

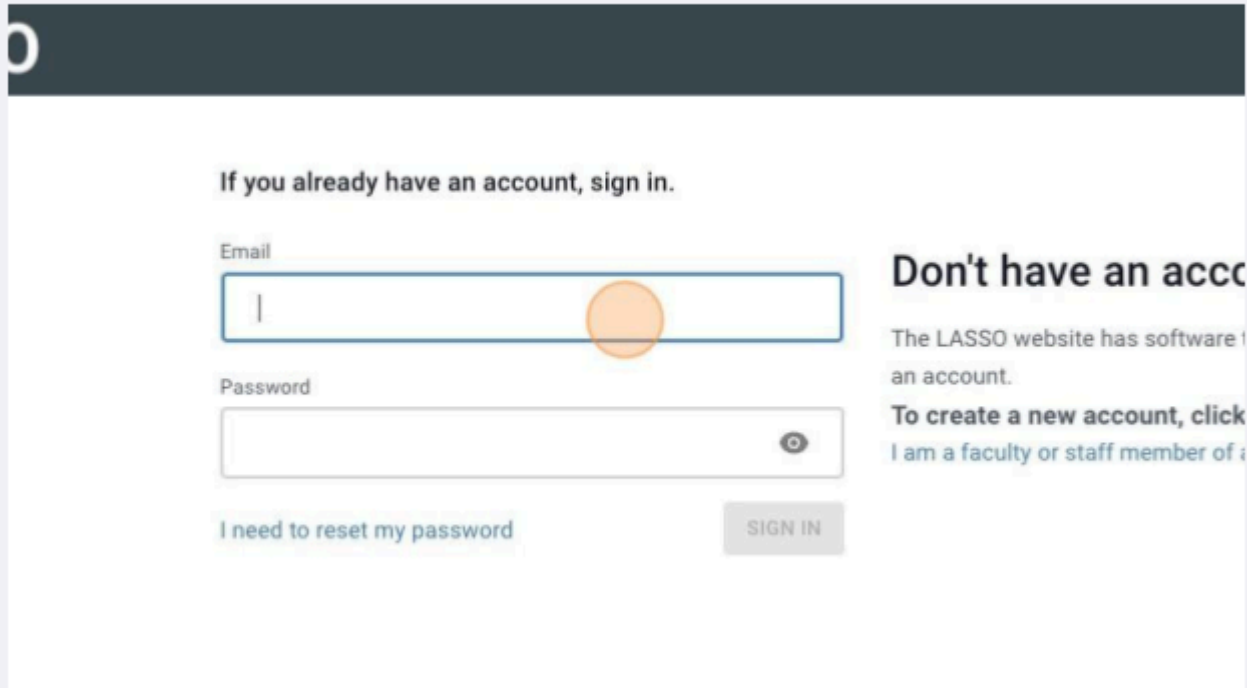
# How to add students on LASSO



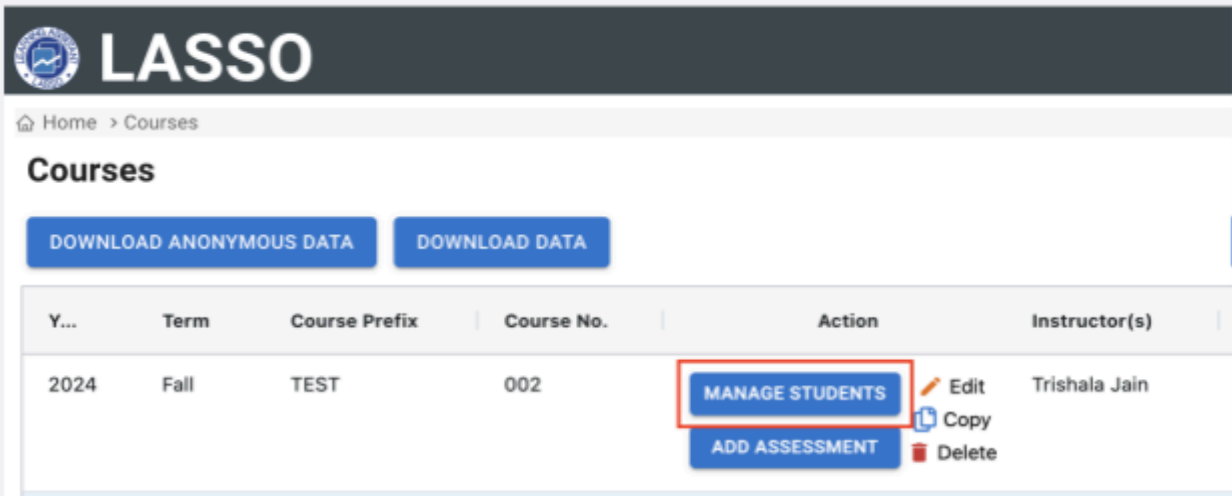
This guide provides a step-by-step process for adding students to a course on LASSO. It includes detailed instructions on how to navigate the platform and enter students' information.

