

RISE System

Adding Users and Building Ad Hoc Rosters

Before you add users, make sure you know the role they need to be assigned, their email address and their Cactus ID (if they are a teacher).

Go to utahrise.org

Click on **TIDE** (Students and User Management).

Log in using your secure credentials.

On the left-hand side (orange) of the screen, click the drop-down menu on the **Users** row. Select **Add Users**.

Under the blue header, enter the user's email address. Then, click on the blue letters **Add user** or **add roles to user with this email address**. See the image below.



Complete the required information fields - First Name, Last Name and CACTUS ID (if the user is a teacher).

On the **Role** drop-down menu, identify the role of the user.

Click **Save**.



Building Ad Hoc Rosters

(Make sure you have the teacher's roster readily available.)

Ad hoc rosters can be created to allow teachers who need to have access to student's data who are not assigned to them in Powerschool. For example, this is a solution for elementary special education teachers, co-teaching situations, dual language immersion teachers, etc.

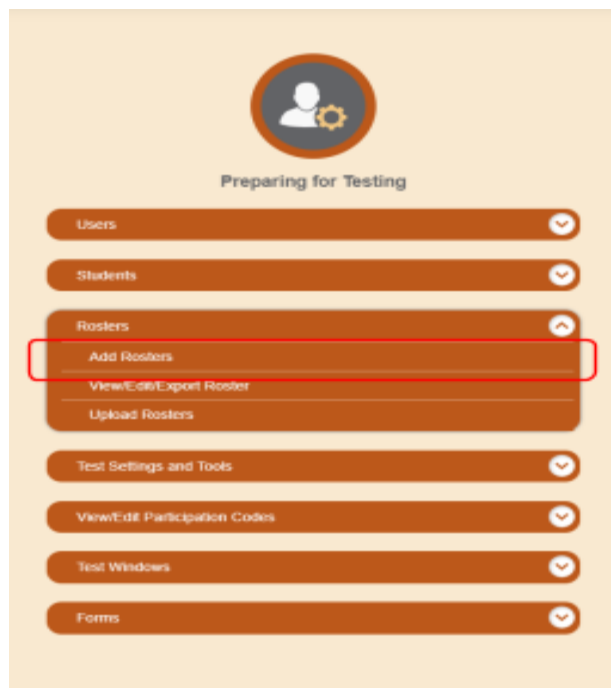
These students will not leave their original roster. The selected students will simply appear in more than one roster.

Go to utahrise.org

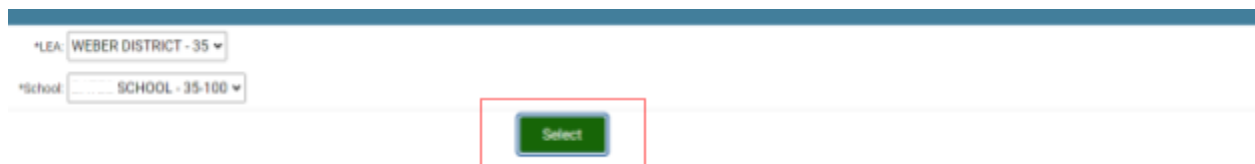
Click on **TIDE** (Students and User Management).

Log in using your secure credentials.

On the left-hand side (orange) of the screen, click the drop-down menu on the **Rosters** row. Select **Add Rosters**.



You may have to select a school, depending on your role and assignments.



Under **Roster Details** section

Roster Name - We suggest the teacher's name and grade level/class period. So, I might use, "Heiter - 4th Period" or "Heiter - 5th Grade."

Teacher Name - Select the teacher's name from the Teacher Name drop-down menu.

The screenshot shows the 'Add Roster' interface. It is divided into three main sections:

- School Details:** Includes a 'Change School' button and information for 'LEA: WEBER DISTRICT - 35' and 'School: BATES SCHOOL - 35-100'.
- Find and Select Students:** Contains instructions on using 'Student Search' or 'Quick Roster'. It includes input fields for 'LEA Student ID', 'Student's Middle Initial', and 'Enrolled Grade' (set to 'None selected'). There are also radio buttons for 'Online Student' (Yes/No) and an 'Additional Fields' section.
- Roster Details:** Features a text input for '*Roster Name:' and a dropdown for '*Teacher Name:'. Two red arrows point to these fields.

Below the Roster Details is a 'Selected Students (0)' section with a 'Filter students' input and a table header with columns: 'X REMOVE ALL', 'STUDENT NAME', 'ENROLLED GRADE', and 'REPORTING ID (7 DIGITS)'. A note at the bottom of this section says 'Use Student Search or Quick Roster to add students.'

Under **Find and Select Students** you have 2 search options *Student Search* or *Quick Roster*. We prefer the Student search option, so I am showing it to you first. If you have built rosters in the past then it will look very similar.

Find and Select Students

Search for students to add to your roster by using **Student Search** to find specific students or groups, or use **Quick Roster** to quickly build a complete roster.

A roster works best with about 30 students, although you can have up to 500 active students on each roster.

A close-up of the search options. Two buttons are shown: 'Student Search' and 'Quick Roster'. The 'Student Search' button is highlighted with a red rectangular border.

Option 1 Student Search

Click **Student Search**

Add Roster

Find and Select Students

Search for students to add to your roster by using **Student Search** to find specific students or groups, or use **Quick Roster** to quickly build a complete roster.
A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Student Search Quick Roster

SSID (7 digits):

LEA Student ID:

Student's First Name: Student's Last Name:

Student's Middle Initial:

Enrolled Grade:
None selected

Online Student:
 Yes No

+ Additional Fields
Search by groups of students.

