

Adding and Removing Students from your Teacher Dashboard

When you open up your class on your Teacher Dashboard, it may not have a totally correct list of students who should be there.

You can add and remove students yourself to get this correct.

Across the top, along the tabs, you will be on the dashboard view. You need to click where it says “class info”



This brings up the view where you can see all of the student emails.

Dashboard

Gmail

Sharing

Remote Control

Class Info

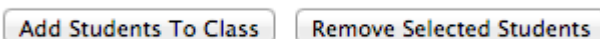
Class Information

	Student name	Student id	Password reset
☐	Job, Aaliyah	aaliyah0dfd6w2	<reset password>
☐	Neho Simon, Arahura	arahura8mv8cht	<reset password>
☐	Finau, Chyann	chyann0chczg6	<reset password>
☐	Langi, Etuate	etu4dtxtr	<reset password>
☐	Galiki, Knacyah	knacyah8gz889s	<reset password>
☐	Finepolo, Lavinia	lavinia274m5bw	<reset password>
☐	Makea, Auhura	reign6dtmdg9	<reset password>
☐	Rairi, Robin	robin8fcrpv3	<reset password>
☐	Ikimata, Rose Marie	rosemarie97s38wm	<reset password>
☐	Kuki-Lagatule, Siale moka	siale moka0gxjzct	<reset password>
☐	Makalio, Uani	uani27k9hvv	<reset password>
☐	Ofa, Viliami	viliami6dbngfp	<reset password>

Add Students To Class

Remove Selected Students

At the bottom of the email list, the two important buttons you need for this are these two.



Adding Students

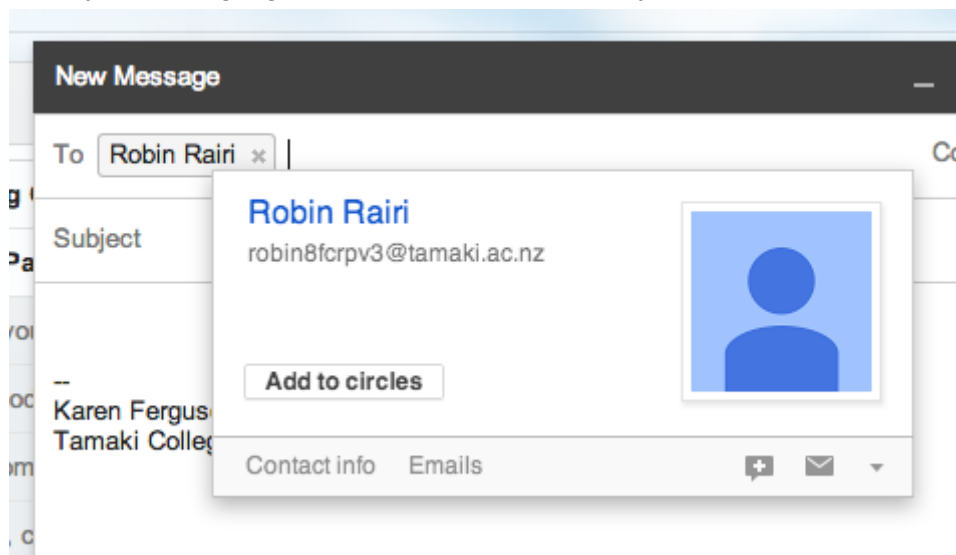
You need to get the student user name
(this is the bit that goes before the @tamaki.ac.nz in their email address)

The easiest place to get this is from your email.

Compose a new email, and start typing the student name into the “to” box.
Click on the student when they appear on the list.



When you hover over their name in the “to” box, the detail box appears.
Here, you can highlight their user name, and copy it. (ctrl + c)



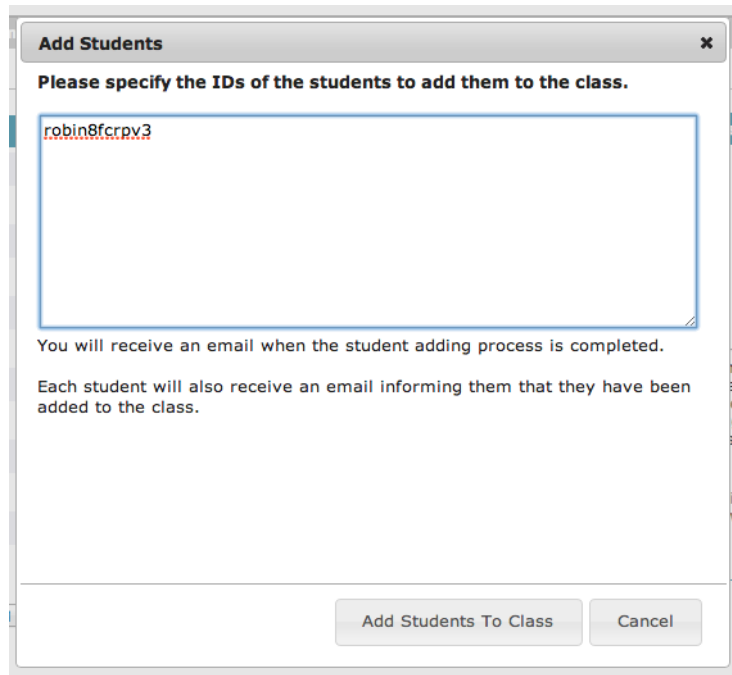
You can also get the student user name from the information page on Kamar.

