

Ohio Test Information Distribution Engine (TIDE)

Guide for OTELA Users

Public Districts
Community School Districts
Diocese School Districts
Non-Public School Districts
ODE Special School Districts
Youth Correction School Districts

Version 3.0.2

May 2010

*Prepared by
American Institutes for Research*





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What Is TIDE?

The Test Information Distribution Engine (TIDE) will process material orders for the following tests and assessments: Ohio Achievement Assessments (OAA); Ohio Graduation Tests (OGT); Ohio Test of English Language Arts (OTELA); and the Alternate Assessments for Students with Disabilities for OAA and OGT (OAA-AASWD and OGT-AASWD).

TIDE allows you to:

- store and manage your district/school's contact information, including your shipping address and the mailing address for the test coordinator by administration;
- upload Pre-ID files and modify Pre-ID information;
- order test materials, including special versions;
- track the status of your order;
- submit invalidation requests;
- request rescoring and verifications of tests.

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 "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.

OAA and OTELA users: Please call 1-888-944-5001 or e-mail OHHelpDesk@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: 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:

[Log In](#)

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.



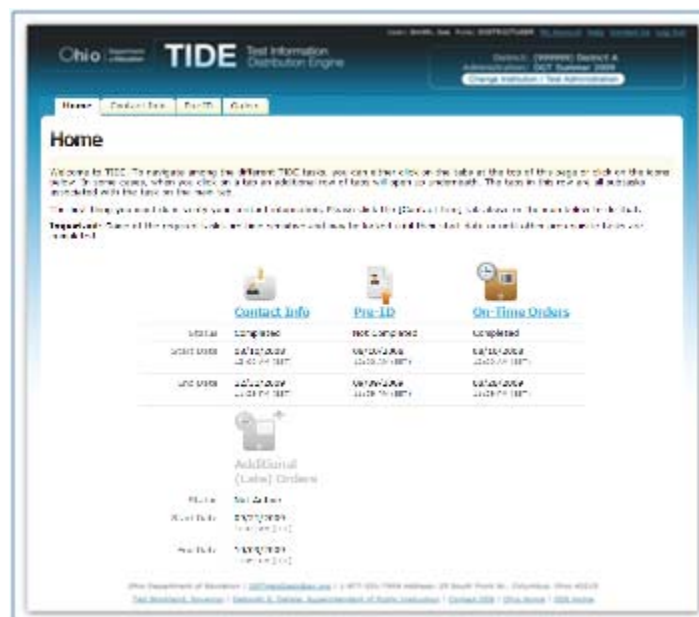
Select Administration

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 be completed, the current status of each, and the start and end dates for each task.

To access each task, you may click 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). Note that the Home page tasks may differ by test administration.



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 [Change Institution/Test Administration].





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.
 - View/edit student information and/or delete students from the Pre-ID listing.
 - Add students using the Add Student feature.
 - Move students from their current assigned school to another school.
- **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.
 - Track shipment of test materials.
- **Record Change**
 - View and edit student demographic information.
- **Invalidations**
- **Rescores and Verifications**

Tasks are time-sensitive. You may complete a task 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.
 - Note that the pre-ID task status is listed as “Complete” after a pre-ID file is successfully uploaded. However, you may make changes after the pre-ID file upload. Adding students manually does not trigger the pre-ID task status as “Complete” because the system cannot determine how many students a district intends to upload manually.
 - **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.



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.



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 district may have only one official Test Coordinator listed in the My Account section. Please make sure the contacts listed for each administration and under the My Account section are up to date at all times.



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 accepted. 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 OTELA 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 or uploading Pre-ID information. Keep in mind that you will only have access to the “Verify Contact Information” task.

