

STAR
MODEL

SPECIALTY
TELEMEDICINE
ACCESS FOR
REFERRALS

TRIO CONNECT

A cloud-based system to store and manage STAR model enhanced hearing screening results.

Uploading Student List

Set up Trio Connect

An account in Trio Connect has been created for you as the district administrator. You will receive an email from admin@trioconnect.org to reset the password.

Follow the steps below to finish creating your account and adding students to your district:

1. Open the email from admin@trioconnect.org and click the "Set Password" link in the email.

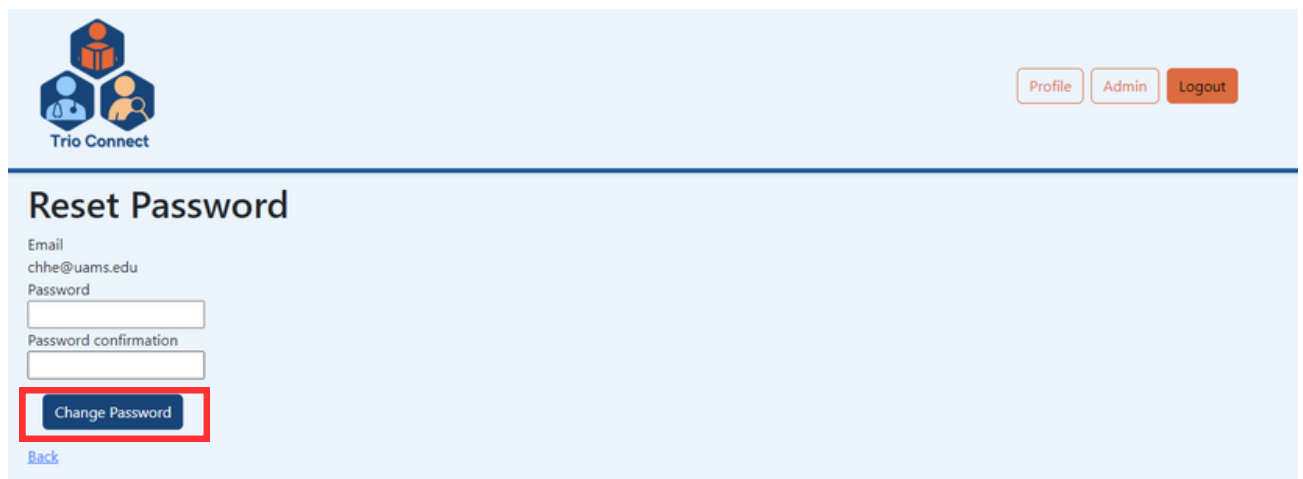
Hello chhe@uams.edu, an account has been created for you on Trio Connect.

Trio Connect is the cloud-based system used with the STAR Model for enhanced hearing screenings. This system will store all hearing screening data for students in your district.

To get started, please reset your password at [Set Password](#)

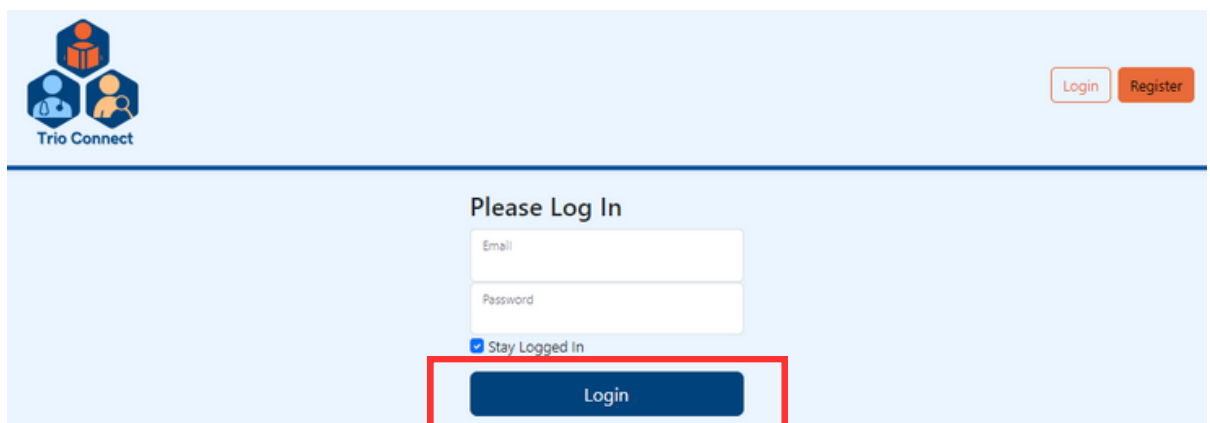
If you have any questions, please contact the Trio Connect administrators at admin@trioconnect.org

2. Enter a password and click "Change Password".



The screenshot shows the 'Reset Password' page in the Trio Connect interface. At the top left is the Trio Connect logo. At the top right are buttons for 'Profile', 'Admin', and 'Logout'. The main heading is 'Reset Password'. Below it, the email 'chhe@uams.edu' is displayed. There are two input fields: 'Password' and 'Password confirmation'. A blue button labeled 'Change Password' is highlighted with a red box. A 'Back' link is visible at the bottom left.

