


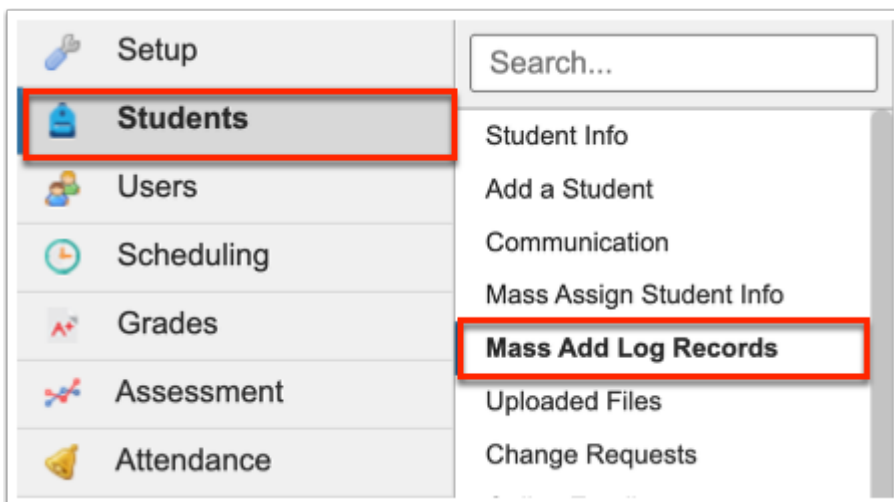
Mass Add Log Records

The Mass Add Log Records screen is used to add log records for multiple students. Log records can be added by individual student or by group. The By Student tab allows users to quickly add log records to individual students. For example, the By Student tab is useful when logging student visits to the health clinic. The By Group tab allows users to search for a group of students (such as by grade, specific section, or a student field) and add log records en masse. Changes to individual student records can also be made in the By Group tab.


 If specific Student Fields have been set as Require Approval for your profile via [Users > Profiles > Permission Type: Student Fields](#), upon mass adding log records pertaining to those fields, a change request is submitted and must be approved via [Students > Change Requests](#).

Mass Adding Log Records By Student

1. In the **Students** menu, click **Mass Add Log Records**.



2. Click the **By Student** tab to add log records by an individual student.



Select Student/Staff ▼
Mass Add Log

By Student
By Group

Logging Field: 504 Entry

3. Select the **Logging Field** to be updated from the pull-down, such as 504 Accommodation Plan.

By Student
By Group

Logging Field: Peer 504 Classroom Accommodations ▼

Show All Records ☐
Save

0 Records
Export
Import
Filter: OFF
Mass Update

Student ▼	Identified Need ▼	Persons Responsible ▼	End Date ▼	Accommodation ▼
▼				

4. Previous log entries are listed in the table. As described, the screen displays the latest 200 records. Select the **Show All Records** check box to display all records.

FOCUS Writers02 Select Student/Staff ▼ Mass Add Log Records Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

By Student By Group

Logging Field: State Computer Based Test Accommodations Show All Records ☐ Save

Showing only the latest 200 records. Refine your search if necessary. Hide

◀ Prev Page: 1 / 8 Next ▶ 200 Records Export Import Filter: OFF Mass Update

Student	Test Part Administered	Test Accommodations	Computer Based Masking	Computer Based Text-to-Speech	Computer Based -Pap
▼	▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acosta, Harry [58780]	Algebra I EOC	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valentin, Jader [056964]	Algebra I EOC	▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portillo, William [021104]	Geometry EOC	▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Use the first row in the table to add a log record for a student.

By Student By Group

Logging Field: Prior Addresses Show All Records ☐ Save

7 Records Export Import Filter: OFF Mass Update

Student	Address	Date Changed	Zone	Subzone	Updated By
▼	▼	▼	▼	▼	▼
Espinoza, Anna [059407]	Ojqxwikxw, UZ 1	03/29/2023			Weiss, Ashley
Acosta, Harry [058780]	Ojqxwikxw, UZ 1	10/10/2022			Weiss, Ashley
Anthony, Verno [0078990]	Zqwjixwjxj, UZ 1	10/04/2022			Weiss, Ashley
Abbott, Charlie [082221]	555 Main Street	04/25/2022			Monroy, Patricia
Williams, Marti [0060160]	Zxi Zjwkx, UZ 1	03/03/2022			Garcia, Lizette
Williams, Marti [0059275]	Zxi Zjwkx, UZ 1	03/03/2022			Garcia, Lizette
Adams, Ponyboy [086404]	627626 Hugs La	12/14/2021			Monroy, Patricia

