

Add Students to a Class

This teacher tutorial provides steps for enrolling students to a class in ELEteca, the learning management system for Cambridge Spanish materials.

NOTE: In order to enroll students, you must first create a class.

In order to **add students to a class**, each student must have an ELEteca account and activated content either through a code or bulk enrollment through the school.

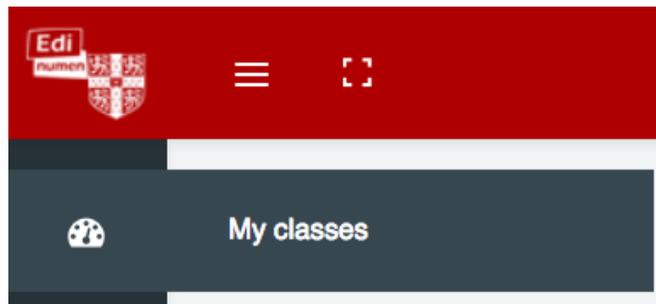
There are three options for how to add students to a class:

1. Students add themselves to the class using a class enrollment code.
2. Use the teacher wizard to add students to your class.
3. The school enrolls students and adds them to a class through a bulk upload.

Here are more detailed steps for each of the three options:

1. Students add themselves using a class enrollment code.

- a. Go to **My classes** to find the class enrollment code:



b. The **class enrollment code** appears below the name of each class you've created:

The screenshot displays a user interface for managing digital content. On the left, a sidebar titled "My digital contents" features a search bar, a list of three classes, and an "Add a new class" button. The classes listed are "Class One MR 1", "Class One ENT", and "Class 1". The "Class 1" entry is highlighted in blue and has its enrollment code "1bS55dd" circled in red. The main area on the right shows the details for "Class 1", including a "delete class" button, teacher information ("Teacher One" and "Cambridge Show"), and the enrollment code "1bS55dd" circled in red. Below this, there are buttons for "Student Eleteca" and "Online workbook", and links for "Gradebook | help". At the bottom, an "Enrollments" section shows a table with one entry for "Teacher One" with email "teacherss1@yopmail.com".

My digital contents + ⚙️

[Add a new class](#)

Search classes

3 classes

- Class One MR 1**
Teacher SS One
TEST - MR (TEST)
Class Enrollment Code: **5MBjL9e**
12 students
Teacher One
1 teacher
- Class One ENT**
H/E Entornos - FULL course
Class Enrollment Code: **fUaHqrf**
5 students
Teacher One
1 teacher
- Class 1**
TEST - MR (TEST)
Class Enrollment Code: **1bS55dd**
0 students
Teacher One
1 teacher

Class 1 ⓘ delete class

Teacher One Cambridge Show
Class Enrollment Code: **1bS55dd** [Instructions for your students](#)

TEST - MR (TEST)

[Student Eleteca](#) [Gradebook | help](#)

[Online workbook](#) [Gradebook | help](#)

Enrollments [add teachers or students](#)

Profile	First name email	Unenroll from class
	Teacher One teacherss1@yopmail.com	

Give students the class enrollment code for the class you would like them to join. Students will need to enter it into their student dashboard. (For a tutorial for students to add themselves to a class using the class enrollment code, see the *Help* link at the end of this tutorial.)

2. Use the Wizard to Add Students to a Class

- a. **Select a class** from My Classes.
- b. Click the blue **add teachers or students** link, to the right of **Enrollments**:

The screenshot displays a user interface for managing digital content. On the left, under the heading "My digital contents", there is a search bar and a list of three classes. The first class is "Class One MR 1" with 12 students and one teacher. The second is "Class One ENT" with 5 students and one teacher. The third, highlighted in blue, is "Class 1" with 0 students and one teacher. On the right, a detailed view of "Class 1" is shown. It includes a "delete class" button, teacher information ("Teacher One Cambridge Show"), and the enrollment code "1bS55dd". Below this, there are buttons for "Student Eleteca" and "Online workbook", along with "Gradebook | help" links. The "Enrollments" section features a table with columns for "Profile", "First name email", and "Unenroll from class". A red circle highlights the "add teachers or students" link next to the "Enrollments" heading. The table currently lists "Teacher One" with the email "teacherss1@yopmail.com".

My digital contents + ⚙️

[Add a new class](#)

Search classes

3 classes

- Class One MR 1**
Teacher SS One
TEST - MR (TEST)
Class Enrollment Code: **5MBJL9e**
12 students
Teacher One
1 teacher
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H/E Entornos - FULL course
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Class 1 delete class

Teacher One Cambridge Show
Class Enrollment Code: **1bS55dd** [Instructions for your students](#)

TEST - MR (TEST)

