

Quick Start Guide

TIDE User Account Maintenance

This Quick Start Guide provides instructions for key tasks required for proper maintenance of the TIDE User accounts. For more complete information regarding the TIDE application, refer to the TIDE User Guide. This user guide and relevant quick start guides are located on the ND portal (<http://ndsa.portal.airast.org/resources/?section=5>).

This guide covers:

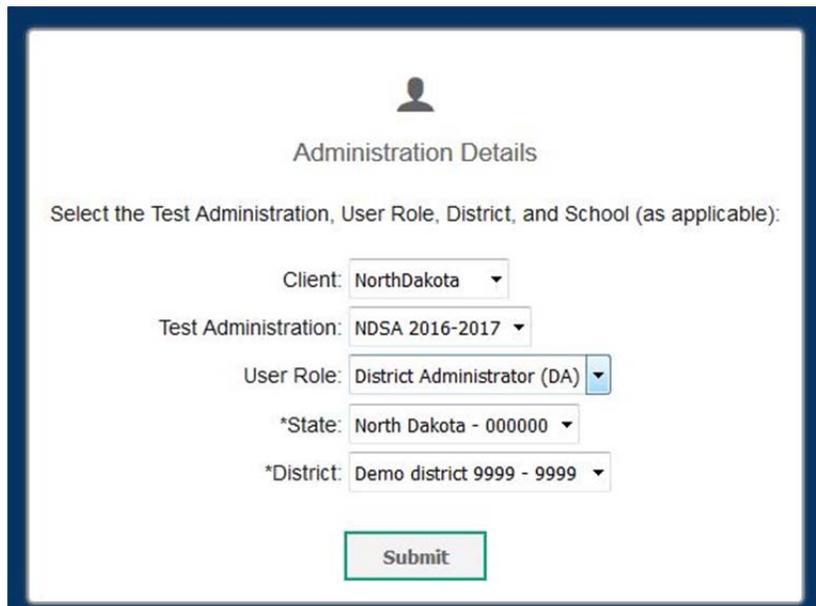
- Updating account information
- Resetting User accounts and activation emails

Key staff at each level of access, or role, should regularly review the active accounts within their entity (school or system) and verify that the user data remains current. This process will assist the school or system in maintaining the security and privacy of student data, as well as keep the system orderly and easy for you to maintain.

To begin, log into TIDE by clicking on the icon at the link below:
<http://ndsa.portal.airast.org/ndsa-smarter-assessment/>



Once logged in, a prompt will appear asking for a selection of role, district, and school if multiple options are available. Select the appropriate role and institution from the dropdowns.

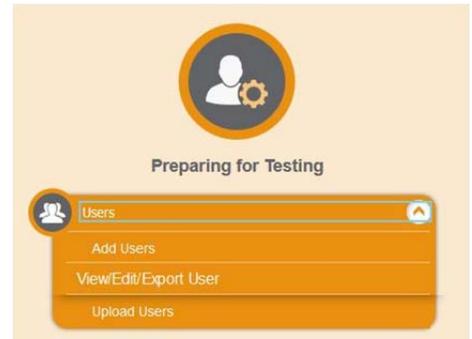


The screenshot shows a form titled "Administration Details" with a user icon at the top. Below the title, it says "Select the Test Administration, User Role, District, and School (as applicable):". The form contains several dropdown menus: "Client" (NorthDakota), "Test Administration" (NDSA 2016-2017), "User Role" (District Administrator (DA)), "*State" (North Dakota - 000000), and "*District" (Demo district 9999 - 9999). A "Submit" button is located at the bottom of the form.

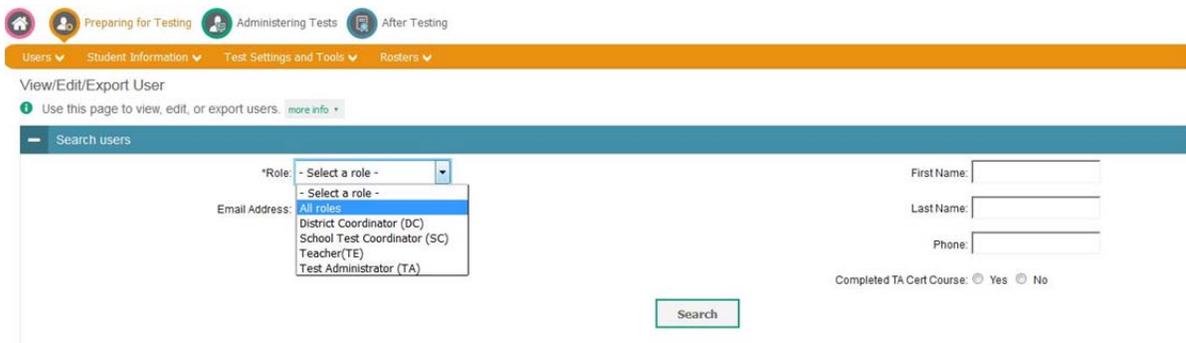
Reviewing User Accounts

Once logged in, go to the Users area from the Home page under the Preparing for Testing heading. First, existing users and roles in the system will need to be verified. After cleanup of existing users is complete, you can return to this screen to add new users.

