Smarter Balanced Assessment Consortium:
TIDE User Guide

For the Spring 2014 California Smarter Balanced Field Test Administration

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Overview of the Test Information Distribution Engine (TIDE)

The Test Information Distribution Engine (TIDE) provides administrators with the tools to manage users and students participating in the Smarter Balanced Field Test. TIDE uses a role-specific design to restrict access to certain tasks based on the user's designated role.

In addition to creating new administrative users and modifying roles, TIDE allows authorized users to manage students' default test settings and accommodations. For California users, TIDE is accessible via the California Smarter Balanced Portal, available at http://sbac.portal.airast.org/ca/.

User Support

For questions regarding the online testing system or for additional assistance in California, School Test Coordinators and Test Administrators should contact their District Test Coordinators. District Test Coordinators should contact the California Technical Assistance Center (CalTAC) at

CalTAC
CalTAC@ets.org
800-955-2954

CalTAC is open Monday through Friday from 7:00 a.m. to 5:00 p.m. Pacific. During these hours, staff will respond promptly to calls and emails.

User Roles and Access

Smarter Balanced users (District Test Coordinators, School Test Coordinators, and Test Administrators) are associated with a district and/or school. Your user role and association dictate your level of access within the Smarter Balanced system. The user roles are defined below.

District Test Coordinators, School Test Coordinators, and Test Administrators can create online test sessions for students in their associated district or school.

Table 1. User Roles and Access in TIDE for California

Role	Description
State Users (State)	State users are managed by CalTAC.
	State users may add other state users, as well as District Test Coordinators.
District Test Coordinator (DC) *alternatively known as* **LEA CAASPP Coordinator**	The District Test Coordinator was designated by the district superintendent at the beginning of the 2013–14 school year. The DC will be added to TIDE by a state user. A signed California Assessment of Student Performance and Progress (CAASPP) Test Security Agreement from the DC must be on file with CalTAC.
	District Test Coordinators can manage School Test Coordinators and Test Administrators as well as students' test settings.
School Test Coordinator (SC) *alternatively known as* **CAASPP Test Site Coordinator**	The School Test Coordinator was designated by the District Test Coordinator at the beginning of the 2013–14 school year. SCs can be added to TIDE by a District Test Coordinator. *(Note: There can be more than one school test coordinator as required by school need. A signed CAASPP Test Security Agreement from the SC must be on file with the DC.)*
	School Test Coordinators can manage Test Administrators as well as students' test settings.

Role	Description
Test Administrator (TA) *alternatively known as* **Test Examiner**	Test Administrators administer the Smarter Balanced Field Test. School Test Coordinators should identify school personnel to act as TAs. A signed CAASPP Test Security Affidavit from the TA must be on file with the SC.
	Test Administrators can view student information for students in their school only as well as edit students' test settings for students in their school only. Additionally, TAs cannot view user information.

About Microsoft Excel Files

TIDE allows authorized users to export/download files in one of two formats, depending on the task being performed: .csv and .xlsx. Your version of Excel impacts the file format you should select or use.

CSV (comma-separated values):

If you have Excel 2003 or earlier, American Institutes for Research (AIR) recommends that you download exported records in .csv format. CSV files do not automatically preserve leading zeros (numbers that begin with at least one zero at the beginning, e.g., 0001234). Therefore, to ensure that student data, especially statewide student identifiers (SSIDs), appear in Excel correctly when using the .csv file, follow the instructions in Appendix A: Opening a CSV File in Excel.

Excel:

Microsoft Excel 2007 .xlsx files automatically preserve leading zeros. Excel 2007, 2010, or 2013 must be used to correctly open these files. These files cannot be opened using an earlier version of Excel.

Introduction to this User Guide
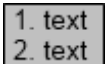
This user guide is specifically tailored to the California implementation of the Smarter Balanced Field Test. This user guide supports individuals using TIDE for California to manage users and eligible students participating in the California Smarter Balanced Field Test. This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

User Guide Content

This user guide provides information about the TIDE system for the California implementation of the Smarter Balanced Field Test in a series of three sections, as follows.

- **Section I, Accessing TIDE,** explains how to access and log in to TIDE.

- **Section II, Understanding the TIDE Interface,** describes the overall layout of TIDE.

- **Section III, TIDE Tasks,** provides an overview of the available tasks for California users in TIDE, the features available within each task, and the steps to complete the processes in each task.

Table 2. Key Icons and Elements

Icon	Description
❌	**Warning:** This symbol appears with text that contains extremely important information regarding actions that may cause errors.
⚠️	**Caution:** This symbol appears with text that contains important information regarding a task.
📄	**Note:** This symbol appears next to text that contains helpful information or reminders.
1. text 2. text	Text that appears in gray boxes provides instructions relevant to the task described. • Numbered (ordered) lists provide step-by-step instructions. • Bulleted lists provide instructions that do not need to be done in a specific order.
[Text]	Text in brackets is used to indicate a link or button that is clickable.

Other Resources

Administration manuals and other related documents for the California implementation of the Smarter Balanced Field Test are also available on the California Smarter Balanced Portal at http://sbac.portal.airast.org/ca/.

Section I. Accessing TIDE

This section contains information on how to activate a new TIDE account, how to log in after accessing TIDE for the first time, and how to reset a forgotten password.
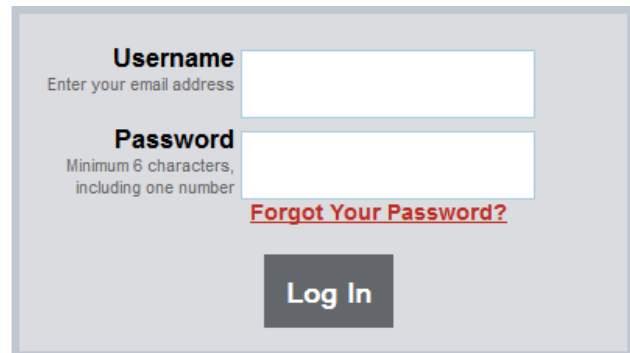
⚠️ **Do NOT share your login information with anyone not authorized to access TIDE.** TIDE provides access to student information, which must be protected in accordance with federal privacy laws.

Accessing TIDE: First-Time Users
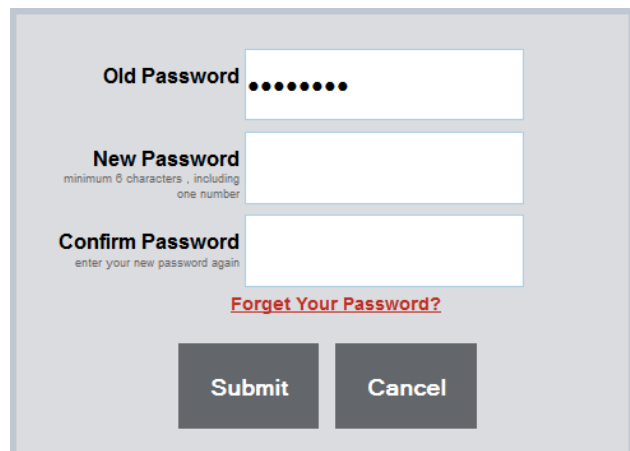
Users who have been added to TIDE will receive an automated email. This email contains the following information:

- Your welcome to TIDE
- A temporary password
- A link to the login page.

1. In the email, click the link to access the login page.

2. Enter your username (email address) and temporary password.

3. When you log in for the first time, your "Old Password" will be your temporary password. Enter your new password into the New Password and Confirm Password fields. (The new password must be at least 6 characters long, and at least one of those characters must be numeric.)

4. Click [**Submit**]. You will be directed to the Password Reset Options page.

5. Select a security question from the list.

6. In the "Answer" text box, provide your answer to the security question.

7. Click [**Save**]. You will be directed to the TIDE Home page.

If you have not received a new account email:

Check your spam folder. Emails are sent from Smarter-DoNotReply@airast.org. If you still have not received an email:

- If you are a Test Administrator, contact your School Test Coordinator.

- If you are a School Test Coordinator, contact your District Test Coordinator.

- If you are a state user or District Test Coordinator, contact CalTAC by phone at 800-955-2954 or by email at CalTAC@ets.org.

Logging in to TIDE: Post-Account Activation

The instructions in this section are for users who have already activated their accounts and need to log in to TIDE at a later time. All activated California users can access TIDE through the California Smarter Balanced Portal.

1. Open your web browser and navigate to the California Smarter Balanced Portal (http://sbac.portal.airast.org/ca/).

2. Select the Field Tests.
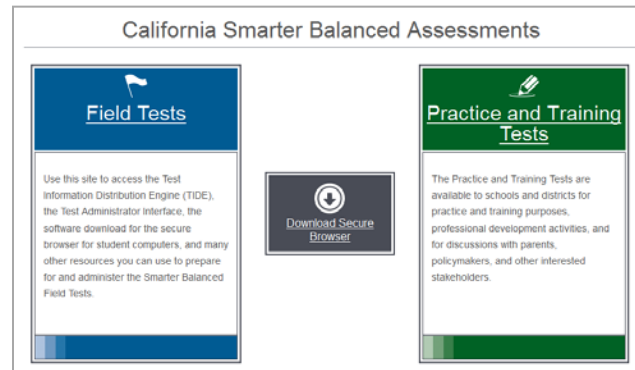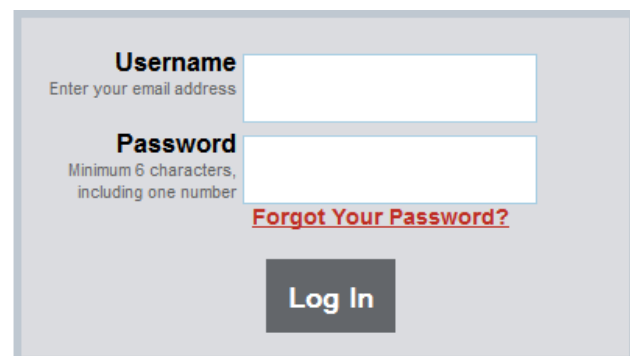
3. Click the [**Online TIDE System for California Users**] button. You will be directed to the Smarter Balanced Single Sign On (SSO) login page.

   SSO allows you to log in to the online systems provided by the American Institutes for Research (AIR). After logging in, you can switch between systems without having to log in and out of each system. More information is available on the next page.
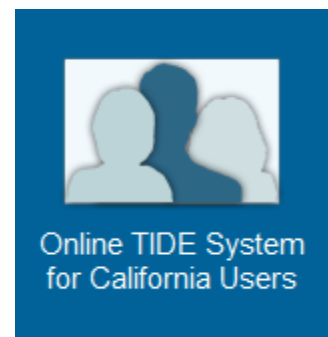
4. Type your username and password in the respective text boxes and click [**Log In**]. You will be directed to the TIDE Home page.