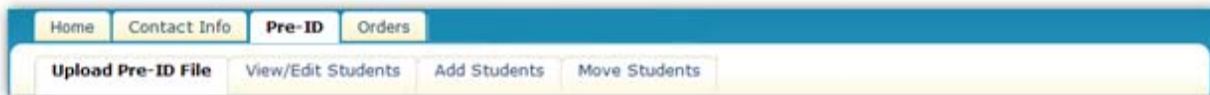


Pre-ID

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

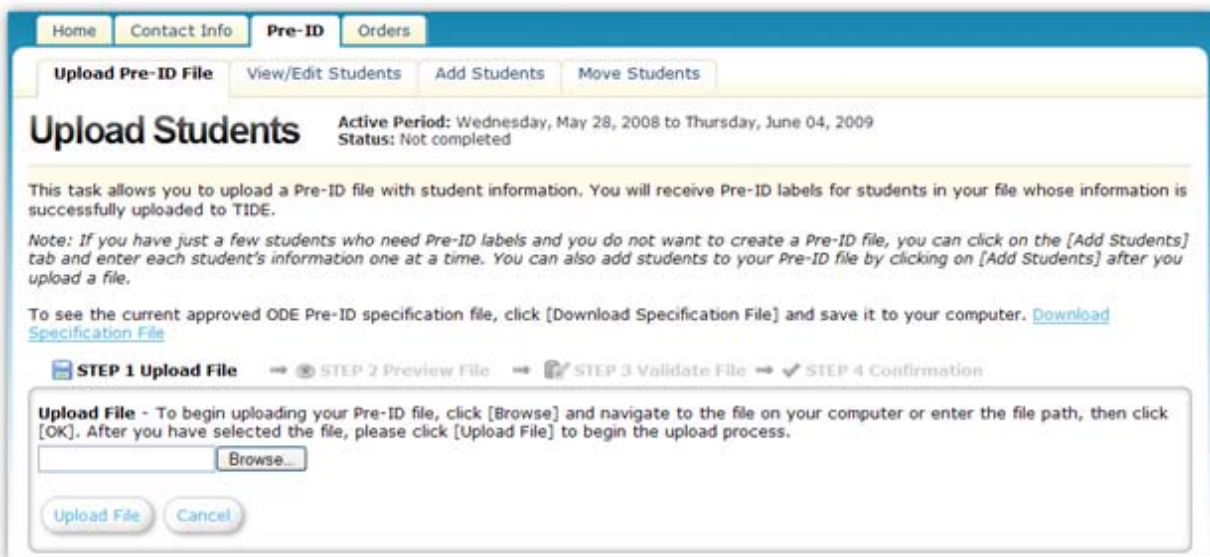


- Upload Pre-ID file
- View/Edit Students
- Add Students
- Move Students



Upload Pre-ID File

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



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 [**Download Specification File**] 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.

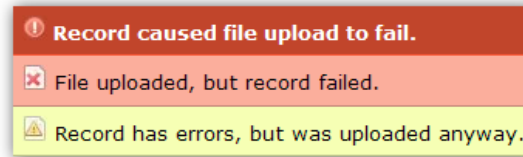
Step 3 - Validating the Pre-ID File




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 records *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 is uploaded, a message will appear on your screen.



If you uploaded a Pre-ID file already, and you need to update multiple records, please upload a complete file. Uploading a new file will overwrite student information from the previous file.



If your file is large, it might be processed offline. TIDE is designed 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. You will receive 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.

The screenshot shows the 'View/Edit Students' interface. At the top, there are navigation tabs: Home, Contact Info, Pre-ID, and Orders. Below these are buttons for 'Upload Pre-ID File', 'View/Edit Students' (which is active), 'Add Students', and 'Move Students'. The main heading is 'View/Edit Students' with a sub-heading 'Active Period: Wednesday, May 28, 2008 to Thursday, June 04, 2009' and 'Status: Completed'. A message states: 'This page lets you review and edit student Pre-ID records. To begin, select a school and grade and then click [Search].' Below this are instructions: 'To view and edit a student's complete record, click [Edit] next to his or her name. A pop-up window will appear containing the student's information. You may change any information. After you have updated the record, click [Save Changes].' and '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].'. There is a search bar with two dropdown menus (School and Grade) and a 'Search' button. Below the search bar, it says 'Total Number of Records: 16' and has buttons for 'Filter Search Data', 'Export Search Data To Excel', and 'Delete Students'. A table of student records is displayed with the following columns: 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 Gender, and Student's Ethnicity. Each row has an 'Edit' button to its left.

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 Excel**]. A file dialogue box will appear.
2. Select either [**Open**] 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 into 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, 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 Student(s)**].



Home Contact Info Pre-ID Orders

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

Move Students To Different School

Active Period: Wednesday, May 28, 2009 to Thursday, June 04, 2009
Status: 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 Students].

