# Table of Contents

Introduction to This User Guide........................................................................................................5
Organization of This User Guide ........................................................................................................5
Document Conventions ....................................................................................................................6
Intended Audience............................................................................................................................6

Section I. Overview of the Test Information Distribution Engine ..............................................7
Description of TIDE........................................................................................................................7
System Requirements .....................................................................................................................7
Understanding User Roles and Permissions................................................................................8

Section II. Accessing TIDE ............................................................................................................10
Activating Your TIDE Account .......................................................................................................10
Logging in to TIDE ........................................................................................................................11
About Usernames and Passwords .................................................................................................12
Logging out of TIDE.......................................................................................................................13

Section III. Understanding the TIDE User Interface .................................................................14
Organization of the TIDE User Interface .....................................................................................14
About the TIDE Dashboard .............................................................................................................14
Navigating in TIDE .......................................................................................................................15
About the Banner............................................................................................................................16
Accessing Global Features.............................................................................................................16
  Changing Test Administration, Institution, or Role .................................................................16
  Changing Your Account Information .......................................................................................17
  Resetting Your Password .........................................................................................................18
  Switching Between College Board Systems .........................................................................18
  Finding Students by ID .............................................................................................................19
  Downloading Files from the Inbox .........................................................................................19
Overview of Task Page Elements ..............................................................................................20
  Navigating Record Forms .......................................................................................................20
  Uploading Records ..................................................................................................................21
  Searching for Records .............................................................................................................23
Appendix A. Processing File Uploads
How TIDE Processes Large Files
How TIDE Validates File Uploads
Appendix B. Opening CSV Files in Excel 2007 or Later
Appendix C. User Support
About the College Board

Table of Figures
Figure 1. Fields in the Reset Your Password page
Figure 2. Sign In to TIDE
Figure 3. Login Page
Figure 4. Enter Code Page
Figure 5. TIDE Dashboard
Figure 6. Navigation Toolbar
Figure 7. TIDE Banner
Figure 8. Administration Details Window
Figure 9. Fields in the My Contact Information Page
Figure 10. Fields in the Change Password Page
Figure 11. Switching Between College Board Systems
Figure 12. Inbox
Figure 13. Sample Record Form
Figure 14. Sample File Upload Page
Figure 15. File Upload Preview (partial view)
Figure 16. Sample Validation Page
Figure 17. Confirmation Page
Figure 18. Sample Search Panel
Figure 19. Search Results Pop-up Window
Figure 20. Sample Search Results
Figure 21. Additional Search Criteria
Figure 22. Fields in the Add User Page
Figure 23. Fields in the Add User Page
Figure 24. Fields in the View/Edit User: [User’s Name] Form
Figure 25. Sample User Upload File .................................................................................................... 33
Figure 26. Layout Model for Student Test Settings and Tools .......................................................... 35
Figure 27. Fields in the Frequency Distribution Report Page ............................................................ 36
Figure 28. Frequency Distribution Reports by Grade and Gender ....................................................... 37
Figure 29. Sample Test Settings Upload File ....................................................................................... 42
Figure 30. Add Roster Form ............................................................................................................... 43
Figure 31. Test Ticket Layout Model .................................................................................................. 46
Figure 32. Sample Roster Upload File ............................................................................................... 48
Figure 33. Sample Test Ticket ............................................................................................................ 49
Figure 34. Layout Model for Test Tickets .......................................................................................... 50
Figure 35. Plan and Manage Testing Page .......................................................................................... 52
Figure 36. Plan and Manage Testing Report ....................................................................................... 54
Figure 37. Participation Search by Registration Number Page ............................................................ 56
Figure 38. Test Completion Rates Search Fields ............................................................................... 57
Figure 39. Test Completion Rate Report ........................................................................................... 57
Figure 40. Upload Processing Flow..................................................................................................... 59

Table of Tables

Table 1. Document Conventions ........................................................................................................... 6
Table 2. Overview of User Roles and Permissions .............................................................................. 8
Table 3. Fields in the View/Edit User: [User’s Name] Page ................................................................. 32
Table 4: Columns in the User Upload File ......................................................................................... 33
Table 5. Columns in the Test Settings Upload File ............................................................................. 40
Table 6. Valid Values for Tool Names ................................................................................................. 41
Table 7. Columns in the Rosters Upload File ....................................................................................... 48
Table 8. Columns in the Plan and Manage Testing Report .................................................................. 56
Table 9. Columns in the Test Completion Rates Report ...................................................................... 59
Table 10. Record Thresholds for Offline Processing .......................................................................... 61
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**, includes a description of Test Information Distribution Engine (TIDE) features, system requirements information, and provides an overview of user roles and permissions.

- **Section II, Accessing TIDE**, describes how to activate your account for TIDE (and other College Board systems you are authorized to access), how to log in, and log out and change your account information.

- **Section III, Understanding the TIDE User Interface**, describes the main approach for the TIDE interface, navigation within the system, main user interface elements, and global features available throughout the system.

- **Section IV, Preparing for Testing**, describes the activities you can perform in preparation for testing including associating test settings and tools for students and uploading rosters (classes).

- **Section V, Administering Tests**, describes the activities you can perform while testing is underway, including printing test tickets for students and monitoring test progress.
Document Conventions

Table 1 describes the conventions appearing in this user guide.

**Table 1. Document Conventions**

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Warning" /></td>
<td><strong>Warning:</strong> This symbol accompanies information regarding actions that may cause loss of data.</td>
</tr>
<tr>
<td><img src="image" alt="Caution" /></td>
<td><strong>Caution:</strong> This symbol accompanies information regarding actions that may result in incorrect data.</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td><strong>Note:</strong> This symbol accompanies helpful information or reminders</td>
</tr>
</tbody>
</table>

**Boldface italic** indicates a page name.

**Bold** indicates an item you click or a drop-down list selection.

**Mono** indicates a file name or text you enter from the keyboard.

**Italic** indicates a field name.

**Intended Audience**

This user guide is intended for test coordinators who support College Board digital testing in the school. You should be familiar with the concepts of test settings, accommodations, and general management of user accounts 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 comma-separated value (CSV) files.
Section I. Overview of the Test Information Distribution Engine (TIDE)

This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

Description of TIDE

College Board’s TIDE system supports test coordinators throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage user and student information, and monitor test progress.

At its core, TIDE contains a list of students registered for College Board testing. TIDE receives this student information from the district or school’s bulk registration. TIDE then distributes this information to the appropriate system. TIDE sends to the Test Delivery System (TDS) students’ eligibilities, settings, and accommodations; this enables TDS to deliver the appropriate test to any given student in the required format.

System Requirements

To use TIDE, you need a recent version of a web browser, such as Firefox or Chrome. For a detailed list of system requirements, which includes the supported operating systems and web browsers, see the System Requirements for Digital Tests in the SAT Suite of Assessments. This publication is available in the Resources section of the College Board’s digital testing portal, digitaltesting.collegeboard.org.
Understanding User Roles and Permissions

Each user in TIDE has a role, such as a district-level user or a proctor-level user. Each role has an associated list of permissions to access certain features within TIDE.

Table 2 indicates which users can access specific features and tasks within each College Board system. The corresponding user guide for each system contains complete information about each feature.

