

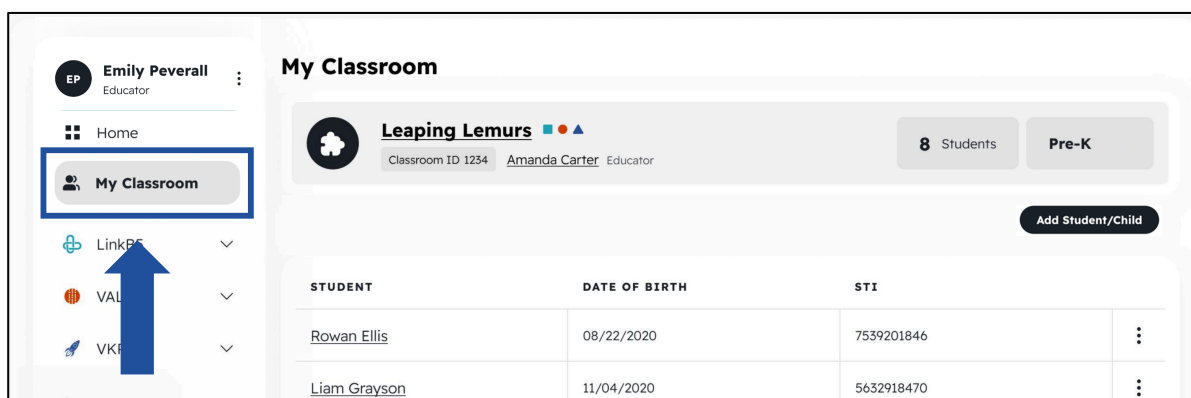
## Manage Students/Children Guide

Please note that your left-hand navigation and ability to manage Students/Children depends on your role and permissions. For LinkB5 specific guidance on completing your VQB5 Student/Child list, please see LinkB5 resources at [resources.linkb5.virginia.edu](https://resources.linkb5.virginia.edu).

### Find an Existing Student/Child

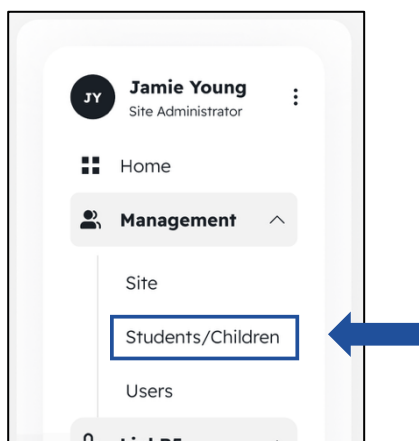
#### VKRP and VALLSS Educators

1. Select **"My Classroom"** from the left-hand navigation.

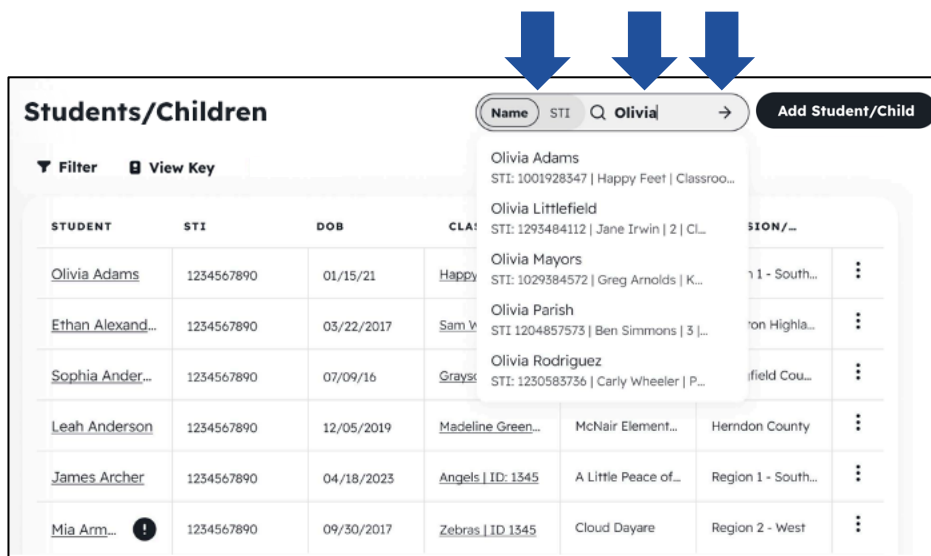


#### All other users with access to Students/Children

1. Select **"Management"**.
2. Select **"Students/Children"**.



3. Select **"Name"** or **"STI"** in the search bar.
4. Type in the Student/Child's name or STI in the search bar.
5. Click the **search arrow** or hit **enter/return** on your keyboard to see matching students.



