SECME NATIONAL OFFICE STUDENT MANAGEMENT SYSTEM

How to register NEW students and UPDATE/MANAGE existing students

You must be a registered SECME database user to access SECME's National database system. If you are not, <u>click here</u> for instructions.

<u>SECME Coordinators</u>, from the home page – <u>www.secme.org</u>, click Log On.

1. From the Login page, type your email address and password (if you have lost or forgotten your password stop here and email us at <u>secme@coe.gatech.edu</u>)
2. Click "login"
3. Hover over "SECME Program Registration"
4. Click "Student Manager." Your district will auto-populate. Please choose your school from the drop-down listing

STEPS FOR ADDING NEW STUDENTS

1. These four icons will guide you through managing your students
2. From the Student Management system, hoover over each of them to understand their role
3. Click the **GREEN plus icon** – a new window will pop up "Add New Students"
4. Complete the fields for each student. Click "add new row" for as many students as you are adding. *Special Note. We recommend that you add no more than five students at a time.*
5. Click "Add." You will return to the Student Manager Home Page. Your students will now be in your listing.
6. Repeat steps 3 thru 5 until all your students are enrolled.

*If you have a large number of **new** students, 50 or more, please contact our office for the current procedure on how to upload.*

STEPS FOR MANAGING EXISTING STUDENTS

1. These four icons will guide you through managing your students
2. From the Student Management system, hoover over each of them to understand their role
3. Check the box in the ***table header row (Student Count)*** to select <u>all</u> students.
4. Click the **blue up arrow** –(new screen) General Update
5. Select the current academic year ("academic year" dropdown). If your listing has students in multiple academic years, select students that are in the same academic year and update accordingly.
6. Click Apply (screen returns to Student Manager home page)
7. Select students (same grade level) and click **blue up arrow** to promote students to current grade. Repeat this process until all students are in their current grade

STUDENT MANAGER FREQUENTLY ASKED QUESTIONS (FAQ)

Q*: My students are no longer at this school __OR__ these are not my students __OR__ I don't know what school they are now attending: WHAT DO I DO WITH THEM?*

A: The **Red X icon** (transfer students) is the option for you. Select the student(s) name and click the

Red X icon . If you know what school they are now attending, locate the new school and click transfer

red X icon . *The system will allow you to transfer a student to another SECME participating school in your same school district. If the school is __not listed or__, you do not know what school the student is now attending, select __"unknown school"__ and transfer them there*

Q: *My students have graduated from high school, what do I do with them?*

A: Select the student(s) name, click the **Graduation Cap** . *The caution here is that the system must recognize that the student's grade level is 12. Example: if you are a new coordinator trying to clean up your student data and you see students from previous years that are still in your listing but have graduated – John Smith – academic year 2014-2015; grade level 11. John has obviously graduated. Click the blue'ish up arrow. Change the academic year to 2015-2016 (or the year he most likely graduated) and select his grade level as GR.*

Q: *My student's name is spelled incorrectly, gender/ethnicity is missing, how do I correct this?* A: Click the student's name. Student Detail window will appear. Corrections can be made here.

Q: *I have students from last year that are not registered with you, can I add them now?*

A: YES, PLEASE. Follow the steps for adding a new student. When you click the **GREEN plus icon** , notice that the "Year" is the current academic year. Change that to the previous year. Add your student(s) (remember to place them in the grade that they were in for that academic year). Once they have been added.

Select their name(s) and click the blue up arrow icon to move them to the current academic year and their current grade.