# Building Custom Lists on Rosetta Stone

Creating custom lists can help you view student data for a specified group of students. All LAUSD DLE and WL teachers will need to create customized lists to view data for each of their classes. Once you create a customized list once, it will save for the year! This is also a great tool for creating intervention or enrichment lists to easily see data for students who are grouped together.
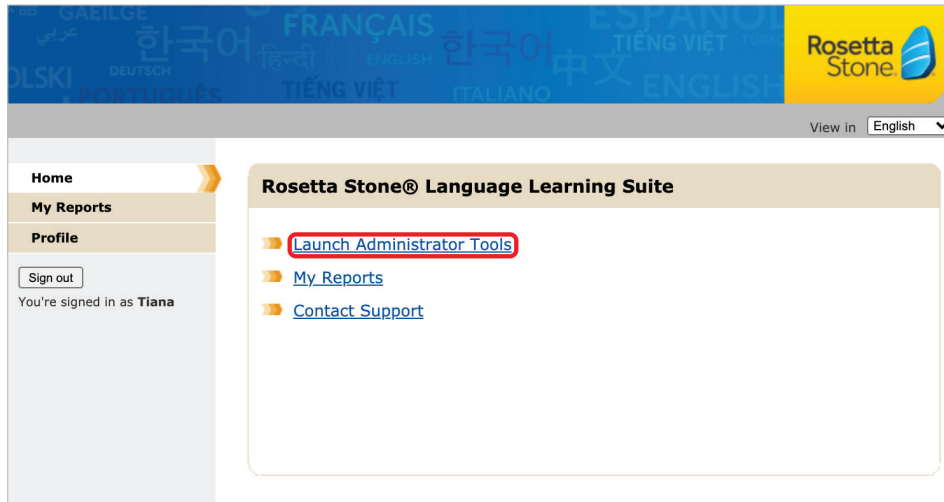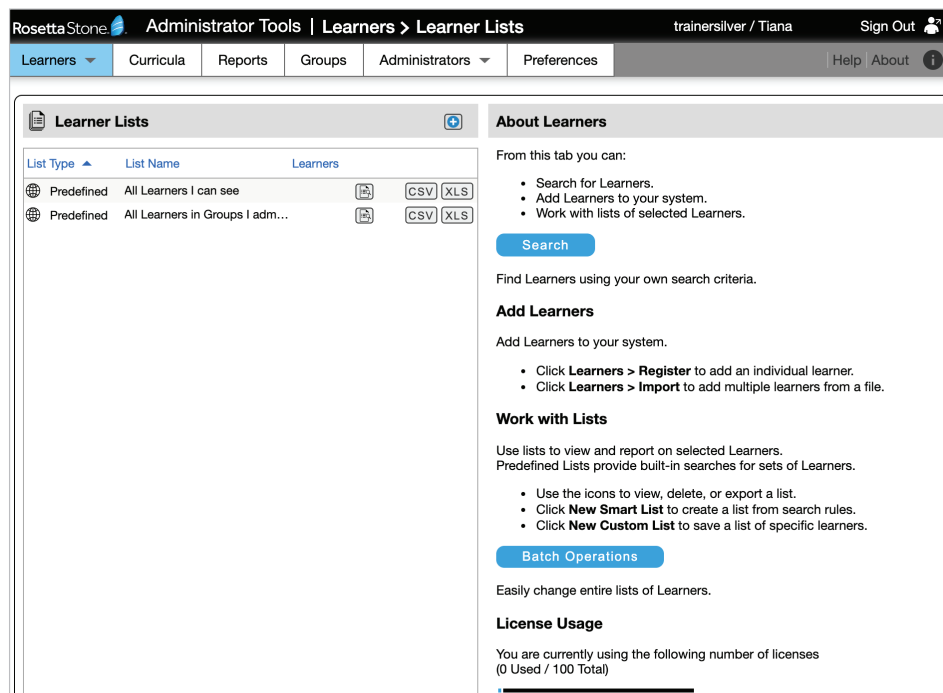
## 1 | Log into Rosetta Stone through Schoology
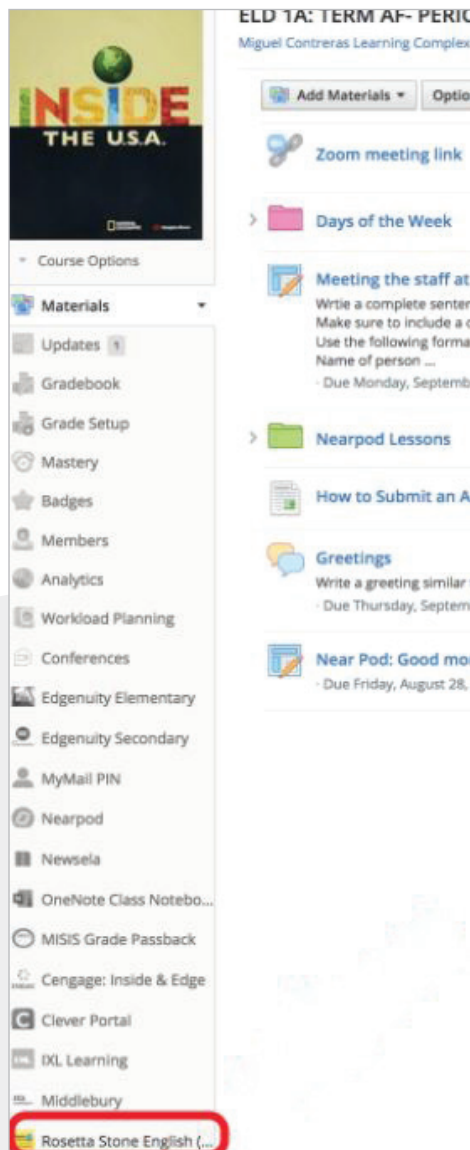
# 2 | Click "Launch Administrator Tools."

