

## How Principals Create and Manage Rosters in TIDE

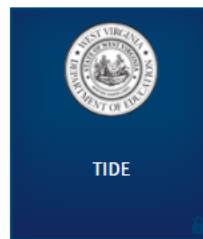
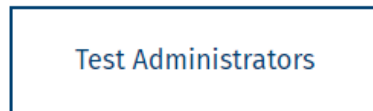
Rosters are used to create and view reports in Reporting. Rosters can be accessed in either TIDE or Reporting under Rosters. This quick guide provides directions for principals on using TIDE to create and manage rosters.

### **Before Creating and Managing Rosters in TIDE**

Teacher users are not associated with students. Therefore, principals must associate the teachers with students using rosters. If principals associate the teachers to their students, the teachers can then view class and student level reports in Reporting.

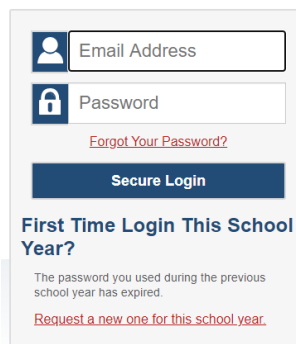
### **How to Create Rosters in TIDE**

1. On the West Virginia Assessment Portal (wv.portal.cambiumast.com), select the **Test Administrator** icon. The **Test Administrators** page appears. Select the **TIDE** card. The log in page appears.




2. Enter your username and password and select **Secure Login**. If this is your first time logging in this school year, you will need to select **Request a new one for this school year** in order to reset your password. The TIDE site appears.

#### Login

A login form with a white background and a light gray border. It contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link "Forgot Your Password?". A blue button labeled "Secure Login" is positioned below the fields. Underneath the button, the text "First Time Login This School Year?" is displayed in bold. Below this, a message states "The password you used during the previous school year has expired." followed by a red link "Request a new one for this school year."

3. Enter Administration Details as applicable such as **District** and **School**.



### Administration Details

Select the Test Administration, User Role, District, and School (as applicable):

Test Administration:

User Role:


\*State:


\*District:

\*School:

4. Select **Rosters** from the TIDE Dashboard under **Preparing for Testing**. The Rosters dropdown menu appears.


TIDEAdministration: West Virginia 2020-2021 | User: Richardson, Trevor (SC)

[Help](#) [Inbox](#) [Manage Account](#) [Log Out](#)



### Preparing for Testing

- [Test Settings and Tools](#)
- [Users](#)
- [Students](#)
- [Rosters](#)
- [Test Windows](#)

