

### Before the current school year ends:

- Think through how you shared your rosters with DreamBox this year. Is there anything that would improve the process for next year?
- Would you like to try sharing rosters using Automated Roster Management next year? If so, please reach out to Client Success.
- Email your account manager the following information:
  - Summer school start and stop dates
  - If you would like to change the way you share rosters with DreamBox.
  - When you will share your 2016-2017 rosters with DreamBox
  - The date you want to launch DreamBox next year.

### To confirm your 2016-2017 DreamBox roster data is ready to share with DreamBox

- Are you sharing only the schools, classrooms (sections?), teachers, and students who need access to DreamBox?
- Review your teacher spreadsheet for the following errors:
  - You have shared all new teachers and staff members, as well as existing staff accounts that need to be updated, such as teachers who are changing schools or need administrative permissions.  
(Existing teachers/staff don't need to be included.)
  - You have included the teacher's first and last name, their email address, and if they need administrative permissions.
  - The school names are listed exactly as they are shown in your DreamBox Insight Dashboard.
  - You have saved the teacher spreadsheet as a .csv (comma delimited) file.

### Review your student spreadsheet for the following data errors:

- You have included student first and last name, gender, and grade level for each student.
- You have shared the unique student school ID for each student, and it is the same student ID you shared the previous year.
- The DreamBox Math Classroom names are unique.
- School names are listed exactly as they are shown in your DreamBox Insight Dashboard.
- You have saved the student spreadsheet as a .csv (comma delimited) file.

### Please share your rosters with DreamBox Client Success at least two weeks before your launch date.

### After Client Success confirms your roster update:

- Alert your district stakeholders and review the DreamBox rosters.
- Contact Client Success if you need any roster adjustments.

