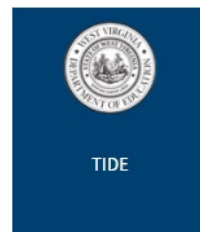


Quick Guide to View/Print Embedded Accommodations in Student Settings and Tools in TIDE

This quick guide provides directions for verifying embedded accommodations in TIDE prior to administering a test. Rather than searching for students one at a time in TIDE, the **All Student Settings and Tools** report lets educators verify **ALL** the students in a particular grade level at their school at one time.

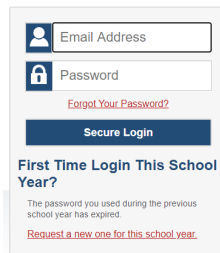
How to View Student Settings and Tools in TIDE

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

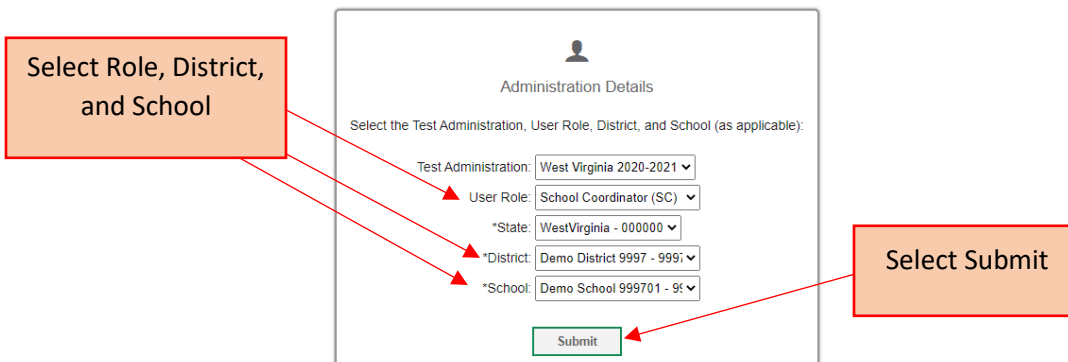


2. Enter your username and password and select **Secure Login**. If this is your first time logging in this school year, you will need to select **Request a new one for this school year** in order to reset your password. The TIDE site appears.

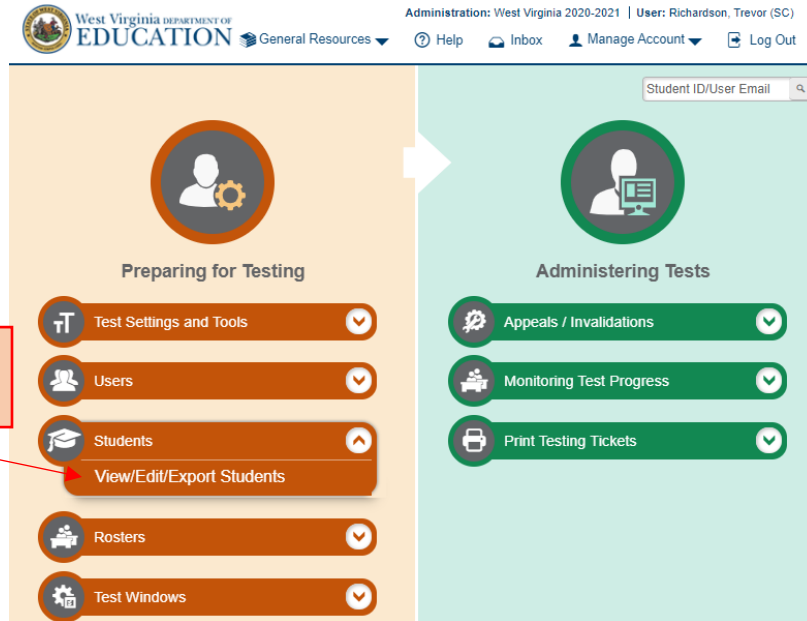
Login

A login form with the following elements: an "Email Address" input field with a person icon, a "Password" input field with a lock icon and a "Forgot Your Password?" link below it, a "Secure Login" button, and a section titled "First Time Login This School Year?" with a message: "The password you used during the previous school year has expired." and a "Request a new one for this school year" link.

