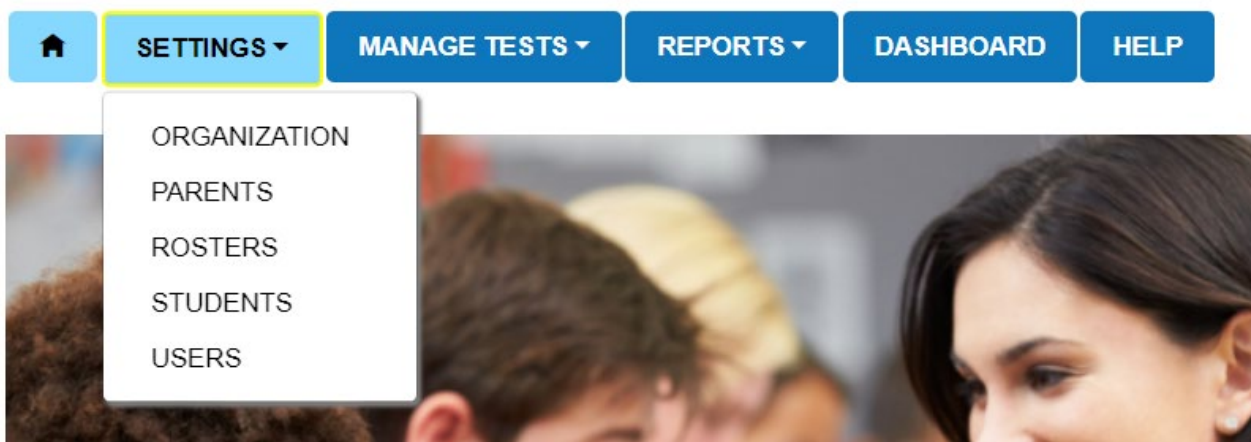


DLM- Creating a Roster Manually

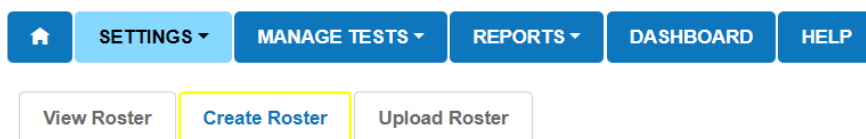


Follow this procedure to manually create a roster.

1. Click **Settings**, then **Rosters**.



2. Click the **Create Roster** tab.



Create Roster: Select Criteria

ROSTER NAME: *	SUBJECT: *	COURSE:
	Select	
STATE: *	DISTRICT: *	SCHOOL: *
Kansas	Select	Select
Search		

3. Type **Roster Name** (Teachers last name – subject). Select **Subject** (English Language Arts, Mathematics, Science). Select **District**. Select **School**. Click **Search**.

DLM- Creating a Roster Manually



- From the drop down, select the **Educator**. Then select the students. Click **Save**. If the Educator is not listed in the drop down, they will need to be added as a teacher for DLM before the roster can be created.



SELECT EDUCATOR*

SELECT STUDENTS*

State Student Identifier	:	☐	Last Name	:	First Name	:	Middle Name	:	Gender	:
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- Create a roster for each required subject.

For more information, contact:

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