

Quick Guide to TIDE: Adding Users and Students

This Quick Guide provides a brief overview of the steps log into TIDE, add user accounts and add students. Complete information about TIDE is available in the [TIDE User Guide](#).

Logging into TIDE

1. Open your web browser and navigate to the NDSA portal at <https://ndsa.portal.airast.org>.
2. Click the **NDSA Assessment** card (see Figure 1).

Figure 1. NDSA Assessment



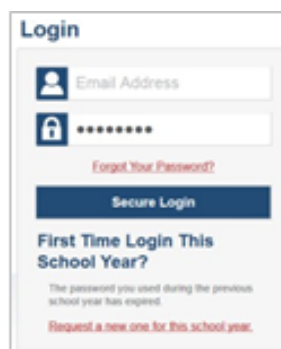
3. Click the **TIDE** card. The **Login** page appears (see Figure 2).

Figure 2. TIDE Card



4. Enter your email address and password. Click **Log In**. (see Figure 3).

Figure 3. Login Page



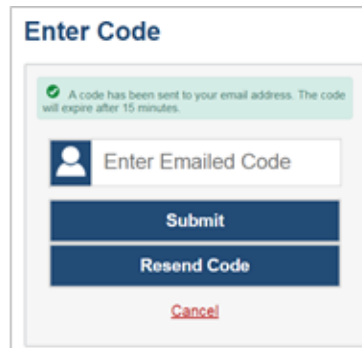
A login form with a white background and a light gray border. At the top left, the word "Login" is written in blue. Below it, there are two input fields: the first is labeled "Email Address" and has a person icon; the second is for a password, indicated by a lock icon and a series of dots. Below the password field, there is a red link that says "Forgot Your Password?". Underneath these fields is a blue button with the text "Secure Login". At the bottom of the form, there is a section titled "First Time Login This School Year?" with a small note: "The password you used during the previous school year has expired." and a red link: "Request a new one for this school year."

5. Click **Secure Login**.
 - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see Figure 4) and an email is sent to your address. This applies every time you access TIDE with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.

- i. In the *Enter Emailed Code* field, enter the emailed code.
- ii. Click **Submit**.

Note: If the code has expired, click **Resend Code** to request a new code.

Figure 4. Enter Code



6. Depending on your user role, TIDE may prompt you to select a role, district, or school *once you log in*.

Adding User Accounts

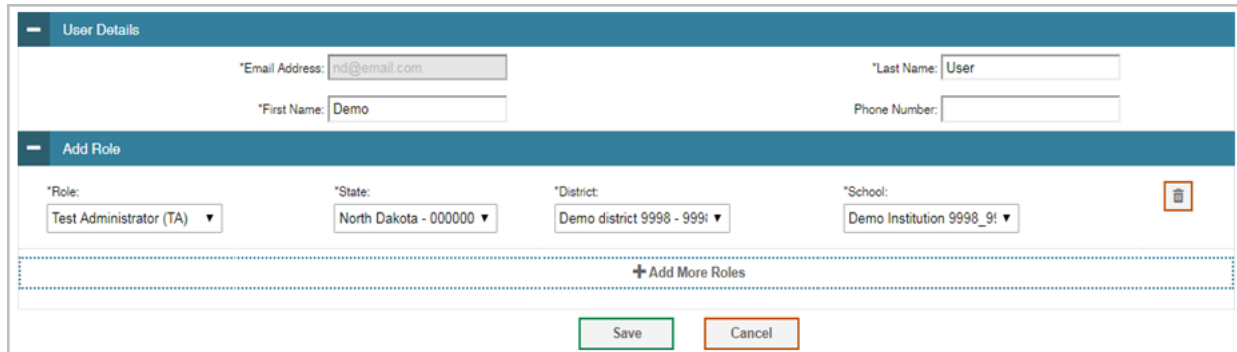
This section explains how to add a new user account to TIDE.



Note: When you add a user account, its role must be lower in the hierarchy than your role. Furthermore, you can add only those users that fall within your institution. For example, district-level users can create school-level accounts only for schools within their district.

1. From the **Users** task menu on the TIDE dashboard, select **Add Users**.
2. In the *Email Address* field, enter the new user's email address and select **+Add user or add roles to use with this email**. Additional fields appear. Select the role, district, and school associated with the new user.
3. Enter the user's first name, last name, email address, and other details in the optional fields (see [Figure 5](#)).
4. Select the role, district, and school associated with the new user.
5. Click **Save**.

Figure 5. Fields in the Add User Page



In the affirmation dialog box, click **Continue**. TIDE adds the account and sends the new user an activation email from mail to: AIRAST-DoNotReply@airast.org.

