

# OAKS Online

## User Guide for the Test Information Distribution Engine

2010–2011

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## Introduction

The Test Information Distribution Engine (TIDE) provides administrators with the tools to add and manage OAKS Online users. TIDE uses a role-specific design to restrict access to certain tools and applications based on the user's designated role.

In addition to creating new administrative users and modifying roles, TIDE allows authorized users to view and edit student attributes, including target up, test restrictions, and default test settings. Enhanced searches for students based on assigned system features, target up, or restricted test access are also available.

## TIDE Home Page

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

The screenshot shows the TIDE Home page. At the top, a dark blue header contains the user information: "User: AIRORGNw, DTSA Role: DTSA" and navigation links: "MY ACCOUNT", "HELP", "CONTACT US", "LOGOUT". Below this, a light blue banner features the "OAKS ONLINE" logo on the left and a box on the right stating "District: (9999) 222 AIR Training District" and "Administration: Oregon Assessment of Knowledge and Skills". A green bar below the banner contains the word "TIDE". A navigation menu below the green bar includes "Home", "User Information", "Student Information", "Student Settings", "Student Restrictions", and "General Resources". The main content area is titled "Home" and contains a "Welcome to the Test Information Distribution Engine (TIDE)" section. This section includes a brief description of the site's purpose and instructions on how to navigate. Below the text are five icons representing different features: "User Information" (a person icon), "Student Information" (a document icon), "Student Settings" (a document icon with a gear), "Student Restrictions" (a stop sign icon), and "General Resources" (a stack of books icon). At the bottom of the page, the text "Oregon Department of Education, 255 Capitol Street NE, Salem, OR 97310-0203" is displayed.

## Navigating the TIDE Interface

The TIDE interface uses tabs as the principal means of navigation. These clickable tabs resemble file folders and allow the user to navigate easily through the interface. Some tabs in the TIDE interface contain multiple sub-tabs, as displayed below. TIDE is automatically configured to show only the features that are available to you based on your user role. The image below is representative for DTSA users.



## 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.



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
- **[Help]**—Click to view and download the TIDE User Guide
- **[Contact Us]**—Click to view AIR Help Desk contact information
- **[Log Out]**—Click to log out of the site

## My Account

The **My Account** section contains information about your account. You can access it by clicking the **[My Account]** button.

This section is where you can update your personal information as well as change your password for OAKS Online systems (TIDE, Test Administration, TA Interface Training Site, and Online Reporting).

A form titled 'My Account' with a close button (X) in the top right. Below the title is the text 'You may update your personal information and password on this page.' The form is divided into two sections: 'My Information' and 'Change My Password (Optional)'.  
**My Information:**  
\* First Name:   
\* Last Name:   
\* Email:   
Phone number:   
Role: DTSA 9999-222 AIR Training District  
**Change My Password (Optional):**  
Old Password:   
New Password:   
New Password (again):   
At the bottom left of the form is an 'Update' button.

To change your password, enter your current password in the first field, followed by your new password in the following two fields. Password changes take effect immediately and apply to all OAKS Online systems.

## TIDE Tasks

The following features and functions, called tasks, are included in TIDE. Tasks are identified by their tab names. Please refer to Table 1 to see which user roles have access to each task.

- **User Info**
  - Add, upload, view, and edit information for users within your institution who are below your designated role level.
- **Student Information**
  - View student information, including test settings such as assigned system features, test restrictions, and target up status
- **Student Settings**
  - View and edit student test settings, including on-screen color, print-on-request, default language settings, and more.
- **Student Restrictions**
  - View and edit student test restrictions (blocking students from taking tests in a specified subject)
- **Paper Writing**
  - Order Writing booklets for students who will not take the Writing assessment online
- **General Resources**
  - View information on user role definitions and assessment accommodations

**Table 1. User Roles and Task Access in TIDE**

Tasks	DSA	DTSA	STC	TA	TT	DRV/SRV
<b>Home</b>	✓	✓	✓	✓	✓	✓
My Account	✓	✓	✓	✓	✓	✓
<b>User Information</b>	✓	✓	✓			
Add Users	✓	✓	✓			
View/Edit Users	✓	✓	✓			
Upload Users	✓	✓	✓			
<b>Student Information</b>	✓	✓	✓	✓	✓	
View Student Information	✓	✓	✓	✓	✓	
<b>Student Settings</b>	✓	✓	✓	✓	✓	
View/Edit Settings	✓	✓	✓	✓	✓	
<b>Student Restrictions</b>	✓	✓	✓			
View/Edit Restrictions	✓	✓	✓			
Upload Restrictions	✓	✓	✓			
<b>Paper Writing</b>	✓	✓				

## User Info



The User Info section contains the following sub-tabs:

Add Users  
View/Edit Users  
Upload Users

This section of TIDE allows authorized users to add new users or modify existing users (either individually or through a file upload process). Only DTSA, DSA, and STC users have access to this task.

Authorized users can only view, add, or modify the users within their district and/or institution who have a lower role level.

### Add Users

Use this page to add new users to TIDE individually. Adding users on this page does not require uploading a CSV file.

Select a role, district, and institution from the drop-down menus. The district and institution lists will automatically update after you select a role from the drop-down menu.

The 'Add Users' form includes the following fields and instructions:

- Role: School Test Coordinator (STC)
- District: 1894 - Baker SD 5J
- School: - Select an institution -
- My Information:
  - \* First Name: [text input]
  - \* Last Name: [text input]
  - \* Email: [text input]
  - Phone number: [text input]

Buttons: Add User

Active Period: Does not close  
Status: Completed

This page allows you to add a user whose role is below your level. From the drop-down list, select a role. Verify the district and/or institution that person should be associated with, then enter the user's information in the fields below. When you are done, click [Save] to add the user to TIDE.

