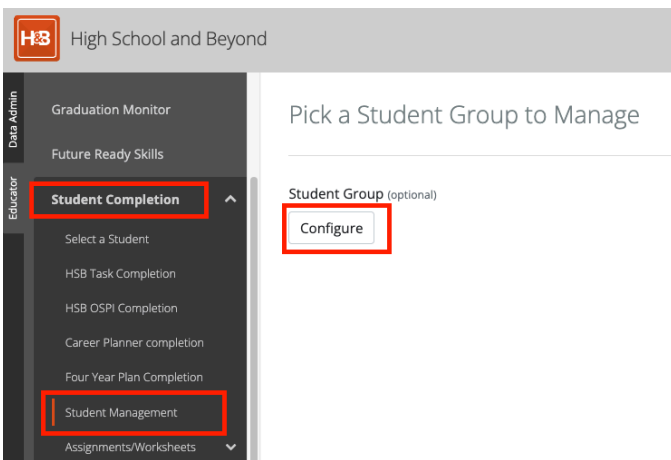


## Student Management (non-SSO districts only) V2

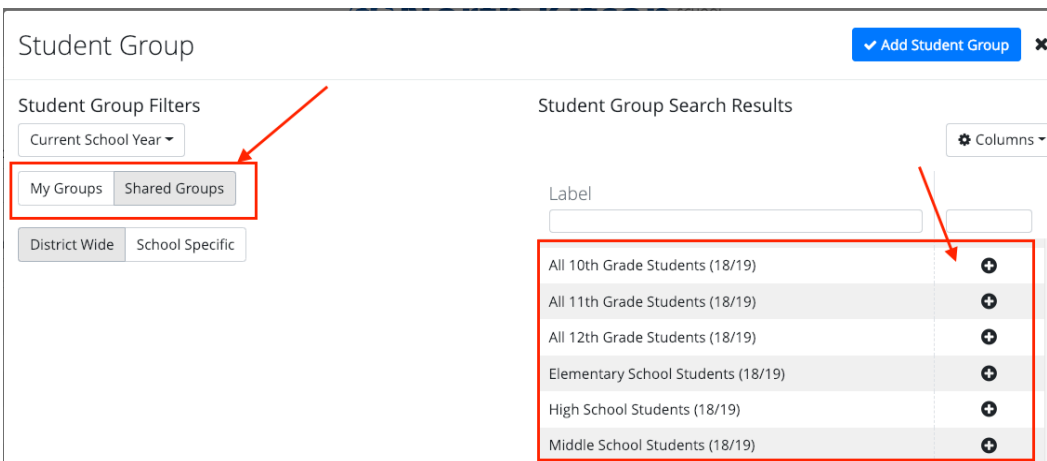
**\*\*Note: This page is only for non-SSO (Single Sign On) district educators. If your students use SSO to sign in (Google, HelloID, ClassLink, etc.), contact your district tech department for help with student accounts.\*\***

The Student Management page enables educators to manage student accounts through various functions, including looking up usernames, activating students, unlocking accounts, resetting student passwords, and deactivating students.

1. Click on **Student Completion** in the left navigation menu and choose **Student Management**.
2. Click the **Configure** button.



3. On the left:
  - The School Year will default to the Current School Year. Click Select to edit the school year.
  - Select **Shared Groups** and filter as needed (District-Wide, School-Specific (Grade, Activity, Class, Teacher), or select **My Groups** (Created Groups).
4. Click the “+” icon for the desired group on the right.



## Looking Up Student Usernames

Type all or part of the student's name in the **Student column filter box**. The student's username will be in the **Username column**. If the student has **no username**, they have not been activated yet and cannot log on. Either activate the student or contact your district representative for help.

Student Group (optional)  
 Configure (SFISY:164807) | High School Students (24/25)

Students (3004 records) Filtered

First Name	Last Name	Grade Level	Username
Blu	Howell-Jones*	10th Grade	sabraham541@go.taho...
Oryon	Longfello Jones*	12th Grade	wall jam000
Justinian	Ruff Nitcher Jones*	10th Grade	

## Activating/Deactivating Students

1. Click the **filter icon** in the **Is Active** column. Click the **Not Active** checkbox.
2. Select one or more **checkboxes** to the far left or click the top checkbox to select all.
3. Click the **Action Gear** in the top right of the table and choose **Activate**.

