

## Changing Interim Testing Grade

Students are assigned to Interim Tests according to grade level. Note: 9<sup>th</sup> and 10<sup>th</sup> grade students are assigned to the 11<sup>th</sup> grade interims. 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 Assessment Blocks (IABs). This process is done in TIDE.

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

### Accessing TIDE

In order to access TIDE, users must first have a username and password. Users will receive an email from [to AIRAST-DoNotReply@airast.org](mailto:AIRAST-DoNotReply@airast.org). Users must follow the instructions in the email in order to activate their accounts.

The West Virginia portal at [wv.portal.airast.org](http://wv.portal.airast.org) contains links to user guides, systems, and the secure browser as well as information about system requirements.

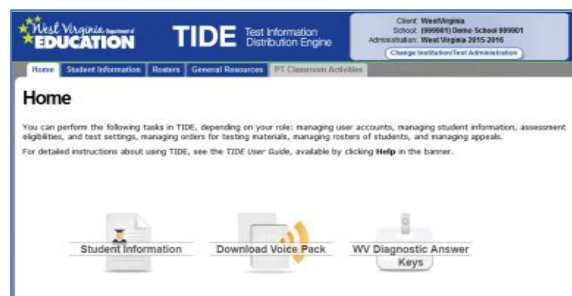
### Logging into TIDE:

1. On the West Virginia Assessments portal ([wv.portal.airast.org](http://wv.portal.airast.org)), click the **Test Administrators** icon. The **Test Administrators** page appears.
2. Click the **TIDE** card. The login page appears.
3. Enter your username and password and click **Sign In**. The TIDE Home Page appears.

Cards on the Portal

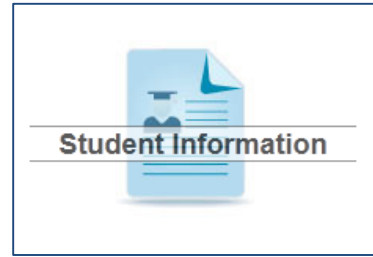


TIDE Home Page



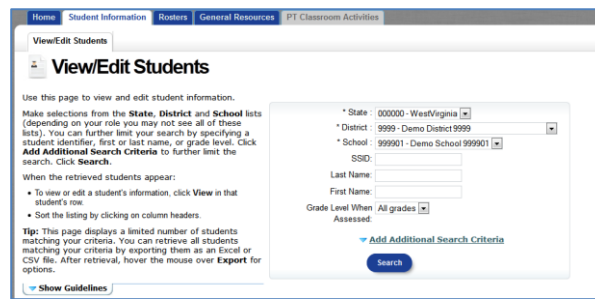
- Select the Student Information Tab or Icon.

Student Information Icon



- The View/Edit Students page will appear.

View/Edit Students Page



- On this page a set of search boxes appears.

Search Box

\* State : 00000 - WestVirginia  
 \* District : 9999 - Demo District 9999  
 \* School : 999901 - Demo School 999901  
 SSID : 900122272  
 Last Name :  
 First Name :  
 Grade Level When Assessed: 07  
[Add Additional Search Criteria](#)

- Enter the information about the student you wish to change. You may search for a specific student by SSID (WVEIS) or by name. Additionally, you may search by school and grade.

- Click search. The search results will appear. Depending on your search parameters there may be one student or many.

Search Results

| View                                | District | School ID | SSID      | Last Name | First Name | Middle Name | Gender | Birth Date (MM/DD/YYYY) | Grade Level When Assessed |
|-------------------------------------|----------|-----------|-----------|-----------|------------|-------------|--------|-------------------------|---------------------------|
| <input checked="" type="checkbox"/> | 9999     | 999901    | 900122272 | Temp      | Sam        | L           | Female | 09/02/2001              | 7                         |

Selected Student

- Select the student you wish to edit. Click View.

| View                                | District | School ID | SSID      | Last Name | First Name | Middle Name | Gender | Birth Date (MM/DD/YYYY) | Grade Level When Assessed |
|-------------------------------------|----------|-----------|-----------|-----------|------------|-------------|--------|-------------------------|---------------------------|
| <input checked="" type="checkbox"/> | 9999     | 999901    | 900122272 | Temp      | Sam        | L           | Female | 09/02/2001              | 7                         |

10. The Student Detail page will appear. This page contains Student Demographics, accommodations and designated supports and the interim testing grades. Most of these fields will be grayed out and non-editable.

Student Detail Page

11. The box below the Student Demographic page is the Interim Testing Grade. The current grade/s of the interim tests (ICAs and IABs) that the student is eligible to take are checked.

12. Select the additional appropriate grade/s of the interim tests. Note: Mathematics and Reading are listed separately and can be changed independently.

Interim Testing Grade Selection

13. At the bottom left-hand side of the page click the Save Changes button. The student may now be tested on an interim grade that the teacher additionally selected.

Save Changes Button

