

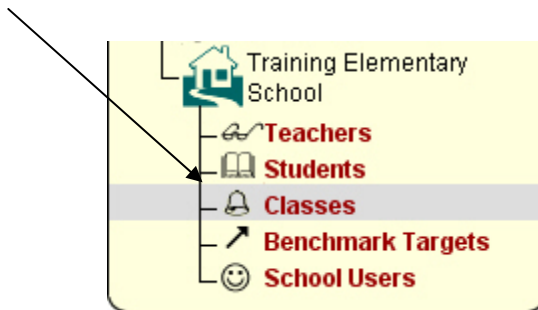


Adding New Students to Classes

AIMSweb allows for the creation of new student accounts quickly, which is helpful when you have data for a new student, but the regular upload from District 11 has not yet been entered into the AIMSweb system.

The next step is to add the student to their class(es).

If you have not done so, login to the AIMSweb system using your School Manager account and select the **Classes** area for your school. If you are already logged in, select the area for your school.



Select the grade level the student will be placed in and, if possible, the teacher to whom the student will be assigned. Click the **Search** button.

Grade:

Teacher:

Class or Group:

Teacher:

Appleseed, Johnny
 Brilliant, David
 Brilliant, Holly
 ELL, Teacher
 Extraordinaire, Tutor

Select **Edit Roster** in the Action area.

Classes and Groups

Grade	Teacher Name	Name	Action
K	Brilliant, David	Homeroom	Edit Roster Delete

Classes in red are Read Only classes.

Click the checkbox next to the student you want to add to the class and click the **Add** button.

<input type="checkbox"/>	AIMSWeb ID	Unique Identifier	Last Name	First Name	Grade
<input checked="" type="checkbox"/>	19848658	4088555	Appleseed	Johnny Crispin	K

[Return to Manage Classes](#)

The student will now be added to the teacher's class roster and available for data entry.