

Mass Screening - Vision

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This page allows you to add vision screening data for a group of students.

- All students must be screened on the same date.
- Either the grade level or instructor must be the same for all students.

Update data:

1. In the Screening Date field, type the date on which the vision test was administered. Use the MMDDYYYY format. Or, click calendar icon to select the date from the calendar. The field is required.

2. Select the group of students by entering criteria in one or more of the following fields:

● In the Grade field, click drop-down arrow to select the grade level. If you do not select a grade level, you must select an instructor in the Instructor field.

● In the Instructor field, click drop-down arrow to select the instructor. If you do not select an instructor, you must select a grade level in the Grade field.

● In the Course field, click drop-down arrow to select the course section. Courses are listed by period. If you select a period for which there are multiple course sections, all students in all sections are selected.

● Select Show Already Screened to display students who meet the selected criteria and already have vision screening data added for the screening date. The field is not selected by default, and screened students are not displayed.

3. Click Retrieve.

● The students who meet the selected criteria are displayed. The student ID, name, and grade level are listed.

● If more students are retrieved than can be displayed on one page, you can page through the list.

4. Under Default Values, specify the default values for the screening.

● Click Select Page to select all students displayed on the page.

□ If you select all students, the values for the Exam Type, Pass/Fail/Rescreen, Glasses, Both, Right, and Left fields are applied to all selected students. □ Do not select all students unless they all have the same exam type, pass/fail/rescreen, glasses, and eye results settings. ● In the Exam Type field, click drop-down arrow to select the type of vision test administered. The field is required.

● In the Pass/Fail/Rescreen field, click drop-down arrow to select the overall result of the vision test. The field is required.

● Select Glasses if all students in the group were wearing glasses when tested.

● In the Both, Right, and Left fields, type the test results for both eyes, the right eye, and the left eye. The number should be three digits.

5. Under Screener, type the screener's first name, middle initial, and last name.

● The first name can be up to nine characters.

● The middle initial is one character.

● The last name can be up to 14 characters.

6. Select Select for the students who meet the criteria specified under Default Values.

● The first name can be up to nine characters.

● The middle initial is one character.

● The last name can be up to 14 characters.

● As you select students, the specified default values are displayed for the student in the grid.

● Do not select students who do not meet the specified criteria.

● To unselect a student, click Select again. The default values are cleared.

● If there are multiple pages of students, you cannot save multiple changes at one time. You must save the page before going to the next page.

7. Click Save to save the information for the students displayed on the page.

● The selected students remain displayed on the page, but they appear dimmed and cannot be selected.

● You can select different default values for the remaining students.

8. To redisplay screened students (i.e., students for whom data was previously entered and saved), select Show Already Screened, and then click Retrieve. The students are displayed, but the data cannot be updated.

Note: To modify data for individual students who were already screened, you must update the student's record on the Maintenance > Student Health > Screening - Vision tab.


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