

Rostering Students

At Learning A-Z, student rosters can contain up to 36 students per classroom.

To manually add students to your account, follow these step-by-step instructions:

1 Log in to your Vocabulary A-Z account using your username and password or district single sign-on provider.



- 2 Select the *Add Students* link from the *Manage Students* menu.
 - To delete all students from your current roster, check the Replace My Current Roster box.

Vocabul	ary A-Z Status left in yo	Admin Reports About Vocabulary A-Z		
NEW LESSON	PREMADE LESSONS - CUSTON	4 LESSONS *	MANAGE STUDENTS *	
	Roster Reports Assign	ments in Basket	+ Add Students	
Review	Andrew Martin (97)	Elizabeth White (MA2)	Megan Lee (WA2)	
Assign revie	Arthur Sanders (SA2)	Hope Wilson (SA2)	Denee Liu (SAZ)	
additional p	Adhley Brown (HS) Bottanic Castria (Dic)	Jennifer Thomas (AT) Sessing Sologon (ATS)	Robert Gonzalez (WAZ)	
	Charley	Jose Taylor (RT)	Samantha Jackson (WAZ)	

3 Enter the student's username (required) as you would like it to appear on your class chart.

ou currently have 13 spaces available.					In	nport Student
Replace My Current Roster 🕢						CSV File Upload
Student Information 📀	Grade Level 🕤	Raz-Pius 🕤	Headsprout 🜖	Science A-Z 🜖	Writing A-Z 🕥	Password 🕤
Student Username required	3 -	M *	Placement Test +	K-2 Mid -	Developing *	0 -
First Name optional Last Name optional						
District Student ID optional						

This is the name that will appear under the student's icon on the class chart page, and will be visible to students and parents. We recommend you keep it unique for each student, but it doesn't have to be the student's first and/or last name.

User Guide

4 Enter the student's name (optional) as you would like it to appear on your reports.

5 Click the pencil icon in the password column to set a text or picture icon password (required).

Alternatively, you can upload a CSV file to add new students. Once added, click on the student's name and select *Edit Student Info* to change the student's name, password, class chart location, group, or parent access.

Add Students > Upload CSV File	A Print		
Upload CSV File	Note You will need to have a formatted		
You currently have 13 spaces available.	CSV file. Download our sample		
Replace My Current Boster	file # to help you get started.		
	Not sure how to create a CSV file?		
Browse No file selected.	Follow along our simple tutorial to		
	help.		



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