WYOMING
DEPARTMENT OF EDUCATION

Wyoming Alternate Assessment (Wy-ALT)

Test Information Distribution Engine (TIDE) User Guide

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Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, and related systems are property of the American Institutes for Research (AIR) and are used with the permission of AIR.

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Introduction to This User Guide

This section describes the contents of this user guide.

Organization of This User Guide

This guide contains the following sections:

- Section I, Overview of the Test Information Distribution Engine, lists TIDE's features, system requirements, and provides an overview of user roles and permissions.
- Section II, Accessing TIDE, describes how to activate your TIDE account, how to log in and log out, and how to change your password.
- Section III, Understanding the TIDE Interface, describes what appears in the TIDE interface, how to sort columns, how to switch between other assessment applications, and how to change your user role and test administration.
- Section IV, Establishing Contact and Shipping Info, describes how to verify contact information and shipping addresses for test materials.
- Section V, Managing TIDE Users, describes how to view, add, and modify TIDE user accounts.
- Section VI, Working with Student Information, describes how to view, add, and modify information pertaining to students, their demographics, test eligibilities, and test accommodations.
- Section VII, Working with Orders for Testing Materials, describes how to review, place, and track orders for paper-based test materials.
- Section VIII, Working with Rosters of Students, describes how to create, modify, and delete rosters of students associated with teachers and schools.
- Section IX, Testing Irregularities, introduces how TIDE processes testing irregularities.
- Appendix A, Exporting Retrieved Records, describes how to export retrievals into a variety of file formats.
- Appendix B, Processing File Uploads, describes how TIDE processes file uploads and how to resolve associated error messages.
- Appendix C, Opening CSV Files in Excel 2007 or Later, describes how to open CSV files in recent versions of Microsoft Excel.
- Appendix D, User Support, explains how to contact the help desk.
- Appendix E, User Roles and Descriptions, defines the user roles that are available for the Wy-ALT online systems.

Document Conventions

Table 1 describes the conventions appearing in this user guide.

Table 1. Document Conventions

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 selection.
`mono`	Monospace indicates a file name or text you enter from the keyboard.

Intended Audience

This user guide is intended for district- and school-level test administrators and coordinators who manage the assessment effort. You should be familiar with the concepts of student identification (pre-ID), test materials, and user account management for an enterprise-wide system.

To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file upload and download features, you also need to be familiar with using a spreadsheet application and working with Microsoft (XLS) Excel or comma-separate value (CSV) files.

Section I. Overview of the Test Information Distribution Engine

Description of TIDE

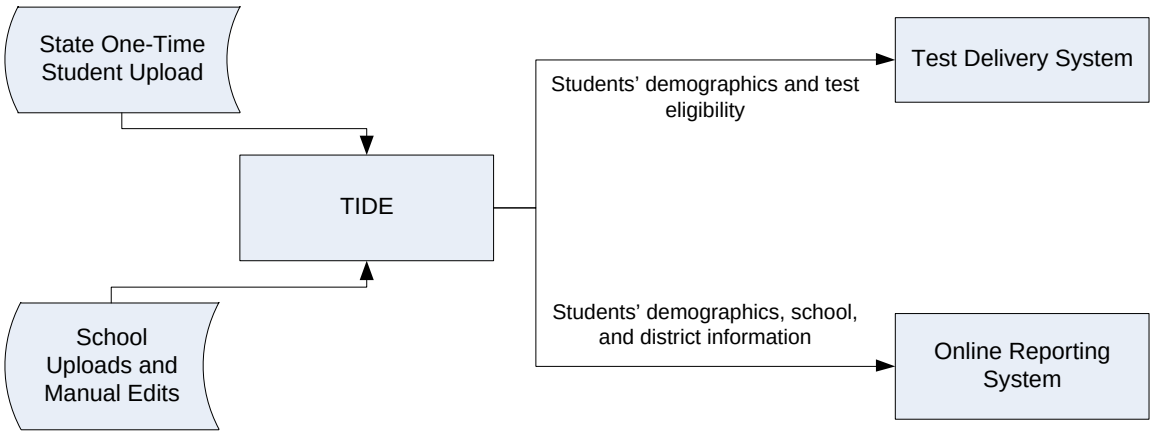
Test Information Distribution Engine (TIDE) performs the following functions:

- Managing user accounts
- Uploading Pre-ID files
- Managing student information and assessment eligibilities
- Viewing and tracking orders for testing materials
- Managing rosters of students
- Managing test irregularities

Depending on your state and user role, you may not have access to all these functions.

Figure 1 illustrates TIDE's functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. TIDE receives the vast majority of this student information from a one-time only state upload; TIDE has features for schools to upload, add, or edit students manually. TIDE then distributes this information to the appropriate target system. Test Delivery System (TDS) receives students' eligibilities; this enables TDS to deliver the appropriate test to any student. Online Reporting System (ORS) receives students' institutional associations; this enables ORS to aggregate scores at the school, district, and state levels.

Figure 1. TIDE's position in the assessment process



System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox, Chrome, or Internet Explorer. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the *Online System Requirements*. This publication is available in the Supported Browsers section of the Wy-ALT Assessment Portal, http://wyoassessment.org/supported-browsers/.

Understanding User Roles and Permissions

Each user in TIDE has a role, such as a district-level user or a school-level user. 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 districts. A school-level user can perform activities related to schools.

Table 2 describes TIDE's user roles. The top row contains the various roles, and the subsequent rows indicate the tasks permitted to those user roles. Descriptions of each user role can be found in Appendix E, User Roles and Descriptions.

Table 2. User Roles and Associated Permissions

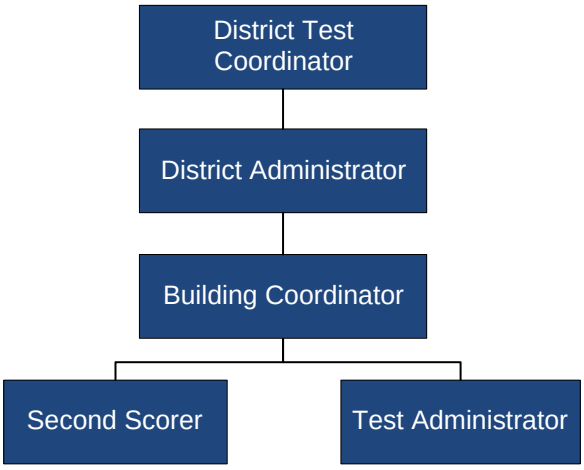
Task*	DTC	DA	BC	TA	SS
Working with Student Information					
Retrieving Student Records	✓	✓	✓	✓	✓
Adding Students	✓	✓	✓		
Adding or Editing Students through File Uploads			✓		
Viewing and Editing Students	✓	✓	✓	✓ (View only)	✓ (View only)
Moving Students Between Schools	✓	✓	✓		
Deleting Students	✓	✓	✓		
Managing Users					
Retrieving User Accounts	✓	✓	✓		
Adding User Accounts	✓	✓	✓		
Adding, Editing, or Deleting Users through File Uploads	✓	✓	✓		
Viewing and Editing User Details	✓	✓	✓		
Deleting User Accounts	✓	✓	✓		

Task*	DTC	DA	BC	TA	SS
Working with Orders for Test Materials					
Reviewing Initial Orders	✓	✓			
Requesting Additional Materials	✓	✓			
Reviewing Order History	✓	✓	✓		
Reviewing and Exporting Order Summaries and Details	✓	✓	✓		
Tracking Shipments	✓	✓	✓		
Working with Rosters of Students					
Viewing Rosters	✓	✓	✓	✓	
Adding a New Roster	✓	✓	✓	✓	
Modifying an Existing Roster	✓	✓	✓	✓	
Creating Rosters Through File Uploads	✓	✓	✓	✓	

* DTC—District Test Coordinator; DA—District Administrator; BC—Building Coordinator; TA—Test Administrator; SS—Second Scorer

There is a hierarchy to the user roles listed in Table 2. As indicated in Figure 2, the district test coordinator is at the top of the hierarchy, followed by the district administrator, then the building coordinator, and finally the test administrator and second scorer. Generally, user roles that are higher in the hierarchy have access to more sensitive or critical data and tasks within TIDE.

Figure 2. Hierarchy of User Roles



Section II. Accessing TIDE

This section explains how to activate your TIDE account, log in to TIDE, reset a forgotten password, change account information, and how to log out.

Activating Your TIDE Account

Your district or building coordinator creates your account, and then TIDE sends you an introductory email. This email contains the following information:

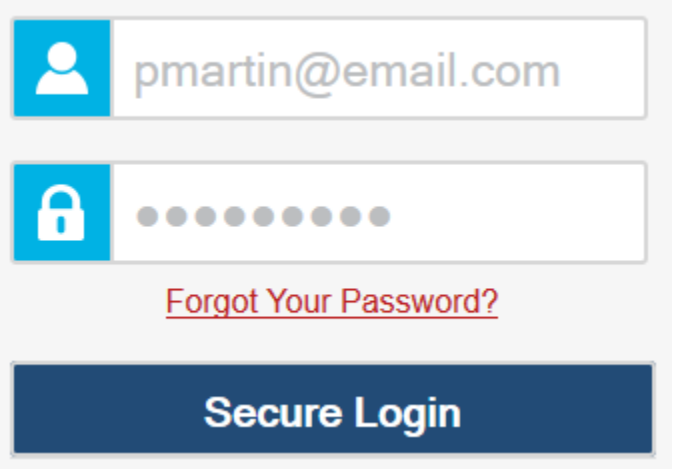
- Your welcome to TIDE
- A link to the login page.
- A secure, temporary password. **This password expires 30 days** after the email was sent.
- Instructions for establishing a new password and security question.

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

To activate your account:

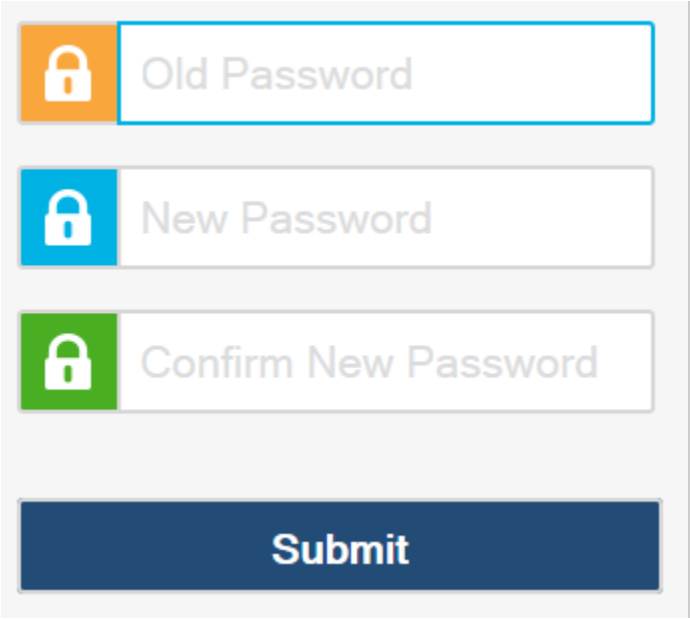
1. Click the link in the introductory email. The ***Login*** page appears. Enter your username and temporary password.

Figure 3. Login Page



2. Click [**Secure Login**]. You will be directed to the ***Reset Password*** screen where you will need to reset your password.

Figure 4. Fields in the Reset Password page



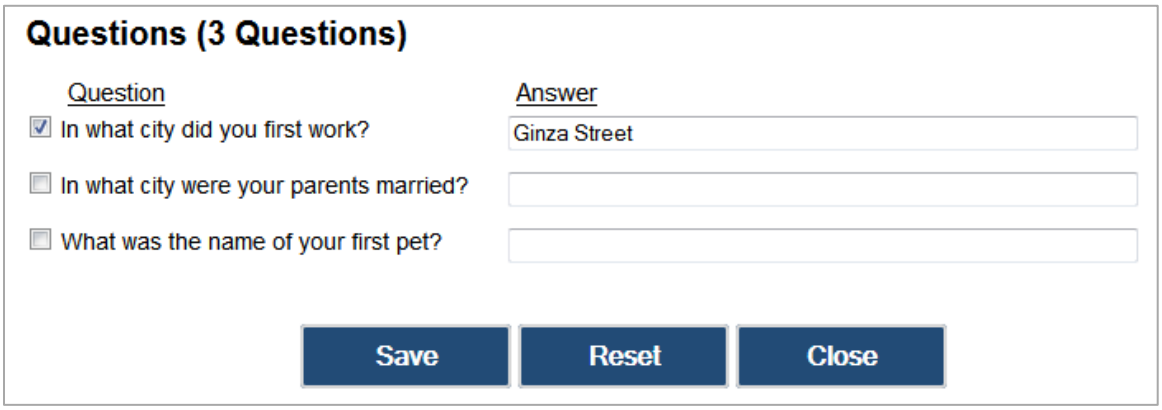
3. In the *Old Password* field, enter your temporary password.

4. In the *New Password* and *Confirm Password* fields, enter your new password. The password must be at least eight (8) characters long, cannot be the same as your current or previous password and must have at least **three** of the following:

   - one lowercase alphabetic character
   - one uppercase alphabetic character
   - one number
   - one of the following special characters: %, #, or !

5. Click **Submit**. You will be directed to the ***Select a Security Question*** screen where you will need to set up a security question and answer.

Figure 5. Select a Security Question Screen



6. Mark the checkbox next to a question. Provide your answer to the security question in the corresponding text box provided.

7. Click **Save**. You will be directed to the Wy-ALT Assessment Portal from where you can access the required assessment and system.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see Figure 6) in the portal page.

Alert: Important Information Regarding Your Passwords

If you are a user who has recently been added to TIDE, you should have received an e-mail from WyAlt-DoNotReply@airast.org that contains a temporary password and a link to sign in to the Wyoming Online Assessment systems. *You must log in with your temporary password within 30 days of receiving the email in order to activate your account.* The temporary password is valid for 30 days. You will be prompted to update your password and select and answer a security question.

Did your first temporary password expire?

