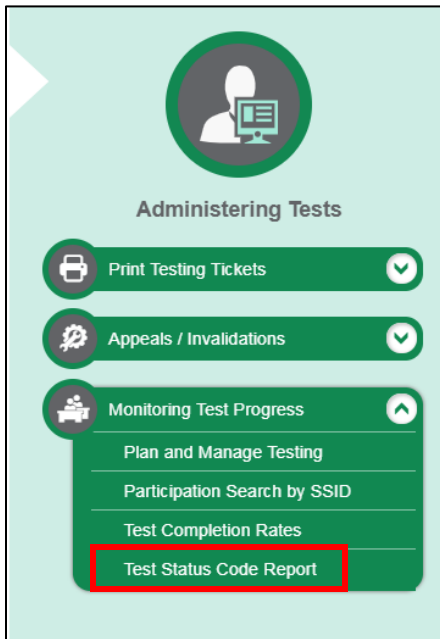


ELPA21 Summative: How to Generate a Test Status Code Report and Enter Reason Not Tested

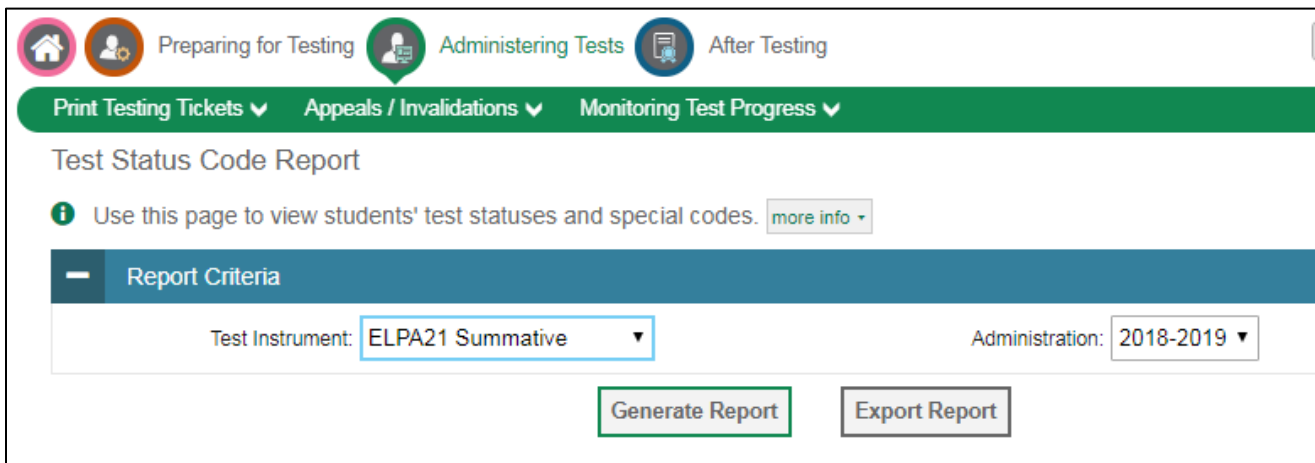
How to Generate a Test Status Code Report

To generate a report of students that are eligible for ELPA21 Summative tests and determine which students completed testing, and which students did not complete testing, follow the instructions below to generate a Test Status Code report.

1. After logging in to TIDE, expand the **Monitoring Test Progress** dropdown, and select *Test Status Code Report*. (Note: only a user with the role of DA or DC is able to generate a Test Status Code Report).



2. On the landing page, choose *ELPA21 Summative* from the **Test Instrument** dropdown and then click the **Generate Report** button.



- The results table will show students that are eligible for ELPA21 Summative tests, and which tests each student has completed. The table displays the Student Name, SSID, Test Name, Test Status and Date Started. Students that have a blank value in the *Test Status* column have not completed the test.

Test Status Code Report

i Use this page to view students' test statuses and special codes. [more info](#)

+ Report Criteria

Generate Report **Export Report**

Number of students found: 1568 51-100 of 1568 records

Enter search terms to filter search result

Student Name	SSID	Test Name	Opportunity	Test Status	Date Started	Special Code
Demo, Demoo	990010052	Grades 9-12 ELPA21 Summative - Writing DEI	1	reported	02/19/2019	
Demo, Demoo	990010065	Grades 4 – 5 ELPA21 Summative - Listening	1	reported	01/31/2019	
Demo, Demoo	990010065	Grades 4 – 5 ELPA21 Summative - Reading	1	reported	01/31/2019	
Demo, Demoo	990010065	Grades 4 – 5 ELPA21 Summative - Speaking	1	reported	01/31/2019	
Demo, Demoo	990010065	Grades 4 – 5 ELPA21 Summative - Writing	1	reported	01/31/2019	
Demo, Demo	990010067	Grades 4-5 ELPA21 Summative - Listening DEI	0			
Demo, Demo	990010067	Grades 4-5 ELPA21 Summative - Reading DEI	0			
Demo, Demo	990010067	Grades 4-5 ELPA21 Summative - Speaking DEI	0			
Demo, Demo	990010067	Grades 4-5 ELPA21 Summative - Writing DEI	0			

- To export the entire report, click on the **Export Report** button above the results table.

