

[admin](#), [student records](#), [contact manager](#), [video](#), [webinar wednesday](#)

Contact Manager

[2017-03-01_14.03_webinar_-_contact_manager_ls_gtm_.mp4](#)

Contact Manager is a tool all staff can use to track comments/contacts with students and their families. Contact lists are automatically created for teachers that have an association with the students through homeroom or as independent study supervising teachers. Quickly allows staff to note time, focus, and outcomes of any meeting with any student. In addition, there is an option to send notifications to specific individuals, regarding the specific contacts.

The **Student Engagement** feature integrated into **Contact Manager** allows a school to track any instructional sessions for any student across time. Any staff member who deals with any student can leave brief information regarding:

- Time spent with the student (minutes, hours). This can be documented in the past or automatically in the present.
- Any type of educational activity can be tracked: phone, in-person, class time, small group instruction, tutoring, email, etc.
- Time and subject matter information can be left for every student in a class or for an individual student.

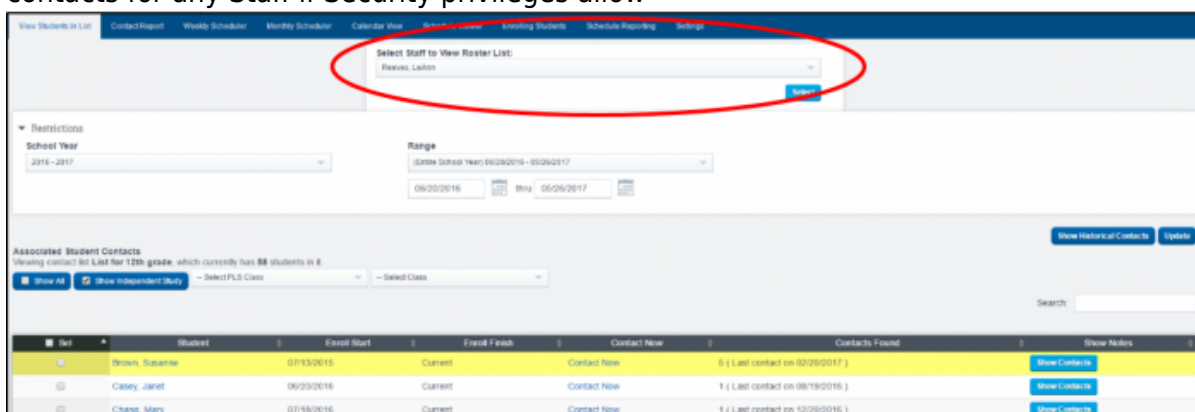
Depending on permissions set, some users will be able to view all contact lists while others will be able to only view the homeroom teacher's/independent study teacher's contacts if they too teach the student.

ACCESS TO CONTACT MANAGER

- Contact Manager can be accessed from four vantage points:

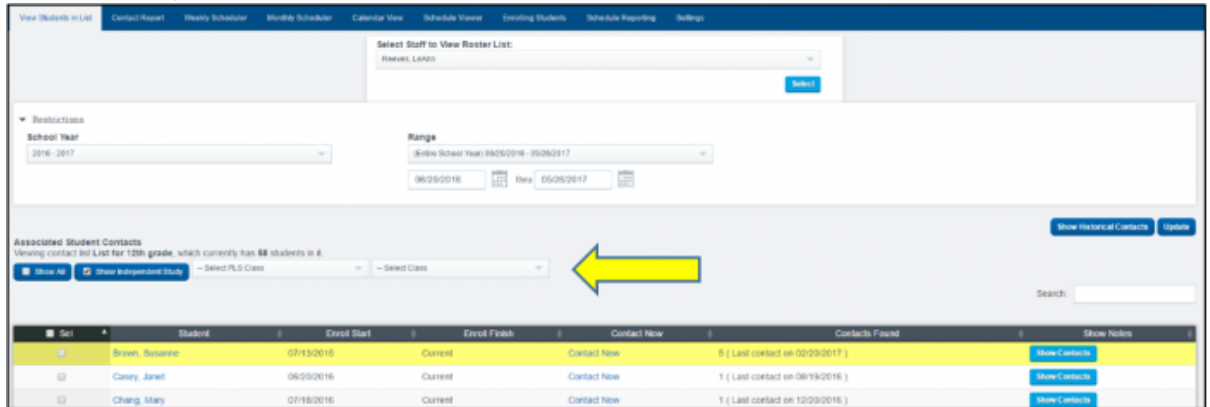
1. Administration > Student Info > Contact Manager

