

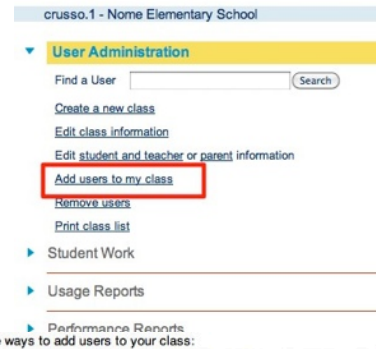
# Adding New Students To A3K. 4 Quick steps

All students enrolled in PowerSchool at the beginning of school this year are on the master list in in A3k.

If you get a new student they need to be added. You can add them from within your teacher area.

Here are the steps.

We can add the for you too but it will be faster for you if you just add them yourself.



2.

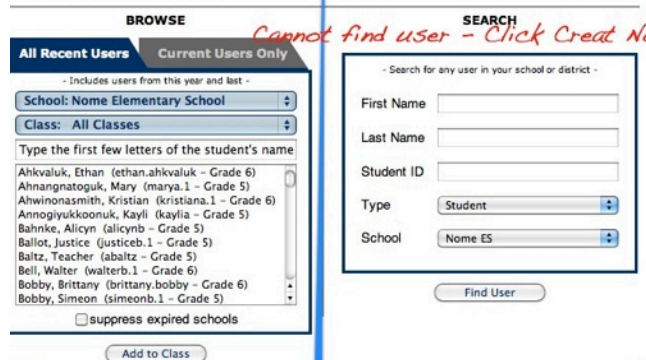


*Student not on the list? Click ADD*

3.

1. Use the Browse utility on the left: Select the missing user from the list and click Add to Class. To see only users that were set up for this school year, click the Current Users Only tab. (Note that users shaded in yellow already belong to a class, but users can belong to more than one class.)
2. Use the Search utility on the right: Type as much information as you can about the teacher or student. *Cannot find user - Click Create New*
3. If you can't locate a user with either of the methods above: Click Create New Users at the bottom of the screen.

When you are finished adding users to your class, BE SURE TO CLICK Return to Class List. Otherwise, these users will not be saved to your class. Please follow the instructions on the screens to be sure your changes are saved.



Can't find a user? Be sure to try the Search utility on the right-hand side of the screen. If you still can't find it, click Create New Users to create profiles for users who are not in the system.

4.

The password will auto populate for you but you can change it

Type	First Name *	Last Name *	Student / Teacher ID	Password	Gender	Peer-to-Peer Email	Games Sound	Solution	Language
teacher	Jacob	Phillips	STATE ID	catfish25893		No images or attach	<input type="checkbox"/>	Standard	English
student						No images or attach	<input type="checkbox"/>	Standard	English
student						No images or attach	<input type="checkbox"/>	Standard	English
student						No images or attach	<input type="checkbox"/>	Standard	English
student						No images or attach	<input type="checkbox"/>	Standard	English
student						No images or attach	<input type="checkbox"/>	Standard	English

*Copy student STATE ID From PowerTeacher here*

*DONT CHANGE THESE*

*Set the Gender and leave the rest alone.*

NOTE: State ID is on the students quick lookup ADD screen in PowerTeacher - 4 to 6 digit number next to the grade.

5.

Click save and close.

