

# Enrolling a Single Student in Capti

This guide shows you how to add a single student to your Capti organization.



Alert! The steps shown in this guide are only available for manually rostered accounts. Accounts rostered via Clever, Classlink, SFTP, and/or any other automatic methods are not able to complete the steps listed.

## 1 Log In to your Capti district or school admin account.

Capti ID or Email

brian@team.captivoice.com

Password

.....

[I forgot my password](#)

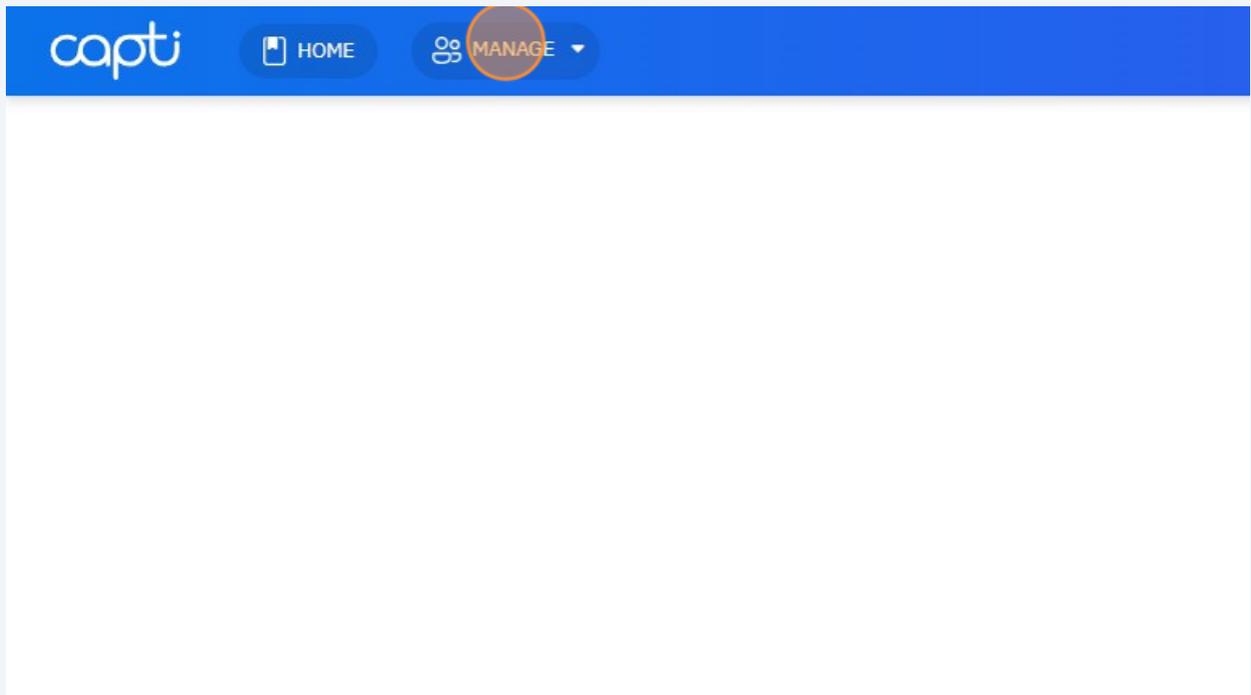
Log In

OR SIGN IN WITH:

