Manage Student tab

PURPOSE: To provide direction on how to look up individual students in GED Manager™.

📄 **NOTE:** The Manage Student function in GED Manager™ allows you to view student detail. This includes a student's demographic information; score results, authorizations and accommodations status.

How to use the Manage Student tab

1. After logging into GED Manager™, click on the **'Manage Student'** tab at the top of the screen and then click on '**Student Search**' (See Figure 1).
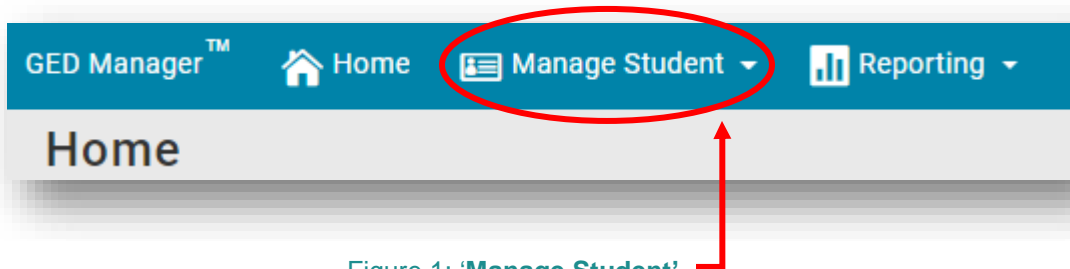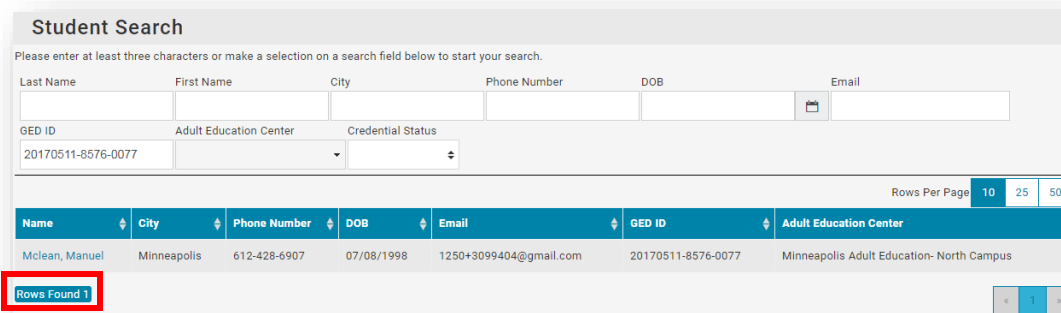

Figure 1: '**Manage Student**'

2. The next screen you see will look like this. There are several ways to look up a student's account. You can search by '**Last Name**', '**First Name**', '**City**', '**Phone Number**', '**Date of Birth**', '**Email**' address or '**GED ID**' number (See Figure 2). But, you should avoid entering information in too many fields. If you have the Student's '**GED ID**' number it is best to only enter this 16 digit number (including the 2 dashes) as this number is a unique number and will only pull up 1 account. If you don't know the "**GED" ID** number try entering the first three letters of the Student's first and last name. If this produces a lot of results then enter another piece of information like DOB to help narrow the results.

Figure 2: '**Student Search**' Fields

> **NOTE:** As you start entering information in each of these search fields GED Manager will automatically start generating a list of students that meet the criteria you are entering.

3. If there are accounts that match what you have entered you will notice that the '**Rows Found**' section will change from 0 to however many accounts match the information you have entered (See Figure 3). Furthermore, matching accounts will be listed below the blue bar. To view a Student's account click on their name.

Figure 3: '**Rows Found**'

4. On the '**Student Detail**' (4.1) page, the sections are broken down into: Student Detail, Results, Authorizations, and Accommodations. This information is view-only. Below the Student's demographic information you will notice a '**Results'** (4.2) section. This section will list their GED test scores as well as their GED Ready test scores. To view the enhanced score reports of any of their tests click on the score which appears in a green color (See Figure 4).

