

Welcome to training module #9 in the Centralized Reporting System series: How to Use the Roster Manager to Add, Modify, and Upload Rosters. Class rosters are a great way to organize students, allow teachers to view their students' performance, and allow all users to compare the performance of different classes or groups.

Objectives

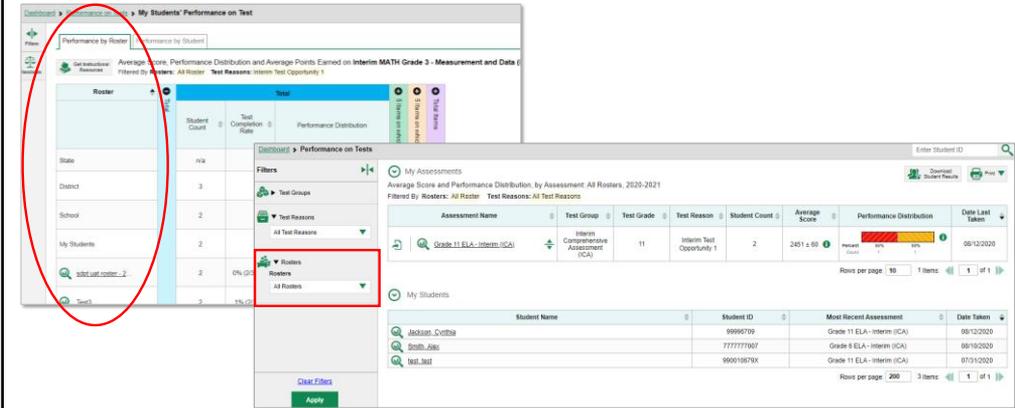
- Understand how rosters can be useful
- Access the Roster Manager
- Add a new roster
- View or modify an existing roster
- Upload multiple new rosters or edits to existing rosters using a template



In this training module we briefly explain how rosters can be useful; then we show you how to add a roster, how to view or modify an existing roster, and how to upload multiple new rosters or edits to existing rosters using a template.

To start out, we explain how rosters are useful.

Understand How Rosters Can Be Useful

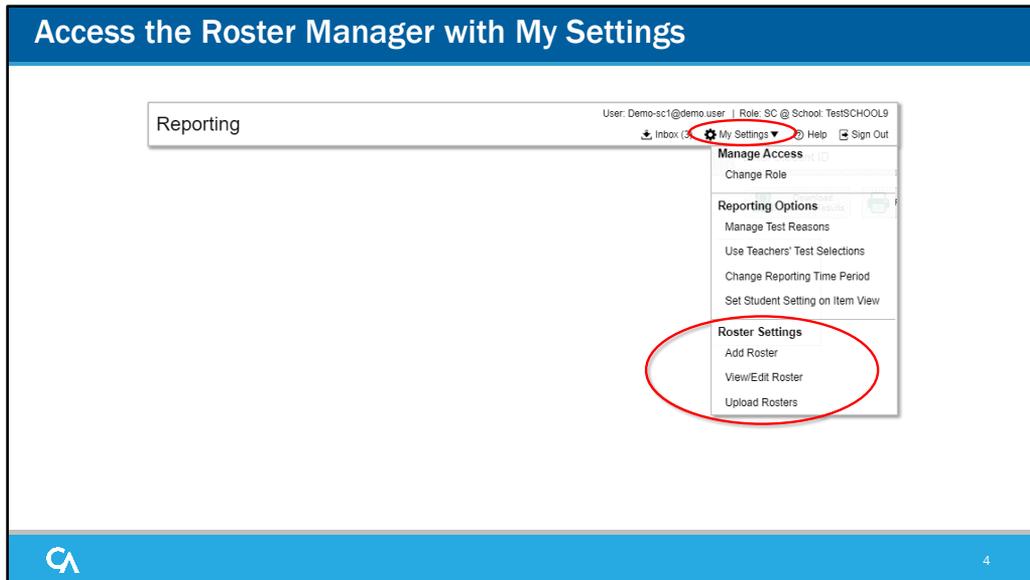


The screenshot displays two reports from the Cambium Assessment system. The top report, 'Performance on Test', shows a table with columns for 'Roster', 'Student Count', 'Test Completion Rate', and 'Performance Distribution'. A red circle highlights the 'Roster' column. The bottom report, 'Performance on Tests', shows a table with columns for 'Assessment Name', 'Test Group', 'Test Grade', 'Test Reason', 'Student Count', 'Average Score', 'Performance Distribution', and 'Date Last Taken'. A red box highlights the 'Rosters' filter in the left-hand navigation menu.

