



Spanish Language and Glossary Quick Guide: Student Settings and Test Administration

The purpose of this Spanish Quick Guide is to provide an overview on how to update student test settings in TIDE and how to administer an assessment for students taking the test in Spanish or using the Spanish glossary tool. The Spanish language option is available for the Math and Science assessments. The Spanish glossary is available for ELA, Math, and Science assessments. These tools do not need to be used together; they can be set independently for students based on their needs.

Quick Guide Sections

This quick guide includes the following sections:

- **Selecting Spanish Tests for Test Administration**
- **Spanish Options for the NDSA Spring 2020**
- **Updating Student Test Settings in TIDE**
 - **Update Student Test Setting to Spanish Language**
 - **Updating Student Test Setting to Spanish Glossary**
- **Selecting Spanish Tests for Test Administration**

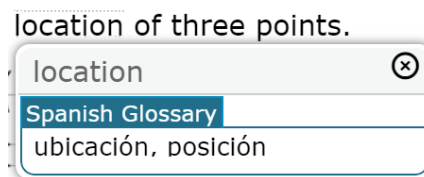
Spanish Options for the NDSA Spring 2020

Spanish Language (Math and Science)

- Spanish language is an option on Math and Science assessments only.
- Spanish Toggle is a new way of presenting translated content this year; it allows students to toggle their screen between English and Spanish.
- The Spanish language setting for Math and Science must be updated in TIDE prior to administration of the assessments.

Spanish Glossary (All Subjects)

- English and Spanish glossaries are new tools on the NDSA in Spring 2020. Select words in test questions will have light gray lines above and below which indicate the student can click on the word to bring up the glossary. Below are examples of the English glossary (left) and the Spanish glossary (right).



- The English glossary is offered as a universal tool on the Reading, Writing, Math, and



Science assessments.

- The Spanish glossary is offered as a designated support on the Reading, Writing, Math, and Science assessments.
- Spanish glossary must be selected in TIDE prior to administration of the assessment.

Updating Student Test Settings in TIDE

Log into TIDE

1. Navigate to the NDSA Portal (<https://ndsa.portal.airast.org>).
2. Select the **NDSA Assessment** card (see [Figure 1](#)).
3. Select the **TIDE** card (see [Figure 2](#)).

Figure 1. NDSA Assessment Card



Figure 2. TIDE Card



4. On the **Login** page (see [Figure 3](#)), enter the email address and password you use to access all AIR systems.

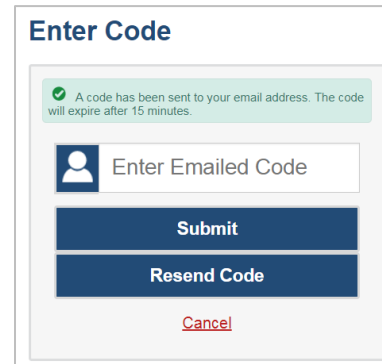
Figure 3. Login Page

A login form with a white background. It contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link "Forgot Your Password?". A blue button labeled "Secure Login" is positioned below the links. Underneath the button, the text "First Time Login This School Year?" is displayed in blue. Below this text, a message states "The password you used during the previous school year has expired." followed by a red link "Request a new one for this school year."

5. Select **Secure Login**.

- a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 4](#)) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.
 - i. In the Enter Emailed Code field, enter the emailed code. If the code has expired, Select **Resend Code** to request a new code.
 - ii. Click **Submit**.

