

## **Student Records Provisioning in TIDE**

Updated: January 17, 2017

TIDE student demographic records consist of information such as State Student ID, District ID, School ID, Last Name, First Name, Birthdate, Gender.

The initial load of Student Demographic Records in TIDE from STARS Enrollment was made by NDDPI on January 3, 2017. After this initial load, districts are responsible for maintaining and updating student demographic data in TIDE.

### **I. Three options for districts to update student demographic data**

1. Districts always have the option to enter TIDE and create new individual student records or make changes to demographic information of existing individual student records. However, districts cannot delete student records from TIDE.
2. Districts can also enter student demographic records to a template for upload into TIDE. This template is available as a download file from TIDE.
3. Districts can export a student enrollment file from STARS in the TIDE template format. Districts can then upload the STARS exported student enrollment file into TIDE. These uploads will create records for new students and overwrite demographic information of existing TIDE student records. Before using this option, precautions should be taken to ensure that data in STARS Enrollment is accurate before creating an export file and uploading to TIDE. If STARS Enrollment data is accurate, the uploaded file will also update movement of students between schools and districts.

**Note that none of these upload options of student records in TIDE will change existing TIDE designated supports or accommodations for those students. All designated support and accommodation test settings remain intact.**

## **II. Instructions for creating student records or updating student demographic data for existing student records.**

### Option 1 Instructions:

Create an individual student record or make changes to demographic information of an existing student record.

Refer to the *TIDE User Guide (2016-2017), Section IV, Preparing for Testing, Managing Student Information, Adding Students*, (page 25).

### Option 2 Instructions:

Add student records or edit demographic information by entering student demographic records to a template for upload to TIDE.

When uploading a file to TIDE, you must first download a file template from TIDE and fill it out in a spreadsheet application. Refer to the *TIDE User Guide (2016-2017), Section III, Understanding the TIDE User Interface, Overview of Task Page Elements, Uploading Records* (page 17) for instructions on downloading the appropriate template. Then follow the instructions in the *TIDE User Guide (2016-2017), Section IV, Preparing for Testing, Managing Student Information, Adding or Editing Students through File Uploads*, (page 30) for instructions on student file uploads.

### Option 3 Instructions:

Export all students in a district from STARS Enrollment to a TIDE template for upload to TIDE.

The upload process is identical to the instructions given for upload of student records under Option 2. However, the file for uploading is generated directly from the STARS Enrollment system based on the current status of STARS student enrollment for a district. The screen shots that follow provide guidance on exporting a student enrollment file from STARS for upload into TIDE.

Logon to the STARS system. Under *Fill Out Reports*, click on **Enrollment**, select **2016-2017** from the *School Year* dropdown list, and click on the **Select** button.

STARS  
State Automated Reporting System

Welcome Robert Bauer ([Log Out](#))

**Reports**

Fill Out Reports  
Report Status  
Output Reporting

**Security**  
My Account  
Manage Users  
DPI - Manage Users

**System**  
Announcements  
File Sharing  
Shadow

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**Fill Out Reports**

To fill out or view a report, first select the report from the tree view by clicking on the plus sign to expand the tree and then click on the educational unit for the report. After you click on the education page that displays the contact information for the selected report. Select the school year and click "Select" to enter the report.

**Reports**

- Enrollment
  - Enrollment
    - DPI DISTRICT (Outtown) 99-999**
    - Summer School
    - Special Education Membership
  - Federal Title
  - Other

Educational Unit: DPI DISTRICT  
School Year: 2016-2017  
**Select**

Due Date: Sep 15  
Contact Name: Don Williams  
Email: [dwilliams@nd.gov](mailto:dwilliams@nd.gov)  
Phone: 701-328-2236  
Notes:

Click on **Export** under the *Tools* menu.

STARS  
State Automated Reporting System

Welcome Robert Bauer

**Enrollment**  
District Student Filter  
Notification  
Plant Courses  
Undocumented Student Transfer  
Title I Private & Local Neglected

**Tools**  
State Student Search  
PowerSchool Waiting for State ID (PSSStateStudentSearch)  
Versions  
Import/Transfer  
**Export**  
Batch ID Generator

**Functions**  
Validate  
Submit  
Generate PDF

SPRING ENROLLMENT COLLECTION

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**Students**

Enter the filter criteria and click Filter to retrieve the students matching the criteria. To search for and add a new student to the district click on :

After the students have been displayed, click on the student's last name to view the student record or on the start date to view the student's det

Check to return only the most recent student detail record for a student.

Plant: [No Plant Filter] v

Grades: [ ] (ex. "K,1-3" or "9-11" or "PK,4,5-8")

Last Name Begins With: [ ]

State ID: [ ]

Start Date: [ ] End Date: [ ]

ExitCode: [Select all exit codes] v

Special Ed:  Section 504:  Refugee:  Alternative Ed:

NS Lunch Program:  Open Enrolled:  BIE:  21st Century:

Title I:  Home School:  Migrant:  Homeless:

Immigrant:  LEP:  CTE:  Direct Certification:

Ed Career Planning:

**Filter**

In the *Available Exports* dropdown list, select **NDSA Student Data** and click on the **Export** button under *Functions*.

