

How to locate a missing student if they are not showing in your class.

When adding student to your class be sure the “**Enroll Student in selected class(s)**” has a class name in the box before you click “Add Student”

Username

Password

Password Confirmation

Enroll student in selected class(es)

If you do not see your student in your class after adding the student, please follow the steps below to locate the missing student.

Log into your Teacher/Parent account.

Go to the <Manage> tab and select “**Student Roster**” from the pull-down menu.

Let's Go Learn | Home | **Class** | Test Queue | Scores & Reports | Instruction | **Manage** | Richard | Help | Exit account

Current Class : My Class | Current Site : School Z

Manage Class

- Student Roster
- Add Student
- View Classes
- Add Class

1. Click on the “**Show all Students** or **Missing Students**” button.
2. Enter your search parameters.
3. Select one of your classes into which you want the student to appear by clicking inside the white box. Done! Automatically saves.

Let's Go Learn | Home | Class | Test Queue | Scores & Reports | Instruction | Manage | Richard | Help | Exit account

Current Class : My Class | Current Site : School Z

My Students | Status: Active | Show all Students

Show 10 entries | Search:

Username	First Name	Last Name	Student ID	Grade	Status	Classes
test1	Student1	One		5	Active	<input type="text" value="My Class rc-training@gl.com"/>
test2	Student2	Two		5	Active	<input type="text" value="My Class rc-training@gl.com"/>