Instructions for Creating Rosters (Groups) in KITE Educator Portal
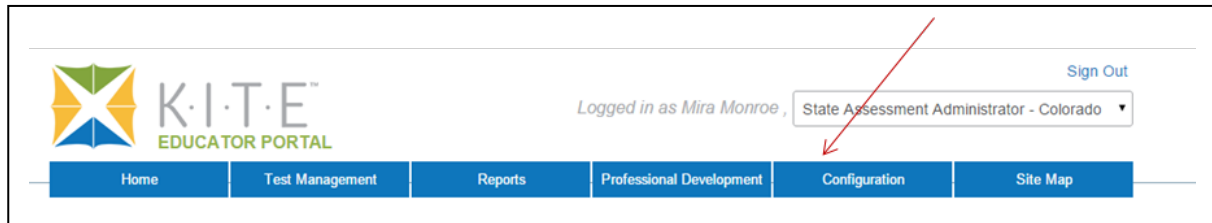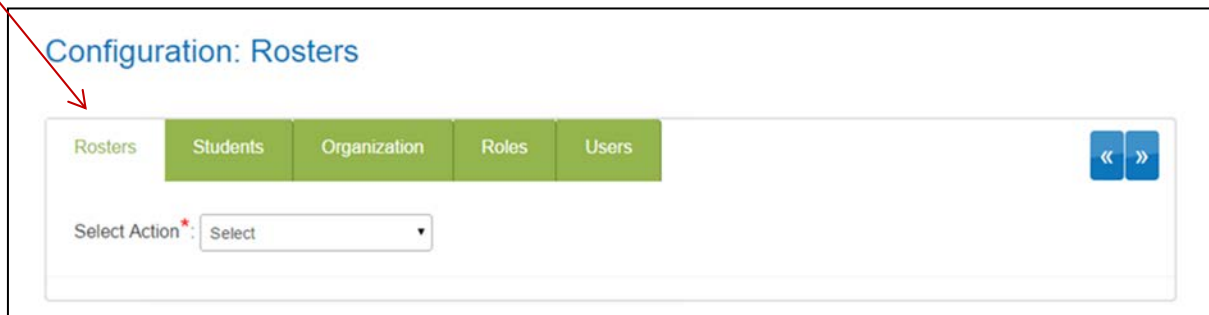
Rosters connect students to teachers.

1. **Select the Configuration tab.**
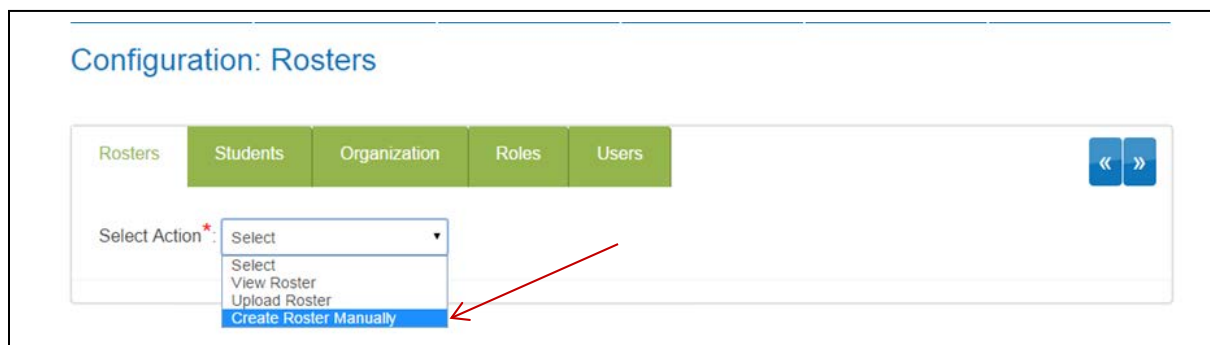

2. **Select the Rosters tab.**

   Remember in KITE Educator Portal the active tab is white.

3. **Select Create Roster Manually from the drop down menu.**

4. **Select State, District and School from the drop down menus.**

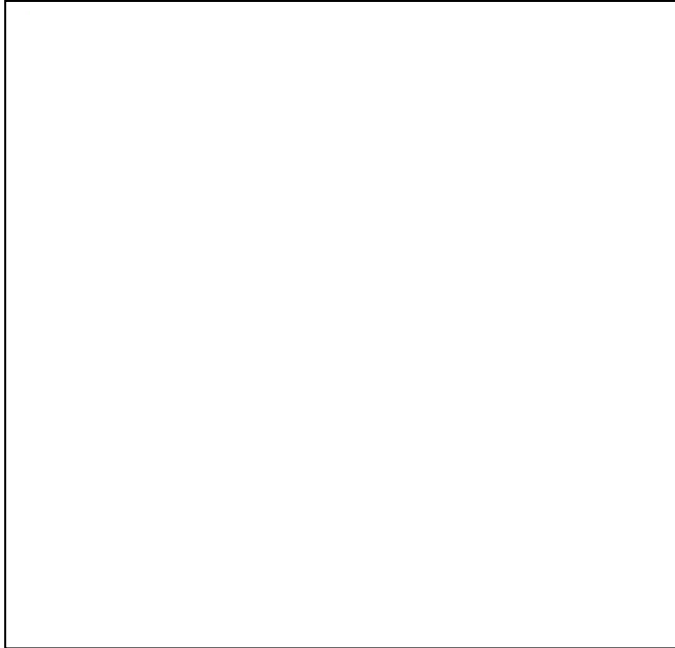   District and School drop down menus will appear after Colorado is selected.

5. **Select Search.** Search

A list of educators and students assigned to that school will appear.
Educators must have an associated Educator Identifier to be connected with students.

6. **Enter a Roster Name.**

It is recommended the roster (group) name includes the content area.

ROSTER NAME:*

Mr Jenkins ELA

ROSTER NAME:*

Mr Jenkins Math

7. **Select Subject from the drop down menu.**

Either English Language Arts or Mathematics

8. Select a checkbox next to the teacher for this roster.

   Only one educator may be selected per group.

9. Select the checkboxes to add students to the roster.

   Multiple students may be added at the same time.

10.   Save.