Hawai'i Statewide Assessment Program

Adding Students to TIDE for the Summer EOC Administration

Summer 2017

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
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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, 2017.

State Coordinators, Principals, or Test Coordinators will need to designate which EOC exam a student is taking in TIDE prior to the administration of the exam. Students currently enrolled in another DOE school will need to be entered into TIDE as a new student at the school, using their existing 10 digit SSID number. Students from outside the DOE will need to be entered into TIDE as well and will require a temporary ID. More detailed instructions are provided in [Section 1](#) of this user guide.

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
⚠	**Caution:** This symbol appears with text that contains important information regarding a task.
📄	**Note:** This symbol appears with text that contains helpful information or reminders.
1. text 2. text	Text that appears in gray boxes provides instructions relevant to the task described. • Numbered (ordered) lists provide step-by-step instructions. • Bulleted lists provide instructions that do not need to be done in a specific order.
[Text](#)	Text that is blue and underlined indicates a hyperlink.

Other Resources

This user guide does not provide information about using TIDE in general or about Hawaiʻi 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 in the Resources > [Technology Coordinators](#) section of the HSAP End-of-Course Exams portal.

Section I. Adding Students to TIDE

The tasks in this section are primarily for State Coordinators, Principals, and Test Coordinators. State Coordinators, Principals, 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, Principals, 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

To add students:

1. Navigate to the ***Preparing for Testing > Students*** dropdown and select ***Add Students***.

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 *only* 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
Student Information	
State Student Identification Number (SSID)	HIDOE-assigned 10-digit Secure Student Identifier. *Be sure to enter the SSID exactly as it appears on the student's registration information.* • If you do not know the student's SSID, contact the HSAP help desk. Contact information is in Appendix A, User Support. • 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 Creating Temporary SSIDs section for information about creating a temporary SSID.
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.
Ethnicity	
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.
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.

Field	Description
Hawaiʻi Pacific Islander Flag	Indicates a person having origins in any of the original peoples of Hawaiʻi, 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 8888891700, as illustrated in Figure 2.

Figure 2. Sample Temporary SSID
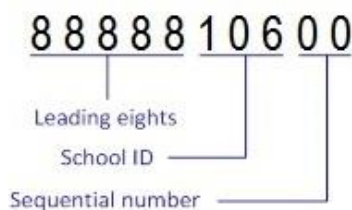
Appendix A. User Support

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**

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