

Ohio Test Information Distribution Engine (TIDE)

Guide for OGT Users

Version 3.0.1

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*Prepared by
American Institutes for Research*



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What Is TIDE?

The Test Information Distribution Engine (TIDE) stores your district/school, Pre-ID and test material orders for upcoming test administrations. This Web site allows you to:

- store and manage your district or school's contact information;
- upload and modify your Pre-ID information;
- confirm your test material orders and order additional materials;
- track your materials shipments;
- track the status of your answer documents as they are returned after testing.

What Are the Computer System Requirements?

These are the computer system requirements to access and use TIDE:

- A computer with a standard Internet connection through a high-speed Internet connection (DSL, Cable or LAN), not a direct dial-up connection.
- For Windows users, use Firefox 2.0 and above or Internet Explorer 6.0 and above.
 - *Recommended for optimal viewing and performance: Firefox 3.0 or Internet Explorer 7.0.*
- For Macintosh users, use Safari or Firefox 2.0 and above.
 - *Recommended for optimal viewing and performance: Firefox 3.0 or Safari 3.0.*
- JavaScript, which should be enabled in your browser. The following directions are specifically for Internet Explorer 6.0 and above:
 1. Select **Tools > Internet Options**.
 2. Select the [**Security**] tab at the top of the Internet Options window.
 3. From the list of zones at the top of the Security options, select the [**Internet**] icon.
 4. Select the [**Custom Level**] button (near the bottom).
 5. In the new window that pops up, scroll down to "Active Scripting."
 6. Select the [**Enable**] option and click [**OK**].
- Some reports have an "export" feature that allows you to open files in CSV format. To view these files, you will need spreadsheet software such as Microsoft Office Excel. If you do not have this software, contact your school's IT department.



How Do I Log Into TIDE?

To log into TIDE, you must have an authorized username and password. The American Institutes for Research (AIR) sends login information annually to Test Coordinators in an official mailing.

If you have misplaced your login information, please contact the AIR Help Desk. Be prepared to identify yourself and provide your credentials.

OGT and OGT-AASWD users: Please call 1-877-231-7809 or e-mail OGTHelpDesk@air.org.

Once you have your username and password information, follow these steps to access the system:

1. Open your Web browser.
2. In the address field of your Web browser, enter this URL: <https://www.ohtide.org/>.
3. Enter your username and password.
4. Click **[Log In]**.

Ohio Department of Education | **TIDE** Test Information Distribution Engine

[Help](#) [Contact Us](#)

Welcome to the Ohio Test Information Distribution Engine (TIDE)

The Test Information Distribution Engine, or TIDE, lets you:

- Store and manage your district/school's contact information, including your shipping address and the mailing address for the test coordinator.
- Upload Pre-ID files.
- Order test materials, including special versions.
- Track the status of your order.

If you experience technical difficulties or have questions regarding the use of this Web site, please click the [Help] or [Contact Us] links at the top of each page. Thank you!

Log In

Username:

Password:

Ohio Department of Education | OGTHelpDesk@air.org | 1-877-231-7809 Address: 25 South Front St., Columbus, Ohio 43215
[Ted Strickland, Governor](#) | [Deborah S. Delisle, Superintendent of Public Instruction](#) | [Contact ODE](#) | [Ohio Home](#) | [ODE Home](#)



If you are using a browser that supports multiple tabs or allows you to open multiple windows, do NOT open more than one tab or window at a time in TIDE. Changes made in one tab or window may overwrite changes made in another and result in loss of data.

Note: Do NOT share your login information with anyone else.



Select Administration

After you log into the site, you may need to select a test administration. Please select a test administration from the drop-down list and click [Go].

How Do I Navigate Through the Site?

After you log into the site (and select an administration), you will see the **Home** page. The Home page allows you to view tasks to complete, the current status of each, and the start and end dates.

To access each task, you may click on the active icon(s) from the Home page or click the tabs at the top of the screen. Tabs that are grayed-out and/or have a lock icon cannot be accessed. After you complete a task, you may click the [**Home**] tab to return to the Home page or click an active tab to access the associated task(s).

	Contact Info	Participation	Pre-ID
Status	Completed	Completed	Not Completed
Start Date	08/18/2008 12:01 AM (EST)	08/18/2008 12:01 AM (EST)	08/18/2008 12:01 AM (EST)
End Date	09/03/2009 11:59 PM (EST)	09/03/2009 11:59 PM (EST)	09/03/2009 11:59 PM (EST)

	On-Time Orders	Additional (Late) Orders	Answer Docs
Status	Completed	Not Active	Not Active
Start Date	08/18/2008 12:01 AM (EST)	09/29/2009 12:01 AM (EST)	11/16/2009 12:01 AM (EST)
End Date	09/03/2009 11:59 PM (EST)	11/03/2009 11:59 PM (EST)	01/29/2010 11:59 PM (EST)

The selected test administration is always visible in the upper right corner of the screen. To change the selected test administration at any time, click the [**Change Institution/Test Administration**] button.



Tasks are time-sensitive. You may complete a task only during the time period specified on the Home page. Some tasks are mandatory; others are optional.

- **Start Date:** Identifies when Test Coordinators can begin each task.
- **End Date:** Identifies the date by which the task must be complete.
- **Status:** Identifies the current status of each task:
 - **Not Started**—The task has not yet started.
 - **In Progress**—The task has started but is not yet complete.
 - **Completed**—The task is complete.
 - **Locked**—The task is open but locked because some of its prerequisite tasks are not yet done.
 - **Not Active**—The task is closed.
 - **Read-Only**—The task is available for viewing.

