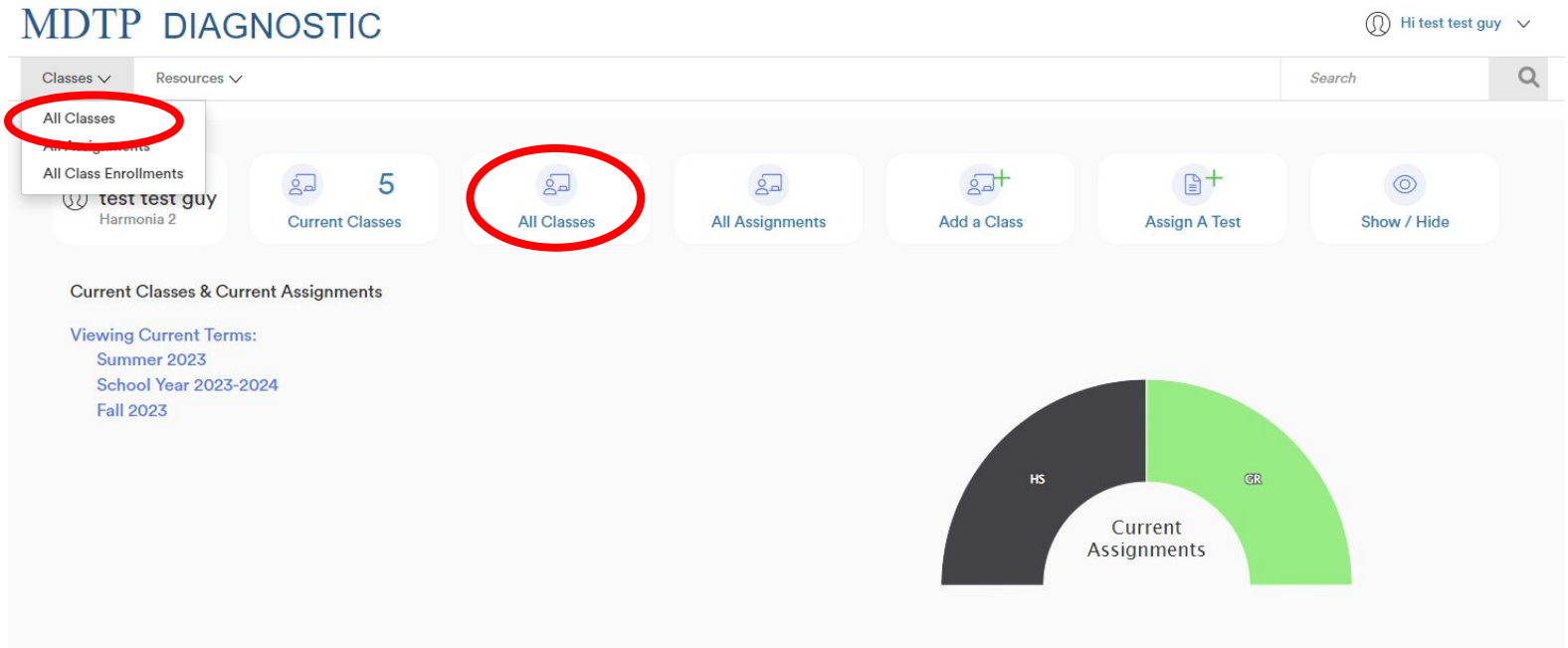
Adding Student Emails to an Existing Class

Note: This tutorial assumes a roster has been uploaded without student emails.

1) Click on either **'Classes'** in the top menu, and then **'All Classes'** **or** the **'All Classes'** option on the dashboard to view all classes.