If you did not log in within 30 days of receiving the first password email and activate your account, you must generate a new temporary password. Click the [**Click here to request a new one**] link in the ***Login*** page, then enter your email address into the *Email Address* field, and then click [**Next**]. You will receive another email containing a new temporary password.

Did you forget your password?

If you forgot your password, you can reset it. You can only reset your password after you have activated your account by selecting a security answer and question. Click the [**Forgot Your Password?**] link on the ***Login*** page and then enter your email address into the *Email Address* field. Click [**Next**], enter the answer to the security question and then click [**OK**]. You will receive another email containing a new temporary password, which also expires in 30 days. (It may take up to 10 minutes to receive the new email.)

Did you not receive an email containing a temporary password?

Emails from TIDE come from WyAlt-DoNotReply@airast.org. Check your spam folder to make sure your email provider did not categorize it as "junk" mail. If you still do not have an email, contact your Test Coordinator to make sure you were added to TIDE. Only users who have been added to TIDE will receive an account email with a temporary password.

Password Expiration

For the 2014-15 school year, users will be required to reset their passwords after 180 days.

Additional Help

If you are unable to log in, contact the Wy-ALT Help Desk for assistance. You must provide your name and e-mail address. Contact information is available in User Support.

Logging in to TIDE

To log in to TIDE:

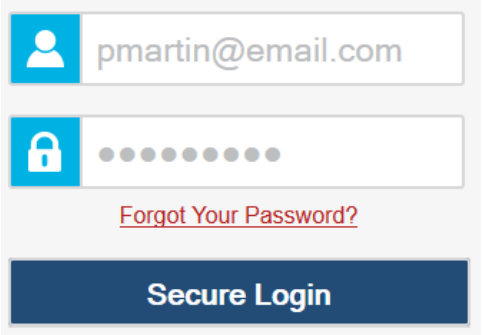
1. Open your web browser and navigate to the Wy-ALT Assessment portal at http://wyoassessment.org.
2. Click the **Building Coordinators** or **Teachers/Test Administrators** card.
3. Click the **TIDE** card. The ***Login*** page appears.

Figure 6. TIDE Card

4. Enter your email address and password, and then click **Secure Login**. The ***Home*** page appears.

Depending on your user role, TIDE may prompt you to select a role, state, district, or school to complete the login.

Figure 7. Please Log In Page



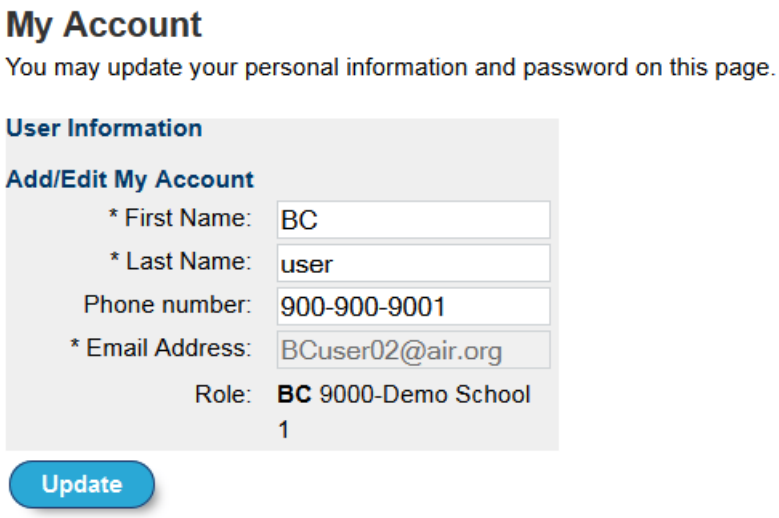
Changing Your Account Information

You can modify your name, phone number and other account information.

To modify account information:

1. In the banner (see Figure 10), click **My Account**. The ***My Account*** page appears (see Figure 8).

Figure 8. My Account Page



2. To modify your user information, in the *User Information* section, enter updates as necessary. (To change your email address, contact your TIDE administrator).

3. Click **Update**. TIDE saves your changes, and a confirmation message appears.

Resetting Your Password

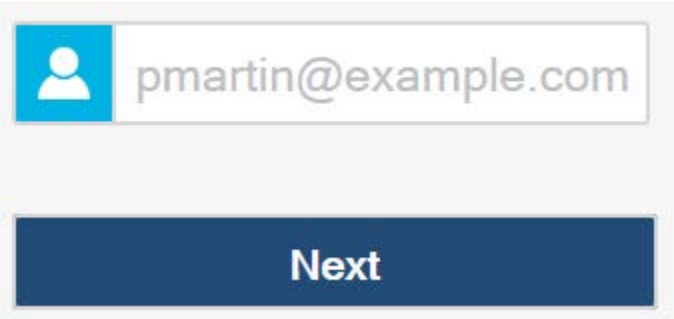
You need to reset your password if you forgot it or failed to activate your account with a temporary password.

To reset your password:

1. Follow steps 1–3 in the section Logging in to TIDE.

2. In the ***Login*** page (see Figure 7), click **Forgot Your Password?**. The ***Password Reset*** page appears (see Figure 9).

Figure 9. Password Reset Page



3. Enter your TIDE email address, and click **Next**. Your security question appears.

4. Enter the response to the security question, and click **OK**. TIDE sends you an activation email with a new temporary password.

5. Return to the login page, enter your username and the temporary password from step 4, and click **Secure Login**. The ***Reset Password*** page appears.

6. In the *Old Password* field, enter the temporary password from step 4.

7. In the other password fields, enter a new password. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !. Your password cannot be the same as your current or previous password.

8. Click **Submit**. TIDE resets your password. The ***Select a Security Question*** page appears.

9. Review and modify your answers to the security question as necessary, and click **Save**.

The TIDE home page appears.

Logging out of TIDE

To log out of TIDE:

- In the TIDE banner (see Figure 10), click **Logout**.

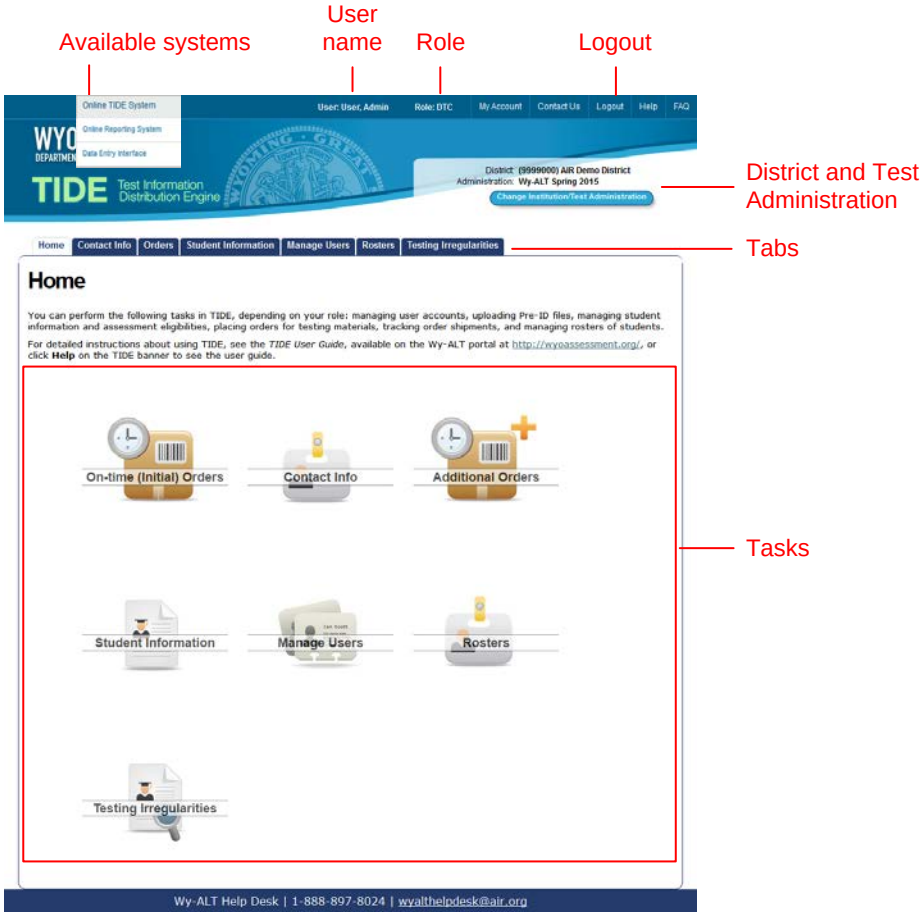
Section III. Understanding the TIDE Interface

This section describes TIDE's ***Home*** page and some common tasks such as sorting retrieved records.

TIDE's Home Page

The first page you see after logging in to TIDE is the ***Home*** page (see Figure 10). This page's appearance differs depending on your role. Some roles, such as those for test administrators, have just a few tabs and tasks; other roles, such as those for building coordinators, have several tabs and tasks.

Figure 10. TIDE Home Page for the District Administrator Role



CAUTION: Loss of Data Working with TIDE in more than one tab or browser window may result in changes in one tab overwriting changes made in another tab. Do not have more than one TIDE browser tab or window open at one time.

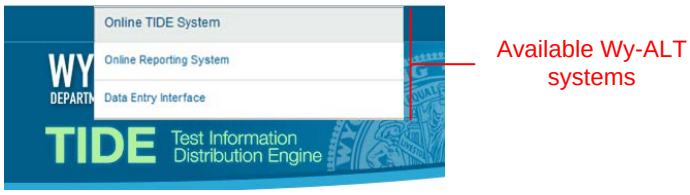
Switching Between Wy-ALT Assessment Systems

Depending on your role, when you log in to TIDE you also log in to other Wy-ALT Assessment systems. You can switch to those other systems.

To switch to another Wy-ALT Assessment system:

- In the banner, click **Test Information Distribution Engine**, and then select the other system you want to use (see Figure 11).

Figure 11. Switching Between Wy-ALT Assessment systems



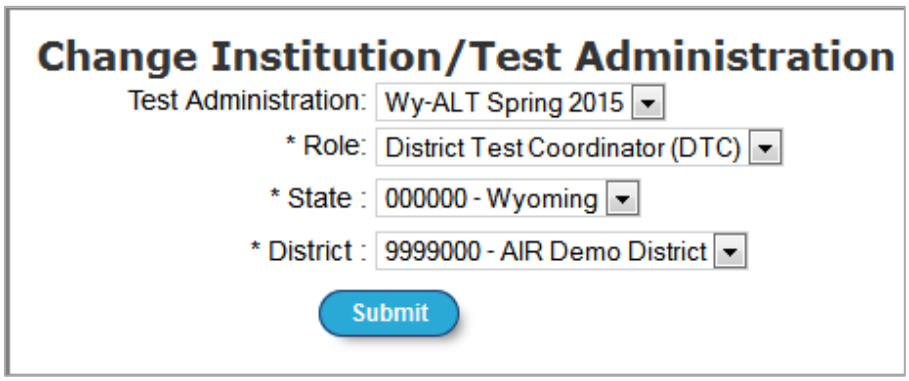
Changing Test Administration or Institution

Depending on your permissions, you may have access to more than one institution (such as a district or school). You can also change your user role if another one is available to you. (For an explanation of user roles, see Understanding User Roles and Permissions.)

To change test administration or institution:

1. In the TIDE banner (see Figure 10), click **Change Institution/Test Administration**. The ***Change Institution/Test Administration*** page appears (see Figure 12).

Figure 12. Change Institution/Test Administration Page



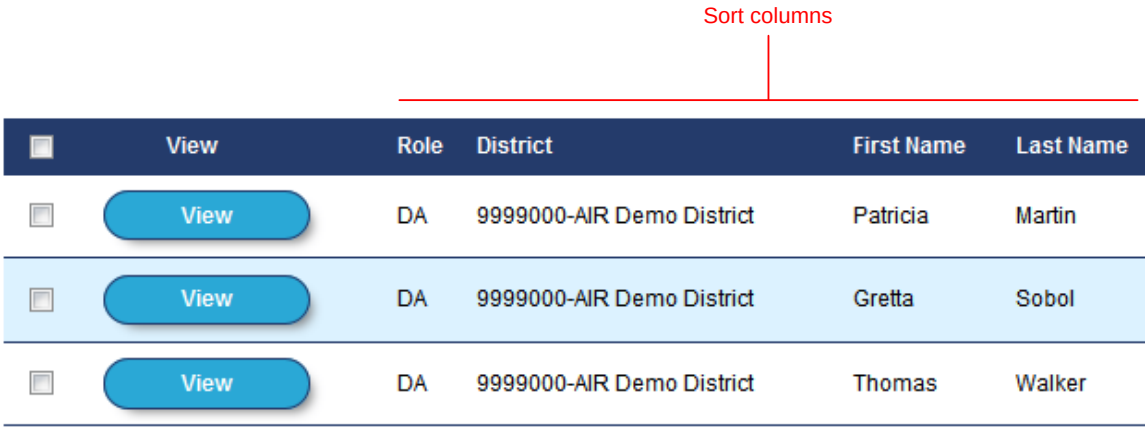
2. Update the information as necessary. All fields are editable.

3. Click **Submit**. A new home page appears that is associated with your selections.

Sorting Retrieved Records

Many tasks in TIDE involve retrieving data from a database. You can sort the retrieved records by clicking any of the column headings in the retrieval table. For example, Figure 13 is a portion of the ***View/Edit Users*** page. You can sort the records by clicking Role, District, First Name, or Last Name. (In the complete ***View/Edit Users*** page, there are many more columns by which you can sort.)

Figure 13. Sort Columns

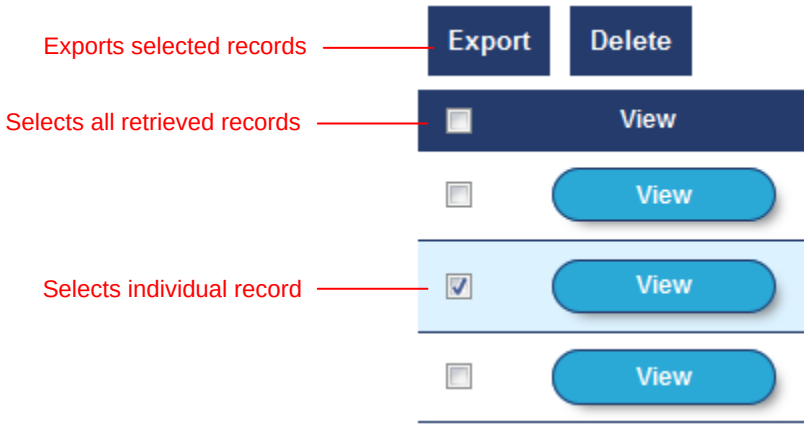


Selecting Records for an Action

In some retrieval screens, you can perform an action on the retrieved records. For example, in the ***View/Edit Users*** page, you can export and download the retrieved records as an Excel file.

