ASSESSMENT TECHNOLOGY, INCORPORATED
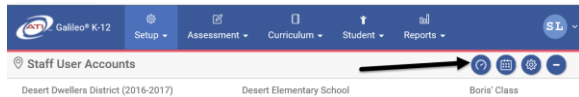
A Guide for Galileo® K-12 Online: Checking your Class Roster and Student Password
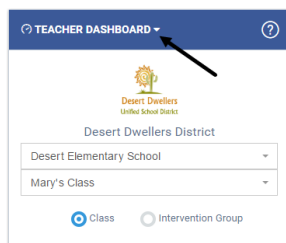
CLASS ROSTER

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

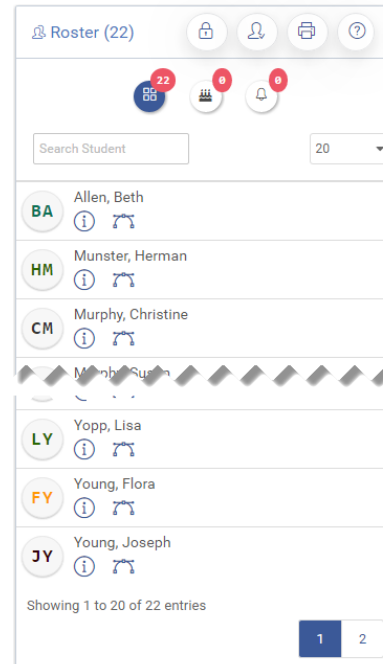1. Click the **Dashboard** icon.

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.
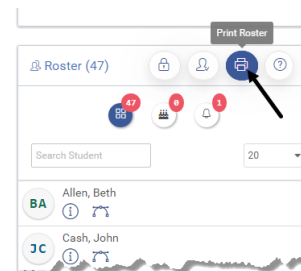
3. The roster opens in as a PDF.

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 the 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*.
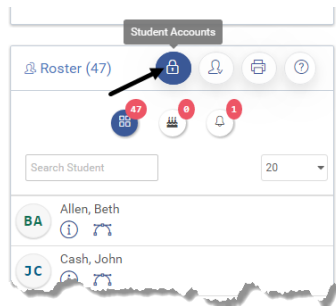
3. Click the View Student user accounts link. A list of students and their usernames and passwords will appear.

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**.
3. (*optional*) Click the **Force student to change password on next login** checkbox.
4. 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.