



CLASS

How to add a new student in the  
Teacher's Dashboard

# Opening the Teacher's Dashboard

teacher.bookrclass.com

Username

Sign in

naomi@123456.com

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Forgot password?

Sign in

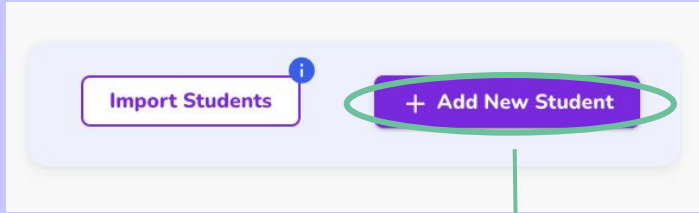
Password

If you can't find your login details, click on 'Forgot password' and you'll receive a new password generator link.

The screenshot displays the 'Students' management interface. On the left is a blue sidebar with the user's name 'Naomi Wang' and a settings gear icon. Below this are menu items: 'Students' (highlighted), 'Licenses', 'Statistics', 'Books', 'Flashcards', 'Karaoke', 'My profile', and 'Log out'. The main content area has a 'Students' header and a summary card showing 'Total number of students in school 151'. To the right of this card are two buttons: 'Import Students' and '+ Add New Student'. Below the summary is a search bar and filter dropdowns for 'Class', 'Level', 'Teacher' (set to 'Naomi Wang'), and 'License status'. A table titled 'All Students (151)' lists individual student records with columns for Name, Level, Lexile level, Teachers, Licence, Exp. Date, Student code, Parent's Name, and Action. A green callout box with the text 'Click 'Add New Student'' points to the '+ Add New Student' button.

<input type="checkbox"/>	Name	Level	Lexile level	Teachers	Licence	Exp. Date	Student code	Parent's Name	Action
<input type="checkbox"/>	Anna Boleyn	1	-151	Naomi Wang, Terry Flowchart, Mirella Flipchart, Justin Case	Active	08-31-2021	qYbDWA9Ng		Manage student
<input type="checkbox"/>	James Dean		100	Naomi Wang, Terry Flowchart, Mirella Flipchart, Justin Case	Active	08-31-2021	fpUJL1HQ1r		Manage student
<input type="checkbox"/>	Julie Andrews	2	227	School Admin, Naomi Wang	Active	08-31-2021	OvhI9Z4IC1		Manage student

Click 'Add New Student'



To register a new student fill out the form and click 'Create Profile'. After this the student code will automatically appear.

Student code

To add a new class, type the name in the box and hit Enter. Or select a class from the drop down menu.

After creating the profile the Student Code appears here.

**Student code**

Ovh19Z41C1 Re-generate code

**Classes involved (1)**

Classes

4/a Classes

**License**

Status	Start date	Expiry date
Missing	05-14-2021	08-31-2021

Delete Profile Cancel Save Changes

Extend license

**Add license to selected**

	Start date	Exp. date	Available
<input type="checkbox"/>	05-06-2021	11-30-2021	100
<input checked="" type="checkbox"/>	05-14-2021	08-31-2021	5
<input type="checkbox"/>	06-07-2021	08-31-2021	5