The list of tasks includes the following:

- **Contact Info**
 - Verify that the contact, shipping and mailing information are accurate for the selected administration.
- **Participation**
 - Verify your participation in the selected test administration.
- **Pre-ID**
 - Upload the Pre-ID file that contains student information for the selected test administration.
 - Add students using the Add Student feature.
 - View/edit student detail information and/or delete individual students from the Pre-ID listing.
 - Move students from their current assigned school to another school.
 - Finalize any student data changes made.
- **Orders**
 - View pre-loaded quantities for on-time orders (based on quantities approved by the Ohio Department of Education (ODE)).
 - Request additional orders of test materials.
 - View a summary of the materials ordered for a district or school.
 - View the order history.
 - Select the preferred size for score reporting labels and order additional labels.
- **Track Shipments**
 - View shipment information for test materials you have ordered.
- **Record Change**
 - View and edit student demographic information.
- **Answer Docs**
 - Verify the receipt of used and unused answer documents.



You must complete certain tasks before other tasks will open. For example, you cannot access Pre-ID tasks until you have verified your contact information and confirmed your participation in the test administration.



Contact Info

The **Contact Info** page is active for all administrations and allows you to verify and update contact information by administration. Required fields are marked with an asterisk (*). Note that this version of TIDE allows different contact information by administration. However, each administration (e.g., OGT, OAA, OTELA) may have only one designated Test Coordinator.



On the **Contact Info** page, you **must**:

- **Verify your shipping address.** Because materials will be shipped using UPS or other commercial shipping carriers, P.O. boxes are not acceptable. If your shipping address is incorrect, you will not be able to update it yourself. You must call the Help Desk to have your shipping address updated. Note that shipping address changes are subject to ODE approval.
- **Verify the contact information for the Test Coordinator for the selected administration.** Please verify the mailing address, phone number and e-mail address. The e-mail address should be one that is checked regularly. A second e-mail field is available if the Test Coordinator wishes to receive e-mail communications at an alternate e-mail or to have communications sent to a second person.

Participation

The **Participation** task is required for OGT administrations. You cannot move forward with other tasks until you confirm your participation in the selected test administration.



- *To confirm your participation* in the test administration, please select [**Yes**] from the drop-down list and click [**Save**].
- *If your district is not participating* in the selected test administration, select [**No**] from the drop-down list and click [**Save**].
 - **Note:** If you select [**No**], you will not need to access any other tasks related to ordering test materials for OGT or uploading Pre-ID information. Keep in mind that you will only have access to the “Verify Contact Information” task.

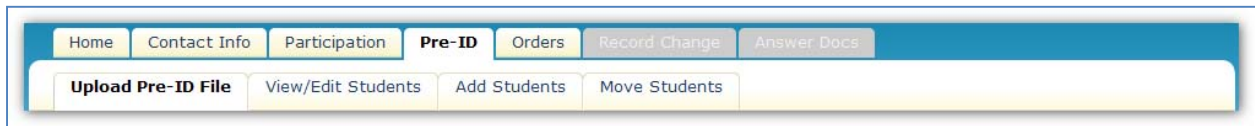


Pre-ID

The **Pre-ID** section includes tasks that are optional for districts and schools participating in the selected test administration:



- Upload Pre-ID file
- View/Edit Students
- Add Students
- Move Students





Upload Pre-ID File

The **Upload Pre-ID File** page allows you to upload a file with school and student information. Doing so will allow you to receive individual printed Pre-ID labels for students whose records are successfully uploaded.

Home Contact Info Participation **Pre-ID** Orders Record Change Answer Docs

Upload Pre-ID File View/Edit Students Add Students Move Students

Upload Students

Active Period: Monday, August 18, 2008 to Thursday, September 03, 2009
Status: Not completed

This task allows you to upload a Pre-ID file with student information. You will receive Pre-ID labels for students in your file whose information is successfully uploaded to TIDE.

Note: If you have just a few students who need Pre-ID labels and you do not want to create a Pre-ID file, you can click on the [Add Students] tab and enter each student's information one at a time. You can also add students to your Pre-ID file by clicking on [Add Students] after you upload a file.

To see the current approved ODE Pre-ID specification file, click [Download Specification File] and save it to your computer. [Download Specification File](#)

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

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

Browse...

Upload File Cancel



If you have only a few students who need Pre-ID labels, you may click on the **[Add Students]** tab and enter each student's information individually instead of uploading a Pre-ID file.

Downloading the ODE-approved Specification File

To minimize errors in your Pre-ID file, please download the ODE Pre-ID specification document, which explains how to format your Pre-ID file. Click the **[Download Specification File]** link and then click **[Save]**. Please save the file to a location on your computer that will be easy for you to access.

Note: The ODE file is an Adobe Acrobat PDF document. You must have Adobe Reader to view this file. If you do not have it, you may download it for free. Click here to download: [Get Adobe Reader](#).

Creating Your Pre-ID File

Your Pre-ID file **must** have a .txt file extension and must match the layout format specified by ODE in the specification file (see previous section).



Your Pre-ID file will undergo validation checks after you upload it to TIDE. If your entire file upload fails, you must make changes to your original file on your computer and then re-upload the file. If you receive errors or warnings in a few records, you can either edit the file and re-upload it or you can proceed with the file upload and then add or edit student information by clicking either **[Add**



Students] or **[View/Edit Students]**.

Step 1 - Uploading the Pre-ID File

To begin uploading your Pre-ID file, click **[Browse]** and navigate to the file on your computer. Select the file and click **[OK]**. The file name will appear in the text box on the screen. Click **[Upload File]** to begin the upload process.

Step 2 - Previewing the Pre-ID File

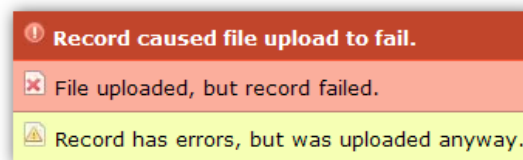
The preview page allows you to preview the first few records in the file to ensure that you uploaded the correct file and that the data are in the correct fields. Not all records are visible on the preview page. Please click **[Next]** to review all records in your file for any errors. You must proceed to the subsequent steps to upload your Pre-ID file.




Step 3 - Validating the Pre-ID File

TIDE performs validation checks on your Pre-ID file and provides feedback about whether the TIDE system is able to upload the file and/or specific records. There are two types of validation tests: layout validation and data validation.

