**CLOSING THE SMARTER ASSESSMENT WINDOW**

How to make sure all your students are present and accounted for

Before you close the assessment window for another year, it is a good idea to make sure that all your students have actually finished. Here is a step-by-step process for identifying the students who have and have not completed all four parts of the assessment:
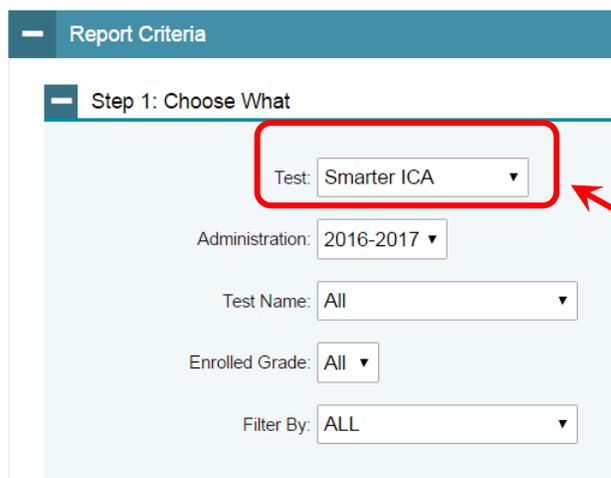
1. Log into TIDE
2. In the middle "Test Administration" column open the pull down menu for "Monitoring Test Progress"
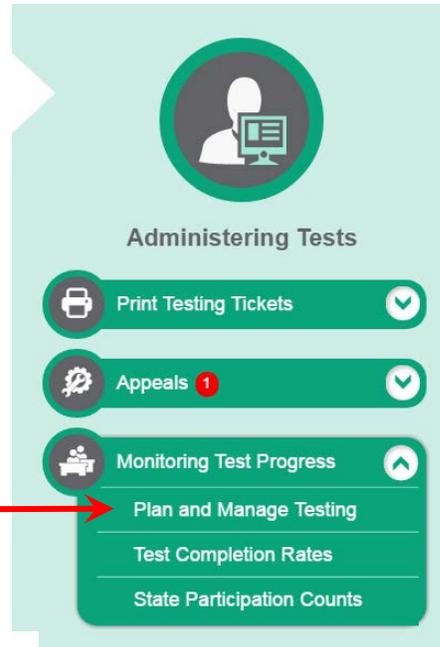
3. Select "Plan and Manage Testing"

4. You should now be on a page with 3 sections: "Choose What," "Choose Who," and "Get Specific."

5. You have many "Choose What" options available but you definitely need to change the first box from "Smarter ICA" to "Smarter Summative." The defaults will produce a completion report that includes (1) all tests (2) at all grade levels (3) for all student groups, but you can manipulate any of those options to make your completion report as general or as specific as you like.

6. Under "Choose Who" you will first select your district or supervisory union. Then a second box will appear that will allow you to select the school you want to review. A third box will then appear that you can use if you want to review at the teacher or classroom level.

Step 2: Choose Who

District Demo District 1 (9999999) ▼

School Demo School 1 (9999999) ▼

Teacher Champlain, Lake ▼

Step 3: Get Specific

◉ students who [have not ▼] [started ▼] [Any ▼] opportunity in the selected administration

◯ students whose current opportunity will expire in [ ] days.

◯ students on their [Any ▼] opportunity in the selected administration, and have a status of [any ▼]

◯ students whose most recent [SessionID ▼] was [SessionID (optional)] between [05/22/2017] and [05/22/2017]

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

7. Under "Get Specific" select the first option (students who) and then set the three pulldown menus as shown above.

[Generate Report] [Export Report]

8. You have the option of generating an online report or you can have a report sent to your e-mail. This report will list any students included in TIDE who have not started any testing. By changing the pull down menus you can also create several other report options:
   - Student who have started testing
   - Students who have not completed testing
   - Student who have completed testing. Note: when all of your students are done, you will see each student listed four times (e.g., ELA CAT, Math CAT, ELA PT, and Math PT).

Name	SSID	Enrolled Grade	Test
Lastname, Firstname	9999990503	07	Summative CAT - ELA Grade 7
Lastname, Firstname	9999990506	07	Summative CAT - Math Grade 7
Lastname, Firstname	9999990506	07	Summative PT - Math Grade 7
Lastname, Firstname	9999990508	07	Summative PT - Math Grade 7

Note: The purpose of this process is for local schools to identify any students who need to finish testing so that make-up sessions can be scheduled. It is NOT necessary to contact the Agency to report completion of the assessment.