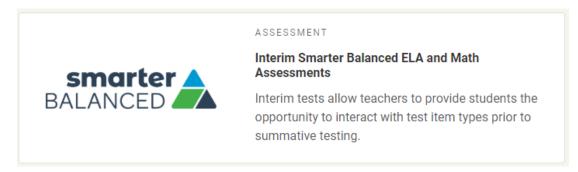
Assessment & Research Add or Remove Students from Rosters

Step 1:

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

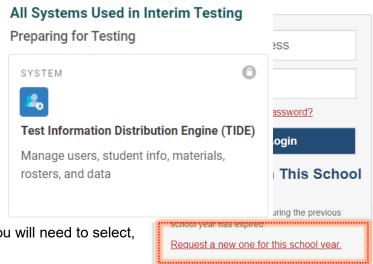
Step 2:

Select Summative Smarter Balanced ELA and Math Assessments



Step 3:

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



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

Step 5:

Once you are logged in, under Preparing for Testing, select Rosters - View/Edit Rosters

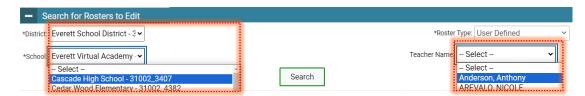




Assessment & Research Add or Remove Students from Rosters

Step 6:

Select, **District**, **School**, and **Teacher**. Then click, **Search**.



Step 7:

When the new window pops up, click View Results.

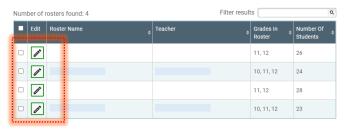
<u>Step 8:</u>

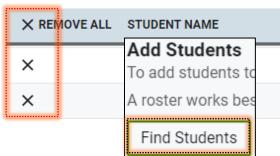
Click the **gray pencil** next to the roster you need to update.

Step 9:

When the new window opens:

- You can Remove students by clicking the X next to the students' name. Click Save.
 OR
- You can Add students by clicking, Find Students.
 Continue to step 10 and 11.





Step 10:

To add students, type the SSID OR the first and last name of the student you want to add. Click, **Search**.

Step 11:

When the student list populates, click the **plus sign** next to the student you wish to add.

When you click the plus sign, you will notice the student's name gets moved down to the **Selected Students** area.

Once you are done adding to the roster, click **Save**.

