



How to View & Manage Rosters

Once logged in, you will be redirected to the District Management landing page. This page is designed to help manage student and educator rosters within your district.

The screenshot shows the 'Test District' management page. On the left is a sidebar with navigation links: Collapse menu, Active Sessions, District Management (selected), Manage Sessions, Reporting, and Session Creation. At the bottom of the sidebar is a 'Submit Feedback' button. The main content area is titled 'Test District' and includes a search bar, an 'Update' button, and a 'Changelog' link. Below this, there are tabs for 'Students (10)' and 'Educators (20)'. A sub-header indicates 'Active Students: 2' and 'Inactive Students: 8', with a 'Last updated: 12:11 PM' timestamp. The main table lists student records with columns: Student Email, Student Name, District Code, School Name, District Student ID, K12 Identity ID, Grade, Rostering, and Status. The table contains 10 rows of student data.

Student Email	Student Name	District Code	School Name	District Student ID	K12 Identity ID	Grade	Rostering	Status
jfitzpatrick-distug@k12.com	Jason Student2	1234	Test School 1			Grade 3	Manual	On
jfitzpatrick-gradetest@k12.com	Grade Test	1234	Test School 1				Manual	Off
bradleyg009@k12schoolsname2.org	Brad Gradebook	1234	Test School 1		5795486	Grade 4	Manual	Off
j123@k12.com	J	1234	Test Academy of Stridet	11111		Grade K	Manual	Off
jwachest-76@k12.com	New Student	1234	Test School 1		915580	Grade 3	Manual	Off
jfitzpatrick-distug@k12.com	Jason student	1234	Test School 1	123456		Grade 6	Manual	On
femilbourz-202419@k12.com	Franco Test	1234	Test Academy of Stridet			Grade 10	Manual	Off
jwachest-5@k12.com	Jennifer	1234	Test Academy of Stridet			Grade 10	Manual	Off
breaking@school.com	Student_1 LastName_1	1234	Test School 1				Manual	Off
janahom@gmail.com	Jonah Jones 1	1234	Test School 1			Grade 6	Manual	Off
testtpt@gmail.com	Harshit Maheshwari	1234	Test School 1			Grade 4	Manual	Off

With View Only access, you'll be able to view the following items:

1. **Rostered Students:** Students who are rostered to your district will have an account on the K12 platform. The total number of rostered students is shown in parenthesis; this includes both active and inactive students.

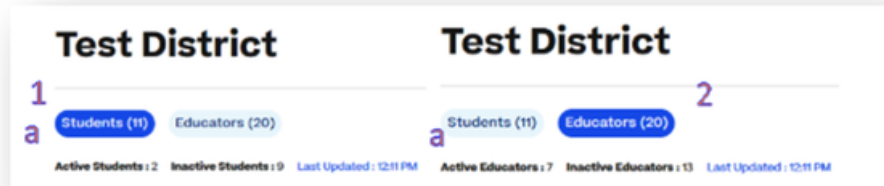
- **Active and Inactive Students:** Active students may be enrolled in high-impact tutoring sessions, or if your district allows self-booking, will have access to the preset number of self-booking hours. Inactive students will not be able to login and will receive an error message until their account is reactivated. Contact SuccessTeam@tutoring.k12.com or your Customer Success Manager to reactivate a student.

2. **Rostered Educators:** Clicking the Educator bubble will show details about your rostered educators. The total number of rostered educators is shown in parenthesis; this includes both active and inactive educators.

- **Active and Inactive Educators:** Active educators have access to view, join, or message tutors with sessions assigned to that educator's account. If your district has Educator Booking enabled, your educators will be able to book sessions on behalf of their students. Inactive educators will not be able to log in and will receive an error message until their account is reactivated.

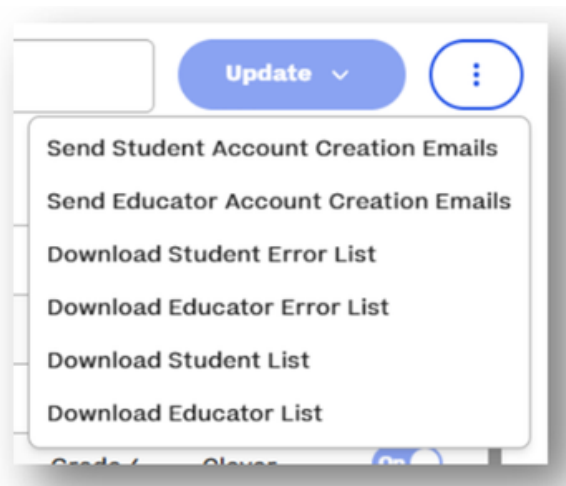


Contact SuccessTeam@tutoring.k12.com or your Customer Success Manager to reactivate an educator.



3.3-Dot Menu: on the right-hand side of the screen next to the search bar, you'll see a white button with a blue outline, with 3 blue dots stacked vertically inside. This menu allows you to perform the following functions:

- Send Account Creation Emails: Send users new account creation emails to the email on their user profile.
- Download Student or Educator Error List: Used for managing uploads, this list will show you any accounts which failed to create and for what reason.
- Download Student or Educator List: Download the student or educator lists to see all users.



 Please note: By default, this section is set to “view only.” K12 Tutoring is actively expanding features for District Administrator users. Stay tuned for additional training materials and updates from your Customer Success Manager.