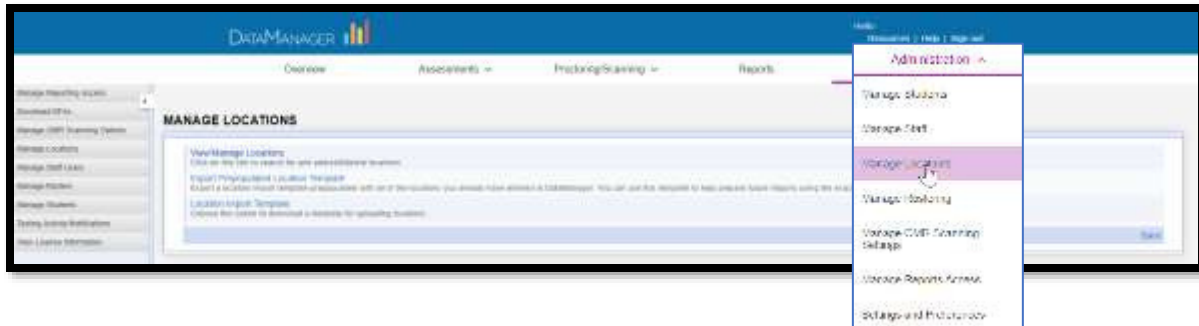# Texas Reclassification: Manual Entry Students & Staff

Overview

- Add/Edit Locations
- Add Students
- Add Staff

1. The first step before adding any data is to check your District hierarchy. Login and go to **Administration** in the top right corner, choosing **Manage Locations**, and then **View / Manage Locations**.

2.

Click the small triangle next to the System level to show the District level. If there is no District, then click the plus sign to add a District level.
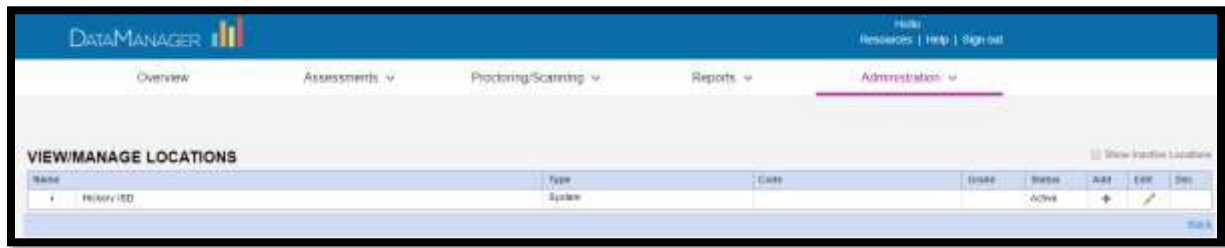
3. In the **Name** section, type your district name as you want it to appear on reports, leave the Code field blank and finalize by choosing **Insert**.

4. Next, add a School by clicking the plus sign to the right of the District name. Enter the **Name** of one school that will have re-testers. You do not need to enter a Code and then select **Insert**. Repeat this process for each school elementary or high school that test for reclassification.

5. Then, add a Class by clicking the plus sign next to Building name. Enter the **Name** of each specific class (e.g. Grade 1), choose the **Grade** and then select **Insert**. Repeat this process for the remining Grades 2, 11, 12, unless you don't have re-testers at a specific grade level.
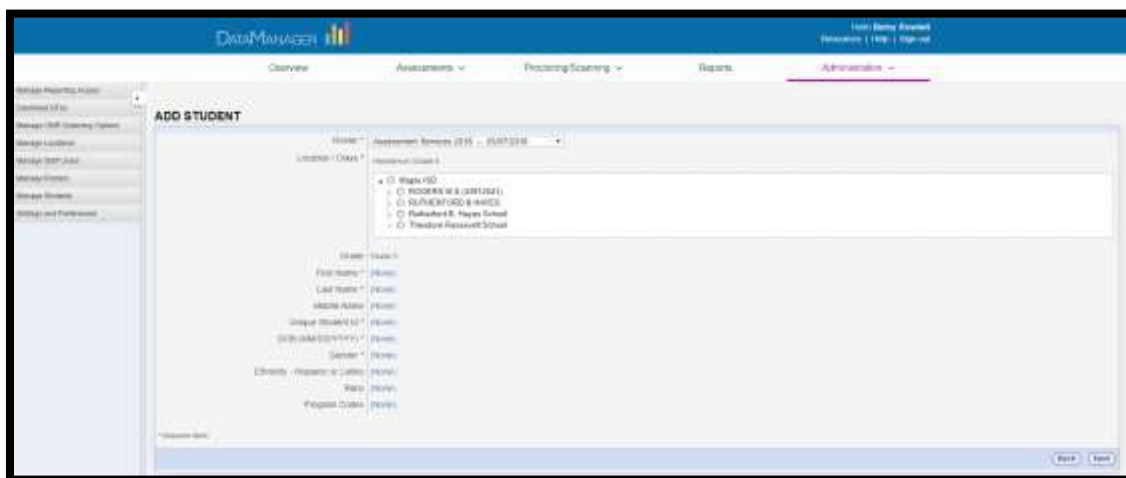

