![Hawai'i State End-of-Course Exams]

Hawai'i Statewide Assessment Program
Adding Students to TIDE for the Summer EOC Administration

Summer 2023

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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, and how to move existing students in TIDE to be associated temporarily with their summer school assignment. This feature will only be available during the Summer End-of-Course (EOC) Exam testing window, June 13 – July 14, 2023.

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 from outside the DOE will need to be newly entered into TIDE and will require a temporary ID. More detailed instructions are provided in [Section I](#) of this user guide.

Students currently enrolled in another DOE school will need to be moved in TIDE to their summer DOE school. More detailed instructions are provided in [Section II](#) 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
⚠️	**Warning:** This symbol accompanies information regarding actions that may cause loss of data.
⚠️	**Caution:** This symbol accompanies information regarding actions that may result in incorrect data.
📝	**Note:** This symbol accompanies helpful information or reminders.

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 EOC Exams portal at https://eoc.alohahsap.org/.

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 documents available on the Resources > [Technology](#) section of the HSAP EOC Exams portal.

Section I. Adding New Students to TIDE

The tasks in this section are available 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.

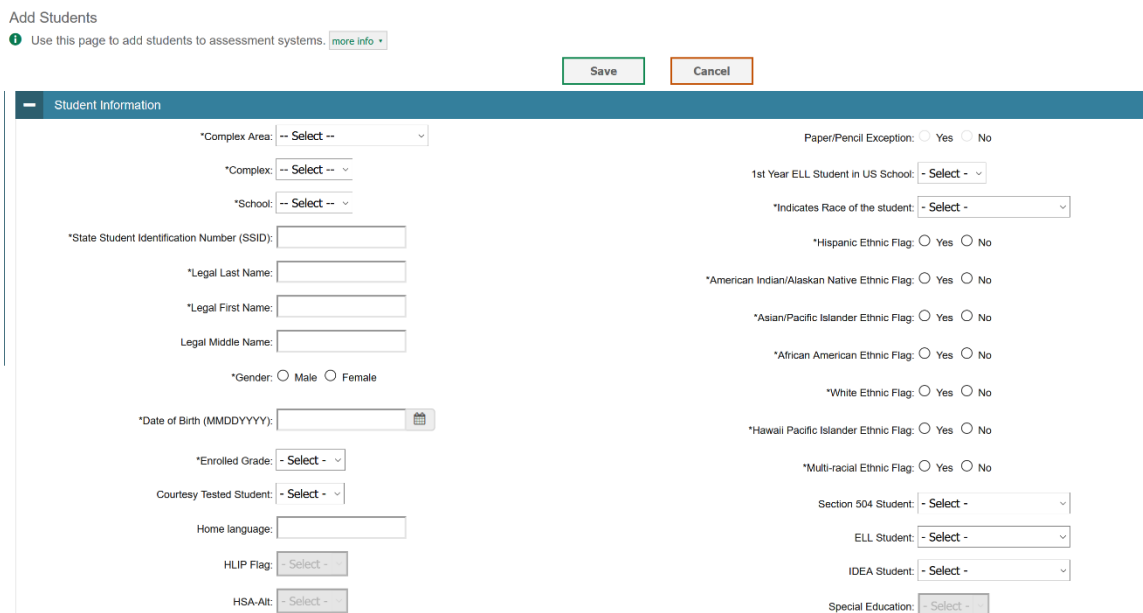| ⚠️	**Warning:** "Add Students" should not be used for HIDOE-enrolled students who already exist in the TIDE system. For HIDOE-enrolled students who are currently in TIDE and need to be moved to their summer school in TIDE for testing, schools should use the "Move Students" tool (Section II).

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 EOC Exams portal at https://eoc.alohahsap.org/.

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

To add students:

1. From the **Students** task menu on the TIDE dashboard, select **Add Students**. The *Add Students* page appears (see Figure 1).

Figure 1. Add Student Screen

2. Using the *Complex Area*, *Complex*, and *School* drop-down lists, select the student's complex area, complex, and school.

