



# Wyoming Alternate Assessment for Students with Significant Cognitive Disabilities (Wy-ALT)

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## *Guidance for Test Coordinators on Online Systems Access*

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## TIDE

TIDE can be accessed at <http://wy.tide.airast.org/> or via the Wy-ALT Assessment Portal ([wyoassessment.org](http://wyoassessment.org)). Test Coordinators will use TIDE to pre-identify student, order test administration kits, manage user accounts for online testing, manage rosters, and submit test status requests for online testing. Refer to the *Required TIDE Tasks for Building Coordinators* guidance document for more information.

## User Role Summary and Matrix

A summary of the user account roles is below, and a complete list of which systems and tasks each user account can access follows.

Users may have more than one user role across schools and districts. For example, a teacher may be given the “Test Administrator” role in one school and assigned the “Second Scorer” role in another school or district. Each Test Coordinator should assign the role that is appropriate for their district or school. Test Coordinators should carefully consider the level of access given to each user.

Each user’s username will be his/her email address.

**District Test Coordinator (DTC)** – This person has primary responsibility for uploading student information files, ordering test materials, and overseeing the administration of state assessments. The DTC is the primary point of contact between the district and WDE and much of the communication concerning the Wy-ALT will be directed to the DTC. The DTC has the authority to create user accounts for all roles listed below.

**District Administrator (DA)** – This optional user role allows the DTC to delegate many tasks to one or more district personnel (e.g., Special Education Coordinator, Curriculum Coordinator) who will assist with the administration and oversight of the systems. The DA can create building-level user accounts, but not district-level accounts.

**Building Coordinator (BC)** – This person is responsible for coordinating the administration of state assessments in a school building. Depending on the preference of the DTC, the BC may also be responsible ordering test materials and for creating and maintaining user accounts in his/her school building (TAs and SSs). BCs will be able to add students to TIDE for online administrations for the Wy-ALT.

**Test Administrator (TA)** – This user role is available to certified personnel who will administer the Wy-ALT to students with significant cognitive disabilities and enter the students’ scores in the Data Entry Interface (DEI). The TA role will also have access to interactive score data in the Online Reporting System (ORS). This role is appropriate for personnel who will administer the assessment and enter scores in the DEI.

**Second Scorer (SS)** – This user role is for personnel who will observe the Wy-ALT administration and independently score the student’s responses and enter them in the Data Entry Interface (DEI).

## District and Building Coordinators

<input checked="" type="checkbox"/> access provided at the district level <input type="checkbox"/> access restricted at the school level	District Test Coordinator (DTC)	District Administrator (DA)	Building Coordinator (BC)
<b>Test Information Distribution Engine (TIDE)</b>			
<i>Verify Contact Information</i>			
Verify/edit district contact information and shipping addresses	■	■	□
<i>Orders</i>			
Initial Orders (pre-loaded; read-only)	■	■	
Additional Orders	■	■	
Order History	■	■	□
Order Summary	■	■	□
Track Shipments	■	■	□
<i>User Management</i>			
Upload Users	■	■	□
Add Users	■	■	□
View/Edit Users	■	■	□
<i>Student Information</i>			
Upload Pre-ID File			□
Add Students	■	■	□
View/Edit Students	■	■	□
<i>Edit student demographics</i>	■	■	□
<i>View student demographics</i>	■	■	□
<i>Rosters</i>			
Upload Rosters	■	■	□
Manage Rosters	■	■	□
<i>Test Irregularities</i>			
Create Test Status Requests			□
View Test Status Requests	■	■	□
<b>Data Entry Interface (DEI)</b>			
Data Entry			□
<b>Online Reporting System (ORS)</b>			
Test Completion Rates	■	■	□
Plan and Manage Testing	■	■	□
Summary Statistics	■	■	□
Retrieve Student Results (downloadable data)	■	■	□
Score Reports	■	■	□
Manage Rosters	■	■	□

## Test Administrators and Second Scorers

access restricted at the school level

Test Administrator (TA)

Second Scorer (SS)