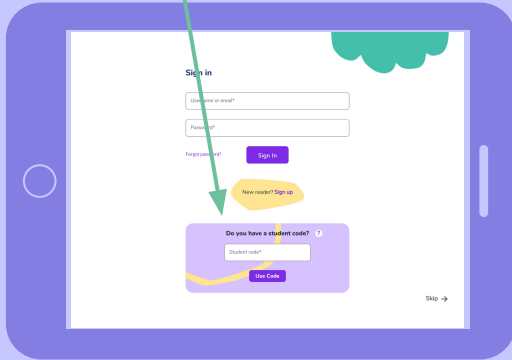
1 selected / 3 total

Cancel Add License

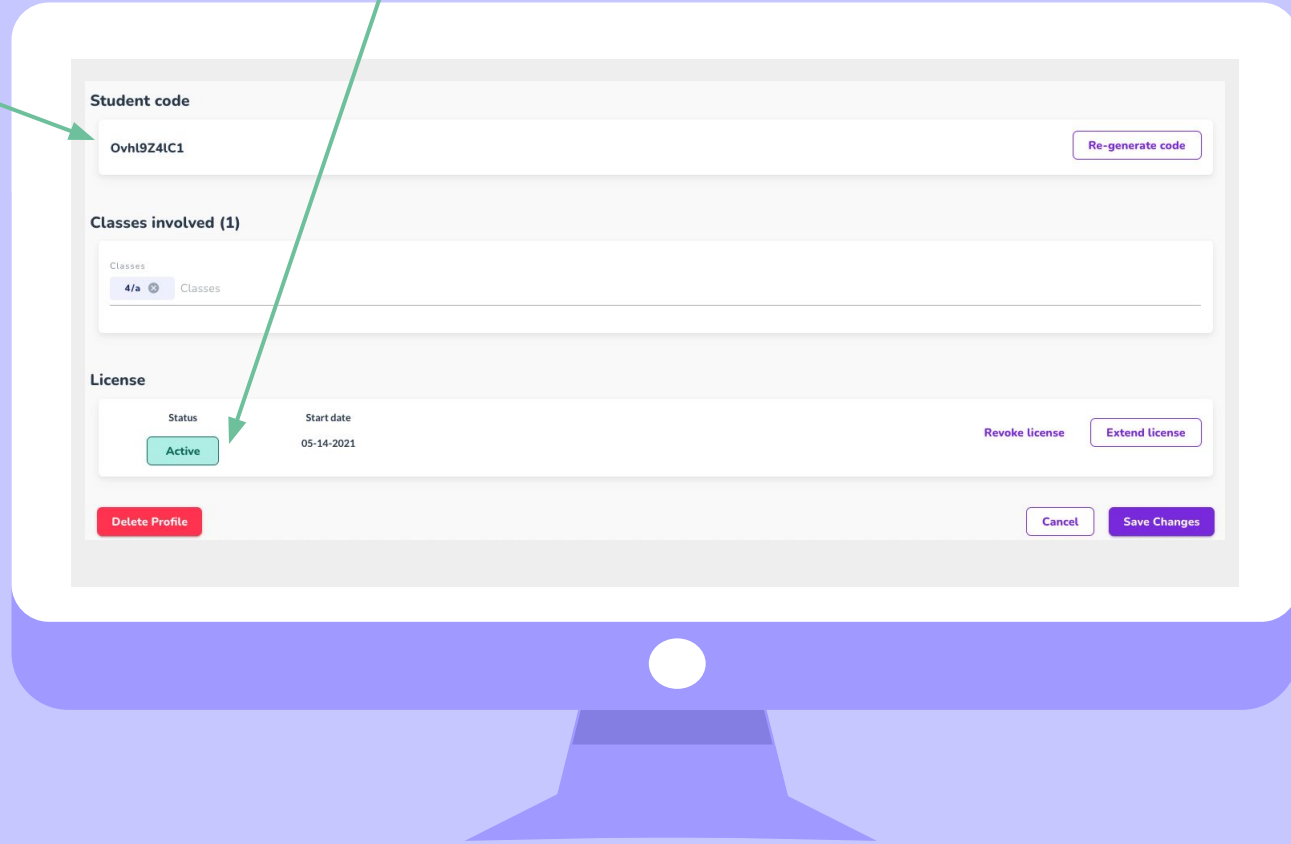
Start date Expiry date

Click 'Extend licence'.  
A window pops up prompting you to choose a new licence from the pool.

Students can log in to the mobile app with the Student Code



The Licence Status icon turns Active.





**If you have any questions, get in touch with  
us via [support@bookrclass.com](mailto:support@bookrclass.com).**