbox"/>	Add	Student Name	Grade Reporting ID
<input type="checkbox"/>	<input type="checkbox"/>	Antonia, Matthew	03 9991122016
<input type="checkbox"/>	<input type="checkbox"/>	Earl, Hernand	03 9991122029
<input type="checkbox"/>	<input type="checkbox"/>	Gail, James	03 9991122042
<input type="checkbox"/>	<input type="checkbox"/>	Milly, Damer Ulessa	03 9991122003
<input type="checkbox"/>	<input type="checkbox"/>	Virignia, Reston	03 2374172357
<input type="checkbox"/>	<input type="checkbox"/>	Jackson, Cynthia	03 AIR-60
<input type="checkbox"/>	<input type="checkbox"/>	Arnold, Shane	03 AIR-61
<input type="checkbox"/>	<input type="checkbox"/>	Jones, Angela	03 4556666666
<input type="checkbox"/>	<input type="checkbox"/>	Kerry, Donald	03 8978978676
<input type="checkbox"/>	<input type="checkbox"/>	Stanton, Edith	03 AIR-69

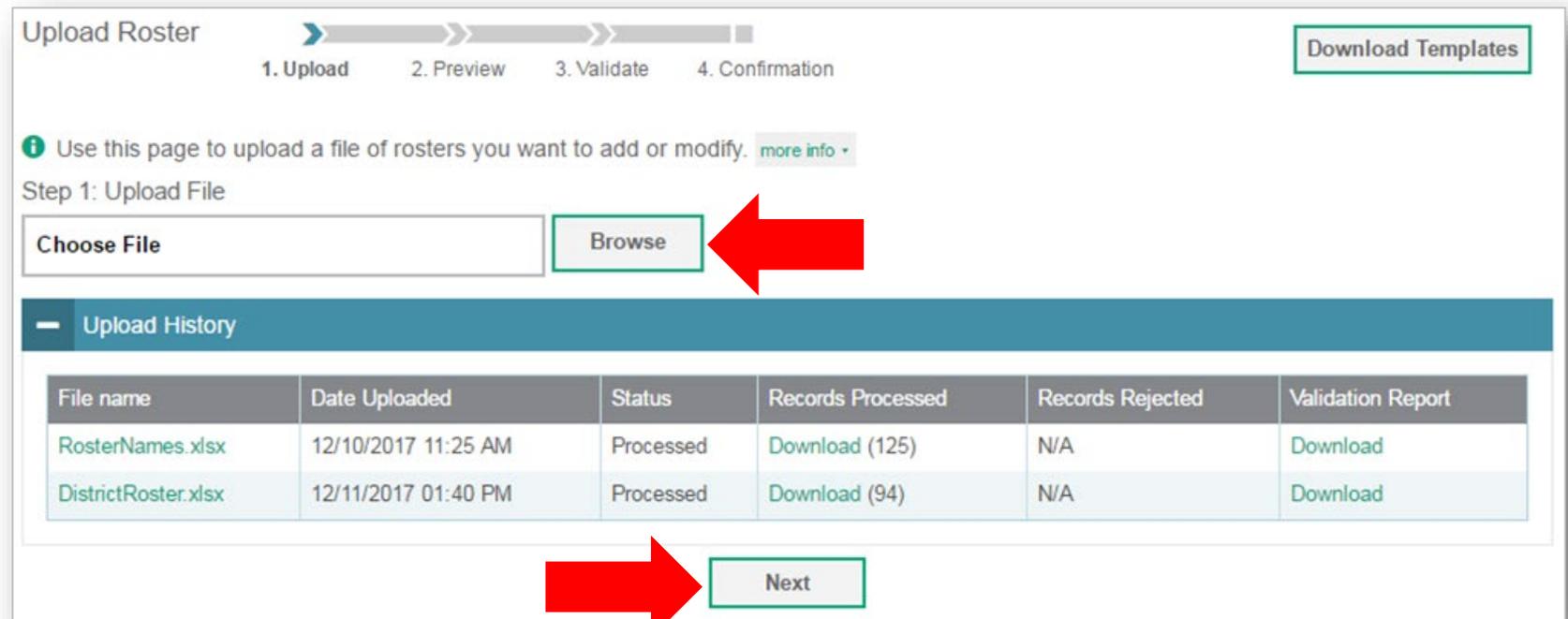
Selected Students (7) <input type="text" value="Quick Search"/>			
<input type="checkbox"/>	Remove	Student Name	Grade Reporting ID
<input type="checkbox"/>	<input type="checkbox"/>	Washington, George	03 2374172361
<input type="checkbox"/>	<input type="checkbox"/>	Adams, John	03 2374172375
<input type="checkbox"/>	<input type="checkbox"/>	Jefferson, Thomas	03 2399172360
<input type="checkbox"/>	<input type="checkbox"/>	Madison, James	03 9999080035
<input type="checkbox"/>	<input type="checkbox"/>	Monroe, James	03 6142017123
<input type="checkbox"/>	<input type="checkbox"/>	Adams, John Quincy	03 6142017124
<input type="checkbox"/>	<input type="checkbox"/>	Jackson, Andrew	03 9999999004

