



SHAPE America Quick Guide to TIDE: Adding Users and Students

District or School Technology Coordinators (or other designated administrators) use TIDE to add and manage user accounts, and to add students participating in SHAPE America Health and Physical Education Assessments. This Quick Guide provides a brief overview of the steps for adding user accounts and students. Complete information about TIDE is available in the *TIDE User Guide*.

Logging in to TIDE

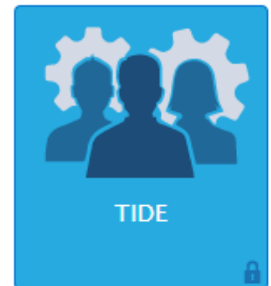
1. Open your web browser and navigate to the SHAPE portal at <http://shape.portal.airast.org/>.
2. Click the **Technology Coordinators** card.

Figure 1. User Role Cards



3. Click the **TIDE** card. The **Login** page appears.
4. Enter your email address and password.
5. Depending on your user role, TIDE may prompt you to select a role, state, district, and/or school.
6. Click **Secure Login**.

Figure 2. TIDE Card



7. The TIDE dashboard appears.

Figure 3. TIDE Dashboard





Adding Users to TIDE

You can add users one at a time, as described in [Adding Individual Users to TIDE](#). You can also add many users at one time, as described in [Uploading Multiple Users to TIDE](#).

Adding Individual Users to TIDE

1. On the dashboard, open **Users**.
2. Click **Add User**.
3. Select the new user's role from the *Role* drop-down list.
 - Verify that the state, district, and school are correct, and then add the user's first name, last name, and email address. Phone number is optional.
 - The email address is the user's login for all SHAPE applications. Because users cannot change their login names, ensure that you enter them correctly.
4. Click **Save**.

Adding Users

*Role: Test Administrator (TA)	*Email Address: pmartin@example.com
*District: Waterhaven District	*First Name: Pamela
*School: School of Arts Elementary	*Last Name: Martin
	Phone: 202-403-5600
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Uploading Multiple Users to TIDE

Retrieve the Upload File Template

1. On the dashboard, open **Users**.
2. Click **Upload Users**.
3. Download the Excel or CSV template. Use this template to compose the upload file.

Uploading Users, Retrieving the Template





Enter User Information into the Upload File

- Fill in one row for each user. Populate each column in the row, including the two-letter state abbreviation, district ID, school ID, first name, last name, email address, role, and phone number.
- In the Action column, enter ADD to add or edit users, or enter DELETE to delete users. Save the file on your computer.

Refer to the *TIDE User Guide* or the [Creating a User or Student Upload File](#) for detailed information about composing the upload file.

Figure 4. Uploading Users, Using the Template

	A	B	C	D	E	F	G	H	I
1	STATE	DISTRICTID	SCHOOLID	FIRSTNAME	LASTNAME	EMAIL	PHONE	ROLE	ACTION
2									
3									

Upload the User File

Step 1: Select Upload file

- Click **Browse** and navigate to the file you saved on your computer. Click **OK**.
- Click **Next**.

Uploading Users – Step 1: Select File to Upload

Step 1: Upload File

IA_Users_UAT.xlsx
Browse

+ Upload History

Next

Step 2: Preview File

- Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns. Click **Next**.

Uploading Users – Step 2: Preview File

Row Number	District ID	School ID	First Name	Last Name	Email Address	Phone Number	Role	Action
1	12345	0345678	Adams	Jane	AdamsJ@air.org	(123)234-5678	TA	ADD
2	12345	0345678	Smith	Abigail	SmithA@air.org	(212)765-4321	TA	ADD
3	52138	0789012	Washington	George	Washington.G@air.org	(202)333-4444	ST	DELETE

Step 3: File Validation

- TIDE validates the file to ensure that there are no data or layout errors. For information about correcting errors, refer to the *TIDE User Guide*.
- If no errors exist, click **Continue with Upload**.

