

Adding Students Not in Your Class

Teachers can import any student into their gradebook if the **System Administrator** has selected the option in Portal Options. If the option is selected, teachers will see an **Add Students Not in Your Classes** button on the Manage Students tab.

The screenshot shows the 'Manage Students' interface. At the top, there is a navigation bar with '1 - Period 1 - Quarter 1', 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage'. Below this, there are buttons for 'Add Gradebook' and 'Link Gradebooks'. The 'Manage Students' tab is selected and highlighted. Below the tabs, there is a message: 'Start and End dates determine what assignments the student is accountable for based on assignment due dates.' Below this, there is a notification: 'You have students to be Added To or Dropped From your Gradebooks' with buttons for 'Add Students' and 'Drop Students'. A red box highlights the 'Add Students Not In Your Classes' button. Below this, there is a checkbox for 'Allow Deletes' and a table of students.

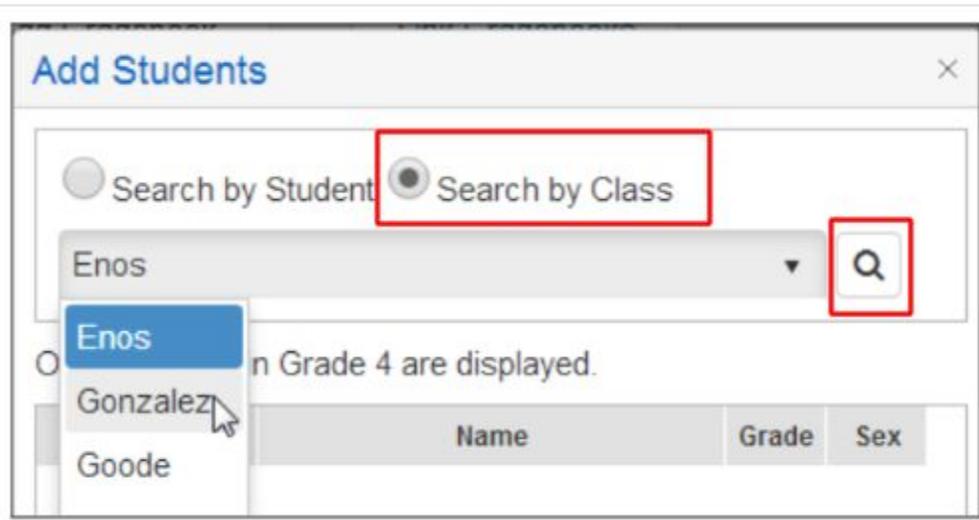
Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
<input type="checkbox"/>	Active	1	1008016	Alejandro Garcia, Jacquelin	F	8	8/17/2015	6/10/2016

To add new students into a gradebook, click the mouse on the Add Student button. The following form will display. To Search by Student, enter a name or partial name in the search box and hit Enter.

The screenshot shows the 'Add Students' dialog box. At the top, there is a search box with the text 'Smith' and a search icon. Below the search box, there is a message: 'Only Students in Grades 11 - 12 are displayed.' Below this, there is a table of students with checkboxes for selection. A red box highlights the search box and the 'Add Students' button at the bottom.

<input checked="" type="checkbox"/>	Stu ID	Name	Grade	Sex
<input type="checkbox"/>	99402401	Smith, Adam D	11	M
<input type="checkbox"/>	99402406	Smith, Daniel T	12	M
<input type="checkbox"/>	99402408	Smith, Engy A	12	F
<input type="checkbox"/>	99402410	Smith, Jacqueline M	11	F
<input type="checkbox"/>	99402412	Smith, Janay	12	F
<input type="checkbox"/>	99402415	Smith, Karla	11	F
<input type="checkbox"/>	99402417	Smith, Lawrence T	12	M
<input type="checkbox"/>	99402418	Smith, Manuel A	12	M

A **Search by Class** option is available for teachers in elementary schools without a Master Schedule. A dropdown list of teachers with the same low and high grade ranges will display. When a teacher is selected, a student list will display.



The screenshot shows a window titled "Add Students" with a close button (X) in the top right corner. Below the title bar, there are two radio buttons: "Search by Student" (unselected) and "Search by Class" (selected). A red box highlights the "Search by Class" radio button. Below the radio buttons is a search input field containing the text "Enos" and a search icon (magnifying glass) to its right, which is also highlighted with a red box. A dropdown menu is open below the search field, showing a list of names: "Enos" (highlighted in blue), "Gonzalez", and "Goode". To the right of the dropdown menu, the text "n Grade 4 are displayed." is visible. Below the dropdown menu is a table with three columns: "Name", "Grade", and "Sex".

Click on the box to the left of the students name to select. Click the mouse on the Add Students button at the bottom of the page to add them to the gradebook. The student will now be included in the list of students on the Manage Students form for the selected gradebook.