On your dashboard, click on “add students to class”

A box will appear where you can paste (ctrl + v) the user names.

If there is more than one, separate them with a comma.

You will receive an email telling you that students have been added.



The image shows a dialog box titled "Add Students" with a close button (X) in the top right corner. Inside the dialog, there is a text input field containing the text "robin8fcrpv3". Below the input field, there is a message: "You will receive an email when the student adding process is completed. Each student will also receive an email informing them that they have been added to the class." At the bottom of the dialog, there are two buttons: "Add Students To Class" and "Cancel".

Add Students X

Please specify the IDs of the students to add them to the class.

robin8fcrpv3

You will receive an email when the student adding process is completed.

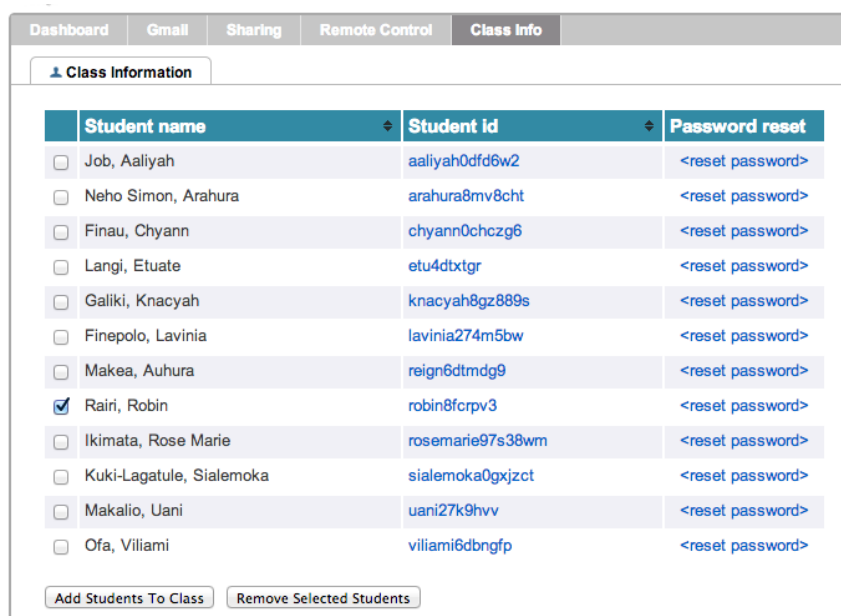
Each student will also receive an email informing them that they have been added to the class.

Add Students To Class Cancel

Removing Students

This is simply a case of ticking the students that you wish to remove from your dashboard, and clicking the “Remove selected students” button.

This is not instant, so they will not go straight away.



The image shows a screenshot of a web application interface. At the top, there is a navigation bar with tabs: "Dashboard", "Gmail", "Sharing", "Remote Control", and "Class Info". Below the navigation bar, there is a sub-header "Class Information" with a plus icon. The main content area displays a table with three columns: "Student name", "Student id", and "Password reset". The table contains 12 rows of student data. The row for "Rairi, Robin" is selected, indicated by a checked checkbox in the first column. At the bottom of the table, there are two buttons: "Add Students To Class" and "Remove Selected Students".

	Student name	Student id	Password reset
☐	Job, Aaliyah	aaliyah0dfd6w2	<reset password>
☐	Neho Simon, Arahura	arahura8mv8cht	<reset password>
☐	Finau, Chyann	chyann0chczg6	<reset password>
☐	Langi, Etuate	etu4dtxtr	<reset password>
☐	Galiki, Knacyah	knacyah8gz889s	<reset password>
☐	Finepolo, Lavinia	lavinia274m5bw	<reset password>
☐	Makea, Auhura	reign6dtmdg9	<reset password>
☒	Rairi, Robin	robin8fcrpv3	<reset password>
☐	Ikimata, Rose Marie	rosemarie97s38wm	<reset password>
☐	Kuki-Lagatule, Sialemona	sialemona0gxjzct	<reset password>
☐	Makalio, Uani	uani27k9hvv	<reset password>
☐	Ofa, Viliami	viliami6dbngfp	<reset password>

Add Students To Class Remove Selected Students