Assigning Student Specific Permissions

To manually add student’s ID to a class,

1. Go to Manage Student Records > Establish Courses > Use > Class Permission Numbers.

2. Choose the Academic Career of the class (below).

3. Type (or look up) the
   - Term
   - Subject area (below)
4. Click [Search], and you’ll see the Class Permission Numbers page.

5. Enter the student ID that you’d like to add to the class (below).

![Class Permission Numbers](image)

6. Add a row, and enter the ID of each student you need to add to the class.

7. Click [Save].