

Appendix K

Test Information Distribution Engine (TIDE) Webinar Module



Test Information Distribution Engine (TIDE)

Training Module
2020–2021



Objectives

Preparing for Testing

- Activating your new TIDE account and logging in to TIDE
- Navigating the TIDE interface
- Understanding account permissions
- Managing user accounts
- Managing student information and test settings
- Ordering paper test materials

Administering Tests


- Managing irregularities
- Monitoring test progress


After Testing

- Data cleanup

First Time Log In This School Year

Login

 Email Address

 Password

[Forgot Your Password?](#)


Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)

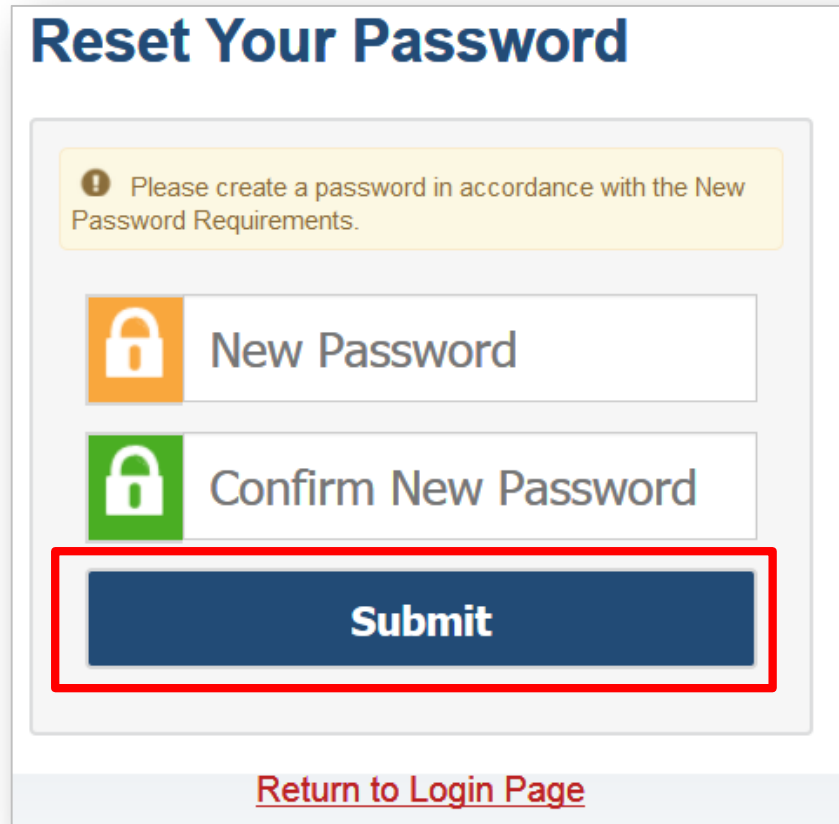
Reset Your Password

 E-mail Address

Submit


[Return to Login Page](#)


Activating your Account



Reset Your Password

i Please create a password in accordance with the New Password Requirements.

 New Password

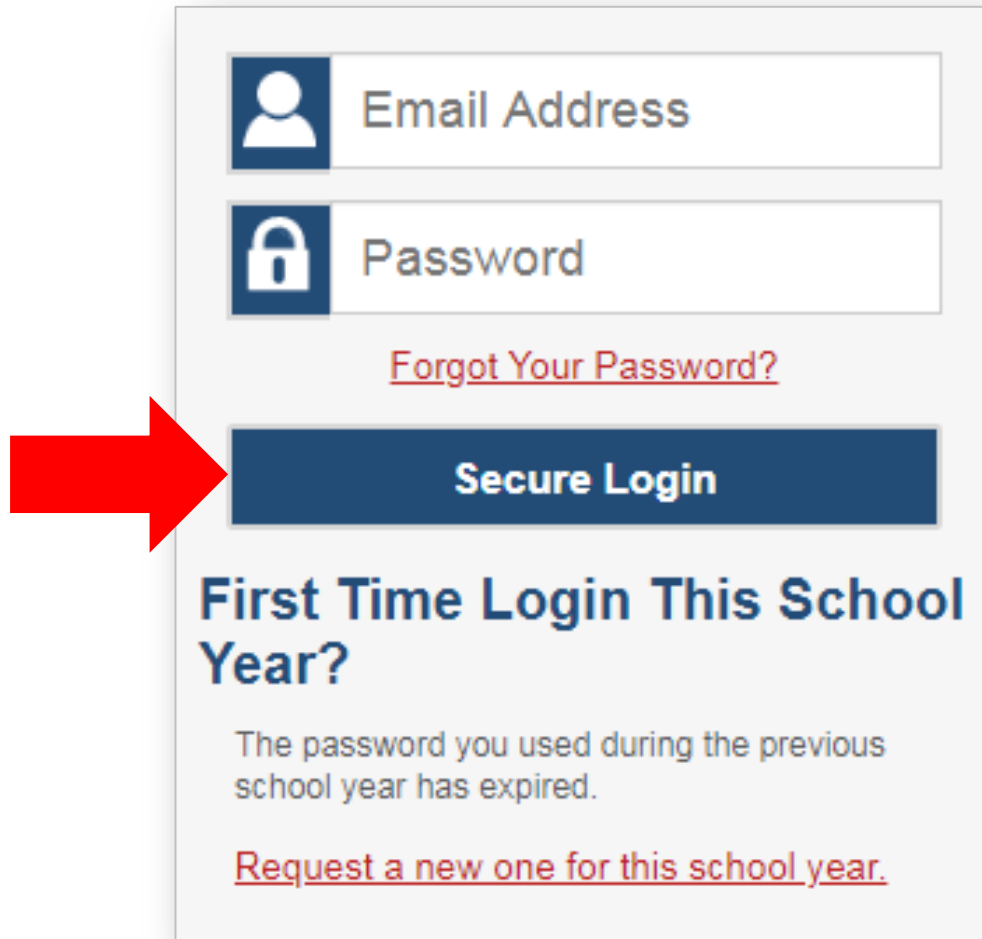
 Confirm New Password

Submit

[Return to Login Page](#)

- Follow the activation link in your email.
- Create a password for TIDE that meets the password requirements.
 - At least eight characters
 - At least one upper case letter
 - At least one lower case letter
 - At least one special character
 - At least one number
- Submit your new password.

Logging in



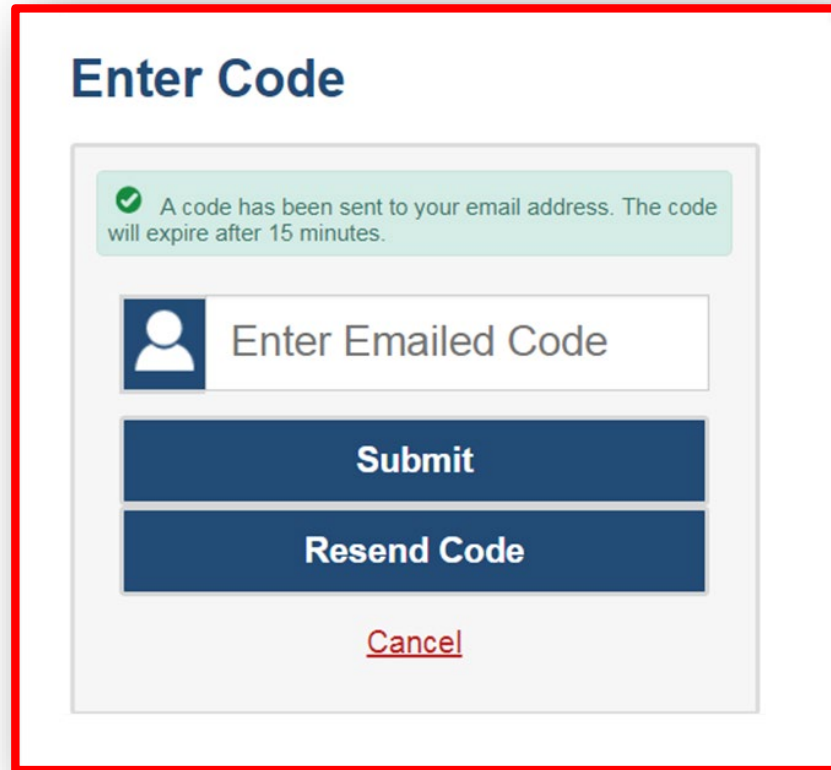
The login form contains the following elements:

- An "Email Address" input field with a person icon.
- A "Password" input field with a lock icon.
- A link: [Forgot Your Password?](#)
- A blue "Secure Login" button, which is highlighted by a large red arrow pointing from the left.
- A section titled "First Time Login This School Year?"
- Text below the title: "The password you used during the previous school year has expired."
- A link at the bottom: [Request a new one for this school year.](#)

Login credentials are secure and must never be shared.

- Users must **never** login using another staff member's user credentials.
- Users must **never** share their login credentials with anyone.
- Users must **never** login with a student access card.

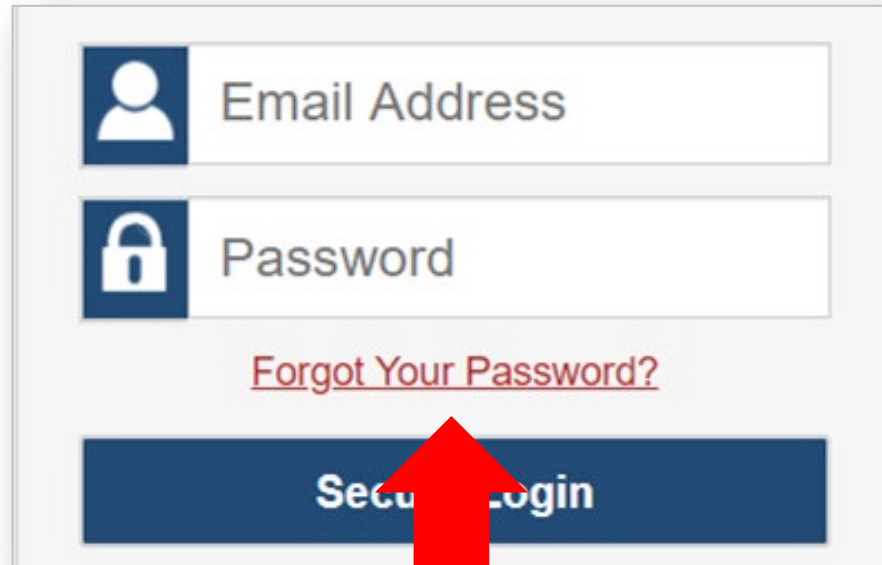
How to Log into TIDE



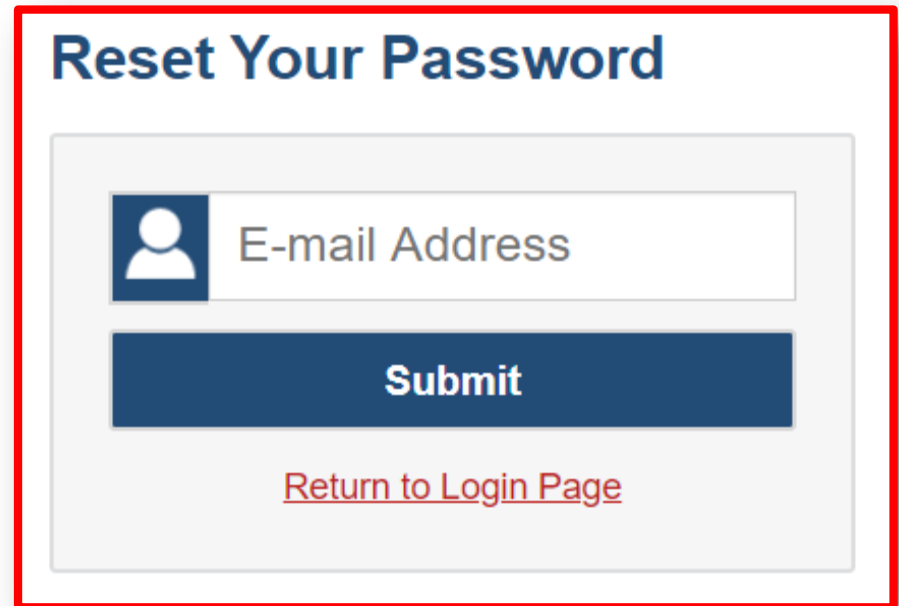
The screenshot shows a web interface titled "Enter Code". At the top, a green message box states: "A code has been sent to your email address. The code will expire after 15 minutes." Below this is a text input field with a person icon and the placeholder text "Enter Emailed Code". Under the input field are two dark blue buttons: "Submit" and "Resend Code". At the bottom of the form is a red, underlined link labeled "Cancel".

- The TIDE system has an authentication process that will be triggered when you log in from a different device or browser, or clear cache.
- If you see this screen, an email will have automatically been sent to your email address.
- Enter the code and click **Submit**.
- If you need the code resent, click **Resend Code**.

Resetting Your Password





A login form with two input fields: 'Email Address' (with a person icon) and 'Password' (with a lock icon). Below the fields is a link that says 'Forgot Your Password?'. At the bottom is a blue button labeled 'Secure Login'. A large red arrow points upwards from the bottom towards the 'Forgot Your Password?' link.



A form titled 'Reset Your Password' with a red border. It contains an 'E-mail Address' input field (with a person icon), a blue 'Submit' button, and a link below that says 'Return to Login Page'.

Administration Details

 Administration: 2019-2020 | User: Test Administrator (TA) [Log Out](#)


Administration Details


Select the Test Administration, User Role, District, and School (as applicable):

Test Administration:

User Role:

*State:

*Corporation:


Administration Details

Select the Test Administration, User Role, District, and School (as applicable):

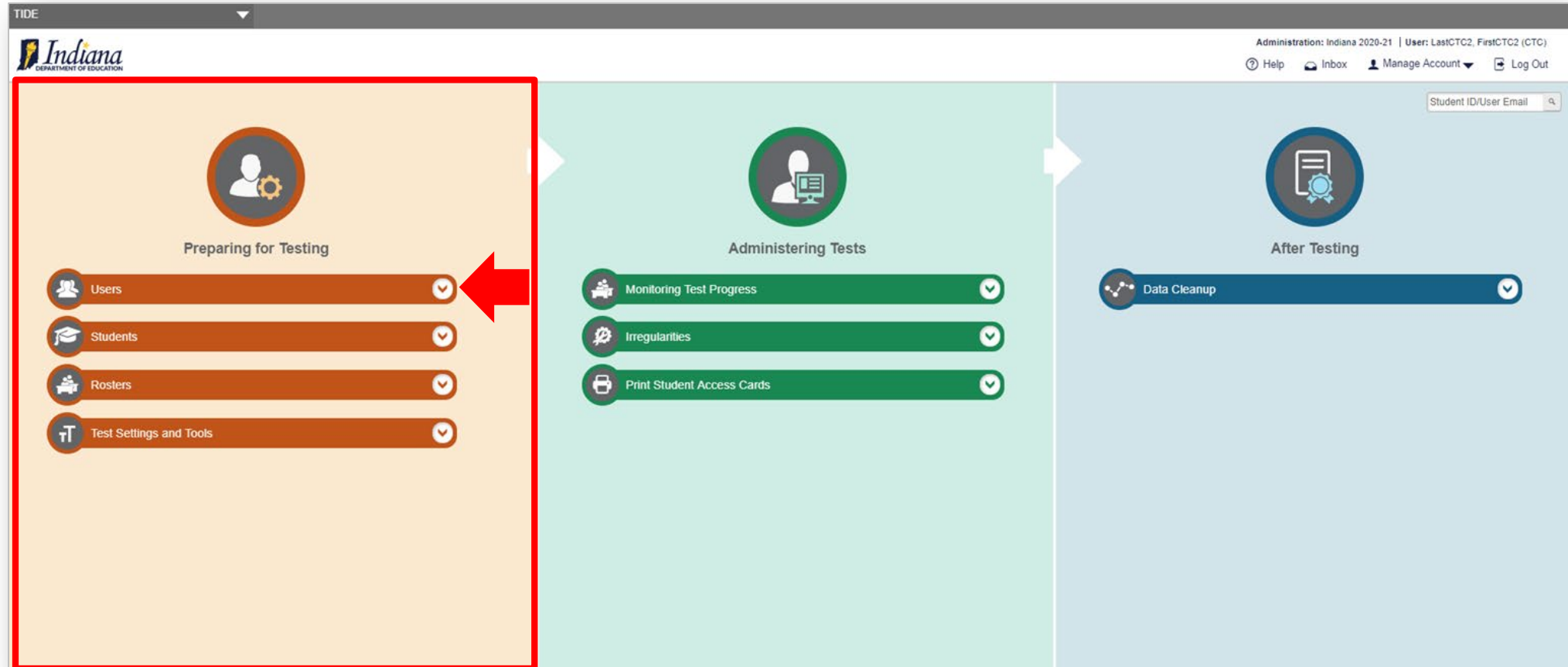
Test Administration:

User Role:

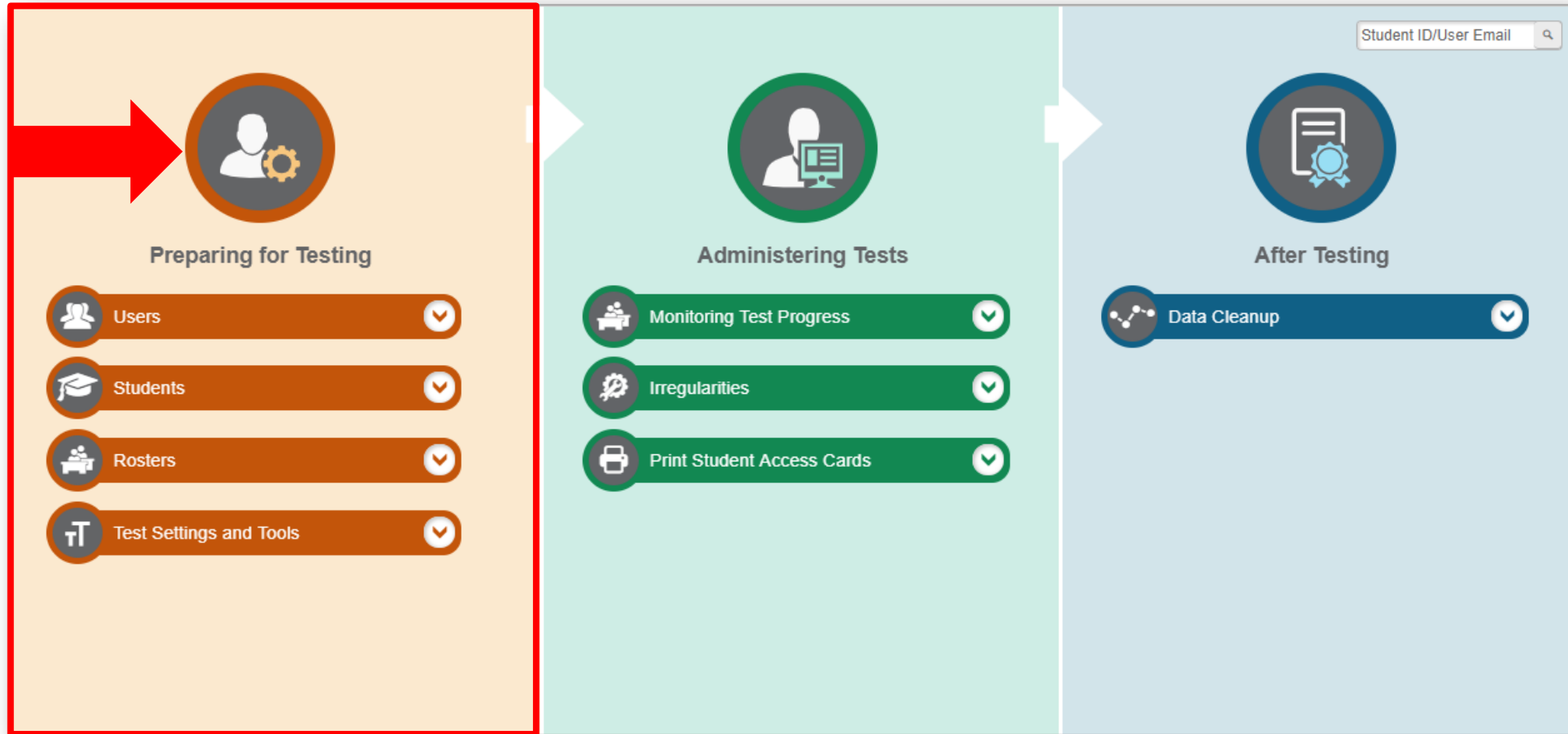
*State:

*Corporation:

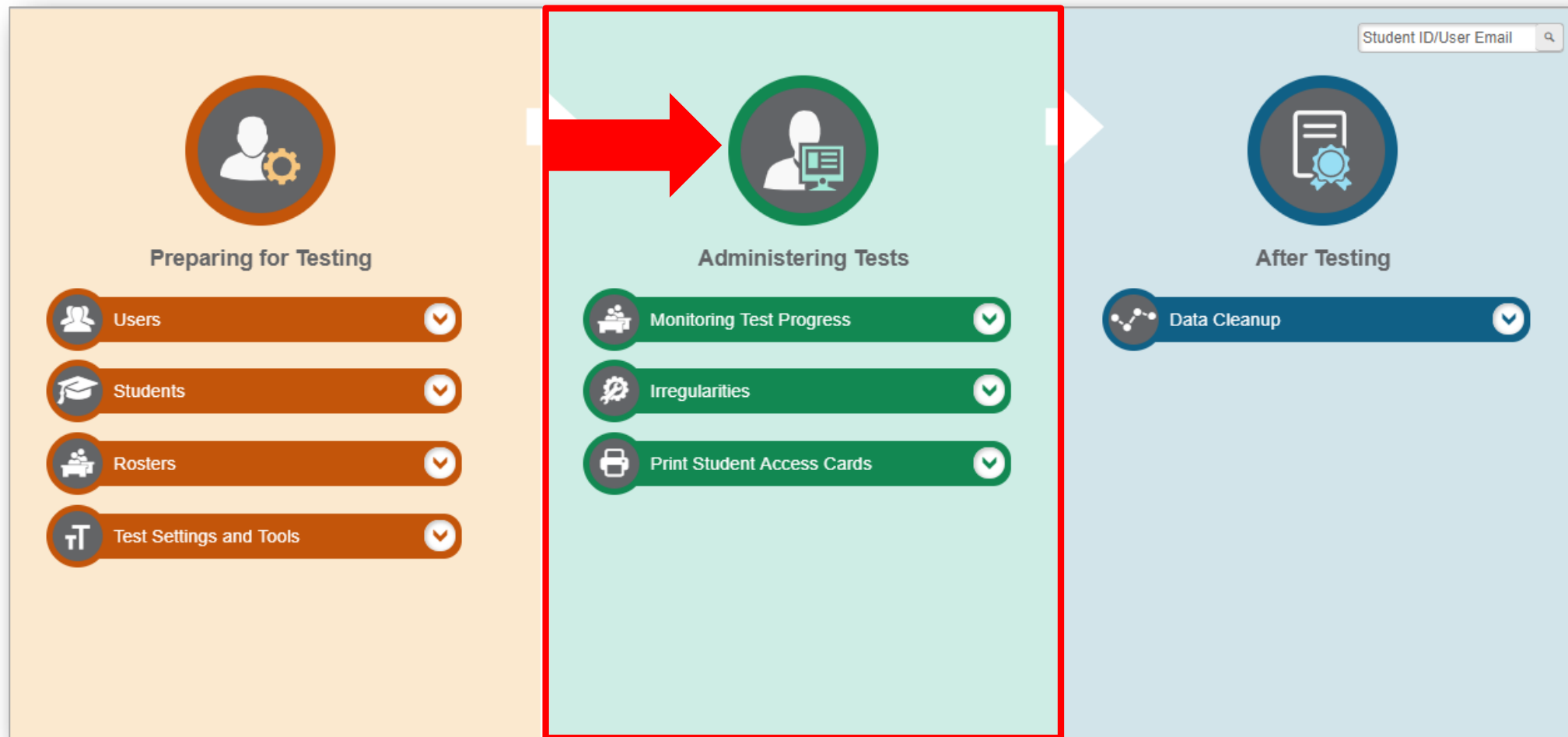
TIDE Home Page



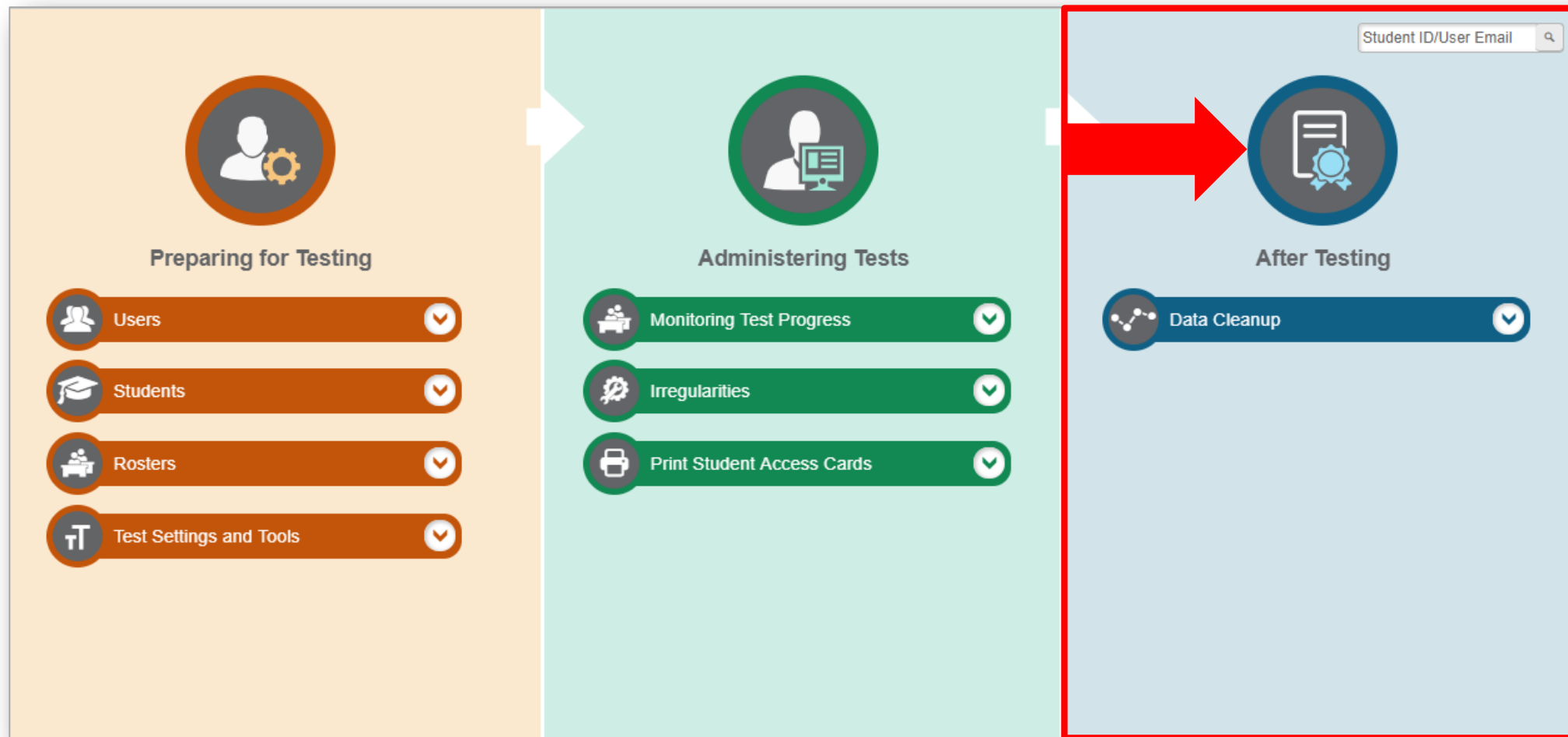
TIDE Tasks: Preparing for Testing



TIDE Tasks: Administering Tests



TIDE Tasks: After Testing



TIDE Banner

The screenshot displays the TIDE Banner interface. On the left, a dropdown menu is open, showing the following options: TIDE, TDS - TA Interface (Operational/Practice), TDS - TA Interface (RIR), ORS - Online Reporting System, and Tools for Teachers. The main navigation bar consists of three colored sections: orange for 'Preparing for Testing', green for 'Administering Tests', and blue for 'After Testing'. Each section contains a circular icon representing its function. On the right side of the navigation bar, there is a user information box displaying 'Administration: Indiana 2020-21 | User: LastCTC2, FirstCTC2 (CTC)' and links for Help, Inbox, Manage Account, and Log Out. Below this, there is a search bar labeled 'Student ID/User Email'.

TIDE

- TIDE
- TDS - TA Interface (Operational/Practice)
- TDS - TA Interface (RIR)
- ORS - Online Reporting System
- Tools for Teachers

Administration: Indiana 2020-21 | User: LastCTC2, FirstCTC2 (CTC)

Help Inbox Manage Account Log Out

Student ID/User Email

Preparing for Testing

Administering Tests

After Testing

TIDE Banner: Inbox

The screenshot displays the TIDE Banner interface. At the top, a navigation bar includes the Indiana Department of Education logo, user information (Administration: Indiana 2020-21 | User: LastCTC2_FirstCTC2 (CTC)), and links for Help, Inbox (highlighted with a red box), Manage Account, and Log Out. Below the navigation bar are three main workflow steps: Preparing for Testing, Administering Tests, and After Testing. A large red arrow points from the 'After Testing' step to a 'Secure File View' window.

The 'Secure File View' window shows a sidebar with 'Inbox' and 'Archived' sections. Under 'Inbox', there are 'System Labels' (TIDE) and 'Custom Labels' (Susan (0)), each with a 'SHOW' button. A red arrow points to the 'SHOW' button for 'System Labels'. The main area displays a table of files with columns: Name, Creation Date, Expire Date, Days Available, and Actions. Two files are listed, both with a '29 days' availability bar. A red arrow points to the 'SHOW' button for 'Custom Labels'.

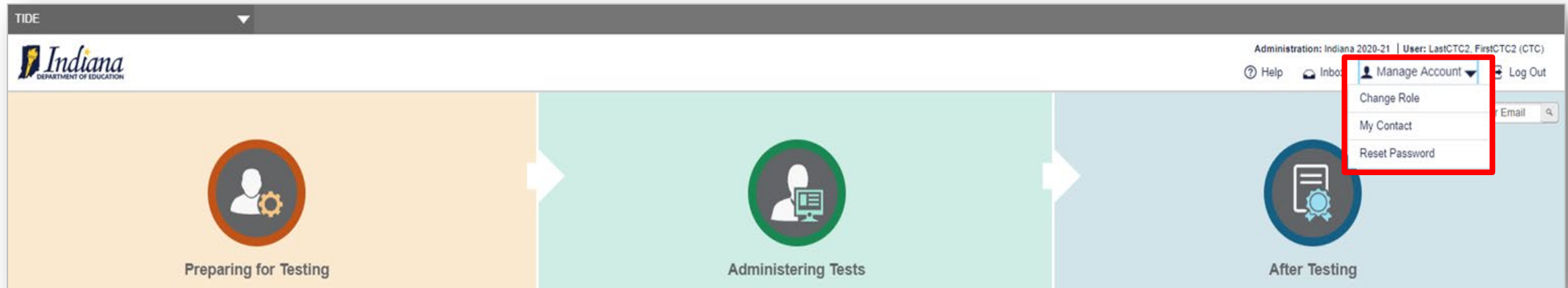
Name	Creation Date	Expire Date	Days Available	Actions
RostersAiDemo inst 9993.xlsx	08/17/2020 04:41 PM	09/16/2020 04:41 PM	29 days	[Icons]
RostersAiDemo inst 9993_0.xlsx	08/17/2020 04:41 PM	09/16/2020 04:41 PM	29 days	[Icons]

Showing 1 to 2 of 2 entries

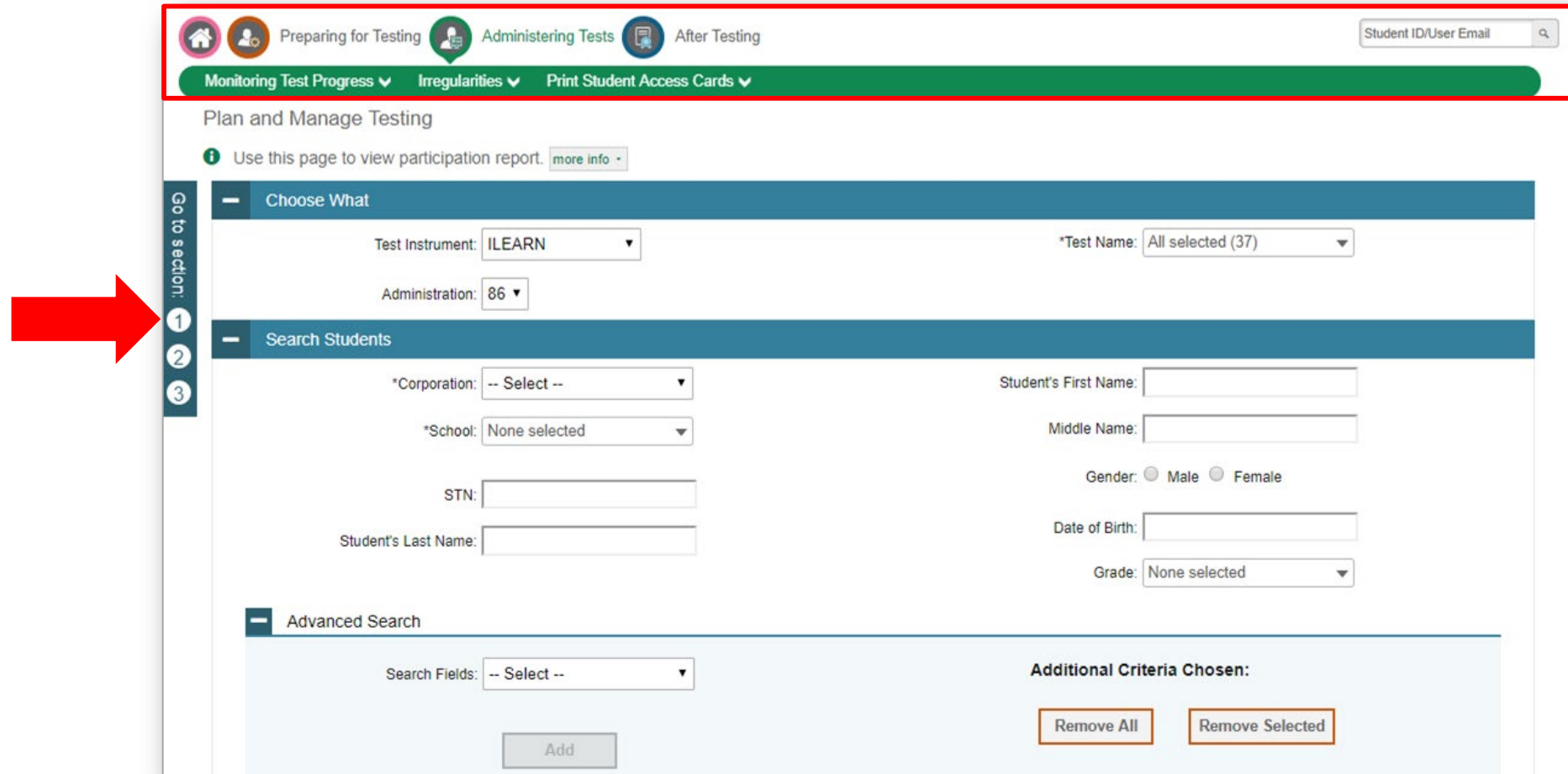
Copyright © 2020 Cambium Assessment, Inc. All rights reserved.