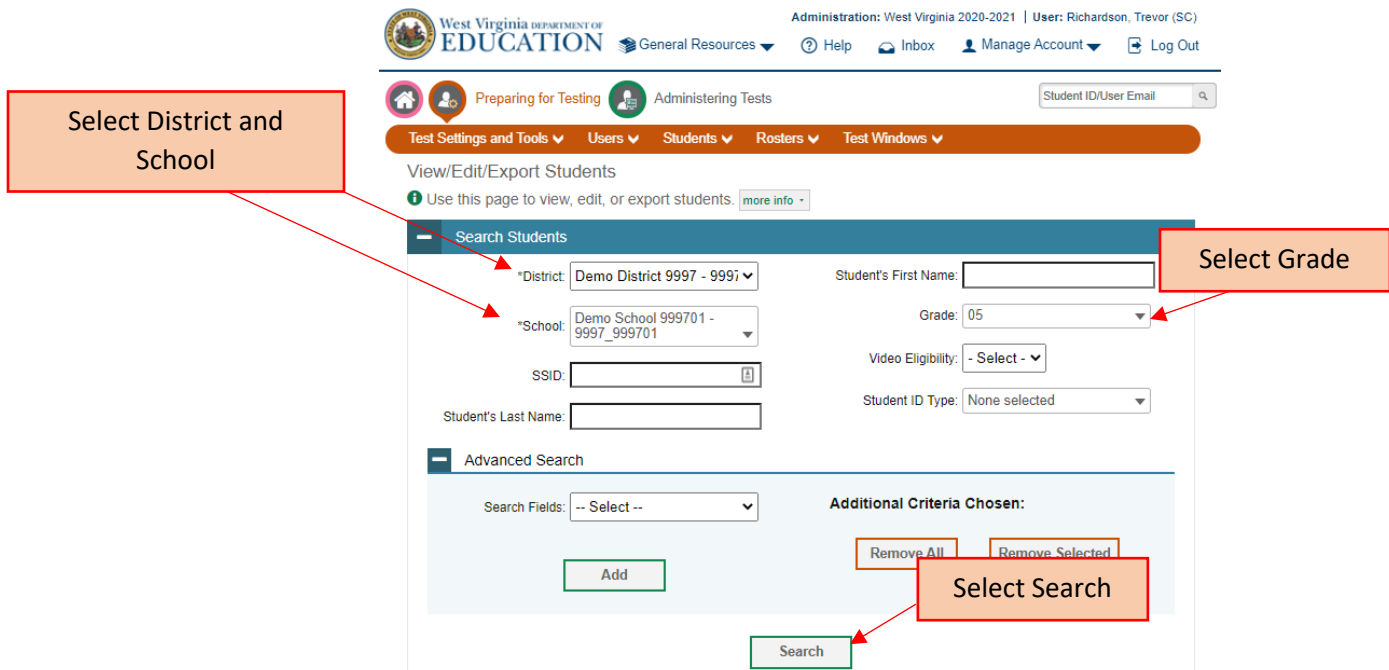
3. Select your **Role, District, and School**. Select **Submit**. The TIDE Dashboard appears.

A screenshot of the "Administration Details" form. It contains five dropdown menus: "Test Administration" (West Virginia 2020-2021), "User Role" (School Coordinator (SC)), "*State" (WestVirginia - 000000), "*District" (Demo District 9997 - 999), and "*School" (Demo School 999701 - 99). A "Submit" button is at the bottom. Two callout boxes with red arrows point to the form: "Select Role, District, and School" points to the dropdown menus, and "Select Submit" points to the Submit button.

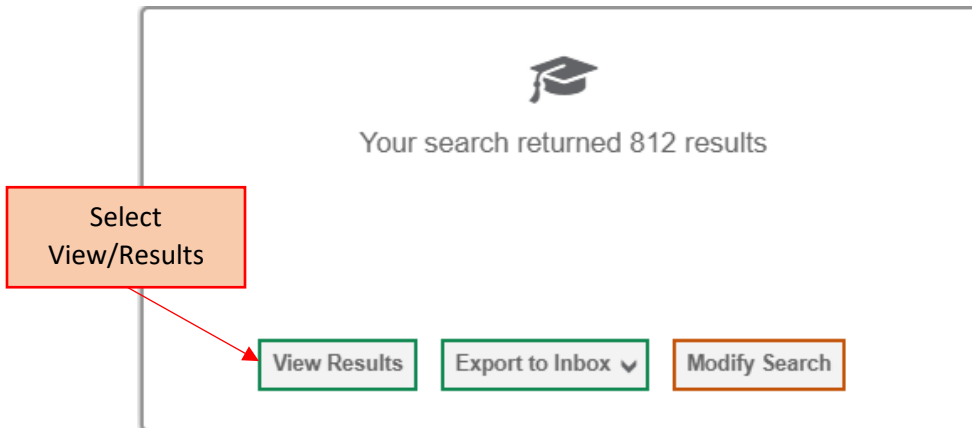
- On the TIDE Dashboard, select **Students** under Preparing for Testing. From the **Students** drop-down menu, select **View/Edit/Export Students**. The **View/Edit/Export Students** page appears.