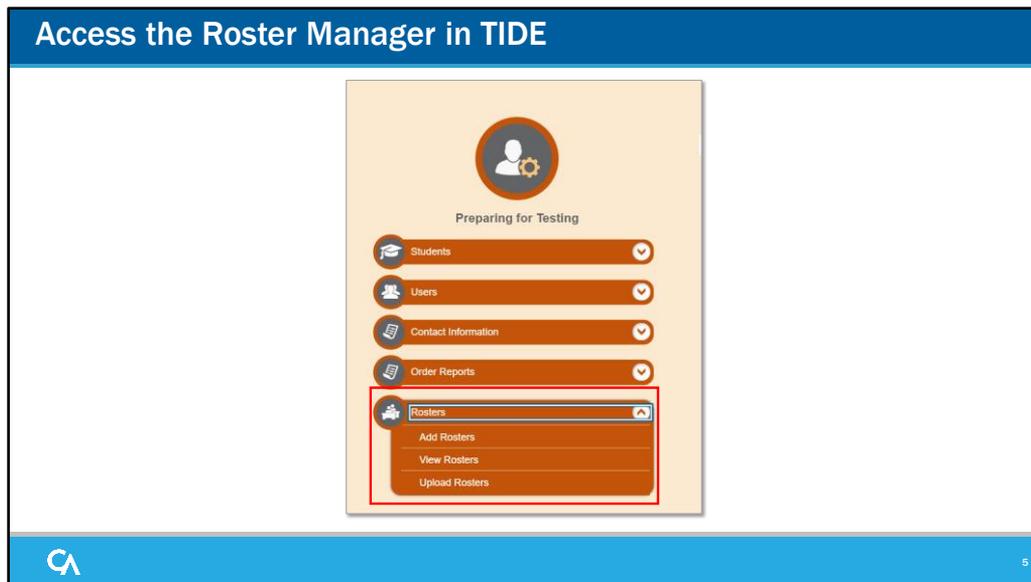
There are advantages to creating and modifying rosters for students you have identified as sharing certain characteristics or belonging to a specific group. For example, any roster you create will appear in the Performance by Roster tab of reports and in the Roster Performance on Test reports.

If you are a school user or teacher, you can filter for a particular roster using the Rosters filter on the left side of the Performance on Tests page, which allows you to keep a close watch on the students you put on that roster.

Next, we show you how to access the Roster Manager that allows you to create and modify rosters.



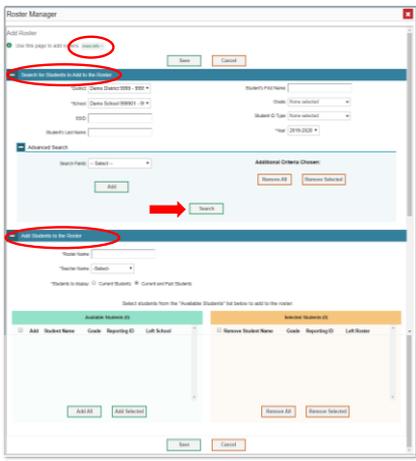
In Reporting, the Roster Manager tool can be accessed using the My Settings drop-down menu from the banner. Here you see the options Add Roster, View or Edit Roster, and Upload Rosters. All users have access to the same Roster management tools except for the District ISO.



You may be familiar with the Roster Manager tool from using it in the Test Information Distribution Engine, or TIDE. It works the same way in both systems.

On the next slides, we show you how to add a roster.

Add Roster



1. Search for Students to Add to the Roster:
 - Complete mandatory selections (*)
 - Search categories: SSID, Last Name, First Name, Grade, etc.

