

New School Year Procedures for Orchard

Unenroll students from classes

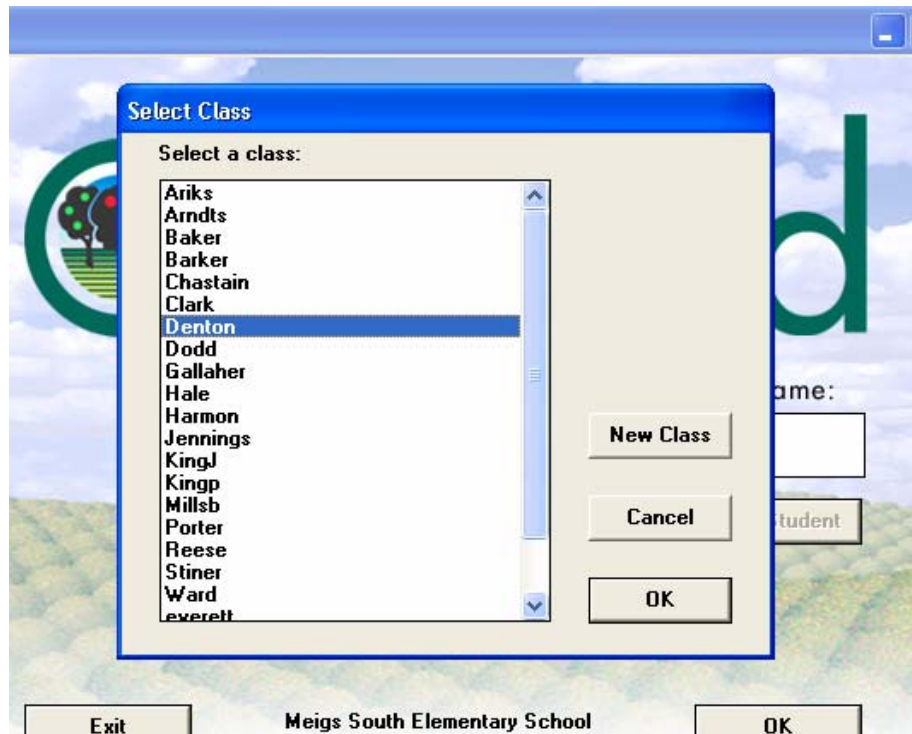
1. Login in as teacher by typing **teacher** the login box and click **OK**.



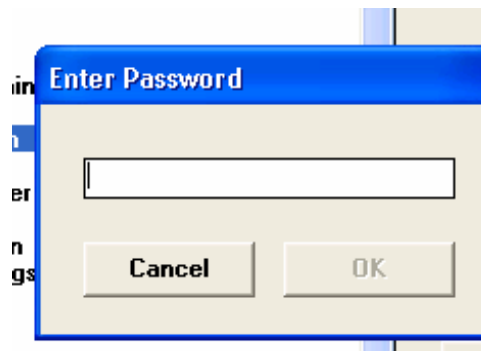
2. Enter the password and click **OK**.



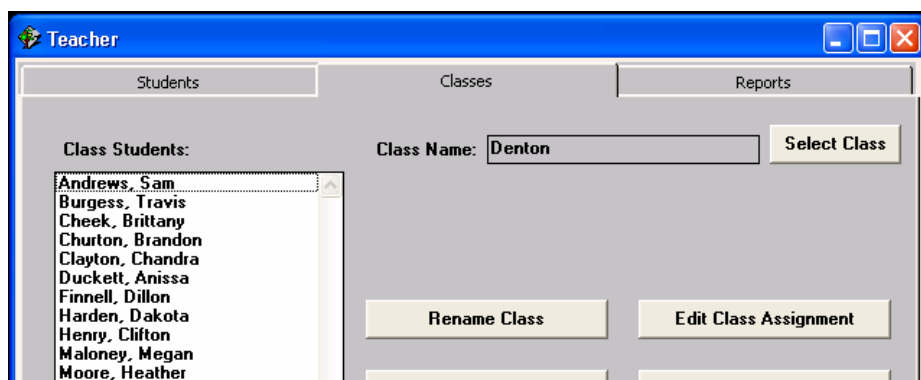
3. Select a class by clicking on a class name.



