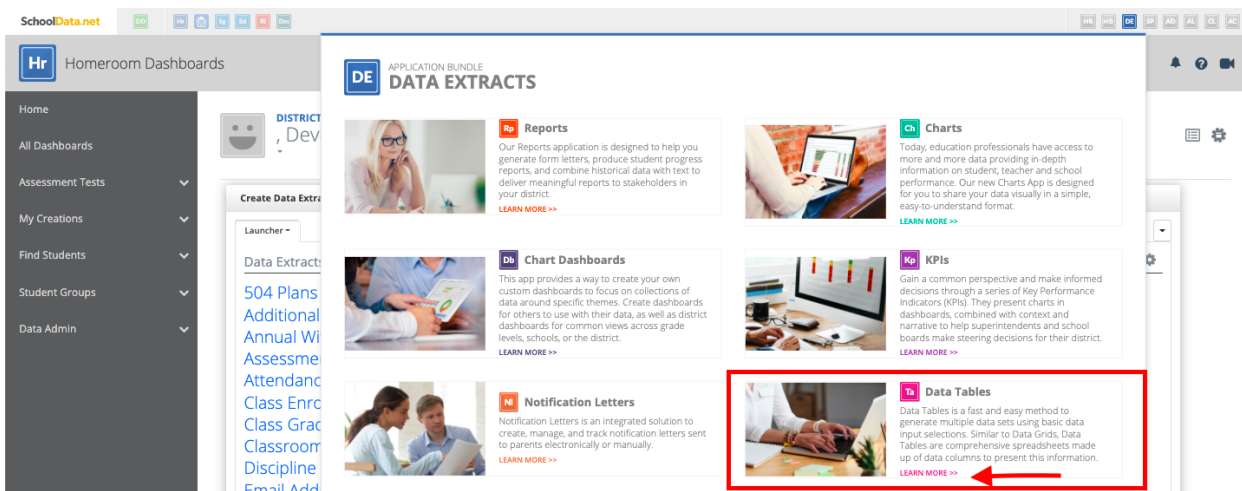


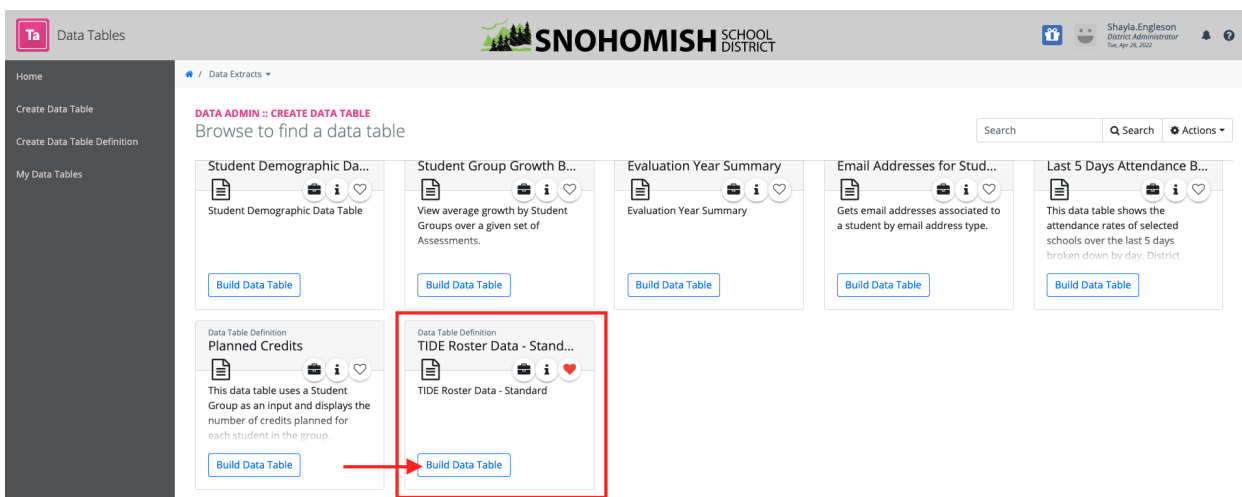
## SBA TIDE Rosters Data Table

Create SBA rosters to load into TIDE by using a data table. SDS does require having your OSPI district and school codes in the admin side of Homeroom for this data table to generate properly. If that is something you would like to check the status of or have added please email [support@schooldata.net](mailto:support@schooldata.net) The Standard version of this data table was built for districts using Skyward. If your district is using a different Student Information System, please contact us at [support@schooldata.net](mailto:support@schooldata.net).

Go to the Data Tables Application by navigating to the Data Extract Bundle at the top of your Dashboard. From there select the “learn more” button under Data Tables.