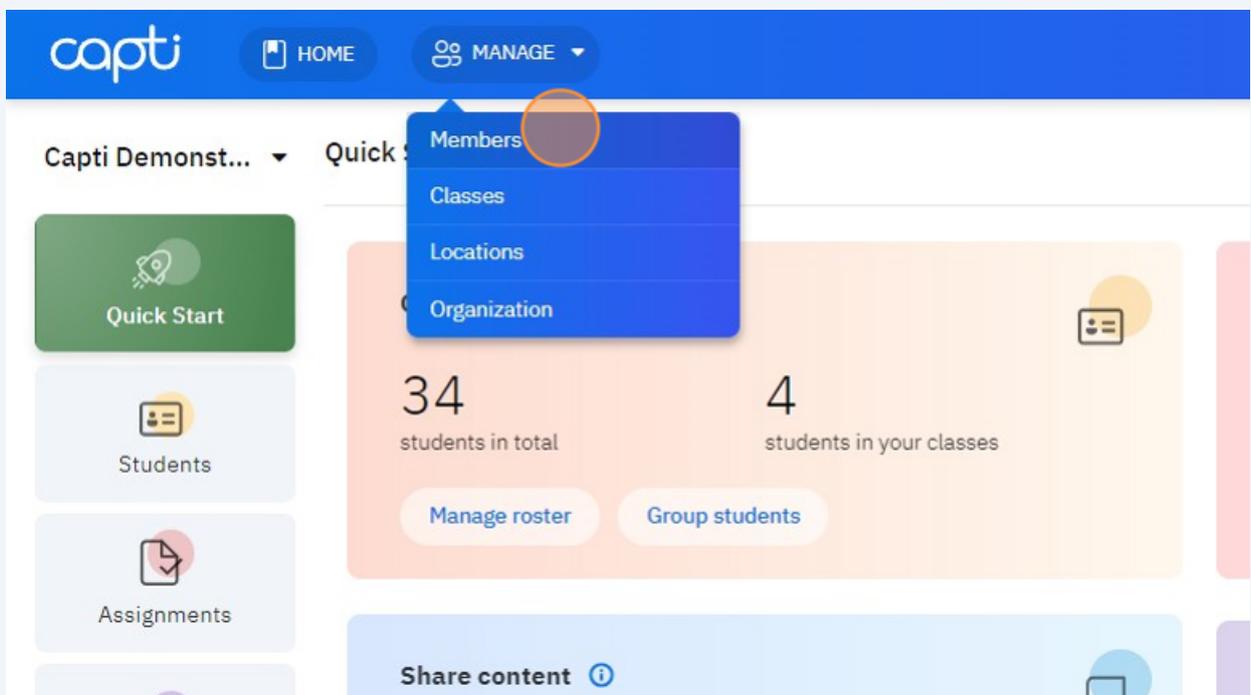


By signing up you agree to our [Privacy Policy](#) and [Terms of Service](#)

2 Click "MANAGE"



3 Click "Members"



#### 4 Click "Enroll"

The screenshot shows a user interface with a blue header bar containing a help icon and a user profile labeled 'ASH'. Below the header, there is a summary section with 'Students: 93/250' and 'Faculty: 17/ unlimited'. A blue 'Enroll' button with a person icon is highlighted with an orange circle. Below this is a 'Bulk Action' button and a table with columns for Grade, Last Login, Status, and Actions. The table contains three rows of data.

Grade	Last Login	Status	Actions
Grade 7	Jul 25, 2024	Active	...
-	Jul 24, 2024	Active	...
Grade 7	Jun 24, 2024	Active	...

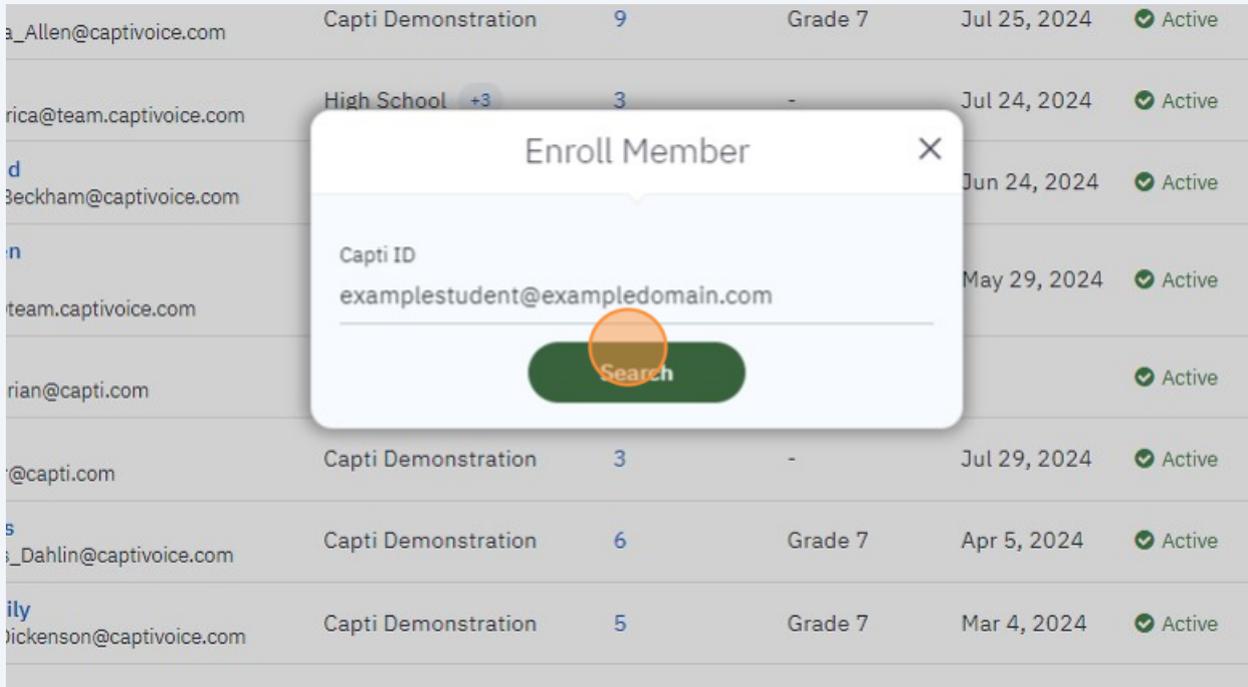
#### 5 Click "Enroll Single Member..."

