



Galileo K-12[®] Rostering

For Galileo K-12

Background Information

Galileo K-12 is now part of Imagine Learning

With the new partnership between Imagine Learning and Assessment Technology, Inc. (ATI), the process for rostering and managing your student and staff accounts in Galileo K-12 has been updated. Use this guide to learn how to roster using the new management functionality.

If you have technology or navigation questions as your students complete the assessments, please contact the Imagine Learning Customer Care Team at 866.457.8776 (call or text) or support@imaginelearning.com.

Task

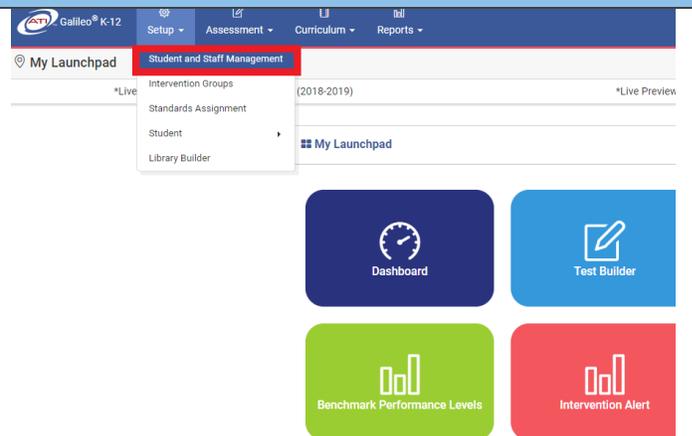
Visual

1 Create Groups (Classes)

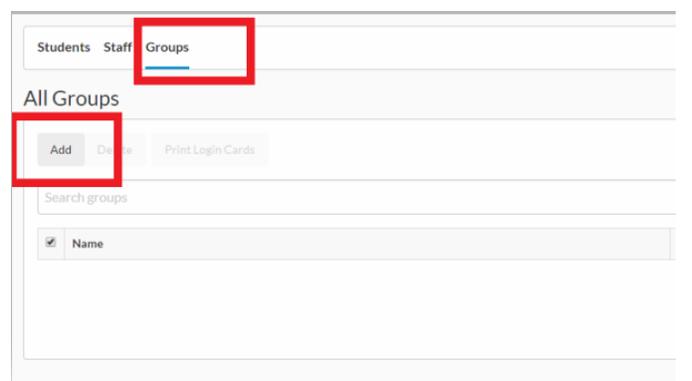
- a. Once logged in, navigate to the setup bar on the top and click Student and Staff Management

You should see a list of students and staff from the previous academic year. They are not assigned to classes at this point.

Next, you will create the groups (classes) that students will be assigned to and then assign students to the appropriate groups. Once students are assigned to classes, you can print login cards for students.



- b. Navigate to the groups tab and then select "Add" under All Groups.



c. Enter Information for the new group.
 Group names should be unique across schools and terms so they are easily identifiable.
 Try following the convention of *Course-Teacher-Section-Term* if your school has sections and terms.

| Field | Description |
|---------------|---|
| Name | Specifies the name of the group. |
| School | Specifies the school that this group is assigned to. |
| Staff | Specifies the teacher that this group is assigned to. |

Note: Only users assigned to multiple schools will be able to change the school of the group; only Administrators will be able to change the staff assigned to a group.

d. If you are creating multiple groups, click "Add Another Group" and enter the information for additional groups.
 When you have finished entering data for new groups, click "Save Groups." You will see the new groups listed in the Groups tab.

| Name | School |
|-------------------------------|-----------------------------|
| ELA - Carter julies- 4 - Fall | Live Preview Sandbox School |
| ELA - Smith - 4 - Fall | Live Preview Sandbox School |

2 Assign Students to Groups

a. The next step in the process is to **assign the existing students to the newly created groups.**
 This can be done by navigating to the *Students* tab at the top of the management section.
 This will bring up a large list of all existing students in alphabetical order. Once on this list you have a few options with which to assign students to classes.