Upload Rosters



Preparing for Testing

- Users
- Students
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- Rosters
 - Add Roster
 - View/Edit/Export Roster
 - Upload Rosters



Upload Roster

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Templates](#)

i Use this page to upload a file of rosters you want to add or modify. [more info](#)

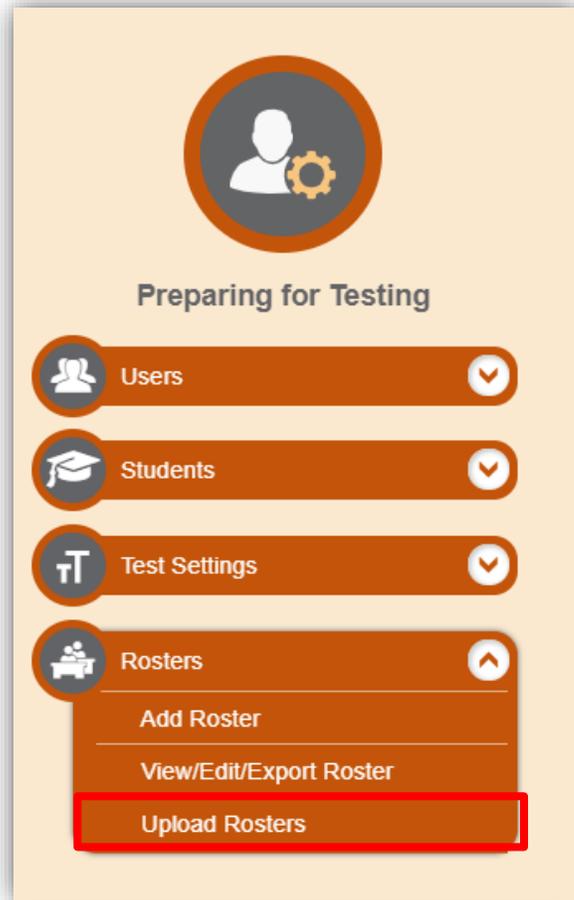
Step 1: Upload File

Choose File

Upload History

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
RosterNames.xlsx	12/10/2017 11:25 AM	Processed	Download (125)	N/A	Download
DistrictRoster.xlsx	12/11/2017 01:40 PM	Processed	Download (94)	N/A	Download

View/Edit/Export Rosters



Preparing for Testing

- Users
- Students
- Test Settings
- Rosters
 - Add Roster
 - View/Edit/Export Roster
 - Upload Rosters

