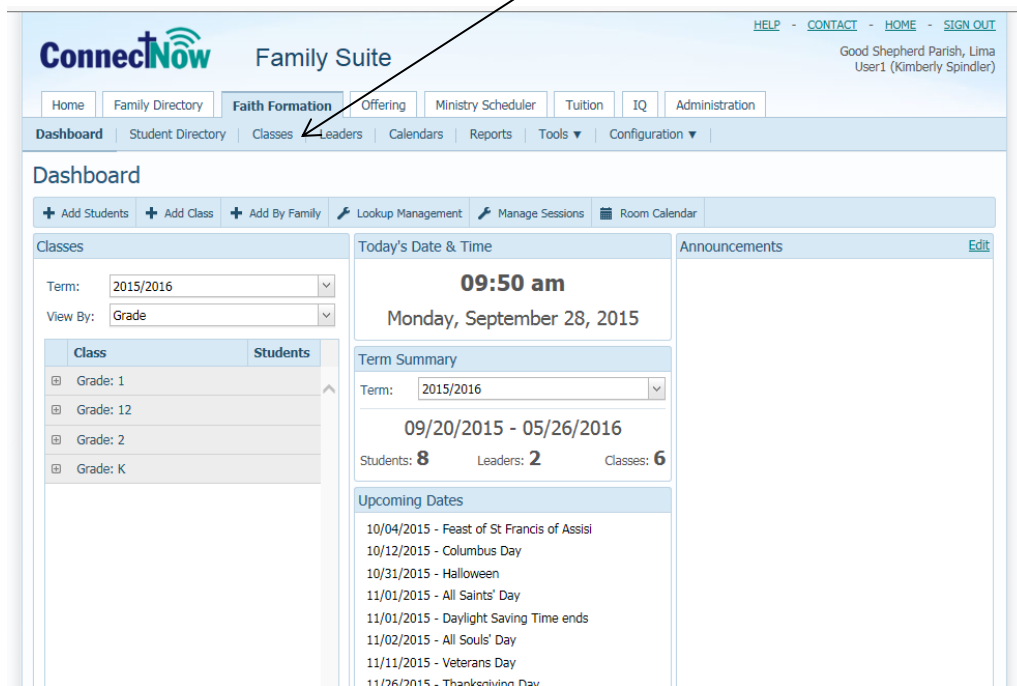


Getting Student counts for current year through RE in Connect Now

- 1) First, log into **ConnectNow** and you will be at your typical home screen, similar to the screen below:



- 2) Click in the Religious Education tab and you will be on the main dashboard screen. (similar to below)



- 3) Click the **Classes** area indicated in the image above. Your screen should be similar to the screen below:

ConnectNow Family Suite

Good Shepherd Parish, Lima
User1 (Kimberly Spindler)

Home Family Directory **Faith Formation** Offering Ministry Scheduler Tuition IQ Administration

Dashboard Student Directory **Classes** Leaders Calendars Reports Tools Configuration

Classes Good Shepherd Parish, Lima

Class List Calendar

Term: 2015/2016
View By: Grade

+ Add Class Edit Remove

Class	Students
Grade: 1	
First Grade	5
Grade: 12	
Grade: 2	
Grade: K	

2015/2016 > Grade: 1 > First Grade

Class Name	Grade	Students	Department	Leaders
First Grade	1	5 of 45	Student Education	None

Term: 2015/2016
Dates: 09/20/2015 - 05/26/2016
Session: Sunday 9:30 am

+ Add Students + Add Leaders List of Quick Reports

Students Leaders Attendance Schedule Notes Sacraments

Student Name	Grade	Birth Date	Age	M/F	Family Last	Primary Phone
Altman, Lauren	1	09/19/2008	7	F	Altman	555-2222
Bradley, Barbara	1	03/11/2009	6	F	Bradley	555-2222
Kube, Joel	1	08/22/2008	7	M	Kube	555-2222
Sedlacek, Riley	1	09/03/2008	7	F	Sedlacek	555-2222
Wollet, Advyson	1	12/17/2008	6	F	Wollet	555-2222

- 4) In the **View by** section, indicated above, make sure that it indicates that you're viewing by **Grade**. Your screen will be similar to the one below: (you may need to click the + icon next to the grades if you need to see the details)

ConnectNow Family Suite

Good Shepherd Parish, Lima
User1 (Kimberly Spindler)

Home Family Directory **Religious Ed.** Offering Ministry Scheduler Tuition IQ Administration

Dashboard Student Directory **Classes** Leaders Calendars Reports Tools Configuration Pending Registrations 2

Classes Good Shepherd Parish, Lima

Class List Calendar

Term: 2015/2016
View By: Grade

+ Add Class Edit Remove View

Class	Students
Grade: 1	
<input type="checkbox"/> First Grade	6
<input type="checkbox"/> Test Class	2
Grade: 10	
<input type="checkbox"/> 10th	3
Grade: 11	
<input type="checkbox"/> 11th	0
Grade: 12	
<input type="checkbox"/> 12th	0
<input type="checkbox"/> Ministry Day - 2015	1
Grade: 2	
<input type="checkbox"/> 1st Communion	22
<input type="checkbox"/> 1st Reconciliation Parent/Student Mtg	0
<input type="checkbox"/> Reconciliation	8
<input type="checkbox"/> Second Grade	0
Grade: K	
<input type="checkbox"/> Kinder Class	3
<input type="checkbox"/> Kindergarten	0