You can select all the retrieved records for a given action, or you can select some of them. Referring to Figure 14, if you mark the checkbox in the header row, TIDE selects all the records. If you mark a checkbox in an individual row, TIDE selects that record—and any other individual records you mark.

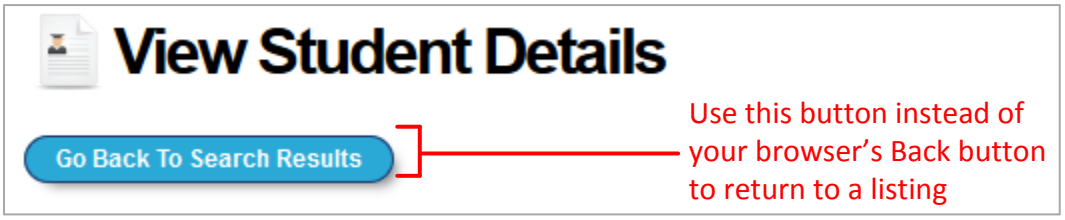
Figure 14. Options for Selecting Retrieved Records



Navigating Back to Retrieved Records

When you retrieve records, such as a listing of students or users, you can click on a **View** button that provides a screen to view or modify an individual record. (See, for example, Figure 20.) If you want to return to the retrieved records, you must click **Go Back To Search Results**, not your browser's Back button. See Figure 15.

Figure 15. Button to use to return to a listing of retrieved records



Section IV. Establishing Contact and Shipping Information

The District Test Coordinator serves as the overall contact for all testing matters within the district, while the Building Coordinators serve as the contact for all testing matters within each school. You can create other district- and building-level coordinator user accounts. When sending announcements regarding TIDE or other testing applications, AIR uses the test coordinator's email address listed in the Contact Info task. In addition, all building coordinators must verify the shipping address for school-level orders of testing materials.

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

To establish contact and shipping information:

1. Click the **Contact Info** tab. The ***Verify Contact Information*** page appears (see Figure 16).

Figure 16. Verify Contact Information Page

2. Verify or enter information in the *Test Coordinator Information* section.

3. Verify or enter information in the *Shipping Information* section. Post Office (P.O.) boxes are not allowed for a shipping address. These fields are not editable. If changes need to be made, please contact the Wy-ALT Help Desk at wyalthelpdesk@air.org.

   Fields marked with an asterisk (*) are required.

4. Click **Done**.

Section V. Managing TIDE Users

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

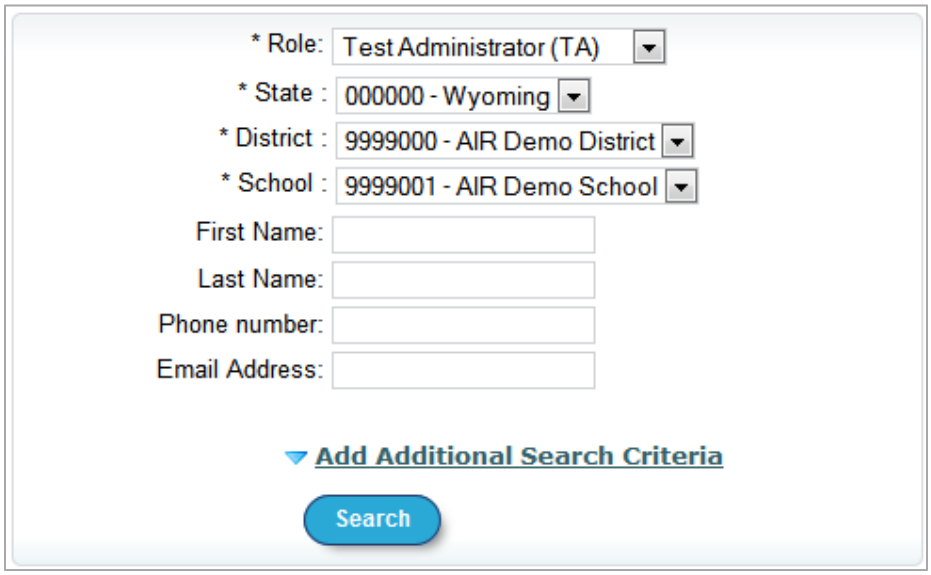
Retrieving User Accounts

You can retrieve user accounts that satisfy given criteria. For a list of user roles that can perform this task, see Table 2.

To retrieve user accounts:

1. Click the **Manage Users** tab, then click **View/Edit Users**. The ***View/Edit Users*** page appears (see Figure 17).

Figure 17. Selection Fields in the View/Edit Users Page



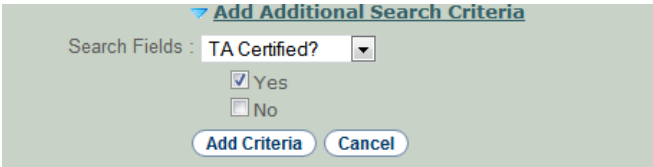
2. From the drop-down lists, select search criteria.

3. *Optional:* Refine your search by specifying a first name, last name, phone number, or email address.

4. *Optional*: To add an additional criterion based on completion of test administrator training (i.e., TA certification), do the following:

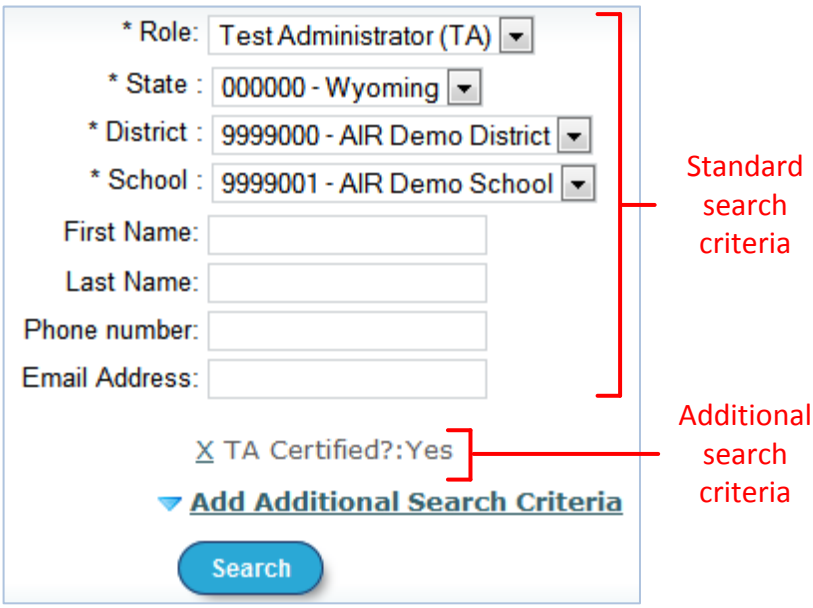
   a. Click **Add Additional Search Criteria**. Additional search fields appear (see Figure 18).

Figure 18. Additional Student Search Criteria (Form Fields)



   b. Make selections for the additional search criterion, and then click **Add Criteria**. TIDE displays the criterion in the ***View/Edit User*** page (see Figure 27).

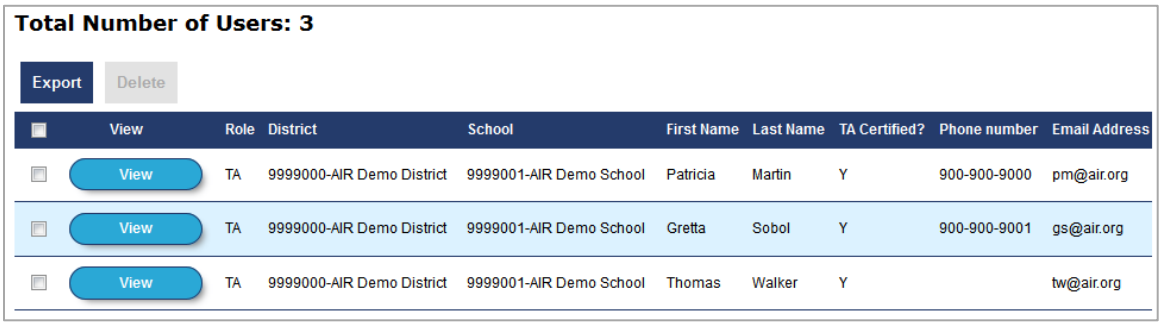
Figure 19. Additional User Search Criteria (Displayed)



   c. To delete the additional search criterion, click **X** next to it.

5. Click **Search**. TIDE displays the found users at the bottom of the ***View/Edit Users*** page (see Figure 20).

Figure 20. Retrieved Users



Total Number of Users: 3

Export Delete

	View	Role	District	School	First Name	Last Name	TA Certified?	Phone number	Email Address
	View	TA	9999000-AIR Demo District	9999001-AIR Demo School	Patricia	Martin	Y	900-900-9000	pm@air.org
	View	TA	9999000-AIR Demo District	9999001-AIR Demo School	Gretta	Sobol	Y	900-900-9001	gs@air.org
	View	TA	9999000-AIR Demo District	9999001-AIR Demo School	Thomas	Walker	Y		tw@air.org

From the listing of retrieved users, you can do the following:

- View detailed information about a user; see Viewing and Editing User Details.
- Delete user accounts; see Deleting User Accounts.
- Sort the listing; see Sorting Retrieved Records.
- Export the listing; see Appendix A, Exporting Retrieved Records.

Viewing and Editing User Details

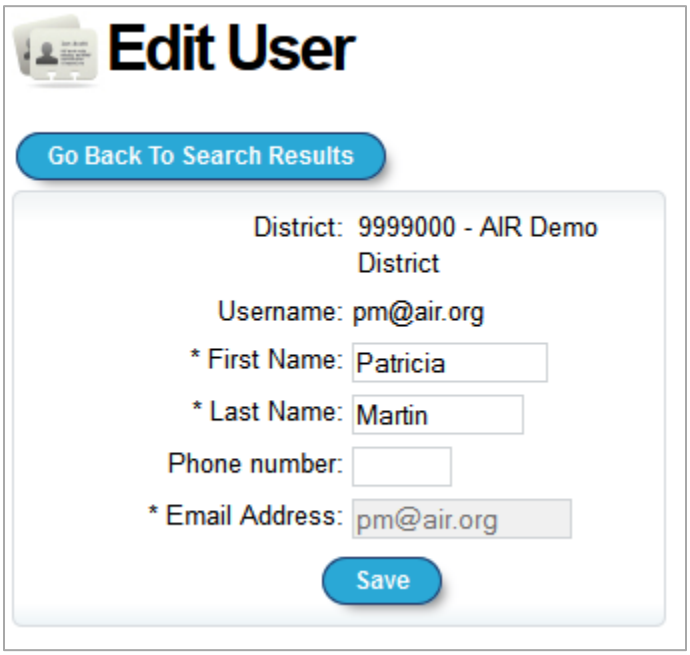
You can view and modify detailed information about a user's TIDE account. For a list of user roles that can perform this task, see Table 2.

To view and edit user details:

1. Retrieve the user account you want to view or edit by following the procedure in the section Retrieving User Accounts.

2. In the listing of retrieved users, click **View** corresponding to the user whose account you want to view (see Figure 20). The ***Edit User*** page appears (see Figure 21).

Figure 21. Edit User Page



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

4. Click **Save**.

5. To return to the listing of user accounts, click **Go Back to Search Results**. (Do not use your browser's Back button to return to the listing.)

Table 3 describes the fields in the ***Edit User*** page.

Table 3. Fields in the Edit User Page

Field	Description
District	District associated with the user. To modify the district associated with a user, you must delete and add the user manually or use file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads.
School	School associated with the user. To modify the school associated with a user, you must delete and add the user manually or use file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads.
Username	Email address for logging in to TIDE. To modify the email address associated with a user, you must delete and add the user manually or use file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads.
First Name	User's first name.
Last Name	User's last name.
Phone Number	User's phone number.
Email Address	User's email address. To modify the email address associated with a user, you must delete and add the user manually or use file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads.

Adding User Accounts

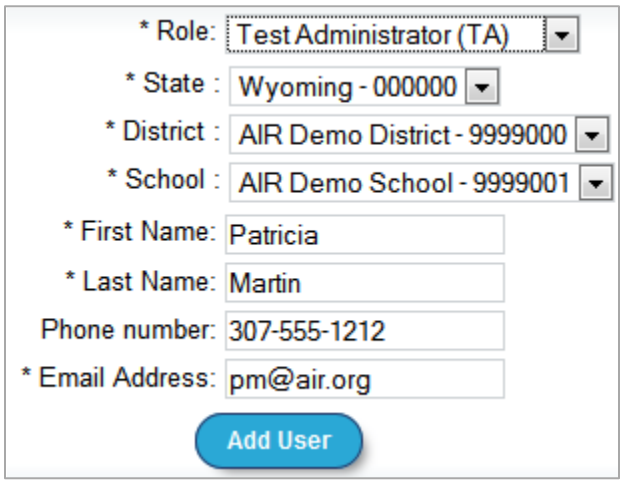
When you add a user account, its role must be lower in the hierarchy than your role. (For an explanation of the user role hierarchy, see Understanding User Roles and Permissions.) Referring to Figure 2, building coordinators can add test administrators and second scorers, and district test coordinators can add the four lower-level roles. Furthermore, you can add only those users to your institutions. For example, district-level users can create school-level accounts only for schools within their district.

