

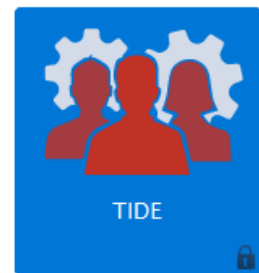
## Printing PreID Labels

A PreID label is a label that you affix to a student's testing materials, such as an answer booklet. Referring to the example in [Figure 1](#), the student's name, SSID, and identifying bar code appear on the label. The test administrator affixes this label to the student's answer booklet.

## Logging in to TIDE

1. On the South Dakota Smarter Balanced Assessment portal (<http://sd.portal.airast.org/>), click the **Test Administrators or Test Coordinators** icon. The **user's home** page appears.
2. Click the **TIDE** card.

User Cards on the Portal



3. Enter your username and password and click **Secure Login**.
4. The TIDE home page appears.

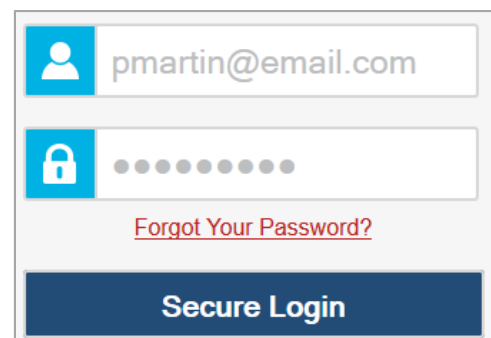
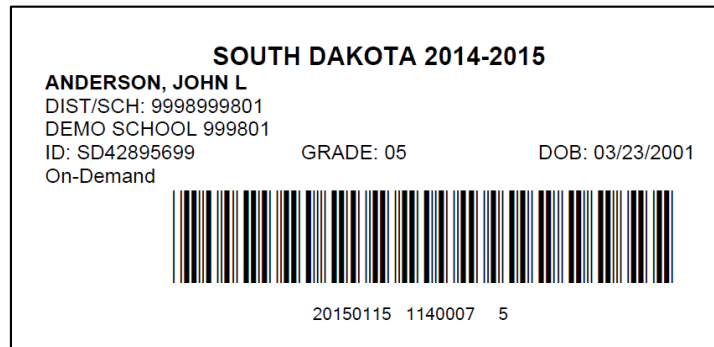
A login form with a white background and a blue border. It contains a username field with a person icon and the text "pmartin@email.com", a password field with a lock icon and seven dots, a red link "Forgot Your Password?", and a dark blue button with the text "Secure Login".

Figure 1. Sample PreID Label



Districts and schools can print labels for students not included in the original PreID upload for a given administration, such as students who transferred to a school after the PreID upload. Districts and schools may also print replacements for PreID labels that had been included in the initial shipment.

This task requires the 5" × 2" label stock provided in your test materials shipment. You can print on partially used label sheets. For example, if you have a sheet of labels that is missing the first two rows, you can start printing on the third row.

TIDE generates the tickets or labels as PDF files that you download with your browser. All users can perform this task.

*To print PreID labels:*

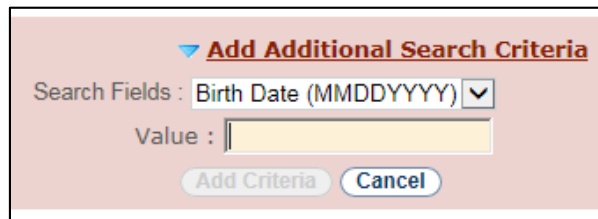
1. Click the **Student Information** tab, then click **View/Edit Students**. The **View/Edit Students** page appears (see [Figure 2](#)).

Figure 2. Selection Fields in the View/Edit Students Page

2. From the drop-down lists, select search criteria.

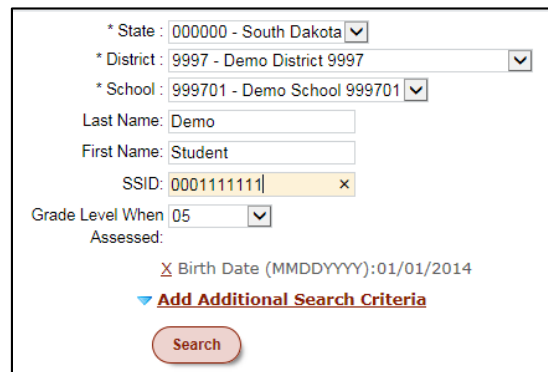
3. *Optional.* To refine your search, do the following:
  - a. Click **Add Additional Search Criteria**. Additional search fields appear (see [Figure 3](#)).

Figure 3. Additional Student Search Criteria (Form Fields)



- b. Make selections for the additional search criterion, and then click **Add Criteria**. TIDE displays the criterion in the **View/Edit Students** page (see [Figure 4](#)).

Figure 4. Additional Student Search Criteria (Displayed)



- c. Repeat steps [a-b](#) to add additional search criteria.
  - d. To delete an additional search criterion, click **X** next to it.
4. Click **Search**. TIDE displays the retrieved students at the bottom of the **View/Edit Students** page (see [Figure 5](#)).

