



## TIDE Tasks for Test Coordinators



This document provides district test coordinators with information about TIDE for online administration and includes a summary of key tasks.

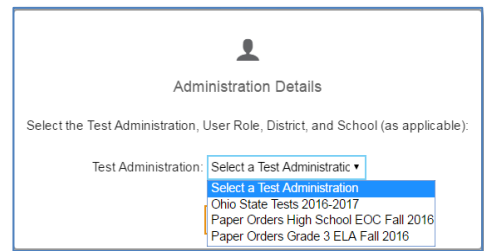
### Overview

District Test Coordinators use TIDE for online administrations to complete administrative tasks for Ohio's State Tests in English language arts, mathematics, science and social studies and the Alternate Assessment for Students with Significant Cognitive Disabilities. District Test Coordinators access TIDE for online administrations at <http://oh.tide.airast.org>, or via the Ohio's State Tests Portal ([www.ohiostatetests.org](http://www.ohiostatetests.org)) or the Ohio Alternate Assessment Portal ([http://oh.portal.airast.org/oh\\_alt/](http://oh.portal.airast.org/oh_alt/)).

### Selecting an Administration

When authorized users log into TIDE for online administrations, they select one of the following administrations:

- Ohio State Tests 2016-2017
- Paper Orders Grade 3 ELA Fall 2016 (available Aug. 29)
- Paper Orders High School Fall 2016 (available Sept. 12)
- TA Kit Orders AASCD Spring 2017 (available Nov. 28)