The screenshot shows the same user interface as in step 4, but with the 'Enroll' button dropdown menu open. The 'Enroll Single Member...' option is highlighted with an orange circle. The dropdown menu also includes 'Recover Deleted Member...', 'Enroll Members From File...', 'Import from Google Classroom', and 'Synchronize with Student Information System...'. The table below remains the same.

Grade	Last Login	Status	Actions
Grade 7	Jul 25, 2024	Active	...
-	Jul 24, 2024	Active	...
Grade 7	Jun 24, 2024	Active	...

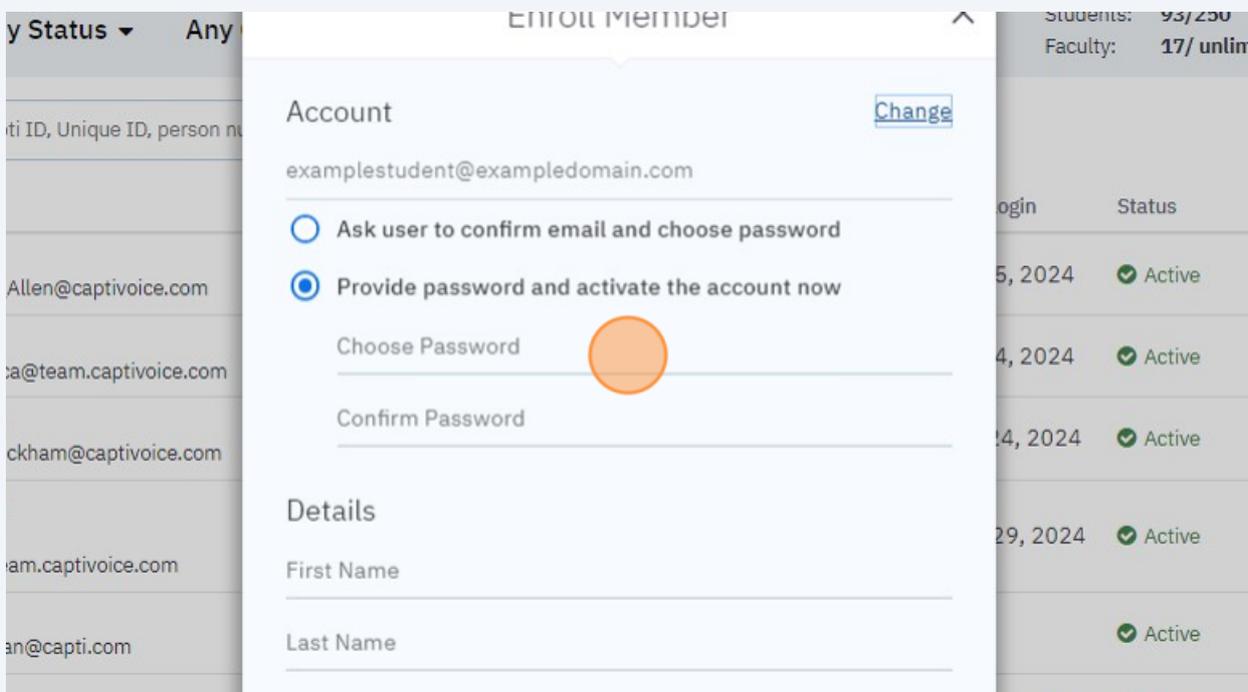
6

Type the email address (real or fake) of the student you want to add to your Capti account. Click search. If the user has an existing Capti account, they will be invited to join. If they do not have a Capti account, continue with the next steps.



