

ReadyResults.net
2014

Managing Student Records Online at the Building Level

For help, send email to:

help@readyresults.net

or call:

877-456-1547

Table of Contents

Introduction.....	1
Adding a Teacher.....	1
Adding Students/Assigning Teachers	2
Printing Class Rosters	4
Editing Student Information	6
Related Documents	8

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Introduction

ReadyResults.net enables you to store and report multiple test results for each student. To accomplish this, ReadyResults uses ID numbers to uniquely identify and link each student’s record to his/her tests. The student’s name, DOB, special characteristics, and teacher assignments are kept in their own database, which can be updated and edited online.

This document contains information specifically for adding and editing student records **manually** (ie. via key-entry). It is particularly designed for school-level personnel, who may not have permission to edit the entire database, but do need to add students or move students from one class to another.

Please Note:

1. Permission to edit student information must be granted by a ReadyResults data administrator. If you need permission, please contact your ReadyResults administrator.
2. ReadyResults enables you to **import** student information from an electronic file. Please refer to the document titled, “Importing Student Records Information” for more information.
3. The document called “Database Management Functions” covers such administration functions as: Creating new demographic fields and teacher types; merging and deleting student records; Year-end processes; and deleting tests. These functions require broad, school system-wide permission.

Logging into ReadyResults.net

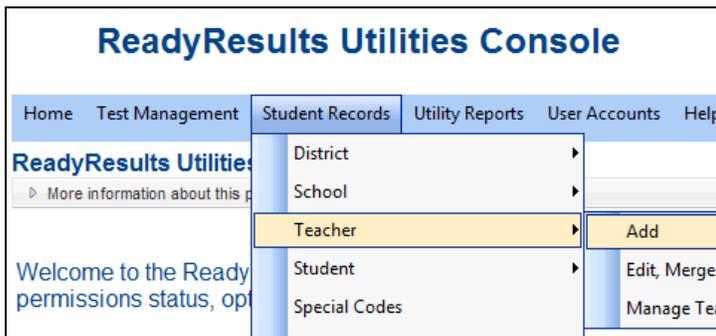
Log in with your **User Name** and **Password**.

When you are in, click on **Utilities** to go to the ReadyResults Utilities Console where you can manually add or edit student records.

Adding a Teacher

As you begin using ReadyResults or when a new school year starts, you may need to add teachers to the database.

1. In **Utilities**, click on **Student Records** option, and then highlight **Teacher** and **Add**.



- At the Add New Teacher Record page, enter the new teacher's name. There is a place to also enter the teacher's ID. Check with your ReadyResults.net administrator to find out if teacher IDs are being used in your ReadyResults.net database.

- Click **Add** when you are done entering the teacher's name (and ID). *Note:* Teachers are added to a school and do not have a Teacher Type associated with them.

