

**Class Title:**                    **StudentInformation Admin Mobile Application**

**Class Description:**

*This class will instruct you the options available in the mobile application and how it might be used by school administrators.*

**Pre-Requisite:**

In order for a StudentInformation user to view student profiles on the mobile app, the role(s) assigned to them must have the correct permissions enabled. Please refer to your security administrator if unable to use app.

**Introduction:**

The ProgressBook SIS Admin mobile app allows schools administrators to access the essential data necessary for making in-the-moment decisions about the students in their school even while away from their desk.

**What you need to know: The mobile app allows the administrator to:**

- Search for student(s) that exist in the administrator's school district.
- View a student's picture and important profile information.
- View the student's contact information.
- View the student's current course schedule.
- View the student's recent attendance history.
- View the student's course grades throughout the school year.
- Device integration which includes call and email initiation and integration with the device's mapping app.
- View a school's bell schedule.

**Recommendations:**

The mobile app will timeout, but it recommended that the user logout once done with the application. This secures data when the device is not in the presence of the user.


**Objectives:**

1. [Accessing the Mobile App](#)
  - 1.1 Download app from Apple iTunes/Google Play.
2. [Logging into the Mobile App](#)
  - 2.1 Select a Domain.
3. [Settings](#)
  - 3.1 How to change the default building in App.
  - 3.2 Understand your picture options.
  - 3.3 How to change your selected school year.
4. [Student Search](#)
  - 4.1 How to change the school building.
  - 4.2 How to search by student name (first or last).
  - 4.3 How to use Advanced Search.
  - 4.4 How to Access Student Profile.
  - 4.5 How to view all student contacts.
  - 4.6 Calling or emailing contacts.
  - 4.7 How to view student attendance.
  - 4.8 How to view student grades.
5. [Bell Schedule](#)
  - 5.1 How to view bell schedule (if setup in StudentInformation).

## Objective 1 – Accessing the App

The ProgressBook SIS Admin Mobile App is a free application that can be downloaded from Google Play or the Apple App Store.

Apple iTunes App: <https://itunes.apple.com/us/app/progressbook-sis-admin/id1133686392?mt=8>



**ProgressBook SIS Admin**  
By Software Answers, Inc.

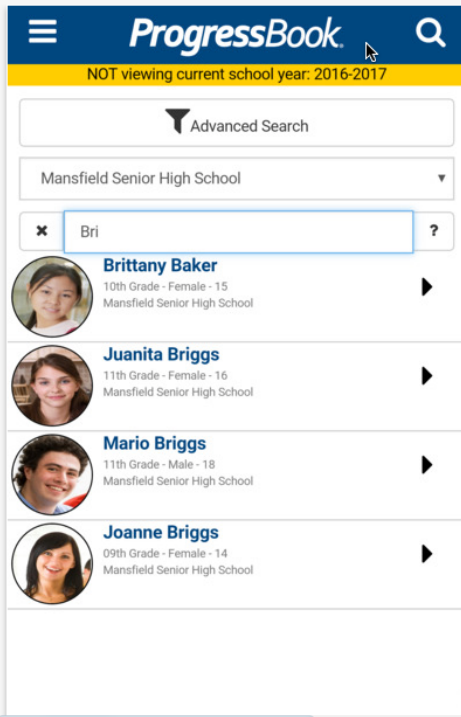
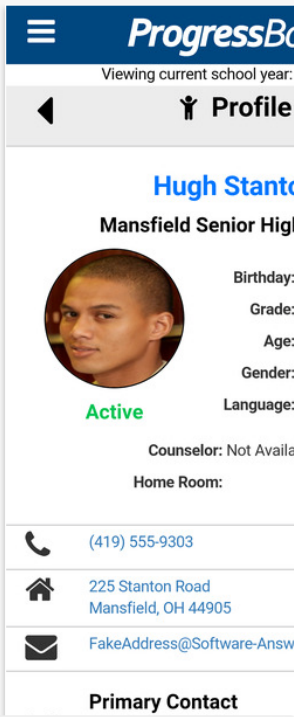
Open iTunes to buy and download apps.

