



## Student Setup & Entry



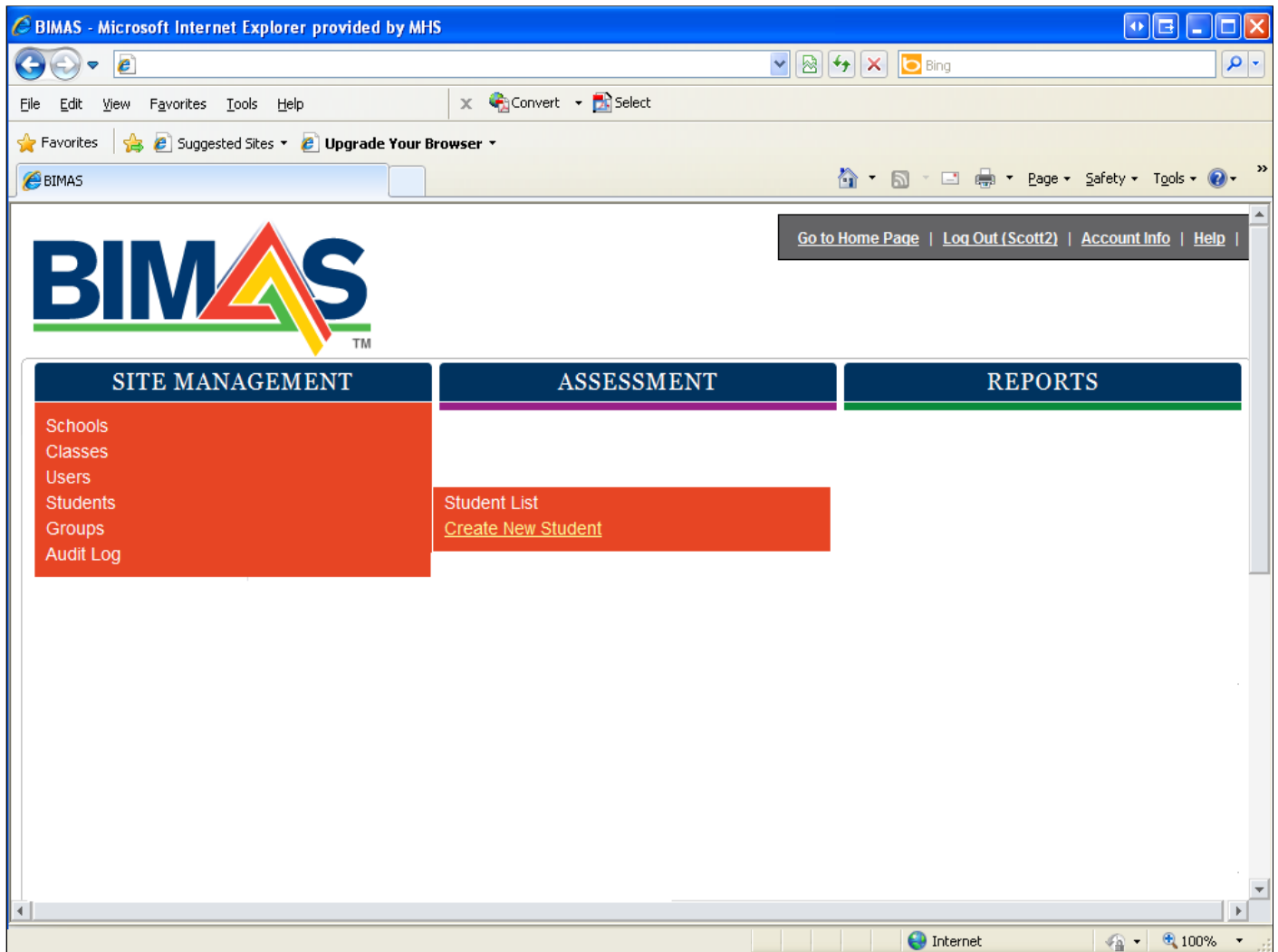
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In the U.S.A., P.O. Box 950, North Tonawanda, NY 14120-0950

In Canada, 3770 Victoria Park Avenue, Toronto, ON M2H 3M6

To create a New Student:

1. Click **Site Management**.
2. Select **Students**.
3. Select **Create New Student**.



Complete the fields under **Student Information**. Some fields require information to be entered; other fields require you to select the appropriate choice from a drop-down menu.

