



# Creating Rosters



# How to Access the Registration Tab

- Go to the ADEConnect Portal at <https://adeconnect.azed.gov/>
- Click on “CTE Technical Skills Assessments”
- Select the Registration tab
- Video: [Access Registration Tab](#)

- Go to the Registration tab
- Find student(s) row to be added to new roster
- Click the box at the beginning of each student row
- Selected rows will highlight in yellow
- Click on “Create New Roster” link (Create Roster pop-up will appear)
- Enter roster name, click green “Save Changes” button, and click the “Close button”
- A pop-up window will appear; click the Close button
- Registration grid will show “Yes” in green in Roster column
- Click Roster tab and click roster name
- Student(s) will now be included on the roster

# Creating Rosters

**VIDEO: [How to Create Rosters](#)**

# Download and Prepare Roster Sheet(s)

- Click on the Roster tab
- Find the row with the roster name
- Click on the “Download Roster Sheet” link at the end of the row
- Click Open in pop-up window
- Excel file will appear in new pop-up window
- Click “Enable Editing” at top of file
- “Save As” to PC on drive of choice
- Delete Column A (the Roster Name) since it is not needed
- Highlight the contents of the spreadsheet
- On the toolbar, click “Print Area” then “Set Print Area”
- On the toolbar, click “Orientation” and choose “Landscape”
- Complete formatting
- Print 2 copies of the file
  - The first copy is the class roster for the Proctor
  - The second copy may be used to make User ID cards for students. Simply cut out each row containing the Student Unique ID (SAIS ID), password, student name, and program assessment and attach to the index card. Students will use this information to log into the assessment
- Close file

**VIDEO:**  
[How to Download and Prepare Roster Sheets](#)

CTE  
Technical  
Skills  
Assessments  
User Guide

This guide will answer most of your questions:

[CTE Technical Skills Assessments User Guide](#)

If you have additional questions, please call the assessment helpline at 602-542-5452 or send an email to: [CTEAssessmentHelp@azed.gov](mailto:CTEAssessmentHelp@azed.gov)