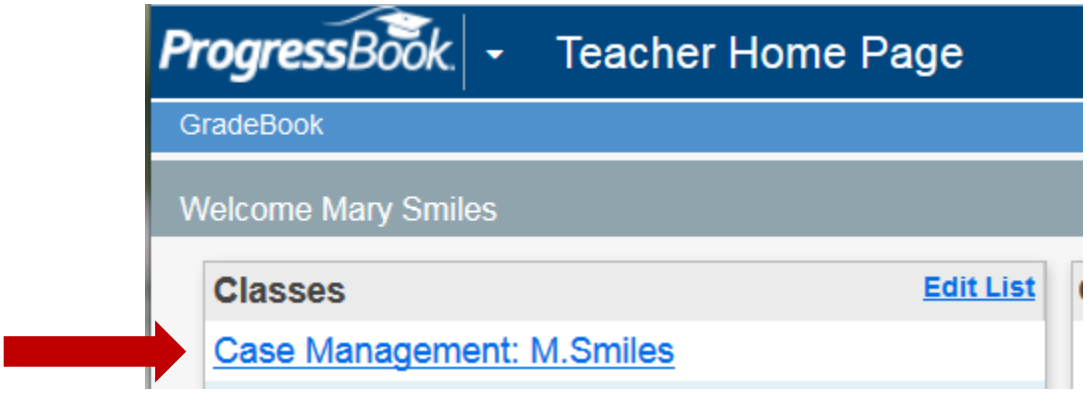
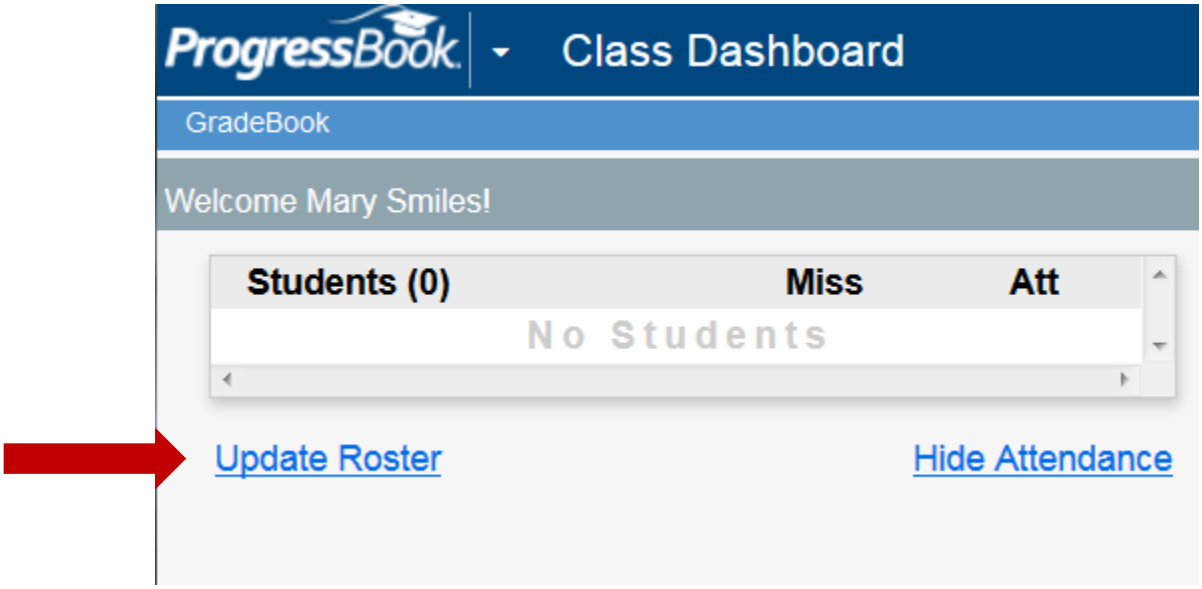
Adding Students to a Case Management Class