Test Information Distribution Engine (TIDE)		
<i>Student Information</i>		
Upload Pre-ID File		
Add Students		
<i>View/Edit Students</i>		
<i>Edit student demographics</i>		
<i>View student demographics</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rosters</i>		
Upload Rosters	<input type="checkbox"/>	
Manage Rosters	<input type="checkbox"/>	
Data Entry Interface (DEI)		
Data Entry	<input type="checkbox"/>	<input type="checkbox"/>
Online Reporting System (ORS)		
<i>Test Management Center</i>		
Test Completion Rates	<input type="checkbox"/>	<input type="checkbox"/>
Plan and Manage Testing	<input type="checkbox"/>	<input type="checkbox"/>
Summary Statistics	<input type="checkbox"/>	
Retrieve Student Results (downloadable data)		
<i>Score Reports</i>		
Score Reports	<input type="checkbox"/>	
Manage Rosters	<input type="checkbox"/>	

## Setting Up User Accounts

Test Coordinators will be able to add users for when TIDE opens on **December 2nd** and will be able to make updates to user accounts throughout the school year. All personnel who administer or second score the Wy-ALT must have a user account created in advance of the test window.

### User Accounts from 2014-2015

All user accounts that had access to Wyoming's online systems in 2014-2015 will continue to have access this year, although users will be required to reset their passwords. Authorized district and school users must delete user accounts for personnel who are no longer associated with the district or school. The **Manage Users** task in TIDE allows DTCs, DAs and BCs to add new users or modify existing users. This can be done individually or through a file upload process. Key information is listed below. Additional information on using the features of the Manage Users task can be found in the *TIDE User Guide*.

When TIDE opens on **December 2**, all users will receive an email with a temporary password. This temporary password will expire in 30 days. To reset their passwords, existing users will:

1. Navigate to the [TIDE login page](#).
2. Enter the username (email address) and the temporary password on the TIDE login page.
3. Follow the steps to create a new password, which cannot be the same as any previous password.

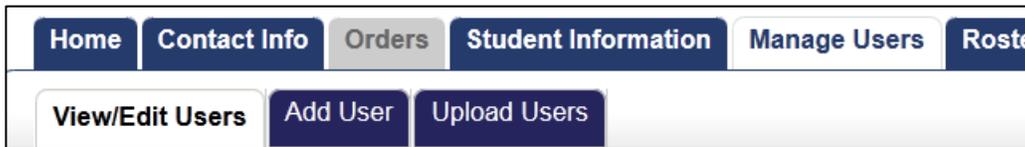
Refer to the "[Establishing Passwords for New User Accounts](#)" section of this document for more information.

# Working with the User Management Task in TIDE

## Using the Upload Users Task to Add New Users

The Upload Users task allows authorized users to upload multiple user accounts with one data file upload. Key steps are listed below; complete information can be found in the *TIDE User Guide*.

- Use the information from the “User Accounts and Roles” section to identify who will serve each user account role.
- Log into TIDE and navigate to **Manager Users**.



- Prepare the data file of user information based on the Excel or CSV templates available under Upload Users. Save in either Excel or CSV format.

	A	B	C	D	E	F	G	H
1	<b>District ID</b>	<b>School ID</b>	<b>FirstName</b>	<b>LastName</b>	<b>Email</b>	<b>Role</b>	<b>Phone</b>	<b>Action</b>
2	9999000	9999001	John	Doe	<a href="mailto:jdoe@air.org">jdoe@air.org</a>	BC		ADD
3	9999000	9999001	John	Doe	<a href="mailto:jdoe@air.org">jdoe@air.org</a>	TA	307-555-1212	ADD

Enter data in the columns as follows:

- District ID: Your district’s ID (e.g., 9999000). Be sure to preserve the leading zeroes.
- School IRN: Your school’s IRN (e.g., 9999001). Be sure to preserve the leading zeroes.
- First Name: The first name of the user you are adding.
- Last Name: The last name of the user you are adding.
- Email: The email address for the user.
- Role: See page 1, and enter the correct acronym for each user.
- Phone: Use the format xxx-xxx-xxxx. An extension can also be appended.
- Action: Enter **ADD** in this column. [Note: After the initial user accounts are established, this data file layout can also be used to remove accounts. To remove accounts, enter **DELETE** in the Action column.]
- *Note: Do not change or move the column headers in the first row.*

- Upload users following the steps listed in TIDE.

