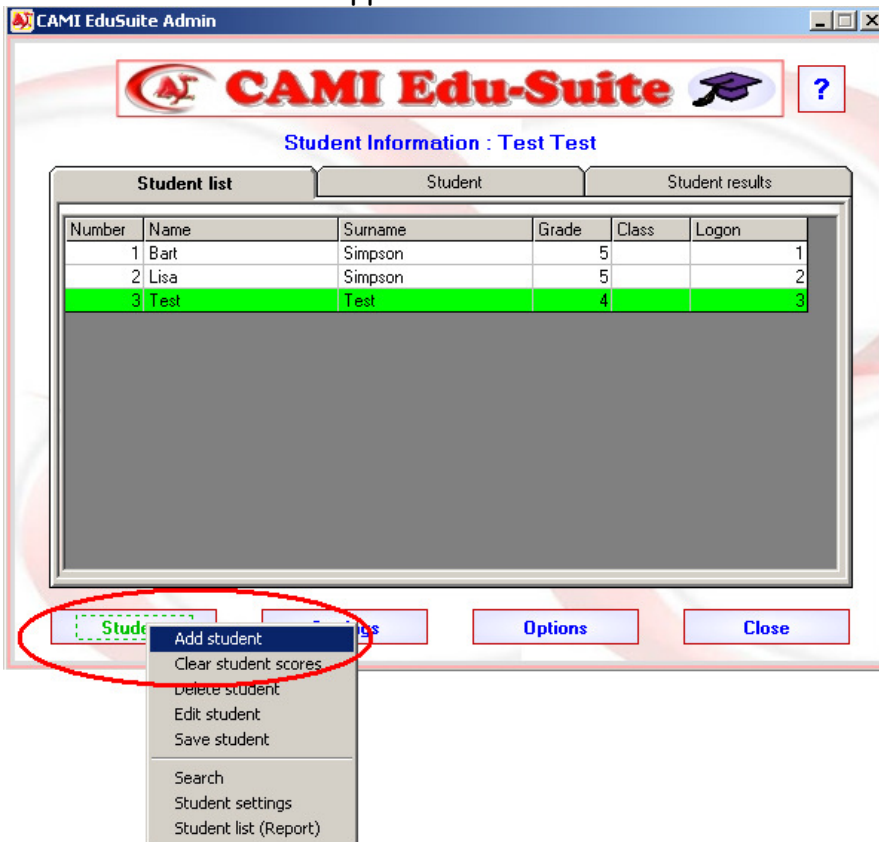
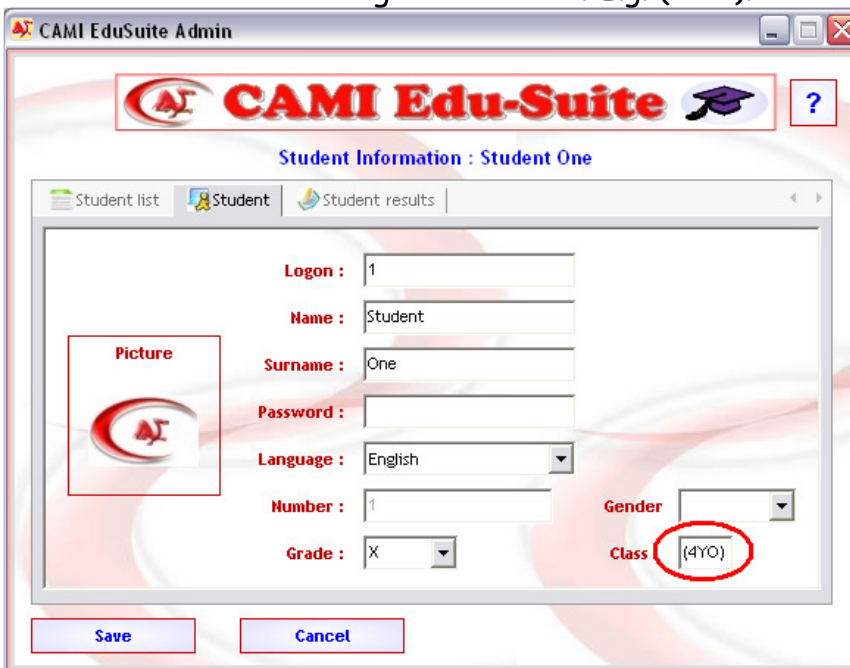


# Adding or Editing a Student in Edu-Suite Admin - 2009

1. When the student list appears click on **Student** → **Add Student**.



2. Once you have done this the Student Information page will appear. You can enter any of the student's details by clicking on the text field and typing in the details.
3. Remember that for any child that is not school age yet the *Grade* should be set at 0 and the *Class* should state their age in brackets. E.g. (4YO).



4. Once you have done this click on the **save** button in the bottom left corner of the box. If there is no save button click on student, then save student.

The screenshot shows the CAMI EduSuite Admin window. At the top, there is a header with the CAMI logo and the text "CAMI Edu-Suite". Below the header, the title "Student Information : Student One" is displayed. The main content area contains a form with the following fields:

- Logon : 1
- Name : Student
- Picture : A placeholder box with the CAMI logo and the word "Picture" above it.
- Surname : One
- Password : [Empty]
- Language : English (dropdown menu)
- Number : 1
- Gender : [Empty]
- Grade : X (dropdown menu)
- Class : (4YO)

At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.