



# How-To: Add/Remove Student From FASTalk Class Roster

## Step 1:

To add or remove a student from a roster, click on the **STUDENTS** tab

The screenshot shows the FASTalk dashboard interface. At the top, there is a navigation bar with the FASTalk logo on the left, followed by 'DISTRICT ALPHABET DEMO D...' and 'SCHOOL ABC ELEMENTARY'. The navigation menu includes 'DASHBOARD', 'STUDENTS', 'CLASSES', 'PLAYLIST', 'INBOX', and 'HELP'. The 'STUDENTS' tab is highlighted with a yellow box. On the right side of the navigation bar, there is a user profile section with 'Welcome Nina Wetoska' and a user icon. The main content area is titled 'DASHBOARD' and 'WELCOME TO FASTALK, MS. W'. Below this, there is a message: 'You have 0 unread messages. Take me to my inbox.' The 'FASTalk Overview' section contains three cards: 'FAMILIES REACHED' with a value of 0 and a 'VIEW MY STUDENTS' button; 'ENGAGEMENT RATE' with a value of 100% and a 'VIEW MY MESSAGES' button; and 'FAMILIES NOT ENROLLED' with a value of 0 and an 'ENROLL FAMILIES' button.

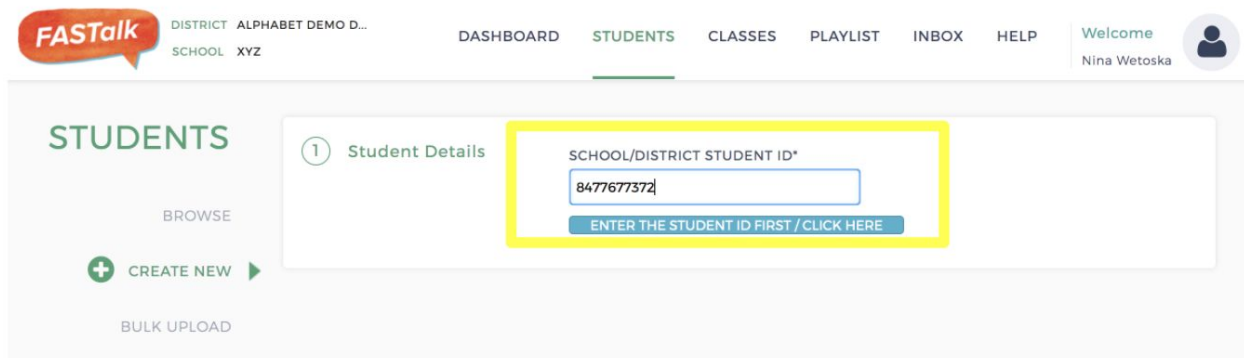
## Step 2:

To add a student, click on the **CREATE NEW** button

The screenshot shows the FASTalk 'STUDENTS' page. At the top, there is a navigation bar with the FASTalk logo on the left, followed by 'DISTRICT ALPHABET DEMO D...' and 'SCHOOL XYZ'. The navigation menu includes 'DASHBOARD', 'STUDENTS', 'CLASSES', 'PLAYLIST', 'INBOX', and 'HELP'. The 'STUDENTS' tab is highlighted with a yellow box. On the right side of the navigation bar, there is a user profile section with 'Welcome Nina Wetoska' and a user icon. The main content area is titled 'STUDENTS' and features a search bar with a 'SEARCH' button. Below the search bar, there is a table with the following columns: '#', 'STUDENT NAME', 'PARENT NAME', 'PARENT MOBILE NUMBER', 'CAREGIVER NAME', 'CAREGIVER MOBILE NUMBER', and 'ACTION'. The table contains one row of data: '1', 'Zoey Lee', 'Hannah Lee', '8473613623', 'David Lee', '8477677372', and an action icon. To the left of the table, there is a 'BROWSE' button with a right-pointing arrow and a 'CREATE NEW' button with a plus sign icon, both highlighted with a yellow box. Below the 'CREATE NEW' button, there is a 'BULK UPLOAD' link.

