



# DTC Learning Session

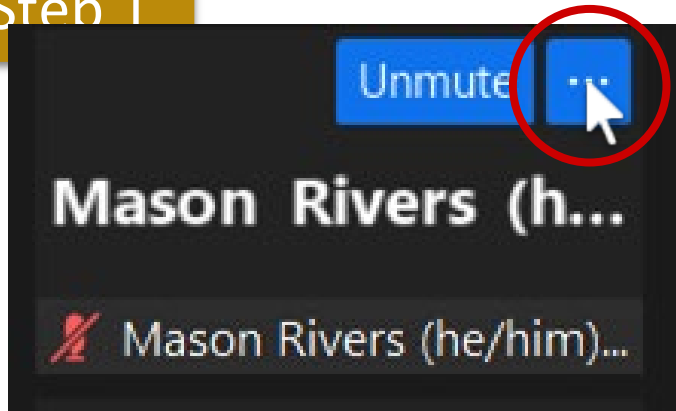


# TIDE Advanced Functionality

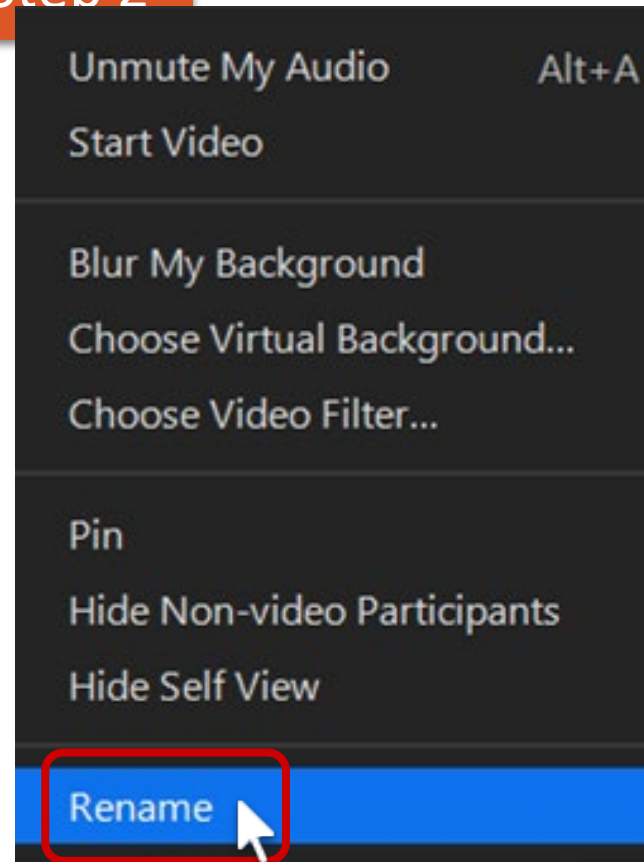
April 17, 2024

# Please rename yourself...

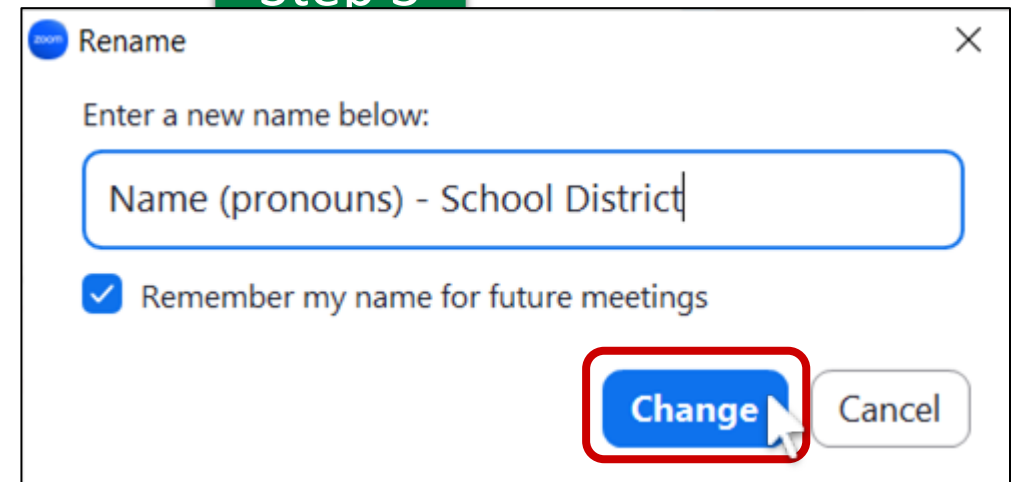
Step 1



Step 2



Step 3



# Regional ESD Partners

## Assessment Support:

**Amy Rockwell, Regions 1 & 2**

**Shannon Lyon, Region 3**

## Accountability/Data Collections:

**Karen Brown Smith (All Regions)**

**Peter Campbell (All Regions)**



# TIDE Advanced Functionality

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A few of the topics we will cover today:

- Adding and Editing User Accounts
- Managing Student Accessibility Features
- Blocking Tests
- Updating Temp IDs to SSIDs
- Creating Rosters
- Monitoring Test Progress

