



WHERE IS IT?

In the Quick menu



Create a Student

Choose Student in the Quick menu.

- In the Particulars tab: The minimum pieces of information you need to add are:
 - student's *name*,
 - surname*,
 - gender*,
 - DoB*,
 - ID Number*.
- IMPORTANT: You will also need to add the student to a class in the Enrolment tab.

Create Staff or Guardian

Choose Staff/Guardian in the Quick menu.

- In the **Particulars tab**: The minimum pieces of information you need to add are *name & surname*.
- Guardians**: In the dependants tab, search for the child to link to the guardian.
- Guardians**: Create a household to associate two guardians with one or more students to make labelling and communication easier.
- Teachers**: In the Teaching tab, add them to a course, class or as a mentor.

GOOD TO KNOW

- A student becomes active once they are attached to a class. If they are not attached to a class. They cannot be found via quick search.
- Teachers inherit the Teacher permissions when they are attached to a course and a class.
- Teachers are restricted to their classes and courses, and have limited access across schools.

Only active students can be searched using the **Quick search** in the quick links at the top of each page.

Inactive students/student not linked to a class/course can be found via advanced search.

[Administer](#) > [Advanced Options](#) > [Advanced Search](#)

Links to related knowledge base guides

Adding a student [Advanced Search](#)
Adding a guardian [Shared Household](#)

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

