



Roster - Add Students

This lesson shows how to see your students' names on class roster.

NOTE: Student profiles need to be created before you can add them to a roster.

Related lessons: New Profiles

1. Run Profile Manager.



2. On the Roster panel, click Setup.

Miss Nelson.g3c

Roster Projects Lists Reports Profiles Tailoring Security

Class: Miss Nelson

Individual Profiles

Class

Setup...

Profiles

Open... Information...

Access... Define Passwords and Access Control for Individual Profiles

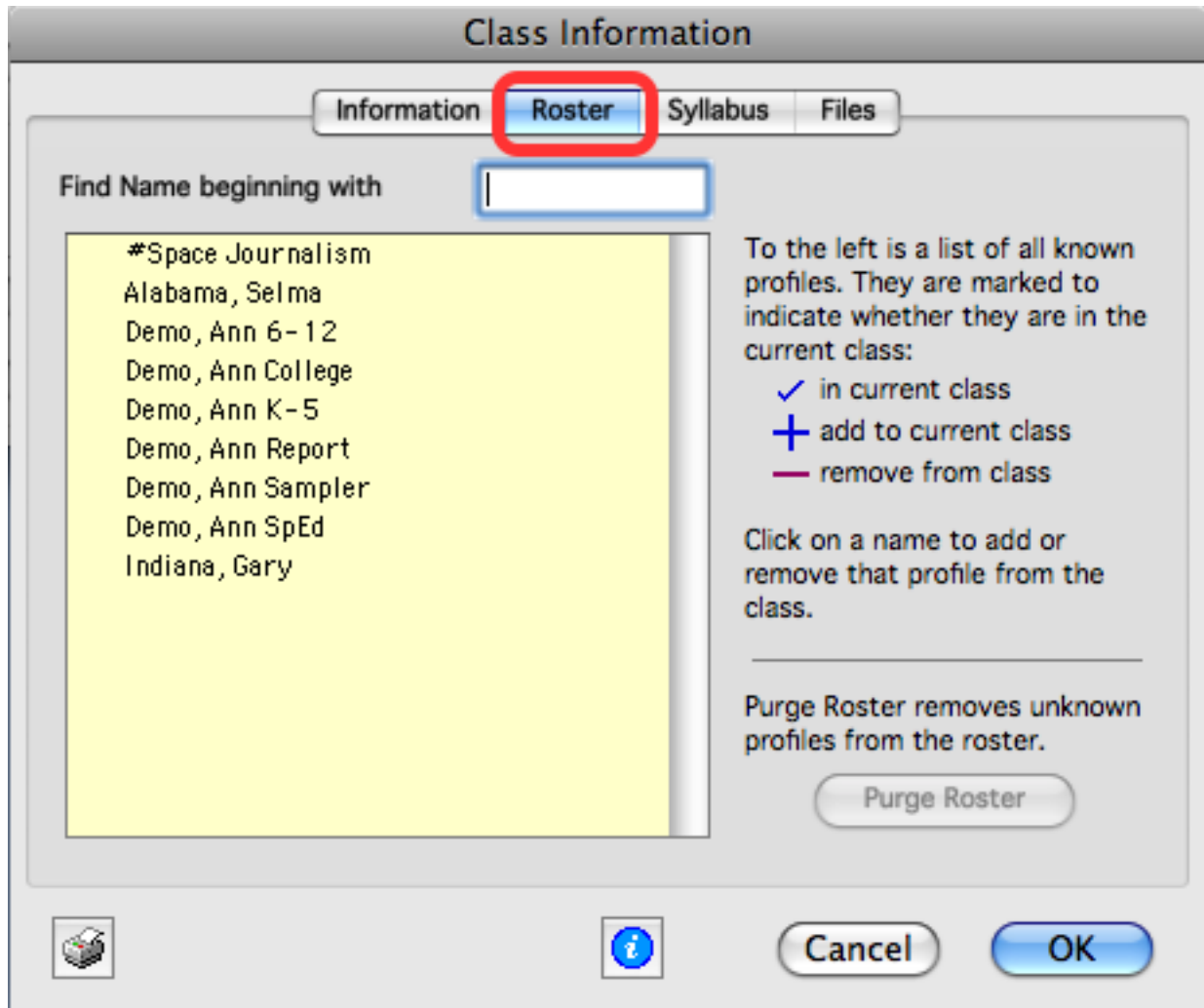
Notes

Open... Note icons indicate people who have notes.

Add... Remove...