3. In the *Demographics* panel, enter the student's demographic information in the appropriate fields. Required fields are marked with an asterisk (*). See Table 2 for a description of required fields.

4. In the *Test Eligibility* section, using the *EOC Exam Eligibility* drop-down (see Figure 2), mark the checkboxes for *only* the EOC exam(s) for which the student is eligible in summer 2022.

Figure 2. Student Test Eligibility

5. In the *Student Test Settings and Tools* panels (see Figure 3), enter the student's settings for the EOC exam(s) under the *HSA/EOC* column in the panel of available test settings. The test settings are grouped into categories: accommodations, designated supports, or universal tools. For a detailed explanation of the fields in the *Student Test Settings and Tools* panels, see the *HSAP TIDE User Guide* available at the HSAP EOC Exams portal at https://eoc.alohahsap.org/.

Figure 3. Student Test Settings and Tools

6. Click the **Save** button shown at the bottom or top of the *Add Students* page.

Table 2 lists the required fields on the *Add Students* page.

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 the student is currently enrolled in a HIDOE school but not currently in TIDE, and you do not know the student's SSID, contact the Hawaii Department of Education's Assessment Section at 808.-307-3636 or hsa@k12.hi.us. • 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
Hawai'i Pacific Islander Flag	Indicates a person having origins in any of the original peoples of Hawai'i, 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.

^Only one Ethnic Flag may be set to "Yes" for a student. If more than one flag applies to the student, only the "Multi-racial Ethnic Flag" should be set to "Yes" when adding a student.

For a detailed explanation of all the fields on the **Add Student** page, see the *HSAP TIDE User Guide*. The user guide is available at the HSAP EOC Exams portal at https://eoc.alohahsap.org/.

Creating Temporary SSIDs

For students that are currently enrolled in the HIDOE system, but are not currently in the TIDE system, their existing SSID should be used. However, 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 8888810600, as illustrated in Figure 4.

Figure 4. Sample Temporary SSID
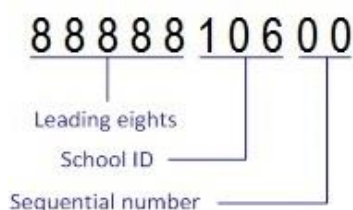
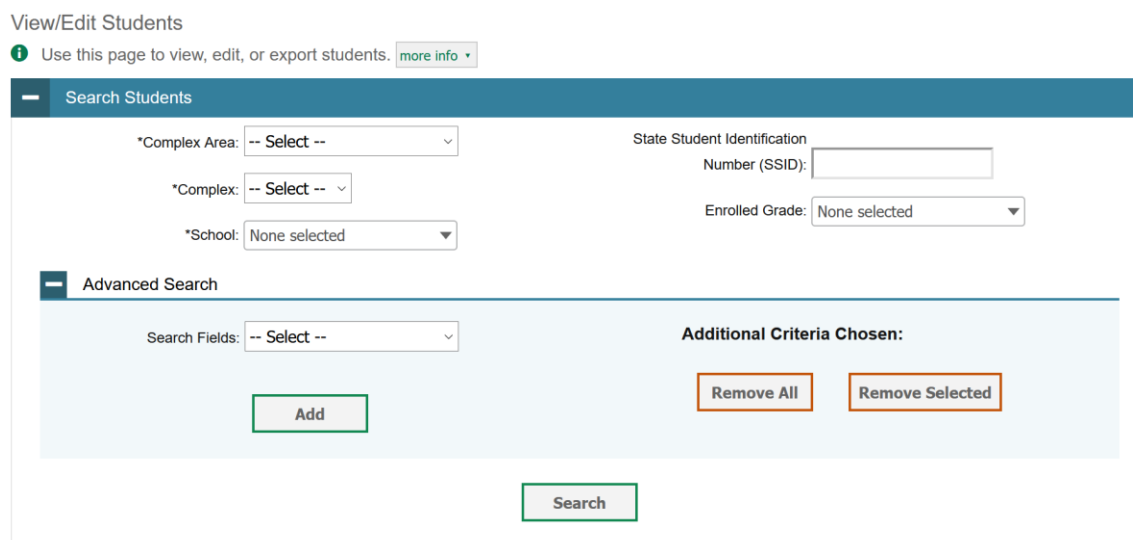# Section II. Moving Existing Students within TIDE

The tasks in this section are available for State Coordinators, and for Principals and Test Coordinators who are associated with multiple schools in TIDE. These users may move individual students who are currently in the TIDE system from their current school assignment to their summer school assignment in TIDE. This is required for students to take an EOC Exam at their summer school.

