

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:

Field	Description
Screening Date	Type the date on which the screening test was administered in the MMDDYYYY format. Or, click to select the date from the calendar.

Select the group of students:

Grade	Select the grade level. If blank, you must select an instructor.
Instructor	Select the instructor. If blank, you must select a grade level.
Course	If an instructor is selected, the instructor's courses are listed by period. If you select a period for which there are multiple course-sections, all students in all sections are selected.
Show Already Screened	

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.

Default Values

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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