

# Tutorial for adding “current” students to new classes

Students who have already used Xreading are considered “current students” or “old students”. The process for adding these students is slightly different from the process of adding “new students” because a “current” student already has an account in Xreading.

This tutorial has information for adding “current” to new classes. There are two options depending if you want to add a batch of students, or add just one or two students.

**Page 2:** How to batch add a large number of “current” students to a new class (or classes)

**Page 10:** How to add a single “current” student to a new or different class

**How to batch add a large number of “current” students to a new class (or classes)**

First, you will have to make sure the classes you want to add students to already exist because the *Class Enrollment Codes* will be needed to add your students to the classes.

For detailed information about adding classes, please see the main tutorial: ***Tutorial - Instructor Setup 2019.***

## Classes

Semester/Session:

All

Classes:

Active Classes

From:

To:

Go

Clear

Search for Student

Go

Class Data

Settings

Placement Test

Download Data


Add Class(es)


Display 30 Showing results 1 - 2 of 2

Previous

Next

Class Name	Semester/ Session	Open Date	Close Date	Students	Reading Level Avg	Assignments Open/Closed	Books Passed Avg & Total	Words Read Avg & Total	Read Time Avg & Total	Listen Time Avg & Total
<b>Beatles D</b> Paul Goldberg Enrollment Code: 7W75C7J Placement Test: Off Class Status: Active	2020	Oct 6, 2019	Oct 5, 2020							
<b>FOP Class</b> Paul Goldberg Enrollment Code: 10CQ8JG Placement Test: Off Class Status: Active	2014-Spr ing	Aug 9, 2014	Dec 31, 2020							

 **Sign Out**



Semester/Session
Show Students in:
Show data for:
From:
To:

All
Active Classes
All Classes

Go
Clear

Search for Student **Go**

### Level Info

Add Student(s)

Previous 1 2 Next Last

Student	Student ID	Reading Level	Classes	Books Added	Books Passed	Words Read	Avg. Book Level	Read Time (h:m:s)	Read Speed (Word/Min)	Listen Time (h:m:s)	Quizzes Taken	Quizzes Passed	Quiz Avg	Book Rating
Alsharif Meshal		2	FOP Class	2	2	2,843	6.0	00:26:33	107	00:00:00	2	2	90.0	0
Chen Anna		N.A	FOP Class	22	18	91,470	8.9	13:20:15	108	00:49:26	21	18	78.1	0
Dekita Akimi	007	N.A	FOP Class	10	7	29,961	9.6	06:13:29	112	00:00:00	6	6	77.1	0
fake10		N.A	FOP Class	0	0	0	0.0	00:00:00	0	00:00:00	0	0	0.0	0
fake1000		1	FOP Class	4	3	8,392	3.3	00:37:20	594	00:00:00	0	0	0.0	0
fake11		N.A	FOP Class	0	0	0	0.0	00:00:00	0	00:00:00	0	0	0.0	0
fake2		N.A	FOP Class	14	5	1,242	3.0	00:00:55	2,981	00:00:00	3	3	86.7	0
fake3		N.A	FOP Class	2	0	0	0.0	00:00:00	0	00:00:00	0	0	0.0	0
fake4		1	FOP Class	0	0	0	0.0	00:00:00	0	00:00:00	0	0	0.0	0
fake5		N.A	FOP Class	0	0	0	0.0	00:00:00	0	00:00:00	0	0	0.0	0
fake6		N.A	FOP Class	0	0	0	0.0	00:00:00	0	00:00:00	0	0	0.0	0
fake7		N.A	FOP Class	0	0	0	0.0	00:00:00	0	00:00:00	0	0	0.0	0

Pages


Instructors


xreading.com/instructors/addStudent

Paused

Email: info@xreading.com

My Account / Contact / English



Welcome Paul Goldberg

Sign Out

ClassesAssignmentsStudentsLibraryInstitutionBook UsageMy AccountAbout Xreading

Add Student(s)

Add Student(s) who are Not yet Registered to Xreading (i.e. students who don't have accounts yet)

Back

If you want to register new students and add them to a class at the same time, select:

Add Single Student

or

Add Batch of New Students

Press the *Add Batch of Current Students* button.