Table 2. Overview of User Roles and Permissions

<table>
<thead>
<tr>
<th>Task or Site</th>
<th>STATE*</th>
<th>DTC*</th>
<th>DA*</th>
<th>PR*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access to Test Information Distribution Engine (TIDE) Features and Tasks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing Student Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viewing and Editing Students**</td>
<td>✓**</td>
<td>✓</td>
<td>✓</td>
<td>✓**</td>
</tr>
<tr>
<td>Printing Students' Test Settings</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Generating Frequency-Distribution Reports</td>
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<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Managing Student Test Settings and Tools</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viewing and Editing Test Settings and Tools</td>
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<td>✓</td>
<td>✓</td>
<td>✓**</td>
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<tr>
<td>Uploading Test Settings and Tools</td>
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<td>✓</td>
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<td></td>
</tr>
<tr>
<td>Managing TIDE Users</td>
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<td></td>
<td></td>
</tr>
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<td>Adding User Accounts</td>
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<td>✓</td>
<td>✓</td>
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<td>Viewing and Editing User Details</td>
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<td>✓</td>
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<td>✓</td>
</tr>
<tr>
<td>Adding, Editing, or Deleting Users through File Uploads</td>
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</tr>
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</tr>
<tr>
<td>Adding New Rosters</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Modifying Existing Rosters</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Creating Rosters Through File Uploads</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Printing Test Tickets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Test Tickets from Student List</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Printing Test Tickets from Roster List</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Monitoring Test Progress</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Generating Plan and Manage Testing Report</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reviewing Test Completion Rates</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Global Features</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Downloading Files from the Inbox</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Access to Test Administration (TA) Sites</th>
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<tbody>
<tr>
<td>TA Interface Practice and Training Site</td>
</tr>
<tr>
<td>Student Interface Practice and Training Site</td>
</tr>
<tr>
<td>TA Interface</td>
</tr>
</tbody>
</table>

* STATE—State Coordinator; DTC—District Test Coordinator; DA—Digital Admin; PR—Proctor

** Roles have view-only access to this feature.

***While these roles can access the Test Administration (TA) sites, they cannot proctor/administer a test session.
Section II. Accessing TIDE

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

Activating Your TIDE Account

Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains a link that takes you to the Reset Your Password page in TIDE where you can set up your password for logging in to TIDE and other applicable College Board systems. This link expires 15 minutes after the email was sent. If you do not set up your password within 15 minutes, you need to request a new link as described in About Usernames and Passwords.

If you do not receive an activation email, check your spam folder. Emails are sent from AIR-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 activation email. The Reset Your Password page appears (see Figure 1).

Figure 1. Fields in the Reset Your Password Page

2. In the Password and Confirm Password fields, enter a new password. The password must be at least eight characters long and must include one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).

3. Click Submit.
Account activation is complete. You can proceed to TIDE by clicking the Sign In to TIDE option (see Figure 2) on the College Board’s Digital Testing Portal digitaltesting.collegeboard.org.

Logging in to TIDE

This section describes how to log in to TIDE.

⚠️ Warning: Do not share your login information with anyone. All College Board systems provide access to student information, which must be protected in accordance with federal privacy laws.

To access TIDE:

1. Open your web browser and navigate to the College Board’s Digital Testing Portal digitaltesting.collegeboard.org.

2. Select the option to Sign In to TIDE. The Login page appears (see Figure 3).

3. Enter your email address and password.

4. Click Secure Login.

   a. If you have not logged in using this browser before, or if you have cleared your browser cache, the Enter Code page appears (see Figure 4) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.

      i. In the Enter Emailed Code field, enter the emailed code.

      ii. Click Submit.
**Note:** If the code has expired, click **Resend Code** to request a new code.

**Figure 4. Enter Code Page**

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

⚠️ **Caution: Loss of Data:** Working with TIDE in more than one browser tab or 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.

**About Usernames and Passwords**

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

  In the activation email you received, click the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

  On the **Login** page, click **Forgot Your Password?** and then enter your email address in the **Email Address** field to reset your password. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**
Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your District Test Coordinator to make sure you are listed in TIDE.

• **Additional help:**

If you are unable to log in, contact College Board Digital Testing Customer Service for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

**Logging out of TIDE**

*To log out of TIDE:*

• In the TIDE banner (see [Figure 7](#)), click **Log Out**.

⚠️ **Warning:** Logging out of TIDE logs you out of all College Board systems. For example, if you log out of TIDE while administering a test using the TA Interface, your test session will stop and all students in the session will be logged out of their tests. You cannot resume the session. You will have to create a new session, and your students will have to log in to the new session to resume testing.
Section III. Understanding the TIDE User Interface

This section includes a description of the organization of TIDE’s user interface, a description of the TIDE dashboard, instructions for navigating within TIDE, an overview of basic elements in the user interface, and information about global features.

Organization of the TIDE User Interface

The TIDE user interface is designed to reflect the stages of the testing process as directly and simply as possible. The tasks available in TIDE are organized into two categories based on when each task should be performed in the testing process:

- Preparing for Testing: Tasks in this category could be performed before testing begins. This category includes tasks for registering users, associating test settings and tools for students, and uploading rosters. For more information about this category, see the section Preparing for Testing.

- Administering Tests: Tasks in this category could be performed while testing is underway. This category includes tasks for printing test tickets for students, and monitoring test progress. For more information about this category, see the section Administering Tests.

The TIDE user interface utilizes a consistent design that allows users to follow a similar workflow for various tasks. For example, the basic process of retrieving, modifying, exporting, and uploading records in the Preparing for Testing category is the same from one record type to another.

About the TIDE Dashboard

The TIDE dashboard appears when you first log in to TIDE (see Figure 5). Every task you can perform in TIDE is available on this page.

The dashboard displays a section for each of the task categories in TIDE. Each section lists menus for the tasks available in that category.

Note: The task menus displayed on the TIDE dashboard depend on your user role.
Each task menu contains a set of related tasks. For example, the **Users** menu contains options for adding users, viewing/editing/exporting users, and uploading users.

To expand a task menu and view its set of related tasks, click 📖 on the end of that menu. To perform a task, click the name of that task listed in this menu. To collapse a menu, click 🔄.

### Navigating in TIDE

When you navigate away from the TIDE dashboard, a navigation toolbar appears at the top of the page (see **Figure 6**). This toolbar allows you to access each task and action that was available on the dashboard. The toolbar only lists the task menus for one category at a time.

#### Figure 6. Navigation Toolbar

- To access the dashboard, click 🏡 in the upper-left corner.
- To view the task menus for a particular TIDE category, click the icon for that category above the toolbar.

To access a particular task, click that task menu in the toolbar (such as **Users** and select the required task from the list of options that appears.
About the Banner

A banner appears at the top of every page in TIDE (see Figure 7).

Figure 7. TIDE Banner

The banner displays the current test administration and your current user role. The banner also includes the following features:

- **TIDE**: This drop-down list allows you to switch to other College Board systems.
- **Help**: This button opens the online TIDE User Guide.
- **Inbox**: This button allows you to open the Inbox and access the student data files you exported in TIDE as well as any secure documents, if available.
- **Manage Account**: This drop-down list allows you to change your user role, set up your contact information, and reset your password.
- **Log Out**: This button logs you out of TIDE and related College Board systems.

Accessing Global Features

Regardless of where you are in TIDE, there are features that appear globally. This section explains how to change test administrations, search for students by Registration Number, and switch to other College Board systems.

Changing Test Administration, Institution, or Role

Depending on your permissions, you can switch to different test administrations, schools, districts, and user roles in TIDE.
To change test administration or institution:

1. In the TIDE banner (see Figure 7), select Change Role from the Manage Account drop-down menu. The Administration Details window appears (see Figure 8).

![Figure 8. Administration Details Window](image)

2. Update the information as necessary.

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

Changing Your Account Information

You can modify your name in TIDE. (To change your email address, your school or district assessment coordinator must create a new account with the updated email address.)

To modify account information:

1. In the TIDE banner (see Figure 7), from the Manage Account drop-down list, select My Contact. The My Contact Information page appears (see Figure 9).

![Figure 9. Fields in the My Contact Information Page](image)

2. Enter updates as necessary.

3. Click Save.

TIDE saves your changes, and a confirmation message appears.
**Resetting Your Password**

You can change your login password as necessary.

**To change your password:**

1. In the TIDE banner (see Figure 7), from the Manage Account drop-down list, select Reset Password. A new browser window opens with the Change Password page on display (see Figure 10).

   **Figure 10. Fields in the Change Password Page**

2. In the Current Password field, enter your current password.

3. In the New Password and Confirm New Password fields, enter a new password. The password must be eight characters long and have one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character (e.g., %, #, or !).

4. Click Save.

   TIDE saves your changes, and a confirmation message appears.

**Switching Between College Board Systems**

Depending on your role, when you log in to TIDE you can also switch to other College Board systems.

**To switch to another College Board system:**

- In the banner at the top left of the page, hover over TIDE, and click the other system name (see Figure 11).
Finding Students by ID

A Find Student by ID field ( ) appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the View and Edit Student form for a specified student.

