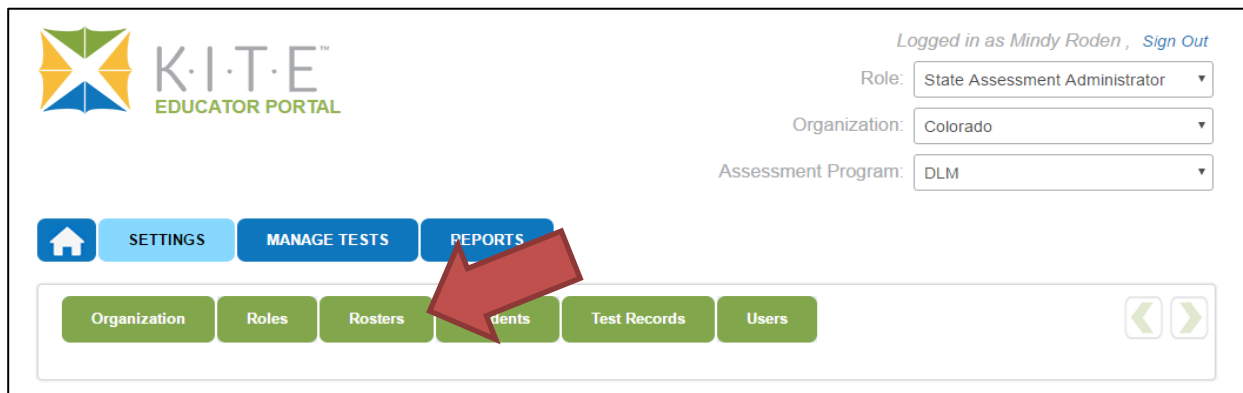# Instructions for creating rosters in Educator Portal manually

The following instructions are for creating a roster in Educator Portal manually via the user interface. If you need to create multiple rosters, it may be faster to use the Roster Upload template found at Roster Upload Template. Please see section Manage Roster Data in the *Data Management Manual* located at DLM Data Management Manual for specific directions.
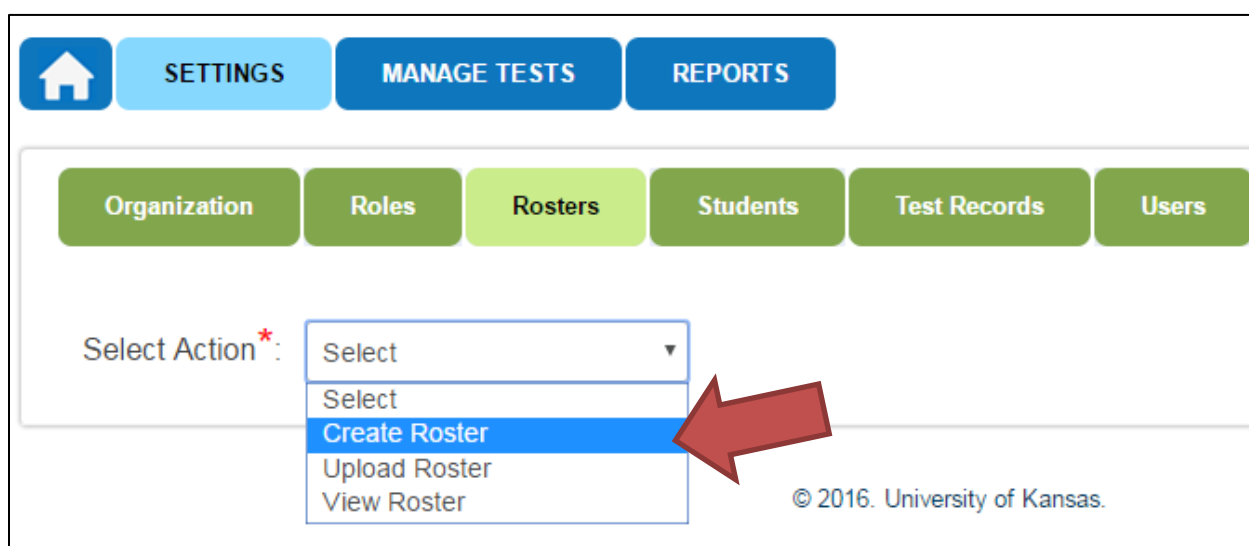

1. Select the "Settings" tab.

2. Select the "Rosters" tab.

3. Select "Create Roster" from the drop down menu.

4. Complete the information for the district and school. Select "Search" and a list of teachers associated with that school will appear.

5. Name the roster. Use a unique name to eliminate confusion at schools with more than one teacher. CDE recommends that the following naming convention is used:
   - Teacher last name_subject
     (Roden_ELA or Roden_math)

6. Select the appropriate subject from the drop down menu.
7. Do NOT choose a course in the course drop down menu. This must remain blank in order for the system to generate a testlet.

   Special Note: Colorado only uses **English Language Arts** and **Mathematics**. Do _NOT_ create a roster for Science or another subject. The CoAlt Science and Social Studies tests are not administered through the DLM system and remain a paper test.

8. Select the appropriate teacher and any students who should be associated with the teacher. You may select multiple students at the same time.
9. Select "Save" in order to create and save the roster.

10. You will be redirected to a fresh page after you select the save button. A message will appear indicating that the roster was created.

11. You can verify your roster by choosing "View Roster" from the drop down menu. Complete the field for district. You may select the school in order to narrow your results (this step is not required). The rosters associated with the district and/or school will appear.