

Student Roster

Assign Support Staff

This guide shows educators and administrators how to assign support staff members to student accounts. Support staff members could be instructional assistants, paraprofessionals, resource support personnel, and more.

- 1 The Student Roster organizes students into groups associated with a teacher account. To view student groups, click the dropdown arrow

The screenshot shows the TouchMath interface for George Test School 001. The user is Lauren Costello. The interface includes a navigation menu with the following items:

- Student Roster: 54 (highlighted with a red border)
- Student Platform: 3
- Resources: 8
- Curriculum: 4
- Intervention: 4
- Practice & Games: 2
- Collections: 2
- Reports: 7
- School Calendar: Dec 31 – Dec 30

Account information is displayed on the right side:

- Account Lead Administrator:** George Jiang
- Account Co-Administrator:** Accco01 0413, Lauren Costello
- TouchMath Customer Service:** product.support@touchmath.com, 800-888-9191

- 2 Click on a student group to view and/or add students

MYTOUCHMATH
Lauren Costello

George Test School 001
Popup Help

Welcome Lauren!
Switch to Admin

Student Roster 54
Student Platform 3

1st-2nd Math Block
5th Grade Intervention 4
Afternoon Small Group Curriculum
Create New Group

Intervention 4
Practice & Games 2

Collections 2
Reports 7

Dec 31 – Dec 30
School Calendar

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- 3 Click on the dropdown arrow next to Manage Group. Click on Assign Support Staff to assign instructional assistants, classroom support staff, and related service team members to student accounts

MYTOUCHMATH
Lauren Costello

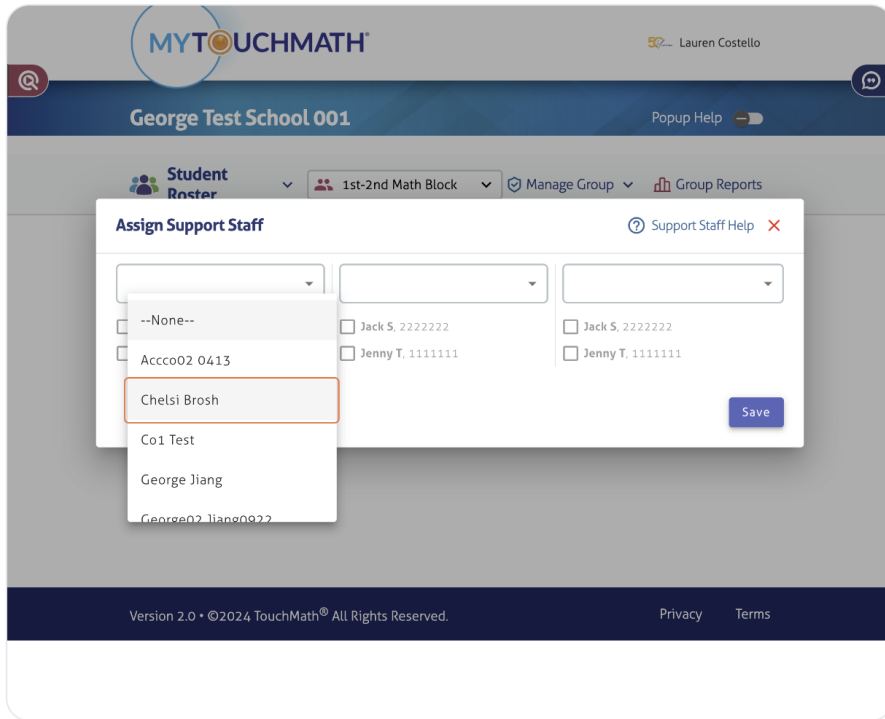
George Test School 001
Popup Help

Student Roster
1st-2nd Math Block
Manage Group
Group Reports

Student Name	Student ID	Ass	Ass	Ass
Jack S	2222222	08-22-2024
Jenny T	1111111		53.3	...

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- 4 In the dropdown menu, select the name of the support staff member



- 5 Check the box next to the student(s) you wish to assign the support staff member to

