

StudentTrac KB Knowledge Base PDF

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PST**

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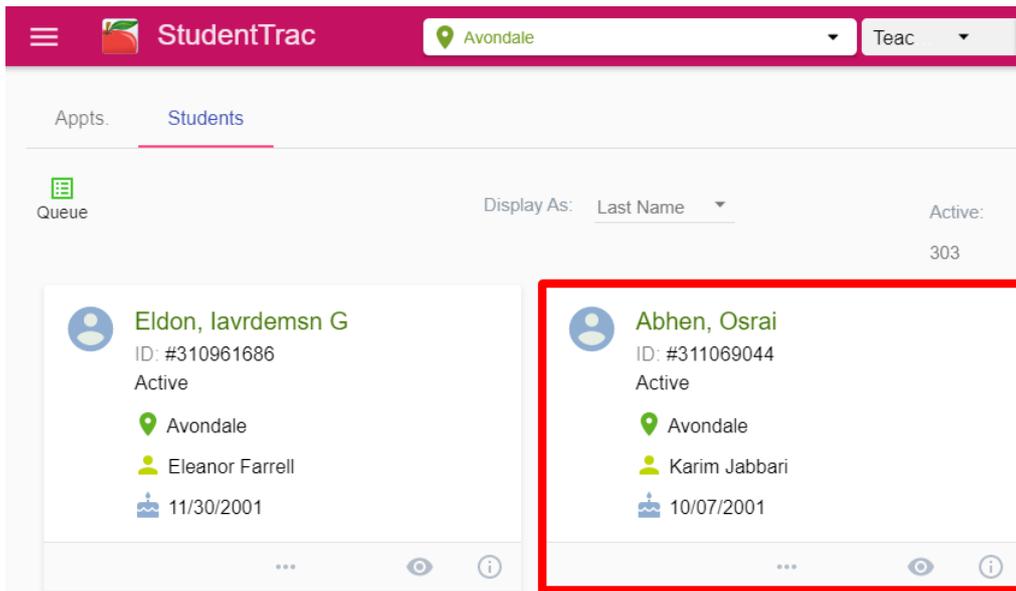
Create Guardian Account

Last Modified on 04/09/2020 5:01 pm PDT

Create Guardian Account

How to create a Guardian Account to access StudentTrac.

Begin by going to the Home page and selecting the student record associated to the Guardian account.



Hit the More info  icon to expand the Student's contact details. Hit the Edit pencil  icon to view the Guardian's details.

Abhen, Osrai
ID: #311069044
Active

Saironheba4D03

Redacted@Pathwayschools.Org
Request Account Activation

redacted@FakeEmail.com

(134) 438-7812

Set Temporary Password

Parents/Guardians 

Name: Egbiral Nhbae
Relationship: Brother

redacted@eoopy.com

(131) 497-7890 Ext.

...  

Once on the Guardian contact page, hit the Three Dot  icon to expand the view.

sairo bhnea
ID: #311069044
Contacts

Primary

 **egbiral nhbae** 
Brother

Emergency Contact? **Yes**
Allow Release? **Yes**

 Home: (131) 497-7890

Click on the  CREATE ACCOUNT icon to begin setting the parent/guardian's account.

sairo bhnea

ID: #311069044

Contacts

Primary

 **egbiral nhbae** 
Brother
Emergency Contact? **Yes**
Allow Release? **Yes**

 Home: (131) 497-7890

 Home: Redact3d@eooopy.com

 Home:
a6sn4b9 v0iwe
CHICAGO IL 60639 US

 **Studenttrac Account**
 **CREATE ACCOUNT** 

Court Order on file? **No**
Caregiver affidavit on file? **No**

 NOTES

...

NOTE: Guardians are required to enter a working email address in order to create an account. It will be needed for the Self Service tool to retrieve passwords.

A pop-up window will appear asking you to verify if that person has authorization to access this student's records. Once verified, hit the  icon to finish.

Create StudentTrac Account



An active sign in account is required for any guardian who wishes to view student records using the Parent Portal. Before continuing, please verify the guardian is authorized to access this student's records.

Voila! The Guardian's account is now ready to use. Please provide the user their login credentials and have them sign into studenttrac.com. Hit the  icon to exit out of the popup window.

StudentTrac Account Created



Portal account successfully created for: **egbiral nhbae**

Username: **enhbae**
Temporary Password: **78649**
www.studenttrac.com

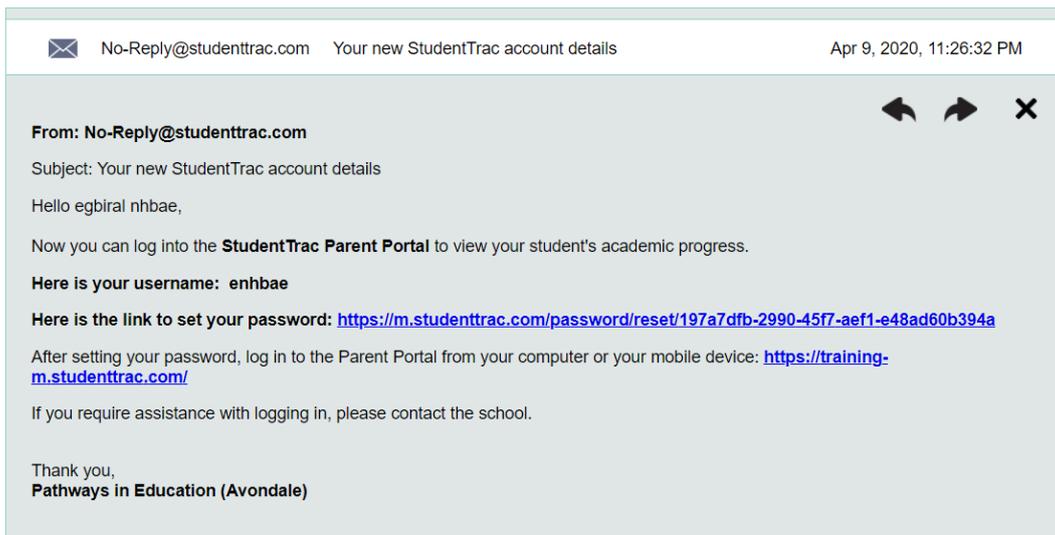
These credentials should only be distributed to the person listed above.

GOT IT

StudentTrac will also forward a message to the guardian's email that provides them with instructions on how to log in. They will find their username and a link to set up their password within the message.



Please ensure that parents use an email address they actively use in order to use the **self-service feature** and so that their child does not gain access to the incorrect account.



Overview

StudentTrac Avondale Teac All Teachers Search Student

Apts. **Students**

Queue Display As: Last Name Active: 303 Inactive: 2134 SSID

<p>Eldon, Iavrdemsn G ID: #3110961686 Active Avondale Eleanor Farrell 11/30/2001</p>	<p>Abhen, Osrai ID: #311069044 Active Avondale Karim Jabbari 10/07/2001</p>	<p>Abrc, Moar ID: #311057197 Active Avondale Eleanor Farrell 11/07/2001</p>
<p>Achbis, Ehlon ID: #3110893167 Active Avondale Rob Cummins 02/12/2001</p>	<p>Acobser, Tlimjae ID: #311078268 Active Avondale Rob Cummins 12/21/2001</p>	<p>Aefnshtr, Poejsh ID: #311074918 Active Avondale Karim Jabbari 12/13/2001</p>
<p>Aelshtr, Iikvaln</p>	<p>Aeonlnz, Misaine</p>	<p>Anefn, Lanorcie</p>

Activate Wir

Parent Portal Login

Last Modified on 04/06/2020 5:46 pm PDT

Parent Portal Login

How to login for the first time into the Parent Portal as a Parent/Guardian

Login

Once you have entered your information as a guardian for your student in Registration, you will be required to enter an email to access the Parent Portal.

If you have entered an email, a staff member at the location will give you your login credentials, you will then be able to login to [StudentTrac](#).

Change Password

First time logins will be prompted to update their password. The Old Password will be the password given to login to the account initially.

Change Password

Your password has expired and must be changed.

Old Password

New Password

Confirm Password

Show Password

Password requirements

- ❗ Password must contain a lowercase letter.
- ❗ Password must contain an uppercase letter.
- ❗ Password must contain a number.
- ❗ Password must be at least undefined characters long.
- ❗ Password cannot be more than undefined characters long.
- ❗ Password must not contain your username.
- ❗ Confirm Password must match New Password.

Submit

Security Questions

First time logins will then be required to answer two security questions. These questions will be used if login credentials need to be reset.

Security Questions

These security questions will help us verify your identity when you need to access your account or reset your password.

Question #1

Select a question *



Answer *

Question #2

Select a question *



Answer *

Save

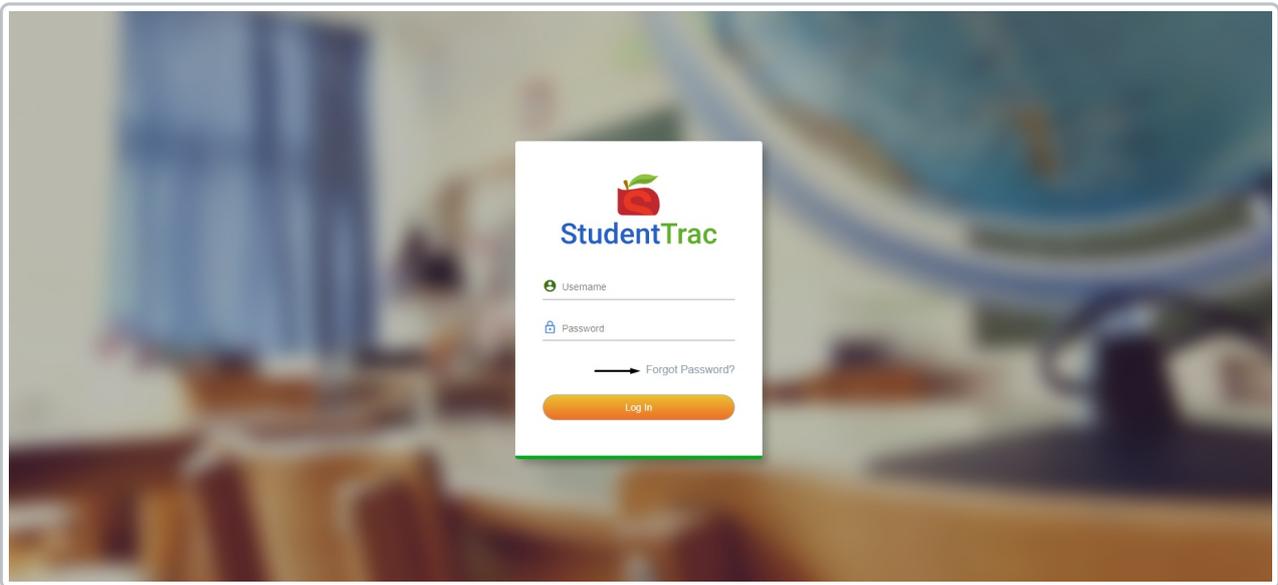
Reset Password

Last Modified on 04/06/2020 5:48 pm PDT

Reset Guardian/Student Password

How to reset your own password

On the login page, click on '**Forgot Password**'

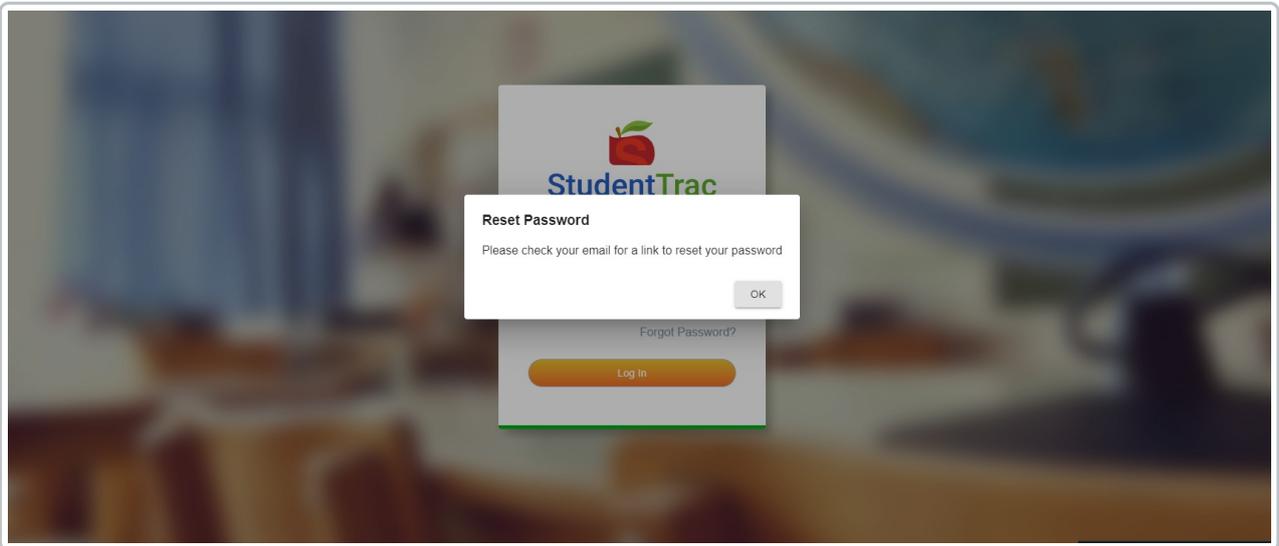


You will then be asked to put in your **Username**

Once you have entered your username, you will have **TWO** options to reset your password

First: You can click **Send**, and this will send you an email

Next, there will be a pop up telling you the email has been sent

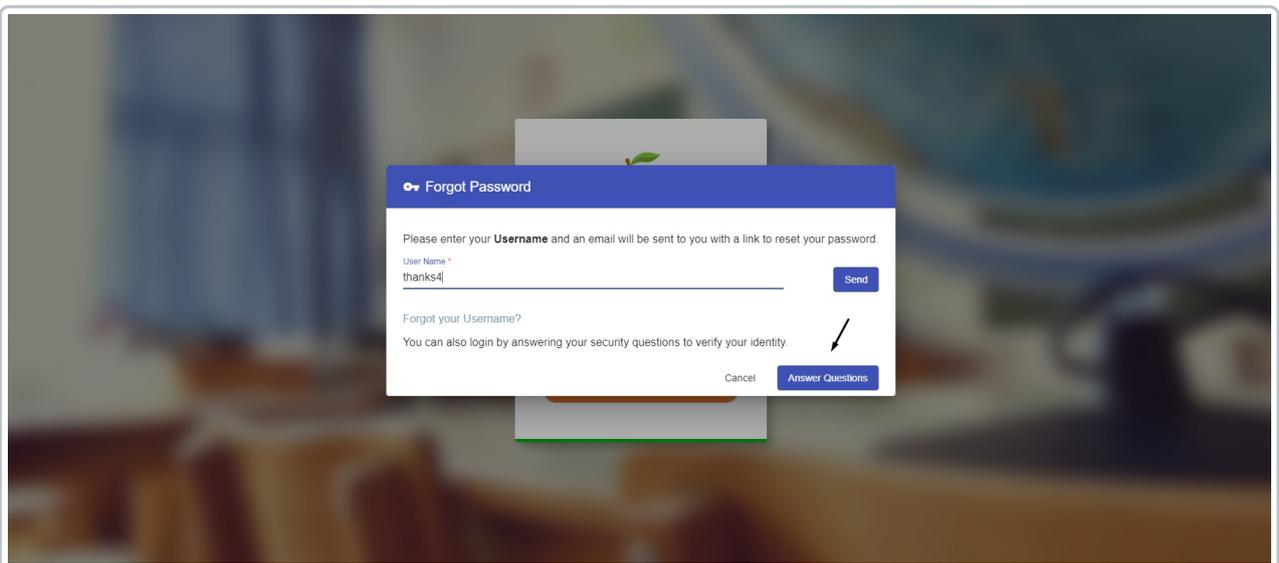


Please check the email address tied to your account, there will be a link to reset your password, click the **Link**

Enter in your **New Password**, and **Submit**

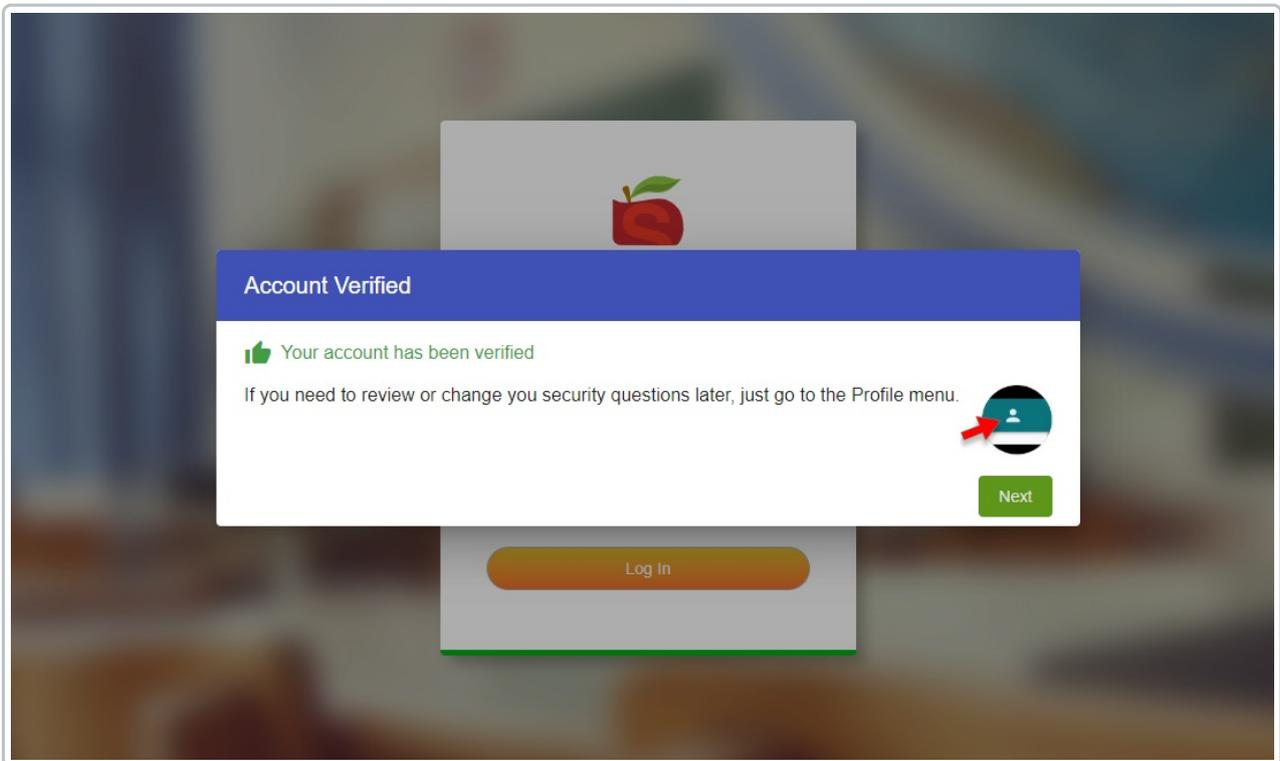
You should now be able to log in using your new password

Second: Fill out the **Security Questions**

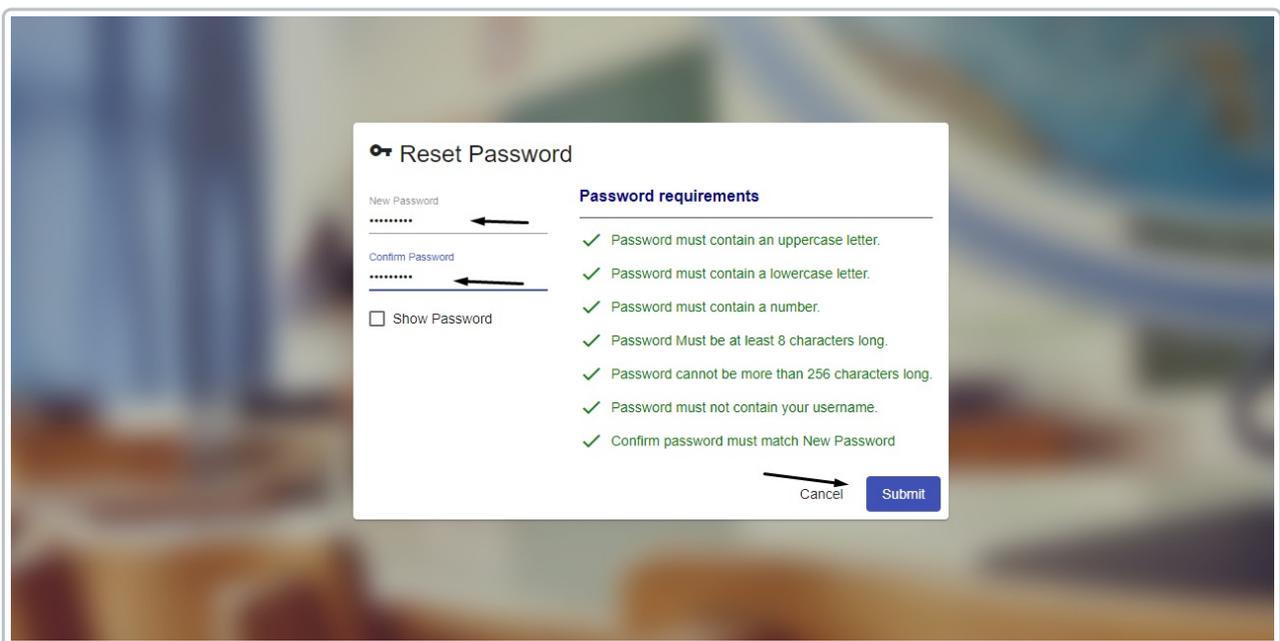


You will then be able to answer your security questions, first **Answer** then click **Submit**

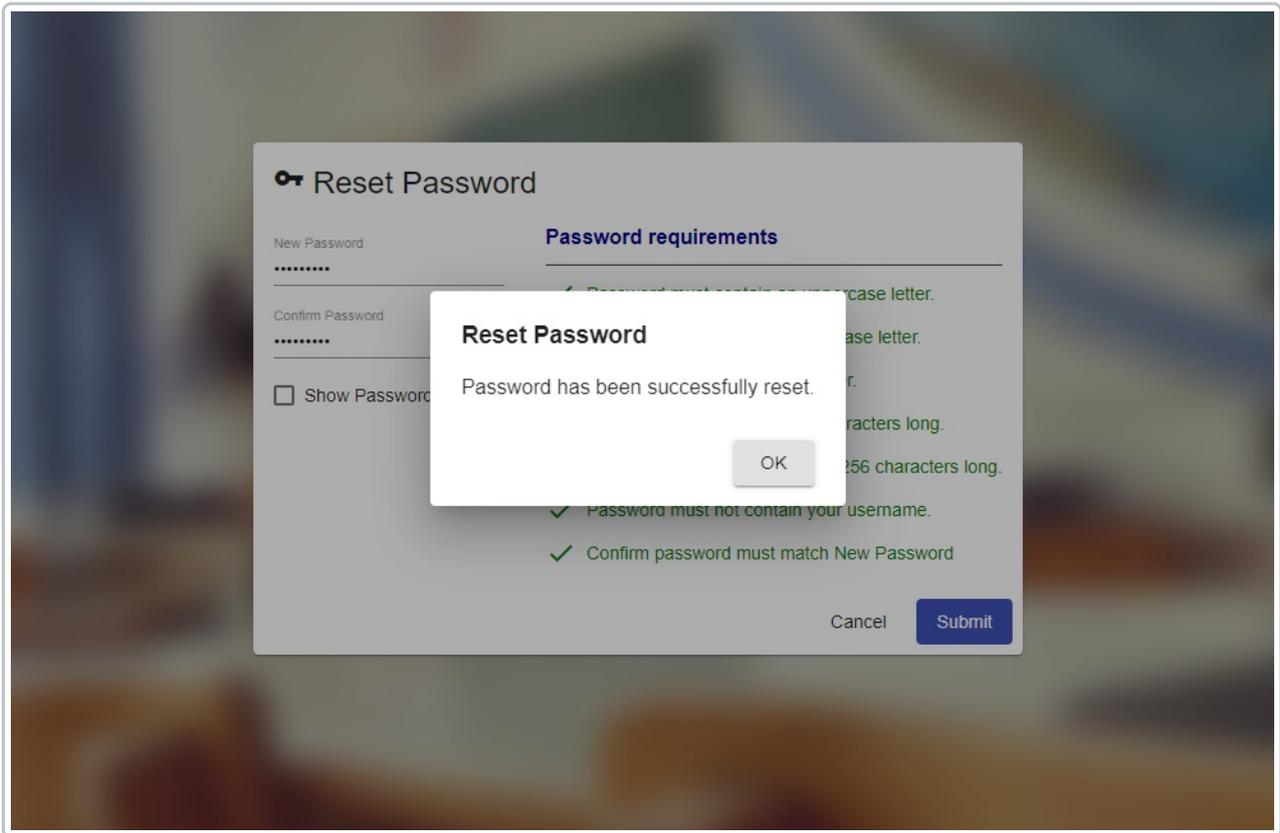
Your Account will then be verified, please click **'NEXT'**



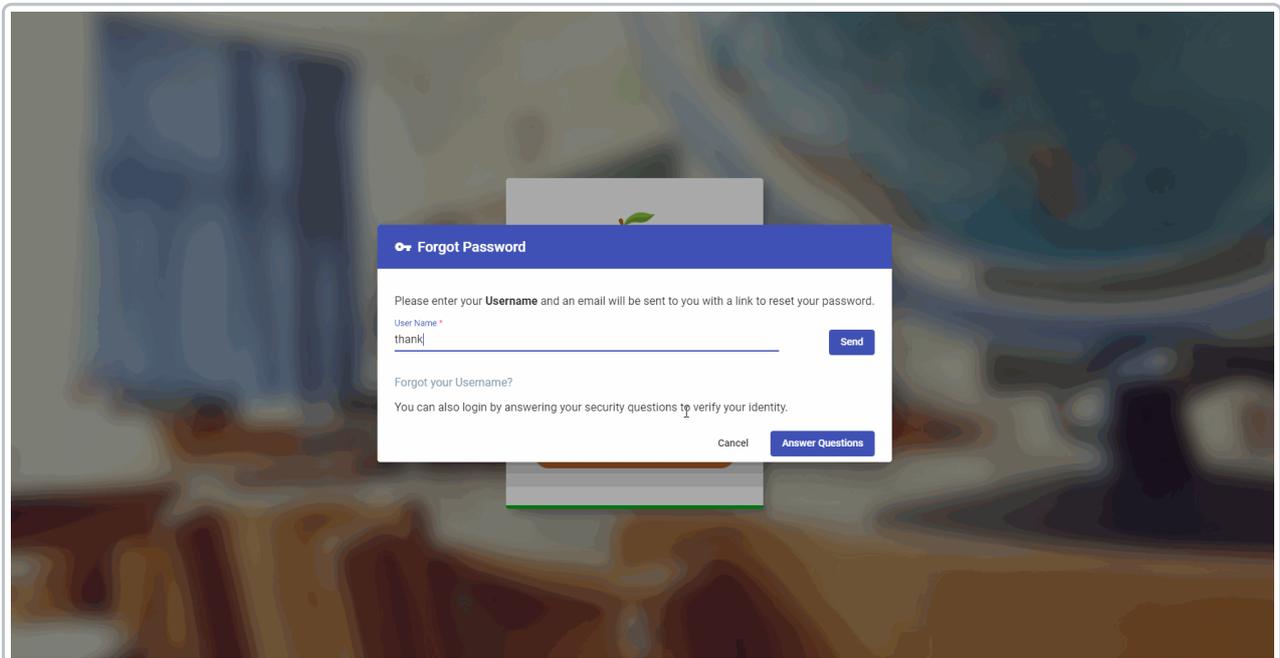
You will then be able to Reset your password by typing a new one and confirming it, **Submit**



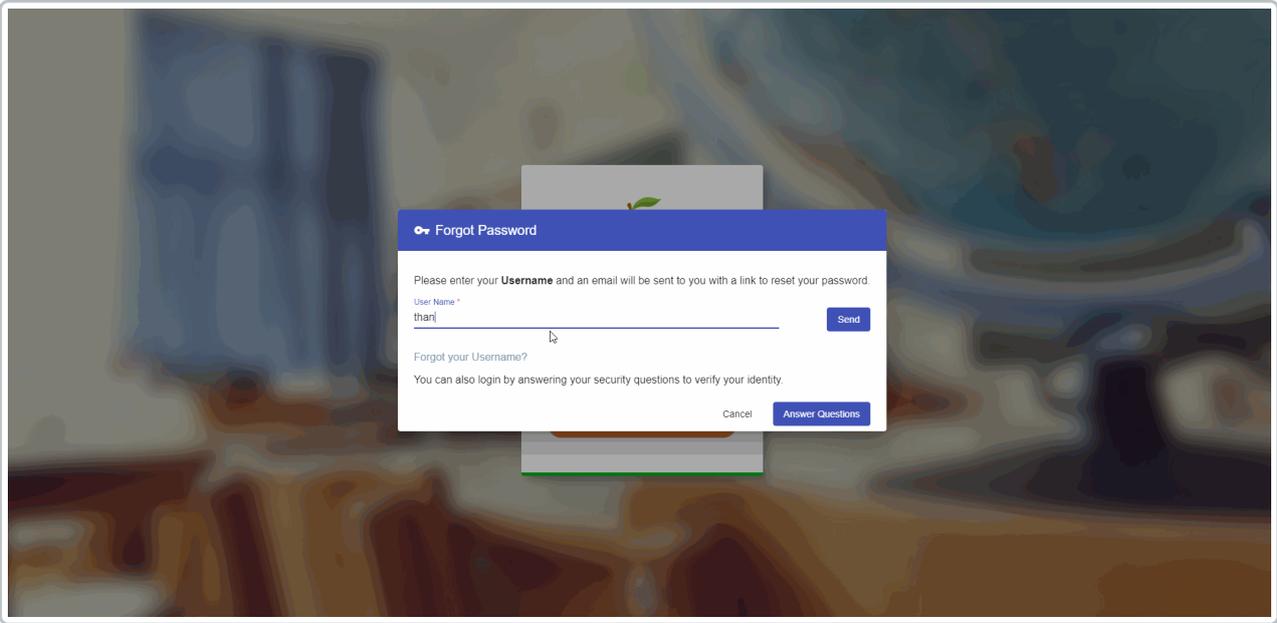
Your Password will then be reset



Overview on Step One:



Overview on Step Two:



Security Questions

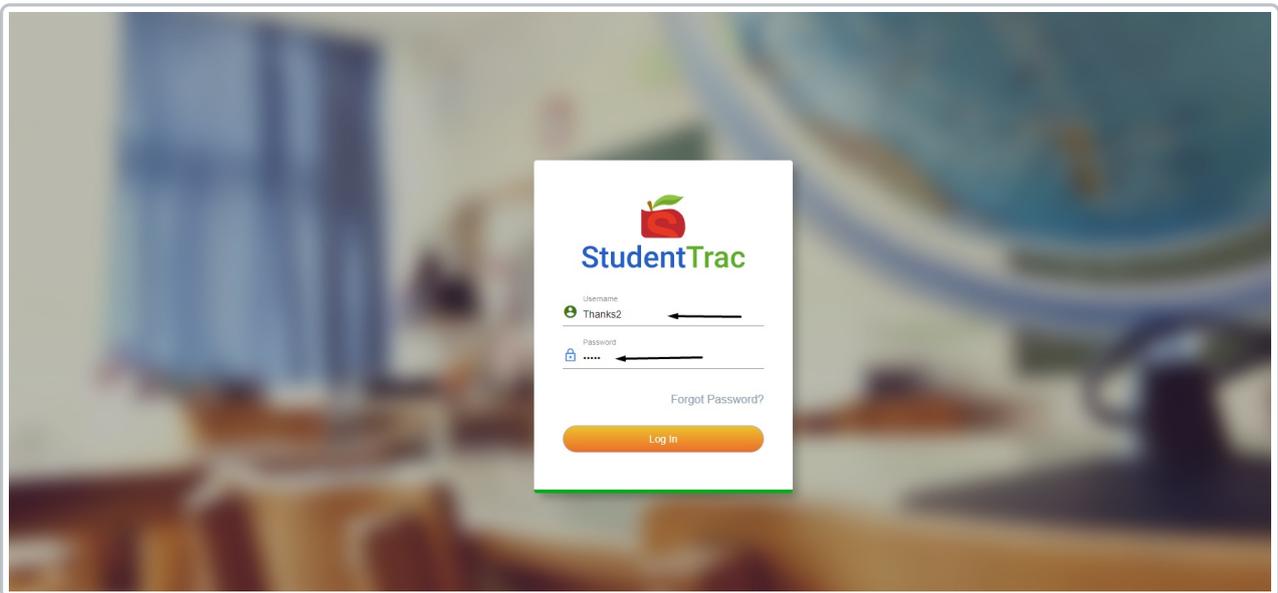
Last Modified on 04/06/2020 5:48 pm PDT

Guardian/Student Security Questions

You will be asked to answer two security question to keep your account secure

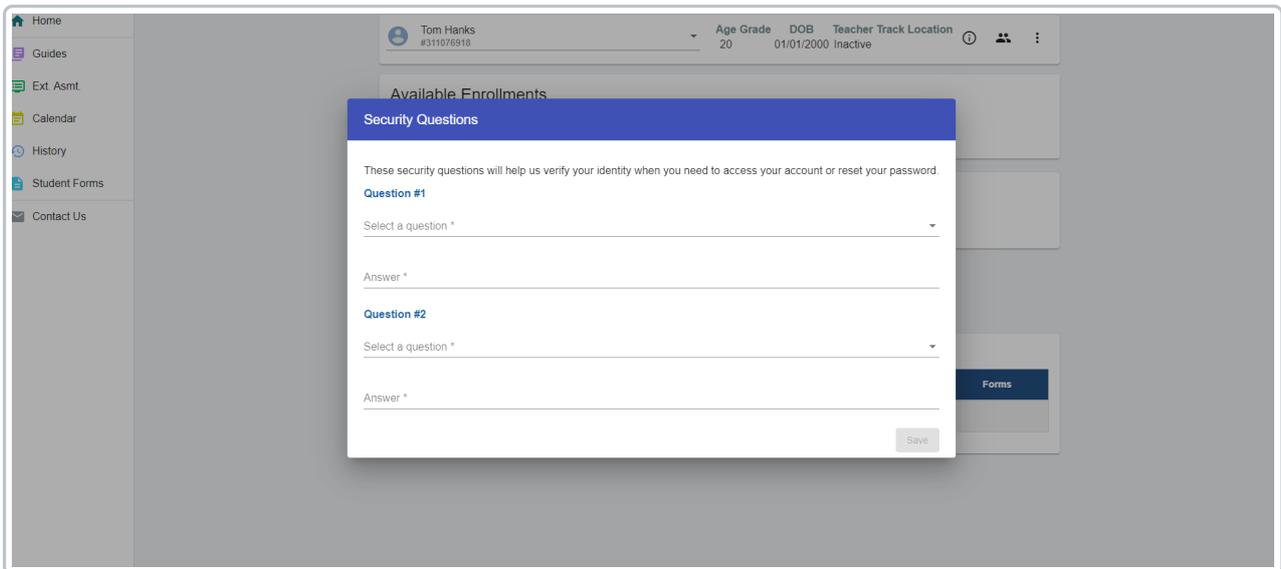
Parents will be asked to answer these questions when they login for the first time

Login



You will first need to change your password, put in your **Temporary Password** in the **'Old Password'** then pick a new one

Once that is updated you will get a window to fill out **Security Questions**



Fill out and **Save**

If you are a **Brand New Student**, you will be asked to fill out these questions in the Pre-Registration forms.

