## **Organization - Sites**

1. On the Organization menu, select Sites.

Organization	Records
Agencies	
Sites	
Classes	•
Personnel	•
Users	
Access Grou	ips
Test Admini	strations
Forms	
Special Prog	grams
Testing Stat	tions
Testing Ses	sions

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

Sites 🛛						
New Agency/Site 4908 - Rolling Hills Adult School 🔽 Subsites 📜 Filter						
<ul> <li>Site ID</li> </ul>	<ul> <li>Site Name</li> </ul>	Contact Name				
Ŧ	т	т				
1	North Campus					
11	North City ESL					
2	South Campus					
5	Center for Adults with Disabi					
6	Southwest Campus					
3	East Campus					
4	West Campus					

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.



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



5. Enter the information applicable to this site.

Navigator 📮	New 🛢 Save 🛒 Cancel 🥥 Delete 🗙 Duplicate 훰 🕞 🕣 🚺 / 7 🕞 🕞
Edit / View	Site Information
Sub-sites	Site ID: 1 Site Name: North Comput
Class Definitions	North Campus
Registered Students	Agency: 4908 - Rolling Hills Adult School
Students by Program Year	Site Identification
Users	
Access Groups	Site ID: 1 Site Name: North Campus
Personnel	Time Zone: (UTC-08:00) Pacific Time (US & Canada)

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

Navigator 📮	New 🖹 Save 🛒 Cancel 🖉 Delete 🗶 Duplicate 🗎 🕞 🔾 🗍				
Edit / View	Site Information				
Sub-sites	Site ID: 1 Site Name: North Compus				
Class Definitions	North Campus				
Registered Students	Agency: 4908 - Rolling Hills Adult School				
Students by Program Year	Class Definitions				
Users	New Subsites Eilter Columns Sort & Delete X				
Access Groups					
Personnel		Class ID	Class Description		
Testing Sessions		Y	Ŧ		
Testing Stations	1 - North Campus 1	L	ABE		
	1 - North Campus 3	3	GED		
	1 - North Campus 4	124	ESL morning		
	1 - North Campus 210		Concurrent - afternoon		
	1 - North Campus 432		ESL high		
	1 - North Campus 1	2345	ESL - proxy		
	1 - North Campus 1001		ABE Intermediate		
	1 - North Campus 1115		ESL - Intermediate		
	1 - North Campus 1	116	ESL - Intermediate - High		
	1 - North Campus 1	.002	ABE - CEC		
	1 - North Campus 3	3160	ESL Citizenship		
	1 - North Campus 3	3155	EL Civics AM		
	1 - North Campus 1	106	ESL - Beginning		

8. **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.

Navigator	New D Save 🗊 Can	cel 🖉 🚺 Delete 🕽	S Duplicate 🐚	0 0 1 /7 <b>0 0 60 To</b>	Linked 📫 Disconnect 🥖 Collapse .
Edit / View	Site Information				
Sub-sites Class Definitions	Site ID: 1 Site Name: North Campus				
Students by Program Year	Students by Program Year				
Access Groups	New D Aggregated	Subsites is	Filter 🝸 Colum	nns 🗐 Sort 🗐 Delete 🗶	🕞 🕘 🚺 / 391 🕞 💽 Refresh 🥸
Personnel Testing Sessions	<ul> <li>Program year</li> <li>Y</li> </ul>	° Site T	<ul> <li>Student ID</li> <li>Y</li> </ul>	≎ Name ▼	Birth Date     Gender     Y
Testing Stations	7/1/2012 - 6/30/2013 7/1/2011 - 6/30/2012	1 - North Cam 1 - North Cam	005208216 0217	Rick Williams Student 00008G	5/20/1982 Male 6/30/1967 Female

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

Navigator 📮	New B Save 🛒 Cancel Ø Delete × Duplicate 🖻 🕢 🚺 1 /7 🗩 🖗 Go To Linked				
Edit / View	Site Information				
Sub-sites	Site ID: 1 Site Name: North Comput				
Class Definitions	she to: 1 she hume. North Campus				
Registered Students	Agency: 4908 - Rolling Hills Adult School				
Students by Program Year	Users				
Users	New B Subsites in Filter 🔽 Columns 🕅 Sort 11 Delete 🗙 🖂 🕤 1 / 1 🕞 🗎				
Access Groups					
Personnel	Container      User Account      Name      Phone				
Testing Sessions	Y Y Y Y				
Testing Stations	1 - North Campus Site User Site User				
. comy otations					

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

Navigator	New 🖹 Save 開 Cancel 🖉 De	elete 🗙 Duplicate 🛿	1 / 7 🕞 🤅			
Edit / View	Site Information					
Sub-sites	Site ID: 1 Site Name: North	h Campus				
Class Definitions	Norui Campus					
Registered Students	Agency: 4908 - Rolling Hills Adult School					
Students by Program Year	Personnel					
Users	Now B. Subsitos is Filtor	Columns - Sort	Al Delete X @@			
Access Groups	New a Subsities te l'inter					
Personnel	Container	Personnel ID	Name			
Testing Sessions	T. Contraction of the second s	T	Ŧ			
Testing Stations	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.