

Quick Guide to TIDE: Adding Users and Students

School administrators use TIDE to add and manage user accounts, and to add students participating in North Dakota State Assessment. 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.cambiumast.com>
2. Click the **NDSA Assessment** card.

Figure 1. NDSA Assessment Card



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

Figure 2. TIDE Card



4. Enter your email address and password.
5. Depending on your user role, TIDE may prompt you to select a role, state, district, or school.
6. Select **Secure Login**. The TIDE dashboard appears.

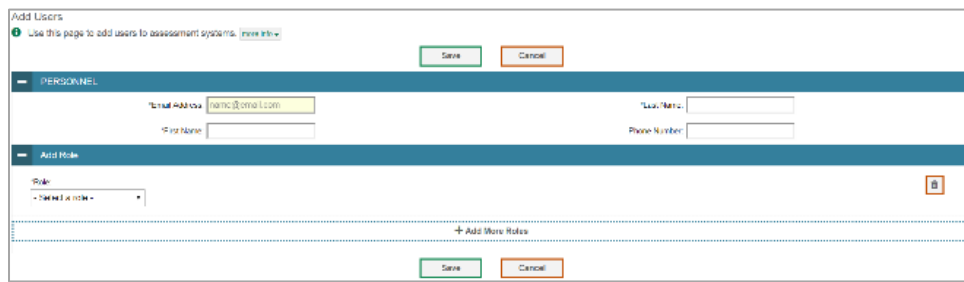
Adding Users to TIDE

You can add users one at a time, as described in [Adding Individual Users to TIDE](#). You can also add many users at one time, as described in [Uploading Multiple Users to TIDE](#).

Adding Individual Users to TIDE

1. On the dashboard, open the **Users** accordion.
2. In the *Email Address* field, enter the new user’s email address.
3. Select **Add User**.
4. Select the new user’s role from the *Role* drop-down list.

Figure 3. Adding Users



5. Verify that the state, district, and school are correct, and then add the user’s first name, last name, and email address. Phone number is optional.

The email address is the user’s login for all NDSA applications. Because users cannot change their login names, ensure that you enter them correctly.

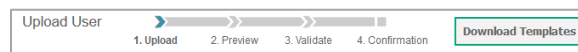
6. Select **Save**.

Uploading Multiple Users to TIDE

Retrieve the Upload File Template

1. On the dashboard, open the **Users** accordion.
2. Select **Upload Users**.
3. Download the Excel or CSV template. Use this template to compose the upload file.

Figure 4. Uploading Users, Retrieving the Template



Enter User Information into the Upload File

Fill in one row for each user. Populate each column in the row, including the two-letter state abbreviation, district ID, school ID, first name, last name, email address, role, and phone number. In the Action column, enter ADD to add or edit users, or enter DELETE to delete users. Save the file on your computer.

Refer to the *TIDE User Guide* for detailed information about composing the upload file.

Figure 5. 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

Step 1: Select Upload file

1. In TIDE, select **Browse** and navigate to the file you saved on your computer. Select **OK**.
2. Select **Next**.

Figure 6. Uploading Users – Step 1: Select File to Upload

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. Select **Next**.



Figure 7. Uploading Users – Step 2: Preview File

Row Number	District ID	School ID	First Name	Last Name	Email Address	Phone Number	Role	Action
1	12345	i34gg234	Adams	John	AdamsJ@air.org	(123)234-4567	TA	ADD
2	12345	i34gg234	Smith	Abigail	SmithA@air.org	(321)765-4444	TA	ADD
3	52138	e789g334	Washington	George	Washington G@air.org	(222)333-4444	ST	DELETE

Step 3: File Validation

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, select **Continue with Upload**.

Figure 8. Uploading Users – Step 3: Validate File

Washington	George	 Washington.G@a.org
Jefferson	Thomas	JeffersonT@a.org
 Quincy.	John	QuincyJ@a.org

Step 4: Confirmation

A confirmation message indicates that TIDE successfully uploaded the file.

Figure 9. Uploading Users – Step 4: Confirmation

Results: 11 records committed, 3 records excluded

Adding Students to TIDE

You can add students one at a time, as described in [Add Individual Students to TIDE](#).

Add Individual Students to TIDE

1. On the dashboard, open the **Students** accordion.
2. Select **Add Student**.

Figure 10. Adding Students

3. Enter the student’s information.
4. Select **Save**.