



TIDE Tasks for District Test Coordinators for Alternate Assessment



This document provides District Test Coordinators for Alternate Assessment (DTCs-Alt) with information about TIDE for online administration and includes a summary of key tasks.

Overview

DTCs-Alt and STCs use TIDE for online administrations to complete administrative tasks for South Carolina’s Alternate Assessments: SC-Alt, SC-NCSC, and the SC-Alt Online Assessment. DTCs-Alt access TIDE for online administrations via the [South Carolina Alternate Assessment Portal](#).

South Carolina Alternate Assessments TIDE Tasks

The screenshot displays the TIDE web application interface. At the top, there is a navigation bar with the South Carolina Alternate Assessment logo on the left and user information on the right, including 'Administration: Spring 2018 Administration | Role: DTC' and links for 'General Resources', 'Help', 'Inbox', 'Manage Account', and 'Log out'. A search bar labeled 'Find Student by ID' is located in the top right corner. The main content area is divided into three vertical panels:

- Preparing for Testing (Orange Panel):** Contains a large gear icon with a person silhouette. Below it are six orange buttons with dropdown arrows: 'Students', 'Test Settings and Tools', 'Users', 'Orders', 'Shipping Contact Information', and 'Rosters'.
- Administering Tests (Green Panel):** Contains a large person icon with a computer monitor. Below it are two green buttons with dropdown arrows: 'Test Irregularities' and 'Monitoring Test Progress'.
- After Testing (Blue Panel):** Contains a large document icon with a checkmark. Below it is one blue button with a dropdown arrow: 'Data Cleanup'.

At the bottom of the interface, there is a 'Contact Help Desk' link.

Tasks in TIDE contain information and actions for managing the test administration. For example, DTCs-Alt will add all students the South Carolina Alternate Assessments under the Student Information task. Similarly, DTCs-Alt and STCs will use the Users task to create, delete, or edit users who are involved in any administration.

Task	Guidance
Preparing for Testing	
Users	<p>The Users task is required for districts and schools.</p> <p>DTCs-Alt are responsible for creating (or delegating the creation of) accounts for users in their district and schools in advance of the test window. DTCs-Alt can begin adding users on October 3, 2017. Please note that all user accounts from the 2016-2017 school year remain in TIDE. DTCs will have to delete the accounts of users who have left their district.</p> <p>Refer to the User Role Matrix and User Management Guidance Document for more information.</p>
Students	<p>The Student Information task is required for all districts participating in the South Carolina Alternate Assessment. Districts must pre-identify all students.</p> <p>The Initial Pre-ID Window opens on January 16, 2018 and closes on April 13, 2018. TIDE will be pre-loaded with student information for each school.</p> <p>DTCs-Alt are responsible for ensuring the student information in TIDE is accurate and up to date. Districts must pre-identify and enter in additional students in TIDE manually or using the file layout found in the Upload Students task in TIDE.</p> <p>Test Administrators and Second Raters cannot enter scores in the Data Entry Interface until DTCs-Alt pre-identify students in TIDE. Similarly, students participating in the SC-Alt Online Assessment cannot enter the Student Interface of the Test Delivery System until DTCs-Alt pre-identify them in TIDE.</p> <p>Second Rater assignments will also be available in TIDE on January 16, 2018. Please refer to the User Management Guidance Document for more information.</p>
Test Settings and Tools (for SC-Alt Online Assessment only)	<p>TIDE includes several accessibility features and accommodations that authorized users can turn on or off on a student-by-student basis in advance of testing.</p> <p>Authorized users can upload a file to TIDE or manually edit student records in TIDE in order to adjust student settings for online testing students.</p> <p>DTCs-Alt also can adjust student settings in the Test Administrator Interface on test day while approving students to test. See the Test Administrator Interface User Guide, which will be available on the Portal on February 26, 2018, for more information.</p>

Task	Guidance
Shipping Contact Information	<p>DTCs-Alt are responsible for verifying that their shipping contact information is correct.</p> <p>DTCs-Alt may verify their shipping contact information by clicking on the Shipping Contact Information task on homepage dashboard. DTCs-Alt may also verify their shipping contact information through the Orders task on the dashboard.</p> <p>If the shipping information is incorrect, DTCs-Alt must contact the SC-Alt Helpdesk. If any changes to district shipping information is required, DTCs-Alt will be required to submit the change to the SC-Alt Helpdesk at 1.877.231.7789 or schelpdesk@air.org.</p> <p>More information on how to verify Shipping Contact Information can be found in the TIDE User Guide.</p>
Orders	<p>TIDE will be preloaded with SC-Alt Social Studies Test Administration (TA) Kits for Grades 5 and 7 before the Initial Order Window. SC-Alt TA Kits are intended to be used with multiple students within a grade and school.</p> <p>The DTC-Alt is responsible for placing all initial and additional orders. During the Initial Order Window between January 16, 2018 and January 30, 2018, DTCs-Alt will review and modify initial orders for the SC-Alt Social Studies administration.</p> <p>TAs will also be able to order Test Administration Manuals (TAMs) for their experienced Test Administrators (TAs). All new TAs attending the in-person training the week of February 12, 2018 will receive a copy of the TAM during training. During this time, DTCs-Alt may also submit requests for paper accommodations for the following tests:</p> <ul style="list-style-type: none"> • SC-NCSC ELA and Mathematics (Grades 3-8) • SC-Alt Online Assessment Science (Grades 4, 6, and 8) • SC-Alt Online Assessment Biology (Grade 11) • SC-Alt Online Assessment US History (Grade 11) • SC-Alt Online Assessment Algebra 1 (Grade 11) • SC-Alt Online Assessment English 1 (Grade 11) <p>If additional materials are required, DTCs-Alt may submit requests for additional orders during the Additional Order Window between February 16, 2018 and April 6, 2018.</p> <p>More information on orders will be available in the <i>Test Administration Manual</i> and <i>DTC-Alt Supplement</i>, which will be posted to the Portal in December 2017.</p> <p>School Test Coordinators (STCs) may view the progress of orders via the Order History, Order Summary, or Track Shipments menu options.</p> <p>Please review the TIDE User Guide for more information on how to work with the various Orders subtasks.</p>
Rosters	<p>Rosters are groups of students associated with a Test Administrator or other user in a particular school. All users may upload rosters, modify an existing roster, add a student to an already existing roster, or remove a student from a roster.</p> <p>If users need to add multiple rosters, they may use the Upload Rosters file, located in the Upload Rosters subtask in TIDE.</p> <p>For detailed instructions on managing rosters and file uploads, please see the TIDE User Guide.</p>

Task	Guidance
Administering Tests	
Test Irregularities	<p>DTCs-Alt may submit testing irregularities, such as resets and invalidations, during the Testing Irregularities Window, which opens during the start of the South Carolina Alternate Assessment Test Window, February 26, 2018 and closes on April 13, 2018.</p> <p>All resets and invalidations are subject to SCDE approval.</p> <p>Please see the <i>DTC-Alt Supplement</i> for guidance on the various types of test irregularities. The <i>DTC-Alt Supplement</i> will be available in December. Please see the TIDE User Guide for more information on how to submit a test irregularity request.</p>
Monitoring Test Progress	<p>The subtasks available in the Monitoring Test Progress task menu allow users to generate various reports that provide information about a test administration's progress.</p> <p>All users may access information about the status of a student's test opportunities.</p> <p>All users may also access a report summarizing the number and percentage of students who started or completed a test.</p> <p>The Monitoring Test Progress task will open on February 26, 2018.</p> <p>For more guidance on how use the Monitoring Test Progress subtasks, please review the TIDE User Guide.</p>