6. Begin by selecting the applicable **Student** from the pull-down.

By Student By Group

Logging Field: State Computer Based Test Accommodations Show All Records ☐ Save

Showing only the latest 200 records. Refine your search if necessary. Hide

Prev Page: 1 / 8 Next 200 Records Export Import Filter: OFF Mass Update

Student	Test Part Administered	Test Accommodations	Computer Based Masking	Computer Based Text-to-Speech	Computer Based -Pap
Abe, Charlie [5879]	All Tests	A - Accommodate...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acosta, Harry [58780]	Algebra I EOC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valentin, Jaden [56964]	Algebra I EOC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portillo, William [21104]	Geometry EOC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wiley, Rudecindo [569...]	Geometry EOC		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wiley, Rudecindo [569...]	FSA ELA Writing		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wiley, Rudecindo [569...]	FSA ELA Reading		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Fill in the remaining logging fields. Note: The required fields vary based on the selection made from the Logging Field pull-down.

8. Press the **Enter** key when finished to save the log entry. When the line of data has saved, the line will turn yellow and the delete button (red minus sign) displays.

Prev Page: 1 / 9 Next 201 Records Export Import Filter: OFF Mass Update

Student	Test Part Administered	Test Accommodations	Computer Based Masking	Computer Based Text-to-Speech	Computer Based -Pap
Abe, Charlie [5879]	All Tests	A - Accommodate...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acosta, Harry [58780]	Algebra I EOC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valentin, Jaden [56964]	Algebra I EOC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portillo, William [21104]	Geometry EOC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9. Click **Save** to save the added line(s) of data. The line will then turn blue.

By Student By Group

Logging Field: State Computer Based Test Accommodations Show All Records ☐ Save

Prev Page: 1 / 9 Next 201 Records Export Import Filter: OFF Mass Update

Student	Test Part Administered	Test Accommodations	Computer Based Masking	Computer Based Text-to-Speech	Computer Based -Pap
Abe, Charlie [5879]	All Tests	A - Accommodate...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acosta, Harry [58780]	Algebra I EOC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valentin, Jaden [56964]	Algebra I EOC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portillo, William [21104]	Geometry EOC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

By Student By Group

Logging Field: State Computer Based Test Accommodations Show All Records ☐ Save

Prev Page: 1 / 9 Next 201 Records Export Import Filter: OFF Mass Update

Student	Test Part Administered	Test Accommodations	Computer Based Masking	Computer Based Text-to-Speech	Computer Based -Pap
Abe, Charlie 055879]	All Tests	A - Accommodate...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acosta, Harry 058780]	Algebra I EOC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valentin, Jaden 056964]	Algebra I EOC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portillo, William 021104]	Geometry EOC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wiley, Rudecindo 0569...	Geometry EOC		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wiley, Rudecindo 0569...	FSA ELA Writing		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Editing and Deleting Log Records By Student

1. In the **Students** menu, click **Mass Add Log Records**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Search...

Student Info

Add a Student

Communication


Mass Assign Student Info

Mass Add Log Records

Uploaded Files

Change Requests

2. Click the **By Student** tab to add log records by an individual student.



Select Student/Staff ▼
Mass Add Log R

By Student
By Group

Logging Field: State Computer Based Test Accommodations

3. Select the **Logging Field** to be updated from the pull-down, such as 504 Accommodation Plan.

By Student
By Group

Logging Field: Peer 504 Classroom Accommodations ▼
Show All Records ☐
Save

0 Records
Export
Import
Filter: OFF
Mass Update

Student ▼	Identified Need ▼	Persons Responsible ▼	End Date ▼	Accommodation ▼
▼				

4. Previous log entries are listed in the table. As described, the screen displays the latest 200 records. Select the **Show All Records** check box to display all records.

FOCUS Writers02 Select Student/Staff ▾ Mass Add Log Records Lizette Garcia Focus High School - 0041 ▾ SIS 2022-2023 ▾ 4th 9 Weeks ▾ ERP

By Student By Group

Logging Field: State Computer Based Test Accommodations ▾ Show All Records ☐ Save

Showing only the latest 200 records. Refine your search if necessary. Hide

◀ Prev Page: 1 / 8 Next ▶ 200 Records Export Import Filter: OFF Mass Update

Student ▾	Test Part Administered ▾	Test Accommodations ▾	Computer Based Masking ▾	Computer Based Text-to-Speech ▾	Computer Based -Pap
Acosta, Harry [58780] ▾	Algebra I EOC ▾	▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valentin, Jader [056964] ▾	Algebra I EOC ▾	▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portillo, William [021104] ▾	Geometry EOC ▾	▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Click the applicable pull-downs to change selections or click the text box and make edits as needed. All fields can be edited except the Student pull-down unless the record was recently added.

