

Enable the Student Assistant

The Student Assistant is an option you can use to quickly create a new student record when you don't need all of the information entered for the record at that time. For example, you can add a student record and link it to the parent or sibling records that are already in your database. Then, you can complete adding the data to the student record at a later time.

The option is enabled by default. However, if you add a new student record and the Student Assistant window doesn't display, you can enable it.

1. On the Home screen, click **Options**.
2. Click **Settings**.
3. Select **Use Student Assistant when adding new students**.
4. Click **Close**.

Useful Information



Once you enable the Student Assistant, there are two ways to access it:

- On the Home screen, click **Add Student**.
- On the Home screen, click **Students**. In the Student List window, click **New**.