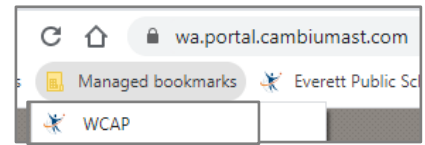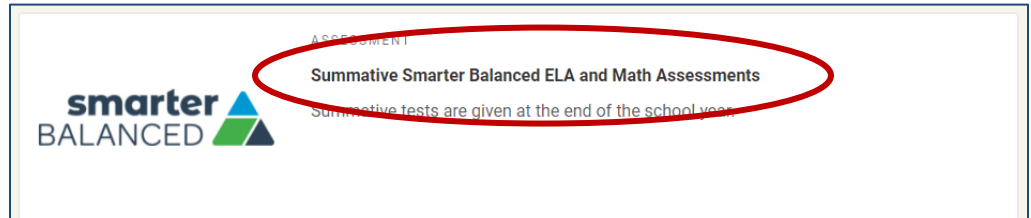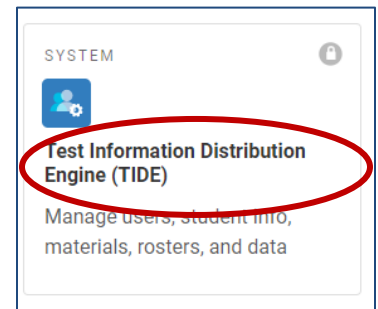1. Using Chrome Browser, go to wa.portal.cambiumast.com or select WCAP in the Managed Bookmarks bar.
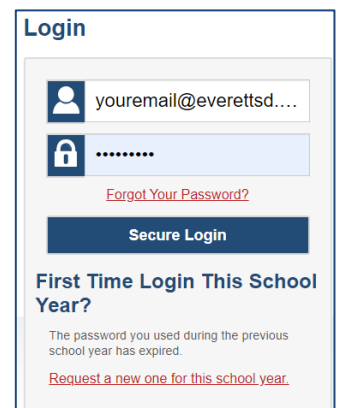
2. **Select Summative Smarter Balanced ELA and Math Assessments**

3. Scroll down and under the **All Systems Used in Summative Testing** area, select **Test Information Distribution Engine (TIDE)**

4. Log in. If you have not yet logged in this year, you will need to request a new one for the school year. (See red link below log in area)

5. Select "Upload Roster" from the drop down menu of Rosters from "Preparing for Testing"
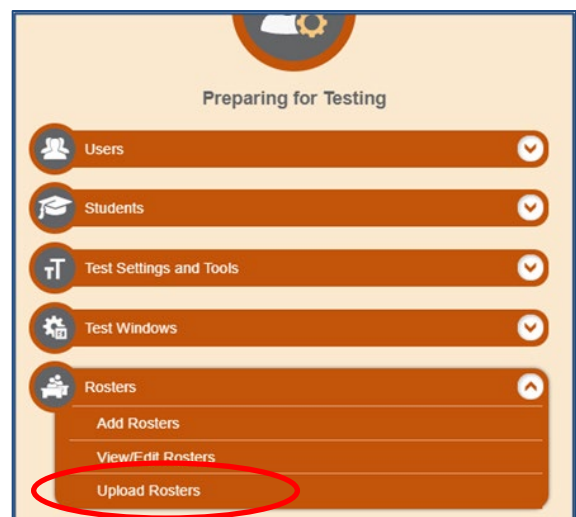
6. Download Template (excel) from top right of screen to input your information in the correct way TIDE allows for uploading. File will download to bottom of your screen.
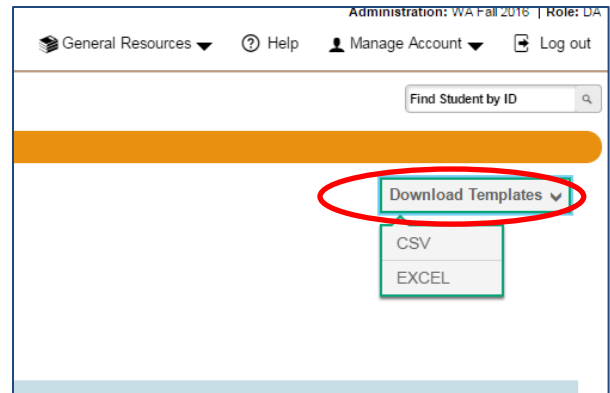
7. Once you have the excel file filled out completely with the following information: District ID (31002), your 4-digit school code, user email address, roster name (no more than 20 characters), student SSID, and action (Add) you can upload the file.

