

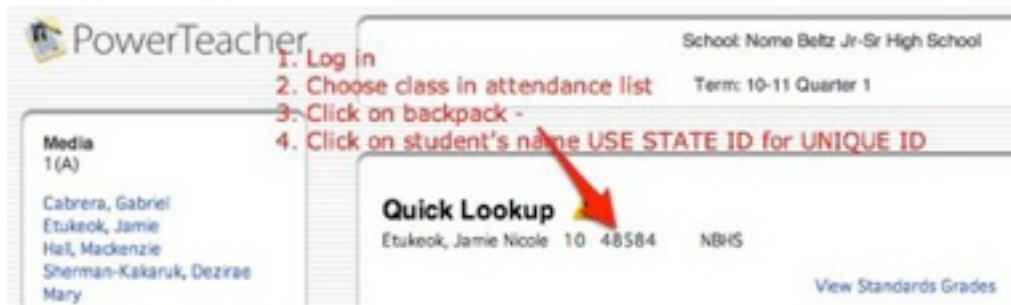
## Adding a New Student to your class

If a student is not showing up in the school list you may add him or her manually.

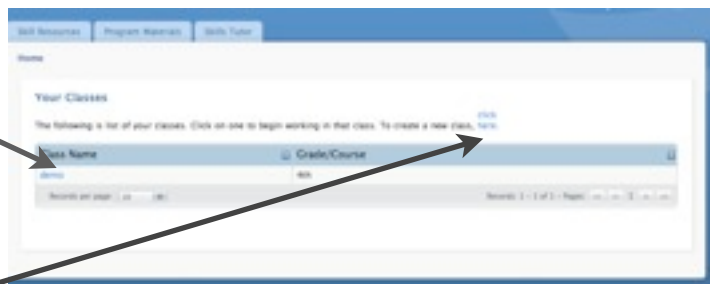
Before adding any student please be sure to check the school list (not just grade level) as many students come and go and they may already have an account. If you do not find an account on the school list you may:

1. Put in a tech ticket and we will add the student for you
- OR
2. Manually add the student yourself to save time. Manually adding a student to the Assessment Center WILL AUTOMATICALLY ADD THEM TO SKILLS TUTOR AT THE SAME TIME.

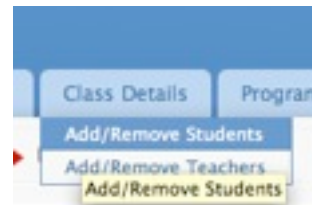
1. log into PowerTeacher and locate the student's State ID prior to creating this account - once you have this number, make note of it and go back to SkillsAK.



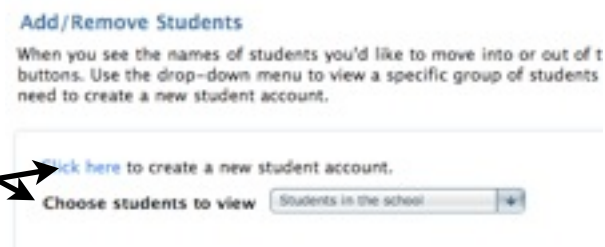
2. Log into the Assessment Center (Skills Alaska) and select the class you would like to add the student to. If you would like to create a new class click on "To create new class Click Here".



3. Mouse over the Class details tab and select Add/Remove Student **OR** just click on the class details tab and then click on Add/Remove



4. Use the Choose students to view pull down and view Students in the school. Verify that this student is not in the school yet. If not click the link to create a new student account.



5. Select Manual and choose your class from the pull down list . Click next.

**Choose your class**

Select the method by which you want to create new accounts and click Next.

**Account Creation Method**

Manual - Enter each person's information and generate usernames and passwords now.

Activation Code - Create activation codes for one or more users, who will then enter their own information to set up the accounts.

Select the Class for activation code: **demo**

Complete the information requested. Use the Student's State ID when it asks for an UNIQUE ID. This will help us track students over time.

Use the students last name, all lowercase for the password.

**Create Student Account**

To create a new student account, enter the information below and click Next.

Fields marked with an asterisk \* are required

\* First Name

\* Last Name

\* Grade

\* Unique ID  **This should be the students State ID# from PowerTeacher**

\* Gender  Male  Female

\* Password

\* Re-enter Password  **Students last name - all lowercase**

ReviewScanId

Add Student to  Nome Elementary School  
or  
select from list of classes

Class Name	Subject	Grade
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6. Submit, you will be given a screen verifying your information. Once you hit save you will be rewarded with student login information.