Please note: The e-mail address cannot be changed once it is entered into TIDE. Please ensure that the user's e-mail address is accurate.

### View/Edit Users

Use this page to search for OAKS Online users within your district and/or institution who are below your role level. Select a role, district, and institution from the drop-down menus. The district and institution lists will automatically update after you select a role.

To help narrow your search results, you may also search for users by First Name, Last Name, or e-mail address.

The 'View/Edit Users' form includes the following fields and instructions:

- Role: School Test Coordinator (STC)
- District: 1894 - Baker SD 5J
- School: - Select an institution -
- Search Fields:
  - First Name: [text input]
  - Last Name: [text input]
  - Email: [text input]
  - Phone number: [text input]

Buttons: Search

Active Period: Does not close  
Status: Completed

This page allows you to view and edit information for users below your role level in a selected school.

To begin, select a role level from the drop-down list, then select a district and/or institution. If you know the specific user whose information you need to view and/or edit, you may enter that person's information (e.g., first name and/or last name). Click [Search] to generate the list of users that match your selection criteria.

- To edit a user's information, click the [Edit] button in that person's row.
- To delete a user, click the check box in that person's row, and then click [Delete Users].

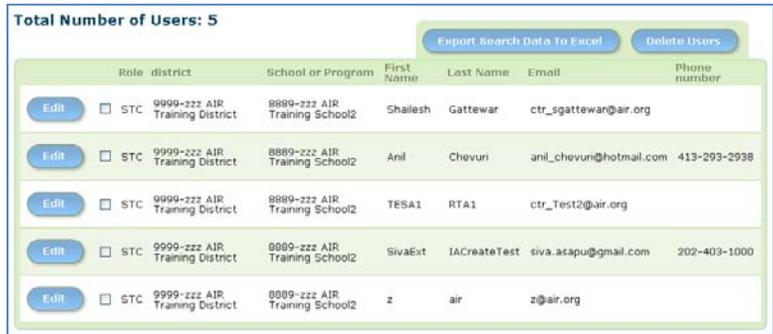
## User Search Results

Each row contains information for that user, including: First Name, Last Name, Phone, E-mail, Institution, and Role. Each row also contains an **[Edit]** button and a check box.

## Exporting Search Data to Excel

You can export your search results to a CSV file (which can be opened using Microsoft Excel or a notepad application).

Simply click **[Export Search Data to Excel]** and save the file to the location you want on your machine. You can use this CSV file to make numerous edits to user information as well as add new users to TIDE. See the Upload Users section for information on how to edit and upload user CSV files.



Total Number of Users: 5

	Role	district	School or Program	First Name	Last Name	Email	Phone number
<input type="checkbox"/>	STC	9999-222 AIR Training District	8889-222 AIR Training School2	Shalesh	Gattewar	ctr_sgattewar@air.org	
<input type="checkbox"/>	STC	9999-222 AIR Training District	8889-222 AIR Training School2	Anil	Chevuri	anil_chevuri@hotmail.com	413-293-2938
<input type="checkbox"/>	STC	9999-222 AIR Training District	8889-222 AIR Training School2	TESA1	RTA1	ctr_test2@air.org	
<input type="checkbox"/>	STC	9999-222 AIR Training District	8889-222 AIR Training School2	SivaSxt	IACreateTest	siva.asapu@gmail.com	202-403-1000
<input type="checkbox"/>	STC	9999-222 AIR Training District	8889-222 AIR Training School2	z	air	z@air.org	

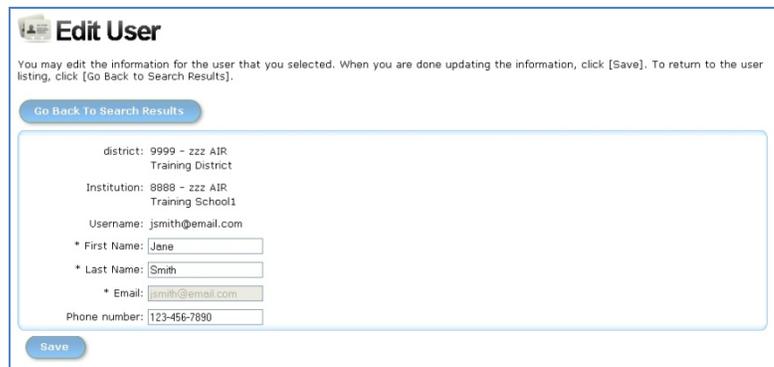
## Deleting Users

You may also delete users on this page. Click the check box in the row for each user that you want to delete, and then click the **[Delete Users]** button. A confirmation window will appear, asking you 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 into OAKS Online systems.

## Editing User Information

Click the **[Edit]** button for a user whose information you want to view and update. You will be directed to the Edit User page. You can only update the user's first name, last name, and phone number.

If you need to re-associate the user with a different district or institution, you will need to follow the process outlined in the Upload User section.



**Edit User**

You may edit the information for the user that you selected. When you are done updating the information, click [Save]. To return to the user listing, click [Go Back to Search Results].

[Go Back To Search Results](#)

district: 9999 - 222 AIR Training District  
Institution: 8888 - 222 AIR Training School1  
Username: jsmith@email.com

\* First Name:   
\* Last Name:   
\* Email:   
Phone number:

[Save](#)

When you are done updating the user's information, click **[Save]**. To return to the search results listing, click **[Go Back To Search Results]**.