1

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

A screenshot of the LASSO login page. The page has a dark header bar with a white '0' on the left. Below the header, the text 'If you already have an account, sign in.' is centered. There are two input fields: 'Email' and 'Password'. The 'Email' field contains a vertical cursor and has an orange circle highlighting its right side. The 'Password' field is empty and has a small eye icon on its right side. Below the 'Email' field is a link that says 'I need to reset my password'. To the right of the input fields is a 'SIGN IN' button. On the right side of the page, there is a section titled 'Don't have an account' with text explaining that the website has software for creating accounts and a link to create a new account for faculty or staff members.

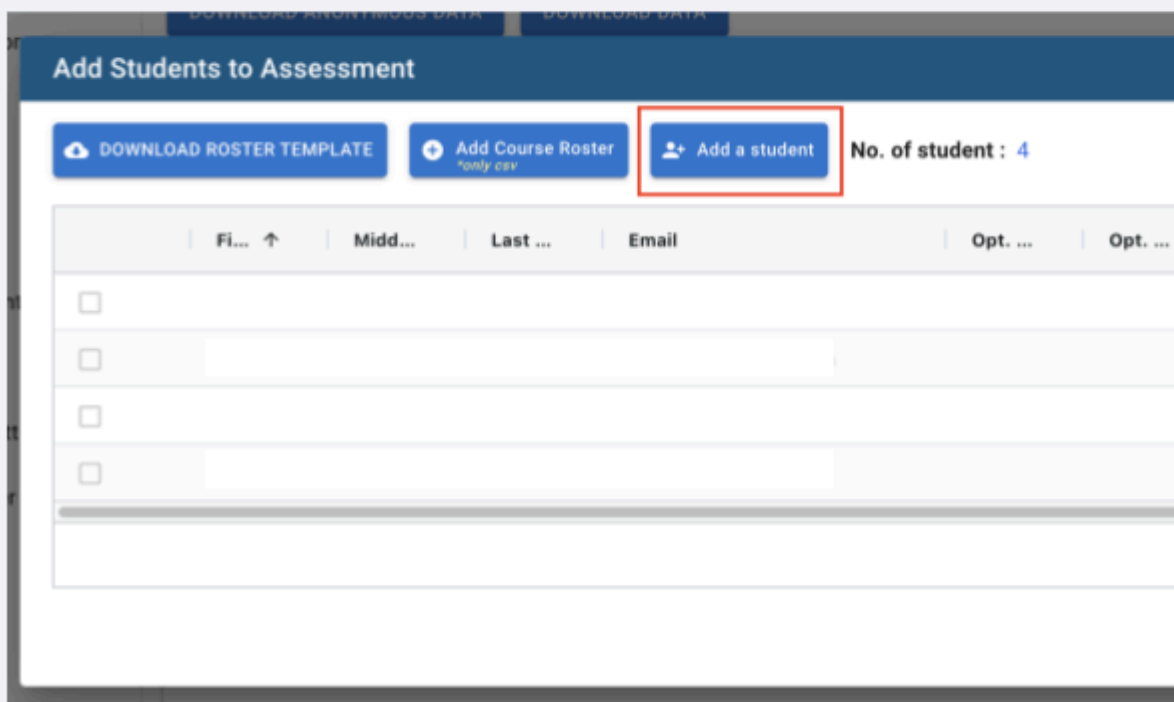
2 Click the "Manage Students" button in the course you want to add the students.



