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.
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.

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 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.
   b 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.
   c 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.

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.
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 **Add All**.
   c  To move selected students to the roster, mark the checkboxes next to the students you want to add, then click **Add Selected**.

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 **Remove All**.
   c  To remove selected students from the roster, mark the checkboxes next to the students you want to remove, then click **Remove Selected**.

6 Click **Save**, and in the confirmation dialog box click **Continue**.
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.

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.
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 ![Add All](image).
   c  To move selected students to the roster, mark the checkboxes next to the students you want to add, then click ![Add Selected](image).

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 ![Remove All](image).
   c  To remove selected students from the roster, mark the checkboxes next to the students you want to remove, then click ![Remove Selected](image).

6  Click ![Save](image), and in the confirmation dialog box click ![Continue](image).
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 **Search** 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.

3  Validate
   a  Review the validation results, then click Continue with Upload.

4  Confirmation
   a  Review the confirmation message.
   b  Click Upload New File to upload a new roster.

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

Email: rihelpdesk@cambiumassessment.com  Phone: 1.866.757.9437