



UNDERSTANDING AND CREATING ROSTERS

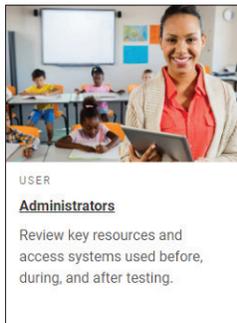
Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. District Administrators or School Coordinators will need to make rosters for teachers in their district or school.

There are two types of rosters in TIDE and Reporting: rosters in the current administration and rosters in prior administrations. This document provides instructions on how to create both.

LOGGING INTO TIDE OR REPORTING

- 1 From the NGSA Portal (<https://ri.portal.cambiumast.com/>), select the Administrators or Teacher Card.
- 2 Click either the TIDE or Reporting Card. The Login Page appears.
- 3 Enter your school e-mail address and password, then click **Secure Login**.

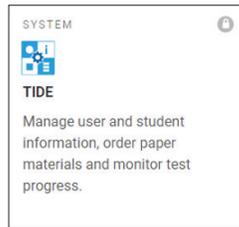
Administrators Portal Card



Teachers Portal Card



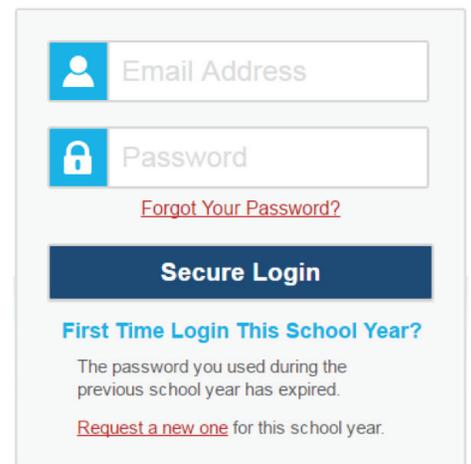
TIDE Portal Card



Reporting Portal Card



Login Page

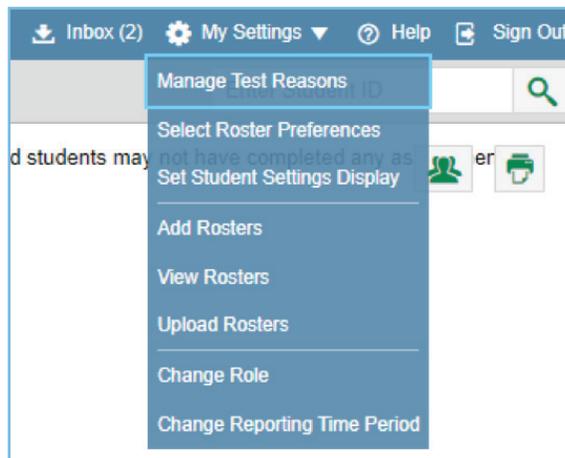




ACCESSING ROSTERS IN REPORTING

- 1 From the Reporting dashboard, locate the banner at the top of the page. Then, 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 the [Adding Rosters for the Current Administration](#) or [Adding Rosters for Prior Administrations](#) section.
 - b To view or edit an existing roster, click **View Rosters**. The **View/Edit Rosters** form appears. Then, please follow the steps outlined in the [Viewing and Editing Rosters](#) section.

