

SSMS Star_Student

Creating and Running Student Lists

1. Student Information → Maintenance → Student Look-Up Screen
2. Click in Last Name Field
3. Select Drop-Down Arrow (↓) or type: *CTRL L*
4. Begin typing student last name
5. Select desired Student
6. Type the Down Arrow key on ***Keyboard***
7. Continue Selecting Students
 - a. To delete student accidentally selected, use the up arrow key on keyboard and delete all fields previously entered
8. When all students selected, select **FIND** on bottom left corner of screen
9. To save the list, select **ACTION** in the upper right corner of screen
 - a. Name the File
 - b. Type File Description (first letter of description is used to search lists)
 - c. Select 'Make Available to All Users' if you wish to share the list
10. List may now be used for any Star Student Report (User Defined List)