

District Test Coordinator Quick Guide for Test Windows in TIDE:

District test coordinators must complete the following tasks related to test windows in TIDE prior to their district taking the West Virginia General Summative Assessment (WVGSA).

Always remember this important rule: Set the district. Then set each school.

Interim and diagnostic tests

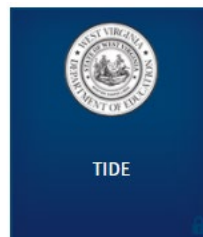
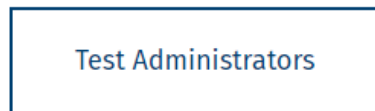
- Set the district end date for interim and diagnostic tests.
- Once the district window is set, then set each school's end date for all interim and diagnostic tests.

WVGSA tests

- Set the district start and end date for WVGSA tests.
- Once the district window is set, then set each school's start and end date for WVGSA tests.

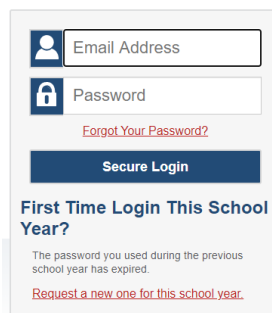
How to Set Test Windows in TIDE

1. On the West Virginia Assessment Portal (wv.portal.cambiumast.com), select the **Test Administrator** icon. The **Test Administrators** page appears. Select the **TIDE** card. The log in page appears.




2. Enter your username and password and select **Secure Login**. If this is your first time logging in this school year, you will need to select **Request a new one for this school year** in order to reset your password. The TIDE site appears.

Login

A login form with two input fields: "Email Address" and "Password". Below the password field is a link "Forgot Your Password?". A blue "Secure Login" button is below the fields. Below the button is the text "First Time Login This School Year?" followed by a message: "The password you used during the previous school year has expired." and a link "Request a new one for this school year." data-bbox="411 752 577 900"/>

3. Enter Administration Details as applicable such as **District**.



Administration Details

Select the Test Administration, User Role, District, and School (as applicable):

Test Administration:

User Role:

*State:

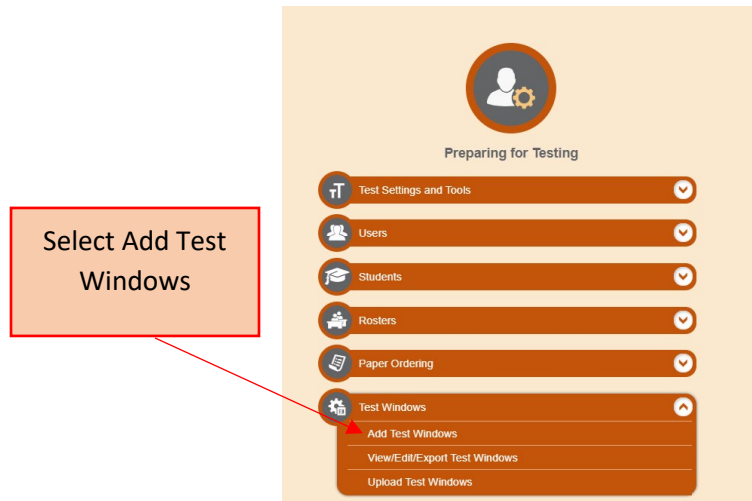
*District:

1. Select **Test Windows** from the TIDE Dashboard under **Preparing for Testing**. The Test Windows drop-down menu appears.



The screenshot shows the TIDE Dashboard interface. At the top, the West Virginia Department of Education logo is on the left, and the user information "Administration: West Virginia 2020-2021 | User: Richardson, Trevor (DC)" is on the right. Below the logo, there are navigation links for "General Resources", "Help", "Inbox", "Manage Account", and "Log Out". The dashboard is divided into three main sections: "Preparing for Testing" (orange background), "Administering Tests" (green background), and "After Testing" (blue background). The "Preparing for Testing" section contains a list of options: "Test Settings and Tools", "Users", "Students", "Rosters", "Paper Ordering", and "Test Windows". A red callout box with the text "Select Test Windows" points to the "Test Windows" option. The "Administering Tests" section contains "Appeals / Invalidations", "Monitoring Test Progress", and "Print Testing Tickets". The "After Testing" section contains "Data Cleanup". A search bar for "Student ID/User Email" is located in the top right corner of the dashboard.