Resetting Your Password

If your account was locked or if you forgot your password, click the [**Forgot Your Password?**] link on the system login page. You will need to provide your username (email address) that is "on file" in TIDE. You will receive an automated email that contains a new temporary password. You will need to log in with the temporary password and update your account with a new, permanent password.

Switching Between Smarter Balanced Systems (Single Sign On System)

Smarter Balanced systems use an integrated Single Sign On (SSO) system that allows users to log in one time and access all available applications. SSO integrates the following applications:

- Test Information Distribution Engine (TIDE) for California

- Test Administrator (TA) Interface for California

- TA Training Site for California

- Online Reporting System for California

Reminder: Access to all systems and their tasks and features is dependent on your user role.

The top left corner of your browser contains a drop-down menu listing the above applications. From this menu, select the application (e.g., TA Interface) you want to use. You will be directed to the main page for that application and will not have to log in again.

Figure 1. TIDE with SSO System
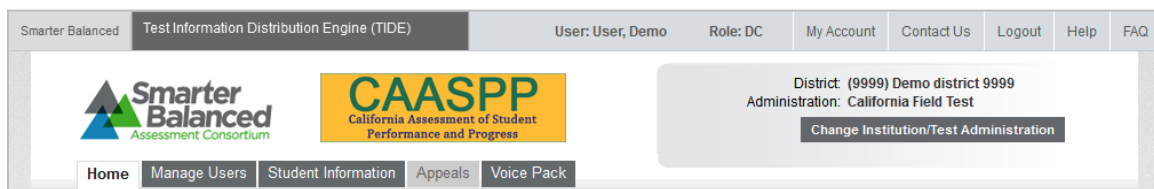
Although navigating to another system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems.

If you are using the TA Interface for Online Testing and you navigate away from it, **your session will stop, and all students in the session will be logged out.** *You cannot resume your 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 II. Understanding the TIDE Interface

TIDE Home Page

The first screen you will see after logging in to TIDE is the TIDE Home page. Your user role is displayed on the screen in the top right corner, next to your name.

Figure 2. Sample Home Page for District Test Coordinators
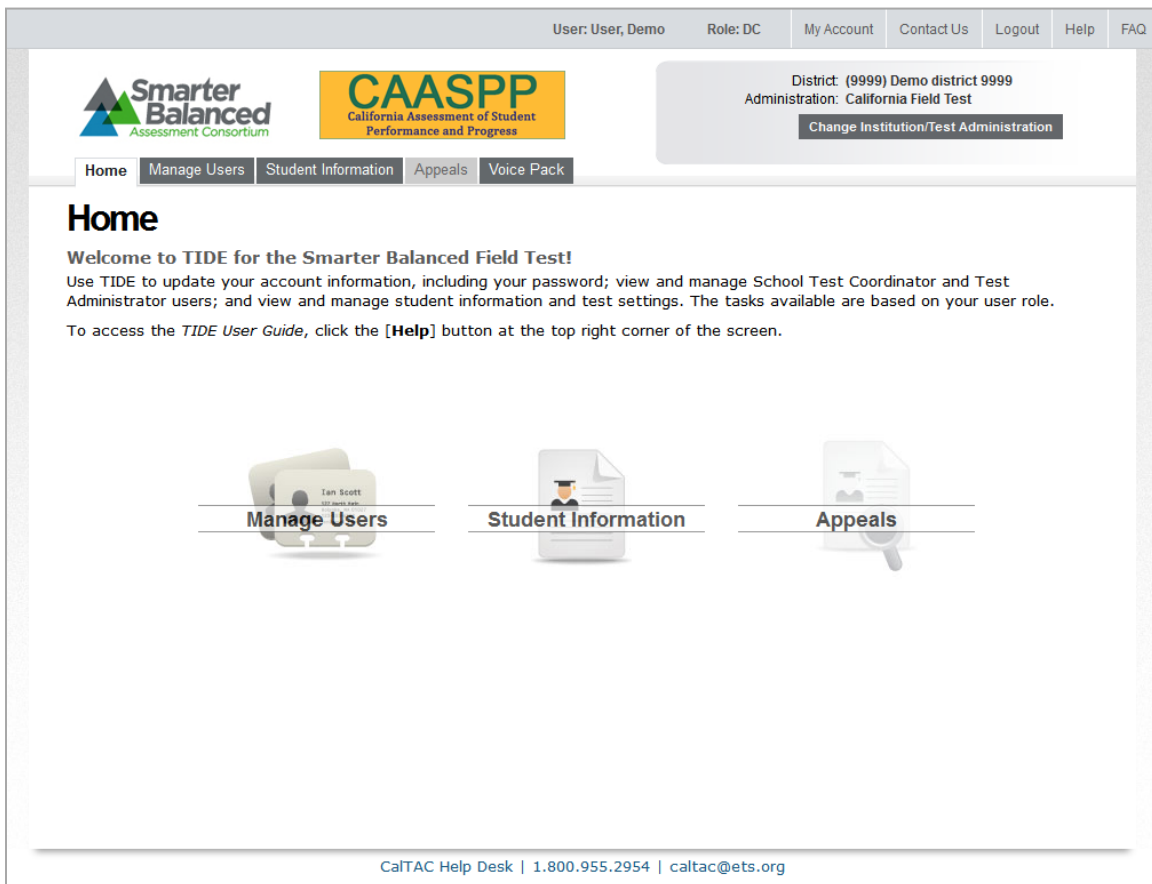
While you are logged in to TIDE, please do not have more than one TIDE browser tab or window open. Changes made in one tab or window may overwrite changes made in another and result in loss of data.

Banner Links

The TIDE banner, which contains the "file" tabs, is visible at all times at the top of the page and also contains specific links and features.

Figure 3. Sample Banner for District Test Coordinators
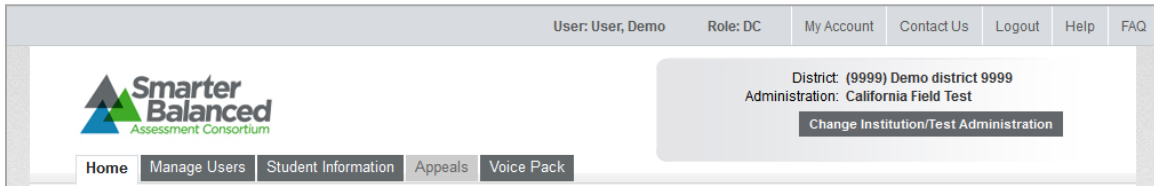
The upper right corner displays the following information and links:

- Your name (User) and user role (Role)

- [**My Account**]—Click to view and update your personal information and change your password

- [**Contact Us**]—Click to view CalTAC Help Desk contact information

- [**Logout**]—Click to log out of the site

- [**Help**]—Click to view and download the *TIDE User Guide* (requires a PDF reader)

- [**FAQ**]—Click to view frequently asked questions about TIDE (requires a PDF reader)

- "File tabs"—Click on the file tabs to access a task group or subtask

Accessing tasks via tabs.

The TIDE interface uses tabs as the principal means of navigation. Each tab provides access to a task group or subtask in TIDE. Task groups contain multiple tasks (see Figure 4). For a list of all available tasks, refer to Section III, Overview of TIDE Tasks.

These clickable tabs resemble file folders and allow the user to navigate easily through TIDE. TIDE is automatically configured to show only the tasks that are available to you based on your user role.

Figure 4. Sample Task Group and Tasks for District Test Coordinators
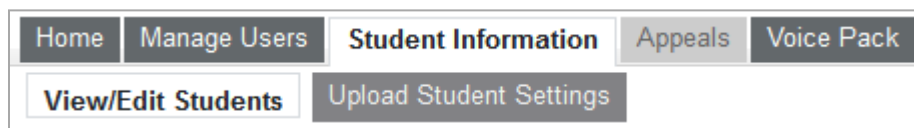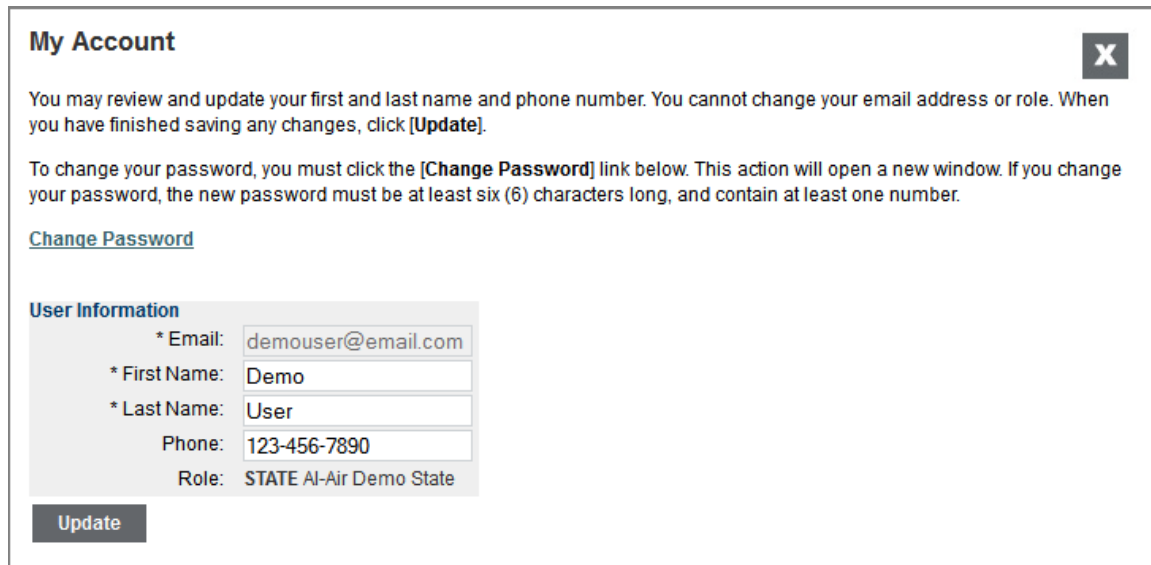
My account.

The My Account section contains your account information and a change password feature. To access it, click the [**My Account**] link in the upper right corner of the screen.

> You cannot update your email address. If you need to update this field, contact your School or District Test Coordinator. If you are a state user or District Test Coordinator, contact CalTAC by email at CalTAC@ets.org.

Figure 5. Sample My Account Pop-Up Window

My Account   [X]

You may review and update your first and last name and phone number. You cannot change your email address or role. When you have finished saving any changes, click [**Update**].

To change your password, you must click the [**Change Password**] link below. This action will open a new window. If you change your password, the new password must be at least six (6) characters long, and contain at least one number.

