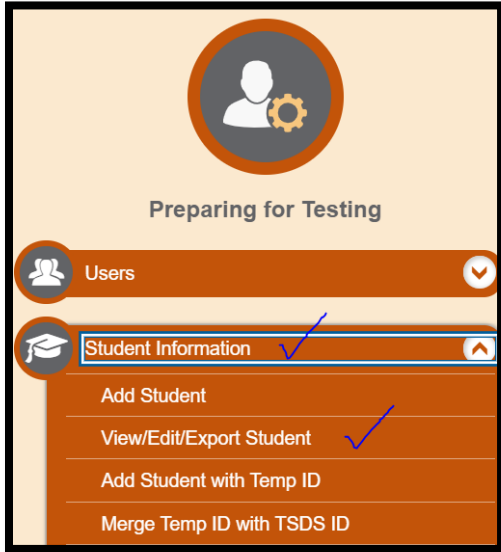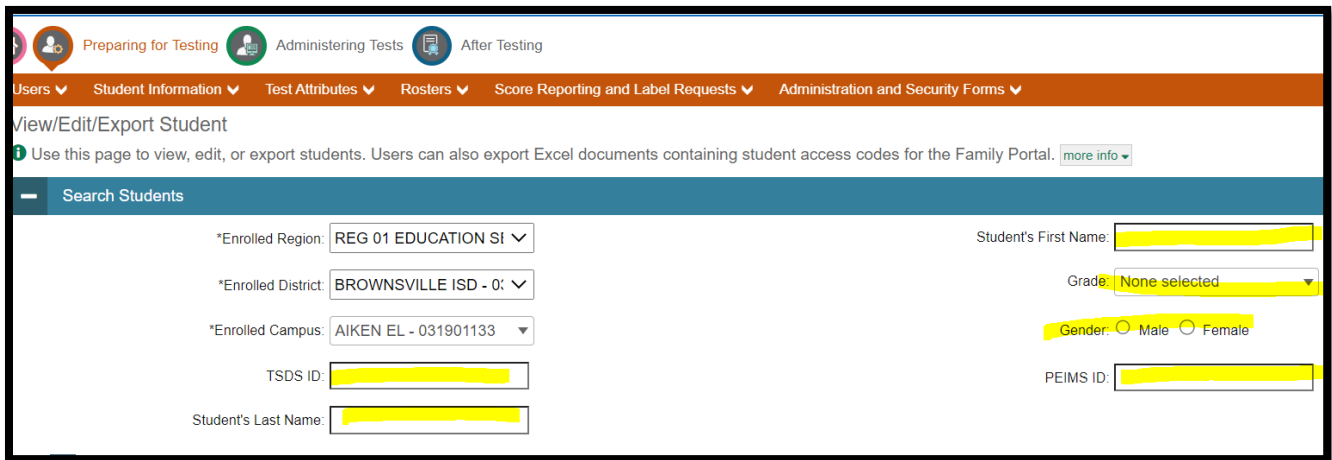## INSTRUCTIONS ON HOW TO MANUALLY ENTER ACCOMMODATIONS IN TIDE
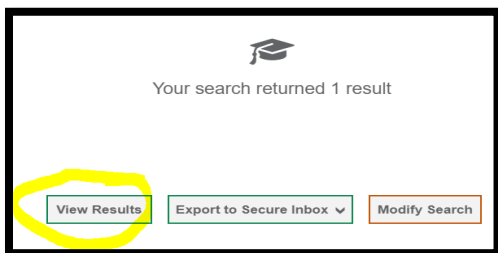
1. Go to www.texasassessment.gov
2. Select the TESTING PERSONNEL Tab
3. Click on Test Information Distribution Engine (TIDE)
4. From the **ORANGE area** click on STUDENT INFORMATION followed by VIEW/EDIT/EXPORT
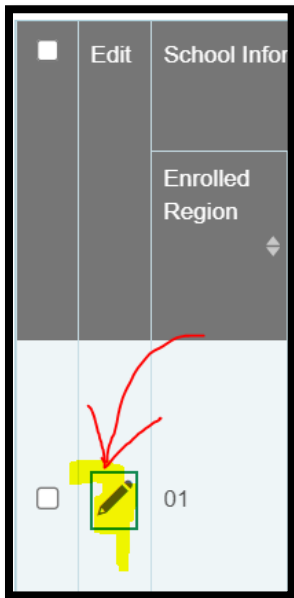

