

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Entering and Moving Children into Red-e Set Grow

Task	Person Responsible	Time Frame
<ol style="list-style-type: none"> 1. Open Internet Explorer (Do Not Use any other Browser) 2. Go to http://lap.redesetgrow.com/highlandrim/ <ul style="list-style-type: none"> • If the log-in screen does not pop-up, you must ensure you have “pop-ups” enabled. If pop-ups are blocked you should receive an error message at the bottom of the window. Click this and choose to always allow pop-ups from this site. 3. If this is your first time accessing the site: <ul style="list-style-type: none"> • Right click anywhere on the log-on screen • Click <i>Create Shortcut</i> • Click <i>Yes</i>. 4. Log-in by entering your assigned user name and password 5. Click on the <i>Classroom</i> tab on the left. 6. Click on <i>Classroom Roster</i> <p>Entering Children</p> <ol style="list-style-type: none"> 7. Click on the <i>New</i> Icon <ul style="list-style-type: none"> • Enter the following information for the child: <ul style="list-style-type: none"> • First Name • Last Name • Birthdate • Gender • Language • Indicate if child is Hispanic • Race(Ensure that this information matches what is in ChildPlus) • Indicate if the child an IEP/IFSP, if so indicate IEP and disability • Enrollment Date 8. Click <i>Save</i> 9. Repeat as needed for each child. <p>Removing Children</p> <ol style="list-style-type: none"> 7. Click on the name of the child you wish to remove 8. Click on the <i>Remove</i> icon 9. Click <i>OK</i>. 	Teacher	September