How to Move Existing Students to Next Grade Level

1. Go to **mlearn.smp.org** and log-in with your username and password.

2. Then click "Go to Admin Area"

3. Select "Manage Sections" for the course you want (Discover Grade 1, Catholicism 101, etc)

Course Seats

You have more Registered Students than Total Seats in one or more courses, as shown in the table below. Please call Saint Mary's Press at 800-533-8095 so that we can get you more seats.

Course	# Sections	Total Seats	Seats Available	Registered Students	School Admin Actions
Called to Mercy 2021-2022	1	1	1	0	ℹ History 📣 Manage Sections
Grade Five Discover! 2020-2021	1	1	-3	4	ℹ History 📣 Manage Sections
Grade Five Discover! 2021-2022	1	1	-8	9	ℹ History 📣 Manage Sections
Grade Four Discover! 2020-2021	1	1	1	0	ℹ History 📣 Manage Sections
Grade One Discover! 2020-2021	1	6	2	4	ℹ History 📣 Manage Sections

4. Then click the section name

Manage Sections for Course: Grade Two Discover! 2020-2021

Here you can manage Sections in the **Grade Two Discover! 2020-2021** Course for Jenelle's Test Parish.

Jenelle's Test Parish currently has **-3** Open Seats in Grade Two Discover! 2020-2021.

This page may be accessed by:
★ **SMP Admins**
📣 **School Admins**

+ Add a Section

Section Name	Section Code	Course	Section #	Instructor(s)	# Enrolled	Reg. start	Class start	Class end	Status
2nd Grade	ch4w4m9p	Grade Two Discover! 2020-2021	2	Jenelle Jensen	4	2021-08-04	2021-08-05	2022-06-30	Underway

5. Click on "add students"

Add/View Sections **Add Students** **Edit Section** **Enter Classroom** **Delete Section**

Instructor
The assigned Instructors are:

6. Click on the tab for "Add Previously Enrolled Students"

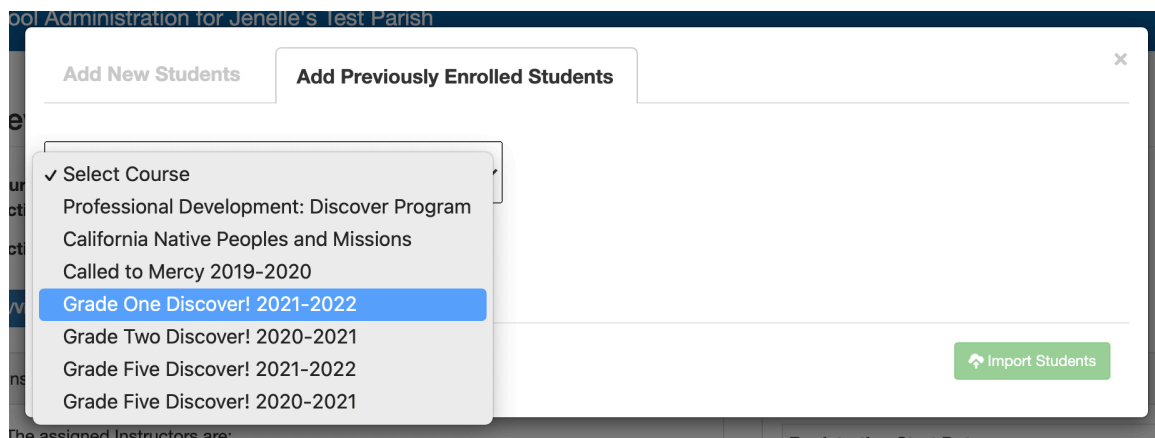ool Administration for Jenelle's Test Parish