If you are a **Returning Student**, you will fill these out when you first login, if you haven't done so already.

To see the questions:

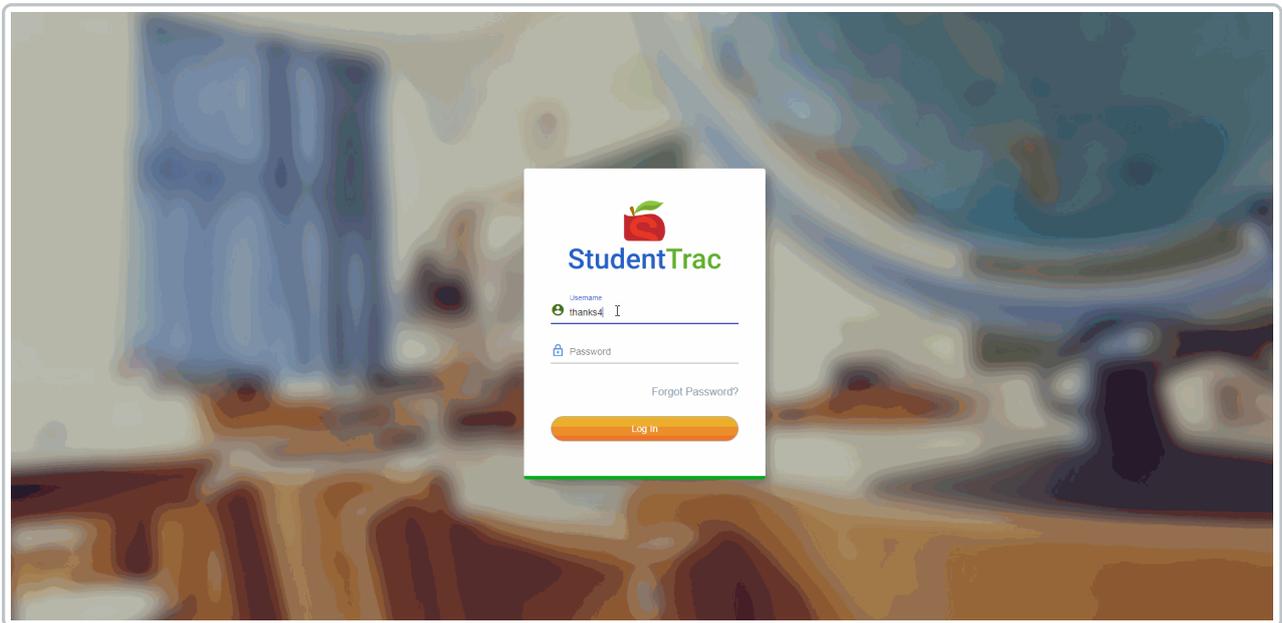
Go to the **Head and Shoulders** on the right corner

Go to **Profile**

You can look at the questions and reveal what your answer was by clicking the **Eyeball**

You can also change the questions if you'd like by clicking the little arrow and typing in a new answer

Overview:



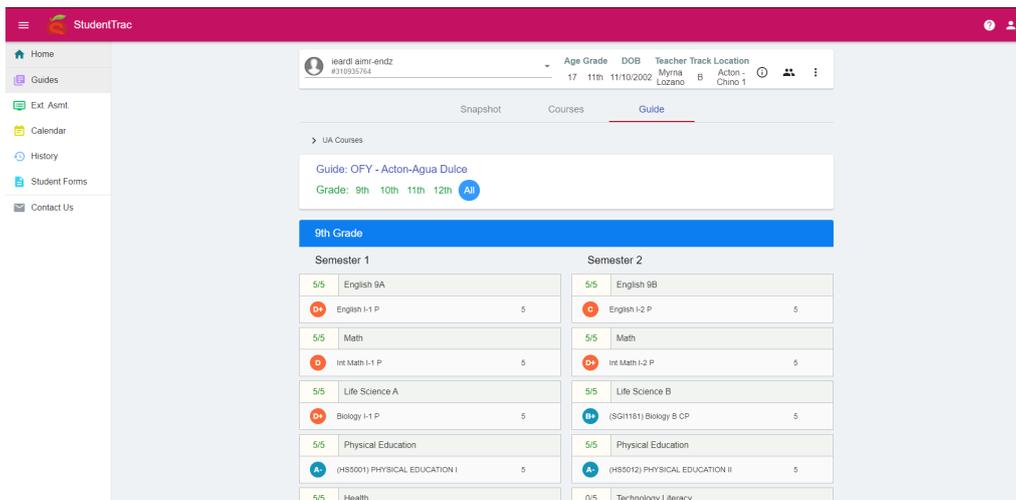
Guide View

Last Modified on 04/06/2020 5:49 pm PDT

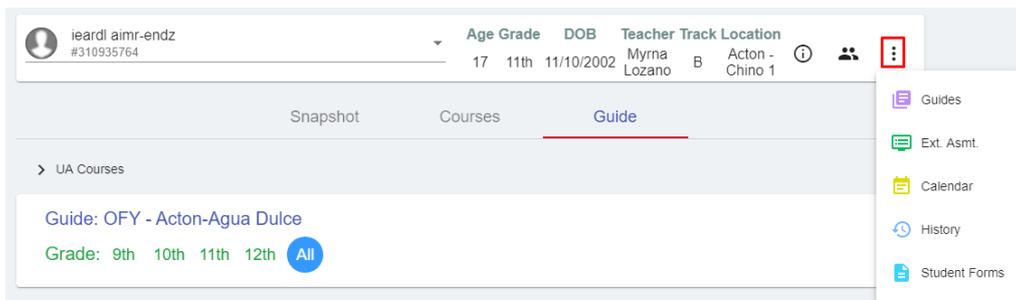
Guardian Guide View

Overview on how to use the Parent Portal Guide.

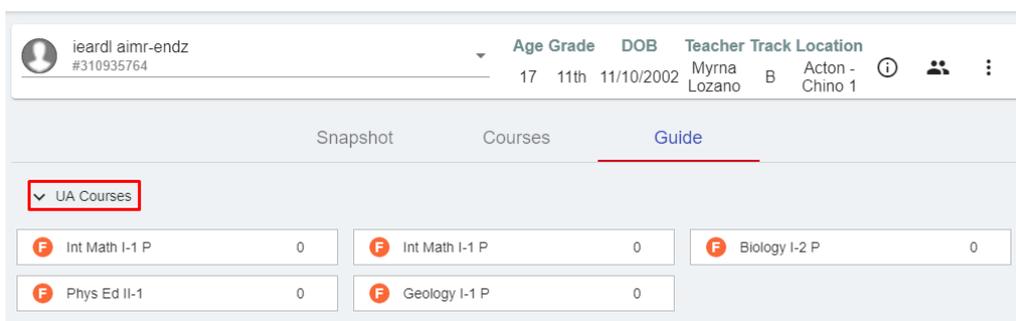
Parents/Guardians will start on the Guide Tab of the Guides Application. Other applications can be accessed by clicking them on the left side navigation pane. If the navigation pane is hidden, clicking  will reveal it.



Alternatively, the  icon can be clicked to show the same applications available for navigation.

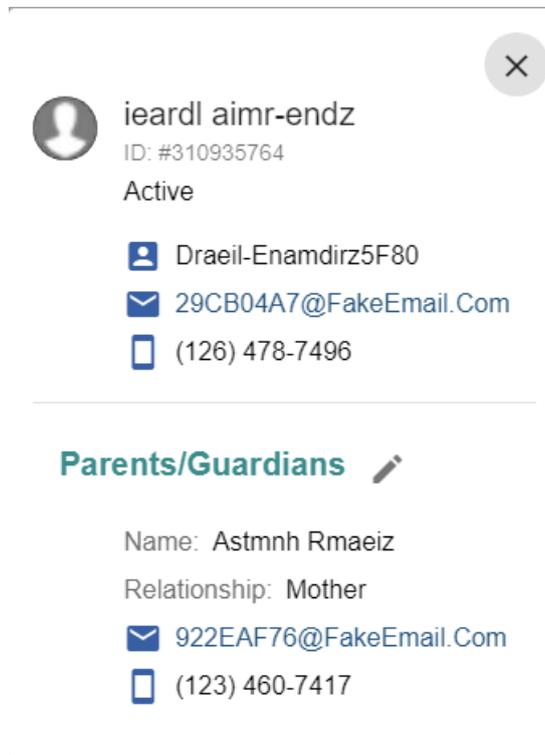


Besides viewing the guide, parents/guardians can click  UA Courses to reveal hidden unassigned courses. These are courses not placed on the guide and will not show on transcripts.



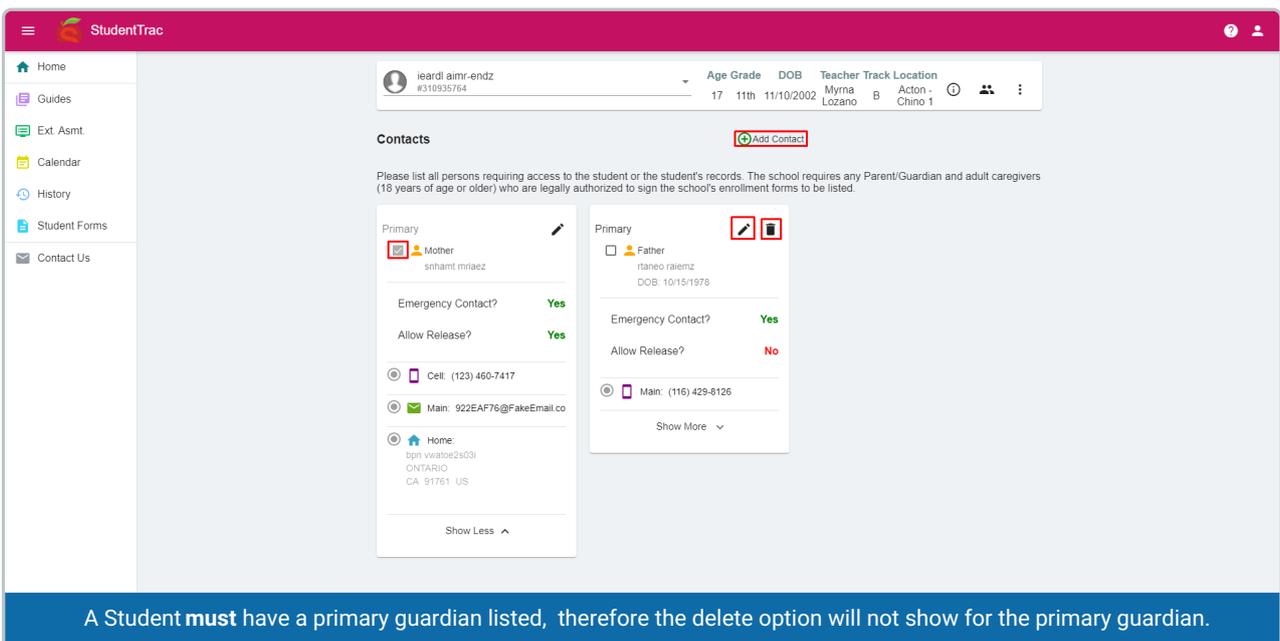
There are two other actions available to parents/guardians on the student info bar.

Clicking the ⓘ icon will bring up the student's contact card. Here parents/guardians can see what the students StudentTrac username, email address, and phone number. In addition, they will see the primary guardian listed underneath, with their contact information and relation to the student.



A student contact card for 'ieardl aimr-endz'. At the top right is a close button (X). Below the student's name is their ID: #310935764 and status: Active. Contact information includes: Draeil-Enamdirz5F80, 29CB04A7@FakeEmail.Com, and (126) 478-7496. A 'Parents/Guardians' section with an edit icon (pencil) lists: Name: Astmnh Rmaeiz, Relationship: Mother, 922EAF76@FakeEmail.Com, and (123) 460-7417.

The ✎ icon in the student contact card has the same functionality as the 👤 icon on the student info bar. Clicking these will take you to the contacts page. Here new contacts can be added, or existing contacts can be edited, updated, or deleted.



A screenshot of the StudentTrac 'Contacts' page. The top header shows the student's name 'ieardl aimr-endz' and ID '#310935764', along with fields for Age Grade (17), DOB (11/10/2002), Teacher (Myrna Lozano), Track (B), and Location (Acton - Chino 1). Below this is an 'Add Contact' button. A note states: 'Please list all persons requiring access to the student or the student's records. The school requires any Parent/Guardian and adult caregivers (18 years of age or older) who are legally authorized to sign the school's enrollment forms to be listed.' Two contact cards are shown. The first is the primary guardian: 'Mother' (shamir mraeiz), Emergency Contact? Yes, Allow Release? Yes, Cell: (123) 460-7417, Main: 922EAF76@FakeEmail.co, Home: bpn vwafoe2s03i, ONTARIO, CA, 91761 US. The second is a father: 'Father' (rtaneo ralemez), DOB: 10/15/1978, Emergency Contact? Yes, Allow Release? No. A 'Show More' dropdown is visible. A blue banner at the bottom reads: 'A Student must have a primary guardian listed, therefore the delete option will not show for the primary guardian.'

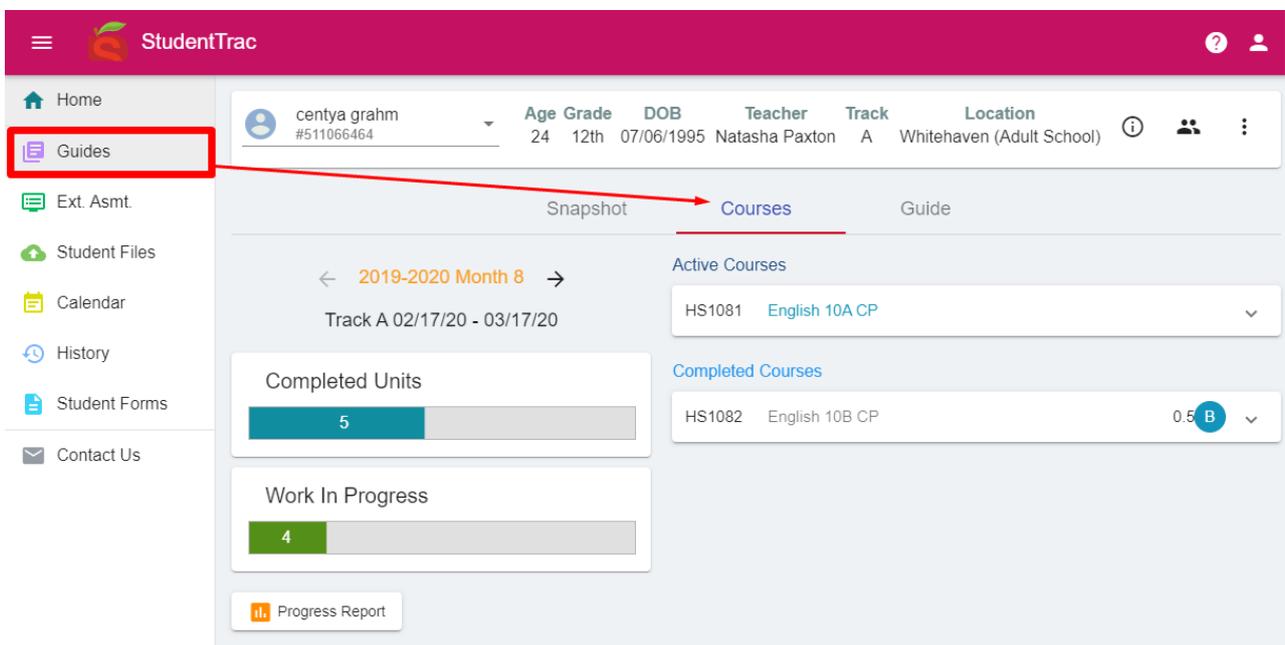
Courses View

Last Modified on 04/06/2020 5:49 pm PDT

Guardian Courses View

Viewing student courses using a Guardian account.

Parents/Guardians can view their student's courses and track their academic progress by going to the Courses Tab on the Guides application.



Parents/Guardians can view their student's assigned courses and their unit grades by hitting the Expand icon



NOTE: The course page **will not display** courses completed in previous months nor reserved course. Please review the Guide Tab to view those details.

Snapshot **Courses** Guide

← 2019-2020 Month 8 →
Track A 02/17/20 - 03/17/20

Completed Units
5

Work In Progress
4

 Progress Report

Active Courses
HS1081 English 10A CP

Completed Courses
HS1082 English 10B CP 0.5 **B**

Hitting the  icon will take you to the Progress Report, for more info on this feature, please click [here](#).

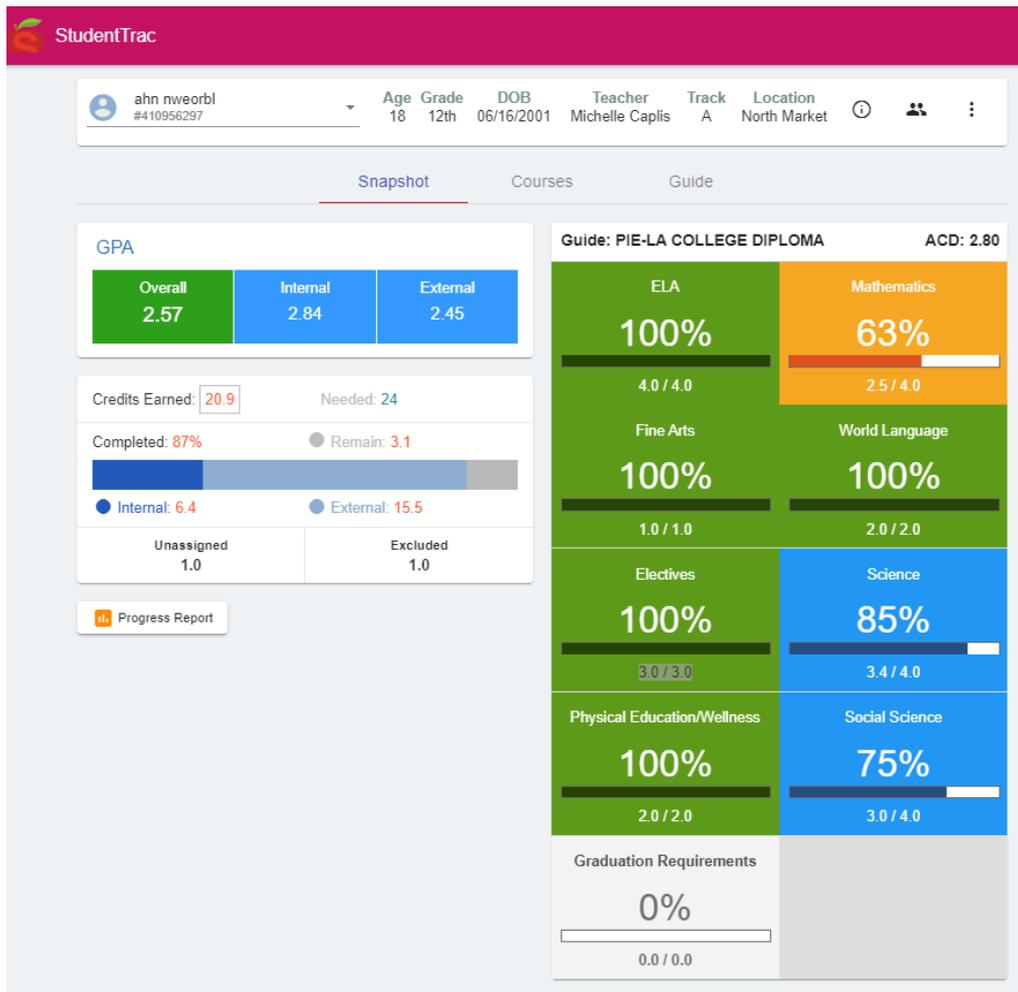
Snapshot View

Last Modified on 04/06/2020 5:50 pm PDT

Guardian Snapshot View

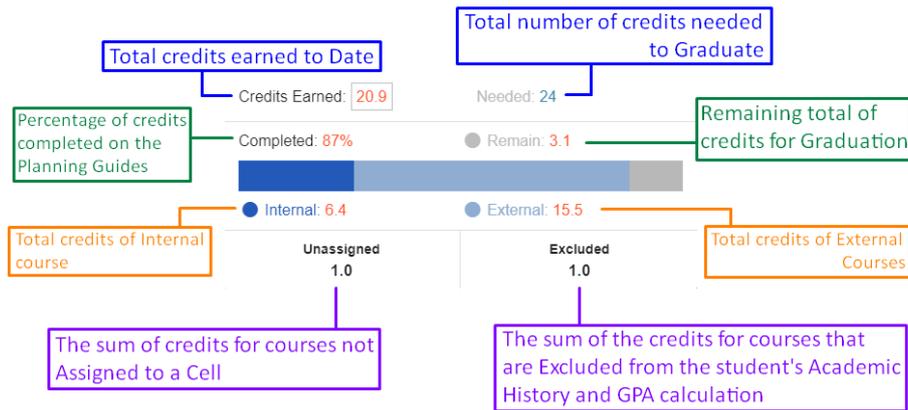
Overview on the Snapshot tab's functionality for Parents/Guardians.

Guardians can view the student's overall academic standing and progression in their studies.



Credit Summary

The Credit Summary summarizes a student's history of credits earned within their academic career, and how far they are toward qualifying for graduation.



GPA Summary

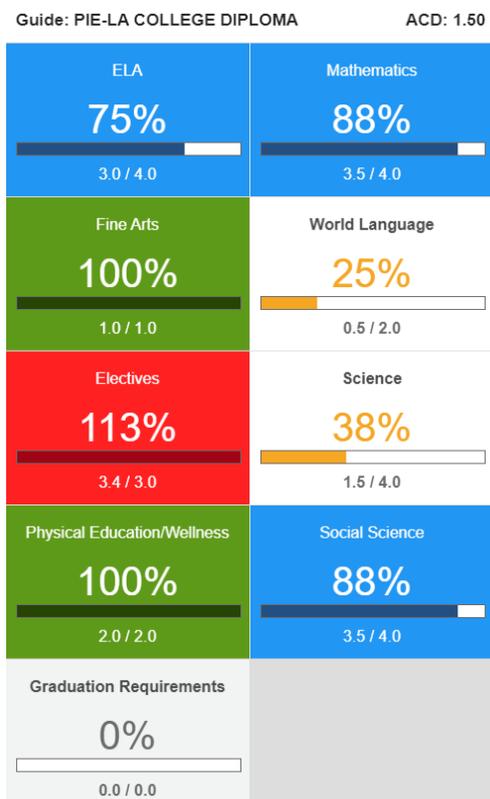
GPA

Overall	Internal	External
2.57	2.84	2.45

The **GPA Summary** displays the student's overall up-to-date GPA.

This includes a breakdown of the course's GPA earned while enrolled with your program (**Internal**) and from previous schools (**External**).

Guide Summary & Overall Progress



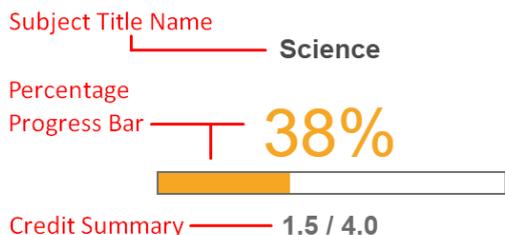
The student's current Planning Guide name, the Average Course Difficulty (ACD) and the progress of their academic progress by subject are displayed on these column of tiles.

The name of the student's planning guide is listed at the top of the column. The selected guide will determine the subject requirements.

All available courses in guide have varying levels of course difficulty that ranges in scale from 1 through 5.

The ACD takes the average of all course difficulty levels in which the Student has earned credits. A higher ACD indicates the student has taken a more challenging mix of courses in this Guide.

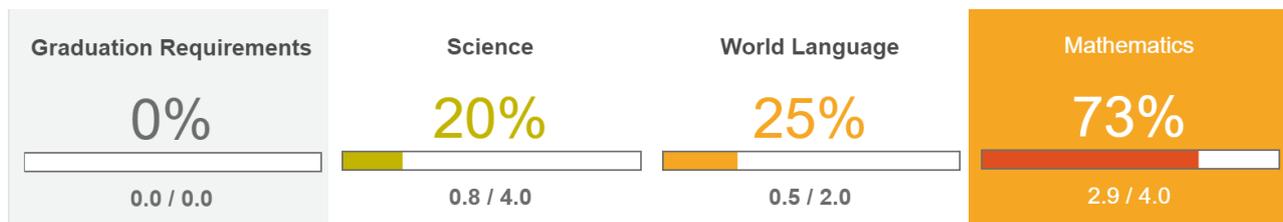
Subject Tiles



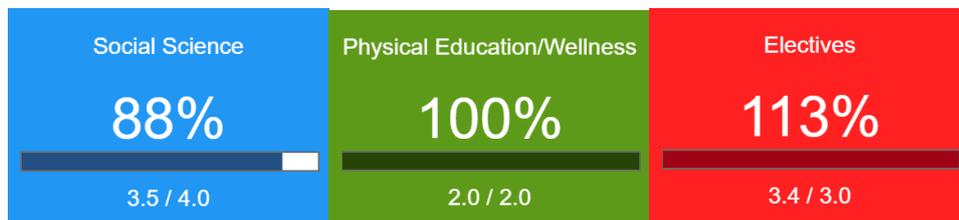
Each required subject summary tile displays a percentage value to illustrate how far a student is toward in fulfilling a specific subject’s minimum credit requirement.

NOTE: The credit summary's total will vary depending on your state's academic requirement.

Each Subject Tile is color-coded so users can easily visualize how far a student has progressed toward completing each subject’s credit requirement.



Grey = 0% complete
White with Light Yellow Text = 1-24% Complete
White with Orange Text = 25-49% Complete
Orange = 50-74% Complete



Blue = 75-99% Complete **Green** = Subject is 100% **Red** > 100% completion

Progress Report

The only action available on this page is to click Progress Report to view the progress report, for more info on that feature, please click [here](#).

Progress Report

Last Modified on 05/04/2021 2:50 pm PDT

Guardian Progress Report

Guardian view of the student progress report, here you will see the current appointments, units, courses, and other info.

Here is are the categories of current information you can view regarding your student on this page:

- Attendance
- Units earned
- Course grades
- School schedule
- Current teacher & appointment time
- Comments by teacher and school staff

Date: 03/25/2020

Grade: 12th Teacher: Natasha Paxton

Units

0

Schedule

- Appointment: T R 4:30 PM
- Appointment: T R 4:30 PM

Calendar

Enrollment Period: 2019-2020

#9(03/18/2020 - 04/22/2020)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Mar. 18	19	20	21
22	23	24	25	26	27	28
29	30	31	Apr. 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22			

Courses

English 10A CP	
B	Unit 1
A: M7 (01/16 - 02/16)	C: M7 (01/16 - 02/16)
	Unit 2
A: M8 (02/17 - 03/17)	
	Unit 3
A: M8 (02/17 - 03/17)	
	Unit 4
A: M8 (02/17 - 03/17)	
	Unit 5
A: M8 (02/17 - 03/17)	

Comments

Select User:
hats aghrm

Enter a comment *

You will be able to change the enrollment period and month the calendar is set to. This will allow you to see previous months and the attendance your student logged for those time periods.

