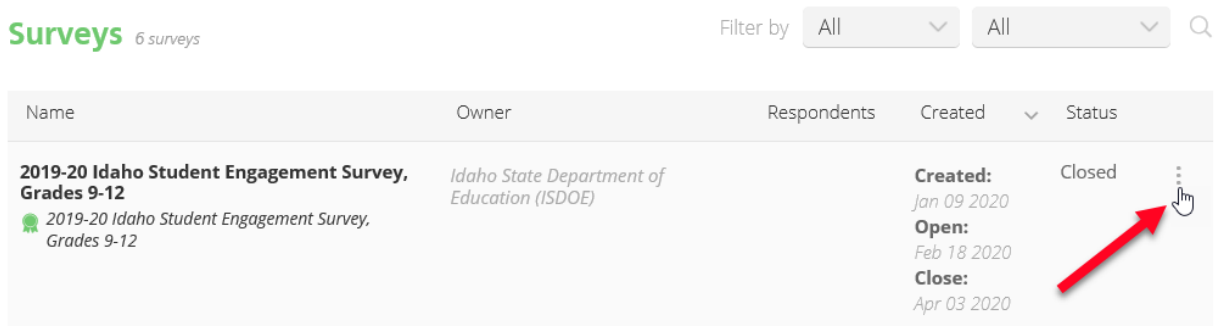
Updating your Roster for the Student Survey

After you have reviewed your student roster, you may notice you need to make some updates. Here are some tips for going through that process…

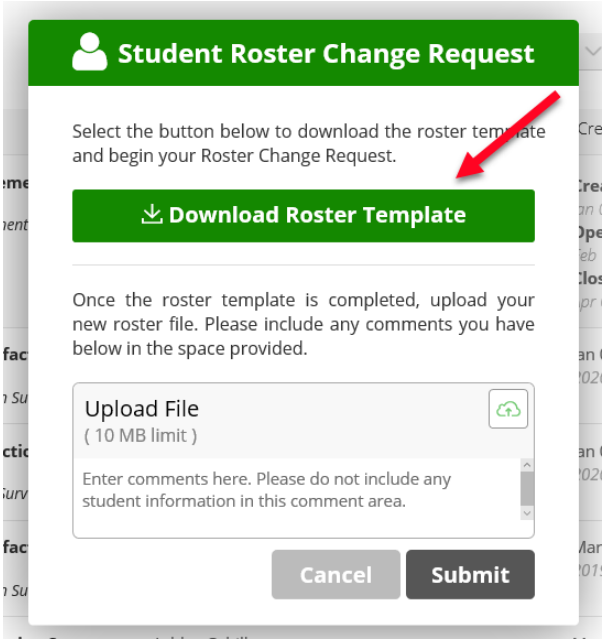
- In eProve, you should see entries for all of the student engagement surveys applicable to the grades your school or district serves.

- Next to each survey you will see three dots, which you can click to open an action menu. You likely already used this process to download your initial student roster for review (see page 8 of the [administration guide]), but you will click on it again to make updates.



- When the action menu opens, click on "Change Roster"

- You will then see a pop up where you can download the roster template for making updates. Click on the green download bar.



- After you download the roster template and open it, you will see the layout required for the student roster updates. The file includes one example student to help illustrate the format the file expects. See the full list of field requirements here.

- **IMPORTANT**: The current roster file you download and the roster template you download to make updates have different fields! You are not able to just adjust the existing roster file and upload that to make changes.

- As you update the roster, here are some tips:
    - The "SourceStateIdentifier" is the two digit abbreviation "ID" for students in Idaho.

    - The "Existing" and "New" school state identifiers are the three digit LEA code, followed by a dash, followed by the four digit school code. If you don't know this information, you will find it in the "State ID" column in your existing student roster.

    - To **completely remove a student** from a roster, please go to the column in the template that says "Active" and enter an "N." That will soft delete the student.