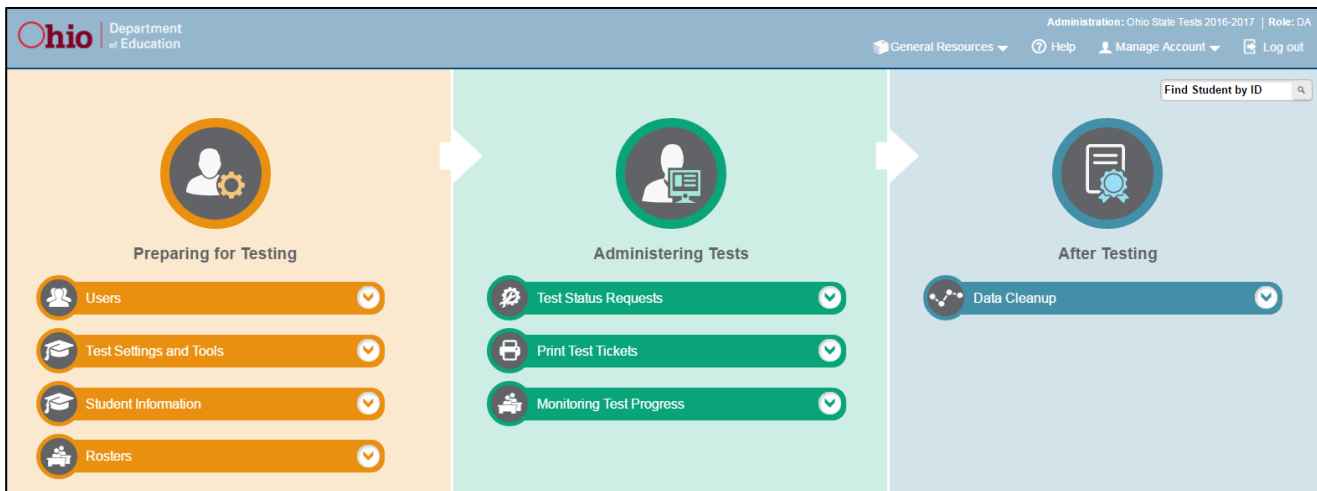


Select Test Administration Screen in TIDE

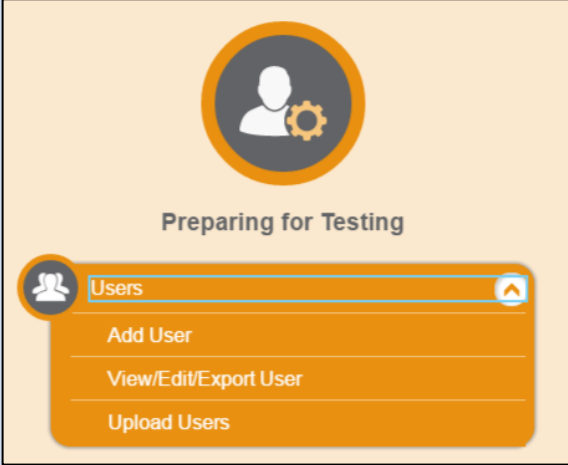
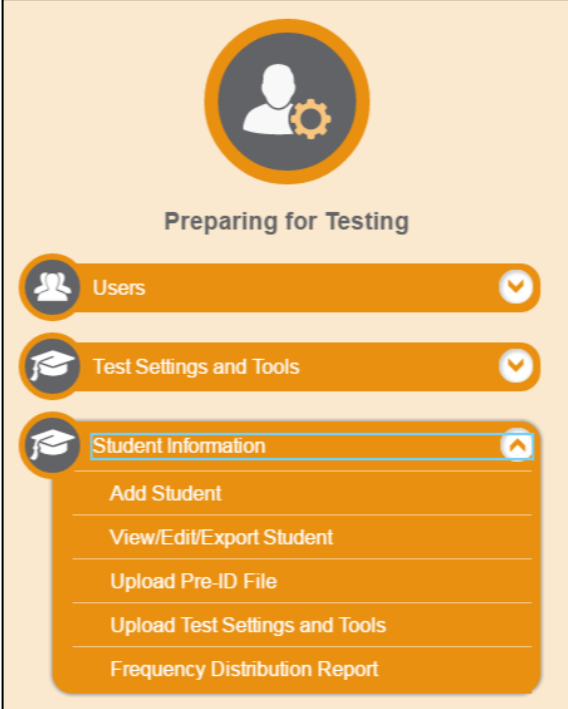
Additional Paper Orders administrations will become available throughout the school year.

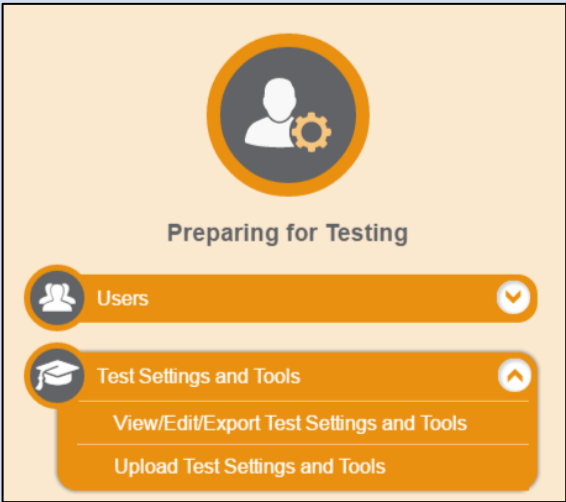
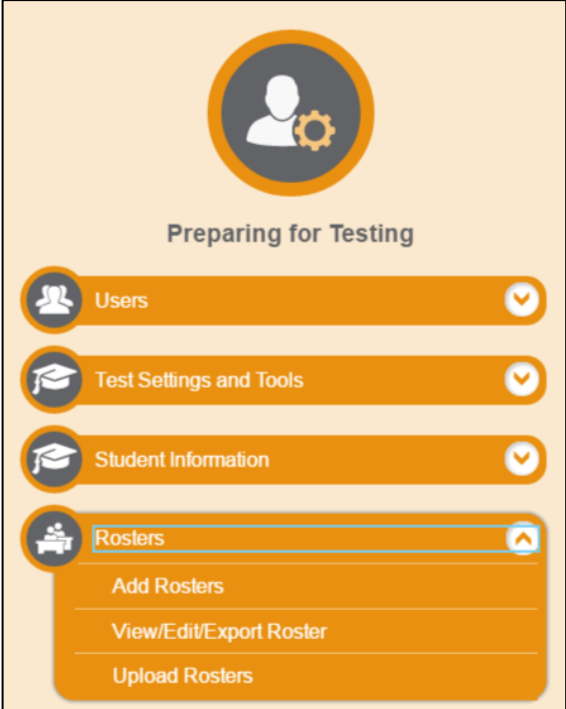
### Tasks under the "Ohio State Tests 2016-2017" Administration