## Upload Users

Use this page to upload a group of users to TIDE or to modify profiles for existing users. TIDE accepts uploads of user information in CSV (ASCII) format. CSV files can be opened/edited using spreadsheet applications such as Microsoft Excel or a notepad application.

Reminder: You can only upload information for users who are below your role level and who are within your district and/or institution. You cannot upload information for users in a district or institution that you are not associated with. If you upload a file that contains information for a user role or District or Institution ID that you are not associated with, the upload process will fail.

### Creating a CSV File

Users can download the CSV template by clicking the [**Download Template**] button or use the CSV file created with the [**Export Search Data to Excel**] feature with their search results.

If you use the Download Template option, save the file using the following format:

- ▶ TIDEUserUploadFile(07-22-10).csv

### Adding or Editing User Information

**Do not change or move the column headers in the first row.** Enter each user's information in each row and respective column. Data must be entered in each column as standard text (any formatting such as bold, italics or highlighting will be lost during the upload).

	A	B	C	D	E	F	G	H
1	DistrictID	InstitutionID	FirstName	LastName	Email	Role	Phone	Action
2								
3								
4								
5								

The CSV file contains the following columns:

- *District ID* – refer to the “Institution Lookup” tool within the General Resources tab for help
- *Institution ID* – refer to the “Institution Lookup” tool within the General Resources tab for help
- *First name*
- *Last name*
- *Email address*
- *Phone* – (format: xxx-xxx-xxxx). An extension can also be appended.
- *Role* – defined on the “Role Definitions” page in the General Resources tab
- *Action* – enter one of the following options:
  - *Add* – Identify/add new users
  - *Delete* – Remove the user from the system

After you have finished modifying and/or adding users to your CSV file, **save** the file.

### Adding Users to Multiple Institutions

To add users to multiple institutions, follow the steps below:

1. Enter the user on separate lines in the upload file – one line for each institution
2. For each institution (it doesn't matter which one is entered first), enter "ADD" as the action

	A	B	C	D	E	F	G	H
1	DistrictID	InstitutionID	FirstName	LastName	Email	Role	Phone	Action
2	1234	123	Mary	Smith	<a href="mailto:msmith@email.com">msmith@email.com</a>	TA	123-456-7890	ADD
3	1234	456	Mary	Smith	<a href="mailto:msmith@email.com">msmith@email.com</a>	TA	123-456-7890	ADD
4	1234	789	Mary	Smith	<a href="mailto:msmith@email.com">msmith@email.com</a>	TA	123-456-7890	ADD

When users are added to multiple institutions in the same upload, they will receive a single e-mail containing a single login and password. Users added to multiple institutions using multiple uploads will receive separate e-mails. In this event, the most recent e-mail contains the correct information to log in to the system.

### Updating or Correcting Previously Uploaded Information

To update e-mail addresses or district/institution affiliations:

1. Upload the user with "DELETE" as the action (this removes the incorrect/outdated record from the system).
2. Upload the user with "ADD" as the action and the corrected e-mail/affiliation entered in the file.

E-mail addresses are used to identify unique individuals in the system and can only be corrected by deleting the incorrect record and adding a new, correct one.

To update any other user attributes including name or phone number:

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

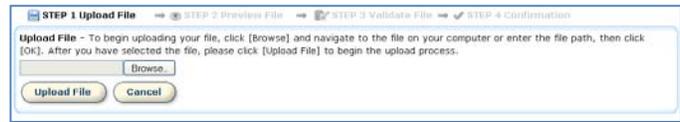


For users with multiple records in the system (the same e-mail address is used but for multiple Districts/Institutions), use ADD as the action when uploading a new name or phone number. This will update *all multiple records for the user*. You do not need to update each individual record for that user.

## Uploading the CSV File

### Step 1 – Upload File

1. Click [**Browse**] to locate the saved CSV file on your computer.
2. Select the file (click [**OK**]) and then click [**Upload**].



### Step 2 – Preview Records

1. Preview the file that 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 Records

If the upload was successful, the users' information will be displayed on the screen. You will be prompted to review these records for any warnings and/or errors.

The “Your file was validated” message indicates that the file was uploaded successfully and verified for any errors. (The file has not yet been committed to TIDE.)

- Files that contain records with errors will display an error message. Depending on the severity of the error, either the entire file will fail or just the records with errors will fail.
- Records without errors will be automatically accepted by the system.

Files with data *not in the correct format* as shown in the template will generate error messages by row, identifying the error(s) in the CSV file.

### Step 4 – Confirmation

After you have clicked [**Commit User File**], you should receive a confirmation message stating that your file was successfully submitted to the TIDE system.



You have two options:

- To abort the upload, click [**Cancel**]. You can then make edits to the CSV file and begin the upload process again.
- To proceed with the upload and add the user information to TIDE, click [**Commit User File**]. Only those records without errors will be uploaded to the system.

*If problems exist for a single record and you are unable to successfully upload that record, please call your Regional Assessment Support ESD Partner for assistance.*



## Student Information

Use this section to view information for students within your district and/or institution.

The drop-down menus contain only those districts and/or institutions you are permitted to access.

### View Students

This page lets you view student records. The drop-down menus below contain only those districts and/or institutions you are permitted to access. Select the district and/or institution from the list(s) and click [Search]. To narrow your search, you can also select an enrolled grade, or enter a student's SSID or last name.

To view a student's complete record, click [Edit] next to his or her name. The page will reload with the student's information.

