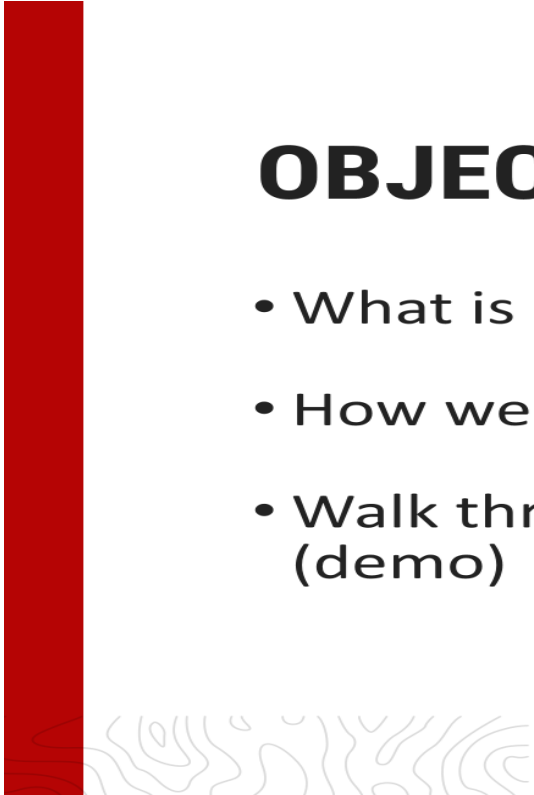


MAST: Rostering Students

OPI Assessment Unit Focused Support Video

OBJECTIVES

- What is rostering
- How we roster students
- Walk through in Kite portal (demo)



What is Rostering

Rostering is an essential data component

- Rostering tells the system what test is needed for which students
- Rostering students allows teachers to access report data after testing



Before Testing

Rostering Students

- District level and Building level users in the Kite platform have the capabilities to roster students to teachers who will administer MAST testlets.
- Check that all educators who will have a roster have teacher roles in Kite
- Check that your student enrollment is correct
- A reminder: A student can only be rostered to one teacher per subject area.

Before Testing

Rostering Students

MANUAL METHOD TO ROSTER STUDENTS

The screenshot shows the 'Create Roster' interface with the following elements and callouts:

- 1**: 'Create Roster' tab
- 2**: 'ROSTER NAME' dropdown menu (Smith-ELA)
- 3**: 'SCHOOL' dropdown menu (Meadowlark School)
- 4**: 'Search' button
- 5**: 'SELECT EDUCATOR' dropdown menu (Smith, Sean)
- 6**: Student selection checkboxes in the table
- 7**: 'Save' button

State Student Identifier	Last Name	First Name	Middle Name	Gender
298207	Anetts	Kakalina	Carley	Male
826051	Artis	Marcella	Peta	Male
634674	Basham	Kenna	Lyn	Male
4:9811	Braga	Marie-jeanne	Kora	Male

Page 1 of 5 | 10 per page | 1-10 of 50 items

Before Testing

Rostering Students

UPLOAD METHOD TO ROSTER STUDENTS

The screenshot shows the 'Upload Roster' interface. At the top, there are navigation tabs: SETTINGS, MANAGE TESTS, INTERIM, REPORTS, DASHBOARD, and HELP. Below these are three buttons: 'View Roster', 'Create Roster', and 'Upload Roster' (marked with a red circle 1). The main heading is 'Upload Roster: Select Criteria'. There are three dropdown menus: 'STATE' (Montana), 'DISTRICT' (Demo District), and 'SCHOOL' (Demo School 1). Below these is a note: 'Please use the current version of the Roster Upload Template.' and a warning: 'Empty records will result in incomplete processing of the uploaded file.' There is a 'File:' label (marked with a red circle 2) and a 'Select File' button (marked with a red circle 3). To the right of the file selection area is an 'Upload' button (marked with a red circle 4). At the bottom, there is a table with columns: 'Uploaded', 'Status', 'Created/Updated', and 'Rejected'. The table is currently empty, with the text 'No records available.' displayed. At the very bottom, there is a pagination control showing 'Page 0 of 0' and '10 per page'.

LIVE
WALKTHROUGH

Take aways for Rostering

- Enrollment together with rostering tells the system what test is needed
- Rostering students allows teachers to access report data after testing
- Confirm students are enrolled in the correct school
- Confirm teachers are added to the Kite Educator Portal



Questions?

Please contact the OPI Assessment Help Desk at
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