

SUPPORTING SCHOOLS AND
STUDENTS TO ACHIEVE



The Test Information Distribution Engine (TIDE)

Idaho Assessment Systems Statewide Assessment
Training 2016

February 1-5, 2015

The ISAT Portal

Home Users Resources FAQs Supported Browsers Register for email alerts | Manage Account

IDAHO
STATE DEPARTMENT OF EDUCATION

Students & Families

Teachers & Test Administrators

Test Coordinators

Technology Coordinators

Recent Announcements

- The AIR System Training modules are now available in the Students & Families, Teachers & Test Administrators, Test Coordinators, and Technology Coordinators Resources section, under the AIR Online Systems- Training Modules sub-folder.
Added November 6, 2015
- The ORS User Guide for the 2015-2016 administration is now available under the Teachers & Test Administrators and Test Coordinators Resources section. All newly added sections will have a new feature icon.
Added November 3, 2015
- The TIDE User Guide has been posted in the Teachers & Test Administrators and Test Coordinators Resources section under the AIR Online Systems - User Guides sub-folder. Please be aware a Test Improperities section has been added, but it will not be available in TIDE until the Spring 2016 Summative administration.
Added October 27, 2015
- The Test Administrator User Guide is now available in the Teachers & Test Administrators and Test Coordinators resources section under the AIR Online Systems - User Guides sub-folder.
Added October 27, 2015
- The ELA & Math IAB Blueprints, Interim Assessment Fact Sheet, and the Interim Assessment Statement of Purpose documents are now available on the Teachers & Test Administration and Test Coordinators resources section under the Interim Assessments subfolder.
Added September 17, 2015

Please [click here](#) to view all announcements

Top FAQs

- What is TIDE?
- What is TDS?
- When will the Math/ELA ICA scores appear in ORS?
- What is the Portal for?

Please [click here](#) to view all FAQs

Welcome!

This site demonstrates the features that are available on the portals created by AIR to access the assessment systems.

Teacher Scoring Application

Teachers may now apply to assist with scoring Summative Assessments. Teachers who have had experience hand scoring interim assessment items should indicate this on their application. To access the application please visit [Measurement Incorporated Scoring Application](#) and select the Teachers Only - Work from Home category.

Secure Browsers

Practice & Training Tests

Important Dates

Contact Us

Idaho Statewide Assessment Group on Edmodo

Digital Library by Smarter Balanced

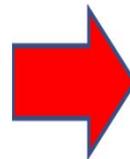
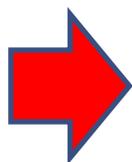
System Status



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Test Information Distribution Engine -TIDE



Login

Email Address

Password

[Forgot Your Password?](#)

Secure Login

First Time User?

Enter username and password from your activation email.

Need new temporary password?

[Click here to request one.](#)



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TIDE Overview

The screenshot shows the TIDE web application interface. At the top, a green navigation bar contains the user information: "User: DemoUser, DC1", "Role: DC", "My Account", "Contact Us", "Logout", "Help", and "FAQ". Below this is a dark blue header with the Idaho State Department of Education logo and the text "IDAHO STATE DEPARTMENT OF EDUCATION TIDE Test Information Distribution Engine". To the right of the header, it displays "District: (9999) Demo district 9999" and "Administration: ID 2015-2016", with a "Change Institution/Test Administration" button.

Below the header is a horizontal menu with the following items: "Home", "Manage Users", "Student Information", "Voice Pack", "Rosters", "Test Impropriety", and "Special Codes".

The main content area is titled "Home" and contains the following text:

You can perform the following tasks in TIDE, depending on your role: managing user accounts, managing student information, assessment eligibilities, and test settings, managing orders for testing materials, managing rosters of students, and managing appeals.

For detailed instructions about using TIDE, see the *TIDE User Guide*, available by clicking **Help** in the banner.

Below the text are six icons representing the main functions of the system:

- Manage Users**: Icon showing a user profile card for "Ian Scott".
- Student Information**: Icon showing a document with a student icon.
- Voice Pack**: Icon showing a document with a wireless signal icon.
- Rosters**: Icon showing a document with a student icon and a yellow pushpin.
- Test Impropriety**: Icon showing a document with a student icon and a magnifying glass.
- Special Codes**: Icon showing a document with a student icon.

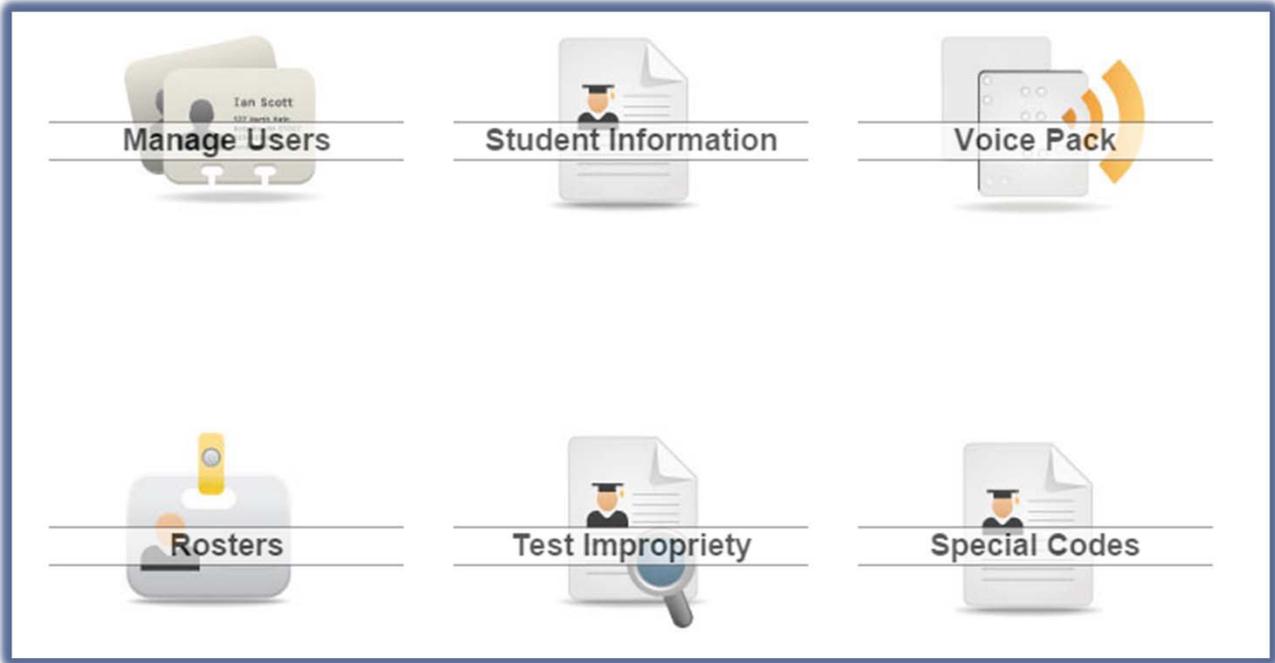
At the bottom of the main content area, a dark blue footer contains the contact information: "Idaho Help Desk | 1-844-560-7365 | IDHelpDesk@air.org".



