

Manage Students



Readiwriter

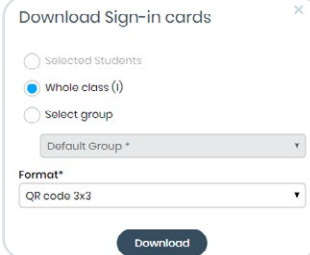
Spelling

Click into Manage Students and follow these steps to get started!



Manage students has all the features needed to manage your classes, groups and individual students in one screen. You can access and print QR Codes/Sign-in cards, create groups, edit courses, assign students to groups, change passwords, and print certificates with ease.

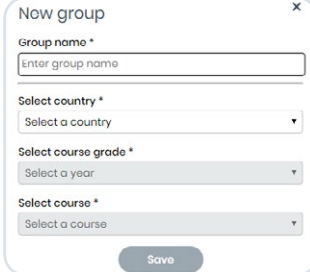
Print QR Code/Sign-in cards

- 1 Click .
- 2 Select printing configuration.
- 3 Click .




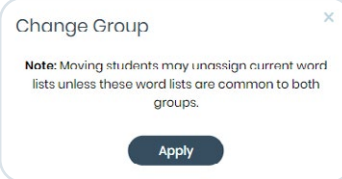
Create a group

- 1 Click .
- 2 Enter name and course details.
- 3 Click .

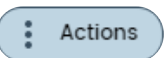




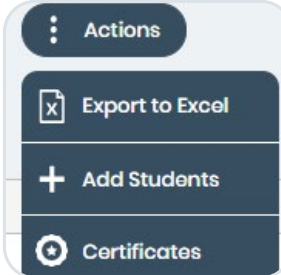
Assign students to groups

- 1 Click on the Group drop-down next to the student's name.
- 2 Select group.
- 3 Click .






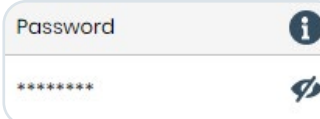
Print certificates

- 1 Click  and select .
- 2 Filter by class, group or date range.
- 3 Click .



Edit Student Passwords

- 1 Click on the  next to student password.
- 2 Click on the .
- 3 Type new password and save .



Don't forget we have several areas of support to help guide you where you want to go. You can check out our videos, live webinars, or use the Tiles on the teacher console homepage using the in-product walk-throughs to take you step by step through what you want to accomplish.