⚠️	**Warning:** Principals and/or Test Coordinators seeking to move a student record in TIDE must be associated with both the student's existing school and the student's summer school in TIDE.

To move an existing student within TIDE:

1. From the **Students** task menu on the TIDE dashboard, select **View/Edit Students**. The *View/Edit Students* page appears (see Figure 5).

Figure 5. View/Edit Student Screen

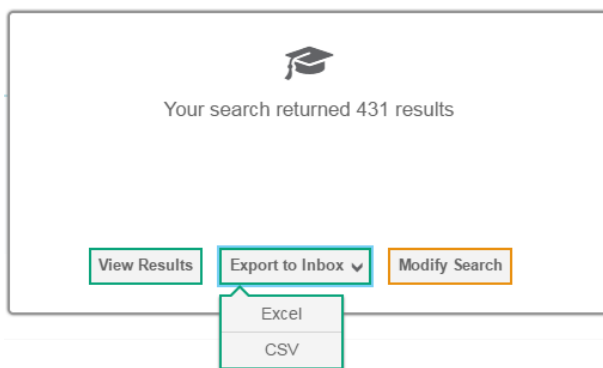2. In the search panel, enter search terms and select values from the available search parameters, as required.

📝	**Note:** The search parameters available in the search panel depend on the record type and user role. Required search parameters are marked with an asterisk. Some fields may allow you to select multiple values. For example, the school and grade drop-down lists on the student search pages will allow you to select one, multiple, or all values. Similarly, the **Test ID** drop-down list on the *Plan and Manage Testing* page will allow you to select one, multiple, or all values.

3. *Optional*: If the task page includes an additional search panel, select values to further refine the search results:

   a. To include an additional search criterion in the search, select it and click **Add** or **Add Selected** as available

   b. *Optional*: To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

4. Click **Search**.

5. In the search results pop-up window (see [Figure 6](#)) that indicates the number of records that matched your search criteria and provides you with options to view or export the records or modify your search parameters, click **View Results**.

Figure 6. Search Results Pop-up Window

6. The list of retrieved records appears below the search panel. The **Move to Other School** button is visible above the list of records (see [Figure 7](#)).

Figure 7. Sample Search Results

7. In the list of retrieved records, mark the checkboxes for the student(s) you want to move.

8. Click **Move to Other School** above the search results.

9. The ***Move to School*** window appears. From the *Complex Area, Complex,* and *School* drop-down lists, select the complex area, complex, and school to which you want to move the student.

10. Select **Yes**. After TIDE moves the student, an affirmation message appears.

11. Select **Continue** to return to the student listing.

Appendix A. User Support

For additional information and assistance in using TIDE, contact the CAI help desk.

The help desk is open Monday–Friday from 7:30 a.m. to 4:00 p.m. Hawaiian Standard Time (except holidays or as otherwise indicated on the State Assessment Portal).

HSAP Help Desk

Toll-Free Phone Support: 1-866-648-3712

Email Support:
HSAPHelpDesk@cambiumassessment.com

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. You may choose to use the *Help Desk Intake Form*, available on the alohahsap.org portal website in the **Resources >> Technology** section.

- If the issue pertains to a student, provide the SSID and associated school for that student. Do not provide the student's name.

- If the issue pertains to a TIDE user, provide the user's full name and email address.

- Any error messages that appeared.

- Operating system and browser information, including version numbers (e.g., Windows 8 and Firefox 87 or Mac OS 12.2 and Safari 13).