

7. Enter the **Event Description**.
8. Click **Submit Event** to add the event to the calendar.

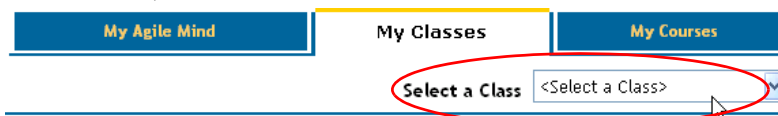
## Working with the Class Roster

This section shows you how to work with the Class Roster to add and update students.

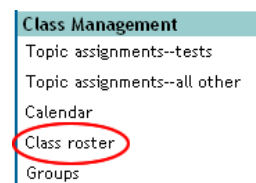
1. Login to AgileMind or ThinkFive.
2. Click the **My Classes** tab.



3. From the **Select a Class** list, select the desired class.



4. Under **Class Management** (on the left navigation menu), click to **Class Roster**.



5. To add a student, click **Add New Student** in the upper right of the screen.

Class Roster | **Add New Student** | View and Edit Student List

**Selected School is:** Washington High School

**Selected Class is:** Geometry 2nd Period

**Reminder:** Have your new students fill out contact information using the My Profile application.

**User**  
**screenname**

**User firstname**

**User lastname**

**User password**

6. Enter **User screenname**<sup>1</sup>, **User firstname**, and **User lastname**. The Agile-Mind user advisory team recommends using the district student id number as the user screenname to avoid duplication (Not a Social Security number). A

password is automatically generated for the student. If the student would like to use a different password, delete the automatic password and enter the new one.

7. When entry is complete, click **Submit Class Member**.
8. To edit student data, click **View and Edit Student List** in the upper right of the screen.

Student Name	Student User Id	Student Password	
Jones, Julie	987560	CarRace	Edit
Welby, Marcus	987565	LightHouse	Edit

9. Find the student's **User Name** in the first column. Click **Edit** in the same row.
10. On the next screen, enter the desired changes, which may include **User screenname**, **User firstname**, **User lastname**, **User password**, and the class in which the student is enrolled.
11. Click on **Update Class Member**.
12. To add a student to one of your classes that is currently not in any of your classes, display the list below your class roster (discussed earlier in this procedure). This list contains all the students in the school. Select a student from the list.

Student Name	Student User Id	Student Password	
Welby, Marcus	987565	CarRace	Edit
Jones, Sharon	456372	SunLight	Edit
Williams, John	754673	ShoeHorn	Edit
Miller, Roger	238765	TreeLeaf	Edit
Smith, John	117634	HouseWindow	Edit
Connor, Marsha	006535	BeachOcean	Edit
Weber, Karen	635221	FencePost	Edit

The list below contains all students in the school. You can select one of these students to move them into or out of one of your classes.

**Total number of students in school: 50**

Select a student to edit:

- Welby, Marcus (987565)
- Jones, Sharon (456372)
- Williams, John (754673)
- Miller, Roger (238765)
- Smith, John (117634)
- Connor, Marsha (006535)
- Weber, Karen (635221)
- Harris, Jimmy (226273)
- Hoffman, Mike (483763)
- McGhee, Mike (538292)
- Porter, Kevin (012578)
- Rivera, Stephanie (351852)
- West, Kara (002538)
- Neuven, Larry (635221)

1. The services will tell you if the User screenname is already in use at this campus. If so, you should click on "View and Edit Student List" and check the school student list to see if that student is already enrolled. If you click on the student you can add them to your class.

13. Check or uncheck the classes to enroll or remove the student.

**User ID** 99887766  
**User firstname** Marcus  
**User lastname** Welby  
**User password** CarRace

Only classes that you teach are listed here. Select or deselect classes to set up the selected student's enrollment.

Class Name	Class Course	Select Class
Algebra	Algebra I	<input type="checkbox"/>
Geometry	Geometry	<input checked="" type="checkbox"/>
Calculus	Calculus AB	<input type="checkbox"/>
Remedial Algebra	Algebra I	<input type="checkbox"/>
Algebra II	Algebra II	<input type="checkbox"/>

14. Click **Update Student** to save your changes.
15. Click **Print** in the upper right of the browser to print out your completed class roster.

## Working with Groups

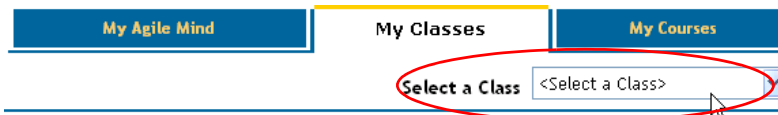
This section describes how to add and edit a group.

### Add a group

1. Login to AgileMind or ThinkFive.
2. Click the **My Classes** tab.



3. From the **Select a Class** list, select the desired class.



4. Click **Groups** in the left navigation menu.