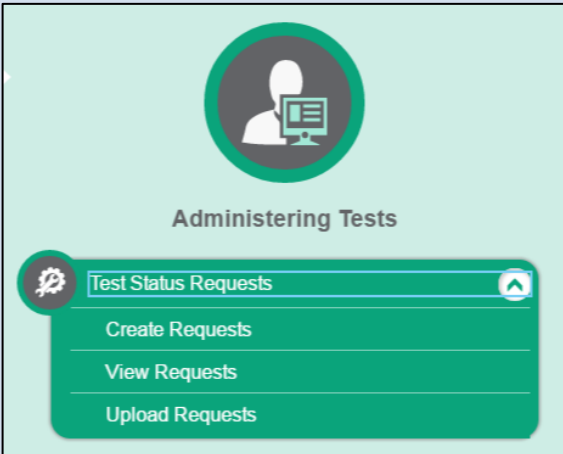
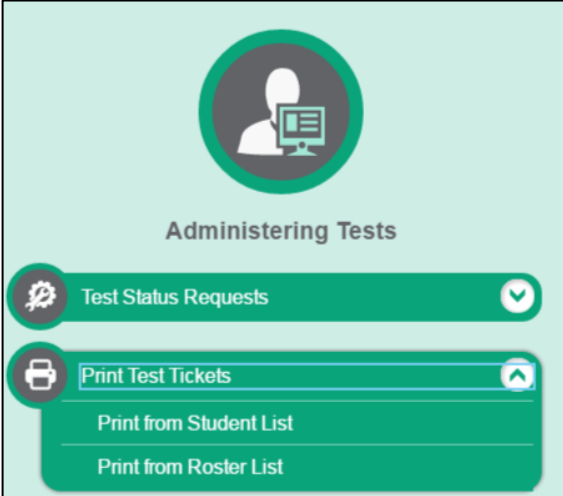
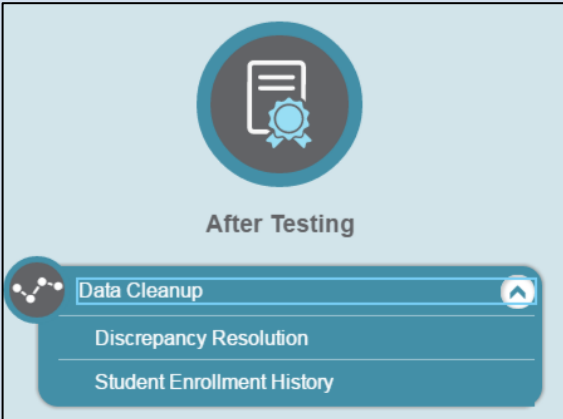
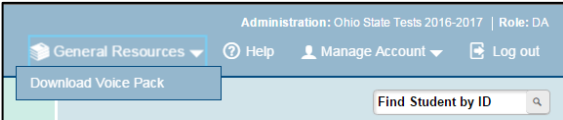
The Ohio State Tests 2016-2017 administration includes tasks that are common across all administrations.



