Note: Instructions given in this document assumes a class has already been created. For guidance on creating a class, see the tutorial “Adding Classes.”

To add a single student:
1) Click the action button next to the class and select “View.”
2) Click the “+ Add New Enrollment” button
3) Complete all fields, and then click “Save.”
4) The new enrollment will appear at the bottom of the list of “Enrolled Students”
5) To allow a newly enrolled student to take an existing assigned test, reopen the existing test using the action button next to the assigned test and select “Proctor Exam.” A new five-digit code will appear which you will use to administer to the new enrollment.

**Note:** The enrollment will need to be added before the test is reopened for the system to allow the newly enrolled student to take the test.

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**DO NOT** assign a new test in the class if you would like the newly enrolled student’s test data to be included in the overall class test data. A new assigned test will require opening a separate report for the test assigned and will only include the new enrollment’s test data.