



SOP: Adding Students

Purpose:

This SOP explains how to add students to the Digit Music Portal, either directly into a class or into the general student database first.

Pre-requisites:

- Digit Music Portal account (email + password)
 - Access to the **Admin Portal** (yellow highlight box)
 - Class(es) already created (if adding students to a class)
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Step-by-Step Instructions

Option 1: Add Students Directly to a Class

1. Log In & Select a Class

- Log in to the portal and ensure you are on the **Admin Portal**.
- From the left-hand menu, click **Classes**.
- Find the class you want to add students to.
- Under **Actions**, click the **View** (eye) icon.

2. Open Class Roster Management

- On the right-hand side, find **Class Roster Management**.
- Click **Add Students**.
- Choose either **Add Existing Students** (if already in the database) or **Create New Students**.

3. Add a Single Student

- In **Create New Student**, type the student's name.

- Click **Create Student**.
- The student will now appear in the class roster.

4. **Batch Upload Students**

- Click **Batch Upload**.
 - Download the template by clicking **Get Template**.
 - In the new tab, click **File > Download** and choose Excel.
 - Fill in student details in the downloaded file.
 - Return to the portal, click **Choose File** and select your completed Excel file.
 - Click **Create Students** to upload.
 - You will see all uploaded students appear in the class list.
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Option 2: Add Students Without Assigning to a Class

1. **Navigate to Students Tab**

- From the Admin dashboard, click **Students** in the left-hand menu.

2. **Add a Student**

- Click **Add Student** on the right-hand side.
- Fill in the student's name and click **Create**.
- The student will now appear in the overall database.

3. **View All Students**

- Scroll to the bottom of the Students page.
- Under **Rows per page**, choose a larger number to see all students at once.

4. Add an Existing Student to a Class

- Go back to **Classes** and click **View** for the class you want.
- Click **Add Students > Add Existing Students**.
- Select the student(s) from the list (e.g. Zara).
- Click **Confirm** — the student will now be added to the class.

Tips & Common Mistakes:

-  Use **Batch Upload** when adding many students at once — it's faster.
-  Keep class and student names consistent for easy searching.
-  If a student isn't showing up in a class, check they've been created in the **Students tab** first.

Last Updated:

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