

TIDE Quick Guide: Adding Users and Students

School administrators use TIDE to add and manage user (i.e. adult) accounts, and to add students participating in ISAT assessments. This Quick Guide provides a brief overview of the steps for adding user accounts and students. Complete information about TIDE is available in the *Idaho Test Information Distribution Engine (TIDE) User Guide*.

Logging in to TIDE

1. Open your web browser and navigate to the ISAT portal at <https://idaho.portal.cambiumast.com/>
2. Click the **ELA/Literacy & Math Assessments**, **Science Assessments**, or **Idaho Alternate Assessment** card (see [Figure 1](#)).

Figure 1. Assessment Cards



3. Click the **TIDE** card (see [Figure 2](#)). The **Login** page appears (see [Figure 3](#)).

Figure 2. TIDE Card



Figure 3. Login Page

4. Enter your email address and password.
5. Click **Secure Login**.
6. Depending on your user role, TIDE may prompt you to select a role, district, or school.
7. The TIDE dashboard appears.

Adding Users to TIDE

You can add users one at a time, as described in [Adding Individual Users to TIDE](#). You can also add many users at one time, as described in [Uploading Multiple Users to TIDE](#).

- When you add/search a user account, its role must be lower in the hierarchy than your role. Furthermore, you can add only those users that fall within your institution. For example, district-level users can create school-level accounts only for schools within their district.
- Please keep in mind, because the system is a hierarchy structure, having a higher-level role allows you to do anything a lower level role is allowed to do. It also gives you additional functionality. For example, all users are able to administer tests so if a test administrator (TA) is also a teacher (TE), he/she does not need to be added into TIDE as a TA and a TE. Simply being added as a TE will cover both functions.

Adding Individual Users to TIDE

1. On the dashboard, open **Users**.
2. Click **Add Users**
3. In the Email address field, enter the new user's email address.
4. Click **+Add user or add roles to users with this email**. Additional field appears (see [Figure 4](#)). Enter the user's first name and last name in the required field and other details in the optional fields.

Figure 4. Add Users

5. From the **Role** drop-down, select a role.
6. Click **Save**.

Uploading Multiple Users to TIDE

Retrieve the Upload File Template

1. On the dashboard, open **Users**.
2. Click **Upload Users**.
3. Download the Excel or CSV template. Use this template file to compose the upload file (see [Figure 5](#)).

Figure 5. Uploading Users, Retrieving the Template

Enter User Information into the Upload File

Each row represents one user. Populate each column of the spreadsheet, including district ID, school ID, first name, last name, email address, role, and phone number (optional). In the Action column, enter **ADD** to add or edit users, or enter **DELETE** to delete users (see [Figure 6](#)).

Figure 6. Uploading Users, Using the Template

	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastName	Email	Phone	Role	Action
2								
3								

Refer to the *Idaho Test Information Distribution Engine (TIDE) User Guide* for detailed information about how to compose the upload file.

Upload the User File

Step 1: Upload File (see [Figure 7](#))

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



Figure 7. Uploading Users – Step 1

Step 1: Upload File

+ Upload History

Note: Please ensure all alphanumeric fields/cells are formatted as **TEXT** on the Excel template to accept leading zeros where necessary.

Step 2: Preview File (see [Figure 8](#))

1. 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.

Figure 8. Uploading Users – Step 2

Row Number	District ID	School ID	First Name	LastName	Email	Phone	Role	Action
1	12345	9000	Anne	Walker	awalker@air.org	123-456-7890	TA	ADD
2	12345	9000	Abigail	Smith	asmith@air.org	232-456-7788	TE	ADD
3	12345	9000	George	Harris	gharris@air.org	445-667-8899	TE	DELETE

2. Click **Next**.

Step 3: File Validation (see [Figure 9](#))

1. TIDE validates the file to ensure there are no data or layout errors. For information about correcting errors, refer to the *Idaho Test Information Distribution Engine (TIDE) User Guide*.

Figure 9. Uploading Users – Step 3

LastName	Email
Oligo	⚠ lilly@cambiumassessment
Amiri	Arian@cambiumassessment.com

2. If no errors exist, click **Continue with Upload**.

Note: the following legend ⚠ indicates there is an error in file. Click on the legend for more information.

Step 4: Confirmation

A confirmation message indicates that TIDE successfully uploaded the file (see [Figure 10](#)).

Figure 10. Uploading Users – Step 4

Results: 11 records committed, 3 records excluded

Adding Students to TIDE

You can add students one at a time, as described in [Adding Individual Students to TIDE](#). You can also add many students at once, as described in [Upload Multiple Students to TIDE](#).

Adding Individual Students to TIDE

1. On the dashboard, open **Students**.
2. Click **Add Students**.
3. Enter the **Student Demographics** and the **Race and Ethnicity** information (see [Figure 11](#)).