Additionally, you can leave questions or comments on this page regarding your student.

Note: Not all schools are using attendance tracked on the calendar, if you have any questions please contact your students teacher.

External Assessments

Last Modified on 04/08/2020 1:08 pm PDT

Guardian External Assessments

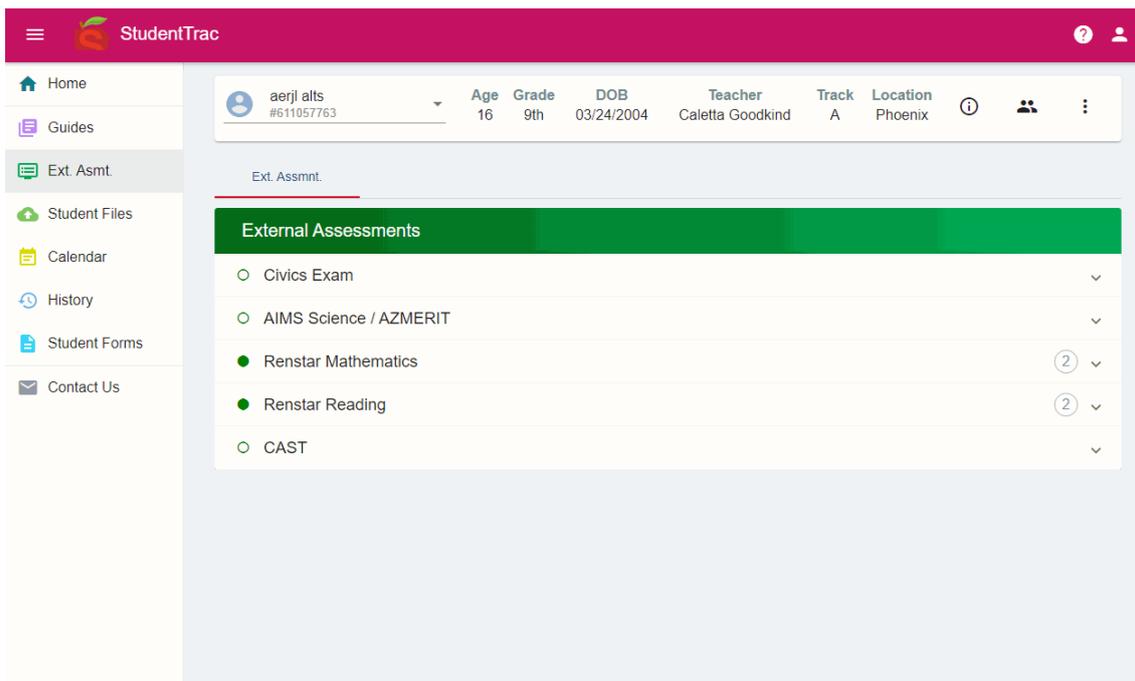
How to navigate through External Assessments and understand the page's functionality.

External Assessments displays the student's test results for assessments that were administered by 3rd party services—such as Renaissance Star (RenStar). The results are displayed per student, including the dates that each assessment was administered.

Available Assessment Types

Assessment results are organized into a list of Assessment Types. The list of available Assessment Types are pre-configured for each client/center.

To view a student's test results, select an Assessment Type.



Note: The list of External Assessment test types available to view will vary depending on the assessment types your student's school has selected to display.

Test Results

If a student has any test results for the selected Assessment Type, they will be displayed drop down windows.

StudentTrac will display if the student has received their test results by filling in the bubble next to the Assessment Type title **● Renstar Mathematics** and the total number of results on record **①**

If a student has never taken a test for an Assessment Type (or if results have not yet been made available by the

3rd party), no test instances will be displayed.

Hit the Expand Icon to view more information 

Ext. Assmnt.

External Assessments

- Civics Exam 
- AIMS Science / AZMERIT 
- Renstar Mathematics (2) 

Completed Date Local: 2019-09-11 10:42:49.933 School Year: 2019-2020 Scaled Score: 747 Grade Equivalent: 6.5
School Benchmark Category Name: On Watch

Completed Date Local: 2020-01-13 14:41:23.890 School Year: 2019-2020 Scaled Score: 719 Grade Equivalent: 5.9
School Benchmark Category Name: Intervention

Each instance of the test will display the most valuable information for the test at a glance. Clicking the assessment will show the full details for that test.

History

Last Modified on 04/06/2020 5:52 pm PDT

Guardian History

Viewing Student's history using a Parent/Guardian's account.

Enrollments

Within the **History** tab, Parents/Guardian will be able to see all the enrollments the student has done within the years.

The screenshot shows the StudentTrac interface. On the left is a navigation menu with items: Home, Guides, Ext. Asmt., Student Files, Calendar, History (highlighted with a red box), Student Forms, and Contact Us. The main content area shows a student profile for 'aenbi emsioant' with details: Age 20, Grade 12th, Teacher Patonna Davis, Track A, Location Ashburn. Below this, enrollment history is displayed, grouped by school year. The 2019-2020 section (green header) includes two enrollment records for Grade 12th. The 2016-2017 section (blue header) includes one enrollment record for Grade 10th. Red lines connect the 'History' menu item to the enrollment data.

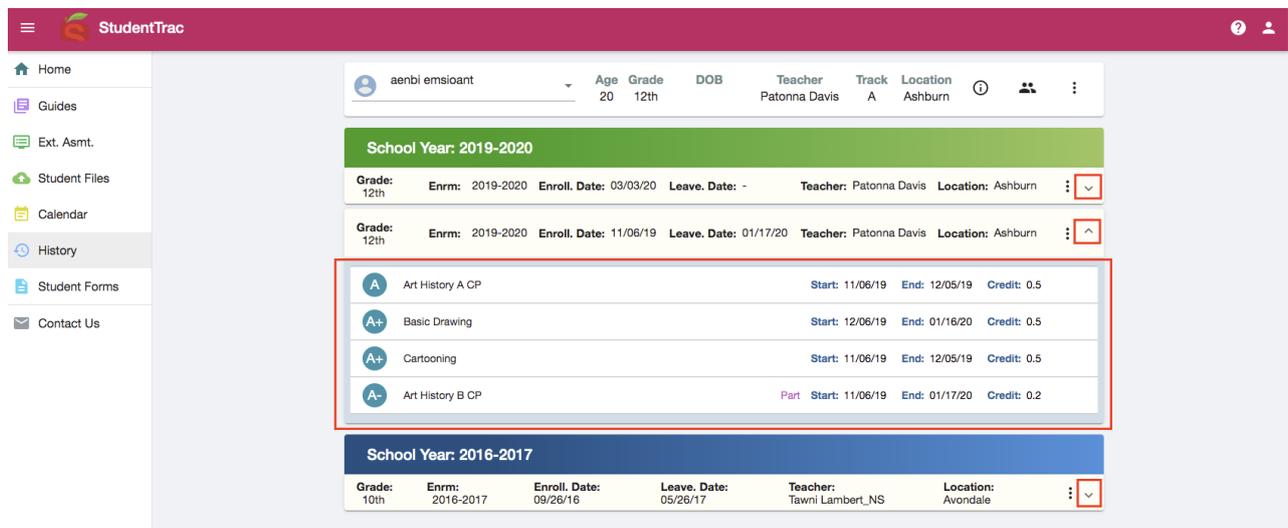
Grade	Enrm:	Enroll. Date:	Leave. Date:	Teacher:	Location:
School Year: 2019-2020					
12th	2019-2020	03/03/20	-	Patonna Davis	Ashburn
12th	2019-2020	11/06/19	01/17/20	Patonna Davis	Ashburn
School Year: 2016-2017					
10th	2016-2017	09/26/16	05/26/17	Tawni Lambert_NS	Avondale

They will be separated by **Year**

This screenshot is identical to the one above, but with red boxes highlighting the 'School Year' headers for each group of enrollment records: 'School Year: 2019-2020' and 'School Year: 2016-2017'. The 'History' menu item is also highlighted with a red box.

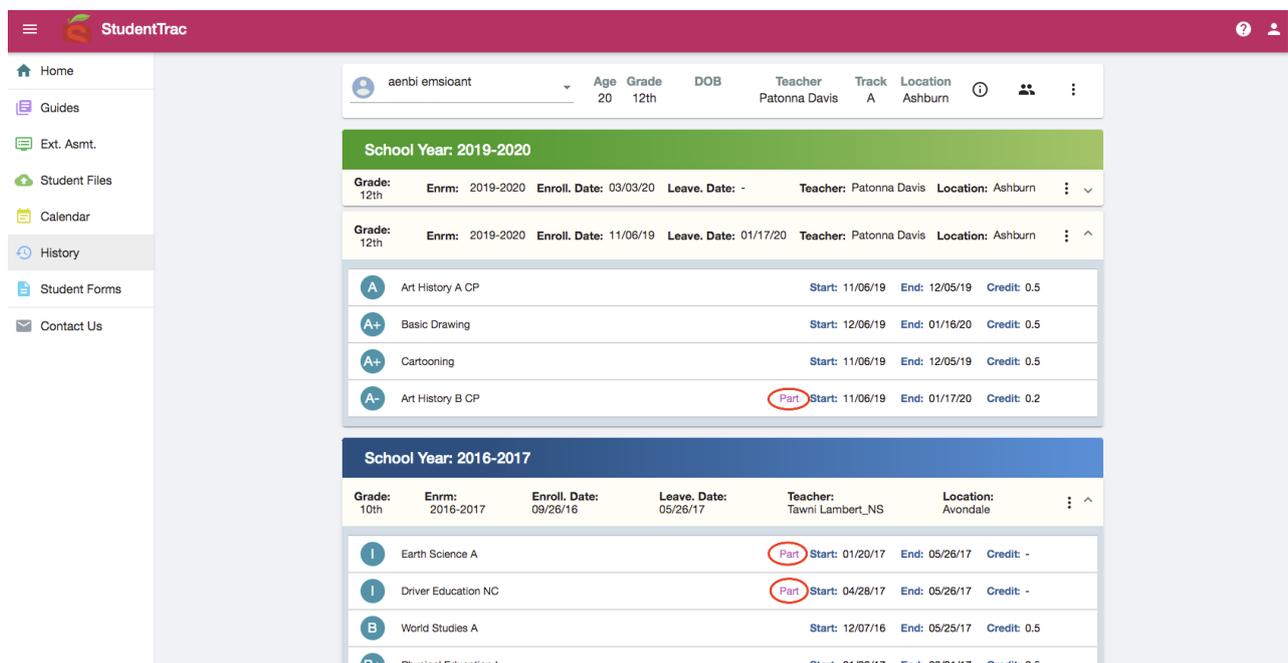
Courses

Within these enrollment periods, you can see all the courses the student has taken for that period by clicking the  icon.



The screenshot shows the StudentTrac interface for a student named 'aenbi emsioant'. The school year is set to 2019-2020. The student's profile information is displayed at the top: Age 20, Grade 12th, Teacher Patonna Davis, Track A, Location Ashburn. Below this, the enrollment details for the 2019-2020 school year are shown: Grade 12th, Enrm: 2019-2020, Enroll. Date: 03/03/20, Leave. Date: -, Teacher: Patonna Davis, Location: Ashburn. A list of courses is displayed, with the 'Art History B CP' course highlighted in a red box. The course details are: Grade A-, Course Name Art History B CP, Status Part, Start 11/06/19, End 01/17/20, Credit 0.2. Below this, the school year is set to 2016-2017, with Grade 10th, Enrm: 2016-2017, Enroll. Date: 09/26/16, Leave. Date: 05/26/17, Teacher: Tawni Lambert_NS, Location: Avondale.

Seeing **Part** on a course means that the student has only partially completed the course, therefore, not all 5 units.



The screenshot shows the StudentTrac interface for the same student in the 2016-2017 school year. The student's profile information is displayed at the top: Age 20, Grade 12th, Teacher Patonna Davis, Track A, Location Ashburn. Below this, the enrollment details for the 2016-2017 school year are shown: Grade 10th, Enrm: 2016-2017, Enroll. Date: 09/26/16, Leave. Date: 05/26/17, Teacher: Tawni Lambert_NS, Location: Avondale. A list of courses is displayed, with the 'Earth Science A' and 'Driver Education NC' courses highlighted in red boxes. The course details are: Grade I, Course Name Earth Science A, Status Part, Start 01/20/17, End 05/26/17, Credit -; Grade I, Course Name Driver Education NC, Status Part, Start 04/28/17, End 05/26/17, Credit -; Grade B, Course Name World Studies A, Start 12/07/16, End 05/25/17, Credit 0.5; Grade B+, Course Name Physical Education I, Start 01/20/17, End 03/21/17, Credit 0.5.

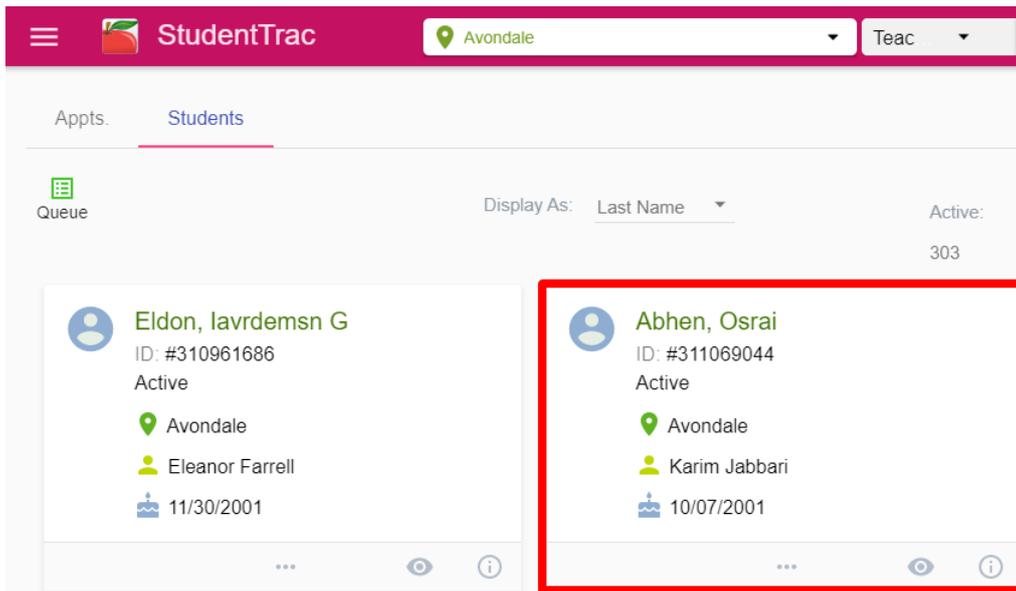
Create Guardian Account

Last Modified on 09/21/2020 1:20 pm PDT

Create Guardian Account

How to create a Guardian Account to access StudentTrac.

Begin by going to the Home page and selecting the student record associated to the Guardian account.



Hit the More info  icon to expand the Student's contact details. Hit the Edit pencil  icon to view the Guardian's details.

Abhen, Osrai
ID: #311069044
Active

Saironheba4D03

Redacted@Pathwayschools.Org
Request Account Activation

redacted@FakeEmail.com

(134) 438-7812

Set Temporary Password

Parents/Guardians

Name: Egbiral Nhbae
Relationship: Brother

redacted@eoopy.com

(131) 497-7890 Ext.

Once on the Guardian contact page, hit the Three Dot icon to expand the view.

sairo bhnea
ID: #311069044
Contacts

Primary

egbiral nhbae
Brother

Emergency Contact? **Yes**
Allow Release? **Yes**

Home: (131) 497-7890

Click on the CREATE ACCOUNT icon to begin setting the parent/guardian's account.

sairo bhnea

ID: #311069044

Contacts

Primary

 **egbiral nhbae** 
Brother
Emergency Contact? **Yes**
Allow Release? **Yes**

 Home: (131) 497-7890

 Home: Redact3d@eooopy.com

 Home:
a6sn4b9 v0iwe
CHICAGO IL 60639 US

 **Studenttrac Account**
+ CREATE ACCOUNT 

Court Order on file? **No**
Caregiver affidavit on file? **No**

 NOTES

...

NOTE: Guardians are required to enter a working email address in order to create an account. It will be needed for the Self Service tool to retrieve passwords.

A pop-up window will appear asking you to verify if that person has authorization to access this student's records. Once verified, hit the **GUARDIAN VERIFIED** icon to finish.

Create StudentTrac Account



An active sign in account is required for any guardian who wishes to view student records using the Parent Portal.
Before continuing, please verify the guardian is authorized to access this student's records.

Voila! The Guardian's account is now ready to use. Please provide the user their login credentials and have them sign into studenttrac.com. Hit the **GOT IT** icon to exit out of the popup window.

StudentTrac Account Created



Portal account successfully created for: **egbiral nhbae**

Username: **enhbae**
Temporary Password: **78649**
www.studenttrac.com

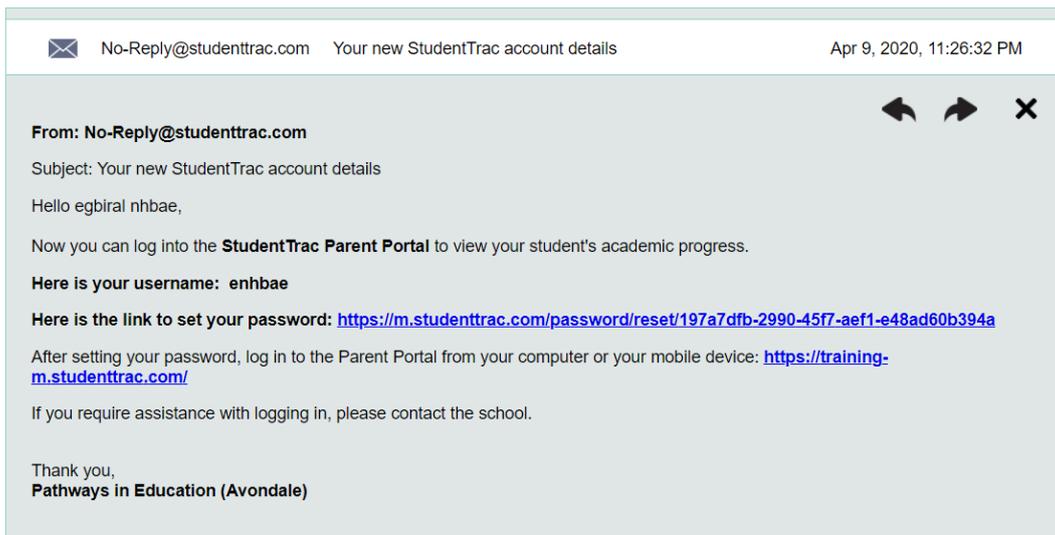
These credentials should only be distributed to the person listed above.

GOT IT

StudentTrac will also forward a message to the guardian's email that provides them with instructions on how to log in. They will find their username and a link to set up their password within the message.



Please ensure that parents use an email address they actively use in order to use the **self-service feature** and so that their child does not gain access to the incorrect account.



Overview

StudentTrac Avondale Teac All Teachers Search Student

Apts. **Students**

Queue Display As: Last Name Active: 303 Inactive: 2134 SSID

<p>Eldon, Iavrdemsn G ID: #3110961686 Active Avondale Eleanor Farrell 11/30/2001</p>	<p>Abhen, Osrai ID: #311069044 Active Avondale Karim Jabbari 10/07/2001</p>	<p>Abrc, Moar ID: #311057197 Active Avondale Eleanor Farrell 11/07/2001</p>
<p>Achbis, Ehlon ID: #3110893167 Active Avondale Rob Cummins 02/12/2001</p>	<p>Acobser, Tlimjae ID: #311078268 Active Avondale Rob Cummins 12/21/2001</p>	<p>Aefnshtr, Poejsh ID: #311074918 Active Avondale Karim Jabbari 12/13/2001</p>
<p>Aelshtr, Iikvaln</p>	<p>Aeonlnz, Misaine</p>	<p>Anefn, Lanorcie</p>

Activate Wir

Parent Portal Login

Last Modified on 05/01/2020 12:31 pm PDT

Parent Portal Login

How to login for the first time into the Parent Portal as a Parent/Guardian

Login

Once you have entered your information as a guardian for your student in Registration, you will be required to enter an email to access the Parent Portal.

If you have entered an email, a staff member at the location will give you your login credentials, you will then be able to login to [StudentTrac](#).

Change Password

First time logins will be prompted to update their password. The Old Password will be the password given to login to the account initially.

Change Password

Your password has expired and must be changed.

Old Password _____

New Password _____

Confirm Password _____

Show Password

Password requirements

- ❗ Password must contain a lowercase letter.
- ❗ Password must contain an uppercase letter.
- ❗ Password must contain a number.
- ❗ Password must be at least undefined characters long.
- ❗ Password cannot be more than undefined characters long.
- ❗ Password must not contain your username.
- ❗ Confirm Password must match New Password.

Submit

Security Questions

First time logins will then be required to answer two security questions. These questions will be used if login credentials need to be reset.

Security Questions

These security questions will help us verify your identity when you need to access your account or reset your password.

Question #1

Select a question *



Answer *

Question #2

Select a question *



Answer *

Save

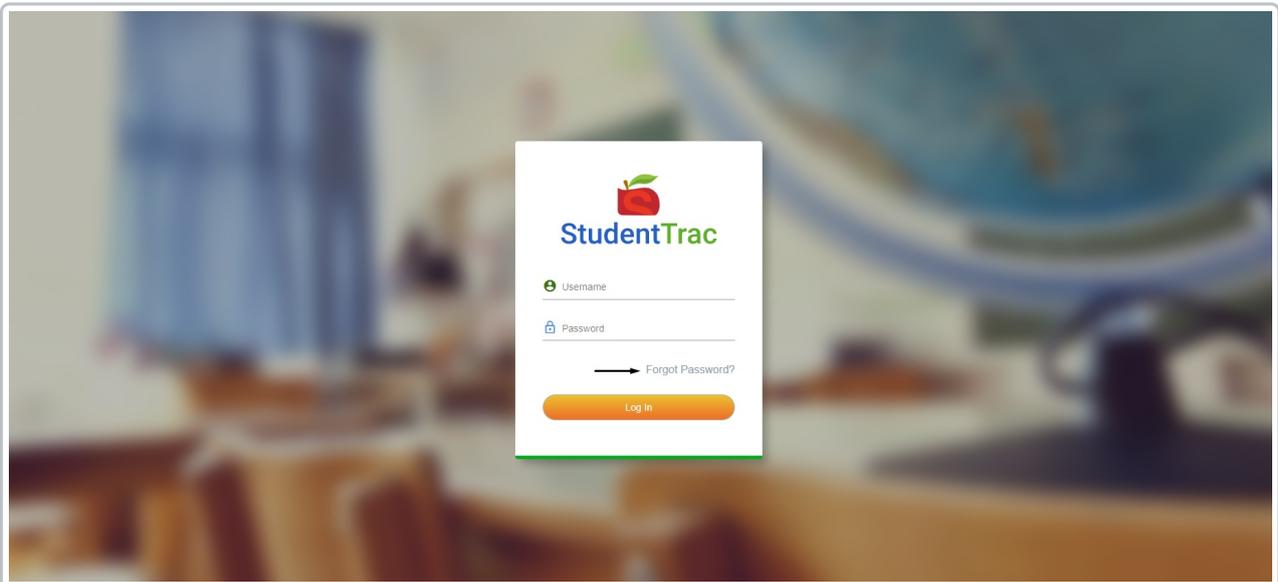
Reset Guardian/Student Password

Last Modified on 05/01/2020 12:31 pm PDT

Reset Guardian/Student Password

How to reset your own password

On the login page, click on '**Forgot Password**'

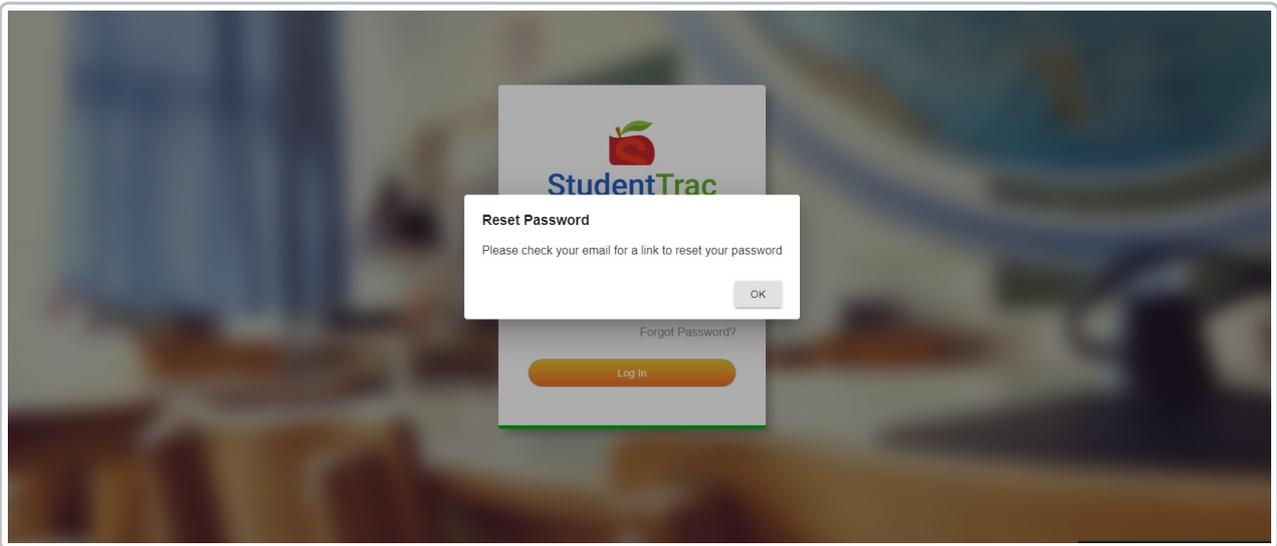


You will then be asked to put in your **Username**

Once you have entered your username, you will have **TWO** options to reset your password

First: You can click **Send**, and this will send you an email

Next, there will be a pop up telling you the email has been sent

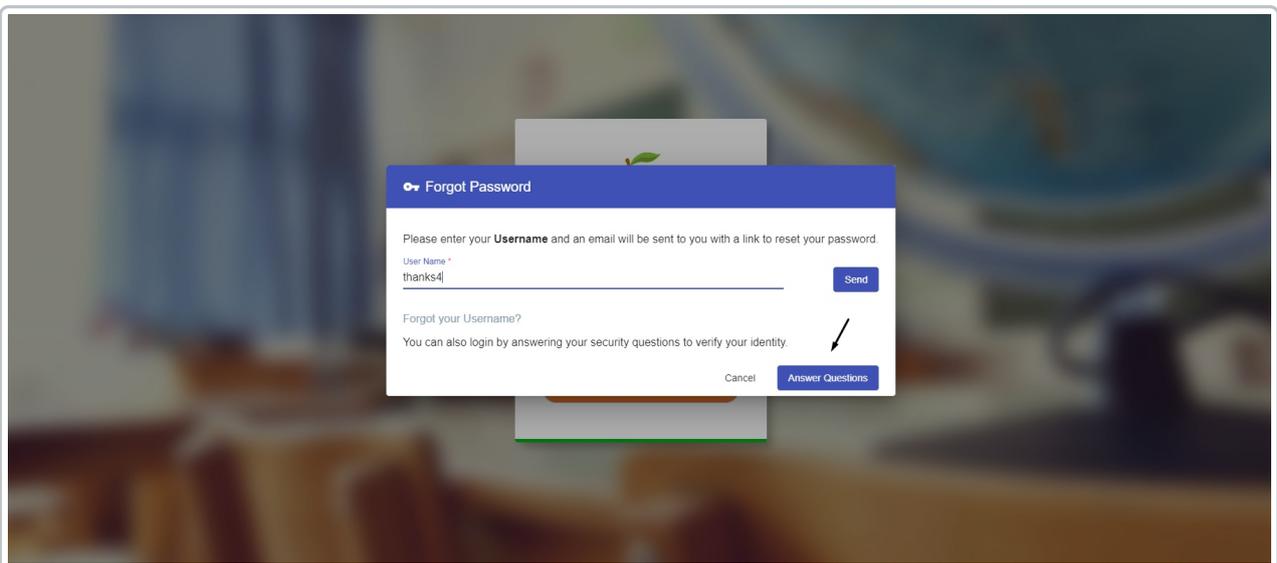


Please check the email address tied to your account, there will be a link to reset your password, click the **Link**

Enter in your **New Password**, and **Submit**

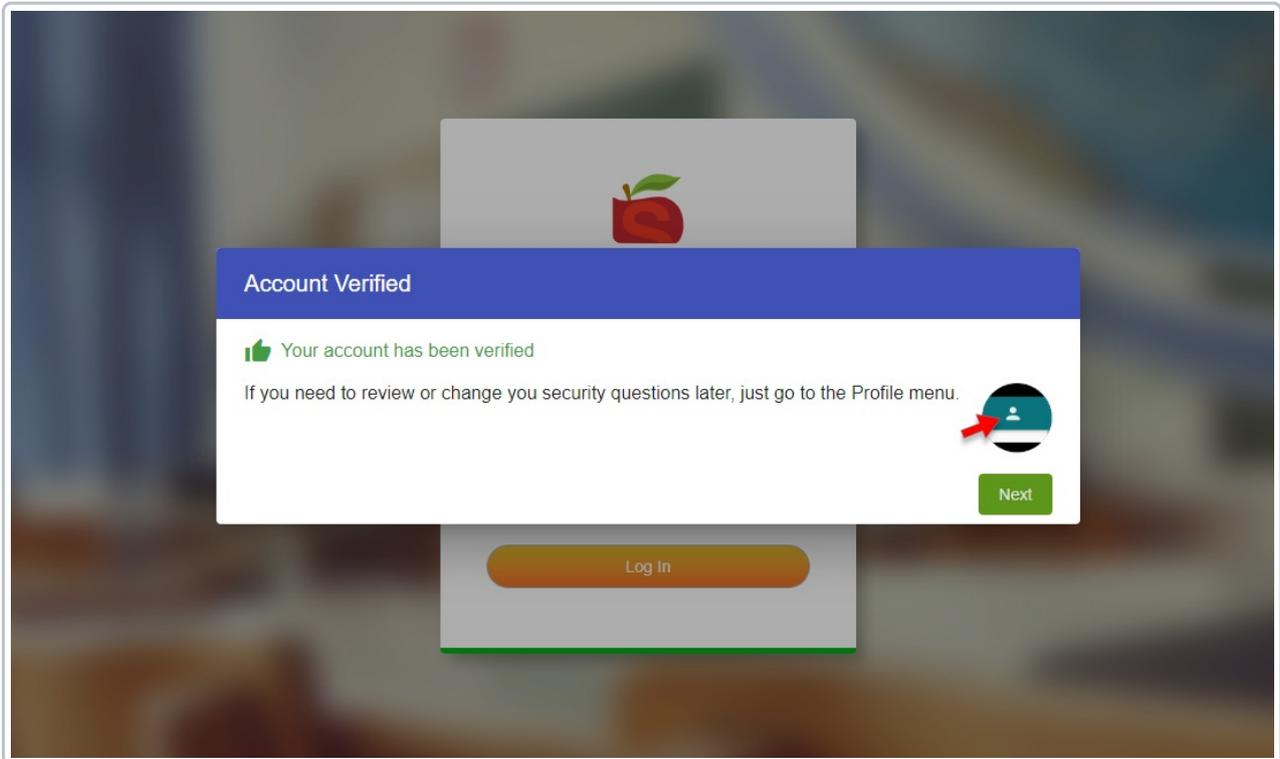
You should now be able to log in using your new password

