



Cambium Clicksheet: Generating TIDE Report of Untested Students

1	Go to https://texasassessment.gov and click on Testing Personnel. Scroll down the page and click the tile titled Test Information Distribution Engine (TIDE).	Testing Personnel Resources and information needed to prepare for and administer the Texas Assessment Program. SYSTEM Test Information Distribution Engine (TIDE) Manage students and users for testing and reporting, order test materials, and track student participation.
2	Sign in with your individual username and password. For Administration Task select TX SY [current school year] Student Test Information Management. For User Role select CTC. For Campus select your campus.	Administration Tasks Select the User Role, Administration Task, Region, District, and Campus (as applicable) User Role: Campus Testing Coordinator (CTC) ▾ Administration Task: Texas 2025-2026 School Year ▾ 1 State: Texas - 000000 ▾ 2 Enrolled Region: REG 04 EDUCATION SERVICE CENTER - 04 ▾ 3 Enrolled District: PASADENA ISD - 101917 ▾ 4 Select Enrolled Campus* ▾



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4	In the Test Progress Reports dropdown list, select Test Progress Summary. Select Open Test Windows.	Test Progress Summary The charts on this page show information from the Test Completion Rates (TCR) report. More Info Report Type: ALL ENROLLED CAMPUSES Change Report Type Test Progress Legend: Completed In Progress Not Started Open Test Windows Past Test Windows Click on any test above to toggle between the summary and detail views, or to expand all click hide all details
5	If you want the report to generate results for all assessments within the test, leave Test Name defaulted to All selected. If you want the report to generate results for only one test, in the Test Name dropdown list select the test you want results for.	UNDER REVIEW
6	Under section 3 Get Specific select the first option: Students who have not completed any opportunity in the selected administration. Select Generate Report.	UNDER REVIEW
7	All students listed on this report should match up to rosters in TestHound for untested (absent) students. By the last day of the assessment window all students should have a score code set. To mark score code in TIDE use this clicksheet. Marking score codes for students must be completed one at a time, so start this process early in the last week of testing. If you mark a students score code as absent and end up testing them before the last day of the online assessment window, when the student submits the online assessment for scoring that will override the Absent score code automatically -- you do not have to go into the system to mark their test as Score.	