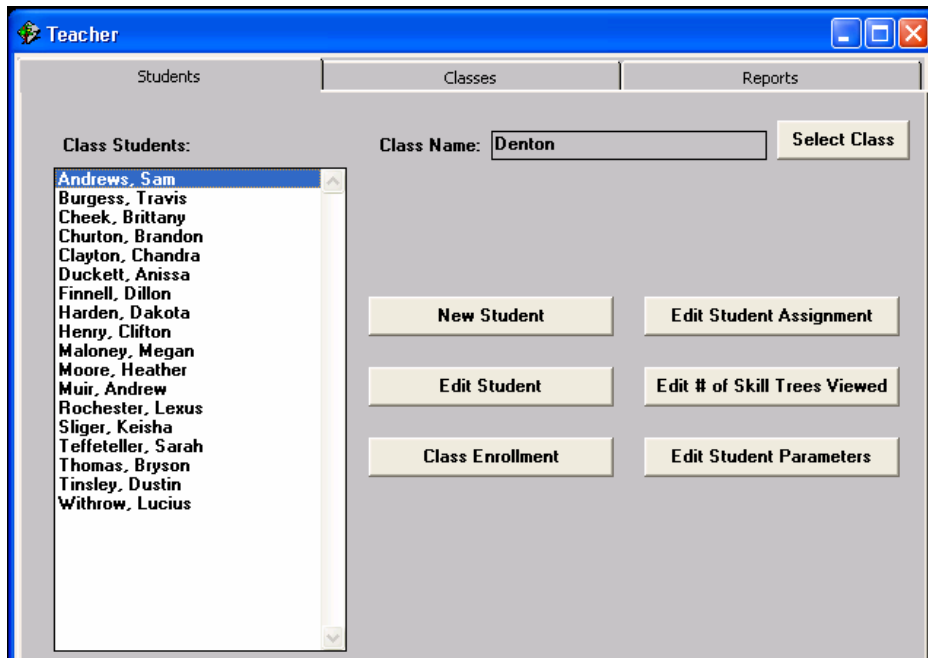
4. If prompted, enter the password for the class and click **OK**.



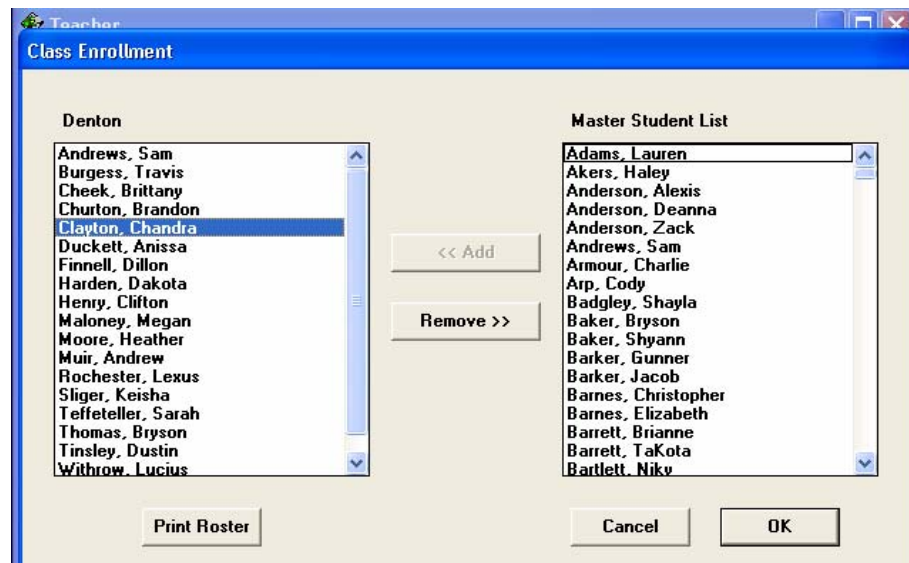
5. A Teacher window will appear. Click on the **Students** tab.



6. Click on **Class Enrollment**.



7. Click on student(s) you want to remove from the class. In most cases, you will remove all of them. You can select multiple students by clicking on each of the names. Click the **Remove** button.



Enroll students into classes.

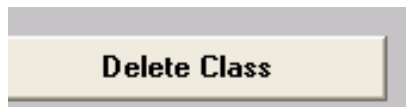
Follow steps 1 – 6 in the **Unenroll students from classes** instructions above.

7. Select students from the **Master Student List**. You can select multiple students by clicking on each of the names. Click the **Add** button to enroll them into the class.

Removing old classes (due to teacher retirement or other reasons)

Follow steps 1 – 4 in the Unenroll students from classes instructions.

5. Make sure you are on the **Classes** tab and click the **Delete Class** button.

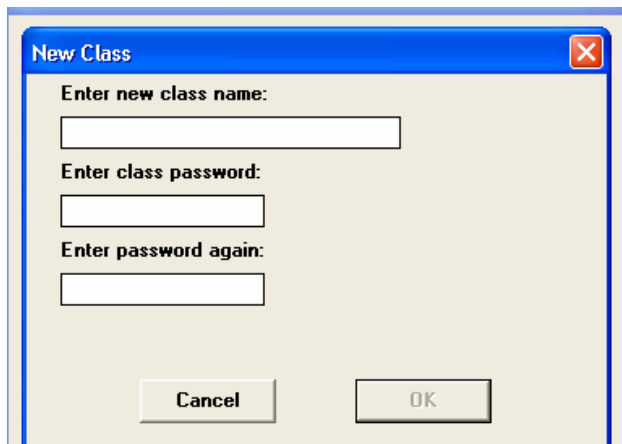


Adding a new class

1. Login as teacher by typing **teacher** in the login box and click **OK**.
2. Type in the password and click **OK**.
3. Click on the **New Class** button.



