

How to use the SPINNER

The SPINNER has been provided on screens where a list of students is displayed so that students information can be accessed from the list without returning to a search situation. For example, change ESL information for many students in Year 3. Using the SPINNER provides a quick access to the screens required.

Go to **Student Enquiry**. List all the students in Year 3. Change the **Scholastic Year** to Year 3. No other search criteria is required. And then click the **Go** button to start search.

The screenshot shows the 'Student Enquiry' search criteria form. The 'Scholastic Year' dropdown is set to '3 - Year 3'. Other criteria include School: St Leonards Public School, Calendar Year: 2008, Enrolment Type: All, Registration Offering: All, Registration Status: All, Student Group: All. There are also fields for Family Name, Given Name, and SRN. The 'Show students with' dropdown is set to 'Active Registrations' and the 'Name Search Mode' is set to 'Go simple search'. A 'Go' button is at the bottom.

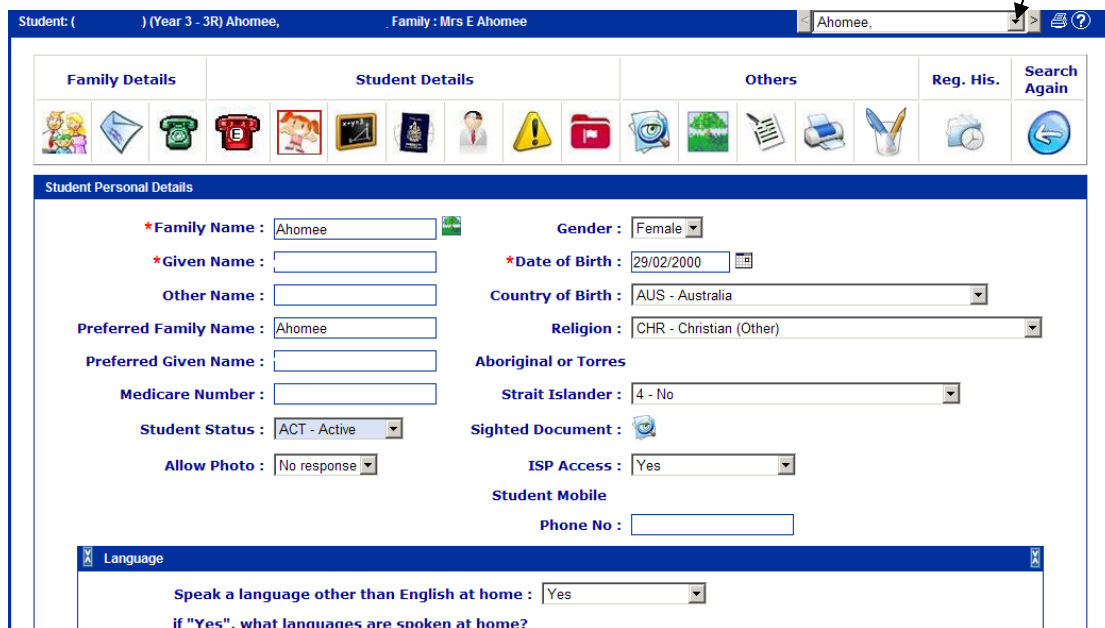
All students in Scholastic Year 3 will be listed.

The screenshot shows the 'Student Enquiry' search criteria form and the resulting 'Matching Students' list. The 'Scholastic Year' dropdown is set to '3 - Year 3'. The 'Matching Students' list is displayed below the search criteria. An arrow points from the 'Scholastic Year' dropdown to the first student, 'Ahomee', in the list.

SRN	Student name	Gender	D.O.B	Roll Class	Status
	Ahomee,	F	29-Feb-2000	3R	Enrolled (In Attendance)
	Baker,	M	14-Jan-2000	3P	Enrolled (In Attendance)
	Bingham,	M	02-Dec-1999	3R	Enrolled (In Attendance)
	Black,	F	30-Dec-1999	3R	Enrolled (In Attendance)
	Brown,	M	22-Apr-1999	3R	Enrolled (In Attendance)
	Chadlowe,	F	15-Aug-1999	3R	Enrolled (In Attendance)

To start accessing students, select the first student on the list.

Make the adjustments and Save. The display will be re-set. Now you can use the SPINNER to select the next student from Scholastic Year 3.



