

# How to Access and Download the Secure Connecticut Alternate Assessment Directions for Test Administration

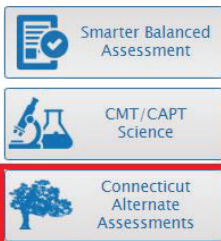
This brochure provides instructions for how to access and download the Connecticut Alternate Assessment (CTAA) Directions for Test Administration (DTAs) from the Test Information Distribution Engine (TIDE). These grade-specific DTAs are required for test administration.

**Note:** Only Teachers Administering the Alternate (TEAs) and District Administrators (DAs) may access the DTAs in TIDE due to the secure nature of these testing materials.

## Logging in to TIDE

1. From the CSDE Comprehensive Assessment Program Portal (<http://ct.portal.airast.org>) select the Connecticut Alternate Assessments program card.
2. Click the **TIDE** card to enter the Test Information Distribution Engine.
3. Enter your school e-mail address and password, and then click **Secure Login**.

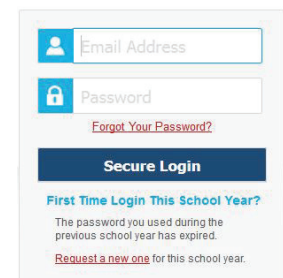
### Program Portal Cards



### TIDE Card



### Login Page



Email Address

Password

[Forgot Your Password?](#)

**Secure Login**

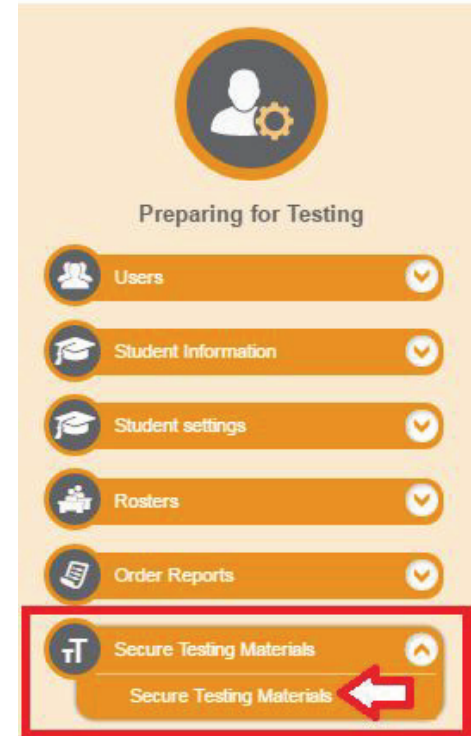
**First Time Login This School Year?**  
The password you used during the previous school year has expired.  
[Request a new one](#) for this school year.

### Accessing the Secure Testing Materials

#### Step 1








The TIDE home page appears. In the Preparing for Testing Section of TIDE, click the **Secure Testing Materials** task to expand the menu. Then, click on the **Secure Testing Materials** link.

**Note:** This task menu will only be visible to users with a DA or TEA user role in TIDE.



#### Step 2

The secure file view **Dashboard** will open as a pop-up window. This **Dashboard** houses the secure DTAs for the Connecticut Alternate Assessment. The DTAs are grouped by grade-level.








File Name	Created On	Expiration Date	Expires In	Actions
Grade 11 CTAA Directions for Test Administration.zip	3/1/2017 4:29:59 PM		na	<a href="#">Download</a> 
Grade 8 CTAA Directions for Test Administration.zip	3/1/2017 3:46:05 PM		na	<a href="#">Download</a> 
Grade 7 CTAA Directions for Test Administration.zip	3/1/2017 3:45:04 PM		na	<a href="#">Download</a> 
Grade 6 CTAA Directions for Test Administration.zip	3/1/2017 3:43:40 PM		na	<a href="#">Download</a> 
Grade 5 CTAA Directions for Test Administration.zip	3/1/2017 3:42:10 PM		na	<a href="#">Download</a> 
Grade 4 CTAA Directions for Test Administration.zip	3/1/2017 3:42:34 PM		na	<a href="#">Download</a> 
Grade 3 CTAA Directions for Test Administration.zip	3/1/2017 2:43:25 PM		na	<a href="#">Download</a> 

#### Step 3

Click [Download](#) to download the specific grade-level CTAA DTAs that you need for testing. Then, select the subject.

**Note:** Clicking  will send the grade-level DTAs to [View Archives](#).

Click [View Archives](#) to view these DTAs.

File Name	Created On	Expiration Date	Expires In	Actions
Grade 11 CTAA Directions for Test Administration.zip	3/1/2017 4:29:59 PM		na	<a href="#">Download</a> 
Grade 8 CTAA Directions for Test Administration.zip	3/1/2017 3:46:05 PM		na	<a href="#">Download</a> 
Grade 7 CTAA Directions for Test Administration.zip	3/1/2017 3:45:04 PM		na	<a href="#">Download</a> 
Grade 6 CTAA Directions for Test Administration.zip	3/1/2017 3:43:40 PM		na	<a href="#">Download</a> 
Grade 5 CTAA Directions for Test Administration.zip	3/1/2017 3:42:10 PM		na	<a href="#">Download</a>  
Grade 4 CTAA Directions for Test Administration.zip	3/1/2017 3:42:34 PM		na	<a href="#">Download</a> 
Grade 3 CTAA Directions for Test Administration.zip	3/1/2017 2:43:25 PM		na	<a href="#">Download</a> 