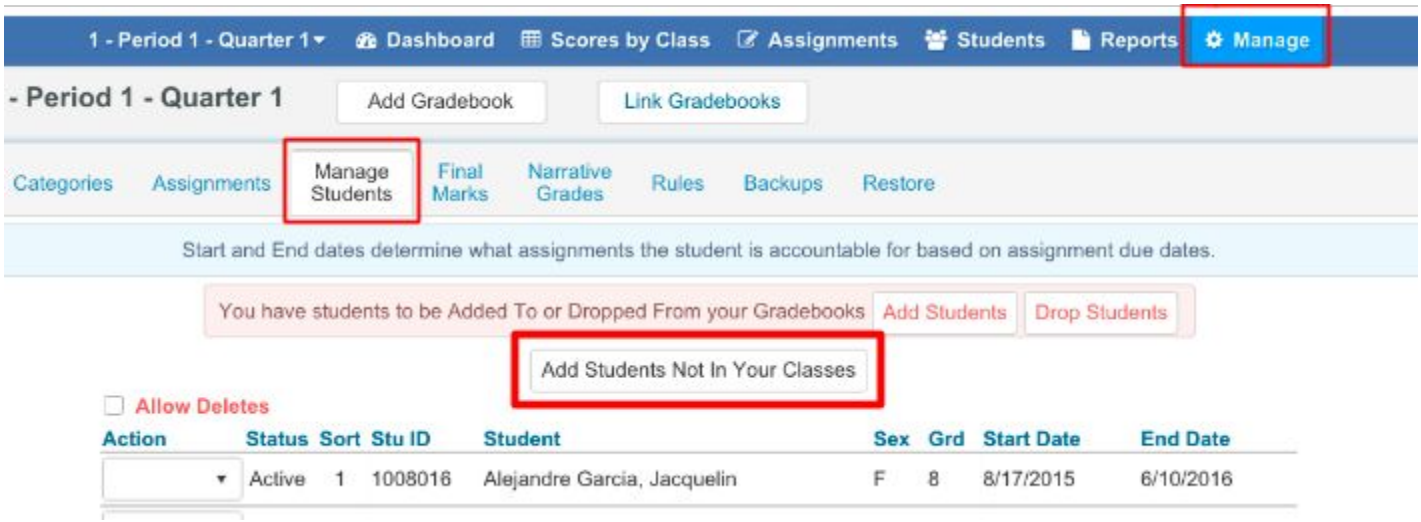
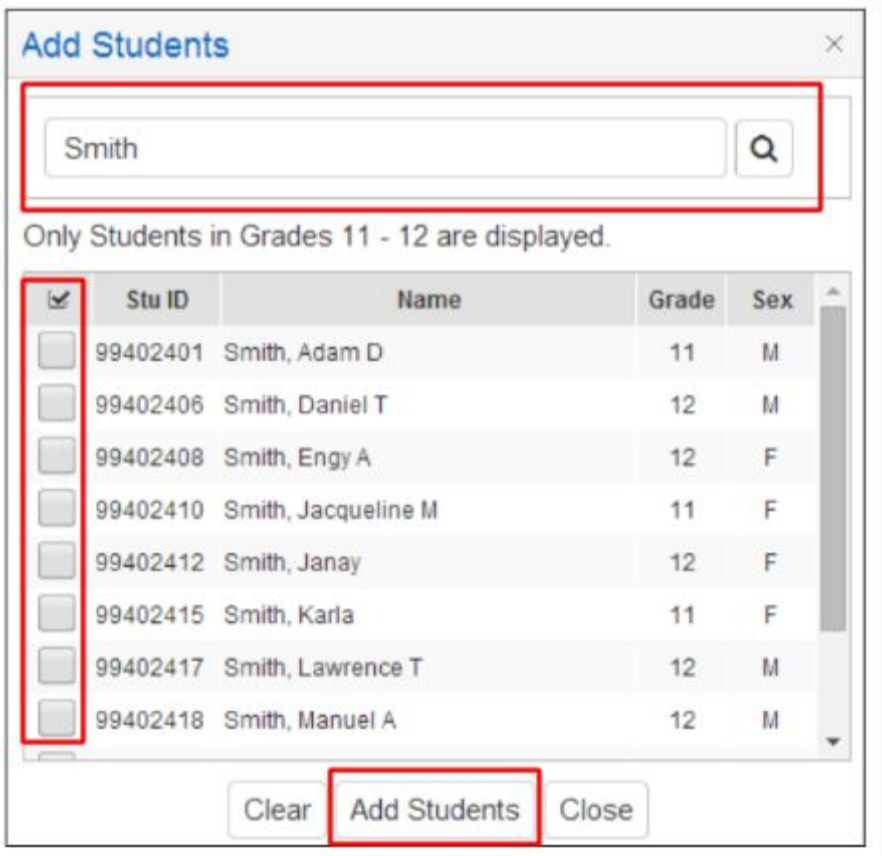
Adding Students Not in Your Class

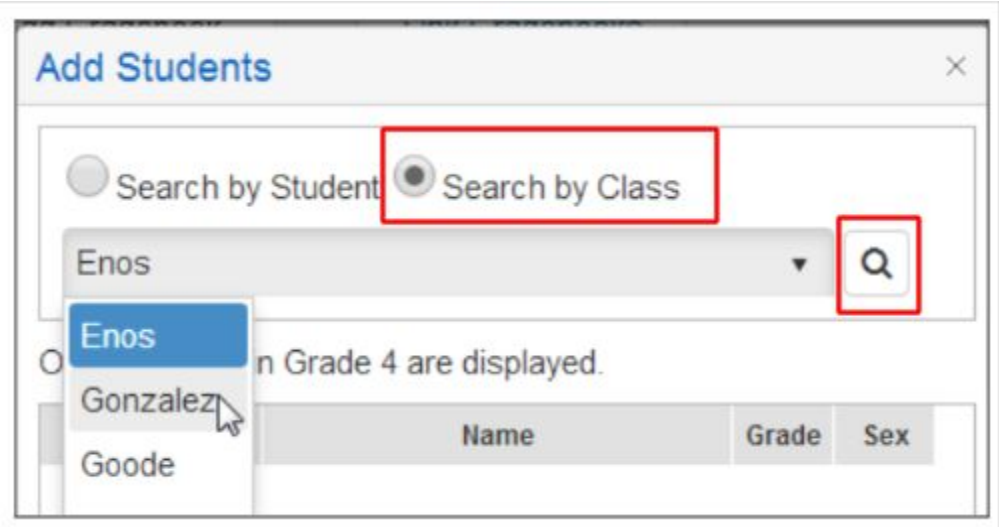
Teachers can import any student into their gradebook if the **System Administrator** has selected the option in Portal Options. If the option is selected, teachers will see an **Add Students Not in Your Classes** button on the Manage Students tab.



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.



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.



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.