Steps to Add Student Records

To manually add a **Student** record to your account, start from the **Demographics** list of records. Use the student record **Navigator** to add or edit "child" records to ensure data-entry accuracy with prepopulated "parent" information about the student.

Step 1.	Screen View Organization Records Reports Tools Help Students Demographics Clarcor Programs Tests Certificates Employment History Places of Employment	Description • From the Menu bar, • Click Records. • Select Students. • Click Demographics.
2.	Image: Section 1 Section 2 Section 2	 The Demographics list of records opens in a tabbed page, commonly referred to as the Demographics Lister. From the Toolbar at top left of the Demographics page, Click New.
3.	Note! Use eTests Online to collect and "fill-in" remaining Demographics or add student records in TE automatically.	 A new tabbed page opens to input Student Information. Enter the minimum (recommended) Identification. Student ID. First/Last Name. Middle Name/Initial (recommended). Gender. Birth Date.



Student Records

Step	Screen	Description
4.	TE View Organization Records Reports Tools Help Students New Student X Save © Ca ccl ② Delete < Ouplicate ©	 To Save the new Student record, Click Save from the Toolbar at top.
5.	Imagene View Organization Records Reports Yools Help Students 321455987 Hankel Imagene	 Add a Site Enrollment where the student will have activity. Click the Add Site Enrollment button.
6.	Add Site Enrollment Program Year: 7/1/2020 - 6/30/2021 Site(s): Site 01 - RHAS: North Campus 02 - RHAS: Saturh Campus 03 - RHAS: Saturh Campus 03 - RHAS: Saturh Campus 04 - RHAS: Saturh Campus 05 - RHAS: Corrections Clear selection Select from Lister Save Cancel	 From the Site Enrollment pop-up, Click the Site field down-arrow and select a Site with Type to Search. Scroll to Select. Select from Lister. Click the Add button. Click Save.
7.	View Organization Records Reports Tools Help Navigator Image: Student Image:	 To Save the new Student record, Click Save from the Toolbar at top.

Student Records



Step	Screen	Description
8.	TE Vie Organization Records Reports T ols Help Students 321455987-Manuel 2 Nuighter 0 New 0 Save 0 Cancel C Delete > Duplicate 0 @ 3744 / 0746 @ Go	• To Close the new Student record,
	East / Vew 	 Click the Red X Box on the new Student record tab.
	Program forolinents Program forolinents Demographic History Employment History Invitations Survey	 This returns you to the student Demographics Lister.
9.	View Organization Records Reports Tools Help Students Students Image: Students	 From the student Demographics lister, you will now see the new Student record in the list of records. Click Refresh from the Toolbar to display the Student record, if needed.
10.	TE View Organization Records Reports Tools Help Students X New Enroll 4908 - Rolling Hills Adult School (RHAS) V Subsite	If you have additional Student records to input
	Student 1D A1 First Name A2 Middle Name A3 Last Name	• From the Toolbar at top,
	4442925 Mansura Ruczynski	 Click New.
	13299ManuA.Minakawa321456987ManuelRodriguez5571608ManuelJaureguiSaldate	• Proceed from Step 3 .
11.	4466589 Manuela Yarijanian-na TE View Organization Records Reports Tools Help Students	If you are finished with inputting Student records,
	New Enroll 908 - Rolling Hills Adult School (RHAS) Subsit Student ID First Name Middle Name A1 First Name T A1 First Name T T T A1 First Name T T T A1 First Name T T T T T T A1 First Name T T T T T T A1 First Name A2 Middle Name A3 Last Name T T T T T T T A1 First Name A2 Middle Name A3 Last Name T T T T </td <td>• Click the Red X Box on the student</td>	• Click the Red X Box on the student
	4442925 Mansura Ruczynski 13299 Manu A. Minakawa 321456987 Manuel Rodriguez	Demographics tab to close the lister.
	S21456587 Manuel Roanguez 5571608 Manuel Jauregui Saldate 4466589 Manuela Yarijanian-na	