ClearSight

Test Information and Distribution Engine (TIDE) User Manual

2023–2024

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CA
Cambium
Assessment

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Introduction to TIDE

This user manual provides instructions on how to use TIDE.

At its core, TIDE is a registration system for users who will access *ClearSight* systems and students who will take *ClearSight* tests. Users of all *ClearSight* systems must be added to TIDE before they can access any *ClearSight* system. Students must be added to TIDE before they can test in the Test Delivery System (TDS). Rosters must be added in TIDE so Reporting can display scores at the roster, school, district, and state level. During testing, TIDE users can print test tickets, manage administrative procedures, and monitor test progress.

<div align="center">Figure 1. TIDE Dashboard</div>
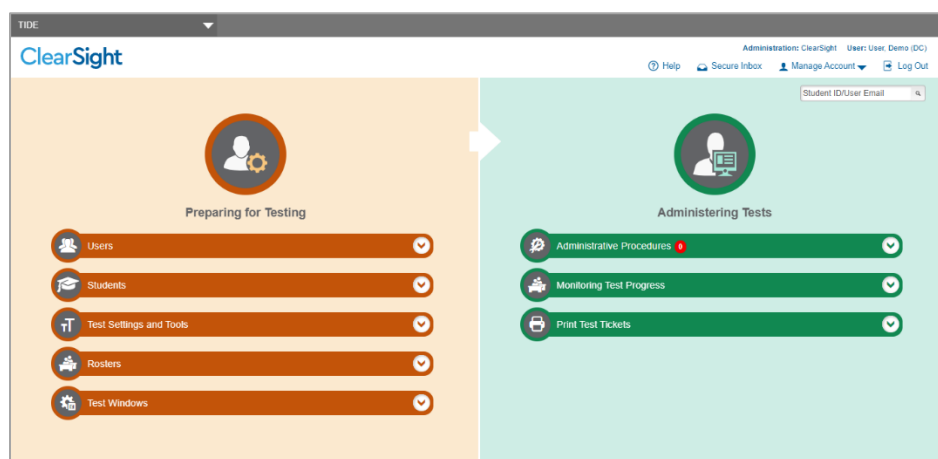
You can use TIDE to perform the following tasks:

- You can add new **users** or modify existing **user accounts** in TIDE so district and school personnel can access TIDE and other *ClearSight* systems. Users must be registered in TIDE to access other *ClearSight* systems.

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

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

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

- You can add new administrative procedures or modify existing administrative procedures if a test must be retaken or rescored.

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

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

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

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

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

- **How Teachers and Proctors Perform Tasks in TIDE**

There is also an Appendix with additional information and instructions.

Three Things All TIDE Users Must Know How to Do

All TIDE users need to know how to add users, students, and rosters. Records for users, students, and rosters must be added to TIDE and kept up to date for the testing process to flow properly. Users not added to TIDE will not have access to any CAI systems. Students not added to TIDE will not be able to test. Rosters not added to TIDE will not be available in Reporting and you will not be able to view your students' test results by class or by other meaningful groupings. The process for adding and modifying records in TIDE is user-friendly because it's basically the same no matter your user role or which type of record you want to add.

All TIDE users must be familiar with the following actions, as they are the same for Users, Students, Rosters, Test Windows, and Administrative Procedures:

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

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

- You can **upload** multiple new records or modify multiple existing records in the same file.

How to add records one at a time

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

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

Figure 2. Add User

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Figure 3. Add Student

Figure 4. Add Roster

How to modify existing records one at a time

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

1. Begin by searching for the record you want to modify. Start at the dashboard that appears when you first log in to TIDE, select the task for which you want to search for records, and select **View/Edit/Export**. Fill out the form that appears and select **Search** (see Figure 5).

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

Figure 5. View/Edit/Export Student

2. A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select **View Results**. To export all search results to the Secure Inbox from the pop-up window, select **Export to Inbox** and then select either **Excel** or **CSV**. The search results will be exported to your Secure Inbox and you will return to the search form. Use **Modify Search** if you need to edit the criteria in your search (see Figure 6).

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

Figure 6. Search Results

3. If you select **View Results**, the search results will appear in a table. To edit individual records, select the edit button (✏) by the record you want. To delete individual records, mark the checkbox by that record and select ☐ . To export records, mark the checkbox by that record and select ↗ (see Figure 7).

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Figure 7. View/Edit/Export Student Search Results

How to add or modify multiple records at once

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

1. Start at the dashboard that appears when you first log in to TIDE, select the task for which you'd like to upload records, and select **Upload**. An upload screen will appear where you can download a template file (see Figure 8).

Figure 8. Upload Roster

2. Once you've downloaded and filled out the template file, return to the upload screen, select **choose File** or drag and drop the file and upload it to TIDE. Select **Next**. The upload preview screen appears (see Figure 9).

Figure 9. Upload Roster Preview Page

3. Once you've verified the information on the preview screen, select **Next** again. The validation screen appears (see Figure 10).

Figure 10. Upload Roster Validation Page

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

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

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

7. To continue with the upload despite errors or warnings, select **Continue with Upload**. The confirmation screen appears (see Figure 11)..

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

Figure 11. Upload Roster Confirmation Page

Upload Rosters

✓ Upload — Find a file   ✓ Preview — Preview upload   ✓ Validate — Fix errors   ④ Receive Confirmation — All done

✓ Your file has been uploaded.

✓ **3 record(s)** were processed.
✕ **1 record(s) with errors** were not processed.

[Upload New File]   [Download Validation Report]   [Download Rejected Records]

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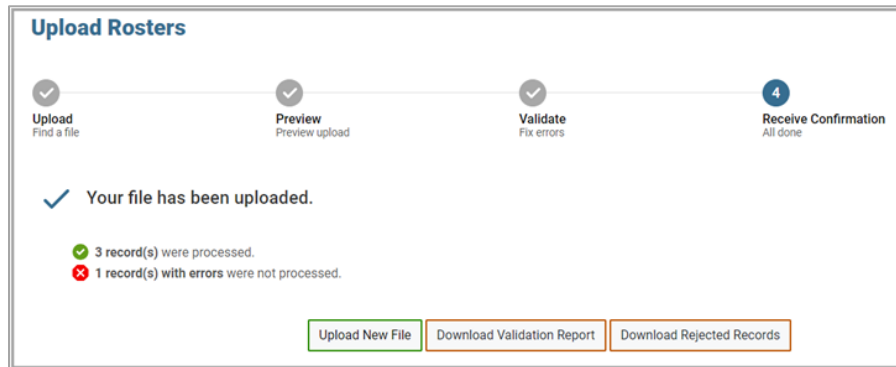
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How to Activate Your Account & Log in to & out of TIDE

Your TIDE administrator (district staff with the role of DDSO in *ClearSight*) 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 *ClearSight* 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 a new link as described in the section "Password Information" in the appendix.

If you do not receive an activation email, check your spam folder. Emails are sent from DoNotReply@cambiumassessment.com, so you may need to add this address to your contact list.

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumassessment.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year. Follow the instructions in the section "How to reactivate your account" below to reactivate your account for the new school year.

How to activate your account

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

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

3. Select **Submit**.

Account activation is complete. You can proceed to TIDE by selecting the **TIDE** card (see Figure 12) on the Actions page.

Figure 12: TIDE Card

TIDE (Student & User Management)
Set-up, review, and change users as well as
monitor test administrations.
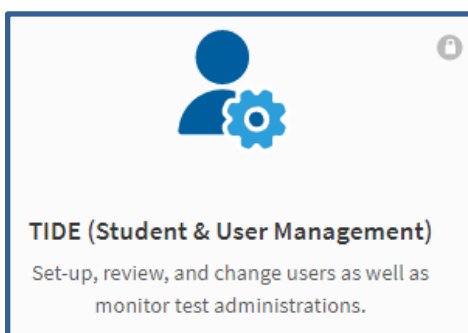
Figure 13. Reset Your Password Page

How to reactivate your account at the beginning of the school year

At the beginning of a new school year, your TIDE password and security details will be automatically reset. You will receive an email from DoNotReply@cambiumassessment.com to notify you of this occurrence and to alert you that you will not be able to log in to TIDE or any other system until you reactivate your account for the new school year.

1. Navigate to the *ClearSight* Portal (https://clearsight.portal.cambiumast.com/).

2. Select **Actions: Get Started**.

3. Select **TIDE** (Student and User Management). The ***Login*** page appears (see Figure 14).

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

Figure 14. Login Page

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

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

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

8. Select **Submit**.

Figure 15. Fields in the Reset Your Password: Find Account Page

During the reactivation process, you will be taken to the ***Enter Code*** (see Figure 16) page and asked to provide the authentication code sent to your email.

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

- You must enter the code within 15 minutes of the email being sent. If your code expires, you can request for a new code by selecting **Resend Code** on the *Enter Code* page.

<div align="center">Figure 16. Enter Code Page</div>

How to log in to TIDE

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

1. Navigate to the *ClearSight* Portal (https://clearsight.portal.cambiumast.com/).

2. Select **Actions: Get Started**.

3. Select **TIDE** (see Figure 12). The *Login* page appears (see Figure 14).

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

5. Select **Secure Login**.

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the *Enter Code* page appears (see Figure 16) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.

