Rostering Options

A successful school year starts with a successful rostering experience. This workflow is designed to help District Administrators, IT Administrators, Principals, or those who are familiar with rostering decisions and methods make the right rostering decision for their school or district.

Choosing the best method for your school or district

Imagine Learning offers three main ways to roster: Self-Managed, One-Time Assisted, and Automated. Review the table to determine which method works best for your school or district.

	Self-Managed	One-Time Assisted	Automated
Head count: How many accounts do you need?	Less than 50 accounts	50–200 accounts	200+ accounts
Student mobility: How often do students move between schools in your district?	Students don't move often	Students don't move often	Students move often
Rostering frequency: How often do you need to update your rosters?	As needed	1–2 times per school year	Daily or weekly
Current integration method: How do you currently roster students?	Manually	Manually	Using a Student Information System (SIS) or third-party integration service

How rostering works

Once you have chosen a method, you can expect the following:

	Self-Managed	One-Time Assisted	Automated
Initial rostering	We provide guides that walk you through how to roster users and classes manually. You use in-product tools to update rosters.	We provide import templates and instructions for uploading your data. Once received, our Technical Services team validates the data and then imports the users and classes in bulk. We then verify with you that accounts were successfully created.	Use your SIS to manage users.
Subsequent updates to rosters	You use in-product tools to update rosters.	After initial import, you use in-product tools to manually update rosters **without assistance from Imagine Learning**.	Changes are reflected in automated, regularly scheduled imports.
How users log in	Users log in manually.	Users log in manually. Single sign-on (SSO) is only supported with Automated rostering.	Users log in manually or using SSO if the district has it.
Next Steps	Not all Imagine Learning products are the same, so it is best to reach out to your Account Executive or CSM to learn what options are available for your district/school.		