HOW-TO ADD A NEW STUDENT TO YOUR ROSTER WITH THE FASTalk MOBILE APP FOR TEACHERS
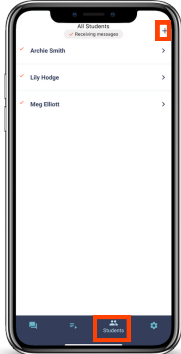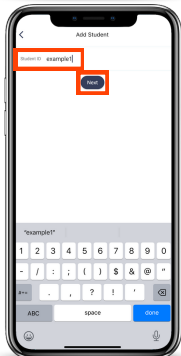
STEP 1

Open the FASTalk mobile app on your device.
Enter your school email and FASTalk password.
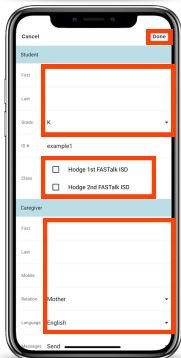Tap the Sign In button to access your FASTalk account.

STEP 2

Tap the Students icon along the bottom of the app to view your class roster.
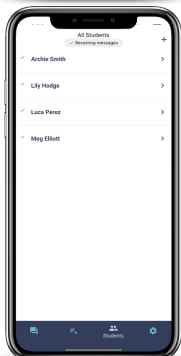Then, tap the + sign in the upper right-hand corner to add a new student.

STEP 3

Enter the new student's Student ID number.
Then, tap Next.

STEP 4

Enter the new student's information in First and Last name fields.
Select the student's grade level from the drop down menu by tapping the down arrow on the far right.
If you have more than one class, manually select which class the student should be added to.
Then, complete the caregiver name, mobile number, relationship, and language fields.
Finally, tap Done to add the new student to your roster.

STEP 5

After tapping Done, you'll be redirected to the Students page and should see the new student on your roster.
If you notice that the new student doesn't have a Receiving Messages check mark, this is likely because the phone number you entered is not a mobile number. After reconnecting with the family, you can edit the student's information to update the number!