**Students/Children**

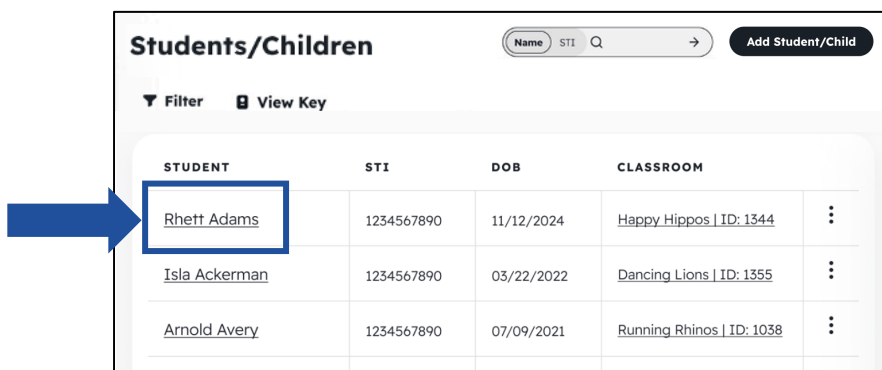
Filter View Key

Search: Name STI Q Olivia → Add Student/Child

STUDENT	STI	DOB	CLASS	LOCATION/...
Olivia Adams	1234567890	01/15/21	Happy Feet	Region 1 - South...
Ethan Alexand...	1234567890	03/22/2017	Sam V...	Region 1 - South...
Sophia Ander...	1234567890	07/09/16	Grays...	Region 1 - South...
Leah Anderson	1234567890	12/05/2019	Madeline Green...	Region 1 - South...
James Archer	1234567890	04/18/2023	Angels   ID: 1345	Region 1 - South...
Mia Arm...	1234567890	09/30/2017	Zebras   ID: 1345	Region 2 - West...

