



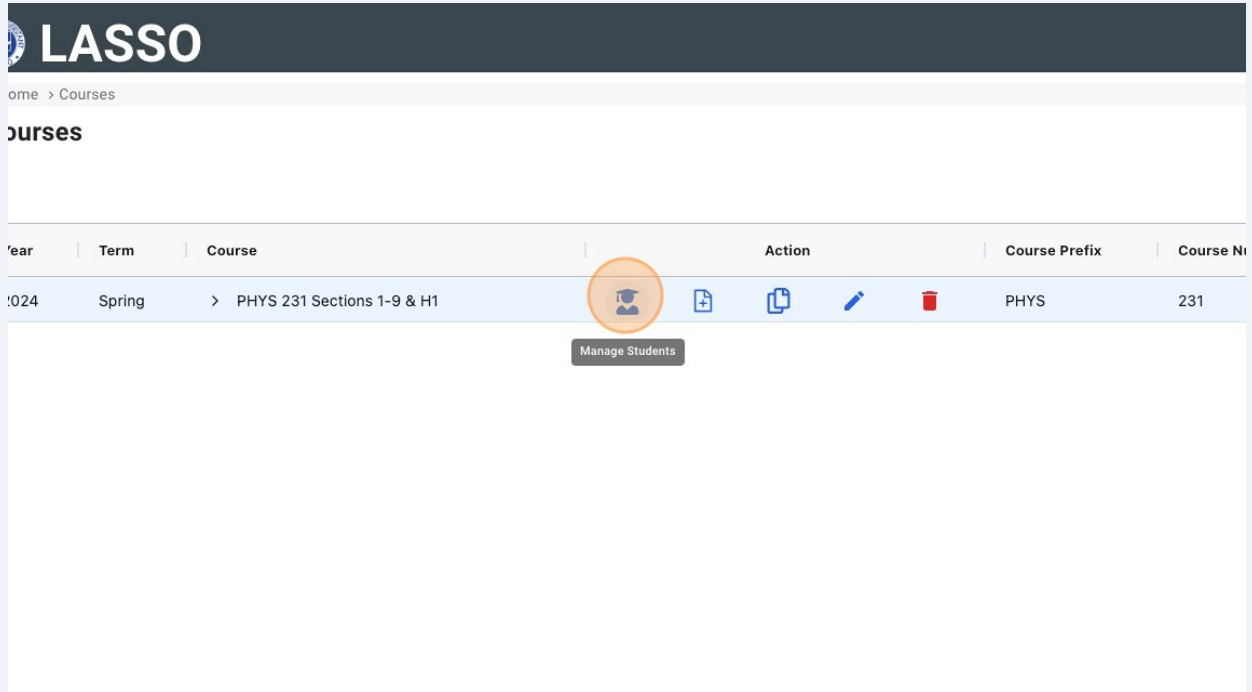
How to add students on LASSO

This guide provides a step-by-step process for adding students to a course on LASSO. It includes detailed instructions on how to navigate the platform and enter students' information.


