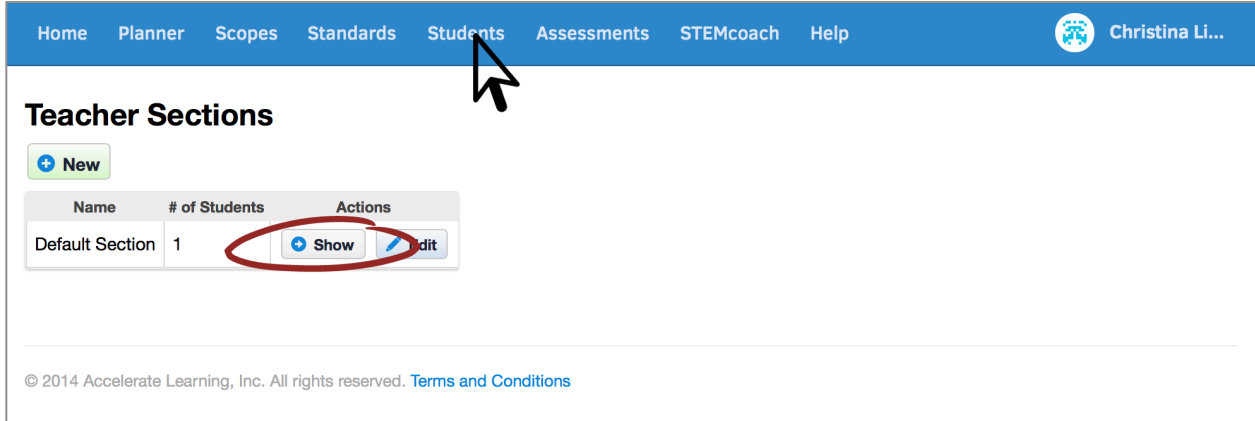


Adding Students from an Uploaded List

1. After logging into STEMscopes, select the **Students** button in the top navigation.
2. Select **Show** on the Teacher Section (group) into which you want to add students. If you are creating a new group to add a student into, skip to **step 5**.