2015/2016 > Grade: 1 > First Grade

Class Name	Grade	Students	Department	Leaders
First Grade	1	6 of 45	Student Education	Beisner, Cheryl Belter, Robert

Term: 2015/2016
Dates: 09/20/2015 - 05/26/2016
Session: Sunday 9:30 am

+ Add Students + Add Leaders + Add Group Sacraments List of Quick Reports

Students Leaders Attendance Schedule Notes Sacraments

Student Name	Grade	Birth Date	Age	M/F	Family Last	Primary Phone
Altman, Lauren	1	09/19/2008	8	F	Altman	555-2222
Bradley, Barbara	1	03/11/2009	7	F	Bradley	555-2222
Jakubek, Sara	1	11/26/2007	8	F	Jakubek	555-2222
Kube, Joel	1	08/22/2008	8	M	Kube	555-2222
Sedlacek, Riley	1	09/03/2008	8	F	Sedlacek	555-2222
Wollet, Advyson	1	12/17/2008	7	F	Wollet	555-2222

- 5) In the screen above, we can already see the overall count of all students (45) in the current class year on the example above. (circled above) But, if we want the system to show us just "some" of the grades, then we'll click on the boxes to the

left of the grades indicated above till we've selected all those grades that we wish to get a count of.

6) See the example below of just the K-5 grades are selected.

2015/2016 > Grade: 1 > First Grade

Class Name	Grade	Students	Department	Leaders
First Grade	1	6 of 45	Student Education	Bejner, Cheryl Belter, Robert

Term: 2015/2016 Dates: 09/20/2015 - 05/26/2016 Session: Sunday 9:30 am

Multiple classes have been selected. Please click the View button to view the combine student/leader list when you have completed your class selections.

Class	Students
<input type="checkbox"/> Class	
<input checked="" type="checkbox"/> Grade: 1	
<input checked="" type="checkbox"/> First Grade	6
<input checked="" type="checkbox"/> Test Class	2
<input type="checkbox"/> Grade: 10	
<input type="checkbox"/> 10th	3
<input type="checkbox"/> Grade: 11	
<input type="checkbox"/> 11th	0
<input type="checkbox"/> Grade: 12	
<input type="checkbox"/> 12th	0
<input type="checkbox"/> Ministry Day - 2015	1
<input checked="" type="checkbox"/> Grade: 2	
<input checked="" type="checkbox"/> 1st Communion	22
<input type="checkbox"/> 1st Reconciliation Parent/Student Mtg	0
<input checked="" type="checkbox"/> Reconciliation	8
<input checked="" type="checkbox"/> Second Grade	0
<input checked="" type="checkbox"/> Grade: K	
<input checked="" type="checkbox"/> Kinder Class	3
<input checked="" type="checkbox"/> Kindergarten	0

7) The classes are selected above, but haven't "loaded" to the screen until you click the **View** section. The **View** section is indicated above.

8) The screen will now load on the right side with the grades you've selected and give you a count of the students in those classes. In the example above, the grades K-5 would have a total of students.

Class List | Calendar

Term: 2015/2016
View By: Grade

2015/2016 > Multiple Classes

Class Name: Multiple Classes | Grade: Multiple | Students: Multiple | Department: Multiple Departments | Leaders: Multiple Leaders

Term: 2015/2016 | Dates: Multiple Dates | Session: Multiple Sessions

+ Add Students | + Add Leaders | + Add Group Sacraments | List of Quick Reports

Students | Leaders | Attendance | Schedule | Notes | Sacraments

Student Name	Grade	Birth Date	Age	M/F	Family Last	Primary Phone
<input type="checkbox"/> Altman, Lauren	1	09/19/2008	8	F	Altman	555-2222
Student Notes: Peanut allergy						
<input type="checkbox"/> Aschenbrenner, Brock	K	09/24/2009	7	M	Aschenbrenner	555-2222
<input type="checkbox"/> Aschenbrenner, Reese	K	09/24/2009	7	F	Aschenbrenner	555-2222
<input type="checkbox"/> Baker, Giada	2	05/20/2008	8	F	Baker	555-2222
<input type="checkbox"/> Bauer, Rilee	2	11/16/2008	7	F	Bauer	555-2222
<input type="checkbox"/> Beaver, Patrick	2	09/20/2008	8	M	Beaver*	555-2222
<input type="checkbox"/> Bradley, Barbara	1	03/11/2009	7	F	Bradley	555-2222
<input type="checkbox"/> Crowbridge, Mason	2	08/16/2008	8	M	Crowbridge	555-2222
<input type="checkbox"/> Flemming, Sloan	K	06/03/2010	6	F	Flemming	
<input type="checkbox"/> Gessert, Lilliana	2	04/21/2008	8	F	Gessert	555-2222
<input type="checkbox"/> Gingras, Isabella	2	09/12/2008	8	F	Gingras	555-2222
<input type="checkbox"/> Hartl, Gavin	2	02/14/2008	8	M	Hartl	555-2222
<input type="checkbox"/> Hattamer, Douglas	2	09/12/2008	8	M	Hattamer	555-2222
<input type="checkbox"/> Hoerter, Alyssa	2	07/21/2008	8	F	Hoerter	555-2222
<input type="checkbox"/> Jakubek, Sara	1	11/26/2007	8	F	Jakubek	555-2222
<input type="checkbox"/> Janowski, Isabella	2	05/02/2008	8	F	Janowski	555-2222

Total Students: 44

Total Students: 40

9) The count is seen on the bottom left corner of the “selected” classes, indicated above with a circle.