Validating & Troubleshooting Student Rosters

Validating Student Rosters
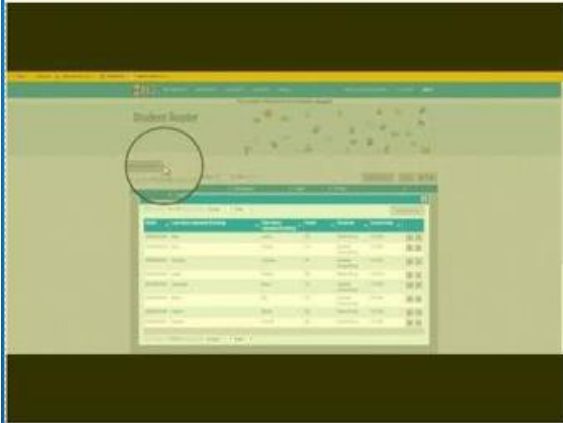
Video: Validating Rosters

1. Go to https://skillstack.idaho.gov.
2. Click Log In (top right of navigation bar).
3. Enter your username.
4. Choose Approver Menu.
5. Click Student Rosters.
6. Click "Validate Roster" button.
7. Verify your students in dialogue box.

*If incorrect students appear, click the "ignore" button beside the student.

8. Click "Approve Roster" button (top right of dialogue box).
9. Exit dialogue box - Students will now appear!

Updating student information in your roster

- Once added, you will have the ability to change student period, email address, create logins, and remove them from your roster if needed.

	1 to 10 (10)		Display: 25 ∨	Goto: 1 ∨		Mass Remove	New		
EDUID	Last Name	First Name	Login	Period					
TEST32109	Apple	Pine		4 Graphic Communications Level I ∨					

- For major errors regarding your roster, call 208.429.5521.

Note: **Do not make changes to student names or EDUIDs.**
This will affect validation of assessments at the end of the year. Please use the student's name from ISEE (legal name, not preferred name). If the name is changed, the ISEE upload will override those changes each time a new upload occurs

- Within 15 days of approval, you may revoke any skill you have approved.
  - If after 15 days, call 208.429.5521 or skillstack@cte.idaho.gov.

1. Choose Approver Menu.
2. Click Recent Approvals.
3. Click ☒ on the skill you would like to revoke.
4. Confirm removal in the dialogue box.