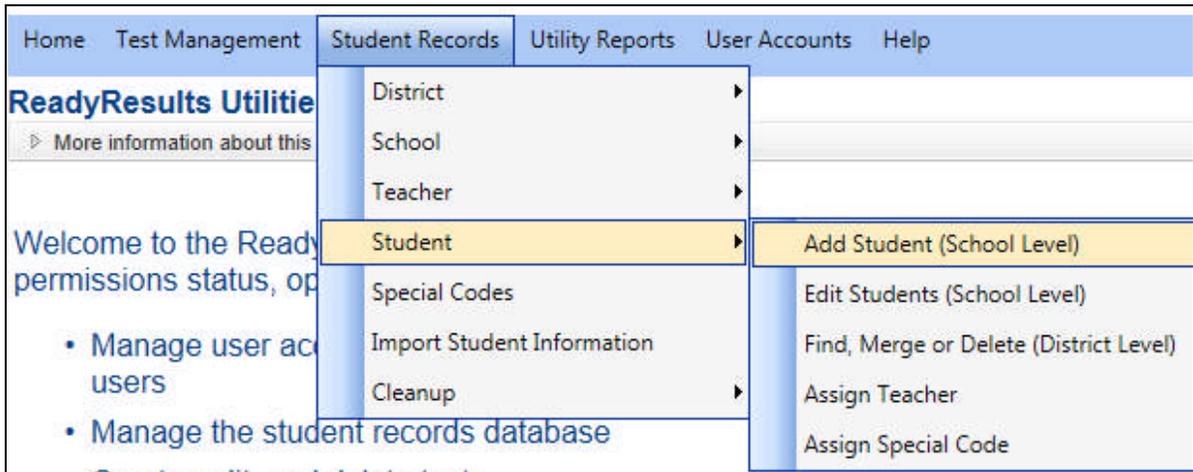
Adding Students/Assigning Teachers

After you have added teacher names, you may add students. As you do so, you are required to assign teachers to them as specific Teacher Types. “Teacher Types” refer to the kinds of teachers a student might have. For example, Teacher Types in your ReadyResults database might refer to the year and kind of teacher such as: 10-11 Homeroom Teacher or 10/11 ELA Teacher.

Note: You should assign an actual teacher to students for the various Teacher Types, if applicable. If a specific teacher for a Teacher Type is not assigned to a student, the teacher is listed as “zUnspecified” in a School and District called “zUnspecified.”

To add students:

- From the **Student Records** menu, choose **Student** followed by **Add Student (School Level)**.



- Using the drop-down menus, select the District, School, Teacher Type, and teacher. You may also choose to associate certain demographics with the new students.

Add Student Records Step 1

▸ More information about this page...

Select one from each of the following:

Select District:

Select School:

Teacher Type:

Teacher Assignment:

Grade:

Add additional information:

Race (all)

Special Codes: Special Ed.

Sex

- Click **Next** to go to the next page.
- Enter the student's **ID, Last Name, First Name, Middle Name** (optional). Enter a **Date of Birth** in the form mm/dd/yyyy (also optional). Because you selected the school, teacher, and grade on the previous page, all the students on this page are associated with the same teacher and are in the same grade. If you selected demographics to enter, use the drop down lists to assign specific values to the new students. It is OK to leave the selections blank. Click **Add Students** when you are done. A confirmation that the records have been added appears.

Add Student Records Step 2

▸ More information about this page...

Teacher: **Teacher A** Type: **10-11 English** Grade: **3** School: **School A** District: **District A**

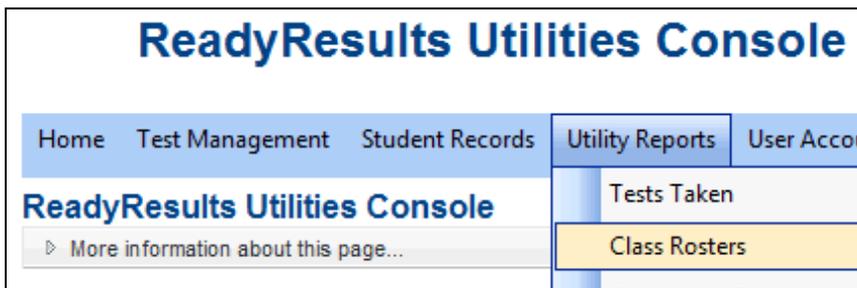
ID	Last Name	First Name	Middle Name	Date of Birth mm/dd/yyyy	Race (all)	Special Ed.	Sex
444444	LastNameF	FirstNameF			White	Not Spec. Ed.	Male
555555	LastNameG	FirstNameG			Asian	Yes Spec. Ed.	Female
					-Select-	-Select-	-Select-
					-Select-	-Select-	-Select-

Please Note: If you leave this page without clicking **Add Students**, your work will not be saved.

Printing Class Rosters

After you have added students or made teacher assignments, you may want to check your work or send out class rosters to others in the school system for confirmation. To print class rosters:

1. Go to **Utilities**, click on **Utility Reports** and select **Class Rosters**.



2. Make your selections for the Grade, District, School, and Teacher Type. You can also select demographic information to appear on the report.

Class Rosters Report

More information about this page...