1. If you enter Contact Manager via this route, you have the ability to select and view contacts for any Staff if Security privileges allow

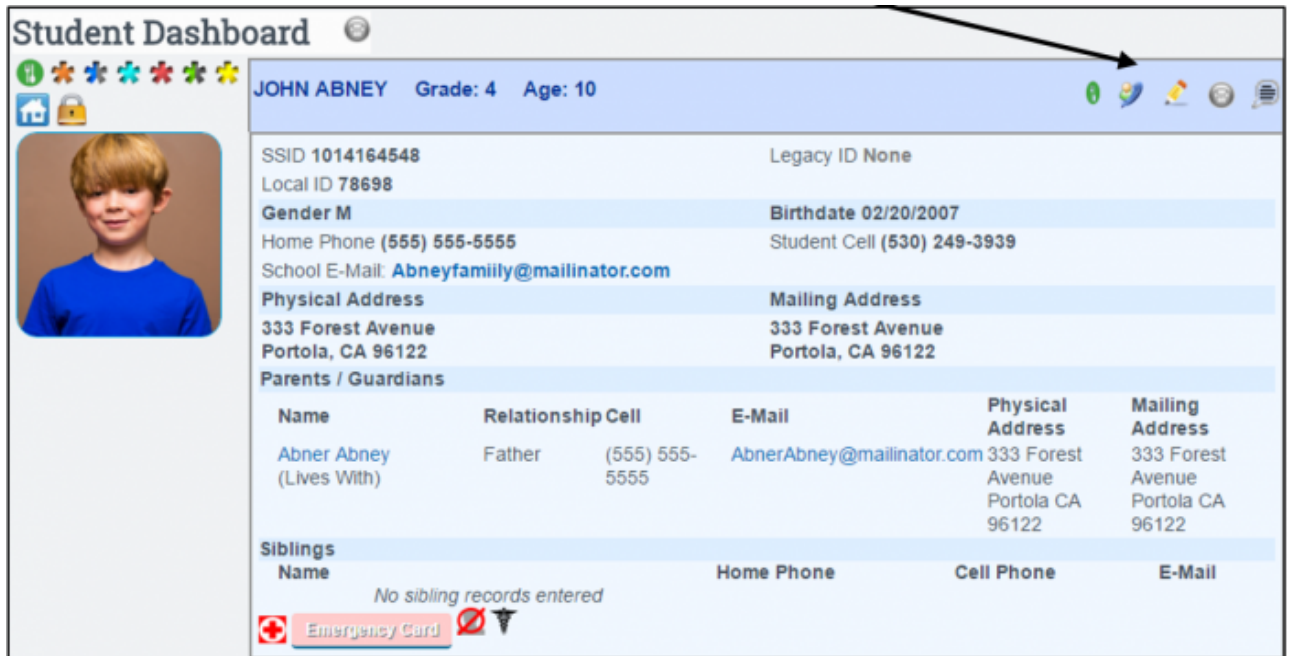


2. Teacher Pages > Contact Manager

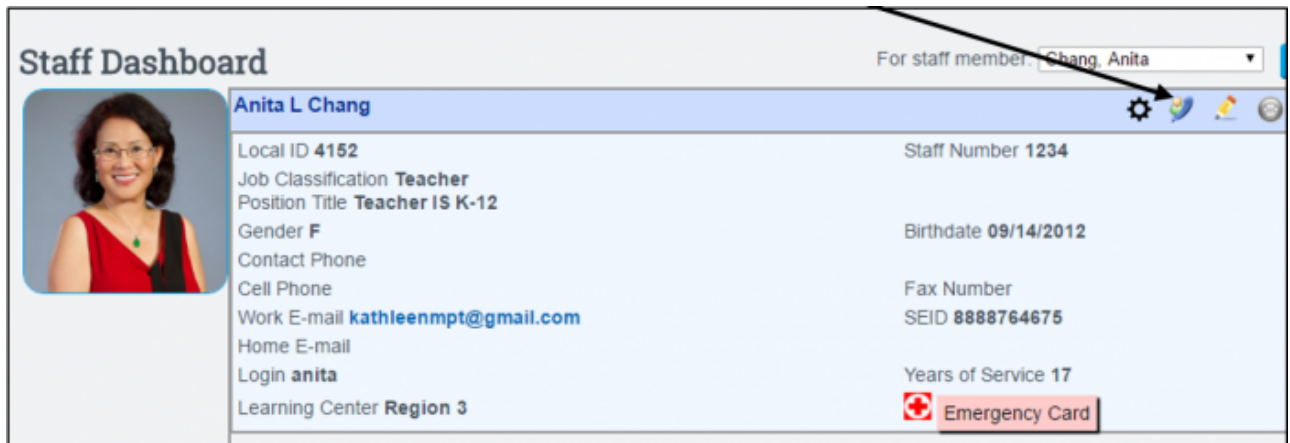
1. If you enter Contact Manager via this route, you only have the ability to select and view contacts for your rosters (Homeroom, PLS Classes, LC Classes, HQT Classes, SPED, etc.)



3. Each Student Dashboard via the icon



4. Each Staff Dashboard via the icon



CREATE CONTACTS FOR SELECTED STUDENTS

- Click “Contact Now” to create contact for individual student. Or select a group students and click the “Create Contacts for Selected Students” button.

Associated Student Contacts
Viewing contact list Childers, Cheree (Roster), which currently has 25 students in it.

Show All Show Independent Study -- Select Class

Set	Student	Enroll Start	Enroll Finish	Contact Now	Contacts Found
<input type="checkbox"/>	Bladeck, Scott	07/18/2016	Current	Contact Now	4 (Last contact on 02/28/2017)
<input type="checkbox"/>	Child, Daisy	07/18/2016	Current	Contact Now	5 (Last contact on 02/28/2017)
<input type="checkbox"/>	Howard, Bill	07/18/2016	Current	Contact Now	1 (Last contact on 02/16/2017)
<input type="checkbox"/>	Howe, Anna	07/18/2016	Current	Contact Now	
<input type="checkbox"/>	Lee, Carol	07/18/2016	Current	Contact Now	
<input type="checkbox"/>	Lloyd, Dan	07/01/2014	06/17/2016	Contact Now	
