

# MANAGING STUDENT TEST SETTINGS

Students' embedded accommodations, non-embedded accommodations, and designated supports must be set in TIDE prior to test administration. Test settings can be added and/or edited by a District Test Coordinator (DC), or School Test Coordinator (SC) via upload for one or multiple students. They can also be manually edited within individual student records. Consult the [Usability, Accessibility, and Accommodations Guidelines](#) to determine appropriate test settings.

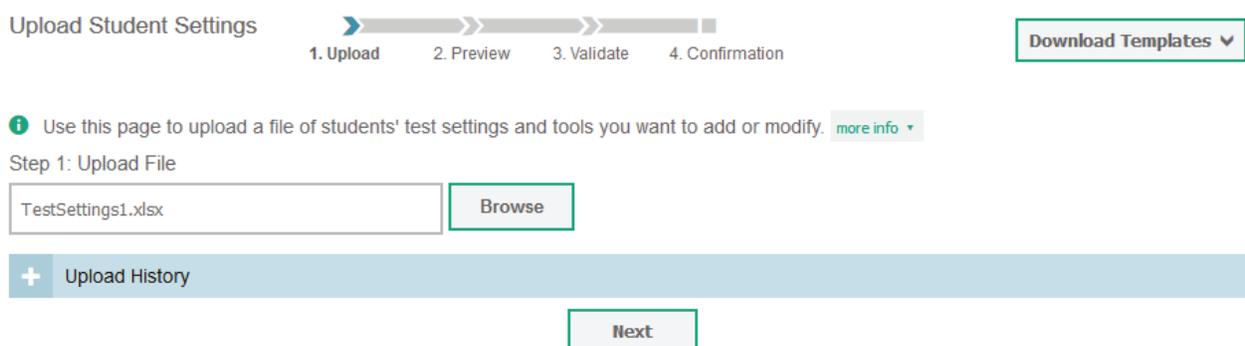
**NOTE:** Student demographics cannot be changed in TIDE. All changes to student demographic information must be made directly in i4see.

## Test Settings via File Upload Format

A file upload allows a user to work with multiple student settings at one time. **Students included in a new file upload will have any previous settings overwritten.**

### To Upload Student Settings

1. Log into TIDE via the portal (<http://nh.portal.airast.org>).
2. Click the **Student Information** task menu, then **Upload Student Settings**.
3. Download either the Excel or CSV template from the **Download Templates** drop-down menu. You can use this template file to enter student settings.
4. Open the file in a spreadsheet application or text editor, and add a row for each test setting you want to add or modify. See [Entering Student Settings into the Template](#) and follow the guidelines in the [TIDE User Guide](#). Save the file on your computer.



Upload Student Settings

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

Download Templates ▾

**i** Use this page to upload a file of students' test settings and tools you want to add or modify. [more info](#) ▾

Step 1: Upload File

TestSettings1.xlsx

+ Upload History

5. In the **Upload Student Settings** page, click **Browse**, and navigate to the upload file you created. Click **Next**.
6. Preview the file and click **Next**.
7. Validate that the file has the correct values. If the file has the correct values, click **Continue with Upload**. Otherwise, click **Upload Revised File** and repeat steps 1–7.
8. You will receive a confirmation that your records have been committed.

### Entering Student Settings into the Template

Each row represents one test setting for one student. One or multiple rows can be entered. The first column should include the student's SSID as it appears in TIDE. The following columns list the test subject, tool name, and value for the tool specified. Appropriate values will be auto-generated in drop-down menus for columns B–D of the upload template file. Refer to the [TIDE User Guide](#) for a detailed list of test settings and their corresponding tool names and values.

	A	B	C	D
1	SSID	Subject	Tool Name	Value
2	9999999999	ELA	Color Contrast	Black on Rose

*This example student settings upload file displays the selected test setting for a student with the SSID of 9999999999. For this student's ELA test, the Color Contrast tool has been selected with the corresponding value Black on Rose. If you need to upload multiple test settings for one student, please use one row for each test setting, ensuring that all test settings for one student occupy consecutive rows.*

**NOTE:** If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press Cancel as TIDE may have already started processing some of the records.

## Test Settings via Individual Student Record

Test settings can be set or changed manually within an individual student's record.

