Adding a New Student into my Classroom

1. Using you browser software (Internet Explorer, Safari, Chrome, etc.), type in the following address: https://data.kei-pa.org

2. You will then be taken to the Kindergarten Entry Inventory System **Login Page** as pictured below:

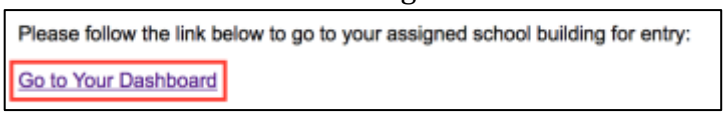
3. Enter in your **Email Address** and your **Password**.

HINT: If you forgot or need to reset your password, click on the I forgot my password link at the bottom of the Login page.

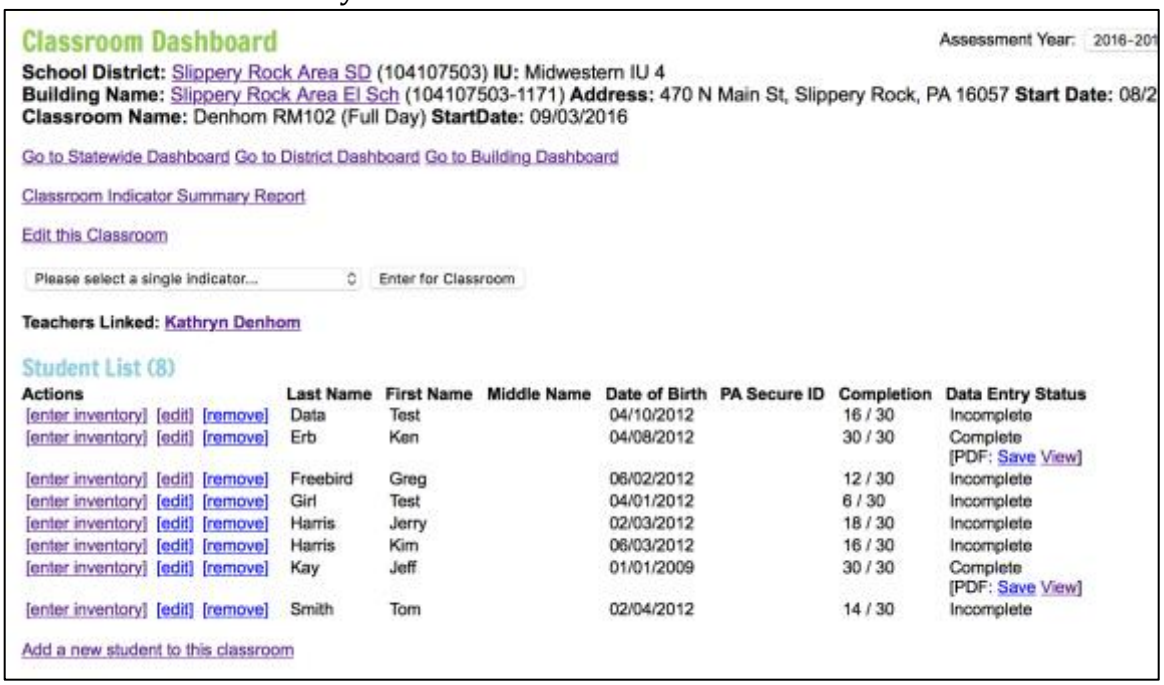
4. Then click the **Sign In** button.

5. After clicking Sign In, you will be taken to the "**Welcome**" screen as pictured below:

6. On the "**Welcome**" screen, Click on the "Go to Your Dashboard" link at the bottom of the welcome message.



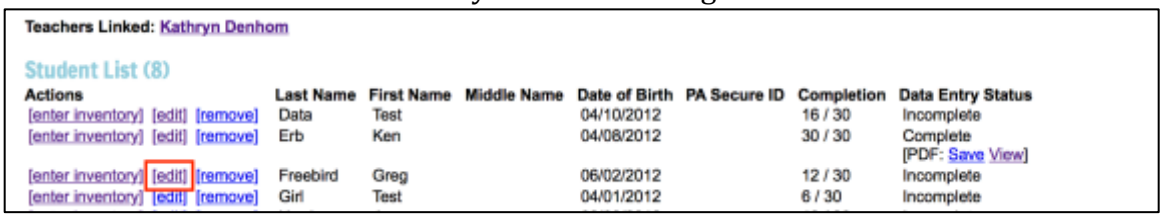
7. You will then be taken to your **Classroom Dashboard** screen.



