How do I add a student?

Add a student from the Students page with their class and a parent's phone number; they're on the roll for this term straight away.

1. Open **Students** and choose **Add student**.
2. Fill in the student's name and **Class this term**. The **Registration number** follows the school's numbering; you can change it.
3. Under **Parent or guardian**, add a parent with a phone number, so they can be invited to the portal and get messages. To link brothers and sisters, find a parent already on file.
4. Choose **Add student**. The student is on the roll for the current term in the class you chose.

Good to know

- To add many students at once, choose **Import** on the Students page, download the Excel template there, fill it in and upload it.
- Adding students needs permission to manage students.

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