

Checking Student Settings in TIDE and CT-SEDS

The purpose of this document is to provide specific directions on how to check designated supports and accommodations set in TIDE and how to compare them to the Accommodations Report in “CT-SEDS Everyday”. This will help confirm these designated supports and accommodations have populated correctly in TIDE prior to summative testing

Checking Settings in TIDE:

1. Go to the [Connecticut Comprehensive Assessment Program Portal](#).
2. Click on the [Smarter Balanced Card](#) (see Figure 1).
3. Go to the TIDE card and log in to TIDE (see Figure 2).
4. On the TIDE main landing page under Preparing for Testing, select “Students” (see Figure 3).
5. Then, select “View/Edit/Export Student” (see Figure 4).
6. On the “Search Students” page, select the student, school, or grade you will be checking and select “Search” (see Figure 5).
7. You can do an Advanced Search by category/search field. For example, under the “Advanced Search” field, select “IDEA” from the drop-down menu and select the “Yes” radio button. Then, select “Add.”

Additionally, to generate a separate report for Section 504, repeat Step 7 but select “Section 504” from the drop-down menu and select the “Yes” radio button. Then, select “Add.”

Note: You will not be able to filter by IDEA and 504 in the same search (see Figures 6 and 7)

8. Click submit for the report to populate (see Figure 5)

Figure 1

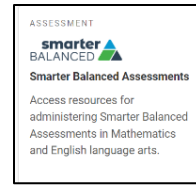


Figure 2

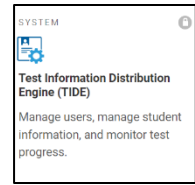


Figure 3

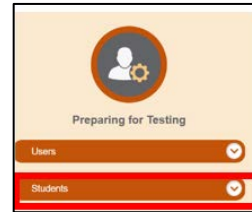


Figure 4

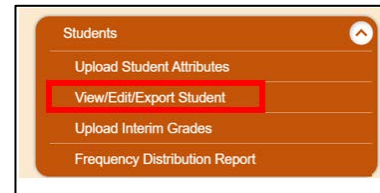


Figure 5

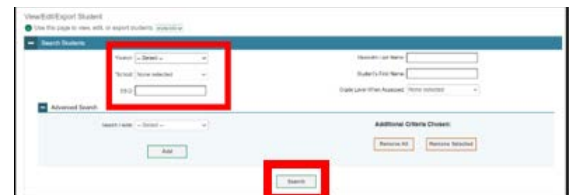


Figure 6

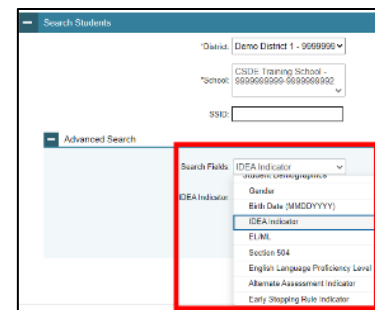
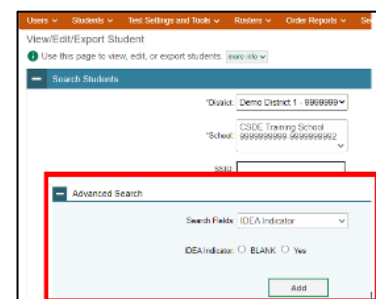


Figure 7



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How to Print and Download Test Settings in TIDE

To print a list of students with their designated supports and accommodations from TIDE, follow these steps: select the “Test Settings and Tools” option in TIDE and choose the print icon from the upper corner of the screen. Then, choose “All Student Settings and Tools” from the drop-down menu (see Figure 8).

Alternatively, once the report has populated, TIDE users can also select to download an excel of the entire report to be used to check against the CT-SEDS Everyday report (see Figure 9).

