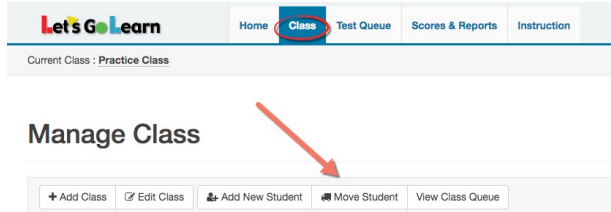


How to Import Existing Students into Your Class

METHOD ONE

- Use to import students EITHER at your school site or from a different school sites
- Fastest way to grab students one at a time from the <Class> tab
- When moving students within a school, students will NOT be moved out of another teacher's class!

Step One: Go the class tab and then click on the “Move” button.



Step Two: In the “Move Student” dialog box, search for a student by entering either the student’s first name, last name, or student ID number.

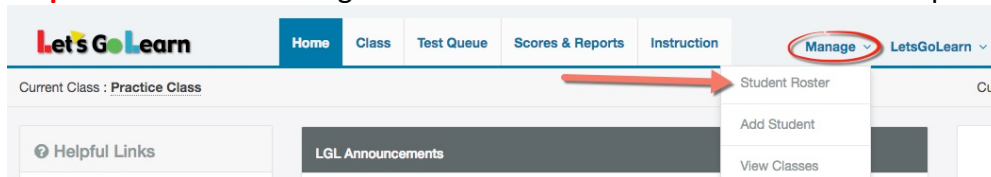
- (1) Enter search parameters; select a student;
- (2) Select the class into which the student will go;
- (3) Click “Move” to move the student.

WARNING: When selecting a student from another school site, this action will remove that student from all classes at the old school site.

METHOD TWO

- Use to import single or multiple students already at your school site (list view)
- Can re-activate a deactivated student from your school site

Step One: Go the <Manage> tab and select “Student Roster” from the pull down menu.



Step Two: Click on to the “Show all Student”* roster; enter your search parameters; click your cursor into the “Classes” field next to the target student and select a class. Done! Automatically saves.

* Depending on your school’s permission setting, teachers may not have access to the all roster.