

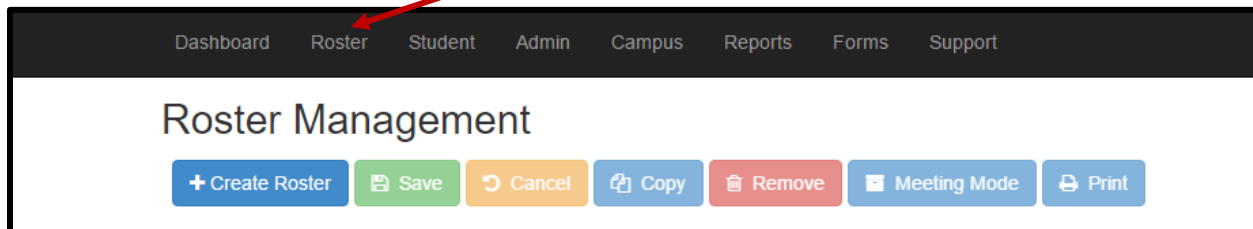


## How to Create a Roster in Meeting Mode for LPAC Meetings

**Note:** Be sure to edit the names of your LPAC Committee for this roster before you create your roster.

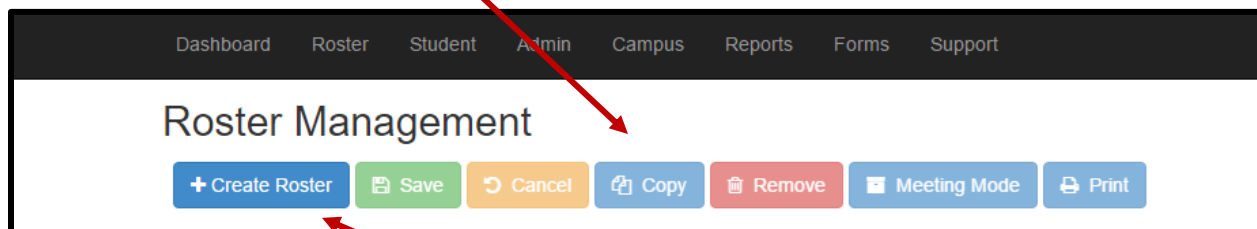
1. On the top black menu bar, select

Roster



2. If you are going to use an existing roster, select the roster from the “My Rosters” drop down menu and click on

Copy



3. If you are going to start a brand new roster, select

+ Create Roster

4. Type a name for your roster

**Roster Management**

+ Create Roster Save Cancel Edit Copy Remove Meeting Mode

\*  
 a. If you are going to continue to use this roster, check here  Default

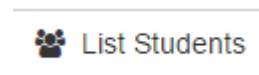
5. Section – select “Meeting”

Roster Name  
 Section  
 Share  
 Share to All Users

You can use “Grade”, “Campus”, “Program Status”, etc. to narrow down the number of students listed for you to create your roster.

**NOTE:** Skip steps 6-7 if you are working with an existing roster that you copied since your students are already listed.

6. Once you are ready to start adding names into your roster, select



**Roster Management**

+ Create Roster Save Cancel Edit Copy Remove Meeting Mode Print My Rosters: [dropdown]

\*  
 Default


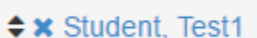
Roster Name  
 Section

Student ID  
 Last Name  
 First Name Middle Name

List Students Reset

You will see a list of student appear on the bottom right of the screen

Last Name	First Name	Student ID	Grade	ELL Status	Campus
Student	Test1	Test1	PK	Training	Training Campus
Student	Test2	Test2	PK	Training	Training Campus
Student	Test3	Test3	PK	Training	Training Campus
Student	Test4	Test4	PK	Training	Training Campus

7. Begin to add students to your roster by clicking on the  next to the student you want to select
  - a. You can also select all the students on that page by checking the box () next to **Select All**
  - b. As you select the names, they will begin to appear on the left with double arrows and an x next to the name 

The screenshot shows a sidebar on the left with a 'Meeting' section and a 'Start' button. Below it, a list of selected students is shown with double arrows and an 'x' next to each name: Student, Test1; Student, Test3; Student, Test5; Student, Test7; Student, Test9. The main area contains a 'Roster Name' field, a 'Section' dropdown menu (set to 'Meeting'), a 'Share' dropdown menu, and a 'Share to All Users' checkbox. On the right side, there are several filter dropdown menus: Last Name, First Name, Middle Name, Grade, Campus (set to 'Training Campus'), Program Status, Area, Proficiency Level, and ELL Status (set to 'All'). At the bottom, there is a table with columns: Last Name, First Name, Student ID, Grade, ELL Status, and Campus. The table shows rows for Student Test2 and Student Test4.

