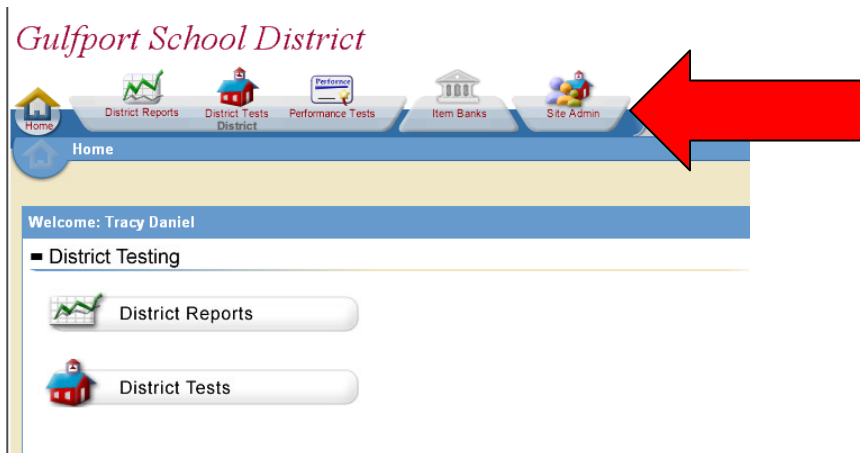
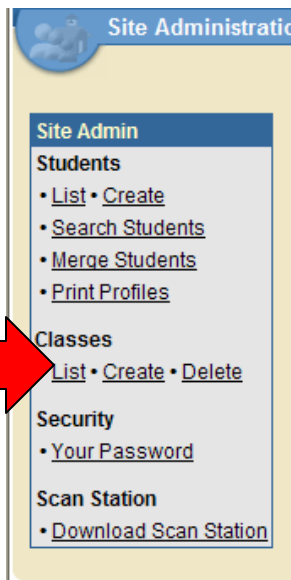


How to Add Students to a Class

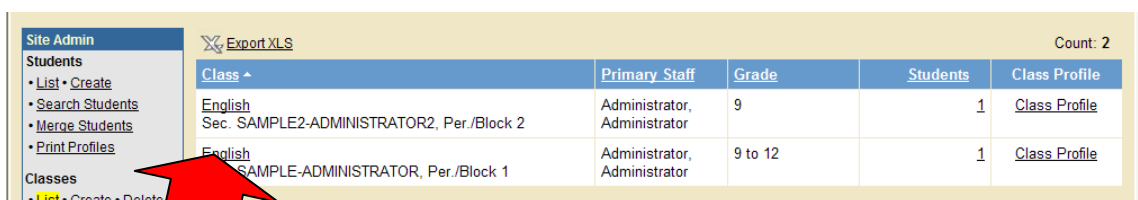
1. Log into Achievement Series (www.achievementseries.com).
2. Go to the **Site Admin** tab.



3. Click on List under **Classes**.

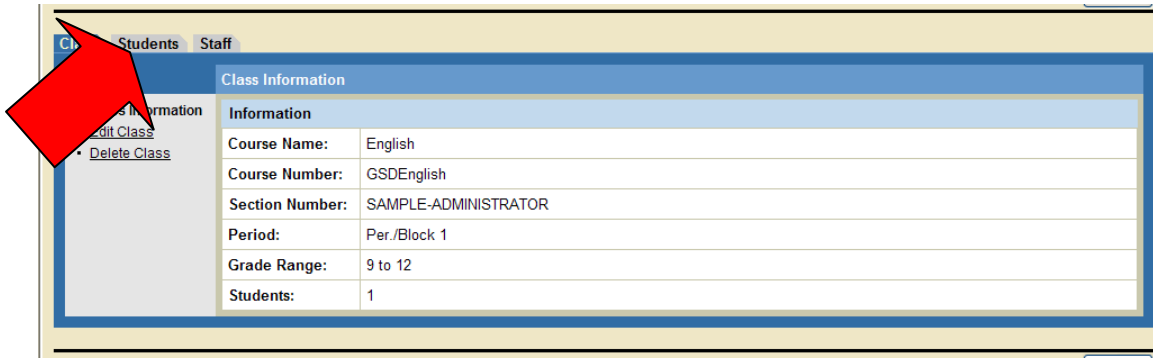


4. Select the class to which you want to add students by clicking on the subject above the class name.

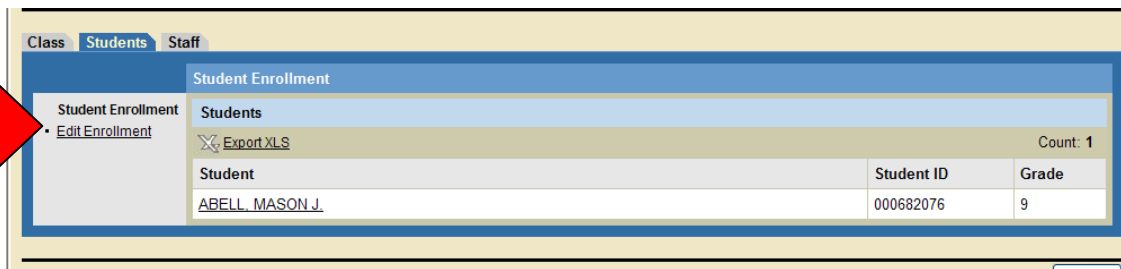


Class	Primary Staff	Grade	Students	Class Profile
English Sec. SAMPLE2-ADMINISTRATOR2, Per./Block 2	Administrator, Administrator	9	1	Class Profile
English SAMPLE-ADMINISTRATOR, Per./Block 1	Administrator, Administrator	9 to 12	1	Class Profile

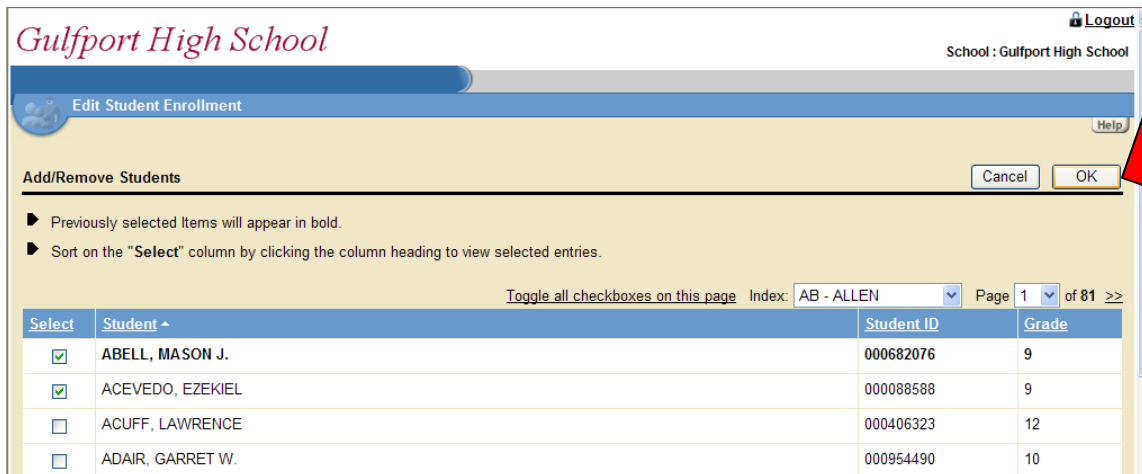
5. Click on the **Students** tab.



6. Select **Edit Enrollment** and add students by placing a check mark in the box next to the name.



7. After adding or deleting students, Select **OK**.



8. Select **Close**.