- The layout validation test determines whether your file has the proper format (e.g., the appropriate fields are numeric or alphanumeric), proper record length and acceptable values.
- The data validation test will determine whether your Pre-ID file meets certain criteria based on the information that is on file about your school district (e.g., whether your Pre-ID file includes the schools that are on record as being associated with your district).

The validation checks will identify errors that fail the entire file and errors that prevent individual records from uploading, and it will warn you of other potential issues.



-  ***If your file has failed***, note the error(s) and the corresponding record number(s). Click **[Cancel]**. Update your Pre-ID .txt file; then re-start the upload process, beginning with Step 1.
-  ***If you have record errors***, these records *will not be committed* to TIDE. The records that passed validation can be committed to TIDE. You may elect to fix the errors in your Pre-ID file and re-upload it or to add these records using the **[Add Student]** tab.
-  ***If you have record warnings***, these *will be committed*. However, we strongly encourage you to review the associated records. You may edit these student records using the **[View/Edit Student]** tab.



- *If you have no errors* and wish to proceed, click [**Commit Pre-ID File**].

Step 4 – Confirming and Committing the Pre-ID File

Once you click [**Commit Pre-ID File**], the records will be uploaded to the TIDE system. Note that this process might take a few minutes depending on the number of records and the number of users logged into TIDE at that time. Once the file upload is successful, you will get a success message on your screen.



If your file is large, it will be processed offline. TIDE is set up to process large files offline so that you do not have to wait for the file to be processed. In such situations, the system will ask for your contact information. Please be assured that changing any information in this field will not affect the default contact information in the system. We will send you an e-mail as soon as the file is processed.

View/Edit Students

The **View/Edit Students** page allows you to retrieve Pre-ID information for individual students and edit the information as necessary. You may filter for a specific school, grade or other attributes. You may also export the student records to a CSV (Excel) file or delete students.

To begin, select a school and grade to pull up the existing Pre-ID records.

Home Contact Info Participation **Pre-ID** Orders Record Change Answer Docs

Upload Pre-ID File **View/Edit Students** Add Students Move Students

View/Edit Students

Active Period: Monday, August 18, 2008 to Thursday, September 03, 2009
Status: Completed

This page lets you review and edit student Pre-ID records. To begin, select a school and grade and then click [Search].

- To view and edit a student's complete record, click [Edit] next to his or her name. The page will reload with the student's information. You may update any information. After you have updated the record, click [Save Changes].
- To delete a student's Pre-ID record, click the check box to the left of the student's record and then click [Delete Students].

000125 - POLLY FOX ACADEMY All Grades Search

Total Number of Students: 5

Filter Search Data Export Search Data To Excel Delete Students

School IRN	Student's Last Name	Student's First Name	Student's Middle Initial	Student's Birth Month	Student's Birth Day	Student's Birth Year	District assigned student identifier	Student grade	Student's Gender	Student's Ethnicity
<input type="checkbox"/>	[Edit]									
<input type="checkbox"/>	[Edit]									
<input type="checkbox"/>	[Edit]									
<input type="checkbox"/>	[Edit]									
<input type="checkbox"/>	[Edit]									



Filtering Search Data

If your initial search results in a large number of student records, you may narrow your search to more easily locate specific students or groups of students.

1. Click [**Filter Search Data**]. A pop-up window will appear with some basic demographic fields.
2. Enter or select demographic information and click [**Search**]. The student record listing will update to include only those students who match your search parameters.

Editing a Student Record

1. To view a student's complete record, click [**Edit**] next to his or her name.
2. A page of demographic fields containing the student's information will appear. You may correct or add student information as necessary.
3. After you have updated the record, click [**Save Changes**].
4. If you have no changes to make, click [**Go Back to Search Results**].

Exporting Student Records

1. Click [**Export Search Data to CSV**]. A file dialogue box will appear.
2. Select either [**Open with**] or [**Save**] and select the destination for the file; then click [**OK**].
 - a. If you select [**Open with**], the file will open in Excel.
 - b. If you select [**Save**], then you must use Excel or another spreadsheet software to open the file.

Deleting Students

1. To delete the student record(s), click the check box(es) next to the desired line record(s).
2. Click [**Delete Students**]: A confirmation pop-up window will appear.
3. Click [**OK**] to confirm that you want to delete the selected student records.



Deleting individual students will remove those students from the set of students who will receive Pre-ID labels. Please ensure that you delete the correct students.

Add Students

The **Add Students** page allows you to enter information for a student who needs a Pre-ID label but was not included in an uploaded Pre-ID file. You can use this feature to get Pre-ID labels for your students even if you choose not to upload a Pre-ID file.

To begin, select the student's school from the drop-down list and enter his or her information in the required fields (marked with an asterisk [*]). Once you have entered the information for the student, click [**Save**] to add the student to the Pre-ID list.



If you want to add more than one student, you must repeat the process and save each new record.



If you upload a Pre-ID file after you have added students manually, the information in the uploaded file will overwrite existing student data. Be sure your Pre-ID file contains the latest student information for your district or school.



Move Students

The **Move Students** page allows you to select individual students in your Pre-ID listing and move them to another school within your district.

1. To begin, select the originating school and grade, and the student listing will appear.
2. Click the check box(es) next to the student(s) you want to move.
3. A new box will appear, showing your selected students and available schools for transfer.
4. Select the new attending school and click [**Move Students**].

Move Students To Different School Active Period: Monday, August 18, 2008 to Thursday, September 03, 2009
Status: Not completed

This page allows you to select students and move them to another school.
To begin, select a school and grade, and the corresponding student list will appear. Click the check box(es) next to the student(s) whom you want to move. A new box will appear, showing your selected students and the available schools for transfer. Select the new school, then click [Move Student(s)].