Student: () (Year 3 - 3R) Ahomee, Family: Mrs E Ahomee

Family Details Student Details Others Reg. His. Search Again

Student Personal Details

* Family Name : Ahomee Gender : Female

* Given Name : Date of Birth : 29/02/2000

Other Name : Country of Birth : AUS - Australia

Preferred Family Name : Ahomee Religion : CHR - Christian (Other)

Preferred Given Name : Aboriginal or Torres

Medicare Number : Strait Islander : 4 - No

Student Status : ACT - Active Sighted Document :

Allow Photo : No response ISP Access : Yes

Student Mobile

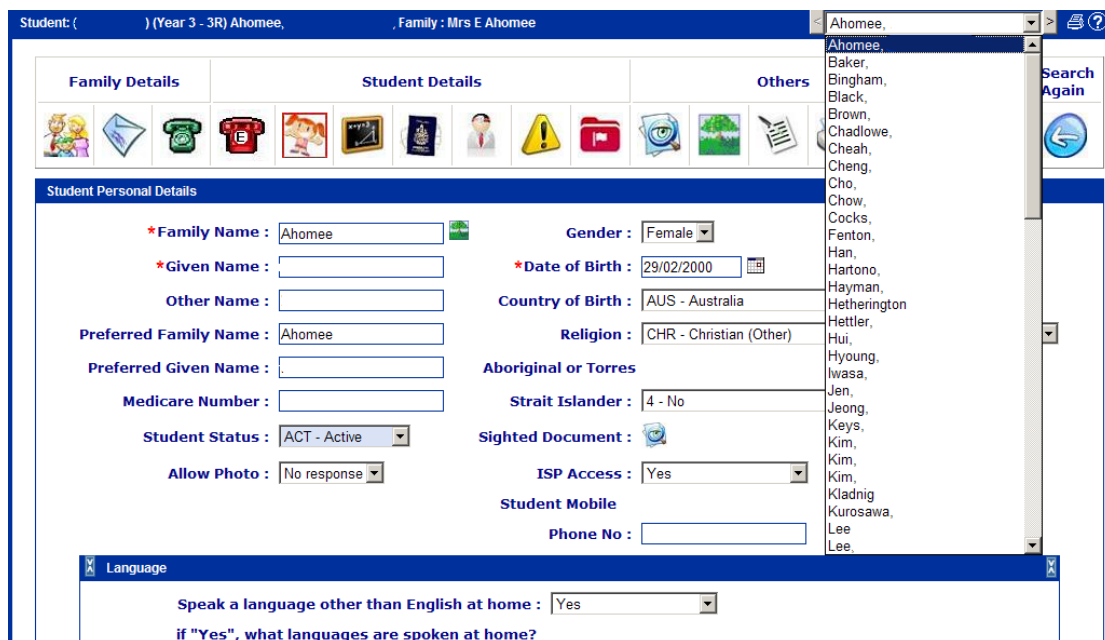
Phone No :

Language

Speak a language other than English at home : Yes

if "Yes", what languages are spoken at home?

Click the **V** arrow in the SPINNER. A drop down list of the other students in the selected list will show. Select the next student, or move further down to select the student required.



Student: () (Year 3 - 3R) Ahomee, Family: Mrs E Ahomee

Family Details Student Details Others Search Again

Student Personal Details

* Family Name : Ahomee Gender : Female

* Given Name : Date of Birth : 29/02/2000

Other Name : Country of Birth : AUS - Australia

Preferred Family Name : Ahomee Religion : CHR - Christian (Other)

Preferred Given Name : Aboriginal or Torres

Medicare Number : Strait Islander : 4 - No

Student Status : ACT - Active Sighted Document :

Allow Photo : No response ISP Access : Yes

Student Mobile

Phone No :

Language

Speak a language other than English at home : Yes

if "Yes", what languages are spoken at home?

Ahomee,
Baker,
Bingham,
Black,
Brown,
Chadlowe,
Cheah,
Cheng,
Cho,
Chow,
Cocks,
Fenton,
Han,
Hartono,
Hayman,
Hetherington,
Hettler,
Hui,
Hyoung,
Iwasa,
Jen,
Jeong,
Keys,
Kim,
Kim,
Kim,
Kladnig,
Kurosawa,
Lee,
Lee.

Because you were located at the personal details page, the same screen for next student will display. Make required changes and select the next required student from the list.

The process is repeated until all changes have been completed.

The other arrows in the SPINNER allow you to:

- < Move back one student
- > Move forward one student (use instead of selecting from the drop down list if every student is to be accessed)