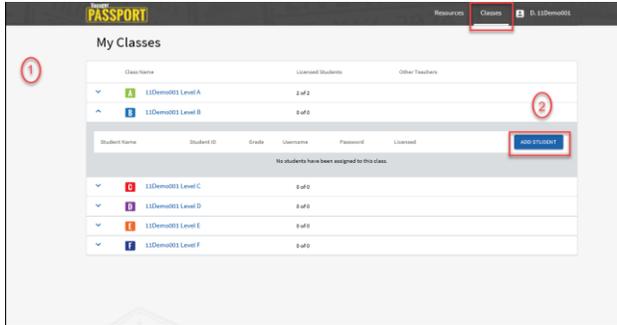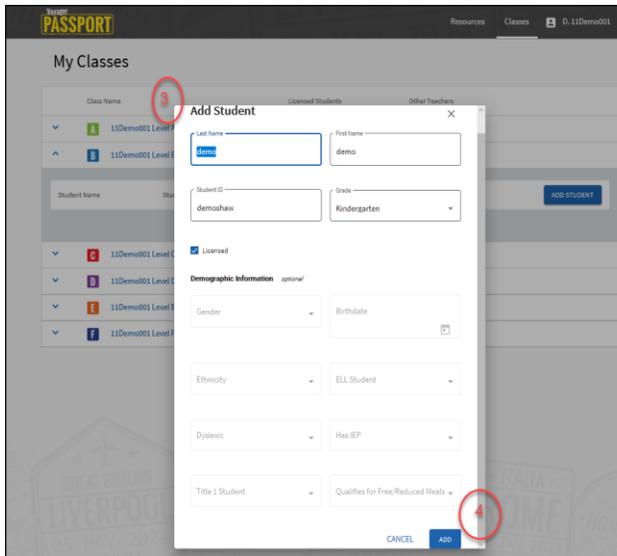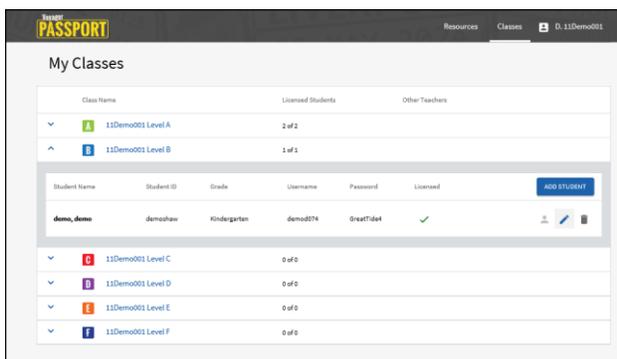# HOW TO MANUALLY ADD STUDENTS

1. Click the open icon ⌄ next to the class you wish to see. The class will expand to view students that are currently rostered or allow you to manually add students.
2. Click **Add Student** button to add students to your roster

3. Add student name, student ID and grade level.
   Demographic information is optional, but recommended.
4. Click **Add**

Student username and password is now available