

Quick Guide to TIDE: Student Settings and Rosters

This Quick Guide provides a brief overview of the steps for editing student settings and adding rosters. Complete information about TIDE is available in the *TIDE User Guide*.

Logging in to TIDE

1. Access the DDOE IMS login page at <https://login.doe.k12.de.us>. Use your regular IMS ID and password to log in.
 2. After you have successfully logged in to the IMS, you will see a list of authorized applications, including DeSSA/DCAS.
 - a. Click the [**DeSSA/DCAS**] button from your menu. You will be directed to the DeSSA portal.
 3. Click the [**Smarter ELA & Mathematics**], or the [**DCAS Science**] user card to access DeSSA applications.
 4. Click the **TIDE** card. If you are authorized to access this application, you will be automatically directed to the TIDE home page. You will not have to log in again.
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Figure 1. DDOE IMS Login Page

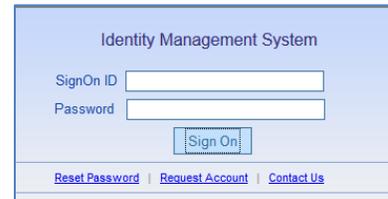


Figure 2. DeSSA Portal: Test Cards

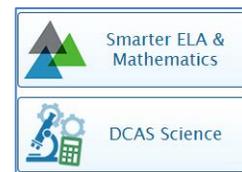


Figure 3. TIDE Card



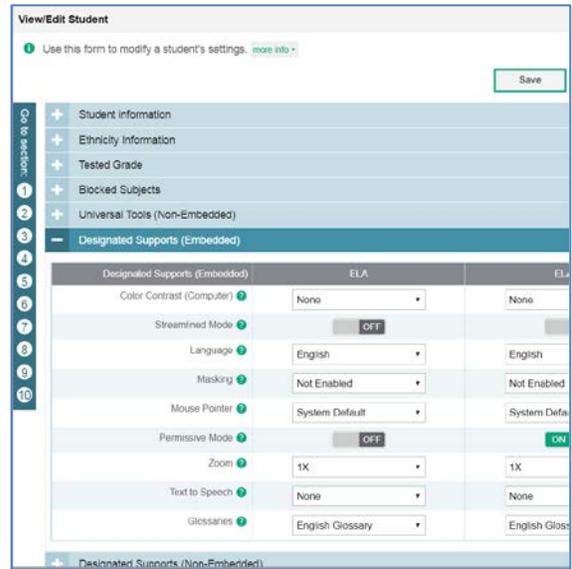
Adding Student Settings in TIDE

You can edit student settings one at a time, as described in [Edit Individual Students in TIDE](#). You can also edit many students' settings at once, as described in [Upload Student Settings to TIDE](#).

Edit Individual Students in TIDE

1. On the dashboard, open **Students**.
2. Click **View/Edit/Export Students**.
3. Retrieve the student record you want to view or edit by entering search terms and select values from the available search parameters as necessary.
4. In the list of retrieved students, click  for the student whose account you want to view. The Edit Student form appears.
5. Edit the student's information.
6. Click **Save**.

Editing Individual Students



Upload Student Settings to TIDE

Only DA, DAM, and SA users can upload student settings to TIDE.

To upload student test settings and tools:

1. From the Students task menu on the TIDE dashboard, select **Upload Student Settings**. The Upload Student Settings page appears.
2. On the Upload Student Settings page, click **Download Templates** and select the appropriate file type.

Uploading Student Settings, Retrieving the Template



Enter Student Information into the Template

Fill in one row for each test setting and save the file when complete.

Refer to the *TIDE User Guide* for detailed information about composing the upload file.

Sample Test Settings Upload File

SSID	Subject	Tool Name	Value
9999	ELA-PT	Accommodations (Non-Embedded)	Scribe for SwD
9999	Mathematics	Language	Spanish
9999	Science	Language	Spanish
9999	ELA	American Sign Language Video	Show ASL videos

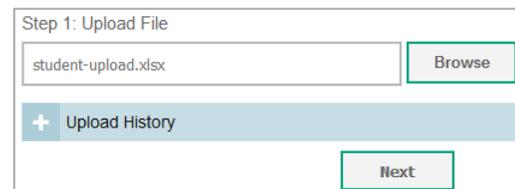
Uploading the Student File

Step 1: Select File to Upload

Click **Browse** and navigate to the file that is saved on your computer. Click **OK**.

Click **Next**.

Upload Student Settings – Step 1: Select File to Upload



Step 2: Preview File

Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns.

Click **Next**.

