



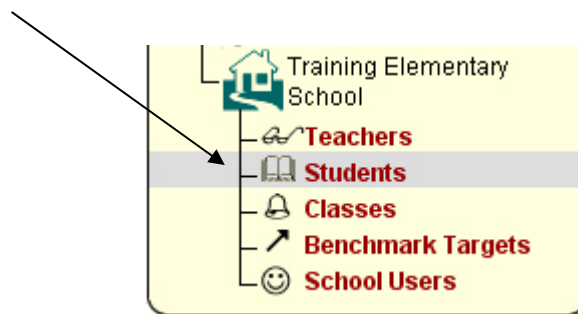
Adding New Students



Before beginning this procedure, make sure you have the student's name and District 11 student ID number exactly as it appears in Zangle.

AIMSweb allows for the creation of new student accounts quickly, which is helpful when you have data for a new student, but the regular upload from District 11 has not yet been entered into the AIMSweb system.

If you have not done so, login to the AIMSweb system using your School Manager account and select the **Students** area for your school. If you are already logged in, select the **Students** area for your school.



In the Add a Student area, click the Show Advanced Fields checkbox. You will need these fields to enter the student's District 11 student ID number.

- Add a Student

Enter student information below and select 'Add' to add the student, or select 'Search' to search for students matching the specified criteria.

First Name:

Middle Name:

Last Name:

Current Grade:

Service Code:

ELL/ESL:

Gender: Unknown

Meal Status:

Ethnicity: Unknown

Strategic Monitor:

Show advanced fields

Add **Clear** **Search**

NOTE: Fields that are RED are required.

Enter the student's name exactly as it appears in Zangle, including hyphenated names. If the student's registered name is Jonathan, but they go by Johnny, enter in Jonathan.

Enter the current grade, General Ed for the service code, gender and ethnicity.

The screenshot shows a web form titled "Add a Student" with a green header. Below the header is a green bar with the text "Add a Student". The main content area contains the following fields and options:

- Instruction: "Enter student information below and select 'Add' to add the student, or select 'Search' to search for students matching the specified criteria."
- First Name:** Johnny
- Middle Name: Crispin
- Last Name:** Appleseed
- Current Grade:** K
- Enrollment Grade: [dropdown]
- Service Code:** General Ed
- ELL/ESL:
- Gender:** Male
- Meal Status:** [dropdown]
- Ethnicity:** White
- Strategic Monitor:
- Unique Identifier: 40885555
- Research ID: [text box]
- Date of birth: [text box]
- Section 504:
- Behavioral Disorder:
- After School:
- Correctional:
- Summer School:
- IDEIA:
- Gifted/Talented:
- Transfer ID: [text box]
- Instruction: "Enter the Transfer ID and select 'Search' to display the student to transfer."
- NOTE: all fields in **Red** are required.
- Show advanced fields
- Buttons: Add, Clear, Search

Arrows from the text above point to the following fields in the form:

- First Name
- Last Name
- Current Grade
- Service Code
- Gender
- Ethnicity
- Meal Status
- Unique Identifier
- Research ID
- Transfer ID

Meal status must be left empty—use the drop-down to select the blank entry option. Enter the District 11 student ID exactly as it appears in Zangle. Click the Add button.