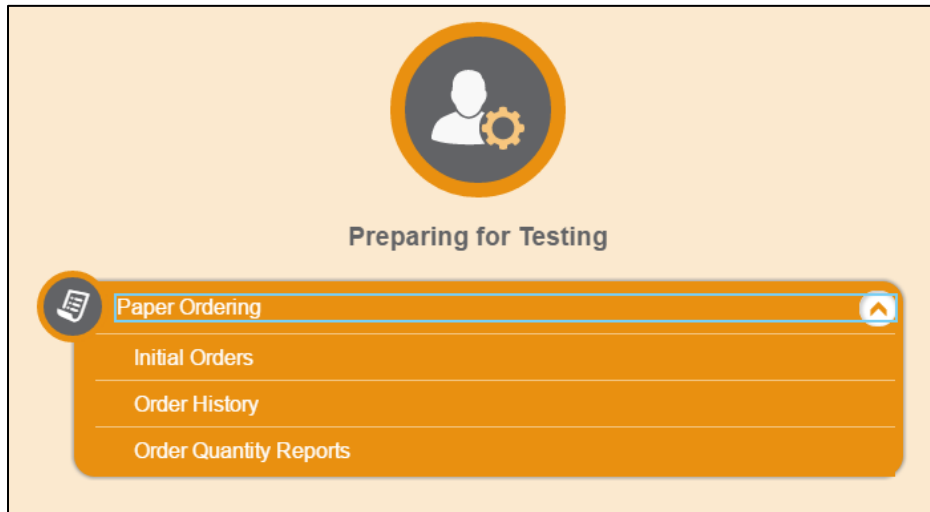
Tasks available under “Ohio State Tests 2016-2017” administration contain information and actions that affect all administrations during the school year. For example, districts will add all students taking any of Ohio’s State Tests, the Ohio English Language Proficiency (OELPA) or Alternate Assessment (AASCD) under the Student Information task. Similarly, district test coordinators will use the Users task to create, delete or edit users who are involved in any administration.

Task	Guidance	Location in TIDE
<p><b>Users</b></p>	<p>The Users task is required for districts and schools administering Ohio’s State Tests online, the OELPA and the AASCD. This task is optional for districts administering tests on paper.</p> <p>District Test Coordinators are responsible for creating (or delegating the creation of) accounts for users in their district and schools in advance of the test window.</p> <p>Refer to the User Role Matrix and User Management Guidance Document for more information.</p>	 <p>The screenshot shows the 'Preparing for Testing' section of the TIDE interface. A circular icon with a person and a gear is at the top. Below it, the 'Users' menu item is highlighted in orange, and its sub-menu is open, showing options: 'Add User', 'View/Edit/Export User', and 'Upload Users'.</p>
<p><b>Student Information</b></p>	<p>The Student Information task is required for all districts participating in Ohio’s State Tests, OELPA and AASCD. Districts must pre-identify <b>all</b> students.</p> <p>Districts (or their information technology centers) must pre-identify students using the <a href="#">2016-2017 Ohio Pre-ID File Layout</a>. The layout includes fields that designate which test(s) students are eligible to take.</p> <p>Students who are testing online for Ohio’s State Tests and OELPA cannot access the Student Testing Site until district test coordinators or building test coordinators pre-identify them in TIDE.</p> <p>Test administrators, teachers and second raters cannot enter scores for their alternate assessment or paper OELPA students into the Data Entry Interface until district test coordinators pre-identify students in TIDE.</p> <p>Districts testing students on paper must submit Pre-ID data by the posted <a href="#">deadline</a> for the administration to ensure receipt of Pre-ID labels. Alternatively, districts can print on-demand Pre-ID labels in TIDE. <i>Pre-ID labels are not required for the AASCD.</i></p> <p>Refer to the Guidance Document for 2016-2017 Ohio Pre-ID Files for more information.</p>	 <p>The screenshot shows the 'Preparing for Testing' section of the TIDE interface. A circular icon with a person and a gear is at the top. Below it, the 'Student Information' menu item is highlighted in orange, and its sub-menu is open, showing options: 'Add Student', 'View/Edit/Export Student', 'Upload Pre-ID File', 'Upload Test Settings and Tools', and 'Frequency Distribution Report'.</p>

