

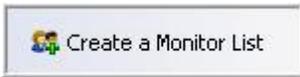
Teacher Created Monitored Lists

Monitor Lists are typically created by teachers that need to be able to see students that are not in their current roster. For example, a teacher tutors students after school from another campus or from another class and needs to be able to see their profiles. By creating a monitor list and having the principal approve it, the teacher will be able to view all information on the students; profiles.

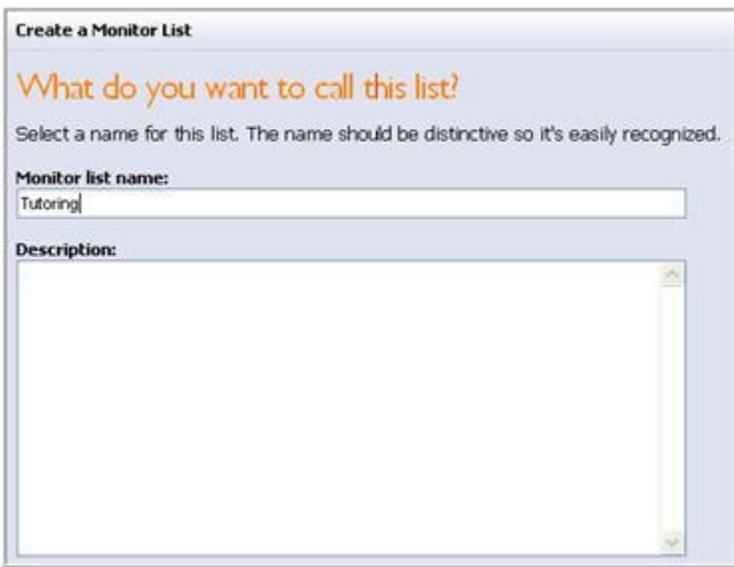
Monitor Groups are created by campus or district level administrators. When a monitor group of target students is created, the teachers who have students in the group will be able to automatically view the target group.

CREATING A MONITOR LIST

- Select *Create a Monitor List* in the lower left corner

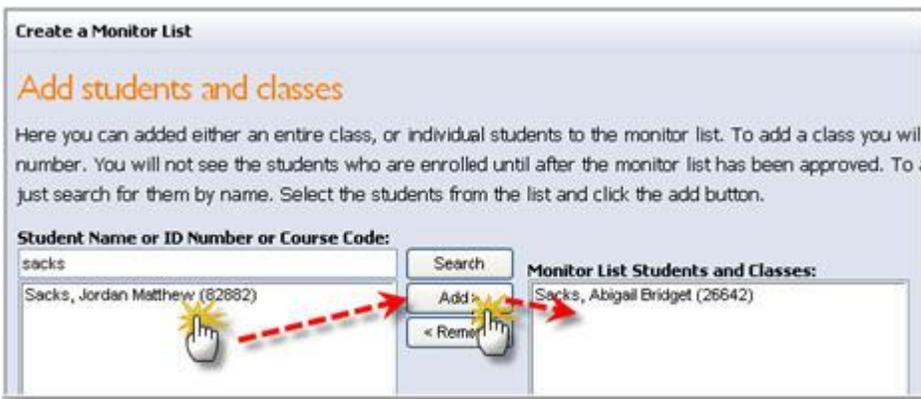


- Follow the creation wizard to create a list
- On the third step, enter a name for the monitor list and click **Next**



- Search for a student by typing in the student's last or first name, or ID#
- Press **Enter** or click **Search**
- Select the student from the list and click **Add** so that the name appears in the box on the right
- Repeat the process until all students are added and click **Next** and **Finish**

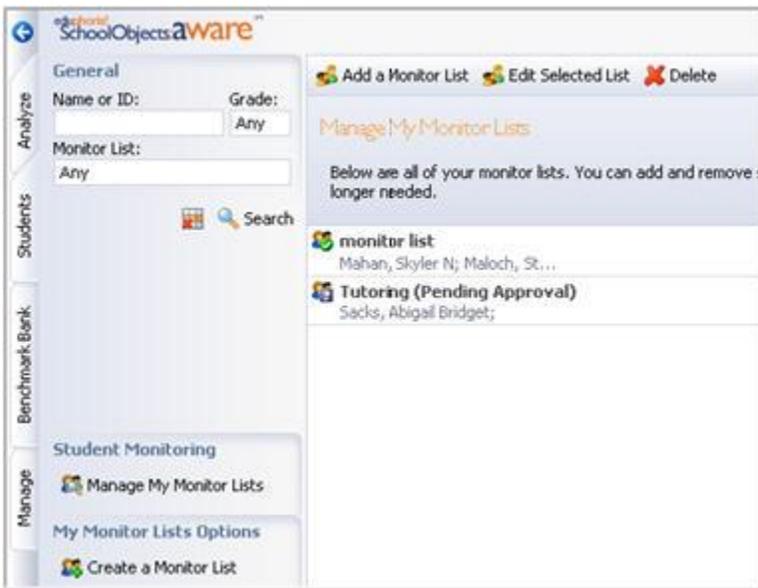
** The monitor list will be pending approval until an administrator approves it.



MANAGING MONITOR LISTS

Monitor Lists can be created, edited, and deleted on the Students Tab.

- From the Students tab, select *Manage My Monitor Lists*
- Select the list and either edit or delete the list by using the buttons on the toolbar



VIEWING A GROUP OR LIST

Once a Monitor List is approved, the teacher can search for the student from the Students Tab or view the student's profiles from the Analyze tab. To view a monitor group or list, select *My Student Groups* from the Analyze Tab. Select the student to see the student's profile.

