Florida Alternate Assessment

FAA TIDE User Guide

2023–24

Published August 18, 2023

Cambium Assessment

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Organization of This User Guide

This user guide contains the following sections:

1. [Section I. Overview of the Test Information Distribution Engine](#), includes a description of Test Information and Distribution Engine (TIDE) features, system requirements information, and provides an overview of user roles and permissions.

2. [Section II. Accessing TIDE](#), describes how to activate your account for TIDE (and other Cambium Assessment, Inc. [CAI] systems you are authorized to access), how to log in, log out, and change your account information.

3. [Section III. Understanding the TIDE User Interface](#), describes the main approach for the TIDE user interface, navigation within the system, main user interface elements, and global features available throughout the system.

4. [Section IV. Preparing for Testing](#), describes the activities you can perform in preparation for testing, including adding/uploading users and students, editing/uploading rosters, and updating student information (if necessary).

5. [Section V. Administering Tests](#), describes the activities you can perform while testing is underway, including monitoring test progress, managing requests, and assigning a Reason Not Assessed to a student.

6. [Section VI. After Testing](#), describes the activities you can perform after testing concludes, including information on reviewing test completion rates and Family Portal access codes.

7. [Section VII. Performance Task Orders and Associated Tasks](#) (FAA—Performance Task only), describes the activities you can perform to track initial (Spring FAA—Performance Task only) and additional orders, place additional orders, print PreID labels, and review Secure Material Tracking Reports.

8. The appendices provide information on processing file uploads and contacting technical support.

Document Conventions

The following table describes the typographical conventions appearing in this user guide.

Table 1. Key Icons and Elements

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

Section I. Overview of the Test Information Distribution Engine

The Test Information Distribution Engine (TIDE) supports registering students for the Florida Alternate Assessment (FAA), managing users for testing and reporting systems, ordering test materials, and tracking student participation.

TIDE can perform the following functions:

1. Registering students for assessments

2. Establishing test settings and accommodations

3. Associating students with districts, schools, and rosters

4. Managing user accounts

5. Assigning training completion flags to users

6. Managing testing participation, progress, and completion rates

7. Managing Reasons Not Assessed

8. Generating access codes for the Family Portal

9. Working with orders

10. Printing PreID labels

11. Reviewing Secure Material Tracking Reports

Figure 1 illustrates TIDE's operational functions and their role in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. TIDE receives most of this student information through PreID uploads; however, TIDE also has features for adding students manually. This information is then distributed through TIDE to the appropriate target system, such as the Data Entry Interface (DEI).

The DEI receives students' eligibilities, which enables the DEI to deliver the appropriate test to any given student in the required format. The district, school, and student associations in TIDE are used to produce reports that will be accessible in the PearsonAccess Next Reporting System. The DEI also receives teacher training completion flags, which enables the DEI to display student tests that the teacher is trained to administer.

Figure 1. TIDE's Position in the Assessment Process
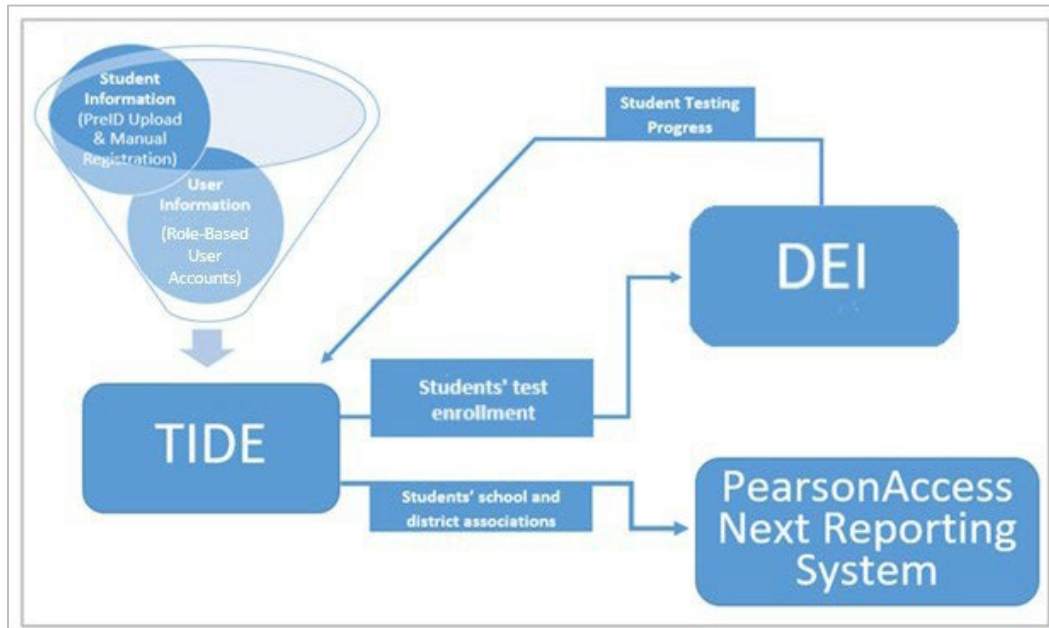
System Requirements

To use TIDE, you must have a recent version of a web browser installed on your computer. For a detailed list of system requirements, including supported operating systems and web browsers, please see the Supported Systems & Requirements page on the FAA Portal. For file uploads and extracts, you will need a spreadsheet application such as Microsoft Excel, Numbers, or LibreOffice Calc.

Managing TIDE Users

This section describes user roles and associated permissions. This section also describes how to manage user accounts.

Understanding User Roles and Permissions

Each user in TIDE has a role, such as Alternate Assessment Coordinator (AAC) or School Level Coordinator (SLC). Each role has an associated list of permissions to access certain features within TIDE. For example, a district-level user can perform activities related to uploading a PreID file, while a school-level user can view student information within their school.

Table 2 describes TIDE's user roles. The top row contains the various roles, and the subsequent rows indicate the permissions each role has for each function in TIDE, the DEI, and the PearsonAccess Next Reporting System. Within the table, the following acronyms are used to specify the associated user roles:

AAC (Alternate Assessment Coordinator)—Accounts with this role have access to student information at schools within their district and can view student results in the PearsonAccess Next Reporting System. The AAC role can also create user accounts at the district and school level.

APSA (Alternate Private School Administrator)—Accounts with this role are assigned to private school administrators who manage assessments for their school. APSAs can manage school-level user accounts, access student information in TIDE for their school, place orders, and view student results in the PearsonAccess Next Reporting System.

SLC (School Level Coordinator)—Accounts with this role have access to student information within their assigned school(s). The SLC role can also create and manage user accounts and student information at the school level.

BSLC (Basic School Level Coordinator)—Accounts with this role have access to view student information within their assigned school(s). The BSLC role can create and manage user accounts at the school level.

SA (School Administrator)—Accounts with this role have access to student information and user accounts within their assigned school(s). Unlike the SLC, the SA cannot create and manage user accounts and student information. Accounts with this role also have access to student results in the PearsonAccess Next Reporting System for all students in their school.

AAT (Alternate Assessment Teacher)—Accounts with this role have access to correct student information, create requests, view requests, and assign a Reason Not Assessed.

Table 2. User Roles and Associated Permissions

TIDE Tasks						
Manage Users	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Adding Users	✓	✓	✓	✓		
Adding, Editing, or Deleting Users through File Uploads	✓	✓	✓	✓		
Viewing Users	✓	✓	✓	✓	✓	
Viewing and Editing User Details	✓	✓	✓	✓		
Deleting Users	✓	✓	✓	✓		
Uploading FAA Training Completion through File Uploads	✓	✓				
Student Information	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Adding Students	✓	✓	✓			
Deleting Student Records	✓	✓	✓			
Moving Students Between Schools	✓	✓*	✓*			
Adding, Editing, or Deleting Students through File Uploads	✓	✓	✓			
Viewing Students	✓	✓	✓	✓	✓	
Editing Students	✓	✓	✓			
Generating Frequency Distribution Reports	✓	✓	✓	✓		
Submitting a TIDE Correction Request	✓	✓	✓	✓		✓
Viewing TIDE Correction Requests	✓	✓	✓			
Rosters	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Viewing Rosters	✓	✓	✓	✓		
Adding a New Roster	✓	✓	✓	✓		
Modifying an Existing Roster	✓	✓	✓	✓		
Creating Rosters through File Uploads	✓	✓	✓	✓		
Deleting a Roster	✓	✓	✓	✓		
Printing a Roster	✓	✓	✓	✓		
Monitoring Test Progress	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Generating a Participation Report	✓	✓	✓	✓	✓	
Reviewing Test Status Reports	✓	✓	✓	✓	✓	

TIDE Tasks						
Invalidations and Requests	AAC	APSA	SLC	BSLC	SA	AAT
[Viewing Requests](#)	✓	✓	✓	✓	✓	✓
[Creating Requests](#)	✓	✓	✓	✓		✓
[Processing Requests](#)†	✓	✓‡	✓§			
Reason Not Assessed	AAC	APSA	SLC	BSLC	SA	AAT
[Assigning a Reason Not Assessed](#)	✓	✓	✓	✓		✓
[Generating a Reason Not Assessed Report](#)	✓	✓	✓	✓		
Test Completion Rates	AAC	APSA	SLC	BSLC	SA	AAT
[Test Completion Rates](#)	✓	✓	✓	✓	✓	
Orders	AAC	APSA	SLC	BSLC	SA	AAT
[Entering and/or Verifying Contact and Shipping Information](#)	✓	✓				
[Placing Additional Orders](#)	✓	✓				
[Viewing Order History](#)	✓	✓	✓	✓	✓	
[Viewing Order Summary](#)	✓	✓	✓	✓	✓	
PreID Labels	AAC	APSA	SLC	BSLC	SA	AAT
[Printing On-Demand PreID Labels](#)	✓	✓	✓	✓	✓	
Secure Material Tracking Reports	AAC	APSA	SLC	BSLC	SA	AAT
[Reviewing Secure Material Tracking Reports](#)	✓	✓	✓	✓		
Data Entry Interface (DEI)	AAC	APSA	SLC	BSLC	SA	AAT
Accessing the DEI	✓	✓	✓	✓		✓
PearsonAccess Next Reporting System Tasks	AAC	APSA	SLC	BSLC	SA	AAT
Accessing Reports	✓	✓			✓	
Accessing Files	✓	✓				

* SLCs and APSAs can only move students between schools if they have access to more than one school.

† Only state level users can process reopen a collection period requests.

‡APSAs can process test invalidation requests only.

§ SLCs can process test reset requests.

Figure 2. Hierarchy of User Roles
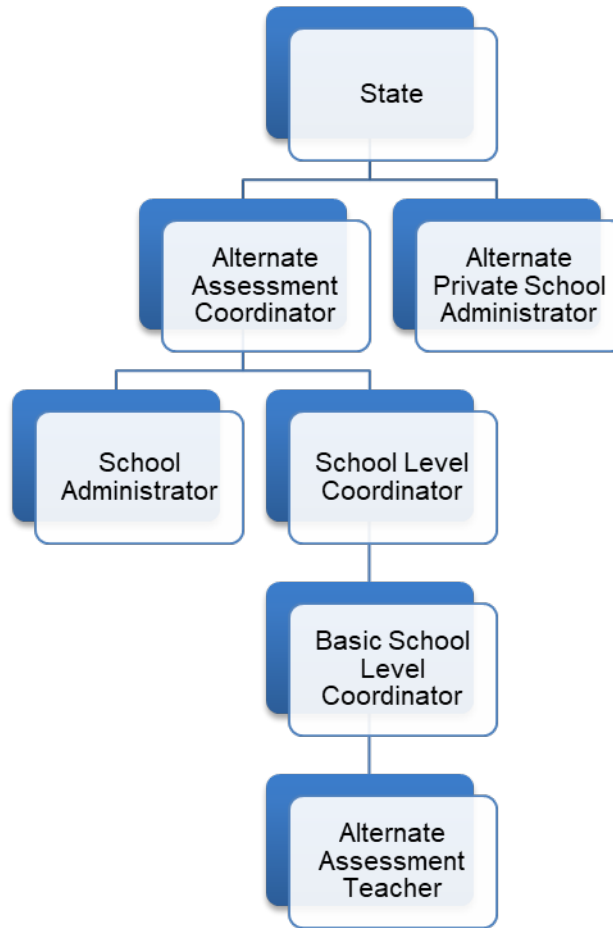
There is a hierarchy to the user roles listed in Table 2. As indicated in Figure 2, the State personnel role is at the top of the hierarchy, followed by Alternate Assessment Coordinator (AAC) and Alternate Private School Administrator (APSA). Below the AAC and APSA are the School Level Coordinator (SLC) and the School Administrator (SA). Below the SLC and SA are the Basic School Level Coordinator (BSLC) and the Alternate Assessment Teacher (AAT). Generally, user roles higher in the hierarchy have access to sensitive or critical data and tasks within TIDE where appropriate.

Section II. Accessing TIDE

This section covers the following actions:

[Activating Your TIDE Account](#)

[Logging in to TIDE](#)

[Resetting Your Password](#)

[Logging out of TIDE](#)

[Changing Your Account Information](#)

Activating Your TIDE Account

Alternate assessment coordinators (AAC) and alternate private school administrators (APSAs) are responsible for creating school level coordinator (SLC) and basic school level coordinator (BSLC) user accounts. AACs, APSAs, SLCs, and BSLCs create teacher (AAT) user accounts. TIDE then sends you an activation email containing a link that takes you to the *Reset Your Password* page in TIDE where you can set up your password to log in to TIDE and other applicable Cambium Assessment, Inc. (CAI) and Pearson systems. This link expires 15 minutes after the email is sent. If you do not set up your password within 15 minutes, you need to request a new link as described in [Resetting Your Password](#).

If you do not receive an account 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.

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

To activate your account:

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

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 character from each of the following: one uppercase alphabetic character, one lowercase alphabetic character, one number, and one special character (e.g., %, #, !). Your password cannot be the same as your previous password.

Figure 3. Reset Your Password

3. Click **Submit**.

Your account activation is complete and you can now log in to TIDE by following the steps in the Logging in to TIDE section.

Logging in to TIDE

To log in to TIDE:

1. Open your web browser and navigate to the FAA Portal.

2. In the Quick Access section of the home page, click the TIDE card (see Figure 4).

3. On the Login page (see Figure 5), enter the email address and password you use to access all CAI systems.

4. Select Secure Login.

    a. If you have not logged in using this browser before, or if you have cleared your browser cache or cookies, the ***Enter Code*** page appears (see Figure 6) and an email is sent to your email 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**.

        ii. Select **Submit**.

5. On the ***Administration Details*** page, make selections for the user role, test administration, state, district, and school. (Depending on your user role, some of the drop-down lists may not be available.)

6. Click Sub**mit**. The TIDE dashboard appears; see Figure 11 and Figure 12.

    Note: For security reasons, when logging in to TIDE for the first time in a school year, users will be asked to change their passwords. See the section Reactivating Your TIDE Account at the Beginning of the School Year for instructions.

Figure 4. TIDE Card

SYSTEM 🔒

TIDE

Access tasks in the Test Information Distribution Engine.

Figure 5. Login Page

Email Address

Password

Forgot Your Password?

Secure Login

Figure 6. Enter Code Page

Enter Code

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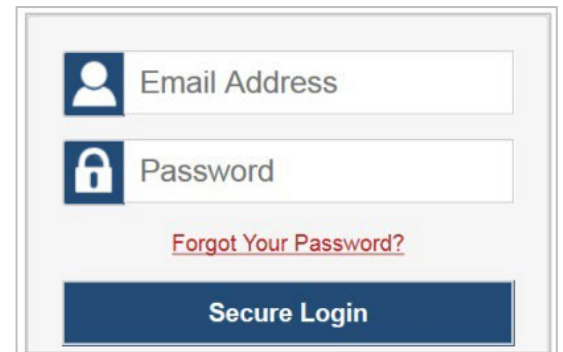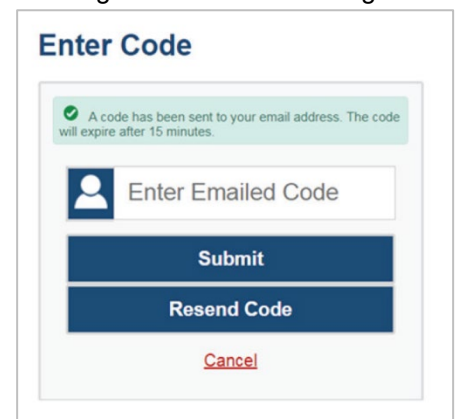
Enter Emailed Code

Submit

Resend Code

Cancel
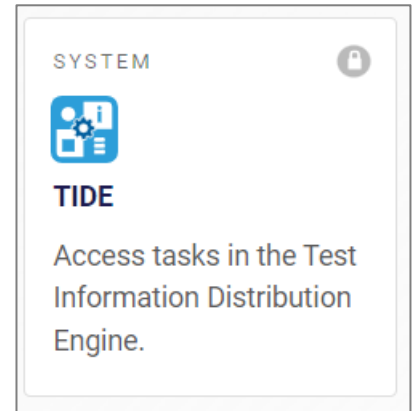
Resetting Your Password

To reset your password:

1. Click either of the links included in the activation email. The **Reset Your Password** page appears (see Figure 7).

   a. Alternatively, display the **Login** page (see Figure 5) by following step 1 in the section Logging in to TIDE and click **Forgot Your Password?**. The **Reset Your Password** page appears.

2. Enter your TIDE email address and click **Submit**.

3. TIDE sends you an email containing a link to reset your password.

   > **Note**: The link must be **accessed** within 15 minutes, or you will need to restart the password reset process.

4. Click the link in the email to go to the **Reset Your Password** page (see Table 2) in TIDE.

5. 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 character from each of the following: one uppercase alphabetic character, one lowercase alphabetic character, one number, and one special character (e.g., %, #, !). Your password cannot be the same as your current or a previous password.

6. Click **Submit**. TIDE resets your password.

7. The **Administration Details** page appears (see Figure 10).

Figure 7. Reset Your Password

Reactivating Your TIDE Account at the Beginning of the School Year

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

To reactivate your account:

1. Display the **Login** page (see Figure 5) by following steps 1–2 in the section Logging in to TIDE and click **Request a new one for this school year**. The **Reset Your Password** page appears (see Figure 7).

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

3. Follow steps 1–3 in the section Activating Your TIDE Account to reactivate your account.

Logging out of TIDE

To log out of TIDE:

Figure 8. Account Drop-Down

1. At the top right of the TIDE banner, select the name associated with the user account. The **Account** drop-down appears (see [Figure 8](#)). Click **Log Out**.
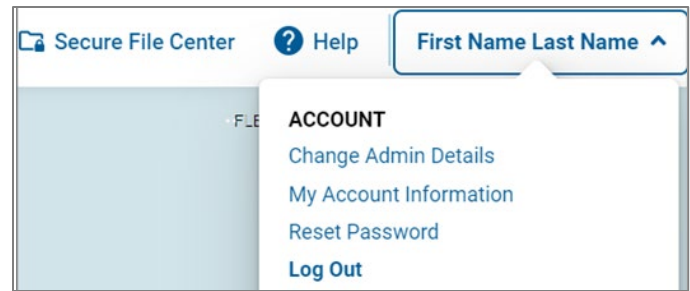
Changing Your Account Information

All users can modify their first name, last name, and phone number in TIDE. To change a user's email address, AACs, APSAs, SLCs, or BSLCs must create a new user account with the updated email address.

To modify your account information:

1. At the top right of the TIDE banner, select the name associated with your user account. The **Account** drop-down appears (see [Figure 8](#)). Then select **My Account Information** and the *My Contact Information* window appears (see [Figure 9](#)).

2. In the Edit My Account panel, enter updates to your first name, last name, or phone number, as necessary.

3. Click **Save**.

Figure 9. My Contact Information Window

Section III. Understanding the TIDE User Interface

This section describes TIDE's dashboard as well as some common tasks. Topics in this section include:

Organization of the TIDE User Interface

TIDE Dashboard

Navigating in TIDE

About the Banner

Accessing Global Features

Warning: Loss of data. If you open TIDE in more than one browser window or tab, **changes** made in one tab may overwrite changes made in another tab. Do not open TIDE in more than one browser window or tab.

Organization of the TIDE User Interface

The TIDE user interface is designed to reflect the stages of the testing process. The tasks available in TIDE are organized into three categories based on when each task should be performed in the testing process: Preparing for Testing, Administering Tests, and After Testing.

Beginning in the 2023–24 school year, there will be a single TIDE administration, Florida Alternate Assessment, that includes the FAA—Datafolio, 2023 Fall Makeup FSAA—Performance Task, and Spring 2024 FAA—Performance Task. For Performance Task orders, there will be two separate administrations: one for the Fall Makeup Performance Task and one for the Spring Performance Task (see Figure 10). There is also a Statewide Family Portal Access administration. The following pages outline the TIDE user interface for the applicable FAA administrations in TIDE.

Figure 10. Administration Details

Note: AACs and APSA will not see the Fall Makeup Performance Task Additional Orders administration and the Spring Performance Task Orders administration at the same time. Figure 10 is purely for demonstration purposes.

TIDE Dashboard

The first page you see after logging in to TIDE is the dashboard (see Figure 11 and Figure 12). The dashboard displays a section for each of the task categories in TIDE (Preparing for Testing, Administering Tests, and After Testing). Each section lists menus for the tasks available in that category. The availability of tasks is dependent on your role and permissions in TIDE. There are two distinct dashboards for FAA: One for the Florida Alternate Assessment tasks associated with both assessments and one for both of the FAA—Performance Task orders.

Florida Alternate Assessment TIDE Administration

1. **Preparing for Testing**: Tasks in this category are typically performed before testing begins. This category includes tasks for managing users, uploading students and managing student information, and managing rosters. For more information about this category, see Preparing for Testing.

2. **Administering Tests**: Tasks in this category are typically performed while teachers submit student responses or upload evidence into the Data Entry Interface (DEI). This category includes tasks for managing requests, assigning a Reason Not Assessed, and monitoring test progress. For more information about this category, see Administering Tests.

3. **After Testing**: Tasks in this category are typically performed after testing ends. This category includes tasks for reviewing test completion rates and Family Portal Access. For more information about this category, see After Testing.

