

How to Roster Students

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

Manually Roster Individual Students:

1 To begin, log in to your Science A-Z account.

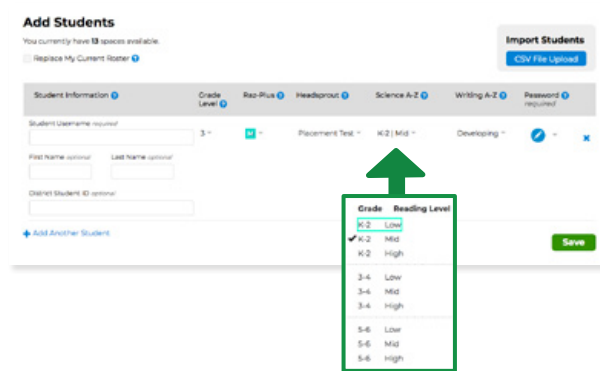


2 Click on *Manage Students*.

3 From the Student Management page, select *Add Students*.



4 Enter the student information. Set the student's Science A-Z reading level. Click the drop-down arrow beneath the Science A-Z column, and click to select a level.

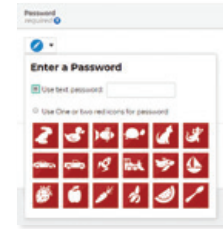


Science A-Z reading levels correlate to Reading A-Z and other standards as follows:

Science A-Z	Learning A-Z	Lexile*	Fountas & Pinnell
K-2 low ●	E - J	200L - 440L	E - J
K-2 mid ●●	F - L	250L - 540L	F - K
K-2 high ●●●	J - O	400L - 540L	J - M
3-4 low ●	L - S	500L - 790L	K - O
3-4 mid ●●	O - T	550L - 840L	M - P
3-4 high ●●●	Q - U	600L - 890L	N - Q
5-6 low ●	R - V	650L - 940L	N - R
5-6 mid ●●	R - W	700L - 990L	N - S
5-6 high ●●●	S - X	800L - 1090L	O - S

* Lexile® bands are certified through a partnership with MetaMetrics®.

- 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.



[+ Add Another Student](#)

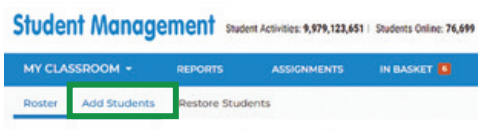
- To continue entering student names, click on the bottom left corner.
- Repeat the process for each student until all student names are entered.
- Click **Save**.

Need Help

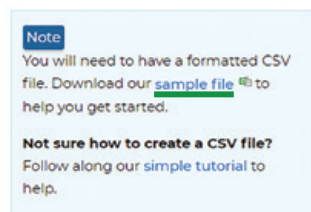
Click the yellow *Need Help* button to be walked through common tasks.

Roster Students With a CSV File Upload

- To begin, log into your Science A-Z or Raz-Kids account.
- Click on *Manage Students*.
- From the Student Management page, select *Add Students*.



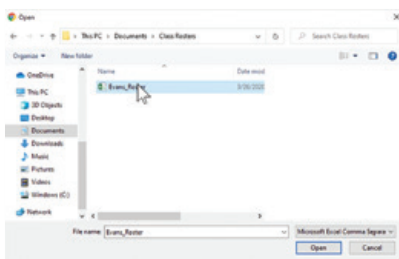
- Select **Upload CSV File**.
- Download and rename our sample file to get started.



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

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



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