Connecticut Alternate Assessment System Training
Required for Teachers Administering the Alternate

Overview for District Administrators

Beginning with the 2018-2019 school year, the Connecticut State Department of Education (CSDE) Performance Office and the American Institutes for Research (AIR) have revised the qualification process for Teachers Administering the Alternate (TEAs) assessments. The Alternate Assessment System includes both the Connecticut Alternate Assessment (CTAA) in English language arts and math for eligible students in Grades 3-8 and 11 and the Connecticut Alternate Science (CTAS) Assessment for eligible students in Grades 5, 8, and 11. This revised process will ensure that TEA training includes the most current information as testing policies and system enhancements shift from year to year.

The Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate is a mandatory online course completed each school year to provide qualified educators with essential alternate assessment materials and the permissions to administer these assessments. Educators passing the embedded quiz for the training with a score of 80% or better will be assigned the Trained TEA certification and be provided all associated privileges for administering the alternate assessment.

Users with a TEA role have access to all AIR online systems, including the Test Information Distribution Engine (TIDE), the Test Administration (TA) Interface, the Data Entry Interface (DEI), and the Online Reporting System (ORS). The TEA role has the same permissions in these systems as the TE role, however, only users with a TEA role can access secure alternate assessment system materials, administer the CTAA, and submit student scores on the CTAS using the DEI. For a full listing of TEA system permissions, please refer to the User Permissions for Secure Online Systems brochure posted to the Connecticut Comprehensive Assessment Program Portal.

Overview of District Administrator Responsibilities

The flow chart below provides an overview of the responsibilities of the District Administrator (DA) in the Test Information Distribution (TIDE), who manages the assessment process and communication about Connecticut’s assessment system for their district. DAs must follow these procedures to ensure the alternate assessments are administered by teachers qualified for this responsibility.

1. Identify the TEAs for the current school year and maintain a list of TEAs.
2. Manage TEA users in TIDE.
   - Add individual users.
   - Upload multiple users.
   - Delete users.
3. Notify TEAs.
4. Maintain communication with TEAs to confirm training status.
5. Repeat Steps 1–4 each school year.
Getting Started – Logging into TIDE


2. Click on the TIDE card. The login page appears.

3. Enter your username and password, then click Secure Login.

4. If this is your first time logging into TIDE for the school year, from a new device, or after clearing your browser’s cache, the Enter Code page appears. If this page does not appear, proceed to Step 5.

   If the Enter Code page appears, an authentication code is automatically sent to your email address. You must enter this code in the Enter Emailed Code field and click Submit within fifteen minutes of receiving the code via email.

5. The TIDE dashboard appears.
I. Identify the TEAs for the Current School Year and Maintain a List of TEAs

As a District Administrator, you must identify the teachers in your district who will be administering the Connecticut Alternate Assessment (CTAA) and the Connecticut Alternate Science (CTAS) Assessment. **You will be required to maintain and update this list of teachers throughout each school year.**

Your list of TEAs must include all special education teachers who will administer the alternate assessments (CTAA and CTAS) in the current school year **regardless of previous training status.**

As a starting point, you should download a list of all TEAs in your district from the previous school year by performing the steps indicated in **Searching for TEA Users in TIDE**, below. This process should be repeated after any cleanup (addition or removal) of TEA users has occurred.

**Searching for TEA Users in TIDE**

1. From the TIDE dashboard *Preparing for Testing* section, click the **Users** task menu to expand the available options.

2. Click the **View/Edit/Export Users** task. The **View/Edit/Export User** page appears.
3. Designate your search criteria as follows:
   a. In the **Role** drop-down menu, select *Teacher Alternate (TEA)*.
   b. The **District** drop-down menu is pre-populated as your district, unless you are designated as a DA for multiple districts. If you are a DA for multiple districts, select the desired district.
   c. From the **School** drop-down menu, select *All Schools*.