1

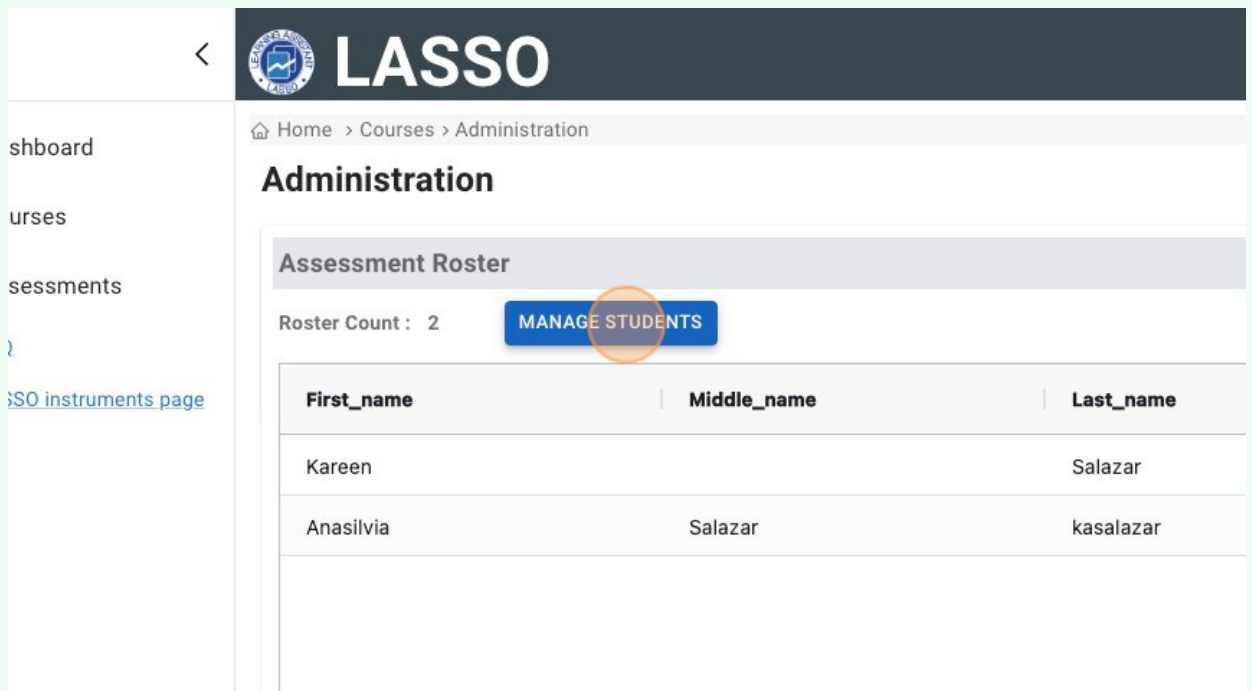
Navigate to <https://tools.lassoeducation.org/login> and sign in using your email and password.

2 Click the "Manage Students" button on the class you want to add them to.



The screenshot shows the LASSO interface. At the top, there is a dark header with the LASSO logo. Below it, a breadcrumb trail reads "Home > Courses". The main content area is titled "Courses" and contains a table. The table has columns for "Year", "Term", "Course", "Action", "Course Prefix", and "Course Number". A row is highlighted for "2024", "Spring", and "PHYS 231 Sections 1-9 & H1". In the "Action" column for this row, there is a "Manage Students" button, which is circled in orange. Other icons in the "Action" column include a plus sign, a document, a pencil, and a trash can.

 Tip: here is also a "Manage students" button on the course page once you click on the assessment.



The screenshot shows the LASSO Administration page. The header includes the LASSO logo and a breadcrumb trail: "Home > Courses > Administration". The page title is "Administration". Below the title, there is a section for "Assessment Roster". It shows "Roster Count : 2" and a blue button labeled "MANAGE STUDENTS", which is circled in orange. Below this is a table with three columns: "First_name", "Middle_name", and "Last_name".

First_name	Middle_name	Last_name
Kareen		Salazar
Anasilvia	Salazar	kasalazar

Adding a batch of students

3 Click "Download Course Roster Template"

Students to Assessment

Roster Upload Roster count : 0 [Download Course Roster Template](#) Add a student

↑	Middle Name	Last Name	Email	Action
No rows to show				

4 A template for adding students will be downloaded in CSV file format.

5

Open the file using your preferred spreadsheet editor and enter the students' information in each column. You must enter one student per row. Student email addresses should be their institutional emails. When you are done, save the file making sure **it is still a .csv file**.

The screenshot shows a Google Sheets spreadsheet titled "students". The spreadsheet has four columns: "First Name", "Middle Name", "Last Name", and "Email". The first row (row 1) contains the headers. The second row (row 2) contains the data for a student named Jane Smith with the email address jsmith@institution.edu. An orange circle highlights the "Middle Name" cell in row 2. The spreadsheet is currently displaying row 2, column A.

	A	B	C	D	E	F	G	H
1	First Name	Middle Name	Last Name	Email				
2	Jane		Smith	jsmith@institution.edu				
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

6

Go back to LASSO and click the "Select Course Roster" button. Select the file with the students' information to submit.

