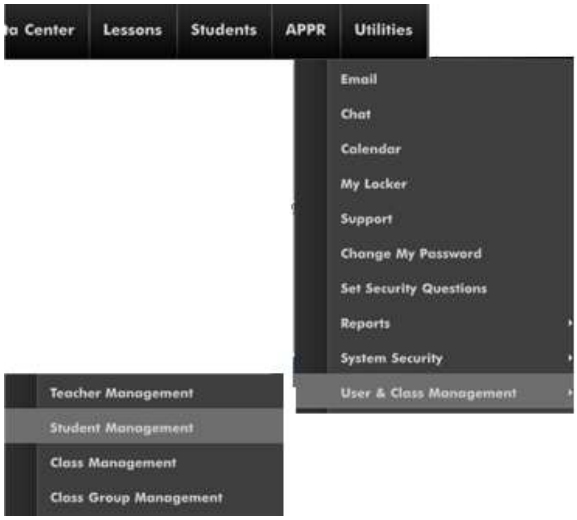
Adding Users

When starting a new program in RightPath™, often the students and teachers need to be added to the system and enrolled in new classes. This user guide will show you how to add students and teachers to the RightPath™ system.

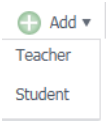


To add students or teachers to the system, first find your **Utilities** menu in the upper right hand corner of the screen. Find **User & Class Management** and select **Student Management** or **Teacher Management** from the next menu.

This will bring you to the User Management Search. From this page you can add users that are not yet in the system, enroll users into classes that already exist in the system, and make any changes to user profiles that are necessary.

> **Note:** to edit a user that is already in the system, simply search their name from the **User Management Search** page and click on the pencil next to their name. This will give you access to edit their information or add them to additional classes.

Adding a New Student or Teacher

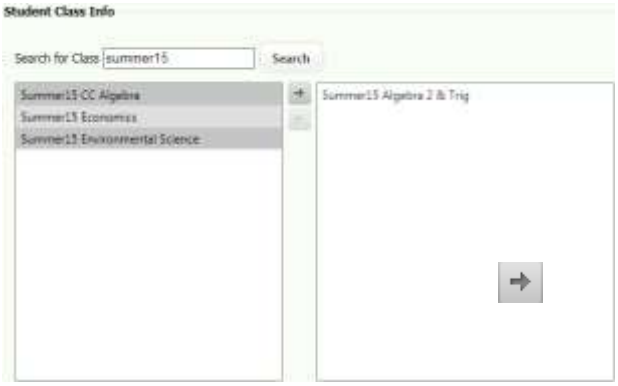


In the upper right hand corner, find the Add button and select the user type. This will bring you to either the student or teacher management page. First, enter the general information which includes first and last name, username and password (at least 6 characters), and district ID. Check all three checkboxes. Then scroll down and click **Save**. The rest of the information is optional.

> **Note:** District ID is a mandatory field. Ideally, the student's school id should be entered into this spot. If you do not have the student ID you can create a temporary ID until you receive it. It must be unique.

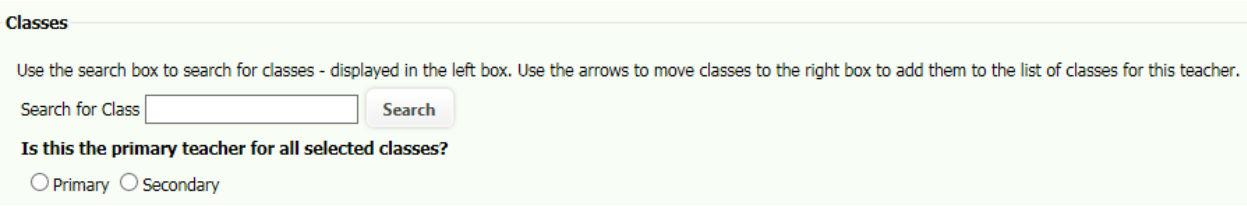
Adding a Student to a Class in User Management

There are two different ways to add users to classes, the first is through user management. Once you have saved the students general information, you can add them to classes. The class must have already been created to enroll a student into it (see the Create Classes user guide) Scroll down and find the **Student Class Info** section. Search for the title of each class in the search box. Once you find it, click on it and click the right pointing arrow. Do this for all classes the user must be enrolled in. Classes save automatically.



