

# How to enter new student information into WELLA

Enter New Student:

You can use the Enter New Student menu option to enter a new student into Rapid Reports. Follow these steps:

1. Logon to Rapid Reports and select Enter New Student from the Main page.
2. Enter the required information for Region, District, School and Class - select the appropriate levels for the student from the drop down lists
3. Enter the demographic information for the student as shown on the back of the WELLA answer document.
4. When done, click Save to save the demographic information

or

Click on Save and Score Assessment to enter test results for this student.

5. If you selected Save and Score Assessment, enter the date of testing and the subtest scores
6. Click the Same Class button to save the scores and return to the Student Demographics screen to enter the next student in the same class

Click the Next Class button to save the scores and return to the Student Demographics screen to enter another assessment. You may also click the Go to Create Report Screen hyperlink to open the Report Criteria from which you may select your options and generate the report.

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Article ID: 1770

Last updated: 02 Apr, 2010

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<http://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=1770>