<input type="checkbox"/>	Lloyd, Garren	07/18/2016	Current	Contact Now	
<input type="checkbox"/>	Mo, Bill	07/18/2016	Current	Contact Now	

Create Contacts for Selected Students

Put a check mark next to student(s) name to create contact for a specific group

Click "Contact Now" to create contact for individual student

- Enter all relevant information to the contact and “SAVE CONTACT”

Contact Student

Student Name: Bladeck, Scott

Add additional students: Add Student

Note: Adding additional students will create a copy of this contact per student selected. Further changes will need to be done to each contact separately.

Contacted By: leann

Contacted For: Childers, Cheree (Roster)

If Vendor Session: Name of Vendor (optional): -- Choose --

Specialist Type: Administrator

Area/Subject of Focus: -- Choose --

Date Contacted: 02/28/2017

Beginning Time: 3:18 AM PM

End Time: AM PM

Note: If left blank when creating a new contact, the finish time is automatically set when saving the contact.

Total Time: Total time in minutes.

Contact Method?: -- Choose --


Successfully Made Contact? Yes No

Follow up Required? Yes

Notes:

Send Notification Flag: -- SELECT --

Save Contact

 **NOTE: Information relevant to the student is available by expanding the blue arrow**

Contact Student

Student Name: Bladeck, Scott

Add additional students: [Add Student](#)

Note: Adding additional students will create a copy of this contact per student selected. Further changes will need to be done to each contact separately.