Total Number of Records: 16

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's Migrant Status
<input checked="" type="checkbox"/>											
<input checked="" type="checkbox"/>											
<input checked="" type="checkbox"/>											
<input checked="" 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"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

Move These Students to a Different School

School IRN	SSID	Date Of Birth	Name

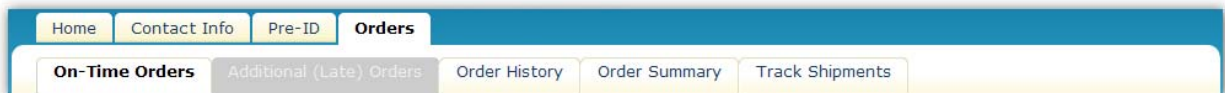
Choose School



Orders

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

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

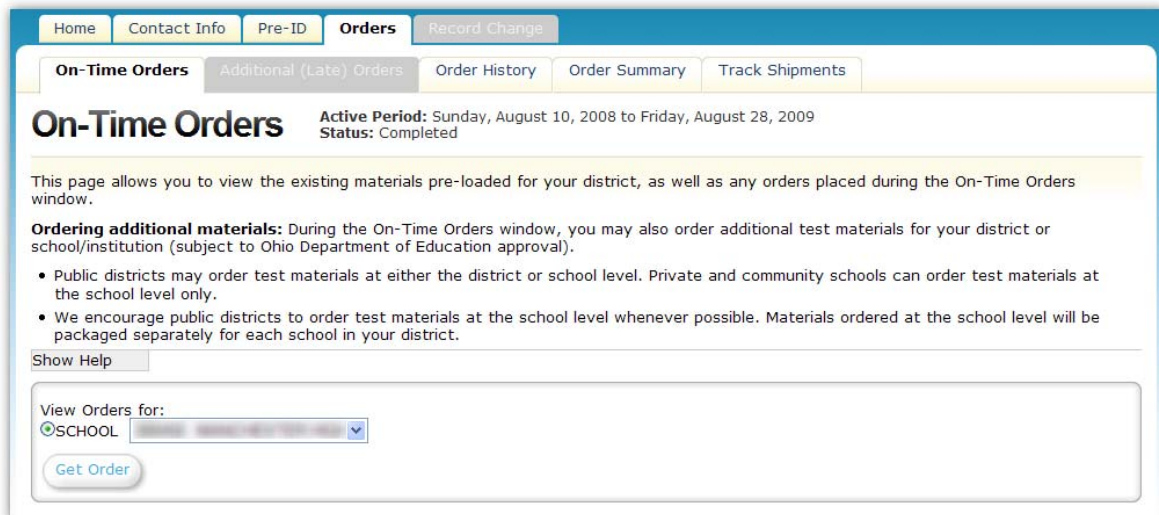


On-Time Orders

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. Note that 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.



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



Viewing Orders

District Orders

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

The page will load with the list of test materials for the selected test administration and will 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 approved, they will be moved to the “Quantity Approved” column.

Note for public districts: If you view district orders, only materials ordered at the district level plus automatic district coverage will be displayed. To view your total order, including school orders, click the [Order Summary] tab.

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 for test materials, enter the number in the New Total Quantity boxes in the right column. You must enter the total sum quantity for the material(s) you need. For example, if you are approved for 50 Answer Documents and need 20 more, enter “70” into the New Total Quantity box. Once you have entered all your new total quantities, click [**Save Order**].

You may enter a message into 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).

Comments

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 Answer Documents approved and 30 pending approval (total of 50), but you need to revert to the original order amount of 20, simply enter “20” into 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.
- **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, please click the **[Order Summary]** tab.



Home Contact Info Pre-ID **Orders**

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

Additional Orders

Active Period: Wednesday, May 28, 2008 to Tuesday, June 23, 2009
Status: Completed

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

- 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.

View Orders for:
 DISTRICT



Viewing Orders

District Orders

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

District orders will not include school-level orders. To view a summary of the district *and* school orders, please see the “Order Summary” section.

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. Note that materials available differ by administration.

Material Description	Total Processed Quantity	Expected Shipment Quantity	Unprocessed Approved Quantity	Unprocessed Awaiting Approval Quantity	New Quantity
Number of Students	0	0	0	0	<input type="text"/>
English Audio CD: Grade 3 Reading	0	0	0	0	<input type="text"/>
Large Print Test Booklet: Grade 3 Reading	0	0	0	0	<input type="text"/>
Braille Test Booklet: Grade 3 Reading	0	0	0	0	<input type="text"/>
Generic Pre-ID Labels	0	0	0	0	<input type="text"/>
Direction for Administration Manual	0	0	0	0	<input type="text"/>
School Test Coordinator Manual	0	0	0	0	<input type="text"/>
District Test Coordinator Manual	0	0	0	0	<input type="text"/>

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.

