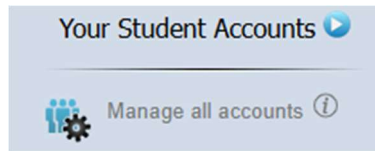


Adding Student Accounts

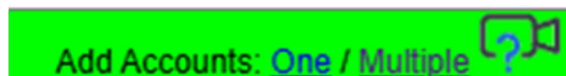


* You will use this to add students to your account.

Step 1: Go to Accounts Tab and under “Your Student Accounts” you will click on “Manage all Accounts”



Step 2: Once you click on “Manage all Accounts” you will see a bright green box. Next to Add Accounts you can enter one or multiple students at a time.



Click this for a short how-to video!

Step 3: Adding “Multiple” option (spreadsheet option)

1. You can add in each student’s information
2. You can copy and paste from your class mgmt. system (LMS) (to PASTE click Ctrl + V)

	A	B	C	D
1	Last Name	First Name	Email	State Student ID
2				

Step 4: After all student information is entered correctly click “Save & Continue”.

Save & Continue

Step 5: Once you hit “Save & Continue” you will review and edit if needed. Then you must hit “Add Accounts” for your students to be added to your account.

Add Accounts