
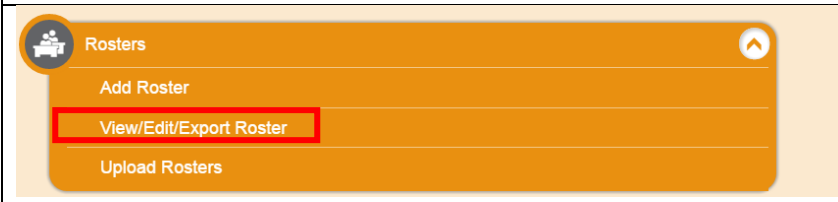
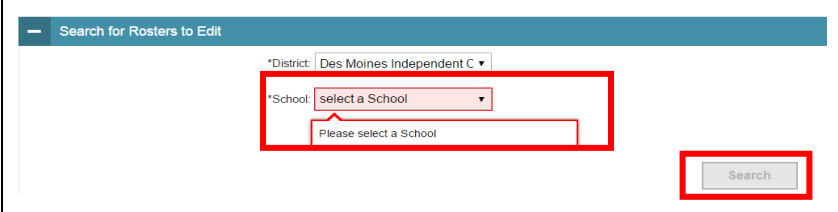
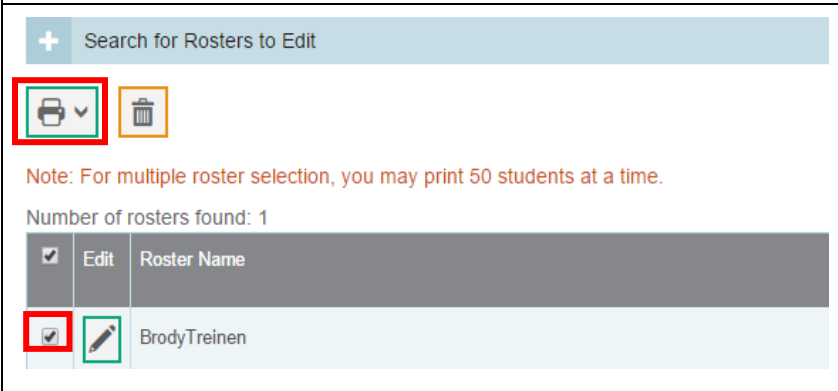
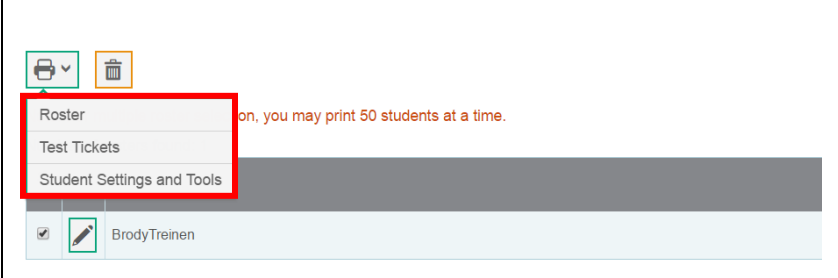
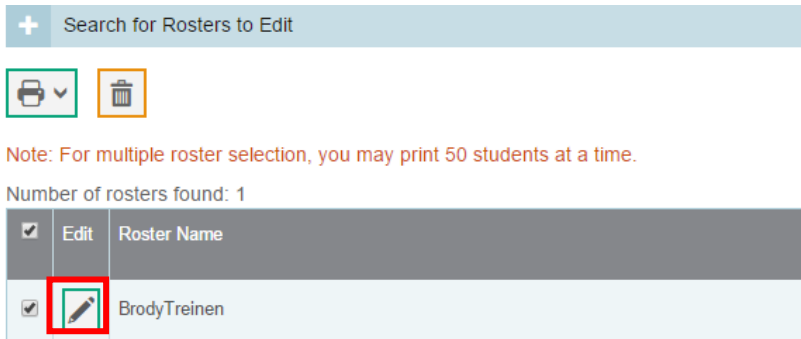
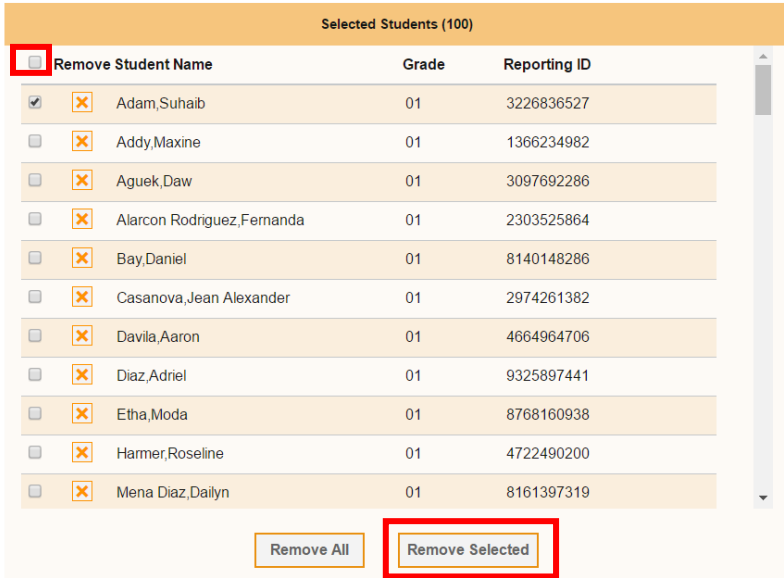