Contacted By: leann

Contacted For: Childers, Cheree (Roster)

If Vendor Session: Name of Vendor (optional): -- Choose --

Specialist Type: Administrator

Student Information

Household Information

Bladeck, Pearl (Mother)
234 Bend Ave Blairsdan, CA 96103
Home Phone:
Work Phone:
Cell Phone:
Email: pbladeck@mailinator.com

Class Information

- After your contact is saved, you can return to your roster to view all contacts. Click the "Show Contacts" box to expand and view/read any contacts made for any student. Contacts may be printed for individual student or a group of selected students.

Restrictclass

School Year: 2016 - 2017

Range: -- Manually Specified --

06/20/2016 thru 05/26/2017

Associated Student Contacts

Viewing contact for Childers, Cheree (Roster), which currently has 25 students in it.

[Show All](#) [Show Independent Study](#) -- Select Class

[Show contact information](#) [Show Historical Contacts](#) [Update](#)

Set	Student	Enroll Start	Enroll Finish	Contact New	Contacts Found	Show Notes
<input type="checkbox"/>	Bladeck, Scott	07/18/2016	Current	Contact New	4 (Last contact on 02/28/2017)	Show Contacts
<input type="checkbox"/>	Chad, Daisy	07/18/2016	Current	Contact New	5 (Last contact on 02/28/2017)	Make Contacts
<input type="checkbox"/>	Howard, Bill	07/18/2016	Current	Contact New	1 (Last contact on 02/16/2017)	Show Contacts
<input type="checkbox"/>	Howe, Anna	07/18/2016	Current	Contact New		
<input type="checkbox"/>	Lee, Carol	07/18/2016	Current	Contact New		
<input type="checkbox"/>	Lloyd, Dan	07/01/2014	06/17/2016	Contact New		
<input type="checkbox"/>	Lloyd, Garen	07/18/2016	Current	Contact New		
<input type="checkbox"/>	Mo, Bill	07/18/2016	Current	Contact New		

[Create Contacts for Selected Students](#) [Print Contacts for Selected Students](#) [Export CSV for Selected Students](#)

Showing 6 contacts for Chad, Daisy made between 06/20/2016 and 05/26/2017

#	Creator	Met With	Contact Method	Date	Start	Finish	Duration	Flag	Note
1	Reeves, LeAnn (leann)	leann	●	02/28/2017	12:07 pm	-	-	!	Student did not attend monthly meeting. Please call teacher to discuss.
2	Reeves, LeAnn (leann)	leann	!	02/27/2017	2:09 pm	-	-	!	Student did not attend English tutoring today. Missing several assignments. Please call teacher to schedule a meeting to discuss class attendance issues.
3	Reeves, LeAnn (leann)	leann	●	02/23/2017	8:40 am	8:41 am	1 minutes	●	Test
4	Reeves, LeAnn (leann)	leann	!	02/23/2017	3:31 pm	-	-	!	Missing classes
5	Reeves, LeAnn (leann)	leann	!	02/23/2017	8:56 am	-	-	■	TEST

[Edit contact information](#) [Print contacts per student](#)

GREEN: successful contact

RED: unsuccessful contact

YELLOW: needs follow-up

ADMINISTRATIVE CONTACT REPORT

- This report is used to view contacts for a specific date range, Teacher, Student, and Vendor Staff, and more. Various filters are available to pull a report of contacts that have been logged within Contact Manager.
- To access, click the gray Contact Report tab > Select dates & filters > Show Report

View Students in List | **Contact Report** | Weekly Scheduler | Monthly Scheduler | Calendar View | Schedule Viewer | Enrolling Students | Schedule Reporting | Settings

Contact Manager Report

Contact Manager Report

▼ Restrictions

Learning Center
0 Selected (defaults to all)

