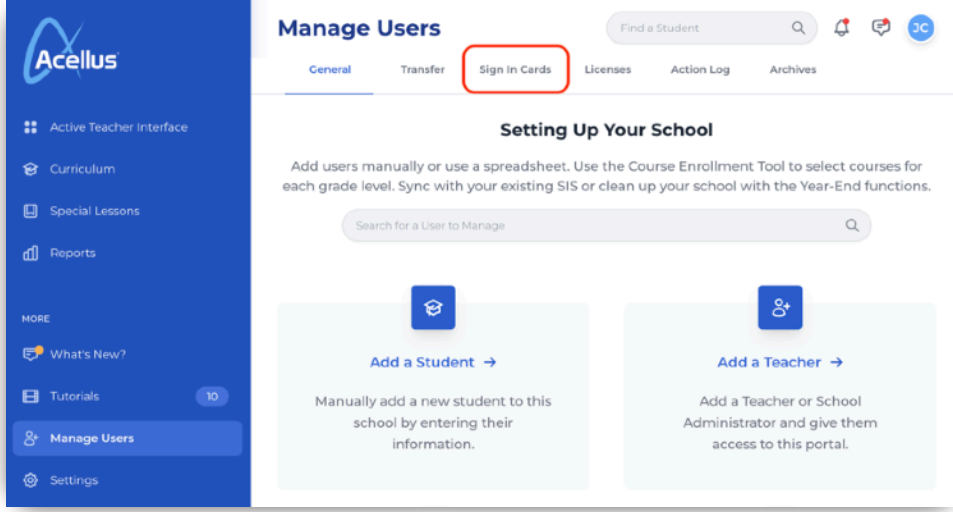


## ACELLUS TUTORIAL

# Student Sign-In Cards

In this tutorial, you will learn how to access student sign in cards with the option to either print or email the cards directly to the student.

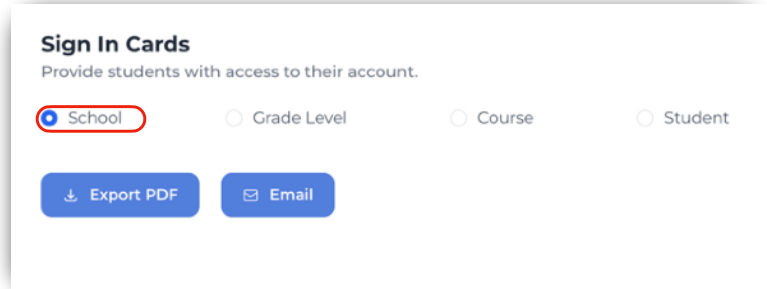
As a School Administrator, you will click 'Manage Users' on the left side of the screen.



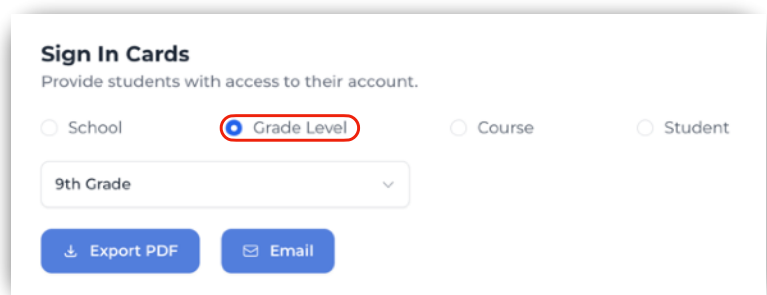
Next, click the '**Sign In Cards**' tab, located at the top of the screen.

Then select one of the four different Sign In Card options: '**School**', '**Grade Level**', '**Course**', or '**Student**'.

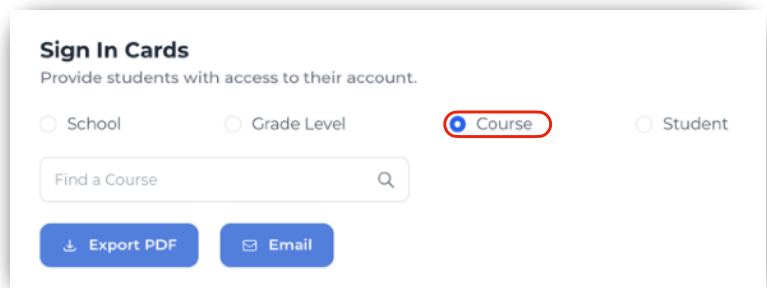
'**School**' will provide you the sign in cards for all the students active in the school.



