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# **SP SIS Icon Descriptions**

### **Administrative Dashboard**

Icon	<b>Basic Description</b>	Advanced
<b></b>	Add Section	Add new area to Admin Dashboard
<u></u>	Edit Section	Edit an area within the Admin Dashboard
	View/Edit Reports	Change settings and/or view reports
4	View Graph	Look at graphs pertaining to area chosen
×	Delete	Delete subsection from Admin Dashboard
	Expand/Collapse	Show history on a particular category

### **Classroom Based**

Icon	Basic Description	Advanced
+	Add Class	Add new CMS classes
	Print Class List	Prints list of all classroom classes
	Export CSV	Class List and Class Schedule
3	Help	Redirects to a page that shows basics of CMS Class List page
	Class Locked	Cannot combine this class with other classes
$\Theta$	Correct Curriculum Set-up	N/A

### **Household Portal**

Link Text	Basic Description	Advanced
<b>Start REG-Online</b>	Start Registration Online	N/A
Jump To Portal	Student Portal Link	N/A

#### **PLS/Student Roster**

Icon	Basic Description	Advanced
<b>✓</b>	Attendance	Click to take attendance
	Activity Log	View the activities that the student has completed
	Learning Log	Log of student activities listed by subject
	Assignment and Work Record	A print out that lists all assignments subject-by-subject
<b>***</b>	Work Summary	Completed assignment record with Grade earned at date report is generated
G.	Progress by Learning Period	Learning Period progress with grade

Icon	Basic Description	Advanced
	Activity Complete	If icon is present it means student has completed an activity
2	Note to Student	Write a student a note for their review
	Expand/Collapse	Show history on a particular category
*	Special Education	Partial filled indicates record is not complete
*	504 Plan	Indicates 504 plan. Half asterisk means there is no 504 in enrollments area
*	Foster Youth	Half-asterisk indicates student is identified as Foster Youth, but does not have a Foster Youth Special Program Enrollment Full-asterisk indicates student is identified as Foster Youth and has a corresponding Special Program Enrollment
*	English Learner EL	Half asterisk on the left indicates TBD status. Half asterisk on the right indicates RFEP status. Full asterisk indicates Full EL Enrollment
*	Response to Instruction and Intervention (RTI2)	Half asterisk means that the student's RTI2 is school-wide only (Tier 1). A full asterisk indicates that the student has other tiers as part of their RTI2 (Tier 2 or 3)
- Doc-	Medical Information	Redirects to the Emergency Card conditions section
Ø	Custody Issue	Click to view custody situation
	Reports	Daily LC Attendance Mass-Print Master Agreements Attendance by date range Attendance claim status Work Summary/Progress Report Curriculum List and Pacing Guides List of Importable Curricula
$\odot$	Report Cards	Enter final grades for class. Finalize and unfinalize Report Cards
	Rubrics Report Cards	View Rubric Report Cards
	Master Agreements	Access Master Agreements
2+	Content Teacher MA Addenda	Access MA Addenda
*	Edit Class	Edit PLS classes
*	Immunizations	When this is present it indicates there are missing immunizations
	Archived Document Warning	Alerts to Archived Document issues. Details regarding each warning are displayed near this icon
	Reduced Meal Program	Indicates the student is enrolled in reduced price lunch program

## **PLS Template Class**

Icon Basic Description	Advanced
Add Class	Add new template class
Print Class List	Prints list of all template classes
Export CSV	Class List and Class Schedule

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lcon	Basic Description	Advanced
3	Help	Redirects to a page that shows basics of CMS Class List page
	Class Locked	Cannot combine this class with other classes
9	Correct Curriculum Set-up	N/A

## **REG-Online**

Icon	<b>Basic Description</b>	Advanced
X	Not Completed	Requires further information
<b>√</b>	Completed	All information entered completely
<b></b>	Erase Button	This erases all writing in box

### **Staff Dashboard**

lcon	<b>Basic Description</b>	Advanced
	Barcode Attendance	Red Arrow indicates absence of individual
	Barcode Attendance	Green Arrow indicates the individual is present
$\Box$	Gradebook Settings	Redirects to Gradebook settings for a particular teacher. Area includes Gradebook, Weight Types, and Assignment Marks
<b>3</b>	Contact Manager	A list from student roster, Learning Center Classes, PLS Classes, HQT Classes, and SPED Classes. This area is for logging contacts with parents and students.
<u> </u>	Edit Button	Edits the area it is located in (Personal Info, Classes)
Q	View Button	Click to view an area in the SIS

## **Student Dashboard**

lcon	Basic Description	Advanced
	Set student login	Edit student login and passwords
<b>1</b>	Student Portal	Login as student into their portal
	Represents CBEDS	
**	Special Education	Partial filled indicates record is not complete
*	504 Plan	Indicates 504 plan. Half asterisk means there is no 504 in enrollments area
*	English Learner EL	Half asterisk on the left indicates TBD status. Half asterisk on the right indicates RFEP status. Full asterisk indicates Full EL Enrollment
*	Response to Instruction and Intervention (RTI2)	Half asterisk means that the student's RTI2 is school-wide only (Tier 1). A full asterisk indicates that the student has other tiers as part of their RTI2 (Tier 2 or 3)

Icon	Basic Description	Advanced
*	Foster Youth	Half-asterisk indicates student is identified as Foster Youth, but does not have a Foster Youth Special Program Enrollment Full-asterisk indicates student is identified as Foster Youth and has a corresponding Special Program Enrollment
1000	Medical Information	Redirects to the Emergency Card conditions section
Ø	Custody Issue	Redirects to Custody information section.
Q	View area	View pages in greater detail wherever this icon is present
+	Add Button	Add a class, student etc. wherever this button appears
<b>500</b>	Graduation Plan	Access the 4 year grad plan to enter credits
8	Print	Wherever this icon appears, use it to print information pertinent to that section
0	Emergency Card Access	View all medical and emergency information
	PLS Class	Indicates a personal learning system class
	CMS Class	Classroom management system
	Class Analytics	Shows codes, admin., instructors and other information pertaining to the classes for that student
<u>₽</u>	Edit Button	Edit area where pencil is
	Expand/Collapse (Blue)	Show history on a particular category
•	Expand/ Collapse (Grey)	No information to show
	Not Direct Certified NSLP	Indicated student is not certified NSLP
	Direct Certified NSLP	Indicates student is certified NSLP
	Direct Certified Unknown (Invalid Address)	Indicates an unknown Direct Cert status
*	Immunizations	When this is present it indicates there are missing immunizations
, with	Immunization Warning	Immunizations noncompliant with warnings, possible exemptions
<b>WIK</b>	Immunization Missing	Immunizations missing/noncompliant

#### From:

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Last update: 2022/05/06 16:26