

# Update Student Rosters in Boardmaker Online

## Add and Remove Students on Your Instructor Account

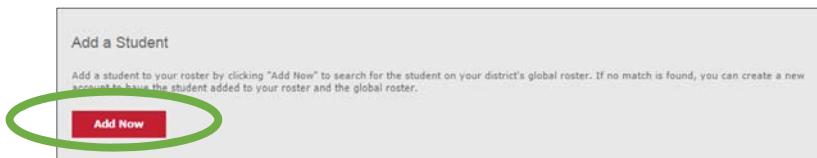
(Instructor with Local Admin Access)

### I. ADD NEW STUDENT ACCOUNTS TO YOUR INSTRUCTOR ROSTER

1. Select the **Students tab**, then select Student Management



2. Scroll to the Add a Student box. Select **Add Now**.



3. Complete the fields with Student ID, First Name, Last Name of your student. Select **Check Global Roster**.

The screenshot shows the 'Add New Student' form. It has the following fields: 'Student ID \*' with the value '10031950', 'First Name \*' with the value 'Ben', and 'Last Name \*' with the value 'Smith'. The 'Check Global Roster' button is highlighted with a green circle, along with the 'Cancel' button.

NOTE: If the student already exists in the district's global roster, you will see Match Found. Select **Add Existing Student** to add the student to your roster.

The screenshot shows the 'Match Found' dialog box. It contains the text: 'A student using this ID already exists in global roster. To add the student to your roster, select "Add Existing Student". If you would like to check the availability of another Student ID, simply select "Back" button.' Below the text is a table with the following data:

Student ID	First Name	Last Name	Parent Email	Instructional Level
610	John	Smart	sandykl@me.com	Second Grade

The 'Add Existing Student' button is highlighted with a green circle, along with the 'Back' and 'Cancel' buttons.

4. If no match was found, the full student profile form will open. **Complete the fields** of the student profile. (Parent email and grade level are optional.)

The screenshot shows a web form for creating a student profile. The form is contained within a window with a close button (X) in the top right corner. The fields are as follows:

- Student ID \***: Text input containing "10031950".
- First Name \***: Text input containing "Ben".
- Last Name \***: Text input containing "Smith".
- Username \***: Text input containing "Bens".
- Password \***: Text input containing "password".
- Parent Email (optional)**: Text input containing "Momanddad@home.com".
- Grade Level (optional)**: Dropdown menu with "Select a Grade Level" selected.
- Gender**: Radio buttons for "Boy" (selected) and "Girl".
- Profile Picture**: A placeholder image of a person in a red shirt, an "Upload Photo" button, and a note: "The following file types [.bmp, .jpg, .gif, .png] are allowed."
- Assign Instructor(s)**: A dropdown menu with "Select an Instructor" selected, an "Add" button, and a list of "Assigned Instructor(s)" containing "Olive Oyl" with a "Remove" link.

At the bottom of the form are three buttons: "Save & Continue" (red), "Save & Close" (red), and "Cancel" (grey). A green circle highlights the "Select an Instructor" dropdown menu.

5. **Important!** Select the dropdown menu under **Select an Instructor**. Find and select your name.
6. Click **Add**. Your name will appear under Assigned Instructors.
7. To share the student with additional instructors, repeat and add their names as well. This adds the student to additional instructor rosters.
8. Select **Save & Close**.

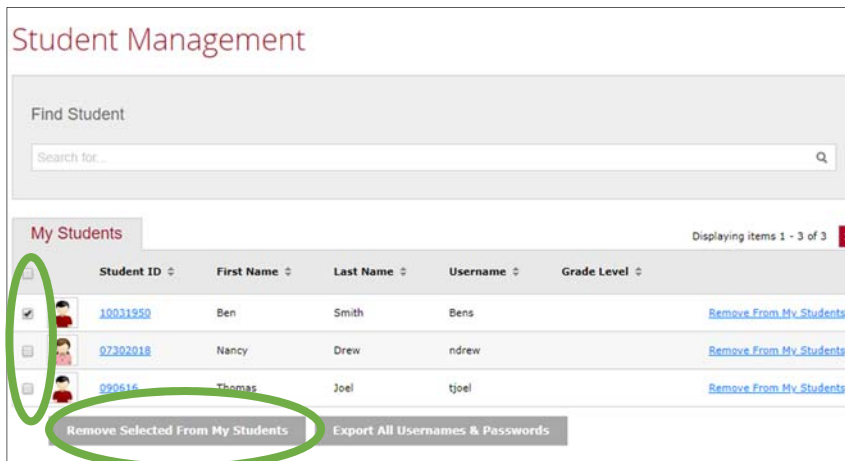
The student will now appear in your roster in Student Management.

## II. REMOVE STUDENT ACCOUNTS FROM YOUR INSTRUCTOR ROSTER

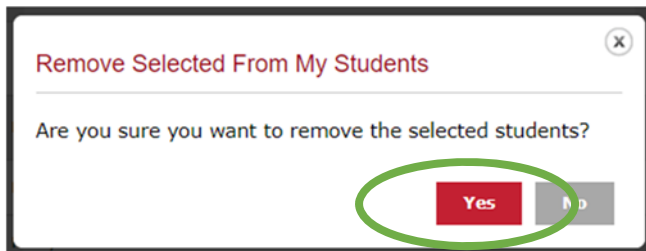
1. Select the **Students tab**, then select **Student Management**.



