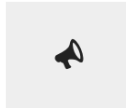


# Adding Students to an Activity on Website

1. Sign in to [www.5starstudents.com](http://www.5starstudents.com)

2. Click on the Activities tab



3. Find the activity you want to add students to, and click on it.

4. To add the occurrence use 1 of the 5 options

- a. **Add from list:** select the students by name. Use the column filters for a quicker look up. After selecting the names, click *Save List*.
  - i. If your school uses Groups, select the groups tab and add from the list.
- b. **Add from ID:** manually enter or scan IDs (one per line) and click process list.
- c. **Import from file:** upload an excel, txt, or csv file. File must include the student's ID number. You can also include a column with date/time and number of occurrences.
- d. **Import from scanner:** if you used a mobile barcode scanner (CS3000/CS3070) to scan behavior occurrences, plug the scanner in and upload the BARCODES.TXT file here.
- e. **Qualify from event:** Set the number of minimum check-ins for a related event to determine who is eligible to participate in the activity, i.e. the student must attend 3 meetings in order to be a member of the associated club. When ready click preview changes, and if it looks correct click apply changes.