



Quick Guide to Rosters

2018–2019

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I. Introduction

Rosters are composed of groups of students associated with a teacher in a school. Rosters typically represent entire classrooms in lower grades or individual classroom periods in upper grades. They can also represent special courses offered to groups of students or groups of students for whom you want to generate specific reports. For example, you can use rosters in the Test Information Distribution Engine (TIDE) to print test tickets for online testers, in the Online Reporting System (ORS) and in AIRWays Reporting System you can aggregate score data by a teacher’s roster.

- You can **only** create rosters from students associated with your school or district.
- You can **only** view students’ demographic information and test settings within their rosters.

This document provides instructions on how to create rosters. While different steps must be followed to access rosters in either system, rosters may be added, viewed, or edited in either TIDE, AIRWays Reporting (for Interims), or the ORS.

Your user role will determine the roster-related tasks you can perform in TIDE or ORS. Rosters can be created and edited by District Administrators (DAs), District Test Coordinators (DCs), or School Test Coordinators (SCs). See the chart below for a breakdown of user roles and roster-related tasks.

Table 1. User Roles and Roster Tasks Breakdown

Task or Site	DA*	DC*	SC*	TE*	TA*
Working with Student Rosters					
Viewing Rosters	✓	✓	✓		
Adding a New Roster	✓	✓	✓		
Modifying an Existing Roster	✓	✓	✓		
Deleting a Roster	✓	✓	✓		
Printing a Roster	✓	✓	✓	✓	✓
Creating Rosters Through File Uploads	✓	✓	✓		

*DA—District Administrator; DC—District Test Coordinator; SC—School Test Coordinator; TE—Teacher, TA—Test Administrator

Complete information about systems and rosters is available in the *TIDE User Guide*, *ORS User Guide*, and *User Roles and Access* document located at <http://sd.portal.airast.org/>.



Note: School Test Coordinators (SCs) should encourage teachers to review result data in AIRWays or ORS before the school year ends or save the relevant data as PDF files. When

the systems roll over for the new school year, the previous year's rosters are deleted, and SCs must create rosters for the new year.

II. Accessing Rosters

Rosters can be accessed and managed through the TIDE or ORS systems. Navigating to the Rosters section will vary by system, but the data presented and the tasks performed in the three roster-related sections are the same in the TIDE and ORS systems. Any newly-added rosters or edits to rosters made in ORS will be reflected in TIDE.

TIDE

Upon logging in to TIDE, you will be brought to the main TIDE dashboard.

1. From the dashboard, locate the **Rosters** task menu in the *Preparing for Testing* section.
2. Click the **Rosters** task menu to expand the menu of possible options.

Figure 1. TIDE Dashboard and Rosters Expanded Menu



ORS

Upon logging in to ORS, you will be brought to a **Welcome** page.

1. Select a district.
2. Select either **Retrieve Student Results** or **Score Reports**.

Figure 2. ORS Home Page



3. At the top of the next page, you will see a banner, which appears on all pages except for the **Welcome** page, providing links to all ORS reports and features.
4. From the banner, select a roster task:
 - a. **Upload Rosters**
 - b. **Add Rosters**
 - c. **View/Edit Rosters**

Figure 3. ORS Banner



AIRWays Reporting

Upon logging in to AIRWays, you will be brought to a **Welcome** page.

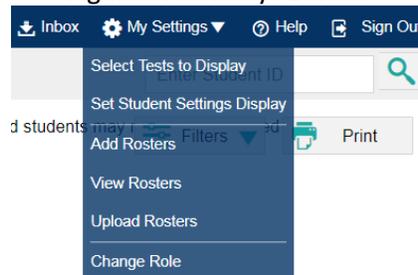
1. Select a role.
2. Select a district.

Figure 4. AIRWays Welcome Page

 A screenshot of a 'Select Role' form. The title is 'Select Role'. Below the title is the instruction 'Please select the role you wish to use.' There is a label 'Role:' followed by a dropdown menu. The dropdown menu is open, showing the text 'Role Name @ Entity: Entity Name' and a small downward-pointing triangle. Below the dropdown menu is a 'Continue' button.

