FAA TIDE User Guide

2024–25

Updated December 9, 2024

Table of Contents

Organization of This User Guide

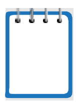
This user guide contains the following sections:

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, updating student information (if necessary), and placing orders for the Spring FAA—Performance Task.
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 reviewing test completion rates, retrieving Family Portal access codes, and reviewing Secure Material Tracking Reports for the Spring FAA—Performance Task.
7. Section VII. Fall Makeup Performance Task Orders and Associated Tasks, describes the activities you can perform to place and track orders 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.

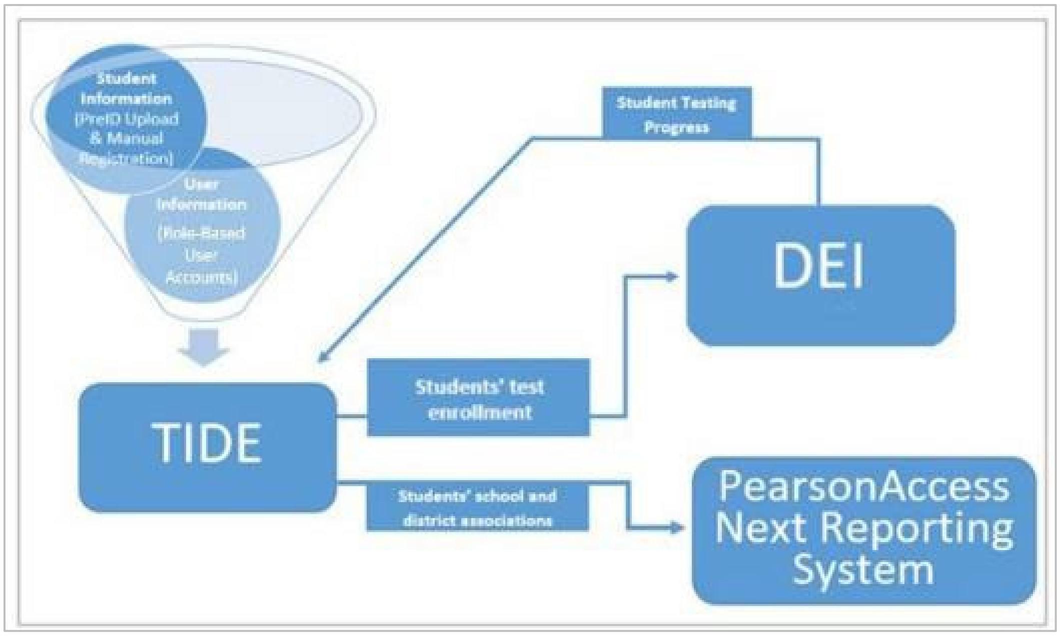
TIDE can perform the following functions:

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.

Understanding User Roles and Permissions

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

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 One at a Time	✓	✓	✓	✓		
Adding, Editing, or Deleting Users through File Uploads	✓	✓	✓	✓		
Viewing Users	✓	✓	✓	✓	✓	
Viewing and Editing User Details	✓	✓	✓	✓		
Deleting Users One at a Time	✓	✓	✓	✓		
Uploading FAA Training Completion Flags	✓	✓				
Student Information	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Printing On-Demand PreID Labels	✓	✓	✓	✓	✓	
Viewing Student Records	✓	✓	✓	✓	✓	
Editing Student Records	✓	✓	✓			
Adding Student Records One at a Time	✓	✓	✓			
Deleting Student Records One at a Time	✓	✓	✓			
Adding, Editing, or Deleting Students through File Uploads	✓	✓	✓			
Moving Students Between Schools	✓	✓*	✓*			
Generating Frequency Distribution Reports	✓	✓	✓	✓		
Rosters	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Adding a New Roster	✓	✓	✓	✓		
Viewing and Editing Rosters	✓	✓	✓	✓		
Exporting a Roster to an Excel or CSV File	✓	✓	✓	✓		
Printing a Roster	✓	✓	✓	✓		
Creating Rosters through File Uploads	✓	✓	✓	✓		
Deleting a Roster	✓	✓	✓	✓		
TIDE Correction Requests	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Submitting a TIDE Correction Request	✓	✓	✓	✓		✓
Viewing a TIDE Correction Request	✓	✓	✓	✓		✓

TIDE Tasks						
Monitoring Test Progress	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Generating a Participation Report	✓	✓	✓	✓	✓	
Searching by FLEID to Generate a Participation Report	✓	✓	✓	✓	✓	
Reviewing Test Status Reports	✓	✓	✓	✓	✓	
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	✓	✓	✓	✓		✓
Test Completion Rates	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Reviewing 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	✓	✓	✓	✓	✓	
Secure Material Tracking Reports	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Reviewing Secure Material Tracking Reports	✓	✓	✓	✓		
Family Portal Access Codes	**AAC**	**APSA**	**SLC**	**BSLC**	**SA**	**AAT**
Generating an Access Code Template	✓	✓	✓	✓	✓	
Distributing Access Codes to Teachers or Families	✓	✓	✓	✓	✓	
Resetting a Student Access Code	✓	✓	✓			
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	✓	✓				

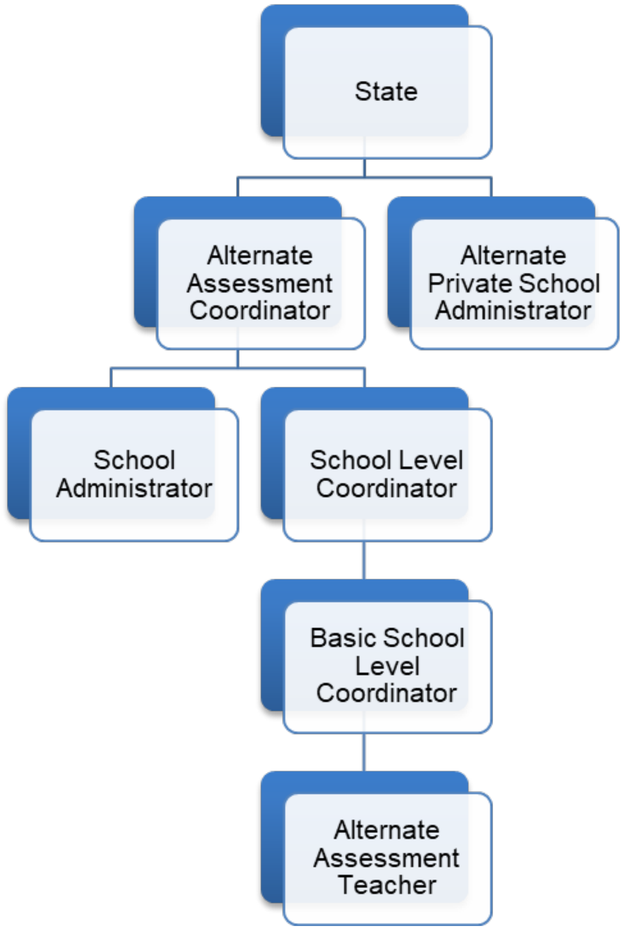
* SLCs and APSAs can only move students between schools if they have access to more than one school.

† 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

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 Reactivating Your TIDE Account at the Beginning of the School Year or Resetting Your Password.

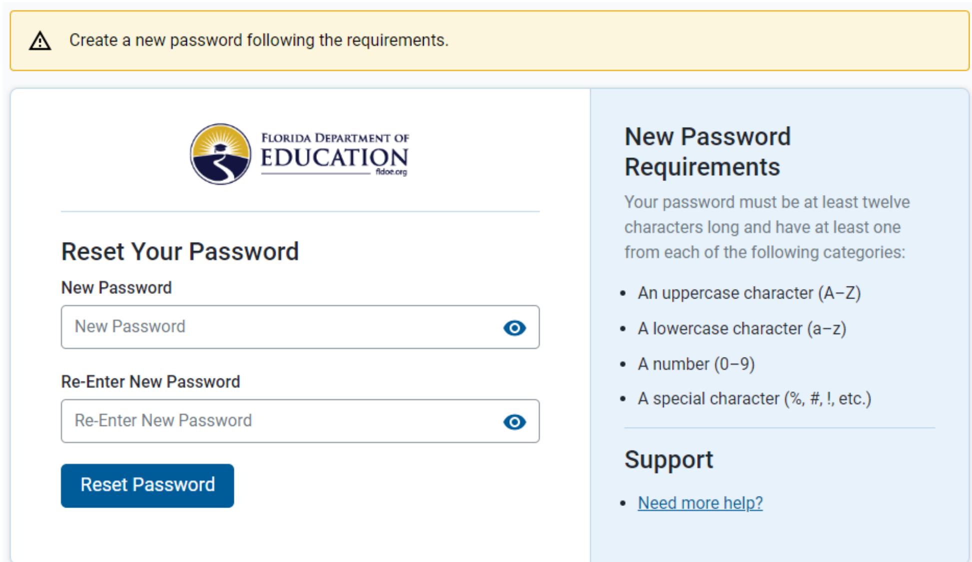
If you do not receive an account activation email, check your spam folder. Emails are sent from DoNotReply@cambiumassessment.com, so you may need to add this address to your contact list.

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 or Resetting Your Password for more information.

To activate your account:

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

Figure 3. Reset Your Password Page



2. In the *New Password* and *Re-Enter New Password* fields (see Figure 3), enter a new password. The password must be at least twelve 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 any of your 24 previous passwords.
3. Click **Submit**.
4. Your account activation is complete and you can now log in to TIDE by following the steps outlined in the Logging in to TIDE section.

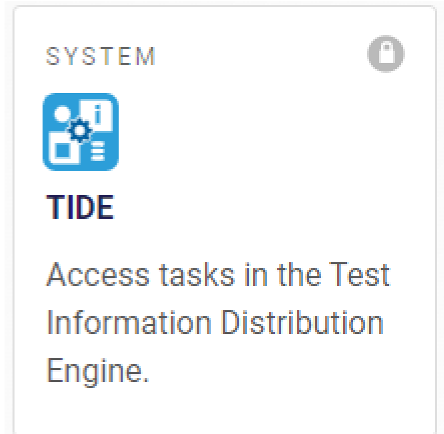
Reactivating Your TIDE Account at the Beginning of the School Year or Resetting Your Password

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:

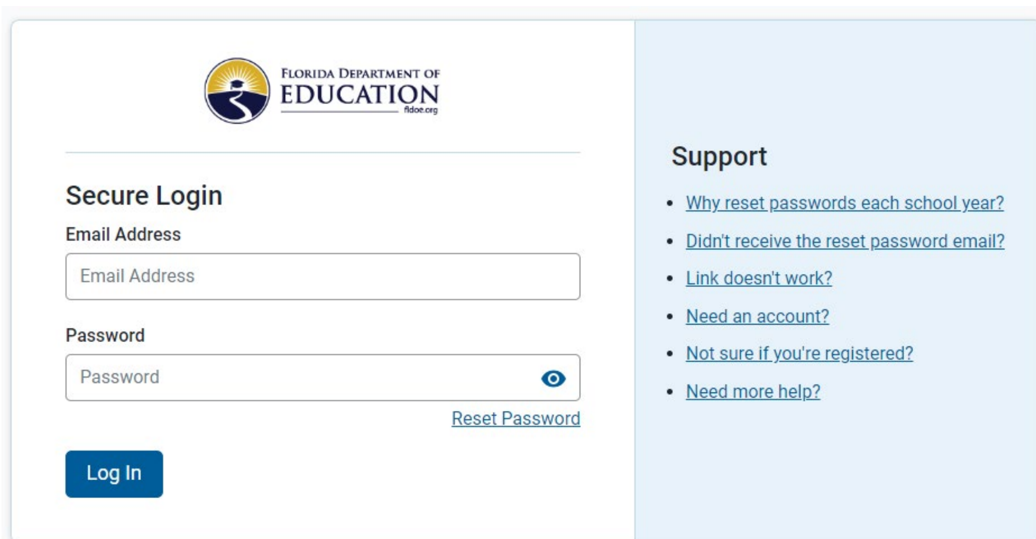
1. Open your web browser and navigate to the FAA Portal.
1. In the Quick Access section of the home page, click the TIDE card (see Figure 4).

Figure 4. TIDE Card



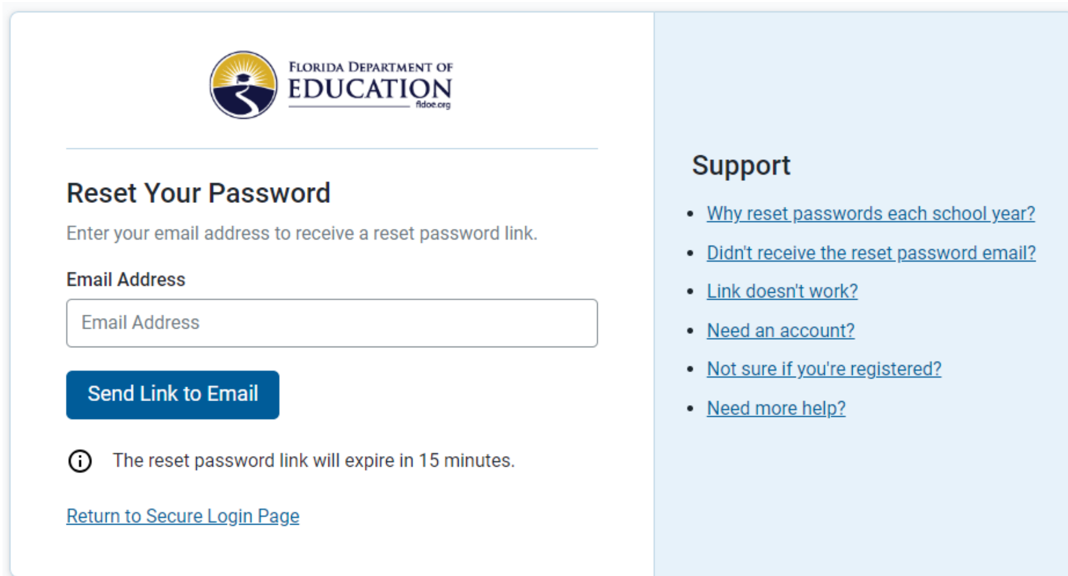
2. On the ***Secure Login*** page (see Figure 5), click **Reset Password.**

Figure 5. Secure Login Page



3. The ***Enter Email to Reset Your Password*** page appears (see Figure 6). Enter your TIDE email address and click **Submit**. TIDE sends you an email containing a link to reset your password.

Figure 6. Enter Email to Reset Your Password



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

Logging in to TIDE

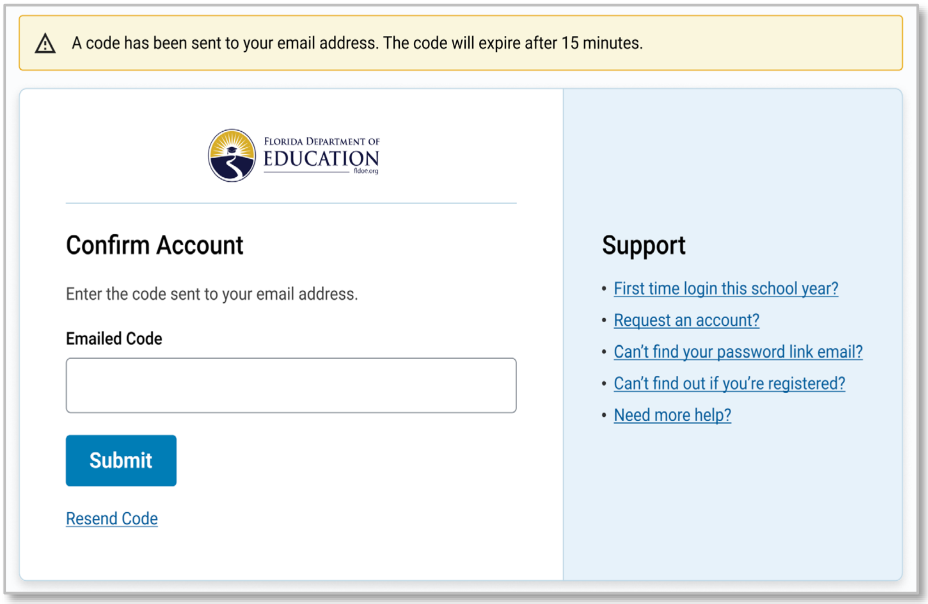
To log in to TIDE:

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

Note: The Login page has been updated for the 2024–25 school year. Newly added on the login page is the Support section, which lists frequently asked questions. By selecting a question, you will be directed to a webpage responding to the respective question.

1. Select **Log In**.
   a. If you have not logged in using this browser before, or if you have cleared your browser cache or cookies, the ***Confirm Account*** page appears (see Figure 7) 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.

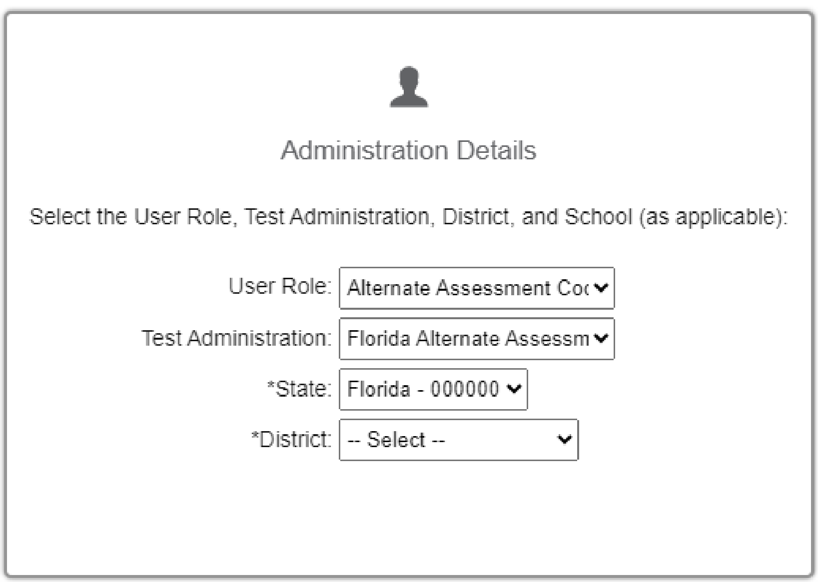
Figure 7. Confirm Account Page



   i. In the *Enter Emailed Code* field, enter the emailed code. If the code has expired, select **Resend Code**.
   ii. Select **Submit**.

6. On the ***Administration Details*** page (see Figure 8), 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.)

Figure 8. Administration Details Page



7. Click **Submit**. The TIDE dashboard appears; see Figure 13.

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 or Resetting Your Password for instructions.

Logging out of TIDE

To log out of TIDE:

1. At the top right of the TIDE banner, select the name associated with the user account. The **Account** drop-down appears (see Figure 9).
2. 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 9). Then select **My Account Information** and the ***My Contact Information*** window appears (see Figure 10).

Figure 9. Account Drop-Down

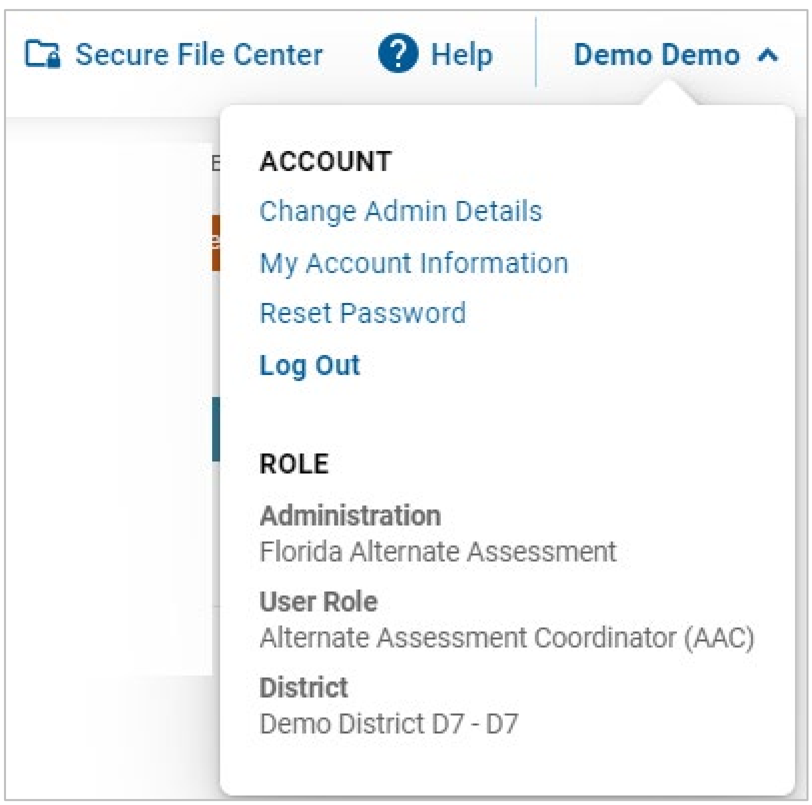
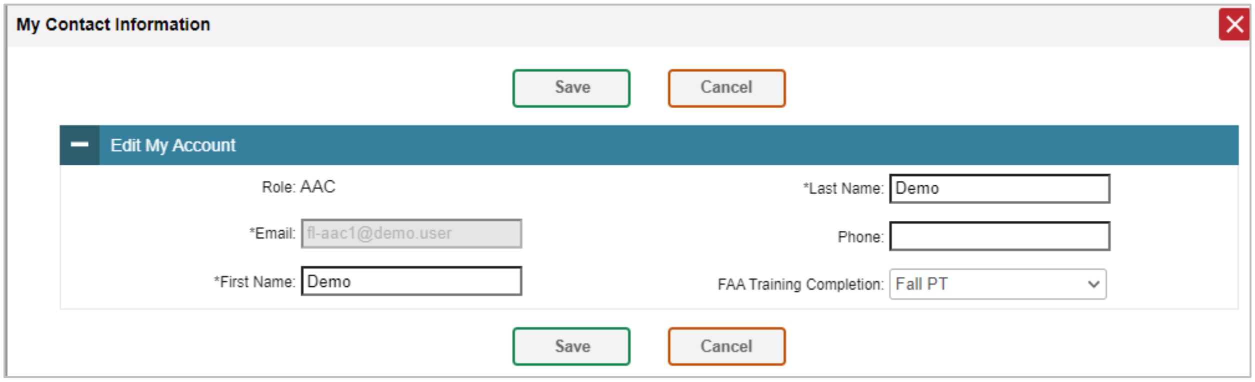


Figure 10. My Contact Information



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

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

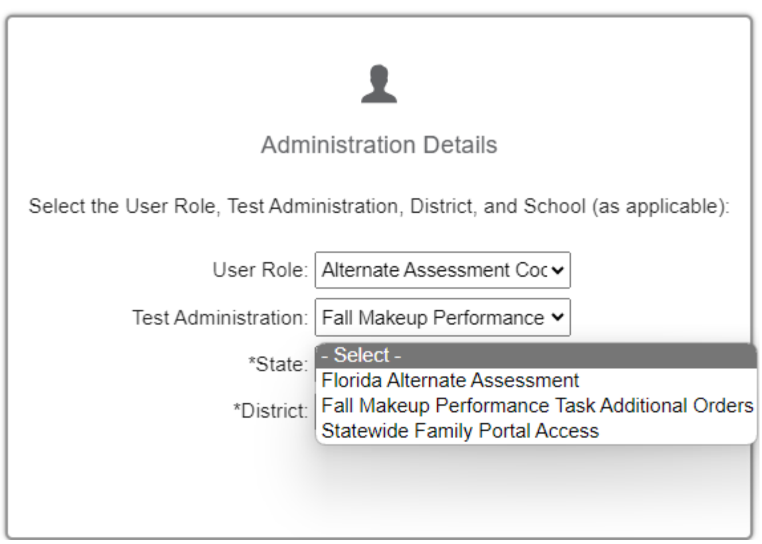
Warning: Loss of data. If you open TIDE in more than one browser window or tab, **changes** made in one tab may overwrite changes made in another tab. Do not open TIDE in more than one browser window or tab.

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 2024–25 school year, all tasks related to the Spring Performance Task orders will be included in the Florida Alternate Assessment administration. The Florida Alternate Assessment administration will continue to be used for tasks related to the administration of the FAA—Datafolio, Spring FAA—Performance Task, and Fall Makeup FAA—Performance Task. From August 2024 through November 2024, there will also be an administration related to Fall Makeup Performance Task Additional Orders (see Figure 11). 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 11. Administration Details Page Displaying All Administrations



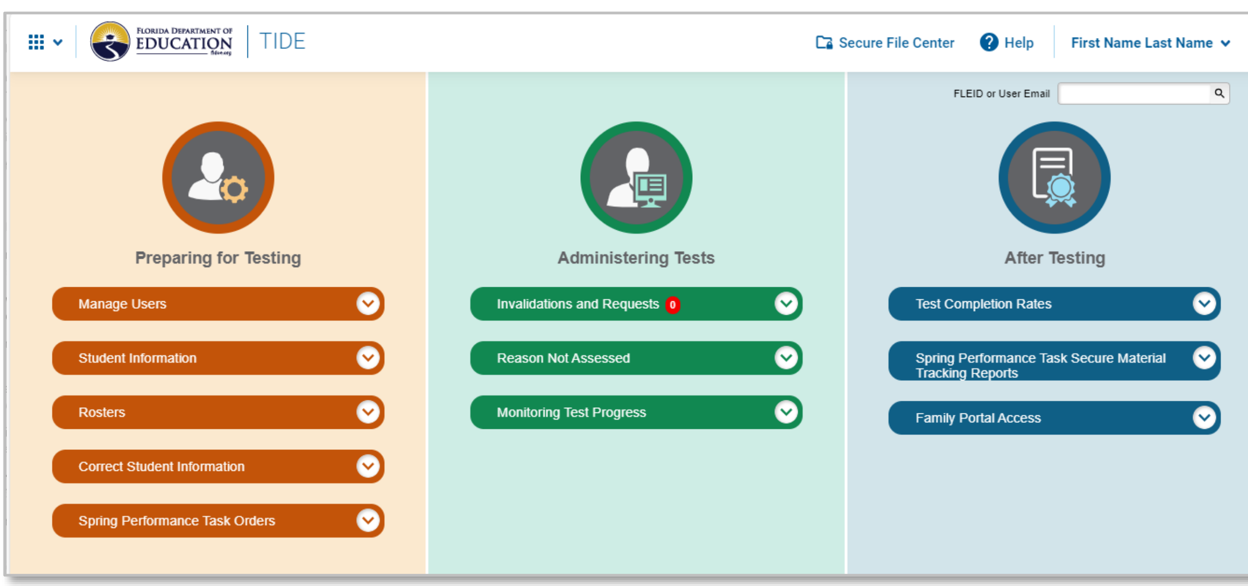
TIDE Dashboard

The first page you see after logging in to TIDE is the dashboard (see Figure 12 and Figure 13). 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, including Spring Performance Task orders, and one specifically for Fall Makeup 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, managing rosters, and working with orders for the Spring Performance Task. 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, reviewing Secure Material Tracking Reports for the Spring Performance Task, and Family Portal Access. For more information about this category, see After Testing.

Figure 12. 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.

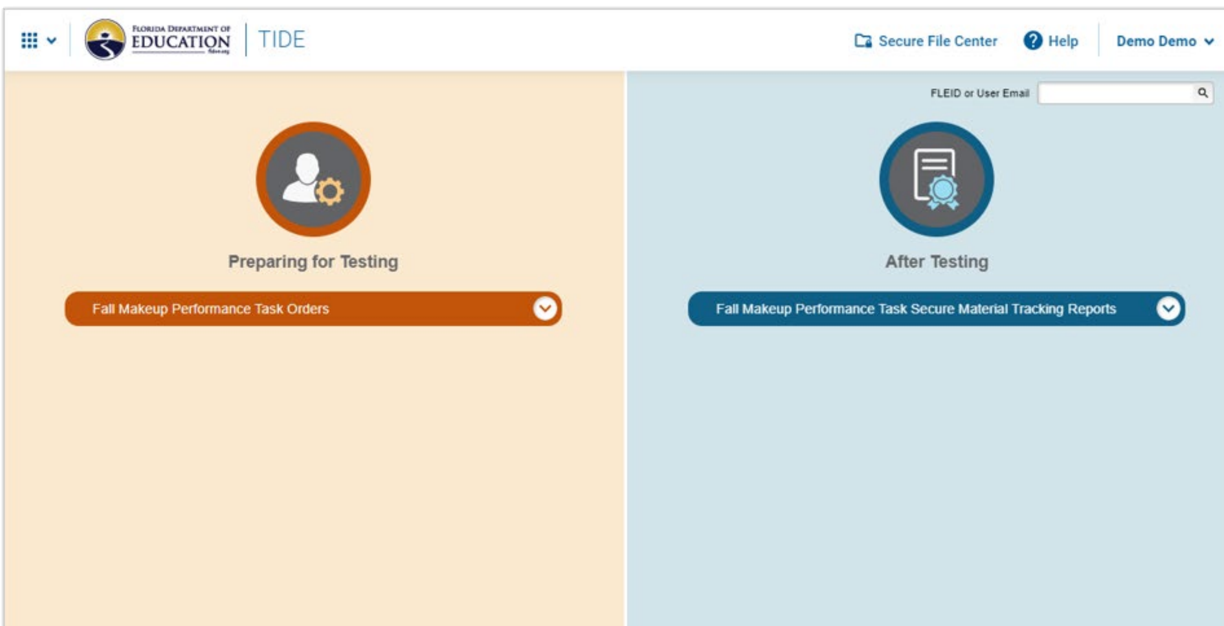
Fall Makeup Performance Task Additional Orders Administration

The additional orders administration related to the Fall Makeup Performance Task will be available from August 19, 2024, through November 15, 2024. For more information on the tasks included in this administration, see Section VII. Fall Makeup Performance Task Additional Orders and Associated Tasks.

1. **Preparing for Testing**: Tasks in this category are typically performed before testing begins. This category includes reviewing contact information and placing and tracking orders.

2. **After Testing**: Tasks in this category are typically performed after testing ends. This category includes a task for reviewing Secure Material Tracking Reports.

Figure 13. Fall Makeup Performance Task Additional Orders Dashboard for the AAC Role

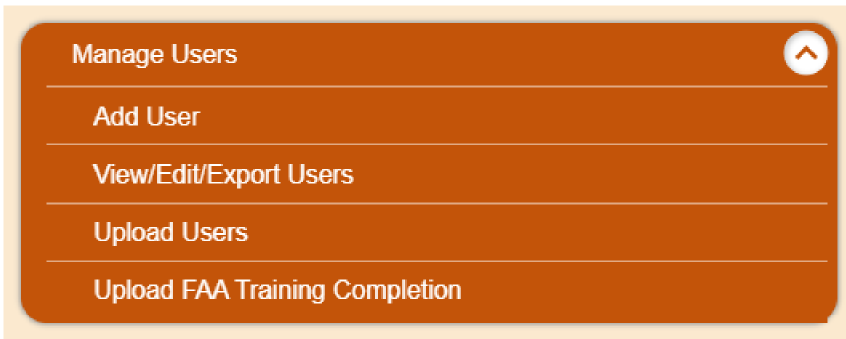


TIDE Tasks

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.

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.