000125 - POLLY FOX ACADEMY All Grades Search

Total Number of Students: 9 Filter Search Data Export Search Data To Excel

School IRN	Student's Last Name	Student's First Name	Student's Middle Initial	Student's Birth Month	Student's Birth Day	Student's Birth Year	District assigned student identifier	Student grade	Student's Gender	Student's Ethnicity	Student Migrant Status
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

Move These Students to a Different School

School IRN	SSID	Date Of Birth	Name

Choose School - Select a School -

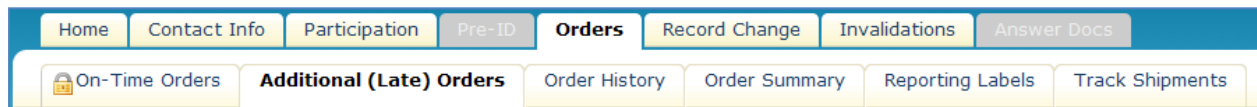
move students(s)



Orders

The **Orders** section includes the following tasks:

- On-Time Orders
- Additional (Late) Orders
- Order History
- Reporting Labels
- Order Summary
- Track Shipments





On-Time Orders

The **On-Time Orders** page allows you to view the materials pre-loaded for your district or school (see “Viewing Orders” below). You may reduce the pre-loaded quantities or request additional quantities.



If you need to request additional materials after the On-Time Order window ends, you must use the “Additional (Late) Orders” feature.

Home Contact Info Participation Pre-ID **Orders** Record Change Answer Docs

On-Time Orders Additional (Late) Orders Order History Order Summary Reporting Labels Track Shipments

On-Time Orders

Active Period: Monday, August 18, 2008 to Thursday, September 03, 2009
Status: Completed

This page allows you to view the existing materials pre-loaded for your district or school/institution, as well as any orders placed during the On-Time Orders window.

Ordering additional materials: During the On-Time Orders window, you may also order additional test materials for your district or school/institution (subject to Ohio Department of Education approval).

- Public districts may order test materials at either the district or school level. Private and community schools can order test materials at the school level only.
- We encourage public districts to order test materials at the school level whenever possible. Materials ordered at the school level will be packaged separately for each school in your district.

Show Help

View Orders for:
 District School [Dropdown]

Get Order

Notes:

- Public districts may order test materials at either the district or school level. Private and community schools can order test materials only at the school level.
- We encourage public districts to order test materials at the school level whenever possible. Materials ordered at the school level will be packaged separately for each school in your district.

Viewing Orders

District Orders

To view orders at the district level, click the radio button next to “District” and click on **[Get Order]**.

- If you view district orders, please note that the order listing that appears will be only for those materials ordered at the district level; it will not include school-level orders. To view a summary of the district *and* school orders, please see the “Order Summary” section below.

The page will load with the list of test materials for the selected test administration and show the status of the order requests for each material type.

School Orders

To view orders at the school level, click the radio button next to “School.” A drop-down list of schools in your district will appear. Select a school and click **[Get Order]**.



The page will load with the list of test materials for the selected test administration and show the quantities approved or pending approval for each material type. Quantities that are “pending approval” are those that need to be approved by ODE. Once these orders are approved, they will be moved to the “Quantity Approved” column.

Editing Orders (Adjusting Quantities)

If you would like to adjust the quantities of test materials ordered, please enter the new total quantity in the boxes in the right-hand column.

For example, if your Expected Shipment Quantity for English Audio CDs is 35 but you need five more CDs, enter “40” (the new total) in the New Total Quantity Column.

- Please remember that if you increase the total order amounts for any materials, your new order may require ODE approval before we can confirm your request.

Note: You may enter a message in the comment box. The comment box can be used to send a message to ODE about any order changes (e.g., justification for increasing the quantity of test materials).

Once you have entered all your new total quantities, click [**Save Order**].

Correcting or Canceling Orders (Adjusting Quantities)

If you need to “cancel” an order for additional materials, simply enter the correct quantity of materials for each material type. For example, if you have 20 English Audio CDs approved and 30 pending approval (total of 50 Audio CDs) but you need to revert to the original order amount of 20 Audio CDs, simply enter “20” in the New Total Quantity box for that material type.

Once you have entered all your new total quantities, click [**Save Order**].

Column Definitions

The following definitions explain the number counts in each column of the On-Time Orders table.

Material Description	Expected Shipment Quantity	Quantity Approved	Quantity Pending Approval	New Total Quantity
Answer Documents	100	92	0	<input type="text"/>
Test Booklet: Reading	40	31	0	<input type="text"/>
Test Booklet: Mathematics	50	42	0	<input type="text"/>
Test Booklet: Writing	20	14	0	<input type="text"/>
Test Booklet: Science	70	70	0	<input type="text"/>



- **Expected Shipment Quantity**—shipment quantity after rounding to package size (e.g., OGT test booklets and answer documents are shipped in packages of 10).
- **Quantity Approved**—the total quantity of materials that are approved.
- **Quantity Pending Approval**—the quantity of materials that are awaiting ODE approval (if these orders are approved, they will be moved to the “Quantity Approved” column).
- **New Total Quantity**—these boxes allow you to change the total quantity of items requested for each material type.



Additional (Late) Orders

The **Additional (Late) Orders** page allows you to place orders during the Additional Orders window (subject to ODE approval). To see the quantity of materials your district/school received during the On-Time Orders window, click the [**Order Summary**] tab.



Notes:

- Public districts may order test materials at either the district or the school level. Private and community schools can order test materials only at the school level.
- We encourage public districts to order test materials at the school level whenever possible. Materials ordered at the school level will be packaged separately for each school in your district.

Viewing Orders

District Orders

To view orders at the district level, click the radio button next to “District” and click [**Get Order**].

- If you view district orders, please note that the order listing that appears will be only for those materials ordered at the district level; it will not include school-level orders. To view a summary of the district *and* school orders, please see the “Order Summary” section below.

The page will load with the list of test materials for the selected test administration and show the status of the order requests for each material type.

School Orders

To view orders at the school level, click the radio button next to “School.” A drop-down list of schools in your district will appear. Select a school and click [**Get Order**].



