Adding a Pre-Enrolled Student Group to Interview Assignments

Districts must regularly administer assessments to pre-enrolled students for placement or as screeners for additional services. The most common example is Kindergarten Registration Screeners that utilize Interview assignments. Districts register incoming K students in the Winter/Spring before their enrollment starts in the next school year and need to assess and record the scores for each pre-enrolled student.

What You'll Need

- Access to Homeroom and Classroom
- .CSV file containing the student name and a unique ID number (SSID, Other ID, External Application ID, or Student ID)
- Classroom Gradebook with Interview Assignments

Create a Static Student Group

Login to **Homeroom** and navigate to **Create V1 Student Group**.
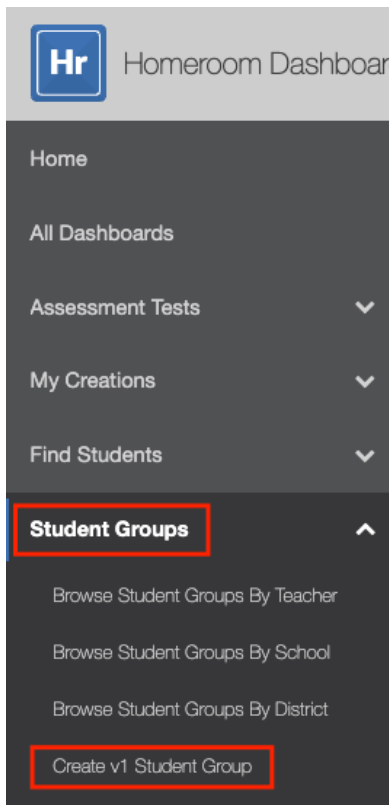
Click **New Static Group** to create a new student group for your pre-enrolled students.
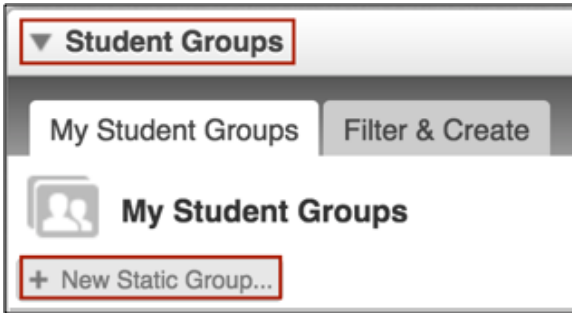
Enter a student group name and click Save. (Note: making a student group for each of your schools may be necessary.)


Create a CSV file with a **Student Name** column and an **ID** column containing SSID, Other ID, External Application ID, or Student ID. (NOTE: Other IDs may be the best option since some pre-enrolled students may not yet have an

	A	B
1	**OtherId**	**Student Name**
2	9999991	Fayette*, Maci
3	9999992	Sidhom*, Roslynn
4	9999993	Sidnom*, Treyson

SSID assigned.)

Navigate to **My Student Groups** and select your newly created static group. Click **Actions** and select **Upload Students to this Group**.
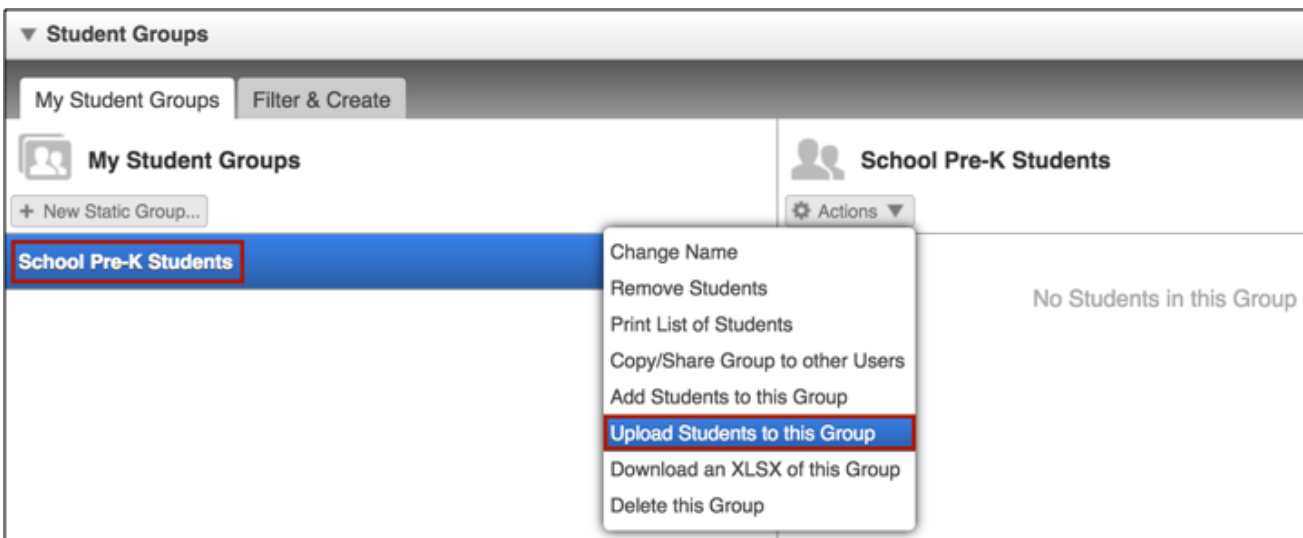
Choose your CSV file and click **Upload**.

Now when you click on your student group, the list of pre-enrolled students should display. (NOTE: these students are considered inactive until the enrollment start date so that no student data will be accessible, and the student will not be found in the Lookup widget.)

