Adding Students to Class Rosters

1. Login to the <www.ilaged.org> website

* ***Helpful Hint:*** If it is your first time logging in, you will be required to update and save your profile. The system will not let you move on until everything is filled out.
* ***Helpful Hint:*** If you cannot remember your login information, contact your FCAE Program advisor.

2. Click Account Setting on the left.

3. Set up My Courses at the bottom of the page.

* ***Helpful Hint:*** **Start Date 8/1/2020; End Date no later than 6/30/2021**

4. After adding all courses, click “Set Student Access Code” (found under Student Rosters on the left).

* ***Helpful Hint:*** Set a word or phrase to share with students
* ***Helpful Hint:*** The link that the students will need (<www.ilaged.org/StudentRoster>) is found at the top of this page

4. Share the link (<www.ilaged.org/StudentRoster>) & your Access Code with your students.

* ***Helpful Hint:*** [Here](https://drive.google.com/file/d/1urRdpJFVVlJJM0EBZ2_xx7VPo0Hwyqey/view?usp=sharing) is an editable directions sheet you can give your students during the first week of class to get this completed (**Make sure to delete/edit the teacher’s notes in red before printing**)