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

To add a user account:

1. Click the **Manage Users** tab, then click **Add User**. The ***Add User*** page appears.

Figure 22. Form Fields in the Add User Page



2. Select the required role, state, district, and school associated with the new user.

3. Using Table 3 as a reference, enter the user's first name, last name, email address, and optional phone number.

4. Click **Add User**.

TIDE adds the account and sends the new user an activation email from WyAlt-DoNotReply@airast.org.

Deleting User Accounts

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

To delete user accounts:

1. Retrieve the user accounts you want to delete by following the procedure in the section Retrieving User Accounts.
2. In the ***View/Edit Users*** page, do one of the following (see Figure 14):
   - Mark the checkbox for the accounts you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved user accounts.
3. Click **Delete**.
4. In the confirmation dialog box, click **OK**.

TIDE deletes the user accounts.

Adding, Editing, or Deleting Users through File Uploads

If you have many users to add, edit, or delete, it may be easier to perform those transactions 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 compose the files and then upload them to TIDE.

Understanding the User Upload File Format

The upload file is an Excel or CSV file with a heading row and data rows. Table 4 describes the columns in the upload file and associated valid values.

Table 4: Columns in the User Upload File

Column	Description	Valid Values
District ID*	District associated with the user.	District ID that exists in TIDE. Must be 7 digits.
School ID	School associated with the user.	School ID that exists in TIDE. Must be 7 digits. Must be associated with the district ID. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 50 characters.
LastName*	User's last name.	Up to 50 characters.

Column	Description	Valid Values
Email*	User's email address.	Any standard email address. Up to 75 characters that are valid for an email address. This is the user's username for logging in to TIDE.
Role*	User's role. For an explanation of user roles, see Understanding User Roles and Permissions.	One of the following: DTC—District test coordinator DA—District administrator BC—Building coordinator TA—Test administrator SS—Second Scorer
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

Figure 23 is an example of a simple upload file with the following transactions:

- The first row adds John Doe as a TIDE user, specifying all fields except phone number.
- The second row modifies John Doe's account, adding John Doe with a new user role and adding the phone number. In this case you must list values in all other columns, even if you do not change them.

Figure 23. Sample User Upload File

	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastName	Email	Role	Phone	Action
2	9999000	9999001	John	Doe	jdoe@air.org	BC		ADD
3	9999000	9999001	John	Doe	jdoe@air.org	TA	307-555-1212	ADD

Submitting a User Upload File

This section describes how to upload a file for adding, modifying, or deleting users. For a list of user roles that can perform this task, see Table 2.

To submit a user upload file:

1. Click the **Manage Users** tab, then click **Upload Users**. The ***Upload Users*** page appears.

2. Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template**.

3. Open the file in a spreadsheet application or text editor, and add a row for each user you want to add, modify, or delete. Be sure to follow the guidelines in Table 4. Save the file on your computer.

4. In the **Upload Users** page, click **Browse**, and navigate to the file you created in step 3.

5. Click **Upload File**. TIDE displays a preview of the uploaded file (see Figure 24). Use this preview to verify you uploaded the correct file.

Figure 24. User Upload File Preview

District ID	School ID	FirstName	LastName	ExternalID	Role	Phone	Action
9999000	9999001	John	Doe	jdoe@air.org	BC		ADD
9999000	9999001	John	Doe	jdoe@air.org	TA	307-555-1212	ADD
9999000	9999001	John	Doe	jdoe@air.org	BC	307-555-1212	DELETE

6. Click **Next**. TIDE validates the file and displays error messages, if any. For information about resolving error messages, see Resolving File Upload Errors.

NOTE: Validation and commitment of large files 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. For more information, see How TIDE Processes Large Files.

7. Click **Commit**. TIDE commits those records that do not have errors.

You can view a history of file uploads; see the section Reviewing Upload History for details.

Section VI. Working with Student Information

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

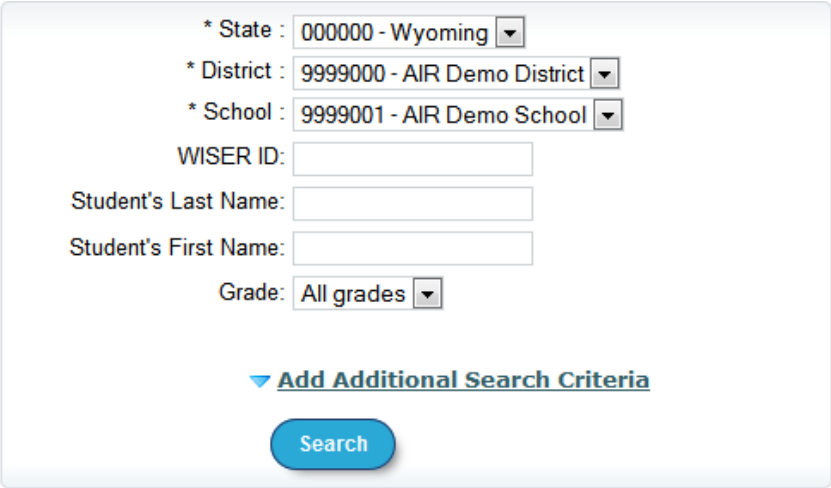
Retrieving Student Records

You can retrieve students' records that satisfy given criteria. For a list of user roles that can perform this task, see Table 2.

To retrieve student records:

1. Click the **Student Information** tab, then click **View/Edit Students**. The ***View/Edit Students*** page appears (see Figure 25).

Figure 25. Selection Fields in the View/Edit Students Page



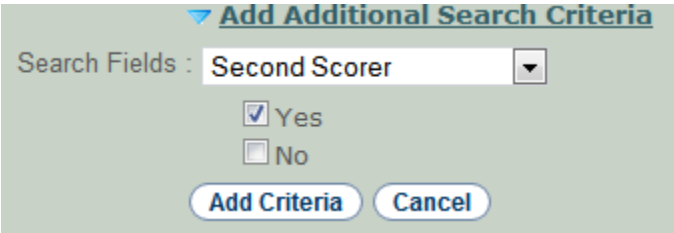
2. From the drop-down lists, select search criteria.

3. *Optional:* Refine your search by specifying the student's WISER ID, first name, last name, or grade.

4. *Optional.* To refine your search further, do the following:

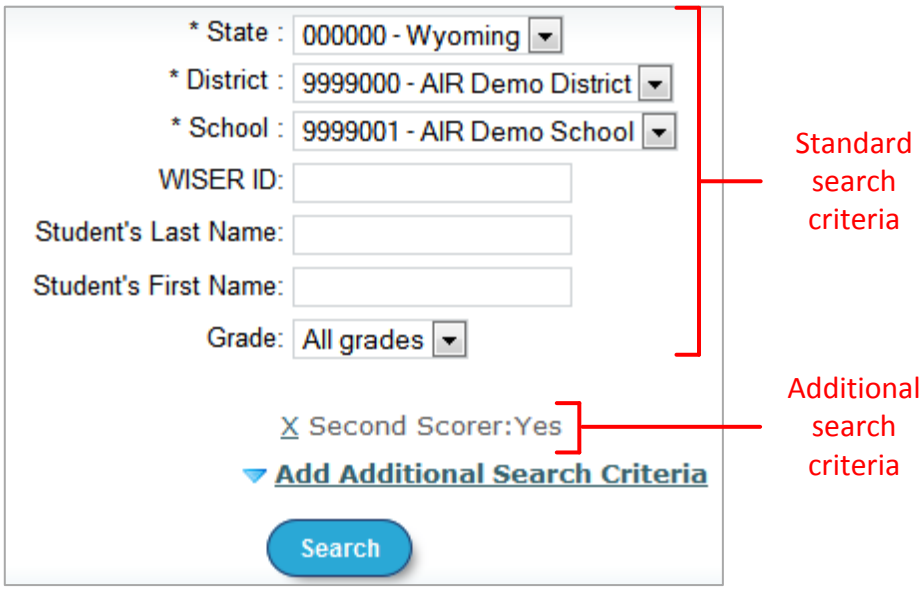
   a. Click **Add Additional Search Criteria**. Additional search fields appear (see Figure 26).

Figure 26. Additional Student Search Criteria (Form Fields)



b. Make selections for the additional search criterion, and then click **Add Criteria**. TIDE displays the criterion in the ***View/Edit Students*** page (see Figure 27).

Figure 27. Additional Student Search Criteria (Displayed)

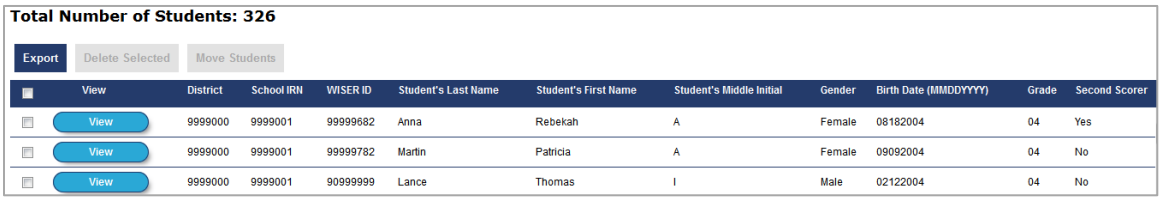


c. Repeat steps a–b to add additional search criteria.

d. To delete an additional search criterion, click **X** next to it.

5. Click **Search**. TIDE displays the retrieved students at the bottom of the ***View/Edit Students*** page (see Figure 28).

Figure 28. Retrieved Students



Total Number of Students: 326

Export | Delete Selected | Move Students

View	District	School IRN	WISER ID	Student's Last Name	Student's First Name	Student's Middle Initial	Gender	Birth Date (MMDDYYYY)	Grade	Second Scorer
View	9999000	9999001	99999682	Anna	Rebekah	A	Female	08182004	04	Yes
View	9999000	9999001	99999782	Martin	Patricia	A	Female	09092004	04	No
View	9999000	9999001	90999999	Lance	Thomas	I	Male	02122004	04	No

From the listing of retrieved students, you can do the following:

- View and edit detailed information about a student; see Viewing and Editing Students.
- Delete students; see Deleting Students.
- Sort the listing; see Sorting Retrieved Records.
- Export the listing; see Appendix A, Exporting Retrieved Records.

Viewing and Editing Students

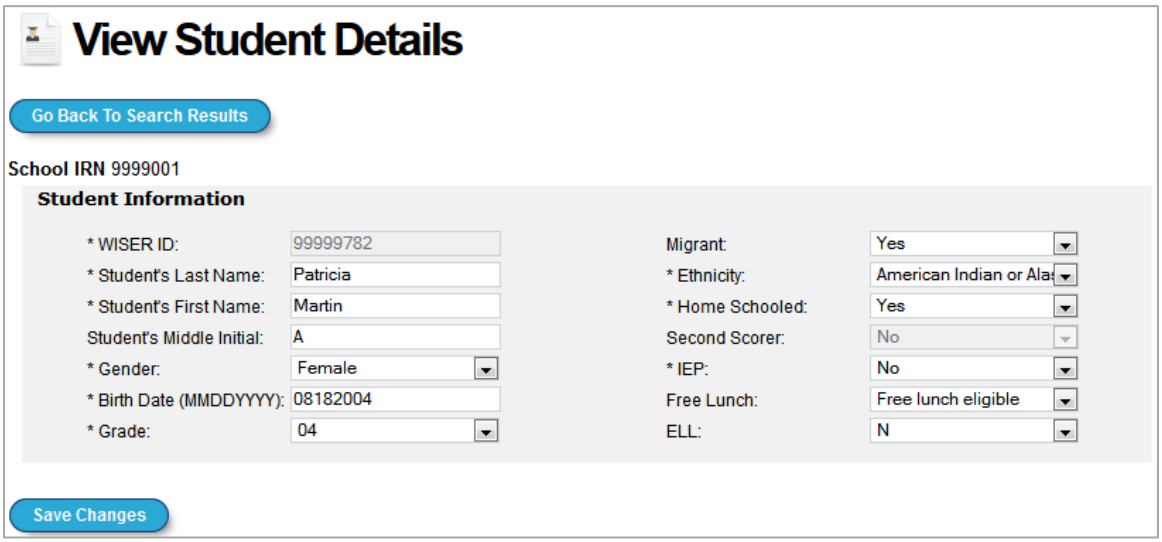
You can view and edit detailed information about a student's record. For a list of user roles that can perform this task, see Table 2.

To view and edit student details:

1. Retrieve the student record you want to view or edit by following the procedure in the section Retrieving Student Records.

2. In the listing of retrieved records, click **View** corresponding to the student whose record you want to view (see Figure 28). The ***View Student Details*** page appears (see Figure 29).

Figure 29. View Student Details Page (Top Portion)



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

4. Table 5 as a reference.

5. Click **Save**.

6. To return to the listing of student accounts, click **Go Back to Search Results**. (Do not use your browser's Back button to return to the listing.)

Table 5 describes the fields in the ***View Student Details*** page.

Table 5. Fields in the View Student Details Page

Field	Description
School IRN	ID number of school where student is enrolled.
Student Information	
WISER ID*	Student's unique identifier within Wyoming Alternate Assessment.
Student's Last Name*	Student's last name.
Student's First Name*	Student's first name.
Student's Middle Initial	Student's middle name.
Gender*	Student's gender.
Birth Date*	Student's date of birth.
Grade*	Grade in which student is enrolled during the test administration.
Migrant	Student's migrant status.
Ethnicity*	Student's ethnicity.
Home Schooled*	Indicates if student is home-schooled.
Second Scorer	Indicates student has been assigned a second rater to observe and score responses.
IEP*	Student's eligibility for special education services.
Free Lunch	Indicates if student is eligible for free lunch.
ELL	Indicates if student is an English Language Learner.

*Required field.