Inbox: Sending Files

TIDE Banner: Manage Account



Navigation Toolbars



The screenshot displays a web application interface for 'Plan and Manage Testing'. At the top, a navigation bar includes icons for 'Preparing for Testing', 'Administering Tests', and 'After Testing', along with a search bar for 'Student ID/User Email'. Below this is a green toolbar with buttons for 'Monitoring Test Progress', 'Irregularities', and 'Print Student Access Cards'. The main content area is titled 'Plan and Manage Testing' and includes a help icon and a link to 'more info'. A sidebar on the left, labeled 'Go to section:', contains three numbered links (1, 2, 3). A large red arrow points from the left towards the sidebar. The main content area is divided into three sections: 'Choose What', 'Search Students', and 'Advanced Search'. The 'Choose What' section has dropdowns for 'Test Instrument' (ILEARN) and 'Administration' (86), and a dropdown for '*Test Name' (All selected (37)). The 'Search Students' section has dropdowns for '*Corporation' (Select) and '*School' (None selected), and text input fields for 'Student's First Name', 'Middle Name', 'STN', 'Student's Last Name', 'Date of Birth', and 'Grade' (None selected). The 'Advanced Search' section has a dropdown for 'Search Fields' (Select) and buttons for 'Add', 'Remove All', and 'Remove Selected'.

Preparing for Testing Administering Tests After Testing

Student ID/User Email

Monitoring Test Progress Irregularities Print Student Access Cards

Plan and Manage Testing

Use this page to view participation report. [more info](#)

Go to section:

1

2

3

Choose What

Test Instrument: ILEARN

*Test Name: All selected (37)

Administration: 86

Search Students

*Corporation: -- Select --

*School: None selected

STN:

Student's Last Name:

Student's First Name:

Middle Name:

Gender: ☐ Male ☐ Female

Date of Birth:

Grade: None selected

Advanced Search

Search Fields: -- Select --

Additional Criteria Chosen:

Remove All Remove Selected

Add

Help Text

The screenshot shows the 'Upload Users' page in the Indiana Department of Education's system. The page has a top navigation bar with links for 'Help', 'Inbox', 'Manage Account', and 'Log Out'. Below this is a secondary navigation bar with icons for 'Preparing for Testing', 'Administering Tests', and 'After Testing'. A search bar for 'Student ID/User Email' is on the right. The main content area is titled 'Upload Users' and includes a progress bar with steps: 1. Upload, 2. Preview, 3. Validate, and 4. Confirmation. A 'Download Templates' button is on the right. A red box highlights the help text area, which contains an information icon, a paragraph of text, a 'more info' link, and a list of instructions. A red arrow points from the 'Help' link in the top navigation bar to the help text area.

Help

Use this page to upload a file of users you want to add, modify, or delete. [more info](#)

- Click **Download Templates** to download the Excel or CSV template. Open the template in a spreadsheet application.
- Populate the template with valid values.
- Click **Browse** and select the file you created.
- Click **Next** and follow the prompts.

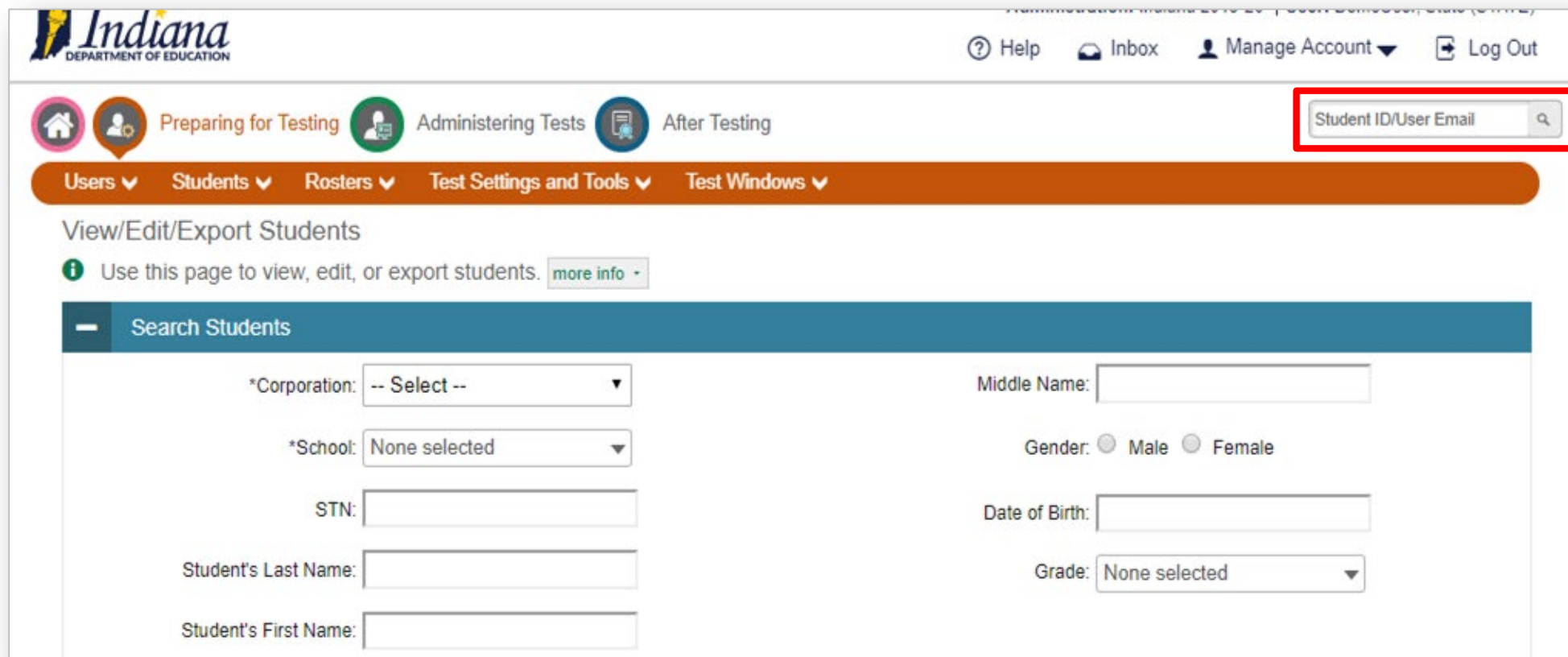
Step 1: Upload File

Choose File **Browse**

Upload History

FileName	Date Uploaded	Status	Validation Report	Records Rejected	Records Processed	User
IN-JARVIS-Proctors.xlsx	06/28/2019 4:39 PM	Processed	N/A	N/A	Download (100)	IN-ADMIN1@demo.user
IN-JARVIS-Proctors.xlsx	06/28/2019 4:36 PM	UI Validated	Download	N/A	N/A	IN-ADMIN1@demo.user

Quick Search



Indiana
DEPARTMENT OF EDUCATION

Help Inbox Manage Account Log Out

Preparing for Testing Administering Tests After Testing

Users Students Rosters Test Settings and Tools Test Windows

View/Edit/Export Students

Use this page to view, edit, or export students. [more info](#)

Search Students

*Corporation: -- Select -- Middle Name:

*School: None selected Gender: ☐ Male ☐ Female

STN: Date of Birth:

Student's Last Name: Grade: None selected

Student's First Name:

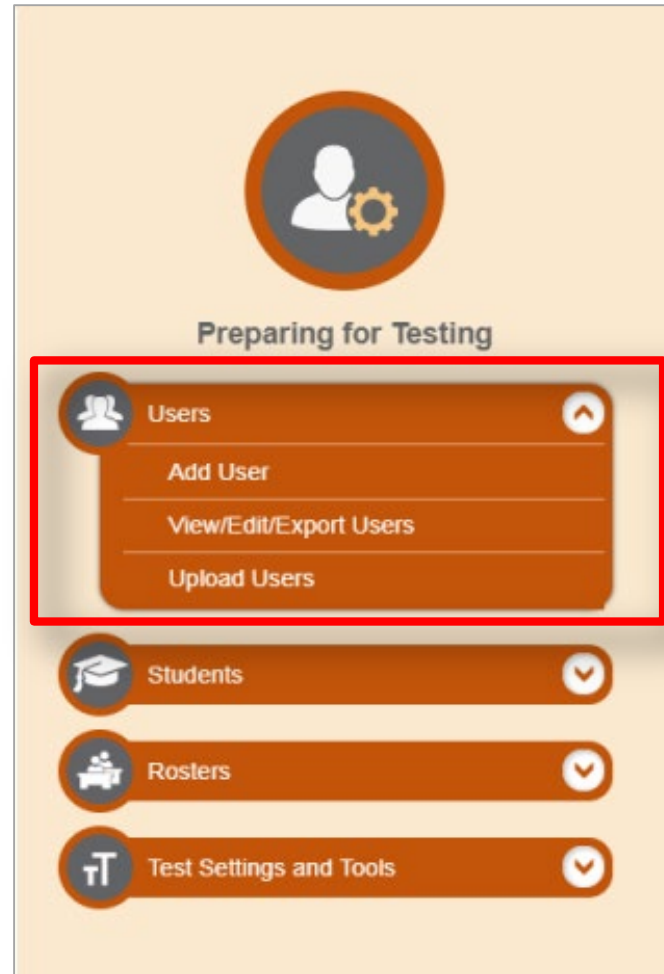
User Roles and Permissions

Level	Role	Abbreviation
Corporation	Corporation Test Coordinator	CTC
	Corporation Information Technology Coordinator	CITC
	Co Op User	COOP
	Corporation Reporting	CR
School	Nonpublic School Test Coordinator	NPSTC
	School Test Coordinator	STC
	School Information Technology Coordinator	SITC
	School Reporting	SR
	Principal	PR
	Test Administrator	TA
	Tools for Teachers	TFT_SC

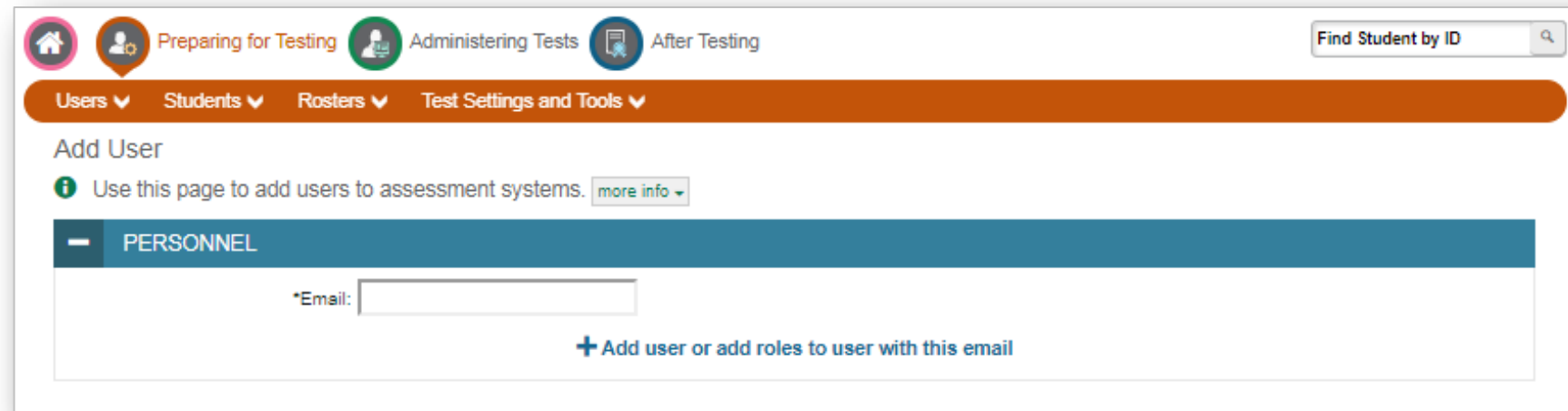
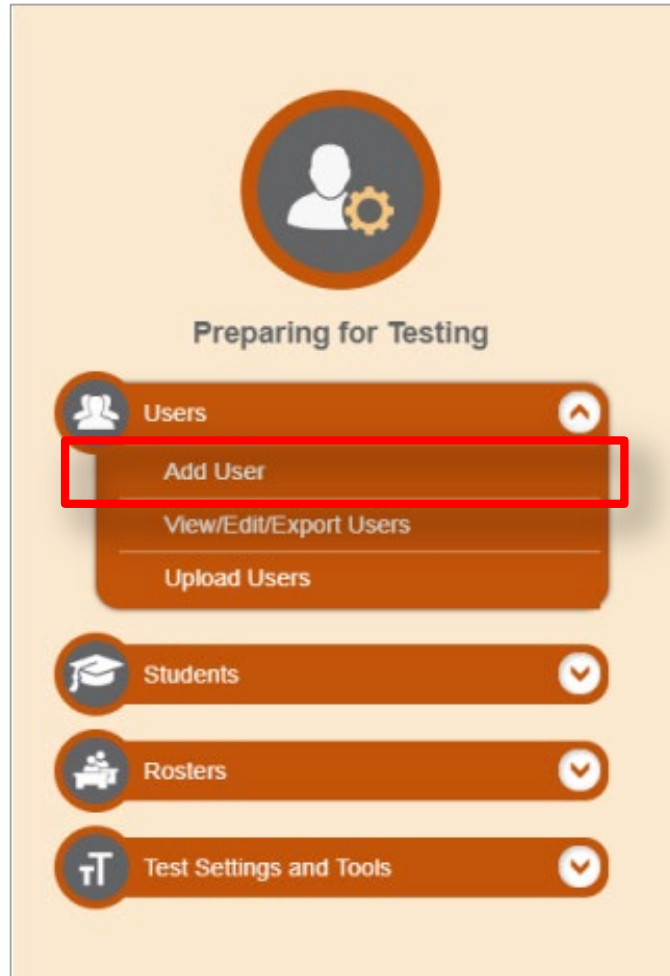
For a detailed list of user roles and associated permissions, see the *TIDE User Guide*.