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. 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. Use this preview to verify you uploaded the correct file.

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

### Other Options for Managing Users

Authorized users may elect to add and edit user accounts one at a time. A summary of these options is listed below; complete information can be found in the *TIDE User Guide*.

1. **Add User** -- This feature allows DTCs, DAs or BCs to create new user accounts individually. To enter an account, select the user's role and enter his/her first and last name, phone number, and email address. Click **Add User**. The user will receive an email from TIDE. This email contains a secure link that the user must click on to establish his/her password.

**Add User**

Use this page to add a user with a role below yours.

From **Role** select a role level. Next, make selections from the **State**, **District**, and **School** lists (depending on the role you selected you may not see all of these lists). Make entries in the **Email Address**, **First Name**, **Last Name**, and (optionally) **Phone** fields. Click **Add User**.

**Tip:** You can add many users at once using an upload file. Click the **Upload Users** tab for more information.

\* Role: - Select a role -  
 \* First Name:   
 \* Last Name:   
 Phone number:   
 \* Email Address:

Add User

2. **View/Edit Users** -- This feature allows DTCs, DAs and BCs to view user accounts and edit user accounts individually.

**View/Edit Users**

Use this page to view and edit user information.

Make selections from the Role, State, District, and School lists (depending on your role and the role you selected you may not see all of these lists). You can further limit your search by specifying an email address, first or last name, or phone number. Click **Search**.

After retrieval, to view or edit a user's information, click **View** in that user's row.

**Tip:** This page displays a limited number of users matching your criteria. You can retrieve all users matching your criteria by exporting them as an Excel or CSV file. After retrieval, hover the mouse over **Export** for options.

\* Role: - Select a role -  
 First Name:   
 Last Name:   
 Phone number:   
 Email Address:

▼ Add Additional Search Criteria  
 Search

After entering search criteria, the results will display as follows. Click the check box to the left of the record then **Delete** to remove an account. Click **View** to view and edit an account. Note that user account emails and school IDs cannot be changed using this feature. User accounts that require a change to the email field or ID field must be modified using the Upload Users task. See the *TIDE User Guide* for complete instructions.

**Total Number of Users: 3**

Export Delete

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

## Establishing Passwords for New User Accounts

When a new user account is created, an activation email is sent to the user. The email contains a temporary password and instructions on setting up the user's account. Users must activate their account within **30 days** of receiving the original message to establish a password. The account does not become active until a password is established.

The user will follow these steps to activate the account:

1. Go to the [TIDE login page](#) and enter their username (i.e., the email address to which the activation email was sent) and temporary password from the activation email. Click **Secure Login**.
2. The **Reset Password** page will appear. In the **Old Password** field, enter the temporary password in the activation email.
3. In the **New Password and Confirm Password** fields, enter your new password. The new password must be at least 8 characters long and have at least **three** of the following:
  - one lowercase alphabetic character
  - one uppercase alphabetic character
  - one number
  - one of the following special characters: %, #, or !
4. Create a security question and answer to be used if the user forgets their password or wants to reset it.

**Login**

Email Address

Password

[Forgot Your Password?](#)

**Secure Login**

**First Time User?**

Enter username and password from your activation email.

Need new temporary password?

[Click here to request one.](#)

If a user fails to establish their password within the 30-day period, he/she may request to have a new temporary password sent by doing the following.

1. Go to the [TIDE login page](#).
2. Click the **Click here to request one** link.
3. The **Password Reset** page will appear. Enter in your email address and select the **Next** button. Doing so will resend an email with a new temporary password. You can then use the temporary password to establish your new password.
4. Users who have previously established a password may be asked to answer a security question. Once the security question has been correctly answered, an email will be sent with a temporary password. When you login with the temporary password, you will be prompted to create a new password. The new password cannot be the same as any previous password.

Please note that passwords will automatically expire 350 days after the password is established.