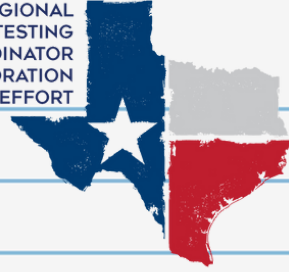


REGIONAL
TESTING
COORDINATOR
COLLABORATION
EFFORT



Presented by:

Rachel Haller, Region 4

Holly Hawkins, Region 9

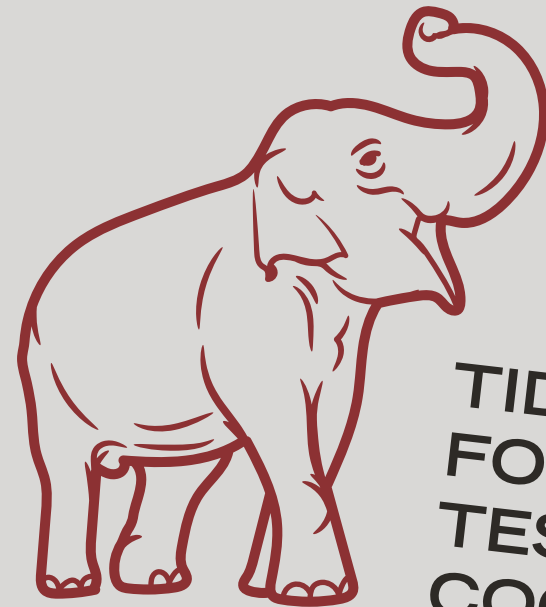
Dana Ladd, Region 8

SCAN
ME



bit.ly/RollTIDE

ROLL TIDE ROLL



TIDE PLAYBOOK
FOR
TESTING
COORDINATORS

2024 Texas Assessment Conference

Preparing
for Testing

Administering
Tests

After
Testing

Things to
Remember

How-To
Guides

Contact
Info

Resources



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2. Administering Tests
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ROLL TIDE ROLL

Preparing for Testing



Dashboard Feature

Dashboard Filter

Customize by Unchecking the "Select All" Checkbox

- Select All
- Enrolled Region
- Enrolled District
- Enrolled Campus ID
- Testing District
- Testing Campus
- Is Temp TSDS ID?
- TSDS ID
- Student's Last Name
- Student's First Name
- Date of Birth (MMDDYYYY)

- Select All
- Enrolled Region
- Enrolled District
- Enrolled Campus ID
- Testing District
- Testing Campus
- Is Temp TSDS ID?
- TSDS ID
- Student's Last Name
- Student's First Name
- Date of Birth (MMDDYYYY)



Test Attribute Download Feature

View/Edit/Export Test Attributes

Use this page to view, edit, or export student test attributes and their test settings.

Search Students

Export All to Upload-Ready Student Settings File (4)

	A	B	C	D
1	TSDS ID	Subject	Tool Name	Value
2	TXT-25723	English II	Text-to-Speech	On
3	TXT-25723	U.S. History	Text-to-Speech	On
4	TXT-25723	English II	Speech-to-Text	On
5	TXT-25723	U.S. History	Speech-to-Text	On
6	TXT-25723	English II	Content and Language Supports	On
7	TXT-25723	U.S. History	Content and Language Supports	On
8	TXT-25723	English II	Spell Check	On
9	TXT-25723	U.S. History	Spell Check	On
10	TXT-25723	English II	Word Prediction (Co:Writer)	On
11	TXT-25723	U.S. History	Word Prediction (Co:Writer)	On
12	TXT-25724	Mathematics	Text-to-Speech	On
13	TXT-25724	RLA	Text-to-Speech	On
14	TXT-25724	Mathematics	Content and Language Supports	On
15	TXT-25724	RLA	Content and Language Supports	On
16	TXT-25724	RLA	Spell Check	On
17	TXT-25724	RLA	Word Prediction (Co:Writer)	On

ROLL TIDE ROLL


Preparing for Testing



Reporting vs Non-Reporting

Roster Details

*Roster Name:

*Reporting Roster: 

A	B	C	D	E	F
Enrolled District IC	Enrolled Campus ID	Teacher Email Address	Roster Name	TSDS ID	Action
		<input type="text"/>			

If teacher email is listed, the roster is reporting.
If no teacher email is listed, the roster is non-reporting.



