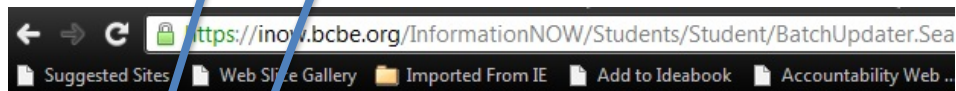


## DIGITAL RENAISSANCE COMPLIANCE DATES QUICK ENTRY/EDIT DIRECTIONS

Click **Students > Quick Entry/Edit** and set the field values as shown below:



**InformationNOW**

- Home
- Students
  - Student Maintenance
  - Enrollment
  - Registration
  - Quick Entry/Edit
  - Student Filter
  - District-wide Students
  - Mass Manage
  - No Shows
  - Reports
  - Setup
- Fees
- Attendance
- Discipline
- Scheduling
- Grades
- Staff
- Classroom
- Census
- School/District
- Health
- Mgmt Console
- Reports
- Utilities
- System Preferences
- Preferences

### Search Students

#### Search

##### Criteria

First Name:	Last Name:
<input type="text"/>	<input type="text"/>
Student Number:	Date of Birth:
<input type="text"/>	<input type="text" value="MM/dd/yyyy"/> ...
Social Security Number:	Gender:
<input type="text"/>	<input type="text"/>
Phone:	State ID Number:
<input type="text"/>	<input type="text"/>
Grade Level:	Homeroom: <a href="#">Find</a>
<input type="text"/>	<input type="text"/>
Section Number: <a href="#">Find</a>	
<input type="text"/>	

##### Filter

Student Filter  
\*Currently Enrolled Students

##### Field Value

Area  
Custom

Field  
Date Protection Fee Paid

Any Value  
 No Value  
 Specific Value

...

Set Filter to "Currently Enrolled Students."

Set Area to "Custom."

Set Field to either:  
"Data Protection Fee Paid,"  
"Parent Laptop User Agreement,"  
OR  
"Student Laptop User Agreement."

Choose "Any Value."

Enter posting date.

(See Next Page...)

Click "Search" and the screen below will appear.

Check the box beside the name of each student whose data you are entering. When all are selected, click Apply at the bottom of the screen.

The screenshot shows the 'InformationNOW' web application interface. The browser address bar displays the URL: <https://inow.bcbe.org/InformationNOW/Students/Student/BatchUpdater.Search.aspx>. The page title is 'InformationNOW'. The main content area is titled 'Search Students' and includes a 'Students' tab. Below the tab, there is a 'Quick Entry/Edit' section with the following information: Area: Custom, Field: Date Protection Fee Paid, Value: Any. A 'New Value' section contains a text input field with the date '07/31/2013'. Below this is a table of student records. The table has three columns: 'File No.', 'Name', and 'Current Value'. Each row has a checkbox in the first column. The 'Current Value' column contains dates for most students and a timestamp for one student.

<input type="checkbox"/>	File No.	Name	Current Value
<input type="checkbox"/>	S18455	Abrams, Kelsey Hall	7/22/2013
<input type="checkbox"/>	S8080	Abshire, Jacob Bradley	7/11/2013
<input type="checkbox"/>	S8401	Abshire, Joshua Matthew	7/11/2013
<input type="checkbox"/>	S11499...	Adams, Julia Elizabeth	7/24/2013
<input type="checkbox"/>	S11504...	Adcock, Kennedy Alexis	07/10/2013
<input type="checkbox"/>	S11497...	Albrick, Mikaela Christine	7/8/2013
<input type="checkbox"/>	S11496...	Alday, Isabella Belen	7/11/2013
<input type="checkbox"/>	S11506...	Alday, Kaylan Becca	7/11/2013
<input type="checkbox"/>	S18703	Alexius, Victoria Madison	1/1/0001 12:00:00 AM
<input type="checkbox"/>	S18418	Alford, Dylan Michael	7/11/2013
<input type="checkbox"/>	S11493...	Aldor, Gary Paul	
<input type="checkbox"/>	S11502...	Aldor, Louis Pierre	7/24/2013
<input type="checkbox"/>	S11496...	Allen, Coleman Dray	7/10/2013
<input type="checkbox"/>	S11133...	Allen, Rayven Alexis	

Each student's record will now reflect the appropriate value.