- Use the **Test Windows** drop-down to add new test windows and manage existing test windows. To add a Test Window, select **Add Test Windows** from the drop-down menu. The **Add Test Windows** page appears.

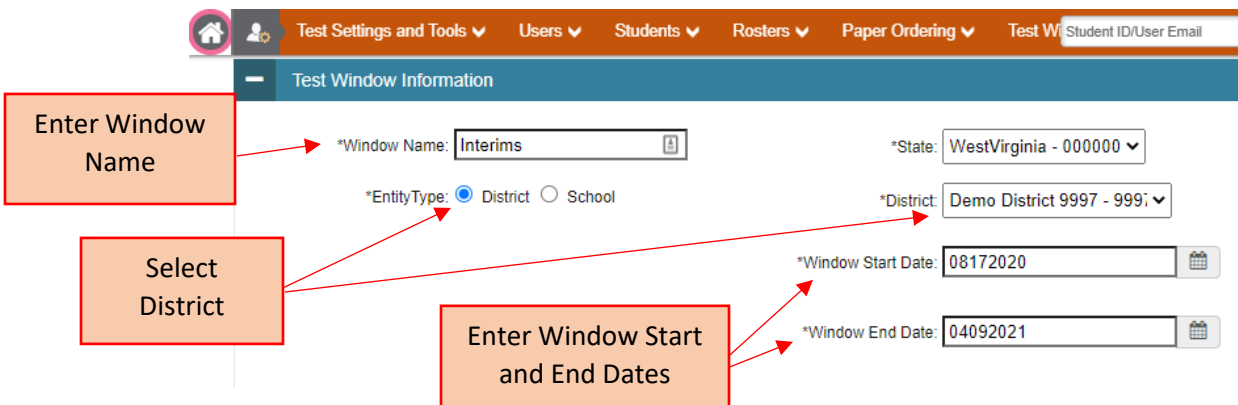


Set the district end date for interim and diagnostic tests to be visible in the Operational Test Administration system

- In the **Test Window Information** panel, enter a “Window Name” for your Interim Test Window (Example is Interims). Select the **District** button under the window name. On the right, select your district.

Note: When naming a test window, do not use any spacing or special characters. This will result in a “Invalid Test Window Name” message.

For Interim tests, select a **Window Start Date** of 8/17/2020. For the **Window End Date**, enter the date of the last school day prior to when your district will be starting your WGSAs testing window. For example, the Demo District 9997 plans to open their WGSAs testing window on Monday April 12, 2021. In that case, their **Window End Date** for Interims is 4/9/2021.



Test Settings and Tools Users Students Rosters Paper Ordering Test Windows Student ID/User Email

Test Window Information


Enter Window Name → *Window Name: Interims

Select District → *Entity Type: District School

Select District → *District: Demo District 9997 - 999

Enter Window Start and End Dates → *Window Start Date: 08172020






Enter Window Start and End Dates → *Window End Date: 04092021

4. In the **Available Test Family(ies)** panel, select *all* content area test families (e.g., Math, ELA, Science) that you wish to add to the Test Window being created.
 - a. To add multiple test families at once, select the check box next to each test family then click **Add Selected**.
 - b. To add one test family at a time, click on the  for each test family you want to add.












Note: The total number of interim and diagnostic tests that should be included in your interim test window is 12. This will include Paper CIAs, Braille interims, and Science interims.

Available Test Family(ies)

Available Test Family(ies) (5)

- Add Test Family(ies)
-  GSA-Science
-  GSA-ELA
-  GSA-Math P35 Braille
-  GSA-Math
-  Diagnostic Interim Assessments-Math

Selected Test Family(ies) (11)

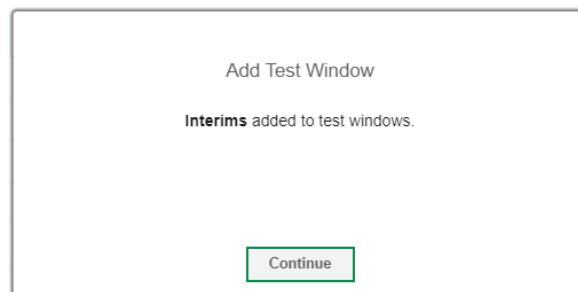
-  Paper CIA- ELA
-  Science Interim Assessments
-  Science Interim Assessments-BRAILLE
-  Computer Adaptive CIA-Math
-  Computer Adaptive CIA-ELA
-  Fixed Form CIA-Math
-  Fixed Form CIA-ELA
-  Interim Module Assessments-ELA
-  Interim Module Assessments-Math
-  Diagnostic Interim Assessments-ELA
-  Paper CIA-Math

Select Save

Selected Test Families for the Test Window

Select + icon to add

5. Once **the Selected Test Family(ies)** panel contains all correct test families for the test window, click **Save**.
Once you save your Test Window, an **Add Test Window** pop-up appears displaying the name of the created Test Window. Select **Continue** to return to the **Add Test Windows** page where additional Test Windows may be created.

