

# Adding ESL levels

For the ESL teacher to enter levels on their students they must switch their role to ESL. Here are the steps the need to follow.

1. Log into SMS.
2. Go to **Actions** at the top of the page and click on **Switch Role**.
3. Choose the Role that starts with ESL and the name of your school.
4. Now search for a student that you need to enter an ESL level for.
5. Open that student and on the left in the Blue Bar click on **ESL**.
6. Click on Actions and then click on **Add ESL Summary**.
7. Enter your summary and click **Okay** and that student is done.

