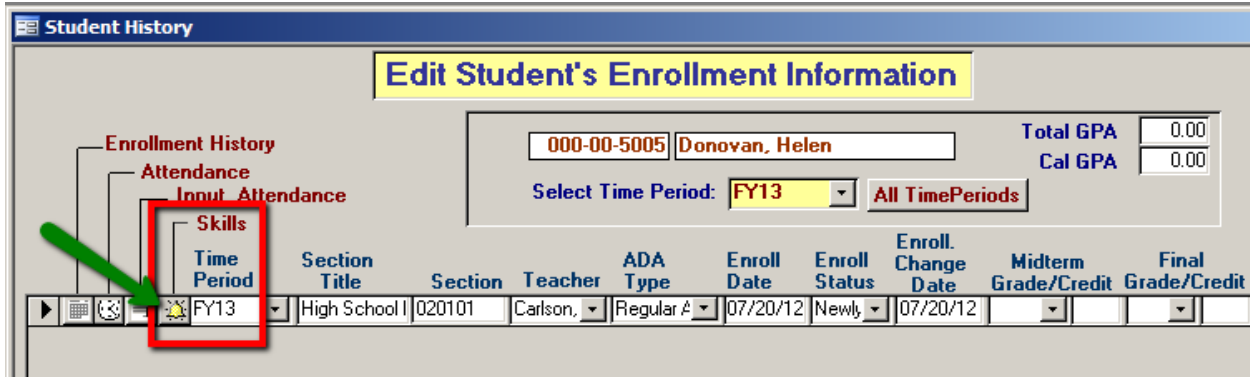


Entering Skills for Students

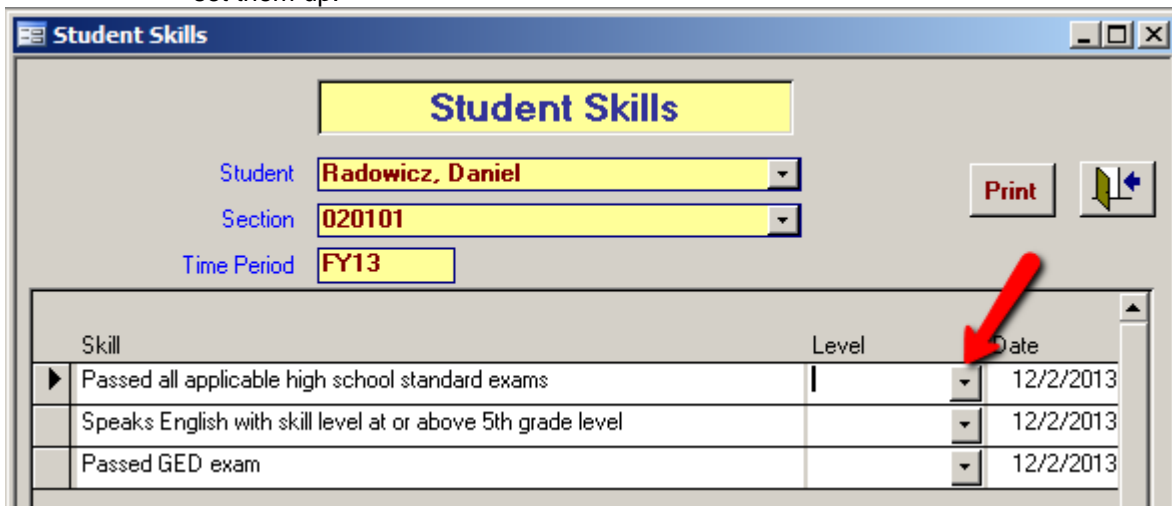
Skills can be entered in three ways:

1. Enter Skills for a Student from the Student Screen:

- From the Student's Demographic screen, click on Edit Classes.
- The Student Skills icon is to the left of each of the student's sections.