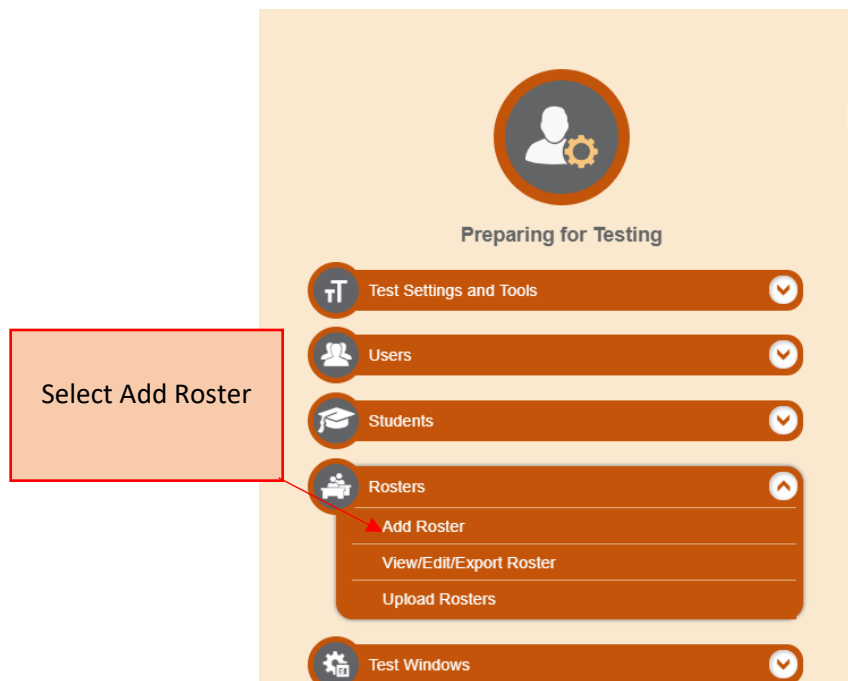


### Administering Tests

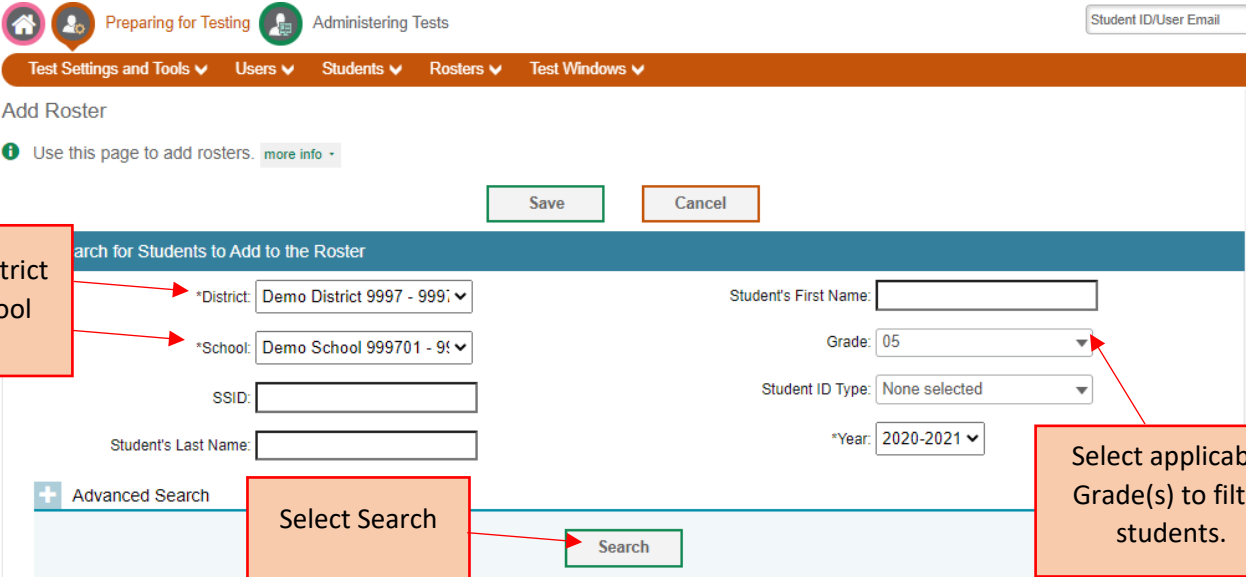
- [Appeals / Invalidations](#)
- [Monitoring Test Progress](#)
- [Print Testing Tickets](#)

Select Rosters

5. Use the **Rosters** drop-down to create new rosters and manage existing rosters. To add a roster, select **Add Roster** from the drop-down menu. The **Add Roster** page appears.



6. In the **Search for Students to Add to the Roster** panel, select the District and School for which you are creating the roster. Select **Search**. Students that can be added to a roster will appear under **Available Students** in the **Add Students to the Roster** panel.
  - a. Optional: Filter students in the selected school by grade by selecting the applicable grade(s) in the **Grade** drop-down menu.