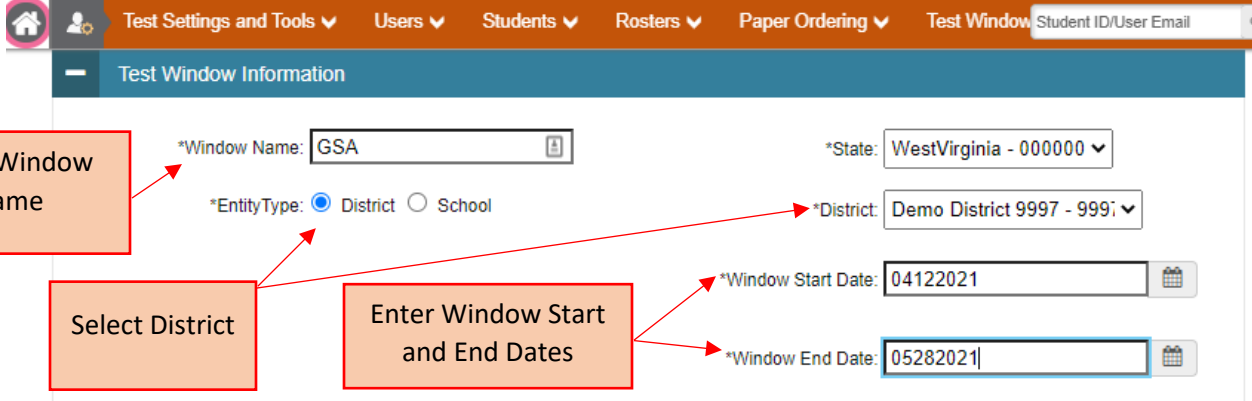


Adding the District WGSA Test Window in TIDE

1. In the **Test Window Information** panel, enter a “Window Name” for your WGSA Test Window (Example is GSA). Select the **District** button under the window name. On the right, select your district.


Note: When naming a test window, do not use any spacing or special characters. This will result in a “Invalid Test Window Name” message.

For WGSAs, select a **Window Start Date** after the Interim Test Window closes. For the **Window End Date**, enter the date of the last school day when your district will be administering GSAs. For example, the Demo District 9997 plans to open their GSA testing window on Monday April 12, 2021 and close on Friday May 28, 2021.

