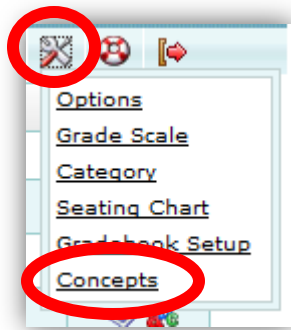


## Adding new OR returning students to your Gradebook concepts:

1. Click on the settings button (picture of wrench and screwdriver), then click on "Concepts".



2. At this point, you'll see a list of all of your concepts. You want to click on the NAME of the concept, NOT "New". Clicking on "New" will create a brand new concept with no students in it!

A screenshot of a table listing concepts. The table has columns for Course ID, Section ID, and Title. The rows are: HEALTH, MATH, MUSICART, OTHER, READING, and SCIENCE. The 'MATH' row is highlighted with a red box and three purple arrows pointing to it from the left. The 'New' text in the 'Section ID' column for each row is crossed out with a large red 'X'.

3. When you see your class list, scroll down to the bottom where you'll see an empty entry. Click in that box and start typing the first few letters of your new/returning student's **LAST** name.

A screenshot of a student list table. The table has columns for checkboxes, student names, IDs, and genders. The rows are: 9577267 - WALKER, KADOFFI (Male), 9572704 - WALSH, SHELBY (Female), and 9544380 - YESCAS, ALEX (Male). Below the last row is an empty entry with a text input field, which is circled in red.

4. Once you start typing, Gradebook will give you a few options of students whose last names begin that way. Click on the one that you are needing to add, and then click "Save" in the bottom right corner.

A screenshot of a student list table. The table has columns for checkboxes, student names, IDs, genders, and grades. The rows are: 9544380 - YESCAS, ALEX (Male, FOURTH GRADE), 9574276 - TRIPLETT, MAXIMUS (Male, FOURTH GRADE), and an empty entry. Below the table is a navigation bar with buttons for 'Previous', 'Next', 'Back', 'Clear', and 'Save'. The 'Save' button is circled in red.

5. You'll need to repeat this step for all of your concepts.