Second: Fill out the **Security Questions**

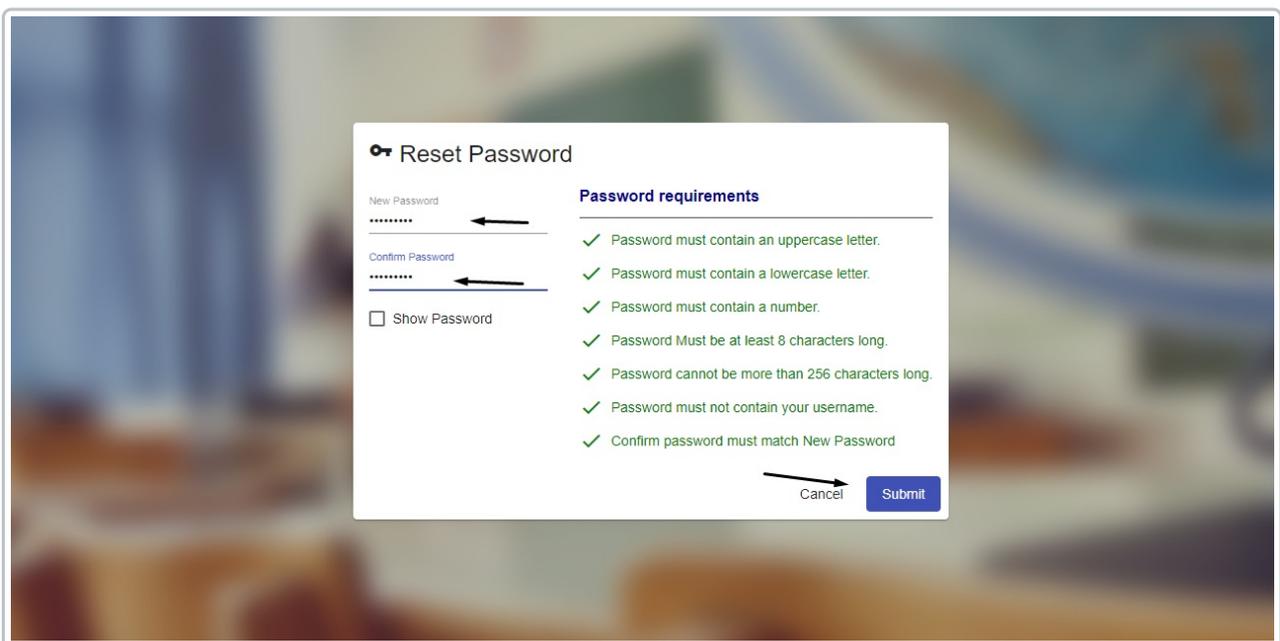


You will then be able to answer your security questions, first **Answer** then click **Submit**

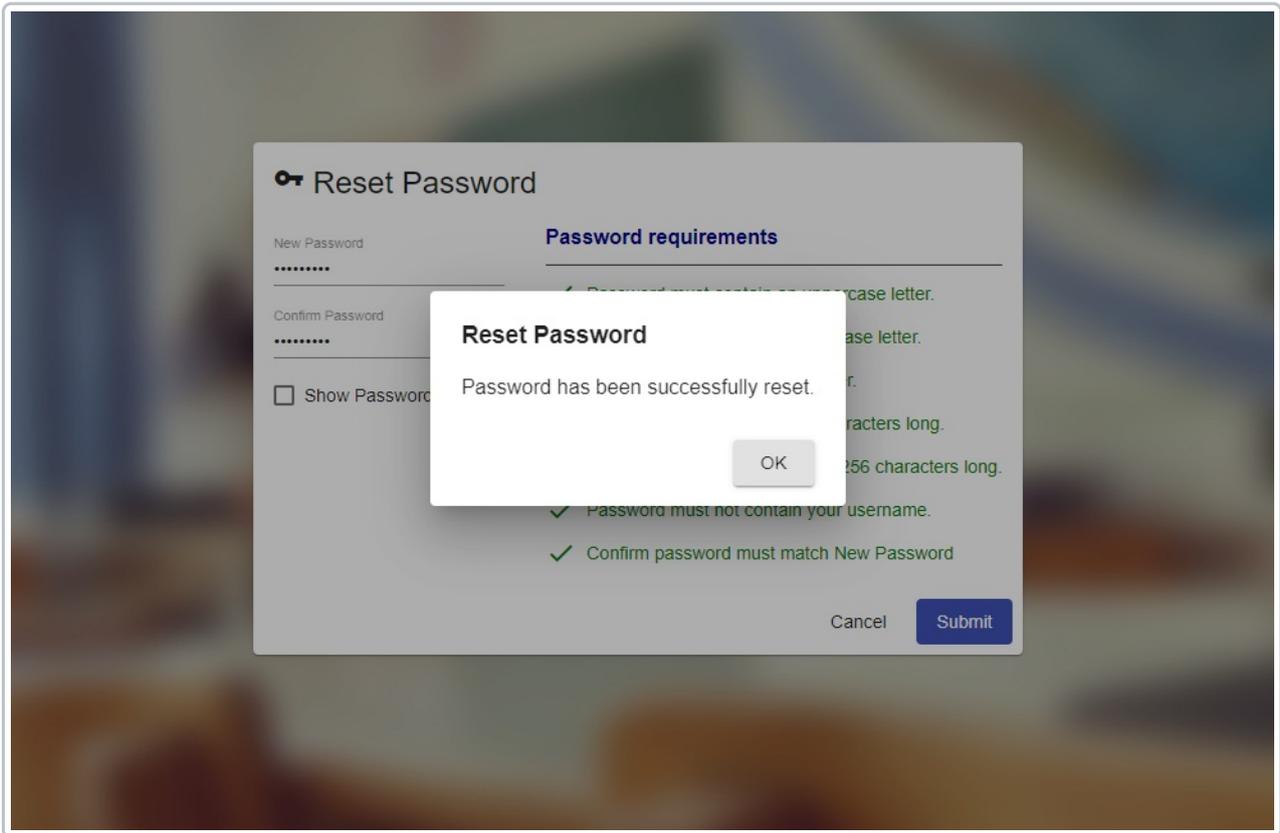
Your Account will then be verified, please click **'NEXT'**



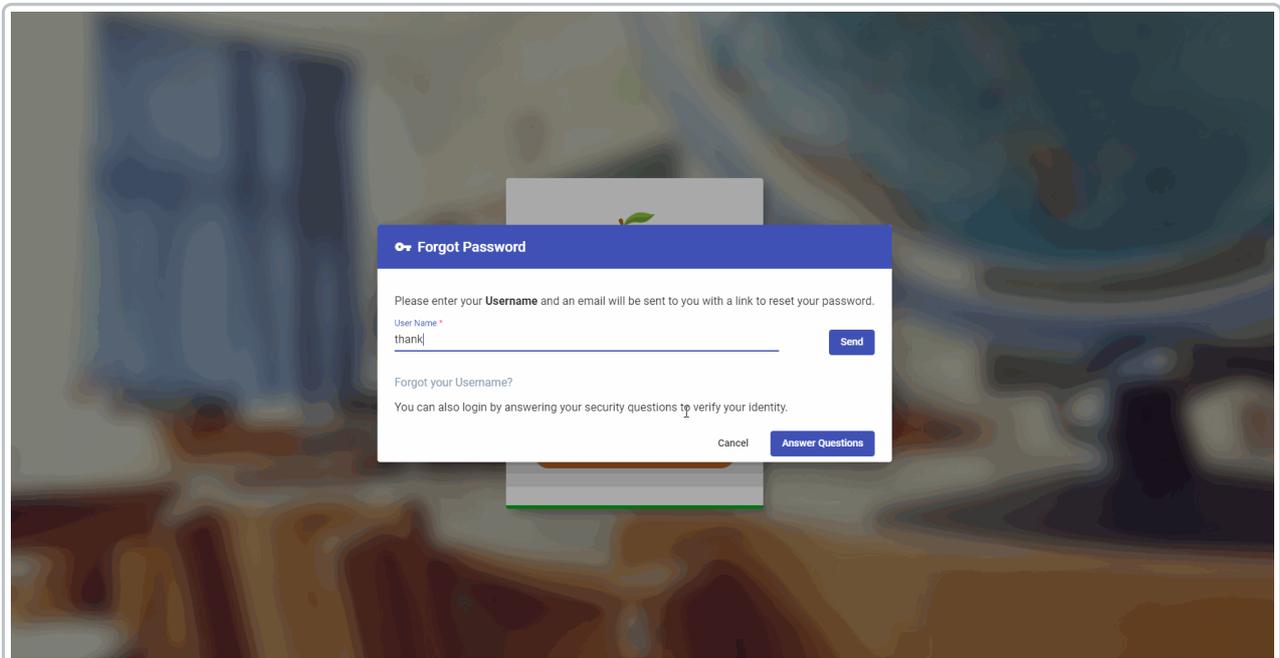
You will then be able to Reset your password by typing a new one and confirming it, **Submit**



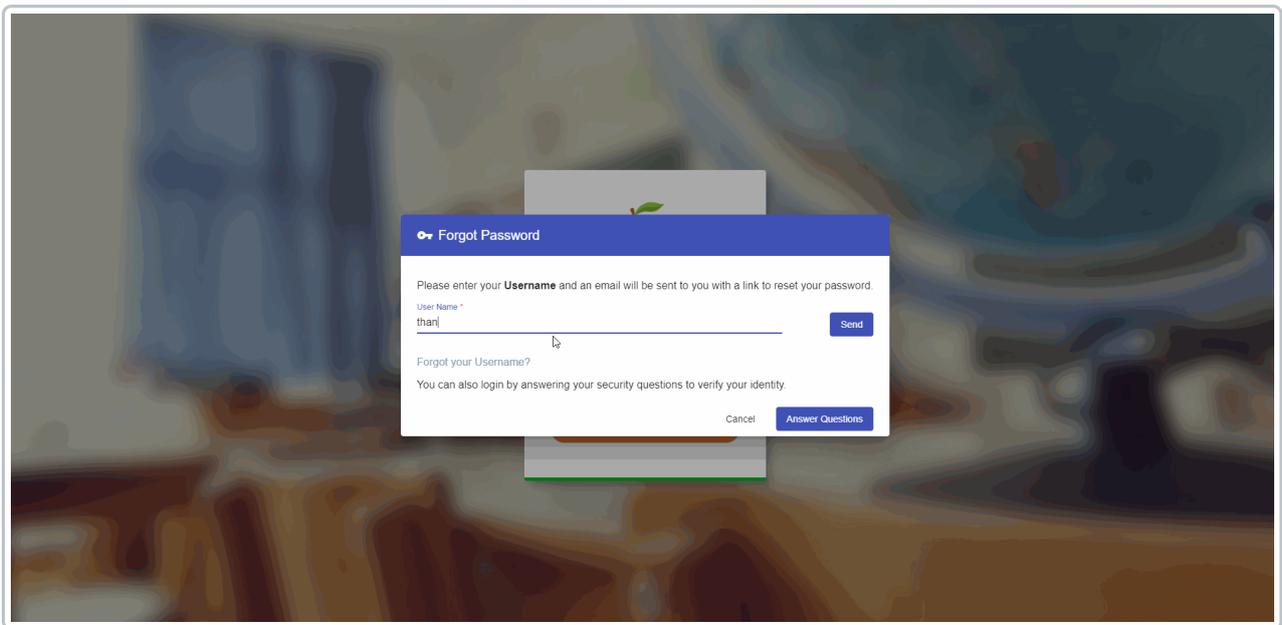
Your Password will then be reset



Overview on Step One:



Overview on Step Two:



Reset Password

Last Modified on 05/01/2020 12:31 pm PDT

Reset Password

How to reset your own password

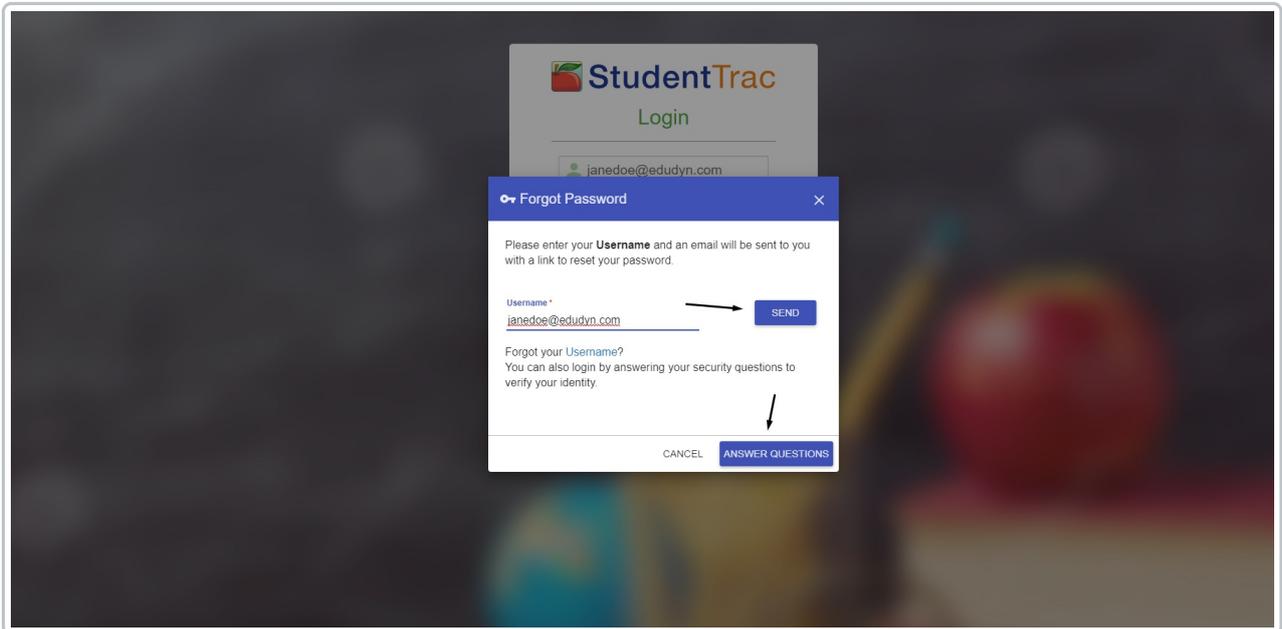
1. On the login page, click on **'Forgot Password'**



2. You will then be asked to put in your **Username**



3. Once you have entered your username, you will have **TWO** options to reset your password



4. **First:** You can click **Send**, and this will send you an email



5. Please check your work email, there will be a **Link** to reset your password



6. Enter in your new password, and **Submit**

7. Fill out your new password and submit

8. You should now be able to log in using your new password

1. **Second:** Fill out the **Security Questions**

2. You will then be able to answer your security questions

3. **Answer** and **Submit**

4. Your Account will then be verified, click **'NEXT'**

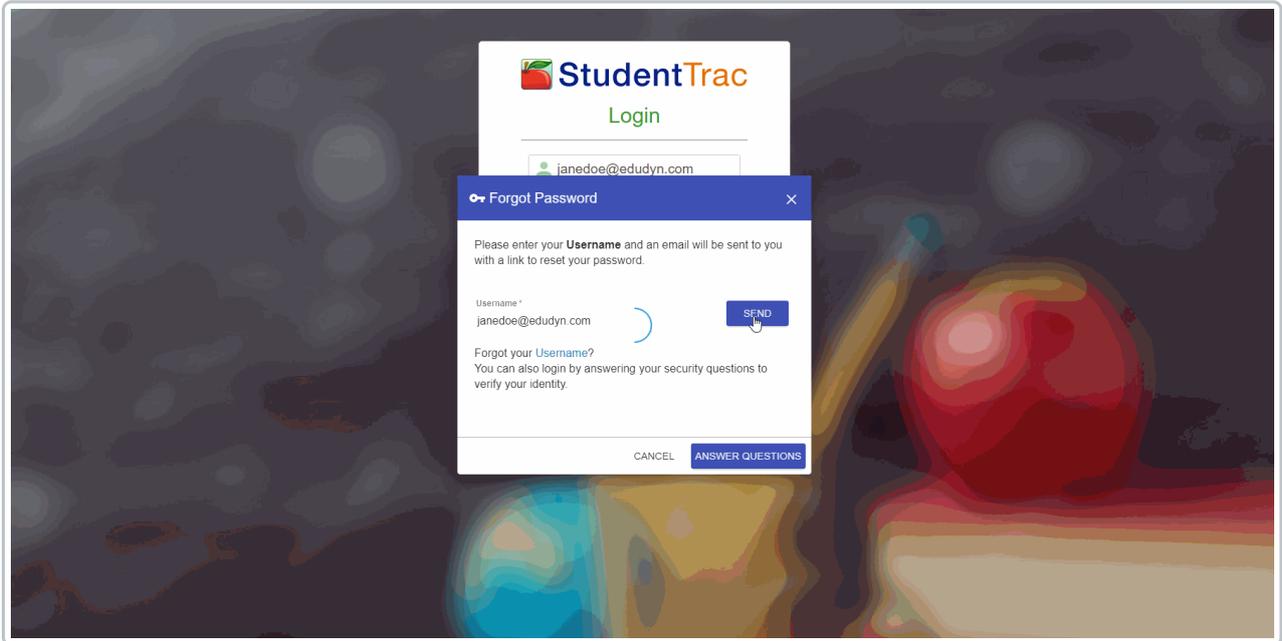
5. Please check your work email, there will be a link to reset your password

6. Please check your work email, there will be a link to reset your password

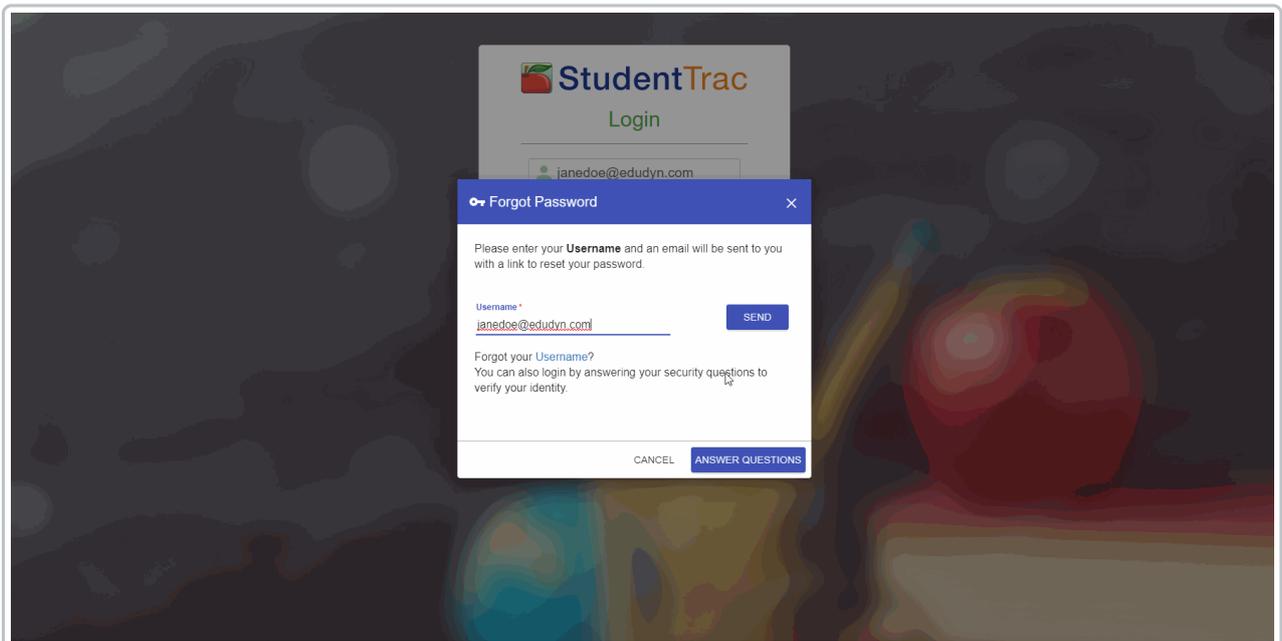
7. Fill out your new password and **Submit**

8. You should now be ready to login using your new password

Overview on Step One:



Overview on Step Two:



Student Login

Last Modified on 05/01/2020 12:31 pm PDT

Student Login

How to Login

If you are a brand new student, you will have to fill out your username and password in Pre-Registration

1. Click '**Sign Up**'

2. Fill out the following information

3. Then you will choose a **Username** and **Password**

4. Once you have finished the Pre-Registration, you will be able to use the username and password you created to login

Overview:

NOTE : If you are a **RETURNING** student,

You can log in using your previous credentials you had, if you don't remember your credentials, speak to your teacher. They will be able to give you your username and give you a temporary password. Once you have that information go to [Studentrac.com](https://www.studentrac.com) and put in your credentials.

Magic Signatures

Last Modified on 05/01/2020 12:32 pm PDT

Magic Signatures

Once you've received your login information and completed your security questions, the next action you should carry out is signing your Magic Signature. Once you've signed this, your signature will appear in any teacher signature slot that is needed.

1. Go to the **Head and Shoulder** icon



2. **Click Profile**



3. You will see the following empty box



4. You can then **Sign** it using the cursor and click **Save**



NOTE: If you would like to change your signature after you have already saved one to your profile, you will need to contact the EDI Helpdesk for further assistance.

Overview:



This will be very important for student registration forms and Course Contracts, this signature will appear on any teacher signature box that needs to fill out for the teachers student.



Guardian/Student Security Questions

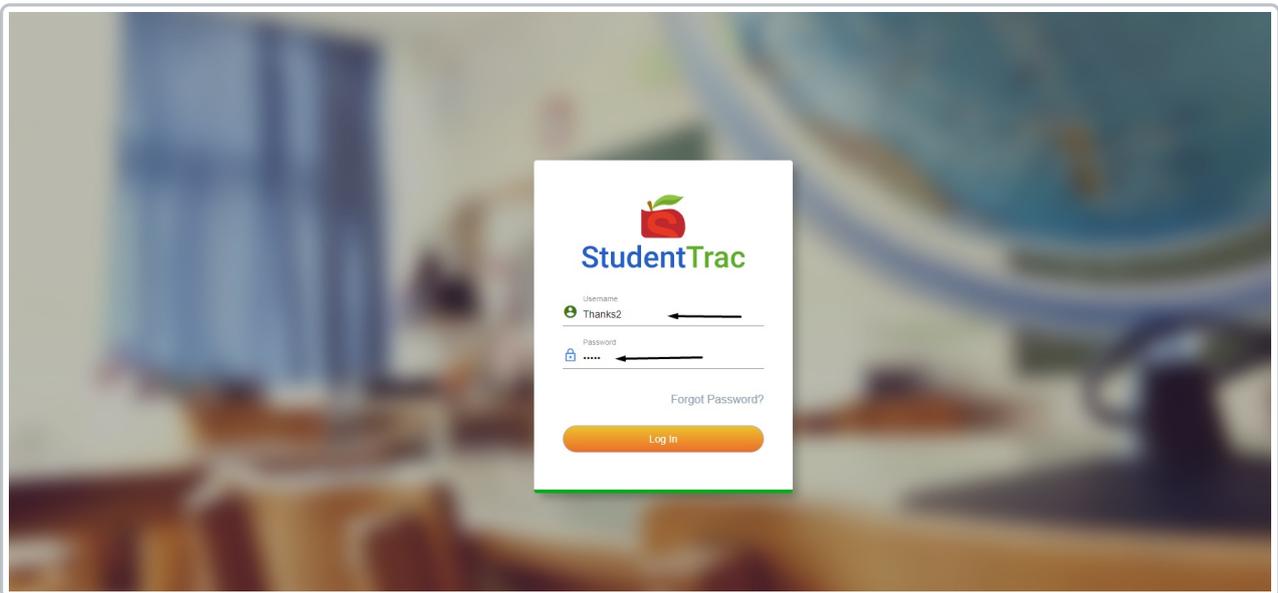
Last Modified on 05/01/2020 12:32 pm PDT

Guardian/Student Security Questions

You will be asked to answer two security question to keep your account secure

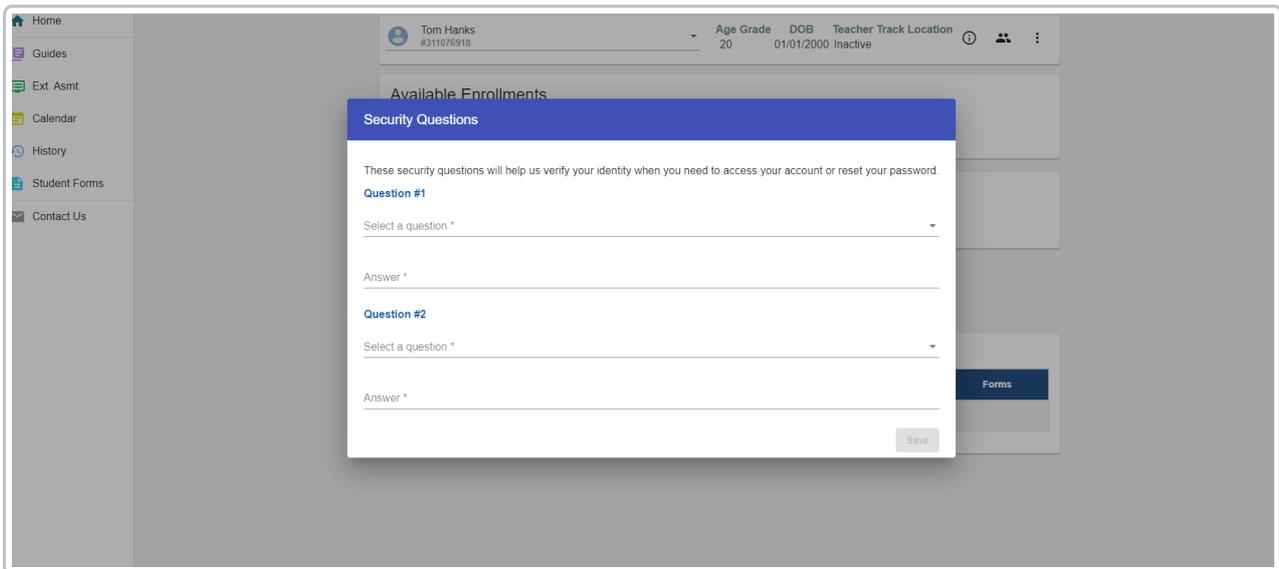
Parents will be asked to answer these questions when they login for the first time

Login



You will first need to change your password, put in your **Temporary Password** in the '**Old Password**' then pick a new one

Once that is updated you will get a window to fill out **Security Questions**



Fill out and **Save**

If you are a **Brand New Student**, you will be asked to fill out these questions in the Pre-Registration forms.

If you are a **Returning Student**, you will fill these out when you first login, if you haven't done so already.

To see the questions:

Go to the **Head and Shoulders** on the right corner

Go to **Profile**

You can look at the questions and reveal what your answer was by clicking the **Eyeball**

Home | Tom Hanks #311076946 | Age Grade: 15 | DOB: 04/04/2004 | Teacher Track Location: Inactive

Login Profile

First Name: Tom | Last Name: Hanks

Email: thanks@edudyn.com | User Name: THanks4

Security Questions

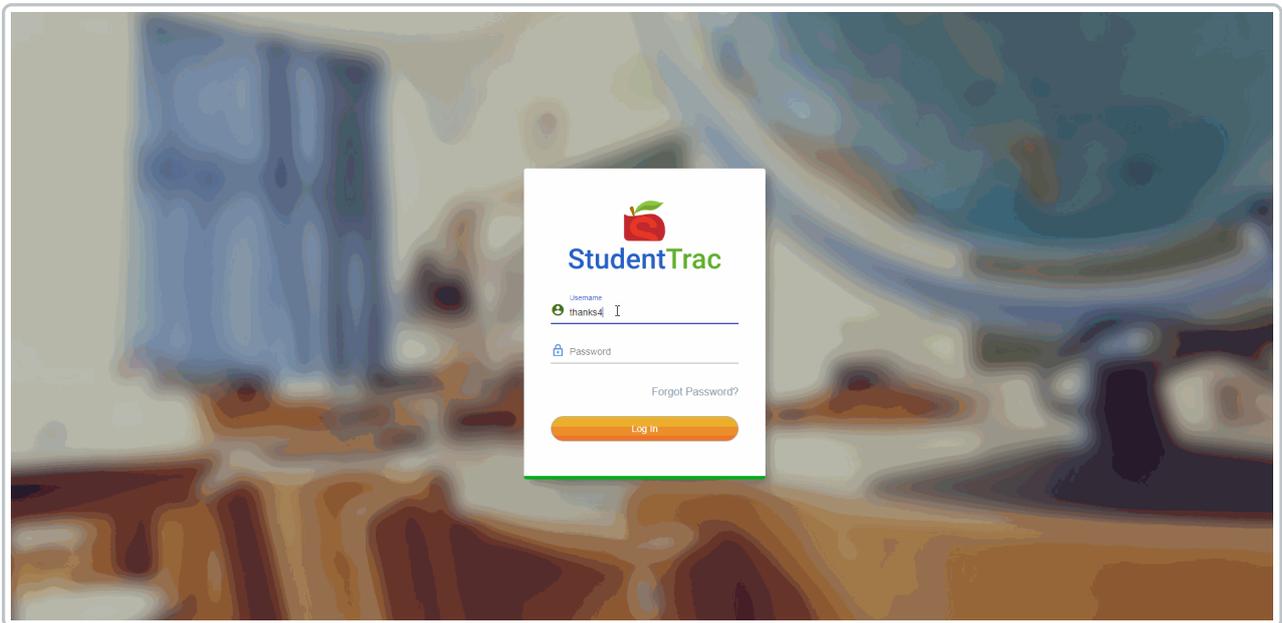
Question #1: What was the name of your first pet? | Answer: Max

Question #2: What is the first card game you learned to play? | Answer: [Masked]

Buttons: Cancel, Save

You can also change the questions if you'd like by clicking the little arrow and typing in a new answer

Overview:



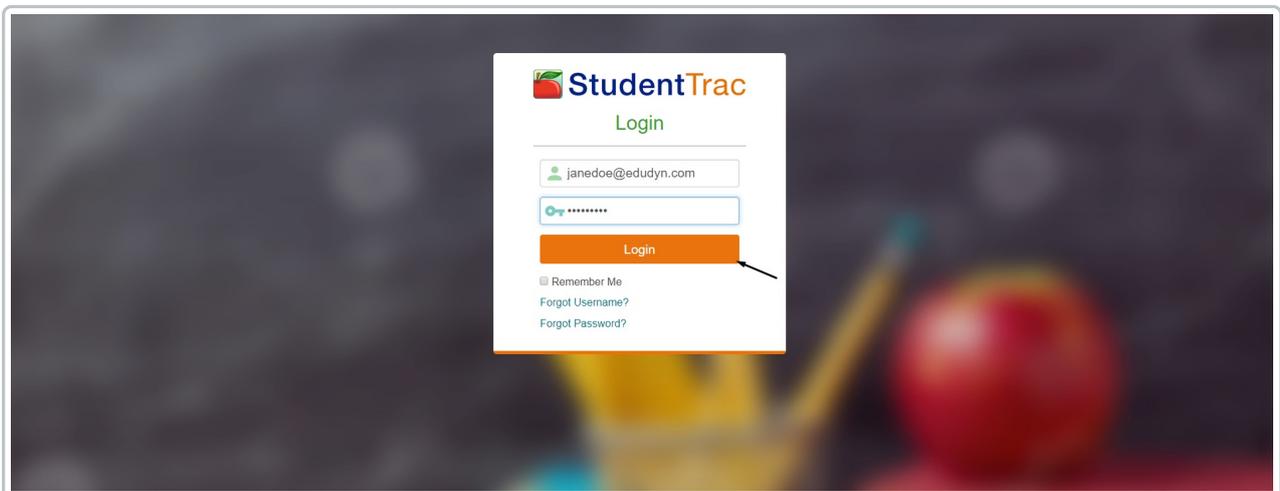
Security Questions

Last Modified on 05/01/2020 12:32 pm PDT

Security Questions

When you log into StudentTrac for the first time, you will be asked to fill out Security Questions

