



Add Students and Edit a Class Roster

Once you have created a class in the database, you can add students to that class.

1. Click the **Prepare>Classes and Students** tab.



2. Select **Student** from the **New** drop-down button.
3. CPS displays the default student information. CPS automatically saves the default student data row.
4. *Quick Tip:* Quickly add personalized student information to a student data row by typing in the student's first name, click the **Tab** key on your keyboard, type in the student's last name, click **Enter** on your keyboard. Clicking Enter saves the student's information and automatically moves you to the next student data row. CPS automatically assigns the next student a pad ID number in numeric order. You may change the student's pad ID number by clicking on the Pad ID data field and entering in a new pad ID. Data fields include the following fields:
 - First name (required)
 - Last name (required)
 - Pad ID (required)
 - Student ID (required for REAP)
 - Gender (required for REAP)
 - Ethnicity (required for REAP)
 - Economically disadvantaged (not required)

Note: If you are using REAP, each student must have a unique student ID. If you know your students' district IDs, please use them. The IDs may be alpha-numeric, but must have at least 5 total characters and/or numbers.


5. Click **Save** when you have added all the students' data. CPS will automatically display the students' information on the student side.

Note: You can use any class you create in this database in conjunction with any session delivery. Click the column headers, First Name, Last Name, or Pad ID, on the student side to sort the view of the students in a class.

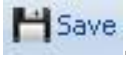




Edit Class Information

1. Click the ***Prepare>Classes and Students*** tab.
2. **Select the class name** that you want to edit.
3. Click **Edit** .
4. Click on the **Class Information** or **Contact Information** tab.
5. **Edit** any of the on-screen options.
6. Click **Save** to save any changes.
7. Click **Done** to exit and return to the *Prepare>Classes and Students* tab.

Edit Student Information

1. Click the ***Prepare>Classes and Students*** tab.
2. **Select a class** from the class side to display the students in this class on the student side.
3. From the student side, **click on the student data field** (located under the blue header) that contains the student information you want to edit. A cursor appears in the selected data field.
4. Edit student information in the data field that contains the cursor.
5. Click **Save** .
6. Repeat the above steps to edit additional student information.