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

      ii. Select **Submit**.

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

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

How to log out of TIDE

- In the TIDE banner (see Figure 17), select **Log Out**.

Figure 17. Log Out
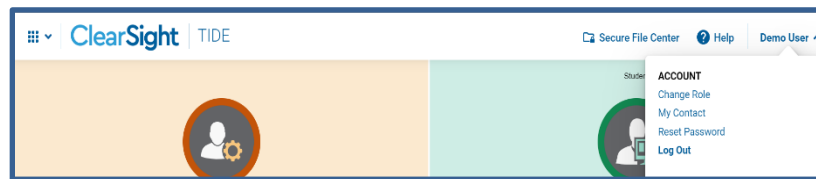
Logging out of TIDE logs you out of most *ClearSight* systems. However, you will not be logged out of the test administrator (TA) Interface in order to prevent the accidental interruption of active test sessions.

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

How District-level Users Perform Tasks in TIDE

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

How District-level Users Perform Tasks in TIDE Before Testing Begins

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

- Set up **user accounts** for school-level users so they can log in to TIDE and other *ClearSight* systems. If user accounts are not set up before testing begins, those users will not be able to access any *ClearSight* systems.

- Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.

- Set up **rosters** so Reporting can display scores at the classroom, school, district, and state levels.

- Set up customized **test windows** so the correct tests are available when you need them.

How District-level Users Set Up User Accounts in TIDE

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

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

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

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

Figure 18. Add User

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

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

Figure 19. Add User

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

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

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

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

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

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

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

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

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

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

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

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

7. Select **Save**.

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

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

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

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

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

How district-level users upload user attributes

You can set up attributes for multiple users through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. The user attribute is specific to updating Teacher Certification for multiple users at once.

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

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

How District-level Users Register Students for Testing

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

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

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

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

1. From the **Students** task menu on the TIDE dashboard, select **Add Students**. The *Add Students* form appears (see Figure 20).

2. In the *Demographics* panel, enter the student's demographic information.

How District-level Users Perform Tasks in TIDE

Figure 20. Fields in the Add Students Form (top portion)

3. In the available student test settings and tools panels (see Figure 21), enter the student's settings for each test, using the table "Fields in the Test Settings and Tools Panels" in the appendix as a reference. The test settings are grouped into categories, such as visual, auditory, language, and presentation. 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 21. Sample Student Settings and Tools Panel

4. Select **Save**.

   a. If TIDE reports that another student already has the SSID, contact the *ClearSight* Help Desk.

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

How District-level Users Perform Tasks in TIDE

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

You can view and edit detailed information about a student's record. You can also view a student's test participation report, if available.
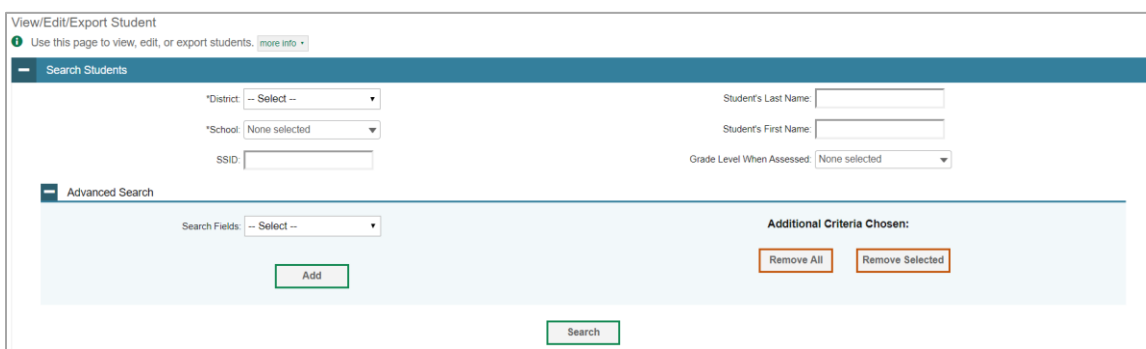
1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The *View/Edit/Export Students* page appears.

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

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

Figure 22. View/Edit/Export Students

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

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

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

   ▪ In the *Demographics* panel, modify the student's demographic information, as needed.

   ▪ In the available test settings and tools panels, modify the student's test settings, using the table "Fields in the Test Settings and Tools Panels" in the appendix as a reference. The test settings are grouped into categories, such as visual, auditory, language, and presentation. 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.

     Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface.

7. Select **Save**.

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

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

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

You can view a history of:

• Recent Changes

• Student Information and Test Settings

• Enrollment and Rosters

Each user role can only access the same information in the history as the user role has access to in the student information screens. The history is limited to displaying changes from January 1 of the previous calendar year to the present. All times shown are displayed in US Eastern Time (ET).

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

To access a student's history:

9. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears (Figure 5. View/Edit/Export Student).

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

11. 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.

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

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

How District-level Users Perform Tasks in TIDE

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Figure 23 – View Student History

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

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

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

Figure 24. Upload Students Page

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the Student Upload File" in the appendix as a reference, fill out the Student template and upload it to TIDE.
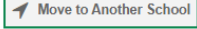
How district-level users transfer students between schools or districts

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

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

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

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

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

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

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

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

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

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

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

How district-level users specify student accommodations and test 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.

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

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

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

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

How district-level users upload student accommodations and test 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.

If you have many students for whom you need to apply test settings, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Test Settings and Tools**. The *Upload Test Settings and Tools* page appears.

2. Following the instructions in the section "How to add or modify multiple records at once" in the Introduction and using the table "Columns in the Test Settings Upload File" in the appendix as a reference, fill out the Test Settings template and upload it to TIDE. Each test setting receives a unique row within the template allowing a user to customize tools, as needed, for each subject and for each student's needs.

How district-level users view student distribution report

A frequency-distribution report (FDR) shows the number of occurrences of a particular category of students. You can generate FDRs for the students in your district or school by a variety of demographics and accommodations. Based on the number of records generated and the user level, results from Frequency Distribution Report may preview when you generate the report, or it may be exported to the Secure Inbox.

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

<div align="center">Figure 25. Fields in the Frequency Distribution Report Page</div>

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

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

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

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

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

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

4. Do one of the following:
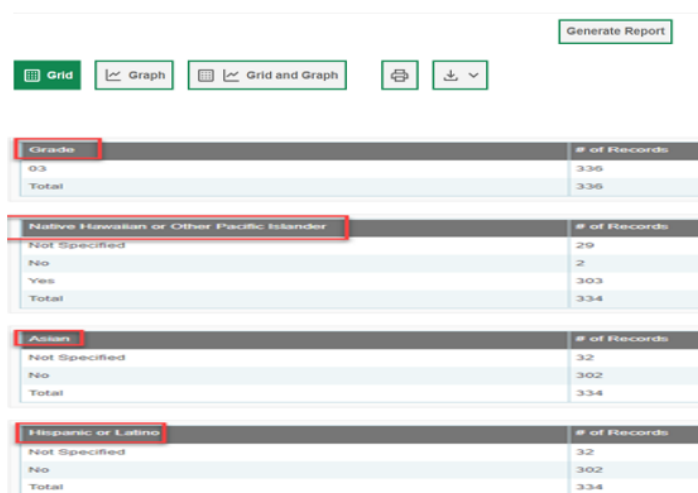
- To display the FDRs in tabular format, select **Grid**.

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

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

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

- To export to Excel, select ⬆ , and in the affirmation dialog box select **OK**.

Figure 26. Frequency Distribution Reports by Grade and Race/Ethnicity

How District-level Users Manage Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students. You can also use rosters to print test tickets containing students' login information to start taking a test.

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

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

When creating rosters, follow the guidelines below:

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

- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students has 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'.

- There are a few restrictions to be aware of when creating rosters:

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

  - Each user-defined roster can only be associated with one school.

  - Only 500 active students can be included in one roster.

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

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The *Add Roster* form appears (see [Figure 27](#)).

2. Select a school.

3. On the *Add Roster* form ([Figure 27](#)), add a roster name and select a teacher.

4. Decide how you want to add students:

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

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

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

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

.

Figure 27. Add Roster Form

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

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

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

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

You can modify 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 or the **Upload Roster** page. You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students.

- System-generated Rosters: These are rosters that are imported into TIDE through a nightly process and cannot be edited.