Notes:

- You may view student records for all students in a school; to do so, do not enter an SSID or last name.
- All columns in the table are sortable. To sort by a specific category, click the header in first row of the table. For example, click **Enrolled Grade** to sort from lowest to highest grade. Click **Enrolled Grade** again to sort from highest to lowest.

Institution:

SSID:

First Name:

Last Name:

Enrolled Grade:

## Searching for Student Records

Select the district and/or institution from the list(s) and click [**Search**]. To narrow your search, you can also select an enrolled grade, or enter a student's SSID or first or last name.

Each row contains information for students, including: School Institution ID, SSID, First Name, Last Name, Middle Name, Gender, Date of Birth, and Enrolled Grade. Each row also contains an [**Edit**] button.

**Total Number of Students: 237**

	Institution ID	SSID	First Name	Last Name	Middle Name	Gender	Date of Birth	Enrolled Grade
<input type="button" value="Edit"/>	8888	999999673	MELISA	ANDREWS	E	F	01051995	Grade 10
<input type="button" value="Edit"/>	8888	999999914	GREGORY	BAKER	F	M	12071992	Grade 05
<input type="button" value="Edit"/>	8888	999999923	JOAN	BANKS	A	F	12071992	Grade 06
<input type="button" value="Edit"/>	8888	999999924	HOWARD	BARNES	G	M	12071992	Grade 07
<input type="button" value="Edit"/>	8888	999999929	APRIL	BATES	S	F	12071992	Grade 06
<input type="button" value="Edit"/>	8888	999999922	ERIN	BENNETT	T	F	12071992	Grade 05

1 2 3 4 5 6 7 8 9 10 ...

Note: All columns in the table are sortable. To sort by a specific category, click the header in the first row of the table. For example, click Grade to sort from lowest to highest grade. Click Grade again to sort from highest to lowest.

## Filtering Search Data

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.

1. Click [**Filter Search Data**]. A pop-up window will appear with some basic demographic fields.
2. Enter or select demographic information and click [**Search**]. The student record listing will update to include only those students who match your search parameters.

To view a student's complete record, click [**Edit**] next to his or her name. The page will load with the selected student's information. If you need to edit the student's test settings or restrictions, and you are an authorized user, you will need to use the Student Settings or Student Restrictions tasks.

## Viewing a Student's Complete Record

The **View Student Details** page allows you to view the complete demographic and testing information for the student that you selected.

You can view the student's personal and demographic information, any ethnic flags that may be set and his or her address and home phone number.

You can also view the student's test settings, including restrictions and designated system features.

None of the data on this page are editable. If you need to update the student's personal, demographic or ethnicity information, or Target Up status, contact your District Test Coordinator. The Oregon Department of Education submits updated student information nightly to TIDE.

If the student's test restrictions or other test settings need to be changed, you may edit that information in the respective tabs in TIDE. Refer to the Student Settings and Student Restrictions sections in this user guide for additional information.

When you are done viewing the student's information, click **[Go Back to Search Results]** and return to the student record listing.

### View Student Details

This page shows the demographic information for the student you have selected. All information on this page is read-only. If you need to update student settings, including accommodations and test restrictions, navigate to the Accommodations and Student Restrictions tabs. To return to the student listing, click [\[Go Back to Search Results\]](#).

[Go Back to Search Results](#)

Institution ID: 0888

#### Student Information

\* SSID: 000000073  
\* First Name: MELISSA  
\* Last Name: ANDREWS  
Middle Name: F  
\* Gender: F  
\* Date of Birth: 01/01/1995  
\* Enrolled Grade: Grade 10  
Preferred Last Name: Last673  
Preferred First Name: First673  
Preferred Middle Name: Mid73  
District/Local Student ID Number: 120752

#### Ethnicity

\* Hispanic Ethnic Flag: No  
\* American Indian/Alaskan Native Ethnic Flag: No  
\* Asian/Pacific Islander Ethnic Flag: Yes  
\* African American Ethnic Flag: No  
\* White Ethnic Flag: No  
\* Declined to Report Ethnic Flag: No  
Limited English Proficiency: Y  
Parent SSID:   
\* Multi-racial Ethnic Flag: N  
Ethnic Code Flag: 1  
Pacific Islander Race Flag:   
Race Fill:

#### Demographics

Economically Disadvantaged Flag: N  
Special Education Flag: N  
Migrant Education Flag: N  
Indian Education Flag: N  
Intellectually Gifted: N  
Academically Talented Reading: N  
Academically Talented Math: N  
Potentially TAG: N  
Creative Ability: N  
Leadership Ability: N  
Visual and Performing Arts Ability: N  
Language of Origin: 3200  
Title I: N

#### Address

Phone Number:   
Street Address: about  
City: SALEM  
Zip Code: 97233

#### Target Up

Reading: [None]   
Mathematics: [None]

#### Test restriction

Writing  
Reading  
Mathematics  
Social Sciences  
Science  
ELPA  
ELPA Speaking

#### Student settings

Color Choices: None  
Print Size: Larger  
Item Types Exclusion: --Select a Item Types Exclusion--  
Accommodation Codes: None, A101, A102, A103, A104, A105, A106, A107, A201, A202, A204, A205, A208, A209, A211, A212, A213, A214, A301, A302, A303, A307, A308, A401, A402, A403, A404, A501, A304, A206, A207, A210, A215, A216, A217, A305, A306, A203  
Modification Codes: None, K024, K025, K026, K027, K028, K029, K030, K031, K032, K033, K034, K036, K037, K038, K039, K040, K041, K043, K050, K051

