

# **ASPIRE**

**Health Screenings** 



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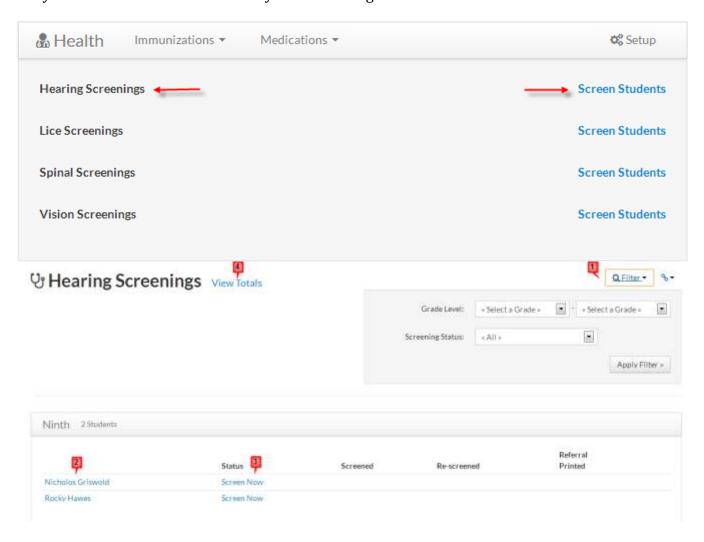
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#### LEA & School(s) Views

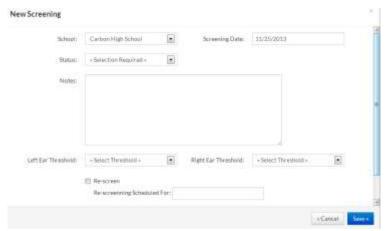
#### **How to for Screenings**

Click on Screen Students for which Screening you would like to work with and a list of all students will appear. (Example) If you are in the LEA lense you will see all students in the LEA, if in school lense you will only see the students for the school you are viewing.

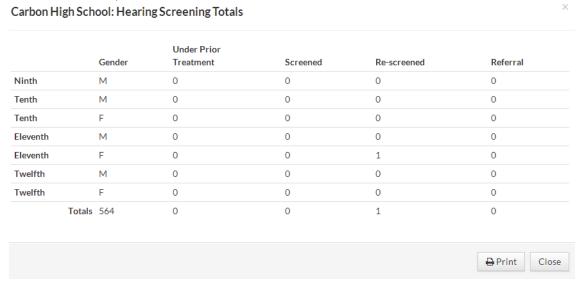


- 1. Once the screen appears there is a filter option you may use to help you pick and choose what you want on this list.
- 2. If you click on the Student name it will open the student screen where you may add a screening.
- 3. Click on Screen Now and the following will appear.



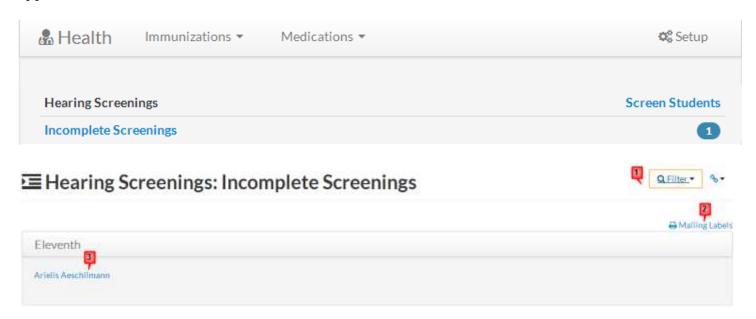


4. Click on View Totals and you will see the following. (If you were in the LEA lense you would see the totals for the LEA.)



#### **How to for Incomplete Screenings**

Click on Incomplete Screenings, a new screen with the names of students with incomplete screenings will appear.



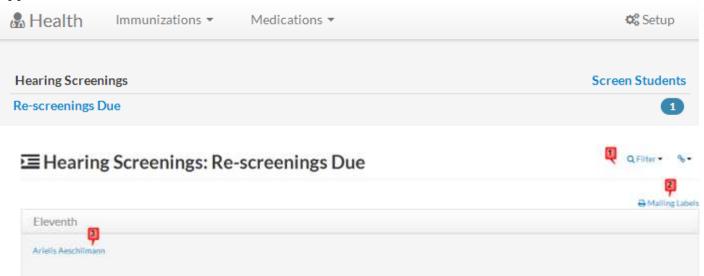


- 1. Once the screen appears there is a filter option you may use.
- 2. You can print Mailing Labels by clicking on this icon, it will open a new window for student mailing labels with the students from the Incomplete Screenings list already selected. Choose the options that you want and then generate the report.
- 3. Click on the students name and you will see the following.



#### How to for Re-screenings Due

Click on Re-screenings Due, a new screen with the names of students that have re-screenings due will appear.



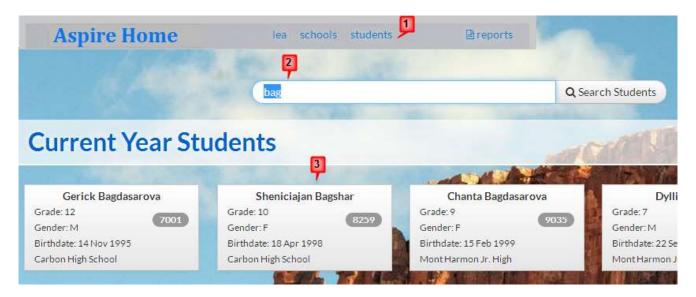
- 1. Once the screen appears there is a filter option you may use.
- 2. You can print Mailing Labels by clicking on this icon, it will open a new window for student mailing labels with the students from the Re-screenings Due list already selected. Choose the options that you want and then generate the report.
- 3. Click on the student's name and you will see the following.





### Student(s) View

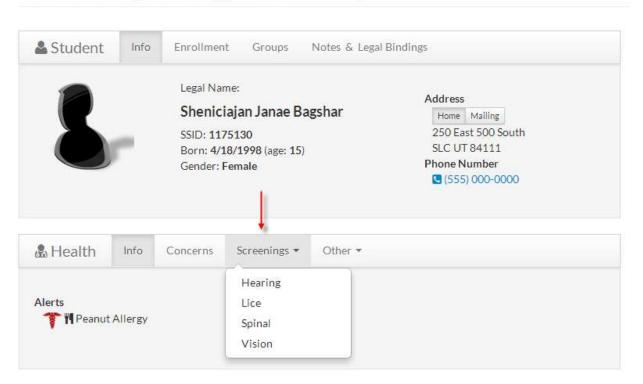
How to Add a Screening



- 1. Select students
- 2. Search for the student
- 3. Select the student card that you want



# Sheniciajan Bagshar 8259 \*\*



Click on Screenings then select the screening that you want to do, click on Add Screening