Advanced Search

- Various demographic options are available
- To modify criteria: Remove All and Remove Selected buttons

CLICK SEARCH

2. Add Students to the Roster
 - Name the roster; select a teacher name
 - Choose current students or current and past students


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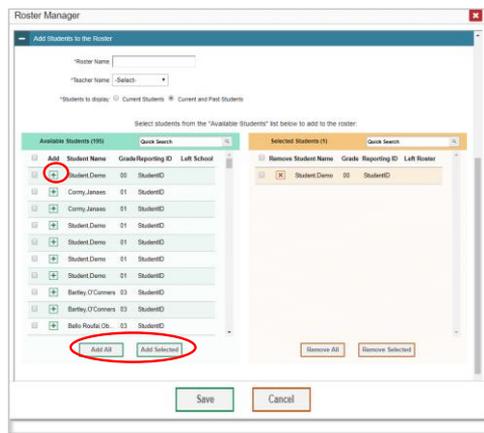
To add a new roster, open the My Settings menu in the Reporting banner and select Add Roster. The Roster Manager window displays. This window contains more info buttons, which when clicked display instructions for completing the fields specific to each page. You can click on them at any step in the process.

The Add Roster page is organized into two panels, each headed by a blue bar. The top panel is Search for Students to Add to the Roster and the bottom panel is Add Students to the Roster.

To search for students that you want to add to your roster, complete the fields under the Search for Students to Add to the Roster panel. The fields marked with an asterisk are mandatory. Search categories are determined by your state and may vary from the sample shown here. Use the options under Advanced Search to further refine your search. Then click Search at the bottom of the panel.

Next, in the Add Students to the Roster panel, name the new roster, associate it with a teacher, and choose whether to display only current students or current and past students. Past students include those who have left the selected school.

Add Roster (continued)



Add Students to the Roster:

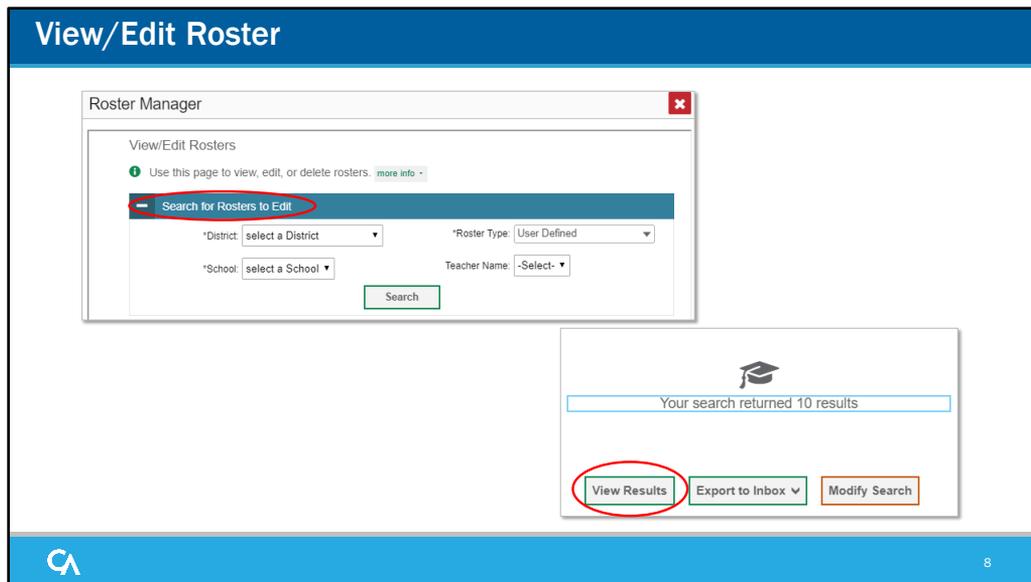
- Move students from the green *Available Students* list to the orange *Selected Students* list
- Click **Save**



The Roster Manager window updates to list available students under the green header on the left. Click the plus sign button beside a student's name to move that student from the green Available Students list to the orange Selected Students list. To add multiple students at once, select them using the checkboxes and click Add Selected, or simply click Add All.

You can remove individual students from the roster by clicking the orange X button next to the student name. To remove multiple students, use the Remove All or the Remove Selected buttons. When you're finished constructing your roster, click Save. The new roster will appear in any future roster search as a user-defined roster.

Next, we show you how to view or modify a roster.