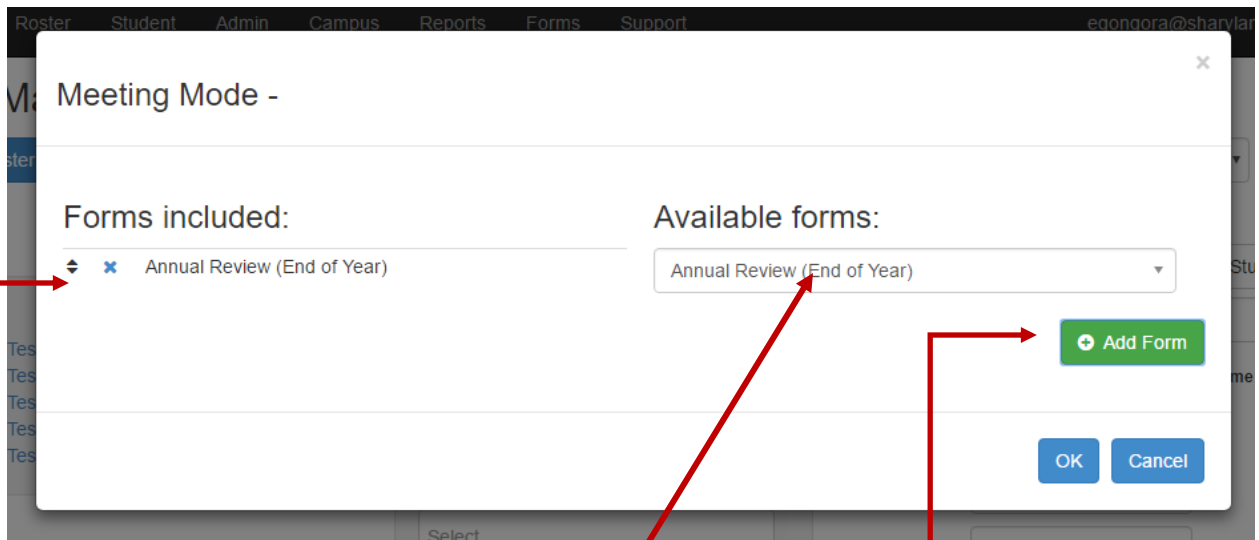
Note: If you want to select more names, you can select another period or another page and continue adding names.

8. Once you have selected all your student, click



The screenshot shows a toolbar titled 'Roster Management' with the following buttons: Create Roster, Save, Cancel, Edit, Copy, Remove, Meeting Mode, and Print. A red arrow points from the 'Meeting Mode' button in the previous screenshot to this 'Meeting Mode' button.

A pop-up window will appear



9. Look for the drop menu box next to Available Forms
  - a. Select the form you need

b. Click

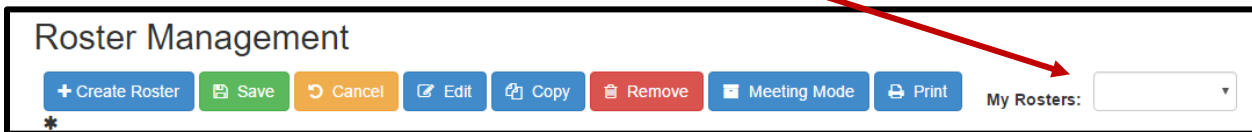


- i. Forms will be listed on the left
  - ii. Forms are added one at a time, so just repeat steps a and b
- c. To delete a form – click on the **blue X** to the left of the form name listed on the left of the screen
- d. To organize the order in which forms are presented, use the **black up and down arrows** to the left of the form name listed on the left of the screen



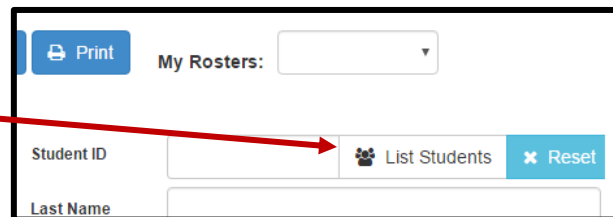
## To edit a Roster

Select your saved roster from the drop menu next to "My Rosters"



To add names:

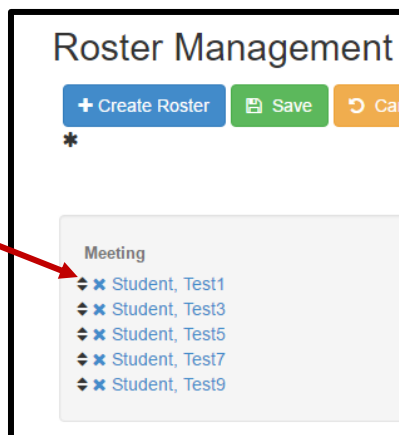
- List Students
- Use the blue circle next to the name you want to add




Last Name	First Name	Student ID
+ Student	Test2	Test2
+ Student	Test4	Test4


To delete names:

- Click on the blue X next to the name



To reorganize the names on the roster:

- Click on the black arrows up or down 

Click  when you are done editing your roster.