



## TIDE Tasks for Test Coordinators



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

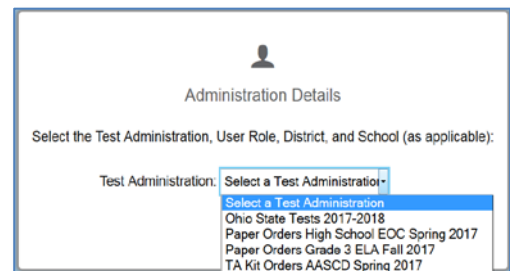
### Overview

District Test Coordinators use [TIDE](#) to complete administrative tasks for Ohio's State Tests in English language arts, mathematics, science and social studies, the Alternate Assessment for Students with Significant Cognitive Disabilities, the Ohio English Language Proficiency Assessment, the ELPA21 Screener and the Ohio's Graduation Tests. District Test Coordinators access TIDE via the [Ohio's State Tests Portal](#) or the [Ohio Alternate Assessment Portal](#).

### Selecting an Administration

When authorized users log into TIDE, they select the appropriate administration as they become available throughout the school year:

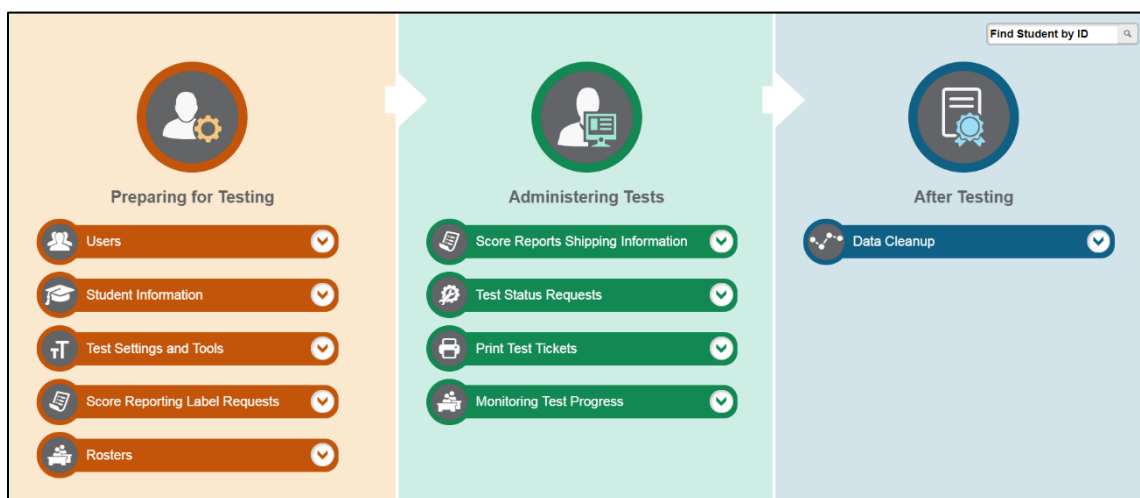
- Ohio State Tests 2018-2019
- Paper Orders Grade 3-8
- Paper Orders High School
- TA Kit Orders AASCD
- Paper Orders OELPA
- Paper Orders OGT



