Step 1:
Go to the WCAP Portal: https://wa.portal.cambiumast.com/ or select WCAP in the Managed Bookmarks bar.

Step 2:
Select **Summative Smarter Balanced ELA and Math Assessments**

ASSESSMENT

Interim Smarter Balanced ELA and Math Assessments

Interim tests allow teachers to provide students the opportunity to interact with test item types prior to summative testing.

Step 3:
Under **All Systems Used in Interim Testing**, select, **Test Information Distribution Engine (Tide)**

All Systems Used in Interim Testing

Preparing for Testing

SYSTEM

Test Information Distribution Engine (TIDE)

Manage users, student info, materials, rosters, and data

Step 4:
Log in. If you have not yet logged in this year, you will need to select, Request a new one for this school year

Request a new one for this school year.

Step 5:
Once you are logged in, under **Preparing for Testing**, select **Rosters – Uploading Rosters**

Student ID/User Email

Preparing for Testing

Users
Students
Test Settings and Tools
Test Windows
Rosters
  Add Rosters
  View/Edit Rosters
  Upload Rosters

Administering Tests

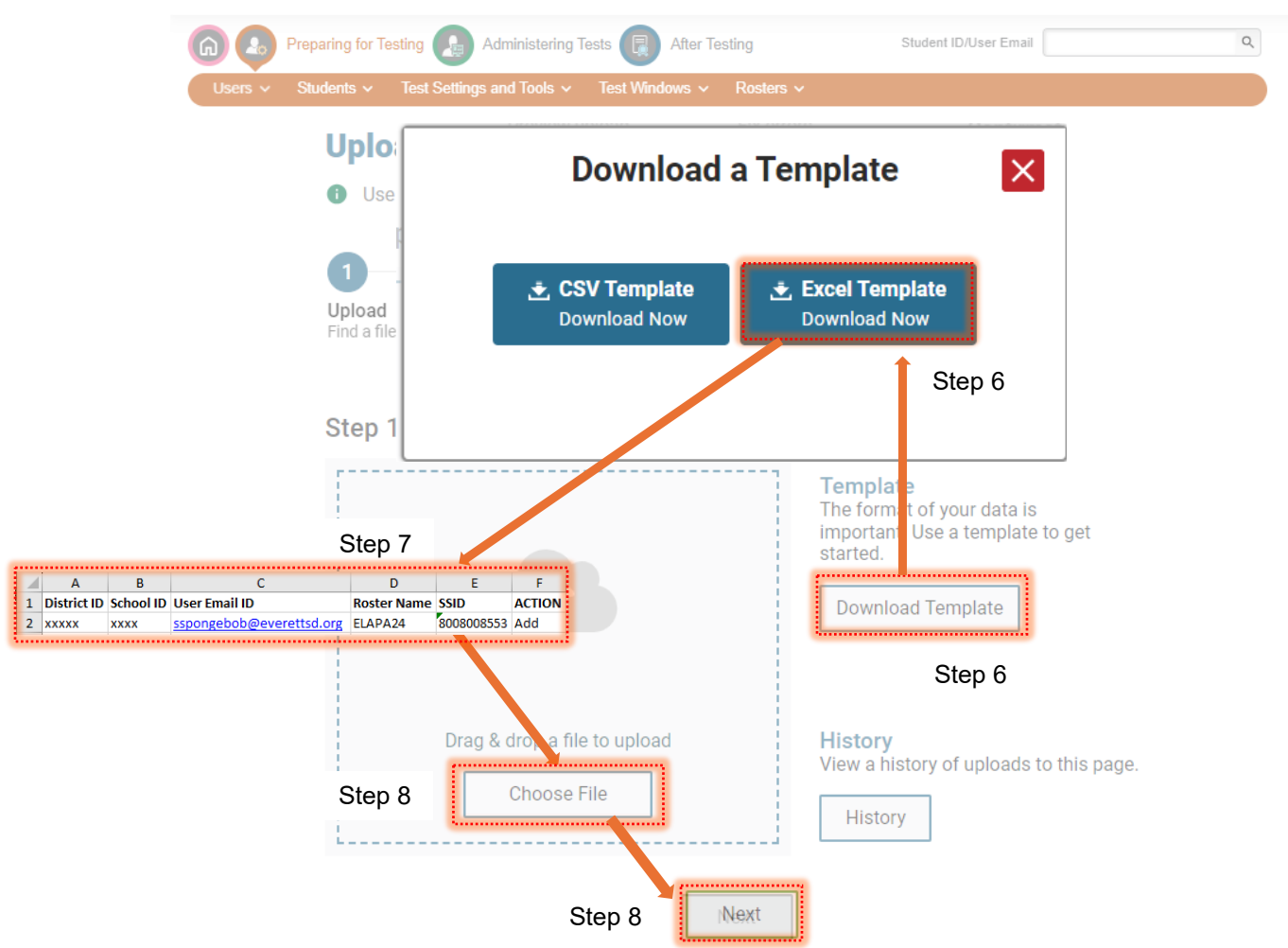Appeals
Monitoring Test Progress
Print Test Tickets

After Testing

Data Cleanup

EVERETT PUBLIC SCHOOLS®

Step 6:
Click, Download Template. A pop-up window will appear. Select, Excel Template Download Now. File will be located in your Downloads folder.

Step 7:
Fill out the excel spreadsheet with the following information: **District ID, School ID, User Email, Roster Name, SSID,** and **Action (Add)**. Once it is complete, **Save** the excel file.

	A	B	C	D	E	F
1	District ID	School ID	User Email ID	Roster Name	SSID	ACTION
2	xxxxx	xxxx	sspongebob@everettsd.org	ELAPA24	8008008553	Add

Step 8:
Go back to your upload window and click **Choose File** to upload your spreadsheet. Then, click **Next**. The file will validate, and any errors will appear on the next screen.

Step 9:
Once the file has been validated, select **Continue to Upload File**.