6. To add Staff, click the **Administration** header, then **Manage Staff** Users and then **Add Staff**
    On the next screen
    • Fill in the required information
    • Please make sure to type in their correct district **email address**
    • For **Role**, assign either Administrator, Teacher, Proctor or Digital Resource and Reporting Access
    • For **Location**, you will need to drill down and select the exact school or class the user is associated to and then hit **Save**
    • Follow these steps for each staff member that needs to view reports or assess students

7. Next, we need to create a Test Event roster and add students to this roster. From menu on left, select **Manage Rosters.**

    Enter "*Reclassification Roster" and current year (* for the Roster Name and make sure to click your mouse outside this and select **Add Roster.**
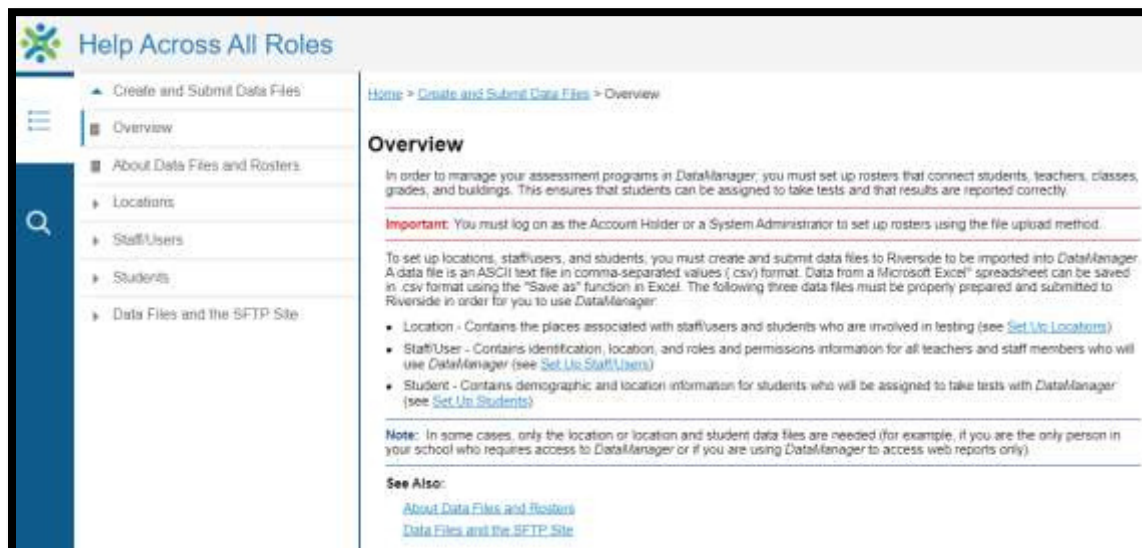
8. Lastly, click **Add a Student**, and enter the required information, First Name, Last Name, Unique Student ID, DOB, and Gender. You can add information to the other fields, but they are not required. Click **Save.**

   Continue and add additional students that will be assessed.

*For immediate support with manual entry, please use the Help menu in the top right corner.