

Manage GED Prep Connect Enrollment Tab

PURPOSE: To provide direction on how to look up and provide status for “interested” Students in GED Manager™.

NOTE: The Manage GED Prep Connect Enrollment function in GED Manager™ allows you to view Students that expressed interest in your program and enter a status for them.

How to use the Manage GED Prep Connect Enrollment Tab

1. After logging into GED Manager™, click on the 'Manage Student' tab at the top of the screen and then click on 'Manage GED Prep Connect Enrollment' (See Figure 1).

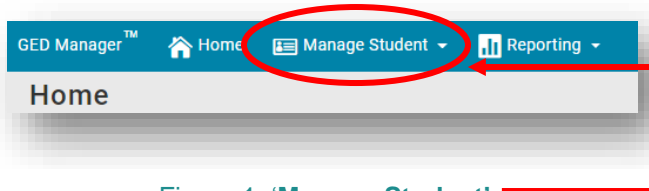


Figure 1: 'Manage Student'

2. The next screen you see will look like this. The system will default to show you all Students who are currently enrolled in your program. Go to the 'GED Prep Connect Enrollment Status' search field and use the drop down arrow to select 'Interested'. All Students who have selected your Prep Center and whose status has not yet been updated to 'Enrolled', 'Contacted' or 'Dismissed' will be listed here. As you can see the Student's email address and phone number is listed here so you have the information you need to contact the Student and give them more information about your program (See Figure 2).

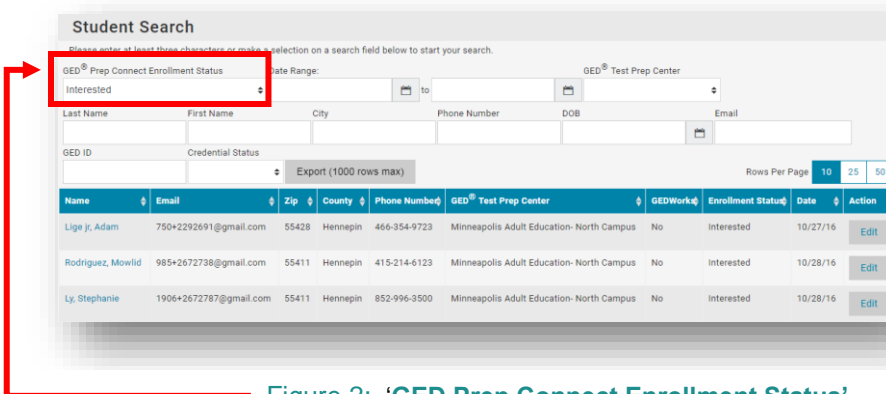


Figure 2: 'GED Prep Connect Enrollment Status'

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3. Once contacted, you can edit the Student's status (by clicking on the 'Edit' button (See Figure 3A)) and make notes about the Student. Be sure to click 'Confirm' when you are done. The Student's status will be updated immediately after you click on this button. (See Figure 3B).

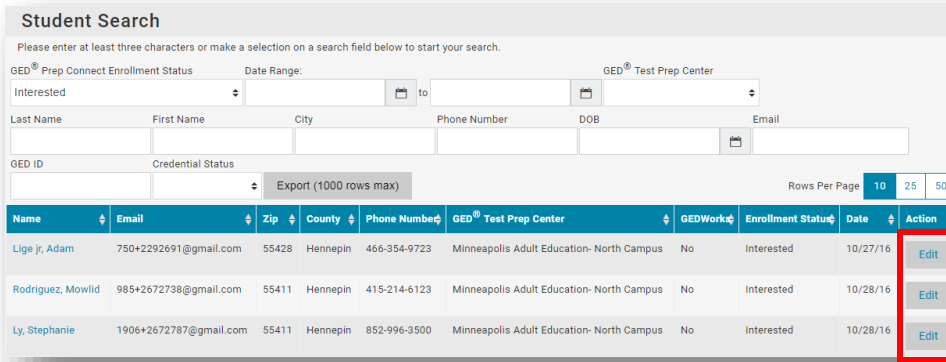


Figure 3A: 'Edit'

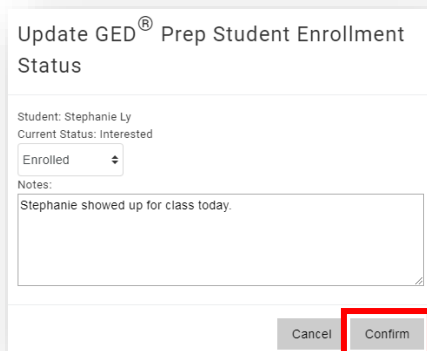


Figure 3B: 'Confirm'



NOTE: The 4 statuses defined:

- **Interested:** When a Student selects your program from his GED.com account, his/her default status is Interested.
- **Enrolled:** You have contacted the Student and determined that he/she will enroll in your program.
- **Contacted:** You have attempted to contact the Student through phone or Email.
- **Dismissed:** You contacted the Student and he/she is not interested in your program. You can choose from several dismissed reasons, including Unable to Contact, Not Interested, No Show, Dropped Out, Transferred or Other.