Change Password

User Information
* Email: demouser@email.com
* First Name: Demo
* Last Name: User
  Phone: 123-456-7890
  Role: **STATE** AI-Air Demo State

Update

Changing your password

1. Click the [**Change Password**] link.

2. Enter your new password twice. The new password must:

    - be at least six (6) characters long, and

    - contain at least one number

3. Click [**OK**].

> Password changes take effect immediately and apply to all Smarter Balanced systems provided by AIR, including TIDE, the TA Interface, and the TA Interface Training Site.
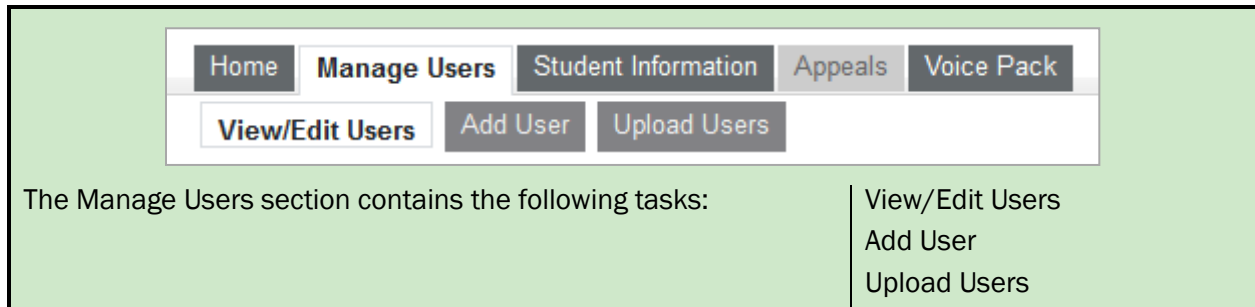
Section III. Overview of TIDE Tasks

TIDE allows District Test Coordinators, School Test Coordinators, and Test Administrators to view and manage user and student information, as well as view test appeals cases related to testing. Your user role determines the tasks that you are able to access, and whether you are able to make changes. This information is outlined in Table 3 below.

Table 3. User Access to Tasks in TIDE for California Users

Task Group	Description	Tasks and Editable Settings	User Role			
			State	DC	SC	TA
Manage Users	Add, upload, view, and edit information for users in your state, district or school who are below your role level.	View/Edit Users	✓	✓	✓	
		Add User	✓	✓	✓	
		Upload Users	✓	✓	✓	
Student Information*	View student demographic information and view/edit student test settings.	View/Edit Students	✓	✓	✓	✓
		Edit Student Test Settings (embedded and non-embedded designated supports and accommodations)		✓	✓	
		Upload Student Settings		✓	✓	
Appeals	Create and view requests for test opportunity appeals, including test invalidations, resets, and reopens.	Create Appeals	✓			
		View Appeals	✓	✓	✓	✓
		View Pending Appeals	✓			
		Upload Appeals	✓			
Voice Pack	Download the NeoSpeech™ Julie voice pack.	N/A		✓	✓	

*All users can VIEW student information. DCs must use the California Longitudinal Pupil Achievement Data System (CALPADS) to add/delete students or edit student demographic information. DCs and SCs are responsible for adding/editing designated supports and accommodations through TIDE. For more information about test settings, refer to the *California Online Field Test Administration Manual*.

Task Group: Manage Users

Home	**Manage Users**	Student Information	Appeals	Voice Pack
View/Edit Users	Add User	Upload Users		

The Manage Users section contains the following tasks:	View/Edit Users Add User Upload Users
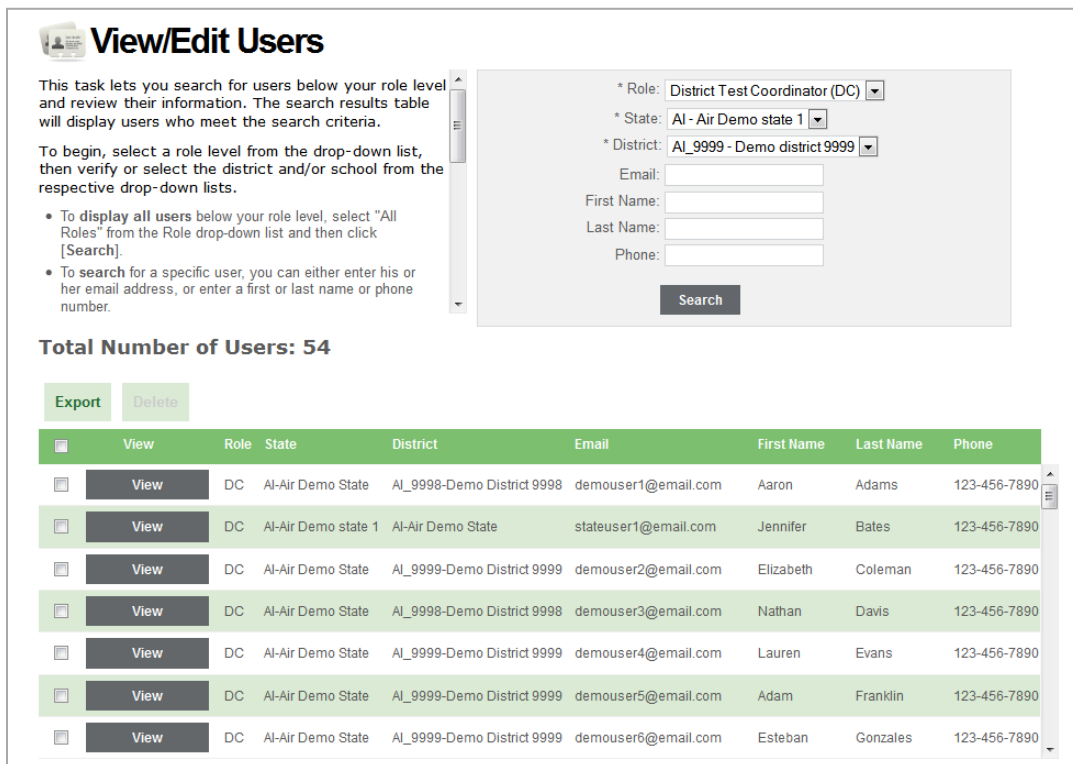
This section of TIDE allows state users, District Test Coordinators, and School Test Coordinators to add other users or modify information for existing users (either individually or through a file upload process).

- State users may add and manage other State users and District Test Coordinators.

- District Test Coordinators may add and manage School Test Coordinators and Test Administrators within their district.

- School Test Coordinators may add and manage Test Administrators within their school.

Task: View/Edit Users.

The **View/Edit Users** page allows users to search for people within their district and/or school who have already been added to TIDE. Users may only search for users below his or her role level. For example, District Test Coordinators may view and edit School Coordinator and Test Administrator users, and School Coordinators may view and edit Test Administrators.

Figure 6. Sample View/Edit Users Page with Search Results Table

Searching for user records.

1. Verify or select a role from the Role drop-down list. To view all users, select "All Roles."
2. Verify or select your district and school.
   • To view all users in a district, select "All Schools" from the School drop-down list.
3. Enter any search criteria you want to include.
4. Click [**Search**]. The page will display the search results table containing the user records that match the search criteria

Understanding the search results table.

• Each row contains information for each user, including Role, State Abbreviation, Responsible District Identifier, Responsible School Identifier, First Name, Last Name, Phone, and Email.

• Each row also contains a [**View**] button and a checkbox.

   – The [**View**] button allows you to view the complete information for the selected user and update his or her information.

   – The checkbox allows you to select individual users to delete or export.

Sorting search results.

By default, the search results table automatically "sorts" by Last Name in ascending order. However, all columns in the table are sortable in both ascending (A–Z, 0-99) and descending (Z–A, 99-0) order.

- To sort the table in ascending or descending order by a specific attribute, click on a column header (e.g., First Name). The table will automatically sort by the selected attribute.
  − The selected attribute will have an arrow next to it.
    ▪ When the arrow is pointing up, the column is sorted in ascending order.
    ▪ When the arrow is pointing down, the column is sorted in descending order.
- To sort a selected column in the other direction (descending versus ascending), click the column header again.

Deleting users.

You may also delete users.

1. Click the checkbox for each user in the search results table whom you want to delete.
2. Click [**Delete**].
3. A pop-up window will appear asking you to verify that you want to delete the selected user(s).
4. Click [**OK**] to confirm that you want to delete the selected user(s).

This change takes effect immediately, and the deleted user(s) will no longer be able to log in to Smarter Balanced systems. If a user is deleted during a session, the user will be logged off immediately.

Exporting user records.

You can export user search results as a CSV file, which can be opened using Microsoft Excel or a notepad application, or as an Excel .xslx file, which must be opened using Excel 2007, 2010, or 2013.

You can export all user records or export selected records.

Export all user records

You can export a data file that contains all users from the search results table.

1. Hover over the [**Export**] tab and click either the [**Export All to Excel**] or [**Export All to CSV**] option. A file dialog box will appear.

2. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Export selected user records

You can export a data file that contains only selected (checked) users from the search results table.
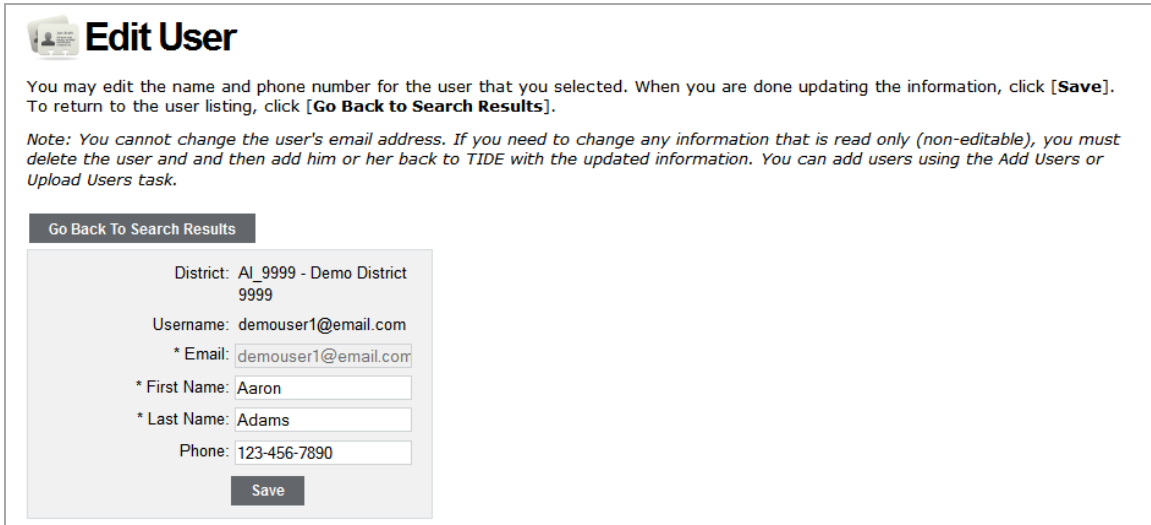
1. Click the checkbox for each user whom you want to include in the file.

2. Hover over the [**Export**] tab and click either the [**Export Selected to Excel**] or [**Export Selected to CSV**] option. A file dialog box will appear.

3. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Editing user information.