## View and Edit a Student/Child

1. From **My Classroom** or **Student/Children Management**, click the Student/Child's name to view their profile.



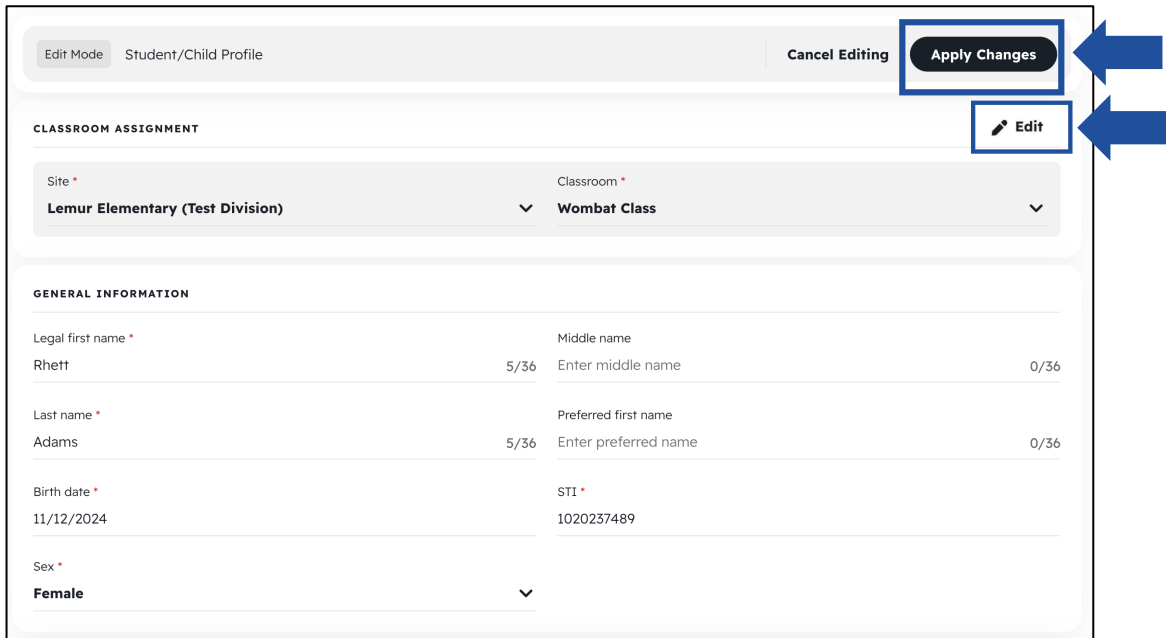
**Students/Children**

Filter View Key

Search: Name STI Q → Add Student/Child

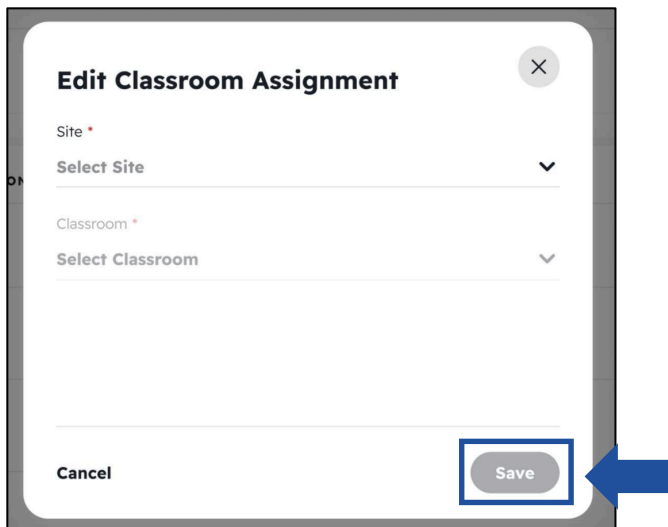
STUDENT	STI	DOB	CLASSROOM
Rhett Adams	1234567890	11/12/2024	Happy Hippos   ID: 1344
Isla Ackerman	1234567890	03/22/2022	Dancing Lions   ID: 1355
Arnold Avery	1234567890	07/09/2021	Running Rhinos   ID: 1038

2. If you make edits, click **“Apply Changes”** to save changes or click **“Cancel Editing”** to exit.
3. Click **“Edit”** next to **“Classroom Assignment”** to move the Student/Child to a new Classroom.



The screenshot shows the 'Student/Child Profile' page in 'Edit Mode'. At the top right, there are two buttons: 'Cancel Editing' and 'Apply Changes'. The 'Apply Changes' button is highlighted with a blue box and a blue arrow pointing to it. Below this, the 'CLASSROOM ASSIGNMENT' section is visible, showing 'Site' as 'Lemur Elementary (Test Division)' and 'Classroom' as 'Wombat Class'. To the right of this section, there is an 'Edit' button with a pencil icon, also highlighted with a blue box and a blue arrow pointing to it. Below the classroom assignment, the 'GENERAL INFORMATION' section is visible, containing fields for 'Legal first name' (Rhett), 'Middle name' (Enter middle name), 'Last name' (Adams), 'Preferred first name' (Enter preferred name), 'Birth date' (11/12/2024), 'STI' (1020237489), and 'Sex' (Female).

