



## Department of Assessment and Student Learning

### Smarter Balanced Assessment Tip Sheet #7

#### Creating Smarter Balanced Rosters (Class Lists) in the TIDE Online Reporting System

This Tip Sheet will guide you through the steps of creating a roster so you can view and print the scores of individual and groups of students on the Smarter Balanced Assessment. In the past, we were able to create class lists for state tests by how we sorted the material when we returned it to the state. With the Smarter Balanced Assessment system (TIDE), this needs to be done online through creating rosters.

You must have a TIDE state testing system account in order to access scores. If you do not have an account, or need help with gaining access, contact our office at (206) 393-4771.

#### **Rosters = Class Lists**

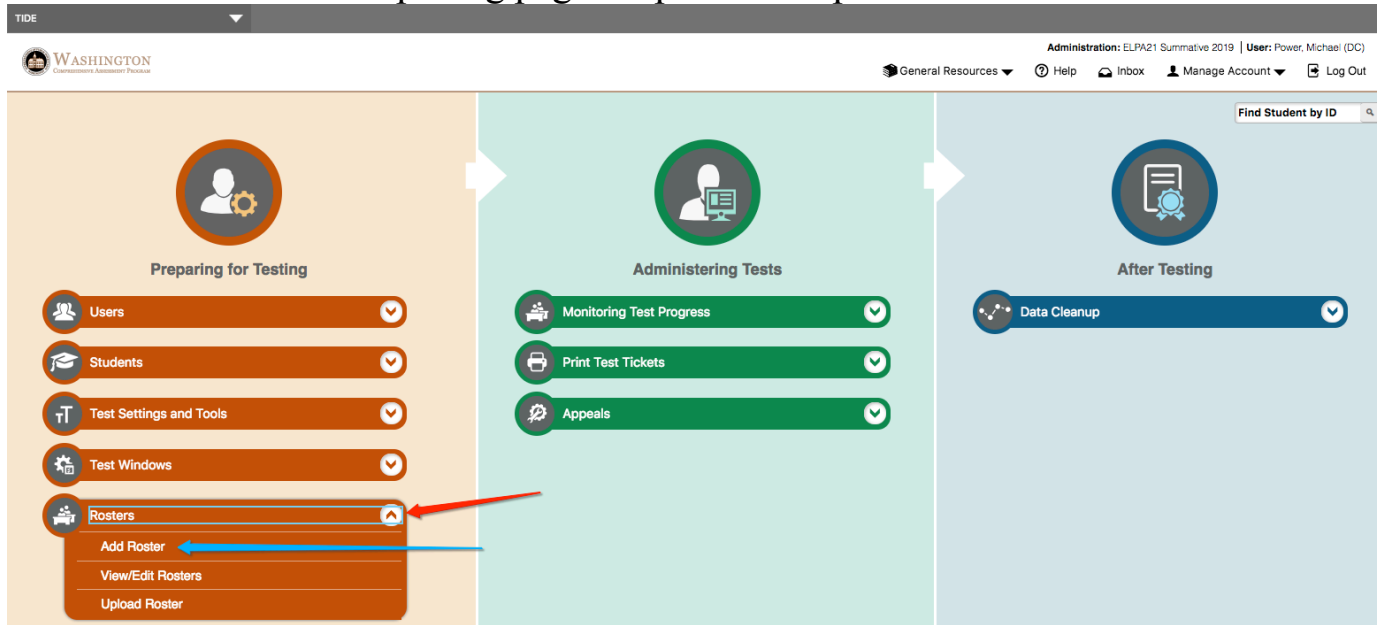
Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or class periods in upper grades. Rosters can also be groups of specific students across grades and classes such as a reading intervention group. Teachers cannot create rosters for other teachers, but School Test Coordinators and Administrators can make rosters for other people within their school.

Rosters may also include students from different grades. However, the score reports show data only for a single subject and grade at one time. If a roster includes students from multiple grades, you will see only the data that correspond to the subject you selected on the Score Reports Homepage. For example, if a roster includes students from grades 3 and 4, and you select a third grade math test, you will see scores only for the students who tested in grade 3.