#### Print on Request

Writing: [No Selection]   
Reading: [No Selection]   
Mathematics: [No Selection]   
Social Sciences: [No Selection]   
Science: [No Selection]   
ELPA: [No Selection]   
ELPA Speaking: [No Selection]

#### Language

Writing: [No Selection]   
Reading: [No Selection]   
Mathematics: [No Selection]   
Social Sciences: [No Selection]   
Science: [No Selection]   
ELPA: [No Selection]   
ELPA Speaking: [No Selection]

Number of Accommodations: --Select a Number of Accommodations--

## Student Settings



The Student Settings section contains the following sub-tabs:

Student Settings  
Upload Student Settings

### Student Settings

Use this page to view and edit test settings for students within your district and/or institution. Test settings set in TIDE become part of the student's attribute, making these the default test settings for that student.

*Please note that if a student transfers schools or district, his or her test settings will move with the student and not be changed or reset.*

**Student Settings**

This page lets you review and edit student test settings and accommodations. The drop-down menus below contain only those districts and/or institutions you are permitted to access. Select the district and/or institution from the list(s) and click [Search]. To narrow your search, you can also select an enrolled grade, or enter a student's SSID or last name.

To view and edit a student's settings, click **Edit** next to his or her name. The page will reload with the student's information.

*Notes:*

- You may populate a list of student records for all students in a school; to do so, do not enter an SSID or last name.
- All columns in the table are sortable. To sort by a specific category, click the header in first row of the table. For example, click **Enrolled Grade** to sort from lowest to highest grade. Click **Enrolled Grade** again to sort from highest to lowest.

Search filters:

Institution: [- Select an institution -]  
 SSID:   
 First Name:   
 Last Name:   
 Enrolled Grade: All grades

**Search**

### Searching for Student Records

Select the district and/or institution from the list(s) and click [**Search**]. To narrow your search, you can select an enrolled grade or enter a student's SSID, first name, or last name.

Each row displays information for students, including test settings, as well as an [**Edit**] button.

*Notes: All columns in the table are sortable. To sort by a specific category, click the header in the first row of the table. For example, click Enrolled Grade to sort from highest to lowest. Click Enrolled Grade again to sort from lowest to highest.*

Total Number of Students: 237

Filter Search Data    Export Search Data To Excel

	Institution ID	SSID	First Name	Last Name	Middle Name	Gender	Date of Birth	Enrolled Grade	Color Choices	Print Size	Item Typ Exclusion
<b>Edit</b>	8888	9999999673	MELISA	ANDREWS	E	F	01051995	Grade 10	None	Larger	
<b>Edit</b>	8888	999999914	GREGORY	BAKER	F	M	12071992	Grade 05	White on Navy	Normal	No Grid It
<b>Edit</b>	8888	999999923	JOAN	BANKS	A	F	12071992	Grade 06			No Exclud
<b>Edit</b>	8888	999999924	HOWARD	BARNES	G	M	12071992	Grade 07			
<b>Edit</b>	8888	999999929	APRIL	BATES	S	F	12071992	Grade 06			
<b>Edit</b>	8888	999999922	ERIN	BENNETT	T	F	12071992	Grade 05			

1 2 3 4 5 6 7 8 9 10 ...

### Filtering Search Data

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.

1. Click [**Filter Search Data**]. A pop-up window will appear with some basic demographic fields.

2. Enter or select demographic information and click [**Search**]. The student record listing will update to include only those students who match your search parameters.

To view a student's complete record and edit test settings, click [**Edit**] next to his or her name. The **Edit Student Settings** page will load with the selected student's information.

### Editing Student Settings

The **Edit Student Settings** page allows you to view and edit the test settings for the student that you selected. You can view but not edit the student's personal information.

You can update all test settings and identify whether the student will receive any assessment accommodations on this page.

System features for online testing include:

- **Color Choices:** Screen color options
- **Print size:** Normal, large, largest
- **Item Types Exclusion:** Restrict the student from viewing certain item types, such as grid items.
- **Print on Request:** Allow student to request printing of items, stimuli, and/or reading passages in each subject

**IMPORTANT:** Be sure to review page 11 of the 2010–2011 Test Administration Manual for guidelines on determining and documenting which students need access to printed test items before setting this

**restricted resource** for a student. The ability to request printed Reading passages will remain the default setting for all students.

- **Language:** Select the default language for each subject test as available. (**Note:** Spanish Reading is only available at Grade 3).

In addition to assigning system features for the student, this page allows you to identify whether the student will receive any assessment accommodations or modifications. Descriptions of all accommodations are listed in the General Resources tab in the Assessment Accommodations section.

When you are done editing the student's test settings, click [**Save Changes**]. To return to the student record listing, click [**Go Back to Search Results**].

## Upload Student Settings

Use this page to upload student settings for multiple students to TIDE or to modify existing student settings. TIDE accepts uploads of student settings in CSV (ASCII) format. CSV files can be opened/edited using spreadsheet applications such as Microsoft Excel or a notepad application.

### Upload Student Settings

Use this page to upload student settings for multiple students to TIDE or to modify existing student settings. TIDE accepts uploads of this information in CSV (ASCII) format. CSV files can be opened and edited using a spreadsheet application such as Microsoft Excel or a notepad application.

*Reminder:* You can only upload student settings for students who are enrolled within your district and/or institution. You cannot upload student settings for students in a district or institution that you are not associated with. If you upload a file that contains information for a student that is not enrolled in your district and/or institution, the upload process will fail.