Adding the Uploaded Student Group to a Gradebook

Login to **Classroom** and navigate to your **Gradebook**. In your Gradebook, navigate to **Settings** >> **Student Groups**.

Gradebook: Sample

Details   **Settings**   Assignments   Interviews   Scoring   Grading   Reports

Cancel   Next

Admin Settings
Student Groups
Delete Withdrawn Students
Class Terms
Assignment Dates
Assignment Categories
Suggestion Ranges
Standard Categories
Standards
Assign Standard Categories

Add Stu...

Student Groups (optional)   Select

☐ Show Withdrawn Students

Select your **My Student Group** containing the uploaded students, click the "**+**" and **Add Student Groups**.

Student Groups

✔ Add Student Groups   ✕

Student Group Filters

School Years (optional)   Select ▾

Current School Year

My Groups   Shared Groups

District Wide   School Specific

Student Group Search Results

⚙ Columns ▾

Label

👥 All 1st Grade Bilingual Education Students (22/23)	⊕
👥 All 3rd Grade Bilingual Education Students (22/23)	⊕
👥 All Kindergarten Bilingual Education Students (22/23)	⊕
👥 All Pre-Kindergarten 3 Students (22/23)	⊕
👥 All 4th Grade Bilingual Education Students (22/23)	⊕

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⌃ Your Selected Student Groups ①

All Pre-Kindergarten 3 Students (22/23) ⊖

Navigate to the **Interviews** tab to begin administering **Interview assignments**. Your pre-enrolled students will be listed.
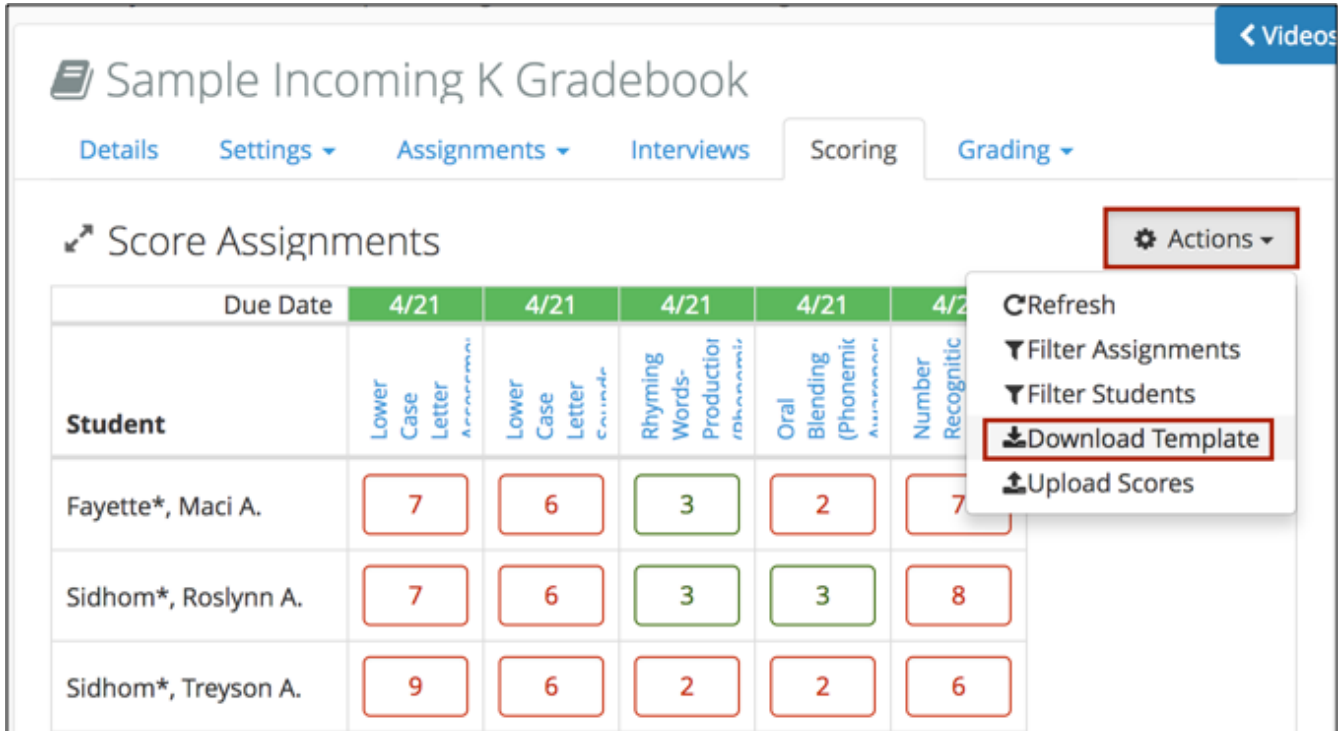
📖 Sample Pre-Enrolled K Gradebook

Details   Settings ▾   Assignments ▾   Interviews   Scoring   Gradin...

⤢ Conduct Interviews

Student	Lower Cas Letter Assessmer	Lower Cas Letter Sounds	Rhyming Words- Production	Oral Blending (Phonemi	Number Recognitic Assessmer
Fayette*, Maci A.	○	○	○	○	○
Sidhom*, Roslynn A.	○	○	○	○	○
Sidhom*, Treyson A.	○	○	○	○	○

Once testing is complete, you can view the student scores on the score tab.

It is advised to click **Actions** and select **Download Template** to download a spreadsheet of the student's scores. Since this is a new process for pre-enrolled students (who are not yet active students), it is best to have a file of student scores in case any issues occur with viewing the scores after the summer rollover to the next school year.