Figure 5. Retrieved Students

Total Number of Students: 7									
Note: Search results are limited to 5000 records.									
<span>Export</span> <span>Delete Selected</span> <span>Move Students</span> <span>Print Test Tickets</span>									
	View	District	School IRN	Last Name	First Name	Middle Name	Birth Date (MMDDYYYY)	SSID	Grade Level When Assessed
<input type="checkbox"/>	<span>View</span>	9997	9701	Dennis	Merry		09092001	9999999003	04
<input type="checkbox"/>	<span>View</span>	9997	9701	Dennis	Merry		09092001	9999999004	05
<input type="checkbox"/>	<span>View</span>	9997	9701	Dennis	Merry		09092001	9999999005	06
<input type="checkbox"/>	<span>View</span>	9997	9701	Dennis	Merry		09092001	9999999006	07

5. Click **View** to open the **View Student Details** page for the student whose PreID label you wish to print..

6. Click the column headings to sort the retrieved students in the order by which you want them printed.
7. Do one of the following:
  - Mark the checkboxes for the students you want to print.
  - Mark the checkbox at the top of the table to print tickets or labels for all retrieved students.
4. Establish the start position for printing on the first page by doing the following:
  - a. Hover over the **PreID Labels** button, and click **Download PreID Labels Template** (see [Figure 6](#)). Your browser downloads a PDF indicating the available start positions for printing (see [Figure 7](#)).

Figure 6. Menu from the PreID Labels button

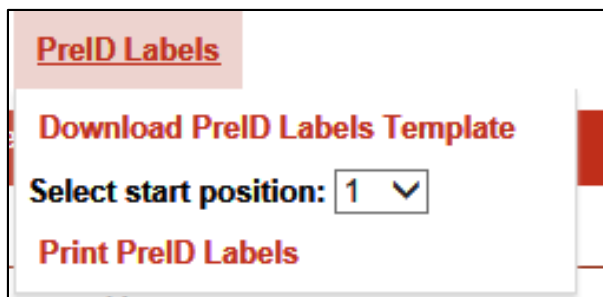
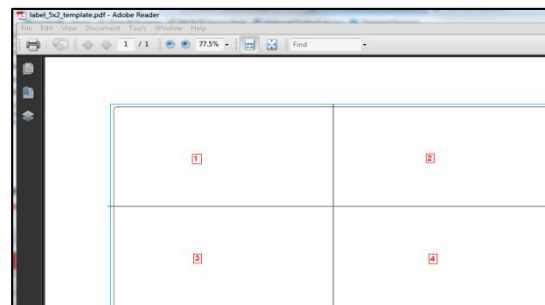
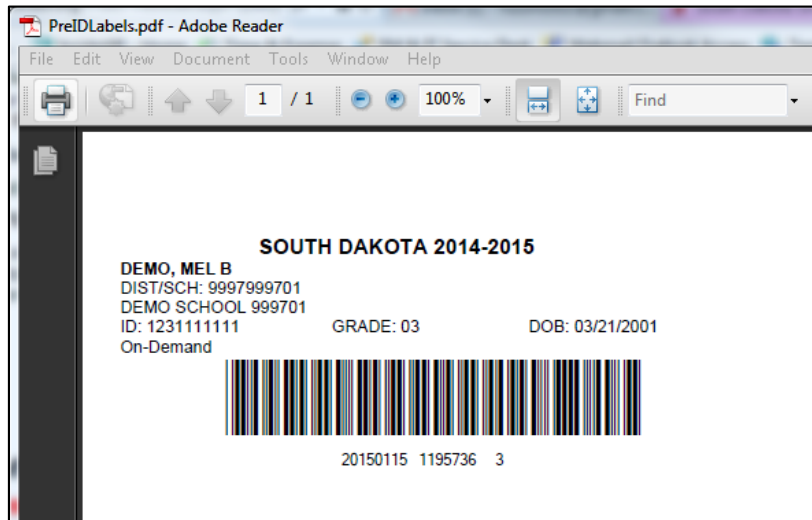


Figure 7. Label Template (partial view)



- b. Using the downloaded template, identify the starting position. For example, 1 indicates the top-left corner of the label sheet, and 2 indicates the top-right corner.
  - c. Again hover over the **PreID Labels** button; from the *Select start position* drop-down list, select the number you determined in step [b](#).  
  
This start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the top-left corner.
5. Hover over the **PreID Labels** button, and click **Print PreID Labels**.
6. Your browser downloads the generated PDF file (see [Figure 8](#)).

Figure 8. PreID Label PDF (partial view)



For more detailed information, refer to the *TIDE User Guide* on the South Dakota portal (<http://sd.portal.airast.org/>).

## User Support

### Hours of Operation:

The South Dakota Smarter Balanced Assessment Help Desk is open Monday–Friday from 7:00 a.m. to 7:00 p.m. ET (except holidays or as otherwise indicated on the South Dakota Smarter Balanced Assessment portal).

**Smarter Balanced Assessment Help Desk**  
**Toll-Free Phone Support: 1-855-838-8378**  
**Email Support: [SDHelpDesk@air.org](mailto:SDHelpDesk@air.org)**

You may need to provide the following information:

- Test Administrator name
- SSIDs of affected students. Do not provide any other student information, as doing so may violate FERPA policies.
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration, if known:
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup

Refer to the *Help Desk Information Template* on the South Dakota portal for a more detailed list of information to provide the Help Desk when reporting an issue.