

SCREENINGS

To Enter Hearing and Vision Results

- To enter the whole class at once:
- Office
- Health Records
- Entry by homeroom
- Select the class you want
- Select “add vision records” or “add hearing records” (buttons on the right)
- Enter details for each student screened and then SAVE

A Faster Option for Hearing/ Vision Screening Entry

Hearing Vision Worksheets to record results while testing

Hearing /vision worksheet:

- Office
- Health reports
- Vision
- Skyward selected vision report
- Clone
- Ranges
- By individual grades
- Select grade level
- Choose active students only
- Choose school and homeroom you want to print
- Name it whatever you want and print.

Hearing and Vision Worksheet (to print):

- To “print” a worksheet.
- Office
- Health records
- Entry by homeroom
- Highlight the classroom you want
- Select vision or hearing from the right side and when it opens, go to the top right bar
- Click on the camera icon which will send it to the print queue
- When you open it up, you can print

Report of students that still need to be screened

This is how to get a vision report for students who still need to be screened.

- Office, health records, reports, vision
- Choose “selected vision report” or “selected hearing report” and hit add
- Name it whatever you want
- Under Report Type click on “ranges” button
- Choose by Individual grades and then click on the button that says “grade levels” and choose your desired grade levels and hit “save.” That takes you back to Ranges window
- In the ranges window, choose Student status “active”, leave everything else in that window the same and hit “save.” That takes you back to your report window
- Under “additional student ranges” choose “no vision test only”

- If you just want none done this year, leave Low and High as the current year in the “Vision Ranges” section. If you want to catch in other grades that have never had vision screening done in the district, change the low to 2000 (really could be 2010, but 2000 seems easier to remember to me).
- Under Report Printing options “page break” choose “page break on first sort” and under print: “report only”
- Now go up to top R and choose the “sort by” button and choose “homeroom” that gives you each homeroom on a different page when it prints to make it easier to pull the kids you need.
- Now hit print and save and you should have what you need.

To see which students you Already have screened

- Office
- Health reports
- Hearing
- Selected hearing test
- Add
- Name your report
- Ranges
- Uncheck “all homerooms”
- Select those classes that you want to do, or you could also change it to individual grades and choose which grades you want.
- Save and it will take you back to your report set up screen.
- Choose either “with hearing test only” “without hearing test only” or “both”.
- Choose your other settings for what you want to see.
- Print and save

KDHE Survey Report for Hearing/ Vision Screenings

- For Hearing go into health records reports/hearing
- choose “selected hearing test”
- Add
- name it “number of screenings done 2017” (or whatever year is requested)
- nothing needs to be changed under ranges in report type.
- Additional Student ranges
- Select Grade levels (select specific grades)
- Choose “with hearing test only”.
- Hearing Ranges
- Set low and high both to 2017 (or school year requested)
- Leave everything else as is
- Scroll to bottom of page
- Select “Report printing options”
- Select “Summary Only”
- This report gives you how many referrals, how many completed referrals, how many failed, and how many passed. It also tells you how many were screened all in a one page report
- Follow the same procedure for Vision under health records reports/vision