Don't Forget:

- Add new users/delete old users
- Upload and update student information
- Turn on and update student attributes
- Roster if needed by reporting or non-reporting
- Set preferences for score reporting and label requests
- Sign oaths - view other forms

ROLL TIDE ROLL

Administering Tests



Plan and Manage Testing:

Advanced Search - Groups or Individual Students

Monitoring Test Progress

- Plan and Manage Testing
- Search Students by TSDS ID
- Test Completion Rates
- Test Progress Summary
- Test Status Code Report
- Test Session Status Report

Playlist



Test Progress Summary

Test Progress Summary

The charts on this page show information from the Test Completion Rates (TCR) report. [more info](#)

Student Group: ALL ENROLLED CAMPUSES [Change Student Group](#)

Open Test Windows

Test Window	Completion Rate	Total Eligible Tests
STAAR December	100.0%	1,956
STAAR Interim Assessments	98.4%	95,973

Playlist



ROLL TIDE ROLL

Administering Tests



Plan and Manage Testing:

View Submitted Request/View Submitted Request Status

Monitoring Test Progress | Appeals/Score Codes | Print Test Tickets

View Requests

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

— Appeal Information

Choose a Request Type

Request Type:

- All
- Do Not Report
- Re-Open a test
- Grace Period Extension
- Re-Score a Test
- Set Score Code
- Change Score Code
- Restore a test that was reset
- Holistic Rating Upload

Choose a Request Status

Request Status:

- All
- Submitted for Processing
- Processed
- Error Occurred
- Rejected by System
- Requires Resubmission
- Pending Approval
- Rejected
- Retracted

Search

Print Test Tickets: Print from Roster List

Print from Roster List

Use this page to view, edit, or delete rosters and access :

+ Search for Rosters to Edit

Print Test Tickets

Print from Student List

Print from Roster List

Note: For multiple roster selection, you may print 1,000 students

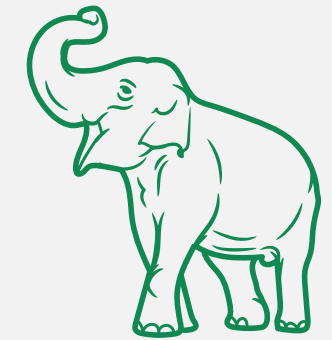
Number of rosters found: 3

Filter results

<input type="checkbox"/>	Edit	Roster Name	Teacher	Reporting Roster	Grades In Roster	Number Of Students
<input type="checkbox"/>		DEC EOC		No	09, 10, 11, 12	12
<input type="checkbox"/>		EOC check		No	11	33
<input type="checkbox"/>		Testing Room 33		No	09, 10	3

Don't Forget:

- Check district/campus test completion rate
- Match count on roster/student list to count completed