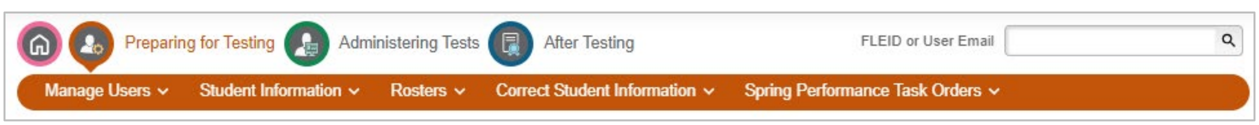
Figure 14. Task Menu



Navigating in TIDE

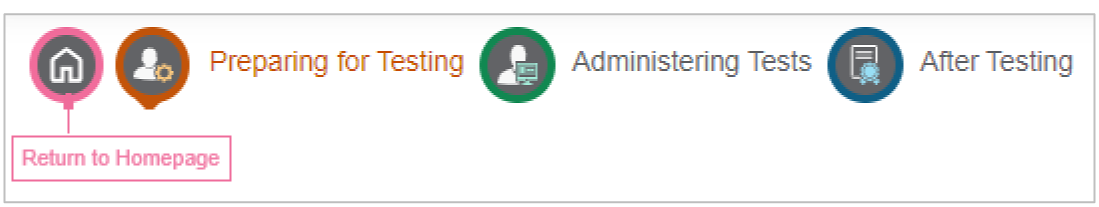
When you navigate to another page in TIDE, a navigation toolbar appears at the top of the page (see Figure 15). This toolbar allows you to access each task and action that was available on the dashboard. The toolbar only lists the task menus for one category at a time.

Figure 15. Navigation Toolbar



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

Figure 16. 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 17. 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.

Account: The drop-down list (see Figure 9) 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.

How to Access Secure Notifications in TIDE

The Secure Notification Banner displays alerts, warnings, and informational messages from the Florida and Florida Alternate Assessment Program Management Teams 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 11).
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 ( ) 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 17), 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 share 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.

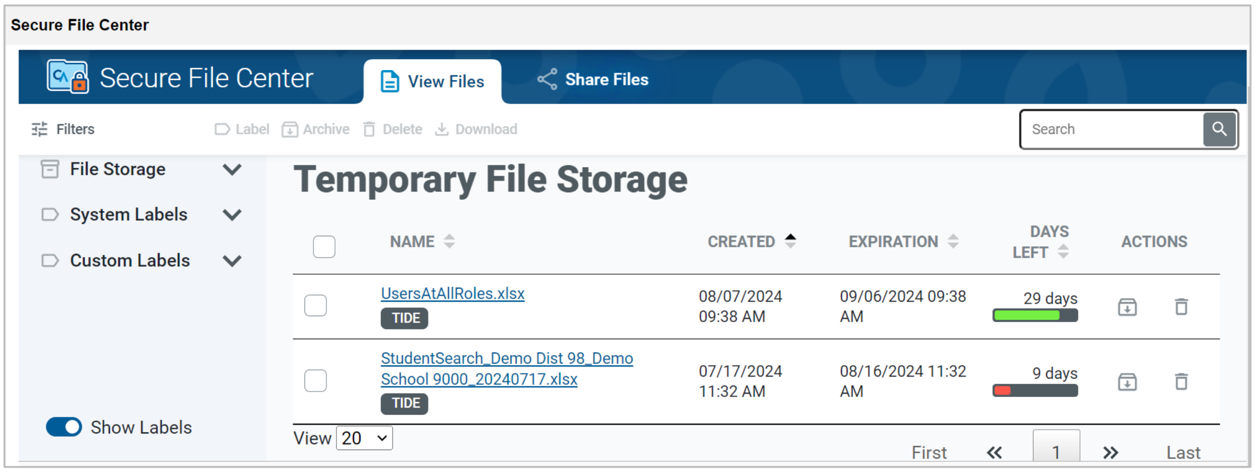
Viewing Files from the Secure File Center

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 files you have exported. You can delete the files you have exported, but not files shared to your Secure File Center for download.

To download files from the Secure File Center:

1. From the banner (see Figure 17), select **Secure File Center**. The Secure File Center opens (see Figure 19). By default, TIDE displays the *View Files* tab.

Figure 19. Secure File Center



2. *Optional*: Select the view from the available tabs:
    a. **Temporary**: 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 **Show Labels.**
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 file name.
    b. To download multiple files, select the checkboxes and then select **Download** beside *Batch Actions*.
7. To add a new custom label or apply an existing custom label, select the file(s) and then select **Label** beside *Batch Actions* at the top.
    a. To apply a new custom label, select **Create New Label**, then select **Add**.
    b. To apply a label you just created or an existing custom label, select the checkbox(es), and select **Apply Selected Labels**.
8. To archive a file, select the file and then select **Archive** from *Batch Actions* or use the matching icon under the *Action* column for the file. To return a file to the Secure

File Center from Archived, select [ ].

9. To delete a file, select the file and then select **Delete** from *Batch Actions* or use the matching icon under the *Action* column for the file. Secure documents uploaded to the Secure File Center by other users cannot be deleted.

Sharing Files from the Secure File Center

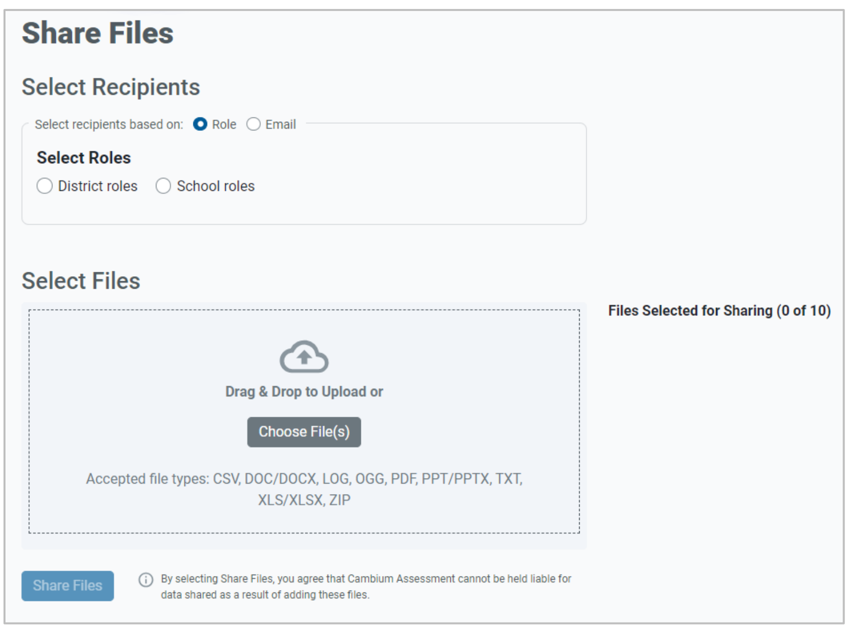
You can share a file or files from TIDE to individual recipients by email address or to groups of recipients by user role. You can only share files to another user who already has a TIDE account.

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

To share files from the Secure File Center:

1. From the TIDE banner (see Figure 17), select **Secure File Center**. The ***Secure File Center*** page opens (see Figure 19). By default, TIDE displays the **View Files** tab. You may also access the Secure File Center through the FAA Portal**.**
2. Select the **Share Files** tab. The ***Share Files*** page appears (see Figure 20).

Figure 20. Share Files



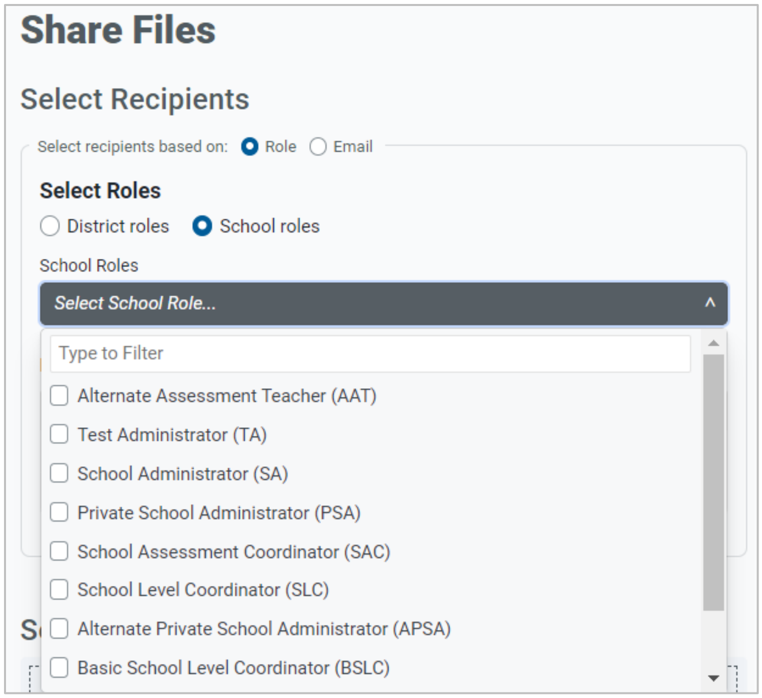
3. In the *Select Recipients* field, do one of the following:
   a. Select **Role** to send a file or files to a group of users by user role.
   b. Select **Email** to send a file or files to up to 25 recipients by email address.

For Role:

4. In the *Select Role(s)* field, select the role group to which you want to share a file or files.

5. From the drop-down list, (see Figure 21), select the role(s) to which you want to share a file or files.
6. From the *Location* drop-down lists, select organizations that will receive the file(s) you share. 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.

Figure 21. Select Role Group Drop-Down



For Email:

7. Enter the email address(es) of the recipient(s) to whom you wish to share a file or files. You can enter up to 25 email addresses separated by a comma.

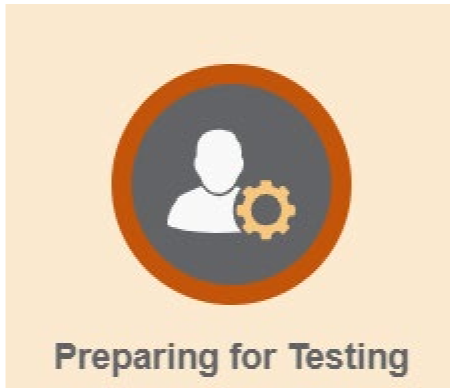
For Both Options:

8. To select a file or files to share, in the *Select Files* field, select **Choose File(s)**. A file browser appears.
9. Select the file(s) you wish to share. You can also drag and drop your files into the *Select Files* field. You may send up to 10 files totaling no more than 20MB at once.
10. Select **Share Files**.
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 shared by logging in to their TIDE account, opening the Secure File Center, and looking under the **View Files** 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, including Printing On-Demand PreID Labels (Performance Task Only) and Moving Students Between Schools

Managing Rosters

Correcting Student Information

Working with Spring Performance Task Orders (For information on the Fall Makeup Performance Task, see Section VII. Fall Makeup Performance Task Additional Orders and Associated Tasks)

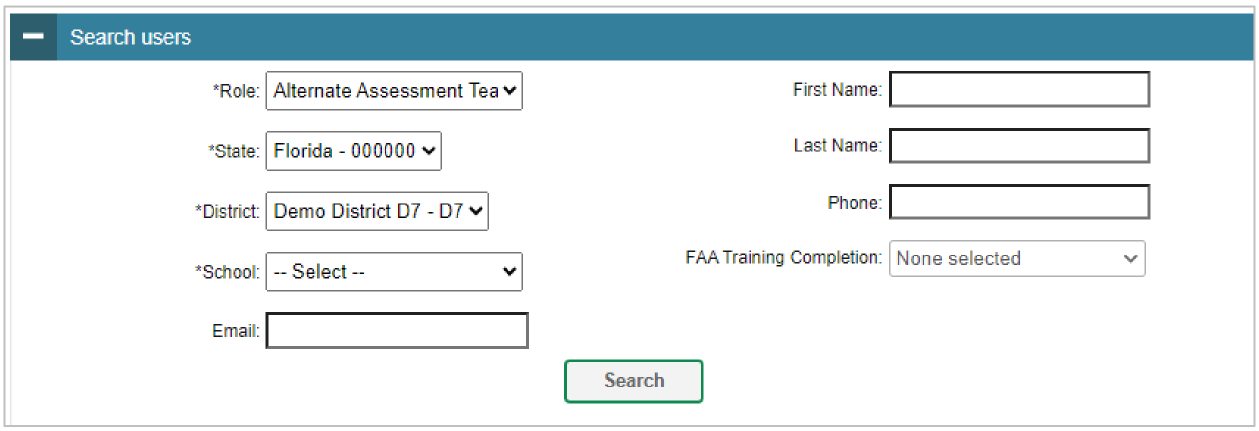
Managing TIDE Users

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.

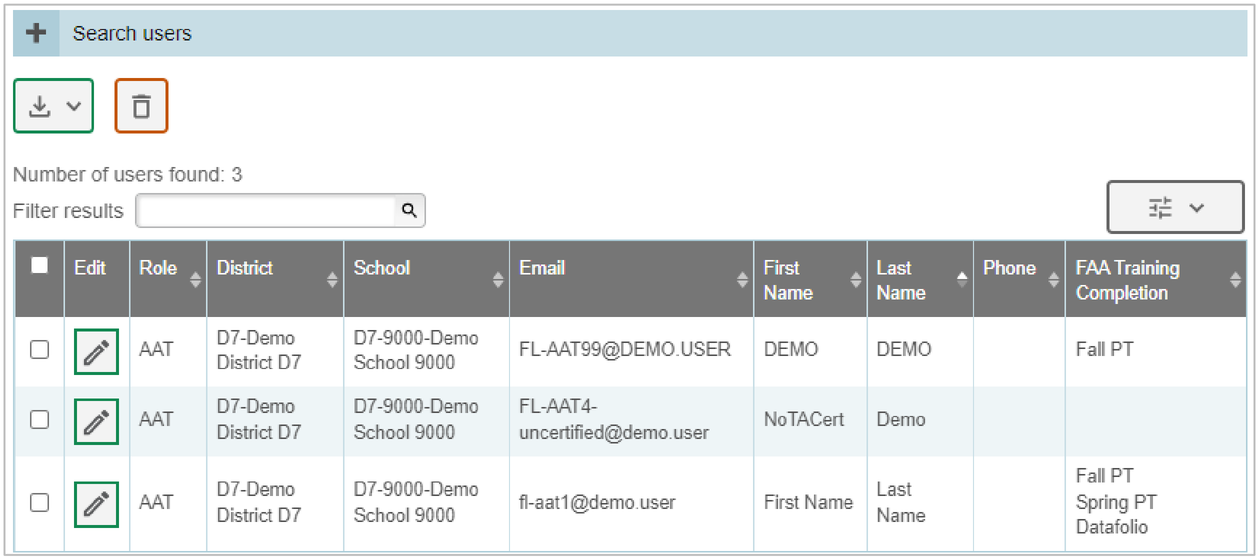
Figure 22. Sample Search Panel



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 23).

Figure 23. 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.

Exporting and Deleting 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.

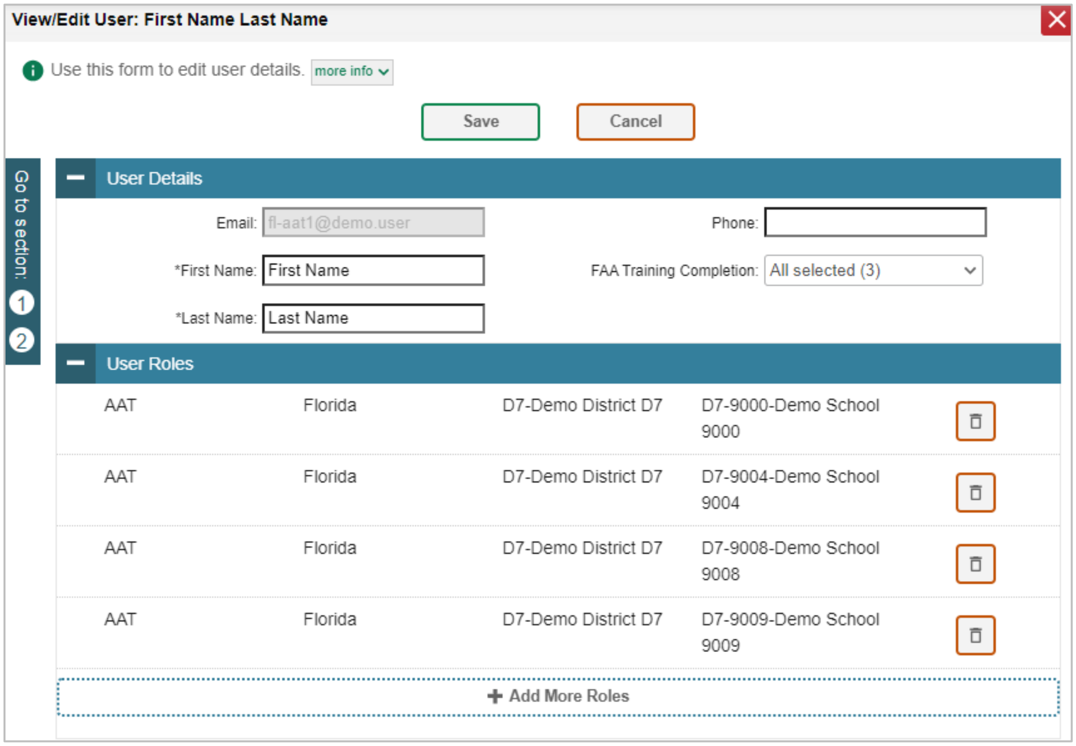
Viewing and Editing User Details

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 24. 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

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

*Required field.

Adding Users One at a Time

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.

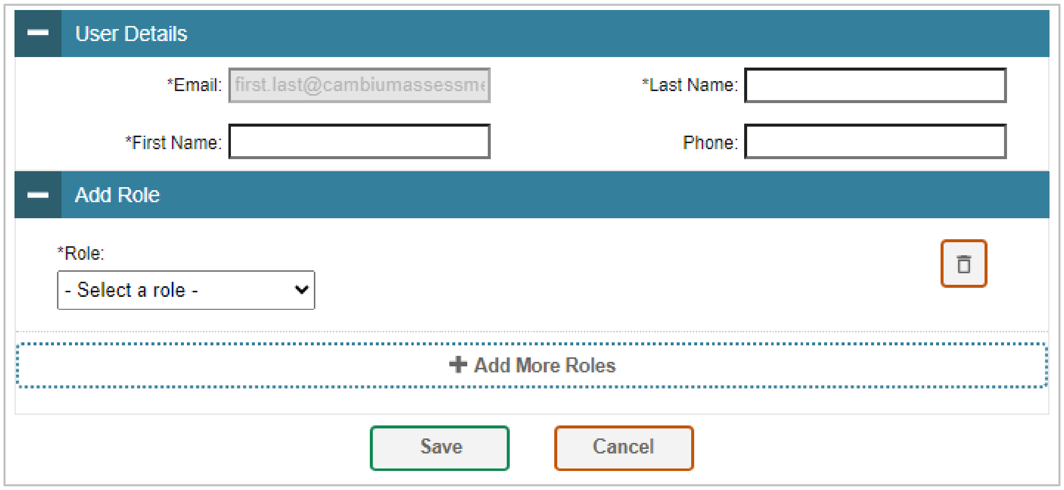
To add a user account:

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

Figure 25. 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 26. 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.

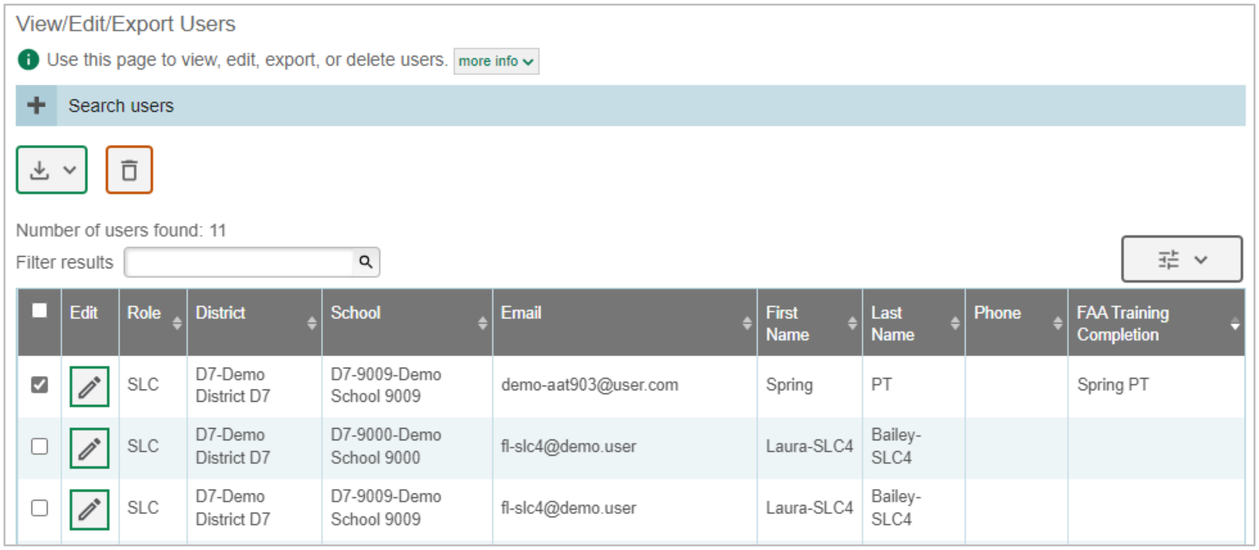
Deleting Users One at a Time

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 27. 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.

Field Name	Description	Valid Values
School ID†	School associated with the user	Four-digit school ID that exists in TIDE. Include leading zeros.
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 |
Email*	User's email address	Standard email address. This is the user's username for logging in to TIDE.
Phone*	User's phone number	Phone number in xxx-xxx-xxxx format
Role*	User's role	AAC, APSA, SLC, BSLC, SA, AAT
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 field.

† Required for adding school-level users; can be blank for adding district-level users.

Figure 28 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.

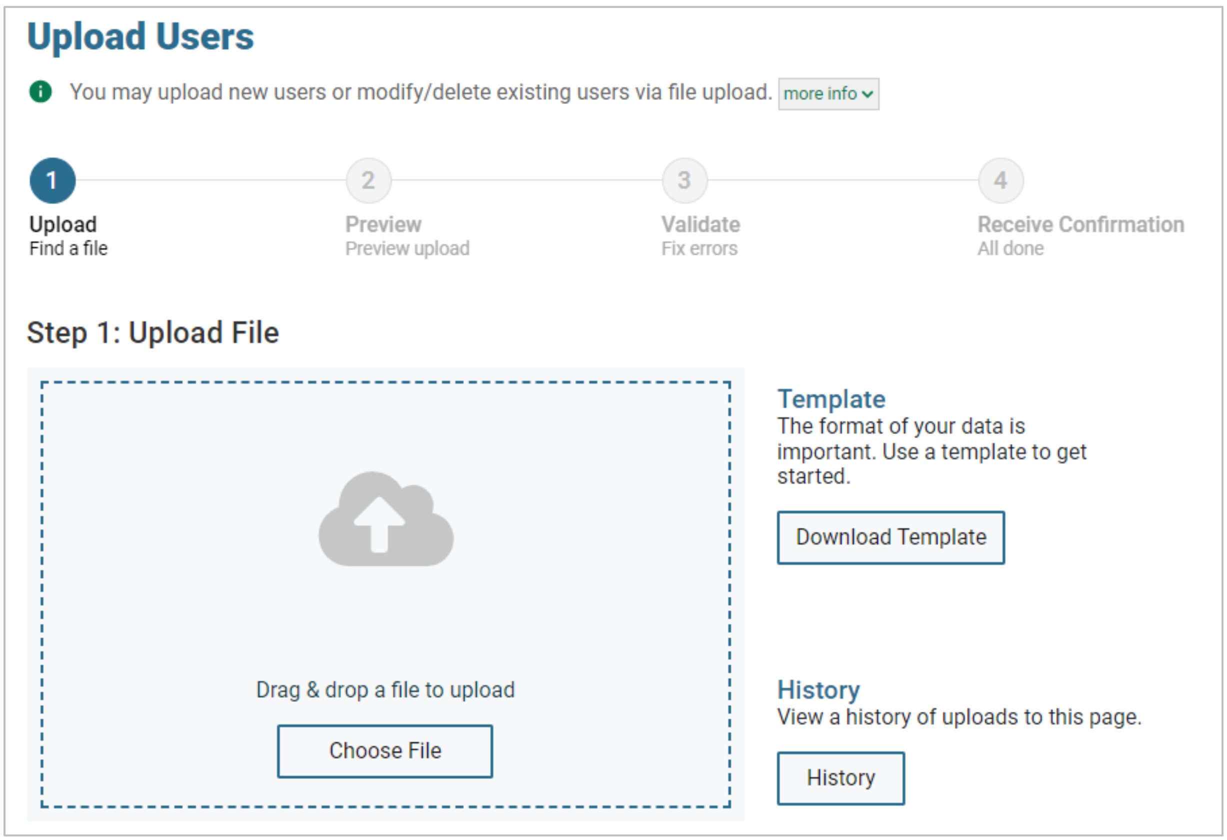
Figure 28. Sample Records on a User Upload File

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:

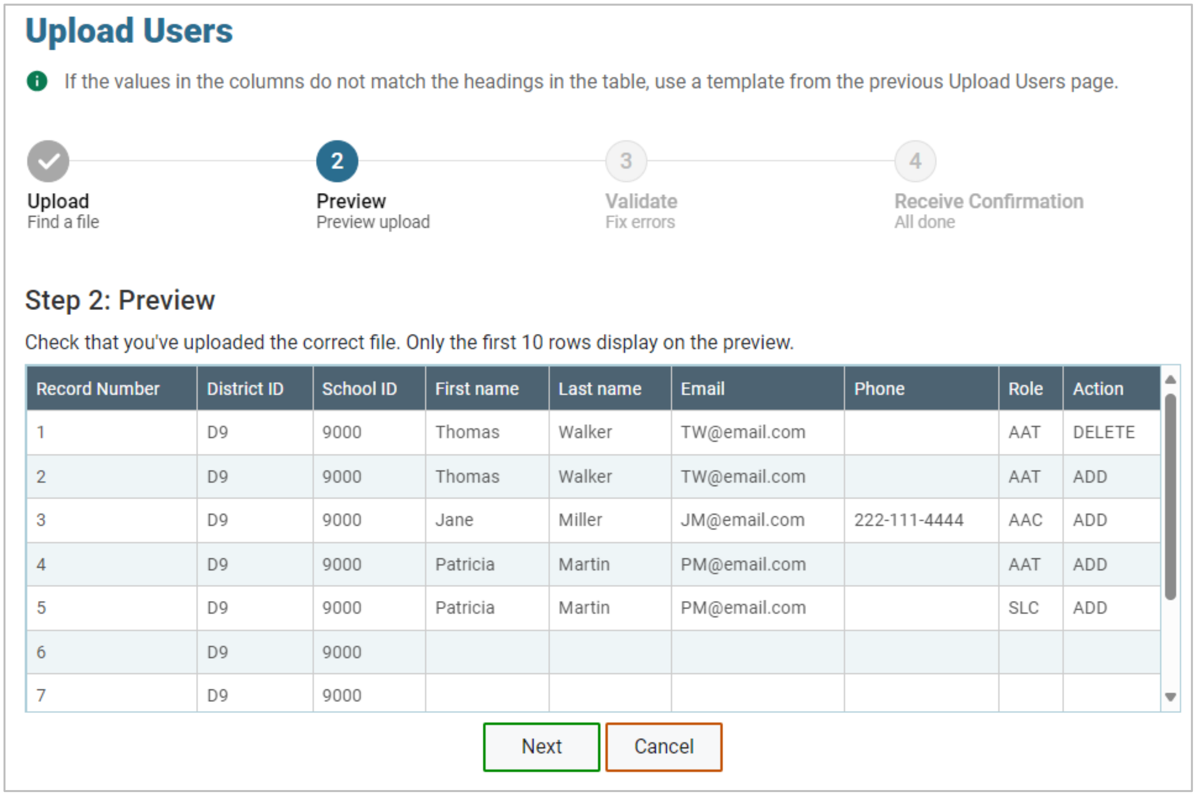
1. From the Manage Users task menu on the TIDE dashboard, select **Upload Users**. The ***Upload Users*** page appears (see Figure 29).

Figure 29. 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 30). Use the file preview on this page to verify that you have uploaded the correct file.

Figure 30. File Upload Preview

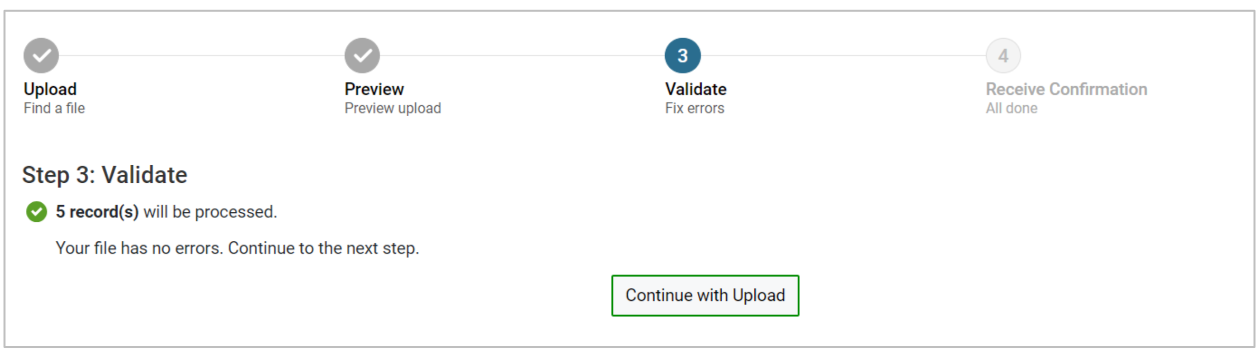


Record Number	District ID	School ID	First name	Last name	Email	Phone	Role	Action
1	D9	9000	Thomas	Walker	TW@email.com		AAT	DELETE
2	D9	9000	Thomas	Walker	TW@email.com		AAT	ADD
3	D9	9000	Jane	Miller	JM@email.com	222-111-4444	AAC	ADD
4	D9	9000	Patricia	Martin	PM@email.com		AAT	ADD
5	D9	9000	Patricia	Martin	PM@email.com		SLC	ADD
6	D9	9000						
7	D9	9000						

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 31 and Figure 32).