# Preparing for Testing: User Information

## User Information


- Add new users to TIDE one at a time
- Edit/delete accounts for existing users
  - Add test groups annually
  - We recommend annually reviewing the list of staff who have access to the portal
- Upload Users allows you to use add new users, delete users, and edit accounts for existing users using a spreadsheet

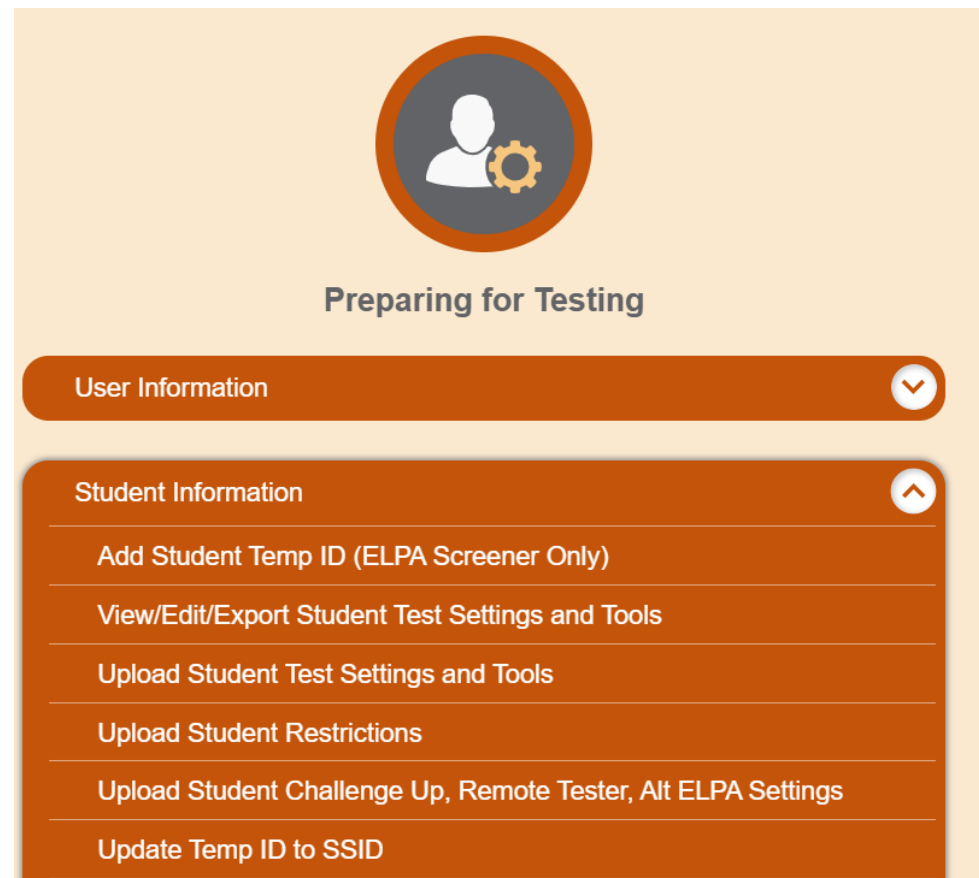


# Preparing for Testing: Student Information

## Student Information

### View/Edit/Student Test Settings and Tools

- Turn on embedded accessibility features in TIDE.
- Unfamiliar with a support? Use the  to see a brief description of that support.
- Set the “one or more” accommodation flag for any student who receives at least one accommodation