Figure 11. Florida Alternate Assessment Dashboard
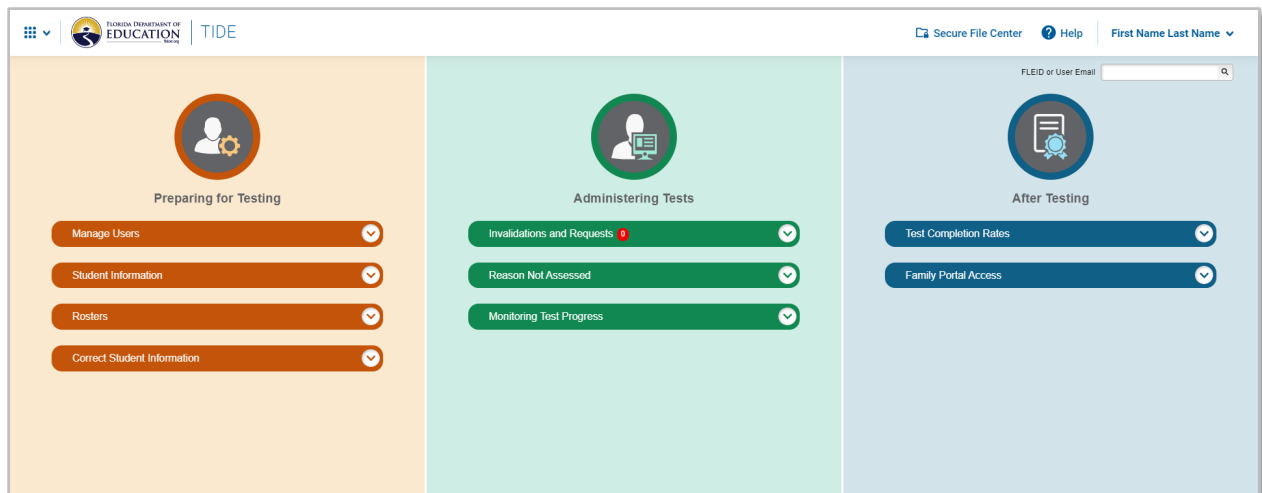
Note: Family Portal Access and related tasks are also located in a separate administration, the Statewide Family Portal Access. The Statewide Family Portal Access administration allows district level users to pull access codes for all students in TIDE.

FAA—Performance Task Orders TIDE Administrations

The TIDE administrations for orders and associated tasks are labeled in TIDE as:

- Fall Makeup Performance Task Additional Orders
- Spring Performance Task Orders

1. **Preparing for Testing**: Tasks in this category are typically performed before testing begins. This category includes verifying contact information for initial and additional orders, reviewing and tracking initial and additional orders, placing additional orders, and printing PreID labels. For more information about this category, see [Performance Task Orders and Associated Tasks](#).

2. **After Testing**: Tasks in this category are typically performed after testing ends. This category includes tasks for reviewing Secure Material Tracking Reports. For more information about this category, see [Performance Task Orders and Associated Tasks](#). Each task menu contains a set of related tasks (see [Table 2](#)). For example, for AACs, the Manage Users task menu contains options for adding users, viewing/editing/exporting users, uploading users, and uploading FAA training completion. If a user does not have access to one of the related tasks, that related task will not appear in the task menu.

Figure 12. Performance Task Orders TIDE Dashboard for the AAC Role
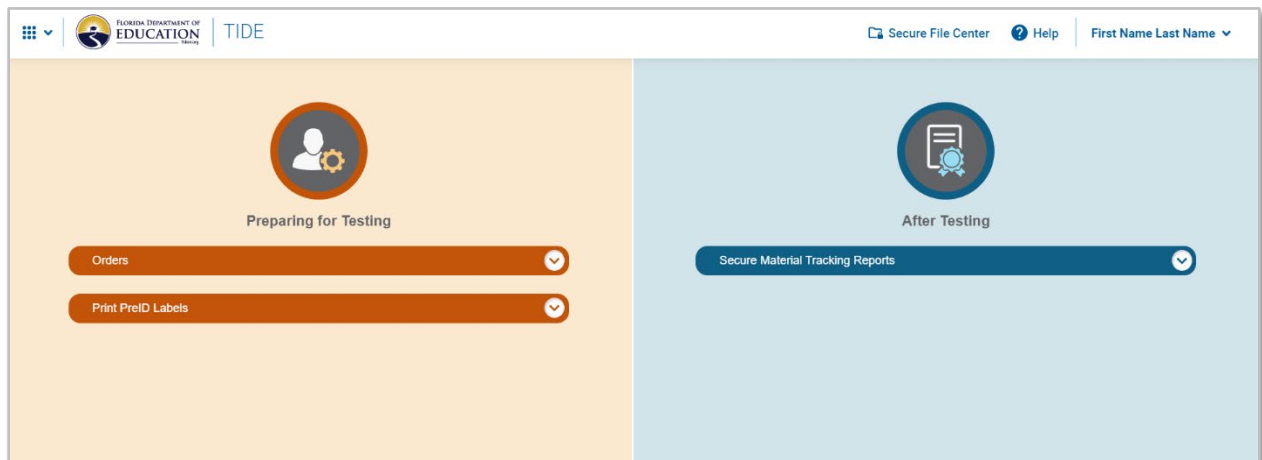
TIDE Tasks

To expand a task menu and view its set of related tasks, click the drop-down icon [⊙] at the end of that menu. To perform a task, click the name of that task listed in the menu. Click the collapse icon [⊙] to collapse the menu.
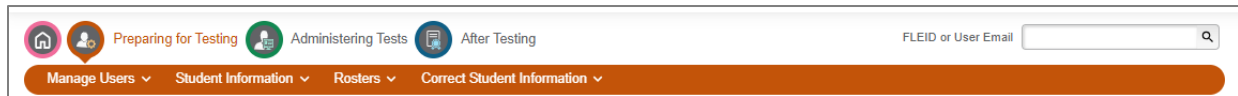
Figure 13. Task Menu

Manage Users
Add User
View/Edit/Export Users
Upload Users
Upload FAA Training Completion
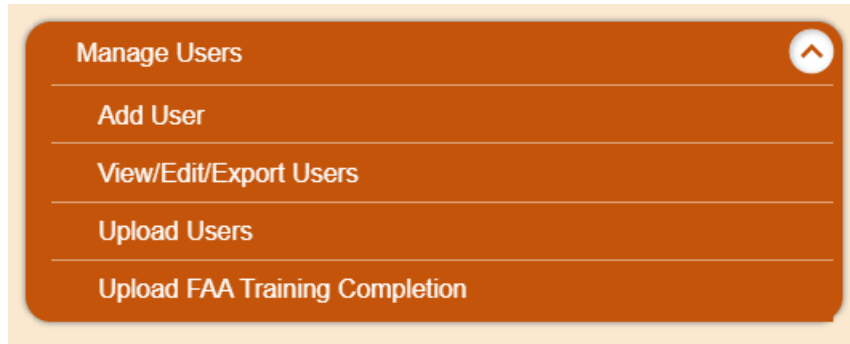
Navigating in TIDE

When you navigate to another page in TIDE, a navigation toolbar appears at the top of the page (see Figure 14). This toolbar allows you to access each task and action that was available on the dashboard. The toolbar only lists the task menus for one category at a time.

Figure 14. Navigation Toolbar

To view the task menus for a particular TIDE category, click the icon for that category above the toolbar.

Figure 15. Legend of TIDE Category Icons
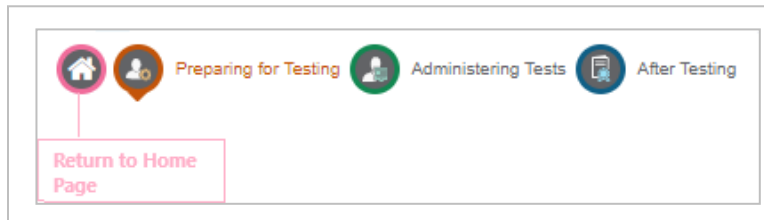
To access a particular task, click that task menu in the toolbar (such as Manage Users) and select the required task from the list of options that appears.

About the Banner

A banner appears at the top of every page in TIDE.

Figure 16. TIDE Banner

The banner displays the following features:

Help: This button opens relevant sections of an online *FAA TIDE User Guide* for the page you are currently viewing.

Secure File Center: This button opens the Secure File Center and provides access to the student data files you exported in TIDE, as well as any secure documents, if available.

Note: The Secure Inbox has been rebranded as the Secure File Center.

Account: This drop-down list is accessed by selecting the name in the banner associated with your user account. The drop-down list allows you to change your administration/user role, to update specific account information, reset your password, and log out. Additionally, you can verify the administration details you selected during login, including User Role, Administration, District, and School, if applicable.

Figure 17. Account Drop-Down
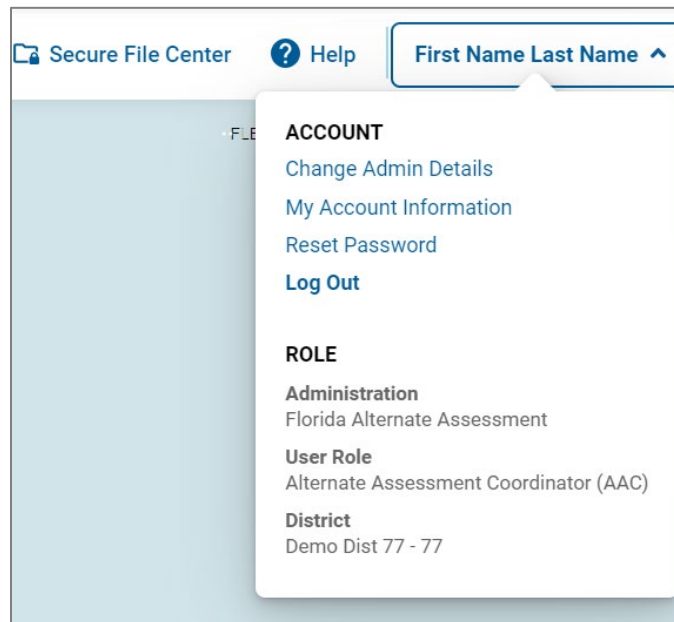
How to Access Secure Notifications in TIDE

The Secure Notification Banner displays alerts, warnings, and informational messages from your Program Management Team at Cambium Assessment, Inc. (CAI). The banner displays at the top of every page in TIDE when active notifications are published ([Figure 18](#)). Often, the messages will contain time-sensitive information, such as dates for TIDE system downtime. These secure notifications can only be accessed after logging in to TIDE.

Note: All user roles can view all secure notifications.

Figure 18. Example of One Notification Type on the Secure Notification Banner

How to Distinguish Notification Types

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

- **Info** notifications denote minimum severity. They are marked with ⓘ and appear over blue backgrounds.

- **Warnings** denote medium severity. They are marked with ⚠ and appear over yellow backgrounds.

- **Alerts** denote maximum severity. They are marked with 🛑 and appear over red backgrounds.

How to Interact with Secure Notifications

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

Mark as Read   Removes the notification from the top of the page and closes the notification window if open. These notifications can be viewed again by clearing your browser cache during the scheduled display period for the individual notification or if the same notification is unpublished and republished by CAI.

View More   Displays a window with the full contents of the notification.

Close Icon ⊗   Removes the notification from the top of the page for the duration of your active session and closes the notification window if open. Notifications closed using ⊗ return when you refresh the page or the next time you log in during the scheduled display period for the individual notification.

Arrows ‹ ›   Moves to next or previous notification. Only appears when multiple notifications are active, indicated by current/total notifications beside the notification name.

Accessing Global Features

Regardless of where you are in TIDE, there are certain features that appear globally. These global features include options to change test administrations and to search for students by FLEID.
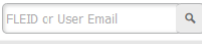
Changing Administration or User Role

Depending on your permissions, you may have access to more than one test administration or user role. (For an explanation of user roles, see Table 2). You do not need to log out and log back in to access a different user role or administration. You can switch test administration, user role, or organization by following the directions below.

To change test administration or user role:

1. In the TIDE banner at the top of the page, select **Change Admin Details** from the **Account** drop-down list. The ***Administration Details*** window appears (see Figure 10).

2. Make any necessary changes.

3. Click **Submit**. A new dashboard appears that is associated with your selections. You can see if you've successfully switched roles and/or administrations by viewing the information in the upper-right corner of TIDE.

Finding Students or Users by ID

The *FLEID or User Email* field ([FLEID or User Email 🔍]) appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the ***View and Edit Student*** window for a specified student's record or to the ***View/Edit User*** window for a specified user's record.

To search for a student:

1. In the *FLEID or User Email* field, enter a student's FLEID. Users must search by full FLEID, including "FL"; partial FLEIDs are not accepted.

2. Click the search icon [🔍]. The ***View and Edit Student*** window for that student appears.

To search for a user:

1. In the *FLEID* or *User Email* field, enter the user's email address. Users must search by full email; partial email addresses are not accepted.

2. Click the search icon [🔍]. The **View/Edit User** window for that user appears.

Accessing Files from the Secure File Center

When searching for users, students, invalidations, and requests, you can choose to export the search results to the Secure File Center. The Secure File Center, which can be accessed by clicking **Secure File Center** on the TIDE banner (see Figure 16), is a secure repository that lists files containing data that you have exported in TIDE. When you choose to export search results to the Secure File Center, TIDE sends you an email notification when the export task is completed, and the file is available in the Secure File Center for download.

Through the Secure File Center, AATs, AACs, APSAs, SLCs, and BSLCs can send documents that contain student personally identifiable information (PII) to each other, to CAI personnel, and to the Florida Department of Education (FDOE). The Secure File Center also lists any externally uploaded secure documents that you have privileges to view. As with exported search results, you will also receive an email notification when a file has been sent to your Secure File Center for download.

Viewing Files from the Secure File Center

The files in the Secure File Center are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates are listed. The number of days remaining until a file expires is also displayed in the row of the file. By default, exported files are available for 30 days and received files are available for 14 days. You can access the Secure File Center from any page in TIDE to either download the file or archive the file for future reference. You can delete the files you have exported, but not files sent to your Secure File Center for download.

To download files from the Secure File Center:

1. From the banner (see Figure 16), select **Secure File Center**. The Secure File Center opens (see Figure 19).

Figure 19. Secure File Center
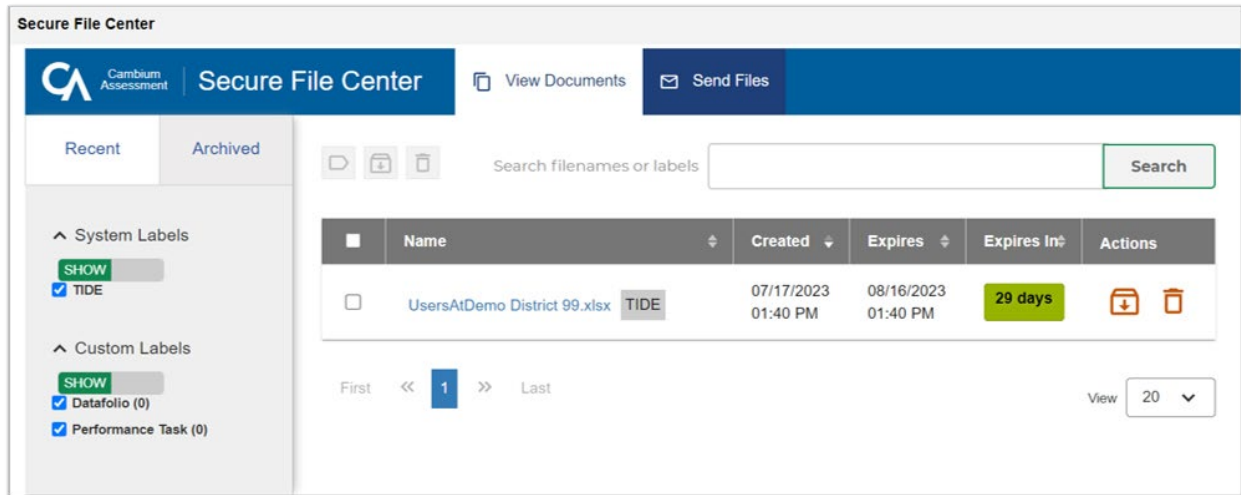
2. *Optional*: Select the view from the available tabs:

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

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

3. *Optional*: To filter the files, enter a search term in the search field above the list of files. TIDE displays only those files containing the entered file name.

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

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

6. Do one of the following:

   a. To download a file, click the filename.

   b. To add a new custom label or apply an existing custom label, select [⌫].

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

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

Files that have been exported to the Secure File Center may be deleted or archived. To delete a file that you have exported to the Secure File Center, click [🗑], and to archive, click [▬]. To return a file to the Secure File Center from the Archived tab, select [⌂]. Please note, files that are externally uploaded cannot be deleted or archived and will list "NA" under the Actions column.

Sending Files from the Secure File Center

You can send a file or files from TIDE to another user's Secure File Center by using individual email addresses or sending to groups of recipients by user role. You can only send files to another user who already has a TIDE account.

> **Note**: AATs, BSLCs, SLCs, APSAs, and AACs can use the Secure File Center to exchange any documents containing student PII.

*To send files from the Secure File Center:*

1. From the banner (see Figure 16), select **Secure File Center**. The Secure File Center opens (see Figure 19). By default, TIDE displays the **View Documents** tab. You may also access the Secure File Center through the FAA Portal**.**

2. Select the **Send Files** tab. The ***Send Files*** page appears (see Figure 20).

Figure 20. Send Files

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

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

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

      • If you select **By Email**, email address of the recipient to whom you wish to send a file or files to and skip to step 7.

4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears (see Figure 21).

Figure 21. Select Role Group Drop-Down
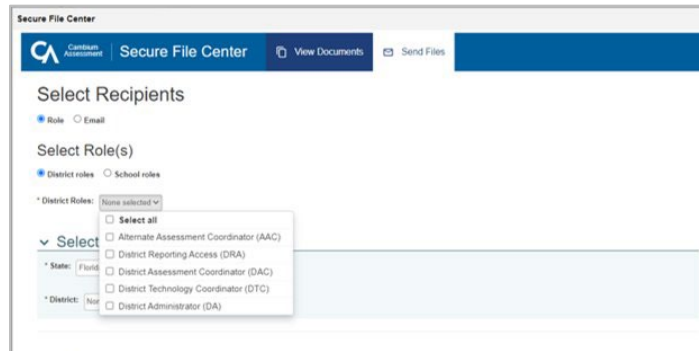
5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

6. From the Select Organization(s) drop-down lists (see Figure 22), 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 and below.

Figure 22. Advanced Filters
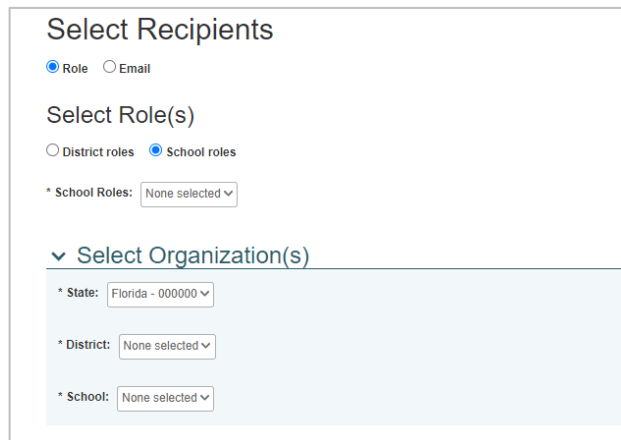
Note: These drop-down lists adhere to TIDE's user role hierarchy. For example, **district**-level users will be able to filter at their role level and below for any districts and/or schools they have access to.

7. If you selected **By Role** in step 3, skip this step. If you selected **By 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. You may send up to 10 files totaling no more than 20MB at once.

10. Click **Send**.

11. Recipients will receive an auto-generated email that a file has been sent to their Secure File Center.

> **Note:** Users will see the file you sent by logging in to their TIDE account, opening the Secure File Center, and looking under the **View Documents** tab.

Section IV. Preparing for Testing

This section provides instructions for performing the tasks in the Preparing for Testing category. These tasks are typically performed before testing begins.
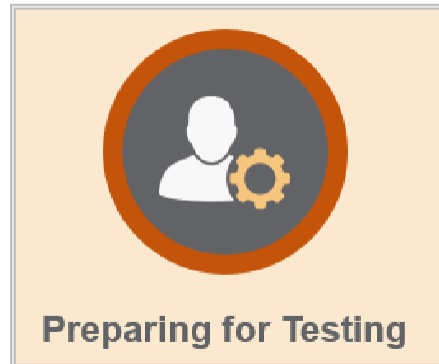
This section covers the following topics:

Managing TIDE Users

Managing Student Information

Moving Students Between Schools

Managing Rosters

Correcting Student Information

Working with Orders (See Section VII)

Printing On-Demand PreID Labels (See Section VII)

Managing TIDE Users

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

Searching For Users

This section explains how to use the search panel and navigate search results.

Figure 23. Sample Search Panel

To search for users:

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

2. In the Search Users panel (see Table 2), select a role or select *All roles* and enter additional search terms.

3. Click Search. You will be prompted with the option to View Results, Export to Secure File Center, or Modify Search.

   a. If you choose **View Results**, the list of retrieved records appears below the search panel (see Figure 24).

Figure 24. Sample Search Results

   i. *Optional*: If you wish to expand the search panel to change your search parameters, click [+] in the upper-left corner of the panel.

ii. *Optional*: To filter the retrieved records, enter a search term in the field above the search results and click [🔍]. TIDE displays only those records containing the entered value.

iii. *Optional*: To sort the search results by a given column, click its column header. To sort the column in descending order, click the column header again.

iv. *Optional*: To hide column values from the table, click [⯆] in the upper right of the table. Then deselect or select the values you would like to remove or add. The table will update immediately.

b. If you choose **Export to Secure File Center**, you must select a file format (Excel or CSV). The search results in the selected file format will then begin downloading in the Secure File Center. Once you receive confirmation that your file is ready, you may download it from the Secure File Center (see Accessing Files from the Secure File Center).

c. You can select **Modify Search** to return to the Search Users panel and edit your selections.

Performing Actions on User Records

After searching for user records, you can perform actions on the retrieved records, such as exporting or deleting them.

To export or delete users:

1. Search for the users you want to export or delete by following the procedure in the section Searching For Users.

2. To select user records to export or delete, do one of the following:

    a. Mark the checkbox next to each record you wish to select.

    b. To select all records, mark the checkbox in the header row.

3. Click the required action button above the table of retrieved records:

[⯆]: Exports the selected records to an Excel or CSV file. If you do not select any checkboxes, the exported file will contain all search results.

[🗑]: Deletes the selected records. To delete a user completely from TIDE, you must delete all their associated roles.

Note: When you scroll down in the table, these action buttons appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.

