

# DLM- Creating a Roster Manually

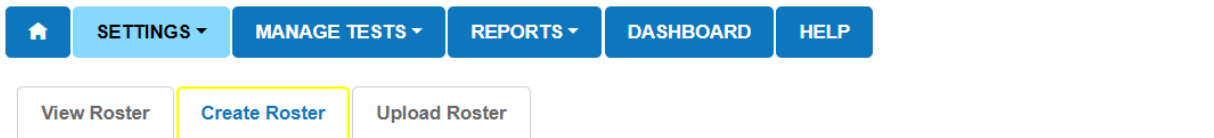


Follow this procedure to manually create a roster.

1. Click **Settings**, then **Rosters**.



2. Click the **Create Roster** tab.



## Create Roster: Select Criteria

ROSTER NAME: *	SUBJECT: *	COURSE:
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
STATE: *	DISTRICT: *	SCHOOL: *
<input type="text" value="Kansas"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
<input type="button" value="Search"/>		

3. Type **Roster Name** (Teachers last name – subject). Select **Subject** (English Language Arts, Mathematics, Science). Select **District**. Select **School**. Click **Search**.

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- From the drop down, select the **Educator**. Then select the students. Click **Save**. If the Educator is not listed in the drop down, they will need to be added as a teacher for DLM before the roster can be created.

**Search**

SELECT EDUCATOR\*

Select ▼

SELECT STUDENTS\*

State Student Identifier	Last Name	First Name	Middle Name	Gender
<input type="checkbox"/>				

- Create a roster for each required subject.

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