Column Definitions

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

- **Total Processed Quantity:** These test material orders have been sent to the vendor, who will package and ship the materials.
- **Expected Shipment Quantity:** the quantity of materials that should be shipped.
- **Unprocessed Approved Quantity:** These material orders have been approved either automatically or by ODE but not yet sent to the vendor for packaging and shipping.
- **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.



Requesting Additional Materials (Adjusting Quantities)

If you would like to adjust the quantities of test materials, please enter the new additional quantity into 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.

Order History

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

Home Contact Info Pre-ID **Orders**

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

Order History and Tracking

Active Period: Sunday, August 10, 2008 to Thursday, December 31, 2009
Status: Not completed

This page allows you to view existing orders and their status.

- Select the district or school's order listing you want to view and click [Summary]. The order listing will appear automatically.
- To view the details of a single order, please click the order number in the left column.

View Orders for:
 DISTRICT SCHOOL

Summary

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.



Order Detail **Active Period:** Sunday, August 10, 2008 to Thursday, December 31, 2009
Status: Completed

This page lists the details associated with a specific order. You can view details, including who placed the order, the order number and the status of the order.

[Back to Order History](#)

<p>Order Information</p> <p>Order #: 2681 Submitted By: DOE, JONATHAN Submission Date: 08/03/2009 03:45 PM (EST) Approved Date: Shipping Date:</p>	<p>Shipping Information</p> <p>Delivery Method: UPS Submission Date: 08/05/2009 Test Coordinator: DOE, JONATHAN Address: 123 MAIN STREET COLUMBUS, OH 43215 Email: jdoe@ohschools.org Phone: 513-555-1212</p>
---	--

Order Quantity

Material Description	Expected Shipment Quantity	Approved Quantity	Awaiting Approval Quantity	Approval Status
English Audio CD: Grade 3 Reading	153	153	0	Open
Large Print Test Booklet: Grade 3 Reading	153	153	0	Open
Braille Test Booklet: Grade 3 Reading	153	153	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.

Home Contact Info Pre-ID **Orders**

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

Order Summary **Active Period:** Sunday, August 10, 2008 to Thursday, December 31, 2009
Status: Not completed

This 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.

- Please select either a district or school listing and the order type(s) to view the summary.

Note: If you select the district option, you will see the total order for the district, including any orders placed for schools within the district.

View Orders for:
 DISTRICT SCHOOL
 On-time Additional

[Summary](#)



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.

View Orders for:
 District School
 On-time Additional

[Summary](#)

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

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
Number of Students	2620	0	2620	0	2620	0
English Audio CD: Grade 3 Reading	0	0	0	0	0	0
Large Print Test Booklet: Grade 3 Reading	0	0	0	0	0	0
Braille Test Booklet: Grade 3 Reading	0	0	0	0	0	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

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
Number of Students	45	0	45	0
English Audio CD: Grade 3 Reading	0	0	0	0
Large Print Test Booklet: Grade 3 Reading	0	0	0	0
Braille Test Booklet: Grade 3 Reading	0	0	0	0



Exporting the Order Summary

TIDE provides two export options for order summaries.

- **Export**— Allows you to export the data you see on the screen onto a spreadsheet document that can be opened in Microsoft Excel.
- **Export Details**— Allows you to export detailed information, including the order breakdown by district and individual schools within that district.

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 either 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.

Track Shipments

The **Track Shipments** page allows you to view the scheduled delivery date for each shipment as well as access tracking information. To track a shipment, please click the tracking number in the right column.

*Note: Orders that have been submitted but are not yet packaged for shipping will not appear in the list. To see which orders have been approved and processed for shipment, please click the [**Order History**] tab.*



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.



Record Change—Updating Student Information

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

Student Data Active Period: Saturday, June 20, 2009 to Tuesday, September 01, 2009
Status: Completed

Select a school and grade to view the current Pre-ID list. After the list is generated, click [Edit] to access an individual student's Pre-ID record.
Note: Some Pre-ID numbers may not have an associated student record. To assign a student record to a Pre-ID number, click [Edit].

