

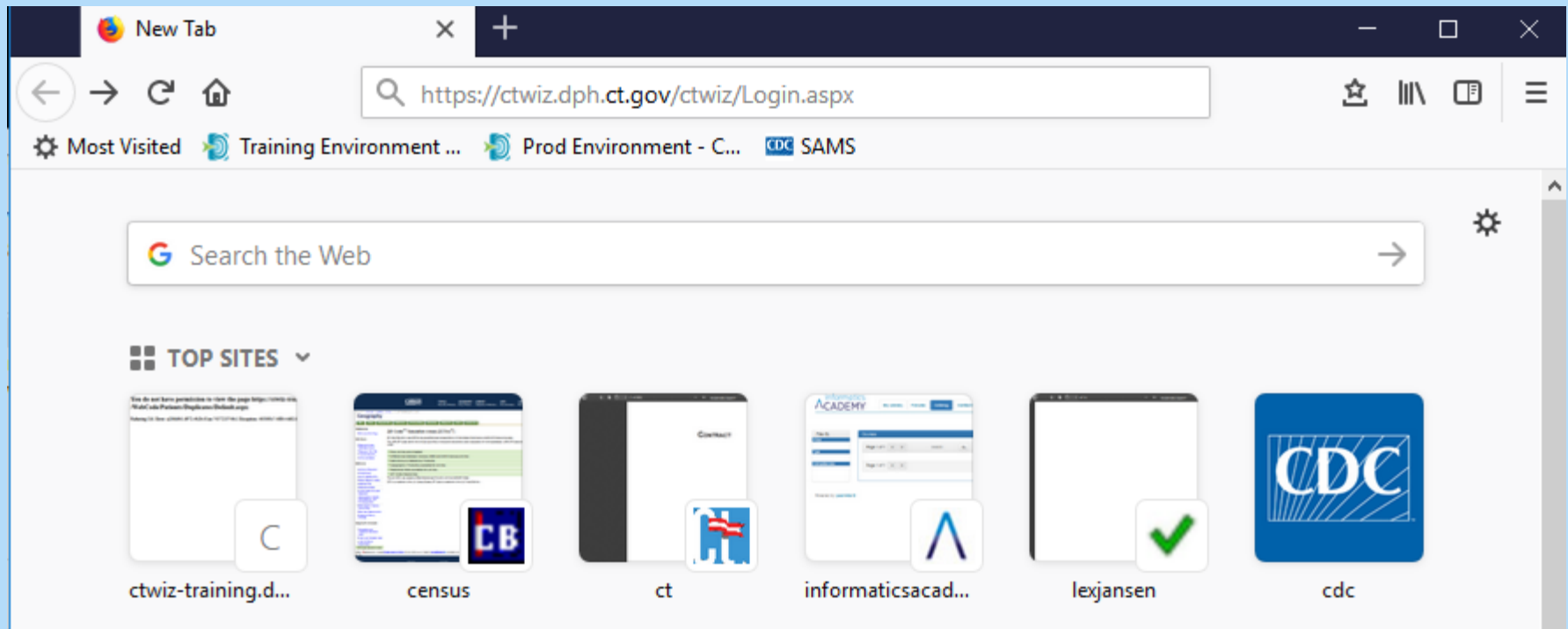


How to advance an entire grade to the next year

Getting to CT WiZ

Enter this address into your web browser:


<https://ctwiz.dph.ct.gov/ctwiz/Login.aspx>



School Nurse Reports

In the Reports module under the School Nurse section, select Student Grade Advancement.

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School Nurse

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Student Grade Advancement

Warning: You **must** advance students starting with the highest grade down to the lowest grade. If not, you will have this year's and last year's students all in the same grade. For example, start with 5th grade then 4th then 3rd etc.

Student Grade Advancement

Click 'Search' to find students, select some/all students, then click the 'Update' button.



Select Students to Advance

School District *

POTTER ▼

School *

(ALL SCHOOLS) ▼

Grade *

▼ 1



No students found.

Search

2

Cancel

Both the School District and the School will show only those with which your user name is associated. If you are linked to more than one district, you can select from the dropdown.

1. Select the current Grade.
2. Click on Search.

Student Grade Advancement

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Student Grade Advancement

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Select Students to Advance

School District *

SOUTH WINDSOR SCHOOL DISTRICT

School *

ORCHARD HILL SCHOOL

Grade *

3

☐

Patient ID	Name	DOB	Last Updated	Updated By
<input checked="" type="checkbox"/> 598723	Bunny, Ben	08/09/2010	Nov 9 2018 8:30AM	BETH.GAMBLE

Search

3

Update

Cancel

Students who fit the criteria of school and grade will be listed.

1. Select who to advance from the list by checking the box in front of the Patient ID.
2. Or, to select all the students, check the top checkbox.
3. Click on Update.

When you click Update, all students with a checked box will be advanced to the next grade.