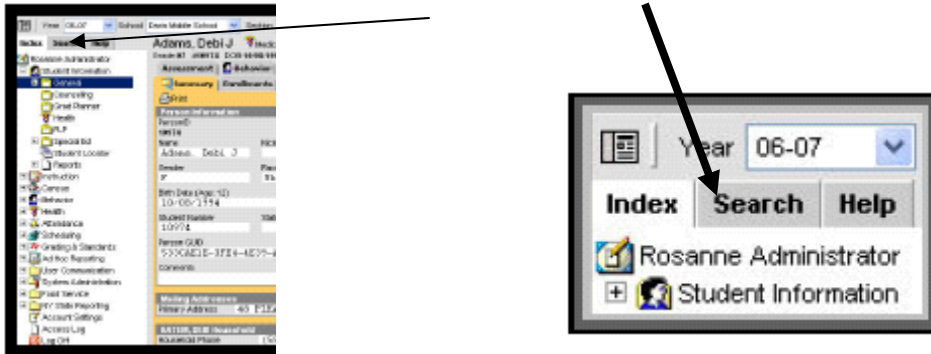


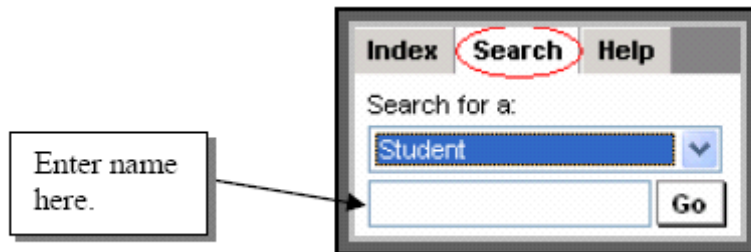
General Education Teachers have a roster to access student information. “Special” teachers (such as art, music, etc) do not have a roster, but can still access student information by using the search feature.

Instead of using the “Index” tab, select the “Search” tab



To Search

Enter search criteria into the textbox and click on the “Go” button. The names that meet the search criteria will appear in the left panel under the Search Tab



- If the search criteria is left blank and the Go button is clicked, all student names will appear.
- Searching is done by a filtering process, therefore, the more information that is provided, the more precise the list of student names.
- SPELLING COUNTS!
- Searches are also done by:
 - last name, or
 - last name's first initial, or
 - last name, first name (including the comma), or
 - first name, if you enter a comma before the name: for example: ,alice

To access student information, click on the student's name.

If you have any questions, please feel free to contact me at infinite@bethpage.ws.

Kristen Garvey