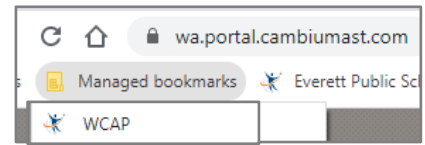
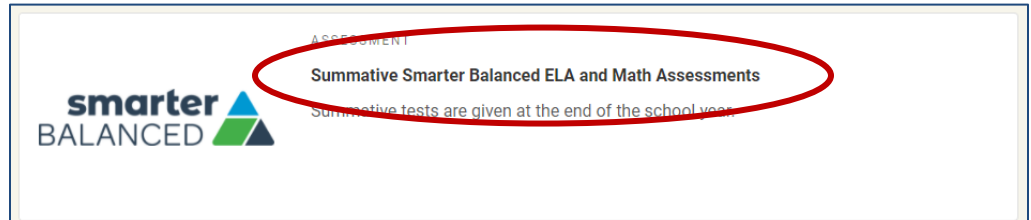


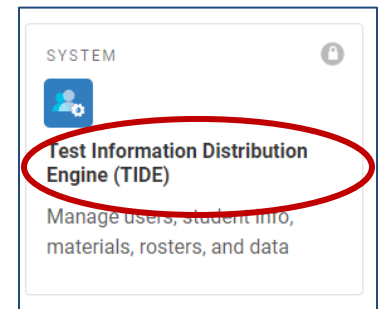
- Using Chrome Browser, go to wa.portal.cambiumast.com or select WCAP in the Managed Bookmarks bar.



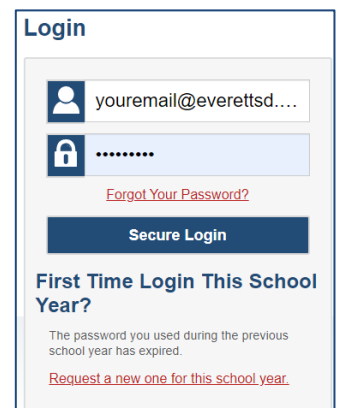
- Select **Summative Smarter Balanced ELA and Math Assessments**



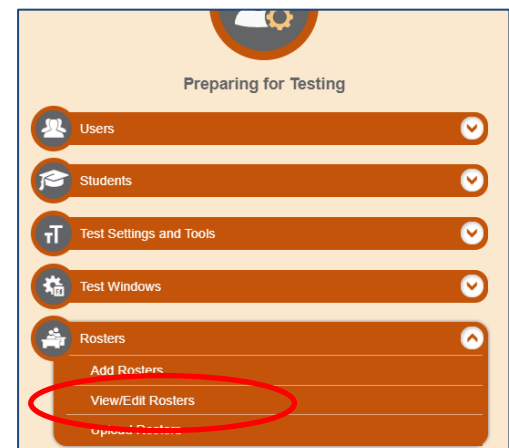
- Scroll down and under the **All Systems Used in Summative Testing** area, select **Test Information Distribution Engine (TIDE)**



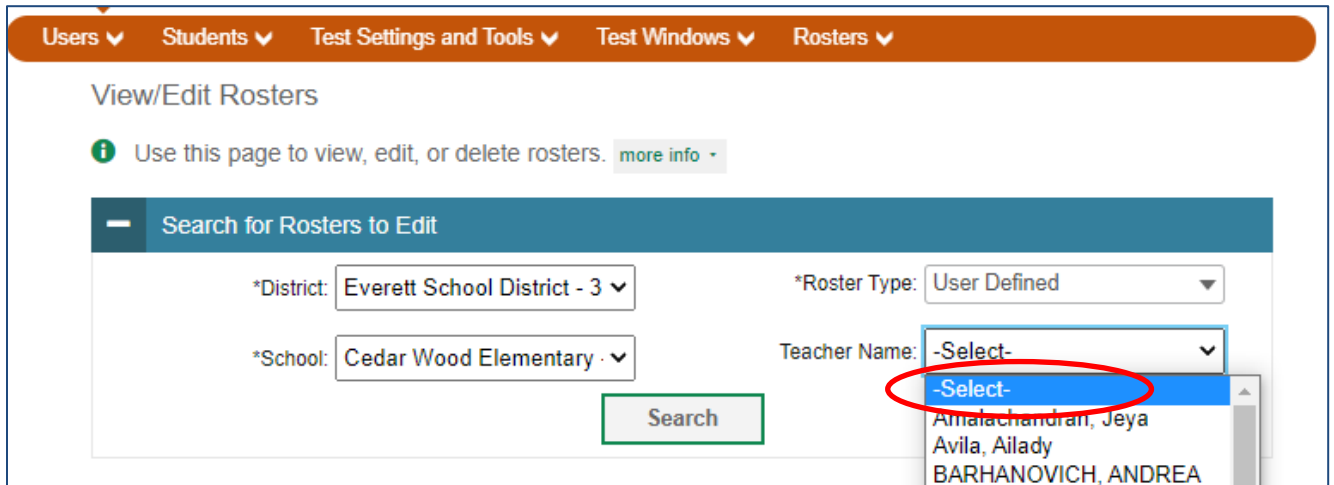
- Log in. If you have not yet logged in this year, you will need to request a new one for the school year. (See red link below log in area)