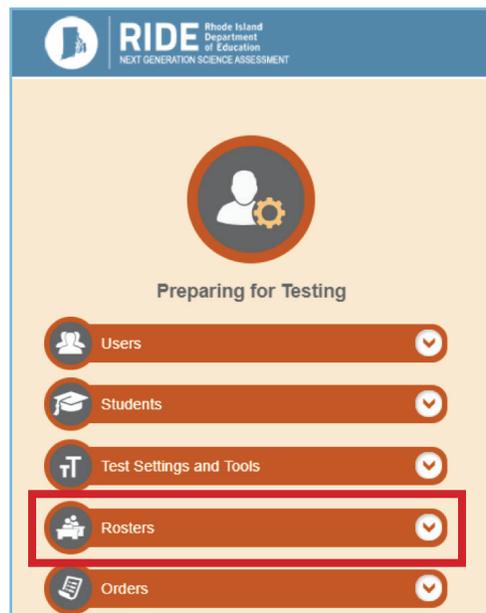
Banner Screenshot



ACCESSING ROSTERS IN TIDE

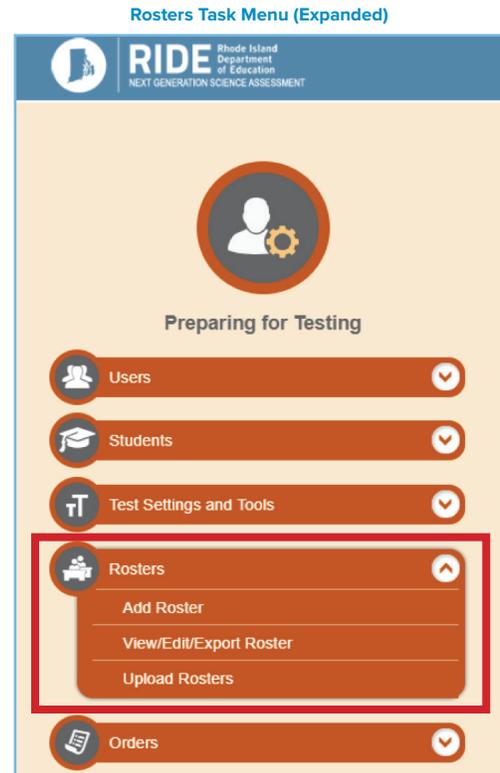
- 1 From the TIDE dashboard, locate the **Rosters** task menu in the Preparing for Testing category.

Rosters Task Menu





- 2 Click the **Rosters** task menu to expand the menu of possible options.



- 3 Do one of the following:
- To add a new roster, click **Add Roster**. The **Add Roster** form appears. Then, please follow the steps outlined in [Adding Rosters for the Current Administration](#) or [Adding Rosters for Prior Administrations](#).
 - To view or edit an existing roster, click **View/Edit/Export Roster**. The **View/Edit/Export Roster** form appears. Then, please follow the steps outlined in [Viewing and Editing Rosters](#).
 - To upload a roster, click **Upload Rosters**. The **Upload Rosters** form appears. Then, please follow the steps outlined in [Uploading Rosters](#).



ADDING ROSTERS FOR THE CURRENT ADMINISTRATION

Use this process to allow a teacher to see the results for students in the current administration who tested in the previous school year. For example, a grade 6 teacher with a classroom of sixth graders who took the NGSA last year as 5th graders.

1 In the **Search for Students to Add to the Roster** panel, do the following:

- a** Select the applicable year from the **Year** drop-down menu (e.g., 2021–2022).
- b** Select a **District** and **School** from the drop-down menus (as available) to search for students to add to the roster. Then, select the district and school where the student was enrolled in the previous school year (e.g., 2020–2021).
- c** 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.

Search for Students to Add to the Roster Panel for 2021–2022

Add Roster

Use this page to add rosters. [View Help](#)

Search for Students to Add to the Roster

*District: First Name:

*School: Grade:

SSID: *Year:

Last Name:

Advanced Search

Add Students to the Roster

2 Click to retrieve results. Students who match the criteria specified in Step 1 will appear in the **Available Students** list in the **Add Students to the Roster** panel.

Add Students to the Roster Panel for 2021–2022

Add Students to the Roster

*Roster Name:

*Teacher Name:

*Students to display: Current Students Current and Past Students

Select students from the "Available Students" list below to add to the roster:

Available Students (9)				Selected Students (3)			
	Student Name	Grade	Reporting ID		Remove Student Name	Grade	Reporting ID
<input type="checkbox"/>	demo_student	05	99932665	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TestRI, Test	06 1120
<input type="checkbox"/>	test.test	05	999917988	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TestRI, Test	06 1632
<input type="checkbox"/>	TestRI.test	06	999823052	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Test	09 5020
<input type="checkbox"/>	TestRI, Test	09	1006				
<input type="checkbox"/>	TestRI, Test	09	1019				
<input type="checkbox"/>	TestRI, Test	09	1032				
<input type="checkbox"/>	TestRI, Test	09	1045				
<input type="checkbox"/>	TestRI, Test	09	2491				



- 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 is in the list of **Available Students** that match the search criteria defined in Step 2, 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 is 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 confirmation dialog box click  .