Adding a Teacher to a Class in User Management.

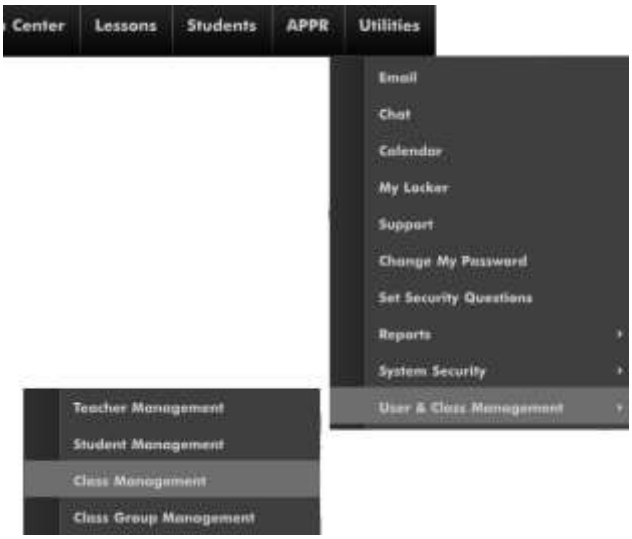
There is only one additional step when enrolling a teacher in classes, compared to enrolling students. You must select whether the teacher is the **Primary** or **Secondary** teacher for that class. There can only be one primary teacher per class, but unlimited secondary teachers for the class. Every other step for enrolling a teacher into classes through user management is identical to that of enrolling a student.



Adding Classes

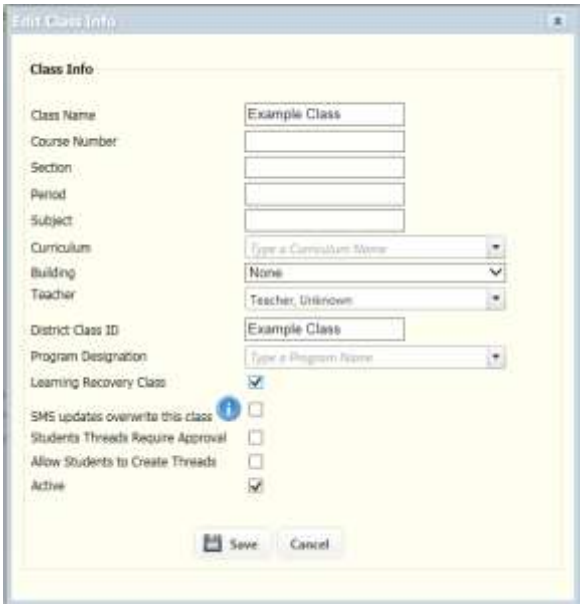
When starting a new program in RightPath™ often new courses need to be added to the system. This user guide will show you how.

To add classes to the system, first find your **Utilities** menu in the upper right hand corner of the screen. Find **User & Class Management** and select **Class Management** from the next menu.



Edit a Current Class

To edit a class that is already in the system, simply search for the class and click the pencil next to it. This will allow you to make changes to the class information or add or remove students and secondary teachers from the class roster.



Adding a New Class

Click the **Add Class** button in the upper right hand corner. This will bring you into the **Class Management** page. First, you will edit class information. The mandatory fields include, Class Name, Teacher, and District Class ID. The Class Name and District Class ID must be unique and can be the same as one another. Click Save.

Once you have saved the Class Info, you can add users that are already enrolled in the system to the class.

Enrolling Users

To enroll users into a class you've just created, search for the student or teacher name, click on the name and click the arrow that points to the right. Continue to do this until all your students and teachers are enrolled.