

How to Upload 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.

If a principal uses the bulk upload roster feature in TIDE, then teachers who have students assigned to them for class periods will be able to see aggregate data for each class period roster. Because middle school teachers typically have a high number of students enrolled in their class periods, this quick guide explains how to use the bulk upload feature in TIDE to create class period rosters more efficiently for schools with a high number of students enrolled there.

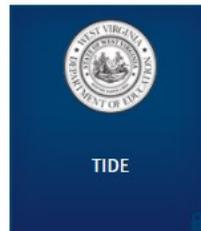
If class period rosters are created, then teachers can drill down into each class period's test results in Reporting. This quick guide provides directions for principals/school coordinators to bulk upload rosters.

Before Uploading 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.

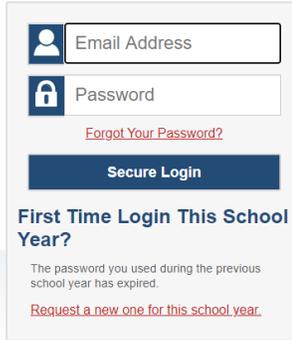
How to Upload Rosters in TIDE

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



Email Address

Password

[Forgot Your Password?](#)

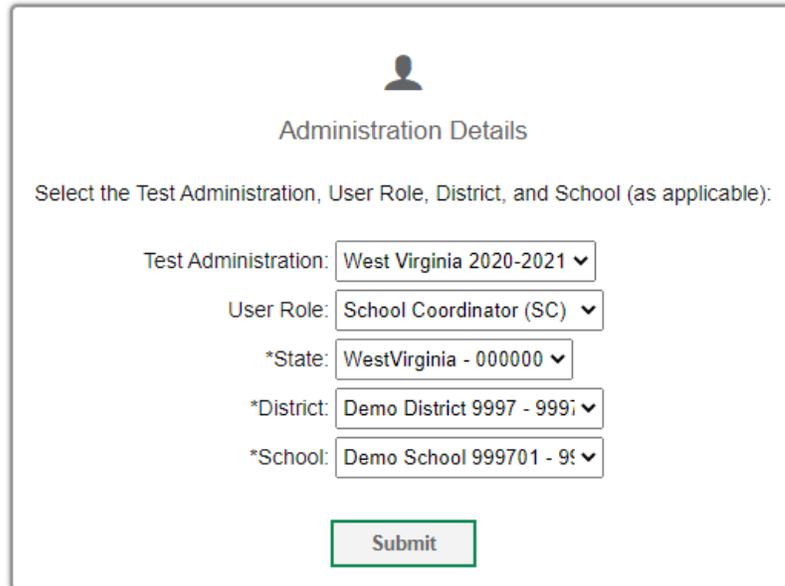
Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.

[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: West Virginia 2020-2021 ▼

