

SP SIS Icon Descriptions

Administrative Dashboard

| Icon | Basic Description | Advanced |
|------|-------------------|--|
| | Add Section | Add new area to Admin Dashboard |
| | Edit Section | Edit an area within the Admin Dashboard |
| | View/Edit Reports | Change settings and/or view reports |
| | 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 |
| | Help | Redirects to a page that shows basics of CMS Class List page |
| | Class Locked | Cannot combine this class with other classes |
| | Correct Curriculum Set-up | N/A |

Household Portal

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

PLS/Student Roster

| Icon | Basic Description | Advanced |
|------|-----------------------------|---|
| | 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 |
| | Work Summary | Completed assignment record with Grade earned at date report is generated |
| | Progress by Learning Period | Learning Period progress with grade |
| | Activity Complete | If icon is present it means student has completed an activity |
| | 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 Home | Indicates that student lives in foster home. Click on icon for additional information |

| Icon | Basic Description | Advanced |
|------|---|---|
| | 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) |
| | Medical Information | Redirects to the Emergency Card conditions section |
| | 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 |
| | Report Cards | Enter final grades for class. Finalize and unfinalize Report Cards |
| | Rubrics Report Cards | View Rubric Report Cards |
| | Master Agreements | Access Master Agreements |
| | Content Teacher MA Addenda | Access MA Addenda |
| | Edit Class | Edit PLS classes |
| | Immunizations | When this is present it indicates there are missing immunizations |
| | Error | Alerts to Student errors in SIS |
| | 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 |
| | Help | Redirects to a page that shows basics of CMS Class List page |
| | Class Locked | Cannot combine this class with other classes |
| | Correct Curriculum Set-up | N/A |

REG-Online
























| Icon | Basic Description | Advanced |
|------|-------------------|------------------------------------|
| | Not Completed | Requires further information |
| | Completed | All information entered completely |
| | Erase Button | This erases all writing in box |

Staff Dashboard

| Icon | Basic Description | Advanced |
|------|--------------------|---|
| | Barcode Attendance | Red Arrow indicates absence of individual |
| | Barcode Attendance | Green Arrow indicates the individual is present |

| Icon | Basic Description | Advanced |
|---|--------------------|---|
|  | Gradebook Settings | Redirects to Gradebook settings for a particular teacher. Area includes Gradebook, Weight Types, and Assignment Marks |
|  | 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. |
|  | Edit Button | Edits the area it is located in (Personal Info, Classes) |
|  | View Button | Click to view an area in the SIS |

Student Dashboard

| Icon | Basic Description | Advanced |
|---|---|--|
|  | Set student login | Edit student login and passwords |
|  | 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) |
|  | Medical Information | Redirects to the Emergency Card conditions section |
|  | Custody Issue | Redirects to Custody information section. |
|  | View area | View pages in greater detail wherever this icon is present |
|  | Add Button | Add a class, student etc. wherever this button appears |
|  | Graduation Plan | Access the 4 year grad plan to enter credits |
|  | Print | Wherever this icon appears, use it to print information pertinent to that section |
|  | 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 |
|  | 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 |
|  | Immunizations | When this is present it indicated there are missing immunizations |

— Last Updated by [Max Williams](#) on 2016/03/23 22:36

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