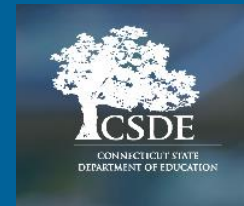


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# TIDE Walkthrough for Connecticut SAT School Day

February 10, 2022



# Attendee Reminders



- Thanks for attending!
- Please use the question box to submit questions.
- This session is being recorded.
  - It will be posted on the CSDE SAT School Day webpage.

# Attendee Reminders



- Contact information:
  - Michelle Rosado
    - Phone: 860-713-6748
    - Email: michelle.rosado@ct.gov
  - Deirdre Ducharme
    - Phone: 860-713-6859
    - Email: deirdre.ducharme@ct.gov
  - College Board
    - Phone: 855-373-6387
    - Email: SATSchoolDay@collegeboard.org

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# CSDE Reminders

A blue-tinted photograph of three students working together on a project. They are focused on a task, possibly related to engineering or computer science, as they work with a complex assembly of components. The background is slightly blurred, emphasizing the students' concentration.

# Test Dates

## Connecticut SAT School Day – Spring 2022

Primary test dates-  
Students who are absent can use the test  
dates in March to do make-ups.

March 23-25  
March 29-30

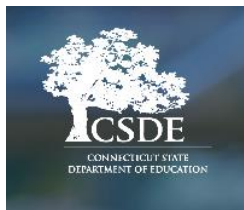
Accommodated testing window:  
March 23-April 5

Makeup test dates

April 26-28

# Digital Testing Events/ Resources

- CSDE SAT School Day Website
- Manuals
  - [Coordinator Manual](#)
  - [Standard Testing Room Manual](#)
  - [Accommodated Testing Manual](#)
- Digital Testing Quick Start Guide
- TIDE User Guide
- TA User Guide



Event	Dates
<a href="#">Enter Accommodations in College Board's SSD online</a>	November 29, 2021-February 2, 2022 - Students with IEP and 504 Plan January 10– February 2, 2022– EL students with Time and One-Half Late Window- February 11, 2022
CSDE sends PSIS file bulk upload to College Board's TIDE	January 14, February 4, February 18, March 18, March 25, April 22 and 26, 2022
SSD Coordinators and/or Test Coordinators for schools set test settings for approved accommodations into College Board's TIDE	February 7, 2022- two weeks before test date
Test related materials such as manuals, student guides, etc., arrive in schools	February 15-17, 2022
Nonstandard Administration Report (NAR) available in SSD	February 16, 2022
Connecticut SAT School Day (Digital Administration)	March 23-25 and 29-30, 2022 Make-up Window: April 26-28, 2022 Schools can use all dates to test students. Students who are absent can use the test dates in March to do make-ups. All students do not need to be tested on the same day. Schools do not need to inform the CSDE which date or dates have been selected for testing.

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## Communication

### **CSDE Student Assessment Newsletter**

Sent to the District Administrator (DA) identified with the TIDE DA user role, as well as the secondary contact. Connecticut SAT Test Coordinators and English Learner Assessment Coordinators also receive a copy; additionally, anyone can subscribe. Current and archived editions are posted can be accessed [here](#) or by visiting the [CT Portal](#).

### **CSDE Connecticut SAT Web Site**

[Connecticut SAT School Day--Related Resources](#)

### **College Board Web Site**

<https://digitaltesting.collegeboard.org/>

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# Participation

- Health and safety is the **number one priority.**
- CSDE remains committed to administering the state assessments in 2021-22.
- **All Grade 11 students need to be tested** including:
  - Students in Private Approved Facilities;
  - Students in [PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities](#); and
  - Students with disabilities and/or English learners.



## Student Registration in TIDE

- The CSDE submits multiple files to the College Board (CB).
- All Grade 11 students in PSIS registration as of April 26, 2022, will be registered by the CSDE through a bulk registration process and will be listed in CB's TIDE.
- Please make sure your district's PSIS Coordinator maintains an updated list of Grade 11 students.

CSDE Sends PSIS File Bulk  
Upload to College Board's  
TIDE

January 14, February 4, February 18, March 18, March  
25, April 22 and 26, 2022

Testing Demographics  
SPED, FRL, EL, Military  
Family, and Homeless  
values were loaded in  
November 2021.

The values for Recently  
Arrived EL and Section  
504 were not pulled from  
Freeze Zero. These must  
be set in the PSIS  
Registration Module.

Student demographic  
values will be saved, and  
the fields locked in PSIS  
on June 3, 2022. All  
changes to a student's  
status at the time of  
testing must be made by  
June 3, 2022.

Students who are  
repeaters should be  
tested.

Student's grade in PSIS is  
that grade in which the  
test is given.

Grade 11 "skippers" are  
not tested.