Viewing and Editing User Details

You can view and modify detailed information about a user's TIDE account and add user roles to an account. For a list of user roles that can perform this task, see Table 2.
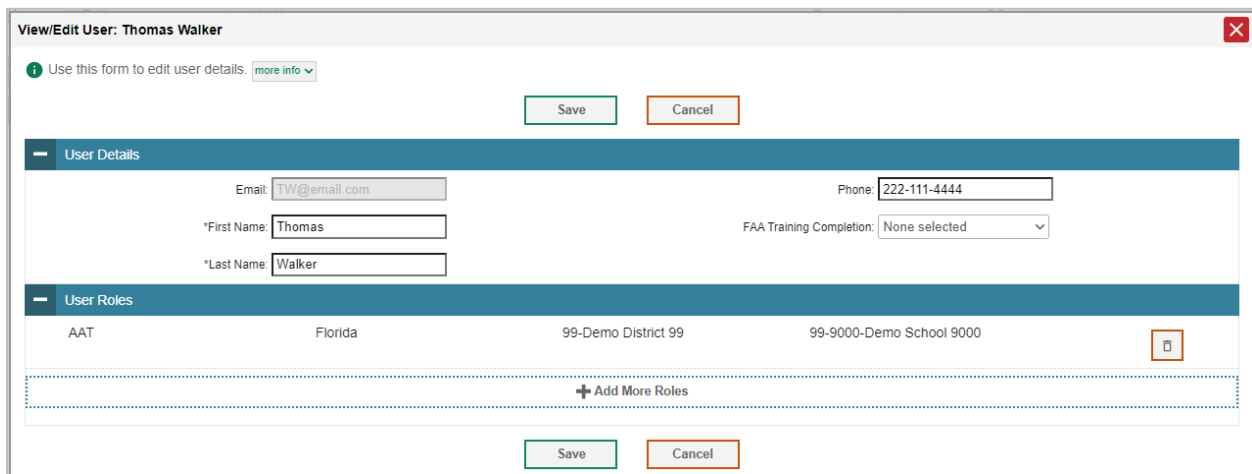
To view and edit user details:

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

2. Retrieve the user account you want to view or edit by following the procedure in the section Searching For Users.

3. In the list of retrieved users, click the edit icon [🖊] for the user whose account you want to view or edit. The **View/Edit User** window appears.

Figure 25. Fields on the View/Edit User Window

4. If your user role allows it, modify the user's details as required. Use Table 3 as a reference.

5. Click **Save**.

A pop-up appears confirming your changes have been saved. Click **Continue** to return to the list of user accounts.

Table 3 describes the fields on the **View/Edit User** window.

Table 3. Fields on the Add User Page and View/Edit User Window

Field	Description	Valid Values
Email*	Email address for logging in to TIDE	Standard email address in the form name@domain.edu. Once a profile for a user has been created, this field cannot be changed.
First Name*	User's first name	Use 1–35 characters excluding commas and |
Last Name*	User's last name	Use 1–35 characters excluding commas and |
Phone	User's phone number	Phone number in xxx-xxx-xxxx format
Role*	User's role	One of the roles from the drop-down list. The available roles are those that are the same as or below your own role.
District*	District associated with the user	One of the available district IDs from the drop-down list
School*	School associated with the user	One of the available school IDs from the drop-down list (Not available for district-level users)
FAA Training Completion	Whether the user completed training associated with the Fall Makeup Performance Task, Datafolio, and/or Spring Performance Task	One of the available training completion flags from the drop-down list (Only available for AACs and APSAs)

*Required field.

Adding Users

To add a user account, the user's role must be no higher in the hierarchy than your role. (For an explanation of the user role hierarchy, see Figure 2) Furthermore, you can add only those users who fall within your organization. For example, district-level users can create school-level accounts for schools only within their own districts. You will also follow this hierarchy to add roles or schools to existing users.

For a list of user roles that can perform this task, see Table 2.

To add a user account:

1. From the Manage Users task menu on the TIDE dashboard, select **Add User**. The *Add User* page appears.

Figure 26. Enter Email on the Add User Page

2. Enter an email address for the new user. Then click **Add user or add roles to user with this email**. Additional fields appear.

Figure 27. Fields on the Add User Page

3. Enter the user's first name and last name. You may also enter the user's phone number (optional).

4. In the Add Role panel, select the role you want to assign this user in the **Role** drop-down. Then select the district and school association for that role and user. You may also add additional roles, or you may delete roles by clicking the delete icon [🗑].

5. Click **Save**.

6. A pop-up will appear confirming the user has been added. Click **Continue** to return to the *Add User* page.

TIDE will add the account and send the new user an activation email from DoNotReply@cambiumassessment.com. If a user does not receive the initial activation email, contact the FAA Service Center so the email can be resent. The FAA Service Center can be reached at FAAServiceCenter@cambiumassessment.com or 1-877-655-3001 for assistance.

Deleting Users

For a list of user roles that can perform this task, see Table 2.

To delete users:

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

2. Retrieve the user account you want to delete by following the procedure in the section Searching For Users and do one of the following:

    a. Mark the checkbox for the account(s) you want to delete.

    b. Mark the checkbox at the top of the table to delete all retrieved user accounts.

Figure 28. Options for Deleting Retrieved Records
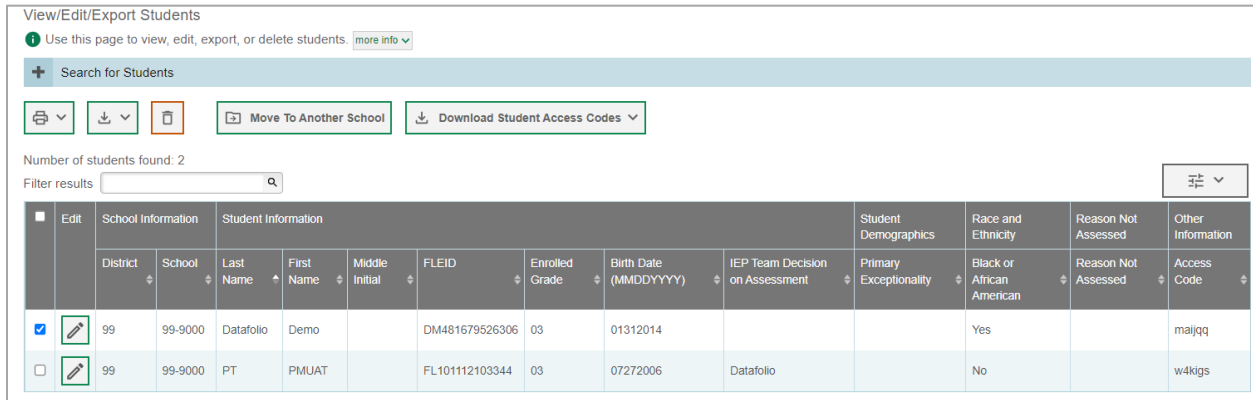
3. Click the delete icon [🗑].

4. In the confirmation dialog box, click **Yes**. TIDE will delete the user account(s).

If there are multiple roles associated with the user, you must delete all roles to delete the user completely from TIDE.

Adding, Editing, or Deleting Users through File Uploads

If you have a large number of users to add, edit, or delete, it may be easier to perform those actions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. The following sections describe how to create the file and then upload it to TIDE.

When uploading users to TIDE, you must first download a file template and fill it out in a spreadsheet application. The upload file is an Excel or CSV file with a header row and data rows. Table 4 provides the guidelines for filling out the User Template File that you can download from the *Upload Users* page.

For a list of user roles that can perform this task, see Table 2.

Table 4. Columns on the User Upload File

Field Name	Description	Valid Values
District ID	District associated with the user	Two-digit district ID that exists in TIDE. Include leading zeros. (**Required** for adding district- and school-level users)
School ID	School associated with the user	Four-digit school ID that exists in TIDE. Include leading zeros. (**Required** for adding school-level users; can be blank for adding district-level users)

Field Name	Description	Valid Values
First Name	User's first name	Use 1–35 characters excluding commas and | (**Required**)
Last Name	User's last name	Use 1–35 characters excluding commas and | (**Required**)
Email	User's email address	Standard email address. This is the user's username for logging in to TIDE. (**Required**)
Phone	User's phone number	Phone number in xxx-xxx-xxxx format
Role	User's role	AAC, APSA, SLC, BSLC, SA, AAT (**Required**)
Action	Indicates if this is an add, modify, or delete transaction	One of the following: Add—Add new user or modify an existing user record. Delete—Remove existing user record. (**Required**)

Figure 29 shows sample records on an upload file to illustrate the following transactions:

1. The first row lists the layout fields.
2. The second row deletes Thomas Walker as an Alternate Assessment Teacher (AAT) for school 9000.
3. The third row adds Thomas Walker as an AAT for school 9001. Because Thomas's user account changed from school 9000 to school 9001, his user account was not deleted, and login credentials remain the same.
4. The fourth row adds Jane Miller as an Alternate Assessment Coordinator (AAC). The School ID remains blank, as this is a district level role.
5. The fifth row adds Patricia Martin as an AAT for school 9000.
6. The sixth row adds Patricia Martin as a School Level Coordinator (SLC) for a different school—9004.

Figure 29. Sample Records on a User Upload File

| A	B	C	D	E	F	G	H
District ID	School ID	First Name	Last Name	Email	Phone	Role	Action
99	9000	Thomas	Walker	TW@email.com		AAT	DELETE
99	9001	Thomas	Walker	TW@email.com	222-111-4444	AAT	ADD
99		Jane	Miller	JM@email.com		AAC	ADD
99	9000	Patricia	Martin	PM@email.com		AAT	ADD
99	9004	Patricia	Martin	PM@email.com		SLC	ADD

To upload a user upload file:

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

Figure 30. Sample Upload User Page
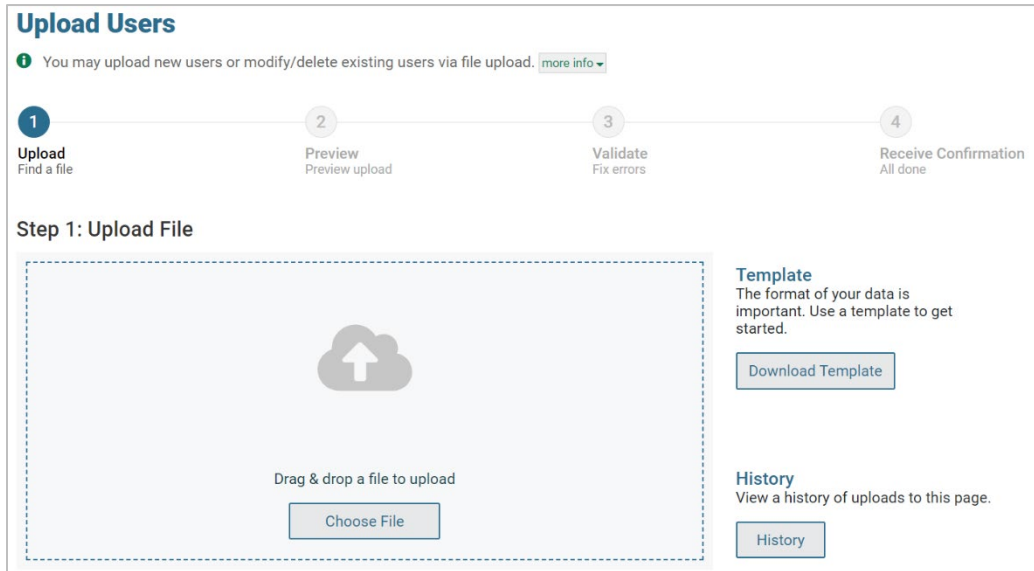
2. Click **Download Templates** and select the appropriate file type.

3. Open the file in a spreadsheet application, fill it out, and save it.

4. On the file upload page, click **Choose File** and select the file you created in the previous step. You may also drag and drop the file to upload it to TIDE.

5. Click **Next**. The ***Preview*** page appears (see [Figure 31](#)). Use the file preview on this page to verify that you have uploaded the correct file.

Figure 31. File Upload Preview
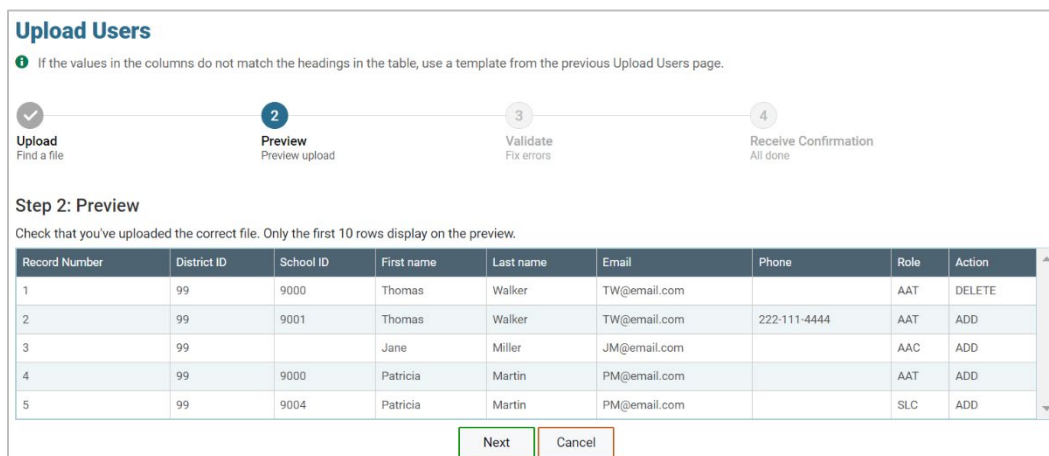
Note: If your file contains a large number of records, TIDE processes it offline and sends **you** a confirmation email when complete. While TIDE is validating the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

6. Click **Next**. TIDE validates the file and displays any errors (❌) or warnings (⚠️) on the *Validate* page (see Figure 32 and Figure 33).

Figure 32. Sample Validation Page Without Errors
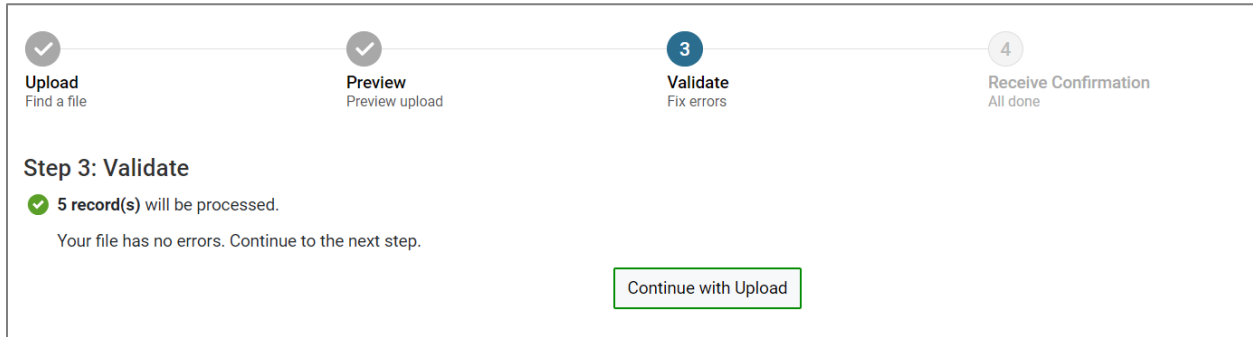
Note: If a record contains an error, that record will not be included in the upload. If 20% of a file contains errors, that file will not be uploaded (for larger files, 500 errors will prevent the file from being uploaded). If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid. When a record is uploaded as invalid in TIDE, that record is uploaded as is displayed on the *Preview* page.

a. *Optional*: Click the error and warning icons in the validation results to view the reason a field is invalid.

b. *Optional*: If there are errors present in the file, you may click **Download Validation Report** in the lower-right corner to view a file listing the validation results for the upload file (see Figure 33).

Figure 33. Sample Validation Page With Errors

7. Do one of the following:

a. Click **Continue with Upload**. TIDE commits those records that do not have errors.

b. Click **Upload Revised File** to upload a different file. Follow the prompts on the *Upload Revised File* page to submit, validate, and commit the file.

8. The *Confirmation* page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 34).

Figure 34. Confirmation Page
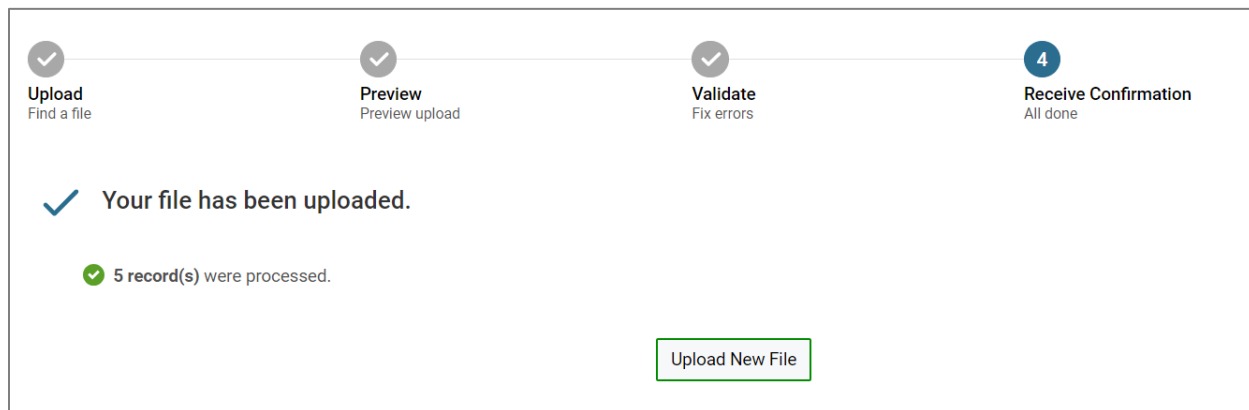
9. *Optional:* To upload another file, click **Upload New File**.

Uploading FAA Training Completion through File Uploads

You can upload training completion flags for multiple users through file uploads. This task requires familiarity with composing comma-separated (CSV) files or working with Microsoft Excel.

1. From the Manage Users task menu, select Upload FAA Training Completion. The *Upload FAA Training Completion* page appears.

2. Download either the Excel or CSV template from the **Upload FAA Training Completion** page.

3. In the downloaded template, complete each column as directed, see Table 5. Please note, there are three training completion flags—PT Fall, PT Spring, and Datafolio— that may be added for a user. Once you have completed the template, save your file.

    Note: If a teacher needs more than one training completion flag, you will have to put each flag on a separate row of the file.

4. On the file upload page, click **Browse** and select the file you created in the previous step.

5. Click **Next**. The *Preview* page appears. Use the file preview on this page to verify that you have uploaded the correct file.

6. Click **Next**. TIDE validates the file and displays any errors (❌) or warnings (⚠) on the *Validate* page.

7. Do one of the following:

   a. Click **Continue with Upload**. TIDE commits those records that do not have errors.

   b. Click **Upload Revised File** to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

8. The *Confirmation* page appears, displaying a message that summarizes how many records were confirmed and excluded.

> **Note:** The successful completion of all training requirements for the respective administration must be uploaded into TIDE. If a teacher logs in to the DEI and sees no available tests, they are advised to contact their AAC to ensure that their training completion flag is uploaded in TIDE.

Table 5. Columns for FAA Training Completion File Upload

Field Name	Description	Valid Values
Email Address*	User's email address	Standard email address. This is the user's username for logging in to TIDE.
FAA Training Completion*	Indicates the user has completed required training	FAA Training Completion
Subject*	Not applicable; will auto-populate with N/A	N/A
FAA Completion Flag*	Indicates the specific training the user completed	PTFall, PTSpring, Datafolio

*Required field.

Managing Student Information

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

Uploading Students

AACs and APSAs, as applicable, will use the **Upload Students** option under the Student Information task menu to upload students before each test administration. CAI will send each district AAC or APSA one PreID file per test administration through the Secure File Center. Table 6 outlines the PreID windows for each test administration.

PreID Layout

With the new single TIDE administration for the Florida Alternate Assessment program, the student upload template is the same for all test administrations; therefore, you may upload files for students in different test administrations. For example, you could upload one file in the fall for students in both the FAA—Datafolio and the Fall Makeup FSAA—Performance Task.

Table 6. PreID Windows

Test Administration	PreID Window
FAA—Datafolio	August 21–September 8, 2023
2023 Fall Makeup FSAA—Performance Task	August 21–September 23, 2023
Spring 2024 FAA—Performance Task	Before December 15, 2023

Uploading Students for the 2023–24 FAA—Datafolio

Upon receiving the PreID file, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Review each file to verify that the demographic and school information for the students listed in each file is correct.

    a. If the information is incorrect, change the student information using valid values found in Table 7 for each field.

    b. If the student is not participating in the FAA—Datafolio, delete the student.

2. Add any students, including students in Grade 3, who are not listed in the files. Please use only the valid values found in Table 7 for each field.

3. Complete the required student assurance fields, which include Valid IEP Date, Parental Consent Form, ELA Course Enrollment, Math Course Enrollment, Science Course Enrollment, EOC Course Enrollment, and IEP Team Decision on Assessment. Please use only the valid values found in Table 7 for each field.

Note: The selection on IEP Team Decision on Assessment (Datafolio or Performance Task) indicates student assessment eligibility and determines which tests appear for the student in the DEI. The correct selection in this field is essential.

4. Identify students participating in Datafolio ELA 1, Datafolio ELA 2, and Datafolio EOC assessments (Algebra 1, Biology 1, Civics, Geometry, or U.S. History) by indicating with a "Y" in the respective column. When identifying students, ensure that you are indicating eligibility in the *Datafolio* fields. If you attempt to save in the *Performance Task* fields, you will receive an error message. After reviewing the files and ensuring that the information is accurate, AACs and APSAs, as applicable, will upload the files into TIDE.

Uploading Students for the Fall 2023 Makeup FSAA—Performance Task

Upon receiving the PreID file, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Review each file to verify that the demographic and school information for the students listed in each file is correct.

    a. If the information is incorrect, change the student information using valid values found in Table 7 for each field.

b. If the student is not participating in the Fall 2023 Makeup FSAA—Performance Task, delete the student.

2. Add any students, including students in grades 11 and 12, who are not listed in the files. Please use only the valid values found in Table 7 for each field.

3. Complete the required student assurance fields, which include Valid IEP Date, Parental Consent Form, ELA Course Enrollment, Math Course Enrollment, Science Course Enrollment, EOC Course Enrollment, and IEP Team Decision on Assessment. Please use only the valid values found in Table 7 for each field.

4. Indicate Fall Performance Task Participation.

5. Identify students participating in Performance Task ELA 2 and Performance Task Algebra 1 by indicating with a "Y" in the respective column. When identifying students, ensure that you are indicating eligibility in the *Performance Task* fields. If you attempt to save in the *Datafolio* fields, you will receive an error message.

6. After reviewing the files and ensuring that the information is accurate, AACs and APSAs, as applicable, will upload the files into TIDE.

Uploading Students for the Spring 2024 FAA—Performance Task

For the Spring Performance Task, CAI will create PreID files using the data included in Survey. Upon receiving the PreID file, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Review each file to verify that the demographic and school information for the students listed in each file is correct.

   a. If the information is incorrect, change the student information using valid values found in Table 7 for each field.

   b. If the student is not participating in the Spring 2024 FAA—Performance Task, delete the student.

