

Student Management System



Welcome to the Studyladder guide, designed to help you organise the teachers, students and classes that are using Studyladder at your school.

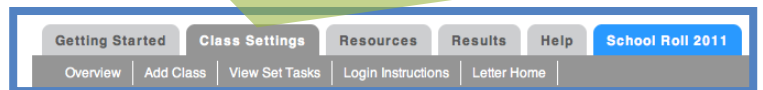
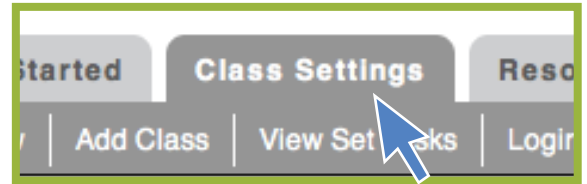
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- f. Create easy login and shortcuts

a

Add a class

1. Click on 'Class Settings' then click on 'Add a class'.
2. Type in the 'Class name' and select the Grade, then type in the names of the students you wish to add. Each class can have as many students as you want.
3. Once you are finished entering student names click on 'Create class'.
4. You will then be taken to the 'Edit class' section where you can add more students or amend any mistakes.
5. You may add as many classes as you wish.



Create a new class at your school

Give your students 24 hour access to Studyladder — from home and school.

Class name

Level / Grade

Class roll
 Type or paste student names in the area below. Use full names, one on each line.
 Rodney Clarke
 Bethany Ray
 Joshua Peters
 Stuart Waters
 Erin Reed

Edit Class

Class name

Level / Grade

Class Roll Access

Class roll

Studyladder automatically generates a unique usernames and passwords for each of your students.
Print out the Studyladder usernames and passwords for your students.

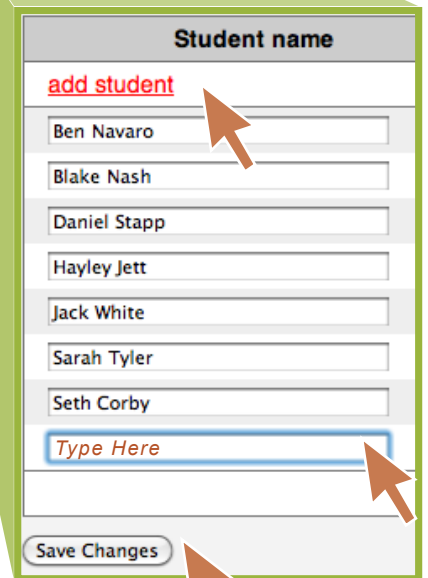
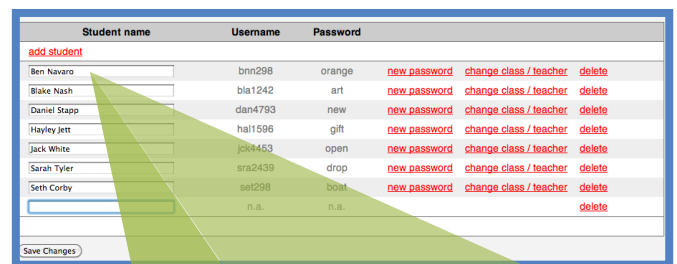
Student name	Username	Password			
<input type="text" value="add student"/>					
<input type="text" value="Casey Lee"/>	cae2497	care	new password	change class / teacher	delete
<input type="text" value="Faye Heart"/>	fay81	salt	new password	change class / teacher	delete
<input type="text" value="Jim Tom"/>	jit44	box	new password	change class / teacher	delete
<input type="text" value="Lilly Ron"/>	lil2250	bag	new password	change class / teacher	delete

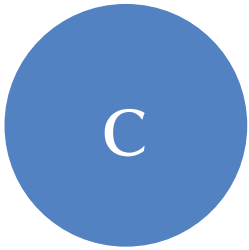
Dont forget to print passwords to give to the students.



Add a student

1. To add an individual student to a class, click on the 'Class settings' tab. Then click on the 'Edit class login and roll' button.
2. Click on 'add student'.
3. Add the new name at the bottom of the current list. Then press 'Save Changes'.
4. The page will reload and the new student will appear in alphabetical order with a username and password.
5. Please print and give the new student their username and password.

