

Modifying Enrollment Data

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1. From the Admin UI, select the **Class Editor** tab.
2. Select a teacher, then select the class. The class roster will display on the right-hand side.

To remove a student: Select the student and click the **red X** to the left of their name.

“ This only removes the student from this **class** — it does not remove them from your account.

To enroll an existing student:

1. Start typing the student's name in the white box at the top of the roster.
2. If the student is already in your account, the system will suggest a match.
3. Press **Enter** to confirm and add them to the roster.

To enroll a new student (not yet in your account):

1. Go to the **Class Editor** page and select the teacher, then the class.
2. Click the **Enroll Student** icon (above the roster, far right).
3. In the **Select Person** dialog, click **Add Student**, then fill in the student's details — **First Name**, **Last Name**, **Security Value**, and **Student ID** — in the fields marked
4. Press **Add**
5. Click **OK**. The student will now appear in the roster.

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