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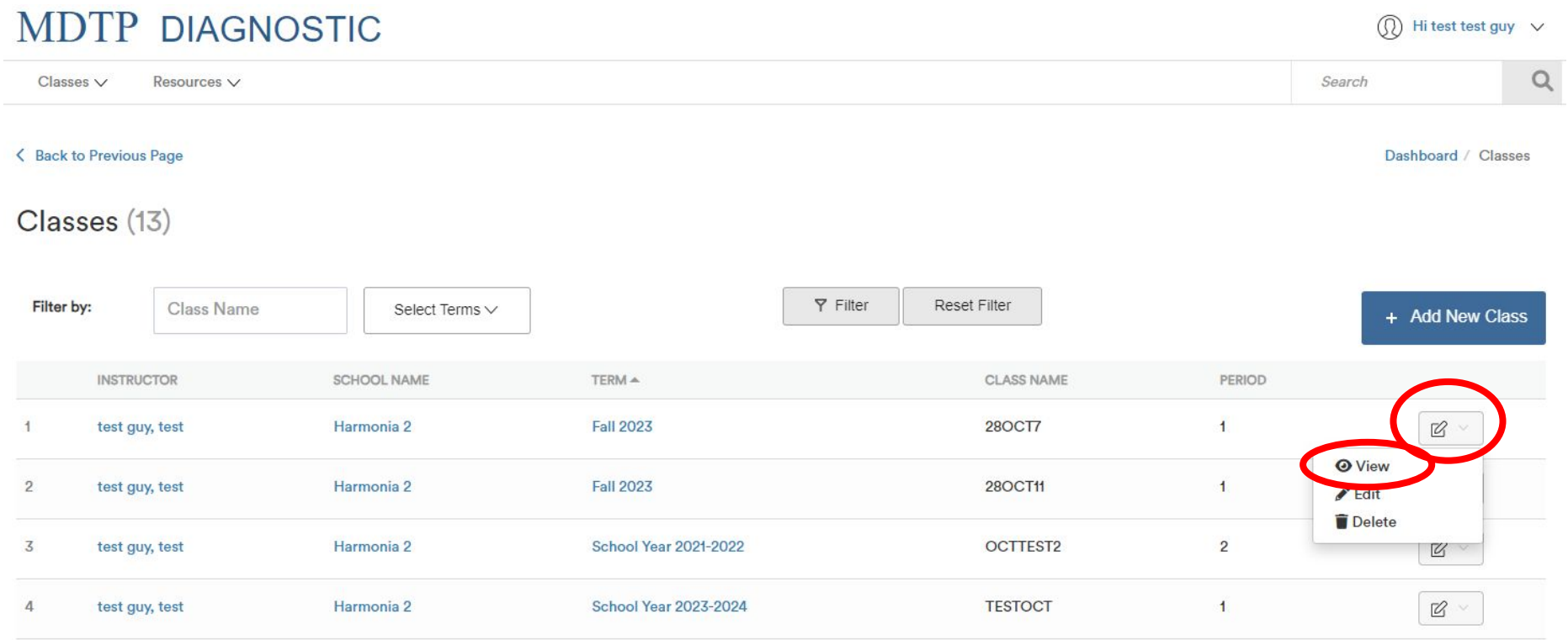
2) Click on the action button next to the class and select “**View**”.