*Reminder: To view a user's complete record, click [**View**] next to his or her name in the search results table.*

The **Edit User** page allows you to update the user's first name, last name, and phone number. You cannot change the person's email address.

Figure 7. Sample Edit User Page

If you need to re-associate a user with a different district or school or modify the person's email address, you will need to delete the user and then re-add him or her. You may do this on an individual basis by deleting the user and then re-adding him or her via the Add User task. Alternatively, you can follow the process outlined in the Upload User task.
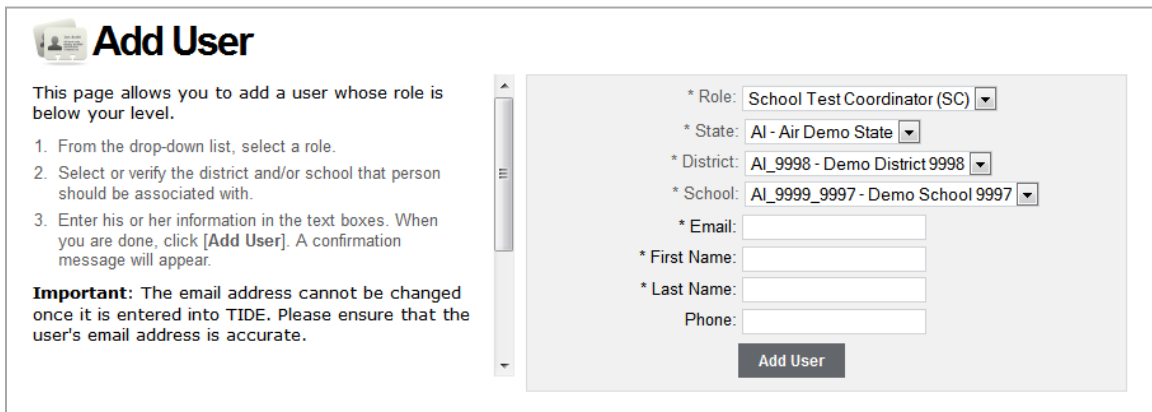
Saving changes and returning to the search results table.

- When you have finished updating the user's information, click [**Save**].

- To return to the View/Edit Users page and the search results table, click [**Go Back To Search Results**].

Task: Add Users.

Use the **Add User** page to add new users individually to TIDE. Adding users on this page does not require uploading a file. Note: Districts that have changed their District Test Coordinators must contact CalTAC at CalTAC@ets.org.

Figure 8. Sample Add User Page

Adding a user.

1. Verify or select the role level of the user you need to add. The district and school options will automatically appear after you select a role.

2. Verify or select the district and school with which the user is associated.

3. Enter the new user's first name, last name, and email address. You may also enter a phone number where the person can be reached. *Ensure that the person's email address is correct, as you will be unable to edit it later.*

4. Click [**Add User**].

5. The person will be added to TIDE and also receive an automated email with a temporary password that will need to be updated.

About the User Activation Process:
After you add a user to the system, that person will receive an email that contains a temporary password. New users cannot log in to TIDE or the TA Interface until they have updated their password.

Instructions on updating the password are in Section I, Accessing TIDE: First-Time Users.

The **Upload Users** page allows District Test Coordinators and School Test Coordinators to add a group of users to TIDE or modify profiles for existing users. The process for uploading the user file is the same as for uploading the student test settings file.

This page also contains a [**show history**] section, which allows users to view previously uploaded files.

Figure 9. Upload Users Page

Warnings:

- You can upload information only for users who are below your role level and who are within your district and/or school. You cannot upload information for users in a district or school with which you are not associated.

- If you upload a file that contains information for a user role or district or school number or type that you are not associated with, the upload process will fail.

Download the template.

We strongly encourage you to download the template file in the format that you need rather than create the file from scratch. These templates already have the column headers formatted correctly. Using the template will reduce the risk of errors and ensure that your file upload is successful.

1. Click either [**Download Excel Template**] or [**Download CSV Template**].
2. Save the file to the desired location on your computer.
3. Open the file using Microsoft Excel or a compatible spreadsheet program (for .csv files).

User file requirements.

Table 4 provides an overview of the required and optional fields and the valid values for each field. This file will need to contain the following user information in the displayed columnar order to upload properly.

The user file undergoes validation tests after you upload it. If the entire file upload fails, you must make changes to the original file on your computer and then re-upload the file. If you receive errors or warnings for a few records, you can edit the file and re-upload it, or you can proceed with the file upload and then add or edit information for individual users by clicking either [**Add Users**] or [**View/Edit Users**].

Table 4. User File Requirements

Column	Description
State Abbreviation	Enter the two-letter state abbreviation: **CA.**
Responsible District Identifier	The user's school district ID. The district ID is the district code from the County-District-School (CDS) code. Independently testing charter schools must use their school code as the school district ID.
Responsible School Identifier	The user's school or program ID. The school ID is the school code from the CDS code.
First Name	The first name of the user you are adding, editing, or deleting.
Last Name	The last name of the user you are adding, editing, or deleting.
Email	The email address for the user you are adding, editing, or deleting.
Role	The user role code that the user has or should have. • School Test Coordinators: **SC** • Test Administrators: **TA** *Note: State users and District Test Coordinators are managed by CalTAC.*
Phone	The user's phone number. Enter this in format xxx-xxx-xxxx.
Action	Enter one of the following options: **ADD**–Add new user or edit existing user record. **DELETED**–Remove existing user record from the system.

Adding or editing user information.

Do not change or move the column headers in the first row. You can expand the columns to better read the headers and text that you will add. Data must be entered in each column as standard text (any formatting such as bold, italics, or highlighting will be lost during the upload).

Figure 10. User Upload Template File

	A	B	C	D	E	F	G	H	I
1	State	District	School	First Name	Last Name	Email	Role	Phone	Action
2									
3									
4									

1. *Enter each user's information in each row (i.e., record) and respective column.*
2. For each record (it does not matter which one is entered first), enter "ADD" as the action.

Adding users to multiple districts or schools.

To add users to more than one district or school, follow the steps below:

Figure 11. Example of User Added to Multiple Schools

	A	B	C	D	E	F	G	H	I
1	State	District	School	First Name	Last Name	Email	Role	Phone	Action
2	9999	9999	9997	Mary	Smith	msmith@email.com	TA	123-456-7890	ADD
3	9999	9999	9998	Mary	Smith	msmith@email.com	TA	123-456-7890	ADD
4	9999	9999	9999	Mary	Smith	msmith@email.com	TA	123-456-7890	ADD

1. Enter the user's information on separate lines in the upload file—one line for each district or school association.
2. For each record (it does not matter which one is entered first), enter "ADD" as the action.

When one user is added to multiple districts or schools in the same upload file, he or she will receive a single email containing the secure URL to activate his or her account. (Users who are added to multiple institutions in more than one upload file will receive separate emails [one email per upload file]. In this event, users should click the link in the most recent email.)

Updating or correcting previously uploaded user information.

Email addresses are used to identify unique individuals in the system and can be corrected only by deleting the incorrect record and adding a new, correct one. District and school affiliations also can only be changed by deleting the person's current record and adding a new one.

To change a user's email address or district/school affiliation:

1. Enter the user's current information with "DELETE" as the action (this will remove the incorrect/outdated record from the system).
2. Enter the user's new information in a separate row with "ADD" as the action and the corrected email/affiliation entered in the user record.

To change any other user attributes, including name or phone number:

1. Upload a user file with the corrected information. Use "ADD" as the action.

For users with multiple records in the system (the same email address is used for multiple districts/institutions), use "ADD" as the action when uploading a new name or phone number. This will update all records for the user. You do not need to update each individual record for that user.

- When you have finished updating or creating the file, save the file.

Uploading the user file.

This section outlines the steps required to upload the user file. This process is the same as uploading the student test settings file and also has four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.
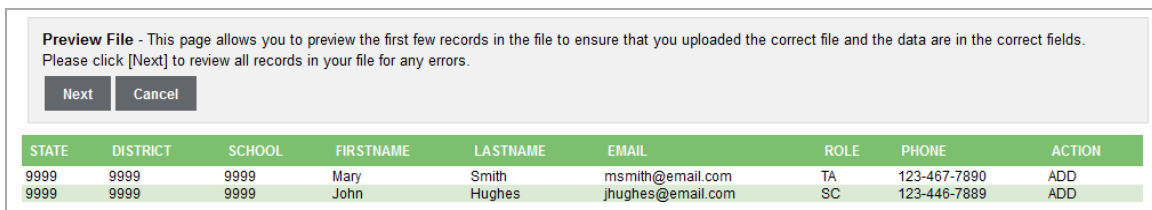
Step 1: Upload File

Figure 12. Upload File

1. Click [**Browse**] and navigate to the saved file on your computer.

2. Select the file and click [**Open**]. The file name will appear in the text box on the screen.

3. Click [**OK**], and then click [**Upload File**].

Step 2: Preview File

Figure 13. Sample Preview File Display

1. Preview the file you selected to ensure that you uploaded the correct file. *(Only a few records are visible on this preview page.)*

2. Click [**Next**] to begin the file validation process.

Step 3: Validate File

The TIDE system performs two validation tests on your file and provides feedback about whether the system is able to upload the file and/or specific records.

There are two types of validation tests: layout validation and data validation.

- The layout validation test determines whether your file has the proper format (e.g., the appropriate fields are numeric or alphanumeric), proper record length, and acceptable values.
- The data validation test determines whether your file meets certain criteria based on the information that is on file about your school district (e.g., whether your file includes the schools that are on file as being associated with your district).

The "Understanding Error Types" section in the next column provides a brief explanation of the three possible error types: fatal error, record errors, and record warnings.

For information about common errors, refer to Appendix B, Common Errors with File Uploads.

If you have no fatal errors and wish to proceed, click [**Commit File**].

Understanding Error Types

Figure 14. Error Types Key
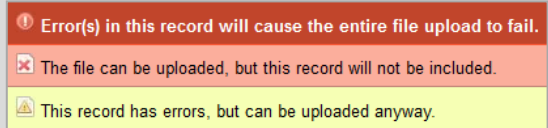
⊘ Error(s) in this record will cause the entire file upload to fail.

⊠ The file can be uploaded, but this record will not be included.

⚠ This record has errors, but can be uploaded anyway.

- ⊘ **If your file has failed**, note the error(s) and the corresponding record number(s). Click [**Cancel**]. Update your file, and then restart the upload process, beginning with Step 1: Upload File.

- ⊠ **If you have record errors**, these records *will not be committed* to the TIDE. The records that passed validation can be committed. You may elect to fix the errors in your file and re-upload it, or to add these records using the [**Add User**] task.

- ⚠ **If you have record warnings**, these records *will be committed.* However, you are strongly encouraged to review the associated records. You may edit these records using the [**View/Edit Users**] task.

Step 4: Confirmation

After you click [**Commit File**], the accepted records will be uploaded to TIDE. You will also receive an online confirmation message stating that your file was successfully submitted to the TIDE system.