Mandatory fields are indicated with a red asterisk. Other fields are optional, however, there are implications for omitting optional information in terms of the reports that can be generated.

**Create New Student**

(\*) Indicates mandatory fields.

**Student Information**

\*School: ABC Elementary School

\*Grade: 6

\*Class: Art

\*Teacher: Mrs. Hodge Podge

\*Student ID: 1234

\*First Name: Michael

Middle Name: Enter middle name

\*Last Name: McCray

\*Gender: Male

\*DOB: 6/13/1998 (MM/DD/YYYY)

Age: 13

Race/Ethnicity: Unspecified

Enrolment Grade: Unspecified

Cohort Year:

**Parent/Guardian Information**

Continue scrolling down the page, completing the fields as you go.

If you do not have all the details about the student, you can go back and edit this information at a later time. The more information you provide, the more options you will have when generating reports.

When you are finished, click **Save and Proceed**.

(If 'Other', Specify):  (If 'Other', Specify):   
Email:  Email:

Classroom Aid/Paraprofessional

Title:

First Name:

Last Name:

Type:

(If 'Other', Specify):

Email:

Clinical Info

Currently Receiving External Mental Health Services:  Yes  No  Unspecified

Name:

Profession:

(If 'Other', Specify):

Tel.:

Email:

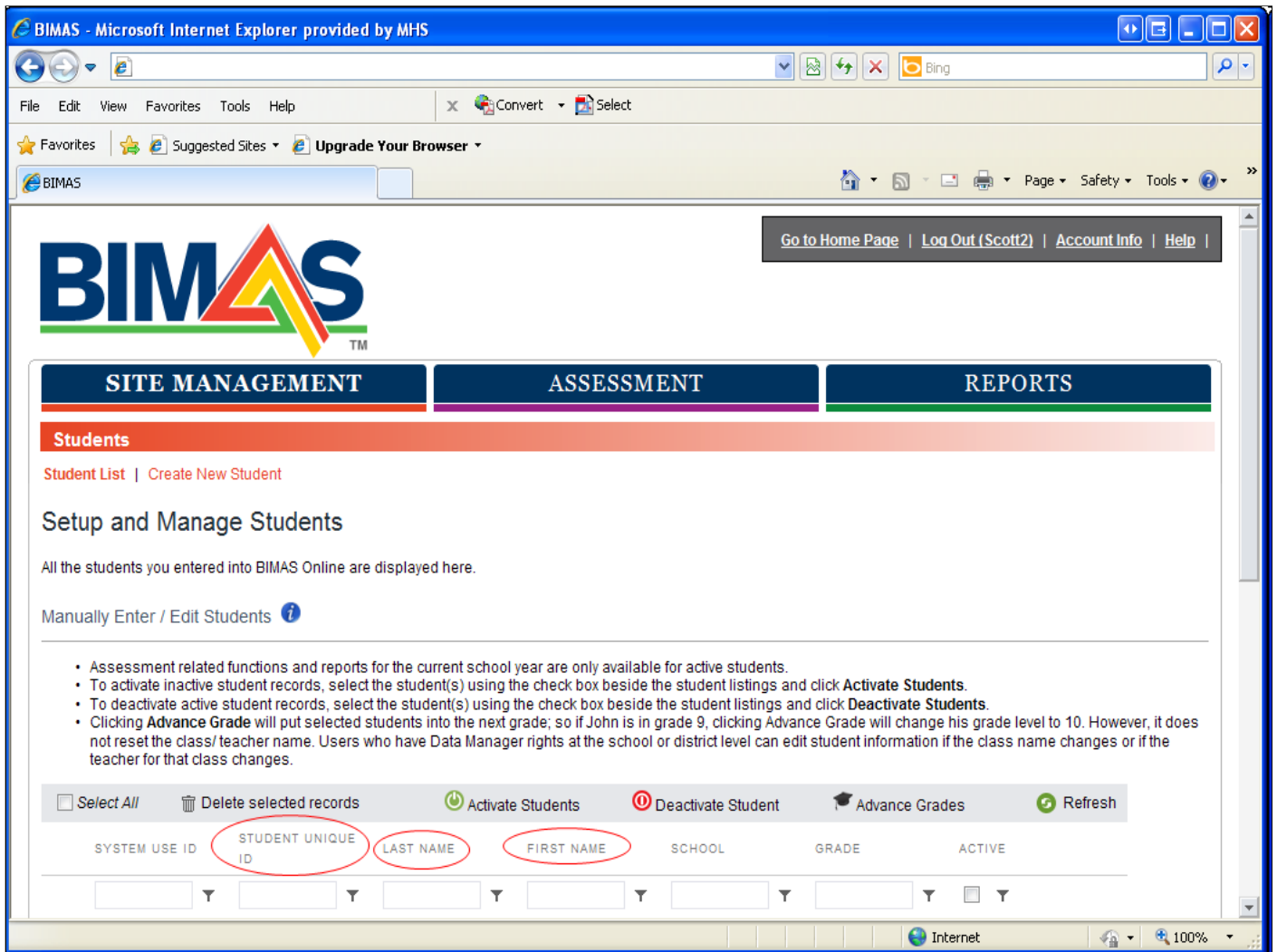
**Save and Proceed** Exit Without Saving

