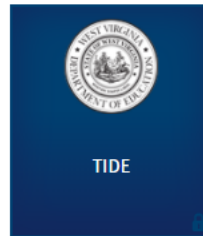
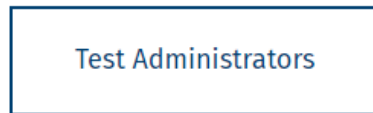


## How Principals Search for Students Not Tested in TIDE

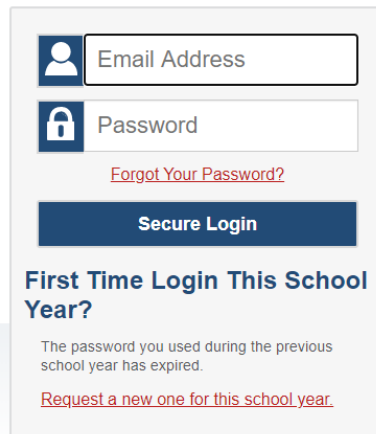
### How to Search for Students Not Tested in TIDE

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 a light gray background. It contains an "Email Address" field with a person icon, a "Password" field with a lock icon, a "Forgot Your Password?" link, a "Secure Login" button, and a "First Time Login This School Year?" section with a message about expired passwords and a "Request a new one for this school year" link.

Email Address

Password

[Forgot Your Password?](#)


Secure Login

**First Time Login This School Year?**

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)

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



### Administration Details

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

Test Administration:

User Role:


\*State:


\*District:

\*School:

4. Select **Monitoring Test Progress** from the TIDE Dashboard under **Administering Tests**. The Monitoring Test Progress drop-down menu appears.


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

[Help](#) [Inbox](#) [Manage Account](#) [Log Out](#)



### Preparing for Testing

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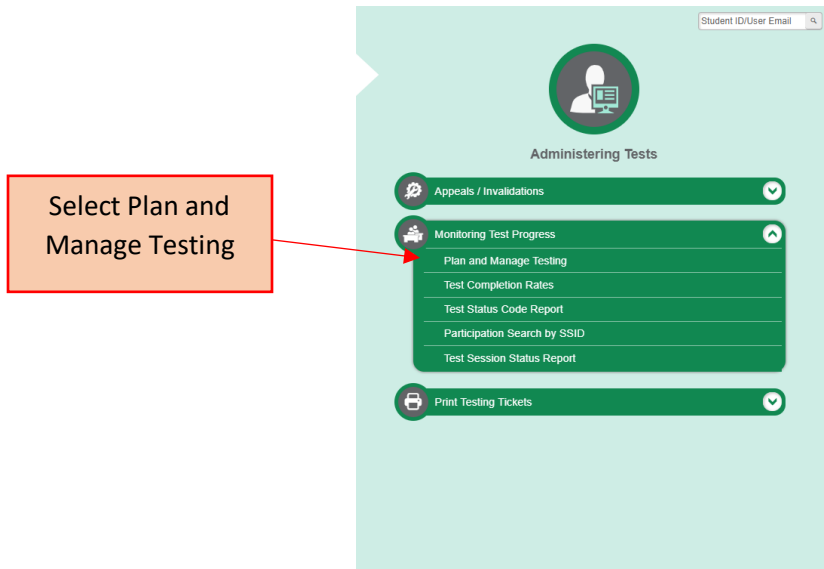


### Administering Tests

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Select Monitoring Test Progress

- Use the **Monitoring Test Progress** drop-down to search for students who have not been tested. To generate a report of students who have not been tested, select **Plan and Manage Testing** from the drop-down menu. The **Plan and Manage Testing** page appears.



- In the **Choose What** panel, select the Test and year for which you are searching for students who have not been tested. All tests under that “Test Instrument” will be selected. In the **Search Students** panel, select applicable district and school information.
  - Optional: You may narrow your search by grade, teacher, specific test, etc.

Plan and Manage Testing

*i* Use this page to view participation report. [more info](#)

Select your District and your School

Select the test and administration year.

**Choose What**

Test Instrument:  \*Test Name:

Administration:

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**Search Students**

\*District:  Student's First Name:

\*School:  Grade:

SSID:  Video Eligibility:

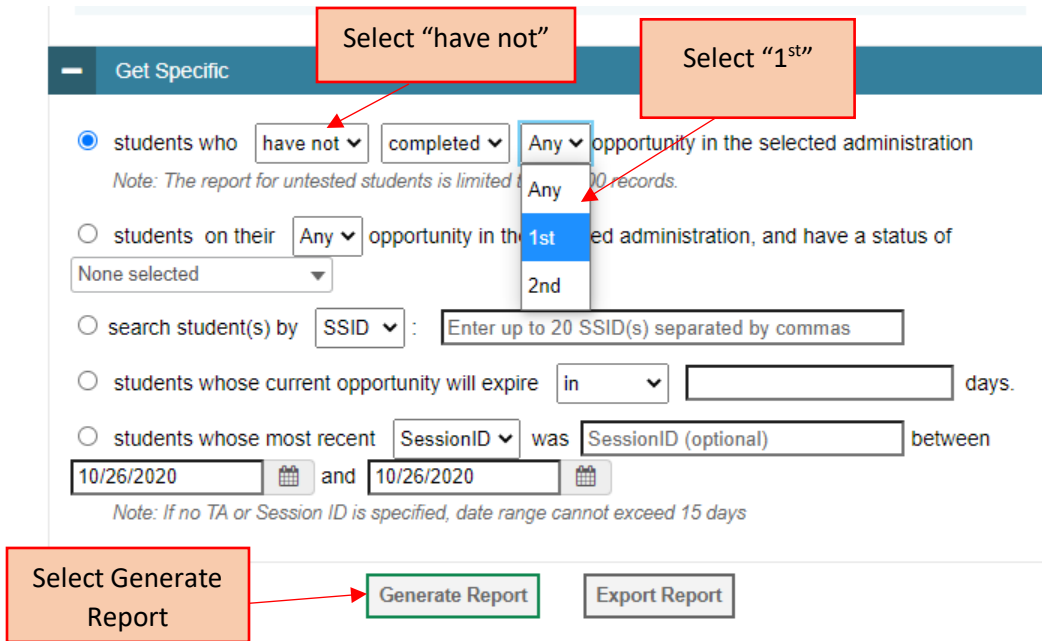
Student's Last Name:  Student ID Type:

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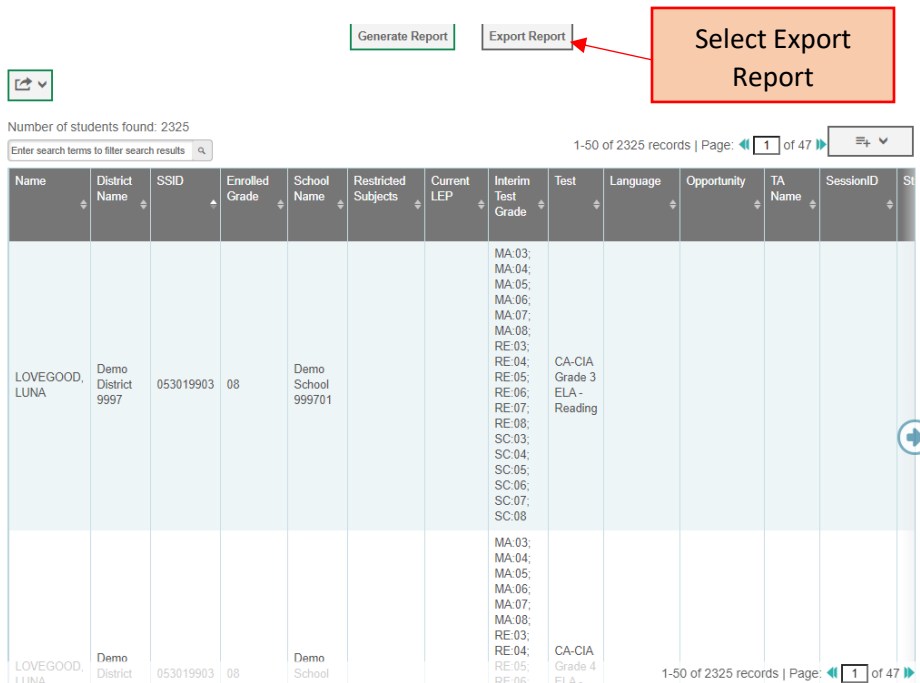
**Advanced Search**

Search Fields:  **Additional Criteria Chosen:**

- In the **Get Specific** panel the first line is automatically selected. Change the first drop down to “have not.” Change the third drop down to “1<sup>st</sup>”. Select **Generate Report**.  
\*If the third drop down says “Any”, and you generate a report, the report will include students who took a first opportunity but not a second opportunity.



- Select **Generate Report** to display students who have not tested based on the information entered. Select **Export Report** to create an excel file that contains the information on students who have not tested.



Name	District Name	SSID	Enrolled Grade	School Name	Restricted Subjects	Current LEP	Interim Test Grade	Test	Language	Opportunity	TA Name	SessionID	Student ID
LOVEGOOD, LUNA	Demo District 9997	053019903	08	Demo School 999701			MA:03; MA:04; MA:05; MA:06; MA:07; MA:08; RE:03; RE:04; RE:05; RE:06; RE:07; RE:08; SC:03; SC:04; SC:05; SC:06; SC:07; SC:08	CA-CIA Grade 3 ELA - Reading					
LOVEGOOD, LUNA	Demo District	053019903	08	Demo School			MA:03; MA:04; MA:05; MA:06; MA:07; MA:08; RE:03; RE:04; RE:05; RF:06	CA-CIA Grade 4 FIA -					