Add Student(s) who are already Registered to Xreading (i.e. students who used Xreading before and have accounts)

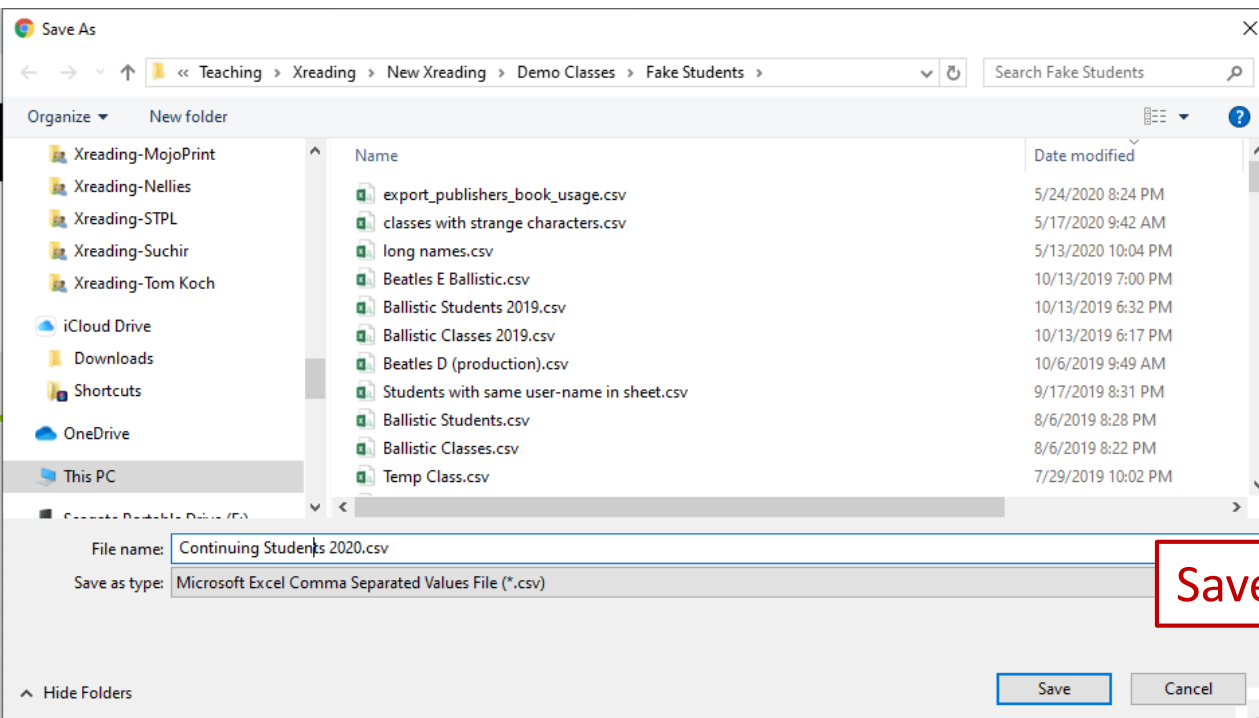
If you want to add students to a class who are already registered to Xreading select:

Add Single Student

or

Add Batch of Current Students





Save the spreadsheet.

**Remember:** This only works for students already in the system.

Step 1

**Download Spreadsheet  
(Blank Template)**

Step 2

**Upload your Spreadsheet  
(With your Student Data)**





Pages


Xreading

xreading.com/instructors/addbatchstudentalreadyRegister


Paused

Email: info@xreading.com

My Account / Contact / English

xreading.com

Welcome Paul Goldberg

Sign Out

Classes

Assignments

Students

Library

Institution

Book Usage

My Account

About Xreading

Student

Add Students to a Class who are already Registered - Batch

To batch add students with a spreadsheet, you need your students' user-names and the enrolment code(s) for the class(es) you want to add them to. Maximum 140 student per spreadsheet.

Instructions:

Using Step 1, download a blank spreadsheet; fill in your student data; save the file as a csv file; upload the file using Step 2.

Remember:

This only works for students already in the system.

Step 1

Download Spreadsheet  
(Blank Template)

Step 2

Upload your Spreadsheet  
(With your Student Data)

Upload the spreadsheet you just created.

Back

Important: if these students do not currently have active subscriptions, please send an email to [subscriptions@xreading.com](mailto:subscriptions@xreading.com) letting them know you have added students to a new class and they need their subscriptions activated.

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Top

**How to add a single “current” student  
to a new or a different class**

# Tutorial for changing a student's class

Email: info@xreading.com

My Account / Contact / English



Welcome University Admin

Sign Out



Classes

Assignments

Students

Library

Institution

My Account

About Xr

Search for the student.

