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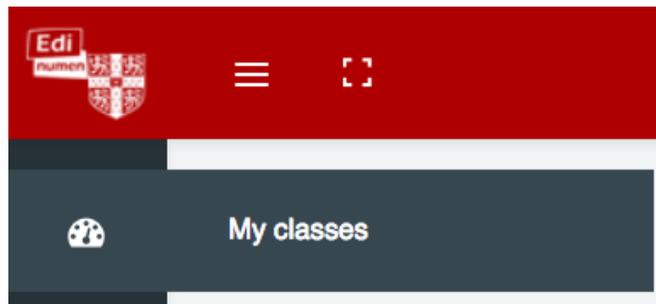
b. The **class enrollment code** appears below the name of each class you've created:

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**:

c. Select **Add a new student(s)** from the pop-up menu:
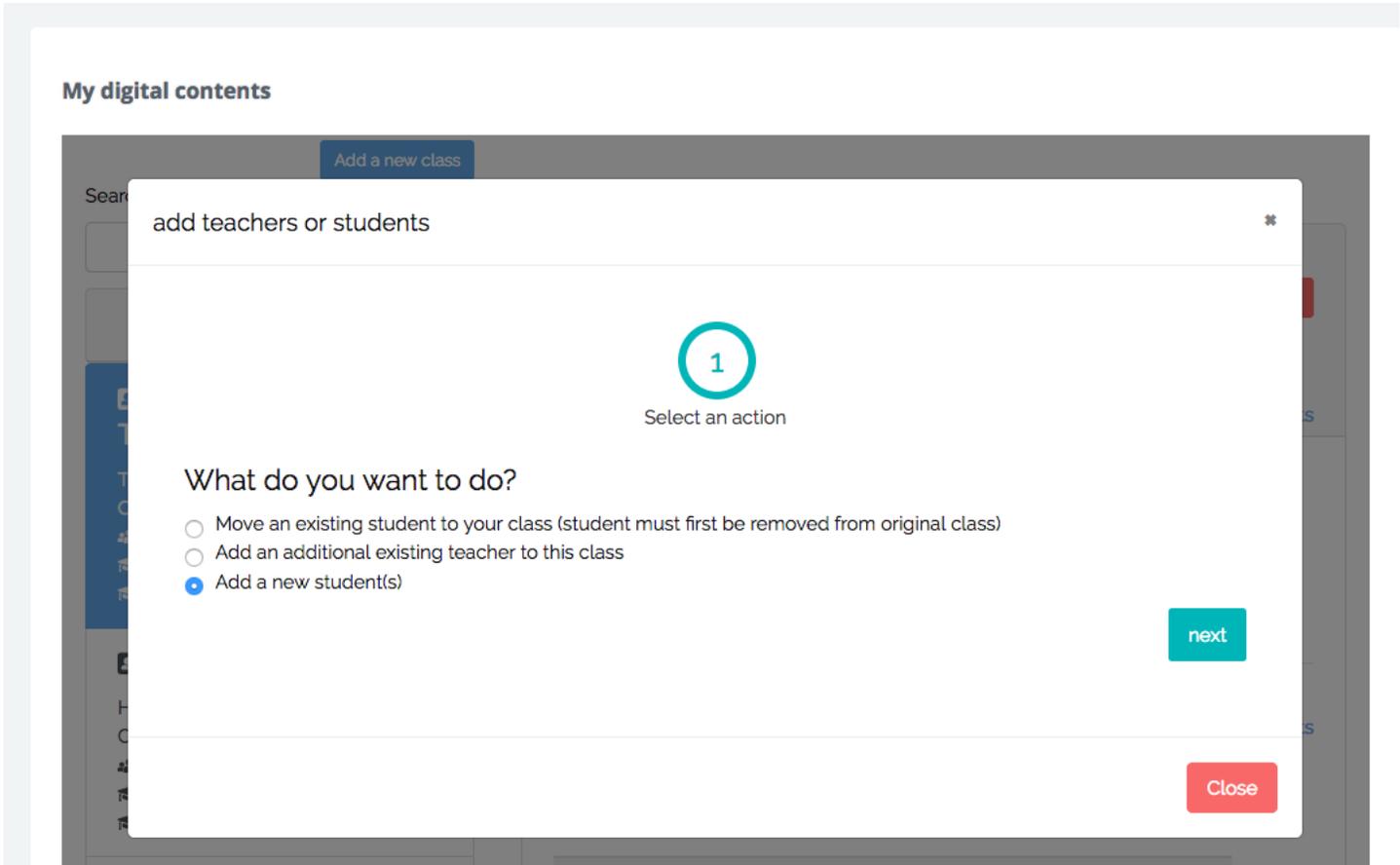
d. **Choose your license type** (provided by the institution through the system or a code).

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

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://edinumen.es/ele-help

Schedule a Training? To schedule a training, please fill out this form (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) or your Higher Ed Language Specialist (http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data)