Figure 8: Print Options

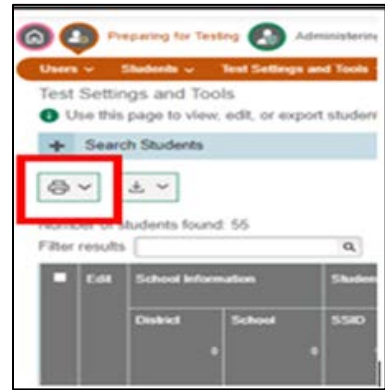
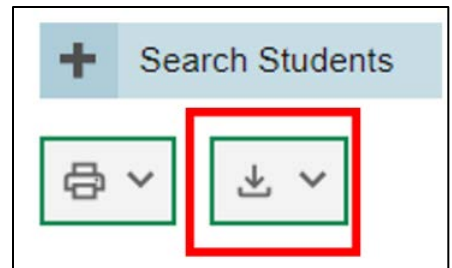


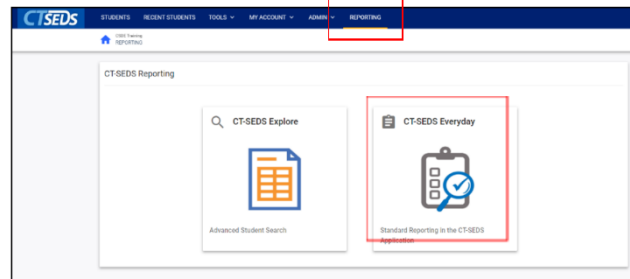
Figure 9: Download Options



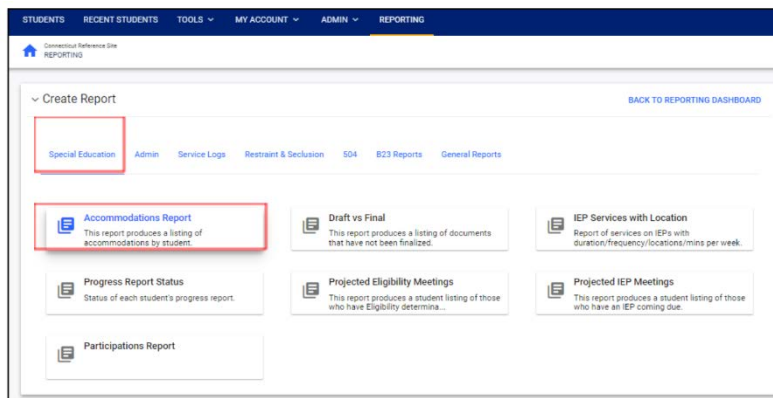
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Checking Supports in CT-SEDS Everyday:

There are currently two basic reports in **CT-SEDS Everyday** available to **OSEP Aggregate District Administrators** and **OSEP Aggregate Data Manager** user types. To access these reports, click the **Reporting** tab on the dark blue navigation panel, and then click **CT-SEDS Everyday**.



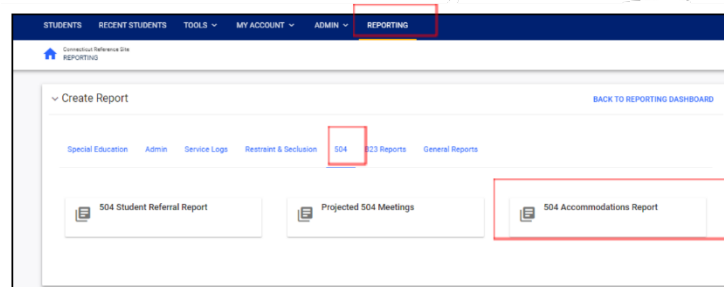
To Access the IEP Accommodations Report: Click the **Special Education Tab Accommodations Report**.



Scroll to the bottom of the page and select **Generate Report**.

*If you wish to select accommodation by school(s), grade level(s), assessment(s), or specific accommodation, use the selection tool to filter results, then select **Generate Report**.*

To access the Section 504 Accommodations Report: Click the **504 Tab Accommodations Report**.



Scroll to the bottom of the page and select **Generate Report**.

*If you wish to select accommodation by school(s), grade level(s), assessment(s), or specific accommodation, use the selection tool to filter results, then select **Generate Report**.*