

TSNAP
Recipe for
Success.
2024



Pre-Administration Events

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[How to Manually Add Students to TIDE](#)
[How to Add & Edit Student STAAR Test Attributes/Accommodations \(via Upload & Manually\)](#)
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[How to Find Students Eligible for TELPAS](#)
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[How to Create and Administer Proctored Test Sessions](#)
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Administration Events

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Additional Resources

[How to File a Testing Irregularity](#)
[How to File an LDDA Report \(Student Cheating\)](#)
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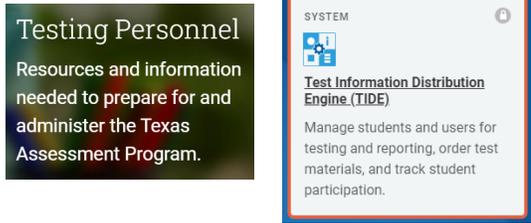
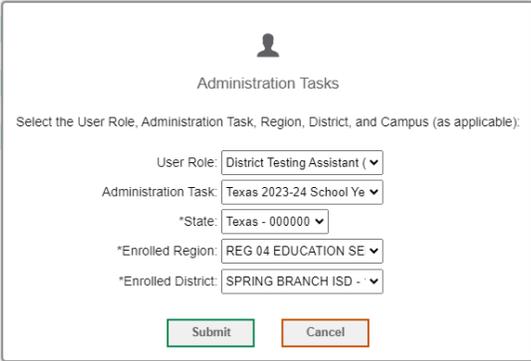
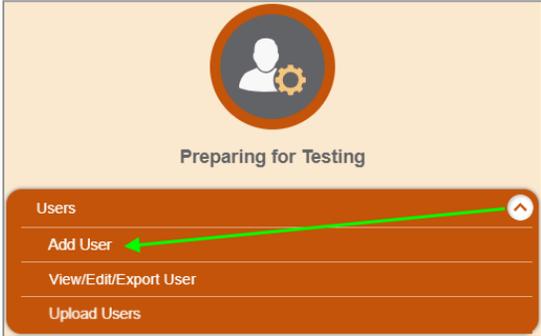
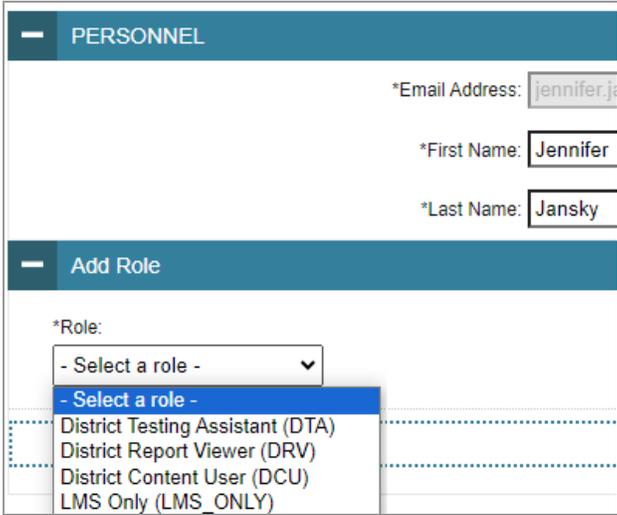
Can't find the topic you are seeking? Try [TSNAP Shares!](#)

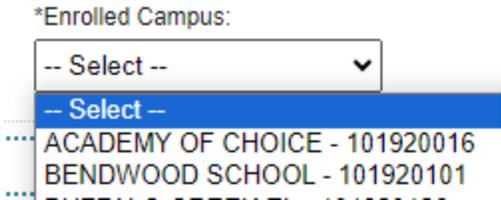
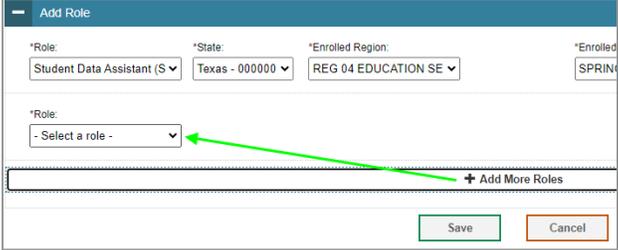
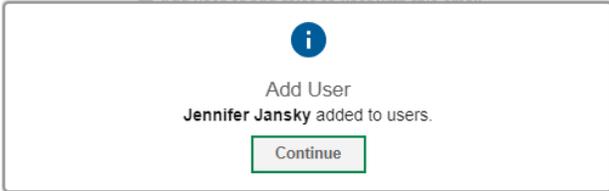
Have a resource you would like to contribute to our members? Add it to [TSNAP Shares!](#)

Cambium Click Sheet



How to Create User Accounts Individually

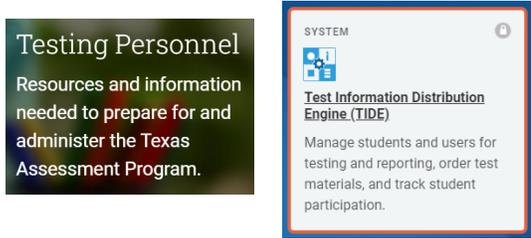
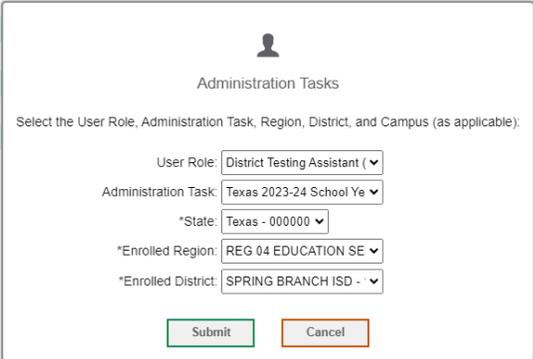
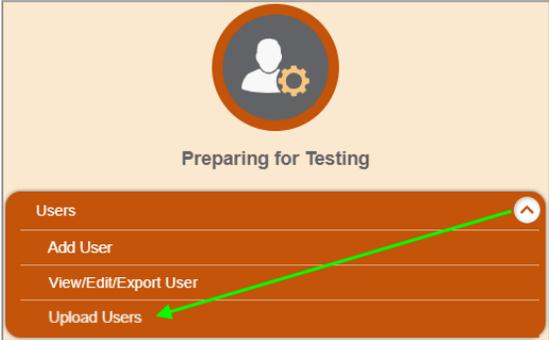
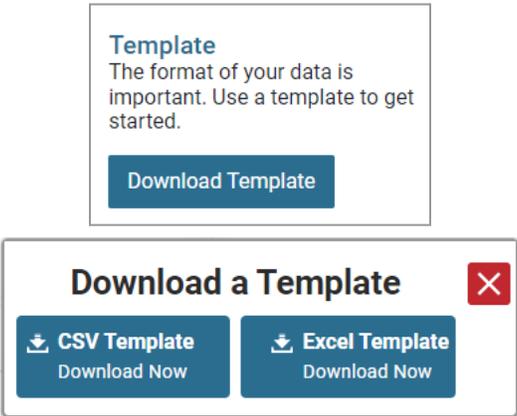
<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For User Role select District Testing Coordinator (DTC).</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC, DTA or CTC.</p> <p>Click Submit.</p>	
<p>3</p>	<p>Under Preparing for Testing, click on the dropdown for Users and click Add User.</p>	
<p>4</p>	<p>Enter the new user's email address and then click the + to add the user and necessary role(s).</p>	
<p>5</p>	<p>Enter the required First Name and Last Name and then select a role from the dropdown.</p>	

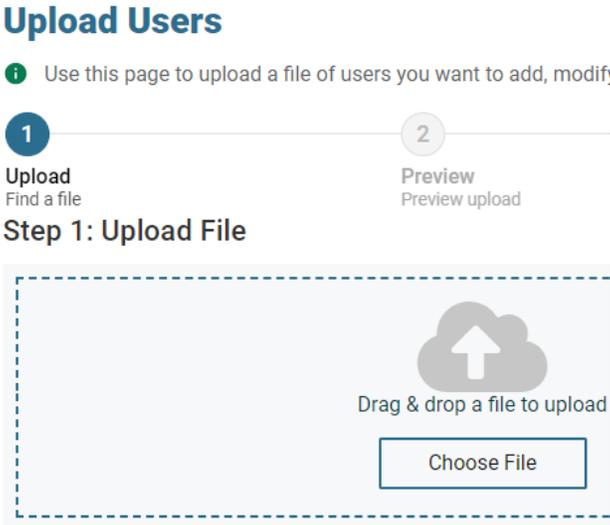
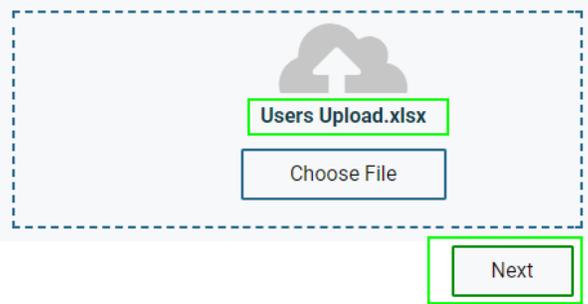
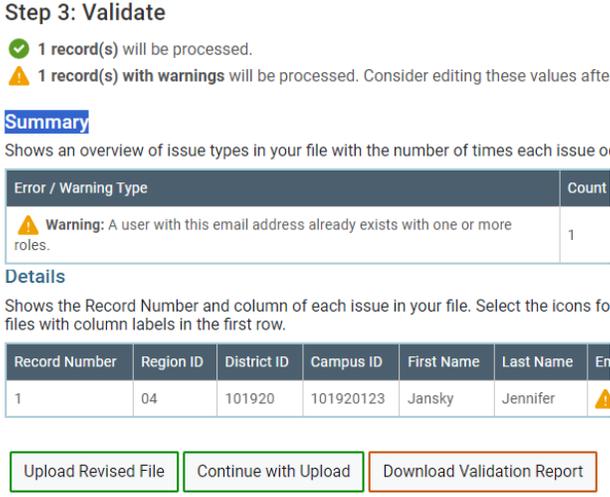
<p>6</p>	<p>Some roles will require the selection of the Enrolled Campus (CTC, CRV, OTA, PR, SDA, TE, CTS, TSA)</p>	
<p>7</p>	<p>If the user will have more than one role, click + Add More Roles and select another role from the dropdown. Once all roles have been selected, click Save.</p>	
<p>8</p>	<p>A confirmation box will appear. Click Continue to add another user.</p>	

Cambium Click Sheet



How to Create User Accounts Via Upload

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>																																					
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For User Role select District Testing Coordinator (DTC).</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC, DTA or CTC.</p> <p>Click Submit.</p>																																					
<p>3</p>	<p>Under Preparing for Testing, click on the dropdown for Users and click Add User.</p>																																					
<p>4</p>	<p>Click Download Template and select your preferred format: CSV or Excel.</p> <p>Note: The Excel template will include dropdown options for the User Role and Action columns.</p> <p>The User Upload File format information can be found in the DCCR.</p>																																					
<p>5</p>	<p>Enter the required information for each user you will upload and Save the file to your preferred location.</p> <p>Note: Phone Number and Texas Unique Staff ID are not required fields.</p>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Region ID</td> <td>District ID</td> <td>Campus ID</td> <td>First Name</td> <td>Last Name</td> </tr> <tr> <td>2</td> <td>04</td> <td>101920</td> <td>101920123</td> <td>Jansky</td> <td>Jennifer</td> </tr> <tr> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th></th> </tr> <tr> <td>Email Address</td> <td>User Role</td> <td>Phone Number</td> <td>Texas Unique Staff ID</td> <td>Action</td> <td></td> </tr> <tr> <td>jennifer.jansky@ctc</td> <td>CTC</td> <td></td> <td></td> <td>ADD</td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	1	Region ID	District ID	Campus ID	First Name	Last Name	2	04	101920	101920123	Jansky	Jennifer	F	G	H	I	J		Email Address	User Role	Phone Number	Texas Unique Staff ID	Action		jennifer.jansky@ctc	CTC			ADD	
	A	B	C	D	E																																	
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Email Address	User Role	Phone Number	Texas Unique Staff ID	Action																																		
jennifer.jansky@ctc	CTC			ADD																																		

<p>6</p>	<p>Return to the upload screen, select Choose File, and then locate the file on your computer. Click Open to upload it to TIDE.</p> <p>Select Next.</p>	
<p>7</p>	<p>You will see the name of the file appear in the Upload File box.</p> <p>Click Next.</p>	
<p>8</p>	<p>Look over the information on the Preview screen to ensure that you have selected the correct file. If so, click Next.</p>	
<p>9</p>	<p>The validation screen appears. If there are any issues with the file, the validation screen shows errors or warnings. Hover over the error icons to view validation messages. Alternatively, select Download Validation Report to download the complete log of errors in the upload file.</p> <ul style="list-style-type: none"> To revise the file before uploading, select Upload Revised File. To upload a new file from the confirmation screen, select Upload New File. <p>If the file has no errors or to continue with the upload despite these warnings, select Continue with Upload.</p>	

10

The confirmation screen appears.

✓ Your file has been uploaded.

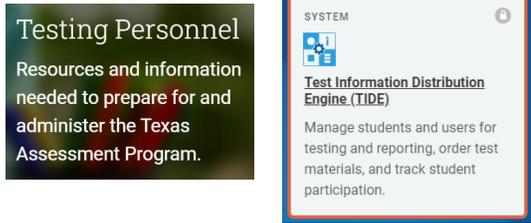
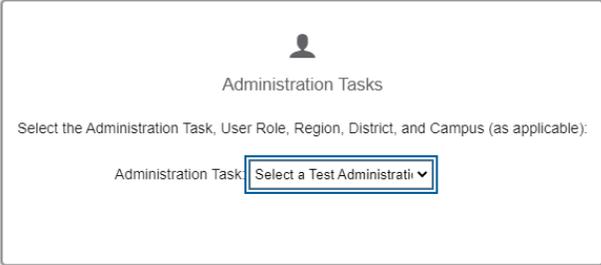
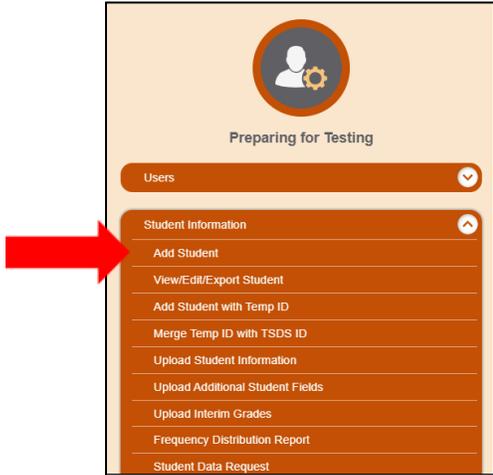
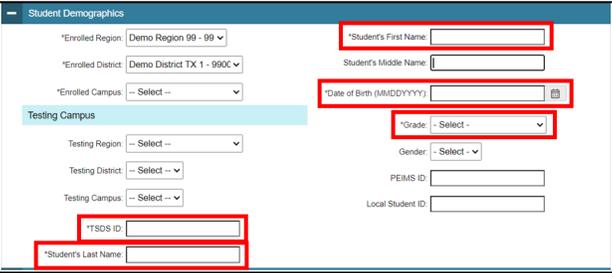
✓ 1 record(s) were processed.

Upload New File

Download Validation Report

Cambium Click Sheet

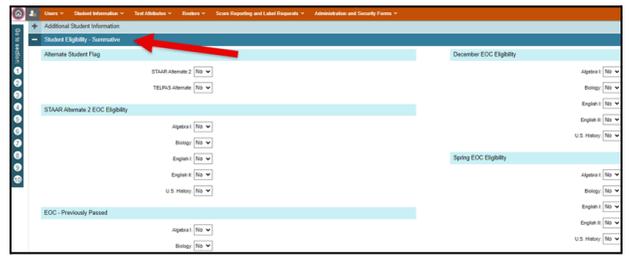
How to Manually Add Students to TIDE

<p style="font-size: 2em; font-weight: bold; text-align: center;">1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC, DTA or CTC.</p> <p>Click Submit.</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">3</p>	<p>Under Preparing for Testing open the Student Information dropdown.</p> <p>Select Add Student</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">4</p>	<p>Enter the student's demographic information in Section 1, using the table "Fields in the Demographics Panel" in the appendix as a reference.</p> <p>The following fields (denoted by an asterisk) are required to add a new student in TIDE:</p> <ul style="list-style-type: none"> ● TSDS ID ● Student's Last Name ● Student's First Name ● Date of Birth (MMDDYYYY) ● Grade 	

5

In the **Student Eligibility sections (Sections 4 and 5)**, select each test and test format from the dropdown menu for which the student should be eligible. Consider the following:

- Alternate Student Flag
- STAAR Alternate 2 EOC Eligibility
- EOC - Previously Passed
- Retester status
- STAAR 3-8 Above Grade
- Dec/Spring/June EOC Eligibility
- TAKS/TAAS/TEAMS
- Interim Grade Testing



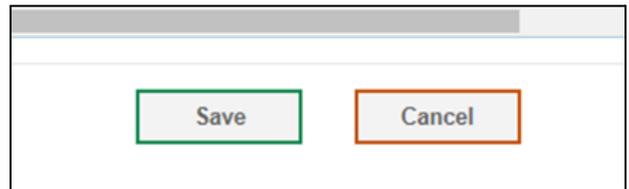
6

In the **Test Attributes section (Section 10)**, enter the student's settings for each test, using the table ["Fields in the Test Attributes Panels"](#) in the appendix as a reference. The panels display a column for each of the available courses. You can select different attributes for each column, if necessary.



7

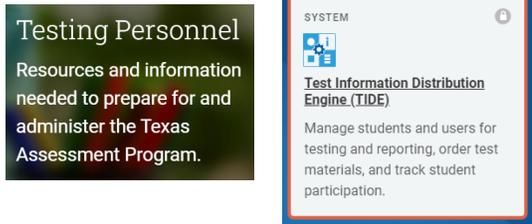
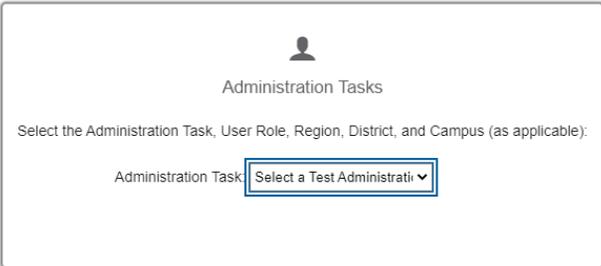
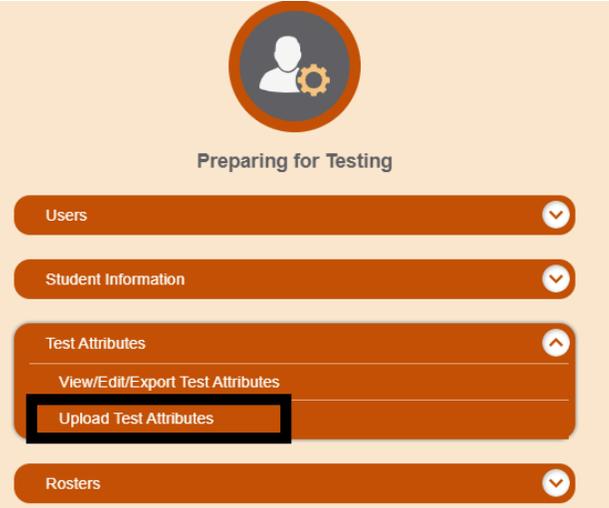
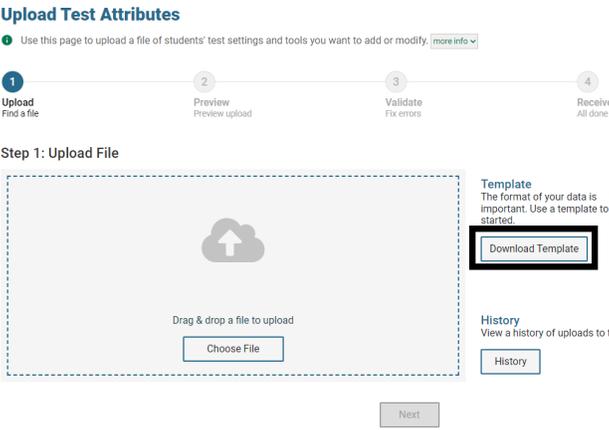
Verify the student account accuracy **and select Save** before leaving this page.



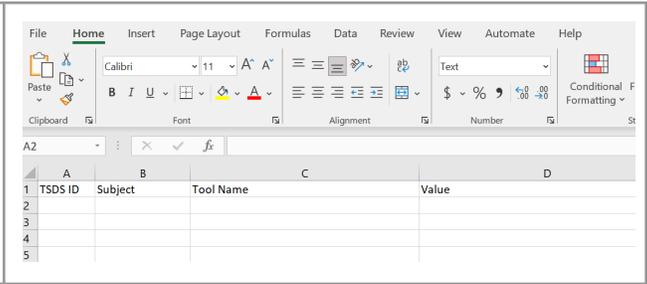
Cambium Click Sheet



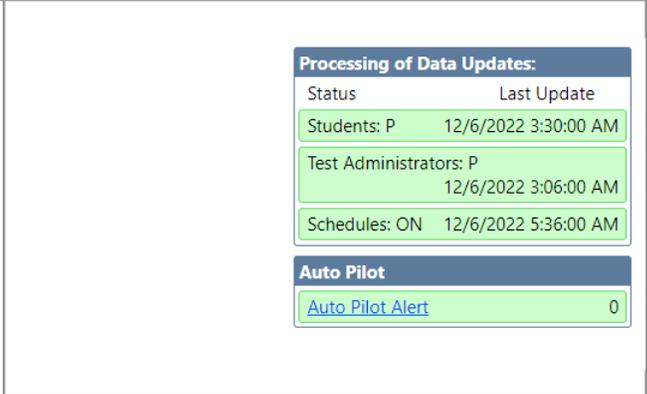
How to Add/Edit Student STAAR Test Attributes/Accommodations (Via Upload & Manually)

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>Select User Role.</p> <p>For Campus select your campus.</p>	
<p>3</p>	<p>Under the orange Preparing for Testing section, open the Test Attributes drop down and choose Upload Test Attributes.</p>	
<p>4</p>	<p>In the Upload Test Attributes screen of TIDE, choose Download Template and download the template in Excel.</p>	

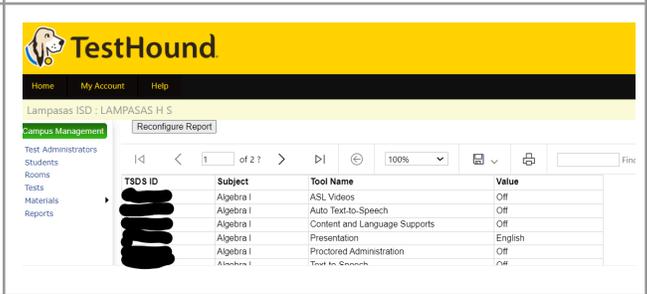
5 Enter data into the template and save the file to your computer.
 If you do not have TestHound, continue to step 9.