Adding User Accounts through Uploads

This section explains how to add users through a file upload.

1. From the **Users** task menu on the TIDE dashboard, select **Upload Users**.
2. Click **Browse** and navigate to the file you saved on your computer. Click **OK** (see Figure 6).
3. Click **Next**.
4. Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns (see Figure 7).
5. Click **Next**.

Figure 6. Upload Users

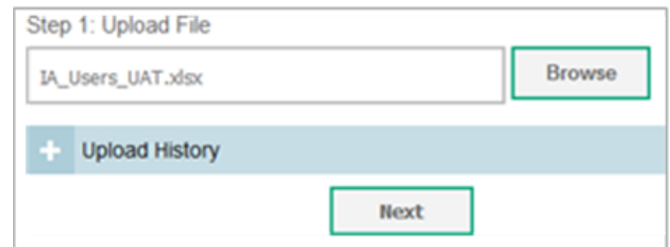


Figure 7. Sample User Upload File

Step 2: Preview								
Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action
1	9999	9999-9999	Test_First	Test_Last	test@air.org	999-999-9999	DA	ADD
2	9999	9999-9999	TestFirst	Test_Lastname	test@air.org	999-999-9999	TA	ADD
3	9999	9999-9999	Test_FirstName	Test_Name	test@air.org	999-999-9999	DA	ADD

6. TIDE validates the file to ensure that there are no data or layout errors. If no errors exist, select **Continue with Upload** (see Figure 8).

Figure 8. Upload User Validation Page

Step 3: Validate									
Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action	
1	9999	9999-9999	▲ Test_First	▲ Test_Last	test@air.org	999-999-9999	DA	ADD	
2	9999	▲ 9999-9999	TestFirst	▲ Test_Lastname	test@air.org	999-999-9999	TA	ADD	
3	9999	9999-9999	▲ Test_FirstName	▲ Test_Name	test@air.org	999-999-9999	DA	ADD	

Legend: ▲ Error: The file can be uploaded, but this row will not be included. ■ Warning: This field is invalid, but the row will be uploaded.

Buttons: Continue with Upload, Upload Revised File, Cancel

7. A confirmation message indicates that TIDE successfully uploaded the file (see Figure 9).

Figure 9. Upload Users Confirmation Page

Results: 11 records committed, 3 records excluded

Adding Students

This section explains how to add a new student record to TIDE.



Note: When you add a student to a district, and school, you must be associated with those entities. For example, district-level users can add students to any school within their district; school-level users can add students only to their school.

To add a student:

1. From the **Students** task menu on the TIDE dashboard, select **Add Students**. The **Add Students** form appears (see Figure 10).

Figure 10. Fields in the Add Students Form (top portion)

Student Demographics

*District: <input type="text" value="-- Select --"/>	LEP Status: <input type="radio"/> Yes <input type="radio"/> No
*School: <input type="text" value="-- Select --"/>	Section 504: <input type="text" value="-- Select -"/>
*SSID: <input type="text"/>	Economic Disadvantage Status: <input type="radio"/> Yes <input type="radio"/> No
*Student's Last Name: <input type="text"/>	Language Code: <input type="text"/>
*Student's First Name: <input type="text"/>	English Language Proficiency Level: <input type="text"/>
Student's Middle Name: <input type="text"/>	Migrant Status: <input type="radio"/> Yes <input type="radio"/> No
*Gender: <input type="radio"/> Male <input type="radio"/> Female	First Entry Date into a US School (MMDDYYYY): <input type="text"/>
*Birth Date (MMDDYYYY): <input type="text"/>	Limited English Proficiency Entry Date (MMDDYYYY): <input type="text"/>
*Grade: <input type="text" value="-- Select -"/>	Limited English Proficiency Exit Date (MMDDYYYY): <input type="text"/>
District assigned student identifier: <input type="text"/>	Title III Language Instruction Program Type: <input type="text" value="-- Select -"/>
IDEA Indicator: <input type="radio"/> Yes <input type="radio"/> No	Primary Disability Type: <input type="text" value="-- Select -"/>

2. In the *Demographics* panel, enter the student's demographic information.

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3. In the *available student test settings and tools* panels, enter the student's settings for each test. The test settings are grouped into categories, such as visual, auditory, language, and presentation. Furthermore, the options available for a test setting are also grouped to indicate if an option is an accommodation, designated support, or universal tool. The panels display a column for each of the student's tests. You can select different settings for each test, if necessary.
4. Click **Save**.
 - a. If TIDE reports that another student already has the SSID, contact the North Dakota DPI.