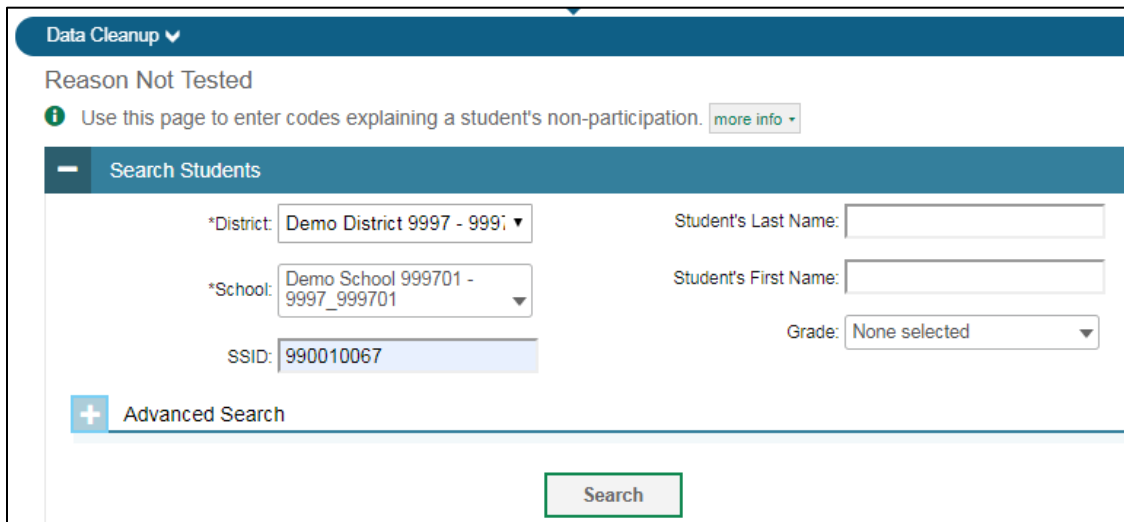
How to Enter Reason Not Tested

For each student that did not complete one or more ELPA21 Summative tests, a Reason Not Tested must be entered. Refer to the list of students in the Test Status Code report to identify which students need a Reason not Tested entered in TIDE. Follow the instructions below to enter a Reason Not Tested.

1. After logging into TIDE, expand the **Data Cleanup** dropdown, and select *Reason Not Tested*. (Note: only user with the role of DC is able to enter Reason Not Tested).



2. In the **Search Students** panel enter the SSID, last name or first name of the student for whom you want to enter a Reason Not Tested, then click the **Search** button.




The image shows a web interface for entering "Reason Not Tested" codes. At the top, there is a "Data Cleanup" dropdown menu. Below it, the text "Reason Not Tested" is displayed, followed by an information icon and the instruction: "Use this page to enter codes explaining a student's non-participation." with a "more info" link. A "Search Students" panel is open, containing several search criteria:

- *District: Demo District 9997 - 9997
- *School: Demo School 999701 - 9997_999701
- SSID: 990010067
- Student's Last Name: [text input field]
- Student's First Name: [text input field]
- Grade: None selected

 At the bottom of the search panel, there is a "Search" button.

3. Click the **Edit** icon to open the student’s record.

Number of Students found: 1 Enter search terms to filter search results

<input type="checkbox"/>	Edit	District	School IRN	SSID	Student's Last Name	Student's First Name	Middle Name	Gender	Birth Date (MMDDYYYY)	Grade
<input type="checkbox"/>		9997	9997_999701	990010067	Demo	Demo		Female		05

4. In the **Edit Non-Participation Codes** pop-up box, scroll down until you find the ELPA21 Summative tests. For each ELPA21 Summative test that the student did not take, select a reason from the dropdown menu. After selecting a reason for each test, scroll to the bottom of the page and click the **Save** button. Once you save the changes you will receive a confirmation message. Click the **Continue** button.

Edit Non-Participation Codes

Grades 4-5 ELPA21
Summative - Listening DEI:


Grades 4-5 ELPA21
Summative - Reading DEI:

Grades 4-5 ELPA21
Summative - Speaking DEI:

Grades 4-5 ELPA21
Summative - Writing DEI:

- Non-Participation Codes:

 - No longer enrolled
 - Emergency medical waiver
 - Student misclassified/No longer LEP/ELL
 - Parent/Guardian Refusal
 - Absent for entire/partial testing window



Edit Non-Participation Codes

edits saved

Continue

5. Repeat steps 2–4 for all students that were not tested.