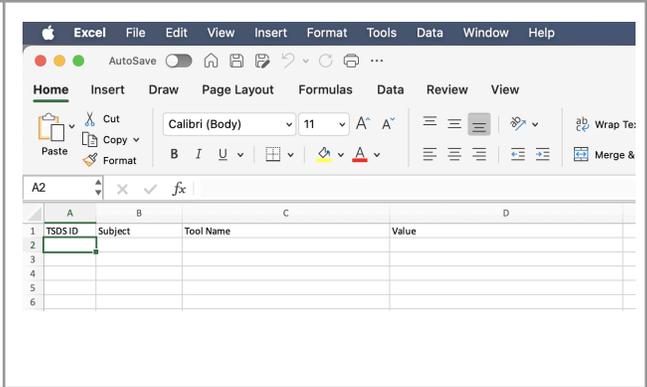
6 If you have TestHound, log in and make sure AutoPilot alerts are clear. If there are students showing in your AutoPilot, then please make sure to verify and clear alerts.



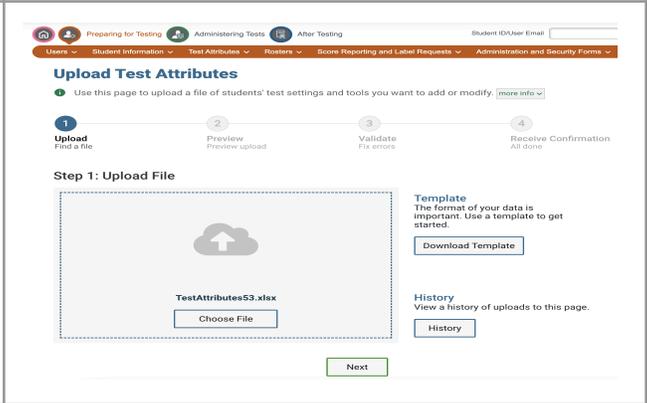
7 In Testhound under reports pull the Test Attributes/Accommodations report for the test administration you are working on. Export report to Excel.
 **students must be added to administration in TestHound to pull the report.

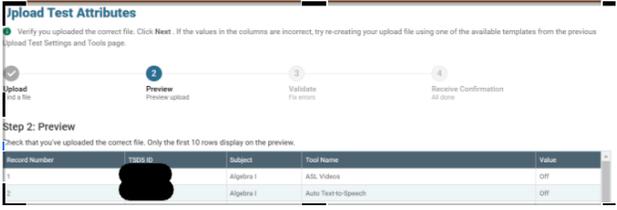
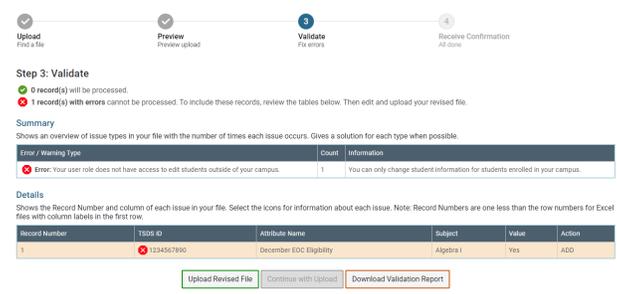


8 Copy and paste rows from TestHound report to TIDE Template. When complete, save as a .csv file.
 *Pro tip: You may tweak for faster upload. You can delete accommodations if you KNOW they do not exist on your campus (i.e. ASL Videos, Permissive Mode, Presentation, etc). If you are unsure, please do not delete. Do not delete values that are off as a student may have had an accommodation and now it is being turned off by the student committee.

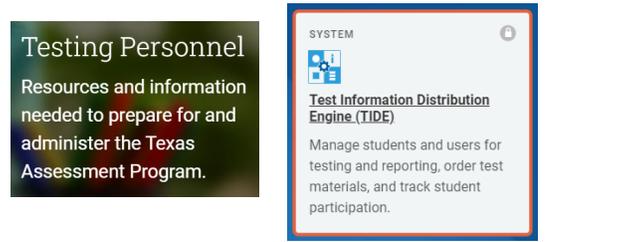
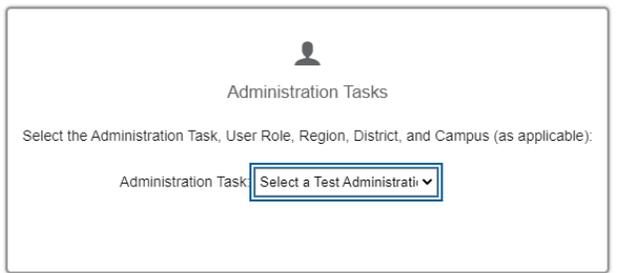
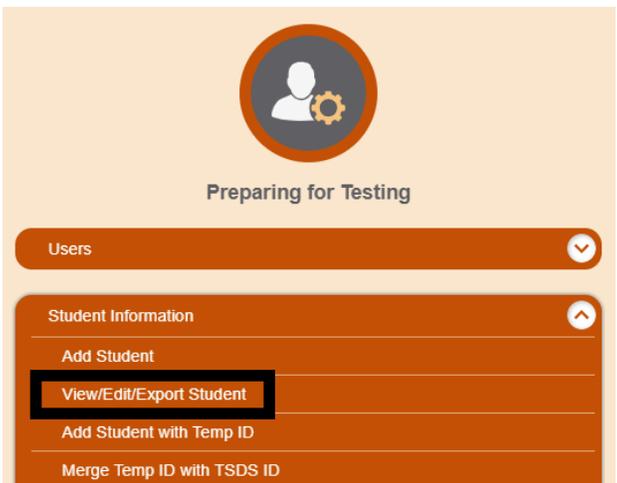


9 Return to the Upload Test Attributes screen in TIDE, and click **Choose File**, click **Next** to begin processing.



10	Preview the attributes and make sure they all look appropriate. Then click next.	 <table border="1"> <thead> <tr> <th>Record Number</th> <th>TSDS ID</th> <th>Subject</th> <th>Tool Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>[REDACTED]</td> <td>Algebra I</td> <td>ADL Videos</td> <td>OFF</td> </tr> <tr> <td>2</td> <td>[REDACTED]</td> <td>Algebra I</td> <td>Auto Text-to-Speech</td> <td>OFF</td> </tr> </tbody> </table>	Record Number	TSDS ID	Subject	Tool Name	Value	1	[REDACTED]	Algebra I	ADL Videos	OFF	2	[REDACTED]	Algebra I	Auto Text-to-Speech	OFF			
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1	[REDACTED]	Algebra I	ADL Videos	OFF																
2	[REDACTED]	Algebra I	Auto Text-to-Speech	OFF																
11	If there are errors in the file, then you can view them in the validate screen. You can fix errors in your file and return to step 9. When the file is error free, then you may confirm validation and click on the Continue with Upload button.	 <table border="1"> <thead> <tr> <th>Error / Warning Type</th> <th>Count</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td>Error: Your user role does not have access to edit students outside of your campus.</td> <td>1</td> <td>You can only change student information for students enrolled in your campus.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Record Number</th> <th>TSDS ID</th> <th>Attribute Name</th> <th>Subject</th> <th>Value</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567890</td> <td>December EOC Eligibility</td> <td>Algebra I</td> <td>Yes</td> <td>ADD</td> </tr> </tbody> </table>	Error / Warning Type	Count	Information	Error: Your user role does not have access to edit students outside of your campus.	1	You can only change student information for students enrolled in your campus.	Record Number	TSDS ID	Attribute Name	Subject	Value	Action	1	1234567890	December EOC Eligibility	Algebra I	Yes	ADD
Error / Warning Type	Count	Information																		
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Record Number	TSDS ID	Attribute Name	Subject	Value	Action															
1	1234567890	December EOC Eligibility	Algebra I	Yes	ADD															

To manually add/view attributes

1	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
2	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>Select User Role.</p> <p>For Campus select your campus.</p>	
3	<p>In the orange preparing for testing section, choose Student Information and the View/Edit/Export student option.</p>	

4

Choose the campus and enter the name of the student for whom you want to enter attributes/ accommodations for.

View/Edit/Export Student
 Use this page to view, edit, or export students. Users can also export Excel documents containing student access codes for the Family Portal. [more info](#)

Search Students

*Enrolled Region: REG 12 EDUCATION SE Student's First Name:

*Enrolled District: LAMPASAS ISD - 141901 Grade: None selected

*Enrolled Campus: None selected Gender: Male Female

TSDS ID: PEIMS ID:

Student's Last Name:

Advanced Search

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

5

From your search results, find the needed student and choose the edit pencil to the left of the name.

Edit	School Information			Student Demographics							
	Region	District	Campus ID	Is Temp TSDS ID?	TSDS ID	PEIMS ID	Local Student ID	Student's Last Name	Student's First Name	Gender	Date of Birth (MMDDYYYY)
<input type="checkbox"/>	04	101920	101920003	No	1011242588	038800016	000015	Parsons	Shudak	Female	03/01/2005

6

Scroll to the bottom, Section 10, for the Test Attributes section and use sliders to turn on needed subject accommodations for students. You may need to scroll to the right to see all subject options.

Choose **Save**.

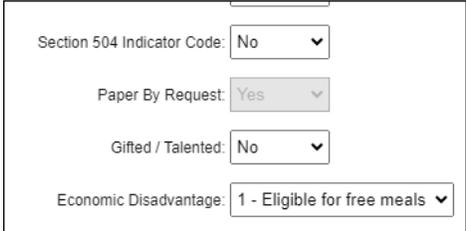
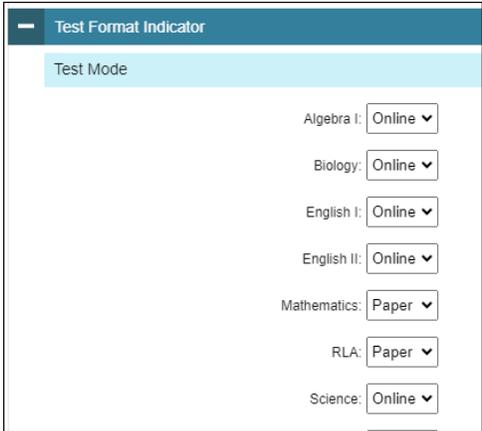
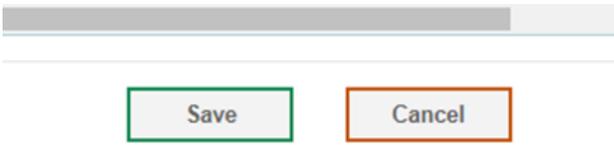
Test Attributes	Algebra I	Biology	English I	English II	Math
Content and Language Supports	<input type="checkbox"/> OFF				
Spell Check	<input type="checkbox"/> OFF				
Auto Text-To-Speech	<input type="checkbox"/> OFF				
Permissive Mode	<input type="checkbox"/> OFF				
Word Prediction (CoWriter)	<input type="checkbox"/> OFF				
Proctored Administration	<input type="checkbox"/> OFF				

Cambium Click Sheet

How to Submit Paper by Request



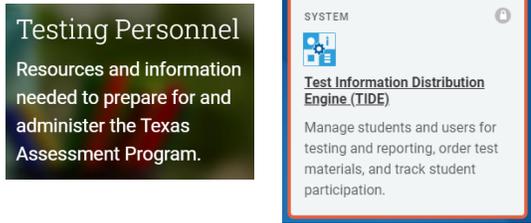
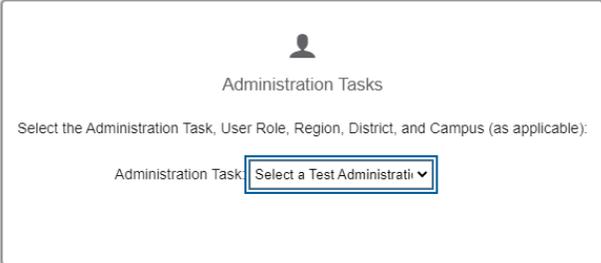
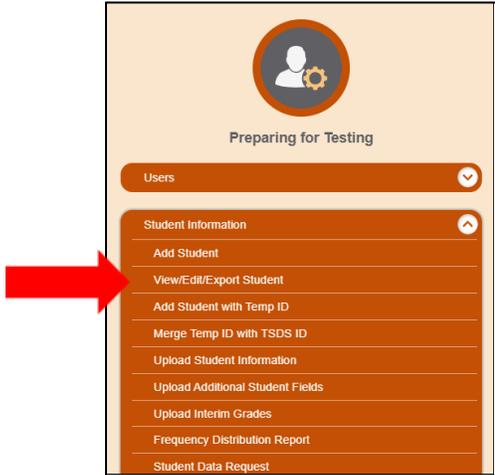
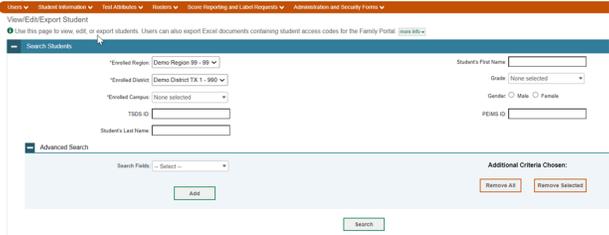
<h1>1</h1>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="background-color: #333; color: white; padding: 2px;">Testing Personnel</p> <p style="font-size: small;">Resources and information needed to prepare for and administer the Texas Assessment Program.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p style="font-size: x-small;">SYSTEM</p> <p style="background-color: #eee; padding: 2px;">Test Information Distribution Engine (TIDE)</p> <p style="font-size: x-small;">Manage students and users for testing and reporting, order test materials, and track student participation.</p> </div> </div>												
<h1>2</h1>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>Administration Tasks</p> <p style="font-size: x-small;">Select the Administration Task, User Role, Region, District, and Campus (as applicable):</p> <p>Administration Task: Select a Test Administrati...</p> </div>												
<h1>3</h1>	<p>Under Preparing for Testing open the Student Information dropdown.</p> <p>Click on View/Edit/Export Student.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="text-align: center; margin-bottom: 10px;"> <p>Preparing for Testing</p> </div> <div style="margin-bottom: 5px;"> <p style="background-color: #ccc; padding: 2px; border-radius: 4px;">Users</p> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff;"> <p style="font-size: x-small; margin-bottom: 5px;">Student Information</p> <ul style="list-style-type: none"> Add Student View/Edit/Export Student Add Student with Temp ID Merge Temp ID with TSDS ID Upload Student Information Upload Additional Student Fields Upload Interim Grades Frequency Distribution Report Student Data Request </div> </div>												
<h1>4</h1>	<p>Once you have found the student you want to code, click on the pencil icon to edit the record.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #fff;"> <p style="margin-bottom: 5px;">+ Search Students</p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> 🖨 ⬇ 🗑 📁 Move To And </div> <p style="font-size: x-small;">Number of students found: 14</p> <p style="font-size: x-small;">Filter results <input style="width: 100px;" type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #eee;"> <th style="width: 30px;"></th> <th style="width: 30px;">Edit</th> <th colspan="2">School Information</th> </tr> <tr> <th></th> <th></th> <th>Enrolled District</th> <th>Enrolled Campus I</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"></td> <td style="text-align: center;">188901</td> <td style="text-align: center;">188901003</td> </tr> </tbody> </table> </div>		Edit	School Information				Enrolled District	Enrolled Campus I	<input checked="" type="checkbox"/>		188901	188901003
	Edit	School Information												
		Enrolled District	Enrolled Campus I											
<input checked="" type="checkbox"/>		188901	188901003											

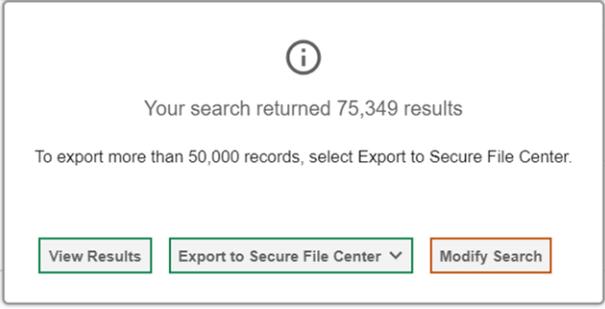
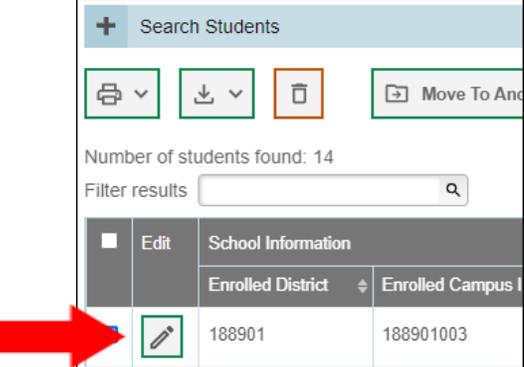
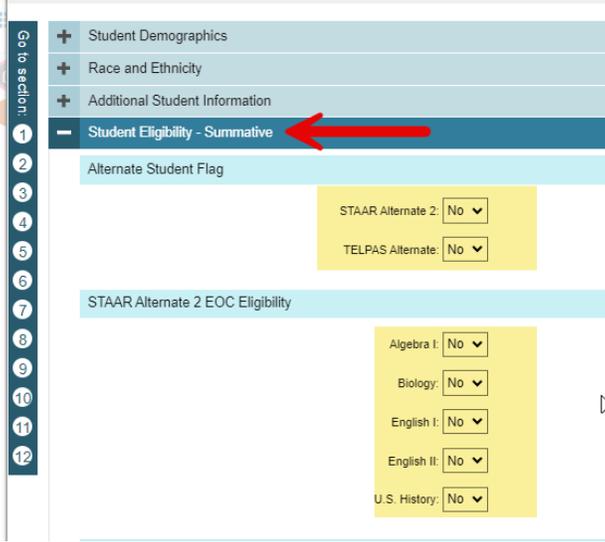
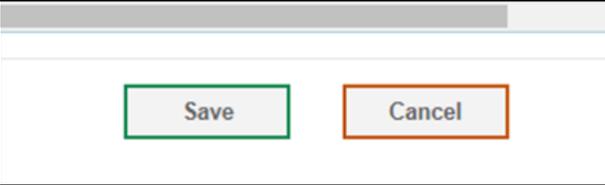
<p>5</p>	<p>Scroll down to the Additional Student Information section (section 3).</p> <p>Select YES in the Paper By Request drop down.</p> <p>If it is grayed out, you have missed the deadline.</p>	
<p>6</p>	<p>Scroll down to the Test Format Indicator section (Section 6).</p> <p>Set the subject's drop down to Paper for each subject that the student will take using a paper test.</p>	
<p>7</p>	<p>Be sure to Save before leaving this page.</p>	

Cambium Click Sheet



How to Indicate STAAR Alternate 2 and/or TELPAS Alternate Participation

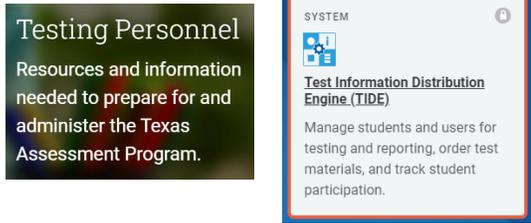
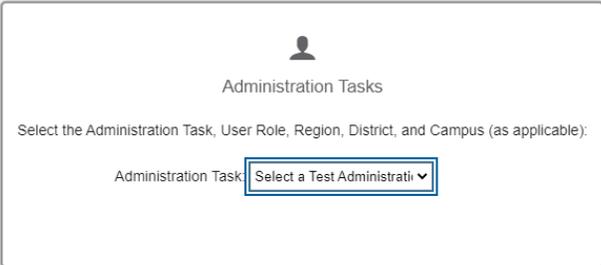
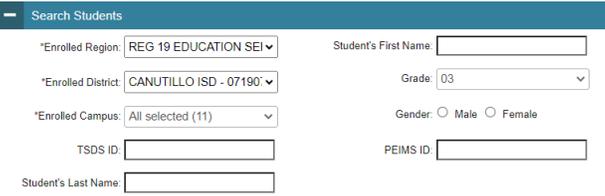
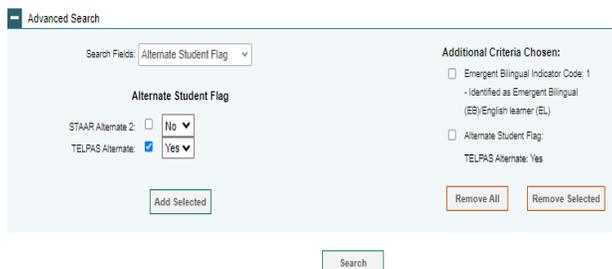
<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	
<p>3</p>	<p>Under Preparing for Testing open the Student Information dropdown.</p> <p>Select View/Edit/Export Student</p>	
<p>4</p>	<p>Fill out the form that appears and select Search.</p> <ul style="list-style-type: none"> Consider searching by campus or by individual student 	

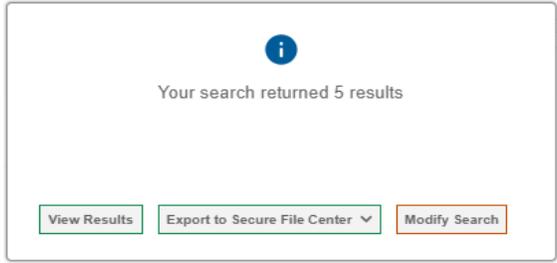
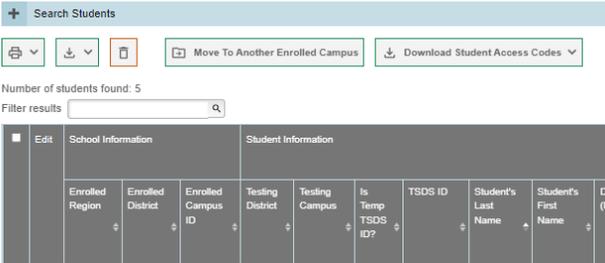
<p>5</p>	<p>A pop-up window appears, allowing you to view or export search results or modify your search. To view and edit search results, select View Results.</p>	
<p>6</p>	<p>To edit individual records, select the pencil icon next to the record.</p>	
<p>7</p>	<p>In the Student Eligibility section (Section 4), select Alternate Student Flag and select Yes for the alternate assessment(s) that the student will participate in - STAAR Alternate 2 and/or TELPAS Alternate.</p> <ul style="list-style-type: none"> Students in grades 3–8 who meet all participation requirements will take all applicable STAAR Alternate 2 subject assessments at their enrolled grade level. <p>Students in grades 9–12 who meet all participation requirements will take STAAR Alternate 2 EOC assessments—Algebra I, English I, English II, Biology, and U.S. History—as they are completing the corresponding course.</p> <ul style="list-style-type: none"> Select Yes for the EOC subjects the student will participate in 	
<p>8</p>	<p>Verify the student account accuracy and select Save before leaving this page.</p>	