Figure 15. Sample Confirmation Screen
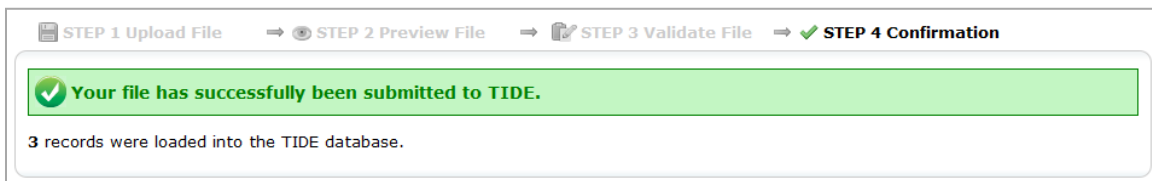
📄 This process may take a few minutes depending on the number of records and the number of users logged in to TIDE at that time. Once the file is uploaded, a message will appear on your screen.

Upload history.

The TIDE system allows District Test Coordinators and School Test Coordinators to view a history of previously uploaded files, the current status of each one, and how many records were in each file.

Figure 16. Sample Upload History

FileName	Date Uploaded	Status	Records Processed (Count)	Records Rejected (Count)	Validation Log
SampleFile1.csv	1/10/2014 4:43:12 PM	Processed	Download (34)	N/A	Download
SampleFile2.csv	1/12/2014 8:13:53 AM	Processed	Download (3)	N/A	Download
SampleFile3.xlsx	1/12/2014 3:15:29 PM	Processed	N/A	Download (1)	Download
SampleFile4.xlsx	1/12/2014 6:22:39 PM	Processed	Download (61)	N/A	Download

- Click [**show history**]. The section will expand to display a table of previously uploaded files.

  o To download a previously uploaded file, click the link in the "File Name" column.

  o To view only the records that were processed, click the [**Download**] link in the "Records Processed (Count)" column.

  o To view only the records that were rejected (if applicable), click the [**Download**] link in the "Records Rejected (Count)" column.

  o To view the validation error(s) for rejected records, click the [**Download**] link in the "Validation Log" column.

Task Group: Student Information

| Home | Manage Users | **Student Information** | Appeals | Voice Pack |
| **View/Edit Students** | Upload Student Settings | | | |

| The Student Information task contains the following tasks: | View/Edit Students |
| | Upload Student Settings |

The Student Information tasks in this section are primarily for District Test Coordinators and School Test Coordinators, as they can view student information and edit/update student test settings and accommodations.

Test Administrators may view student information. However, Test Administrators cannot edit student information. Some fields have been intentionally left blank.

New: Student Confirmation Codes

Beginning with the Field Tests, students will be required to log in with their personal Confirmation Code, which for California is the student's legal first name as it appears in CALPADS.

For more information about the Confirmation Code requirement, refer to the Confirmation Code document in the Resources and Documentation section of the California Smarter Balanced Field Test Portal (http://sbac.portal.airast.org/ca/field-test-ca/resources/).

About Student Test Settings

Embedded and non-embedded test settings must be enabled in TIDE for those students who require changes to the default test environment (e.g., larger font [print] size, print on demand). Test settings are defined by content area (mathematics and English Language Arts [ELA]).

District Test Coordinators and School Test Coordinators can edit students' test settings via the View/Edit Students task. Users who need to add or update test settings for a large number of students may prefer to use the Upload Student Settings task.

Task: View/Edit Students.

This task allows all users to search for students who have been added to TIDE. The drop-down lists contain only those district(s) and school(s) you are permitted to access.

Figure 17. Sample View Students Page with Search Results Table

Searching for student records.

1. Verify or select a district and school from the drop-down lists.

2. Enter or select any search criteria you want to include.
   - To view all students in a district, select "All Schools" from the School drop-down list.
   - To view all students in a school, select "All Grades" from the Enrolled Grade drop-down list.

3. Click [**Search**]. The page will display the search results table containing the student records that match the search criteria.

Understanding the search results table.

- Each row contains the following information for each student: State, District, School, Last Name, First Name, SSID, Confirmation Code (student's legal first name as reported in CALPADS), Grade Level When Assessed, and Sex. Note that the Last Name field will be blank.

- Each row also contains a [**View**] button and a checkbox.

  o The [**View**] button allows you to view all information for the selected student, including demographic information and test settings.

  o The checkbox allows you to select individual students to export. The exported file contains the same information as in the on-screen table.

Sorting search results.

By default, the search results table automatically "sorts" by SSID in ascending order. However, all columns in the table are sortable in both ascending (A–Z, 0-99) and descending (Z–A, 99-0) order.

1. To sort the table in ascending or descending order by a specific attribute, click on a column header (e.g., Grade Level When Assessed). The table will automatically sort by the selected attribute.

   – The selected attribute will have an arrow next to it.

     ▪ When the arrow is pointing up, the column is sorted in ascending order.

     ▪ When the arrow is pointing down, the column is sorted in descending order.

2. To sort a selected column in the other direction (descending versus ascending), click the column header again.

Advanced search options.

If your initial search results in a large number of student records, you may narrow your search to locate specific students or groups of students more easily.

Figure 18. Advanced Search Options
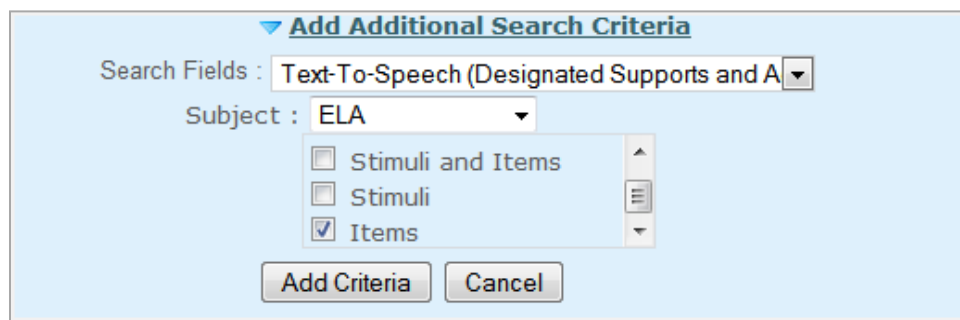
1. Click [**Add Search Criteria**]. The section will expand to display the Search Fields drop-down list.

2. Select a search field. (Depending on the field you selected, a subject drop-down list may appear. Select a subject.)

3. Select the value(s) you want to filter your search. (For example, if you want to search only for students receiving Text-to-Speech for ELA items, then click the checkbox next to "Items." If you want to exclude a value, make sure that value's box is not checked.)

4. Click [**Add Criteria**]. The selected value(s) will appear above the "Add Additional Search Criteria" text.

   • *Note: To add another search field, repeat steps 2, 3, and 4.*

5. Click [**Search**]. The page will display the records associated with the criteria you selected.

Exporting student records.

You can export student search results as a CSV file, which can be opened using Microsoft Excel or a notepad application, or as an Excel .xslx file, which must be opened using Excel 2007, 2010, or 2013.

You can export all student records or export selected records.

Export
Export all to Excel
Export selected to Excel
Export all to CSV
Export selected to CSV

⚠️ **Reminder:** Federal law—the Family Educational Rights and Privacy Act—and state law (*California Government Code* Section 11019.9) prohibit the release of any student's personally identifiable information. Any printouts must be securely stored and then shredded.

Export all student records

You can export a data file that contains all students from the search results table.

1. Hover over the [**Export**] tab and click either the [**Export All to Excel**] or [**Export All to CSV**] option. A file dialog box will appear.

2. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Export selected student records

You can export a data file that contains only selected (checked) students from the search results table.

1. Click the checkbox for each student whom you want to include in the file.

2. Hover over the [**Export**] tab and click either the [**Export Selected Data to Excel**] or [**Export Selected Data to CSV**] option. A file dialog box will appear.

3. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Viewing student details.

*Reminder: To view a student's complete record, click [**View**] next to his or her name in the search results table.*

The **View Student Details** page allows all local educational agency (LEA) users to view the selected student's information, including demographics and program flags provided from CALPADS, as well as his or her associated district and school and any test settings (designated supports and accommodations determined and provided by the LEA). *(Note: For California, student information, including demographic and program flags, are provided to TIDE from CALPADS.* **LEAs must make any changes to student information in CALPADS.***)*

Figure 19. Sample View Student Details Page

- *District Test Coordinators* and *School Test Coordinators* can view student information and edit test settings.

- For *Test Administrators*, all information on this page is read-only.

Editing an individual student's test settings

Only District Test Coordinators and School Test Coordinator(s) can update test settings. Test settings are configurable by subject (English Language Arts [ELA] and mathematics).
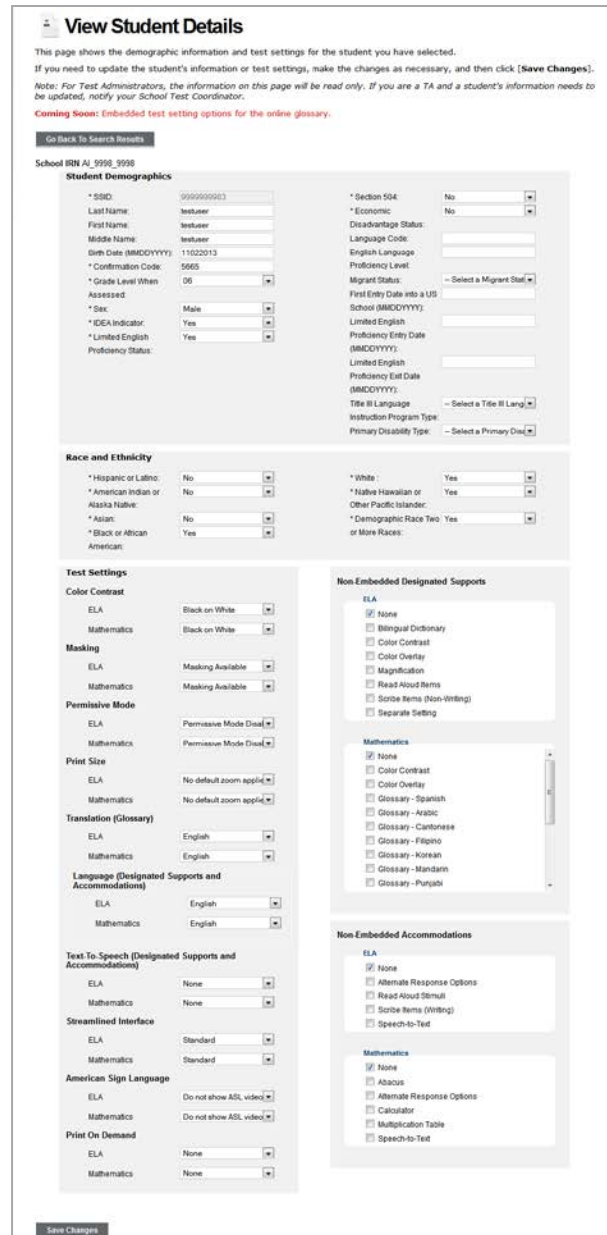
Only District Test Coordinators and School Test Coordinators have the ability to update the following test settings:

American Sign Language, Closed Captions, Color Contrast, Language (including braille and Spanish stacked translation) Masking, Permissive Mode, Print on Demand, Print Size, Streamlined Interface, Text-to-Speech, and Translation (Glossary), along with Non-Embedded Designated Supports and Non-Embedded Accommodations.