Adding Students

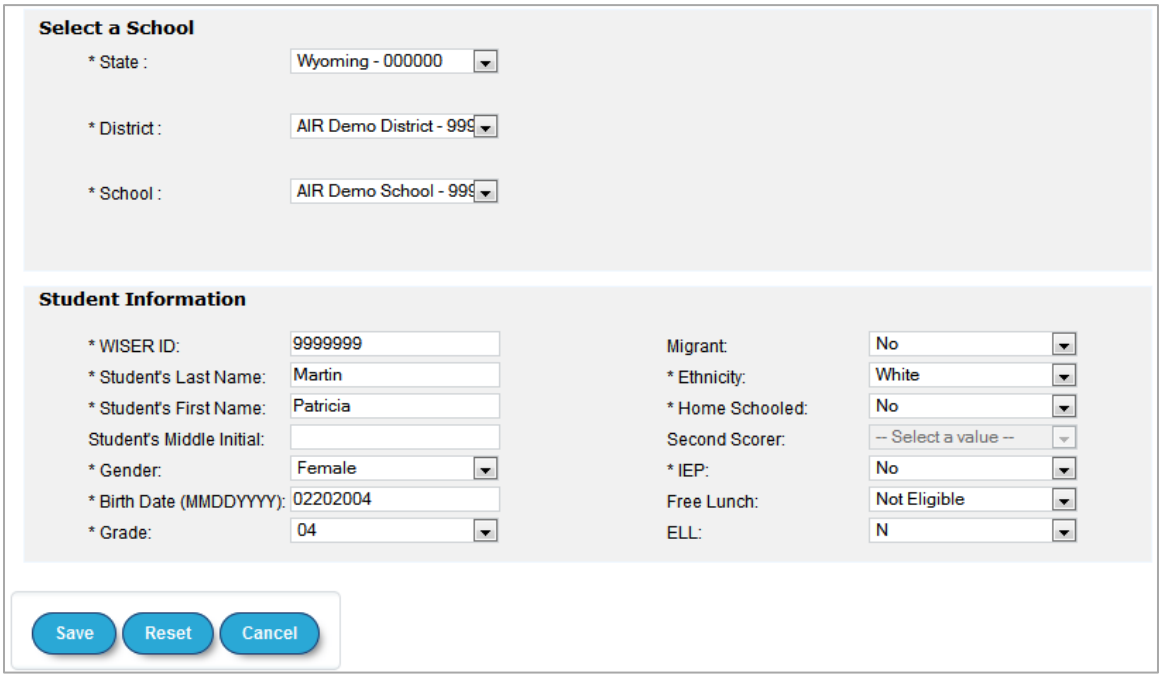
You can add students to a district and school with which you are associated. For example, district-level users can add students to any school within their district; school-level users can add students only to their school.

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

To add a student:

1. Click the **Student Information** tab, then click **Add Students**. The ***Add Student*** page appears.

Figure 30. Fields in the Add Student page



2. Using

3. Table 5 as a reference, enter the student's information.

4. Click **Save**.

TIDE adds the student.

Moving Students Between Schools

You can move students from one school to another within your district. See Table 2 for a list of users who can perform this task.

To move students:

1. Retrieve the students you want to move by following the procedure in the section Retrieving Student Records.

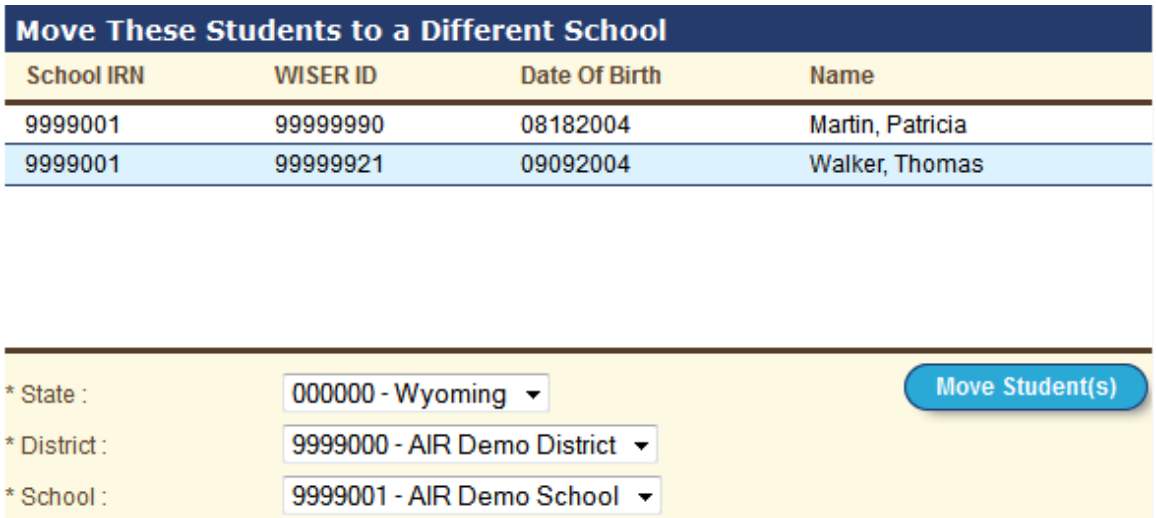
2. In the **View/Edit Students** page, do one of the following (see Figure 14):

   - Mark the checkboxes for the students you want to move.

   - Mark the checkbox at the top of the table to move all retrieved students.

3. Click **Move Students**. A section appears for moving the students.

Figure 31. Moving Students



4. From the **School** drop-down list, select school to which you want to move the student.

5. Click **Move Student(s)**. After TIDE moves the student, a confirmation message appears.

Deleting Students

When you delete a student from TIDE, that student is no longer eligible for assessment testing. The Online Reporting System retains the student's test answers and scores accumulated before the deletion.

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

To delete students:

1. Retrieve the students you want to delete by following the procedure in the section Retrieving Student Records.
2. In the ***View/Edit Students*** page, do one of the following (see Figure 14):
   - Mark the checkbox for the students you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved students.
3. Click **Delete Selected**.
4. In the confirmation dialog box, click **OK**.

TIDE deletes the students.

Adding or Editing Students through File Uploads

If you have many students to add or edit, it may be easier to perform those transactions 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 compose the files and then upload them to TIDE. When processing the upload file, TIDE adds or changes records only of those students in the upload file; records of students not appearing in the upload file are not changed.

Understanding the Student Upload File Format

The upload file is an Excel or CSV file with a heading row and data rows. Table 6 describes the columns in the upload file and associated valid values.

Table 6: Columns in the Student Upload file.

Column Name	Description	Valid Values
District Name*	District responsible for specific educational services or instruction of the student. Must correspond to the district code.	Up to 30 alphanumeric characters. Must exist in TIDE.

Column Name	Description	Valid Values
District Code*	Code to uniquely identify the district.	Must be 7 digits. Include leading zeros.
School Name*	School responsible for specific education services and/or instruction of the student. Must correspond to school code.	Up to 30 alphanumeric characters. Must exist in TIDE and be associated with the District Name, and must correspond to the school code.
School Code*	Code to uniquely identify the school.	Must be 7 digits. Include leading zeros.
WISER ID#*	Student's unique identifier within Wyoming Alternate Assessment.	Must be 8 digits.
First Name*	Student's first name.	Up to 15 alphanumeric characters.
Last Name*	Student's last name.	Up to 25 alphanumeric characters.
Middle Initial	Student's middle name.	One letter.
DOB – Month*	Student's birth month.	Two-digit month in the range 01–12. Add leading zero for single-digit numbers.
DOB – Day*	Day on which student was born.	Two-digit day in the range 01–31. Add leading zero for single-digit numbers.
DOB – Year*	Student's birth year.	Must be in the format YYYY.
Gender*	Student's gender.	One of the following: M—Male F—Female
Grade*	Student's enrolled grade.	Two-character grade in the range 03–11. Add leading zero for single-digit numbers.
Hispanic or Latino*	Student's ethnicity.	One of the following: Y—Hispanic N—Non-Hispanic
American Indian or Alaskan Native*	Student's ethnicity.	One of the following: Y—Yes N—No
Asian*	Student's ethnicity.	One of the following: Y—Yes N—No

Column Name	Description	Valid Values
Black or African American*	Student's ethnicity.	One of the following: Y—Yes N—No
Native Hawaiian or Other Pacific Islander*	Student's ethnicity.	One of the following: Y—Yes N—No
White*	Student's ethnicity.	One of the following: Y—Yes N—No
Home School*	Indicates whether student receives instruction at home.	One of the following: Y—Yes, student is home-schooled and attends public school 50% or less of the school day. N—No, student is not home-schooled.
IEP*	Student's eligibility for special education services.	One of the following: Y—Yes; student has an Individualized Education Plan (IEP). N—No; student does not have an IEP. R—Refused; student was eligible for an IEP but special education services were refused by the parent or legal guardian. I—Ineligible; student was ineligible for IEP.
Migrant	Student's migrant status.	One of the following: Y—Yes N—No
Free Lunch	Student's eligibility for free lunch.	One of the following: F—Free lunch eligible. R—Reduced priced lunch eligible. N—Not Eligible. S—School provides all students free lunch. X—School does not participate in this program.

Column Name	Description	Valid Values
ELL	Student's status as an English Language Learner.	One of the following: Y—Student is newly enrolled in the district or enrolled in the district after the state annual ELP assessment, ACCESS for ELLs was given in the prior school year; and has been identified and evaluated by the district as being an active ELL through the use of an ELP screening assessment. N—Student is returning to the district from the previous school year; and took the state's annual ELP assessment in the prior school year and has not yet achieved proficiency. R—Student meets the above qualifications, but parent or guardian refused services.

*Required field.

Figure 32 is an example of a simple upload file with the following transactions:

- The first row adds Patricia Martin as a student to the AIR Demo School in the AIR Demo District.
- The second row adds James Walker as a student to the same school and district.

Figure 32. Sample Student Upload File (partial view)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	District Name	District Code	School Name	School Code	WISER ID#	First Name	Last Name	Middle Initial	DOB - Month	DOB - Day	DOB - Year	Gender	Grade
2	AIR Demo Dist	9999000	9999001	AIR Demo School	9999999	Patricia	Martin		02	03	2004	F	04
3	AIR Demo Dist	9999000	9999001	AIR Demo School	9999998	James	Walker		01	04	2004	M	04
4	AIR Demo Dist	9999000	9999001	AIR Demo School	9999998	James	Walker		02	04	2004	M	04

Submitting a Student Upload File

This section describes how to upload a file for adding or modifying students. For a list of user roles that can perform this task, see Table 2.

To submit a student upload file:

1. Click the **Student Information** tab, then **Upload Pre-ID File**. The ***Upload Students*** page appears.
2. Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template**.

3. Open the file in a spreadsheet application or text editor, and add a row for each student you want to add or modify. Be sure to follow the guidelines in Table 6. Save the file on your computer.

4. In the ***Upload Students*** page, click **Browse**, and navigate to your upload file you created in step 3.

5. Click **Upload File**. TIDE displays a preview of the uploaded file (see Figure 33). Use this preview to verify you uploaded the correct file.

Figure 33. Student Upload File Preview (partial view)

District Name	District Code	School Name	School Code	State-Supplied Student Identifier	Student First Name	Student Last Name	Student Middle Initial	Date of Birth - Month	Date of Birth - Day	Date of Birth - Year	Gender	Enrolled Grade	Hispanic or Latino
AIR Demo District	9999000	9999001	AIR Demo School	9999999	Patricia	Martin		02	03	2004	F	04	N
AIR Demo District	9999000	9999001	AIR Demo School	9999998	James	Walker		01	04	2004	M	04	N
AIR Demo District	9999000	9999001	AIR Demo School	9999998	James	Walker		02	04	2004	M	04	N

6. Click **Next**. TIDE validates the file and displays error messages, if any. For information about resolving error messages, see Resolving File Upload Errors.

NOTE: Validation and commitment of large files 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. For more information, see How TIDE Processes Large Files.

7. Click **Commit**. TIDE commits those records that do not have errors, and sends a confirmation email.

You can view a history of file uploads; see the section Reviewing Upload History for details.

Section VII. Working with Orders for Testing Materials

Your school will be pre-loaded to receive Test Administration (TA) Kits during the Initial Order window. TIDE is preloaded with an estimated number of TA Kits based on a ratio derived from the number of students reported by school and grade band from the Wyoming Department of Education. This section describes the ordering life cycle, how to review the orders for those materials, and how to order additional quantities as necessary. This section also describes how to track order shipments.

Understanding the Materials Ordering Life Cycle

To administer the Wy-ALT, test administrators require TA Kits. Each test administrator who gives the Wy-ALT needs access to one TA Kit for the appropriate grade band (3–5, 6–8 or 9–11). Each TA Kit is designed for use with *multiple students* within a grade band. Do *not* order a TA Kit for each student. Second scorers do *not* receive a separate set of materials.

There are two windows for placing orders. The first window is for placing initial orders. This is the time during which you can review and confirm orders for materials and be guaranteed that they arrive at the schools in time for the test window. Ensure that quantities of TA Kits reflect actual need; contact the Wyoming Help Desk at wyalthelpdesk@air.org by the close of the Initial Order window to update your initial order.

TIDE maintains a record of each order quantity, labeling it as pending approval, approved, or transmitted to the printer (see Table 7). These quantities appear in the On-Time (Initial) Orders tab (see Figure 36).

Table 7. Quantities for Material Orders

Status	Description
Expected Shipment Quantity* Quantity Shipped**	Cumulative quantity pre-loaded for shipment during the On-Time (Initial) Order Window.
Quantity Approved	Cumulative quantity approved.
Quantity Pending Approval	Latest quantity sent for approval.
Quantity Shipped	Amount ordered. This amount is in addition to what is already approved or shipped.

* Appears in On-time (Initial) Orders page.

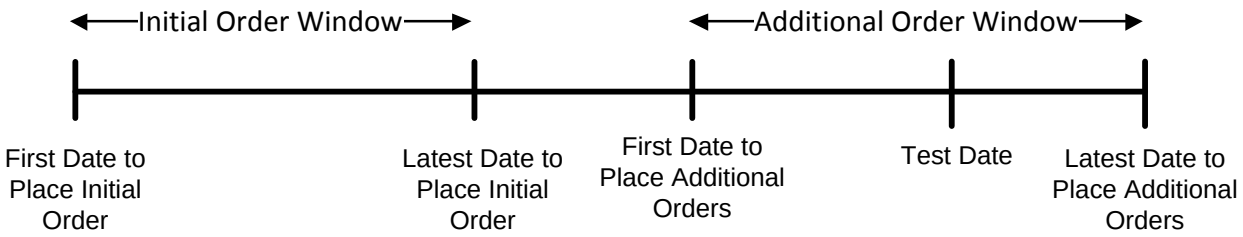
** Appears in Additional Orders page.

