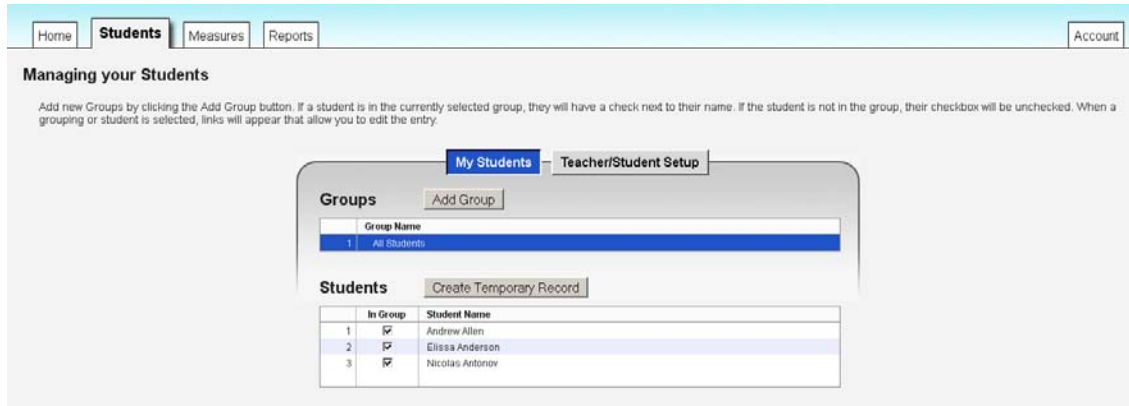


# Adding Students

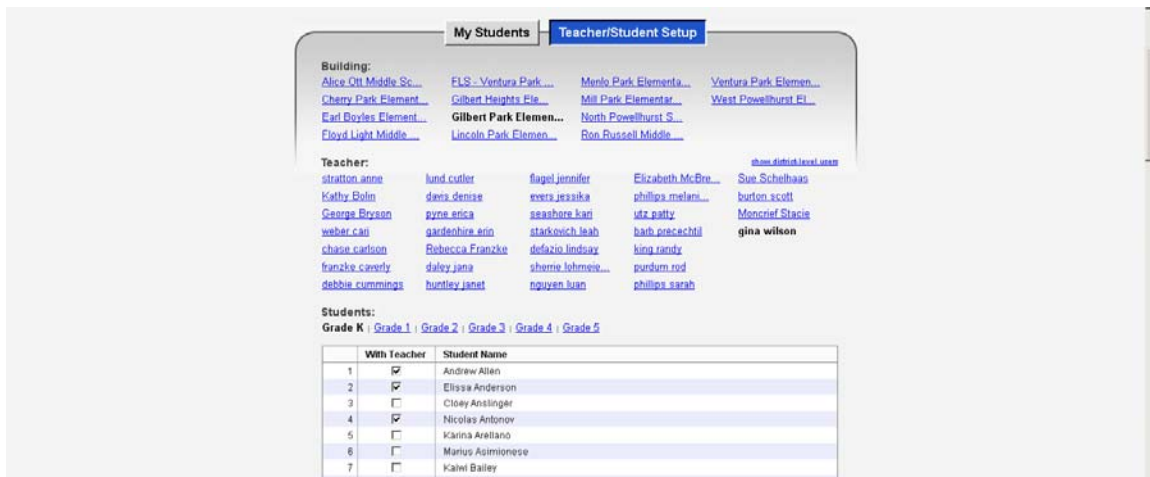
*Before adding a new student to the easyCBM database (Creating 'Temporary Student Record'), ensure the student is not in the database by following the steps in section I.*

## I. Adding Existing Students to a Class Roster

1. Access easyCBM at: <http://ddsd.or.easycbm.com>
2. Enter your username and password
3. Click on the 'Students' tab or 'Students' link



4. Click on the 'Teacher/Student Setup' tab
5. Click on your schools link
6. Click on the desired teachers name
7. Click on the desired grade level



8. Check the checkbox next to the student you want to add to the class list

## II. Adding New Students

1. Click on the 'Students' tab or 'Students' link
2. Click on the 'Create Temporary Record' tab
3. Enter the student's first and last name and grade level
  - a. Do not create a new student record unless you have ALL of this information