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

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

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

3. In the list of retrieved rosters, select [pencil icon] for the roster whose details you want to view. The *View/Edit Roster* form appears. This form is similar to the form used to add rosters (see Figure 27).
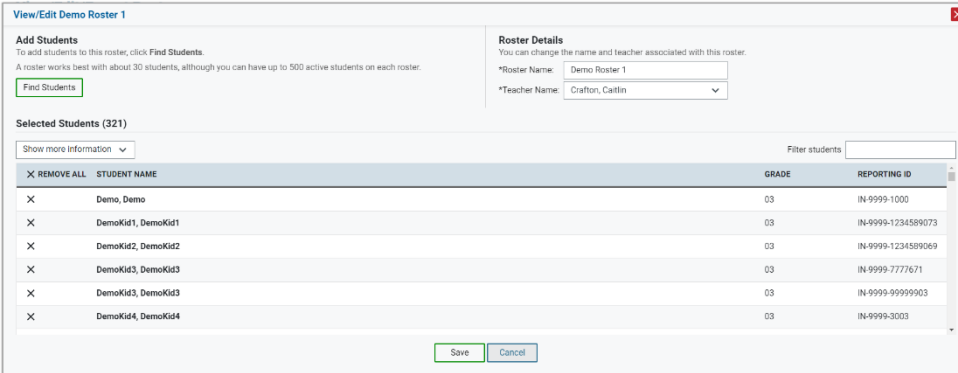
4. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section "How to modify existing records one at a time" in the Introduction.

5. In the *Add/Remove Students to the Roster* panel (Figure 3. Add Student) do the following:

   a. In the *Roster Name* field, enter the roster name.

   b. From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.

   c. From the *Students to display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:

   - **Current Students**: Displays students who match your search criteria and are currently associated with the school and roster. The *Available Students* list displays students who are currently associated with your school and the *Selected Students* list displays students who are currently associated with the roster.

   - **Current and Past Students**: Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which he or she was removed from the roster is displayed in the *Selected Students* list. If the student who has been removed from the roster is still associated with the school, he or she is listed in the *Available Students* list as a regular student. However, if the student has left the school then the record will appear in the *Available Students* list with the date he or she left the school.

   d. To add students, from the list of available students, do one of the following:

   - To move one student to the roster, select ➕ for that student.

   - To move all the students in the *Available Students* list to the roster, select **Add All**.

   - To move selected students to the roster, mark the checkboxes for the students you want to add, then select **Add Selected**.

Figure 28. Modifying a Roster: View Edit Form

e. To remove students, do one of the following in the list of students in the roster:

- To remove one student from the roster, select ✖ for the student.

- To remove all the students from the roster, select **Remove All**.

- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select **Remove Selected**.

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

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

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

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

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

How District-level Users Manage Test Windows

Individual districts or schools can create customized testing windows.

How district-level users add new test windows one at a time

When you create or edit a test window at the district level, all schools within that district's hierarchy administer the test during that window—except those schools that have their own customized window.

1. From the **Test Windows** task menu on the TIDE dashboard, select **Add Test Windows**. The *Add Test Windows* form appears (see Figure 29).

2. In the *Test Window Information* panel, do the following:

a. In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

Figure 29. Fields in the Add Test Windows Form

b. Mark the type of entity for which you want to add a test window: **District** or **School**.

c. From the **District** and **School** drop-down lists (as available), make selections for the district and school.

d. In the *Window Start Date* and *Window End Date* fields, enter the test window's start and end dates.

e. Select **Add Test Window**.

3. In the *Add/Remove Tests* section (see), do the following:

a. To add tests, from the list of available tests, do one of the following:

  - To move one test to the window, select ➕ for that test.

  - To move all the tests in the *Available Tests* list to the window, select **Add All**.

     To move selected tests to the window, mark the checkboxes for the tests you want to add, then select **Add Selected**

Figure 30. Add/Remove Tests Panel

b. To remove tests, do one of the following in the list of tests in the window:

-   To remove one test from the window, select ✖ for the test.

-   To remove all the tests from the window, select **Remove All**.

-   To remove selected tests from the window, mark the checkboxes for the tests you want to remove, then select **Remove Selected**.

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

TIDE creates the test window, and it is immediately available in the TA Interface.

How district-level users modify existing test windows one at a time

You can modify a custom test window by changing its name and dates, or by adding or removing students.

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

2. Retrieve the test window you want to view or edit by filling out the search criteria and selecting **Search**.

3. In the list of retrieved test windows, select 🖉 for the test window whose details you want to view. The **View/Edit/Export Test Windows** form appears. This form is similar to the form used to add test windows (Figure 31).

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4. *Optional*: In the *Test Window Information* panel, do the following:

   a. In the *Window Name* field, enter a new name for the test window. The *Window Name* field only accepts alphanumeric characters. Characters like spaces, dashes, and underscores are not allowed for test window names.

   <p style="text-align:center;color:blue;">Figure 31. Fields in the Add Test Windows Form</p>

   b. In the *Window Start Date* and *Window End Date* fields, enter the test window's new start and end dates.

   c. Click **Save** to save your Test Window changes.

5. *Optional*: In the *Add/Remove Tests* section (see Figure 32), do the following:

   a. To add tests, from the list of available tests, do one of the following:

   - To move one test to the window, select ➕ for that test.

   - To move all the tests in the *Available Tests* list to the window, select **Add All**.

   - To move selected tests to the window, mark the checkboxes for the tests you want to add, then select **Add Selected**.

Figure 32. Add/Remove Tests Panel
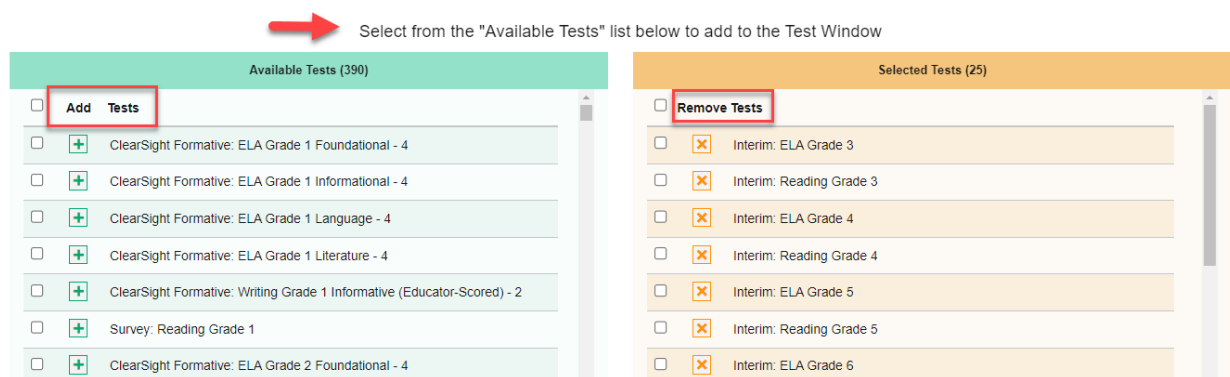
b. To remove tests, do one of the following in the list of tests in the window:

   - To remove one test from the window, select ✖ for the test.

   - To remove all the tests from the window, select **Remove All**.

   - To remove selected tests from the window, mark the checkboxes for the tests you want to remove, then select **Remove Selected**.

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

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

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

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

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

How District-level Users Use TIDE during Test Administration

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

- Print **test tickets** to help students log in to tests.

- Add, modify, and upload administrative procedures.

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

How District-level Users Print Test Tickets

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

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

Figure 33. Sample Test Ticket

How district-level users print test tickets from student lists

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

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

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

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

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

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

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

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

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

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

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 34), verify **Test Tickets** is selected in the *Print Options* section.

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

Your browser downloads the generated PDF.

How District-level Users Perform Tasks in TIDE

Figure 34. Layout Model for Test Tickets

How district-level users print test tickets from roster lists

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

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

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

4. Do one of the following:

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

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

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

5. Select 🖶⌄ and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 34).

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

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

Your browser downloads the generated PDF.

How District-level Users Manage Administrative Procedures

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

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

For a full list of administrative procedure types, see the table "

List of Administrative Procedure Types in the appendix.

For a list of administrative procedure statuses, see the table "List of Administrative Procedure Statuses" in the appendix.

For a list of administrative procedures by test status, see the table "List of Administrative Procedure by Test Status" in the appendix.

How district-level users add new administrative procedures one at a time

You can create an administrative procedure for a given test result.

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

   a. From the **Administrative Procedure** task menu on the TIDE dashboard, select **Create Administrative Procedure**. The *Create Administrative Procedures* page appears (see Figure 35).

   b. Select a request type.

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

   Figure 35. Selection Fields in the Create Administrative Procedures Page

   d. Select **Search**. TIDE displays the found results at the bottom of the *Create Administrative Procedures* page (see Figure 36).

2. Mark the checkbox for each result for which you want to create an administrative procedure, and then select **Create**.

Figure 36. Retrieved Test Results

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

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

How district-level users modify existing administrative procedures one at a time

You can view, approve, reject, retract, and export existing administrative procedures.

1. From the **Administrative Procedures** task menu on the TIDE dashboard, select **View/Approve/Export Administrative Procedures**. The ***View/Edit/Export Administrative Procedures*** page appears (see Figure 37).

Figure 37. Selection Fields in the View/Edit/Export Administrative Procedures Page

2. Retrieve the administrative procedure you want to view by filling out the search criteria and selecting **Search**. Figure 38 shows a retrieved administrative procedure.

Figure 38. Retrieved Administrative Procedure

3. *Optional:* Review the initiator's reason for the administrative procedure by selecting 💬 in the Status column.

