

Create and Add Student Accounts in Boardmaker: Quick Guide

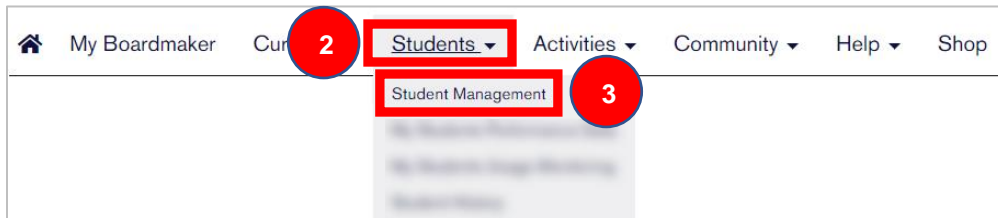
Student accounts allow an instructor to assign specific activities to a student and more easily adjust the access method for each student. Student accounts are included in your Boardmaker subscription. When students play activities in their accounts, data is collected. In some situations, a district administrator may set up student accounts, but in most instances, this can be done by the instructor. This quick guide provides instructions on how to add student accounts in Boardmaker.

NOTE: An instructor must have Local Admin Privileges or Admin Privileges to create student accounts.

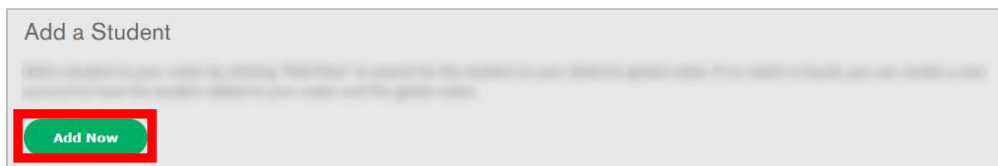
Create a Student Account

1. Log onto **myBoardmaker.com**.
2. From the main menu bar, select the **Students** tab.
3. Select **Student Management** from the dropdown.

NOTE: If you have Admin Privileges, the Student Management button is found in the **Admin** tab on the main menu bar.



4. Scroll to the bottom to find **Add a Student**. Select **Add Now**. If you do not see this button, skip to the **Add Students to Your Account with Instructor Only Privileges** section of this quick guide.



5. Add the student ID, first name and last name. Select **Check Global Roster**. This will determine whether the student already has an account in your district. If the student account already exists, select **Add Existing Student** to edit the student profile. If the student does not have an account, the student profile screen will open.

The screenshot shows the 'Add New Student' form. It has fields for 'Student ID' (with the value '4858902'), 'First Name', and 'Last Name'. At the bottom, there is a green button labeled 'Check Global Roster' which is highlighted with a red box, and a 'Cancel' button.

If match found



The screenshot shows the 'Match Found' screen. It contains a message: 'A student with the same first name and last name already exists in your district's global roster. To add the student to your roster, select "Add Existing Student". To create a new student with the same first and last name, select the "Create New Student" button. To enter a different name, select the "Back" button.' Below the message is a table with the following data:

Student ID	First Name	Last Name	Parent Email	Instructional Level
AD444444	Allie	Dollar	Not Provided	Not set

At the bottom of the screen, there are four buttons: 'Add Existing Student' (highlighted with a red box), 'Create New Student', 'Back', and 'Cancel'.

6. Complete the student profile.

Edit Student Profile

Student ID -

First Name - Last Name -

Username - Password (required if change only)

Parent Email (optional) Grade Level (optional)

Profile Picture

Upload Photo

The following file types [.bmp, .jpg, .gif, .png] are allowed.

Student ID: May be numbers, letters, or a combination. Must be unique within your district.

Username: Create a unique username for each student.

Password: Create a password.

Parent Email: (Optional) Adding parent email allows you to easily send information about student login to parents.

Profile Picture: Upload a picture if desired. This picture will appear when the student logs into his/her account.

7. Under assign instructors, Select the dropdown and select your name.
8. Select **Add**. Repeat and select additional instructors who share responsibility for the student.
9. When complete, select **Save & Close**.

Amber Dollar

Brennan Dollar

Erica Iffland

Evelyn Stoughton (ESY)

Select an Instructor Add

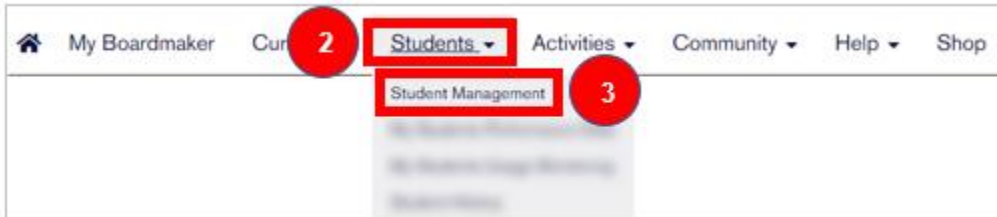
Assigned Instructor(s)

Save & Close Save & Close Cancel

Add Students to Your Account with Instructor Only Privileges

If your Boardmaker Administrator gave you Instructor Only Privileges, you can add students with existing accounts to your student list. This will allow you to add activities and gather data for that student.

1. Log onto **myBoardmaker.com**.
2. From the main menu bar, select the **Students** tab.
3. Select **Student Management** from the dropdown.



4. Select the **All Students** Tab.
5. Type a student name in the search bar and select **Enter/Return** on your keyboard.
6. Select the box next to the student you wish to add.
7. Select **Add to My Students**.