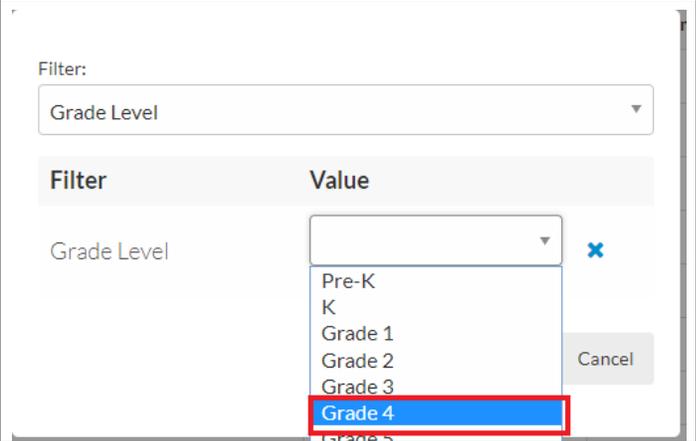
b. To move students according to their grade level, click on the "Add Filter" button.

| Student ID | Session Time | Grade Level |
|------------|--------------|-------------|
|------------|--------------|-------------|

c. To filter by grade, select *Grade Level*.
 This may be helpful if you would like to move last year's 4th graders to 5th grade this year, for example.

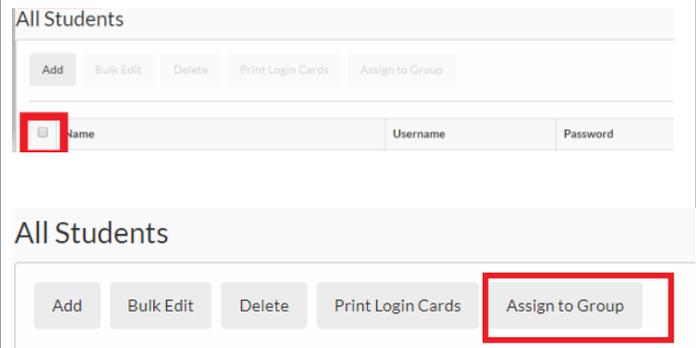


d. Select the value for the grade level of students you would like to view.

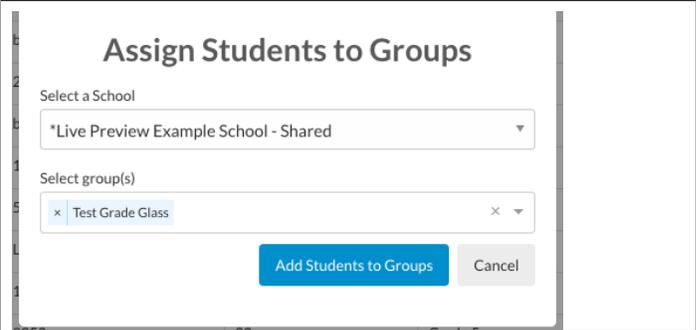


e. Select all students you wish to put in a given class by selecting the check box on the left hand column.

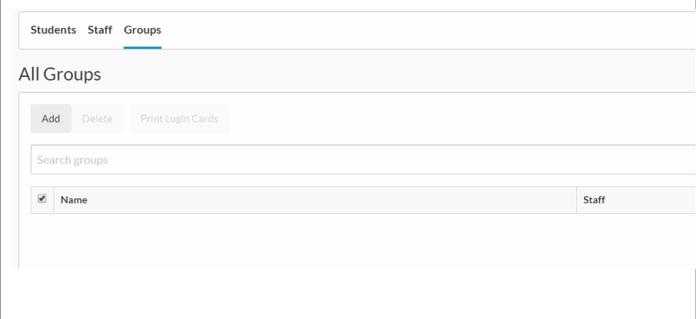
 Click "Assign to Group" on the top row



f. Select the school and group to assign students to.
 Click "Add Students to Groups" button



g. You may now check the list of groups that have been created by selecting the *Groups* tab on the top right and viewing the details of those groups.