2. Add any students, including students in Grade 3, who are not listed in the files. Please use only the valid values found in Table 7 for each field.

3. Complete the required student assurance fields, which include Valid IEP Date, Parental Consent Form, ELA Course Enrollment, Math Course Enrollment, Science Course Enrollment, EOC Course Enrollment, and IEP Team Decision on Assessment. Please use only the valid values found in Table 7 for each field.

4. Identify students participating in Performance Task ELA 1, Performance Task ELA 2, and Performance Task EOC assessments (Algebra 1, Biology 1, Civics, Geometry, or U.S. History), and indicate with a "Y" in the respective column. When identifying students, ensure that you are indicating eligibility in the Performance Task fields. If you attempt to save in the Datafolio fields, you will receive an error message.

5. Identify students who require accommodations, including one-sided materials, Braille UEB Contracted with Nemeth, Braille UEB Uncontracted with Nemeth, Braille UEB Contracted, and Braille UEB Uncontracted in the Spring Performance Task Accommodations fields. Please see Table 7 for a list of valid accommodations for each subject.

Note: There is no Preorder Window for the Spring 2024 Performance Task. TIDE will use the information captured in the PreID files to determine initial orders for schools as well as appropriate district overage.

Searching For Students

This section explains how to search for students and navigate search results.

Figure 35. Sample Student Search Panel

To search for students:

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

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

Note: Required search parameters are marked with an asterisk.

3. *Optional Advanced Searches*: You can use the advanced search panel to select values to further refine the search results:

   a. To include an additional search criterion in the search, select it from the **Search Fields** drop-down list and click **Add** or **Add Selected**, depending on your search fields (see Figure 36).

   b. To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

   For information about how TIDE evaluates additional search criteria, see Evaluating Advanced Search Criteria.

Figure 36. Sample Additional Search Criteria
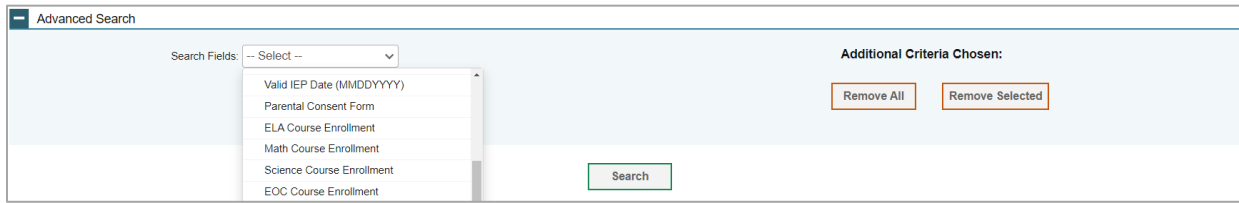
4. When you click **Search**, a message is displayed to indicate the number of records that matched your search criteria and provide options to view or export the records or modify your search parameters. You will be prompted with the option to **View Results**, **Export to Secure File Center**, or **Modify Search**.

Figure 37. Search Results
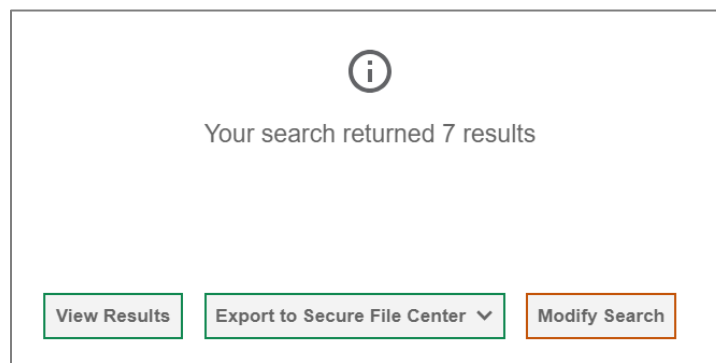
5. Do one of the following:

   a. To view the retrieved student records on the page, click **View Results**. Continue to Step 6 to edit the student or perform other actions as described in the Performing Actions on Student Records section.

   > **Note:** This option will display search results of 50 records per page.

   b. If you choose **Export to Secure File Center**, you must select a file format (Excel or CSV). **T**he search results in the selected file format will then begin downloading in the Secure File Center. Once you receive confirmation that your file is ready, you may download it from the Secure File Center (see Accessing Files from the Secure File Center).

   c. You can select **Modify Search** to return to the Search for Students panel and edit your selections.

6. The list of retrieved records appears below the search panel (see Figure 38).

Figure 38. Sample Student Search Results

7. *Optional*: To filter the retrieved records, enter a search term in the field above the search results and click [🔍]. TIDE displays only those records containing the entered value.

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

    a. To sort the column in descending order, click the column header again.

9. *Optional*: If the table of retrieved records is too wide for your browser window, you can click [⬅] and [➡] at the sides of the table to scroll left and right, respectively.

10. *Optional*: To hide column values from the table, click [⬚] in the upper right of the table. Then deselect or select the values you would like to remove or add. The table will update immediately.

    Note: When searching for students on the *View/Edit/Export Students* page, clicking **Search** opens a message that provides you with options to view or export the retrieved records based on the number of records that match your search parameters. For more information, see Viewing and Editing Students.

Evaluating Advanced Search Criteria

An advanced search panel is available for complex search criteria. TIDE evaluates the advanced search criteria as follows:

1. If you specify multiple values for a given search field, TIDE retrieves records matching *any* of the values.

2. If you specify multiple search fields, TIDE retrieves records matching *all* the fields' criteria.

3. Referring to [Figure 39](#), TIDE retrieves student records that match both of the following:

   a. Spring Performance Task Accommodations is Grades 3–8 One-Sided.

   b. Primary Exceptionality of the student is W, Intellectual Disability.

Figure 39. Additional Search Criteria

> **Additional Criteria Chosen:**
> ☐ Spring Performance Task Accommodations:
> Grades 3-8: One-Sided
> ☐ Primary Exceptionality: W = Intellectual Disability
>
> [Remove All]   [Remove Selected]

Performing Actions on Student Records

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

To perform actions on student records:

1. Search for the required records by following the procedure in the section [Searching For Students](#).

2. To select student records for an action (such as printing or exporting), do one of the following:

   a. Mark the checkbox next to each record you wish to select.

   b. To select all displayed records, mark the checkbox in the header row.

Note: For printing or exporting student records from the *View/Edit/Export Students* page, it is not necessary to mark the checkbox in the header row to select all records. The option to print all retrieved records is available by default.

Note: By default, 50 records are displayed on the screen at a time. You can use the navigation arrows on the top or bottom of the list of retrieved records to navigate through the records. You can also enter a page number in the text box between the navigation arrows and press ENTER on the keyboard to directly jump to the specified page. When selecting records, you can select records from multiple pages.

3. Click the required action button above the table of retrieved records to perform the following functions:

    a. ⬇️▾ : Displays options for exporting all or selected records to an Excel or CSV file. The counts of records are displayed next to each option. If an option is not available, it is grayed out.

    b. 🗑️ : Delete the records.

> 📝 **Note:** When you scroll down in the table, these action buttons appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.

> 📝 **Note:** For the print and export action buttons, the count of records is displayed next to each option available for the button. If an option is not available, it is grayed out. For example, if 150 records have been retrieved, the count next to the option for printing all records will show 150. If you have not selected any records, the option for printing selected records will be disabled and will show a count of 0 records.

Viewing and Editing Students

You can view and edit detailed information about a student's record.

To view and edit student details:

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

2. Retrieve the student records you want to view or edit by following the procedure in the section Searching For Students.

3. In the list of retrieved students, click [✏️] for the student whose account you want to view or edit. The **View/Edit Student** window appears. This window is similar to the page used to add student records (see Figure 43).

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

    a. In the Student Demographics panel, modify the student's demographic information, using Table 7 as a reference.

    b. In the Race and Ethnicity panel, make selections for the student's race and ethnicity.

    c. In the Additional Information panel, select parameters for the student's primary exceptionality, student assurances, and other appropriate indicators, using Table 7 as a reference.

    d. In the FAA—Datafolio panel (see Figure), select the student's eligibility for ELA 1, ELA 2, and EOC assessments, using Table 7 as a reference.

Figure 40. FAA—Datafolio Panel

e. In the FAA—Performance Task panel (see Figure 41), there are three subsections: Fall Performance Task Participation, Performance Task Eligibility, and Spring Performance Task Accommodations.

   i. In Fall Performance Task Participation, select **Yes**, if the student is eligible to participate in ELA 2 and/or Algebra 1 for the 2023 Fall Makeup FSAA—Performance Task.

   ii. In Performance Task Test Eligibility, select the student's eligibility for ELA 1, ELA 2, and EOC assessments, using Table 7 as a reference.

   iii. In Spring Performance Task Accommodations, enter the student's accommodated materials, using Table 7 as a reference.

Figure 41. FAA—Performance Task Panel

Note: For the Spring Performance Task, you cannot save an accommodation for a specific assessment without also indicating that the student is eligible for the same assessment.

5. Click **Save**.

6. In the dialog box, click **Continue** to return to the list of student records.

Table 7. Fields on the View/Edit Student Window and Add Student Page

Field	Description	Valid Values
Student Demographics		
District*	Student's enrolled district	One of the available districts from the drop-down list
School*	Student's enrolled school number	One of the available schools from the drop-down list
Last Name*	Student's last name	Up to 17 alphabetic and special characters†
First Name*	Student's first name	Up to 12 alphabetic and special characters†
Middle Initial	Student's middle name	A–Z (Optional)
FLEID*	Florida Education Identifier, a 14-character unique identifier	FL followed by 12 digits
Enrolled Grade*	Grade in which the student is enrolled	One of the available grades from the drop-down list
Birth Date (MMDDYYYY)*	Student's date of birth	Date in format MMDDYYYY. Add leading zero for single-digit numbers. Date cannot be in the future.
Gender*	Student's gender	Male Female
Race and Ethnicity		
Hispanic or Latino*	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race	Yes No
American Indian or Alaska Native*	A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment	Yes No
Asian*	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	Yes No

Field	Description	Valid Values
Black or African American*	A person having origins in any of the black racial groups of Africa	Yes No
White*	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa	Yes No
Native Hawaiian or Other Pacific Islander*	A person having origins in any of the origin peoples of Hawaii, Guam, or other Pacific Islands.	Yes No
Additional Information		
English Language Learner (ELL)*	Indicates whether the student is currently enrolled in the English Language Learner (ELL) program	One of the available fields from the drop-down list
Primary Exceptionality	The major or overriding disability condition that best describes a person's impairment	One of the available fields from the drop-down list
Other Exceptionalities	Other disability conditions that describe a person's impairment	Up to nine of the available fields from the drop-down list
IDEA Educational Environments	Student's educational environment	One of the available fields from the drop-down list
Primary Language Spoken at Home	Primary language spoken in the student's home	One of the available fields from the drop-down list
Lunch Status	Student's lunch status	One of the available fields from the drop-down list
Time, Total School Week	The total amount of time a student with a disability is scheduled to attend school each week. All scheduled time (i.e., class time, recess, lunch, and time between classes) must be included in the total.	0000 – 9999 minutes per week
Time with non-disabled peers	The total amount of time that a student with a disability is with non-disabled peers, including time with school and workplace peers. Include class time, lunch, recess, and time between classes if this time is spent with non-disabled peers.	0000 – 9999 minutes per week

Field	Description	Valid Values
Valid IEP Date (MMDDYYY)*	Indicates the date of the most recent IEP	MMDDYYYY where MM = Month DD = Day YYYY = Year Date cannot be in the future or before January 1, 2020.
Parental Consent Form*	Indicates whether parent/guardian consent has been documented on the Parental Consent Form: Instruction in Access Points – Alternate Academic Achievement Standards (AP-AAAS) and administration of the Statewide, Standardized Alternate Assessment	Yes No Attempted/No Response
ELA Course Enrollment*	Indicates whether the student is enrolled in the appropriate aligned Grade 3–10 ELA access course	Yes No
Math Course Enrollment*	Indicates whether the student is enrolled in the appropriate aligned Grade 3–8 math access course	Yes No
Science Course Enrollment*§	Indicates whether the student is enrolled in the appropriate aligned Grade 5 or 8 science access course	Yes No
EOC Course Enrollment*§	Indicates whether the student is enrolled in the appropriate aligned EOC access course(s) (Algebra 1, Biology 1, Civics, Geometry, U.S. History)	Yes No
IEP Team Decision on Assessment*	Indicates which alternate assessment the IEP team deems appropriate for the student	Performance Task Datafolio
Datafolio		
Datafolio Eligibility‡		
Algebra 1	Indicates whether a student is participating in the Datafolio Algebra 1 EOC assessment	Yes
Biology 1	Indicates whether a student is participating in the Datafolio Biology 1 EOC assessment	Yes

Field	Description	Valid Values
Civics	Indicates whether a student is participating in the Datafolio Civics 1 EOC assessment	Yes
ELA 1	Indicates whether a student is participating in the Datafolio ELA 1 assessment	Yes
ELA 2	Indicates whether a student is participating in the Datafolio ELA 2 assessment	Yes
Geometry	Indicates whether a student is participating in the Datafolio Geometry EOC assessment	Yes
U.S. History	Indicates whether a student is participating in the Datafolio U.S. History EOC assessment	Yes
Performance Task		
Fall Performance Task Participation	Indicates whether a student is participating in the Fall Makeup Performance Task	Yes
Performance Task Eligibility‡		
Algebra 1	Indicates whether a student is participating in the Performance Task Algebra 1 EOC assessment	Yes
Biology 1	Indicates whether a student is participating in the Performance Task Biology 1 EOC assessment	Yes
Civics	Indicates whether a student is participating in the Performance Task Civics EOC assessment	Yes
ELA 1	Indicates whether a student is participating in the Performance Task ELA 1 assessment	Yes
ELA 2	Indicates whether a student is participating in the Performance Task ELA 2 assessment	Yes
Geometry	Indicates whether a student is participating in the Performance Task Geometry EOC assessment	Yes
U.S. History	Indicates whether a student is participating in the Performance Task U.S. History EOC assessment	Yes

Field	Description	Valid Values
Spring Performance Task Accommodations		
Grades 3–8	Indicates whether a student participating in the Performance Task Grades 3–8 assessments requires an accommodation	One of the available fields from the drop-down list
Algebra 1	Indicates whether a student participating in the Performance Task Algebra 1 EOC assessment requires an accommodation	One of the available fields from the drop-down list
Biology 1	Indicates whether a student participating in the Performance Task Biology 1 EOC assessment requires an accommodation	One of the available fields from the drop-down list
Civics	Indicates whether a student participating in the Performance Task Civics EOC assessment requires an accommodation	One of the available fields from the drop-down list
ELA 1	Indicates whether a student participating in the Performance Task ELA 1 assessment requires an accommodation	One of the available fields from the drop-down list
ELA 2	Indicates whether a student participating in the Performance Task ELA 2 assessment requires an accommodation	One of the available fields from the drop-down list
Geometry	Indicates whether a student participating in the Performance Task Geometry EOC assessment requires an accommodation	One of the available fields from the drop-down list
U.S. History	Indicates whether a student participating in the Performance Task U.S. History EOC assessment requires an accommodation	One of the available fields from the drop-down list

*Required field.

†Special characters include the following: period (.), comma (,), dash (-), single quote ('), parentheses (), slash (/), backslash (\), ampersand (&), plus (+), and space.

‡The Test Eligibility fields are only applicable to the ELA 1, ELA 2, and EOC assessments.

§ If a student is not eligible for course enrollment for Science or EOCs, indicate "No." For example, all fourth-grade students will have "No" for Science and EOC Course Enrollment.

To individually add a student to a district and school, you must be associated with the same district and school as the student. For example, AACs can add students to any school within their district; SLCs can add students to their school.

For a list of user roles that can perform this task, see Table 2.

The **Add Student** page is divided into multiple panels. The panels include Student Demographics, Race and Ethnicity, Additional Information, FAA—Datafolio, and FAA—Performance Task. The FAA—Datafolio panel includes Datafolio Eligibility, and the FAA—Performance Task panel includes Fall Performance Task Participation, Performance Task Eligibility, and Spring Performance Task Accommodations. You can click the collapse icon [−] in the upper-left corner of a panel to collapse it or click the expand icon [+] in a collapsed panel to expand it.

A floating *Go to section* toolbar appears on the left side of the page. This toolbar includes a numbered button for each panel on the page. You can hover over a button to display the label of the associated panel and click the button to jump to that panel (see Figure 42).
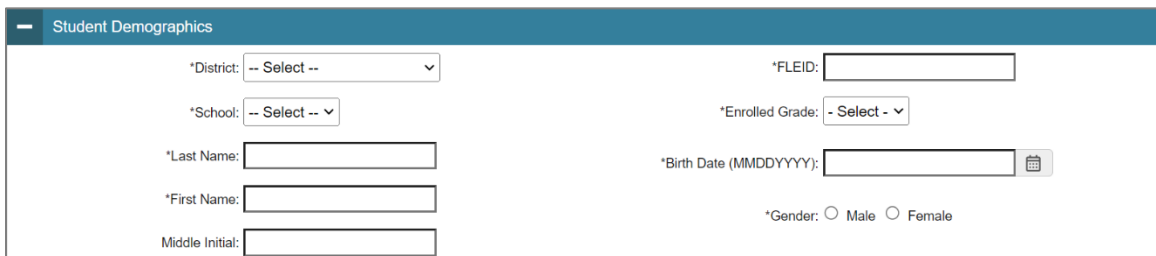
Figure 42. Floating Vertical Go To Section Toolbar

To add a student to the Datafolio and Fall Makeup Performance Task administrations:

1. From the Student Information task menu on the TIDE dashboard, select **Add Student**. The **Add Student** page appears (see Figure 43).

Figure 43. Fields on the Add Student Page (Student Demographics panel)

2. In the Student Demographics panel, enter the student's demographic information, using Table 7 as a reference.

3. In the Race and Ethnicity panel, select appropriate indicators.

4. In the Additional Information panel, select the student's primary exceptionality, student assurances, and other appropriate indicators, using Table 7 as a reference.

5. In the FAA—Datafolio panel (see Figure 40), select the student's eligibility for ELA 1, ELA 2, and EOC assessments, using Table 7 as a reference.

6. In the FAA—Performance Task panel (see Figure 41), there are three subsections: Fall Performance Task Participation, Performance Task Eligibility, and Spring Performance Task Accommodations.

    a. In Fall Performance Task Participation, select **Yes**, if the student is eligible to participate in ELA 2 and/or Algebra 1 for the 2023 Fall Makeup FSAA—Performance Task.

    b. In Performance Task Test Eligibility, select the student's eligibility for ELA 1, ELA 2, and EOC tests, using Table 7 as a reference.

    c. In Spring Performance Task Accommodation, enter the student's accommodated materials, using Table 7 as a reference.

    Note: For the Spring Performance Task, you cannot save an accommodation for a specific assessment without also indicating that the student is eligible for the same assessment.

7. Click **Save**.

If TIDE reports that another student already has the FLEID you entered, contact the FAA Service Center by emailing FAAServiceCenter@cambiumassessment.com or calling at 1-877- 655-3001 for assistance.

Adding or Editing Students through File Uploads

If you have a large number of students to add or edit, it may be easier to perform those actions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. The following section describes how to create an upload file and then upload it to TIDE.

When uploading students to TIDE, you must first download a file template layout and compose a file in a spreadsheet application. Users can upload an Excel or .txt file.

For information on how TIDE processes large files, please see Appendix A. Processing File Uploads.

Note: When composing File Uploads, users need to have the English keyboard selected.

To upload student records:

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

Figure 44. Upload Students Page
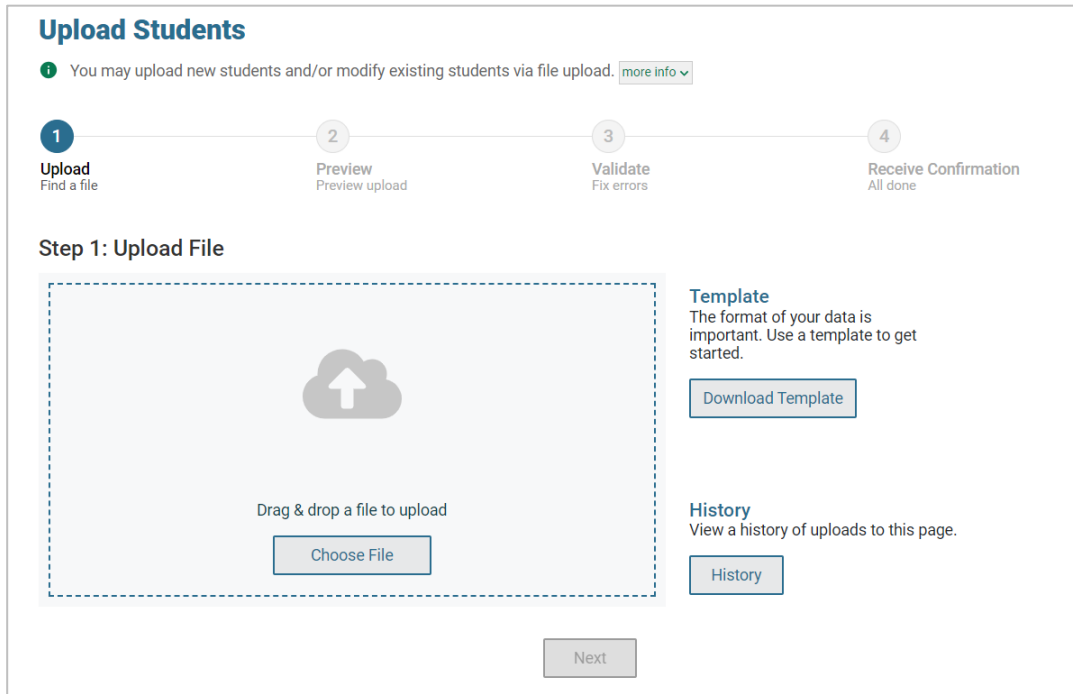
2. Download the Excel or CSV templates by clicking **Download Templates** in the right-hand side of the screen.

3. Follow the instructions in the template you downloaded and save it locally.

4. Under *Step 1: Upload File*, upload the file either by dragging and dropping it into the box or by selecting **Choose File**, the navigating to and selecting the file you created in the previous step.

> **Note:** If your file contains a large number of records, TIDE will process it offline and send a confirmation email when complete. If 20% of a file contains errors, that file will not be uploaded (for larger files, 500 errors will prevent the file from being uploaded). While TIDE is uploading the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

5. Click **Next**. The *Preview* page appears (see Figure 45), listing only the first 10 records. Use the file preview on this page to verify you uploaded the correct file.

