

# HOW TO CREATE AND CHANGE STUDENT / TEACHER ATTRIBUTES AND VALUES

START HERE



Observation Room

WHEN YOU CLICK ON A PERSON, THEIR ATTRIBUTES / VALUES ARE DISPLAYED

Attributes used in searching for a person and grouping with others.

Attribute	Value
IEP Type	Academic
Language	English
Math Level	Above level
Reading Level	At level

Manage Attributes...



Mary Sample

Attribute	Value
IEP Type	Academic
Language	English
Math Level	No Value
Reading Level	English
	Spanish

CLICK ON THE VALUE TO ACCESS THE PULL DOWN LIST. YOU CAN CHANGE AN INDIVIDUAL'S VALUES HERE.

CLICK THE 'MANAGE ATTRIBUTES' BUTTON TO CRATE NEW ATTRIBUTES & VALUES

ENTER A NEW ATTRIBUTE HERE & CLICK 'ADD'

THEN ENTER THE ASSOCIATED VALUES AND CLICK 'ADD'. REPEAT AS NEEDED

THE UPDATE BUTTON IS USE TO CHANGE THE SPELLING OF AN ATTRIBUTE OR VALUE

CLOSE THE WINDOW WHEN FINISHED AND THE NEW ATTRIBUTES / VALUES WILL BE INSTANTLY AVAILABLE.

**Attributes**

New attribute:  Add

Select an attribute to delete, edit or set its values:

- IEP Type
- Language
- Math Level
- Reading Level

Selected attribute: IEP Type

Update Delete

**Values**

New value:  Add

Select a value to delete or edit it:

- Academic
- Behavior

Selected value: Academic

Update Delete

CLICK ON THE ATTRIBUTE TO SEE/EDIT THE LIST OF VALUES

IEP Type

Update Delete

NOTE: YOU CAN ALSO ADD NEW AND ASSIGN TO STUDENTS/ TEACHERS BY IMPORTING A TAB-DELIMITED FILE. SEE THE SETTING UP MANUAL FOR DETAILS.