This document is for HGEC staff that adds ministry designations to children.

In the <u>School View</u>

Finding a Student

1. Click the **Student TT**, find the student

2. Click the **Membership ST**, then **Programs sub-side tab**.
3. Change the **Dictionary** to **Student Designations**

4. Change the field set to **Default Fields (Student Designations)**

If a student has no designations, this area will have **NO RECORDS**. However if the student has current or past designations, the screen will contain **SOME RECORDS**.

Student Services 1701 Designations

| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin |

| Options | Reports | Help | | | | | | | Search on Program |

Student List :: 10 -

	StudentDesignation	Primary?	Start	End
☐	H Secondary Designation	N	16/04/2007	
☐	G Primary Designation	Y	25/09/2015	
☐	R Historical Designation	N	25/09/2015	25/09/2016

0 of 3 selected

- Details
- Contacts
- Attendance
- Conduct
- Transcript
- Assessments
- Academics
- Schedule
- **Enrollment**
- **Schools**
- **Programs**
  - Details

Note: ONLY PRIMARY DESIGNATION WILL SHOW ON 1701 Reports

Adding Designations (Primary or Secondary)

Designations are added one at a time. Repeat this process as many times as necessary

0 of 0 selected   *All Records - Student Designations*

StudentDesignation	Primary?	Start	End
No matching records			

Click **Options,** then **ADD**, there are **SIX** steps to add the designation to the student.

| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin |

| Options | Reports | Help |

Student List :: **:: New Student Program Participation**

Save Cancel

1. ⟹ Student Designation Template

- Details
- Contacts
- Attendance
- Conduct
- Transcript
- Assessments
- Academics

Student Designation * [   ] 🔍 **2. Click on the magnifying glass and select the designation** ⟹

Primary designation? ☐ **3. Check this box if the designation is primary**

Start date * [   ] 📅 **4. Click on the calendar to select the start date**

End date [   ] 📅 **5. Leave blank**

Save Cancel

⇧ **6. Click Save**

Code	Description	State
G	Autism Spectrum Disorder	G
A	Physically Dependent	A
B	Deaf Blind	B
C	Moderate to Profound Disability	C
D	Physical Disability or Chronic Health	D
E	Visual Impairment	E
F	Deaf or Hard of Hearing	F
H	Intensive Behaviour	H
K	Mild Intellectual Disability	K
P	Gifted	P

OK Cancel

Student Services 1701 Designations

Changing Designations

Case 1. Student has an "H" designation, but "G" will be added and "H" will be the secondary designation.

Step 1. Edit the "H" record to uncheck the primary box

Step 2. Add the "G" designation (see Adding Designations)

Case 2. Student has an "H" designation that will end and "G" will be the new designation (i.e. removing the "H" designation

Step 1. Add the "G" designation and mark it as primary. The software will automatically end date the "H" designation and mark the "H" designation as not primary

Ending (Removing) Designations

Edit each record that is **NOT END DATED** (only one in this case)

	StudentDesignation	Primary?	Start	End
	H	Y	21/09/2015	
	R	N	18/01/2013	24/06/2016

0 of 2 selected

All Records - Student Designation

1. Look here — Student Designation Template

| Save | Cancel |

Student Designation *	H
Primary designation?	☐ **2. Uncheck**
Start date *	21/09/2015
End date	07/09/2016 **3. Add end date**

| Save | Cancel |

4. Save

:: 09 **Designation ICON is GONE**

0 of 2 selected

All Records - S

	StudentDesignation	Primary?	Start	End
	H	N	21/09/2015	07/09/2016
	R	N	18/01/2013	24/06/2016