To search for a student:
1. In the Find Student by ID field, enter a student’s Registration Number. The Registration Number must be an exact match; TIDE does not search by partial Registration Number.
2. Click . The View and Edit Student form for that student appears.

Downloading Files from the Inbox

When searching for users, students, and students’ test settings you can choose to export the search results to the Inbox. The shared Inbox (see Figure 12) serves as a secure repository that lists all the data that you have exported containing student and user information from the relevant page. When you choose to export search results to the Inbox, TIDE sends you an email when the export task is completed, and the file is available in the Inbox for download.

The Inbox also lists any secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

The files in the Inbox are listed in the order in which they were generated, uploaded, or archived. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days while secure documents are available for the period specified by the College Board. You can access the Inbox from any page in TIDE to either download the file or archive the file for future reference.
To access files in the Inbox:

1. From the TIDE banner (see Figure 7), select Inbox. The Inbox page appears (see Figure 12).

   ![Figure 12. Inbox](image)

   2. Optional: Select the file view from the available tabs:

      - **Inbox**: This is the default view and displays all the files except for the ones that you have archived.

      - **Archived**: Displays the files that you have archived.

   3. Optional: To filter the files by keyword, enter a search term in the text box above the list of files. TIDE displays only those files containing the entered file name.

   4. Do one of the following:

      - To download a file, click the file name.

      - To archive a file, click 🔔.

**Overview of Task Page Elements**

When you select a particular task from the dashboard or navigation toolbar, the corresponding task page appears. Although the specific fields and options on a task page vary from one task to another, the page elements are consistent across all task categories. This section provides an overview of the pages and elements used when editing, uploading, and searching for records.

**Navigating Record Forms**

Certain tasks in TIDE require you to add or edit records via specialized record forms (see Figure 13). This section explains how to navigate these forms.
Record forms are usually divided into multiple panels. Each panel contains a group of related settings and fields that you can edit. You can click \(-\) in the upper-left corner of a panel to collapse it or click \(+)\) in a collapsed panel to expand it.

A floating Go To section toolbar appears on the left side of the record form. This toolbar includes a numbered button for each panel in the form. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

**Note:** The number of panels and the content of those panels in a record form depend on the record type.

### Uploading Records

Some TIDE tasks require you to add a large number of records via a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (see Figure 14).
When uploading a file to TIDE, you must first download a file template and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided when describing the record type in the guide.

You can click next to the Upload History panel on the File Upload page to view a log of the files that have previously been uploaded for the selected record type.

For more information about how TIDE processes uploads, see Processing File Uploads in Appendix A.

To upload a file:

1. On the file upload page, click Download Templates and select the appropriate file type.
2. Open the file in a spreadsheet application, fill it out, and save it.
3. On the file upload page, click Browse and select the file you created in the previous step.
4. Click Next. The Preview page appears (see Figure 15). Use the file preview on this page to verify you uploaded the correct file.

5. Click Next. TIDE validates the file and displays any errors (⚠️) or warnings (🪝) on the Validate page (see Figure 16).

Note: If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

Optional: Click the error and warning icons in the validation results to view the reason a field is invalid.
– Optional: Click Download Validation Report in the upper-right corner to view a PDF file listing the validation results for the upload file.

**Figure 16. Sample Validation Page**

![Sample Validation Page](image)

**Note:** If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press Cancel, as TIDE may have already started processing some of the records.

6. Do one of the following:

– Click Continue with Upload. TIDE commits those records that do not have errors.

– Click Upload Revised File to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

The Confirmation page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 17).

**Figure 17. Confirmation Page**

![Confirmation Page](image)

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

**Searching for Records**

Many tasks in TIDE require you to retrieve a record or group of records (for example, locating a set of users to work with when performing the View/Edit/Export Users task).
For such tasks, a search panel appears when you first access the task page (see Figure 18). This section explains how to use this search panel and navigate search results.

**Figure 18. Sample Search Panel**

### To search for records:

1. In the search panel, enter search terms and select values from the available search parameters, as required. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages will allow users to select one, multiple, or all values. The Test ID drop-down list on the *Plan and Manage Testing* page will also allow users to select one, multiple, or all values.

   **Note:** The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

2. **Optional:** If the task page includes an additional search panel, select values to further refine the search results:
   
   a. To include an additional search criterion in the search, select it and click **Add** or **Add Selected** as available
   
   b. **Optional:** To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
   
   c. For information about how TIDE evaluates additional search criteria, see [Evaluating Advanced Search Criteria](#).

3. Click **Search**.
   
   - If searching for users, students or students' test settings proceed to the next step (4).
   
   - If searching for other types of records, such as rosters, skip to Step 5.

4. In the search results pop-up window (see **Figure 19**) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, do one of the following:
Figure 19. Search Results Pop-up Window

- To view the retrieved records on the page, click **View Results**. Continue to Step 5.

  **Note:** This option is not available if TIDE detects that this action might adversely affect its performance.

- To export the retrieved results to the Inbox, click **Export to Inbox** and select the file format (CSV or Excel) in which the data should be exported. You can navigate away from the page and perform other tasks if required. When your file is available for download, you will receive an email to the email account registered in TIDE. After receiving the email, you can download the exported file from the Inbox (see **Downloading Files from the Inbox**).

- To return to the page and modify your search criteria, click **Modify Search**. Repeat Steps 1–4.

5. The list of retrieved records appears below the search panel (see **Figure 20**).

Figure 20. Sample Search Results

6. **Optional:** To filter the retrieved records by keyword, enter a search term in the text box above the search results and click . TIDE displays only those records containing the entered value.

7. **Optional:** To sort the search results by a given column, click its column header.

   - To sort the column in descending order, click the column header again.
8. *Optional:* If the table of retrieved records is too wide for your browser window, you can click ← and → at the sides of the table to scroll left and right, respectively.

9. *Optional:* To hide columns, click ℹ️ (if available) and uncheck the checkboxes for the columns that you wish to hide. To show columns again, mark the applicable checkboxes.

**Evaluating Advanced Search Criteria**

Some search pages have an advanced search panel where you can enter complex criteria. TIDE evaluates the advanced search criteria as follows:

- If you specify multiple values for a given search field, TIDE retrieves records matching any of the values.
- If you specify multiple search fields, TIDE retrieves records matching all of the fields’ criteria.

Referring to Figure 21, TIDE retrieves student records that match both of the following:

- Text-to-Speech enabled for the Reading Test and Writing & Language Test.
- Text-to-Speech rule selected for Reading Test and Writing & Language Test set to Read Text and Graphics.

**Figure 21. Additional Search Criteria**

![Additional Criteria Chosen:](image)

- Text-To-Speech:
  1 - Reading: On
  2 - Writing & Language: On
- Text-to-Speech Rule:
  1 - Reading: Read Text and Graphics
  2 - Writing & Language: Read Text and Graphics

**Performing Actions on Records**

After searching for records, you can perform actions on the retrieved records, such as printing or exporting them. The number and type of action buttons available depend on the record type.
To perform actions on records:

1. Search for the required records by following the procedure in the section Searching for Records.

2. To select records for an action (such as printing or exporting), do one of the following:
   - Mark the checkbox next to each record you wish to select.
   - To select all records, mark the checkbox in the header row.

   **Note:** Performing actions on student records retrieved on the View/Edit/Export Students, View/Edit/Export Test Settings and Tools, and Print Test Tickets from Student List pages
   - For printing or exporting student records from the View/Edit/Export Students, View/Edit/Export Test Settings and Tools, and Print Test Tickets from Student List pages, it is not necessary to mark the checkbox in the header row to select all records. The options to print all retrieved records is available by default.
   - By default, 50 records are displayed at a time. You can use the navigation arrows on the top or bottom of the list of retrieved records to navigate through the records. You can also enter a page number in the text box between the navigation arrows and press ENTER on the keyboard to directly jump to the specified page.
   - When selecting records to print or export, you can select records from multiple pages.

3. Click the required action button above the table of retrieved records and select the desired option, if available:
   - Prints the selected records or displays options for printing all or selected records.
   - Exports the selected records to a PDF, Excel, or CSV file or displays options for exporting all or selected records.
   - Deletes the selected records.