1. Login



Afterwards, there will be this pop-up

NOTE: These questions are required for ALL accounts

2. Fill out the questions

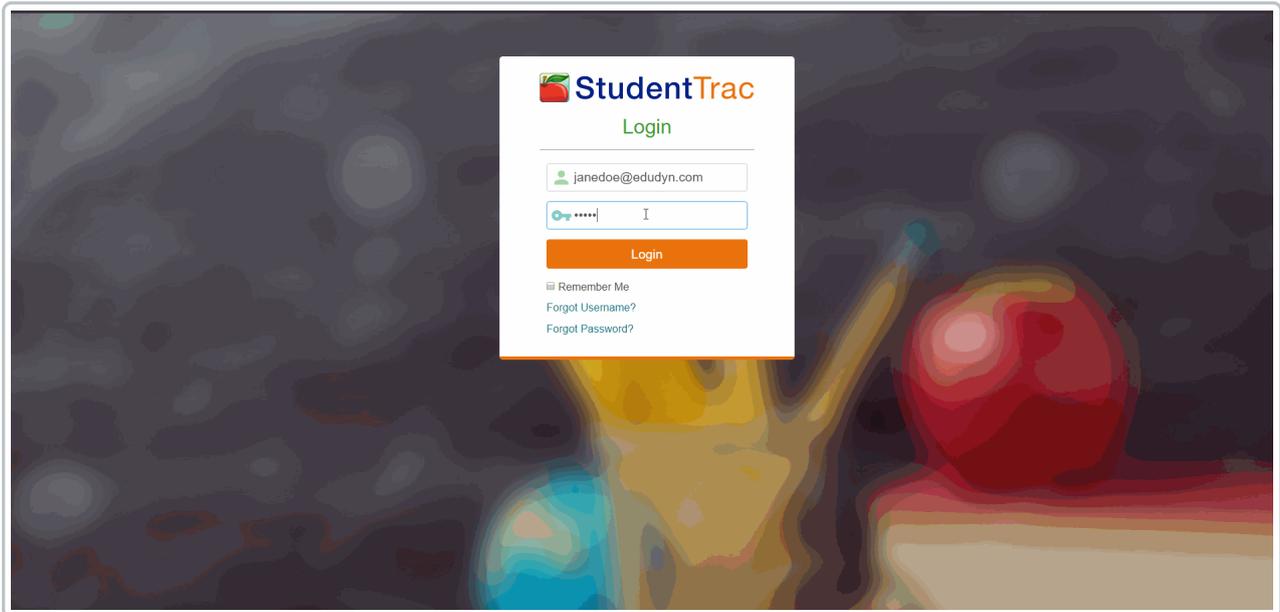
3. You will be able to see the question and answers under Profile. Go to the [Head and Shoulders](#)

4. Profile

5. You will see the questions here, and if you click on the **Eyeball**, you will see your answer

6. If you ever want to change the questions, you can do so by clicking the arrow next to the question

Overview:



This will help out if you ever forget your password, you will be given the option to answer these questions to get a new temporary password

Switching Client/Roles

Last Modified on 05/01/2020 12:32 pm PDT

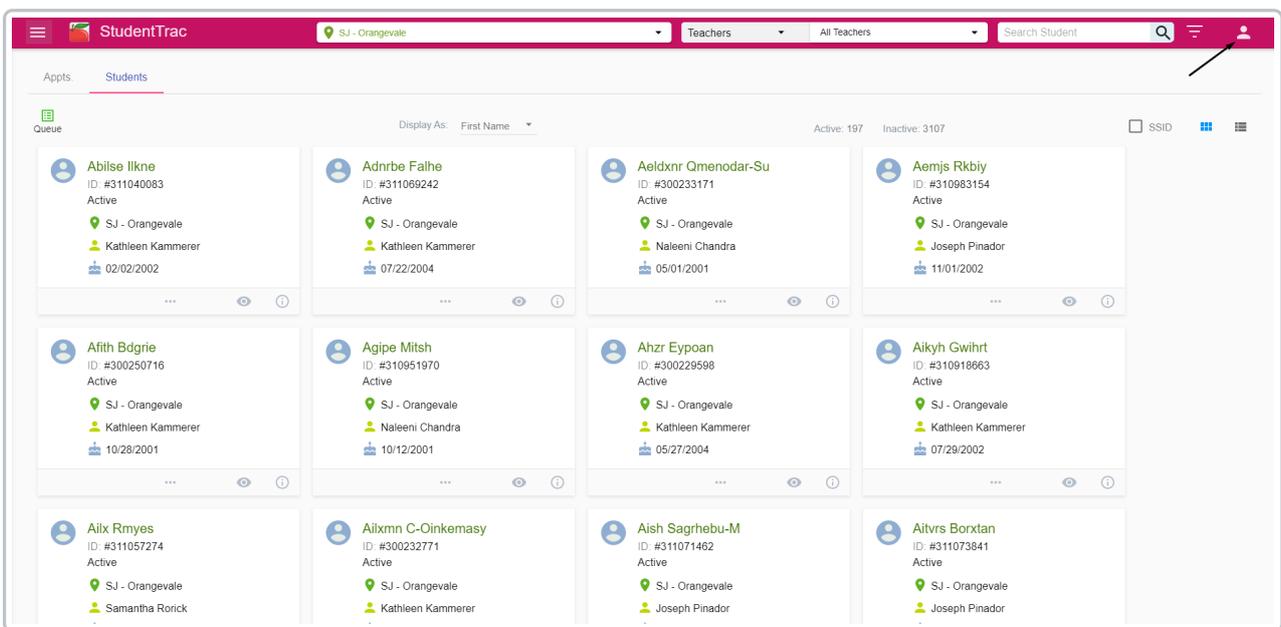
Switching Client/Roles

If you have more than one role or location you work for, you will need to update them to work with different student groups, or perform different actions.

Permissions = Roles

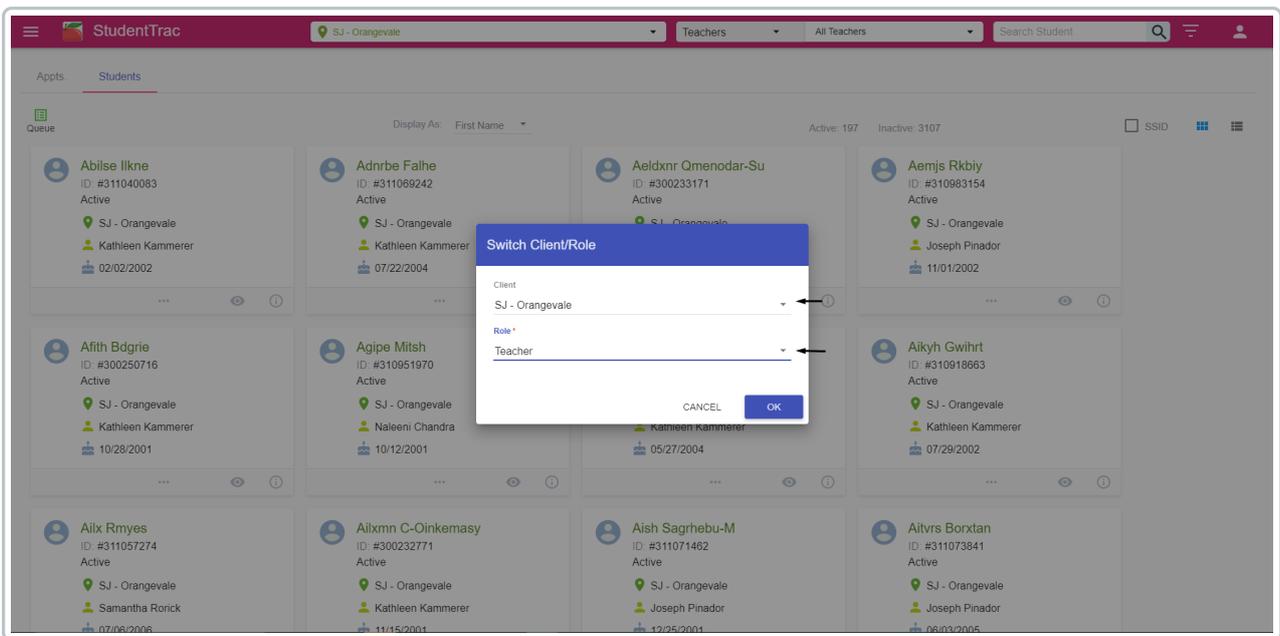
Locations = Clients

1. Go to the **Head and Shoulders**



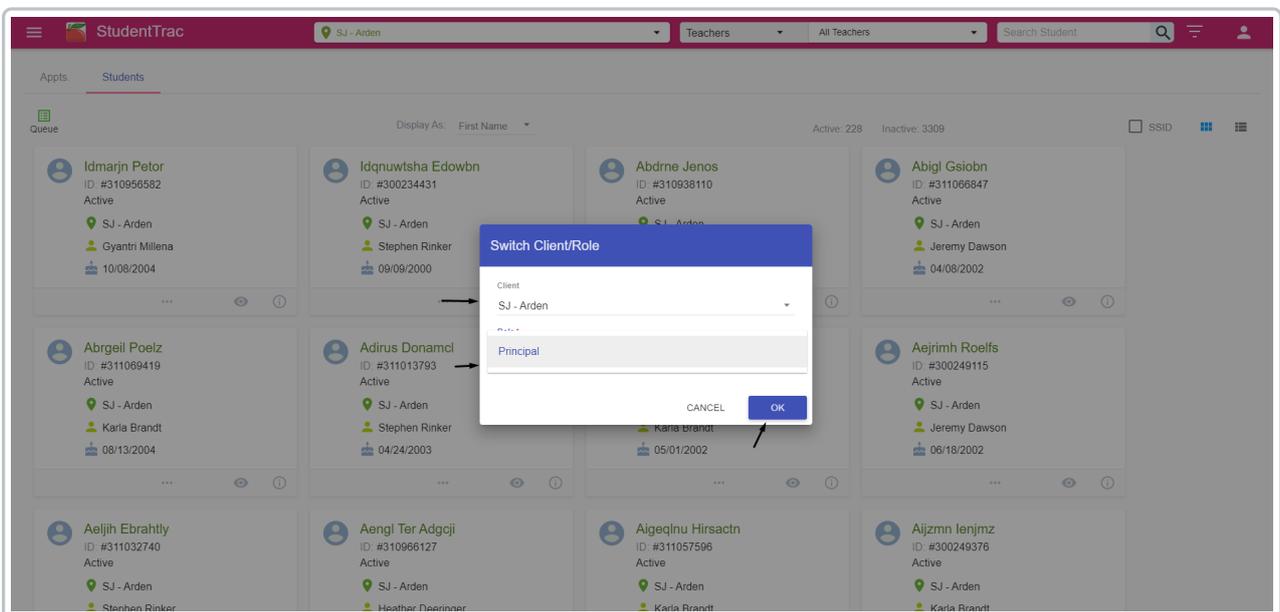
2. Switch Client

3. This window will pop-up, and you can select the drop downs



4. You can then see all the roles you have under the specific client

5. If you have a different role under another client, once you switch the client, that role will come up



Overview:

Account Creation

Last Modified on 03/05/2020 3:22 pm PST

Account Creation

How to create a Staff Members StudentTrac Account

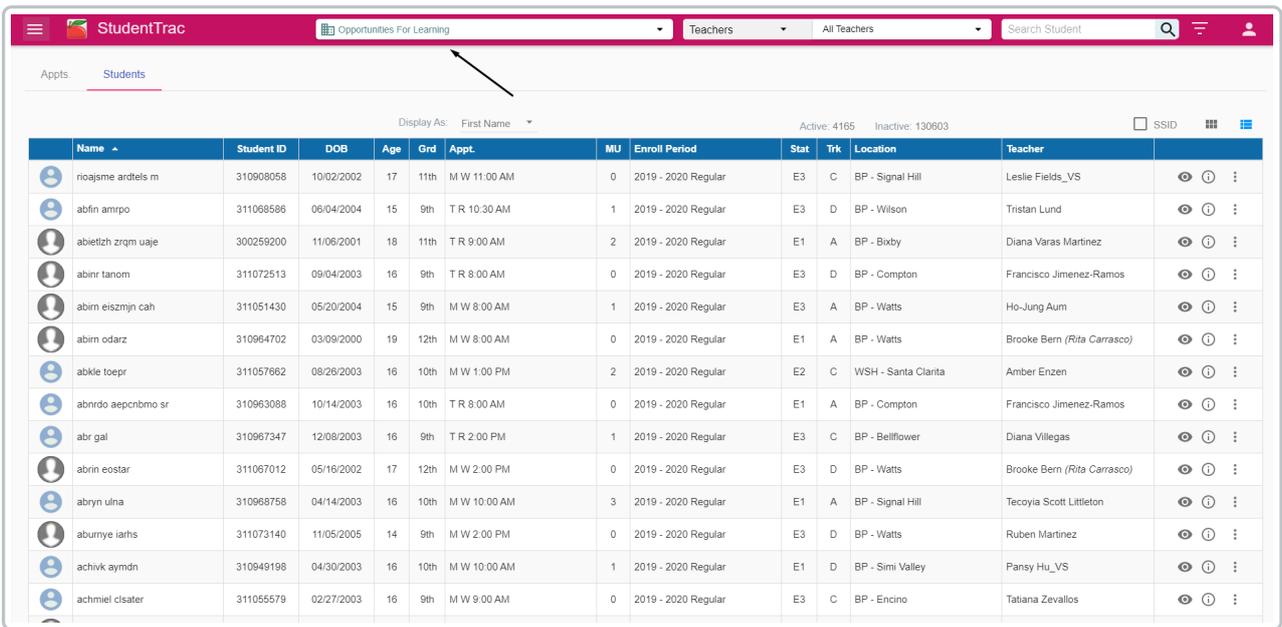
1. Depending on what charter the client is in, make sure you are under the correct top client, either OFL, OFY , PIE or Root

Root - you will be able to see all

Opportunities for Learning - Baldwin Park, Duarte, Capistrano, and William S. Hart

Options For Youth - Acton, Burbank, Duarte, San Bernardino, San Gabriel, San Juan, and Victor Valley.

Pathway in Education - Arizona, Illinois, Louisiana, Nampa, and Tennessee.



The screenshot shows the StudentTrac interface. At the top, there is a navigation bar with the StudentTrac logo, a dropdown menu for 'Opportunities For Learning' (highlighted with an arrow), and other filters like 'Teachers' and 'All Teachers'. Below the navigation bar, there is a table of students. The table has columns for Name, Student ID, DOB, Age, Grd, Appt., MU, Enroll Period, Stat, Trk, Location, and Teacher. The table is sorted by 'First Name'.

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
noajsm ardlets m	310908058	10/02/2002	17	11th	M W 11:00 AM	0	2019 - 2020 Regular	E3	C	BP - Signal Hill	Leslie Fields_VS
abfin amrpo	311088586	06/04/2004	15	9th	T R 10:30 AM	1	2019 - 2020 Regular	E3	D	BP - Wilson	Tristan Lund
abietzh zrqm uaje	300259200	11/06/2001	18	11th	T R 9:00 AM	2	2019 - 2020 Regular	E1	A	BP - Bixby	Diana Varas Martinez
abivr tanom	311072513	09/04/2003	16	9th	T R 8:00 AM	0	2019 - 2020 Regular	E3	D	BP - Compton	Francisco Jimenez-Ramos
abirn eiszrnjn cah	311051430	05/20/2004	15	9th	M W 8:00 AM	1	2019 - 2020 Regular	E3	A	BP - Watts	Ho-Jung Aum
abirn odarz	310964702	03/09/2000	19	12th	M W 8:00 AM	0	2019 - 2020 Regular	E1	A	BP - Watts	Brooke Bern (Rita Carrasco)
abkle toepn	311057682	08/28/2003	16	10th	M W 1:00 PM	2	2019 - 2020 Regular	E2	C	WSH - Santa Clarita	Amber Enzen
abnrdo aepcnbmo sr	310963088	10/14/2003	16	10th	T R 8:00 AM	0	2019 - 2020 Regular	E1	A	BP - Compton	Francisco Jimenez-Ramos
abr gal	310967347	12/08/2003	16	9th	T R 2:00 PM	1	2019 - 2020 Regular	E3	C	BP - Bellflower	Diana Villegas
abrin eostar	311067012	05/18/2002	17	12th	M W 2:00 PM	0	2019 - 2020 Regular	E3	D	BP - Watts	Brooke Bern (Rita Carrasco)
abryn ulna	310968758	04/14/2003	16	10th	M W 10:00 AM	3	2019 - 2020 Regular	E1	A	BP - Signal Hill	Tecoyia Scott Littleton
aburnye iarhs	311073140	11/05/2005	14	9th	M W 2:00 PM	0	2019 - 2020 Regular	E3	D	BP - Watts	Ruben Martinez
achivk aymdn	310849198	04/30/2003	16	10th	M W 10:00 AM	1	2019 - 2020 Regular	E1	D	BP - Simi Valley	Pansy Hu_VS
achmiel clsater	311055579	02/27/2003	16	9th	M W 9:00 AM	0	2019 - 2020 Regular	E3	C	BP - Encino	Tatiana Zevallos

2. Under the **Menu**, go to **Applications**,

3. Go to **Account Manger**,

4. Go to 'ADD'

5. Fill in the First Name, Last Name, Email and Username.

Note: Email and Username should be the same.

6. Select the **Client** and **Role** that the Staff member is under.

NOTE : They can have multiple Client location and roles.

7. After you select the client and role, **Save**.

Overview

The screenshot shows the StudentTrac interface. The top navigation bar includes 'StudentTrac', 'Opportunities For Learning', 'Teachers', 'All Teachers', and a search bar. The left sidebar contains navigation options: Home, Student Info, Guides, Ext. Asmt, Student Files, Calendar, Reports, History, Registration, Classroom, Student Forms, GPA Calculator, Applications, and Contact Us. The main content area displays a table of students with the following columns: Name, Student ID, DOB, Age, Grd, Appt., MU, Enroll Period, Stat, Trk, Location, and Teacher. The table lists 18 students with their respective details.

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
rioajsme ardtels m	310908058	10/02/2002	17	11th	M W 11:00 AM	0	2019 - 2020 Regular	E3	C	BP - Signal Hill	Leslie Fields_VS
abfin amrpo	311068586	06/04/2004	15	9th	T R 10:30 AM	1	2019 - 2020 Regular	E3	D	BP - Wilson	Tristan Lund
abietlzh zrqm uaje	300259200	11/06/2001	18	11th	T R 9:00 AM	2	2019 - 2020 Regular	E1	A	BP - Bixby	Diana Varas Martinez
ablnr tanom	311072513	09/04/2003	16	9th	T R 8:00 AM	0	2019 - 2020 Regular	E3	D	BP - Compton	Francisco Jimenez-Ramos
abim eiszmjn cah	311051430	05/20/2004	15	9th	M W 8:00 AM	1	2019 - 2020 Regular	E3	A	BP - Watts	Ho-Jung Aum
abim odarz	310964702	03/09/2000	19	12th	M W 8:00 AM	0	2019 - 2020 Regular	E1	A	BP - Watts	Brooke Bern (Rita Carrasco)
abkle toepr	311057662	08/26/2003	16	10th	M W 1:00 PM	2	2019 - 2020 Regular	E2	C	WSH - Santa Clarita	Amber Enzen
abnrdo aepcnbmo sr	310963088	10/14/2003	16	10th	T R 8:00 AM	0	2019 - 2020 Regular	E1	A	BP - Compton	Francisco Jimenez-Ramos
abr gal	310967347	12/08/2003	16	9th	T R 2:00 PM	1	2019 - 2020 Regular	E3	C	BP - Bellflower	Diana Villegas
abrin eostar	311067012	05/16/2002	17	12th	M W 2:00 PM	0	2019 - 2020 Regular	E3	D	BP - Watts	Brooke Bern (Rita Carrasco)
abryn ulna	310968758	04/14/2003	16	10th	M W 10:00 AM	3	2019 - 2020 Regular	E1	A	BP - Signal Hill	Tecoyia Scott Littleton
aburnye iarhs	311073140	11/05/2005	14	9th	M W 2:00 PM	0	2019 - 2020 Regular	E3	D	BP - Watts	Ruben Martinez
achivk ayndn	310949198	04/30/2003	16	10th	M W 10:00 AM	1	2019 - 2020 Regular	E1	D	BP - Simi Valley	Pansy Hu_VS
achmiel ctsater	311055579	02/27/2003	16	9th	M W 9:00 AM	0	2019 - 2020 Regular	E3	C	BP - Encino	Tatiana Zevallos

Deactivate User Accounts

Last Modified on 03/05/2020 3:24 pm PST

Deactivate User Accounts

How to Deactivate a Staff Members StudentTrac Account

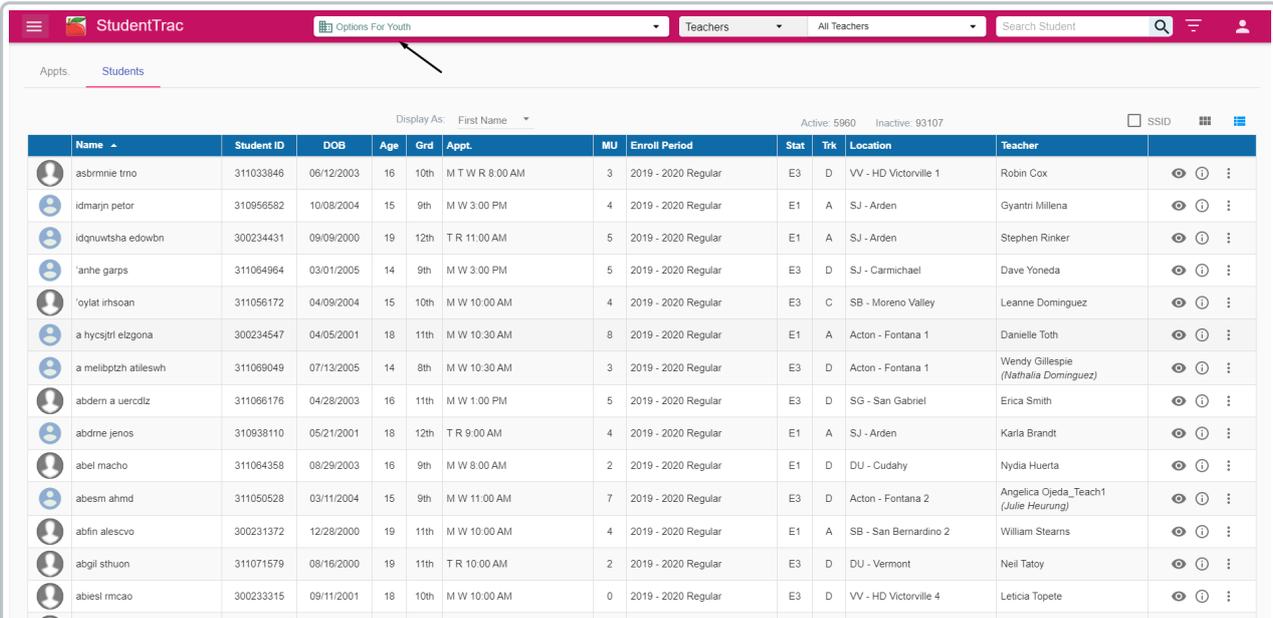
1. Depending on what charter the client is in, make sure you are under the correct top client, either OFL, OFY, PIE or Root.

Root - you will be able to see all

Opportunities for Learning - Baldwin Park, Duarte, Capistrano, and William S. Hart

Options For Youth - Acton, Burbank, Duarte, San Bernardino, San Gabriel, San Juan, and Victor Valley.

Pathway in Education - Arizona, Illinois, Louisiana, Nampa, and Tennessee.



The screenshot shows the StudentTrac interface. At the top, there is a navigation bar with the StudentTrac logo, a dropdown menu set to 'Options For Youth', and other filters like 'Teachers' and 'All Teachers'. Below the navigation bar, there are tabs for 'Apts.' and 'Students'. The main content area displays a table of student accounts. The table has columns for Name, Student ID, DOB, Age, Grd, Appt., MU, Enroll Period, Stat, Trk, Location, and Teacher. The table is currently displaying 17 rows of student data. A red arrow points to the 'Options For Youth' dropdown menu in the top navigation bar.

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
asbmnie tmo	311033846	06/12/2003	16	10th	M T W R 8:00 AM	3	2019 - 2020 Regular	E3	D	VV - HD Victorville 1	Robin Cox
idmarjn petor	310956582	10/08/2004	15	9th	M W 3:00 PM	4	2019 - 2020 Regular	E1	A	SJ - Arden	Gyantri Millena
idgnwtsha edowbn	300234431	09/09/2000	19	12th	T R 11:00 AM	5	2019 - 2020 Regular	E1	A	SJ - Arden	Stephen Rinker
'anhe garps	311064964	03/01/2005	14	9th	M W 3:00 PM	5	2019 - 2020 Regular	E3	D	SJ - Carmichael	Dave Yoneda
'oylat irhsoan	311056172	04/09/2004	15	10th	M W 10:00 AM	4	2019 - 2020 Regular	E3	C	SB - Moreno Valley	Leanne Dominguez
a hycstiri etzgon	300234547	04/05/2001	18	11th	M W 10:30 AM	8	2019 - 2020 Regular	E1	A	Acton - Fontana 1	Danielle Toth
a melibptzh atleswh	311069049	07/13/2005	14	8th	M W 10:30 AM	3	2019 - 2020 Regular	E3	D	Acton - Fontana 1	Wendy Gillespie (Nathalia Dominguez)
abdem a uercdlz	311066176	04/28/2003	16	11th	M W 1:00 PM	5	2019 - 2020 Regular	E3	D	SG - San Gabriel	Erica Smith
abdmne jenos	310938110	05/21/2001	18	12th	T R 9:00 AM	4	2019 - 2020 Regular	E1	A	SJ - Arden	Karia Brandt
abel macho	311064358	08/29/2003	16	9th	M W 8:00 AM	2	2019 - 2020 Regular	E1	D	DU - Cudahy	Nydia Huerta
abesm ahmd	311050528	03/11/2004	15	9th	M W 11:00 AM	7	2019 - 2020 Regular	E3	D	Acton - Fontana 2	Angelica Ojeda_Teach1 (Julie Heuring)
abfin alescvo	300231372	12/28/2000	19	11th	M W 10:00 AM	4	2019 - 2020 Regular	E1	A	SB - San Bernardino 2	William Stearns
abgl sthuon	311071579	08/16/2000	19	11th	T R 10:00 AM	2	2019 - 2020 Regular	E3	D	DU - Vermont	Neil Tatoy
abiesl mcao	300233315	09/11/2001	18	10th	M W 10:00 AM	0	2019 - 2020 Regular	E3	D	VV - HD Victorville 4	Leticia Topete

2. Under the **Menu**, go to **Applications**.

3. Go to Account **Manager**.

StudentTrac Options For Youth Teachers All Teachers Search Student

Appts Students

Display As: First Name Active: 5960 Inactive: 93107 SSID

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
asbrmie tno	311033846	06/12/2003	16	10th	M T W R 8:00 AM	3	2019 - 2020 Regular	E3	D	WV - HD Victorville 1	Robin Cox
idmarjn petor	310956582	10/08/2004	15	9th	M W 3:00 PM	4	2019 - 2020 Regular	E1	A	SJ - Arden	Gyanti Millena
idqnuwsha edowbn	300234431	09/09/2000	19	12th	T R 11:00 AM	5	2019 - 2020 Regular	E1	A	SJ - Arden	Stephen Rinker
lanhe garps	311064964	03/01/2005	14	9th	M W 3:00 PM	5	2019 - 2020 Regular	E3	D	SJ - Carmichael	Dave Yoneda
oylat irhsocn	311056172	04/09/2004	15	10th	M W 10:00 AM	4	2019 - 2020 Regular	E3	C	SB - Moreno Valley	Leanne Dominguez
a hycsjtrl elzgonn	300234547	04/05/2001	18	11th	M W 10:30 AM	8	2019 - 2020 Regular	E1	A	Acton - Fontana 1	Danielle Toth
a melibpzh atileswh	311069049	07/13/2005	14	8th	M W 10:30 AM	3	2019 - 2020 Regular	E3	D	Acton - Fontana 1	Wendy Gillespie (Nathalia Dominguez)
					11th M W 1:00 PM	5	2019 - 2020 Regular	E3	D	SG - San Gabriel	Erica Smith
					12th T R 9:00 AM	4	2019 - 2020 Regular	E1	A	SJ - Arden	Karia Brandt
					9th M W 8:00 AM	2	2019 - 2020 Regular	E1	D	DU - Cudahy	Nydia Huerta
					9th M W 11:00 AM	7	2019 - 2020 Regular	E3	D	Acton - Fontana 2	Angelica Ojeda_Teach1 (Julie Heurung)
					11th M W 10:00 AM	4	2019 - 2020 Regular	E1	A	SB - San Bernardino 2	William Stearns
					11th T R 10:00 AM	2	2019 - 2020 Regular	E3	D	DU - Vermont	Neil Tatoy
abiesr imcao	300233315	09/11/2001	18	10th	M W 10:00 AM	0	2019 - 2020 Regular	E3	D	WV - HD Victorville 4	Leticia Topete

Application Manager Attribute Manager
 Association Type Manager Phone Carrier Manager
 Account Manager Client Manager
 Forms Management Assessment Manager
 Course Manager Guide Manager
 StudentTrac List Manager
 Student Merger

4. Make sure you click on **Sub-Client** and **Staff** and search for the name, then go to the Pencil.

5. Toggle the **Active** button, then click save.

StudentTrac Options For Youth

Modify User Account

Active [Set Temporary Password?](#) Account Expires Expires On

First Name * Last Name *

Email * Username *

Client	Role	Action
Client <input type="text" value="SJ - Orangevale"/>	Role * <input type="text" value="Teacher"/>	<input type="button" value=""/>

+ ADD

* Indicates required field

6. The account will then show up grey out under the **Inactive** accounts.

7. The active toggle will now also be turned off, if you go into the account with the pencil.

Modify User Account

Active [Set Temporary Password?](#)

Account Expires Expires On

First Name * Last Name *

Email * Username *

Client	Role	Action
<input type="text" value="SJ - Orangevale"/>	<input type="text" value="Teacher"/>	

[+ ADD](#)