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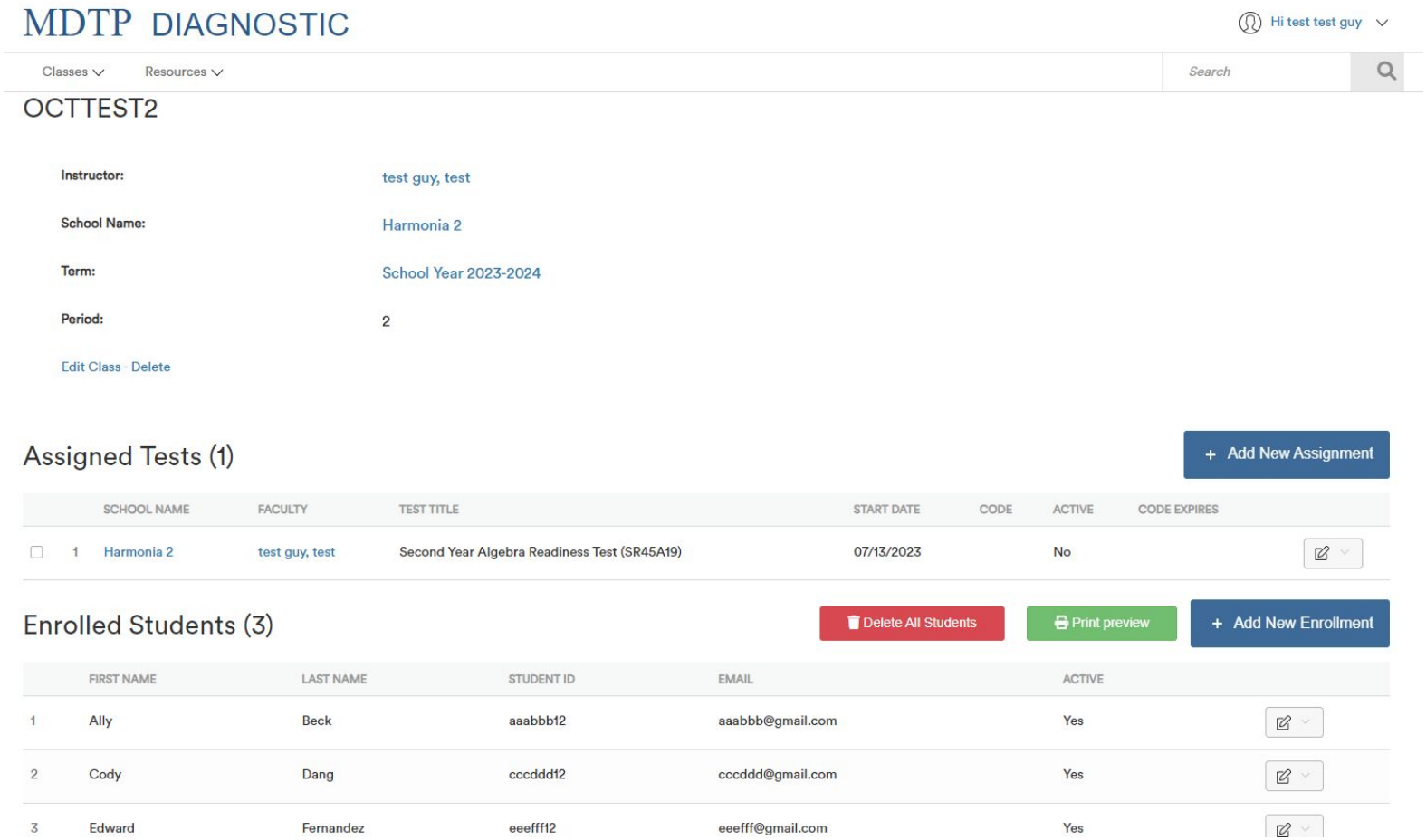
This is the classpage. You are able to view class details, assigned tests, and enrolled students.



