

School Administrator

Quick Reference Card

1 Create Filters - for this school ONLY

1. **Manage Filters**
2. Enter demographic **Label**
3. **Add**
4. Once labels are created, click **Edit Choices** to define options
5. Enter choice
6. **Add**; repeat until all choices are listed

Options

English [Edit Filter Option](#) [Delete](#) [Edit Choices](#)
 Gender [Edit Filter Option](#) [Delete](#) [Edit Choices](#)
 Homeroom Teacher [Edit Filter Option](#) [Delete](#) [Edit Choices](#)
 Math [Edit Filter Option](#) [Delete](#) [Edit Choices](#)
 SAT date [Edit Filter Option](#) [Delete](#) [Edit Choices](#)

Label:

Should this option be visible to students? Yes No

Maximum number of options is 6

Option

English

Choices

Eng 1 [Edit](#) [Delete](#)
 Eng 1 Honors [Edit](#) [Delete](#)
 Eng 2 [Edit](#) [Delete](#)
 Eng 2 Honors [Edit](#) [Delete](#)
 Eng 3 [Edit](#) [Delete](#)
 Eng 3 Honors [Edit](#) [Delete](#)

2 Add Teachers or Administrators

1. **Manage Users tab**
2. **Manage Teachers/Administrators link**
3. Enter information in fields
4. Select user type
5. **Add**

Add an Administrator or Teacher

Last Name:
 First Name:
 Initial:
 Grade:
 Student Number:
 Verify Student Number:
 Password:
 Verify Password:

3 Batch Enroll Students

1. **Upload Data Tab**
 2. **Upload Students link**
 3. Click **Browse**; Select csv file
 4. Click **Send file**
 5. Upload results appear – list of students **Added**
- Note: If error appears, open file and correct problems

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TCA

[Data format for loading student data](#)

Upload this file of student information:

6 Add Students to Class

1. **Manage Classes tab**
2. **Manage Students in Classes link**
3. **Select** the class (test & teacher name)
4. Select students (check marks appear)
5. **Select**

Class

Product	Teacher	Period
Studyguide for SAT	Test, Teacher Block 1	

Enrolled Students

Students

Student, Test 123456789

[Select another Class](#)

5 Add a Class

1. **Manage Classes tab**
 2. **Manage Classes link**
 3. Select **Teacher 1**
 4. Select **Class Type**
 5. Enter descriptor for **Period**
- Note: Letters, number and symbols can be used (up to 256 characters)
6. **Add**

Use this form to add classes.

You must select a Teacher for Teacher 1. Others are optional.

Teacher 1:

Teacher 2:

Teacher 3:

Teacher 4:

Class Type:

Period:

4 Add Students

1. **Manage Users tab**
2. **Manage Students link**
3. **Add a Student link**
4. **Enter information** use drop downs for filters
5. **Add**

Last Name:
 First Name:
 Initial:
 Grade:
 Student Number:
 Verify Student Number:
 Password:
 Verify Password:

Select method for Login ID
 Last Name + First Initial
 Last Name + First Name
 Student Number

[Back to Student List](#)