   **Note: About the action buttons**
   - When you scroll down in the table, these action buttons appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.
   - For the print and export action buttons, the counts of records are displayed next to each option available for the button. If an option is not available, it is grayed out. For example, if 150 records have been retrieved, the count next to the option for printing all records will show 150. If you have not selected any records, the option for printing selected records will be disabled and will show a count of 0 records.
Section IV. Preparing for Testing

This section provides instructions for performing the tasks in the Preparing for Testing category. These tasks should be performed before testing begins.

This section covers the following topics:

- Managing TIDE Users
- Managing Student Information
- Managing Student Test Settings and Tools
- Managing Rosters

Managing TIDE Users

This section includes instructions for adding, editing, and uploading records for user accounts in TIDE.

Adding User Accounts

This section explains how to add a new user account to TIDE.

Note: When you add a user account, its role must be equal to or lower in the hierarchy than your role. Furthermore, you can add only those users that fall within your institution. For example, district-level users can create school-level accounts only for schools within their district.

To add a user account:

1. From the Users task menu on the TIDE dashboard, select Add Users. The Add Users page appears (see Figure 22).

Figure 22. Fields in the Add User Page

2. In the Email Address field, enter the new user’s email address.

3. Click +Add user or add roles to user with this email. Additional fields appear (see Figure 23).
4. Using Table 3 as a reference, enter the user’s first name and last name in the required fields and other details in the optional fields.

5. From the Role drop-down menu, select a role.

6. From the drop-down menus that appear, select a state, district, and school, if applicable.

7. Optional: To add multiple roles, click +Add More Roles and repeat steps 5 and 6.

8. Optional: To delete a role, click next to that role.

9. Click Save.

10. In the affirmation dialog box, click Continue. TIDE adds the account and sends the new user an activation email from AIR-DoNotReply@airast.org.

Viewing and Editing User Details

You can view and modify detailed information about a user’s TIDE account—as long as the user is equal to or below your role in the hierarchy and is in your district or school.

To view and edit user details:

1. From the Users task menu on the TIDE dashboard, select View/Edit/Export Users. The View/Edit/Export Users page appears.

2. Retrieve the user account you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved users, click for the user whose account you want to view. The View/Edit User: [User's Name] form appears (see Figure 24).
4. If your user role allows it, modify the user’s details as required. Use Table 3 as a reference.

5. Optional: To add more roles for this user, click **Add More Roles** and then follow the steps for adding roles as described in Adding User Accounts.

6. Optional: To delete a role, click next to that role. You can also delete the user’s entire account. For information on deleting accounts, see Deleting User Accounts.

7. Click **Save**.

8. In the affirmation dialog box, click **Continue** to return to the list of user accounts.
Table 3 describes the fields in the View/Edit User: [User's Name] page.

Table 2. Fields in the View/Edit User: [User's Name] Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address*</td>
<td>Email address for logging in to TIDE.</td>
</tr>
<tr>
<td>Role</td>
<td>User’s role. For an explanation of user roles, see Understanding User Roles and Permissions.</td>
</tr>
<tr>
<td>District</td>
<td>District associated with the user.</td>
</tr>
<tr>
<td>School</td>
<td>School associated with the user.</td>
</tr>
<tr>
<td>First Name</td>
<td>User’s first name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>User’s last name.</td>
</tr>
</tbody>
</table>

* Unable to edit this field with any user role.

Deleting User Accounts

You can delete a user’s account as long as the user is equal to or below your role in the hierarchy and the user is in your district or school.

Note: For users having multiple roles, you can delete a role instead of the entire account if desired. For information on deleting roles, see Viewing and Editing User Details.

To delete user accounts:

1. Retrieve the user accounts you want to delete by following the procedure in the section Searching for Records.

2. Do one of the following:
   - Mark the checkboxes for the users you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved users.

3. Click , and in the affirmation dialog box click Yes.

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.
To upload user accounts:

1. From the Users task menu on the TIDE dashboard, select Upload Users. The Upload Users page appears.

2. Following the instructions in the section Uploading Records and using Table 4 as a reference, fill out the User template and upload it to TIDE.

Table 4 provides the guidelines for filling out the User template that you can download from the Upload Users page.

Table 3: Columns in the User Upload File

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMAIL*</td>
<td>User’s role. For an explanation of user roles, see Understanding User Roles and Permissions.</td>
<td>Any standard email address. Up to 50 characters that are valid for an email address. This is the user’s username for logging in to TIDE.</td>
</tr>
<tr>
<td>Last*</td>
<td>User’s last name.</td>
<td>Up to 35 characters.</td>
</tr>
<tr>
<td>First*</td>
<td>User’s first name.</td>
<td>Up to 20 characters.</td>
</tr>
</tbody>
</table>
| 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 = Digital admin (should be used for test coordinators and SSD coordinators)
                         PR = Proctor                                                                 |
| State*            | State abbreviation.                                                        | Any standard two-letter state abbreviation.                                  |
| District_ORG_ID*  | District associated with the user.                                          | District ID that exists in TIDE and must be associated with the user uploading the file. Up to 10 characters. |
| ORG_ID*           | A system generated number used to uniquely identify an organization.        | Numbers [0-9] up to 10 characters.                                           |
| 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 25 is an example of a simple upload file with the following transactions:

- The first row (aside from the header row) adds David Smith as a TIDE user, specifying all fields.
- The second row modifies David Smith’s account, changing his role. In this case you must list values in all other columns, even if you do not change them.
- The third row deletes David Smith’s account.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMAIL</td>
<td>Last</td>
<td>First</td>
<td>Role</td>
<td>State</td>
<td>District ORG ID</td>
<td>ORG ID</td>
<td>Action</td>
</tr>
<tr>
<td><a href="mailto:dsmith@school.org">dsmith@school.org</a></td>
<td>Smith</td>
<td>David</td>
<td>DTC</td>
<td>AZ</td>
<td>999991</td>
<td>9999991</td>
<td>ADD</td>
</tr>
<tr>
<td><a href="mailto:dsmith@school.org">dsmith@school.org</a></td>
<td>Smith</td>
<td>David</td>
<td>DA</td>
<td>AZ</td>
<td>999991</td>
<td>9999991</td>
<td>ADD</td>
</tr>
<tr>
<td><a href="mailto:dsmith@school.org">dsmith@school.org</a></td>
<td>Smith</td>
<td>David</td>
<td>DA</td>
<td>AZ</td>
<td>999991</td>
<td>9999991</td>
<td>DELETE</td>
</tr>
</tbody>
</table>

**Managing Student Information**

This section describes how to modify students’ records, and how those records affect testing and reporting.

**Viewing and Editing Students**

Depending on a user’s roles and permissions, student detailed information, including test settings and tools, can be viewed and/or modified. You can view and edit student tools and test settings and detailed information about a student’s record.

**To view and edit student details:**

1. From the Students task menu on the TIDE dashboard, select View/Edit/Export Students. The View/Edit/Export Students page appears.
2. Retrieve the student records you want to view or edit by following the procedure in the section Searching for Records.
3. In the list of retrieved students, click [ ] for the student whose account you want to view. The View/Edit Students: [Student’s Name] form appears.
4. If your user role allows it, modify the student’s record as required.
   - In the available test settings and tools panels (see Navigating Record Forms), modify the student’s test settings. The test settings are grouped into categories, such as visual, auditory, and timing. The panels display a column for each of the student’s tests. You can select different settings for each test, if necessary.
5. Click Save.
6. In the affirmation dialog box, click **Continue** to return to the list of student records.

**Printing Students’ Test Settings**

A student’s test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.

**To print students’ test settings:**

1. Retrieve the student records you want to print by following the procedure in the section **Viewing and Editing Students**.

2. Click the column headings to sort the retrieved students in the order you want the records printed.

3. Specify the students for whom test settings need to be printed:
   - To print test settings for specific students, mark the checkboxes for the students you want to print.
   - To print test settings for all students listed on the page, mark the checkbox at the top of the table.
   - To print test settings for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

4. Click Ⓟ and then select the appropriate action:
   - To print test settings for selected students, click **My Selected Student Settings and Tools**.
   - To print test settings for all retrieved students, click **All Student Settings and Tools**.

5. In the new browser window that opens, verify **Student Settings and Tools** is selected in the **Print Options** section (see **Figure 26**).
6. Click **Print**.