View/Edit/Export Roster

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

Search for Rosters to Edit

*District: Demo district 9999 - 9999 *Roster Type: User Defined

*School: Demo Institution 9999_99 Teacher Name: -Select-

Search

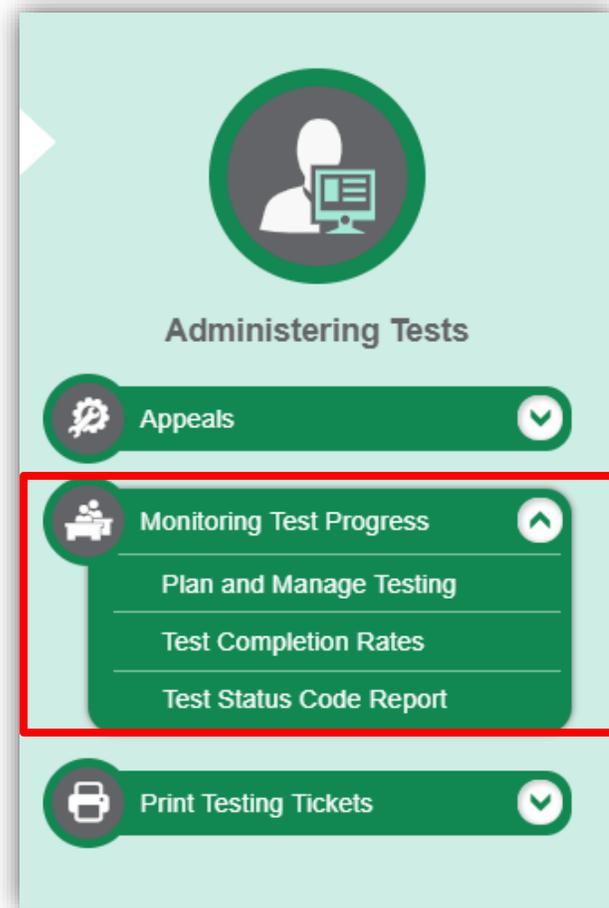
 

Note: For multiple roster selection, you may print 1000 students at a time.

Number of rosters found: 64

	Edit	Roster Name	Teacher	Grades In Roster	Number Of Students
<input type="checkbox"/>		Test Roster1 8-30	Lname-ORS-1, Fname-ORS-1	08, 09	2
<input type="checkbox"/>		Test Roster 8-30	Lname-ORS-1, Fname-ORS-1	08	1
<input type="checkbox"/>		DemoR1	TestName, Test	04	1

Monitoring Test Progress

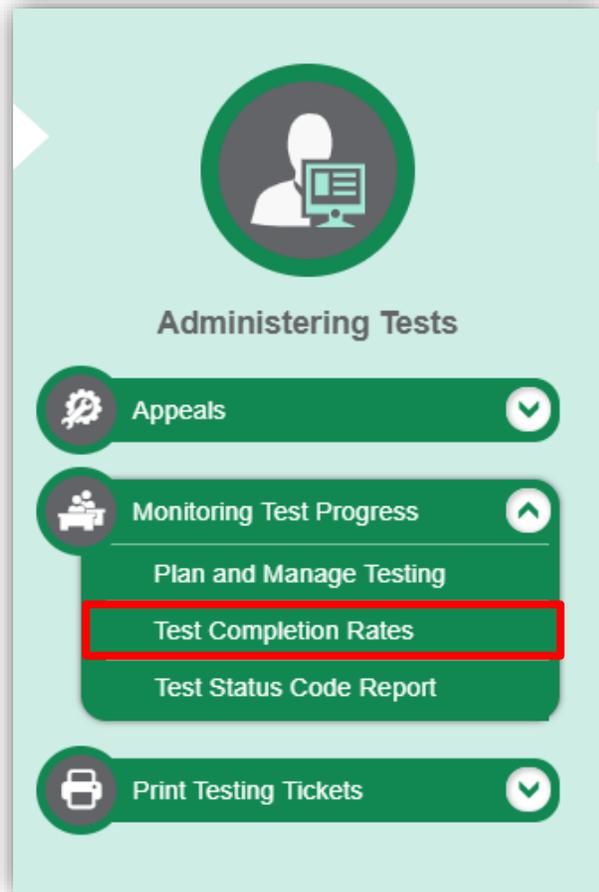


The image shows a mobile application interface for 'Administering Tests'. At the top is a circular icon of a person at a computer. Below it is the title 'Administering Tests'. There are four main menu items, each with an icon and a dropdown arrow: 'Appeals' (gear icon), 'Monitoring Test Progress' (truck icon), 'Print Testing Tickets' (printer icon), and an unlabeled item (checkmark icon). The 'Monitoring Test Progress' item is highlighted with a red border and expanded to show three sub-items: 'Plan and Manage Testing', 'Test Completion Rates', and 'Test Status Code Report'.

