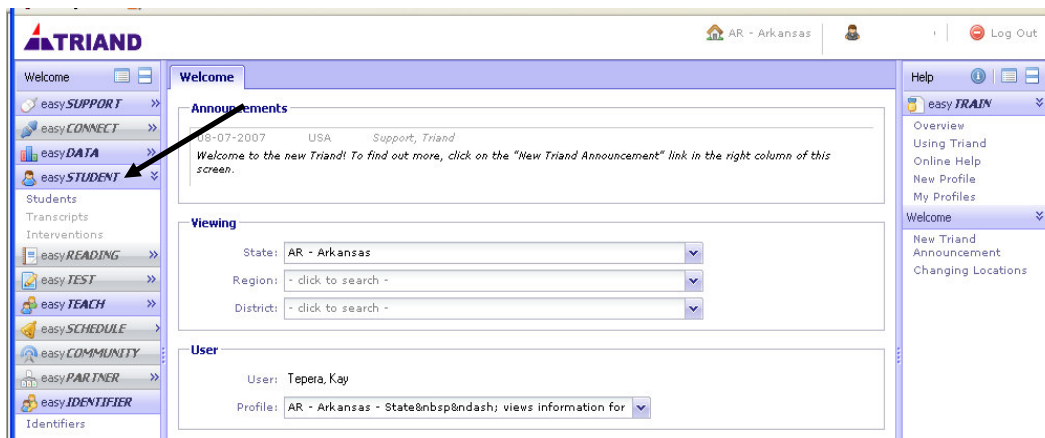


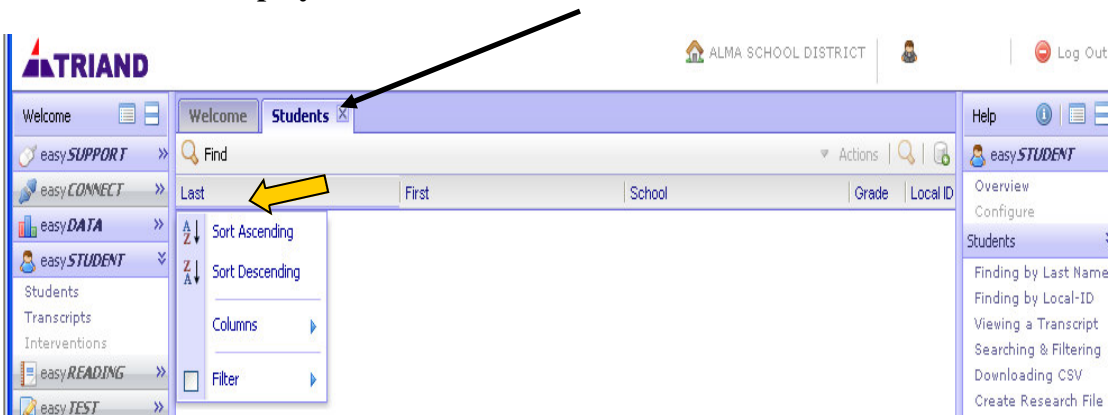


View Student Records

You can view student records of students already in the district without having to request a transcript. You don't need to request a transcript on a student already at your district, just access the student menu to quickly access student records. To do this, go to the *easySTUDENT* module on the left side of the screen.

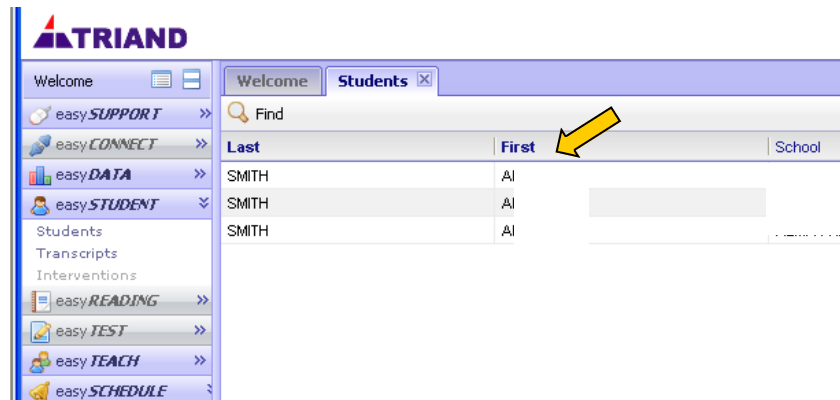


Expand the menu by clicking on the double arrows (>>) and choose Students. A new tab will be displayed in the center screen.

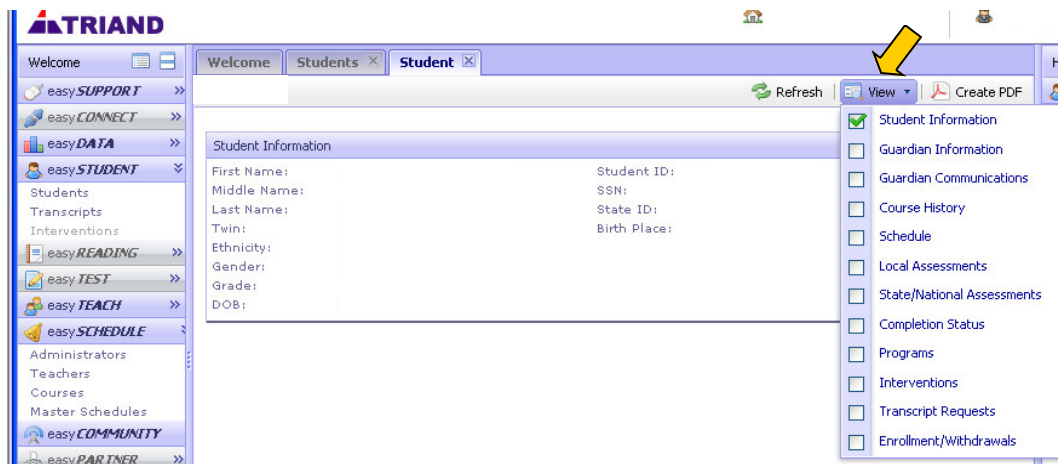


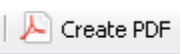
Right click on Last Name column to filter on the student last name field. A list of students will probably begin to pull up even before you complete typing.

You can right click on the first name column to filter even more. You can either double-click the line of the student that you wish to view or single-click and use the edit button.



If this is the first time you've used the Student module, only basic information will be displayed. You can click on the View button to add more information. Click on the items that you wish to be displayed. Triand will remember what you wish to view so you don't have to do this again unless you wish to change what is displayed. As you click on items, you can see that they are automatically being generated for you.



Once you are finished making the selections, you can click the pdf button  to generate a pdf of this record that you can print or save.

Check <http://www.triand.com> for more product specific manuals within the Help documentation area.