School Year
2016 - 2017

Range
-- Manually Specified --
06/20/2016 thru 02/28/2017

▼ Other Options

Export
 CSV

Show Zero Duration
 Show contacts with zero duration and/or contacts failed to be made

Display Type
All Students

Teacher Student Met With
-- All --

Assigned Teacher
-- All --

Student
-- All --

Vendor Staff
1 Selected

Subject or Area of Focus
-- All --

Contact Method
-- All --

Note Search

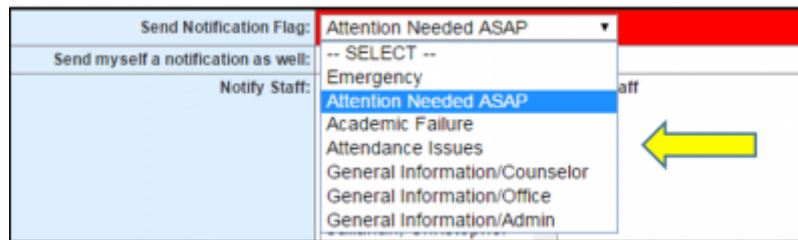
Student Name	Contact Date	Contact Time	Total Time	Contact Method	Met with	Type	Area/Subject	Notes
Aboey, John	07/19/2016	9:16 am	1 minutes	Online Meeting/Digital Contact	Reeves, LeAnn	9-12 English Tutor	Mathematics	Student needs to attend weekly tutoring session to get help with math work. Student is falling behind.
	07/19/2016	10:18 am	12 minutes	In-Person	Reeves, LeAnn	9-12 English Tutor	Mathematics	Met to discuss math class.
	07/19/2016	10:35 am	40 minutes	In-Person	Reeves, LeAnn	9-12 English Tutor	Mathematics	John needs to attend tutoring sessions regarding math. Please schedule time with tutor.
	07/19/2016	10:45 am	1 hour and 0 minutes	Online Meeting/Digital Contact	Reeves, LeAnn	9-12 English Tutor	Mathematics	Student needs to attend tutoring session.
Aboey, Kristen	11/09/2016	1:14 pm	35 minutes		Reeves, LeAnn	9-12 English Tutor		
Aboey, Tamara	02/20/2017	2:35 pm	5 minutes		Reeves, LeAnn	9-12 English Tutor		test/tester
Alum, Christian	11/10/2016	9:12 am	--		Schwartz, Lindsey	9-12 English Tutor		Test for email
Alcala, Jessica	02/20/2017	2:55 pm	5 minutes		Reeves, LeAnn	9-12 English Tutor		test/tester
Auhoff, August	07/22/2016	9:09 am	1 hour and 0 minutes	In-Person	Reeves, LeAnn	Math Tutor	Mathematics	
Ayers, Ashlan	11/04/2016	11:51 am	1 hour and 0 minutes	At School Site	Reeves, LeAnn	9-12 English Tutor	Monthly Mtg #2	Student is turning in minimal work. Struggling with several of his classes. In danger of academic failure.
Baty, George	10/11/2016	8:24 am	1 hour and 0 minutes	In-Person	Chang, Anita	9-12 English Tutor	Monthly Mtg #1	Met to discuss LP 4 work. Student turned in work for LP 3. Review math work and discussed setting up regular weekly tutor sessions. Gave student updated AWR.
	10/21/2016	8:27 pm	--	Phone	Chang, Anita	9-12 English Tutor	Mathematics	Called parent to discuss math progress and setting up weekly tutoring sessions. Left a vtr.
	10/24/2016	8:28 pm	--	At School Site	Chang, Anita	9-12 English Tutor	Mathematics	Student did not attend on site math class.
	11/03/2016	9:20 am	1 hour and 0 minutes	At School Site	Chang, Anita	9-12 English Tutor	Mathematics	Met to go over math concepts. Will be meeting with the weekly to do math tutoring.

HOW DO I SEND CONTACT MANAGER NOTIFICATIONS?