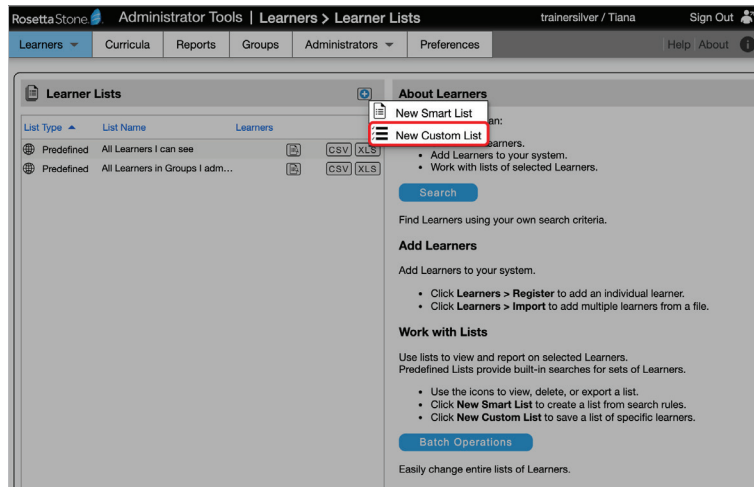This opens a new window and takes you to the Administrator Tools dashboard.



You will default to the *Learners tab*. In this tab, you'll see predefined lists. From here, you can create a custom list.

# 3 | Select the plus icon at the top of the Learner Lists section and select "New Custom List."
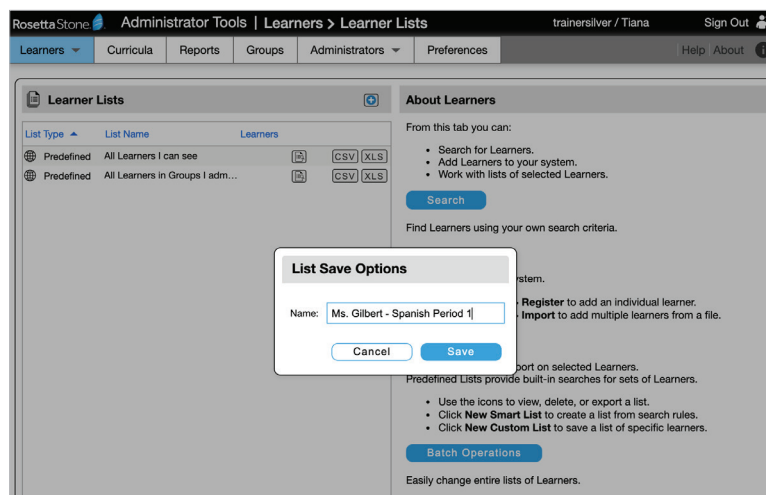


# 4 | Name your custom list and select save.

We recommend creating lists for each of your classes. This will help you view your data by class.
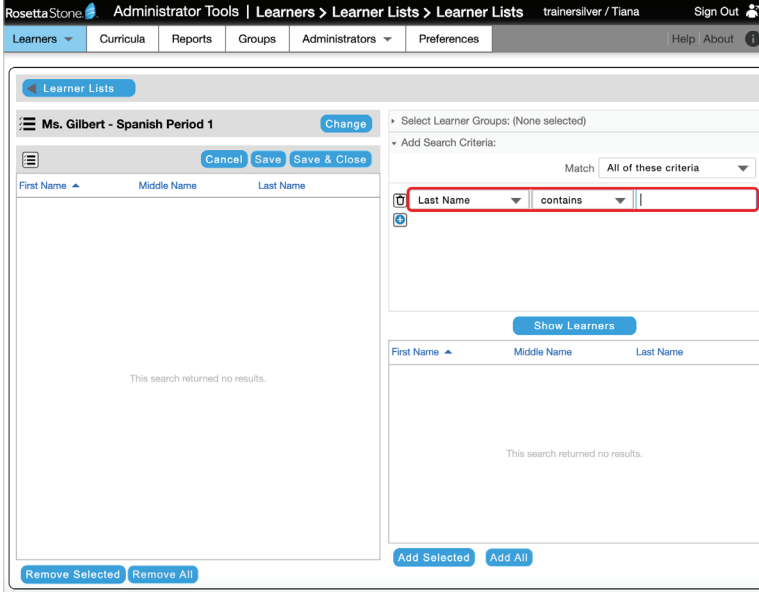
We also recommend that you use a consistent naming convention (ex: Period 1 Spanish) for each list to help you easily find the list you are looking for.

