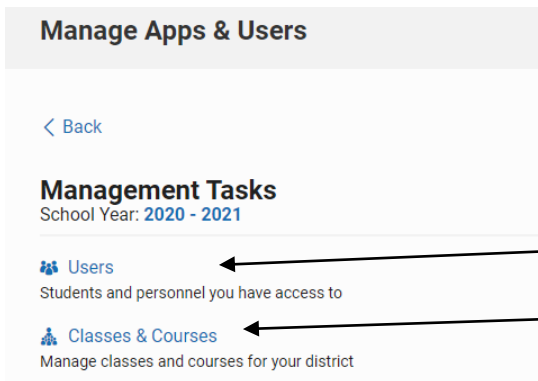**RENAISSANCE**

Ren Learning – How to Add Students and Set Up Your Class

1. Log in from the OUSD webpage > For Staff > Quick Links

   (Students log in from For Students > Quick Links.)

2. The teacher log in is the same as last year (except passwords have been changed to all lower case.)

3. Top right – Click on your name > Manage Apps and Users

Manage Apps & Users

‹ Back

Management Tasks
School Year: **2020 - 2021**

👥 Users   ← Click on Users to Add Students
Students and personnel you have access to

🏛 Classes & Courses   ← Click on Classes & Courses
Manage classes and courses for your district   to put students in your class.

4. Add Users (Students)
   (Students have been populated from the previous school year. If you have a student who had an account at JN, AS, PR, or RD, you can ask Christina Booth [in tech] to move the student to your school. If a student is new, you will need to add the student.)

   Click on Add Student. Just fill the *Required fields.

5. Classes & Courses (Add Students to your Class)

Classes & Courses

< Back

Manage classes and courses for your district

School

Alice Shaw Elementary School

Search by

Class Name

All courses or search by class name...

Search

Only show classes not set up

Search by Class Name (choose from the dropdown) and then click Search.

PLEASE DO NOT ADD A CLASS! Your class name is your room number.

Click on your Class Name (Room Number).

Click on Add/Remove Students

Students(0)

Add/Remove Students

Choose your grade from the dropdown and click the search button

Find Student(s) to Enroll

All Grades

Name, User Name, or ID

Click on the students you want to enroll and then click on the Enroll Students button.

⊕ Enroll Students

◀ Prev | Next ▶

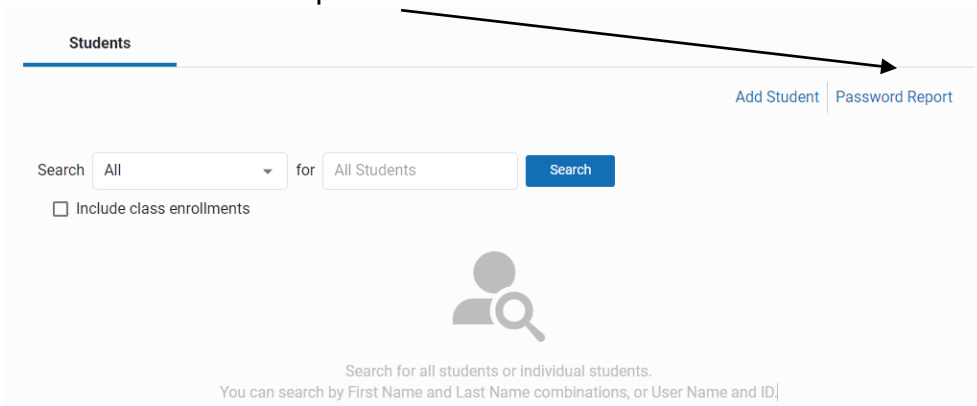| ☐ Students	User ID	Grade (2020 - 2021)		Name
☐ Ac	AddiAc0743	Grade 2		0 student(s
☑ Ag	BrioAg0830	Grade 2		
☑ Ala	EmilAl0231	Grade 2		
☐ Alf	AriaAl0128	Grade 2		

They will be placed in your class.

To get a list of your students' log-ins and passwords:

(You will need to have already put students into your class.)

Manage Apps & Users

< Back

Management Tasks
School Year: **2020 - 2021**

👥 Users
Students and personnel you have access to

🏛 Classes & Courses
Manage classes and courses for your district

← Click on Users

Click on Password Report:

Students

Add Student | Password Report

Search All ▾ for All Students **Search**
☐ Include class enrollments

Search for all students or individual students.
You can search by First Name and Last Name combinations, or User Name and ID.

The list of Student Names/User Name/Grade/Password will appear.