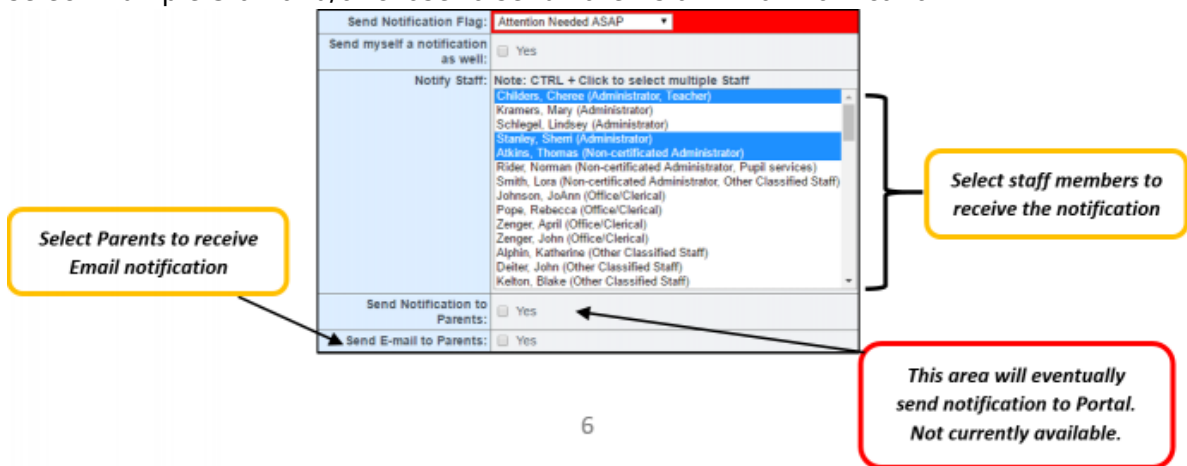
- When creating a contact in Contact Manager, you may send a notification to selected staff members and/or parents of the student, regarding the nature of the contact that is being created.

Recent Pages ▼ Enter search text Students ▼

- Staff members will have notification flags appear next to the profile picture at the top of right of the SIS
 - Color of the flag indicates level of importance or priority of notification (Emergency, Attention Needed, Academic Failure, General Information)
- Sending a notification
 1. Create contact as described in steps above and enter all relevant information
 2. Prior to saving contact, select type of "Notification Flag" from the drop-down box. Once the flag is selected the color of flag will be displayed (Example: "Attention Needed ASAP" is highlighted red)



3. Select staff members to notify. Multiple staff may be selected by holding CTRL + Click to select multiple Staff and/or chose to send Parents an Email notification.



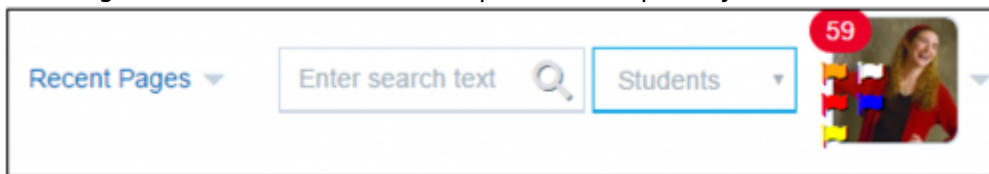
4. SAVE Contact
5. Once the contact is saved and you "Show Contacts" for a specific student "Notification Flag Information" the flag notification sent will be noted. You can also clicking on "Edit" of contact saved

#	Creator	Met With	Contact Method	Date	Start	Finish	Duration	Flag	Edit	Description
1	Reeves, LeAnn (leann)	leann	☎	02/28/2017	12:07 pm	-	-	🚩	[Edit]	Student did not attend monthly meeting. Please call teacher to discuss.
2	Reeves, LeAnn (leann)	leann	📍	02/27/2017	2:09 pm	-	-	🚩	[Edit]	Student did not attend English tutoring today. Missing several assignments.
3	Reeves, LeAnn (leann)	leann	📞	02/23/2017	8:40 am	8:41 am	1 minute	🚩	[Edit]	Test
4	Reeves, LeAnn (leann)	leann	☎	02/23/2017	3:31 pm	-	-	🚩	[Edit]	Missing classes
5	Reeves, LeAnn (leann)	leann	☎	02/23/2017	8:56 am	-	-	🚩	[Edit]	TEST