Certifying ELL Students in TIDE and Managing Rosters

Printing a Roster or Test Tickets or Student Settings and Tools-Log into TIDE

 <p>The screenshot shows the TIDE dashboard with the 'Rosters' menu item highlighted by a red box. The dashboard includes a header for the Iowa Department of Education, a user profile icon, and a list of menu items: Users, Students, Test Settings and Tools, and Rosters.</p>	<p>1. Click on Rosters</p>
 <p>The screenshot shows the 'Rosters' management page with options: Add Roster, View/Edit/Export Roster (highlighted with a red box), and Upload Rosters.</p>	<p>2. Click on View/Edit/Export Roster</p>
 <p>The screenshot shows the search interface for rosters to edit. It includes a dropdown for 'District' (Des Moines Independent C) and a dropdown for 'School' (select a School). A red box highlights the school dropdown and the 'Search' button.</p>	<p>3. Select your School from the dropdown and click the Search button</p>
 <p>The screenshot shows the search results page. It includes a table with columns for 'Edit' and 'Roster Name'. The 'Edit' column has a checkbox and a print icon (highlighted with a red box). The 'Roster Name' column lists 'BrodyTreinen'. A note states: 'Note: For multiple roster selection, you may print 50 students at a time.' The number of rosters found is 1.</p>	<p>4. Click in the box (before the Edit column) by each roster you would like to print and click on the print icon</p>
 <p>The screenshot shows the search results page with a dropdown menu open. The dropdown menu has three options: 'Roster', 'Test Tickets', and 'Student Settings and Tools', all highlighted with a red box. The table below shows the 'Edit' column with a checkbox and a pencil icon, and the 'Roster Name' column with 'BrodyTreinen'.</p>	<p>5. Choose Roster OR Test Tickets OR Student Settings and Tools</p>

Moving Students to another Teacher's Roster-Log into TIDE

<p>Repeat steps 1-3 from above</p>	
 <p>4. Click on the pencil icon to edit the roster-remove student you would like to add to another teacher's roster</p>	
 <p>5. Click in the box (before the Remove column) by each student you would like to remove from the current roster and click on Remove Selected</p>	

Available Students (1)

Add	Student Name	Grade	Reporting ID
<input type="checkbox"/>	Adam, Suhaib	01	3226836527

Remove Students

Add All Add Selected

Save Cancel

6. Click on the Save button

You are now ready to create a new roster (another teacher) and add students
Repeat step 1 from page 1

Rosters

Add Roster

View/Edit/Export Roster

Upload Rosters

2. Click on Add Roster

Add Students to the Roster

*Roster Name:

*Teacher Name:

Select Students from "Available Students"

Available Students (128) Quick Search

Add	Student Name	Grade	Reporting ID
<input type="checkbox"/>	Adam, Suhaib	01	3226836527
<input type="checkbox"/>	Addy, Maxine	01	1366234982
<input type="checkbox"/>	Aguek, Daw	01	3097692286
<input type="checkbox"/>	Alarcon Rodriguez, Fernanda	01	2303525864
<input type="checkbox"/>	Bay, Daniel	01	8140148286
<input type="checkbox"/>	Casanova, Jean Alexander	01	2974261382
<input type="checkbox"/>	Davila, Aaron	01	4664964706
<input type="checkbox"/>	Diaz, Adriel	01	9325897441
<input type="checkbox"/>	Etha, Moda	01	8768160938
<input type="checkbox"/>	Harmer, Roseline	01	4722490200
<input type="checkbox"/>	Mena Diaz, Dailyn	01	8161397319

Add All Add Selected

3. Type in Roster Name (building and teacher's last name)
4. Select the teacher from the dropdown box
5. Click in the box (before the Add column) by each student you would like to add to the new roster and click on Add Selected

6. Click the Save button

Select Students from "Available Students" List below to add

Available Students (125)				Quick Search
<input type="checkbox"/>	Add	Student Name	Grade	Reporting ID
<input type="checkbox"/>	<input type="checkbox"/>	Alarcon Rodriguez, Fernanda	01	2303525864
<input type="checkbox"/>	<input type="checkbox"/>	Bay, Daniel	01	8140148286
<input type="checkbox"/>	<input type="checkbox"/>	Casanova, Jean Alexander	01	2974261382
<input type="checkbox"/>	<input type="checkbox"/>	Davila, Aaron	01	4664964706
<input type="checkbox"/>	<input type="checkbox"/>	Diaz, Adriel	01	9325897441
<input type="checkbox"/>	<input type="checkbox"/>	Etha, Moda	01	8768160938
<input type="checkbox"/>	<input type="checkbox"/>	Harmer, Roseline	01	4722490200
<input type="checkbox"/>	<input type="checkbox"/>	Mena Diaz, Dalyn	01	8161397319
<input type="checkbox"/>	<input type="checkbox"/>	Mendiola, Gennevi	01	6736096793
<input type="checkbox"/>	<input type="checkbox"/>	Morais, Orichio	01	5092408907
<input type="checkbox"/>	<input type="checkbox"/>	Noor, Ahmedkafi	01	6050002104

Delete Roster

Rosters

-
-
-

Search for Rosters to Edit

*District: Des Moines Independent C

*School: select a School

Please select a School

Note: For multiple roster selection, you may print 50 students at a time.

Number of rosters found: 1

<input type="checkbox"/>	Edit	Roster Name
<input type="checkbox"/>	<input type="button" value="Edit"/>	BrodyTreinen

Click on View/Edit/Export Roster

Select your School from the dropdown and click the Search button

Click in the box (before the Edit column) by each roster you would like to delete and click on the delete icon (trash can)