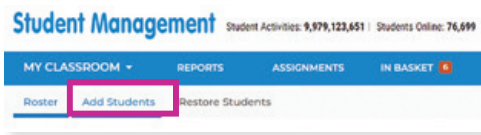


## How to Roster Students

Teachers can roster classes by manually entering student information or through a CSV file upload.

### Manually Roster Individual Students

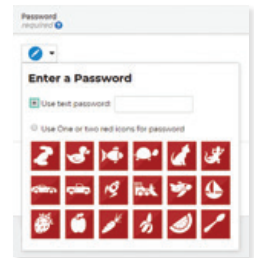
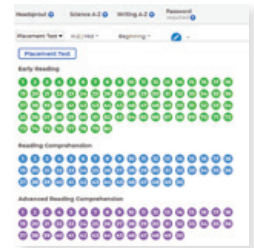
- 1 To begin, log in to your Headsprout account.
- 2 Click on *Manage Students*.
- 3 From the Student Management page, select *Add Students*.



- 4 Enter the student information.



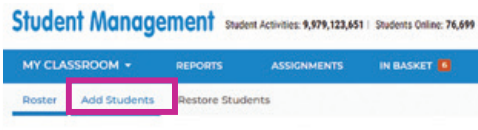
- 5 Click the drop down arrow next to the Placement Test.
- 6 Click to select an Episode to start the student on or choose the *Placement Test* for Headsprout to determine the appropriate starting episode.
- 7 Click the drop down arrow next to the pencil icon under Password and type in a text password or choose a password image. Click outside the drop down to roll it back up.
- 8 To continue entering students, click **+ Add Another Student** on the bottom left.
- 9 Repeat the process for each student until all students are entered.
- 10 Click **Save**.



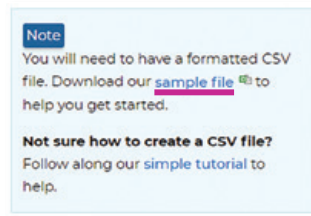
Click the bright yellow **Need Help** button for walkthroughs of common tasks.

## Roster Students With a CSV File Upload

- 1 To begin, log in to your Raz-Kids or Raz-Plus account.
- 2 Click on *Manage Students*.
- 3 From the Student Management page, select *Add Students*.



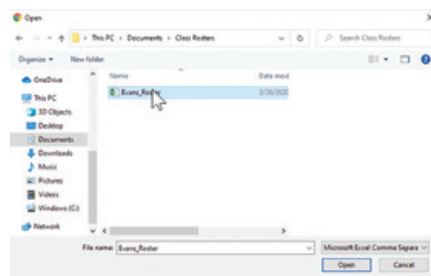
- 4 Select **Upload CSV File**.
- 5 Download and rename our sample file to get started.



- 6 Open the downloaded file. Select only the sample student information (leaving the headers) and delete the sample student information.
- 7 Enter the correct class information into the cells, using one row for each student. Click *Save*.

	A	B	C	D
1	student login name	first name (optional)	last name (optional)	level
2	Dan	Dan	.	aa
3	Chris H.	Chris	H.	b
4	Steve		Kelley	b
5	Jamie	Jamie		f
6	Anthony W.			a
7	John	John		w
8				

- 8 On the *Add Students-Upload CSV File* page, click *Choose File*. Navigate to the saved file on your computer and select it. Click *Open*.



- 9 Choose **Upload**.
- 10 Check the imported information for accuracy. Click **Save**.