How to use the SPINNER

The SPINNER has been provided on screens where a list of students is displayed so that student information can be accessed from the list without returning to a search situation. For example, change ESL information for many students in Year 3. Using the SPINNER provides a quick access to the screens required.

Go to Student Enquiry. List all the students in Year 3. Change the Scholastic Year to Year 3. No other search criteria is required. And then click the Go button to start search.

All students in Scholastic Year 3 will be listed.

To start accessing students, select the first student on the list.
Make the adjustments and Save. The display will be re-set. Now you can use the SPINNER to select the next student from Scholastic Year 3.

Click the V arrow in the SPINNER. A drop down list of the other students in the selected list will show. Select the next student, or move further down to select the student required.

Because you were located at the personal details page, the same screen for next student will display. Make required changes and select the next required student from the list.
The process is repeated until all changes have been completed.

The other arrows in the SPINNER allow you to:

<  Move back one student

>  Move forward one student (use instead of selecting from the drop down list if every student is to be accessed)