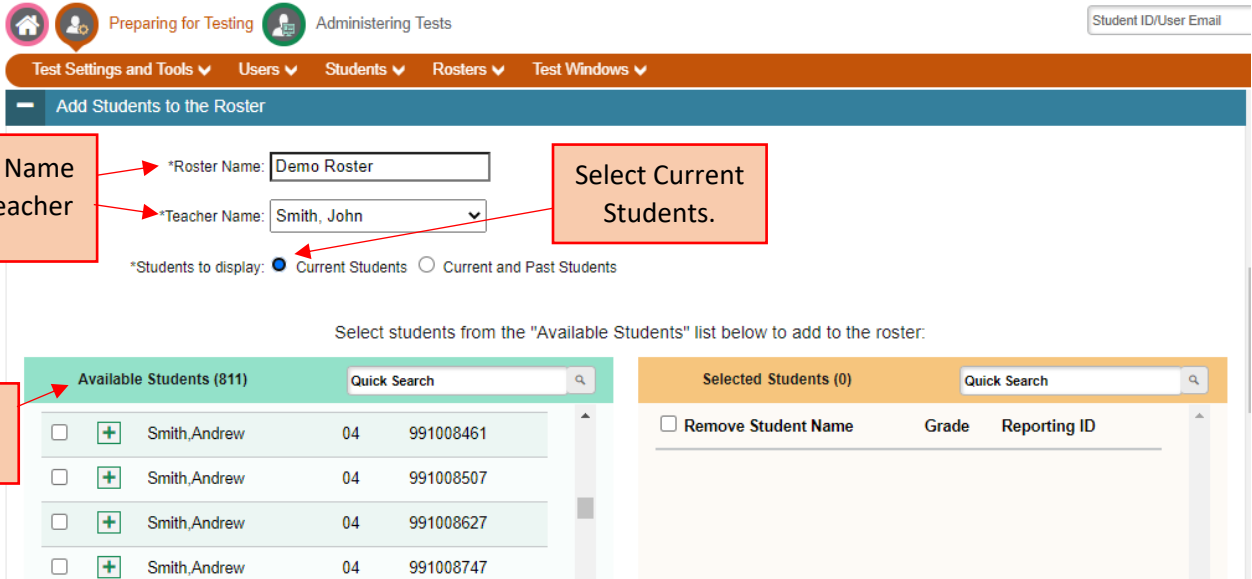


The screenshot shows the "Add Roster" page. At the top, there are navigation tabs: "Preparing for Testing" (selected) and "Administering Tests". Below the tabs is a navigation bar with "Test Settings and Tools", "Users", "Students", "Rosters", and "Test Windows". The "Add Roster" section contains a message: "Use this page to add rosters. [more info](#)". There are "Save" and "Cancel" buttons. The main form is titled "Search for Students to Add to the Roster" and includes the following fields:

- \*District: Demo District 9997 - 999; (dropdown)
- \*School: Demo School 999701 - 99 (dropdown)
- SSID: (text input)
- Student's Last Name: (text input)
- Student's First Name: (text input)
- Grade: 05 (dropdown)
- Student ID Type: None selected (dropdown)
- \*Year: 2020-2021 (dropdown)

Callouts indicate: "Select your District and your School" pointing to the District and School dropdowns; "Select Search" pointing to the Search button; and "Select applicable Grade(s) to filter students." pointing to the Grade dropdown.

7. In the **Add Students to the Roster** panel, enter the name of the Roster and select the appropriate teacher from the **Teacher Name** drop-down menu. Select **Current Students** to display students currently associated with the school and district.



