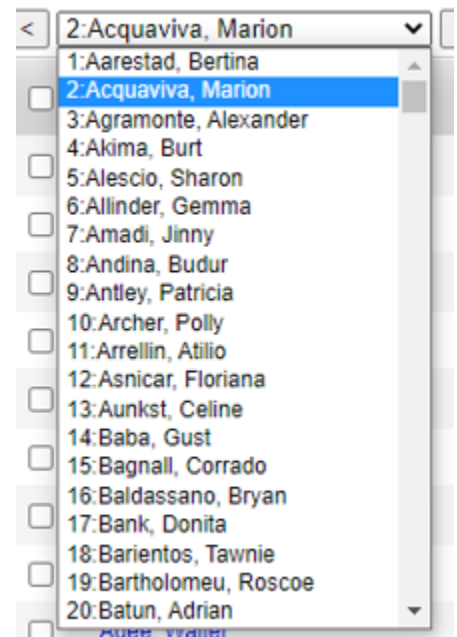


Selecting a Student or Group of Students

- Students TT

Find a student

- Method 1
 - If not on page displayed select the drop-down menu at the top of the student list
 - The names displayed are the first name in the list of students on the corresponding page
 - Determine which pages the student's name falls between
 - I.e. Anderson would fit between Amadi and Andina, so select Andina to select
- Method 2
 - Select the Arrow on either side of the dropdown menu to advance forward or backwards one page at a time.
- Click on the student's name to work with that student



Find Groups of Students

- Scroll through the students, select the desired students using the checkbox beside each student, with the students select, Options > Show Selected to work with that group.
- Filter icon (as highlighted)



- **All Active students** or **Active Primary and Secondary Students** – Includes all students currently enrolled in your school, including those taking classes at your school from other schools, i.e. IA/Home Ec students cross enrolled from another school
- **Primary Active students** or **Active-Primary Students ONLY** – Includes active students from your school only
- **All Primary Students** – Includes all students, even withdrawn or from previous years that have not transferred to another schools
- **All Secondary Students** – Includes all students enrolled in classes at your school that are from other schools (cross enrolled students), that have not been properly transferred out of the school
- **All Students** – Includes any student who has ever attended your school that are graduated or did not transfer to another school
- **Current Members** – Includes all current students
- **Former Students** - Any students that are in-active at your school, they were in your school but have not transferred to another school
- **Next Year Students** – Any students that have your school set as the Next School on the Details page
- **Active No Primary** – Students who are active in your school, but your school is not their primary school. Possibly a secondary student who should have been set to form/transferred out properly