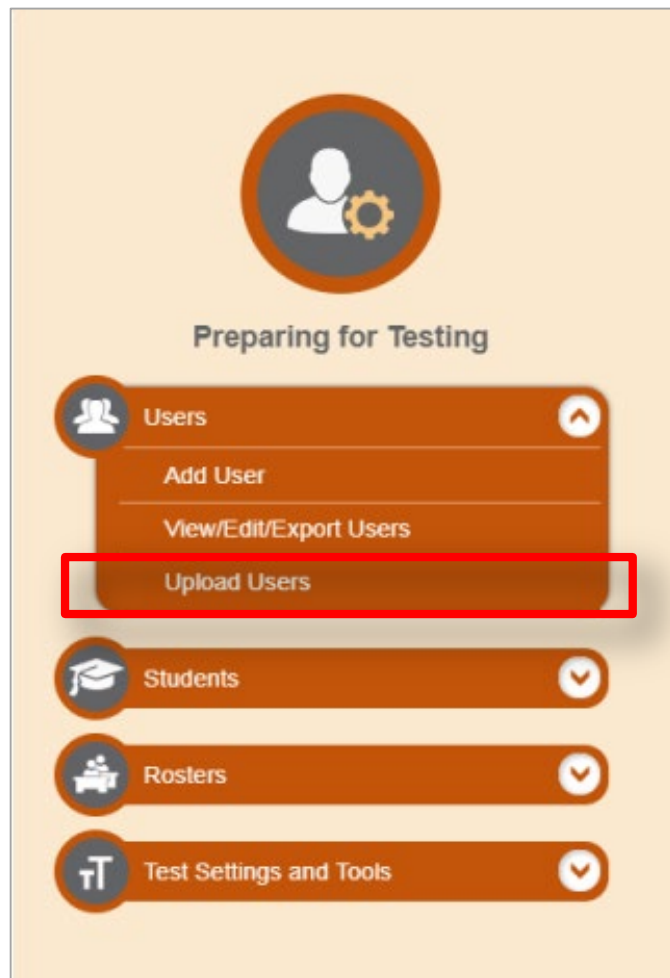
Users



Add Users



Upload Users



Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

Use this page to upload a file of users you want to add, modify, or delete. [more info](#)

Step 1: Upload File

Choose File [Browse](#)

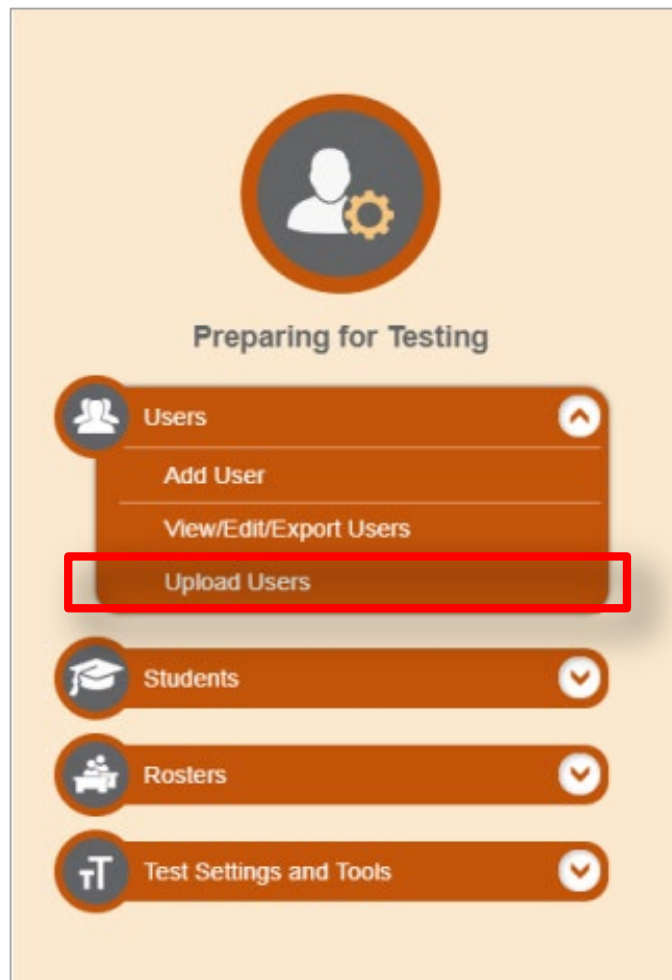
[Download Templates](#)

- CSV
- EXCEL

Upload History

FileName	Date Uploaded	Status	Validation Report	Records Rejected	Records Processed	User
IN-JARVIS-Proctors.xlsx	06/28/2019 4:39 PM	Processed	N/A	N/A	Download (100)	IN-ADMIN1@demo.user
IN-JARVIS-Proctors.xlsx	06/28/2019 4:36 PM	UI Validated	Download	N/A	N/A	IN-ADMIN1@demo.user
Users Template(4).xlsx	06/25/2019 2:57 PM	Processed	N/A	N/A	Download (8)	IN-STATE1@demo.user
Users Template (12).xlsx	06/25/2019 11:31 AM	Processed	N/A	N/A	Download (2)	IN-STATE1@demo.user
Users Template (12).xlsx	06/25/2019 11:31 AM	Processed	Download	N/A	Download (1)	IN-STATE1@demo.user
UploadUserEdit.xlsx	05/17/2019 4:43 AM	Processed	Download	Download (1)	Download (1)	in-state1-auto@aft.user
UploadUserAdd.xlsx	05/14/2019 4:42 AM	Processed	Download	Download (1)	Download (1)	in-state1-auto@aft.user
UploadUserDelete.xlsx	05/05/2019 4:44 AM	Processed	Download	Download (1)	Download (1)	in-state1-auto@aft.user
UploadUserEdit.xlsx	05/05/2019 4:44 AM	Processed	Download	Download (1)	Download (1)	in-state1-auto@aft.user
UploadUserEdit.xlsx	05/04/2019 4:41 AM	Processed	Download	Download (1)	Download (1)	in-state1-auto@aft.user

Upload Users, continued



Upload Users

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Validation Report](#)

i Review the validation results, then click **Continue with Upload**. [more info](#)

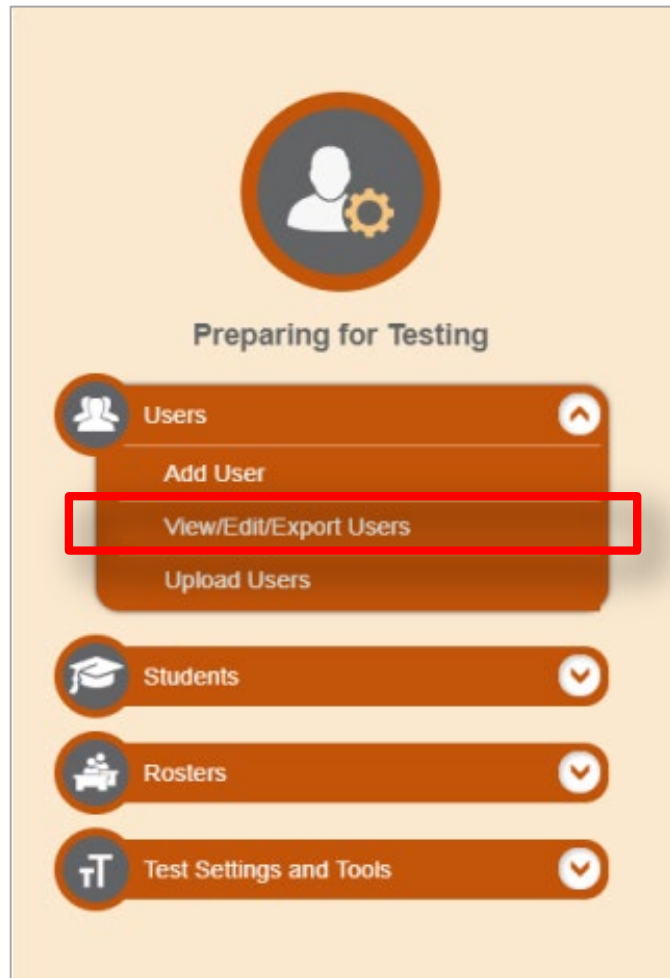
Step 3: Validate

Legend: Error: The file can be uploaded, but this row will not be included. Warning: This field is invalid, but the row will be uploaded

Row Number	Corporation ID	School ID	First name	Last name	Email address	Phone number	Role	Action
4	99	9000	Patricia	Martin	pm@air.org		CTC	Add
5	9999	9001	Patricia	Martin	pm@air.org		CITC	Add

[Continue with Upload](#) [Upload Revised File](#) [Cancel](#)

View/Edit/Export Users




View/Edit/Export Users

i Use this page to view, edit, or export users. [more info](#)

Search users

*Role:	Corporation Test Coordin: ▼	First Name:	<input type="text"/>
*State:	000000 - Indiana ▼	Last Name:	<input type="text"/>
*Corporation:	9999 - Demo district 9999 ▼	Phone:	<input type="text"/>
Email:	<input type="text"/>	TA Course Completed:	None selected ▼


View/Edit/Export Users Results






Preparing for Testing

- Users
 - Add User
 - View/Edit/Export Users
 - Upload Users
- Students
- Rosters
- Test Settings and Tools


View/Edit/Export Users



 Use this page to view, edit, or export users. [more info](#)

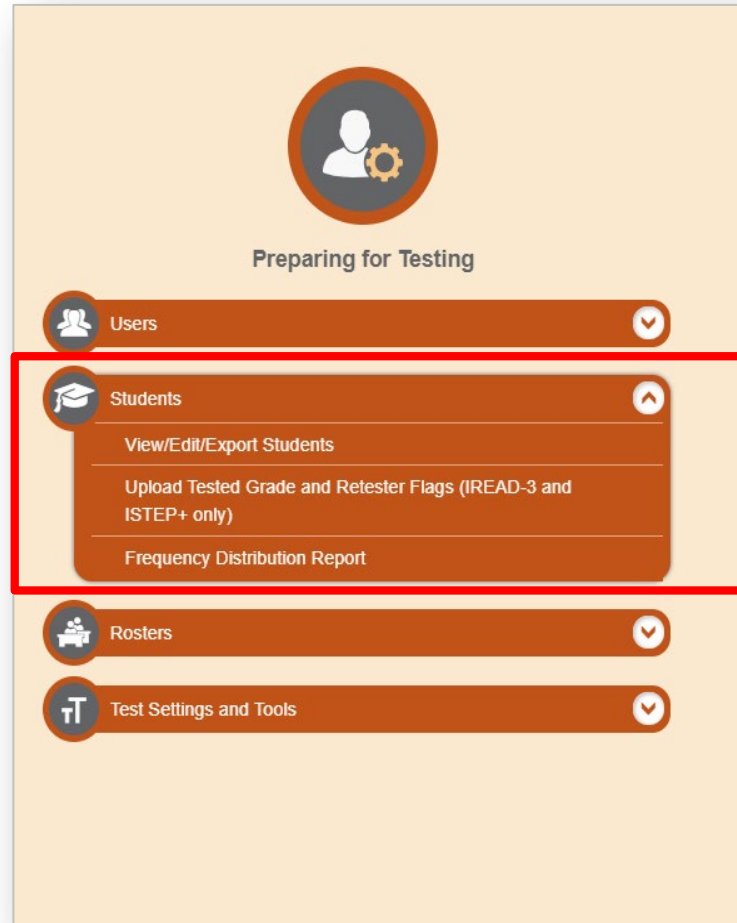
 Search users



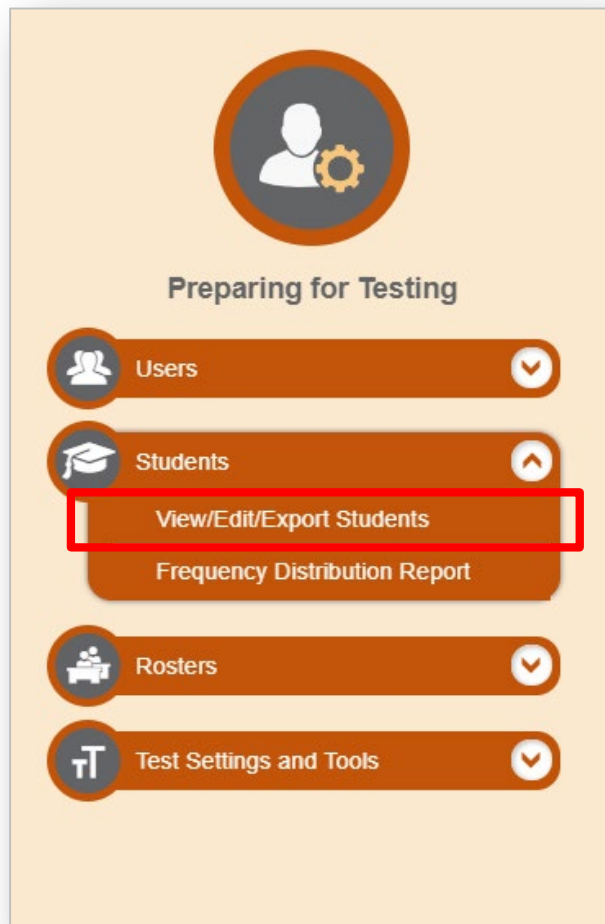
Number of users found: 2

Enter search terms to filter search results 

<input type="checkbox"/>	Edit	Role	Corporation	Email	First Name	Last Name	Phone	TA Course Completed
<input type="checkbox"/>		CTC	9997-Demo district 9997	IN-CTC5@demo.user	CTC5	Demo		I AM TA Course Completed ILEARN/IREAD-3/ISTEP+ TA Course Completed
<input checked="" type="checkbox"/>		CTC	9997-Demo district 9997	TestIN56778@Test.user	Demo	demo		ILEARN/IREAD-3/ISTEP+ TA Course Completed



View/Edit/Export Students



View/Edit/Export Students

Use this page to view, edit, or export students. [more info](#)

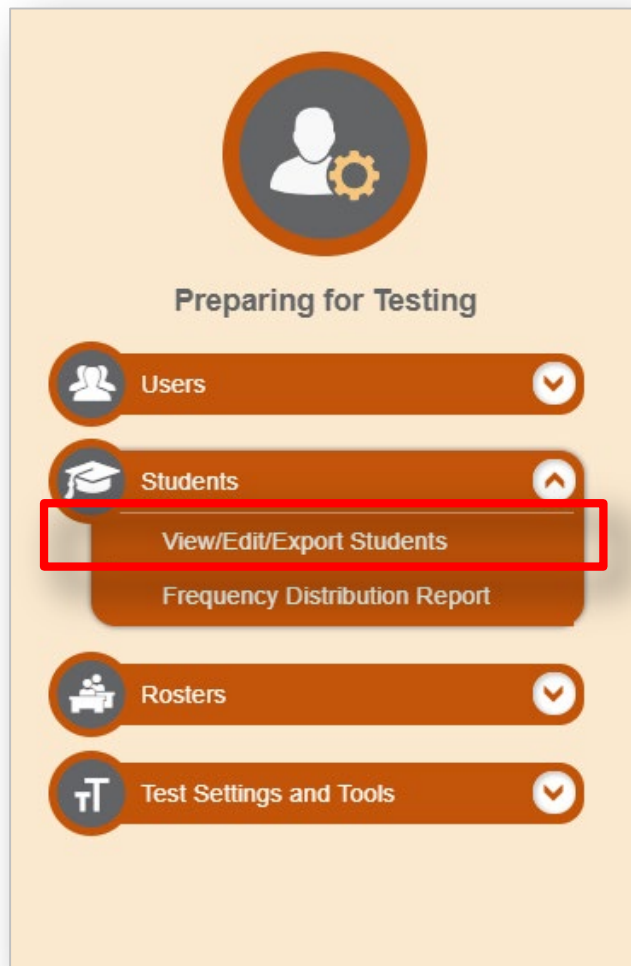
Search Students

*Corporation: Demo district 9997 - 9997
*School: Demo inst 9996 - 9997_9996
STN:
Student's Last Name:
Student's First Name:
Middle Name:
Gender: ☐ Male ☐ Female
Date of Birth:
Grade: None selected

Advanced Search

Search Fields: Section 504 Plan
Section 504 Plan: ☐ Yes ☐ No
Additional Criteria Chosen:
[Remove All](#) [Remove Selected](#)
[Add](#)
[Search](#)

View/Edit/Export Student, continued



View/Edit/Export Students

Use this page to view, edit, or export students. [more info](#)

Search Students

*Corporation: Demo district

*School: Demo inst 999

STN:

Student's Last Name:

Student's First Name:

Advanced Search

Search Fields: Section 504 Plan

Section 504 Plan: ☐ Yes ☐ No

Additional Criteria Chosen:

Remove All Remove Selected

Add

Search

Your search returned 50 results

View Results Export to Inbox ▾ Modify Search

View/Edit/Export Student Results, continued

View/Edit/Export Students




Use this page to view, edit, or export students. [more info](#)

+ Search Students

Number of students found: 50

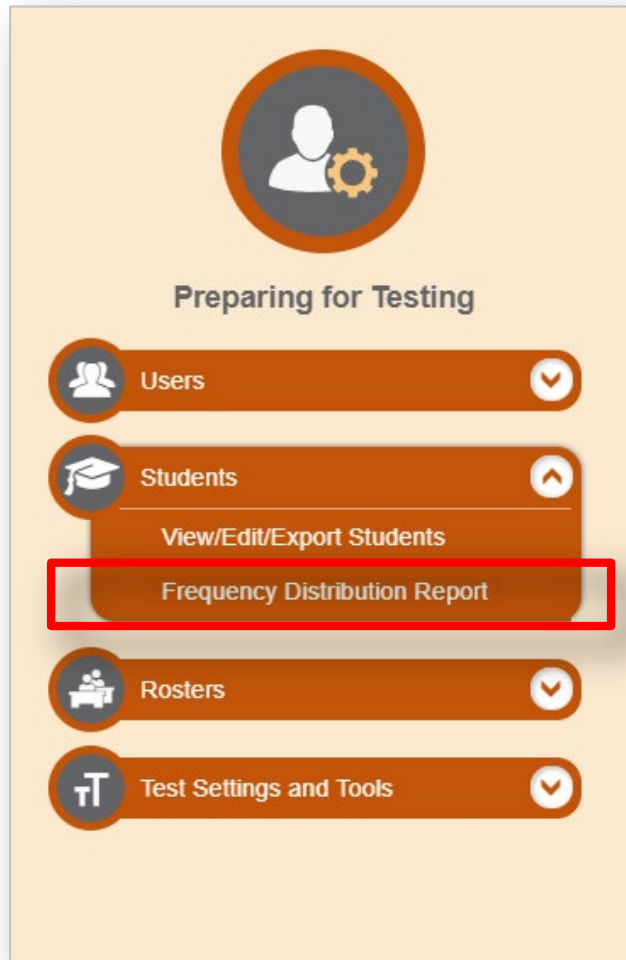
Enter search terms to filter search results