The screenshot shows the LASSO system interface. At the top, there is a header with the LASSO logo and the text "LASSO". Below the header, there is a breadcrumb trail "Home > Courses" and a section titled "Courses". Under "Courses", there are two buttons: "DOWNLOAD ANONYMOUS DATA" and "DOWNLOAD DATA". Below these buttons is a table with columns: "Y...", "Term", "Course Prefix", "Course No.", "Action", and "Instructor(s)". The table contains one row with the following data: "2024", "Fall", "TEST", "002", and "Trishala Jain". In the "Action" column for this row, there are three buttons: "MANAGE STUDENTS" (highlighted with a red box), "ADD ASSESSMENT", and a set of icons for "Edit", "Copy", and "Delete".

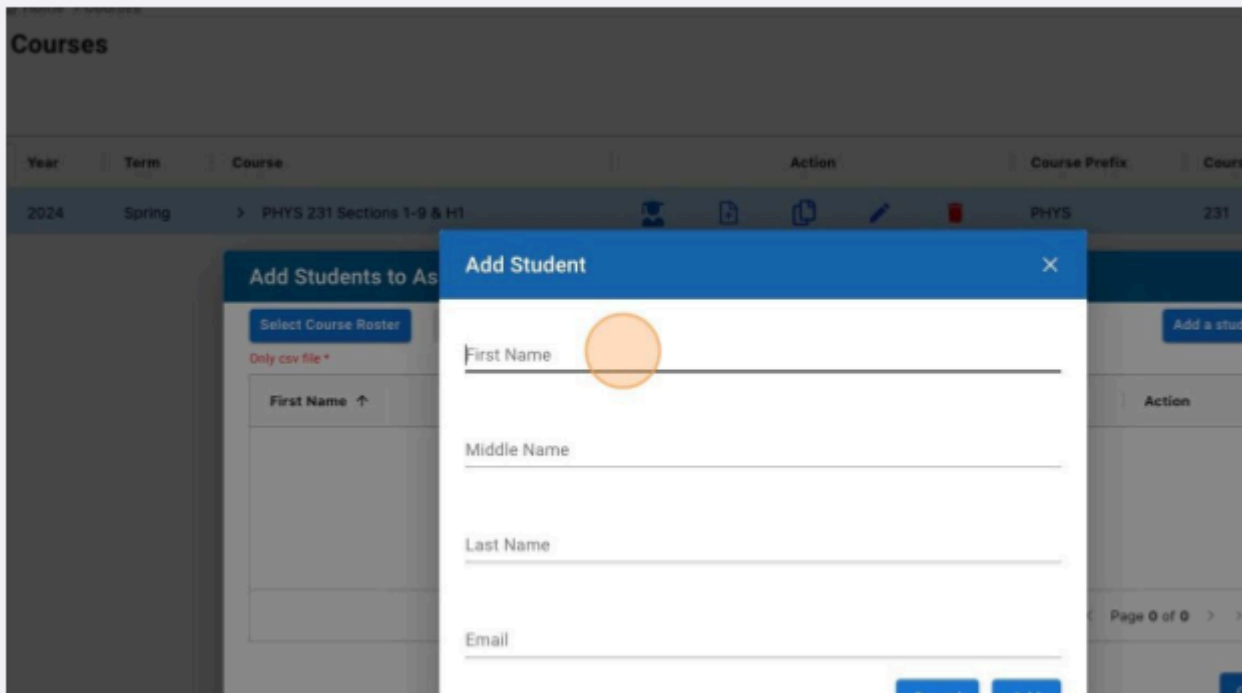
## METHOD-1 Adding students individually