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

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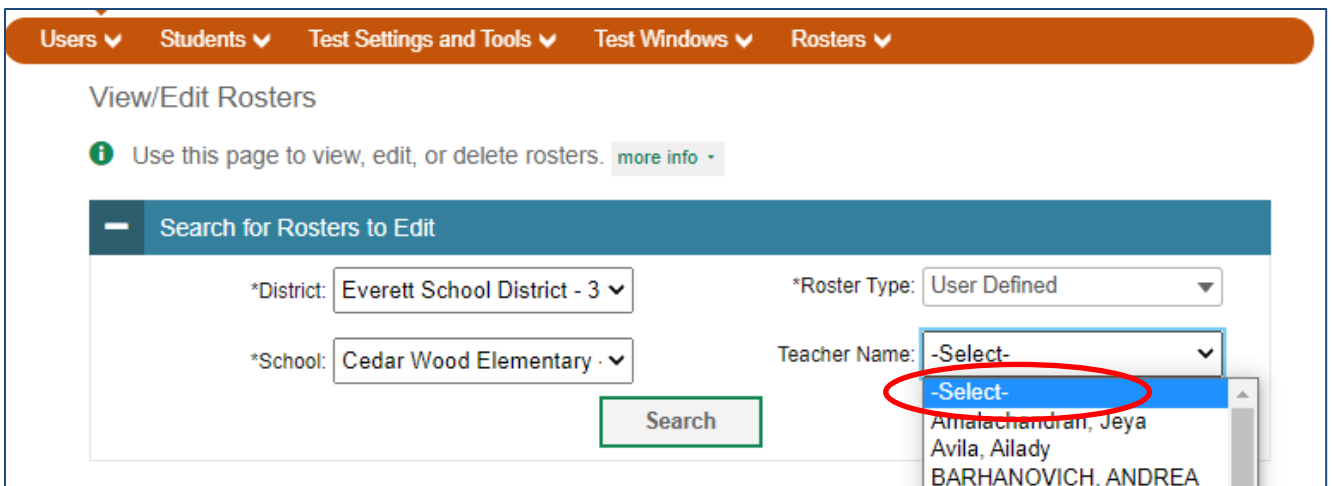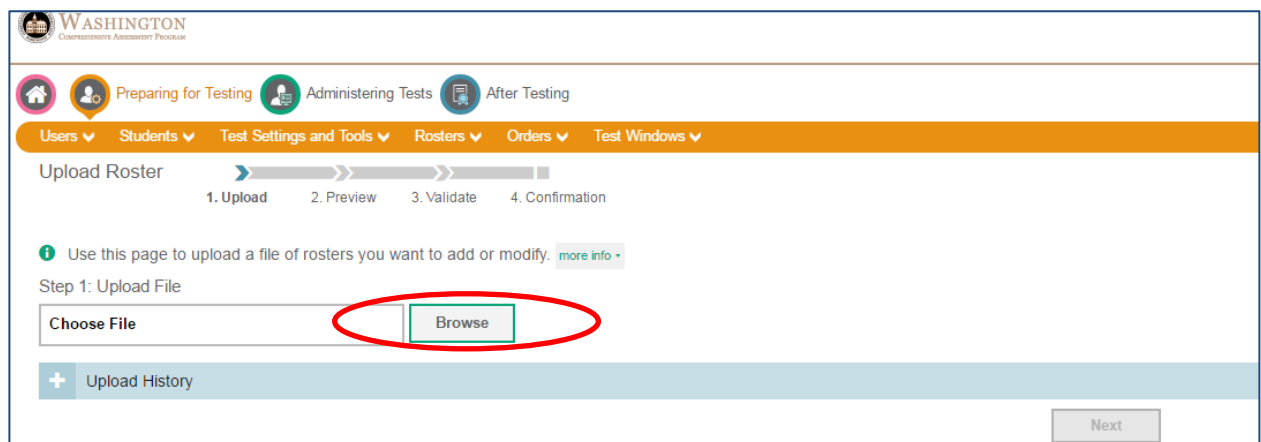
9. The file will validate at this time, and any errors will appear on the next screen. For example; user email is not set up in TIDE (you will then need to set up a new user for that person), SSID is not matching or is no longer available in the school the roster is being set up in (may have transferred).

