# Parents and Parent Services

## How to Add a New Parent and Assign to Student

1. At the **Student Information** **(Home)** page, click on the student whose parent you wish to add.
2. Select the **Parents** tab.
3. Scroll to the bottom and click **Edit**, then click **Assign**, then **New**.
4. Enter the parent's information.
5. Click ok to assign the parent to the student.
6. Click close to exit the parent list.
7. Click close to exit the parent information window.

Once you have entered all of the parents, you can begin to enter services to parents, just as you would your student services.

## How to Assign an Existing Parent to a Student

1. At the **Student Information** **(Home)** page, click on the student whose parent you wish to add.
2. Select the **Parents** tab.
3. Scroll to the bottom and click **Edit**, then click **Assign**.
4. Select school to filter the list of parents. Choose existing parent from the **Parent** drop down box.
5. Click **Assign** to assign the parent to the student.
6. Click close to exit the parent list.
7. Click close to exit the parent information window.

## How to Enter Services to Parents

1. From the **Student Information** **(Home)** page, select the **Parent Services** link under the **PARENTS** section on the right.
2. Select the activity/service name from the drop down.
3. Enter the number of hours, date of the activity and any additional information.
4. Select the school in which the students who's participated attend. (If you only have school level access, you will not need to select the school, as they will already be selected for you.) You may also filter by grade, student group, student name or parent name if needed.
5. Under the **Unassigned** box, all parents with students in the school, grade, or student group you have selected will appear.
6. To move over ALL parents in the **Unassigned** box, click the double arrow.
7. To move over only selected parents in the **Unassigned** box, click the parent's name followed by the single arrow. You may also select multiple parents by holding down the Ctrl key on your keyboard (command for MAC users) and selecting parents.
8. Parents who participated in the service/activity will now be located in the **Assigned** box.
9. Click **Save.**
10. A red notification will appear that your service has been entered successfully. If there is an error, the system will provide notification.

## How to Edit or Update a Parent Service Entry

1. From the **Student Information** **(Home)** page, select the **Service Search/Edit** link under the **Parents** section on the right.

**To Edit Individual Entries**

1. Use the filters to search for the original entry that needs to be edited.
2. Once the entry has been found, click **Edit**, found to the left of the entry.
3. Make any appropriate changes to the entry.
4. Click **Update**.

**To Batch Edit Entries**

1. Use the filters to search for the original entries that need to be edited. Use as many filters as necessary so that only the entries to be updated are included in the results window. The system will tell you how many entries were found.
2. Scroll down to the section that says Update Entries in Batches.
3. Check the box next to the information within the entry you would like to edit (i.e. hours, name, etc). Multiple updates can be made at one time.
4. Enter the updated information into the fields that have been checked.
5. Click **Update**.
6. The system will ask if you want to update the entries, click **ok.**
7. The system message will appear that the entries have been updated.

## Add a Parent Group

1. From the **Student Information** **(Home)** page, select the **Parent Groups** link under the **Parents** section on the right.
2. At the top of the page, under **Add Group**, enter the **Name** of the parent group and the **School.**
3. Click **Enter**. Your parent group has been added.

## Add a Student to an Existing Parent Group

1. From the **Student Information** **(Home)** page, select the **Parent Group** link under the **Parents** section on the right.
2. Under the **Add a Group** box, a list of existing parent groups will be listed in blue. The list of parent groups can be filtered by school.
3. Chose the parent group you would like to add parents to. Click **Select.** Parents already assigned to the group will appear in the assigned box.
4. Next choose the school of the students of the parents you would like to add. Parents assigned to students in that school will appear in the **Unassigned** box.
5. Assign parents to the group by selecting the parent, then moving them to the **Assigned** box by clicking the single arrow. Or, move all parents by selecting the double arrow.
6. Click **Save.**
7. A red notification will appear that the selected students have been successfully added to the group.

# Instructor and Instructor Services

## How to Add an Instructor

1. From the **Student Information** **(Home)** page, select the **Add/View Instructors** link under the **Instructors** section on the right.
2. Enter the required information for the instructor. Provide as much detail as possible including Instructor ID, discipline and service participation information.
3. Click **Save**. Your instructor has been added.

## How to Enter Services to Instructors

1. From the **Student Information** **(Home)** page, select the **Training** link under the **Instructors** section on the right.
2. Enter details about the training including name, date and number of hours.
3. Select the school in which the instructors teach. (If you only have school level access, you will not need to select the school, as they will already be selected for you.)
4. Under the **Unassigned** box, all instructors in the school you have selected will appear.
5. To move over ALL instructors in the **Unassigned** box, click the double arrow.
6. To move over only selected instructors in the **Unassigned** box, click the instructor's name followed by the single arrow. You may also select multiple instructors by holding down the Ctrl key on your keyboard (command for MAC users) and selecting instructors.
7. Instructors who participated in the training will now be located in the **Assigned** box.
8. Click **Enter.**
9. A red notification will appear that your service has been entered successfully. If there is an error, the system will provide notification.

## How to Edit or Update a Instructor Service Entry

1. From the **Student Information** **(Home)** page, select the **Service Search/Edit** link under the **Instructors** section on the right.

**To Edit Individual Entries**

1. Use the filters to search for the original entry that needs to be edited.
2. Once the entry has been found, click **Edit**, found to the left of the entry.
3. Make any appropriate changes to the entry.
4. Click **Update**.

**To Batch Edit Entries**

1. Use the filters to search for the original entries that need to be edited. Use as many filters as necessary so that only the entries to be updated are included in the results window. The system will tell you how many entries were found.
2. Scroll down to the section that says **Update Entries in Batches**.
3. Check the box to the left of the information within the entry you would like to edit (i.e. hours, name, etc). Multiple updates can be made at one time.
4. Enter the updated information into the fields that have been checked.
5. Click **Update**.
6. The system will ask if you want to update the entries, click **Ok.**
7. The system message will appear that the entries have been updated.