

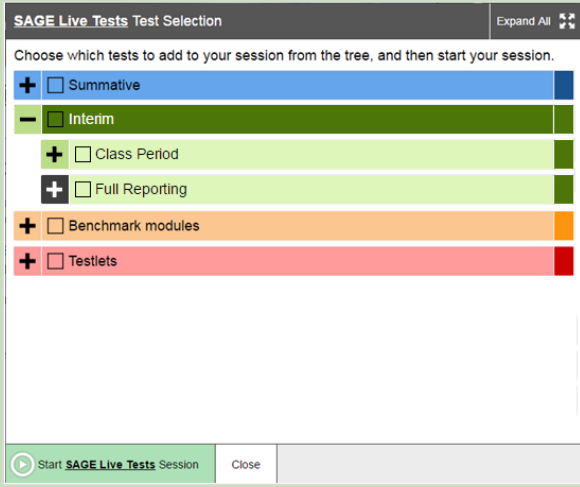
# Test Windows

## Managing Test Delivery in SAGE Systems

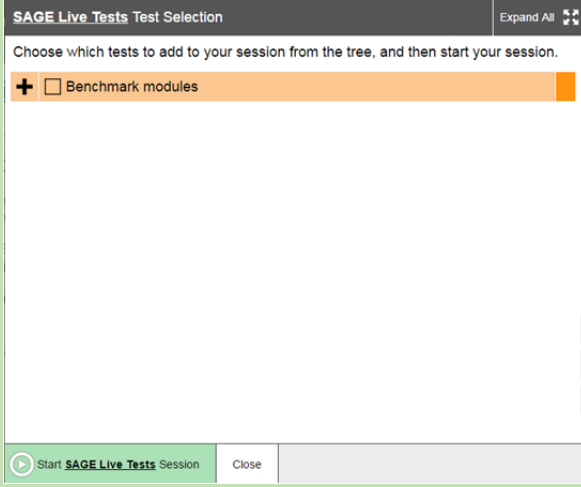
Two new SAGE assessment instruments have been created for Utah educators. These instruments help in understanding what students know and can do at any given moment in a school year. This document explains how to schedule these instruments using test windows in TIDE.

**It is important to ensure that students are taking the correct assessment instruments at the correct times.** By not creating test windows, all assessment instruments will default to the wider state testing windows and test administrators in your LEA will be able to add them in the TA Interface to each testing session. For this reason, it is highly recommended that LEAs schedule when certain assessment instruments will be available.

**Test Selection Tree without LEA Set Test Windows:** TAs may be overwhelmed with choices and administer an incorrect instrument



**Test Selection Tree with Sample LEA Set Test Windows:** TAs will have a lower chance of administering an incorrect instrument



### Good to Know

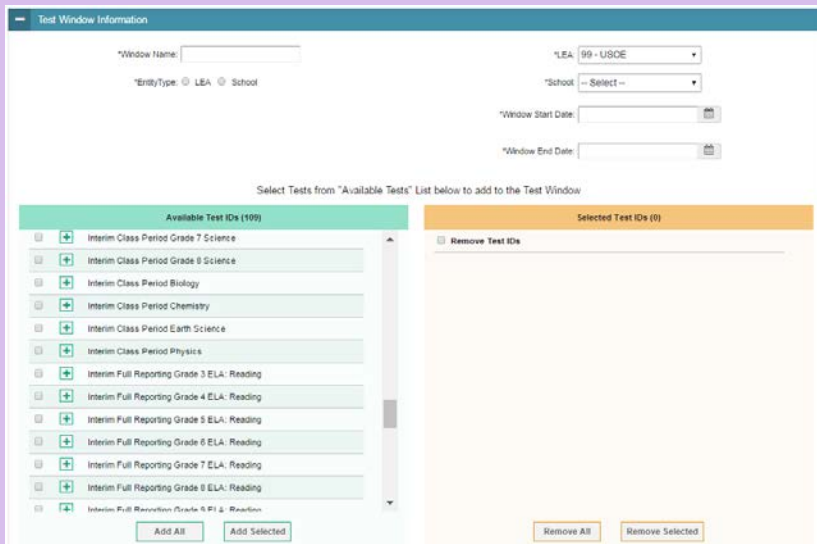
- Test windows can be edited at any time and the same upload file can be used to modify or edit the windows.
- LEAs can create a test window for schools that need to test outside of the LEA window (e.g., year-round schools that test in the winter instead of the spring with the rest of the district).
- If you do not want a test to be available, assign start and stop dates in the past or future.
- All test window restrictions are specific to a proctor’s association with a specific LEA or school, regardless of the students’ LEA or school.
- Creating a test window for one instrument does not prevent a proctor from seeing other instruments during that window.
- When creating test windows both school and LEA windows must fall entirely within the state testing window.

TIDE now provides two ways to create or update test windows: by **individual entry** or by **upload**.

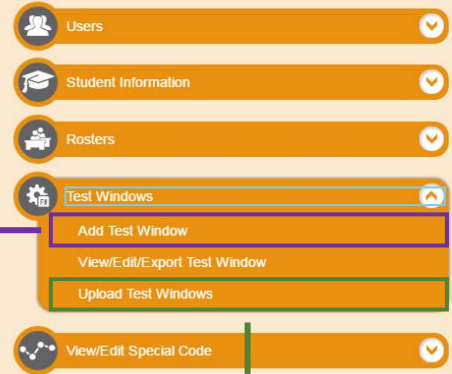
### To create (or edit) test windows:

- Log in to TIDE.
- Under *Preparing for Testing* select either **Add Test Window** or **Upload Test Windows**.

**To add test windows individually**, enter the required information at the top of the panel. Next, select tests from the Available Test IDs (green) column, and select **Add Selected** to move them in to the Selected Test IDs (orange) column. These will be the only tests available to the entity type you selected, during the window start and end date you selected. Click **Save** to create the test window.




Preparing for Testing



**To add many test windows through an upload**, an Excel template has been started for you and is located [here](#). The first tab lists instructions on how to fill in a file. Additional tabs have been created for each assessment instrument available, and all possible assessments within those instruments are listed. Copy and paste a tab in to a new file, and fill in all information. When finished, save the Excel file, and follow the steps to upload and commit the file to TIDE.

### Upload Test Windows

1. Upload 2. Preview 3. Validate 4. Confirmation

#### Step 1: Upload File

Choose File

Browse

+ Upload History

Next

Please see the *TIDE User Guide* or contact the SAGE Help Desk at 1-855-570-7239 or [SAGEHelpDesk@air.org](mailto:SAGEHelpDesk@air.org) for more information on creating test windows.