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

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

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

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

How district-level users approve, reject, and retract administrative procedures

Some administrative procedures require you to approve or reject them before TDS can process them. You can also retract administrative procedures you created.

You cannot delete approved or rejected administrative procedures. To delete such administrative procedures, contact the Helpdesk.

1. From the **Administrative Procedures** task menu on the TIDE dashboard, select **Approve Administrative Procedures**. The *Approve Administrative Procedures* page appears.

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

3. Do one of the following:

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

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

4. Select **Process** above the table and select an action:

- To approve the selected requests, select **Process**.
- To reject the selected requests, select **Reject**.
- To retract the selected requests, select **Retract**.
- To resubmit a request that the TDS could not process, select **Resubmit**.

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

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

TIDE removes the selected administrative procedure from the list of retrieved requests.

How District-level Users Monitor Test Progress

The tasks available in the **Monitoring Test Progress** task menu allow you to generate various reports that provide information about a test administration's progress.

The following reports are available in TIDE:

- Plan and Manage Testing Report: Details a student's test opportunities and the status of those test opportunities. You can generate this report from the ***Plan and Manage Testing*** page or the ***Participation Report by SSID*** page.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- Test Status Code Report: Displays all the non-participation codes for a test administration.
- Test Session Status Report: Summarizes information on District or School-level active and inactive sessions happening in a current day.

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

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

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears (see Figure 39).

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

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

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

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

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

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

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

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

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

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

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

3. In the *Choose What* panel, select the parameters for which tests to include in your report:

a. For the **Test Type**, select a test type (either ClearSight Provided Test or Educator Authored Test). If you select Educator Authored Test, skip to step c.

b. From the **Test Instrument** drop-down list, select a test category.

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Figure 39. Plan and Manage Testing Page

c. From the **Administration** drop-down list, select an administration.

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

4. In the *Get Specific* panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in {brackets}):

▪ Students who {have/have not} {completed/started} the {Any/1st/2nd/3rd/4th} opportunity in the selected administration.

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

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

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- 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).

- Students on their {Any/1st/2nd/3rd/4th} opportunity who have a status of {any/approved/completed/denied/expired/invalidated/paused/pending/reviewed/scored/started/suspended} in the selected administration.

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

5. Do one of the following:

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

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

Figure 40. Plan and Manage Testing Report

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

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

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

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

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select Participation Search by SSID. The *Participation Search by SSID* page appears (see Figure 41).

2. Do one of the following:

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

Figure 41. Participation Search by SSID Page

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

3. Select **Generate Report**. The Participation Report by SSID appears (see Figure 40).

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

How district-level users view report of test completion rates

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

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

2. In the *Report Criteria* panel (see Figure 42), select the parameters for which tests to include in your report.

3. *Optional*: To disaggregate the report by the student's enrolled grade, mark the *Show by Grade* checkbox.

Figure 42. Test Completion Rates Search Fields

4. To open the report in Microsoft Excel, select **Export Report**. Figure 43 displays a sample Test Completion Rate report.

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

Figure 43. Test Completion Rate Report

Date	Administration	Test	Test Name	State Name	State ID	District ID	District Name	Enrolled Grade	Opportunity	Total Student	Total Student	Total Student	Percent Started	Percent Complete
9/16/2022	2022-2023	Interims	Interim: E	INDIANA	IN	IN_9999	IN Demo [		1	1	1	1	100.00%	100.00%
9/16/2022	2022-2023	Interims	Interim: E	INDIANA	IN	IN_9999	IN Demo [		1	1	1	1	100.00%	100.00%
9/16/2022	2022-2023	Interims	Interim: E	INDIANA	IN	IN_9999	IN Demo [		1	1	1	1	100.00%	100.00%

How district-level users view report of test status codes

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

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

2. In the *Report Criteria* panel (see Figure 4444), select search criteria for the test and administration.

Figure 44. Report Criteria Panel

3. Do one of the following:

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

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

TIDE displays the tests and associated statuses and special codes (see Figure 44).

Figure 44. Test Status Code Report

Number of students found: 43

Name	SSID	Opportunity	TestName	TestStatus	Date Started	Special Code	Assigned School ID	Assigned School Name	SessionID	Results ID	Expiration Date
Last, First	IN-9999-00000002	1	Interim: Math Grade 4	reported 34/34	09/07/2022		IN_9999_9999	IN Demo School	CS-8754-4	1102772	
Last, First	IN-9999-00000004	1	Interim: ELA Grade 6	paused 32/31	09/16/2022		IN_9999_9999	IN Demo School	CS-D7D5-4	1125964	09/26/2022

For a description of the columns in this report, see the table "

Columns in the Test Status Code Report" in the appendix.

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

How district-level users view test session status reports

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

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

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

Figure 45. Test Session Status Report Page

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

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

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

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

Figure 46. Summary Session Report

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

Figure 47. Detailed Session Report

Proctor Name	Test Name	Session ID	Start Time of Session	Total # of Tests	Tests In Progress	Tests Paused	Tests Completed
Esparza, Gaby	ClearSight Formative: Math Grade 3 Measurement & Data/Geometry - 1	CS-974E-4	2022-09-21 10:50 AM	1	1	0	0
Esparza, Gaby	➕ Multiple Tests	CS-EE04-6	2022-09-21 10:54 AM	2	2	0	0

IN Demo School(IN_9999_9999)

Expand All Sessions   Collapse All Sessions   ☐ Include inactive sessions

Number of Sessions (active and inactive) found: 2

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

Figure 48. Multiple Tests in One Session

Test Name

➖ Multiple Tests

ClearSight Formative: ELA Grade 3 Editing - 1

ClearSight Formative: ELA Grade 3 Editing - 3
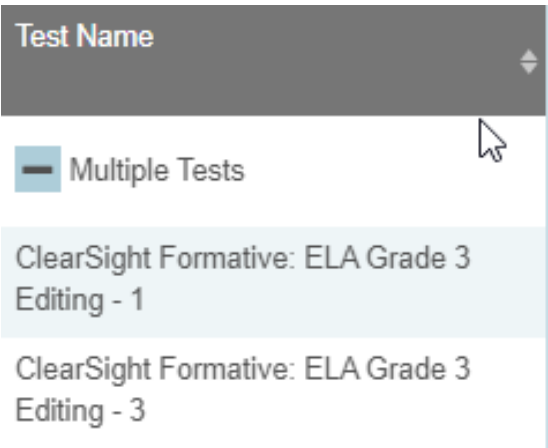
8. *Optional:* Select Expand All Sessions to expand all sessions containing multiple tests. The button will only be displayed when multiple tests per session exist.

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

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How District-level Users Perform Tasks in TIDE

Figure 49. School Report Page with All Sessions Expanded

10. *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.

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

Test Information and Distribution Engine User Guide

How School-level Users Perform Tasks in TIDE

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

How School-level Users Perform Tasks in TIDE Before Testing Begins

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

- Set up **user accounts** for teachers and test administrators so they can sign in to TIDE and other *ClearSight* systems. If teachers or test administrators do not have accounts set up in TIDE, they will not be able to access any *ClearSight* systems or administer tests.

- Set up **student accounts** so students can take the correct tests with the correct test settings at the correct time. If student accounts are not set up in TIDE in the correct test administration before testing begins, those students will not be able to test.

- Set up **rosters** so Reporting can display scores at the classroom, school, district, and state levels.

How School-level Users Set Up User Accounts in TIDE

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

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

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

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

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

How School-level Users Register Students for Testing

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

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

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

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

- [How district-level users view a history of changes to a student's account](#)

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

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

- [How district-level users generate upload-ready student settings files](#)

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

- [How district-level users upload student test restrictions](#)

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

How School-level Users Manage Rosters

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

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

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

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

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

How School-level Users Manage Test Windows

School-level users can manage test windows for students in their school. If test windows are not properly set, students will not be able to test at the proper time.

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

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

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

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

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How School-level Users Use TIDE During Test Administration

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

- Print **test tickets** to help students log in to tests.

- Add, modify, and upload administrative procedures.

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

How School-level Users Print Test Tickets

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

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

How district-level users print test tickets from student lists

How district-level users print test tickets from roster lists

How School-level Users Manage Administrative Procedures

School-level users can manage administrative procedures for students in their school.

Like district-level users, school-level users can add or modify administrative procedures one at a time or all at once through file upload. They may also approve specific types of administrative procedures. These tasks can be performed by following the procedure in the section "How District-level Users Manage Administrative Procedure." For detailed information, please refer to the following sections:

How district-level users add new administrative procedures one at a time

How district-level users modify existing administrative procedures one at a time

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

How District-level Users Manage Administrative Procedure

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

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

For a full list of administrative procedure types, the table "

List of Administrative Procedure Types" in the appendix.

For a list of administrative procedure statuses, the table "

List of Administrative Procedure Statuses" in the appendix.

For a list of available administrative procedure by test status, the table "List of Administrative Procedure by Test Status" in the appendix.

How district-level users add new administrative procedure one at a time

You can create an administrative procedure for a given test result.