Cambium Click Sheet



How to Find Students Eligible for TELPAS Alt

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	
<p>3</p>	<p>Once on the homepage, go to Preparing for Testing, Student Information, View/Edit/Export Student</p>	
<p>4</p>	<p>Search Students: Select the Campus and/or Grade Level; move on to step 5 to refine your search:</p> <ul style="list-style-type: none"> Your search will be only what you indicate you wish to see; to see all TELPAS-ALT students, you will need to select all eligible grade levels. 	
<p>5</p>	<p>Advanced Search: select Emergent Bilingual Indicator Code: 1- Identified as Emergent Bilingual, Hit ADD.</p>	
<p>6</p>	<p>Next, still in Advanced Search, select Alternate Student Flag: TELPAS ALT = Yes, hit Add Selected and click Search.</p>	

<p>7</p>	<p>Your Search Results window will identify how many students meet the search criteria entered:</p>																															
<p>8</p>	<p>Click on View Results. This will result in a listing of students who are in your TIDE system who meet the “1-Identified as Emergent Bilingual” plus “Alternate Student Flag: TELPAS ALT” and are required to complete TELPAS-ALT Testing.</p>	 <table border="1"> <thead> <tr> <th rowspan="2">Edit</th> <th colspan="3">School Information</th> <th colspan="5">Student Information</th> </tr> <tr> <th>Enrolled Region</th> <th>Enrolled District</th> <th>Enrolled Campus ID</th> <th>Testing District</th> <th>Testing Campus</th> <th>Is Temp TSDS ID?</th> <th>TSDS ID</th> <th>Student's Last Name</th> <th>Student's First Name</th> <th>D</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>	Edit	School Information			Student Information					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	D											
Edit	School Information			Student Information																												
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<p>9</p>	<p>You can now navigate through your list, download it, make edits, and work with your identified TELPAS-ALT students.</p>																															

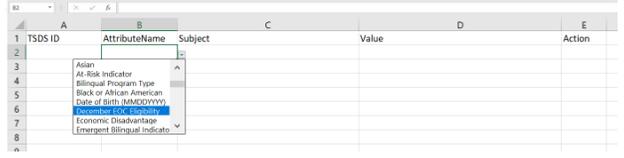
Cambium Click Sheet

How to Set EOC Eligibility in TIDE

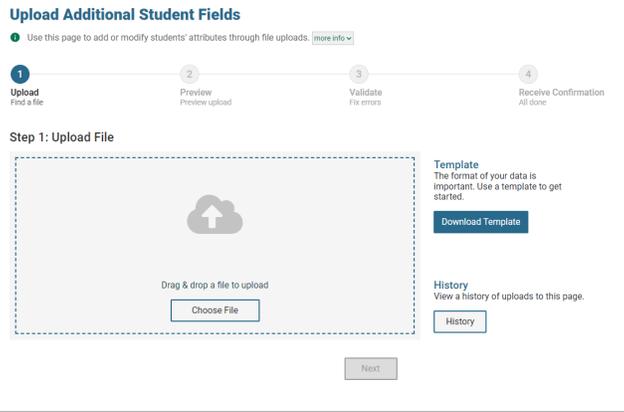


<p style="font-size: 2em; font-weight: bold; text-align: center;">1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">3</p>	<p>From the home screen, under Student information choose Upload Additional Student Fields</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">4</p>	<p>Download the template in excel format.</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">5</p>	<p>In TestHound, make sure all students are added to the test administration (you do not need to have them roomed). Then under reports, choose EOC Eligibility report.</p> <p style="color: red;">If you do not have TestHound, you may complete the template data on your own and skip to step 7.</p>	

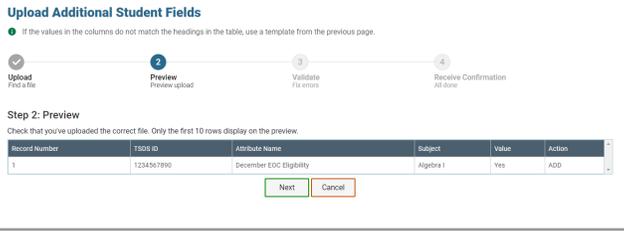
6 Copy and paste the TSDS and subject data from TestHound report into the template from TIDE. Use the dropdown in TIDE template to complete other columns **TIDE will require an exact match, so it's important to use dropdowns in excel files.



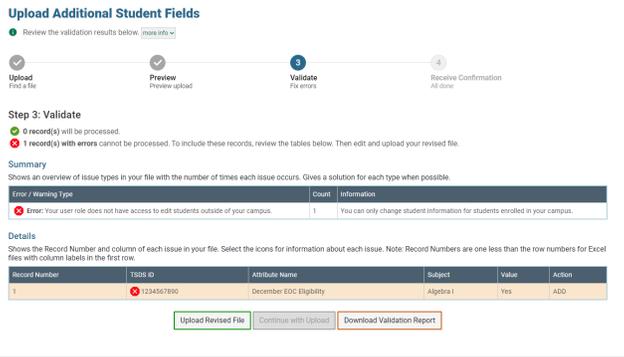
7 When data is complete in the Excel file, save it to the computer. Return to TIDE Additional Student fields upload screen, choose the file, and upload into the system by clicking **Next** button.



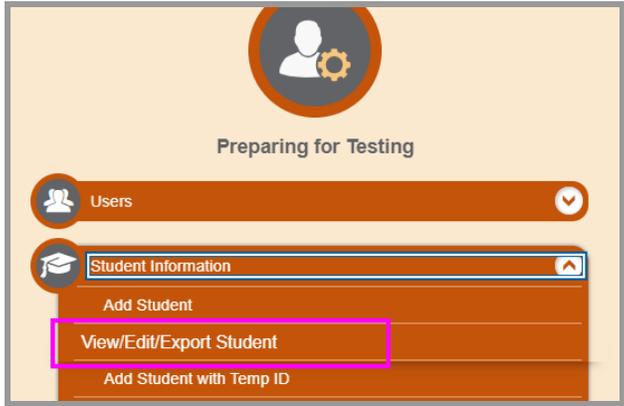
8 You will enter the preview portion that allows you to make sure your first few rows of data look correct. If everything looks good, then you can choose the **Next** button at the bottom.



9 If there are errors in the file, then you can view them in the validate screen. You can fix errors in your file and return to step 7. When the file is error free, then you can confirm validation.
*Pro tip: students must be enrolled in TIDE for your campus to upload the file. Make sure all new transfers have been registered in TIDE prior to running EOC Eligibility upload.



10 To verify EOC Eligibility is turned on, log into TIDE (steps 1 and 2 above). In the orange prepare for testing section under the Student Information section, choose **View/Edit/Export**



11

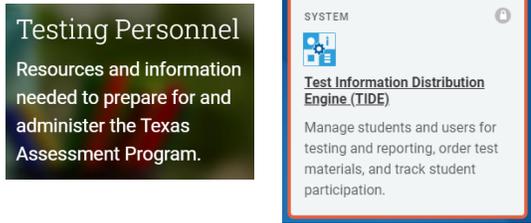
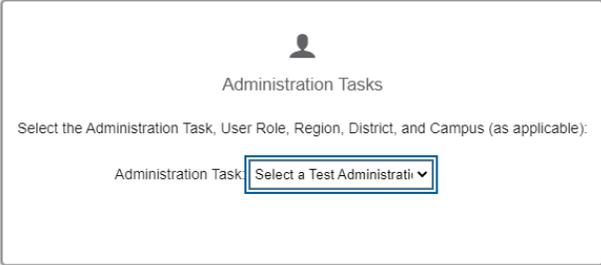
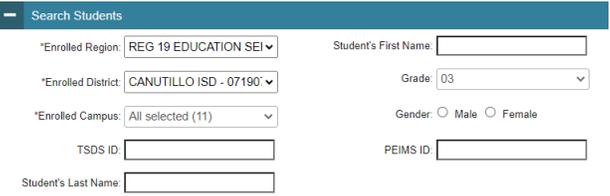
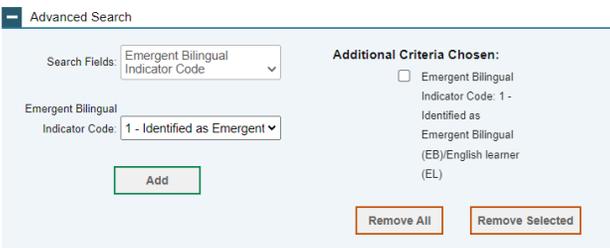
In the View/Edit/Export Screen, choose the correct campus and then under **Advanced Search** choose the dropdown for the appropriate EOC administration. Then, choose the subject(s) that you are trying to verify and click add selected, then click search button at the bottom. It will search for students at the indicated campus that have the EOC eligibility flag turned on for the subject(s) chosen.

The screenshot displays the 'Advanced Search' interface. At the top, there is a search field with a dropdown menu currently set to 'December EOC Eligibility'. Below this, a section titled 'December EOC Eligibility' contains a list of subjects with corresponding radio buttons and dropdown menus for 'Yes' and 'No'. The 'English I' subject has the 'Yes' option selected. To the right, under 'Additional Criteria Chosen', there are two unchecked checkboxes for 'December EOC Eligibility' and 'English I: Yes', with 'Remove All' and 'Remove Selected' buttons below them. At the bottom of the filter section is an 'Add Selected' button, and at the very bottom of the interface is a 'Search' button.

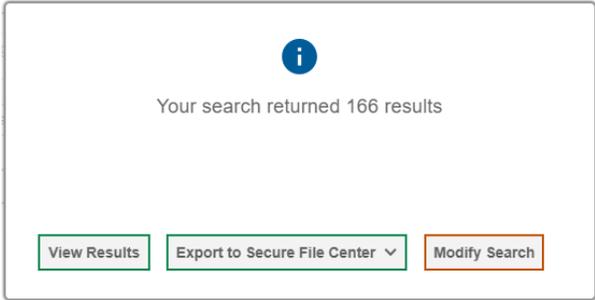
Cambium Click Sheet



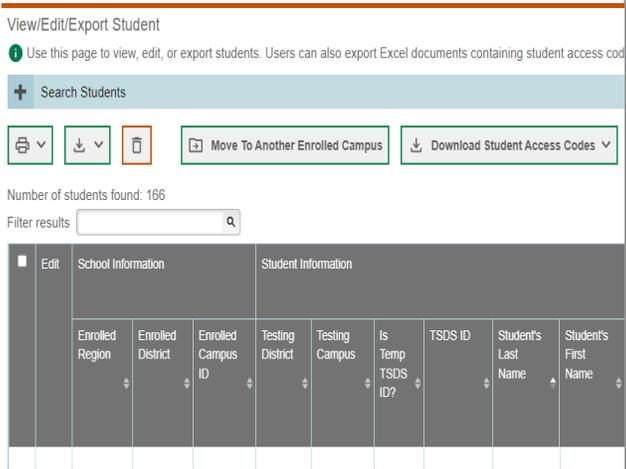
How to Find Students Eligible for TELPAS

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	
<p>3</p>	<p>Once on the homepage, go to Preparing for Testing, Student Information , View/Edit/Export Student</p>	
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<p>5</p>	<p>Advanced Search: select Emergent Bilingual Indicator Code: 1- Identified as Emergent Bilingual, Hit ADD and Click Search.</p>	

6 Your Search Results window will identify how many students meet the search criteria entered:



7 Click on **View Results**, this will result in a listing of students who are in your TIDE system who meet the “1-Identified as Emergent Bilingual” and are required to complete TELPAS Testing.



8 You can now navigate through your list, download it, make edits, and work with your identified TELPAS students.

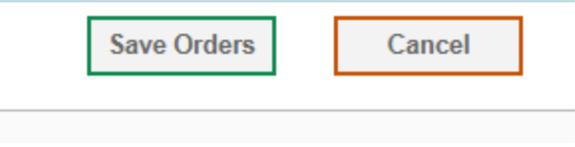
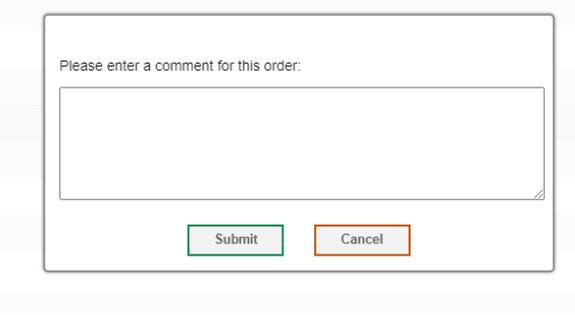


Cambium Click Sheet



How to Submit Additional Order of Paper Test Materials

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	<p>The screenshot shows a 'Testing Personnel' tile with the text: 'Resources and information needed to prepare for and administer the Texas Assessment Program.' To its right is a 'SYSTEM' tile for 'Test Information Distribution Engine (TIDE)' with the description: 'Manage students and users for testing and reporting, order test materials, and track student participation.'</p>
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For User Role select DTC.</p> <p>For Administration Task select the appropriate paper administration. For example: STAAR December Paper Orders</p>	<p>The screenshot shows the 'Administration Tasks' selection screen. It includes a dropdown for 'User Role' set to 'District Testing Coordinat...' and an 'Administration Task' dropdown. A red arrow points to the 'Administration Task' dropdown menu, which is open and shows options: '- Select -', 'Texas 2023-24 School Year STAAR December, Paper Orders', 'STAAR TAMs, Paper Orders', 'TELPAS and TELPAS Alternate, Paper Orders', 'STAAR Alternate 2, Paper Orders', 'STAAR Spring, Paper Orders', 'Interim, Paper Orders', and 'STAAR June, Paper Orders'.</p>
<p>3</p>	<p>Select Additional Orders.</p>	<p>The screenshot shows the 'Preparing for Testing' screen. A red arrow points to the 'Additional Orders' link in the 'Orders' section.</p>
<p>4</p>	<p>Verify contact information.</p>	<p>The screenshot shows a 'Verify your contact information below' form. It has two sections: 'Test Coordinator Information' and 'Shipping Information'. The 'Test Coordinator Information' section includes fields for Name (COMAL ISD), First Name (SHANNON), Middle Name, Last Name (COURT), and Phone Number (530-221-2031). The 'Shipping Information' section includes fields for Address Line 1 (1000 RY 35 N), Address Line 2, City (NEW BRAUNFELS), State (TX), Zip Code (78130), and Zip+4. A red arrow points to the 'Verify' button.</p>
<p>5</p>	<p>Select Search.</p>	<p>The screenshot shows the 'Search for Orders' screen. A radio button is selected for 'Enrolled District'. A red arrow points to the 'Search' button.</p>
<p>6</p>	<p>Select Additional Quantity needed. Be sure you make the selections under the appropriate material header. Selections include: Regular Print, Large Print, Contracted Braille, Uncontracted Braille, Embedded Supports Kits Regular and Large Print, Test Administrator (TA) Manual, Return Labels.</p>	<p>The screenshot shows a table with columns for 'Material Description' and 'Additional Quantity'. The table lists various materials like 'Algebra 1 Test Book', 'English 1 Test Book', 'U.S. History Test Book', 'Algebra 1 Large Print', 'Bksize Large Print', and 'English 1 Large Print'. A red arrow points to the 'Additional Quantity' column.</p>

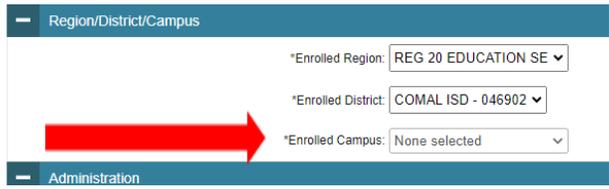
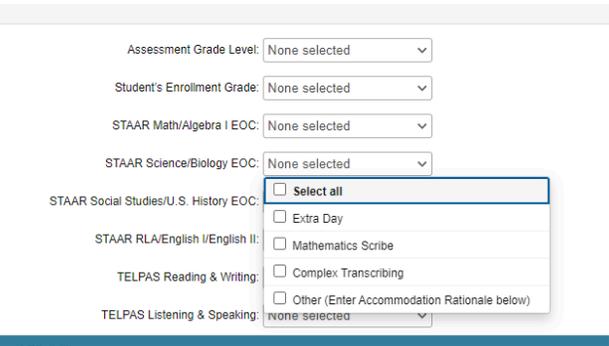
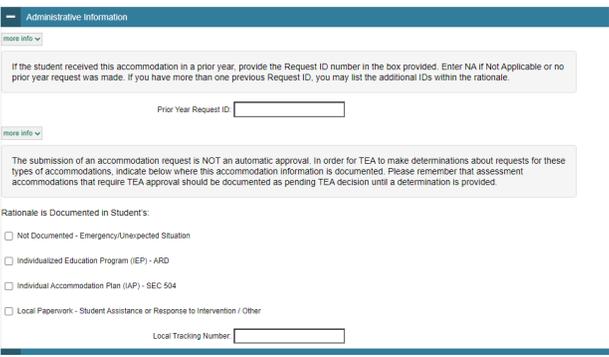
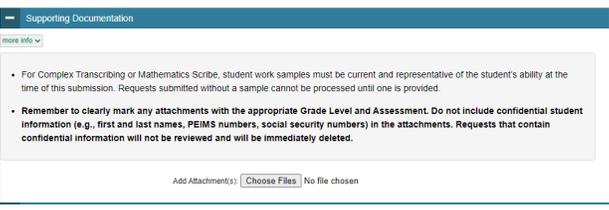
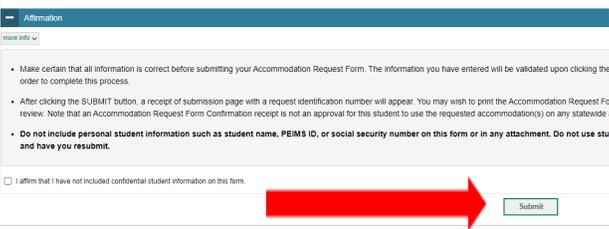
7	When complete, select Save Orders .	 A screenshot of a user interface showing two buttons: 'Save Orders' with a green border and 'Cancel' with an orange border. The buttons are positioned below a horizontal line and above another horizontal line.
8	Enter a comment for the order. Example: newly enrolled student, ARD changed test format, newly identified student per 504. Select Submit . This completes the paper order of additional materials.	 A screenshot of a comment input form. It features a text area with the prompt 'Please enter a comment for this order:' above it. Below the text area are two buttons: 'Submit' with a green border and 'Cancel' with an orange border.

Cambium Click Sheet



How to Submit an Accommodation Request Form for TEA Approval

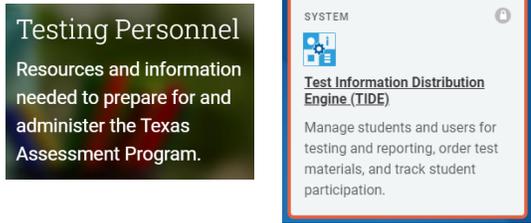
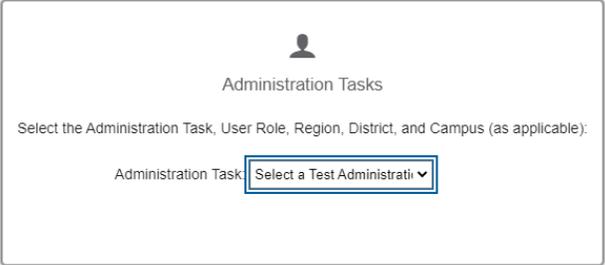
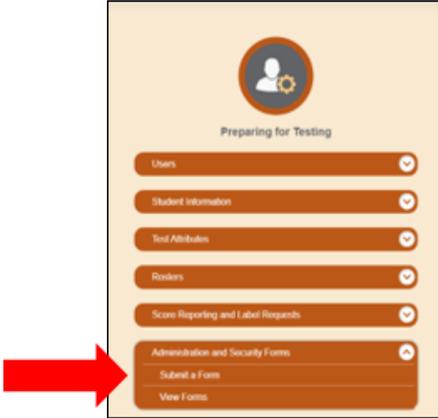
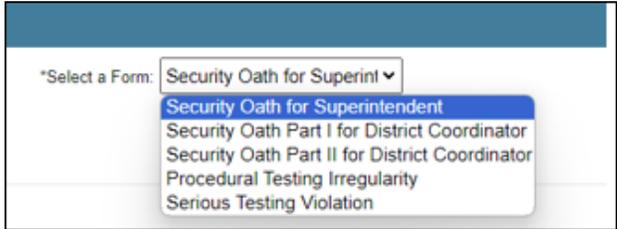
<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	
<p>3</p>	<p>Under <i>Preparing for Testing</i> select Submit a Form.</p>	
<p>4</p>	<p>Form type, select Accommodation Request.</p>	

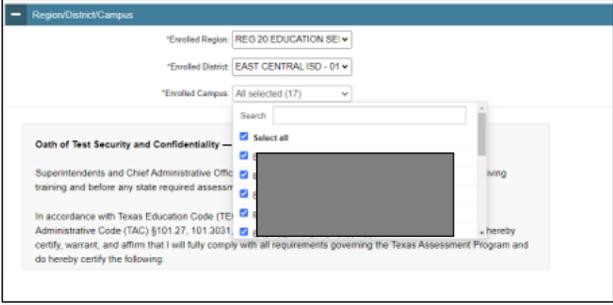
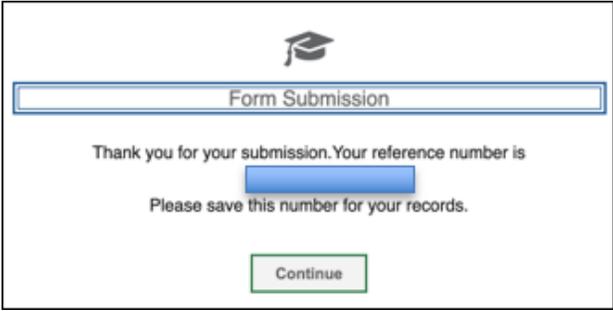
5	Select Campus .	
6	<p>Pay attention in the Administration Section. Several things must be selected.</p> <ul style="list-style-type: none"> Select Assessment Grade Level, Student's Enrollment Grade, AND select ALL subjects that the accommodation applies to. For example, if the student needs Extra Day for RLA, Math, Science and Social Studies, you MUST select Extra Day under EACH subject. 	
7	<p>Check the Verification of Eligibility box.</p> <p>Next, proceed through the Rationale of each accommodation selected.</p>	
8	<p>Provide the Prior Year Request ID if available. This will speed up the approval process.</p> <p>Make the appropriate selection for Rationale Documentation.</p> <p>Local Tracking Number is Optional. Some districts use the student's local ID number to have a means to identify the student locally.</p>	
9	<p>For Complex Transcribing or Mathematics Scribe, upload student work samples. All other requests do not require work samples.</p>	
10	<p>Complete the Affirmation and Submit.</p> <p>Once submitted, a tracking number will appear and show confirmation of submission. Capture the tracking number. Also, an email with confirmation should come to the DTC inbox.</p> <p>The DTC will receive an email once a decision has been made on the status of the request.</p>	

Cambium Click Sheet



How to Complete DTC / Superintendent Oaths

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC or Superintendent.</p>	
<p>3</p>	<p>Under Preparing for Testing open the Administration and Security Forms dropdown.</p> <p>Click on Submit a Form.</p>	
<p>4</p>	<p>Select the Form of Security Oath for Superintendent or for District Coordinator.</p> <p>Superintendents only submit one oath at the start of the year.</p> <p>DTCs submit Part I of the oath at the start of the year and Part II of the oath after your last state test for the year.</p>	

5	Check the Select all box in the Enrolled Campus dropdown menu.	
6	Read and check the boxes for each statement.	<p>Check the box for each statement:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> I have received training on the appropriate administration(s) of the state a <input checked="" type="checkbox"/> If applicable, I have received test administration training this school year. <input checked="" type="checkbox"/> I have read all applicable manuals, directions, and procedures governing <input checked="" type="checkbox"/> I will ensure that the appropriate personnel are trained at least once in tes procedures specific to each administration during this school year.
7	Enter the Date and your First and Last Name . Click Submit .	<p>*Date: <input type="text"/> </p> <p>*First Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Submit"/></p>
8	A box should pop up with a confirmation of your submission. You will also get an email confirmation. DTCs should save these as proof of submission of their DTC oaths and their Superintendent's oath.	