NOTE: If you do not see your classroom(s) listed on your **Teacher Dashboard**, it means that the person responsible for adding your Classroom has not completed this task yet. In order to add student data to your classroom, this will need to be completed. Please contact the Person of Contact assigned to your district or KEI Support staff for assistance.

8. If your Classroom is listed, you will be able to add or edit student records into your classroom list.

9. To edit and/or add information to a current Student Record, click on the edit link next to the Student's name you wish to change.

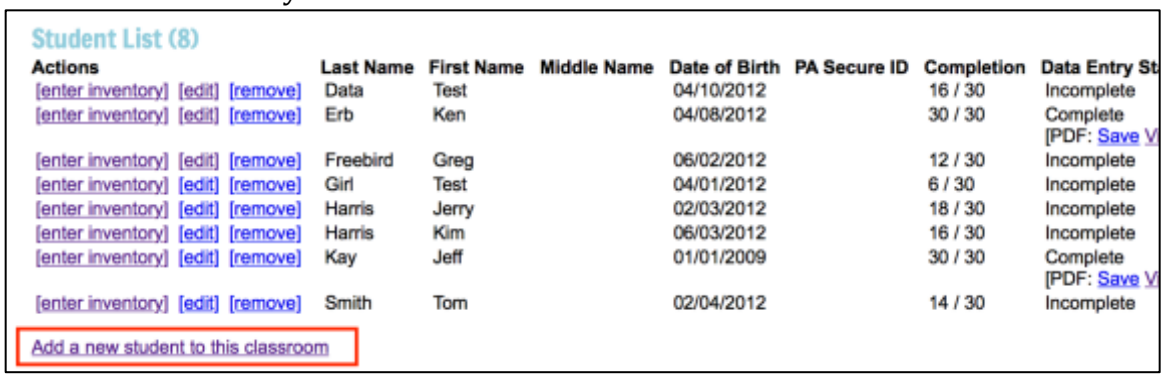


Teachers Linked: Kathryn Denhom

Student List (8)

Actions	Last Name	First Name	Middle Name	Date of Birth	PA Secure ID	Completion	Data Entry Status
[enter inventory] [edit] [remove]	Data	Test		04/10/2012		16 / 30	Incomplete
[enter inventory] [edit] [remove]	Erb	Ken		04/08/2012		30 / 30	Complete [PDF: Save View]
[enter inventory] [edit] [remove]	Freebird	Greg		06/02/2012		12 / 30	Incomplete
[enter inventory] [edit] [remove]	Girl	Test		04/01/2012		6 / 30	Incomplete

