

Adding School Staff



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Editing a Class List

Navigate to the Mange my Staff page under staff on the navigation bar, or go directly to <https://wsfl.onrender.com/EditClass>. Select the appropriate Term and Year to populate the Class dropdown. Once the list is populated, choose the class you'd like to edit.

2

Sorting and viewing class

Once the class dropdown is filled, select the class you want to view and use the Sort and Order dropdowns to arrange the list by your chosen field in either ascending or descending order.

3

Modifying an Existing Student

You can delete a student only if they have no competencies marked as achieved within the current term's dates or if they are enrolled in more than one class for the same year and term. You can also edit a student's first name, last name, preferred name, or ethnicity record by clicking the Edit button.

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Adding a Student

Add a student by clicking the Add Student button. From there, you can either search for an existing student within your school or create a new one. To add a new student, complete all fields and click Create and Add; the form will clear and an alert will indicate whether the action was successful or if an error occurred. If you're adding an existing student, search for their name, select them, and enter their current year level before adding them to the class. You can also confirm the addition by closing the popup and checking the updated class list or by viewing the class in the Class Lookup tool.

The screenshot shows the 'Add Student to Class' modal. At the top, there's a search bar labeled 'Search by NSN or name' with the placeholder 'NSN, first, last, or preferred name'. Below it, a message says 'No results.' On the left, there's a 'Create New Student' section with fields for NSN (required), First Name, Last Name, Preferred Name, DOB, Ethnicity, and Year Level. On the right, a table lists students from Example School #2 with columns for Birth, Actions, NSN, First Name, Last Name, Preferred Name, DOB, Ethnicity, and Year Level. A green 'Create & Add' button is at the bottom right of the modal.

This screenshot shows the same 'Add Student to Class' modal, but with a different student selected. The student 'Thomas James Atkins' (NSN 88) is highlighted in the list. The 'Actions' column for this student shows a blue 'Edit' button and a red 'Delete' button. The rest of the interface is identical to the previous screenshot.

This screenshot shows the 'Add Student to Class' modal after a successful addition. The student 'Stella McGann' (NSN 8) has been added to the class. A green success message at the bottom says 'Student added to class.' The 'Create & Add' button is visible at the bottom right.

This screenshot shows the 'Set Year Level' modal. It has a text input field labeled 'Year level for this class' with the placeholder 'e.g., 4'. Below it, a note says 'Allowed: 0-13.' At the bottom are 'Cancel' and 'Add to Class' buttons.

Student added to class.

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