

ASSIGNING GROUPS OF STUDENTS TO A PROVIDER

1. Go to Tools then to Manage Users. Click on Choose User and select the Provider that you want to assign students to.
2. Enter a role (remember there can be only one case manager per student) and click on "Add student".

Manage Users: Bryan Buckey Choose User

User Account Personnel Data Students Districts/Schools

Student	Student ID	District Attending	School	Role
Ely, Arai	373546	Kern Union High School District	Able Center (High)	Case Manager
Garcia, Ruth	355249	Kern Union High School District	Able Center (High)	Case Manager
Garcia, Betty	373541	Kern Union High School District	Able Center (High)	Case Manager
Helms, Cameron	373550	Kern Union High School District	Able Center (High)	Case Manager
Herrera, Margarita	345015	Kern Union High School District	Able Center (High)	Case Manager
Luna Garcia, Monica	393891	Kern Union High School District	Able Center (High)	Case Manager
Preston, Gerardo	393886	Kern Union High School District	Able Center (High)	Case Manager
Smith, [unclear]	335755	Union High School District	Able Center (High)	Case Manager
Smith, [unclear]	355248	Union High School District	Able Center (High)	Case Manager

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Add Student Role Please select one... Show Inactive

Select All Clear Selection Remove Reassign

3. Check the students you want to add. To view more students you can bump up 50 per page to 200 per page.

Quick Search Search

Filter by: CASEMIS Status All IEP/EVAL Status All Status Active

Name	School Attending	Student ID	Last Modified	E	W	S	IEP / EVAL / Meeting Status
Aguires, Alan	Able Center (High)	379119	2/6/13 5:17PM	2	1		Initial Evaluation: 1/23/2013
Albert, Banden	Able Center (High)	354424	2/12/13 3:53PM		1		Ann...
Allen, Tyler	Able Center (High)	355238	2/8/13 11:37AM		1		EVAL due in 11 days
Alvarez, Elmer	Able Center (High)	386605	1/31/13 3:04PM		1		Annual Review: 1/30/2013
Arellano, Clara	Able Center (High)	368936	2/7/13 9:56AM		1		Initial Evaluation
Bailey, Benjamin	Able Center (High)	374173	2/8/13 11:39AM		1		Annual Review: 2/8/2013
Banks, Patrick	Able Center (High)	386725	2/5/13 10:57AM	✓	1		Annual Review
Barnum, Mickey	Able Center (High)	335754	2/8/13 10:38AM		1		Annual Review: 2/8/2013
Barrera, Victor	Able Center (High)	328536	1/31/13 3:04PM	✓	1		
Bartling, Leslie	Able Center (High)	355246	2/12/13 2:48PM		1		Behavior
Bedford, Austin	Able Center (High)	393953	2/12/13 3:51PM				
Bello, Jesus	Able Center (High)	323524	2/5/13 9:36AM	✓	1		
Bentley, Angel	Able Center (High)	386772	2/5/13 9:36AM	✓	1		
Bentley, Elmer	Able Center (High)	373676	2/5/13 9:36AM	✓	2		Meeting

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4. Scroll all the way up and click on the little triangle and select “Find only marked”

School Attending	Student ID	Last Modified	E	W	S	IEP /EVAL /Meeting Status
Able Center (High)	379119	2/6/13 5:17PM	2	1		Initial Evaluation: 1/23/2013
Able Center (High)	354424	2/12/13 3:53PM		1		Annual Review: 2/12/2013
Able Center (High)	355238	2/8/13 11:37AM		1		EVAL due in 11 days.
Able Center (High)	386605	1/31/13 3:04PM		1		Annual Review: 1/30/2013
Able Center (High)	368936	2/7/13 9:56AM		1		Initial Evaluation
Able Center (High)	374173	2/8/13 11:39AM		1		Annual Review: 2/8/2013
Able Center (High)	386725	2/5/13 10:57AM	✓	1		Annual Review

5. Once you have selected, “Find only marked” then you will see the button “Assign all students to ...”

er - All changes to data will be overwritten

School Attending	Student ID	Last Modified	E	W	S	IEP /EVAL /Meeting Status
Able Center (High)	354424	2/12/13 3:53PM		1		Annual Review: 2/12/2013
Able Center (High)	355238	2/8/13 11:37AM		1		EVAL due in 11 days.
Able Center (High)	386725	2/5/13 10:57AM	✓	1		Annual Review
Able Center (High)	328536	1/31/13 3:04PM	✓	1		

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6. Now the Provider will have access to those selected students.