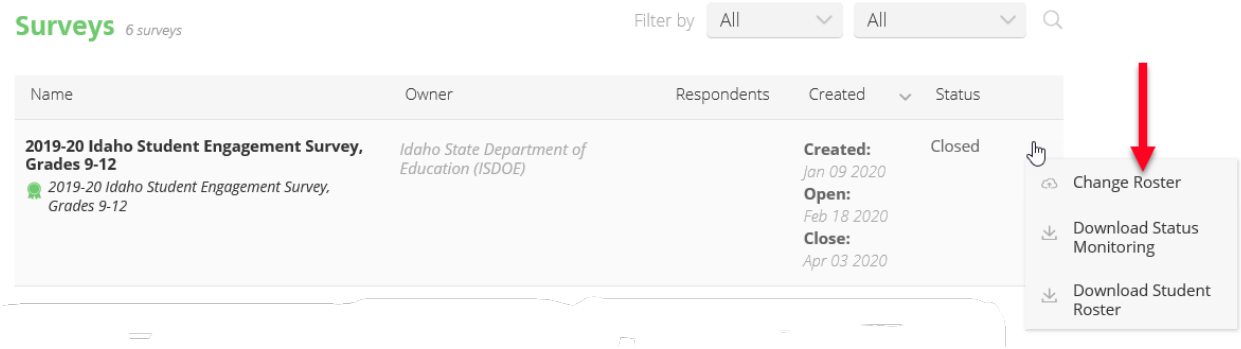
- To **add a new student** that moved from out of state, simply add all of the student's demographic information and make sure the "Active" column is set to "Y."

- To **reassign a student** who moved from another school or district in Idaho, add all of the student's demographic information and then add the new school ID to the "NewSchoolStateIdentifier" column. That will reassign the student to the new school. If you don't know the identifier information for the new school, just use the one for your school. As long as the student is not set to active, he or she will not appear on your roster.

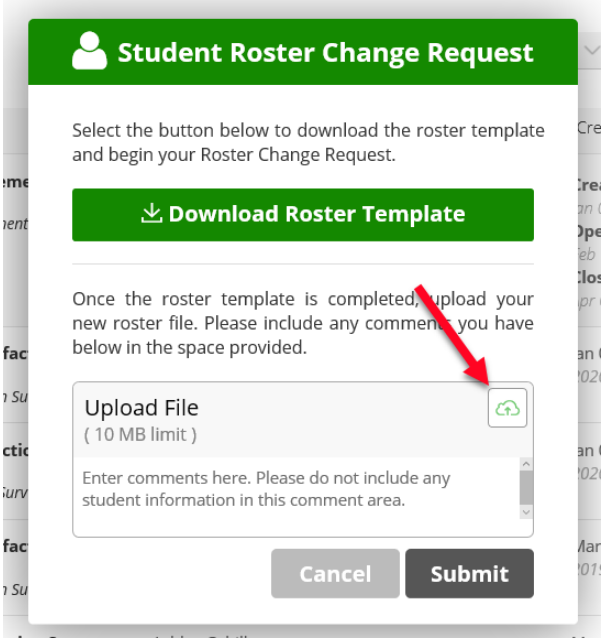
- Please don't add any columns to the template. We won't be able to process it and it will cause a delay in seeing the update in the roster. There is no need to re-upload the whole roster either, just a line for the student that needs to be modified, using the instructions above.

- When you are done making your changes, save your new roster update file on your computer.

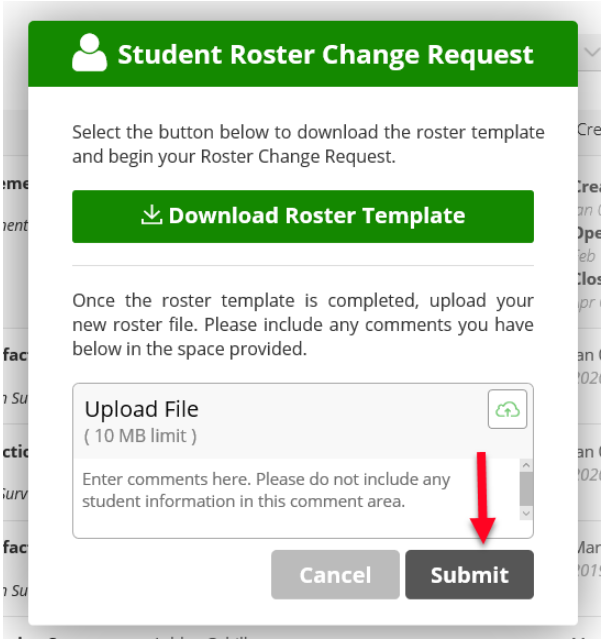
- Go back to the eProve site and click on the three dot action menu and the "Change Roster" option in the dropdown again.



- This time, you will click on the icon to upload a file rather than download the template.



- Follow the prompts to select your update file. Add any comments in the available text box and click "Submit"



- You may get a roster upload error if certain fields are missing or using unexpected values. Contact Customer Care at eprove@cognia.org for help with walking through any changes if you receive this error.