12. Retrieve the result for which you want to create an administrative procedure by doing the following:

    a. From the **Administrative Procedure** task menu on the TIDE dashboard, select **Create Administrative Procedure**. The *Create Administrative Procedures* page appears (Figure 35).
    b. Select a request type.
    c. From the drop-down lists and in the text field, enter search criteria.

<p align="center">Figure 50. Create Administrative Procedures</p>

How School-level Users Monitor Test Progress

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

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

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

How district-level users view report of test completion rates

How district-level users view test status code reports

How district-level users view report of test status codes

How district-level users view test session status reports

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How Teachers and Proctors Perform Tasks in TIDE

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

How Teachers and Proctors Perform Tasks in TIDE Before Testing Begins

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

- View **user accounts** to verify their own account information.

- View **student accounts** to ensure student details, student test accommodations, and test tools. If student accounts are not set up in TIDE before testing begins, those students will not be able to test.

- Set up **rosters** so Reporting can display scores at the classroom, school, district, and state levels.

How Teachers and Proctors View User Accounts in TIDE

Teachers and test administrators can view their own user account information in TIDE by selecting **Manage Accounts** from the banner.

How Teachers and Proctors Manage Rosters

Teachers and test administrators can manage rosters for students in their school. These rosters are then sent to Reporting so those systems can display scores.

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

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

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

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

How Teachers and Proctors Use TIDE During Testing

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

- Print **test tickets** to help students log in to tests.

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

How Teachers and Proctors Print Test Tickets

Teachers and test administrators can print test tickets for their students. Test tickets are hard-copy forms that include a student's username for logging in to a test.

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

- How district-level users print test tickets from student lists

- How district-level users print test tickets from roster lists

How Teachers and Proctors Monitor Test Progress

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

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

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

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

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

- How district-level users view test session status reports

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Appendix

A

Figure 51. TIDE Banner
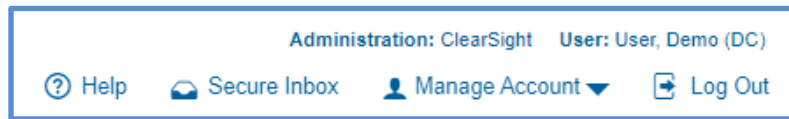
Account Information

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

1. In the TIDE banner (see Figure 51), from the **Manage Account** drop-down list, select **My Contact**. The *My Contact Information* page appears (see Figure 52).

2. Enter updates as necessary.

3. Select **Save**.

TIDE saves your changes, and a confirmation message appears.

Figure 52. Fields in the My Contact Information Page

C
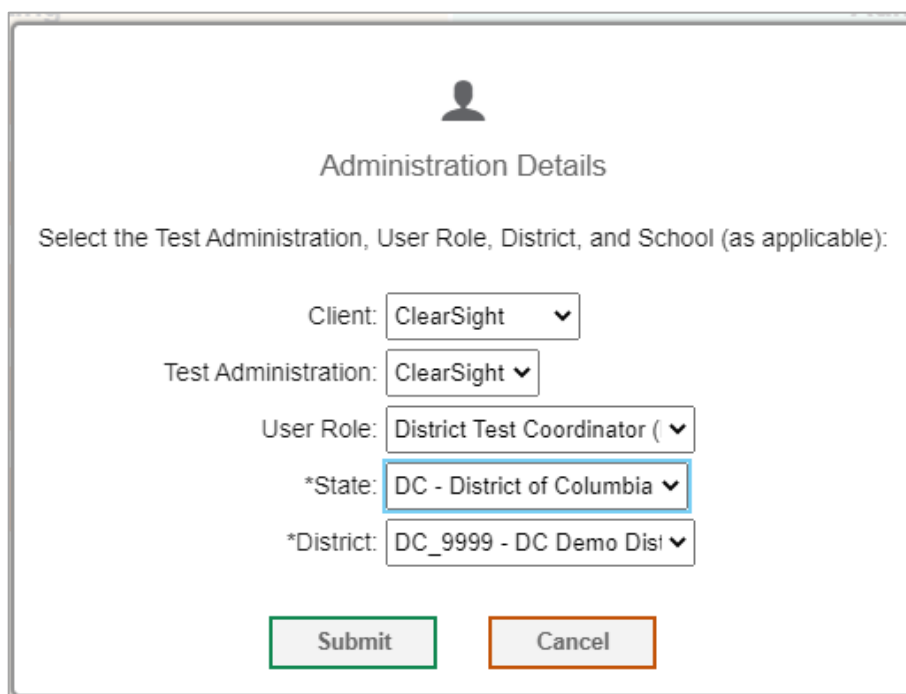
Changing Your Associated Test Administration, Institution, or Role

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

1. In the TIDE banner (see Figure 51), select **Change Role** from the **Manage Account** drop-down menu. The *Administration Details* window appears (see Figure 53).

2. Update the information as necessary.

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

Figure 53. Administration Details Window

Columns in the Administrative Procedure Upload File

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

Column Name	Description	Valid Values
Type*	Type of administrative procedure.	One of the following: Invalidate a test Reset a test Re-open a test Grace Period Extension Revert a test that's been reset Re-open Test Segment
Search Type*	Student field to search.	One of the following: Result ID SSID Session ID
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.

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Column Name	Description	Valid Values
Reason*	Reason for the Administrative Procedure	Up to 1,000 characters including spaces.

*Required field.

Columns in the TA Certification Upload File

You can use the information in the table below to upload user attributes.

Field Name	Description	Valid Values
User ID*	State-assigned identifier.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
Attribute Name*	Name of the attribute.	For users uploading TA certification, choose the drop-down option "TA certified"
Subject*	Subject of assessment.	N/A – this should be selected for attributes where the subject is not applicable.
Value*	Value of attribute.	For users uploading TA certification, choose the drop-down option "GEN"

*Required field.

Columns in the Plan and Manage Testing Report

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

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

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Attribute	Description
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 the pause timer. For example, if an interim test has been paused two times and the student resumed the opportunity within 20 minutes of two pauses, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes for Interim and ClearSight Formative tests and an Infinite amount of time for a Writing assessment to pause the test at a test item and then resume the test at that same item. However, if a test is paused for a longer period of time, the test session will expire, and the student will not be able to review any previous answers.
Date Started	The date when the first test item was presented to the student for that opportunity
Date Completed	The date when the student submitted the test for scoring
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires. 42 calendar days for an Interim test. 14 calendar days for a ClearSight Formative test.
Force Complete Date	The date a test expired and was force-completed
Test Duration	The time it took a student to complete a test
Assignment Session	Indicates if the test session was delivered as an Assignment Session (Y) or as a Proctored Session (N)
Secure Browser	Indicates if the test was taken using the Secure Browser or a conventional web browser like Chrome or Firefox.

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Columns in the Roster Upload File

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

Column Name	Description	Valid Values
District ID*	District associated with the roster	District ID that exists in TIDE. Up to 20 alphanumeric characters.
School ID*	School associated with the roster	School ID that exists in TIDE. Up to 20 alphanumeric characters. Must be associated with the district ID.
Teacher's 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 Identification*	Student's unique identifier within the district	Up to 30 alphanumeric characters
Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

*Required field.

Columns in the Student Upload File

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

Column Name	Description	Valid Values
State*	State abbreviation	Two-character state identifier
DistrictID*	District responsible for specific educational services or instruction of the student	Up to 20 alphanumeric characters. Must exist in TIDE.
School ID*	School responsible for specific education services and/or instruction of the student	Up to 20 alphanumeric characters. Must exist in TIDE and be associated with the DistrictID.
StudentID	Student's unique identifier within the district	Up to 30 alphanumeric characters
LastName*	Student's last name	Up to 35 alphanumeric characters
FirstName*	Student's first name	Up to 35 alphanumeric characters

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Column Name	Description	Valid Values
MiddleName*	Student's middle name	Up to 35 alphanumeric characters
Gender*	Student's gender	One of the following: M—Male F—Female
Birthdate*	Day on which student was born	Date in format MMDDYYYY. Add leading zero for single-digit numbers.
Grade	Student's enrolled grade	Two-character grade in the range KG, 01–12. Add leading zero for single-digit numbers.
NativeHawaiian Or Other Pacific Islander	Student's ethnicity code	One of the following: Y N
Asian		One of the following: Y N
Hispanic Or Latino Ethnicity		One of the following: Y N
American Indian or Alaska Native		One of the following: Y N
Black Or African American		One of the following: Y N
White		One of the following: Y N
IDEA Indicator	Student's IDEA status	One of the following: Y N
IEP	Student's IEP status	One of the following: Y N
Section504	Student's 504 status	One of the following: Y N
English Language Learner	Student's English Language Learner status	One of the following: Y N
Gifted/Talented	Student's Gifted/Talented status	One of the following: Y N
Reduced Lunch Status	Student's reduced lunch status	One of the following: Y N

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Column Name	Description	Valid Values
Migrant Status	Student's migrant status	One of the following: Y N
Delete	Indicates if record is a deletion	Y—Delete the record. If blank, indicates the record is an add or modify.

*Required field.