Roster Details

*Roster Name:

*Teacher Name: -- Select --

Selected Students (0)

Show more information Filter students

X REMOVE ALL	STUDENT NAME	ENROLLED GRADE	REPORTING ID (7 DIGITS)
Use Student Search or Quick Roster to add students.			

Student Search Quick Roster

SSID (7 digits):

LEA Student ID:

Student's First Name: Student's Last Name:

Student's Middle Initial:

Enrolled Grade:
03

Select all
 02
 03
 04
 05
 06
 07

Selected Students (0)

Show more information Filter students

X REMOVE ALL	STUDENT NAME	ENROLLED GRADE	REPORTING ID (7 DIGITS)
Use Student Search or Quick Roster to add students.			

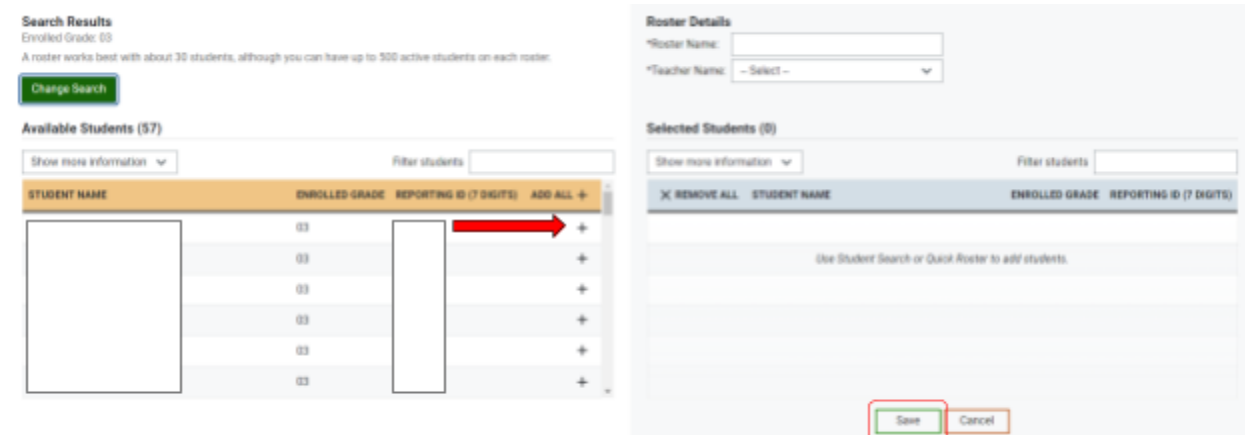
You can search by

- 1.State number **SSID**
- 3.District number **LEA ID**
- 4.**Students name**
- 5.**Grade**

(The examples below are from selecting a grade)

Click **Search**

Click the **“+”** next to the name of each student you want to add to the new roster. You will see the name populate in the right-hand side (blue banner) of the screen. Once you've added all the appropriate students, click the **Save** button at the bottom of the screen.



Option 2 Quick Roster

Quick Roster - Will let you select a grade and it makes a "quick roster" with all of the kids in that selected grade.

You can search students by

1. District number **LEA ID**
2. **Students name**
3. **Grade**

Find and Select Students

Search for students to add to your roster by using **Student Search** to find specific students or groups, or use **Quick Roster** to quickly build a complete roster.

A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Set at least one search field to create a quick roster.

LEA Student ID: 1

Student's Middle Initial: 2

Enrolled Grade: 03 3

Online Student :
 Yes No

+ Additional Fields

For a more specific quick roster, select additional fields to create your group.

Click **Create Quick Roster**

The screenshot shows the 'Add Roster' window. At the top, it says 'Add Roster' and 'LEA: WICHITA COUNTY - 20' and 'School: BATES SCHOOL - 20-120'. Under 'Add Students', there is a note: 'A roster works best with about 30 students, although you can have up to 500 active students on each roster.' Below this is a 'Find Students' button. To the right, 'Roster Details' shows '*Roster Name: Keller - 3rd grade' and '*Teacher Name: - Select -'. Below that is a 'Selected Students (120)' section with a 'Show more information' dropdown and a 'Filter students' input. A table lists students with columns for 'ENROLLED GRADE' and 'REPORTING ID (7 DIGITS)'. The first column has 'X' marks. At the bottom, there are 'Save' and 'Cancel' buttons.

To remove students Click the "x" next to the students name

Click **Save**

Using Addition Fields

The screenshot shows the 'Add Roster' window. It has two tabs: 'Student Search' and 'Quick Roster'. Below the tabs is a note: 'A roster works best with about 30 students, although you can have up to 500 active students on each roster.' There are several input fields: 'SSID (7 digits):', 'LEA Student ID:', 'Student's First Name:', 'Student's Last Name:', and 'Student's Middle Initial:'. Below these is a dropdown for 'Enrolled Grade:' with 'None selected' selected. There are radio buttons for 'Online Student : Yes No'. At the bottom, there is a red-bordered button labeled '+ Additional Fields' with the text 'Search by groups of students.' and a green-bordered 'Search' button.

Click **Enrolled Grades** - select what grades you need

Click **+ Additional Fields**

Double Check

1. **Enrolled Grades**
2. **Additional Fields** (If you selected ELL click **Yes** or **No**)
3. Check your dates or Yes or No selected
4. **Add** (if you do not click **Add** it will not add your filter)

Click **Search**

To find Rosters

In order to find the newly-added rosters, go back to the orange **Rosters** line in TIDE and click on **View/Edit/Export Roster**.

In the **Roster Type** box, you will need to select the box next to **Select all**. **User Defined** only shows the rosters you hand-created, while **System Defined** only shows the rosters generated through the MyStudent records.

