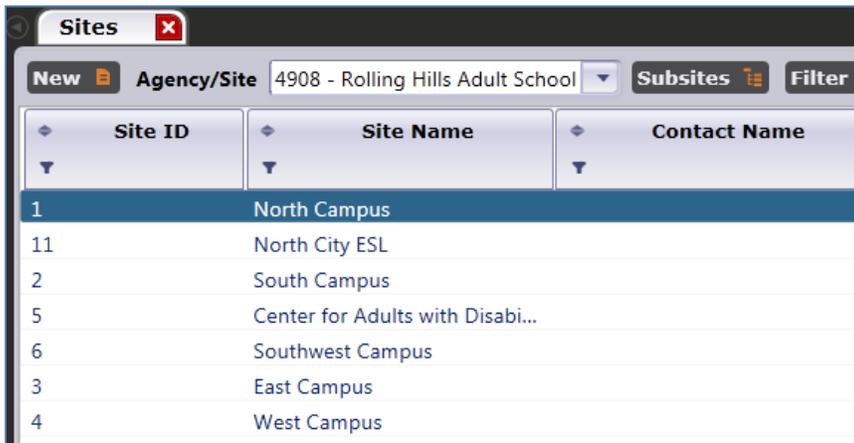


Organization - Sites

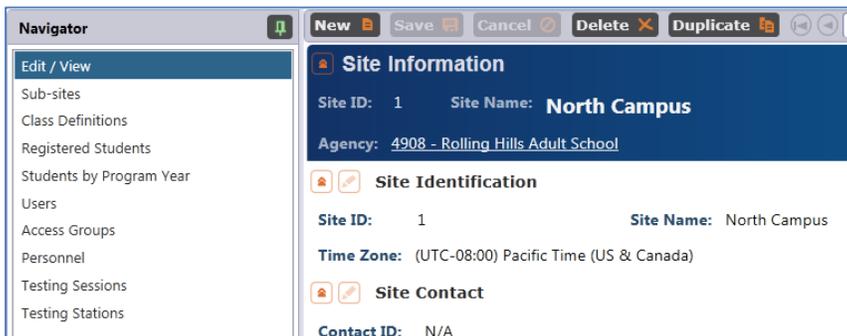
1. On the **Organization** menu, select **Sites**.



2. Double-click anywhere on the row to open the first Site Record.



3. This opens to the **Edit/View** screen, where you can find basic information about the site, such as Site ID, Name, and contact information.



- To make changes on this screen, click the **Edit** icon.



- Enter the information applicable to this site.

- Click **Save**.
- On the Navigator bar, click **Class Definitions**. This displays a list of classes currently assigned to this site.

Site	Class ID	Class Description
1 - North Campus	1	ABE
1 - North Campus	3	GED
1 - North Campus	424	ESL morning
1 - North Campus	210	Concurrent - afternoon
1 - North Campus	432	ESL high
1 - North Campus	12345	ESL - proxy
1 - North Campus	1001	ABE Intermediate
1 - North Campus	1115	ESL - Intermediate
1 - North Campus	1116	ESL - Intermediate - High
1 - North Campus	1002	ABE - CEC
1 - North Campus	3160	ESL Citizenship
1 - North Campus	3155	EL Civics AM
1 - North Campus	1106	ESL - Beginning

- Registered Students** and **Students by Program Year** both display lists of students currently assigned to this site. **Students by Program Year** only shows students with program year activity, and indicates which year is applicable for each student, while **Registered Students** displays all students in the database assigned to the site, regardless of program activity.

Program year	Site	Student ID	Name	Birth Date	Gender
7/1/2012 - 6/30/2013	1 - North Cam...	005208216	Rick Williams	5/20/1982	Male
7/1/2011 - 6/30/2012	1 - North Cam...	0217	Student 00008G	6/30/1967	Female

9. **Users and Access Groups** display the user accounts and access groups currently granted access to your TE installation.

The screenshot shows the 'Users' interface. The 'Navigator' on the left has 'Users' selected. The main area displays 'Site Information' for 'North Campus' (Site ID: 1, Agency: 4908 - Rolling Hills Adult School). Below this is a table of users:

Container	User Account	Name	Phone
1 - North Campus	Site User	Site User	

10. **Personnel** lists the teachers and other staff assigned to the site.

The screenshot shows the 'Personnel' interface. The 'Navigator' on the left has 'Personnel' selected. The main area displays 'Site Information' for 'North Campus' (Site ID: 1, Agency: 4908 - Rolling Hills Adult School). Below this is a table of personnel:

Container	Personnel ID	Name
1 - North Campus	101	Main Campus - Team On
1 - North Campus	124	Mr Ruben
1 - North Campus	19	Rick Wrota
1 - North Campus	20	Karenina Vinskaya

11. **Testing Sessions and Testing Stations** include site information related to the administration of eTests Online.