


## NMAPA TIDE TASKS FOR DISTRICT TEST COORDINATORS – SPRING 2018

District Test Coordinators will use the Test Information Distribution Engine (TIDE) to complete administrative tasks for the Spring 2018 New Mexico Alternate Performance Assessment (NMAPA). Your login username will need to be reset from Fall 2017.

District Test Coordinators (DTCs) can access TIDE from the NMAPA Portal (<http://nmapa-portal.org/>). DTCs should refer to the sections below for guidance on which tasks they must complete in TIDE. If you need assistance, please contact the NMAPA Help Desk at 1-800-254-6130 or [nmhelpdesk@air.org](mailto:nmhelpdesk@air.org).



If you ever need guidance while using the TIDE system, click the  button at the top of every screen to access the TIDE User Guide. It will automatically jump to the appropriate task you are working on in the guide.

## ADDING DISTRICT-LEVEL AND SCHOOL-LEVEL USERS



DTCs can add a District Administrator or school-level School Test Coordinators and delegate editing of student information to different users if needed. This is an optional task. To add a user, go to the **Users** task and select **Add User**.

Fill out the user's name, select their appropriate role and school and/or district, and enter their email. Click **Save**. A new user email will be sent from TIDE to the user and they will be prompted to set up their own username and password.

Starting in Spring 2017, all Test Administrators must be added into TIDE. Training for the NMAPA will now be taking place online and TAs must have a TIDE username and password in order to access the online training. There will be Second Raters for the NMAPA.

**Add User**

*i* Use this page to add users to assessment systems. [more info](#)

**PERSONNEL**

*Role: School Test Coordinator (:	*Last Name: Coordinator
*State: 000000 - NewMexico	Phone: 555-555-5555
*District: 999 - Demo district 999	*Email: STC@nmschool.org
*School: 999_998 - Demo school 99	
*First Name: School Test	

STUDENT INFORMATION (PRE-ID)



In order to receive pre-ID labels for students taking the NMAPA this Spring, DTCs must add students from their district into TIDE during the Initial Ordering Window between **January 11 – February 8** . To add students, go to the **Student Information** task and select **Add Student**.

Fill out your student’s information in the appropriate fields and hit **Save**. This student will be added into the TIDE system.

**Add Student**

*i* Use this page to add students to assessment systems. [more info](#) ▾

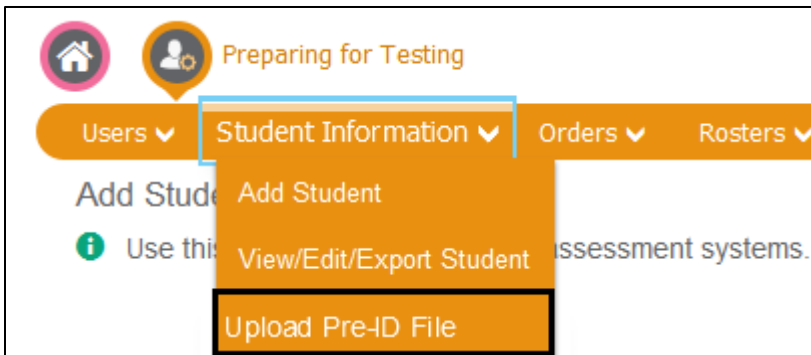
**Save** **Cancel**

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**Student\_Information**

*District: 999 - Demo district 999 ▾	Student's Middle Initial: D
*School: 999_998 - Demo school 99 ▾	*Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female
*SSID: 111222333	*Date of Birth: 04/01/2004
*Student's Last Name: Student	*Grade: 12 ▾
*Student's First Name: Demo	*Ethnicity: American Indian or Alaskar ▾

**Save** **Cancel**



If you have a large number of students in your district, you can upload a spreadsheet of multiple students. Click the **Upload Pre-ID File** task.

On the Upload Pre-ID File page, you can download a CSV or XLS template to edit with your students' information and upload.

A guidance document describing the fields in the pre-ID layout is available from the portal here:

<http://nmapa-portal.org/wp-content/uploads/2016/08/NMAPA-Spring-2017-Pre-ID-Layout.pdf>

Fill out the CSV or XLS template with student information and save it on an easily found place on your computer. Here's a sample table:

District IRN	District Name	School IRN	School Name	Grade	Student ID	Last Name	First Name	Middle Initial	Birth Date (MMDDYYYY)	Gender	Ethnicity
999	Demo district 999	999_999	Demo School 999	12	333555666	Student	One		07082000	M	0
999	Demo district 999	999_999	Demo School 999	12	777888999	Student	Two	X	08021999	F	4

On the **Upload Pre-ID File** page, click **Browse** to find your saved file. Click **Next**. TIDE will show you a preview of your file. Click **Next** to validate the file.

