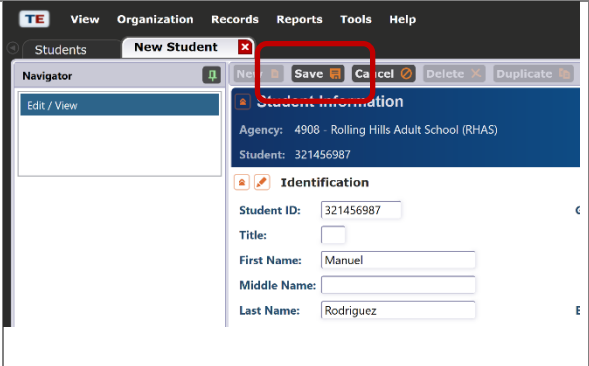
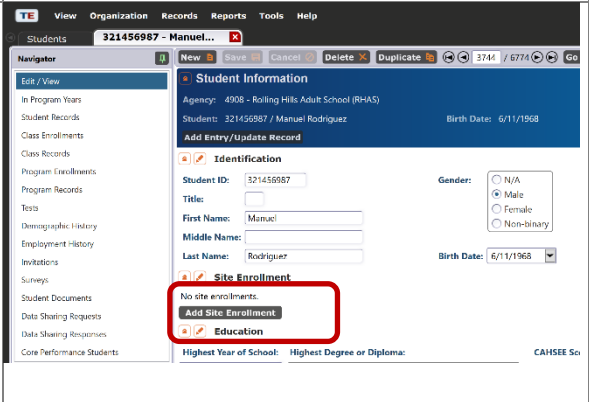
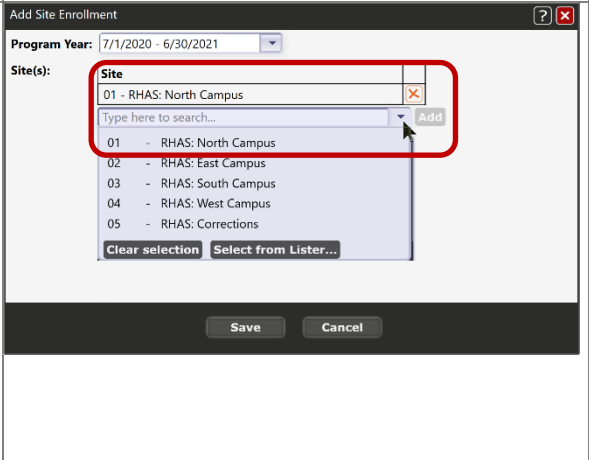
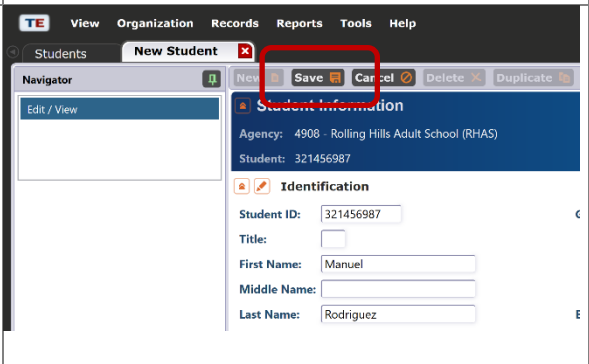


Steps to Add Student Records

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	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu bar, <ul style="list-style-type: none"> Click Records. <ul style="list-style-type: none"> Select Students. Click Demographics.
2.		<ul style="list-style-type: none"> 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, <ul style="list-style-type: none"> Click New.
3.	<p>Note! Use eTests Online to collect and “fill-in” remaining Demographics or add student records in TE automatically.</p>	<ul style="list-style-type: none"> A new tabbed page opens to input Student Information. Enter the minimum (recommended) Identification. <ul style="list-style-type: none"> Student ID. First/Last Name. Middle Name/Initial (recommended). Gender. Birth Date.

Step	Screen	Description
4.		<ul style="list-style-type: none"> To Save the new Student record, <ul style="list-style-type: none"> Click Save from the Toolbar at top.
5.		<ul style="list-style-type: none"> Add a Site Enrollment where the student will have activity. <ul style="list-style-type: none"> Click the Add Site Enrollment button.
6.		<ul style="list-style-type: none"> From the Site Enrollment pop-up, <ul style="list-style-type: none"> Click the Site field down-arrow and select a Site with... <ul style="list-style-type: none"> Type to Search. Scroll to Select. Select from Lister. Click the Add button. Click Save.
7.		<ul style="list-style-type: none"> To Save the new Student record, <ul style="list-style-type: none"> Click Save from the Toolbar at top.

Step	Screen	Description
8.		<ul style="list-style-type: none"> To Close the new Student record, <ul style="list-style-type: none"> Click the Red X Box on the new Student record tab. This returns you to the student Demographics Lister.
9.		<ul style="list-style-type: none"> From the student Demographics lister, you will now see the new Student record in the list of records. <ul style="list-style-type: none"> Click Refresh from the Toolbar to display the Student record, if needed.
10.		<p>If you have additional Student records to input...</p> <ul style="list-style-type: none"> From the Toolbar at top, <ul style="list-style-type: none"> Click New. Proceed from Step 3.
11.		<p>If you are finished with inputting Student records,</p> <ul style="list-style-type: none"> Click the Red X Box on the student Demographics tab to close the lister.