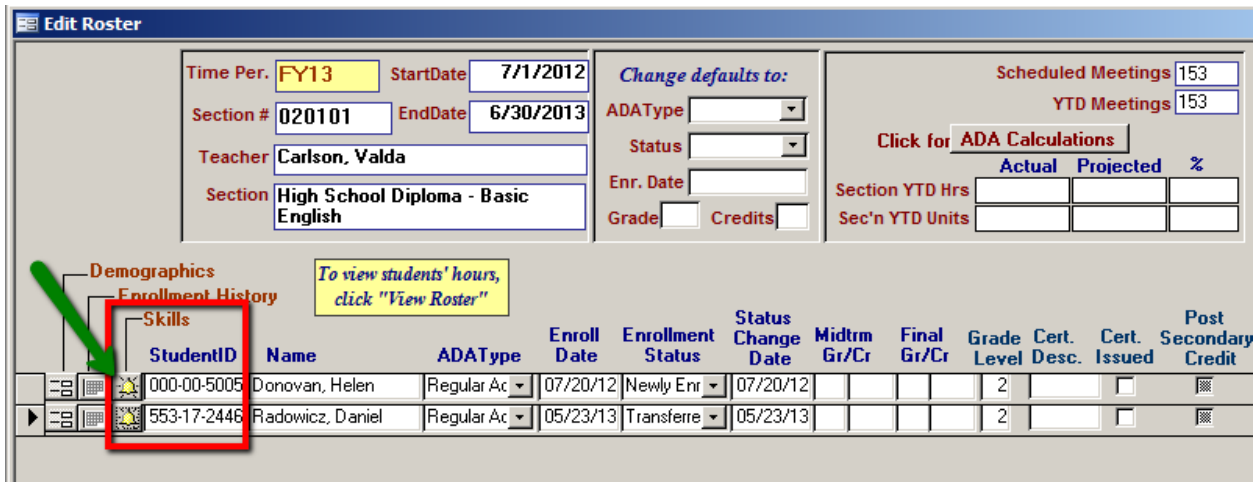
- These skill levels were entered in the Lookup Table – you have full control over how you set them up.



2. Enter Skills for a Student from the Section Screen:

- Go to the Section Details screen (Main Switchboard/Sections/Manage Sections/get the Section).
- Click on Edit Roster.
- Click on the Skills icon to the left of the student's name. The same screen as the one through the Student Demographics/Edit Classes screen will display.

Entering Skills for Students



Edit Roster

Time Per: **FY13** StartDate: **7/1/2012** Change defaults to: ADAType: [dropdown] Status: [dropdown] Enr. Date: [text] Grade: [text] Credits: [text]

Section #: **020101** EndDate: **6/30/2013** Scheduled Meetings: **153** YTD Meetings: **153**

Teacher: **Carlson, Valda** Click for **ADA Calculations**

Section: **High School Diploma - Basic English**

Section YTD Hrs: [table with columns: Actual, Projected, %] Sec'n YTD Units: [table with columns: Actual, Projected, %]

