



Student Designated Supports and Accommodations Provisioning in TIDE

Updated: May 26, 2020

The initial load of student designated supports and accommodations (i.e., Test Settings) is based on IEP data in STARS, which is updated daily from TieNet finalized documents. After this initial load from STARS, districts are responsible for maintaining and updating student designated supports and accommodations in TIDE.

Accommodations are intended for students on IEP's, ILP's, and 504 plans. The students' IEP case managers, 504, or ILP teams should be consulted before any changes are made to the TIDE test settings.

I. Three options for districts to update designated supports and accommodations (i.e., Test Settings)

- 1.** Districts always have the option to enter TIDE to add or edit designated supports or accommodations of individual students. ***Please note: Accommodations and designated supports are to be selected according to what is documented in the student's IEP, 504, or ILP plan.***
- 2.** Districts can also enter student designated supports or accommodations to a template for upload into TIDE. This template is available as a download file from TIDE.
- 3.** IEP designated supports and accommodations entered into TieNet are uploaded to STARS daily. Districts can export a student file from STARS with IEP designated supports and accommodations in the TIDE upload format. Districts can then upload the STARS exported designated supports and accommodations into TIDE.

Note that none of these uploads of designated supports or accommodations in TIDE will change existing TIDE student demographic information (e.g., name, school, district, birthdate) for those students.

II. Instructions for creating or updating student designated supports and accommodations

Option 1 Instructions:

Add or edit designated supports or accommodations on an individual student record.

Refer to the *TIDE User Guide (2020-2021), Preparing for Testing, Managing Student Test Settings and Tools, Viewing and Editing Test Settings and Tools*.

Option 2 Instructions:

Enter student designated supports or accommodations (*Test Settings*) into a template for upload into TIDE.

To create a file of student *Test Settings* to upload to TIDE, follow the instructions in the *TIDE User Guide (2020-2021), Section IV, Preparing for Testing, Managing Student Test Settings and Tools, Uploading Test Settings and Tools*, for instructions on student file uploads.

Option 3 Instructions:

Export a student accommodations file (*Test Settings*) from STARS Enrollment to a TIDE template for upload to TIDE.

The upload process is identical to the instructions given for upload of student test settings under Option 2. However, the file for uploading is generated directly from the STARS Enrollment system based on the status of designated supports and accommodations from TieNet. The screen shots that follow provide guidance on exporting a district's student accommodations file from STARS for upload into TIDE.

Logon to the STARS system. Under *Fill Out Reports*, click on **Enrollment**, select **2020-2021** from the *School Year* dropdown list, and click on the **Select** button.

Welcome Robert Bauer ([Log Out](#))

Reports

Fill Out Reports

Report Status
Output Reporting

Security

My Account
Manage Users
DPI - Manage Users

System

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Shadow

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Fill Out Reports

To fill out or view a report, first select the report from the tree view by clicking on the plus sign to expand the tree and then click on the educational unit for the report. After you click on the educational unit, a box will be displayed on the page that displays the contact information for the selected report. Select the school year and click "Select" to enter the report.

Reports

- Enrollment
 - Enrollment
 - DPI DISTRICT (Ourtown) 99-999**
 - Summer School
 - Special Education Membership
 - Federal Title
 - Other
 - EDFacts

Enrollment

Educational Unit: DPI DISTRICT
School Year: 2018-2019
Select

Due Date: Jun 30
Contact Name: Don Williams
Email: dmwilliams@nd.gov
Phone: 701-328-2236
Notes:
The fall enrollment report is due September 15. The spring enrollment report is due September 15.

Click on **Export** under the *Tools* menu.

Welcome Robert Bauer

Enrollment

District Student Filter
Notification
Plant Courses
Undocumented Student Transfer
Title I Private & Local Neglected

Tools

State Student Search
PowerSchool Waiting for State ID (PSSStateStudentSearch)
Versions
Import/Transfer
Export
Batch ID A

Functions

Validate
Submit
Generate PDF

SPRING ENROLLMENT COLLECTION

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Students

Enter the filter criteria and click Filter to retrieve the students matching the criteria. To search for and add a new student to the district click on the plus sign.

After the students have been displayed, click on the student's last name to view the student record or on the start date to view the student's detail record.

Check to return only the most recent student detail record for a student.

Plant: [No Plant Filter] v

Grades: [] (ex. "K,1-3" or "9-11" or "PK,4,5-8")

Last Name Begins With: []

State ID: []

Start Date: [] End Date: []

ExitCode: [Select all exit codes] v

Special Ed: Section 504: Refugee: Alternative Ed:
NS Lunch Program: Open Enrolled: BIE: 21st Century:
Title I: Home School: Migrant: Homeless:
Immigrant: LEP: CTE: Direct Certification:
Ed Career Planning:

Filter

In the *Available Exports* dropdown list, select **NDSA Student Accommodations** and click on the **Export** button under *Functions*.

