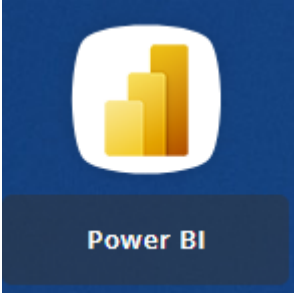
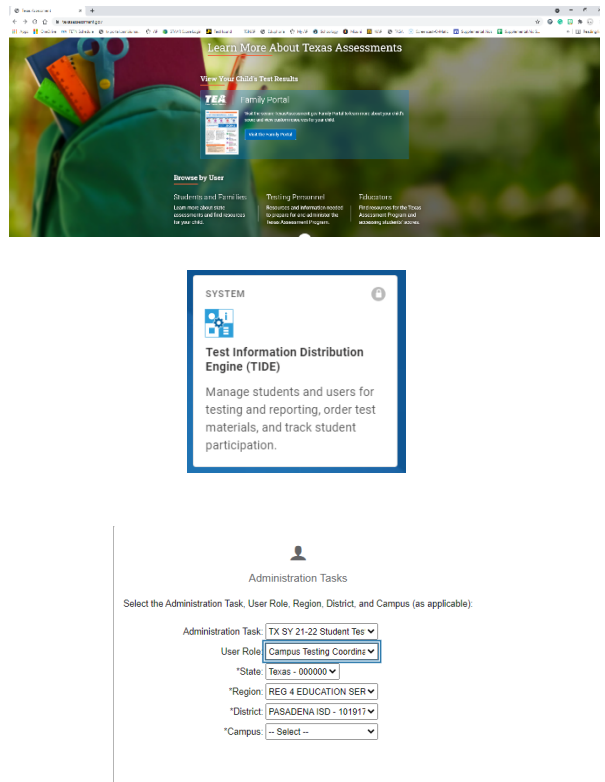
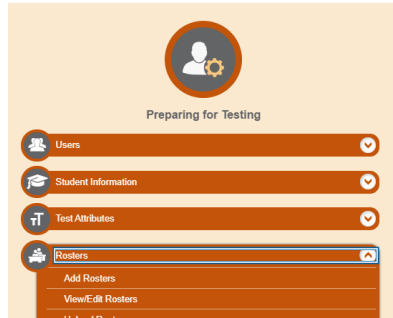
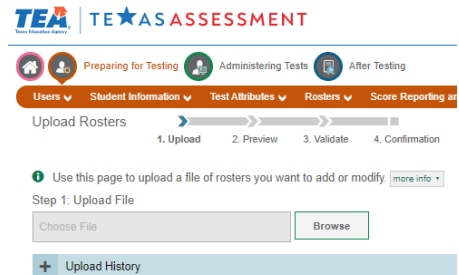
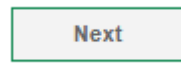




# Clicksheet: How to Create Rosters from Power BI



|   |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                       |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <ul style="list-style-type: none"><li>Go to <a href="#">Classlink</a> and select the <b>Power BI</b> icon. “Reports Portal” from the “Application” Dropdown.</li><li>Select <b>“Student Information”</b>.</li><li>Select <b>“Export”</b> on the left-side navigation bar or across the top toolbar.</li><li>Select <b>“Cambium Roster Export”</b></li></ul> |                                                                                                                                    |
| 2 | Select your campus from the dropdown menu and set the report type to <b>“All Rosters”</b> .                                                                                                                                                                                                                                                                 | <div>School <div>Required</div></div> <div>Report Type <div>All Rosters</div></div>                                                                                                                                   |
| 3 | Then select <b>“View Report”</b> .                                                                                                                                                                                                                                                                                                                          | <div>View report</div>                                                                                                                                                                                                |
| 4 | Export the report to <b>Microsoft Excel (.xlsx)</b> and save the file to your computer.                                                                                                                                                                                                                                                                     | <div><div>File Export View</div><div>Page 1 of 1</div><div>School</div><div>Regional Center ID</div><div>Microsoft Excel (.xlsx)</div><div>PDF (.pdf)</div><div>Accessible PDF (.pdf)</div><div>Last Name</div></div> |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                      |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 5 | <p>Log in to Cambium/TIDE at <a href="https://texasassessment.gov">TexasAssessment.gov</a></p> <p>Select <b>Testing Personnel</b>, select <b>Test Information Distribution Engine (TIDE)</b>, and complete the login process by selecting <b>TX SY [current school year]</b> <b>Student Testing Information Management</b> from the Administration Task Dropdown and <b>Campus Testing Coordinator</b> from the User Role dropdown</p> |    |
| 6 | <p>Select <b>Upload Rosters</b> from Rosters dropdown menu under Preparing for Testing</p>                                                                                                                                                                                                                                                                                                                                             |  |
| 7 | <p>Select <b>Browse</b> and choose the Power BI export file you saved to your computer for upload</p>                                                                                                                                                                                                                                                                                                                                  |  |
| 8 | <p>Select <b>Next</b></p>                                                                                                                                                                                                                                                                                                                                                                                                              |  |



