

## To Enroll students into your Star Class

- 1 While viewing the Classes screen, click on the class that you want to enroll the students in.
- 2 Click the [Enroll] button.
- 3 In the Enroll Students dialog box, the list on the left shows all of the students in your database. The list on the right shows the students that you choose to enroll in the class you selected.

To select and enroll one student, click on the student's name in the list on the left; then, click the [Add] button. The student will move to the list on the right.

To select and enroll more than one student, hold down the <Ctrl> key as you click on the student names. Once they are selected (highlighted), click the [Add] button to move them to the list on the right.

To select and enroll a group of students, click on the first student name in the group, hold down the <Shift> key, and click on the last student name in the group. (If all of the students are in the same grade, you may want to sort the list by grade first by clicking on the Grade column heading.) Once the group of students is selected (highlighted), click the [Add] button to move the students to the list on the right.

To enroll all students in the class you selected, click the [Add All] button.

To remove students from the list of students to be enrolled (the list on the right), you can either select the students and click [Remove] or click the [Remove All] button to remove all students from the list on the right.

- 4 After you've selected the students you want to enroll, click the [OK] button. The Enroll Students dialog box will close, and the students will be assigned to the class. When you return to the Classes screen, the right side of the screen will list all of the students enrolled in that class.

# Enrolling Students in an Accelerated Reader Class

A student can be enrolled in only one Accelerated Reader class at a time.

1. From the **Go** menu, select **Classes**. This will take you to view the [Classes screen](#).
2. Click on the class that you want to enroll students in.
3. Click the [Enroll] button. This will open the **Enroll Students** dialog box.
4. The **Enroll Students** dialog box includes two lists. The list on the left shows all of the students in your Accelerated Reader database. The list on the right shows the ones that you want to enroll in the class you chose.

*If you want to enroll all of the students to the class you selected, click the [Add All] button.*

*If you only want to enroll some of the students in the class, select them in the list on the left. To select one student, click on the student's name. To select more than one, you can hold down the <Ctrl> key (Windows) or <command> key (Macintosh) as you click on the student names. You can also select a group of students by clicking on the first one, holding down the <Shift> key, and clicking on the last one. After you select the students, click the [Add] button to move them to the list on the right.*

- Notes about choosing students:** As you select the students you want to enroll, note the class listed for each student. You can only enroll students who aren't already in another class - in other words, students whose class is "None" in the list on the left side of the dialog box. To make these students easier to find, you may want to click on the **Grade** column heading to sort the list by grade before you select students. If you accidentally add students that you don't want to enroll in the class, select them in the list on the right; then, click the [Remove] button.
5. After you've selected the students you want to enroll, click [OK]. The **Enroll Students** dialog box will close, and the students will be assigned to the class. When you return to the **Classes** screen, the right side of the screen will list all of the students enrolled in that class.

## **Changing Student Enrollment (Transferring Students)**

### **Using the management portion of the AR and Star Reader – password: admin**

If you want to change the class that a student is enrolled in, you don't need to unenroll the student and enroll the student in the other class. Instead, you can follow the steps below to transfer the student from one class to another.

- 1 To go to the Classes screen, click on the Go menu and select Classes.
- 2 Click on the class in which the student(s) was enrolled.
- 3 On the right side of the Classes screen, select the students who need to be transferred to a different class. To select one student, click on the student's name. To select more than one, hold down the <Ctrl> key as you click on the students' names, or select a group by clicking on the first student name, holding down the <Shift> key, and clicking on the last student name.
- 4 Click on the Classes menu and select Change Enrollment.
- 5 The Change Student Enrollment dialog box will appear. Click on the class that you want to transfer the student(s) into. Then, click the [OK] button. You will return to the Classes screen. When you click on the class into which you moved the student(s), the student(s) will be in the list on the right side of the Classes screen.

Please contact me, Connie Taylor, if you are having trouble with this operation.  
Thanks!