Select Test Administration Screen in TIDE

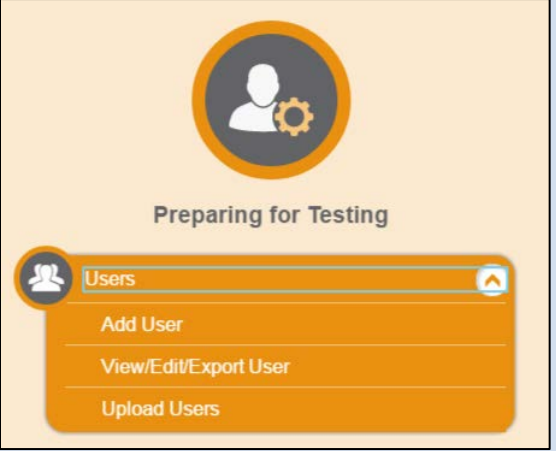
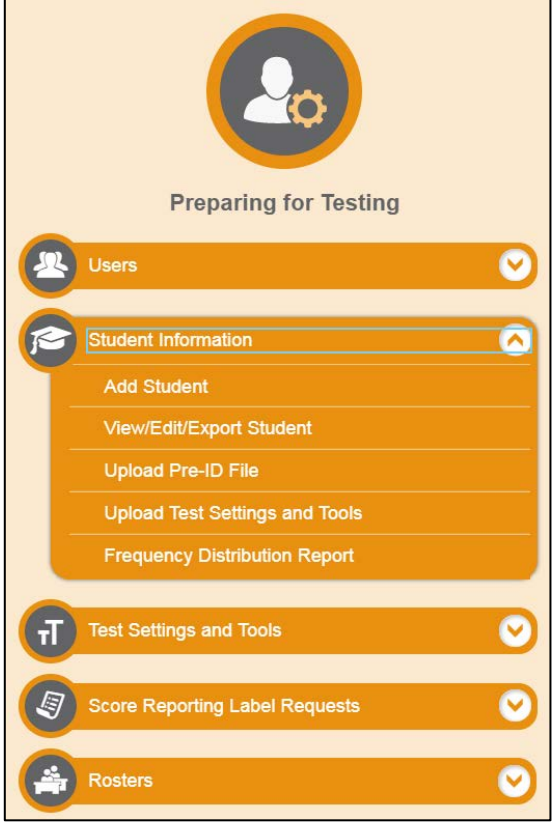
### Tasks under the “Ohio State Tests 2018-2019” Administration

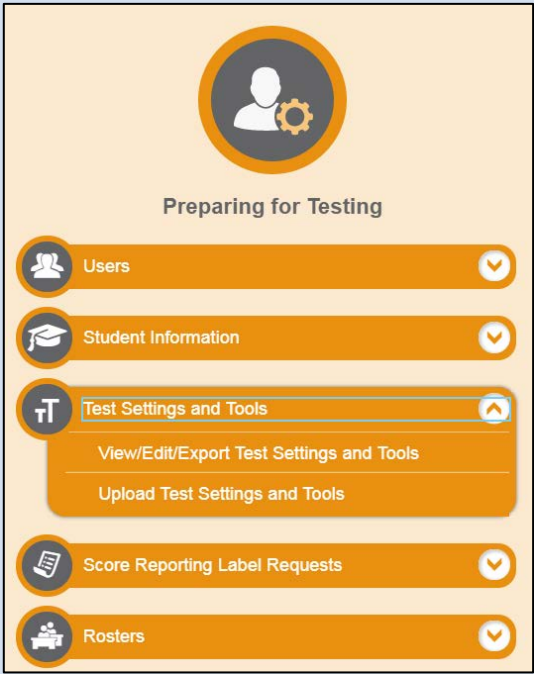
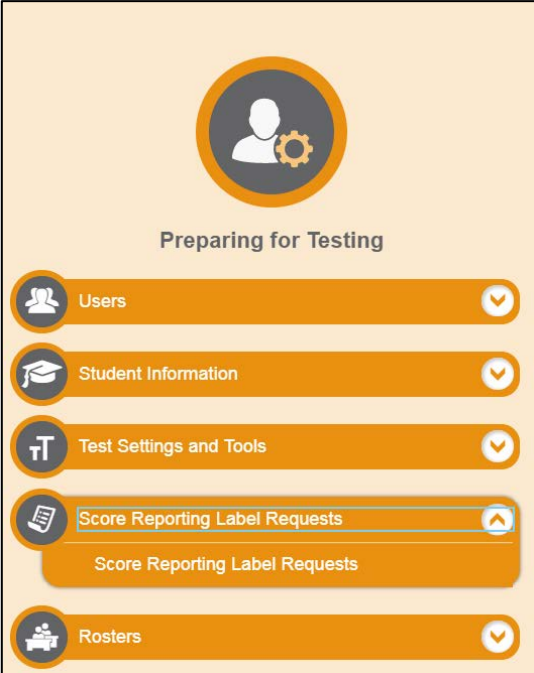
The Ohio State Tests 2018-2019 administration includes tasks that are common across all administrations.

