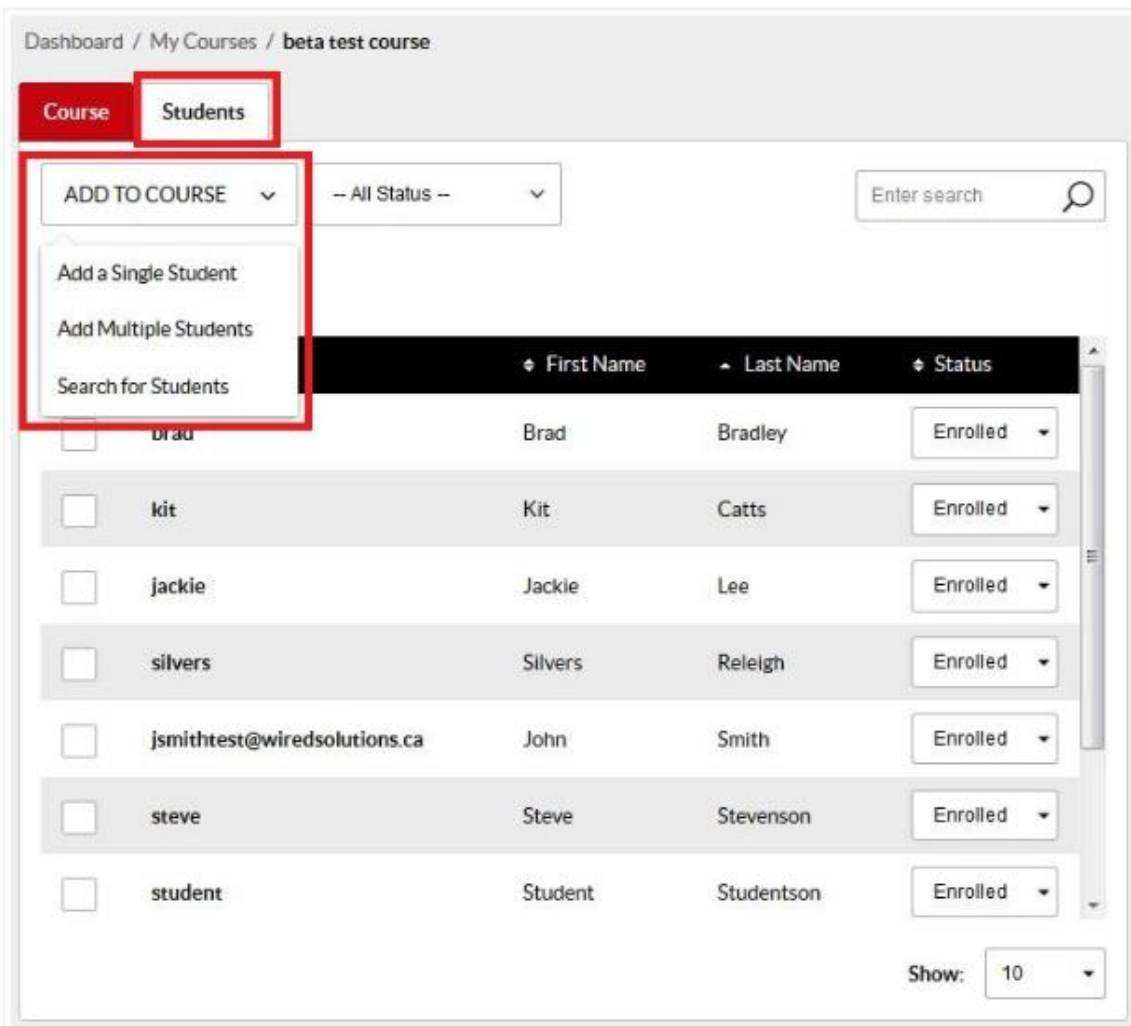


How to Add Students to a Course

1. To add students your course, begin by navigating to the Course Dashboard. To do so, click the Courses link in the top right corner of your screen. This will direct you to the **My Courses** list.



2. Use the My Courses list to select an existing course by clicking on the name of an existing course. You can also create a new Course by clicking on the red New Course + button, located in the top left corner of the My Courses list. Creating a new Course or selecting an existing Course, directs you to the **Course Dashboard**.
3. Click the red **Students** tab, located on the left side of the Course Dashboard. There are 3 methods you may use to add students to your course. Begin by clicking **the Add To Course** button located in the top left corner of the Students tab.

