

# Quick Guide to Adding Students for Private Schools

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.cambiumast.com>.
2. Click the **NDSA Assessment** card (see Figure 1).

Figure 1. NDSA Assessment



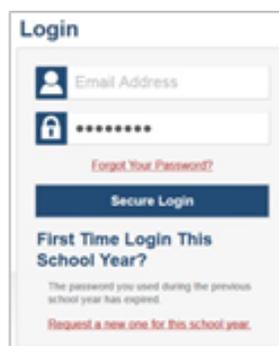
3. Click the **TIDE** card. The **Login** page appears (see Figure 2).

Figure 2. TIDE Card



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

Figure 3. Login Page

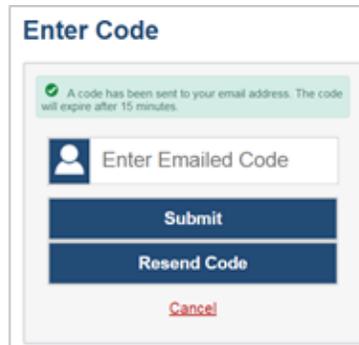
A screenshot of a login page. At the top, the word "Login" is written in blue. Below it, there are two input fields: the first is labeled "Email Address" and has a person icon; the second is a password field with a lock icon and masked characters. Below the password field is a link that says "Forgot Your Password?". Underneath these fields is a blue button labeled "Secure Login". Below the button, there is a section titled "First Time Login This School Year?" with a note: "The password you used during the previous school year has expired." and a 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 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 5).
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 6).
5. Click **Next**.

Figure 5. Upload Users

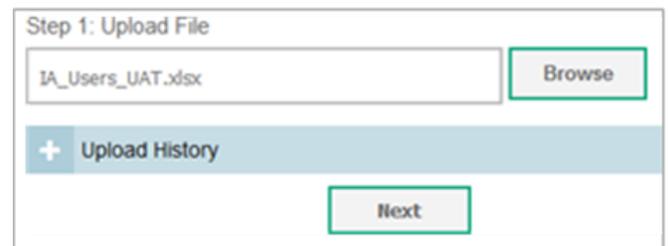


Figure 6. Sample User Upload File

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

- TIDE validates the file to ensure that there are no data or layout errors. If no errors exist, select **Continue with Upload** (see [Figure 7](#)).

*Figure 7. Upload User Validation Page*

Step 3: Validate								Legend: <span style="color: red;">▲</span> Error: The file can be uploaded, but this row will not be included. <span style="color: blue;">■</span> Warning: This field is invalid, but the row will be uploaded.	
Row Number	District ID	School ID	First name	Last name	Email address	Phone number	Role	Action	
1	9999	9999-9999	<span style="color: red;">▲</span> Test_First	<span style="color: red;">▲</span> Test_Last	test@ar.org	999-999-9999	DA	ADD	
2	9999	<span style="color: red;">▲</span> 9999-9999	TestFirst	<span style="color: red;">▲</span> Test_Lastname	test@ar.org	999-999-9999	TA	ADD	
3	9999	9999-9999	<span style="color: red;">▲</span> Test_FirstName	<span style="color: red;">▲</span> Test_Name	test@ar.org	999-999-9999	DA	ADD	

- A confirmation message indicates that TIDE successfully uploaded the file (see [Figure 8](#)).

*Figure 8. 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:*

- From the **Students** task menu on the TIDE dashboard, select **Add Students**. The **Add Students** form appears (see [Figure 9](#)).

*Figure 9. Fields in the Add Students Form (top portion)*

Student Demographics

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