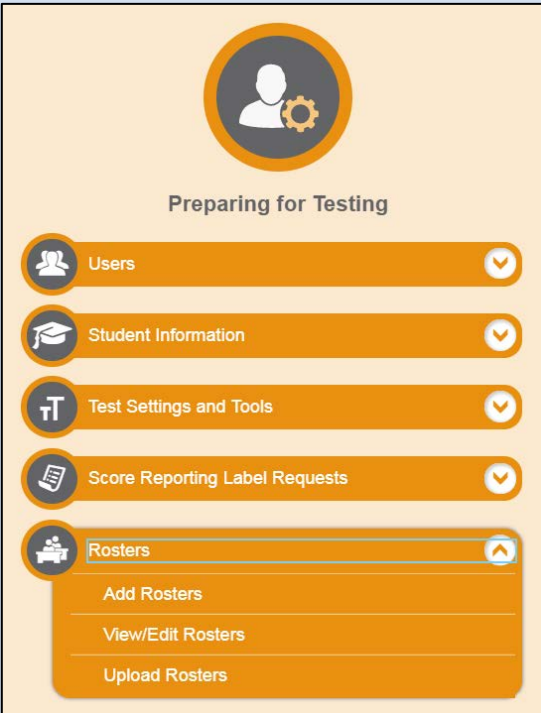
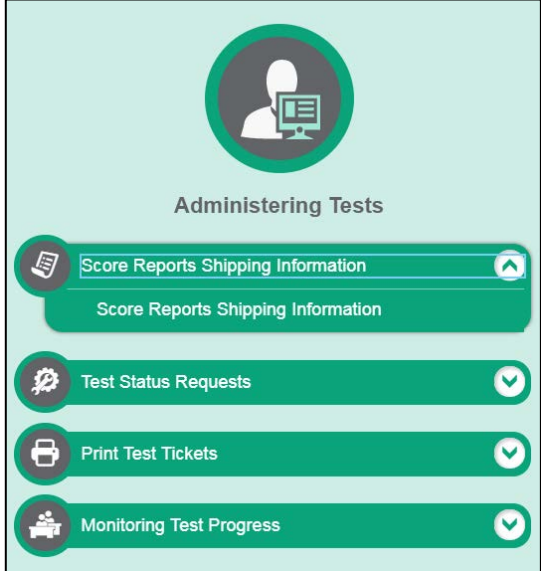


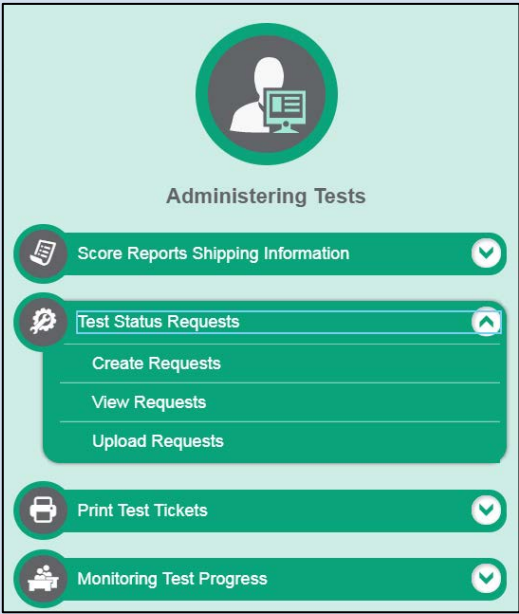
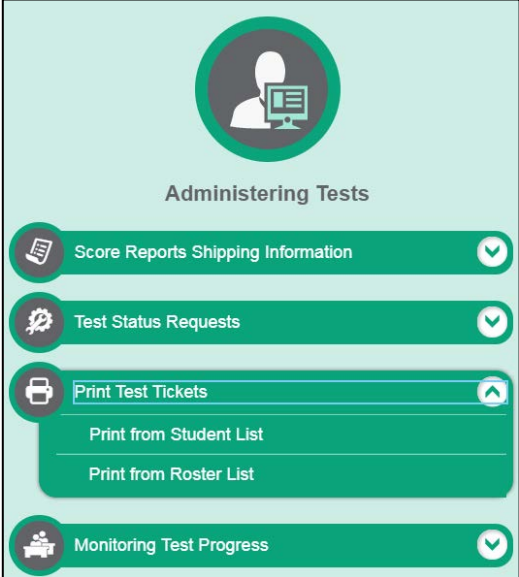
Tasks available under “Ohio State Tests 2018-2019” administration contain information and actions that affect all administrations during the school year. For example, districts will add all students taking any of Ohio's State Tests (OST), the Ohio English Language Proficiency (OELPA), the ELPA21 Screener, the Alternate Assessment (AASCD), or Ohio's Graduation Tests (OGT) under the Student Information task.