Upload Pre-ID File

1. Upload
2. Preview
3. Validate
4. Confirmation

**i** Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous [Upload Students](#) page.

Step 2: Preview

Enter search terms to filter search result 🔍

Row Number	District ID	District name	School ID	School name	Grade	Student ID	Last name	First name	Middle name	Birthdate	Gender	Ethnicity
1	999	Demo district 999	999_999	Demo School 999	12	333555666	Student	One		07082000	M	0
2	999	Demo district 999	999_999	Demo School 999	12	777888999	Student	Two	X	08021999	F	4
3	999	Demo district 999	999_999	Demo School 999	12+	222222222	Student	Three		02281988	F	5
4	999	Demo district 999	999_999	Demo School 999	12	555555555	Student	Four	C	03281996	M	6
5	999	Demo district 999	999_999	Demo School 999	12+	777777777	Student	Five		01251991	F	1

Next
Cancel

The TIDE system will then tell you if there are any errors you need to correct, or if your file is ready for upload. You can revise and upload a revised file if there are errors. If not, click **Continue with Upload**.

Upload Pre-ID File

1. Upload 2. Preview 3. Validate 4. Confirmation

**i** Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

**✓** 5 record(s) will be committed.  
**0** record(s) will be excluded.  
Your file has no errors. Click **Continue with Upload** to continue the upload process.

**Continue with Upload** Upload Revised File Cancel

The TIDE system will then confirm that your records have been successfully uploaded.

Upload Student

1. Upload 2. Preview 3. Validate 4. Confirmation

Step 4: Confirmation


Results: 5 records are committed.

Enter search terms to filter search result

District IRN	District Name	School IRN	School Name	Count
999	Demo district 999	999_999	Demo School 999	5
999 (Total Count)	Demo district 999			5

**Upload New File**

To view all the students you've entered in TIDE and delete any who were added in error, click the **View/Edit/Export Student** task. For more guidance, click the

Help button at the top of the TIDE page. 

## ORDERS



On the **Contact Info** task panel, edit your contact information and shipping information as needed. Please remember – testing materials **MUST** be shipped to an official district building and cannot be shipped to a PO Box address. Click **Verify** to submit and save your updated information.

On the home page, click the **On-time (Initial) Orders** task to place orders for your materials for the Spring 2018 NMAPA during the Initial Ordering Window from **January 11 – February 8**.

To place orders for testing materials for the Spring 2018 NMAPA, you must first confirm your contact information and shipping address.

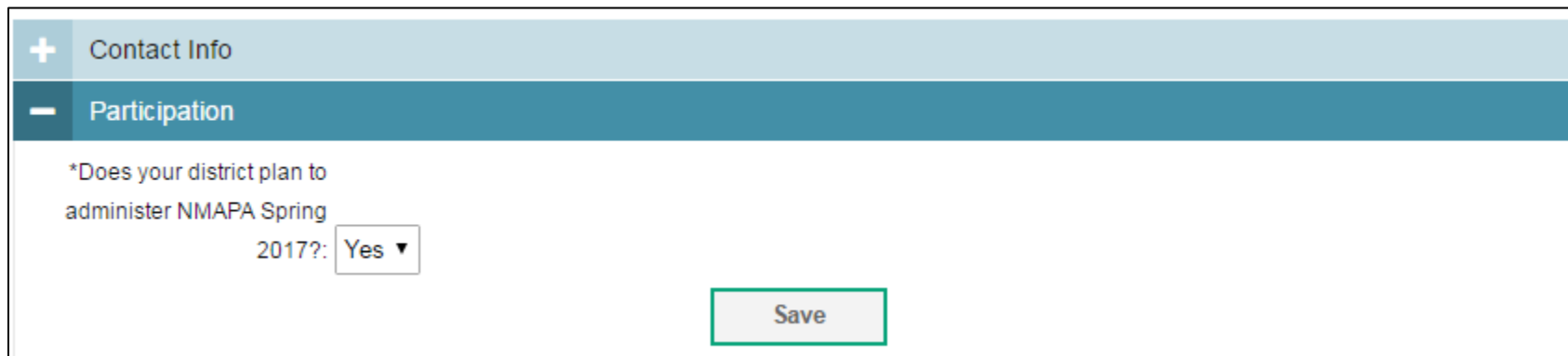
### Contact Info

In the Verify Contact Info panel, verify your contact information for this order.

District Assessment Coordinator Information	Shipping Information
Name: Demo district 999	Contact Person: Demo User
*First Name: User	*Address Line1: 123 Main St.
Middle Name:	Address Line2:
*Last Name: User	*City: Milan
*Email Address: demo@user.com	*State: NM
Alternate Email Address:	*Zip Code: 77777
*Phone Number: 555-555-5555	Phone Number: 555-555-5555
Fax Number:	

**Verify**

Then you will be taken to the **Participation** task panel. If your district is planning to participate in the NMAPA, change the dropdown to **Yes** and click **Save** to confirm your participation.



