

Fundamentals of Student Management Processes Training

- Registrars

Part One of Video

<https://youtu.be/keVqV-hvXHE?si=TpGoJosnvlnqmw6t&t=1360>

Stop at 46:19

Part Two of Video - <https://youtu.be/keVqV-hvXHE?si=Gyp5Cv88a3J4yA2H&t=3690>

Stop at 1:20:25

Qmlativ Managing Student Checklist of Video

Topic	
Add a Student	
Update Phone Number	
Add Student Email/Phone Number	
Enrollment History	
Alias	
Separating Family	
Reorder Family	
Adding an Alert	
Special Programs	
Audit History	

Below are the topics in the PDC lesson.

Lesson 1: Students and Families	
New Student to District	
Enroll New Student - Simulation	
Families to Student	
Families to Student - Simulation	
Attach Address to Family	
Attach Address to Family - Simulation	
Update Address	
Separate Parent/Guardian	
Separate Parent/Guardian - Simulation	
Parent/Guardian Order	
Family Sort Order	
Family Scenarios	

Student Mailing Labels	
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Lesson 2: Student Information	
General Profile	
Emergency Contacts	
Emergency Contacts - Simulation	
Student Alerts –	
Student Alerts - Simulation	
Lesson 3: Student Enrollment – Skip for now – Registrars Only – This will be it’s own training	