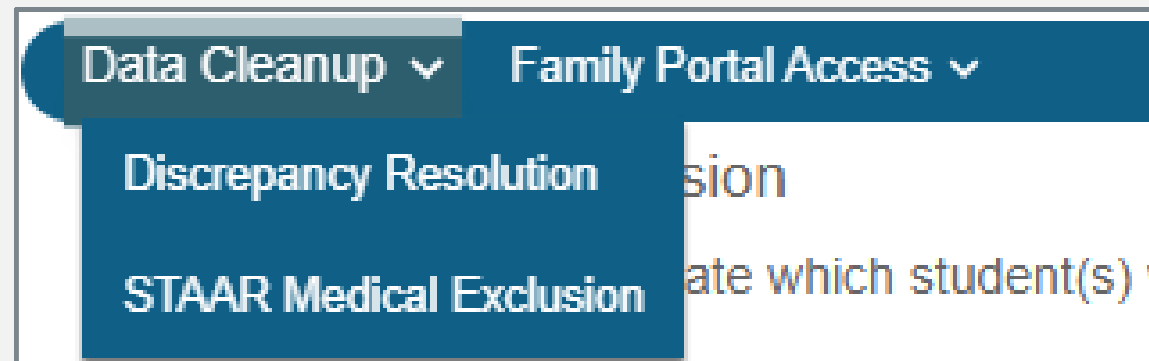


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After Testing



Data Cleanup



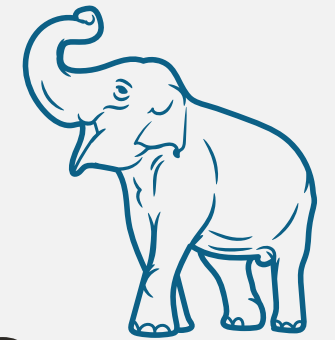
Number of discrepancies found: 47

Filter results

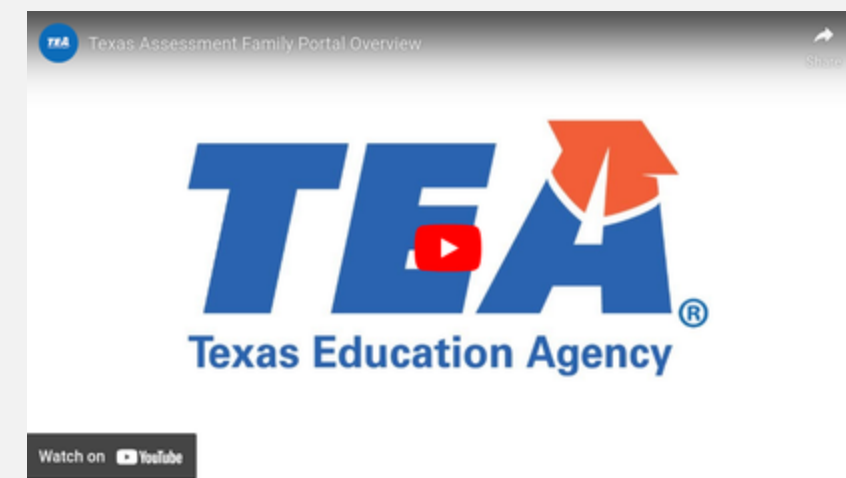
Resolve	Status	Type	TSDS ID	Student's First Name	Student's Last Name	Grade	Test Name
<input checked="" type="checkbox"/>		Duplicate	DM37370509	TEA2	TELPASDEMO	08	TELPAS Holistic Listening Grade 8
<input checked="" type="checkbox"/>		Duplicate	DM37370509	TEA2	TELPASDEMO	08	TELPAS Holistic Speaking Grade 8
<input checked="" type="checkbox"/>		Duplicate	DM33315902	CAI 902	CAI902	08	TELPAS Holistic Listening Grade 8
<input checked="" type="checkbox"/>		Duplicate	DM37370503	TEA2	TELPASDEMO	05	TELPAS Holistic Listening Grade 5
<input checked="" type="checkbox"/>		Duplicate	DM29990306	Demo	DecEOC	09	December 2022 STAAR English II
<input checked="" type="checkbox"/>		Duplicate	DM01003747	Demo	SpringSTAAR	09	Spring 2023 STAAR Biology

Don't Forget:

- Family Portal Access can be accessed via your district's SIS if portal access codes or test results are uploaded from TIDE to the SIS.



Playlist



ROLL TIDE ROLL

Things to Remember

Please note that this list is NOT comprehensive, but it provides guidance on deadlines and reminders.