1-Open GradeBook

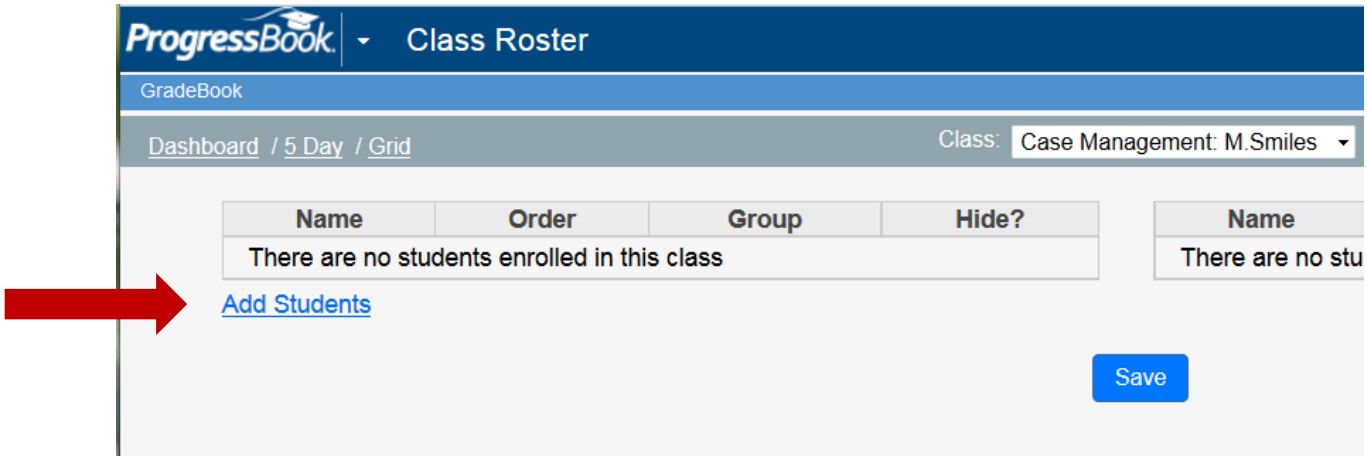
2-From the Teacher Home Page click on the Case Management Class:



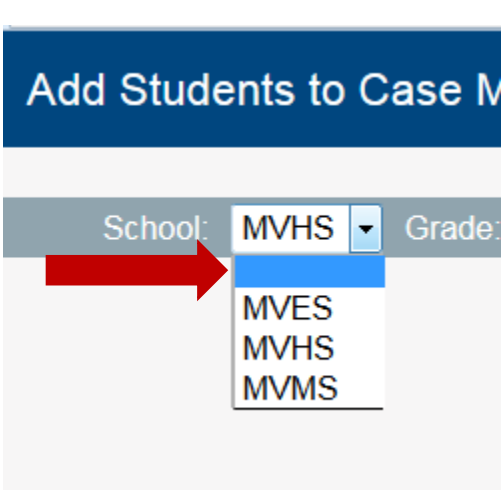
3-Click Update Roster located at the lower left of the Class Dashboard Screen

