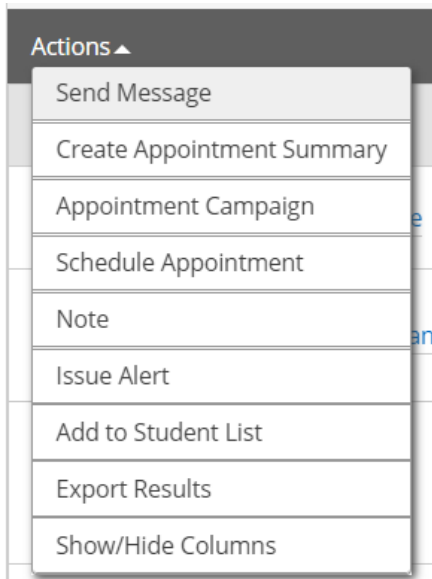


How to Add Students to an Existing Student List

1. Select students that you want to include in your Student List. The students could be manually assigned from your list of Assigned Students, by using the search functionality or even from your list of appointments.

Actions ▾		
<input type="checkbox"/> ALL		STUDENT NAME
<input checked="" type="checkbox"/>	1	Wilson, Connor
<input checked="" type="checkbox"/>	2	Martinez, Gabrielle
<input checked="" type="checkbox"/>	3	Lynn, Brice
<input checked="" type="checkbox"/>	4	Scholfield, Noah
<input checked="" type="checkbox"/>	5	Madoor, Navya

2. Under Actions select Student List.



3. Click on the box next to the Student List you want to assign the student to. Click Save.

The dialog box is titled 'ADD TO STUDENT LIST' and contains a checkbox for 'Priority Enrollment' which is unchecked. Below it is a blue link that says 'Create new list...'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

4. In your list of students, a small eye icon will appear next to the name of the student. A student can be assigned to more than one Student list. Hovering over the eye icon, will show to which of your lists a student is assigned.

My Assigned Students for Spring Term 2018-2019 ▾

Actions ▾				
<input type="checkbox"/> ALL		STUDENT NAME	ID	WATCH LIST
<input type="checkbox"/>	1	Abdalla, Mahmoud		
<input type="checkbox"/>	2	Bastian, Heather		