

Center: Adding Participants

To Add Students:

1. Access **Center Participants > Students > Current**
2. Select **Add Student**
3. Enter **Student Information, School Day Attendance and Grades, Tutorials, and Comments**
4. Click **Save Student**

Continue >

Center: Adding Participants
Text Captions: Continue >

Center Home Edvance Training ESD (Cappella HS, Cuellar MS, Brown ELS)

Center Information
The Spring term Due Date is: 8/20/2010 - 76 days left.

- There are currently 18 Students entered for the center, 0 are Not Validated, 0 are In Error
- There are no Adults for the current term

Current Snapshot

Activities

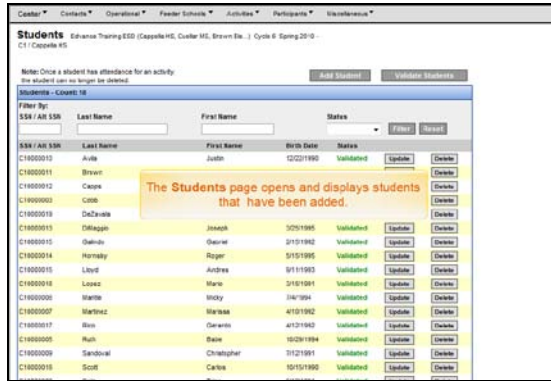
- Total Student Activities: 3
 - Activities with no Enrollment: 1
 - Activities with no Attendance: 2
- Total Adult Activities: 1
 - Activities with no Enrollment: 1

Operations

- There is no Operations information for the current term

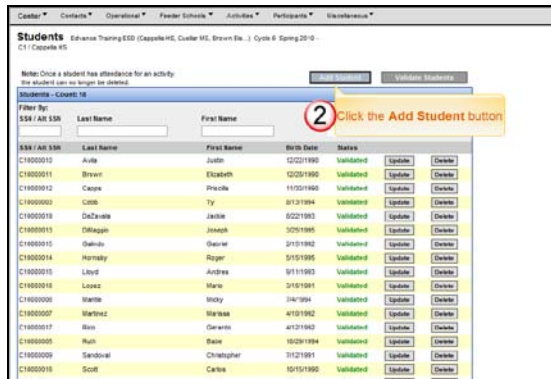
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Slide 2
Text Captions: Go to Participants > Students > Current



Slide 3

Text Captions: The Students page opens and displays students that have been added.



Slide 4

Text Captions: Click the Add Student button

Center | Contexts | Operational | Feeder Schools | Activities | Participants | Transferees

Student Information

Enhance Training ESD - Capella HS, Center HS, Brown EA... | Cycle 4 - Spring 2010
C1 | Capella HS

Note 1: You may enter a SSN / AID SSN and click on the Load button next to it to retrieve student demographics from the system.
Note 2: If the student is found in the PEWS system, the PEWS values will be used instead of the values you enter.
Note 3: Once a student is PEWS Validated, the student's demographics will be locked down.

Student Information

SSN / AID SSN: [] [Load] Birth Date: [mm/dd/yyyy] [3] Ethnicity: []
First Name: [] Last Name: [] Campus Name: []
Gender: [] Current Grade: []

School Day Attendance and Grades

School Days Enrolled: [] Average Grades: []
School Days Absent: [] Reading / English Language Arts Grade: []
Criminal Referrals: [] Math Grade: []
Non-Criminal Referrals: [] Science Grade: []
School Day Classes Attended: [] Social Studies Grade: []
School Day Classes Passed: [] Student Promoted: []

Tutorials and Progress Assessments

Attended the Following Tutorials: Reading [] Math [] Science [] Social Studies []

Slide 5
Text Captions: The Student Information page opens
Enter the Student Information
If you do not have the SSN or temporary C-Number, leave this cell blank.

Center | Contexts | Operational | Feeder Schools | Activities | Participants | Transferees

Student Information

Enhance Training ESD - Capella HS, Center HS, Brown EA... | Cycle 4 - Spring 2010
C1 | Capella HS

Note 1: You may enter a SSN / AID SSN and click on the Load button next to it to retrieve student demographics from the system.
Note 2: If the student is found in the PEWS system, the PEWS values will be used instead of the values you enter.
Note 3: Once a student is PEWS Validated, the student's demographics will be locked down.