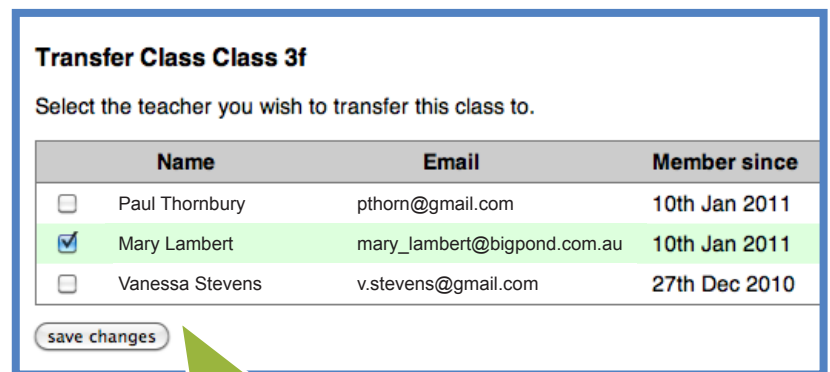
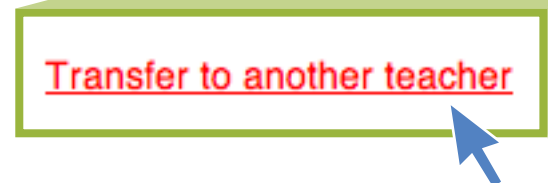
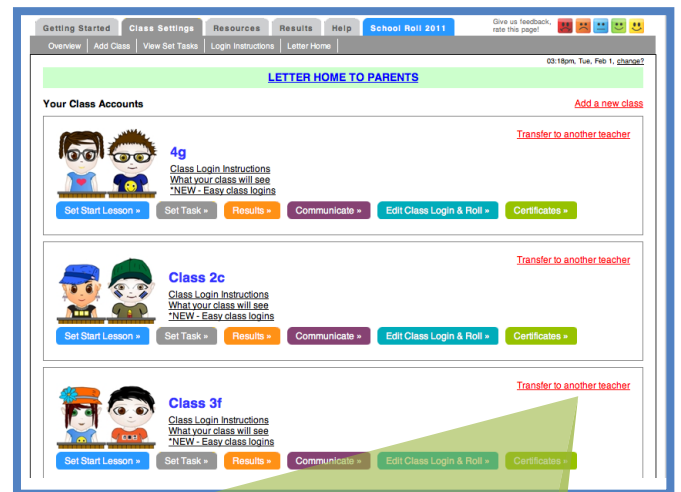




Transfer classes to other teachers

You are able to transfer a complete class to another teacher.

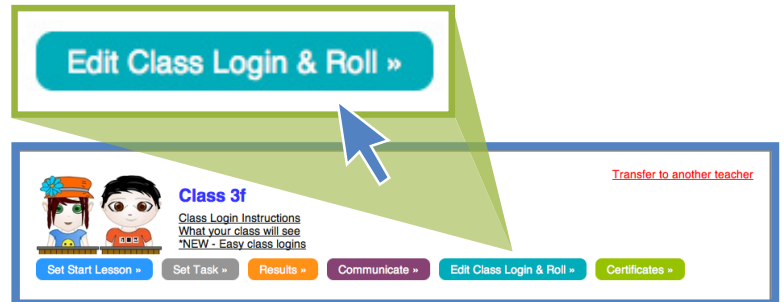
1. Go to the 'Class settings' tab.
2. Click on 'Transfer to another teacher'.
3. Select the teacher you wish to transfer the class to.
4. The teacher must have a Studyladder account to appear on your list.
5. Once a class has been transferred it will no longer appear in your admin section.
6. The new teacher will be notified of the transfer.





Transfer individual students

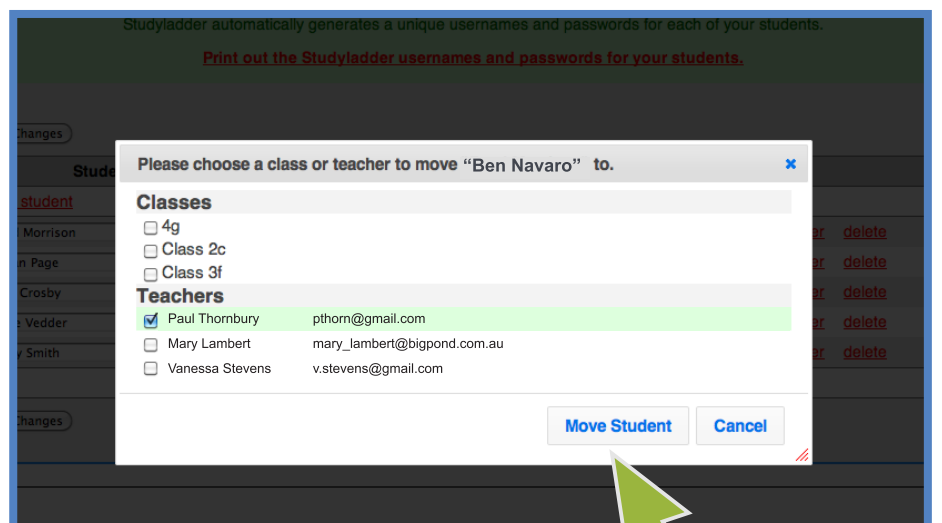
1. Go to the 'Class settings' tab.
2. To transfer a student to another class click on 'Edit class and Login Roll'.
3. Find the student name and click 'Change class/Teacher'.
4. A white pop up box will appear. Select the class or teacher that you wish to transfer to.
5. Click on 'Move Student' to complete the transfer.
6. The new teacher will be notified of the transfer.



