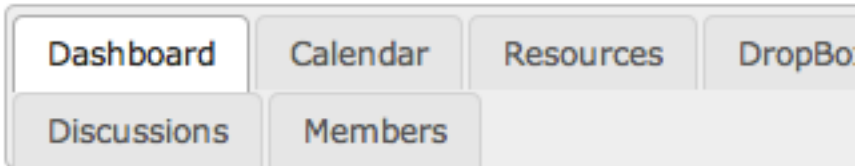


## How to add students to a portal page roster

- 1) After logging in to the Academy portal and navigating to one of your class pages, click on the “Members” tab.

### AP Calculus AB Prep

Period A24 | **Joshua Seamon**  [profile](#) [site](#)

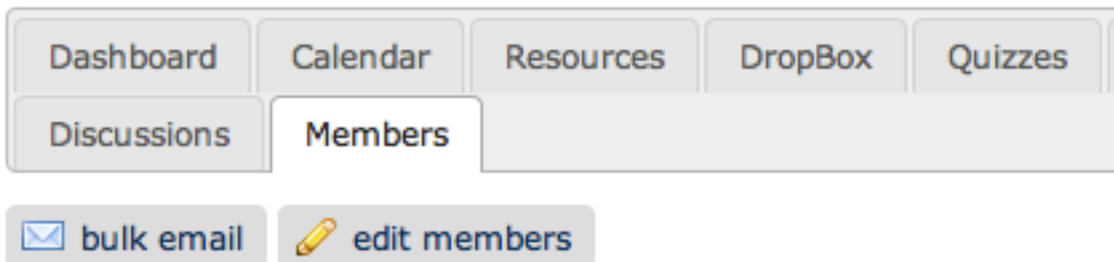


**All class materials are online .**

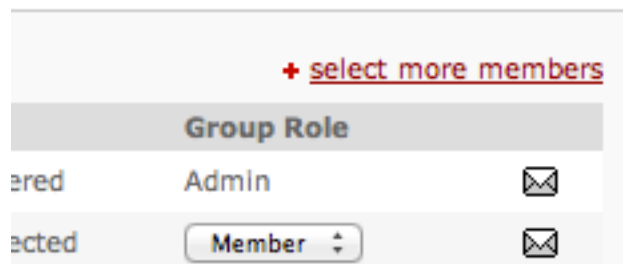
- 2) The roster for that class will load. Click on “edit members”.

### AP Calculus AB Prep

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- 3) A new window will load called “Group Manager”. In the upper right, click on “select more members”.



- 4) A new window will load called “Select Person”. Click on the name of the student you would like to add.

### Select a Person

Group

Student Grade

Keyword

**Search**

2386 results

[Abramson, Ilana](#)

[Abramson, Noah](#) (Grade 09)

[Achilles, Cullan](#) (Grade 9)

- 5) The “Group Manager” window will refresh and the student will now appear on your portal page roster.

Ilana Abramson



- 6) To remove a student from your roster, click on the red x next to their name in the “Group Manager” window.