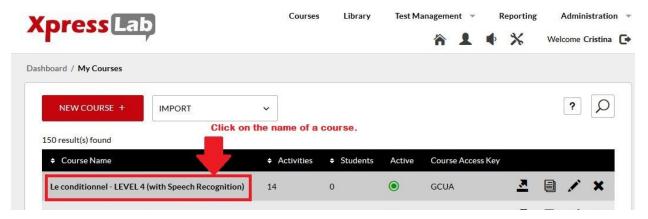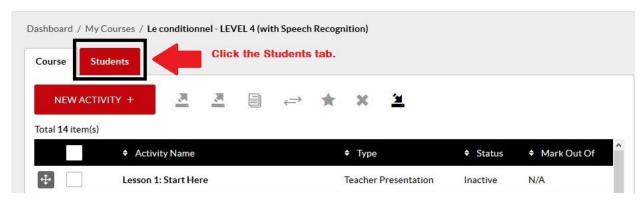## How to Add Students to a Course
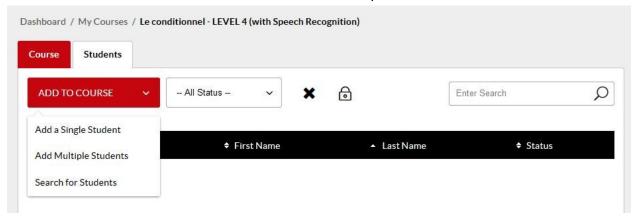
1. Access the **My Courses List** by clicking on the **Courses** link at the top of your screen.

2. Use the My Course List to select an existing course. Click on the name of the course below the **Course Name** column in the My Courses List. Clicking the Course Name will bring you to the **Course Dashboard** page.

3. Click on the **Students** tab, located on the left side of the Course Dashboard page. This will open the **Student List**.

4. Click the red **ADD TO COURSE** button, located at the top of the Student List.

There are 3 methods you can use to enroll or *add* students to your course:
● Individual students can be added manually, one at a time
● Multiple students can be added in bulk using a CSV import; and
● Archived (or past) student accounts can be re-added to a new course

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 issued to the student by your school district.

4. 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.

5. Click the **red Save** button once the Student Information Form is complete.

6. Students must then visit **app.xpresslab.com** and enter the **Username** and **Password** you created in the steps above.

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 as issued to the student by your school district.

4. 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.

5. 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.

6. 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).

7. 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.

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

9. Students must then visit **app.xpresslab.com** and enter the **Username** and **Password** you created in the steps above.

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.

5. Students must then visit **app.xpresslab.com** and enter their **Username** and **Password** to login.