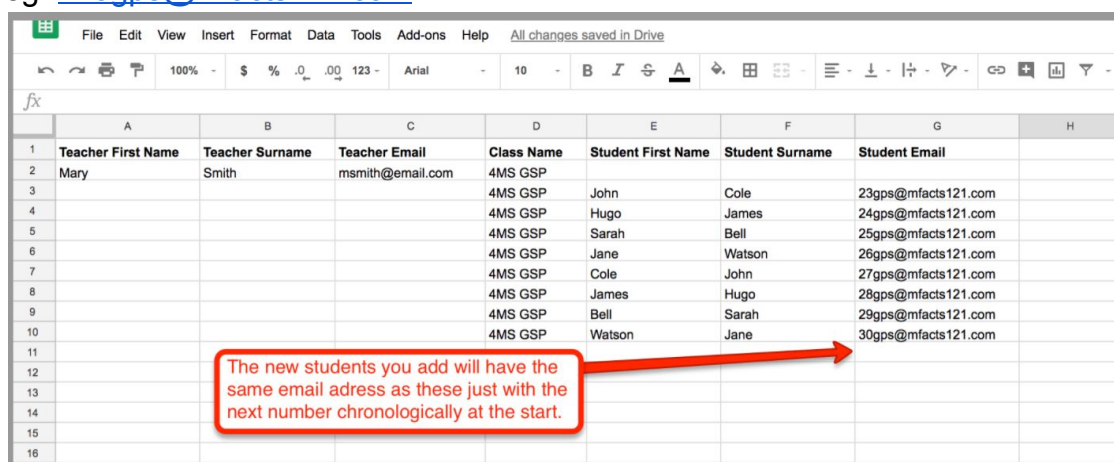


How to Add a New Student

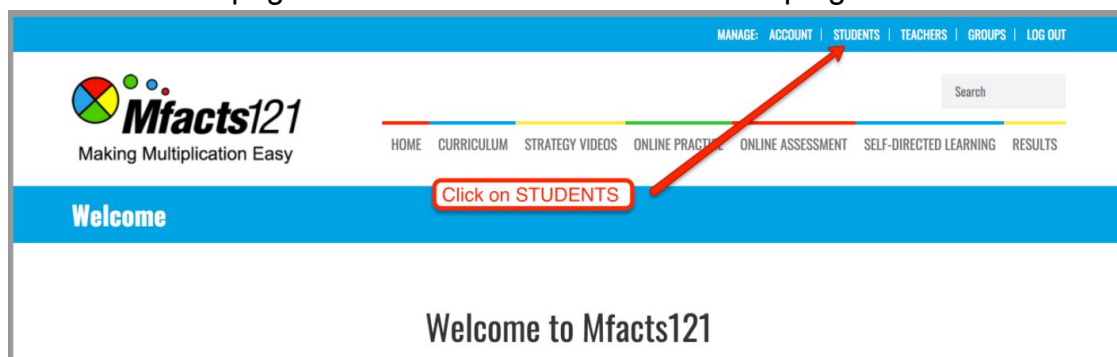
Only your school admin person (usually the Maths leader) can add new students, please follow the steps below or contact us at info@mfacts121.com for assistance.

1. Please refer to your Mfacts121 Class List Excel Spreadsheet which was emailed to you when your logins were created, see what the last number was for your students' Mfacts121 emails eg: 145gps@mfacts121.com

