## 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	<ul> <li>The Demographics list of records opens in a tabbed page, commonly referred to as the Demographics Lister.</li> <li>From the Toolbar at top left of the Demographics page,         <ul> <li>Click New.</li> </ul> </li> </ul>
3.	Note! Use eTests Online to collect and           "fill-in" remaining Demographics or add           student records in TE automatically.	<ul> <li>A new tabbed page opens to input Student Information.</li> <li>Enter the minimum (recommended) Identification.         <ul> <li>Student ID.</li> <li>First/Last Name.</li> <li>Middle Name/Initial (recommended).</li> <li>Gender.</li> <li>Birth Date.</li> </ul> </li> </ul>



## **Student Records**

Step	Screen	Description
4.	TE       View       Organization       Records       Reports       Tools       Help         Students       New Student       X       Save © Ca       ccl ② Delete < Ouplicate ©	<ul> <li>To Save the new Student record,</li> <li>Click Save from the Toolbar at top.</li> </ul>
5.	Imagene       View       Organization       Records       Reports       Yools       Help         Students       321455987       Hankel       Imagene	<ul> <li>Add a Site Enrollment where the student will have activity.</li> <li>Click the Add Site Enrollment button.</li> </ul>
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	<ul> <li>From the Site Enrollment pop-up,         <ul> <li>Click the Site field down-arrow and select a Site with</li> <li>Type to Search.</li> <li>Scroll to Select.</li> <li>Select from Lister.</li> <li>Click the Add button.</li> <li>Click Save.</li> </ul> </li> </ul>
7.	View       Organization       Records       Reports       Tools       Help         Navigator       Image: Student       Image:	<ul> <li>To Save the new Student record,</li> <li>Click Save from the Toolbar at top.</li> </ul>

## 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 <b>Close</b> the new <b>Student</b> record,
	East / Vew <ul></ul>	<ul> <li>Click the <b>Red X Box</b> on the new Student record tab.</li> </ul>
	Program forolinents Program forolinents Demographic History Employment History Invitations Survey	<ul> <li>This returns you to the student Demographics Lister.</li> </ul>
9.	View       Organization       Records       Reports       Tools       Help         Students       Students       Image: Students	<ul> <li>From the student Demographics lister, you will now see the new Student record in the list of records.</li> <li>Click Refresh from the Toolbar to display the Student record, if needed.</li> </ul>
10.	TE View Organization Records Reports Tools Help Students X New Enroll 4908 - Rolling Hills Adult School (RHAS) V Subsite	If you have additional <b>Student</b> records to input
	Student 1D A1 First Name A2 Middle Name A3 Last Name	• From the <b>Toolbar</b> at top,
	4442925 Mansura Ruczynski	<ul> <li>Click New.</li> </ul>
	13299ManuA.Minakawa321456987ManuelRodriguez5571608ManuelJaureguiSaldate	• Proceed from <b>Step 3</b> .
11.	4466589 Manuela Yarijanian-na TE View Organization Records Reports Tools Help Students	If you are finished with inputting <b>Student</b> records,
	New     Enroll     908 - Rolling Hills Adult School (RHAS)     Subsit <ul> <li>Student ID</li> <li>First Name</li> <li>Middle Name</li> <li>A1 First Name</li> <li>T</li> </ul> <ul> <li>A1 First Name</li> <li>T</li> <li>T</li> <li>T</li> </ul> <ul> <li>A1 First Name</li> <li>T</li> <li>T</li> <li>T</li> </ul> <ul> <li>A1 First Name</li> <li>T</li> <li>T</li> <li>T</li> <li>T</li> <li>T</li> <li>T</li> </ul> <ul> <li>A1 First Name</li> <li>T</li> <li>T</li> <li>T</li> <li>T</li> <li>T</li> <li>T</li> </ul> <ul> <li>A1 First Name</li> <li>A2 Middle Name</li> <li>A3 Last Name</li> <li>T</li> </ul> <ul> <li>T</li> <li>T</li> <li>T</li> <li>T</li> <li>T</li> <li>T</li> </ul> <ul> <li>A1 First Name</li> <li>A2 Middle Name</li> <li>A3 Last Name</li> <li>T</li> <li>T</li> <li>T</li> </ul> <ul> <li>T</li> </ul> </td <td>• Click the <b>Red X Box</b> on the student</td>	• Click the <b>Red X Box</b> 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	