Cambium Click Sheet

How to Create Unproctored Test Sessions

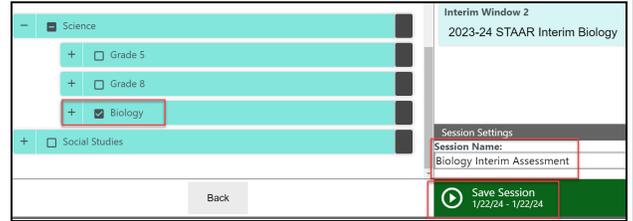


<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down to During Testing.</p> <p>Click on the Test Delivery System (TDS): Test Administrator Interface tile and log in.</p>	
<p>2</p>	<p>Click the teal Schedule Unproctored Session tab.</p>	
<p>3</p>	<p>Click the Create Session button.</p>	
<p>4</p>	<p>The sessions will be available to set up approximately two weeks before the start date of testing.</p> <p>Tests will be available based on your assigned start and end times. Best practice is to align start and end times with your school's start and end times so the test is not accessible outside of school hours.</p> <p>Enter the Start date & time for which the session can be accessed.</p>	
<p>5</p>	<p>Enter the End date & time for which the session can be accessed. Best practice is to end the test availability when the school day ends.</p> <p>Click Next.</p>	
<p>6</p>	<p>Choose the testing category for the test that will be administered. For STAAR, there should be one session per subject per day. Make-up sessions will need to be created separately.</p>	

7

Click the subject on the left. Make sure the subject needed in the session shows in the list on the right.

Save your session with a **Session Name** that will clearly identify the session. Special characters are not allowed in your naming convention.



8

A pop-up box will display with the **Session ID**. You will need to **copy** this Session ID to provide students on test day.

Each student will need the Session ID and their unique test ticket to participate in the online assessment.

Session IDs are **secure and confidential** per the DCCR.



Cambium Click Sheet

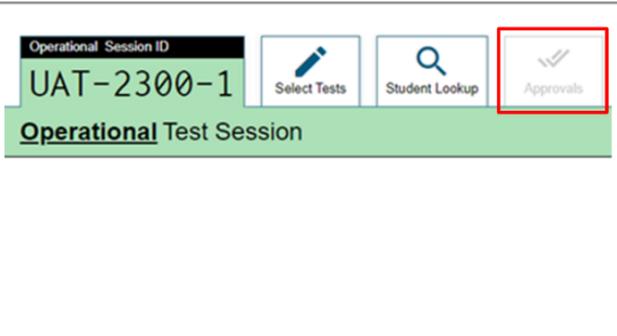


How to Create and Administer Proctored Test Sessions

<p>1</p>	<p>Go to texasassessment.gov and choose Educators.</p>	
<p>2</p>	<p>Scroll down under During Testing and click on the Test Delivery System (TDS) tile.</p> <p>Log in with Cambium credentials.</p> <p>Proctors will create an Active Proctored Session the day of the test (yellow tab).</p>	
<p>3</p>	<p>Proctors may create an Active Proctored Session (yellow tab) on the day of testing.</p> <p>They will select Start a New Session Now and then select the test they are administering.</p>	
<p>4</p>	<p>Proctors should click the plus sign to expand each selection until there are no more plus signs.</p> <p>Check the box for the Assessment Grade/Subject being administered.</p> <p>Choose only one Grade/Subject per session.</p>	
<p>5</p>	<p>Once the test has been selected, the proctor will click Start Operational Session on the bottom right.</p> <p>The session ID shown on the screen will be active and ready to provide to students.</p> <p>The proctor may begin approving students to the session.</p>	

6 Once a proctored test session has started and students log in, the proctor must approve students to enter the session before they may access their tests.

To approve students for testing, select the **Approvals** button next to the session ID.



7 A list of students will display, organized by test name.

Review the list to make sure that all students chose the correct test (correct grade, subject, and type of test).

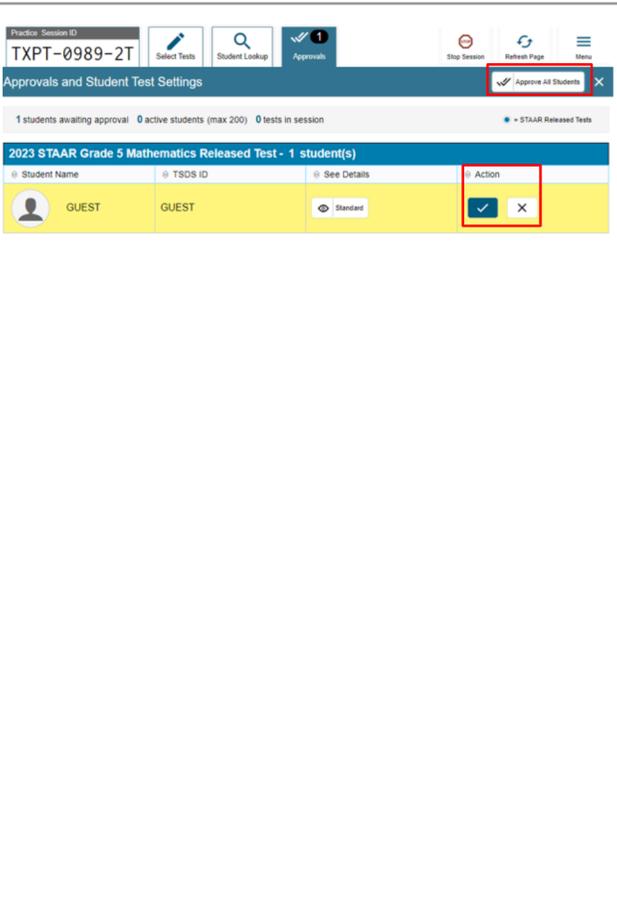
To view the settings for each student, select the **eye button** in the **See Details** column. The settings cannot be changed in this view. If the student test settings are not correct, contact the CTC.

Students with "Custom" next to the eyeball means they have accommodations. "Standard" = No Accommodations.

To approve individual students, select the **check mark**, or select **Approve All Students** to approve all listed students.

Although you can approve all the students at the same time, students must be individually denied entry into the test session.

To deny a student entry into the test session, select the **X** button in the Action column and enter a reason in the box.

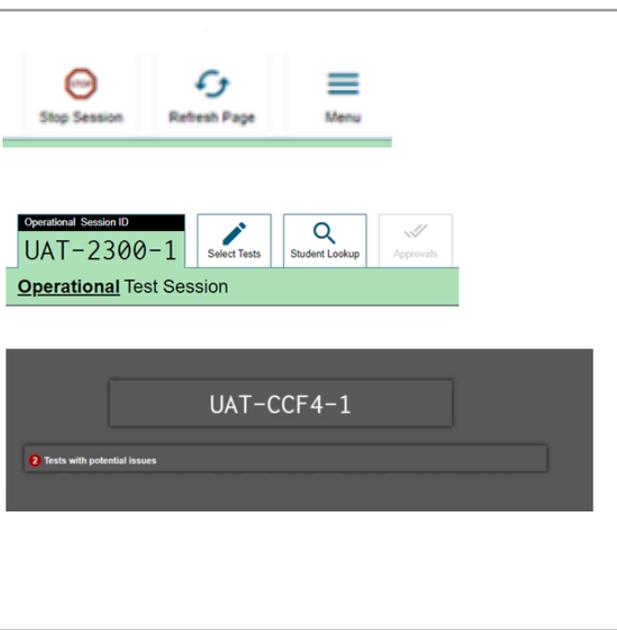


8 Once a proctored test session has started, the session ID will appear at the top of the Test Administrator Interface along with a STOP button.

If you accidentally close your browser, entering the session ID will allow you to resume the session.

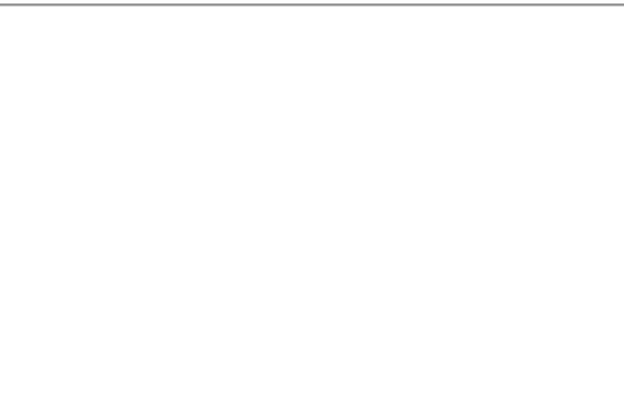
The Test Administrator Interface contains a screensaver function to hide the data from view. The screensaver will automatically turn on if you are not active in the interface for 5 minutes.

The screensaver displays the Session ID and will also display notifications of students needing assistance.



To manually turn on screensaver mode, select the **box icon** in the top right corner of the Session ID.

The screensaver will turn off automatically if any mouse or keyboard activity is detected. It will also turn off automatically if the test session times out due to test administrator or student inactivity.



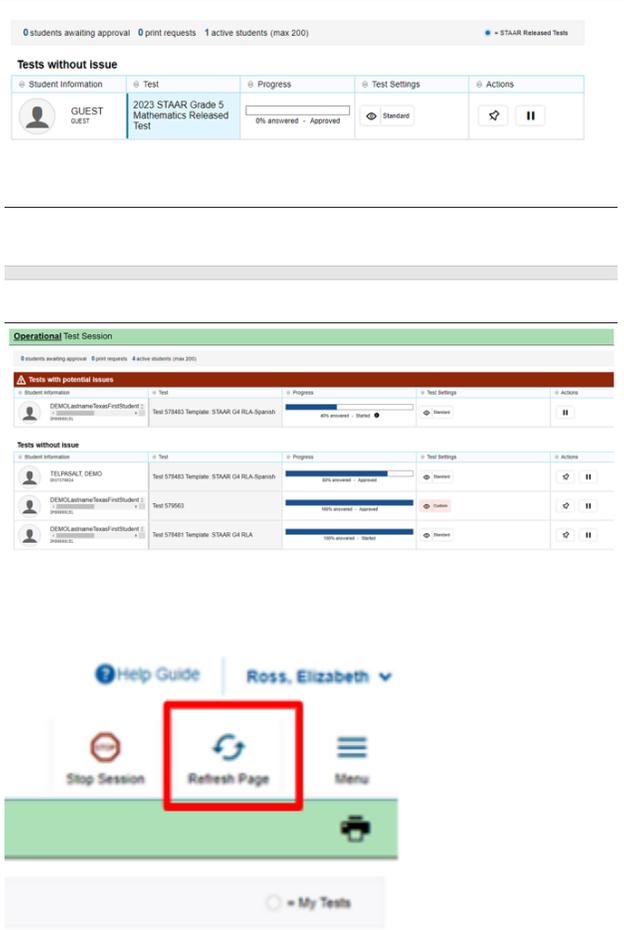
Proctors can monitor the status of students testing from the table displayed in the Test Administrator Interface.

At the start of the test, all the students in the session are listed in the **Tests Without Issues** table. If TDS detects that a student requires assistance, the Tests With Potential Issues table appears at the top, listing the students who need intervention. This can occur when a student's test has been paused due to a security issue, such as the launch of a forbidden application.

9

The tables refresh at regular intervals, but you can also refresh the tables manually by selecting the **Refresh Page** button in the top-right corner of the Test Administrator Site. (Note this is not the same as a web browser refresh.)

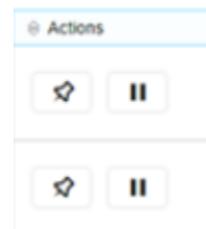
You can also sort the tables by a given column by selecting the Up/Down Arrow button in that column's header.



10

Test administrators can “pin” the record of any student whose progress may need to be more closely monitored. This will place the student's test session progress information at the top of the active testing session page.

To pin a student record, select the **pin icon** in the Actions column.

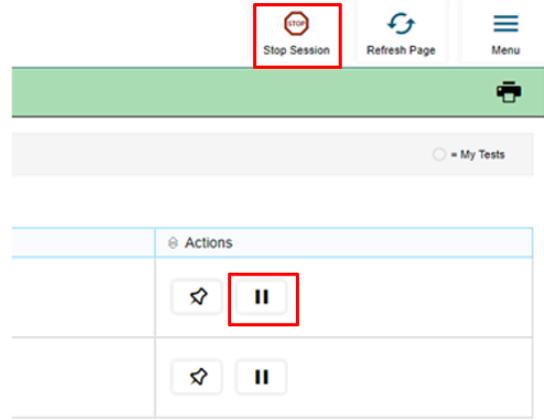


11

You can pause a student's test if necessary:

In the Actions column of the tables for monitoring students' test progress, select the *Pause* button for the student whose test you wish to pause.

Select **Yes** to confirm. TDS logs out the student.



12

How to Stop a Test Session:

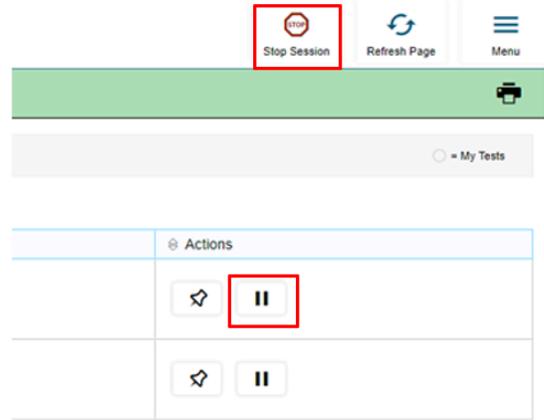
When students finish testing or the current testing time slot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests.

Once you stop a test session, you cannot resume it. To resume testing, you must start a new session. Please note, TDS automatically logs you out after 20 minutes of both user and student inactivity. This action automatically stops the test session.

Follow the instructions in this section to stop the session manually:

1. To stop a test session, select the Stop Session button next to the Session ID.

In the confirmation message that appears, select **OK**. The test session stops.



Columns in the Tables for Monitoring Students' Test Progress

Column	Description
Student Information	The name and TSDS of the student in the session.
Test	Name of the test the student selected.
Progress	<p>Indicates the student's test progress. It displays a progress bar to indicate how far the student has progressed in the test.</p> <p>The progress bar indicates the percentage of questions the student has answered out of the total number of questions.</p>
Status	<p>Current status for each student in the session. For more information about the statuses in this column, refer to Table 2.</p> <p>If the TDS detects that a student may be experiencing technical difficulties or requires assistance, such as the student may be experiencing connection issues, or has paused his test, a more info icon (<i>More Info</i> button) displays in this column for the student. When you hover over the icon, a message provides details about the issue.</p>
Test Settings	<p>Displays one of the following:</p> <p>Standard: Default test settings are applied for this test opportunity.</p> <p>Custom: One or more of the student's test settings or accommodations differ from the default settings.</p> <p>To view the student's settings for the current test opportunity, select the <i>Eye</i> button.</p>
Actions	<p>Allows you to perform any available actions for an individual student's test.</p> <p>The <i>Pause</i> button in this column allows you to pause the student's test. If a student pauses their test, a more info icon (<i>More Info</i> button) in the Test Status column provides information about how the test became paused. However, the more info icon does not display when the test administrator pauses a student's test.</p> <p>If you want to monitor the progress of a particular student, select the Push Pin button to list the student in a pinned table at the top of the page.</p>

Student Testing Statuses	
Column	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student visited all questions and is currently reviewing answers before completing the test.
Completed	Student submitted the test. The student can take no additional action at this point.
Submitted	Test was submitted for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	Test was not completed by the end of the testing window and the opportunity expired.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.

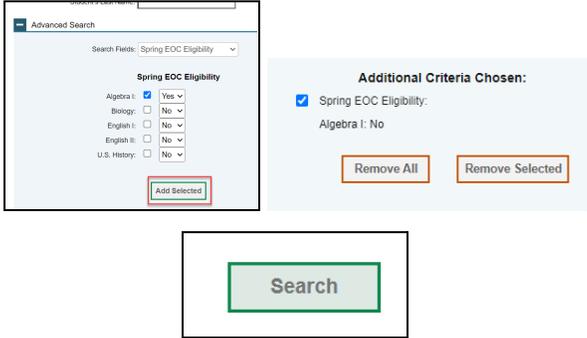
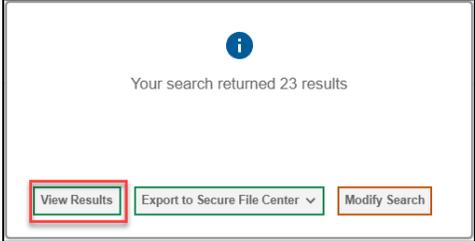
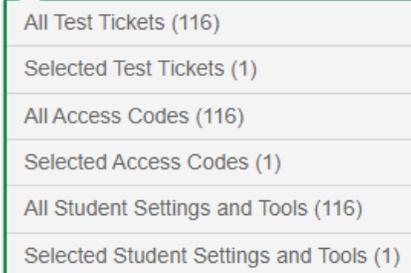
*Appears when the student is not actively testing. The student's row grays out in such cases.

Cambium Click Sheet



How to Generate Student Test Tickets for STAAR Online

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p>	
<p>2</p>	<p>Scroll down to Prepare for Testing</p>	
<p>3</p>	<p>Click on the Test Information Distribution Engine (TIDE) tile and log into TIDE.</p> <p>Sign in with your individual username and password.</p> <p>For User Role select District Testing Coordinator (DTC).</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC, DTA or CTC.</p> <p>Click Submit.</p>	
<p>4</p>	<p>Under Preparing for Testing, click Student Information, View/Edit/Export Student</p>	
<p>5</p>	<p>Grades 3-8: Under Search Students under Grade select the grade level and click on Search</p>	

<p>6</p>	<p>EOC: Under Advanced Search, from the dropdown Search Fields menu, choose (Dec/Spring/June) EOC Eligibility and check the assessment you are administering and select Add Selected. Be sure to check box you added on Additional Criteria Chosen: and click on Search</p>	
<p>7</p>	<p>Click View Results</p>	
<p>8</p>	<p>Click the printer icon  and choose All Test Tickets or Select Tickets to be printed.</p>	
<p>9</p>	<p>Choose a Test Ticket Layout and click Print. Then open the downloaded PDF</p>	

Cambium Click Sheet

How to Enter Score Codes in TIDE



<p style="font-size: 2em; font-weight: bold; text-align: center;">1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="font-weight: bold;">Testing Personnel</p> <p>Resources and information needed to prepare for and administer the Texas Assessment Program.</p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="font-size: 0.8em;">SYSTEM</p> <p style="font-weight: bold;">Test Information Distribution Engine (TIDE)</p> <p>Manage students and users for testing and reporting, order test materials, and track student participation.</p> </div> </div>																																												
<p style="font-size: 2em; font-weight: bold; text-align: center;">2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Administration Tasks</p> <p>Select the Administration Task, User Role, Region, District, and Campus (as applicable):</p> <p>Administration Task: Select a Test Administrati...</p> </div>																																												
<p style="font-size: 2em; font-weight: bold; text-align: center;">3</p>	<p>After logging into TIDE, select Administering Tests and click on Appeals/Score Codes.</p> <p>Select Create Requests.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p style="font-weight: bold; border: 1px solid red; display: inline-block; padding: 2px;">Administering Tests</p></div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <ul style="list-style-type: none"> <li style="background-color: #2e8b57; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Monitoring Test Progress ⌵ <li style="background-color: #2e8b57; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Appeals/Score Codes ⬆️ <li style="background-color: #2e8b57; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Create Requests 👉 <li style="background-color: #2e8b57; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> View Requests <li style="background-color: #2e8b57; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Upload Requests <li style="background-color: #2e8b57; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Print Test Tickets ⌵ </div>																																												
<p style="font-size: 2em; font-weight: bold; text-align: center;">4</p>	<p>Set Score Code.</p> <p>Filter by TSDS ID. Enter TSDS number.</p> <p>Click Search.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>*Request Type: <input type="radio"/> Do Not Report <input type="radio"/> Grace Period Extension <input type="radio"/> Segment Re-Open <input type="radio"/> Re-Score a Test <input checked="" type="radio"/> Set Score Code <input type="radio"/> Change Score Code</p> <p>*Search Student By: TSDS ID TSDS ID Mode Online</p> <p style="text-align: center;">Search</p> </div>																																												
<p style="font-size: 2em; font-weight: bold; text-align: center;">5</p>	<p>Place a checkmark next to student's record and click Next.</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Request Type</th> <th>Campus ID</th> <th>Request ID</th> <th>TSDS ID</th> <th>Student's Last Name</th> <th>Student's First Name</th> <th>Test Cmp #</th> <th>Test Status</th> <th>Test Start Date</th> <th>Date of Last Activity</th> <th>Test</th> </tr> </thead> <tbody> <tr> <td>Set Score Code</td> <td>600001001</td> <td>1534</td> <td>DM06764274</td> <td>Demo</td> <td>Demo</td> <td>1</td> <td>completed</td> <td>2021-09-22T11:38:47-05:00</td> <td>2021-11-17T11:38:47-05:00</td> <td>Decorating</td> </tr> <tr style="border: 2px solid red;"> <td><input checked="" type="checkbox"/> Set Score Code</td> <td>600001001</td> <td></td> <td>DM06764274</td> <td>Demo</td> <td>Demo</td> <td>1</td> <td>completed</td> <td>2021-09-22T11:38:47-05:00</td> <td>2021-11-17T11:38:47-05:00</td> <td>Decorating</td> </tr> <tr> <td>Request Code</td> <td>600001001</td> <td>1535</td> <td>DM06764274</td> <td>Demo</td> <td>Demo</td> <td>1</td> <td>completed</td> <td>2021-09-22T11:38:47-05:00</td> <td>2021-11-17T11:38:47-05:00</td> <td>Decorating</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">Next</p>	Request Type	Campus ID	Request ID	TSDS ID	Student's Last Name	Student's First Name	Test Cmp #	Test Status	Test Start Date	Date of Last Activity	Test	Set Score Code	600001001	1534	DM06764274	Demo	Demo	1	completed	2021-09-22T11:38:47-05:00	2021-11-17T11:38:47-05:00	Decorating	<input checked="" type="checkbox"/> Set Score Code	600001001		DM06764274	Demo	Demo	1	completed	2021-09-22T11:38:47-05:00	2021-11-17T11:38:47-05:00	Decorating	Request Code	600001001	1535	DM06764274	Demo	Demo	1	completed	2021-09-22T11:38:47-05:00	2021-11-17T11:38:47-05:00	Decorating
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6

Click **New Score Code**.
Enter **Absent, Other, or Score**.