1-50 of 2000 records | Page: 1 of 40

	Edit	School Information		Student Demographics								
		Corporation	School IRN	STN	Student's Last Name	Student's First Name	Middle Name	Gender	Date of Birth	Grade	Paper Tester	Alternate Tester
<input checked="" type="checkbox"/>		9997 - Demo district 9997	9997_9996 - Demo inst 9996	999T44001	Simulation	Test	A	Male	10262005	10	Blank	
<input type="checkbox"/>		9997 - Demo district 9997	9997_9996 - Demo inst 9996	999T44002	Simulation	Test	A	Female	10262005	10	Blank	
<input type="checkbox"/>		9997 - Demo district 9997	9997_9996 - Demo inst 9996	999T44003	Simulation	Test	A	Male	10262005	10	Blank	

- ☒ Corporation
- ☒ School IRN
- ☒ STN
- ☒ Student's Last Name
- ☒ Student's First Name
- ☒ Middle Name
- ☒ Gender
- ☒ Date of Birth
- ☒ Grade
- ☒ Paper Tester
- ☒ Alternate Tester
- ☒ Identified English Learner
- ☒ Special Education
- ☒ Section 504 Plan
- ☒ Primary Disability
- ☒ Tested Grade (for IREAD-3)
- ☒ Student without an Observable Mode of Communication
- ☒ Color Contrast (Computer)

Frequency Distribution Reports



Frequency Distribution Report

Use this page to generate a Frequency Distribution Report. [more info](#)

Filters for Report

*Corporation: 9997 - Demo district 9997

*School: 9997_9995 - Demo inst 9


Grade: - Select -

Select Demographics


Select Demographics: Gender , Race/Ethnicity

- ☐ Select all
- ☒ Gender
- ☐ Alternate Tester
- ☐ Identified English Learner
- ☐ Special Education
- ☐ Section 504 Plan
- ☒ Race/Ethnicity









[Generate Report](#)



Frequency Distribution Reports, continued



Preparing for Testing

-  Users 
-  Students 
 - View/Edit/Export Students
 - Frequency Distribution Report**
-  Rosters 
-  Test Settings and Tools 

Frequency Distribution Report

 Use this page to generate a Frequency Distribution Report. [more info](#)

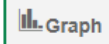
+ Filters for Report

+ Select Demographics

Generate Report



Grid



Graph



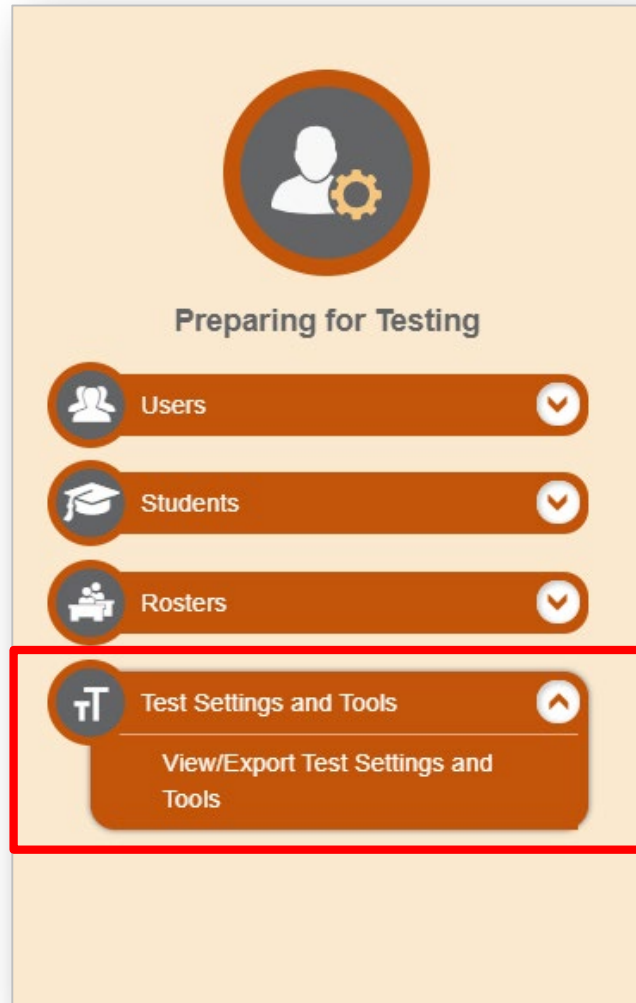
Grid and Graph



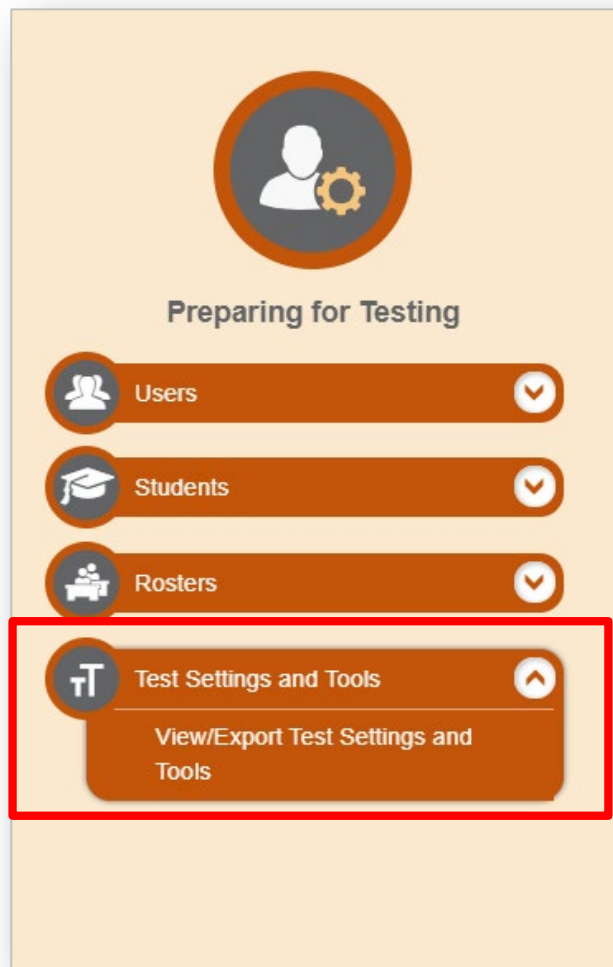
Gender	# of Records
Female	250
Male	250
Total	500

Grade	# of Records
10	500
Total	500

Test Settings and Tools



View/Export Test Settings and Tools



View/Export Test Settings and Tools

Use this page to view, edit, or export students and their test settings. [more info](#)

Search Students

*Corporation: Demo district 9997 - 9997
*School: Demo inst 9995 - 9997_9995
STN:
Student's Last Name:
Student's First Name:
Middle Name:
Gender: ☐ Male ☐ Female
Date of Birth:
Grade: None selected

Advanced Search



Search Fields: Special Education
Special Education: ☐ Yes ☐ No
Additional Criteria Chosen:
☐ Special Education:
Remove All Remove Selected
Add
Search

View/Export Test Settings and Tools Results

View/Export Test Settings and Tools

Use this page to view, edit, or export students and their test settings. [more info](#)



+ Search Students

Number of students found: 500

Enter search terms to filter search results

1-50 of 500 records | Page: **1** of 10

<input type="checkbox"/>	Edit	School Information		Student Demographics											
		Corporation	School IRN	STN	Student's Last Name	Student's First Name	Middle Name	Gender	Date of Birth	Grade	Paper Tester	Alternate Tester	Identified English Learner	Special Education	Section 504 Plan
<input checked="" type="checkbox"/>		9997 - Demo district 9997	9997_9995 - Demo inst 9995	999T46001	Simulation	Test	A	Male	10262005	10	Yes		No	No	No
<input type="checkbox"/>		9997 - Demo district 9997	9997_9995 - Demo inst 9995	999T46002	Simulation	Test	A	Female	10262005	10	Yes		Yes	No	Yes

View/Export Test Settings and Tools, continued

TIDE

View/Edit Student: Quinn Albert

Use this form to modify a student's test settings. [more info](#)

Save

Go to section:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

+ Student Demographics

+ IREAD-3 and ISTEP+ Retester Eligibility

+ Student Participation

- Designated Features (Embedded)

Designated Features (Embedded)	I AM	ILEARN ELA	ILEARN Mathematics	ILEARN Science	ILEARN Social Studies
Color Contrast	Yellow	Yellow	Yellow	Yellow	Black on White
Glossaries		English Glossary	Arabic Glossary	English Glossary	English Glossary
Language	English	English	English	Refreshable Braille	English
Masking	ON	OFF	OFF	OFF	
Mouse Pointer	System Default	System Default	System Default	System Default	System Default
Print Size	Level 0 - 12 pt. (No zoom)	Level 0 - 12 pt. (No zoom)	Level 0 - 12 pt. (No zoom)	Level 0 - 12 pt. (No zoom)	Level 0 - 12 pt.

+ Designated Features (Non-Embedded)

+ Accommodations (Embedded)

+ Accommodations (Non-Embedded)

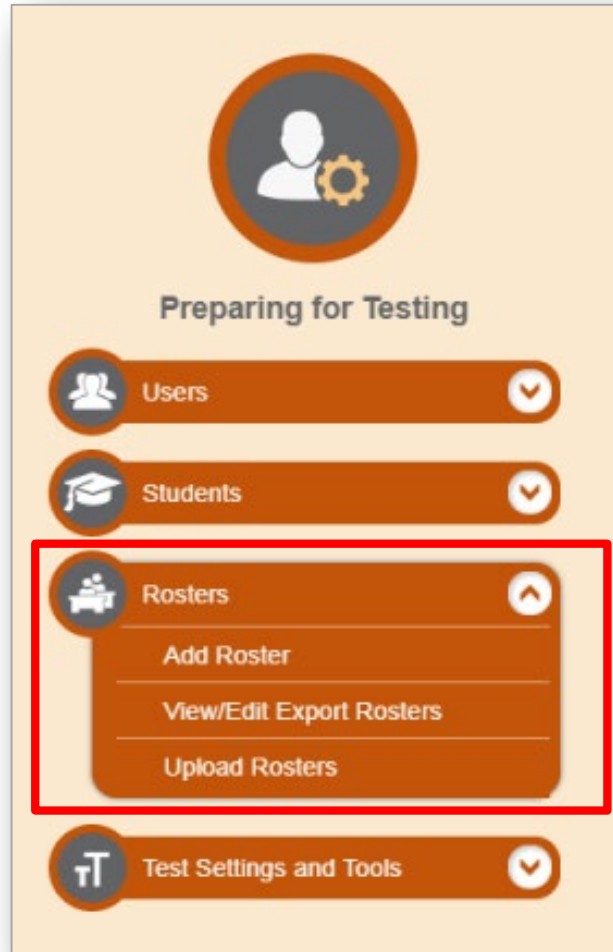
+ Special Requests

Save Cancel

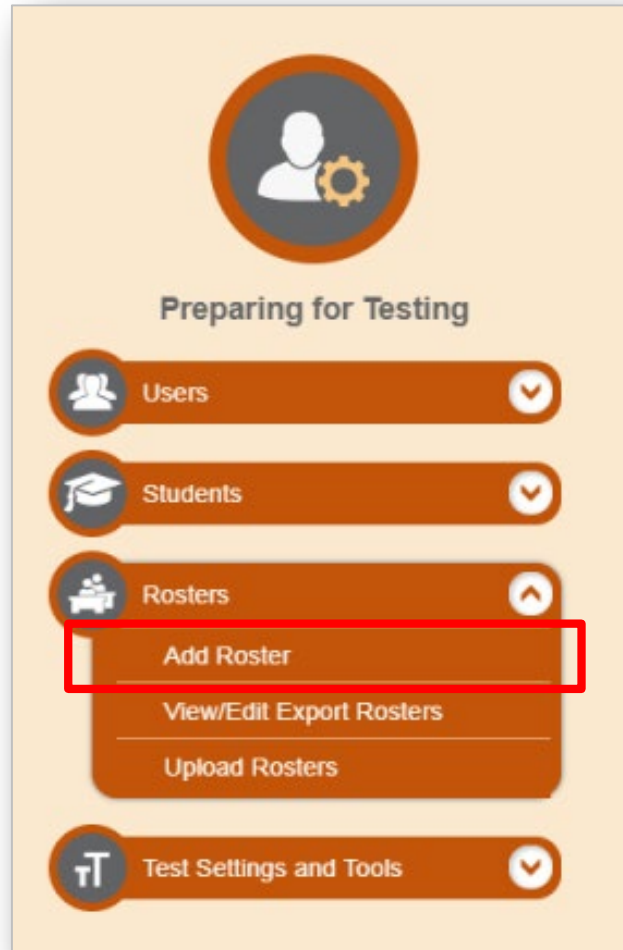
Contact Help Desk



Rosters



Add Roster



Preparing for Testing

- Users
- Students
- Rosters
 - Add Roster**
 - View/Edit Export Rosters
 - Upload Rosters
- Test Settings and Tools

Add Roster

Use this page to add rosters. [more info](#)

[Save](#) [Cancel](#)

Search for Students to Add to the Roster

*Corporation: Demo district 9999 - 9999 ▾ Middle Name:

*School: Demo inst 9990 - 9999_9 ▾ Gender: ☐ Male ☐ Female

STN: Date of Birth:

Student's Last Name: Grade: None selected ▾

Student's First Name:

[+ Advanced Search](#)

[Search](#)

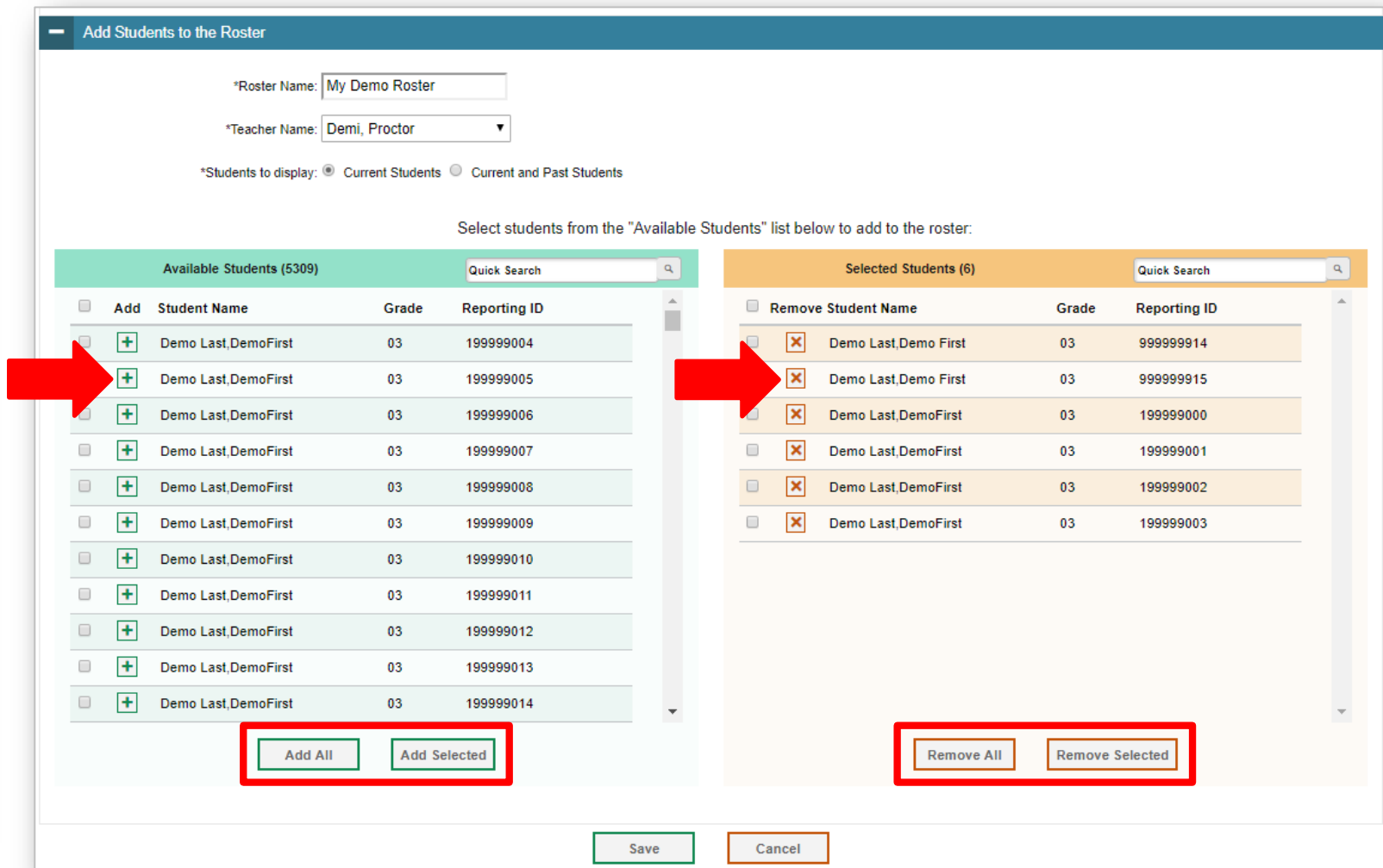
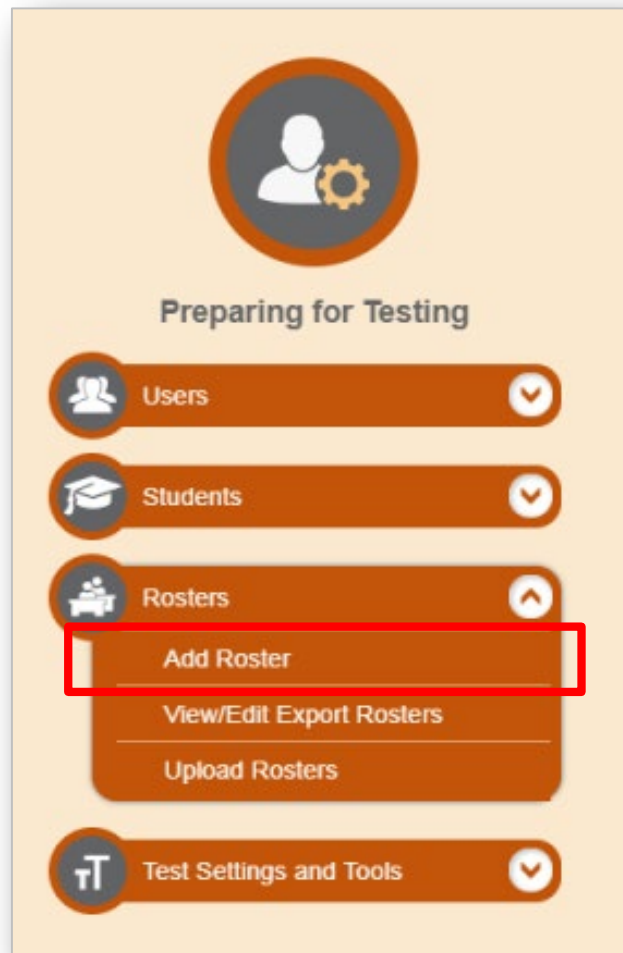
Add Students to the Roster