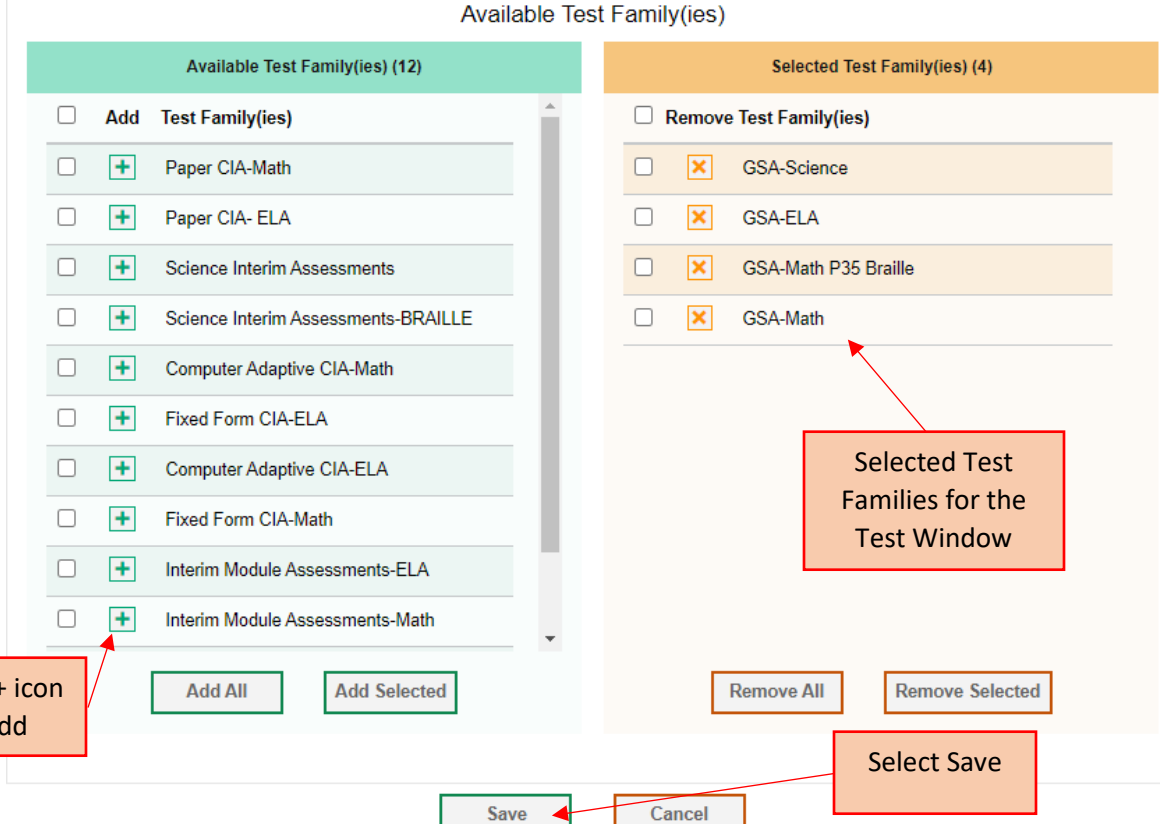


The screenshot shows the 'Test Window Information' form in the TIDE system. The form includes the following fields and annotations:

- *Window Name:** GSA (Annotated with 'Enter Window Name')
- *State:** WestVirginia - 000000
- *EntityType:** District (selected), School (unselected) (Annotated with 'Select District')
- *District:** Demo District 9997 - 999; (Annotated with 'Select District')
- *Window Start Date:** 04122021 (Annotated with 'Enter Window Start and End Dates')
- *Window End Date:** 05282021 (Annotated with 'Enter Window Start and End Dates')











2. In the **Available Test Family(ies)** panel, select *all* content area test families (e.g., Math, ELA, Science) that you wish to add to the Test Window being created.
 - a. To add multiple test families at once, select the check box next to each test family then click **Add Selected**.
 - b. To add one test family at a time, click on the  for each test family you want to add.

Note: There are 4 GSA tests that should be selected. The GSA- ELA includes Braille; however, the GSA-Math P35 Braille is a separate test family in the listing of GSA tests. See the screenshot below.







Available Test Family(ies)

Available Test Family(ies) (12)

- Add Test Family(ies)
-  Paper CIA-Math
-  Paper CIA- ELA
-  Science Interim Assessments
-  Science Interim Assessments-BRAILLE
-  Computer Adaptive CIA-Math
-  Fixed Form CIA-ELA
-  Computer Adaptive CIA-ELA
-  Fixed Form CIA-Math
-  Interim Module Assessments-ELA
-  Interim Module Assessments-Math

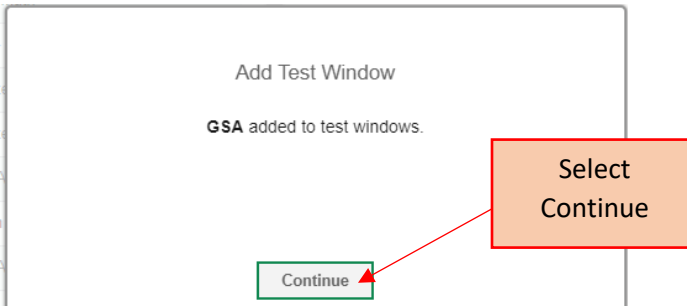
Selected Test Family(ies) (4)

-  GSA-Science
-  GSA-ELA
-  GSA-Math P35 Braille
-  GSA-Math

Buttons: Add All, Add Selected, Remove All, Remove Selected, Save, Cancel

Callouts: Select + icon to add, Selected Test Families for the Test Window, Select Save

3. Once **the Selected Test Family(ies)** panel contains all correct test families for the test window, click **Save**.
Once you save your Test Window, an **Add Test Window** pop-up appears displaying the name of the created Test Window. Select **Continue** to return to the **Add Test Windows** page where additional Test Windows may be created.



