

Student Roster

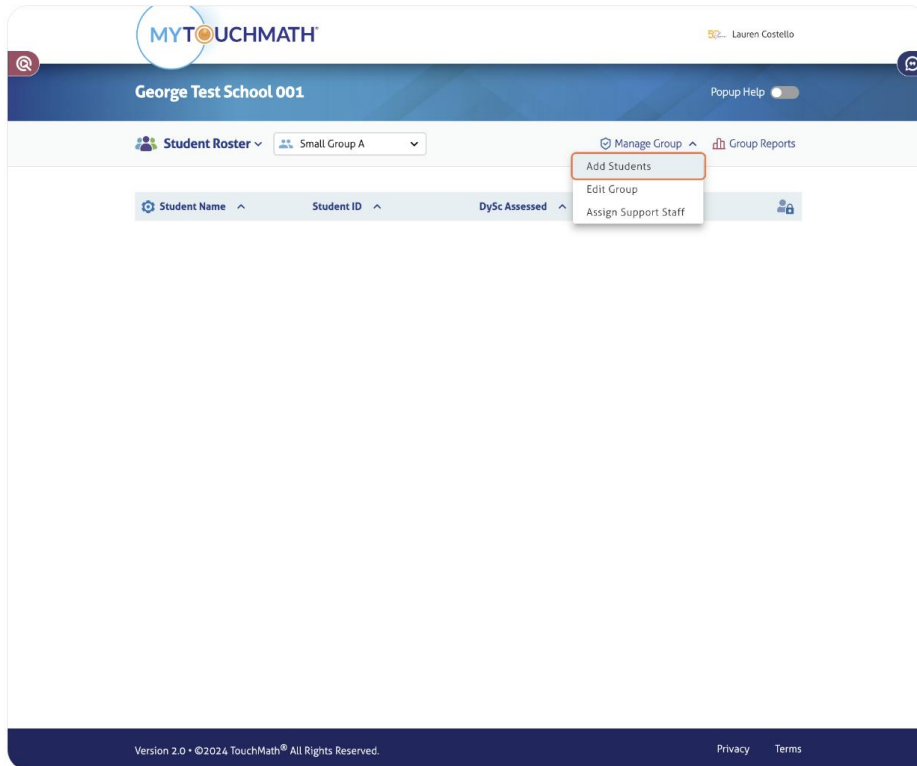
Add New Students Manually

This guide shows educators and administrators how to manually create new student accounts from Student Roster. To create a new student account, you need a student's first name and last initial, identification number, student email address, and password. If a student does not have an identification number or a student email address, please assign or create an identification number and fictitious student email address. No email correspondence will be sent to student emails. Last, teacher-created passwords are used to support students when they log in to the platform.

- 1 Click on the name of the group you want to add students to

The screenshot displays the MYTOUCHMATH user interface. At the top, the logo 'MYTOUCHMATH' is visible on the left, and the user's name 'Lauren Costello' is on the right. A green notification box in the center reads 'Group Created.' Below the notification, the school name 'George Test School 001' is shown. The main content area is titled 'Welcome Lauren!' and features a grid of menu items: 'Student Roster' (4), 'Student Platform' (3), 'Resources' (8), '1st-2nd Math Block', '5th Grade Intervention' (4), 'Practice & Games' (2), 'Small Group A' (highlighted with a red box), 'Create New Group', 'Collections' (2), 'Reports' (7), and 'Dec 31 - Dec 30 School Calendar'. On the right side, there is a list of administrators: 'Account Lead Administrator: George Jiang', 'Account Co-Administrator: Co090103 Test, Co090104 Test, Lauren Costello', and 'TouchMath Customer Service: product.support@touchmath.com, 800-888-9191'. The footer contains 'Version 2.0 • ©2024 TouchMath® All Rights Reserved.', 'Privacy', and 'Terms'.

2 From the Manage Group dropdown menu, click on Add Students



3 Complete the required fields. Click on Add New Students