- Selecting test settings requires you to select the necessary option from a drop-down list.
- Selecting non-embedded designated supports or accommodations requires you to click the checkbox for each option the student will use on the test.

For information about embedded test settings and their options, refer to Table 5. For information about non-embedded settings, refer to Table 6 and Table 7. For more detailed information on these resources, please see the Smarter Balanced *Usability, Accessibility, and Accommodations Guidelines* for complete information: (http://www.smarterbalanced.org/wordpress/wp-content/uploads/2013/09/SmarterBalanced_Guidelines_091113.pdf). See also the Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress Assessment System table at http://californiatac.org/administration/instructions/.

Saving changes and returning to the search results table.

- When you have finished updating the student's test settings, click [**Save Changes**].

- To return to the View Students page and the search results table, click [**Go Back To Search Results**].

Table 5. Overview of Embedded Test Settings

Test Setting	Options	Descriptions and Notes
American Sign Language	Do not show ASL videos (default)	Allows students to view test content translated into ASL by a human signer.
	Show ASL videos	
Color Contrast	Black on White (default)	By default, tests are presented with black text on a white background. Students who require a different combination of text and background should be assigned the appropriate setting.
	Black on Rose	
	Medium Gray on Light Gray	
	Reverse Contrast	
	Yellow on Blue	
Closed Captioning	Closed Captioning Not Available (default)	The Closed Captioning accommodation will not be available for the Field Test; however, for students who would typically have received this accommodation, the Closed Captioning setting can still be selected in TIDE. For the Field Test only, selecting this setting will suppress the Listening portion of the ELA test.
	Closed Captioning Available	
Language	English (default)	All tests are presented in English.
	Braille (English only)	Students who require tests in braille should have the braille option selected.
	Spanish (stacked translation) *(mathematics only)*	For mathematics only, students who qualify for a Spanish language translation will view items in both English and Spanish (stacked format).
Masking	Masking Not Available (default)	Allows blocking of content that is not of immediate need or that may be distracting to the student.
	Masking Available	
Permissive Mode	Permissive Mode Disabled (default)	When permissive mode is disabled, the only application that can be open on the computer is the secure browser. Permissive mode should be enabled for students who require access to accessibility software in order to interact with the test (e.g., screen readers, magnifiers, etc.).
	Permissive Mode Enabled	
Print on Demand	None (default)	Allows student to request printing of stimuli.
	Stimuli	*Note: If a student will require items to be printed, contact CalTAC by phone at 800-955-2954 at least 1 business day before testing. You must provide the*

Test Setting	Options	Descriptions and Notes
		Help Desk with the student's state and SSID information as well as the reason for the request.
Print Size	No default zoom applied = 1X (default)	The print size the student should have when starting a test. The selected print size becomes the default for all items in that student's test. • The default print size for all tests is 14 pt. • The default font for ELA tests is Times New Roman. • The default font for mathematics tests is Verdana.
	Level 1 = 1.5X	
	Level 2 = 1.75X	
	Level 3 = 2.5X	
	Level 4 = 3X	
Streamlined Interface	Standard (default)	By default, all tests use the standard interface. This interface is compatible with all supported desktops and tablets. The streamlined interface presents the test in an alternate, simplified format in which the items are displayed below the stimuli. All tool and navigation buttons are on the bottom of the screen. **Important:** The streamlined interface is not compatible with tablets.
	Streamlined	
Text-to-Speech	None (default)	Students with this test setting enabled may listen to the read-aloud of the items and/or stimuli in the assessment. *Note: Text-to-Speech of ELA reading passages will not be an available accommodation for students in grades 3–5. Text-to-Speech also is not available in Spanish.*
	Items only *(ELA)*	
	Stimuli only *(ELA)*	
	Stimuli and Items *(ELA and mathematics)*	
Translation (Glossary)	English (default)	Students can open a glossary to view terms presented on the test that may be unfamiliar to them. By design, all students can access the English glossary word list as a universal tool, unless this is disabled ("None") or overridden by another language. • If a *combination glossary* is selected (e.g., English and Arabic or English and Russian), then the student will have access to both. • If a *single glossary* is selected (e.g., Mandarin), then the student will only have access to that glossary. The English glossary will not be available if only a single language is selected. *Note: The English glossary is available for both ELA and mathematics tests. Translated glossaries are available for mathematics tests only.*
	Arabic	
	Cantonese	
	Filipino	
	Korean	
	Mandarin	
	Punjabi	
	Russian	
	Spanish	
	Ukrainian	
	Vietnamese	
	None	

Non-Embedded Designated Supports

Some designated supports may need to be provided to students during testing. These should be provided only to those students who are unable to use the embedded test settings. For more information, refer to the *Usability, Accessibility, and Accommodations Guidelines* document.

Table 6. Overview of Non-Embedded Designated Supports

ELA Designated Supports	Mathematics Designated Supports
None	None
Bilingual Dictionary	Color Contrast
Color Contrast	Color Overlay
Color Overlay	Glossary - Spanish - Arabic - Cantonese - Filipino - Korean - Mandarin - Punjabi - Russian - Ukrainian - Vietnamese
Magnification	Magnification
Read Aloud Items	Read Aloud Items
Scribe Items (Non-Writing)	Scribe Items (Non-Writing)
Separate Setting	Separate Setting

Non-Embedded Accommodations

Some accommodations may need to be provided to students during testing. These should be provided only to those students who are unable to use the embedded test accommodations. For more information, refer to the *Usability, Accessibility, and Accommodations Guidelines* document.

Table 7. Overview of Non-Embedded Accommodations

ELA Accommodations	Mathematics Accommodations
None	None
Alternate Response Options	Abacus
Read Aloud Stimuli	Alternate Response Options
Scribe Items (Writing)	Calculator
Speech-to-Text	Multiplication Table
	Speech-to-text

Task: Upload Student Settings.

The **Upload Student Settings** page allows only the District Test Coordinator or School Test Coordinator(s) to upload embedded and non-embedded test settings (designated supports and accommodations) for multiple students. This task can also be used to modify existing test settings. The process for uploading the student settings file is similar to the process for uploading the user file, except that the student settings file must be in .xlsx format only.

Figure 20. Upload Student Settings Page
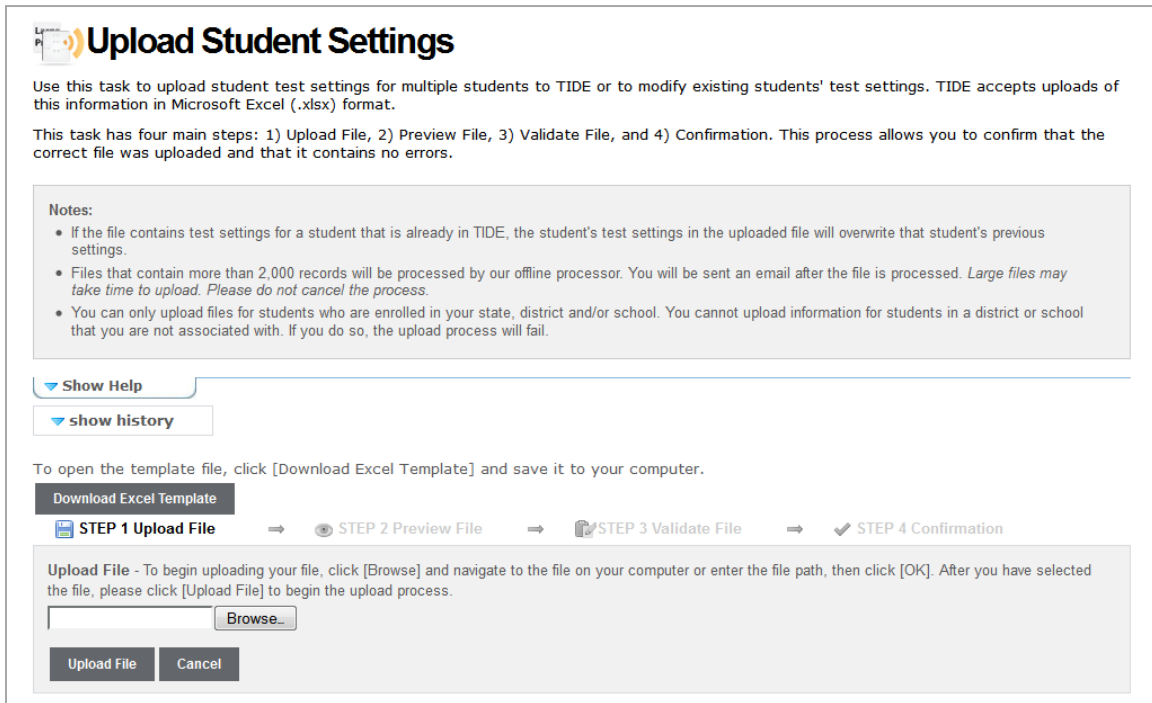
Warnings:
- You can only upload files for students who are enrolled in your district and/or school. You cannot upload information for students in a district or school with which you are not associated.
- If you upload a file that contains information for a student who is not enrolled in your school, the upload process will fail.

Download the student test settings template.

The Excel template is in .xlsx format, which is supported by Microsoft Excel 2007 or newer.

1. Click [**Download Excel Template**].
2. Save the file to the desired location on your computer.
3. Open the file using Microsoft Excel.

Adding or editing students' test settings.

Do not change or move the column headers in the first row. You can expand the columns to better read the headers and text you will add.

Figure 21. Sample Student Settings Template File

Select each student's test settings in each row and respective column.

If you downloaded the student test settings template, you can select the required test setting for each student. Each cell in rows 2 onward contains a drop-down list of options. Leave cells blank for embedded and/or non-embedded feature(s) the student does not use.

Important:

- The SSID column requires you to enter the student's two-letter state abbreviation, followed by a hyphen, and then the SSID.

- The student settings file undergoes validation tests after you upload it. If the entire file upload fails, you must make changes to the original file on your computer and then re-upload the file. If you receive errors or warnings for a few records, you can edit the file and re-upload it, or you can proceed with the file upload and then edit test settings for individual students. Refer to Task: View/Edit Students for instructions on updating student information, including test settings.

