



# Assigning TELPAS Pre-codes

Search for students using LPAC decision equals YES:

The screenshot shows the Chancery SMS Student Search interface. The search criteria are set to 'LPAC Decision equals YES'. The search results table is as follows:

Student Name	ID	HR	Gender	Birthdate	Language	Ethnic Category
<a href="#">ALMAGUER, ANTHONY</a>	0279416	PK-09	M	Jan 6, 2004	Spanish	White
<a href="#">EUCEDA, ANTHONY N</a>	0283872	PK-04	M	Sep 17, 2003	Spanish	Hispanic
<a href="#">GARCIA, CARLOS A</a>	0283880	PK-04	M	Jul 16, 2004	Spanish	Hispanic
<a href="#">GARZA, MANUEL A</a>	0283896	PK-04	M	Jan 12, 2004	Spanish	Hispanic

You must click in box by Student Name to select all of the students.  
Go to Actions > Assign > Values

The screenshot shows the Chancery SMS Student Search interface with the 'Assign > Values' menu path highlighted. The search criteria are set to 'LPAC Decision equals YES'. The search results table is as follows:

Student Name	ID	HR	Gender	Birthdate	Language	Ethnic Category
<a href="#">ALMAGUER, ANTHONY</a>	0279416	PK-09	M	Jan 6, 2004	Spanish	White
<a href="#">EUCEDA, ANTHONY N</a>	0283872	PK-04	M	Sep 17, 2003	Spanish	Hispanic
<a href="#">GARCIA, CARLOS A</a>	0283880	PK-04	M	Jul 16, 2004	Spanish	Hispanic
<a href="#">GARZA, MANUEL A</a>	0283896	PK-04	M	Jan 12, 2004	Spanish	Hispanic

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A message box will appear. This is where you will designate those selected students to be pre-coded for TELPAS. Select TELPAS Pre-coding for the assign field and "YES" for the new value.

Assign Values

Selected Students: 379

Specify one or more fields to assign to all selected students. Existing data in these fields will be replaced.

Assign Field: TELPAS Precoding

New Value: Yes

Add to List

Fields to Assign

Remove

\*Required

OK Cancel

Then after you add to list and click "OK" this box will appear.

Microsoft Internet Explorer


You are about to make the following change for 337 selected students:  
- TELPAS Precoding: "Yes"

OK Cancel

## Assigning TELPAS Pre-codes

After you click "OK" another box will appear stating that you have successfully updated those students selected.

**Microsoft Internet Explorer**

 334/337 students successfully updated. For these students, you have:

- Changed TELPAS Precoding to "Yes"

3 students were not updated because of the problems described below: This student does not have a grade and homeroom recording. Please contact Tech Support.

A saved list has been created for these students. To view the saved list, go to the Quick Search page and click the appropriate link.

**OK**

After you assign the pre-code for TELPAS, you can also assign the years for TELPAS. You will need to assign the years by homeroom.

**Chancery SMS™ Student Search**

Actions ▾ Edit ▾ Reports ▾ Help ▾ Home | Log Out

STUDENT

**Student Search**

Quick  
Basic  
Detailed  
Family Search

CLASS

Homerooms  
Classes

SCHOOL

Awards  
Homerooms  
Classes

SCHOOL

Awards  
Student Behavior  
School Info  
School Transfers...  
Manage Programs

ADMIN

School Setup  
Scheduling  
Grading  
Attendance  
District Setup  
Reports  
Exports

Category: Generic

Home Room (Active) equals 03-07

Add Criteria

Search Criteria

Match:  All Criteria  Any Criteria

Home Room (Active) equals "03-07"

Display All Records Remove Search

List: Home Room (Active) equals "03-07"