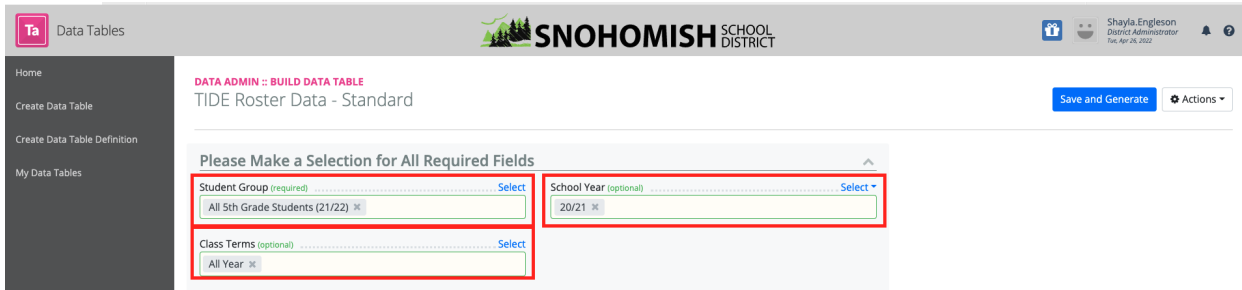


On the left-hand navigation, click “Create Data Table”> See the “Data Extracts” Folder and click “Browse Category”. Scroll down until you see “TIDE Roster Data - Standard”> Click “Build Data Table”

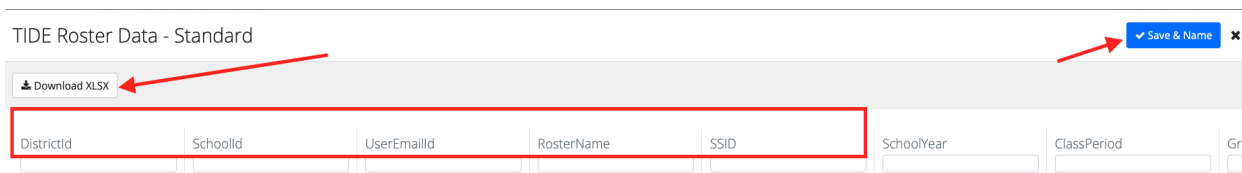


Next, select the student group you are creating the roster for. For example, all 3rd-grade students or maybe a smart group created for students who have yet to pass the SBA ELA in high school. Then, Enter the school year.

The School Year is optional, however, is highly recommended to limit the enrollment records the system is trying to look at. Lastly, add the class term.



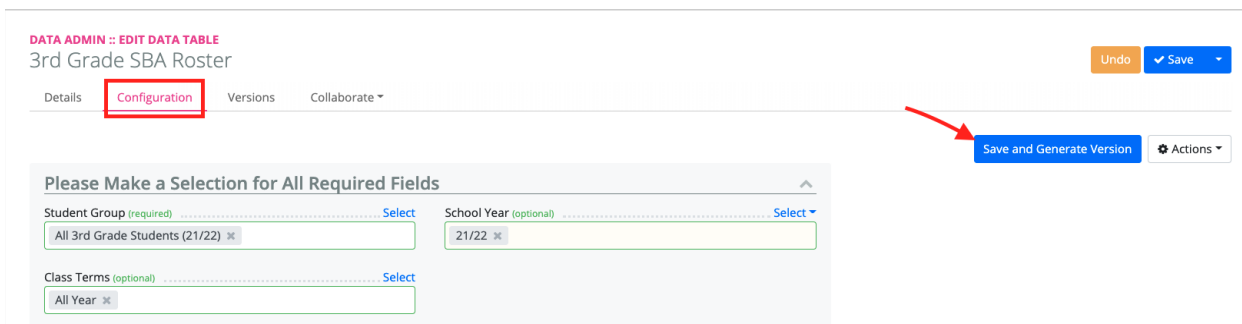
The first 5 required columns for TIDE Rosters are included in this data table. Once the XLSX file is downloaded you can add the ACTION column.



Using the “Save & Name” option will allow you to quickly access rosters you have created and update them for your yearly maintenance and use.

## Yearly Maintenance

Once you have created and saved the data table, go to the left-side navigation button “My Data Tables”. Use the “Edit Data Table” button on the data table you would like to update. Next, go to the “Configuration” Tab. Then, update the student group, school year, and term as needed. Lastly, click “Save and Generate Version” to save your changes.



Assuming you are using smart groups with enrollment filters, those rosters will only need the school year and term updated. Please reach out if you need support around student groups or data tables at [support@schooldata.net](mailto:support@schooldata.net)