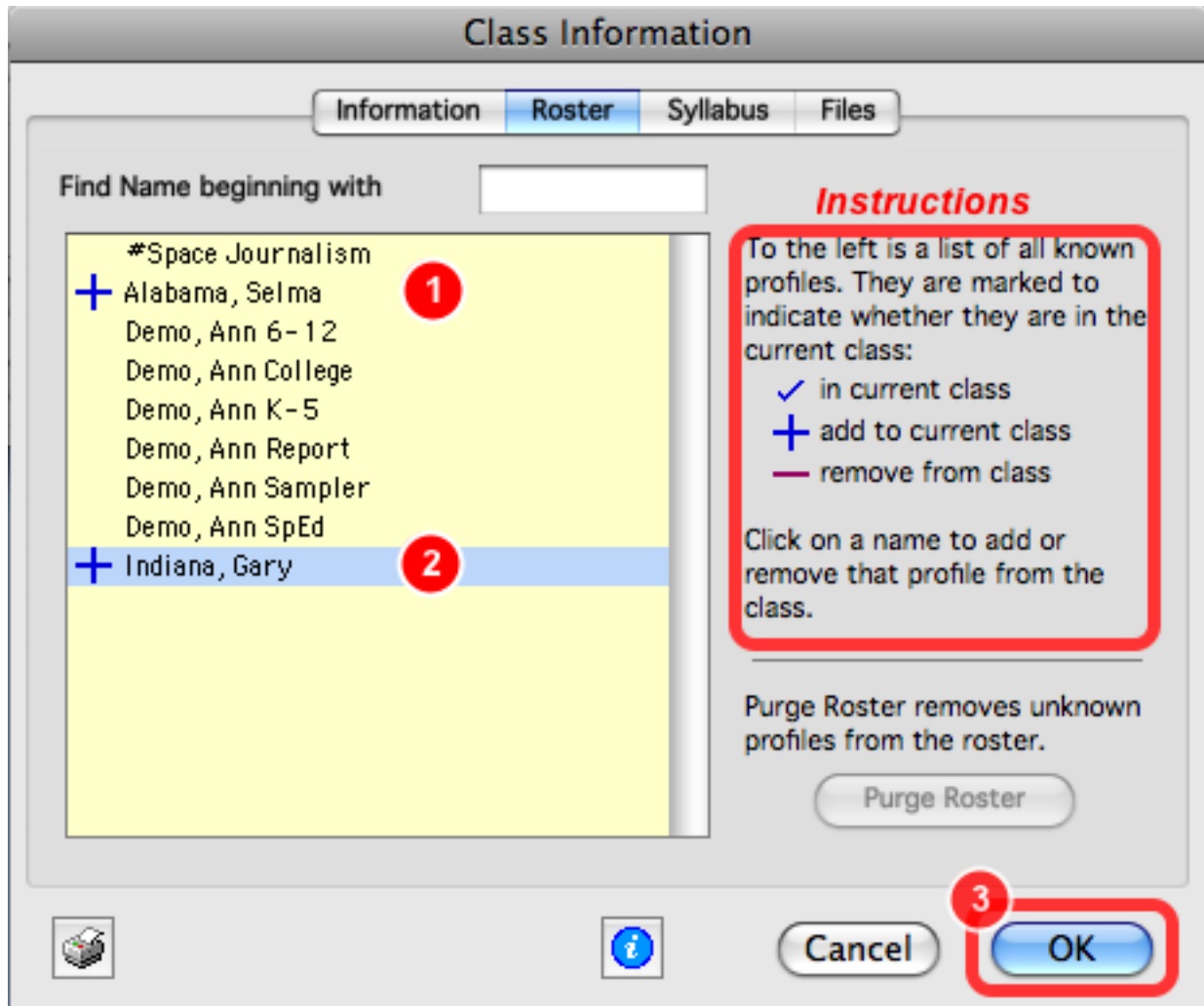


3. Click Roster on the Class Information panel.





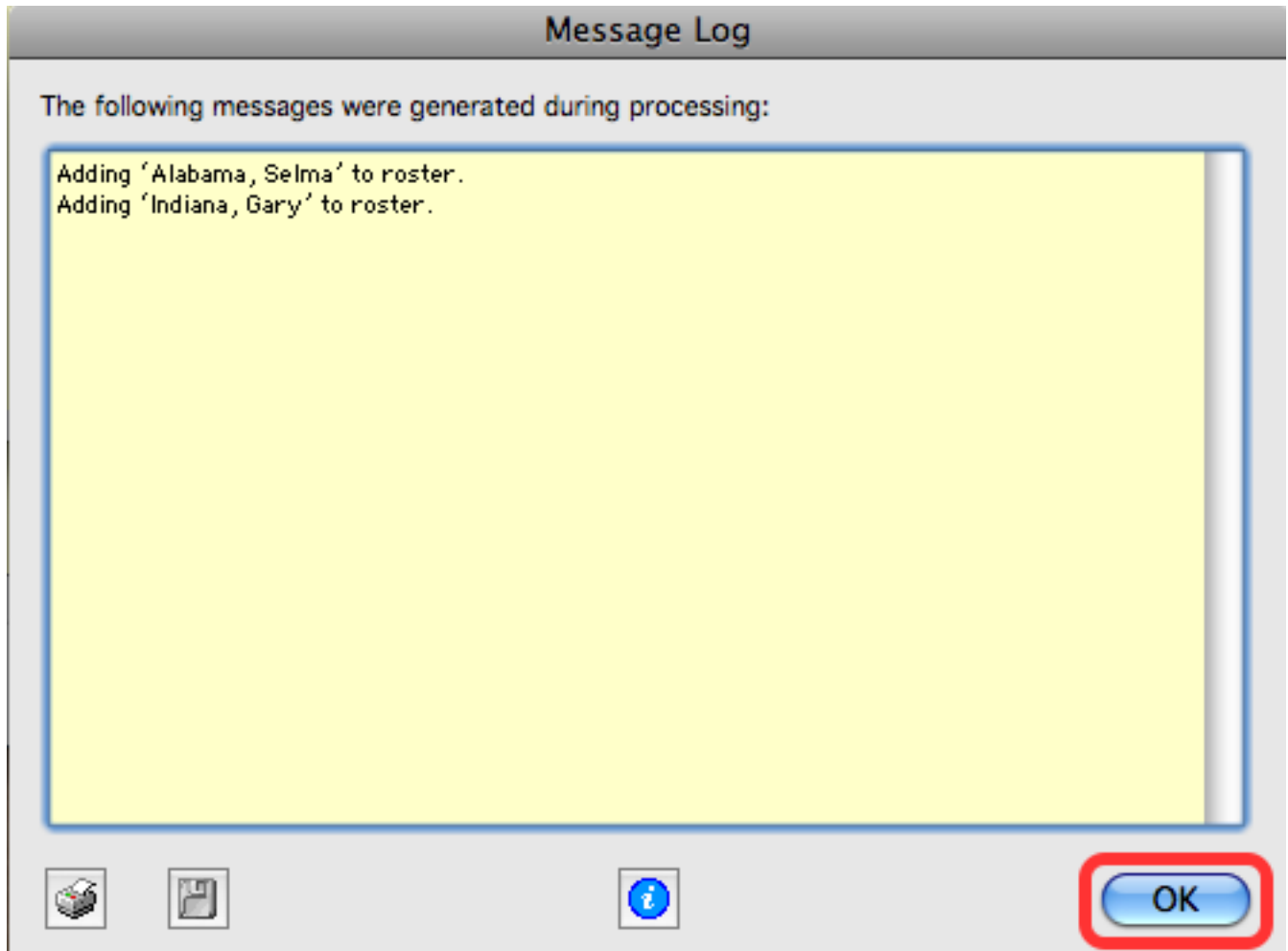
4. Click names to place a '+' by those in the class; then click OK.



Selma Alabama and Gary Indiana will be added to the Class Roster. **Note:** Removing a name from the class (placing a '-' by it) does not remove the profile from the system, only from your roster.



5. A message log confirms the names added to the roster. Click OK.





6. The names appear alphabetically on the roster.

The screenshot shows a software window titled "Miss Nelson.g3c" with a menu bar containing "Roster", "Projects", "Lists", "Reports", "Profiles", "Tailoring", and "Security". The "Roster" menu item is highlighted in green. Below the menu bar, the text "Class: Miss Nelson" is displayed. On the right side, there is a blue information icon (a question mark in a circle). The main area is divided into two sections. On the left, a yellow box titled "Individual Profiles" contains a list of names: "Alabama, Selma" and "Indiana, Gary". On the right, there are several control panels. The "Class" panel has a "Setup..." button. The "Profiles" panel has "Open..." and "Information..." buttons, and a larger "Access..." button with the text "Define Passwords and Access Control for Individual Profiles" below it. The "Notes" panel has "Open...", "Add...", and "Remove..." buttons, with the text "Note icons indicate people who have notes." next to the "Open..." button. A large, stylized orange and yellow logo is positioned to the right of the "Class" and "Profiles" panels.