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TIDE Navigation



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User and Student Management

- TIDE organizes Institutions, Users and Students
 - Institutions via state file
- Users added by users higher in the hierarchy
 - Can be viewed and edited in TIDE
- Students added multiple ways:
 - State-provided file
 - Manual add/upload
- Student settings and eligibility



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User Management – Add Users

- Users may be uploaded manually (one at a time) by selecting the **Manage Users – Add Users** tab.

* Role: ▼

* State: ▼

* District: ▼

* Email Address:

* First Name:

* Last Name:

Phone:



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User Management – Upload Users

- Users may also be added all at once by downloading the template appearing in the **Upload User** tab.

Upload Users

Use this page to upload new users, modify existing users, or delete existing users.

To begin, download one of the templates in Excel or CSV format, and compose the upload file using a spreadsheet or text editor. (See the *TIDE Users Guide* for details about creating an upload file.) After completing the file, click **Upload File** to begin the upload process.

Show Guidelines

Show History

Download Excel Template

Download CSV Template

Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then select the file. After you have selected the file, please click [Upload File] to begin the upload process.

Choose File No file chosen

Upload File

Cancel



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User Management – Uploading the User File

Uploading the User File

- Select the file to upload
 - Click **Browse** and navigate to the file saved on your computer. Click **OK**.
- Click Upload File to begin the process
- Preview the File
 - Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns. Click **Next**.
- File Validation
 - TIDE validates the file to ensure there are no data or layout errors.
 - If no errors exist, click **Commit File** to add the new users.
- Confirmation Message
 - User will receive confirmation message indicates that TIDE successfully uploaded the file.

Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then select the file. After you have selected the file, please click [Upload File] to begin the upload process.

Choose File No file chosen

Upload File Cancel

District ID	School ID	First Name	Last Name	Email address	Phone Number	Role	Action
099	9000	Thomas	Walker	tw@air.org		TA	ADD
099	9000	Thomas	Walker	tw@air.org	305-555-1212	SC	ADD
099	9000	Thomas	Walker	tw@air.org	305-555-1212	SC	DELETE
099	9000	Patricia	Martin	pm@air.org		TA	ADD
099	9000	Patricia	Martin	pm@air.org		SC	ADD

Record caused file upload to fail.

File uploaded, but record failed.

Record has errors, but was uploaded anyway.

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

✓ Your file has successfully been submitted to TIDE.

3 records were loaded into the TIDE database.



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Show Guidelines – Valid Values

Upload Users

Use this page to upload new users, modify existing users, or delete existing users. To begin, download one of the templates in Excel or CSV format, and compose the upload file using a spreadsheet or text editor. (See the *TIDE Users Guide* for details about creating an upload file.) After completing the file, click **Upload File** to begin the upload process.

The following fields appear in the upload template.

Column	Description	Valid Values
District ID*	District associated with the user.	Must be 3 numbers only; include leading zeros if necessary. Must exist in TIDE, and must be associated with the user uploading the file.
School ID*	School associated with the user.	Must be 4 numbers only; if necessary, Must exist in TIDE, and be associated with the district, and be associated with the user uploading the file. Must add district-level users.
FirstName*	User's first name.	Use 1-35 characters excluding pipe " ".
LastName*	User's last name.	Use 1-35 characters excluding pipe " ".
Email*	User's email address.	Any standard email address. Must be associated with the user uploading the file.
Phone*	Phone number in xxx-xxx-xxxx	Phone number in xxx-xxx-xxxx
Role*	One of the following abbreviations: DA—District Administrator DC—District Coordinator SC—School Test Coordinator TE—Teacher TA—Test Administrator	One of the following abbreviations: DA—District Administrator DC—District Coordinator SC—School Test Coordinator TE—Teacher TA—Test Administrator
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add, Modify, Delete

*Required field.

[Hide Guidelines](#)

Upload Students

Use this page to upload a file containing student information. For information about creating an upload file, see the *TIDE User Guide*. After creating the file, click **Upload File** to begin the upload process.

The following fields appear in the upload template.

Column	Description	Valid Values
ResponsibleDistrictIdentifier*	District responsible for specific educational services or instruction of the student.	Must be 3 numbers only; include leading zeros if necessary. Must exist in TIDE, and must be associated with the user uploading the file.
ResponsibleSchoolIdentifier*	School responsible for specific educational services or instruction of the student.	Must be 4 numbers only; include leading zeros if necessary. Must exist in TIDE, and be associated with the district associated with the user uploading the file.
LastOrSurname	Student's last name.	Up to 35 alphabetic or space characters.
FirstName	Student's first name.	Up to 35 alphabetic or space characters.
MiddleName	Student's middle name.	Up to 35 alphabetic or space characters.
Birthdate	Date on which student was born.	Date in format MMDYY for single-digit numbers.
EDUID*	Student's statewide identification number.	Up to nine alphanumeric characters.
ConfirmationCode*	Non-unique student code.	Up to 35 characters.
GradeLevelWhenAssessed*	Student's enrolled grade when assessed.	One of the following: 02, 08, 09, 10, or 11.
Gender*	Student's gender.	One of the following: Male Female

*Required field.

[Hide Guidelines](#)

Upload Roster File

Use this page to upload rosters to TIDE and the Online Reporting System. Compose the upload file using a spreadsheet or text editor. (See the *TIDE User Guide* for details about creating an upload file.) After completing the file, click **Upload File** to begin the upload process. To view a history of file uploads, click **Show History**.

The following fields appear in the upload template.

