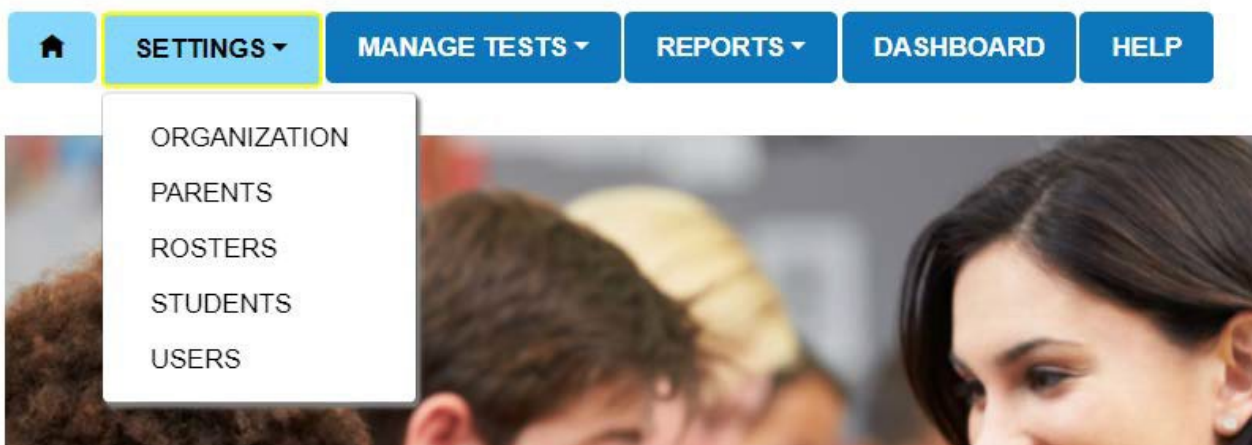


# DLM- Creating a Roster Manually

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 'HOME', 'SETTINGS', 'MANAGE TESTS', 'REPORTS', 'DASHBOARD', and 'HELP'. Below this is a sub-navigation bar with 'View Roster', 'Create Roster' (highlighted), and 'Upload Roster'. The main form area is titled 'Create Roster: Select Criteria' and contains the following fields:

- 'ROSTER NAME: \*' with a text input field.
- 'SUBJECT: \*' with a dropdown menu showing 'Select'.
- 'COURSE:' with a dropdown menu showing a downward arrow.
- 'STATE: \*' with a dropdown menu showing 'Oklahoma' and a close icon.
- 'DISTRICT: \*' with a dropdown menu showing 'Select'.
- 'SCHOOL: \*' with a dropdown menu showing 'Select'.

At the bottom of the form are 'Search' and 'Clear' buttons.

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.

**OAAP Spring Window: March 20 - May 17, 2023 (DLM Year-End)**

	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).

