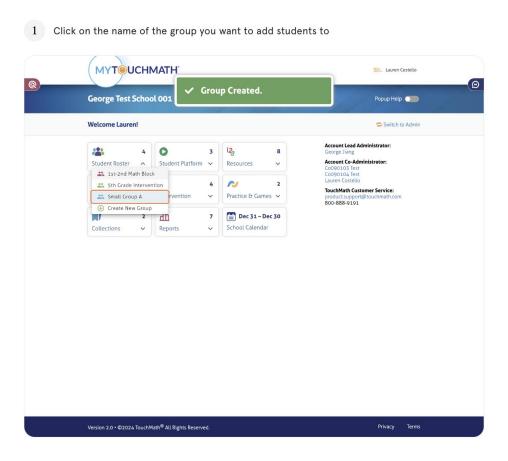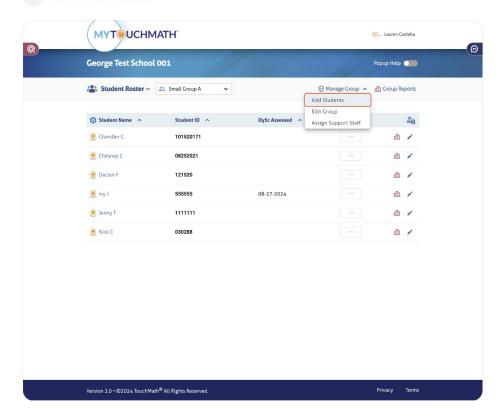# Student Roster

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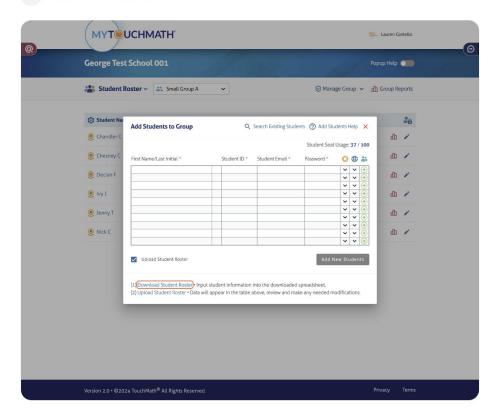
1   Click on the name of the group you want to add students to

2   Click on Add Students

3   Click on Download Student Roster

Complete the student roster spreadsheet.

Student First Name*	Last Initial*	Student ID*	Student School Email *	Student Password *
Mila	M	12345	mila.m@student.com	Test123!
Jose	F	12999	jose.f@student.com	Test123!
Isla	W	987650	isla.w@student.com	Test123!

Spreadsheet Directions

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.

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.

4 Click on Upload Student Roster

5 Click on Add New Students