

How to Add a Member to a Class

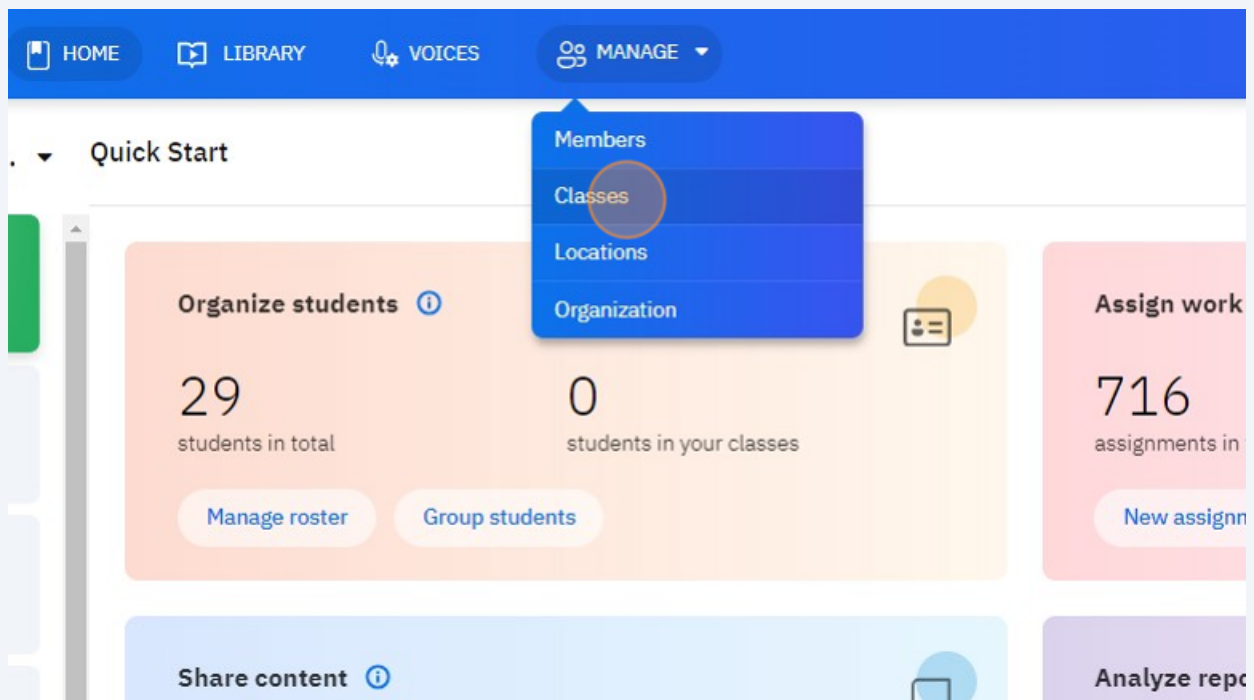


Alert! The steps shown in this guide are only available for manually rostered accounts. Accounts rostered via Clever, Classlink, SFTP, and/or any other automatic methods are not able to complete the steps listed.

1 Click "MANAGE"








The screenshot shows the Capti Assess dashboard interface. At the top, there is a blue navigation bar with several menu items: 'HOME', 'LIBRARY', 'VOICES', and 'MANAGE'. The 'MANAGE' button is circled in orange, indicating it is the target of the first step. Below the navigation bar, there is a 'Quick Start' section with several cards. The 'Organize students' card is highlighted in orange and shows '29 students in total' and '0 students in your classes'. It has two buttons: 'Manage roster' and 'Group students'. Other cards include 'Assign work' (716 assignments) and 'Share content'.

