

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

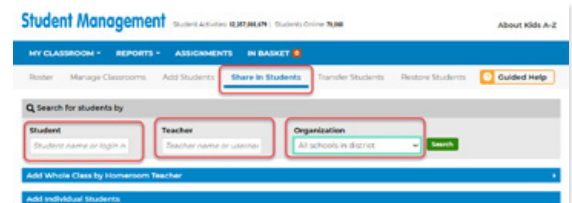
Log in to your account at www.kidsa-z.com.

To Share In individual students:

1. Click *My Classroom*.
2. Click on *Class Roster*.
3. Select *Share In Students*.
4. Search for specific students by student name, teacher name, or school name.
5. Click *Search*.
6. Click the *green plus sign* to the left of each student to share them.
7. A *green check mark* will appear when the student has been successfully added.

QUICK TIP: For the best search results, we recommend selecting *All schools in district* from the *Organization* drop-down menu.

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



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 class has been successfully added.

Please note: You'll know a student has been Shared In when their homeroom teacher's name is listed in the *Teacher* column.

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

Grouping Shared In Students

Log in to your account at www.kidsa-z.com.

1. Click *My Classroom*.
2. Click on *Class Roster*.
3. Check the box(es) to select the Shared In students you want to group.
4. Click *Group*.
5. Select the group(s) to add the students to, or create a new group.
6. Click *Group* again to close the window.

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

Log in to your account at www.kidsa-z.com.

1. Click *My Classroom*.
2. Click on *Class Roster*.
3. Hover over the Shared In student you wish to edit and click the *pencil icon*.
4. See the student's account and login details from the Student Information and Class Chart Location tabs.
5. Confirm or set up the student's caregivers with access to reports from the Parent Access tab.
6. Set or edit the group the Shared In student is in under your roster.

QUICK TIP: For security, only the homeroom teacher can edit student account and login information.

Assigning Resources to Shared In Students

Log in to your account at www.kidsa-z.com.

1. Click *My Classroom*.
2. Check the box(es) to select the Shared In students 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.
 - **Headspout:** Set the Headspout 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.

QUICK TIP: To assign resources to a Shared In student, both you and the student's homeroom teacher will need a license to the applicable product.

Reviewing Progress for Shared In Students

Log in to your account at www.kidsa-z.com.

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.

QUICK TIP: For more information about reports, see the [How to Use Classroom Reports](#) guide.

Removing Shared In Students

Log in to your account at www.kidsa-z.com.

To remove individual students:

1. Click *My Classroom*.
2. Click on *Class Roster*.
3. To identify a Shared In Student: Shared In students will have their homeroom teacher's name listed in the "teacher" column. Hover over the Shared In student you wish to edit and click the *pencil icon*.
4. Click *Stop Sharing In*.
5. Click *Remove Student* to confirm.

To remove multiple students:

1. Click on *My Classroom*.
2. Click on *Class Roster*.
3. Select the Shared In teacher's name in the *Viewing* drop-down menu.
4. Select all the students you'd like to remove.
5. Click the X in the top right of the section.
6. Click *Stop Sharing In Students*.

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.