4. Click the **Search** button. Search results that align to your search criteria appear.

5. Click the checkbox in the header row of your search results table to select all search results.

6. Click arrow icon above the table to export your search results. Select Excel to export the list of TEAs that align to your search criteria into an Excel spreadsheet. **Table 1** illustrates the user data that is included in this spreadsheet.
Table 1. User Data in Excel Spreadsheet

<table>
<thead>
<tr>
<th>Column in Excel Spreadsheet</th>
<th>Explanation of Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
<td>TEA</td>
</tr>
<tr>
<td>District</td>
<td>District ID and District Name</td>
</tr>
<tr>
<td>School</td>
<td>School ID and School Name</td>
</tr>
<tr>
<td>First Name</td>
<td>First Name of TEA</td>
</tr>
<tr>
<td>Last Name</td>
<td>Last Name of TEA</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Phone Number of TEA</td>
</tr>
<tr>
<td>Email Address</td>
<td>School Email Address of TEA</td>
</tr>
<tr>
<td>Trained TEA</td>
<td>Training Status of TEA</td>
</tr>
<tr>
<td></td>
<td>Y = TEA has completed required training course and has passed the final quiz</td>
</tr>
<tr>
<td></td>
<td>with a score of at least 80% accuracy</td>
</tr>
<tr>
<td></td>
<td>N or Blank = TEA has not completed required training course</td>
</tr>
</tbody>
</table>

II. Manage TEA Users in TIDE

As a District Administrator (DA), you are responsible for assigning the TEA user role in TIDE to each teacher in your district who will be administering either alternate assessment. DAs must collect the following information for each TEA:

- TEA District Association
- TEA School Association
- TEA First Name
- TEA Last Name
- TEA Phone Number
- TEA School Email Address

DAs must inform TEAs when they have been added into TIDE, making sure to note in their communication that once each TEA is added to TIDE, they will receive an email from AIRAST-DoNotReply@airast.org, which may appear in spam or junk mail, depending on district security filters. TEAs will need to follow the steps in the email from AIRAST-DoNotReply@airast.org to activate their AIR TIDE account.
Adding Individual TEA Users into TIDE

1. From the TIDE dashboard *Preparing for Testing* section, click the Users task menu to expand the available options.

2. Click the Add Users task. The Add User page appears.

3. First, enter the school email address for one TEA in the Email Address field. Then, click **Add user or add roles to user with this email.**
4. In the **PERSONNEL** pane, enter the TEA's first name, last name, and phone number in the appropriate fields.

5. In the **Add Role** pane, select the following from each drop-down list:
   - **Role**: TEA
   - **District**: If the value is not pre-populated, select the TEA's District Association
   - **School**: Select the TEA's School Association

   **Note**: If the TEA is the primary special education teacher for students in multiple schools, this process will need to be repeated for each school.

6. Click **Save**.

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### Uploading Multiple Users into TIDE

Entering the TEA role for individual or multiple special education teachers using the Upload Users feature in TIDE requires the following information for each user to populate the Excel Spreadsheet Users Template:

- District ID (TEA District Association)
- School ID (TEA School Association)
- First Name
- Last Name
- Email (School Email Address)
- Phone
- Role (TEA)
- Action (ADD)

Please note that if the TEA is the primary special education teacher for students in multiple schools, the TEA will need to be included in multiple rows with a different School ID in each row.
Retrieve the Upload File Template

1. From the TIDE dashboard Preparing for Testing section, click the Users task menu to expand the available options.

2. Click the Upload Users task. The Upload Users page appears.

3. Click the Download Templates drop-down list. Select the Excel template from the drop-down list. You will use this template to compose the upload file.
Entering TEA User Information into the Upload File

In the template, each row represents one user. Populate each column of the spreadsheet, including the District ID, School ID, First Name, Last Name, Email Address, Phone Number, Role (TEA), and Action (ADD) for each user.