3 Printing Student Login Cards

a. Navigate to the *Groups* tab. Select the groups you want to print login cards for in the left-hand column.

Select "Print Login Cards" to print login cards for all students in selected groups.

All Groups

Add Delete **Print Login Cards**

ELA -

2 groups selected

FILTERS

Search: ELA - Clear

| <input checked="" type="checkbox"/> | Name |
|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | ELA - Carter - 4 - Fall |
| <input checked="" type="checkbox"/> | ELA - Smith - 4 - Fall |

1 - 2 of 2

b. The student login cards include the student's username, password, and site code as well as their QR code.

Test 1

Scan QR Code



Log in

Username
browser_test

Password
test

Site Code
livepreview

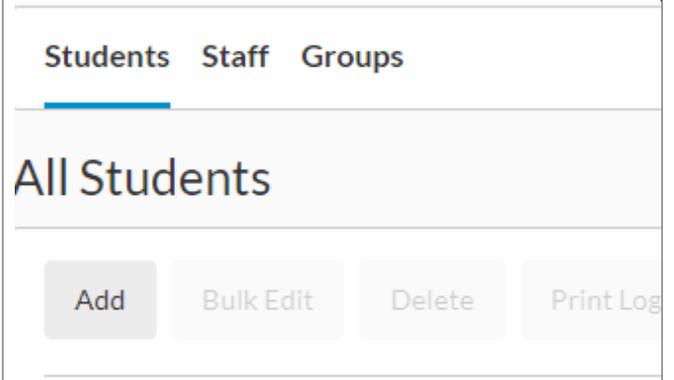
 **Imagine Learning** <https://app.imaginelearning.com>

Managing, Adding Accounts

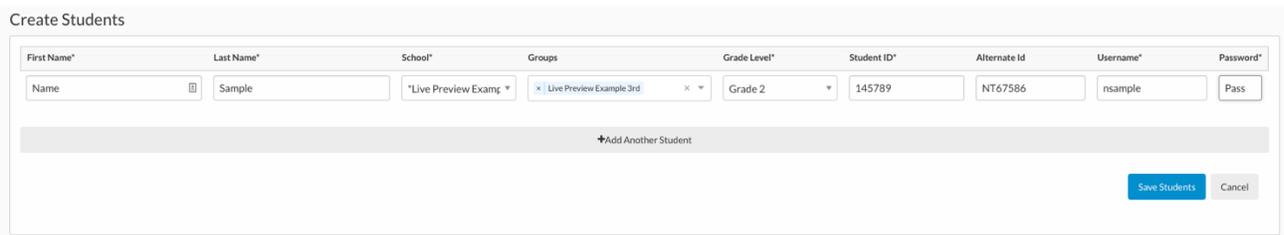
Visual

1 Add new students

- a. Navigate to the *Students* tab and click "Add"

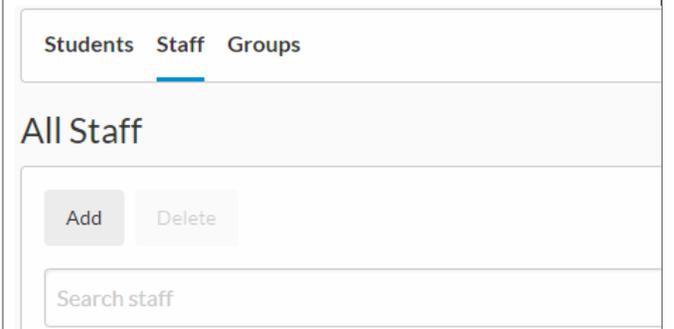


- b. Enter information for that student including: name, school, grade level, and username and password.
Student ID should be your preferred student ID. **Alternate ID** should be the student's state ID.
Select a group if you would like to add the student to a group (class) at this point.
Click "+Add another student" if you are adding more than one student.

