

From Student Profile

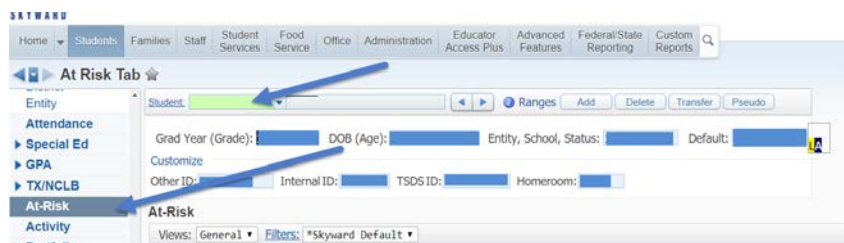
Select: Students

Select: Student Profile



Enter Student namekey or Student ID

Select At Risk from the menu along the left hand Menu Bar



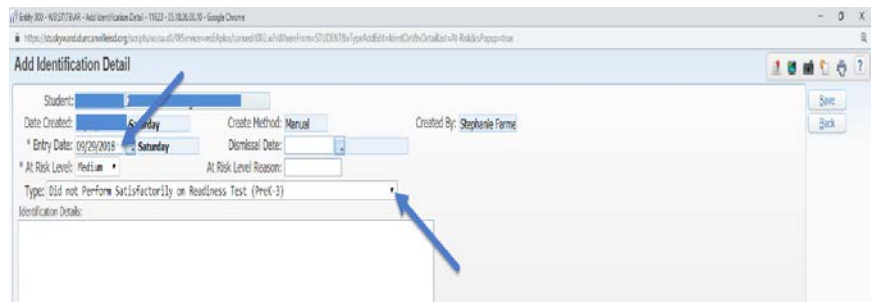
Click Add



Enter the date in the Entry Field that the student was considered at Risk. (The created date will not be reported)

Select the criteria the student meets. The pull down menu will show all criteria available.

Select Save in top right corner.



Once the Master Record is added, you may:

Add another criteria

Edit the criteria you have with new dates including dismissal date

Delete the record

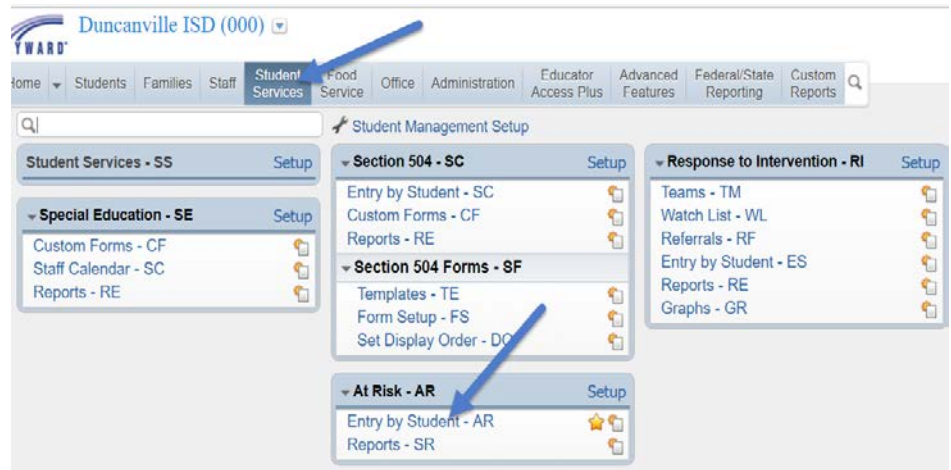


From Student Services

Select: Student Services

Select: At Risk

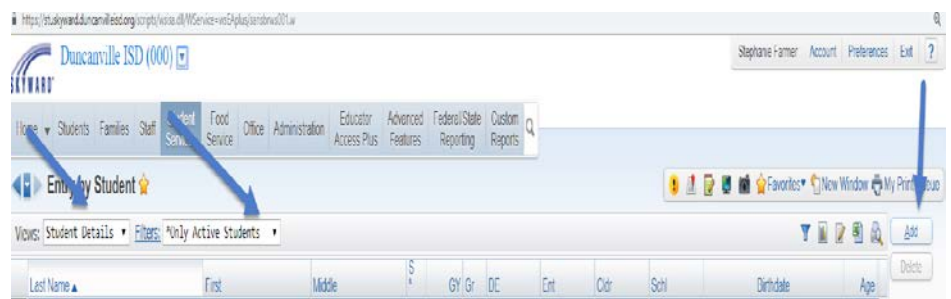
Select: Entry by Student



Select Your Views and Filters

Select Add

Note: You will be able to add from any view or filter.
The best way to **find a student** is to set the View as Student Detail and the Filter for Active Students only.



Using the Views and Filters you will be able to sort by Criteria.

Select the Criteria box and the cell will sort. Make sure you are looking at all your students by selecting the correct records to display at the bottom left of your screen.