User Role: School Coordinator (SC) ▼

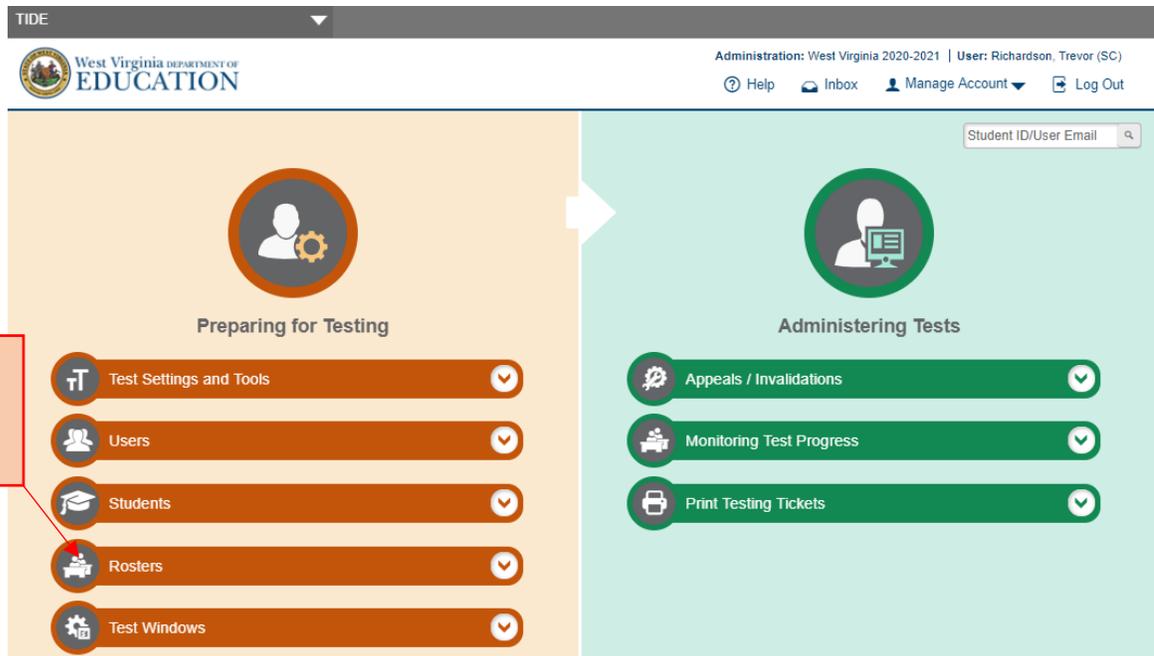
*State: WestVirginia - 000000 ▼

*District: Demo District 9997 - 999 ▼

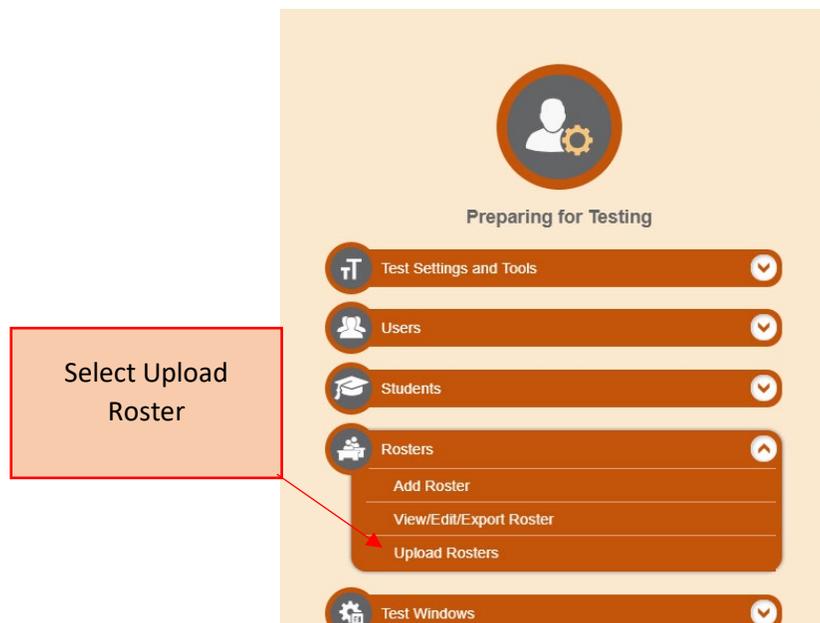
*School: Demo School 999701 - 999 ▼

Submit

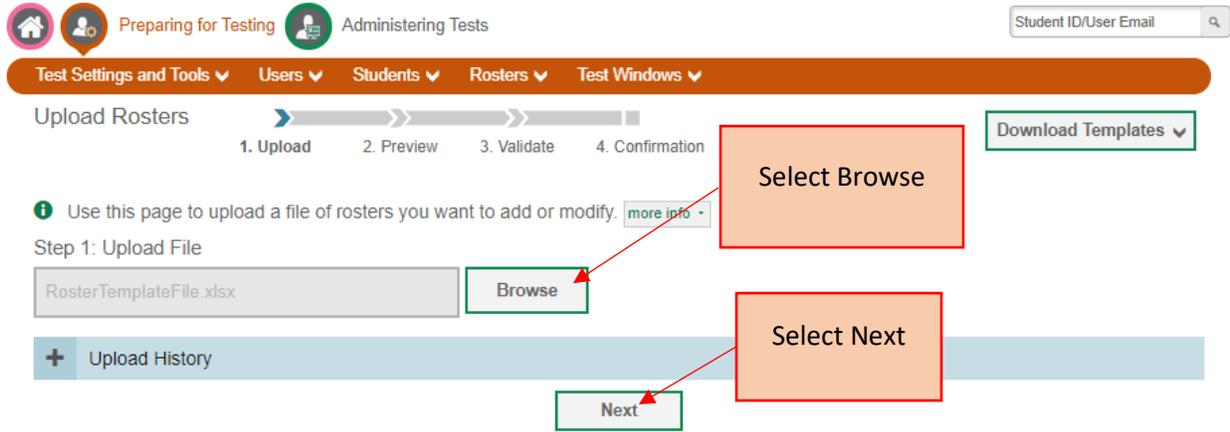
1. Select **Rosters** from the TIDE Dashboard under **Preparing for Testing**. The Rosters drop-down menu appears.



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