**Description**

The ProgressBook SIS Admin mobile app allows school administrators to access the essential data necessary for making in-the-moment decisions about the students in their school even while away from their desk.

[Software Answers, Inc. Web Site](#) [ProgressBook SIS Admin Support](#) [...More](#)

**Screenshots**

**View in iTunes**

+ This app is designed for both iPhone and iPad

**Free**

Category: [Education](#)

Released: Aug 08, 2016

Version: 1.4.11

Size: 3.2 MB

Language: English

Seller: Software Answers, Inc.

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[Rated 4+](#)

Compatibility: Requires iOS 8.0 or later. Compatible with iPhone, iPad, and iPod touch.

**Customer Ratings**

We have not received enough ratings to display an average for the current version of this application.



*This app is designed for both iPhone and iPad.*

Google Play: <https://play.google.com/store/apps/details?id=com.progressbook.mobile.SISAdmin&hl=en>



## ProgressBook SIS Admin

Software Answers Education

Everyone

This app is compatible with some of your devices.

Add to Wishlist

Install




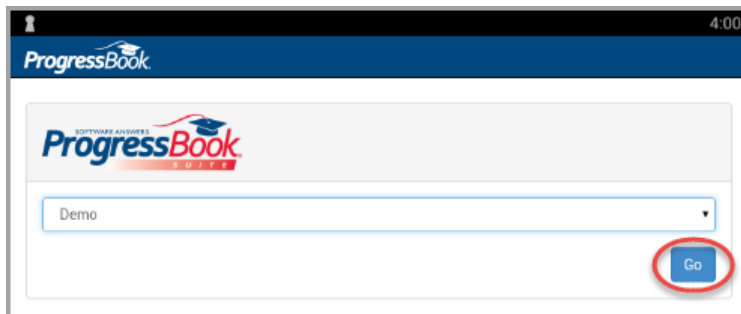


The ProgressBook SIS Admin mobile app allows school administrators to access the essential data necessary for making in-the-moment decisions about the students in their school even while away from their desk.

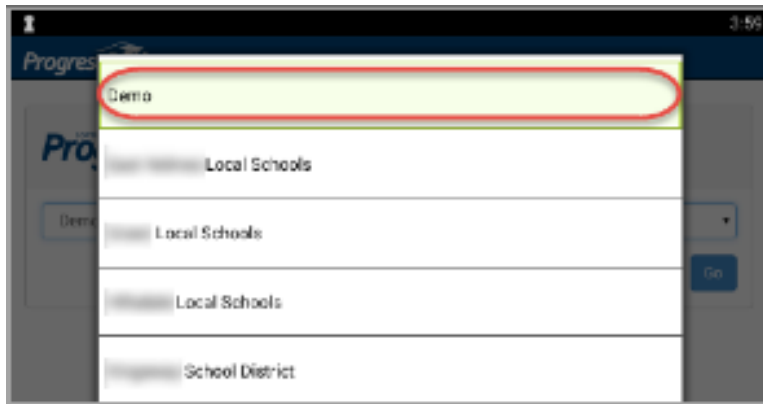
## Objective 2 – Logging into the App



- Once the app is opened on your device, tap the  icon. The ProgressBook app login screen will display.