Upload Student Settings – Step 2: Preview File

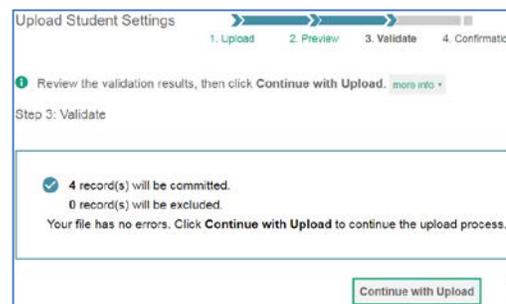
Row Number	Student ID	Subject	Tool Name
1	9999999999	ELA	Color Contrast (Comput
2	87654875724	Mathematics	Emboss Type
3	87678787777	Mathematics	Color Contrast (Comput
4	65498785478	ELA-PT	American Sign Language

Step 3: File Validation

TIDE validates the file to ensure that there are no data or layout errors. For information about correcting errors, refer to the *TIDE User Guide*.

If no errors exist, click **Continue with Upload** to add the new students.

Upload Student Settings – Step 3: Validate File



Step 4: Confirmation

A confirmation message indicates that TIDE successfully uploaded the file.

Upload Student Settings – Step 4: Confirmation

Results: 11 records committed, 3 records excluded

Adding Rosters on TIDE

You can create and modify rosters in TIDE that are available in the Online Reporting System (ORS) to aggregate test scores at these roster levels. You can also use rosters to print test tickets containing students' login information to start taking a test. For more information on each of these, see the *TIDE User Guide* and *ORS User Guide*.

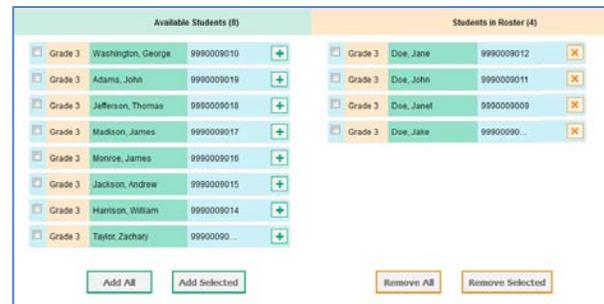
Adding Rosters



Note: You can only create rosters from students associated with your school or district.

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The *Add Roster* form appears.
2. In the *Roster Information* panel, search for students you want to add to the roster by entering search terms and select values from the available search parameters as necessary.

Add/Remove Students to Roster Panel



Available Students (9)			Students in Roster (4)		
<input type="checkbox"/>	Grade 3	Washington, George 9990009010	<input type="checkbox"/>	Grade 3	Doe, Jane 9990009012
<input type="checkbox"/>	Grade 3	Adams, John 9990009019	<input type="checkbox"/>	Grade 3	Doe, John 9990009011
<input type="checkbox"/>	Grade 3	Jefferson, Thomas 9990009018	<input type="checkbox"/>	Grade 3	Doe, Janet 9990009009
<input type="checkbox"/>	Grade 3	Madison, James 9990009017	<input type="checkbox"/>	Grade 3	Doe, Jake 99900090...
<input type="checkbox"/>	Grade 3	Monroe, James 9990009016			
<input type="checkbox"/>	Grade 3	Jackson, Andrew 9990009015			
<input type="checkbox"/>	Grade 3	Harrison, William 9990009014			
<input type="checkbox"/>	Grade 3	Taylor, Zachary 99900090...			

3. In the *Add/Remove Students to the Roster* panel do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.
 - c. To add students, in the list of available students do one of the following:
 - To move one student to the roster, click  for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
4. Click **Save**, and in the affirmation dialog box, click **Continue**.

Uploading Rosters

If you have many rosters to create, it may be easier to perform those transactions through file uploads.

To upload student test settings and tools:

From the Students task menu on the TIDE dashboard, select **Upload Rosters**. The Upload Rosters page appears.

On the Upload Rosters page, click **Download Templates** and select the appropriate file type.

Enter Student Information into the Template

Fill in one row for each student and save the file when complete.

Refer to the *TIDE User Guide* for detailed information about composing the upload file.

Sample Rosters Upload File

District-ID#	School-ID#	Employee-Email#	Roster-Name#	SSID#
99#	9999#	demo.user@doe.k12.de.us#	Science-Gr-5#	999999#
99#	9999#	demo.user@doe.k12.de.us#	Science-Gr-5#	888888#

Uploading the Student File

Step 1: Select File to Upload

Click **Browse** and navigate to the file that is saved on your computer. Click **OK**. Click **Next**.

Step 2: Preview File

Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns. Click **Next**.

Step 3: File Validation

TIDE validates the file to ensure that there are no data or layout errors. For information about correcting errors, refer to the *TIDE User Guide*. If no errors exist, click **Continue with Upload** to add the new students.

Step 4: Confirmation

A confirmation message indicates that TIDE successfully uploaded the file.