Dates for the Initial Order Window are available on the Wyoming Alternate Assessment Portal (http://wyoassessment.org). See section Reviewing Initial Orders for an explanation about working with initial orders.

After the initial order window closes, another window opens for placing additional orders. Dates for the Additional Order Window are available on the portal. During this time you can request additional materials as described in the section Requesting Additional Materials. All additional orders must be communicated to the Wy-ALT Help Desk. If your school requires additional TA Kits, please call 1-888-897-8024 or email wyalthelpdesk@air.org.

Figure 34 shows a time line illustrating the order windows. The additional order window extends after the opening of the test window.

Figure 34. Order Windows for Testing Materials



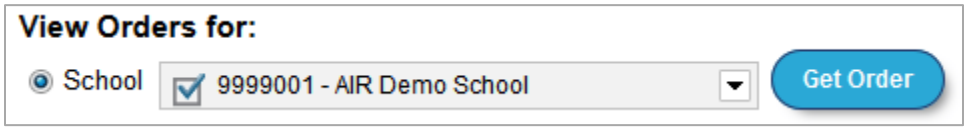
Reviewing Initial Orders

You can review initial orders. For a list of user roles who can perform this task, see Table 2.

To review and modify initial orders:

1. Click the **Orders** tab, then **On-time (Initial) Orders**. The **On-time (Initial) Orders** page appears (see Figure 35).

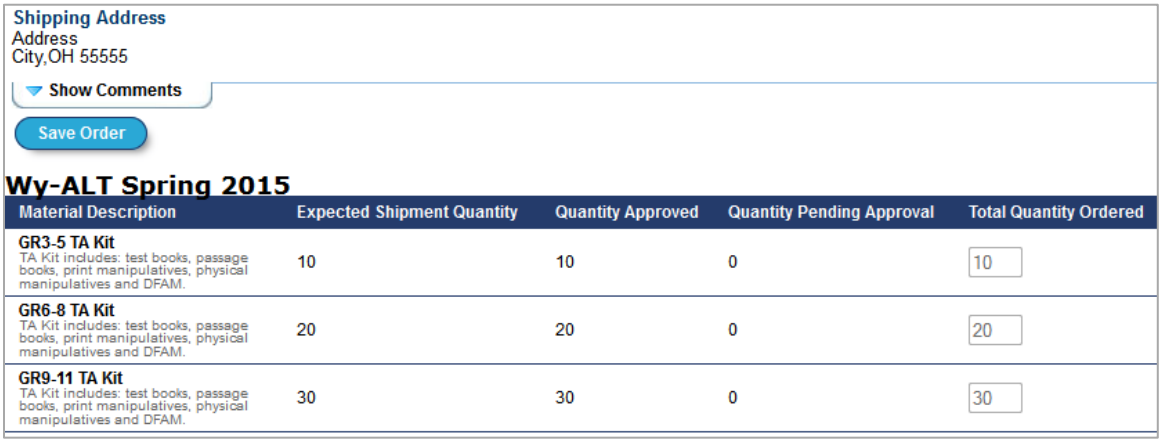
Figure 35. Fields in the On-time (Initial) Orders page



2. Select the school for which you want to review an order.

3. Click **Get Order**. A list of materials available for ordering appears (see Figure 36).

Figure 36. List of Initial Orders



4. Review the number in the **Quantity Approved** column; this is the amount of each item you are scheduled to receive.

5. If the Quantity Approved is insufficient or excessive, contact the Wyoming Help Desk at wyalthelpdesk@air.org as soon as possible to update your initial order. Any additional quantities you request will require approval.

Table 7 describes the columns in the **On-time (Initial) Orders** page.

Requesting Additional Materials

Building coordinators can request additional materials beyond those received in the initial order. (Section Understanding the Materials Ordering Life Cycle explains additional orders.) For a list of user roles who can perform this task, see Table 2.

To request additional materials:

1. Contact the Wy-ALT Help Desk at 1-888-897-8024 or email wyalthelpdesk@air.org. The Help Desk agent will take down your information. Indicate how many TA Kits per grade band are needed at your school and the number of students being tested in each grade band. The Help Desk agent will then contact the Wyoming Project Team who will review your request for additional materials.

2. You will be notified when a decision is made regarding your request. You can also view your order in the Orders Tab, under Order History. See the section Reviewing Order History for detailed instructions.

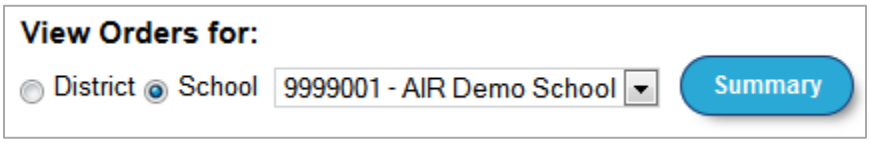
Reviewing Order History

You can review the order history of testing materials for your district or school. For a list of user roles who can perform this task, see Table 2.

To review order history:

1. Click the **Orders** tab, then **Order History**. The ***Order History*** page appears (see Figure 37).

Figure 37. Fields in the Order History page



2. Do one of the following:

   - Mark **District** (if available) to review orders for an entire district.

   - Mark **School**, and then select a school, to review orders for an individual school.

3. Click **Summary**. The summarized order history appears (see Figure 38).

Figure 38. Order History Summary

Order Number	Order Type	Submitted By	Order Status	Submitted Date
Institution: **AIR Demo School** Institution Type: **School**				
93780	On-time	Patricia Martin, DTC	Open	11/18/2014 10:22 AM (EST)
93782	Additional	Patricia Martin, DTC	Open	11/18/2014 02:50 PM (EST)

4. Click the order number in the left column. The order's detail appears (see Figure 39).

Figure 39. Order History Detail

Back to Order History

Order Information

Order #: 93780
District IRN: 9999000
School IRN: 9999001
Submitted By: Patricia Martin, DTC
Submission Date: 11/18/2014 10:22 AM (EST)
Approved Date:
Shipping Date:

Shipping Information

Delivery Method:
Submission Date:
Test Coordinator: Martin, Patricia
Address: 2300 Capitol Avenue
Cheyenne, WY 82002-2060
Email: pm@air.org
Phone:

Order Quantity

Material Description	Expected Shipment Quantity	Approved Quantity	Awaiting Approval Quantity	Approval Status
GR3-5 TA Kit	10	10	0	Open
GR6-8 TA Kit	20	20	0	Open
GR9-11 TA Kit	30	30	0	Open

Table 8 describes the columns in the order history detail report.

Table 8. Columns in the order detail report

Column	Description
Material Description	Item number of the materials included in the order.
Expected Shipment Quantity	Quantity shipped from the vendor.
Approved Quantity	Quantity of the material that is approved. This includes the original quantity plus any additional quantities you ordered.
Awaiting Approval Quantity	Additional quantities you ordered that are pending approval.
Approval Status	Approval status of additional quantities you ordered.

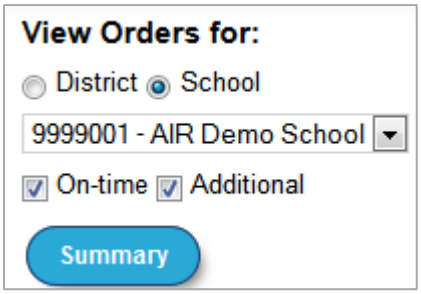
Reviewing and Exporting Order Summaries and Details

You can review the summaries of orders for your school or district, as well as export order summaries and details as comma-separated value (CSV) files. For a list of user roles who can perform this task, see Table 2.

To review and export order summaries and details:

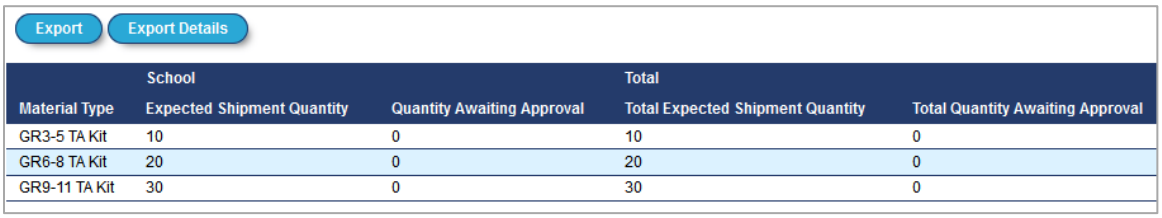
1. Click the **Orders** tab, then **Order Summary**. The ***Order Summary*** page appears (see Figure 40).

Figure 40. Fields in the Order Summary page



2. Do one of the following:
   - Mark **District** (if available) to review orders for an entire district.
   - Mark **School**, and then select a school, to review orders for an individual school.
3. Mark the checkboxes for **On-time** and **Additional** to include those types of orders in the report.
4. Click **Summary**. The summarized order history appears (see Figure 41). Table 9 describes the columns appearing in this report.

Figure 41. Order Summary



	School		Total	
Material Type	Expected Shipment Quantity	Quantity Awaiting Approval	Total Expected Shipment Quantity	Total Quantity Awaiting Approval
GR3-5 TA Kit	10	0	10	0
GR6-8 TA Kit	20	0	20	0
GR9-11 TA Kit	30	0	30	0

5. To export the orders summarized at the district level, click **Export**. Your browser downloads a comma-separated value (CSV) file containing the order summaries. See Table 10 for a description of the columns in this file.

6. To export the orders grouped by schools, click **Export Details**. Your browser downloads a comma-separated value (CSV) file containing the order details. See Table 10 for a description of the columns in this file.

Table 9 describes the columns in the ***Order Summary*** page.

Table 9. Columns in the Order Summary page

Columns	Description
Material Type	Description of the materials included in the order.
Expected Shipment Quantity	Quantity shipped from the vendor. For district-level reports, there is one quantity for shipments to district offices, and another quantity combining shipments to schools.
Quantity Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, there is one quantity for district orders, and another quantity showing combined school orders.
Total Expected Shipment Quantity	Quantity shipped from the vendor. For district-level reports, this is the sum of district-level shipments and school-level shipments.
Total Quantity Awaiting Approval	Additional quantities ordered that are pending approval. For district-level reports, this is the sum of district-level quantities and school-level quantities.

Table 10 describes columns appearing in the order summary and detail files.

Table 10. Columns in the order summary and detail files

Column	Description
Material Description	Description of the materials included in the order.
Approved District Level Shipment Quantity	Approved order quantities for delivery to district offices.
Approved School Level Shipment Quantity	Approved order quantities for delivery to schools.
District Quantity Awaiting Approval	Order quantities pending approval for delivery to district offices.
School Quantity Awaiting Approval	Order quantities pending approval for delivery to schools.
Approved Total Shipment Quantity	Sum of approved order quantity for district offices and schools.
Total Quantity Awaiting Approval	Sum of pending order quantity for district offices and schools.

Tracking Shipments

You can review the status of shipments to your school. This is valuable for determining the status of shipments for TA Kits. For a list of user roles who can perform this task, see Table 2.

To track shipments:

1. Click the **Orders** tab, then the **Track Shipments** tab. The ***Track Shipments*** page appears with a list of scheduled shipments.

2. In the **Tracking Number** column, click the link corresponding to the shipment you want to track.

Your browser displays the shipper's web page with details about the shipment.

Section VIII. Working with Rosters of Students

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades.

The rosters you create in TIDE will become available in the Online Reporting System. ORS can aggregate test scores at these roster levels.

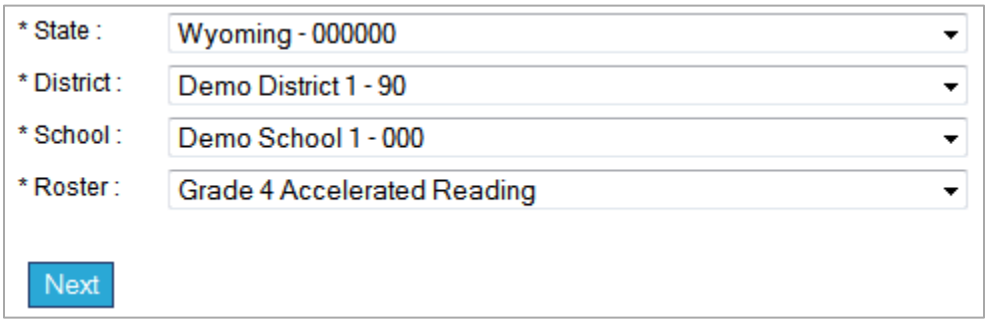
Viewing Rosters

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

To view a roster:

1. Click the **Rosters** tab, then **Manage Rosters**. The ***Manage Rosters*** page appears (see Figure 42).

Figure 42. Manage Rosters Screen—selection fields

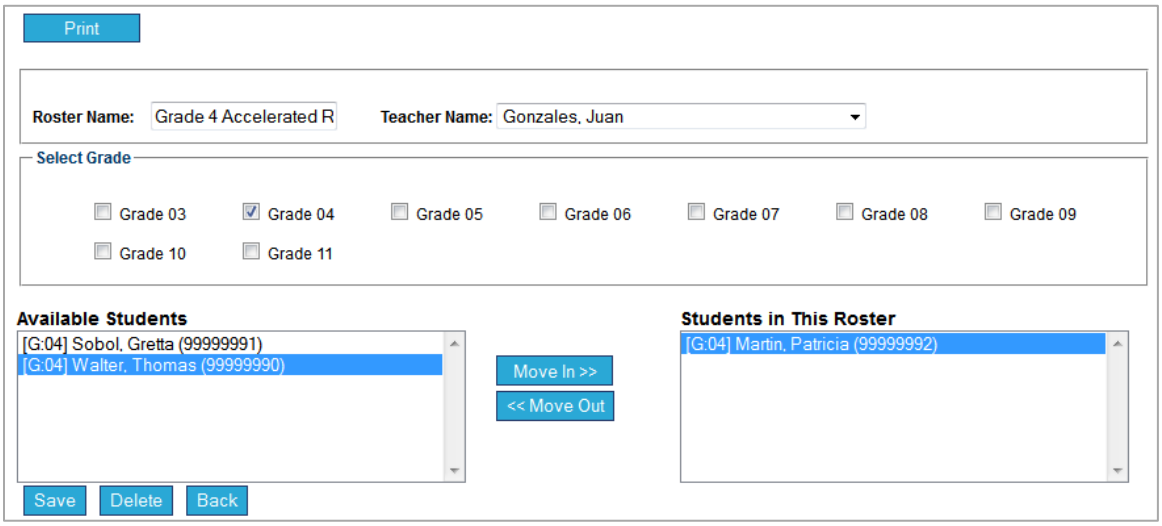


2. From the *District* and *School* drop-down lists (as available), make selections for the district and school associated with the roster you want to view.

