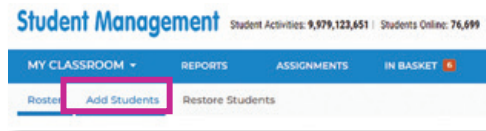# How to Roster Students

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 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** Enter the student's information.



**6** Set the student's reading level. The default Placement Tool setting will automatically identify an appropriate starting level through a series of online reading activities. You can also click the drop-down arrow next to Placement Tool, hover over a letter to see correlations to common leveling systems, and select a level.



**7** 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.
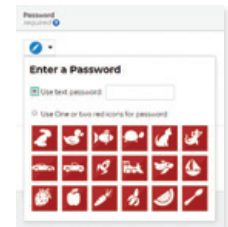


**8** To continue entering students, click *+Add Another Student* on the bottom left.

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

**10** Click *Save*.



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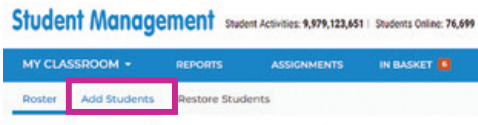
**5**   Select *CSV File Upload* under *Import Students*.

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

**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*.
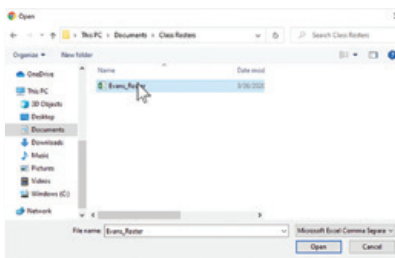
**10**   Click the *Upload* button.

**11**   Check the imported information for accuracy. Click *Save*.