

## How to Reassess the Roster Quickly.

❖ Using the Modify Roster link in MCIR is an easy way to modify persons on the roster as a group or to reassess persons on the roster quickly.

- 1) Go to the Person tab, click on the Roster link. To change information for a group or an entire roster click on this link (for example, changing all persons on your roster to the correct reporting period, or an entire group that received vision screening), click on the Modify Roster link.

**Roster** Print Help  
Home Exit

Person Sch/CC Imp/Exp My Site Admin Reports Other

Add/Find **Roster**

Last Name  Search Roster Size: 28 **Modify Roster**

Current Period: November 2009  
Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.

### Modify Roster

- 2) Next see that there is a **Check Box** in front of all the names.

Last Name  Search Roster Size: 218 **Check All** Clear All

1 2 3 Next> Last>>

Current Period: November 2006  
Red grade background indicates a grade not valid for this site.

<input type="checkbox"/> Name	<input type="checkbox"/> Birth Date	MCIR ID	G	Gr	Pd	IS	Last Eval
<input type="checkbox"/> Jones, Tom	06/27/1995		F	05	Nov06	C	01/22/2006
<input type="checkbox"/> Jones, Mary	02/04/1998		M	02	Nov06	C	10/21/2005

### Roster Check Boxes and Check All

➤ You may either use the Check All link if all persons on the roster are to be changed OR

➤ Select an individual name by clicking on the check box. (a green check will appear)

Once the selection is made, scroll to the bottom of the page. At the bottom of the page are 5 blue buttons. For Assessment Click Assess Checked.

Modify Checked **Assess Checked** Delete Checked Mark as Duplicate Cancel

### Assess checked

All Children marked with a November 2010 or October 2010 will be reassessed according to the new School/Childcare rules.

This process must be done for every page if you have a roster that is more than one page.

If you have questions, please call the MCIR Helpdesk at 1-888-243-6652.