



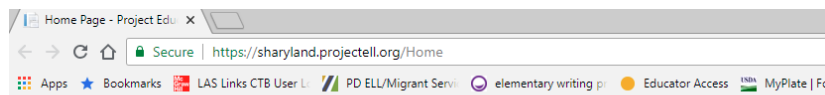
Project ELL How to Remove Previous Rosters

Audience: ALL Project ELL Users

Task: Delete the rosters you created in previous year(s).

Steps:

1. Using Chrome, open the District webpage
2. Select Departments
3. Select Bilingual/ESL
 - a. Select Project ELL
 - b. Click on [Project ELL Home Page](#) link
4. [Project ELL Home Page](#) opens



PROJECT ELL
Sharyland Independent School District

SHARYLAND
INDEPENDENT SCHOOL DISTRICT
Excellence is our Tradition


Email
Password

Remember me?

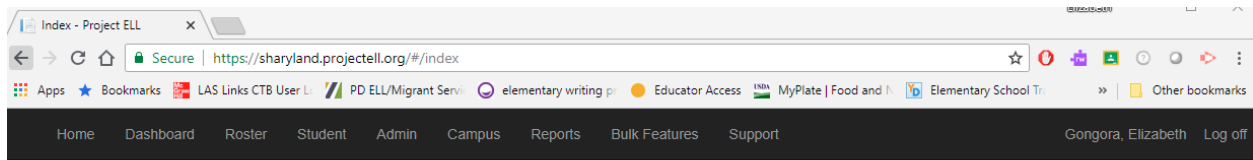
Log in

[New User](#) | [Reset Password](#)

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- a. enter email: district email@sharylandisd.org
- b. enter password you created
- c. Log in 
- d. If you forgot your password, click on [Reset Password](#)
- e. If you are new to working with English Learners, click on [New User](#) and create an account using your Sharyland ISD email account

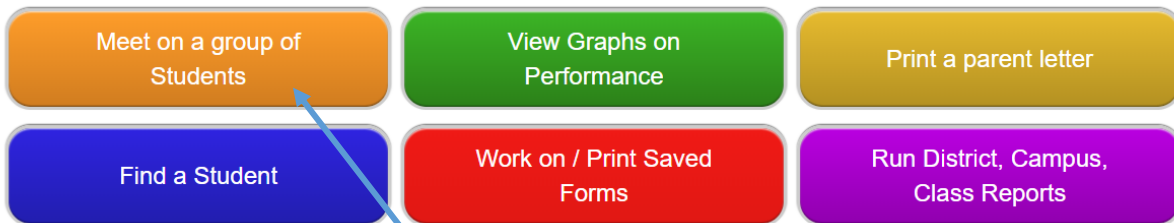
New screen opens



Personalization Login to: Meet on a group of Students

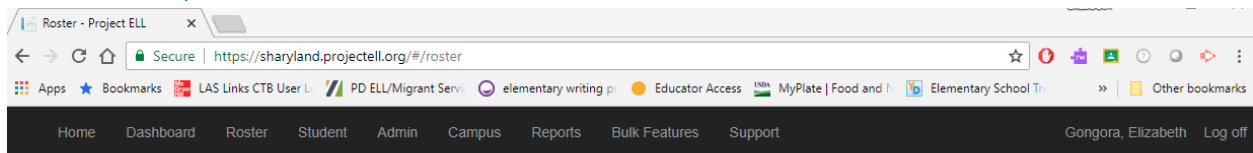
PROJECT ELL

I want to:



5. Select Meet on a group of students

New screen opens



Roster Management

6. Look at the top right corner for a drop menu next to "My Rosters"
 - a. When you click on the small black triangle, a list of rosters will appear. Leave the rosters you did not create.
 - b. Select a roster you created.
 - c. A list of the students included in the roster will appear.

New screen opens

Home Dashboard Roster Student Admin Campus Reports Bulk Features Support

Roster Management

+ Create Roster Save Cancel Edit Copy Remove Meeting Mode Print

My Rosters: egongora MOY

Committee Members roster: Meeting Date:

Campus MM/DD/YYYY

egongora MOY Default

Total: 4

Meeting Start

- Student, Test26
- Student, Test27
- Student, Test28
- Student, Test29

- d. Click the red button above that says “Remove”
- e. A message window will appear

Student Admin Campus Reports Bulk Features Support

Confirm Delete

Delete roster?

OK Cancel

- f. Select OK
7. Repeat step 6 until you have deleted all the rosters you created. If you see some rosters that are created by grade level, please leave those there.