Figure 31. Sample Validation Page Without Errors

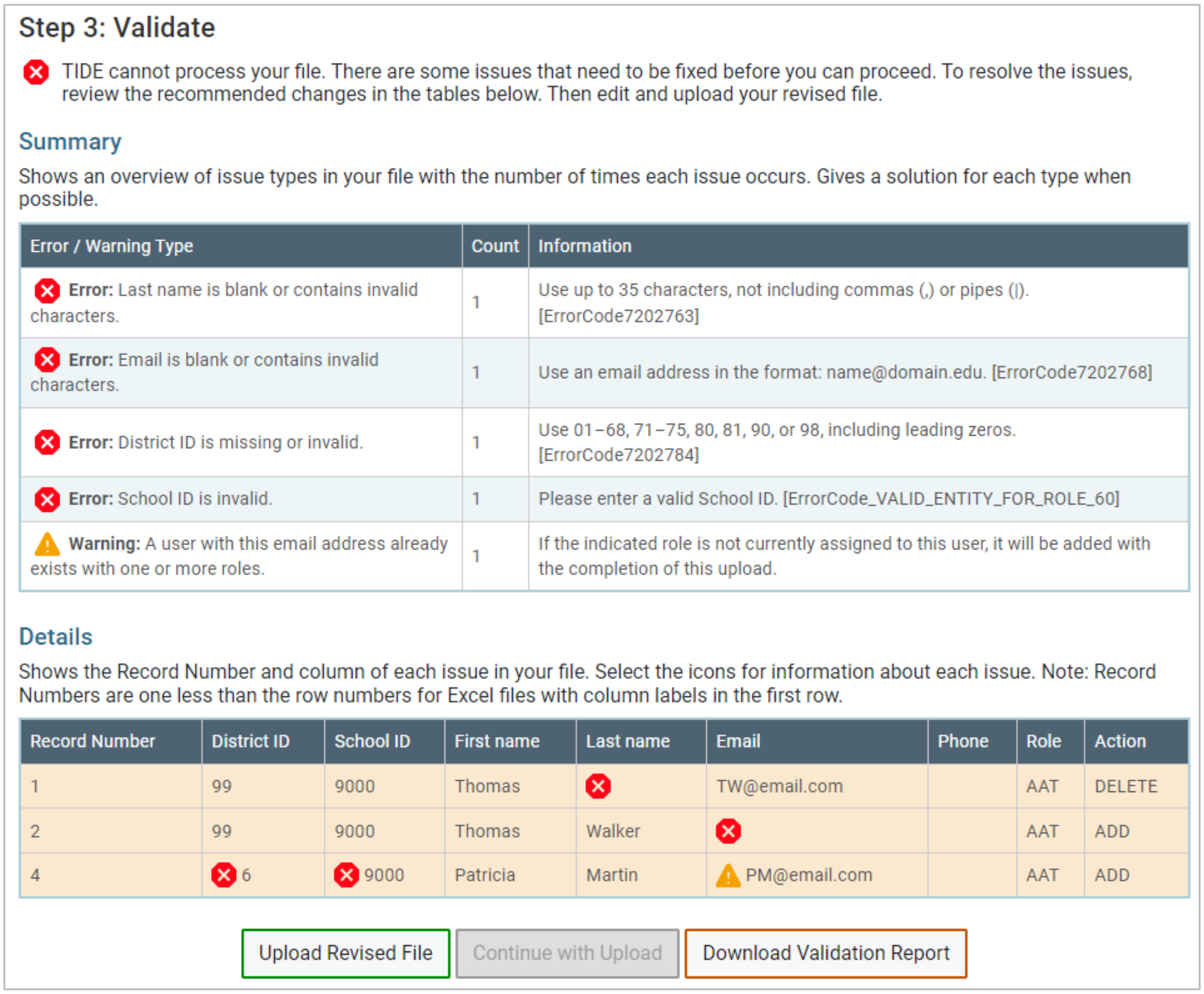


Note: If a record contains an error, that record will not be included in the upload. If 20% of a file contains errors, that file will not be uploaded (for larger files, 500 errors will prevent the file from being uploaded). If a record contains a warning, that record will be uploaded, but the field with 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 32).

Figure 32. Sample Validation Page With Errors



Step 3: Validate

TIDE cannot process your file. There are some issues that need to be fixed before you can proceed. To resolve the issues, review the recommended changes in the tables below. Then edit and upload your revised file.

Summary

Shows an overview of issue types in your file with the number of times each issue occurs. Gives a solution for each type when possible.

Error / Warning Type	Count	Information
Error: Last name is blank or contains invalid characters.	1	Use up to 35 characters, not including commas (,) or pipes (|). [ErrorCode7202763]
Error: Email is blank or contains invalid characters.	1	Use an email address in the format: name@domain.edu. [ErrorCode7202768]
Error: District ID is missing or invalid.	1	Use 01–68, 71–75, 80, 81, 90, or 98, including leading zeros. [ErrorCode7202784]
Error: School ID is invalid.	1	Please enter a valid School ID. [ErrorCode_VALID_ENTITY_FOR_ROLE_60]
Warning: A user with this email address already exists with one or more roles.	1	If the indicated role is not currently assigned to this user, it will be added with the completion of this upload.

Details

Shows the Record Number and column of each issue in your file. Select the icons for information about each issue. Note: Record Numbers are one less than the row numbers for Excel files with column labels in the first row.

Record Number	District ID	School ID	First name	Last name	Email	Phone	Role	Action
1	99	9000	Thomas		TW@email.com		AAT	DELETE
2	99	9000	Thomas	Walker			AAT	ADD
4	6	9000	Patricia	Martin	PM@email.com		AAT	ADD

Upload Revised File | Continue with Upload | Download Validation Report

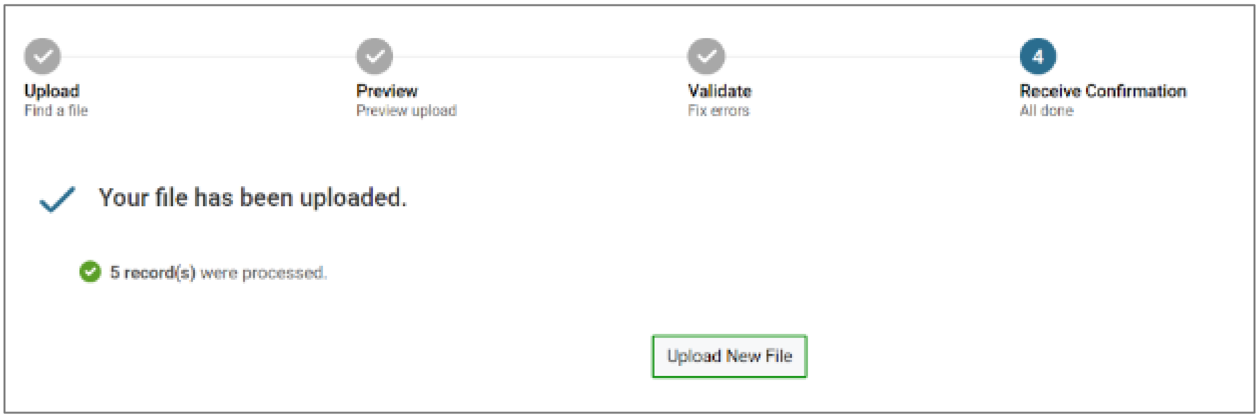
7. Do one of the following:

   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 33).

Figure 33. Confirmation Page



9. *Optional:* To upload another file, click **Upload New File**.

Uploading FAA Training Completion Flags

You can assign 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

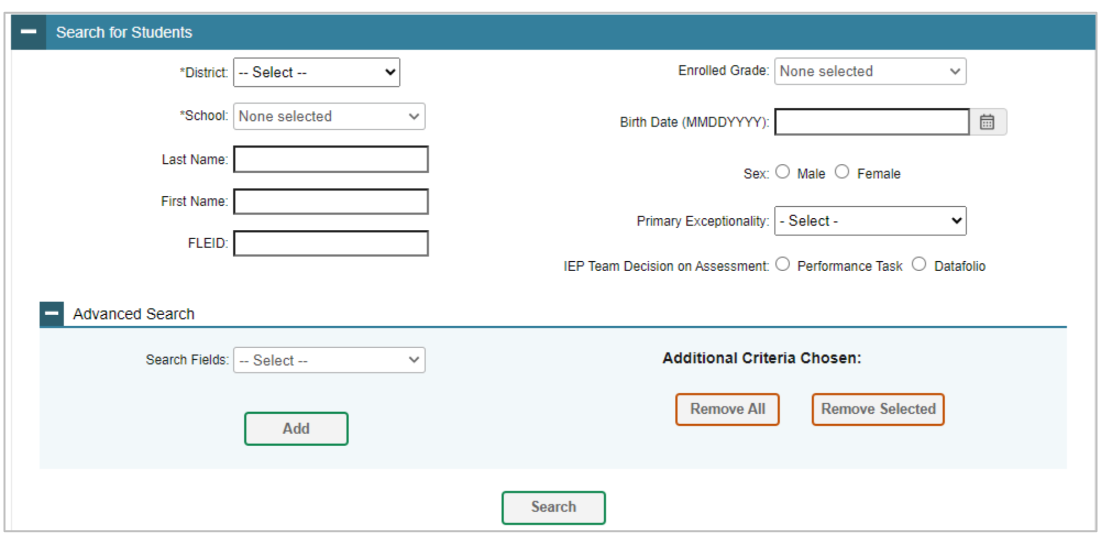
All students participating in the Florida Alternate Assessment must be registered in TIDE.

This section describes how to search for, add, modify, and delete student records one at a time and through file uploads; how to move students between schools; how to generate Frequency Distribution Reports; and how to print PreID labels for the FAA—Performance Task.

Searching For Students

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

Figure 34. Sample Student Search Panel



To search for students:

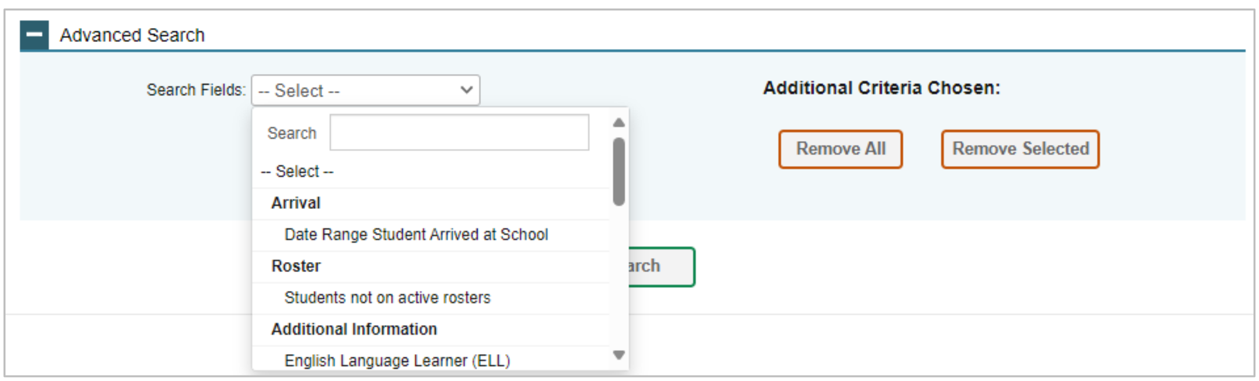
1. From the Student Information task menu on the TIDE dashboard, select **View/Edit/Export Students**. The ***View/Edit/Export Students*** page appears.
2. In the search panel, enter search terms and select values from the available search parameters, as required.

   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 35).
   b. To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

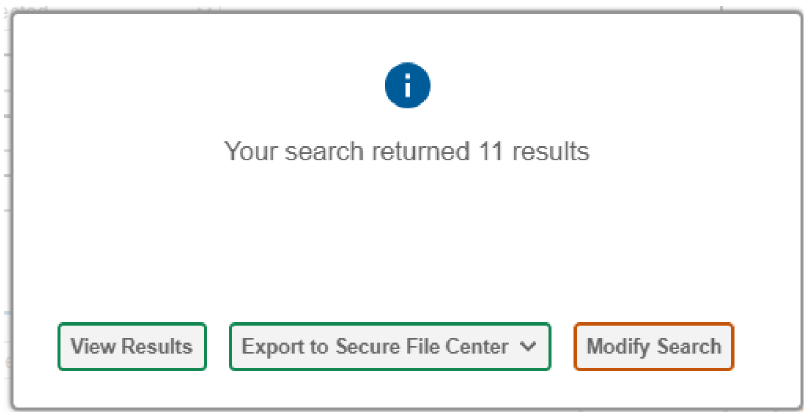
For information about how TIDE evaluates additional search criteria, see Evaluating Advanced Search Criteria.

Figure 35. 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 36. Search Results

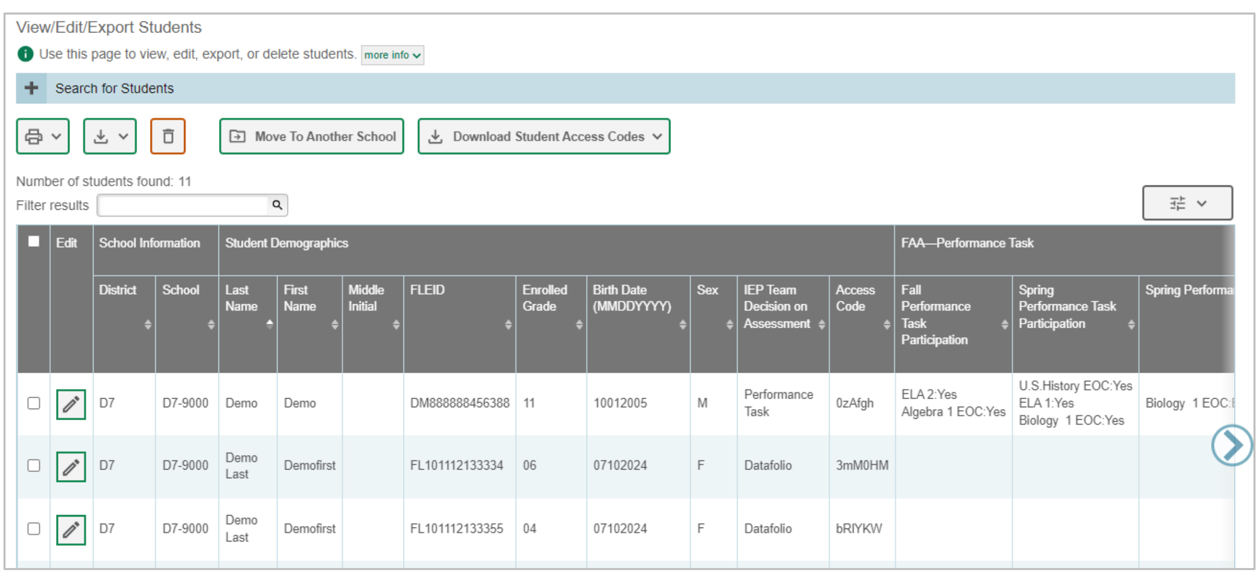


5. Do one of the following:
    a. To view the retrieved student records on the page, click **View Results**. Continue to Step 6 to edit the student or perform other actions as described in the Performing Actions on Student Records section.

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). 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 for Students panel and edit your selections.
6. The list of retrieved records appears below the search panel (see Figure 37).

Figure 37. Sample Student Search Results



7. *Optional*: To filter the retrieved records, enter a search term in the *Filter results* 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.

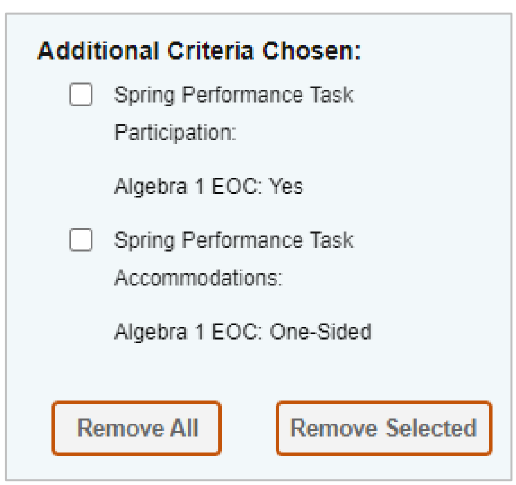
Note: When searching for students on the ***View/Edit/Export Students*** page, clicking **Search** opens a message that provides you with options to view or export the retrieved records based on the number of records that match your search parameters. For more information, see Viewing and Editing Student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

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 38, TIDE retrieves student records that match both of the following:
   a. The student is participating in Algebra 1 EOC under Spring Performance Task Participation.
   b. Spring Performance Task Accommodations is Algebra 1 EOC, One-Sided.

Figure 38. Additional Search Criteria



Printing and Exporting 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.

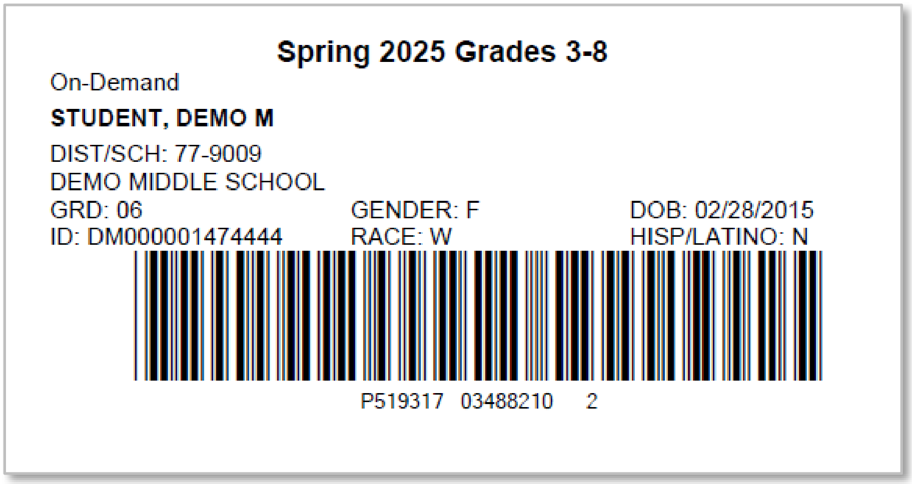
Note: For the print and export action buttons, the count of records is displayed next to each option available for the button. If an option is not available, it is grayed out. For example, if 150 records have been retrieved, the count next to the option for printing all records will show 150. If you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

Printing On-Demand PreID Labels (Performance Task Only)

A PreID label (see Figure 39) 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 AATs' 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 39. PreID Label



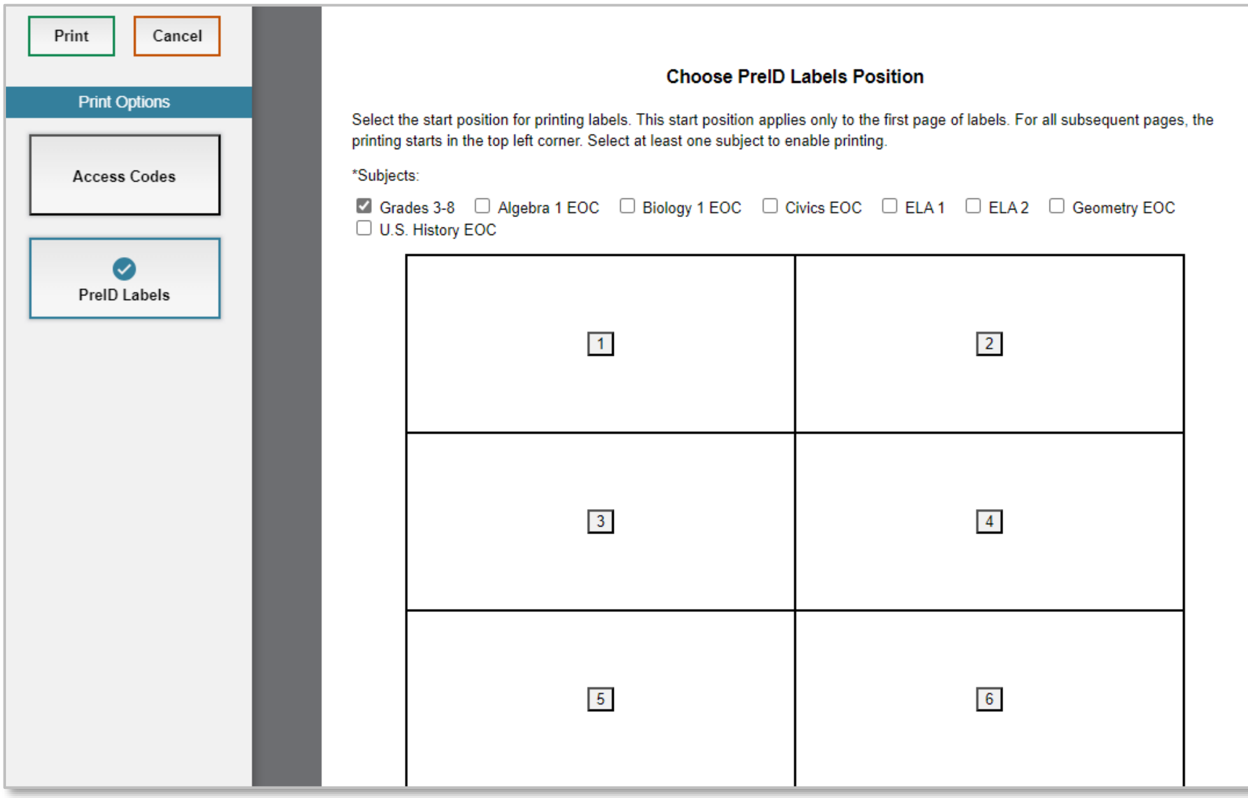
Printing PreID labels requires the 5” × 2” label stock provided in your test materials shipment. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

To Print On-Demand PreID Labels:

1. Search for the required records by following the procedure in the section Searching For Students.
2. Specify the students for whom labels need to be printed:
    - Mark the checkboxes for the students you want to print.
    - Mark the checkbox at the top of the table to print PreID labels for all displayed students.
3. Click the print icon [ ] and then select **Selected PreID Labels**.
4. The ***Choose PreID Labels Position*** page appears for selecting the start position for printing on the first page (see Figure 40).
    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 39).
        - For the Fall Makeup Performance Task, the available subjects are Algebra 1 EOC and ELA 2.
        - For the Spring Performance Task, the available subjects are Grades 3–8, Algebra 1 EOC, Biology 1 EOC, Civics EOC, ELA 1, ELA 2, 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 40. Layout Model for PreID Labels



5. Select **Print**. When printing PreID labels, make sure Print to Fit is unchecked.
6. 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.

Viewing and Editing Student Records

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 42).

4. If your user role allows it, modify the student's record as required. Use Table 6 and the information included in Adding Student Records One at a Time as a reference. When modifying student information, keep the following in mind:
    a. When TIDE opens on August 19, 2024, through the end of the Fall Makeup Performance Task administration, only the Fall Performance Task Participation fields will be editable. The Spring Performance Task Participation fields and the the Spring Performance Task Accommodations fields will appear on the page but will be grayed out and in view-only mode.
    b. When TIDE rolls over from supporting the Fall Makeup Performance Task administration to the Spring Performance Task administration, the Fall Performance Task Participation fields will be grayed out and in view-only mode. The Spring Performance Task Participation fields and the Spring Performance Task Accommodations fields will be editable.
    c. 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.
    d. The Spring Performance Task Accommodations fields will become read-only again once TIDE pulls the Initial Order extract in mid-December 2024. The exact date will be disseminated from the FAA Service Center. AACs and APSAs will order any additional needed accommodated materials through the Additional Orders task when it opens in February 2025.
5. Click **Save**.
6. In the dialog box, click **Continue** to return to the list of student records.

Adding Student Records One at a Time

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.

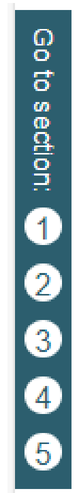
For a list of user roles that can perform this task, see Table 2.

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 Participation, and the FAA—Performance Task panel includes Fall Makeup Performance Task Participation, Spring Performance Task Participation, 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 41).

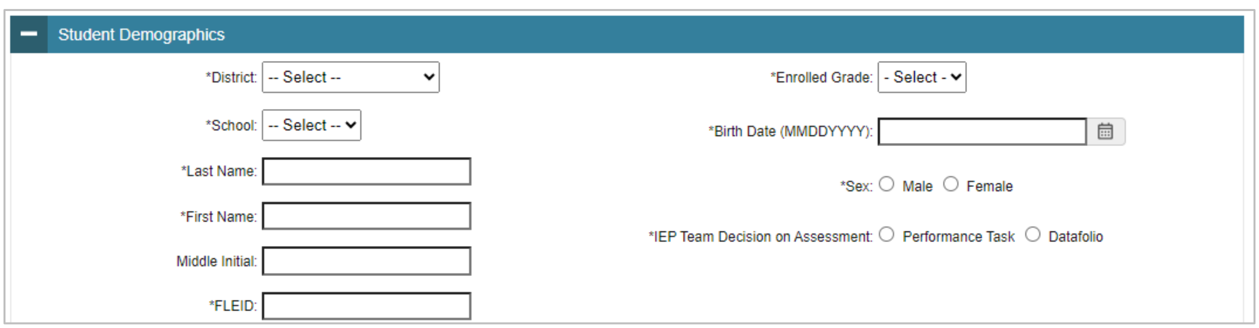
Figure 41. Floating Vertical Go To Section Toolbar



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

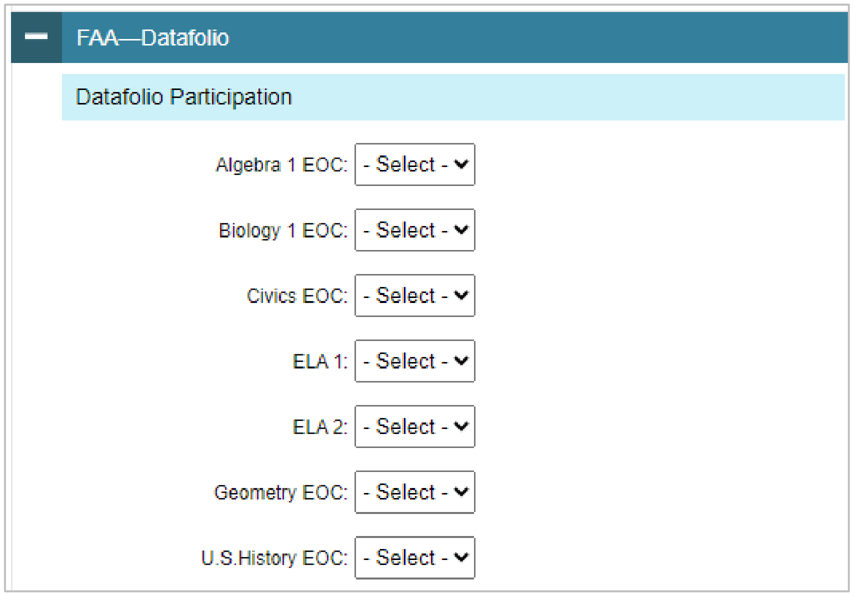
1. From the Student Information task menu on the TIDE dashboard, select **Add Student**. The ***Add Student*** page appears (see Figure 42).

Figure 42. Fields on the Add Student Page (Student Demographics panel)



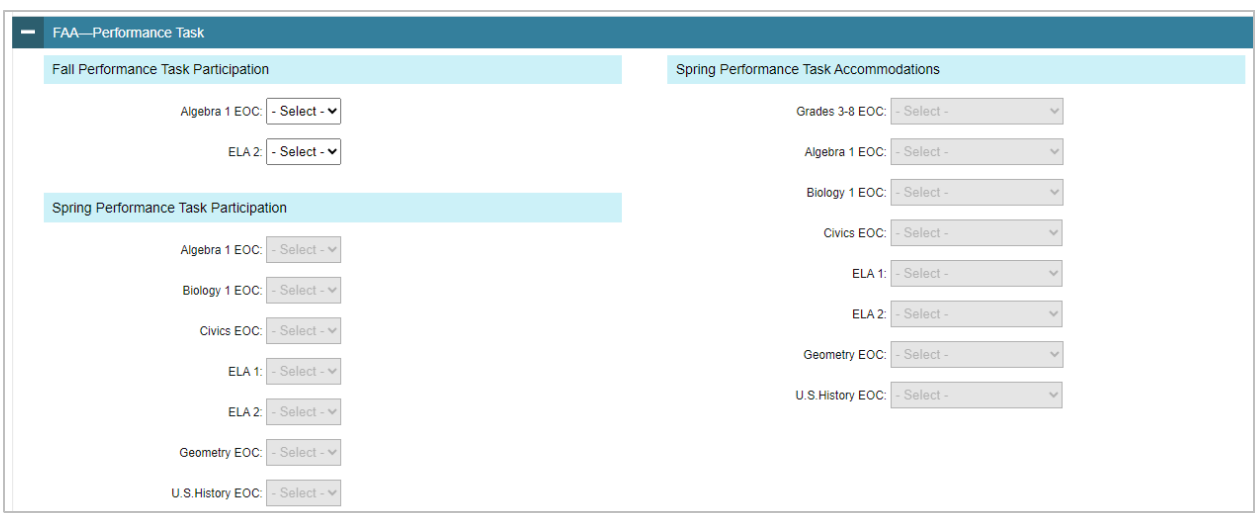
2. In the Student Demographics panel, enter the student's demographic information and *IEP Team Decision on Assessment*, using Table 6 as a reference.
3. In the Race and Ethnicity panel, select appropriate indicators.
4. In the Additional Information panel, select the student's primary exceptionality, other exceptionalities, student assurances, and other appropriate indicators, using Table 6 as a reference.
5. If the student is participating in the FAA—Datafolio assessment and is participating in ELA 1, ELA 2, or the EOC assessments, select the student's participation in the FAA—Datafolio panel (see Figure 43), using Table 6 as a reference.

Figure 43. FAA—Datafolio Panel



6. If the student is participating in the Fall Makeup FAA—Performance Task, select the student's participation in Algebra 1 EOC and ELA 2 assessments under Fall Performance Task Participation in the FAA—Performance Task panel (see Figure 44), using Table 6 as a reference.

Figure 44. FAA—Performance Task Panel During Fall Makeup Performance Task Assessment

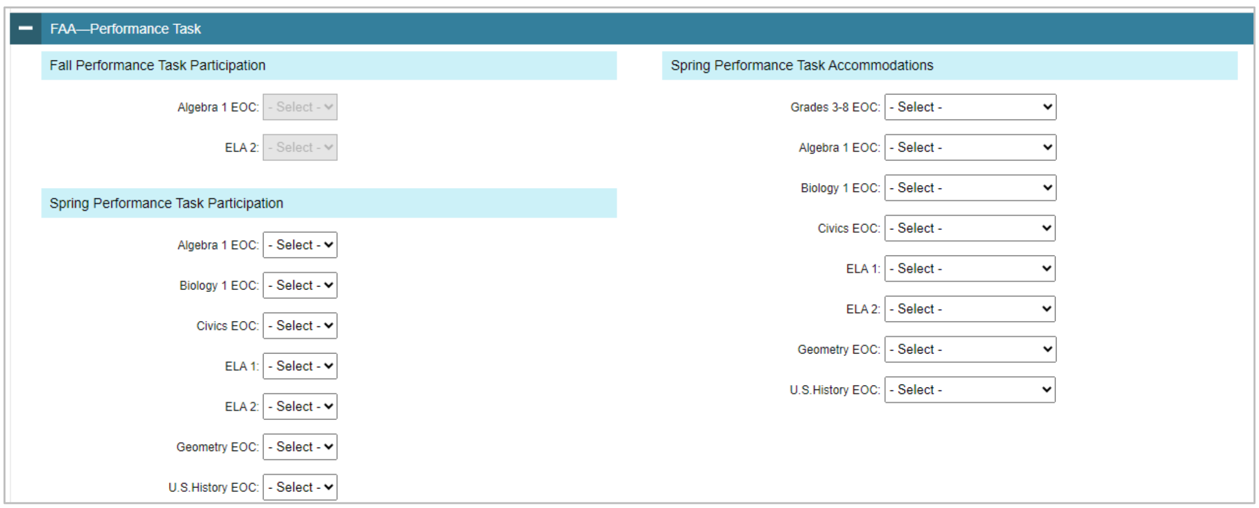


7. Click **Save**.

To add a student to the Spring Performance Task administration:

1. Follow Steps 1-4 from the directions on how to add students to the Datafolio and Fall Makeup Performance Task administrations on the previous page.
2. If the student is participating in the FAA—Spring Performance assessment and is participating in ELA 1, ELA 2, or the EOC assessments, select the student's participation in the FAA—Performance Task panel in the Spring Performance Task Participation fields (see Figure 45), using Table 6 as a reference.
3. If the student is participating in the FAA—Spring Performance assessment and requires accommodated materials, select the appropriate accommodations in the FAA—Performance Task panel in the Spring Performance Task Accommodations fields (see Figure 45) using Table 6 as a reference.