Figure 45. File Upload Preview (partial view)

6. Click **Next**. TIDE validates the file and displays any errors (❌) or warnings (⚠️) on the *Validate* page (see Figure 46).

   Note: If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid. When a record is uploaded as invalid in TIDE, that record is uploaded as is displayed on the *Preview* page.

   a. If there are no issues in the file, select **Continue with Upload** at the bottom of the screen.

   b. If there are issues with the file, you will see more information about the issues. Under *Step 3: Validate*, you will see the number or records that will be committed as well as the number of records that cannot be processed until the errors are fixed. There will also be two tables that appear on the screen: 1) *Summary* table and 2) *Details* table.

      i. *Summary* table: The *Summary* table shows all the issues in the file and how many times each issue occurred. Tutorial links are present for common issues.

      ii. *Details* table: The *Details* table shows specific rows with issues. You may select the error or warning in each field with an error or warning for the full message.

   c. *Optional*: Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

Figure 46. Validate Page
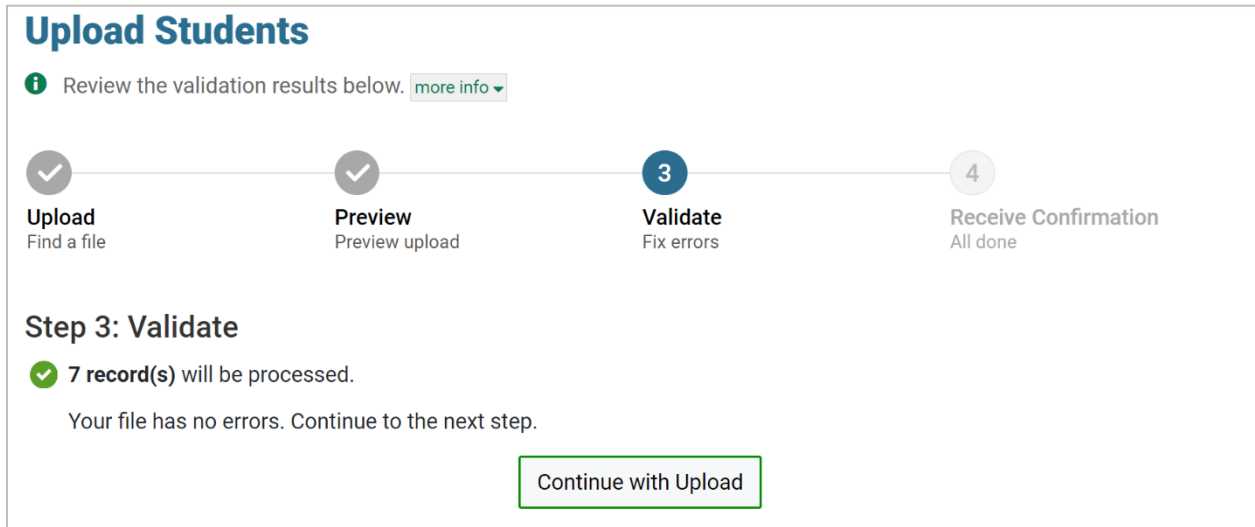
d. Click **Upload Revised File** to upload a different file once the errors in the original file have been resolved. You will be taken back to the *Upload Students* page**.** Follow the prompts on the page to submit, validate, and commit the file.

If your file contains fewer than 2,000 students, the *Confirmation* page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 47).

Figure 47. Confirmation Page
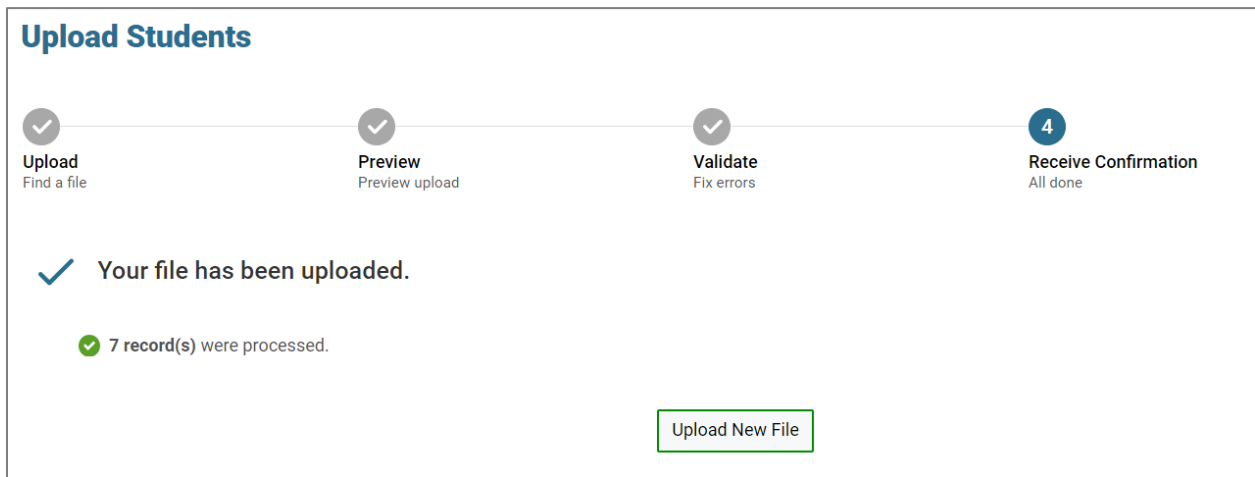
If your file contains more than 2,000 students, TIDE will ask for your contact information. Once submitted, a message will appear stating TIDE will process the file offline (see Figure 48). You will receive an email once the file has been processed. You can also check on the status of your file upload under Upload History on the *Upload Students* page.

Figure 48. Student Upload Offline Processing
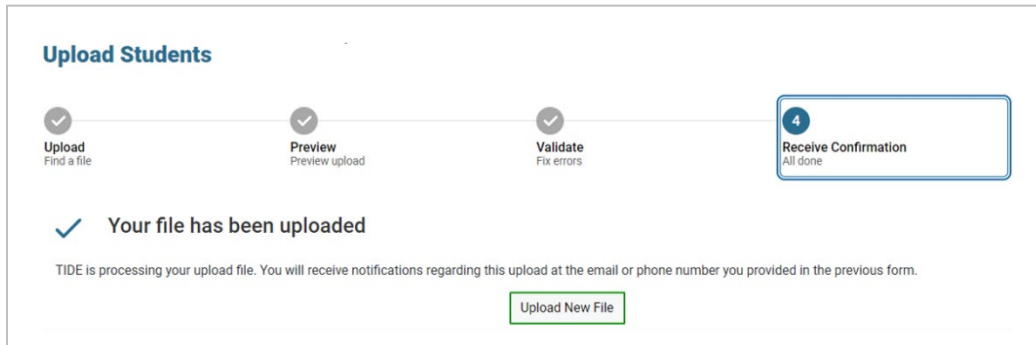
7. *Optional*: To upload another file of the same record type, click **Upload New File**.

Correcting Student Information

Teachers will submit any corrections that need to be made to student information to AACs or SLCs via the **Submit TIDE Correction Request** option under the Correct Student Information task menu. Corrections to student information may include assessment grade, student name misspelling, weekend release, transfer information, and/or correction of students listed or not listed in TIDE. If a student participating in the FAA program moves from one assessment to the other—for example, from the FAA—Datafolio to the FAA—Performance Task—or if a student is no longer participating in the FAA program and is now participating in FAST, teachers will also use the **Submit TIDE Correction Request** option on the Correct Student Information task menu to relay this information.

To submit a TIDE Correction Request:

1. From the Correct Student Information task menu on the TIDE dashboard, select **Submit TIDE Correction Request**. The *Submit TIDE Correction Request* page appears (see Figure 49).

Figure 49. Submit TIDE Correction Request Page
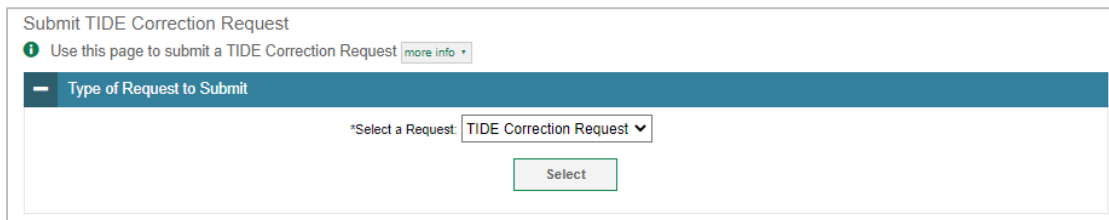
2. From the Select a Request drop-down list, select **TIDE Correction Request**. The request appears.

Figure 50. District/School section of the Submit TIDE Correction Request Page

3. Complete all fields in the District/School section (see) for the student who needs to be added to TIDE or whose information needs to be modified in TIDE, including indicating from the drop-down list whether you are adding a student or modifying student information.

4. Once these fields are complete, select the plus [**+**] next to each section header to expand the section. Complete the appropriate fields by entering information and selecting from the drop-down options.

    a. If **adding a student**, complete all fields in the Add New Student or Modify Student Information section, including student information, demographics, race and ethnicity, additional information, test eligibility (if applicable), and accommodations (if applicable).

    b. If **modifying student information**, only complete the fields in the Add New Student or Modify Student Information section that need to be changed. For example, if revising test eligibility, only modify this field.

5. If the student's assessment type needs to be changed—for example, a student who is currently participating in the FAA—Performance Task needs to be moved to FAST—use the drop-down list in the Change in Student Assessment section to select **FAST**.

6. If any additional information needs to be shared, use the text box in the Additional Information section.

7. Select **Submit**. The request is submitted. Every submitted request will include a confirmation Submission ID.

8. Teachers will receive an email notification that the request was submitted. The email will include the submission ID (last four digits of the reference number). ***Teachers must forward this email to their AAC or SLC.***

To view a TIDE Correction Request:

Once you have received the forwarded email notifying you that a TIDE Correction Request has been submitted, log in to TIDE.

1. From the Correct Student Information task menu on the TIDE dashboard, select **View TIDE Correction Requests**. The *View TIDE Correction Requests* page appears (see Figure 51).

Figure 50. View TIDE Correction Requests Page

2. Enter search criteria to find the request(s) you want to view.
3. Select **Search**. A search results grid appears, displaying forms matching your search criteria.
4. To details of a request, select the edit button (✎) for that request. The specific request appears. You can also export these results into an Excel spreadsheet by selecting **Export** and then **Export FormData**.

> **Note:** Only the fields in which information has been entered will display in the submitted request.

5. Use the information collected in the TIDE Correction Request to add a student, revise student information, or change a student's assessment type.
6. Once the submitted request is reviewed, the AAC or SLC can change the request status to *Completed* if all changes have been made. The request status *More information needed* can be selected to indicate that additional information is required to complete the request. Press **Submit**.

Generating Frequency Distribution Reports

You can generate reports from student data in TIDE to show the distribution of each demographic category and test assignment.

To generate Frequency Distribution Reports:

1. From the Student Information task menu on the TIDE dashboard, select **Frequency Distribution Report**. The *Frequency Distribution Report* page appears.

Figure 51. Fields on the Frequency Distribution Report Page

2. In the View Student FD Report panel, select the report filters:

   a. From the **District** drop-down list (if available), select a district.

   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. Select a specific grade or keep the drop-down on - *Select* - to display all grades.

3. *Optional:* In the Select Demographics panel, mark checkboxes to filter the report for additional demographics.

4. Click **Generate Report**. TIDE displays the selected reports in grid format by default.

Figure 52. Sample Frequency Distribution Report by Grade and Gender

5. Do one of the following:

a. To display the reports in tabular format, click **Grid**.

b. To display the reports in graphical format, click **Graph**.

c. To display the reports in both tabular and graphical format, click **Grid and Graph**.

d. To download a PDF file of the reports, click the print icon [🖨]. The PDF file generated will display your selections for **Grid**, **Graph**, or **Grid and Graph**.

e. To export an Excel file of the reports, click the export icon [⬇⌄]. The Excel file generated will display each category selected as a separate tab in the spreadsheet.

Deleting Student Records

For a list of user roles that can perform this task, see Table 2.

Note: This change takes effect immediately. Deleted students will not appear in TIDE and cannot take operational assessments.

To delete student records:

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

2. Retrieve the student records you want to delete by following the procedure in the section Searching For Students.

3. Mark the checkbox for the record(s) you want to delete or mark the checkbox at the top of the table to delete all displayed students.

a. To delete all retrieved students, mark the checkbox at the top of the table on each page.

Figure 53. Options for Deleting Retrieved Records

4. Click [🗑].

5. In the confirmation dialog box, click **Yes**. TIDE deletes the student(s).

Change in Student Assessment

Changing Assessment Between FAA Administrations

If a student is no longer participating in one of the FAA assessments (e.g., FAA—Datafolio) and is now participating in the other FAA assessment (e.g., FAA—Performance Task), the AAC, APSA, or SLC would first determine whether the student has tested in the originally assigned assessment. If the teacher has at least started to submit data entry in the DEI for the initial assessment, the test would need to be invalidated via the Invalidations and Requests task menu on the TIDE dashboard. The AAC, APSA, or SLC will then update the student's IEP Team Decision on Assessment in TIDE, as this student assurance field indicates student testing eligibility. For example, if a student was participating in the FAA—Datafolio and is now eligible to participate in the FAA—Performance Task, the AAC, APSA, or SLC will invalidate any Datafolio assessments in which the student participated and then update the IEP Team Decision on Assessment to Performance Task via the **View/Edit/Export Students** option or the **Upload Students** option on the Student Information task menu.

Changing Assessment Between FAA and FAST Administrations

If a student is no longer participating in one of the FAA assessments (e.g., FAA—Performance Task) and is now participating in FAST, the AAC, APSA, or SLC would first determine whether the student has tested in the originally assigned assessment. If the teacher has at least started to submit data entry in the DEI for the initial assessment, the test would need to be invalidated via the Invalidations and Requests task menu. The AAC, APSA, or SLC will then have to delete the student from the TIDE administration in which the student is no longer participating (i.e., Florida Alternate Assessment) and speak to the district assessment coordinator (DAC) to add the student to the 2023–24 Florida Statewide Assessments administration in TIDE.

Moving Students Between Schools

This section details how to move students between schools. See Table 2 for a list of users who can perform this task.

To move students from one school to another within your district:

1. Retrieve the student account(s) you want to move by following the procedure in the section Searching For Students.
2. In the list of retrieved records, do one of the following:
   a. Mark the checkboxes for the students you want to move.
3. Mark the checkbox at the top of the table to move all displayed students.
4. Click **Move to Another School** above the search results.

5. A window appears for moving the student(s). From the **District** and **School** drop-down list, select the district, if applicable, and school to which you want to move the student(s).

6. Click **Yes**. After TIDE moves the student, a confirmation message appears.

To move students from one district to another district mid-year:

Students who move into a school district after the start of school can be moved by contacting the FAA Service Center. The receiving teacher will need to submit a TIDE Correction Request in TIDE, and the AAC will then contact the FAA Service Center, providing the student's transfer information. Once the transfer is complete, the receiving teacher can continue or begin the student's assessment.

Note: If a student transfers into your district from out of state, you will add the student to TIDE.

Managing Rosters

This section details how to search for, view, and edit existing rosters and how to create new rosters through the user interface or a file upload.

For a list of user roles that can print a roster, see Table 2. Coordinators will distribute rosters to teachers administering the FAA in order for the teacher to have the necessary information to log a student in to the DEI. They may either print hard copies of the roster (see Printing a Roster) or export the roster to teachers through the Secure File Center (see Sending Files from the Secure File Center).

Adding a New Roster

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

To add a roster:

1. From the Rosters task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** page appears (see Figure 54). From the drop-down, select the appropriate district, if appropriate, and the school for which you will create the roster. Click **Select**. The ***Add Roster*** window appears.

2. In the ***Add Roster*** window (see Figure 55), do the following:

    a. Under *School Details*, verify the district and school information. If you want to change the district, if applicable, and the school, select **Change School**.

Figure 54. Add Roster Page

b. Under *Roster Details,* add the roster name. It is highly recommended that you include test administration information in the Roster Name. From the **Teacher Name** drop-down list, select a teacher.

c. Under *Find and Select Students*, the Quick Roster tab is the default. You may also create a roster using the Student Search tab.

Figure 55. Add Roster Window

3. To create a roster under the Quick Roster tab, select a value for at least one of the following fields: Enrolled Grade and Test Administration.

a. You can also narrow your roster by adding additional search fields and values under *Additional Fields.* In order to add these additional search fields, select **Add** at the bottom of the screen.

b. Once you are done filtering students, select **Create Quick Roster** to create the roster.

4. To create a roster under the Student Search tab, enter a value for at least one of the following fields: Last Name, First Name, FLEID, Enrolled Grade, and Test Administration.

a. You can also narrow your roster by adding additional search fields and values under *Additional Fields.* In order to add these additional search fields, select **Add** at the bottom of the screen.

b. Once you are done filtering students, select **Search** to view the available

students that meet your search criteria and are currently associated with the school.

c. Then, select **Search** to view the available students (see).

i. To add students to the roster, from the list of available students, do one of the following:

- To move one student to the roster, click [+] for that student.
- To move all the students in the Available Students list to the roster, click **Add All**.

Figure 56. Add/Remove Students to Roster Panel
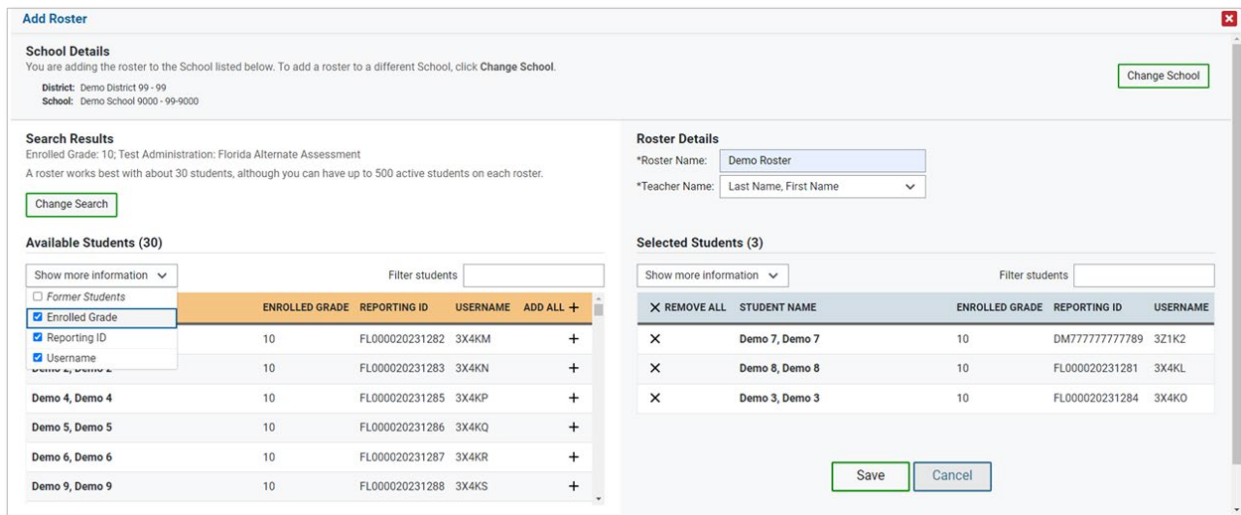
d. The students will appear under the Selected Students column.

i. To remove students, choose one of the following options from the list of selected students in the roster:

- To remove one student from the roster, click [×] for the student.
- To remove all the students from the roster, click **Remove All**.

Note: Under the Available Students column and the Selected Students column, a Show More Information drop-down list will display. You can select Former Students to view both current and past students from the selected year and add them to the roster. You can also deselect the Enrolled Grade, Reporting ID, and Username columns.

Note: When viewing current and former students from the selected year, students who are no longer associated with your school will be grayed out. There will also be a column that displays the date on which they left the school in TIDE.

5. Select **Save** at the bottom of the Selected Students column when you are ready to save your roster.

Searching for Rosters

This section explains how to use the search panel and navigate search results.

To search for rosters:

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

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

Note: Required search parameters are marked with an asterisk.

Note: . TIDE will automatically generate one per school and will include all students participating in the FAA. These files will be generated nightly. To view the PreID roster, select Testing Group Rosters in the *Roster Type* field.

Figure 57. Sample Rosters Search Panel

Search for Rosters to Edit		
*District: Demo Dist 77 - 77	*Roster Type: Testing Group Rosters	
*School: Demo School 9000 - 77-9	Teacher Name: -- Select --	
Search		

3. Click Search. The list of retrieved records appears below the search panel (see Figure 58).

Figure 58. Sample Search Results

View/Edit/Export Rosters

ⓘ Use this page to view, edit, export or delete rosters. more info ⌄

Search for Rosters to Edit		
*District: Demo Dist 77 - 77	*Roster Type: Testing Group Rosters	
*School: Demo School 9005 - 77-9	Teacher Name: User, Demo	
Search		

Note: For multiple roster selection, you may print 1,500 students at a time.

Number of rosters found: 1   Filter results FAA

	Edit	Roster Name	Subject	Grades In Roster	Number Of Students
☐	✎	Student Testing Roster (77-9005)-FAA	FAA	04	14

4. To filter the retrieved records to FAA only, enter "FAA" in the field above the search results (see Figure 58) and click [🔍]. TIDE displays only those records containing the entered value.

5. *Optional*: To sort the search results by a given column, click its column header. To sort the column in descending order, click the column header again.

Viewing Rosters

You can view rosters associated with your district or school. For a list of user roles that can perform this task, see Table 2.

To view a roster:

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

2. Retrieve the roster record you want to view or edit by following the procedure in the section Searching for Rosters.

3. In the list of retrieved rosters, select [🖊] for the roster containing details you want to view and/or edit. The **View/Edit [Roster Name]** window appears (see Figure 60).