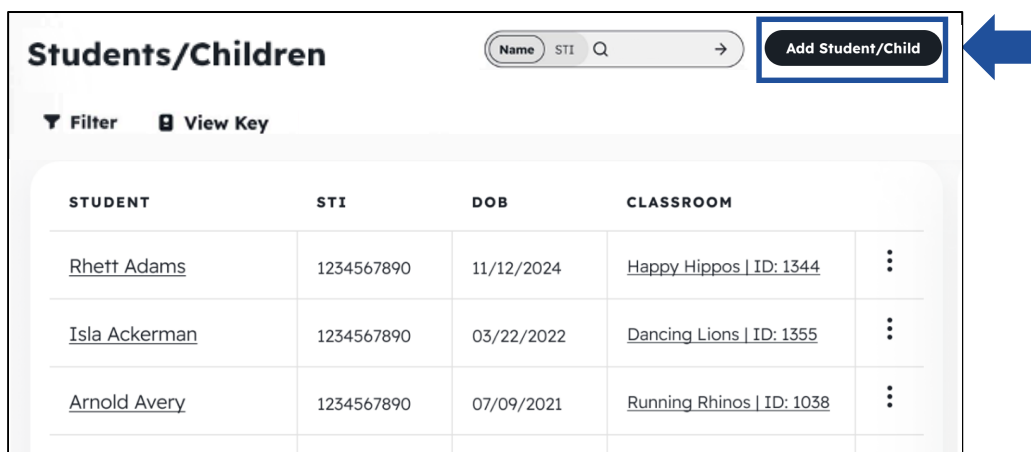
4. Complete the **“Edit Classroom Assignment”** modal and click **“Save.”**



The screenshot shows the 'Edit Classroom Assignment' modal. It has a title bar with a close button (X). Below the title, there are two dropdown menus: 'Site' (labeled 'Select Site') and 'Classroom' (labeled 'Select Classroom'). At the bottom of the modal, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a blue box and a blue arrow pointing to it.

## Add Students/Children

1. Click “Add Student/Child” at the top of **My Classroom** or **Management – Students/Children**.

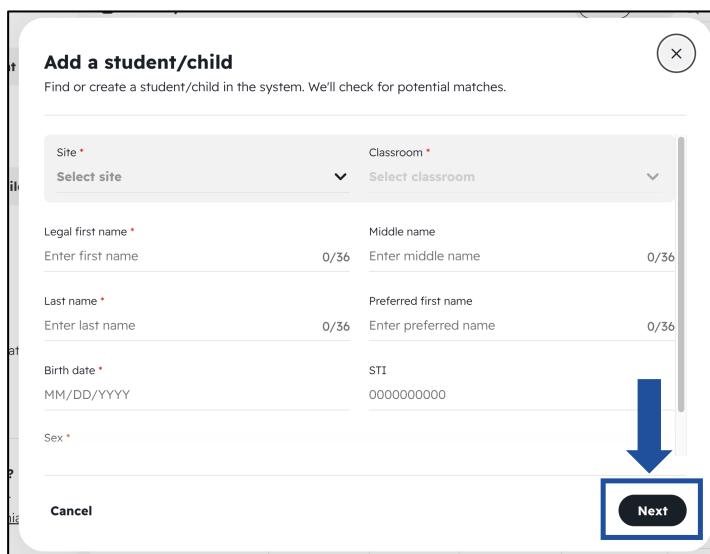


**Students/Children** Name STI Q → Add Student/Child

Filter View Key

STUDENT	STI	DOB	CLASSROOM
<a href="#">Rhett Adams</a>	1234567890	11/12/2024	<a href="#">Happy Hippos   ID: 1344</a>
<a href="#">Isla Ackerman</a>	1234567890	03/22/2022	<a href="#">Dancing Lions   ID: 1355</a>
<a href="#">Arnold Avery</a>	1234567890	07/09/2021	<a href="#">Running Rhinos   ID: 1038</a>

2. Type in the Student/Child’s information. Depending on your permissions and access, Site and/or Classroom may be pre-selected. If not, select Site and Classroom. Complete all required fields.
3. Click “Next”.



**Add a student/child** ×

Find or create a student/child in the system. We'll check for potential matches.