Mode	Items Answered	Old Score Code	New Score Code
Online			<input type="text"/>

7

Place a **checkmark** next to the student's record.
Click the **Create** button. A pop-up will appear.
Enter the reason for the request and click **Submit**.

Number of records found: 1

Request Type	Campus ID	ResultID	TSDS ID	Student's Last Name	Student's First Name	Test Opp #	Test Status
<input checked="" type="checkbox"/> Set Score Code	600001001		DM06764274	Demo	Demo		

Please enter a reason for the request:

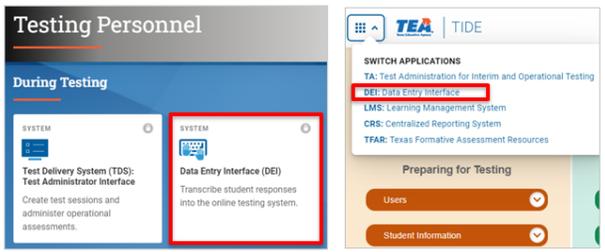
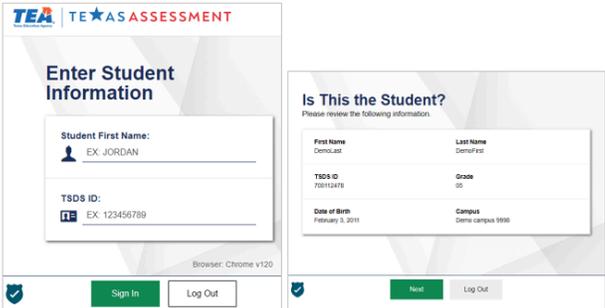
Student was ill during the testing window.

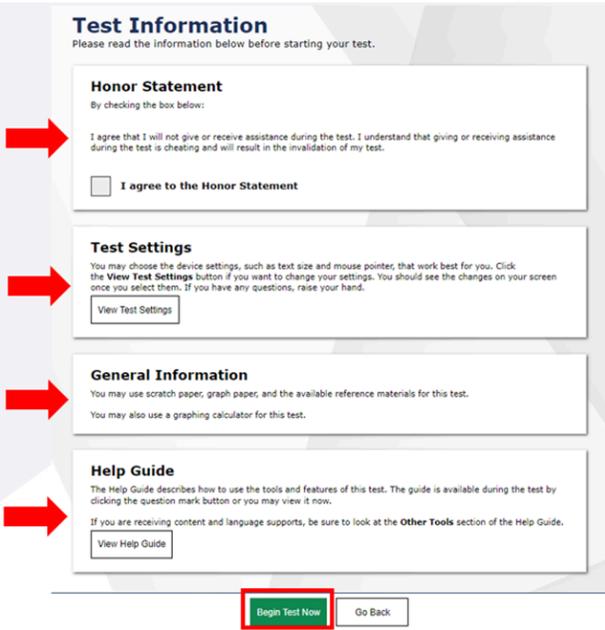
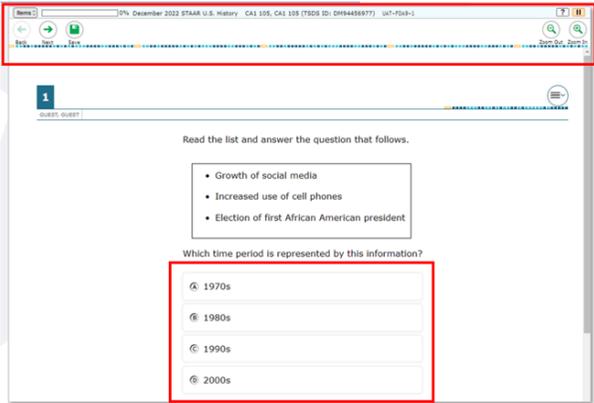
Enter the reason for the selected score code.

Cambium Click Sheet



How to Submit Student Responses in DEI

<p>1</p>	<p>From texasassessment.gov under Testing Personnel, click on the title Data Entry Interface (DEI). You can also access DEI through the system switcher on the TIDE homepage.</p>	
<p>2</p>	<p>On the Enter Student Information webpage, enter login information for the student being tested and click Sign In.</p> <p>After you enter the student's information, you will be asked to verify the student's information. Is This the Student? If so, select Next and the Available Tests page will appear.</p>	
<p>3</p>	<p>You will then select the test for the student that you will need to enter data for.</p>	

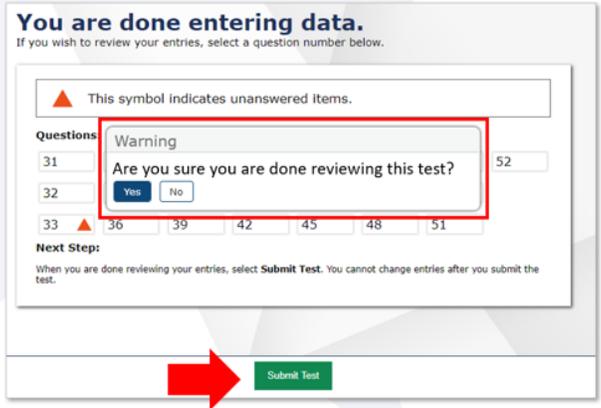
<p>4</p>	<p>Before beginning data entry, <i>Test Information</i> page will appear.</p> <p>Designated testing personnel should mark the “I agree” statement on this page if students have signed for the honor statement.</p> <p>The <i>Test Settings</i> will show the student’s test settings.</p> <p>The <i>General Information</i> section will list some important reminders.</p> <p>The <i>Help Guide</i> will show content that explains the test rules and gives an overview of DEI.</p> <p>Selecting the Begin Test Now button will take you to the first question of the test. You may select the question mark button to access the <i>Help Guide</i> at any time.</p>	 <p>The screenshot shows the 'Test Information' page. It has four main sections: 'Honor Statement', 'Test Settings', 'General Information', and 'Help Guide'. Each section has a red arrow pointing to it from the left. At the bottom, there are two buttons: 'Begin Test Now' (highlighted with a red box) and 'Go Back'.</p>
<p>5</p>	<p>STAAR & TELPAS:</p> <p>For paper administrations, students record their responses in their test booklet. For multiple-choice questions, mark the responses provided by the student.</p> <p>You can use the green arrow buttons labeled <i>Back</i> and <i>Next</i> at the top left of the screen to move between items.</p> <p>The <i>Save</i> button can be used to save a response but is not necessary to use since responses are automatically saved upon selection.</p> <p>The <i>Pause</i> button is used to pause the data entry session without submitting the test, so you can continue entering data later.</p>	 <p>The screenshot shows a test question interface. At the top, there are navigation buttons: a green arrow pointing left (Back) and a green arrow pointing right (Next). Below the question, there is a list of three items: 'Growth of social media', 'Increased use of cell phones', and 'Election of first African American president'. Below the list is a question: 'Which time period is represented by this information?'. There are four radio button options: '1970s', '1980s', '1990s', and '2000s'. A red box highlights the question and the four radio button options.</p>
<p>6</p>	<p>For the constructed-response items, for students with the basic transcribing accommodation- designated testing personnel must transcribe the student’s written responses verbatim.</p>	 <p>The screenshot shows a text entry area. At the top, there is a toolbar with icons for Bold (B), Italic (I), Underline (U), Text Color (A), and other formatting options. Below the toolbar is a large empty text input field. At the bottom right of the input field, there is a small text label: '# Chars 0/1750'. A red box highlights the entire text entry area.</p>

7

After completing data entry, be sure to review all entered data.

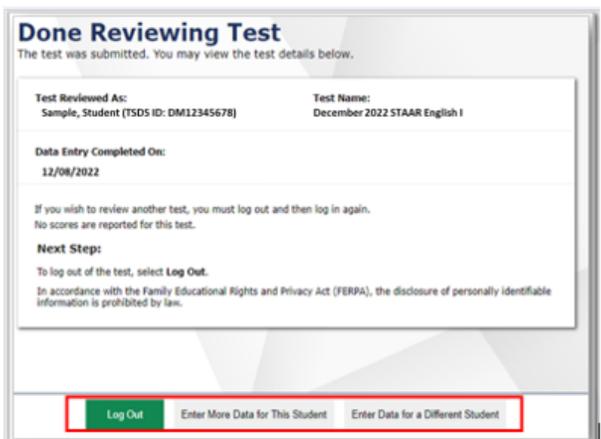
When you have checked all responses, you have entered and are ready to submit the test, select the red **End Test** button to continue.

It is important to note that you must select the **Done Entering Data** button to submit the information for scoring and reporting. You will be asked to confirm that you would like to submit the test. Select **Yes** to continue. You must submit the test before 11:59 p.m. (CT) on the last day of the testing window.



8

After you submit the test, the *Done Reviewing Assessment* page appears. You can then **Select Enter Data for a Different Student** or **Enter More Data for this Student**. If you are done entering test data, select **Log Out**.



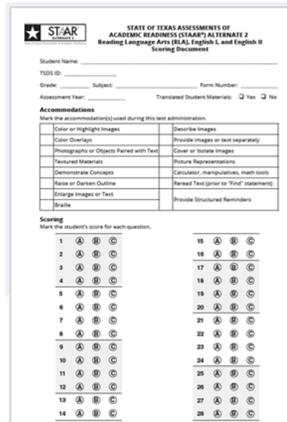
STAAR ALTERNATE 2:

For each STAAR Alternate 2 test administered, the test administrator must complete a scoring document.

9

Completed scoring documents should include student information, form number, accommodations if applicable, and the student's response for each question.

Accommodations that were used during the test administration should be entered into TIDE.



10

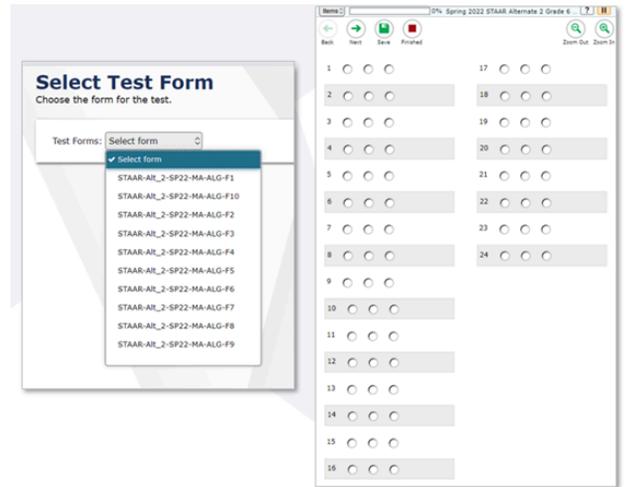
Verify that the form number matches the student’s assigned test booklet.

Enter the student’s scoring information for each question.

Verify the score entry page before ending the test.

Return all scoring documents to the campus coordinator.

Student records must be entered and submitted by the deadline.

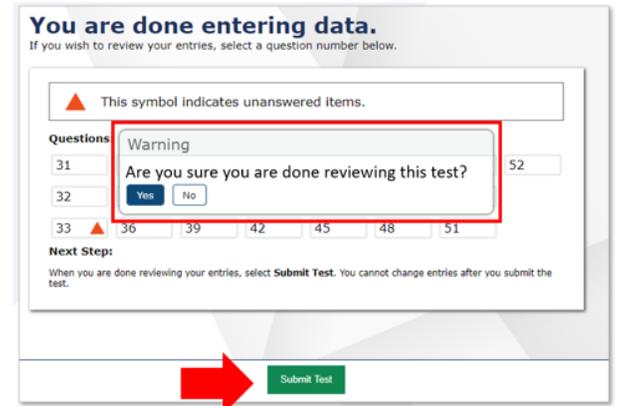


11

After completing data entry, be sure to review all entered data.

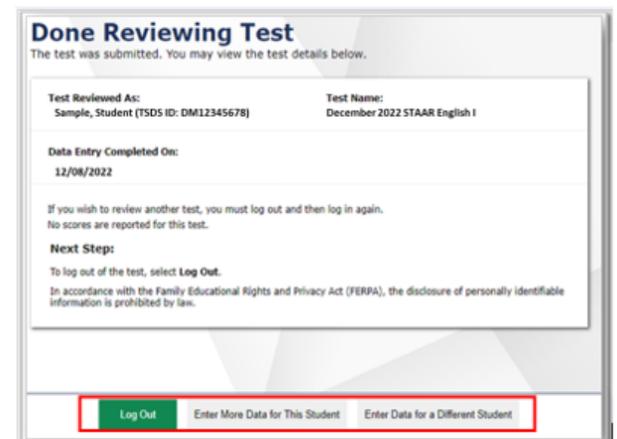
When you have checked all responses, you have entered and are ready to submit the test, select the red **End Test** button to continue.

It is important to note that you must select the **Done Entering Data** button to submit the information for scoring and reporting. You will be asked to confirm that you would like to submit the test. Select **Yes** to continue. You must submit the test before 11:59 p.m. (CT) on the last day of the testing window.



12

After you submit the test, the *Done Reviewing Assessment* page appears. You can then **Select Enter Data for a Different Student** or **Enter More Data for this Student**. If you are done entering test data, select **Log Out**.



13

TELPAS ALTERNATE:

Completed TELPAS Alternate Observable Behaviors Inventory should include student information, date completed, name and signature of test administrator, and holistic ratings for all 40 observable behaviors.

The system will not allow you to submit a TELPAS Alternate record unless a rating is entered for each of the 40 observable behaviors.

The image shows the cover page of the TELPAS Alternate Observable Behaviors Inventory form. At the top, it says "TELPAS Alternate" in a large, bold font. Below that, in a grey box, it says "Observable Behaviors Inventory" and "Listening, Speaking, Reading, and Writing". A black bar at the bottom of this grey box says "Spring 2023". Below the grey box is a form with several fields: "Name of Student:", "Enrolled Grade:", "TSDS ID:", "Date Completed:", "Printed Name of Test Administrator:", and "Signature of Test Administrator:". At the bottom of the page is the TELPAS ALTERNATE logo, which includes a star and the text "Texas English Language Proficiency Assessment System".

14

Mark the rating indicator for each observable behavior in each domain. All items must be completed.

Verify all entries before ending the test.

Return all observable behavior inventories to the campus testing coordinator.

Rating information must be entered and submitted by the deadline.

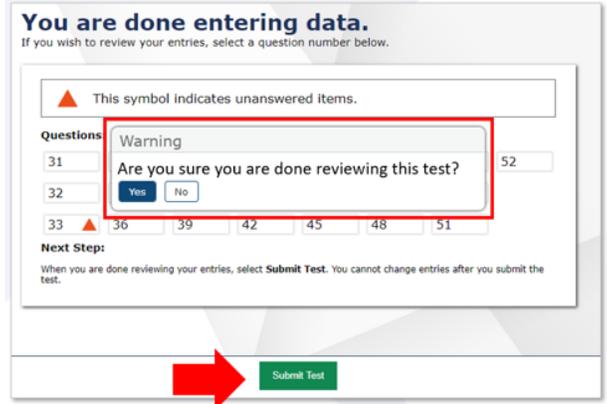
The image shows a screenshot of the TELPAS Alternate rating interface. At the top, there are three buttons: "Back" (left arrow), "Next" (right arrow), and "Save" (floppy disk). Below these buttons is a list of 10 items, labeled "L 1" through "L 10". Each item has five rating options: "A", "B", "C", "D", and "E". The "L 1" item is highlighted with a grey background. The "L 2" item is also highlighted with a grey background. The "L 3" item is highlighted with a grey background. The "L 4" item is highlighted with a grey background. The "L 5" item is highlighted with a grey background. The "L 6" item is highlighted with a grey background. The "L 7" item is highlighted with a grey background. The "L 8" item is highlighted with a grey background. The "L 9" item is highlighted with a grey background. The "L 10" item is highlighted with a grey background.

15

After completing data entry, be sure to review all entered data.

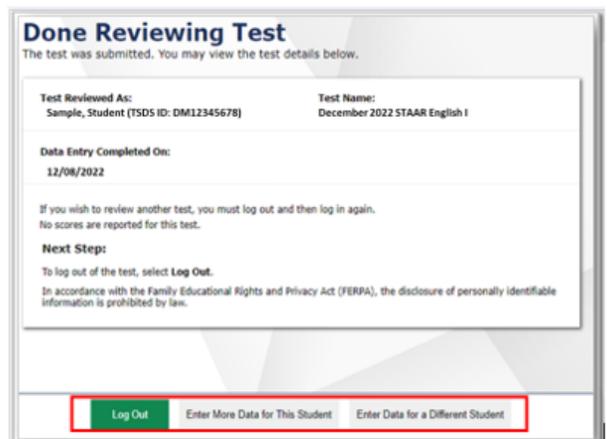
When you have checked all responses, you have entered and are ready to submit the test, select the red **End Test** button to continue.

It is important to note that you must select the **Done Entering Data** button to submit the information for scoring and reporting. You will be asked to confirm that you would like to submit the test. Select **Yes** to continue. You must submit the test before 11:59 p.m. (CT) on the last day of the testing window.



16

After you submit the test, the *Done Reviewing Assessment* page appears. You can then **Select Enter Data for a Different Student** or **Enter More Data for this Student**. If you are done entering test data, select **Log Out**.



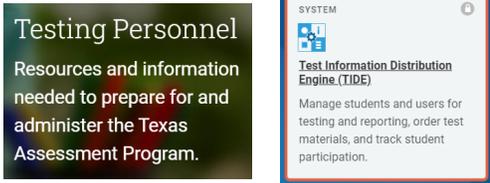
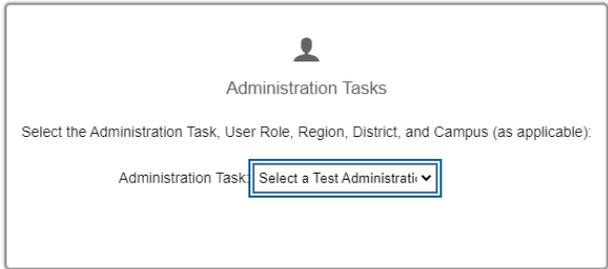
Time Saving Tip

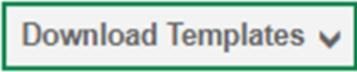
To avoid spending a long period of time entering ratings on the template prior to uploading, consider downloading the Data File For Holistic Rating Upload template early in the TELPAS window and enter ratings as they are completed and returned to you on the Student Rating Rosters by your raters. Be certain that once ratings are added to the file that the information remains secure and is not left on screen for others to view.

<p>6</p>	<p>After all ratings have been added to the template or if you prefer, as ratings are entered from each rater, save the file to your computer. Uploading multiple files throughout the administration is acceptable. Any corrections that need to be made to previous entered rating can be made by uploading a revised file with the correct ratings</p> <p>From the Holistic Ratings Upload Screen, select Browse.</p> <p>Select the file that you have saved with your students ratings and select Next.</p>	
<p>7</p>	<p>The next screen will Validate the fields being uploaded. If any fields have error warnings you can correct the errors on your original file, or continue with the file upload and those fields with error warnings will not be included in the file upload - only valid fields with no error/warning will be successfully uploaded into TIDE.</p> <p>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.</p>	
<p>8</p>	<p>The next screen will be the confirmation of the upload, and will tell you now many records were committed.</p>	

Next Step

In addition to uploading the Student TELPAS Ratings, each campus will need to enter the Rater information on the students profile in TIDE

<p>9</p>	<p>Option 1, Uploading Rater Information:</p> <p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>10</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select CTC.</p> <p>For Campus select your campus.</p>	

<p>11</p>	<p>Open the Student Information drop down and select Upload Additional Student Fields</p>																
<p>12</p>	<p>Download the Additional Student Fields Template in the upper right of the screen.</p>																
<p>13</p>	<p>Once the Template is downloaded, complete all fields of the template using the options available in the cell dropdown for TELPAS Rater A (and TELPAS Rater B, if applicable).</p>	<table border="1" data-bbox="902 516 1515 596"> <thead> <tr> <th>TSDS ID</th> <th>AttributeName</th> <th>Subject</th> <th>Value</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1234567890</td> <td>TELPAS Rater A (Relati</td> <td>N/A</td> <td>2 - ESL Teacher</td> <td>ADD</td> </tr> <tr> <td>1234567890</td> <td>TELPAS Rater B (Collabor</td> <td>N/A</td> <td>Yes</td> <td>ADD</td> </tr> </tbody> </table>	TSDS ID	AttributeName	Subject	Value	Action	1234567890	TELPAS Rater A (Relati	N/A	2 - ESL Teacher	ADD	1234567890	TELPAS Rater B (Collabor	N/A	Yes	ADD
TSDS ID	AttributeName	Subject	Value	Action													
1234567890	TELPAS Rater A (Relati	N/A	2 - ESL Teacher	ADD													
1234567890	TELPAS Rater B (Collabor	N/A	Yes	ADD													
<p>14</p>	<p>After Rater Information has been added to the template for all students, save the file to your computer. Uploading multiple files throughout the administration is acceptable. Any corrections that need to be made to previously entered rater information can be made by uploading a revised file with the correct information or by editing the Rater Information on the student profile in TIDE as described in option 2 below. (Step 15)</p> <p>From the Upload Additional Student Fields Screen, select Browse</p> <p>Select the file that you have saved with your students ratings and select Next</p>																
<p>15</p>	<p>Option 2, Entering Rater Information on Student Profile in TIDE manually:</p> <p>Type or Copy/Paste the students TSDS ID in the <i>Student ID/User Email</i> search box in the upper right of the TIDE home screen and enter</p>																

16

Select item 3 from the menu on the left of the page or scroll down to the third section titled **Additional Student Information**.

Enter the information for **TELPAS Rater A** (and TELPAS Rater B, if applicable) each student rated holistically.