* Indicates required field

Overview

Appts. Students

Display As: First Name Active: 5960 Inactive: 93107 SSID

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher	Actions
asbrmmie trno	311033846	06/12/2003	16	10th	M T W R 8:00 AM	3	2019 - 2020 Regular	E3	D	VV - HD Victorville 1	Robin Cox	
idmarjn petor	310956582	10/08/2004	15	9th	M W 3:00 PM	4	2019 - 2020 Regular	E1	A	SJ - Arden	Gyantri Millena	
idquwtsha edowbn	300234431	09/09/2000	19	12th	T R 11:00 AM	5	2019 - 2020 Regular	E1	A	SJ - Arden	Stephen Rinker	
lanhe garps	311064964	03/01/2005	14	9th	M W 3:00 PM	5	2019 - 2020 Regular	E3	D	SJ - Carmichael	Dave Yoneda	
oylat irhsoan	311056172	04/09/2004	15	10th	M W 10:00 AM	4	2019 - 2020 Regular	E3	C	SB - Moreno Valley	Leanne Dominguez	
a hycsjrl eizgona	300234547	04/05/2001	18	11th	M W 10:30 AM	8	2019 - 2020 Regular	E1	A	Acton - Fontana 1	Danielle Toth	
a melibpzh atleswh	311069049	07/13/2005	14	8th	M W 10:30 AM	3	2019 - 2020 Regular	E3	D	Acton - Fontana 1	Wendy Gillespie (Nathalia Dominguez)	
abdem a uercdlz	311066176	04/28/2003	16	11th	M W 1:00 PM	5	2019 - 2020 Regular	E3	D	SG - San Gabriel	Erica Smith	
abdrne jenos	310938110	05/21/2001	18	12th	T R 9:00 AM	4	2019 - 2020 Regular	E1	A	SJ - Arden	Karla Brandt	
abel macho	311064358	08/29/2003	16	9th	M W 8:00 AM	2	2019 - 2020 Regular	E1	D	DU - Cudahy	Nydia Huerta	
abesm ahmd	311050528	03/11/2004	15	9th	M W 11:00 AM	7	2019 - 2020 Regular	E3	D	Acton - Fontana 2	Angelica Ojeda_Teach1 (Julie Heurung)	
abfin alescvo	300231372	12/28/2000	19	11th	M W 10:00 AM	4	2019 - 2020 Regular	E1	A	SB - San Bernardino 2	William Stearns	
abgil sthuon	311071579	08/16/2000	19	11th	T R 10:00 AM	2	2019 - 2020 Regular	E3	D	DU - Vermont	Neil Tatoy	
abiesl rmcso	300233315	09/11/2001	18	10th	M W 10:00 AM	0	2019 - 2020 Regular	E3	D	VV - HD Victorville 4	Leticia Topete	

Reset User Passwords

Last Modified on 03/05/2020 3:23 pm PST

Reset User Passwords

How to reset a Staff Members StudentTrac Account Password

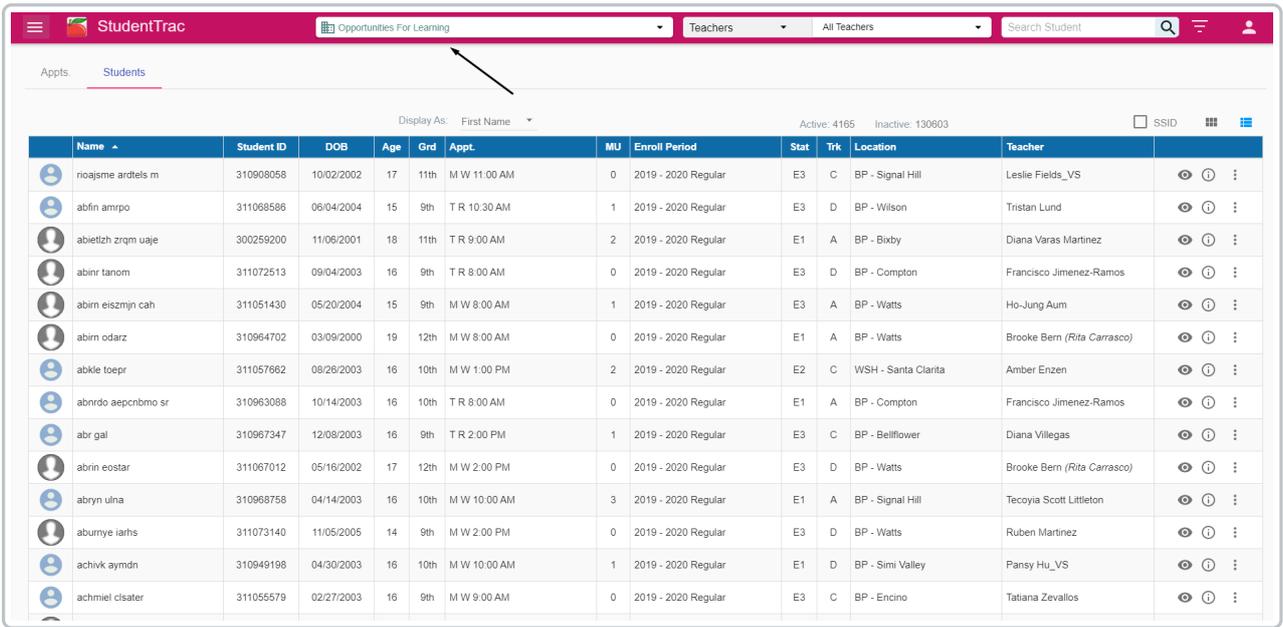
1. Depending on what charter the client is in, make sure you are under the correct top client, either OFL, OFY, PIE or Root.

Root - you will be able to see all

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Options For Youth - Acton, Burbank, Duarte, San Bernardino, San Gabriel, San Juan, and Victor Valley.

Pathway in Education - Arizona, Illinois, Louisiana, Nampa, and Tennessee.



The screenshot shows the StudentTrac interface. At the top, there is a navigation bar with the StudentTrac logo, a dropdown menu for 'Opportunities For Learning' (highlighted with an arrow), and other filters like 'Teachers' and 'All Teachers'. Below the navigation bar, there are tabs for 'Appts.' and 'Students'. The main content area displays a table of student records. The table has columns for Name, Student ID, DOB, Age, Grd, Appt., MU, Enroll Period, Stat, Trk, Location, and Teacher. The table contains 15 rows of student data.

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher	
noajsm ardtels m	310908058	10/02/2002	17	11th	M W 11:00 AM	0	2019 - 2020 Regular	E3	C	BP - Signal Hill	Leslie Fields_VS	👁️ ⓘ ⋮
abfin amrpo	311088586	06/04/2004	15	9th	T R 10:30 AM	1	2019 - 2020 Regular	E3	D	BP - Wilson	Tristan Lund	👁️ ⓘ ⋮
abietzh zrqm uaje	300259200	11/06/2001	18	11th	T R 9:00 AM	2	2019 - 2020 Regular	E1	A	BP - Bixby	Diana Varas Martinez	👁️ ⓘ ⋮
abivr tanom	311072513	09/04/2003	16	9th	T R 8:00 AM	0	2019 - 2020 Regular	E3	D	BP - Compton	Francisco Jimenez-Ramos	👁️ ⓘ ⋮
abirn eiszrnj cah	311051430	05/20/2004	15	9th	M W 8:00 AM	1	2019 - 2020 Regular	E3	A	BP - Watts	Ho-Jung Aum	👁️ ⓘ ⋮
abirn odarz	310964702	03/09/2000	19	12th	M W 8:00 AM	0	2019 - 2020 Regular	E1	A	BP - Watts	Brooke Bern (Rita Carrasco)	👁️ ⓘ ⋮
abkle toepn	311057682	08/28/2003	16	10th	M W 1:00 PM	2	2019 - 2020 Regular	E2	C	WSH - Santa Clarita	Amber Enzen	👁️ ⓘ ⋮
abnrdo aepcnbmo sr	310963088	10/14/2003	16	10th	T R 8:00 AM	0	2019 - 2020 Regular	E1	A	BP - Compton	Francisco Jimenez-Ramos	👁️ ⓘ ⋮
abr gal	310967347	12/08/2003	16	9th	T R 2:00 PM	1	2019 - 2020 Regular	E3	C	BP - Bellflower	Diana Villegas	👁️ ⓘ ⋮
abrin eostar	311067012	05/18/2002	17	12th	M W 2:00 PM	0	2019 - 2020 Regular	E3	D	BP - Watts	Brooke Bern (Rita Carrasco)	👁️ ⓘ ⋮
abryn ulna	310968758	04/14/2003	16	10th	M W 10:00 AM	3	2019 - 2020 Regular	E1	A	BP - Signal Hill	Tecoyia Scott Littleton	👁️ ⓘ ⋮
aburnye iahs	311073140	11/05/2005	14	9th	M W 2:00 PM	0	2019 - 2020 Regular	E3	D	BP - Watts	Ruben Martinez	👁️ ⓘ ⋮
achivk aymdn	310849198	04/30/2003	16	10th	M W 10:00 AM	1	2019 - 2020 Regular	E1	D	BP - Simi Valley	Pansy Hu_VS	👁️ ⓘ ⋮
achmiel clsater	311055579	02/27/2003	16	9th	M W 9:00 AM	0	2019 - 2020 Regular	E3	C	BP - Encino	Tatiana Zevallos	👁️ ⓘ ⋮

2. Under the menu, go to **Applications**,



3. Go to **Account Manger**,



4. Make sure you click on **Sub-Client**,

5. **Search** for the name, then go to the **Pencil**,

6. Go to the '**Set Temporary Password?**'

7. Go to '**Reset Password**',

NOTE: The One Time Password would be used if you ever need to get into a staff members or students account to test, or trouble shoot an issue they are having. It will give you a number code that you will be able to use only once.

8. Once you've hit **Reset Password**, it will rest the password to '**Password1**'

Overview

Update User Roles or Locations

Last Modified on 03/05/2020 3:24 pm PST

Update User Roles or Locations

How to update a Staff Members StudentTrac Account info

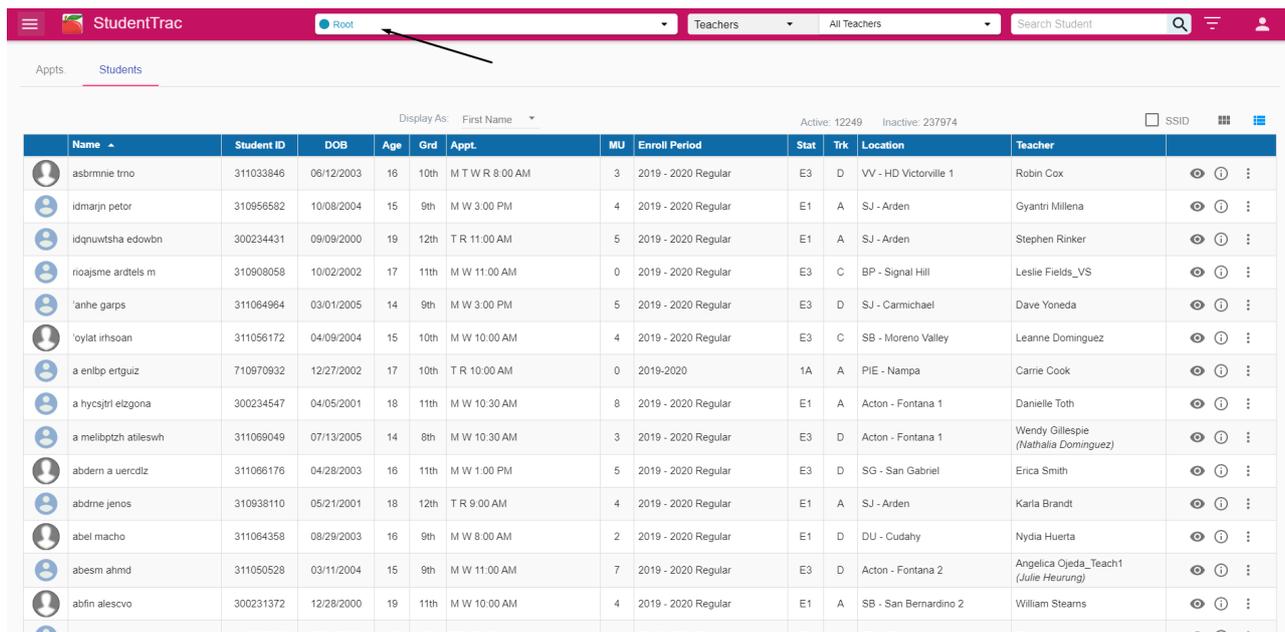
1. Depending on what charter the client is in, make sure you are under the correct top client, either OFL, OFY, PIE or Root.

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Pathway in Education - Arizona, Illinois, Louisiana, Nampa, and Tennessee.



The screenshot shows the StudentTrac interface. At the top, there is a navigation bar with a menu icon, the 'StudentTrac' logo, and a dropdown menu currently set to 'Root'. A red arrow points to the 'Root' dropdown. To the right of the dropdown are 'Teachers' and 'All Teachers' dropdowns, a search bar labeled 'Search Student', and a user profile icon. Below the navigation bar, there are tabs for 'Appts' and 'Students'. The 'Students' tab is active. Below the tabs, there is a 'Display As:' dropdown set to 'First Name'. To the right, there are statistics for 'Active: 12249' and 'Inactive: 237974', and icons for 'SSID', a list icon, and a refresh icon. The main area contains a table with the following columns: Name, Student ID, DOB, Age, Grd, Appt., MU, Enroll Period, Stat, Trk, Location, Teacher, and a set of icons (eye, refresh, and list). The table lists 15 students with their respective details.

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher	Icons
asbrmie trno	311033846	06/12/2003	16	10th	M T W R 8:00 AM	3	2019 - 2020 Regular	E3	D	VV - HD Victorville 1	Robin Cox	👁️ 🔄 ⋮
idmarjn petor	310956582	10/08/2004	15	9th	M W 3:00 PM	4	2019 - 2020 Regular	E1	A	SJ - Arden	Gyantri Millena	👁️ 🔄 ⋮
idqnuwsha edowbn	300234431	09/09/2000	19	12th	T R 11:00 AM	5	2019 - 2020 Regular	E1	A	SJ - Arden	Stephen Rinker	👁️ 🔄 ⋮
riajsmie ardtels m	310908058	10/02/2002	17	11th	M W 11:00 AM	0	2019 - 2020 Regular	E3	C	BP - Signal Hill	Leslie Fields_VS	👁️ 🔄 ⋮
'anhe garps	311064964	03/01/2005	14	9th	M W 3:00 PM	5	2019 - 2020 Regular	E3	D	SJ - Carmichael	Dave Yoneda	👁️ 🔄 ⋮
'oylat irhsoan	311056172	04/09/2004	15	10th	M W 10:00 AM	4	2019 - 2020 Regular	E3	C	SB - Moreno Valley	Leanne Dominguez	👁️ 🔄 ⋮
a enlbp ertguiz	710970932	12/27/2002	17	10th	T R 10:00 AM	0	2019-2020	1A	A	PIE - Nampa	Carrie Cook	👁️ 🔄 ⋮
a hycsjrli elzguna	300234547	04/05/2001	18	11th	M W 10:30 AM	8	2019 - 2020 Regular	E1	A	Acton - Fontana 1	Danielle Toth	👁️ 🔄 ⋮
a melibptzh atleswh	311069049	07/13/2005	14	8th	M W 10:30 AM	3	2019 - 2020 Regular	E3	D	Acton - Fontana 1	Wendy Gillespie (Nathalia Dominguez)	👁️ 🔄 ⋮
abdern a uercdlz	311066176	04/28/2003	16	11th	M W 1:00 PM	5	2019 - 2020 Regular	E3	D	SG - San Gabriel	Erica Smith	👁️ 🔄 ⋮
abdrne jenos	310938110	05/21/2001	18	12th	T R 9:00 AM	4	2019 - 2020 Regular	E1	A	SJ - Arden	Karla Brandt	👁️ 🔄 ⋮
abel macho	311064358	08/29/2003	16	9th	M W 8:00 AM	2	2019 - 2020 Regular	E1	D	DU - Cudahy	Nydia Huerta	👁️ 🔄 ⋮
abesm ahmd	311050528	03/11/2004	15	9th	M W 11:00 AM	7	2019 - 2020 Regular	E3	D	Acton - Fontana 2	Angelica Ojeda_Teach1 (Julie Heurung)	👁️ 🔄 ⋮
abfin alescvco	300231372	12/29/2000	19	11th	M W 10:00 AM	4	2019 - 2020 Regular	E1	A	SB - San Bernardino 2	William Stearns	👁️ 🔄 ⋮

2. Under the **Menu**, go to **Applications**,

3. Go to **Account Manger**,

4. Make sure you click on **Sub-Client** and **Staff**,

5. Search for the name, then go to the **Pencil**,

6. Update any of the info that needs to be updated, location and client role, or if you need to add a new location.

Overview

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
asbrmie trno	311033846	06/12/2003	16	10th	M T W R 8:00 AM	3	2019 - 2020 Regular	E3	D	VV - HD Victorville 1	Robin Cox
idmarjn petor	310956582	10/08/2004	15	9th	M W 3:00 PM	4	2019 - 2020 Regular	E1	A	SJ - Arden	Gyantri Millena
idquwtsaha edowbn	300234431	09/09/2000	19	12th	T R 11:00 AM	5	2019 - 2020 Regular	E1	A	SJ - Arden	Stephen Rinker
riajsmie ardtels m	310908058	10/02/2002	17	11th	M W 11:00 AM	0	2019 - 2020 Regular	E3	C	BP - Signal Hill	Leslie Fields_VS
anhe garps	311064964	03/01/2005	14	9th	M W 3:00 PM	5	2019 - 2020 Regular	E3	D	SJ - Carmichael	Dave Yoneda
oylat irhsoan	311056172	04/09/2004	15	10th	M W 10:00 AM	4	2019 - 2020 Regular	E3	C	SB - Moreno Valley	Leanne Dominguez
a enlbp ertguiz	710970932	12/27/2002	17	10th	T R 10:00 AM	0	2019-2020	1A	A	PIE - Nampa	Carrie Cook
				11th	M W 10:30 AM	8	2019 - 2020 Regular	E1	A	Acton - Fontana 1	Danielle Toth
				8th	M W 10:30 AM	3	2019 - 2020 Regular	E3	D	Acton - Fontana 1	Wendy Gillespie (Nathalia Dominguez)
				11th	M W 1:00 PM	5	2019 - 2020 Regular	E3	D	SG - San Gabriel	Erica Smith
				12th	T R 9:00 AM	4	2019 - 2020 Regular	E1	A	SJ - Arden	Karla Brandt
				9th	M W 8:00 AM	2	2019 - 2020 Regular	E1	D	DU - Cudahy	Nydia Huerta
				9th	M W 11:00 AM	7	2019 - 2020 Regular	E3	D	Acton - Fontana 2	Angelica Ojeda_Teach1 (Julie Heurung)
abfin alescvo	300231372	12/28/2000	19	11th	M W 10:00 AM	4	2019 - 2020 Regular	E1	A	SB - San Bernardino 2	William Stearns

Creating a New Course

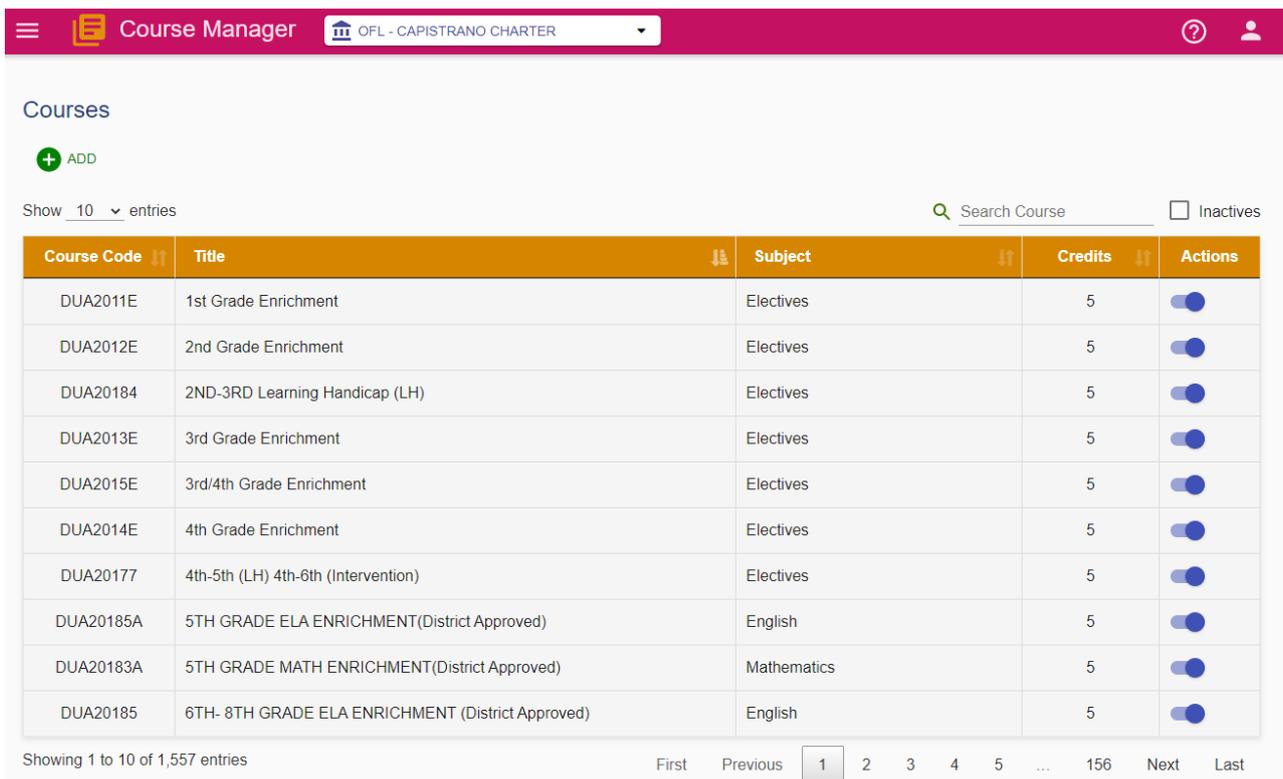
Last Modified on 03/04/2021 10:47 am PST

Creating and Editing Courses

Guide to create and edit courses on Course Manager

Creating the course

Select the  Course Manager icon within the Application tray. Make sure to select the district or charter you wish to create the course for and hit the  ADD icon when you are ready.



The screenshot shows the Course Manager interface for OFL - CAPISTRANO CHARTER. It features a header with the Course Manager logo and a dropdown menu for the district. Below the header, there is a 'Courses' section with an '+ ADD' button. A search bar and an 'Inactives' checkbox are also present. The main content is a table of courses with columns for Course Code, Title, Subject, Credits, and Actions. The table lists 10 courses, all with 5 credits and an 'Inactives' toggle. The first course is DUA2011E, 1st Grade Enrichment, Electives. The last course is DUA20185, 6TH- 8TH GRADE ELA ENRICHMENT (District Approved), English. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 1,557 entries' and navigation buttons for 'First', 'Previous', '1', '2', '3', '4', '5', '...', '156', 'Next', and 'Last'.

Course Code	Title	Subject	Credits	Actions
DUA2011E	1st Grade Enrichment	Electives	5	<input checked="" type="checkbox"/>
DUA2012E	2nd Grade Enrichment	Electives	5	<input checked="" type="checkbox"/>
DUA20184	2ND-3RD Learning Handicap (LH)	Electives	5	<input checked="" type="checkbox"/>
DUA2013E	3rd Grade Enrichment	Electives	5	<input checked="" type="checkbox"/>
DUA2015E	3rd/4th Grade Enrichment	Electives	5	<input checked="" type="checkbox"/>
DUA2014E	4th Grade Enrichment	Electives	5	<input checked="" type="checkbox"/>
DUA20177	4th-5th (LH) 4th-6th (Intervention)	Electives	5	<input checked="" type="checkbox"/>
DUA20185A	5TH GRADE ELA ENRICHMENT(District Approved)	English	5	<input checked="" type="checkbox"/>
DUA20183A	5TH GRADE MATH ENRICHMENT(District Approved)	Mathematics	5	<input checked="" type="checkbox"/>
DUA20185	6TH- 8TH GRADE ELA ENRICHMENT (District Approved)	English	5	<input checked="" type="checkbox"/>

Note: Editing and adding courses and its units can be done if when the user is under the Charter or District level (ie. Opportunities for Learning or OFL - Baldwin Park)

Configure Class

You will land on the course configuration page. Please fill in all the required info that is needed to set up your new class. All required fields are marked with a red asterisk * next to the title, as well as any applicable fields that pertain to the course. Hit **Save** when you are finished.

Course Manager OFL - CAPISTRANO CHARTER

New Course

Title *
Math 101 (Demo)

Course Code *
TEST101

Subject: Mathematics | **Max.Credits ***: 5

Grade Scale: 4.0 | **Grade Level Set ***: High School

Course Level *
Regular
Select Course Level

Creating appointments

Next we will need to create units for this new course. Hit the Edit Units icon  to advance to the next step.

Courses

 ADD

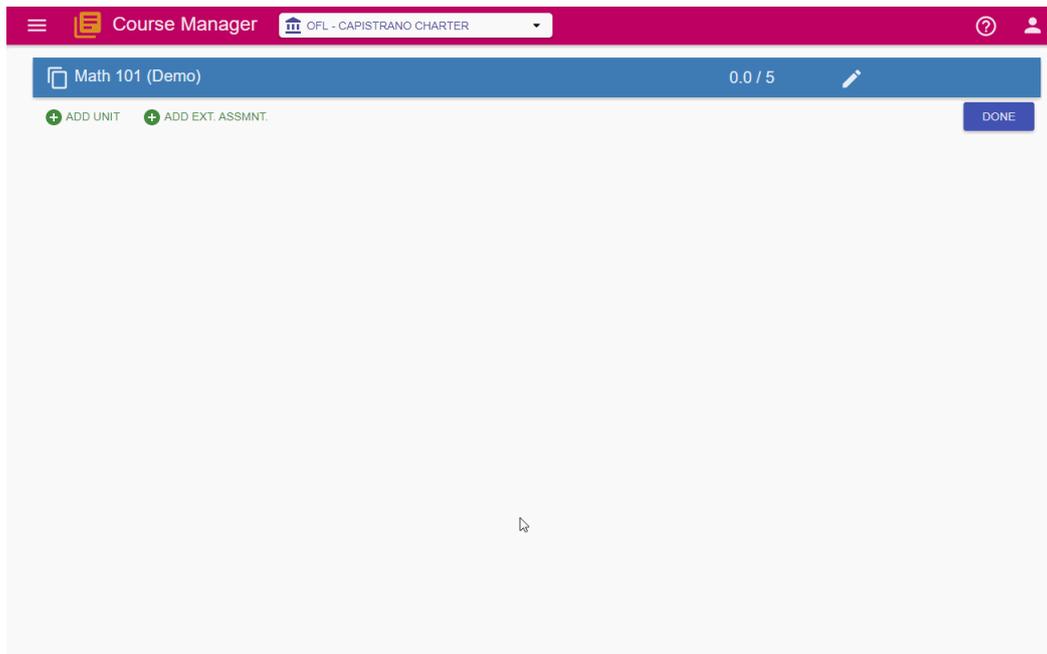
Show 10 entries | | Inactives

Course Code	Title	Subject	Credits	Actions
TEST101	Math 101 (Demo)	Mathematics	5	  

Showing 1 to 1 of 1 entries | First | Previous | 1 | Next | Last

Hit the **Add Unit** icon to create a unit. Make sure to title it and set the Max Unit / Work Days parameters to the preferred setting. Description of the unit is option but you may add it if it's required by your institution. Add as many units that is required and hit **Done** when ready.

You may also add an external assessment by hitting **Add Ext. Assmnt.** and it'll link the class to a 3rd party testing platform such as RenStar, SBAC, and many more.



Editing Courses

Editing courses, units and activation could be done at the Course Manager page under Actions.



Editing units for any course will affect **ALL** units currently and previously assigned to students, please take this into account when making changes.

Courses

[+ ADD](#)

Show 10 entries TEST101 Inactives

Course Code	Title	Subject	Credits	Actions
TEST101	Math 101 (Demo)	Mathematics	5	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries First Previous 1 Next Last



activate/deactivate courses by hitting the switch



Selecting the edit pencil will jump back to the Class Configuration page



Jump to Unit Creation page where you may edit units



Deletes class entirely

Device Inventory Manager

Last Modified on 09/21/2020 1:23 pm PDT

Device Inventory Manager

How to create and assign inventory to students and teachers

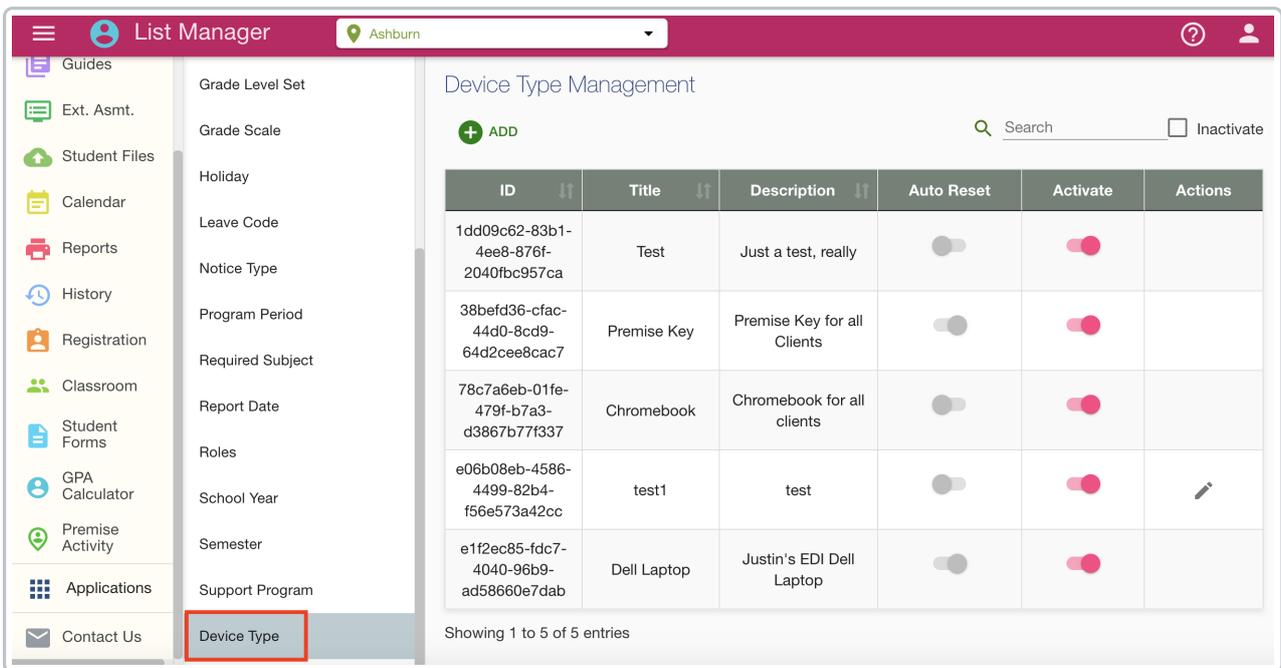
Creating a New Device Type

This feature is located in List Manager under Applications.

