A Guide for Galileo® K-12 Online:
Checking your Class Roster and Student Password

CLASS ROSTER
Before you administer an assessment or provide an assignment electronically, you must have an updated class or intervention group roster in Galileo.

ACCESS TEACHER DASHBOARD PAGE

1. Click the Dashboard icon.

2. In the Dashboard Group Filter widget, hover over the Dashboard menu and select Teacher.

3. In the Dashboard Group Filter widget, select either Class or Intervention Group filter mode.

4. If selected the
   a. Class radio button filter mode:
      i. If you are a District- or School-level user or a user with access to multiple schools, use the School drop-down field to select the school.
      ii. Verify the Class.
   b. Intervention Group radio button filter mode, select the Intervention Group Library and the Intervention Group.

5. The Roster widget displays.

ROSTER REPORT

1. Access the Teacher Dashboard page. (Refer to Access Teacher Dashboard Page section for directions.)
2. Click the Print Roster icon in the Roster widget.
3. The roster opens in as a PDF.

CLASS ROSTER NOT UP-TO-DATE
If your class roster is not up-to-date, you should let your administrator
know that your Galileo class roster must be tended to. If it is your responsibility to enter, enroll, and drop students, then refer to the Technical Guide for Lead Staff manual or Galileo® K-12 Online: Manage Students Enrollment or the online help files for instructions.

**STUDENT USER LOGIN AND PASSWORD**

In order for students to access the K-12 Student-Parent Center to complete an online assessment or assignment, they must have a student’s login name and password. Generally a student’s user login name and password is generated when the student is added to your school/class.

**VIEW AND PRINT LOGIN NAMES AND PASSWORDS**

1. Access the Teacher Dashboard page. (Refer to Access Teacher Dashboard Page section for directions.)
2. Click on the Lock icon in the Roster.
3. Click the View Student user accounts link. A list of students and their usernames and passwords will appear.
4. Click the Print Student Passwords link to print the student password list.

### ASSIGN A PASSWORD

If the student does not have a password, you will want to assign one now.

1. Click the Student User Accounts link to go back to the previous page.
2. Select Student.
3. Fill in the requested **information**.
4. (optional) Click the **Force student to change password on next login** checkbox.
5. Click the Save User button.

### LOGIN GUIDELINES

A student’s login name must be at least 4 characters with a maximum of 40 characters. You may use alphanumeric characters for the login name.

### PASSWORD GUIDELINES

Passwords must:
- Must be at least 6 characters.
- Cannot match Login Name.
- Cannot match first or last name.
- Cannot contain ‘,’ ‘--’, ‘*’, ‘#’, or ‘%’.
- Cannot be the word “password.”
- Choose a password that contains a mixture of letters and numbers.