

# How do I create a Legacy protocol on the uPAR website if I am manually entering in the students.

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1. Navigate to: <https://universalpar.com>
2. Login as an Admin or Educator.
3. Right click on your name in the upper right hand corner.
4. Select "Use legacy version".
5. Select "Manage protocols".
6. Select "Add Protocol".
7. Select "Add Manually".

## **Under Create New Protocol:**

1. Enter in the Protocol Name.
2. Enter in a Password for the Protocol.

## **Under Add Students:\***

1. Enter in the students email or name.
2. Select the Students Grade.
3. Select the Independent Reading Level.
4. Select "ADD STUDENT".

\*Repeat these steps until all students are added.

Select "Create Protocol".

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