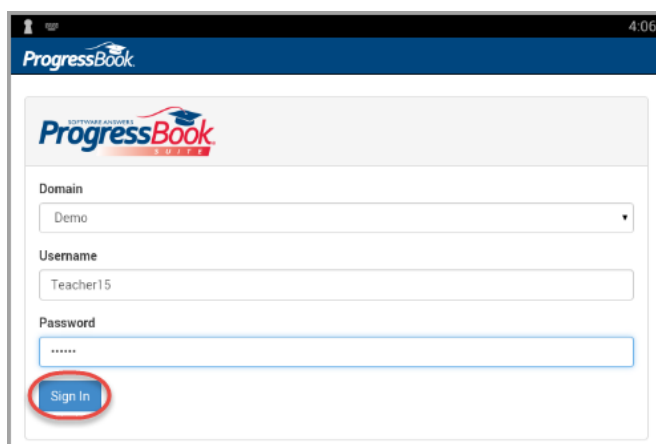


- Select from the dropdown list, the district you need to log in to, then tap the **Go** button.

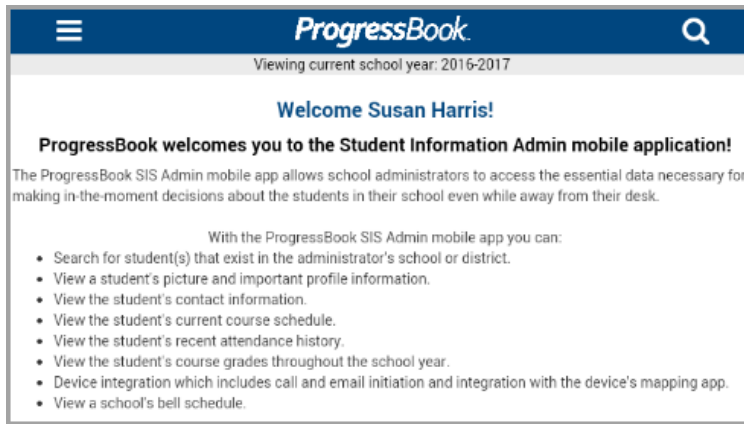


The mobile app is designed to support StudentInformation users that have access to a single district. Users that have access to multiple districts may experience degraded performance and/or unexpected results while using the app.

- Enter your StudentInformation login credentials (same as the web version), then tap the **Sign In** button.





- After Initializing ProgressBook App... completes, you will see a Welcome screen.



*You will know the school year you are working with from the school year banner:*

Viewing current school year: 2016-2017

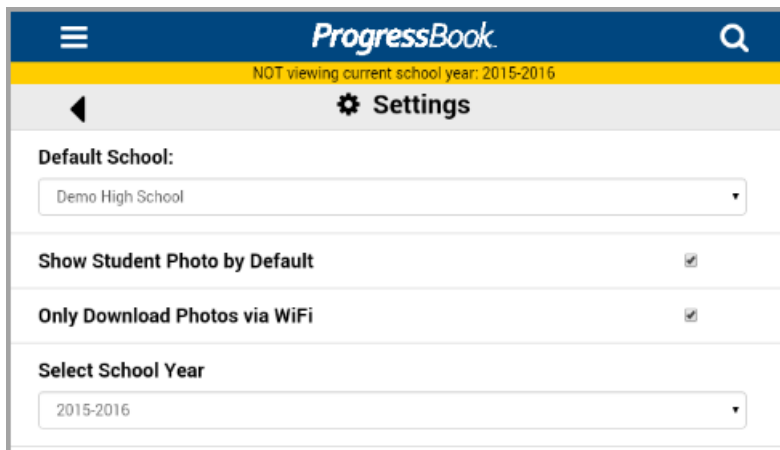
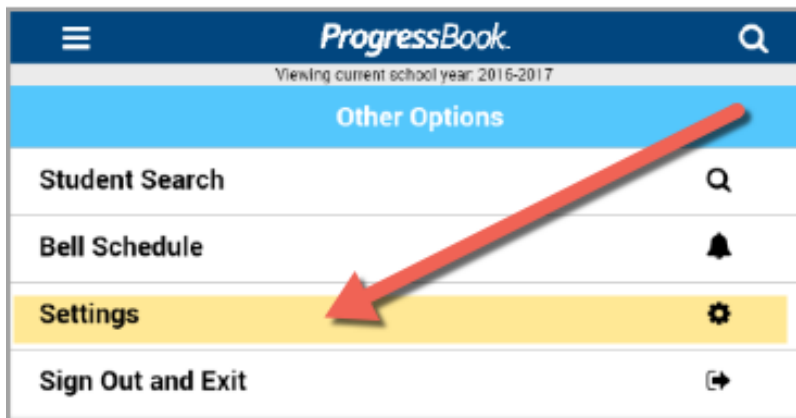
5. The welcome Screen gives you two options: you can tap the  in the upper left corner to go to the **Other Options** menu or tap  in the upper right corner to go directly to the **Search** screen. We will be going to the **Other Options**.