Figure 4. Enter Code

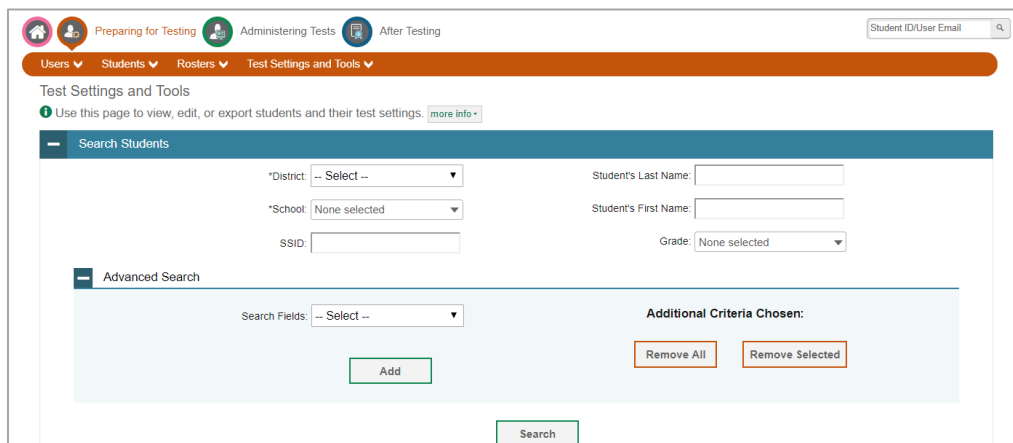


Update Student Test Setting to Spanish Language

This section explains how to view and edit a student’s test settings for Spanish language in TIDE. A student’s language settings must be updated TIDE *prior to testing* if they will be administered the Spanish test. Spanish language is **only** available on Math and Science assessments.

1. From the task menu on the TIDE dashboard, select **Test Settings and Tools**. The **Test Settings and Tools** page appears.

Figure 5. Test Settings and Tools



2. In Search Students select and enter the specific information to search the student.
3. Select **Search**.



4. Select **View Results**.
5. Select the correct student from the results page by clicking the pencil image on the left.
6. A screen will appear to **View/Edit Student** settings (see [Figure 6](#)).
7. Select **Presentation** and update the **Language** dropdown to **Spanish** for the desired subjects (Math and/or Science).

Figure 6. View/Edit Student

Presentation	ELA	Mathematics	Science
American Sign Language ?	Do not show ASL videos	⊗	⊗
Language ?	English	Spanish	Spanish

8. Select **Save**

Updating Student Test Setting to Spanish Glossary

This section explains how to view and edit a student’s test settings for Spanish Glossary in TIDE. A student’s glossary settings must be updated in TIDE *prior to testing* if the Spanish glossary is needed. Spanish glossary is available as a designated support on the Reading, Writing, Math, and Science assessments.

1. From the task menu on the TIDE dashboard, select **Test Settings and Tools**. The **Test Settings and Tools** page appears.

Figure 7. Test Settings and Tools

Preparing for Testing | Administering Tests | After Testing | Student ID/User Email

Users | Students | Rosters | Test Settings and Tools

Test Settings and Tools

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

Search Students

*District: -- Select -- | Student's Last Name:

*School: None selected | Student's First Name:

SSID: | Grade: None selected

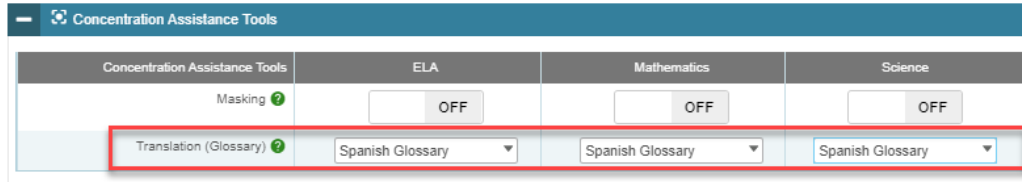
Advanced Search

Search Fields: -- Select -- | Additional Criteria Chosen:

2. In Search Students select and enter the specific information to search the student.
3. Select **Search**.
4. Select **View Results**.
5. Select the correct student from the results page.
6. A screen will appear to **View/Edit Student** settings.
7. Select **Concentration Assistance Tools** and update **Translation (Glossary)** to **Spanish**

Glossary for the desired subjects (ELA, Math, and/or Science).