3. From the **Roster** drop-down list, select the roster you want to view.

4. Click **Next**. The ***Manage Rosters*** page appears, showing a list of students in the selected roster and the associated teacher (see Figure 43).

Figure 43. Manage Roster Screen—Viewing a Roster's Students



Adding a New Roster

You can create rosters from students associated with your school or district. For a list of user roles who can perform this task, see Table 2.

To add a roster:

1. Click the **Rosters** tab, then **Manage Rosters**. The ***Manage Rosters*** page appears (see Figure 42).

2. From the *District* and *School* drop-down lists, make selections for the district and school containing the roster you want to add.

3. From the **Roster** drop-down list, select **– Add New Roster**.

4. Click **Next**. The **Manage Rosters** screen appears (see Figure 43).

5. In the *Roster Name* field, enter a name for the roster.

6. From the *Teacher Name* drop-down list, select the roster's teacher.

7. Mark the checkboxes for all the grades from which you wish to build the roster. The names of all the available students in the selected grades appear in the Available Students list.

8. Select each student you want to add to the roster, then click **Move In >>**. The students you selected move from the Available Students list to the Students in This Roster list.

9. Click **Save**.

Modifying an Existing Roster

You can modify rosters by adding students or removing students. For a list of user roles who can perform this task, see Table 2.

To modify a roster:

1. Click the **Rosters** tab, then **Manage Rosters**. The ***Manage Rosters*** page appears (see Figure 42).
2. From the *District*, *School*, and *Roster* drop-down lists, make selections for the roster you want to modify.
3. Click **Next**. The ***Manage Rosters*** page appears (see Figure 43).
4. Change the roster's name and associated teacher as required.
5. To add students to the roster, do the following:
   a. Mark the checkbox for the appropriate grade. The students associated with the grade appear in the Available Students list.
   b. From the **Available Students** list, select the students you want to add to the roster, then click **Move In >>**.
6. To remove students from the roster, do the following:
   a. From the **Students in this Roster** list, select the students you want to remove.
   b. Click **<< Move Out**.
7. Click **Save**.

Printing a Roster

You can print a roster. For a list of user roles who can perform this task, see Table 2.

1. Click the **Rosters** tab, then **Manage Rosters**. The ***Manage Rosters*** page appears (see Figure 42).
2. From the *District*, *School*, and *Roster* drop-down lists, make selections for the roster you want to modify.
3. Click **Next**. The ***Manage Rosters*** page appears (see Figure 43).

4. Click **Print**. A printer-friendly version of the roster appears in your browser.

Figure 44. Printer-Friendly Version of a Roster

Print

School ID : 000

School Name: Demo School 1

Teacher Name: Gonzales, Juan

Roster Name: Accelerated Reading

Student Last Name	Student First Name	Student Identifier (SSID)
Martin	Patricia	99999992

Creating Rosters Through File Uploads

If you have many rosters to create, it may be easier to perform those transactions 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 compose the files and then upload them to TIDE.

Understanding the Roster Upload File Format

The upload file is an Excel or CSV file with a heading row and data rows. Table 11 describes the columns in the upload file and associated valid values.

Table 11: Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Must be 7 digits.
School ID*	School associated with the roster.	School ID that exists in TIDE. Must be 7 digits and must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS. Up to 75 characters.

Column Name	Description	Valid Values
Roster Name*	Name of the roster.	Up to 50 characters.
WISER ID*	Student's unique identifier within Wyoming Alternate Assessment.	Must be 8 digits.

*Required field.

Figure 45 is an example of a simple upload file that creates a roster with two students.

Figure 45. Sample Roster Upload File

	A	B	C	D	E
1	District ID	School ID	User Email ID	Roster Name	SSID
2	9999999	9999998	pm@air.org	Grade 4 Accelerated Reading	99999990
3	9999999	9999998	pm@air.org	Grade 4 Accelerated Reading	99999991

- The first row does the following:
  - If the roster Grade 4 Accelerated Reading does not exist in school 9999998, TIDE does the following:
    - Creates the roster Grade 4 Accelerated Reading.
    - Associates the teacher whose email address is pm@air.org with the roster.
  - Adds the student ID 99999990 to the roster Grade 4 Accelerated Reading.
- The second row adds the student ID 99999991 to the roster Grade 4 Accelerated Reading.

Submitting a Roster Upload File

This section describes how to upload a file for creating rosters. For a list of user roles that can perform this task, see Table 2.

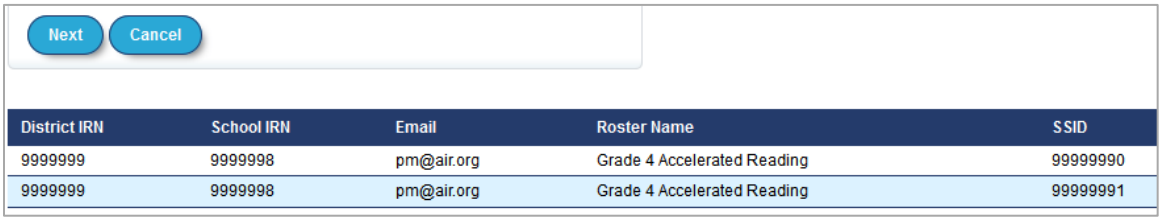
To submit a roster upload file:

1. Click the **Rosters** tab, then **Upload Rosters**. The ***Upload Rosters*** page appears.
2. Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template**.
3. Open the file in a spreadsheet application or text editor, and add a row for each student-roster pair you want to add. Be sure to follow the guidelines in Table 11. Save the file on your computer.

4. In the ***Upload Rosters*** page, click **Browse**, and navigate to your upload file you created in step 3.

5. Click **Upload File**. TIDE displays a preview of the uploaded file (see Figure 46). Use this preview to verify you uploaded the correct file.

Figure 46. Roster Upload File Preview



District IRN	School IRN	Email	Roster Name	SSID
9999999	9999998	pm@air.org	Grade 4 Accelerated Reading	99999990
9999999	9999998	pm@air.org	Grade 4 Accelerated Reading	99999991

6. Click **Next**. TIDE validates the file and displays error messages, if any. For information about resolving error messages, see Resolving File Upload Errors.

NOTE: Validation and commitment of large files 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. For more information, see How TIDE Processes Large Files.

7. Click **Commit**. TIDE commits those records that do not have errors, and sends a confirmation email.

You can view a history of file uploads; see the section Reviewing Upload History for details.

Section IX. Testing Irregularities

In the normal flow of a test opportunity, a Test Administrator enters the student's score data into the Data Entry Interface (DEI) and then submits it. Next, the DEI forwards the test for scoring, and then the Online Reporting System reports the tests scores.

Testing irregularities are a way of interrupting this normal flow. A TA may want to reset a test because student scores were entered for the wrong test. They must contact their Building Coordinator to submit a testing irregularity request for them in TIDE. A Building Coordinator may want to invalidate a test because of a testing impropriety. District-level users can view requests, but only Building Coordinators can create them. This section describes how to view and create testing irregularity requests.

Understanding Testing Irregularities Requests

This section describes two aspects of testing irregularities: the types of requests and the statuses of requests.

Types of Requests

Table 12 lists the available types of testing irregularities.

Table 12. Types of Testing Irregularities

Type	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these requests until the end of the test window.
Reset a test	Allows the data entry operator to restart data entry. You can submit these requests until the end of the test window.
Restore a test that was reset	Allows the user to revert to the original test opportunity before the test was reset. You can submit these requests until the end of the test window.

Important: All testing irregularity requests require WDE approval before they can be processed.

Note: For information regarding allowable circumstances for a test invalidation or reset, please refer to the *Wy-ALT Building Coordinator's Manual* on page 9.

Status of Requests

A request's status can change throughout its life cycle. Table 13 lists the available statuses. Many of the statuses have a corresponding reason or description that you can view in the Comments column of the ***View Requests*** page (see Figure 51).

Table 13. Statuses of Testing Irregularity Requests

Appeal Status	Description of Status
Error Occurred	An error occurred 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.
Rejected by System	The Data Entry Interface was unable to process the request.
Requires Resubmission	Request must be resubmitted.
Retracted	Originator retracted the request.
Submitted for Processing	Request submitted to the Data Entry Interface for processing.

Creating Testing Irregularities Requests

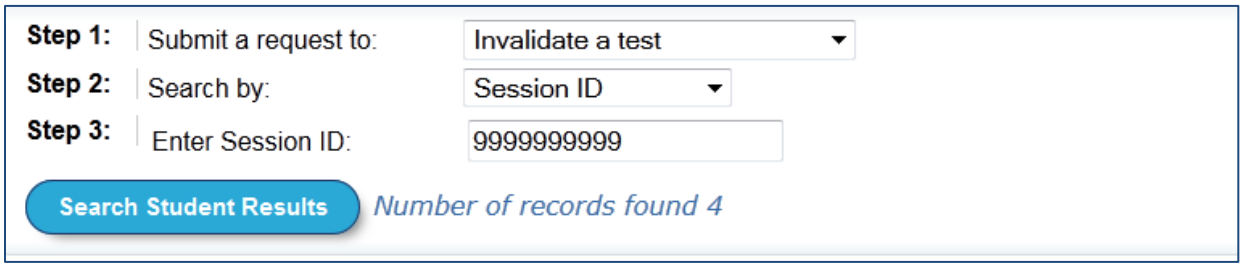
You can create a request for a given test result.

To create requests:

1. Retrieve the result for which you want to create an irregularity request by doing the following:

   a. Click the **Testing Irregularities** tab, then click **Create Requests**. The ***Create Requests*** page appears (see Figure 47).

Figure 47. Selection Fields in the Create Requests Page



   b. From the drop-down lists and in the text field, enter search criteria.

c. Click **Search Student Results**. TIDE displays the found results at the bottom of the ***View Requests*** page (see Figure 48).

Figure 48. Retrieved Requests

	Reason	Request Type	School IRN	WISER ID	Result ID	Student's First Name	Student's Last Name	Test	Test Opp #	Test Status	Status	Test Start Date	Date of Last Activity
Create		Invalidate a test	9002	51665906	1	Otis	Driftwood	WY-Alt-PAPER-Mathematics-5	1	submitted		2/19/2015 11:45:49 AM	2/19/2015 11:58:46 AM
Create		Invalidate a test	9002	51665906	9	Otis	Driftwood	WY-Alt-PAPER-Science-5	1	submitted		2/19/2015 11:48:03 AM	2/19/2015 11:58:48 AM

2. For each result for which you want to create an appeal, enter the reason in the text box, and then click **Create**. TIDE displays a confirmation message.

Processing and Retracting Testing Irregularities Requests

If you submitted a request that requires approval (i.e., test invalidation or test reset), the search results table will include an "Action" column (see Figure 51). You can only retract requests that have not yet been approved.

Note: You can only retract requests that you submitted. You cannot retract requests made by other users.

- To *retract* a request for invalidation or reset, enter a reason in the Comment Box and then click the [**Retract**] button in the Action column.

Figure 49. Search Results Table with Action Column and Comment Box

Comment:

Export

Case Number	Request Type	Action	Status	Request Date	Comments
1327	Invalidate a test		Submitted for Processing	2/19/2015 1:38:43 PM	show comment
1356	Reset a test		Submitted for Processing	2/19/2015 5:01:04 PM	show comment
1357	Invalidate a test	Retract	Pending Approval	2/19/2015 5:51:22 PM	show comment

Export Testing Irregularities Data to Microsoft Excel

You can export your search results as a CSV file, which can be opened using Microsoft Excel or a notepad application, or as a Microsoft Excel .xlsx file, which must be opened using Excel 2007 or later.

- Hover over the [**Export**] tab and select either [**Excel**] or [**CSV**] and save the file to the location you want.

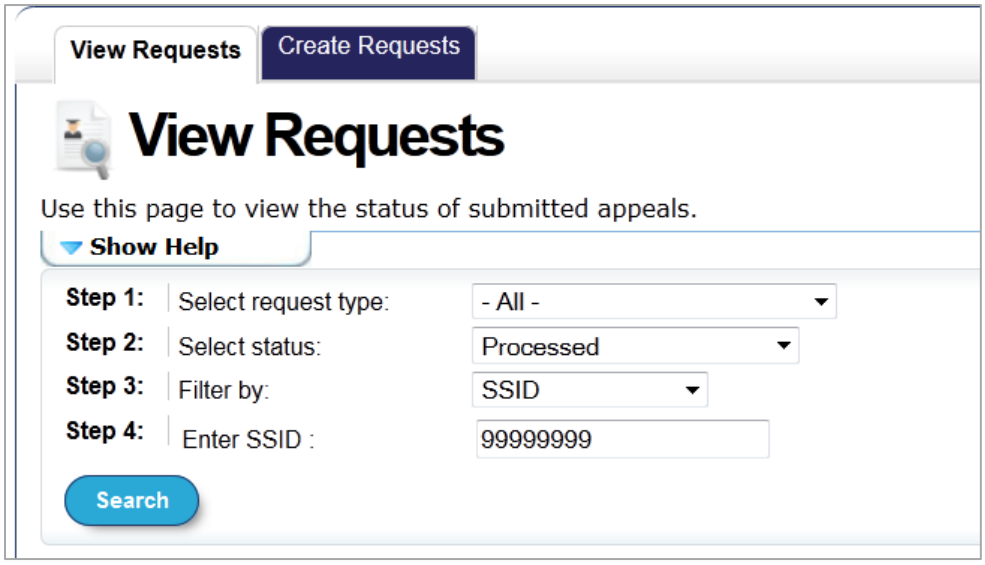
Retrieving Irregularity Requests

You can retrieve appeals that satisfy given criteria.

