

Adding Students Not on School Lists

1. After logging into STEMscopes, select **Students** in the top navigation – the page seen below will appear.

Name	# of Students	Actions
Default Section	0	Show Edit
Homeroom	2	Show Edit

2. Select Show on the teacher section (group) to which you want to add a student.

Teacher section contains no students.

[Find students](#)

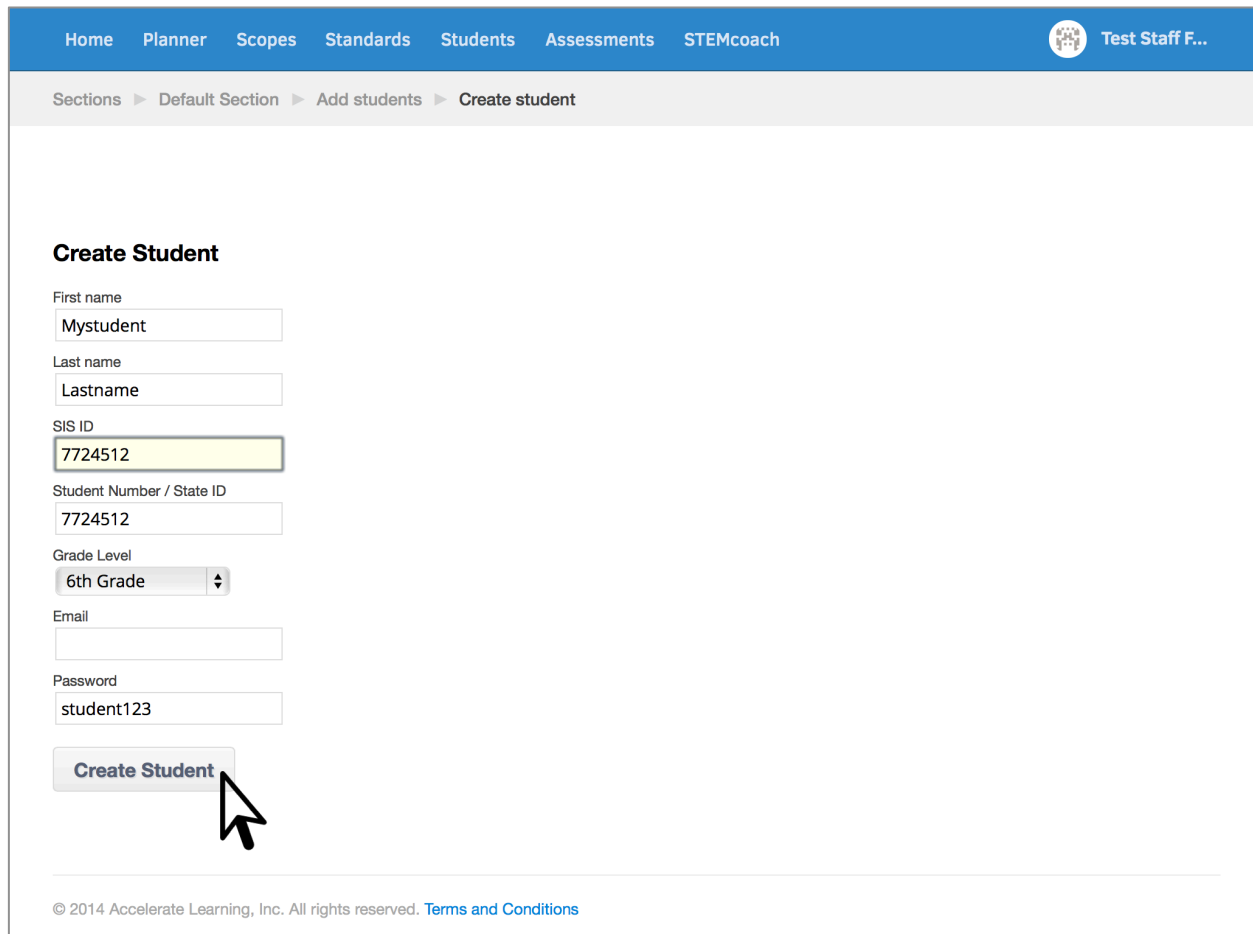
3. Press **Students** to go to the student management page.

