

Student Roster

Upload a Roster

This guide shows educators and administrators how to add student accounts by uploading a roster spreadsheet. to a group. Using and uploading a TouchMath-provided spreadsheet, educators and administrators can quickly and easily create student accounts and build group rosters.

- 1 Click on the name of the group you want to add students to

The screenshot displays the MY TOUCHMATH user interface for George Test School 001. A green notification banner at the top center reads "Group Created." The user is identified as Lauren Costello. The main content area is titled "Welcome Lauren!" and features a grid of group options. The "Small Group A" option is highlighted with a red box. To the right, administrative roles are listed: Account Lead Administrator (George Jiang), Account Co-Administrator (Co090103 Test, Co090104 Test, Lauren Costello), and TouchMath Customer Service (product.support@touchmath.com, 800-888-9191). The footer contains the version information (Version 2.0 • ©2024 TouchMath® All Rights Reserved.) and links for Privacy and Terms.

Group Name	Count
Student Roster	4
1st-2nd Math Block	3
5th Grade Intervention	4
Small Group A	4
Create New Group	2
Collections	2
Reports	7
Resources	8
Practice & Games	2
School Calendar	Dec 31 - Dec 30

2 Click on Add Students

The screenshot shows the MYTOUCHMATH interface for George Test School 001. The 'Student Roster' is displayed for 'Small Group A'. A dropdown menu is open over the 'Manage Group' button, with 'Add Students' highlighted. The roster table contains the following data:

Student Name	Student ID	DySc Assessed	Actions
Chandler C	101520171		[...]
Chesney C	08252021		[...]
Declan F	121520		[...]
Ivy J	555555	08-27-2024	[...]
Jenny T	1111111		[...]
Nick C	030288		[...]

3 Click on Download Student Roster

The screenshot shows the MYTOUCHMATH interface with the 'Add Students to Group' modal open. The modal includes a search bar for existing students, a table for adding new students, and an 'Add New Students' button. The table has the following columns: First Name/Last Initial, Student ID, Student Email, Password, and a dropdown menu with a plus icon. The 'Upload Student Roster' checkbox is checked. Below the table, there are instructions: (1) Download Student Roster - Input student information into the downloaded spreadsheet. (2) Upload Student Roster - Data will appear in the table above, review and make any needed modifications.

Complete the student roster spreadsheet.

Student First Name *	Last Initial *	Student ID *	Student School Email *	Student Password *	Spreadsheet Directions
Mila	M	12345	mila.m@student.com	Test123!	<p>First name, last initial, student ID, student email, and student password are all required. Student ID and email must both be completely unique to the individual student. Do not use teacher credentials. Student passwords must contain 8 or more characters and include an uppercase letter, lowercase letter, number, and special character. You may use the same password for all students.</p> <p>Troubleshooting: Do not alter column headers, column order, or add columns. Make sure all emails are properly formatted (name@school.domain) with no extra spaces or extra characters. Verify all student emails meet the requirements listed above. If the student ID and/or email already exists, remove duplicate from spreadsheet and try again.</p>
Jose	F	12999	jose.f@student.com	Test123!	
Isla	W	987650	isla.w@student.com	Test123!	

4 Click on Upload Student Roster

The screenshot shows the MYTOUCHMATH interface. At the top, the logo and user name 'Lauren Costello' are visible. Below that, the school name 'George Test School 001' and a 'Popup Help' button are shown. The main area displays 'Student Roster' for 'Small Group A'. A modal window titled 'Add Students to Group' is open, showing a table with columns: 'First Name/Last Initial', 'Student ID', 'Student Email', and 'Password'. The table has 10 rows. Below the table, there is a checkbox for 'Upload Student Roster' which is checked, and an 'Add New Students' button. At the bottom of the modal, there are two instructions: (1) Download Student Roster - Input student information into the downloaded spreadsheet. (2) Upload Student Roster - Data will appear in the table above, review and make any needed modifications. The footer of the page shows 'Version 2.0 • ©2024 TouchMath® All Rights Reserved.' and links for 'Privacy' and 'Terms'.

5 Click on Add New Students

The screenshot shows the MYTOUCHMATH interface for George Test School 001. A modal window titled "Add Students to Group" is open, displaying a table of student information. The table has the following data:

First Name/Last Initial *	Student ID *	Student Email *	Password *		
Mila	M 12345	mila.m@student.com	Test123!	▼	⊕
Jose	F 12999	jose.f@student.com	Test123!	▼	⊕
Isia	W 987650	isia.w@student.com	Test123!	▼	⊕
				▼	⊕
				▼	⊕
				▼	⊕
				▼	⊕
				▼	⊕
				▼	⊕
				▼	⊕

Below the table, there is a checkbox labeled "Upload Student Roster" which is checked. To the right of this checkbox is a button labeled "Add New Students".

At the bottom of the dialog box, there are two instructions:

- (1) Download Student Roster • Input student information into the downloaded spreadsheet.
- (2) Upload Student Roster • Data will appear in the table above, review and make any needed modifications.