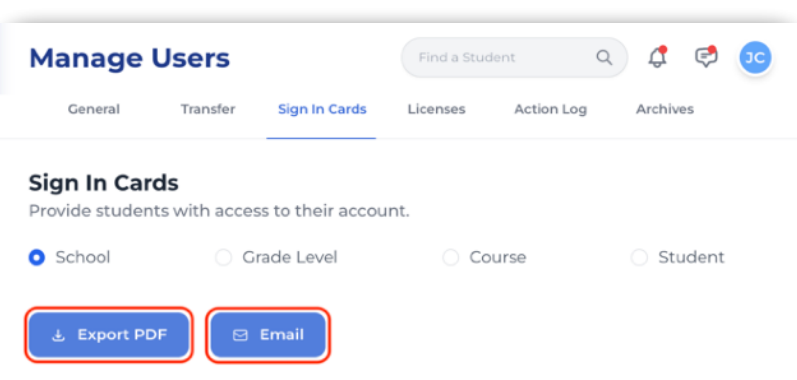
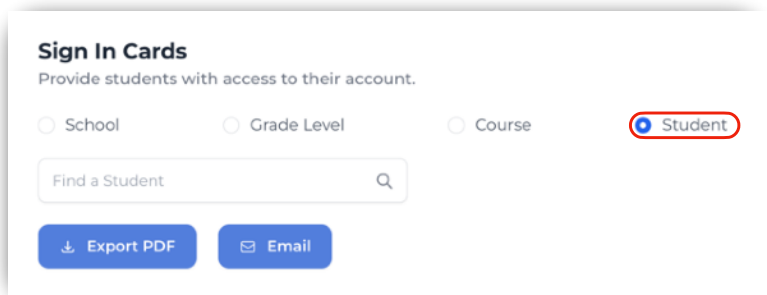
'**Grade Level**' will have you select a specific grade level and provide you the sign in cards for all active students in it.



'**Course**' will have you select a specific course(s) and provide you the sign in card for all active students in the course(s).



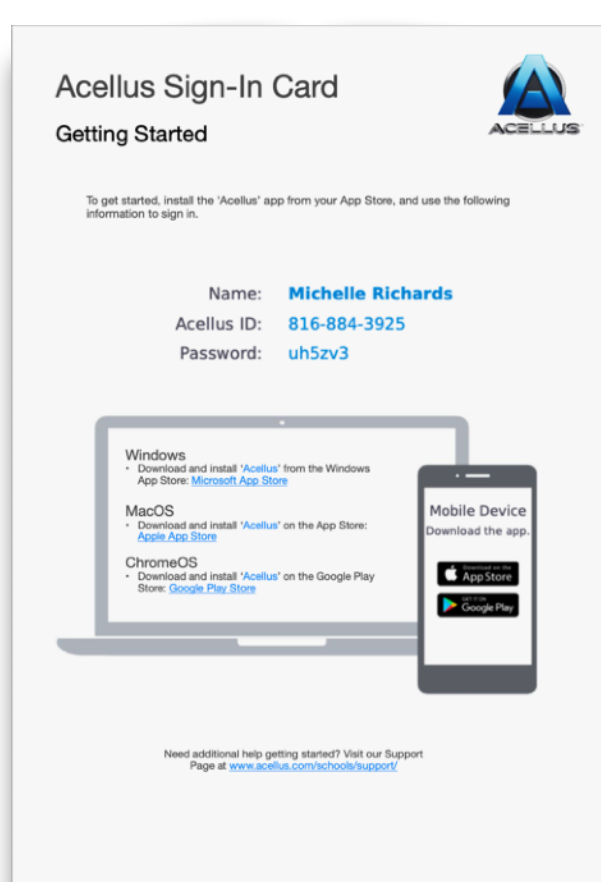
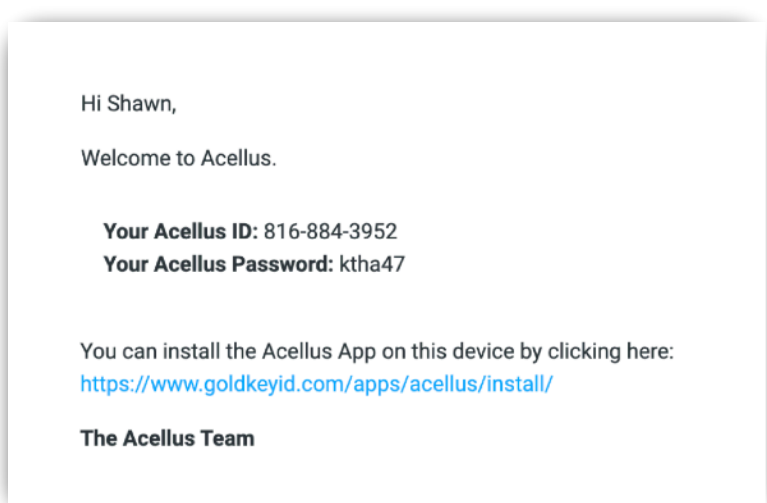
'**Student**' will have you search for a specific student and will provide you the sign in card.



Once you have selected what category you want the sign in cards from, you can either email the login information to the student or export the sign in card as a PDF file.

When you click the '**Email**' option, the student's login information will be sent from Acellus to the student's email address.

*Note: You must have an email address associated with the student's account to utilize this feature.*



If you click '**Export PDF**', you will be able to download the Sign In Card(s) as a PDF file(s).



For related [Acellus Tutorials](#) explore: **Student Sign-In**, and **Student Interface** for Elementary, Middle School, and High School