

Section 1: Adding Student Accounts in Boardmaker Online

The first step to setting up Boardmaker Online is to add student accounts.

Why? Student accounts must be present to assign activities and track progress.

Your students may have already been set up for you by your Boardmaker Online Administrator, or you may be responsible for creating your own student profiles.

Access Levels

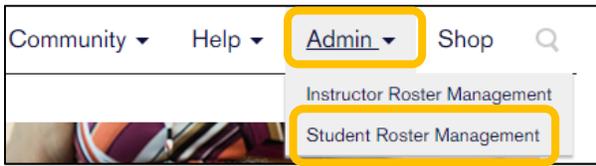
There are 4 different access levels and your ability to add and remove student accounts will depend on your access level. The levels are:

- **Instructor** – This instructor may assign and manage activities for specific students, *but student accounts must be first added by the account administrator.*
- **Instructor with Local Admin Privileges** – This instructor will be able to add new student accounts independently and may manage and assign activities to those students. The instructor will not be able to see/access students associated with other instructors.
- **Instructor with Admin Privileges** – This instructor may add student accounts, assign to and manage those students, and access to the global student roster of all student accounts within the district).
- **Instructor with Org Admin Privileges** – All of the privileges of the Instructor with Admin level, plus the ability to add, remove and manage Instructor accounts.

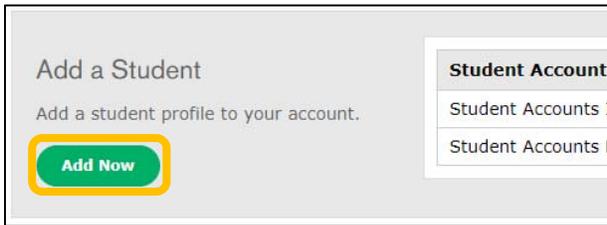
Note: If you have Admin or Org Admin Privileges, you will see an *Admin* tab in the main menu bar at the top of your homepage. This tab is not available if you have *Instructor* or *Instructor with Local Admin* status.

Adding Students: Instructors with Admin privileges

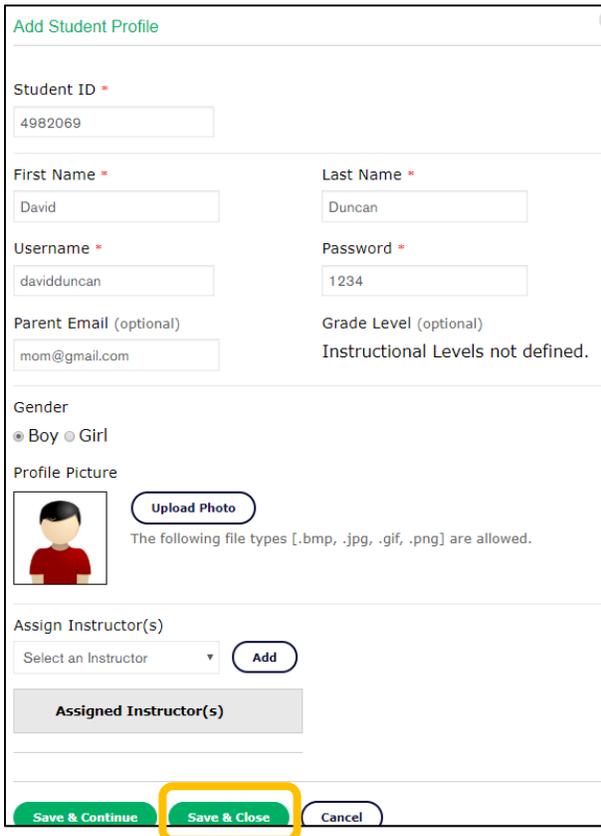
1. Select the **Admin** tab from the main menu bar, and then select **Student Roster Management** from the dropdown menu.



2. Scroll down the page to find Add a Student and select **Add Now**.



3. Complete the student profile.

A screenshot of the 'Add Student Profile' form. The form contains the following fields and sections:

- Student ID ***: Text input field containing '4982069'.
- First Name ***: Text input field containing 'David'.
- Last Name ***: Text input field containing 'Duncan'.
- Username ***: Text input field containing 'davidduncan'.
- Password ***: Text input field containing '1234'.
- Parent Email (optional)**: Text input field containing 'mom@gmail.com'.
- Grade Level (optional)**: Text input field containing 'Instructional Levels not defined.'
- Gender**: Radio buttons for 'Boy' (selected) and 'Girl'.
- Profile Picture**: A placeholder image of a person and an 'Upload Photo' button. Below it, text reads: 'The following file types [.bmp, .jpg, .gif, .png] are allowed.'
- Assign Instructor(s)**: A dropdown menu labeled 'Select an Instructor' and an 'Add' button.
- Assigned Instructor(s)**: A grey box containing the text 'Assigned Instructor(s)'.
- At the bottom, there are three buttons: 'Save & Continue', 'Save & Close' (highlighted with a yellow box), and 'Cancel'.

Student ID: May be numbers, letters or a combination. Must be unique within your district.

Username: Create a unique username for each student.

Password: Create a password.

Parent Email: (Optional) Adding parent email allows you to more easily send information about student login to parents.

Assign Instructor(s): Select the dropdown menu to access your district instructor roster. **Select your name.** Then click **Add**. Repeat and select additional instructors who share responsibility for the student.

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4. When complete, select **Save and Close**.

5. You may also add a student who is already on the global roster to *your* Instructor roster. **Select the student's ID number** from the active roster.