The screenshot shows the LASSO interface. The main content area displays a table with columns for "Year", "Term", and "Course". The data row shows "2024", "Spring", and "PHYS 231 Sections 1-9 & H1". A blue dialog box titled "Add Students to Assessment" is overlaid on the interface. The dialog box contains a "Select Course Roster" button, an "Upload" button, and a "Roster count : 0" label. Below the buttons, there is a text input field with the placeholder "Only csv file *". At the bottom of the dialog box, there is a table with columns for "First Name", "Middle Name", and "Last Name". The "First Name" column has an upward arrow icon. The table is currently empty, and the text "No rows to s" is visible at the bottom right of the table area.

7 After selecting the file, click "Upload" to add the students.

Term | Course | Action | Co

Spring > PHYS 231 Sections 1-9 & H1

Add Students to Assessment

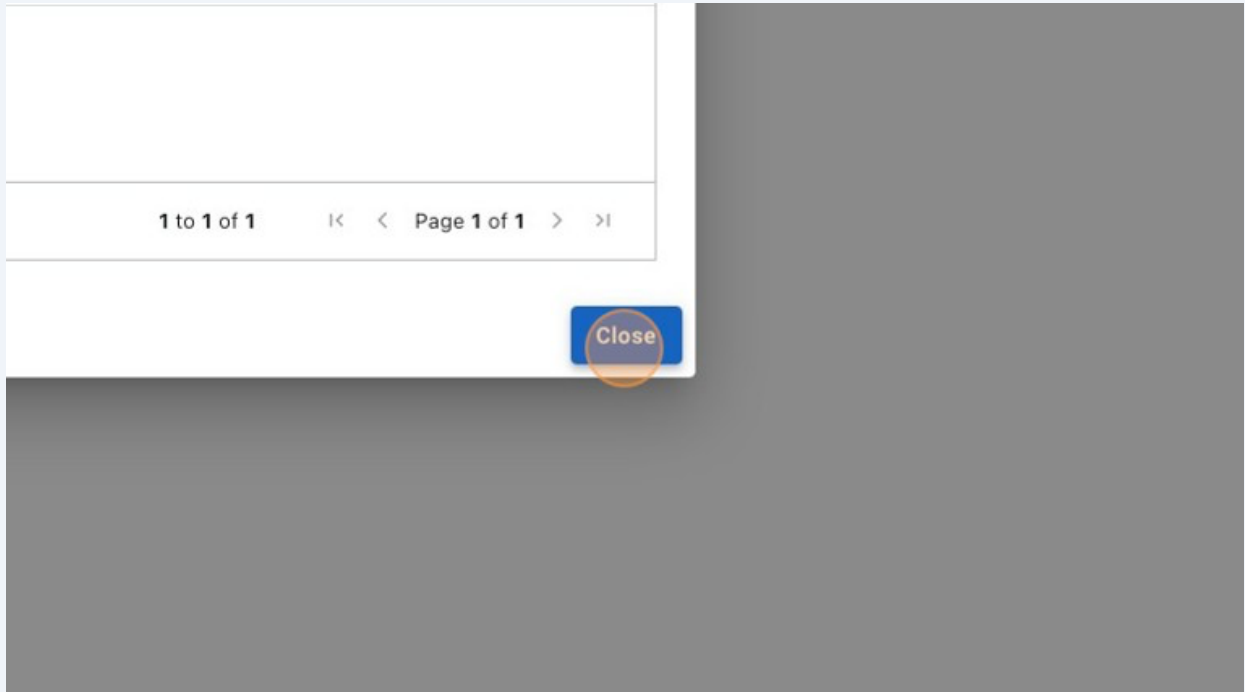
Select Course Roster students.csv Upload Roster count : 0 [Download Course Roster Template](#)

