

Enrolling Students in Classes and Assigning Personnel

(Addition to Renaissance Learning Knowledge Base article #10150563)

Before you edit classes, check the school year you are working in. This information appears behind your name in the upper-right corner of any page in the program (other than the Home page). This is important because classes are tied to an individual school year.

Follow these steps to assign a teacher to an existing class:

- 1) Click the Courses and Classes tile your home page.
- 2) If you see a School drop-down list, choose the school you want to work with.
- 3) Click the name of the course you want to work with.
- 4) On the View Course page, click the name of the class you want to view. The class may be listed under the Inactive Classes tab if no teacher has been assigned.
- 5) In the Primary Teacher drop-down menu, select the lead teacher for the class.
- 6) Select the Products that this class will use.
- 7) Click [Save] to save the new teacher and product assignment

Follow these steps to enroll one or more students in a single class.

- 1) Click "Add/Remove Students" in the Actions column on the View Course page.
- 2) Search for the students you want to enroll. You can enter the first name, last name, and/or ID in the appropriate blank fields to search for individual students, or select a grade without entering other information if you want to find all students in the grade. Click [Search] to see the results. Only students already enrolled in the school will be displayed.
- 3) In your search results, check the box next to each student that you want to enroll in the class. To select all students in the list, check the Student box at the top of the page.
- 4) Click [<Add] to enroll the checked students in the class. The students will be added to the list on the left, but their names will be in bold so you can tell which ones will be added to the class when you save your changes.
- 5) If the list of students in the search results is long, it will be split into multiple pages. Click [Next>>] to go to the next page or [<<Previous] to go back.
- 6) Click [Save] to save your changes to the class enrollment.

Follow these steps to enroll an individual student in one or more classes:

Use these steps if you have already set up your classes and enrolled students, but need to make changes to a single student's class enrollments.

- 1) Click the Users tile on the Home page.
- 2) Click "View Students".
- 3) Search for the students you want to enroll. You can enter the first name, last name, and/or ID in the appropriate blank fields to search for individual students, or select a grade without entering other information if you want to find all students in the grade. Click [Search] to see the results.
- 4) Click on the student's name whose information you want to edit.
- 5) If not currently selected, click on the Class Enrollment tab. This page lists the classes this student is already enrolled in, for the current year as well as previous years.
- 6) To enroll a student in a new class, click the name of the school where the class is held, if necessary. (Only this student's schools are listed.) Click the course, and then click the class that you want to enroll the student in within that course. The class will be added to the list at the top of the page.
- 7) Click [Save] when you've finished changing the student's classes.