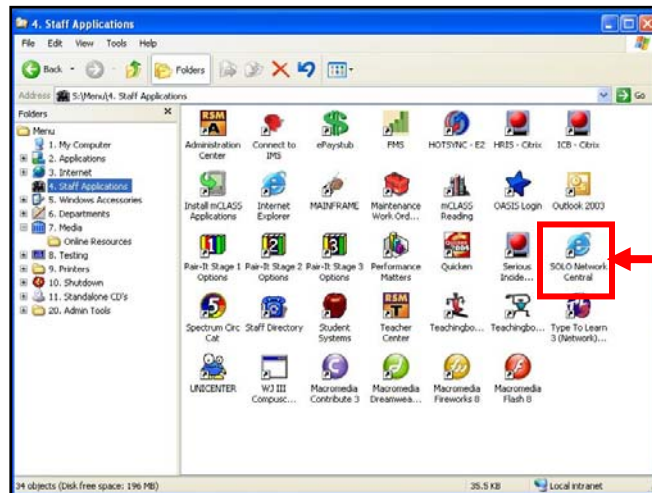


## How to Add Additional Learners in SOLO Network Central

Before you start using SOLO Network at your school, you will need to follow these steps to set up the student logins. Note that Tech Mod 08 schools were given 25 licenses. If you would like more than 25 student logins, you need to purchase more licenses at \$5 each. This can be done through the FMS ordering system.

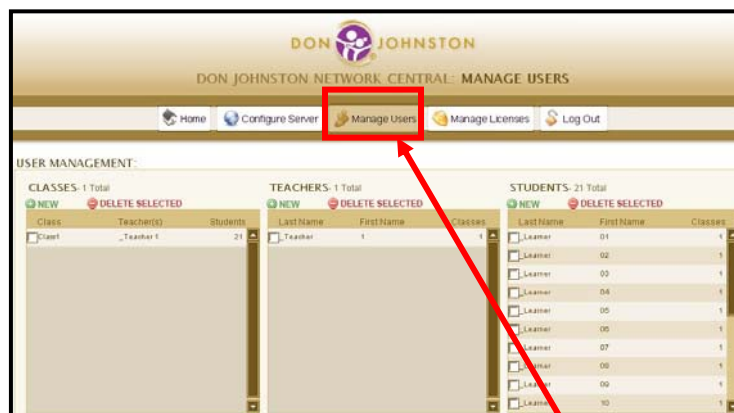
1. Open your Staff Applications folder and double-click on the SOLO Network Central icon.



2. Type in your SOLO Network login. This is xadminxx (where xxx stand for the 3 digits of your school number).



3. From the Network Central Home screen, click on the Manage Users tab. You will see the current list of learners under the Students section.



4. Click on the New button to open the Student Management window.

Note: Although it is not necessary to create more than one class or teacher, you may want to create more than one teacher login so that multiple teachers can simultaneously login to create/manipulate outlines and assignments.

Below is the data needed to set-up a new learner. Each learner will need a unique name. If you are setting up generic students, follow the example below. The details of grade, gender and ethnicity will not matter for generic students.

Class	Teacher(s)	Students
<input checked="" type="checkbox"/> Class1	_Teacher 1	21

Make sure that you have assigned the student to a class and click on the Apply Changes button when you are finished.

Class	Teacher(s)	Students
<input checked="" type="checkbox"/> Class1	_Teacher 1	21

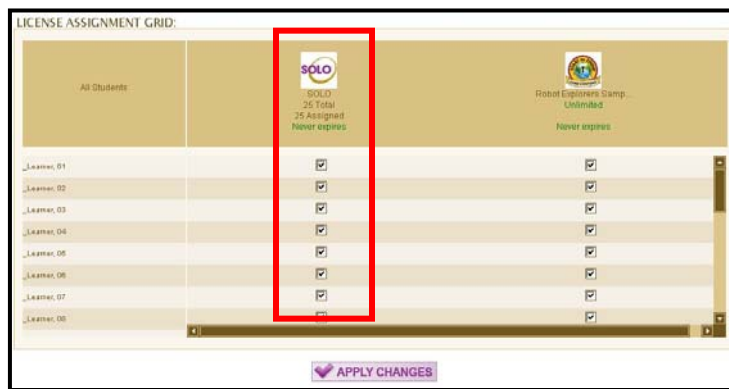
**APPLY CHANGES**

5. Continue adding the remaining students.

- Once you have finished adding all of your students, click on the Manage Licenses tab.