Clicksheet: How to Create Rosters from Power BI



9

Verify the data being uploaded is the correct file and information, then select **Next**

Upload Rosters

Verify you've uploaded the correct file. Click Next if the values in this column are accurate. By hovering your cursor the entry on the table template from the previous Upload Roster page.

Step 2: Review

| Row Number | Student ID | Student Name      | Student Email              | Student Phone | Student Address    |
|------------|------------|-------------------|----------------------------|---------------|--------------------|
| 1          | 1000000001 | John Doe          | john.doe@pisd.org          | 555-123-4567  | 123 Main St        |
| 2          | 1000000002 | Jane Smith        | jane.smith@pisd.org        | 555-234-5678  | 456 Elm St         |
| 3          | 1000000003 | Mike Johnson      | mike.johnson@pisd.org      | 555-345-6789  | 789 Oak St         |
| 4          | 1000000004 | Sarah Brown       | sarah.brown@pisd.org       | 555-456-7890  | 101 Pine St        |
| 5          | 1000000005 | David Wilson      | david.wilson@pisd.org      | 555-567-8901  | 202 Birch St       |
| 6          | 1000000006 | Emily Davis       | emily.davis@pisd.org       | 555-678-9012  | 303 Cedar St       |
| 7          | 1000000007 | Chris Miller      | chris.miller@pisd.org      | 555-789-0123  | 404 Maple St       |
| 8          | 1000000008 | Alexander Lee     | alexander.lee@pisd.org     | 555-890-1234  | 505 Walnut St      |
| 9          | 1000000009 | Sophia Garcia     | sophia.garcia@pisd.org     | 555-901-2345  | 606 Cherry St      |
| 10         | 1000000010 | Benjamin King     | benjamin.king@pisd.org     | 555-012-3456  | 707 Peach St       |
| 11         | 1000000011 | Mia Hernandez     | mia.hernandez@pisd.org     | 555-123-4567  | 808 Apple St       |
| 12         | 1000000012 | Ethan Scott       | ethan.scott@pisd.org       | 555-234-5678  | 909 Orange St      |
| 13         | 1000000013 | Ava Martinez      | ava.martinez@pisd.org      | 555-345-6789  | 1010 Grape St      |
| 14         | 1000000014 | Noah Taylor       | noah.taylor@pisd.org       | 555-456-7890  | 1111 Lemon St      |
| 15         | 1000000015 | Isabella Anderson | isabella.anderson@pisd.org | 555-567-8901  | 1212 Lime St       |
| 16         | 1000000016 | Liam Thomas       | liam.thomas@pisd.org       | 555-678-9012  | 1313 Coconut St    |
| 17         | 1000000017 | Zoe White         | zoe.white@pisd.org         | 555-789-0123  | 1414 Mango St      |
| 18         | 1000000018 | Lucas Brown       | lucas.brown@pisd.org       | 555-890-1234  | 1515 Strawberry St |
| 19         | 1000000019 | Hannah Green      | hannah.green@pisd.org      | 555-901-2345  | 1616 Blueberry St  |
| 20         | 1000000020 | Wyatt Black       | wyatt.black@pisd.org       | 555-012-3456  | 1717 Raspberry St  |
| 21         | 1000000021 | Madison Gray      | madison.gray@pisd.org      | 555-123-4567  | 1818 Peach St      |
| 22         | 1000000022 | Oliver White      | oliver.white@pisd.org      | 555-234-5678  | 1919 Apple St      |
| 23         | 1000000023 | Charlotte Brown   | charlotte.brown@pisd.org   | 555-345-6789  | 2020 Orange St     |
| 24         | 1000000024 | Leo Green         | leo.green@pisd.org         | 555-456-7890  | 2121 Grape St      |
| 25         | 1000000025 | Aria Black        | aria.black@pisd.org        | 555-567-8901  | 2222 Lemon St      |

Next Cancel

10

Cambium will check data is in the correct format for upload. Any fields containing an error will be highlighted in orange and hovering the cursor over the orange triangle will provide a message as to the nature of the error(s)

If any errors exist, correct the errors indicated and reload the file

11

Once the file is error free select **Continue With Upload** to complete roster creation

Continue with Upload

Upload Revised File

Cancel