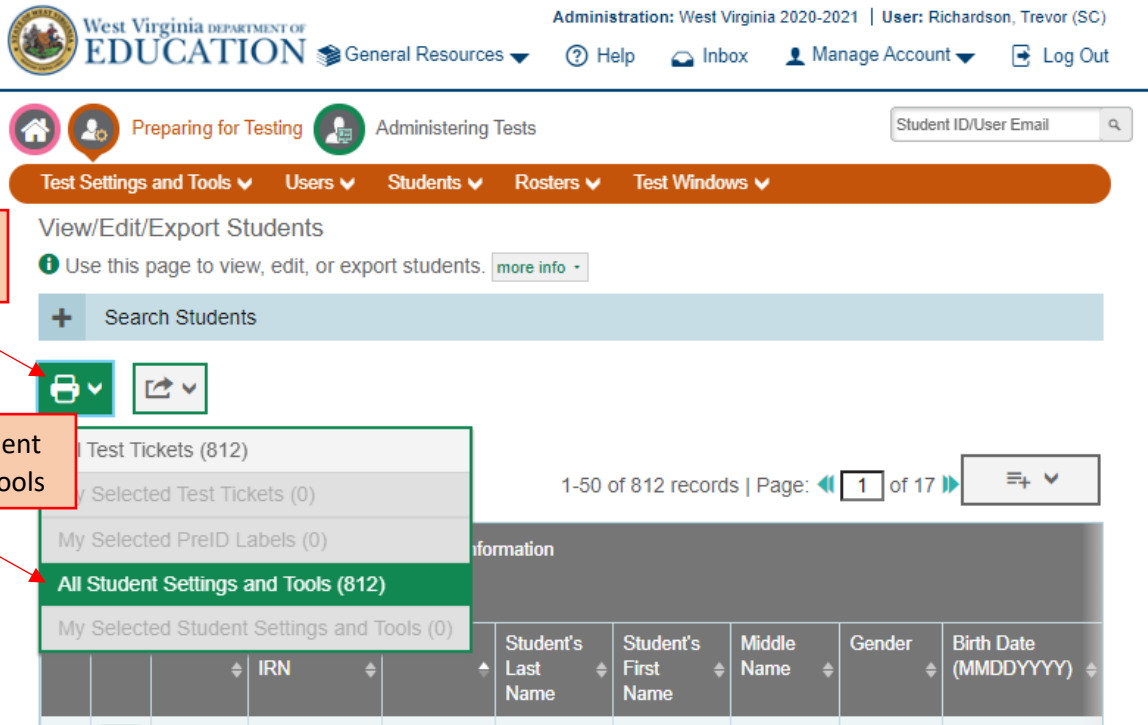
- On the View/Edit/Export Students page, select the **District** and **School** for which you are searching. Select the **Grade** of the students at your school that you wish to include in the report. You may leave the remaining fields blank. Select **Search**.



- In the pop-up window, select **View Results**. The list of students appears.



- On the **View/Edit/Export Students** page, select the printer icon. From the drop-down menu, select **All Student Settings and Tools**. A new browser tab will open with a Print Preview list of all students and their respective tools and settings.



West Virginia DEPARTMENT OF
EDUCATION

Administration: West Virginia 2020-2021 | User: Richardson, Trevor (SC)

General Resources Help Inbox Manage Account Log Out

Preparing for Testing Administering Tests

Student ID/User Email

Test Settings and Tools Users Students Rosters Test Windows

View/Edit/Export Students

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

+ Search Students

Test Tickets (812)

My Selected Test Tickets (0)

My Selected PreID Labels (0)

All Student Settings and Tools (812)

My Selected Student Settings and Tools (0)

1-50 of 812 records | Page: 1 of 17

| Student's Last Name | Student's First Name | Middle Name | Gender | Birth Date (MMDDYYYY) |
|---------------------|----------------------|-------------|--------|-----------------------|
|---------------------|----------------------|-------------|--------|-----------------------|

8. From the **Print Preview** tab, review the list of students online or print it.

Select Print

Print
Cancel

Administration: West Virginia 2020-2021 4/21/2021, 4:10:27 PM

Student Settings and Tools

| Student Name | Student ID | Enrolled Grade | School | District | Test Settings and Tools |
|--------------------|------------|----------------|----------------------------------|---------------------------|---|
| LINCOLN, ABRAHAM R | 123654789 | 05 | DEMO SCHOOL 999701 (9997_999701) | DEMO DISTRICT 9997 (9997) | <p><u>4. Science</u> P17 - Language Choice:Spanish Mouse Pointer:Large Green</p> <p><u>6. ELPA21 Summative</u> P38 - Color Choices:Black on Cream</p> |
| JACKSON, MICHAEL | 369874123 | 03 | DEMO SCHOOL 999701 (9997_999701) | DEMO DISTRICT 9997 (9997) | <p><u>1. ELA - Reading</u> P01 or P13 - Text-To-Speech:Instructions Passages and Items</p> <p><u>3. Mathematics</u> P38 - Color Choices:Reverse Contrast</p> <p><u>4. Science</u> Mouse Pointer:Large Green</p> |
| JOHN, JOHN | 444444444 | 09 | DEMO SCHOOL 999701 (9997_999701) | DEMO DISTRICT 9997 (9997) | <p><u>1. ELA - Reading</u> P17 - Language Choice:Braille</p> <p><u>2. ELA - Writing</u> P17 - Language Choice:Braille</p> <p><u>3. Mathematics</u> P17 - Language Choice:Braille</p> |

Review Test Settings and Tools

Print Options

Test Tickets

PreID Labels

✔

Student Settings and Tools