

# Modifying Enrollment Data

1. From the Admin UI, select the **Class Editor** tab.
2. Select a teacher and then select the class. The list of students in the class will be displayed on the right-hand side.
3. To remove a student, select the student and click on the red X to the left of their name. This only removes the student from the class, not from your account.
4. To enroll a student, start typing the student's name in the white box at the top of your roster of students. If your student has already been imported or added to your account, the system will fill in the name if it finds a match. Press enter to confirm and add the student to the roster. If you need to add a new student, select the add user icon. The select person dialog box will pop up. Select the Show Full Dialog button on the bottom right-hand side. This will display the Contact Information fields. Select the **Add > Student...** button and fill in the fields on the **Add New Student** form with the correct values for the new student. Then press the Ok button.

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