Pearson Inform 5.1

User Guide

Searching for a Student

Date: 1/26/2010

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1 Searching for a Student

1.1   Student Search

To conduct a Student Search:

- **Click** the 🔍 *Student Search* icon on the Toolbar.

Figure 1-1

- A *Student Search* pop-up window displays.

Figure 1-2

There are three ways to search for a student from this page: by name, by alphabetical listing or by student ID.

- To search by *Name*:
    - o **Enter** a full or partial *Last Name or*
    - o **Enter** a full or partial *First Name*
   - o **Enter** the *Middle Name* (Optional)

Figure 1-3

- **Click** the [Search] *Search* button.
- A student's name or list of student's names will display in the *Records Per Page* area of the *Student Search* pane, depending on your search criteria.

Last …	First Name	Middle Name	School
1 Adams	Oralia (Fictitious Student)		Redwood High School (Fictitious School)

Records Per Page: 25 Record: Total Records: 1

Figure 1-4

- **Click** on the desired student name.

- The *Student Composite View* for that student displays.
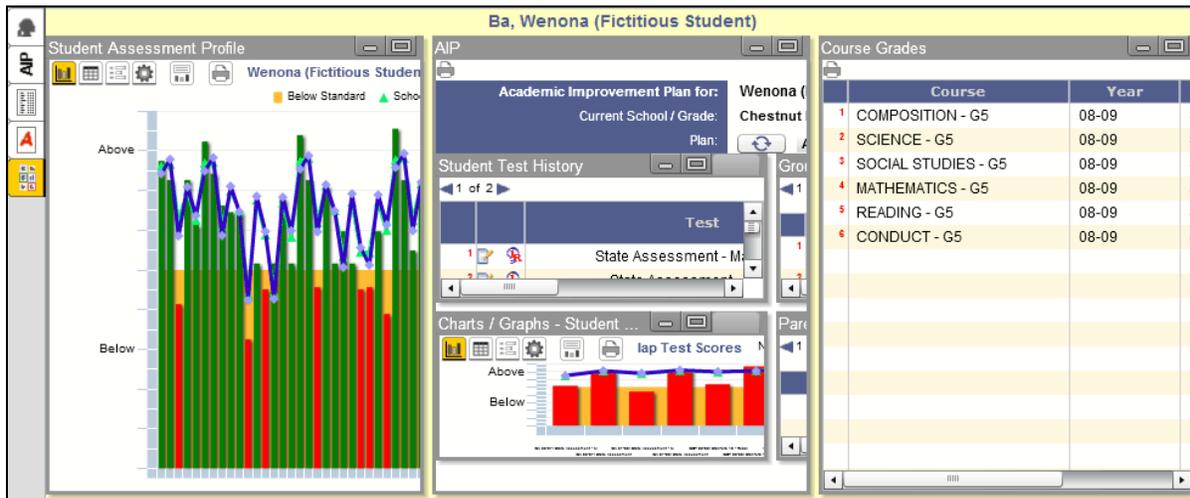
Figure 1-5

1.2   Student Search by Alphabetical Listing

To search by alphabetical listing:

- **Click** the 🔍 *Student Search* icon on the Toolbar.

Figure 1-6

- **Click** the initial letter of the student's last name

Figure 1-7

- For example, **click** the link for the letter *B.*
- All students with last names beginning with the letter *B* will display.

P e a r s o n   I n f o r m   5 . 1   E d u c a t i o n   I n t e l l i g e n c e   📊 **inform** PEARSON

Figure 1-8

- **Click** on the first student name in the list.
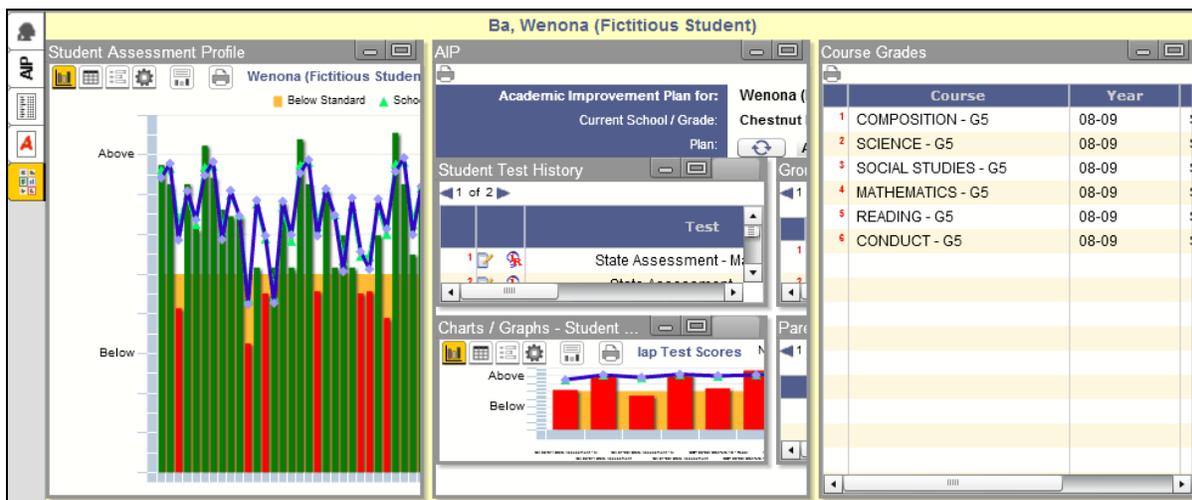- The *Student Composite View* displays.

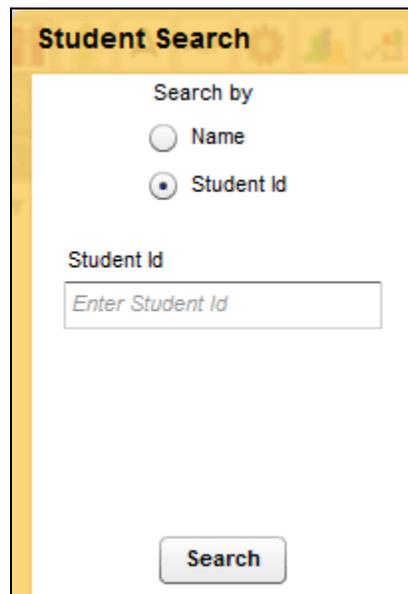*Figure 1-9*

1.3 Student Search by Student ID

To search by Student ID:

- **Click** the 🔍 *Student Search* icon on the Toolbar.

Figure 1-60

▪ Select the *Student Id* option button.

Figure 1-11

▪ **Enter** a full or partial student ID and **click** *Search*. The student or students matching that ID criteria will display.