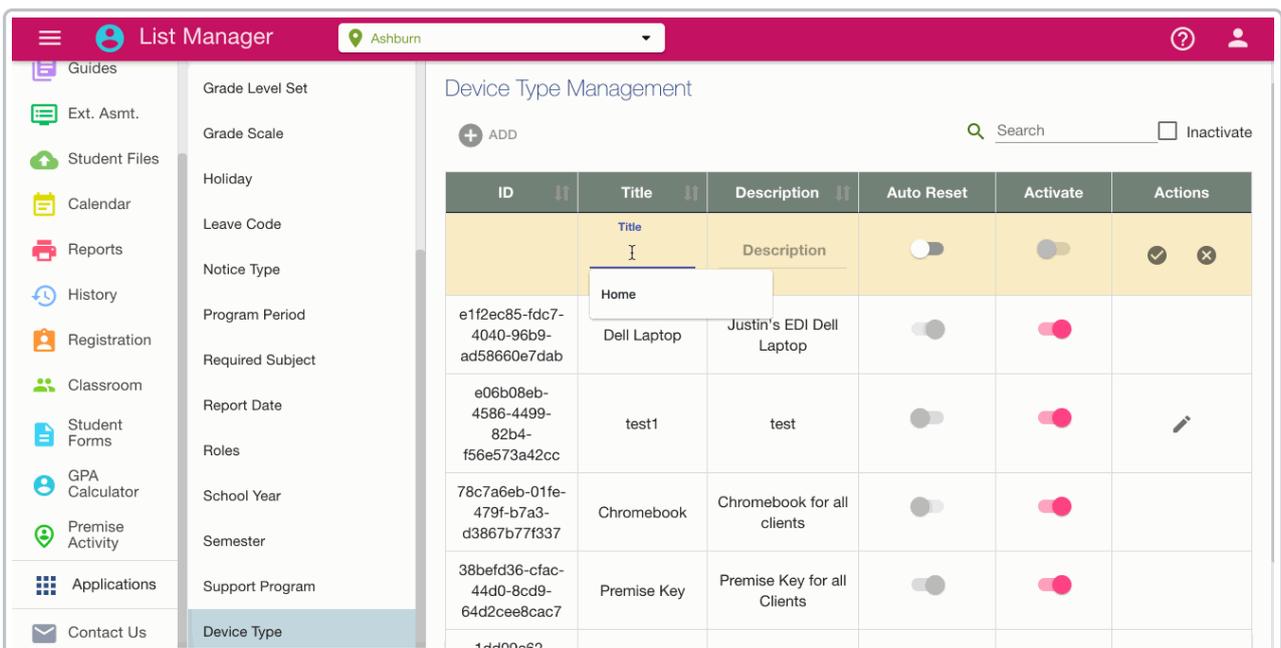
The screenshot shows the StudentTrac interface. The top navigation bar includes the StudentTrac logo, location (Ashburn), user role (Teac), and search options. A left sidebar contains various application categories, with 'Applications' highlighted by a red box. A dropdown menu is open from 'Applications', showing 'List Manager' with a red arrow pointing to it. The main content area displays a 'Students' list with columns for Name, Student ID, SSID, DOB, Age, Grd, Appt., MU, Enroll Period, Stat, Trk, Location, and Teacher. The list contains several student records.

			Name	Student ID	SSID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Tea
<input type="checkbox"/>			abnel nepa	310970205	43741489	01/24/2001	19	12th	M T W R F 7:30 AM	5	2020-2021	E2	A	Ashburn	Pat
<input type="checkbox"/>			admon locins	311058090	42679445	12/28/2002	17	9th	M T W R F 12:00 PM	0	2020-2021	E2	A	Ashburn	Ker
								12th	M T W R F 12:00 PM	0	2020-2021	E2	A	Ashburn	Zoe
								12th	M T W R F 7:30 AM	0	2020-2021	E2	A	Ashburn	Nic
								11th	M T W R F 7:30 AM	0	2020-2021	E2	A	Ashburn	Me
								11th	M T W R F 12:00 PM	1	2020-2021	E2	A	Ashburn	Me
								10th	M T W R F 12:00 PM	0	2020-2021	E2	A	Ashburn	Me
								12th	M T W R F 7:30 AM	0	2020-2021	E2	A	Ashburn	Pat

Head down the list to Device Type.



Once here, click the button



Add the title and description. If the auto reset is toggled on, the device will automatically be reset upon the return of the device. This means that you will not need to click reset on the device inventory page once the device is returned and in pending status. Once the check mark is clicked, the device will be activated automatically.

If the device is made on a higher level, at OFL level for example, it can be disabled from lower levels, such as the Baldwin Park charter, or a more specific site like BP - Ramona.

Creating and Managing Devices

To Create a new device that can be assigned to a student or staff member, you will need to go to the Device Inventory.

You can add devices one by one or in bulk,

It will ask you to select a device type, a name for the device, Serial number, MAC address, and which location the device is located at.

There are different Device statuses and filters,

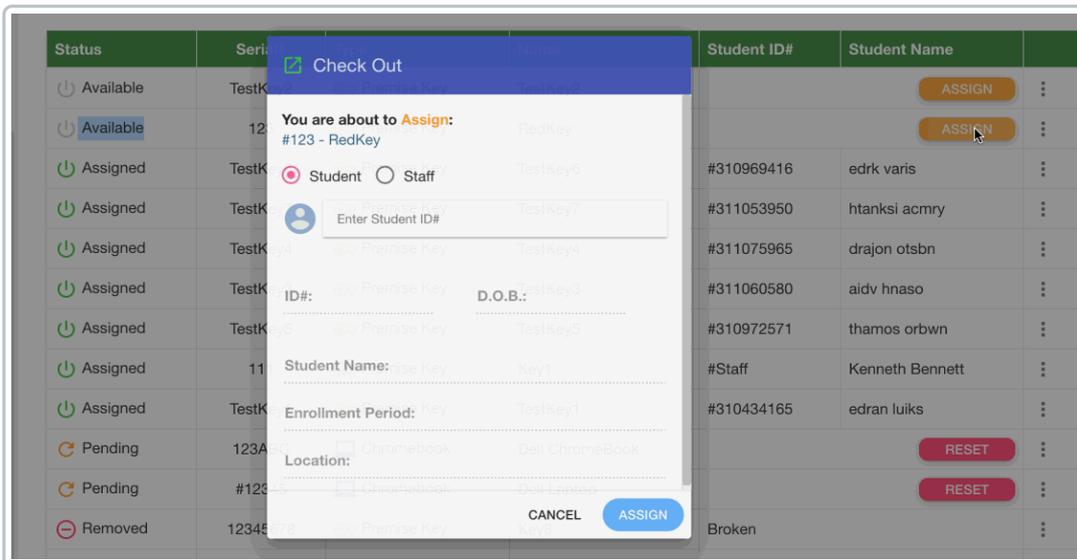
A device can either be available to be assigned, already assigned, pending, or removed.

Status	Serial#	Type	Name	Student ID#	Student Name	
Available	123	Premise Key	RedKey			ASSIGN
Assigned	TestKey2	Premise Key	TestKey2	#311058090	adomn lonics	
Assigned	TestKey6	Premise Key	TestKey6	#310969416	edrk varis	
Assigned	TestKey7	Premise Key	TestKey7	#311053950	htanksi acmry	
Assigned	TestKey4	Premise Key	TestKey4	#311075965	drajon otsbn	
Assigned	TestKey3	Premise Key	TestKey3	#311060580	aidv hnaso	
Assigned	TestKey5	Premise Key	TestKey5	#310972571	thamos orbwn	
Assigned	111	Premise Key	Key1	#Staff	Kenneth Bennett	
Assigned	TestKey1	Premise Key	TestKey1	#310434165	edran luiks	
Pending	123ABC	Chromebook	Dell ChromeBook			RESET
Pending	#12345	Chromebook	Dell Laptop			RESET
Removed	12345678	Premise Key	Key8	Broken		
Removed	1231231	Premise Key	Key1	Broken		
Removed	FDS32DS	Premise Key	MegaMan	Lost		

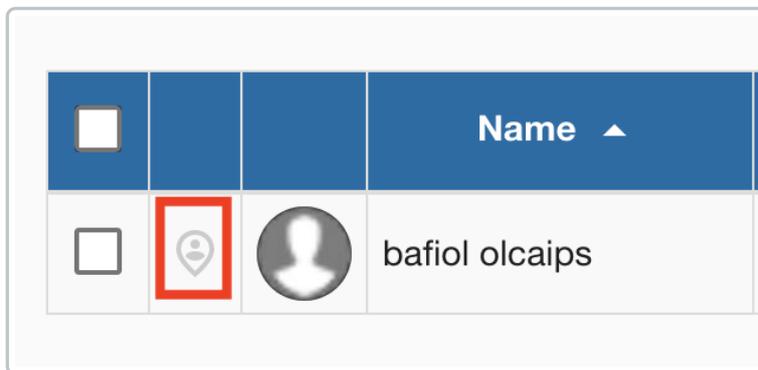
Before a device is assigned to a student, this icon will show in the home page. Indicating that no devices are assigned to this student.



You can assign any devices that are marked as Available to a student or teacher. Once the person is selected the information will be automated. Once you've assigned the device, it will be marked as Assigned. After the device is returned, it will be marked as Available or Pending. To unassign a device, go to the three dot menu and select RETURN.



After a device is assigned, the icon on the home page will change to this,



Pending statuses will happen with devices that were NOT marked with auto reset upon creating the device type. This will prompt you to press reset and confirm, then the device return to available status.

Status	Serial#	Type	Name	Student ID#	Student Name	
Available	TestKey2	Premise Key	TestKey2			ASSIGN
Available	123	Premise Key	RedKey			ASSIGN
Assigned	TestKey6	Premise Key	TestKey6	#310969416	edrk varis	
Assigned	TestKey7	Premise Key	TestKey7	#311053950	htanksi acmry	
Assigned	TestKey4	Premise Key	TestKey4	#311075965	drajon otsbn	
Assigned	TestKey3	Premise Key	TestKey3	#311060580	aidv hnaso	
Assigned	TestKey5	Premise Key	TestKey5	#310972571	thamos orbwn	
Assigned	111	Premise Key	Key1	#Staff	Kenneth Bennett	
Assigned	TestKey1	Premise Key	TestKey1	#310434165	edran luiks	
Pending	123ABC	Chromebook	Dell ChromeBook			RESET
Pending	#12345	Chromebook	Dell Laptop			RESET
Removed	12345678	Premise Key	Key8	Broken		
Removed	1231231	Premise Key	Key1	Broken		

NOTE: The Premise Keys will always go back to Available once returned.

There is a three dot menu on the right of each device. On the Available devices you will see 4 options. Assign,

Remove, Transfer and History. In the Assigned device you will see Return and History.

Status	Serial#	Type	Name	Student ID#	Student Name	Action
Available	TestKey2	Premise Key	TestKey2			ASSIGN
Available	123	Premise Key	RedKey			ASSIGN
Assigned	TestKey6	Premise Key	TestKey6	#310969416	edrk varis	Remove
Assigned	TestKey7	Premise Key	TestKey7	#311053950	htanksi acmry	Transfer
Assigned	TestKey4	Premise Key	TestKey4	#311075965	drajon otsbn	History
Assigned	TestKey3	Premise Key	TestKey3	#311060580	aidv hnaso	

Status	Serial#	Type	Name	Student ID#	Student Name	Action
Assigned	TestKey6	Premise Key	TestKey6	#310969416	edrk varis	Return
Assigned	TestKey7	Premise Key	TestKey7	#311053950	htanksi acmry	History
Assigned	TestKey4	Premise Key	TestKey4	#311075965	drajon otsbn	
Assigned	TestKey3	Premise Key	TestKey3	#311060580	aidv hnaso	

Remove: If you want to remove the device, it will ask you what is wrong with it and then it will show as removed.

Status	Serial#	Type	Name	Student ID#	Student Name	Action
Available	TestKey2	Premise Key	TestKey2			ASSIGN
Available	123	Premise Key	RedKey			ASSIGN
Assigned	TestKey6	Premise Key	TestKey6	#310969416	edrk varis	
Assigned	TestKey7	Premise Key	TestKey7	#311053950	htanksi acmry	
Assigned	TestKey4	Premise Key	TestKey4	#311075965	drajon otsbn	
Assigned	TestKey3	Premise Key	TestKey3	#311060580	aidv hnaso	
Assigned	TestKey5	Premise Key	TestKey5	#310972571	thamos orbwn	
Assigned	111	Premise Key	Key1	#Staff	Kenneth Bennett	
Assigned	TestKey1	Premise Key	TestKey1	#310434165	edran luiks	
Pending	123ABC	Chromebook	Dell ChromeBook			RESET
Pending	#12345	Chromebook	Dell Laptop			RESET
Removed	12345678	Premise Key	Key8	Broken		

Transfer: You can transfer devices within the charter.

Status	Serial#	Type	Name	Student ID#	Student Name	Action
Available	TestKey6	Premise Key	TestKey6			ASSIGN
Available	TestKey7	Premise Key	TestKey7			ASSIGN
Assigned	TestKey4	Premise Key	TestKey4	#311075965	drajon otsbn	Remove
Assigned	TestKey3	Premise Key	TestKey3	#311060580	aidv hnaso	Transfer
Assigned	TestKey5	Premise Key	TestKey5	#310972571	thamos orbwr	History
Assigned	111	Premise Key	Key1	#Staff	Kenneth Benn	
Assigned	TestKey1	Premise Key	TestKey1	#310434165	edran luiks	
Pending	123ABC	Chromebook	Dell ChromeBook			RESET
Pending	#12345	Chromebook	Dell Laptop			RESET
Removed	123	Premise Key	RedKey	Lost		
Removed	12345678	Premise Key	Key8	Broken		

History : This will show you all the past history of the device.

Status	Serial#	Type	Name	Student ID#	Student Name	
Available	TestKey7	Premise Key	TestKey7			ASSIGN
Available	TestKey4	Premise Key	TestKey4			ASSIGN
Assigned	TestKey3	Premise Key	TestKey3	#311060580	aidv hnaso	
Assigned	TestKey5	Premise Key	TestKey5	#310972571	thamos orbwn	
Assigned	111	Premise Key	Key1	#Staff	Kenneth Bennett	
Assigned	TestKey1	Premise Key	TestKey1	#310434165	edran luiks	
Pending	123ABC	Chromebook	Dell ChromeBook			RESET
Pending	#12345	Chromebook	Dell Laptop			RESET
Removed	123	Premise Key	RedKey	Lost		
Removed	12345678	Premise Key	Key8	Broken		
Removed	1231231	Premise Key	Key1	Broken		
Removed	FDS32DS	Premise Key	MegaMan	Lost		

Online Assessments

Last Modified on 05/01/2020 12:33 pm PDT

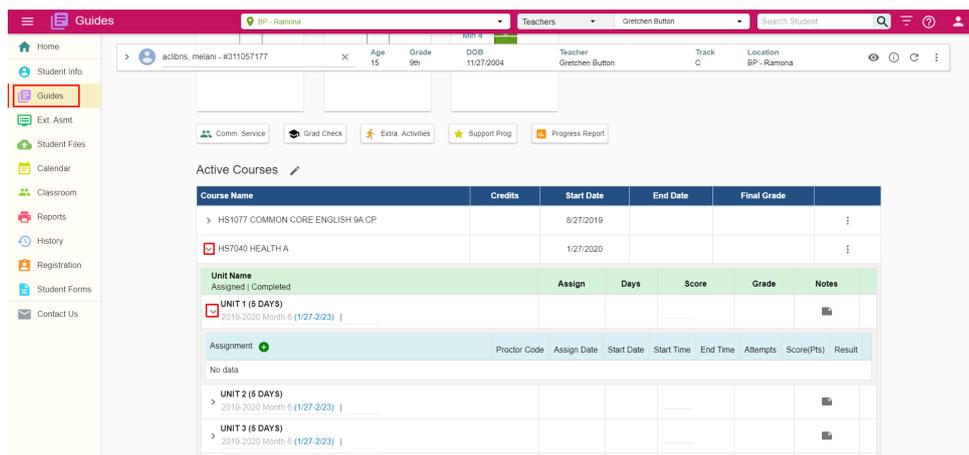
Online Assessments

How to assign an online assessment to a student for a course unit.

Finding a Unit to Assign an Assessment

There are two places that you will be able to assign an assessment from.

1. The guides work tab:



2. The course page:

You can find the course page by navigating either the Guides or History apps. On guides, click the 3 dot menu and select units. On history, simply click the course.

NOTE: If the does not appear, then an assessment was not set for that unit, OR you must wait before assigning another attempt.

If a unit that should have an assessment does not have one, please contact the curriculum department for assistance.

Assigning an Assessment

To assign an assessment, click the button.

Once the assessment is assigned, a proctor code will be generated:

The screenshot shows the 'Guides' interface for a student named 'aclibns, melani - #311057177'. The student's details include Age 15, Grade 9th, and DOB 11/27/2004. The course unit is 'HS7040 HEALTH A'. The assignment table shows a single entry: 'Health A (2019) - Unit 1 (HS7040/OFL)' with a proctor code of '72120' (highlighted in red), an assign date of 3/16/2020, and a score of 1/6 (0%).

The proctor code must be given to the student so that they may begin the assessment.

NOTE: If the student is kicked out of the test for looking at another browser window, or being inactive too long, a new proctor code will be generated here and must be given to the student in order to resume the test.

Student View

At this point, the student must use the proctor code that was generated to begin their assessment. To see a summary for this process, please refer to the [Assessment Article](#).

Additional Info

Even if all six retake attempts have been used, teachers may still assign another attempt, the system will mark this attempt as 7/6.

Course Name	Credits	Start Date	End Date	Final Grade					
HS7040 HEALTH A		12/16/2019			:				
Unit Name	Assigned Completed	Assign	Days	Score	Grade	Notes			
Unit 1 (5 days)	Month 4 2019-2020 (12/16-1/26) Month 4 2019-2020 (12/16-1/26)		5	75	C				
Unit 2 (5 days)	Month 4 2019-2020 (12/16-1/26) Month 4 2019-2020 (12/16-1/26)		5	75	C				
Unit 3 (5 days)	Month 4 2019-2020 (12/16-1/26)								
Unit 4 (5 days)	Month 4 2019-2020 (12/16-1/26)								
Assignment	Proctor Code	Assign Date	Start Date	Start Time	End Time	Attempts	Score(Pts)	Result	
Health A (2019) - Unit 4 Test (HS7040/OFY)	95117	1/29/2020	1/29/2020	1:17 pm	1:37 pm	1/6	15/35 (42%)	FAIL	
Health A (2019) - Unit 4 Test (HS7040/OFY)	50332	1/29/2020	2/3/2020	1:20 pm	1:46 pm	2/6	18/35 (51%)	FAIL	
Health A (2019) - Unit 4 Test (HS7040/OFY)	16207	2/3/2020	2/5/2020	1:44 pm	2:20 pm	3/6	15/35 (42%)	FAIL	
Health A (2019) - Unit 4 Test (HS7040/OFY)	67839	2/5/2020	2/12/2020	1:51 pm	2:14 pm	4/6	16/35 (45%)	FAIL	
Health A (2019) - Unit 4 Test (HS7040/OFY)	34449	2/12/2020	2/19/2020	2:25 pm	2:46 pm	5/6	18/35 (51%)	FAIL	
Health A (2019) - Unit 4 Test (HS7040/OFY)	32113	2/19/2020	3/9/2020	2:09 pm	2:42 pm	6/6	24/35 (68%)	FAIL	

After a student has failed an attempt they must wait **one day** to attempt to retake the assessment.

Each assessment attempt will have the following two buttons:

	This button will allow for reviewing the student's assessment. Here you will be able to see the problems the student missed and what their answers were against the correct answers.
	This button will allow for printing a score sheet for the assessment. The score sheet will have the student's, test name, teacher name, attempt number, score, and status if they failed or passed the test.

Overview

Your browser does not support HTML5 video.

Student Assessments

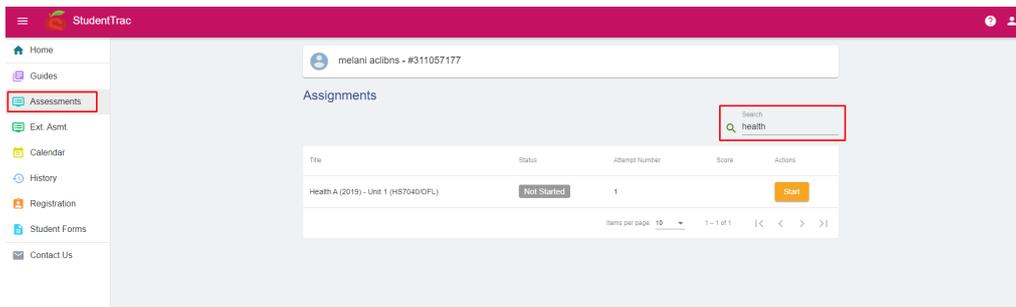
Last Modified on 05/01/2020 12:33 pm PDT

Student Assessments

How to begin and continue an assessment

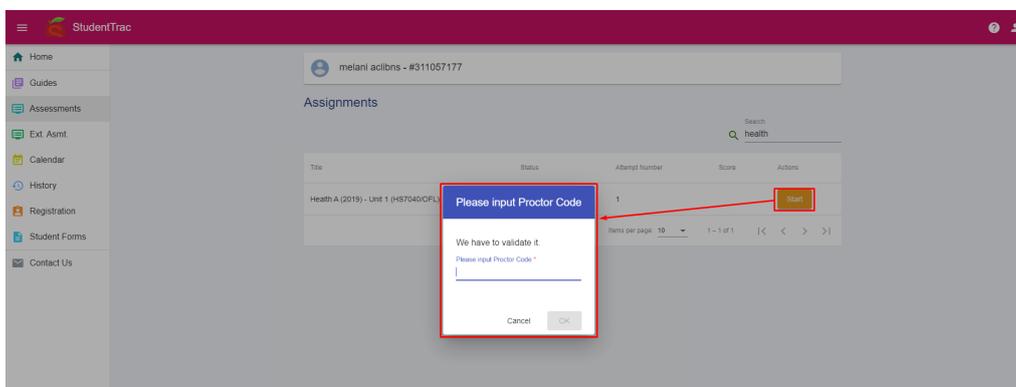
Finding Your Assessment

You will find your assessment in the Assessments application. It will usually be the top one if your teacher recently assigned the test. You will also be able to find it by using the search bar:



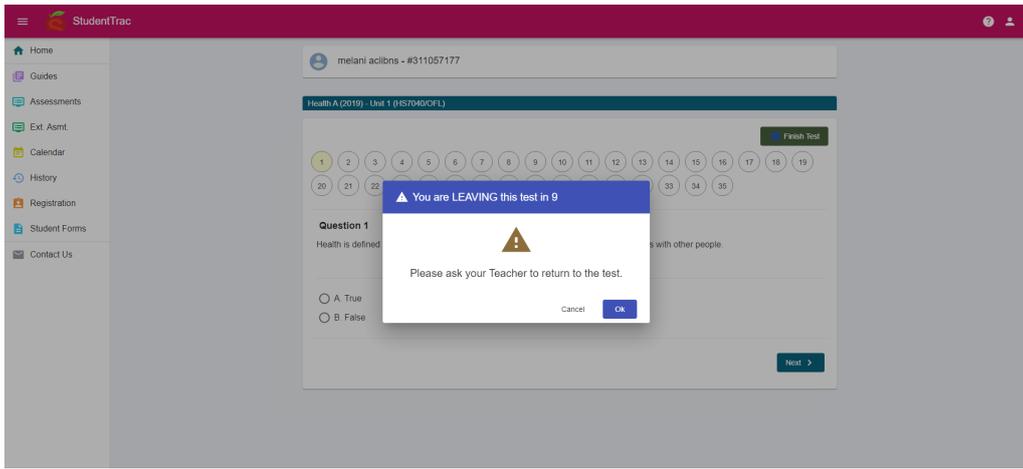
Starting an Assessment

To start an assessment, your teacher must first give you the **Proctor Code**. Once you have the **Proctor Code** ready, you may click the Start button, which will create a pop-up to enter the **Proctor Code**:

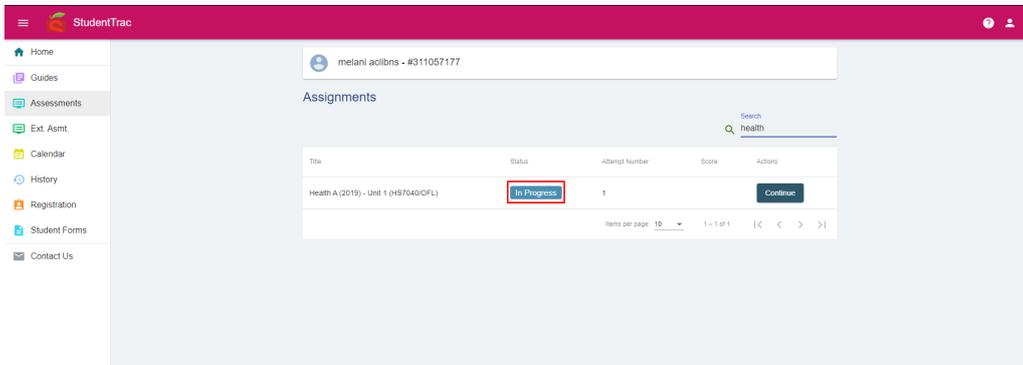


Additional Notes

If you look at other web pages, the assessment will kick you out within **10 seconds**.



If you are kicked out if the assessment you will be sent back to StudentTrac, and must ask your teacher to continue the assessment with a new **Proctor Code**. The assessment will show as "In Progress" status.



NOTE: Attempting to reuse the previous Proctor Code will result in the following error, "Proctor Code is invalid."

Auditor Edit Unit Tool

Last Modified on 04/13/2020 5:45 pm PDT

Auditor Edit Unit Tool

Editing a unit with the pencil tool

Pencil Tool

Within each course, you will see a pencil icon to the very right of each unit.

The screenshot shows a user interface for editing units. At the top, there is a header bar with user information: Mouse, Mickey - #311079097, Age 17, Grade 11th, DOB 03/03/2003, Teacher jane doe, Track D, and Location DU - Pasadena (OFY). Below the header is a 'BACK' button. The main section is titled 'Course Units' and contains a table with columns: Course Name, Credits, Start Date, End Date, and Final Grade. The course name is 'HS1086 COMMON CORE ENGLISH 11B CP' and the start date is '3/12/2020'. Below this is a detailed table of units with columns: Unit Name, Assign, Days, Score, Grade, Notes, and an edit icon. The units listed are UNIT 6 (5 days), UNIT 7 (5 days), UNIT 8 (5 days), UNIT 9 (5 days), and UNIT 10 (5 days), all for Month 6 2019-2020. A red box highlights the pencil icon in the edit column for each unit.

Unit Name	Assign	Days	Score	Grade	Notes	
UNIT 6 (5 days) Month 6 2019-2020 (2/24-3/22)	<input checked="" type="checkbox"/>					
UNIT 7 (5 days) Month 6 2019-2020 (2/24-3/22)	<input checked="" type="checkbox"/>					
UNIT 8 (5 days) Month 6 2019-2020 (2/24-3/22)	<input checked="" type="checkbox"/>					
UNIT 9 (5 days) Month 6 2019-2020 (2/24-3/22)	<input checked="" type="checkbox"/>					
UNIT 10 (5 days) Month 6 2019-2020 (2/24-3/22)	<input checked="" type="checkbox"/>					

This Pencil icon will allow you to update the Units Assigned School Month, Completed School Month, Work Days, Final Score and Grade, Withdraw a unit, and Force a Unit.

Units Assigned School Month	You'll be able to assign the Assigned month to which ever month is needed. You can also toggle the switch to unassign the unit, if a unit is graded, the grade is removed as well.
Completed School Month	You'll be able to assign the Completed school month to which ever month the unit was completed on. You can also toggle the switch to remove the completed month and grade.
Work Days	This will normally default to 5 days, but can be changed as needed.
Final Score and Grade	If a score is entered, the default letter grade will show automatically. However, just like it shows in the Claiming Units and Closing Courses article, P's and D's will display as -1 and a 69 will show as an I.
Withdraw Unit	These are units that were taken in another school, if marked they will count as credit but won't include any work days. However, D's, F's and I's will not count towards the final grade.

Force Unit	These are missed units that were not input during the correct current month. Forcing in the unit will cause it to have 0 work days, so no previous audit is affected.
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Overview

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Appointments Tab

Last Modified on 09/21/2020 1:27 pm PDT

Appointments Tab

How to navigate and manage appointment times for teacher rosters.

Getting Started

To begin marking appointment time attendance from the Calendar app, go to the **Calendar** app and select the **Appointment** tab.

Appointment			May 2020														Month Attendance Total			
All Appointments			M	T	W	R	F	S	U	M	T	W	R	F	S	PL	AE	Avg.		
avqez, dain	311077643	M W 8:00 AM														0	0	0%		
chvaez, dyelan	311037989	T R 10:00 AM														0	0	0%		
debvnais, yammod	310984689	T R 10:00 AM														0	0	0%		
eormn, cjaoyb	311042423	M W 8:00 AM														0	0	0%		
gnhucaim, gaibl	311063453	M W 8:00 AM														0	0	0%		
haecnsz, inmjaze	310971879	T R 10:00 AM														0	0	0%		
hceasnz, ramk	311072670	M W 8:00 AM														0	0	0%		
homit zrk, avjin	311087970	M W 8:00 AM														0	0	0%		
hseacnz, iarel	310971899	T R 10:00 AM														0	0	0%		
lpoez, alex	311072996	M W 8:00 AM														0	0	0%		
raesno, dnwey	311055968	T R 10:00 AM														0	0	0%		
roedhs, yedajn	311057836	T R 10:00 AM														0	0	0%		
stwarolh, vadi	310962475	T R 10:00 AM														0	0	0%		

Searching by teacher and students

Users may switch between different **teachers** by using the Student Search Bar's teacher drop down menu. Select the name you wish to view appointment times for.

Appointment			May 2020														Jun 2020			Month Attendance Total			
All Appointments			M	T	W	R	F	S	U	M	T	W	R	F	S	U	M	T	W	PL	AE	Avg.	
avqez, dain	311077643	M W 8:00 AM																		0	0	0%	
chvaez, dyelan	311037989	T R 10:00 AM																		0	0	0%	
debnais, yammod	310984689	T R 10:00 AM																		0	0	0%	
eormn, cjaoyb	311042423	M W 8:00 AM																		0	0	0%	
gnhucaim, gaibl	311063453	M W 8:00 AM																		0	0	0%	
haecnsz, inmijaze	310971879	T R 10:00 AM																		0	0	0%	
hceasnz, ramik	311072670	M W 8:00 AM																		0	0	0%	
homit zrk, avjin	311087970	M W 8:00 AM																		0	0	0%	
hseacnz, iarel	310971899	T R 10:00 AM																		0	0	0%	
lpoez, alex	311072996	M W 8:00 AM																		0	0	0%	
raesno, dnwey	311055968	T R 10:00 AM																		0	0	0%	
roedhs, yedajn	311057836	T R 10:00 AM																		0	0	0%	
stwarolh, vadi	310962475	T R 10:00 AM																		0	0	0%	

Appointment
All Appointments

Users can further filter the student list with specific **appointment times** by selecting the Appointments drop down menu located on top of the row of student names.

Appointment			May 2020														Jun 2020			Month Attendance Total			
All Appointments			M	T	W	R	F	S	U	M	T	W	R	F	S	U	M	T	W	PL	AE	Avg.	
abecr, dsany	310970173	T R 10:00 AM																		0	0	0%	
aerczs, snadr	311045976	M T W R 9:00 AM																		0	0	0%	
aeznog, nmeoi	300248105	M W 1:00 PM																		0	0	0%	
agilur, anhel	311021064	M W 10:00 AM																		0	0	0%	
ahr, ealkoy	311055035	M W 2:00 PM																		0	0	0%	
ajbrs, itlnae	310971135	M T W R 9:00 AM																		0	0	0%	
akhect, celab	310951857	M W 1:00 PM																		0	0	0%	
aliugr, isbra	311058072	M W 9:00 AM																		0	0	0%	
aloenzg, ancy	311064267	M W 3:00 PM																		0	0	0%	
alr, ecsar	311074146	M W 2:30 PM																		0	0	0%	
anrbet, john	300249233	M W 9:00 AM																		0	0	0%	
aomhn, va	311066485	M W 10:30 AM																		0	0	0%	
argci, iulajn	311062972	M T W R 9:00 AM																		0	0	0%	

Users are also able to view **specific students** by adding the student's name or School ID number on the Student Search Bar, multiple school codes and be entered at once using a space between them.