Select Grade:

Select District:

Select School:

Select Teacher Type to View:

Select Special Codes to View:

<input type="checkbox"/> Accom/Non-Stand	<input type="checkbox"/> Develop. Delay	<input type="checkbox"/> Lang-Arabic	<input type="checkbox"/> Lang-Other	<input type="checkbox"/> Other Handicap	<input type="checkbox"/> Post HS Plans
<input type="checkbox"/> Accom/Standard	<input type="checkbox"/> Economic Stat.	<input type="checkbox"/> Lang-Armenian	<input type="checkbox"/> Lang-Polish	<input type="checkbox"/> Other Health Needs	<input type="checkbox"/> Purpose of Test
<input type="checkbox"/> After School Study	<input type="checkbox"/> Emotional Dist.	<input type="checkbox"/> Lang-Bosnian	<input type="checkbox"/> Lang-Portuguese	<input type="checkbox"/> Other Info A	<input type="checkbox"/> Race
<input type="checkbox"/> Autism	<input type="checkbox"/> Eng. Proficiency	<input type="checkbox"/> Lang-Croatian	<input type="checkbox"/> Lang-Russian	<input type="checkbox"/> Other Info B	<input type="checkbox"/> Sex
<input type="checkbox"/> Bilingual ESL	<input type="checkbox"/> ESEA Title 1	<input type="checkbox"/> Lang-Farsi	<input type="checkbox"/> Lang-Spanish	<input type="checkbox"/> Other Info C	<input type="checkbox"/> Special Ed.
<input type="checkbox"/> Brain Injury	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Lang-Filipino	<input type="checkbox"/> Lang-Vietnamese	<input type="checkbox"/> Other Info D	<input type="checkbox"/> Specific Learn.Disab
<input type="checkbox"/> Bubble 14	<input type="checkbox"/> Excluded	<input type="checkbox"/> Lang-Hait/Creole	<input type="checkbox"/> Mental Ret.	<input type="checkbox"/> Other Info E	<input type="checkbox"/> SPED
<input type="checkbox"/> Bubble 15	<input checked="" type="checkbox"/> FreeLunch	<input type="checkbox"/> Lang-Hindi	<input type="checkbox"/> Migrant	<input type="checkbox"/> Other Info F	<input type="checkbox"/> Speech/Lang.
<input type="checkbox"/> Bubble 16	<input type="checkbox"/> Gifted&Talented	<input type="checkbox"/> Lang-Hmong	<input type="checkbox"/> Migrant Ed.	<input type="checkbox"/> Other Info G	<input type="checkbox"/> Summer School 2010
<input type="checkbox"/> Bubble 17	<input type="checkbox"/> Hearing Impair.	<input type="checkbox"/> Lang-Japanese	<input type="checkbox"/> Multiple Disab.	<input type="checkbox"/> Other Info H	<input type="checkbox"/> Visual Imp.
<input type="checkbox"/> Bubble 18	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Lang-Khmer	<input type="checkbox"/> Orthop. Impair.	<input type="checkbox"/> Other Info I	<input type="checkbox"/> Years in Bilingual
<input type="checkbox"/> Country of Origin	<input type="checkbox"/> Home Language	<input type="checkbox"/> Lang-Korean	<input type="checkbox"/> Other	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Yrs in US Schools
<input type="checkbox"/> Deaf/Blind	<input type="checkbox"/> Ineligible Screen	<input type="checkbox"/> Lang-Mandarin			

Note: If you want to see all the students in a school, click on the down arrow next to **Select Grade** and go to the bottom of the list to choose **All Grades**.

3. Click **View Students** at the bottom of the screen after you make your selections.
4. When your roster appears, click the “Export data” icon  to print a hard copy.

Class Rosters Report

More information about this page...

<< Back Show Columns PDF Landscape

ID	Last Name	First Name	Grade	Current Location	School
	lastname		5		
88888888	LastNameA	FirstNameA	5	Teacher C1	School C
111111	LastNameA	FirstNameA	5	Teacher C1	School C
99999999	LastNameB	FirstNameB	5	Teacher C1	School C
222222	LastNameB	FirstNameB	5	Teacher C1	School C
333333	LastNameC	FirstNameC	5	Teacher C1	School C
77777777	LastNameC	FirstNameC	5	Teacher C1	School C

5. You cannot edit this page, but you can filter and sort the information on it. Click on any column heading to sort the list. Type in part of a filter criteria to filter the list.

