

Instructions for Adding Students

(if you have Searched for the student and they are not in the MAP system)

- 1) Log in to the WEB Based MAP Administration and Reporting Center (MARC)
- 2) On the left hand side in the blue navigation bar, click on Manage Students. This will take you to the Manage Students screen.
- 3) Search for a student before you add them to the system!! ☺ In the Last Name field, start typing the student's last name.
- 4) When searching for a student, use minimal criteria. Use the wildcard/asterisks character (*) to search by last name. The wildcard/asterisks (*) cannot occur as the first character and must follow other letters in the Last Name. You may need to use a minimum of 3 characters. For example, Jo*. *It is recommended that you search using the first few letters of the last name, because often a student is using a middle name for their first name.*
- 5) Click on Search. If the student doesn't appear in the system already, then...you will need to add them. You should only need to add students who are newly enrolled!
- 6) Click on the blue Create Student button. This will take you to the Student Profile screen where you can enter some basic student information.
- 7) In the First Name field, enter the first name (i.e., Sandy)
- 8) In the Last Name field, enter the last name (i.e., Benson)
- 9) Leave all other fields (middle name, student ID, date of birth, gender) BLANK.
- 10) Click on the blue Continue button, this will refresh the Student Profile screen.
- 11) You may get a message at this point that says "A profile for this student may exist. Redundant profiles can be created if duplicates are ignored." Click on the grey Ignore Duplicates and Continue Button if you get this message.
- 12) In the section under Add Term, make sure the Term and school year that is showing is correct (e.g., Fall, Winter, Spring, and correct school year dates).
- 13) Select the students correct Grade. Leave Ethnic Group BLANK.
- 14) Under Schools, click on the grey Add School button. In the School Name field, start to type at least the *first 3 letters* of your school, and click the blue Search button. This should bring up some results. Click the radio dial button next to the correct school, and click the blue Add School button. This school should now show up under Schools.
**Reminder: Search by school name, not just district name, i.e., Rush City High School versus Jacobson Elementary School.
- 15) You do NOT need to do anything with Classes or Programs. Scroll to the bottom of the page and click the blue Add Term button. This will refresh the Student Profile screen.
- 16) Scroll to the bottom of the page again and click the blue Continue button. This will take you to the Student Profile – Summary screen. Review the summary of information to make sure it is accurate.
- 17) Scroll to the bottom of the page and click the blue Submit button.
- 18) You will get the following Warning:
Student profile is incomplete for reporting purposes, etc... **Click the grey OK button.**
- 19) This will refresh the Student Profile screen, and you should have a message that says "Student profile has been created successfully." ☺
- 20) **NOW MAKE SURE YOU FILL OUT THE "WEB MAP ADD STUDENT" FORM FOR ANY STUDENT THAT YOU ADDED TO THE MARC SYSTEM!! ☺**