How to Use Shared Rostering

Shared rostering grants specialists and partner teachers the ability to view reports and adjust assignments for students outside their homeroom class. This leads to better collaboration with fellow teachers.

To enable shared rostering on your account, have your school/district license coordinator send an email request to support@learninga-z.com.

Sharing Students
To Share In individual students:

1. Click My Classroom.
2. Select Share In Students.
3. Search for specific students by student name, teacher name, or school name.
4. Click Search.
5. Click the green plus sign to the left of each student to share them.

To Share In an entire classroom based on the homeroom teacher:

1. Click Add Whole Class by Homeroom Teacher.
2. Click the green plus sign to the left of each homeroom teacher to share their entire classroom of students.
3. A green check mark will appear when the student has been successfully added.

Grouping Shared In Students

1. Click My Classroom.
2. Check the box(es) to select the Shared In students, identified by teacher name listed in the Teacher column, you want to group.
3. Click Group.
4. Select the group(s) to add the students to, or create a new group.
5. Click Group again to close the window.

QUICK TIP: You must have at least one product in common with a teacher to share in their students.

QUICK TIP: Shared In students will continue to log in with the homeroom teacher’s username and class chart.

QUICK TIP: Edit group settings for individual students by selecting the Edit icon when hovering over the specific student. Then select the Group drop-down menu and choose the appropriate group(s).
**Editing Shared In Students**

1. Click *My Classroom*.
2. Hover over the Shared In student, identified by a teacher name listed in the Teacher column, you wish to edit and click the *pencil icon*.
3. See the student’s account and login details from the Student Information and Class Chart Location tabs.
4. Confirm and/or set up the student’s parents with access to reports from the Parent Access tab.
5. Set or edit the group the Shared In student is in under your roster.

**Assigning Resources to Shared In Students**

1. Click *My Classroom*.
2. Check the box(es) to select the Shared In students, identified by a teacher name listed in the Teacher column, you want to assign resources to.
3. Select the appropriate assignment settings based on which products you are licensed to.
   - **Raz-Plus/ Raz-Kids**: Set the student’s independent reading level to provide access to level-appropriate books.
   - **Headsprout**: Set the Headsprout phonics or comprehension episode that best fits the student’s reading level.
   - **Science A-Z**: Select the appropriate grade and reading level for each student to provide access to standards-based science topics.
   - **Writing A-Z**: Select a writing level for each student to support their writing with developmentally appropriate resources.

**Reviewing Progress for Shared In Students**

1. Click *Reports*.
2. Verify you are in the *Classroom Reports* area.
3. Filter report results by homeroom class, group, or show all students.
4. Toggle between the different report types and filter as needed.
Removing Shared In Students

To remove individual students:
1. Click My Classroom.
2. Hover over the student you wish to edit and click the pencil icon.
3. Click Stop Sharing.
4. Click Remove Student to confirm.

To remove multiple students:
1. Select Share In Students.
2. Search for specific students either by student name, teacher name, or school name.
3. Click Search.
4. Click the green checkmark to the left of each student to stop sharing them.

QUICK TIP: When a Shared In student is removed from your roster, that student will remain on the homeroom teacher’s roster. However, when a homeroom teacher removes a student, that student will automatically be removed from any roster to which they have been Shared In.

When restored to a homeroom roster, the student is eligible to be Shared In again.