Table 8. Student Test Setting Codes

Column/Test Setting	Description	Code
SSID	Student's State-SSID *(e.g., CA-12345678)*	Alphanumeric. Up to 10 characters for California.
Print Size: ELA • The default print size for all tests is 14 pt. • The default font for ELA tests is Times New Roman.	No default zoom applied = 1X (default)	TDS_PS_L0
	Level 1 = 1.5X	TDS_PS_L1
	Level 2 = 1.75X	TDS_PS_L2
	Level 3 = 2.5X	TDS_PS_L3
	Level 4 = 3X	TDS_PS_L4

Column/Test Setting	Description	Code
Print Size: Math • The default print size for all tests is 14 pt. • The default font for math tests is Verdana.	No default zoom applied = 1X (default)	TDS_PS_L0
	Level 1 = 1.5X	TDS_PS_L1
	Level 2 = 1.75X	TDS_PS_L2
	Level 3 = 2.5X	TDS_PS_L3
	Level 4 = 3X	TDS_PS_L4
Color Contrast: ELA	Black on White (default)	TDS_CC0
	Black on Rose	TDS_CCMagenta
	Medium Gray on Light Gray	TDS_CCMedGrayLtGray
	Reverse Contrast	TDS_CCInvert
	Yellow on Blue	TDS_CCYellowB
Color Contrast: Math	Black on White (default)	TDS_CC0
	Black on Rose	TDS_CCMagenta
	Medium Gray on Light Gray	TDS_CCMedGrayLtGray
	Reverse Contrast	TDS_CCInvert
	Yellow on Blue	TDS_CCYellowB
Masking: ELA	Masking Not Available (default)	TDS_Masking0
	Masking Available	TDS_Masking1
Masking: Math	Masking Not Available (default)	TDS_Masking0
	Masking Available	TDS_Masking1
Permissive Mode: ELA	Permissive Mode Disabled (default)	TDS_PM0
	Permissive Mode Enabled	TDS_PM1
Permissive Mode: Math	Permissive Mode Disabled (default)	TDS_PM0
	Permissive Mode Enabled	TDS_PM1

Column/Test Setting	Description	Code
Print on Demand: ELA *Note: If a student requires items to be printed, contact CalTAC. You must provide the student's SSID as well as the reason for the request. This applies to both ELA and Math tests.*	None (default)	TDS_PoD0
	Stimuli	TDS_PoD_Stim
Math Print on Demand *Note: If a student requires items to be printed, contact CalTAC. You must provide the student's SSID as well as the reason for the request.*	None (default)	TDS_PoD0
	Stimuli	TDS_PoD_Stim
Streamlined Interface: ELA	Standard (default)	TDS_TS_Modern
	Streamlined	TDS_TS_Accessibility
Streamlined Interface: Math	Standard (default)	TDS_TS_Modern
	Streamlined	TDS_TS_Accessibility
Text-to-Speech: ELA	None (default)	TDS_TTS0
	Items	TDS_TTS_Item
	Stimuli	TDS_TTS_Stim
	Stimuli and Items	TDS_TTS_Stim&TDS_TTS_Item
Text-to-Speech: Math	None (default)	TDS_TTS0
	Stimuli and Items	TDS_TTS_Stim&TDS_TTS_Item
Language: ELA	English (default)	ENU
	Braille (English only)	ENU-Braille
Language: Math	English (default)	ENU
	Braille (English only)	ENU-Braille
	Spanish (stacked translation)	ESN
ASL: ELA	Do not show ASL videos (default)	TDS_ASL0
	Show ASL videos	TDS_ASL1
ASL: Math	Do not show ASL videos (default)	TDS_ASL0
	Show ASL videos	TDS_ASL1

Column/Test Setting	Description	Code
Translation (Glossary): ELA	English (default)	TDS_WL_Glossary
	None (no glossary)	TDS_WL0
Translation (Glossary): Math **Important:** If you select a single glossary other than English (e.g., Arabic), the selected glossary will override the default English glossary. To enable a translated glossary in addition to the English glossary, select the correct combination code.	English (default)	TDS_WL_Glossary
	English and Arabic	TDS_WL_Glossary&TDS_WL_ArabicGloss
	English and Cantonese	TDS_WL_Glossary&TDS_WL_CantoneseGloss
	English and Filipino	TDS_WL_Glossary&TDS_WL_TagalGloss
	English and Korean	TDS_WL_Glossary&TDS_WL_KoreanGloss
	English and Mandarin	TDS_WL_Glossary&TDS_WL_MandarinGloss
	English and Punjabi	TDS_WL_Glossary&TDS_WL_PunjabiGloss
	English and Russian	TDS_WL_Glossary&TDS_WL_RussianGloss
	English and Spanish	TDS_WL_Glossary&TDS_WL_ESNGlossary
	English and Ukrainian	TDS_WL_Glossary&TDS_WL_UkrainianGloss
	English and Vietnamese	TDS_WL_Glossary&TDS_WL_VietnameseGloss
	Arabic	TDS_WL_ArabicGloss
	Cantonese	TDS_WL_CantoneseGloss
	Filipino	TDS_WL_TagalGloss
	Korean	TDS_WL_KoreanGloss
	Mandarin	TDS_WL_MandarinGloss
	Punjabi	TDS_WL_PunjabiGloss
	Russian	TDS_WL_RussianGloss
	Spanish	TDS_WL_ESNGlossary
	Ukrainian	TDS_WL_UkrainianGloss
	Vietnamese	TDS_WL_VietnameseGloss
	None (no glossary)	TDS_WL0
Closed Captioning: ELA	Closed Captioning Not Available (default)	TDS_ClosedCap0
	Closed Captioning Available	TDS_ClosedCap1
Non-Embedded Designated Supports: ELA	None (default)	NEDS0
	Bilingual Dictionary	NEDS_BD
	Color Contrast	NEDS_CC

Column/Test Setting	Description	Code
	Color Overlay	NEDS_CO
	Magnification	NEDS_Mag
	Read Aloud Items	NEDS_RA_Items
	Scribe Items (Non-Writing	NEDS_SC_Items
	Separate Setting	NEDS_SS
Non-Embedded Designated Supports: Math	None	NEDS0
	Color Contrast	NEDS_CC
	Color Overlay	NEDS_CO
	Magnification	NEDS_Mag
	Read Aloud Items	NEDS_RA_Items
	Scribe Items	NEDS_SC_Items
	Separate Setting	NEDS_SS
	Glossary – Arabic	NEDS_TArabic
	Glossary – Cantonese	NEDS_TCantonese
	Glossary – Filipino	NEDS_TFilipino
	Glossary – Korean	NEDS_TKorean
	Glossary – Mandarin	NEDS_TMandarin
	Glossary – Punjabi	NEDS_TPunjabi
	Glossary – Russian	NEDS_TRussian
	Glossary – Spanish	NEDS_TSpanish
	Glossary – Ukrainian	NEDS_TUkrainian
	Glossary – Vietnamese	NEDS_TVietnamese
Non-Embedded Accommodations: ELA	None	NEA0
	Alternate Response Options	NEA_AR
	Read Aloud Stimuli	NEA_RA_Stimuli
	Scribe Items (Writing)	NEA_SC_WritItems
	Speech-to-Text	NEA_STT
Non-Embedded Accommodations: Math	None	NEA0
	Abacus	NEA_Abacus

Column/Test Setting	Description	Code
	Alternate Response Options	NEA_AR
	Calculator	NEA_Calc
	Multiplication Table	NEA_MT
	Speech-to-Text	NEA_STT

Uploading the student test settings file.

This section outlines the steps required to upload the student settings file. The process is the same as uploading the user file, and also has four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.
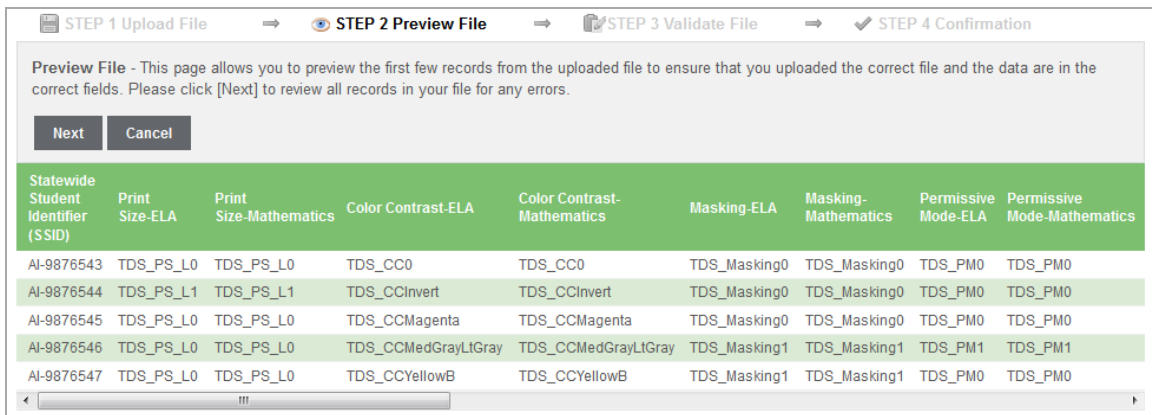
Step 1: Upload File

Figure 22. Upload File
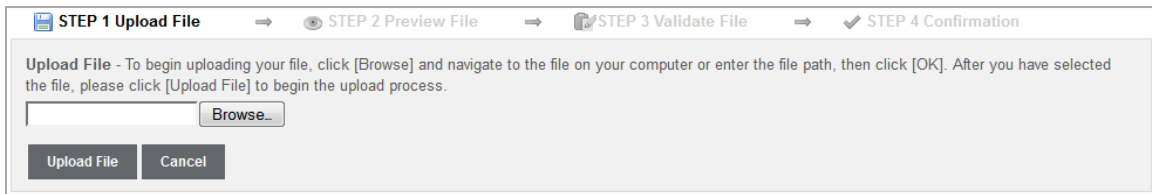
1. Click [**Browse**] and navigate to the saved file on your computer.
2. Select the file and click [**Open**]. The file name will appear in the text box on the screen.
3. Click [**OK**], and then click [**Upload File**].

Step 2: Preview File

Figure 23. Sample Preview File Display

1. Preview the file you selected to ensure that you uploaded the correct file. *(Only a few records are visible on this preview page.)*
2. Click [**Next**] to begin the file validation process.

⚠️ Files that contain more than 2,000 records will be processed by our offline processor. You will be sent an email after the file is processed. *Large files may take time to upload. Please do not cancel the process.*

Step 3: Validate File

The TIDE system performs two validation tests on your file and provides feedback about whether the system is able to upload the file and/or specific records.

There are two types of validation tests: layout validation and data validation.

- The layout validation test determines whether your file has the proper format (e.g., the appropriate fields are numeric or alphanumeric), proper record length, and acceptable values.