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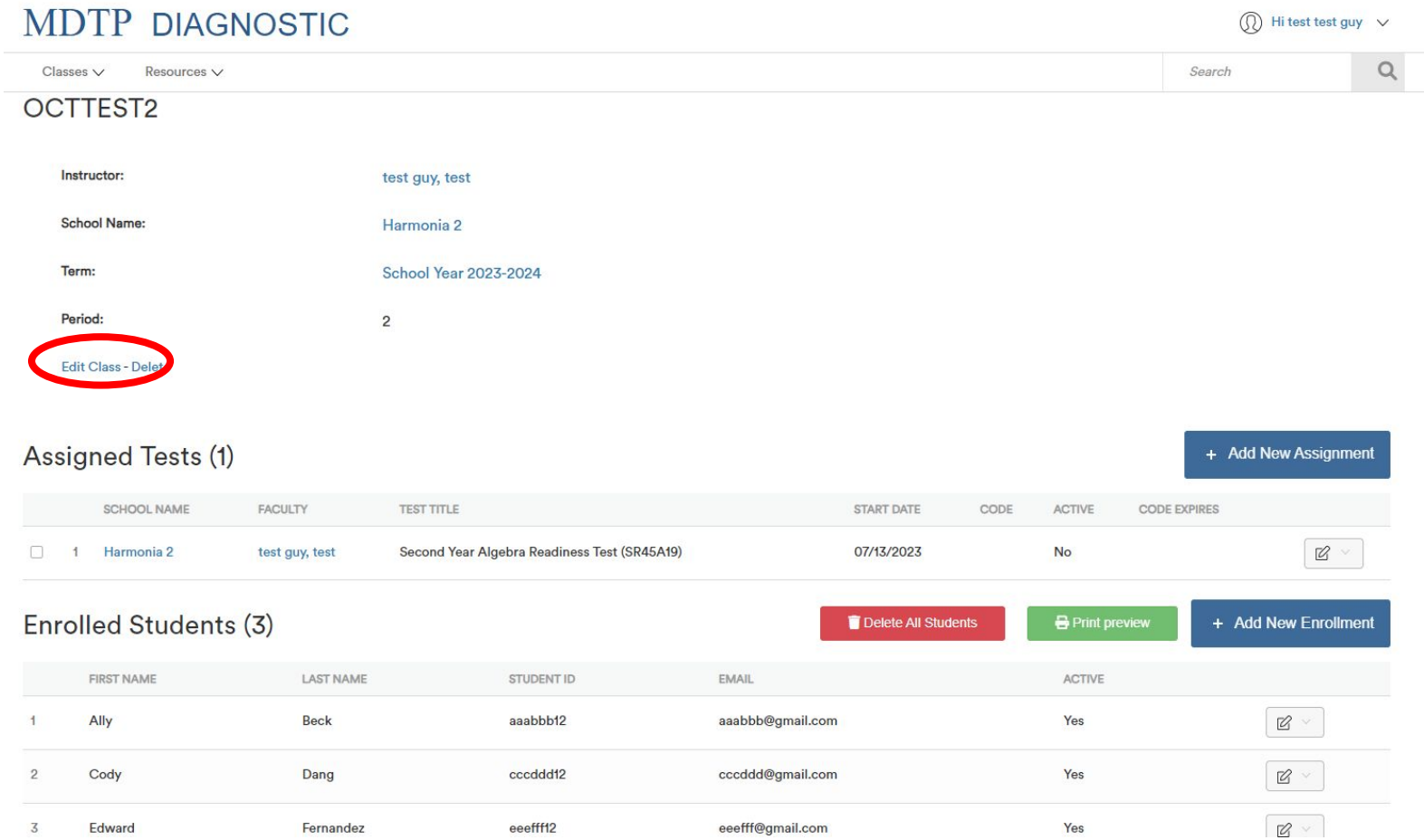
3) To add student emails, click "**Edit Class**".



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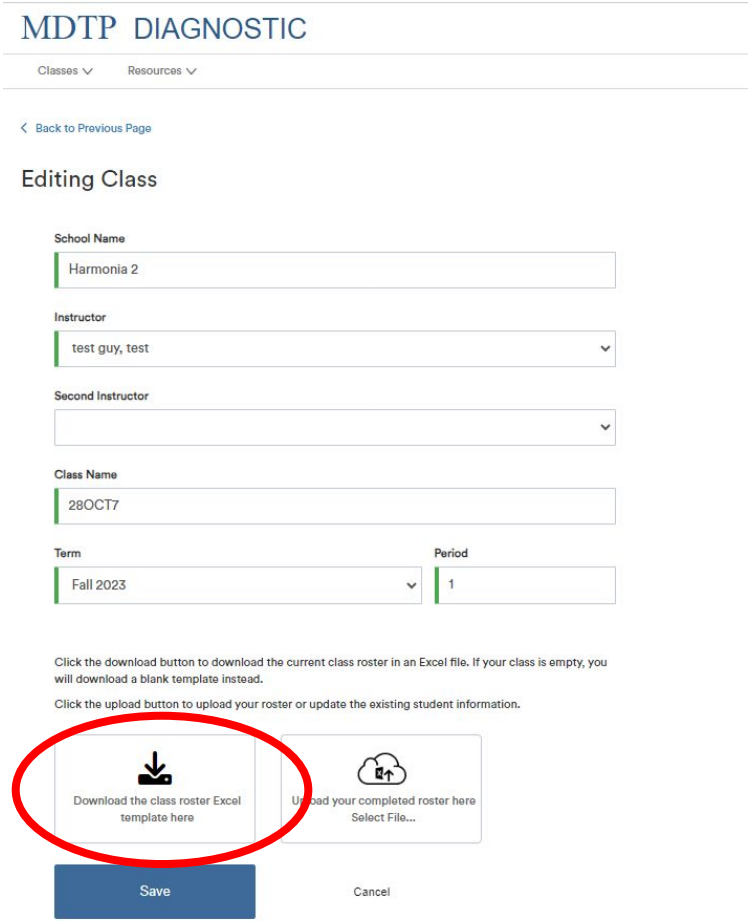
4) Click on the button "**Download the class roster Excel template here**" to download the current class roster in an Excel file.