Figure 45. FAA—Performance Task Panel During the Spring Performance Task Administration



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

4. 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 1-877- 655-3001 for assistance.

Table 6. Fields on the View/Edit Student Window, Add Student Page, and Upload Students Template

Field	Column in Upload Students Template	Description	Valid Values
Student Demographics			
District*	A	Student's enrolled district	One of the available districts from the drop-down list
School*	B	Student's enrolled school number	One of the available schools from the drop-down list
Last Name*	C	Student's last name	Up to 28 alphabetic and special characters†
First Name*	D	Student's first name	Up to 28 alphabetic and special characters†
Middle Initial	E	Student's middle name	A–Z blank
Birth Date (MMDDYYYY)*	F	Student's date of birth	Date in format MMDDYYYY. Add leading zero for single-digit numbers. Date cannot be in the future.
FLEID*	F	Florida Education Identifier, a 14-character unique identifier	FL followed by 12 digits
Enrolled Grade*	G	Grade in which the student is enrolled	One of the available grades from the drop-down list
Sex*	I	Student's sex	Male Female
IEP Team Decision on Assessment*‡	J	Indicates which alternate assessment the IEP team deems appropriate for the student	Performance Task Datafolio
Race and Ethnicity			
Hispanic or Latino*	K	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race	Y=Yes N=No
American Indian or Alaska Native*	L	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	Y=Yes N=No

Field	Column in Upload Students Template	Description	Valid Values
Asian*	M	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.	Y=Yes N=No
Black or African American*	N	A person having origins in any of the black racial groups of Africa	Y=Yes N=No
White*	O	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa	Y=Yes N=No
Native Hawaiian or Other Pacific Islander*	P	A person having origins in any of the origin peoples of Hawaii, Guam, or other Pacific Islands.	Y=Yes N=No
Additional Information			
English Language Learner (ELL)*	Q	Indicates whether the student is currently enrolled in the English Language Learner (ELL) program	One of the available fields from the drop-down list
IDEA Educational Environments	R	Student's educational environment	One of the available fields from the drop-down list
Primary Exceptionality*	S	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*§	T	Other disability conditions that describe a person's impairment	Up to nine of the available fields from the drop-down list
Primary Language Spoken at Home	U	Primary language spoken in the student's home	One of the available fields from the drop-down list
Lunch Status	V	Student's lunch status	One of the available fields from the drop-down list
Time, Total School Week	W	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	X	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	Column in Upload Students Template	Description	Valid Values
Valid IEP Date (MMDDYYY)*	Y	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, 2021.
Parental Consent Form*	Z	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	Y=Yes N=No A=Attempted/No Response
ELA Course Enrollment*	AA	Indicates whether the student is enrolled in the appropriate aligned Grade 3–10 ELA access course	Y=Yes N=No
Math Course Enrollment*	AB	Indicates whether the student is enrolled in the appropriate aligned Grade 3–8 math access course	Y=Yes N=No
Science Course Enrollment*¶	AC	Indicates whether the student is enrolled in the appropriate aligned Grade 5 or 8 science access course	Y=Yes N=No
EOC Course Enrollment*¶	AD	Indicates whether the student is enrolled in the appropriate aligned EOC access course(s) (Algebra 1, Biology 1, Civics, Geometry, U.S. History)	Y=Yes N=No
FAA—Datafolio			
Datafolio Participation**			
Datafolio Algebra 1 EOC	AE	Indicates whether a student is participating in the Datafolio Algebra 1 EOC assessment	Y=Yes blank
Datafolio Biology 1 EOC	AF	Indicates whether a student is participating in the Datafolio Biology 1 EOC assessment	Y=Yes blank
Datafolio Civics EOC	AG	Indicates whether a student is participating in the Datafolio Civics EOC assessment	Y=Yes blank
Datafolio ELA 1	AH	Indicates whether a student is participating in the Datafolio ELA 1 assessment	Y=Yes blank

Field	Column in Upload Students Template	Description	Valid Values
Datafolio ELA 2	AI	Indicates whether a student is participating in the Datafolio ELA 2 assessment	Y=Yes blank
Datafolio Geometry EOC	AJ	Indicates whether a student is participating in the Datafolio Geometry EOC assessment	Y=Yes blank
Datafolio U.S. History EOC	AK	Indicates whether a student is participating in the Datafolio U.S. History EOC assessment	Y=Yes blank
FAA—Performance Task			
Fall Performance Task Participation**††			
Fall Performance Task Algebra 1 EOC	AL	Indicates whether a student is participating in the Fall Performance Task Algebra 1 EOC assessment	Y=Yes blank
Fall Performance Task ELA 2	AM	Indicates whether a student is participating in the Fall Performance Task ELA 2 assessment	Y=Yes blank
Spring Performance Task Participation**§§			
Spring Performance Task Algebra 1 EOC	AN	Indicates whether a student is participating in the Spring Performance Task Algebra 1 EOC assessment	Y=Yes blank
Spring Performance Task Biology 1 EOC	AO	Indicates whether a student is participating in the Spring Performance Task Biology 1 EOC assessment	Y=Yes blank
Spring Performance Task Civics EOC	AP	Indicates whether a student is participating in the Spring Performance Task Civics EOC assessment	Y=Yes blank
Spring Performance Task ELA 1	AQ	Indicates whether a student is participating in the Spring Performance Task ELA 1 assessment	Y=Yes blank
Spring Performance Task ELA 2	AR	Indicates whether a student is participating in the Spring Performance Task ELA 2 assessment	Y=Yes blank
Spring Performance Task Geometry EOC	AS	Indicates whether a student is participating in the Spring Performance Task Geometry EOC assessment	Y=Yes blank
Spring Performance Task U.S. History EOC	AT	Indicates whether a student is participating in the Spring Performance Task U.S. History EOC assessment	Y=Yes blank

Field	Column in Upload Students Template	Description	Valid Values
Spring Performance Task Accommodations‡‡			
Spring Performance Task Grades 3–8	AU	Indicates whether a student participating in the Spring Performance Task Grades 3–8 assessments require an accommodation	One-sided Braille UEB Contracted with Nemeth Braille UEB Contracted with Nemeth Braille UEB Contracted Braille UEB Uncontracted
Spring Performance Task Algebra 1 EOC	AV	Indicates whether a student participating in the Spring Performance Task Algebra 1 EOC assessment requires an accommodation	One-sided Braille UEB Contracted with Nemeth Braille UEB Contracted with Nemeth Braille UEB Contracted Braille UEB Uncontracted
Spring Performance Task Biology 1 EOC	AW	Indicates whether a student participating in the Spring Performance Task Biology 1EOC assessment requires an accommodation	One-sided Braille UEB Contracted with Nemeth Braille UEB Contracted with Nemeth Braille UEB Contracted Braille UEB Uncontracted
Spring Performance Task Civics EOC	AX	Indicates whether a student participating in the Spring Performance Task Civics EOC assessment requires an accommodation	One-sided Braille UEB Contracted Braille UEB Uncontracted
Spring Performance Task ELA 1	AY	Indicates whether a student participating in the Spring Performance Task ELA 1 assessment requires an accommodation	One-sided Braille UEB Contracted Braille UEB Uncontracted
Spring Performance Task ELA 2	AZ	Indicates whether a student participating in the Spring Performance Task ELA 2 assessment requires an accommodation	One-sided Braille UEB Contracted Braille UEB Uncontracted

Field	Column in Upload Students Template	Description	Valid Values
Spring Performance Task Geometry EOC	BA	Indicates whether a student participating in the Spring Performance Task Geometry EOC assessment requires an accommodation	One-sided Braille UEB Contracted with Nemeth Braille UEB Contracted with Nemeth Braille UEB Contracted Braille UEB Uncontracted
Spring Performance Task U.S. History EOC	BB	Indicates whether a student participating in the Spring Performance Task U.S. History EOC assessment requires an accommodation	One-sided Braille UEB Contracted Braille UEB Uncontracted

*Required field.

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

‡*IEP Team Decision on Assessment* is now included under Demographics on the ***Add Student*** page.

§*Other Exceptionalities* is now a required field. If a student does not have other exceptionalities, select `Z = Not Applicable`.

¶If a student is not enrolled in a course in the course enrollment field for Science or EOCs, indicate `No`. For example, all fourth-grade students will have “No” for *Science Course Enrollment* and *EOC Course Enrollment*.

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

††The Fall Performance Task Participation fields will only be editable from August 19, 2024, through mid-November 2024. Once TIDE rolls over for the Spring Performance Task, the Fall Performance Task fields will be grayed out.

‡‡The Spring Performance Task Participation fields and the Spring Performance Task Accommodations fields will be editable starting in mid-November 2024, once Survey 2 data becomes available. Once the PreID window closes in mid-December, all additional required accommodated materials will have to be ordered during the Additional Order Windows in the spring of 2025.

Deleting Student Records One at a Time

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

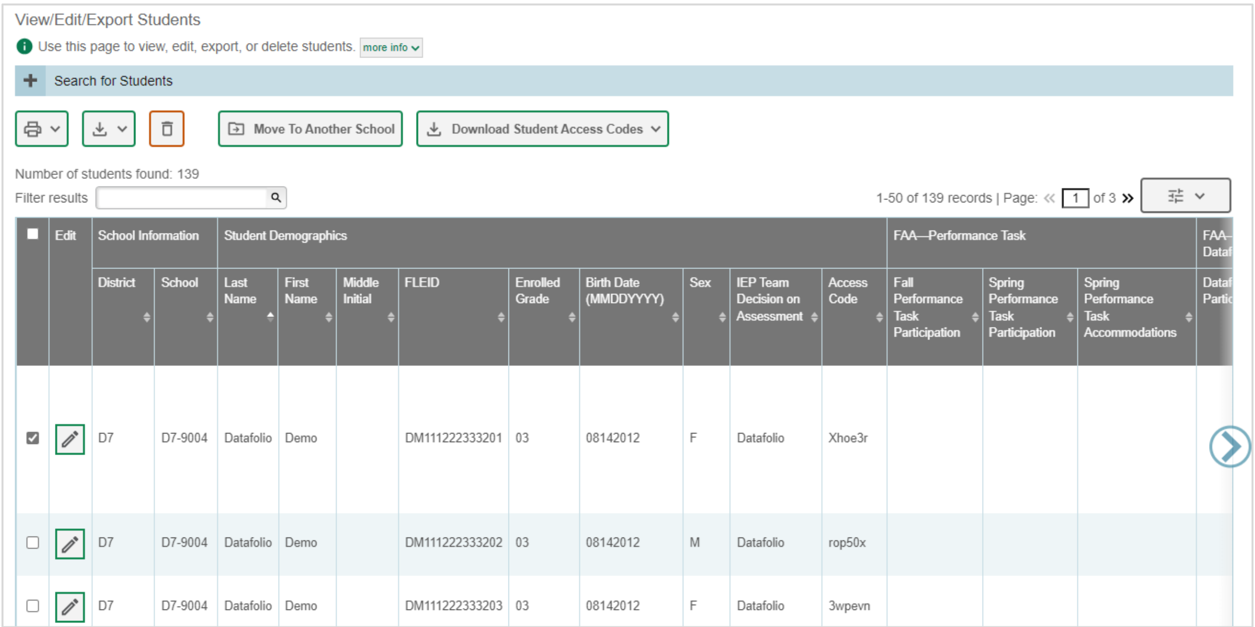
Note: This change takes effect immediately. Deleted students will not appear in TIDE and cannot take operational assessments.

To delete student records:

1. Retrieve the student records you want to delete by following the procedure in the section Searching For Students.
2. 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 46. Options for Deleting Retrieved Records



3. Click [ ].
4. In the confirmation dialog box, click **Yes**. TIDE deletes the student(s).

Adding, Editing, or Deleting Students through File Uploads

If you have a large number of students 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 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.

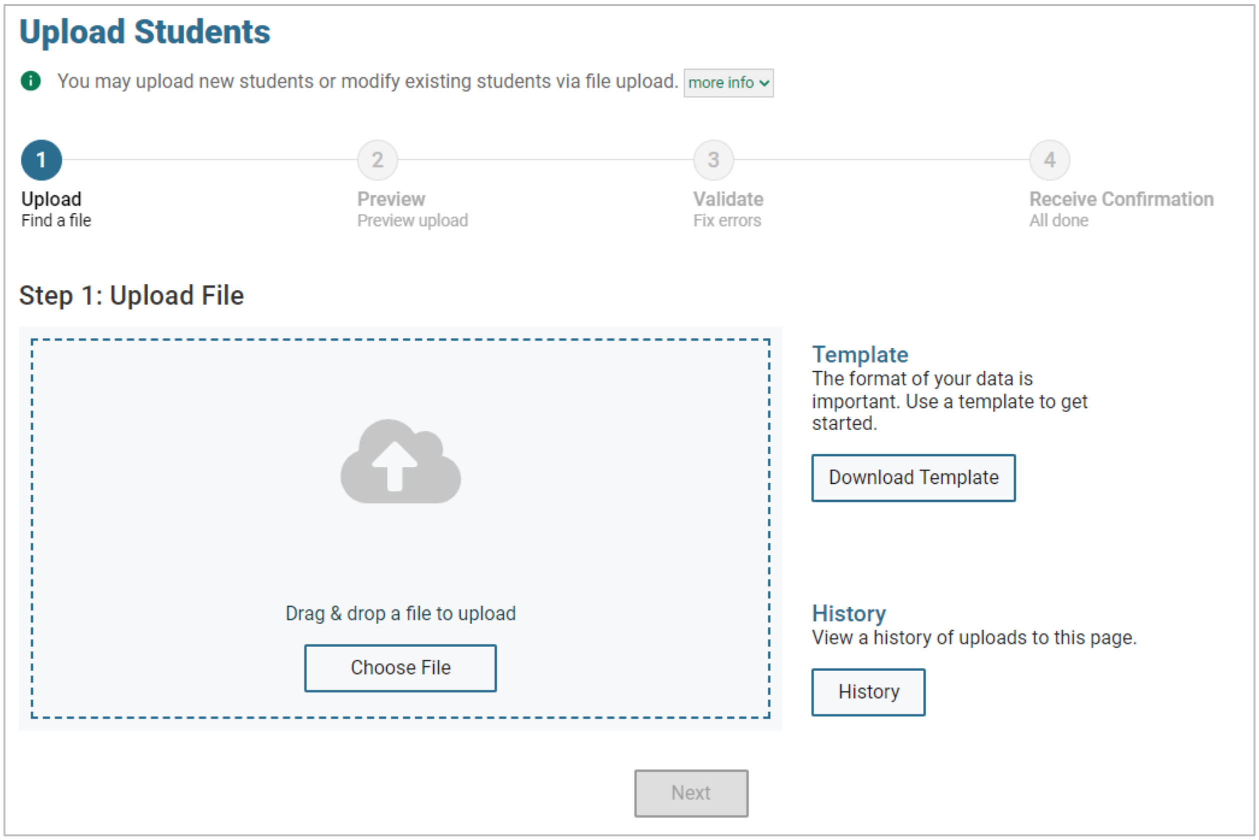
Note: When composing File Uploads, users need to have the English keyboard selected.

Note: Beginning in the 2024–25 school year, the file template will include an *Action* column so that users have the option to *Add* or *Delete* students via the ***Upload Students*** page. When adding students, users may select *Add* if they would like, but it is not required. However, if a user is deleting students, *Delete* must be selected in the *Action* column.

To upload student records:

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

Figure 47. Upload Students Page

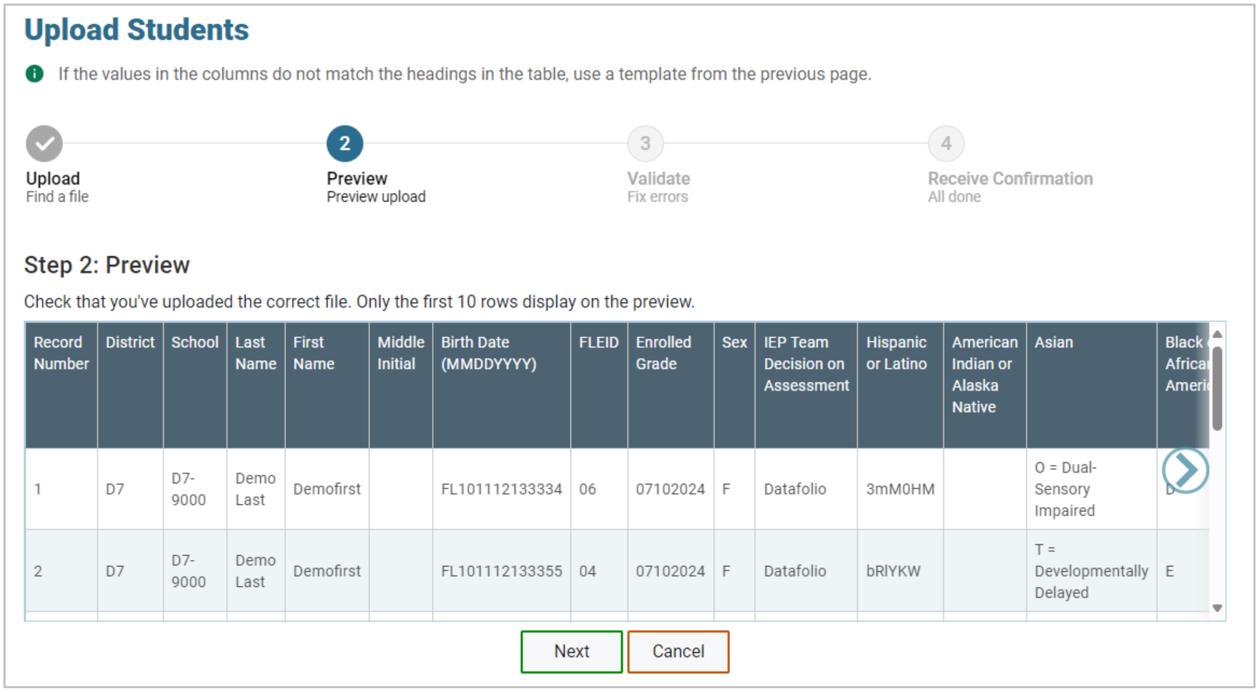


2. Download the Excel or CSV templates by clicking **Download Template** in the right-hand side of the screen.
3. Follow the instructions in the template you downloaded and save it locally.
4. Under *Step 1: Upload File*, upload the file either by dragging and dropping it into the box or by selecting **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 48), listing only the first 10 records. Use the file preview on this page to verify you uploaded the correct file.

Figure 48. File Upload Preview (partial view)



6. Click **Next**. TIDE validates the file and displays any errors (❌) or warnings (⚠) on the ***Validate*** page (see Figure 49).

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.

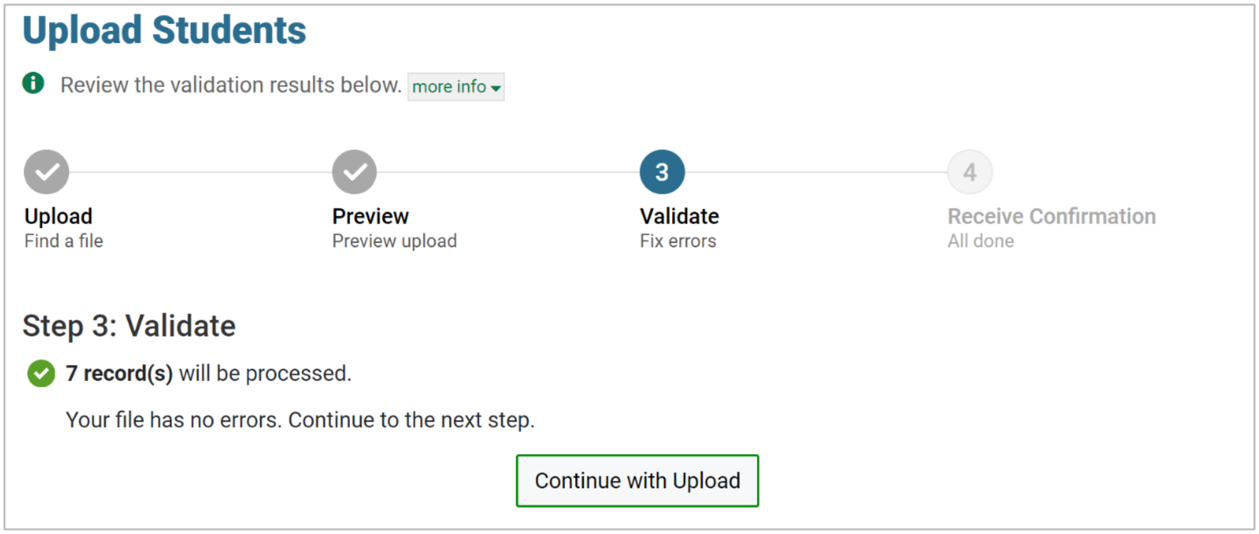
   b. If there are issues with the file, you will see more information about the issues. Under *Step 3: Validate*, you will see the number or records that will be committed as well as the number of records that cannot be processed until the errors are fixed. There will also be two tables that appear on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

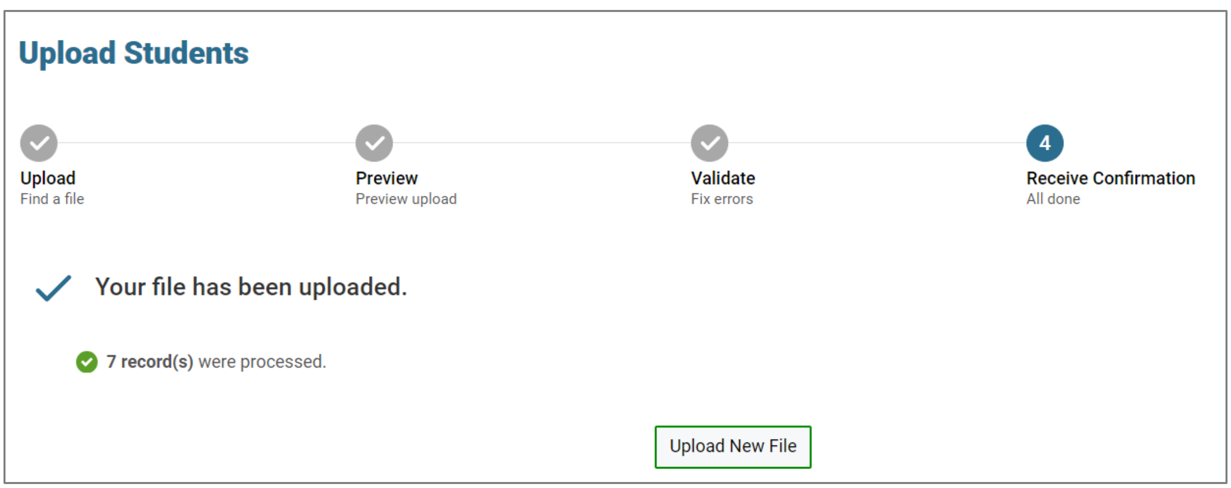
Figure 49. Validate Page



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.

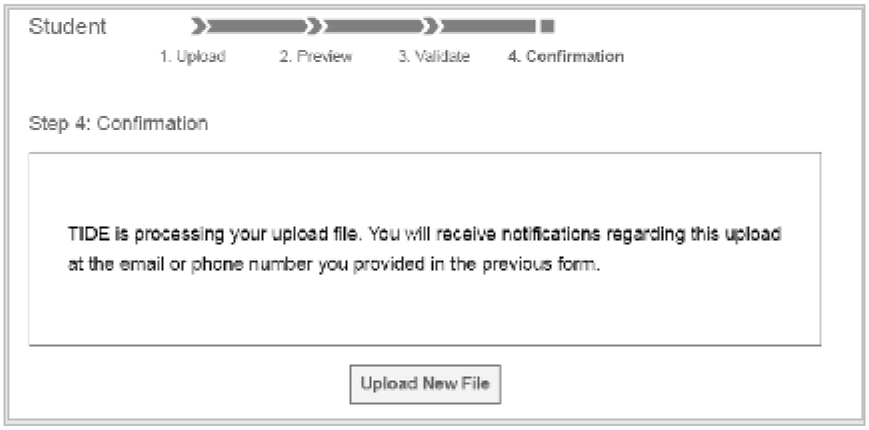
If your file contains fewer than 2,000 students, the ***Receive Confirmation*** page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 50).

Figure 50. Receive Confirmation Page



If your file contains more than 2,000 students, TIDE will ask or your contact information. Once submitted, a message will appear stating TIDE will process the file offline (see Figure 51). 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 51. Student Upload Offline Processing



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

Working with and Uploading Student PreID Files

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 7 outlines the PreID windows for each test administration.

Table 7. PreID Windows

Test Administration	PreID Window
FAA—Datafolio	August 19–August 30, 2024
2024 Fall Makeup FAA—Performance Task	August 19–September 20, 2024
Spring 2025 FAA—Performance Task	Mid-November–Mid-December

In mid-August, AACs and APSAs will receive two PreID files—one Fall Makeup FAA—Performance Task file and one FAA—Datafolio file—through the Secure File Center. Follow the steps in Accessing Files from the Secure File Center to retrieve these files.

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.

Student Upload Template

The Student Upload File Specifications Template is available in TIDE and on the FAA Portal.

Uploading Students for the 2024–25 FAA—Datafolio

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

1. Review/edit the information in columns A–AD for students included in the file. When editing the information, use the valid values found in Table 6 for each field.
    a. Review/edit the *IEP Team Decision on Assessment* by selecting *Datafolio* in column J.
    b. Fill in the student's most recent IEP date in column Y.
    c. Indicate whether the *Parental Consent Form* has been documented by adding a `Y`, `N`, or `A` in column Z.
    d. Indicate course enrollment for ELA, Mathematics, Science, and EOCs by adding a `Y` or `N` in columns AA–AD.
2. Indicate Datafolio Participation for Algebra 1 EOC, Biology 1 EOC, Civics EOC, ELA 1, ELA 2, Geometry EOC, and U.S. History EOC by adding a `Y` in columns AE–AK.
3. Add any students, including students in Grade 3, who are not listed in the files. Please use only the valid values found in Table 6 for each field.
    a. Ensure to fill out columns A–AD following the parameters under Step 1.
    b. Indicate Datafolio Participation for Algebra 1 EOC, Biology 1 EOC, Civics EOC, ELA 1, ELA 2, Geometry EOC, and U.S. History EOC by adding a `Y` in columns AE–AK.
4. Delete students who will NOT participate in the FAA—Datafolio. You may either manually delete the entire row or enter `Delete` in the *Action* field in column BC.
5. Save your file for upload.
6. Follow the steps under Adding, Editing, or Deleting Students through File Uploads to upload the file into TIDE.

Uploading Students for the 2024 Fall Makeup FAA—Performance Task

Upon receiving the PreID file for the 2024 Fall Makeup FAA—Performance Task, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Review/edit the information in columns A–AD for students included in the file. When editing the information, use the valid values found in Table 6 for each field.
    a. Review/edit the *IEP Team Decision on Assessment* by selecting *Performance Task* in column J.
    b. Fill in the student's most recent IEP date in column Y.
    c. Indicate whether the *Parental Consent Form* has been documented by adding a `Y`, `N`, or `A` in column Z.
    d. Indicate course enrollment for ELA, Mathematics, Science, and EOCs by adding a `Y` or `N` in columns AA–AD.
2. Indicate Fall Performance Task Participation for Algebra 1 EOC and ELA 2 by adding a `Y` in columns AL–AM.
3. Add students who will participate in the Fall Makeup FAA—Performance Task but

are currently not listed in the file. Please use only the valid values found in Table 6 for each field.

a. Ensure to fill out columns A–AD following the parameters under Step 1.
b. Indicate Fall Performance Task Participation for Algebra 1 EOC and ELA 2 by adding a `Y` in columns AL–AM.

4. Delete students who will NOT participate in the Fall Makeup FAA—Performance Task. You may either manually delete the entire row or enter `Delete` in the *Action* field in column BC.
5. Save your file for upload.
6. Follow the steps under Adding, Editing, or Deleting Students through File Uploads to upload the file into TIDE.

Uploading Students for the Spring 2025 FAA—Performance Task

For the Spring Performance Task, CAI will create PreID files using the data included in Survey 2 data.

Note: There is no Preorder Window for the Spring 2025 Performance Task. TIDE will use the information captured in the PreID files to determine initial orders for schools as well as appropriate district overage.

Upon receiving the PreID file for the Spring 2025 FAA—Performance Task, AACs and APSAs, as applicable, will need to review student information, using the following guidelines:

1. Review/edit the information in columns A–I for students included in the file. When editing the information, use the valid values found in Table 6 for each field.
2. Review/edit *IEP Team Decision on Assessment* by selecting *Performance Task* in column J.
3. Review/edit the information in columns K–X. When editing the information, use the valid values found in Table 6 for each field.
4. Complete the required student assurances in columns Y–AD. Use the valid values found in Table 6 for each field.
   a. Fill in the student's most recent IEP date in column Y.
   b. Indicate whether the *Parental Consent Form* has been documented by adding a `Y`, `N`, or `A` in column Z.
   c. Indicate course enrollment for ELA, Mathematics, Science, and EOCs by adding a `Y` or `N` in columns AA–AD.
5. Indicate Spring Performance Task Participation for Algebra 1 EOC, Biology 1 EOC, Civics EOC, ELA 1, ELA 2, Geometry EOC, and U.S. History EOC by adding a `Y` in columns AN–AT.
6. Indicate Spring Performance Task Accommodations for Grades 3–8, Algebra 1 EOC, Biology 1 EOC, Civics EOC, ELA 1, ELA 2, Geometry EOC, and U.S. History EOC by selecting the appropriate drop-down in columns AU–BB. Refer to Table 6

for the list of valid accommodations for each field.

Note: While these fields will still be in the upload template once the initial order file is pulled at the end of December, they will no longer be used to calculate orders. Districts will have to use the Place Additional Orders task in TIDE to order additional accommodated materials.

7. Add students who will participate but are not currently listed by following Steps 1–4.
8. Delete students who will NOT participate in the Spring FAA—Performance Task. You may either manually delete the entire row or enter `Delete` in the *Action* field in column BC.
9. Save your file for upload.
10. Follow the steps under Adding, Editing, or Deleting Students through File Uploads to upload the file into 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.

