

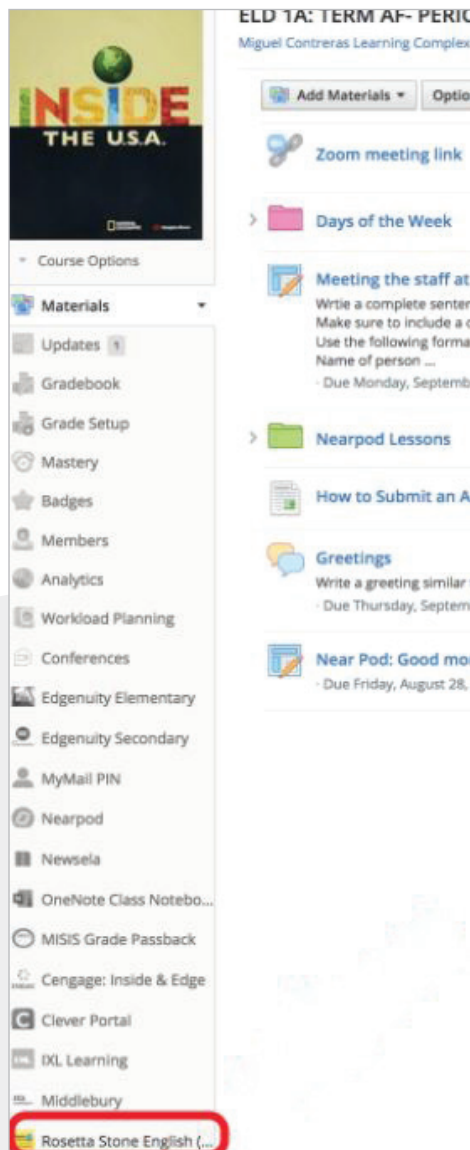
Building Custom Lists on Rosetta Stone



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

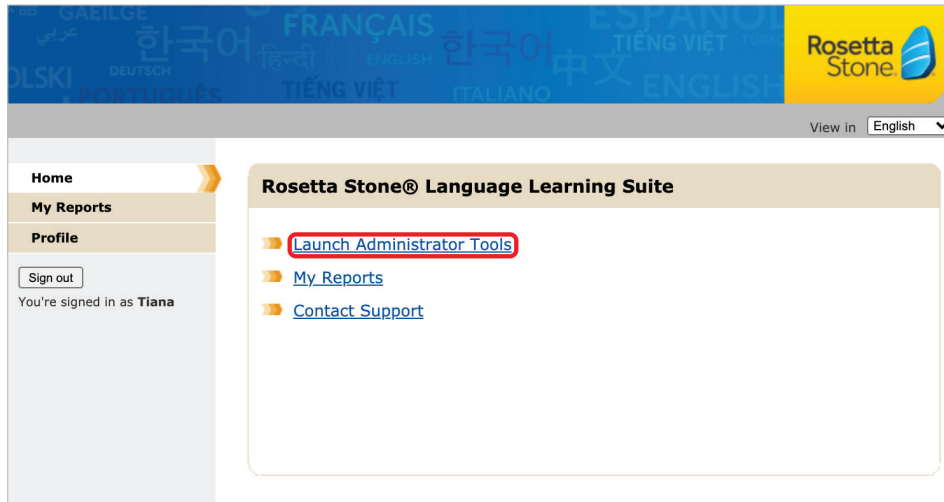
Log into Rosetta Stone through Schoology