### Objective 3 – Settings

The **Other Options** screen has 4 features here:

- Student Search – Use to search for a particular student.
- Bell Schedule – Use to view a school's bell schedule.
- Settings – Configure available settings
- Sign Out and Exit – Log out of the ProgressBook SIS Admin app

Before using the app, we should be familiar with how to change certain settings first. The settings screens will allow us to do that.



- **Default School** (required) – Select the school used in context for app features.



*When you log in, the app always defaults to your selected default school in the StudentInformation application. If you previously selected a different default school in the app, **this preference is not retained upon your subsequent login.***

- **Show Student Photo by Default** – Select this check box to display student photographs. De-select this check box to hide student photographs.

- **Only Download Photos via WiFi** – Select this check box to download student photographs only via WiFi. De-select this check box to download student photographs via 3G/4G or WiFi when needed.




*If you select Show Student Photo by Default and Only Download Photos via WiFi, and are not connected to WiFi, student photographs do not display. Once you connect to WiFi, the student photographs display.*

- **Select School Year** – To change which school year you are working in; you can choose another from the dropdown. It defaults to the current working school year.



*When you log in, the app always uses the current date to determine the current school year as configured by your district. If you previously selected a different school year to use in context, **this preference is not retained upon your subsequent login.** If you select a non-current school year (15/16), the school year banner changes to yellow*

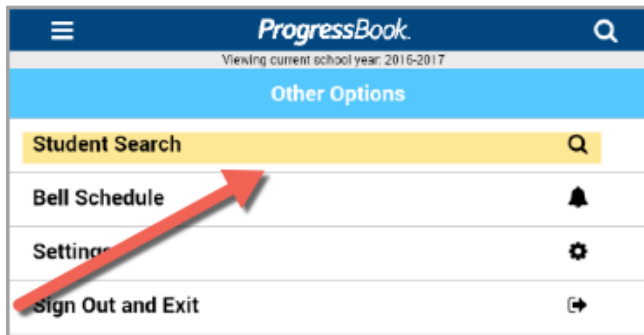
NOT viewing current school year: 2015-2016

Settings are saved automatically - to go back to the Other Options, tap the Touch Menu icon  in the upper left corner.

## Objective 4 – Student Search

You can use the Student Search feature to look for particular students in a school. After locating a student, you can view their basic information: birthday, grade level, age, gender, language, counselor, home room, and contact details. You can also review a student's contacts, class schedule, attendance events, and grades.

### NORMAL SEARCH



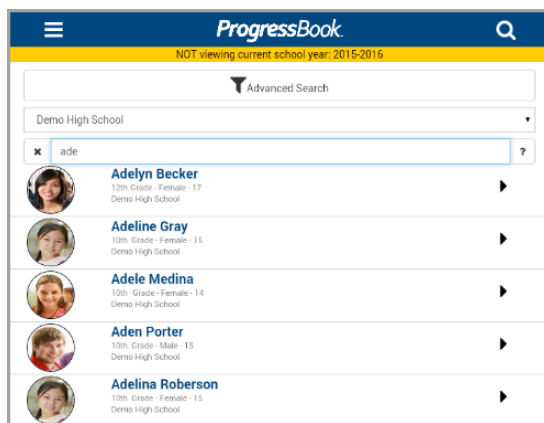
1. On the **Other Options** screen, tap **Student Search**.
2. Select the school building in which you want to search from the drop-down list.