Before Testing:

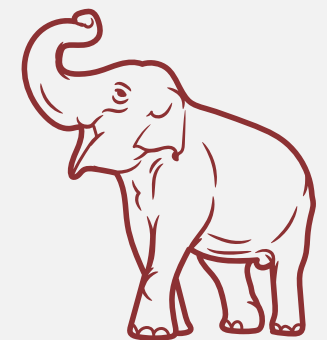
- Submit and View Forms as needed
- Provide Training and Collect Oaths
- Upload Student Information
 - maintain TDE registrations (ongoing)
- Submit STAAR Paper by Request if applicable
- Submit Special Administration if applicable
- Check Eligibility Settings/Flags (Interims for EOC/Off Grade Level On)
- Turn on and update Student Attributes
- Mark non-embedded Supports
- Create Session IDs and Print Test Tickets/Student Settings and Tools
- Rosters (Reporting/Non-Reporting)
- Ensure all test materials are prepped, ready, and organized in testing bins, i.e., test tickets, session IDs, devices, headsets, dictionaries, calculators, seating charts, attendance sheets, accommodations roster, consolidation plan, other materials, as applicable per administration

During Testing:

- Utilize Materials Control Forms to maintain the chain of custody of secure materials
- Ensure completion of Seating Charts and Testing Rosters
- Develop makeup testing rosters and plans based on absence/illness lists
- Incident Reporting
- Monitor online testing via TIDE - Check/Compare Status and Completed Counts - confirm tests left in paused status
- Submit score code appeals as needed in TIDE - ensure that all score code appeals have a status of "Processed"
- Score reporting and Label Requests

After Testing:

- Data Clean Up if Needed
- Ensure test tickets, Session IDs, scratch paper, reference materials, etc. are shredded
- Retention of required TEA documentation



ROLL TIDE ROLL

How-To Guides



Pre-Administration Events

- How to Create User Accounts Individually
- How to Create User Accounts Via Upload
- How to Manually Add Students to TIDE
- How to Add & Edit Student STAAR Test Attributes/Accommodations (via Upload & Manually)
- How to Submit Paper by Request
- How to Indicate STAAR Alternate 2 and/or TELPAS Alternate Participation
- How to Find Students Eligible for TELPAS Alternate
- How to Set EOC Eligibility in TIDE
- How to Find Students Eligible for TELPAS
- How to Submit Additional Order of Paper Test Materials
- How to Submit an Accommodation Request Form for TEA Approval
- How to Complete DTC/Superintendent Oaths

Administration Events

- How to Enter Score Codes in TIDE
- How to Upload Student TELPAS Ratings in TIDE
- How to Update TELPAS Rater Information With a File Upload
- How to Update TELPAS Rater Information Manually
- How to Mark Students New to Texas
- How to Individually Add & Verify Non-Embedded Supports
- How to Add & Edit Student Test Attributes for TELPAS (via Upload & Manually)
- How to Add & Verify Student Accommodations for STAAR Alternate 2
- How to Opt In to receive Printed Report Cards and Labels

Reporting Events

- How to Create Labels for your Secure File Center
- How to Submit a Rescore Request
- How to File a Testing Irregularity