Student Information

SSN / AID SSN: [] [Load] Birth Date: [mm/dd/yyyy] Ethnicity: []
First Name: [] Last Name: [] Campus Name: []
Gender: [] Current Grade: []

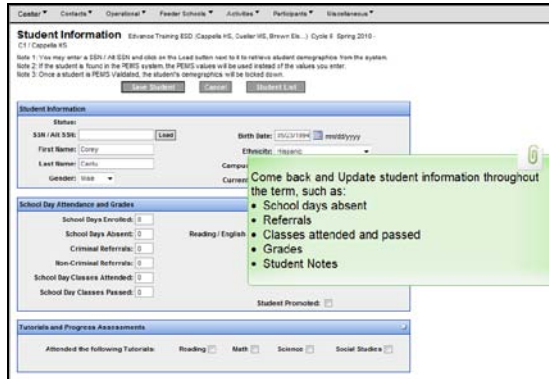
School Day Attendance and Grades

School Days Enrolled: [] Average Grades: []
School Days Absent: [] Reading / English Language Arts Grade: []
Criminal Referrals: [] Math Grade: []
Non-Criminal Referrals: [] Science Grade: []
School Day Classes Attended: [] Social Studies Grade: []
School Day Classes Passed: [] Student Promoted: []

Tutorials and Progress Assessments

Attended the Following Tutorials: Reading [] Math [] Science [] Social Studies []

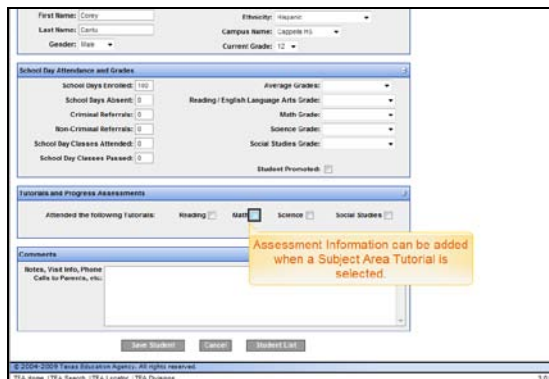
Slide 13
Text Captions: Select the school the student attends during the day



Slide 17

Text Captions: Come back and Update student information throughout the term, such as:

- School days absent
- Referrals
- Classes attended and passed
- Grades
- Student Notes



Slide 18

Text Captions: Assessment Information can be added when a Subject Area Tutorial is selected.

Tutorial and Progress Assessments Guidelines:

- You only need to enter pre- and post-test data for students enrolled in a tutorial activity.
- Enter pre-test information at the beginning of the term and post-test information at the end of the term. Tutorials are generally short-term activities based on a demonstrated need.
- Use the same Assessment Tool for both the pre- and post-test scores.
- You can use assessment information that is available from the school day without having to administer your own pre- and post-tests.

School Day Attendance and Grades:

School Days Enrolled: 100
 School Days Absent: 0
 Criminal Referrals: 0
 Non-Criminal Referrals: 0
 School Day Classes Attended: 0
 School Day Classes Passed: 0

Tutorials and Progress Assessments:

Attended the following Tutorials: Reading Math Science Social Studies

Pre-Math Score: 79
 Pre-Math Date: 1/5/2010
 Post-Math Score: 77
 Post-Math Date: 4/5/2010
 Math Assessment Tool: District Developed Assessment
 Math Score Comparison: Increased

Comments:
 Notes, Visit Info, Phone
 Calls to Parents, etc.

Slide 19

Text Captions: Tutorial and Progress Assessments Guidelines:

You only need to enter pre- and post-test data for students enrolled in a tutorial activity.

Enter pre-test information at the beginning of the term and post-test information at the end of the term. Tutorials are generally short-term activities based on a demonstrated need.

Use the same Assessment Tool for both the pre- and post-test scores.

You can use assessment information that is available from the school day without having to administer your own pre- and post-tests.

School Day Attendance and Grades:

School Days Enrolled: 100
 School Days Absent: 0
 Criminal Referrals: 0
 Non-Criminal Referrals: 0
 School Day Classes Attended: 0
 School Day Classes Passed: 0

Average Grades:
 Reading / English Language Arts Grade:
 Math Grade:
 Science Grade:
 Social Studies Grade:

Tutorials and Progress Assessments:

Attended the following Tutorials: Reading Math Science Social Studies

Comments:
 Notes, Visit Info, Phone
 Calls to Parents, etc.

