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How To...

Add a new student to your school and to a class

Login as Administrator

Choose the appropriate school-and-grade (institution) if you have access to more than one:

- To change institutions, click on the icon in the top right and choose Change institutions
- Then select the one you want

PART 1: Add the new student to the institution and to his or her class:

- Click on **Groups** at the top of the screen
- Click on the class you want to add the student to on the left of the screen
- With the correct class highlighted on the left, click on **Invite learners**
- Click on **Manual account creation**
- Enter the student's User ID into the "Nickname" box (including @schoolname)
IMPORTANT: Be sure to match the User ID style of other student users at the school
For example: if other students are set up with User IDs firstname.lastname@schoolname; or if other students are set up with User IDs that are their actual school email addresses, set this student up similarly. Capitalization matters—enter the User ID exactly like you want it.
(Note: click +Add students to add multiple students at once)
- Click **Validate** (you will see a table with Nickname and system-generated Password)
Click **Close** (you do not need the data from the table)

The new student has been added to the school and his or her assigned class.

PART 2: Enter student name and customize password:

- Locate the User that you just added
- Hover over the **3-dots-icon** for the student you just added, and select **Edit User Info**
- In the Name field, change the User ID to the student's name in the format of Last Name, First Name (Ex.: Smith, Jane) (you must enter the name *BEFORE* you enter the password)
- **Enter** the student's password (you cannot see it, but it is there); password is case-sensitive
- Click **Save**

The new student's name and password have been added.

We are very happy to have you as a Gallopade customer and are eager to serve you any way we can.