Managing Benchmark Rosters

Verify your student rosters are correct after import or manual entry. If you need to make changes to your roster, import a new roster following these directions:

NOTE: For a more detailed set of directions that includes screenshots, please refer to the 'Data Imports' section found within the [AIMSweb Software Guide](#), starting on page 48.

Import a New Student Roster

1. Select **Data Imports** from the **Manage** tab to open the **Data Imports** page.

2. Click **New Import** to open the **What to Expect** screen. When finished reading the instructions on this screen and viewing the specifications and guidelines via the links at the bottom, click **Continue** to open the screen for file upload.

3. Click **Browse** to find the file to upload.

*Note: Files must be in a tab-delimited .txt format. If the file is not in this format, an error notification will display. The **File Type** is always Standard.*

4. Select the **School Year** to upload data from the corresponding drop-down list.

5. Click **Continue** to open the **File Structure** window.

Note: If the file has incorrect column names, they will need to be mapped prior to continuing. If the file matches the data specification for AIMSweb, this step will be skipped.

6. Select information from the **Data Specification Columns** drop down. Once a column has been mapped, it will not display as an option for the other columns in the drop down. **Always select skip for the Customer ID column**.

7. When finished mapping the columns, click **Save** to open the **Validation Complete** screen **Note:** This screen will not display until all columns have been mapped correctly.

8. Click **Continue** to open the **Data Validation** screen.

9. Click **Continue** to open the **District Validation** screen. As needed, set all of the districts as new with the checkbox. Otherwise, select *add as new* or map to an existing district from the **Action** drop down.

10. Click **Continue** to open the **District Check Completion** screen.

11. Click **Continue** to open the **School Validation** screen.

12. If adding a new district, the schools will immediately be validated with no selections to be made. However, if adding schools to an existing district, set all of the schools as new with the checkbox as needed. Otherwise, select **add as new** or map to an existing school from the **Action** drop down.

13. Click **Continue** to open the **Teacher Validation** screen.

14. If adding a new school, the teachers will immediately be validated with no selections to be made. However, if adding teachers to an existing school, set all of the teachers as new with the checkbox as needed. Otherwise, select **add as new** or map to an existing teacher from the **Action** drop down.

15. Click **Continue** to open the **Student Validation** screen.

16. If adding new students to an existing school, set all of the students as new with the checkbox as needed. Otherwise, select **add as new** or map to an existing student from the **Action** drop down.

17. Click **Continue** to view the **Import Summary.**

18. From here, of the data that will be added to your account is viewable. Ensure that what is imported is what is intended to update.

Note: If the Import Summary screen shows information that should not change in the account, click Cancel to cancel the import.

19. Click **Done** to complete the import. After clicking **Done,** the import will be available in the account the next day.

Adding Students to a Benchmark Roster

If you need to add or edit a student roster, follow these directions. Class rosters can be edited from the Manage Teachers interface.

1. Click the **Manage** tab.

2. Click **Teachers** in the **Manage** menu. When teachers are assigned classes, the assigned grade will display below their names in a student list. Next to each grade listed are the action items Edit Roster and Delete Class.

3. Click the **Edit Roster** link next to a teacher/grade to open the Manage Roster page.

4. Check the student record.

5. Click **Add** to add the selected students to the class roster.

At the top of the Manage Roster interface are the Teacher's name, Grade, School, and School Year. Below is the Class Roster (which will be empty until students are added).

At the bottom of the page is an alpha-bar with the letters **A-Z** and an **All** button next to the letter Z. Students can be viewed by the first letter of their last name by clicking the corresponding alpha-button. All students within the grade and not enrolled in a classroom can be viewed by clicking the **All** button.

6. Once the students display at the bottom of the page, begin adding them to the class roster by clicking the checkboxes next to the students who will be added to the class.

7. Click the **Add** button below the student list to add students to the roster or click the **Cancel** button to remove the checkboxes next to the students' names. After clicking the **Add** button, the students will display at the top of the page under the Class Roster. Continue this process until all students have been added to the roster.

8. Click **Classes** in the **Manage** menu or click the **Return to Manage Classes** link below the alpha-bar to open the Manage Classes.

9. Continue the above process until all students have been added to a class roster.

Moving Students to a New Benchmark Roster

Students can be moved from one Benchmark classroom to another, within the same grade only. Move students by editing the current class roster.

1. Click the checkbox next to the student's name.

2. Click the **Move** button to open the **Move Students** window.

3. Select a new teacher/roster for the student from the **Move Students to** drop-down list.

4. Click the **Move** button to complete the action or click the **Cancel** button to cancel the action.

Once the move is complete, the updated class roster displays.

Note: Students can be removed from a class only when all Benchmark scores for the student have been deleted from the account. It is recommended that students are transferred out of the school rather than removed from a roster. This will maintain the integrity of the student's benchmark data.