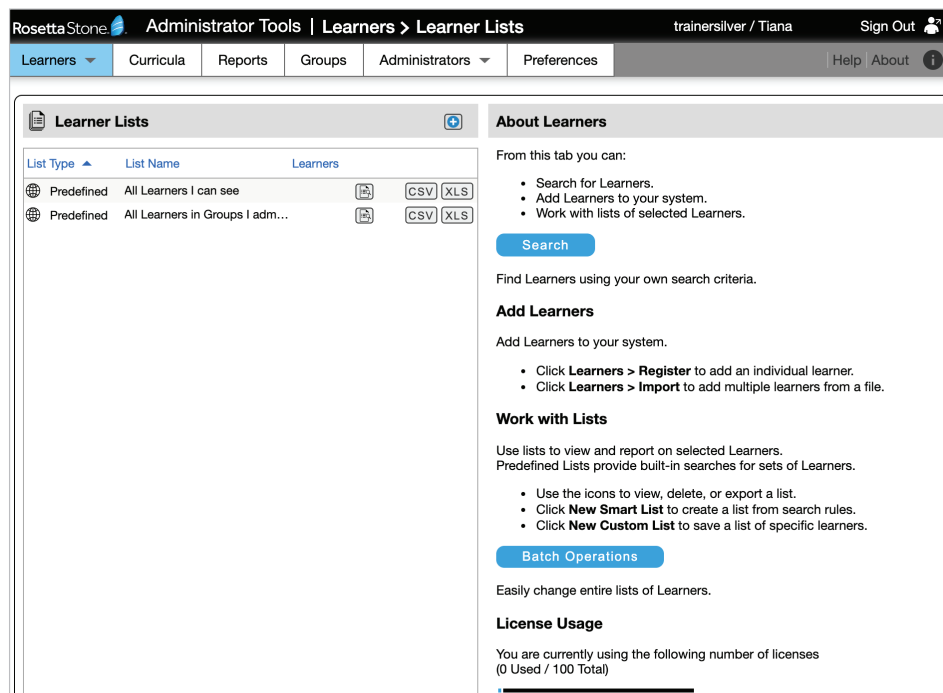
2

Click "Launch Administrator Tools."

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

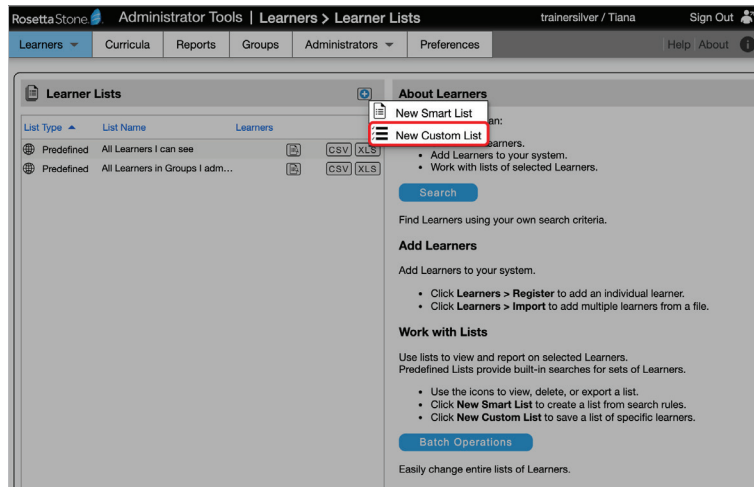


You will default to the *Learners* tab. In this tab, you'll see predefined lists. From here, you can create a custom list.



3

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

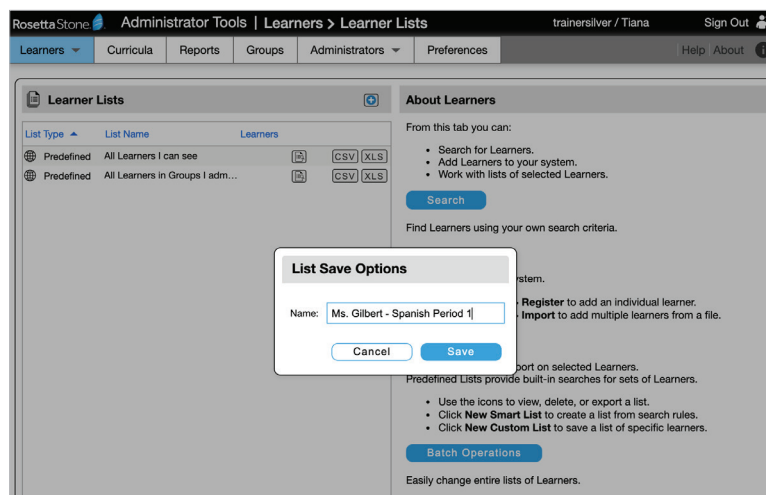


4

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.