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You are then taken to the Student List for the school that the student attends.

To find a student on the list:

1. Enter their **Student ID** or **Last Name** or **First Name**.
2. Press **Enter**.



The search result for that student is displayed.

To enter additional information for the student or delete them altogether, click **Edit** or **Delete**.

The screenshot shows the BIMAS web application interface within a Microsoft Internet Explorer browser window. The browser title is "BIMAS - Microsoft Internet Explorer provided by MHS". The address bar shows "Bing". The application has a navigation menu with "SITE MANAGEMENT", "ASSESSMENT", and "REPORTS". The "Students" section is active, showing "Student List | Create New Student" and "Setup and Manage Students". Below this, there is a list of instructions for managing students. At the bottom, there is a table of student records with columns for SYSTEM USE ID, STUDENT UNIQUE ID, LAST NAME, FIRST NAME, SCHOOL, GRADE, and ACTIVE. The first row of data is highlighted with a red box, and the "Edit" and "Delete" links in the "ACTIVE" column are also circled in red.

**Students**  
[Student List](#) | [Create New Student](#)

## Setup and Manage Students

All the students you entered into BIMAS Online are displayed here.

[Manually Enter / Edit Students](#) ?

- Assessment related functions and reports for the current school year are only available for active students.
- To activate inactive student records, select the student(s) using the check box beside the student listings and click **Activate Students**.
- To deactivate active student records, select the student(s) using the check box beside the student listings and click **Deactivate Students**.
- Clicking **Advance Grade** will put selected students into the next grade; so if John is in grade 9, clicking Advance Grade will change his grade level to 10. However, not reset the class/ teacher name. Users who have Data Manager rights at the school or district level can edit student information if the class name changes or if teacher for that class changes.

[Select All](#)  
  [Delete selected records](#)  
  [Activate Students](#)  
  [Deactivate Student](#)  
  [Advance Grades](#)  
  [Refresh](#)

SYSTEM USE ID	STUDENT UNIQUE ID	LAST NAME	FIRST NAME	SCHOOL	GRADE	ACTIVE		
<input type="checkbox"/>			anika			<input type="checkbox"/>		
<input checked="" type="checkbox"/>	4052	5474561	Harrington	Anika	Alhambra High School	12	True	<a href="#">Edit</a> <a href="#">Delete</a>

[Delete selected records](#)  
  [Activate Students](#)  
  [Deactivate Student](#)  
  [Advance Grades](#)  
  [Refresh](#)