



# Add Students Individually from an SIS to a Tracker

If your school or district uses an SIS, you can automatically import students, or you can add them individually. To add them individually, follow the steps below.

Students can be added individually when you create a new tracker, or they can be added to an existing tracker in which students were initially added manually. **You can not individually add students to a tracker that was initially created from an SIS or CSV file.**

For more information on creating trackers, check out the help article on [Creating a Mastery Tracker](#).

Step-by-step

## How to Add Students Individually to a New Tracker

1. Begin creating a tracker.
2. In the Add Students list, select **Add Students Individually**.

Trackers Curriculum Maps Custom Standards Students Report Cards


## New Tracker

SUBJECT Language Arts

CORE CCSS: Language Arts

CLASS 3rd Grade

DESCRIPTION 3rd Grade English  
*(ex. Period 1)*  
*Note: Parents and Students will see this description.*

FOLDER COLOR 

ADD STUDENTS

- ✓ Add students individually
- Import students from CSV file (spreadsheet)
- Copy students from another tracker/class
- Import students from SIS

Create Tracker Cancel

3. Click the **Create Tracker** Button. In the Search for Students box, begin typing the first or last name of the student, and select the student when they appear in the list. If a student is not listed, ask your administrator to add them to MasteryConnect.

**Add Student**

Add from SIS | Type-In | Import CSV | Copy from Tracker

**Add Students from SIS**

Find and import students individually from your student information system. Search by first name, last name, or student number.

SEARCH FOR STUDENTS:

mat

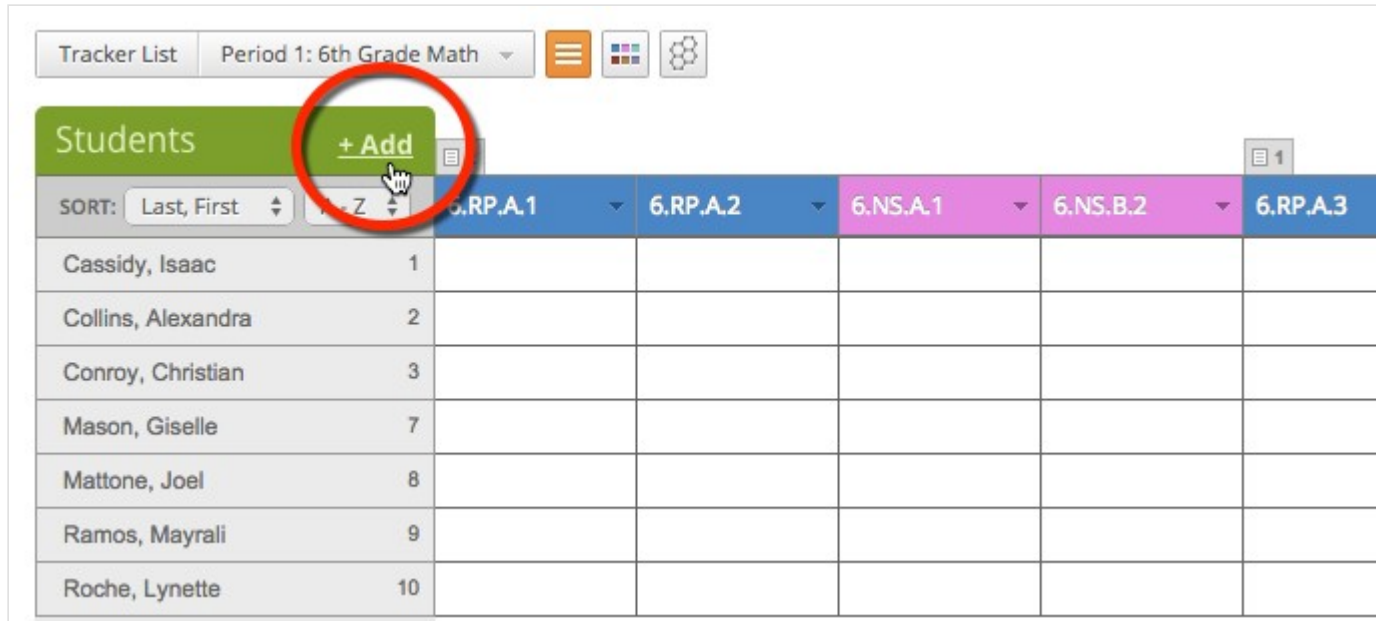
- Matt Pasternack**  
Guest School - MasteryConnect
- PARIS MATA**  
Demo Schol - CSV Import

**Import Students** >

4. Continue adding students in this way. After you have finished, click the **Import Students** button to add them to the tracker.
5. If new students are added to your class during the school year, you can add them to the tracker, using the following step.

## How to Add Students Individually to an Existing Tracker

1. Click on Trackers, and open the tracker that the want to add students to.
2. Click on **Add**.



The screenshot shows the 'Tracker List' for 'Period 1: 6th Grade Math'. The table has a header row with columns for 'Students', '6.RP.A.1', '6.RP.A.2', '6.NS.A.1', '6.NS.B.2', and '6.RP.A.3'. The 'Students' column lists 10 students: Cassidy, Isaac; Collins, Alexandra; Conroy, Christian; Mason, Giselle; Mattone, Joel; Ramos, Mayrali; and Roche, Lynette. A red circle highlights the '+ Add' button in the top left corner of the table area.

Students		6.RP.A.1	6.RP.A.2	6.NS.A.1	6.NS.B.2	6.RP.A.3
Cassidy, Isaac	1					
Collins, Alexandra	2					
Conroy, Christian	3					
Mason, Giselle	7					
Mattone, Joel	8					
Ramos, Mayrali	9					
Roche, Lynette	10					

3. Click on **Add from SIS**.

4. In the Search for Students box, begin typing the name first or last name of the student, and select the student when they appear in the list. If a student is not listed, ask your administrator to add them to MasteryConnect.

**Add Student**



Add from SIS | Type-In | Import CSV | Copy from Tracker

### Add Students from SIS

Find and import students individually from your student information system. Search by first name, last name, or student number.

SEARCH FOR STUDENTS:

mat

-  **Matt Pasternack**  
Guest School - MasteryConnect
-  **PARIS MATA**  
Demo Schol - CSV Import

**Import Students** >

5. Continue adding students in this way. After you have finished, click the **Import Students** button to add them to the tracker.

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