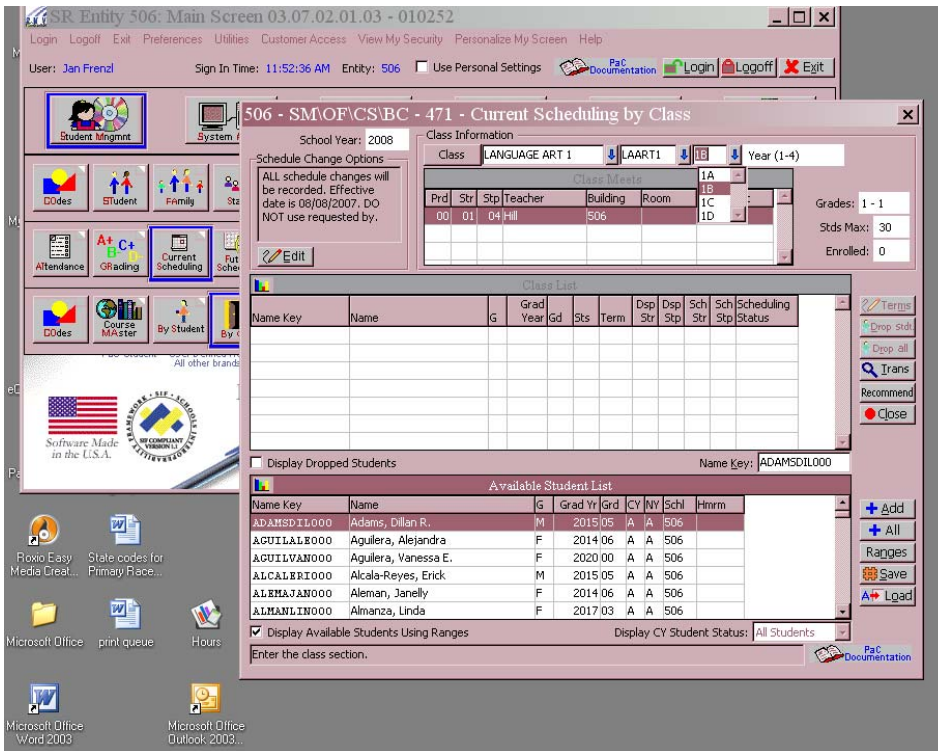


# Entering Students into Teachers Classes

Path: SM\OF\CS\BC



1. Choose the Class and section from the drop down menu at the top, you will be able to choose both the class and section at the same time
2. Be sure that Display Available Students Using Ranges is checked at the bottom of the page
3. Click on the Ranges button, if you already have homerooms assigned and all of your students will be entered into classes equal to their homeroom you can use the range of homeroom then the only students you will see are the students in that homeroom. If this doesn't work for you set your range by grade level
4. Once you have your list of available students displayed at the bottom of the page you can add them to the class. If it is the entire homeroom just click on +All if you are going to have to pick and choose students you will need to highlight each student one at a time and click add until everyone you want in that class has been entered
5. Once you have students into the classes the teachers will then be able to see them in their gradebook and you can see them by going to the Schedule tab under Student.
6. When completed for one class, change to the next class or section and repeat the process.
7. Until this process has been completed teachers will not have the students in their gradebook or be able to take attendance.