Figure 59. View/Edit [Roster Name] Rosters Window
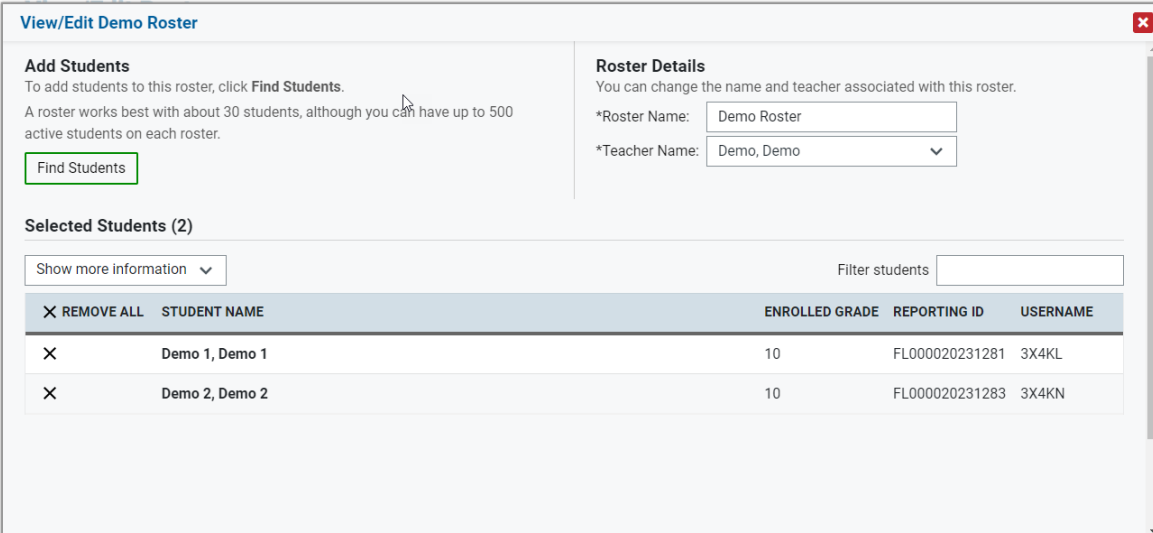

Exporting a Roster to an Excel or CSV File

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

2. Retrieve the roster record you want to export by following the procedure in the section Searching for Rosters.

3. Select the roster(s) you wish to export.

4. In the list of retrieved rosters, mark the checkbox(es) for the rosters you wish to export, click [⬇︎∨], and select one of the following options.

   a. **Export All to Excel:** This option exports all the rosters listed to an Excel file.

b. **Export My Selected to Excel:** This option exports only the selected rosters listed to an Excel file.

c. **Export All to CSV:** This option exports all the rosters listed to a CSV file.

d. **Export My Selected to CSV:** This option exports only the selected rosters listed to a CSV file.

5. The file will download onto your computer.

Figure 60. Exporting a Roster
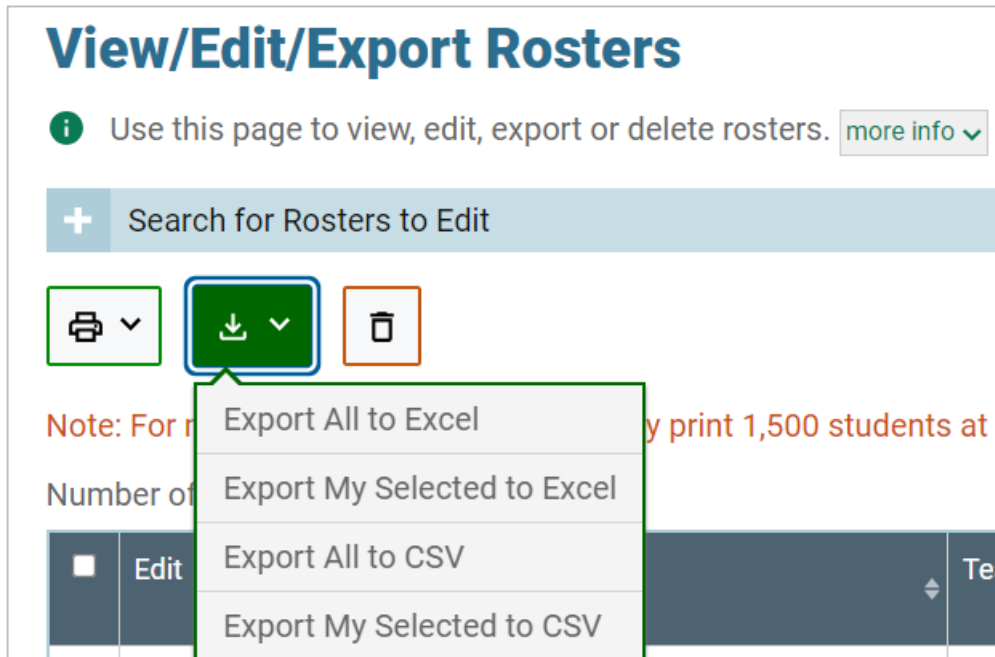
6. Open the file to see a list of all your students from the roster(s) you selected in TIDE.

Figure 61. Roster Excel File

Modifying an Existing Roster

You can modify rosters, if required. However, the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- **User Defined Rosters**: These are rosters that you create through the *Add Roster* page (see Adding a New Roster) or the *Upload Rosters* page (see Creating Rosters through File Uploads). You can modify a user-defined roster by changing its name, associated teacher, or by adding students or removing students. For a list of user roles that can modify rosters, see Table 2.

- **Testing Group Rosters**: Each school will have one PreID roster generated with all currently enrolled students in TIDE. PreID rosters get updated nightly when new students are added or students are deleted from TIDE. PreID rosters cannot be edited.

To modify a user-defined roster:

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

2. Retrieve the roster record you want to edit by following the procedure in the section

3. In the list of retrieved rosters, click [🖉] for the roster whose details you want to edit. The *View/Edit [Roster Name]* window appears (See Figure 62).

Figure 62. View/Edit [Roster Name]

4. To add students, select **Find Students.** A window similar to the *Add Roster* window appears (Figure 55)**.** Search for students by following the procedures in the section .

5. You may revise the Roster Name and the teacher associated with the roster under the Roster Details column.

6. Select **Save** to save your revised roster.

Printing a Roster

For a list of user roles that can print a roster, see Table 2.

To print a roster:

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

2. Retrieve the roster record you want to print by following the procedure in the section Searching for Rosters.

3. In the list of retrieved rosters, mark the checkbox(es) for the rosters you wish to print, click [🖨∨], and select one of the following options.

   a. **Roster (Current Students)**: This roster will include students currently associated with the teacher and school.

   b. **Roster (All Students)**: This roster will include all current and past students associated with the teacher and school within the school year.

4. The ***Roster Student List*** page, as shown in Figure 63, appears.

5. Click **Print**.

Figure 63. Roster Student List

	7/18/2023, 8:28:54 PM

Roster Student List

School ID: 99-9001
School Name: Demo School 9001
Teacher Name: LastName, A

Roster Name: Student Testing Roster (99-9001)-FAA

Student Name	FLEID	Username
Abadesco, PM-TEST	FL999998299411	4B92F
Abello, PM-TEST	FL999997077460	4B92G
Abisambra, PM-TEST	FL999998661881	4B92H

Roster Student List Fields

The Roster Student List PDF includes the following fields:

1. *School ID*: The school identification number

2. *School Name*: The school name

3. *Teacher Name*: The teacher administering the FAA

4. *Roster Name*: Student Testing Roster [School ID]-FAA

   a. *Student Name*: The name of the student(s) participating in the FAA administration.

   b. *FLEID*: The FLEID of the student(s) participating in the FAA administration.

   c. *Username*: This field is not applicable to the FAA. Other assessments use the Username rather than the FLEID to log students in to the DEI.

Creating Rosters through File Uploads

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

To upload rosters:

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

2. Click **Download Templates** and choose CSV or Excel file format.

3. Using Table 8 as a reference, fill out the Roster template that you can download from the *Upload Rosters* page**.**

4. Upload the new file to TIDE.

Table 8. Columns on the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster	District ID that exists in TIDE. Must be two characters.
School ID*	School associated with the roster	School ID that exists in TIDE. Must be four characters. Must be associated with the district ID.
Test Administrator's Email*	Email address of the Alternate Assessment Teacher (AAT) associated with the roster	Email address of an existing user in TIDE
Roster Name*	Name of the roster	Up to 20 characters
FLEID*	Student's unique identifier within the state	FL followed by 12 digits
Action	Indicates if this is an add or delete transaction	One of the following: Add—Add new user or modify an existing user record. Delete—Remove existing user record. Note: If the field is left blank, the user record will be added/modified as applicable similar to an Add action.

*Required field

Figure 64 is an example of an upload file that creates three rosters with one student in each.

Figure 64. Sample Roster Upload File

	A	B	C	D	E	F
1	District ID	School ID	Test Administrator's Emai	Roster Name	FLEID	Action
2	99	9006	demo@email.com	PTAlg1	FL999999999999	Add
3	99	9006	demo@email.com	PTELA2	FL999999999998	Delete
4	99	9006	demo@email.com	Datafolio	FL999999999997	
5						

If the roster PTAlg1 does not exist in school 9006, TIDE will do the following:

- Create the roster PTAlg1 associated with demo@email.com and add FLEID FL999999999999.

- Delete the FLEID FL999999999998 from roster PTELA2.

- Add the FLEID FL9999999999997 to the roster Datafolio.

Deleting a Roster

You can delete rosters created in TIDE. (This feature is not available for PreID rosters.) For a list of user roles that can perform this task, see Table 2.

1. From the Rosters task menu on the TIDE dashboard, select **View/Edit Rosters**. The **View/Edit/Export Rosters** page appears.
2. Retrieve the roster record you wish to delete by following the procedure in the section Searching for Rosters.
3. In the list of retrieved rosters, mark the checkbox(es) for the rosters you want to delete and click [🗑].
4. A confirmation page appears. Click **Yes** to delete the roster(s).

Figure 65. Sample Delete Roster Action

	🖨 ˅		⬇ ˅		🗑						

Note: For multiple roster selection, you may print 1,500 students at a time.

Number of rosters found: 7   Filter results [🔍]

☐	Edit	Roster Name	Teacher	Subject	Grades In Roster	Number Of Students
☑	✏	Sample Roster	lastname, firstname		05	1

Working with Orders

Tasks related to orders are located in TIDE in both the Fall Makeup Performance Task

Additional Orders and Spring Performance Task Orders administrations. For more information on working with orders, see [Section VII. Performance Task Orders and Associated Tasks](#).

Printing PreID Labels

PreID labels are able to be printed in TIDE in both the Fall Makeup Performance Task Additional Orders and Spring Performance Task Orders administrations. For more information on printing PreID labels, see [Section VII. Performance Task Orders and Associated Tasks](#).

Section V. Administering Tests

This section provides instructions for performing the tasks in the Administering Tests category. These tasks are typically performed immediately before or while teachers are recording student responses or uploading student evidence in the Data Entry Interface (DEI).
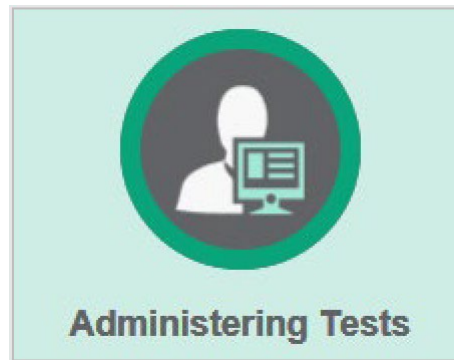
This section covers the following topics:

[Monitoring Test Progress](#)

[Managing Requests](#)

[Reason Not Assessed](#)

Monitoring Test Progress

The tasks available in the Monitoring Test Progress task menu allow you to generate various reports that provide information about a test administration's progress. Access to reports depends on your user role. See Table 2 for more information.

The following reports are available in TIDE:

- Participation Report: Details all of a student's test opportunities and the status of those test opportunities.

- Search by FLEID: Details the student's test participation results.

- Test Status Report: Details the status of all tests for the subjects selected.

Note: This report is limited to AACs, APSAs, SLCs, and BSLCs.

Generating a Participation Report

TIDE includes a Participation Report that provides details about student test statuses within a school. It allows users to sort student information by school, teacher, or student and provides information at a granular level. During times of heavy testing volume, Participation Reports may be delayed up to four hours.

To generate a Participation Report:

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

Figure 66. Sample Participation Reports Page

2. In the Search for Students panel, select the district and school(s) to include in your report. You also have the option to enter teacher name, enrolled grade, first name, last name, and/or FLEID. Advanced Search is also available to allow you to search by other student demographic information.

    Note: For districts that have more than 20 schools, the **Select all** option will not be available. Furthermore, the checkboxes for the schools will be disabled once 20 schools have been selected.

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

    a. From the **Test** drop-down list, select a test administration.

        Note: FAST PM 1 is the default test administration in the drop-down list. Use the drop-down list to select the appropriate FAA administration.

    b. From the **Test Name** drop-down list, select the test or tests for which you want to generate the report.

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

    a. Students who **{have/have not}** **{completed/started}** the test in the selected administration. This filter allows you to determine which students have or have not started or completed testing.

    b. Students who have the status of **{student test status}** in the selected administration**.** This filter allows you to determine which students have a specified test status for the selected test. You can choose multiple statuses or select *Any* to search for students under any of the listed statuses.

    c. Students whose most recent **{Session ID/TA Name}** was **{Session ID (Optional)/Last Name, First Name (Optional)}** between **{start date}** and **{end date}.** This filter allows you to search for students who were in a specific session and view their current test status. This report returns the most recent participation data for students who have taken the selected test. To view this report, perform the following steps:

        i. *Optional*: Specify whether you wish to search by Session ID or TA Name and enter the AAT or Session ID or name as applicable. The Session ID is found in the DEI.

        ii. Click the date fields to view the calendar and select the time frame. If the Session ID or AAT name is not specified, you will be limited to a date range search of 15 days.

    d. Search student(s) by **{FLEID/Name}**: **{FLEID/Enter Exact First Name}** and /or **{Enter Exact Last Name}**. You can enter up to 20 FLEIDs separated by commas to search for in this filter. To search for a student by name you must enter either the first name, last name, or both first and last names exactly as they would appear in TIDE.

5. Do one of the following:

   a. To view the report on the page, click **Generate Report**.

   b. To open the report in Microsoft Excel, click **Export Report**.

Figure 67 displays a sample Participation Report output, and Table 9 provides descriptions of the columns in this report.

To hide column values from the table, click [⊟ ∨] in the upper right of the table. Then deselect or select the values you would like to remove or add. The table will update immediately.

Figure 67. Sample Participation Report

Table 9. Columns in the Participation Report

Attribute	Description
Name	Student's name (Last Name, First Name).
FLEID	Student's 14-character identification number.
District Name	Name of the district selected.
School Name	Name of the school(s) selected.
Enrolled Grade	The grade in which a student is enrolled.
Test	Test name for this student record (e.g., Performance Task Grade 7 Mathematics).
TA Name	The AAT who is entering student responses or uploading student evidence into the DEI.
Session ID	The Session ID to which the test is linked. This ID is found in the DEI.
Status	The status for that specific test.
Result ID	The unique identifier linked to the student's results for that specific test.
Date Started	The date when the first test item was presented to the student for that test.
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that test. A completed test can still have activity as it goes through the quality assurance and reporting process.
Test Duration	Amount of time in minutes a student spent in one or more sessions of a test. Displayed as HH:MM:SS.
Remote Session	Indicates if the test was taken in person or remotely. All FAA tests will have "N" in this field.

Search by FLEID

Users can search by one or more student FLEIDs to generate a Participation Report. If you have many FLEIDs you would like to search, it may be easier to perform this task through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To generate a Participation Report by FLEID:

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select **Search by FLEID**. The **Search by FLEID** page appears.

Figure 68. Sample Search by FLEID Page

2. To search for specific students, do one of the following:

   a. Select the **Enter** radio button and enter one or more FLEIDs in the text box. The FLEIDs should be separated by a comma and a space.

   b. Select the **Upload** radio button and upload an Excel or CSV file.

   Note: Excel or CSV files are supported. Excel files should include only FLEIDs with **one** FLEID per row. The maximum number of FLEIDs that can be entered or uploaded is 1,000.

3. Click **Generate Report**. The results will populate below the search box.

Figure 69 displays a sample Participation Report output, and Table 9 provides descriptions of the columns in this report.

To hide column values from the table, click [⚟ ∨] in the upper right of the table. Then deselect or select the values you would like to remove or add. The table will update immediately.

Figure 69. Sample Search by FLEID Results

Reviewing Test Status Reports

The Test Status Report provides a district-wide snapshot of test statuses for all tests in a district in the selected test administration.

To access the Test Status Report:

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

2. In the Report Criteria panel (see Figure 70), select search criteria for the test and administration.

Figure 70. Test Status Report Criteria Search Fields

3. Do one of the following:

   a. To view the report on the page, click **Generate Report**.

   b. To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the tests and associated statuses (Figure 71), while Table 10 lists the columns in the Test Status Report.

Figure 71. Test Status Report

Table 10. Columns in the Test Status Report

Column	Description
Name	Student's name (Last Name, First Name)
FLEID	Student's 14-character identification number
Test Name	Name of the test
Test Status	Test's most recent status
Date Started	Date student started the test

Column	Description
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
Results ID	Unique ID for the item result

To see descriptions of possible statuses in the Test Status Report, see Table 11.

Table 11. Test Opportunity Status Descriptions

Status	Definitions
Started	The teacher has started data entry.
Paused	The test is currently paused (as a result of one of the following): • The teacher paused by clicking the **Pause** button. • The teacher completed Collection Period #1 (CP #1) or Collection Period #2 (CP #2) of the FAA—Datafolio. When a teacher completes CP #1, the test will be paused at Item 3. When a teacher completes CP #2, the test will be paused at Item 6. Information about the item numbers and sections that correspond to the pages requiring data entry activities for the FAA—Datafolio is found in Appendix B. FAA—Datafolio Item Number Description. • The teacher idled for too long and the test was automatically paused. • The teacher's browser or computer shut down or crashed.
Completed	The teacher has submitted the test for scoring. No additional action can be taken by the teacher.
Invalidated	The test has been invalidated.
Submitted	The teacher has submitted the test. The student's test has not passed CAI's quality assurance review and the test has not been submitted for scoring. **Note:** Test statuses may move from Submitted to Reported at varying times. Once a test is in Submitted status, there is nothing more that needs to be done.
Reported	The student's score for the completed test in the DEI has passed the quality assurance review and has been submitted for scoring.

Managing Requests

This section identifies the various request types and the ways in which these requests can be created, viewed, processed, and approved within TIDE. Table 12 provides descriptions of each request type. It is recommended that AACs, APSAs, and SLCs log in to TIDE daily during the test window to see whether teachers have created a request. AACs, APSAs, and SLCs will not receive an email notification every time a request has been submitted.

Users will see a red circle next to the Invalidations and Requests task menu on the TIDE dashboard when requests have been submitted for each assessment (see Figure 72). There will be a number in white font inside the red circle that will inform the user of the number of requests that are in the queue to be processed.

Figure 72. Invalidations and Requests Notification
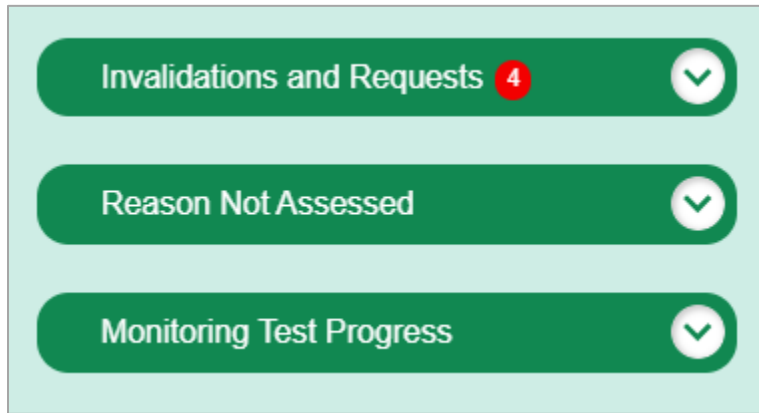
Table 12 provides descriptions of each request type that an AAT may submit for approval.

Table 12. Types of Requests

Type	Description
Invalidate a test	Used when the validity of test scores has been compromised. Invalidated tests will not receive a score. **You can only submit these invalidations until the end of the test window.**
Reopen a test	Used if a test was submitted in error. The test must be in a Completed, Submitted, Reported, or Invalidated status.
Reopen a collection period	Reopens previous collection periods. This request should be used for Datafolio assessments that require the AAT to enter information into previous sections that are in view-only.
Reset a test	Used if the data entered is incorrect. This request deletes all responses currently entered.
Restore a test that was reset	Restores the responses from the original test before it was reset.

⚠️ **Warning: Timing of resets and reopens.** While resets and reopens can technically be created in TIDE through the end of the test window, teachers should create reset and reopen requests as soon as possible so that AACs and SLCs can process the request and teachers can finish entering student responses.

📝 **Note:** To create a request, the student's test must be in **Paused** status. Requests cannot be created in TIDE for tests that are active (**Started**) in the DEI.

Creating Requests

AACs, APSAs, SLCs, BSLCs, and AATs can create the following requests in TIDE: invalidate a test, reopen a test, reopen a collection period (Datafolio only), reset a test, and restore a test that was reset.

To create requests:

1. Gather the Result ID, Session ID, or FLEID. Note, AATs do not have access to the Result ID.

   a. Select Create Requests. The *Create Requests* page appears.
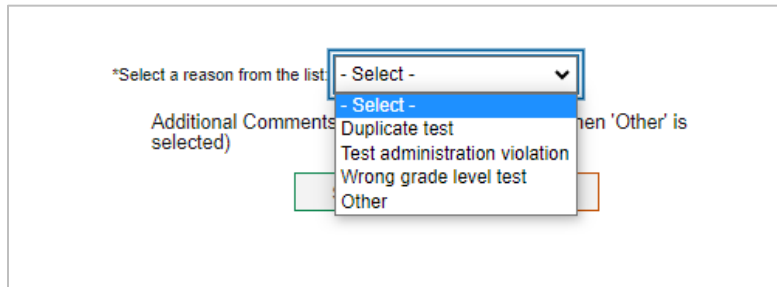
Figure 73. Selection Fields on the Create Requests Page

   b. In the Select Request Type and Search panel, select a request type by clicking on the button next to the request you want to create.

   c. From the drop-down list and in the text field, enter search criteria for the student for whom you need to create a request. You can search by Result ID, FLEID, or Session ID.

   d. Click **Search**. TIDE displays the student at the bottom of the *Create Requests* page.

Figure 74. Sample Retrieved Student Results

2. Mark the checkbox for the student for whom you want to create a request, and then click **Create**.

3. Select a reason for the request from the drop-down list in the window that pops up.

4. *Optional*: Enter additional comments, if needed.

5. Click **Submit**. TIDE will display a confirmation message.

Figure 75. Request Reason Drop-Down List

Viewing Requests

To view and export requests:

1. From the Invalidations and Requests task menu on the TIDE dashboard, select **View/Export Requests**. The *View/Export Requests* page appears.

