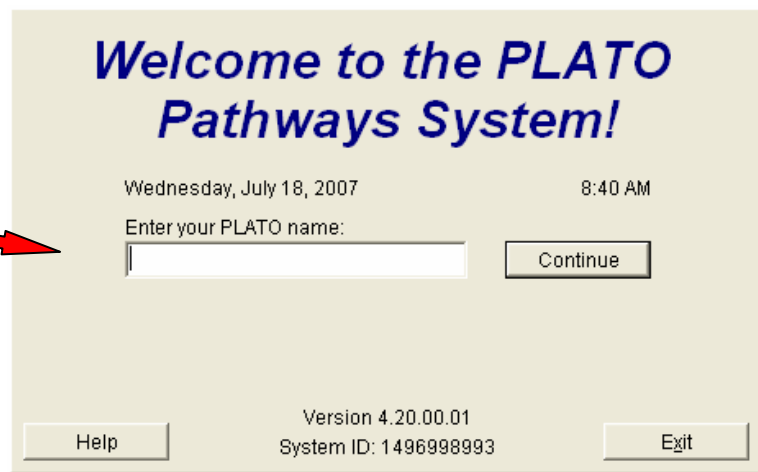
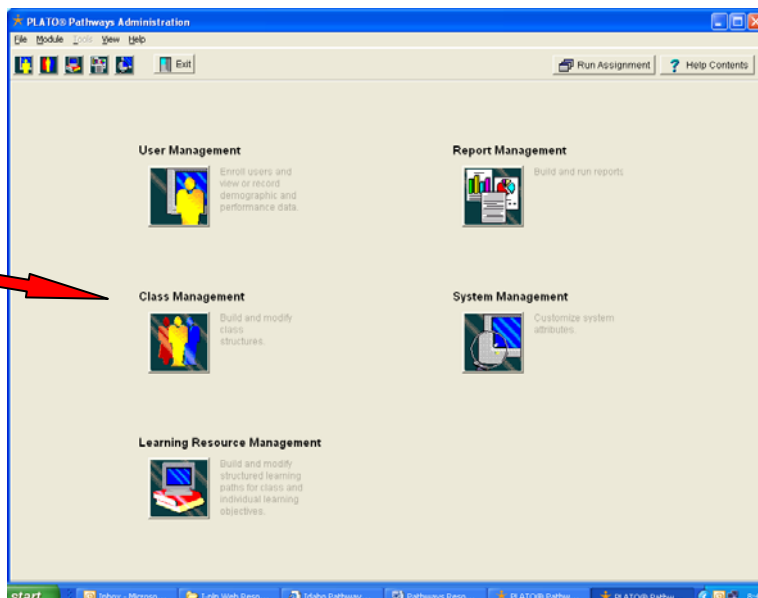