Administering Tests

- Appeals
- Monitoring Test Progress**
 - Plan and Manage Testing
 - Test Completion Rates
 - Test Status Code Report
- Print Testing Tickets

Plan and Manage Testing



Administering Tests

- Appeals
- Monitoring Test Progress
- Plan and Manage Testing**
- Test Completion Rates**
- Test Status Code Report
- Print Testing Tickets

Plan and Manage Testing

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

Choose What

Test Instrument: Smarter IAB *Test Name: All selected (149)

Administration: 2019-2020

Search Students

*District: Demo district 9999 - 9999 Student's Last Name:

*School: Demo Institution 9999_9999 - 9999_9999 Student's First Name:

*Teacher: Iname, fname Grade: None selected

SSID:

Advanced Search

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

Get Specific

students whose most recent SessionID was SessionID (optional) between 08/30/2019 and 08/30/2019 Note: If no TA or Session ID is specified, date range cannot exceed 15 days

students whose current opportunity will expire in days.

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

Plan and Manage Testing Results



Administering Tests

- Appeals
- Monitoring Test Progress
- Plan and Manage Testing**
- Test Completion Rates
- Test Status Code Report
- Print Testing Tickets

Plan and Manage Testing

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

- Choose What
- Search Students
- Get Specific

[Generate Report](#) [Export Report](#)

Number of students found: 1

Enter search terms to filter search results

Test Administrator Name	Session ID	# of Students in Session	# of Test IDs in Session	View	Export
Lname, Fname	UAT-590C-2	4	9	View	Export

Number of students found: 9

Enter search terms to filter search results

1-9 of 9 records | Page: 1 of 1

Name	District Name	School Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	InterimTestGrade	ChallengeUP	Test	Language	Opportunity	TA Name	SessionID
Demo, MTdemo	Demo district 9999	Demo Institution 9999_9999	MT9311140	07			MA:07; RE:07		Grade 7 ELA - Brief Writes (IAB)	ENU	1	Lname, Fname	UAT-590C-2
Demo, MTdemo	Demo district 9999	Demo Institution 9999_9999	MT9311169	03			MA:03; RE:03		Grade 3 ELA - Performance Task - Beetles (IAB)	ENU	1	Lname, Fname	UAT-590C-2

Plan and Manage Testing Examples

Which students have not yet tested?

students who opportunity in the selected administration

Which students need to test in the next five days?

students whose current opportunity will expire and days.

Which students have paused tests?

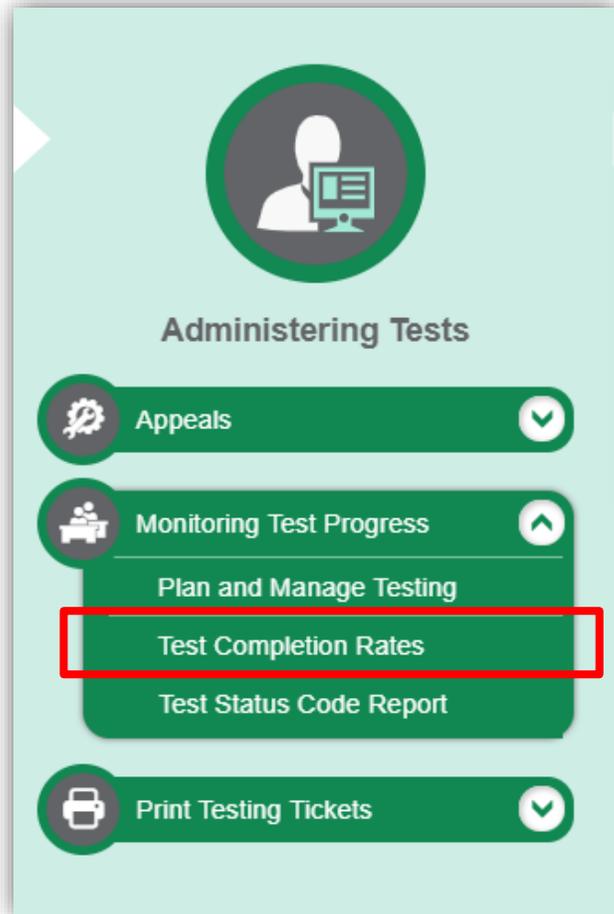
students on their opportunity in the selected administration, and have a status of