3 Click the "Add a student" button to add a single student.



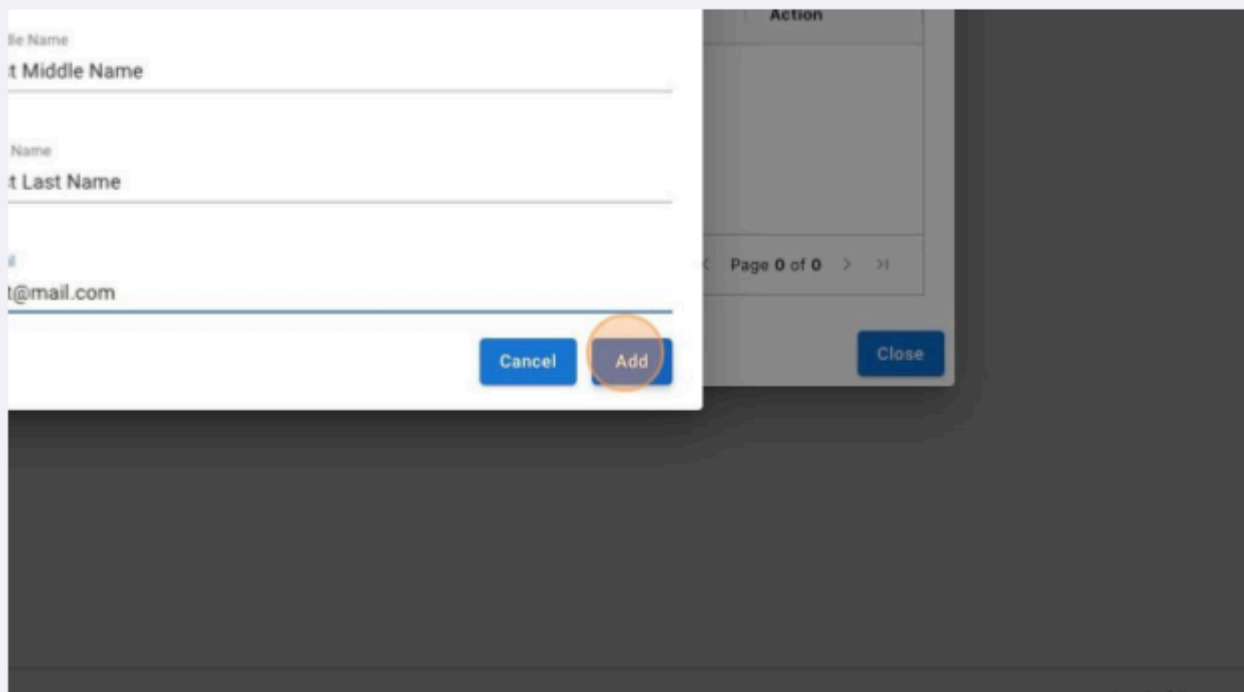
The screenshot shows the "Add Students to Assessment" form. At the top, there is a blue header with the text "Add Students to Assessment". Below the header, there are three buttons: "DOWNLOAD ROSTER TEMPLATE", "Add Course Roster" (with a subtext "only csv"), and "Add a student" (highlighted with a red box). To the right of the "Add a student" button, there is a label "No. of student : 4". Below the buttons is a table with columns: "Fi... ↑", "Midd...", "Last ...", "Email", "Opt. ...", and "Opt. ...". The table contains four rows, each with a checkbox in the first column and empty input fields in the other columns.

**4** Enter the student's information on each text field.



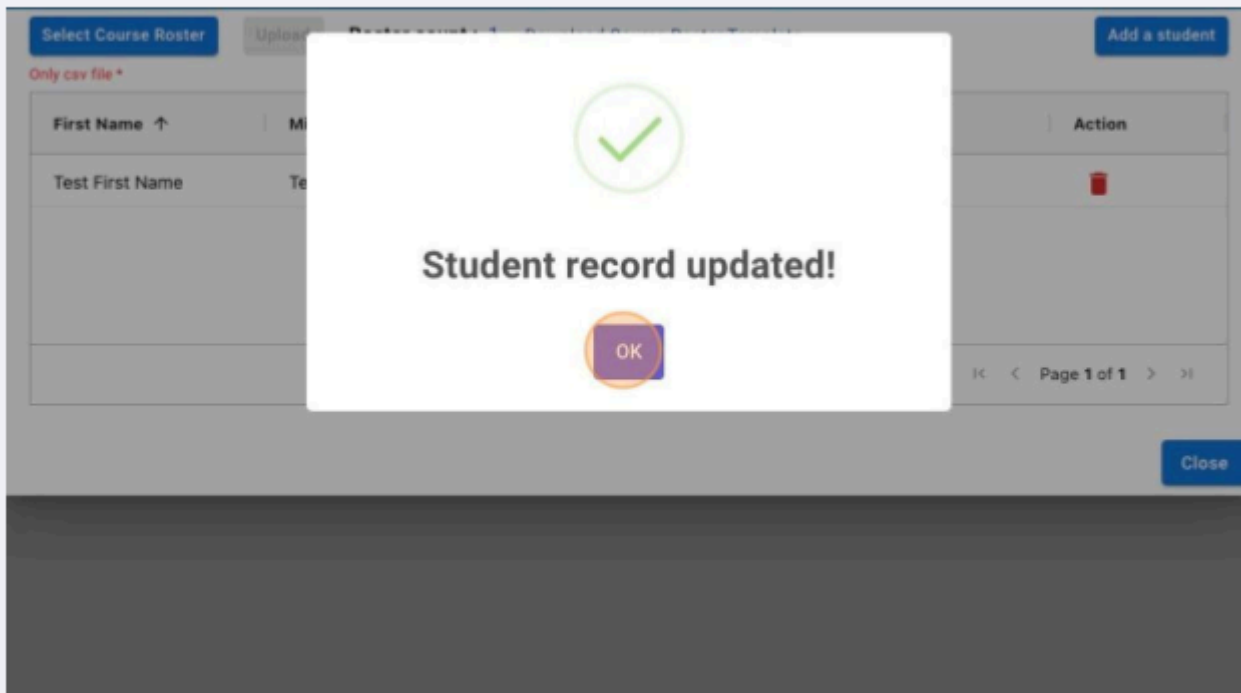
The screenshot shows a web interface for adding students to a course. A modal dialog box titled "Add Student" is open, featuring four text input fields: "First Name", "Middle Name", "Last Name", and "Email". An orange circle highlights the "First Name" field. The background shows a table with columns for "Year", "Term", "Course", "Action", "Course Prefix", and "Course". The current course is "PHYS 231 Sections 1-9 & H1".

