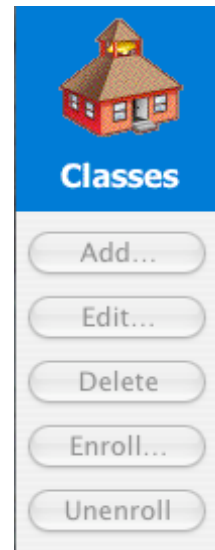
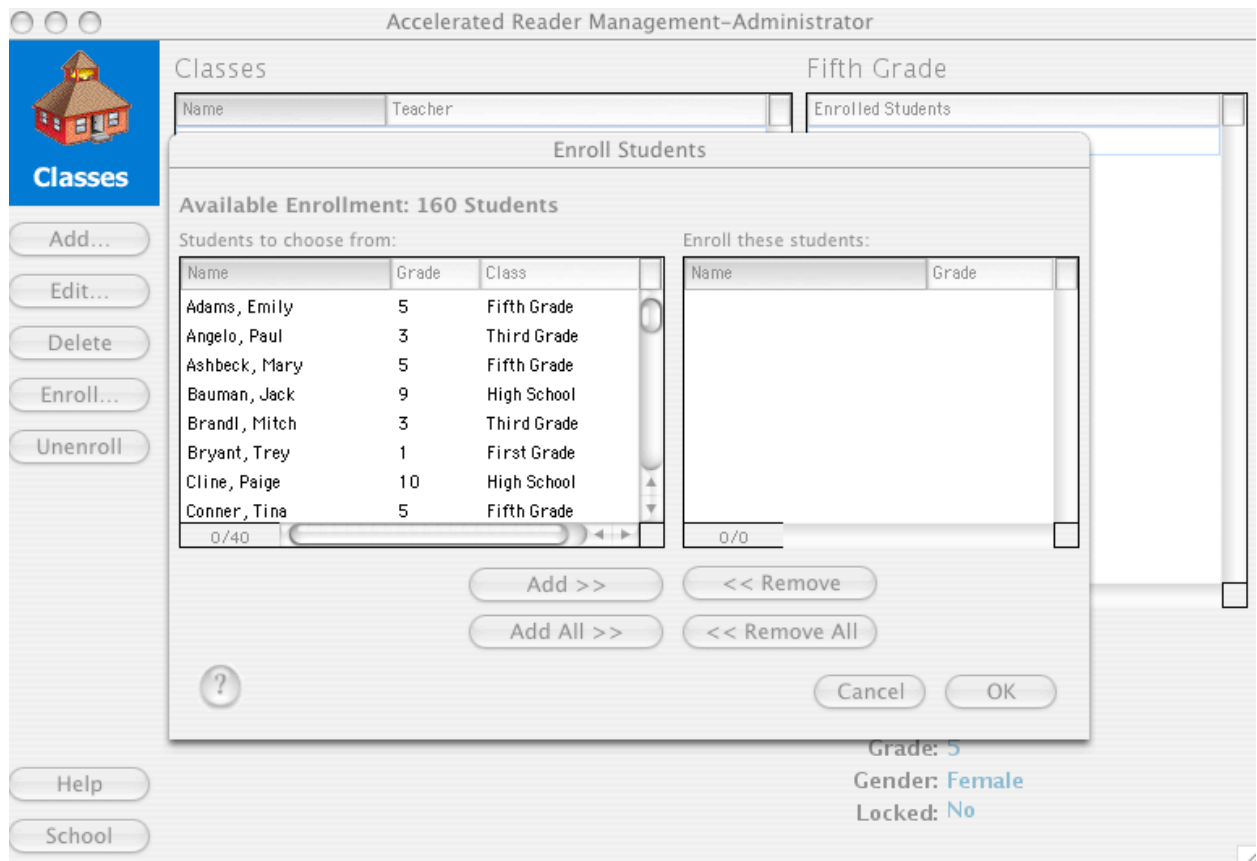


# Enrolling Students in Classes

Teachers who use the administrator password can enroll any student in any class. Teachers using a class password can only enroll students in classes that use that password. Students can only be enrolled in one AR class.

- ❑ Log into the AR Management program with administrative access.
- ❑ From the **Go** menu, choose [Classes].
- ❑ At the **Classes** screen, select the class to enroll students into
- ❑ Select the **Enroll** button.
- ❑ The **Enroll Students** dialog box will open.
- ❑ The list on the left shows all of the students in the AR database. The list on the right shows the students you are enrolling into your class. You can only enroll students who have "None" listed as the class.
- ❑ To enroll the students:
  1. Choose the students you want to enroll from the list on the left.
  2. Click the **Add>>** button.
  3. Check all of the names to make sure they are the students you want to enroll.
  4. Click **OK**.





### Shortcuts:

- ❑ Click on the **grade** tab to sort the students by grade level. This will make it easier to find your students.
- ❑ To select *one* student – click on the student’s name
- ❑ To select *more than one student* – hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and click on the student you want to enroll.
- ❑ To select a *group of students* – click on the first student’s name, hold down the <shift> key, and click on the last student’s name.