The page will load with the list of test materials for the selected test administration and show the status of the requested materials.

Requesting Additional Materials (Adjusting Quantities)

If you would like to adjust the quantities of test materials, please enter the new additional quantity in the boxes in the right-hand column. Once you have entered all your requested additional materials, click [**Save Order**].

You may edit Additional Order quantities until they have been processed and are ready to ship (as indicated in the “Total Processed Quantity” column).



Please note that if you order additional amounts of any materials, your order request may require ODE approval.

Column Definitions

The following definitions explain the number counts in each column of the Additional Orders table.

Material Description	Total Processed Quantity	Expected Shipment Quantity	Unprocessed Approved Quantity	Unprocessed Awaiting Approval Quantity	New Quantity
Answer Documents	0	0	0	0	<input type="text"/>
Test Booklet: Reading	0	0	0	0	<input type="text"/>
Test Booklet: Mathematics	0	0	0	0	<input type="text"/>
Test Booklet: Writing	0	0	0	0	<input type="text"/>
Test Booklet: Science	0	0	0	0	<input type="text"/>
Test Booklet: Social Studies	0	0	0	0	<input type="text"/>
English Audio CD: Reading	0	0	0	0	<input type="text"/>

- **Total Processed Quantity**—These test material orders have been sent to the vendor, who will package and ship the materials.
- **Expected Shipment Quantity**—Shipment quantity after rounding to package size (e.g., OGT test booklets and answer documents are shipped in packages of 10).
- **Unprocessed Approved Quantity**—These material orders have been approved but not yet sent to the vendor.
- **Unprocessed Awaiting Approval Quantity**—These materials must be approved by ODE. If ODE denies this quantity, you will **not receive the quantity in this column**. ODE may also choose to approve only part of this order. For example, if you requested a quantity of 100 answer documents, ODE may approve only 70, in which case you will receive 70 answer documents. We encourage you to keep a close eye on materials in this column.



Order History

The **Order History** page allows you to view existing orders and their status at either the district or the school level.

Viewing District and School Orders

District-Level Order History

To view orders for both your district *and* each school within the district, click the radio button next to “District” and then click [**Summary**].

School-Level Order History

To view orders for an individual school within your district, click the radio button next to “School,” select a school from the drop-down list and click [**Summary**].

Viewing Individual Order Information

To view an individual order, click on the four-digit order number below the institution name. You will be able to view the test material types, the quantities approved and awaiting approval, as well as the status for each material type.

Material Description	Expected Shipment Quantity	Approved Quantity	Awaiting Approval Quantity	Approval Status
Answer Documents	100	92	0	Open
Test Booklet: Reading	40	31	0	Open
Test Booklet: Mathematics	50	42	0	Open
Test Booklet: Writing	20	14	0	Open
Test Booklet: Science	70	70	0	Open
Test Booklet: Social Studies	40	40	0	Open



Order Summary

The **Order Summary** page allows you to view a summary of the quantities requested and approval status for each material type. You may view “On-Time” or “Additional” order requests or both. You may also export the order summary into an Excel spreadsheet.

Viewing the Order Summary

To view the order summary, select either district- or school-level orders, and click the checkbox(es) next to “On-time” and/or “Additional” orders. For school-level orders, you will need to select the school whose summary you want to view. Click [**Summary**] to view the listing.

District Order Summary

The District Order Summary page will show a listing for each material type and the overall total quantities for the district and all schools in the district.

Material Type	District		SCHOOL		Total	
	Expected Shipment Quantity	Quantity Awaiting Approval	Expected Shipment Quantity	Quantity Awaiting Approval	Total Expected Shipment Quantity	Total Awaiting Approval Quantity
Answer Documents	1830	0	1750	0	1830	0
Test Booklet: Reading	650	0	620	0	650	0
Test Booklet: Mathematics	940	0	900	0	940	0
Test Booklet: Writing	450	0	430	0	450	0
Test Booklet: Science	1530	0	1460	0	1530	0
Test Booklet: Social Studies	900	0	860	0	900	0



School Order Summary

The School Order Summary page will show a listing for each material type and the overall total quantities requested for the selected school.

View Orders for: District School SELECT SCHOOL

On-time Additional

[Summary](#)

[Export](#) [Export Details](#)

Material Type	School		Total	
	Expected Shipment Quantity	Quantity Awaiting Approval	Total Expected Shipment Quantity	Total Awaiting Approval Quantity
Answer Documents	100	0	100	0
Test Booklet: Reading	40	0	40	0
Test Booklet: Mathematics	50	0	50	0
Test Booklet: Writing	20	0	20	0
Test Booklet: Science	70	0	70	0
Test Booklet: Social Studies	40	0	40	0

Exporting the Order Summary

TIDE provides two export options for order summaries.

- **Export**—Allows you to export the overall order summary for the district or selected school into a spreadsheet document.
- **Export Details**—Allows district users to export the full order summary for the district and all schools within the district into a spreadsheet document.

To export, select the type of Order Summary you want to view as described above; then click either [**Export**] or [**Export Detail**]. A dialogue box will appear, allowing you to open or save the file. Select your preferred option, and click [**OK**]. You will need to use Excel or another spreadsheet program to view the CSV file.

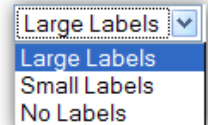


Reporting Labels

The **Reporting Labels** page allows you to indicate the score reporting label size you wish to receive, as well as order additional sets of labels. All districts will receive one free set of reporting labels with students' results for the selected test administration.

If you do not complete this task within the specified time frame, you will automatically receive a set of large labels.

To request your label size preference for the selected test administration, select either "Large Labels" or "Small Labels" from the drop-down list. If you do not wish to receive labels, you may select "No Labels."



Note: Large labels are approximately 8" x 2.5" and small labels are approximately 4" x 1.3".

Ordering Additional Label Sets

Districts may purchase additional sets of reporting labels. Additional labels are \$0.28 per label (student) with a \$60 minimum per school year. Additional label sets must be ordered separately for each administration.

