Assigning Student Specific Permission

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).

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

7. Click Save.