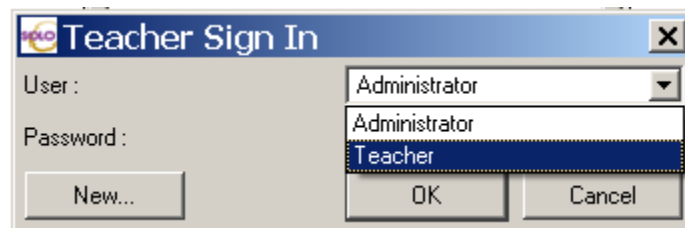


- On the License Assignment Grid, you will need to check off each new student under the SOLO column. The number displayed near the top of this column will tell you how many SOLO licenses your school owns.



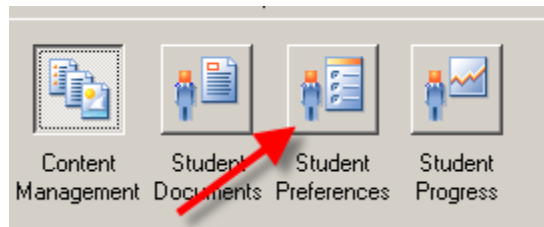
## Now Test the Student Log In and Remove the "Test Mode" Restrictions

- Log in as teacher first. Double-click on the SOLO icon in the Applications→AT folder.
- Click on Teacher Sign In
- Click the dropdown to choose teacher

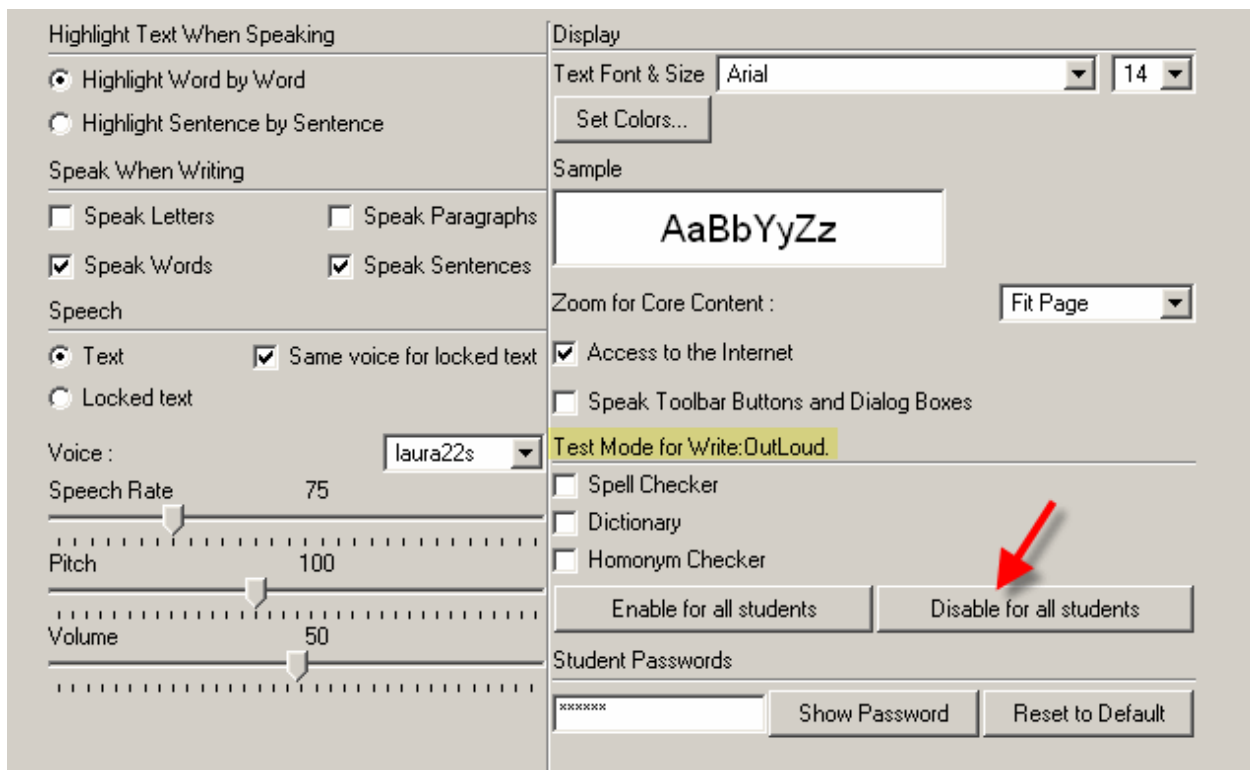


- The password is "school"

12. Click "Student Preferences" in the upper left



13. Find the section for "Test Mode" and click the button that says "Disable for all Students"



14. Now Quit Teacher Central



15. You should see the names of the students you added in the login screen. Try logging in as a student to make sure you have completed all the steps correctly. **The student password is "123456."**