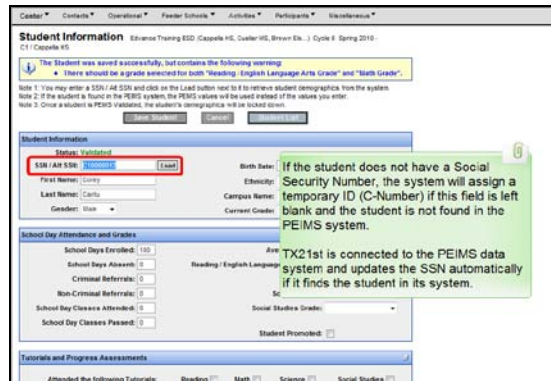
4 Click the Save Student button

Save Student Cancel Student List

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Slide 20

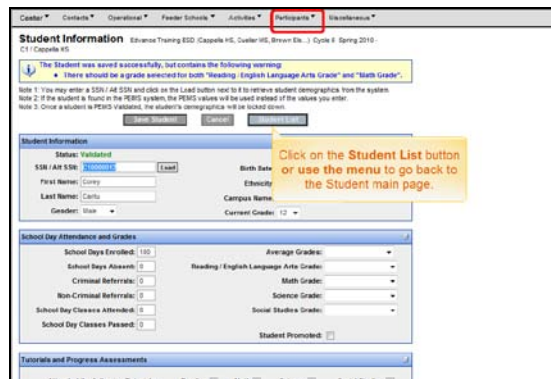
Text Captions: Click the Save Student button



Slide 21

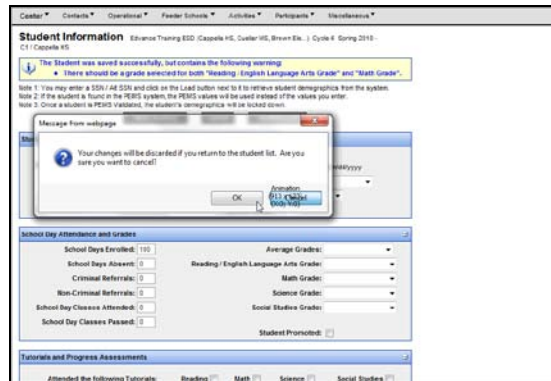
Text Captions: If the student does not have a Social Security Number, the system will assign a temporary ID (C-Number) if this field is left blank and the student is not found in the PEIMS system.

TX21st is connected to the PEIMS data system and updates the SSN automatically if it finds the student in its system.

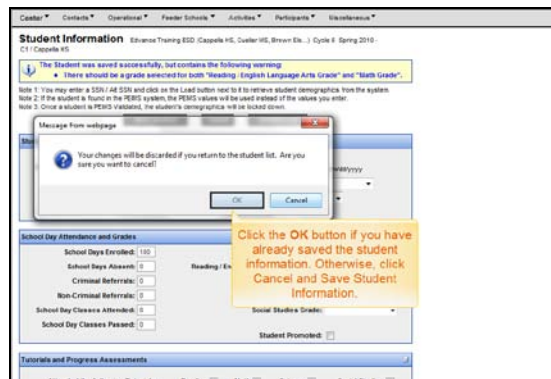


Slide 22

Text Captions: Click on the Student List button or use the menu to go back to the Student main page.



Slide 23



Slide 24

Text Captions: Click the OK button if you have already saved the student information. Otherwise, click Cancel and Save Student Information.

Students Enhance Training ESD (Capella HS, Center HS, Brown ELEM.) Cycle 6 Spring 2010 - C1 / Capella HS

Note: Once a student has attendance for an activity, the student can no longer be deleted.

Students - Count: 19

Filter By: SSN / Alt SSN Last Name First Name Birth Date

Add a student using their ID number

SSN / Alt SSN	Last Name	First Name	Birth Date	Status	Update	Delete
C1800013	Avila	Justin	12/23/1990	Validated	Update	Delete
C1800011	Brown	Elizabeth	12/23/1990	Validated	Update	Delete
C1800012	Caro	Corey	5/23/1994	Validated	Update	Delete
C1800012	Carson	Phoebe	11/23/1990	Validated	Update	Delete
C1800003	Case	Ty	8/13/1994	Validated	Update	Delete
C1800018	DeZavala	Jackie	8/27/1983	Validated	Update	Delete
C1800013	Dilagosa	Joseph	3/23/1995	Validated	Update	Delete
C1800015	Galindo	Gabriel	2/15/1992	Validated	Update	Delete
C1800014	Hornaday	Roger	5/15/1995	Validated	Update	Delete
C1800015	Lloyd	Andrea	8/11/1993	Validated	Update	Delete
C1800016	Lopez	Walter	2/15/1991	Validated	Update	Delete
C1800006	Marler	Willy	3/4/1994	Validated	Update	Delete
C1800007	Mathews	Marissa	4/10/1992	Validated	Update	Delete
C1800017	Rico	Gerardo	6/12/1992	Validated	Update	Delete
C1800005	Ruth	Rene	10/29/1994	Validated	Update	Delete
C1800009	Sandoval	Christopher	3/12/1991	Validated	Update	Delete

Slide 25
Text Captions: Add a student using their ID number

Student Information Enhance Training ESD (Capella HS, Center HS, Brown ELEM.) Cycle 6 Spring 2010 - C1 / Capella HS

Note 1: If you may enter a SSN / Alt SSN and click on the Load button next to it to retrieve student demographics from the system.
Note 2: If the student is found in the PEIS system, the PEIS values will be used instead of the values you enter.
Note 3: Once a student is PEIS Validated, the student's demographics will be locked down.