Field Name	Description	Valid Values
District ID*	State-issued entity ID for the district responsible for specific educational services or instruction of the student.	Must be 3 numbers only; include leading zeros if necessary. Must exist in TIDE, and must be associated with the user uploading the file.
School ID*	State-issued entity ID for the school responsible for specific educational services and/or instruction of the student.	Must be 4 numbers only; include leading zeros if necessary. Must exist in TIDE, be associated with the district, and be associated with the user uploading the file.
User Email ID*	Email of teacher associated with the roster. Must exist in TIDE.	Any standard email address.
Roster Name*	Name of roster.	Up to 50 characters.
EDUID*	State-assigned student identifier which is unique within the district.	Up to nine alphanumeric characters.

*Required field.

[Hide Guidelines](#)



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Troubleshooting Tips for Uploading Files

- Ensure all leading zeros are maintained in the files. Note: If the original document is a CSV file, opening the document in Excel will cause the leading zeros to be wiped out. To retain them, continue to open the file using CSV format.
- Ensure the dates are formatted properly using MMDDYY and there are no spaces or dashes included
- Ensure all values contain only acceptable values for the field you are trying to enter. For additional reference, select the Show Guidelines drop-down on the Upload pages in TIDE.
- If further issue persists when trying to upload a user file into TIDE, please contact the ISAT Help Desk via telephone (1-844-560-7365) or via email (IDHelpDesk@air.org).



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What's New? Student Management

- View/Edit Students – Additional Search Criteria

The screenshot displays the 'View/Edit Students' interface. At the top, there are navigation tabs: 'View/Edit Students', 'Add Students', 'Upload Student Settings', and 'Upload Student File'. The main heading is 'View/Edit Students'. Below this, there is instructional text: 'Use this page to view and edit student information. Make selections from the **State**, **District** and **School** lists (depending on your role you may not see all of these lists). You can further limit your search by specifying a student identifier, first or last name, or grade level. Click **Add Additional Search Criteria** to further limit the search. Click **Search**. When the retrieved students appear:

- To view or edit a student's information, click **View** in that student's row.
- Sort the listing by clicking on column headers.

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

Below the text is a 'Show Guidelines' button. To the right is a search form with the following fields: * State: Idaho - 000000, * District: Demo district 9999 - 9999, * School: Demo inst 9999 - 9999_9999, EDUID, Last Name, First Name, and Grade Level When Assessed: All grades. A green bar labeled 'Add Additional Search Criteria' is visible, with a dropdown menu open showing search fields: - Select a Field -, - Select a Field -, Gender, Birth Date (MMDDYYYY), Print Size, Color Contrast, Language (Designated Supports and Accommodations), Text-To-Speech (Designated Supports and Accommodations), Streamlined Interface Mode, Masking, Permissive Mode, American Sign Language, Closed Captioning, Non-Embedded Designated Supports, Non-Embedded Accommodations, and Print On Demand. A red arrow points to the 'Permissive Mode' option in the dropdown menu.



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Student Management – Add Students

- Users may add students manually (one at a time) by selecting the **Student Information – Add Student** tab, entering the student information, and selecting **Save**.

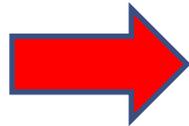
Add Students

Use this page to add individual students to TIDE.

Make selections from the **State**, **District**, and **School** lists (depending on your role you may not see all of these lists). Next, make entries and selections for student demographics. Fields with an asterisk (*) are required. Click **Save**.

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

[Show Guidelines](#)



Save **Reset** **Cancel**

Select a School

* State:

* District:

* School:

Student Demographics

* EDUID:	<input type="text"/>	* LEP Status:	<input type="text" value="-- Select a value --"/>
Last Name:	<input type="text"/>	* Section 504:	<input type="text" value="-- Select a value --"/>
First Name:	<input type="text"/>	* Economic Disadvantage:	<input type="text" value="-- Select a value --"/>
Middle Name:	<input type="text"/>	Status:	<input type="text"/>
* Gender:	<input type="text" value="-- Select a value --"/>	Language Code:	<input type="text"/>
Birth Date (MMDDYYYY):	<input type="text"/>	English Language:	<input type="text"/>
* Confirmation Code:	<input type="text"/>	Proficiency Level:	<input type="text"/>
* Grade Level When Assessed:	<input type="text" value="-- Select a value --"/>	Migrant Status:	<input type="text" value="-- Select a value --"/>
Paper Tester:	<input type="text" value="-- Select a value --"/>	First Entry Date into a US School (MMDDYYYY):	<input type="text"/>
District assigned student identifier:	<input type="text"/>	Limited English Proficiency Entry Date (MMDDYYYY):	<input type="text"/>
* IDEA Indicator:	<input type="text" value="-- Select a value --"/>	Limited English Proficiency Exit Date (MMDDYYYY):	<input type="text"/>



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Student Management – Upload Students

- Users may also add students at once by downloading the template appearing in the **Upload Student File** tab.

Upload Students

Use this page to upload a file containing student information. For information about preparing the upload file, see the *TIDE User Guide*.

After creating the file, click **Upload File** to begin the upload process.

▼ Show Guidelines

▼ Show History

Download Excel Template

Download CSV Template

 STEP 1 Upload File

→  STEP 2 Preview File

 STEP 3 Validate File

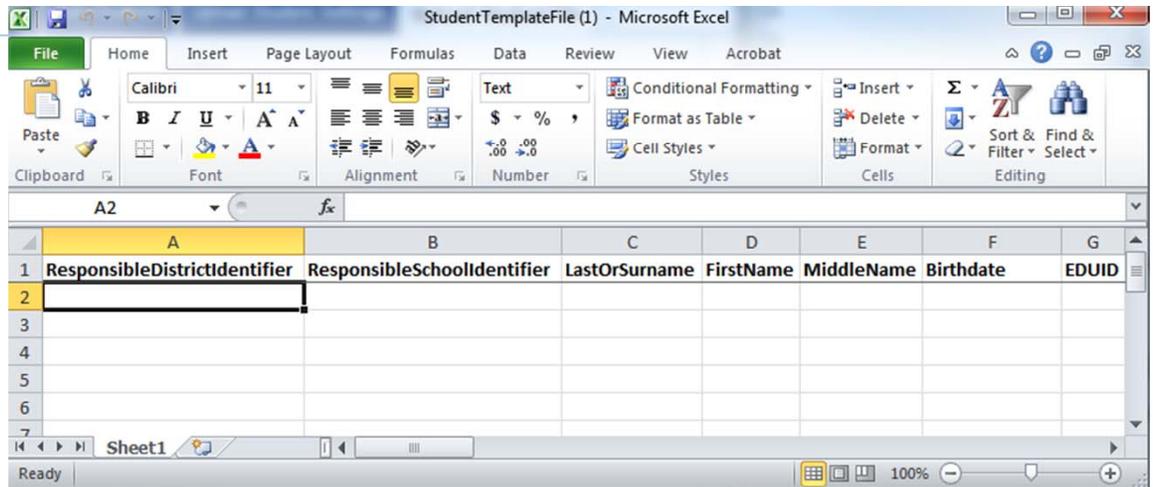
→  STEP 4 Confirmation

Upload File - After creating your upload file, click [Browse] and navigate to the file on your computer. Click [Upload File] to begin the upload process.