### Step 3:

Next, type in the student's **SCHOOL/DISTRICT STUDENT ID** in the box and click **ENTER**



FASTalk DISTRICT ALPHABET DEMO D... SCHOOL XYZ

DASHBOARD STUDENTS CLASSES PLAYLIST INBOX HELP Welcome Nina Wetoska

## STUDENTS

BROWSE

+ CREATE NEW ►

BULK UPLOAD

1 Student Details

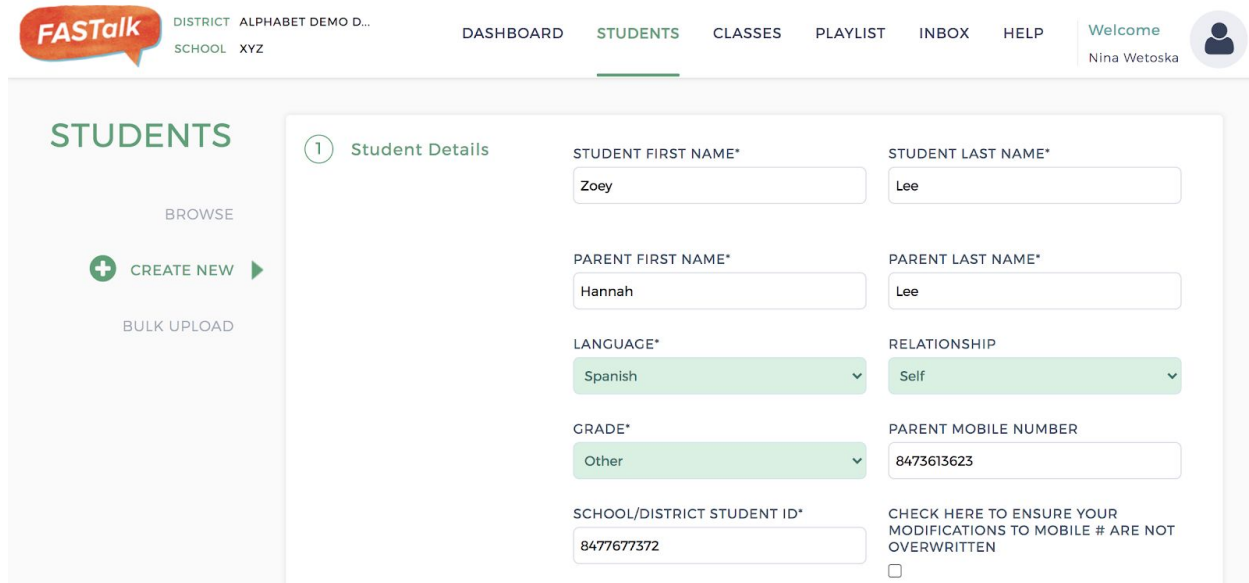
SCHOOL/DISTRICT STUDENT ID\*

8477677372

ENTER THE STUDENT ID FIRST / CLICK HERE

### Step 4:

Input the student's information in the **STUDENT DETAILS** section



FASTalk DISTRICT ALPHABET DEMO D... SCHOOL XYZ

DASHBOARD STUDENTS CLASSES PLAYLIST INBOX HELP Welcome Nina Wetoska

## STUDENTS

BROWSE

+ CREATE NEW ►

BULK UPLOAD

1 Student Details

STUDENT FIRST NAME\*

Zoey

STUDENT LAST NAME\*

Lee