Add Test Window

GSA added to test windows.

Buttons: Continue

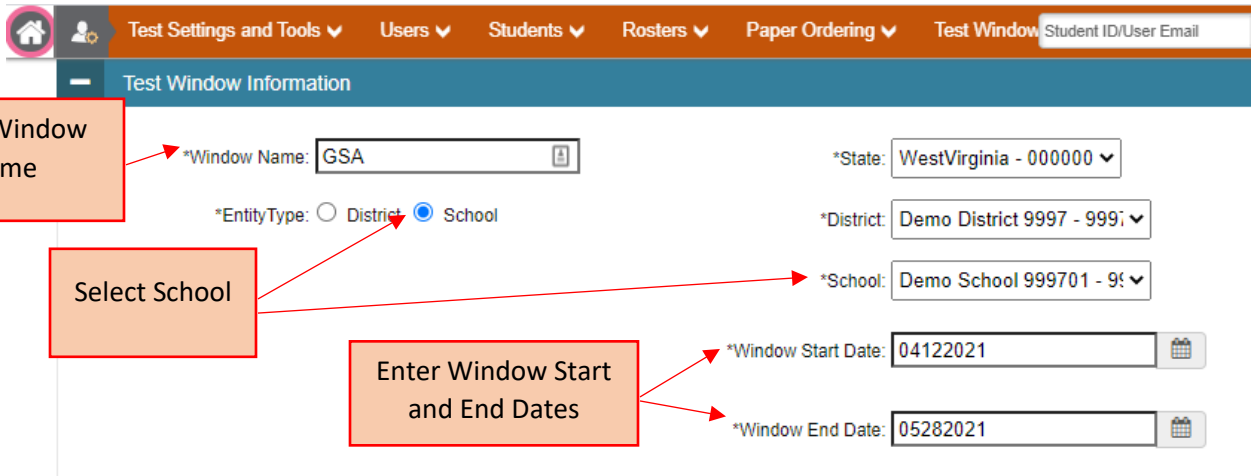
Callout: Select Continue

Adding the School WGSAs Test Window in TIDE

4. In the **Test Window Information** panel, enter a “Window Name” for your WGSAs Test Window (Example is GSA). Select the **School** button under the window name. On the right, select your district and school from the drop-down menus.


Note: When naming a test window, do not use any spacing or special characters. This will result in a “Invalid Test Window Name” message.

For WGSAs, select a **Window Start Date** and a **Window End Date** that match the District WGSAs Test Window. For example, the Demo District 9997 plans to open their GSA testing window on Monday April 12, 2021 and close on Friday May 28, 2021 so the School WGSAs Test Window dates below are Monday April 12, 2021 to Friday May 28, 2021.

