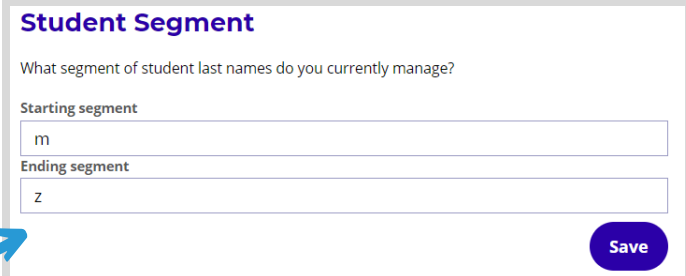


SCHOOL & DISTRICT ADMIN: MANAGING STUDENTS

How are students assigned to School & District Admin rosters?

- All students under contract in the school location a *School Admin* user is assigned to will automatically display in the Students tab of the admin user's account.
- Parameters can be set in the *Student Segment* section of the Accounts tab for staff who work with a specific alpha segment of students.
- All students under contract in the district will automatically display in the Students tab of *District Admin* user accounts.



Student Segment

What segment of student last names do you currently manage?

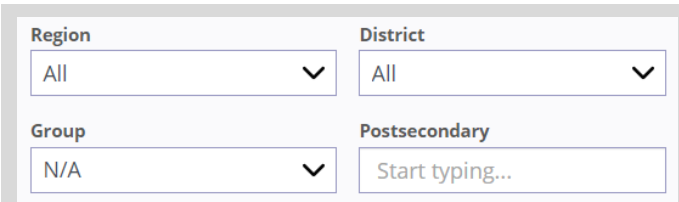
Starting segment
m

Ending segment
z

Save

Analytics & Reporting

- Navigate to the Analytics tab for visual representations of student interests and activity data. Parameters may be set for a specific time period, and can be used to assess the following:
 - Popular Test Drives
 - Highest Rated Test Drives
 - Popular Pathways
 - Selected Pathways
 - Selected Clusters
- To build custom reports, navigate to the Reports tab and click *New Custom Report*; add a title and description, then select *Student* from the drop-down menu. Click *Save*.
- Select the attributes you wish to include in the Dimensions section, and then scroll to the Default Options section to select a *Group* from the drop-down menu.



Region: All

District: All

Group: N/A

Postsecondary: Start typing...

How do I create a student Group?

- Navigate to the Groups tab and click the blue button; give your group a unique name and then click *Create Group*.
- To *add or remove* students, *edit the name*, or *delete* a group, click the **grey action icon**. Apply search filters to add students in bulk or individually to a group - name, student ID#, or grad year.



Add Students / Edit Group Name

Remove Students

Delete Group

Group Communication Tools

- Navigate to the Students tab and click the **grey action icon** to view group messaging tools.
- Admin can create school-wide and district-wide surveys, view responses, edit, and delete published surveys from the Student Surveys tab.

Send Message by College

Send Message by Group

Send Message by Pathway

Email academic reports