*Roster Name:

*Teacher Name: -Select- ▾

*Students to display: ☐ Current Students ☒ Current and Past Students

Add Roster, continued



The "Add Students to the Roster" dialog is shown. It includes fields for "Roster Name" (My Demo Roster) and "Teacher Name" (Demi, Proctor). Below these are radio buttons for "Students to display": "Current Students" (selected) and "Current and Past Students". A message states: "Select students from the 'Available Students' list below to add to the roster:". The dialog is divided into two main sections: "Available Students (5309)" and "Selected Students (6)".

Available Students (5309)


	Add	Student Name	Grade	Reporting ID
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999004
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999005
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999006
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999007
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999008
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999009
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999010
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999011
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999012
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999013
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999014

Selected Students (6)


	Remove	Student Name	Grade	Reporting ID
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,Demo First	03	999999914
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,Demo First	03	999999915
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999000
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999001
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999002
<input type="checkbox"/>	<input type="checkbox"/>	Demo Last,DemoFirst	03	199999003


At the bottom of the dialog are buttons for "Add All", "Add Selected", "Remove All", and "Remove Selected". The "Add All" and "Add Selected" buttons are highlighted with a red rectangle. The "Remove All" and "Remove Selected" buttons are also highlighted with a red rectangle. At the very bottom are "Save" and "Cancel" buttons.


Upload Rosters



Preparing for Testing

 Users


 Students

 Rosters

Add Roster

View/Edit Export Rosters

Upload Rosters

 Test Settings and Tools

Upload Roster

1. Upload

2. Preview

3. Validate

4. Confirmation

Download Templates

Use this page to upload a file of rosters you want to add or modify. [more info](#)

Step 1: Upload File

Choose File


Browse

Upload History





File name	Date Uploaded	Status	Validation Report	Records Rejected	Validation Report
RosterNames.xlsx	12/10/2017 11:25 AM	Processed	Download (125)	N/A	Download
DistrictRoster.xlsx	12/11/2017 01:40 PM	Processed	Download (94)	N/A	Download


Next

View/Edit Rosters



Preparing for Testing


-  Users
-  Students
-  Rosters
 - Add Roster
 - View/Edit Export Rosters**
 - Upload Rosters
-  Test Settings and Tools






Your search returned 4 results

[View Results](#) [Export to Inbox ▾](#) [Modify Search](#)

View/Edit Export Roster


 Use this page to view, edit, or delete rosters. [more info](#)



 Search for Rosters to Edit

Note: For multiple roster selection, you may print 1000 students at a time.

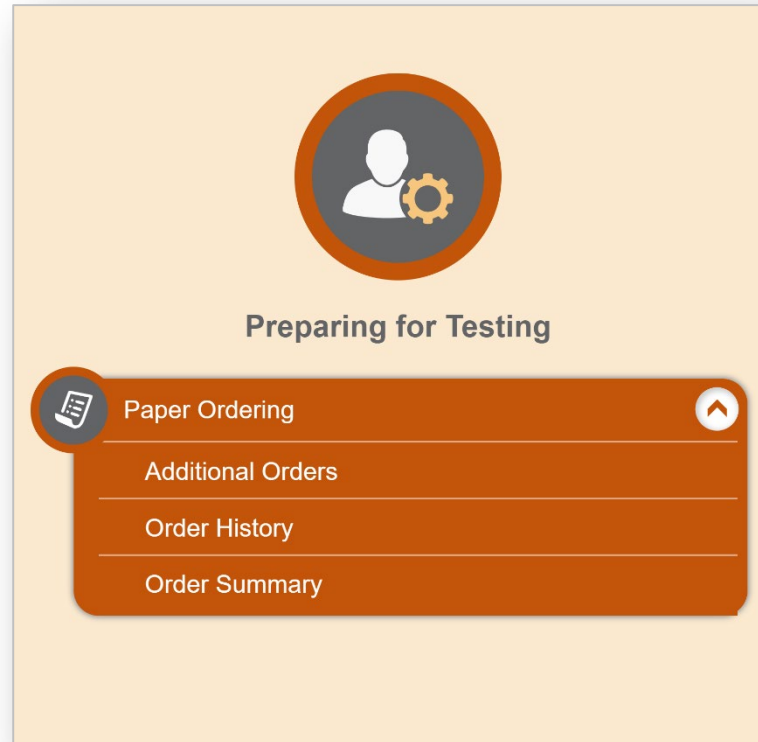
Number of rosters found: 2

Enter search terms to filter search results 

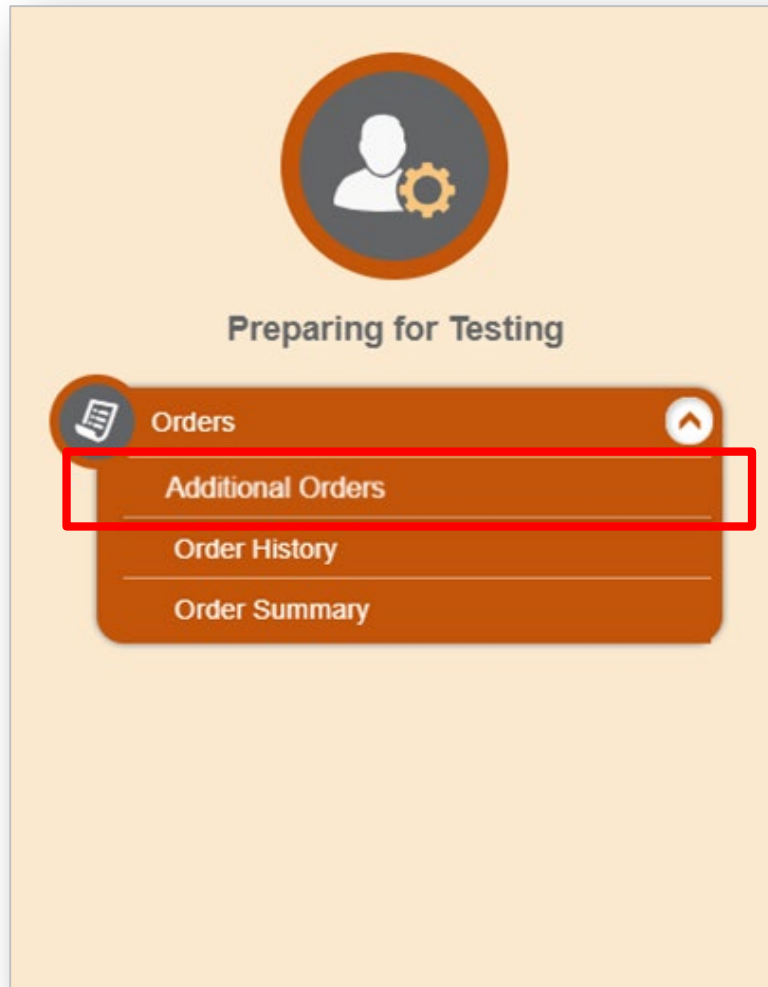
<input checked="" type="checkbox"/>	Edit	Roster Name	Teacher	Grades In Roster	Number Of Students
<input checked="" type="checkbox"/>		Demo roster	Demi, Proctor	03, 04, 05, 06, 07, 08, 09, 10, 11, 12	5315
<input type="checkbox"/>		demo rosterdd	Demi, Proctor	03	2



Ordering Paper Test Materials



Placing Additional Orders



Additional Orders

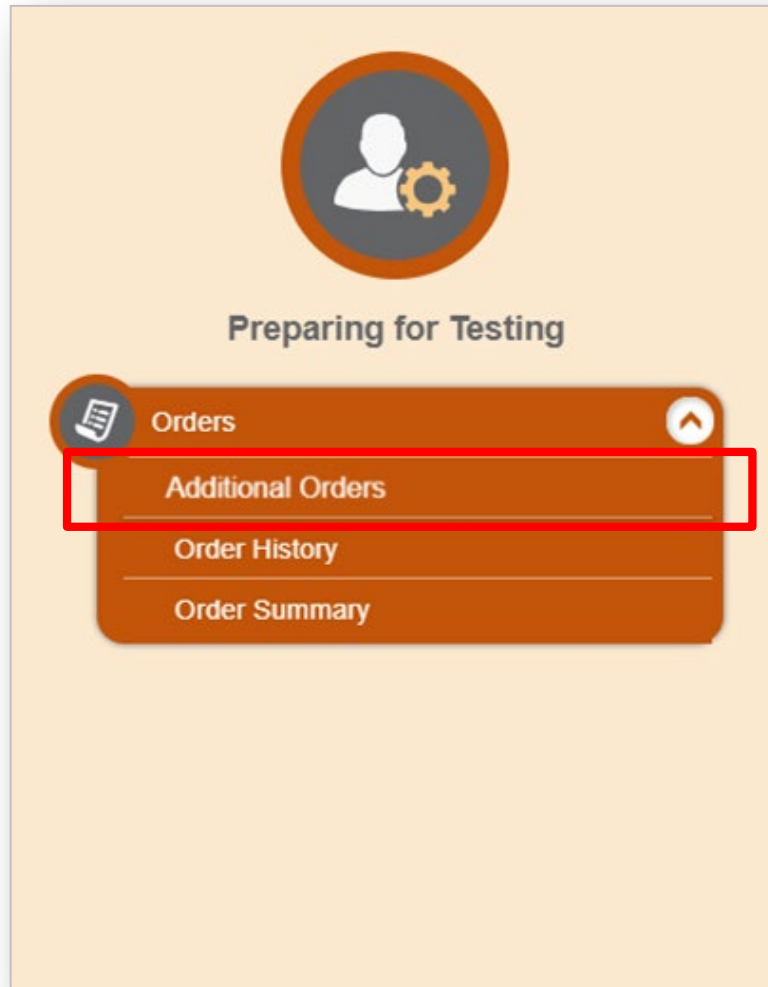
Use this page to view and modify additional orders. [more info](#)

Contact Info

Verify your contact information below.

Corporation Test Coordinator	Shipping Information
Name: Lakeland School Corporation	Contact Person: <input type="text"/>
*First Name: <input type="text"/>	*Address Line1: <input type="text"/>
Middle Name: <input type="text"/>	Address Line2: <input type="text"/>
*Last Name: <input type="text"/>	*City: <input type="text"/>
*Email Address: <input type="text"/>	*State: <input type="text"/>
Alternate Email Address: <input type="text"/>	*Zip Code: <input type="text"/>
*Phone Number: <input type="text"/>	*Zip+4: <input type="text"/>
Fax Number: <input type="text"/>	*Phone Number: <input type="text"/>

Placing Additional Orders (Cont.)



Additional Orders

i Use this page to view and modify additional orders. [more info](#)

Go to section:

- 1
- 2
- 3
- 4

+ Contact Info

- Search for Orders

☐ Corporation

☒ School

+ Shipping Address for This Order

- Comments

The following table lists your additional orders for Demo inst 9990

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
- ILEARN Regular Print Booklets				
ILEARN: Biology: Regular Print Booklet <i>Includes one regular print test booklet (ATTENTION: ILEARN Regular Print Test Booklets may be ordered from November 19-December 5, 2019 for the December testing window. Materials ordered outside of this window will not be processed.)</i>	0	0	0	<input type="text" value="0"/>

Order History



Preparing for Testing



Orders




Additional Orders

Order History



Order Summary

Order History

 Use this page to review your orders and order details. [more info](#)

Order History for my District

Enter search terms to filter search results

Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
- District: Demo district 9999 9999						
186113	Additional	DemoUser, State	Approved	08/27/2019 09:43 AM (EST)		
+ School: Demo inst 9990 9999_9990						
+ School: Demo inst 9991 9999_9991						

Order Summary



Preparing for Testing

- Orders
- Additional Orders
- Order History
- Order Summary

Order Summary

Use this page to review order quantities for your school or district. [more info](#)

+ Search For Order

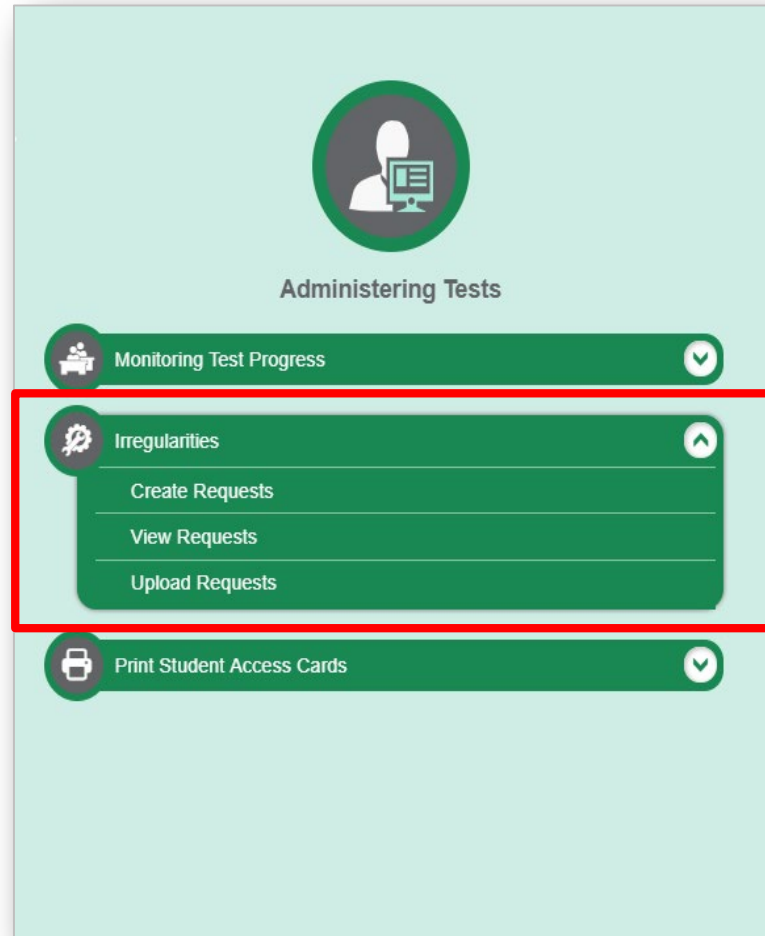


Number of orders found: 2


Enter search terms to filter search results

Material Type	District Quantity		School Quantity		Total Quantity	
	District Expected Shipment	District Awaiting Approval	School Expected Shipment	School Awaiting Approval	Total Expected Shipment	Total Awaiting Approval
ILEARN: Biology: Regular Print Booklet	5	0	0	0	5	0
ILEARN: Biology: Large Print Booklet	2	0	0	0	2	0

Testing Irregularities




Create Requests



Administering Tests

- Monitoring Test Progress
- Irregularities
- Create Requests**
- View Requests
- Upload Requests









- Print Student Access Cards

Create Requests

Use this page to create invalidation requests. [more info](#)

Select Request Type and Search

*Request Type: ☐ Reset a test  ☐ Invalidate a test  ☐ Report problem item  ☐ Re-open a test  ☒ Grace period extension  ☐ Re-open Test Segment 