Student Group (optional)  
 Configure (SFISY:164807) | High School Students (24/25)

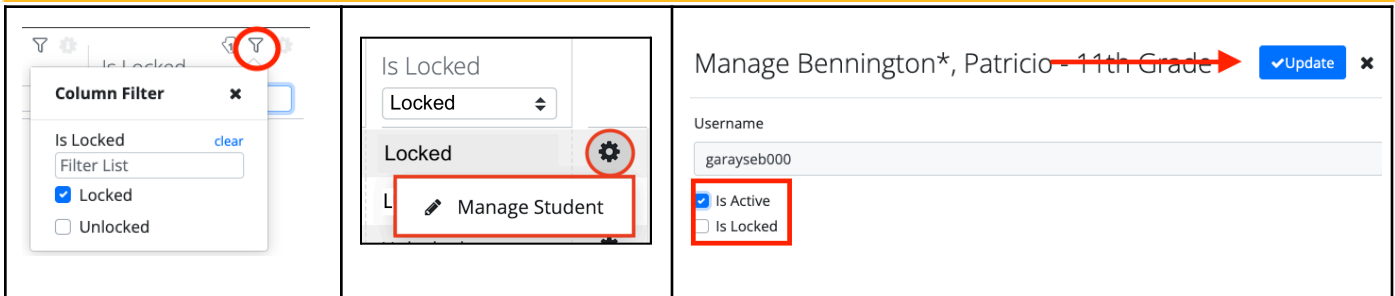
Students (3004 records) Filtered

First Name	Last Name	Grade Level	Username	SSID	Is Active	Is Locked
Blu	Howell-Jones*	10th Grade	sabraham541@go.taho...	1234567890	Not Active	Unlocked
Oryon	Longfello Jones*	12th Grade	wall jam000	1234567890	Not Active	Unlocked
Justinian	Ruff Nitcher Jones*	10th Grade		1234567890	Not Active	Unlocked

Actions  
 Apply Action on 2 Students  
 Activate

## Unlocking Student Accounts

1. Click the **filter icon** in the **Is Locked** column. Click the **Locked** checkbox.
2. Click the **Row Actions and Options Gear** to the far right and choose **Manage Student**.
3. Uncheck the **Is Locked** checkbox.
4. Make sure the **Is Active** checkbox is checked. If the username is not visible, activate the student's account.
5. Click **Update**.
6. Updating the student's password is a good idea at this time as well.



Is Locked

Locked

Locked

Manage Student

Manage Bennington\*, Patricio - 11th Grade

Update

Username

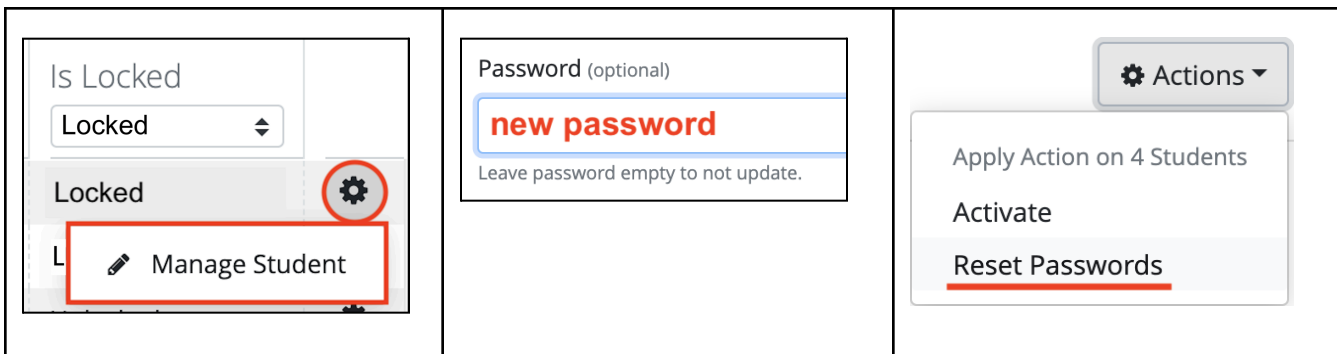
garayseb000

Is Active

Is Locked

## Updating Student Passwords

1. For a single student, click the **Row Actions and Options Gear** to the far right and choose **Manage Student**.
2. Provide a **New Password** that will be applied to the selected student. The student will be set to their default password if you leave the password blank.
3. Click **Update**.
4. To update passwords for multiple students, click one or more checkboxes to the far left.
5. Click the **Action Gear** in the top left and choose **Reset Passwords**.
6. Provide a **New Password** that will be applied to the selected student. The student will be set to their default password if you leave the password blank.
7. Click **Set to New Password**.



Is Locked

Locked

Locked

Manage Student

Password (optional)

new password

Leave password empty to not update.

Actions

Apply Action on 4 Students

Activate

Reset Passwords