David Alviar	Grade: 5th Grade	add
Lavior Encinas	Grade: 5th Grade	add

[Create new student](#)

4. Press **Create new student** on the right.

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The screenshot shows a web interface for adding a student. At the top, there is a blue navigation bar with links for Home, Planner, Scopes, Standards, Students, Assessments, and STEMcoach. On the right side of the navigation bar, there is a circular logo and the text 'Test Staff F...'. Below the navigation bar, there is a breadcrumb trail: 'Sections > Default Section > Add students > Create student'. The main content area is titled 'Create Student' and contains several input fields: 'First name' with the value 'Mystudent', 'Last name' with the value 'Lastname', 'SIS ID' with the value '7724512', 'Student Number / State ID' with the value '7724512', 'Grade Level' with a dropdown menu set to '6th Grade', 'Email' (empty), and 'Password' with the value 'student123'. A 'Create Student' button is located at the bottom of the form, with a mouse cursor pointing to it. At the bottom of the page, there is a copyright notice: '© 2014 Accelerate Learning, Inc. All rights reserved. [Terms and Conditions](#)'.

5. Add all student information including **SIS ID** and **Student Number / State ID**. Both of these should be the same and are your student's unique identification number used within your school / district. You do not need to enter an **Email** unless your student has one. Usernames are automatically assigned and can be viewed after the student account is created. Select **Create Student** to continue.

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The screenshot shows the 'Default Section' page in the Accelerate Learning system. A white popup window is centered on the screen, displaying the following information:

Username: mlastname
Password: student123

The background page shows the 'Students' section with a table containing one student entry:

Name	Grade	Actions
Mystudent Lastname	Grade: 6th Grade	View Username/Password edit remove

A mouse cursor is pointing at the 'View Username/Password' link. The page also includes navigation buttons: Back, Edit, Students, Gradebooks, and Assign. The footer contains the copyright notice: © 2014 Accelerate Learning, Inc. All rights reserved. [Terms and Conditions](#)

6. Select **View Username/Password** adjacent to your student's name on the following page. A popup will show you the automatically assigned student username and remind you of the password you create for your student.
7. After having created your student account, he/she is automatically added to the teacher section (group) you were working in from **Step 2**.
8. You can remove the student and/or edit his/her account details from a teacher section (group) by selecting **Students** in the sub-navigation and then selecting **edit** or **remove** adjacent to your student's name. If the student is not in this teacher section (group), he/she will only have the **add** option (**edit** and **remove** will appear if a student is added to the group).

The screenshot shows the 'Default Section' page in the Accelerate Learning system. The 'Students' button in the sub-navigation is highlighted with a mouse cursor. The page includes navigation buttons: Back, Edit, Students, Gradebooks, and Assign. The footer contains the copyright notice: © 2014 Accelerate Learning, Inc. All rights reserved. [Terms and Conditions](#)

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Home Planner Scopes Standards Students Assessments STEMcoach Test Staff F...

Sections ► Default Section ► Add students

Add students to Default Section

David Alviar	Grade: 5th Grade	+ add
Javier Encinas	Grade: 5th Grade	+ add
jav encinas	Grade: 2nd Grade	+ add
Mystudent Lastname	Grade: 6th Grade	edit - remove
Main2 Student	Grade: 5th Grade	+ add
Test Student First Name Test Student Last Name	Grade: 4th Grade	+ add

[+ Create new student](#)

Search by name [Search](#)

Grade Level [Reset](#)

- Pre-kindergarten
- Kindergarten
- 1st Grade
- 2nd Grade