3. Next, in the Search for a student... text box, enter at least three letters of a student's first or last name to search for a student. The search results display instantly.



*You can search by either first or last name; no reason to use full name because spaces are not recognized. Wildcards are not needed.*







The search only displays a number of results that fit on one screen; if there are more results than can fit on one screen, the additional results do not display.



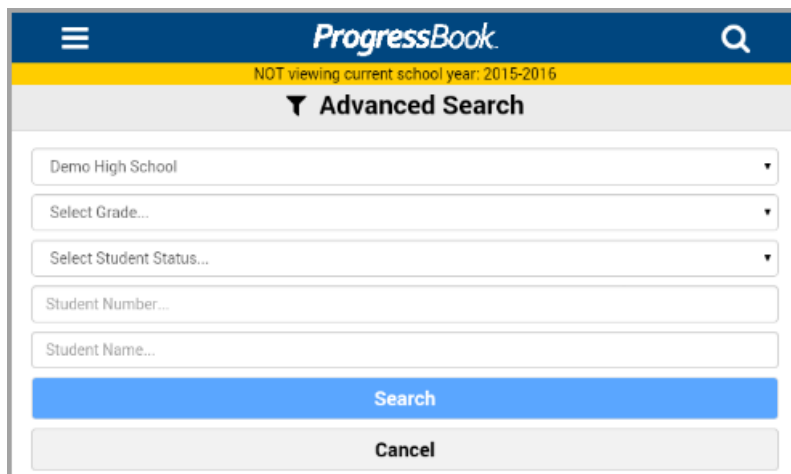
If you do not receive the results you are looking for, try entering more letters to narrow the search results or use Advanced Search (see below). Note: If you do not receive any search results or if specific students do not display in the search results, ensure the correct building and school year in context are selected (see [Objective 3](#))

### ADVANCED SEARCH

You can conduct an advanced search if you want to narrow the search results.

1. On the **Student Search** screen, tap **Advanced Search**.

**Advanced Search**






The screenshot shows the ProgressBook mobile application interface. At the top is a blue header with a menu icon, the 'ProgressBook' logo, and a search icon. Below the header is a yellow banner that reads 'NOT viewing current school year: 2015-2016'. Underneath is a grey bar with a dropdown arrow and the text 'Advanced Search'. The main area contains five search filters: 'Demo High School' (a dropdown menu), 'Select Grade...' (a dropdown menu), 'Select Student Status...' (a dropdown menu), 'Student Number...' (a text input field), and 'Student Name...' (a text input field). At the bottom are two buttons: a blue 'Search' button and a grey 'Cancel' button.

**You can select and enter any number of the parameters below.**


- **School** (required) – Select the school the student is in; defaults to your chosen.
- **Select Grade...** – Select the student's grade level.
- **Select Student Status...** – Select the student's status in the school.
- **Student Number...** – Enter the student's ID number.
- **Student Name...** – Enter first or last name.


- If you filter on grade 10 and student status A and tap **Search**, you will get a list of all 10<sup>th</sup> graders with an A status.

