

Entering vision & hearing test results – screen by screen guide for DHB users

How do I enter test results for a batch of students into ENROL?

The seven steps below explain how to enter students' hearing & vision test results in ENROL. If you are familiar with ENROL you will notice that some changes have been made.

Your ENROL session will expire after 20 minutes if no activity has occurred. The session expires for security reasons so student records are not left unattended, eg if you need to leave your computer.

Step 1 – Log in

Log in to ENROL and you will be taken to the Batch Processing screen

Step 2 – Retrieve the batch

Enter the batch number shown on the report provided by the school to retrieve the list of students tested. All students will default to Not Recorded.

This is an example of the Batch Processing screen:

Surname	First Names	Gender	Date	Not Recorded	Pass	Fail
		Female	4/05/1995	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Male	5/05/1996	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Male	25/04/1996	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Female	31/01/1997	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Step 3 – Select pass/fail radio buttons

The first step in entering test results requires you to indicate whether a student has passed or failed the test given, or whether the result should be 'Not Recorded'. ('Not Recorded' allows you to return to these records in order to update them at a later date or time, meaning you can work with a smaller, more manageable number of students if necessary.)

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Step 3 – Select pass/fail radio buttons (continued)

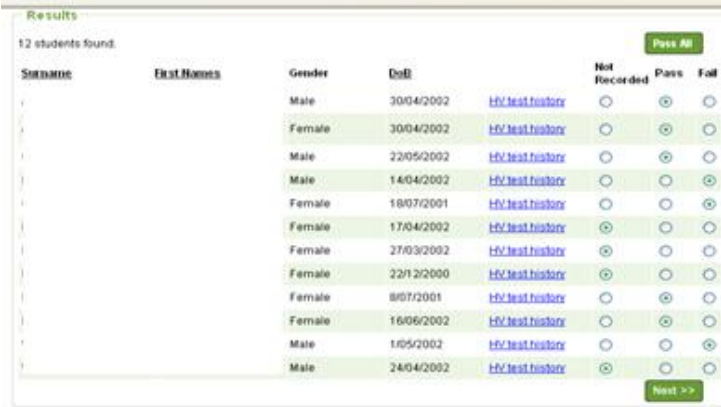
Entering the initial results can be completed in a number of different ways, as illustrated by the options listed below: A, B, or C. The follow on actions from each of these options start at Step 4.

Please note that Option B is considered best practice as it provides the most efficient method for updating a large number of student records.

Option A – Select radio buttons in list order

Work down the list in the order of names displayed and select the correct radio button to indicate the students whose test result is 'Fail', 'Pass' or 'Not Recorded'.

Example screen:



Click 'Next' and go to Step 4.

Option B – Select all 'Fail' students first

Select all 'Fail' students (i.e. those for whom any details other than 'Pass' need to be recorded) leaving the remaining students as 'Not Recorded'.

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**Option B –
Select all ‘Fail’
students first
(continued)**

Example screen:

Surname	First Names	Gender	DoB	HV test history	Not Recorded	Pass	Fail
Male	12/04/1995	Male	12/04/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Female	30/08/1995	Female	30/08/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	8/02/1996	Male	8/02/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Female	28/03/1996	Female	28/03/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	25/07/1995	Male	25/07/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	7/02/1996	Male	7/02/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	11/06/1995	Male	11/06/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Female	25/07/1995	Female	25/07/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Female	26/10/1995	Female	26/10/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	10/06/1995	Male	10/06/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	20/05/1995	Male	20/05/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	26/06/1995	Male	26/06/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Female	14/11/1995	Female	14/11/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Female	31/10/1995	Female	31/10/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	21/04/1995	Male	21/04/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	20/09/1995	Male	20/09/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Female	7/04/1995	Female	7/04/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Female	30/11/1995	Female	30/11/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	29/03/1995	Male	29/03/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Male	23/03/1995	Male	23/03/1995	HV test history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Click 'Next' and confirm these failed students (see Step 4).

Retrieve this same batch again and use the 'Pass All' green action button to 'Pass' the remainder of the students. Change the radio button selections for any students that require a 'Not Recorded' result.

Click 'Next' and go to Step 4.

**Option C –
Select all ‘Pass’
students first**

Select **all** students as 'Pass', using the 'Pass All' button if desired. Change the radio button selection for any students that require a 'Not Recorded' or 'Fail' result.

