

How to Add a New Student

Transfer Students

Whenever a new student enters your class, you will first check to see if he/she is a transfer from another school. If so, you will contact Marie Imbault at marie@engagingwebapps.com. You will want to tell her the full name of the student, the ID number and the name of the old school and student's new school. She will handle the transfer for you. You as the building trainer may be the designee or else the school secretary or other person as directed by your principal may be the one who contacts Marie with changes.

If the student is a transfer from within your school, the new teacher can transfer the student from your group to hers, or vice versa.

New Students

If a student who has not attended a GFPS school is assigned to your classroom, then you will need to create the student in the system. Please be sure to follow the below steps and picture:

1. Use the student's ID number as listed in Powerschool for both username and password
2. Use the student's full name as listed in Powerschool
3. Leave email blank
4. Set Words/min and Accuracy as per grade level in implementation guides.

The image shows a web form titled "Enter new settings for this profile" with several input fields. Red arrows point from text boxes to specific fields, providing instructions. The fields and their values are: Login name (55555), Password (masked with dots), Type password again (masked with dots), First name (FullFirstName), Last name (LastName), Student email (LEAVE BLANK), words/min (20), and Accuracy (in %) (90). The form also includes "Cancel" and "Save" buttons at the bottom.

Field	Value	Annotation
Login name	55555	Use ID#
Password	•••••	Use ID#
Type password again	•••••	Use ID#
First name	FullFirstName	Use full name from Powerschool
Last name	LastName	Use full name from Powerschool
Student email	LEAVE BLANK	Set as per implementation guide
words/min	20	Set as per implementation guide
Accuracy (in %)	90	Change to 90% except for 2 nd grade