Steps to Adding Students to a Class

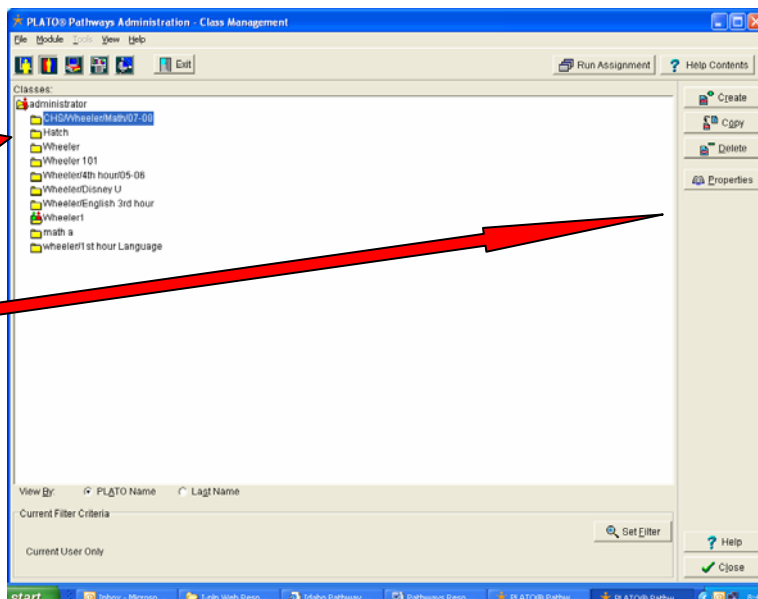
Step #1: Log into PLATO Pathways



Step #2: Click on Class Management

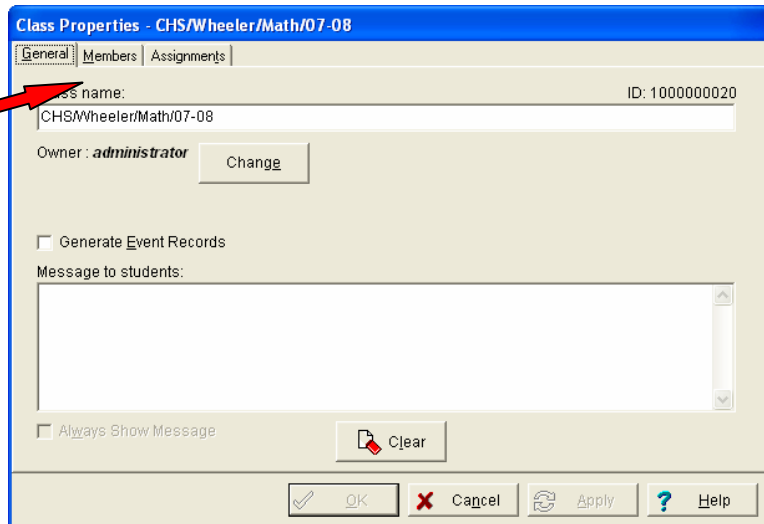


Step #3: Choose your Class



Step #4: Click on Properties

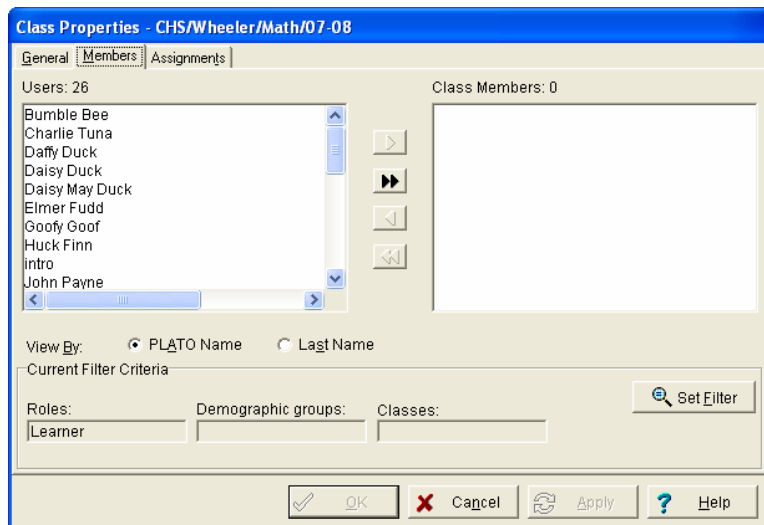
Step #5: Click on the Members Tab



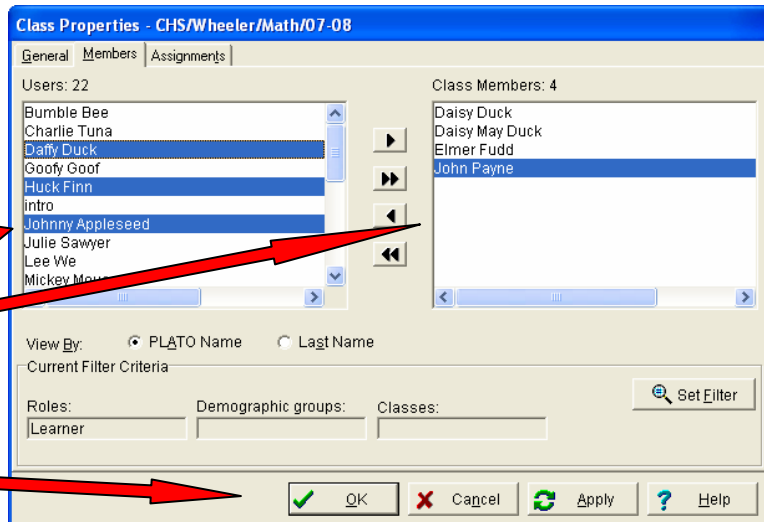
Step #6: Choose your students and move them to the column on the right

Note: There are different ways to move students over to the column on the right.