A screenshot of the 'beta test course' dashboard. The 'Students' tab is selected and highlighted with a red box. Below the tab, a dropdown menu labeled 'ADD TO COURSE' is open, also highlighted with a red box. The menu contains three options: 'Add a Single Student', 'Add Multiple Students', and 'Search for Students'. The main area displays a table of enrolled students with columns for checkboxes, First Name, Last Name, and Status. The table lists seven students: Brad Bradley, Kit Catts, Jackie Lee, Silvers Releigh, John Smith, Steve Stevenson, and Student Studentson. All are marked as 'Enrolled'. A search bar and a 'Show: 10' dropdown are also visible.

Dashboard / My Courses / beta test course

Course Students

ADD TO COURSE -- All Status -- Enter search

Add a Single Student
Add Multiple Students
Search for Students

	First Name	Last Name	Status
<input type="checkbox"/>	Brad	Bradley	Enrolled
<input type="checkbox"/>	Kit	Catts	Enrolled
<input type="checkbox"/>	Jackie	Lee	Enrolled
<input type="checkbox"/>	Silvers	Releigh	Enrolled
<input type="checkbox"/>	jsmithtest@wiredsolutions.ca	John Smith	Enrolled
<input type="checkbox"/>	steve	Steve Stevenson	Enrolled
<input type="checkbox"/>	student	Student Studentson	Enrolled

Show: 10

Method #1: Adding a Single Student to a Course

1. Selecting the **Add a Single Student** option will direct you to the Student Information page.
2. Complete the **Student Information Form** by adding details about the student you wish to add to your course.
3. When creating a **Username**, it is best to use a *unique identifier* such as the student's **Student Number** or the **Ontario Education Number (OEN)** issued to the student by your school district. Then, set the **Password** to be the same Username you have just created. When creating a default Password, it is best to use the same the user ID. Students will be able to change their password in their Profile once they have successfully logged in to XpressLab.
4. Click the red **Save** button once the Student Information Form is complete.

Method #2: Adding Multiple Students to a Course (Manual and CSV Upload)

1. Selecting the **Add Multiple Students** option allows you to **manually add multiple** students to your course. This option also allows you to **upload an existing class list** using an Excel (CSV) file.
2. To manually add multiple students, use the **Add Student** table to enter each student's **Last Name, First Name, E-mail, Username, and Password**.
3. When creating a **Username**, it is best to use a *unique identifier* such as the student's **Student Number** or the **Ontario Education Number (OEN)** issued to the student by your school district. Then, set the **Password** to be the same Username you have just created. When creating a default Password, it is best to use the same the user ID. Students will be able to change their password in their Profile once they have successfully logged in to XpressLab.
4. To upload an existing class list, ensure that you have saved your class list to your local computer in an Excel (CSV) file format. Then, click the **Upload CSV** link located at the top of the **Add Students** table.
5. Locate the CSV file from your computer using the **Upload File** pop-up window, then click **Open**. This will automatically add each student entry to the **Add Students** table. **Note:** Ensure that your saved CSV student list follows the format specified in the Add Students table (i.e. Last Name, First Name, E-mail, Username and Password).
6. If there are student records on your class list that you do not wish to add to your course, remove the student entries from within the **Add Students** table, prior to adding all of the

students represented in the Add Students table to your course. Select the checkbox to the left of each student you wish to remove and then click the **Delete Selected** link.

7. Click the red **Save** button when you are ready to add each student account to your course.

Method #3: Adding Archived Students (Searching for Students)

1. Select the **Search for Student** option to add archived student records to your course. Selecting this option allows you to search through a saved database of all students who previously participated or enrolled in an XpressLab course.
2. Use Keywords (such as: First Name, Last Name, Username or Email) to locate archived student records. Type your keywords into the **Search** box at the top of the Search for Students page, and then click **Enter** on your keyboard.
3. To view only the students who previously enrolled in a course, click the checkbox labeled **Include only previous students**.
4. Click the checkbox to the left of each student name you wish to add to your. Then, click the red **Add to Course+** button. **Note:** You may multi-select as many students as required.