By Student By Group

Logging Field: 504 Accommodation Plan ▾ Save

◀ Prev Page: 1 / 4 Next ▶ Export Import Filter: OFF Mass Update

Student ▾	Presentation ▾	Responding ▾	Scheduling ▾	Setting ▾	Other ▾
Abe, Charlie [55879] ▾	Advanced Organizer... ▾	Computer (a) ▾	Breaks Allowed (e) ▾	Alternative... ▾	
Samaniego [58464] ▾	Clarify Important Info... ▾	Cue Cards (c) ▾	Extended Time (a) ▾	Small Gro... ▾	Proctor Read
Ortiz, [0020] ▾	Clarify Important Info... ▾	Record Answers (b) ▾	Breaks Allowed (e) ▾	Preferenti... ▾	
Ahrens, [390] ▾	Clarify Important Info... ▾	Filter		Small Gro... ▾	
Queen, [021229] ▾	Clarify Important Info... ▾	Check all visible Clear selected		Preferenti... ▾	
Malcom, [059384] ▾	Explicit Verbal Cues ... ▾	<input type="checkbox"/> Computer (a)		Preferenti... ▾	
Digregorio [0021111] ▾	Clarify Important Info... ▾	<input type="checkbox"/> Cue Cards (c)		Preferenti... ▾	
Jones, [057488] ▾	Advanced Organizer... ▾	<input checked="" type="checkbox"/> Record Answers (b)		Limit Mate... ▾	Lessons in srr
Agregor, [060059] ▾	Clarify Important Info... ▾	<input type="checkbox"/> Responses Recorded for Student (f)		Small Gro... ▾	
Fussell, [0061810] ▾	Explicit Verbal Cues ... ▾	<input type="checkbox"/> Student Reads Aloud to Self (e)		Small Gro... ▾	
Rodriguez [0058539] ▾	▾	<input type="checkbox"/> Tactile Tools (d)	Breaks Allowed (e) ▾		

6. Once an edit is made, the field turns yellow.

By Student By Group

Logging Field: 504 Accommodation Plan Save

Prev Page: 1 / 4 Next Export Import Filter: OFF Mass Update

Student	Presentation	Responding	Scheduling	Setting	Other
Abe, Charlie [55879]	Advanced Organizer...	Computer (a)	Breaks Allowed (e)	Alternative...	
Samaniego, [058464]	Clarify Important Info...	Cue Cards (c)	Extended Time (a)	Small Gro...	Proctor Read
Ortiz, [20020]	Clarify Important Info...	Record Answers (b)	Breaks Allowed (e)	Limit Mate...	
Ahrens, [57390]	Clarify Important Info...	Computer (a)	Breaks Allowed (e)	Small Gro...	

7. Click **Save** to save and apply edits made.

By Student By Group

Logging Field: 504 Accommodation Plan Save

Prev Page: 1 / 4 Next Export Import Filter: OFF Mass Update

Student	Presentation	Responding	Scheduling	Setting	Other
Abe, Charlie [55879]	Advanced Organizer...	Computer (a)	Breaks Allowed (e)	Alternative...	
Samaniego, [058464]	Clarify Important Info...	Cue Cards (c)	Extended Time (a)	Small Gro...	Proctor Read
Ortiz, [20020]	Clarify Important Info...	Record Answers (b)	Breaks Allowed (e)	Limit Mate...	
Ahrens, [57390]	Clarify Important Info...	Computer (a)	Breaks Allowed (e)	Small Gro...	

