

QUICK GUIDE

**Uploading
Rosters to TIDE**

Creating a Roster File to Import into TIDE

Associating students to rosters allows the users to view the performance of students by the teachers they are assigned to and by the user that administered the test. Students can be associated to multiple rosters if they have different teachers for different content areas or if they are associated into student groups. Students can be rostered before administering a test or after administering a test. This guide walks through the steps required to upload rosters.

Some important things to keep in mind when creating the roster:

- The roster file must be in Excel or CSV format.
- The order of the columns must match the order specified in the template or Table 1.
- Real district and school IDs that match the district and school IDs included in the institution file need to be used in the roster file.
- An upload file may contain one or multiple rosters.
- The teacher user and the student must both exist in TIDE.
- You should utilize a common or standard naming convention for the ROSTER NAME so they can be easily recognized across classes, schools, and districts.
- Remember to save the file somewhere secure as it contains PII (Personal Identifiable Information).

Steps for uploading a roster file:

1. From the main TIDE screen, select the rosters drop-down, then upload rosters.
2. Download either the CSV or Excel version of the template.
3. Author the file. There are only 6 fields required in the roster upload template: district ID, school ID, teacher's email address, roster name, student identification, and action. Table 1 describes the columns comprising a roster file.

Table 1. Columns in the Roster Template

Column	Description	Valid Values
District ID	This is the unique identifier assigned to the district with which the roster is associated. The two-letter state abbreviation is part of this code.	Enter up to 20 alphanumeric characters. The value must already exist in TIDE.
School ID	This is the unique identifier assigned to the school with which the roster is associated. The two-letter state abbreviation and the district identifier are part of this code.	Enter up to 20 alphanumeric characters. The value must already exist in TIDE, and it must be associated with the District ID.

Column	Description	Valid Values
Teacher's Email	This is the email address of the teacher associated with the roster.	This email address must match the email address for the teacher that is already present in TIDE.
Roster name	This is the name of the roster and should follow an intentional naming convention.	Enter up to 20 alphanumeric characters.
Student Identification	This is the unique identifier for the student within the district. The two-letter state abbreviation and the unique district ID are part of this value.	Enter up to 30 alphanumeric characters.
Action	This indicates whether a student is being added to a roster or being deleted from it.	Enter "Add" to add a student to a roster or "Delete" to remove a student from a roster. The default is to add a student to a roster.

Note: all columns of data are required.

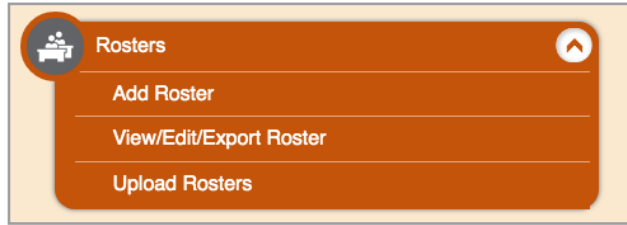
A sample completed roster file is displayed below.

Figure 1. Sample Roster Upload File

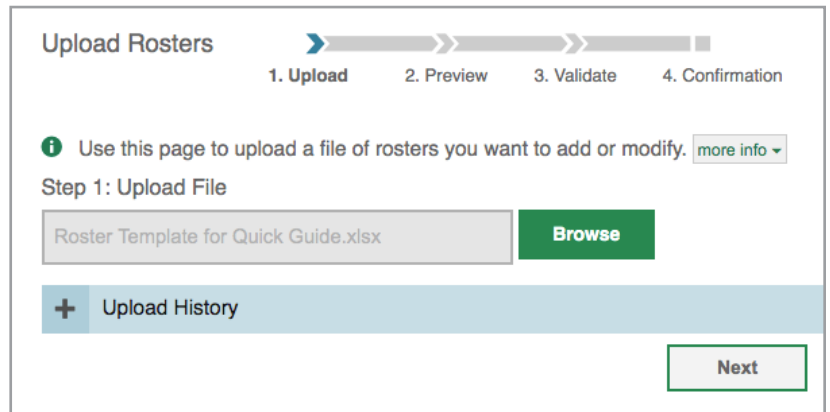
District ID	School ID	Teacher's Email	Roster name	Student Identification	Action
AI_9990	AI_9990_1003	Tdavis@demo.user	TDavis_Algebra1_20202021_91020_TD	AI-9990-9999990101	ADD
AI_9990	AI_9990_1003	Tdavis@demo.user	TDavis_Algebra1_20202021_91020_TD	AI-9990-9999990102	ADD
AI_9990	AI_9990_1003	Tdavis@demo.user	TDavis_Algebra1_20202021_91020_TD	AI-9990-9999990103	ADD
AI_9990	AI_9990_1003	Tdavis@demo.user	TDavis_Algebra1_20202021_91020_TD	AI-9990-9999990104	ADD
AI_9990	AI_9990_1003	Tdavis@demo.user	TDavis_Algebra1_20202021_91020_TD	AI-9990-9999990105	ADD
AI_9990	AI_9990_1003	Tdavis@demo.user	TDavis_Algebra1_20202021_91020_TD	AI-9990-9999990106	ADD
AI_9990	AI_9990_1003	Tdavis@demo.user	TDavis_Algebra1_20202021_91020_TD	AI-9990-9999990107	ADD
AI_9990	AI_9990_1003	Tdavis@demo.user	TDavis_Algebra1_20202021_91020_TD	AI-9990-9999990108	ADD
AI_9990	AI_9990_1003	Tdavis@demo.user	TDavis_Algebra1_20202021_91020_TD	AI-9990-9999990109	ADD

When the roster template is completely authored, save the file with an easy to understand naming convention. The file can now be uploaded to the TIDE system.

1. In TIDE, select Upload Rosters.



2. In Step 1, browse to the location where the roster is saved. Select the file. The file name will preview in the shaded gray box. Select the Next button to upload the file.



3. Follow the prompts on the screen to complete the steps necessary to finalize the file upload. It will be necessary to select the Next button again, then the Continue with Upload button.

4. You will receive a confirmation when the file has been uploaded.