	ARD492	Tony	Hernandes	tonyhernandes	Evelyn Stoughton (ESY)
	ARD395566	Dan	Love	danlove	
	ARD3958	Ben	Bunker	benbunker	Evelyn Stoughton (ESY)
	ARD39520496	Tony	Espinoza	tonyespinoza	Amber Dollar

6. Select **Edit Profile**



Student Profile

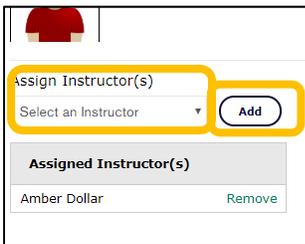
 Tony Espinoza

Student ID: ARD39520496 User Settings: [Edit](#) | [Reset](#)
Username: [tonyespinoza](#) Associations: [Manage](#)
Password: 1234

Account: Enabled Grade Level:

[Edit Profile](#)

7. Scroll within the profile to **Assign Instructors**, access the dropdown menu, select your name, and click **Add**. Your name will be added to the Assigned Instructor(s) list.



 Assign Instructor(s)

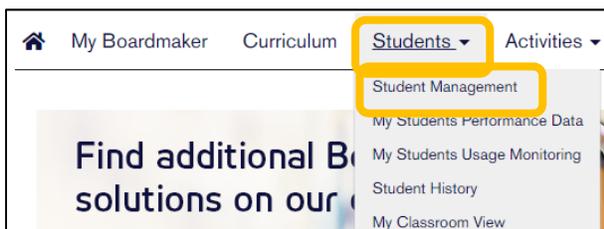
Select an Instructor [Add](#)

Assigned Instructor(s)

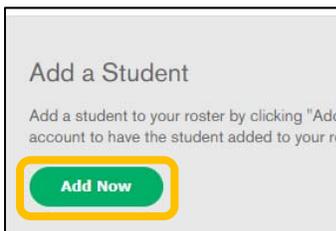
Amber Dollar [Remove](#)

Adding Students: Instructor with Local Admin privileges

1. On the main menu bar, **select the Students tab**, and then **Student Management** from the dropdown menu.



2. Scroll to Add a Student and **select Add Now**.



Add a Student

Add a student to your roster by clicking "Add Now" button. This will create a new user account to have the student added to your roster.

[Add Now](#)

3. Complete the form. Click Check Global Roster.

Add New Student

Student ID *
ABC1234

First Name *
Charley

Last Name *
Cottrell

Check Global Roster Cancel

NOTE: Student ID: May be numbers, letters or a combination. Must be unique within your district.

NOTE: The system will determine if the student is on the district global student roster (has already been added by another instructor). If so, you may add the student to your instructor roster as well by clicking **Add Existing Student**. You may also select **Create New Student** if your student has the same name as another student but is not the same person.

Match Found

A student with the same first name and last name already exists in your district's global roster. To add the student to your roster, select "Add Existing Student". To create a new student with the same first and last name, select the "Create New Student" button. To enter a different name, select the "Back" button.

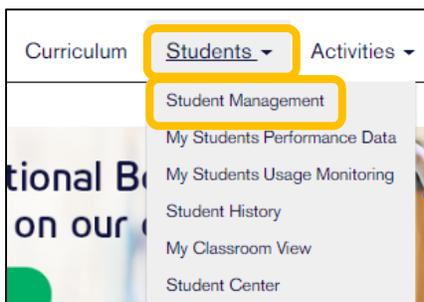
Student ID	First Name	Last Name	Parent Email	Instructional Level
AD444444	Allie	Dollar	Not Provided	Not set

Add Existing Student **Create New Student** Back Cancel

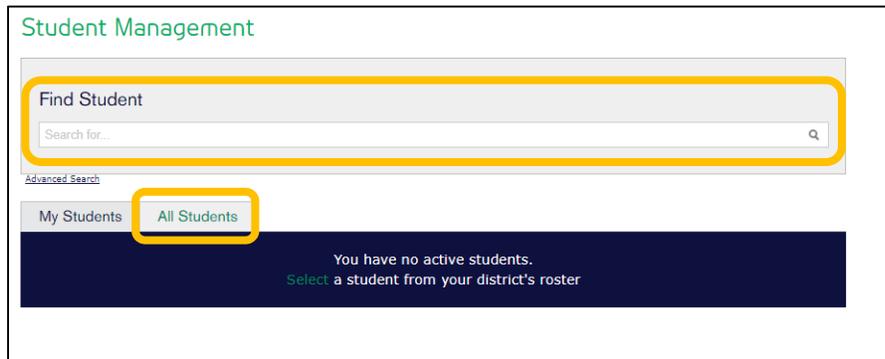
4. If the student is not found within the district global roster, the student profile will open. Complete the profile as in Step 3, page 2.

Adding Students: Instructor with Instructor (only) privileges

1. On the main menu bar, select the **Students** tab, and then **Student Management** from the dropdown menu.

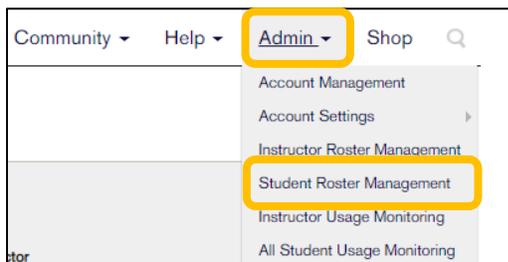


- The message below will be shown. You do not have privilege to add your own student accounts. You can add yourself as an instructor to existing student accounts by typing a name in the "Find Student" field or searching the All Students tab. Your Boardmaker Online district organizational administrator must add student accounts for you or change your access level to *Instructor with Local Admin* level or higher.



Adding Students as the Organizational Administrator

- Select the Admin tab and then Student Roster Management.



- As the Organizational Administrator, you may add students individually or in bulk. To add individually, follow directions above for Instructor with Admin level. To add students in bulk, please see the tutorial: *Manage your Instructor and Student Accounts- BMO Admins*.