## TIDE/PSIS Data

# Test Administration Practice

School staff can use CAI's practice site to simulate test day and get hands-on experience administering the digital tests in the SAT Suite of Assessments.

- View the [interactive proctor simulation](#) to learn how to administer the test with the TA Interface.
- Use the [TA Interface Practice Site](#) with the [Student Digital Test Preview](#) for a more hands-on, realistic experience starting a test session and monitoring student testing.
- We recommend schools plan to incorporate this exercise into their staff training.
- Detailed instructions on when and how to practice a test administration, including a resource guide, are available on the [digital testing portal](#).



# Training

The CSDE sent an email notification to all test coordinators on February 9, 2022, with instructions for online training. The test coordinator must complete all required training courses prior to test day and will be able to share training with staff who will be supporting the test administration. You must select March 23 as the test date to access the training regardless of which March date you plan to test.

Digital Coordinator  
Training

TIDE Training

Digital Proctor  
Training

Coordinator Training  
*(for paper and pencil  
testing/large print/braille  
test, if applicable)*

# Training

Test Coordinators and Proctors must access online training modules through a College Board professional account.

CollegeBoard

Welcome [Adrienne Kupper](#) | [Sign out](#) | [Help](#)

## My College Board Professional Account

### My Tools And Services

Tool or Service	My Role	Expires* <a href="#">?</a>	Manage Access
<a href="#">AP® Teacher Community</a>	N/A	N/A	
<a href="#">K-12 Assessment Reporting</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">Test Ordering</a>	TOS PA	31-Dec-2022	<a href="#">edit</a>
<a href="#">Managing Access to support K-12 Assessment Reporting</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">Membership Community</a>	N/A	N/A	
<a href="#">Pre-AP Ordering</a>	N/A	N/A	
<a href="#">Speaker Consultant Portal</a>	N/A	N/A	
<a href="#">Test Administration Training for the SAT Suite of Assessments</a>	N/A	N/A	

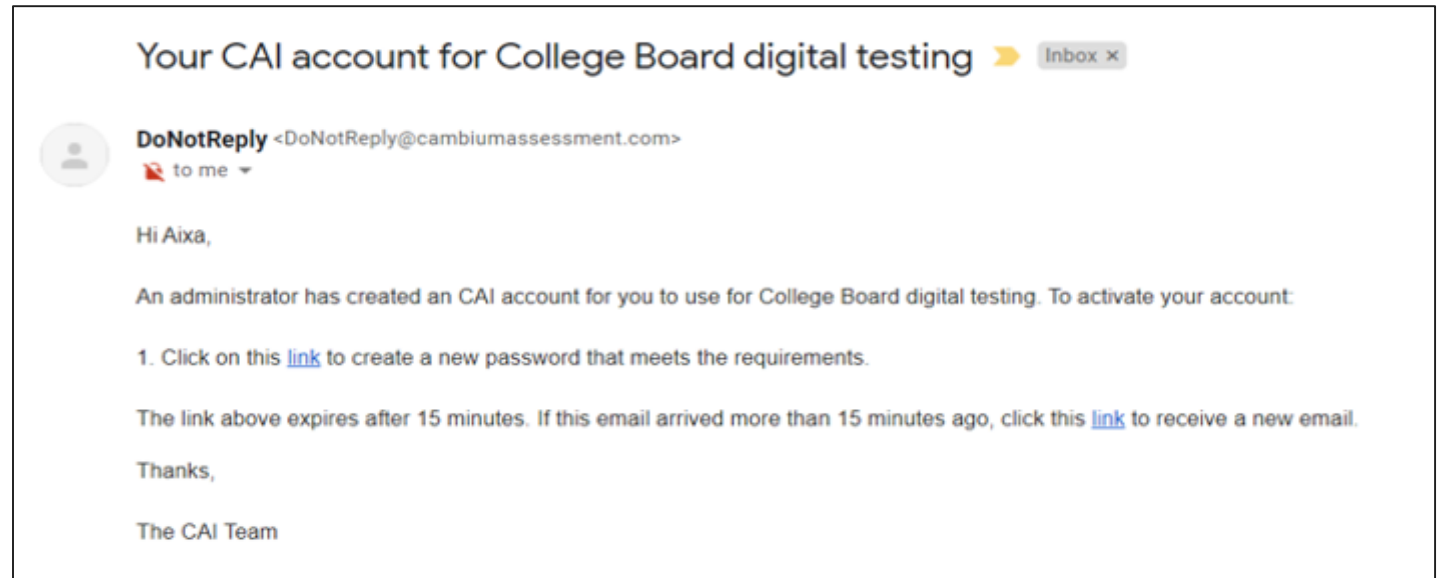
### Other Tools

We offer an array of tools and services to support your work in education. See the [College Board Professional website](#) for more information.