If you need at least one additional set of labels for Fall 2009, you can submit your request online. However, you must still submit a purchase order to the OGT Help Desk.

Enter the number of additional large and/or small label sets you are ordering. Enter the purchase order number from the form you will be sending to the Help Desk, and then click [**Submit Request for Additional Label Sets**].

Additional sets of LARGE labels:

Additional sets of SMALL labels:

Purchase order number:

[Submit Request for Additional Label Sets](#)

After you order your additional labels, you must mail or fax the purchase order to the Help Desk:

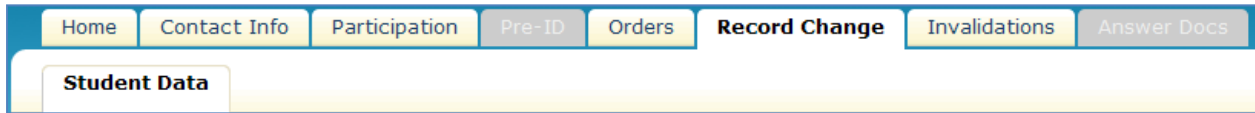
American Institutes for Research
Attn: OGT Help Desk, Room 5217
1000 Thomas Jefferson Street, NW
Washington, DC 20007

Fax: 1-877-231-7813



Record Change

The Record Change feature allows you to edit student demographic information printed on Pre-ID labels and associate student demographic information with generic labels *after* the Pre-ID window is closed.





Student Data—Updating Student Information

Select a school and grade level to view the current Pre-ID and Generic-ID barcode list.

- To view all records, including any unassigned Generic ID numbers, select “All Grades.”

After the list is generated, click **[Edit]** to access the record associated with that barcode.

- Note: Some barcode numbers may not have an associated student record. To assign a student record to a barcode number, click **[Edit]**. (These Generic ID records will show only the School IRN and Pre-ID/Generic barcode number.)*

Selecting **[Edit]** will display the Edit Student page.

- If you have selected a Pre-ID label, the fields will be pre-populated with the student’s demographic information and you can update any information.
- If you have selected a Generic ID label, the fields will *not* be pre-populated and you must enter the student’s information yourself.

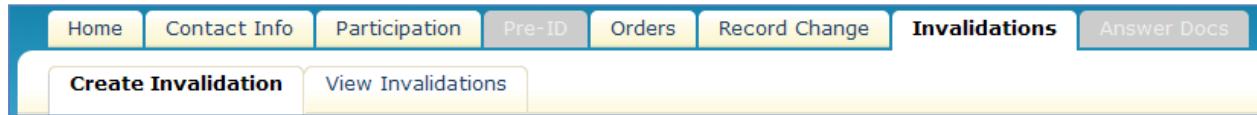
Note: SSIDs are required for public and community school and JVSD students.

When you are done updating or adding the student’s demographic information, click **[Save Changes]** and then click **[Go Back to Search Results]** to return to the Record Change listing.



Invalidations

The Invalidations feature allows you to request that a student's score be invalidated for a specified reason (e.g., student was caught cheating, a testing accommodation was either incorrect or not provided, the student already received a proficient score in a previous administration, etc.).





Create Invalidation

You must enter and select all the required fields on this page (marked by an asterisk).

To begin, select a school from the drop-down list, enter the student's last and first names, birthdate information, and grade level. If you can provide an SSID or other information (e.g., barcode), that will help facilitate finding the correct test score to invalidate.

To select a reason for the invalidation, click the bubble () next to the corresponding statement. If none of the existing statements apply to the situation, select "Other" and provide the rationale in the comment box below.

You must also select at least the subject(s) for which the invalidation applies.

When you are done, click [**Submit**] to send the invalidation request.

Create Invalidation

Active Period: Wednesday, October 14, 2009 to Friday, November 13, 2009
Status: Not completed

Use this form to report a score that should be invalidated. Required information is marked by an asterisk (*). To facilitate locating the score that needs to be invalidated, please provide as much of the optional information as possible. After all information has been entered, click [Submit] to save the record. After the record has been saved, click [Reset] to enter another invalidation request.

Student Information	Invalidation
District Name: Manchester Local SD	*Reason for Invalidation:
District IRN: 000442	<input type="radio"/> Student cheated
- Select a School -	<input type="radio"/> Test compromised (attach explanation)
*Last Name: <input type="text"/>	<input type="radio"/> Student became ill and was unable to complete test
*First Name: <input type="text"/>	<input type="radio"/> Student was not provided accommodation(s) prescribed by IEP
SSID: <input type="text"/>	<input type="radio"/> Student was given accommodation(s) not prescribed by IEP
*DOB Month: <input type="text"/>	<input type="radio"/> Student bubbled wrong subject (e.g., reading instead of mathematics)
*DOB Day: <input type="text"/>	<input type="radio"/> Student received a proficient score in a previous administration
*DOB Year: <input type="text"/>	<input type="radio"/> Student took same test twice during same administration (indicate which document to invalidate)
*Grade: - Select a Grade -	<input type="radio"/> Other
Local SID: <input type="text"/>	Invalidation Reason Comments (optional):
Lithocode: <input type="text"/>	<input type="text"/>
Barcode: <input type="text"/>	*Choose subject(s) to invalidate
	<input type="checkbox"/> Reading
	<input type="checkbox"/> Mathematics
	<input type="checkbox"/> Writing
	<input type="checkbox"/> Science
	<input type="checkbox"/> Social Studies

Please note: If you need to submit additional invalidation requests, please click [Reset] to clear the fields and enter another student's information.



View Invalidations

On this page, you may review the invalidation requests that have been submitted by your district. Select a school from the drop-down list to view the invalidation requests for that specific school and then click [Search]. (To see all invalidation requests for your district, select "All Schools" and then click [Search].)