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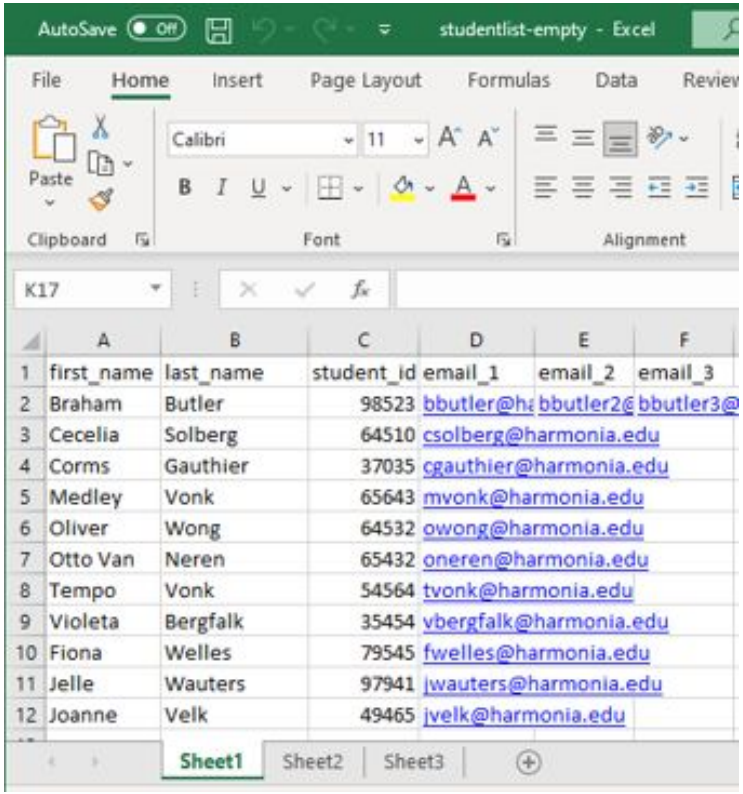
5) Update the Excel file with the email addresses you wish the student letters be sent to. You may add up to three emails for each student. Student emails are **OPTIONAL** and used by the LEA only for emailing student letters. See the **"Emailing Student Letters"** tutorial for more details.



	A	B	C	D	E	F
1	first_name	last_name	student_id	email_1	email_2	email_3
2	Braham	Butler	98523	bbutler@ha	bbutler2@	bbutler3@
3	Cecelia	Solberg	64510	csolberg@harmonia.edu		
4	Corms	Gauthier	37035	cgauthier@harmonia.edu		
5	Medley	Vonk	65643	mvonk@harmonia.edu		
6	Oliver	Wong	64532	owong@harmonia.edu		
7	Otto Van	Neren	65432	oneren@harmonia.edu		
8	Tempo	Vonk	54564	tvonk@harmonia.edu		
9	Violeta	Bergfalk	35454	vbergfalk@harmonia.edu		
10	Fiona	Welles	79545	fwelles@harmonia.edu		
11	Jelle	Wauters	97941	jwauters@harmonia.edu		
12	Joanne	Velk	49465	jvelk@harmonia.edu		