Select View/Edit/Export User to search for, verify, and delete existing users.



In the View/Edit/Export User screen, you will be able to search for users by first name, last name, phone number, role, and email address. The most efficient way to search for and cleanup user accounts is to conduct a search by role. For example, to search for all accounts in your school or system, you can select “All roles” and click **Search**.



You may use the search options to narrow the search results by a specific attribute (i.e. Role= School Test Coordinator), and the export function will allow you to export those search results.

The roles can then be viewed on the screen or exported into a spreadsheet by selecting each or all with a checkmark and clicking the **Export** button at the top of the list.

Unneeded Roles and users can also be deleted by utilizing these check boxes.

View/Edit/Export User

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

Search users

Number of users found: 864

	✓	✗	Role	District	School	Email Address	First Name	Last Name	Phone	Completed TA Cert Course
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DC	9999-Demo district 9999		test3.test4@air.org	test3	test4		NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DC	9999-Demo district 9999	9999_9999-Demo Institution 99999999	test3.test4@air.org	test3	test4		NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DC	9999-Demo district 9999		nd-dc1@demo.user	DC	ND		NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DC	9999-Demo district 9999		produsem16@air.org	produsem32	produsem32		NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TE	9999-Demo district 9999	9999_9999-Demo Institution 99999999	produsem16@air.org	produsem32	produsem32		NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SC	9999-Demo district 9999	9999_9999-Demo Institution 99999999	produsem16@air.org	produsem32	produsem32		NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DC	9999-Demo district 9999		produsem6@air.org	produsem38	produsem38		NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TE	9999-Demo district 9999	9999_9999-Demo Institution 99999999	produsem6@air.org	produsem38	produsem38		NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TA	9999-Demo district 9999	9999_9999-Demo Institution 99999999	produsem6@air.org	produsem38	produsem38		NI

If a user is in the system but has the wrong role, add the user again with the correct role before deleting the user with the old role to prevent the user from receiving a duplicate DoNotReply email.

Roles that are deleted will automatically update any Rosters that the user was previously on.

Account Maintenance: Review/Verification

For each account,

1. Verify that users are current staff members.
 - a. If yes, continue to step 2.
 - b. If no, delete the account.
2. Verify that users are assigned to the correct role: **District Coordinator (DA or DC), School Coordinator (SC), Teacher (TE) or Test Administrator (TA)**.
 - a. If yes, leave as is.
 - b. If no, add the appropriate role for the user using the “Add Users” tab. And then delete the old role. *Please keep in mind that users may have multiple roles for multiple schools. To add multiple roles for one account, you must utilize the “Add Users” tab for each new role.*
 - c. If you have many new users to add, you may use the “Upload Users” option to upload an Excel Spreadsheet or CSV file.
3. Verify that the user’s correct, current email address is listed.
 - a. If the user’s email address is correct, leave as is.
 - b. If the user’s email address is incorrect, you must create a new account for the user with the updated email address and delete the old one.

Notifications - SYSTEM Password Reset for 2016-2017

On September 20, 2016, as part of the system roll-over for the new school year all user passwords were cleared. All users will need to complete the following steps in order to create a new password if you have not done so already.

1. From the portal, navigate to the TIDE login page.
2. On the TIDE login page, select the “Request a new one” link just below the First Time Login this School Year message.
3. Enter your appropriate district or school email address.
4. An email (from EMAIL-DoNotReply@airast.org) which contains a new, temporary password will be sent to the email address associated with the account.
5. Return to the TIDE login page to enter the username and the temporary password. Follow the on-screen prompts to create a new password. *Users carried over from last year will be able to set their account with their old password, if preferred.*

All user accounts which had access in 2015-2016 will continue to have access this year, although users are required to reset their password. If a user should no longer have an account you should follow the process above for deleting an account to remove their system access.

New for this year

- The student section of TIDE will not be available until DPI loads an initial enrollment file on December 15, 2016. This initial student upload will include all student demographic and enrollment information from STARS as well as the most up-to-date IEP and accommodations status from TieNet.
- After the initial upload on December 15, 2016, DPI will be providing a periodic refresh of the student demographic information exported from STARS. These periodic updates will overwrite only student demographics information in TIDE, and **will not impact any test settings or accommodations previously entered into student TIDE records**. The periodic updates will move student records between schools and districts as necessary and without altering test setting information.
- In order to ensure that changes to student demographics remain current, be sure to maintain accurate enrollment records in STARS in addition to any updates you might make in TIDE. Test settings and accommodations will not be loaded again after the initial upload in December. Schools and districts will be responsible for adding and updating IEP information and accommodations for students in TIDE after the upload.
- All students will need to be loaded into TIDE, including those taking the paper pencil version of the assessment and those taking the DLM Alternate Assessment.
- Users will no longer have permissions to delete students from the system. Any enrolled student who does not participate in the NDSA Smarter Balanced assessment will need to be identified in the special codes field. Special codes represent a comprehensive set of reasons why a student might not participate in the NDSA Smarter Balanced assessment, such as sickness, parent refusal, or if the student is taking the DLM Alternate Assessment.

Ongoing review of the TIDE user accounts is strongly recommended to maintain proper security of student information. Please contact the NDSA Service Center if you have additional questions, or need assistance.