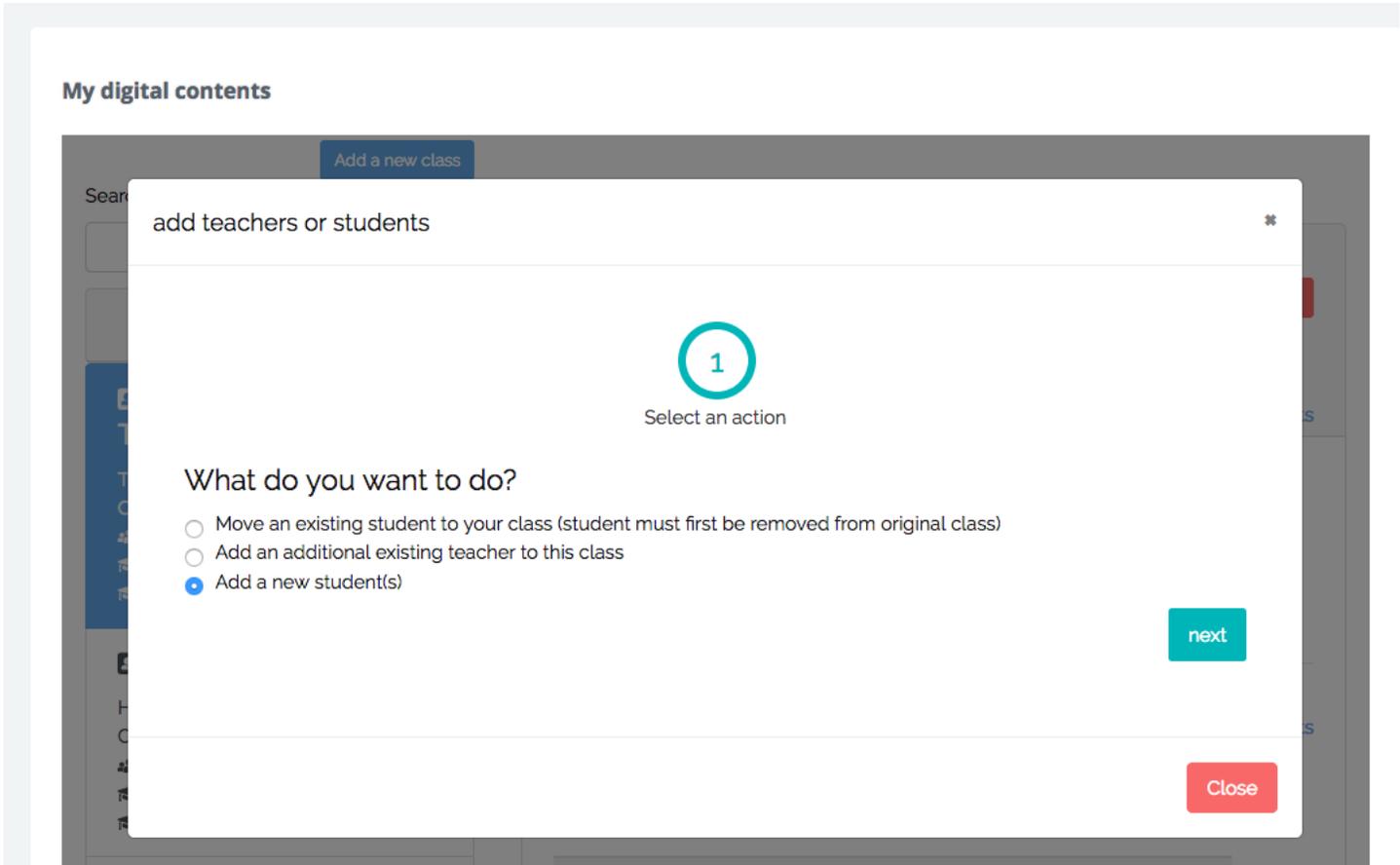
[Student Eleteca](#) [Gradebook | help](#)

[Online workbook](#) [Gradebook | help](#)

Enrollments [add teachers or students](#)

Profile	First name email	Unenroll from class
	Teacher One teacherss1@yopmail.com	

c. Select **Add a new student(s)** from the pop-up menu:



d. **Choose your license type** (provided by the institution through the system or a code).

e. **Download** the batch registration template:

You can download the template in the following link: [teacher-student-codes-template.xlsx](#)

f. **Fill in your students' registration details** (first name, surname, email, password, code).

g. **Save** your completed Excel template.

h. **Upload** the template and click **next**.

i. Follow the **validation** prompts, making corrections to your template and re-uploading, if needed.

3. The school enrolls students and adds them to a class through a bulk upload.

With this option, after the school's bulk upload is completed, you will see both your class(es) and your students when you sign in. No additional steps are needed. **If you need to add more students after the school's bulk upload, please see Option 2 above.**

Questions about....

Need additional help? Please go to <https://edinen.es/ele-help>

Schedule a Training? To schedule a training, please fill out this [form](https://goo.gl/forms/nqo2G5mDRWeaB9c93) (<https://goo.gl/forms/nqo2G5mDRWeaB9c93>)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish: www.pinterest.com/cambridgeesp

Other questions? Contact your [K-12 Language Specialist](http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states) (<http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states>) or your [Higher Ed Language Specialist](http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data) (<http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data>)