Choose File No file chosen

Upload File

Cancel



The screenshot shows a Microsoft Excel spreadsheet titled "StudentTemplateFile (1) - Microsoft Excel". The spreadsheet has a header row with the following columns: ResponsibleDistrictIdentifier, ResponsibleSchoolIdentifier, LastOrSurname, FirstName, MiddleName, Birthdate, and EDUID. The first row (row 1) contains these headers. The second row (row 2) is highlighted in yellow and is currently empty, indicating where data should be entered. The spreadsheet is displayed in a window with the standard Excel ribbon (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Acrobat) and a status bar at the bottom showing "Ready" and "100%".



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What is New in TIDE?

- Moving Students between Schools and/or Districts
- To move Students:
 - Retrieve the student records from the students you want to move.
 - Mark the checkboxes for the students you want to move.
 - Select **Move Students**
 - From the **District** drop-down list select the district to which you want to move the student.
 - From the **School** drop-down list, select the school to which you want to move the student.
 - Select **Move Student(s)**.



Export	Delete Selected	Move Students	Print Test Tickets	Print PreID Labels	
<input type="checkbox"/>	View	District	School IRN	EDUID	Last Name
<input checked="" type="checkbox"/>	View	9998	999801	555550573	Smith

Move These Students to a Different School

School IRN	EDUID	Date Of Birth	Name
9998_9996	9999998212	09091999	Anna, Rebekah

* State :

* District :

* School :



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Student Management – Uploading the Student File

Uploading the Student File

- Select the file to upload
 - Click Browse and navigate the file that is saved on your computer. Click **OK**.
 - Click **Upload File** to begin the process.
- Preview the file
 - Preview the first few records from the file to ensure that you selected. Click **Next**.
- File Validation
 - TIDE will validate the file to ensure there are no data or layout errors.
 - If no error exist, click Commit File to add the new students.
- Confirmation Message
 - A confirmation message indicated that TIDE has successfully uploaded the file.

Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then select the file. After you have selected the file, please click [Upload File] to begin the upload process.

Choose File No file chosen

Upload File Cancel

District ID	School ID	Last name	First Name	Middle Name	Birthdate	Student ID	Confirmation Code	Grade	Gender	Hispanic flag
997	9997	Smith	Lomoro	David	06061999	5555504581		08	Male	No
997	9997	Smith	Jaime	Alejandro	11222003	555550559		08	Male	Yes
997	9997	Upez	Eli			555550778		03	Male	Yes
997	9997	Smith	Kayla	Jeanne	04272000	555559821		09	Female	No

Record caused file upload to fail.

File uploaded, but record failed.

Record has errors, but was uploaded anyway.

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

✓ Your file has successfully been submitted to TIDE.

3 records were loaded into the TIDE database.



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Show Guidelines – Valid Values

Upload Users

Use this page to upload new users, modify existing users, or delete existing users. To begin, download one of the templates in Excel or CSV format, and compose the upload file using a spreadsheet or text editor. (See the *TIDE Users Guide* for details about creating an upload file.) After completing the file, click **Upload File** to begin the upload process.

The following fields appear in the upload template.

Column	Description	Valid Values
District ID*	District associated with the user.	Must be 3 numbers only; include leading zeros if necessary. Must exist in TIDE, and must be associated with the user.
School ID*	School associated with the user.	Must be 4 numbers only; if necessary, Must exist in TIDE, and be associated with the district, and be associated with the user uploading the file. Do not add district-level users.
FirstName*	User's first name.	Use 1-35 characters excluding pipe " ".
LastName*	User's last name.	Use 1-35 characters excluding pipe " ".
Email*	User's email address.	Any standard email address. Use username for logging in to TIDE.
Phone*	Phone number in xxx-xxx-xxxx.	Phone number in xxx-xxx-xxxx.
Role*	One of the following abbreviations: DA—District Administrator DC—District Coordinator SC—School Test Coordinator TE—Teacher TA—Test Administrator	One of the following abbreviations: DA—District Administrator DC—District Coordinator SC—School Test Coordinator TE—Teacher TA—Test Administrator
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add, Modify, Delete

*Required field.

Upload Students

Use this page to upload a file containing student information. For information about creating an upload file, see the *TIDE User Guide*. After creating the file, click **Upload File** to begin the upload process.

The following fields appear in the upload template.

Column	Description	Valid Values
ResponsibleDistrictIdentifier*	District responsible for specific educational services or instruction of the student.	Must be 3 numbers only; include leading zeros if necessary. Must exist in TIDE, and must be associated with the user uploading the file.
ResponsibleSchoolIdentifier*	School responsible for specific educational services or instruction of the student.	Must be 4 numbers only; include leading zeros if necessary. Must exist in TIDE, and be associated with the district associated with the user uploading the file.
LastOrSurname	Student's last name.	Up to 35 alphabetic or space characters.
FirstName	Student's first name.	Up to 35 alphabetic or space characters.
MiddleName	Student's middle name.	Up to 35 alphabetic or space characters.
Birthdate	Date on which student was born.	Date in format MMDYY for single-digit numbers.
EDUID*	Student's statewide identification number.	Up to nine alphanumeric characters.
ConfirmationCode*	Non-unique student code.	Up to 35 characters.
GradeLevelWhenAssessed*	Student's enrolled grade when assessed.	One of the following: 02, 08, 09, 10, or 11.
Gender*	Student's gender.	One of the following: Male Female

Upload Roster File

Use this page to upload rosters to TIDE and the Online Reporting System. Compose the upload file using a spreadsheet or text editor. (See the *TIDE User Guide* for details about creating an upload file.) After completing the file, click **Upload File** to begin the upload process. To view a history of file uploads, click **Show History**.