Editing Student Information

Once students are in the ReadyResults database, you may need to edit their information. If you are not updating the ReadyResults database with an electronic file from your student management system, you may want to associate students with different teachers or assign students to demographics that you don't store anywhere else.

The following screens show you one way to edit the students' names, DOBs, teacher assignments, and demographics (Special Codes). You cannot edit the student IDs on these pages. If you see an error in the ID field, please contact your ReadyResults administrator.

1. Go to **Utilities** and from the **Student Records** menu, choose **Student** followed by **Edit Students (School Level)**.

The screenshot shows the ReadyResults Utilities interface. The top navigation bar includes Home, Test Management, Student Records, Utility Reports, User Accounts, and Help. The Student Records menu is open, showing options: District, School, Teacher, Student, Special Codes, Import Student Information, and Cleanup. The Student option is selected, and a sub-menu is displayed with the following options: Add Student (School Level), Edit Students (School Level), Find, Merge or Delete (District Level), Assign Teacher, and Assign Special Code. The Edit Students (School Level) option is highlighted in yellow.

- Use the drop-down menus to select the Grade, District, and School of the student(s) whose record you wish to edit. Also choose a Teacher Type to view or edit the teacher assignment for that Teacher Type. You may select Special Codes (demographics, special program codes, etc.) to view or edit as well. The assumption here is that the students you are about to edit are already in the correct school and are all in the same grade.

Edit Student Records Step 1

More information about this page...

Select Grade: 3

Select District: District A

Select School: School A

Select Teacher Type: 10-11 English

Select Special Codes:

Accom/Non-Stand
 Country of Origin
 Ineligible Screen
 Lang-Kor
 Accom/Standard
 Deaf/Blind
 Lang-Arabic
 Lang-Mar
 Afr. Amer
 Develop. Delay
 Lang-Armenian
 Lang-Oth

Important Note: If you are planning to change teacher assignments, *choose the Teacher Type to whom you wish to move the students.* The list of students will be sorted in alpha order for the entire grade within the school. You may need to enter this screen more than once, if you wish to assign the students to more than one Teacher Type—for example, 10-11 Homeroom Teacher, 10-11 Math Teacher, and 10-11 English Teacher.

- Click **View Students** at the bottom of the screen to continue.
- A list of students appears for the grade, district, school and Teacher Type you selected. To change the information for a particular student, edit the information in the text boxes or make selections from the drop-down lists.

Important Note: If you are assigning students to a new teacher for the year, the teachers' names that appear in the Teacher column will likely appear as **zUnspecified**. This is because the students have not yet been assigned to that Teacher Type.

Edit Student Records Step 2

More information about this page...

Grade: 3 School: School A District: District A

<< Back Update Students

ID	Last Name	First Name	Middle Name	Date of Birth mm/dd/yyyy	Grade	10-11 English
11111	LastNameA	FirstNameA			3	Teacher A
22222	LastNameB	FirstNameB			3	Teacher A
33333	LastNameC	FirstNameC			3	Teacher A
44444	LastNameD	FirstNameD			3	Teacher A

Note: You cannot edit the student IDs on this screen.

5. Click Update **Students** when you are finished editing. A message indicating the number of student records that were edited appears.

Note: If you do not click on the **Update Students** button, your edits will not be saved.

Related Documents

- *Managing Student Records and the Database Online at the District Level*—provides administrators with options for managing student records at a high level and for performing other administrative tasks.
- *Importing Student Information*—describes how to add teachers, Teacher Types, and make teacher assignments by importing an ASCII student information file.
- *Teacher Assignments*—gives you information on creating Teacher Types, entering teacher names, and assigning groups of students to a teacher directly in ReadyResults.
- *Special Codes*—explains how to create a Special Code directly in ReadyResults and how to assign a Special Code to groups of students.
- *Utility Reports*—describes how to create a Tests Taken Report and a Correlation Report.