7

Click the "Choose Password" field. Enter in a simple password for the user.



8 Enter the first name and last name of the user.

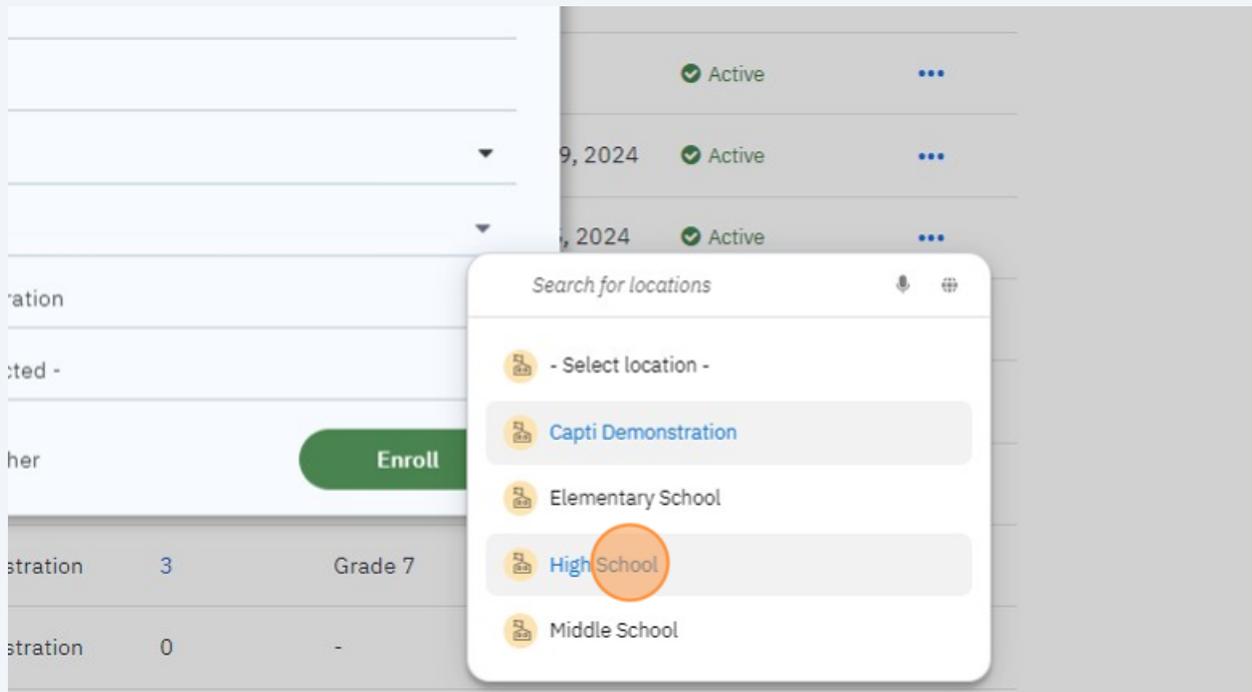
The screenshot shows a user creation form with two radio button options at the top: "Ask user to confirm email and choose password" (unselected) and "Provide password and activate the account now" (selected). Below these are two password input fields, each with a strength indicator. A popup box titled "Use Suggested Password" displays a key icon and the password "yJx8YMP@dFa0eck@bnv". The form includes fields for "First Name", "Last Name", "Ungraded" (a dropdown menu), "Student" (a dropdown menu), and "Capti Demonstration" (a dropdown menu). An orange circle highlights the "Ungraded" dropdown menu. In the background, a table lists users with columns for "Login", "Status", and "Actions".

