

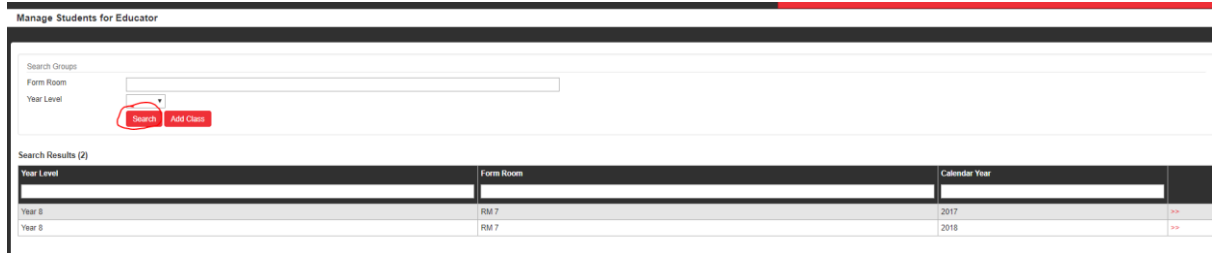
Removing/Adding Students to Your Classroom:

*Note that you can only remove/add students to your class if you are the teacher of that class

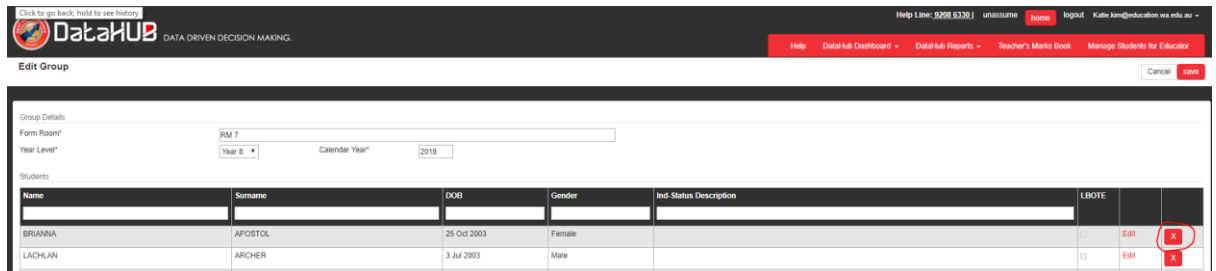
1. Login to DataHUB
2. Click 'Manage Students for Educator'



3. Click 'Search.' The classrooms attached to your account will now be visible.



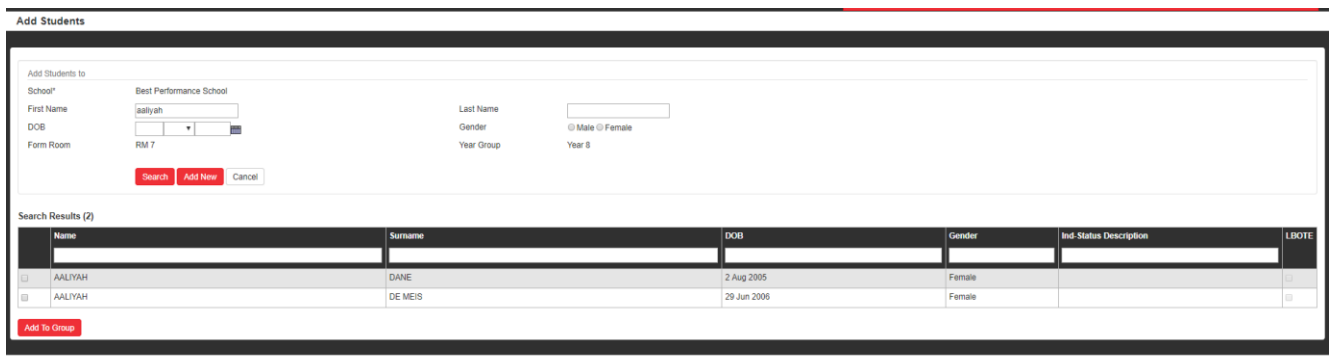
4. Click on the classroom of interest. To remove a student, click the 'x' on the student row.



5. To add a student, click the 'Add Student' button at the bottom of the page:



6. Type in the first name or last name of the student you would like to add and click 'Search.' This will show you all student cards with a similar name. If no name appears, continue to Step 8.



Removing and Adding Students - DataHUB Tutorial

7. To add this student to the group, tick the box next to the relevant name (on the left) and click 'add to group.'
8. If no name was shown after the search, enter the student's details into the parameters and click 'Add New.' Note that this will NOT track this student's retrospective data currently in the system as this creates a new 'student card.'

The screenshot shows the 'Add Students' interface in the DataHUB system. At the top, there is a navigation bar with the DataHUB logo and the tagline 'DATA DRIVEN DECISION MAKING'. The page title is 'Add Students'. The form contains the following fields:

| | | | |
|------------|--|------------|--|
| School* | Best Performance School | | |
| First Name | <input type="text" value="Aaliyah"/> | Last Name | <input type="text" value="De Meis"/> |
| DOB | <input type="text" value="23"/> <input type="text" value="Mar"/> <input type="text" value="2010"/> | Gender | <input checked="" type="radio"/> Male <input type="radio"/> Female |
| Form Room | <input type="text" value="RM 7"/> | Year Group | <input type="text" value="Year 8"/> |

At the bottom of the form, there are three buttons: 'Search', 'Add New' (which is circled in red), and 'Cancel'.

Please contact us if you have any questions at info@bestperformance.com.au or 08 9284 0041.