



# Hawai'i Statewide Assessment Program

## Adding Students to TIDE for the Summer EOC Administration

Summer 2016

Published June 13, 2016

*Prepared by the American Institutes for Research®*



## Table of Contents

<b>Introduction to this User Guide .....</b>	<b>1</b>
Other Resources.....	1
Computer and System Requirements .....	1
<b>Section I. Adding Students to TIDE.....</b>	<b>2</b>
Creating Temporary SSIDs.....	4
<b>Appendix A. User Support .....</b>	<b>6</b>

## Table of Figures





Figure 1. Add Student Screen.....	2
Figure 2. Sample Temporary SSID.....	5

## Introduction to this User Guide

This user guide explains how to add students to the Test Information Distribution Engine (TIDE) through the TIDE interface. This feature will only be available during the Summer End-of-Course Exam testing window, June 13 – July 20, 2016.

This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

Table 1. Key Icons and Elements

Icon	Description
	<b>Caution:</b> This symbol appears with text that contains important information regarding a task.
	<b>Note:</b> This symbol appears with text that contains helpful information or reminders.
	Text that appears in gray boxes provides instructions relevant to the task described. <ul style="list-style-type: none"><li>• Numbered (ordered) lists provide step-by-step instructions.</li><li>• Bulleted lists provide instructions that do not need to be done in a specific order.</li></ul>
	Text in brackets indicates a link or button that is clickable.

## Other Resources

This user guide does not provide information about using TIDE in general or about Hawai'i Statewide Assessment Program (HSAP) policies and procedures. The *HSAP TIDE User Guide*, as well as general resources about the EOC Exams, is available on the HSAP End-of-Course Exams portal at <http://alohahsap.org/EOC>.

## Computer and System Requirements

This user guide does not provide information on computer or software requirements for TIDE or other HSAP systems. This information is provided in the Technology Requirements document, also available on the HSAP End-of-Course Exams portal.

## Section I. Adding Students to TIDE

The tasks in this section are primarily for State Coordinators and Test Coordinators. State Coordinators and Test Coordinators may add individual students to a selected school in TIDE, as well as edit student information.

Test Administrators and Teachers may only view student information. They cannot add student information.

For additional information about editing student information or test settings, see the *HSAP TIDE User Guide* available on the HSAP End-of-Course Exams portal at <http://alohahsap.org/EOC>.

The **Add Student** screen allows State Coordinators and Test Coordinators to add individual students to a school and their testing accommodations to TIDE so that they can take online EOC exams.

Figure 1. Add Student Screen

**Add Student**

This page allows you to add individual students to TIDE. To begin, select the student's school from the drop-down list and enter his or her information into the fields below, then click [Save].

**Notes:**

- To add more than one student, you must repeat the process and save each new record.
- Fields with an asterisk (\*) are required.
- After you add a student and click [Save], the student's information will still be present. Click [Reset] to clear the fields and add another student.

**Select a School**

State: 00000 - Hawaii Depa  
Complex Area: 917 - Farrington-Kaiser  
Complex: 810 - Farrington  
School: 106 - FARRINGTON HI

**Student Information**

\* State Student Identification Number (SSID): 8888891700  
\* Legal Last Name: Mendoza  
\* Legal First Name: Jimmy  
Legal Middle Name:  
\* Gender: Male  
\* Date of Birth (MMDDYYYY): 06101998  
\* Enrolled Grade: Grade 11  
Courtesy Testing Flag: -- Select a Courtesy Te--  
HLIP Flag: -- Select a HLIP Flag --  
HSA-Alt: -- Select a HSA-Alt --  
Home language: -- Select a Home langu--

**Ethnicity**

\* Indicates Race of the student: Multiple  
\* Hispanic Ethnic Flag: No  
\* American Indian/Alaskan Native Ethnic Flag: No  
\* Asian/Pacific Islander Ethnic Flag: Yes  
\* African American Ethnic Flag: No  
\* White Ethnic Flag: No  
\* Hawaii Pacific Islander Ethnic Flag: Yes  
\* Multi-racial Ethnic Flag: Yes

*To add students:*

1. Navigate to the ***Student Information > Add Student*** screen.
2. From the *Complex Area*, *Complex*, and *School* drop-down lists, verify or select the student's complex area and school.
3. Enter and select the student's information in the appropriate fields. Required fields are marked with an asterisk (\*). See [Table 2](#) for a description of required fields.
4. In the *EOC Exam Eligibility* section, mark checkboxes for the EOC exams for which the student is eligible.
5. Enter and select information for the student's accommodations as appropriate.
6. Click [**Save**].