Sheet1 Sheet2 Sheet3

Old Roster Uploaded

Once email address have been added, save Excel File

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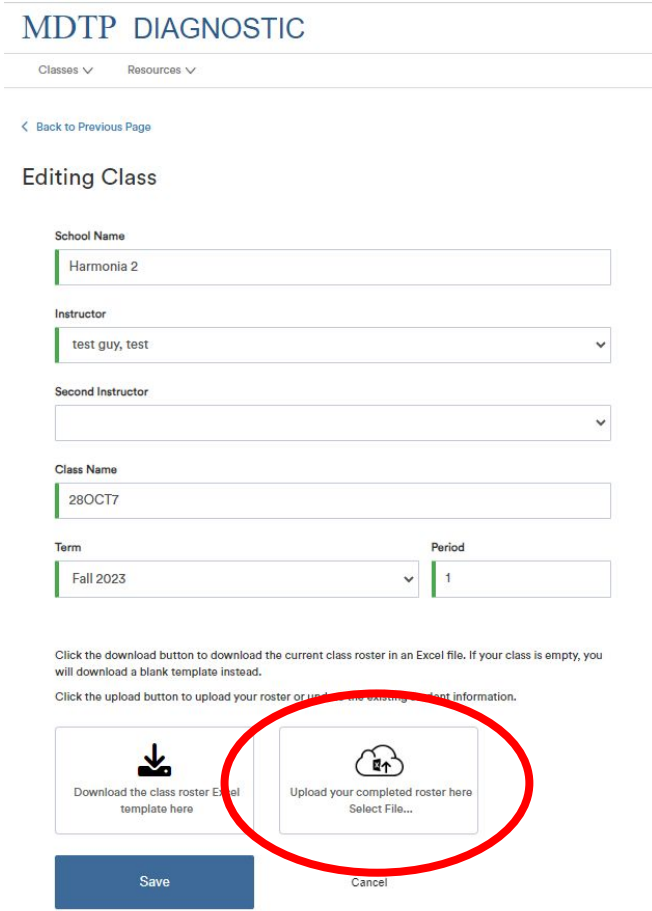
6) Click on the button "**Upload your completed roster here. Select File...**" to upload the updated file from your computer.



A preview of the class roster will appear. If all the rows are highlighted yellow, then that means all the emails were successfully matched with existing student IDs. Review the roster preview then click "**Save**".

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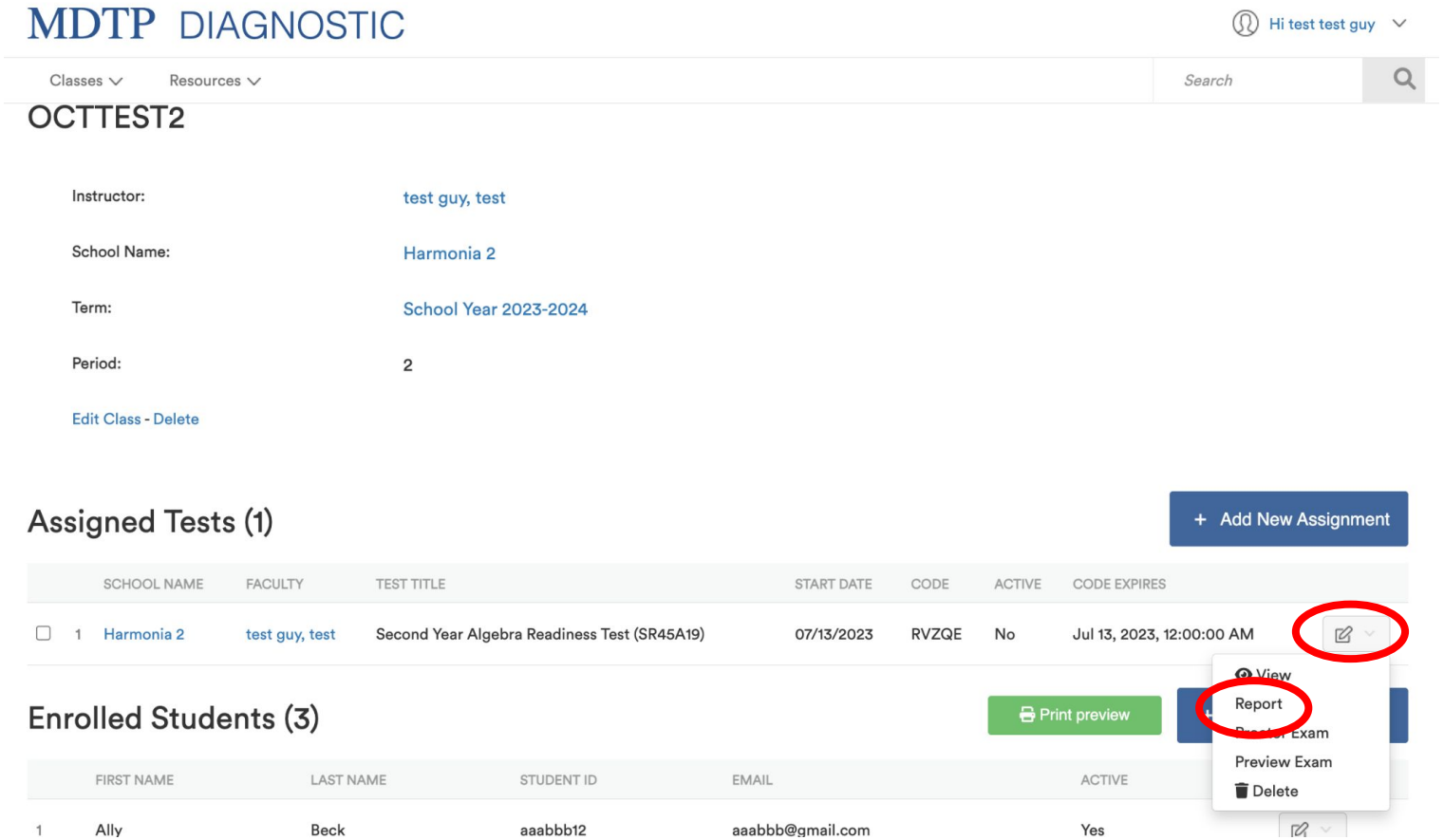
7) Alternatively, it is possible to add student emails from the report page. Click on the action button associated with the test, then click "**Report**" to enter the reports section of the system.