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



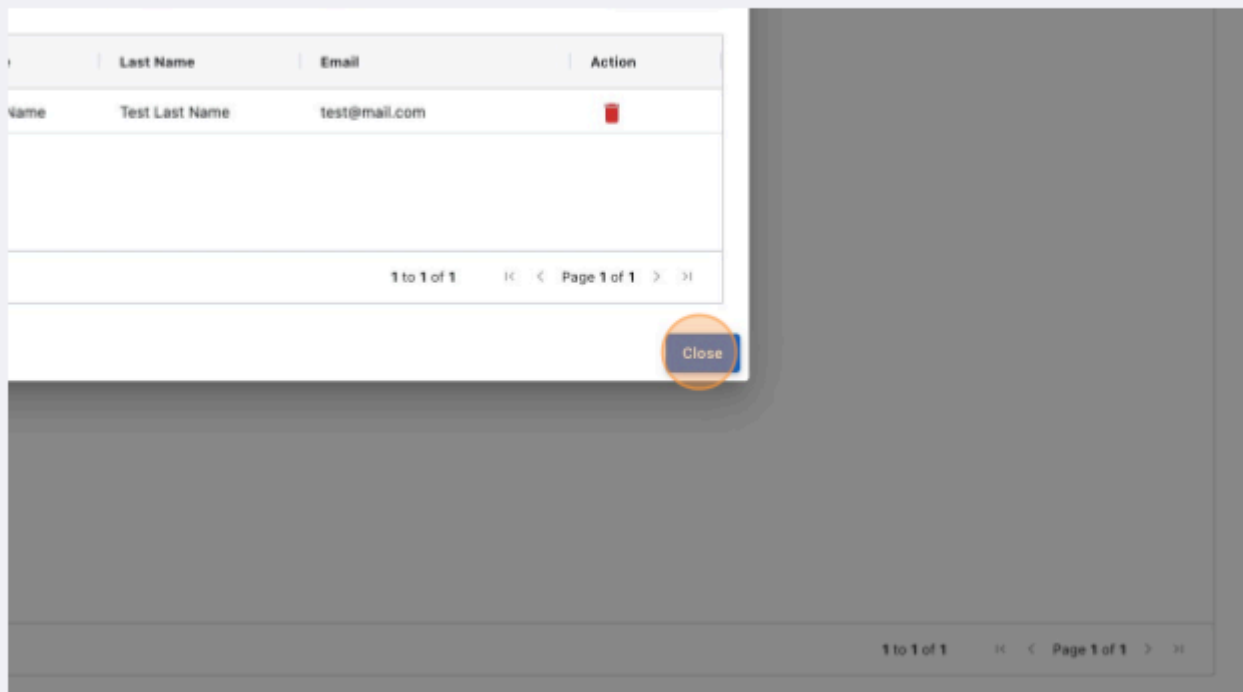
This close-up view of the "Add Student" dialog box shows the "Add" button highlighted with an orange circle. The "First Name" field contains "t Middle Name", the "Last Name" field contains "t Last Name", and the "Email" field contains "t@mail.com". The "Cancel" and "Add" buttons are at the bottom left, and a "Close" button is visible in the background.