8. To delete a log record, click the **delete** button (red minus sign).

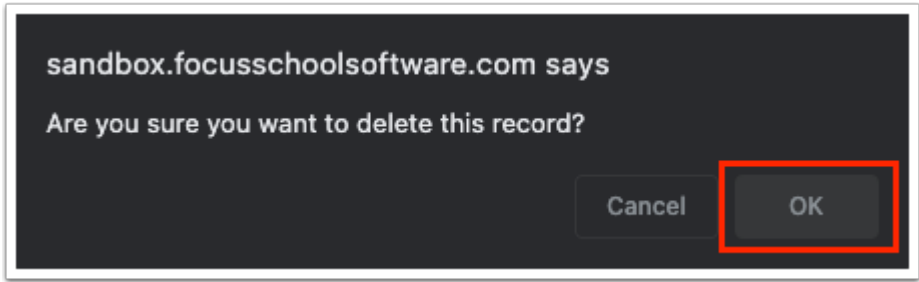
By Student By Group

Logging Field: 504 Accommodation Plan Save

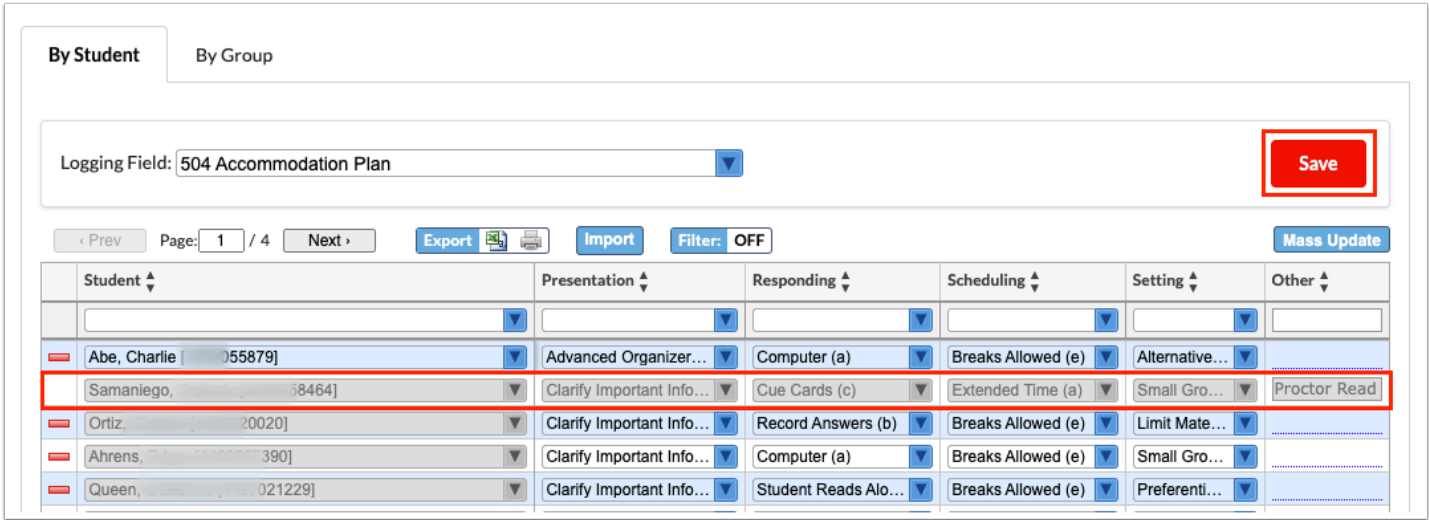
Prev Page: 1 / 4 Next Export Import Filter: OFF Mass Update

Student	Presentation	Responding	Scheduling	Setting	Other
Samaniego, [0058464]	Clarify Important Info...	Cue Cards (c)	Extended Time (a)	Small Gro...	Proctor Read
Ortiz, [02020]	Clarify Important Info...		Breaks Allowed (e)	Preferenti...	
Ahrens, [57390]	Clarify Important Info...	Computer (a)	Breaks Allowed (e)	Small Gro...	
Queen, [021229]	Clarify Important Info...	Student Reads Alo...	Breaks Allowed (e)	Preferenti...	
Malcon, [0059384]	Explicit Verbal Cues ...		Breaks Allowed (e)	Preferenti...	

a. In the confirmation pop-up window, click **OK**.

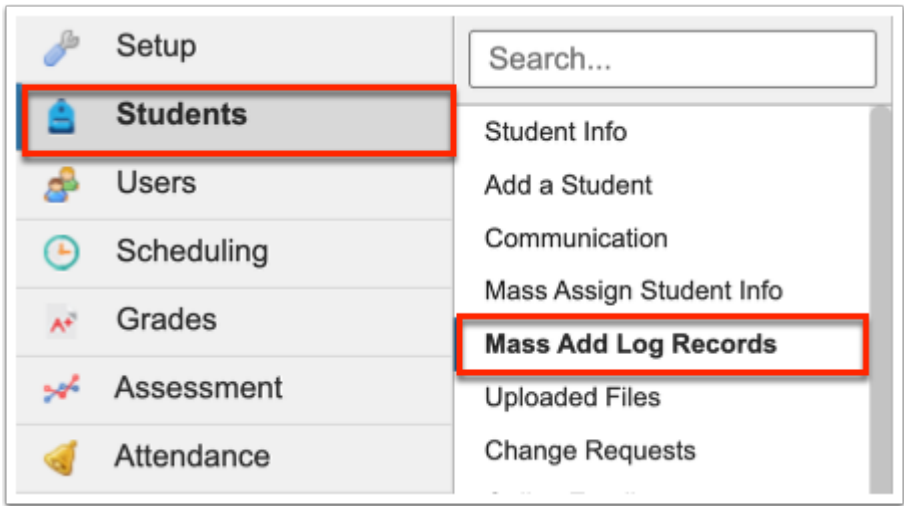


b. Deleted entries display grayed out. Click **Save** to complete the deletion.