To see the template file, click [\[Download Specification File\]](#) and save it to your computer. [Download Specification File](#)

STEP 1 Upload File
STEP 2 Preview File
STEP 3 Validate File
STEP 4 Confirmation

**Upload File** - To begin uploading your Student Settings file, click [\[Browse\]](#) and navigate to the file on your computer or enter the file path, then click [\[OK\]](#). After you have selected the file, please click [\[Upload File\]](#) to begin the upload process.

*Reminder: You can only upload student settings for students who are enrolled within your district and/or institution. You cannot upload student settings for students in a district or institution that you are not associated with. If you upload a file that contains information for a student that is not enrolled in your district and/or institution, the upload process will fail.*

### Creating the CSV File

Users can download the CSV template by clicking the **[Download Specification File]** link.

If you download the CSV template, save the file using the following format:

- ▶ TIDETestSettingsUploadFile(09-07-10).csv

### Adding or Editing Student Settings Information

**Do not change or move the column headers in the first row.** You *can* expand the columns to better read the text in them.

Enter each student’s test settings information in each row and respective column. Data must be entered in each column as standard text (any formatting such as bold, italics or highlighting will be lost during the upload). *Note: If a cell is left empty, that attribute will be ignored in the upload process, and the student will continue to have the previous attribute value for that setting.*

	A	B	C	D	E	F	G	H	I
1	SSID	Color Choices	Print on Request: R	Print on Request: M	Print on Request: S	Print on Request: S	Print on Request: W	Language: R	Language: M
2									
3									
4									
5									

The CSV file for uploading test restriction information contains 16 columns. The complete list of columns with valid attributes is shown below. You must enter the code that corresponds with the setting the student(s) need.

Column/Test Setting Name	Description	Code
<b>SSID</b>	Student's SSID	(numeric), no spaces or dashes
<b>Color Choices</b> Enter the correct code for the background color that the student needs. This setting will apply to all subject tests the student takes.	None (no background change)	TDS_CC0
	Yellow background	TDS_CCYellow
	Blue background	TDS_CCBBlue
<b>Print on Request (PoR)</b> For each <i>Print-on-Request: Subject</i> column, enter the correct code for the setting the student should have. Column C: Print on Request: Reading Column D: Print on Request: Mathematics Column E: Print on Request: Science Column F: Print on Request: Soc. Sciences Column G: Print on Request: Writing <i>Note: Only DSAs or DTSAs may set or edit this test setting.</i>	Disable PoR feature (available for <i>Math, Science, and Social Sciences</i> )	TDS_PoD0
	Enable PoR for Stim (available for <i>Reading</i> )	TDS_PoD_Stim
	Enable PoR for Items (available for <i>Math and Writing</i> )	TDS_PoD_Item
	Enable PoR for Stim & Items (available for <i>Reading, Science and Social Sciences</i> )	TDS_PoD_Stim&TDS_PoD_Item
<b>Language</b> For each <i>Language: Subject</i> column, enter the correct code for the language setting the student should have. Column H: Language: Reading Column I: Language: Mathematics Column J: Language: Science Column K: Language: Soc. Sciences Column L: Language: Writing Column M: Language: ELPA Column N: Language: ELPA Speaking	Set English as test language (available for <i>Reading, Math, Science, Social Sciences, Writing, ELPA, and ELPA Speaking</i> )	ENU
	Set Spanish as test language (available for <i>Math, Science, Social Sciences, Writing, and Grade 3 Reading</i> )  <i>Note: If a test is not provided in Spanish, the student will see English.</i>	ESN
<b>Item Type Exclusion</b> If a student should not view grid items, enter the code to exclude them from tests. This setting applies to all subject tests. <i>Note: Only DSAs or DTSAs may set or edit this test setting.</i>	No items are excluded	TDS_ItemTypeExcl_None
	Grid items are excluded	TDS_ItemTypeExcl_GI
<b>Print Size</b> Enter the default print size that the student should be presented with upon starting a test. This setting applies to all subject tests.	Normal (approx. 12 point font)	TDS_PS_Normal
	Larger (approx. 18 pt. font)	TDS_PS_Larger
	Largest (approx. 26 pt. font)	TDS_PS_Largest

After you have finished modifying and/or adding students to your CSV file, **save** the file.

## Uploading the Student Settings CSV File

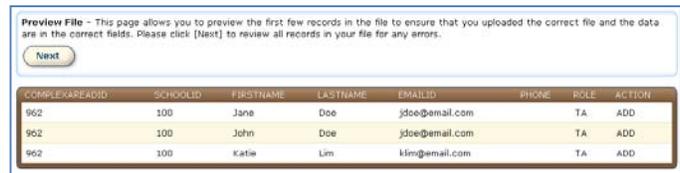
### Step 1 – Upload File

3. Click [**Browse**] to locate the saved CSV file on your computer.
4. Select the file (click [**OK**]) and then click [**Upload**].



### Step 2 – Preview Records

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



### Step 3 – Validate Records

If the upload was successful, the students' information will be displayed on the screen. You will be prompted to review these records for any warnings and/or errors.

The “Your file was validated” message indicates that the file was uploaded successfully and verified for any errors. (The file has not yet been committed to TIDE.)

- Files that contain records with errors will display an error message and will not be accepted.
- Records without errors will be automatically accepted by the system.

Files with data *not in the correct format* as shown in the template will generate error messages by row, identifying the error(s) in the CSV file.

### Step 4 – Confirmation

After you have clicked [**Commit File**], you should receive a confirmation message stating that your file was successfully submitted to the TIDE system.



