

“Enroll/Add Students” Checklist

Adding Individual Students

- Click on the MANAGE YOUR CLASSES AND STUDENT icon to open the MANAGE window
- Click on the ADD STUDENTS icon on the bottom right of the window
- The STUDENT INFO form will appear
- Complete the form with the following information:
 - Student First Name
 - Student Last name
 - Student number (unique identifier used as part of the student login – numbers or letters)
 - Grade Level (click on the down arrow to see a list of available grades and select the correct grade level for the student)
 - Class Name (click on down arrow to see a list of your classes. Multiple classes can be selected by placing a check mark in the box to the left of the class name)
 - Username (automatically created with school code and the information in Student Number field)
 - Password (same password for all students is recommended)
 - OPTIONAL: student e-mail and the notes section
- Click SAVE
- Student is now included in the class/es to which he/she was assigned during the Enroll process

Importing Multiple Students (using Excel spreadsheet template)

- Click on the MANAGE YOUR CLASSES AND STUDENT icon to open the MANAGE window
 - Click on the ADD STUDENTS icon on the bottom right of the window
 - The ADD STUDENT INFO form will appear
 - Click on the IMPORT FROM EXCEL tab
 - If you have not completed the Excel template used for importing a class list, click on TEMPLATE FILE and enter the following information for each student:
 - Student First Name
 - Student Last name
 - Student number (unique identifier used as part of the student login – numbers or letters)
 - Password (same password for all students is recommended)
 - Grade Level (You write grade levels as: 5, 6, 7, 8, 9, 10, 11, or 12)
 - Class Name: Enter the name of the class in which to enroll the student.
- If a student is being enrolled in multiple classes, for each class you must complete all of the information requested on a separate row in the template**
- OPTIONAL: student e-mail and the notes fields

“Enroll/Add Students” Checklist (continued)

- Save the template file in Excel (save the file where it will be easy for you to find)
- At the ADD STUDENT window, click on BROWSE and locate the Excel spreadsheet you saved
- Click on the file name and select OPEN at the bottom of the window
- The BROWSE field will now have the file name and location in it
- Click UPLOAD
- A list of the students from the spreadsheet will appear in the window, with a checkmark next to their name
- Click on IMPORT SELECTED

Students are now included in the class/es to which he/she was assigned during the Enroll process.