

How to Add Students

1. Click *Students*.
2. Click *Add a Student*.
3. Enter student's first and last name.
*Student ID is optional
4. Select **Password Type (Image or Text)**.
*Minimum 5 characters for Text password
5. Click **+Add a student to continue adding students**.
6. Click **Done/Print** when finished adding all students.

SPARK Reading

Library **Students** 1

Students

Class Code: CASOOC

Mrs. K's Class

Add A Student 2 Add Multiple Students: Help Download Import Template Upload Import Template

← Add a new student

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First name Last name Student ID Password Type Password

First name Last name Student ID Text Remove

+ Add a student 5 **Done/Print** 6



How to Edit or Delete a Student



1. Click on the 3 dots to the right of the student's name.
2. Click **Edit Student** to make a change to their name or password.
*Whenever you edit a student, you are required to change their password.
3. Click **Delete Student** to remove student from your list.

Students
Class Code:DLM2VX
[Student Letter\(s\)](#)

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[Add A Student](#) [Add Multiple Students: Help](#) [Download Import Template](#) [Upload Import Template](#)

Student Name	Number of Books Read	Unread Books in Bookbox	Last Time Logged In	Options
Jon M	0	0		 Student Letter
Tommy H	0	0		Edit Student Delete Student



How to Retrieve Student Letters



Students





Class Code:DLM2VX

[Student Letter\(s\)](#)

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1. For access to all student letters click on *Student Letter(s)*.
2. For access to individual student letters, click on the 3 dots (...) to the right of the student's name.

Student Name	Number of Books Read	Unread Books in Bookbox	Last Time Logged In	Options
Jon M	0	0		  Student Letter
Tommy H	0	0		 Edit Student  Delete Student

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