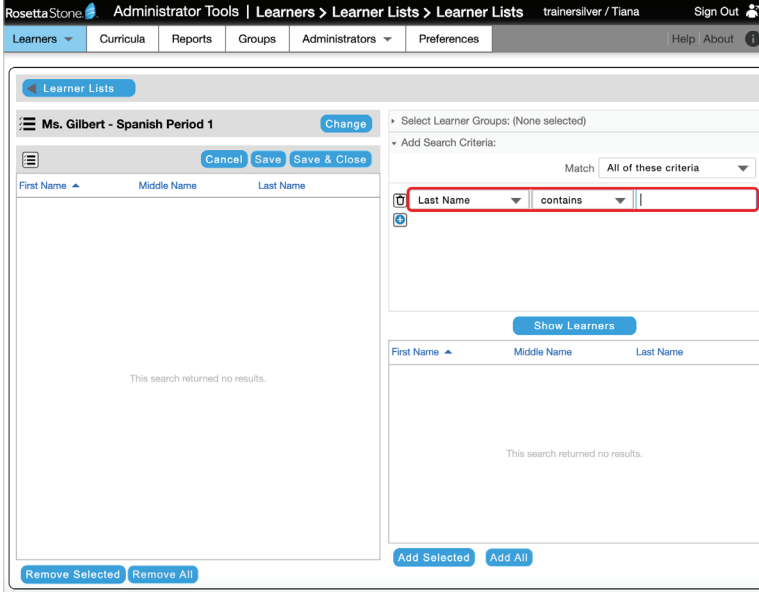
We also recommend that you use a consistent naming convention (ex: Period 1 Spanish) for each list to help you easily find the list you are looking for.



5

Manually add students to your class using the universal search feature.

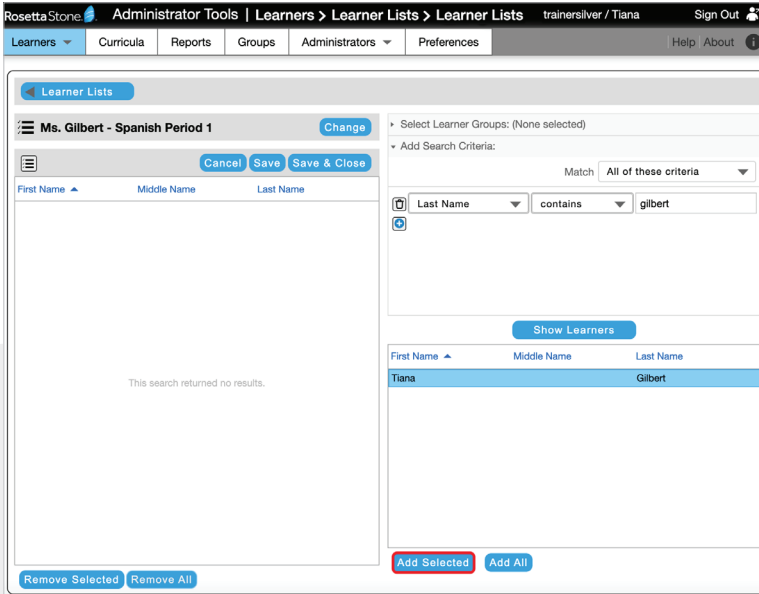
You can search for students by their first or last name to add them to your list.



The screenshot shows the 'Learner Lists' page for 'Ms. Gilbert - Spanish Period 1'. The search criteria are set to 'Last Name' contains. The search results are empty.

First Name	Middle Name	Last Name
This search returned no results.		

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.