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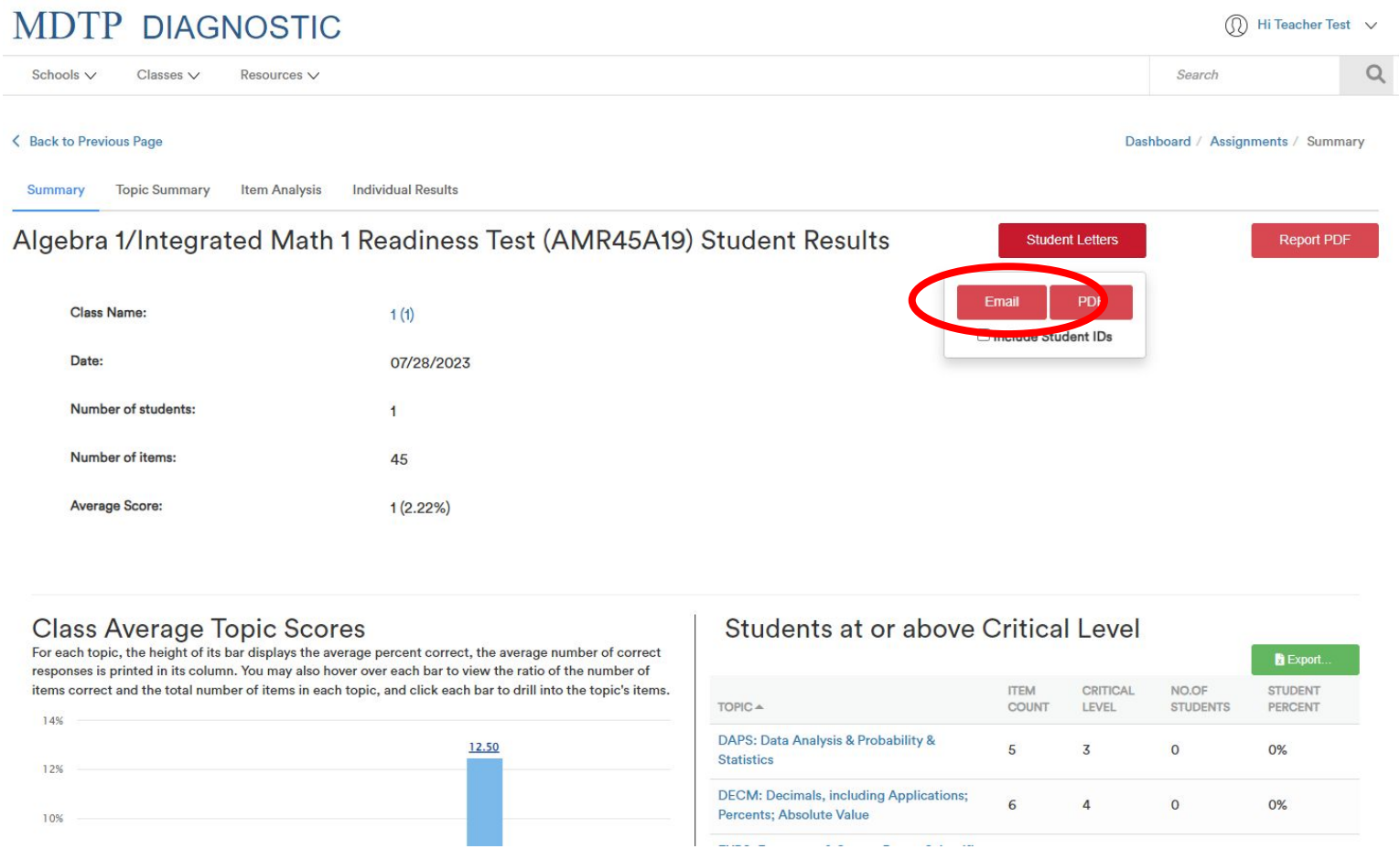
This is the summary page for the report. Click **"Student Letters"** and select "**Email Student Results**".



