

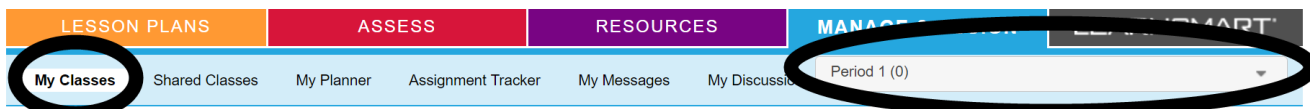
## 7. Adjusting Individual Student Profiles

This guide provides the steps for locating a student profile and making any necessary changes including adjusting the reading level for a student's online student edition.

1. Click the **Manage & Assign** tab.



2. Click **My Classes**. From the drop-down select the class you wish to view students.



3. From the list of students, choose a student and click **Profile**.

Students			
Student	User Name	Password	
Bob Marley	KINGOFREGGAE	View	Remove from Class
Dolly Parton	QUEENOF COUNTRY@1	View	Profile   Remove from Class
Elvis Presley	THEKING@1	View	Remove from Class
James Brown	GODFATHEROFFUNK@1	View	Profile   Remove from Class

4. Teachers can click on the drop-down menus to make any changes. Click on the drop-down menu for **Teaching Level** to allow that specific student to see an adjusted reading level in their online student edition.

The screenshot shows the 'Edit Student Profile Information' form. The 'Teaching Level' dropdown menu is highlighted with a black circle. The form contains the following fields:

- User Name: QUEENOF COUNTRY@1
- Student First Name: Dolly
- Student Middle Initial: [Empty]
- Student Last Name: Parton
- Grade: [Empty]
- Student Id (optional): [Empty]
- Teaching Level: On Grade Level
- Model: [Empty]
- Access to Discussions: No