Preparing for Testing | Administering Tests | Student ID/User Email

Test Settings and Tools | Users | Students | Rosters | Test Windows

**Add Students to the Roster**

Enter Roster Name and select Teacher → \*Roster Name: Demo Roster

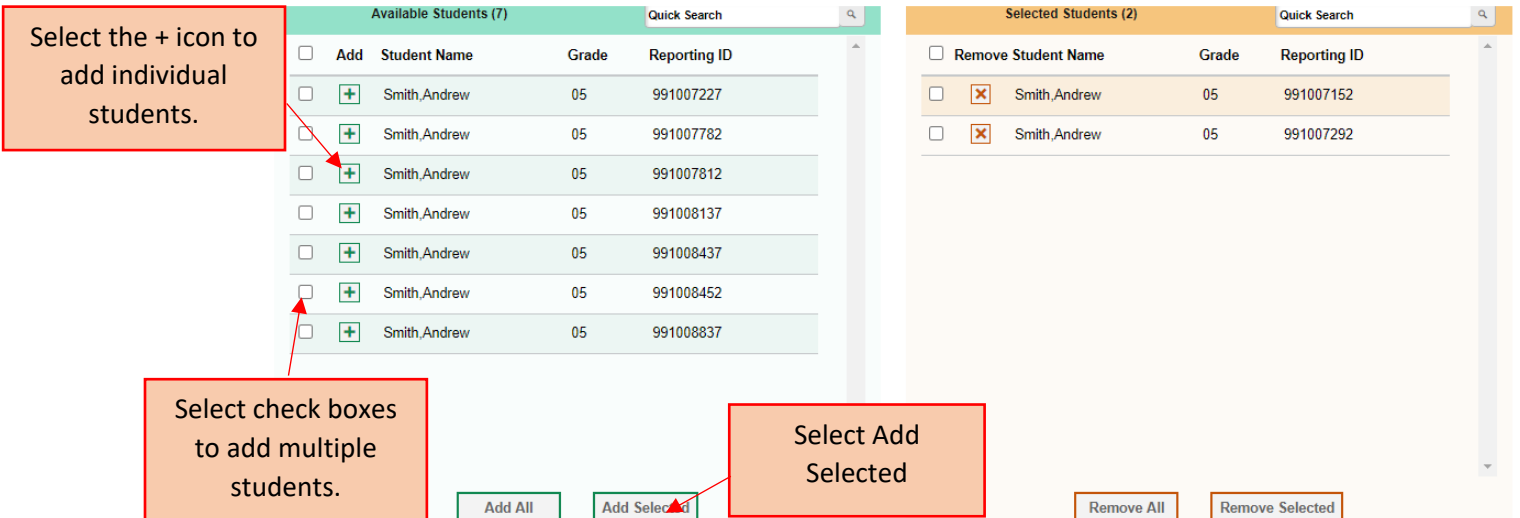
→ \*Teacher Name: Smith, John

Select Current Students. → \*Students to display:  Current Students  Current and Past Students

Available Students are → Available Students (811)

	Quick Search															
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Remove Student Name</th> <th>Grade</th> <th>Reporting ID</th> </tr> </thead> <tbody> <tr> <td>Smith, Andrew</td> <td>04</td> <td>991008461</td> </tr> <tr> <td>Smith, Andrew</td> <td>04</td> <td>991008507</td> </tr> <tr> <td>Smith, Andrew</td> <td>04</td> <td>991008627</td> </tr> <tr> <td>Smith, Andrew</td> <td>04</td> <td>991008747</td> </tr> </tbody> </table>	Remove Student Name	Grade	Reporting ID	Smith, Andrew	04	991008461	Smith, Andrew	04	991008507	Smith, Andrew	04	991008627	Smith, Andrew	04	991008747
Remove Student Name	Grade	Reporting ID														
Smith, Andrew	04	991008461														
Smith, Andrew	04	991008507														
Smith, Andrew	04	991008627														
Smith, Andrew	04	991008747														

8. Add students to the roster by selecting the “plus” icon next to an available student’s name. Students can also be added by selecting the check box to the left of the student’s name and then select **Add Selected** at the bottom of the screen. The student(s) will then appear under **Selected Students**.



Select the + icon to add individual students. → Available Students (7)

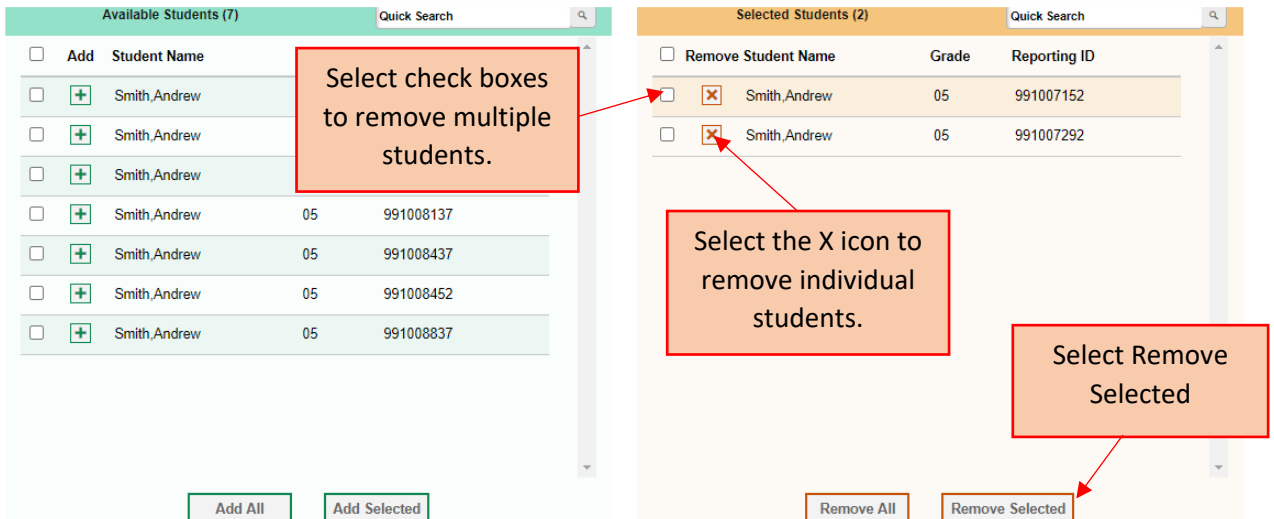
Quick Search																																
<table border="1"> <thead> <tr> <th>Add</th> <th>Student Name</th> <th>Grade</th> <th>Reporting ID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Smith, Andrew</td> <td>05</td> <td>991007227</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Smith, Andrew</td> <td>05</td> <td>991007782</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Smith, Andrew</td> <td>05</td> <td>991007812</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Smith, Andrew</td> <td>05</td> <td>991008137</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Smith, Andrew</td> <td>05</td> <td>991008437</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Smith, Andrew</td> <td>05</td> <td>991008452</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Smith, Andrew</td> <td>05</td> <td>991008837</td> </tr> </tbody> </table>	Add	Student Name	Grade	Reporting ID	<input type="checkbox"/>	Smith, Andrew	05	991007227	<input type="checkbox"/>	Smith, Andrew	05	991007782	<input type="checkbox"/>	Smith, Andrew	05	991007812	<input type="checkbox"/>	Smith, Andrew	05	991008137	<input type="checkbox"/>	Smith, Andrew	05	991008437	<input type="checkbox"/>	Smith, Andrew	05	991008452	<input type="checkbox"/>	Smith, Andrew	05	991008837
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Select check boxes to add multiple students. → Selected Students (2)