# Preparing for Testing: Uploading Information

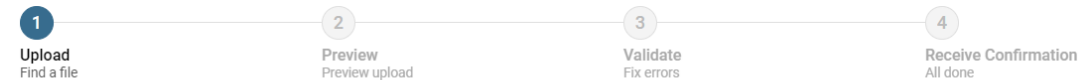
## Student Information

### Upload Student Test Settings and Tools

- Multiple students can be uploaded at once using Upload Student Test Settings and tools
- When downloading the template, choose the Excel version rather than CSV
- Once you fill out the spreadsheet, click on Choose File to upload the data into TIDE

#### Upload Student Test Settings and Tools

1 Use this page to upload a file of students' test settings and tools you want to add or modify. [more info](#)



#### Step 1: Upload File

The interface for Step 1: Upload File. It includes a large dashed box for file upload with a cloud icon and an upward arrow. Below the icon is the text 'Drag & drop a file to upload' and a 'Choose File' button. To the right of the dashed box, there are two sections: 'Template' with the text 'The format of your data is important. Use a template to get started.' and a 'Download Template' button; and 'History' with the text 'View a history of uploads to this page.' and a 'History' button. A 'Next' button is located at the bottom right of the interface.

# Preparing for Testing: Blocking Tests

## Student Information

### Blocking Tests

- The two most common uses for this feature: students who opt out and students taking extended assessments
- Prohibits a students from accessing a test
- Check the box for any subject(s) the student should not be accessing

Test Access

Blocked Subjects (Student Restrictions): None selected

Challenge Up

ELA:  English Proficiency

Mathematics:  Mathematics

Science:  Science

SEED Survey



# After Testing: Updating Temp IDs

## Update Temp ID to SSID

- Please update all temp IDs to SSIDs
- Updating temp IDs to SSIDs allows the ELPA screener report to follow the student
- This process should be completed by the end of June each year
- This process should be completed using the template in TIDE

	A	B
1	<b>Temp ID</b>	<b>SSID</b>
2	ORT-1235	13556680
3		
4		
5		

# After Testing: Monitoring Test Progress

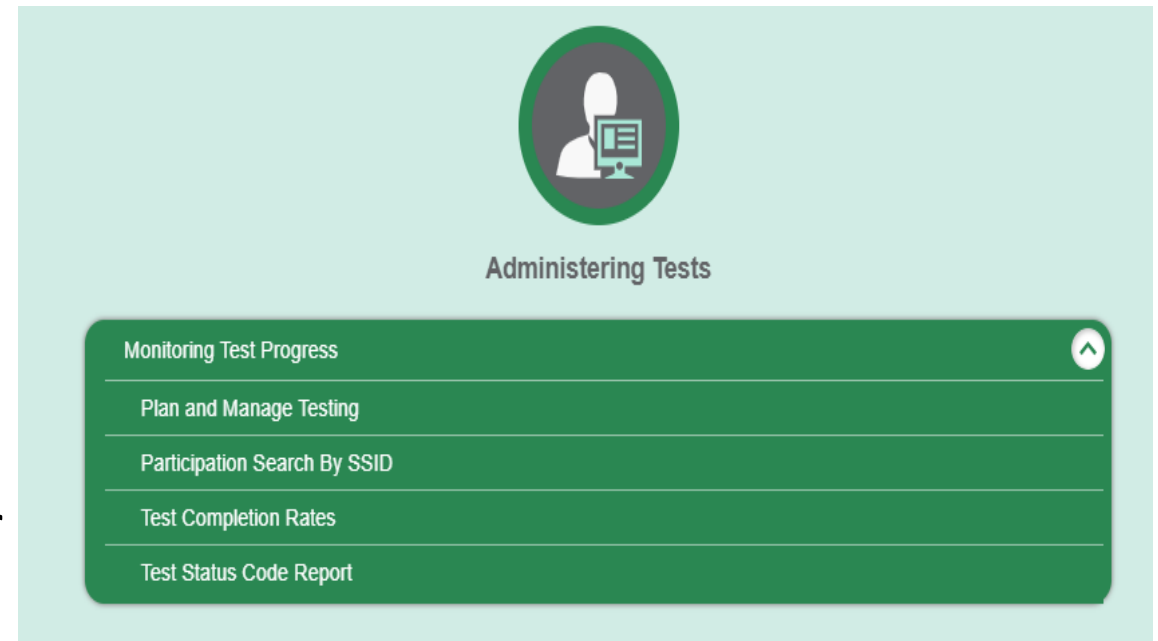
## Monitoring Test Progress

### Plan and Manage Testing

- Use this option to drill down exactly which tests you want to see the status of