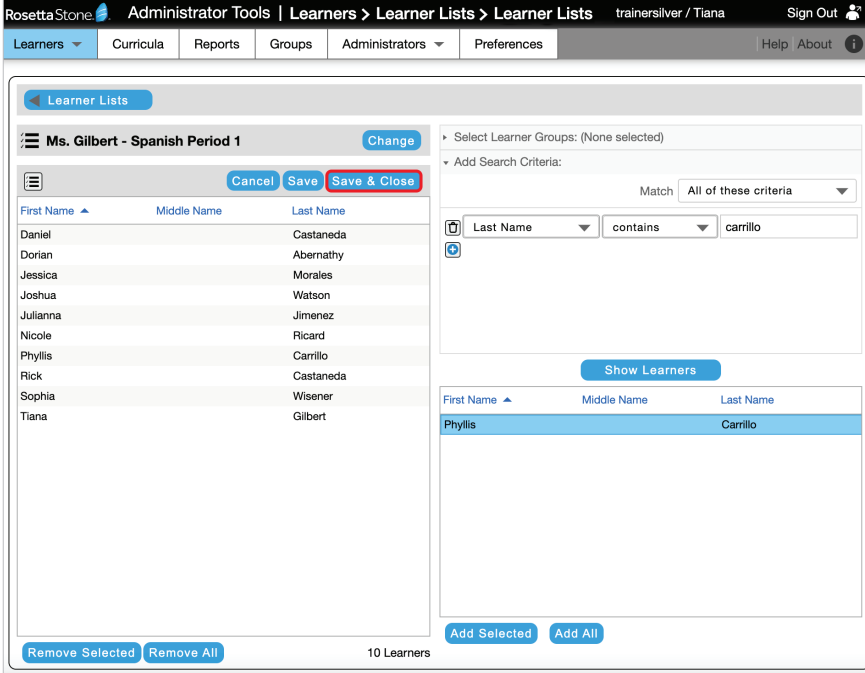


The screenshot shows the 'Learner Lists' page for 'Ms. Gilbert - Spanish Period 1'. The search criteria are set to 'Last Name' contains 'gilbert'. The search results show 'Tiana Gilbert'.

First Name	Middle Name	Last Name
Tiana		Gilbert

6

After all students are added to your list, select **Save & Close**.



RosettaStone Administrator Tools | Learners > Learner Lists > Learner Lists trainersilver / Tiana Sign Out

Learners Curricula Reports Groups Administrators Preferences Help About

Learner Lists

Ms. Gilbert - Spanish Period 1 Change

Cancel Save **Save & Close**

First Name	Middle Name	Last Name
Daniel		Castaneda
Dorian		Abernathy
Jessica		Morales
Joshua		Watson
Juliana		Jimenez
Nicole		Ricard
Phyllis		Carrillo
Rick		Castaneda
Sophia		Wisener
Tiana		Gilbert

Select Learner Groups: (None selected)

Add Search Criteria:

Match: All of these criteria

Last Name contains carrillo

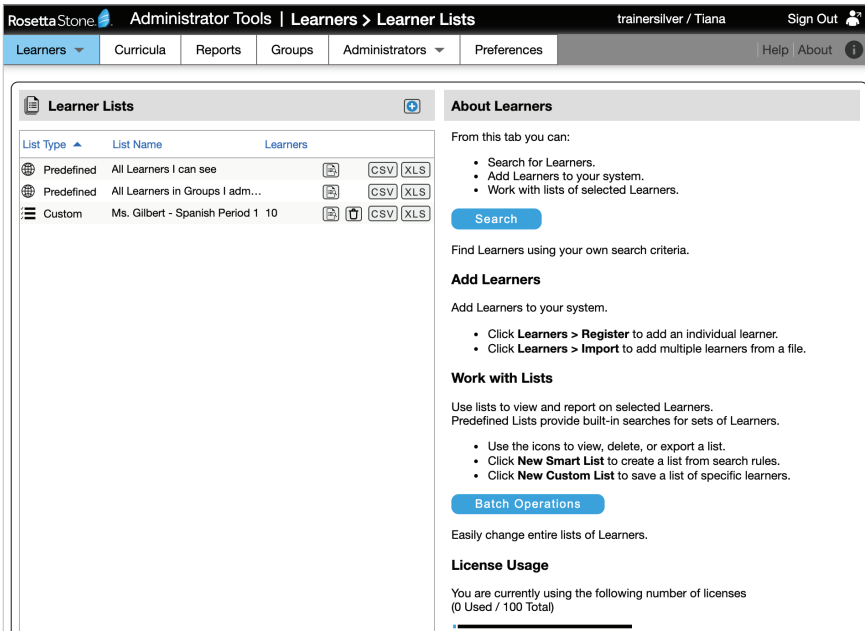
Show Learners

First Name	Middle Name	Last Name
Phyllis		Carrillo

Add Selected Add All

Remove Selected Remove All 10 Learners

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



RosettaStone Administrator Tools | Learners > Learner Lists trainersilver / Tiana Sign Out

