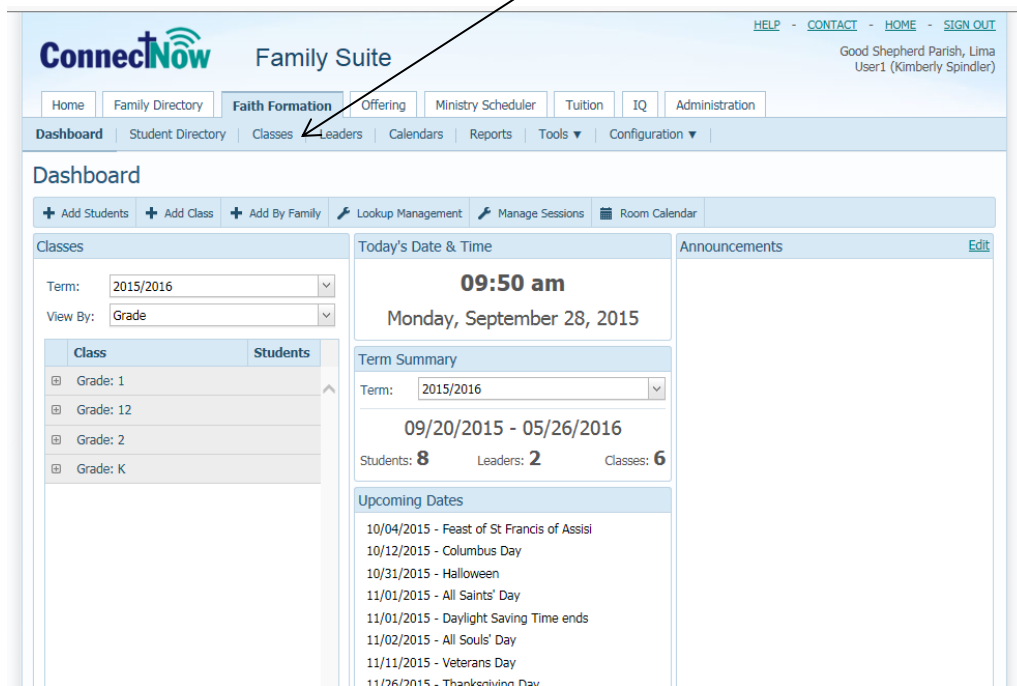**Getting Student counts for current year through RE in Connect Now**

1) First, log into **ConnectNow** and you will be at your typical home screen, similar to the screen below:

2) Click in the Religious Education tab and you will be on the main dashboard screen. (similar to below)

3) Click the **Classes** area indicated in the image above. Your screen should be similar to the screen below:

4) In the **View by** section, indicated above, make sure that it indicates that you're viewing by **Grade.** Your screen will be similar to the one below: (you may need to click the + icon next to the grades if you need to see the details)

5) In the screen above, we can already see the overall count of all students (45) in the current class year on the example above. (circled above) But, if we want the system to show us just "some" of the grades, then we'll click on the boxes to the

left of the grades indicated above till we've selected all those grades that we wish to get a count of.

6) See the example below of just the K-5 grades are selected.

7) The classes are selected above, but haven't "loaded" to the screen until you click the **View** section. The **View** section is indicated above.

8) The screen will now load on the right side with the grades you've selected and give you a count of the students in those classes. In the example above, the grades K-5 would have a total of   students.

9) The count is seen on the bottom left corner of the "selected" classes, indicated above with a circle.