Columns in the Test Session Status Report

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

Column	Description
Proctor Name	The name of the test proctor administering the test session List of schools for which you can view reports
Test Name	The name of the test included in the session
Session ID	The ID number of the test session
Start Time of Session	The date and time when the test session was opened by the test administrator
Total # of Tests	Number of tests included in the test session
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

Columns in the Test Completion Rate Report

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

Column	Description
Date	Date and time that the file was generated
Administration	Administration that is being reported
Test	Test that is being reported
Test Name	Grade, test, and subject that are being reported
State Name	The name of the State to which the District belongs
State ID	The 2-letter code for the State to which the District belongs

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District ID	The ID of the reported District
District Name	The name of the reported District
School ID	The ID of the reported school. This column is only included in the school-level report.
School Name	The name of the reported school. This column is only included in the school-level report.
Enrolled Grade	The enrolled grade of students being reported. This option is available when selecting the *Show by Grade* checkbox.
Opportunity	Test opportunity number that is being reported
Total Student	Number of students with an active relationship to the school in TIDE
Total Student Started	Number of students who have started the test
Total Student Completed	Number of students who have finished the test and submitted it for scoring
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE

Columns in the Test Settings Upload File

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

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

*Required field.

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Columns in the Test Status Code Report

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

Column	Description
Name	Student's last name, student's first name
SSID	Student's Statewide Student Identifier number
Opportunity	Test opportunity number
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
Session ID	Unique ID for the test session
Result ID	Unique ID for the item result
Expiration Date	Date the test expired

Columns in the Test Window Upload File

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

Column Name	Description	Valid Values
INSTITUTIONTYPE*	Type of institution to which the test window applies	One of the following: D—Window applies to districts. S—Window applies to schools.
INSTITUTIONIRN*	District's or school's ID	For district-level windows, a district ID that exists in TIDE. For school-level windows, use DD-SS, where DD is the district ID and SS is the school ID. The institution must be associated with the user uploading the file.
WINDOWNAME*	Name for the test windows	Up to 35 printable characters
TESTNAME*	Test included in the test window	One of the available test names from the drop-down list in the template

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Column Name	Description	Valid Values
WINDOWSTARTDATE*	Date test window starts	Timestamp in MMDDYYYY hh:mm:ss format
WINDOWENDDATE*	Date test window ends	Timestamp in MMDDYYYY hh:mm:ss format
ACTION*	Indicates if this is an add, modify, or delete transaction	One of the following: Add—Add new window or edit existing window. Delete—Remove existing window.

*Required field.

Columns in the User Upload File

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

Column	Description	Valid Values
State	State abbreviation	Any standard two-letter state abbreviation
DISTRICTID*	District associated with the user	District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters.
SCHOOLID	School associated with the user	School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users
FirstName*	User's first name	Up to 35 characters
LastName*	User's last name	Up to 35 characters
Email*	User's email address	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
Phone*	User's phone number	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Role*	User's role. For an explanation of user roles, see User Role Permissions.	One of the following: DDSO—District Data Security Officer DC—District Coordinator

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Column	Description	Valid Values
		SDSO—School Data Security Officer
		SC—School Coordinator
		TE—Teacher
		PR—Proctor
		Must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction	One of the following:
		Add—Add new user or edit existing user record.
		Delete—Remove existing user record.

*Required field.

D

Deleting Records from TIDE

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

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

2. Do one of the following:

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

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

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

E

Exporting Records in TIDE

You can export search results for users, students, rosters, students' test settings, test windows, and administrative procedures to the Secure Inbox.

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

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

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Figure 54. Search Results
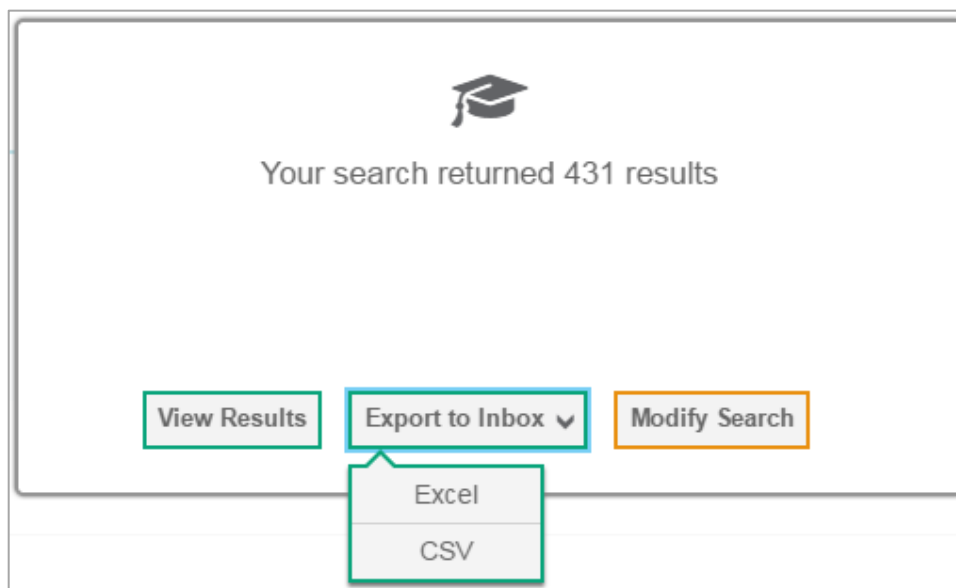
You can also export records from the search results grid.

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

2. Do one of the following:

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

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

3. Select [icon], and in the affirmation dialog box, select **OK**.

Fields in the Demographics Panel

The below demographic fields are available when adding students into TIDE. Only fields marked with an asterisk are required.

Column Name	Description	Valid Values
State*	State abbreviation	Two-character state identifier
DistrictID*	District responsible for specific educational services or instruction of the student	Up to 20 alphanumeric characters. Must exist in TIDE.
School ID*	School responsible for specific education services and/or instruction of the student	Up to 20 alphanumeric characters. Must exist in TIDE and be associated with the DistrictID.
StudentID	Student's unique identifier within the district	Up to 30 alphanumeric characters
LastName*	Student's last name	Up to 35 alphanumeric characters
FirstName*	Student's first name	Up to 35 alphanumeric characters
MiddleName*	Student's middle name	Up to 35 alphanumeric characters
Gender*	Student's gender	One of the following: M—Male F—Female
Birthdate*	Day on which student was born	Date in format MMDDYYYY. Add leading zero for single-digit numbers.
Grade	Student's enrolled grade	Two-character grade in the range KG, 01–12. Add leading zero for single-digit numbers.
NativeHawaiian Or Other Pacific Islander	Student's ethnicity code	One of the following: Y N
Asian		One of the following: Y N
Hispanic Or Latino Ethnicity		One of the following: Y N
American Indian or Alaska Native		One of the following: Y N
Black Or African American		One of the following:

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Column Name	Description	Valid Values
		Y N
White		One of the following: Y N
IDEA Indicator	Student's IDEA status	One of the following: Y N
IEP	Student's IEP status	One of the following: Y N
Section504	Student's 504 status	One of the following: Y N
English Language Learner	Student's English Language Learner status	One of the following: Y N
Gifted/Talented	Student's Gifted/Talented status	One of the following: Y N
Reduced Lunch Status	Student's reduced lunch status	One of the following: Y N
Migrant Status	Student's migrant status	One of the following: Y N
Delete	Indicates if record is a deletion	Y—Delete the record. If blank, indicates the record is an add or modify.

Fields in the Test Settings and Tools Panels

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

Field	Description
American Sign Language	Toggles American Sign Language on or off
Language	List of available languages
Line Reader	Toggles Line Reader on or off
Mouse Pointer	List of available mouse pointers
Color Choices	List of available color settings
Scribe	Toggles the Scribe tool on and off
Streamline Mode	Toggles Streamline Mode on and off

Zoom	List of available zoom levels
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page
Print on Request	Toggles Print on Request on or off
Text to Speech	Toggles Text to Speech on or off
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser
TTS Tracking	Toggle TTS Tracking on or off

Fields in the View/Edit Users [User's Name] Page

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

Field	Description
Role*	User's role. For an explanation of user roles, see User Role Permissions.
State*	State associated with the user
District*	District associated with the user
School*	School associated with the user
First Name	User's first name
Last Name	User's last name
Phone	User's phone number
Email Address*	Email address for logging in to TIDE
TA Certified	Indicates if the user has been trained to use online assessment systems. Once the user completes the New User Required Course, this field will automatically populate with a flag.

*Required field.

L

List of Administrative Procedure by Test Status

You can use the information in the table below to manage administrative procedures.

Test Status	Invalidate a test	Reset a test	Re-open a test	Re-open Test Segment	Revert a test that has been Reset	Grace Period Extension
Approved	✓				✓	

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Test Status	Invalidate a test	Reset a test	Re-open a test	Re-open Test Segment	Revert a test that has been Reset	Grace Period Extension
Completed	✓	✓	✓		✓	
Denied	✓	✓		✓	✓	✓
Expired	✓	✓	✓		✓	
Paused	✓	✓		✓	✓	✓
Pending		✓			✓	
Processing		✓			✓	
Reported	✓	✓	✓		✓	
Review		✓			✓	
Scored	✓	✓	✓		✓	
Started		✓			✓	
Submitted	✓	✓	✓		✓	
Suspended		✓			✓	
Invalidated		✓	✓		✓	

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List of Administrative Procedure Statuses

You can use the information in the table below to manage administrative procedures.