Quick Search									
<table border="1"> <thead> <tr> <th>Remove Student Name</th> <th>Grade</th> <th>Reporting ID</th> </tr> </thead> <tbody> <tr> <td>Smith, Andrew</td> <td>05</td> <td>991007152</td> </tr> <tr> <td>Smith, Andrew</td> <td>05</td> <td>991007292</td> </tr> </tbody> </table>	Remove Student Name	Grade	Reporting ID	Smith, Andrew	05	991007152	Smith, Andrew	05	991007292
Remove Student Name	Grade	Reporting ID							
Smith, Andrew	05	991007152							
Smith, Andrew	05	991007292							

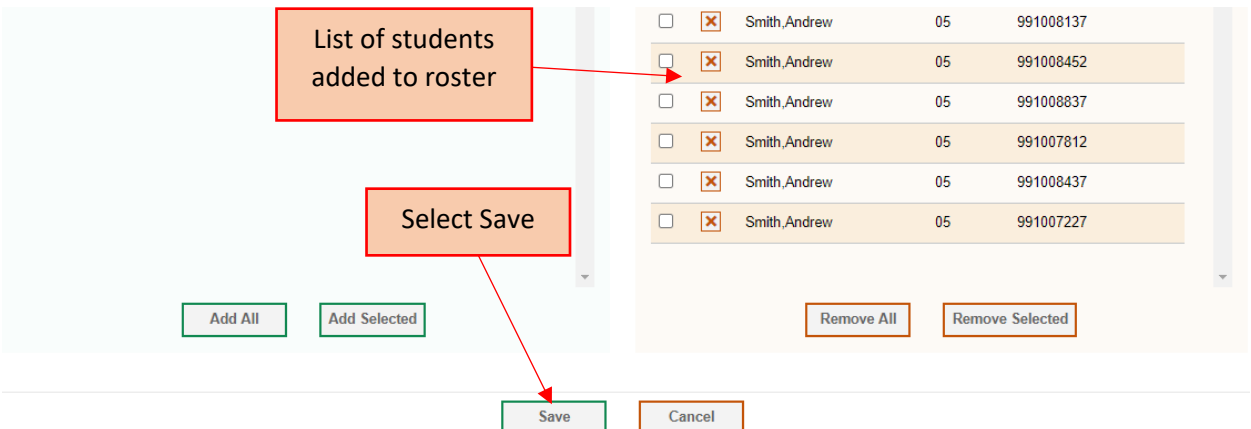
Select Add Selected → Add All | Add Selected | Remove All | Remove Selected

9. Remove students from the roster by selecting the “x” icon next to a selected student’s name. Students can also be removed by selecting the check box to the left of the student’s name and then select **Remove Selected** at the bottom of the screen. The student(s) will then appear under **Available Students**.