Load Student Cancel Student List

Student Information

Status:

SSN / Alt SSN: Load Birth Date: mm/dd/yyyy

First Name: Last Name:

Select the SSN / Alt SSN box and enter the student's ID

Gender:

School Day Attendance and Grades

School Days Enrolled: Average Grades:

School Days Absent: Reading / English Language Arts Grade:

Criminal Referrals: Math Grade:

Non-Criminal Referrals: Science Grade:

School Day Classes Attended: Social Studies Grade:

School Day Classes Failed: Student Promoted:

Tutorials and Progress Assessments

Attended the Following Tutorials: Reading Math Science Social Studies

Slide 27
Text Captions: Select the SSN / Alt SSN box and enter the student's ID

The screenshot shows the 'Student Information' form in a web application. At the top, there are navigation tabs: 'Center', 'Contents', 'Operational', 'Feeder Schools', 'Activities', 'Participants', and 'Transferees'. Below the tabs, the page title is 'Student Information' and the location is 'Entrance Training ESD - Capella HS, Center HS, Brown Elm... | Cycle 4 - Spring 2010 - C1 | Capella HS'. A note explains the 'Load' button: 'Note 1: You may enter a SSN / AD SSN and click on the Load button next to it to retrieve student demographics from the system. Note 2: If the student is found in the PEIMS system, the PEIMS values will be used instead of the values you enter. Note 3: Once a student is PEIMS Validated, the student's demographics will be locked down.' Below the note are three buttons: 'Add New Student', 'Load', and 'Refresh List'. The 'Student Information' section contains fields for 'Status' (dropdown), 'SSN / AD SSN' (text with 'Load' button), 'Birth Date' (calendar), 'First Name' (text), 'Last Name' (text), 'Gender' (dropdown), 'Ethnicity' (dropdown), and 'Current Grade' (dropdown). A yellow callout box with the text 'Click the Load button' points to the 'Load' button. Below this are sections for 'School Day Attendance and Grades' and 'Tutorials and Progress Assessments'.

Slide 28
Text Captions: Click the Load button

This screenshot shows the same 'Student Information' form, but now with data populated. The 'Status' is 'Validated', 'SSN / AD SSN' is 'C1400028', 'Birth Date' is '02/19/01', 'First Name' is 'Aarav', 'Last Name' is 'Genters', 'Gender' is 'Female', 'Ethnicity' is 'Other, not of Hispanic origin', and 'Current Grade' is '12'. A yellow message box at the top says 'The student's information was loaded successfully.' A yellow callout box with the text 'The Student Information automatically loads.' points to the 'Load' button. The 'School Day Attendance and Grades' section shows 'School Days Enrolled: 0', 'School Days Absent: 0', 'Current Referrals: 0', 'Non-Criminal Referrals: 0', 'School Day Classes Attended: 0', and 'School Day Classes Passed: 0'. The 'Tutorials and Progress Assessments' section shows 'Attended the following Tutorials: Reading [] Math [] Science [] Social Studies []'.

Slide 29
Text Captions: The Student Information automatically loads.

The screenshot shows a web-based form for adding a student. At the top, there are input fields for 'First Name' (Asad), 'Last Name' (Jenters), 'Gender' (Female), 'Ethnicity' (Hispanic or Hispanic origin), 'Campus Name' (Laguna Hills), and 'Current Grade' (12). Below this is a section titled 'School Day Attendance and Grades' with various statistics and dropdown menus for 'Average Grades' in Reading, Math, Science, and Social Studies. The 'Student Promoted' checkbox is checked. The 'Tutorials and Progress Assessments' section has checkboxes for 'Reading', 'Math', 'Science', and 'Social Studies'. The 'Comments' section contains a text area with a yellow callout box that says 'Click the Save Student button when you are done.' At the bottom, there are three buttons: 'Save Student', 'Cancel', and 'Student List'.

Slide 30
Text Captions: Click the Save Student button when you are done.

