



# TIDE Tasks for District Test Coordinators for Alternate Assessment

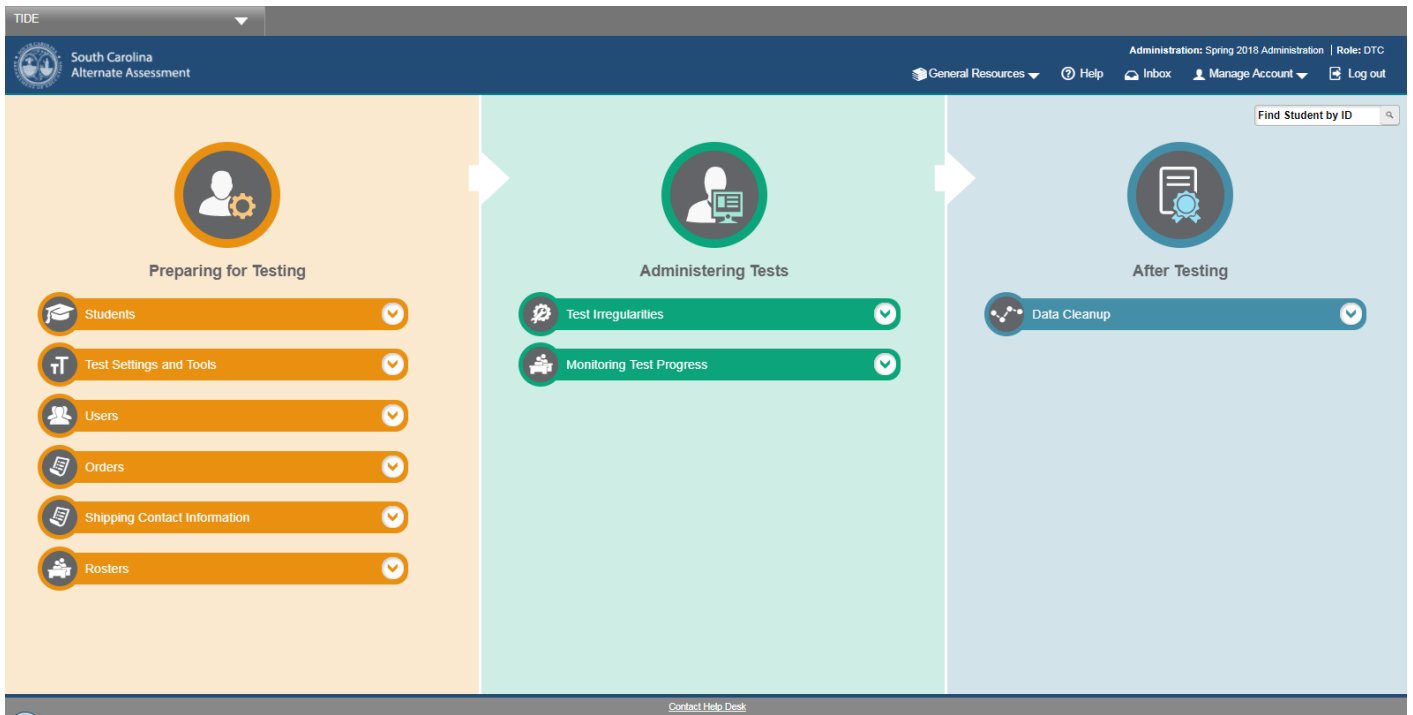


This document provides District Test Coordinators for Alternate Assessment (DTCs-Alt) with information about TIDE for online administration and includes a summary of key tasks.

## Overview

DTCs-Alt and STCs use TIDE for online administrations to complete administrative tasks for South Carolina’s alternate assessment. DTCs-Alt access TIDE for online administrations via the [SC-Alt Portal](#).

## SC-Alt TIDE Tasks



Tasks in TIDE contain information and actions for managing the test administration. For example, DTCs-Alt will add all students taking the SC-Alt 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
<b>Preparing for Testing</b>	
<b>Users</b>	<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 7, 2020. Please note that all user accounts from the 2019-2020 school year remain in TIDE. Please note that Test Monitors, Technology Coordinators, Second Raters, and Principals no longer have roles in TIDE. DTCs will have to delete the accounts of users who have left their district.</p> <p>Refer to the <a href="#">User Role Matrix</a> and <a href="#">User Management Guidance Document</a>, available in the <a href="#">Resources section of the Portal</a>, for more information.</p>
<b>Students</b>	<p>The Student Information task is required for all districts participating in the SC-Alt. Districts must pre-identify <b>all</b> students.</p> <p>The <b>Initial Pre-ID Window</b> opens on <b>December 2, 2020</b> and closes on <b>December 8, 2020</b>. 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 cannot enter the Student Interface of the Test Delivery System until DTCs-Alt pre-identify their students in TIDE.</p>
<b>Test Settings and Tools</b>	<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 <a href="#">Test Administrator Interface</a> on test day while approving students to test. See the Test Administration User Guide, which will be available on the Portal on February 10, 2020, for more information.</p>

Task	Guidance
<b>Shipping Contact Information</b>	<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 <a href="mailto:schelpdesk@cambiumassessment.com">schelpdesk@cambiumassessment.com</a>.</p> <p>More information on how to verify Shipping Contact Information can be found in the <a href="#">TIDE User Guide</a>.</p>
<b>Orders</b>	<p>The DTC-Alt is responsible for placing all orders. During the <b>Order Window</b>, DTCs-Alt will review and modify orders.</p> <p>If materials are required, DTCs-Alt may submit requests for orders during the <b>Order Window</b> between <b>February 15, 2021</b> and <b>May 7, 2021</b>.</p> <p>More information on orders will be available in the <i>Test Administration Manual</i>, which will be posted to the Portal in November 2020.</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 <a href="#">TIDE User Guide</a> for more information on how to work with the various Orders subtasks.</p>
<b>Rosters</b>	<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 <a href="#">TIDE User Guide</a>.</p>
<b>Administering Tests</b>	
<b>Test Irregularities</b>	<p>DTCs-Alt may submit testing irregularities, such as resets and invalidations, during the Testing Irregularities Window, which opens during the start of the <b>SC-Alt Test Window, March 8, 2021</b> and closes on <b>May 14, 2021</b>.</p> <p>All resets and invalidations are subject to SCDE approval.</p> <p>Please see the <a href="#">TIDE User Guide</a> for more information on how to submit a test irregularity request.</p>

Task	Guidance
<b>Monitoring Test Progress</b>	<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>For more guidance on how use the Monitoring Test Progress subtasks, please review the <a href="#">TIDE User Guide</a>.</p>