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.
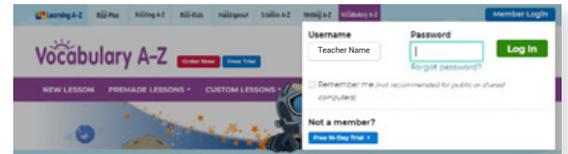
2 Select the *Add Students* link from the *Manage Students* menu.

- To delete all students from your current roster, check the *Replace My Current Roster* box.
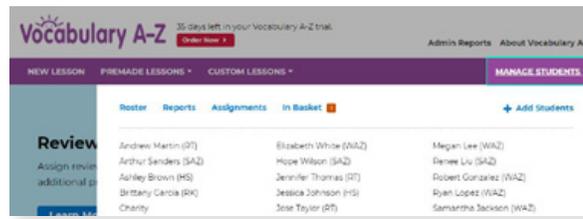
3 Enter the student's username (required) as you would like it to appear on your class chart.

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.

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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.