

STUDENT DATA: STUDENT LISTS

Add Students to a List

Check the checkboxes of the students you are selecting.

Identify the list to which to add the selected students.

Click the 'Add checked students to the list' radio button

Click 'OK' to perform the operation

	Last Name	First Name	School	HR	GR	Gender	Enrollment Status	PL
<input type="checkbox"/>	ABDUL-HAKEEM	SAKINAH	2002	GYM-A	12	F	ACTIVE	
<input type="checkbox"/>	ABDUL-RAHEEM	AER					ACTIVE	
<input checked="" type="checkbox"/>	ABLAZA, JR	LAZ					ACTIVE	
<input checked="" type="checkbox"/>	ABRAHAM	ALE					ACTIVE	
<input type="checkbox"/>	ABRECO	PATRICIA	2002	218	10	F	INACTIVE	
<input type="checkbox"/>	ABREU	ROBERT	2002	D202	11	M	ACTIVE	
<input checked="" type="checkbox"/>	ACOSTA	ALICIA						RPR
<input type="checkbox"/>	ACOSTA	GABRIEL						
<input type="checkbox"/>	ADAM	REBECCA						
<input type="checkbox"/>	ADAM	ANDRICO						RPR
<input type="checkbox"/>	ADAMS	CARL						
<input type="checkbox"/>	ADESHINA	SAMUEL	2002		11	M	ACTIVE	
<input type="checkbox"/>	ADEVA	RICHELLE		GYM-P	09	F	ACTIVE	
<input type="checkbox"/>	ADEVA	ROXANNE	2002	F140	12	F	ACTIVE	
<input type="checkbox"/>	ADLAKHA	AMIT	2002		11	M	ACTIVE	

Figure 1 - Student Data→Student List: You can repeatedly and easily add students to any existing list.

Adding Students to an Existing List Students

1. Go to the **Student Data→Student List** screen
2. Click the **'Reset'** button to clear any left over search criteria.
3. Enter whatever search criteria you wish in order to locate the students to add.
4. Click the **'Search'** button.
5. When the search returns, click on the **"Add checked students to list"** radio button at the bottom of the screen (actually, this should be the default – but check).
6. Click the checkboxes next to those students you wish to add to the list.
7. Locate the name of the list you are adding to in the **"List Names"** drop down corresponding to the **"Add checked students to list"** radio button at the bottom of the screen.
8. Click **OK** to add the checked students the list.

This adds students to an existing list. Now, every time you use the updated list, the students you just added will be included in the operation.

What if the List is a Shared List?

If a list is a shared list, all users who share the list will see the new students who have been added to the list.

