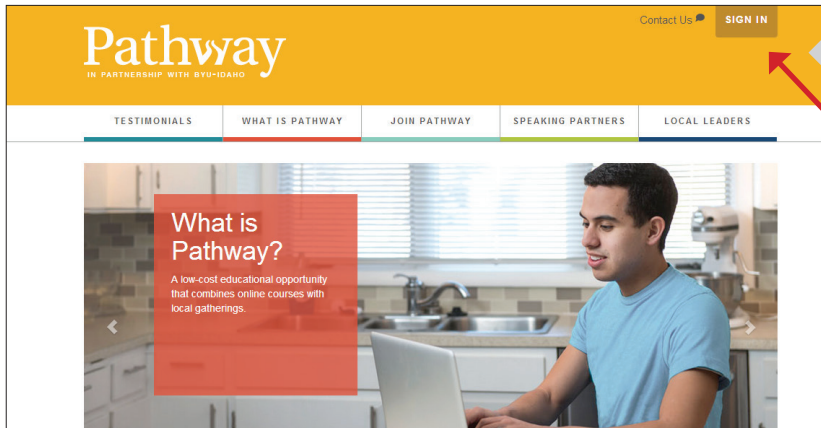


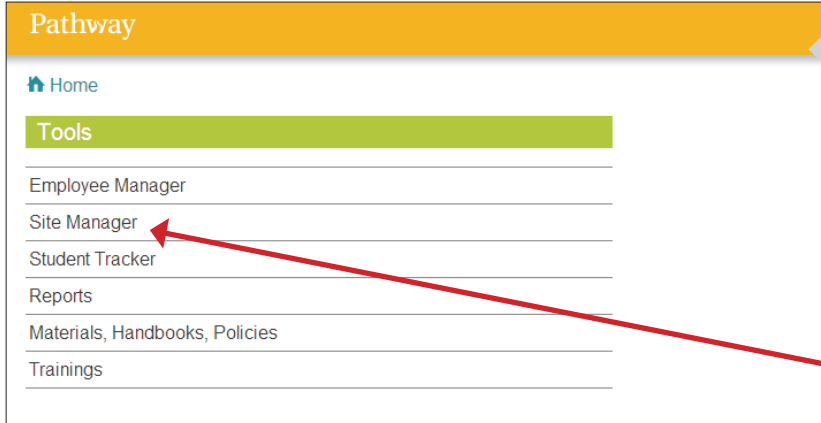
## Managing Students and Applicants

Site Manager is where you will check the status of student applications at your site, as well as find applicants' contact information. This tutorial will show you how to effectively use the "Students" tab.



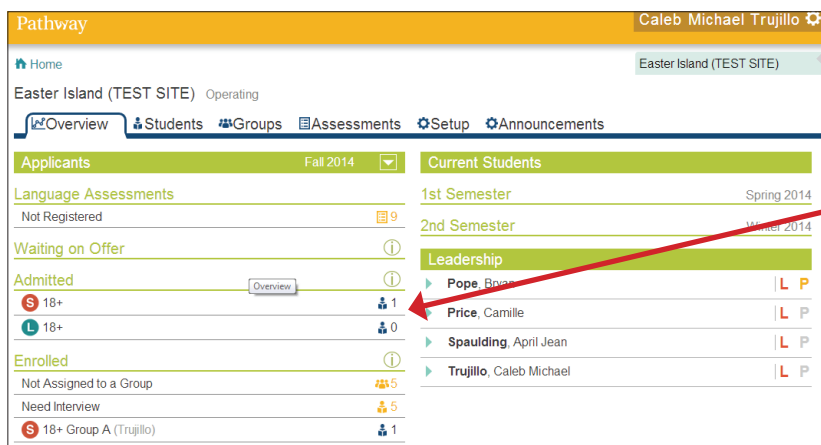
### GETTING STARTED

- To access Site Manager, sign in to PATH at pathway.lds.org.
- After signing in, select "PATH Admin Tools" from the drop down menu next to your name.



### PATH HOME PAGE

- Click the "Site Manager" option from your PATH home page.



### SITE MANAGER

- The individual numbers in the "Overview" lead to specific lists of students that match each designated task. Clicking on each number will take you to the list of students associated with the selected category

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Home Easter Island (TEST SITE)

Easter Island (TEST SITE) Operating

Overview Students Groups Assessments Setup Announcements

**Search** 38 Results

Student (Name or Id):

By Status: All

Sort by: Name

Filters: Status, Start Semester

Results:

- Email All
- Adams, Nathanael
- Black, Allen Hardy
- Bodily, Kevin Layne
- Brett, Reginald Arthur
- Buckley, Kelsey
- Candland, Mathew Taylor
- Christensen, Corey Scott
- Cordon, Michael Cory
- De Leon Ruano, Jonathan David

## FINDING YOUR STUDENTS

- All of the applicants and accepted students from your site will be listed.
- You also have the option to search for students individually.

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Overview Students Groups Assessments Setup Announcements

**Search** 38 Results

Student (Name or Id):

By Status: All

Sort by: Name

Filters: Status, Start Semester, Current Course, Group, Group Type, Interviewed, Enrolled for Next Semester

Results:

- Email All
- Adams, Nathanael
  - Student ID: 12565242
  - Stake: Rexburg Idaho East Stake
  - Ward: Rexburg 10th Ward
  - Status: Waiting on Assessment
  - Modified: 9 Jun 2014
  - Sequence:
  - Assessment:
  - Interviewed: No
  - GPA: 0
  - GS 120L:
    - Grade: ? (0%)
    - Pace: 28
    - Last Activity:
- Black, Allen Hardy

## STUDENT INFORMATION

- By clicking an individual student, you will see basic information, such as ward, student status, and grades.
- Click on the “Details” button for even more information, including student email and phone.

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  - Interviewed: No
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  - GS 120L:
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## FILTERS

- There are various options to refine a search through the “Filters” tool. These filters include student status, group, start semester, and more.
- You can email all of the searched students by clicking the “Email All” option.

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Easter Island (TEST SITE) Operating

Overview Students Groups Assessments Setup Announcements

**Search** Results

Student (Name or Id):

By Status: All

Results:

- Email All

## STUDENT STATUS

- Use the “Status” filter to sort out students by status — including Admitted, Enrolled, Waiting on Assessment, and more.