Black or African American: No

Additional Student Information

Emergent Bilingual Indicator Code: 1 - Identified as Emergent

Bilingual Program Type: 0 - Student does not parti

ESL Program Type: 3 - English as a second la

Migrant: No

Years in U.S. Schools: 6 - Has been enrolled in L

Parental Denial: No

TELPAS Rater A (Relationship): - Select -

TELPAS Rater B (Collaboration): - Select -

Code: No

Interrupted Formal Education Code: No

17

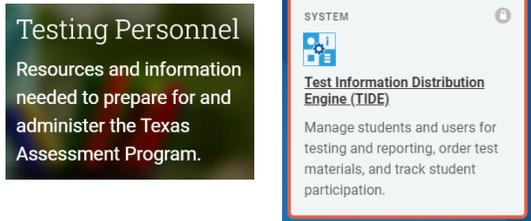
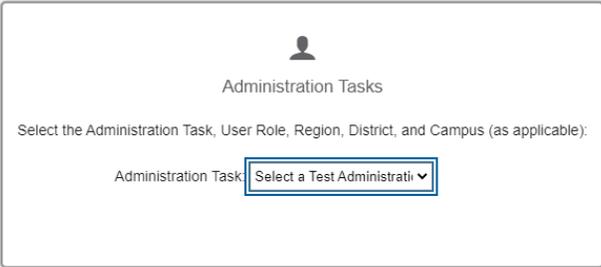
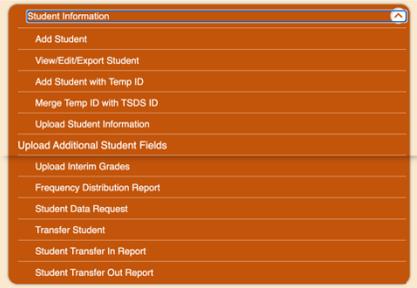
Scroll back to the top of the page and select **Save** before continuing to the next student.

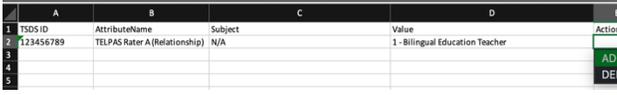
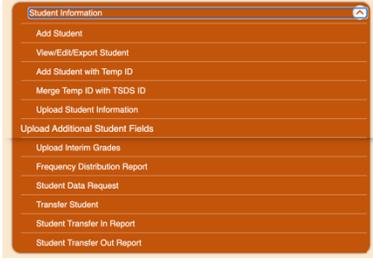
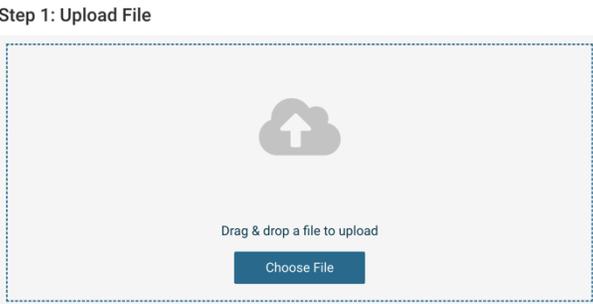
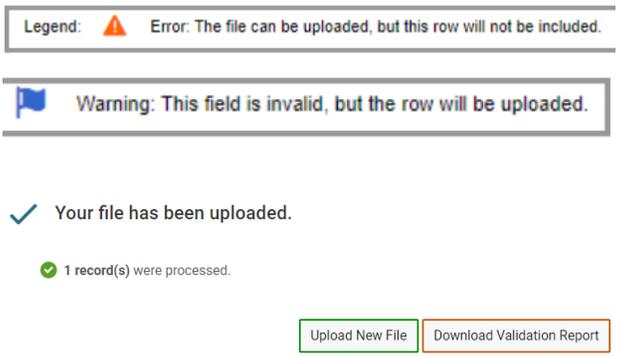


Cambium Click Sheet



How to Update TELPAS Rater Information With a File Upload

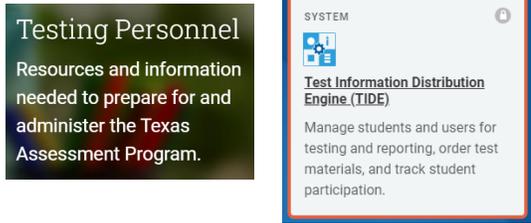
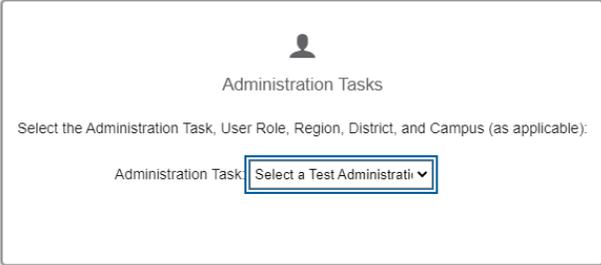
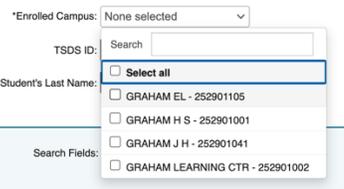
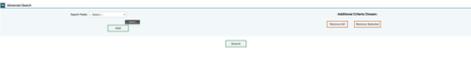
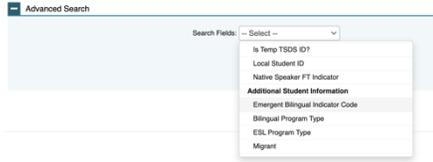
<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	 <p>Testing Personnel Resources and information needed to prepare for and administer the Texas Assessment Program.</p> <p>SYSTEM Test Information Distribution Engine (TIDE) Manage students and users for testing and reporting, order test materials, and track student participation.</p>
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	 <p>Administration Tasks</p> <p>Select the Administration Task, User Role, Region, District, and Campus (as applicable):</p> <p>Administration Task: <input type="text" value="Select a Test Administrati"/></p>
<p>3</p>	<p>In the Preparing for Testing section, select Student Information, then Upload Additional Student Fields.</p>	 <p>Student Information</p> <ul style="list-style-type: none"> Add Student View/Edit/Export Student Add Student with Temp ID Merge Temp ID with TSDS ID Upload Student Information Upload Additional Student Fields Upload Interim Grades Frequency Distribution Report Student Data Request Transfer Student Student Transfer In Report Student Transfer Out Report
<p>4</p>	<p>Download a Template.</p> <p>Use the Excel version so you can use the drop downs to fill in your spreadsheet.</p>	<p>Template The format of your data is important. Use a template to get started.</p> <p><input type="button" value="Download Template"/></p>  <p>Download a Template</p> <ul style="list-style-type: none"> CSV Template Download Now Excel Template Download Now
<p>5</p>	<p>Fill in the TSDS for each student.</p> <p>Choose the proper Rater information from the drop down.</p>	 <p>Excel spreadsheet showing a dropdown menu for 'Rater Information' with options like 'Bilingual Education Teacher', 'ESL Teacher', etc.</p>
<p>6</p>	<p>Fill in the Subject with "N/A"</p> <p>Then choose the proper value from the drop down for each student record you wish to update.</p>	 <p>Excel spreadsheet showing a dropdown menu for 'Subject' with options like 'Bilingual Education Teacher', 'ESL Teacher', etc.</p>

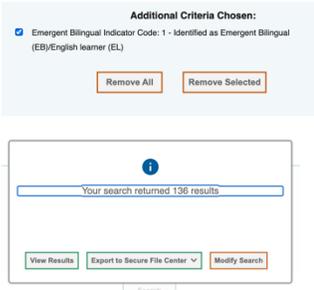
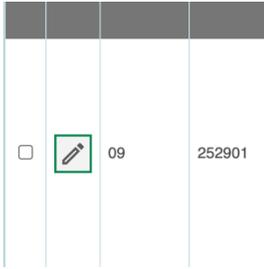
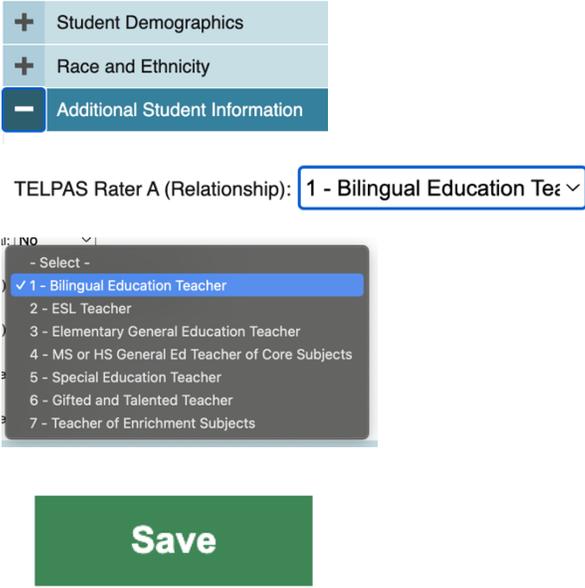
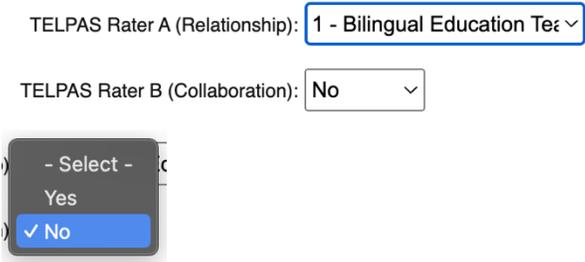
7	Action should be marked as Add.	
8	Go back to the home screen. In the Preparing for Testing section, select Student Information , then Upload Additional Student Fields .	
9	Choose the file you created to upload and click on Next.	
10	<p>The next screen will Validate the fields being uploaded. If any fields have error warnings you can correct the errors on your original file or continue with the file upload and those fields with error warnings will not be included in the file upload - only valid fields with no error/warning will be successfully uploaded into TIDE.</p> <p>If you choose to upload with error warnings, be aware that ratings for all EB students must be submitted. You will need to go back and ensure the ratings for the students with errors are submitted before the data entry deadline.</p> <p>The next screen will be the confirmation of the upload, and will tell you now many records were committed.</p>	

Cambium Click Sheet



How to Update TELPAS Rater Information Manually

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	
<p>3</p>	<p>This is for those who wish to make changes manually to the student records in TIDE</p> <p>Preparing for Testing Option</p> <p>Student Information</p> <p>View/Edit/Export Student</p>	
<p>4</p>	<p>Choose the campus you wish to work with</p>	
<p>5</p>	<p>Choose advanced search option</p>	
<p>6</p>	<p>Using the drop down on the Search Field choose Emergent Bilingual Indicator Code and search</p>	
<p>7</p>	<p>For the Indicator Code choose the option for</p> <p>1- Identified as Emergent Bilingual (EB) / English Learner (EL)</p> <p>Then Add this to the list</p>	

		
8	<p>Be sure the box is checked and then hit the search button</p> <p>You will see a message with the number of students who meet your criteria</p>	
9	<p>Using the dropdown arrows for in the headers organize your list how you want.</p> <p>Using the pencil open the student record and prepare to edit the information</p>	
10	<p>Open the Additional Student Information Tab</p> <p>Using the TELPAS Rater A (Relationship) dropdown make the appropriate choice that matches your records.</p> <p>Save your choices for each student before exiting their record</p>	
11	<p>Most students do not have a TELPAS Rater B but if you do, use this dropdown to record and save that option for your student(s).</p>	

Cambium Click Sheet

How to Mark Students New to Texas



<p style="font-size: 2em; font-weight: bold; text-align: center;">1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #333; color: white; padding: 10px; border-radius: 5px;"> <p style="font-weight: bold; color: white;">Testing Personnel</p> <p>Resources and information needed to prepare for and administer the Texas Assessment Program.</p> </div> <div style="border: 2px solid #007bff; padding: 10px; background-color: #f0f0f0;"> <p style="font-size: 0.8em; margin: 0;">SYSTEM</p> <p style="font-weight: bold; margin: 5px 0;">Test Information Distribution Engine (TIDE)</p> <p style="font-size: 0.7em; margin: 0;">Manage students and users for testing and reporting, order test materials, and track student participation.</p> </div> </div>										
<p style="font-size: 2em; font-weight: bold; text-align: center;">2</p>	<p>Sign in with your individual username and password.</p> <p>For User Role select DTC.</p> <p>For Administration Task select Texas [current school year] School Year.</p> <p>Click Submit.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="text-align: center; margin: 0;">Administration Tasks</p> <p style="font-size: 0.8em; margin: 5px 0;">Select the User Role, Administration Task, Region, District, and Campus (as applicable):</p> <p style="margin: 5px 0;">User Role: <input type="text" value="District Testing Coordinatc"/></p> <p style="margin: 5px 0;">Administration Task: <input type="text" value="Texas 2023-24 School Year"/></p> <p style="margin: 5px 0;">*State: <input type="text" value="Texas - 000000"/></p> <p style="margin: 5px 0;">*Enrolled Region: <input type="text" value="REG 13 EDUCATION SEI"/></p> <p style="margin: 5px 0;">*Enrolled District: <input type="text" value="AUSTIN ACHIEVE PUBLI"/></p> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Submit"/></p> </div>										
<p style="font-size: 2em; font-weight: bold; text-align: center;">3</p>	<p>Under Preparing for Testing, click on the dropdown for Student Information and then select View/Edit/Export Student.</p>	<div style="background-color: #e67e22; color: white; padding: 10px; border-radius: 10px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold;">Users ▼</p> </div> <div style="background-color: #e67e22; color: white; padding: 10px; border-radius: 10px;"> <p style="text-align: center; font-weight: bold;">Student Information ▲</p> <p style="text-align: center; margin: 5px 0;">Add Student</p> <p style="text-align: center; margin: 5px 0;">View/Edit/Export Student</p> </div>										
<p style="font-size: 2em; font-weight: bold; text-align: center;">4</p>	<p>Enter the student's TSDS ID, or first name/last name, as well as an Enrolled Campus.</p> <p>Click Search.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="font-size: 0.8em; margin: 0;">Search Students</p> <p style="margin: 5px 0;">*Enrolled Region: <input type="text" value="REG 13 EDUCATION SEI"/></p> <p style="margin: 5px 0;">*Enrolled District: <input type="text" value="AUSTIN ACHIEVE PUBLI"/></p> <p style="margin: 5px 0;">*Enrolled Campus: <input type="text" value="None selected"/></p> <p style="margin: 5px 0;">TSDS ID: <input type="text"/></p> <p style="margin: 5px 0;">Student's Last Name: <input type="text"/></p> <p style="margin: 5px 0;">Student's First Name: <input type="text"/></p> <p style="margin: 5px 0;">Grade: <input type="text" value="None selected"/></p> <p style="margin: 5px 0;">Gender: <input type="radio"/> Male <input type="radio"/> Female</p> <p style="margin: 5px 0;">PEIMS ID: <input type="text"/></p> </div>										
<p style="font-size: 2em; font-weight: bold; text-align: center;">5</p>	<p>Find the correct student in the search results and click on the pencil icon.</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #555; color: white;"> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 20%;">Enrolled Region</th> <th style="width: 20%;">Enrolled District</th> <th style="width: 20%;">Enrolled Campus ID</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><input type="checkbox"/></td> <td style="text-align: center;"><input style="border: 2px solid green;" type="button" value="✎"/></td> <td>13</td> <td>227825</td> <td>227825003</td> </tr> </tbody> </table>			Enrolled Region	Enrolled District	Enrolled Campus ID	<input type="checkbox"/>	<input style="border: 2px solid green;" type="button" value="✎"/>	13	227825	227825003
		Enrolled Region	Enrolled District	Enrolled Campus ID								
<input type="checkbox"/>	<input style="border: 2px solid green;" type="button" value="✎"/>	13	227825	227825003								
<p style="font-size: 2em; font-weight: bold; text-align: center;">6</p>	<p>Scroll down to section 3, Additional Student Information. On the right side, under the New to Texas dropdown menu, select Yes.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="margin: 5px 0;">Texas Migrant Interstate Program (TMIP): <input type="text" value="- Select -"/></p> <p style="margin: 5px 0; text-align: right;">New to Texas <input type="text" value="✓ - Select -"/></p> <p style="margin: 5px 0; text-align: right;">Special Ed Indicator Code <input type="text" value="No"/></p> </div>										

7

Scroll all the way to bottom and click **Save**

Save

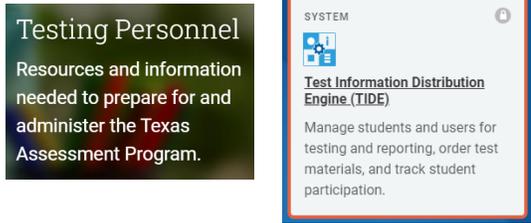
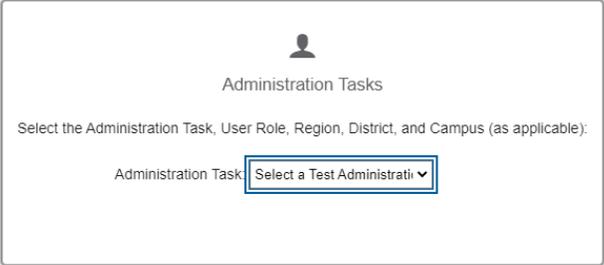
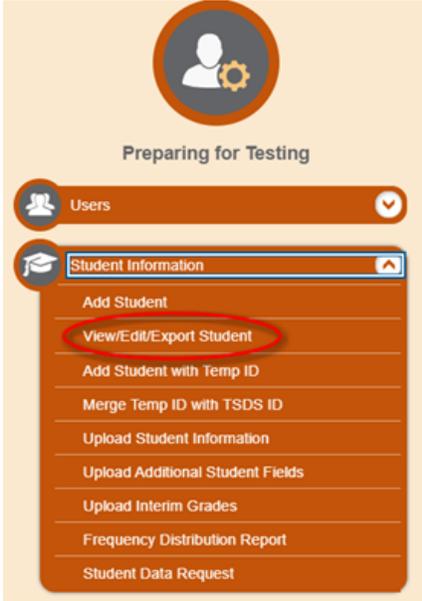
View History

Cancel

Cambium Click Sheet



How to Individually Add & Verify Non-Embedded Supports

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	
<p>3</p>	<p>Under Student Information, click on View/Edit/Export Student.</p>	

4

Once you have found the student you want to code, click on the **pencil icon** to edit the record.

Users Student Information Test Attributes

View/Edit/Export Student

Use this page to view, edit, or export student:

+ Search Students

Print Share Delete Move to Ar

Number of students found: 19

Enter search terms to filter search results

Edit	School Information	Region	District	Campus ID
<input type="checkbox"/>			031903	031903102

5

Scroll down to section 9 for **Non-Embedded Supports**.

Under **STAAR Non-Embedded Supports**, click the drop down and check the box next to the tests for which the student had a designated support outside of the test (i.e. supplemental aids). **Do not code if the student only had an accommodation already marked as an attribute (i.e. Text-to-Speech).**

Under **TELPAS Non-Embedded Supports**, click the drop down for the appropriate test(s) and check the box(es) next to the accommodations for which the student is eligible.

Under **STAAR Alternate 2 Non-Embedded Supports**, click the drop down for the appropriate test(s) and check the box(es) next to the accommodations for which the student is eligible.

Non-Embedded Supports

Extra Day: None selected

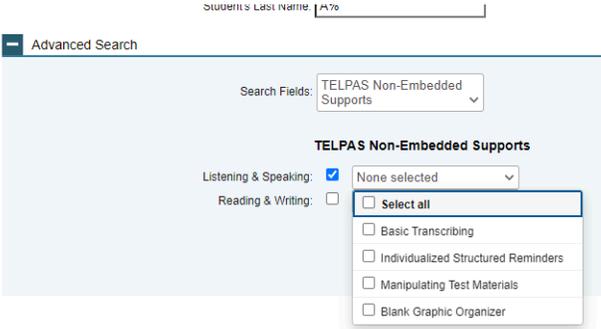
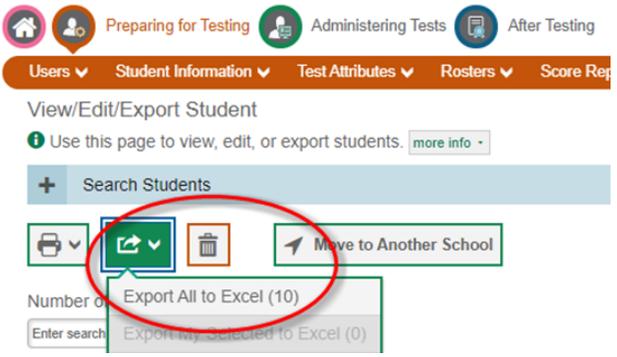
STAAR Non-Embedded Supports: None selected

- Select all
- Algebra I
- Biology
- English I
- English II
- U.S. History
- Mathematics

6

Be sure to scroll to the very top or the very bottom of the screen and click on **Save**.

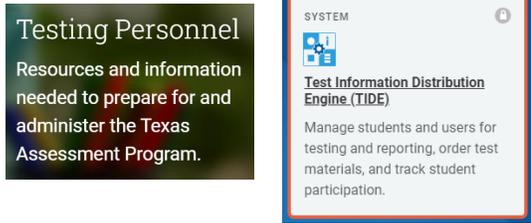
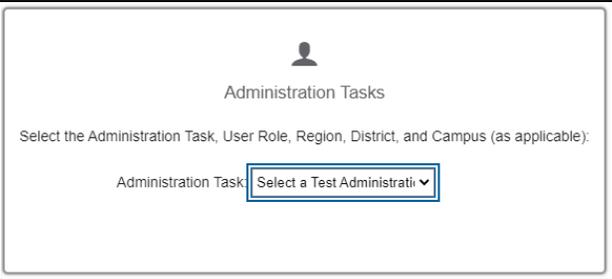
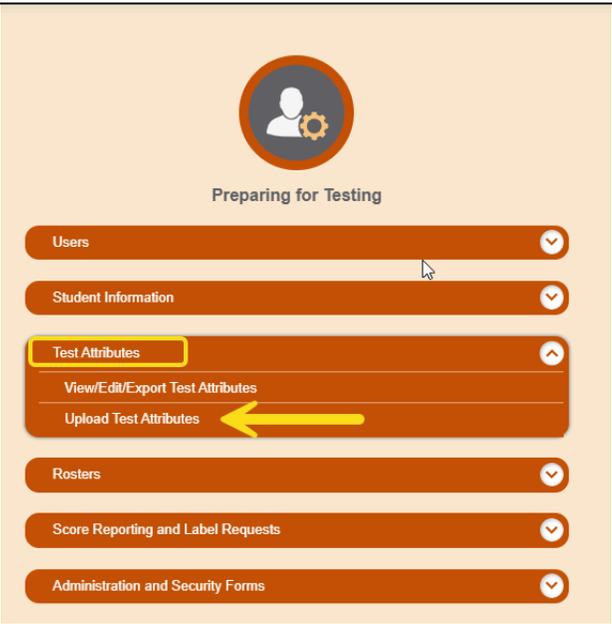
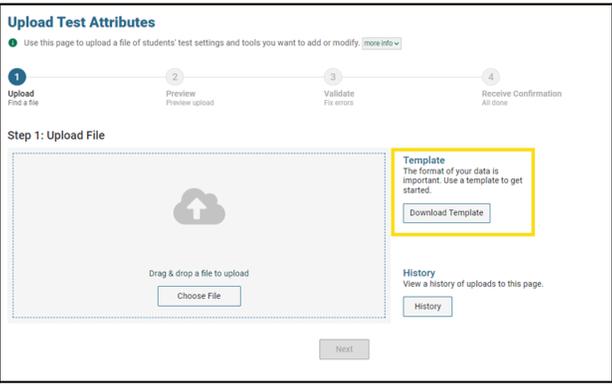
Save Cancel

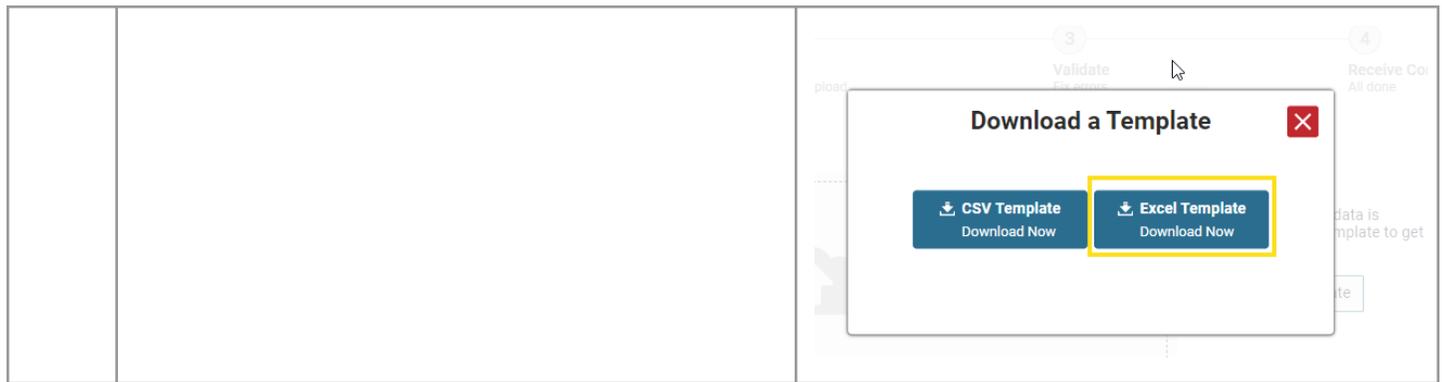
7	Repeat steps 4-6 for all additional testers with non-embedded supports.	
8	<p>When you are done, you can run a report to verify your information. Return to the View/Edit/Export Student screen. In the Advanced Search area, select the Search Field for:</p> <ul style="list-style-type: none"> ● STAAR Non-Embedded Supports ● TELPAS Non-Embedded Supports ● STAAR Alternate 2 Non-Embedded Supports <p>Select the test(s)/subject(s) you want to verify.</p> <p>Click on Add Selected.</p> <p>Then click on Search.</p>	
9	You can download your reports to Excel to further review for accuracy.	