Figure 8. View/Edit Student



8. Select **Save**.

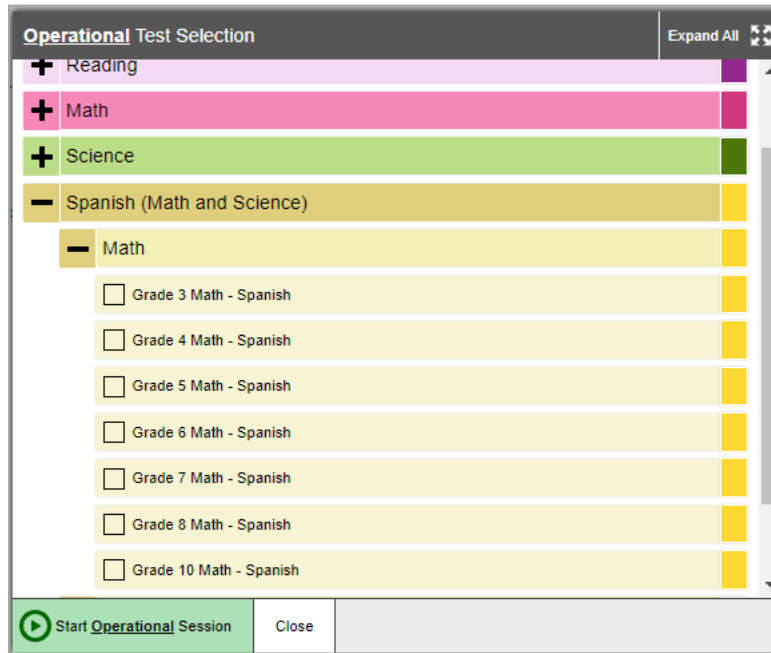
Selecting Spanish Tests for Test Administration

The Test Administrator will must select the appropriate Spanish Test from the TA selection tree in order to administer the test in Spanish Language. Detailed information on test administration can be found in the *Test Administrator User Guide* on the North Dakota State Assessment portal.

Selecting a Math Assessment in Spanish

In the **Test Selection** window select **Spanish (Math and Science)** (see [Figure 9](#)), then click **Math** and the appropriate grade from the drop down to administer.

Figure 9. Test Selection Window (Selecting a Math Spanish language test)

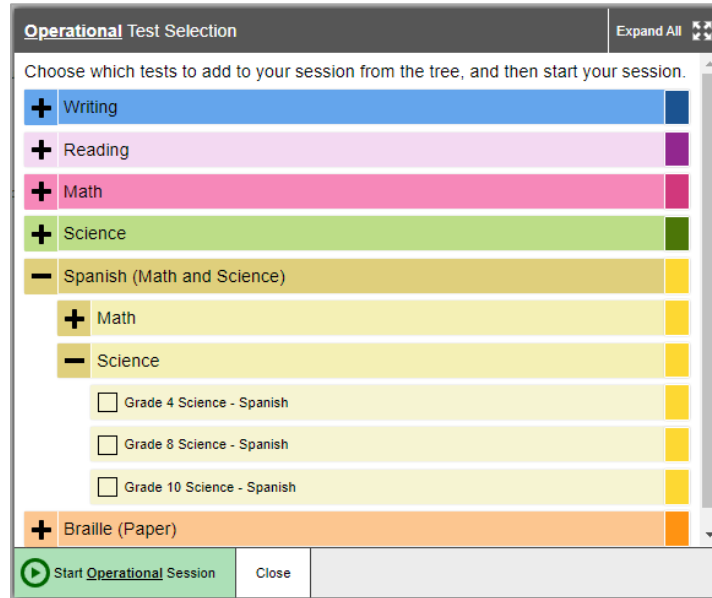




Selecting a Science Assessment in Spanish

In the **Test Selection** window select **Spanish (Math and Science)** (see [Figure 10](#)), then click **Science** and the appropriate grade from the drop down to administer

Figure 10. Test Selection Window (Selecting a Science Spanish language test)



6. Select **Start Operational Session**. The Session ID appears at the top of the page.
7. Provide the Session ID to the students sign into your test session.