Customizing the Demographics Lister

The student **Demographics Lister** is a list of records for students in the current program year (i.e., July 1 - June 30). Monitoring the integrity of demographic records as they are added to an online account is an on-going task for TE Data Managers. Student demographic records can be added to an online account through eTests, manual data entry, importing, and scanning. Customizing this lister could help you to identify:

- Same student with different IDs in the current program year.
- Same student with different IDs in different program years.
- Same student with more than two different IDs.

Follow these steps to customize the **Demographics Lister** to help with managing data and detecting possible duplicate student records.

Step	Screen	Description
1.	View Organization Records Reports Tools Help Students Demographics Closses In program years Programs Records Tests Certificates Employment History Places of Employment	 From the Menu bar at top, Click Records. Select Students. Click Demographics.
2.	View Organization Records Reports Tools Help Demographics 4908 - Rolling Hills Adult School (RHAS) Aggregated Subs Site Student V V 02 - RHAS: Sout 005208242 Richard Williams 5/20/1987 01 - RHAS: Nort 023945893 Trayla B Ford 3/16/1988 01 - RHAS: Nort 034903948 Carmen Rodriguez 7/30/1958 01 - RHAS: Nort 034903948 Carmen Rodriguez 7/30/1958 01 - RHAS: Nort 034943489 John W Bestway 7/15/1988 02 - RHAS: Sout 045621382 Timothy McFlurry 4/5/1974 01 - RHAS: Nort 090983439 Krissy Bartholomew 9/9/1985 01 - RHAS: Nort 091919119 Karen V Corkey 7/13/1988	 A tabbed page opens to the list of Demographics records with a Toolbar along the top. Records display for students having activity in the Current Program Year (July 1 – June 30). Sorts on Student ID. Headers in most lists have Up/Down arrows and Filter icons.



Step		Screen	Description
3.	View Organization Demographics Image: Comparison of the second secon	Records Reports Tools Help School (RHAS) Aggregated Subsites Fill udent ID Name Birth Date Birth Date 917 Abraham Sharon 3/29/1979 204 Albello Martinez 6/7/1978 444 Alberto Perez 6/22/1973	 To sort by Name, Click the Name column UP arrow. By default, the Name column sorts by First name.
4.	View Organizatio Demographics Image: Comparison of the state of the	m Records Reports Tools Help dult School (RHAS) Aggregated Subsit nt Name Birth It Hide Full Name Birth It Show Address Show Age Show Address Show CAHSEE Scores Show Cell Phone John Show Coll Phone Show Consumer/Student Status John Show Consent Status Show Consumer/Student Status Show Consent Status Show Encoded Student ID Show First Name Jaim Show First Name Show GED 2002 ID Show GED 2002 ID Show GED 2002 ID Show GED 2014 ID Show GED 2014 ID Nor Show Highest Degree or Diploma Filbe	 Each list of records has its own default Schema, or Column Configuration. You may change the configuration of columns and save the Schema on your TE Client. To split the Name column into First, Middle, and Last name columns, Point your mouse in the Name column header. Right mouse-click. From the drop-down menu listing all columns available in the Demographics lister, Click Show First Name.
5.	View Organizat Demographics New 4908 - Rolling Hills Site Site Stud T 01 - RHAS: Nort 00520821 02 - RHAS: Sout 00520824	ion Records Reports Tools Help Adult School (RHAS) Aggregated Su ent First Name Name T 6 Rick Rick Williams 12 Richard Richard Williams	 Now you will see the First name has its own column. Repeat steps to add Middle name and Last name columns.

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Step	Screen	Description
6.	View Organization Records Reports Tools Help Demographics Image: Constraint of the second	 Now that the Name column is split in to three columns for First, Middle, and Last name, you no longer need the column. Right mouse-click in the Name column header. Select Hide Full Name.
7.	View Organization Records Reports Tools Help Demographics Image: Constraint of the state of the s	 The Name column is now hidden from the list. You may unhide any column to display again in the list of records. Listers may be Reset to Defaults at any time.
8.	View Organization Records Reports Tools Help Demographics Image: Comparison of the second se	 Reordering columns will further customize the list of Demographics records for your TE Client. Left click-and-hold your mouse in the Last Name column header. While holding, drag the Last Name column left of the First Name, and then release your mouse.
9.	View Organization Records Reports Tools Help Demographics Image: Constraint of the state of the s	• The Demographics lister now displays names in a Last , First , and Middle name column configuration.
10.	View Organization Records Reports Tools Help Demographics Image: Constraint of the second se	 In the Last Name column header, Click the UP arrow to sort alphabetically.



Step	Screen	Description
11. 4	 Screen gregated 2 Subsites First Name Gender Birth Date Name Gender Gender Birth Date 1. First, sort on Last Name. 2. Second, sort on First Name. 3. Third, sort on Middle Name. Note! Adding Gender and DOB columns helps with identifying any duplicate records of the same student. 	 Suggestion: Configure and presort columns: Click the UP arrow in the Last Name column header. Click and hold the Shift key on your keyboard, and then click the UP arrow in the First Name column header. Click and hold the Shift key again and click the UP arrow in the Middle Name column header. Release the Shift key.
12. <i>R</i>	User: Administrator 43 Version: 3.0 build 32 Pages Pages Export 	 To save the configuration and filtering of your columns, Click the More button from the Toolbar at top right for "more" buttons. Click Edit Schema. Enter "Your" Schema Name. Click Save.
13.	View Organization Records Reports Tools Help Demographics X New 4908 - Rolling Hills Adult School (RHAS) Aggregated Subsit site Student ID Last X First X Middle X Middle X V Y Acosta Melinda 01 - RHAS: Nort 913425098 Acuna Rosalina 02 - RHAS: Sout 94193397 Adalberto Maria	 Check to confirm that your TE Client will display the Demographics lister in "your" default Schema next time you open it. To close the Demographics lister, Click the Red X Box on the Demographics tab.

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Step	Screen	Description
14.	ersion: 3.0 build 32 ? Pages Close All Pages Close All Pages Close All Page Group New Vertical Page Group Open All Lists Here Open All Edit/Views Here Class Instances 1001 - ABE Interme 340993385 - Dustin	 You can also close several pages at the same time by clicking Pages at the top right. From the drop-down menu, Click Close All Pages. Or click individual Pages listed at bottom of the menu.
15.	View Organization Records Reports Tools Help Demographics Image: Construction of the state of the	 To reopen the Demographics lister, go to Records > Students > Demographics The list of Demographics records should display as the saved default Schema on your TE Client.
16.	ator 43 Version: 3.0 build 32 ? Pages Print (Default) Education Consumer Contact	 Note! You may also name different Schemas and access them from the Toolbar at the top of the list. Click the (Default) window down arrow and select a saved Schema.