10. To add a new student, click the **Add a new Student to this classroom** link at the bottom of your Student List.

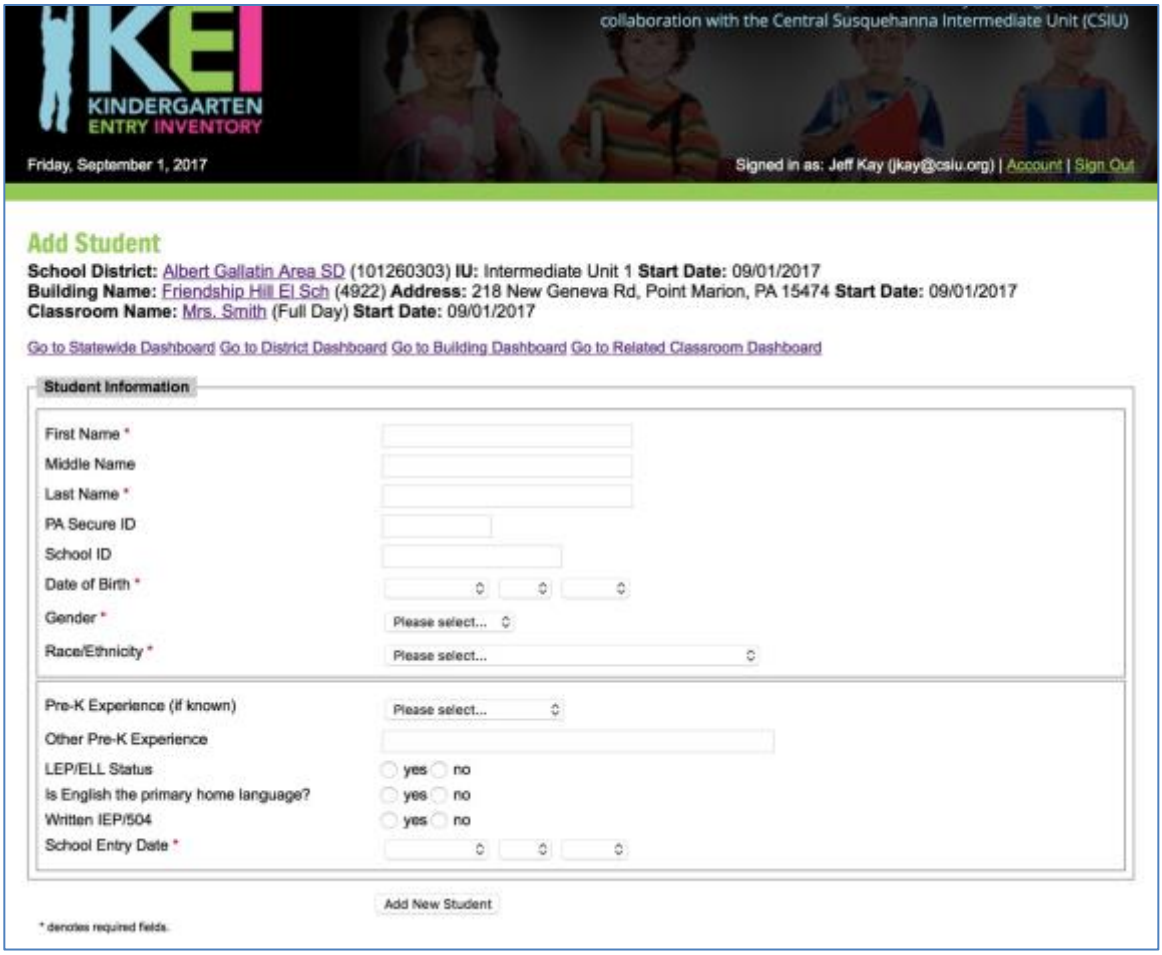


Student List (8)

Actions	Last Name	First Name	Middle Name	Date of Birth	PA Secure ID	Completion	Data Entry St
[enter inventory] [edit] [remove]	Data	Test		04/10/2012		16 / 30	Incomplete
[enter inventory] [edit] [remove]	Erb	Ken		04/08/2012		30 / 30	Complete [PDF: Save V
[enter inventory] [edit] [remove]	Freebird	Greg		06/02/2012		12 / 30	Incomplete
[enter inventory] [edit] [remove]	Girl	Test		04/01/2012		6 / 30	Incomplete
[enter inventory] [edit] [remove]	Harris	Jerry		02/03/2012		18 / 30	Incomplete
[enter inventory] [edit] [remove]	Harris	Kim		06/03/2012		16 / 30	Incomplete
[enter inventory] [edit] [remove]	Kay	Jeff		01/01/2009		30 / 30	Complete [PDF: Save V
[enter inventory] [edit] [remove]	Smith	Tom		02/04/2012		14 / 30	Incomplete

Add a new student to this classroom

11. To successfully add a new student, complete all of the fields with the red asterisk (*) next to them. You may click on each field to enter information or use the "tab" key to from field to field.



