To Print Packets:

1. From the main **Course Listing** screen, select the checkbox or checkboxes in the "Print" column for the classes you want to pull.
2. Click on the **Print Packets** icon near the top of the page.
3. In the pop-up window that appears, select the sheets you need to print by clicking in the checkboxes.
4. Click on the **Print** button at the bottom of the pop-up window.
5. Open the PDF file that downloads to your computer and print out your sheets.

To Complete a New Student Intake:

1. Click on the course the new student is attending from the Course Listing screen.
2. Select the **Intake** icon at the top of the Student Listing screen.
3. Click on the **Search for Student** box to see if the student already has a record in InTERS. Type in the student's name and hit **Search**. If a name matches, verify that it is the same student (check SSN, Date of Birth, etc…). If it is the same student, update the record with new information. If no matches are found, click the **Back (Cancel)** button and resume the intake process.
4. Enter in as much information as you can. **Red fields** are required. Failure to provide a response to a required field will result in an error.
5. If you do not know the Social Security number for the student, click on the **SSN Unavailable** box. Make sure to collect and enter this information at a later date.
6. When all available information is entered, click **Save & Next** at the top of each screen to proceed to the next page of intake.
7. On the Testing page, to add a pre-test, select either the **Edit** or **Add Test** buttons.
8. Fill in all fields on the Test Editor through Raw Score. The rest will auto-calculate.
9. Click **OK**.
10. Repeat steps 6-8 for the remaining pre-test subjects. Click **Save & Next**.
11. On the Attendance page, if the student has already attended classes, use the lower right box to enter attendance hours. Set the attendance date, enter the number of hours attended and click the **Add Attendance** button.
12. After clicking **Save & Next**, InTERS will take you to the student's record. Double check the information you entered or add additional information.

To Enter Attendance for Entire Class:

1. From the Course List screen, click on the course you want to update attendance for.
2. Next, click on the **Attendance** icon at the top of the page.
3. To enter attendance for a previous day's class, adjust the **From** and **To** dates under the Course dropdown to the date of class. To enter attendance for today's class, leave the dates as is.
4. At the bottom of the attendance screen, type in the length of your class in hours and select the **Set All Hours** option to add attendance.
5. Adjust the attendance for any students who did not attend for those hours.
   - Absent students – Click in the **Hours Attended** box and press the backspace key (do not replace with a 0 – that will create a date of attendance with no time).
   - Students with more/less attendance than the rest of the class – Click in the **Hours Attended** box and type in the correct number of attendance hours for this day.
6. Check the **Distance** box for distance learners. If all students are distance learners, right click on a student and select **Check All Distance**.
7. To add multiple attendance entries for the same day, click on the checkbox next to the student's name and select **Set attend date of duplicate same as original** and then **Duplicate Student**.
8. Enter the attendance hours for the duplicate entry and click **Distance** box if appropriate.
9. Click on the **Save & Close** button to save attendance and return to the student list. You will not be prompted to save when you exit.

To Enter Test Results:

1. From the Course Listing screen, click on the class the testing student is enrolled in.
2. Click on the student's name in the Student Listing page.
3. From the options in the top left corner of the student record, select **Testing**.
4. Click either **Edit** or **Add Test** to open the **Test Editor**.
5. Fill in all test information through Raw Score. Once a Raw Score is entered, click in one of the remaining blank fields and the scale score, grade equivalent and EFL will automatically calculate.
6. Click **OK** again to enter the test results.
7. Repeat steps 4-6 to enter in all test subjects.
8. Click on the **Save & Close** button to return to the student record. The Total Math score should now appear with the other test results.