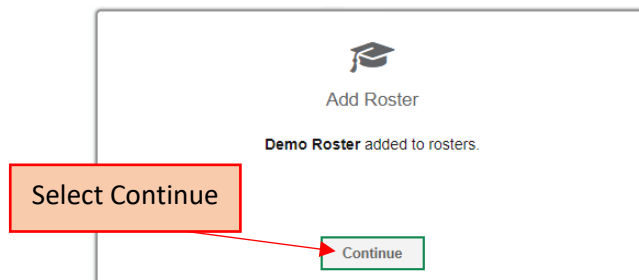
The screenshot shows two panels: 'Available Students (7)' and 'Selected Students (2)'. The 'Available Students' panel has a table with columns for 'Add', 'Student Name', 'Grade', and 'Reporting ID'. The 'Selected Students' panel has a table with columns for 'Remove Student Name', 'Grade', and 'Reporting ID'. Callouts indicate: 'Select check boxes to remove multiple students.' (pointing to the checkboxes in the 'Available Students' table), 'Select the X icon to remove individual students.' (pointing to the 'X' icons in the 'Selected Students' table), and 'Select Remove Selected' (pointing to the 'Remove Selected' button at the bottom right).

10. Once you have all applicable students selected for the roster, select **Save** at the bottom of the screen. The **Add Roster** pop-up appears.



The screenshot shows the 'Add Roster' pop-up. It features a list of students with checkboxes and 'X' icons. Callouts indicate: 'List of students added to roster' (pointing to the student list), 'Select Save' (pointing to the 'Save' button at the bottom), and 'Select Remove Selected' (pointing to the 'Remove Selected' button in the 'Selected Students' section).

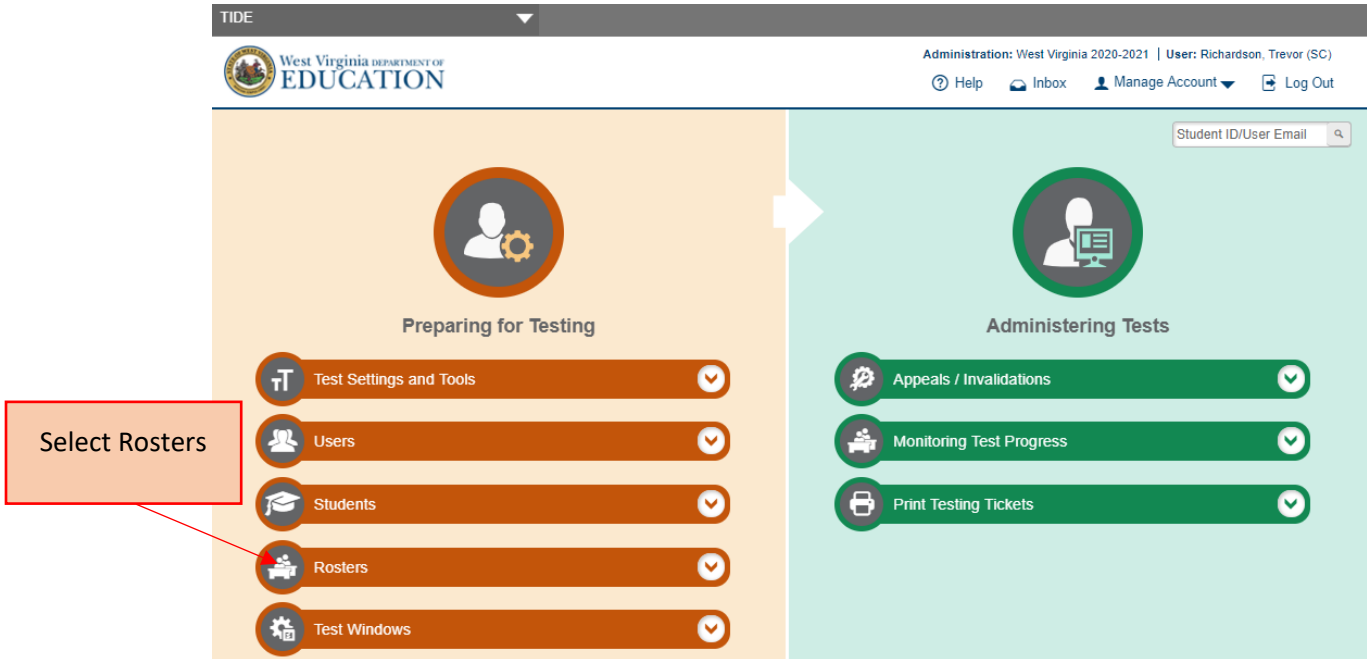
11. Select **Continue**. The roster is saved and the **Add Roster** page appears. You may add another roster or return to the TIDE Dashboard to manage rosters.



