

Math (Spanish) Quick Guide

Student Settings and Test Administration

This Quick Guide provides a brief overview of the steps for updating test settings for Math (Spanish) and administering a Math (Spanish) test.

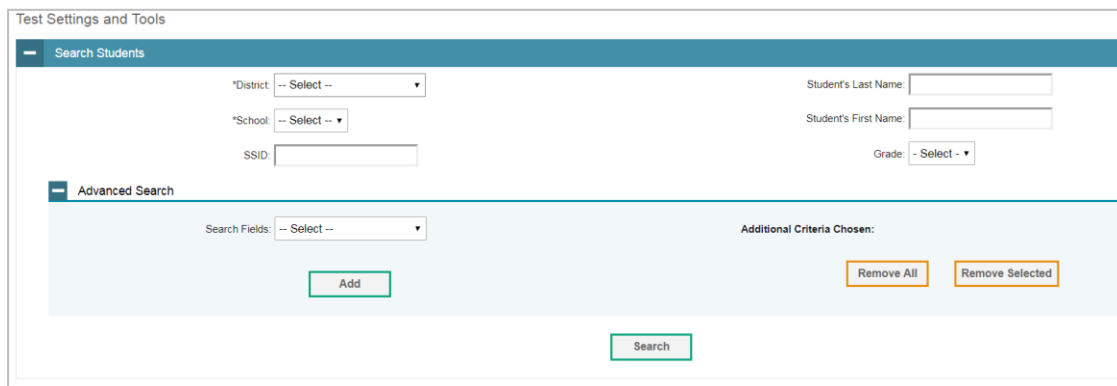
TIDE: Updating Test Settings for Math (Spanish)

Logging in to TIDE

1. Open your web browser and navigate to the NDSA portal at <https://ndsa.portal.airast.org>.
2. Click the **NDSA Assessment** card
3. Click the **TIDE** card. The **Login** page appears.
4. Enter your email address and password.
5. After you enter your name and password, selected your role and institution from the drop-down menu. Click **Secure Login**. The TIDE dashboard appears.

Test Settings – Braille

1. On the dashboard, open **Test Settings and Tools**.
2. Click **Test Settings and Tools**.
3. In Search Students select and enter the specific information to search the student.



The screenshot shows the 'Test Settings and Tools' interface. It features a 'Search Students' section with the following fields: '*District' (dropdown menu), '*School' (dropdown menu), 'SSID' (text input), 'Student's Last Name' (text input), 'Student's First Name' (text input), and 'Grade' (dropdown menu). Below this is an 'Advanced Search' section with a 'Search Fields' dropdown menu and an 'Add' button. To the right of the 'Advanced Search' section are 'Additional Criteria Chosen:' and two buttons: 'Remove All' and 'Remove Selected'. At the bottom center of the interface is a 'Search' button.

4. Select **Search**.
5. Select the correct student from the results page
6. A screen will appear to **View/Edit Student** settings.
7. Select **Presentation**
8. From **Language** under Math select **Spanish**.

View/Edit Student: demo demo

Use this form to modify a student's test settings. [more info](#)

Save Cancel

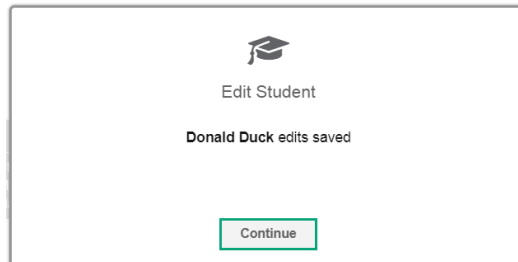
- + Student Demographics
- + Race and Ethnicity
- + Student Participation
- Presentation

Presentation	ELA	Mathematics
American Sign Language	Show ASL videos	Show ASL videos
Language	English	Spanish

- + Literacy Assistance Tools
- + Integration with Assistive Technology
- + Visual Assistance Tools
- + Concentration Assistance Tools
- + General Testing Tools

Save Cancel

9. Select **Save**.



Math (Spanish) Test Administration

TA Interface: Login and Test Setup

1. Navigate to the NDSA Portal (www.ndsa.portal.airst.org).

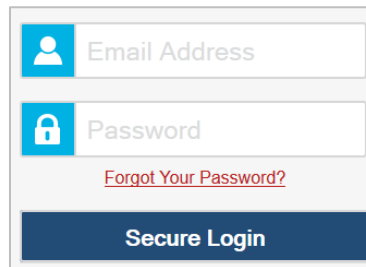


2. Select NDSA Assessment.

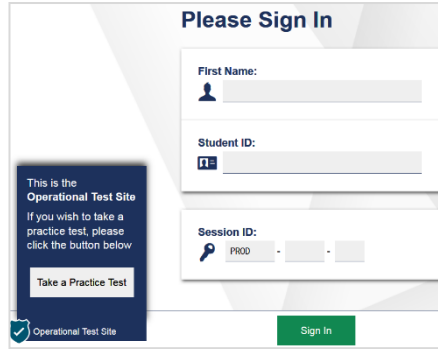
3. To administer the operational Test Administration, click **Test Administration**.



4. The login page appears. Enter your email address and password.

A login form with two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the fields is a link "Forgot Your Password?" and a "Secure Login" button.

5. Click **Secure Login**. The selected TA Site appears.
 - a. If the **Enter Code** page appears, an email containing an authentication code is sent to your address. Enter the emailed code and click **Submit**.
 - b. **Note: You** must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.