*Search Student By: STN

Number of records found: 1

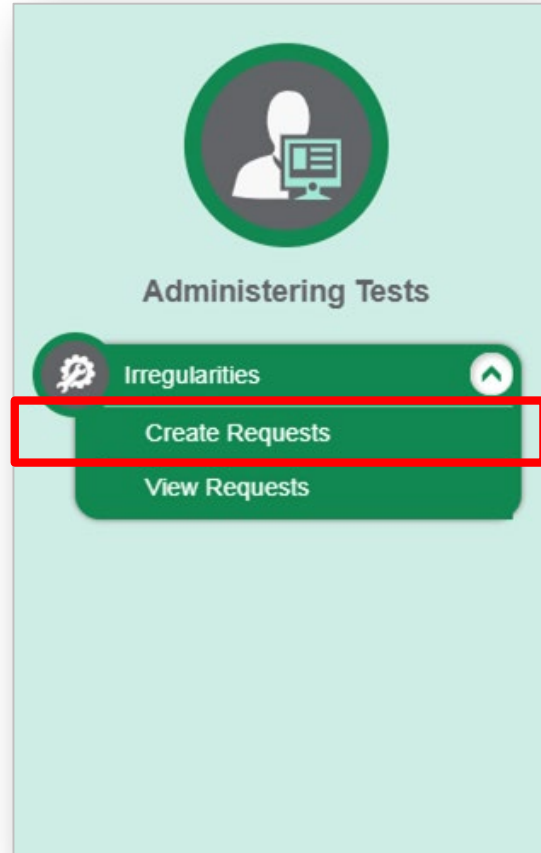
	Request Type	School IRN	ResultID	STN	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test	Case Number	Appeal Status	AppealReason	Items Answered
<input checked="" type="checkbox"/>	Grace period extension	9999_9990	11454	199999080	Demo Last	DemoFirst	1	paused	8/12/2020 3:44:57 PM	8/12/2020 3:48:03 PM	ILEARN Grade 7 English/Language Arts Practice Test				4



Status of Requests

Request Status	Description of Status
Error Occurred	An error occurred while the appeal was being processed
Item Information Sent	Information regarding a Report Problem with Item appeal was sent to the designated recipients
Pending Approval	Request is pending approval
Processed	Request was successfully processed, and the test opportunity has been updated
Rejected	Another user rejected the request
Rejected by System	Test Delivery System was unable to process the request
Requires Resubmission	Request must be resubmitted
Retracted	Originator retracted the request
Submitted for Processing	Appeal submitted to Test Delivery System for processing
Resolved	Appeal was resolved

Create Requests: Item Rescore



Create Requests

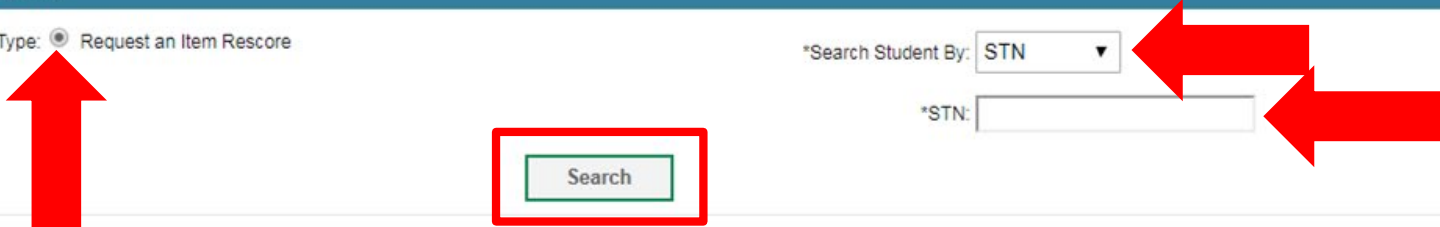
i Use this page to create invalidation requests. [more info](#)

Select Request Type and Search

*Request Type: ☒ Request an Item Rescore

*Search Student By:

*STN:



Red arrows point to the 'Request an Item Rescore' radio button, the 'STN' dropdown menu, the 'STN' text input field, and the 'Search' button.

Create Requests: Item Rescore (cont.)

Create Requests

Use this page to create invalidation requests. [more info](#)

Select Request Type and Search


Create

Number of records found: 4


Enter search terms to filter search results


	View Item	Item Position	Request Type	School IRN	ResultID	STN	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Action
		5	Request an Item Rescore	9998_9993	60000379	999768847	Demo Lastname 1004	Demo Firstname 1004	0	completed	2019-04-09T11:49:51.807	2019-05-07T12:52:36.235719
		31										
		40										
		41										


View Requests





Administering Tests


 Monitoring Test Progress


 Irregularities

 Create Requests

 View Requests

 Upload Requests

 Print Student Access Cards

 Administration: Indiana 2020-21 | User: LastCTC2, FirstCTC2 (CTC)

[Help](#) [Inbox](#) [Manage Account](#) [Log Out](#)

[Preparing for Testing](#) [Administering Tests](#) [After Testing](#)

[Monitoring Test Progress](#) [Irregularities](#) [Print Student Access Cards](#)

View Requests

Use this page to view, edit, export, or process invalidation requests. [more info](#)

Appeal Information

Choose a Request Type

☐ All
☐ Reset a test
☐ Invalidate a test
☐ Report problem item
☐ Re-open a test
☐ Grace period extension
☐ Re-open Test Segment
☐ Request an Item Rescore

Choose a Request Status

☐ All
☐ Pending Approval
☐ Rejected
☐ Submitted for Processing
☐ Processed
☐ Rejected by System
☐ Error Occurred
☐ Retracted
☐ Requires Resubmission
☐ Item Information Sent

Additional Request Criteria

Session ID:

Filter By:

Process Requests



Administering Tests



Monitoring Test Progress



Irregularities



Create Requests

View Requests

Upload Requests



Print Student Access Cards



View Requests

Use this page to view, edit, export, or process invalidation requests. [more info](#)

Appeal Information

Choose a Request Type

- Request Type: ☒ All [?]
- ☒ Reset a test [?]
 - ☒ Invalidate a test [?]
 - ☒ Report problem item [?]
 - ☒ Re-open a test [?]
 - ☒ Grace period extension [?]
 - ☒ Re-open Test Segment [?]
 - ☒ Request an Item Rescore [?]

Choose a Request Status

- Request Status: ☐ All [?]
- ☐ Pending Approval [?]
 - ☐ Rejected [?]
 - ☐ Submitted for Processing [?]
 - ☐ Processed [?]
 - ☐ Rejected by System [?]
 - ☐ Error Occurred [?]
 - ☐ Retracted [?]
 - ☐ Requires Resubmission [?]
 - ☐ Item Information Sent [?]

Additional Request Criteria

Session ID:

Filter By:

*STN:

Search




Process

Number of records found: 2



Enter search terms to filter search results



	Case Number	Item	Request Type	School IRN	ResultID	STN	Student's Last Name	Student's First Name	Segments	Request Status	Request Date	Additional Comments	Test	Test Opp #	Test Status	Requested By	Test Start Date	Date of Last Activity	Requested B Email
<input checked="" type="checkbox"/>	13334		Reset a test	9998_9993	5981	300000061	DemoLast	DemoFirst		Pending Approval	08/09/2020 3:14 PM	UAT Testing.	SRT Grades 3-5	1	reported	SherwoodState, SusanState	10/16/2019 10:56 AM	10/16/2019 10:58 AM	IN-STATE1@de

Upload Requests



Administering Tests



 Monitoring Test Progress 

 Irregularities 

Create Requests

View Requests

Upload Requests

 Print Student Access Cards 

Upload Requests

1. Upload


2. Preview

3. Validate

4. Commit

5. Confirmation

Download Templates

 Use this page to upload a file of invalidation requests. [more info](#)

Step 1: Upload File

OnlineAppealsTemplateFile.xlsx


Browse

Upload History


FileName	Date Uploaded	Status	Validation Report	Records Rejected	Records Processed
OnlineAppealsTemplateFile.xlsx	09/18/2018 8:48 AM	UI Validated	Download	N/A	N/A

Next

Monitoring Test Progress



Administering Tests




Monitoring Test Progress

Plan and Manage Testing


Participation Search By STN

Test Completion Rates

Test Status Code Report

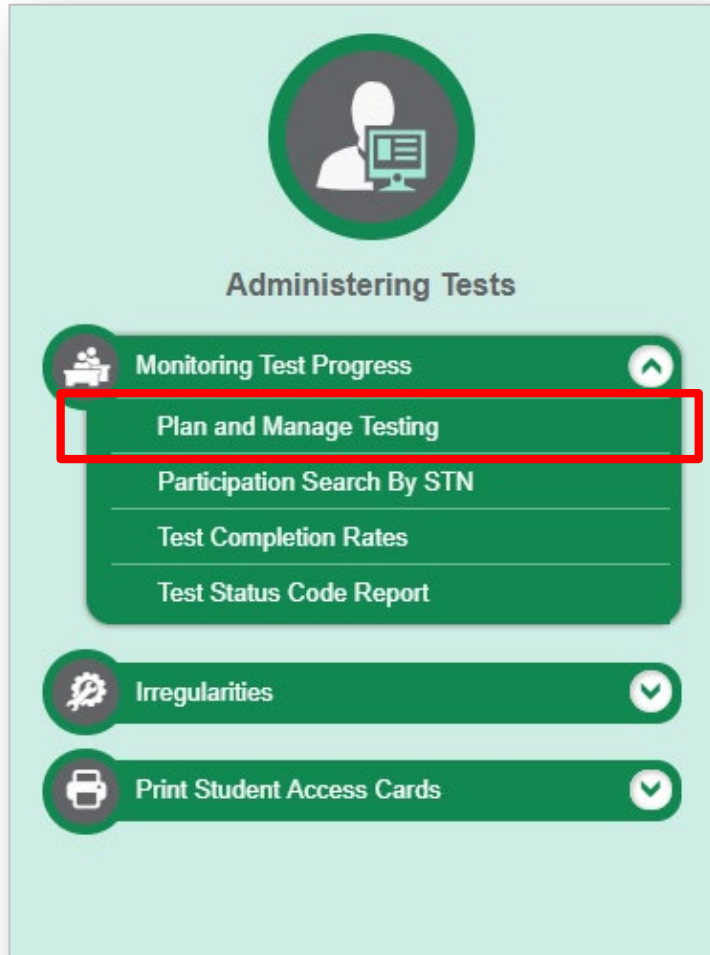


Irregularities



Print Student Access Cards

Plan and Manage Testing



The sidebar menu for 'Administering Tests' is located on the left side of the interface. It features a green header with a person icon and the title 'Administering Tests'. Below the header, there are five green buttons with white text and icons. The second button, 'Plan and Manage Testing', is highlighted with a red border. The other buttons are 'Monitoring Test Progress', 'Participation Search By STN', 'Test Completion Rates', and 'Test Status Code Report'. Below these, there are two more green buttons: 'Irregularities' and 'Print Student Access Cards'.

Administering Tests

- Monitoring Test Progress
- Plan and Manage Testing**
- Participation Search By STN
- Test Completion Rates
- Test Status Code Report

Irregularities

Print Student Access Cards

Plan and Manage Testing

Use this page to view participation report. [more info](#)

Choose What

Test Instrument: ILEARN Practice Test ▼ Test ID's: All selected (17) ▼

Administration: 2018-2019 ▼

Search Students

*Corporation: Demo Dist 9999 - 9999 ▼ Student's First Name:

*School: All selected (3) ▼ Gender: ☐ Male ☐ Female

*Teacher: -All- ▼ Birth Date (MMDDYYYY):

STN: Grade: None selected ▼

Student's Last Name:

Advanced Search

Search Fields: -- Select -- ▼ Additional Criteria Chosen:

Get Specific

students whose most recent SessionID ▼ was SessionID (optional) between 09/17/2018 and 09/17/2018

Note: If no TA or Session ID is specified, date range cannot exceed 15 days


students who have ▼ completed ▼ Any ▼ opportunity in the selected administration

students on their Any ▼ opportunity in the selected administration, and have a status of Any ▼


students whose current opportunity will expire in ▼ days.


search student(s) by SSID ▼ :


Plan and Manage Testing Results





Administering Tests


 Monitoring Test Progress


 Plan and Manage Testing

 Participation Search By STN

 Test Completion Rates

 Test Status Code Report

 Irregularities

 Print Student Access Cards

Plan and Manage Testing

Use this page to view participation report. [more info](#)

Go to section:
1
2
3


+ Choose What

+ Search Students

+ Get Specific

Generate Report

Export Report



Number of students found: 4

Enter search terms to filter search result

Corporation Name	School Name	STN	Name	Enrolled Grade	InterimTestGrade	Restricted Subjects	Current LEP	Test	Language	Opportunity	TA Name	Session
Demo Dist 9999	Demo inst 9991	999999113	Amphlett, Josselyn	03			N	ILEARN Grade 3 English/Language Arts Practice Test	ENU	1	Demi, Proctor	UAT-DD
Demo Dist 9999	Demo inst 9991	999999196	Bollum, Pooh	04			N	ILEARN Grade 4 English/Language Arts Practice Test	ENU-Braille	1	DemoUser, State	UAT-B095-
Demo Dist 9999	Demo inst 9991	999999351	Amphlett, Josselyn	03			N	ILEARN Grade 3 English/Language Arts Practice Test	ENU	1	DemoUser, State	UAT-B095-
Demo Dist 9999	Demo inst 9991	999999351	Amphlett, Josselyn	03			N	ILEARN Grade 3 Mathematics Practice Test	ENU	1	DemoUser, State	UAT-B095-

Plan and Manage Testing Examples

- Which students have not yet tested?

☒ students who opportunity in the selected administration

- Which students have paused tests?

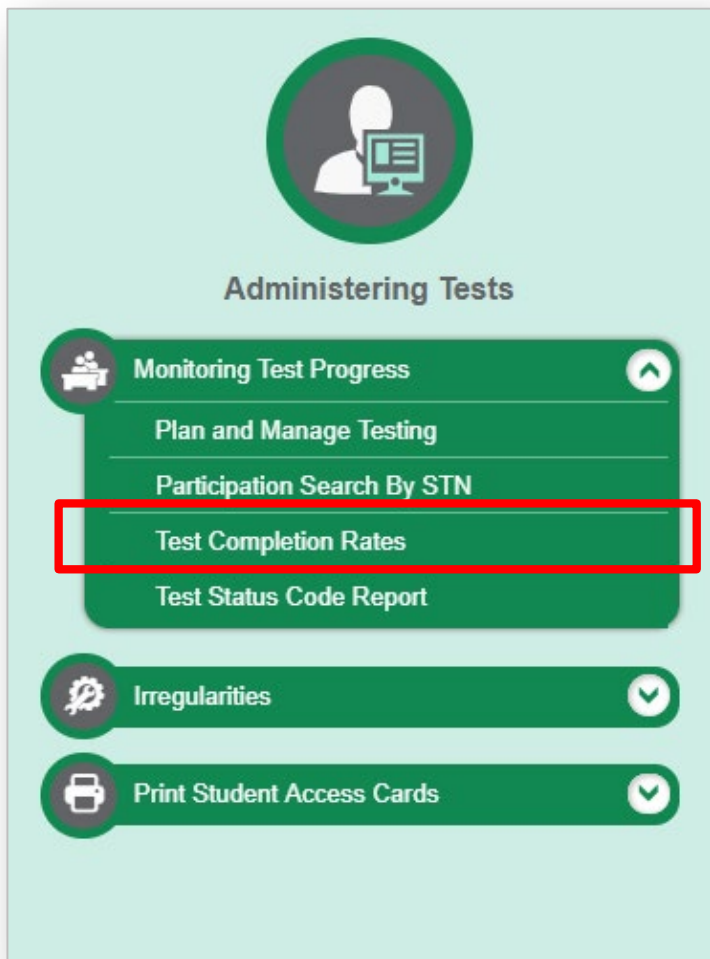
☒ students on their opportunity in the selected administration, and have a status of

- Did all students in a test session submit their tests?

☒ students whose most recent was between and

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Test Completion Rates



The sidebar menu is titled "Administering Tests" and features a circular icon of a person at a computer. It contains several green buttons with white icons and text. The "Test Completion Rates" button is highlighted with a red rectangle.