# TIDE Process Flow

**Access to TIDE:** SAT test coordinators received access to TIDE on **February 7<sup>th</sup>**.

- Email notification from DoNotReply@cambiumassessment.com
- Note - Login information for College Board's TIDE, will be different than login information for other CSDE assessments that use CAI.
- <https://cb.tide.cambiumast.com/>



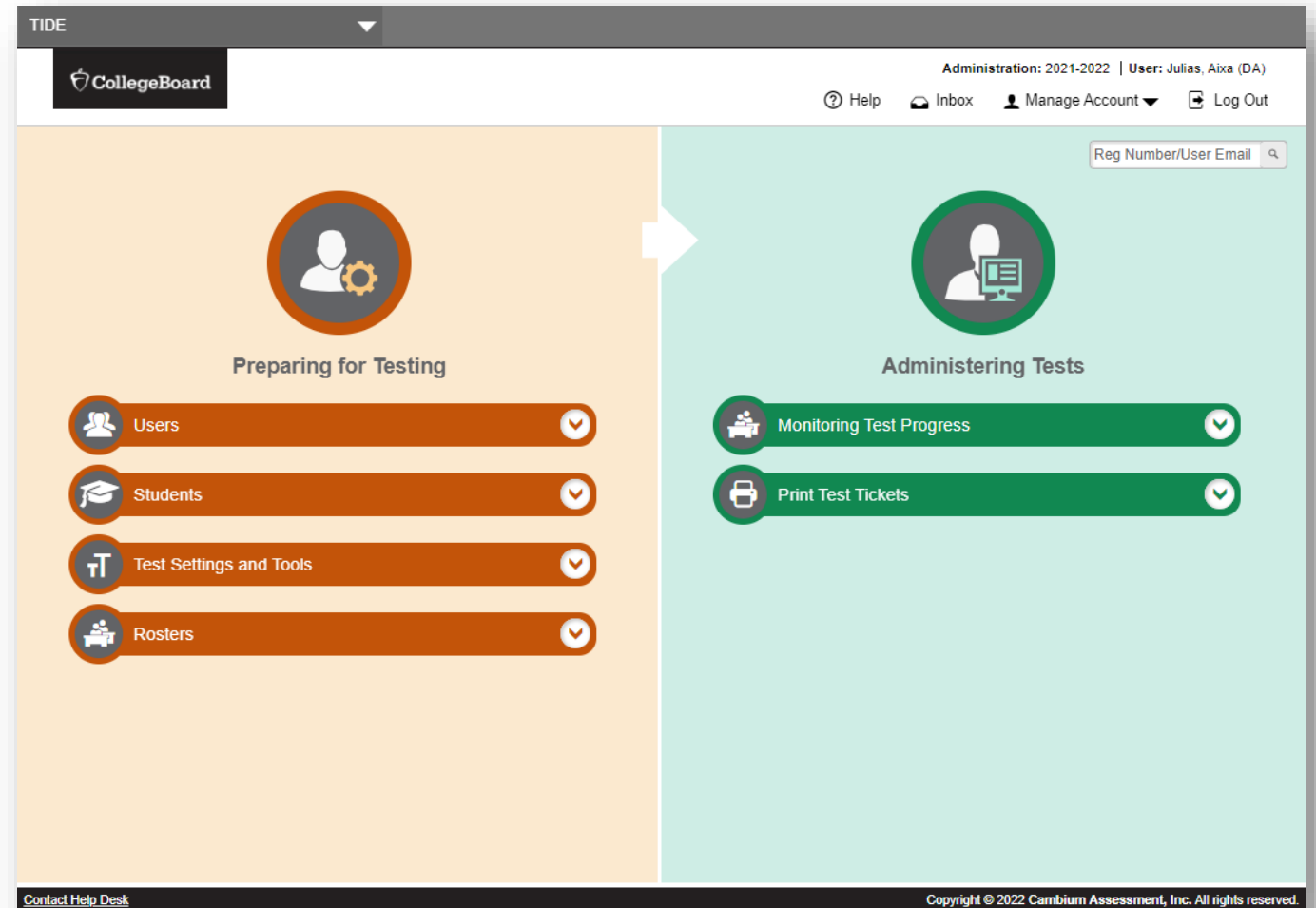
# TIDE Process Flow

## Test Information Distribution Engine (TIDE)

Test coordinator functions include:

- Creating staff accounts
- Configuring student test settings
- Managing rosters
- Monitoring test progress
- Printing student test tickets

- Test coordinators use TIDE to configure test settings ahead of test day.



# TIDE Process Flow

## Creating Staff Accounts

- Test coordinator must determine staffing needs and start to create user accounts in TIDE for staff that will be assisting with administering the assessment.
  - For staff who will be acting as proctors, user accounts for College Board's TIDE will need to be created.
  - These user accounts will use different login information than for other CSDE assessments using TIDE.