Figure 11. Add Students

The screenshot displays two sections of the 'Add Students' form:

- Student Demographics:** This section contains various input fields and radio buttons. Required fields are marked with an asterisk (*). Fields include: District (dropdown), School (dropdown), EDUID (text), Student's Last Name (text), Student's First Name (text), Student's Middle Name (text), Gender (radio buttons for Male and Female), Birth Date (text with calendar icon), Grade (dropdown), Section 504 Status (radio buttons for Yes and No), Special Education Status (radio buttons for Yes and No), Alt Assessment (radio buttons for Yes and No), Primary Disability Type (dropdown), EL Status (radio buttons for Yes and No), EL Category (dropdown), Migrant Status (radio buttons for Yes and No), and Economic Disadvantage (radio buttons for Yes and No). There is also a 'Field Test' section with ELA and MA dropdown menus.
- Race and Ethnicity:** This section contains radio buttons for various racial and ethnic categories: Hispanic or Latino, American Indian or Alaska Native, Asian, Black or African American, White, Native Hawaiian or Other Pacific Islander, and Unchecked.

Note: * required fields

4. Click **Save**.

Upload Multiple Students to TIDE

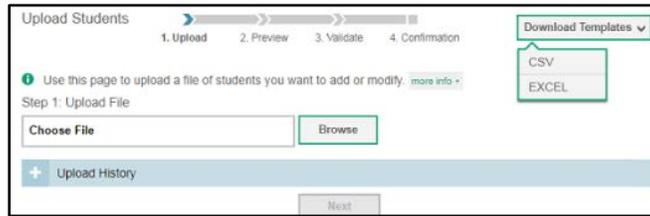
You can follow these steps to upload multiple users at once.

Retrieve the Upload File Template

1. On the dashboard, open **Students**.
2. Click **Upload Students**.
3. Download either the Excel or CSV template. Use this template file to enter student information (see [Figure 12](#)).



Figure 12. Uploading Students, Retrieving the Template



Note: Please ensure all alphanumeric fields/cells are formatted as **TEXT** on the Excel template to accept leading zeros where necessary.

Enter Student Information into the Template

Each row represents one student. Populate each column in the spreadsheet (see [Figure 13](#)).

Figure 13. Upload Students: Template

	A	B	C	D	E	F	G	H
1	DistrictID	SchoolID	LastOrSurname	FirstName	MiddleName	Birth Date (MMDDYYYY)	EDUID	Grade
2								
3								
4								

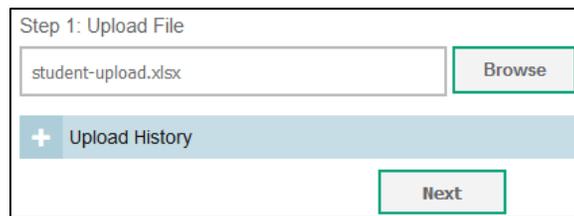
Refer to the *Idaho Assessment the Idaho Test Information Distribution Engine (TIDE) User Guide* for detailed information about how to compose the upload file.

Uploading the Student File

Step 1: Select File to Upload (see [Figure 14](#))

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

Figure 14. Upload Students – Step 1



Step 2: Preview File (see [Figure 15](#))

1. 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.
2. Click **Next**.



Figure 15. Upload Students – Step 2

Row Number	District ID	School ID	Last Name	First Name	Middle Name	Birthdate	EDUID	Grade	Gender	Hispanic flag	American Indian/Alaskan Native flag	Asian flag	Black/American flag
1	9999	999901	demo	testing		09152007	353535353	04	F	Yes	No	No	No
2	9999	999901	testing	demo		04152006	535353535	05	M	No	No	Yes	No

Step 3: File Validation (see [Figure 16](#))

1. TIDE validates the file to ensure that there are no data or layout errors.
2. If no errors exist, click **Commit File** to add the new students.

Note: the following legend indicates there is an error in file. Click on the legend for more information.

Figure 16. Upload Students – Step 3

Gender	HispanicOrLatino	American Indian/Alaskan Native
Female	No	yes
N	No	yes

Step 4: Confirmation (see [Figure 17](#))

A confirmation message indicates that TIDE successfully uploaded the file.

Figure 17. Upload Students – Step 4

Results: 11 records committed, 3 records excluded

Adding Student Settings to TIDE

You can add student settings one at a time, as described in [Add Individual Student Settings to TIDE](#). You can also add multiple student settings at once, as described in [Upload Multiple Student Settings to TIDE](#).

Add Individual Student Settings to TIDE

1. On the dashboard, open **Students**.
2. Click **Add Student**
3. Enter the appropriate **Test Settings and Tools** (see [Figure 18](#)).

Figure 18. Add Individual Test Settings and Tools



4. Click **Save**.

Upload Multiple Student Settings to TIDE

CAUTION: Failed file uploads—If you upload a file that contains information for a student not enrolled in your district or school, TIDE rejects the file. You can only upload files for students who are enrolled in your district or school.

Retrieve the Student Settings Upload File Template

1. On the dashboard, open **Test Settings and Tools**.
2. Click **Upload Student Settings** (see [Figure 19](#)).

Figure 19. Upload Student Settings – Retrieving the Template



3. Download either the Excel or CSV template. Use this template file to enter student information. Enter the Students Test Settings and Tools into the template.

