



# Quick Guide to TIDE: Rosters

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*Prepared by the American Institutes for Research® (AIR)*



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# I. Introduction

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students or groups of students for whom you want to generate specific reports. For example, TIDE can generate a report to track test participation, and ORS 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 for how to create rosters. While different steps must be followed in order to access rosters in either system, rosters may be added, viewed, or edited in either the Test Information Distribution Engine (TIDE), the AIR Ways Reporting (for Interims), or in the Online Reporting System (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 Coordinators (DCs), or School 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*
<b>Working with Rosters of Students</b>					
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 are available in the *TIDE User Guide*, *ORS User Guide*, and *User Roles and Access* document located at <http://sd.portal.airast.org/>.



**Note:** School Coordinators (SCs) should encourage teachers to review result data in AIR Ways or ORS before the school year ends or save the relevant data as PDFs. When the

Smarter Balanced 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

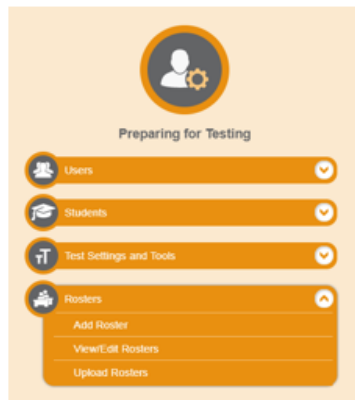
Rosters can be accessed and managed through the TIDE or ORS systems. Navigating to the Rosters section will vary by system, but the data presented and the tasks performed in the three roster-related sections are the same in the TIDE and ORS systems. Any newly added rosters or edits to rosters made in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

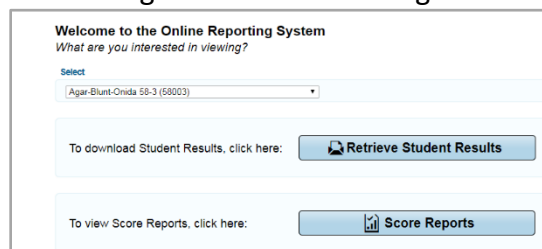


### ORS

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

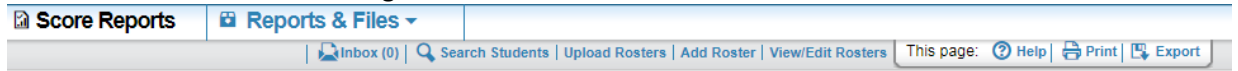
1. Select a district.
2. Select either **Retrieve Student Results** or **Score Reports**

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

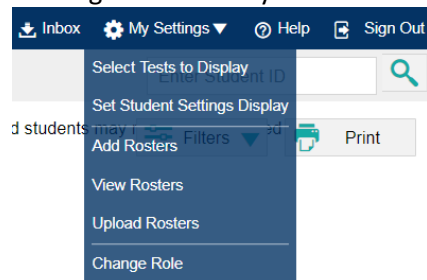
Upon logging in to AIRWays, you will be brought to a **Welcome** page.

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

Figure 4. AIRWays Welcome Page

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 the 'Add Roster Form' interface. It features a header 'Roster Information' and a sub-section 'Test Settings and Tools Filters'. The 'Roster Information' section contains dropdown menus for District, School, Role, Grade, and Student Added Since. The 'Test Settings and Tools Filters' section includes a Search Fields dropdown and subject-specific filters for ELA, ELA-PT, and Mathematics. There are also 'Remove All' and 'Remove Selected' buttons, and 'Add' and 'Search' buttons at the bottom.


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 Students to the Roster panel.
3. In the *Add/Remove Students to the 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 transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

*To upload rosters:*

1. From the **Rosters** 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 Roster** 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 simple upload file that creates a roster with two students.

Figure 8. Sample Roster Upload File

	A	B	C	D	E
1	<b>District ID</b>	<b>School ID</b>	<b>User Email ID</b>	<b>Roster Name</b>	<b>SSID</b>
2	09999	09999_09999-01	<a href="#">me@email.com</a>	American History	012345678
3	09999	09999_09999-01	<a href="#">me@email.com</a>	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 students 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 the Roster* panel ([Figure 7](#)), 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 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**.
  - 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 Learning Point Navigator. (This feature is not available for system-generated rosters.)

*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**.



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.

## VI. 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](mailto:SDHelpDesk@air.org)

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the SSID and associated district or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Provide any error messages that appeared.
- Identify the operating system and browser used, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).