

## Shared Rostering Overview

### What is Shared Rostering?

Shared Rostering enables teachers, under the same license coordinator to share students from their classroom roster with other teachers in their school or district. The essential element that enables teachers to share students is that the teachers must be rostered under the same license coordinator, and the two teachers have at least one product license in common. This includes sub-coordinated accounts.

One example of why teachers may want to share students is if a student works with a specialist outside of their homeroom classroom. The specialist can then create assignments and monitor progress. The reading specialist can pull in students that they work with to provide differentiated instruction. With our Shared Rostering process, homeroom teachers don't need to grant permission to specialists to share student information.

Shared Rostering is an optional feature and must be requested to be turned on by either your Learning A-Z Technical Integration Specialist or through Customer Service. Once the feature is enabled, it is on for all of the license holders under the license coordinator; we are unable to turn the feature on for individual teachers.

### Sharing Students

Shared Rostering is a "pull-in" process. Teachers can pull-in students from the homeroom teacher when they have at least one product in common. For example, teachers who have Raz-Plus and Science A-Z licenses can share students into their class if the homeroom teacher has either Raz-Plus or Science A-Z.

The process for sharing students is simple. The Learning A-Z system will identify which students the sharing teacher is eligible to share, and they will be listed for the teacher to select. Students who are not eligible to be shared will not appear on the teacher list for sharing. To make classroom management easier, Learning A-Z recommends that teachers group students using the Group Students feature. The Shared Rostering video demonstrates the sharing process for the classroom teachers.

### Creating Assignments and Student Management

Teachers that share students into their classroom can make assignments based on the common product licensed to the homeroom teacher of that shared student. This is an important distinction because the sharing teacher can only create assignments for students based on the products that the sharing teacher has in common with the homeroom teacher.

For example, if the homeroom teacher has Raz-Plus and Science A–Z licenses, and the sharing teacher only has a Science A–Z license, the sharing teacher can share students and create assignments only for Science A–Z. They will not be able to create any Raz-Plus assignments.

#### Example 1: Homeroom Teacher Has Access to More Products Than Shared Teacher

Licensed Products	Homeroom Teacher Science A–Z and Raz-Plus	Shared Teacher Science A–Z
Share Students	✓	✓
Change Raz-Plus Reading Level	✓	✗
Change Science A–Z Reading Level	✓	✗
Assign Raz-Plus Assignments	✓	✗
Assign Science A–Z Assignments	✓	✓
Edit Student Profile	✓	✗
View Student Usage Reports	✓	✓
Create Student Groups	✓	✓

If the product access is reversed, and the homeroom teacher only has Science A–Z access, while the Share In teacher has Science A–Z and Raz-Plus, then the student will only have access to Science A–Z. The Share In teacher can create Science A–Z assignments to this student, but not Raz-Plus assignments.

#### Example 2: Homeroom Teacher Has Access to Fewer Products Than Shared Teacher

Licensed Products	Homeroom Teacher Science A–Z	Shared Teacher Science A–Z and Raz-Plus
Share Students	✓	✓
Change Raz-Plus Reading Level	✗	✗
Change Science A–Z Reading Level	✓	✗
Assign Raz-Plus Assignments	✗	✗
Assign Science A–Z Assignments	✓	✓
Edit Student Profile for Science A–Z	✓	✗
View Student Usage Reports	✓	✓
Create Student Groups	✓	✓

Note that when teachers are setting up their rosters in the system a pop-up notification will identify which students are eligible to be rostered into their class.

## Shared Rostering Logistics

- Teachers can pull in an additional 216 students to their rosters, in addition to their 36 homeroom students.
- For security, only the homeroom teacher can edit student account and login information.
- Sharing teachers can create assignments for students, view reports, manage students in their roster, adjust a student's assignment settings, group students, and manage Parent Access.
- Our [How to Use Shared Rostering](#) guide is available to walk teachers through the process of setting up their shared rosters and viewing reports.

## Teacher Functions With Shared Rostering

	Homeroom Teacher Science A–Z	Shared Teacher Science A–Z and Raz-Plus
Change Student Passwords	✓	✗
Change Student Names	✓	✗
Change Student Grade Level	✓	✗
Remove Students from Homeroom Roster	✓	✗
Remove Shared-In Students	✓	✓
Download Parent Letter	✓	✓
Create Assignments for Students	✓	✓*
View Reports	✓	✓
Place Students Into Groups	✓	✓
Download Student's Login Card	✓	✓
Grant Parent Access	✓	✓
Turn Incentives On/Off	✓	✓
Change Raz-Plus Level Up Assignment	✗	✗
Change Raz-Plus Reading Room	✗	✗

\* Science A–Z Assignments only. Sharing Teachers can only create assignments for product(s) the Sharing Teacher and Homeroom Teacher have in common.