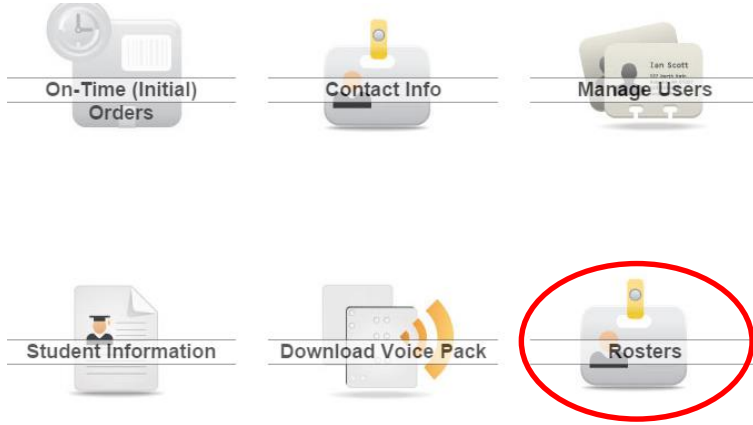


How the SC can Create & Manage Rosters in TIDE

Log in to TIDE

Select Roster icon



Select the roster name from the list or select add new (to create a new roster) then click NEXT to add student to a roster



Manage Rosters

Use this page to view, add, edit, and delete rosters.

1. To begin, from the District and School drop-down lists, select a district and school.
2. Do one of the following:
 - To add a roster, from the Roster drop-down list, select - **add new roster**.
 - To view, edit, or delete a roster, from the Roster drop-down list, select the required roster administrators (which you can only view), mark the Show System Defined Rosters check generated roster.)
3. Click [Next].

* State :

* District :

* School :

* Roster :

To add student to a roster:

1. Be sure the teacher name is assigned to the Roster Name
2. Select the grade level and choose Search Student
3. Find the student(s) that need to be added from the list on the left table
4. Select MOVE IN to add them to the roster (right table)
5. Click on SAVE when done

To delete a roster, click [Delete], and then click [OK] in the confirmation message.

Print

Roster Name: Teacher Name:

Select Grade

Grade 01 Grade 02 Grade 03 Grade 04 Grade 05 Grade 06
 Grade 07 Grade 08 Grade 09 Grade 10 Grade 11 Grade 12
 Grade 13 Grade KG Grade PS

Search Student

Number of selected students : Number of selected students :
Number of available students : 90 Number of students in roster : 26

Available Students ([Grade][Last Name][First Name][SSID]) Students in This Roster ([Grade][Last Name][First Name][SSID])

Move In >> << Move Out

Save Delete Back