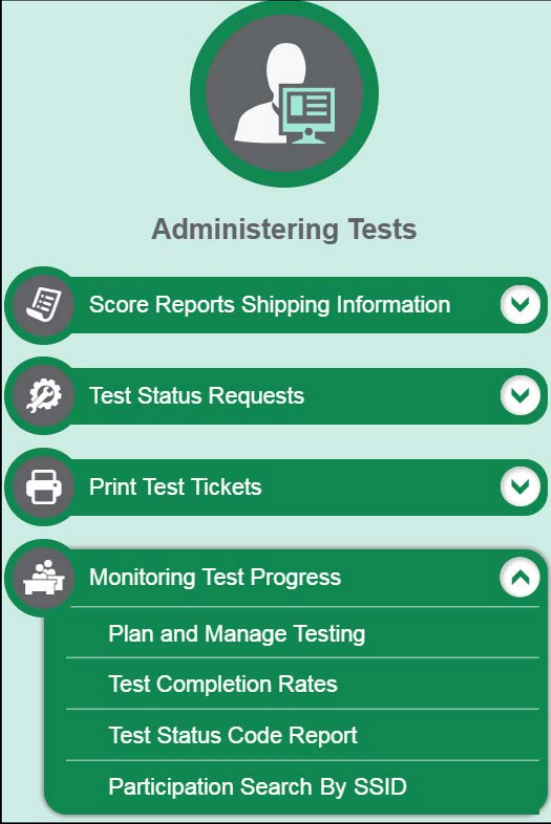
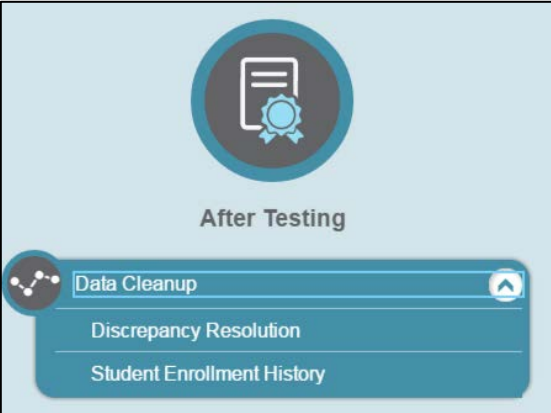
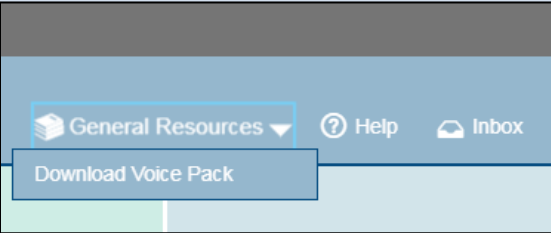
Similarly, district test coordinators will use the Users task to create, delete or edit users who are involved in any administration.