## Classes

Semester/Session:

Classes:

From:

To:

All

Active Classes

Go

Clear

Tanikawa

Go

Class Data

Settings

Add Class

Download Data

Display 30

Showing results 1 - 10 of 10

Previous

Next

Class Name	Semester/ Session	Open Date	Close Date	Students	Reading Level Avg	Assignments Open/Closed	Books Avg & Total	Words Read Avg & Total	Read Time Avg & Total	Listen Time Avg & Total
<b>Reading Class 1</b> University Admin Enrollment Code: KMJC62W <span>Active</span>	2018 Summer	Apr 25, 2018	Aug 3, 2018	15	0.0	0/0 <a href="#">See All</a>	0.0 0	0 0	0 00:00:00	NA
<b>Reading Class 2</b> University Admin Enrollment Code: 27VD2M <span>Active</span>	2018 Summer	Apr 25, 2018	Aug 3, 2018	17	0.0	0/0 <a href="#">See All</a>	0.0 0	0 0	0 00:00:00	NA
<b>Reading Class 3</b> University Admin Enrollment Code: H633AN <span>Active</span>	2018 Summer	Apr 25, 2018	Aug 3, 2018	13	0.0	0/0 <a href="#">See All</a>	0.0 0	0 0	0 00:00:00	NA
<b>Reading Class 4</b> University Admin Enrollment Code: Z947B8P	2018 Summer	Apr 25, 2018	Aug 3, 2018	13	0.0	0/0 <a href="#">See All</a>	0.0 0	0 0	0 00:00:00	NA



Welcome University Admin

Sign Out



Classes

Assignments

Students

Library

1. If the student does not show up, you might have to change this filter from **Active Classes** to **Show All Students**.

## Student Data

Semester/Session

Show Students in:

Show data for:

From:

To:

All

Active Classes

All Classes

Go

Clear

Tanikawa

Go

Reading Data

Student Info

Level Info

Export Data to Excel

Add Student(s)

Display 30

Showing results 1 - 1 of 1

Previous

Next

Student	Student ID	Reading Level	Classes	Books Added	Books Completed	Words Read	Avg. Book Level	Read Time (h:m:s)	Read Speed (Word/Min)	Listen Time (h:m:s)	Quizzes Taken	Quizzes Passed	Quiz Avg	Book Rating
<u>Risa Tanikawa</u>		N/A	Reading Class 1	1	0				0.0	00:00:00	0	0	0.0	0
	Average			1.0	0.0	0	0.0	00:00:00	0.0			0.0	0.0	0.0
	Total			1	0	0								

2. Click on the student's name.

Previous

Next



Welcome University Admin

 Sign Out

Classes

Assignments

Students

Library

Institution

My Account

About Xreading

Select the *Manage Classes* tab.

Student:



Risa Tanikawa

Student 193 of 392



Book Data

User Logs

Ratings &amp; Reviews

Account Info

Profile


Genres

Manage Classes

Reading Level

Subscriptions





Export Data to Excel

Display 30 

Showing results: 1 - 1 of 1

Previous

Next

Books	Xreading Level	Words Read	Percent Read	Read Time (h:m:s)	Read Speed (Word/Min)	Listen Time (h:m:s)	Quiz Grade	Book Rating	Date (Check Out)	Date (Return)	Class	Assignment
 <b>Apollo's Gold</b> Cambridge English Readers 8927 words, 78 min  	6	2254	25.25% 	00:30:10	74.7	00:00:00	Pending	---	Sep 15, 2017 12:00:14 JST		2017F LI 1 David	Free Reading - LI-1
Total Books Added: 1	Average	6.0		0.0				0				
Total Books Passed: 0	Total											

Previous

Next

**Note:** Pink cells indicate no credit for words read because the quiz has not been passed or reading speed is too high, as per assignment settings.



Welcome University Admin

 Sign Out

Classes

Assignments

Students

Library

Institution

My Account

About Xreading

Student:



Risa Tanikawa

Student 193 of 392



1. Using these dropdown filters, find the class you want to add the student to and then press the **Add** button.

Genres

Manage Classes

Reading Level

Subscriptions

Student	Student Id	UserName	Last Log In	Last Log Out	Account Status	Subscription Status	Pending Subscription
<a href="#">Risa Tanikawa</a>		r.tanikawa@gmail.com	Oct 6, 2017		Active Sep 15, 2017	Active ( Exp : Aug 26, 2018 )	No

Class/Teacher	Semester/ Session	Open Date
Reading Class 1 ( Active Class ) University Admin Joined	Remove	2018 Summer Apr 25, 2018 Aug

2. If you want, you can remove the student from their old class.

**Notes:**

- If the old class is **Closed**, there is no need to remove the student.
- It's better to first add the student to their new class before removing them from their original class.

**Add to a Classes**

Select a class you would like to add this student to:

All Semester ▾

Active &amp; Closed Classes ▾

Select Class ▾

Add

Cancel