



## **User Guide**

### *Searching for a Student*

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# 1 Searching for a Student

## 1.1 Student Search

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To conduct a Student Search:

- Click the  *Student Search* icon on the Toolbar.



**Figure 1-1**

- A *Student Search* pop-up window displays.

A screenshot of a 'Student Search' pop-up window. The window has a yellow header with the title 'Student Search' and a close button 'X'. Below the header, there is a 'Search by' section with two radio buttons: 'Name' (selected) and 'Student Id'. To the right of this section is a horizontal list of letters from A to Z. Below the 'Search by' section are three text input fields: 'Last Name', 'First Name' (with a placeholder 'Enter First Name'), and 'Middle Name' (with a placeholder 'Enter Middle Name'). At the bottom left is a yellow 'Search' button. At the bottom right, there is a small instruction: 'Click on a letter or use the search panel on the left to search.'

**Figure 1-2**

There are three ways to search for a student from this page: by name, by alphabetical listing or by student ID.

- To search by *Name*:
  - **Enter** a full or partial *Last Name* or
  - **Enter** a full or partial *First Name*
  - **Enter** the *Middle Name* (Optional)

**Figure 1-3**

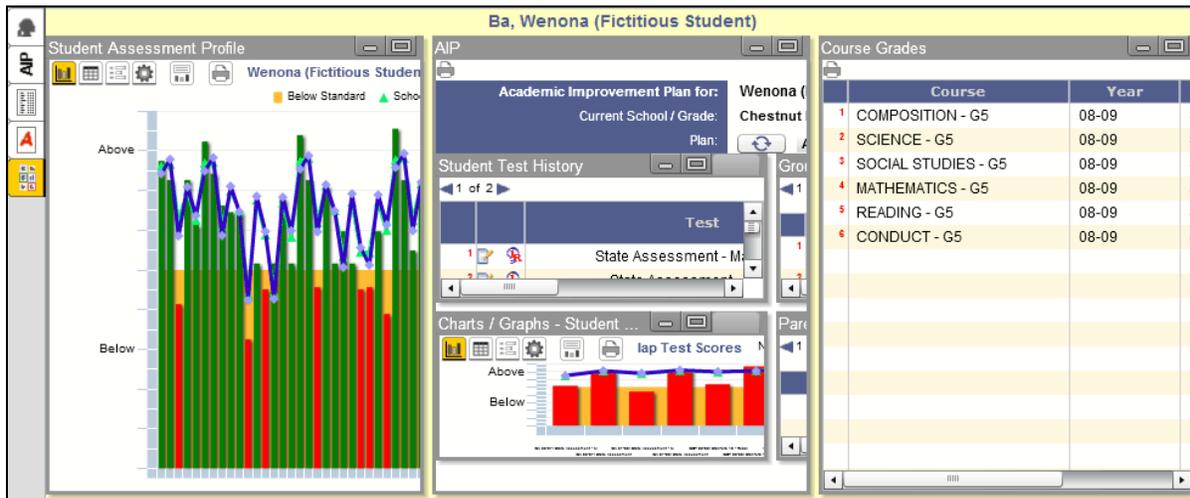
- Click the **Search** Search button.
- A student's name or list of student's names will display in the *Records Per Page* area of the *Student Search* pane, depending on your search criteria.

Records Per Page: 25		Record: Total Records: 1	
Last ...	First Name	Middle Name	School
1	Adams	Oralia (Fictitious Student)	Redwood High School (Fictitious School)

**Figure 1-4**

- **Click** on the desired student name.

- The *Student Composite View* for that student displays.



**Figure 1-5**

## 1.2 Student Search by Alphabetical Listing

To search by alphabetical listing:

- Click the  *Student Search* icon on the Toolbar.