4. Enter the teacher name.

A dialog box titled "New Class" with a blue header bar and a close button (X) in the top right corner. The dialog contains three text input fields: "Enter new class name:", "Enter class password:", and "Enter password again:". At the bottom of the dialog are two buttons: "Cancel" and "OK".

5. Enter a class password in both of the remaining field boxes.
6. Click **OK**.

Adding a new student

1. Login as administrator by typing **administrator** in the login box and click **OK**.



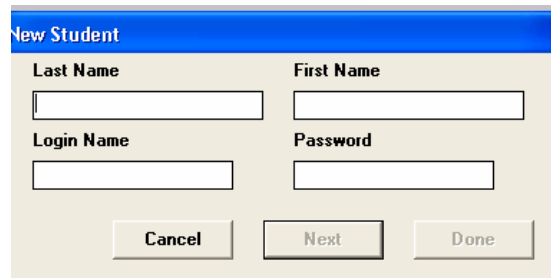
2. Enter the password and click OK.



3. Click on the **New Student** button.



4. Enter the **Last Name**, **First Name**, **Login Name**, and **Password** in the appropriate field boxes.



A dialog box titled "New Student" with a blue header. It contains four input fields: "Last Name", "First Name", "Login Name", and "Password". Below the fields are three buttons: "Cancel", "Next", and "Done".

5. Click on the **Next** button to add more students or click on the **Done** button to finish adding students.

Deleting a student and their records

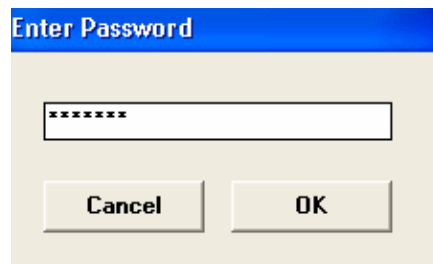
****** WARNING! THIS STEP WILL PERMANENTLY ERASE A STUDENT AND THEIR RECORDS FROM THE ORCHARD DATABASE ******

1. Login as administrator by typing **administrator** in the login box and click **OK**.



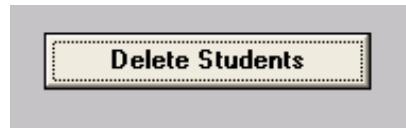
A login dialog box titled "Login" with a blue header. The background features a landscape with green hills and a blue sky with clouds. The "Orchard" logo is prominently displayed. Below the logo, it says "Please enter your login name:" followed by a text box containing "administrator". There are two buttons: "Guest" and "New Student". At the bottom, there are three buttons: "Exit", "Meigs South Elementary School", and "OK".

2. Enter the password and click **OK**.

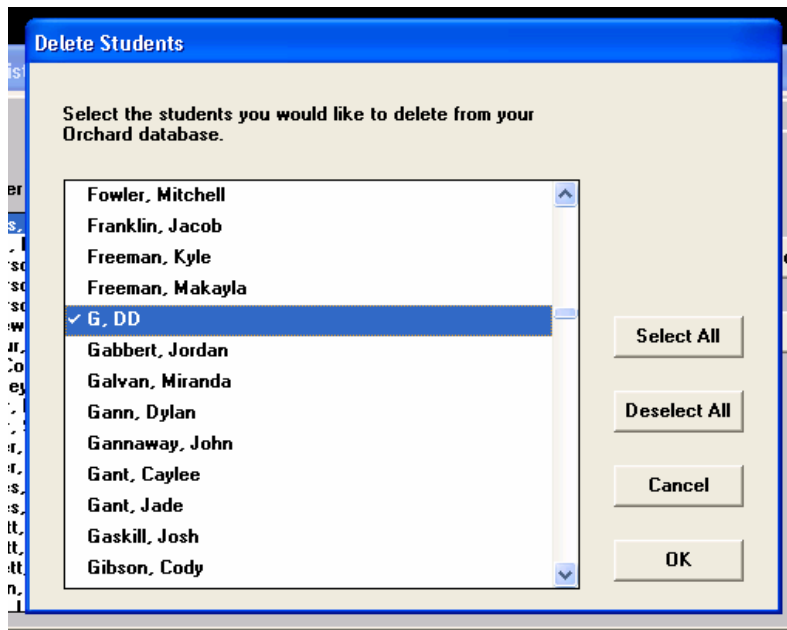


A dialog box titled "Enter Password" with a blue header. It contains a single text box with "*****" inside, indicating a password field. Below the text box are two buttons: "Cancel" and "OK".

3. Click on the **Delete Students** button.



4. Select students from the list by clicking on their names. A check mark will indicate the students that you have selected.



5. Click **OK**.
6. A Warning window will appear to make sure that you want to delete the selected student(s) and their records. Click **OK**.

