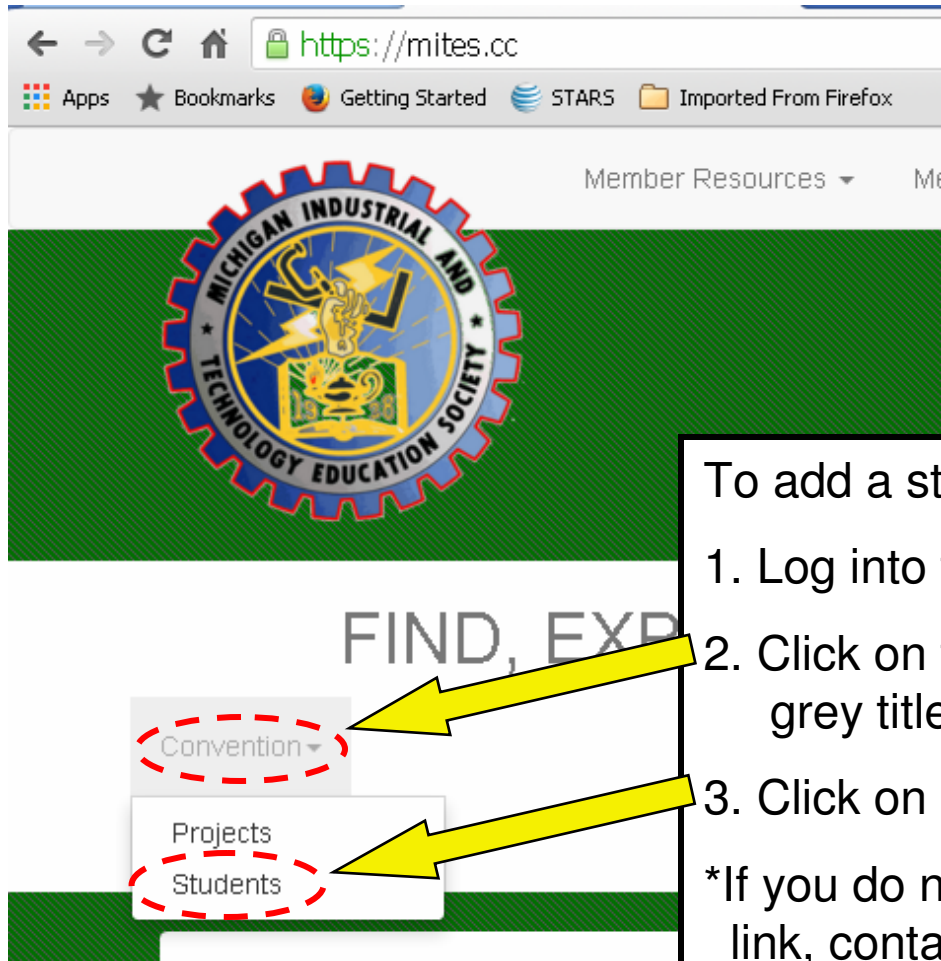


Getting started: STUDENT PROFILE ENTRY

Student Profile Entry is the first step to adding projects



It is important that you load the student profile before you load the project profile. Attempting to load projects before students could result in lost or corrupted information.

To add a student profile:

1. Log into the website
2. Click on the Convention drop tab link in the grey title banner
3. Click on Students to load the student entry page

*If you do not have the Convention drop tab link, contact the membership chairperson at mitesmembership@gmail.com

STUDENT PROFILE ENTRY: Get to know the Student Profile List page

Shown below is the page that loads after clicking the “Students” link

The “Fields” drop box button allows you to change the fields each profile shows. You must click the “Search” button to enable the changes. The “Reset” button returns the fields to default status. “Export” creates an exported document of student profiles.

“Show Entries” defaults to 10 profiles shown. Click the drop arrow to choose more to view.

PROJECT REGISTRATION FOR REGION CLOSURES 2017-05-04 16:00:00.

Buttons: New Stu, School, (Region), Fields, Search, Reset, Export

Search: [Search] []

Id	Student	Teacher	School	Grade	Region
No data available in table					
Id	Student	Teacher	School	Grade	Region

Search allows you to enter text to find specific student profiles

Each field has a ascending and descending sort button

page 2

Note the Region’s project entry closure date and time clearly listed

STUDENT PROFILE ENTRY: Entering a new student profile

PROJECT REGISTRATION
16:00:00.

New Student

School

Show ▾ Address

Click on the “New Student” button (as seen at left and on the previous page). Then, the page below will load. Complete all the fields to create a new student profile. Note that the Teacher field is already filled with your name

STUDENT

First Name

Last Name

Level

Teacher

Grade

Save & New Student

Save & Enter Project

To save this profile and add another new student profile, click this button

To save this profile and add a new project profile for this specific student, click this button

STUDENT PROFILE ENTRY: Entering a new student profile

Below is an example of a new Student Profile entry for “JohnnyQ Student” entered by teacher “Overtested McTesterson.”

STUDENT

First Name

Last Name

Level

Teacher

Grade

This button will save the student's profile and load a blank profile entry form to enter a new student profile.

This button will save the student's profile and load a blank project profile entry form to enter a new profile for the student profile you just saved.

STUDENT PROFILE ENTRY: Entering a new student profile

Repeat the steps on page 1. Below is an example of the updated Student Profile List page including the newly created student from page 4 for “JohnnyQ Student” entered by teacher “Overtested McTesterson.”

FIND, EXPLORE AND SHARE THE MITES EXPERIENCE

Convention ▾

PROJECT REGISTRATION FOR REGION 1 CLOSES 2017-05-04 16:00:00.

New Student School (Region) Fields Search Reset Export

Choose the profile quantity to view per page (10 is default)

Id	Student	Teacher	School	Grade	Region
7614	Student, JohnnyQ	McTesterson, Overtested	AAA test school	12	1

Student Profile Number Button

This tells the profile quantities shown on this page and the total profiles available.

The current page being shown of all available pages in your list

See “**Student and Project Profile Update**” workflow for updating profiles

page 5