The following fields appear in the upload template.

Field Name	Description	Valid Values
District ID*	State-issued entity ID for the district responsible for specific educational services or instruction of the student.	Must be 3 numbers only; include leading zeros if necessary. Must exist in TIDE, and must be associated with the user uploading the file.
School ID*	State-issued entity ID for the school responsible for specific educational services and/or instruction of the student.	Must be 4 numbers only; include leading zeros if necessary. Must exist in TIDE, be associated with the district, and be associated with the user uploading the file.
User Email ID*	Email of teacher associated with the roster. Must exist in TIDE.	Any standard email address.
Roster Name*	Name of roster.	Up to 50 characters.
EDUID*	State-assigned student identifier which is unique within the district.	Up to nine alphanumeric characters.

*Required field.



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Student Management – Upload Student Settings

- If you have many students for whom you need to apply test settings, it may be easier to perform those transactions through file uploads by selecting the **Upload Student Settings** tab.

Upload Students

Use this page to upload a file containing student information. For information about preparing the upload file, see the *TIDE User Guide*.

After creating the file, click **Upload File** to begin the upload process.

▼ Show Guidelines

▼ Show History

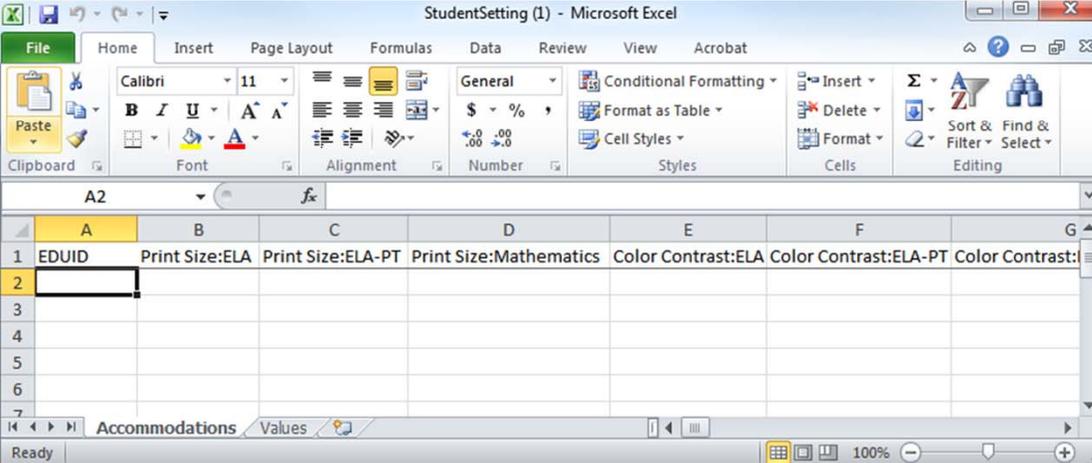
[Download Excel Template](#) [Download CSV Template](#)

 STEP 1 Upload File →  STEP 2 Preview File

 STEP 3 Validate File →  STEP 4 Confirmation

Upload File - After creating your upload file, click [Browse] and navigate to the file on your computer. Click [Upload File] to begin the upload process.

No file chosen



The screenshot shows a Microsoft Excel spreadsheet titled "StudentSetting (1) - Microsoft Excel". The spreadsheet has columns labeled A through G. Row 1 contains the following text: "EDUID", "Print Size:ELA", "Print Size:ELA-PT", "Print Size:Mathematics", "Color Contrast:ELA", "Color Contrast:ELA-PT", and "Color Contrast:". Row 2 is currently selected and is empty. The Excel ribbon is visible at the top, showing tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The Home tab is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.



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Student Management – Uploading the Student Settings File

Uploading the Student File

- Select the file to upload
 - Click Browse and navigate the file that is saved on your computer. Click **OK**.
 - Click **Upload File** to begin the process.
- Preview the file
 - Preview the first few records from the file to ensure that you selected. Click **Next**.
- File Validation
 - TIDE will validate the file to ensure there are no data or layout errors.
 - If no error exist, click Commit File to add the new students.
- Confirmation Message
 - A confirmation message indicated that TIDE has successfully uploaded the file.

Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then select the file. After you have selected the file, please click [Upload File] to begin the upload process.

Choose File No file chosen

Upload File

Cancel

Student ID	Print Size:ELA	Print Size:ELA-PT	Print Size:Mathematics	Color Choices:ELA	Color Choices:ELA-PT	Color Choices:Mathematics	Masking:ELA	Masking:ELA-PT	Masking:Mathematics
555554581	TDS_PS_L1	TDS_PS_L1	TDS_PS_L2	TDS_CC0	TDS_CC0	TDS_CC0	TDS_Masking1	TDS_Masking1	TDS_Masking0
555554581	TDS_PS_L1	TDS_PS_L1	TDS_PS_L2		TDS_CC0	TDS_CC0	TDS_Masking1	TDS_Masking1	TDS_Masking0

Record caused file upload to fail.

File uploaded, but record failed.

Record has errors, but was uploaded anyway.

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

✓ Your file has successfully been submitted to TIDE.

3 records were loaded into the TIDE database.



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

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Show Guidelines – Valid Values

Upload Users

Use this page to upload new users, modify existing users, or delete existing users. To begin, download one of the templates in Excel or CSV format, and compose the upload file using a spreadsheet or text editor. (See the *TIDE Users Guide* for details about creating an upload file.) After completing the upload file, click **Upload File** to begin the upload process.

The following fields appear in the upload template.

Column	Description	Valid Values
District ID*	District associated with the user.	Must be 3 numbers if necessary. Must be associated with the user uploading the file.
School ID*	School associated with the user.	Must be 4 numbers if necessary. Must be associated with the district, and associated with the user uploading the file.
FirstName*	User's first name.	Use 1-35 characters. No spaces or special characters.
LastName*	User's last name.	Use 1-35 characters. No spaces or special characters.
Email*	User's email address.	Any standard email address.
Phone*	Phone number in x-xxxx-xxxx format.	Phone number in x-xxxx-xxxx format.
Role*	One of the following roles: DA—District Administrator, DC—District Coordinator, SC—School Test Coordinator, TE—Teacher, TA—Test Administrator.	One of the following roles: DA—District Administrator, DC—District Coordinator, SC—School Test Coordinator, TE—Teacher, TA—Test Administrator.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add, Modify, Delete.