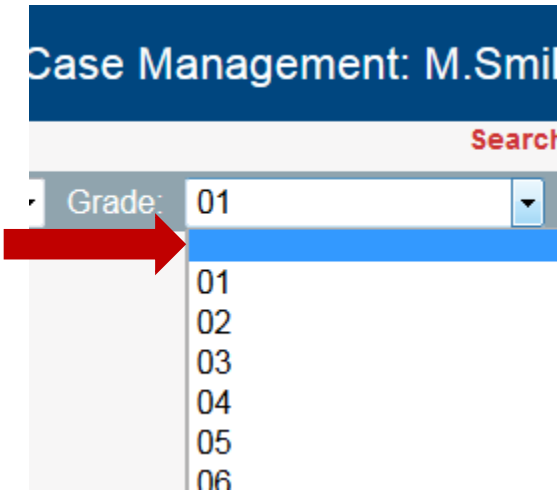


4-Click Add Students located at the lower left of the Class Roster Screen

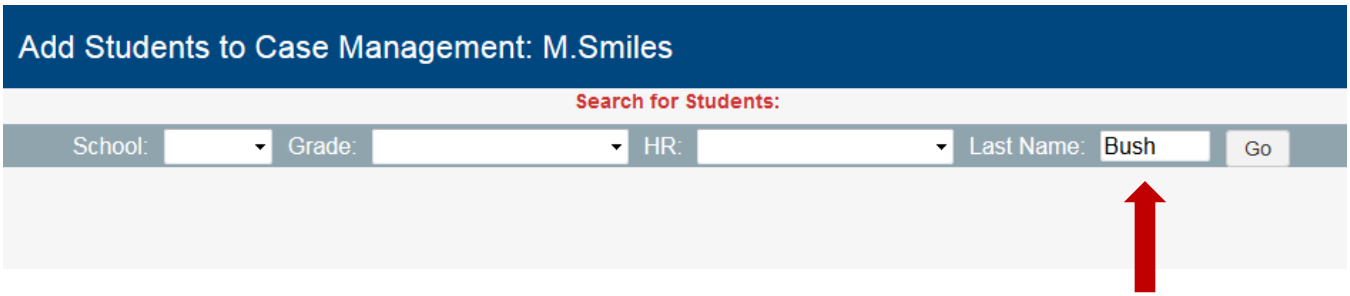


5-Click the drop-down next to School and Grade and remove the pre-populated information (can do this by clicking on the blank space in the drop-down menu)

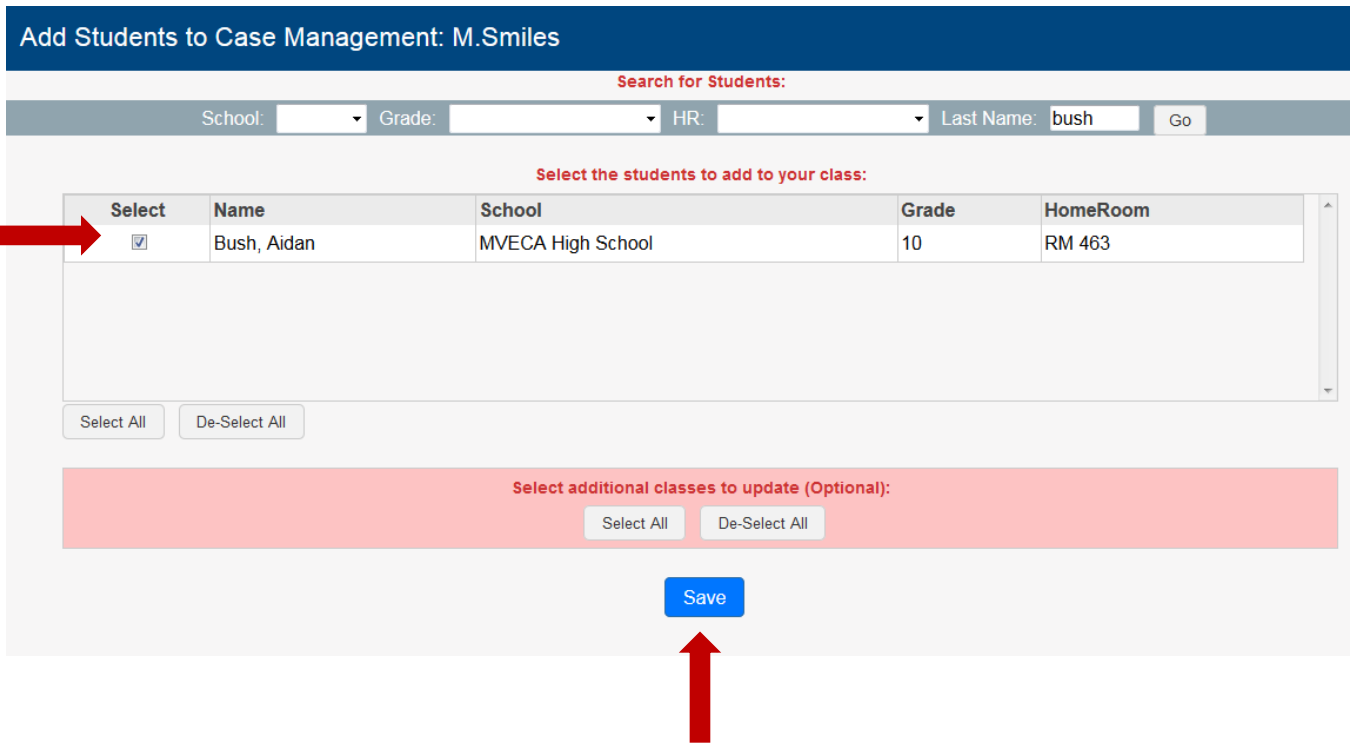




6-Type in the student last name and click Go



7-Select (check) the box next to the student you want to include, click Save



8-To add additional students repeat steps 4 thru 7.

9-When finished adding students - close the Student Selection Window by clicking on the red X.