Task	Guidance	Location in TIDE
<p><b>Users</b></p>	<p>The Users task is required for districts and schools administering any Ohio assessment.</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(s).</p> <p>Refer to the <a href="#">User Role Matrix</a> and <a href="#">User Management Guidance Document</a> for more information.</p>	 <p>The screenshot shows the 'Preparing for Testing' interface. At the top is a circular icon with a person and a gear. Below it, the text 'Preparing for Testing' is centered. A dropdown menu is open, showing 'Users' as the selected item. Other options in the menu include '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 any Ohio assessment. Districts must pre-identify <b>all</b> students.</p> <p>Districts (or their information technology centers) must pre-identify students using the <a href="#">2018-2019 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 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 AASCD students or responses for paper OELPA, ELPA21 Screener or OGT students into the Data Entry Interface until district test coordinators pre-identify students in TIDE.</p> <p>Districts testing OST students on paper must submit Pre-ID data by the posted <a href="#">deadline</a> for the administration to ensure receipt of pre-printed Pre-ID labels. Alternatively, districts can print on-demand Pre-ID labels in TIDE. <b>Pre-ID labels are not required for tests that use the DEI.</b></p> <p>Refer to the Guidance Document for 2018-2019 Ohio Pre-ID Files for more information.</p>	 <p>The screenshot shows the 'Preparing for Testing' interface. At the top is a circular icon with a person and a gear. Below it, the text 'Preparing for Testing' is centered. A dropdown menu is open, showing 'Student Information' as the selected item. Other options in the menu include 'Add Student', 'View/Edit/Export Student', 'Upload Pre-ID File', 'Upload Test Settings and Tools', and 'Frequency Distribution Report'. Below this menu, there are four more dropdown menus: 'Test Settings and Tools', 'Score Reporting Label Requests', and 'Rosters'.</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 to adjust student settings for students testing online.</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 online. See the Test Administrator Interface User Guide for more information.</p> <p><b><i>This task does not apply to the AASCD.</i></b></p>	 <p>The screenshot shows the 'Preparing for Testing' section of the TIDE interface. At the top is a circular icon with a person and a gear. Below it, the text 'Preparing for Testing' is centered. A list of menu items follows: 'Users', 'Student Information', 'Test Settings and Tools' (which is highlighted with a blue border and an upward-pointing arrow), 'Score Reporting Label Requests', and 'Rosters'. Under the 'Test Settings and Tools' item, two sub-options are visible: 'View/Edit/Export Test Settings and Tools' and 'Upload Test Settings and Tools'.</p>
<p><b>Score Reporting Label Requests</b></p>	<p>Authorized users can access the Score Reporting Label Requests task to request printed score reporting labels. Districts that wish to receive score report labels must access and request score report labels by the close of each administration's test window.</p> <p>Score reporting labels for those districts that requested will ship to the address indicated in the <a href="#">Score Reports Shipping Information</a> task.</p> <p><b><i>This task only applies to OST.</i></b></p>	 <p>The screenshot shows the 'Preparing for Testing' section of the TIDE interface. At the top is a circular icon with a person and a gear. Below it, the text 'Preparing for Testing' is centered. A list of menu items follows: 'Users', 'Student Information', 'Test Settings and Tools', 'Score Reporting Label Requests' (which is highlighted with a blue border and an upward-pointing arrow), and 'Rosters'. Under the 'Score Reporting Label Requests' item, one sub-option is visible: 'Score Reporting Label Requests'.</p>

Task	Guidance	Location in TIDE
<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>	
<p><b>Score Reports Shipping Information</b></p>	<p>Authorized users can access the Score Reports Shipping Information task to establish contact and shipping information for the district's printed score reports.</p> <p>The contact and shipping information in this task will be used to ship printed score reports and printed score report labels (if requested in the Score Reporting Label Requests task) to the district.</p> <p>To update the score reports shipping address information, contact the Ohio Help Desk at 1-877-231-7809.</p> <p><b><i>This task does not apply to OGT or ELPA21 Screener</i></b></p>	