Cambium Click Sheet

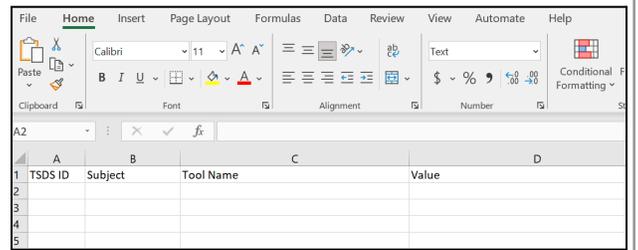


How to Add / Edit Student Test Attributes for TELPAS (upload & manually)

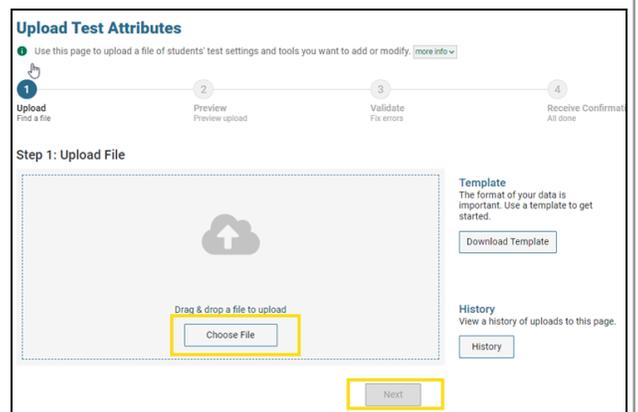
<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>Select User Role.</p>	
<p>3</p>	<p>Under the orange Preparing for Testing section, open the Test Attributes drop down and select Upload Test Attributes.</p>	
<p>4</p>	<p>Select the Download Template and download the Excel Template.</p>	



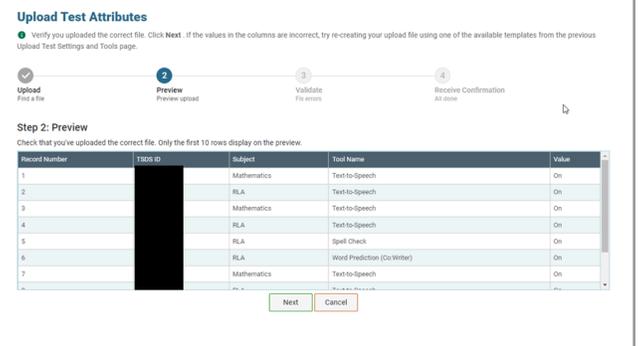
5 Complete the data fields in the template and save your file.



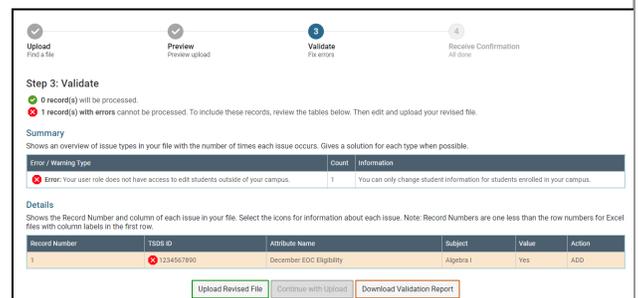
7 Return to **Upload Test Attributes**, select your saved file and select **Next** to begin processing.



8 Preview the attributes and to ensure they are correct. Select **Next**.



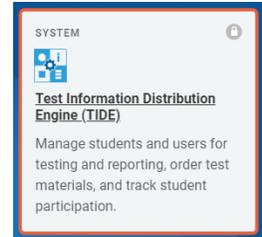
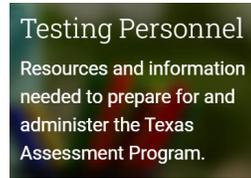
9 If there are errors in the file, you can view them in the validate screen. Correct your errors in the file and return to step 7. When the file is error free, **Confirm Validation**.



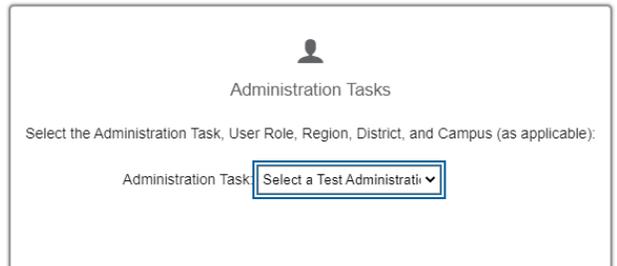
10 When validation is complete without errors, **Continue** with **Upload** to complete the process.

To manually add/view attributes

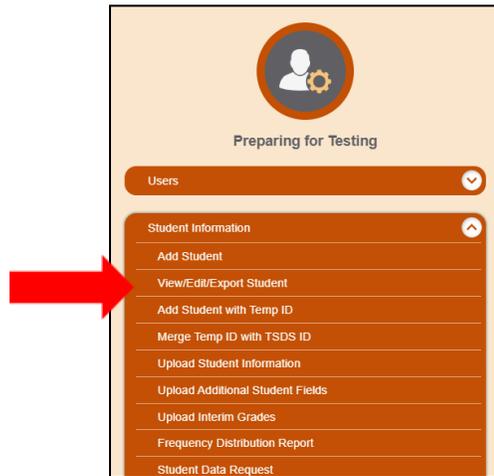
1 Go to <https://texasassessment.gov> and click on **Testing Personnel**.
 Scroll down the page and click the tile titled **Test Information Distribution Engine (TIDE)**.



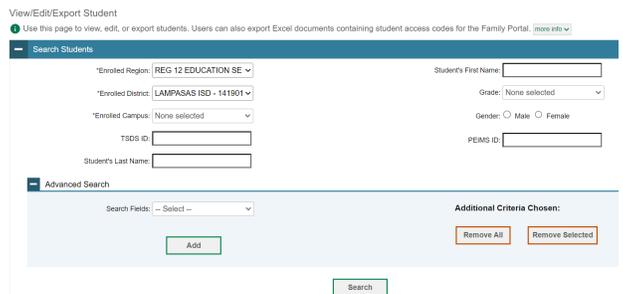
2 Sign in with your individual username and password.
 For **Administration Task** select **TX SY [current school year] Student Test Information Management**.
 Select **User Role**.



3 In the orange preparing for testing section, choose student information and the **View/Edit/Export Student** option.



4 Choose the campus and enter the name of the student with attributes.



5

To edit individual records, select the **pencil icon** next to the record.

Edit		School Information	
		Enrolled District	Enrolled Campus
<input checked="" type="checkbox"/>		188901	188901003

6

On the left-hand side, select option 11, for the **Test Attributes** panel and scroll to the right. Under the **TELPAS Reading and Writing** section, select the approved accommodation(s) for TELPAS.

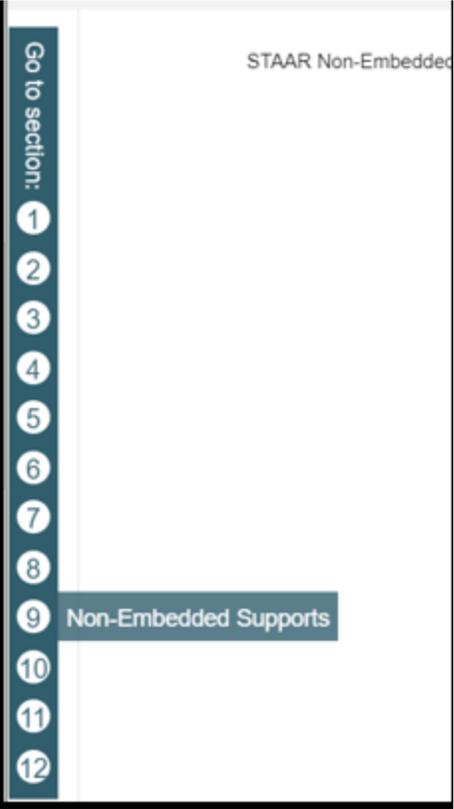
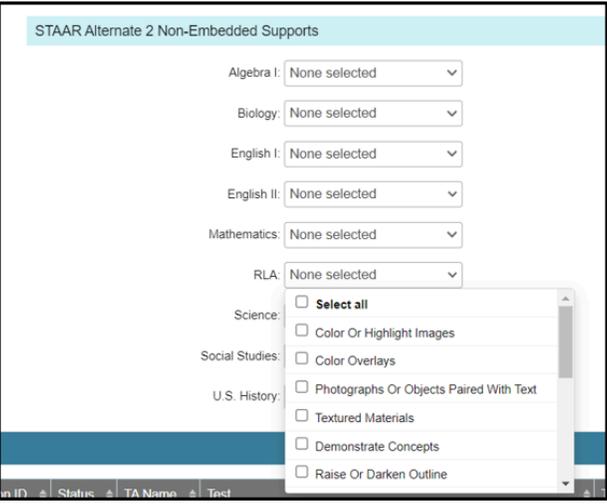
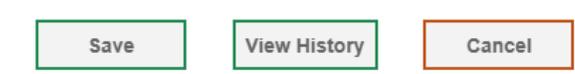
Choose **Save**.

Cambium Click Sheet



How to Add/Verify Student Accommodations for STAAR Alternate 2

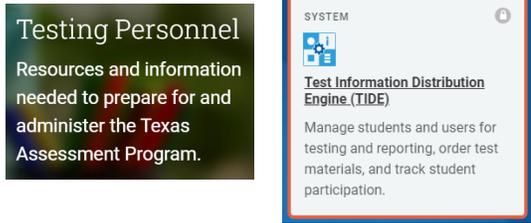
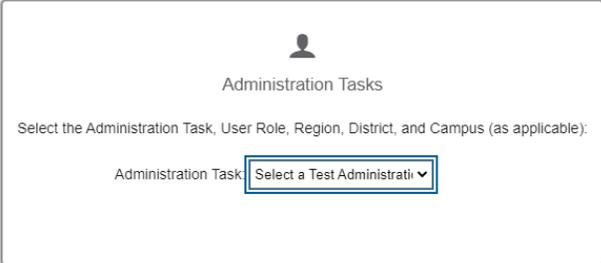
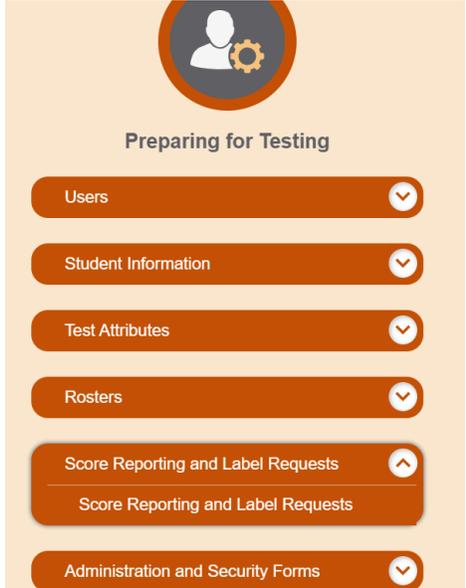
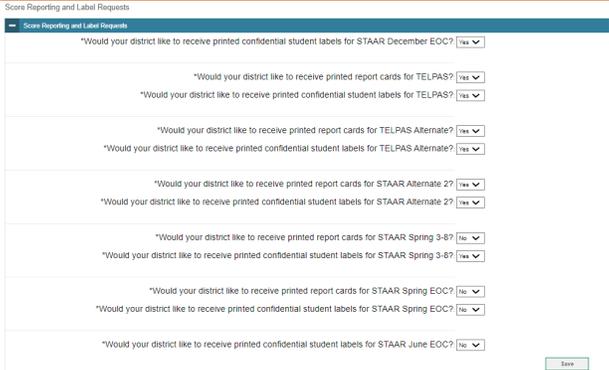
<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	<p>The screenshot shows a dark green tile titled "Testing Personnel" with the text "Resources and information needed to prepare for and administer the Texas Assessment Program." To its right is a light blue tile titled "Test Information Distribution Engine (TIDE)" with a description: "Manage students and users for testing and reporting, order test materials, and track student participation." The TIDE tile is highlighted with a red border.</p>
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	<p>The screenshot shows the "Administration Tasks" section. Below the heading, it says "Select the Administration Task, User Role, Region, District, and Campus (as applicable):". There is a dropdown menu labeled "Administration Task:" with "Select a Test Administration" selected and highlighted by a red box.</p>
<p>3</p>	<p>Under Student Information, click on View/Edit/Export Student.</p>	<p>The screenshot shows a "Preparing for Testing" menu. It has a header with a person icon and a gear icon. Below the header are several menu items: "Users", "Student Information", "Add Student", "View/Edit/Export Student", "Add Student with Temp ID", and "Merge Temp ID with TSDS ID". The "View/Edit/Export Student" item is highlighted with a red box.</p>
<p>4</p>	<p>Once you have found the student you want to code, click on the pencil icon to edit the record.</p>	<p>The screenshot shows a table with student records. The table has columns for various fields. In the bottom row, there is a pencil icon in a green box, which is highlighted with a red box. To the right of the pencil icon, the numbers "01" and "031906" are visible.</p>

<p>5</p>	<p>On the left-hand side, select option 9 or non-embedded supports.</p>	
<p>6</p>	<p>Then, search for STAAR Alternate 2 Non-embedded Supports and enter all of the accommodations from the answer document to the appropriate subject area for each subject area assessment</p>	
<p>7</p>	<p>Don't forget to Save when you are done. (at the bottom or the top of the screen)</p>	

Cambium Click Sheet



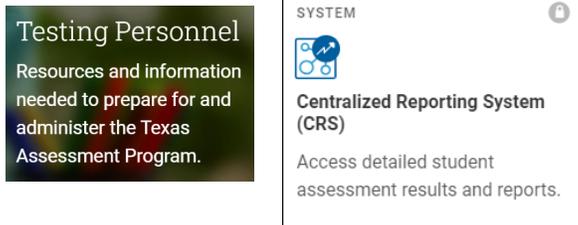
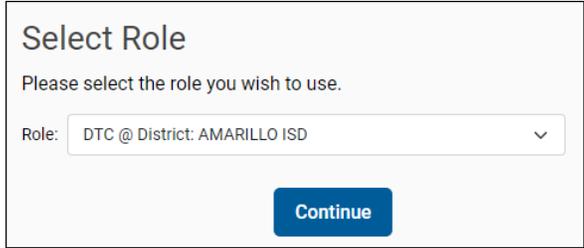
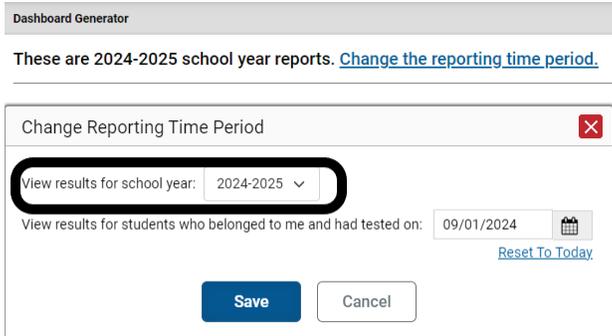
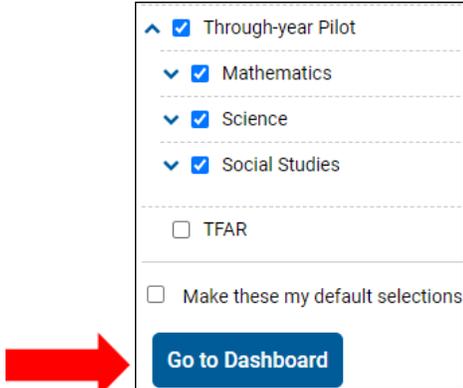
How to Opt In to receive Printed Report Cards and Labels

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC or DTA.</p>	
<p>3</p>	<p>In the orange, preparing for the testing area, choose the Score Reporting and Label Requests option.</p>	
<p>4</p>	<p>Read through each line to determine Yes/No for your district. These are completed at the district level and cannot be completed differently for different campuses.</p> <p>Click Save.</p>	

Cambium Click Sheet



How to Access Reporting at the District Level in CRS

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Centralized Reporting System (CRS).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Role select your DISTRICT level role.</p> <p>Click Continue.</p>	
<p>3</p>	<p>Review the reporting time period and click on the link to change, if needed.</p>	
<p>4</p>	<p>Check the box(es) for the test(s) you want to view.</p> <p>Click on Go to Dashboard.</p>	
<p>5</p>	<p>Click on the tile for the test you want.</p>	



6 Click on the **NAME** of the test you want to see to open up the test to see details.

Click on the **DOWNLOAD ARROW** to download various reports.

Assessment Name

- Spring 2024 Texas Through-year Assessment Pilot Grade 5 Science
- Spring 2024 Texas Through-year Assessment Pilot Spanish Grade 5 Science
- Winter 2024 Texas Through-year Assessment Pilot Grade 5 Science
- Winter 2024 Texas Through-year Assessment Pilot Spanish Grade 5 Science

7 Clicking on the **NAME** of the test gets you to this view.

Each colored line opens to details for that category.

You can drill down by each campus by clicking on the campus name.

Campus	Total	Student Count	Average Scale Score	Opportunity Performance Distribution
ESC	1619	854	854	43% 25% 14% 8%
District	1505	854	854	43% 25% 14% 8%
BELMAR,EL	56	868	868	23% 26% 18% 18%
BIVINS,EL	72	858	858	42% 26% 19% 13%

8 Clicking on the **DOWNLOAD ARROW** gives you a pop-up with various reporting options.

The report will be posted to your **Secure File Center**.