Each row represents one student. Populate each column of the spreadsheet (see [Figure 20](#)). Refer to the *Idaho Test Information Distribution Engine (TIDE) User Guide* for detailed information about how to compose the upload file.

Figure 20. Upload Student Settings: Template

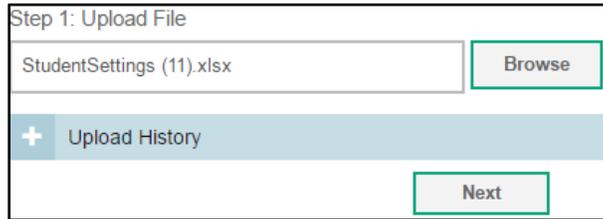
	A	B	C	D
1	EDUID	Subject	Test Tool	Value
2	123456789	ELA	Closed Captioning	Closed Captioning Not Available
3				
4				

Note: Subject, Test Tool, and Value fields are pre-populated. You may select an option from the drop-down lists.

Step 1: Select File to Upload (see [Figure 21](#))

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

Figure 21. Upload Student Settings – Step 1



2. Click **Next**.

Step 2: Preview File (see [Figure 22](#))

1. 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.

Figure 22. Upload Student Settings – Step 2

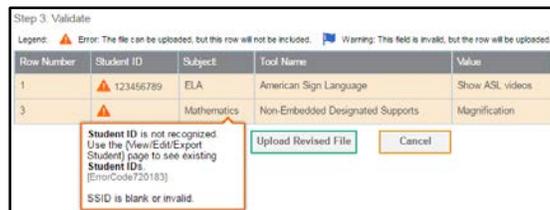
Row Number	Student ID	Subject	Tool Name	Value
1	123456789	ELA	American Sign Language	Show ASL videos
2	987654321	ELA-PT	Non-Embedded Accommodations	Speech-to-Text
3		Mathematics	Non-Embedded Designated Supports	Magnification

2. Click **Next**.

Step 3: Validate File (see [Figure 23](#))

1. TIDE validates the file to ensure that there are no data or layout errors.

Figure 23. Upload Student Settings – Step 3



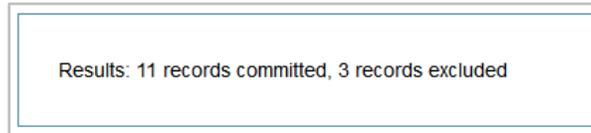
2. If no errors exist, click **Continue with Upload** to add the new students.

Note: The following legend indicates there is an error in file. Click on the legend for more information.

Step 4: Confirmation (see [Figure 24](#))

A confirmation message indicates that TIDE successfully uploaded the file.

Figure 24. Upload Student Settings – Step 4



Dual Enrollment

- Students can be enrolled in multiple schools or districts. Below are specific details related to this new feature. You can add the same student with the same EDUID to more than one school and district in two ways:
 - From the Add Student page (see Adding Individual Students).
 - From the Upload Students page (see Upload Multiple Students to TIDE).
 - **Note:** The steps to enroll a student who takes classes in multiple locations are the same used to add a student taking classes in only one testing location. If a student is not already enrolled in another district and/or school, TIDE will add this student to the new location. If a student is already enrolled in TIDE as attending a certain school, the student's record will be updated with this new district or school location.
- When editing the record of a student who has been dual enrolled, any changes you make to the student's demographic details (with the exception of EDUID and First & Last Name) will be reflected immediately in TIDE. For example, if the most recent upload file has a different grade level than the record previously shown in TIDE, the system assumes the grade change is an intentional update, and therefore, modifies the student's grade.
- When deleting a record of a student who has been dual-enrolled, only the selected record will be deleted. For example, if a student is enrolled in School A and School B and you delete the student's record for School A, the student's record for School B will not be deleted.



Troubleshooting Tips

- Ensure all leading zeros are maintained in the files by formatting all alphanumeric fields/cells in TEXT format.
 - **NOTE:** If the original document is a CSV file, opening the document in Excel will cause the leading zeros to be wiped out. To retain them, continue to open the file using CSV format.
- Ensure dates are formatted properly using MMDDYYYY (no spaces or dashes).
 - **NOTE:** If using the template in TIDE, an error message will appear if the correct format is not entered in these fields.
- Dependent fields in Student Demographics section of Add Students and Upload Students:
 - *Alt Assessment* cannot be set to Yes if *Special Education Status* is set to No.
 - *EL Category* cannot be set if *EL Status* is set to No.
- Ensure all values contain only the acceptable values for the field you are trying to enter. When in doubt, select the  **Help** button in the Upload pages in TIDE or refer to the TIDE user guide for a list of acceptable values.
- If further issues persist when trying to upload user or student files into TIDE, please contact the Idaho Help Desk via telephone (1-844-560-7365) or via email (IDHelpDesk@cambiumassessment.com).