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



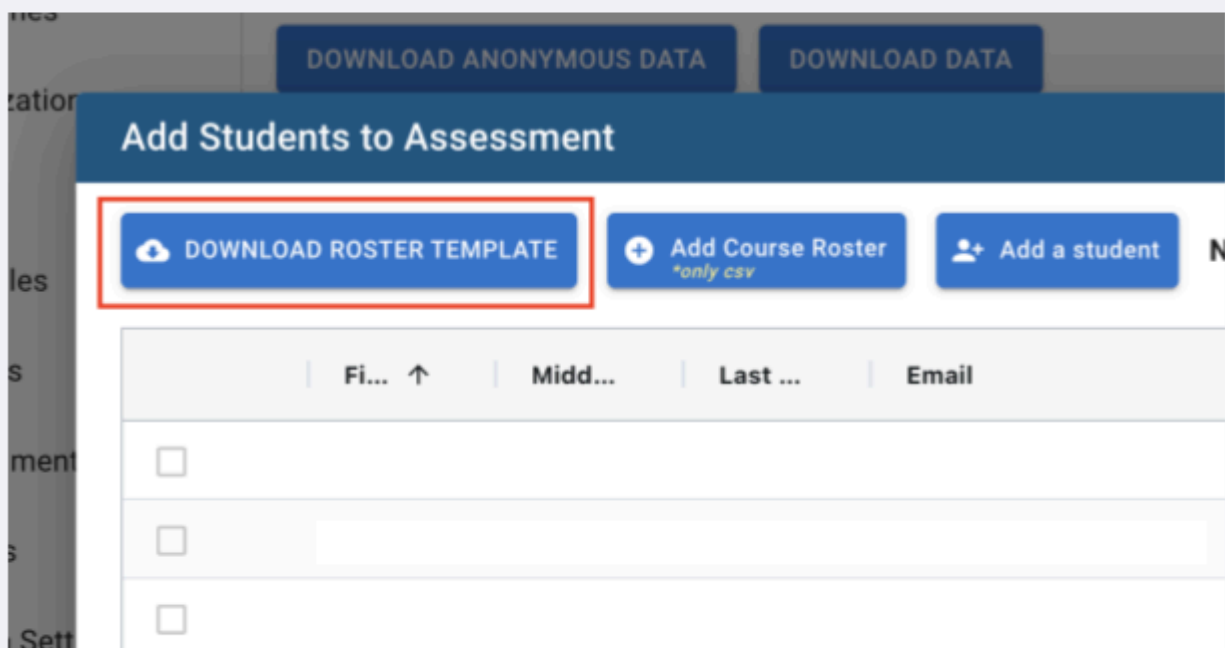
**i** Repeat the steps 3 to 6 for each student you want to add. When you finish adding all the students, continue with the next step.