- Double Click on their name
- Highlight name and click on single arrow in the middle
- Highlight name and drag to the right

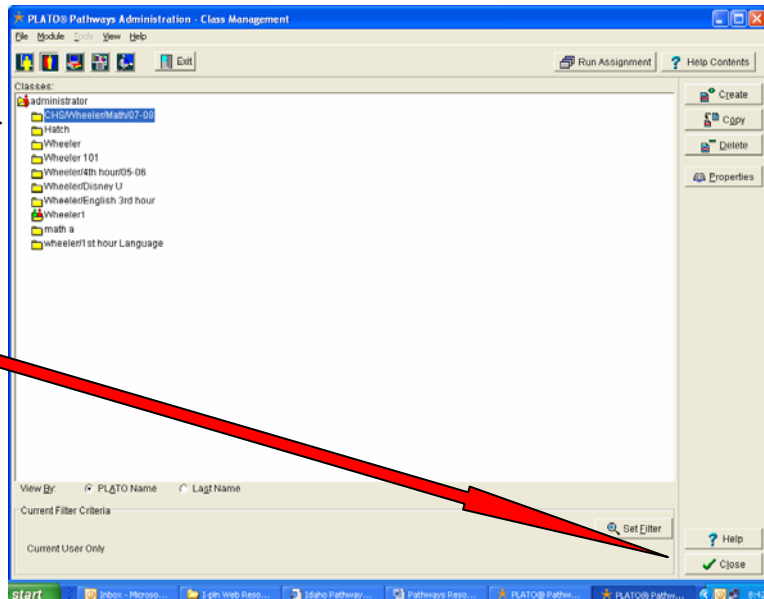


Step #7: To choose multiple students- hold down ctrl key and highlight all students you want to enroll-click single arrow in the middle when finished highlighting

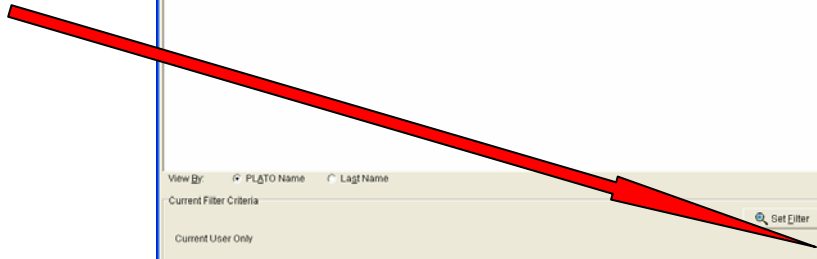


Step #8: Click OK when finished

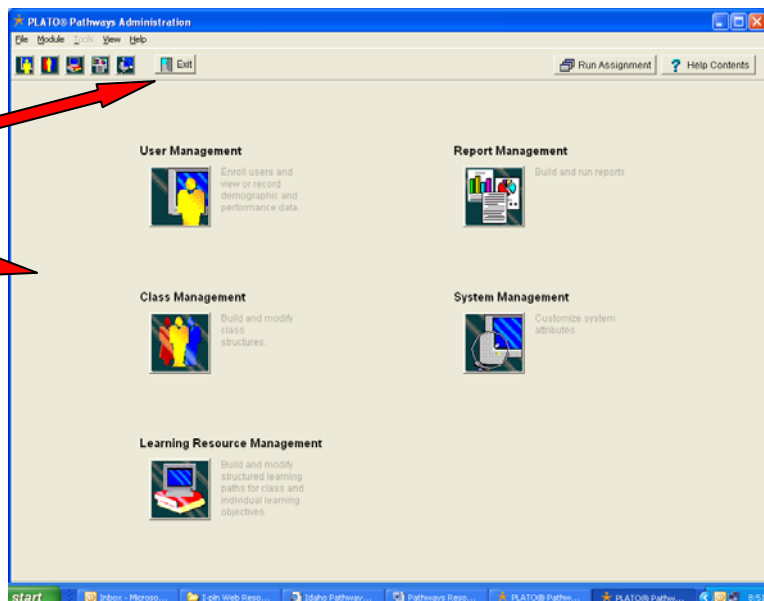
Step #9: You are now back to the Class Management Page



Step #10: Click Close if you are finished with Class Management



Step #11: Choose another option or Exit through the Aqua Door



Step #12: Once on this page you can click exit to close out Pathways