Example screen:

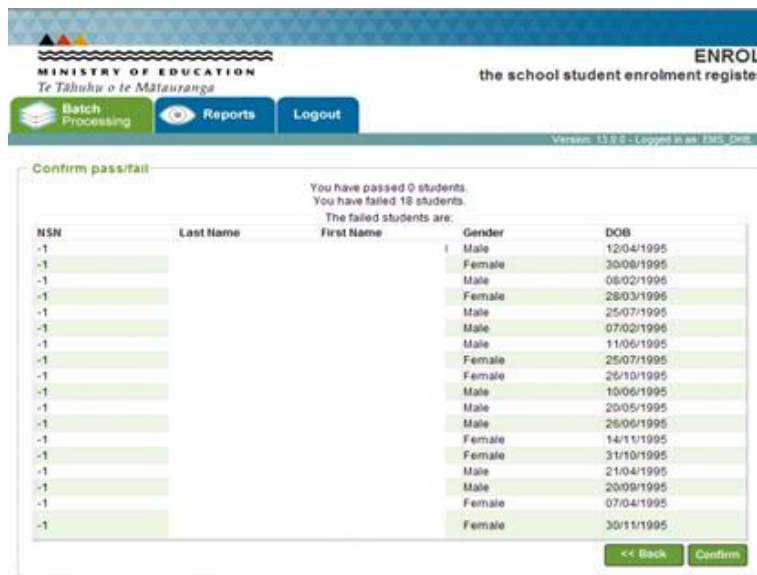
Surname	First Names	Gender	DoB	HV test history	Not Recorded	Pass	Fail
Male	30/04/2002	Male	30/04/2002	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Female	30/04/2002	Female	30/04/2002	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Male	22/05/2002	Male	22/05/2002	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Male	14/04/2002	Male	14/04/2002	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Female	18/07/2001	Female	18/07/2001	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Female	17/04/2002	Female	17/04/2002	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Female	27/03/2002	Female	27/03/2002	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Female	22/12/2000	Female	22/12/2000	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Female	8/07/2001	Female	8/07/2001	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Female	16/08/2002	Female	16/08/2002	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Male	1/05/2002	Male	1/05/2002	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Male	24/04/2002	Male	24/04/2002	HV test history	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Click 'Next' and go to Step 4.

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Step 4 – Progress to Confirm pass/fail screen

This is an example of the Confirm pass/fail screen, shown after you press 'Next'. Students selected as 'Fail' are displayed but students selected as 'Pass' or left as 'Not Recorded' are not displayed:

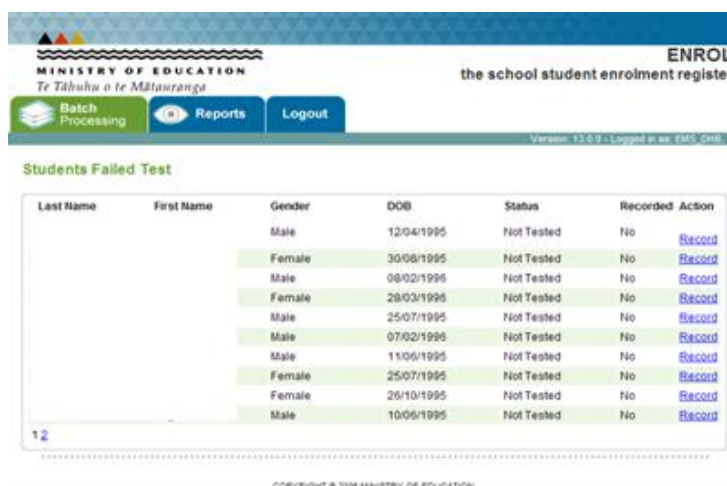


If you select 'Back' you will be returned to the list of students. Any 'Pass' or 'Fail' selections you have made will be retained.

Step 5 – Progress to Students Failed Test screen

Once you have selected 'Confirm' you will be taken to the Students Failed Test screen. This is possible even if some students remain as 'Not Recorded'. Only those students who were selected as 'Fail' will be displayed.

This is an example of the Students Failed Test screen. Click on the 'Record' hyperlink to open up the Health Check screen for each student.



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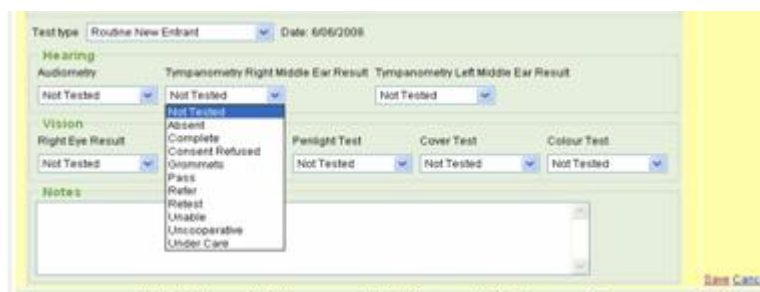
Step 5 – Progress to Students Failed Test screen (continued)

If you retrieve the batch again only the 'Fail' and 'Not Recorded' students will be returned. 'Fail' students will be identifiable by the radio button.

Step 6 – Record detailed test results against the students

Record the test results for each student by selecting the correct results from the appropriate dropdown boxes. Any test notes can also be added at this point. Save these results using the 'Save' button at the bottom right of the test details pane.