Please Sign In

First Name:

Student ID:

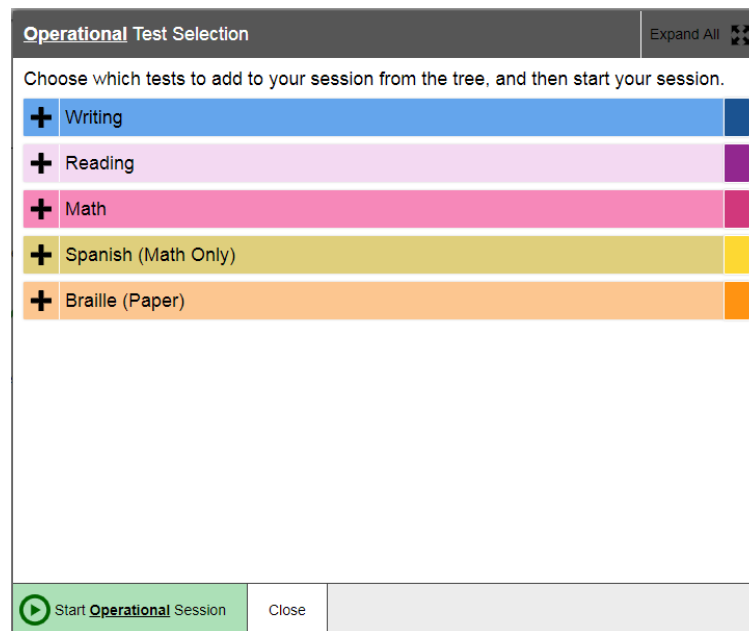
Session ID: PROCD - -

Take a Practice Test

Operational Test Site

Sign In

6. Start a test session.
 - a. In the **Test Selection** window, select the **Spanish (Math Only)** tests to administer.



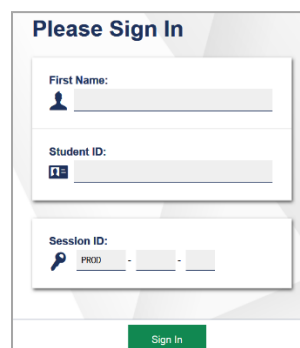
Operational Test Selection Expand All

Choose which tests to add to your session from the tree, and then start your session.

- + Writing
- + Reading
- + Math
- + Spanish (Math Only)
- + Braille (Paper)

Start **Operational** Session Close

- b. Click **Start Session**. The Session ID appears at the top of the page.
7. Provide the Session ID to the students signing in to your test session.
8. Have students sign in to the Student Testing Site using their first name, SSID, and the Session ID.



Please Sign In


First Name:


Student ID:

Session ID: PROCD - -

Sign In

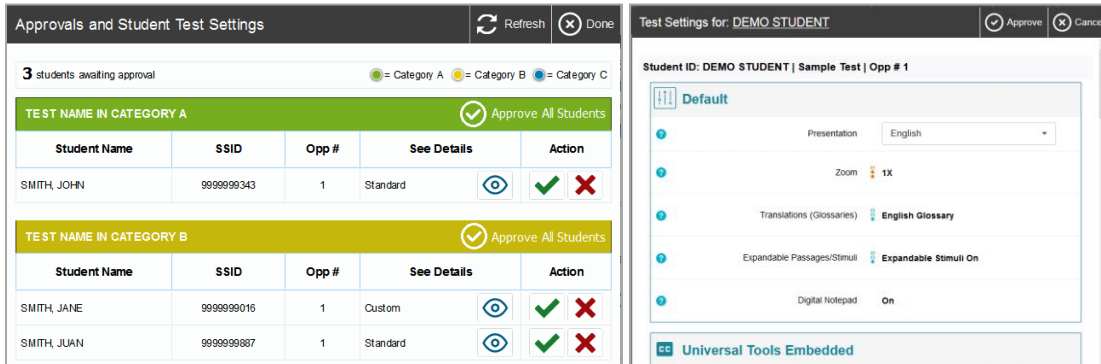
9. Approve students for testing. When students select the Math (Spanish) test, the **Approvals** box in the upper-right corner of the TA Interface shows notifications. Click **Approvals** to view the list of students awaiting approval.

a. To review and update a student's test settings and accommodations, click  in that student's row.

b. To approve an individual student for testing, click .

c. To deny a student for testing, click  and enter the reason in the box.




To approve all students for a given test or segment, click **Approve All Students** for that test or segment.









Approvals and Student Test Settings Refresh Done

3 students awaiting approval ● = Category A ● = Category B ● = Category C

TEST NAME IN CATEGORY A Approve All Students

Student Name	SSID	Opp #	See Details	Action
SMITH, JOHN	9999999343	1	Standard	  

TEST NAME IN CATEGORY B Approve All Students

Student Name	SSID	Opp #	See Details	Action
SMITH, JANE	9999999016	1	Custom	  
SMITH, JUAN	9999999887	1	Standard	  

Test Settings for DEMO STUDENT Approve Cancel

Student ID: DEMO STUDENT | Sample Test | Opp # 1

Default

- Presentation: English
- Zoom: 1X
- Translations (Glossaries): English Glossary
- Expandable Passages/Stimuli: Expandable Stimuli On
- Digital Notepad: On

Universal Tools Embedded