Mass Adding Log Records By Group

1. In the **Students** menu, click **Mass Add Log Records**.



2. Click the **By Group** tab to add log records by a group of students.

The screenshot shows the top navigation bar of the FOCUS Writers02 application. On the left is the FOCUS logo with a cartoon character. To its right is a dropdown menu labeled 'Select Student/Staff' and a button labeled 'Mass Add Log Recd'. Below the navigation bar is a sidebar with several icons. The main content area has two tabs: 'By Student' and 'By Group'. The 'By Group' tab is highlighted with a red rectangular box. Below the tabs is a 'Logging Field:' label followed by a text input field.

3. To conduct a student search, click the **Search Screen** tab. The By Group tab defaults to the Simple List tab which displays all students in the school.

This screenshot shows the 'Student Search' section of the application. At the top, there are two tabs: 'By Student' and 'By Group'. Below these, there are three sub-tabs: 'Search Screen', 'Simple List', and 'Customized List'. The 'Search Screen' tab is highlighted with a red rectangular box. The 'Student Search' section contains a 'Student' text input field, a 'Student Group' dropdown menu, and two checkboxes: 'Search All Schools' and 'Include Inactive Students'. A 'More Search Options' link is located below the 'Student' input field. At the bottom right of the search section are 'Search' and 'Reset' buttons.

4. In order to add log records to a group of students, a student search must first be conducted. Enter the search criteria to locate the group of students. Click **More Search Options** to search by specific student fields. Once you've entered the search criteria, click **Search**.

By Student **By Group**

Search Screen Simple List Customized List

Student Search

General

Last Name
 First Name
 Nickname
 Student ID
 Address
☐ 09 ☐ 10 ☐ 11
 Grade ☐ 12 ☐ 06 ☐ 07
☐ 08 ☐ PK
 Calendar

Student Group
☐ Search All Schools
☐ Include Inactive Students

Search **Reset**

Scheduling
Absences

i For more information on how to conduct a student search, see [Searching for Students](#).

5. Select the **Logging Field** to be updated from the pull-down, such as Immunization Exemption.

By Student **By Group**

Logging Field: **Immunization Exemption (Health Immunizations)** **Save**

Immunization	Exemption	Exemption Date	Exemption Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Screen **Simple List** Customized List

749 Students

Student	Student ID	Grade	Immunization	Exemption	Exemption Date	Exemption Expiration Date
<input type="checkbox"/> Abe, Charlie Noel	55879	10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Abbott, Charlie Christopher	82221	09	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Abregan, Kenna Joy	61843	10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Complete the required fields displayed with data to be added for each selected student. The selections made / data entered populates all applicable fields for the students, as shown in the image displayed. Note: The fields displayed here will vary depending on the logging field selected from the Logging Fields pull-down.

By Student **By Group**

Logging Field: Immunization Exemption (Health Immunizations) Save

Immunization	Exemption	Exemption Date	Exemption Expiration Date
DTaP	Medical Exemption	08/02/2022	

Search Screen **Simple List** Customized List

749 Students

<input type="checkbox"/>	Student	Student ID	Grade	Immunization	Exemption	Exemption Date	Exemption Expiration Date
<input type="checkbox"/>	Abe, Charlie Noel	055879	10	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Abott, Charlie Christopher	082221	09	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Abregan, Kenna Joy	061843	10	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Acevedo, Diem Donna	023057	09	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Acevedo, Emerald Vonn	056443	12	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Acosta, Dexter D	086685	10	DTaP	Medical Exemption	08/02/2022	

While you can follow the steps to add records for all selected students, you also have the option to enter or select data per student, as shown in the image below. Upon adding or changing data, the student is selected automatically.

Search Screen **Simple List** Customized List

749 Students 1 Selected

<input type="checkbox"/>	Student	Student ID	Grade	Immunization	Exemption	Exemption Date	Exemption Expiration Date
<input type="checkbox"/>	Abe, Charlie Noel	055879	10	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Abott, Charlie Christopher	082221	09	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Abregan, Kenna Joy	061843	10	DTaP	Medical Exemption	08/02/2022	
<input checked="" type="checkbox"/>	Acevedo, Diem Donna	023057	09	Measles	Medical Exemption-L...	08/17/2021	
<input type="checkbox"/>	Acevedo, Emerald Vonn	056443	12	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Acosta, Dexter D	086685	10	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Acosta, Harry P	058780	10	DTaP	Medical Exemption	08/02/2022	

7. Once data has been set at the top of the screen to update student data en masse, select the check boxes for the applicable students.

