

The **eRoster** system allows Grossmont District teachers to download their class rosters quickly and easily from the Internet. These class-specific downloaded files include student names, id's, contact info, and even students' initial eBackpack and student email usernames and passwords.

To access the eRoster system*:


1. On the Internet, go to the District staff homepage (<http://intranet.guhsd.net>) and click the "eRoster" link from the menu.
2. Log in to eRoster using your *TeacherPortal* user id and password.
3. Once logged in, select the desired term, school, and period(s):

- a. From the "Fiscal Year/Session" drop-down menu, choose the current term; e.g. choose "2009-Session1" for the first semester of the 2008-09 school year; Each "fiscal year" choice reflects the end of the current school year, and "sessions" reflect semesters.

- b. Choose the school site from the "School Taught" drop-down menu.
- c. Next, select your first desired period to download under the "Period" drop-down menu. To select all section rosters combined for each period, choose "Per_x - (All courses)." To select all rosters combined in a single file, choose "All Periods (Combined Roster)." Otherwise, you can choose individual section rosters by choosing just those section titles.
- d. As soon as all three choices are completed, eRoster displays the roster as a webpage, including a variety of student-specific data.

4. To save each roster as a file on your computer (for use in gradebook programs, etc.), click the "Download" button. Make sure that you always choose to "Save to Disk" instead of to "Open" the file, if given the choice; then simply choose the location to save the roster files (it is advisable to create a new roster folder on the Desktop and in order to place all roster files there temporarily). The downloader will automatically name the class rosters according to the chosen Period file (e.g., *Per1-(All courses).txt* or *Per3-Alg1c.txt*, etc.).

Last Name	First Name	Student Id	Sex	Gender Group	Citizenship	Counselor Id	Parent Name	Address	City	State	Zip	ebackpack Username	ebackpack Password	Birth Date	Phone	Fiscal Year
	JASON	1	M			1	S	3	EL CAJON	CA	92021				6	2008

5. To choose and download another period or section, simply change the period choice in the "Period" drop-down menu. Repeat steps 3 & 4 to gather all of your classes.
6. Remember to click "Logout" and to close out your browser, then to secure any downloaded files on your computer when finished. 
7. If you would like to import your class rosters into Making the Grade, go to step 15 on the Making the Grade QuickGuide handout (See <http://edtech.guhsd.net/dtabnk/mtgguide.pdf>).

*Problems or questions regarding eRoster? Contact Technology Resources using our webform (<http://edtech.guhsd.net/request/>) or by calling (619)593-2700.