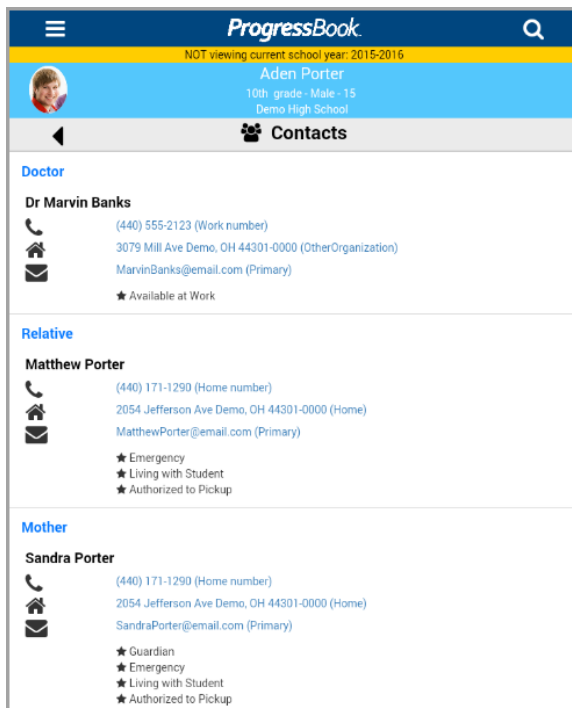
ProgressBook	
NOT viewing current school year: 2015-2016	
Q Results	
Page 1 of 53 900 Results Found	
	<b>Maria Abbott</b> 10th Grade/10th Grade - Female - 15 Demo High School
	<b>Armani Acosta</b> 10th Grade/10th Grade - Male - 14 Demo High School
	<b>Sherwin Adams</b> 10th Grade/10th Grade - Male - 15 Demo High School

## SELECT STUDENT PROFILE

- Once using the search or advanced search, to select the student profile, tap a row of the student you would like to view.

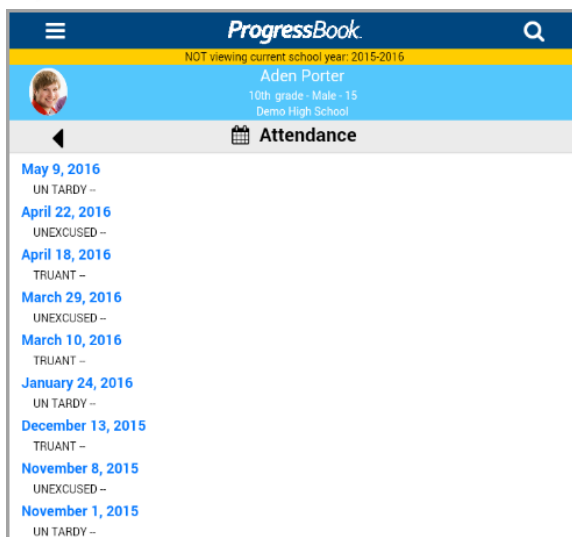
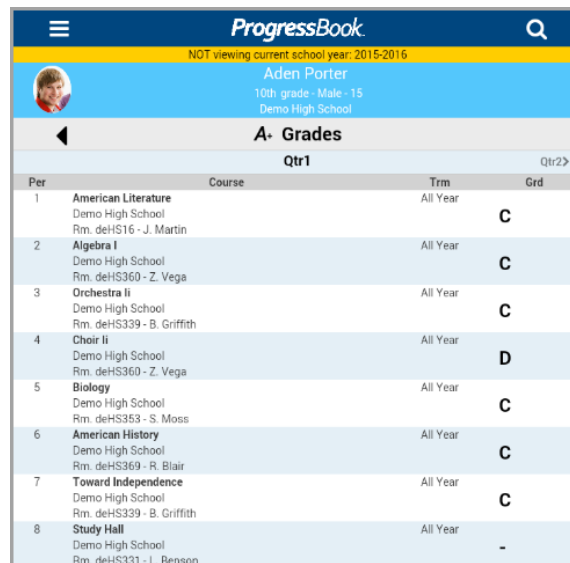
ProgressBook	
NOT viewing current school year: 2015-2016	
Profile	
<b>Aden Porter</b> Demo High School	
	Birthday: Aug 19, 2001 Grade: 10th Grade Age: 15 Gender: Male Language: Eng
Active Res Counselor: Not Available Home Room: RM 346 - Greg Burgess	
(440) 171-1290 2054 Jefferson Ave Demo, OH 44301 S1704076@Demo.org	
<b>Primary Contact</b> Sandra Porter (Mother) (440) 171-1290 (Home number) 2054 Jefferson Ave Demo, OH 44301-0000	
<b>Schedule</b>	
Per	Class Teacher Room Days
1	American Literat J. Martin deHS16 MTWHF
2	Algebra I Z. Vega deHS360 MTWHF
3	Orchestra II B. Griffith deHS339 MTWHF
4	Choir II Z. Vega deHS360 MTWHF
5	Biology S. Moss deHS363 MTWHF
6	American History R. Blair deHS369 MTWHF
7	Toward Independence B. Griffith deHS339 MTWHF
8	Study Hall L. Benson deHS331 MTWHF
<b>Attendance</b>	
Date	Reason
06/09/2016	UN TARDY
04/22/2016	UNEKLOUSED
04/18/2016	TRUANT
03/29/2016	UNEKLOUSED
03/10/2016	TRUANT
01/24/2016	UN TARDY
<b>Grades</b> A+ No current Grades.	
Click arrow or swipe left to see all grades entered for the year you are viewing.	