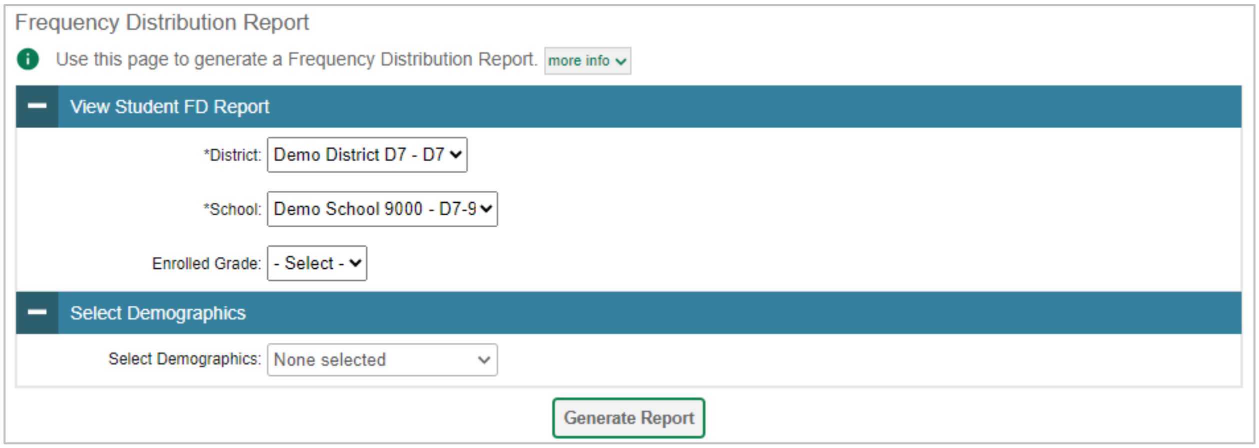
Generating Frequency Distribution Reports

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 52. 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 53. Sample Frequency Distribution Report by Grade and Gender

Enrolled Grade	# of Records
04	1
05	1
06	1
07	1
08	1
09	1
10	1
11	3
Total	10

Sex	# of Records
Female	8
Male	2
Total	10

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.

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 create and distribute rosters to teachers administering the FAA in order for the school or 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).

Note: Beginning with the 2024–25 school year, AACs will now be responsible for creating rosters so that the rosters are more useful. For example, AACs can create a roster for a specific teacher that only includes students participating in the Fall Makeup Performance Task. AACs could also create a roster of all the students participating in the Datafolio in a specific school.

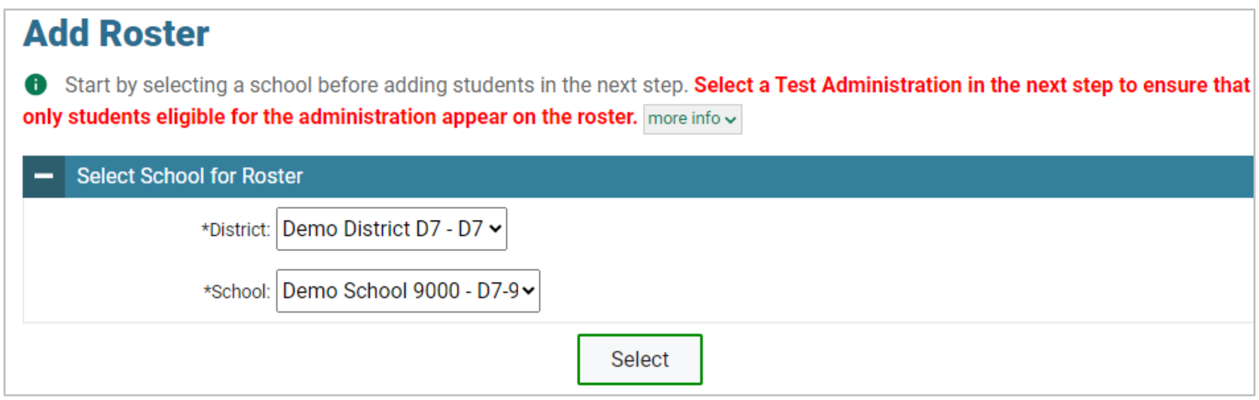
Adding a New Roster

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

To Create a Roster Using the Quick Roster tab

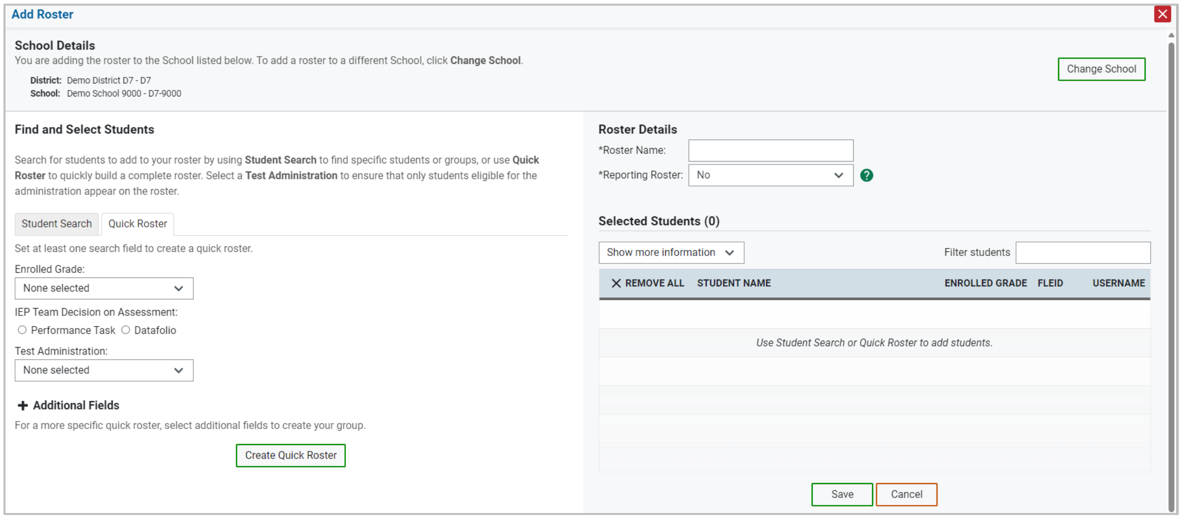
1. From the Rosters task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** page appears (see Figure 54). From the drop-down, select the appropriate district, if appropriate, and the school for which you will create the roster. Click **Select**. The ***Add Roster*** window appears.

Figure 54. Add Roster Page



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**.
   b. Under *Roster Details,* add the roster name in the *Roster Name* field and select *No* for the *Reporting Roster* field. It is **highly recommended** that you include test administration information (i.e., FAA—Datafolio) in the Roster Name, as well as the teacher's name, if applicable. This will enable you to easily search in the filter results bar (see Figure 61).
   c. Under *Find and Select Students*, the Quick Roster tab is the default. You may also create a roster using the Student Search Tab (see To Create a Roster Using the Student Search Tab).
3. Under the Quick Roster tab, select a value for at least one of the following fields: *Enrolled Grade*, *IEP Team Decision on Assessment*, and *Test Administration*.

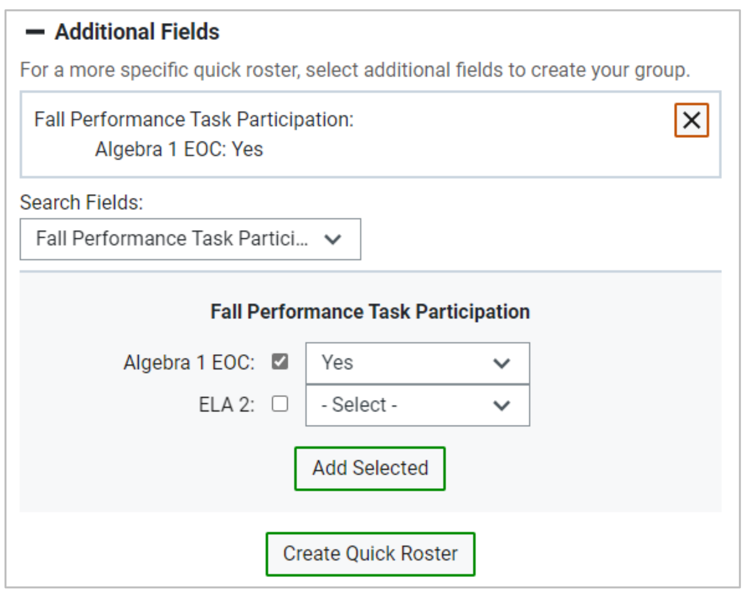
Figure 55. Add Roster Window



a. You can also narrow your roster by adding additional search fields and values under *Additional Fields* (see Figure 56). Under *Search Fields,* select the fields that you want to use to narrow your search. Then, select the values associated with each selected field. When finished, select the **Add (Selected) button** at the bottom of the screen.

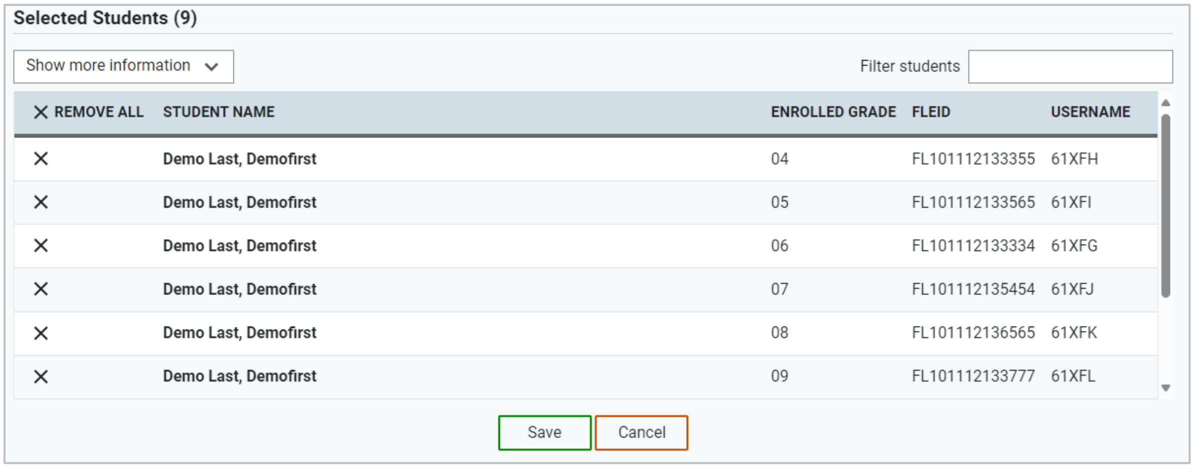
Note: The button to add additional fields to your search will be **Add Selected** for the Datafolio Participation, Fall Performance Task Participation, Spring Performance Task Participation, and Spring Performance Task Accommodations. The button will be **Add** for the other search fields.

Figure 56. Roster Additional Fields



b. Once you are done filtering students, select **Create Quick Roster** to create the roster. Students who meet the criteria associated to what was selected in Step 3 will appear in the Selected Students table (see Figure 57). Select **Save** to save the roster.

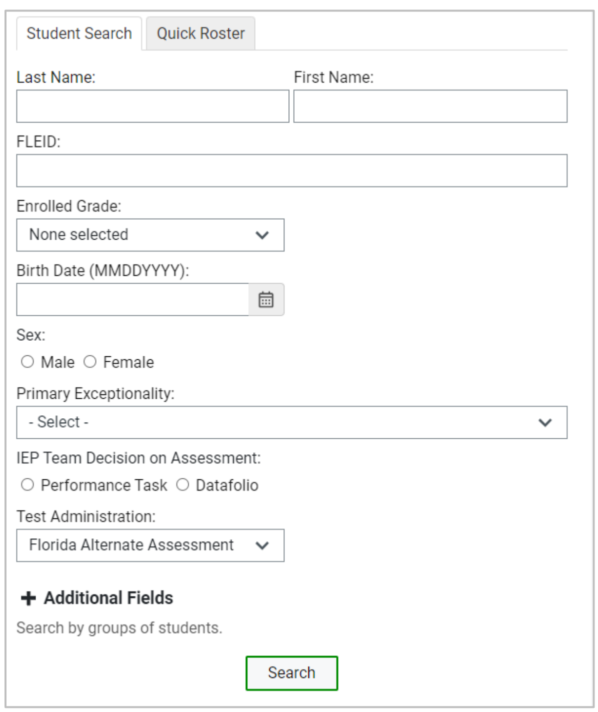
Figure 57. Quick Roster Search Results



To Create a Roster Using the Student Search Tab

1. Under the Student Search tab (see Figure 58), enter a value for at least one of the following fields: *Last Name*, *First Name*, *FLEID*, *Enrolled Grade*, *Birth Date*, *Sex*, *Primary Exceptionality*, *IEP Team Decision on Assessment*, and *Test Administration*. For the FAA assessments, the *Test Administration* will always be *Florida Alternate Assessment.*

Figure 58. Student Search Tab



a. You can also narrow your roster by adding additional search fields and values under *Additional Fields* (see Figure 56). In order to add these additional search fields, select **Add (Selected)** button at the bottom of the screen.

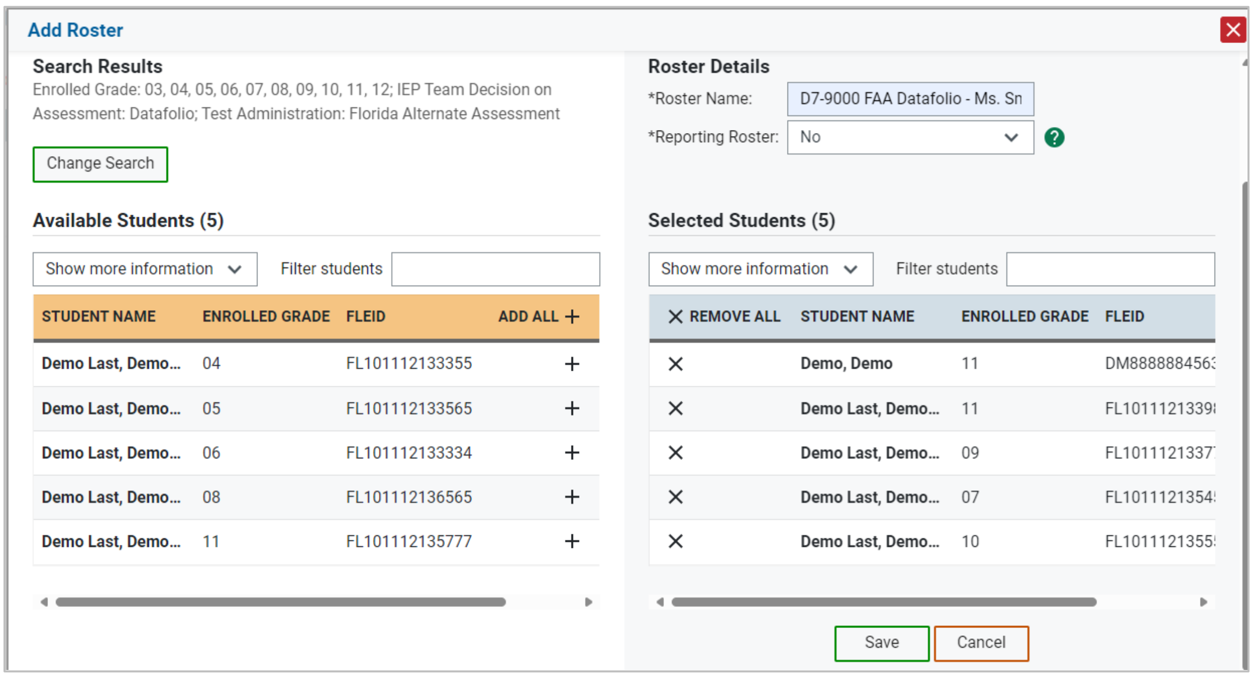
b. Once you are done filtering students, select **Search** to view the available students that meet your search criteria and are currently associated with the school.

2. To add students to the roster (see Figure 59), from the list of available students, do one of the following:

a. To move one student to the roster, click [+] for that student.

b. To move all the students in the Available Students table to the roster, click **Add All**.

Figure 59. Available and Selected Students Tables



c. The students will appear in the Selected Students table.

i. To remove students from the roster, from the list of selected students, do one of the following:

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

Note: In the Available Students table and the Selected Students table, 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.

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

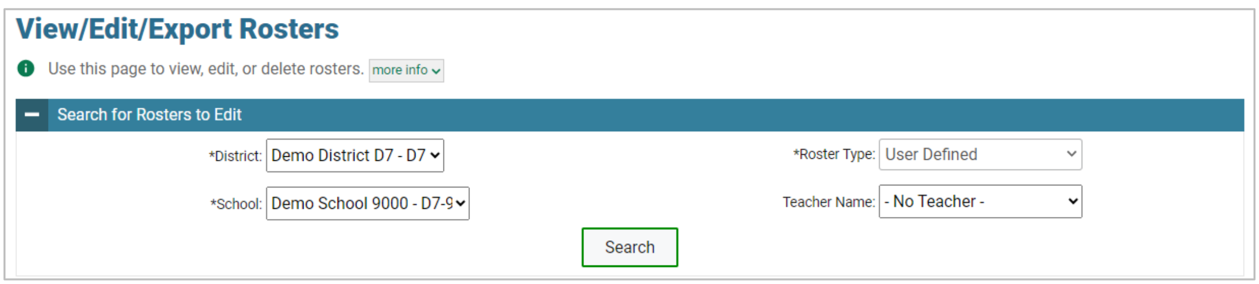
Searching for Rosters

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

To search for rosters:

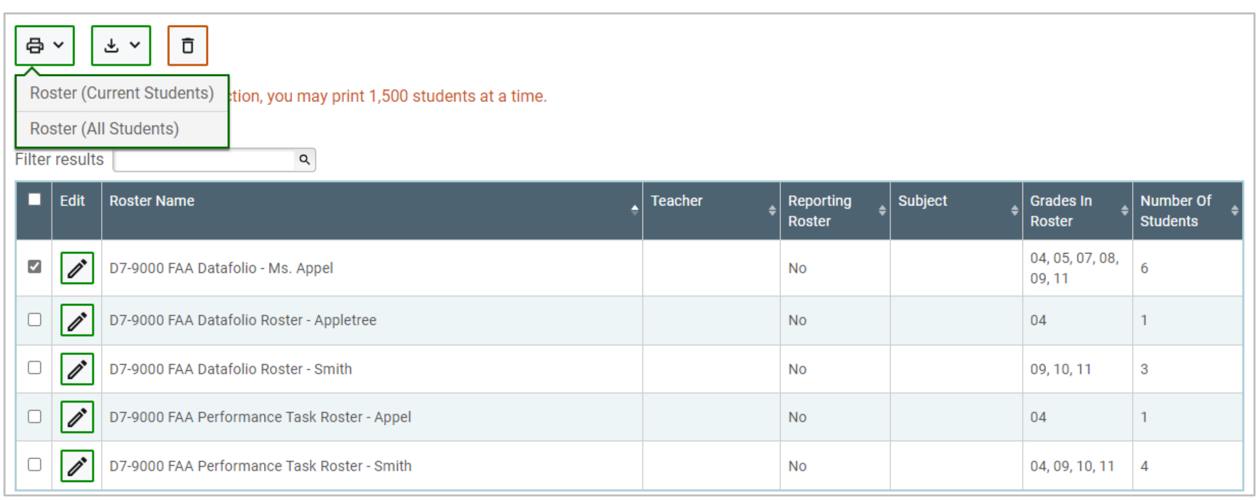
1. From the Rosters task menu on the TIDE dashboard, select **View/Edit/Export Rosters**. The ***View/Edit/Export Rosters*** page appears.
2. In the search panel, enter search terms and select values from the available search parameters, as required.
    a. For **District**, select your district.
    b. For **School**, select the applicable school(s).
    c. For **Roster Type**, select *User Defined*.
    d. For **Teacher Name**, select *No Teacher*.

Figure 60. Sample Rosters Search Panel



3. Click **Search**. The list of retrieved records appears below the search panel (see [Figure 61](#)).

Figure 61. Sample Search Results



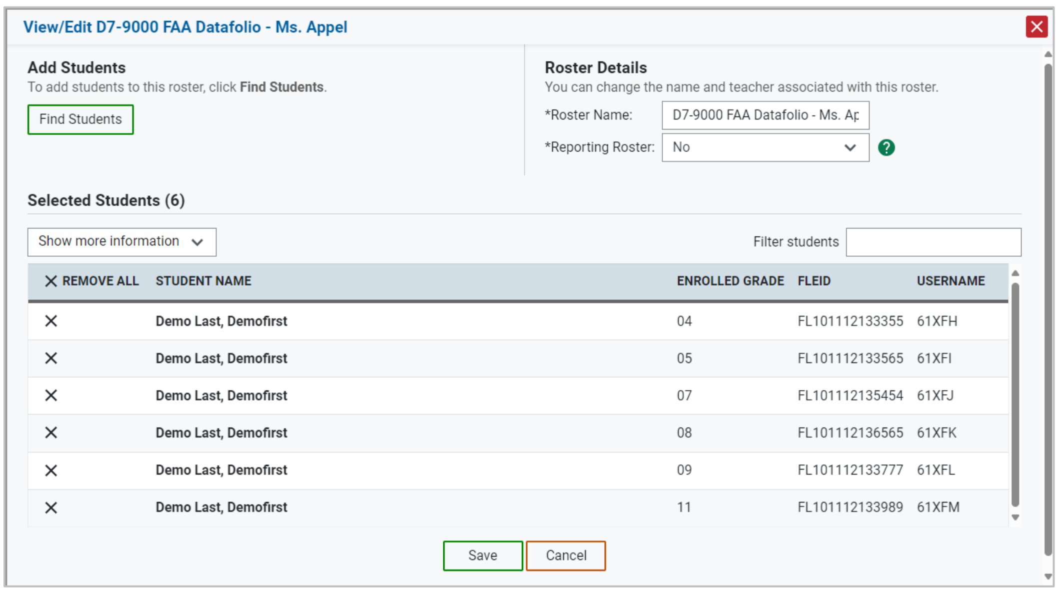
Viewing and Editing Rosters

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 steps under 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 62).

Figure 62. View/Edit [Roster Name] Rosters Window



   a. To add students, select **Find Students.** Find and Select Students, with the Student Search tab open, appears on the left column of the **View/Edit [Roster Name]** window (see Figure 55). You may add students through the Student Search tab or the Quick Roster tab (see Adding a New Roster for information on how to use these tabs).

   b. You may revise the Roster Name and the teacher associated with the roster under the Roster Details column. You may also remove students from the roster by selecting [ ] next to a student name in the Selected Students table.

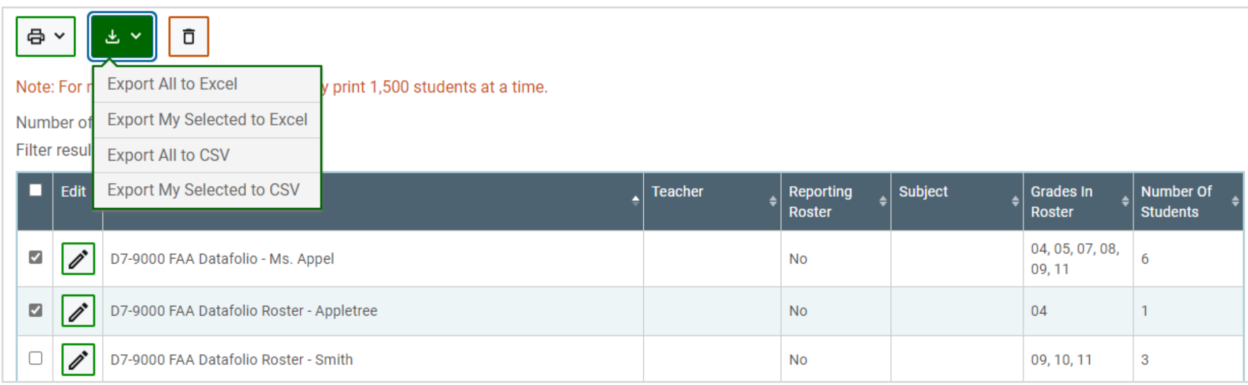
4. Select **Save** to save your revised roster.

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 steps under 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 63. Exporting a Roster



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

Figure 64. Roster Excel File

School ID	School Name	TeacherLastName	TeacherFirstName	TeacherEmailAddress	Reporting Roster	Roster Name	Last Name	First Name	FLEID	Username
D7-9000	Demo School 9000	N/A	N/A		No	D7-9000 FAA Datafolio - Ms. Appel	Demo Last	Demofirst	FL101112133355	61XFH
D7-9000	Demo School 9000	N/A	N/A		No	D7-9000 FAA Datafolio - Ms. Appel	Demo Last	Demofirst	FL101112133565	61XFI
D7-9000	Demo School 9000	N/A	N/A		No	D7-9000 FAA Datafolio - Ms. Appel	Demo Last	Demofirst	FL101112135454	61XFJ
D7-9000	Demo School 9000	N/A	N/A		No	D7-9000 FAA Datafolio - Ms. Appel	Demo Last	Demofirst	FL101112136565	61XFK
D7-9000	Demo School 9000	N/A	N/A		No	D7-9000 FAA Datafolio - Ms. Appel	Demo Last	Demofirst	FL101112133777	61XFL
D7-9000	Demo School 9000	N/A	N/A		No	D7-9000 FAA Datafolio - Ms. Appel	Demo Last	Demofirst	FL101112133989	61XFM

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 steps under Searching for Rosters.
3. In the list of retrieved rosters, mark the checkbox(es) for the rosters you wish to print,

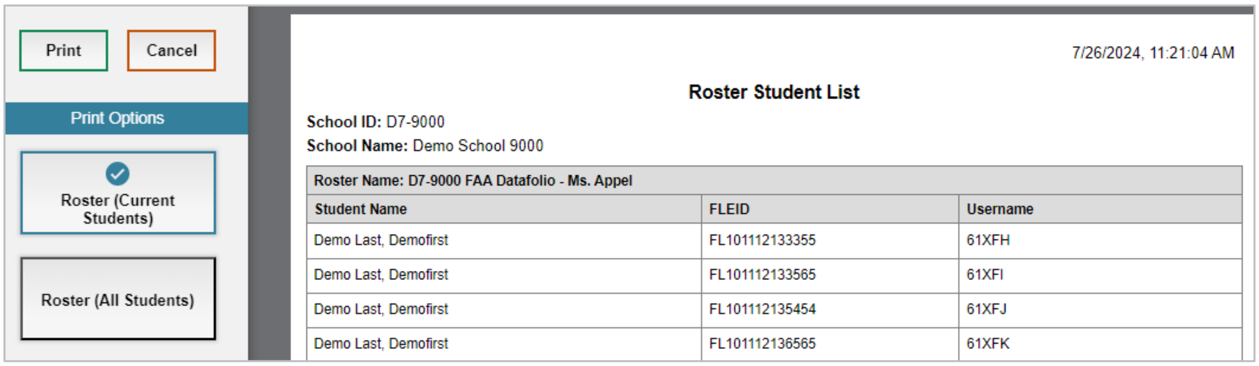
click [ ], and select one of the following options.

   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 65, appears.
5. Click **Print**.

Figure 65. Roster Student List



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. *Roster Name*: The name that the roster was saved under.
   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†	N/A	Blank
Roster Name*	Name of the roster	Up to 20 characters
FLEID*	Student's unique identifier within the state	FL followed by 12 digits
Action	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

*Required field

†Leave this field blank. Include the teacher's name, if applicable, in the roster name.

Figure 66 is an example of an upload file that creates three rosters with one student in each.

Figure 66. Sample Roster Upload File

A	B	C	D	E	F
District ID	**School ID**	**Test Administrator's Email**	**Roster Name**	**FLEID**	**Action**
D7	D7-9000		FAA PT Ms. Gonzalez	DM459999990388	Add
D7	D7-9000		FAA PT Ms. Gonzalez	DM888888456388	Add
D7	D7-9000		FAA PT Mr. Smith	DM111289653666	Delete

If the roster FAA PT Ms. Gonzalez does not exist in school 9000, TIDE will do the following:

- Create the roster `FAA PT Ms. Gonzalez` and add *FLEID* `DM459999990388` and `DM888888456388`.
- Delete the FLEID `DM11128965366` to the roster `FAA PT Mr. Smith`.

Deleting a Roster

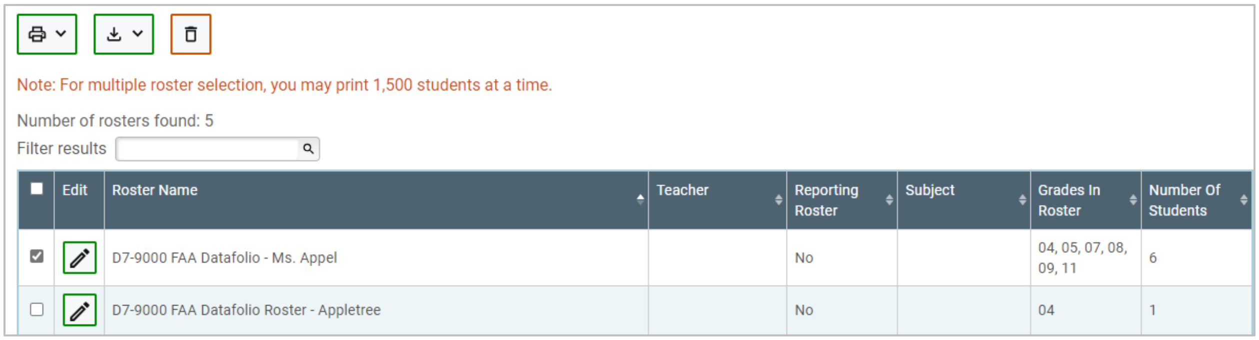
You can delete rosters created in TIDE. For a list of user roles that can perform this task, see Table 2.

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 steps under 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 67. Sample Delete Roster Action



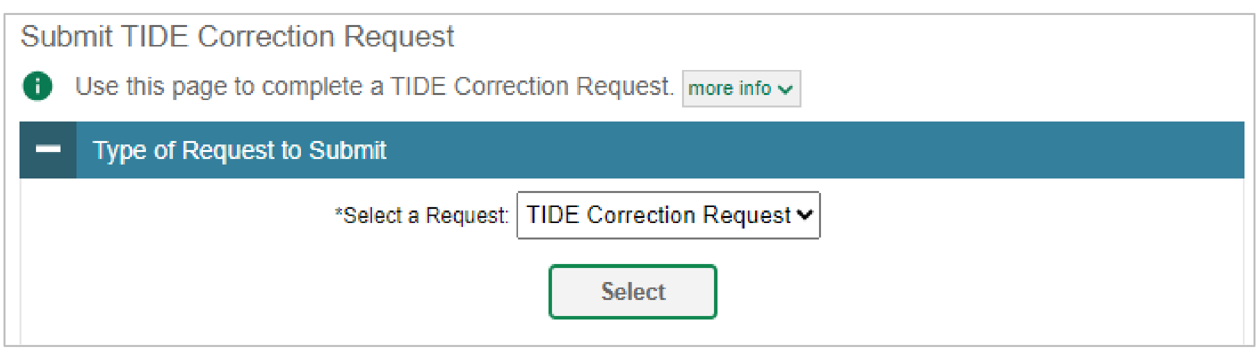
Correcting Student Information

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.

