

# Students

## How do I see the classes for my students?

In the Admin UI, go to the Contacts page and search for the student. Then click on the small Appointments tab and you will see the classes the student is enrolled in. Make sure that you see all the classes that you should for the student. To add a student to a class, go into the Class Editor page, click on a teacher and then a class, and then click the Enroll Student icon ().

## I need to correct the birthdate for a student

Go into the Contacts section and search for the student by name. Correct the securityvalue (birthdate) field.

## I need to add a new student

In the Class Editor page, you can add a student to the class. Click on a teacher name, and then the class name. Select the Enroll Student icon () on the far right hand side above the roster of students. This will bring up the Select Person dialog box. Click on the Show Full Dialog button. Then click on the Add Contact button and fill in the correct information for the student in the middle section where you see <not entered> (first name, last name, securityvalue, and studentID). Then press Ok . You should see the student added to the roster.

After the student has been added to your account, to add the student to a class, you would simply type in the student's name in the entry box for the class. Be sure to use the format that is selected for your account (either last name, first name, or first name last). When the system finds a match, press Enter. The student will then show up in the roster of students for the class.

## My student's schedule has changed

In the Class Editor page, students can be moved out of classes and added to other classes. To remove a student, you would click on the teacher's name and then the class. Locate the student and select the red x to the left of their name. This will remove the student from the class. To add the student to a class, click on the class, and simply type in the student's name in the entry box for the class. Be sure to use the format that is selected for your account (either last name, first name, or first name last). When the system finds a match, press Enter. The student will then show up in the roster of students for the class.

## How do I remove duplicate students?

To remove older students or the duplicate version of the student, go to Event Management/ Class Editor, check the box 'show only classes' on the right-hand side, then select all classes via the Shift key and click the 'Delete selected classes' button. You would then go to Global Setup/ Contacts and then under the Advanced options, click "remove Students not enrolled in a class". Parents will then have to attach the new version of the student to their account.

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Revision #1

Created 2026-04-08 16:15:54 UTC by Tara Cicora

Updated 2026-04-08 16:22:53 UTC by Tara Cicora