

PURPOSE: To provide direction on how to look up individual students in GED Manager[™].

▶ NOTE: The Manage Student function in GED Manager[™] allows you to view student detail. This includes a student's demographic information; score results, authorizations and accommodations status.

How to use the Manage Student tab

1. After logging into GED Manager[™], click on the **'Manage Student'** tab at the top of the screen and then click on '**Student Search**' (See Figure 1).

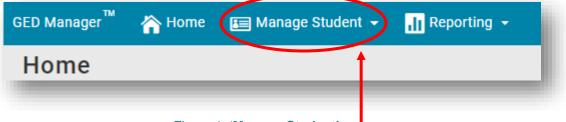


Figure 1: 'Manage Student'

2. The next screen you see will look like this. There are several ways to look up a student's account. You can search by 'Last Name', 'First Name', 'City', 'Phone Number', 'Date of Birth', 'Email' address or 'GED ID' number (See Figure 2). But, you should avoid entering information in too many fields. If you have the Student's 'GED ID' number it is best to only enter this 16 digit number (including the 2 dashes) as this number is a unique number and will only pull up 1 account. If you don't know the "GED" ID number try entering the first three letters of the Student's first and last name. If this produces a lot of results then enter another piece of information like DOB to help narrow the results.

Last Name	Fi	rst Name	City		Phone Number	DOB	Email		
							ä		
GED ID	Ac	lult Education Center	Credential Stati	IS .					
			•	÷					
								Rows Per Page 10 25	5
Name 👙	City	Phone Number	¢	DOB	🔶 Email	👙 GED ID	Adult Education Center		





Manage Student tab

NOTE: As you start entering information in each of these search fields GED Manager will automatically start generating a list of students that meet the criteria you are entering.

3. If there are accounts that match what you have entered you will notice that the '**Rows Found**' section will change from 0 to however many accounts match the information you have entered (See Figure 3). Furthermore, matching accounts will be listed below the blue bar. To view a Student's account click on their name.

ast Name		First Na	me	С	ity		Phone Number		DOB		Email		
ED ID		Adult Ed	lucation Center		Credential St	atus							
20170511-8576-007	7			•			÷						
											Rows Per Page 10	25	50
Name 🔶	City	(Phone Number	¢	DOB	¢ I	nail	¢	GED ID	¢	Adult Education Center		
Mclean, Manuel	Minne	apolis	612-428-6907		07/08/1998		250+3099404@gmail.com		20170511-8576-0077		Minneapolis Adult Education- North Campu	s	
ows Found 1												1	>



4. On the '**Student Detail**' (4.1) page, the sections are broken down into: Student Detail, Results, Authorizations, and Accommodations. This information is view-only. Below the Student's demographic information you will notice a '**Results**' (4.2) section. This section will list their GED test scores as well as their GED Ready test scores. To view the enhanced score reports of any of their tests click on the score which appears in a green color (See Figure 4).

NOTE: You can quickly find out if the Student has credentialed or not by looking above the blue bar. It will tell you whether or not the Student has credentialed and if they have the date they credentialed will be listed as well as their highest total score.



Manage Student tab

	First Name :	Manuel			e Number :	612-428-6907 (MOBIL)	E)	
	Middle Name : Last Name :	Abigail Molean		Alternate Phon	e Number : Age :	19		
	Email :	1250+3099404@gmail.com		Da	te of Birth :	07/08/1998		
	Mailing Address :	2946 D Rd Unit D2		Testing Ju	risdiction ;	MN		
		Minneapolis MN 55411			Program :	No		
	County : VUE ID :	Hennepin 252900466		GED Test Prep	Center(s) :	Minneapolis Adult Edu North Campus	cation-	
	GED ID :	20170511-8576-0077		Las	t Updated :	09/07/2017 06:58:44 /	AM	
	Fictitious Student :	No			ast Login :	05/16/2017 07:29:21		
					Language :	English		
				Languag	e at home :			
Result	s							
Credential	ed : CTT							
Credential								
Highest To	otal Score : 0							
Test Date	e Test Center	Subject	Form	Score	Status	Lan	guage	Issues
05/11/20		GED Ready®	LA_RB	160	Likely to P	ass ENU	J	
		Reasoning						

Figure 4: Student Detail Page

If you do click on any of the Student's scores, you will see the enhanced score report for the test you selected. At the top of the page you have the ability to select the language you would like to view the score report in ('English' or 'Spanish' (5.1)) and the print button is located at the top of the page as well (See Figure 5).

anuel Mclean - 20170511-8576-0077	GED Ready [®] Reasoning Through Language Arts				
My Score: 160					
LIKELY TO PASS					
Test Date: 05/11/2017					
н	ow I Can Score Higher				
Step 1 Select your study material to create a customized study pl	an based on your answers:				
Choose your study material					
tep 2 Use the study material selected above to improve your ski	lls listed below:				
Expressing meaning	Hide v				
kill You Can Improve	Publisher Study Recommendations 9				
Analyze how the organization of a paragraph or passage supports the av leas	uthor's Select your study material from the dropdown above to get study recommendations				
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IMPORTANT: Additional Questions

If you have any questions about the "Manage Student" tab in GED Manager please email <u>help@ged.com</u>

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