PARENT FIRST NAME\*

Hannah

PARENT LAST NAME\*

Lee

LANGUAGE\*

Spanish

RELATIONSHIP

Self

GRADE\*

Other

PARENT MOBILE NUMBER

8473613623


SCHOOL/DISTRICT STUDENT ID\*

8477677372

CHECK HERE TO ENSURE YOUR MODIFICATIONS TO MOBILE # ARE NOT OVERWRITTEN

### Step 5:

Click on **SUBMIT** to save any changes



CANCEL

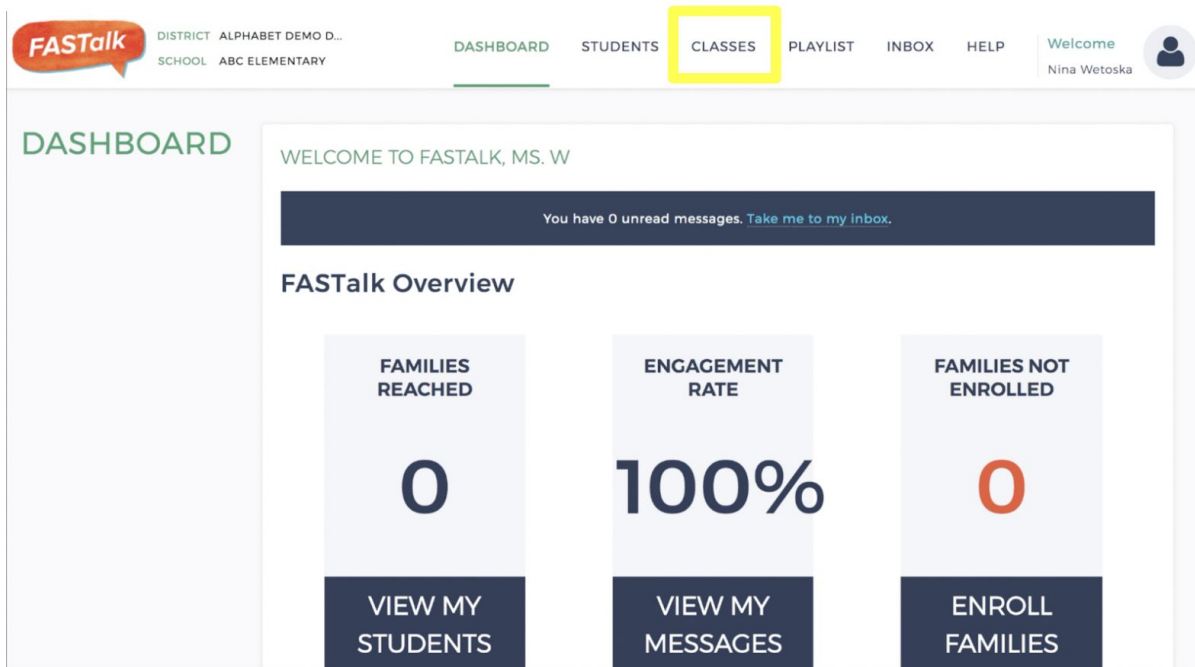
SUBMIT

**\*\*Note: If you only have 1 class in the CLASSES tab, then the student will be automatically added to the class; however, if you have more than one class under the CLASSES tab, then you will have to manually add the student to the class**

(Steps 6-10 are only to verify that a student has been added to your class given that you have more than one class under the CLASSES tab)