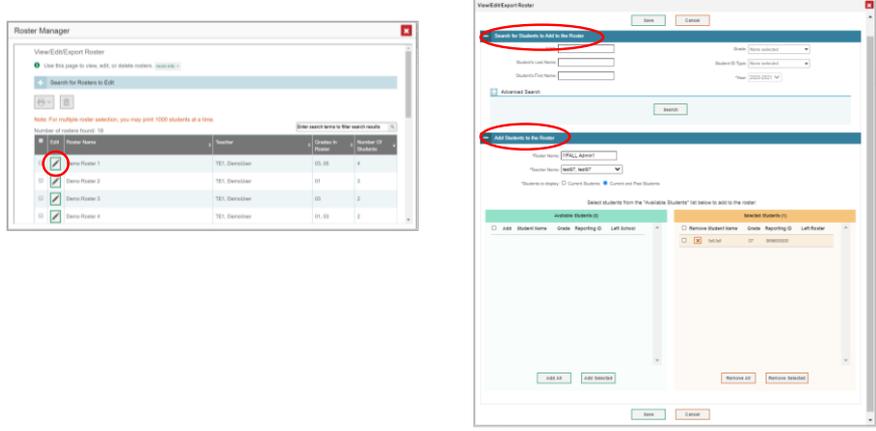


You can modify a class roster by changing its name, changing its associated teacher, adding students, or removing students. To view or edit an existing roster, choose the View/Edit Roster option from the My Settings menu.

The View/Edit/Export page displays a Search for Rosters to Edit panel. The mandatory search boxes, marked with an asterisk, must be completed. The Roster Type box allows you to limit the search to User Defined rosters, System Defined rosters, or both. You can focus the search results by entering a teacher name as well. Make your choices and click Search. A search results notification window appears, as shown at the bottom right of this slide.

Click View Results to continue. Note that you may also see the option Export to Inbox.

View/Edit Roster (continued)



The left screenshot shows the 'Roster Manager' window. It contains a table with the following data:

View	Roster Name	Number	Grades to Display	Number of Students
<input checked="" type="checkbox"/>	Class Roster 1	151	Elementary	4
<input checked="" type="checkbox"/>	Class Roster 2	151	Elementary	3
<input checked="" type="checkbox"/>	Class Roster 3	151	Elementary	3
<input checked="" type="checkbox"/>	Class Roster 4	151	Elementary	3

The right screenshot shows the 'View/Edit Roster' window. It has two main sections: 'Search for Students to Add to the Roster' and 'Add Students to the Roster'. The 'Add Students to the Roster' section includes a 'Roster Name' dropdown set to 'PKL Admin' and a 'Roster Teacher' dropdown set to 'MAY'.

A list of retrieved rosters appears, as shown on the left side of this slide. Click the pencil edit button for the roster you want to view or edit. A new window opens, as shown on the right.

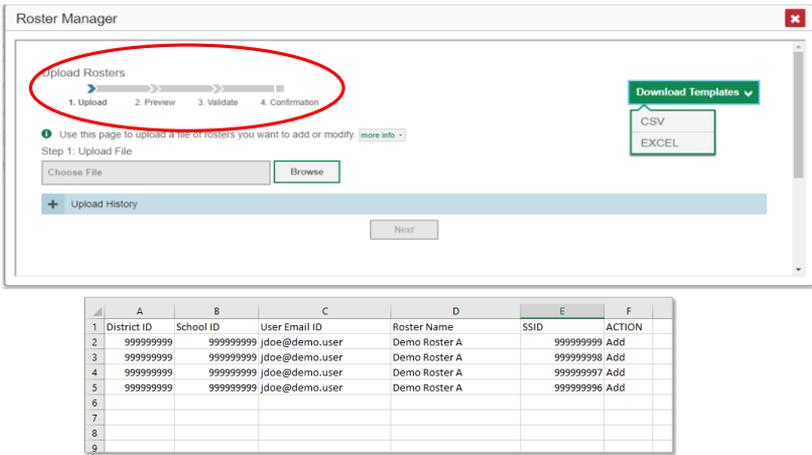
Like the Add Roster page, this window contains two Search and Add panels: Search for Students to Add to the Roster and Add Students to the Roster. You can search for students to add to the roster by completing the search fields, or you can remove students.

You can also choose whether to display only current students or current and past students. If you include past students, the Available Students list will include students who have left the selected school, while the Selected Students list will include students who have left the roster.

In addition to adding or removing students, you can change the roster name, or you can assign the roster to a different teacher. Click the Save button after making your changes.