Only csv file *

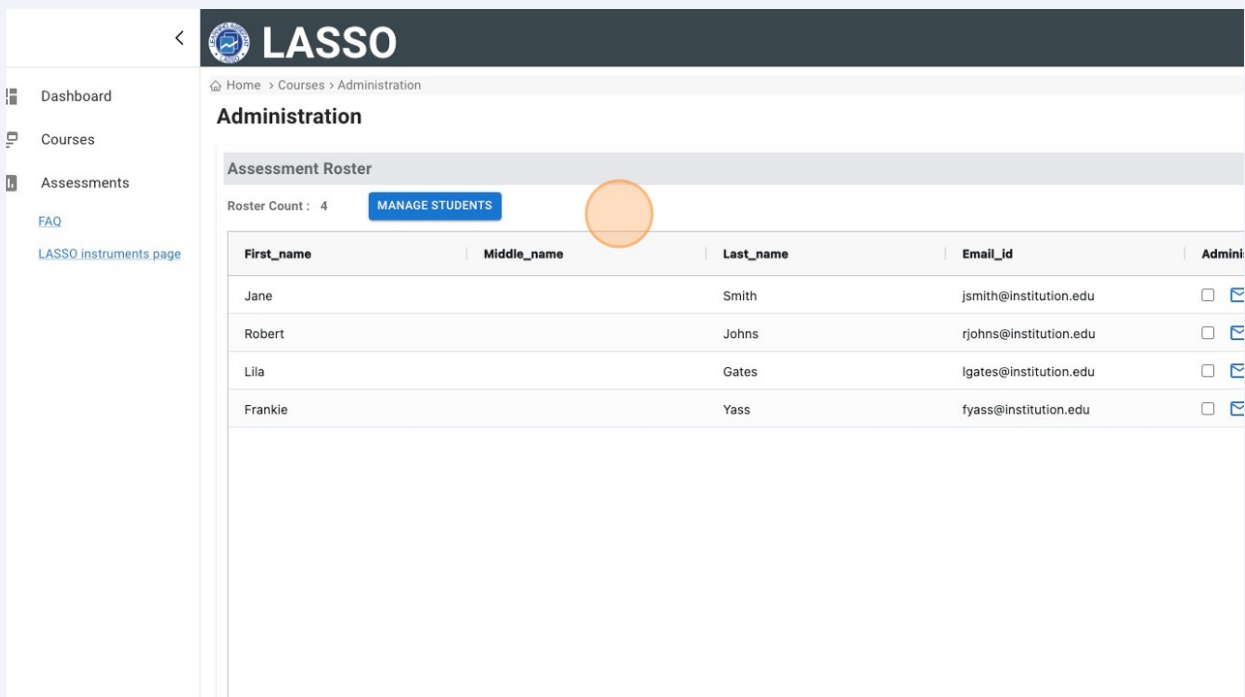
First Name ↑	Middle Name	Last Name	Email
No rows to show			

i You can upload multiple batches of students. To proceed with a different batch of students, repeat steps 8 to 12. Continue with the next step once you finish uploading students' batches.

