

On this TechTip Tuesday, we will demonstrate how to log in to the Student's Record Portal, and an existing student for the upcoming school year.

To get started, open your favorite browser. We recommend using Google Chrome, and for the demonstration that is the browser, we will use.

Once the window is open, in the address box type: ok.wengage.com/Claremore

Sign in to the Wengage portal using your parent credentials. If you don't know your credentials, send an email to lkibbe@claremore.k12.ok.us.

Once, you have logged in click on the Student Records Portal.

The screen to select a take for a student below will appear.

If you have a student that has already been enrolled in the previous year but does not appear, please contact the student's school. If any parent or guardian information needs to be updated, you'll have to complete that through the school office, as well.

Select to enroll the student by clicking on the Enroll Student link beside the student's name.

The enrollment screen will load, and there are three tabs to help step you through the process.

The title at the top of the screen will give you directions to complete each page.

Verify that all of the information listed on the screen is correct, and update the information as needed by clicking in that field or box.

Be sure that you click the Save And Continue to Step 2 link at the top right of your screen.

Step 2 is student relationships. The relationships that are associated with the student will appear.

Here you can Add a New Relation, clear the current relations, or copy the information from another enrolled student.

You can also update or remove single relationships using the links beside each contacts name.

Click the Update Relation to verify the information is correct. Please note, that if you are not a legal Guardian (not the Primary Guardian) you cannot change information for the Primary Guardian.

Scroll through the information and check to see if changes need to be made.

Please note that the Primary Guardian must have a default address, phone number, and email entered.

Click the Edit or Remove links to edit the information.

Click the Add Address, Add Phone to add additional information to the guardian's record.

Once finished, click the Save and Continue at the top of the page.

You will be taken back to the relationships list again, repeat the steps to update all contact information.

Be sure to click Save and Continue after verifying all of the relationship's contact information.

If you need to add a new relation click the Add New Relation.

The screen will load, and you will notice that all of the Required information has a "required" in the field box. Complete the information as needed, and click the Save and Continue link at the top right of the screen.

If you have multiple students where all of the contact information is the same, use the Clear Relations And Copy From Another Student link on the relationships page.

This only works for the primary guardian on each student.

Once you click the link, a confirmation box will appear to confirm that you would like to remove the relations.

A new screen will load, and you will select the link of the student you would like to copy the contact information from. Click the Copy Relations From link.

The screen will reload, and the student contact relationships will have the same records copied. Please note that you must be the primary Guardian on the other student's record. If not, you will not be able to add the contact information to the student that is being edited.

Finally, you will click the Step 3 Documents option at the top of the screen.

If a document is required, the word (Required) will appear next to the Upload Document link.

If the document is optional, the word (Optional) will appear next to the Upload Document link.

To upload a document, click the Upload Document link.

The instructions for the document will be listed at the top of the screen.

Click the Browse button to browse and upload a document.

Once the document is successfully uploaded, the checkmark will appear next to the title of the document.

If you need to view or delete the document use the links below the title.

Complete all the required forms or documents to complete the records.

Once you have completed all of the required documents, click the Submit to Site link in the top right of your screen.

A confirmation box will appear on the screen, and you will need to click Yes or No to confirm the submission.

After clicking Yes, click the Back to Student link in the top right of the screen.

The submitted status will now appear next to each of the student's names.

You can only work with one student at a time.

If at any time you have questions about the enrollment process contact your student's school site.

For a full video tutorial of all the features and steps, please log into your Student Record Portal and click on the Training Video in the top left corner of your screen.