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

List of Administrative Procedure Types

You can use the information in the table below to manage administrative procedures.

Reset and revert administrative procedures must be submitted at least one day prior to the end of a test window so that students can complete their test opportunity.

Type	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.
Reset a test	Allows the student to reset a test opportunity (removing all responses on the test) or allows the data entry operator to reset the data entry process. You can submit these administrative procedures until the end of the test window.
Re-open a test	Reopens a test that was completed, invalidated, or expired.
Grace Period Extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, if a student pauses a ClearSight Formative test, a pause timer starts running. The following scenarios are possible: • If resuming the test within 20 minutes, student can review previously answered questions.

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Type	Description
	• Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions.
	Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this new opportunity.
Revert a test that's been reset	Reverses a reset, restoring the student's responses on the test when the reset was processed.
Re-open Test Segment	Reopens a previous test segment. This administrative procedure is useful when a student inadvertently or accidently 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.

P

Password Information

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

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

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

- **If you forgot your password:**

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

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

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

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

Printing Records in TIDE

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

2. Do one of the following:

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

   - To print all records, select 🖨, select All, and then select Print.

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S

Searching for Records in TIDE

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the **View/Edit/Export Users** task). For such tasks, a search panel appears when you first access the task page (see Figure 56). This section explains how to use this search panel and navigate search results.

Figure 55. Sample Search Panel

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

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

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

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

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

3. Select **Search**.

   ▪ If searching for users, students, students' test settings, test windows, and administrative procedures, proceed to the next step.

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

4. In the search results pop-up window (see Figure 56) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:

   ▪ To view the retrieved records on the page, select **View Results**. Continue to step 7.   **Note:** The "View Results" button may be disabled if the search results contain records from all districts or all schools. This option is not available if TIDE detects that this action might adversely affect its performance.

Figure 56. Search Results Pop-up Window
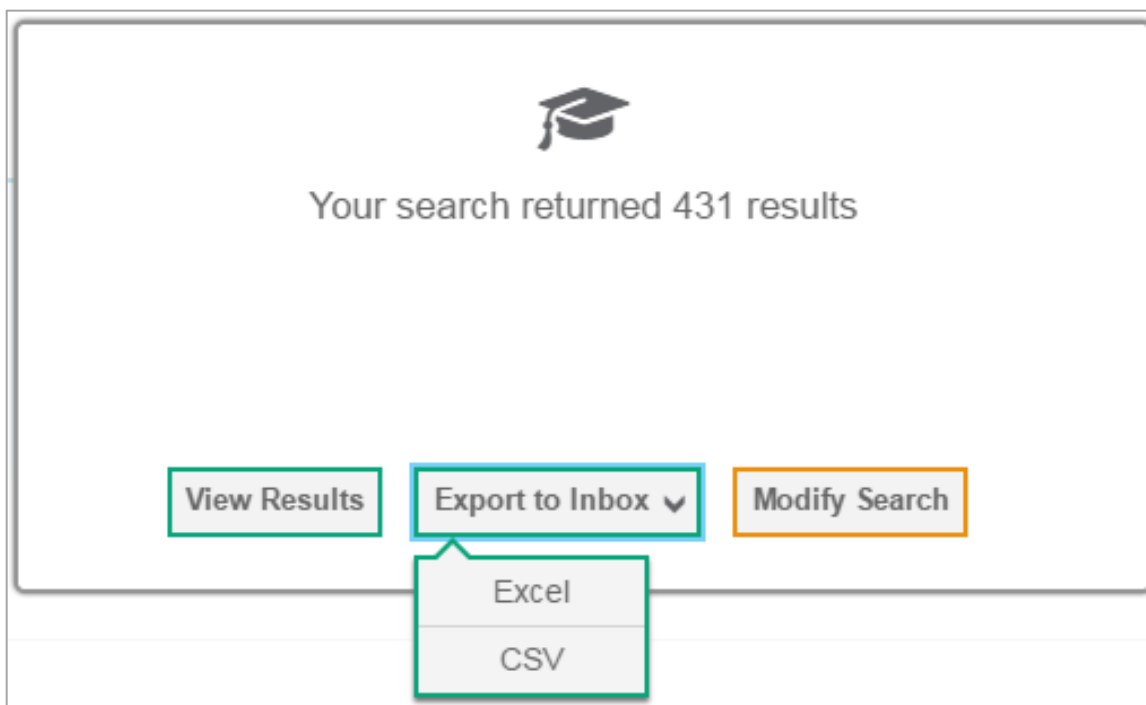
- To export the retrieved results to the Inbox, select **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see Viewing Documents in the Secure Inbox).

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

5. The list of retrieved records appears below the search panel (see Figure 57).

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Figure 57. Sample Search Results

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

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

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

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

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

10. *Optional*: To hide columns, select [☰+ ⌄] (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

Searching for Students or Users by ID

A *Find Student/User by ID* field appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the **View and Edit Student** or **View/Edit User: [User's Name]** form for a specified student or user.

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

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

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Figure 58. Find Student/User by ID

Secure Inbox Files

When searching for users, students, students' test settings, test windows, and administrative procedures, you can choose to export the search results to the Secure Inbox. The shared Secure Inbox serves as a password protected repository that lists files containing the data that you have exported in TIDE and other *ClearSight* systems. When you choose to export search results to the Secure Inbox, TIDE sends you an email when the export task is completed and the file is available in the Secure Inbox for download.

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

Viewing Documents in the Secure Inbox

The files in the Secure Inbox 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 Inbox 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.

1. From the TIDE banner (see Figure 51), select **Secure Inbox**. The ***Secure Inbox*** page appears (see Figure 59). By default, TIDE displays the *View Documents* tab.

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

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

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

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Figure 59. Secure Inbox – View Documents
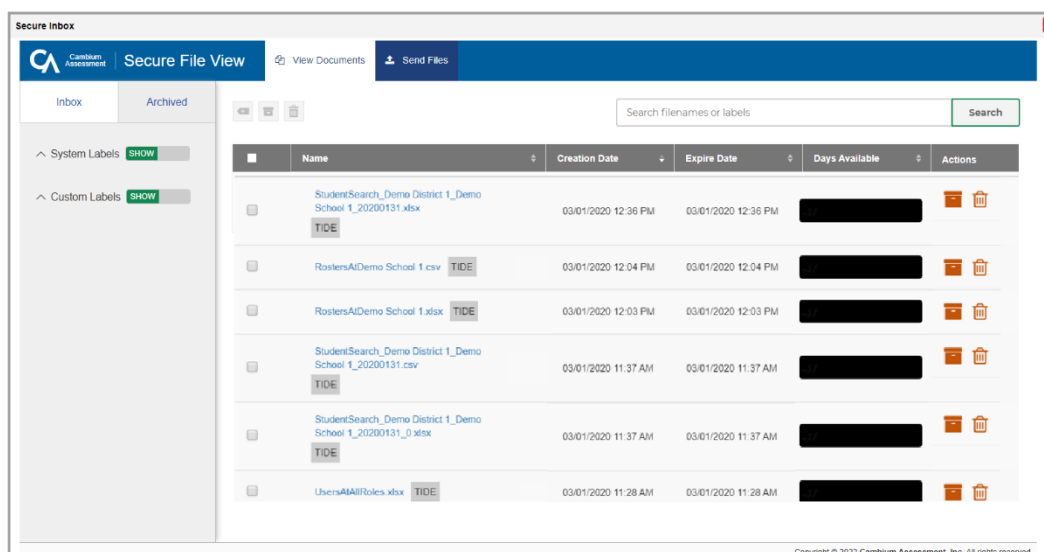
3. *Optional*: To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.

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

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

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

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

8. Do one of the following:

    ▪ To download a file, select the file name.

    ▪ To add a new custom label or apply an existing custom label, select ![icon] .

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

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

    ▪ To archive a file, select ![icon] . To return a file to the Inbox from the Archived tab, select ![icon] .

    ▪ To delete a file, select ![icon] . Files exported to the Secure Inbox or archived can be deleted. However, secure documents uploaded to the Secure Inbox by admin users cannot be deleted.