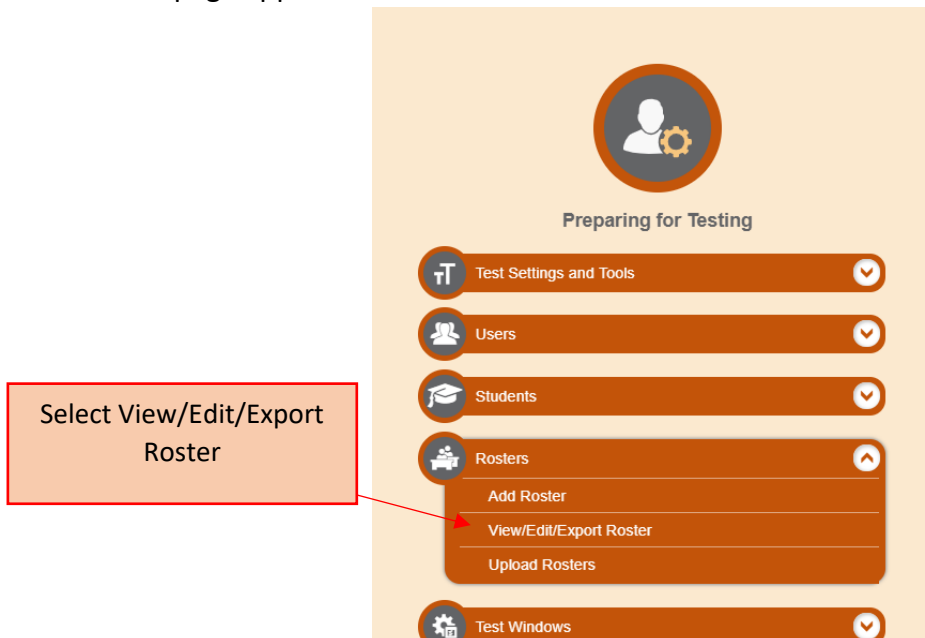
The screenshot shows the 'Add Roster' pop-up with a confirmation message: 'Demo Roster added to rosters.' A callout indicates: 'Select Continue' (pointing to the 'Continue' button at the bottom).

## How to Manage Rosters in TIDE

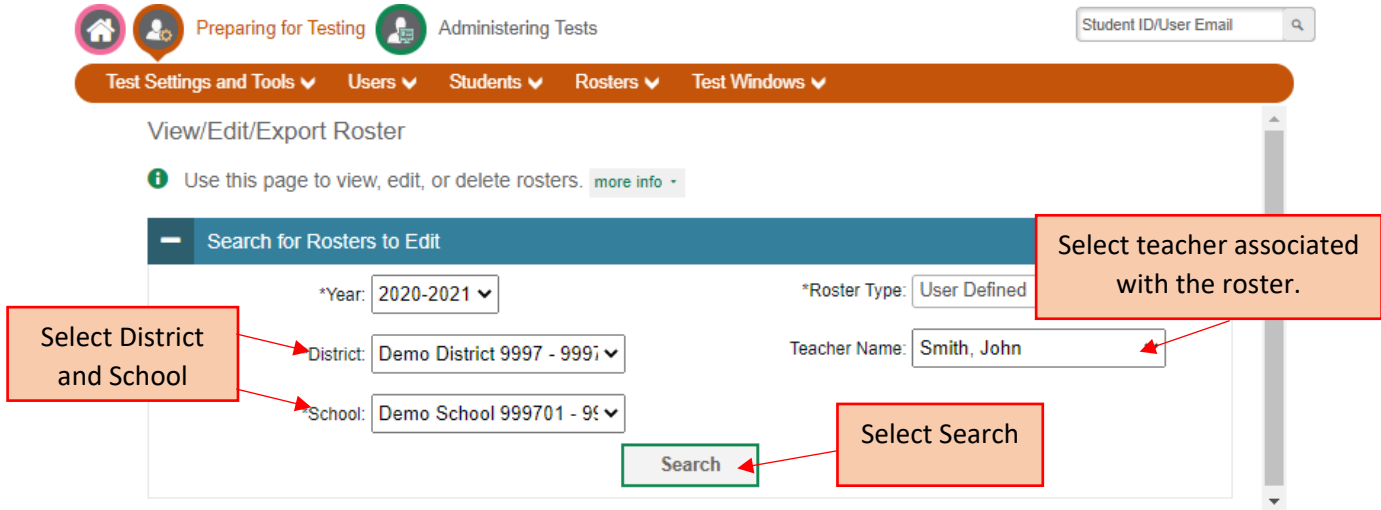
1. In the TIDE Dashboard, select **Rosters** from the TIDE Dashboard under **Preparing for Testing**. The Rosters drop-down menu appears.



