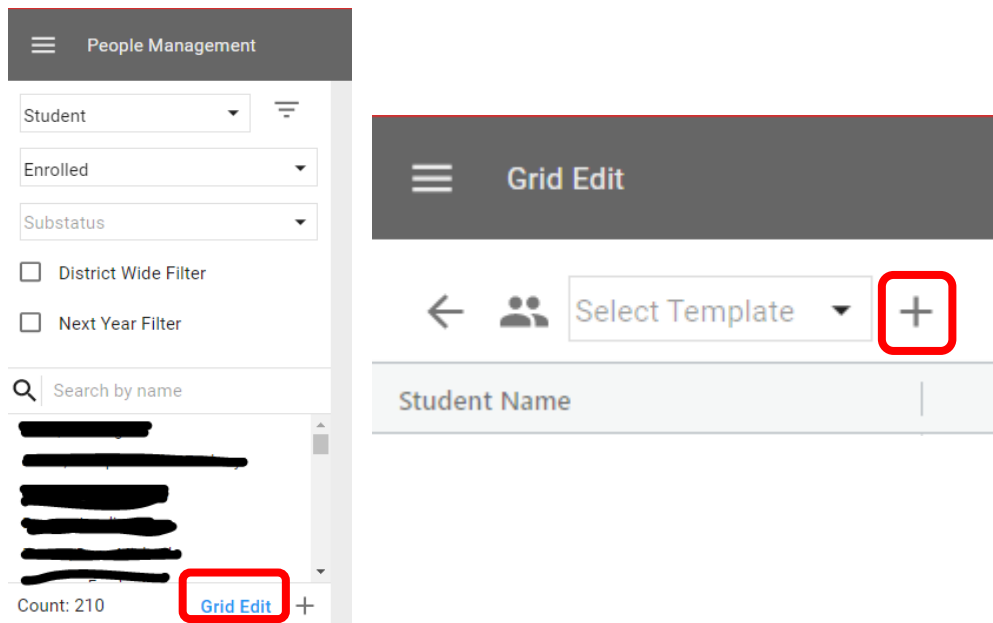


## Diocese of Columbus- ARK- Grid Edit

### Basic Information (Select Students > Select Grid Edit > Select + to add fields)

The majority of the fields can be updated through Grid Edit by creating and saving a template for future use. Remember, you cannot share Grid Edit templates. They are personal to you.

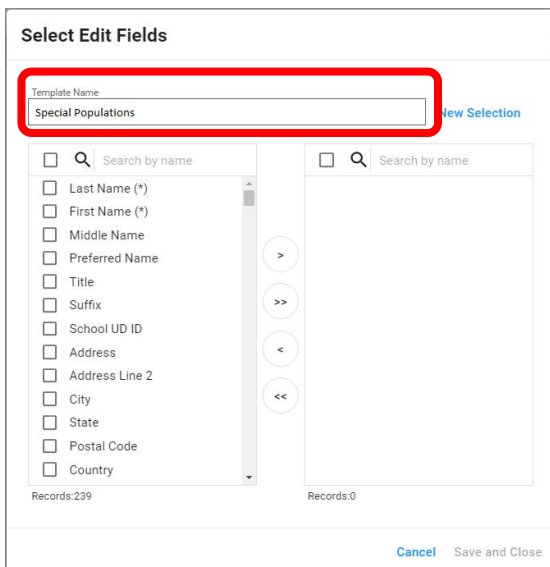
Within Student → **Grid Edit** → Select + sign icon to add fields.



The screenshot shows the 'People Management' sidebar on the left with filters for 'Student', 'Enrolled', and 'Substatus'. Below these are checkboxes for 'District Wide Filter' and 'Next Year Filter', a search bar, and a list of redacted names. At the bottom of the sidebar, 'Count: 210' and a 'Grid Edit' button with a '+' icon are visible. The main area shows the 'Grid Edit' header, a 'Select Template' dropdown, and a '+' icon in a red box. Below this is a 'Student Name' field.

Select Edit Fields window opens (pop up)

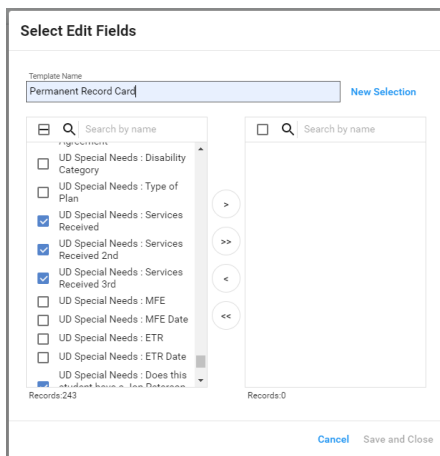
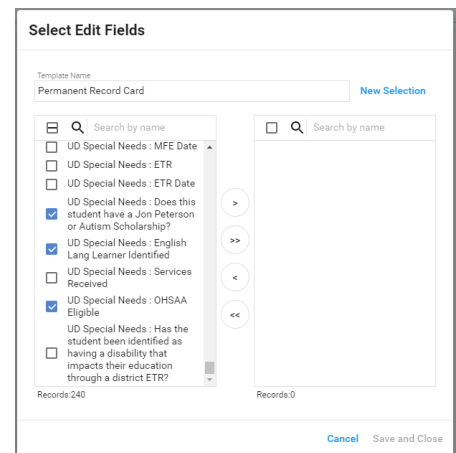
Type "ARK" into **Template Name** field.



The 'Select Edit Fields' pop-up window is shown. At the top, the 'Template Name' field is highlighted with a red box and contains the text 'Special Populations'. To the right of this field is a 'New Selection' link. Below the template field is a list of fields with checkboxes: Last Name (\*), First Name (\*), Middle Name, Preferred Name, Title, Suffix, School UD ID, Address, Address Line 2, City, State, Postal Code, and Country. There are search bars for both the template and the field list. Navigation arrows (>, >>, <, <<) are between the two lists. At the bottom, there are 'Cancel' and 'Save and Close' buttons.

Check toggle box of following fields required for ARK Update:

- First Name (\*)
- Last Name (\*)
- DOB
- Gender
- Denomination
- Gaps in Education (this was added)
- UD Special Needs: Type of Plan (if applicable)
- UD Special Needs : English Lang Learner Identified (Yes/no)

Select single **right-facing arrow** to move selections over.



Select Save and Close to save selections as template. Cancel Save and Close

Once saved, form will open for staff to fill out for each student.  
Select Blue floppy disc at bottom of page to save changes.