8 Click "Close" to finish adding the students.

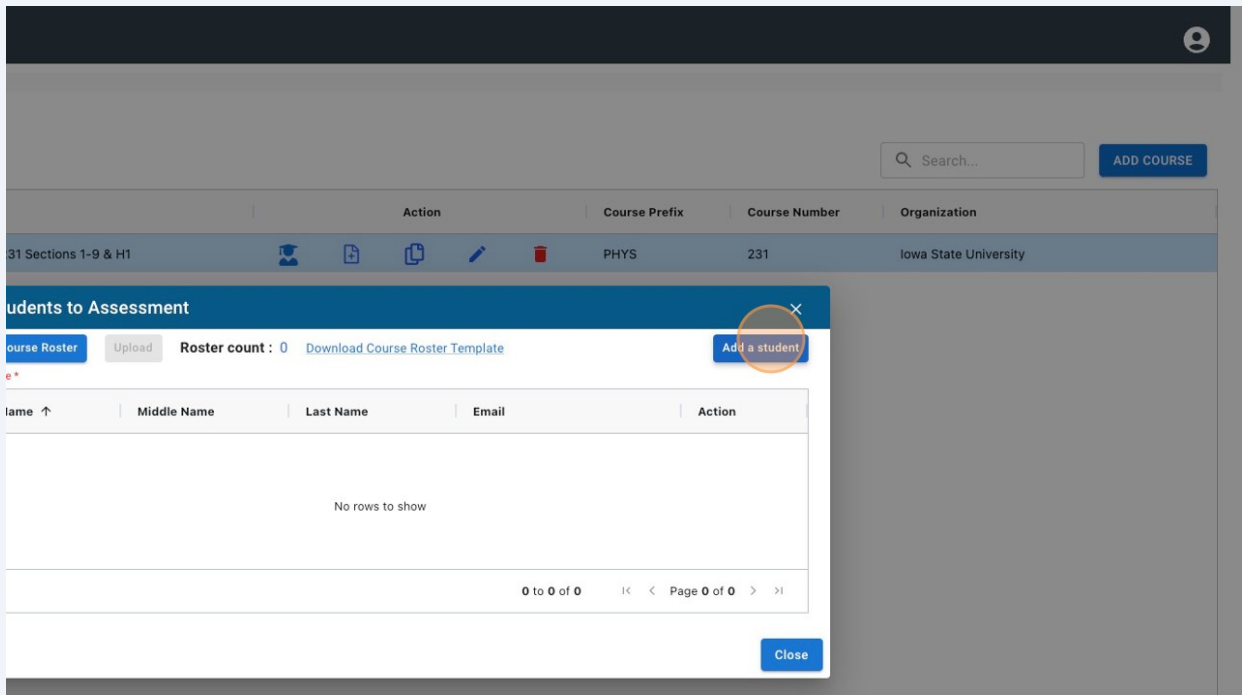


9 Optional: you can double check and manage the students added on "Assessment Roster" pane.

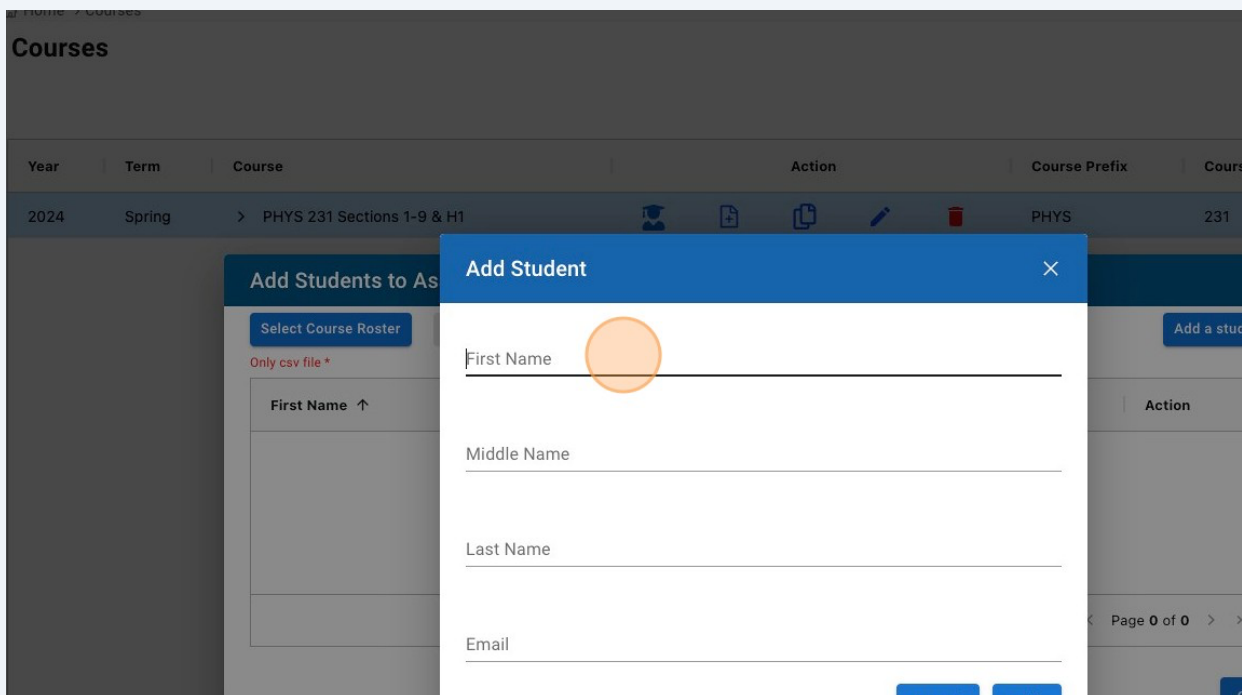