Task		Digital Admin (DA)	Proctor (PR)
Viewing Student		✓	✓
Viewing and Editing Test Settings		✓	View Only
Viewing and Editing User Details		✓	
Working with Rosters of Students		✓	✓
Generating Plan and Manage Testing Reports		✓	✓



# TIDE Process Flow

## Configuring Student Test Settings

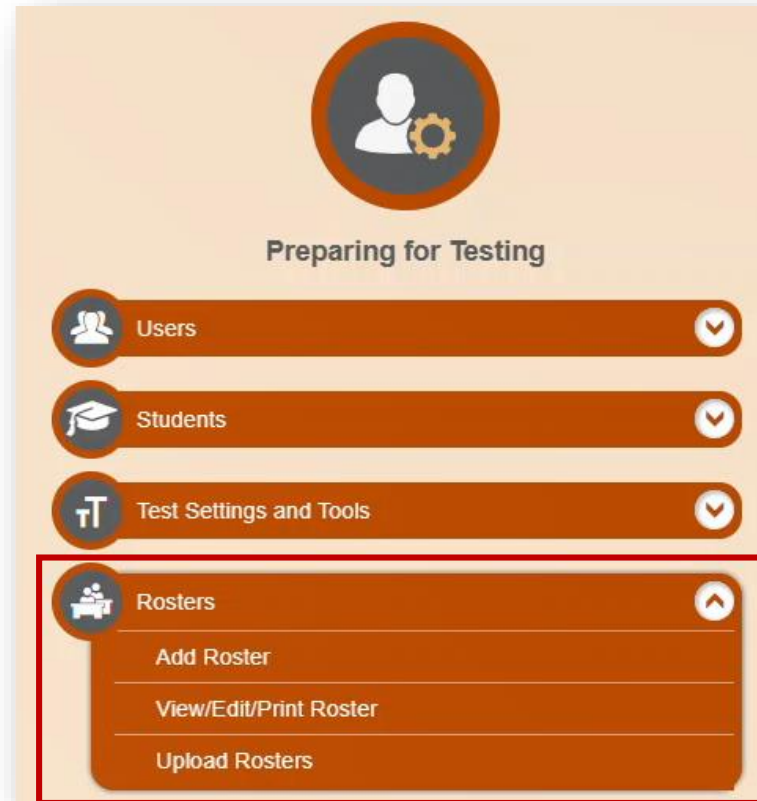
- Students approved for accommodations in SSD Online will need to use digital accommodations provided by the Test Delivery platform. Use the NAR to determine approved accommodations in addition to those non-embedded accommodations that may be needed at testing.
- Test tools and accommodations (including EL 50% time and one-half) must be turned on for each test section to which the accommodation applies.
- Student test settings must be updated ahead of test day.
- Accommodations such as paper and pencil, large print, or braille test materials are not configured in TIDE. Rather, materials must be ordered through the CB by March 16.

The screenshot shows the 'View/Edit Student: Good AA' interface. At the top, there is a header 'View/Edit Student: Good AA' and a message: 'Use this form to modify a student's settings. [more info](#)'. Below this are 'Save' and 'Cancel' buttons. A vertical sidebar on the left is labeled 'Go to section:' and contains a numbered list from 1 to 6. The main content area is a list of settings, each with a plus sign icon and a label: 'Demographics', 'Student Participation', 'State or College Board Approved Accommodations (Click more info above)', 'Test Time and Breaks', 'Reading/Seeing Text', and 'Four-Function Calculator'. The 'Four-Function Calculator' setting is highlighted with a blue box. At the bottom of the list are 'Save' and 'Cancel' buttons.

# TIDE Process Flow

## Managing Rosters

- Using TIDE Rosters is optional, rosters are not required for TIDE to function properly.
  - Rosters can be useful to proctors and for printing test tickets ahead of test day.
  - Rosters are very helpful for creating rosters for accommodated rooms.



# TIDE Process Flow

## Monitoring Test Progress

Reports found under the “Monitoring Test Progress” can be used to view testing progress, review and plan for students who may not have completed testing.

- **Live Session Monitoring**
  - Run reports in TIDE to review individual room progress
  - Identify rooms that may be running behind schedule
- **Plan and Manage Testing**
  - Keep track of students who have completed testing
  - Use report at the end of test day to identify students who may not have completed testing
  - Use reports at the end of the March testing window to determine testers for the make-up window.

# TIDE Process Flow

## Printing Student Test Tickets

- All participating students will need a test ticket for the preadministration session and for test day.

TEST TICKET

Last Name: EQ

First Name: Good

MI:

Administration: SAT School Day March 23-25 & 29-30 2022

School: DEMO SCHOOL [REDACTED]

Grade: 10      Gender: M

DOB: [REDACTED]

Registration Number: 95 [REDACTED]