

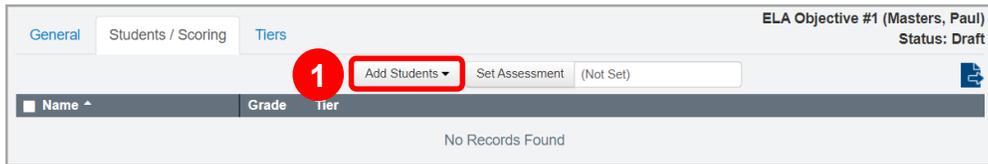


Adding Students to a Student Learning Objective

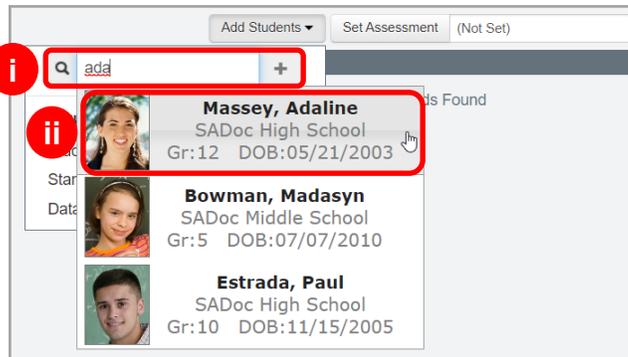
Note: For information on creating and/or editing Student Learning Objectives (SLOs), see the Adding and Editing Student Learning Objectives instructional sheet.

Navigation: DataMap > Student Objectives > Edit Student Objective > Students / Scoring tab

- 1 On the **Edit Student Objective** screen **Students / Scoring** tab for the objective to which you want to add students, click **Add Students**.



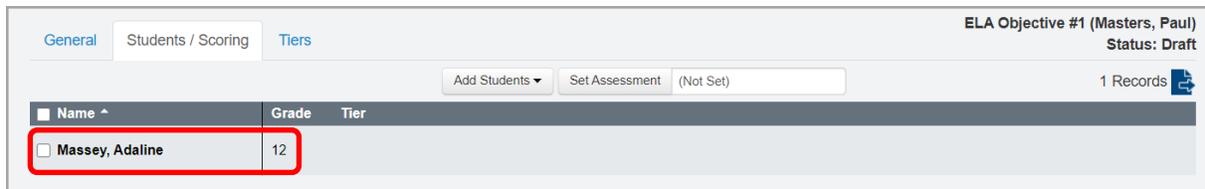
- 2 In the drop-down list that displays, add students to the objective using one of the following methods:
 - To add an individual student to the objective:
 - i. In the search field, enter the first 3 letters of the student's first or last name.
 - ii. In the search results that display below the field, select the appropriate student.



The student's name displays in the field.

- iii. Click + .

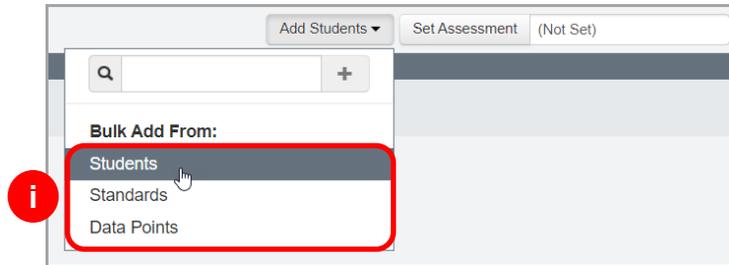
The student is added to the objective, and their name and grade level display in the grid.



Note: To remove a student, select the checkbox beside the student's name. Then, in the **Edit Students** drop-down list that displays, click **Remove**. On the **Remove Students** window that opens, click **Remove**.

**see reverse side for more information*

- To add multiple students to the objective:
 - Select the screen (**Students, Standards, or Data Points**) you want to use to search for and add students.



The screen you selected displays.

- (Optional) On the left side of the screen you selected, narrow the results that display in the grid by entering and/or selecting search criteria. Then, click **Find**.

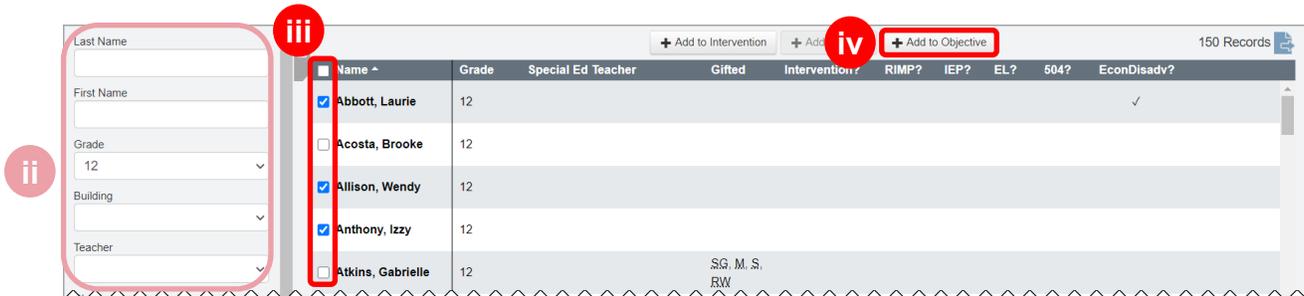
A more refined list of students matching your search criteria displays in the grid, and the record count updates.

- Beside the name of each student you want to add to the objective, select the checkbox.

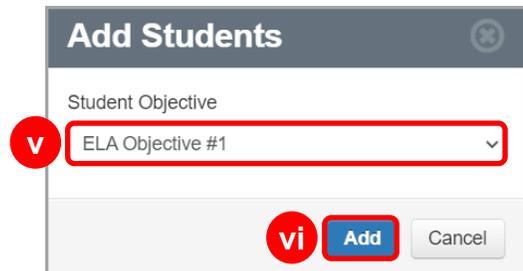
Note: To select all students, select the **Name** checkbox in the grid header.

- Click **Add to Objective**.

Note: **Add to Objective** does not display until you select the checkbox beside at least one student's name.



- On the **Add Students** window that opens, confirm that the correct objective displays in the drop-down list.



- Click **Add**.

- In the success message that displays, click the name of the objective.



The **Edit Student Objective** screen **Students / Scoring** tab displays the names and grade levels of students you added to the objective in the grid.