Adding students individually

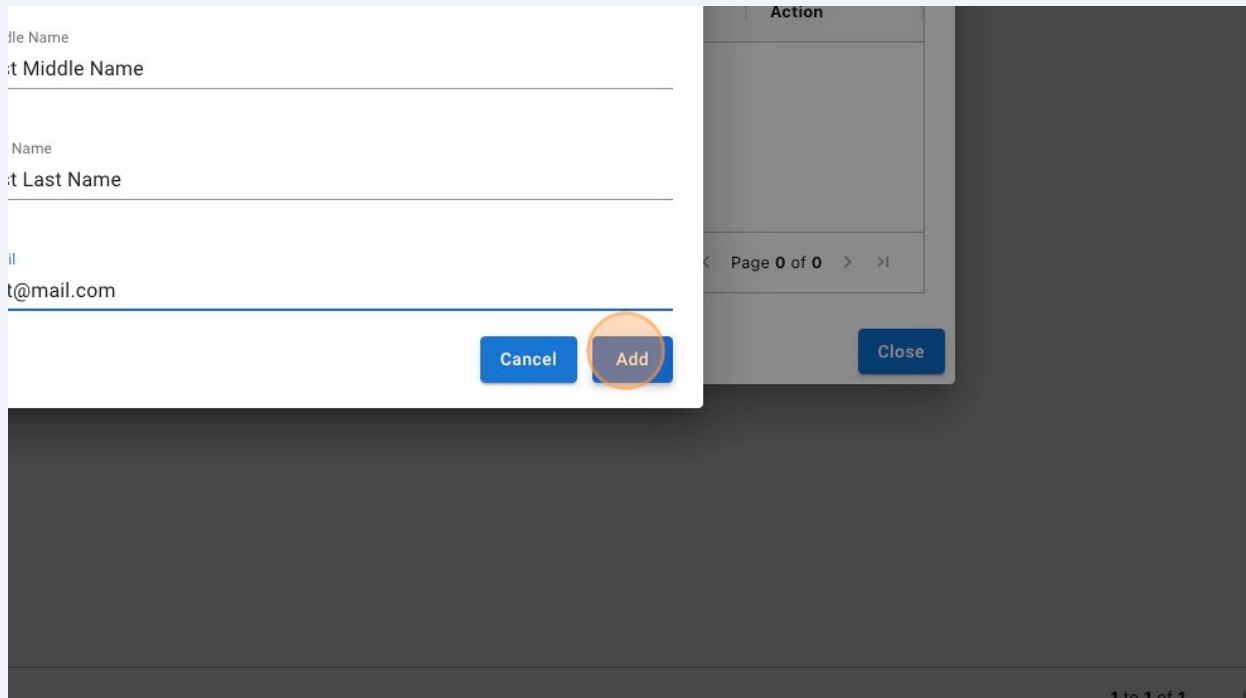
- 10 Click the "Add a student" button to add a single student.



- 11 Enter the student's information on each text field.