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



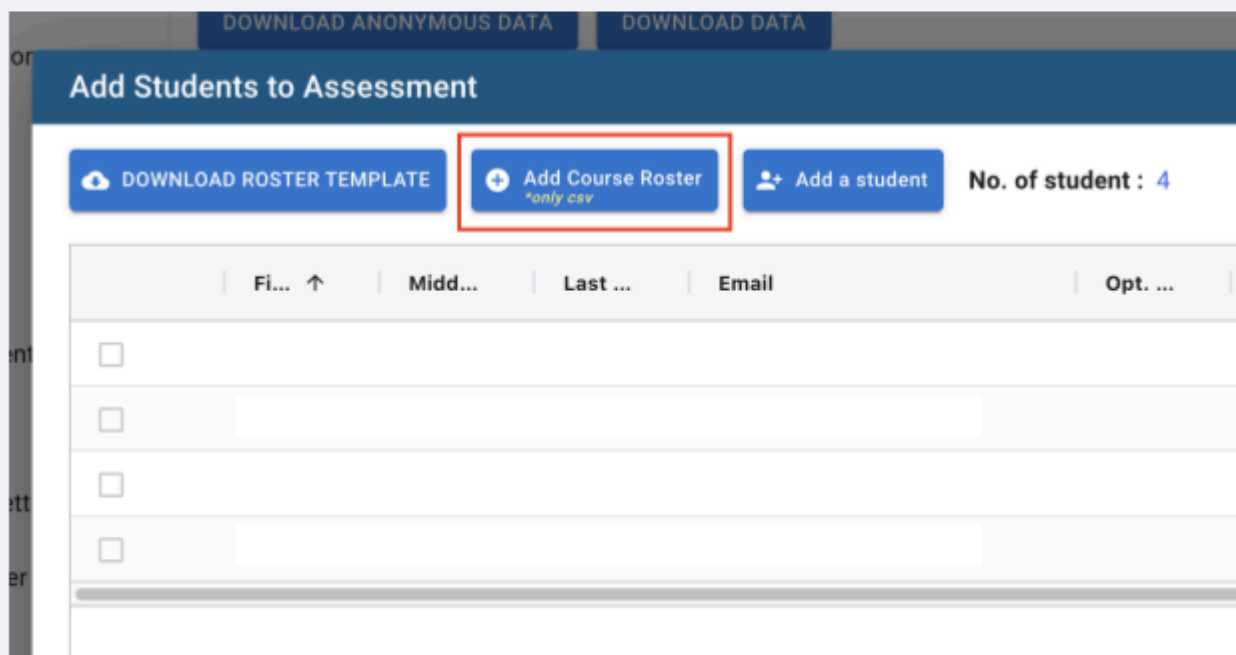
## METHOD-2 Adding a Batch of Students

**8** Click "Download Course Roster Template"

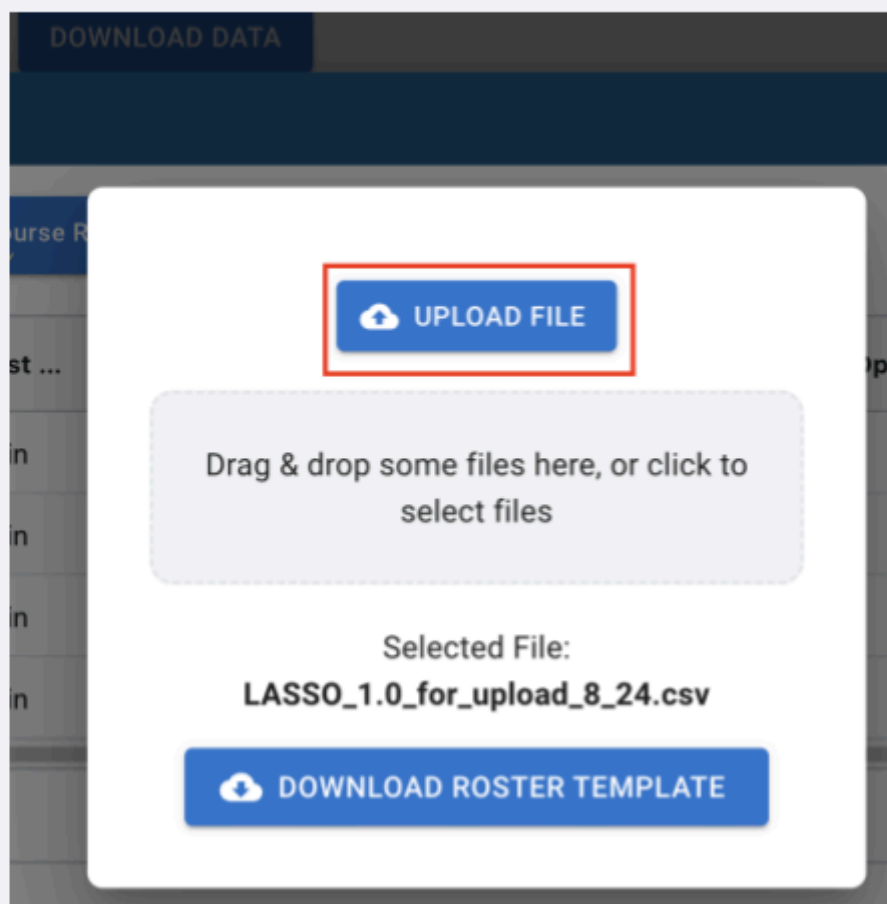




- 11** Go back to LASSO and click the "Select Course Roster" button. Select the file with the students' information to submit.



- 12** After selecting the file, click "Upload" to add the students.





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.

**13**

Click "Close" to finish adding the students.