Your browser downloads the generated PDF.

**Generating Frequency-Distribution Reports**

A frequency-distribution report (FDR) shows the number of occurrences of a particular category, such as the number of male and female students.

You can generate FDRs for the students in your district or school by a variety of demographics and accommodations.

**To generate frequency-distribution reports:**

1. From the **Students** task menu on the TIDE dashboard, select **Frequency Distribution Report**. The **Frequency Distribution Report** page appears (see **Figure 27**).
2. In the *Filters for Report* panel, select the report filters:
   
a. From the *State* drop-down list (if available), select a state.

b. From the *District* drop-down list (if available), select a district.

c. From the *School* drop-down list (if available), select a school. District-level users can retain the default for all schools within the district.

d. *Optional:* Select a specific grade or retain the default for all grades.

e. *Optional:* In the *Select Demographics* sub-panel, mark checkboxes to filter the report for additional demographics and accommodations.

3. Click **Generate Report.** TIDE displays the selected FDRs in grid format (see *Figure 28*).
4. Do one of the following:
   - To display the FDRs in tabular format, click Grid.
   - To display the FDRs in graphical format, click Graph.
   - To display the FDRs in both tabular and graphical format, click Grid and Graph.
   - To download a PDF file of the FDRs, click , and then click Print on the new browser window that opens displaying the report. The generated PDF file displays the report in your selected format of Grid, Graph, or Grid and Graph.

**Managing Student Test Settings and Tools**

A student’s test settings include the available accommodations, such as text-to-speech or color schemes. Test tools specify the tools a student can use during a test, such as a highlighter. This section explains how to edit student test settings and tools via an online form or a file upload.

For detailed guidance on managing student test settings, please refer to College Board’s *Manage Student Test Settings Guide*.
**Viewing and Editing Test Settings and Tools**

This section explains how to view and edit a student’s test settings and tools in TIDE.

*To edit a student’s test settings and tools:*

1. From the Test Settings and Tools task menu on the TIDE dashboard, select Test Settings and Tools. The Test Settings and Tools page appears.

2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section Viewing and Editing Students.

3. In the list of retrieved students, click for the student whose test settings and tools you want to edit. The View/Edit Students: [Student’s Name] form appears.

4. The Edit Test Settings and Tools form is identical to the form used to modify student records. For information about how to use this form, see the section Viewing and Editing Students.

**Uploading Test Settings and Tools**

If you have many students for whom you need to apply test settings, 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.

*To upload student test settings and tools:*

1. From the Test Settings and Tools task menu on the TIDE dashboard, select Upload Test Settings and Tools. The Upload Test Settings and Tools page appears.

2. Following the instructions in the section Uploading Records and using Table 5 as a reference, fill out the Test Settings template and upload it to TIDE.
Table 5 provides the guidelines for filling out the Test Settings template that you can download from the *Upload Test Settings and Tools* page.

**Table 4. Columns in the Test Settings Upload File**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Number*</td>
<td>Student's registration number generated by the College Board, as it appears in the student search results.</td>
<td>Ten digits, [0-9]</td>
</tr>
<tr>
<td>Subject*</td>
<td>Subject for which the tool or accommodation applies.</td>
<td>One of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Questionnaire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Writing &amp; Language</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Math without Calculator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Math with Calculator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Essay</td>
</tr>
<tr>
<td>Tool Name*</td>
<td>Name of the tool or accommodation.</td>
<td>See Table 6.</td>
</tr>
<tr>
<td>Value</td>
<td>Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.</td>
<td>See Table 6.</td>
</tr>
</tbody>
</table>

*Required field.
Table 6 lists the valid values for the Tool Name and Value columns in the Test Settings template.

### Table 5. Valid Values for Tool Names

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistive Technology</td>
<td>The setting must be enabled for use with an AT device. It enables all features that are compatible with Assistive Technology.</td>
<td>Off, On</td>
</tr>
<tr>
<td>Permissive Mode</td>
<td>Allows certified accessibility software to be used with the Secure Browser.</td>
<td>Off, On</td>
</tr>
<tr>
<td>Color Contrast</td>
<td>Sets the color of the text and background in the test.</td>
<td>None = Black on White, Blue, Light Blue, Black on Cream, Gray, Light Gray, Green, Light Green, Inverted = White on Black, Magenta, Light Magenta, Medium Gray on Light Gray, White on Navy, Yellow, Light Yellow, Yellow on Blue</td>
</tr>
<tr>
<td>Mouse Pointer</td>
<td>Sets the size and color of the mouse cursor.</td>
<td>System Default, Large Black, Extra Large Black, Large Green, Extra Large Green, Large Red, Extra Large Red, Large Yellow, Extra Large Yellow, Large White, Extra Large White</td>
</tr>
<tr>
<td>Streamline Mode</td>
<td>Sets the zoom level for test content</td>
<td>Level 0 = 12 pt. (No zoom applied)</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Description</td>
<td>Valid Values</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Text-To-Speech</td>
<td>Reads aloud the text in items and/or stimuli</td>
<td>Level 1 = 24 pt.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 2 = 31 pt.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 3 = 41 pt.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 4 = 51 pt.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 5 = 85 pt. (Requires Streamline Mode Enabled)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 6 = 172 pt. (Requires Streamline Mode Enabled)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 7 = 229 pt. (Requires Streamline Mode Enabled)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 8 = 340 pt. (Requires Streamline Mode Enabled)</td>
</tr>
<tr>
<td>Text-to-Speech Rule</td>
<td>When text-to-speech is enabled, this feature is used to toggle exactly what should be read aloud.</td>
<td>Read Text Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read Text and Graphics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optimized for Screen Reader</td>
</tr>
<tr>
<td>Masking</td>
<td>Provides an overlay for students to cover a distracting area of the page.</td>
<td>Masking Available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Masking Not Available</td>
</tr>
<tr>
<td>Timing</td>
<td>Regulates the amount of time that is available for a given assessment.</td>
<td>Standard Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Standard Time w/ Breaks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50% Extended Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100% Extended Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>150% Extended Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>200% Extended Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other w/Dcoumentation</td>
</tr>
<tr>
<td>Four-Function Calculator</td>
<td>Four-function calculator for Math test-No Calculator.</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On</td>
</tr>
</tbody>
</table>
**Figure 29** is an example of a simple upload file that sets the colors on the reading section for the student with Registration Number 999999999 to white text on a black background.

### Figure 29. Sample Test Settings Upload File

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration Number</td>
<td>Subject</td>
<td>Tool Name</td>
<td>Value</td>
</tr>
<tr>
<td>2</td>
<td>9999999999</td>
<td>1 - Reading</td>
<td>Color Contrast</td>
<td>Inverted (White on Black)</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Managing Rosters**

The TIDE “Roster” can be used to group students together based upon the room they will be assigned. If used, a roster should be provided to each proctor on test day for attendance and checking test takers into the test room if they are unfamiliar with the students who may be assigned to them. By grouping students together in rosters, you can also print student test tickets containing their log in information.

This section provides instructions for adding rosters, modifying rosters, and managing rosters via file uploads.

**Adding New Rosters**

When creating rosters, it is recommended to follow the guidelines below:

- Rosters should include only those students testing in a specified room.
- When naming rosters, a clear and consistent naming convention should be used that indicates the proctors’ and/or room location. For example, ‘Ms. Jones – Room 123’ or ‘Mr. Hannah – Library’.
- When adding students to rosters and thinking of the testing rooms, be mindful of accommodations. Some accommodations require that students test in separate testing rooms.
- Before handing off a roster and testing tickets to a proctor, be sure to include all testing tickets for each student on the roster.

This section explains how to add a new roster to TIDE.

**Note**: You can only create rosters from students associated with your school or district.
To add a roster:

1. From the Rosters task menu on the TIDE dashboard, select Add Roster. The Add Roster form appears (see Figure 30). For more information about using record forms, see the section Navigating Record Forms.

![Figure 30. Add Roster Form](image)

2. In the Search for Students to Add to the Roster panel, search for students by following the procedure in the section Searching for Records.