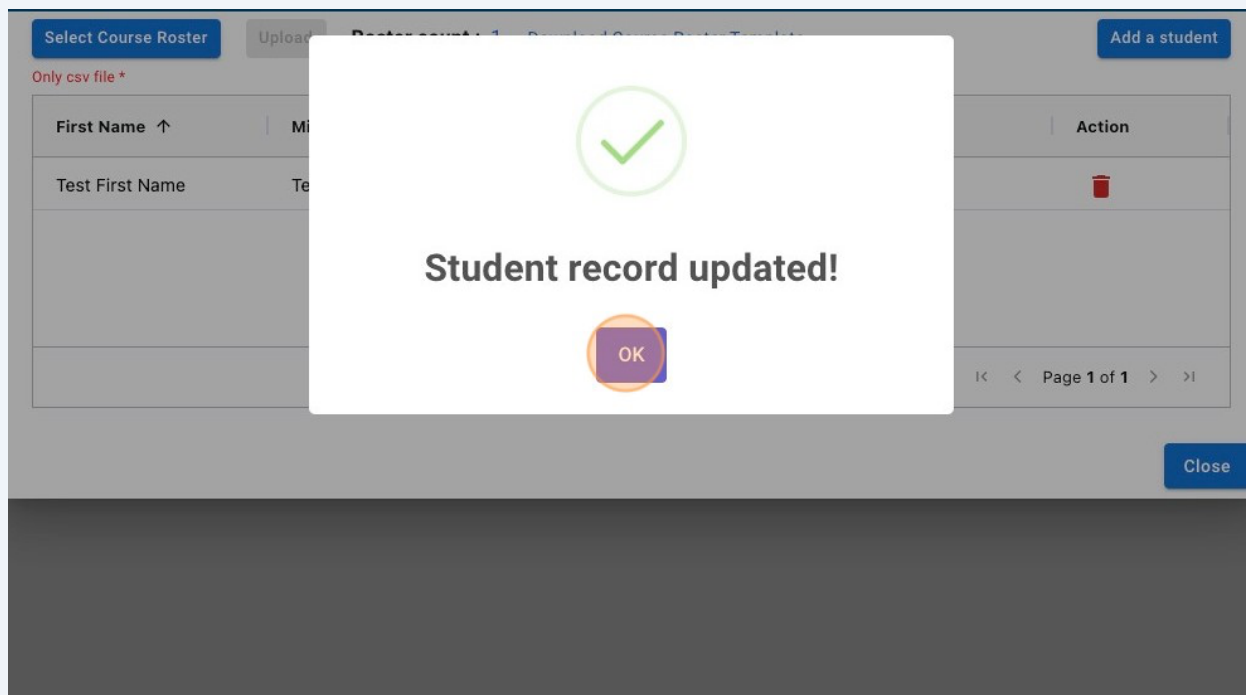


12 When you are done entering the student's information, click "Add" to save it.



A screenshot of a web application interface. A white modal form is open, containing several input fields. The fields are labeled: "File Name", "Middle Name", "Name", "Last Name", and "Email" (with a placeholder "@mail.com"). At the bottom of the form are two buttons: "Cancel" and "Add". The "Add" button is highlighted with a red circle. In the background, a table with an "Action" column and a "Page 0 of 0" indicator is visible.

13 A confirmation message will be displayed, click "OK" to close it.



A screenshot of a web application interface showing a confirmation message dialog box. The dialog box is white and centered, featuring a green checkmark icon at the top, the text "Student record updated!" in the middle, and an "OK" button at the bottom. The "OK" button is highlighted with a red circle. The background shows a table with columns for "First Name", "Middle Name", and "Action", and a "Page 1 of 1" indicator. Other visible elements include "Select Course Roster", "Upload", "Add a student", and "Close" buttons.



Repeat the steps 3 to 6 for each student you want to add. When you finish adding all the students, continue with the next step.

14

Click "Close" when you finish adding all the students to the course.

The screenshot shows a table with the following columns: Last Name, Email, and Action. The table contains one row with the following data: Name, Test Last Name, test@mail.com, and a red trash icon. Below the table, there is a pagination control showing "1 to 1 of 1" and "Page 1 of 1". A blue "Close" button is highlighted with an orange circle in the bottom right corner of the table area.

	Last Name	Email	Action
Name	Test Last Name	test@mail.com	

1 to 1 of 1 < > Page 1 of 1 > > |

Close

1 to 1 of 1 < > Page 1 of 1 > > |



Consult the guides "How to add an assessment on LASSO" and "How to launch an assessment on LASSO" to learn about assessments administration.