3. At the top right of the Dashboard, you will see a banner, which appears on all pages except for the **Welcome** page, providing links to settings and features.
4. From the banner, select **My Settings** to view roster tasks:
 - a. **Add Rosters**
 - b. **View Rosters**
 - c. **Upload Rosters**

Figure 5. AIRWays Banner



III. Adding Rosters

1. In the *Search for Students to Add to the Roster* panel, do the following:
 - a. Select a **District** and **School** from the drop-down menus (as available) in order to search for students to add to the roster.
 - b. Optionally, you may select the **Grade**, the **Student Added Since** time period, and **Test Settings and Tools Filters** as criteria to refine your search results.

Figure 6. Add Roster Form

The screenshot shows a web interface for adding a roster. It has a header 'Roster Information' and a sub-header 'Test Settings and Tools Filters'. Under 'Roster Information', there are dropdowns for District, School, Role, Grade, and Student Added Since. Under 'Test Settings and Tools Filters', there is a Search Fields dropdown and three subject-specific dropdowns (ELA, ELA-PT, Mathematics). To the right of these filters are 'Remove All' and 'Remove Selected' buttons. At the bottom are 'Add' and 'Search' buttons.

2. Click **Search** to retrieve results. Students who match the criteria specified in the previous step will appear in the Available Students list in the *Add/Remove Students to Roster* panel.
3. In the *Add/Remove Students to Roster* panel, do the following:
 - In the *Roster Name* field, enter the roster name.
 - From the *Teacher Name* drop-down list, select a teacher.
 - 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 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 and click **Add Selected**.

Figure 7. Add/Remove Students to Roster Panel

Available Students (8)				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...				

4. Click **Save**, and in the affirmation dialog box, click **Continue**.

Creating Rosters Through File Uploads

If you have many rosters to create, it may be easier to perform those tasks through file uploads. This requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload rosters:

1. From the task menu on the TIDE dashboard, select **Upload Rosters**. The *Upload Roster* page appears.
2. Following the instructions in the section *Uploading Records* of the TIDE or ORS User Guide and using Table 1 as a reference, fill out the Roster template and upload it to TIDE or ORS.

[Table 2](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Rosters** page.

Table 2. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster	District ID that exists in TIDE; up to 20 alphanumeric characters
School ID	School associated with the roster	School ID that exists in TIDE; up to 20 alphanumeric characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster	Email address of a teacher existing in ORS
Roster Name*	Name of the roster	Up to 20 alphanumeric characters
SSID*	Student's unique identifier within the district	Up to 10 alphanumeric characters

*Required field

[Figure 8](#) is an example of a sample upload file that creates a roster with two students.

Figure 8. Sample Roster Upload File

	A	B	C	D	E
1	District ID	School ID	User Email ID	Roster Name	SSID
2	09999	09999_09999-01	me@email.com	American History	012345678
3	09999	09999_09999-01	me@email.com	American History	001234567

- The first row (aside from the header row) does the following:
 - If the roster American History does not exist in school 09999_0999-01, TIDE does the following:
 - Creates the roster American History.
 - Associates the teacher whose email address is me@email.com with the roster.
 - Adds the student ID 001234567 to the roster American History.
- The second row adds the student ID 012345678 to the roster American History.

IV. Modifying an Existing Roster

You can modify a roster by changing its name, changing its associated teacher, or adding or removing students. (This feature is not available for system-generated rosters.)

To modify a roster:

From the **Rosters** task menu on the TIDE dashboard or from the ORS banner, select **View/Edit Roster**. The View/Edit Roster page appears.

1. Retrieve the roster record you want to view or edit by selecting a **District** and **School**.
2. In the list of retrieved rosters, click  for the roster whose details you want to view. The *Edit Roster* form appears. This form is similar to the form used to add rosters, as shown in Figure 6.
3. In the *Roster Information* panel, search for students.
4. In the *Add/Remove Students to Roster* panel ([Figure 7](#)), do the following:
 - o In the *Roster Name* field, enter the roster name.
 - o From the *Teacher Name* drop-down list, select a teacher.
 - o To add students from the list of available students, do one of the following:
 - i. To move one student to the roster, click  for that student.
 - ii. To move all students in the *Available Students* list to the roster, click **Add All**.
 - iii. To move selected students to the roster, mark the checkboxes for the students you want to add and click **Add Selected**.
 - o To remove students, do one of the following in the list of students in the roster:
 - iv. To remove one student from the roster, click  for the student.
 - v. To remove all students from the roster, click **Remove All**.
 - vi. To remove selected students from the roster, mark the checkboxes for the students you want to remove and click **Remove Selected**.
5. Click **Save**, and in the affirmation dialog box, click **Continue**.