Learners Curricula Reports Groups Administrators Preferences Help About

Learner Lists

List Type	List Name	Learners
Predefined	All Learners I can see	10 CSV XLS
Predefined	All Learners in Groups I adm...	10 CSV XLS
Custom	Ms. Gilbert - Spanish Period 1	10 CSV XLS

About Learners

From this tab you can:

- Search for Learners.
- Add Learners to your system.
- Work with lists of selected Learners.

Search

Find Learners using your own search criteria.

Add Learners

Add Learners to your system.

- Click **Learners > Register** to add an individual learner.
- Click **Learners > Import** to add multiple learners from a file.

Work with Lists

Use lists to view and report on selected Learners. Predefined Lists provide built-in searches for sets of Learners.

- Use the icons to view, delete, or export a list.
- Click **New Smart List** to create a list from search rules.
- Click **New Custom List** to save a list of specific learners.

Batch Operations

Easily change entire lists of Learners.

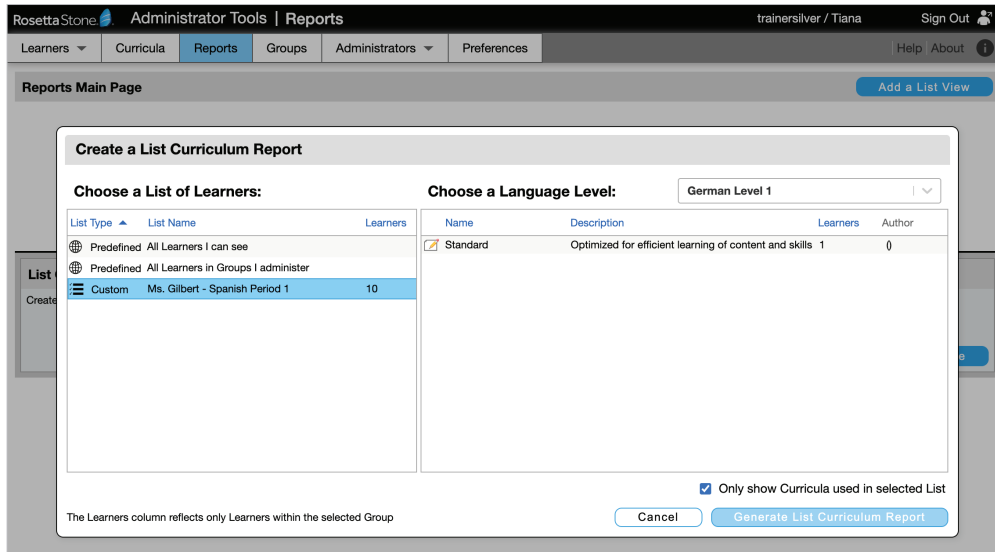
License Usage

You are currently using the following number of licenses
0 Used / 100 Total

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.



The screenshot shows the Rosetta Stone Administrator Tools interface. The top navigation bar includes 'Learners', 'Curricula', 'Reports', 'Groups', 'Administrators', and 'Preferences'. The 'Reports' tab is active. Below the navigation bar, there is a 'Reports Main Page' section with an 'Add a List View' button. A modal dialog box titled 'Create a List Curriculum Report' is open. It has two main sections: 'Choose a List of Learners:' and 'Choose a Language Level:'. The 'Choose a List of Learners:' section contains a table with columns for 'List Type', 'List Name', and 'Learners'. The 'Choose a Language Level:' section contains a dropdown menu set to 'German Level 1'. Below these sections is a checkbox labeled 'Only show Curricula used in selected List' which is checked. At the bottom of the dialog are 'Cancel' and 'Generate List Curriculum Report' buttons.

List Type	List Name	Learners
Predefined	All Learners I can see	
Predefined	All Learners in Groups I administer	
Custom	Ms. Gilbert - Spanish Period 1	10

Name	Description	Learners	Author
Standard	Optimized for efficient learning of content and skills	1	0