

How to Use Shared Rostering

Shared rostering grants specialists and partner teachers the ability view reports and adjust assignments for students outside their homeroom class. This leads to better collaboration with fellow teachers.

To enable shared rostering on your account, have your school/district license coordinator send an email request to support@learninga-z.com.

Sharing Students

To Share In individual students:

1. Click *My Classroom*.
2. Select *Share In Students*.
3. Search for specific students by student name, teacher name, or school name.
4. Click *Search*.
5. Click the *green plus sign* to the left of each student to share them.

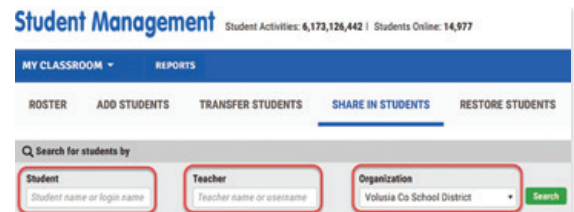
To Share In an entire classroom based on the homeroom teacher:

1. Click *Add Whole Class by Homeroom Teacher*.
2. Click the *green plus sign* to the left of each homeroom teacher to share their entire classroom of students.
3. A green check mark will appear when the student has been successfully added.

Grouping Shared In Students

1. Click *My Classroom*.
2. Check the box(es) to select the Shared In students, identified by teacher name listed in the Teacher column, you want to group.
3. Click *Group*.
4. Select the group(s) to add the students to, or create a new group.
5. Click *Group* again to close the window.

QUICK TIP: You must have at least one product in common with a teacher to share in their students.



QUICK TIP: Shared In students will continue to log in with the homeroom teacher's username and class chart.

QUICK TIP: Edit group settings for individual students by selecting the *Edit icon* when hovering over the specific student. Then select the *Group drop-down menu* and choose the appropriate group(s).

Editing Shared In Students

1. Click *My Classroom*.
2. Hover over the Shared In student, identified by a teacher name listed in the Teacher column, you wish to edit and click the *pencil icon*.
3. See the student's account and login details from the Student Information and Class Chart Location tabs.
4. Confirm and/or set up the student's parents with access to reports from the Parent Access tab.
5. Set or edit the group the Shared In student is in under your roster.

QUICK TIP: For security, only the homeroom teacher can edit student account and login information.

Assigning Resources to Shared In Students

1. Click *My Classroom*.
2. Check the box(es) to select the Shared In students, identified by a teacher name listed in the Teacher column, you want to assign resources to.
3. Select the appropriate assignment settings based on which products you are licensed to.
 - **Raz-Plus/ Raz-Kids:** Set the student's independent reading level to provide access to level-appropriate books.
 - **Headsprout:** Set the Headsprout phonics or comprehension episode that best fits the student's reading level.
 - **Science A-Z:** Select the appropriate grade and reading level for each student to provide access to standards-based science topics.
 - **Writing A-Z:** Select a writing level for each student to support their writing with developmentally appropriate resources.

QUICK TIP: To assign resources to a shared in student, both you and the student's homeroom teacher will need a license to the applicable product.

Reviewing Progress for Shared In Students

1. Click *Reports*.
2. Verify you are in the *Classroom Reports* area.
3. Filter report results by homeroom class, group, or show all students.
4. Toggle between the different report types and filter as needed.

QUICK TIP: For more information about reports, see the [How to Use Classroom Reports](#) guide.

Removing Shared In Students

To remove individual students:

1. Click *My Classroom*.
2. Hover over the student you wish to edit and click the *pencil icon*.
3. Click *Stop Sharing*.
4. Click *Remove Student* to confirm.

To remove multiple students:

1. Select *Share In Students*.
2. Search for specific students either by student name, teacher name, or school name.
3. Click *Search*.
4. Click the *green checkmark* to the left of each student to stop sharing them.

QUICK TIP: When a Shared In student is removed from your roster, that student will remain on the homeroom teacher's roster. However, when a homeroom teacher removes a student, that student will automatically be removed from any roster to which they have been Shared In.

When restored to a homeroom roster, the student is eligible to be Shared In again.