Submitting a TIDE Correction Request

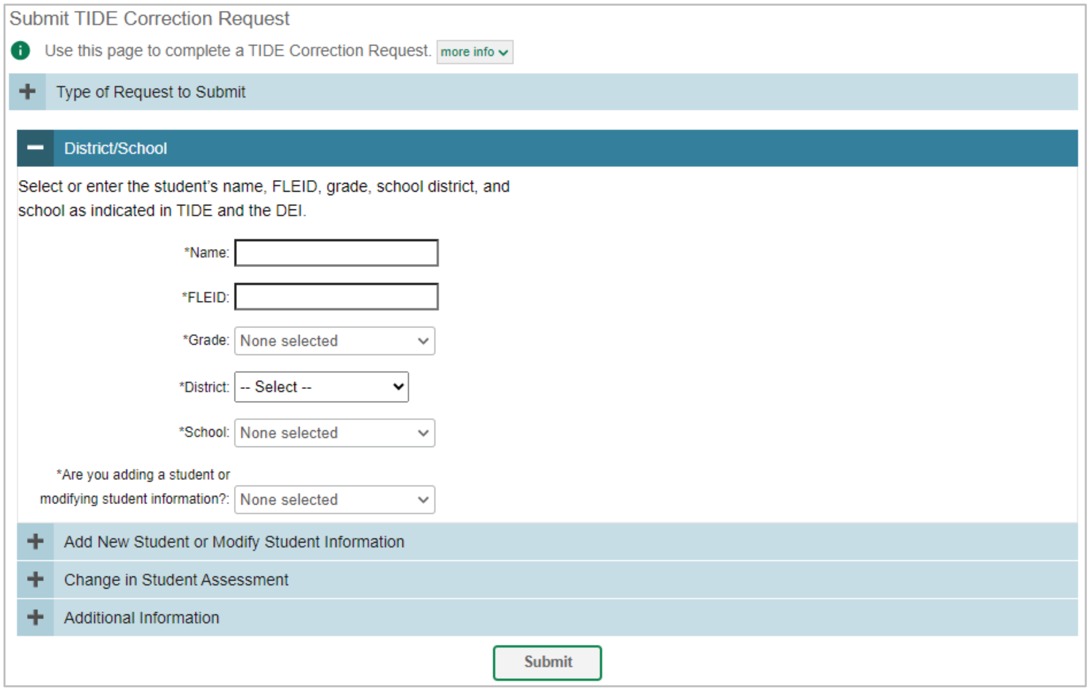
1. From the Correct Student Information task menu on the TIDE dashboard, select **Submit TIDE Correction Request**. The ***Submit TIDE Correction Request*** page appears (see Figure 68).

Figure 68. Submit TIDE Correction Request Page



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

Figure 69. District/School section of the Submit TIDE Correction Request Page



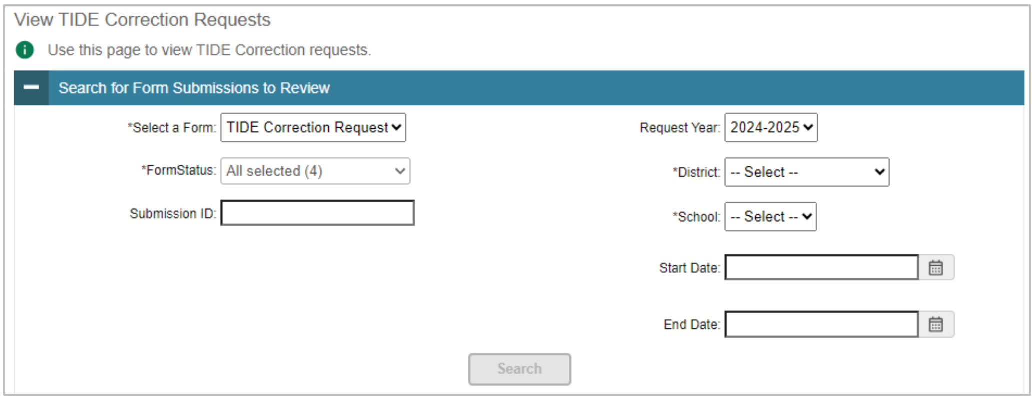
3. Complete all fields in the District/School section (see Figure 69) for the student who needs to be added to TIDE or whose information needs to be modified in TIDE, including indicating from the drop-down list whether you are adding a student or modifying student information.
4. Once these fields are 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 participation (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 *Primary Language Spoken at Home*, 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 three digits of the reference number).

Viewing a TIDE Correction Request

Once you have received an 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 70).

Figure 70. 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 view 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
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. Select **Submit**.

Retracting a TIDE Correction Request

Beginning with the 2024–25 school year, AACs, APSAs, SLCs, BSLCs, and AATs will have the option to retract a TIDE Correction Request that was submitted in error.

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 70).
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. Select the edit button ( ) for that request. The specific request appears.
5. Scroll to the bottom of the ***View/Edit Form*** page. Change the status to *Retracted.* Select **Submit**.

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:

1. The AAC, APSA, or SLC will invalidate all tests related to the FAA assessment via the Invalidations and Requests task menu on the TIDE dashboard. Refer to the Managing Requests section for student on how to invalidate the student's tests.
2. Next, the AAC, APSA, or SLC will update the student's *IEP Team Decision on Assessment* in TIDE. Refer to the Viewing and Editing Students section for steps on how to make this update for one student.

   For example, if a student was participating in the FAA—Datafolio, and the teacher had already entered data in the DEI, and the student is now eligible to participate in the FAA—Performance Task, the AAC, APSA, or SLC would invalidate any Datafolio assessments started in the DEI. Then, the coordinator would use the **View/Edit/Export Students** subtask in TIDE to update the *IEP Team Decision on Assessment* to Performance Task.

If the teacher has not started to submit data entry in the DEI for the initial assessment:

1. The AAC, APSA, or SLC will update the student's *IEP Team Decision on Assessment* in TIDE. Refer to the Viewing and Editing Student Records section for steps on how to make this update for one student.

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 FAA assessment:

1. The AAC, APSA, or SLC will invalidate all tests related to the FAA assessment via the Invalidations and Requests task menu on the TIDE dashboard. Refer to the

Managing Requests section for student on how to invalidate the student’s tests.

2. Next, the AAC, APSA, or SLC will then delete the student from the Florida Alternate Assessment administration in TIDE. Refer to the Deleting Student Records One at a Time section for steps on how to delete students.

3. The AAC or APSA will then communicate with the district assessment coordinator (DAC) of the district to have the student added to the 2024–25 Florida Statewide Assessments administration in TIDE.

If the teacher has not started to submit data entry in the DEI for the FAA assessment:

1. The AAC, APSA, or SLC will delete the student from the Florida Alternate Assessment administration in TIDE. Refer to the Deleting Student Records One at a Time section for steps on how to delete students.

2. The AAC or APSA will then communicate with the district assessment coordinator (DAC) of the district to have the student added to the 2024–25 Florida Statewide Assessments administration in TIDE.

Working with Spring Performance Task Orders

This section describes how to place additional orders, verify contact information, view the order history, and review order quantities for the Spring Performance Task. For information on working with orders for the 2024 Fall Makeup FAA—Performance Task, see Section VII. Fall Makeup Performance Task Additional Orders and Associated Tasks

Spring 2025 FAA—Performance Task Initial Orders

For the Spring 2025 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 Summary task.

AACs and APSAs will place additional orders using the **Place Additional Orders** subtask 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 74 includes a snapshot of the materials that will be available during the Additional Order Window for Grade 3.

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

- Elementary and Middle School (Grades 3–8) and Civics EOC Materials: February 10–April 4, 2025
- ELA 1, ELA 2, Algebra 1 EOC, Geometry EOC, Biology 1 EOC, and U.S. History EOC Materials: March 3–April 18, 2025
- Return Material Supplies: February 10–April 30, 2025

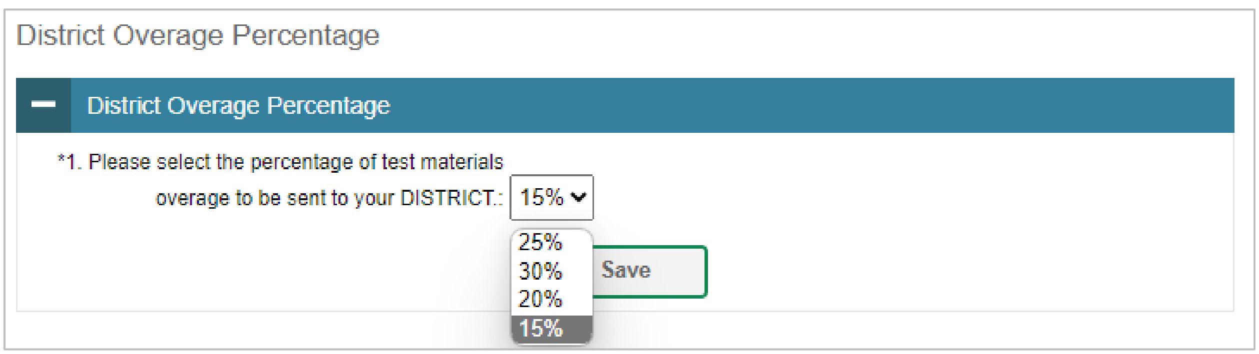
Confirming Shipping Information for Initial Orders

Pearson will be contacting districts in mid-December to confirm shipping information for initial orders.

Selecting District Overage Percentage

1. From the Orders task menu on the TIDE dashboard, select **District Overage Percentage**. The ***District Overage Percentage*** page appears (see Figure 71).

Figure 71. District Overage Percentage Page



2. The default overage is 25%. You may increase or decrease your district overage to 30%, 20%, or 15% and make edits as necessary until the PreID deadline in mid-December. After mid-December, this field will be in view-only.
3. Select **Save**.

Placing Additional Orders

To verify contact information:

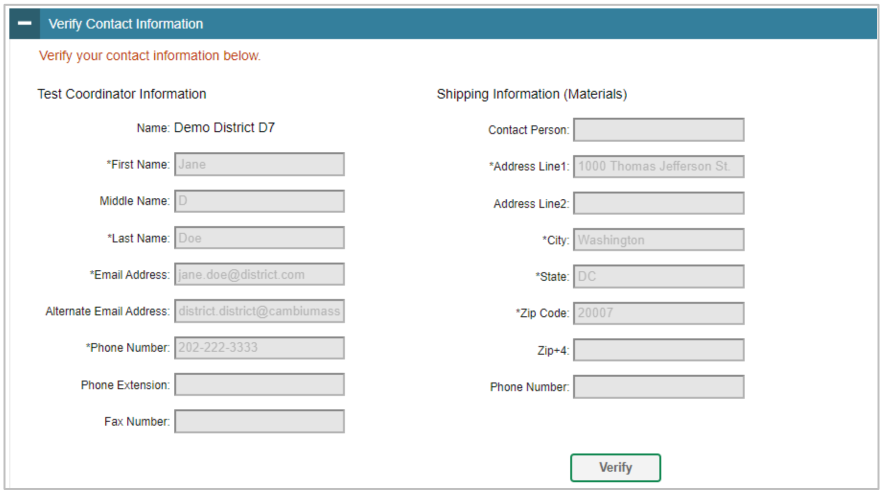
Prior to requesting additional orders, the AAC or APSA must confirm their contact information. Districts will not be able to access the **Additional Orders** section on the ***Place Additional Orders*** page without first confirming the contact and shipping information of the AAC or APSA in TIDE. Please note, the contact and shipping information will be in view-only mode. If changes are needed to the contact information, contact the FAA Service Center.

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 (see). Select **Verify.**
3. A confirmation page will appear. Select **Continue.**

Figure 72. Verify Contact Information Panel

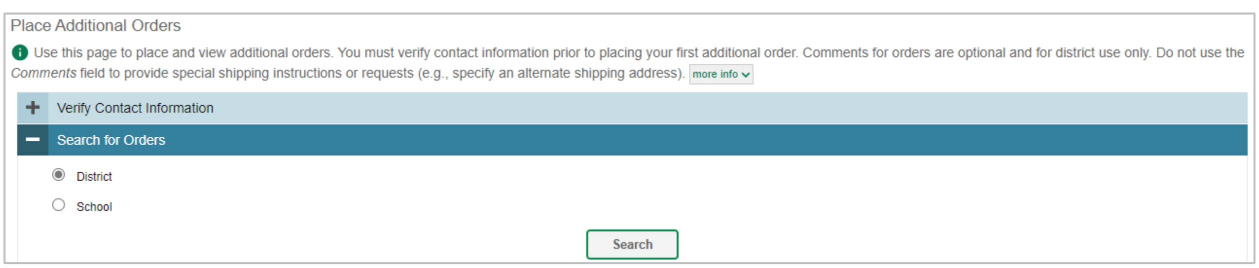


To order additional materials:

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 73).

Figure 73. 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 74).

Figure 74. Place Additional Orders Page

The following table lists your additional orders for Demo District D7

Material Description	Additional Quantity	Quantity Pending Approval	Quantity Approved	Quantity You Will Receive
+ Return Material Supplies				
− Grade 3 Form A Test Booklet and Auxiliary Materials Kits (including braille)				
Form A Grade 3 Test Booklet (ELA and Mathematics) *One Form A Grade 3 ELA and Mathematics test booklet.*	0	0	0	0
Form A Grade 3 Auxiliary Materials Kit for ELA and Mathematics *One Form A Grade 3 auxiliary materials kit for ELA and Mathematics.*	0	0	0	0
Form A Grade 3 One-Sided Auxiliary Materials Kit for ELA and Mathematics *One Form A Grade 3 one-sided auxiliary materials kit for ELA and Mathematics.*	0	0	0	0
Braille Grade 3 UEB with Nemeth Contracted Auxiliary Materials Kits *One braille Grade 3 UEB contracted auxiliary materials kit for ELA and one braille Grade 3 UEB contracted with Nemeth auxiliary materials kit for Mathematics.*	0	0	0	0
Braille Grade 3 UEB Math Contracted Auxiliary Materials Kits *One braille Grade 3 UEB contracted auxiliary materials kit for ELA and one braille Grade 3 UEB contracted with Math/Science auxiliary materials kit for Mathematics.*	0	0	0	0
Braille Grade 3 UEB with Nemeth Uncontracted Auxiliary Materials Kits *One braille Grade 3 UEB uncontracted auxiliary materials kit for ELA and one braille Grade 3 UEB uncontracted with Nemeth auxiliary materials kit for Mathematics.*	0	0	0	0
Braille Grade 3 UEB Math Uncontracted Auxiliary Materials Kits *One braille Grade 3 UEB uncontracted auxiliary materials kit for ELA and one braille Grade 3 UEB uncontracted with Math/Science auxiliary materials kit for Mathematics.*	0	0	0	0

1. 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.

2. 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.
3. Select **Submit** to submit your order. The ***Order Summary*** window appears to show you an overview of the order that was just placed. Click **Close** to return to the ***Place Additional Orders*** page.

Table 9 describes the columns on the ***Place Additional Orders*** page.

Table 9. 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.

Status	Description
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.

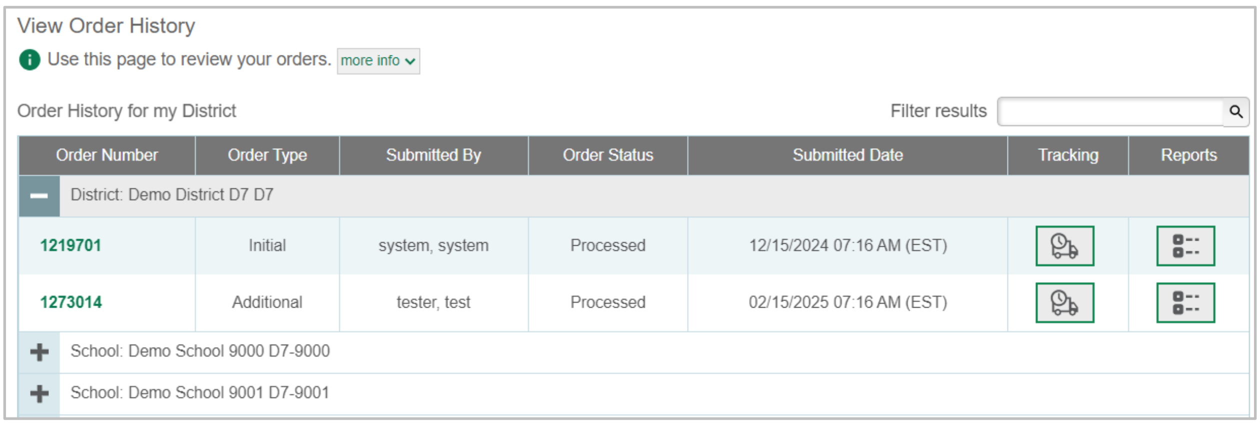
Viewing Order History

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 75).

Figure 75. Fields on the View Order History Page



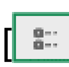
2. To view the order details, click the order number in the left column. The ***Order Details*** window appears.
3. To view the order's tracking report, click the tracking icon [].
4. To view the order's packing lists and security checklists, click the reports icon []. Table 10 describes the columns on the ***View Order History*** page.

Table 10. 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

Column	Description
Reports	Order's packing lists and security checklists

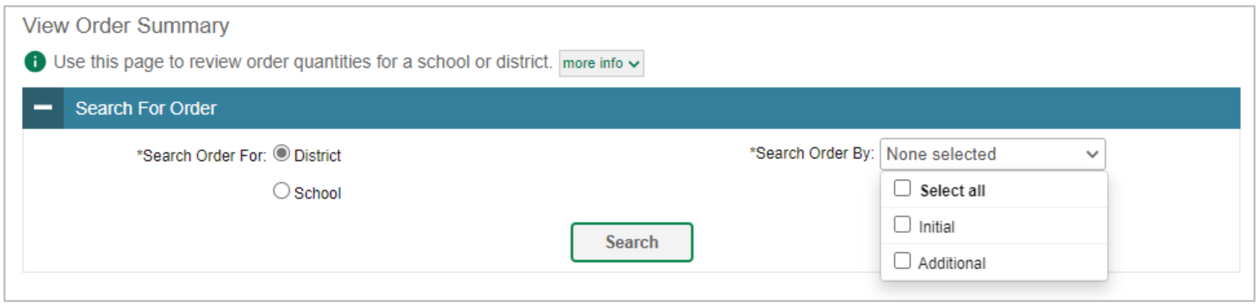
Viewing Order Summary

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

To view order quantities by test material:

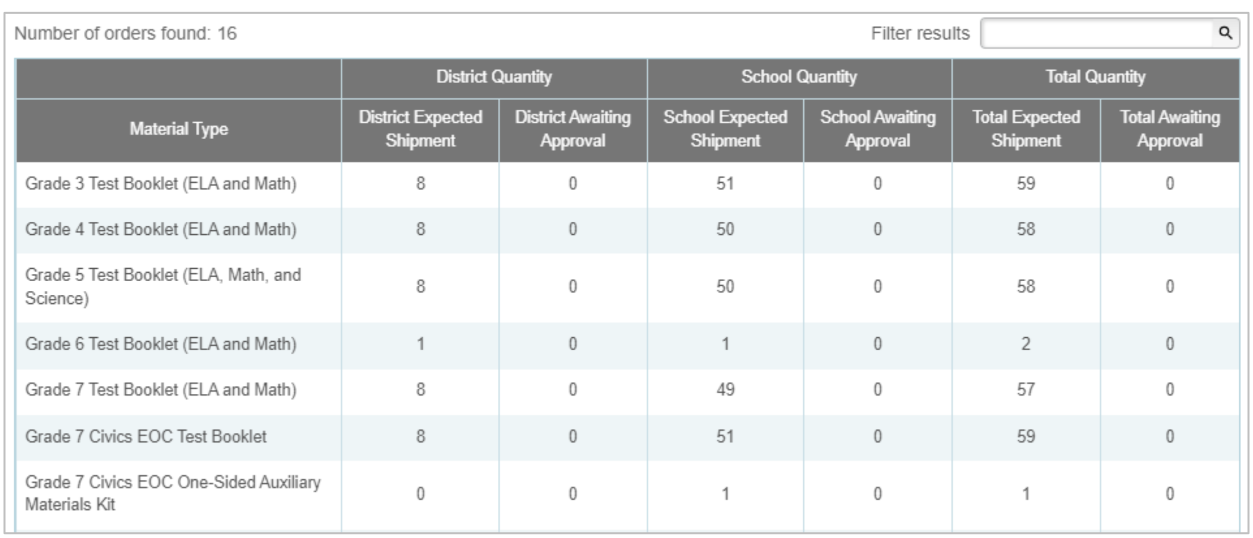
1. From the Orders task menu on the TIDE dashboard, select **View Order Summary** and the Search for Order panel on the ***View Order Summary*** page appears (see Figure 76).

Figure 76. 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 77).

Figure 77. Order Summary Panel



Number of orders found: 16

Filter results

	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
Grade 3 Test Booklet (ELA and Math)	8	0	51	0	59	0
Grade 4 Test Booklet (ELA and Math)	8	0	50	0	58	0
Grade 5 Test Booklet (ELA, Math, and Science)	8	0	50	0	58	0
Grade 6 Test Booklet (ELA and Math)	1	0	1	0	2	0
Grade 7 Test Booklet (ELA and Math)	8	0	49	0	57	0
Grade 7 Civics EOC Test Booklet	8	0	51	0	59	0
Grade 7 Civics EOC One-Sided Auxiliary Materials Kit	0	0	1	0	1	0

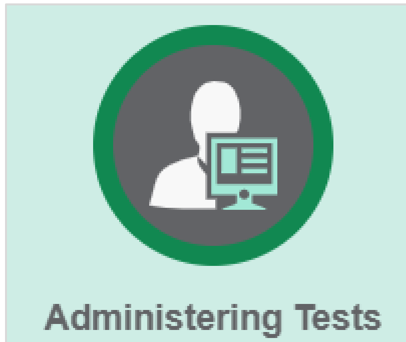
Table 11 describes the columns on the Order Summary panel.

Table 11. 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

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 entering student responses or uploading student evidence in the Data Entry Interface (DEI).



This section covers the following topics:

[Monitoring Test Progress](#)

[Managing Requests](#)

[Monitoring 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 administrations' 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 and Reason Not Assessed assignment, if applicable, for each student in the school or district.

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 78. Sample Participation Reports Page: Basic Search

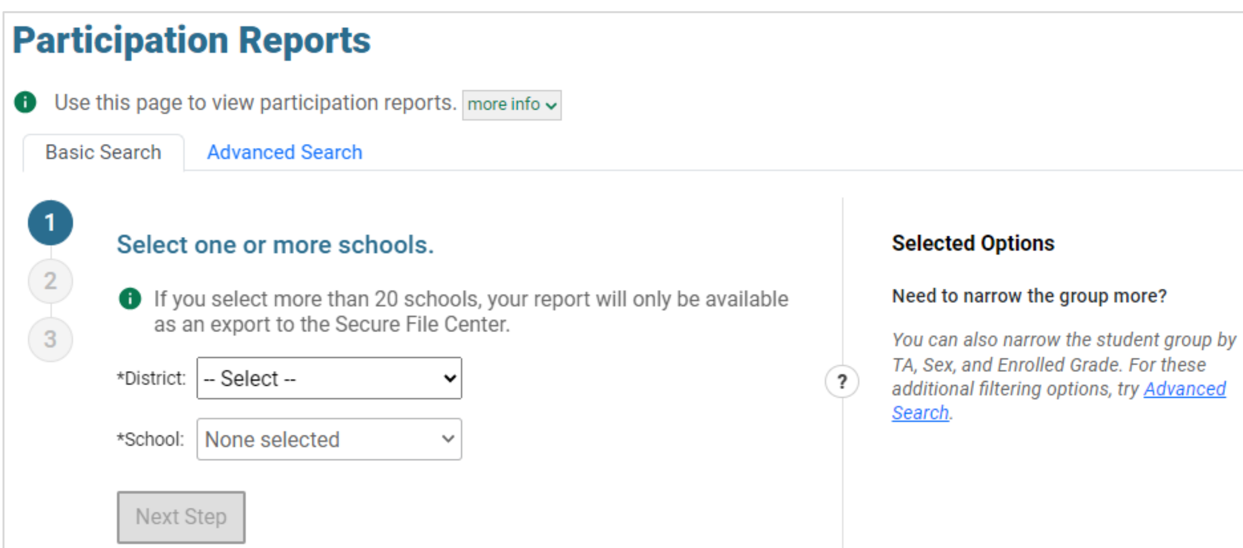


Figure 79. Sample Participation Reports Page: Advanced Search

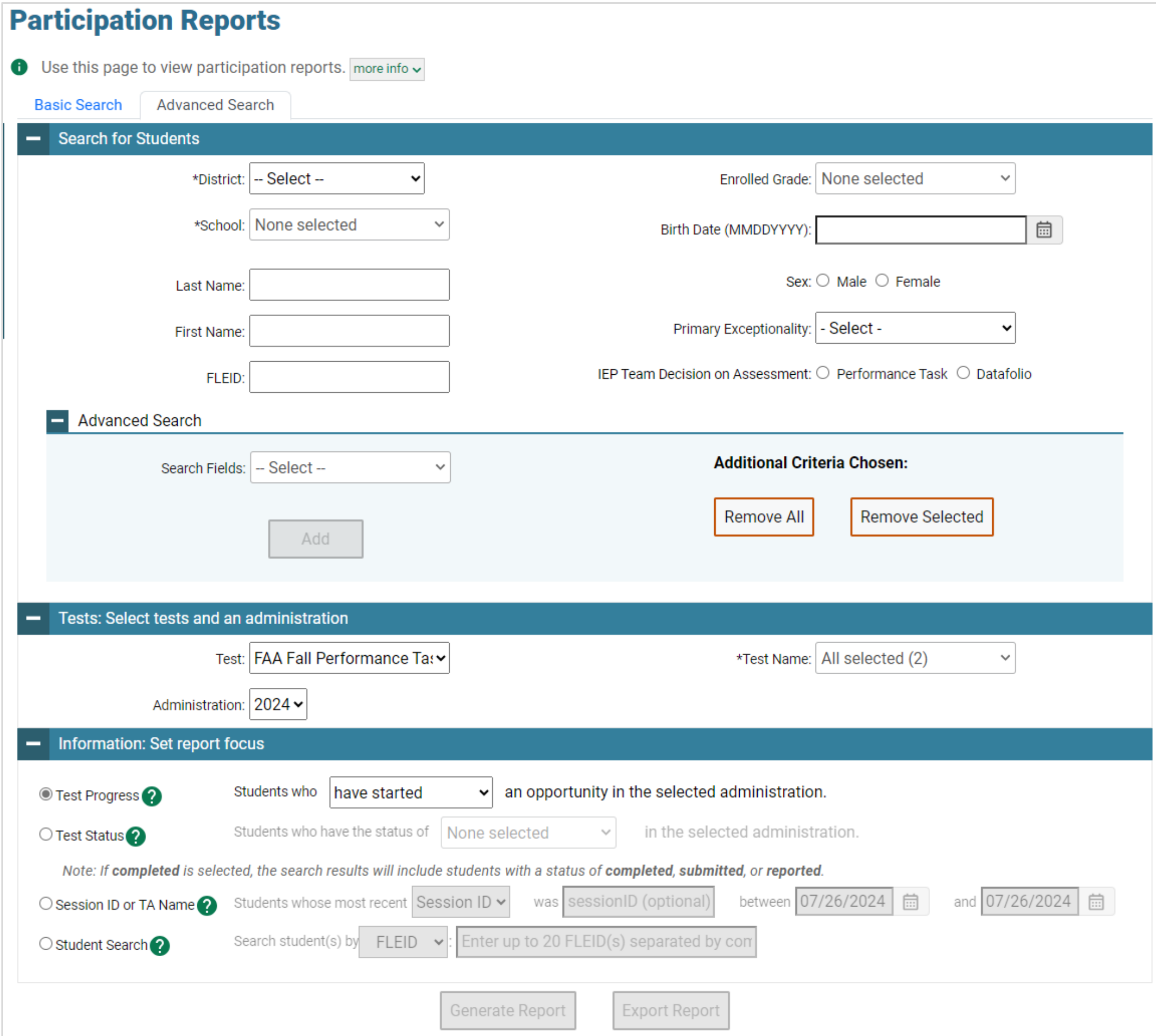
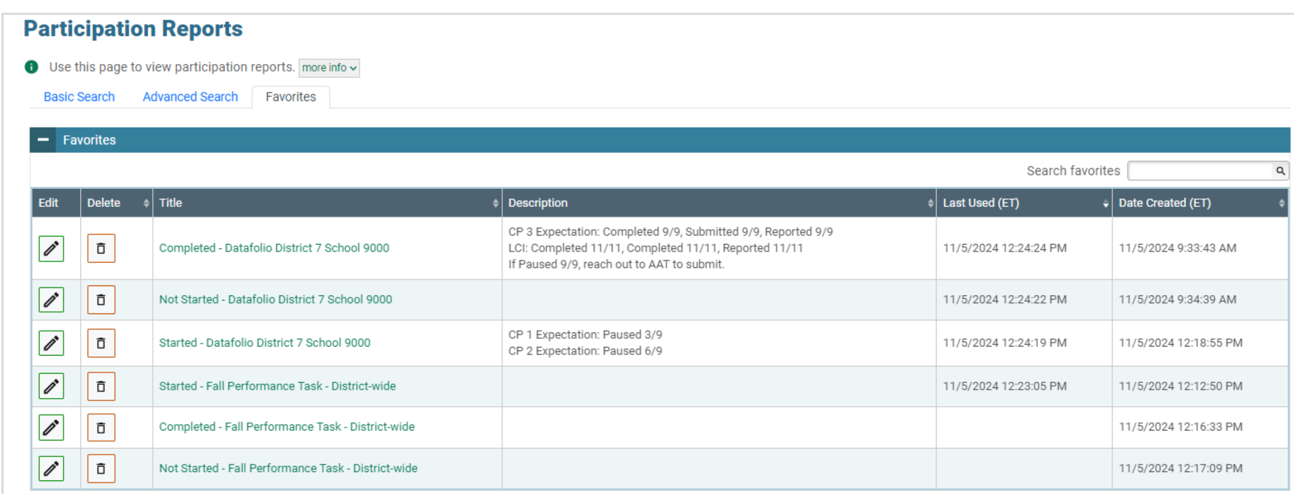


Figure 80. Sample Participation Reports Page: Favorites Tab



2. Select either **Basic Search** (Figure 78), **Advanced Search** (Figure 79), or **Favorites** (Figure 80).
3. For Basic Search, proceed to the Basic Search section.
4. For Advanced Search, proceed to the Advanced Search section.
5. For Favorites, proceed to the Favorites section.

Basic Search

This option is designed for quick access to common search options. It offers a paired down selection of options available in the Advanced Search and only allows searching for full groups of students per test, administration, and test name.

Follow the prompts to move through the three steps. The Selected Options section populates with your report information for each step. After searching, you will have access to the results table, which you can then filter by keyword and export.

Advanced Search

1. 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.

2. In the Tests: Select tests and an administration panel, select the parameters for which tests to include in your report:
   a. From the **Test** drop-down list, select a test administration.

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

   b. From the **Test Name** drop-down list, select the test or tests for which you want to generate the report.
   c. The **Administration** drop-down will automatically populate the current school year.
3. In the Information: Set report focus panel, select the radio button for one of the options and set the parameters for that option.
   a. **Test Progress**
      i. Reports date completed information; not based on status.
      ii. Started does not have a test completion date; Completed has a test completion date.
      iii. 100,000 record limit for untested students.
   b. **Test Status**

i. Reports test statuses.

ii. If completed is selected, the search results will include students with completed, submitted, or reported statuses.

c. **Session ID or TA Name**

i. Includes the option of searching by Session ID or by TA (AAT).

ii. Search can be filtered by date.

Note: Searching by Session ID is not relevant for the FAA tests.

d. **Student Search**

i. Includes the option of searching by Student Name or FLEID

ii. To search by Student Name, enter the exact first name and/or the exact last name.

iii. To search by one or more FLEIDs, enter the FLEID(s), separated by a comma.