HINT: Here is a list of the initial required fields on Student screen

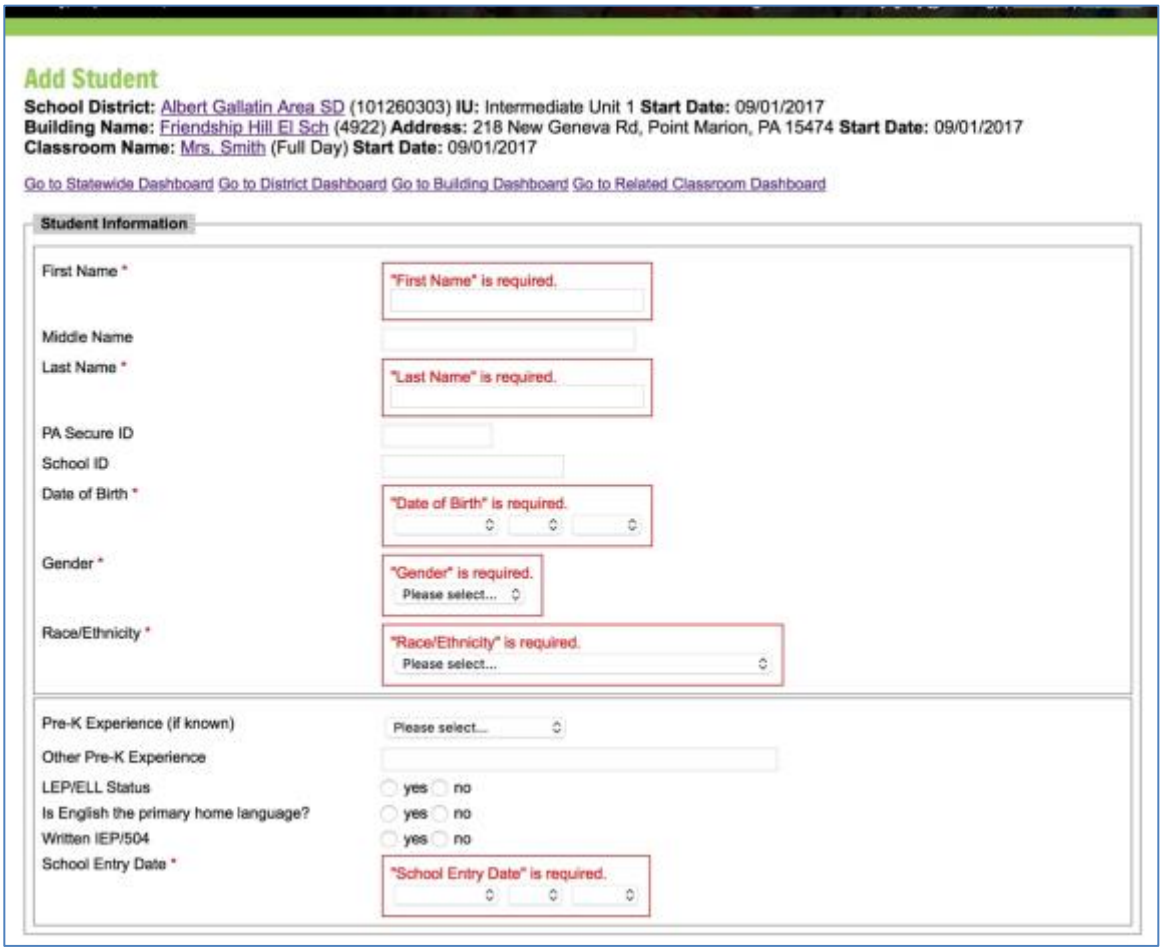
a. **First Name** – Student's First Name
b. **Last Name** – Student's Last Name
c. **Date of Birth** – Student's Date of Birth (Month, Day, Year)
d. **Gender** – select a value from the drop down list.
e. **Race/Ethnicity** – select any value from the drop down list.
f. **School Entry Date** – select or enter from the drop down menus.

12. The fields without the red asterisk (*) are not required in order to save a Student's record. However, it is recommended that you complete all of the fields that you have information for.

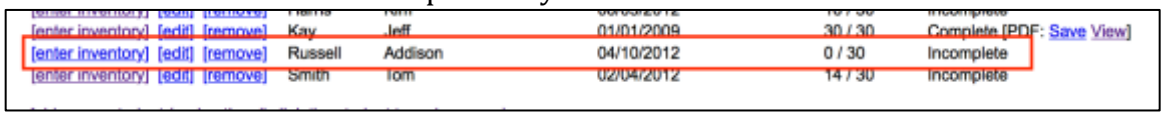
13. Once you have all of the "required" fields competed, click the "Add New Student" button".

HINT: As a reminder, you <u>must</u> complete all of the required fields in order to successfully add a new student.

Note: If any errors appear in red, it means that based on your answers, there are now more required fields. So, if you see red requirements, complete them all by making a selection for each newly "required" field.



14. Once you have successfully added the child's demographic information, that child's name will show up under your **Student List**.



15. To add additional students to your classroom, click the **Add a new Student to this classroom** link at the bottom of your Student List and repeat the same process as listed in steps 9-13 above.