ProgressBook StudentInformation Quick Reference

StudentInformation Masthead
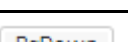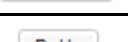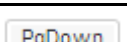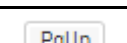
return to StudentInformation home screen

Navigation Menu

Notifications

school in context

User Menu

Help

Student in Context

navigate to other ProgressBook applications

school year in context

view student profile

open I Want To... menu

view student search results

Settings

view student alerts

scroll through students

Quick Reports

view school and demographic info

open larger photo and summary profile info

clear selected student in context

search for students

search for screen

breadcrumb trail

Advanced Student Search

Settings

print current screen — Print

view batch jobs & reports — Management

check software version — Version

submit feedback — Feedback

User Menu

view user name — ProgressBook User

view environment — BETA - OH

change your password — Change Password

set current school in context as your default school — Save As Default School

sign out of ProgressBook — Sign out

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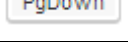
Alerts

✚	Student has a medical alert
(icon)	Student has a disability alert
(icon)	Student has a custody alert
$	Student has outstanding fees
$	Student has a fee credit balance
?	Student has a miscellaneous alert

Records

🗑	Delete a record
✏	Edit a record
🔍	View a record/outside resource; search (depending on context)
🔒	Locked record
●	Active record
●	Inactive record

Misc.

(calendar)	Calendar date and month/year picker
🏠	Opens a student's profile
⚠	Critical
✳	Required field
➕	Add information
✖	Close window

Calendar Date Picker

(calendar) or C	Opens calendar date picker
T	Today (current date)
↓	Previous day
↑	Next day
PgDown	Previous month
PgUp	Next month

Month/Year Picker

(calendar) or C	Opens month/year picker
T	This (current) month/year
PgDown	Previous month
PgUp	Next month

Time Picker

Click in field	Opens time picker
N	Now
-	Previous minute
+	Next minute
PgDown	Previous hour
PgUp	Next hour

Student Search Criteria

Search Method	Enter	Returns Student(s) With…
Last name	smith	Last name of Smith
Partial last name with wildcard (*/%)	sm* / sm%	Last name starting with "Sm"
	sm / %sm%	Letter combination "sm" anywhere in the last name
Partial last name, comma, partial first name	s,d	Last name starting with "S" and first name starting with "D"
Partial last name, comma, partial called name	s,a	Last name starting with "S" and called name (name used in school) starting with "A"
Social Security number in format **xxx-xx-xxxx**	000-00-0000	Matching Social Security number
Birth date in format **(m)m/(d)d/(yy)yy**	01/01/2003 or 1/1/03	January 1, 2003 birth date
State Student ID (SSID)	AA0000000	Matching SSID
Student number	00000000	Matching student number
Phone number in format **xxx-xxx-xxxx**	555-555-0000	Matching phone number