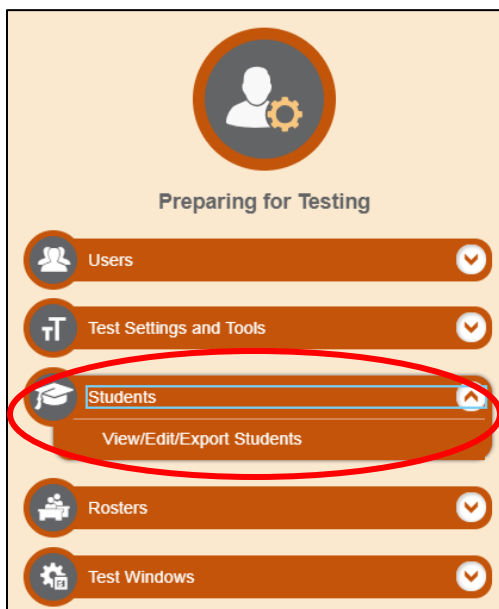


Changing Interim Testing Grade in TIDE

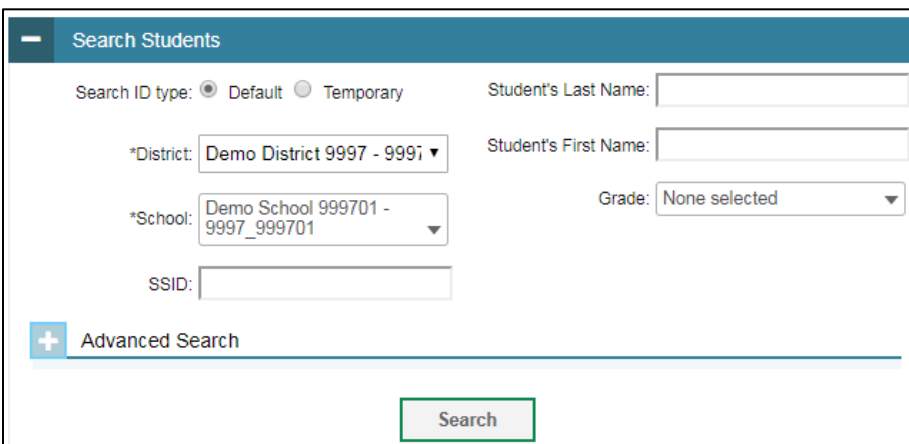
Students are assigned to Interim Tests according to grade level. There may be occasions in which it is more appropriate for students to take Interim Tests in a grade other than their enrolled grade. If this is the case, a teacher, school coordinator, or district coordinator may change or add grades that the specific student may test in. The change in interim testing grade will apply to both Interim Comprehensive Assessments (ICAs) and Interim Module Assessments (IMAs). This process is done in TIDE.

Note: This process does not apply to Diagnostic or Summative Assessments.



1. After logging in to TIDE, select *View/Edit/Students* from the **Students** dropdown menu.



2. In the **Search Students** panel, enter the appropriate search criteria and then click the **Search** button.

The image shows a screenshot of the "Search Students" panel. The panel has a blue header with a minus sign and the text "Search Students". Below the header, there are several search criteria fields: "Search ID type:" with radio buttons for "Default" (selected) and "Temporary"; "Student's Last Name:" with a text input field; "*District:" with a dropdown menu showing "Demo District 9997 - 9997"; "Student's First Name:" with a text input field; "*School:" with a dropdown menu showing "Demo School 999701 - 9997_999701"; "Grade:" with a dropdown menu showing "None selected"; and "SSID:" with a text input field. At the bottom left, there is a blue plus sign icon and the text "Advanced Search". At the bottom center, there is a green "Search" button.

3. Locate the student in the search results table and click the **Edit** icon.

Edit	School Information		Student Information		
	District	School IRN	SSID	Student's Last Name	Student's First Name
	9997	9997_999701	991007415	LaMadrid	Summers Jr.
	9997	9997_999701	991007457	Smith	Andrew

4. Once the student's record opens, scroll down to the **Interim Eligibility** panel and select an additional interim testing grade from the **Mathematics, ELA** and/or **Science** dropdowns.

Interim Eligibility

Interim Testing Grade

Mathematics: 06

ELA: 03

Science: 04

06

07

08

+ Race and Ethnicity

+ Student Participation

5. Once the additional grades have been selected for interims, scroll to the bottom of the page and click the **Save** button.

Interim Eligibility

Interim Testing Grade

Mathematics: 06

ELA: 06

Science: None selected

+ Race and Ethnicity

+ Student Participation

+ Visual Assistance Tools

+ Integration with Assistive Technology

+ Presentation

+ General Testing Tools

+ Accommodations

+ Accommodations (Non-Embedded)

+ Designated Supports (Non-Embedded)