[Hide Guidelines](#)

Upload Students

Use this page to upload a file containing student information. For information about creating the upload file, see the *TIDE User Guide*. After creating the file, click **Upload File** to begin the upload process.

The following fields appear in the upload template.

Column	Description	Valid Values
ResponsibleDistrictIdentifier*	District responsible for specific educational services or instruction of the student.	Must be zeros if associated with the user uploading the file.
ResponsibleSchoolIdentifier*	School responsible for specific educational services or instruction of the student.	Must be zeros if associated with the user uploading the file.
LastOrSurname	Student's last name.	Up to 35 characters.
FirstName	Student's first name.	Up to 35 characters.
MiddleName	Student's middle name.	Up to 35 characters.
Birthdate	Date on which student was born.	Date in YYYY-MM-DD format.
EDUID*	Student's statewide identification number.	Up to nine alphanumeric characters.
ConfirmationCode*	Non-unique student code.	Up to 35 characters.
GradeLevelWhenAssessed*	Student's enrolled grade when assessed.	One of the following: 08, 09, 10, 11, 12.
Gender*	Student's gender.	One of the following: Male, Female.

Upload Student Settings

Use this page to upload, modify, or delete students' test settings. To begin, download one of the templates in Excel or CSV format, and compose the upload file using a spreadsheet or text editor. (See the *TIDE User Guide* for details about creating an upload file.) After completing the upload file, click **Upload File** to begin the upload process.

The following fields appear in the upload template.

Field Name	Description	Valid Values
EDUID*	State-assigned student ID which is unique within the district.	Up to nine alphanumeric characters.
Print Size:ELA	Student's print-size accommodation for ELA.	One of the following: None, PT, FT.
Print Size:ELA-PT	Student's print-size accommodation for PT.	One of the following: None, PT, FT.

Upload Roster File

Use this page to upload rosters to TIDE and the Online Reporting System. Compose the upload file using a spreadsheet or text editor. (See the *TIDE User Guide* for details about creating an upload file.) After completing the upload file, click **Upload File** to begin the upload process.

To view a history of file uploads, click **show history**.

The following fields appear in the upload template.

Field Name	Description	Valid Values
District ID*	State-issued entity ID for the district responsible for specific educational services or instruction of the student.	Must be 3 numbers only; include leading zeros if necessary. Must exist in TIDE, and must be associated with the user uploading the file.
School ID*	State-issued entity ID for the school responsible for specific education services and/or instruction of the student.	Must be 4 numbers only; include leading zeros if necessary. Must exist in TIDE, be associated with the district, and be associated with the user uploading the file.
User Email ID*	Email of teacher associated with the roster. Must exist in TIDE.	Any standard email address.
Roster Name*	Name of roster.	Up to 50 characters.
EDUID*	State-assigned student identifier which is unique within the district.	Up to nine alphanumeric characters.

*Required field.

[Hide Guidelines](#)



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Roster Management – Viewing Rosters

- Users may view rosters associated with their district or school. To view a roster:
 - Select the **Roster - Manage Rosters** tab.



Manage Rosters

Use this page to view, add, edit, and delete rosters.

1. To begin, from the District and School drop-down lists, select a district and school.
2. Do one of the following:
 - To add a roster, from the Roster drop-down list, select - **ADD NEW ROSTER**.
 - To view, edit, or delete a roster, from the Roster drop-down list, select the required roster.
3. Click **Next**.

* State :

* District :

* School :

* Roster :



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Roster Management – Viewing Rosters

- To view a roster:
 - From the **District** and **School** drop-down lists select the district and school associated with the roster you want to view.
 - From the **Roster** drop-down list, select the roster you want to view.
 - Select **Next**. The **Manage Rosters** page will appear, showing a list of students in the selected roster and the associated teacher.

Manage Rosters

Use this page to view, add, edit, and delete rosters.

1. To begin, from the District and School drop-down lists, select a district and school.
2. Do one of the following:
 - To add a roster, from the Roster drop-down list, select - **ADD NEW ROSTER**.
 - To view, edit, or delete a roster, from the Roster drop-down list, select the required roster.
3. Click **Next**.

* State : Idaho - 000000
* District : Demo district 9998 - 9998
* School : Demo inst 9996 - 9998_9996
* Roster : AAroster678

Next

Roster Name: AAroster678 Teacher Name: Lee, Duvon

Select Grade

Grade 02 Grade 03 Grade 04 Grade 05 Grade 06 Grade 07
 Grade 08 Grade 09 Grade 10 Grade 11

Number of selected students :
Number of available students : 1

Available Students ((Grade Level When Assessed)[Last Name][First Name][EDUID])
[10][Prani][Mahit][9999199285]

Number of selected students :
Number of students in roster : 2

Students in This Roster ((Grade Level When Assessed)[Last Name][First Name][EDUID])
[09][Jackson][Cynthia][A9993719]
[09][Jackson][Cynthia][A9993731]

Save Delete Back



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Roster Management – Adding a New Roster

- To add a roster:
 - Select the **Rosters – Manage Rosters** tab.
 - Select the **District** and **School**.
 - From the **Roster** drop-down select **Add New Roster**.
 - Select **Next**.
 - In the **Roster Name** field, enter a name for the roster.
 - From the **Teacher Name** drop-down list, select the roster's teacher.
 - Mark the checkboxes for all the grades from which you wish to build the roster.
 - Select each student you want to add to the roster, then click **Move In >>**.
 - Select **Save**.

The screenshot shows the 'Add New Roster' interface. At the top, there are two input fields: 'Roster Name: AAroster678' and 'Teacher Name: Lee, Duvon'. Below these is a 'Select Grade' section with checkboxes for grades 02 through 11. Underneath, there are two student lists. The 'Available Students' list contains one student: [10][Prani][Mahit][9999199285]. The 'Students in This Roster' list contains two students: [09][Jackson][Cynthia][A99993719] and [09][Jackson][Cynthia][A99993731]. A red arrow points to the 'Move In >>' button between the two lists. At the bottom, there are three buttons: 'Save', 'Delete', and 'Back'. The 'Save' button is highlighted with a red box.