V. Deleting Rosters

You can delete rosters created in TIDE, ORS, or AIRWays Reporting.

To delete rosters:

1. Retrieve the rosters you want to delete by following the procedure in the [Accessing Rosters](#) section.
2. Do one of the following:
 - Mark the checkboxes for the rosters you want to delete.
 - Mark the checkbox at the top of the table to delete all retrieved rosters.
3. Click , and in the affirmation dialog box, click **Yes**.



Note: If rosters are deleted (by a user or for the new school year), then the test result data can only be viewed with students in no group as a School Coordinator (SC) or higher role until a new roster is created.

VI. Frequently Asked Questions (FAQs)

Are rosters required?

Rosters need to be created so TIDE users with the Teacher (TE) role can view interim or summative data in the Online Reporting System (ORS). In AIRWays Reporting, Teachers have immediate access to data for tests they have proctored. Teachers can also view interim data by roster. Rosters in AIRWays are needed because the proctor may not be the same person as the Teacher, and this way, Teachers have access to the data regardless of whether they administered the test. In addition, through rosters, teachers can view data for new or past students.

Is there a minimum or maximum number of students that can be included in a roster?

Rosters should ideally include 25-30 students. If a roster is too large or too small, it may affect the usefulness of the data.

Do I need to create a roster for each subject?

One or more rosters may need to be created, depending on the subjects taught by a teacher. For example, if a group of grade 3 students has the same teacher for ELA and mathematics, separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects, then separate rosters need to be created for each teacher and subject.

What should I name by rosters?

A clear and consistent naming convention that indicates grade, class name, teacher, or period is recommended. For example, G3Jones17-18.

Can I prepare a roster for the next test administration in the spring?

School Coordinators who wish to prepare their rosters for the next test administration should create a Roster Upload File prior to the TIDE downtime during the summer. The upload files can be loaded after TIDE opens for the year.



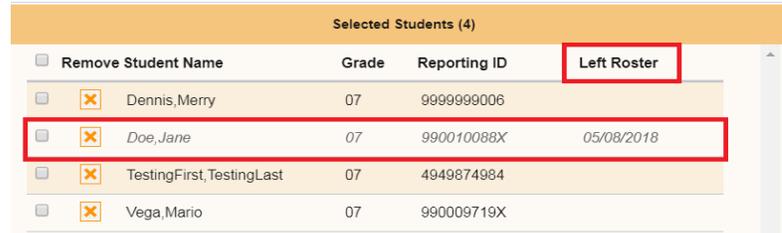
Notes:

- Any uploaded rosters or rosters created directly in TIDE will be deleted when the TIDE rollover occurs during the summer.
- Creating a roster upload file is **optional**.
- School Test Coordinators may still have to make changes to reflect administration or school enrollment changes throughout the year.
- School Test Coordinators can also plan to start creating rosters after TIDE opens or anytime during the academic year.

My student left the district but returned within the same school year and is currently active in TIDE. How do I add him or her back to my roster?

To see students who have left your roster, select the “Current and Past Students” radio button rather than “Current Students” under “Students to Display”. Students who are no longer active in your roster will appear in a gray italics font.

