

Step 6: Create your Rosters

On the far-right hand side of the page select 'Add Roster'

Features & Tools

Reporting Options ^

 Change Reporting Time Period

Download & Print ^

 Download Student Results

Test Options ^

 Manage Test Reasons  Set Student Setting on Item View

Roster Settings ^

 Add Roster  View/Edit Roster

 Upload Roster

Set the Roster Details:

Give your roster a name.

For reporting roster to **Yes**

Find your name in the list

Roster Details

*Roster Name:

*Reporting Roster: ?

*Teacher Name:

Selected Students (0)

Show more information

<input type="button" value="X REMOVE ALL"/>	STUDENT NAME	ENROLLED GRADE	SSID	DATE LEFT
<i>Use Student Search or Quick Roster to add students.</i>				

Step 7: Filter your search

To see all students in a particular grade level, stay on the **Student Search** tab

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.

Student Search Quick Roster

SSID:

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

Enrolled Grade:

+ Additional Fields
Search by groups of students.

To add students, select the + icon to add immediately.

STUDENT NAME	ENROLLED GRADE	SSID	DATE LEFT	ADD ALL +
ABDULLAJONOV, ...	07	JT8893748		+
Alexander, Brock	07	UU9298899		+
Alexander, Bryce	07	UU9570809		+
Anderson, Davae	07	YI2444124		+
ANDERSON, TIMO...	07	VZ4109652		+
Ash, Cameron	07	DQ5977262		+

After all students have been added to your roster click **SAVE**.