Figure 76. Selection Fields on the View/Export Requests Page
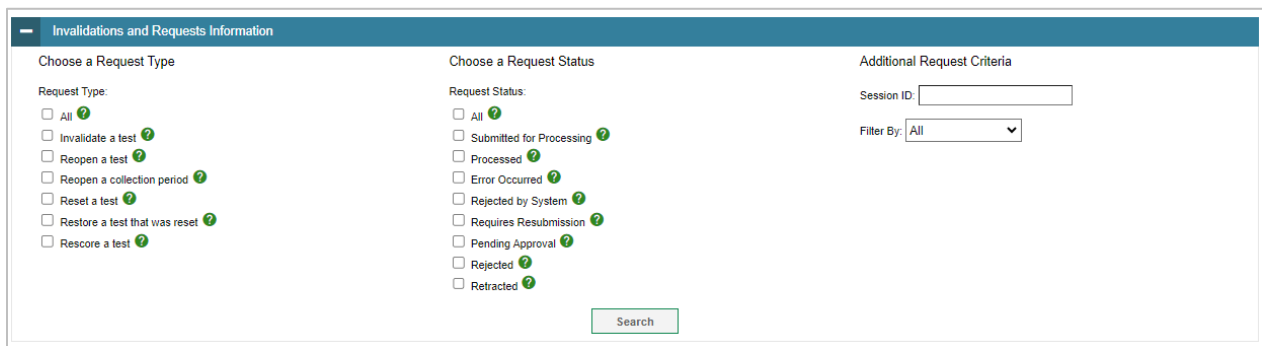
2. Retrieve the requests you want to view by selecting or entering information in the Invalidations and Requests Information panel.

3. Click Search. You will be prompted with the option to View Results, Export to Secure File Center, or Modify Search.

   a. If you choose **View Results**, the list of retrieved records appears below the search panel. Figure 77 shows retrieved requests.

      i. *Optional*: If you wish to expand the search panel to change your search parameters, click [+] in the upper-left corner of the panel.

   b. If you choose **Export to Secure File Center**, you must select a file format (Excel or CSV). The search results in the selected file format will then begin downloading in the Secure File Center. Once you receive confirmation that your file is ready, you may download it from the Secure File Center (see Accessing Files from the Secure File Center).

   c. You can select **Modify Search** to return to the Invalidations and Requests Information panel and edit your selections.

Figure 77. Retrieved Requests

4. *Optional:* Review the initiator's comments about the request by clicking 🗨 in the Request Status column.

A request's status can change as it moves through the process. Table 13 lists the available statuses.

Table 13. Request Statuses

Request Status	Description of Status
Error Occurred	An error was encountered while the request was being processed.
Pending Approval	Request is pending approval.
Processed	Request was successfully processed, and the test opportunity has been updated.
Rejected	Request was rejected by another user.
Rejected by System	The DEI was unable to process the request due to the teacher still being logged into the test. In order for a request to be successfully processed, teachers must be logged out of the DEI.
Requires Resubmission	Request must be resubmitted.
Retracted	Original request was retracted.
Submitted for Processing	Request submitted to the Data Entry Interface (DEI) for processing.

Processing Requests

After a request has been created, an AAC, APSA, or SLC will need to process the request in TIDE. Requests can be approved, rejected, or retracted.

Table 14 lists the requests that may be approved by the AAC, APSA, or SLC.

Table 14. Request Approval Permission by User

Appeal Type	AAC	APSA	SLC
Invalidate a test	✓	✓	
Reopen a test	✓		
Reopen a collection period (Datafolio Only)*			
Reset a test	✓		✓
Restore a test that was reset	✓		

*Reopen a collection period requests must be approved at the state level.

To process requests:

1. From the Invalidations and Requests task menu on the TIDE dashboard, select **Process Requests**. The *Process Requests* page appears.

2. Retrieve the requests you want to process by choosing a Request Type and a Request Status. Enter Additional Request Criteria, as applicable. Click **Search.** The results table appears underneath the search criteria.

Figure 78. Process Requests Page

Note: The successful processing of a request depends upon test status. Table 15 lists the valid combinations of requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: completed, paused, reported, or submitted. Similarly, you can only reopen a collection period for a test that has the test status of paused.

Table 15. Available Requests by Test Status

Test Status	Invalidate a test	Reopen a test	Reopen a collection period	Reset a test	Restore a test that was reset
Completed	✓	✓		✓	✓
Paused	✓		✓	✓	✓
Reported	✓	✓		✓	✓
Review				✓	✓
Submitted	✓	✓		✓	✓
Invalidated		✓		✓	

3. Do one of the following:

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

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

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

   a. To approve the selected requests, select **Approve**.

   b. To reject the selected requests, select **Reject**.

   c. To retract the selected requests, select **Retract**.

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

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

TIDE removes the processed requests from the list of retrieved requests.

Reason Not Assessed

If a student who is eligible to participate in the FAA—Performance Task or FAA—Datafolio was not assessed, AATs will indicate a Reason Not Assessed in TIDE. If, for example, the student was hospitalized or the student received a medical exemption, the AAT would assign a Reason Not Assessed to the student's test(s). AACs, APSAs, SLCs, and BSLCs also have the ability to assign a Reason Not Assessed in TIDE.

Assigning a Reason Not Assessed

To assign one of the Reasons Not Assessed to a student's test in TIDE:

1. In the Reason Not Assessed task menu on the TIDE dashboard, select **Reason Not Assessed.** The ***Reason Not Assessed*** page appears (see Figure 79).

2. Retrieve the student to whom you want to assign a Reason Not Assessed by filling out the search criteria and selecting **Search**.

Figure 79. Reason Not Assessed: Search for Students Panel

3. From the list of retrieved students, select ✎ for the student requiring a Reason Not Assessed assignment. The Edit Reason Not Assessed page appears, listing the student's demographic information in the Student Information panel, and the student's available tests and Reasons Not Assessed in the Edit Reason Not Assessed panel (see Figure 80).

Figure 80. Edit Reason Not Assessed Panel

4. From the drop-down lists in the Reason Not Assessed panel, select the Reason Not Assessed for each available test, as needed. The list of Reasons Not Assessed is included in Figure 81 below.

Figure 81. Reason Not Assessed Drop-Down List

5. Select **Save**.

Generating a Reason Not Assessed Report

TIDE includes a Reason Not Assessed Report that provides details about student test statuses within a school. It is recommended to review the Reason Not Assessed Report in conjunction with a Participation Report, as outlined in Generating a Participation Report, with the *Get Specific* fields indicating students who **{have not} {started}** eligible tests, as shown in Figure 82. By comparing the two reports, AACs can identify students who are eligible for the test but were not assessed and ensure that an appropriate Reason Not Assessed is assigned to all applicable test(s).

Figure 82. Participation Report: Get Specific
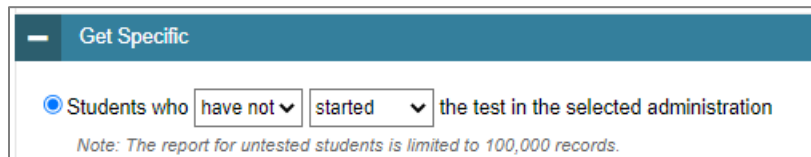
To generate a Reason Not Assessed Report:

1. From the Reason Not Assessed task menu on the TIDE dashboard, select **Reason Not Assessed**. The *Reason Not Assessed* page appears (see Figure 79).

2. In the Search for Students panel, select the parameters for which tests to include in your report:

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

   b. From the **School** drop-down list, select the school(s).

3. In the Search for Students panel, you also have the option to enter the enrolled grade(s), first name, last name, FLEID, and/or IEP Team Decision on Assessment.

   Note: For districts that have more than 20 schools, the **Select all** option will not be **available**. Furthermore, the checkboxes for the schools will be disabled once 20 schools have been selected.

4. Once you have verified all information is correct, select **Search**.

To export the reports to an Excel or CSV file, click the export icon [⬚]. The file generated will display each category selected as a separate tab in the spreadsheet. Figure 83 displays a sample Reason Not Assessed Report, and Table 16 provides descriptions of the columns in this report. To identify students who have one or more Reason Not Assessed, filter by selecting the Reason Not Assessed column header.

Figure 83. Sample Reason Not Assessed Report

Table 16. Columns in the Reason Not Assessed Report

Attribute	Description
District Name	Name of the district selected
School	Name of the school(s) selected
Enrolled Grade	The grade in which a student is enrolled
Last Name	Student's last name
First Name	Student's first name
Middle Initial	Student's middle initial
FLEID	Student's 14-character identification number
Birth Date	Student's date of birth
Gender	Student's gender
Eligibility	Indicates whether a student is eligible for a particular test
Reason Not Assessed	The reason a student did not participate in an assessment

Section VI. After Testing

This section provides instructions for performing the tasks in the After Testing category. These tasks are typically performed after testing concludes.
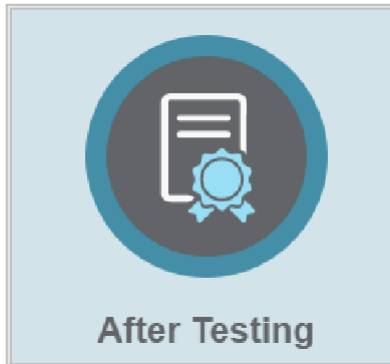
This section covers the following topics:

[Test Completion Rates](#)

[Family Portal Access Codes](#)

[Reviewing Secure Material Tracking Report](#) (See [Section VII](#))

Test Completion Rates

District- and school-level users can export an Excel spreadsheet showing the number of students who have completed each test.

District-level users can create a file either for a specific school or for the whole district. School-level users can generate a report for the schools with which they are associated. You can also generate this report for all tests or for one specific test.

To review test completion rates:

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

2. In the Report Criteria panel (see Figure 84), select the parameters for which tests to include in your report.

Figure 84. Sample Test Completion Rates Search Fields

3. To open the report in Microsoft Excel, click **Export Report**. Table 17 lists the columns in this report.

Table 17. Columns in the District Test Completion Rates Report

Column	Description
Date	Date and time that the file was generated
Test Name	Grade, test, and subject selected
District Name	Name of the district selected
District ID	ID of the district selected
Total Students Started	Number of students who have started the test
Total Students Completed	Number of students who have finished the test and submitted it for scoring
School Name*	The name of the reported school
School ID*	The ID of the reported school
Total Remote Test Completed†	The number of remote tests completed

*This column is only included in the school-level report.

†This column is not applicable for FAA; however, it will show on the report. For FAA students, this field will have a 0.

Family Portal Access Codes

An access code is a random six-character alphanumeric code that provides a secure way for families to access their student's test results on the Family Portal. Each student uploaded into the Test Information Distribution Engine (TIDE) will have an access code generated for them, even if they do not have any posted test results. AACs and SLCs can print access codes in TIDE for teachers to distribute to groups of students or individual students. The AAC or SLC can also send the information to teachers or families using the Email Student Access Codes feature in TIDE (or any other secure method determined locally).

Generating an Access Code Template

To generate a template for emailing or integrating into your districts SIS system, follow the steps outlined below.

1. Log in to TIDE. Select either the Florida Alternate Assessment or Statewide Family Portal Access administration.
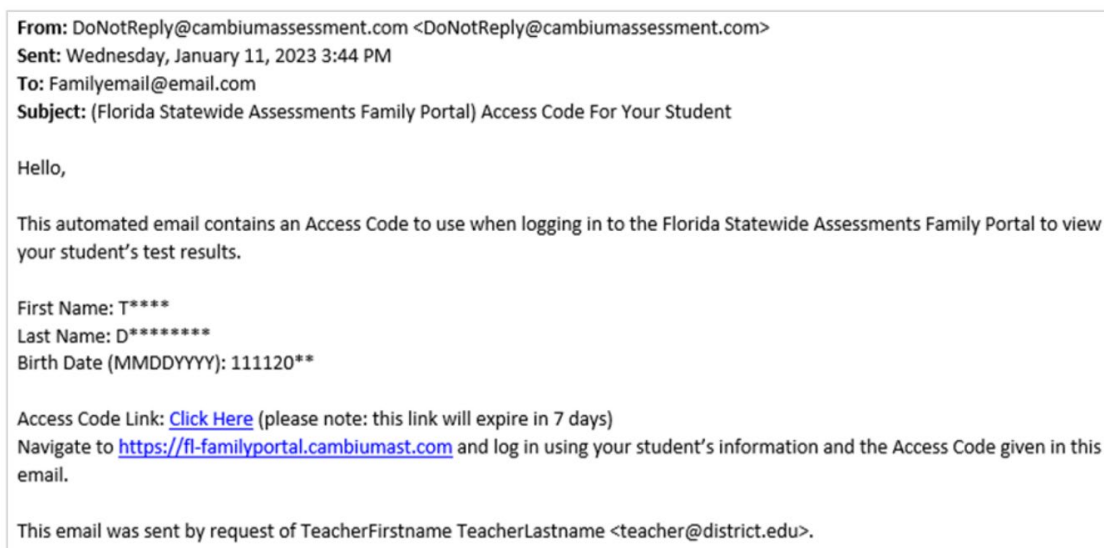
2. On the TIDE dashboard under *After Testing*, click on the Family Portal Access task menu and select **Generate Access Code Template** (see Figure 85).

Figure 85. Family Portal Access Task Menu
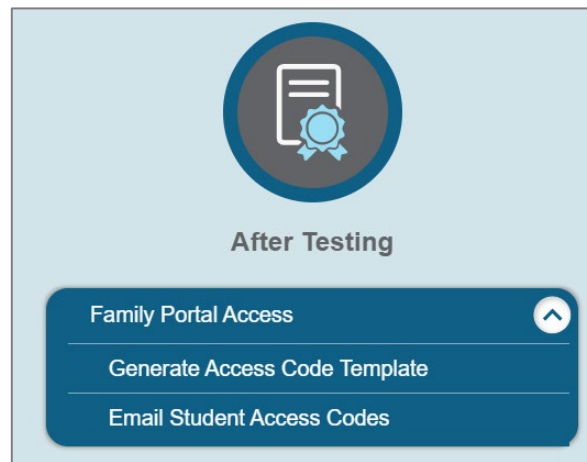
3. Complete the fields shown below to find the student(s) for whom you need an access code. Select **Search**.

Figure 86. Generate Access Code Template Page

4. Your results will display in a table format with the access codes in the far-right column. You can print or export the student information using the buttons under the blue Search for Students bar. The Download Student Access Codes button (see Figure 87) generates a template in Excel that can be downloaded and used to email access codes for groups of students.

Figure 87. Download Student Access Codes

Distributing Access Codes to Teachers or Families

To send access codes via email, follow the steps below.

1. After selecting Download Student Access Codes to download the file, complete the **Send Access Code to This Email Address** (see Figure 88) column.

Figure 88. Send Access Code to This Email Address

Last Name	First Name	FLEID	Birth Date (MMDDYYYY)	Access Code	Send Access Code to This Email Address
Demo	Demo	FL888882312333	09092012	xzj5y0	
Demo	Demo	DM324893492394	09212016	2p1mbm	
Demo	demo	DM910908080890	05262015	ev35vb	

2. On the TIDE dashboard under *After Testing*, click on the Family Portal Access task menu and select **Email Student Access Codes** (see Figure 89). Click browse to upload the file, then click **Next**.

Figure 89. Email Student Access Codes

Email Student Access Codes

ℹ Use this page to generate an extract of Student Access Codes and email them to parents/guardians. more info ▾

① **Upload**
Find a file

② **Preview**
Preview upload

③ **Validate**
Fix errors

④ **Receive Confirmation**
All done

Step 1: Upload File

☁

Drag & drop a file to upload

[Choose File]

Template
The format of your data is important. Use a template to get started.

[Download Template]

History
View a history of uploads to this page.

[History]

[Next]

3. The access code, along with a link to the Family Portal, will be emailed to the corresponding email address in the file.

Figure 90. Sample Access Code Email

From: DoNotReply@cambiumassessment.com <DoNotReply@cambiumassessment.com>
Sent: Wednesday, January 11, 2023 3:44 PM
To: Familyemail@email.com
Subject: (Florida Statewide Assessments Family Portal) Access Code For Your Student

Hello,

This automated email contains an Access Code to use when logging in to the Florida Statewide Assessments Family Portal to view your student's test results.

First Name: T****
Last Name: D********
Birth Date (MMDDYYYY): 111120**

Access Code Link: Click Here (please note: this link will expire in 7 days)
Navigate to https://fl-familyportal.cambiumast.com and log in using your student's information and the Access Code given in this email.

This email was sent by request of TeacherFirstname TeacherLastname <teacher@district.edu>.

Note: The email will contain a link to view the access code. The link expires after seven days.

How to Change an Access Code

To reset the access code of an individual student, follow the steps below.

1. On the TIDE dashboard under *Preparing for Testing*, click on the Student Information task menu and select **View/Edit/Export Students** (see Table 2).

Figure 91. View/Edit/Export Students Task
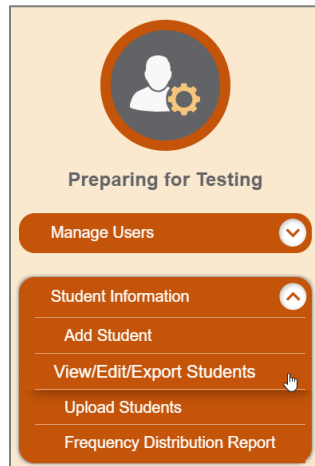
2. On the ***View/Edit/Export Students*** page, complete the fields to find the student whose access code needs to be changed. Click **Search**.

3. Select the pencil icon to view an individual student. The access code will appear in the Student Demographics section.

Figure 92.View/Edit/Export Students Page
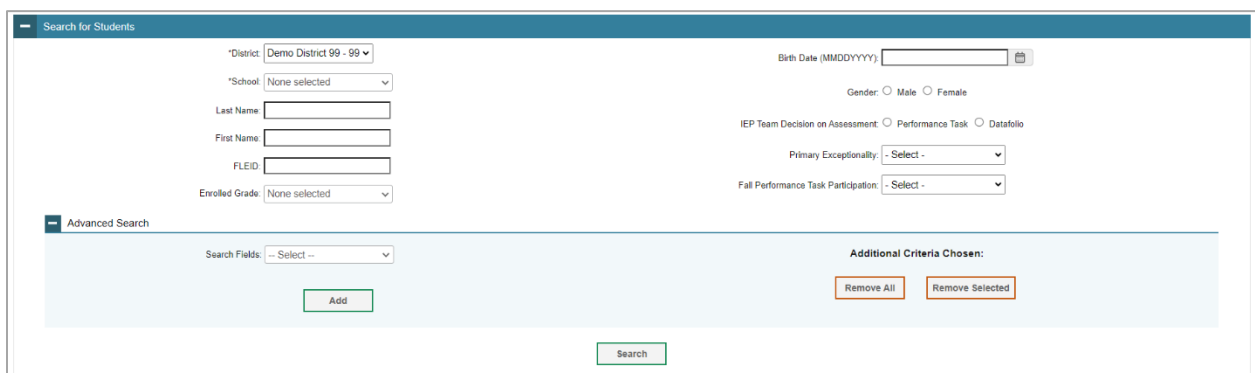
4. To change an access code, click the reset button next to the *Access Code* field. A new access code will appear in the field.

Figure 93. Edit Individual Student Information

Figure 94. Reset Access Code Field

Reviewing Secure Material Tracking Reports (Performance Task Only)

The Secure Material Tracking Reports task menu is located in TIDE in both the Fall Makeup Performance Task Additional Orders and Spring Performance Task Orders administrations. For more information on working with orders, see Section VII. Performance Task Orders and Associated Tasks.

Section VII. Performance Task Orders and Associated Tasks

This section provides instructions for tracking test materials for both initial and additional orders, placing additional orders, printing PreID labels, and reviewing Secure Material Tracking Reports. These tasks are performed before and after testing.

These tasks are located in the Fall Makeup Performance Task Additional Orders and Spring Performance Tasks Orders test administrations in TIDE.
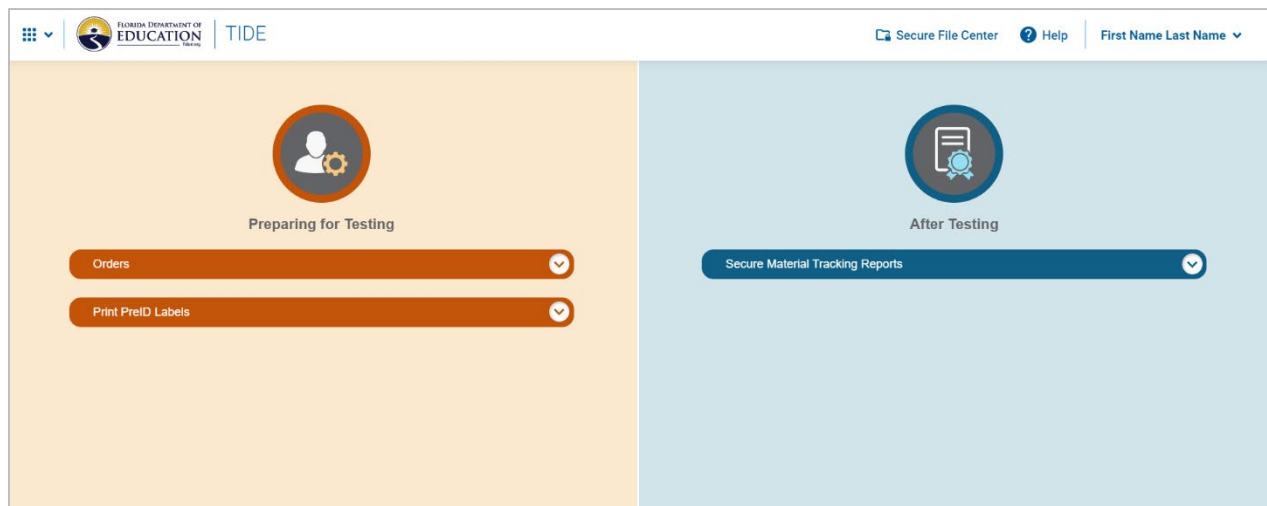
[Working with Orders](#)

[Printing On-Demand PreID Labels](#)

[Reviewing Secure Material Tracking Reports](#)

Working with Orders

This section describes how to place additional orders, verify contact information, view the order history, and review order quantities.

2023 Fall Makeup FSAA—Performance Task

For the 2023 Fall Makeup FSAA—Performance Task, AACs or APSAs will place all orders for regular print, one-sided print, and braille materials for the 2023 Fall Makeup using the **Place Additional Orders** option under the Orders task menu.

The Order Window is from August 21, 2023, to October 6, 2023. To ensure that materials arrive in the district by September 15, 2023, AACs and APSAs must place orders by September 9, 2023. Orders for additional materials may be placed through October 6, 2023. It must be noted, however, that orders placed after September 9, 2023, will be processed on the next business day after the order is placed. Districts can also order return materials in TIDE through October 20, 2023.

Spring 2024 FAA—Performance Task Initial Orders

For the 2024 Spring FAA—Performance Task, there will be no Preorder Window. TIDE will calculate initial orders based on the PreID files that AACs will upload into TIDE. CAI will pull an extract for initial orders two weeks after the deadlines for AACs to upload these PreID files. CAI expects to pull this Initial Order extract right before the winter break.

