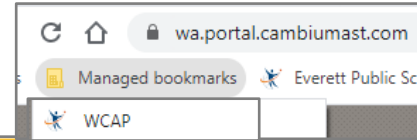


How the SC Role Can Create Rosters

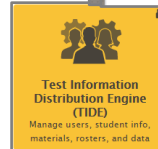
1. Using Chrome browser, go to wa.portal.cambiumast.com or select WCAP in 'Managed Bookmarks' bar



2. Select 'Test Coordinators'

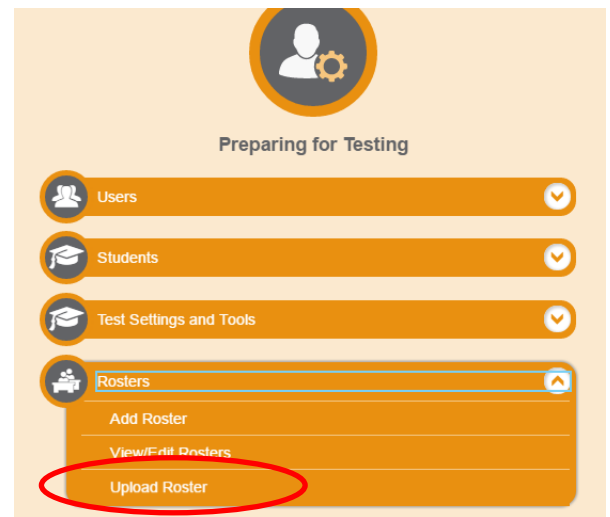


3. Select 'TIDE' portal card and login

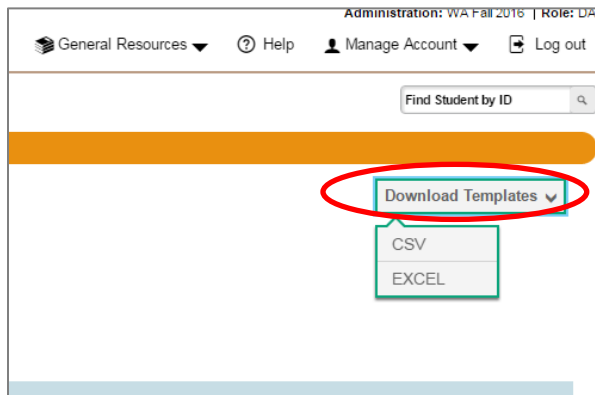


4. An 'Administration Details' window will appear. Select WCAP School Year 2020-2021. Then click the submit button to enter TIDE.

5. Select "Upload Roster" from the drop down menu of Rosters from "Preparing for Testing"



6. Download Template (excel) from top right of screen to input your information in the correct way TIDE allows for uploading. File will download to bottom of your screen.



7. Once you have the excel file filled out completely with the following information: District ID (31002), your 4-digit school code, user email address, roster name (no more than 20 characters), student SSID, and action (Add) you can upload the file.

District ID	School ID	User Email ID	Roster Name	SSID	ACTION
31002	xxxx	xxx@everettsd.org	ELPA21	xxxxxxxxxx	Add

How the SC Role Can Create Rosters

8. Select Upload Roster from the home screen under Rosters and choose the Browse button to select the upload file from your computer. Once chosen, push the Next button.

WASHINGTON
COMPREHENSIVE ASSESSMENT PROGRAM

Preparing for Testing Administering Tests After Testing

Users Students Test Settings and Tools Rosters Orders Test Windows

Upload Roster

1. Upload 2. Preview 3. Validate 4. Confirmation

Use this page to upload a file of rosters you want to add or modify. [more info](#)

Step 1: Upload File

Choose File Browse

+ Upload History

Next

9. The file will validate at this time, and any errors will appear on the next screen. For example; user email is not set up in TIDE (you will then need to set up a new user for that person), SSID is not matching or is no longer available in the school the roster is being set up in (may have transferred).
10. Once you have validated your file, select **Continue to Upload File** button and you are finished!