- The data validation test determines whether your file meets certain criteria based on the information that is on file (e.g., whether your file includes students that are on record as being associated with your district or school).
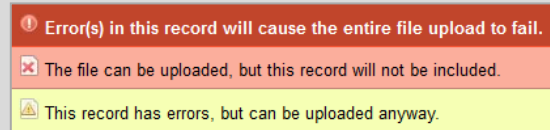
The "Understanding Error Types" section in the next column provides a brief explanation of the three possible error types: fatal error, record errors, and record warnings.

For information about common errors, refer to [Appendix B, Common Errors with File Uploads]*.*

If you have no fatal errors and wish to proceed, click [**Commit File**].

Understanding Error Types

Figure 24. Error Types Key

> ⊘ Error(s) in this record will cause the entire file upload to fail.
> ☒ The file can be uploaded, but this record will not be included.
> ⚠ This record has errors, but can be uploaded anyway.

- ⊘ **If your file has failed**, note the error(s) and the corresponding record number(s). Click [**Cancel**]. Update your file, and then restart the upload process, beginning with Step 1: Upload File.

- ☒ **If you have record errors**, these records *will not be committed* to the TIDE. The records that passed validation can be committed. You may elect to fix the errors in your student file and re-upload it, or to edit students' test setting information using the [**View/Edit Students**] task.

- ⚠ **If you have record warnings**, these records *will be committed.* However, you are strongly encouraged to review the associated records. You may edit students' test setting information using the [**View/Edit Students**] task.

Step 4: Confirmation

After you click [**Commit File**], the accepted records will be uploaded to TIDE. You will also receive an online confirmation message stating that your file was successfully submitted to the TIDE system.

Figure 25. Sample Confirmation Screen

🖫 STEP 1 Upload File	⇒	◉ STEP 2 Preview File	⇒	🖫 STEP 3 Validate File	⇒	✓ **STEP 4 Confirmation**

> ✓ Your file has successfully been submitted to TIDE.
>
> 5 record(s) were loaded into the **TIDE** database.

This process may take a few minutes depending on the number of records and the number of users logged in to TIDE at that time. Once the file is uploaded, a message will appear on your screen.

Upload history.

The TIDE system allows District Test Coordinators and School Test Coordinators to view a history of previously uploaded files, the current status of each one, and how many records were in each file.

Figure 26. Sample Upload History

FileName	Date Uploaded	Status	Records Processed (Count)	Records Rejected (Count)	Validation Log
SampleFile1.csv	1/10/2014 4:43:12 PM	Processed	Download (34)	N/A	Download
SampleFile2.csv	1/12/2014 8:13:53 AM	Processed	Download (3)	N/A	Download
SampleFile3.xlsx	1/12/2014 3:15:29 PM	Processed	N/A	Download (1)	Download
SampleFile4.xlsx	1/12/2014 6:22:39 PM	Processed	Download (61)	N/A	Download

- Click [**show history**]. The section will expand to display a table of previously uploaded files.

  o To download a previously uploaded file, click the link in the "File Name" column.

  o To view only the records that were processed, click the [**Download**] link in the "Records Processed (Count)" column.

  o To view only the records that were rejected (if applicable), click the [**Download**] link in the "Records Rejected (Count)" column.

  o To view the validation error(s) for rejected records, click the [**Download**] link in the "Validation Log" column.

Task Group: Appeals

Starting with the Field Tests administered in 2014, TIDE will manage requests for invalidating, resetting, reopening, or restoring students' assessments. These requests must result from a security incidence that impacted testing. All requests must be approved by the CAASPP Office at the California Department of Education. The CAASPP Office may be reached by phone at 916-445-8765 or by email at caaspp@cde.ca.gov.

This section will be updated in March, prior to the start of the Field Test window.

Task Group: Voice Pack

For the Spring 2014 Field Test, District Test Coordinators or School Test Coordinators may download a specially licensed commercial voice pack for Windows computers at no cost.

The NeoSpeech™ Julie Voice Pack is available for supported Windows computers (XP [Service Pack 3], Vista, 7, 8.0, and 8.1). This voice pack can be used instead of the default Microsoft voice pack installed on those computers and used by students who have text-to-speech.

Pursuant to an agreement between NeoSpeech™ and the American Institutes for Research, this voice pack may be used only in conjunction with, and not separate from, the Smarter Balanced online assessments delivered by AIR's Test Delivery System.

Instructions for downloading the NeoSpeech™ Julie Voice Pack are available from this Voice Pack task page.

Figure 27. Voice Pack: Download NeoSpeech™ Voice Pack

Appendix A: Opening a CSV File in Excel

You can open CSV files in Excel. Follow these steps to view the file correctly.
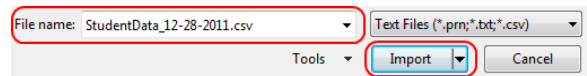
1. Open Microsoft Excel, and click the **Data** menu tab.

2. In the Data menu, click the "From Text" icon. The Import Text File dialog window will open.
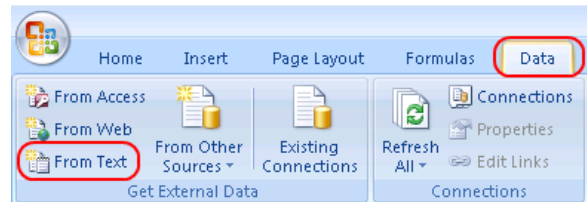
3. Navigate to the location where you saved the file. Select the file and then click [**Import**].

4. The Text Import Wizard window will open. You will have to navigate through three steps:

   a. **Step 1:** Make sure "Delimited" is selected, and click [**Next**].

   Note: This window also has a preview of the data in the file you selected. This allows you to verify that you selected the correct file.
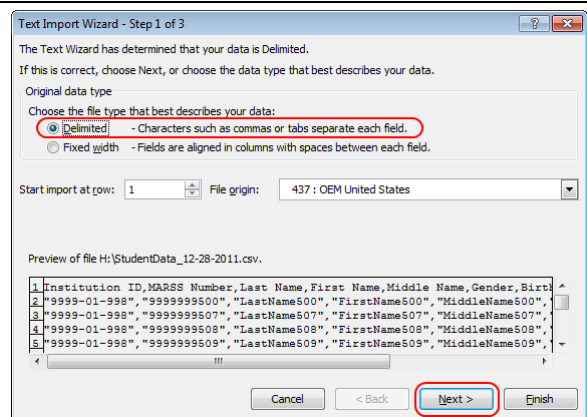
   b. **Step 2:** Click the check box next to "Comma" and click [**Next**].
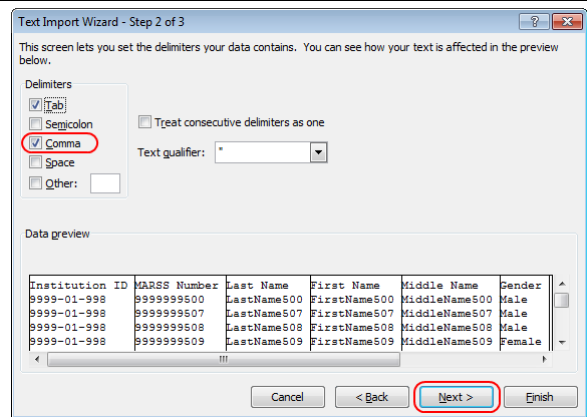
   c. **Step 3:** Format numerical data as text.
      1. In the Data Preview section, click a column. (The selected column will have a black background.)
      2. In the Column Data Format section, click the radio button next to "Text."
      3. Repeat for each column (especially for the following columns: District ID, School ID, SSID, and Birth Date).
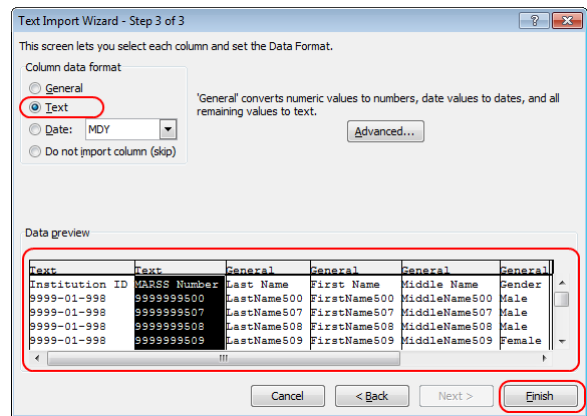
   d. Click [**Finish**]. The data should populate in separate columns in Excel.

Appendix B: Common Errors with File Uploads

For upload tasks (Upload Users and Upload Test Settings), common errors can prevent records from being added or modified correctly.

File Validation
TIDE "screens" each file to check for any errors in the file. This section will display any errors that exist in the file you uploaded. If your file has no errors, you will see "Your file has passed validation." This message indicates that the file was uploaded successfully and has no errors. (The file has not yet been committed to TIDE. To submit the file to TIDE, you must click [**Commit File**].)

If your file has errors
Files with data *not in the correct format* as shown in the template will generate error messages by row, identifying the error(s) by line (row) record in the file.

Some errors will prevent a record from uploading (e.g., invalid SSID or grade). A table of validation messages will appear and contains information about the errors.
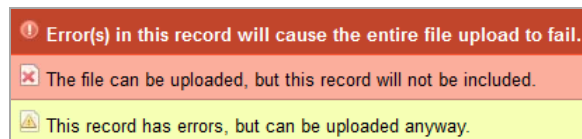
Sample Error Messages

	Record Number	Field Name	Field Value	Validation Message
☒	2	SSID	123456789	Student not active in current Administration
☒	2	SSID	123456789	SSID must exist in system

- **Record #:** The row in the file in which the error appeared
- **Field Name:** The column name that contains the error
- **Field Value:** The text that you entered in the cell
- **Validation Message:** A brief description of the error

Note: It is possible for a single record to have multiple errors.

Depending on the severity of the error(s), one of the following will occur:
- The file will fail to upload.
- The file will upload, but TIDE will exclude the record(s) that had errors.
- The file will upload, and TIDE will accept the record(s) that had errors. (These records will need to be fixed in TIDE or uploaded in a new file.)

- ⓘ Error(s) in this record will cause the entire file upload to fail.
- ☒ The file can be uploaded, but this record will not be included.
- ⚠ This record has errors, but can be uploaded anyway.

Records without errors will be automatically accepted by the system.

If your file included errors, you have two options:
- **Abort the upload.** Click [**Cancel**], and then click [**OK**]. You can then make edits to the CSV file, save it, and begin the upload process again.
- **Proceed with the upload, and add the information to TIDE.** To do so, click [**Commit File**]. Only records without errors or records with acceptable errors (rows in yellow) will be uploaded to the system.

These are some common errors:

- Having blank rows between records
- Inserting invalid characters (refer to appropriate user guide sections for information about accepted formats)
- Uploading a test setting file that contains students who do not already exist in TIDE.
- Uploading a file containing students or users in a school or district with which you are not associated.
- Uploading a file containing student test settings for students with which you are not associated.

If problems exist for a single record and you are unable to successfully upload that record, contact CalTAC for assistance by email at CalTAC@ets.org or by phone at 800-955-2954.