

Quick Guide to TIDE: Adding Users and Students

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

Logging in to TIDE

1. Open your web browser and navigate to the NDSA portal at <https://ndsa.portal.airast.org>.

Figure 1. NDSA Assessment Card



2. Click the **NDSA Assessment** card

3. Click the **TIDE** card. The **Login** page appears.

Figure 2. TIDE Card

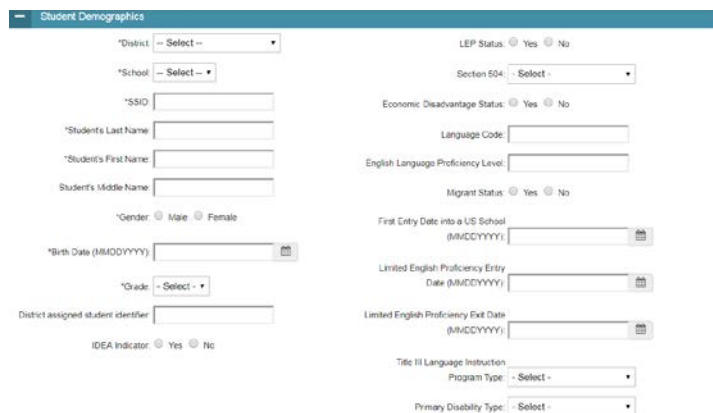


4. Enter your email address and password.
5. After you enter your name and password, selected your role and institution from the drop-down menu. Click **Secure Login**. The TIDE dashboard appears.

Adding Students to TIDE

1. On the dashboard, open **Students**.
2. Click **Add Student**.
3. Enter the student's Demographic Information.
4. Enter student's Test Setting and Tools. For more information on Test Settings and Tools, please review the [TIDE User Guide](#) and the [Accommodations Manual](#).
5. Click **Save**.

Adding Students



A screenshot of a web form titled "Student Demographics". The form is divided into two columns of input fields. The left column includes: "District" (dropdown), "School" (dropdown), "SSID" (text), "Student's Last Name" (text), "Student's First Name" (text), "Student's Middle Name" (text), "Gender" (radio buttons for Male and Female), "Birth Date (MMDDYYYY)" (calendar), "Grade" (dropdown), "District assigned student identifier" (text), and "IDEA Indicator" (radio buttons for Yes and No). The right column includes: "LEP Status" (radio buttons for Yes and No), "Section 504" (dropdown), "Economic Disadvantage Status" (radio buttons for Yes and No), "Language Code" (text), "English Language Proficiency Level" (text), "Migrant Status" (radio buttons for Yes and No), "First Entry Date into a US School (MMDDYYYY)" (calendar), "Limited English Proficiency Entry Date (MMDDYYYY)" (calendar), "Limited English Proficiency Exit Date (MMDDYYYY)" (calendar), "Title III Language Instruction Program Type" (dropdown), and "Primary Disability Type" (dropdown).

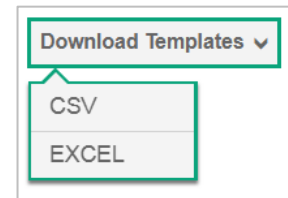
Adding Users to TIDE

6. From the Users task menu on the TIDE dashboard, select **Add Users**. The **Add Users** page appears.
7. Click **Add User**.
8. Select the role, district, and school associated with the new user from the *Role* drop-down list.
9. Enter the user's first name, last name, email address, and other details in the optional fields.
10. Click **Save**.
11. In the affirmation dialog box, click **Continue**. TIDE adds the account and sends the new user an activation email from AIRAST-DoNotReply@airast.org.
12. To upload multiple users in TIDE, From the Users task menu on the TIDE dashboard, select **Upload Users**. The **Upload Users** page appears.
13. Download the Excel or CSV template. Use this template to compose the upload file.
14. Fill in one row for each user. Populate each column in the row, including the district ID, school ID, first name, last name, email address, role, phone number (optional), and role. In the Action column, enter ADD to add or edit users, or enter DELETE to delete users. Save the file on your computer.

Adding Users



Uploading Users, Retrieving the Template



Uploading Users, Using the Template

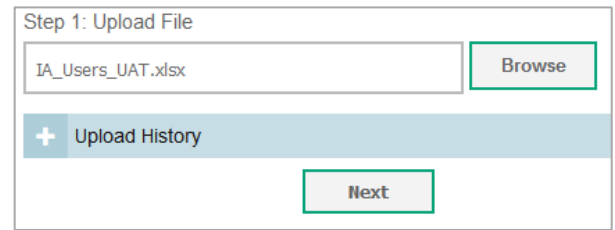
	A	B	C	D	E	F	G	H
1	District ID	School ID	First Name	Last Name	Email Address	Phone Number	Role	Action
2								
3								
4								

Upload the User File

Uploading Users – Step 1: Select File to Upload

Step 1: Select Upload file

1. Click **Browse** and navigate to the file you saved on your computer. Click **OK**.
2. Click **Next**.



Step 2: Preview File

Uploading Users – Step 2: Preview File

1. 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.
2. Click **Next**.

Step 2: Preview

User Number	Student ID	School ID	First name	Last name	Email address	Phone number	DOB	Gender
1	9999	9999_9999	DC	DC test	DCtest@qinetix.com		DC	ADD
2	9999	9999_9999	DC	DC test	DCtest@qinetix.com		DC	ADD
3	9999	9999_9999	DC_VR	DC test	DCtest@qinetix.com		VR	ADD

Step 3: File Validation

Uploading Users – Step 3: Validate File

1. TIDE validates the file to ensure that there are no data or layout errors. For information about correcting errors, refer to the *TIDE User Guide*.
2. If no errors exist, click **Continue with Upload**.

Step 3: Validation

User Number	Student ID	School ID	First name	Last name	Email address	Phone number	DOB	Gender
1	9999	9999_9999	DC	DC test	DCtest@qinetix.com		DC	ADD
2	9999	9999_9999	DC	DC test	DCtest@qinetix.com		DC	ADD

Step 4: Confirmation

Uploading Users – Step 4: Confirmation

A confirmation message indicates that TIDE successfully uploaded the file.