Demographics Enrollment History Skills

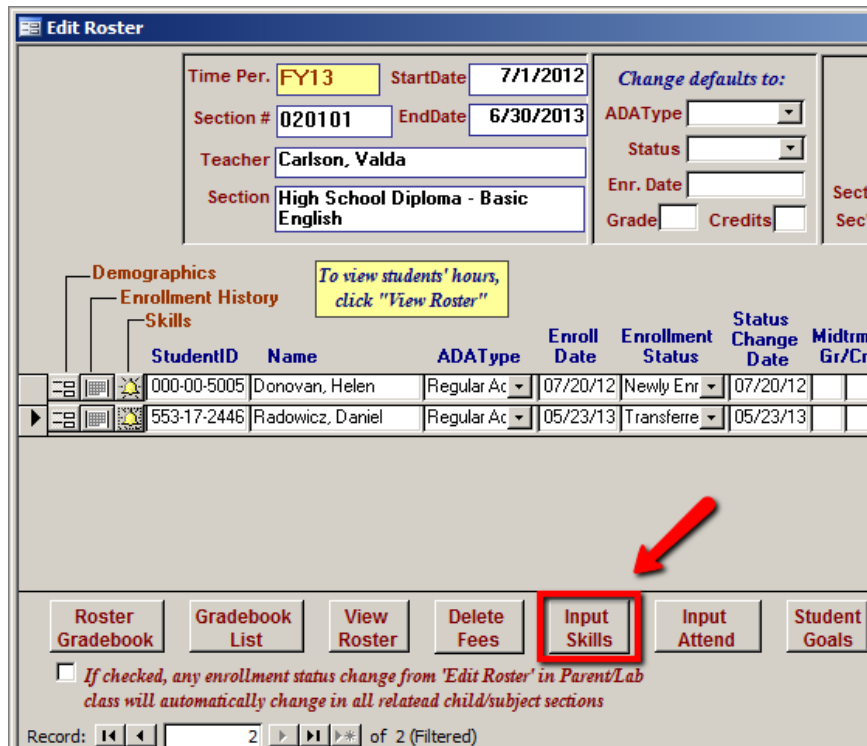
To view students' hours, click "View Roster"

StudentID	Name	ADAType	Enroll Date	Enrollment Status	Status Change Date	Midtrm Gr/Cr	Final Gr/Cr	Grade Level	Cert. Desc.	Cert. Issued	Post Secondary Credit
000-00-5005	Donovan, Helen	Regular Ac	07/20/12	Newly Enr	07/20/12			2		<input type="checkbox"/>	
553-17-2446	Radowicz, Daniel	Regular Ac	05/23/13	Transferre	05/23/13			2		<input type="checkbox"/>	

3. Enter Multiple Skills by Section:

The Input Skills screen at the section level allows you to give competencies to all the students in the class.

- From the Section Details screen, click on Edit Roster
- Click on the Input Skills button at the bottom of the screen. The numbers of columns correlate with the number of skills for the section, with a maximum of 11 columns (skills).



Edit Roster

Time Per: **FY13** StartDate: **7/1/2012** Change defaults to: ADAType: [dropdown] Status: [dropdown] Enr. Date: [text] Grade: [text] Credits: [text]

Section #: **020101** EndDate: **6/30/2013**

Teacher: **Carlson, Valda**

Section: **High School Diploma - Basic English**

Demographics Enrollment History Skills

To view students' hours, click "View Roster"

StudentID	Name	ADAType	Enroll Date	Enrollment Status	Status Change Date	Midtrm Gr/Cr
000-00-5005	Donovan, Helen	Regular Ac	07/20/12	Newly Enr	07/20/12	
553-17-2446	Radowicz, Daniel	Regular Ac	05/23/13	Transferre	05/23/13	

Roster Gradebook Gradebook List View Roster Delete Fees **Input Skills** Input Attend Student Goals

If checked, any enrollment status change from 'Edit Roster' in Parent/Lab class will automatically change in all related child/subject sections

Record: [table with navigation icons] 2 of 2 (Filtered)

Entering Skills for Students

Section #

Teacher

Section Title

Time Per.

StartDate

EndDate

Skill Description

1 Passed all applicable high school standard exams

2 Speaks English with skill level at or above 5th grade

3 Passed GED exam

Student ID	Name	EnrollmentStatus	Hrs.	Skill1	Skill2	Skill3
Defaults:						
<input type="text" value="000-00-5005"/>	Donovan, Helen	Newly Enrolled		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="553-17-2446"/>	Radowicz, Daniel	Transferred		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Record: of 2

- Click on the “Skills List” button at the bottom of the screen to see a list of skills at the top.
- Enter the skill level by typing in a number or using the pull-down list. If you want to have a level default for all the students or for all the skills for a student, enter it in the yellow field(s) in the skills column or next to the student name.
- Click on Save Changes before exiting. After you enter the skills here, they will default to the student’s screen under “Student Skills.”