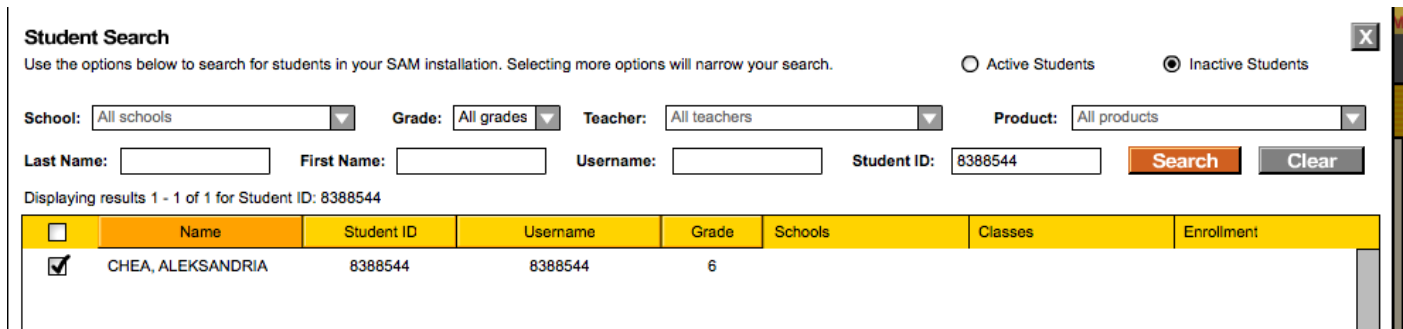


SEARCH: Start with the Search tab in the upper right of the screen. You can search for active, then inactive students in order to move them to the right school and class.



Student Search

Use the options below to search for students in your SAM installation. Selecting more options will narrow your search.

Active Students Inactive Students

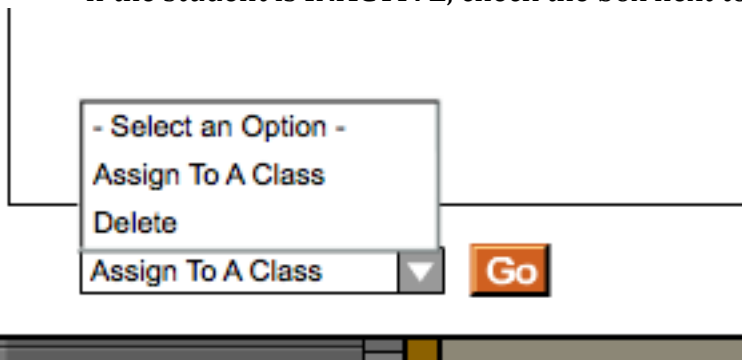
School:
 Grade:
 Teacher:
 Product:

Last Name:
 First Name:
 Username:
 Student ID:

Displaying results 1 - 1 of 1 for Student ID: 8388544

<input type="checkbox"/>	Name	Student ID	Username	Grade	Schools	Classes	Enrollment
<input checked="" type="checkbox"/>	CHEA, ALEKSANDRIA	8388544	8388544	6			

- If the student is **ACTIVE at the wrong school**, you will need to find the student in the class listed and “deactivate” the student, then move them from inactive to the current school and class. It is possible for students to be in more than one class in SRI.
- If the student is **ACTIVE in the wrong class**, but the right school, the student can be moved to the correct class using the “Edit Student Profile” function (from the Roster tab, double click on the student’s name in the smart bar either in the class list or the grade list, and then “edit student profile” in the upper right corner – this is where you can verify/change the grade level and password, etc. if needed for students that may have an older account and moving back into Canyons School District). Uncheck the wrong class and check the correct class and SAVE.
- If the student is **INACTIVE**, check the box next to the student, choose “assign to a class”, then “go”.



Follow the screens to choose a school, and class and SAVE.

ENROLL: This is the crucial final step, or the student will not be able to log in to test.

- Find the class and then double click the student
- Choose “Manage Enrollment”
- Check the box and then “save and return”. The student info should then populate the box showing the last scores, etc.

ADDING A NEW STUDENT: If your search did not find an existing student, you can add a student from the class the student should be in.

- Double click on the class (number is the teacher's Cactus ID plus the period number)
- Select "Add a Student" and enter the information using traditional naming conventions for SRI login and password. (If you need assistance or reminder of this format, please call or email Cindy Perry (801)826-5029 cindy.perry@canyonsdistrict.org.)
- DON'T FORGET TO FINISH WITH THE FINAL STEP OF **ENROLLING** THE STUDENT.

EDITING TEACHER (passwords, etc) AND/OR CLASS INFORMATION:

Teacher: Double click on the teacher name and choose "Edit Teacher Profile" to change information. Passwords are not viewable, but most accounts will have a password hint that may help remind a teacher, or you can change a password from this screen.

Class: Double click on the class number and choose "Edit Class Profile" to assign a teacher or a co-teacher, change the name of the class, or deactivate the class. Note: There are a couple schools that like to change the Cactus ID to the teacher name, but keep in mind that any new uploads will always be by Cactus ID)