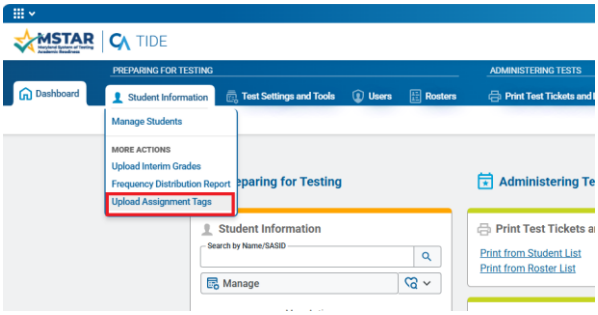
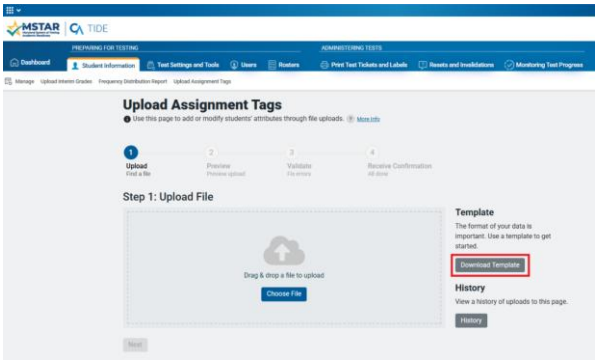
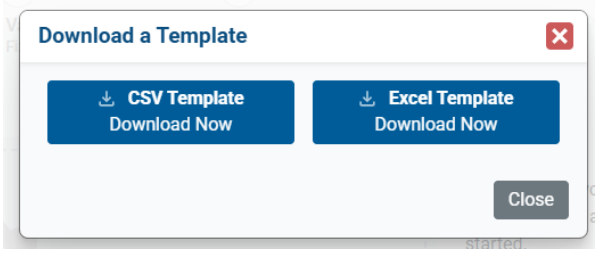
Guide to Importing Assignment Tags

High School Assessments Only

PURPOSE: Add or update assignment tags for multiple students through a CSV or Excel file upload in TIDE.

IMPORTANT: Assignment tags default to No. Add records only for enrolled courses, unless changing an existing Yes value to No.

IMPORT ASSIGNMENT TAGS

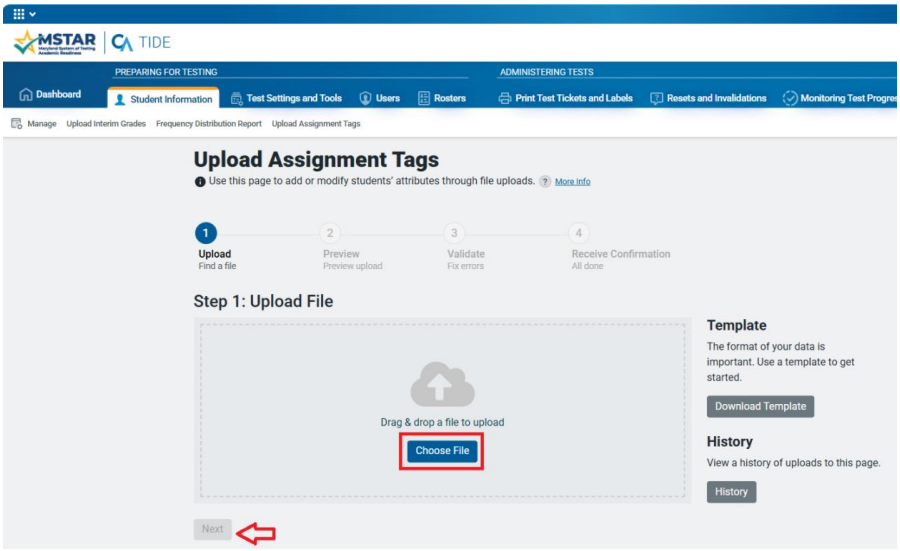
TASKS	SCREENSHOT
1. From the TIDE dashboard, select Student Information. Under More Actions, select Upload Assignment Tags.	
2. On the Upload Assignment Tags page, select Choose File, select the completed file, and select Next.	
3. Select CSV Template or Excel Template. Complete and save the downloaded file.	

COMPLETE THE TEMPLATE

COLUMN	WHAT TO ENTER	GUIDANCE
SASID	10-digit SASID	Enter all 10 digits.
AttributeName	Assignment Tags	Select from the drop-down menu.
Subject	EOC subject	Select the eligible course.
Value	Yes or No	Use Yes for enrollment. Use No only to revise an existing Yes.

NOTE: Courses omitted from the file remain set to No.

DOWNLOAD, UPLOAD, AND VALIDATE THE FILE



4. Select Download Template to download a CSV or Excel template.
5. Complete the template, then select Choose File and upload the completed file.
6. Preview the file. Only the first 10 records display.
7. Select Next to validate the file. Review the Summary and Details tables.
8. Select Continue with Upload, or select Upload Revised File to make corrections.
9. Review the Confirmation page and the numbers of committed and excluded records.

WARNING: Records with errors are excluded. Records with warnings upload, but the affected field is invalid.

NOTE: Large files may process offline, and TIDE sends a confirmation email when processing is complete.