STARS
State Automated Reporting System

Welcome Robert Bauer

Enrollment
District Student Filter
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Plant Courses
Undocumented Student Transfer
Title I Private & Local Neglected

Tools
State Student Search
PowerSchool Waiting for State ID (PSStateStudentSearch)
Versions
Import/Transfer

Export
Batch ID Assigner

Functions
Export

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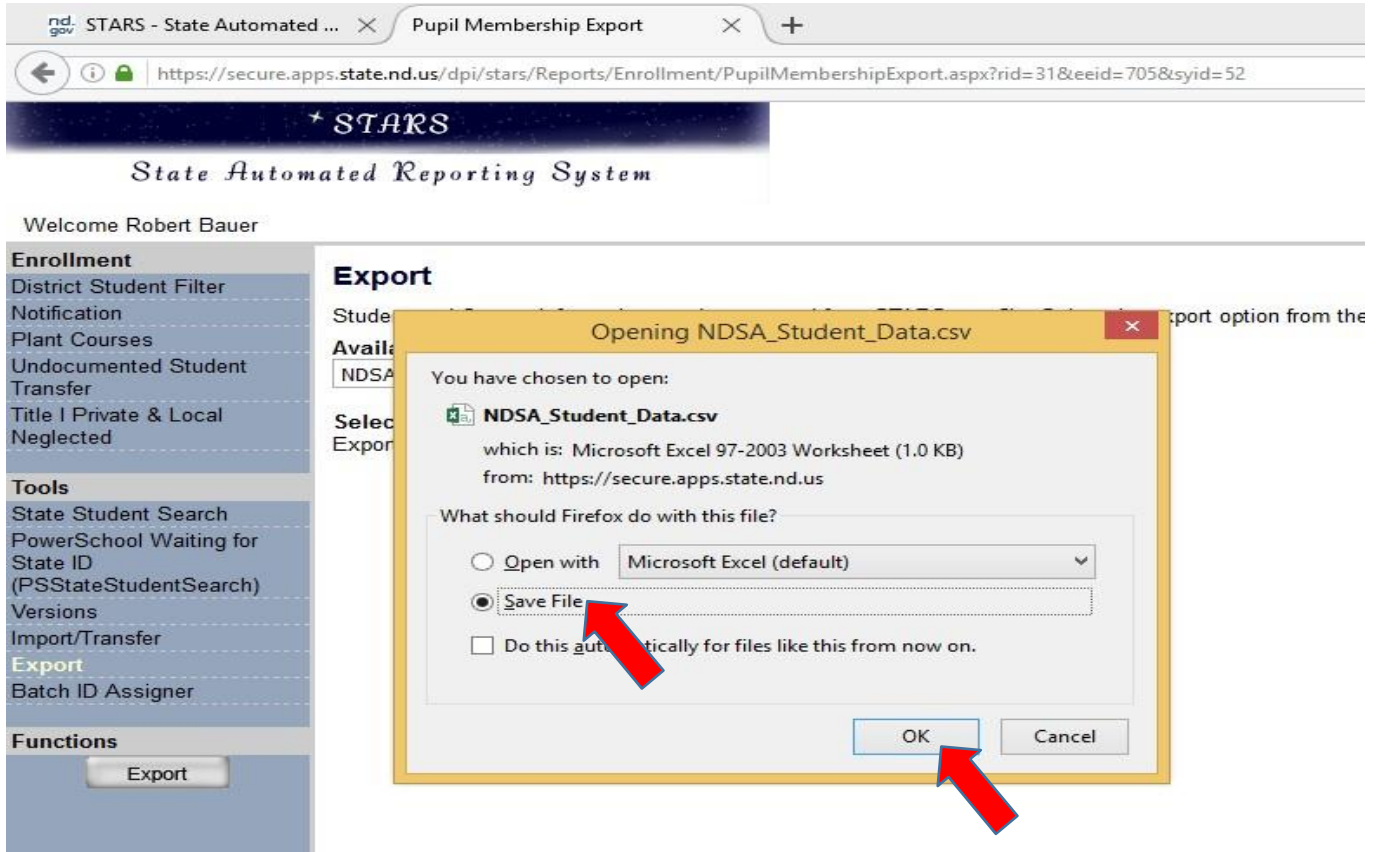
Export
Student and Course information can be exported from STARS to a file. Select the export option from

Available Exports:

- ACT Results
- LEP Exit Information
- LEP_AccessResults
- LEP_Transfer Students Previously Marked LEP
- Migrant
- LEP Alternate Access Results
- OtherSchoolStudentCourseDetails
- PS Staging Area Export
- PS Title I Staging Area Export
- PS LEP Staging Area Export
- PS LEP Assessment Staging Area Export
- PS Course Data Staging Area Export
- PS StateStudentAssignment
- PS Student Course Details Staging Area Export
- PupilData
- StudentCourseDetails
- WorkKeys Results
- LEP Student List and Prior Year Access Scores
- Resident district report
- NDSA Student Data
- NDSA Student Accommodations**

Select **Save File** and click on the **OK** button.

NOTE: Do not click on the **Open with** option and then save the file. This will change the format of the file to an undesirable format that will not upload to TIDE.



Caution: Once the csv file is created in your *download folder* on your computer, Do Not open the file and resave it. Opening and saving the file will change the file to an undesirable format that cannot be uploaded to TIDE. The file can only be uploaded if it remains in the csv format that was exported from STARS.

TIDE Test Settings Upload

Enter into your TIDE account and follow the upload procedure described in Option 2 and in the *TIDE User Guide (2020-2021), Section IV, Preparing for Testing, Test Settings and Tools, Uploading Test Settings and Tools*, to upload the student accommodations (*Test Settings*) in TIDE.

If your file contains a large number of records, TIDE displays the validation results for only a portion of those records and then completes the processing offline. To determine if the file uploaded successfully, you may go to the TIDE *Upload Students* page and click the “+” next to *Upload History*. You will see the upload status of all file uploads, including a validation report, records rejected, and records processed. You can examine the rejected records to troubleshoot the reason for rejection.

NDSA Service Desk

Please contact the NDSA Service Desk with any questions pertaining to the updating of records in Test Settings.

1-855-873-5715

ndsaservicecenter@cambiumassessment.com

Monday-Friday from 6:30 a.m. to 6:30 p.m. CT