5. From this screen you may enter **a** student identifier to locate the student for which an update is needed and click SEARCH
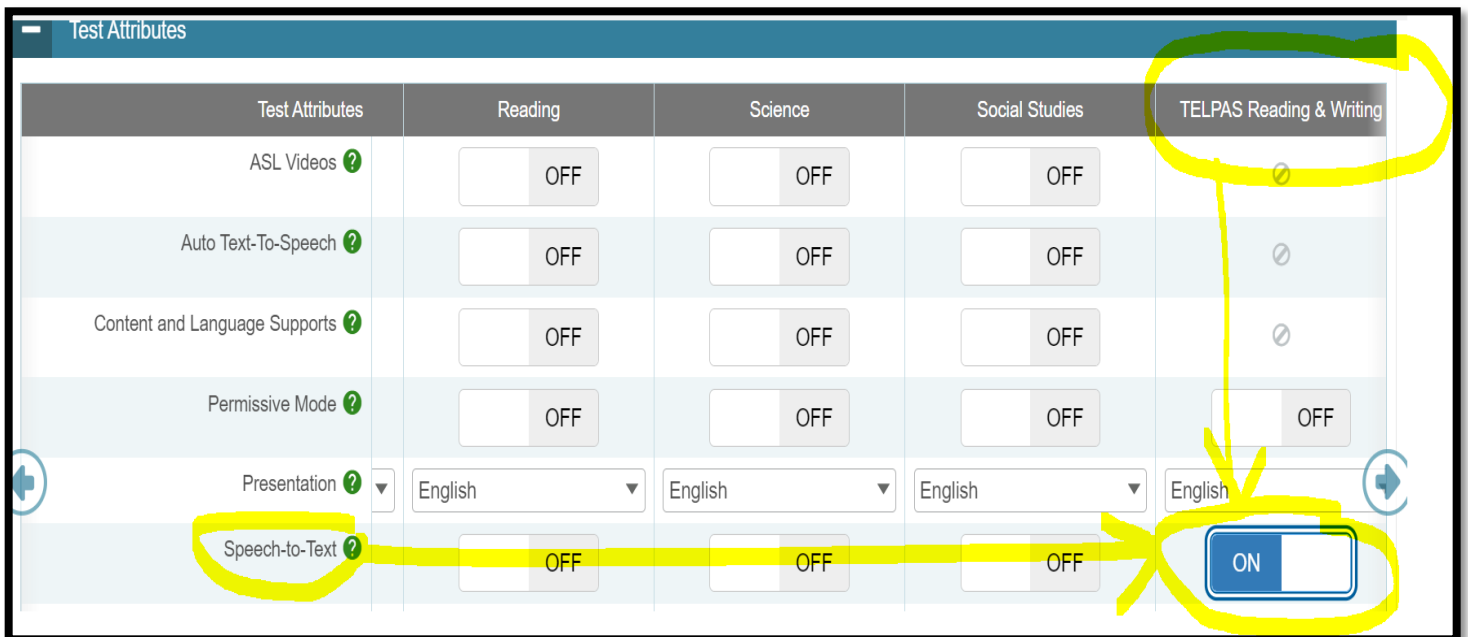

6. Click on VIEW Results

7. Now, CLICK on PENCIL Icon

8. You will be directed to the student's demographic page. The entire section is divided with **BLUE HEADERS.** Scroll down to the **Test Attributes** header and locate the TELPAS Reading & Writing Test column and **turn on** the SPEECH TO TEXT switch. Don't forget to CLICK **Save**
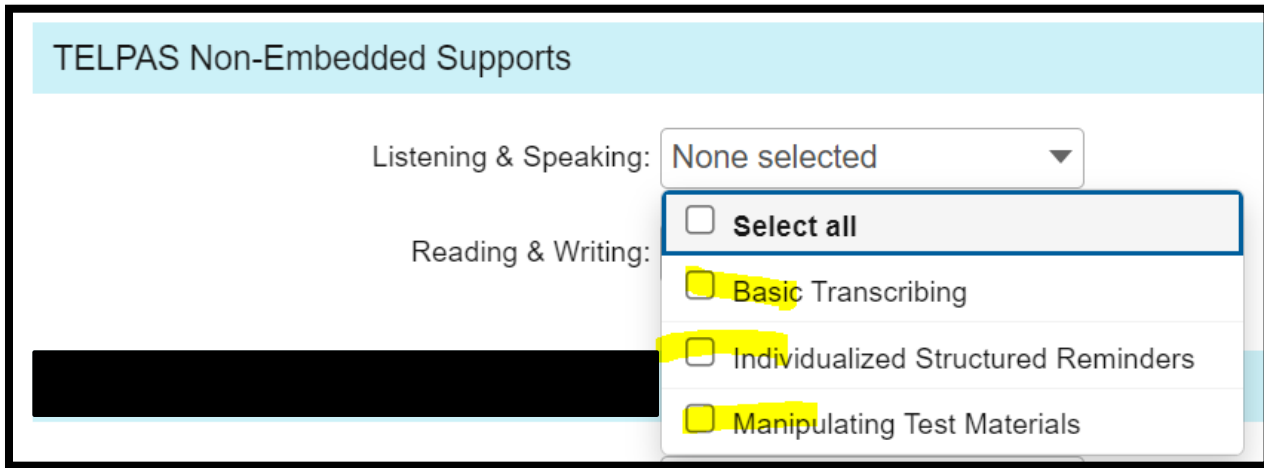

To document the OTHER Designated Supports such as:

- INDIVIDUALIZED STRUCTURED REMINDERS (TELPAS Listening/Speaking & Reading/Writing)
- MANIPULATING TEST MATERIALS (TELPAS Listening/Speaking & Reading/Writing)
- COMPLEX TRANSCRIBING T.E.A. ARF Required (TELPAS Reading/Writing, only)
- EXTRA DAY -T.E.A. Approved- ARF Required(TELPAS Listening/Speaking & Reading/Writing)

You will scroll UP and then locate ▬ **Non-Embedded Supports** header.

You will then select the appropriate TELPAS Test and use the drop down arrow to select the accommodation.

TELPAS Non-Embedded Supports

Listening & Speaking: None selected ▼

Reading & Writing:

☐ **Select all**

☐ Basic Transcribing

☐ Individualized Structured Reminders

☐ Manipulating Test Materials