

## How to Build a Roster

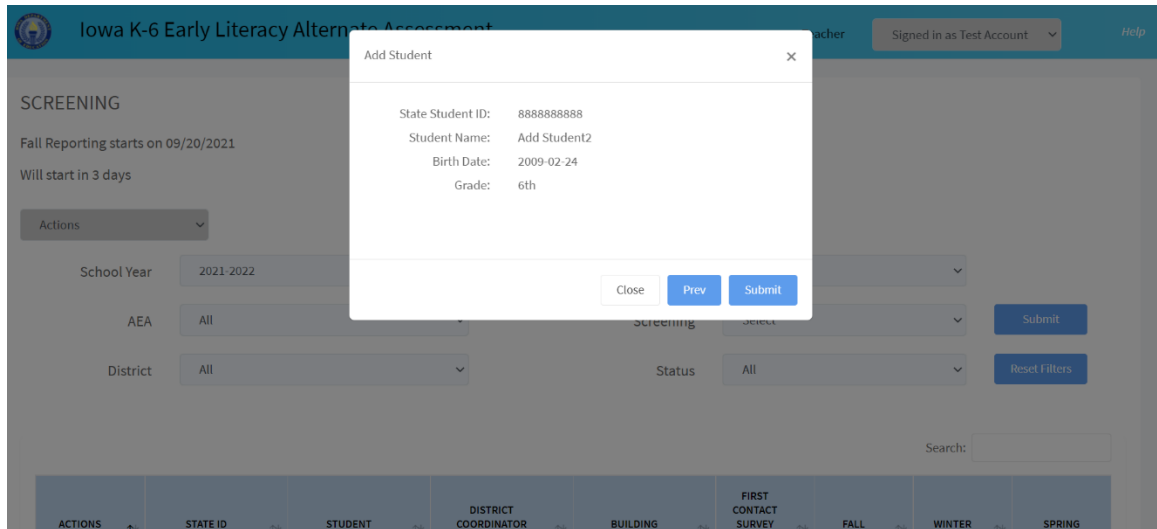
1. After signing in as a teacher, click on the global Actions menu above the filters on your SCREENING dashboard.
2. Select Add Student.

The screenshot shows the 'Iowa K-6 Early Literacy Alternate Assessment' dashboard. At the top, it says 'Teacher' and 'Signed in as Test Account'. The main section is titled 'SCREENING' and includes the text 'Fall Reporting starts on 09/20/2021' and 'Will start in 3 days'. Below this is an 'Actions' dropdown menu with 'Add Student' highlighted. To the right are filters for 'Building' (All), 'Screening' (Select), and 'Status' (All). At the bottom, there is a table header with columns: ACTIONS, STATE ID, STUDENT, DISTRICT COORDINATOR, BUILDING, FIRST CONTACT SURVEY, FALL, WINTER, and SPRING. Below the header, it says 'You currently have no students'.

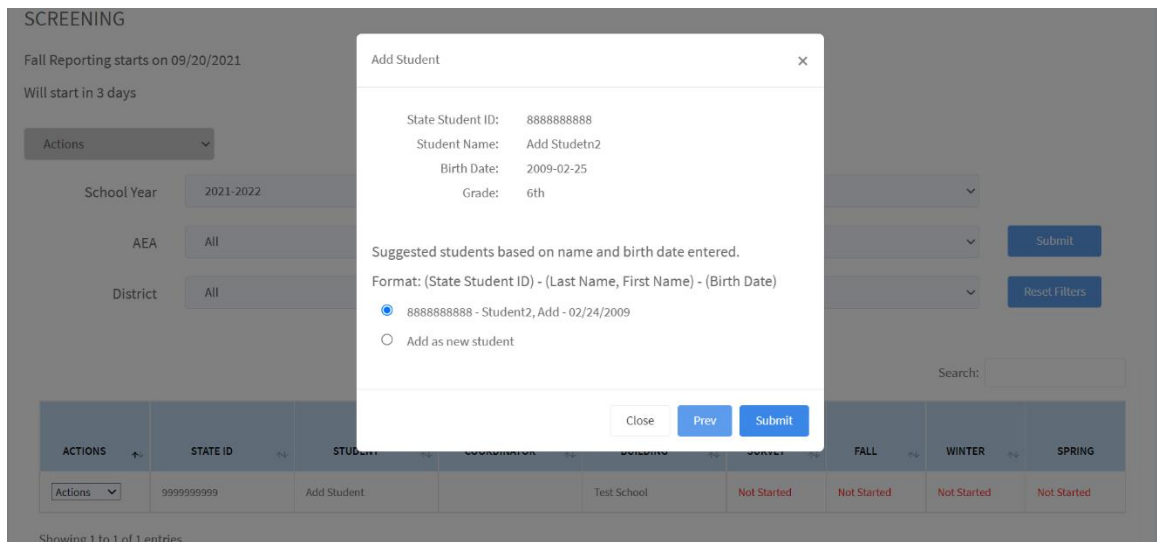
3. Enter your student's information.
4. Click Next.