4. Do one of the following:

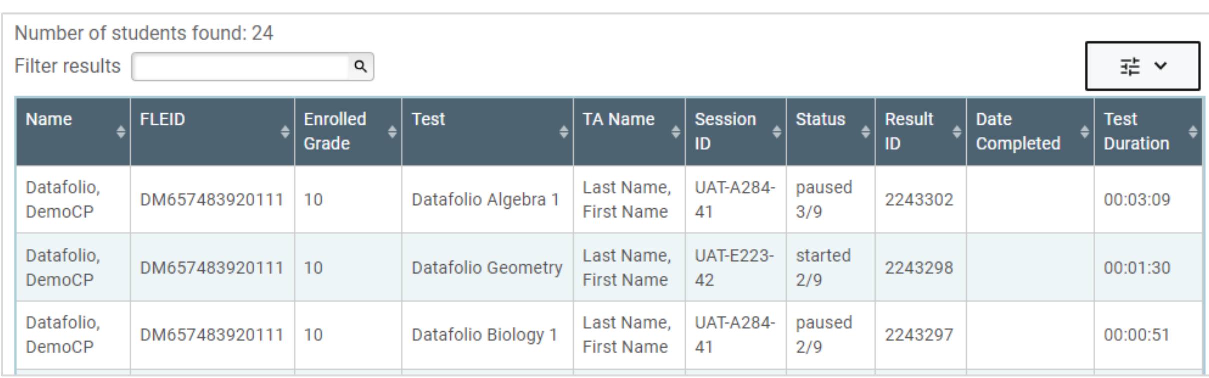
a. To view the report on the page, click **Generate Report**.

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

Figure 81 displays a sample Participation Report output, and Table 12 provides descriptions of the available columns in this report.

Note: Not all columns are **selected** by default. To add or remove 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 81. Sample Participation Report



Number of students found: 24

Filter results

Name	FLEID	Enrolled Grade	Test	TA Name	Session ID	Status	Result ID	Date Completed	Test Duration
Datafolio, DemoCP	DM657483920111	10	Datafolio Algebra 1	Last Name, First Name	UAT-A284-41	paused 3/9	2243302		00:03:09
Datafolio, DemoCP	DM657483920111	10	Datafolio Geometry	Last Name, First Name	UAT-E223-42	started 2/9	2243298		00:01:30
Datafolio, DemoCP	DM657483920111	10	Datafolio Biology 1	Last Name, First Name	UAT-A284-41	paused 2/9	2243297		00:00:51

Table 12. Available 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.

Attribute	Description
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.

Favorites

You can save reports generated from the **Advanced Search** to easily rerun reports you use often. Reports are accessed from the **Favorites** tab without the need to reenter your search criteria. When available, new data is pulled in each time you run a report from **Favorites**.

Your list of favorite reports can be used throughout one school year but will be removed when TIDE is reset for the next school year.

Saving Searches to the Favorites Tab

1. Select the **Advanced Search** tab.
2. Select search criteria for all required fields and any optional fields within each section.
3. Select **Generate Report**.

Note: The option to save your search will not appear if you select **Export Report**.

4. Review your search results in the grid at the bottom, and if they meet your needs, select **Save New Favorite**.
5. On the ***Save New Favorite*** pop-up, add a title with up to 500 characters (required) and a description with up to 1000 characters (optional).

   Caution: The **Advanced Search** options you selected will not display when you generate this report from the **Favorites** tab. For future reference, list your search selections in the description so you know what information is in this report.

Generating and Managing Reports from the Favorites Tab

The results from the reports in **Favorites** are refreshed every time you generate a report. **Plan and Manage Testing** provides results on demand, so data is always up to date.

To generate a report from the Favorites tab:

1. Select the **Favorites** tab.
2. *Optional*: Select the top row of a column to sort in ascending order. Select the row again to sort in descending order.
3. *Optional*: Use the *Search favorites* text box to enter a keyword, phrase, part of a word, date, or time to find a specific report.
4. Select the title of a report to generate results below the list of *Favorites* on the **Favorites** tab. The title and description you entered while saving your favorites display above the results, and the results display with a limited selection of columns.
5. *Optional*: To display all or different columns, select and use the checkboxes.
6. *Optional*: Sort the results table the same way you can sort the list of *Favorites*.

To manage your favorite reports by editing the title and description or deleting the report:

1. Choose a way to edit the title:
   - From your *Favorites* list, select the **Edit** button .
   - If you've generated the report, select **Edit Title / Description** from above the results.
2. Delete the report by selecting the Delete icon from your *Favorites* list.

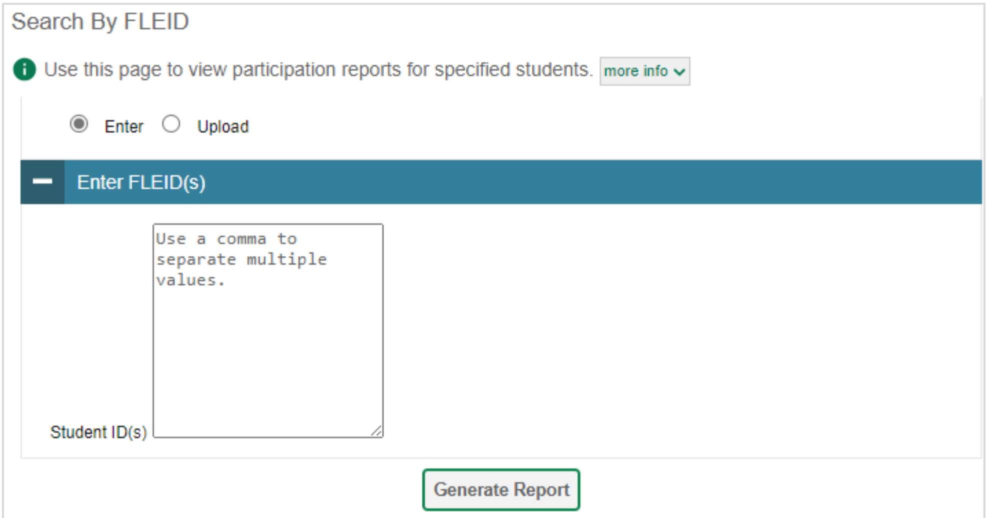
Searching by FLEID to Generate a Participation Report

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 82. 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.

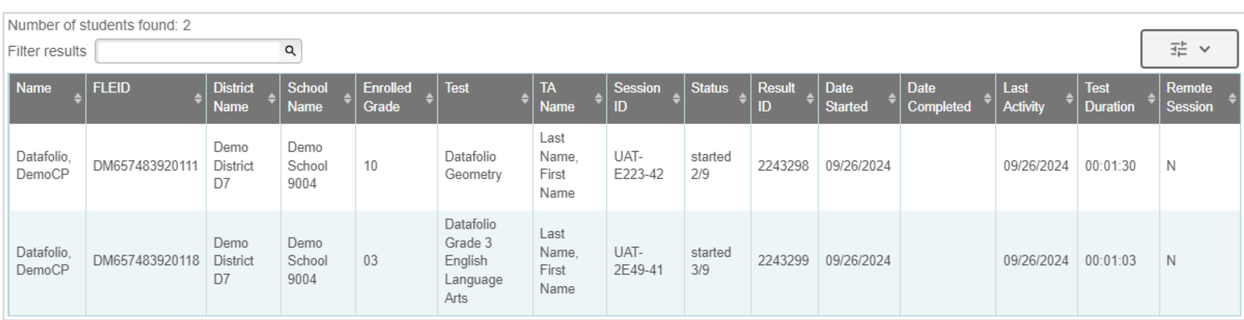
Note: Excel or CSV files are supported. Excel files should include only FLEIDs with **one** FLEID per row. The maximum number of FLEIDs that can be entered or uploaded is 1,000.

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

[Figure 83](#) displays a sample Participation Report output, and [Table 12](#) 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 83. Sample Search by FLEID Results



Number of students found: 2

Filter results

Name	FLEID	District Name	School Name	Enrolled Grade	Test	TA Name	Session ID	Status	Result ID	Date Started	Date Completed	Last Activity	Test Duration	Remote Session
Datafolio, DemoCP	DM657483920111	Demo District D7	Demo School 9004	10	Datafolio Geometry	Last Name, First Name	UAT-E223-42	started 2/9	2243298	09/26/2024		09/26/2024	00:01:30	N
Datafolio, DemoCP	DM657483920118	Demo District D7	Demo School 9004	03	Datafolio Grade 3 English Language Arts	Last Name, First Name	UAT-2E49-41	started 3/9	2243299	09/26/2024		09/26/2024	00:01:03	N

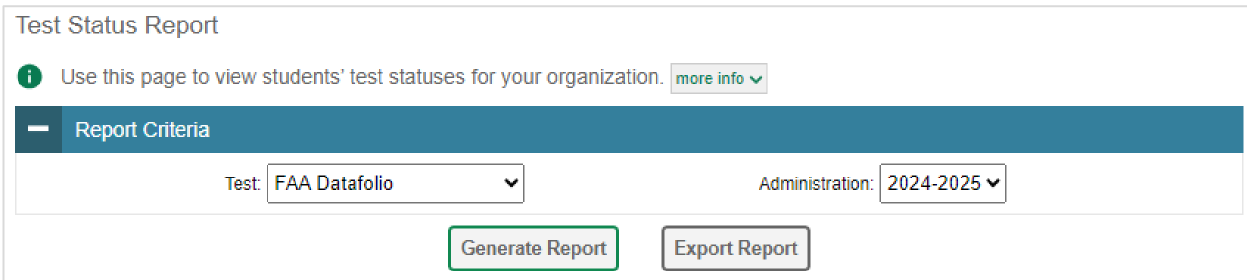
Reviewing Test Status Reports

The Test Status Report provides a district-wide snapshot of test statuses for all tests in a district in the selected test administration. It also indicates which students have a Reason Not Assessed assignment.

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 84), select search criteria for the test and administration.

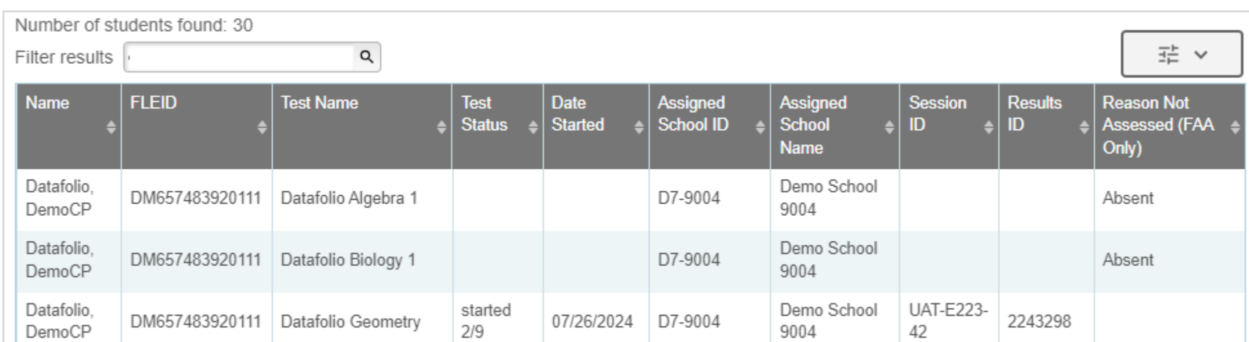
Figure 84. Test Status Report Criteria Search Fields



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 85), while Table 13 lists the columns in the Test Status Report.

Figure 85. Test Status Report



Number of students found: 30

Filter results

Name	FLEID	Test Name	Test Status	Date Started	Assigned School ID	Assigned School Name	Session ID	Results ID	Reason Not Assessed (FAA Only)
Datafolio, DemoCP	DM657483920111	Datafolio Algebra 1			D7-9004	Demo School 9004			Absent
Datafolio, DemoCP	DM657483920111	Datafolio Biology 1			D7-9004	Demo School 9004			Absent
Datafolio, DemoCP	DM657483920111	Datafolio Geometry	started 2/9	07/26/2024	D7-9004	Demo School 9004	UAT-E223-42	2243298	

Table 13. 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

Column	Description
Date Started	Date student started the test
Assigned School ID	ID of school where student is enrolled
Assigned School Name	Name of school where student is enrolled
Session ID	Unique ID for the test session
Results ID	Unique ID for the item result
Reason Not Assessed (FAA Only)	Reason Not Assessed assignment, if applicable, that is associated with the student and the test.

To see descriptions of possible statuses in the Test Status Report, see Table 14.

Table 14. 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 15 provides descriptions of each request type. It is recommended that AACs, APSAs, and SLCs log in to TIDE daily during the testing 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 86). 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 86. Invalidations and Requests Notification

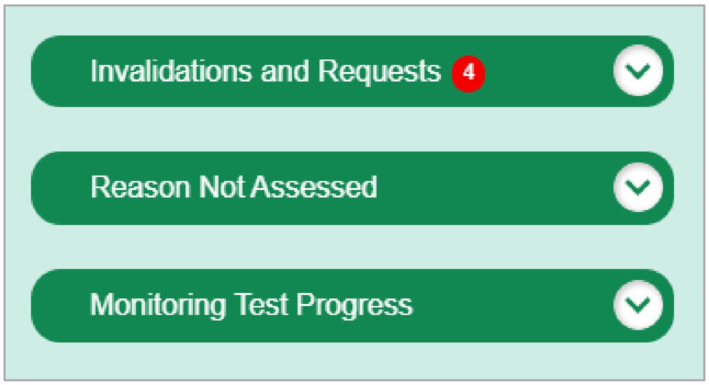


Table 15 provides descriptions of each request type that an AAT may submit for approval.

Table 15. 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 testing 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 testing 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

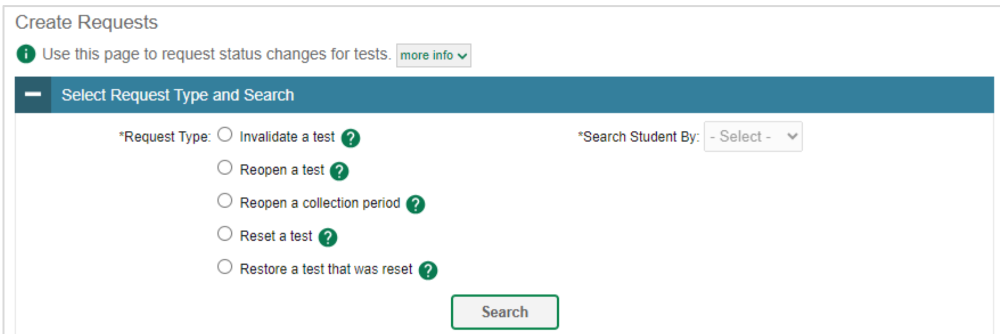
AACs, APSAs, SLCs, BSLCs, and AATs can create the following requests in TIDE:

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:

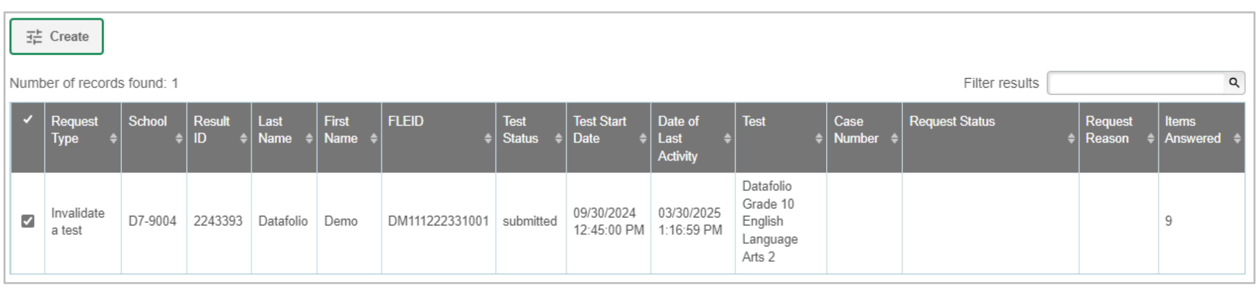
1. Gather the Result ID, Session ID, or FLEID. Note, AATs do not have access to the Result ID.
    a. Select **Create Requests**. The ***Create Requests*** page appears.

Figure 87. 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.

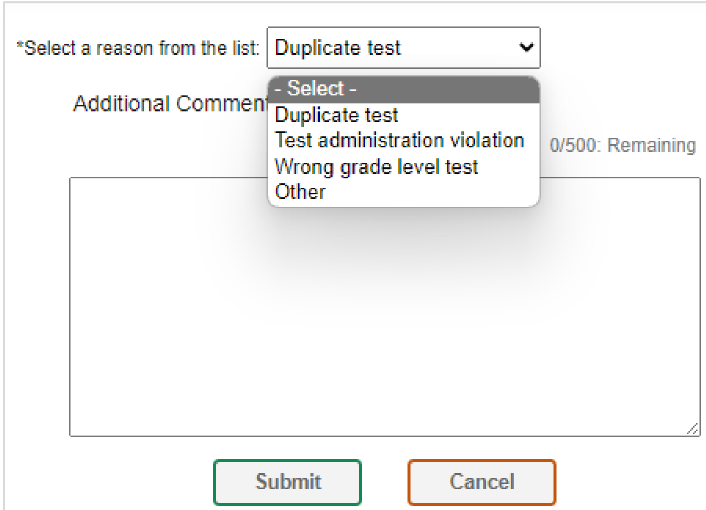
Figure 88. Sample Retrieved Student Results



✓	Request Type	School	Result ID	Last Name	First Name	FLEID	Test Status	Test Start Date	Date of Last Activity	Test	Case Number	Request Status	Request Reason	Items Answered
☑	Invalidate a test	D7-9004	2243393	Datafolio	Demo	DM111222331001	submitted	09/30/2024 12:45:00 PM	03/30/2025 1:16:59 PM	Datafolio Grade 10 English Language Arts 2				9

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 89. Request Reason Drop-Down List

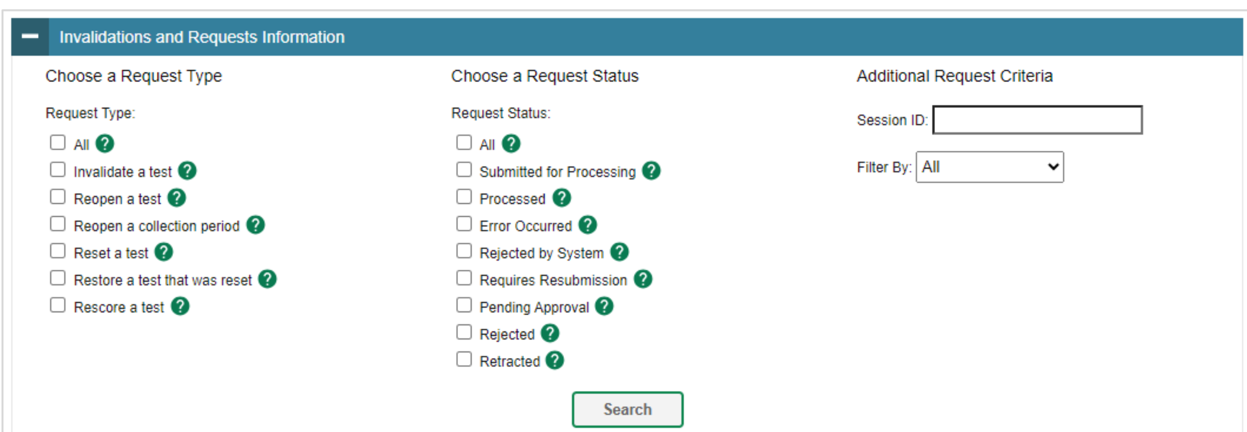


Viewing Requests

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 90. Selection Fields on the View/Export Requests Page

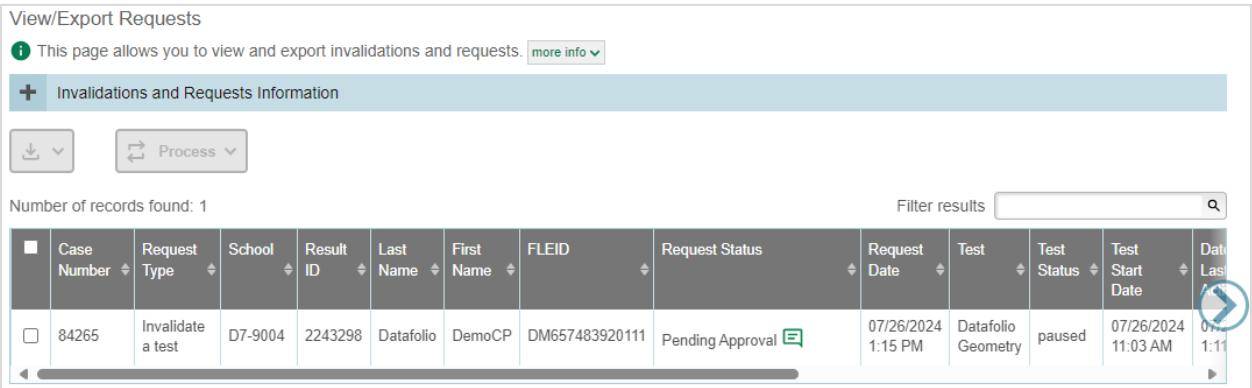


2. Retrieve the requests you want to view by selecting or entering information in the Invalidations and Requests Information panel.
3. Click **Search**. You will be prompted with the option to View Results, Export to Secure File Center, or Modify Search.
   a. If you choose **View Results**, the list of retrieved records appears below the search panel. Figure 91 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 91. 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 16 lists the available statuses.

Table 16. 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 17 lists the requests that may be approved by the AAC, APSA, or SLC.

Table 17. Request Approval Permission by User

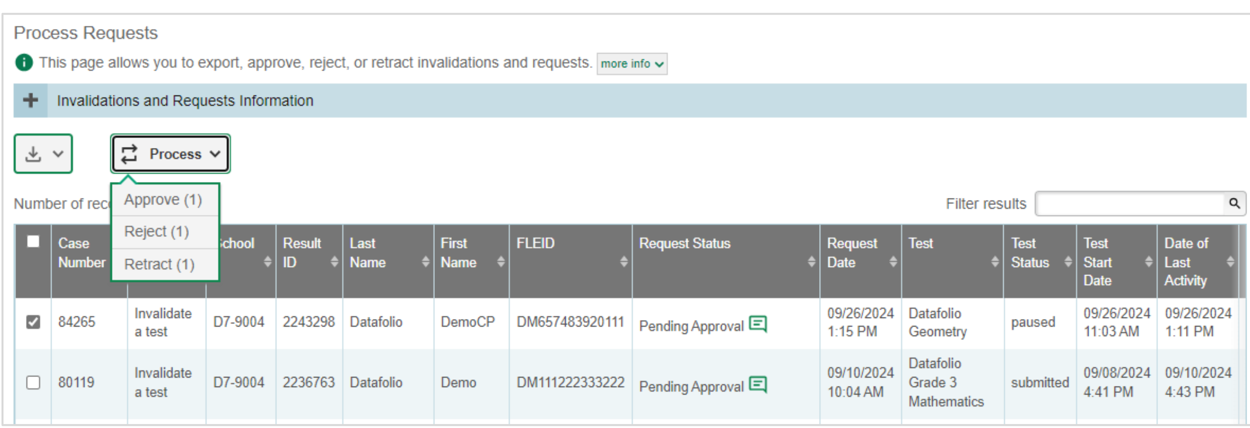
Appeal Type	AAC	APSA	SLC
Invalidate a test	✓	✓	
Reopen a test	✓		
Reopen a collection period (Datafolio Only)*			
Reset a test	✓		✓
Restore a test that was reset	✓		

*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 92. Process Requests Page



Note: The successful processing of a request depends upon test status. Table 18 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 18. 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.

Monitoring Reason Not Assessed

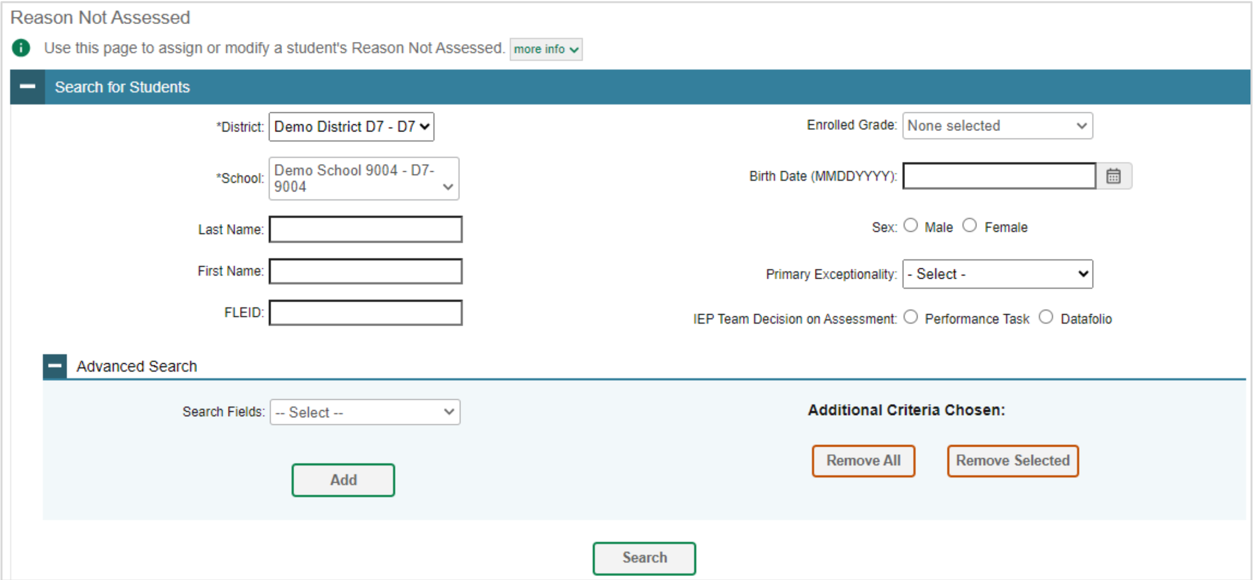
If a student who is eligible to participate in the FAA—Performance Task or FAA—Datafolio was not assessed, AATs will indicate a Reason Not Assessed in TIDE. If, for example, the student was hospitalized or the student received a medical exemption, the AAT would assign a Reason Not Assessed to the student's 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:

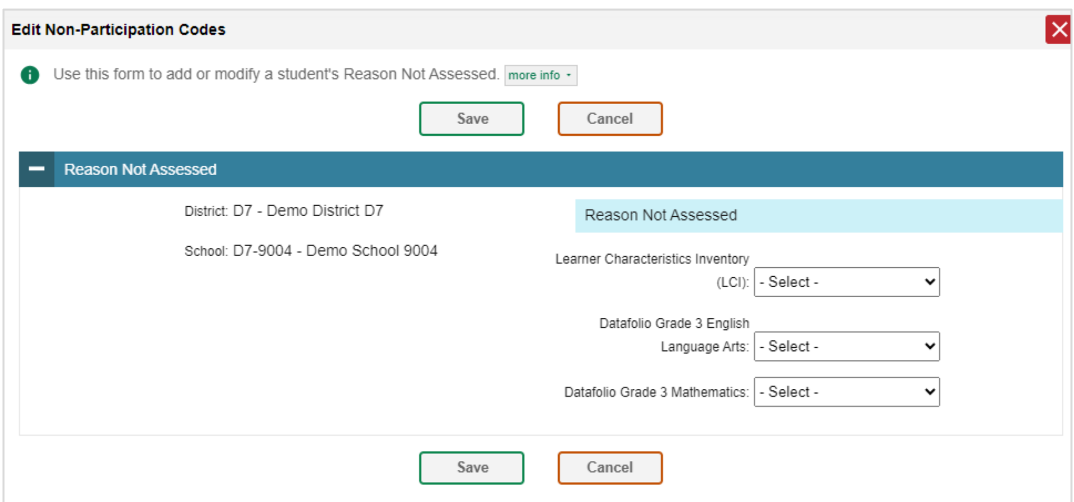
1. In the Reason Not Assessed task menu on the TIDE dashboard, select **Reason Not Assessed.** The ***Reason Not Assessed*** page appears (see Figure 93).
2. Retrieve the student to whom you want to assign a Reason Not Assessed by filling out the search criteria and selecting **Search**.

Figure 93. Reason Not Assessed: Search for Students Panel



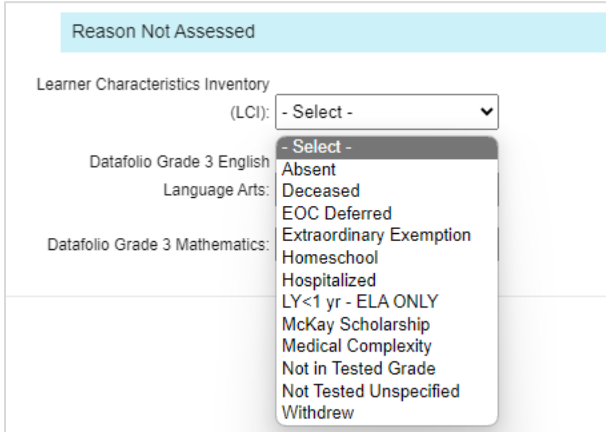
3. From the list of retrieved students, select for the student requiring a Reason Not Assessed assignment. The ***Edit Non-Participation Codes*** page appears, listing the student's school district and school, and the student's available tests where a Reason Not Assessed can be assigned (see Figure 94).

Figure 94. 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 94 below.

Figure 95. Reason Not Assessed Drop-Down List



5. Select **Save**.

Monitoring Reason Not Assessed at the School and District Level

With the updates made to the Test Status Report during the 2024–25 school year, AACs, APSAs, and SLCs should use the Test Status Report subtask to monitor Reason Not Assessed. Refer to the Reviewing Test Status Reports section for information on how to pull a Test Status Report.

Figure 96.Test Status Report with Reason Not Assessed

Name	FLEID	Test Name	Test Status	Date Started	Assigned School ID	Assigned School Name	Session ID	Results ID	Reason Not Assessed (FAA Only)
Datafolio, DemoCP	DM657483920111	Datafolio Algebra 1			D7-9004	Demo School 9004			Absent
Datafolio, DemoCP	DM657483920111	Datafolio Biology 1			D7-9004	Demo School 9004			Absent
Datafolio, DemoCP	DM657483920111	Datafolio Geometry	paused 6/9	09/26/2024	D7-9004	Demo School 9004	UAT-E223-42	2243298	Absent

As illustrated in Figure 96, the Test Status Report provides information on the test status as well as the assigned Reason Not Assessed, if applicable, by student for each available test.

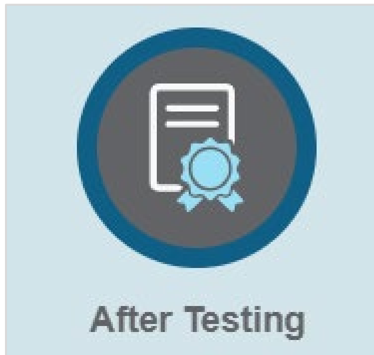
Through this report, AACs, APSAs, and SLCs can determine the following information:

- The tests where response entry has not occurred, and a Reason Not Assessed has been assigned.
- The tests where response entry has occurred or has started, and a Reason Not Assessed has not been assigned.
- The tests where response entry has occurred or has started, and a Reason Not Assessed has been assigned.

Note: Any student test where response entry has occurred or has started should not have a Reason Not Assessed assigned. If there is an assigned Reason Not Assessed for a started or completed test, the Reason Not Assessed should be removed.

