

## TIPS and REMINDERS:

### Searching for Students:

- When searching for a student, use minimal criteria
- Use the wildcard/asterisks character (\*)
- The wildcard/asterisks (\*) cannot occur as the first character and must follow other letters
- 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 sometimes a student may be using a middle name for their first name
- You can easily search for students who have paused or suspended tests.....

### Adding Newly Enrolled Students:

- **Do NOT enter ANY number (MARSS or TIES, etc.) into the Student ID field when adding students.**
- Only need to enter First and Last Name, Grade, School
- **Leave all other fields (middle name, student ID, date of birth, gender, ethnic group) BLANK**
- Make sure the Term and school year that is showing is correct (e.g., Fall, Winter, Spring, and correct school year dates)
- Make sure the student GRADE is correct! The correct grade is very important for percentile information!!!!
- You do NOT need to add information for Classes or Programs
- Once you have added a student, they are in the system. You do NOT need to add them for each test
- Use capital letters for first letter (sentence case)
- **If you Add students into the MARC system, make sure to fill out “Web MAP Add Student” form!!**