Search Screen **Simple List** Customized List

749 Students 3 Selected Search

<input type="checkbox"/>	Student	Student ID	Grade	Immunization	Exemption	Exemption Date	Exemption Expiration Date
<input checked="" type="checkbox"/>	Abe, Charlie Noel	0055879	10	DTaP	Medical Exemption	08/02/2022	
<input checked="" type="checkbox"/>	Abott, Charlie Christopher	0082221	09	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Abregan, Kenna Joy	0061843	10	DTaP	Medical Exemption	08/02/2022	
<input checked="" type="checkbox"/>	Acevedo, Diem Donna	0023057	09	Measles	Medical Exemption-L...	08/17/2021	
<input type="checkbox"/>	Acevedo, Emerald Vonn	0056443	12	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Acosta, Dexter D	0086685	10	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Acosta, Harry P	0058780	10	DTaP	Medical Exemption	08/02/2022	

💡 Select the check box in the header to select all listed students.

Search Screen **Simple List** Customized List

749 Students 749 Selected Search

<input checked="" type="checkbox"/>	Student	Student ID	Grade	Immunization	Exemption	Exemption Date	Exemption Expiration Date
<input checked="" type="checkbox"/>	Abe, Charlie Noel	055879	10	DTaP	Medical Exemption	08/02/2022	
<input checked="" type="checkbox"/>	Abott, Charlie Christopher	082221	09	DTaP	Medical Exemption	08/02/2022	
<input checked="" type="checkbox"/>	Abregan, Kenna Joy	061843	10	DTaP	Medical Exemption	08/02/2022	
<input checked="" type="checkbox"/>	Acevedo, Diem Donna	023057	09	Measles	Medical Exemption-L...	08/17/2021	
<input checked="" type="checkbox"/>	Acevedo, Emerald Vonn	056443	12	DTaP	Medical Exemption	08/02/2022	
<input checked="" type="checkbox"/>	Acosta, Dexter D	086685	10	DTaP	Medical Exemption	08/02/2022	
<input checked="" type="checkbox"/>	Acosta, Harry P	058780	10	DTaP	Medical Exemption	08/02/2022	

8. Once data has been entered/selected and applicable students have been selected, click the **Save** button to mass add log records.

By Student
By Group

Logging Field: Immunization Exemption (Health Immunizations)

Save

Immunization	Exemption	Exemption Date	Exemption Expiration Date
DTaP	Medical Exemption	08/02/2022	

Search Screen Simple List Customized List

749 Students
3 Selected

Search

24/30

<input type="checkbox"/>	Student	Student ID	Grade	Immunization	Exemption	Exemption Date	Exemption Expiration Date
<input checked="" type="checkbox"/>	Abe, Charlie Noel	0055879	10	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Abott, Charlie Christopher	0082221	09	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Abregan, Kenna Joy	0061843	10	DTaP	Medical Exemption	08/02/2022	
<input checked="" type="checkbox"/>	Acevedo, Diem Donna	0023057	09	Measles	Medical Exemption-L...	08/17/2021	
<input checked="" type="checkbox"/>	Acevedo, Emerald Vonn	0056443	12	DTaP	Medical Exemption	08/02/2022	
<input type="checkbox"/>	Acosta, Dexter D	0086685	10	DTaP	Medical Exemption	08/02/2022	

9. Once the save button is clicked, **Log Entries have been successfully assigned for selected Student(s)**, as indicated by the confirmation message displayed. You are returned to the Search Screen of Mass Add Log Records (By Group tab) where you can conduct a new student search to add records for a new set of students.

By Student
By Group

Log Entries have been successfully assigned for selected Student(s)

Search Screen Simple List Customized List

Additional Features

Click **Import** to import data from a CSV import file.