3. Login with your email and password.



The screenshot shows the 'Please Log In' page in the Trio Connect interface. At the top left is the Trio Connect logo. At the top right are buttons for 'Login' and 'Register'. The main heading is 'Please Log In'. Below it are two input fields: 'Email' and 'Password'. There is a checked checkbox labeled 'Stay Logged In'. A blue button labeled 'Login' is highlighted with a red box.

4. Upload the student roster in CSV (excel) form by choosing a file and selecting from your saved documents. This should come from your IT department who has downloaded student information from your student management system with the following headings:

- student.personID
- student.lastName
- student.firstName
- student.grade
- student.homeromTeacher
- sch.name (*school name*)
- student.birthdate (*must be in MM/DD/YYYY*)

Note: The headings must match exactly to upload.

Once a CSV file has been selected, click “Upload Student CSV”.

STAR Model County

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Edit Student Spreadsheet
Change District

Profile Admin Change District Logout

Adding Students to District: Step 1 of 2

Upload Student CSV

From your district's Student Information System, export a CSV (spreadsheet) file of all the students in your district that will need hearing screening. The following student information is required to add students. Column headings of the spreadsheet must match the headings below:

- student.personID
- student.lastName
- student.firstName
- sch.name (*school name*)
- student.grade
- student.homeromTeacher
- student.birthdate (*must be in MM/DD/YYYY*)

Student csv

Choose File No file chosen

Upload Student CSV

5. A message will appear stating your upload was completed successfully. Ensure you have selected the correct file, then click “Begin Processing”.

STAR Model County

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Profile Admin Change District Logout

Student CSV successfully uploaded

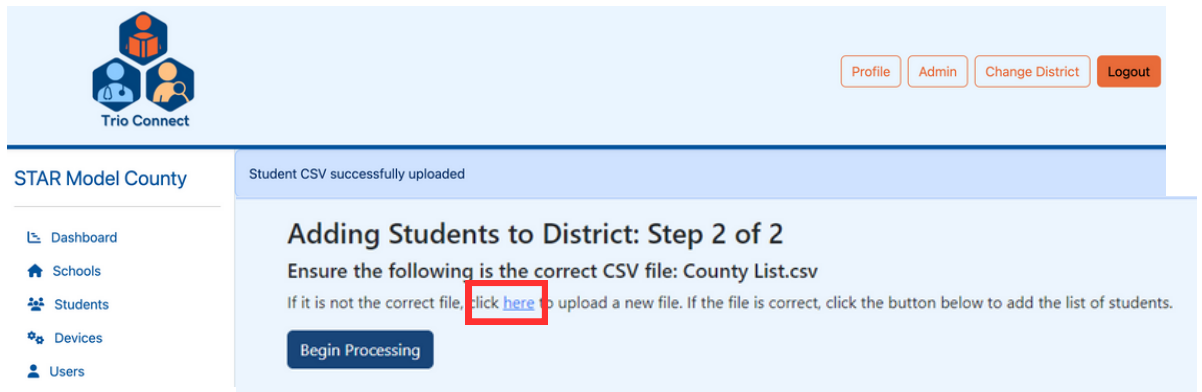
Adding Students to District: Step 2 of 2

Ensure the following is the correct CSV file: County List.csv

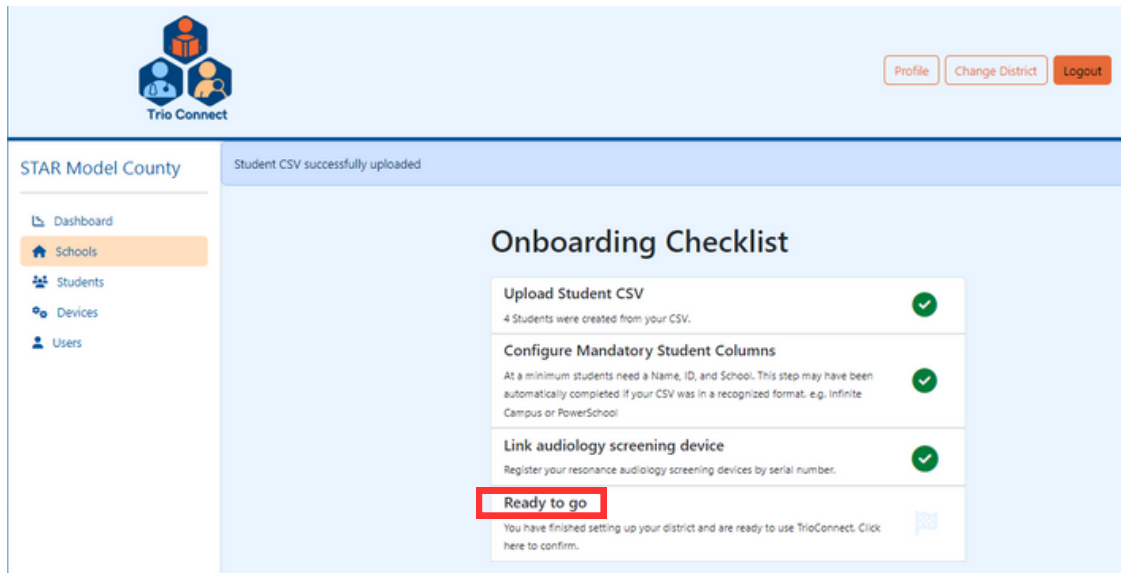
If it is not the correct file, click [here](#) to upload a new file. If the file is correct, click the button below to add the list of students.