Details of notifications sent are included within the specific contact for which it was attached

Student Information			
Parent Information			
Class Information			
Notification Flag Information			
Flag	Description	Notification Recipient	Date Sent
🚩	Attention Needed ASAP	Staff: Ashton, Taryn	Mon Jul 13, 2015 - 2:02 pm
🚩	Attention Needed ASAP	Staff: Boyd, Danice	Mon Jul 13, 2015 - 2:02 pm
🚩	Attention Needed ASAP	Staff: Brenneman, Kathleen	Mon Jul 13, 2015 - 2:02 pm
🚩	Attention Needed ASAP	Staff: Childers, Cheree	Mon Jul 13, 2015 - 2:02 pm

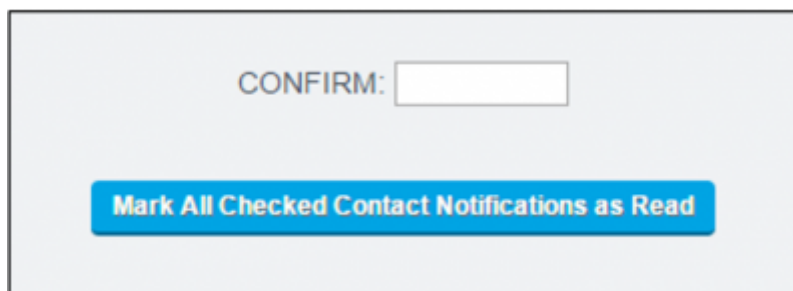
- Where will staff see the notifications they have received?
 1. Staff members will have flags next to the notifications envelope count in the blue header of the SIS to show nature of notification
 2. Color of the flag will indicate level of the importance or priority of notification



- Hover over the flag for a brief description
- 3. Click directly on the flag to read notification








Date	Sent By	Subject	Message	Flag	Student
02/27/2017 11:28 am	Reeves, LeAnn (jeane)	Contact Notification: Attendance Issues	A Contact was created with the following note: TEST AGAIN 2/28/17	🚩	Stadock, Scott
02/27/2017 2:10 pm	Reeves, LeAnn (jeane)	Contact Notification: Attendance Issues	Message sent by Reeves, LeAnn For student: Scott Stadock A Contact was created with the following note: Student did not attend English tutoring today. Missing several assignments. Please call teacher to schedule a meeting to discuss class attendance issues.	🚩	Child, Daisy

4. To mark the notification as Read, click the box to the left of the notification, typing CONFIRM, and clicking "Mark All Checked Contact Notifications as Read". The Date and time read will be noted.




ADMINISTRATION: SET-UP NOTIFICATION FLAGS

1. To set-up notification flags go to Administration > Settings > Trigger Emails
2. Click on the "Notification Flags" tab

Icon	Description	Color	Edit
	Emergency	Pink	Edit
	Attention Needed ASAP	Red	Edit
	Academic Failure	Orange	Edit
	Attendance Issues	Yellow	Edit
	General Information/Counselor	White	Edit
	General Information/Office	Blue	Edit
	General Information/Admin	Lime	Edit

[Add New Flag](#)



3. You may “Edit” the default flags that are available or.....
4. Click “New Flag”, enter flag description, select color, and “Save Flag Settings”


Notifications & Flagging - Create New Flag

Flag Description:	<input type="text"/>
Flag Color:	<input type="text" value="Aqua"/>

[Back](#) [Save Flag Settings](#)

ADMINISTRATION: SET-UP VENDORS

- Go to Administration > Portal Management > Vendors
- You can set-up vendors that will be providing services to students, so that staff that have access to Contact Manager for student can enter information related to the Vendor Session with the student(s). Once vendor names are entered, they will be available for selection from a drop down box when entering contact information.

