

How to Roster Students

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

Manually Roster Individual Students

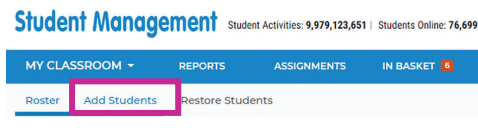
1 To begin, log in to your Headsprout account.

2 Click on *Manage Students*.

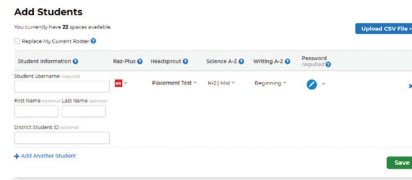


3 Click on *Roster*.

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

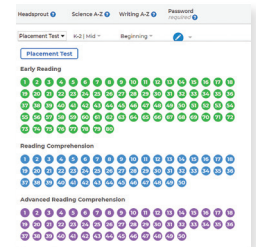


5 Enter the student's information.

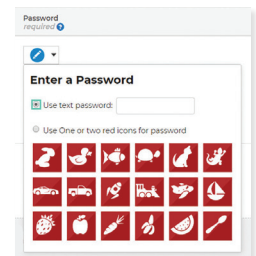


6 Click the drop-down arrow next to the Placement Test.

7 Select the Episode you'd like your student to start on or choose the *Placement Test* to determine the appropriate starting episode.



8 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.



9 To continue entering students, click *+ Add Another Student* on the bottom left.

10 Repeat the process for each student until all students are entered.

11 Click *Save*.

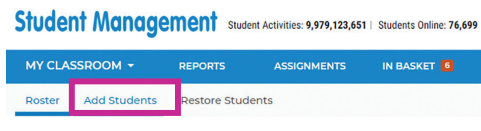


Guided Help

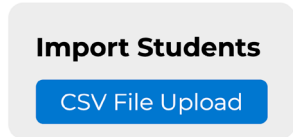
Click the bright yellow **Guided Help** button for walkthroughs of common tasks.

Roster Students With a CSV File Upload

- 1 To begin, log in to your Raz-Kids or Raz-Plus account.
- 2 Click on *Manage Students*.
- 3 Click on *Roster*.
- 4 From the Student Management page, select *Add Students*.



- 5 Select *CSV File Upload* under *Import Students*.



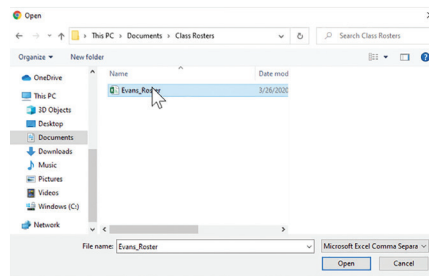
- 6 Download and rename our sample file to get started.

Note
You will need to have a formatted CSV file. Download our [sample file](#) to help you get started.

Not sure how to create a CSV file?
Follow along our simple tutorial to help.

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



- 10 Click the *Upload* button.
- 11 Check the imported information for accuracy. Click *Save*.