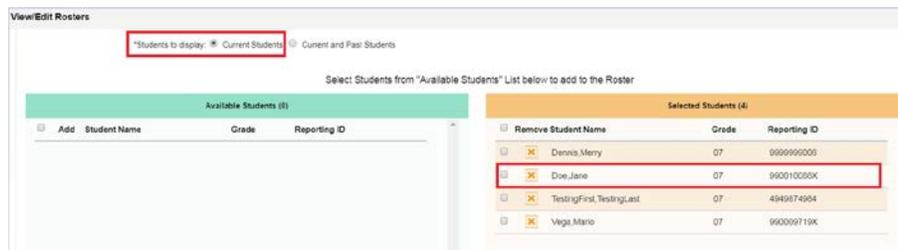
Figure 9. Finding Returning Student



Selected Students (4)				
<input type="checkbox"/>	Remove Student Name	Grade	Reporting ID	Left Roster
<input type="checkbox"/>	<input type="checkbox"/> X Dennis, Merry	07	9999999006	
<input type="checkbox"/>	<input type="checkbox"/> X Doe, Jane	07	990010088X	05/08/2018
<input type="checkbox"/>	<input type="checkbox"/> X TestingFirst, TestingLast	07	4949874984	
<input type="checkbox"/>	<input type="checkbox"/> X Vega, Mario	07	990009719X	

To add a student back to your roster, you must first delete the student from the roster and then re-add the student. They will then be visible when you view “Current Students” under “Students to Display”.

Figure 10. Returning Student Displays as Current in Roster



View/Edit Rosters

Students to display: Current Students Current and Past Students

Select Students from "Available Students" List below to add to the Roster

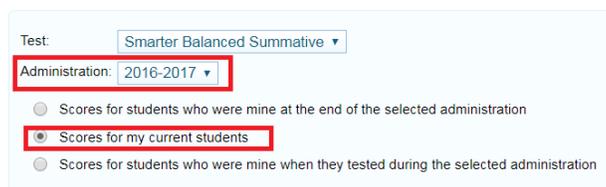
Available Students (8)		
<input type="checkbox"/>	Add Student Name	Grade Reporting ID
<input type="checkbox"/>		

Selected Students (4)			
<input type="checkbox"/>	Remove Student Name	Grade	Reporting ID
<input type="checkbox"/>	<input type="checkbox"/> X Dennis, Merry	07	9999999006
<input type="checkbox"/>	<input type="checkbox"/> X Doe, Jane	07	990010088X
<input type="checkbox"/>	<input type="checkbox"/> X TestingFirst, TestingLast	07	4949874984
<input type="checkbox"/>	<input type="checkbox"/> X Vega, Mario	07	990009719X

How can I view past scores for my current students in the Online Reporting System (ORS)?

On the Home Page Dashboard in ORS, select the test, change the test administration year, and select the “Scores for my current students” radio button. You can display scores for students associated with your current rosters even if they were previously enrolled in a different school or district.

Figure 11. ORS Home Page Dashboard



Test: Smarter Balanced Summative

Administration: 2016-2017

Scores for students who were mine at the end of the selected administration

Scores for my current students

Scores for students who were mine when they tested during the selected administration

However, if you currently have a student who did not test in the selected test and administration, no data appear for that student. This would include students who moved to your school or district from out of state.

How can I view the scores of a subgroup of my students in the Online Reporting System?

There are three ways to view data for subgroups: ORS filters, rosters, and downloadable data files. Below are use cases for each option:

Table 3. Use Cases for Filters, Rosters, and Data Files

ORS Filters	Rosters*	Downloadable Data Files
Demographic subgroup, such as gender, IDEA indicator, LEP status, race/ethnicity, and Section 504 Plan status	Demographic subgroup not present in breakdown by filter	Same-use cases for rosters
Accommodations and NEAs	Designated supports and NEDs	Cross-grade or subject (Excel/CSV proficiency)
Grade 11 and grade 12 students (enrolled grade filter)	Special classes (athletes/non-athletes)	To compare with other test data
*For rostering, this assumes students are in the same grade or grade 11 or grade 12 and took the same subject test. Otherwise, you can navigate to the appropriate subject/grade or use the downloadable data files.		



Note: These rosters will also be available in AIRWays Reporting.

VII. User Support

For additional information and assistance, contact the South Dakota Smarter Balanced Assessment Help Desk. The Help Desk is open Monday through Friday from 6:00 a.m. to 6:00 p.m. Central Time (except holidays or as otherwise indicated on the South Dakota portal).

South Dakota Smarter Balanced Assessment Help Desk

Toll-Free Telephone Support: 1-855-838-8378

Email Support: SDHelpDesk@air.org

VIII. Change Log

Description	Date
Added Change Log.	7/3/2018
Updated Table 1.	7/3/2018
Added FAQ section.	7/3/2018