**Figure 1-6**

- Click the initial letter of the student's last name



**Figure 1-7**

- For example, **click** the link for the letter *B*.
- All students with last names beginning with the letter *B* will display.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				
Records Per Page: 25 Record: 1-25 26-50 51-75 76-100 101-125 > >> Total Records: 842				
	Last Na...	First Name	Middle Name	School
1	Ba	Wenona (Fictitious Student)		Chestnut Elementary (Fictitious School)
2	Babbitt	India (Fictitious Student)		Redwood High School (Fictitious School)
3	Babers	Tabatha (Fictitious Student)		Sycamore Intermediate (Fictitious School)
4	Babic	Erna (Fictitious Student)		Sycamore Intermediate (Fictitious School)
5	Babich	Albert (Fictitious Student)		Evergreen Intermediate (Fictitious School)
6	Babilonia	Norbert (Fictitious Student)		Ash Elementary (Fictitious School)
7	Babula	Jospeh (Fictitious Student)		Evergreen Intermediate (Fictitious School)
8	Bacca	Chandra (Fictitious Student)		Evergreen Intermediate (Fictitious School)

Figure 1-8

- Click on the first student name in the list.
- The *Student Composite View* displays.

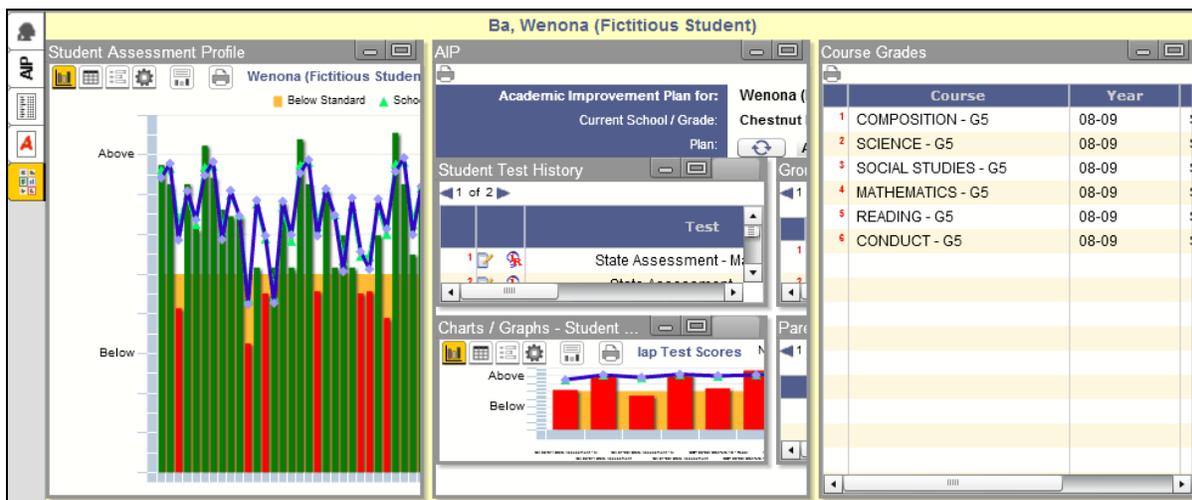


Figure 1-9

### 1.3 Student Search by Student ID

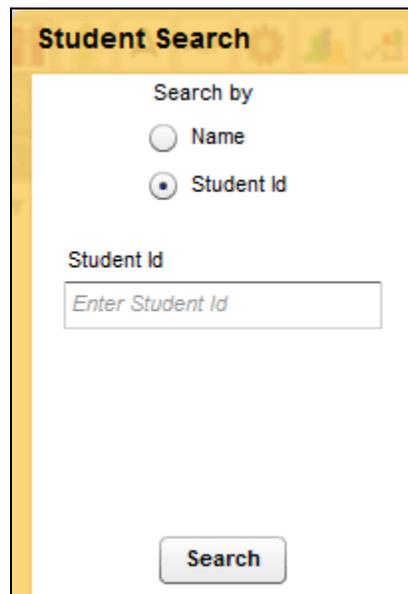
To search by Student ID:

- Click the  *Student Search* icon on the Toolbar.



Figure 1-60

- Select the *Student Id* option button.



The screenshot shows a web interface titled "Student Search". Under the heading "Search by", there are two radio button options: "Name" and "Student Id". The "Student Id" option is selected, indicated by a filled circle. Below the radio buttons is a text input field labeled "Student Id" with the placeholder text "Enter Student Id". At the bottom of the form is a "Search" button.

**Figure 1-11**

- **Enter** a full or partial student ID and **click** *Search*. The student or students matching that ID criteria will display.