The screenshot shows the 'Add Student' modal form. It has a title bar with 'Add Student' and a close button. The form contains the following fields: 'State Student ID' (with a note: 'To obtain a State Student ID, please contact your building administrator.'), 'First Name', 'Last Name', 'Birth Date' (with a date picker icon and format 'mm/dd/yyyy'), and 'Grade' (with a dropdown menu). At the bottom of the modal are 'Close' and 'Next' buttons. The background shows the same dashboard as the previous screenshot, but dimmed.

5. Verify that your student's information is correct.
6. Click Submit.



7. If the information you entered is similar to students who are in the system, you will see a suggested list of students.



8. If there is a match, select the matching student.
9. If there is no match, select Add as new student.
10. Click Submit.

11. If the student is added successfully, a profile for the student will be created.
12. Review the student's profile. If there is any incorrect information, you can update it here.

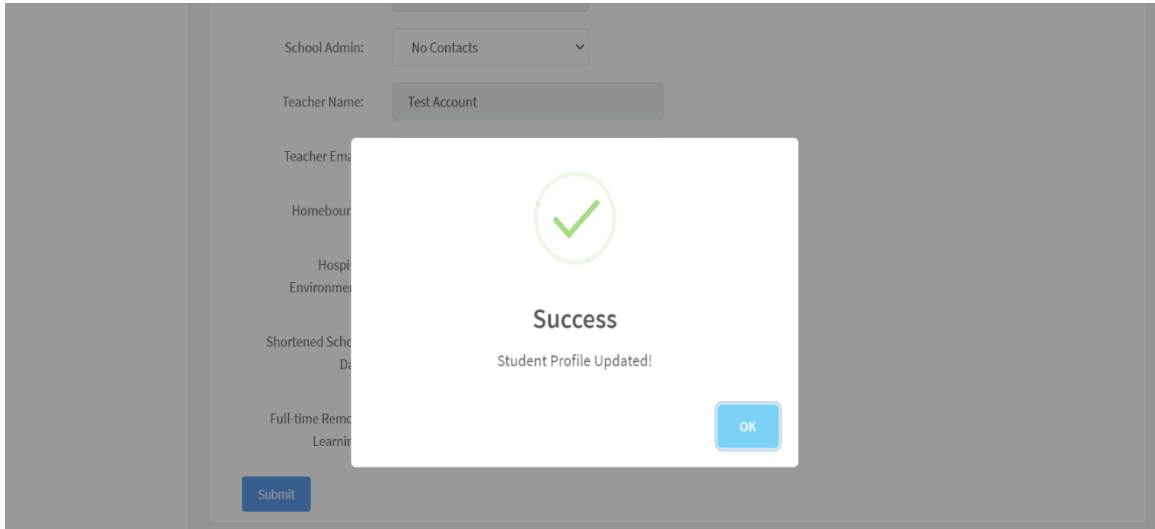
The screenshot shows the 'Add Student2' form in the Iowa K-6 Early Literacy Alternate Assessment system. The header includes the Iowa Department of Education logo, the title 'Iowa K-6 Early Literacy Alternate Assessment', and the user role 'Teacher' with a 'Signed in as Test Account' indicator. The left sidebar contains navigation options like 'Go to Dashboard' and 'Actions', and a 'STUDENT' section with 'Add Student' and 'Add Student2' links. The main content area displays the student's profile information: Student State ID: 888888888, AEA: Test AEA, District: Test District, School: Test School, Grade: 6th, and School Year: 2021. Below this, there are tabs for 'Student Profile', 'First Contact Survey', 'Assessments', and 'Report'. The 'Student Profile' tab is active, showing input fields for State Student ID (888888888), First Name (Add), Last Name (Student2), and Birth Date (02/24/2009). A note below the State Student ID field states: 'To obtain a State Student ID, please contact your building administrator.'

13. If the student has shortened school day or other unique circumstances that will affect your ability to screen the student on all required scales (scales 1-4, and 6), you can indicate it here.

The screenshot shows the 'Add Student2' form with the 'Homebound' and 'Shortened School Day' options highlighted by a red circle. The form includes fields for 'School Admin' (No Contacts), 'Teacher Name' (Test Account), and 'Teacher Email' (test1@test.org). The 'Homebound' and 'Hospital Environment' options are unchecked. The 'Shortened School Day' and 'Full-time Remote Learning' options are also unchecked. A blue 'Submit' button is located at the bottom left of the form.

14. Click Submit when you are done.

15. If the profile is updated successfully, you will see the message below.



16. Click OK to close the message box.

17. Click Go to Dashboard or the global Actions menu and select Screening.

18. Verify that the student has been added to your roster.

### SCREENING

Fall Reporting starts on 09/20/2021

Will start in 3 days

Actions

School Year  Building

AEA  Screening

District  Status

Search:

ACTIONS	STATE ID	STUDENT	DISTRICT COORDINATOR	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
<input type="button" value="Actions"/> <input type="button" value="v"/>	9999999999	Add Student		Test School	Not Started	Not Started	Not Started	Not Started

Showing 1 to 1 of 1 entries