

Adding a new student

Step 1: Add the Student

1. Go to the [Contacts](#) section of the Admin UI.
 2. Search for the student by name.
 3. If the student isn't found, click **Add / Student...**
 4. Fill in the **Student First Name**, **Student Last Name**, **StudentID** and **SecurityValue**.
 5. Click **Add**.
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Step 2: Connect the Student to a Parent

If the parent already exists in Contacts:

1. Search for the student by name.
2. Select the student, then select the small **Parent-Students Map** tab.
3. Click the green **Add** button under **Parent List**.
4. In the **Select Person** dialog, search for the parent by name, select them, and click **Add**.

The student and parent are now connected.

If the parent is not found:

1. Go back to **Contacts** and click **Add → Parent**.
2. Fill in the parent's **Email**, **First Name**, and **Last Name**, then click **Add**.
3. Search for the **parent** by name, select them, then select the small **Parent-Students Map** tab.
4. Click the green **Add** button under **Student List**.
5. In the **Select Person** dialog, search for the student, select them, and click **Add**.

The parent and student are now connected.

Step 3: Enroll the Student in Classes

1. Go to **Class Editor**.
2. Select the teacher, then the class.
3. In the entry box above the student roster, type the student's name using your account's name format (**Last, First** or **First Last**).

Not sure which format your account uses? Check how other students are listed in the same class roster.

4. Press **Enter** when the system finds a match.
5. Repeat for each class the student should be enrolled in.

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