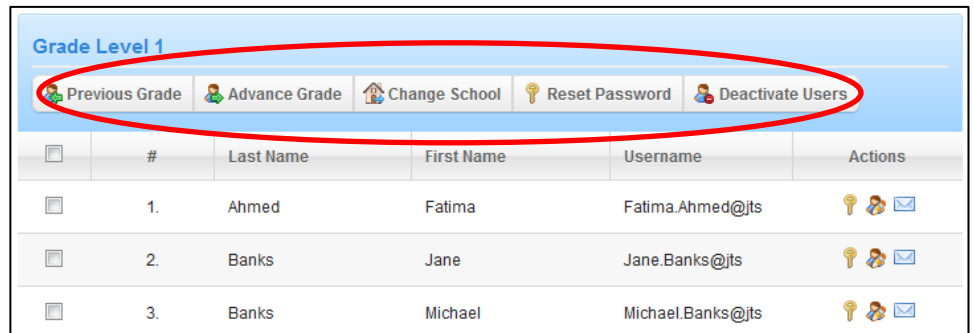
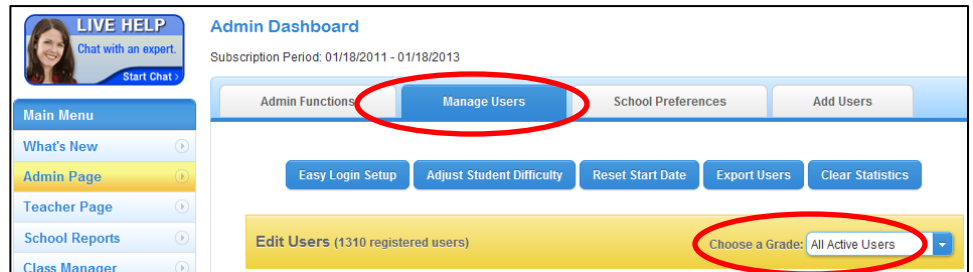




Managing Users at the Beginning of the Year

This document is intended to help schools efficiently update student and teacher data prior to the start of the school year. Manage user data quickly and easy from the **Manage Users** tab on the **Admin Page**. This is the starting point for many features including Deactivating Users, Advancing Students a Grade, or Changing Schools.

1. Go to the Manage Users tab at the top of the Admin Page.
2. Select the desired grade level or **All Active Users** in the dropdown list on the right.
3. Click the box at the top of the list to include Select All Users or check the box to the left of specific student names for a specific student.
4. Click your desired action.



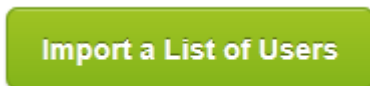
Special Notes



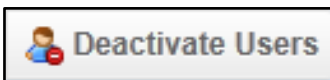
The Study Island admin at the school the student is leaving must make the transfer. If the transfer school is not in your district, contact Customer Support (800.419.3191 x3) for a transfer code.



Use the **Previous Grade** function to move students to their former grade level and use the **Advance Grade** function to promote students to the next grade.



Import users from the **Add Users** tab at the top of your **Admin Page**. Create two Excel files, one for teachers and one for students. In the teacher file, include the name and grade level. In the student file include the name, grade, and ID#.

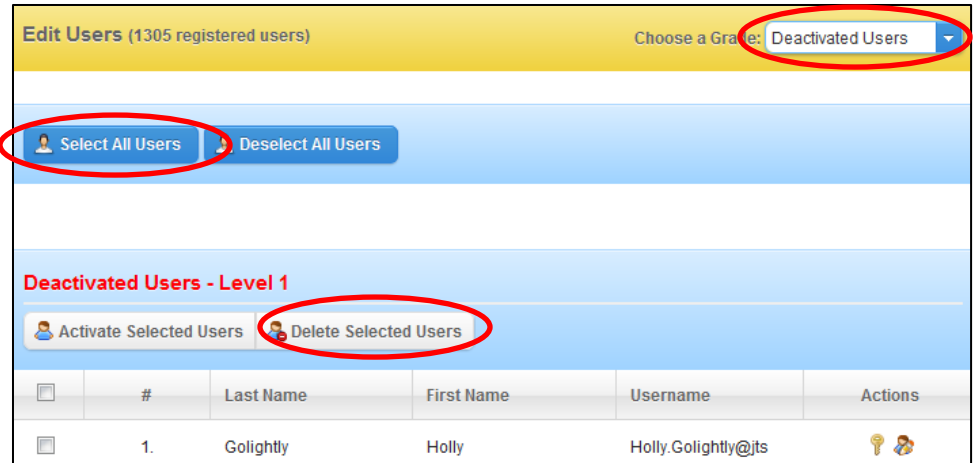


This function should be followed by **Delete Users** only if the student(s) will no longer use Study Island. All student scores will be permanently removed. See directions below for permanent user deletion.

Deleting Users

1. Return to the Choose a Grade dropdown list and select **Deactivated Users**.
2. Click **Select All Users** located above the Deactivated Users list to select the users to be removed.
3. Then click **Delete Selected Users** to permanently delete the users from your school.

