Viewing Student’s History

Overview

- This Quick Reference Guide shows how to view Student History using **Student** tab in RMU

Work Instructions

To see the history of the student please follow the process below:

1. Click the **Student** tab.

   NOTE: If the school default needs to be changed, click the magnifying glass next to the **School** field and follow the prompts to change, search and select the new location.

2. Search for the student by selecting the relevant options from the drop down list in the **Scholastic Year**, **Student Name** or **Student Group** fields and click **Search**.

3. The following screen shows list of students as per the search criteria.
Click on the **Student Name** or any field in that row to see the **Student Resource History**.

4. **By clicking on Model Name/ Serial Number or any field in that row can show device history for that resource serial no.**