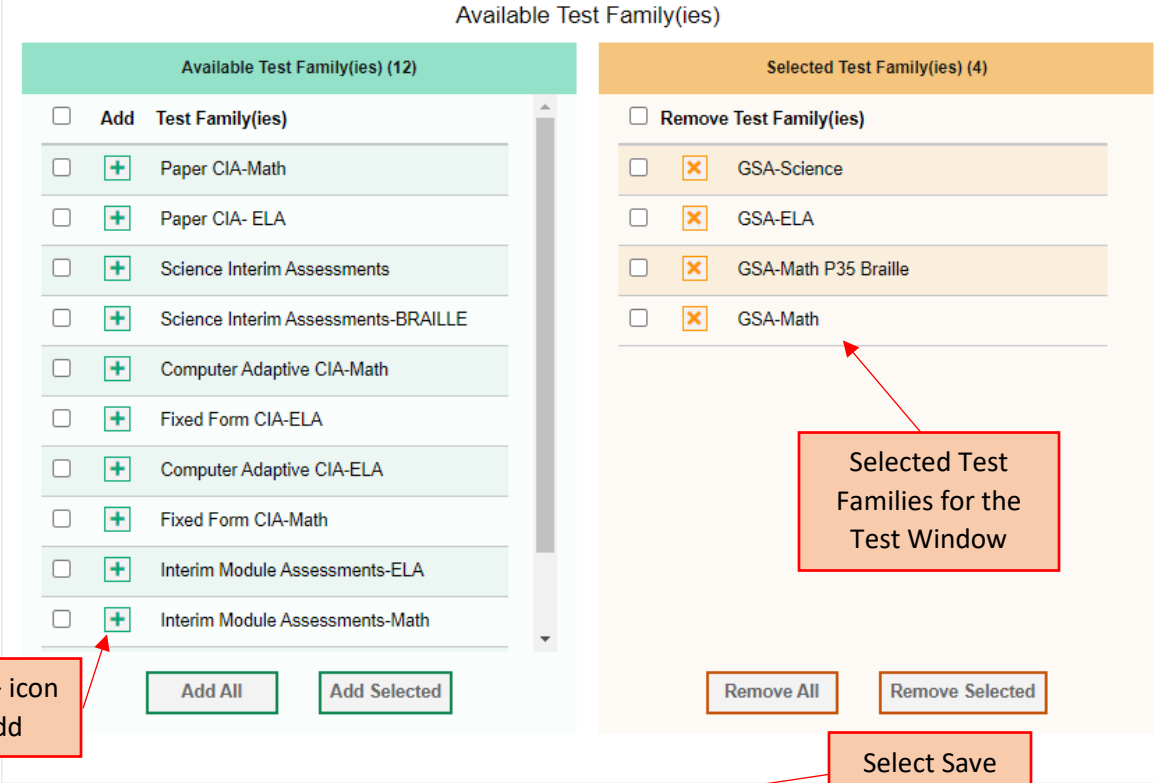


The screenshot shows the 'Test Window Information' form in the TIDE system. The form includes the following fields and annotations:

- *Window Name:** GSA (Annotated with 'Enter Window Name')
- *State:** WestVirginia - 000000
- *EntityType:** District (radio button), School (radio button, selected) (Annotated with 'Select School')
- *District:** Demo District 9997 - 9997
- *School:** Demo School 999701 - 999701 (Annotated with 'Select School')
- *Window Start Date:** 04122021 (Annotated with 'Enter Window Start and End Dates')
- *Window End Date:** 05282021 (Annotated with 'Enter Window Start and End Dates')

5. In the **Available Test Family(ies)** panel, select *all* content area test families (e.g., Math, ELA, Science) that you wish to add to the Test Window being created.
 - c. To add multiple test families at once, select the check box next to each test family then click **Add Selected**.
 - d. To add one test family at a time, click on the  for each test family you want to add.

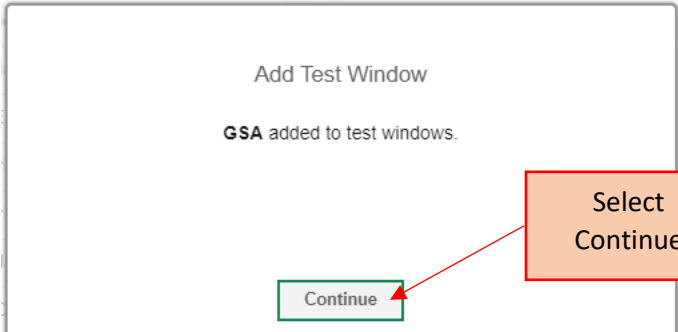
Note: There are 4 GSA tests that should be selected. The GSA- ELA includes Braille; however, the GSA-Math P35 Braille is a separate test family in the listing of GSA tests. See the screenshot below.



The screenshot shows the 'Available Test Family(ies)' interface. It is divided into two main panels: 'Available Test Family(ies) (12)' on the left and 'Selected Test Family(ies) (4)' on the right. The left panel lists 12 test families, each with a plus icon in a green box. The right panel lists 4 selected test families, each with a minus icon in an orange box. Below the panels are buttons for 'Add All', 'Add Selected', 'Remove All', and 'Remove Selected'. At the bottom are 'Save' and 'Cancel' buttons. Red callout boxes highlight the plus icon for adding, the 'Selected Test Families for the Test Window' list, and the 'Save' button.

6. Once **the Selected Test Family(ies)** panel contains all correct test families for the test window, click **Save**.

Once you save your Test Window, an **Add Test Window** pop-up appears displaying the name of the created Test Window. Select **Continue** to return to the **Add Test Windows** page where additional Test Windows may be created.



The screenshot shows the 'Add Test Window' pop-up dialog box. It contains the text 'Add Test Window' and 'GSA added to test windows.' Below the text is a 'Continue' button. A red callout box highlights the 'Continue' button.