### To Edit Test Settings Within a Student Record:

1. Click the **Student Information** task menu, then **View/Edit/Export Student**.

View/Edit/Export Student  
 Use this page to view, edit, or export students. [more info](#)

**Search Students**

\*District:  Student's Last Name:

\*School:  Student's First Name:

SSID:  Grade Level When Assessed:

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**Advanced Search**

Search Fields:  **Additional Criteria Chosen:**

2. Enter search criteria into the fields provided to retrieve student records. Click **Search**.
3. Click the  next to the appropriate student's individual record in order to view and edit student test settings.

View/Edit/Export Student  
 Use this page to view, edit, or export students. [more info](#)

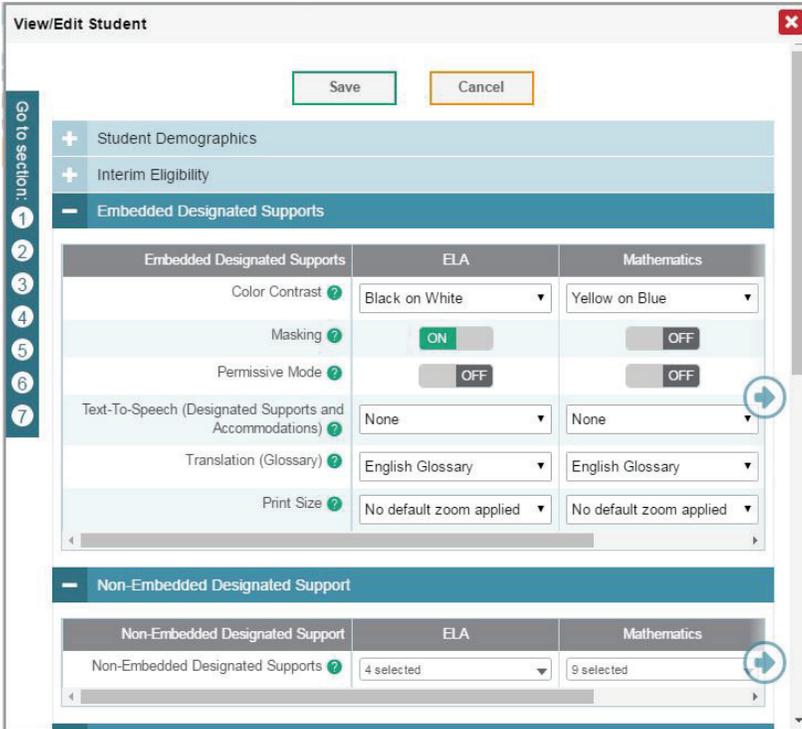
**Search Students**

Number of students found: 381 Enter search terms to filter search result 🔍

Edit	School Information		Student Information						
	District	School	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Grade Level When Assessed	
	9999999999	9999999999-9999999990	999999999	STUDENT1	DEMO	Y	Male	05	
	9999999999	9999999999-9999999990	999993453	STUDENT2	DEMO	Y	Male	08	

4. On the **View/Edit Student** page, the student’s test settings will be displayed. Select the settings you would like from the drop down menus or by using a switch to turn a setting on or off.



The screenshot shows the 'View/Edit Student' window with a 'Save' button and a 'Cancel' button at the top. On the left, there is a 'Go to section:' sidebar with numbered links 1 through 7. The main content area is divided into sections: 'Student Demographics', 'Interim Eligibility', and 'Embedded Designated Supports'. The 'Embedded Designated Supports' section is expanded and contains a table with columns for 'Embedded Designated Supports', 'ELA', and 'Mathematics'. The settings are as follows:

Embedded Designated Supports	ELA	Mathematics
Color Contrast	Black on White	Yellow on Blue
Masking	ON	OFF
Permissive Mode	OFF	OFF
Text-To-Speech (Designated Supports and Accommodations)	None	None
Translation (Glossary)	English Glossary	English Glossary
Print Size	No default zoom applied	No default zoom applied

Below this table is a 'Non-Embedded Designated Support' section with a table:

Non-Embedded Designated Support	ELA	Mathematics
Non-Embedded Designated Supports	4 selected	9 selected

*This example shows Yellow on Blue Color Contrast set for the Mathematics test and Masking being set to ON for the ELA test.*

5. Click **Save** at the bottom of the page. The student’s settings have been updated. **Allow up to 24 hours for test setting changes to be reflected in the system before testing.**



Contact the New Hampshire Help Desk for additional guidance.  
 Email: [nhhelpdesk@air.org](mailto:nhhelpdesk@air.org) Phone: 1.844.202.7584.