- Monitoring Test Progress
- Plan and Manage Testing
- Participation Search By STN
- Test Completion Rates**
- Test Status Code Report
- Irregularities
- Print Student Access Cards

Test Completion Rates

Use this page to view test completion rates. [more info](#)

Report Criteria

*ReportTypes: School Test Completion

*Corporation: Demo Dist 9999 - 9999

*School: All selected (3)


Test Instrument: ILEARN Practice Test

Administration: 2018-2019

*Test ID's: All selected (17)

Export Report

Test Status Code Report



Administering Tests

- Monitoring Test Progress
- Plan and Manage Testing
- Participation Search By STN
- Test Completion Rates
- Test Status Code Report**

- Irregularities
- Print Student Access Cards

Test Status Code Report

i Use this page to view students' test statuses and special codes. [more info](#)

Report Criteria

Test Instrument: ILEARN Practice Test Administration: 2018-2019

Generate Report

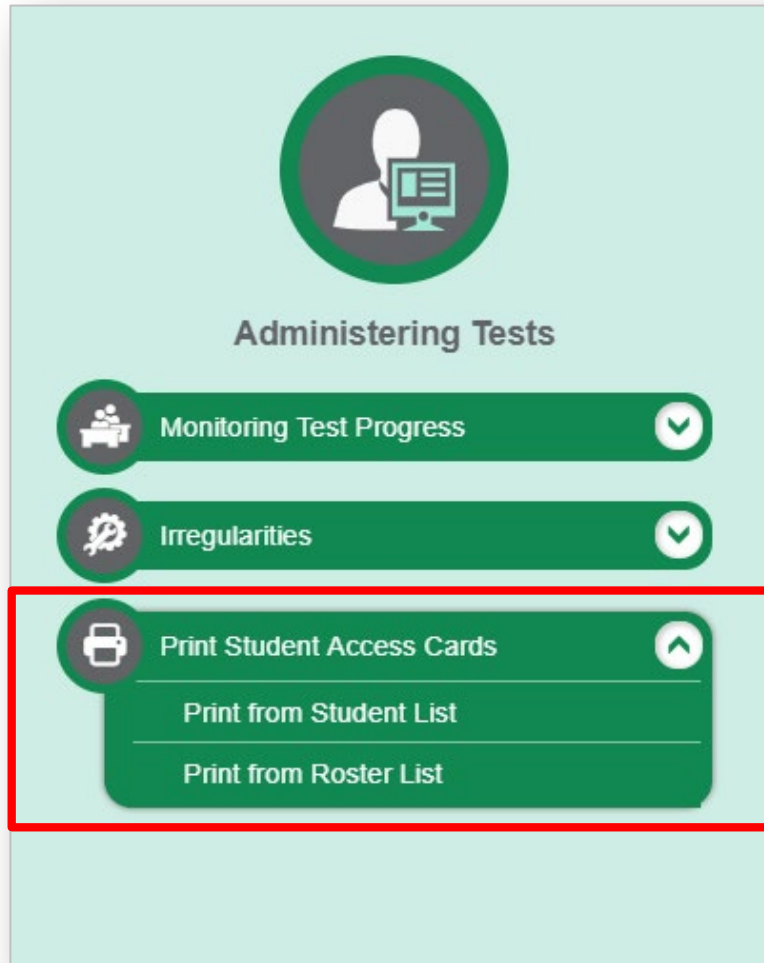
Export Report

Number of students found: 10

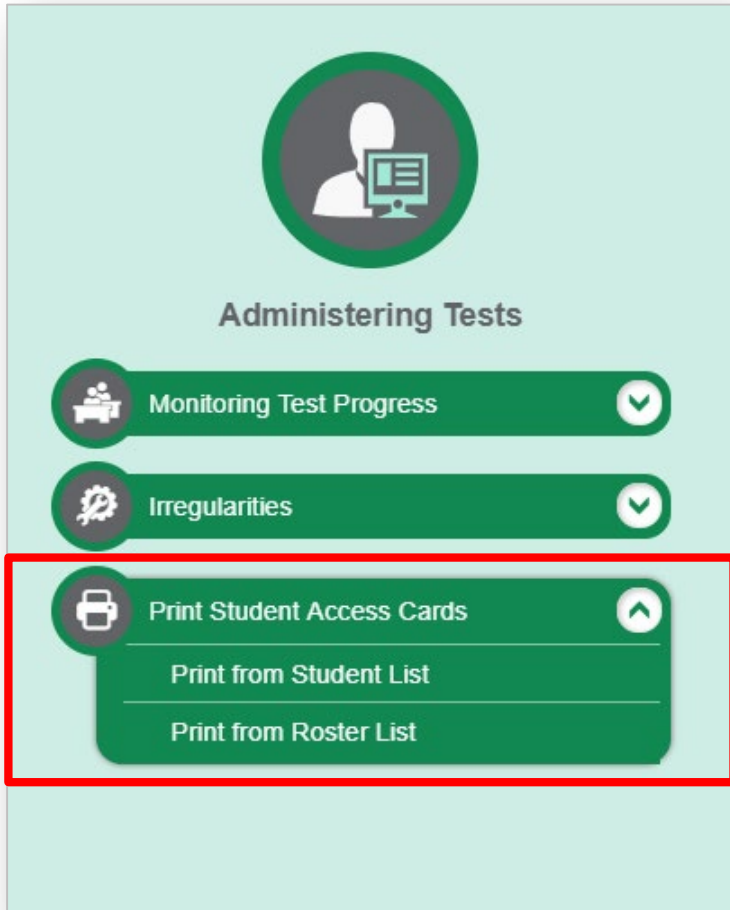
Enter search terms to filter search result

Student Name	STN	Test Name	Opportunity	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Amphlett, Josselyn	999999113	ILEARN Grade 3 English/Language Arts Practice Test	1	submitted	09/17/2018		9999_9991	Demo inst 9991
Amphlett, Josselyn	999999113	ILEARN Grade 3 Mathematics Practice Test	1	paused 0/5	09/17/2018		9999_9991	Demo inst 9991
Bollum, Pooh	999999196	ILEARN Grade 4 English/Language Arts Practice Test	1	submitted	09/17/2018		9999_9991	Demo inst 9991

Print Student Access Cards



Printing Student Access Cards from a Student List



Print from Student List

Use this page to view, edit, or export students. [more info](#)

Search Students

*Corporation: -- Select --
*School: None selected
STN:
Student's Last Name:
Student's First Name:

Middle Name:
Gender: ☐ Male ☐ Female
Date of Birth:
Grade: None selected


Advanced Search

Search Fields: -- Select --
Add


Additional Criteria Chosen:
Remove All Remove Selected


Search


Printing Student Access Cards from a Student List



Administering Tests

 Monitoring Test Progress

 Irregularities

 Print Student Access Cards

Print from Student List

Print from Roster List



All
students

Specific
students

Print from Student List

Use this page to view, edit, or export students. [more info](#)



+ Search Students

Number of students found: 500

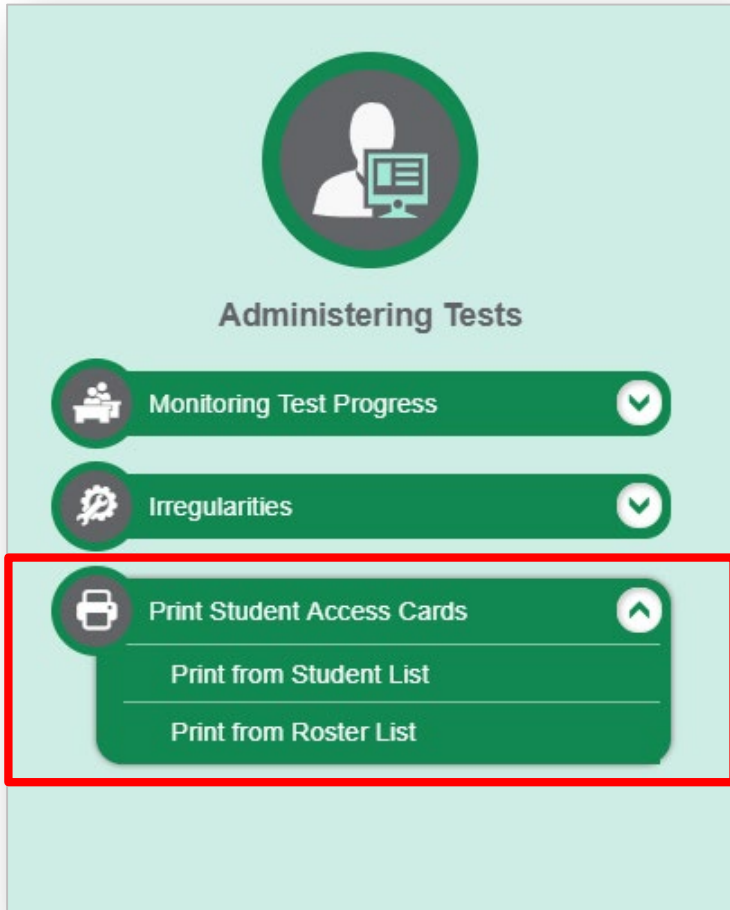
Enter search terms to filter search results

1-50 of 500 records | Page: 1 of 10

	Edit	School Information		Student Demographics												
		Corporation	School IRN	STN	Student's Last Name	Student's First Name	Middle Name	Gender	Date of Birth	Grade	Paper Tester	Alternate Tester	Identified English Learner	Special Education	Section 504 Plan	Primary Disability
<input type="checkbox"/>		9997 - Demo district 9997	9997_9995 - Demo inst 9995	999T46001	Simulation	Test	A	Male	10262005	10	Yes		No	No	No	Not Applicable to this student (i.e., No special education student)
<input type="checkbox"/>		9997 - Demo district 9997	9997_9995 - Demo inst 9995	999T46002	Simulation	Test	A	Female	10262005	10	Yes		Yes	No	Yes	Not Applicable to this student (i.e., No special education student)

1-50 of 500 records | Page: 1 of 10

Printing Student Access Cards from a Roster List



View/Edit Export Roster

Use this page to view, edit, or delete rosters. [more info](#)

Search for Rosters to Edit

*Corporation: *Roster Type:

*School: Teacher Name:

Printing Student Access Cards from a Roster List



Administering Tests



Monitoring Test Progress



Irregularities



Print Student Access Cards



Print from Student List

Print from Roster List

View/Edit Export Roster

Use this page to view, edit, or delete rosters. [more info](#)



Search for Rosters to Edit



Note: For multiple roster selection, you may print 1000 students at a time.

Number of rosters found: 2

Enter search terms to filter search results

<input type="checkbox"/>	Edit	Roster Name	Teacher	Grades In Roster	Number Of Students
<input type="checkbox"/>		Demo roster	Demi, Proctor	03, 04, 05, 06, 07, 08, 09, 10, 11, 12	5315
<input type="checkbox"/>		demo rosterdd	Demi, Proctor	03	2

Printing Pre-ID Labels

Print from Student List

Use this page to view, edit, or export students. [more info](#)

Search Students

- All Student Access Cards (5335)
- My Selected Student Access Cards (1)
- My Selected PreID Labels (1)**
- All Student Settings and Tools (5335)
- My Selected Student Settings and Tools (1)

1-50 of 5335 records | Page: **1** of 107

Demographics												
					Student's Last Name	Student's First Name	Student's Middle Name	Gender	Date of Birth	Grade	Alternate Tester	Identified English Learner
<input type="checkbox"/>		9999 - Demo district 9999	9999_9990 - Demo inst 9990	999018006	Albert	Quinn		Male	03011990	10		No

Albert Quinn


DEMO DISTRICT 9999 (9999)

DEMO INST 9990 (9999_9990)

Grade: 10 Gender: M DOB: 03/01/1990

STN: 999018006

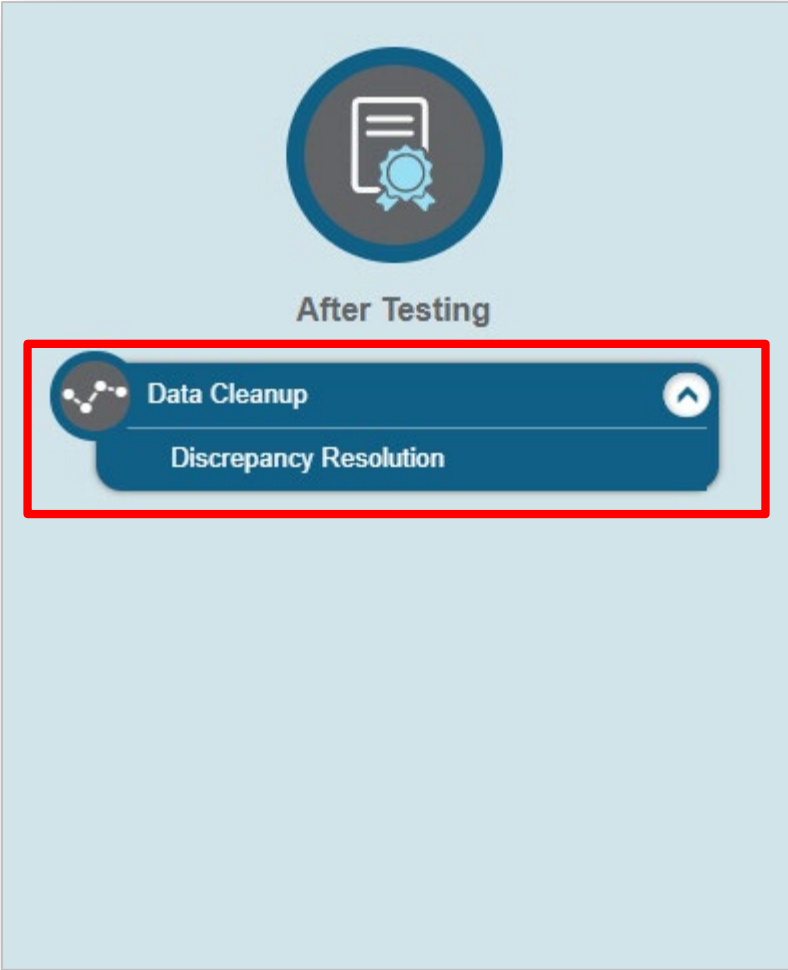
On-Demand



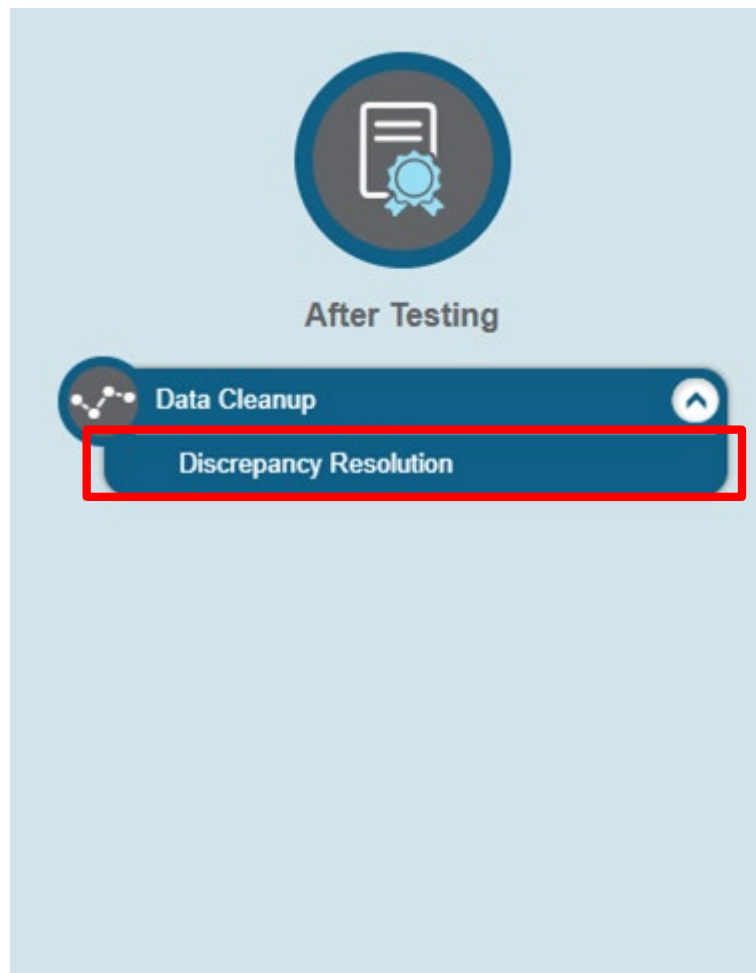
20190137 4097957 8



Data Cleanup



Discrepancy Resolution



Discrepancy Resolution

i Use this page to resolve testing discrepancies. [more info ~](#)

Search for Discrepancies to Edit

*Corporation: Gender: ☐ Male ☐ Female

*School:

STN:

Date of Birth:

Student's Last Name:

Grade:

Student's First Name:

Discrepancy Type:

+ Advanced Search

Number of discrepancies found: 0

Resolve	Status	Type	STN	Student's First Name	Student's Last Name	Grade	Test	Opportunity ID	School ID	Corporation ID	TestKey	View
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Contact the Indiana Assessment Help Desk

You can contact the Help Desk for assistance with any technical issues you encounter.

When contacting the Help Desk, please be ready to provide:

- Any error messages that are appearing (including codes);
- Your operating system and browser information;
- Your network configuration information;
- Your contact information for follow-up by phone or email; and
- Any other relevant information, such as test names or content areas, STNs, session IDs, and search criteria.

For test administration or policy issues, please contact your Corporation Test Coordinator.



Thank You!

Additional Information

Indiana Assessment Portal

- <https://indiana.portal.cambiumast.com/>

Indiana Assessment Help Desk

- Toll-Free Phone: 1.866.298.4256
- Email: indianahelpdesk@cambiumassessment.com
- Chat: <https://indiana.portal.cambiumast.com/chat.shtml>

Indiana Department of Education

- Toll-Free Phone: 1.888.544.7837
- Email: INassessments@doe.in.gov