Rosetta Stone.

# 5 | Manually add students to your class using the universal search feature.
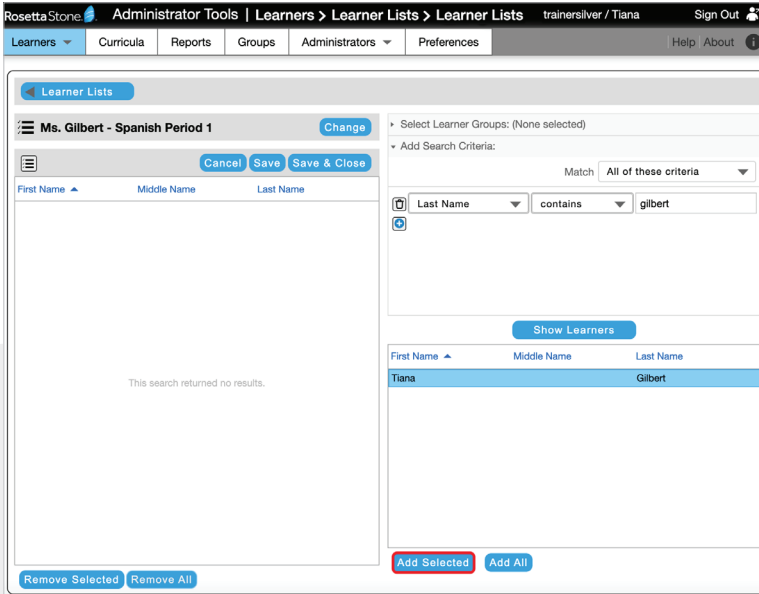
You can search for students by their first or last name to add them to your list.



After you search for a student's name, select their name from the bottom section and click "Add selected" to add that student into your customized list. Complete this process for every student you want to add to the customized list.
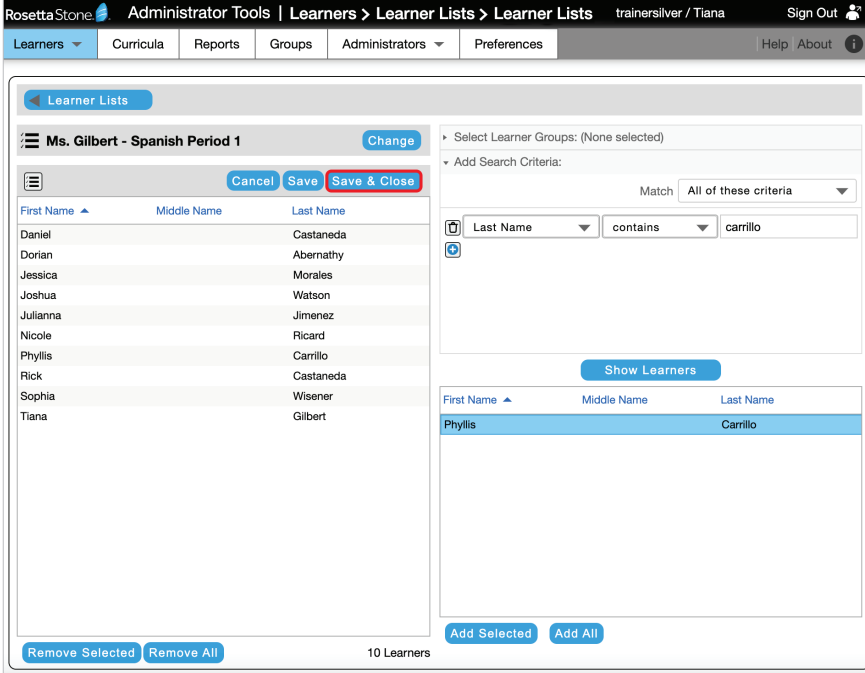
**6** | After all students are added to your list, select Save & Close.



Your new custom list will appear in the Learner Lists section.

# 7

## Use your customized list to check on student progress.

Click on the Reports tab. Click into one of the reports and your list will appear. Select that list to check on your class' progress.