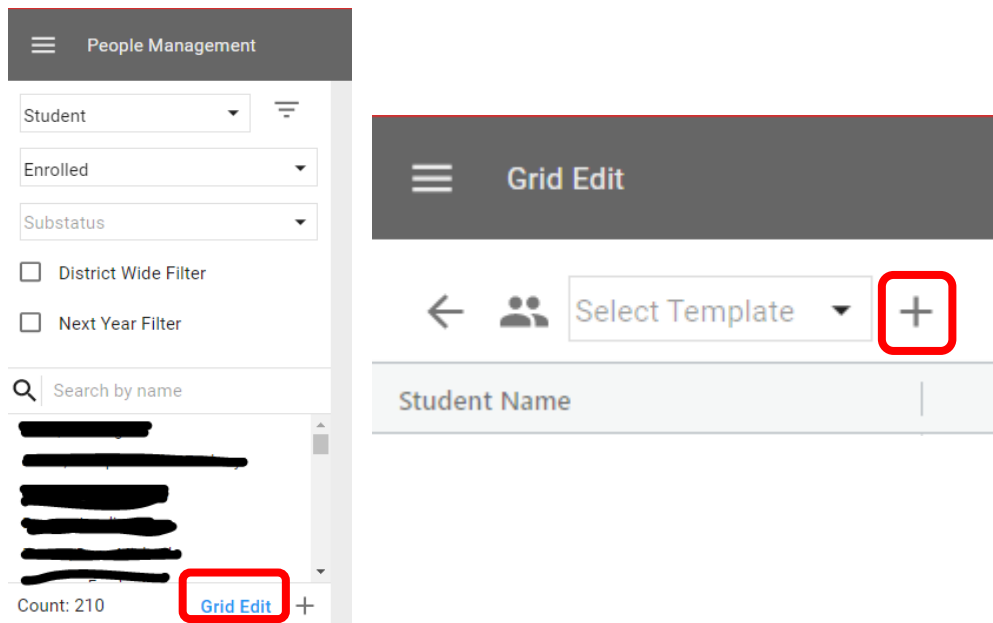


## Diocese of Columbus- Special Populations- Grid Edit

### 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.

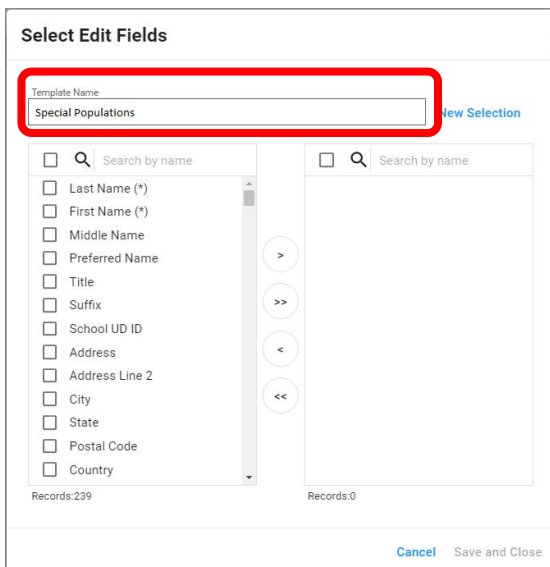
Within Student → **Grid Edit** → Select + sign icon to add fields.



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 table with a header 'Student Name'.

Select Edit Fields window opens (pop up)

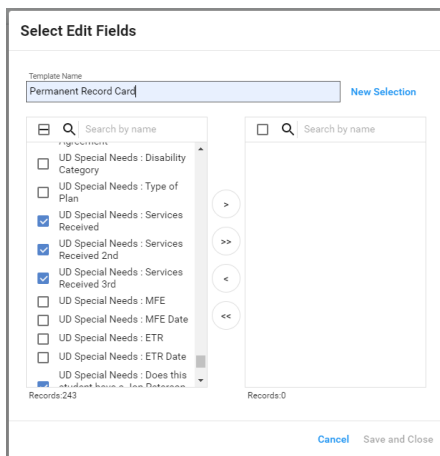
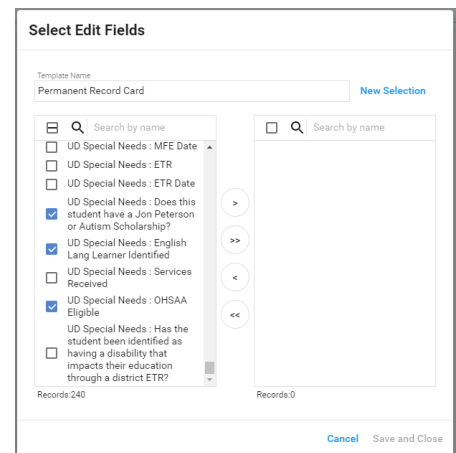
Type "Special Populations" into **Template Name** field.



The 'Select Edit Fields' pop-up window has a 'Template Name' field at the top with 'Special Populations' entered and a 'New Selection' link. Below 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 and navigation arrows. At the bottom are 'Cancel' and 'Save and Close' buttons.

Check toggle box of following fields required for Special Populations Update:

- Last Name (\*)
- First Name (\*)
- Denomination
- UD Special Needs : Disability Category (if applicable)
- UD Special Needs: Type of Plan (if applicable)
- UD Special Needs: MFE (Yes/No)
- UD Special Needs: MFE date (if applicable)
- UD Special Needs : Does this student have a Jon Peterson or Autism Scholarship? (yes/no)
- UD Special Needs : English Lang Learner Identified (Yes/no)
- UD Special Needs: ETR (Yes/no)
- UD Special Needs: ETR date (If applicable)
- UD Special Needs: Has the student been identified as having a disability that impacts their education through an ETR? (yes/no)
- UD Special Needs : Services Received 1st
- UD Special Needs : Services Received 2nd
- UD Special Needs : Services Received 3rd

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.

