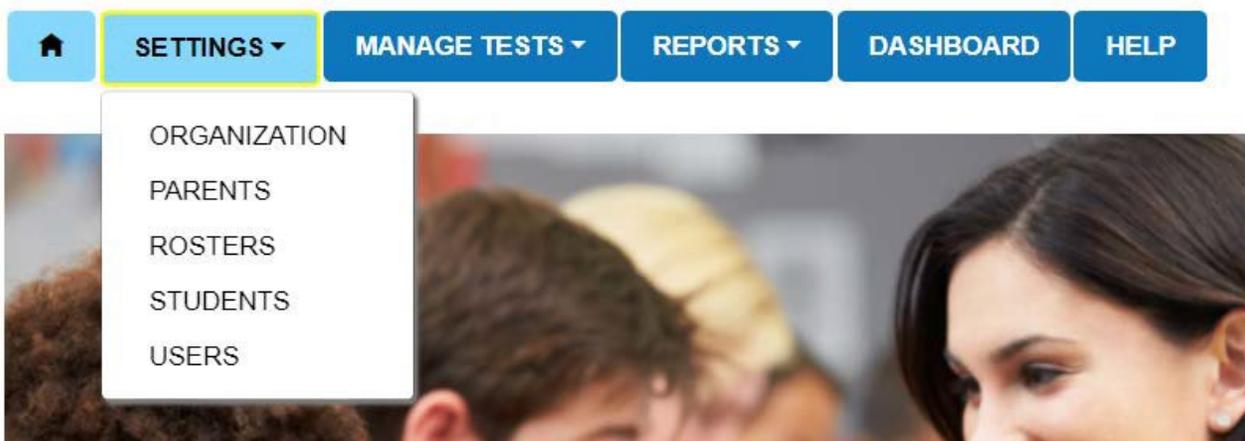


# DLM- Creating a Roster Manually

Follow this procedure to manually create a roster.

1. Select Settings, then Rosters.



2. Select the Create Roster tab.

A screenshot of the 'Create Roster: Select Criteria' form. At the top, there is a navigation bar with buttons for 'View Roster', 'Create Roster' (which is highlighted), and 'Upload Roster'. Below the navigation bar, the form title is 'Create Roster: Select Criteria'. The form contains several input fields: 'ROSTER NAME: \*' (text input), 'SUBJECT: \*' (dropdown menu with 'Select' selected), 'COURSE:' (dropdown menu), 'STATE: \*' (dropdown menu with 'Oklahoma' selected), 'DISTRICT: \*' (dropdown menu with 'Select' selected), and 'SCHOOL: \*' (dropdown menu with 'Select' selected). At the bottom of the form, there are two buttons: 'Search' and 'Clear'.

3. Type **Roster Name** (Teacher's last name – subject). Select **Subject** (English Language Arts, Mathematics, Science, Social Studies (U.S. History)). Select **District**, **School**, and select the **Search** button.



4. From the drop down, select the Educator. Then select the students. Remember to select Save. If the Educator is not listed in the drop down, they will need to be added as a teacher in Kite Educator Portal before the roster can be created.

Search

SELECT EDUCATOR\*

Select ▼

SELECT STUDENTS\*

State Student Identifier	:	<input type="checkbox"/>	Last Name	:	First Name	:	Middle Name	:	Gender	:
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5. Create a roster for each subject that is required to be assessed.

	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>
<b>ELA</b>	✓	✓	✓	✓	✓	✓			✓
<b>MATH</b>	✓	✓	✓	✓	✓	✓			✓
<b>SCIENCE</b>			✓			✓			✓
<b>HISTORY</b>									✓

If you have any questions, please reach out to Caroline Misner at [caroline.misner@sde.ok.gov](mailto:caroline.misner@sde.ok.gov) or Kristen Coleman at [kristen.coleman@sde.ok.gov](mailto:kristen.coleman@sde.ok.gov).

