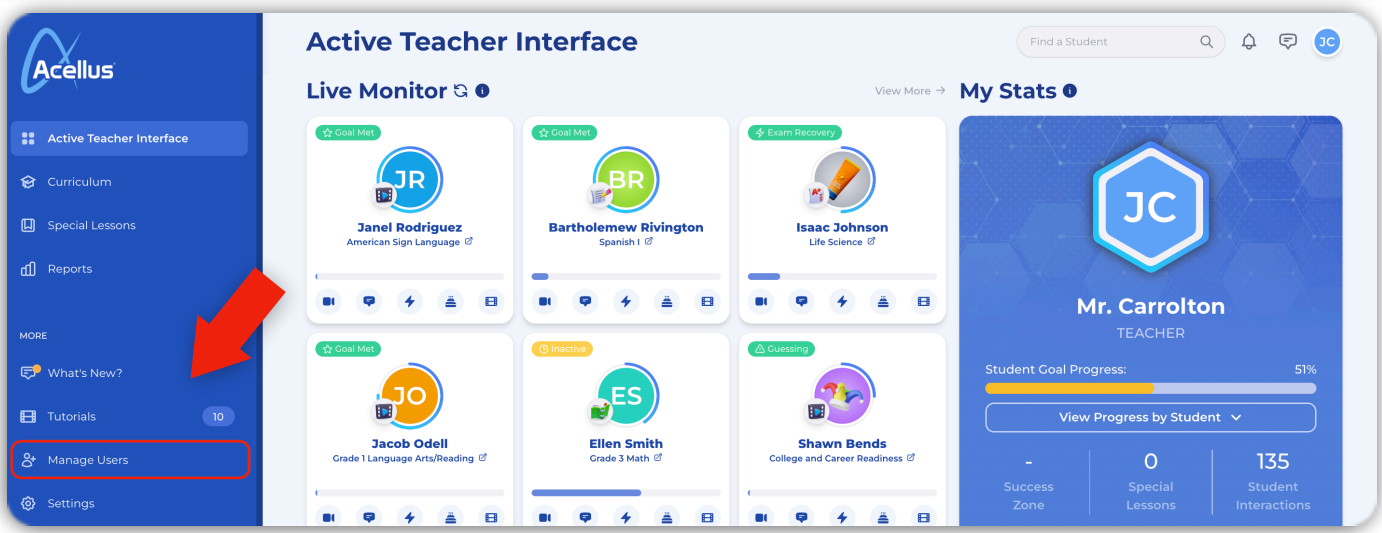


ACELLUS TUTORIAL

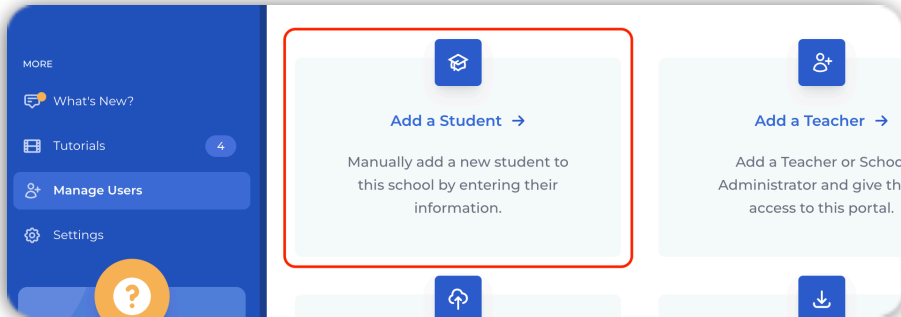
Adding a Student

Adding a student to Acellus Gold is one of the first steps in getting started. This is a simple process that you can do as a School Administrator or an Administrative Teacher.

When signed in, you should see either a **'Manage Users'** or **'Add a Student'** button in the menu on the left-hand side. (To view this menu on a mobile device, select the hamburger icon.)



Note: The button will be different for Administrative Teachers or School Administrators.



If you see the **'Manage Users'** option, clicking this will direct you to a page where you can select the **'Add a Student'** option.

There are three required fields to add a student: **First Name**, **Last Name**, and **Grade Level**.

< Add a Student

This information will be displayed and used within the school.