Uploading Users – Step 3: Validate File

Washington	George	⚠ Washington.G@air.org
Jefferson	Thomas	JeffersonT@air.org
🇺🇸 Quincy.	John	QuincyJ@air.org



Step 4: Confirmation

Uploading Users – Step 4: Confirmation

- A confirmation message indicates that TIDE successfully uploaded the file.

Results: 11 records committed, 3 records excluded

Adding Students to TIDE

You can add students one at a time, as described in [Add Individual Students to TIDE](#). You can also add many students at once, as described in [Upload Multiple Students to TIDE](#).

Add Individual Students to TIDE

- On the dashboard, open **Students**.
- Click **Add Student**.
- Enter the student's information.
- Click **Save**.

Adding Students

Demographics	
*Enrolled Grade: 5	Ethnicity:
*Last Name: Walker	<input type="checkbox"/> Hispanic / Latino
*First Name: Thomas	<input type="checkbox"/> American Indian / Native Alaskan
Middle Initial:	<input type="checkbox"/> Asian
*SSID: 1234567890	<input type="checkbox"/> Black / African American
Birth Date: 12/01/2006	<input checked="" type="checkbox"/> White
	<input type="checkbox"/> Native Hawaiian / Other Pacific Islander
	<input type="checkbox"/> Other

Upload Multiple Students to TIDE



CAUTION: Failed file uploads If you upload a file that contains information for a student not enrolled in your district or school, TIDE rejects the file. You can only upload files for students who are enrolled in your district or school.

Retrieve the Upload File Template

Uploading Students, Retrieving the Template

- On the dashboard, open **Students**.
- Click **Upload Students**.
- Download either the Excel or CSV template. Use this template to enter student information.





Enter Student Information into the Template

- Fill in one row for each student. Populate each column in the row with demographic and accommodation settings.
- In the Action column, enter ADD to add or edit students, or enter DELETE to delete students. Save the file on your computer.

Refer to the *TIDE User Guide* or the [Creating a User or Student Upload File](#) for detailed information about composing the upload file.

Upload Students: Template

A	B	C	D	E	F	G	H	I	J	K	
1	StateAbbreviation	DistrictID	SchoolID	LastD/Surname	FirstName	MiddleName	BirthDate	StudentIdentifier	GradeLevelWhenAssessed	Sex	Delete
2											
3											

Uploading the Student File

Step 1: Select File to Upload

- Click **Browse** and navigate to the file that is saved on your computer. Click **OK**.
- Click **Next**.

Upload Students – Step 1: Select File to Upload

Step 1: Upload File

student-upload.xlsx Browse

+ Upload History

Next

Step 2: Preview File

- Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns.
- Click **Next**.

Upload Students – Step 2: Preview File

Step 2: Preview						
Row Number	Grade	Last Name	First Name	SSID	Birth Date	Gender
1	4	Adams	John	9870022560	06/17/2005	Male
2	4	Smith	Abigail	1774721764	11/11/2006	Female



Step 3: File Validation

Upload Students – Step 3: Validate File

- TIDE validates the file to ensure that there are no data or layout errors. For information about correcting errors, refer to the *TIDE User Guide*.
- If no errors exist, click **Commit File** to add the new students.

Birth Date	Gender	Section 504
06/17/2005	Male	M
03/16/2006	N	No

Step 4: Confirmation

Upload Students – Step 4: Confirmation

- A confirmation message indicates that TIDE successfully uploaded the file.

Results: 11 records committed, 3 records excluded

Creating a User or Student Upload File

The upload file feature allows you to quickly add multiple users or students to your school or district.

Creating a User Upload File

Download either the Excel or CSV template from the **Upload Users** section. Use this template to See [Table 1](#) and [Figure 3](#). For more details, refer to the *TIDE User Guide*.

