

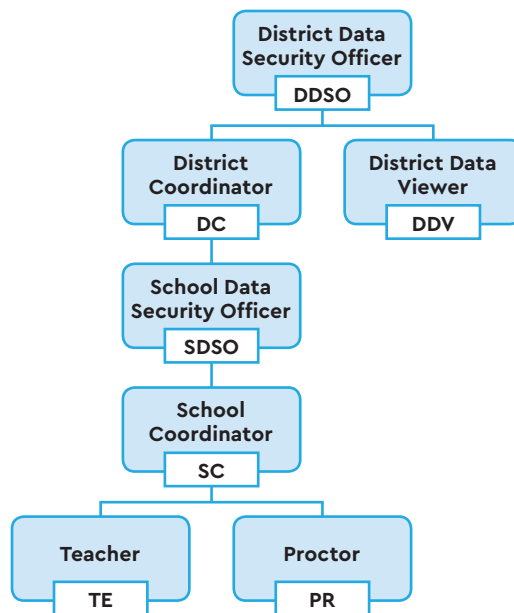
QUICK GUIDE
Uploading Users
to TIDE

Uploading Users to TIDE

All *ClearSight* assessment systems are secure and role-based. To access any *ClearSight* assessment system, user accounts need to be set up for each district and school user involved in the assessment process. User accounts are set up in TIDE. Access to data residing in the systems depends on a user's role and district-school associations. For example, district-level users can view and manage data for all schools in their districts; school-level users can view and manage data for their own schools.

A user can create user accounts for roles that are lower in the hierarchy (see [Figure 1](#)). For example, a district-level user can create user accounts for school-level users and teachers in his or her district; a school-level user can create accounts for teachers in his or her school.

Figure 1. *ClearSight* User Access Creation by Role



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

Please refer to the provided template, in [TIDE >> Users >> Upload Users](#), for importing users and [Table 1](#) for detailed instructions on how to fill out the template.

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

- The user 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.
- An active email address must be provided for the user since the email will be used as the user's username for logging into *ClearSight* systems and will be used for all communications sent from *ClearSight*, such as account activation information. Please note, the email address cannot be changed.

Table 1 describes the columns comprising a user file.

Table 1. Columns in the User File

Column	Description	Valid Values
STATE*	This is the standard two-letter abbreviation of the state where the school or district is located.	One of the following: AK, AL, AR, AS, AZ, CA, CO, CT, DC, DE, FL, GA, GU, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MP, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UM, UT, VA, VI, VT, WA, WI, WV, WY
DISTRICTID*	This is the unique identifier assigned to the district with which the user is associated, appended by the two-letter state abbreviation. For example, if a district test coordinator is associated with district 1111 in Indiana, then the user's DISTRICTID is IN_1111.	Up to 20 alphanumeric characters
SCHOOLID*	Unique identifier assigned to the school the user is associated with, appended by the two-letter state abbreviation and district identifier. For example, if a school test coordinator is associated with school 001 in district 1111 in Indiana, then the user's SCHOOLID is IN_1111_001. This column is not applicable when adding district-level users and must remain blank (see Figure 2). It is only applicable for adding school-level roles (see Figure 3).	Up to 20 alphanumeric characters
LASTNAME*	User's first name	Up to 35 characters
FIRSTNAME*	User's last name	Up to 35 characters
EMAIL*	User's email address. This will be the user's username for logging into any <i>ClearSight</i> assessment system and will be the email address to which all <i>ClearSight</i> assessment-related emails will be sent.	Up to 128 characters

Column	Description	Valid Values
PHONE	User's phone	Phone number in the format xxx-xxx-xxxx This field is optional and can be left blank.
ROLE*	User's role in the assessment systems	One of the following: DC – District Test Coordinator DDSO – District Data Security Officer PR – Proctor SC – School Test Coordinator SDSO – School Data Security Officer
ACTION	Indicates if the user's record is being added, modified, or deleted	One of the following: ADD DELETE

* Required field

A sample user file for adding a district-level user is displayed below.

Figure 2. Sample User File for Adding District-Level User

	A	B	C	D	E	F	G	H	I
1	STATE	DISTRICTID	SCHOOLID	FIRSTNAME	LASTNAME	EMAIL	PHONE	ROLE	ACTION
2	IN	IN_1111		BARRY	JONES	bjones@email.com	999-123-1234	DC	ADD

StateID: Standard two-letter state abbreviation
 StateID_DistrictID (unique district identifier)
 User's Role
 Action Identifier: ADD=Add/Edit Record; DELETE=Delete Record

A sample user file for adding school personnel is displayed below.