- In the **Upload Rosters** panel, select **Browse** to select the Roster Template saved. The name of the file appears in the box under **Step 1: Upload File**. Select **Next**. **Step 2: Preview** appears.



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

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

Upload Rosters

1. Upload | 2. Preview | 3. Validate | 4. Confirmation

Download Templates

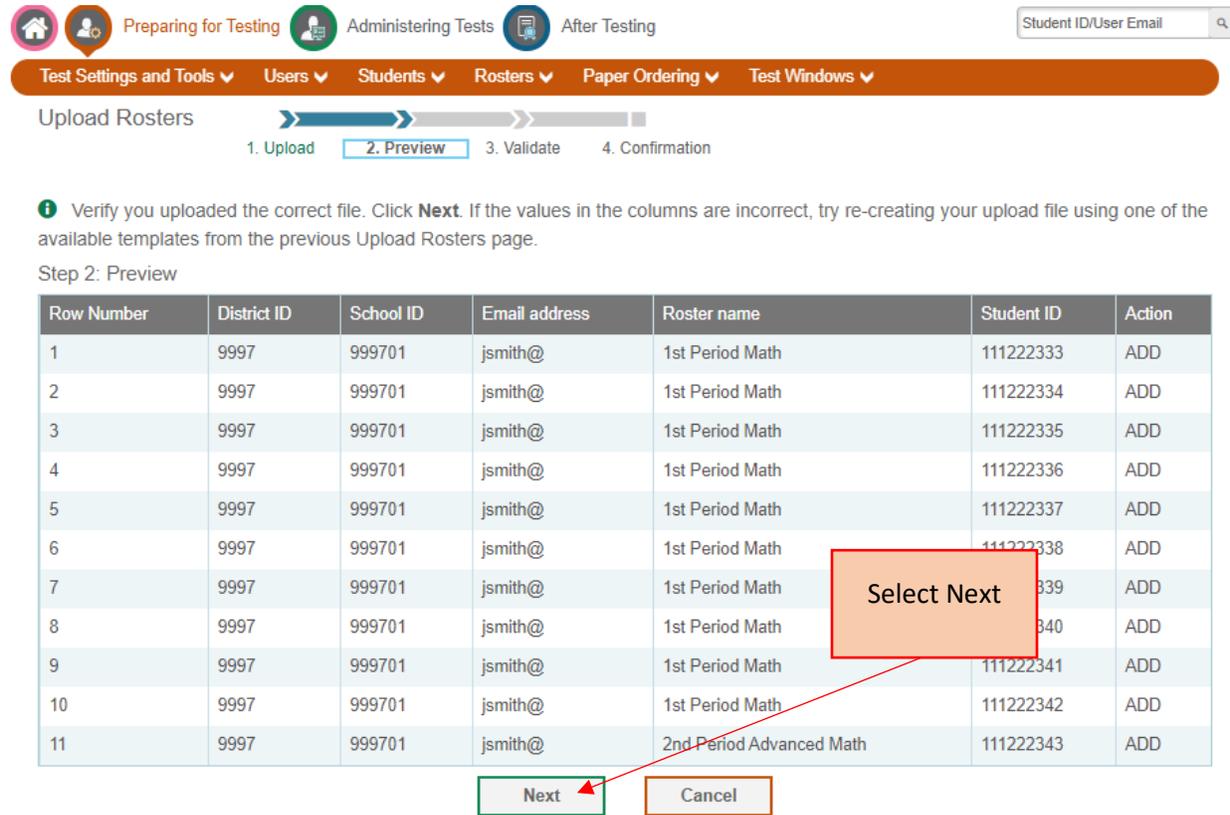
Use this page to upload a file of rosters you want to add or modify. [more info](#)