View Invalidations **Active Period:** Wednesday, October 14, 2009 to Friday, November 13, 2009
Status: Not completed

On this page, you may review the invalidation requests that have been submitted by your district. Select a school from the dropdown list to view the invalidation requests for that specific school or select "All Schools" to see all invalidation requests for your district.

District Name: **School District A**
 District IRN: **987654**

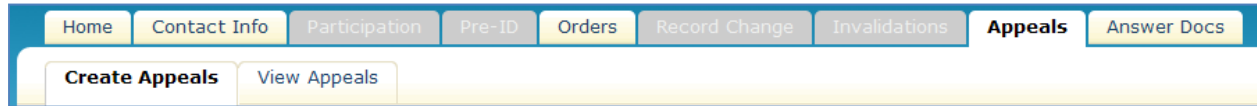
All Schools

School IRN	School Name	Last Name	First Name	DOB Month	DOB Day	DOB Year	Grade	SSID	Local SID	Lithocode	Barcode	Invalidation Reason	Invalidation Reason Comments	Invalidate Reading	Invalidate Mathematics	In W
450												Student cheated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
450												Student became ill and was unable to complete test	fsafsa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
450												Student cheated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
450												Student was not provided accommodation(s) prescribed by IEP		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
450												Student cheated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Appeals

This section allows you to request student verifications and appeals after reviewing scored answer documents.





Create Appeal

This section allows you to submit requests for student verifications and rescores for the following reasons:

- Two students' scores may have been swapped
- You received scores for students that do not belong to your district
- A student received a score for a test he or she did not take
- A student received a DNA (Did Not Attempt) for a test that was completed
- A student received more than one score in the same subject
- You did not receive scores for a student in your district (missing student)
- You believe a test score may be inaccurate and want the test rescored (rescore request)

These requests, if approved, will result in the reviewing of the named students' assessments and may or may not result in actual score changes.

To begin, select the appeal request type from the drop-down list. Each appeal type has its own request form.

Create Appeals View Appeals

Create Appeals Active Period: Sunday, December 14, 2009 to Monday, February 08, 2010
Status: Completed

This page allows you to appeal the score or demographic data seen in score reports. To create an appeal request, select the appeal type from the drop-down list below.

- Select an Appeal type -

- Student rescore
- Student score exchanged with another student (verification)
- Student does not belong to the district (verification)
- Student received a score for a test not taken (verification)
- Student received a DNA for a test that was attempted (verification)
- Student tested but did not receive a score (verification)
- Student received more than one score in the same subject (verification)

25 South Front Street, Columbus, Ohio 43215
[Department of Public Instruction](#) | [Contact ODE](#) | [Ohio Home](#) | [ODE Home](#)



Student Rescore

Use this form to request that a student's test be rescored.

Note: Each rescore request is \$25, regardless of whether it is an individual request or part of a batch request. (The \$25 will be waived if a student's score is changed as a result of the rescore.)

- To begin, click [Choose Student]. Select the school and grade-level of the first student. (You may also enter the student's last name and SSID.) Click [Search] to locate that student in the school. Click [Select]. The student's name will now appear under "Selected Students."
 - *Note:* You may select more than one student.
- When you are done selecting the student(s), click [Done Choosing Student(s)].
 - *Note:* If you want to change the selected student(s) for the rescore request, simply click the red [X] by the name(s), click [Change Students] and repeat the process above to select new students.
- Select the subject(s) that this appeal request applies to.
- Enter the P.O. number and the reason for requesting the Rescore request, then click [Create Appeal].

Student Rescore

Use this form to request that a student's test be rescored.

- *Note:* Each rescore request is \$25, regardless of whether it is an individual request or part of a batch request. (The \$25 will be waived if a student's score is changed as a result of the rescore.)

[Show Help](#)

Selected Students

Student(s): **None Selected**

[Choose Student](#)

Appeal Details

*Subject: Writing Reading Mathematics Social Studies Science

*P.O. Number:

* Reason for Appeal:

[Create Appeal](#) [Cancel](#)



Student score exchanged with another student (verification request)

Use this request form when you have two students who may have incorrectly received each other's score (as a result of incorrect bubbling or application of labels).

- To begin, click [Choose Student]. Select the school and grade level of the first student. (You may also enter the student's last name and SSID.) Click [Search] to locate that student in the school. Click [Select] to identify him or her as the "first student."
- To select the second student from the same pre-populated list, find the student in the table and click [Select]. To search for a student in a different school and/or grade, click [Search Again for Students] and repeat the steps above.
- When you are done selecting the two students, click [Done Choosing Student(s)].
 - *Note: If you want to change the selected student(s) for the verification request, simply click the red [X] by the name(s), click [Change Students] and repeat the process above to select new students.*
- Enter the reason for requesting the score swap appeal, then click [Create Appeal].

Verification Request—Student score exchanged with another student

Use this request form when you have two students who may have incorrectly received each other's score (as a result of incorrect bubbling or application of labels).

[Show Help](#)

Selected Students

First Student: Not selected

Second Student: Not selected

[Choose Student](#)

Appeal Details

* Reason for Appeal:

[Create Appeal](#) [Cancel](#)



Student does not belong to the district (verification request)

Use this request form if you have received a score for a student who does not belong in your district.

- To begin, click [Choose Student]. Select the school and grade-level of the first student. (You may also enter the student's last name and SSID.) Click [Search] to locate that student in the school. Click [Select]. The student's name will now appear under "Selected Students."
 - *Note: You may select more than one student.*
- When you are done selecting the student(s), click [Done Choosing Student(s)].
 - *Note: If you want to change the selected student(s) for the verification request, simply click the red [X] by the name(s), click [Change Students] and repeat the process above to select new students.*
- Enter the reason for requesting the verification, then click [Create Appeal].

Verification Request—Student does not belong to the district

Use this request form if you have received a score for a student who does not belong in your district.

[Show Help](#)

Selected Students
Student(s): **None Selected**

[Choose Student](#)

Appeal Details

* Reason for Appeal:

[Create Appeal](#) [Cancel](#)



Student received a score for a test not taken (verification request)

Use this request form if you received a score for a student who did not take a test.