Contact Student	
Student Name:	Brown, Susanne
Add additional students:	<input type="text"/> Add Student
	Note: Adding additional students will create a copy of this contact. Each contact needs to be done to each contact separately.
Contacted By:	leann
Contacted For:	List for 12th grade
If Vendor Session: Name of Vendor (optional)	-- Choose --
Specialist Type	Caswell, James (Math Tutor) 
Area/Subject of Focus:	Atkins, Thomas (Driving Instructor) Howard, Bill (Driving Instructor) Schwartz, George (Occupational Therapist)
Date Contacted:	Howard, Sue (Tutors 6-8 Students) Howard, Bill (9-12 English Tutor)
Beginning Time:	Jones, Sue (Math Tutor)

1. Click "Add New Vendor" and enter all necessary information and click "SAVE"

List of Vendors						
Vendor Name	Category	Vendor Type	State	County	Edit	View Staff <input type="checkbox"/>
Almond Country Famrs		External	CA	Butte	Edit	Show Staff: <input type="checkbox"/>
English Tutor ABC	English Tutor	External	CA	Sierra	Edit	Show Staff: <input type="checkbox"/>
Math Tutors, Inc.	Tutor	External	CA	Plumas	Edit	Show Staff: <input type="checkbox"/>
Milestone Academy		School	CA		Edit	Show Staff: <input type="checkbox"/>
Occupational Speech Services	Speech Services	External	CA	Plumas	Edit	Show Staff: <input type="checkbox"/>
XYZ Driving School	Vendor Classes	External	CA	Plumas	Edit	Show Staff: <input type="checkbox"/>
Add New Vendor		Export Vendor List as CSV	Send Vendors to ReportWriter			
After you have edited your Vendor List, you should send them to ReportWriter. (so that the vendors can appear on the Master Agreement)						

2. Click to "Show Staff" and then click "Add New Staff" to add name of staff providing the vendor services

Vendor Name	Category	Vendor Type	State	County	Edit	View Staff <input type="checkbox"/>
Almond Country Famrs		External	CA	Butte	Edit	Show Staff: <input type="checkbox"/>
English Tutor ABC	English Tutor	External	CA	Sierra	Edit	Show Staff: <input checked="" type="checkbox"/>
	Staff Name	Specialist Type	Contacts	Edit		
	Howard, Bill	9-12 English Tutor	1	Edit		
Howard, Sue	Tutors 6-8 Students	0	Edit			
Add New Staff						

ADMINISTRATION: CONTACT MANAGER SCHOOL POLICIES

- Schools have the ability to customize the options in the drop downs for "Area/Subject of Focus" and "Contact Method"

Student Name:	Bladeck, Scott
Add additional students:	<input type="text"/> <input type="button" value="Add Student"/> Note: Adding additional students will create a copy. You will need to be done to each contact separately.
Contacted By:	leann
Contacted For:	Childers, Cheree (Roster)
If Vendor Session: Name of Vendor (optional)	-- Choose --
Specialist Type	Administrator
Area/Subject of Focus:	-- Choose --
Date Contacted:	03/01/2017
Beginning Time:	1:01 <input type="radio"/> AM <input checked="" type="radio"/> PM
End Time:	<input type="text"/> <input type="radio"/> AM <input type="radio"/> PM Note: If left blank when creating a new contact, the end time will be the same as the beginning time.
Total Time:	<input type="text"/> Total time in minutes.
Contact Method?	-- Choose --

- Access School Policies via Admin > Settings > Policies > Contact Manager - click to show policies
- See policies #8 and #9. Enter custom list with no commas or spaces. Then "Set Preferences"

8. What options can be selected for Contact Method? (contactmethodoptions)	All Phone, E-mail, In Person, At S
9. What options can be selected for Area/Subject of Focus? (contactareasubjectoptions)	All Monthly Mtg #1, Monthly Mtg



From:

<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:

https://schoolpathways.com/knowledgebase/doku.php?id=plsis:contact_manager&rev=1488827957

Last update: **2017/03/06 19:19**