



ACHIEVEMENT IN MONTANA

Quick Reference Guide

HOUSEHOLD ASSEMBLY

STEP 1: Enroll the Student

Use the **Student Locator** or the **File Upload** method to enroll the student into the correct grade and calendar.

Path: *Student Information/General/Student Locator or MT State Reporting/MT Data Upload*

Year: 08-09 School: All Schools

Index Search Help

Emily Administrator

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District Notices

(05/15/2008)

Daily Announcements

Today's Lunch: Pizza

Tomorrow's Lunch: Chicken

Tomorrow's Breakfast: bread

Those who need to bring in...

Reminder! All students leave...

be sure that your parents call

Select the correct year and/or school

Use either Student Locator or MT State Reporting to enroll the student

- Students need to start from your lockers and
- Please be sure to turn
- The Geysers Park hono

Reminders for Staff:

- Grading window is open. Please post senior grades.
- Be sure that you are reading your daily announcements to your first period students.
- Please be sure that you are doing your attendance each class period. 1st period is very important because of lunch count.

School Notices

No school notices at this time.

STEP 2: Add other People who live in the Student's Household

Use the **Add Person** tool in the **Census** module to add people that live in the student's household. If the person already exists in your database do not create a new person.

Path: *Census/Add Person*

Year: 08-09 School: All Schools

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Person Search

Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Student.

*Last Name Smith

First Name

Middle Name

Birth Date

Gender

Search

Enter Last Name to search for a person





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STEP 3: Add the Student's Address

Use the **Add Address** tool in the **Census** module to add an address for the student's household. If the address already exists, check to see if the address is already associated with another household. If the address is connected to another household you will need to end the other household's association with that address before assembling the household.

Path: *Census/Add Address*

Year: 08-09 School: All Schools

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Add Address

Address Search

Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.

House/P.O. # 1234

Street Name

Street Tag

Apt #

City

Home Phone

Search

Enter the PO Box Number or House Number to search for an address



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STEP 4: Assemble the Household

- Use the **Census Wizard** Tool in the **Census** module to assemble the household.
- Under **Person Search** enter the last name of the student. Click **Search**. The student's name will appear on the left. Click the student's name to add them to the **Household**. If the last name of the parents (or other household members) matches the student, click the other name to add them to the household. If the last name of the parents (or other household members) does not match the last name of the student, enter the last name of other household members and add them to the household.
- Under **Address Search**, enter the number of the house or PO Box. Click **Search**. A list of potential matches will appear on the left. Click on the address to be associated with this household.
- Check the **Household** box to make sure that all household members and their address(es) are included. Click **Continue – Step 2**.

The screenshot shows the 'Census Wizard' interface. At the top, there are navigation tabs for 'Index', 'Search', and 'Help'. Below this, there's a search bar with 'Household' selected and a 'Go' button. A 'Census Wizard' banner indicates the current step: 'Step 4 - Assemble New or Select Household'. The main area is divided into three sections: 'Person Search', 'Address Search', and 'Assembling a New Household'. The 'Person Search' section has a 'Last Name' field with 'Test' entered. Below it, a list of search results shows 'Test, Dad', 'Test, Mom', 'Test, Student', and 'Tester, Waco F'. The 'Address Search' section has a 'Street Name' field with '1234' entered. Below it, a list of search results shows '1234 South Main Street, Anywhere'. The 'Assembling a New Household' section has a 'New Household' checkbox checked, and a list of search results showing '1234 South Main Street, Anywhere', 'Test, Dad', 'Test, Mom', and 'Test, Student'. A blue box highlights the 'Search for a Person and an Address' button, and a green arrow points to the 'Click on the names to add them to the Household' instruction.





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STEP 4: Assemble the Household (con't)

- e. Enter the *Household Phone Number* and *Start Dates* for all **Household Locations** and **Household Members** (the *Start Date* can be either the effective date or the first day of school). Mark the appropriate flags for **Household Locations** and **Household Members**. Click **Save & Continue – Step 3**.
- f. Find the student in the list of names. Set the all relationships in the student's record first. If there is more than one student in the household, set all student relationships first. Set all other relationships between household members. Mark the appropriate flags for all household members. Click **Save and Done**.

Path: *Census/Census Wizard*





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STEP 5: Enter Household Member Contact Information

Use **Census** to search for household members. Click on the **Search** tab. Choose *All People* from the search list and type the last name of a household member. Click **Go**. Choose a matching name and click on it.

Find **Personal Contact Information** on the **Demographics** tab and enter at least one contact number (other information, including other numbers and email, may be entered).

Path: *Census/People/Demographics*

Index Search Help

Search for a: All People
Test
Go

Advanced Search >>

Search Results: 4
Test, Dad
Test, Mom
Test, Student
Test, Wisc.F

Test Mom
Gender: F

Demographics Identities Households Relationships Enrollments District Employment

Save X Delete Print

Nickname
Comments Upload Picture

Person Identifiers
Student Number Generate Number
State ID
Staff Number
Person GUID: F4F53D02-4EC4-460F-850B-508959AFDAE2

Personal Contact Information

Other Phone	Private	Work Phone	Private
123 4567	<input type="checkbox"/>	123 4567	<input type="checkbox"/>
Cell Phone		Pager	
123 4567	<input type="checkbox"/>	123 4567	<input type="checkbox"/>
Email	<input type="checkbox"/>		

Preferred Language: en_US: US English

Comments

Messenger Preferences

Contact Reason	High Priority	Attendance	Behavior	General	Teacher
Email	<input type="checkbox"/>				



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STEP 6: Add Non-Household Relationships

- Use the **Add Person** tool in the **Census** module to add all people associated with the student's household (e.g., emergency contacts, grandparents, day care providers, etc.). If the person already exists, do not create a new person.
- Locate the student's **Census** record (*Census/People*). Click on the **Relationships** tab. Click **New Non-Household Relationship**. Enter the last name of the person to be added and click **Search**. A list of matches will appear on the right. Click the name of the person to be added. Exit **Person Search**. Choose a *Relationship*, enter the *Start Date* and mark all appropriate Flags.

Path: *Census/People/Relationships*

Test, Student
Gender: M

Demographics | Identities | Households | **Relationships** | Enrollments | District Employment | District Assignments | Credentials

Save | New Non-Household Relationship

Relationships within this Household

Name	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Test, Dad	M	Father	8/27/2008			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test, Mom	F	Mother	8/27/2008			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Household Relationships

Name	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Test, Grandma	F	Grandmother	8/27/2008			<input type="checkbox"/>				