

Add Students to a School and Upload a Student List

District administrators, school administrators, and teachers with Walkabouts login credentials may add individual students and upload lists of students.

1. Click **Settings** in the top right corner.
1. Click the Account tab.
2. Click **+** beside your District's name.
3. Click **+** beside the School's Name.
4. Click the Add Student or Upload Student icon beside Students (under Actions). To download the Student Upload Template, click [here](#). Click **+** beside Students to view a list of students at each school. If students have not been added to the platform, the **+** will display as **X**. Click the Edit or Delete icon under Actions as needed.

Notes:

- A Student Upload File must be formatted with the following columns: First Name, Email, and Grade. (Last Name is optional.) You may wish to use a parent's email address for each student. Important: If a parent's email address is used, it may only be used with one student at the school. For example, if the parent's email address is entered for two children, only one child's information will be available within the Walkabouts platform.
- Users must be able to access the email address provided to set a password and in case a password reset is required. An email is sent to a user after an account is created. If a student's email address is entered, the email will be sent to the student.
- To use the full functionality of the Walkabouts platform, teachers or administrators should create a class team that includes all students in each class. For more information on creating teams, refer to the Quick Reference Guide for Teachers located [here](#).