



Creating a User Import File for TIDE

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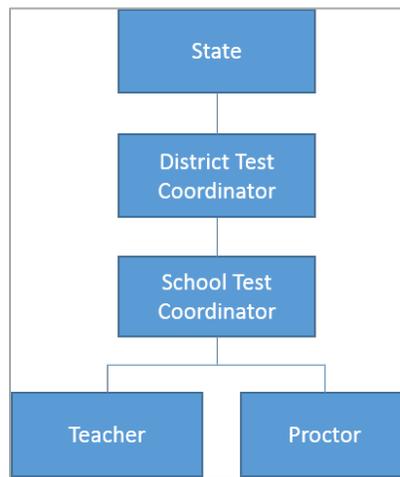
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Creating a User File for Importing Users in TIDE

All AIR assessment systems are secure and role-based. To be able to access any assessment system, a user account needs to be set up for you in the Test Information Distribution Engine (TIDE). Your access to data residing in the systems will depend on your user role and your district-school associations. For example, district users can view and manage data for all schools in their district; school users can view and manage data for their school.

Generally, you can create accounts for user roles which are lower in the hierarchy (see [Figure 1](#)). For example, a District Test Coordinator (DC) can create user accounts for the School Test Coordinator (SC), Teacher (TE), or Proctor (PR) roles, but cannot create a DC role.

Figure 1. User Hierarchy



Caution: When creating the User file, you must specify the real district and school IDs that have been assigned by the state department of education or other applicable governing body.

Some important things to keep in mind when creating the User File are:

- The User File must be in Excel or CSV format.
- The order of the columns must match the order specified in [Table 1](#).
- Real district and school IDs that match the district and school IDs included in the Institution file need to be provided.
- An active email address must be provided for the user since the email will be used as the user's username for logging into AIR systems and will be used for all communications sent from AIR, such as account activation information.

[Table 1](#) describes the columns comprising a User File.

Table 1. Columns in the User File

Column	Description	Valid Values
STATE ^a	This is the standard two-letter abbreviation of the state with which the user is associated.	One of the following: AK, AL, AR, AS, AZ, CA, CO, CT, DC, DE, FL, GA, GU, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MP, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UM, UT, VA, VI, VT, WA, WI, WV, WY, AI
DISTRICTID ^a	This is the unique identifier assigned to the district with which the user is associated, appended by the two-letter state abbreviation. For example, if a district test coordinator is associated with district 111 in Georgia, then the user's DISTRICTID is GA_111.	Up to 20 alphanumeric characters.
SCHOOLID ^a	This column is not applicable when adding district-level users and must remain blank (see Figure 2). It is only applicable for adding school-level roles.	Up to 20 alphanumeric characters.
FIRSTNAME ^a	User's first name.	Up to 35 characters.
LASTNAME ^a	User's last name.	Up to 35 characters.
EMAIL ^a	User's email address. This will be the user's username for logging into any AIR assessment system and will be the email address to which all AIR assessment-related emails will be sent.	Up to 128 characters.
PHONE	User's phone.	Phone number in the format xxx-xxx-xxxx.
ROLE ^a	User's role in the assessment systems.	For creating DC user roles, enter DC.
ACTION	Indicates if the user's record is being added, modified, or deleted.	One of the following: ADD DELETE

^a Required field

A sample user file is displayed below.

Figure 2. Sample User File

	A	B	C	D	E	F	G	H	I
1	STATE	DISTRICTID	SCHOOLID	FIRSTNAME	LASTNAME	EMAIL	PHONE	ROLE	ACTION
2	GA	GA_111		JANE	DOE	jane.doe@demo.com	478-999-1234	DC	ADD