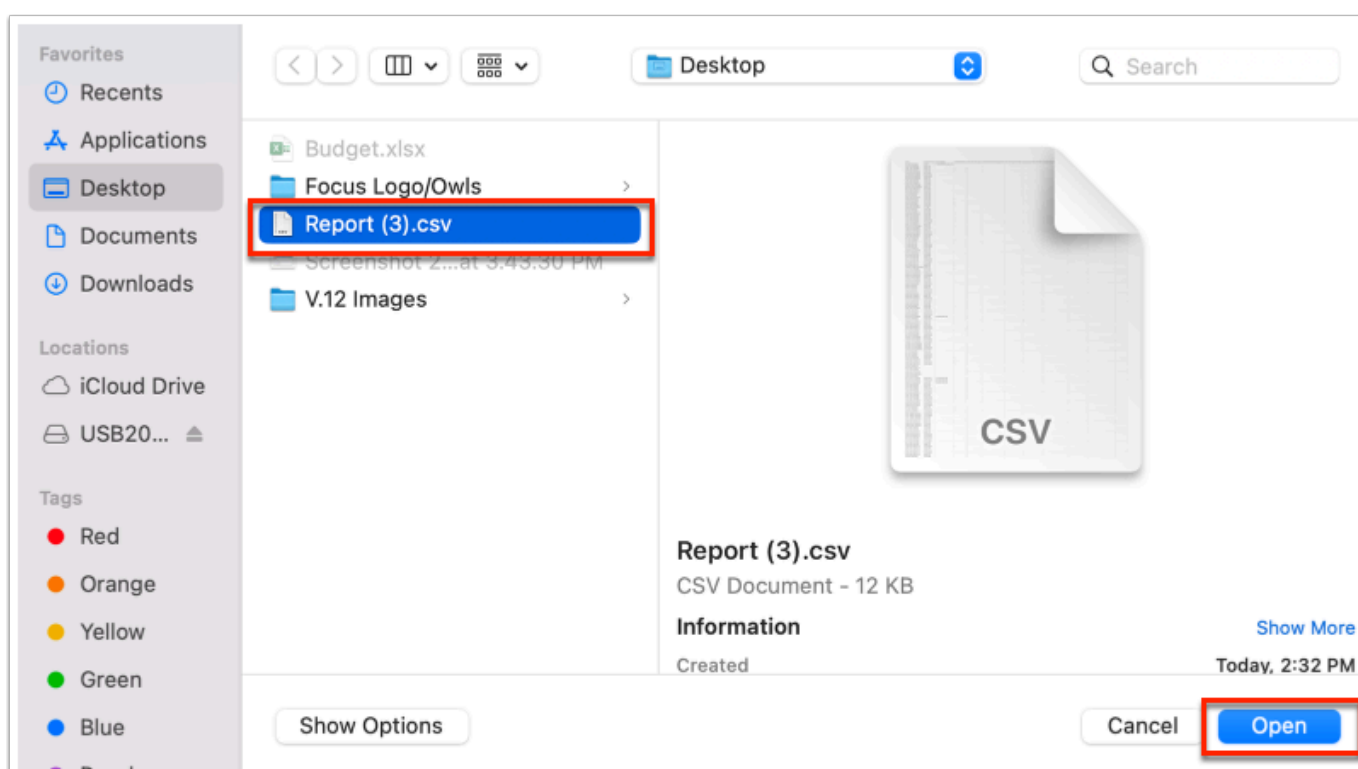
By Student By Group

Logging Field: 504 Accommodation Plan ▼ Save

◀ Prev
Page: 1 / 4
Next ▶
Export
Import
Filter: OFF
Mass Update

Student ▼	Presentation ▼	Responding ▼	Scheduling ▼	Setting ▼	Other ▼
▼	▼	▼	▼	▼	▼
Samanieg [0058464] ▼	Clarify Important Info... ▼	Cue Cards (c) ▼	Extended Time (a) ▼	Small Gro... ▼	Proctor Read
Ortiz, [0020] ▼	Clarify Important Info... ▼	▼	Breaks Allowed (e) ▼	Preferenti... ▼	
Ahren [007390] ▼	Clarify Important Info... ▼	Computer (a) ▼	Breaks Allowed (e) ▼	Small Gro... ▼	
Queen [0021229] ▼	Clarify Important Info... ▼	Student Reads Alo... ▼	Breaks Allowed (e) ▼	Preferenti... ▼	
Malcom [0059384] ▼	Explicit Verbal Cues ... ▼	▼	Breaks Allowed (e) ▼	Preferenti... ▼	

a. Locate the CSV file on your computer. Select the file, then click **Open**.



b. Select the correct column names from the pull-downs in the header. Then, click **Import CSV**.

X

Import CSV

Filename: Report (3).csv

File Size: 11987 bytes

Last Modified: 5/3/2023

Student

Test Part Admini...

Test Accommodations

Computer Based ...

Comput

Student	Test Part Administered	Test Accommodations	Computer Based Masking	Comput
Abe, Charlie [55879]	All Tests	A - Accommodated Paper-Based Testing		
Acosta, Harry [58780]	Algebra I EOC			
Valentin, Jaden [56964]	Algebra I EOC		Y	Y
Portillo, William [21104]	Geometry EOC		Y	Y
Wiley, Rudecindo [56922]	Geometry EOC			Y
196 more rows...				

Import CSV

The imported data is automatically added.

Use the **Filter** text box located at the top of each pull-down for a quick search. Begin typing the name or number of the desired field.

