

HOW TO EDIT STUDENT INFORMATION

(Updated 7/21/15)

To edit/change the information for a student in your class, on your WSO 'Home' screen, click the 'Manage Students' link at the bottom of the screen.

Training Child Care Center | 123456 | Help

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Click this link

When the 'MANAGE STUDENTS' screen is displayed, hover your mouse over either the first or last name of the student to be edited and then left click.

MANAGE STUDENTS | + Manage Classes

Search:

Add Student | Add Existing Student | Delete Student | Archive | Remove from Group

✓	First Name	Last Name	Grade	PANDA Student ID	Gender
♥	Blakely	Howard	Preschool 4	790002	Female
♥	Noah	Jessup	Preschool 4	790003	Male

Hover over either the first or last name of the student and click.

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The 'EDIT STUDENT' screen will be displayed for you to enter/change any data you choose for your student. The initial screen does not display all the fields available for change. You will need to scroll down to see the additional fields. Once you have made all your changes, click the 'Save' button at the bottom of either segment of the scrollable 'Edit Student' screen.

The screenshot shows a web form titled "EDIT STUDENT" with a scrollable content area. The form includes the following fields:

- ▶ = Required
- ▶ PANDA Student ID:
- Nickname:
- ▶ First Name:
- Middle Name:
- ▶ Last Name:
- ▶ Gender:
- ▶ Birthday:

At the bottom of the form are two buttons: "Save" (highlighted in blue) and "Cancel".

Two red annotations are present:

- A red oval containing the text "Scroll for additional fields. (See next screen print)" with a red arrow pointing to the right-hand scrollbar.
- A red oval containing the text "Remember to 'Save' after all changes are completed." with a red arrow pointing to the "Save" button.

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The screenshot shows a web form titled "EDIT STUDENT" with a close button in the top right corner. The form contains several fields: a text input field at the top, a "Gender:" dropdown menu, a "Birthday:" field with three separate dropdowns for month, day, and year, an "Ethnicity:" dropdown menu with "Select one" as the current selection, a "Language:" dropdown menu with "Select one" as the current selection, a "Grade:" dropdown menu, and an "IEP/IFSP:" checkbox which is currently unchecked. At the bottom of the form are two buttons: a blue "Save" button and a grey "Cancel" button. A red rectangular callout box is positioned on the right side of the form, containing the text: "These are the fields displayed after scrolling down the 'Edit Student' screen."