Pre-ID/Generic ID(optional):

Total Number of Records: 645

	School IRN	PreID/Generic ID	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="button" value="Edit"/>	040675	P53691400008483										
<input type="button" value="Edit"/>	040675	P53691400008484										
<input type="button" value="Edit"/>	040675	P53691400008485										
<input type="button" value="Edit"/>	040675	P53691400008486										

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 (that was used during the assessment), 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 students.



Edit Student Active Period: Saturday, June 20, 2009 to Tuesday, September 01, 2009
Status: Not completed

Below is the student information for the Pre-ID record you have selected. To update or add any information, click in the text box(es). Delete and/or enter the correct information, then click [Save Changes]. When you are done, please click [Go Back to Search Results] to return to the Pre-ID record listing.

[Go Back To Search Results](#)

School IRN: 040675
Pre ID: PS3691400008483

[Save Changes](#)

* = Required Field

Student Identity

Student's Last Name: *

Student's First Name: *

Student's Middle Initial:

District assigned student identifier: *

SSID:

Student grade: *

Student's Gender: *

Student's Ethnicity: *

Student's Migrant Status:

Student's Birth Month: *

Student's Birth Day: *

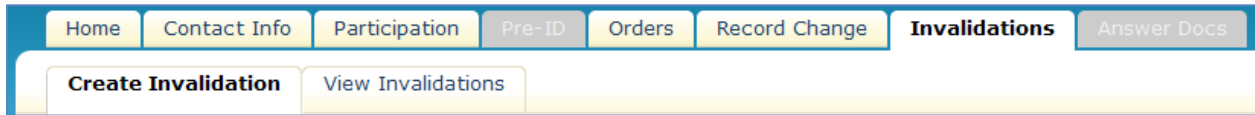
Student's Birth Year: *

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**

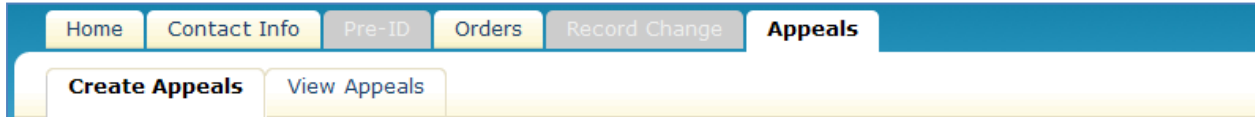
All Schools

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 Appeals

This section allows you to submit requests for student verifications 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).

These requests, if approved, will result in the reviewing of the named students' assessments.

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

Note that a purchase order number is required for each verification request. There is a \$25 charge per verification.



Student score exchanged with another student (verification request)

Use this request form when you believe 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: Reading

* 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. Note that "Composite" is not listed as a subject. A student will receive a DNA as the composite score only if he/she received a DNA in one or more of the test subjects. Therefore, you should select the test subject(s) for which a DNA was received.

- 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: Reading

* 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 or if you received a report that is missing a student name and you are unable to determine who the score report belongs to.

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.

If the report is missing a name, enter “UNKNOWN” as the first and last name. If the DOB is missing from the report and you are unsure of the DOB associated with the report, enter 01/01/1900 for the DOB. If you are unsure of the correct grade, select any grade within the reported grade band.

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:	<input type="text"/>
*Last Name:	<input type="text"/>
*DOB Month:	<input type="text"/>
*DOB Day:	<input type="text"/>
*DOB Year:	<input type="text"/>
*School:	<input type="text" value="- Select a School -"/>
Lithocode/Security Barcode:	<input type="text"/>
Grade:	<input type="text" value="All Grades"/>
Reason for Appeal (Optional):	<div style="border: 1px solid #ccc; height: 100px;"></div>



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: Reading

* 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:

Appeal Status:

District:

School:

Grade:

P.O. Number:



DURF

After filing a verification to update a score report with a student's name or to correct scores that were exchanged, districts have the option of submitting a Demographic Update Request Form (DURF) to update the student's demographic information associated with the record in OOARS.

Districts must submit the Appeal ID when completing the DURF.



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 Ohio Help Desk.

The Ohio 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 Help Desk Contact Information:

Phone: 1-888-944-5001

Fax: 1-877-231-7813

OHHelpDesk@air.org