Did all students in a test session submit their tests?

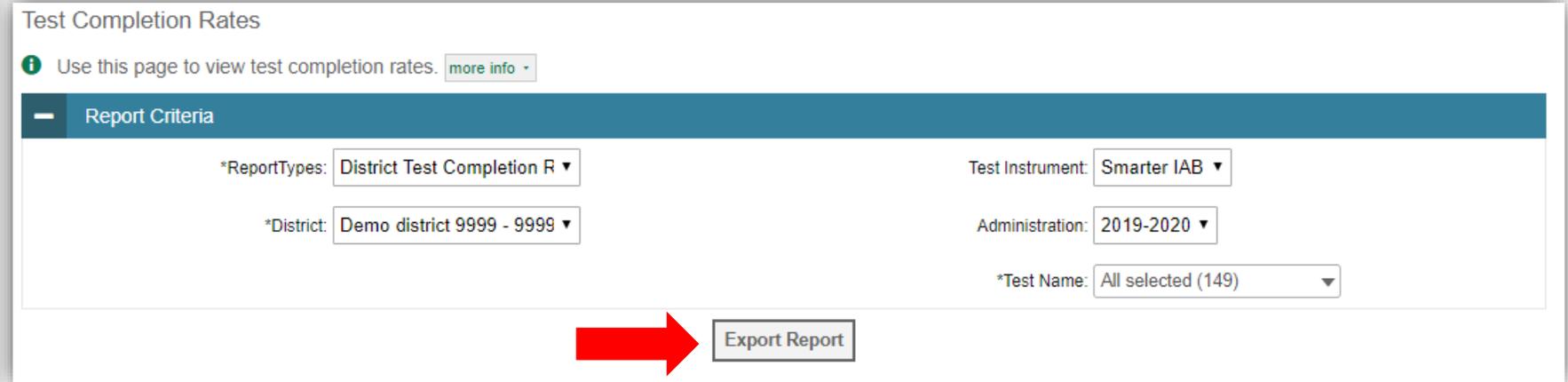
students whose most recent was between and

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Test Completion Rates



The sidebar menu is titled "Administering Tests" and features a circular icon of a person at a computer. It contains five items: "Appeals", "Monitoring Test Progress", "Plan and Manage Testing", "Test Completion Rates" (highlighted with a red box), and "Test Status Code Report". At the bottom is "Print Testing Tickets".



The "Test Completion Rates" report criteria form includes a header with a "more info" link. The "Report Criteria" section contains several dropdown menus: "*ReportTypes" (District Test Completion R), "*District" (Demo district 9999 - 9999), "Test Instrument" (Smarter IAB), "Administration" (2019-2020), and "*Test Name" (All selected (149)). A red arrow points to the "Export Report" button.

Thank You!

Further Information

Montana Comprehensive Assessment Program Portal

<http://mt.portal.airast.org>

Montana Comprehensive Assessment Program Help Desk

mthelpdesk@air.org

1.877.365.7915

Emilia Birdsall

Project Manager, Montana

Cambium Assessment

ebirdsall@air.org

(202) 403-6354