Table 1. User Upload File Template Accepted Values

Field	Definition
STATEABBREVIATION	The abbreviation for the state (within the United States) or outlying area in which an address is located. (2 characters alpha only)
DISTRICTID	The district responsible for specific educational services and/or instruction of the student. (Up to 20 alphanumeric characters) External ID = StateID + "_" + District ID
SCHOOLID	The school responsible for specific education services and/or instruction of the student. (Up to 20 alphanumeric characters) External ID = StateID + "_" + DistrictID + "_" + SchoolID
FirstName	User's first name. (Up to 35 characters)
LastName	User's last name. (Up to 35 characters)



Field	Definition
EmailAddress	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs. (Up to 128 characters)
TelephoneNumber	The telephone number including the area code, and extension, if applicable. XXX-XXX-XXXX
Role*	Role assigned to the user: DC, SC, PR
Action	Action: ADD/DELETE

*Notes on the Acceptable Values for Role Field:

DC or SC roles. The Districts Test Coordinator (DC) or School Test Coordinator (SC) role should only be given to primary contacts at the school level for individuals responsible creating accounts for other users in their schools or districts.

PR role. Teachers who will only be responsible for administering the online SHAPE field tests should be given the Proctor (PR) role in TIDE.

There are other values visible in TIDE, but for the purposes of the SHAPE Field Test, these are the ones most likely to be used.

Figure 5. Sample User Upload File

STATE	DISTRICTID	SCHOOLID	FIRSTNAME	LASTNAME	EMAIL	PHONE	ROLE	ACTION
DC	DC_District01	DC_District01_SchoolA	John	Glass	jglass@demo	555-111-2222	PR	ADD
DC	DC_District01	DC_District01_SchoolA	John	Stone	jstone@demo		SC	DELETE
DC	DC_District01	DC_District01_SchoolB	John	Glass	jglass@demo	555-111-2222	PR	ADD

- In the first row, the user is being added as a Proctor (PR) District ID is DC_District01 and SchoolID is DC_District01_SchoolA.
- In the second row, School Coordinator (SC) John Stone is being removed from school DC_District01_SchoolA.
- In the third row, John Glass will be also added a Proctor (PR) to DC_District01_School B in the same district.

Creating a Student Upload File

Download either the Excel or CSV template from the **Upload Users** section. Use this template to See [Table 2](#) and [Figure 4](#). For more details, refer to the *TIDE User Guide*.

Table 2. Student Upload File Template Accepted Values

Field	Definition
STATEABBREVIATION	The abbreviation for the state (within the United States) or outlying area in which an address is located. (2 characters alpha only)



Field	Definition
DistrictID	The district responsible for specific educational services and/or instruction of the student. (One or more printable ASCII characters) External ID = StateID + "_" + District ID
SchoolID	The school responsible for specific education services and/or instruction of the student. (One or more printable ASCII characters) External ID = StateID + "_" + DistrictID + "_" + SchoolID
LastName	Student Last Name (One or more printable ASCII characters)
FirstName	Student First Name (One or more printable ASCII characters)
MiddleName	Student Middle Name (One or more printable ASCII characters)
Birthdate	The year, month and day on which a person was born, in the format YYYY-MM-DD (zero-padded)
StudentID	State-assigned student Identifier which is unique within that district. Every student should have a unique Student Identifier within their district. (One or more printable ASCII characters). External ID = StateID + "-" + DistrictID + "-" + StudentID
Grade	Student's enrolled grade: 05, 08, 09,10,11,12
Gender	Student's gender: M, F
Delete	Y = Delete this record, BLANK

Figure 6. Sample Student Upload File

StateAbbreviation	DistrictID	SchoolID	LastOrSurname	FirstName	MiddleName	Birthdate	StudentIdentifier	GradeLevelWhenAssessed	Sex	Delete
AZ	AZ_9999	AZ_9999_9991	Smith	Maria	Elise	2018-01-03	AZ-9999-99991006	05	F	
AZ	AZ_9999	AZ_9999_9991	Rose	Marco		2018-01-03	AZ-9999-99991007	05	M	Y
AZ	AZ_9999	AZ_9999_9992	Smith	Michael	Peter	2018-01-03	AZ-9999-99991008	05	M	

- In the first row, the District ID is AZ_9999 and SchoolID is AZ_9999_9991.
- In the first row, the student's SSID is AZ-9999-99991006.
- In the second row, the student with SSID AZ-9999-9999007 will be removed from school AZ_9999_9991.
- In the third row, the student will be added to another school AZ_9999_9992 in the same district.