To retrieve appeals:

1. Click the **Testing Irregularities** tab, then click **View Requests**. The ***View Requests*** page appears (see Figure 50).

Figure 50. Selection Fields in the View Appeals Page



2. From the *Select Request Type* drop-down list, select the type of appeal you want to retrieve. For a listing of available types, see Table 12.

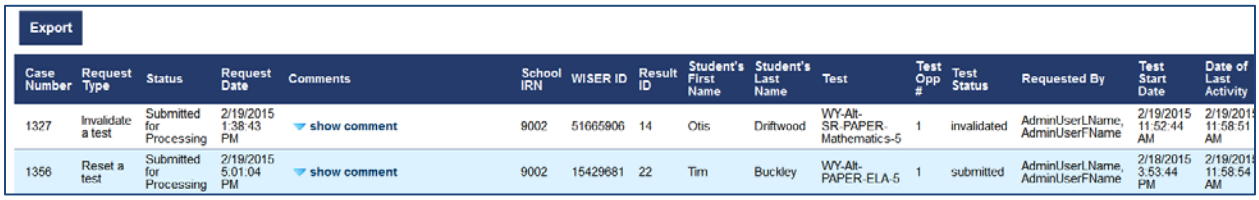
3. From the *Select Status* drop-down list, select the status of the appeals you want to retrieve. For a listing of statuses, see Table 13.

4. From the *Filter By* drop-down list, select a field by which you want to search.

5. If you selected something other than **-All-** in step 4, enter a value for the search field you selected.

6. Click **Search**. TIDE displays the found appeals at the bottom of the ***View Appeals*** page (see Figure 51).

Figure 51. Retrieved Requests



Export

Case Number	Request Type	Status	Request Date	Comments	School IRN	WISER ID	Result ID	Student's First Name	Student's Last Name	Test	Test Opp #	Test Status	Requested By	Test Start Date	Date of Last Activity
1327	Invalidate a test	Submitted for Processing	2/19/2015 1:38:43 PM	show comment	9002	51665906	14	Otis	Driftwood	WY-Alt-SR-PAPER-Mathematics-5	1	invalidated	AdminUserLName, AdminUserFName	2/19/2015 11:52:44 AM	2/19/2015 11:58:51 AM
1356	Reset a test	Submitted for Processing	2/19/2015 5:01:04 PM	show comment	9002	15429681	22	Tim	Buckley	WY-Alt-PAPER-ELA-5	1	submitted	AdminUserLName, AdminUserFName	2/18/2015 3:53:44 PM	2/19/2015 11:58:54 AM

7. *Optional:* To review additional information about a requests, click **show comment**.

Table 14 describes the fields in the ***View Requests*** page.

Table 14. Fields in the View Requests Page

Field	Description
Case Number	ID number associated with the request.
Request Type	One of the request types listed in Table 12.
Reason	Reason request was submitted.
Status	One of the status codes listed in Table 13.
Request Date	Date request was created.
Comments	Comment or explanation added by user who created the request.
SSID	Student's WISER ID associated with the result.
Result ID	Result ID associated with a test opportunity. A test can have more than one opportunity.
Student's First Name	Student's first name.
Student's Last Name	Student's last name.
Test	Name of the test associated with the request.
Test Opp #	Test opportunity associated with the result ID.

Field	Description
Test Status	`Approved`— The TA has completed the login process for the student's "test session," but has not yet started or resumed score entry. `Completed`— The TA has completed entering the student's score data. No additional action can be taken by the TA. `Invalidated`—The test result was invalidated. `Paused`—The test is currently paused as a result of one of the following: • TA clicked the **Pause** button on the test. • TA idled for too long and the test automatically paused. • TA stopped the student's session. • TA paused the individual student's test. • TA's browser or computer shut down or crashed. `Reported`—Student's score for the completed test has been submitted to the reporting system. `Review`— The TA has completed entering the student's scores and is reviewing them before submitting the test for scoring. (A test with a "review" status is not considered complete.) `Scored`— The student's test score is calculated and no additional action can be taken by the TA. `Started`— The TA has started or resumed entering the student's scores. `Submitted`— The test has been submitted for quality assurance review and scoring before it is sent to the Online Reporting System.
Requested by	User who created the request.
Test Start Date	Date student started the test opportunity.

Appendix A. Exporting Retrieved Records

When you retrieve a group of records, such as students or users, only a few records are visible on the screen at a time. You can export all the records as a file, which may be more convenient for viewing and analysis.

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

To export retrieved records:

1. *Optional:* In the list of retrieved records (see, for example, Figure 28), mark the checkboxes next to the records you want to export. You can select all the records by clicking the checkbox in the header next to **View**.

2. Above the list of retrieved records, hover the mouse over **Export**. A list of export options appears (see Figure 52).

Figure 52. Export Options

3. Referring to Table 15, click the desired export option.

4. Depending on your browser's configuration, you can save the file to disk or open it directly in a spreadsheet application.

Table 15. Export Options

Option	Description
Export all to Excel	Exports all retrieved records in xlsx format. Use this format if you have Excel 2007 or later.
Export selected to Excel	Exports selected records in xlsx format. Use this format if you have Excel 2007 or later.
Export all to CSV	Exports all retrieved records in CSV format. Use this format if you have Excel 2003 or earlier.
Export selected to CSV	Exports selected records in CSV format. Use this format if you have Excel 2003 or earlier.

Appendix B. Processing File Uploads

This appendix describes how TIDE processes file uploads.

How TIDE Processes Large Files

If your file contains a large number of records, TIDE processes it offline. TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. When TIDE finishes validating the file, you receive a confirmation email. When TIDE finishes committing the records to its databases, you receive a second confirmation email.

Table 16 lists the various upload files and the number of records in those files that triggers offline processing. For example, if your user upload file contains 1,000 records or more, TIDE processes that file offline.

Table 16. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold
Users	1,000
Students	5,000
Requests	1,000
Rosters	1,000

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 proper format. This includes checks for alphanumeric or numeric-only values and record length. For example, if the SSID field in the student upload file is numeric only, and a record has a letter in that field, the record does not pass layout validation.

- *Data validation* determines if the fields contain valid data. For example, if a record in the student upload file contains a school ID that does not exist in TIDE, the record does not pass data validation.

If TIDE displays validation errors, you can resolve them by following the recommendations in Resolving File Upload Errors.

Resolving File Upload Errors

During validation, TIDE displays messages for the errors it detects, as in the example in Figure 53.

Figure 53. Sample Error Messages

	Record Number	Field Name	Field Value	Validation Message
	1	DISTRICTIRN	000002	User is not authorized to upload students for district
	2	DISTRICTIRN	009999	A valid attending district IRN is required

The first column in the table of error messages shows an icon that indicates the error's severity. Table 17 describes those icons and associated resolutions.

Table 17. File Upload Error Icons and Resolutions

Icon	Description	Resolution
	Indicates the record causes the entire upload file to fail.	Click **Cancel** to abort the file upload. Make the indicated correction, and upload the file again.
	Indicates TIDE ignores the record due to an error.	One of the following: • Click **Commit** to submit all records that have no errors. Repair those records that have errors and submit them in a separate file. • Click **Cancel** to abort the file upload. Make the indicated corrections, and upload the file again.
	Warning that the record has an error; TIDE accepts it anyway.	One of the following: • Click **Commit** to submit all records that have warnings. Review the warning messages, repair the records as necessary, and upload them again in a separate file. • Click **Cancel** to abort the file upload. Make the indicated correction, and upload the file again.

Table 18 describes the columns appearing in the error messages report.

Table 18. Columns in the Error Messages report

Column Name	Description
Record Number	Line in the upload file where the error occurred.
Field Name	Name of the column in which the error occurred.

Column Name	Description
Field Value	Value that caused the error.
Validation Message	Message describing the error.

If you are unable to resolve file upload errors, contact user support; see Appendix D, User Support for contact information.

Reviewing Upload History

You can review the log file that TIDE retains of your file uploads.

To display file upload history:

- In the upload file page, click **show history**.

Table 19 describes the columns appearing in the upload history.

Table 19. Columns in Upload History

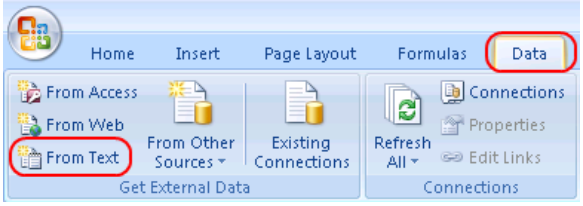
Column Name	Description
File Name	Name of uploaded file.
Date Uploaded	Date and time file was uploaded.
Status	Upload file's processing status.
Record Processed	Number of records in the upload file. For quality control purposes, you can compare this number with the actual number of records in the file you created.
Record Rejected	Number of records that TIDE rejected.
Validation Log	Link to a copy of the validation log.

Appendix C. Opening CSV Files in Excel 2007 or Later

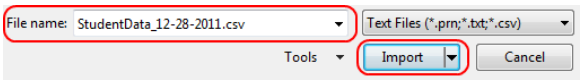
This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

1. Open Microsoft Excel.

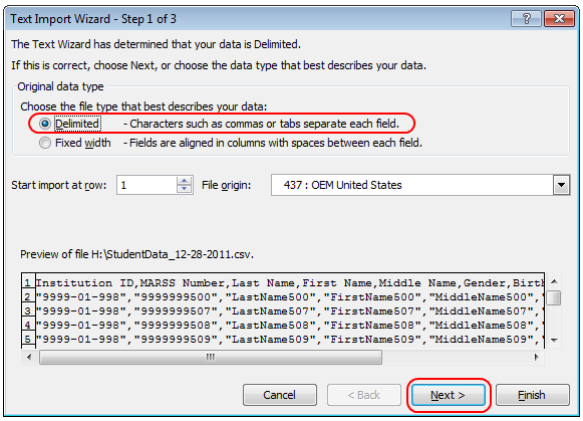
2. On the **Data** tab, in the **Get External Data** group, click **From Text**. The Import Text File dialog box appears.



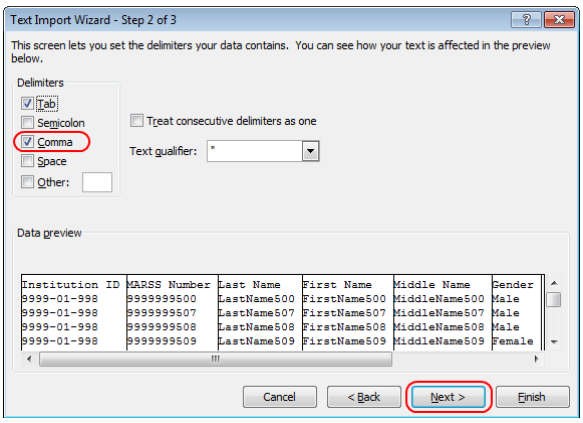
3. Navigate to the CSV file, and click **Import**. The Text Import Wizard appears.



4. In Step 1 of the wizard, mark **Delimited**, and click **Next**.



5. In Step 2 of the wizard, mark **Comma**, and then click **Next**.



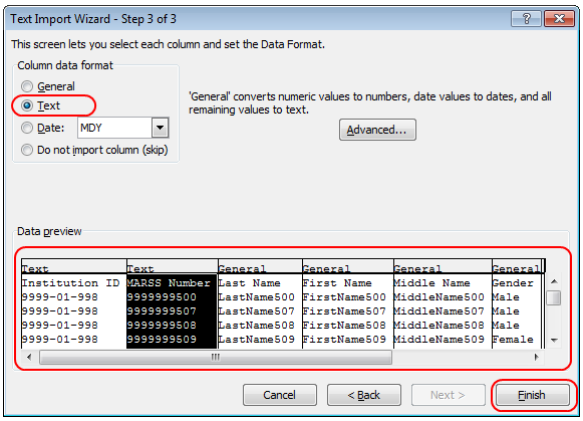
6. In Step 3 of the wizard, do the following:

   a. In the *Data Preview* section, click a column. Excel shades the column with a black background.

   b. In the *Column Data Format* section, mark the **Text** radio button. This setting preserves leading zeros that can appear in fields such as SSID or District ID.

   c. Repeat steps a–b for all columns in the CSV file.

   d. Click **Finish**.



Excel imports and displays the CSV file.

Appendix D. User Support

For additional information and assistance in using TIDE, contact the Wyoming Alternate Assessment Help Desk.

The Help Desk is open Monday–Friday from 7:00 a.m. to 5:00 p.m. Mountain Time (except holidays or as otherwise indicated on the Wy-ALT Assessment Portal).

Wyoming Alternate Assessment Help Desk

Toll-Free Phone Support: 1-888-897-8024

Email Support: wyalthelpdesk@air.org

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the WISER ID and associated district or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).

Appendix E. User Roles and Descriptions

This section provides descriptions of each user role. The codes in parentheses are those that must be used when uploading user files to TIDE.

User Role and Code	Description
District Test Coordinator (DTC)	The DTC is the primary point of contact between the district and WDE. The DTC has the authority to create user accounts for all roles listed below. Note that only the DTC can create other district-level user accounts. Any change to the DTC user must be processed through the Wy-ALT Help Desk.
District Administrator (DA)	This optional user role permits other district-level personnel to access student information in TIDE and online score data in the Online Reporting System. This role may be appropriate for special education coordinators, curriculum directors and other personnel involved in the oversight and information management of the Wyoming Alternate Assessment. The DA can create any building-level user accounts, but not any district-level accounts.
Building Coordinator (BC)	This person is the primarily point of contact between the school and WDE. This person is responsible for coordinating the administration of the Wy-ALT in a school building. The BC is responsible for creating and maintaining the user accounts in his or her school building.
Test Administrator (TA)	This person will administer Wyoming's Alternate Assessment for Students with Significant Cognitive Disabilities and enter the students' scores in the Data Entry Interface (DEI). This person will also have access to interactive score data in the Online Reporting System.
Second Scorer (SS)	This user role is for personnel who will observe an Wy-ALT administration and independently score the student's responses into the Data Entry Interface.