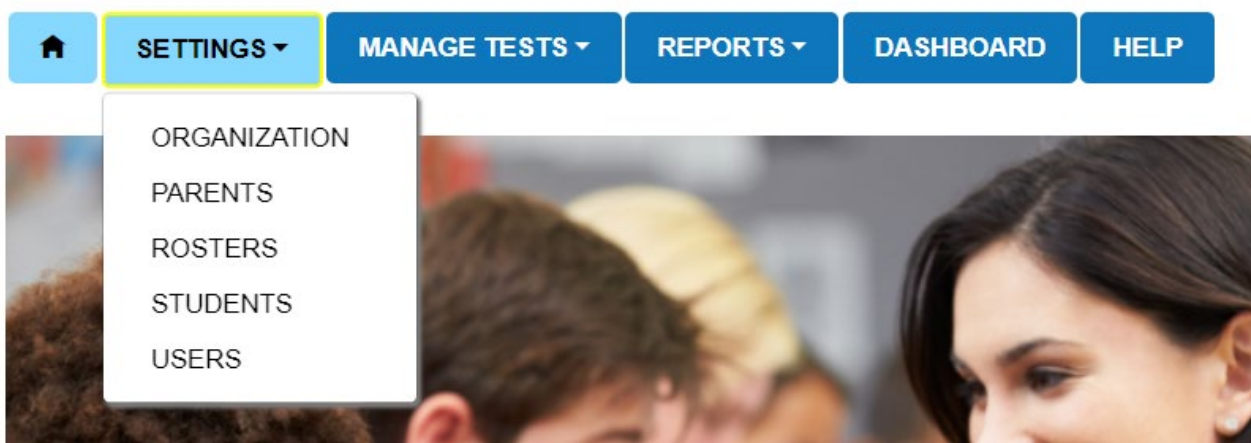# DLM- Add a Student Record Manually

Students can be manually enrolled to DLM on Educator Portal, as long as, the student has not already been uploaded with a TASC or TEST upload to Educator Portal. If a student is already appearing in KAP a DLM upload enrollment template must be used to move the student to the DLM. Refer to the Data Management Manual for using the upload enrollment template.

1. On Educator Portal (DLM), Click **Settings** then **Students**.

2. Select **Add Student**. Type the 10-digit SSID and click **Add**.

3. An orange box may appear with 1 of 2 messages. If the student has previously been in the system, an orange box will appear asking if you would like to activate the student. Select yes. If the student is already active in another program, an upload enrollment template will need to be completed in order to move the student from the KAP to the DLM.

4. All fields with a red asterisk are required. Fill in as many fields as possible. However, the Gifted field must say NO. If the student is accountable to a different district and building make sure to enter that information.

5. Select **Save**.
6. A message will appear. **This student record has successfully saved.** However, if each required field is not entered, a message in red will appear under any unfilled required field.

For more information, contact:

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