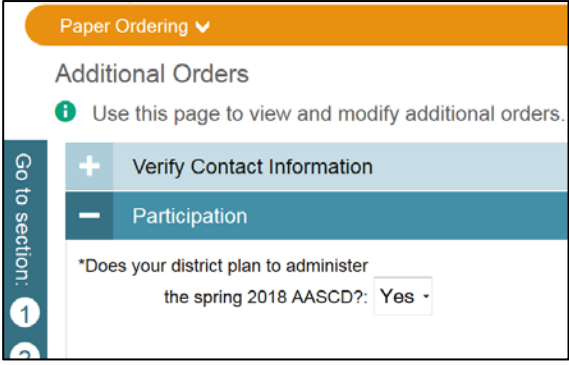
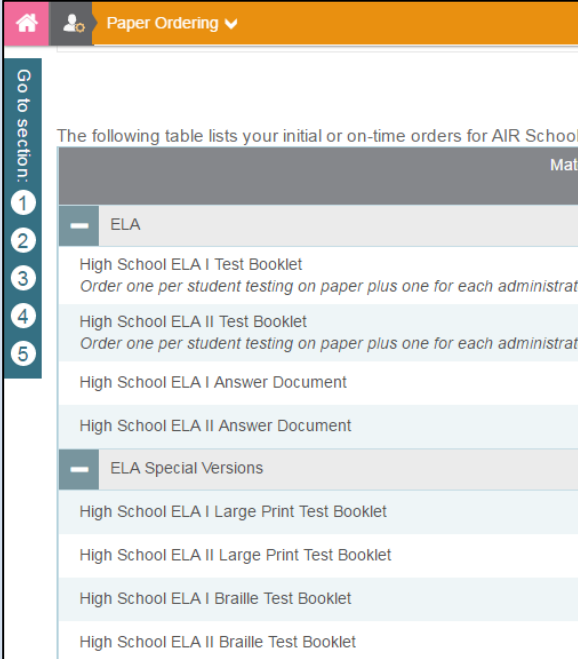
Task	Guidance	Location in TIDE
<p><b>Test Status Requests</b></p>	<p>Test status requests, such as reopen a test, reset a test and invalidations, are available under the Test Status Requests task. District Test Coordinators access this task as needed.</p> <p>Guidance for test status requests can be found in each respective test administration manual.</p> <p>All test status requests are submitted to the Department for approval. District Test Coordinators can submit test status requests throughout the designated test windows.</p>	 <p>The screenshot shows the 'Administering Tests' menu with the following items:</p> <ul style="list-style-type: none"> <li>Score Reports Shipping Information</li> <li><b>Test Status Requests</b> (highlighted) <ul style="list-style-type: none"> <li>Create Requests</li> <li>View Requests</li> <li>Upload Requests</li> </ul> </li> <li>Print Test Tickets</li> <li>Monitoring Test Progress</li> </ul>
<p><b>Print Test Tickets</b></p>	<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' menu with the following items:</p> <ul style="list-style-type: none"> <li>Score Reports Shipping Information</li> <li>Test Status Requests</li> <li><b>Print Test Tickets</b> (highlighted) <ul style="list-style-type: none"> <li>Print from Student List</li> <li>Print from Roster List</li> </ul> </li> <li>Monitoring Test Progress</li> </ul>

Task	Guidance	Location in TIDE
<p><b>Monitoring Test Progress:</b></p> <p><b>Plan and Manage Testing</b></p> <p><b>Test Completion Rates</b></p> <p><b>Test Status Code Report</b></p> <p><b>Participation Search by SSID</b></p>	<p>Authorized users can access the Monitoring Test Progress task to generate various reports that provide information about the progress of online testing and data entry. Information about paper testing is not included.</p> <p>The Plan and Manage Testing task provides districts with reports detailing all of a student's test opportunities and the status of those test opportunities.</p> <p>The Test Completion Rate task provides districts with reports summarizing the number and percentage of students who have started or completed a test.</p> <p>The Test Status Code Report task allows district users to review the status of all students in the district eligible for an online or data entry test.</p> <p>The Participation Search by SSID task allows users to generate participation reports for specific students by SSID.</p>	
<p><b>Data Cleanup:</b></p> <p><b>Discrepancy Resolution</b></p> <p><b>Student Enrollment History</b></p>	<p>District Test Coordinators use the Data Cleanup tasks in TIDE to identify and resolve discrepant records for paper tests. 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><b><i>This task does not apply to the AASCD.</i></b></p>	
<p><b>General Resources:</b></p> <p><b>Download Voice Pack</b></p>	<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><b><i>This task does not apply to the AASCD or OELPA.</i></b></p>	