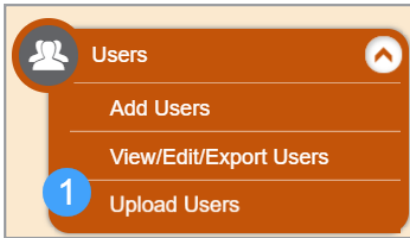
Figure 3. Sample User File for Adding School Personnel

	A	B	C	D	E	F	G	H	I
1	STATE	DISTRICTID	SCHOOLID	FIRSTNAME	LASTNAME	EMAIL	PHONE	ROLE	ACTION
2	IN	IN_1111	IN_1111_001	JANE	DOE	jdoe@email.com	999-999-1234	SC	ADD
3	IN	IN_1111	IN_1111_001	JOHN	SMITH	jsmith@email.com		TE	ADD

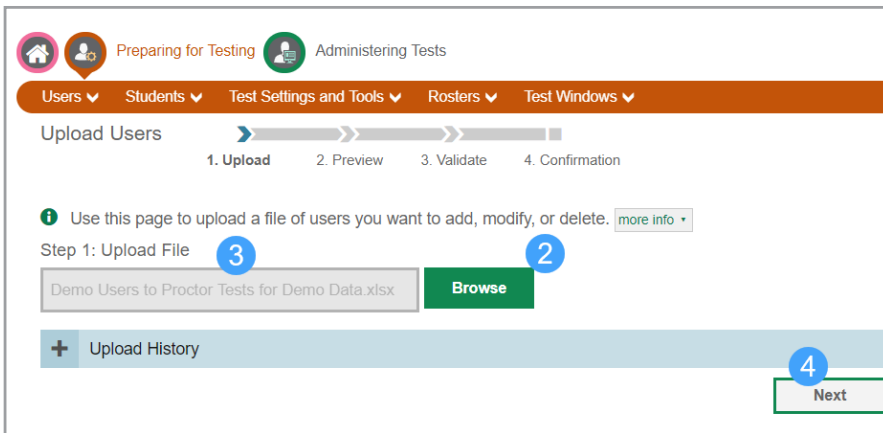
StateID: Standard two-letter state abbreviation
 StateID_DistrictID (unique district identifier)
 StateID_DistrictID_SchoolID (unique school identifier)
 User's Role
 Action Identifier: ADD=Add/Edit Record; DELETE=Delete Record

When the user template is completely authored, save the file with a name you will remember. The file can now be uploaded to the TIDE system.

1. In TIDE, select Users → Upload Users



2. Browse to the location where the user file is saved and select/open the file.
3. The file name will preview in the shaded gray box.
4. Select the Next button to start the upload process.



5. The system will present your data for you to preview.

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 Users page.

Step 2: Preview

Row Number	State	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	DC	AI-AI AST	AI_9990-ClearSight Model District	Jennifer	Strittmatter	jennifer.strittmatter@cambiumassessment.com		GEN	GEN
2	TE	AI-AI AST	AI_9990-ClearSight Model District	AI_9990_1002-ClearSight Middle School	Jennifer	Strittmatter	jennifer.strittmatter@cambiumassessment.com		GEN
3	SC	AI-AI AST	AI_9990-ClearSight Model District	AI_9990_1002-ClearSight Middle School	Jennifer	Strittmatter	jennifer.strittmatter@cambiumassessment.com		GEN

6. Depending on whether the preview looks correct, scroll to the bottom of the list and select either **Next**, to continue, or **Cancel**, to start over.
7. Once you select **Next**, if your data is correct, and you selected **Next**, you will receive a notification; determine whether you want to continue or cancel.

- Once you select Next, if your date is incorrect, you will be presented with an error screen that articulates what is not able to upload and there is a validation report you can review.

Upload Users

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

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Download Validation Report

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

Step 3: Validate

Legend: Error: The file can be uploaded, but this row will not be included. Warning: This field is invalid, but the row will be uploaded.

Row Number	State	District ID	School ID	First name	Last name	Email address	Phone number	Role
1	DC	AI-AI AST	AI_9990-ClearSight Model District		Jennifer	Strittmatter		jennifer.strittmatter@cambium
2	TE	AI-AI AST	AI_9990-ClearSight Model District	AI_9990_1002-ClearSight Middle School	Jennifer	Strittmatter		jennifer.strittmatter@cambium
3	SC	AI-AI AST	AI_9990-ClearSight Model District	AI_9990_1002-ClearSight Middle School	Jennifer	Strittmatter		jennifer.strittmatter@cambium
4	DC	AI-AI AST	AI_9990-ClearSight Model District		Bani	Dheer		bani.dheer@cambium
5	DC	AI-AI AST	AI_9990-ClearSight Model District		Cristobal	Porter		CPorter@demo.user
6	SC	AI-AI AST	AI_9990-ClearSight Model District	AI_9990_1002-ClearSight Middle School	Cristobal	Porter		CPorter@demo.user
7	TE	AI-AI AST	AI_9990-ClearSight Model District	AI_9990_1003-ClearSight High School	Cristobal	Porter		CPorter@demo.user
8	DC	AI-AI AST	AI_9990-ClearSight Model District		Joshua	Larson		JLarson@demo.user

- Scroll to the bottom of the page and decide if you want to Continue with Upload, Upload a Revised File, or Cancel.
- You will receive a confirmation once you have successfully uploaded a file.