<p>Picture</p>	<p>First Name</p> <input type="text" value="Cole"/>	<p>Middle Name</p> <input type="text" value="Middle Name"/>	<p>Last Name</p> <input type="text" value="Lockfield"/>
	<p>Grade Level</p> <input type="text" value="6th Grade"/>	<p>Date of Birth</p> <input type="text" value="mm/dd/yyyy"/>	<p>Email</p> <input type="text" value="Email Address"/>

Note: Adding a student's email address allows you to send their login information directly via email.

There is an optional field for statistical data, fill out any of this information that you would like to include in the student's account.

Statistical Data (Optional)

This information used for statistical data purposes.

<p>Language</p> <input type="text" value="Not Specified"/>	<p>Economic Status</p> <input type="text" value="None"/>
<p>Ethnicity</p> <input type="text" value="Not Specified"/>	<p>Education Program</p> <input type="text" value="Select an Education Program"/>

At the bottom of the page, there are course options which default to the grade level selected above and the four core areas. These can all be changed as needed and additional courses can be added.

After making any necessary changes to the enrollments, click **'Save'** in the bottom right corner.

Select Courses

Grade	Subject	Course	Multi-Level Mode
<input type="text" value="6"/>	<input type="text" value="Math"/>	<input type="text" value="Mathematics Course 1"/>	<input type="text" value="+"/> <input type="text" value="0"/> <input type="text" value="-"/>
<input type="text" value="6"/>	<input type="text" value="Language Arts/Reading"/>	<input type="text" value="Grammar and Composition 1"/>	<input type="text" value="+"/> <input type="text" value="0"/> <input type="text" value="-"/>
<input type="text" value="6"/>	<input type="text" value="Science"/>	<input type="text" value="Introduction to Earth & Space Science"/>	<input type="text" value="+"/> <input type="text" value="0"/> <input type="text" value="-"/>
<input type="text" value="6"/>	<input type="text" value="Social Studies"/>	<input type="text" value="World History & Geography 1"/>	<input type="text" value="+"/> <input type="text" value="0"/> <input type="text" value="-"/>

[+ Add Course](#)

[Save](#)

After saving these selections, you will be taken to the student's **'Profile'** tab on the **'Student Account'** screen. In the upper right corner, you can choose to either email or print the sign-in card for the newly created student.

Courses **Profile** Parent Access Reports

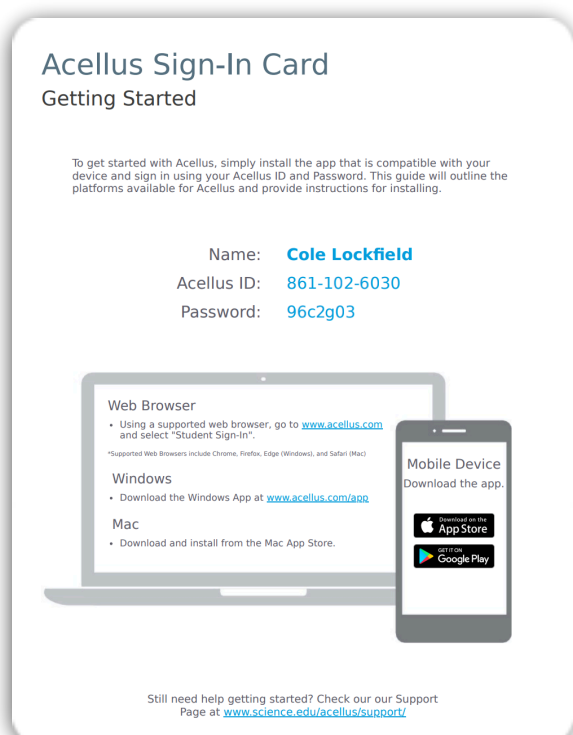
Profile

This information will be displayed and used within the school.

[Email Sign-In Card](#) [Print Sign-In Card](#)

<p>Picture</p>	<p>First Name</p> <input type="text" value="Cole"/>	<p>Middle Name</p> <input type="text" value="Middle Name"/>	<p>Last Name</p> <input type="text" value="Lockfield"/>
	<p>Grade Level</p> <input type="text" value="6th Grade"/>	<p>Date of Birth</p> <input type="text" value="06/09/2003"/>	<p>Email</p> <input type="text" value="cole.lock@example.com"/>

Note: The email address must be filled out in order to send the student their **'Sign-In Card'** via email.



If you click **'Print Sign-In Card'**, you'll be able to print a sheet with all the information the student needs to log into their account. This will include the student's name, Acellus ID, and password.

For related [Acellus Tutorials](#) on this topic explore **'Student Sign-In'** and **'Student Interface'**.