

QUICK GUIDE

**Uploading
Students to TIDE**

Creating a Student File to Import into TIDE

Students can be added to TIDE individually or as a group, through a spreadsheet file upload. This guide walks through the steps required to upload a group of students. The user that adds, modifies, or deletes students must be a School or District level user.



Caution: When creating the student file, you must specify the real district and school IDs that have been assigned by the state department of education.

Please refer to the template for importing users or Table 1 for detailed instructions on how to fill out the user information.

Some important things to keep in mind when creating the student file:

- The student 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 provided.
- Table 1 describes the columns comprising a student file.

Table 1. Columns in the Student File

Column	Description	Valid Values
State*	This is the standard abbreviation of the state where the school or district is located.	Enter the two-character state identifier, such as: AS, DC, FL, IN, etc.
DistrictID*	This is the unique identifier assigned to the district that provides educational services and/or instruction to the student.	Enter up to 20 alphanumeric characters. The value must already exist in TIDE.
SchoolID*	This is the unique identifier assigned to the school that provides educational services and/or instruction to the student.	Enter up to 20 alphanumeric characters. The value must already exist in TIDE, and it must be associated with the DistrictID.
LastName*	This is the student's last name.	Enter up to 35 alphanumeric characters.
FirstName*	This is the student's first name.	Enter up to 35 alphanumeric characters.

Column	Description	Valid Values
MiddleName	This is the student's middle name.	Enter up to 35 alphanumeric characters.
Gender*	This is the student's gender.	Enter one of the following: M: Male F: Female
Birthdate*	This is the day on which the student was born.	Enter the date in the MMDDYYYY format. Use a leading zero for single-digit numbers.
Grade	This is the student's enrolled grade.	Enter a two-character grade in the range KG,01–12. Use a leading zero for single-digit numbers.
NativeHawaiianOrOtherPacificIslander	This, and the next five fields, represent the student's ethnicity codes.	Enter either: Y or N
Asian		Enter either: Y or N
HispanicOrLatinoEthnicity		Enter either: Y or N
AmericanIndianOrAlaskaNative		Enter either: Y or N
BlackOrAfricanAmerican		Enter either: Y or N
White		Enter either: Y or N
IDEAIndicator	This is the student's IDEA status.	Enter either: Y or N
IEP	This is the student's IEP status.	Enter either: Y or N
Section504	This is the student's 504 status.	Enter either: Y or N
EnglishLanguageLearner	This is the student's English Language Learner status.	Enter either: Y or N

Column	Description	Valid Values
Gifted/Talented	This is the student's Gifted/ Talented status.	Enter either: Y or N
ReducedLunchStatus	This is the student's reduced lunch status.	Enter either: Y or N
MigrantStatus	This is the student's migrant status.	Enter either: Y or N
Delete	Indicates if a record is a deletion.	Enter no values (leave the cell blank) when loading new students into the system. Enter the value "Y" if wanting to delete the record from the system.

* Required field

A sample completed student file is displayed below.

Figure 1. Sample File for Adding Students to TIDE

	A	B	C	D	E	F	G	H	I	J
1	State	DistrictID	SchoolID	StudentID	LastName	FirstName	MiddleName	Gender	Birthdate	Grade
2	AI	AI_9990	AI_9990_1002	AI-9990-9999990911	Bove	Joffrey		M	03082007	07
3	AI	AI_9990	AI_9990_1002	AI-9990-9999990914	Singh	Sarala		F	04212007	07
4	AI	AI_9990	AI_9990_1002	AI-9990-9999990915	Bailey	Zhong		M	08222007	07
5	AI	AI_9990	AI_9990_1002	AI-9990-9999990916	Mishra	Dev		M	11022006	07
6	AI	AI_9990	AI_9990_1002	AI-9990-9999990918	Al-Amin	Farrah		F	10102006	07
7	AI	AI_9990	AI_9990_1002	AI-9990-9999990919	Abbas	Nassim		F	06182007	07
8	AI	AI_9990	AI_9990_1002	AI-9990-9999990921	Ericson	Jaci		F	07082007	07
9	AI	AI_9990	AI_9990_1002	AI-9990-9999990922	Pryor	Bart		M	06102006	07
10	AI	AI_9990	AI_9990_1002	AI-9990-9999990923	Tate	Harold		M	12162006	07
11	AI	AI_9990	AI_9990_1002	AI-9990-9999990924	Hurst	Arnold		M	06112007	07
12	AI	AI_9990	AI_9990_1002	AI-9990-9999990925	Larson	M	B	F	11022009	07

S	T	U	V	W	X
Section504	EnglishLanguageLearner	Gifted/Talented	ReducedLunchStatus	MigrantStatus	Delete
		Y	Y		
	Y				

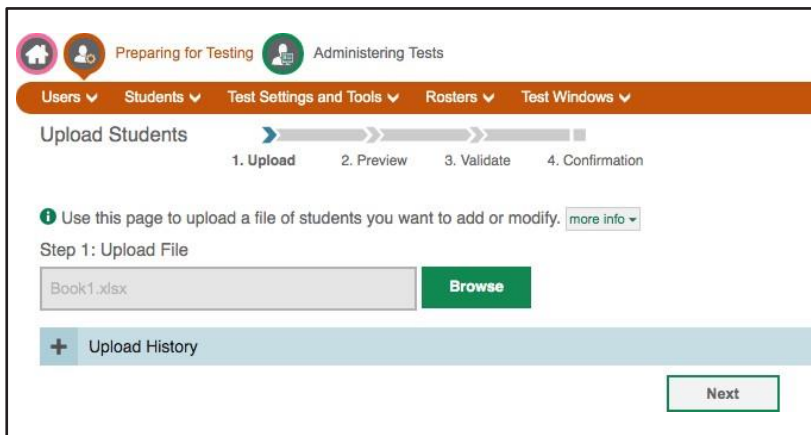
K	L	M	N	O	P	Q	R
NativeHawaiianOrOtherPacificIslander	Asian	HispanicOrLatinoEthnic	AmericanIndianOrAlaskaNat	BlackOrAfricanAmeric	White	IDEAIndicator	IEP
			Y				
				Y			
					Y		
	Y		Y				
				Y			
	Y						

When the student template is completely authored, save the file with an easy to understand naming convention or a naming convention recommended by your institution(s). The file can now be uploaded to the TIDE system.

1. In TIDE, Select Upload Students.



2. In Step 1, Browse to the location where the student file 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.