- To begin, click [Choose Student]. Select the school and grade-level of the first student. (You may also enter the student's last name and SSID.) Click [Search] to locate that student in the school. Click [Select]. The student's name will now appear under "Selected Students."
 - *Note: You may select more than one student.*
- When you are done selecting the student(s), click [Done Choosing Student(s)].
 - *Note: If you want to change the selected student(s) for the verification request, simply click the red [X] by the name(s), click [Change Students] and repeat the process above to select new students.*
- Select the subject(s) that this appeal request applies to.
- Enter the reason for requesting the verification, then click [Create Appeal].

Verification Request—Student received a score for a test not taken
Use this request form if you received a score for a student who did not take a test.

[Show Help](#)

Selected Students
Student(s): **None Selected**

[Choose Student](#)

Appeal Details

*Subject: Writing Reading Mathematics Social Studies Science

* Reason for Appeal:

[Create Appeal](#) [Cancel](#)



Student received a DNA for a test that was attempted (verification request)

Use this request form if you received a DNA ("Did Not Attempt") for a student who attempted or completed a test.

- To begin, click [Choose Student]. Select the school and grade-level of the first student. (You may also enter the student's last name and SSID.) Click [Search] to locate that student in the school. Click [Select]. The student's name will now appear under "Selected Students."
 - *Note: You may select more than one student.*
- When you are done selecting the student(s), click [Done Choosing Student(s)].
 - *Note: If you want to change the selected student(s) for the verification request, simply click the red [X] by the name(s), click [Change Students] and repeat the process above to select new students.*
- Select the subject(s) that this appeal request applies to.
- Enter the reason for requesting the verification, then click [Create Appeal].

Verification Request—Student received a DNA for a test that was attempted
Use this request form if you received a DNA ("Did Not Attempt") for a student who attempted/completed a test.

[Show Help](#)

Selected Students
Student(s): **None Selected**

[Choose Student](#)

Appeal Details

*Subject: Writing Reading Mathematics Social Studies Science

* Reason for Appeal:

[Create Appeal](#) [Cancel](#)



Student tested but did not receive a score (verification request)

This request form allows you to request a test score for a student who took a test but did not receive a score.

This page requires you to enter the student's demographic information. All fields with an asterisk are required. If you know the barcode label number, we encourage you to enter it.

Verification Request—Student tested but did not receive a score

This request form allows you to request a test score for a student who took a test but did not receive a score.

This page requires you to enter the student's demographic information. All fields with an asterisk are required. If you know the barcode label number, we encourage you to enter it.

*First Name:

*Last Name:

*DOB Month:

*DOB Day:

*DOB Year:

*School:

Lithocode/Security Barcode:

Grade:

Reason for Appeal (Optional):



Student received more than one score in the same subject (verification request)

Use this form if you received multiple scores for a student who took a test once. *Note: You may request verifications for up to two students at a time.*

- To begin, click [Choose Student]. Select the school and grade-level of the first student. (You may also enter the student's last name and SSID.) Click [Search] to locate that student in the school. Click [Select]. The student's name will now appear under "Selected Students."
 - *Note: You may select more than one student.*
- When you are done selecting the student(s), click [Done Choosing Student(s)].
 - *Note: If you want to change the selected student(s) for the verification request, simply click the red [X] by the name(s), click [Change Students] and repeat the process above to select new students.*
- Select the subject(s) that this appeal request applies to.
- Enter the reason for requesting the verification, then click [Create Appeal].

Verification Request—Student received more than one score in the same subject

Use this request form when you have a student who may have received multiple scores in the same subject. *Note: You may request verifications for up to two students at a time.*

[Show Help](#)

Selected Students

First Student: Not selected

Second Student: Not selected

[Choose Student](#)

Appeal Details

*Subject: Writing Reading Mathematics Social Studies Science

* Reason for Appeal:

[Create Appeal](#) [Cancel](#)



View Appeals

This page allows you to view the status of submitted appeals for students in your district.

You may view all appeals or filter by appeal type and status. Appeal statuses are listed in the order in which they occur.

If the results of an appeal are posted or if an appeal has been rejected, then a notification e-mail will be sent to the DTC whose contact information is currently in TIDE.

Viewing Posted Results:

To view details for posted results, select Results Posted from the Appeals Status drop-down list, then click the Appeal ID number in the left column. On the corresponding Appeals Detail page, a link to [Download Memo File] will be available. Click this link to open the PDF document with the appeal results.

Appeal Status Descriptions:

- *Pending State Approval:* The appeal has been created. The request will not be processed until it has been reviewed and approved by ODE.
- *Rejected:* The appeal has been rejected by ODE and will not be submitted for processing.
- *Processing Request:* The appeal request has been approved by ODE and is currently being processed by the scoring center.
- *Pending State Review:* The appeal request has been processed and a memo posted for ODE review.
- *Results Posted:* ODE has reviewed and approved the appeal memo; the results are available for viewing.
- *Need More Information:* ODE has requested additional information from the scoring center after reviewing the appeal memo. The appeal memo is not available to the test coordinator until the state user approves it.

View Appeals

Active Period: Thursday, November 20, 2009 to Sunday, December 20, 2009
Status: Not completed

This page allows you to view the status of submitted appeals. You may view all appeals or filter by appeal type and status.

[Show Help](#)

Appeal Type: All Appeal Types

Appeal Status: All Appeal Statuses

District: District A

School: All Schools

Grade: All Grades

P.O. Number:



User Support

If you need help and this guide does not answer your questions, or if you encounter any unexpected error messages, please contact the OGT Help Desk.

The OGT Help Desk is open Monday–Friday, 7 a.m.–5 p.m. EST (except most federal holidays). During these hours, staff will return voice mail messages promptly.

American Institutes for Research OGT Help Desk Contact Information:

Phone: 1-877-231-7809

Fax: 1-877-231-7813

OGTHelpDesk@air.org