

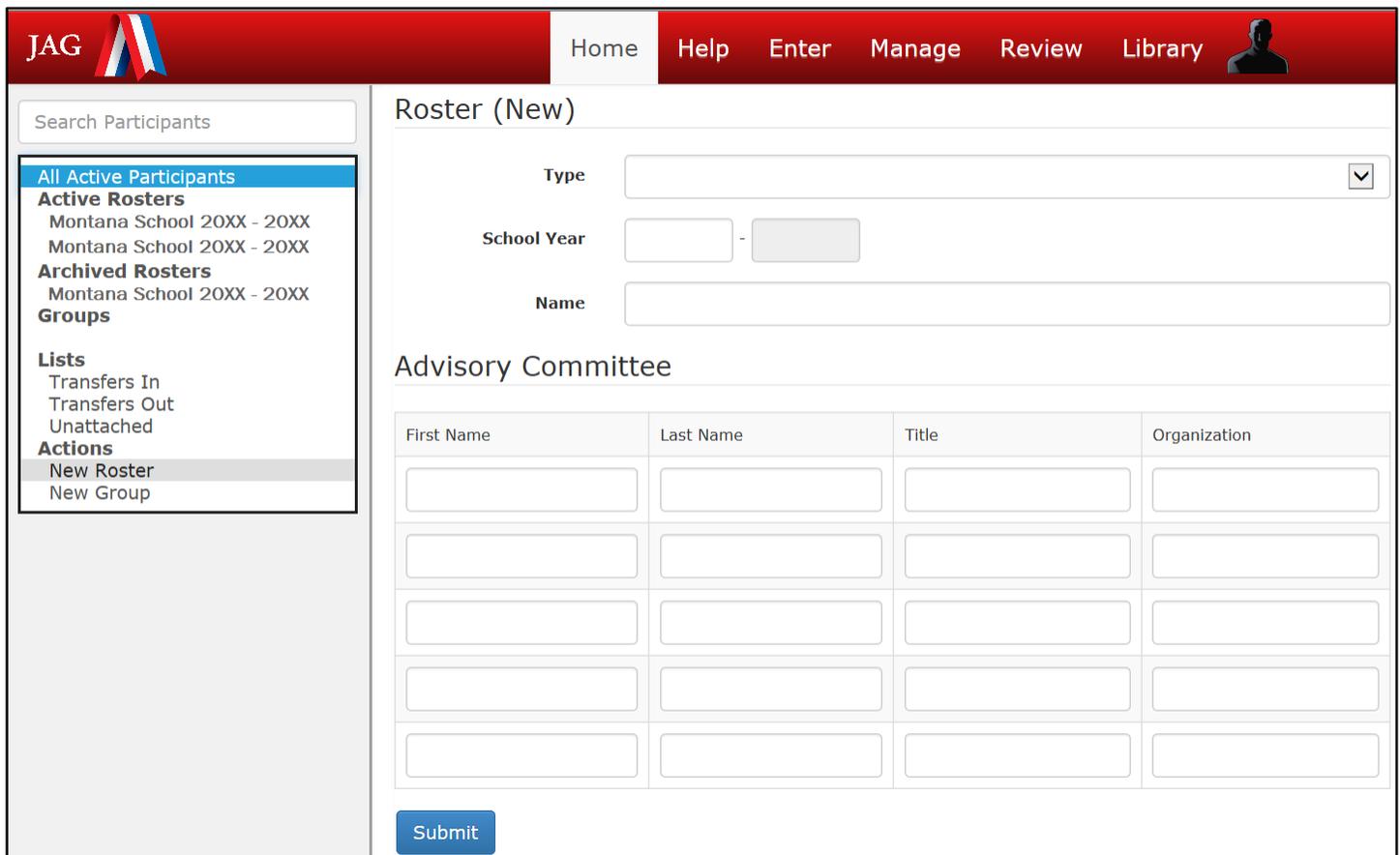
## eNDMS: Creating a Roster

Creating a roster is really the first step to getting your data entered into the eNDMS (assuming you are able to login). Part of creating your roster is identifying your Advisory Committee. The Advisory Committee is a valuable tool we can use to help identify students that can benefit the most from JMG. The Advisory Committee is normally made up of Administration, Teachers, Support Staff, Business Members, Community Members, or others.

Below is a step by step guide to creating your roster

### Steps to Create a Roster:

- 1) Select the dropdown menu labeled “**All Active Participants**” in your Navigation Sidebar (left hand side of your screen).
- 2) Select the **New Roster** link at the bottom of the dropdown menu.
- 3) Select the **Type** of roster (Middle School, Multi-Year, Senior, or Out of School).
- 4) Type in the **School Year** using the current year (eNDMS will automatically populate the next year).
- 5) Type in the Name of your roster (hint: it may be helpful to include the year in your roster name).
- 6) Type in each member of your **Advisory Committee** (Administrator, Teachers, Support Staff, Community Members, etc.). At least one **Advisory Committee** member is required in order to save a roster.
- 7) Select the **Submit** button at the bottom of the screen in order to save your roster.



The screenshot shows the eNDMS interface. At the top is a red navigation bar with the JAG logo and links for Home, Help, Enter, Manage, Review, and Library. On the left is a sidebar with a search box and a menu. The main content area is titled 'Roster (New)' and contains a form with fields for Type, School Year, and Name. Below the form is an 'Advisory Committee' table with columns for First Name, Last Name, Title, and Organization. A 'Submit' button is located at the bottom left of the form area.

**Navigation Bar:** Home | Help | Enter | Manage | Review | Library

**Search Participants:** [Search Box]

**Navigation Sidebar:**

- All Active Participants
- Active Rosters**
  - Montana School 20XX - 20XX
  - Montana School 20XX - 20XX
- Archived Rosters**
  - Montana School 20XX - 20XX
- Groups**
- Lists**
  - Transfers In
  - Transfers Out
  - Unattached
- Actions**
  - New Roster
  - New Group

**Roster (New) Form:**

Type: [Dropdown Menu]

School Year: [Year] - [Year]

Name: [Text Field]

**Advisory Committee Table:**

First Name	Last Name	Title	Organization
[Text Field]	[Text Field]	[Text Field]	[Text Field]
[Text Field]	[Text Field]	[Text Field]	[Text Field]
[Text Field]	[Text Field]	[Text Field]	[Text Field]
[Text Field]	[Text Field]	[Text Field]	[Text Field]
[Text Field]	[Text Field]	[Text Field]	[Text Field]
[Text Field]	[Text Field]	[Text Field]	[Text Field]

Submit

**Note:** Once you have created a roster, eNDMS will prompt you to select any students that are continuing in JMG from last year. If you do have students coming back to take JMG, simply click on their name and hit submit. If you do not have students returning, simply close this prompt.