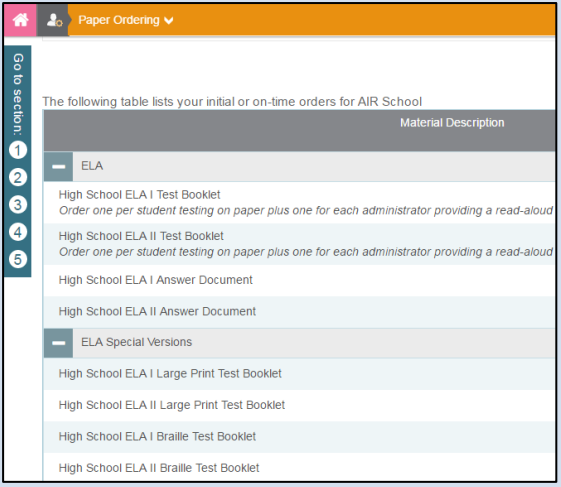
Task	Guidance	Location in TIDE
<p><b>Test Settings and Tools</b></p>	<p>The Student Testing Site includes several accessibility features and accommodations that authorized users can turn on or off on a student-by-student basis in advance of testing. Refer to <a href="#">Ohio's Accessibility Manual</a> for guidance regarding accessibility features and accommodations.</p> <p>Authorized users can upload a file to TIDE or manually edit student records in TIDE in order to adjust student settings for online testing students.</p> <p>Teachers and test administrators also can adjust student settings in the <a href="#">Test Administrator Interface</a> on test day while approving students to test. See the Test Administrator Interface User Guide for more information.</p> <p><i>This task does not apply to the AASCD.</i></p>	
<p><b>Rosters</b></p>	<p>The Rosters task serves three potential purposes:</p> <ul style="list-style-type: none"> <li>• Organizing students into groups to print test tickets;</li> <li>• Organizing students for tracking test completion; and</li> <li>• Assigning students to personnel for online score reports.</li> </ul> <p>See the <a href="#">TIDE User Guide</a> and the <a href="#">Online Reporting System User Guide</a> for more information on using rosters.</p>	

