

Adding Student to Activity on Manager App

1. Open up the 5-Star Students Manager App. Use the same login (email and password) you use for the website.



2. Click on the Activities icon on the top of the screen.
3. Choose the activity you want to add students to.
4. Use 1 of the 3 scanning options.
 - a. **Manual Add:** manually enter the student's ID number or look them up by name. Hit enter to add the student into the activity.
 - b. **Bluetooth Scan:** if you're using the mobile barcode scanner (CS3070), pair the Bluetooth scanner to your device and scan with the scanner. The ID number will appear in the text box and automatically add the student to the activity.
 - c. **Camera Scan:** this will open up your device's camera. Line up the barcode with the red lines and it will automatically add the student to the activity.
5. Be sure to return to the home screen to ensure data syncs with the website.