

# Student Roster Upload Assistance

## How do I roster my students in EbD-BUZZ?

To roster your students, email your class roster (as a .csv file, one roster file per teacher, per course copy) to [ebdbuzzsupport@iteea.org](mailto:ebdbuzzsupport@iteea.org).

Please follow the format exactly as shown in [this template](#) -- one for each course copy. Before you send student roster files to EbD-BUZZ Support, make sure you have done the following:

1. In each .csv file (ONE .csv file for EACH course copy), you'll need to include each student's first and last name, as well as their username in all lowercase, using this naming convention, with a period between the first and last name: Example: rosa.parks. You will assign all student passwords. We suggest using the word *password* as the password for all students OR using their student ID number as their password, so it's easy to remember. The password must contain at least 8 characters.
2. Create and safely store a master list of the final roster file(s) so you'll be able to remind students what their login credentials are when they need to log back in to EbD-BUZZ at the end of the semester, to take the post assessment. We do not keep records of student login information and we cannot change their usernames or passwords after they have been loaded to EbD-BUZZ.
3. Double-check each roster file and make sure that all names are spelled correctly and that they follow the naming convention described above.
4. Make sure each .csv file name includes the course title and the teacher's name. Please submit only one roster file for each teacher's course copy. Teachers can arrange students by class period after all rosters have been loaded to EbD-BUZZ.

## Administering Pre/Posttests in EbD-BUZZ

Please do NOT use the "Invite Students" feature in EbD-BUZZ. After your students are enrolled in your courses, you will need to give them the URL from YOUR EbD-BUZZ

splash page (the one that appears in your browser after you click on your course copy in Teacher view), so they can log in.

Your teacher view splash page URL will look similar to this:

<https://iteea-ak-cyandlepublicschools-yms.agilixbuzz.com>

Note that your splash page URL will be specific to your state, school district, and school name. DO NOT include the “/teacher...” piece in the URL that you share with students. Your splash page URL ends with “agilixbuzz.com.”

When your students enter this URL into their web browser, they will arrive at the blue EbD-BUZZ login page for your school. They must complete these steps, in this order, to log in successfully:

1. Click on the three vertical dots beside the word “LOGIN” at the top right of the screen and select “Use Application Login” from the dropdown menu. DO NOT click “LOGIN” first.
2. Enter Username and Password (exactly as they appear in the student roster .csv file that was uploaded to BUZZ) and THEN click the “LOGIN” button.

Students can then click on the icon for your course copy to begin the pretest/posttest.

[This tutorial](#) includes step-by-step instructions on how to add students and administer assessments.

## How do I make sure I’m formatting my student roster file(s) correctly?

The EbD-BUZZ database only accepts rosters to be uploaded one way. Please complete the [required Excel Template for Importing Student Rosters](#), paying attention to the strict criteria:

<b>First Name</b>	<b>Last Name</b>	<b>Username</b>	<b>Password</b>	<b>Course/Period</b>
First Name only	Last Name only	first.last	password	optional

Rosters MUST be in the exact order listed above.

Please make sure that:

- Rosters are created as a spreadsheet and saved as a .csv (Comma Separated Values) file; and
- Usernames match exactly what is in the First Name column, separated by a period, and what is in the Last Name column, except they must be all lowercase (first.last), with no spaces, hyphens, accent marks, or special characters.

## What if my school district requires the use of coded student names?

Below is a suggested means of using coded student names in your roster, to upload to EbD-BUZZ:

1. Complete the [required Excel Template for rostering students](#) using actual student names. The standard process is outlined in the FAQ, "How do I roster my students in EbD-BUZZ?"
2. Add 3 columns to the left of first/last names. Call them "Coded First Name," "Coded Last Name," and "Coded Username."
3. Make up random words, or using a random word generator (here's one: <https://www.randomlists.com/random-words>), paste random words into the new columns. Use the coded names to create coded usernames. Now a row will look like this:

A	B	C	D	E	F	G	H
Coded First Name	Coded Last Name	Coded Username	First	Last	Username	Password	Group (*This column is optional)
lake	spicy	lake.spicy	John	Brown	John.Brown	password	1st period FoT

4. Save that file. Store it safely and do not send it to EbD because it contains student data. Keep it where you can find it later, and maybe send it to the district supervisor for safe keeping. We do not keep records of student passwords.
5. Create a copy of that file. Delete columns D, E, & F. Save the encoded version, and use it to upload rosters or to send to EbD Tech Support to request that they upload your rosters.
6. Students will use their "Coded Username" (so, "lake.spicy") and their password (here, "password") to log in to BUZZ assessments. Please make sure passwords have at least 8 characters.