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:

Reviewing Test Completion Rates

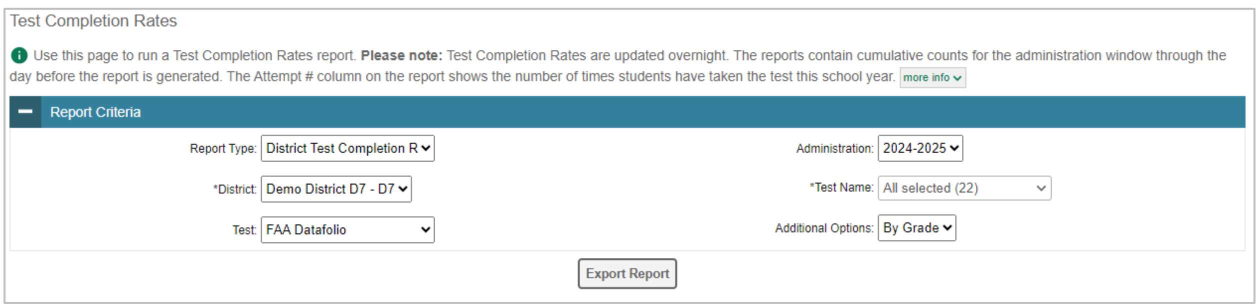
District- and school-level users can export an Excel spreadsheet showing the number of students who have completed each test.

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 97), select the parameters for which tests to include in your report. To display test completion counts for each test disaggregated by participating students' enrolled grades, select **By Grade.**

Figure 97. Sample Test Completion Rates Search Fields



3. To view the report in Microsoft Excel, click **Export Report**. Table 19 lists the columns in this report.

Table 19. 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
Enrolled Grade	Student's enrolled grade. *This column is only populated if you select the **Show By Grade** option.
Attempt #	Test attempt number that is being reported. In most cases, the attempt will be 1.
Total Eligible Students	Number of students with an active relationship to the school in TIDE.
Total Students Started	Number of students who have started the test

Column	Description
Total Students Completed	Number of students who have finished the test and submitted it for scoring
Total Remote Test Completed*	The number of remote tests completed

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

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.

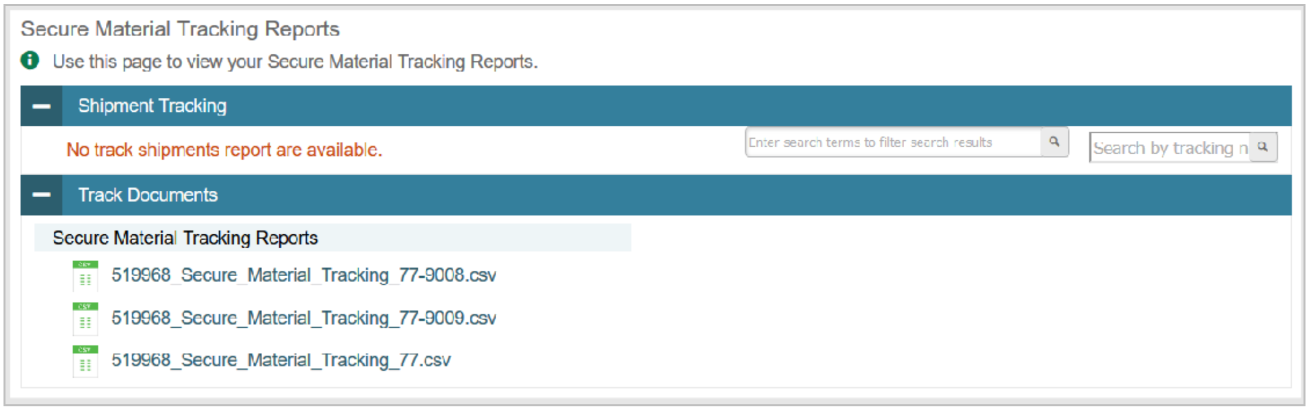
Note: For the Spring Performance Task, please allow several weeks for Pearson to receive and check in materials. If the reports are not updated after several weeks with the anticipated number of materials returned, districts can request more information by calling the FAA Service Center at 1-877-655-3001 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 98. 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.

Generating and Distributing 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 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** subtask in TIDE (or any other secure method determined locally).

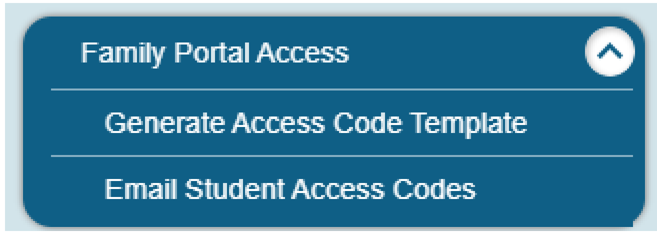
Generating an Access Code Template

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

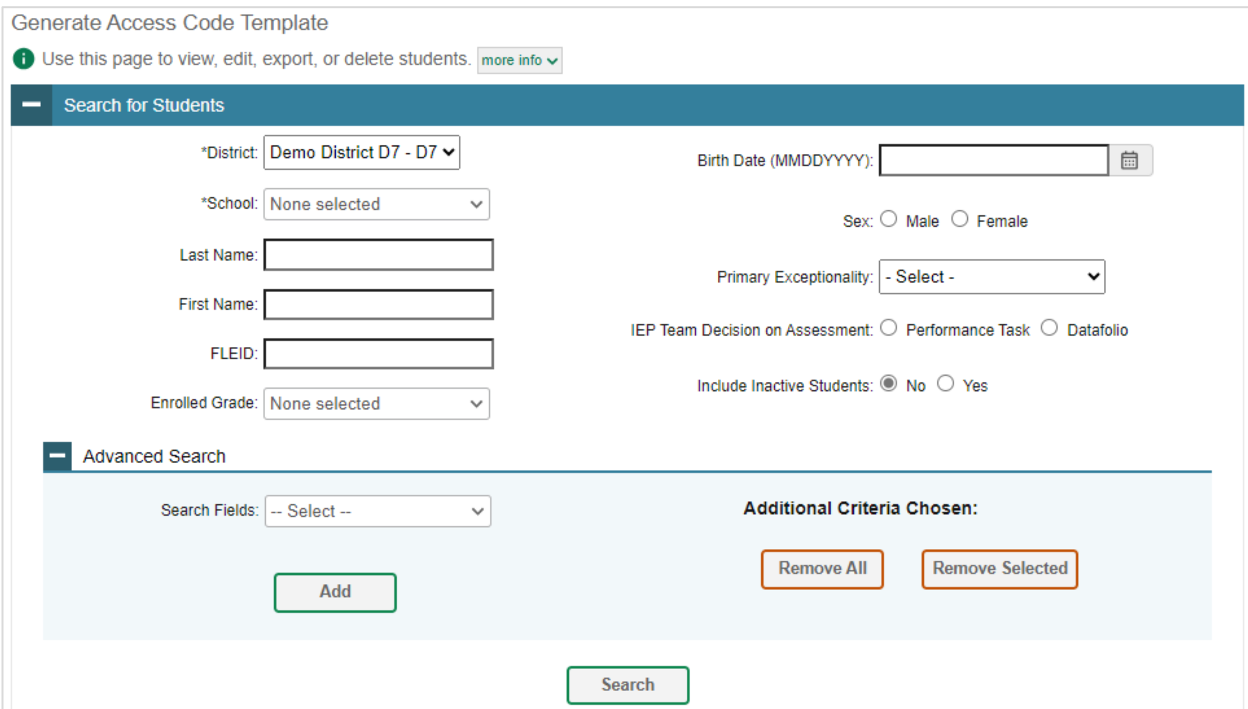
menu and select **Generate Access Code Template** (see Figure 99).

Figure 99. Family Portal Access Task Menu



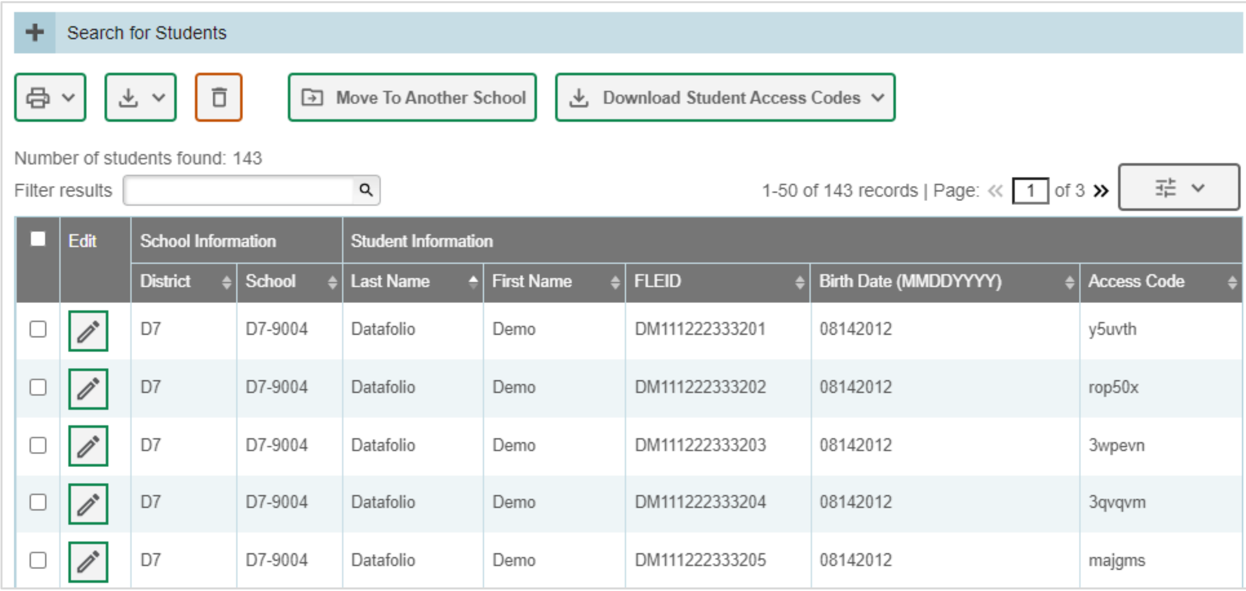
3. Complete the fields shown below to find the student(s) for whom you need an access code. Select **Search**.

Figure 100. 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 101) generates a template in Excel that can be downloaded and used to email access codes for groups of students.

Figure 101. Download Student Access Codes



Distributing Access Codes to Teachers or Families

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

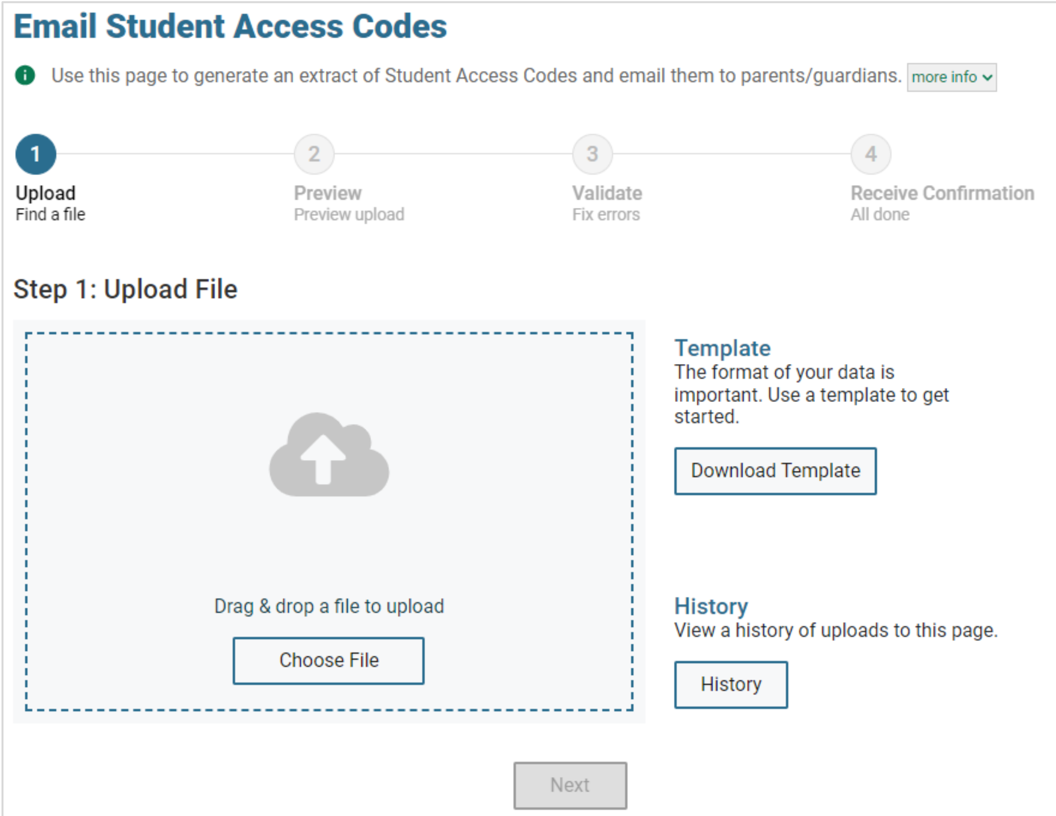
1. After selecting Download Student Access Codes to download the file, complete the **Send Access Code to This Email Address** (see Figure 102) column.

Figure 102. Send Access Code to This Email Address

Last Name	First Name	FLEID	Birth Date (MMDDYYYY)	Access Code	Send Access Code to This Email Address
Datafolio	Demo	DM111222333201	8142012	y5uvth	
Datafolio	Demo	DM111222333202	8142012	rop50x	
Datafolio	Demo	DM111222333203	8142012	3wpevn	
Datafolio	Demo	DM111222333204	8142012	3qvqvm	
Datafolio	Demo	DM111222333205	8142012	majgms	
Datafolio	Demo	DM111222333206	8142012	3ke4mo	

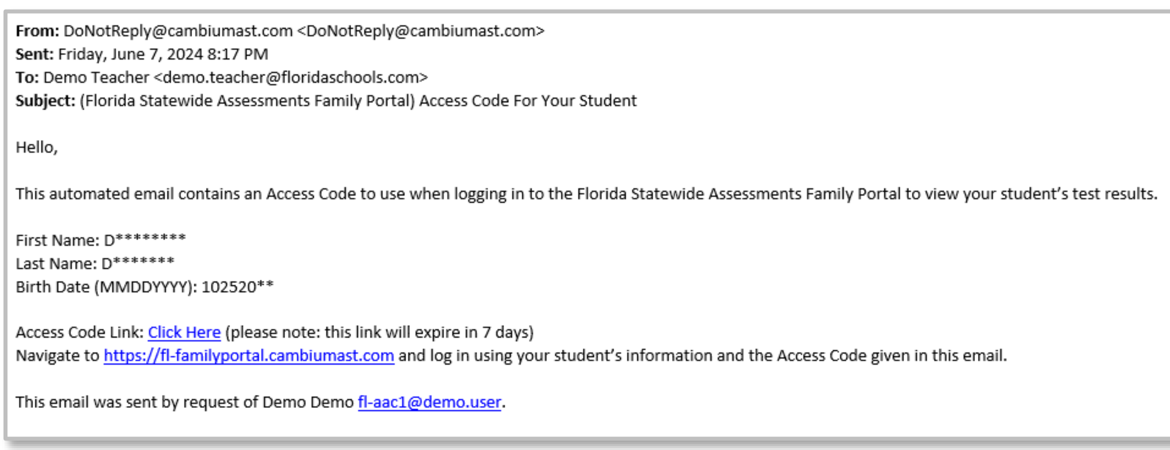
2. On the TIDE dashboard under *After Testing*, click on the Family Portal Access task menu and select **Email Student Access Codes** (see Figure 102). Click browse to upload the file, then click **Next**.

Figure 103. Email Student Access Codes



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

Figure 104. Sample Access Code Email


From: DoNotReply@cambiumast.com <DoNotReply@cambiumast.com>
Sent: Friday, June 7, 2024 8:17 PM
To: Demo Teacher <demo.teacher@floridaschools.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: D********
Last Name: D*******
Birth Date (MMDDYYYY): 102520**

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 Demo Demo fl-aac1@demo.user.

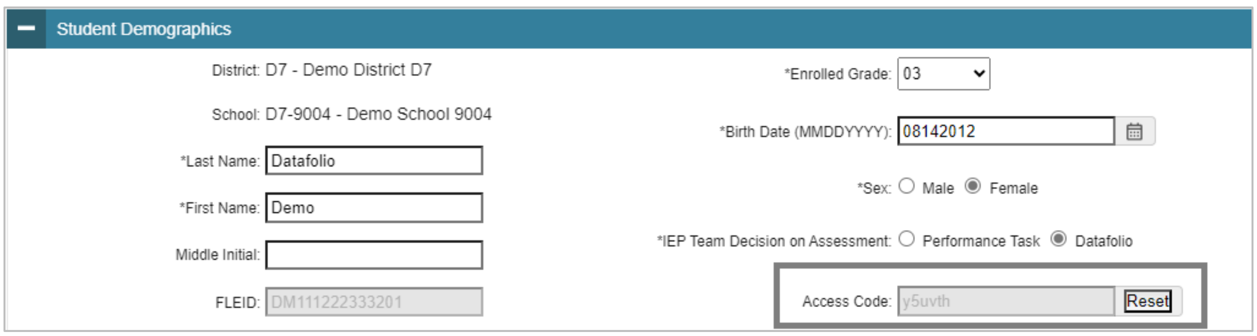
Note: The email will contain a link to view the access code. The link expires after seven days.

Resetting a Student 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 for a list of users who can reset access codes).
2. On the ***View/Edit/Export Students*** page, retrieve the student record you want to edit by following the procedure in the section Viewing and Editing Student Records.
3. The access code will appear in the Student Demographics section (see Figure 105).

Figure 105. Access Code in Student Demographics section



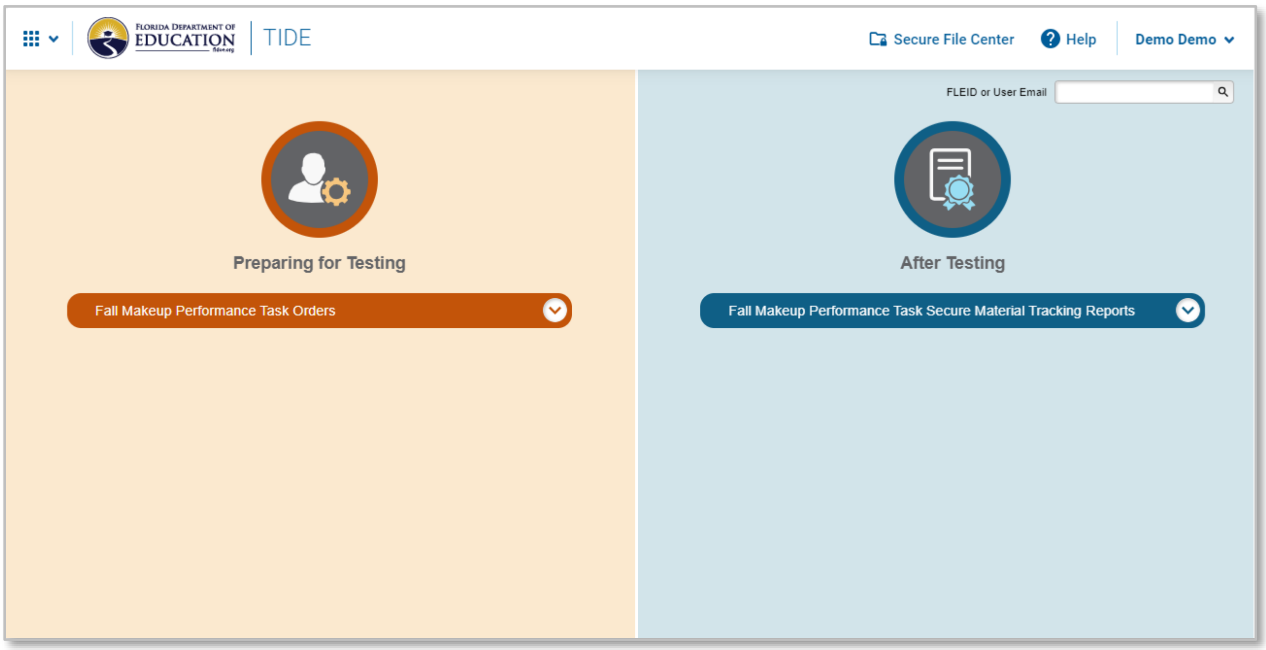
4. To change an access code, click the reset button next to the *Access Code* field. A new access code will appear in the field.

Figure 106. Reset Access Code Field

Section VII. Fall Makeup Performance Task Additional Orders and Associated Tasks

This section provides instructions for placing additional orders and reviewing Secure Material Tracking Reports for the Fall Makeup Performance Task. These tasks are performed before and after testing and are located in the Fall Makeup Performance Task Additional Orders administration in TIDE.

Figure 107. Fall Makeup Performance Task Additional Orders Dashboard



[Working with Fall Makeup Performance Task Additional Orders]

[Reviewing Secure Material Tracking Reports]

Working with Fall Makeup Performance Task Additional Orders

For the 2024 Fall Makeup FAA—Performance Task, AACs or APSAs will place all orders for regular print, one-sided print, and braille materials for the 2024 Fall Makeup using the **Place Additional Orders** subtask under the Fall Makeup Performance Task Orders task menu.

The Order Window is from August 19, 2024, through October 4, 2024. To ensure that materials arrive in the district by September 13, 2024, AACs and APSAs must place orders by September 6, 2024. Orders for additional materials may be placed through October 4, 2024. It must be noted, however, that orders placed after September 13, 2024, will be processed on the next business day after the order is placed. Districts can also order return materials in TIDE through October 18, 2024.

Placing Orders

To verify contact information:

Prior to requesting orders, the AAC or APSA must confirm their contact information. Districts will not be able to access the Search for Orders panel on the ***Place Additional Orders*** page without first confirming the contact and shipping information of the AAC or APSA in TIDE (see Figure 72).

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

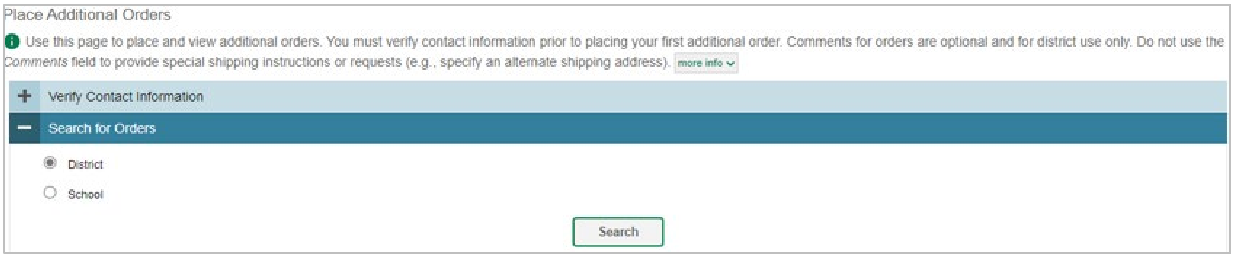
1. From the Fall Makeup Performance Task Orders task menu on the TIDE dashboard, select **Place Additional Orders**. The ***Place Additional Orders*** page appears.
2. Review the Test Coordinator Information and the Shipping Information (Materials) information. Select **Verify.**
   a. If edits are needed to contact information, contact the FAA Service Center.
3. A confirmation page will appear. Select **Continue.**

To order materials:

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

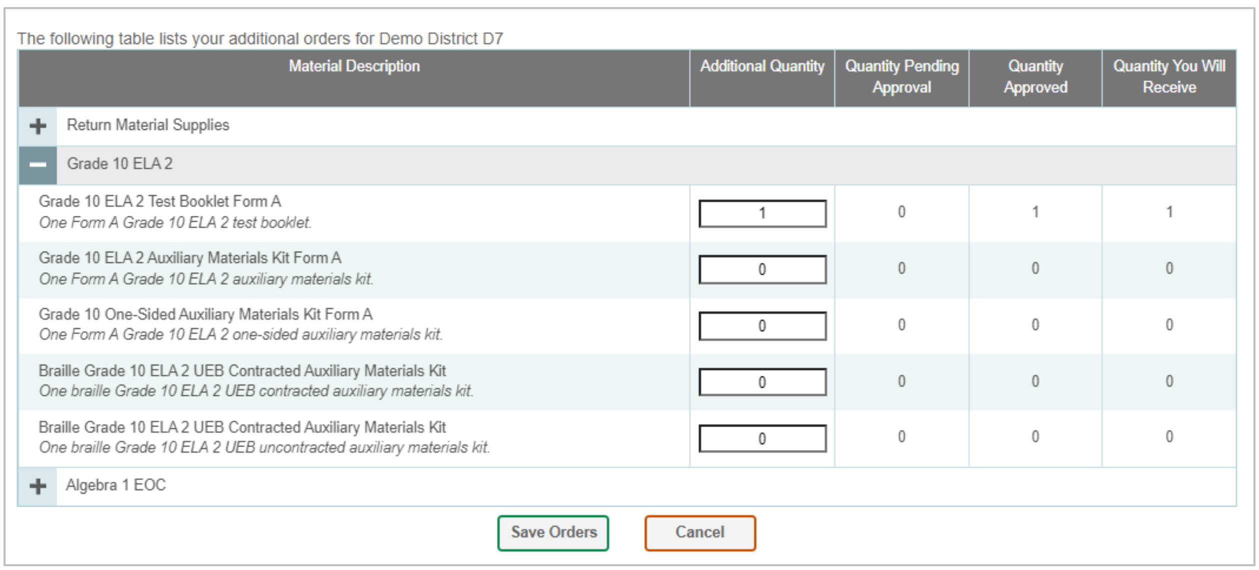
1. From the Fall Makeup Performance Task Orders task menu on the TIDE dashboard, select **Place Additional Orders**. The ***Place Additional Orders*** page appears. The Verify Contact Information panel will be collapsed, and the Search for Orders panel will be open (see Figure 108).

Figure 108. Search for Orders Panel



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 109).

Figure 109. Place Additional Orders Page



Material Description	Additional Quantity	Quantity Pending Approval	Quantity Approved	Quantity You Will Receive
Return Material Supplies				
Grade 10 ELA 2				
Grade 10 ELA 2 Test Booklet Form A *One Form A Grade 10 ELA 2 test booklet.*	1	0	1	1
Grade 10 ELA 2 Auxiliary Materials Kit Form A *One Form A Grade 10 ELA 2 auxiliary materials kit.*	0	0	0	0
Grade 10 One-Sided Auxiliary Materials Kit Form A *One Form A Grade 10 ELA 2 one-sided auxiliary materials kit.*	0	0	0	0
Braille Grade 10 ELA 2 UEB Contracted Auxiliary Materials Kit *One braille Grade 10 ELA 2 UEB contracted auxiliary materials kit.*	0	0	0	0
Braille Grade 10 ELA 2 UEB Contracted Auxiliary Materials Kit *One braille Grade 10 ELA 2 UEB uncontracted auxiliary materials kit.*	0	0	0	0
Algebra 1 EOC				

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 Orders*** page.

Table 20 describes the columns on the ***Place Additional Orders*** page.

Table 20. Columns on the Place 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. Information on how to view order history is found in the Viewing Order History section of this guide.

Viewing Order Summary

You can view reports summarizing test material orders for your school or district. Information on how to view order history is found in the Viewing Order Summary section of this guide.

Reviewing Secure Material Tracking Reports

Please refer to the Reviewing Secure Material Tracking Reports section of this guide to learn how to track the return of Fall Makeup Performance Task test materials to Pearson.

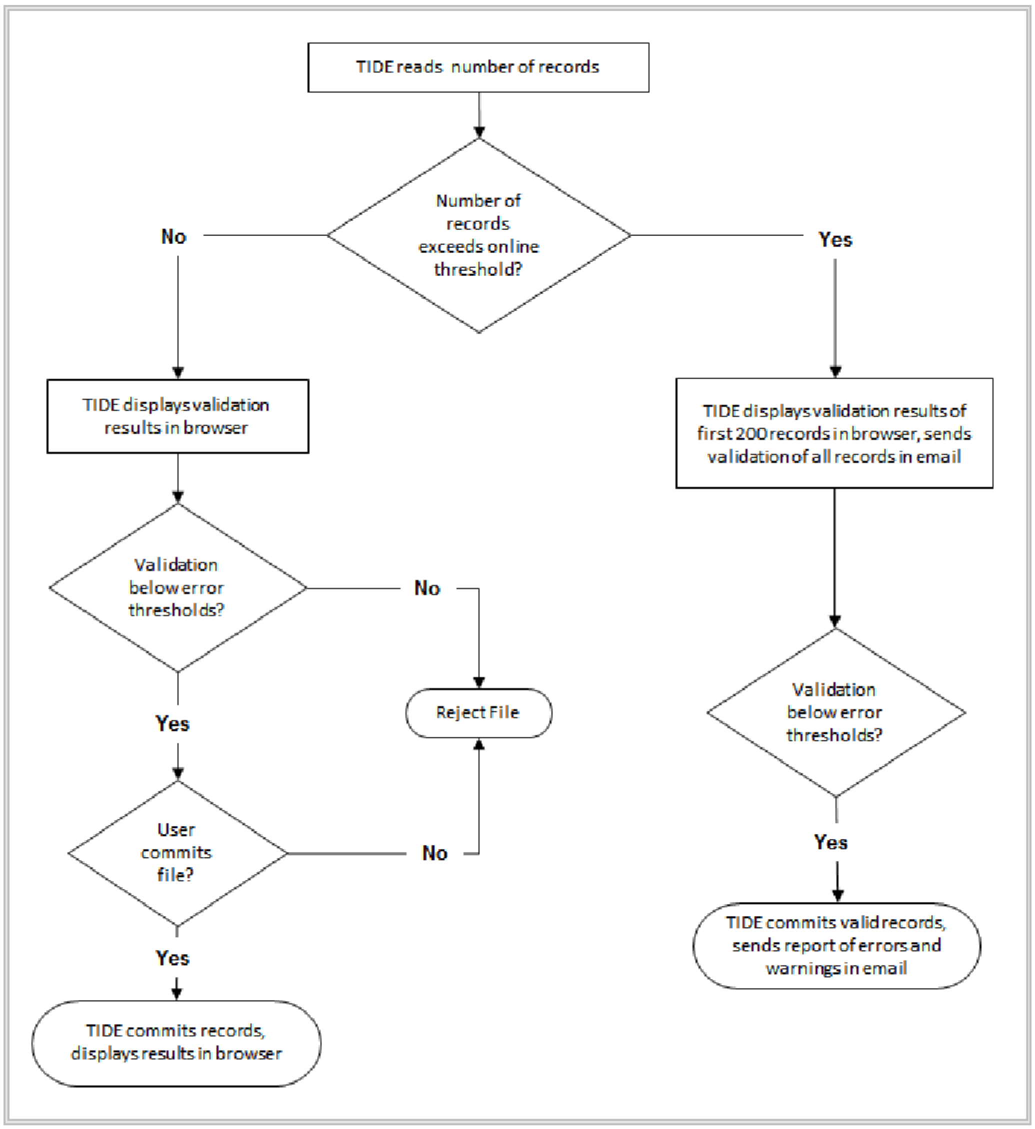
Appendix A. Processing File Uploads

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 110 describes the entire processing flow for file uploads.

Figure 110. 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
Monitoring Test Progress	Guidance for creating and managing the Favorites tab for Participation Reports has been added.	12/9/2024

Cambium Assessment