Begin Processing

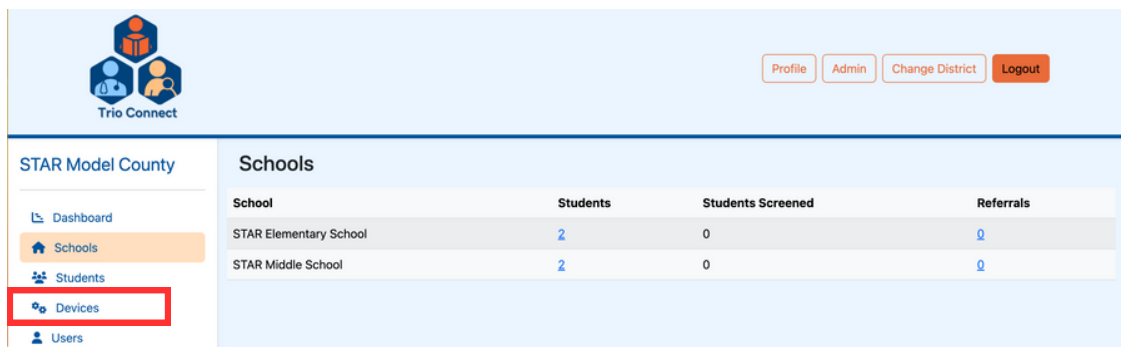
Note: If you get an error or upload a file that is not in CSV format, click "here" to go back and upload a new file.



6. Click "Ready to Go" at the bottom of the page.



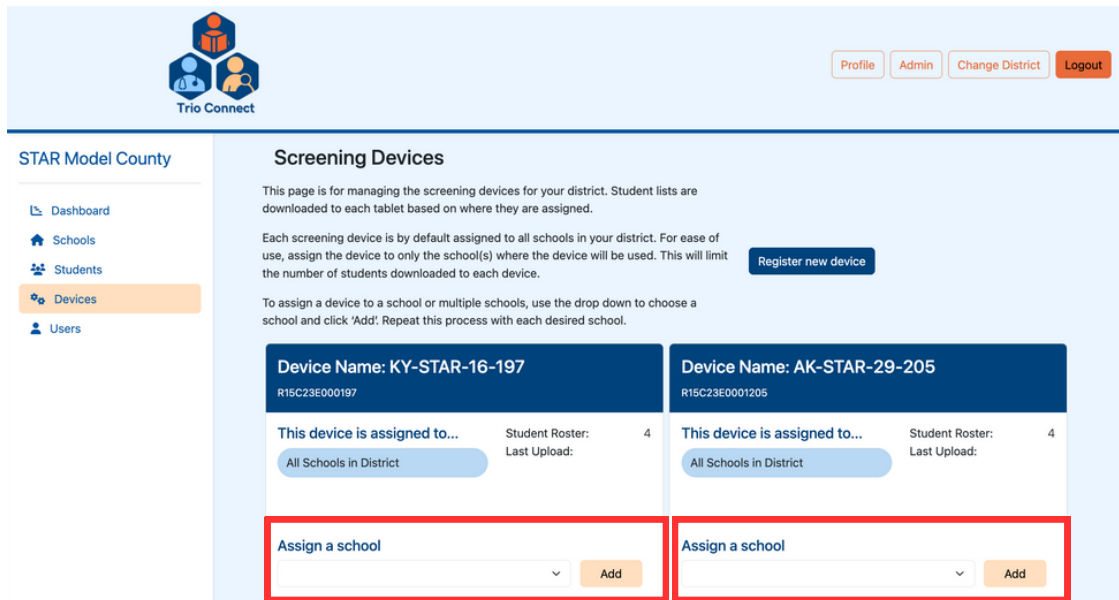
7. The schools in your county/district should appear with the number of students to be screened in each school. Click on the "Devices" tab.