2. Optional: You can tap  on the right of the screen or swipe left to see more details about a student's contacts, attendance, and grades.





**PLEASE NOTE:**

You can tap on a contact's phone number to start a call, an address to map the location, and an email to start an email draft using your mobile device's default applications.

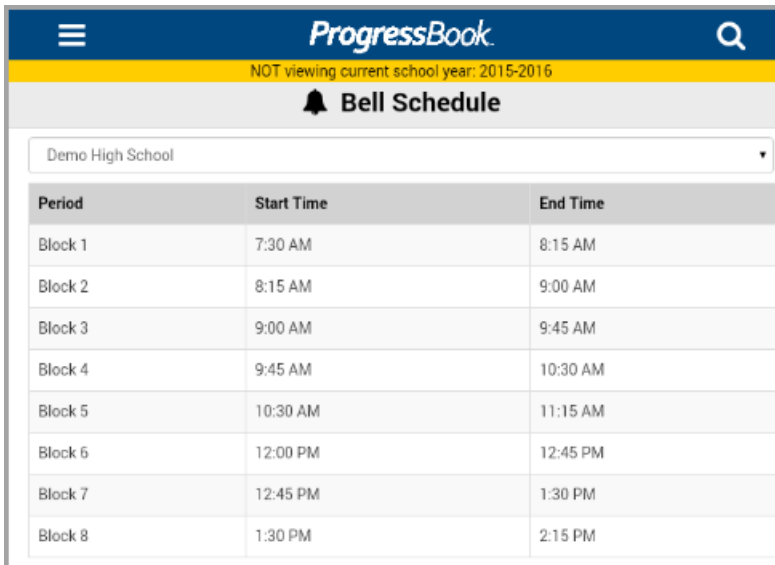
Per	Course	Trm	Grd
1	American Literature Demo High School Rm. deHS16 - J. Martin	All Year	C
2	Algebra I Demo High School Rm. deHS360 - Z. Vega	All Year	C
3	Orchestra II Demo High School Rm. deHS339 - B. Griffith	All Year	C
4	Choir II Demo High School Rm. deHS360 - Z. Vega	All Year	D
5	Biology Demo High School Rm. deHS353 - S. Moss	All Year	C
6	American History Demo High School Rm. deHS369 - R. Blair	All Year	C
7	Toward Independence Demo High School Rm. deHS339 - B. Griffith	All Year	C
8	Study Hall Demo High School Rm. deHS331 - L. Benson	All Year	-

3. Optional: To return to the previous screen (e.g. Profile, Student Search), tap . To return to the Other Options screen, tap .