### Participation Search by SSID

- Use this option to look up participation for specific students using their SSID



# After Testing: Test Completion Rates

## Monitoring Test Progress

### Test Completion Rates

- Use this report to receive a spreadsheet showing the percentage of students who have completed each grade + subject
- Choose “Show by Grade” in the Additional Options dropdown list to separate grades 11 and 12

\*ReportTypes:  Administration:

\*District:  Test Name:

\*School:  Additional Options:

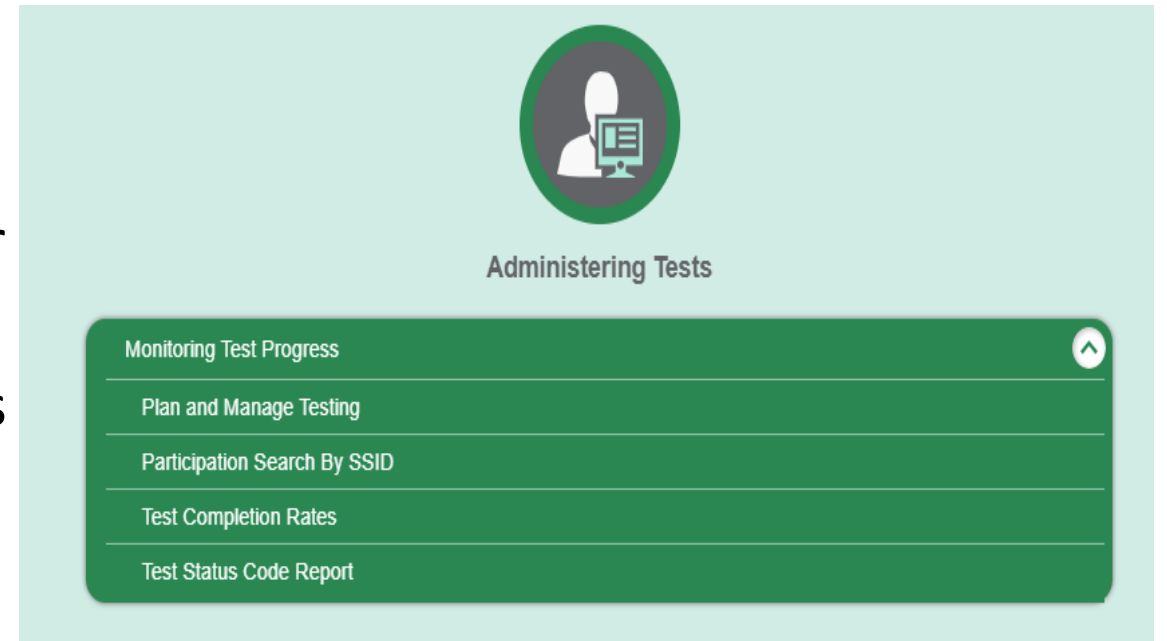
Test Instrument:

# After Testing: Test Status Code Report

## Monitoring Test Progress

### Test Status Code Report

- This report displays all students and their associated opportunities
- There is no cap on the number of schools included in the report
- Only available to DTCs and DLUs



# Assessment Team Contacts

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[Andrea Lockard](#), Director of Assessment

[Tony Bertrand](#), English Language Arts and Social Sciences

[Andy Byerley](#), Math (and interim Science)

[Sody Fearn](#), K-2 Balanced Assessment

[Audrey Lingley](#), Survey Specialist

[Carla Martinez](#), Administrative Support

[Crys Plattner](#), Administrative Support

[Mason Rivers](#), Special Education

[Ben Wolcott](#), English Language Proficiency



Thank You!