**NOTE: It can take up to 24 hours for a new roster to be populated with scores.**

## Adding a New Roster

1. Log in to TIDE
2. Choose Rosters on the opening page. Expand that option and click Add Roster.



3. Make sure your school is showing in the School box. Select the grade level you want to work on. You can select multiple grade levels but it's easiest to work in one at a time.
4. Type in an easily recognizable name for the roster such as Power\_Gr.6. The roster name must be between five and 100 characters.

### Add Roster

Use this page to add rosters. [more info](#)

Save Cancel

#### Search for Students to Add to the Roster

\*District: Shoreline School District

Last Name:

\*School: Highland Terrace Elementary

First Name:

SSID:

Grade: 06

#### Advanced Search

Search

#### Add Students to the Roster

\*Roster Name: Power\_Gr.6

\*Teacher Name: -Select-

Select a teacher.

\*Students to display:  Current Students  Current and Past Students

5. From the *Teacher Name* drop-down list, select a teacher.

## Add Students to the Roster

\*Roster Name:

\*Teacher Name:

\*Students to display:

Select students from

- Select-
- Bixby, Linette
- Carlson, Alyssa
- Chmielniak, Christine
- Choi, Yuri
- Cline, Maureen
- Collins, Lisa
- Cornell, Lisa
- Donovan, Monica
- Drew, Lara
- Griner, Dennis
- Hartje, Barbara
- Henderson, Gloria
- Higgins, Haeli
- Hoffman, Donna
- Hogan, Karen
- Hoskins, Wayne
- Humphreys, Darla
- Kaplan, Tessa
- Kim, Grace
- Lantry, Megan
- Miller, Dori
- Norberg, Elizabeth
- Nordwall, Peggy
- Novak, Alison
- O'Connell, Jeanine
- O'Connor, Erin
- Osborn-Nienhuis, Teresa
- Owen, Mark
- Phillips, Paige
- Power, Michael**
- Schlerdt, Keri

<input type="checkbox"/>	Add	Student Name	Reporting ID
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6. Click SEARCH.

Search for Students to Add to the Roster

\*District:

\*School:

SSID:

Last Name:

First Name:

Grade:

+ Advanced Search

**Search**

Add Students to the Roster

\*Roster Name:

\*Teacher Name:

7. The names of all the available students in the selected grades appear in the *Available Students* list.

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 (144)				Selected Students (0)		
	Quick Search				Quick Search	
<input type="checkbox"/>	Add	Student Name	Grade	Reporting ID	<input type="checkbox"/>	Remove Student Name
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	05	5773497645		
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	05	4695083642		
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	05	7894746184		

8. Select Students.

- ✓ To select an individual student. Click **the plus sign**. The students you selected will move from the *Available Students* list to the *Students in This Roster* list
- ✓ To **select a range of students** (inclusive), select the first student and last student you want to include while holding down the **Shift** key. All students between the first and last student selected will be highlighted.
- ✓ To **select multiple individual students** (not in a range), select the first student and then hold down the **Ctrl** key on your keyboard as you select additional students.
- ✓ To find a particular student, type the last name in the Available Students Quick Search box.

\*Roster Name:

\*Teacher Name:

\*Students to display:  Current Students  Current and Past Students

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

Available Student				Selected Student		
	Quick Search				Quick Search	
<input type="checkbox"/>	Add	Student Name	Grade	Reporting ID	<input type="checkbox"/>	Remove Student Name
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	07	[REDACTED]		
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	07	[REDACTED]		
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	07	[REDACTED]		
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	07	[REDACTED]		
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	07	[REDACTED]		

9. To save the roster, click **Save**.

**NOTE: It can take up to 24 hours for a new roster to be populated with scores.**

**NOTE: Sometimes the roster fails to save, so it's better to add a few students at a time and save regularly than to put them all in and trust to fate the whole list will save.**