A sample upload file, included below, contains the upload file template populated for a TEA who must be added to multiple schools and another TEA who must be added to only one school. Note that, in the sample file, the user Demo TEA 1’s information is included in multiple rows, with two different School IDs to add the TEA to two different schools using the same upload file.

Once you have completed the upload file template, save the file locally to your computer.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>District</td>
<td>School</td>
<td>First</td>
<td>Last</td>
<td>Email</td>
<td>Phone</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>ID   9999999999</td>
<td>ID 9999999990</td>
<td>Demo</td>
<td>TEA 1</td>
<td><a href="mailto:demo-tea1@demo.user">demo-tea1@demo.user</a></td>
<td>844-202-7583</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>ID   9999999999</td>
<td>ID 9999999990</td>
<td>Demo</td>
<td>TEA 1</td>
<td><a href="mailto:demo-tea1@demo.user">demo-tea1@demo.user</a></td>
<td>844-202-7583</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>ID   9999999999</td>
<td>ID 9999999990</td>
<td>Demo</td>
<td>TEA 2</td>
<td><a href="mailto:demo-tea2@demo.user">demo-tea2@demo.user</a></td>
<td>844-202-7583</td>
</tr>
</tbody>
</table>

Uploading the File

1. From the TIDE dashboard Preparing for Testing section, click the Users task menu to expand the available options.

2. Click the Upload Users task. The Upload Users page appears.
Step 1: Upload
1.1 Click Browse to search your computer for the completed upload file.
1.2 Navigate to the file that is saved on your computer.
1.3 Click Open.
1.4 Click Next to begin the process.

Step 2: Preview
2.1 Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns.
2.2 Click Next to continue the process.

Step 3: Validate
3.1 TIDE validates the file to ensure there are no data or layout errors. For information about correcting errors, refer to the TIDE User Guide.
3.2 If no errors exist, click Continue with Upload to add new TEA users.

Step 4: Confirmation
4.1 A confirmation message indicates how many files TIDE successfully uploaded.
Deleting TEA Users in TIDE

1. From the TIDE dashboard Preparing for Testing section, click the Users task menu to expand the available options.

2. Click the View/Edit/Export Users task. The View/Edit/Export User page appears.

3. Designate your search criteria as follows:
   a. In the Role drop-down menu, select Teacher Alternate (TEA).
   b. The District drop-down menu is pre-populated as your district, unless you are designated as a DA for multiple districts. If you are a DA for multiple districts, select the desired district.
   c. From the School drop-down menu, select the school of the TEA who you wish to remove.
   d. Enter any additional search criteria such as First Name, Last Name, Phone Number, or Email Address.
4. Click the **Search** button. Search results that align to your search criteria appear.

5. Click the checkbox next to each TEA who you wish to delete from TIDE.

6. Click the trash icon above the table to delete the selected TEAs from TIDE.

### III. Notify TEAs

Email the teachers on your list to notify them that they have been added to TIDE as a TEA and advise them on next steps in the process.

TEAs should watch for an email from **AIRAST-DoNotReply@airast.org**, which may appear in spam or junk mail depending on district security filters. TEAs will need to follow the steps in the email to activate their AIR account.

### IV. Maintain Communication with TEAs to Confirm Training Status

Ensure that TEAs complete the Connecticut Alternate Assessment Training – Required for Teachers Administering the Alternate (TEAs) as soon as possible.

Teachers who do not participate and pass the training requirement with a score of at least 80% accuracy will not be eligible to access required secure alternate assessment materials, administer the alternate assessments, or submit the Connecticut Alternate Assessment Eligibility Form through the online Data Entry Interface (DEI).
V. Repeat Steps I.–IV. Each School Year

District Administrators should repeat Steps I.–IV. each school year to ensure the alternate assessments are administered by teachers qualified for this responsibility.

Contact the Connecticut Comprehensive Assessment Program Help Desk for additional guidance.

Email: cthelpdesk@air.org    Phone: 1.844.202.7583