This is an example of the data entry health check screen:



Step 7 – Process complete

The process ends, and the school user can now see the student's hearing & vision test results.

This is an example of a student's Health Check screen:

Health Check Student Name

Existing Health Check									
School	Central Normal School								
Date	24/09/2007	Type	Routine New Entrant						
Audiometry	Pass	Tympanometry Right Ear	Pass	Tympanometry Left Ear	Pass				
Right Eye	Pass	Left Eye	6/9	Penlight Test	Pass	Cover Test	Pass	Colour Test	Not Tested
Notes	Tested 07/07.								
School	Central Normal School								
Date	16/11/2007	Type	Routine New Entrant						
Audiometry	Not Tested	Tympanometry Right Ear	Not Tested		Tympanometry Left Ear	Not Tested			
Right Eye	6/9	Left Eye	6/9	Penlight Test	Not Tested	Cover Test	Not Tested	Colour Test	Not Tested
Notes									
School	Central Normal School								
Date	19/02/2008	Type	Routine New Entrant						
Audiometry	Not Tested	Tympanometry Right Ear	Not Tested		Tympanometry Left Ear	Not Tested			
Right Eye	Pass	Left Eye	Pass	Penlight Test	Not Tested	Cover Test	Not Tested	Colour Test	Not Tested
Notes									

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Can I enter a Test Note at a different time to the test results?

Yes, but you must re-enter the detailed test results.

Retrieve the batch using the same batch number and go to the student's health check screen again. You will notice that all test result dropdowns default to 'Not Tested'. You must re-enter the correct test results for each test otherwise the test status will be set to 'Not Tested' (whether or not this is correct). Update the test note field and select 'Confirm'.

How do I know which students I have entered test results for?

Two changes have been made when updating the Students Failed Test results to make it easier for you to identify:

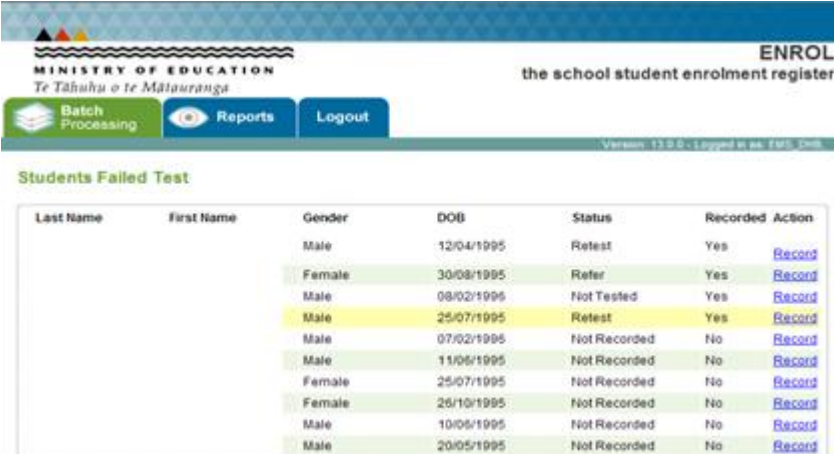
- students you have completed entering test results for
- which student in the list of Students Failed Test is the most recently updated.

1) A column called 'Recorded' with values of Yes or No now displays on the Students Failed Test screen to show whether or not the student has had their results recorded.

In addition, the Status column on this screen shows you the test status of each student. All students initially have a status of 'Not Recorded'. Once you have recorded hearing & vision test results against a student, the Status column will show the updated test status of either: 'Refer', 'Retest', 'Not Tested', 'Pass'. If you retrieve the batch again the updated status will be displayed. 'Not Recorded' will remain as the status for those students whose test results have not been updated.

2) The student on each screen with the most recently recorded test result is distinguished by a yellow highlight across that row. The yellow highlight only remains while you are on the current screen being updated. The highlight will disappear if you go back to an earlier screen, or forward to a later screen, by clicking on the page number hyperlink.

This screen shows an example of the yellow highlight, the Status column, and the 'Recorded' column:



MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga

ENROL
the school student enrolment register

Batch Processing Reports Logout

Version: 13.0.0 - Logged in as: F85_508

Students Failed Test

Last Name	First Name	Gender	DOB	Status	Recorded	Action
		Male	12/04/1995	Retest	Yes	Record
		Female	30/08/1995	Refer	Yes	Record
		Male	08/02/1996	Not Tested	Yes	Record
		Male	25/07/1995	Retest	Yes	Record
		Male	07/02/1995	Not Recorded	No	Record
		Male	11/06/1995	Not Recorded	No	Record
		Female	25/07/1995	Not Recorded	No	Record
		Female	26/10/1995	Not Recorded	No	Record
		Male	10/06/1995	Not Recorded	No	Record
		Male	20/05/1995	Not Recorded	No	Record