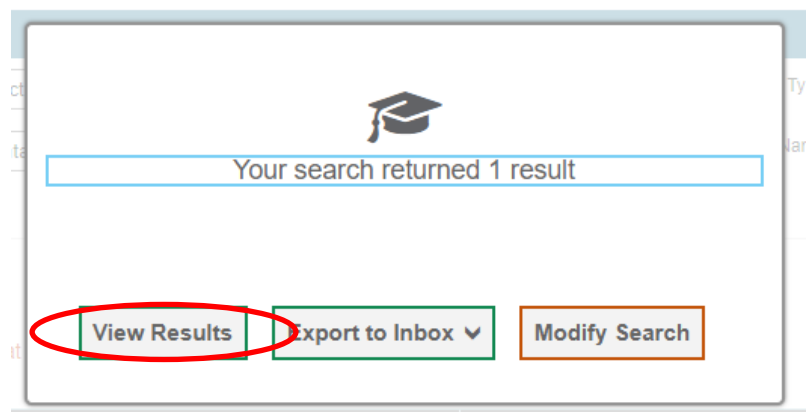
- To add just one student to an established roster, select “View/Edit Rosters” from the drop down menu of Rosters from “Preparing for Testing”



- From the View/Edit Rosters screen, choose your school and select the teacher whose roster needs updating. Then click search.




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

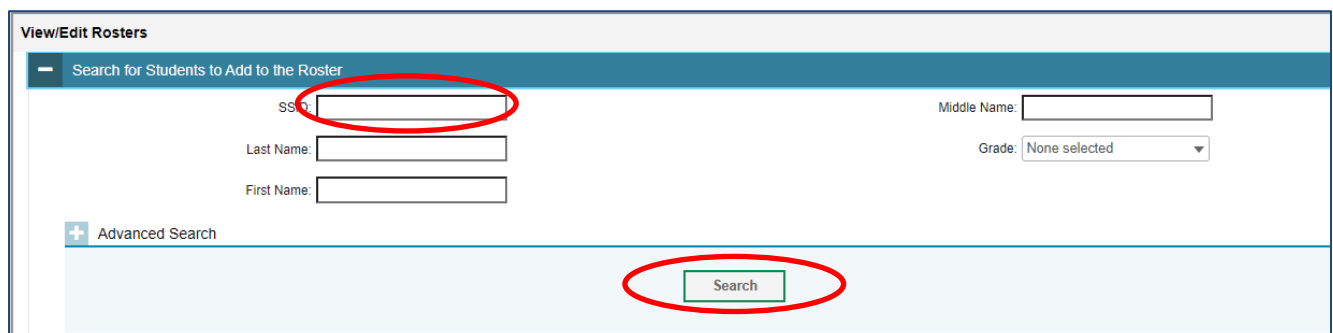


- Click the gray pencil next to the roster you need to update.

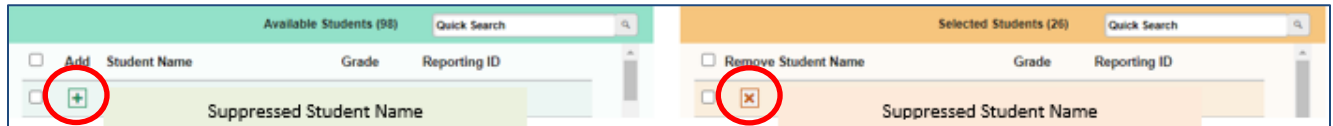
Number of rosters found: 1

<input type="checkbox"/>	Edit	Roster Name
<input type="checkbox"/>		Suppressed teacher name

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



10. 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)		Selected Students (26)	
<input type="checkbox"/> Add	Student Name	Grade	Reporting ID
<input checked="" type="checkbox"/>	Suppressed Student Name		
<input type="checkbox"/>			

11. Click save and you're done!