Site \* Classroom \*

Select site Select classroom

Legal first name \* Middle name

Enter first name 0/36 Enter middle name 0/36

Last name \* Preferred first name

Enter last name 0/36 Enter preferred name 0/36

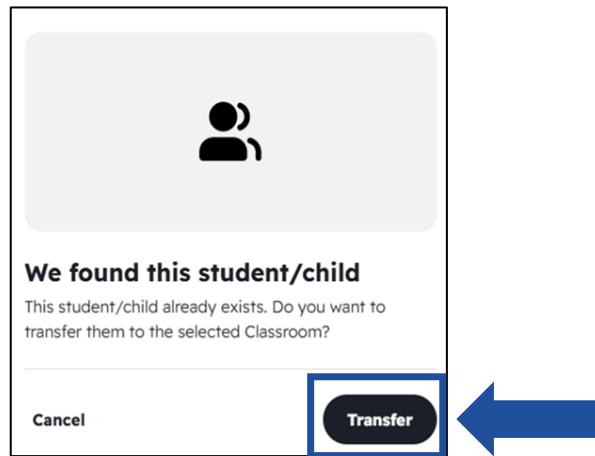
Birth date \* STI

MM/DD/YYYY 0000000000

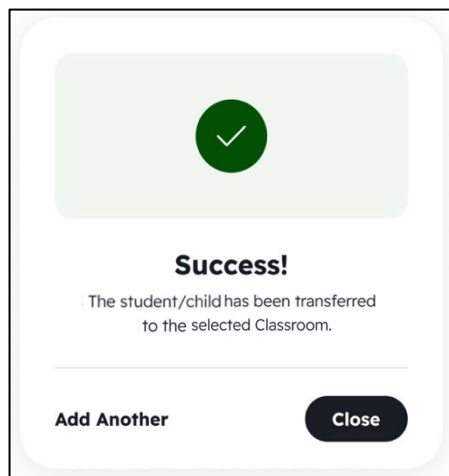
Sex \*

Cancel Next

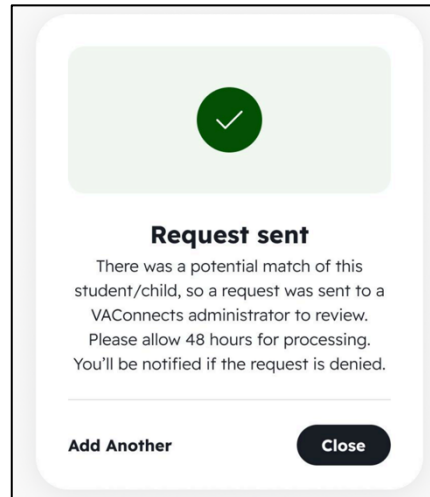
4. To prevent duplicate Students/Children, VAConnects will first search existing Students/Children.
  - a. If a Student/Child with the exact same information already exists in VAConnects, review the pop-up and click **“Transfer”** to move the Student/Child into the classroom you selected in the previous step.



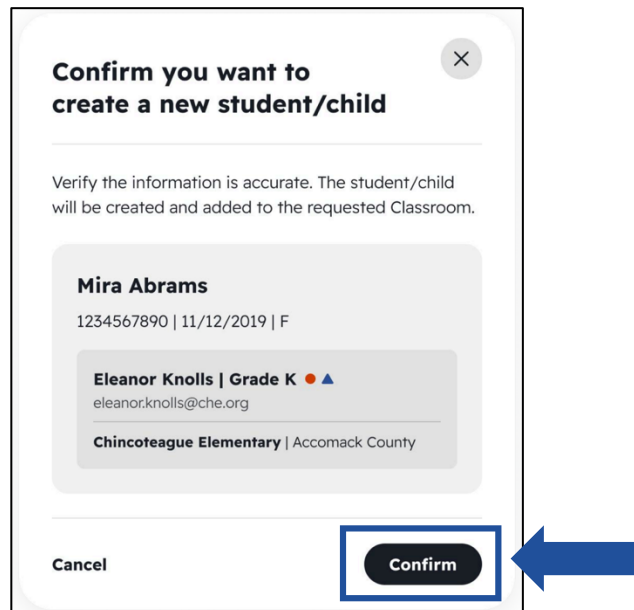
Click **“Close”** to exit or **“Add Another”** to add another Student/Child.