2. Click to add a tic mark to the left of one or more students. Select **Remove Selected from My Students**.



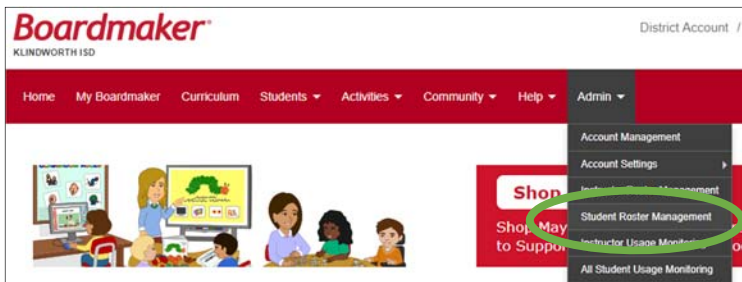
3. Verify by selecting **Yes**.



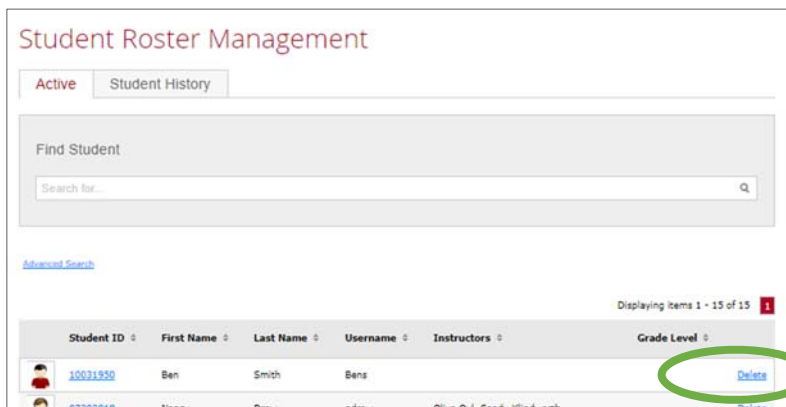
**NOTE:** This removes the student from your Instructor Roster only. The student will remain on any other instructor roster that he/she was added to. To archive or permanently remove a student account from the global district roster, your administrator must complete the steps on the following page.

### III. ARCHIVE OR PERMANENTLY REMOVE STUDENT ACCOUNTS FROM GLOBAL DISTRICT ROSTER (Organizational Admin access required)

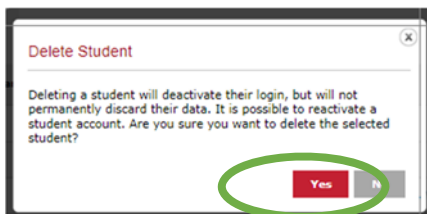
1. Select the **Admin tab**, then **Student Roster Management**.



2. Within the Active tab, Select **Delete** beside the student name.

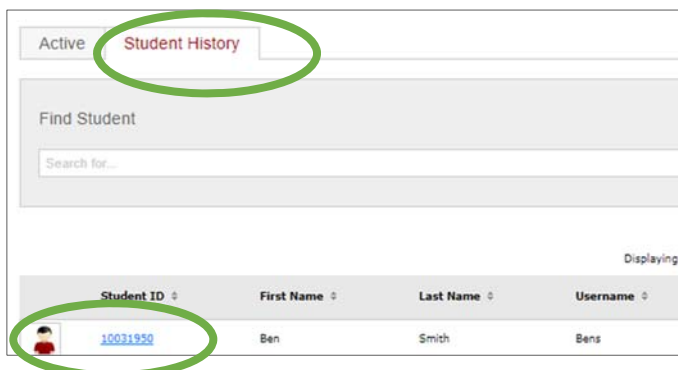


3. As noted in the dialog box, this deletes the student from the active global district roster. Select **Yes**.

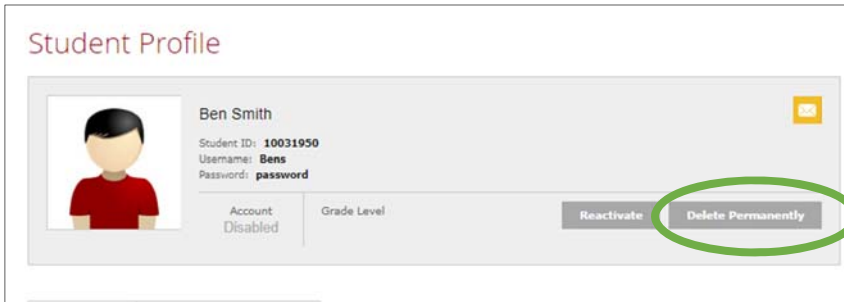


**NOTE:** This effectively archives the student account (along with any associated data) and makes available another student account slot.

4. To permanently delete the student account (and any associated data), select the **Student History** tab, then the **Student ID**.



5. Within the student's profile, select **Delete Permanently**.



6. Verify by selecting **Yes**. *This will permanently delete the student profile and data.*

