


Checking Students into an Intervention on the Computer

1. Sign-in to www.5starstudents.com with your email and password.
2. Click on Interventions 
3. Click on the Intervention you are checking students into.
4. Use 1 of the 4 options to check students into an Intervention.
 - a. **Check in:** type in a student's ID number or use a wired USB scanner to check them in. Select the check-in/out option if you are scanning students out of the Intervention.
 - b. **Add from list:** select the student's name from the list. Sort by columns or select the Interventions tab to select from the eligible individuals.
 - c. **Add from IDs:** manually enter or paste a list of ID numbers into the provided text box (one ID number per line). You can adjust the check-in/out time(s).
 - d. **Import from scanner:** if you're using the mobile barcode scanner (CS3000/CS3070/CS4070) to scan students, upload the BARCODES.TXT from the scanner here.
 - e. **Import from file:** upload a file of students who attended the Intervention. The file must include the ID numbers. You can also include a column with date/time.