Users cannot be retrieved after this step!

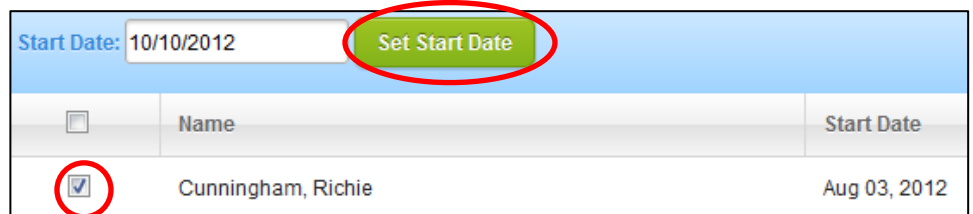
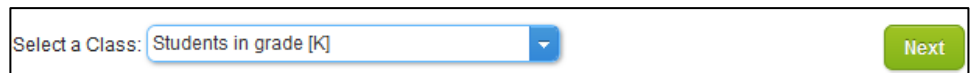
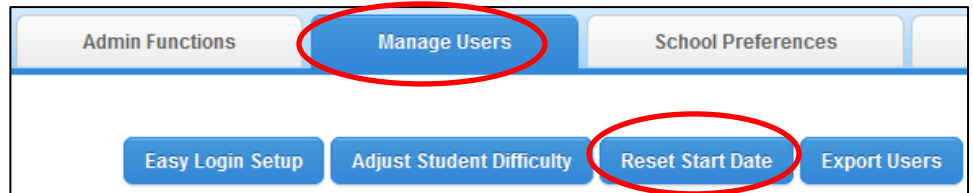


***NOTE:** The usernames of users NOT permanently deleted will continue to be unavailable.

Changing Student Start Dates

In most cases, students will advance to the next grade level and start fresh on the new grade level program. In the event a student is retained or has recorded scores in the new grade level, we suggest changing the student's start date. This allows the student to start fresh without erasing all of the student's past work.

1. From the Admin Page, click on the Manage Users tab.
2. Select Reset Start Date.
3. Select the class or grade level needed and click Next.
4. Find the student or students' name and check the box beside their name.
5. Adjust the start date to the correct date and click Set Start Date.



***NOTE:** Resetting the Start Date will make all students start the program fresh; however, the admin and teachers will still have access to the data by filtering reports on the **School Reports** page.

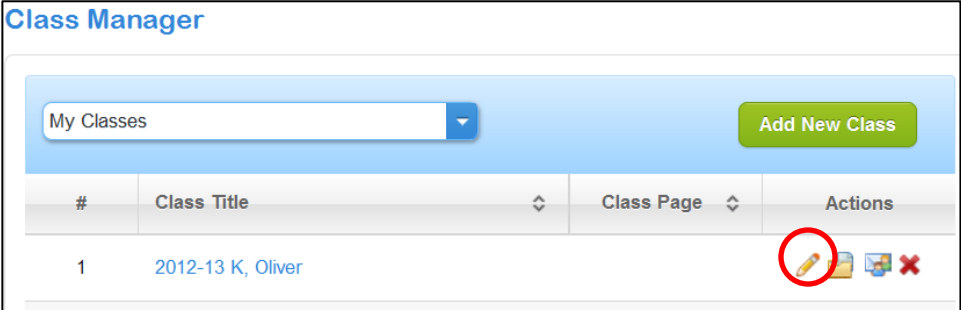
Updating Classes

Because students may be assigned to classes outside of their current grade level, classes will not update automatically when advancing students to new grade levels. It is up to the teacher or admin to update classes.

To add or remove students from an existing class:

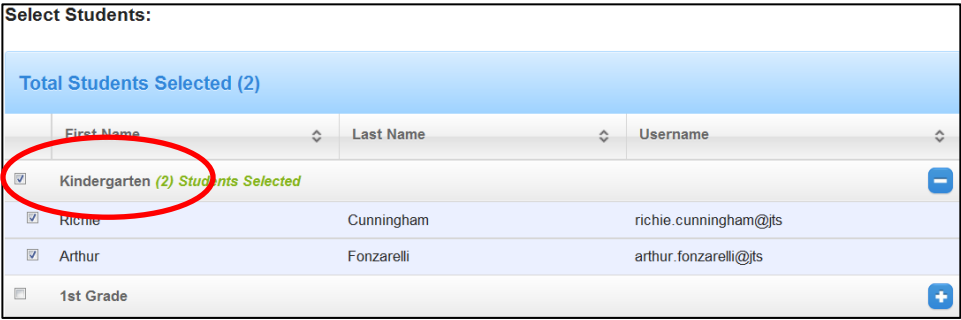
1. Click **Class Manager** in your Main Menu.

2. Click the pencil icon to the right of the class name that you want to edit.



3. Click on the preferred grade level.

4. Check the box next to students you want to assign to the class, and uncheck the box next to students you want remove from the class.



5. Click **Save** at the bottom of the screen.