> **NOTE:** You can quickly find out if the Student has credentialed or not by looking above the blue bar. It will tell you whether or not the Student has credentialed and if they have the date they credentialed will be listed as well as their highest total score.
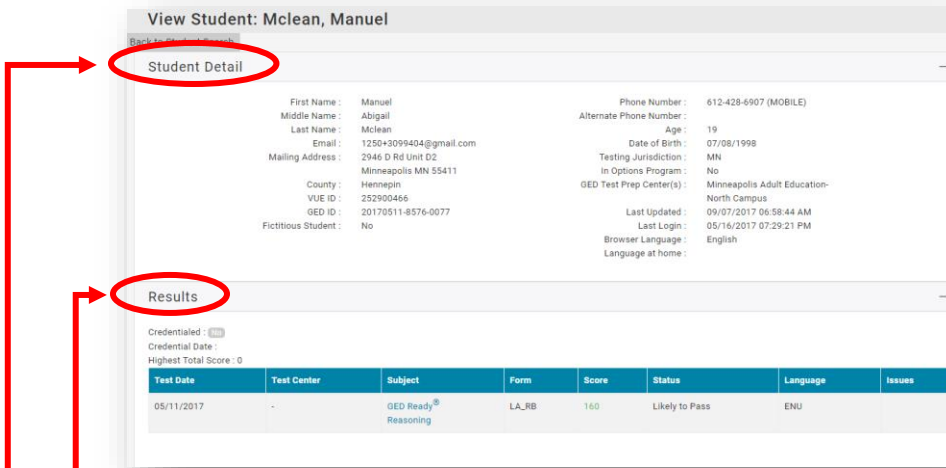
Figure 4.1: '**Student Detail**'

Figure 4.2: '**Results**'

Figure 4: Student Detail Page

5. If you do click on any of the Student's scores, you will see the enhanced score report for the test you selected. At the top of the page you have the ability to select the language you would like to view the score report in ('**English**' or '**Spanish**' (5.1)) and the print button is located at the top of the page as well (See Figure 5).
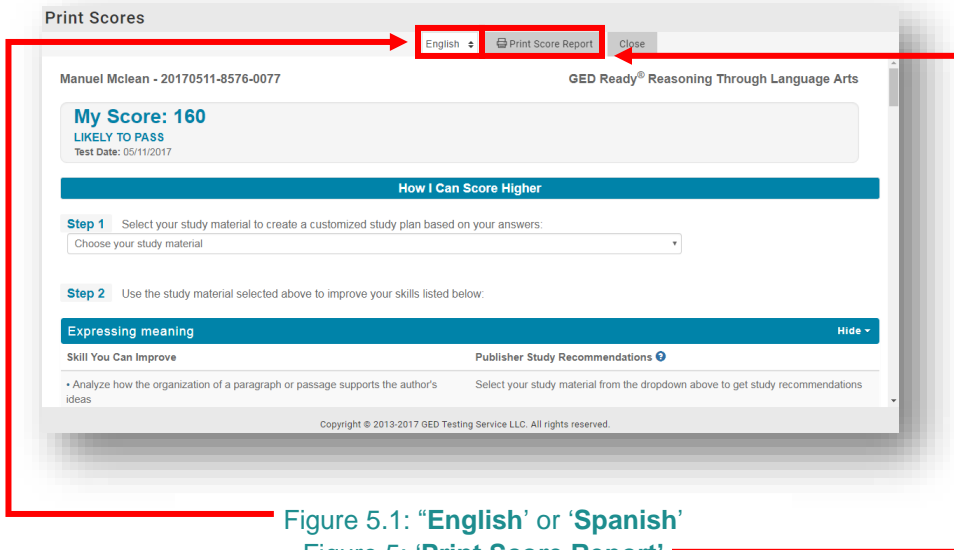

Figure 5.1: "**English**' or '**Spanish**'

Figure 5: '**Print Score Report**'

> **❗ IMPORTANT: Additional Questions**
>
> If you have any questions about the "Manage Student" tab in GED Manager please email help@ged.com