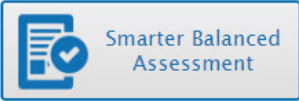
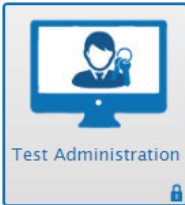

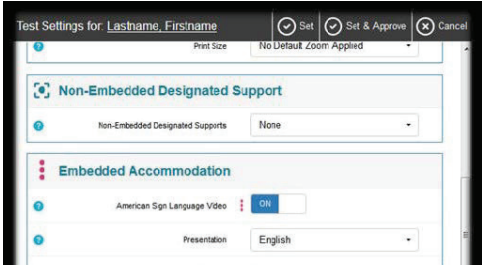











## MANUALLY ENTERING DESIGNATED SUPPORTS AND ACCOMMODATIONS

The 2019-20 Smarter Balanced Interim Assessment Blocks (IABs) will be available for administration on September 24, 2019. There are some considerations that impact the selection of **accommodations** prior to test administration. Because the selection of accommodations in TIDE is **dependent on a student's special education and 504 status**, accommodations will not be selectable in TIDE until the 2019-20 Public School Information System (PSIS) student batch upload into TIDE occurs on November 15, 2019. If your school or district expects to administer an Interim Assessment Block prior to November 15, 2019, accommodations (both Embedded and Non-Embedded) will need to be manually entered in the **Test Administration (TA) Interface** at the time of testing. Information on how to manually enter accommodations is included below.

In contrast to the accommodations entry process, **Designated Supports** can be entered directly into TIDE by the District Administrator (DA) or School Test Coordinator (SC) either manually or via the upload process. These supports will be immediately visible to the School Test Administrator in the TA Interface and will be immediately available to the student for use while taking the IAB. Once a designated support is set in TIDE, this setting will persist in TIDE. Please refer to the [Accessibility Chart](#) and the [Embedded and Non-Embedded Designated Supports for English Learners](#) for additional guidance.

### ENTERING ACCOMMODATIONS

- From the Connecticut Comprehensive Assessment Program portal (<https://ct.portal.airast.org>), select the Smarter Balanced Card.
 
- Click on the **Test Administration** card and log in.
 
- Select the block to be administered from the menu.
- To check a student's test settings and accommodations click  for that student. The student's information appears.
- Before approving the students' tests, enter designated supports and accommodations. The Test Administrator will need to set **accommodations** for each applicable student every time an Interim Assessment Block is administered.
 

Approvals and Student Test Settings				
3 students awaiting approval				
ICA - ELA Grade 4				
Student Name	SSID	Opp #	See Details	Action
Lastname, Firstname	9999990101	1	Custom	  
IAB - Math Grade 4 - Fractions				
Student Name	SSID	Opp #	See Details	Action
Lastname, Firstname	9999990102	1	Custom	  
Lastname, Firstname	9999990103	2	Custom	  

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

Email: [cthelpdesk@air.org](mailto:cthelpdesk@air.org)

Phone: 1.844.202.7583