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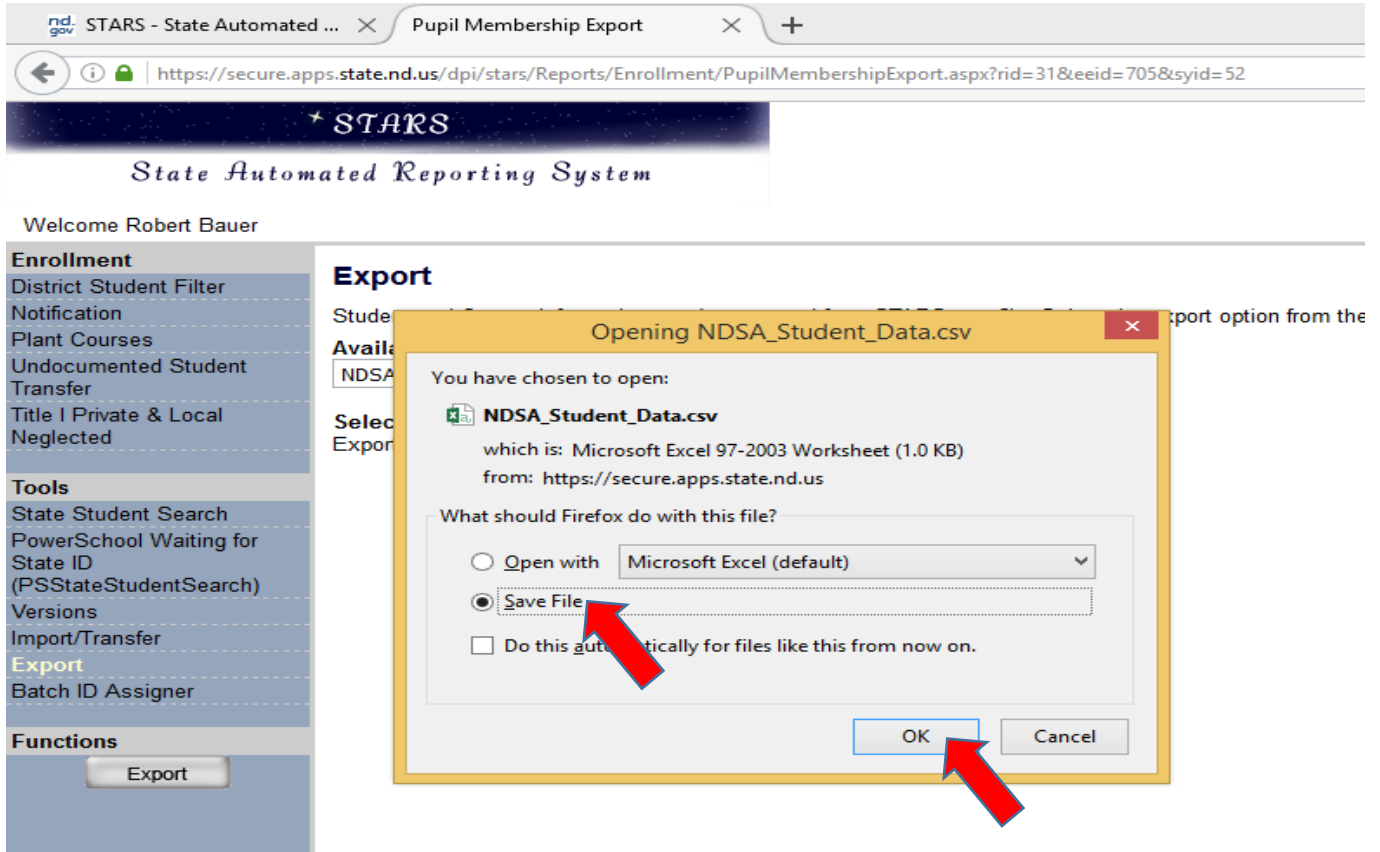
**Export**  
Student and Course information can be exported from STARS to a file. Select the export option from the Available Exports dropdown list.

**Available Exports:**

- ACT Results
- LEP Exit Information
- LEP\_AccessResults
- LEP\_Transfer Students Previously Marked LEP
- Migrant
- LEP Alternate Access Results
- OtherSchoolStudentCourseDetails
- PS Staging Area Export
- PS Title I Staging Area Export
- PS LEP Staging Area Export
- PS LEP Assessment Staging Area Export
- PS Course Data Staging Area Export
- PS StateStudentAssignment
- PS Student Course Details Staging Area Export
- PupilData
- StudentCourseDetails
- WorkKeys Results
- LEP Student List and Prior Year Access Scores
- Resident district report
- NDSA Student Data**
- NDSA Student Accommodations

Select **Save File** and click on the **OK** button.

**NOTE: Do not** click on the **Open with** option and then save the file. This will change the format of the file to an undesirable format that will not upload to TIDE.



**Caution:** Once the csv file is created in your *download folder* on your computer, do not open the file and resave it. Opening and saving the file will change the file to an undesirable format that cannot be uploaded to TIDE. The file can only be uploaded if it remains in the csv format that was exported from STARS.

### Tide Student Upload

Enter into your TIDE account and follow the upload procedure described in Option 2 and in the *TIDE User Guide (2016-2017), Section IV, Preparing for Testing, Managing Student Information, Adding or Editing Students through File Uploads, (page 30)* to upload the student file in TIDE.

If your file contains a large number of student records, TIDE displays the validation results for only a portion of those records and then completes the processing offline. To determine if the file uploaded successfully, you may go to the TIDE *Upload Student Settings* page and click the “+” next to *Upload History*. You will see the upload status of all file uploads, including a validation report, records rejected, and records processed. You can examine the rejected records to troubleshoot the reason for rejection.