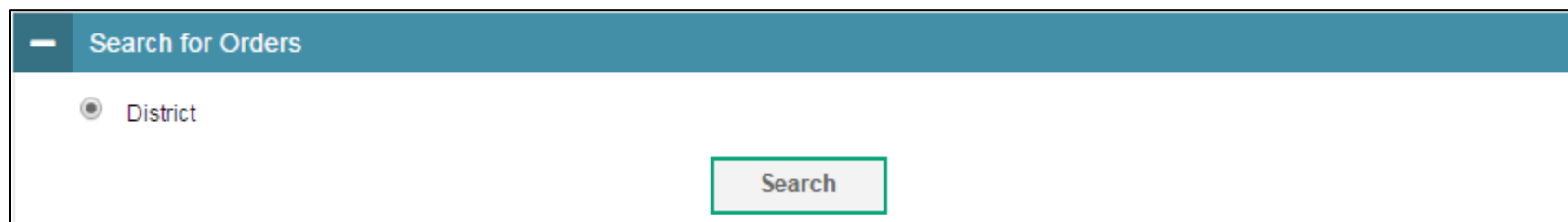
+ Contact Info

- Participation

\*Does your district plan to administer NMAPA Spring 2017?: Yes ▾

Save

You will then be able to view and place your district order. Click **Search**.



- Search for Orders

District

Search

On the far right column, enter the number of materials you need for your district to administer the NMAPA. For Student Score Forms, place an order for **one score form per student**. For Test Administrator Kits (TA Kits), place an order for **one kit per two Test Administrators** for each grade band being administered. When you've finished your order click **Save Orders**. If your order is for a large quantity, it will be placed into an approval queue and reviewed by AIR and NMPED. There will also be an Additional Ordering Window open from **March 5 – March 23**.

The following table lists your initial or on-time orders for Demo district 999

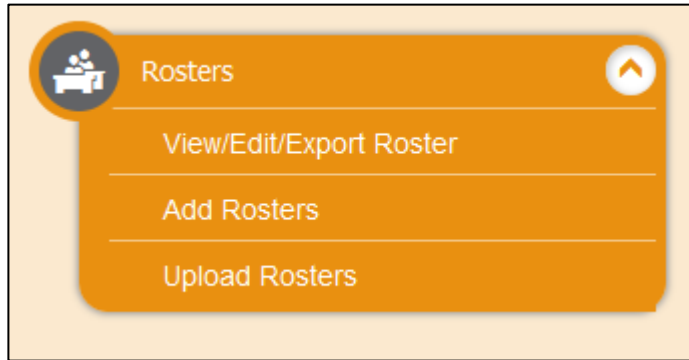
Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
<b>3-5</b>				
Grades 3-5 Student Score Form - one per student	11	11	0	<input type="text" value="11"/>
Grades 3-5 Test Administrator Kit - for use with multiple students	6	6	0	<input type="text" value="6"/>
<b>6-8</b>				
Grades 6-8 Student Score Form - one per student	11	11	0	<input type="text" value="11"/>
Grades 6-8 Test Administrator Kit - for use with multiple students	5	5	0	<input type="text" value="5"/>
<b>HS</b>				
Grades High School Student Score Form - one per student	11	11	0	<input type="text" value="11"/>
Grades HS Test Administrator Kit - for use with multiple students	6	6	0	<input type="text" value="6"/>
<b>Other Materials</b>				
School Testing Coordinator Kit - Instructions for School Test Coordinators	6	6	0	<input type="text" value="6"/>
District Testing Coordinator Kit - Instructions for District Test Coordinators	1	1	0	<input type="text" value="1"/>
Student Score Form Return Envelope - Envelopes for returning multiple Student Score Forms	5	5	0	<input type="text" value="5"/>

Save Orders

Cancel



## ROSTERS



In the **Rosters** task you can create rosters of students and assign them to Test Administrators in your school. In the Online Reporting System (ORS), DTCs, STCs, and TAs can then view score reports and test data specifically for one Test Administrator and their students. For example, you can **Add Rosters** for 'Ms. Smith's 3<sup>rd</sup> Grade Class', and add all Grade 3 students to whom Ms. Smith is administering the NMAPA.

For more information on the Online Reporting System, review the [ORS User Guide](#) available on the NMAPA Portal: <http://nmapa-portal.org/>

## MORE INFORMATION

For more in-depth instruction on using TIDE, please refer to the TIDE User Guide available on the NMAPA Portal (<http://nmapa-portal.org/>) or please contact the NMAPA Help Desk at 1-800-254-6130 or [nmhelpdesk@air.org](mailto:nmhelpdesk@air.org).