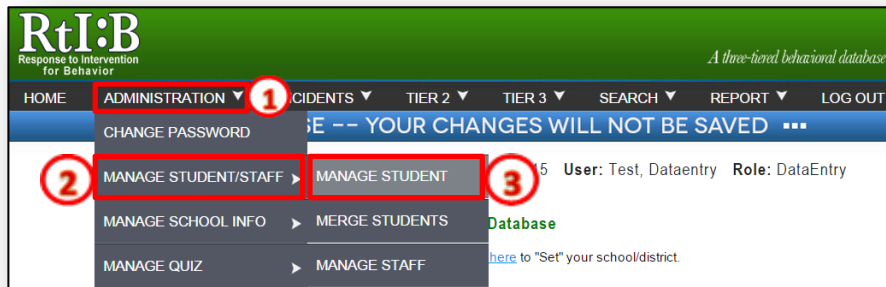# Manage Student Information

The Manage Student Information feature allows you to add new students to your master roster, as well as edit existing students on the roster.

RtI:B
Response to Intervention for Behavior

A three-tiered behavioral database

| HOME | ADMINISTRATION ▼ ① | CIDENTS ▼ | TIER 2 ▼ | TIER 3 ▼ | SEARCH ▼ | REPORT ▼ | LOG OUT |

E -- YOUR CHANGES WILL NOT BE SAVED ...

CHANGE PASSWORD

② MANAGE STUDENT/STAFF ▶ | MANAGE STUDENT ③

MANAGE SCHOOL INFO ▶ | MERGE STUDENTS

MANAGE QUIZ ▶ | MANAGE STAFF

5   User: Test, Dataentry   Role: DataEntry

Database

here to "Set" your school/district.

> From the **Administration tab (1)**, select **Manage Student/Staff (2)** then **Manage Student (3)**.

Manage Student Information
("Master" Student Roster)

To ADD a new student to the database, enter their information below.
To EDIT an existing student's information, select their name. [Student]

Please note: All fields are required.

FIRST name	
LAST name	
Date of birth MM/DD/YYYY	
Student ID ❓	*Please check for accuracy
Education Status ❓	GenEd ▼
Gender	▼
Student list status ❓	○ Show Name ○ Hide Name

ETHNICITY AND RACE ❓

| Ethnicity You must select one | ○ Hispanic ○ Non-Hispanic |
| Race You must select one | ☐ American Indian/Alaskan Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Pacific Islanders ☐ White |

[Save] [Cancel]

> To add a **NEW** student, fill out all fields, select **"Show Name"** and then click **"Save."**
> *Please note that once you save the **Student ID** number, you can NOT go back and edit it later.*

> Selecting **"Hide Name"** will remove the student's name from the student list that appears during incident entry. *This may help reduce visual clutter on your rosters.*

CLOSE

This list contains all student names (active **and** hidden) that are associated with your school.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Name	ID
Abbott, Fred	FA_001
Abby, Angela	AA_001
ABLE, JUDD	JA_001
Acher, Joan	ja13469

> To **EDIT** an **EXISTING** student's information, click on the **"Student"** menu button, and select the student whose information you'd like to update. You may edit all fields except **"Student ID."**

Manage Student Information

If you enter an incorrect Student ID, or need to remove and/or delete a student name from the master roster you may be able to "Merge Student" records to correct the entries. The RtIB Database Team is happy to help with your request.

For additional resources, check our website (www.flritb.org), or email the RtIB Database Team at rtidb@usf.edu to arrange training.