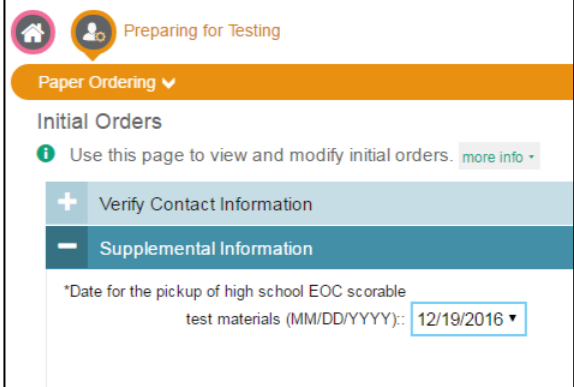
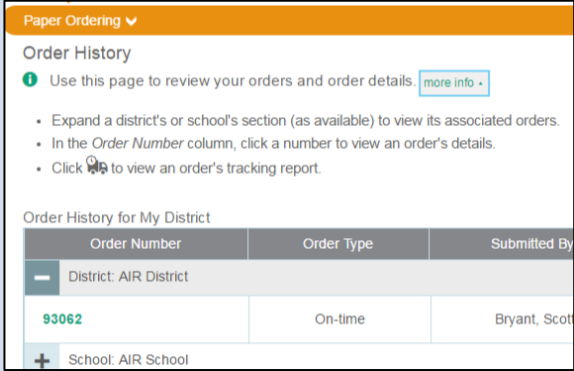
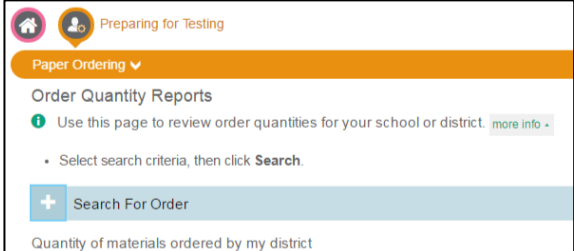
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<b>Test Status Requests</b>	<p>Test status requests, such as reopen a test, reset a test and invalidations, are available under the Test Status Requests task. District Test Coordinators access this task as needed.</p> <p>Guidance for test status requests can be found in each respective test administration manual.</p> <p>The department must approve test status requests. District Test Coordinators can submit test status requests throughout the designated test windows.</p>	 <p>The screenshot shows the 'Administering Tests' section of the TIDE interface. A green menu is open, highlighting 'Test Status Requests'. Other options in the menu include 'Create Requests', 'View Requests', and 'Upload Requests'.</p>
<b>Print Test Tickets</b>	<p>Authorized users can access the Print Test Tickets task to print test tickets.</p> <p>Test tickets are a PDF that contains student information for signing into the Student Testing Site (exclusive of the Session ID) or for signing into student tests in the Data Entry Interface. This task is optional.</p> <p>Refer to the <a href="#">TIDE User Guide</a> for additional information on printing test tickets.</p>	 <p>The screenshot shows the 'Administering Tests' section of the TIDE interface. A green menu is open, highlighting 'Print Test Tickets'. Other options in the menu include 'Print from Student List' and 'Print from Roster List'.</p>
<b>Data Cleanup: Discrepancy Resolution</b>  <b>Student Enrollment History</b>	<p>District Test Coordinators use the Data Cleanup tasks in TIDE to identify and resolve discrepant records. Upon resolution of discrepant records, student test data will flow into the Online Reporting System.</p> <p>Please see the <a href="#">Discrepancy Resolution Guidance</a> document for more information.</p> <p><i>This task does not apply to the AASCD.</i></p>	 <p>The screenshot shows the 'After Testing' section of the TIDE interface. A blue menu is open, highlighting 'Data Cleanup'. Other options in the menu include 'Discrepancy Resolution' and 'Student Enrollment History'.</p>
<b>General Resources: Download Voicepack</b>	<p>Authorized users download voice packs onto supported Windows devices under this task. These voice packs provide recommended voices to use with the text-to-speech feature, but are not required if districts prefer alternate voice packs. See the <a href="#">Technical Specifications Manual</a> for more information.</p> <p><i>This task does not apply to the AASCD.</i></p>	 <p>The screenshot shows the 'General Resources' section of the TIDE interface. A blue menu is open, highlighting 'Download Voice Pack'. The interface also shows the user's role as 'DA' and a search bar for 'Find Student by ID'.</p>

## Tasks under the “Orders” Administrations



Task	Guidance	Location
<p><b>Initial Orders: Verify Contact Information</b></p>	<p>The Verify Contact Info task is required for districts to place orders for an OST, OELPA or AASCD administration. District Test Coordinators must verify the contact information to access the Orders task.</p> <p>The Verify Contact Info task lists the primary point of contact for the chosen administration, as well as the shipping address. The shipping address reflects the location to which the test contractor will deliver paper materials.</p> <p>Districts may have separate shipping addresses for each paper administration. For example, a district may have one shipping address for the OST grades 3-8 materials and another address for the OST high school materials. To update the shipping address information, contact the Ohio Help Desk at 1-877-231-7809.</p>	
<p><b>Initial Orders: Participation</b></p>	<p>The Participation task is required for AASCD. The Participation task is <b>not</b> available for OELPA or for fall or spring OST paper administrations.</p> <p>District Test Coordinators must confirm participation to receive AASCD materials. If administering the AASCD, select “Yes” from the drop-down menu and click [Save].</p>	