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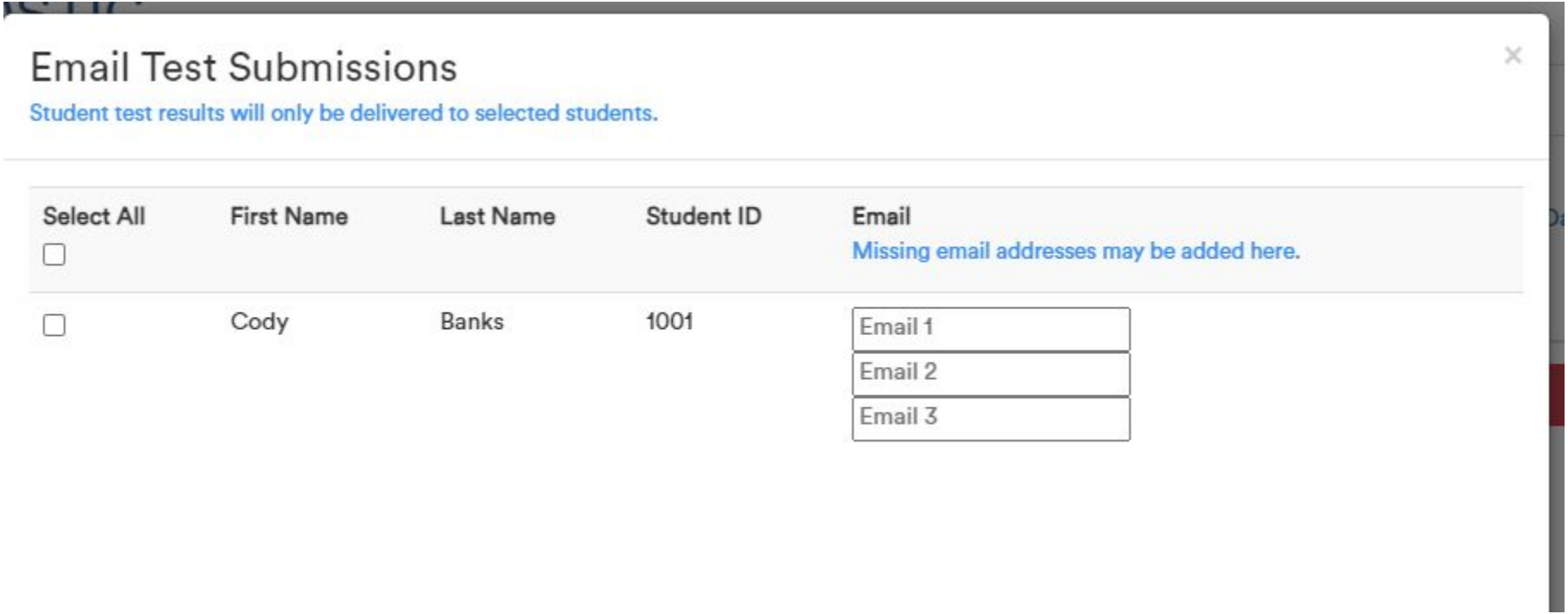
You may add student emails directly from this page before clicking the "**Send**" button to immediately send out the student letters. To learn more about emailing the student letters, see the **"Emailing Student Letters"** tutorial for more details.



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