2023-2024 Test Administration

TIDE Users Upload File Format

Overview

Prior to accessing any systems supporting the Texas Assessment Program, individuals must be added to the Test Information Distribution Engine (TIDE), with an appropriate role.

Texas Statewide Assessments
2023-2024 Layout for TIDE Users Upload File –

Excel Column	Column Order	Header Label	Include in Template	Required	Width Limit	Acceptable Values
A	1	Regional ID	Yes	Yes	2	2 numeric digits
B	2	District ID	Yes	Yes	6	6 numeric digits. Leading zeros required.
C	3	Campus ID	Yes	Yes	9	9 numeric digits. Leading zeros required.
D	4	First Name	Yes	Yes	60	Up to 60 characters.
E	5	Last Name	Yes	Yes	60	Up to 60 characters.
F	6	Email Address	Yes	Yes	100	Up to 100 alphanumeric characters and special characters.
G	7	User Role	Yes	Yes	8	STATE = State Administrator ERS = ESC Region Staff RCU = Regional Content User DS = District Superintendent DTC = District Testing Coordinator DTA = District Testing Assistant DRV = District Report Viewer DCU = District Content User LMS_Only = LMS Only CTC = Campus Testing Coordinator CRV = Campus Report Viewer OTA = Online Test Administrator PR = Principal SDA = Student Data Assistant TE = Teacher CTS = Campus Technology Staff TSA = Test Setup Assistant
H	8	Phone Number	Yes	No	12	Valid Phone Number. Hyphens accepted
I	9	Texas Unique Staff ID	Yes	No	10	10 numeric digits or blank.
J	10	Action	Yes	Yes		ADD DELETE

Change Log

Location	Change	Date
Entire document	Updated for SY2023-2024	