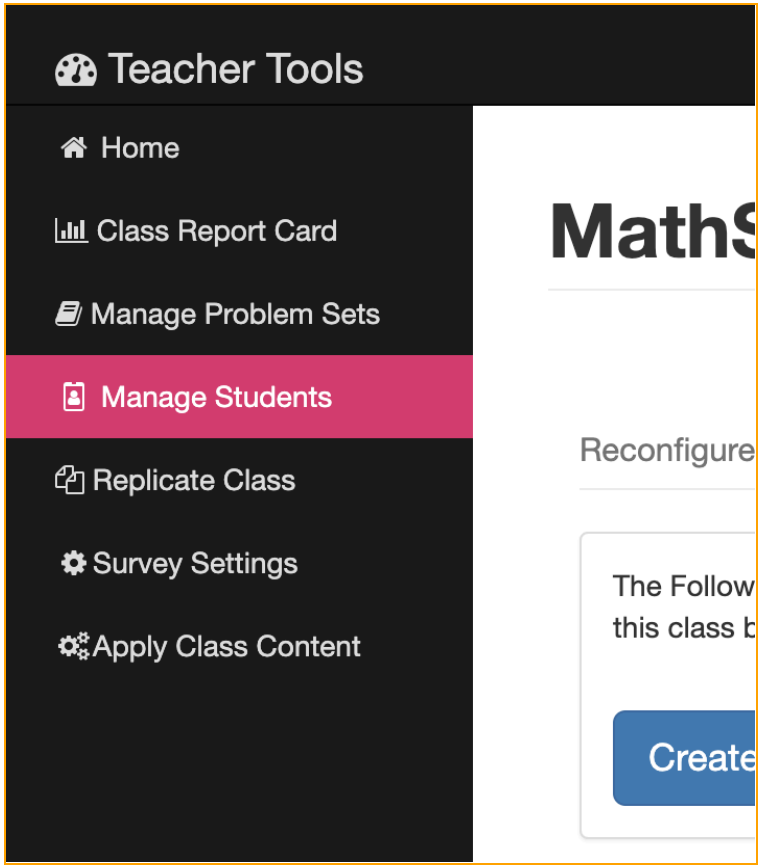
Module 3

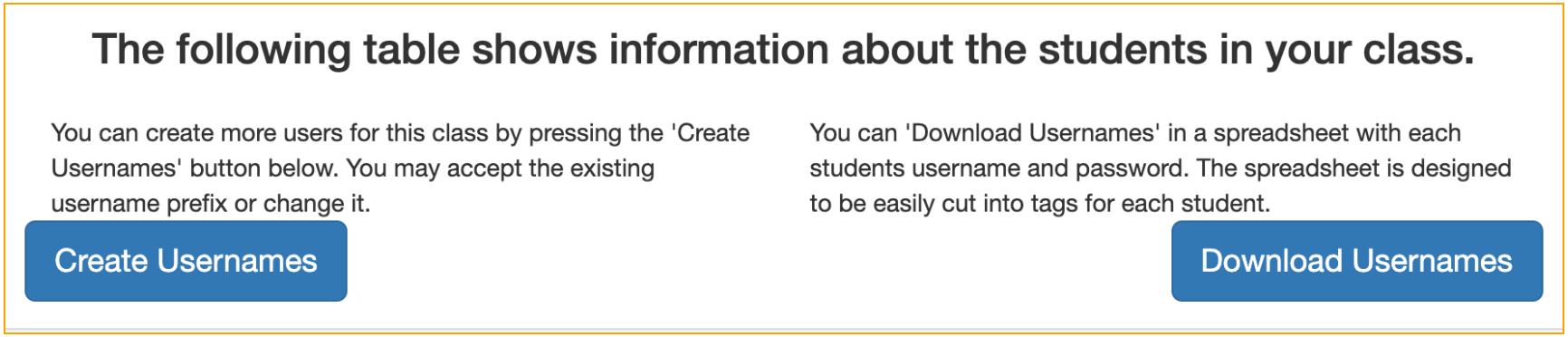
Introduction to Teacher Tools

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.

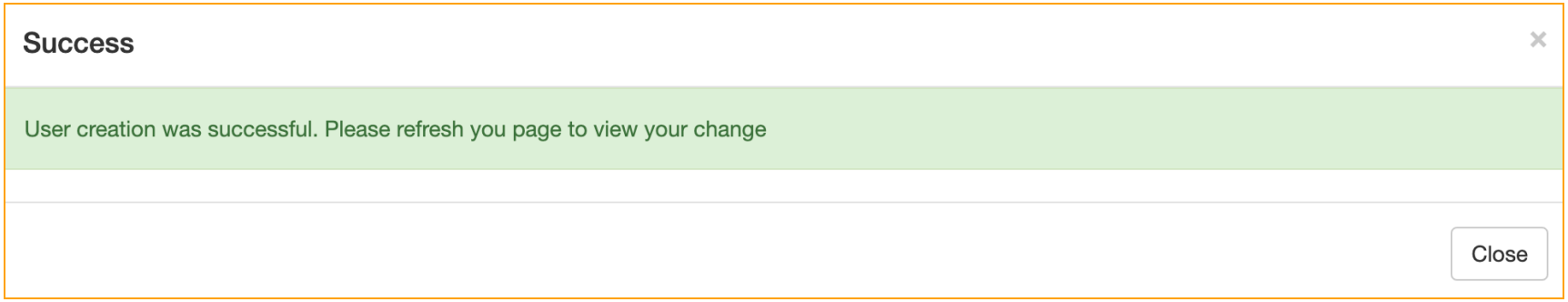


3. Select a Username Prefix. Any prefix will do, but for organizational purposes it is better to use a prefixes that identify students of one class from another class. Some examples would be: Smith_period1, Smithperiod2 MiddleSchoolX_class1, MiddleSchoolX_class2

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.



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



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