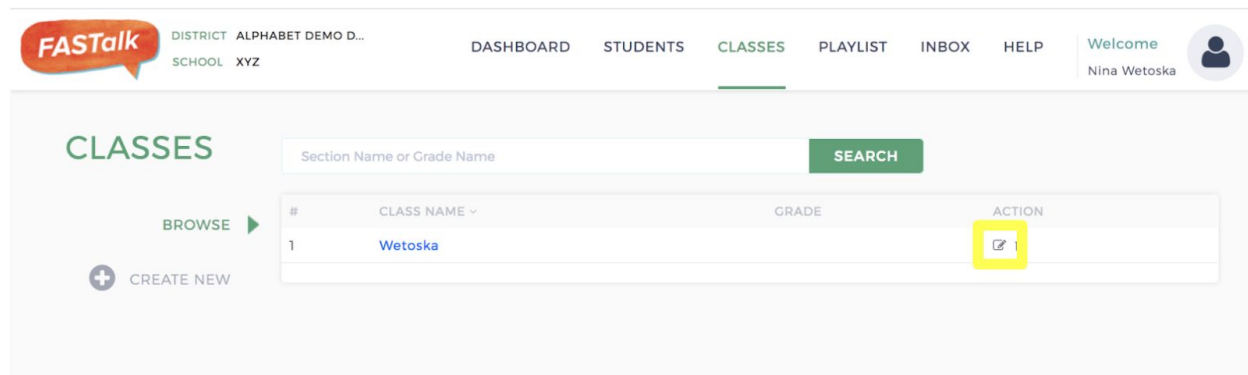
**Step 6:**

To add or remove a student from your FASTalk Class Roster, go into your FASTalk account, click on the **CLASSES** tab,



**Step 7:**

Next, click on the **EDIT** icon  next to the class you wish to edit



**Step 8:**

To add a student from your FASTalk Class Roster, click on the student's name, and click on the **ADD** button

② Student Details

▼ Edit Student List

Student List

Zoey Lee

ADD ALL

ADD

REMOVE

REMOVE ALL

Assigned Students

**Step 9:**

To remove a student from your FASTalk Class Roster, click on the student's name, and click on the **REMOVE** button

② Student Details

▼ Edit Student List

Student List

ADD ALL

ADD

REMOVE

REMOVE ALL

Assigned Students

Zoey Lee

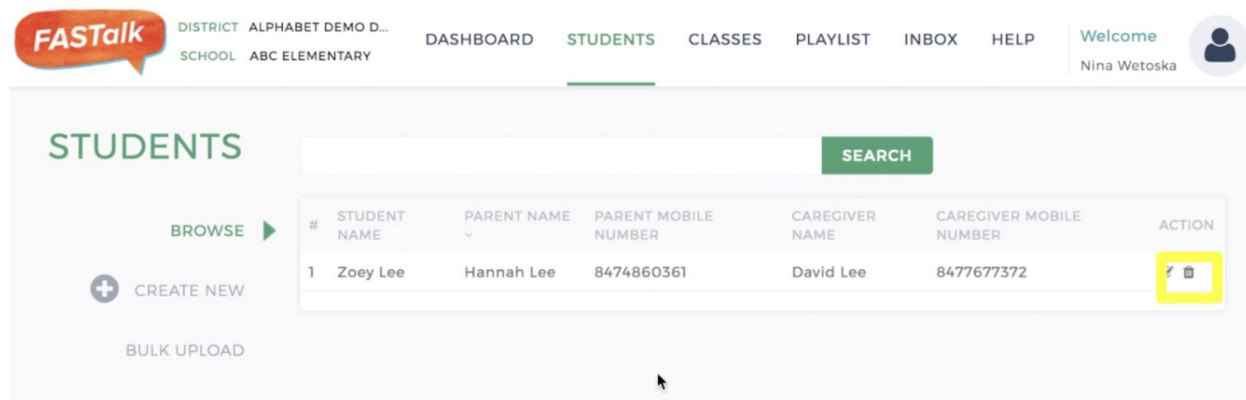
**Step 10:**

Make sure to click **SUBMIT** to save any changes




**Step 11:**


To delete a student, click on the **TRASHCAN** icon  next to the student



FASTalk DISTRICT ALPHABET DEMO D... SCHOOL ABC ELEMENTARY DASHBOARD STUDENTS CLASSES PLAYLIST INBOX HELP Welcome Nina Wetoska

**STUDENTS** SEARCH

BROWSE  CREATE NEW BULK UPLOAD

#	STUDENT NAME	PARENT NAME	PARENT MOBILE NUMBER	CAREGIVER NAME	CAREGIVER MOBILE NUMBER	ACTION
1	Zoey Lee	Hannah Lee	8474860361	David Lee	8477677372	

**Questions?**

If you need any support or assistance adding or removing students from your FASTalk Class Roster, please contact [support@fastalk.org](mailto:support@fastalk.org).