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4. If you and other adult educators at your center have added comments/notes to any Student accounts you will see a note icon (listed to the right of their status) when their name is featured below the blue bar. You can hover over the icon to view the comments that any of you have made (See Figure 4).


| Name | Email | Zip | County | Phone Number | GED® Test Prep Center | GEDWorks | Enrollment Status | Date | Action |
|------------------|-----------------------|-------|----------|--------------|---|----------|---|--------|--------|
| Schuman, Michael | 1718+898527@gmail.com | 55411 | Hennepin | 301-617-8178 | Minneapolis Adult Education- North Campus | No | Contacted  | 9/5/17 | Edit |

Figure 4: Icons to view comments

5. If you have oversight of more than one adult education program, you will see all your programs listed in the 'GED® Test Prep Center' column (provided that Students have selected these programs in their GED.com account). If you are aligned to just one program, you will only see your program name in this column (See Figure 5).

Student Search

Please enter at least three characters or make a selection on a search field below to start your search.

GED® Prep Connect Enrollment Status: Interested | Date Range: | GED® Test Prep Center: |

Last Name: | First Name: | City: | Phone Number: | DOB: | Email: |

GED ID: | Credential Status: | Export (1000 rows max) | Rows Per Page: 10 | 25 | 50

| Name | Email | Zip | County | Phone Number | GED® Test Prep Center | GEDWorks | Enrollment Status | Date | Action |
|-------------------|------------------------|-------|----------|--------------|---|----------|-------------------|----------|--------|
| Lige Jr, Adam | 750+2292691@gmail.com | 55428 | Hennepin | 466-354-9723 | Minneapolis Adult Education- North Campus | No | Interested | 10/27/16 | Edit |
| Rodriguez, Mowlid | 985+2672738@gmail.com | 55411 | Hennepin | 415-214-6123 | Minneapolis Adult Education- North Campus | No | Interested | 10/28/16 | Edit |
| Ly, Stephanie | 1906+2672787@gmail.com | 55411 | Hennepin | 852-996-3500 | Minneapolis Adult Education- North Campus | No | Interested | 10/28/16 | Edit |

Figure 5: 'GED® Prep Center'

6. If you are searching for a specific Student, you can search by 'Last name', 'First Name', 'City', 'Phone Number', 'Date of Birth', 'Email' or 'GED ID' (See Figure 6).

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Student Search

Please enter at least three characters or make a selection on a search field below to start your search.

GED® Prep Connect Enrollment Status: Enrolled | Date Range: [] to [] | GED® Test Prep Center: []

Last Name: pin | First Name: eri | City: [] | Phone Number: [] | DOB: [] | Email: []

GED ID: [] | Credential Status: [] | Export (1000 rows max) | Rows Per Page: 10 | 25 | 50

| Name | Email | Zip | County | Phone Number | GED® Test Prep Center | GEDWorks | Enrollment Status | Date | Action |
|--------------|-----------------------|-------|----------|--------------|---|----------|-------------------|----------|--------|
| Pinedo, ERIC | 1795+226245@gmail.com | 55440 | Hennepin | 839-733-9282 | Minneapolis Adult Education- North Campus | No | Enrolled | 10/18/16 | Edit |

Figure 6: 'Student Search'

7. When you click on the Student's name in your results list, you can find more demographic information about him/her, as well as any scores he/she may have already shared (See Figure 7).

View Student: Pinedo, ERIC

Back to Student Search

Student Detail

First Name: ERIC | Middle Name: | Last Name: Pinedo | Email: 1795+226245@gmail.com | Mailing Address: 17274 178th st Minneapolis MN 55440 | County: Hennepin | VUE ID: 232056669 | GED ID: 20140228-2152-4331 | SSN: #####1664 | Fictitious Student: No

Phone Number: 839-733-9282 (MOBILE) | Alternate Phone Number: | Age: 36 | Date of Birth: 06/04/1981 | Testing Jurisdiction: MN | In Options Program: No | GED Test Prep Center(s): Minneapolis Adult Education- North Campus | Last Updated: 09/07/2017 06:58:44 AM | Last Login: 10/28/2016 11:53:25 AM | Browser Language: English | Language at home:

Results

Credentialed: | Hide GED Ready

Credential Date: | Highest Total Score: 0

| Test Date | Test Center | Subject | Form | Score | Status | Language | Issues |
|------------|--|--------------------|-------|-------|--------------------|----------|--------|
| 10/28/2016 | - | GED Ready® Math | MA_RG | 130 | Not Likely to Pass | ENU | |
| 10/17/2016 | 73928 - Minneapolis Adult Education - North Campus | GED Math | | 138 | Below Passing | ENU | |
| 10/17/2016 | 73928 - Minneapolis Adult Education - North Campus | GED Science | | 138 | Below Passing | ENU | |
| 10/13/2016 | 73928 - Minneapolis Adult Education - North Campus | GED Reasoning | | 153 | Pass | ENU | |
| 10/13/2016 | 73928 - Minneapolis Adult Education - North Campus | GED Social Studies | | 146 | Pass | ENU | |

Figure 7: Demographic Information



IMPORTANT: Additional Questions

If you have any questions about the "Manage GED Prep Connect Enrollment Tab" in GED Manager please email help@gedtestingervice.com