Add a Student

Occasionally we need to add a student that didn’t come into the system via the data load. This happens when a student adds the course at the last minute among other reasons. The steps below will help you carry out this task.

1) After logging in, navigate to Setup -> Students

2) Click “Add New”

3) Enter Last, First, Middle Name. Enter User Name and Email Address. Do not complete any other information. In particular do not enter students ID or SS #. Make sure the Status and Survey Site Access radio boxes are checked (as shown in picture). Finally, click “Add” when you are finished.