3. In the Add Students to the Roster panel (see Figure 30), do the following:
   a. In the Roster Name field, enter the roster name.
   b. From the Proctor drop-down list, select a proctor or school personnel associated with the roster.
   c. To add students, in the list of available students do one of the following:
      - To move one student to the roster, click + for that student.
      - To move all the students in the Available Students list to the roster, click Add All.
      - To move selected students to the roster, mark the checkboxes for the students you want to add, then click Add Selected.
   d. To remove students, do one of the following in the list of students in the roster:
      - To remove one student from the roster, click ✗ for the student.
      - To remove all the students from the roster, click Remove All.
To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

4. Click **Save**, and in the affirmation dialog box click **Continue**.

**Modifying Existing Rosters**

You can modify certain rosters, if required. However, whether a roster can be modified or not or the method in which a roster can be modified depends on the roster type. The different types of rosters are:

- **User-defined Rosters**: These are rosters that you create through the Add Roster page (see Adding New Rosters) or the Upload Roster page (see Creating Rosters Through File Uploads). You can modify a user-defined roster by changing its name, associated proctor, or by adding students or removing students.

- **System-generated Rosters**: These are rosters that are imported into TIDE through a nightly-process and cannot be edited.

To modify a user-defined roster:

1. From the Rosters task menu on the TIDE dashboard, select **View/Edit/Print Roster**. The View/Edit/Print Roster page appears.

2. Retrieve the roster record you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved rosters, click **for the roster whose details you want to view.** The View/Edit Roster form appears. This form is similar to the form used to add rosters (see Figure 30).

4. In the Search for Students to Add to the Roster panel, search for students by following the procedure in the section Searching for Records.

5. In the Add/Remove Students to the Roster panel do the following:

   a. In the Roster Name field, enter the roster name.

   b. From the Proctor drop-down list, select a proctor or school personnel associated with the roster.

   c. To add students, from the list of available students, do one of the following:

      - To move one student to the roster, click **for that student.

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

      - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
d. To remove students, do one of the following in the list of students in the roster:
   - To remove one student from the roster, click ✗ for the student.
   - To remove all the students from the roster, click **Remove All**.
   - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

6. Click **Save**, and in the affirmation dialog box, click **Continue**.

**Printing Students Associated with a Roster**

You can print a list of students in a roster.

**To print students in rosters:**
1. Retrieve the rosters to print by following the procedure in the section **Searching for Records**.
2. Do one of the following:
   - Mark the checkboxes for the rosters you want to print.
   - Mark the checkbox at the top of the table to print all retrieved rosters.

   **Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

3. Click , and then select **Roster**.
4. Under **Print Options**, verify **Roster** is selected. The Roster Student List report appears.
5. Click **Print**. Your browser downloads the generated PDF.

**Printing Test Tickets for Students in a Roster**

As a roster of students prepares to start a test, you can print all the associated test tickets.

**To print test tickets for students in a roster:**
1. Retrieve the rosters for which you want to print test tickets by following the procedure in the section **Searching for Records**.
2. Do one of the following:
   - Mark the checkboxes for the rosters you want to print.
   - Mark the checkbox at the top of the table to print all retrieved rosters.

   **Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

3. Click , and then select **Test Tickets**.
4. Under Print Options, verify Test Tickets is selected. A layout model appears (see Figure 31).

![Figure 31. Test Ticket Layout Model](image)

5. Select the 1x1 layout, which is required for digital testing in the SAT Suite of Assessments.

6. Click Print. Your browser downloads the generated PDF.

**Printing Test Settings for Students in a Roster**

As a roster of students prepares to start a test, you can print the test settings associated with each student.

*To print test settings for students in a roster:*

1. Retrieve the rosters for which you want to print test settings by following the procedure in the section Searching for Records.

2. Do one of the following:
   - Mark the checkboxes for the rosters you want to print.
   - Mark the checkbox at the top of the table to print all retrieved rosters.

   ![Note:](image) When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

3. Click , and then select Student Settings and Tools.

4. Under Print Options, verify Student Settings and Tools is selected. The Student Test Settings and Tools report appears.

5. Click Print. Your browser downloads the generated PDF.

**Deleting Rosters**

You can delete rosters created in TIDE.
To delete rosters:

1. Retrieve the rosters you want to delete by following the procedure in the section Searching for Records.

2. Do one of the following:
   - Mark the checkboxes for the rosters you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved rosters.

3. Click 📋, and in the affirmation dialog box, click OK.

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.

To upload rosters:

1. From the Rosters task menu on the TIDE dashboard, select Upload Rosters. The Upload Rosters page appears.

2. Following the instructions in the section Uploading Records and using Table 7 as a reference, fill out the Roster template and upload it to TIDE.

Table 7 provides the guidelines for filling out the Roster template that you can download from the Upload Rosters page.

Table 6. Columns in the Rosters Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District_ORG_ID*</td>
<td>District associated with the roster.</td>
<td>District ID that exists in TIDE. Up to 10 characters.</td>
</tr>
<tr>
<td>ORG_ID*</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Up to 10 characters. Must be associated with the district ID.</td>
</tr>
<tr>
<td>Proctor's Email*</td>
<td>Email address of the proctor associated with the roster.</td>
<td>Email address of a proctor.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 50 characters.</td>
</tr>
<tr>
<td>Registration Number*</td>
<td>Student’s registration number generated by the College Board as it appears in the student search results.</td>
<td>Ten digits, [0-9]</td>
</tr>
</tbody>
</table>

*Required field.

Figure 32 is an example of a simple upload file that creates a roster with two students.
Figure 32. Sample Roster Upload File

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>District_ORG_ID</td>
<td>ORG_ID</td>
<td>Roster name</td>
</tr>
<tr>
<td>2</td>
<td>99991</td>
<td>9999991</td>
<td><a href="mailto:sjones@school.org">sjones@school.org</a></td>
<td>Steven's Roster</td>
</tr>
<tr>
<td>3</td>
<td>99991</td>
<td>9999991</td>
<td><a href="mailto:sjones@school.org">sjones@school.org</a></td>
<td>Steven's Roster</td>
</tr>
</tbody>
</table>

• The first row (aside from the header row) does the following:
  – If the roster Steven’s Roster does not exist in school 99991, TiDE does the following:
    ■ Creates the roster Steven’s Roster.
    ■ Associates the proctor whose email address is sjones@school.org with the roster.
  – Adds the student ID 67001232 to the roster Steven’s Roster.
• The second row adds the student ID 58412559 to the roster Steven’s Roster.
Section V. Administering Tests

This section provides instructions for performing the tasks in the Administering Tests category. These tasks are typically performed immediately before or while testing is underway.

This section covers the following topics:

• Printing Test Tickets
• Monitoring Test Progress

Printing Test Tickets

A test ticket is a hard-copy form that includes a student’s username for logging in to a test.

Figure 33. Sample Test Ticket

TIDE generates the test tickets as PDF files that you download with your browser. For the College Board’s digital tests in the SAT Suite of Assessments, all tickets must be printed in the “1x1” format such that there is only one student ticket printed per page.

Printing Test Tickets from Student List

This section explains how to print test tickets from a list of students.

To print test ticket labels:

1. From the Print Test Tickets task menu on the TIDE dashboard, select Print from Student List. The Print Test Tickets from Student List page appears.

2. Retrieve the students for whom you want to print test tickets by following the procedure in the section Viewing and Editing Students.

3. Click the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed:
   – To print test tickets for specific students, mark the checkboxes for the students you want to print.
   – To print test tickets for all students listed on the page, mark the checkbox at the top of the table.
   – To print test tickets for all retrieved students, no additional action is necessary. The option to print all retrieved records is available by default.

5. Click and then select the appropriate action:
   – To print test tickets for selected students, click My Selected Test Tickets.
   – To print test tickets for all retrieved students, click All Test Tickets.

6. In the new browser window that opens displaying a layout for selecting the printed layout (see Figure 34), verify Test Tickets is selected in the Print Options section.

   ![Figure 34. Layout Model for Test Tickets](image)

7. Click the layout you require, and then click Print.

   Your browser downloads the generated PDF.
Printing Test Tickets from Roster List

You can print test tickets for all the students in a roster.

To print test tickets from rosters:

1. From the Print Test Tickets task menu on the TIDE dashboard, select Print from Roster List. The View/Edit Rosters page appears.

