

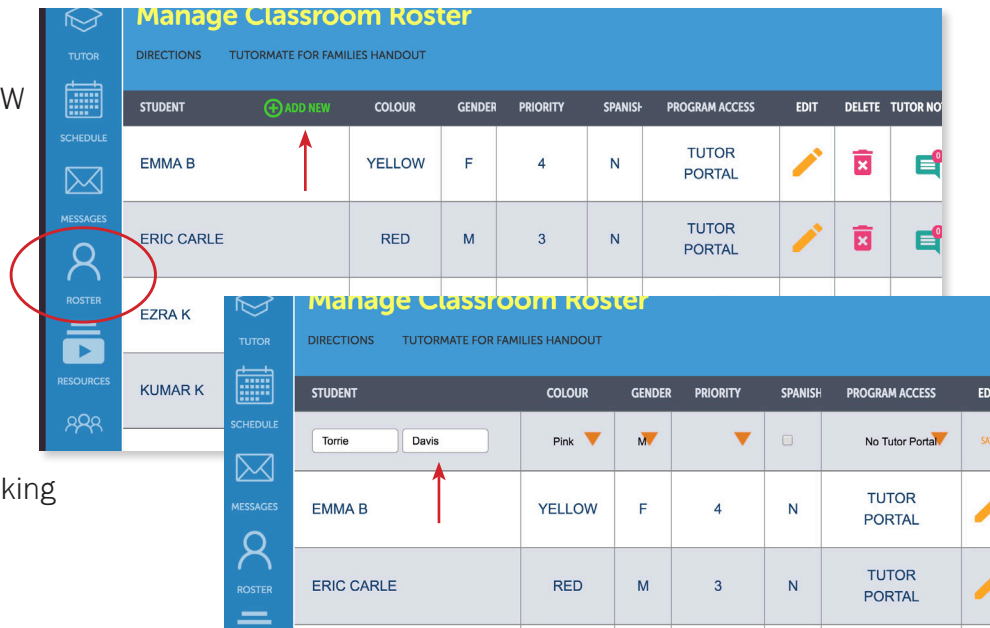
## MANAGE CLASS ROSTER: [www.tutormate.org](http://www.tutormate.org)

Access the Roster portal when you want to add new pupils, select reading levels, edit information, or delete pupil information.

### Add Pupils

1. From the Roster tab, click on ADD NEW
2. Under STUDENT, enter the first name and last name in the fields provided.
3. From the dropdown menu, select the reading Book Band color and GENDER for the student.
4. Under Program Access, select Tutor Portal and click SAVE.

Note: Please disregard the Spanish speaking option as this is for USA usage only.

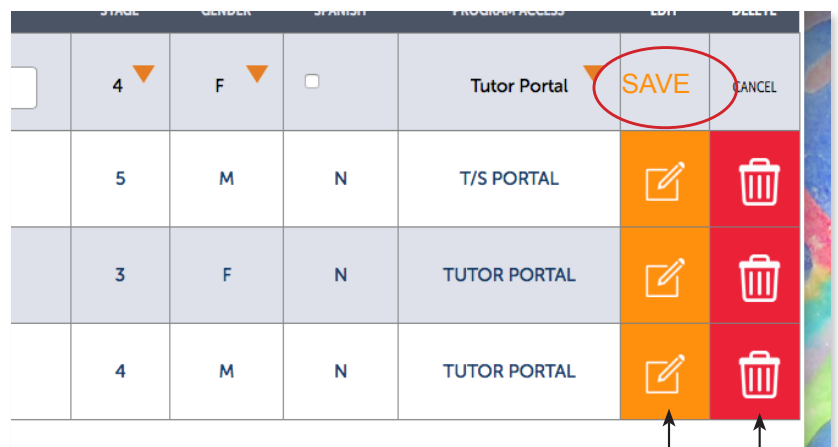


### Edit information

Edit pupil information by clicking in the EDIT icon located to the right of the pupil's name. Make your edits and click SAVE.

### Delete a Pupil

To delete a pupil, click on the BIN icon located to the right of the pupil's name. Confirm deletion when prompted.



Edit or delete pupil here.

### Remember to update reading Book Band Colors

Update pupil's reading Book Band colors throughout the school year. Any time the reading Book Band color changes, tutors will receive a message when they log into the tutor portal alerting them to the change.