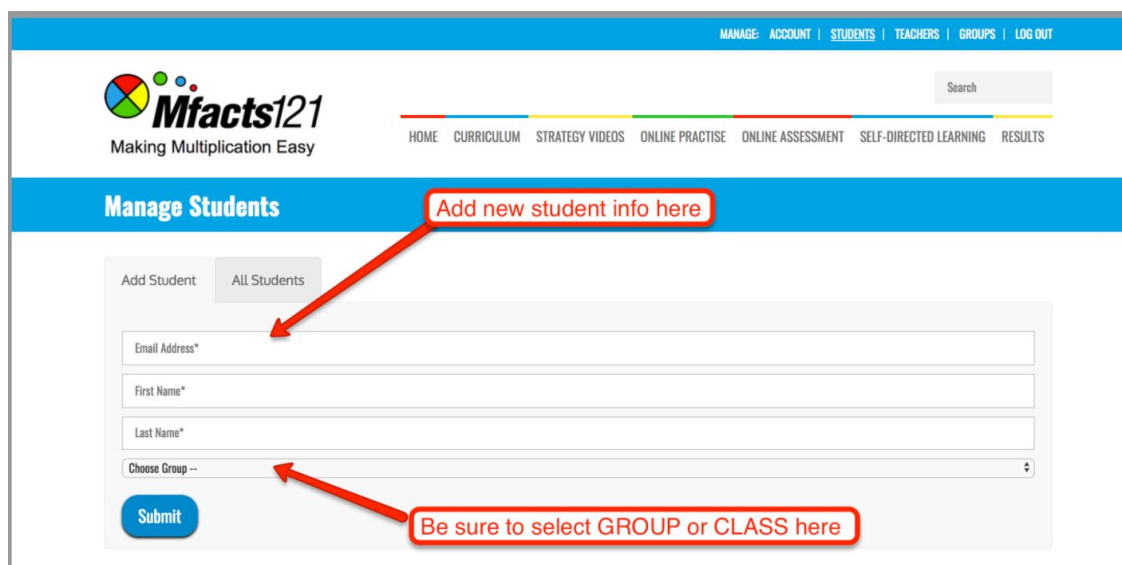


	A	B	C	D	E	F	G	H
1	Teacher First Name	Teacher Surname	Teacher Email	Class Name	Student First Name	Student Surname	Student Email	
2	Mary	Smith	msmith@email.com	4MS GSP				
3				4MS GSP	John	Cole	23gps@mfacts121.com	
4				4MS GSP	Hugo	James	24gps@mfacts121.com	
5				4MS GSP	Sarah	Bell	25gps@mfacts121.com	
6				4MS GSP	Jane	Watson	26gps@mfacts121.com	
7				4MS GSP	Cole	John	27gps@mfacts121.com	
8				4MS GSP	James	Hugo	28gps@mfacts121.com	
9				4MS GSP	Bell	Sarah	29gps@mfacts121.com	
10				4MS GSP	Watson	Jane	30gps@mfacts121.com	

2. Go to HOME page and click on STUDENTS in the top right.




3. Add new student's information here.

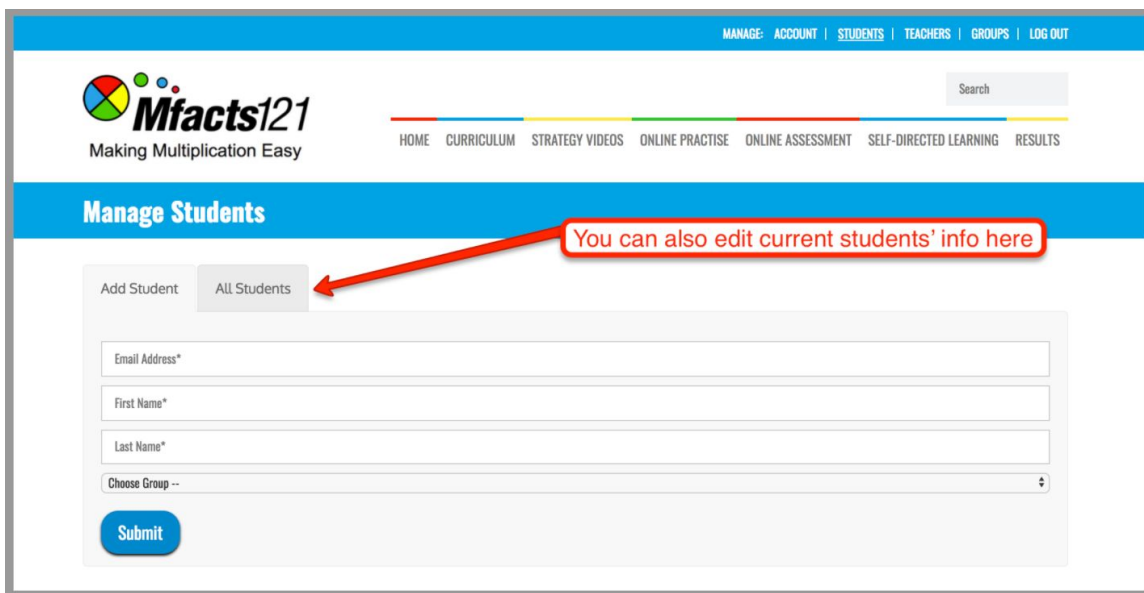


4. To create **login cards** for these students please click [here](#) or go to [PRINTABLE RESOURCES](#) to generate and print out their cards.

Name:
Username:
Password: mfacts121
Class:



Please note you can **edit** both STUDENTS and TEACHERS info in these sections too, by clicking ALL STUDENTS.



The screenshot shows the Mfacts121 website interface. At the top, there is a navigation bar with links: MANAGE, ACCOUNT, STUDENTS, TEACHERS, GROUPS, and LOG OUT. Below this is a search bar and a horizontal menu with links: HOME, CURRICULUM, STRATEGY VIDEOS, ONLINE PRACTISE, ONLINE ASSESSMENT, SELF-DIRECTED LEARNING, and RESULTS. The main heading is "Manage Students". Below this, there are two tabs: "Add Student" and "All Students". A red arrow points from a red-bordered box containing the text "You can also edit current students' info here" to the "All Students" tab. Below the tabs, there is a form with fields for "Email Address*", "First Name*", "Last Name*", and a "Choose Group --" dropdown menu. A blue "Submit" button is at the bottom of the form.