2. Retrieve the rosters for which you want to print test tickets by following the procedure in the section Searching for Records.

3. Click the column headings to sort the retrieved rosters in the order you want the test tickets printed.

4. Do one of the following:
   - Mark the checkboxes for the rosters you want to print.
   - Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

   **Note:** When printing multiple rosters, the total number of students included in the rosters should not exceed 1000.

5. Click 📜 and then select Test Tickets. A layout model appears for selecting the printed layout (see Figure 34).

6. Verify Test Tickets is selected in the Print Options section.

7. Click the layout you require, and then click Print.

Your browser downloads the generated PDF.

Monitoring Test Progress

The tasks available in the Monitoring Test Progress task menu allow you to generate various reports that provide information about a test administration's progress.

The following reports are available in TIDE:

- Plan and Manage Testing Report: Details a student's test opportunities and the status of those test opportunities.

- Participation Search by Registration Number: Retrieve details of a student's test opportunities and the status of those test opportunities by searching for specific Registration Number(s).

- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
Generating Plan and Manage Testing Report

TIDE includes a Plan and Manage Testing report that details all a student’s test opportunities and the status of those test opportunities.

Because the report lists testing opportunities, a student can appear more than once on the report.

To generate a Plan and Manage Testing report:

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select Plan and Manage Testing. The Plan and Manage Testing page appears (see Figure 35).

   Figure 35. Plan and Manage Testing Page

2. In the Choose What panel, select the parameters for which tests to include in your report:
   a. From the Test drop-down list, select a test category.
   b. From the Administration drop-down list, select an administration.
   c. Optional: From the Test Section drop-down list, select the test section for which you want to generate the report. You may select one, multiple, or all from this list.

3. In the Search Students panel, select the parameters for whose information to include in your report:
   a. From the District drop-down list, select a district if applicable.
   b. From the School drop-down list, select a school if applicable. You may select one, multiple, or all schools from this list.
c. *Optional:* If a single school was selected, choose a teacher from the **Proctor** drop-down list.

**Note: About the “Proctor” Drop-down List**

The “Proctor” drop-down list includes all school-level users associated with the selected school. When you select a person from the “Proctor” drop-down list, TIDE performs a check to see if the person is associated with any roster. If no rosters exist for the selected person, no data is displayed when you generate the report. If the selected person has an associated roster, the plan and manage testing reports shows the test attempts of the students included in the roster.

If you do not select any person from the “Proctor” drop-down list and use the default value of “All” to generate the report, you will see all the tests taken in that school, irrespective of roster associations.

It is important to note that the Proctor Name displayed on the Plan and Manage Testing report does not imply the name of the proctor associated with a roster. The proctor is the person who conducts the test. This can be the same person, or it can mean a different person.

d. *Optional:* From the **Student’s Last Name** field, enter a student’s last name.

e. *Optional:* From the **Student’s First Name** field, enter a student’s first name.

f. *Optional:* From the **Registration Number** field, enter a Registration Number.

g. *Optional:* From the **Grade** drop-down list, select a grade. You may select one, multiple, or all grades from this list.

h. *Optional:* From the **Gender** drop-down list, select a gender. You may select either **male**, **female** or **unknown**.

4. In the **Get Specific** panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in {brackets}):

   - Students who **have/have not** **completed/started** the **Any/1st** opportunity in the selected administration.
   
   - Students whose current opportunity will expire **in/between** **number/range** days.

   **Note:** If you select “in”, you may enter any number in the displayed text box to determine tests expiring in the specified number of days. You may also enter 0 to see opportunities that expire that day.

   If you select “between”, you may enter two numbers in the displayed text boxes to signify a range of days (such as 1–3).

   - Students on their **Any/1st** opportunity who have a status of **Any/approved/completed/denied/expired/invalidated/paused/pending/reported/review/scored/started/submitted/suspended** in the selected administration.
– Students whose most recent {Session ID/Proctor} was {Optional Session ID/Proctor Last Name, First Name (Optional)} between {start date} and {end date}.

– Search student(s) by {Registration Number/Name}: {Enter up to 20 Registration Number(s) separated by commas or First Name/Last Name}.

5. Do one of the following:

– To view the report on the page, click Generate Report.

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

Figure 36 displays a sample Plan and Manage Testing report output, and Table 8 provides descriptions of the columns in this report.

**Figure 36: Plan and Manage Testing Report**

<table>
<thead>
<tr>
<th>Name</th>
<th>District</th>
<th>School</th>
<th>Registration Number</th>
<th>Grade</th>
<th>Test Type</th>
<th>Opportunity</th>
<th>Presentation</th>
<th>Proctor ID</th>
<th>Session ID</th>
<th>Status</th>
<th>Results ID</th>
<th>Results date</th>
<th>Start date</th>
<th>End date</th>
<th>Last Activity</th>
<th>Download Status</th>
<th>Grade Completed</th>
<th>Total Completed</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student1</td>
<td>XYZ</td>
<td>ABC</td>
<td>1234567890123</td>
<td>03</td>
<td>PSAT 10 Math, Elective</td>
<td>1</td>
<td>ENU</td>
<td>demo demo</td>
<td>UAT-JEG21</td>
<td>satisfied</td>
<td>396</td>
<td>0</td>
<td>0</td>
<td>09/21/2016</td>
<td>09/21/2016</td>
<td>09/21/2016</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student2</td>
<td>XYZ</td>
<td>ABC</td>
<td>098765432109876</td>
<td>03</td>
<td>PSAT 10 Math, Non-Elective</td>
<td>1</td>
<td>ENU</td>
<td>demo demo</td>
<td>UAT-JEG21</td>
<td>satisfied</td>
<td>394</td>
<td>0</td>
<td>0</td>
<td>09/21/2016</td>
<td>09/21/2016</td>
<td>09/21/2016</td>
<td>69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student3</td>
<td>XYZ</td>
<td>ABC</td>
<td>1234567890123</td>
<td>03</td>
<td>PSAT 10 Reading, Section</td>
<td>1</td>
<td>ENU</td>
<td>demo demo</td>
<td>UAT-JEG21</td>
<td>satisfied</td>
<td>392</td>
<td>0</td>
<td>0</td>
<td>09/21/2016</td>
<td>09/21/2016</td>
<td>09/21/2016</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attribute</td>
<td>Description</td>
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<td></td>
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</tr>
<tr>
<td>Name</td>
<td>Student’s legal name (Last Name, First Name).</td>
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<tr>
<td>District Name</td>
<td>District associated to the student.</td>
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<td>School Name</td>
<td>School associated to the student.</td>
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<tr>
<td>Registration Number</td>
<td>Student’s registration number generated by the College Board.</td>
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<tr>
<td>Grade</td>
<td>The grade in which a student is enrolled.</td>
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<tr>
<td>Test</td>
<td>Test name for this student record.</td>
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</tr>
<tr>
<td>Presentation</td>
<td>Language or Braille</td>
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<tr>
<td>Opportunity</td>
<td>The opportunity number for that student’s specific record.</td>
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</tr>
<tr>
<td>Proctor</td>
<td>The proctor who created the session in which the student is currently testing (or in which the student completed the test).</td>
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</tr>
<tr>
<td>Session ID</td>
<td>The Session ID to which the test is linked.</td>
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</tr>
<tr>
<td>Status</td>
<td>The status for that specific opportunity.</td>
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</tr>
<tr>
<td>Results ID</td>
<td>The unique identifier linked to the student’s results for that specific opportunity.</td>
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</tr>
<tr>
<td>Restarts</td>
<td>The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Restarts Within Grace Period</td>
<td>The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period).</td>
<td></td>
<td></td>
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<tr>
<td>Date Started</td>
<td>The date when the first test item was presented to the student for that opportunity.</td>
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<tr>
<td>Date Completed</td>
<td>The date when the student submitted the test for scoring.</td>
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<tr>
<td>Last Activity</td>
<td>The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.</td>
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<tr>
<td>Expiration Date</td>
<td>The date the test opportunity expires.</td>
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</tr>
<tr>
<td>Force Complete Date</td>
<td>The date a test expired and was force-completed.</td>
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</tr>
<tr>
<td>Test Duration</td>
<td>The time it took a student to complete a test.</td>
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</tr>
</tbody>
</table>
Generating Participation Reports by Registration Number

You can also generate participation reports for specific students by Registration Number. This section describes how to generate participation reports for one or more students using students’ Registration Numbers.

