



Private School Roster QuickBase Quick Reference Guide

Logging In

You will receive an email invitation to the application. If you have an existing QuickBase account, you will use that password. If you do not have an account, you can select the link to “Create a log-in”.

A screenshot of the QuickBase login interface. It features a light blue background with a white border. At the top, there is a "Username" label above a text input field. Below that is a "Password" label above another text input field. Under the password field, there is a blue link that says "I forgot my password". To the right of the password field is a green "Sign in" button. Below the sign in button is a checkbox labeled "Keep me signed in on this computer". At the bottom of the form, there is a link that says "Not a QuickBase user? Create a log-in."

You can also access the application by going to <https://octo.quickbase.com/db/bmdav84sm>

When you first log into the QuickBase application, you will see a dashboard with a listing of students associated with your school.

Finding a Student

You can use the “Search Students” field shown below to find a specific student. Before adding a new student you should search first to confirm they are not already associated with your school.

A screenshot of the QuickBase dashboard for the OSSE Private School Roster. The dashboard has a light blue header with navigation tabs for "Home", "Users", "Students", and "Site Names". Below the header, there is a breadcrumb trail: "OSSE Private School Roster > LEA Dashboard". On the right side of the header, there are links for "Import/Export" and "Print this page". The main content area has a "Search Students" section with a text input field and a search button. To the right of the search field is a green "New Student" button. Below the search section is a table titled "Students". The table has columns for "Inactive", "Direct Certified Status", "First Name", "Last Name", "Middle Name", "Date of Birth", "Gender", "Race and Ethnicity", "Grade Level", "Street", "City", and "Zip Code". The table is currently empty, with the text "No students found" displayed below it.



Adding New Students

To add a new student, click on the green “New Student” button in the upper right of the dashboard. This will bring you to a form where you can enter the student details. Be sure to fill in all fields with a “*” as those are required fields.

Students | Add Student
▶ REPORTS & CHARTS

▼ School Details

School Name *
Make a Selection... ▼

Site Name *
Make a Selection... ▼

▼ Student Details

Inactive

Grade Level Direct Certified Status
▼

First Name Last Name Middle Name

Date of Birth
mm-dd-yyyy 📅

Gender
▼


Race and Ethnicity
▼

Street

City
▼

Zip Code

Editing Student Information

To edit student information, locate the student record and select the pencil  icon to the left of the row. This will take you into the form shown above where you can modify the information as needed.