Export Report for Spring 2024 Texas Through-year Assessment Pilot Grade 5 Science

Choose Type of Report

- Overall Performance of all my Campuses

 Overall Test, Reporting Category Performance of all students

 All Campuses
- Overall Test, Reporting Category and Item Performance of all students

 Select Campus

Select Export File Type

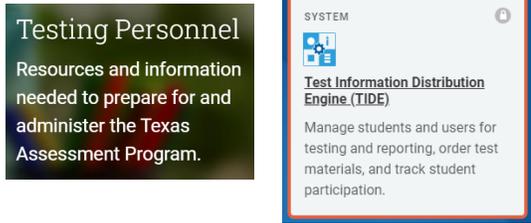
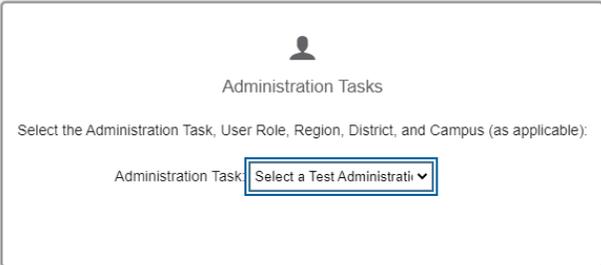
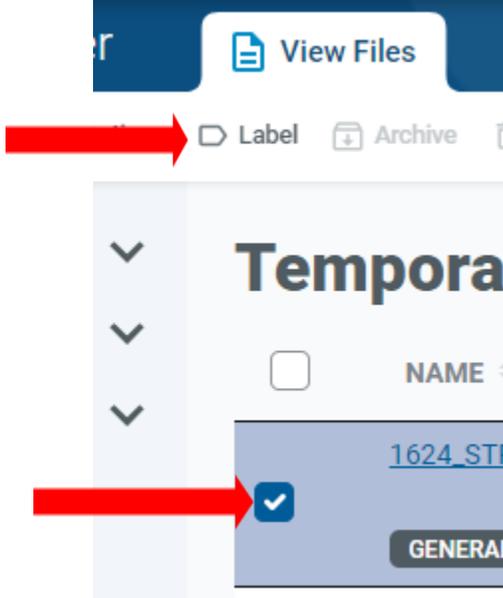
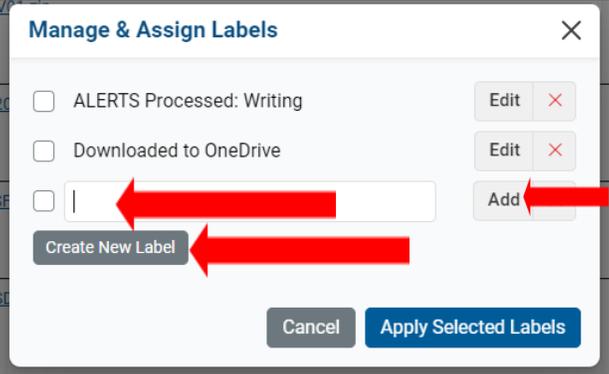
- PDF
 Excel
 CSV

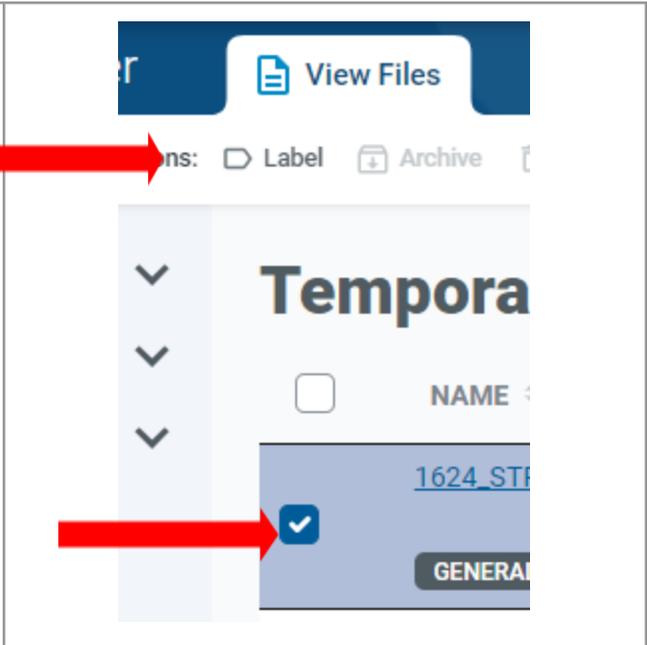
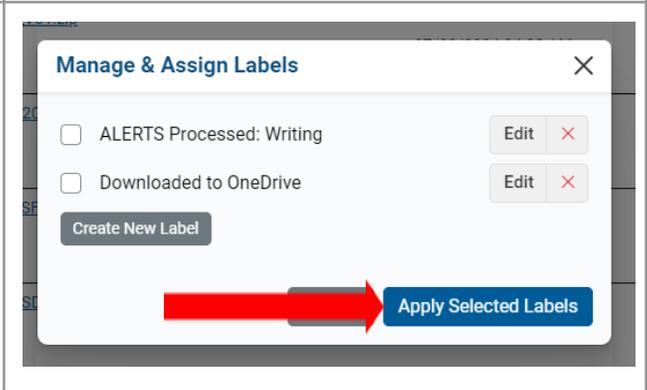
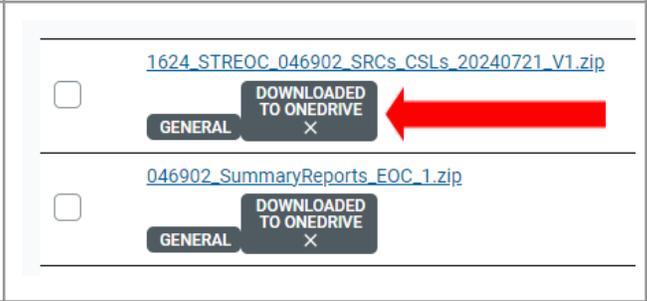
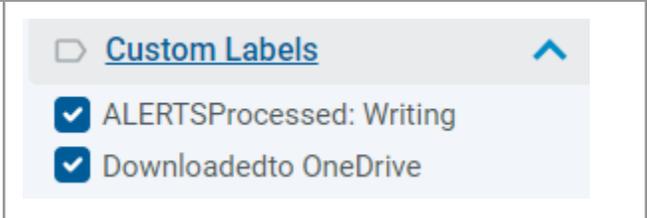
Export Assessment Data

Cambium Click Sheet



How to Create Labels for your Secure File Center

<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	
<p>3</p>	<p>Select Secure File Center</p>	
<p>4</p>	<p>Select a file by placing a check in the file you want to label. Next, click Label.</p>	
<p>5</p>	<p>Select Create New Label. Next, type the name of the label you want to create and click Add.</p>	

<p>6</p>	<p>To apply the label, select the file then select Label.</p>	
<p>7</p>	<p>Select the label you created and select Apply Selected Labels.</p>	
<p>8</p>	<p>Files are now labeled!</p>	
<p>9</p>	<p>Files are also cataloged under Custom Labels for easy navigation</p>	

Cambium Click Sheet



How to Send and Manage Files in the Secure Inbox

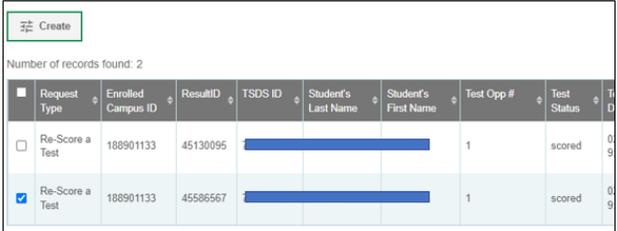
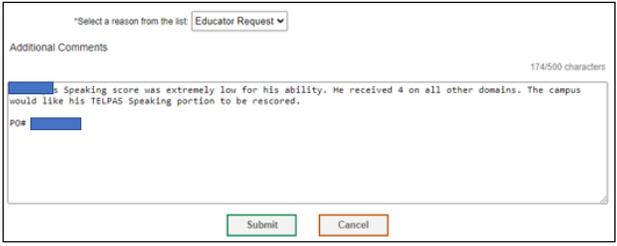
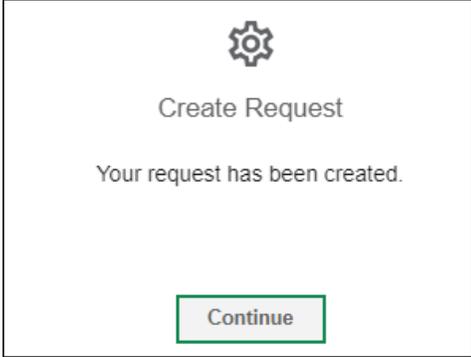
<p>1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Secure File Center.</p>	
<p>2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	
<p>3</p>	<p>To send a file to a role:</p> <ol style="list-style-type: none"> 1. Click on the Share Files tab at the top of the screen 1. Select Role 2. Select either Enrolled District roles or Enrolled Campus roles 3. Select role. 4. Indicate the state, enrolled region, enrolled district, enrolled campus. <p>To send a file to an email:</p> <ol style="list-style-type: none"> 1. Select Email 2. Enter email address 	
<p>4</p>	<p>To add files, click Choose File(s), select file and open. Click Send.</p>	

Cambium Click Sheet

How to Submit a Rescore Request



<p style="font-size: 2em; font-weight: bold;">1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="background-color: #333; color: white; padding: 5px;">Testing Personnel</p> <p style="font-size: 0.8em; color: white;">Resources and information needed to prepare for and administer the Texas Assessment Program.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p style="font-size: 0.7em; margin: 0;">SYSTEM</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="font-size: 0.8em; margin: 0;">Test Information Distribution Engine (TIDE)</p> <p style="font-size: 0.7em; margin: 0;">Manage students and users for testing and reporting, order test materials, and track student participation.</p> </div> </div> </div>
<p style="font-size: 2em; font-weight: bold;">2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p style="font-size: 1.5em; margin: 0;">Administration Tasks</p> <p style="font-size: 0.8em; margin: 5px 0;">Select the Administration Task, User Role, Region, District, and Campus (as applicable):</p> <p style="margin: 0;">Administration Task: Select a Test Administrati...</p> </div>
<p style="font-size: 2em; font-weight: bold;">3</p>	<p>Under Administering Tests open the Appeals/Score Codes dropdown.</p> <p>Click on Create Requests.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2f1;"> <div style="text-align: center; margin-bottom: 10px;"> <p style="margin: 0;">Administering Tests</p> </div> <ul style="list-style-type: none"> <li style="background-color: #43a047; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Monitoring Test Progress ▼ <li style="background-color: #43a047; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Appeals/Score Codes ▲ <li style="background-color: #43a047; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Create Requests ▶ <li style="background-color: #43a047; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> View Requests ▶ <li style="background-color: #43a047; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Upload Requests ▶ <li style="background-color: #43a047; color: white; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Print Test Tickets ▼ </div>
<p style="font-size: 2em; font-weight: bold;">4</p>	<p>Click on Re-Score a Test.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>*Request Type:</p> <ul style="list-style-type: none"> <input type="radio"/> Do Not Report ? <input type="radio"/> Grace Period Extension ? <input checked="" type="radio"/> Re-Score a Test ? <input type="radio"/> Set Score Code ? <input type="radio"/> Change Score Code ? </div>
<p style="font-size: 2em; font-weight: bold;">5</p>	<p>Search Student By: TSDS ID.</p> <p>Select your Testing Window.</p> <p>Click Search.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>*Search Student By: TSDS ID ▼</p> <p>*TSDS ID: </p> <p>*Test Type: <input checked="" type="radio"/> Texas Provided Tests <input type="radio"/> TFAR Teacher Authored Test</p> <p>Test Window: TELPAS Spring 2024 ▼</p> </div>

<p>6</p>	<p>Check the box for the test you want to rescore.</p> <p>Click Create.</p>	 <p>Number of records found: 2</p> <table border="1"> <thead> <tr> <th>Request Type</th> <th>Enrolled Campus ID</th> <th>ResultID</th> <th>TSDS ID</th> <th>Student's Last Name</th> <th>Student's First Name</th> <th>Test Opp #</th> <th>Test Status</th> <th>TID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Re-Score a Test</td> <td>188901133</td> <td>45130095</td> <td></td> <td></td> <td></td> <td>1</td> <td>scored</td> <td>09</td> </tr> <tr> <td><input checked="" type="checkbox"/> Re-Score a Test</td> <td>188901133</td> <td>45586567</td> <td></td> <td></td> <td></td> <td>1</td> <td>scored</td> <td>09</td> </tr> </tbody> </table>	Request Type	Enrolled Campus ID	ResultID	TSDS ID	Student's Last Name	Student's First Name	Test Opp #	Test Status	TID	<input type="checkbox"/> Re-Score a Test	188901133	45130095				1	scored	09	<input checked="" type="checkbox"/> Re-Score a Test	188901133	45586567				1	scored	09
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<p>7</p>	<p>Select a reason from the rescore request.</p> <p>In the comment box, type your rationale for the request and enter your PO# so they can process your request.</p> <p>Click Submit.</p>	 <p>*Select a reason from the list: Educator Request</p> <p>Additional Comments 174/500 characters</p> <p>█ is Speaking score was extremely low for his ability. He received 4 on all other domains. The campus would like his TELPAS Speaking portion to be rescored.</p> <p>PO# █</p> <p style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p>																											
<p>8</p>	<p>A box should pop up with a confirmation of your submission.</p> <p>Once action is taken on your request, you will get an email telling you to check the status in the View Requests area of TIDE.</p>	 <p style="text-align: center;">  Create Request Your request has been created. <input type="button" value="Continue"/> </p>																											

Cambium Click Sheet

How to File a Testing Irregularity



<p style="font-size: 2em; font-weight: bold; text-align: center;">1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="background-color: #333; color: white; padding: 5px;">Testing Personnel</p> <p style="font-size: 0.8em; color: white;">Resources and information needed to prepare for and administer the Texas Assessment Program.</p> </div> <div style="border: 1px solid #007bff; padding: 5px; width: 45%;"> <p style="font-size: 0.7em; margin: 0;">SYSTEM</p> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;">Test Information Distribution Engine (TIDE)</p> </div> <p style="font-size: 0.7em; margin: 0;">Manage students and users for testing and reporting, order test materials, and track student participation.</p> </div> </div>
<p style="font-size: 2em; font-weight: bold; text-align: center;">2</p>	<p>Sign in with your individual username and password.</p> <p>For Administration Task select TX SY [current school year] Student Test Information Management.</p> <p>For User Role select DTC.</p>	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p style="margin: 5px 0;">Administration Tasks</p> <p style="font-size: 0.8em; margin: 5px 0;">Select the Administration Task, User Role, Region, District, and Campus (as applicable):</p> <p style="margin: 5px 0;">Administration Task: Select a Test Administrati</p> </div>
<p style="font-size: 2em; font-weight: bold; text-align: center;">3</p>	<p>Under Preparing for Testing, select Submit a Form</p>	<div style="background-color: #f9c78d; padding: 15px; border-radius: 10px;"> <div style="text-align: center; margin-bottom: 10px;"> <p style="margin: 5px 0;">Preparing for Testing</p> </div> <ul style="list-style-type: none"> <li style="margin-bottom: 5px; background-color: #007bff; color: white; padding: 5px; border-radius: 10px; display: flex; justify-content: space-between; align-items: center;"> Users ▼ <li style="margin-bottom: 5px; background-color: #007bff; color: white; padding: 5px; border-radius: 10px; display: flex; justify-content: space-between; align-items: center;"> Student Information ▼ <li style="margin-bottom: 5px; background-color: #007bff; color: white; padding: 5px; border-radius: 10px; display: flex; justify-content: space-between; align-items: center;"> Test Attributes ▼ <li style="margin-bottom: 5px; background-color: #007bff; color: white; padding: 5px; border-radius: 10px; display: flex; justify-content: space-between; align-items: center;"> Rosters ▼ <li style="margin-bottom: 5px; background-color: #007bff; color: white; padding: 5px; border-radius: 10px; display: flex; justify-content: space-between; align-items: center;"> Score Reporting and Label Requests ▼ <li style="margin-bottom: 5px; background-color: #007bff; color: white; padding: 5px; border-radius: 10px; display: flex; justify-content: space-between; align-items: center;"> Administration and Security Forms ▲ <li style="margin-bottom: 5px; background-color: #007bff; color: white; padding: 5px; border-radius: 10px; display: flex; justify-content: space-between; align-items: center;"> Submit a Form ← <li style="margin-bottom: 5px; background-color: #007bff; color: white; padding: 5px; border-radius: 10px; display: flex; justify-content: space-between; align-items: center;"> View Forms </div>
<p style="font-size: 2em; font-weight: bold; text-align: center;">4</p>	<p>Select the irregularity type:</p> <p>Procedural Testing Irregularity</p> <p>Or</p> <p>Serious Testing Violation</p>	<p>*Select a Form: Accommodation Request ▼</p> <div style="border: 1px solid #007bff; background-color: #fff; padding: 5px; margin-top: 5px;"> <p style="background-color: #007bff; color: white; padding: 2px;">Accommodation Request</p> <p style="padding: 2px;">Security Oath for Superintendent</p> <p style="padding: 2px;">Security Oath Part I for District Coordinator</p> <p style="padding: 2px;">Security Oath Part II for District Coordinator</p> <p style="padding: 2px;">Procedural Testing Irregularity</p> <p style="padding: 2px;">Serious Testing Violation</p> </div> <div style="position: absolute; left: -100px; top: 50%; transform: translateY(-50%); width: 20px; height: 20px; background-color: red; clip-path: polygon(50% 0%, 61% 35%, 98% 35%, 68% 57%, 98% 57%, 79% 91%, 50% 70%, 21% 91%, 2% 57%, 31% 57%);"></div>

<p>5</p>	<p>For Procedural Testing Irregularities:</p> <p>Select the campus</p> <p>Next, complete all sections of the form:</p> <p>Section 1: Region/District/Campus Section 2: Incident Type Section 3: Incident Information Section 4: TEA Contact if applicable Section 5: District Attestation</p>	<p>Submit a Form</p> <p>1 Use this page to submit accommodation requests, testing irregularity reports, and Oaths of Secu</p> <p>+ Type of Form to Submit</p> <p>Procedural Testing Irregularity</p> <p>1 Use this form to report procedural testing irregularities for the Texas Assessment Program.</p> <p>Go to section: 1 2 3 4 5</p> <p>Region/District/Campus</p> <p>*Enrolled Region: REG 20 EDUCATION SE</p> <p>*Enrolled District: COMAL ISD - 046902</p> <p>*Enrolled Campus: None selected</p> <p>Incident Type</p> <p>more info</p> <p>Click more info next to each type of procedural irregularity to see examples. Select the type of pro</p>
<p>6</p>	<p>Submit</p> <p>You will receive an email after successful submission with your reference ID number to save with your 5 year documentation.</p>	<p>Submit</p>
<p>7</p>	<p>For Serious Testing Violations:</p> <p>Select the campus</p> <p>Next, complete all sections of the form:</p> <p>Section 1: Region/District/Campus Section 2: Incident Type Section 3: Incident Information Section 4: Individual(s) Involved Section 5: Supporting Documents (see #8) Section 6: TEA Contact Required</p>	<p>Serious Testing Violation</p> <p>1 Use this form to report conduct that violates the security and confidentiality of a test and is</p> <p>Go to section: 1 2 3 4 5 6</p> <p>Region/District/Campus</p> <p>*Enrolled Region: REG 20 EDUCATION SE</p> <p>*Enrolled District: COMAL ISD - 046902</p> <p>*Enrolled Campus: None selected</p> <p>Incident Type</p> <p>more info</p> <p>Click more info next to each type of serious violation to see examples. Select the type of ser</p>
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9

Submit

You will receive an email after successful submission with your reference ID number to save with your 5 year documentation.

Submit

Cambium Click Sheet

How to File a Testing Irregularity



<p style="font-size: 2em; font-weight: bold; text-align: center;">1</p>	<p>Go to https://texasassessment.gov and click on Testing Personnel.</p> <p>Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).</p>	<div style="display: flex; justify-content: space-between;"> <div style="background-color: #333; color: white; padding: 5px; width: 45%;"> <p style="font-weight: bold; margin: 0;">Testing Personnel</p> <p style="font-size: 0.8em; margin: 0;">Resources and information needed to prepare for and administer the Texas Assessment Program.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p style="font-size: 0.7em; margin: 0;">SYSTEM</p> <div style="border: 1px solid #007bff; padding: 2px; margin: 2px;"> <p style="font-weight: bold; margin: 0;">Test Information Distribution Engine (TIDE)</p> <p style="font-size: 0.7em; margin: 0;">Manage students and users for testing and reporting, order test materials, and track student participation.</p> </div> </div> </div>
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9

Submit

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Submit

Cambium Click Sheet



How to File an LDDA Report (Student Cheating)

<p style="font-size: 2em; font-weight: bold; text-align: center;">1</p>	<p>Go to: https://texasassessment.qualtrics.com/jfe/form/SV_elottxatOjmvj38</p> <p>This link is found in the DCCR under Test Security, Security Forms</p>	<p>Locally Determined Disciplinary Action Form</p> <p>As part of the Texas Assessment Program, districts are required to report any disciplinary action taken against a student for cheating on a state assessment. This information must be reported to TEA.</p> <p>Any action taken against educators is to be reported via documentation submitted following an incident report. Do not use this form if you are trying to submit an incident report. Incident report forms are located in the Test Information Distribution Engine (TIDE), under Administration and Security Forms.</p>
<p style="font-size: 2em; font-weight: bold; text-align: center;">2</p>	<p>Complete your personal contact info. Confirm whether you are the DTC. Select the range including your district name. Advance to the next page.</p>	<p>Submitter (your name)</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Title <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Email <input type="text"/></p> <p>Are you the District Testing Coordinator?</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Yes</p>
<p style="font-size: 2em; font-weight: bold; text-align: center;">3</p>	<p>Select your district and campus. Advance to the next page.</p>	<p>Select your district and campus</p> <p>District <input type="text"/></p> <p>Campus <input type="text"/></p>
<p style="font-size: 2em; font-weight: bold; text-align: center;">4</p>	<p>Enter information surrounding the incident, including:</p> <ul style="list-style-type: none"> ● Year & Month ● Program & Assessment Grade Level ● # of Students Involved ● Actions taken against the student ● Description of Disciplinary Action <p>Advance to the next page.</p>	<p>Description of Disciplinary Action(s)</p> <p>Ensure that you provide a clear description of the action(s) taken. DO NOT include any personally identifiable information about the student. We suggest you replace student names with 'the student'</p> <p>Max. 3000 characters</p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>

5

The final page will ask you to confirm that you have not included any confidential information, such as student name or ID.
Select the radio button, then click **Send** to submit. A copy of your responses will be emailed to you.

After clicking the "SEND" button, a receipt of the submission page will be emailed to you and the District Testing Coordinator email provided.

Do not include personal student information such as student name, PEIMS ID, or social security number on this form or in any attachment. Do not use student names in filenames when attaching files to the request. We will delete any form with identifying information and have you resubmit.

I affirm that I have not included confidential student information on this form

SEND

Cambium Click Sheet

How to Submit a TEA Help Desk Ticket



<p style="font-size: 2em; font-weight: bold; text-align: center;">1</p>	<p>Go to https://helpdesk.tea.texas.gov and click on an icon to submit your question to TEA staff.</p> <p>Typically, questions will be submitted to the Student Assessment Help Desk.</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">2</p>	<p>Browse through the Frequently Asked Questions by reviewing the different categories or click Submit a Request to submit your question.</p> <p>Be sure to scroll down the page to view all options.</p>	
<p style="font-size: 2em; font-weight: bold; text-align: center;">3</p>	<p>Submit a Request by completing the entire form. For best results, complete as much information as possible noting the mandatory fields.</p>	<p style="text-align: center;">Submit a Request</p> <p><small>**For best results with the TEA Help Desk, please use Google Chrome or Mozilla Firefox. Be sure you are running the most up to date version of Chrome or Firefox, and it is recommended that you clear the cache. Users are advised not to use Microsoft Edge or Internet Explorer as the TEA Help Desk application does not support full functionality and users may experience issues. Thank you.</small></p> <p>Please complete as much information as possible noting the mandatory fields. Please do not include any student personally identifiable information. One of our team members will respond to you promptly.</p> <p>Your email address *</p> <input type="text" value="example@tsnap.org"/>
<p style="font-size: 2em; font-weight: bold; text-align: center;">4</p>	<p>As you type the title, the form will provide suggested articles to assist answering the question. Continue to Description – be specific.</p> <p>Continue to complete the form.</p> <p>Do not include any personally identifiable student information.</p>	<p>Your email address *</p> <input type="text"/> <p>Ticket Subject/Title *</p> <input type="text" value="Test Security Oaths"/> <p>Suggested articles</p> <ul style="list-style-type: none"> Can a student take STAAR online but have an oral administration by the test administrator instead of using TTS? What is the spelling assistance tool? Can a person who is not employed by the district but is required by the student's individualized education program (IEP) be present during testing? What are accessibility features? Can STAAR Alternate 2 be administered in a location where there is active video monitoring? How are the STAAR interim assessments administered? <p>Description *</p> <p>Provide as much detail as possible.</p> <p>Topic (Check all that apply) *</p>
<p style="font-size: 2em; font-weight: bold; text-align: center;">5</p>	<p>Once complete, click SUBMIT. Red boxes indicate areas left blank and require completion. NOTE: Every time you submit, the Subject will revert to blank. You will need to complete the Subject section again. Hint: Copy the Subject and re-paste.</p>	<p style="text-align: center;"><input type="button" value="Submit"/></p> <p>Subject *</p> <input type="text" value="Provide a brief description."/> <p>Description *</p> <input type="text"/> <p><small>⚠ Description: cannot be blank</small></p>

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Once you submit the ticket, an **email is sent** to the email account provided in the Help Desk form. A TEA team member will respond to the posed question.

From: TEA-Student Assessment <support@teastudentassessments.zendesk.com>
Sent: Monday, July 1, 2024, 12:40 PM
To:
Subject: Ticket #67763 Submitted Successfully!



TSNAP
Recipe for
Success.



Additional resources are available on [TSNAP Shares](#).

*Special thanks to the 2024 TSNAP Officers and Board of Directors for contributing to this work.
Your commitment to grow, learn and support TSNAP members is deeply appreciated!*