

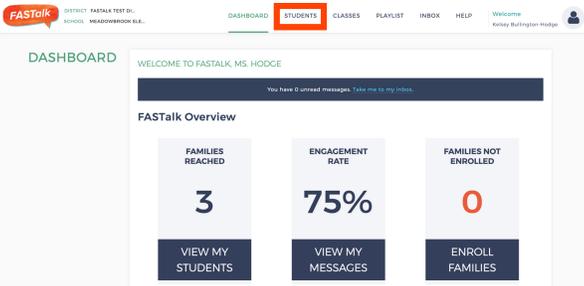
HOW-TO ADD A STUDENT TO YOUR ROSTER ON WWW.FASTalk.ORG



STEP 1

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

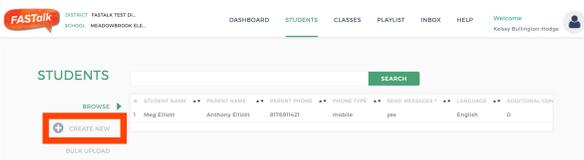
Then, click LOG IN to access your FASTalk teacher account.



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.



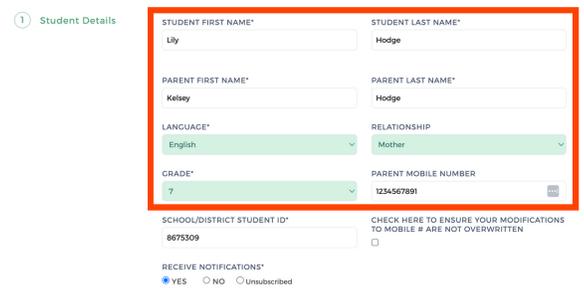
STEP 3

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



STEP 4

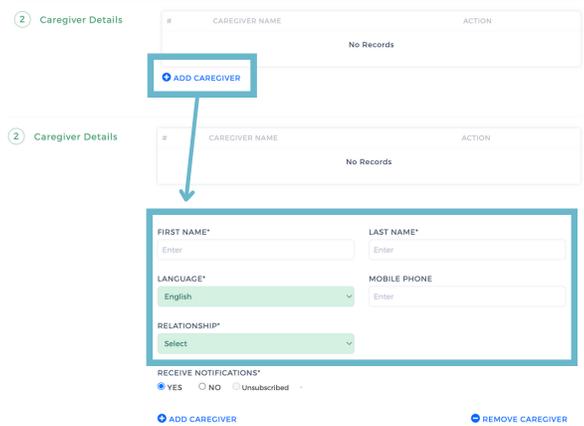
Enter the student's SCHOOL/DISTRICT STUDENT ID. Then, click ENTER THE STUDENT ID/CLICK HERE.



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.

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

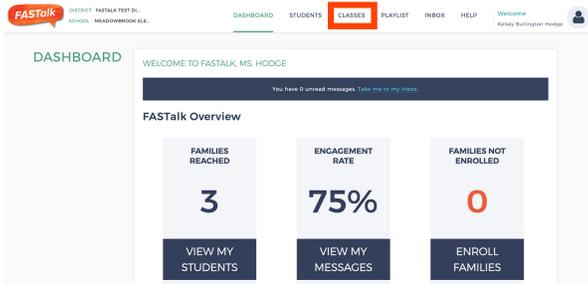
CANCEL

SUBMIT

STEP 6

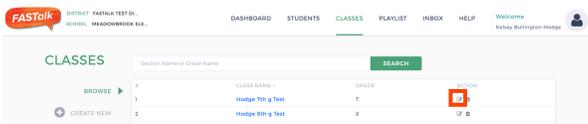
Scroll down and click SUBMIT to add the new student to your roster.

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



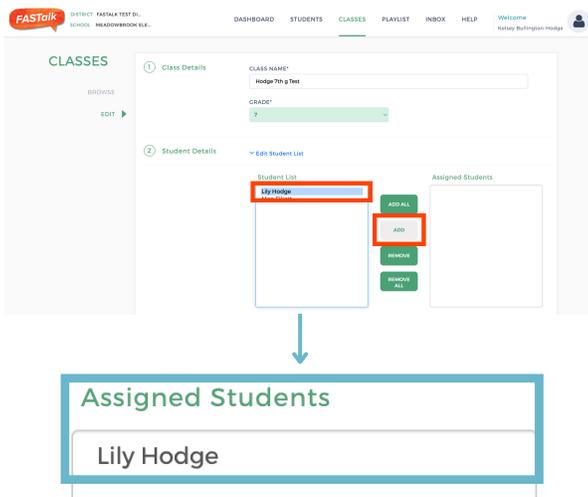
STEP 7

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.



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.

CANCEL

SUBMIT

STEP 10

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