9 Set the grade level of the student.

The screenshot shows a user selection form. On the left, a list of users is displayed with their names and roles: "District Admin - yevgen.borodin@team.captivoice.com", "Brian, Ryan Student - Ryan\_Brian@capti.com", "Capti, Teacher Teacher - teacher@capti.com", "Dahlin, Rasmus Student - Rasmus\_Dahlin@captivoice.com", "Dickenson, Emily Student - Emily\_Dickenson@captivoice.com", "Doe, John Student - exampleuser@example.com", "Douglas, Steven Student - Steven\_Douglas@capti.com", "Eichel, Jack Student - Jack\_Eichel@captivoice.com", and "Example, Teacher". The main form area has fields for "First Name" (containing "Jane") and "Last Name" (containing "Doe"). A dropdown menu for "Grade" is open, showing options from "Grade 6" to "Grade 13", with "Grade 9" highlighted by an orange circle. A green "Enroll" button is located at the bottom right of the form. In the background, a table lists users with columns for "Role", "Grade", and "Enrollment Date".

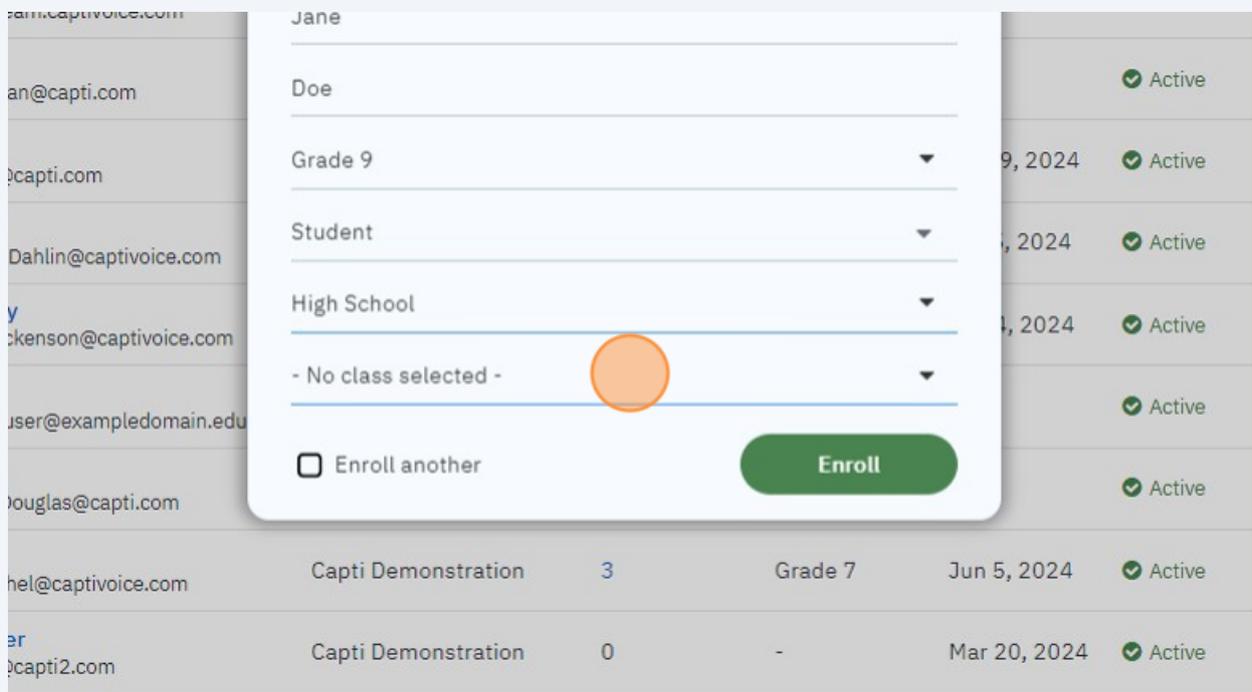
10

Select the location you want the student to belong to. If you only have one location, it will be selected by default.



11

Select the class, if any, you want this member to belong to. You can add members to classes later in the "Classes" menu.



12 Click "Enroll"

The image shows a user enrollment form overlaid on a table of active users. The form includes fields for name (Jane Doe), grade (Grade 9), student type (Student), school level (High School), and school name (High School Demo). At the bottom of the form is a checkbox for "Enroll another" and a green "Enroll" button, which is highlighted with an orange circle. The background table lists several active users with their names, dates, and status.

Jane Doe	Grade 9	Student	High School	High School Demo	Active
Capti Demonstration	3	Grade 7	Jun 5, 2024	Active	
Capti Demonstration	0	-	Mar 20, 2024	Active	