

Adding a New Roster

This section explains how to add a new roster to TIDE. For a list of user roles that can perform this task, see the *User Role Matrix* and *User Management Guidance documents*, available in the Resources section of the Ohio Online portal, www.ohiostatetests.org.



Note: You can only create rosters from students associated with your school or district.

To add a roster:

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The **Add Roster** form appears (see [Figure 38](#)). For more information about using record forms, see the section [Navigating Record Forms](#).

Figure 38. Add Roster Form

Use this page to add rosters. [more info](#)

Save Cancel

Search for Students to Add to the Roster

*Year: 2016-2017 Grade: None selected

*District: 000002 - AIR District Student Added Since: -Select-

*School: 000003 - AIR School

+ Test Settings and Tools Filters

Search

Add Students to the Roster

*Roster Name:

*Teacher Name: -Select-

Select Students from "Available Students" List below to add to the Roster

Available Students (0)				Selected Students (0)		
Add	Student Name	Grade	SSID	Remove Student Name	Grade	SSID

2. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section [Searching for Records](#).
3. In the *Add Students to the Roster* panel (see [Figure 39](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.

- b. From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.
- c. To add students, in the list of available students do one of the following:
 - To move one student to the roster, click **+** for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

Figure 39. Add/Remove Students to Roster Panel

Available Students (77) Quick Search			
<input type="checkbox"/>	Add	Student Name	Grade SSID
<input type="checkbox"/>	+	LastName,FirstName	03 ZZ9901154
<input type="checkbox"/>	+	LastName,FirstName	03 ZZ9901158
<input type="checkbox"/>	+	LastName,FirstName	03 ZZ9901161
<input type="checkbox"/>	+	LastName,FirstName	03 ZZ9901177
<input type="checkbox"/>	+	LastName,FirstName	03 ZZ9901197
<input type="checkbox"/>	+	LastName,FirstName	03 ZZ9901213
<input type="checkbox"/>	+	LastName,FirstName	03 ZZ9901224
<input type="checkbox"/>	+	LastName,FirstName	03 ZZ9901237
<input type="checkbox"/>	+	LastName,FirstName	03 ZZ9901239

Add All Add Selected

Selected Students (4) Quick Search			
<input type="checkbox"/>	Remove	Student Name	Grade SSID
<input type="checkbox"/>	X	LastName,FirstName	03 ZZ9901156
<input type="checkbox"/>	X	LastName,FirstName	03 ZZ9901159
<input type="checkbox"/>	X	LastName,FirstName	03 ZZ9901163
<input type="checkbox"/>	X	LastName,FirstName	03 ZZ9901170




Remove All Remove Selected

- d. To remove students, do one of the following in the list of students in the roster:
 - To remove one student from the roster, click **X** for the student.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
4. Click **Save**, and in the affirmation dialog box click **Continue**.

Modifying an Existing Roster

You can modify a roster by changing its name, associated teacher, or by adding students or removing students. For a list of user roles that can perform this task, see the *User Role Matrix* and *User Management Guidance documents*, available in the Resources section of the Ohio Online portal, www.ohiostatetests.org.

To modify a roster:

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit Roster**. The **View/Edit Roster** page appears.
2. Retrieve the roster record you want to view or edit by following the procedure in the section [Searching for Records](#).
3. In the list of retrieved rosters, click  for the roster whose details you want to view. The **Edit Roster** form appears. This form is similar to the form used to add rosters (see [Figure 38](#)).
4. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section [Searching for Records](#).
5. In the *Add/Remove Students to the Roster* panel (see [Figure 39](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the *Teacher Name* drop-down list, select a teacher or school personnel associated with the roster.
 - c. To add students, from the list of available students, do one of the following:
 - To move one student to the roster, click  for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
 - d. To remove students, do one of the following in the list of students in the roster:
 - To remove one student from the roster, click  for the student.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
6. Click **Save**, and in the affirmation dialog box click **Continue**.

Printing Test Tickets for Students in a Roster

As a roster of students prepares to start a test, you can print all the associated test tickets.

To print test tickets for students in a roster:


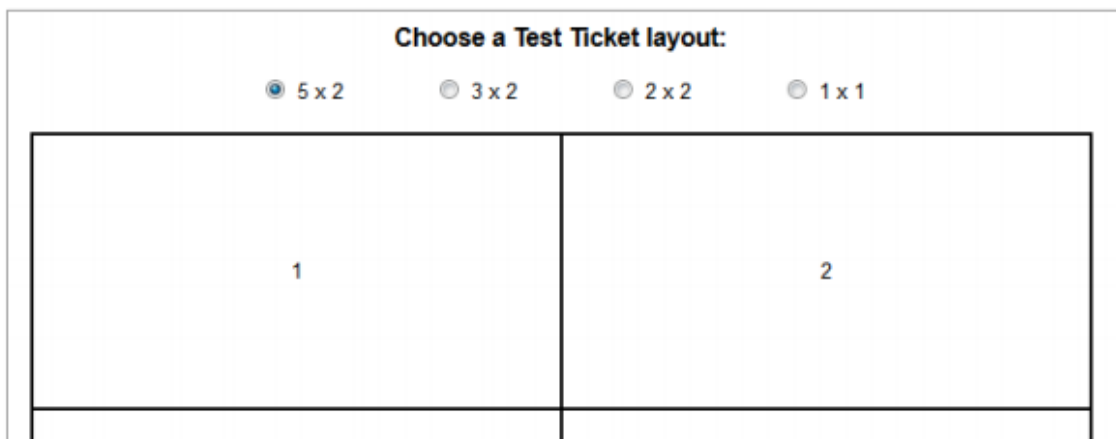
1. Retrieve the rosters for which you want to print test tickets by following the procedure in the section [Searching for Records](#).
2. Do one of the following:
 - o Mark the checkboxes for the rosters you want to print.
 - o Mark the checkbox at the top of the table to print all retrieved rosters.
3. Click , and then select **Test Tickets**.
4. Under *Print Options*, verify *Test Tickets* is selected. A layout model appears (see [Figure 40](#)).

Figure 40. Test Ticket Layout Model



Choose a Test Ticket layout:

5 x 2 3 x 2 2 x 2 1 x 1

1	2

5. Select the required layout.
6. Click **Print**. Your browser downloads the generated PDF.