Ohio | Department of Education

Cleveland Scholarship Program

How to Submit Your Student List to TIDE

1. Login to Cleveland Scholarship
2. Click on the blue "Assessment" button on the left navigation menu, then click on "Pre-Ident"
3. Select your school's name from the drop down menu provided
4. Select the grade - 3rd if you are administering the fall tests
   - 3-8 if you are administering the spring tests
   - 10 if you are administering the OGT
5. Note: Only students who have been "Accepted" in the system will be downloaded.
6. Click on the "Export for Testing Vendor" button
7. A pop up window will appear. Save the file to a place on your computer that you will be able to get too quickly. You will need it in a moment.
8. Open the file and double check the students information (especially grade level)
9. Log out of Cleveland Scholarship

TIDE

1. Login to TIDE https://www.ohtide.org
2. Verify your schools contact information
3. Click on the "Pre-ID" tab (the third tab)
4. Click on the "Upload Pre-ID File" tab in the next row of tabs
5. Click "browse" and locate the file you saved earlier from the Cleveland website
6. Select the file and click "Ok"
7. Click "Upload File"
8. Click next when the system shows a preview of your file
9. Click "Commit Pre-ID File" if you receive no validation errors

Note: If the file is a large, it may process overnight. Once the file has uploaded, you can click on the View/Edit Students tab to make any changes needed.