This screenshot is identical to the one above, showing the same student record form. However, the yellow callout box now says 'Click on Student List or use the menu to get back to the Student Main Page.' The 'Save Student' button is no longer highlighted.

Slide 31
Text Captions: Click on Student List or use the menu to get back to the Student Main Page.

Students - Course 29

Filter By: SSN / All SSN Last Name First Name Birth Date Status

SSN / All SSN	Last Name	First Name	Birth Date	Status	Update	Attendance
C100000-0	Arila	Justin	12/22/1990	Validated	Update	Attendance
C100000-1	Brown	Elizabeth	12/28/1990	Validated	Update	Attendance
H122222-3	Cantu	Cory	5/21/1994	Validated	Update	Attendance
C100000-2	Cappi	Priscilla	11/23/1990	Validated	Update	Attendance
C100000-3	Cash	Ty	8/11/1994	Validated	Update	Attendance
C100000-9	DaZevick	Jackie	8/25/1993	Validated	Update	Attendance
C100000-3	DeFaggio	Joseph	3/25/1995	Validated	Update	Attendance
C100000-5	Galino	Gebrail	3/15/1992	Validated	Update	Delete
C100000-4	Hornedy	Roger	3/15/1995	Validated	Update	Delete
C100000-6	Lloyd	Andrea	3/11/1993	Validated	Update	Delete
C100000-6	Lopez	Walter	3/12/1991	Validated	Update	Delete
C100000-6	Martin	Willy	7/4/1994	Validated	Update	Delete
C100000-7	Mariner	Shirley	4/11/1992	Validated	Update	Attendance
C100000-7	Rice	Gerardo	4/12/1992	Validated	Update	Attendance
C100000-5	Ruth	Babe	10/29/1994	Validated	Update	Delete
C100000-9	Sandval	Christopher	7/12/1991	Validated	Update	Attendance

Helpful Tips:

- You can update student information throughout the term.
- You cannot delete a student if you have recorded their attendance through TX21st for the current term.

Slide 32

Text Captions: Helpful Tips:

You can update student information throughout the term.

You cannot delete a student if you have recorded their attendance through TX21st for the current term.

Students - Course 29

Filter By: SSN / All SSN Last Name First Name Birth Date Status

SSN / All SSN	Last Name	First Name	Birth Date	Status	Update	Attendance
C100000-0	Arila	Justin	12/22/1990	Validated	Update	Attendance
C100000-1	Brown	Elizabeth	12/28/1990	Validated	Update	Attendance

Validated Students:

- You can enroll a student and record their attendance for any Student Activity only if they have a validated status in TX21st.
- A student is validated if all the basic student information has been entered, even without a student ID or SSN.
- A temporary ID (C-Number) will be given to students who do not have a Social Security Number and are not found in PEIMS. This does not affect a student's status.
- A student must have validated status in order to be able to connect an adult to the student and for their related adults to have a validated status.

Slide 33

Text Captions: Validated Students:

You can enroll a student and record their attendance for any Student Activity only if they have a validated status in TX21st.

A student is validated if all the basic student information has been entered, even without a student ID or SSN.

A temporary ID (C-Number) will be given to students who do not have a Social Security Number and are not found in PEIMS. This does not affect a student's status.

A student must have validated status in order to be able to connect an adult to the student and for their related adults to have a validated status.

The Student was saved successfully, but contains the following warning:

- There should be a grade selected for both "Reading: English Language Arts Grade" and "Math Grade".

Note 1: You may enter a SSN / AE SSN and click on the Load button next to it to retrieve student demographics from the system.
 Note 2: If the student is found in the PEIMS system, the PEIMS values will be used instead of the values you enter.
 Note 3: Once a student is PEIMS validated, the student's demographics will be locked down.

Buttons: [Print Student](#) [Cancel](#) [Student List](#)

Student Information

SSN / AE SSN: PEIMS Validated: PEIMS Validated:

First Name: Last Name:

Gender:

School Day Attendance

School Days:

School Day:

Criminal:

Non-Criminal:

School Day Classes:

School Day Classes:

Student Promoted:

Tutorials and Progress Assessments

Attended the following Tutorials:

Reading: Math: Science: Social Studies:

Text Captions: If the student is found in the PEIMS system, their SSN is automatically updated and will receive the additional status of PEIMS Validated.

Next Steps:
 Enroll a student in an activity and record their attendance.

Slide 34

Text Captions: If the student is found in the PEIMS system, their SSN is automatically updated and will receive the additional status of PEIMS Validated.

Next Steps:

Enroll a student in an activity and record their attendance.