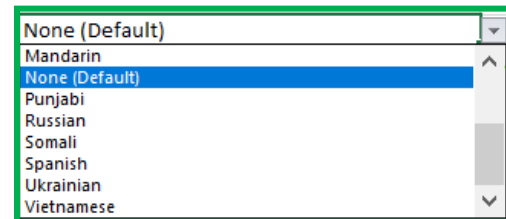


Part 1: Complete Template

- Look up the student data:
 - State Student ID Number (SSID)
 - Home Language
- Download the template called [Generic ML Load File from DocuShare](#).
- Save the template to someplace you can easily locate and name the file something you will remember when you need to upload.
- The template is designed to load all the supports centrally loaded for ML students for a single student. Enter your student's SSID into Column A of Rows 2-11.
- Use the drop down menu in Column D "Value" in Rows 6 and 10 to select your student's home language, if your student's Home Language is one of the following: Arabic, Cantonese, Filipino, Korean, Mandarin, Punjabi, Russian, Spanish, Ukrainian, or Vietnamese. If your student has an unavailable Home Language, leave "None (Default)" selected.
- Save and close the file.

	A	B	C	D
1	SSID	Subject	Tool Name	Value
2		ELA-CAT	Text-to-Speech (Student Responses)	On
3		ELA-CAT	Text-to-Speech (Test Content)	Items
4		ELA-PT	Text-to-Speech (Student Responses)	On
5		ELA-PT	Text-to-Speech (Test Content)	Stimuli+Items
6		Mathematics	Translations Glossaries	None (Default)
7		Mathematics	Illustration Glossaries	On
8		Mathematics	Text-to-Speech (Student Responses)	On
9		Mathematics	Text-to-Speech (Test Content)	Stimuli+Items
10		Science	Translations Glossaries	None (Default)
11		Science	Text-to-Speech (Student Responses)	On
12		Science	Text-to-Speech (Test Content)	Stimuli+Items



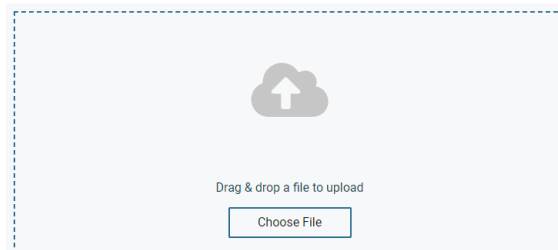
A dropdown menu showing the following options: None (Default), Mandarin, None (Default), Punjabi, Russian, Somali, Spanish, Ukrainian, Vietnamese. The 'None (Default)' option is currently selected and highlighted in blue.

Part 2: Upload the Completed Template

- Log into TIDE and search to confirm your student is in TIDE. You can use the **Student ID/User Email** search bar in the upper right screen.
- If the student is in TIDE, navigate to **Upload Test Settings and Tools**
- Drag your file into the upload box and click **Next** when the button is clickable.


Student ID/User Email

Step 1: Upload File



A dashed box containing a cloud icon with an upward arrow. Below the icon, the text reads "Drag & drop a file to upload". At the bottom of the box is a button labeled "Choose File".

Next

10. Check out the preview, does it look right? If so, click **Next**.
11. If the file is good, it will show a green check mark  and say there are no errors. Click **Continue with Upload**.

Part 3: Check your work with a Student Settings and Tools Report

12. Search for the student using the **View/Edit/Export Students** screen (in the Students menu) and enter the **SSID** and hit **Search**.
13. Click **View Results**.
14. Go to the **Print** button and select **All Student Settings and Tools (1)**
15. View the PDF Preview that comes up. Is this the right student? Are the tools exactly what you would expect? If not, call x4057 for help.