Step 1: Upload File

RosterTemplateFile.xlsx | Browse

+ Upload History | Next

- In the **Upload Rosters** panel, preview the file you are uploading and verify the information is correct. Select **Next**. **Step 3: Validate** appears.



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

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

Upload Rosters

1. Upload | 2. Preview | 3. Validate | 4. Confirmation

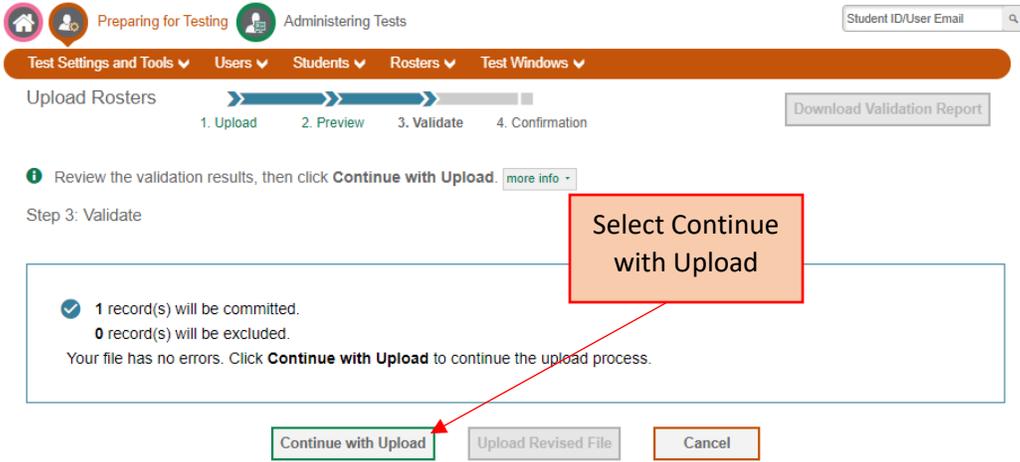
Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Rosters page.

Step 2: Preview

Row Number	District ID	School ID	Email address	Roster name	Student ID	Action
1	9997	999701	jsmith@	1st Period Math	111222333	ADD
2	9997	999701	jsmith@	1st Period Math	111222334	ADD
3	9997	999701	jsmith@	1st Period Math	111222335	ADD
4	9997	999701	jsmith@	1st Period Math	111222336	ADD
5	9997	999701	jsmith@	1st Period Math	111222337	ADD
6	9997	999701	jsmith@	1st Period Math	111222338	ADD
7	9997	999701	jsmith@	1st Period Math	111222339	ADD
8	9997	999701	jsmith@	1st Period Math	111222340	ADD
9	9997	999701	jsmith@	1st Period Math	111222341	ADD
10	9997	999701	jsmith@	1st Period Math	111222342	ADD
11	9997	999701	jsmith@	2nd Period Advanced Math	111222343	ADD

Next | Cancel

7. In the **Upload Rosters** panel, review the validation results. Select **Continue with Upload**. **Step 4: Confirmation** appears.