Search Results

Selected: 0 Total: 19

ID	HR	Student Name	Language
<input type="checkbox"/> 0231388	N/A	<a href="#">AGUIRRE, JOSE A</a>	Spanish
<input type="checkbox"/> 0284106	03-07	<a href="#">ARIAS, ANTONIO</a>	Spanish
<input type="checkbox"/> 0278964	N/A	<a href="#">BANDA, EFRAIN</a>	Spanish
<input type="checkbox"/> 0274370	N/A	<a href="#">CAHUE, RAMON</a>	Spanish
<input type="checkbox"/> 0274311	N/A	<a href="#">CERVANTES, KAREN M</a>	Spanish
<input type="checkbox"/> 0258708	N/A	<a href="#">CONTRERAS, ERASMO Jr.</a>	Spanish
<input type="checkbox"/> 0231284	N/A	<a href="#">DIAZ, CLARISSA</a>	Spanish

# Assigning TELPAS Pre-codes

You must click in box by Student Name to select all of the students.  
Go to Actions > Assign > Values

The screenshot shows the Chancery SMS Student Search interface. The 'Actions' menu is open, and the 'Assign' option is selected, which has opened a sub-menu with 'Values' highlighted. The main window shows a search criteria area with 'equals' and '03-07' selected, and a table of 17 selected students. The table has columns for Student Name, ID, HR, Gender, Birthdate, Language, and Ethnic Category.

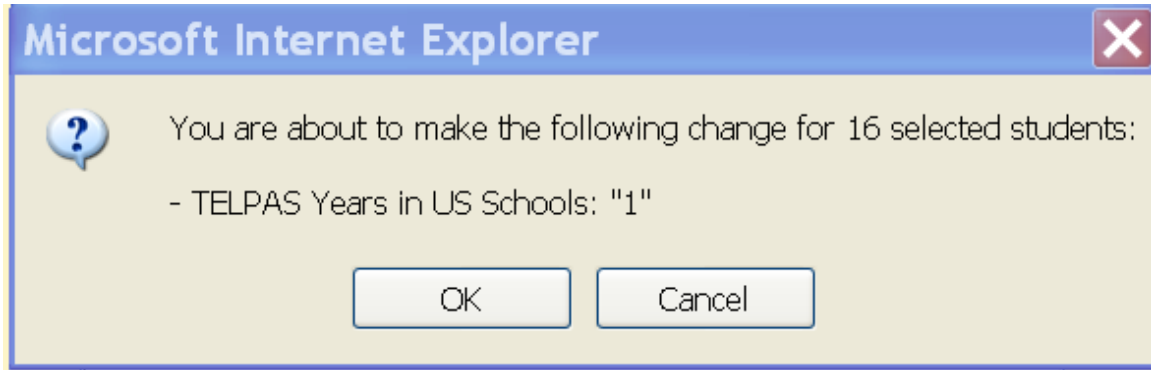
Student Name	ID	HR	Gender	Birthdate	Language	Ethnic Category
<input checked="" type="checkbox"/> CANTU, DANIEL	0265050	N/A	M	May 21, 1999	Spanish	Hispanic
<input checked="" type="checkbox"/> CHAPA, FERNANDO	0231257	N/A	M	Sep 14, 1999	Spanish	Hispanic
<input checked="" type="checkbox"/> CHAVEZ, ENRIQUE	0235981	N/A	M	Aug 5, 2000	Spanish	Hispanic
<input checked="" type="checkbox"/> CISNEROS, ANDREA C	0264850	N/A	F	Feb 12, 2000	Spanish	Hispanic
<input checked="" type="checkbox"/> CORREA, LESLY J	0232747	N/A	F	Jan 24, 2000	Spanish	Hispanic
<input type="checkbox"/> ...	...	...	...	...	...	...

A message box will appear. This is where you will designate those selected students to be pre-coded for the years in U.S. schools.

The screenshot shows the 'Assign Values -- Web Page Dialog' window. It displays 'Selected Students: 22'. The dialog prompts the user to specify one or more fields to assign to all selected students. The 'Assign Field' is set to 'Federal ethnic category' and the 'New Value' is 'N/A'. The 'Fields to Assign' list contains 'TELPAS Years in US Schools: "1"'. The dialog includes 'Add to List', 'Remove', 'OK', and 'Cancel' buttons.

## Assigning TELPAS Pre-codes

Then after you add to list and click "OK" this box will appear.



After you click "OK" another box will appear stating that you have successfully updated those students selected.