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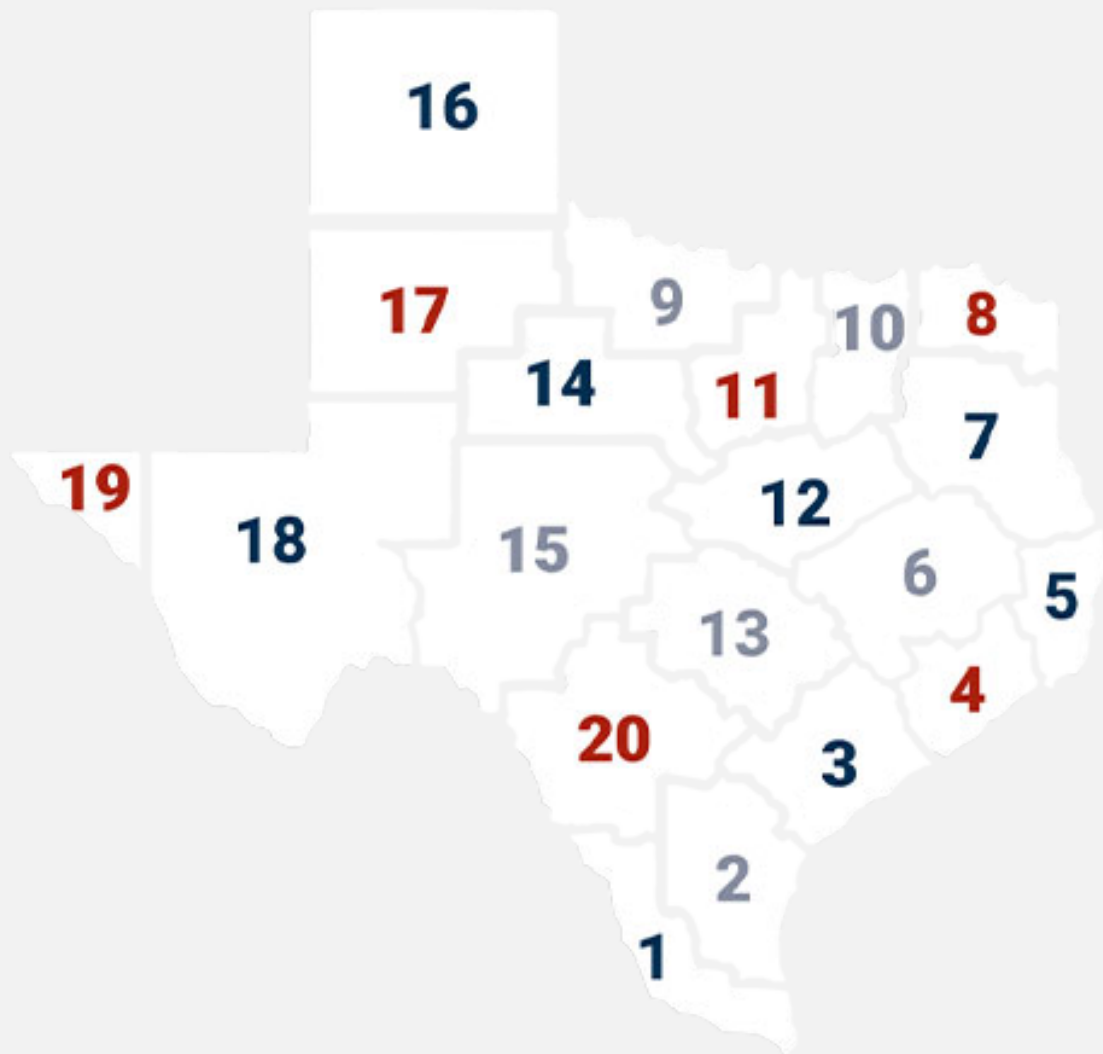
Administering
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Things to
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Contact Info

Regional Testing Coordinators (RTCs)



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Resources

Student Assessment Resources:

- [DCCR](#)
- [2024-2025 Updates](#)
- [TEA State Assessment YouTube Playlist](#)
- [State and Federal Required Assessments Fact Sheet](#)
- [FAQ About Test Administrations](#)
- [TEC and TAC References](#)
- [A-Z Directory](#)
- [Test Administration Resources](#)

TEA Webpages:

- [STAAR](#)
- [STAAR Alternate 2](#)
- [TELPAS](#)
- [TELPAS Alternate](#)

Educator Guides:

- [STAAR Accessibility Educator Guide](#)
- [STAAR Alternate 2 Educator Guide](#)
- [TELPAS Educator Guide](#)
- [TELPAS Alternate Educator Guide](#)
- [LPAC Decisions Educator Guide](#)
- [STAAR Interim Assessments Educator Guide](#)
- [TFAR Educator Guide](#)

Additional Resources:

- [Cambium Correspondence with Districts](#)
- [TSNAP Shares](#)
- [Fields in TIDE that cannot be overwritten with “blank” data \(R13\)](#)
- TASI Webinars - [Training Activities](#) section of the DCCR and the recording in the [LMS](#).
- DCCR Checklists
- RTC Checklists

Thank You!



Peace  Love  ROLL TIDE ROLL