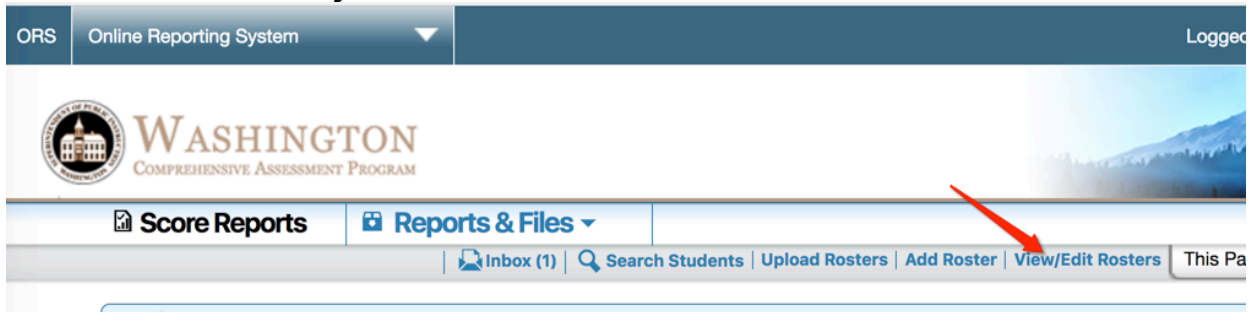
## **Modifying a Roster**

You can use the same screen to modify existing rosters by adding students or removing students, changing the roster's name and associated teacher, or adding students from other grade levels.

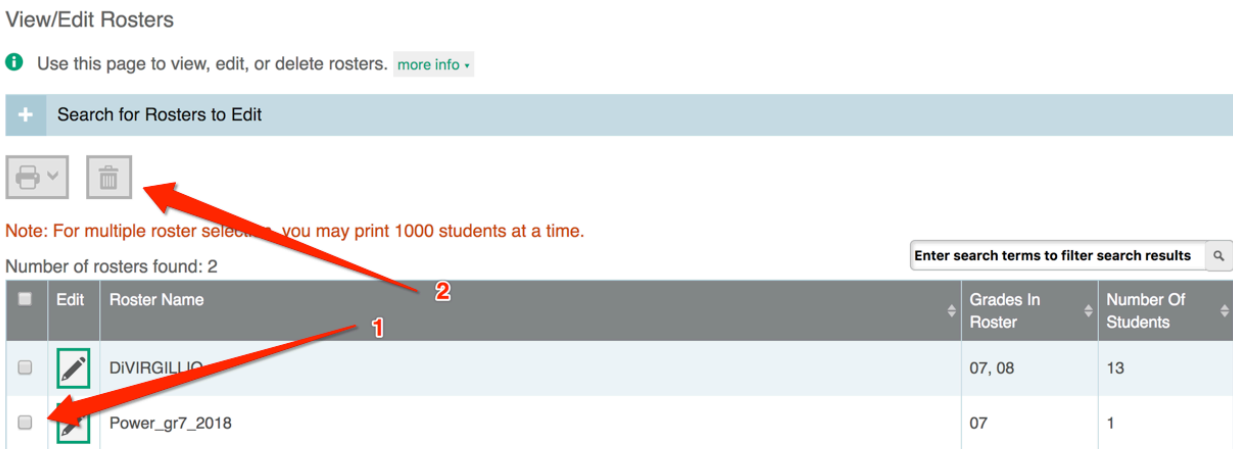
## Deleting a Roster

**Caution! This action cannot be undone. If a roster is accidentally deleted you have to start over from scratch.**

1. View the roster that you want to delete.



2. Select the roster name and click the trash can icon.



3. A pop-up message appears to verify that you want to delete the roster.
4. To delete the roster, click **OK**.

## Printing a Roster

1. View the roster that you want to print.
2. From the *Manage Rosters: View Roster* pop-up window, click **Print**. A printer-friendly version of the roster appears in your browser.

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