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Roster Management – Modifying an Existing Roster

- To modify a roster:
 - Select the **Rosters – Manage Rosters** tab.
 - Select the **District** and **School** and **Rosters** you want to modify.
 - Select **Next**.
 - Change the **Roster Name** field and associated **Teacher Name** as required.
 - Select the corresponding grade level.
 - From the **Available Students** list, select the students you want to remove from the roster, then click **<< Move Out**.
 - Select **Save**.

The screenshot shows a web interface for managing rosters. At the top, there are two input fields: "Roster Name: AAroster678" and "Teacher Name: Lee, Duvon". Below these is a "Select Grade" section with a grid of checkboxes for grades 02 through 11. The "Number of selected students" is 0, and the "Number of available students" is 1. The "Available Students" list contains one entry: "[10][Prani][Mahit][9999199285]". To the right, the "Number of selected students" is 2, and the "Number of students in roster" is 2. The "Students in This Roster" list contains two entries: "[09][Jackson][Cynthia][A99993719]" and "[09][Jackson][Cynthia][A99993731]". A red arrow points to the "<< Move Out" button. At the bottom, there are "Save", "Delete", and "Back" buttons.



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Roster Management – Deleting Roster

- To modify/delete a roster:
 - Select the **Rosters – Manage Rosters** tab.
 - Select the **District** and **School** and **Rosters** you want to modify.
 - Select **Next**.
 - Click **Delete** and the roster will be removed.

The screenshot displays the Roster Management interface. At the top, there are input fields for 'Roster Name' (AAroster678) and 'Teacher Name' (Lee, Duvon). Below this is a 'Select Grade' section with checkboxes for grades 02 through 11. The interface is divided into two main columns. The left column shows 'Number of selected students' (0) and 'Number of available students' (1). Below this is a list of 'Available Students' with columns for Grade Level, Last Name, First Name, and EDUID. The right column shows 'Number of selected students' (0) and 'Number of students in roster' (2). Below this is a list of 'Students in This Roster' with the same columns. Between the two columns are 'Move In >>' and '<< Move Out' buttons. At the bottom, there are 'Save', 'Delete', and 'Back' buttons. The 'Delete' button is highlighted with a red box.



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Creating Rosters Through File Uploads

- You may create several rosters by entering the information through a file upload.
 - Understanding the Roster Upload File Format
 - The upload file is presented in Excel or CSV format with a heading row and data rows.

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID (only) that exists in TIDE.
School ID	School associated with the roster.	School ID (only) that exists in TIDE. Must be associated with the district ID. Can be blank when adding district-level rosters.
Email Address*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS.
Roster Name*	Name of the roster.	Up to 50 characters.
EDUID*	Education Unique Identification. Student's statewide unique identifier.	Up to 9 alphanumeric characters.

*Required field.



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Creating Rosters Through File Uploads

- To submit a roster upload file:
 - Select the **Rosters – Upload Rosters** tab.
 - **Download** an **Excel Template** or **CSV Template**.
 - Open the file in a spreadsheet application or text editor, and add a row for each student-roster pair you want to add and save the file on your computer.
 - Select **Browse** and navigate to your saved file.
 - Select **Upload File**.
 - Select **Next**. TIDE will validate the file and display any error messages.
 - Select **Commit**. TIDE will commit those records that do not have errors, and will send a confirmation email.

	A	B	C	D	E
1	District ID	School ID	User Email ID	Roster Name	EDUID
2	099	9999	me@email.edu	American History	999999999
3	099	9999	me@email.edu	American History	999999998

Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path, then select the file. After you have selected the file, please click [Upload File] to begin the upload process.

Choose File No file chosen

Upload File

Cancel

Record caused file upload to fail.

File uploaded, but record failed.

Record has errors, but was uploaded anyway.

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

✓ Your file has successfully been submitted to TIDE.

3 records were loaded into the TIDE database.



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Downloading the Voice Pack

- Users may also download the Julie Voice Pack from TIDE.
 - To download, select the **Voice Pack** tab and click on the **Download** button.



The American Institutes for Research (AIR) has purchased a license from NeoSpeech™ to distribute their English VW Julie voice pack for online testing. This voice pack is compatible with Windows XP (Service Pack 3), Vista, 7, or 8.0. It can be used instead of the default Windows voice packs for English. (This voice pack cannot be used with Windows 2000, Mac OS X, or Linux.)

The voice pack is to be used only in conjunction with, and not separate from, the online tests delivered by AIR's Test Delivery System.

Julie Voice Pack :

Download



- *Download and installation instructions are available in the following document:*
-  [Installing the NeoSpeech™ Voice Packs](#)



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What is New in TIDE? Test Improperities

- Updated Appeals to be Test Improperities.
 - Types of Test Improperities:

Type	Description
Invalidate a test	Marks the test as invalid. The opportunity is counted as a taken opportunity; i.e., that opportunity cannot be retaken. The student will not be able to start a new test.
Reset a test	Allows the student to restart a test opportunity from the beginning of the test (removing all previous responses on the test). The reset test is regenerated and treated as if the original test opportunity did not exist.
Restore a test that was reset	Reverses a reset, restoring the student's responses on the test when the reset was processed. This type of test impropriety must be considered carefully with existing opportunities if a test allows more than one opportunity, such as an Interim assessment.
Re-open a test	Re-opens a test that was completed or expired. The last segment will be the only section that is re-opened.
Re-open a test segment	Re-opens a test segment. This appeal is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment.
Grace Period Extension (GPE)	<p>Allows the student to review all previously answered questions upon resuming a test after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running.</p> <ul style="list-style-type: none"> • If the student resumes the test within 20 minutes, student can review previously answered questions in current segment. • If the student resumes the test after 20 minutes, student cannot review previously answered questions without a GPE to do so—student can only work on unanswered questions. • Upon receiving a GPE, the student can review previously answered questions the next time student resumes the test. The normal pause rules apply to this opportunity.



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Status of Test Improperities

Appeal Status	Description of Status
Error Occurred	An error was encountered while the appeal was being processed.
Pending Approval	Appeal is pending approval.
Processed	Appeal was successfully processed and the test opportunity has been updated.
Rejected	Appeal was rejected.
Rejected by System	Test Delivery System was unable to process the appeal.
Requires Resubmission	Appeal must be resubmitted.
Retracted	Originator retracted the appeal.
Submitted for Processing	Appeal submitted to the Test Delivery System for processing.