Student name	Username	Password			
add student					
Ben Navaro	bnn298	orange	new password	change class / teacher	delete
Blake Nash	bla1242	art	new password	change class / teacher	delete
Daniel Stapp	dan4793	new	new password	change class / teacher	delete
Hayley Jett	hal1596	gift	new password	change class / teacher	delete
Jack White	jck4453	open	new password	change class / teacher	delete
Sarah Tyler	sra2439	drop	new password	change class / teacher	delete
Seth Corby	set298	boat	new password	change class / teacher	delete
<input type="text"/>	n.a.	n.a.			delete

[Save Changes](#)

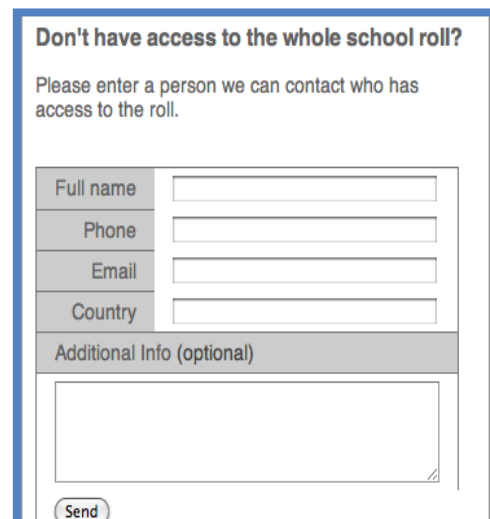
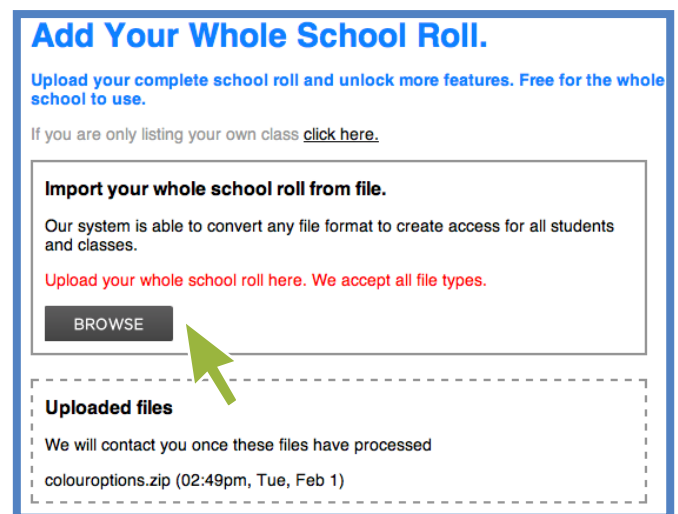
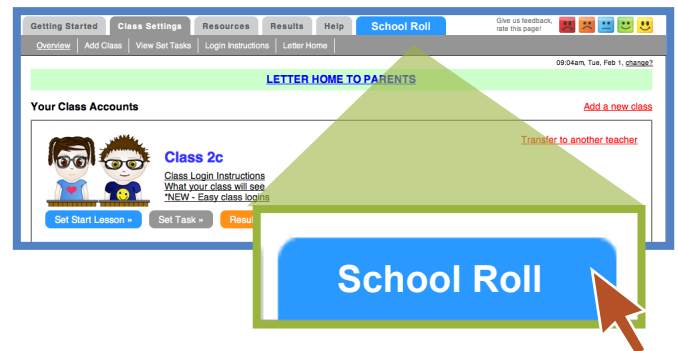
change class / teacher





Upload the entire school roll

1. Click on the 'School Roll' tab located at the top of the site.
2. Locate the file containing the entire school roll by clicking 'Browse'.
3. Select the file and wait for it to upload.
4. We will then process your file and contact you when it is complete.
5. If you don't have access to the school roll but would like it uploaded, please enter the details of the person who has this information and we will contact them.





Easy student access

To make it easy for students to access the website, we have developed a new system which enables students to click on a link to access their class roll.

1. Click on **'Easy class login'**. You can use the link supplied as a bookmark by dragging it onto the desktop. This link will take students directly to a class roll which they can then log in from. Each "easy link" is exclusive to that class.
2. For younger students, you can choose not to use passwords. To choose this option go to **'Edit class login & roll'** and make your selection from the **'Class roll access'** dropdown menu.
3. This is what the class will see. >>>>>>
They will be able to find their name on the class list and click **'go'** to begin learning.
4. We recommend that you print out the usernames and passwords for the students.