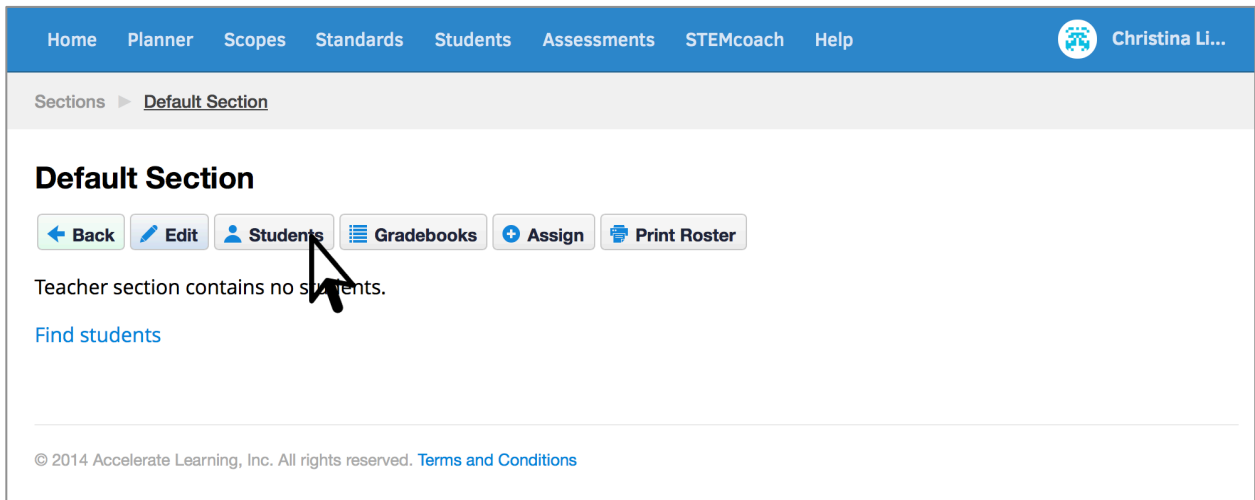


The screenshot shows the top navigation bar with 'Home', 'Planner', 'Scopes', 'Standards', 'Students', 'Assessments', 'STEMcoach', and 'Help'. The 'Students' menu item is highlighted with a mouse cursor. Below the navigation bar is the 'Teacher Sections' section, which includes a '+ New' button and a table with the following columns: 'Name', '# of Students', and 'Actions'. The table contains one row: 'Default Section' with '1' student. The 'Show' button in the 'Actions' column is circled in red.

Name	# of Students	Actions
Default Section	1	+ Show Edit

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3. Press **Students** in the sub-navigation to go to the student management page.



The screenshot shows the 'Default Section' page. The top navigation bar is the same as in the previous screenshot. Below it is a breadcrumb trail: 'Sections > Default Section'. The main heading is 'Default Section'. Below the heading is a row of buttons: 'Back', 'Edit', 'Students', 'Gradebooks', 'Assign', and 'Print Roster'. The 'Students' button is highlighted with a mouse cursor. Below the buttons, the text reads 'Teacher section contains no students.' and there is a 'Find students' link.

Teacher section contains no students.

[Find students](#)

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4. On the student management page, you will see a list of all students uploaded to your account by your local STEMscopes administrator. Either scroll through the list or use the search field to find a specific student. You can also filter by grade levels to make your search faster. Once you have found a student, press **Add** to have them join the Teacher Section (group). If you accidentally add a student that is not supposed to be part of the group, the **Add** button will toggle to **Remove** (and **Edit**), and you can select **Remove** to take the student out of the group.

Adding Students from an Uploaded List

Home Planner Scopes Standards Students Assessments STEMcoach Help Christina Li...

Sections ▶ Default Section ▶ Add students

Add students to Default Section

Name	Grade	Actions
NATALIA AALORA	Grade: 2nd Grade	edit remove
RAPHAEL AAYDEN	Grade: 1st Grade	add
ELAINE ABIGAIL	Grade: 3rd Grade	add
ABIGAIL	Grade: 5th Grade	add
ABRAHAM	Grade: 3rd Grade	add
FERNANDO ADDISON	Grade: 4th Grade	add
LAURA AI	Grade: 5th Grade	add
RAY AIDEN	Grade: 4th Grade	add
ALBERT	Grade: 4th Grade	add
JUNIOR ALBERT	Grade: 5th Grade	add
ALEJANDRO	Grade: 1st Grade	add
ALESSANDRA	Grade: 3rd Grade	add
ALEXANDER	Grade: 5th Grade	add

+ Create new student

Search by name Search

Grade Level Reset

- Pre-kindergarten
- Kindergarten
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade

5. Rather than adding student to a pre-existing group, you can create a group and add them at the same time. Press the **Students** button in the top navigation to get started. After, select **New** from the sub-navigation to create a new group.

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Teacher Sections

+ New

Name	# of Students	Actions
Default Section	1	Show Edit

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6. Creating a new group allows you to create a group **Name**, provide a group **Description** and **Course Number** (optional) and then use the **Students** field at the bottom to add students. The **Disabled** check box will deactivate the group. You cannot “delete” a group because this would erase the associated student data.

Adding Students from an Uploaded List

7. Begin adding students to the group by typing in the first few letters of a student's name and the system will auto-complete with a dropdown for you to select the student for whom you were searching. You can continue to add more students in this manner.

Edit Teacher Section: Default Section

[← Back](#)

Basic

Name
Default Section

Description

Course number

Disabled

Students

Students

David

- RAY DAVID**
- DAVID EZEQUIEL
- DAVID WAYNE BRIAN
- DAVID SANTIAGO
- ANTHONY DAVID
- DAVID MICHAEL
- DAVID JESUS
- ALFONSO DAVID