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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 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

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
×	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
×	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

lcon	Basic Description	Advanced
×	Not Completed	Requires further information
×	Completed	All information entered completely
×	Erase Button	This erases all writing in box

Staff Dashboard

lcon	Basic Description	Advanced
×	Barcode Attendance	Red Arrow indicates absence of individual

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Icon	Basic Description	Advanced
×	Barcode Attendance	Green Arrow indicates the individual is present
×	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)
×	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
×	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

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