Next, we show you how to upload new rosters and edits to existing rosters.

Upload Rosters Using a Template



	A	B	C	D	E	F
1	District ID	School ID	User Email ID	Roster Name	SSID	ACTION
2	999999999	999999999	jdoe@demo.user	Demo Roster A	999999999	Add
3	999999999	999999999	jdoe@demo.user	Demo Roster A	999999998	Add
4	999999999	999999999	jdoe@demo.user	Demo Roster A	999999997	Add
5	999999999	999999999	jdoe@demo.user	Demo Roster A	999999996	Add
6						
7						
8						
9						

If you have multiple rosters to create or modify, it may be easier to use file uploads. This task requires familiarity with composing comma-separated values (CSV) files or working with Microsoft Excel.

Choose the Upload Roster option from the My Settings menu. The Roster Manager window displays, showing the Upload Rosters page. The Roster Manager window for the Upload Roster function requires four steps: Upload, Preview, Validate, and Confirmation. To begin, click the Download Templates button at the upper right and select the file type you prefer. A template downloads. Open the template, enter the required information, and save it to your computer.

A sample Excel worksheet showing a filled-out template is shown at the bottom of this slide. The next slide presents guidelines for filling out the template.

Upload Rosters—Template Guidelines

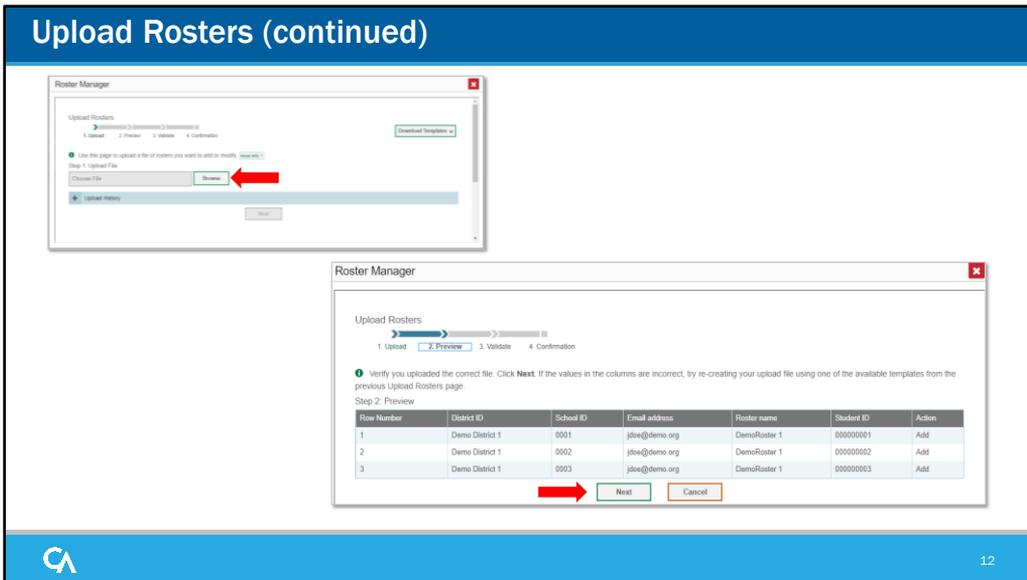
Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
Action	Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added.	Add or Delete.

*Required field.



This table shows you how to fill out the roster template.

Upload Rosters (continued)



Roster Manager

Upload Rosters

1 Upload 2 Preview 3 Validate 4 Confirmation

● Verify this page to upload a file of rosters you want to add or modify. [Download Templates](#)

Step 1: Upload Roster File

Choose File

Roster Manager

Upload Rosters

1 Upload 2 Preview 3 Validate 4 Confirmation

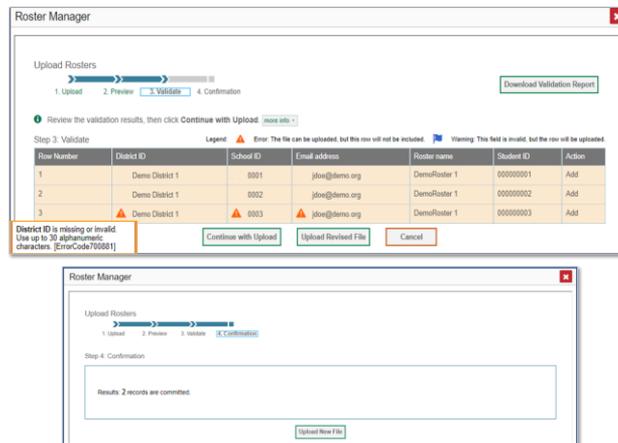
● Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Rosters page.