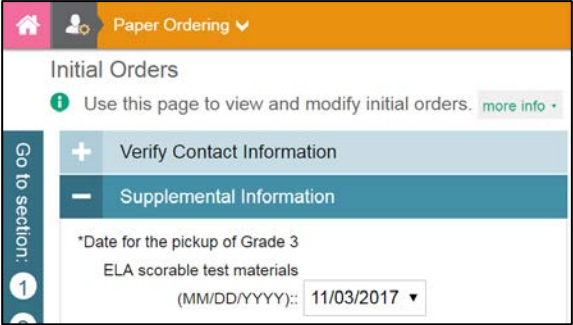
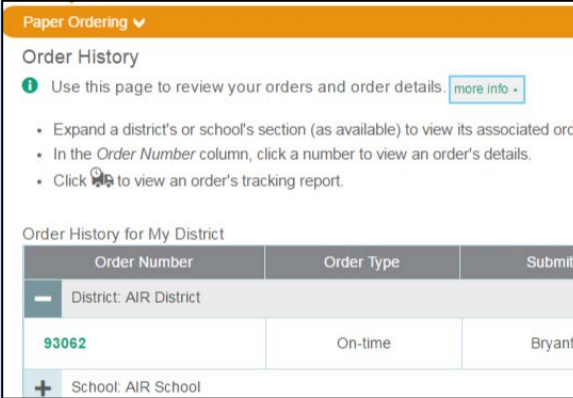
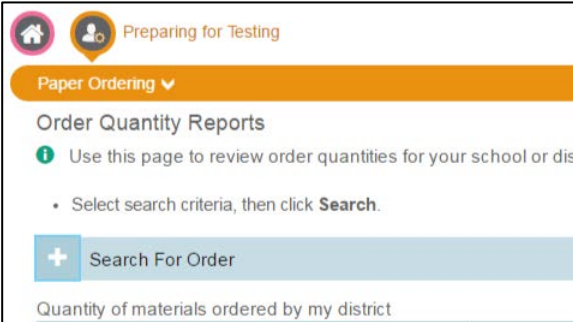
## Tasks under the “Paper Orders” Administrations



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 Ohio’s State Tests (OST), OELPA, AASCD or OGT 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>	

Task	Guidance	Location																				
<p><b>Initial Orders: Participation</b></p>	<p>The Participation task is required for AASCD. The Participation task is <b>only</b> available for AASCD.</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>	 <p>The screenshot shows the 'Paper Ordering' page. At the top, there is a 'Paper Ordering' header with a dropdown arrow. Below it is the 'Additional Orders' section, which includes an information icon and the text: 'Use this page to view and modify additional orders.' There are two expandable sections: '+ Verify Contact Information' and '- Participation'. The 'Participation' section is expanded, showing a question: '*Does your district plan to administer the spring 2018 AASCD?:' followed by a dropdown menu currently set to 'Yes'. On the left side, there is a 'Go to section' sidebar with a numbered list (1-5) and a circular icon at the bottom.</p>																				
<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;</li> <li>• AASCD (1.0); or</li> <li>• OGT on paper</li> </ul> <p><u>Ohio’s State Tests</u> District Test Coordinators (DTCs) place initial orders during the on-time order windows (see the <a href="#">Important Dates</a>) for each school. DTCs cannot place orders at the district level during the on-time window. During the additional order windows (see the <a href="#">Important Dates</a>), districts can place additional orders at the school or district levels. All orders are subject to Department approval.</p> <p><u>OELPA</u> District Test Coordinators (DTCs) testing students on paper will place on-time orders for K-12 test materials during the on-time order window. DTCs also order supplemental writing materials for K-1 online testing students. DTCs can also order additional paper materials during the additional order window. All orders are subject to Department 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 (DTCs) will place on-time orders at the school level. During the additional order window, Test Administrator Kits can only be placed at the district-level (see the <a href="#">Important Dates</a>). Test Administrator Kit orders are subject to Department approval.</p>	 <p>The screenshot shows the 'Paper Ordering' page with a list of orders. The header includes a home icon, a user icon, and the 'Paper Ordering' title. Below the header, there is a 'Go to section' sidebar with a numbered list (1-5) and a circular icon at the bottom. The main content area starts with the text: 'The following table lists your initial or on-time orders for AIR School'. Below this is a table with the following items:</p> <table border="1"> <thead> <tr> <th colspan="2">Mat</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 administrat</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 administrat</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>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>	Mat		-	ELA	1	High School ELA I Test Booklet <i>Order one per student testing on paper plus one for each administrat</i>	2	High School ELA II Test Booklet <i>Order one per student testing on paper plus one for each administrat</i>	3	High School ELA I Answer Document	4	High School ELA II Answer Document	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><u>OGT</u> District Test Coordinators (DTCs) testing students on paper will place orders for OGT test materials as needed during the additional order window. There are no on-time orders for the OGT administration.</p>	
<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><b><i>This task only applies to OST.</i></b></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 AASCD 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><b><i>This task only applies to OST.</i></b></p>	