UNDERSTANDING AND CREATING ROSTERS

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. For example, TIDE can generate a report for all of a teacher’s students who have been tested in a given grade and content area. Teachers 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) or in the Online Reporting System (ORS). For more information about using each system, please consult the TIDE User Guide or the ORS User Guide found on the portal.

Logging into ORS or TIDE

1. From the CSDE Comprehensive Assessment Program Portal (http://ct.portal.airast.org/), select the appropriate program card.
2. Click on either the TIDE card or the Online Reporting System card. The Login Page appears.
3. Enter your school e-mail address and password, then click Secure Login.
1. From the ORS homepage, select your district and then click either Retrieve Student Results or Score Reports.

2. Locate the banner at the top of the page selected in the previous step. Then, do one of the following:
   a. To add a new roster, click Add Roster. The Add Roster form appears. Then, please follow the steps outlined in Adding Rosters.
   b. To view or edit an existing roster, click View/Edit Rosters. The View/Edit Rosters form appears. Then, please follow the steps outlined in Viewing and Editing Rosters.
Accessing Rosters in TIDE

1. From the TIDE dashboard, locate the **Rosters** task menu in the Preparing for Testing category.

2. Click the **Rosters** task menu to expand the menu of possible options.
3. Do one of the following:
   a. To add a new roster, click Add Rosters. The Add Rosters form appears. Then, please follow the steps outlined in Adding Rosters.
   b. To view or edit an existing roster, click View/Edit Rosters. The View/Edit Rosters form appears. Then, please follow the steps outlined in Viewing and Editing Rosters.
   c. To upload a roster, click Upload Rosters. The Upload Rosters page appears. Then, please follow the steps outlined in Uploading Rosters.

Note: Rosters may only be uploaded in TIDE by SCs, DCs, and DAs. The upload rosters feature is not available in ORS.
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.

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 Students to the Roster** panel, do the following:
   a. In the **Roster Name** field, enter the desired roster name.
   b. From the **Teacher Name** drop-down list, select a teacher.
4. To add students to the roster that are in the list of *Available Students* that match the search criteria defined in Step 4, do one of the following:
   a. To move one student to the roster, click 
      next to the student’s name.
   b. To move all students in the *Available Students* list to the roster, click 
      .
   c. To move selected students to the roster, mark the checkboxes next to the students you want to add, then click 
      .

5. To remove students from the roster that are in the list of *Selected Students*, do one of the following:
   a. To remove one student from the roster, click 
      next to the student’s name.
   b. To remove all the students from the roster, click 
      .
   c. To remove selected students from the roster, mark the checkboxes next to the students you want to remove, then click 
      .

6. Click 
      , and in the affirmation dialog box click 
      .

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**Viewing and Editing Rosters**

1. In the *Search for Rosters to Edit* panel, select *District* and *School* from the drop-down menu (as available).

   *Note:* the *Roster Type* is pre-selected as *User Defined*.

2. Click 
      to retrieve results.

3. In the list of retrieved rosters, click 
      for the roster whose details you want to view. The *View/Edit Rosters* form appears.

   *Note:* The *View/Edit Rosters* form is similar to the form used to add rosters.

   *Note:* You may also delete or print a roster by selecting the checkbox next to the intended roster(s), then clicking either 
      to print or 
      to delete the selected roster(s).

4. In the *Add Students to the Roster* panel, follow Steps 3–6 in the *Adding Rosters* section.
Uploading Rosters

Step 1: Upload File
a. Download either the Excel or CSV template from the Download Templates drop-down menu.
b. Populate the template with the following information: District ID, School ID, User Email ID, Roster Name, and SSID. Save the roster.
c. Click Browse to locate and select the completed and saved roster.
d. Click Next.

Step 2: Preview File
a. Verify you uploaded the correct file. Click Next.

Note: If the values in the columns are incorrect, try re-creating your upload file using one of the available templates in Step 1.

Step 3: Validate
a. Review the validation results, then click Continue with Upload.
Step 4: Confirmation

a. Review the confirmation message.

b. Click **Upload New File** to upload a new roster.

Contact the Connecticut Comprehensive Assessment Program Help Desk for additional guidance.

Email: cthelpdesk@air.org  Phone: 1.844.202.7583