**Compass eManual**

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# Students and Student Services

## View Student Information

1. From the **Student Information** **(Home)** page, select a student by clicking the **Expand Arrow (>)** to the left of the student's name. You may also click on the student name or student ID to expand the data.
2. The **Student Information** screen will appear, containing all demographic and academic data about the student that is stored in Compass.
3. The **Student Information** screen contains seven tabs: **Demographics**, **Parents**, **Academics**, **Testing**, **School History, GPA, Services**.
   1. The **Demographics** tab shows information about the student, such as their address, gender, ethnicity, school, grade level, and dates of program participation.
   2. The **Parent** tab shows the parents or guardians associated with the student.
   3. The **Academics** tab presents student academic information such as classes and absences. The Testing tab provides test scores of students. For the majority of GEAR UP programs that use these tabs, CoBro Consulting data technicians upload the information presented on these screens.
   4. The **School History** tab displays information about each school in which the student has been, and is currently, enrolled.
   5. The **GPA** tab displays student GPA information, filtered by school year.
   6. The **Services** tab displays a history of services provided to the student, the date, and hours for each service.
4. Student data can be viewed, added, or edited from the tabs described above.

## Add Student Academic Information

1. From the **Student Information** **(Home)** page, select a student by clicking the **Expand Arrow (>)** to the left of the student's name. You may also click on the student name or student ID to expand the data.
2. The **Student Information** screen will appear, containing all demographic and academic data about the student that is stored in Compass.
3. Select the tab that contains the academic data you would like to add. New records can be added to the following tabs: **Academics**, **Testing**, **School History, and GPA**.
4. Click **Edit** at the bottom of the screen you selected.
5. Click Add a **New Record.**
6. Enter the new academic data. Mandatory fields will be underlined in red.
7. Click **Save**.

## Edit Student Information

1. From the **Student Information** **(Home)** page, select a student by clicking the **Expand Arrow (>)** to the left of the student's name. You may also click on the student name or student ID to expand the data.
2. The **Student Information** screen will appear, containing all demographic and academic data about the student that is stored in Compass.
3. Select the tab that contains the data you would like to edit.
4. Click **Edit** at the bottom of the tab you selected to edit the student information.
5. Make the desired modifications.
6. Click **Update**.

## Add a New Student

1. At the **Student Information** **(Home)** page, in the top section, above the listing of all students there is a blue button that says **New Student**.
2. Click **New Student**.
3. Enter information on the new student. Mandatory information will be marked with a red underline. Mandatory fields for this screen are First Name, Last Name, Unique Student ID, Race, Date of Birth, School, Start Date, and Grade Level. New student will not save unless all required information has been entered.
4. Click **Save**.

## Make a Student Inactive

When a student leaves your school, you will need to make them inactive in the system. This is done by entering an end date in the school history tab.

1. Go to the **Student Information** **(Home)** page.
2. Select the student.
3. Choose the **School History** tab.
4. Click **Edit**.
5. Choose the listing of the school the student is currently enrolled...should be your school, this school year...click **Edit**.
6. Enter the end date. An entry in the end date field is what indicates to the system that the student is inactive, even if the end date is in the future.
7. Click **Update**.

## Search for a Student

1. Start at the **Student Information** **(Home)** page. You will search for students on this page.
2. At the top of the page, students can be filtered by **Region**, **School**, and **Grade Level**. Leave filters unselected to search all students.
3. To search by District ID, type the specific District ID into the **Search by District ID** box and click **Search**.
4. To search by School ID, type the specific School ID into the **Search by School ID** box and click **Search**.
5. To search by name, start typing the student’s first or last name in the drop-down menu. A list will appear with students whose names match the search criteria. You may select the student directly from the list or click the **Search** button to display all the names listed on the **Student Information (Home)** screen.
6. The search will default to students active in the system. To search for inactive students, please see *Search an Inactive Student*.

## Search an Inactive Student

Students with an end date in their current school history entry will be recognized by the system as inactive.

1. Go to the **Student Information** **(Home)** page.
2. Select the **Inactive** or **All** radial button. If you are searching for an inactive student without one of these options selected the student will not appear in your search.
3. Select the appropriate filters to search for the student.
4. Click **Search**.

## Reactivate a Student

1. Go to the **Student Information** **(Home)** page.
2. To find an inactive student search for the student using appropriate filters, with the **Inactive** or **All** radial button selected. If you are searching for an inactive student without one of these options selected, the student will not appear in your search.
3. Once you have found the inactive student, select the student.
4. Choose the **School History** tab.
5. Click **Edit**.
6. Click **Add New Record** near the top left of the screen. Even if the student is being reactivated at the same school, make a new entry with the new start date.
7. Enter the required information, indicated by red underlining. Be sure that there is **NO END DATE** included in the current entry. If there is an end date included, the student will be recognized as inactive, despite of the date in the end date field.
8. Click **Update**.

## Add a Student Group

1. From the **Student Information** **(Home)** page, select the **Student Groups** link under the **Students** section on the right.
2. Enter the **Name** of the student group and the **School.**
3. Click **Enter**. Your student group has been added.

## Add a Student to an Existing Student Group

1. From the **Student Information** **(Home)** page, select the **Student Group** link under the **STUDENTS** section on the right.
2. A list of existing student groups will be listed in blue.
3. Chose the student group you would like to add students to. Click **Edit.**
4. Next choose the grade of the students who you would like to add to your list. Students will appear in the **Unassigned** box.
5. Assign students to the group by selecting the student, then moving them to the **Assigned** box by clicking the single arrow. Or, move all students 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.

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## Enter Services to Students

1. From the **Student Information** **(Home)** page, select the **Student Services** link under the **STUDENTS** section on the right.
2. Select the **Service Category** 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 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 or student group.
5. Under the **Unassigned** box, all students in the school, grade, or student group you have selected will appear.
6. To move over ALL students in the **Unassigned** box, click the double arrow.
7. To move over only selected students, click the student's name followed by the single arrow. You may also select multiple students by holding down the Ctrl key on your keyboard (command for MAC users) and selecting students.
8. Students 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.

## View and Enter Student Services from Services Tab

1. From the **Student Information** **(Home)** page, select a student by clicking the **Expand Arrow (>)** to the left of the student's name.
2. Click the **Services** tab.
3. Click **New Services** at the bottom left of the screen. A service window will appear.
4. Enter the new Service information in the fields provided. Mandatory fields include Service Category, Sub Category, School, and Hours.
5. Click **Enter** to save the new service entry.
6. A notification will appear that the service has been entered successfully. If there is an error, the system will provide notification.

## Enter Services to Student Groups

1. From the **Student Information** **(Home)** page, select the **Student Services** link under the **STUDENTS** section on the right.
2. Select the activity 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 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 or student group if needed.
5. Select the group of students who participated in the service. See directions on how to add student groups to set this up.
6. Once you select the group, all of the students assigned to that group will automatically appear in the **assigned** box.
7. If any students did not attend that particular activity, you can move them back to the **unassigned** box. To move over only selected students, click the student's name followed by the single arrow. You may also select multiple students by holding down the Ctrl key on your keyboard (command for MAC users) and selecting students.
8. Click **Save**

## Edit or Update a Student Service Entry

1. From the **Student Information** **(Home)** page, select the **Service Search/Edit** link under the **STUDENTS** 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, and the number of entries that will be updated. If this information is correct, click **ok**.
7. A system message will appear that the entries have been updated.

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