Logging Field: State Computer Based Test Accommodations

Q acc

Lunch Account Balance

Peer 504 Classroom **A**ccommodations

Peer ESE Classroom **A**ccommodations

Peer 504 Assessment **A**ccommodations

Peer ESE Assessment **A**ccommodations

State Computer Based Test **A**ccommodations

Academic Documents

Immediate **A**ction

FTE Earned, **A**cademic Dual Enrollment Associate Degree

FTE Earned, **A**cademic Dual Enrollment Course

a. Select the **Exact** check box to display results that have an exact match only and hide partial matches to the entered text.

Date Added ▴ ▾	Meeting Days ▴ ▾	Comments ▴ ▾
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>
	<div> <input type="text" value=""/> <div> <input checked="" type="checkbox"/> Exact Check all Clear </div> </div>	
	<div> <input type="checkbox"/> Thursday <div> <input type="text" value=""/> </div> </div>	

Click **Check all** and **Clear** for quick selections.

Date Added ▴ ▾	Meeting Days ▴ ▾	Comments ▴ ▾
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>
	<div> <input type="text" value="Friday, Monday, Thursd..."/> <div> <input type="text" value="Filter..."/> <div> <input type="checkbox"/> Exact Check all Clear </div> </div> </div>	
	<div> <input type="checkbox"/> Friday <div> <input type="checkbox"/> Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday </div> </div>	

If the screen contains several pages of students, **Page** numbers will display along with **Prev** and **Next** buttons. Click these buttons to sift through pages. Click the **Page** text box to enter a page number. Press **Enter** to jump to that page.

Logging Field:

Page: / 2

Export:

Filters: **OFF**

To export data to an Excel spreadsheet, click on the **Excel** icon in the **Export** section

By Student By Group

Logging Field: 504 Accommodation Plan

Save

Prev Page: 1 / 4 Next Export Import Filter: OFF Mass Update

Student	Presentation	Responding	Scheduling	Setting	Other
Samanie...	Clarify Important Info...	Cue Cards (c)	Extended Time (a)	Small Gro...	Proctor Read
Ortiz, (...	Clarify Important Info...		Breaks Allowed (e)	Preferenti...	
Ahren: (...)	Clarify Important Info...	Computer (a)	Breaks Allowed (e)	Small Gro...	
Queen (...)	Clarify Important Info...	Student Reads Alo...	Breaks Allowed (e)	Preferenti...	
Malcom (...)	Explicit Verbal Cues ...		Breaks Allowed (e)	Preferenti...	

To print data, click on the **Printer** icon.

Click **Filters** to further breakdown data.

Logging Field: 504 Accommodation Plan

Export: Filters: ON

Student	Presentation	Responding
Hug (...)	Clarify Important I...	
Scha (...)	Clarify Important I...	
Dor (...)	Copy of Notes (b)	
Santa (...)	Copy of Notes (b)	
Mur (...)	Clarify Important I...	Computer (a)
Pa (...)	Copy of Notes (b)	

Filters: + cop - clar

Contains Not
Equals Not
Starts with Not
Ends with Not
Has value Not
Greater Not
Greater or equal Not
Less Not
Less or equal Not
Between Not

a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

c. Select the **gray arrow** for more filtering options.

 For more information see [Filters](#).

Click on any of the headers to sort data. Click once for ascending results; click twice for descending results. In the image displayed, data has been sorted by clicking the Student header once.

Logging Field: 504 Accommodation Plan Save

« Prev Page: 1 / 2 Next » Export: Filters: OFF

Student	Presentation	Responding	Scheduling	Setting	Other
Abel, [060059]	Clarify Important In...		Breaks Allowed ...	Small Gr...	
Arnold, [022947]	Highlighting (c)		Breaks Allowed ...	Small Gr...	
Austin, [056483]			Breaks Allowed ...	Small Gr...	

If looking for specific information housed within the resulting students, type the information in the **Search** text box provided and press **Enter**.

Search Screen **Simple List** Customized List

Grade: 10

3 Students

zach

Student	Student ID	Grade	Relevance
Zachary	0069207	10	
Zachary	0059152	10	
Zachary	0083102	10	

Click the **floppy disk** icon to export the listed data (in this case, students) to an Excel spreadsheet.


Search Screen **Simple List** Customized List

Grade: 10

3 Students

Student	Student ID
Arm	0069207
Arms	0059152
Barr	0083102

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

Search Screen Simple List Customized List			
Grade: 10			
173 Students 			Search 
<input type="checkbox"/>	Student	Student ID	Grade
<input type="checkbox"/>	Abe  	0060059	10
<input type="checkbox"/>	Adle	0057442	10
<input type="checkbox"/>	Adrie 	0061678	10
<input type="checkbox"/>	Alem	0060838	10
<input type="checkbox"/>	Alva 	0056189	10