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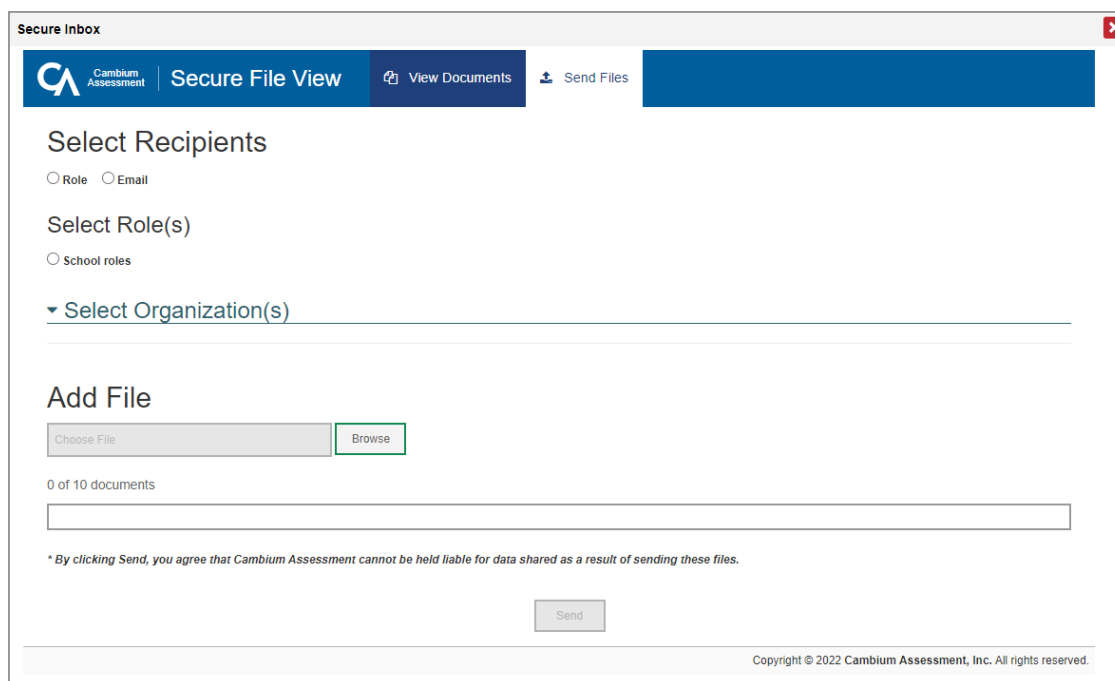
Sending Files from the Secure Inbox

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

1. From the TIDE banner (see Figure 51), select **Secure Inbox**. The *Secure Inbox* page appears (see Figure 59). By default, TIDE displays the *View Documents* tab.

2. Select the **Send Files** tab. The *Send Files* page appears (see Figure 60).

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

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

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

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

<p align="center">Figure 60. Secure Inbox Window: Send Files Tab</p>

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

5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send. These drop-down lists adhere to TIDE's user role hierarchy. For example, district-level users will be able to filter at their role level and below.

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

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

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

10. Select **Send**.

Files display in the Secure Inbox after you send them.

T

Test Opportunity Status Descriptions

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

Status	Definitions
Approved	The Proctor 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 Proctor denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the Proctor approves or denies the student.
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student's test is currently paused (as a result of one of the following): • The student paused his or her test by selecting the **Pause** button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student's test. • The student's browser or computer shut down or crashed.
Pending	The student is awaiting Proctor 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 Reporting. Some items must be hand scored before they appear in Reporting.
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.)

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Status	Definitions
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 Reporting. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting Proctor approval to resume a testing.

U

User Role Permissions

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

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

Task Group	Task	DDV	DDSO	DC	SDSO	SC	TE	PR
Manage Users	Adding User Accounts		✓	✓	✓	✓		
	Viewing and Editing User Details		✓	✓	✓	✓		
	Adding, Editing, or Deleting Users through File Uploads		✓	✓	✓	✓		
	Deleting User Accounts		✓	✓	✓	✓		
Working with Student Information	Adding Students		✓	✓	✓	✓		
	Viewing Students		✓	✓	✓	✓	✓	
	Editing Students		✓	✓	✓	✓		
	Deleting Students		✓	✓	✓	✓		
	Adding, Editing, or Deleting Students through File Uploads		✓	✓	✓	✓		
	Uploading Test Settings through File Uploads		✓	✓	✓	✓		
	Viewing Test Settings and Tools		✓	✓	✓	✓	✓	
	Editing Test Settings and Tools		✓	✓	✓	✓		
	Editing Accommodations		✓	✓	✓	✓		

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Task Group	Task		DDV	DDSO	DC	SDSO	SC	TE	PR
	Printing Test Tickets			✓	✓	✓	✓	✓	
Working with Rosters of Students	Adding Rosters			✓	✓	✓	✓	✓	
	Viewing and Editing Rosters			✓	✓	✓	✓	✓	
	Deleting Rosters			✓	✓	✓	✓	✓	
	Printing a Roster			✓	✓	✓	✓	✓	
	Creating Rosters through File Uploads			✓	✓	✓	✓	✓	
Test Windows	Creating Test Windows		✓	✓	✓	✓			
	Viewing Test Windows		✓	✓	✓	✓			
	Uploading Test Windows		✓	✓	✓	✓			
Administrative Procedures	Invalidate a test	Create/Request		✓	✓	✓			
		Approve/Disapprove		✓	✓	✓			
		View in Report		✓	✓	✓	✓	✓	
	Reset a test	Create/Request		✓	✓	✓	✓		
		Approve/Disapprove		✓	✓	✓			
		View in Report		✓	✓	✓	✓	✓	
	Re-open a test	Create/Request		✓	✓	✓	✓		
		Approve/Disapprove		✓	✓	✓			
		View in Report		✓	✓	✓	✓	✓	
	Re-open previous test segment	Create/Request		✓	✓	✓	✓		
		Approve/Disapprove		✓	✓	✓			
		View in Report		✓	✓	✓	✓	✓	
	Revert a test	Create/Request		✓	✓	✓	✓		
		Approve/Disapprove		✓	✓	✓			
		View in Report		✓	✓	✓	✓	✓	
	Grace period extension	Create/Request		✓	✓	✓	✓		
		Approve/Disapprove		✓	✓	✓			
		View in Report		✓	✓	✓	✓	✓	
Monitoring Test Progress	Generating Plan and Manage Testing Reports			✓	✓	✓	✓	✓	
	Generating Test Completion Reports			✓	✓	✓	✓	✓	

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User Support

For additional information and assistance in using TIDE, contact the *ClearSight* Helpdesk.

The Helpdesk is open 7am - 6pm Eastern (except holidays or as otherwise indicated on the ClearSight Portal).

ClearSight Helpdesk

Website: https://clearsight.portal.cambiumast.com/contact.html

Toll-Free Phone Support: 877.426.6941

Email Support: clearsighthelpdesk@cambiumassessment.com

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

- name.

- If the issue pertains to a student, provide the student's and associated or school. 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 and codes that appeared, if applicable.

- Affected test ID and question number, if applicable.

- Operating system and browser version information, including version numbers.

- Information about your network configuration, if known:

- Secure Browser installation (to individual devices or network).

- Wired or wireless internet network setup.

V

Valid Values for Tool Names in the Test Settings Upload File

Tool Name	Description	Valid Value	Subject to Which the Tool Applies
American Sign Language	Availability of American Sign Language video	Off On	ELA, with Listening

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Tool Name	Description	Valid Value	Subject to Which the Tool Applies
Color Choices	Describes the color of font and the background screen color	Black on White Black on Rose Light Blue Black on Yellow Black on Light Yellow Reverse Contrast	ELA, Mathematics, Science
Language	Presentation of text within form	English Braille *Spanish	ELA, Mathematics *Spanish translation only available for Mathematics
Line Reader	Highlights lines of text within a passage	Off Enhanced version on	ELA, Mathematics, Science
Masking	Allows students to cover a distracting area of a test	Off On	ELA, Mathematics, Science
Mouse Pointer	Configures the Look of the Mouse	System Default Large Black Extra Large Black Large Green Extra Large Green Large Red Extra Large Red Large White Extra Large White Large Yellow Extra Large Yellow	ELA, Mathematics, Science
Permissive Mode	Allows certified accessibility technology to be used with the secure browser	Off On	ELA, Mathematics, Science
Print on Request	Allows stimuli and items to be printed	None Passages/ Stimuli + items	ELA, Mathematics, Science

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Tool Name	Description	Valid Value	Subject to Which the Tool Applies
Scribe	Enables students to dictate responses to a qualified staff member	No Yes	ELA, Mathematics, Science
Tool Name	Description	Valid Value	Subject to Which the Tool Applies
Streamlined Mode	Displays test content vertically	Off On	ELA, Mathematics, Science
Text-to-Speech	Reads stimuli and items aloud	None Instructions Passages and Items	ELA, Mathematics, Science
TTS Tracking	Highlights words are they are read aloud	Off On	ELA, Mathematics, Science
Zoom	Sets the zoom level for test content	1X 1.5X 1.75X 2.5X 3X 5X 10X 15X 20X	ELA, Mathematics, Science

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Change Log

Location	Change	Date
Throughout	Updated for 2023-2024 School Year	8/30/23
Throughout	16.1 How district-level users view existing administration and security forms How district-level users view test session status reports How district-level users add new invalidation requests one at a time How district-level users modify existing invalidation requests one at a time How district-level users view a history of changes to a student's account How district-level users view and modify existing student accounts one at a time How district-level users generate upload-ready student settings files How School-level Users Register Students for Testing	**1/26/24**

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