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Creating a Test Impropriety

[Create Test Impropriety](#)
[View Test Impropriety](#)
[Upload Test Impropriety](#)

Create Test Impropriety

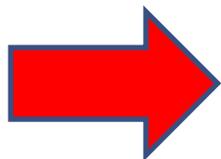
Use this page to invalidate tests or submit a request for other actions to be taken on tests (depending on your role). To start, choose the appropriate action from the drop-down list in Step 1. In Step 2, select a search field, and in Step 3 enter a search value. When TIDE displays the matching tests, select the appropriate test, enter a reason for the action you are taking, and click **Create**.

[Show Guidelines](#)

Step 1: Submit a request to:

Step 2: Search by:

Step 3: Enter EDUID:



	Reason	Request Type	Result ID	SSID	Student's First Name	Student's Last Name	Test	Test Opp #	Test Status	Status	Test Start Date	Date of Last Activity
<input type="button" value="Create"/>	<input type="text"/>	Invalidate a test	23	ZZ9999990	Jane	Smith	OH-Alt-PAPER-ELA-5	1	invalidated	Processed	2/24/2014 1:40:24 PM	2/26/2014 9:30:34 AM
<input type="button" value="Create"/>	<input type="text"/>	Invalidate a test	25	ZZ9999990	Jane	Smith	OH-Alt-PAPER-Mathematics-5	1	paused		2/24/2014 11:10:24 AM	2/25/2014 11:15:12 AM
<input type="button" value="Create"/>	<input type="text"/>	Invalidate a test	26	ZZ9999990	Jane	Smith	OH-Alt-SR-PAPER-Mathematics-5	1	paused		2/24/2014 1:40:24 PM	2/24/2014 2:30:11 AM



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Creating a Test Impropriety via a File Upload

- Columns in the Test Improperities Upload File
 - **Type of Test Impropriety:** Invalidate a test, Reset a test, Re-open a test, Re-open a test segment, Restore a test that was reset, and Grace Period Extension.
 - **Search Type:** EDUID , Result ID, and Session ID.
 - **Search Value:** Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
 - **Reason for creating a Test Impropriety:** Up to 1,000 alphanumeric characters.



Upload Test Impropriety

Use this page to upload test improprieties. To begin, download one of the templates in Excel or CSV format, and compose the upload file using a spreadsheet or text editor. (See the TIDE User Guide for details about creating an upload file.) After completing the file, click **Upload File** to begin the upload process.

Show Guidelines

Show History

To begin creating your upload file, download either template file to your computer. You can open both using Microsoft Excel.

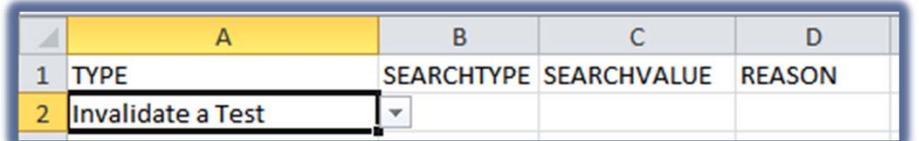
Download Excel Template Download CSV Template

STEP 1 Prepare File → STEP 2 Preview File → STEP 3 Validate File → STEP 4 Commit Selected Records

Upload File - To begin uploading your file, click [Browse] and navigate to the file on your computer or enter the file path. After you have selected the file, click [Upload File] to begin the upload process.

Choose File No file chosen

Upload File Cancel



	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Invalidate a Test			



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What is New in TIDE? Special Codes

- There are circumstances in which a student did not participate in an expected test or participated in a test but in a non standard way.
 - Examples include a student inadvertently taking an incorrect test, a parent opt-out, or the student not receiving appropriate instruction prior to the test. In such instances, you need to assign a special code to the student's test so that the Online Reporting System can accurately explain the non-participation.
 - Special Codes and their Description:
 - No Special Code
 - Absent – Unexcused
 - Absent – Excused
 - New Non-English Proficient
 - Refusal – Student
 - Refusal – Parent
 - Alternate Assessment



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View/Edit Special Codes

View/Edit Special Codes

This page shows the students for whom you can view or edit test incident codes.

To begin, select search criteria, and then click **Search**.

After retrieval, to view or edit a student's test incident codes, click **View** in that student's row.

* State: Idaho - 000000
 * District: Demo district 9999 - 9999
 * School: Demo inst 9999 - 9999_9999
 EDUID:
 Last Name:
 First Name:
 Grade Level When Assessed: All grades

[Add Additional Search Criteria](#)

Search

School IRN 9999_9999

Student Information

* EDUID: LK347906811F5012A Middle Name: Conner
 Last Name: Abbey/Sons * Gender: Male
 First Name: Conner Birth Date (MMDDYYYY): 09281999

Special Codes

Grade 3 ELA Interim IAB- None
 Brief/Writes
 Grade 3 ELA Interim IAB- None
 Edit/Revise
 Grade 3 ELA Interim IAB- None
 Listen/Interpret
 Grade 3 ELA Interim IAB- None
 PT-Opinion-Beetles
 Grade 3 ELA Interim IAB- None
 Read/Info
 Grade 3 ELA Interim IAB- None
 Read/Lit
 Grade 3 ELA Interim IAB- None

Total Number of Students: 281

Note: TIDE retrieves up to 5000 records. If your criteria are too general, some matching students may not appear.

Export Print Test Tickets Print PreID Labels

	View	District	School IRN	EDUID	Last Name	First Name	Middle Name	Gender	Birth Date (MMDDYYYY)	Grade Asses
<input type="checkbox"/>	View	9999	9999_9999	LK347906811F5012A	Abbey/Sons	Conner	Conner	Male	09281999	09
<input type="checkbox"/>	View	9999	9999_9999	12345678X	Alast	Afirst	M	Male	04091991	11
<input type="checkbox"/>	View	9999	9999_9999	1234567XX	Alast	Afirst	M	Male	04091991	11
<input type="checkbox"/>	View	9999	9999_9999	LK347996910M401c3	Aldin	Julius-III	Julius-III	Male	03032002	05



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Further Information

- If you have general questions or need further information visit the ISAT portal or consult the ISAT Help Desk for assistance.
- Nancy Thomas Price nthomasprice@sde.idaho.gov
Comprehensive Assessment System Coordinator
- ISAT Portal: <http://idaho.portal.airast.org/>
- ISAT Help Desk Contact Information:
 - Customer Support Email: IDHelpDesk@air.org
 - Customer Support Phone: 1-844-560-7365
 - Hours of Operation: Monday – Friday 8:00 am to 8:00 pm MT



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