



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**



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

SS

password?

login

This School

uring the previous

school year has expired.


[Request a new one for this school year.](#)

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**



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

Student ID/User Email


After Testing

- Data Cleanup



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Step 6:

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

Step 7:

When the new window pops up, click **View Results**.

Step 8:

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

Number of rosters found: 4

Filter results

	Edit	Roster Name	Teacher	Grades In Roster	Number Of Students
<input type="checkbox"/>				11, 12	26
<input type="checkbox"/>				10, 11, 12	24
<input type="checkbox"/>				11, 12	28
<input type="checkbox"/>				10, 11, 12	23

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**.