8. Here you will see a device(s) assigned to your district.

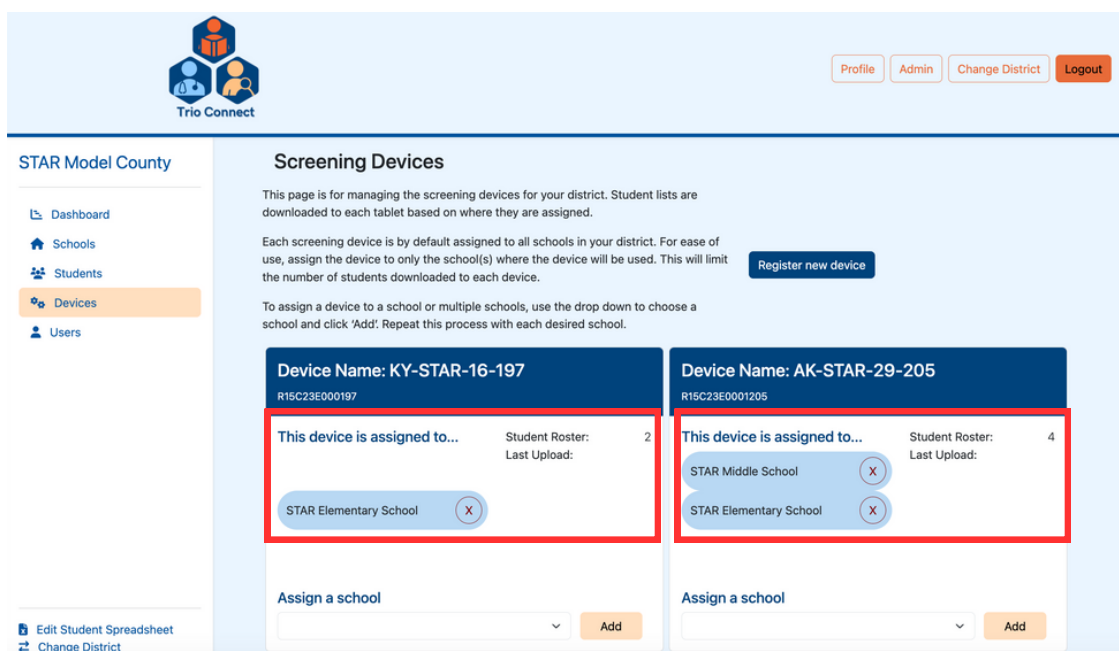
By default, each device is assigned to *All Schools* in your district.

Any student uploaded to Trio Connect will be downloaded to those devices for screening.



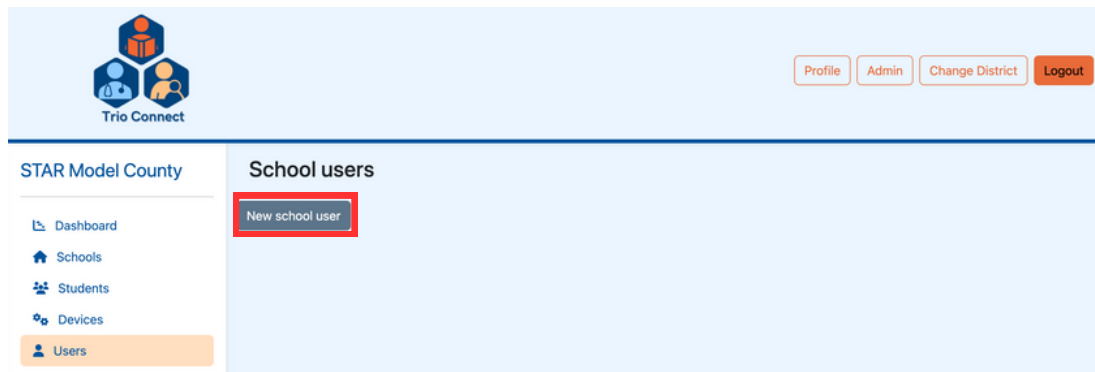
For ease, each device should be assigned to the school(s) where it will be used.

Click on the “Assign a school” drop down to select a school and click “Add”. Repeat this process for any many schools as needed.



9. Uploading the student list is complete and your screeners will be able to download students to their respective tablet to complete school screenings. You can click “Logout”.

10. Note: **This is optional.** If you would like a screener to see screening results uploaded from the tablet, you can go to the “Users” tab and click “New School User” to create a user account for Trio Connect.



Enter the individual’s email and school to add them as a user and click “Create”. They can now login to Trio Connect to see that school’s screening results. If a user needs to see multiple schools, repeat the process for each school.

