Follow this procedure to manually create a roster.

1. Click **Settings**, then **Rosters**.

2. Click the **Create Roster** tab.

3. Type **Roster Name** (Teachers last name – subject). Select **Subject** (English Language Arts, Mathematics, Science). Select **District**. Select **School**. Click **Search**.
4. From the drop down, select the Educator. Then select the students. Click Save. If the Educator is not listed in the drop down, they will need to be added as a teacher for DLM before the roster can be created.

5. Create a roster for each required subject.