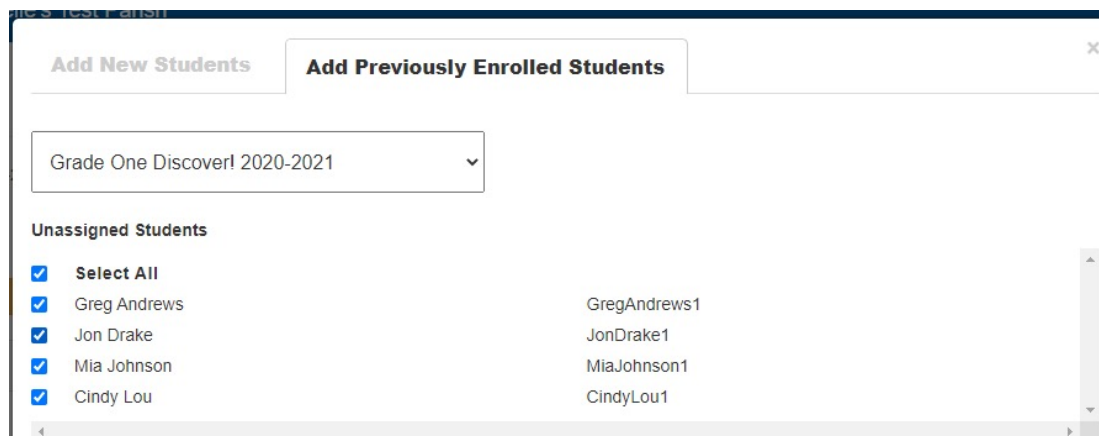**Add New Students** **Add Previously Enrolled Students** ✕

Select Course ⌄

⬆ Import Students

7. Select the Course Grade you wish to move

8. "Select All" to move an entire grade or click on individual students.

9. Check your name as the instructor so you get an email with usernames and passwords. Then click "import students"
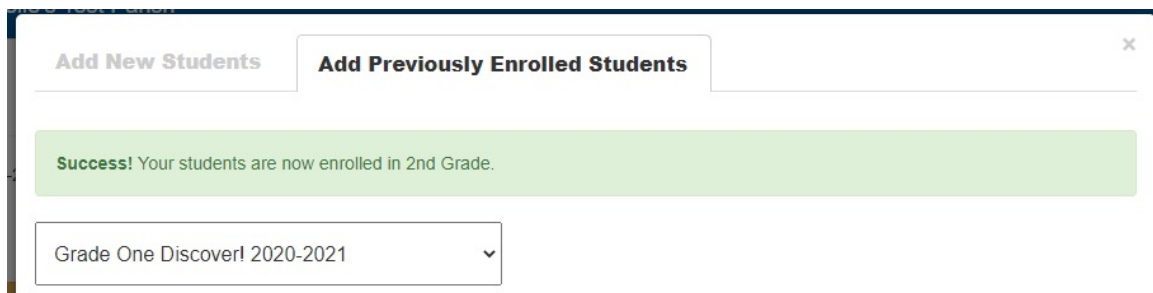
10. You'll see the "success" message once you've uploaded. You can now hit the x in the upper right corner if you are finished.

    If you have more students to upload you can go to "add student" and add them one at a time. This will add more students to this same class.

    If you have a second class for this same grade to upload—walk through these steps again for a different section.

    If you have another grade, go back to courses, select the course for that grade and walk through the steps again.

Add New Students   **Add Previously Enrolled Students**   ×

Success! Your students are now enrolled in 2nd Grade.

Grade One Discover! 2020-2021

11. Hit "refresh" on your browser and the students will appear at the bottom of that page

12. Your students are now uploaded—you should get an email with username and passwords—if your email gets stuck in spam or you don't see it- the passwords generate as FirstnameLastname—so Greg Andrew's password would be GregAndrew—Mia Johnson's password would be MiaJohnson. Be sure to share the username and passwords with each family. They will want to bookmark mlearn.smp.org—if they click "keep me logged in" they won't have to type it in each time.

13. Please note—you may see a note that says "you have more registered students than total seats"—and notice a negative number, you can ignore that—we may have put our best guess in when we set you up and will adjust that number at some point during the year.

Course Seats

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Course	# Sections	Total Seats	Seats Available	Registered Students	School Admin Actions
6th Grade	4	24	10	14	ℹ️ History 📣 Manage Sections
California Native Peoples and Missions	4	67	-5	72	ℹ️ History 📣 Manage Sections
California Native Peoples and Missions 2019	1	1	1	0	ℹ️ History 📣 Manage Sections
Called to Mercy	26	82	6	76	ℹ️ History 📣 Manage Sections