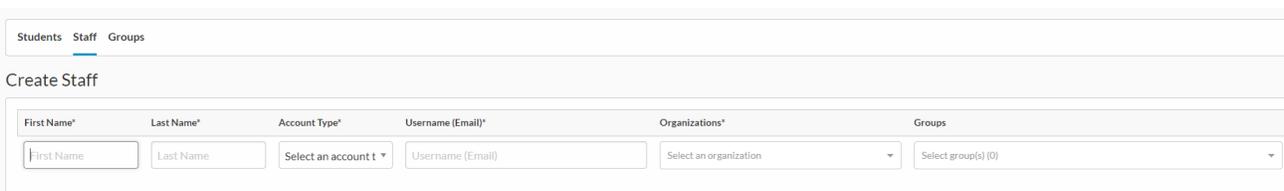


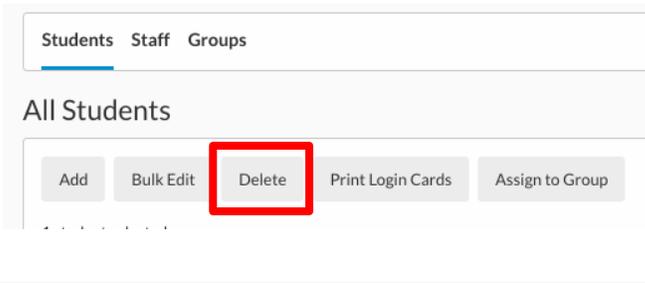
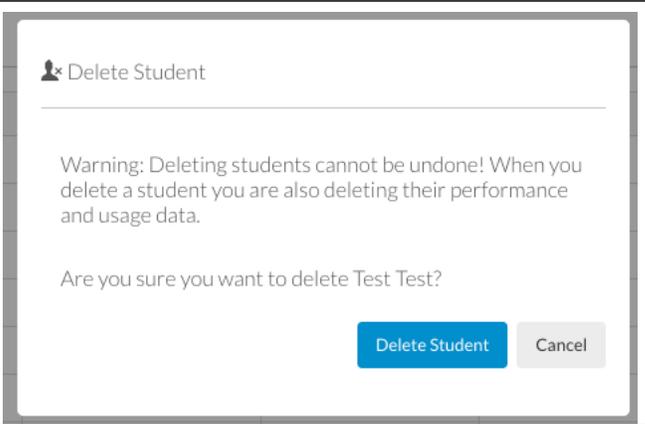
2 Add staff members

- a. Navigate to the *Staff* tab and click "Add"



- b. Then, add in pertinent information for that staff member including first and last name, account type, organization, email address, and if applicable, their groups. Users receive an email to set the password upon account creation.
Click "Add another Staff Member" to create more than one staff member.



| 2 Delete student or staff accounts | |
|---|--|
| <p>a. To delete students and staff navigate to the corresponding tab (<i>Students</i> or <i>Staff</i>).</p> <p>To delete an individual account, you may click the Delete (🗑️) button next the student/staff member's row in the list.</p> <p>To delete multiple accounts, click the checkbox next to each student that you want to delete then click, delete</p> |  <p>The screenshot shows a navigation bar with 'Students', 'Staff', and 'Groups' tabs. Below it is the 'All Students' section with buttons for 'Add', 'Bulk Edit', 'Delete', 'Print Login Cards', and 'Assign to Group'. The 'Delete' button is highlighted with a red rectangular box.</p> |
| <p>b. When prompted, click Delete Students/Staff to confirm that you want to delete the accounts.</p> |  <p>The screenshot shows a 'Delete Student' dialog box with a warning: 'Warning: Deleting students cannot be undone! When you delete a student you are also deleting their performance and usage data.' Below the warning is the question 'Are you sure you want to delete Test Test?' and two buttons: 'Delete Student' (in blue) and 'Cancel' (in grey).</p> |