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<p><b>On-Time (initial) Orders &amp; Additional Orders</b></p>	<p>District Test Coordinators must complete the Orders task if administering:</p> <ul style="list-style-type: none"> <li>• Ohio’s State Tests on paper;</li> <li>• OELPA on paper; or</li> <li>• AASCD</li> </ul> <p><u>Ohio’s State Tests</u> District Test Coordinators must submit initial orders during the on-time order windows (see the <a href="#">Important Dates</a>). District Test Coordinators place orders for each school. District Test Coordinators cannot place orders at the district level during the on-time window. The test contractor will calculate an automatic 3 percent district overage based on school quantities.</p> <p>Districts will submit additional orders during the additional order windows (see the <a href="#">Important Dates</a>). Districts can place additional orders at the school and district levels.</p> <p><u>OELPA</u> District Test Coordinators testing students on paper will place on-time orders for K-12 test materials during the on-time order window. DTCs can also order additional paper materials during the additional order window. All orders are subject to ODE approval.</p> <p><u>AASCD</u> TIDE is pre-loaded with kit quantities based on a ratio derived from the number of students reported by school and grade band for the prior spring administration. District Test Coordinators will place on-time orders at the school level. Test Administrator Kit orders may require department approval.</p> <p>District Test Coordinators order additional Test Administrator Kits during the additional order window at the district-level only. See the <a href="#">Important Dates</a>.</p>	 <p>The following table lists your initial or on-time orders for AIR School</p> <table border="1"> <thead> <tr> <th></th> <th>Material Description</th> </tr> </thead> <tbody> <tr> <td>—</td> <td>ELA</td> </tr> <tr> <td>1</td> <td>High School ELA I Test Booklet <i>Order one per student testing on paper plus one for each administrator providing a read-aloud</i></td> </tr> <tr> <td>2</td> <td>High School ELA II Test Booklet <i>Order one per student testing on paper plus one for each administrator providing a read-aloud</i></td> </tr> <tr> <td>3</td> <td>High School ELA I Answer Document</td> </tr> <tr> <td>4</td> <td>High School ELA II Answer Document</td> </tr> <tr> <td>—</td> <td>ELA Special Versions</td> </tr> <tr> <td>5</td> <td>High School ELA I Large Print Test Booklet</td> </tr> <tr> <td></td> <td>High School ELA II Large Print Test Booklet</td> </tr> <tr> <td></td> <td>High School ELA I Braille Test Booklet</td> </tr> <tr> <td></td> <td>High School ELA II Braille Test Booklet</td> </tr> </tbody> </table>		Material Description	—	ELA	1	High School ELA I Test Booklet <i>Order one per student testing on paper plus one for each administrator providing a read-aloud</i>	2	High School ELA II Test Booklet <i>Order one per student testing on paper plus one for each administrator providing a read-aloud</i>	3	High School ELA I Answer Document	4	High School ELA II Answer Document	—	ELA Special Versions	5	High School ELA I Large Print Test Booklet		High School ELA II Large Print Test Booklet		High School ELA I Braille Test Booklet		High School ELA II Braille Test Booklet
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<p><b>Initial Orders: Supplemental Information</b></p>	<p>District Test Coordinators will enter pick-up date(s) for their scorable materials under the Supplemental Information task. This date must be one business day after the conclusion of paper testing.</p> <p><i>This task does not apply to the OELPA or AASCD.</i></p>	
<p><b>Order History</b></p>	<p>District Test Coordinators use the Order History task to view order details and track shipments of paper test materials or Test Administrator Kits.</p>	
<p><b>Order Quantity Reports</b></p>	<p>District Test Coordinators use the Order Quantity Reports task to view a summary of on-time and/or additional order quantities.</p>	
<p><b>Answer Document Tracking</b></p>	<p>After the test windows, the Answer Document Tracking task in TIDE will list all scorable documents the test contractor shipped to your district and each document's return status. District Test Coordinators with paper testers should access this task to verify the return of their district's scorable documents.</p> <p><i>This task does not apply to the AASCD.</i></p>	