

# Adding Students to Superkids

1.) Log onto Superkids

2.) Select **View This Class**



3.) Click on **Class Roster**



4.) Here you can get the Parent Letter for parents email address and you can add your students.

**\*\* Please note** – Parents will not have access to the portal if you do not have their email address

## Class Roster



Use this page to add or remove students from your class roster and to view your roster. You may add students one at a time by clicking the "Add Student" button above the roster, or you may import all of your students' information by clicking the "Import" button below the roster.

Follow these steps to make sure parents can access the parent portal:

1. Send a copy of the parent portal letter home with each of your students.
2. Collect parent e-mail address(es) for each student. (The parent portal letter includes a slip that parents can fill out and send back with their child.)
3. Enter the appropriate parent's name and e-mail address into your roster for each student. When you do this, an account setup e-mail will be automatically sent to that parent. **Parents cannot gain access to the parent portal until you take this step.**

### Parent Portal Information Letter

Provide parents with information about our new parent portal!

- ★ [Download Parent Letter](#) - English version
- ★ [Download Parent Letter](#) - Spanish version



**To Add Students** – Click Add Student and fill in all required information

### Add a new student

Use the following form to add a new student to your class roster.

\* - required field

Student ID\*

First Name\*

Last Name\*

Password Icon

Parent/ Guardian(s) *You can enter up to four parents/guardians for a student*

<b>Parent/ Guardian 1</b>		
First Name:	Last Name:	E-mail:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Parent/ Guardian 2</b>		
First Name:	Last Name:	E-mail:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Parent/ Guardian 3</b>		
First Name:	Last Name:	E-mail:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Parent/ Guardian 4</b>		
First Name:	Last Name:	E-mail:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="ADD STUDENT"/>	<input type="button" value="CANCEL"/>	