Because the report lists testing opportunities, a student can appear more than once on the report.

To generate Participation Reports by Registration Number:

1. From the Monitoring Test Progress task menu on the TIDE dashboard, select Participation Search by Registration Number. The Participation Search by Registration Number page appears (see Figure 37).

   ![Figure 37. Participation Search by Registration Number Page](image)

2. Do one of the following:

   - Select the Enter radio button and enter one or more Registration Numbers, separated by commas, in the Registration Number(s) field.

   - To upload Registration Numbers, select the Upload radio button. Next, click Browse and then use the file browser to select an Excel or CSV file with Registration Numbers listed in a single column.

     **Note:** You can enter or upload up to 1,000 Registration Numbers.

3. Select Generate Report. The Participation Report by Registration Number appears (see Figure 37). Table 8 provides descriptions of the columns in this report.
**Reviewing Test Completion Rates**

The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test.

**To review test completion rates:**

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Completion Rates**. The **Test Completion Rates** page appears.

2. In the **Report Criteria** panel (see **Figure 38**), select the parameters for which tests to include in your report.

![Figure 38. Test Completion Rates Search Fields](image)

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

**Figure 39** displays a sample Test Completion Rate report and **Table 9** lists the columns in this report.

![Figure 39. Test Completion Rate Report](image)

<table>
<thead>
<tr>
<th>Date</th>
<th>Test Name</th>
<th>Test</th>
<th>Administration</th>
<th>District Name</th>
<th>District Id</th>
<th>School Name</th>
<th>School Id</th>
<th>Opportunity</th>
<th>Total Student Started</th>
<th>Total Student Completed</th>
<th>Percent Started</th>
<th>Percent Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/8/2018 1:00:00 AM</td>
<td>PSAT &amp;/9 Math Calc Section</td>
<td>PSAT &amp;/9</td>
<td>Fall 2018</td>
<td>UAT District 7</td>
<td>9000007</td>
<td>UAT School 7</td>
<td>090097</td>
<td>1</td>
<td>61.7</td>
<td>8</td>
<td>7</td>
<td>1.30%</td>
</tr>
<tr>
<td>8/8/2018 1:00:00 AM</td>
<td>PSAT &amp;/9 Math No Calc Section</td>
<td>PSAT &amp;/9</td>
<td>Fall 2018</td>
<td>UAT District 7</td>
<td>999997</td>
<td>UAT School 7</td>
<td>090097</td>
<td>1</td>
<td>61.7</td>
<td>11</td>
<td>9</td>
<td>1.78%</td>
</tr>
<tr>
<td>8/8/2018 1:00:00 AM</td>
<td>PSAT &amp;/9 Questionnaire</td>
<td>PSAT &amp;/9</td>
<td>Fall 2018</td>
<td>UAT District 7</td>
<td>999997</td>
<td>UAT School 7</td>
<td>090097</td>
<td>1</td>
<td>61.7</td>
<td>18</td>
<td>15</td>
<td>2.92%</td>
</tr>
<tr>
<td>8/8/2018 1:00:00 AM</td>
<td>PSAT &amp;/9 Reading Section</td>
<td>PSAT &amp;/9</td>
<td>Fall 2018</td>
<td>UAT District 7</td>
<td>0900007</td>
<td>UAT School 7</td>
<td>090097</td>
<td>1</td>
<td>61.7</td>
<td>24</td>
<td>16</td>
<td>3.89%</td>
</tr>
<tr>
<td>8/8/2018 1:00:00 AM</td>
<td>PSAT &amp;/9 Writing &amp; Language section</td>
<td>PSAT &amp;/9</td>
<td>Fall 2018</td>
<td>UAT District 7</td>
<td>999997</td>
<td>UAT School 7</td>
<td>999997</td>
<td>1</td>
<td>61.7</td>
<td>15</td>
<td>6</td>
<td>2.43%</td>
</tr>
</tbody>
</table>
Table 8. Columns in the Test Completion Rates Report

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date and time that the file was generated.</td>
</tr>
<tr>
<td>Test Name</td>
<td>Test and subject that are being reported.</td>
</tr>
<tr>
<td>Test</td>
<td>Type of test being reported.</td>
</tr>
<tr>
<td>Administration</td>
<td>Administration that is being reported.</td>
</tr>
<tr>
<td>District Name</td>
<td>The name of the reported District.</td>
</tr>
<tr>
<td>District ID</td>
<td>The ID of the reported District.</td>
</tr>
<tr>
<td>School Name</td>
<td>The name of the reported school. This column is only included in the school-level report.</td>
</tr>
<tr>
<td>School ID</td>
<td>The ID of the reported school. This column is only included in the school-level report.</td>
</tr>
<tr>
<td>Opportunity</td>
<td>The opportunity number for that student’s specific record.</td>
</tr>
<tr>
<td>Total Student</td>
<td>Number of students with an active relationship to the school in TIDE.</td>
</tr>
<tr>
<td>Total Student Started</td>
<td>Number of students who have started the test.</td>
</tr>
<tr>
<td>Total Student Completed</td>
<td>Number of students who have completed the test.</td>
</tr>
<tr>
<td>Percent Started</td>
<td>Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.</td>
</tr>
<tr>
<td>Percent Completed</td>
<td>Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.</td>
</tr>
</tbody>
</table>
Appendix A. 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 displays the validation results for a portion of those records, and then completes the processing offline. As part of the processing, TIDE displays a page with your name and default email address and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation, and a second email after it commits the records to its databases.

Figure 40 describes the entire processing flow for file uploads.

Figure 40. Upload Processing Flow

1. TIDE reads number of records
2. **Number of records exceeds online threshold?**
   - No: TIDE displays validation results in browser
   - Yes: TIDE displays validation results of first $x$ records in browser, sends validation of all records in email
3. **Validation below error thresholds?**
   - No: Reject file
   - Yes: User commits file?
     - No: Validation below error thresholds?
       - No: TIDE commits records, displays results in browser
       - Yes: Validation below error thresholds?
         - Yes: TIDE commits valid records, sends report of errors and warnings in email
         - No: TIDE commits valid records, sends report of errors and warnings in email
     - Yes: TIDE commits valid records, sends report of errors and warnings in email
Table 10 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number $x$ in Figure 40.

For example, if your users upload file contains 1,000 records or more:

1. TIDE displays the validation results for the first 200 records.

2. If you commit the file:
   a. TIDE validates the remaining records offline and sends a validation report via email.
   b. TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.

Table 9. Record Thresholds for Offline Processing

<table>
<thead>
<tr>
<th>Upload File</th>
<th>Offline Processing Threshold</th>
<th>Number of Validated Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>1,000</td>
<td>200</td>
</tr>
<tr>
<td>Test Settings</td>
<td>2,000</td>
<td>200</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>1,000</td>
<td>200</td>
</tr>
</tbody>
</table>

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.
- *Data* validation determines if the fields contain valid data
Appendix B. 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.

c. Repeat steps 6.a–6.b for all columns in the CSV file.

d. Click **Finish**.

Excel imports and displays the CSV file.
Appendix C. User Support

For additional information and assistance in using TIDE, please contact the College Board.

<table>
<thead>
<tr>
<th>College Board School Day Customer Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone:</strong> 855-373-6387</td>
</tr>
</tbody>
</table>

If you are a test coordinator, state administrator, or district administrator, **press 1**, then **press 7** for digital, and use one of the options below.

- For test administration and policy questions – **press 1**
- For technical support with digital testing systems such as TIDE or TDS – **press 2**

**Email:** schooldayassessments@collegeboard.org

If you are calling for technical support, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

- Test Coordinator Name
- Registration numbers of affected students. Do not provide any other student information, as doing so may violate FERPA policies.
- Test Session ID for the affected student tests.
- Operating system and browser version information.
- Any error messages and codes that appeared, if applicable.
- Information about your network configuration:
  - Secure Browser installation (to individual machines or network)
  - Wired or wireless Internet network setup
About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world’s leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators and schools. For further information, visit www.collegeboard.org.