You have two options:

- To abort the upload, click [**Cancel**]. You can then make edits to the CSV file and begin the upload process again.
- To proceed with the upload and add the students' information to TIDE, click [**Commit File**]. Only those records without errors will be uploaded to the system.

*If problems exist for a single record and you are unable to successfully upload that record, please call your Regional Assessment Support ESD Partner for assistance.*



## Student Restrictions



The Student Restrictions section contains the following sub-tabs:

View/Edit Restrictions  
Upload Restrictions

### View/Edit Restrictions

Use this page to view and edit test restrictions for students within your district and/or institution. Test restrictions prevent students from testing in a specified subject.

*Please note that if a student transfers schools or district, his or her test restriction settings will not change or be reset.*

### View/Edit Student Test Restriction

This page lets you review and edit student test restrictions. The drop-down menus below contain only those districts and/or institutions you are permitted to access. Select the district and/or institution from the list(s) and click [Search]. To narrow your search, you can also select an enrolled grade, or enter a student's SSID or last name.

To view and edit a student's test restrictions, click **Edit** next to his or her name. The page will reload with the student's information.

Notes:

- You may populate a list of student records for all students in a school; to do so, do not enter an SSID or last name.
- All columns in the table are sortable. To sort by a specific category, click the header in first row of the table. For example, click **Enrolled Grade** to sort from lowest to highest grade. Click **Enrolled Grade** again to sort from highest to lowest.

Institution: -Select an institution-

SSID:

First Name:

Last Name:

Enrolled Grade: All grades

### Searching for Student Records

Select the district and/or institution from the list(s) and click [**Search**]. To narrow your search, you can select an enrolled grade or enter a student's SSID, first name, or last name.

Each row displays information for students, including test settings and student restrictions. Each row also contains an [**Edit**] button.

**Total Number of Students: 82**

	Institution ID	SSID	First Name	Last Name	Middle Name	Gender	Date of Birth	Enrolled Grade	Blocked Subjects
<input type="button" value="Edit"/>	8888	9999999252	EMILY	HOFFMAN	T	F	12071992	Grade 06	Writing
<input type="button" value="Edit"/>	8888	9999999244	LOIS	HANSON	T	F	12071992	Grade 06	Social Sciences
<input type="button" value="Edit"/>	8888	9999999228	TAMMY	STANLEY	T	F	12071992	Grade 06	Mathematics Social Sciences Writing
<input type="button" value="Edit"/>	8888	999999923	ALYSON	TALLEY	T	F	12071992	Grade 06	Mathematics Reading Science Social Sciences Writing ELPA ELPA Speaking

1 2 3 4 5 6 7 8 9

Note: All columns in the table are sortable. To sort by a specific category, click the header in the first row of the table. For example, click Enrolled Grade to sort from highest to lowest. Click Enrolled Grade again to sort from lowest to highest.

## Filtering Search Data

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.

3. Click [**Filter Search Data**]. A pop-up window will appear with some basic demographic fields.
4. Enter or select demographic information and click [**Search**]. The student record listing will update to include only those students who match your search parameters.

To view a student's complete record and edit student restrictions, click [**Edit**] next to his or her name. The page will load with the selected student's information.

## Editing Student Test Restrictions

The **Edit Student Test Restrictions** page allows you to update test restriction settings for the student that you selected.

You can view but not edit the student's personal information.

To block a student from testing in a specific subject, make sure the box for that subject is checked.

To remove a restriction, uncheck the box for that subject.

When you are done updating the student's test restrictions, click [**Save Changes**].

### Edit Student Test Restriction

This page lets you edit student test restrictions. To restrict a student from testing in a subject, make sure that the box next to the subject is checked. To remove a test restriction, uncheck the box.

When you are done updating the student's test restrictions, click [Save Changes]. To go back to the student listing, click [Go Back to Search Results].

[Go Back To Search Results](#)

Institution ID 8888

Student Information

\* SSID: 999999228

\* First Name: TAMMY

\* Last Name: STANLEY

Middle Name: T

\* Gender: F

\* Date of Birth: 12071992

\* Enrolled Grade: Grade 6

Test Restriction

Writing

Reading

Mathematics

Social Sciences

Science

ELPA

ELPA Speaking

[Save Changes](#)

To return to the student record listing, click [**Go Back to Search Results**].

## Upload Restrictions

Use this page to upload test restriction settings for multiple students. TIDE accepts uploads of student test restriction information in CSV (ASCII) format. CSV files can be opened/edited using spreadsheet applications such as Microsoft Excel or a notepad application.

### Creating a CSV File

Users can download the CSV template by clicking the **[Download Template]** button or use the CSV file created with the **[Export Search Data to Excel]** feature with their search results.

If you use the Download Template option, save the file using the following format:

- ▶ TIDETestRestrictionUploadFile(07-22-10).csv

### Adding or Editing Test Restriction Information

**Do not change or move the column headers in the first row.** You *can* expand the columns to better read the text in them.