10. Once you have validated your file, select **Continue to Upload File** button and you are finished!
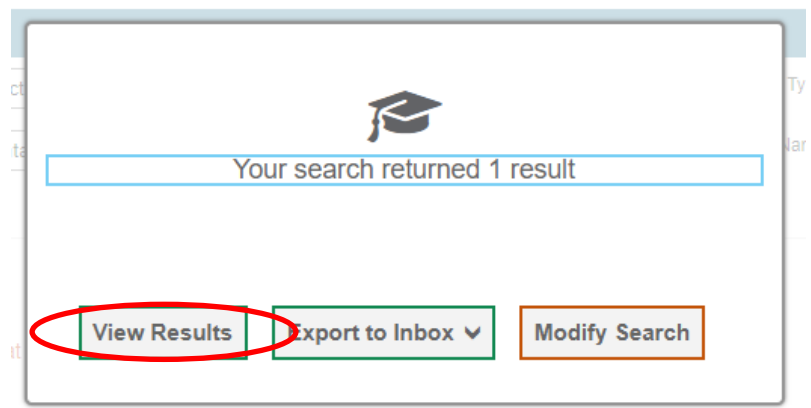
11. To add just one student to an established roster, select "View/Edit Rosters" from the drop
down menu of Rosters from "Preparing for Testing"
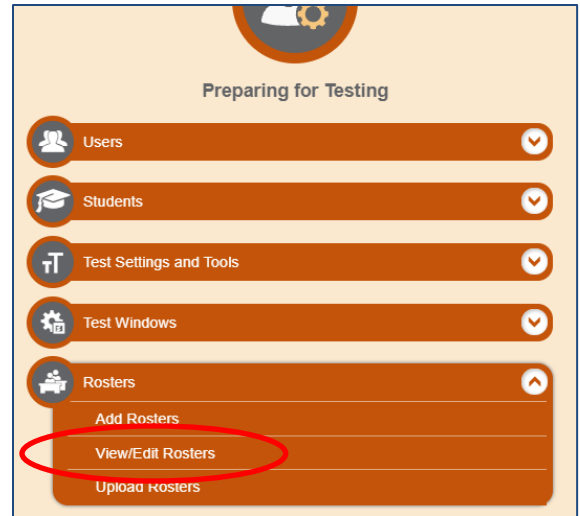
12. From the View/Edit Rosters screen, choose your school and select the teacher whose roster
needs updating. Then click search.

13. Select View results from the search pop up box that will appear.

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

Number of rosters found: 1

	Edit	Roster Name
☐	✏️	Suppressed teacher name

15. Type the First OR Last name OR SSID of the student you want to add and click search. DO NOT CLICK ENTER

View/Edit Rosters

Search for Students to Add to the Roster

SSID: [   ]   Middle Name: [   ]

Last Name: [   ]   Grade: [None selected ▼]

First Name: [   ]

Advanced Search

Search

16. When the student list populates, click the green plus sign next to the name of the student you want to add (from the list on the left) to send them to the roster on the right.
Click the orange x sign next to a student you want to remove from the roster list on the right.

	Available Students (98)	Quick Search 🔍			Selected Students (26)	Quick Search 🔍	
☐ Add	Student Name	Grade	Reporting ID	☐ Remove	Student Name	Grade	Reporting ID
☐ ➕	Suppressed Student Name			☐ ✖	Suppressed Student Name		

17. Click save and you're done!

Save   Cancel