Step 2: Preview

Row Number	District ID	School ID	Email address	Roster name	Student ID	Action
1	Demo District 1	0001	jdoe@demo.org	DemoRoster 1	000000001	Add
2	Demo District 1	0002	jdoe@demo.org	DemoRoster 1	000000002	Add
3	Demo District 1	0003	jdoe@demo.org	DemoRoster 1	000000003	Add

On the same Upload Rosters page, click the Browse button and select the file you created. Click Next. The Preview Page appears. Review the data in the table and verify that you uploaded the correct file. Click Next to validate the file.

Upload Rosters (continued)



Roster Manager

Upload Rosters

1. Upload 2. Preview 3. **Validate** 4. Confirmation [Download Validation Report](#)

Review the validation results, then click **Continue with Upload** [View info](#).

Legend ▲ Error: The file can be uploaded, but this row will not be included. ■ Warning: This field is invalid, but the row will be uploaded.

Row Number	District ID	School ID	Email address	Roster name	Student ID	Action
1	Demo District 1	0001	jflow@demo.org	DemoRoster 1	00000001	Add
2	Demo District 1	0002	jflow@demo.org	DemoRoster 1	00000002	Add
3	Demo District 1	0003	jflow@demo.org	DemoRoster 1	00000003	Add

District ID is missing or invalid.
Use up to 30 alphanumeric characters. [ErrorCode700891]

[Continue with Upload](#) [Upload Revised File](#) [Cancel](#)

Roster Manager

Upload Rosters

1. Upload 2. Preview 3. Validate 4. **Confirmation**

Step 4: Confirmation

Results: 2 records are committed.

[Upload New File](#)



In the Validate step of uploading, you can view any errors or warnings generated by your upload. If a row contains an error, signified by an orange triangle icon, that row will not be included in the upload. If a row contains a warning, signified by a blue flag icon, that row will be uploaded, but the field with the warning will be invalid. Click the icons to view the reasons for the errors and warnings. Your choices at this step are to Continue with Upload, Upload a Revised File, Cancel, or Download a Validation Report.

If you continue with the upload, the Confirmation Page appears, as shown at the bottom of this slide. It displays a message saying how many records were committed. Close the window or, to upload a new file, click the Upload New File button.

The Reporting System Series

1. How to Navigate the Dashboard and Access Your Summative Results
2. How to Understand Measures for Standards and Writing Dimensions
3. How to Understand a Demographic Breakdown Report and a Student Portfolio Report
4. How to Drill Down into Your Results by Selecting Specific Tests & Classes
5. How to Drill Down into Your Results by Selecting Previous School Years & Previous Students
6. How to Track Student Performance Over Time Using the Longitudinal Report
7. How to Print Individual Student Reports (ISR) and Student Data Files
8. How to Print and Export Data You Can See in Your Reports
9. How to Use the Roster Manager to Add, Modify, and Upload Rosters

Interim and Benchmark
Assessments Only

10. How to Analyze a Basic Interim Test Report
11. How to Use the Advanced Features of Reporting to View Interim Data
12. How to Hand-Score Unscored Items and Modify Machine Scores



Thank you for viewing this training module 9 on how to use the Roster Manager to add, modify, and upload rosters to the Reporting System. The full series is posted on the DeSSA portal.

Additional Information

DeSSA Portal:

- <https://de.portal.cambiumast.com/>

DeSSA Help Desk:

- **E-mail Support:** DeSSAHelpDesk@cambiumassessment.com
- **Support Toll-Free Number:** 877.560.8331
- **Hours:** 6:30 a.m. to 6:30 p.m. ET- Mondays–Fridays (except holidays)

DDOE Contact:

- **Phone number:** (302) 857-3391
- <https://helpdesk.doe.k12.de.us/>



Thank you for taking the time to view this training module. For additional information, refer to your *CRS User Guide* located on the DeSSA portal or contact the DeSSA Help Desk.