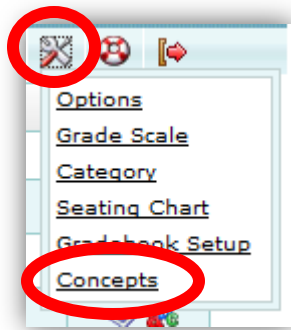# Adding new OR returning students to your Gradebook concepts:

1. Click on the settings button (picture of wrench and screwdriver), the click on "Concepts".

2. At this point, you'll see a list of all of your concepts. You want to click on the NAME of the concept, NOT "New". Clicking on "New" will create a brand new concept with no students in it!

3. When you see your class list, scroll down to the bottom where you'll see an empty entry. Click in that box and start typing the first few letters of your new/returning student's **LAST** name.

4. Once you start typing, Gradebook will give you a few options of students whose last names begin that way. Click on the one that you are needing to add, and then click "Save" in the bottom right corner.

5. You'll need to repeat this step for all of your concepts.