Preparing for Testing Administering Tests

Student ID/User Email

Test Settings and Tools Users Students Rosters Test Windows

Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

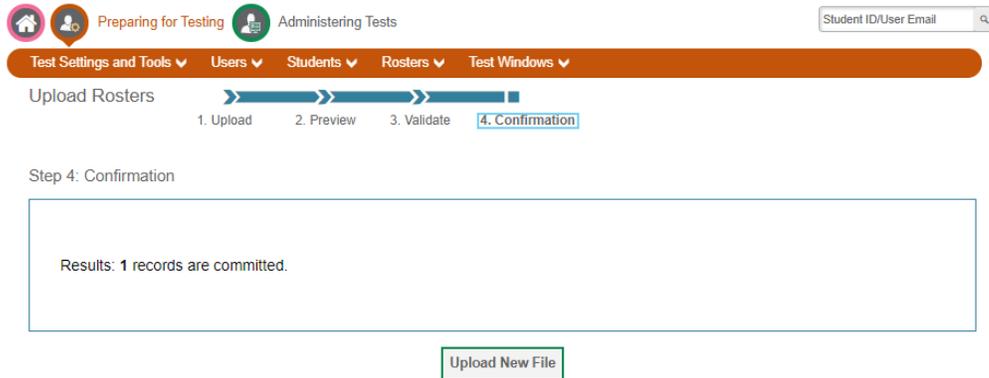
Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

✓ 1 record(s) will be committed.
0 record(s) will be excluded.
Your file has no errors. Click **Continue with Upload** to continue the upload process.

Continue with Upload Upload Revised File Cancel

8. In the **Upload Rosters** panel, confirm the roster has been added. You may upload a new file, or return to the TIDE Dashboard.



Preparing for Testing Administering Tests

Student ID/User Email

Test Settings and Tools Users Students Rosters Test Windows

Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Step 4: Confirmation

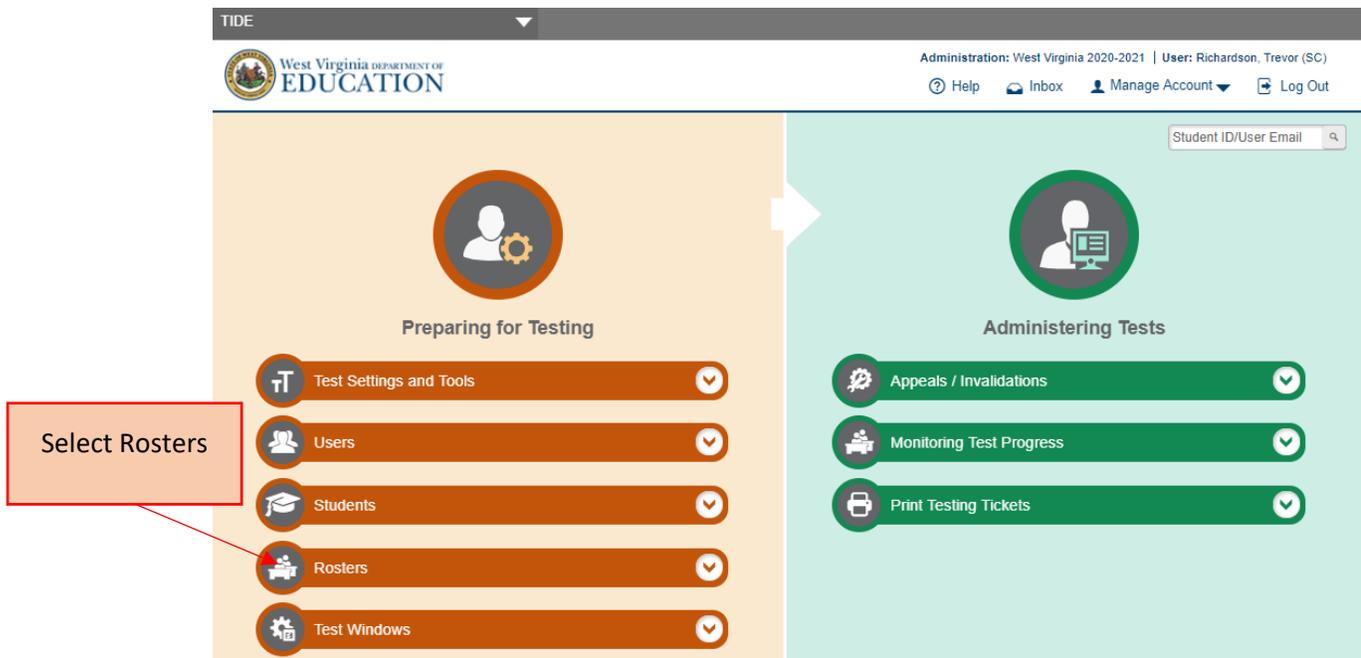
Results: 1 records are committed.