Enter each student's information in each row and respective column. Data must be entered in each column as standard text (any formatting such as bold, italics or highlighting will be lost during the upload). *Note: If a cell is left empty, that attribute will be ignored in the upload process, and the student will continue to have the previous attribute value for that setting.*

	A	B	C	D	E	F	G	H
1	SSID	Mathematics	Reading	Science	Social Sciences	Writing	ELPA	ELPA Speaking
2								
3								
4								

The CSV file for uploading test restriction information contains the following columns:

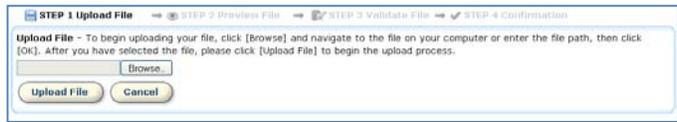
- *SSID* – the student's current SSID (no spaces or dashes)
- *Blocked Subjects* (each subject has its own column; enter **Y** to block or **N** to unblock)
  - Mathematics
  - Reading
  - Science
  - Social Sciences
  - Writing
  - ELPA
  - ELPA Speaking

After you have finished modifying and/or adding student test restrictions to your CSV file, **save** the file.

## Uploading the Test Restriction CSV File

### Step 1 – Upload File

5. Click [**Browse**] to locate the saved CSV file on your computer.
6. Select the file (click [**OK**]) and then click [**Upload**].



### Step 2 – Preview Records

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



### Step 3 – Validate Records

If the upload was successful, the students' test restriction information will be displayed on the screen. You will be prompted to review these records for any warnings and/or errors.

The “Your file was validated” message indicates that the file was uploaded successfully and verified for any errors. (The file has not yet been committed to TIDE.)

- Files that contain records with errors will display an error. Depending on the severity of the error, either the entire file will fail or just the records with errors will fail.
- Records without errors will be automatically accepted by the system.

Files with data *not in the correct format* as shown in the template will generate error messages by row, identifying the error(s) in the CSV file.

### Step 4 – Confirmation

After you have clicked [**Commit File**], you should receive a confirmation message stating that your file was successfully submitted to the TIDE system.



You have two options:

- To abort the upload, click [**Cancel**]. You can then make edits to the CSV file and begin the upload process again.
- To proceed with the upload and add the user information to TIDE, click [**Commit User File**]. Only those records without errors will be uploaded to the system.

*If problems exist for a single record and you are unable to successfully upload that record, please call your Regional Assessment Support ESD Partner for assistance.*



## Paper Writing Tests

Students can take the Writing test either online or using printed paper tests. Districts that need to order paper Writing tests for students will be able to upload a file of students who will be taking the paper Writing test. This task will be similar to the Student Settings and Student Restrictions tasks.

TIDE has two windows for ordering paper writing tests.

Winter Writing Order Window:	October 21 - December 13, 2010
Spring Writing Order Window:	January 27 - March 21, 2011

At the end of each order window, those students who are identified as receiving paper Writing tests will receive booklets with printed Pre-ID labels. To address fluctuations in student enrollment, districts will continue to receive additional “blank” Writing tests that are not associated with individual students.

### *Creating a CSV File*

Users can download the CSV template by clicking the [**Download Template**] button. If you use the Download Template option, save the file using the following format:

- ▶ TIDEPaperWritingUploadFile(10-21-10).csv

### *Adding or Editing Paper Writing Information*

**Do not change or move the column headers in the first row.** You *can* expand the columns to better read the text in them.

Enter each student’s information in each row and required respective column. Data must be entered in each column as standard text (any formatting such as bold, italics or highlighting will be lost during the upload).

*Note: The CSV template will be the same as last year.* However, data will now only need to be entered into four columns:

- SSID (required)
- Date of Birth (required)
- Teacher Name (optional)
- Class Period (optional)

After you have finished adding students who need the Writing paper tests to the CSV file, **save** the file.

### **Braille Booklets**

For a student needing the Writing test printed in Braille, you will also need to order the Braille form of the test from ODE in addition to ordering a Writing booklet for the student through TIDE. After administering the test to the student using the Braille form, the test administrator will need to transcribe the student’s response into the Writing booklet and send the transcribed Writing booklet to AIR for scoring.

*Note: This section will be updated when more information is available.*

## Appendix: User Roles and Access

OAKS Online users (DSA and lower) are associated with a District and/or Institution(s). Your user role and association dictate your level of access within OAKS Online systems. Each OAKS Online user role is defined below (roles are listed in order of hierarchy).

Role	Description
<b>State Administrators (SA)</b>	ODE / Lead ESD Partners can upload DSA, DTSA, STC, TA, and TT users for the entire state. They can modify users throughout the state.
<b>District Security Administrators (DSA)</b>	DSAs can delegate their duties to <b>District Test and Security Administrators</b> . The only difference between DSAs and DTSA is that DTSA cannot create any other DTSA users. A district can only have one DSA. However, DSAs can create one or more DTSA for each district.
<b>District Test and Security Administrators (DTSA)</b>	<b>District Test and Security Administrators</b> are responsible for creating STC, TA, and TT users within their district. DTSA can set student test restrictions and access reports within their district.
<b>School Test Coordinators (STC)</b>	<b>School Test Coordinators</b> are school or program administrators or principals. STCs can create TA and TT users within their institution. STCs can administer tests, view student reports, and assign student test accommodations within their institution. STCs can manage test restrictions for students in their school.
<b>Test Administrators (TA)</b>	<b>Test Administrators</b> can set up test sessions and administer tests in their school. They can also view student reports and assign student test accommodations in that school.
<b>Test Technicians (TT)</b>	<b>Test Technicians</b> can set up test sessions and administer tests in their school. TTs cannot access reports.
<b>District Report Viewer (DRV)</b>	District Report Viewers can view student reports (both participation and performance) for students in their assigned district. They may not set up test sessions or administer tests.
<b>School Report Viewer (SRV)</b>	School Report Viewers can view student reports (both participation and performance) for student in their assigned school. They may not set up test sessions or administer tests.