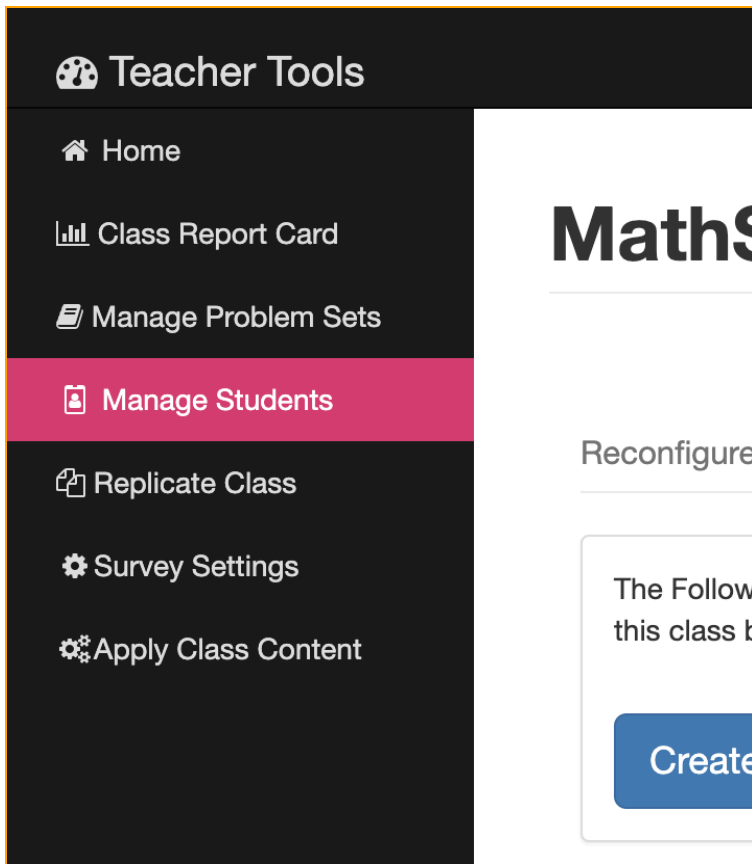


Module 3

Introduction to Teacher Tools

3. Add (additional) students

1. When creating a new class you have the opportunity to add your students then. We know there are times when new students enter the class after the start of the year. If you would like to add additional students to a class, click [Manage Students](#) in the left hand menu.



2. Click on [Create Usernames](#).

The following table shows information about the students in your class.

You can create more users for this class by pressing the 'Create Usernames' button below. You may accept the existing username prefix or change it.

Create Usernames

You can 'Download Usernames' in a spreadsheet with each student's username and password. The spreadsheet is designed to be easily cut into tags for each student.

Download Usernames

3. Select a **Username Prefix**. Any prefix will do, but for organizational purposes it is better to use a prefix that identifies students of one class from another class. Some examples would be: Smith_period1, Smithperiod2 MiddleSchoolX_class1, MiddleSchoolX_class2
4. Enter the **Number of usernames** you would like to be added to the class. This will add that number of new student accounts to your selected classroom.

Username Prefix

Math



Number of usernames to be created

0



Add Student Ids


Cancel

5. Click Add **Student IDs**.
6. A dialog box indicates that the students were added. Click **Close** and refresh the page.

Success ✕

User creation was successful. Please refresh you page to view your change

Close

7. Refreshing means reloading the page, from the browser by clicking on the 'reload'  icon..