## HOW-TO ADD A STUDENT TO YOUR ROSTER ON WWW. FASTalk .ORG



## **STEP 1**

Enter your school email and FASTalk password on www.fastalk.org.

Then, click LOG IN to access your FASTalk teacher account.



## **STEP 2**

On your Dashboard, click STUDENTS to open your roster.

If your district shared roster information with the FASTalk team, your students and their details are pre-loaded with information from your school's student information system.

## **STEP 3**

Click +CREATE NEW on the left side of the screen.



STUDENT LAST NAMI

PARENT LAST NAME

PARENT MOBILE NUMBER

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

Hodge

Mother

No Reco

No Records

LAST NAME

REMOVE CAREGIVE

TUDENT FIRST NAMI

SCHOOL/DISTRICT STUDENT ID

RECEIVE NOTIFICATIONS<sup>4</sup> 9 YES ONO Ounsu

O ADD CARE

IRST NAME

English

RECEIVE NOTIFICATIONS

Lily

English

1 Student Details

2 Caregiver Details

2 Caregiver Details

### **STEP 4**

Enter the student's SCHOOL/DISTRICT STUDENT ID. Then, click ENTER THE STUDENT ID/CLICK HERE.

### **STEP 5**

Complete the STUDENT DETAILS section by entering:

- STUDENT
  - FIRST NAME
  - LAST NAME
  - GRADE
- PARENT/CAREGIVER:
  - FIRST NAME
    - LAST NAME
    - PREFERRED LANGUAGE
  - RELATIONSHIP TO STUDENT
  - MOBILE NUMBER

You can add information for additional caregivers by clicking ADD CAREGIVER and completing the required fields.

#### Have questions or need assistance? Email us at <u>support@fastalk.org</u> or submit a <u>Support Request.</u>

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### **STEP 6**

Scroll down and click SUBMIT to add the new student to your roster.

If you have teach multiple grade levels, follow steps 7-10 to add the new student to their correct class.



## **STEP 7**

If you teach multiple grade levels, you'll need to add the new student to their grade-level class. Click CLASSES.



### **STEP 8**

Click the EDIT icon next to the class you want to add the new student to.

FASTalk DISTRICT FASTA	K TEST DL.	DASHBOARD STUDENTS CLASS	SES PLAYLIST	INBOX HELP	Welcome Kelsey Bullington-Hodge
CLASSES	1 Class Details	CLASS NAME* Hodge 7th g Test			
EOI	•	7 7	~		
	2 Student Details	✓ Edit Student List		Automatic Student	_
		Lightoge	ADD ALL ADD HEMOVE HEMOVE	Assigned Studen	3
		$\downarrow$			
As	signed S	tudents			
Li	ily Hodge				

## **STEP 9**

Under STUDENT LIST, click to select the name of the student you want to add.

Then, click ADD.

You'll know you successfully added a student to a class when the student's name displays in the ASSIGNED STUDENTS box.



### **STEP 10**

Scroll down and click SUBMIT to save the addition of the new student to this class.