

eSchoolPLUS Student Registration Exercise

Menu Path – Student Center > Registration

This exercise includes:

- A. Enrolling new students
- B. Searching for students and creating student list reports
- C. Maintaining student information
- D. Withdrawing and re-activating a student

A) Enrolling new students

- Enroll five new students using information provided on the School Registration forms.
 1. Select Student Center > New Student Entry
 2. Use the attached Student Registration Forms to enter new student data
 3. Click Next to advance to the next enrollment screen
 4. After the last screen, verify data on the Student Summary Screen

B) Searching for students and creating student list reports

- Use the Quick Search to search for all actively enrolled students in your building and create a report of the results.
 1. Select Student Center > Search
 2. Click **Search**
 3. Enter your building number and click Active as the Current Status
 4. Click **Search**
 5. Click **Report** and choose to sort by either student id number or name
 6. Choose **Run**
 7. From your home page, click on the Student List report
- Use the Advanced Search to search for all actively enrolled students on the Blue scheduling team.
 1. Select Student Center > Search> Advanced Search
 2. Enter the following in the Search Criteria section:

Area	Field Name	Condition	Value
Demographics	Current Status	=(equal to)	A
Demographics	House Team	=(equal to)	B

3. Enter the following in the List Field Display section:

Area	Field Name
Demographic	First Name
Demographic	Last Name
Demographic	House Team

4. Click Search

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C) Maintaining student information

- Use the Student Summary page to change Ashleigh Bradley's primary homeroom to the ART room
 1. Select Student Center > Student Summary
 2. Either choose Ashleigh from the list or click Search and search for her last name
 3. Click the link to Registration information and make the homeroom change
 4. Click Save
- Search for Jonathan Cho and change his parents' home phone number to (610)555-8022
 1. Select Student Center > Student Summary
 2. Either choose Jonathan from the list or click Search and search for his last name
 3. Click the link in the Contacts area to Jonathan's parents' home number and make the change
 4. Click Save
- Search for Melody Brookheimer and change her year of graduation to 2008
 1. Select Student Center > Demographic > Academic
 2. Either choose Ashleigh from the list or click Search and search for her last name
 3. Change the Graduation Year field to 2008
 4. Click Save
- Add a personal note to Molly White saying that she may not be released to her father
 1. Select Student Center > Student Summary
 2. Either choose Molly from the list or click Search and search for her last name
 3. Click the link to Personal information and make the notes change – remember to check the Show Alerts box
 4. Click Save
- Add an emergency contact to Tyrone Hall
 1. Select Student Center > Student Summary
 2. Either choose Tyrone from the list or click Search and search for his last name
 3. Click the link to Contact information and click New
 4. Type contact's last name into the Duplicate Contact Search: *Barone*
 5. Click **Search**, then click **New** if no duplicates are found
 6. Add Contact info:
 - Type: Emergency Contact
 - Name: Rita Barone Phone: (610)555-1690 – home

D) Withdrawing and Re-activating Students

- Withdraw Jasmine Harris as of today's date and drop her schedule
 1. Select Student Center > Demographic > Entry/Withdrawal
 2. Either choose Jasmine from the list or click Search and search for her last name
 3. Click the link to most recent school year and dates
 4. Enter a withdrawal code, withdrawal date, and click Drop Schedule
 5. Click Save

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- Reactivate Jasmine Harris as of next Monday's date
 1. Select Student Center > Demographic > Entry/Withdrawal
 2. Either choose Jasmine from the list or click Search and search for her last name
 3. Click Re-enter Student
 4. Enter an entry code and entry date
 5. Click Save

Try these:

- 1) Withdraw Nathan Hertz as of today, but keep his schedule
- 2) Re-activate Nathan as of tomorrow and restore his schedule