Upload New File

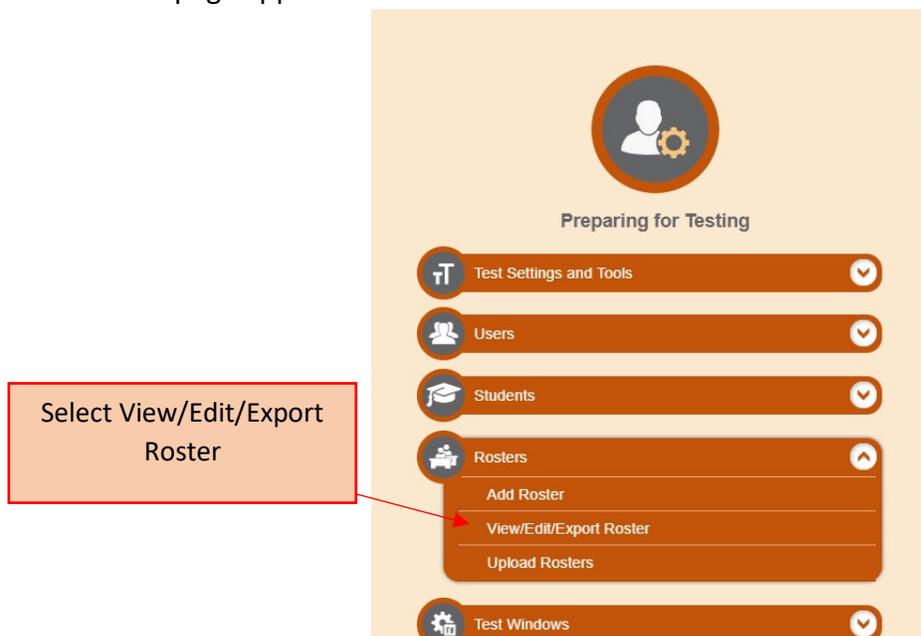
If students transfer into a school, the principal must add the students to a roster in order for teachers to see the transfer students' test results in Reporting. The following directions explain how to add students to existing school rosters in TIDE.

How to Manage Rosters in TIDE

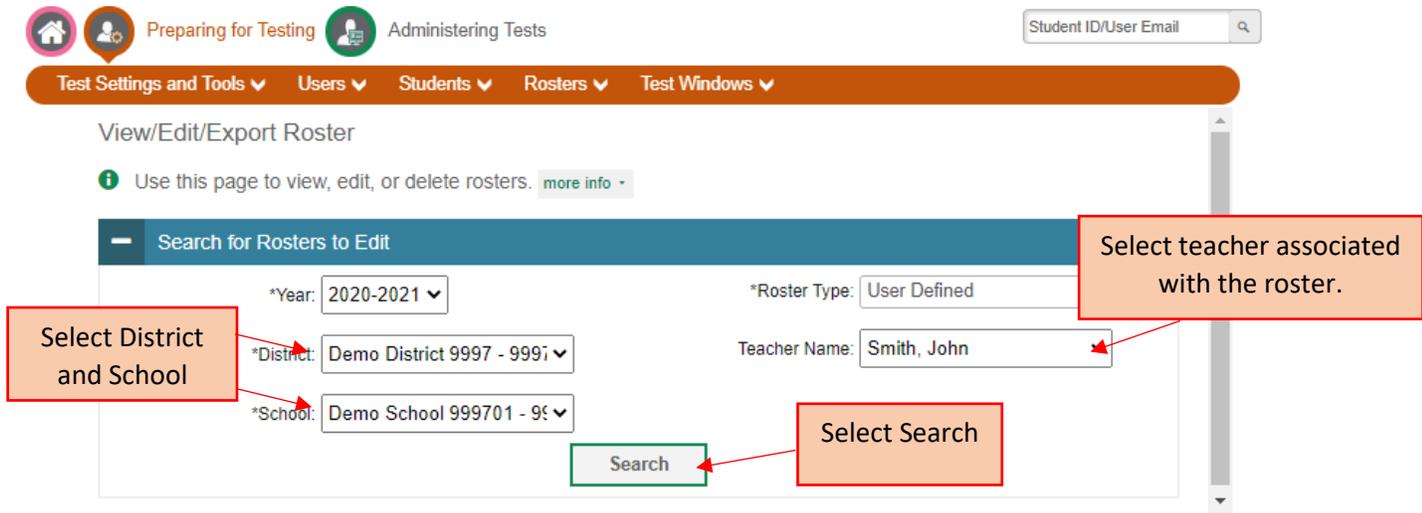
1. In the TIDE Dashboard, select **Rosters** from the TIDE Dashboard under **Preparing for Testing**. The Rosters drop-down menu appears.



