

Upload an Individual Student (How to add a single student or new student)

1. Login to Learn360:

2. Click on MY LEARN360:

(orange tab near top, right corner under your name)

3. Click on MY GROUPS:

(tab in middle of black, horizontal bar)

4. Click on ADD NEW USER:

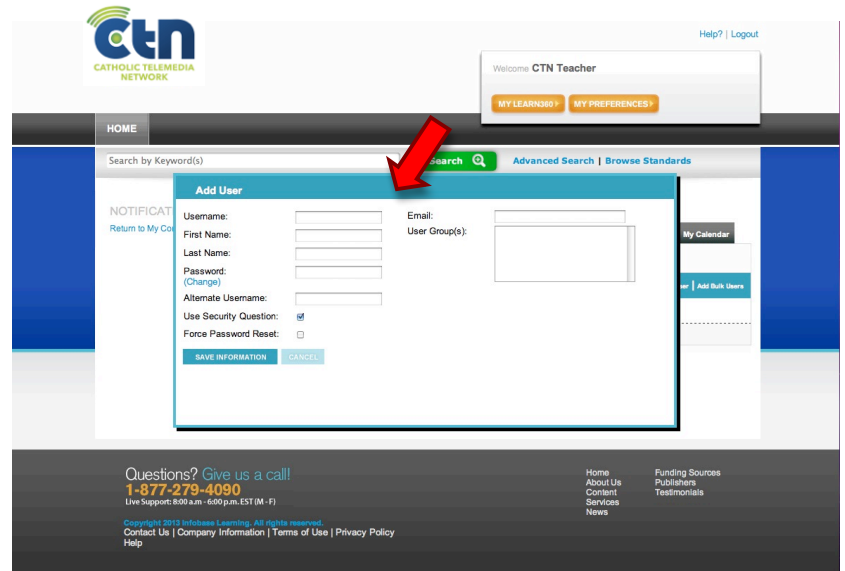
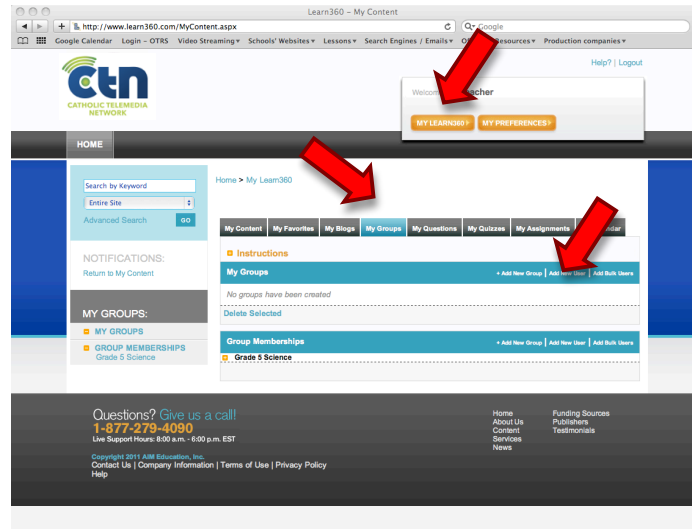
(middle of blue horizontal bar of the My Groups window)


5. Fill in all information in the ADD USER window:

- Make up a USERNAME for the student

***When creating usernames, use the student's first initial, last name, and teacher's initials—this will make it easier to find your students within you school** i.e.) Mary Smith in Ms. Cindy Brown's Class: msmithcb*

- Enter FIRSTNAME for the student
- Enter LASTNAME for the student
- Make up a PASSWORD for the student (passwords may be the same for all students)
- Uncheck Force Password Reset
- You may leave EMAIL blank
- Click SAVE INFORMATION and the student will automatically be saved successfully.



If you have any questions, contact CTN at ctn@desalesmedia.org or call 718-499-9705 

Learn360 Tech Support: 866-279-4090
Support Hours: 8:00 a.m. – 6:00 p.m. EST