2 Click "Classes"

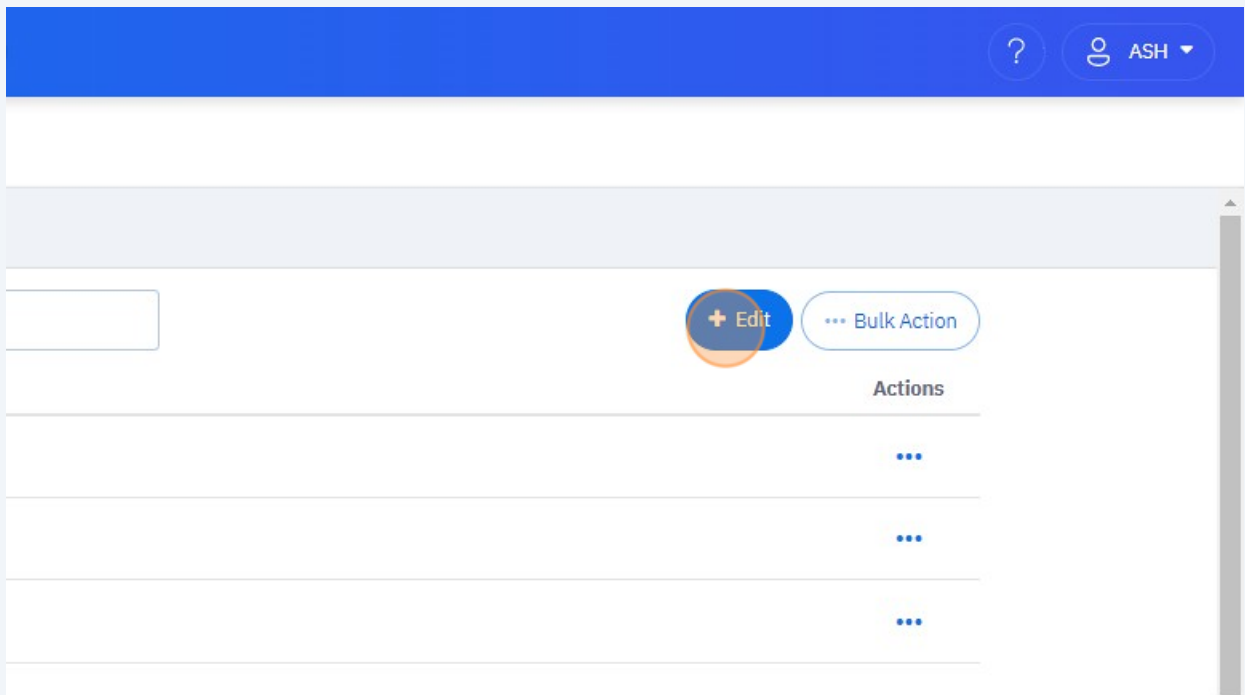


3 Click on the class you want to add a member to.

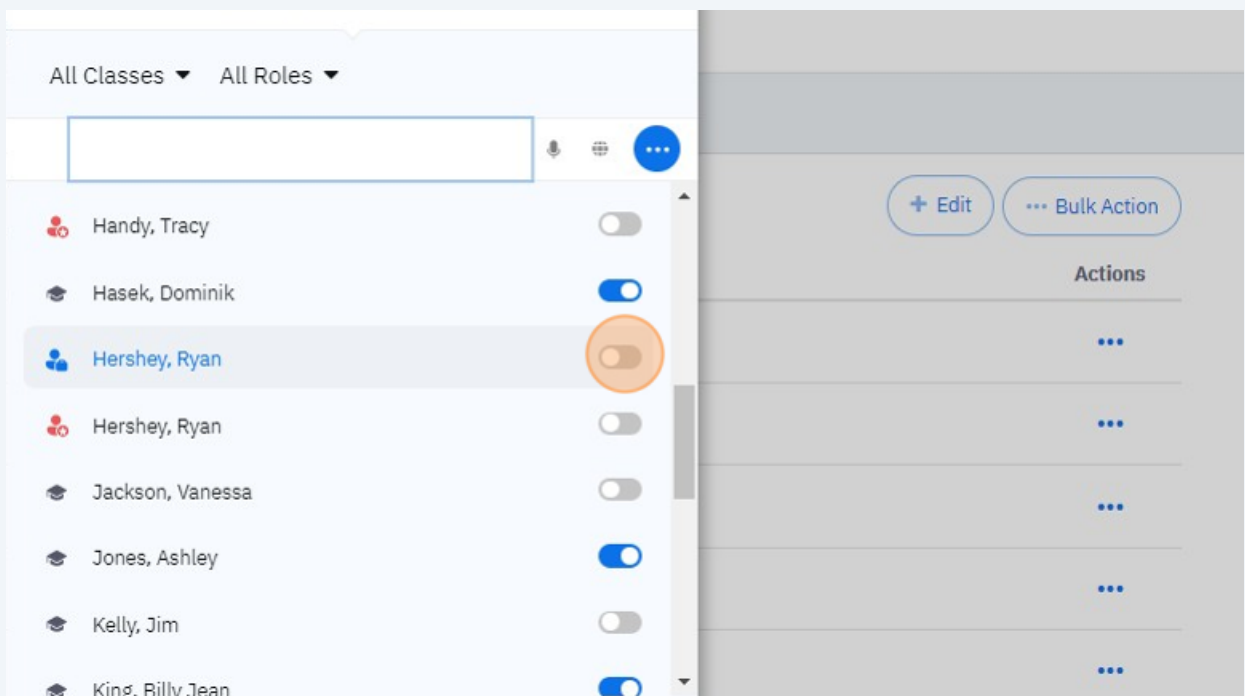
Any Grade ▾

 High School Demo	700
 7th Grade Hershey Ryan	7
 9th Grade Aquila Erica	9
 <u>English, Mrs Aquila, Period 1</u> Aquila Erica	EA1
 English, Mrs Aquila, Period 2 Aquila Erica	EA2
 English First Period Ash Brian	Eng1
 Intervention Group - Mrs Sally	Inv Sally

4 Click "Edit"



5 Click on the toggle next to the member you want to add.



6 Click "Done"