## Objective 5 – Viewing Bell Schedule

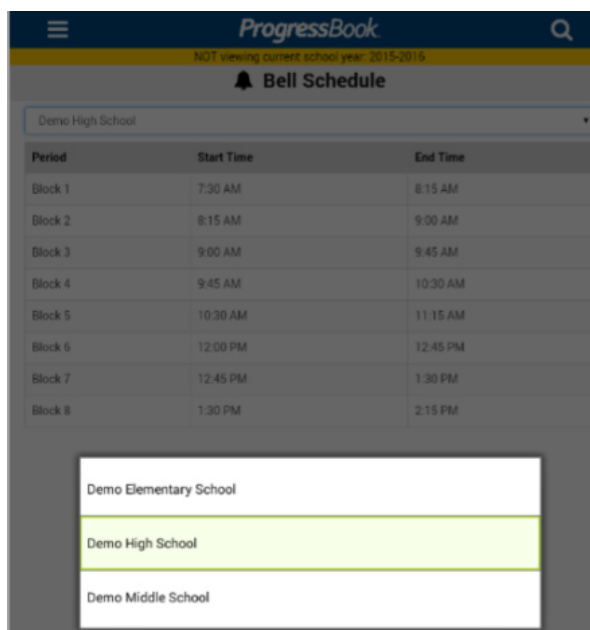
You can view the bell schedule of all school buildings associated with your district.

1. On the Options screen, tap Bell Schedule; the bell schedule of your default school displays.



ProgressBook		
NOT viewing current school year: 2015-2016		
Bell Schedule		
Demo High School		
Period	Start Time	End Time
Block 1	7:30 AM	8:15 AM
Block 2	8:15 AM	9:00 AM
Block 3	9:00 AM	9:45 AM
Block 4	9:45 AM	10:30 AM
Block 5	10:30 AM	11:15 AM
Block 6	12:00 PM	12:45 PM
Block 7	12:45 PM	1:30 PM
Block 8	1:30 PM	2:15 PM

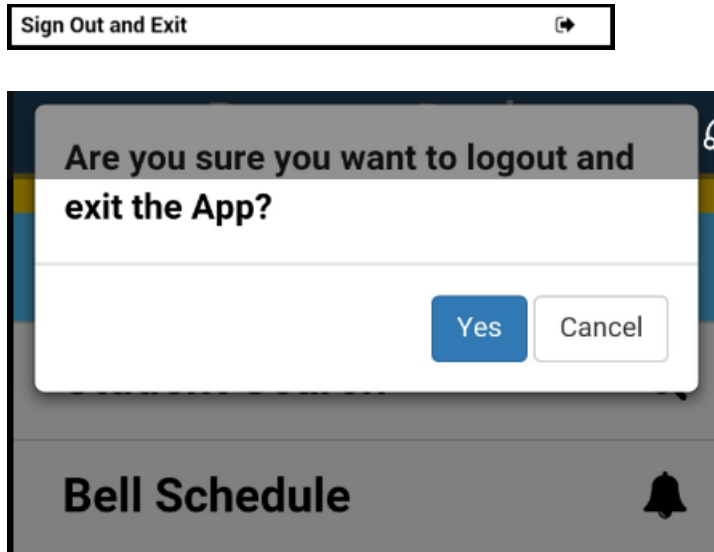
2. Optional: To view the bell schedule of a different school in your district, select the school from the drop-down list.



ProgressBook		
NOT viewing current school year: 2015-2016		
Bell Schedule		
Demo High School		
Period	Start Time	End Time
Block 1	7:30 AM	8:15 AM
Block 2	8:15 AM	9:00 AM
Block 3	9:00 AM	9:45 AM
Block 4	9:45 AM	10:30 AM
Block 5	10:30 AM	11:15 AM
Block 6	12:00 PM	12:45 PM
Block 7	12:45 PM	1:30 PM
Block 8	1:30 PM	2:15 PM

Demo Elementary School  
 Demo High School  
 Demo Middle School

3. Optional: To return to the Other Options screen, tap .

Objective 6 – Logging out of App

1. You receive a confirmation – Are you sure you want to logout and exit the App **Yes** or **Cancel**?

If you tap **Yes**, you are signed out and exit the App.

If you tap **Cancel**, you go back to the Other Options