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

Icon	Basic Description	Advanced
	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
	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

Icon	Basic Description	Advanced
	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
	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)

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
	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
	Direct Certified Unknown (Invalid Address)	Indicates an unknown Direct Cert status
	Immunizations	When this is present it indicated there are missing immunizations