2. Use the **Rosters** drop-down to create new rosters and manage existing rosters. And select **View/Edit/Export Roster** from the drop-down menu. The **View/Edit/Export Roster** page appears.



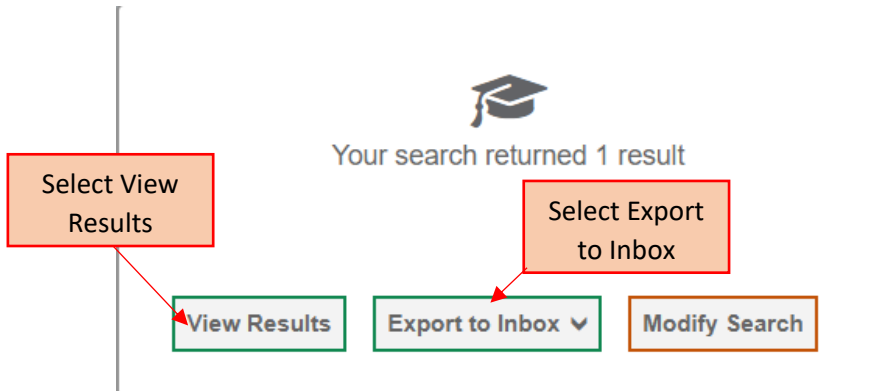
- In the **Search for Rosters to Edit** panel, select the District, School, and Teacher associated with the Roster you are looking to manage. Select **Search**.



The screenshot shows the 'Search for Rosters to Edit' panel. Callouts indicate the following actions:

- Select District and School:** Points to the 'District' and 'School' dropdown menus.
- Select Search:** Points to the 'Search' button.
- Select teacher associated with the roster:** Points to the 'Teacher Name' dropdown menu.

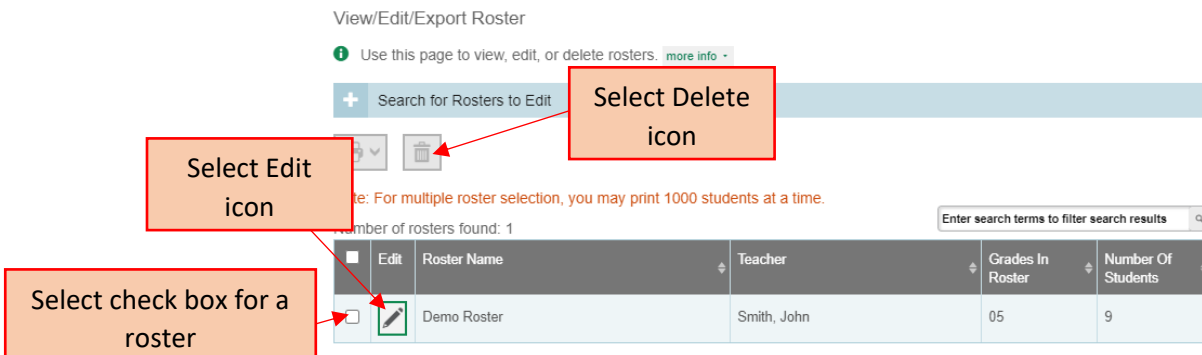
- Select **View Results** to view applicable rosters. Select **Export to Inbox** to view excel file versions of the applicable rosters sent to the TIDE Inbox.



The screenshot shows the search results page with the message 'Your search returned 1 result'. Callouts indicate the following actions:

- Select View Results:** Points to the 'View Results' button.
- Select Export to Inbox:** Points to the 'Export to Inbox' button.

- When you select **View Results**, rosters associated with the search criteria appear. Select the **Edit** icon to view the roster and make edits. Select the check box next to the roster, then the delete icon to delete a roster.



The screenshot shows the roster table with callouts indicating the following actions:

- Select Edit icon:** Points to the edit icon in the table header.
- Select Delete icon:** Points to the delete icon in the table header.
- Select check box for a roster:** Points to the checkbox in the first row of the table.

<input type="checkbox"/>	Edit	Roster Name	Teacher	Grades In Roster	Number Of Students
<input type="checkbox"/>		Demo Roster	Smith, John	05	9