[Table 2](#) lists the required fields in the Add Student screen.

Table 2. Required Fields in the Add Student screen

Field	Description
<b>Student Information</b>	
State Student Identification Number (SSID)	<p>HIDOE-assigned 10-digit Secure Student Identifier.</p> <p><i>Be sure to enter the SSID exactly as it appears on the student's registration information.</i></p> <ul style="list-style-type: none"> <li>• If you do not know the student's SSID, contact the HSAP help desk. Contact information is in <a href="#">Appendix A, User Support</a>.</li> <li>• If the student is not from a HIDOE school, such as a student from a private school or visiting from the mainland, create a temporary SSID. See the <a href="#">Creating Temporary SSIDs</a> section for information about creating a temporary SSID.</li> </ul>
Legal Last Name	Student's legal last name.
Legal First Name	Student's legal first name.
Gender	Student's gender.
Date of Birth	Student's date of birth in MMDDYYYY format.
Enrolled Grade	Currently enrolled grade of the student.
<b>Ethnicity</b>	
Indicates Race of the student	Indicates student's race.
Hispanic Ethnic Flag	Indicates a person having origins or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

Field	Description
American Indian/Alaskan Native Ethnic Flag	Indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.
Asian/Pacific Islander Ethnic Flag	Indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam, Guam, Samoa, or other Pacific Islands.
African American Ethnic Flag	Indicates a person having origins in any of the black racial groups of Africa.
White Ethnic Flag	Indicates a person having origins in any of the original peoples of Europe, Middle East, or North Africa.
Hawaii Pacific Islander Flag	Indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Multi-racial Ethnic Flag	Indicates a person having origins in any of more than one of the racial groups.

For a detailed explanation of all the fields in the Add Student screen, see the *HSAP TIDE User Guide*. The user guide is available at the HSAP End-of-Course Exams portal at <http://alohahsap.org/EOC>.

## Creating Temporary SSIDs

There are times in which a non-HIDOE student attends summer school at a HIDOE school. Such students may be normally enrolled in a private school or may be visiting for the summer from the mainland. These students do not have a HIDOE-assigned SSID. In such cases, you must assign a unique temporary 10-character SSID using the following format:

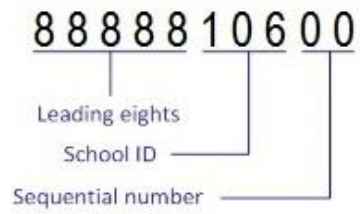
- First five characters are the number eight.
- Next three characters are the school's ID where the student is tested.
- Remaining two characters are sequential numbers from 00 to 99 (i.e., the first student would be assigned '00' and the second student would be assigned '01').



Each student must be assigned a *unique* SSID. When creating SSIDs for students, keep a secure record of the unique SSIDs created and the associated student information.

Suppose Jimmy Mendoza, who normally attends a private school, is taking a summer school course with a related EOC exam at Farrington High School. In this case, his temporary SSID is 888891700, as illustrated in [Figure 2](#).

Figure 2. Sample Temporary SSID





## Appendix A. User Support

The HSAP Help Desk will be open Monday–Friday from **7:30 a.m. to 4:00 p.m. HST** (except holidays).

### HSAP Help Desk

Toll-Free Phone support: **1-866-648-3712**

Email Support: [HSAPHelpDesk@air.org](mailto:HSAPHelpDesk@air.org)

Emails to the Help Desk will be automatically logged and answered within one working day (typically sooner). Urgent requests will be given priority.

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. These details may include the following:

- any error messages that appeared
- operating system and browser information
- information about your network configuration
- the steps that you took before the issue occurred