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**.



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

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

View/Edit/Export Roster

Use this page to view, edit, or delete rosters. [more info](#)

Search for Rosters to Edit

*Year: 2020-2021 | *Roster Type: User Defined

*District: Demo District 9997 - 9997 | Teacher Name: Smith, John

*School: Demo School 999701 - 999701

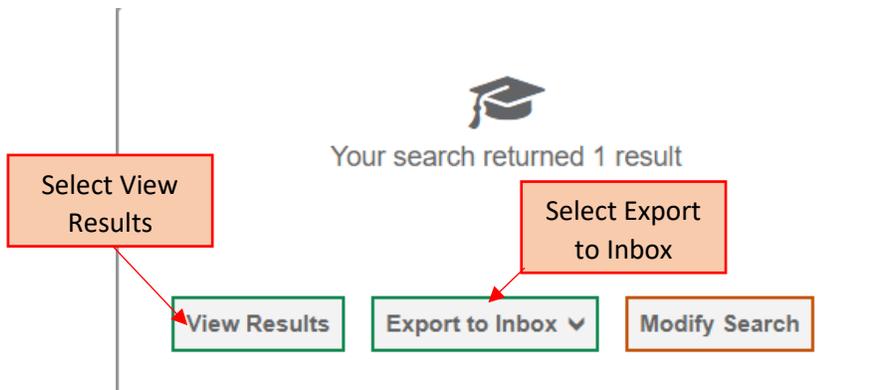
Search

Select District and School

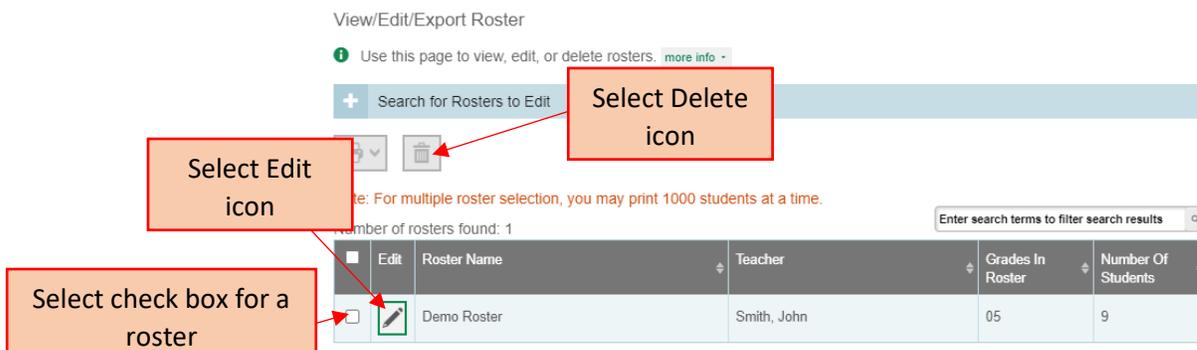
Select Search

Select teacher associated with the roster.

- 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.



- 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.



View/Edit/Export Roster

Use this page to view, edit, or delete rosters. [more info](#)

Search for Rosters to Edit

Select Edit icon

Select Delete icon

For multiple roster selection, you may print 1000 students at a time.

Number of rosters found: 1

Enter search terms to filter search results

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

Select check box for a roster