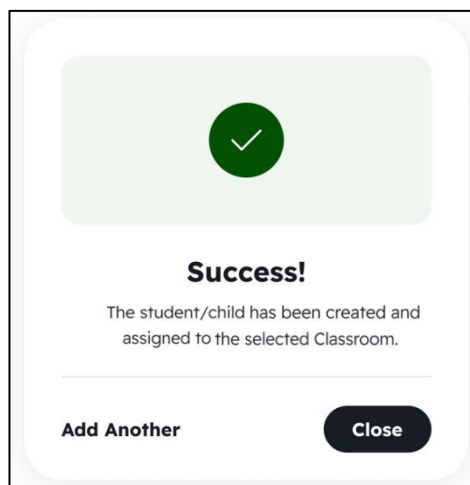
- b. If a Student/Child with similar information already exists in VAConnects, a request will be sent to a VAConnects Administrator for review within 48 hours. You will be notified if the request is denied. For example, if the VAConnects Administrator needs more information to process the request. Review the pop-up and click **“Close”** to exit or **“Add Another”** to add another Student/Child.



- c. If the Student/Child does not match with an existing Student/Child, review the pop-up and click **“Confirm”** to create the Student/Child.



- d. Click **“Close”** to exit or **“Add Another”** to add another Student/Child.



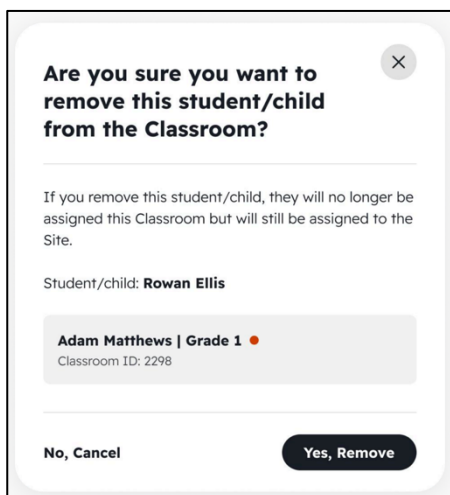
## Remove a Student/Child from a Classroom or Site

1. Navigate to Students/Children following the steps in “Finding an Existing Student/Child” at the beginning of this guide.
2. Click the **Menu** next to the Student/Child’s name.
3. Click **“Remove from Classroom”** to remove the Student/Child from the Classroom but keep them connected to the Site and viewable in **Management – Students/Children**. Click **“Remove from Site”** to remove the Student/Child from the Site.



STUDENT/CHILD	DATE OF BIRTH	STI	
<a href="#">Rowan Ellis</a>	08/22/2020	753	⊖ Remove from Classroom ⋮
<a href="#">Liam Grayson</a>	11/04/2020	563	Remove from Site ⋮

- Review the confirmation message and click **“Yes, Remove”** to confirm removing the Student/Child from the Classroom or Site. If you remove a Student/Child from their Site, they will be removed from all initiatives to which they are connected.



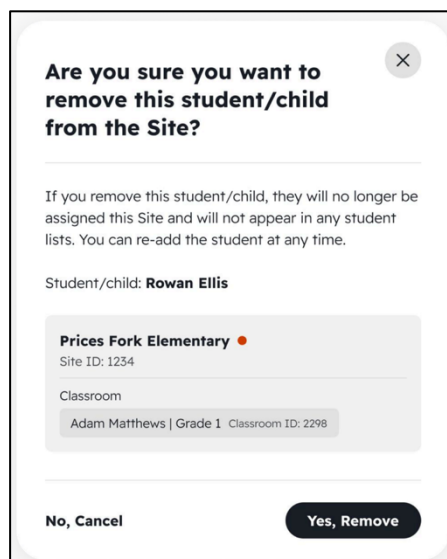
**Are you sure you want to remove this student/child from the Classroom?**

If you remove this student/child, they will no longer be assigned this Classroom but will still be assigned to the Site.

Student/child: **Rowan Ellis**

**Adam Matthews | Grade 1** ●  
Classroom ID: 2298

No, Cancel **Yes, Remove**



**Are you sure you want to remove this student/child from the Site?**

If you remove this student/child, they will no longer be assigned this Site and will not appear in any student lists. You can re-add the student at any time.

Student/child: **Rowan Ellis**

**Prices Fork Elementary** ●  
Site ID: 1234

Classroom  
**Adam Matthews | Grade 1** Classroom ID: 2298

No, Cancel **Yes, Remove**

## Need Technical Help? Contact the Support Team

- **Live Chat:** Available on the [VAConnects website](#)
- **Phone:** (833) 505-5979
- **Email:** [vaconnects@virginia.edu](mailto:vaconnects@virginia.edu)

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