ADDING ROSTERS FOR PRIOR ADMINISTRATIONS

Use this process to allow a teacher to see the results for students who tested in a prior administration. For example, a grade 5 teacher whose students took the NGSA in the previous school year (e.g., 2020–2021).

- 1 In the **Search for Students to Add to the Roster** panel, do the following:
 - a Select 2020–2021 from the **Year** drop-down menu.
 - b Select a **District** and **School** from the drop-down menus (as available) to search for students to add to the roster. Then, select the district and school where the student was enrolled in 2020–2021.
 - c 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.

Search for Students to Add to the Roster Panel for 2020–2021

- 2 Click Search to retrieve results. Students who match the criteria specified in Step 1 will appear in the **Available Students** list in the **Add Students to the Roster** panel.

Add Students to the Roster Panel for 2020–2021

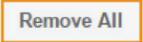
Available Students (6)			
	Add	Student Name	Grade Reporting ID
<input type="checkbox"/>	<input type="checkbox"/>	TestRI, Test	09 1006
<input type="checkbox"/>	<input type="checkbox"/>	TestRI, Test	09 1032
<input type="checkbox"/>	<input type="checkbox"/>	TestRI, Test	09 1045
<input type="checkbox"/>	<input type="checkbox"/>	TestRI, Test	09 2491
<input type="checkbox"/>	<input type="checkbox"/>	TestRI, Test	06 1120
<input type="checkbox"/>	<input type="checkbox"/>	TestRI, Test	06 1632

Selected Students (2)			
	Remove	Student Name	Grade Reporting ID
<input type="checkbox"/>	<input type="checkbox"/>	Test, Test	09 5020
<input type="checkbox"/>	<input type="checkbox"/>	TestRI, Test	09 1019



- 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 is in the list of **Available Students** that match the search criteria defined in Step 2, 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 is 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 confirmation dialog box click .



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/Export Roster** form appears.

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

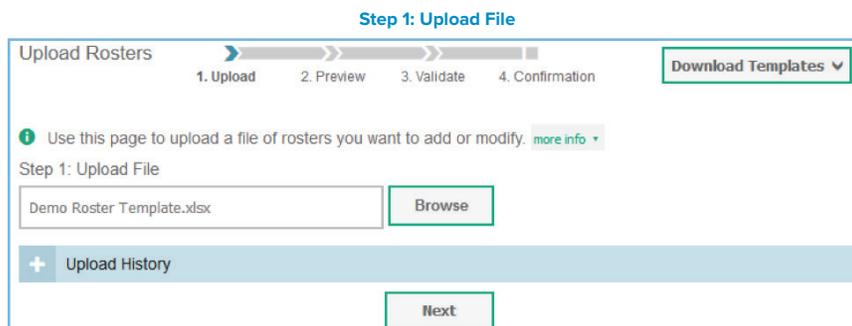
Note: You may also delete or print a roster by selecting the checkbox next to the intended roster(s), then clicking either  to print or  to delete the selected roster(s).

- 4 In the **Add Students to the Roster** panel, follow Steps 3–6 in the [Adding Rosters for the Current Administration](#) or [Adding Rosters for Prior Administrations](#) section.



UPLOADING ROSTERS

- 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 (SASID). Save the roster.
 - c Click **Browse** to locate and select the completed and saved roster.
 - d Click **Next**.





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 2: Preview File

Upload Rosters 1. Upload 2. Preview 3. Validate 4. Confirmation

i Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Rosters page.

Step 2: Preview

Row Number	District ID	School ID	Email address	Roster Name	Student ID
1	9999999999	9999999990	demo@demo.com	Demo Roster	9000000067

3 Validate

- a Review the validation results, then click **Continue with Upload**.

Step 3: Validate

Upload Rosters 1. Upload 2. Preview 3. Validate 4. Confirmation

i Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

1 record(s) will be committed.
 0 record(s) will be excluded.
 Your file has no errors. Click **Continue with Upload** to continue the upload process.

4 Confirmation

- a Review the confirmation message.
- b Click **Upload New File** to upload a new roster.

Step 4: Confirmation

Upload Rosters 1. Upload 2. Preview 3. Validate 4. Confirmation

Step 4: Confirmation

Results: **1** records are committed.

Contact the Rhode Island Next Generation Science Assessment Help Desk for additional guidance.

Email: rihelpdesk@cambiumassessment.com

Phone: 1.866.757.9437