CAI and Pearson will calculate the following overage quantities based off initial orders: 25% for test booklets and 50% of the test booklet overage for auxiliary materials kits. There will not be any overage for one-sided auxiliary materials kits or for braille auxiliary materials kits.

Districts will be able to view the initial orders that were placed on their behalf using the **View Order History** task and the **View Order Summary** task.

AACs and APSAs will place additional orders using the **Place Additional Orders** option under the Orders task menu. They will be able to place orders for test booklets, auxiliary materials kits, one-sided auxiliary materials kits, and braille materials kits. For test booklets, auxiliary materials kits, and one-sided materials kits, AACs and APSAs will be able to order by form. All braille auxiliary materials kits will be shipped with a Form A test booklet. Figure 95 includes a snapshot of the materials that will be available during the Additional Order Window for Grade 3.

Figure 95. Place Additional Orders Page

The Additional Order Windows for the Spring Performance Task are listed below:

- Elementary and Middle School (Grades 3–8) and Civics End-of-Course Materials: February 12–April 5, 2024

- ELA 1, ELA 2, Algebra 1, Geometry, Biology 1, and U.S. History EOC Materials: March 4–April 19, 2023

- Return Material Supplies: February 26–May 17, 2024

Confirming Shipping Information for Initial Orders

Before December 15, 2023, the AAC or APSA must confirm their contact information in order to receive initial orders. Districts *will not* receive initial orders if they do not confirm the contact and shipping information of the AAC or APSA in TIDE.

Figure 96. Verify Contact Information Panel

1. From the Orders task menu on the TIDE dashboard, select **Review Initial Orders**. The ***Review Initial Orders*** page appears.

2. Review the Test Coordinator Information and the Shipping Information (Materials) information and make edits as necessary. Select **Verify.**

Placing Additional Orders

To verify contact information:

Prior to requesting additional orders, the AAC or APSA must confirm their contact information. Districts will not be able to access the **Additional Orders** section on the *Place Additional Orders* page without first confirming the contact and shipping information of the AAC or APSA in TIDE.

Note: Districts must verify contact and shipping information for both initial orders and additional orders.

Figure 97. Verify Contact Information Panel

1. From the Orders task menu on the TIDE dashboard, select **Place Additional Orders**. The *Place Additional Orders* page appears.

2. Review the Test Coordinator Information and the Shipping Information (Materials) information and make edits as necessary. Select **Verify.**

3. A confirmation page will appear. Select **Continue.**

To order additional materials:

Once the AAC or APSA has verified their contact information under the Verify Contact Information panel, they will be able to place additional orders.

1. From the Orders task menu on the TIDE dashboard, select **Place Additional Orders**. The *Place Additional Orders* page appears. The Verify Contact Information panel will be collapsed, and the Search for Orders panel will be open (see Figure 98).

Figure 98. Fields on the Place Additional Orders Page

2. Click one of the following on the Search for Orders panel.

   a. Select **District** to place an order at the district level.

   b. Select **School** to place an order for an individual school. A drop-down menu will appear with a list of the schools in the district.

3. Click **Search**. A list of materials available for ordering, including specific forms, appears (see).

Figure 99. Place Additional Orders Page

4. In the Additional Quantity column, enter the quantity of each material you wish to order. This field will remain populated with the material quantity you have entered until the order is pulled at 10:00 a.m. (ET) daily.

Note: You can modify quantities on your order up until 10:00 a.m. (ET) every day. Once an order is pulled from TIDE, a new order will need to be placed for any additional materials. This new order will be pulled from TIDE the next day and will have a different order number.

5. Select **Save Orders**. A text box appears allowing you to enter additional comments. Please note that comments for orders are optional and for district use only.

6. Select **Submit** to submit your order. The Order summary window appears to show you an overview of your order. Click **Close** to return to the Place Additional Orders page.

Table 18 describes the columns on the Place Additional Orders page.

Table 18. Columns on the Place Additional Orders Page

Status	Description
Material Description	Description of the materials available for a particular administration.
Additional Quantity	Total quantity you wish to order. (After you enter an order quantity and select **Save Orders**, this number will appear in the Quantity Approved or Quantity Pending Approval column. The number in this column resets to zero once the order has been sent to Pearson.)
Quantity Pending Approval	Additional quantity you ordered that is pending approval. This number resets to zero once the order has been approved or denied.
Quantity Approved	Quantity of the most recent order approved. This number resets to zero once the order has been sent to Pearson (around 10:00 a.m. [ET] every morning).
Quantity You Will Receive	Total order quantity to be shipped from the vendor.

Viewing Order History

You can review the order history of test materials for your school or district.

To view order history:

1. From the Orders task menu on the TIDE dashboard, select **View Order History**. The **View Order History** page appears (see Figure 100).

Figure 100. Fields on the View Order History Page

2. To view the order details, click the order number in the left column. The **Order Details** window appears.

3. To view the order's tracking report, click the tracking icon [🚚].

4. To view the order's packing lists and security checklists, click the reports icon [▤]. Table 19 describes the columns on the **View Order History** page.

Table 19. Columns on the View Order History Page

Column	Description
Order Number	Materials order number
Order Type	Type of order: initial or additional
Submitted By	User who generated the order
Order Status	Order's current status
Submitted Date	Date order was generated
Tracking	Order's tracking report
Reports	Order's packing lists and security checklists

Viewing Order Summary

You can view reports summarizing test material orders for your school or district.

To view order quantities by test material:

1. From the Orders task menu on the TIDE dashboard, select **View Order Summary** and the Search for Order panel on the **View Order Summary** page appears (see Figure 101).

Figure 101. Fields on the Search for Order Panel
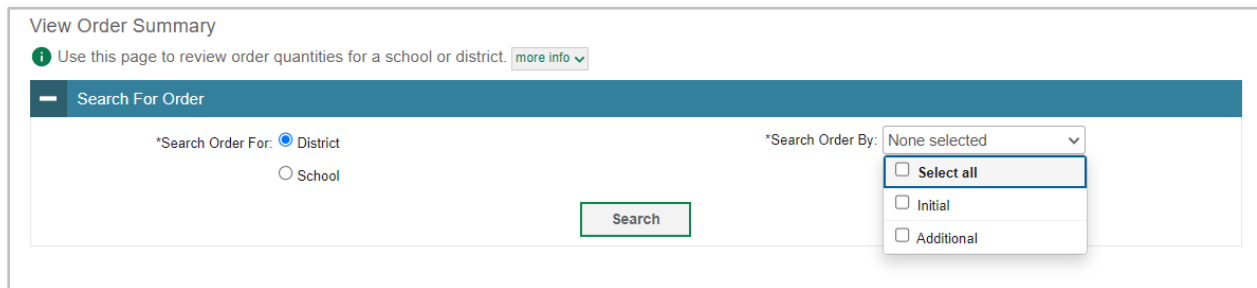
2. From the Search For Order panel, select **District** or **School**.

3. From the **Search Order By** drop-down list, select *Initial*, *Additional*, or *Select all* to include those types of orders in the report. For the Fall Makeup Performance Task test administration, you will be searching for additional orders only.

4. Click **Search**. The Order Summary panel appears (see Figure 102).

Figure 102. Order Summary Panel

Number of orders found: 4						
	District Quantity		School Quantity		Total Quantity	
Material Type	District Expected Shipment	District Awaiting Approval	School Expected Shipment	School Awaiting Approval	Total Expected Shipment	Total Awaiting Approval
Administration Document - Procedural Manual	4	0	0	0	4	0
Administration Document - Test Administration Manual	1	0	0	0	1	0
Inbound Colored Labels	1	0	0	0	1	0
ELA 2 Auxiliary Materials Kit	4	0	0	0	4	0

Table 20 describes the columns on the Order Summary panel.

Table 20. Columns on the Order Summary Panel

Column	Description
Material Type	Description of the materials available for a particular administration
District Expected Shipment	Approved district-level order quantities
District Awaiting Approval	District-level order quantities pending approval
School Expected Shipment	Approved school-level order quantities
School Awaiting Approval	School-level order quantities pending approval
Total Expected Shipment	Sum of approved order quantity for districts and schools
Total Awaiting Approval	Sum of pending order quantity for districts and schools

Printing On-Demand PreID Labels

A PreID label (see Figure 103) is a label that you affix to a student's testing materials. PreID labels can be used to ensure that AATs are administering the correct grade level assessment and reduce the need to write each student's FLEID and name on student test materials. PreID labels can also be used to easily identify the student's test booklet, if needed during an appeal, and to easily identify forms uploaded into the DEI.

Districts and schools may locally print On-Demand PreID Labels. See Table 2 for a list of users who can perform this task.

Figure 103. PreID Label
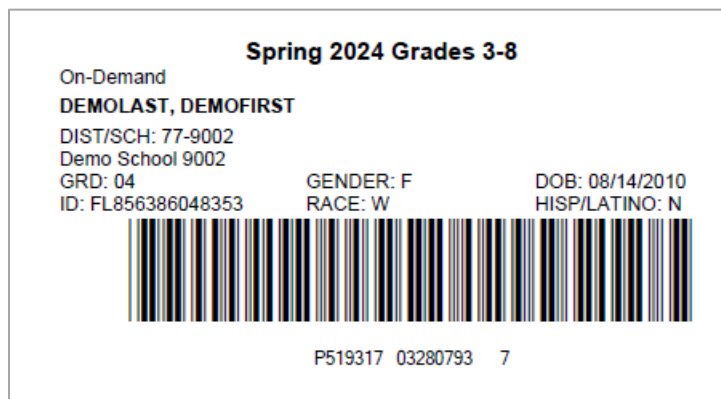
Printing PreID labels requires the 5" × 2" label stock provided in your test materials shipment. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

To Print On-Demand PreID Labels:

1. From the Print PreID Labels task menu on the TIDE dashboard, select **Print PreID Labels**. The ***Print PreID Labels*** page appears.

2. Enter desired search criteria and click **Search**. Students are sorted by Last Name. Click a column heading to change the sort order, if desired.

3. Specify the students for whom labels need to be printed:

   a. Mark the checkboxes for the students you want to print.

   b. Mark the checkbox at the top of the table to print PreID labels for all displayed students.

4. Click the print icon [🖨️]and then select **My Selected PreID Labels**.

5. The ***Choose PreID Labels Position*** page appears for selecting the start position for printing on the first page (see Figure 104).

   a. Verify that PreID Labels is selected under Print Options on the left of your screen.

   b. Choose the subject(s) for which you would like to print. The subject will appear at the top of the PreID label (see Figure 104)

      • For the Fall Makeup Performance Task, the available subjects are Grade 10 ELA 2 and Algebra 1 EOC.

      • For the Spring Performance Task, the available subjects are Grades 3–8, Grade 9 ELA 1, Grade 10 ELA 2, Algebra 1 EOC, Biology 1 EOC, Grade 7 Civics EOC, Geometry EOC, and U.S. History EOC.

   c. Click the start position you require. The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.

Figure 104. Layout Model for PreID Labels
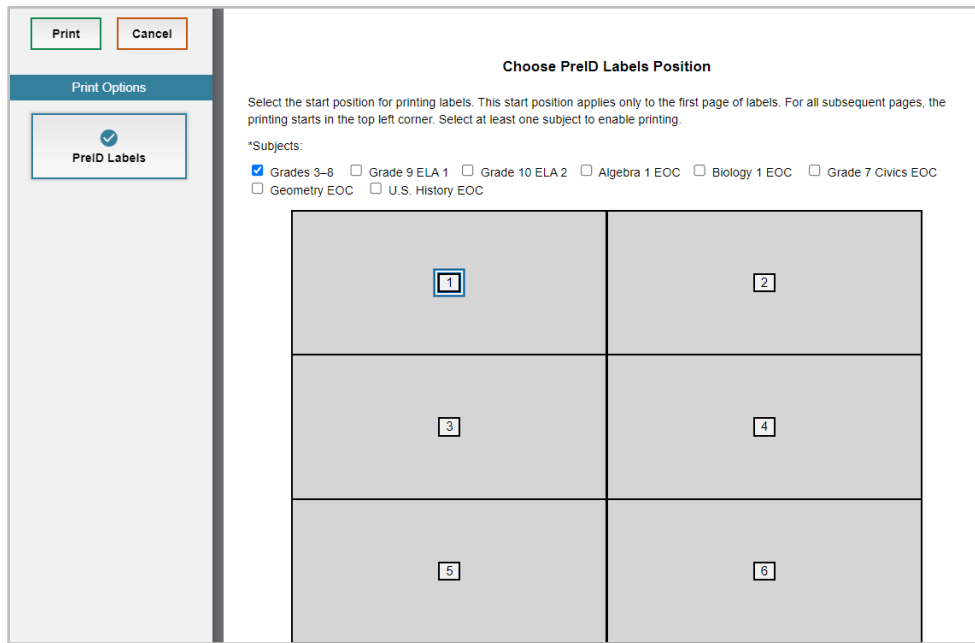
6. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.

7. Your browser downloads the generated PDF with the created PreID labels.

Note: Ensuring high quality printing after PDF generation will vary based on the specifications of your printer. To enhance label quality, check that the printer is minimizing image compression and that the highest quality settings are applied. Contact your technology coordinator for assistance with adjusting printer settings.

Reviewing Secure Material Tracking Reports

The Secure Material Tracking Report (SMTR) is available to assist school-level and district-level coordinators, including AACs, APSAs, SLCs, and BSLCs, with tracking the return of materials. The SMTR tracks all FAA—Performance Task materials returned to Pearson. The purpose of this report is to identify—before student score reports are received—any discrepancies that may exist between a district's records of what was returned and Pearson's records of what was received. The SMTR files will be posted as districts start to return their materials.

SMTR files that you have returned to Pearson can be found in the *After Testing* section in TIDE. SMTR files for materials that you have received from Pearson can be found on the *View Order History* page.

New and updated reports will be posted daily in TIDE until the administration closes. For the Spring Performance Task, please allow several weeks for Pearson to receive and check in materials. If the reports are not updated after several weeks with the anticipated number of materials returned, districts can request more information by calling the FAA Service Center at 1-877-655-3001 or by emailing FAAServiceCenter@cambiumassessment.com.

To review the SMTR:

1. From the Secure Material Tracking Reports task menu on the TIDE dashboard, select **Secure Material Tracking Reports**. The *Secure Material Tracking Reports* page appears.

2. In the Track Documents panel, select the report you would like to view. The report opens in CSV and contains detailed and summary information about the status of secure materials received by Pearson.

The SMTR contains the summarized return status of the secure materials by school/district, subject, and grade.

Figure 105. Secure Material Tracking Reports Options
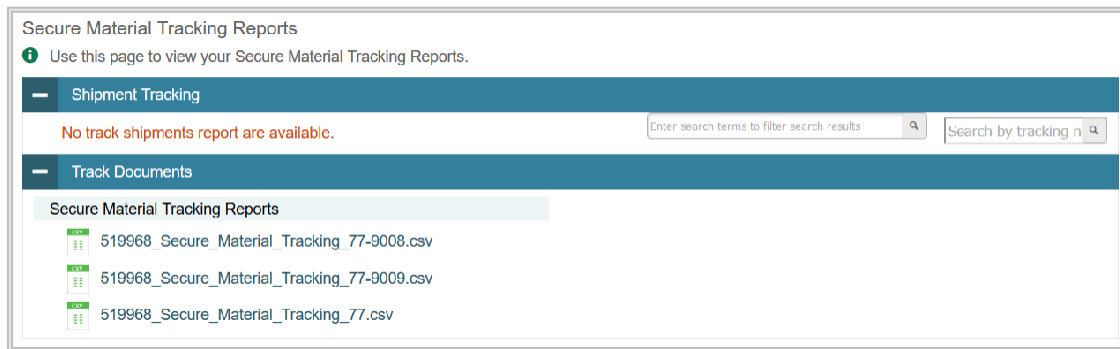
Types of Reports

Two versions of the SMTR, one at the district level and one at the school level, are provided.

District-level reports display summary information for all FAA secure materials and list detailed information for secure materials received at the district and at each school. District users can also download reports for individual schools.

School-level reports display summary information for all FAA secure materials received and list detailed information for secure materials at the school.

SMTR files are generated as CSV files.

Materials Tracked

Regular print, braille, and one-sided materials can be tracked via the SMTR.

Appendix A. Processing File Uploads

How TIDE Processes Large Files

If your file contains a large number of records, TIDE displays the validation results for a portion of those records and then completes the processing offline. It could take up to 24 hours for these files to be processed. As part of the processing, TIDE displays a page with your name and default email address and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation and a second email after it commits the records to its databases.

Figure 106 describes the entire processing flow for file uploads.

Figure 106. Upload Processing Flow
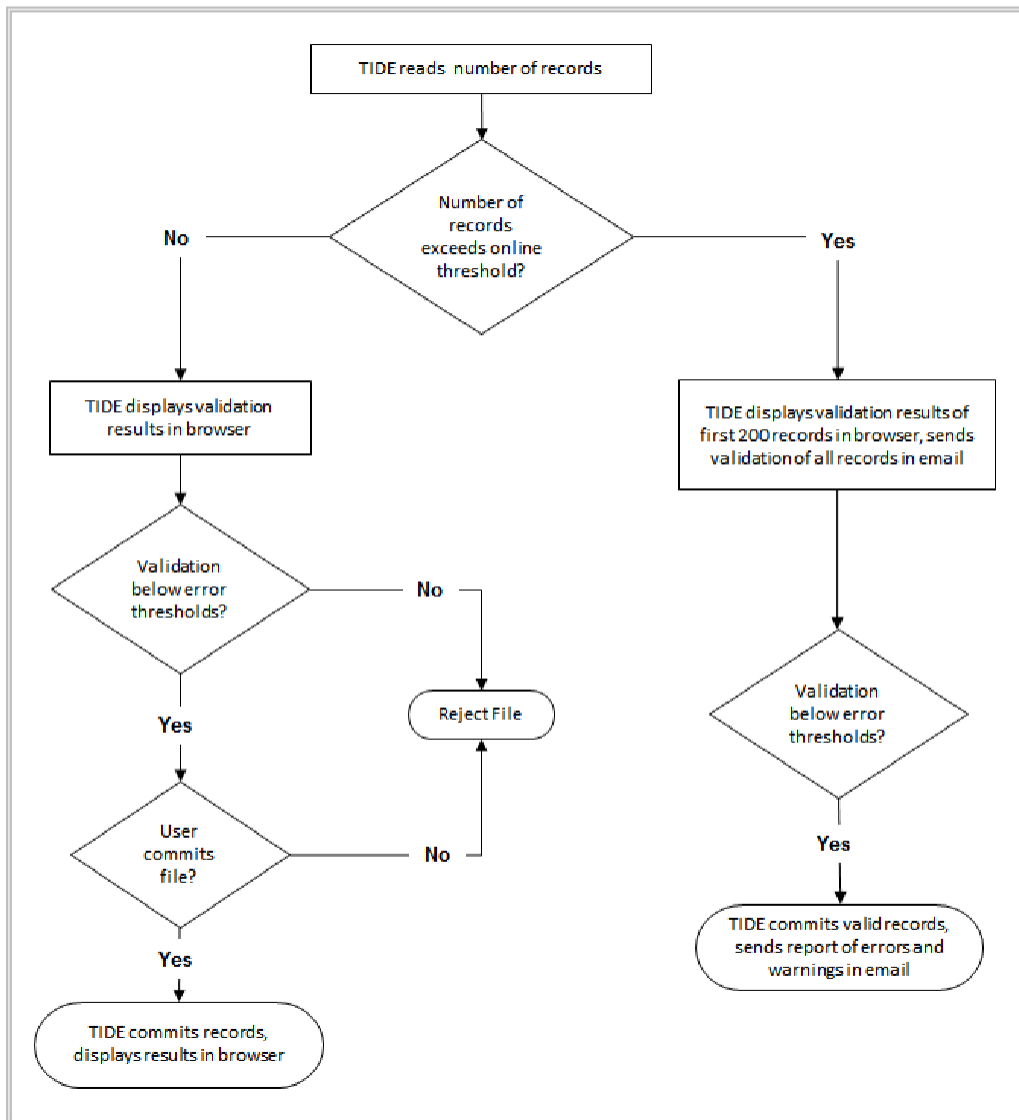
Files that contain more than 2,000 records are processed offline. For example, if your user upload file contains 2,000 records or more:

- TIDE displays the validation results for the first 200 records.
- If you commit the file:
  - TIDE validates the remaining records offline and sends a validation report via email.
  - TIDE then commits the error-free records and sends a report listing all errors and warnings via email. If 20% of a file contains errors, that file will not be uploaded (for larger files, 500 errors will prevent the file from being uploaded).

How TIDE Validates File Uploads

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

Layout validation determines if the records have the proper format. This includes checks for alphanumeric values and record length.

Data validation determines if the fields contain valid data. Depending on whether the field is required, errors or warnings will be displayed.

Appendix B. FAA—Datafolio Item Number Description

In the DEI, every page that requires a teacher to input data is assigned an item number. A teacher can navigate from page to page within a collection period to access items or go directly to a specific item. Information about what is included in each page, or item, for each assessed standard is included in the table below.

Table 21. Page Navigation

Item Number	Web Page Description
Collection Period #1	
1	Collection Period #1 – First Assessed Standard, Activity Choice, LOA Goal
2	Collection Period #1 – Second Assessed Standard, Activity Choice, LOA Goal
3	Collection Period #1 – Third Assessed Standard, Activity Choice, LOA Goal
Collection Period #2	
4	Collection Period #2 – First Assessed Standard
5	Collection Period #2 – Second Assessed Standard
6	Collection Period #2 – Third Assessed Standard
Collection Period #3	
7	Collection Period #3 – First Assessed Standard and Ethics in Data Collection and Submission Form
8	Collection Period #3 – Second Assessed Standard
9	Collection Period #3 – Third Assessed Standard

Appendix C. User Support

If this user guide does not answer your questions, please contact the FAA Service Center.

The FAA Service Center is open Monday through Friday from 7:00 a.m. to 8:30 p.m. eastern time (except holidays or as otherwise indicated on the FAA Portal).

FAA Service Center

Toll-Free Phone Support: 1-877-655-3001

Email Support: FAAServiceCenter@cambiumassessment.com

Chat: https://FAA.fsassessments.org/contact.html

To help us effectively assist you with your issue or question, please be ready to provide the FAA Service Center with detailed information that may include the following:

1. If the issue pertains to a student, provide the FLEID, associated district, and associated school for that student.

2. If the issue pertains to a TIDE user, provide the user's full name and email address.

3. Any error messages that appeared.

4. Device, operating system, and browser information, including version numbers.

Appendix D: Change Log

Location	Change	Date

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