Calendar interface showing appointments for May 2020. The calendar grid displays dates from 05/18/2020 to 06/14/2020. The table below the calendar lists appointments for students, including columns for attendance (PL, AE) and average (Avg.).

Appointment	Student	Time	May 18	May 19	May 20	May 21	May 22	May 23	May 24	May 25	May 26	May 27	May 28	May 29	May 30	May 31	Jun 01	Jun 02	Jun 03	Month Attendance Total	Avg.			
abecr, dsany	310970173	T R 10:00 AM																		0	0	0	0	0%
aerczs, snadr	311045976	M T W R 9:00 AM																		0	0	0	0	0%
aeznogl, nmeoi	300248105	M W 1:00 PM																		0	0	0	0	0%
agilur, anhel	311021064	M W 10:00 AM																		0	0	0	0	0%

Regardless of the method, you can comb through each student record by hitting the page number or "Next" on the bottom of the page.

Calendar interface showing appointments for June 2020. The calendar grid displays dates from 06/15/2020 to 06/30/2020. The table below the calendar lists appointments for students, including columns for attendance (PL, AE) and average (Avg.).

Appointment	Student	Time	Jun 15	Jun 16	Jun 17	Jun 18	Jun 19	Jun 20	Jun 21	Jun 22	Jun 23	Jun 24	Jun 25	Jun 26	Jun 27	Jun 28	Jun 29	Jun 30	Month Attendance Total	Avg.			
abecr, dsany	310970173	T R 10:00 AM																	0	0	0	0	0%
aerczs, snadr	311045976	M T W R 9:00 AM																	0	0	0	0	0%
aeznogl, nmeoi	300248105	M W 1:00 PM																	0	0	0	0	0%
agilur, anhel	311021064	M W 10:00 AM																	0	0	0	0	0%
ahr, ealkoy	311055035	M W 2:00 PM																	0	0	0	0	0%
ajbrs, itinae	310971135	M T W R 9:00 AM																	0	0	0	0	0%
akhect, celab	310951857	M W 1:00 PM																	0	0	0	0	0%
aliugr, isbra	311058072	M W 9:00 AM																	0	0	0	0	0%
aloenzg, ancy	311064267	M W 3:00 PM																	0	0	0	0	0%
alr, ecsar	311074146	M W 2:30 PM																	0	0	0	0	0%
anrbet, john	300249233	M W 9:00 AM																	0	0	0	0	0%
aomhn, va	311066485	M W 10:30 AM																	0	0	0	0	0%
argci, lulajn	311062972	M T W R 9:00 AM																	0	0	0	0	0%
arjuo, yllikan	311010727	M T W R 9:00 AM																	0	0	0	0	0%
armnzbo, ainbc	311083175	M W 9:00 AM																	0	0	0	0	0%

Selecting different school months

Users could view past months by **navigating through different months** or using the **Date Selector**.

Calendar interface showing appointments for June 2020. The calendar grid displays dates from 06/15/2020 to 06/30/2020. The table below the calendar lists appointments for students, including columns for attendance (PL, AE) and average (Avg.).

Appointment	Student	Time	Jun 15	Jun 16	Jun 17	Jun 18	Jun 19	Jun 20	Jun 21	Jun 22	Jun 23	Jun 24	Jun 25	Jun 26	Jun 27	Jun 28	Jun 29	Jun 30	Month Attendance Total	Avg.			
avqezuz, dain	311077643	M W 8:00 AM																	0	0	0	0	0%
chvaez, dyelan	311037989	T R 10:00 AM																	0	0	0	0	0%
debvnais, yammod	310984689	T R 10:00 AM																	0	0	0	0	0%
eormin, cjaoyb	311042423	M W 8:00 AM																	0	0	0	0	0%

Logging Attendance

Claiming & Clearing Attendance

Attendance could be claimed by selecting the white cells within the school month. Selecting Present will mark populate a **Blue** circle, whereas selecting Absent will display a **Red** circle.

Appointment			May 2020						
All Appointments			M	T	W	R	F	S	U
Appointments			18	19	20	21	22	23	24
avqez, dain	311077643	M W 8:00 AM							
chvaez, dyelan	311037989	T R 10:00 AM							
debvna, yamrod	310984689	T R 10:00 AM							
eormn, cjaoyb	311042423	M W 8:00 AM							
gnhucaim, gaibl	311063453	M W 8:00 AM							
haecnsz, injaze	310971879	T R 10:00 AM							
hceasnz, ramk	311072670	M W 8:00 AM							
homit zrk, avjin	311087970	M W 8:00 AM							

Hover over the Legend icon  to get the definition of what each attendance status means.

06/01/2020						Month Attendance			
R	F	S	U	M	T				
04	05	06	07	08	09		PL		A
						1	0	0	0
						0	0	0	0
						0	0	0	0

Users could also clear marked days by hitting the Clear button at the bottom of the drop down.

Appointment			May 2020							
All Appointments			M	T	W	R	F	S	U	M
Appointments			18	19	20	21	22	23	24	25
avqez, dain	311077643	M W 8:00 AM	●		●					
chvaez, dyelan	311037989	T R 10:00 AM								
debnais, yamrod	310984689	T R 10:00 AM								
eormn, cjaoyb	311042423	M W 8:00 AM								
gnhucaim, gaibl	311063453	M W 8:00 AM								
haecnsz, inmjaze	310971879	T R 10:00 AM								
hceasnz, ramk	311072670	M W 8:00 AM								
homit zrk, avjin	311087970	M W 8:00 AM								

Reschedule attendance date

To reschedule attendance, hit the Rescheduled button once the teacher and student have agreed on a date to make up an appointment time. A pop-up menu populate that will allow you to book the next date of the student's attendance.

Appointment			May 2020														Jun
All Appointments			M	T	W	R	F	S	U	M	T	W	R	F	S	U	M
Appointments			18	19	20	21	22	23	24	25	26	27	28	29	30	31	01
avqez, dain	311077643	M W 8:00 AM															
chvaez, dyelan	311037989	T R 10:00 AM															
debnais, yamrod	310984689	T R 10:00 AM															
eormn, cjaoyb	311042423	M W 8:00 AM															
gnhucaim, gaibl	311063453	M W 8:00 AM															
haecnsz, inmjaze	310971879	T R 10:00 AM															
hceasnz, ramk	311072670	M W 8:00 AM															
homit zrk, avjin	311087970	M W 8:00 AM															
hseacnz, iarel	310971899	T R 10:00 AM															
hseacnz, iarel	311072670	M W 8:00 AM															

Work										Appointments										Classes																													
ADA Days																														← 07/01/2020 - 07/21/2020 →										07/21/2020									
Jul 2020																																																	
										W R M T W R F M T W R F M T										01 02 06 07 08 09 10 13 14 15 16 17 20 21																													
idan yanmrd	311093860	A,1	10/19																																														
dejan vsiaonme	311039043	A,1	0/19																																														
audmx pras	311087891	A,1	10/19																																														
dan zloange	300263524	A,1	5/19																																														
ndmay berigt	310980090	A,1	0/19																																														
uawerdy ified	311001956	A,1	5/19																																														

Decoding the Work Tab

Today's Date

Today's date is always highlight in **orange**.

Teacher's view:

May 2019											
R	F	M	T	W	R	F	T	W	R	F	
16	17	20	21	22	23	24	28	29	30	31	
●	●	●	●	●	●						

Student's view:

30

Calendar Events

Calendar events like instructional Appointment Times are displayed on each day the student is currently scheduled for a teacher meeting.

Holidays, weekends, or other significant events may also be listed, and may be distinguishable from standard calendar days by color.

Sun	Mon
19	20 M W 9:00 AM (A)
26	27 Holiday

Work Markers

Each date is required to have a marker entered by both the student and teacher to verify that they turned in work for a particular date.

Verification Status

Blank fields

Student/Teacher verified work



In this status, both students and teachers are able to verify that they turned in work or leave blank.

Dates with an assigned day of work will feature an  outlined circle.

Whereas dates without work assigned will be blank.

Blue markers will populate when a student and teacher verifies work.

Teacher Verified

F	F
31	24
	

Student Verified

F	R
07	23
	

The day will highlight the marker in case the student still needs to verify the day.

Markers will be colored in light blue when a teacher has yet to verify a work that the student turned in and flagged.

Select the   icons to enter work en mass

								Jul 2020																
								W	R	M	T	W	R	F	M	T	W	R	F	M	T			
								01	02	06	07	08	09	10	13	14	15	16	17	20	21			
aojns fei madm	311091943	A,1	5/19																					
ei ngzoa termloa	311107073	A,1	5/19																					
syla k choa	311089089	A,1	0/19																					
nizrate blh pbsam	311018364	A,1	10/19																					
amber ebcray	310888237	A,1	30/19																					
garblie ndrheaz	311128237	A,1	0/19																					

Icon Legend

If you are still confused about what any symbol or status color means, you may hover over the  icon to view more information.

07/01/2020 - 07/28/2020 →  07/28/2020 

Icon Legend

 Student - No Work / Present	 Student - No Work / Absent	 Non School Day
 Verified - No Work / Present	 Verified - No Work / Absent	 School Day
 Student - Work / Present	 Student - Work / Absent	 Locked Month
 Verified - Work / Present	 Verified - Work / Absent	 Discrepancy
 No attendance / Work		

Overview

Month selector



The Month selector is a tool that will help you see the current month your school is on, as well as the following month if it is between the posting period.

Claiming & Clearing Attendance

Attendance could be claimed by selecting the white cells within the school month. Selecting Present will mark populate a **Blue** circle, whereas selecting Absent will display a **Red** circle and Rescheduled days will display in **Green**.

Users could also clear marked days by hitting the Clear button at the bottom of the drop down.

Class		Show		07/29/2020 - 08/25/2020												07/29/2020						
Arden SPED2 (Clark Kent)		Pending , Enrolled , Waiting List		July 2020			August 2020															
M,T,W 8:00 AM				W	M	T	W	M	T	W	M	T	W	M	T	Month Attendance Total						
	Work	T/M	Status	Add	Drop	29	03	04	05	10	11	12	17	18	19	24	25	Pl	Ab	Avg.		
jmaznie laek	300235177	A, 2	Enrolled	08/03/20														0	0	0	0	0%
eaajth okcbamin	300249671	A, 2	Enrolled	08/03/20														0	0	0	0	0%
antovly amlim	300245591	A, 2	Enrolled	08/03/20														0	0	0	0	0%
agnel lcsia	310942398	A, 2	Enrolled	08/03/20														0	0	0	0	0%
amecra tugenhr	310962478	A, 2	Enrolled	08/03/20														0	0	0	0	0%
smeiah sojakcn	311051374	A, 2	Enrolled	08/03/20														0	0	0	0	0%
deyhan walker	311054880	A, 2	Enrolled	08/03/20														0	0	0	0	0%
nuiqleag harcistn	311057596	A, 2	Enrolled	08/03/20														0	0	0	0	0%
uqoriedz tj ismhr	311064680	A, 2	Enrolled	08/03/20														0	0	0	0	0%
nsiar rogel	311136656	B, 1	Enrolled	08/03/20														0	0	0	0	0%

Usability

The roster of students displays people shows students who are currently enrolled Pending, Enrolled, and on the Waiting list by default.

You could also see completed and dropped if you select them on the **Show** drop-down menu.

Class		Show				
Cape Crusading 101 (Bruce Wayne) 9:00 AM		Pending , Enrolled , Waiting List , Compl...				
		Work	T/M	Status	Add	Drop
hyansle lcroa	300231357		A, 2	Dropped	05/14/20	08/17/20
isah rvais	300258561		A, 2	Enrolled	05/14/20	
rcnesi nides	300258130		A, 2	Enrolled	05/14/20	
lyaktin dlsaen ot	300267392		A, 2	Enrolled	05/14/20	
cseporiht mougan	300256889		A, 2	Enrolled	05/14/20	
iramh rvioiaes	300283070		A, 2	Completed	05/14/20	08/17/20

Show					
Pending , Enrolled , Waiting List , Compl...					
	Work	T/M	Status	Add	Drop
i7		A, 2	Dropped	05/14/20	08/17/20
i1		A, 2	Enrolled	05/14/20	
i0		A, 2	Enrolled	05/14/20	
i2		A, 2	Enrolled	05/14/20	
i9		A, 2	Enrolled	05/14/20	
i0		A, 2	Completed	05/14/20	08/17/20

Selecting the **Work** icon next to a given student's name would will take you to the [Guide's Work tab](#).

← 2020-2021 Month 2 →
Track 07/29/20 - 08/25/20
 GRAD. DATE

Completed Units

Max 10

Min 4

2

Units

Work Days

Possible 20

10

Days

Work In Progress

Min 4

9

Units

Comm. Service
 Grad Check
 Extra Activities
 Support Prog.
 Progress Report

Active Courses

Course Name	Credits	Start Date	End Date	Final Grade	
> HSES458 BIOLOGY SEM A		7/1/2020			⋮
> HSES475 EARTH SCIENCE SEM A		7/1/2020			⋮
> HSES166 US HISTORY SEM A		7/1/2020			⋮

Student Calendar

Last Modified on 08/12/2020 5:39 pm PDT

Student Calendar

How to navigate and use the calendar from a Student's account

Let's get started

Once a student logs in, they will need to go to the **Calendar** app to access the feature. Students could do the following actions:

Track attendance
(Viewable to Student and Parent accounts)

Claim and verify attendance
(Exclusive to Student accounts)

The screenshot shows the StudentTrac dashboard for a student named 'aynih ideozr - #300281898'. The dashboard is divided into several sections:

- Navigation Menu (Left):** Home, Guides, Assessments, Ext. Asmt, Student Files, **Calendar** (highlighted with a red box), History, Registration, Student Forms, Contact Us.
- Snapshot Section:**
 - GPA:** Overall 2.33, Internal 3.34, External 1.53.
 - Credits:** Earned 203.0, Needed 220. Completed 92%, Remain 18.0.
 - Internal/External Credits:** Internal 118.0, External 85.0.
 - Unassigned/Excluded Credits:** Unassigned 0.0, Excluded 0.0.
 - Progress Report:** A button labeled 'Progress Report'.
- Guide: A-G - Baldwin Park (ACD: 3.53):**
 - English:** 100% (40.0 / 40.0)
 - Mathematics:** 73% (22.0 / 30.0)
 - Social Science:** 100% (30.0 / 30.0)
 - Science:** 100% (20.0 / 20.0)
 - Physical Education:** 100% (20.0 / 20.0)
 - Foreign Language:** 50% (10.0 / 20.0)
 - Visual/Performing Arts:** (20.0 / 20.0)
 - Electives:** (20.0 / 20.0)

Parents profiles may also view this information by selecting the icon on the Calendar.

This screenshot shows the same StudentTrac dashboard as above, but with a dropdown menu open over the 'Calendar' icon in the navigation menu. The dropdown menu contains the following items:

- Guides
- Ext. Asmt.
- Student Files
- Calendar** (highlighted with a red box)
- History
- Registration
- Student Forms

Overview

The interface will show users the appointment times the student is due to meet with a teacher, the absent/present days documented by the teacher, plus their historical calendar dates.

'aynih Ideozr - #300281898

Schedule

● Appointment: T R 10:30AM

Attendance

Present	Absent
0	0

Calendar

Enrollment Period: 2020 - 2021 Regular #2(07/22/2020 - 08/25/2020)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Jul. 22	23	24	25
26	27	28	29	30	31	Aug. 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25				

Today - Jul. 27 Mon.

● No Appointments

Attendance	
Present	Absent
2	1



Attendance would be entered by the teacher and will reflect the days students were physically present and absent in class.

Attendance days are marked as blank.

The days of the student's appointment will have a blue circle ● icon on the bottom right hand corner.

Days that are in attendance will be grayed out and unable to be selected a day of worked claimed.

Clicking on a date will generate 2 results:

- **Light Blue** = Student verified day of work product earned.
- **Dark Blue** = Teacher and Student verified of work product earned.

You could cycle through the different colors by clicking on the date cell.



Creating & Managing Classes

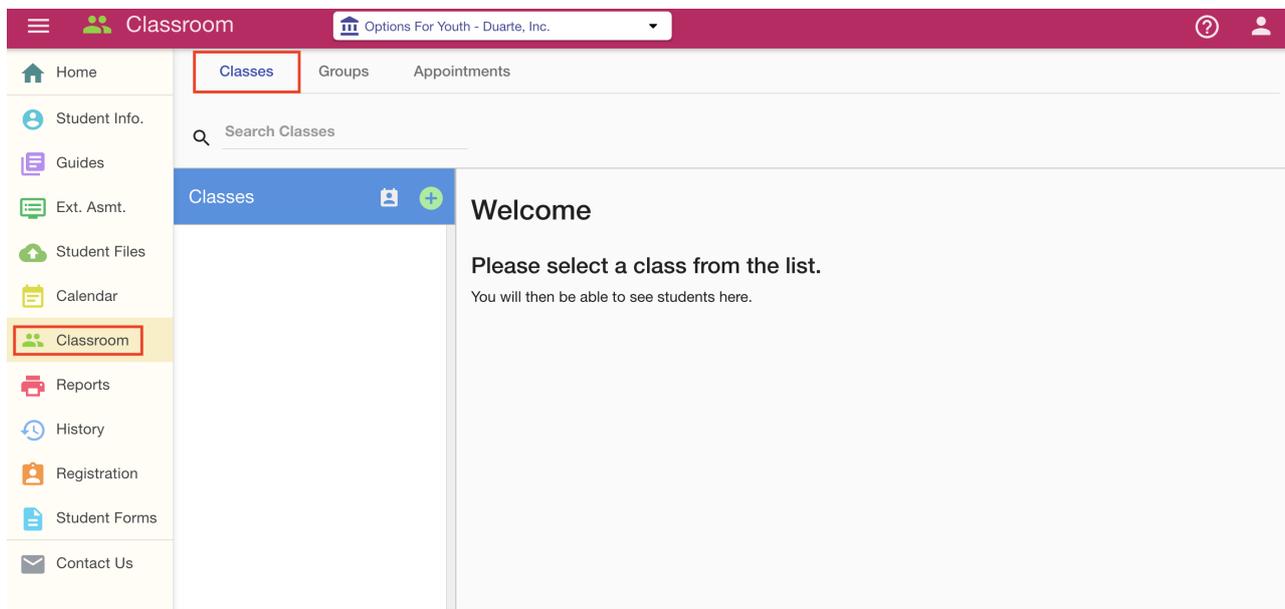
Last Modified on 08/03/2020 9:37 am PDT

Creating & Managing Classes

How to create and organize your Classrooms.

Classroom Usage

1. The classes are located in the Classroom tab on the side bar,

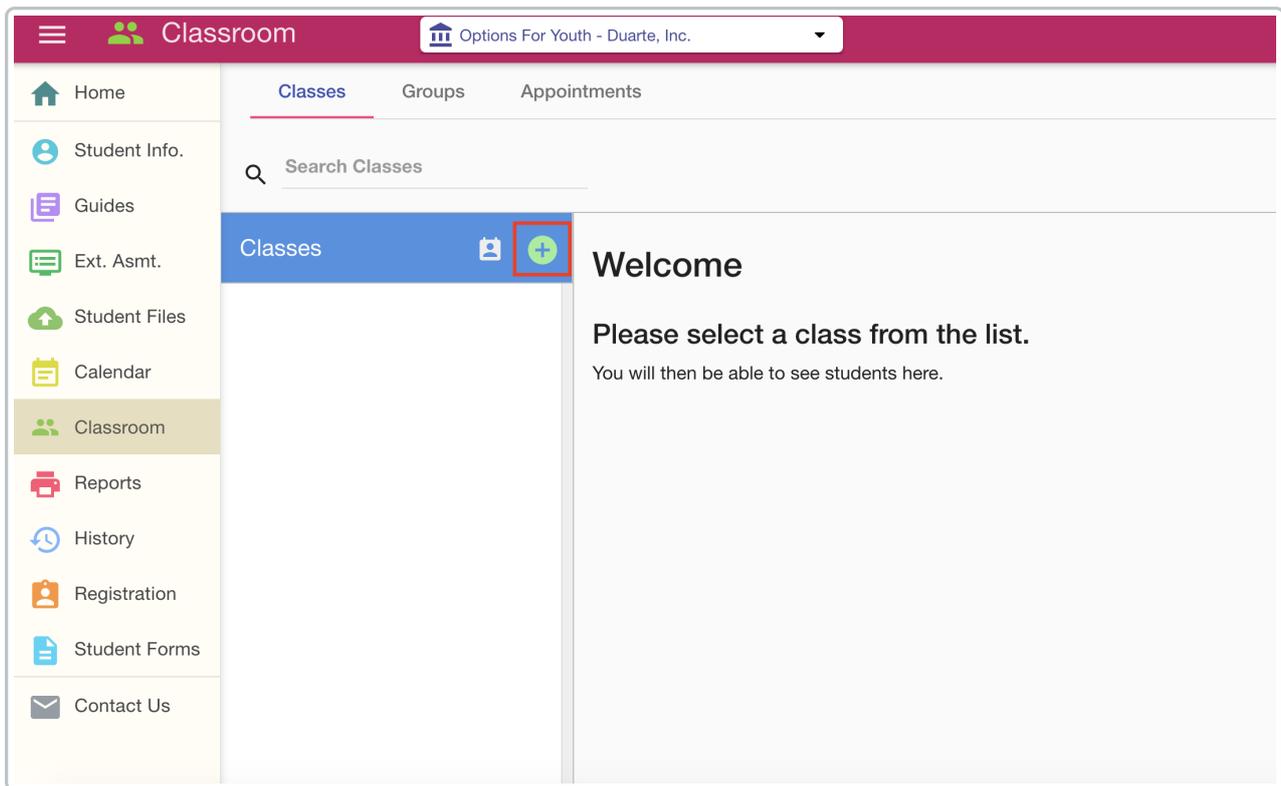


This is created to have a personalized and organized class, other than just having a teacher's full roster. For example, a classroom just for Summer School students, Night school student, SES students, students with the same appointment time, etc.

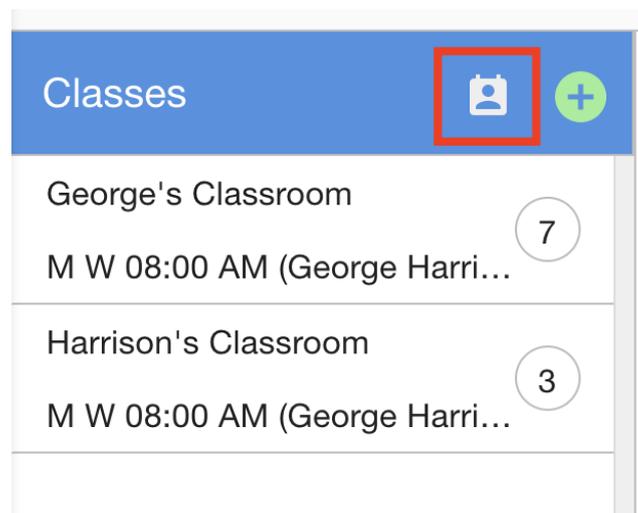
The location level that you create your classroom will be the only location level that you will be able to edit it. If you create your classroom under the charter level, you will be able to see it under all the sites levels that are under that charter, but you won't be able to edit it. If you make the classroom under the site level, you will only be able to see and edit it under that specific site level.

Creating a Classroom

1. To create a Classroom, click on 



NOTE: This is the Scheduler View, this feature is still in progress. We will update once its completed.



2. This window will pop out,  **ADD STUDENT**

Fill out the Class name, Class Leader, Max Students, Start and End date of the classroom, Enrollment Start and End Date, and the Appointment time and days.

New Class

Class Name *

Class Leader George Har ×

Max Student *

Start Date

End Date

Start Time

Color

Enrollment Start Date

Enrollment End Date

Re-occurrence
 U M T W R F S | Once

CANCEL
SAVE

NOTE: Once the end date you selected has passed, the classroom will be removed.

Once this is filled out, save.

New Class

Class Name *

Class Leader George Han ✕

Max Student *

Start Date

 📅

End Date

 📅

Start Time

 🕒

Color

Enrollment Start Date

 📅

Enrollment End Date

 📅

Re-occurrence

U
 M
 T
 W
 R
 F
 S
 | Once

CANCEL
SAVE

Managing Classroom

1. All the Classrooms will be located on the left,

☰ Classroom
DU - Pasadena (OFY)
?
👤

Classes
Groups
Appointments

🔍 Search Classes

My Classes 📅 +

George's Classroom 0

M W 08:00 AM (George Harrison)

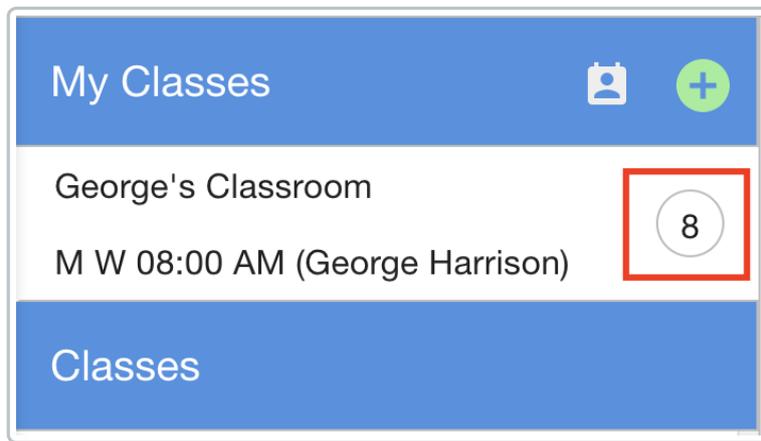
Classes

Welcome

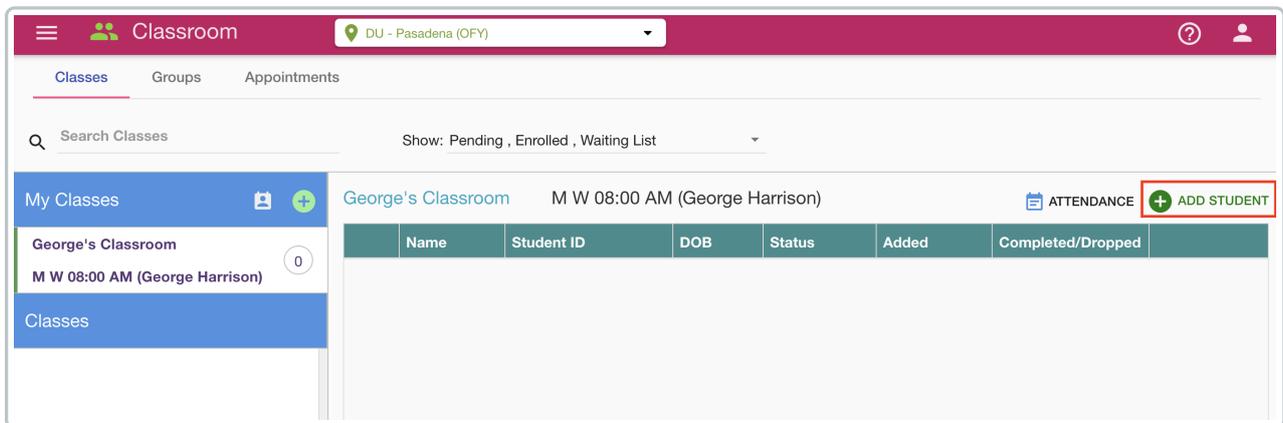
Please select a class from the list.

You will then be able to see students here.

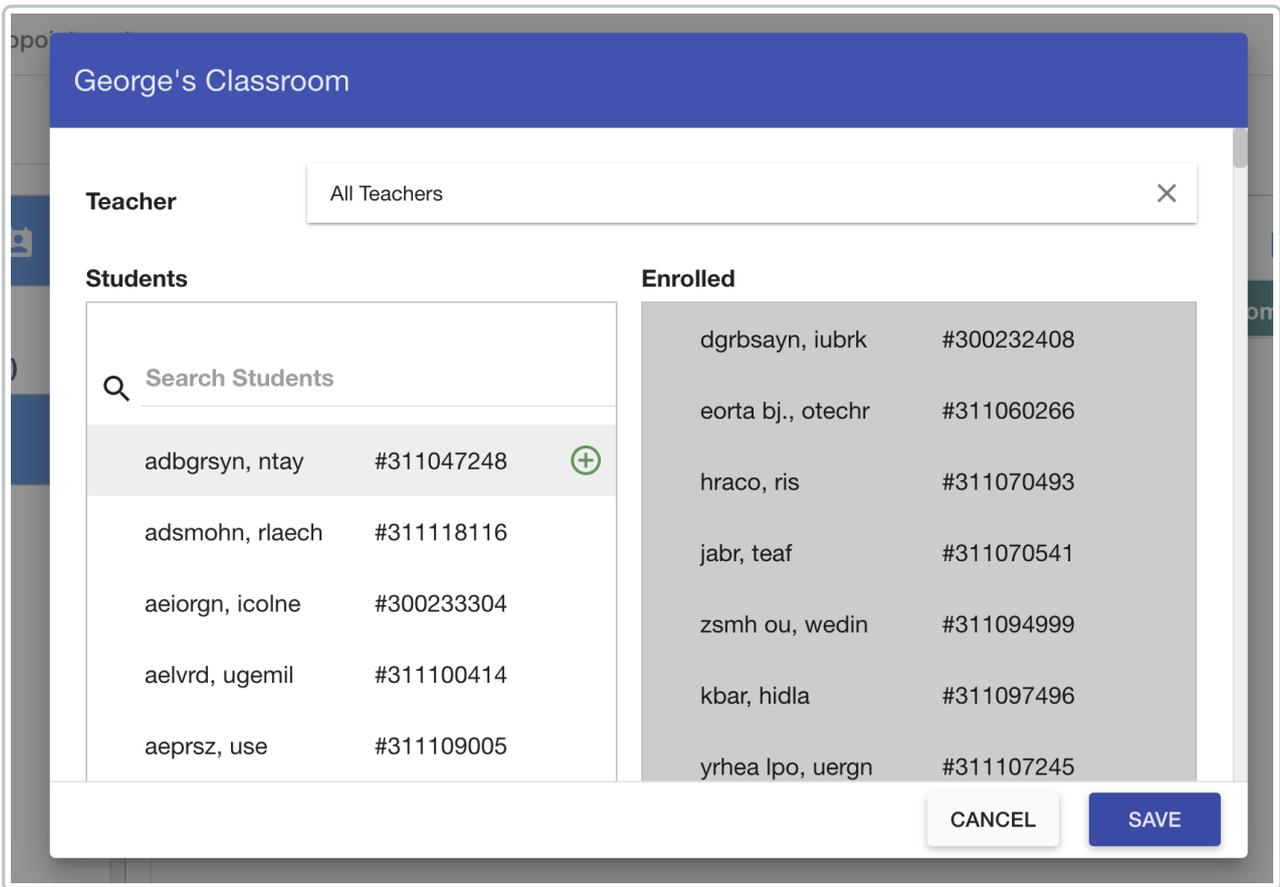
You will see the number of students that are in that classroom.



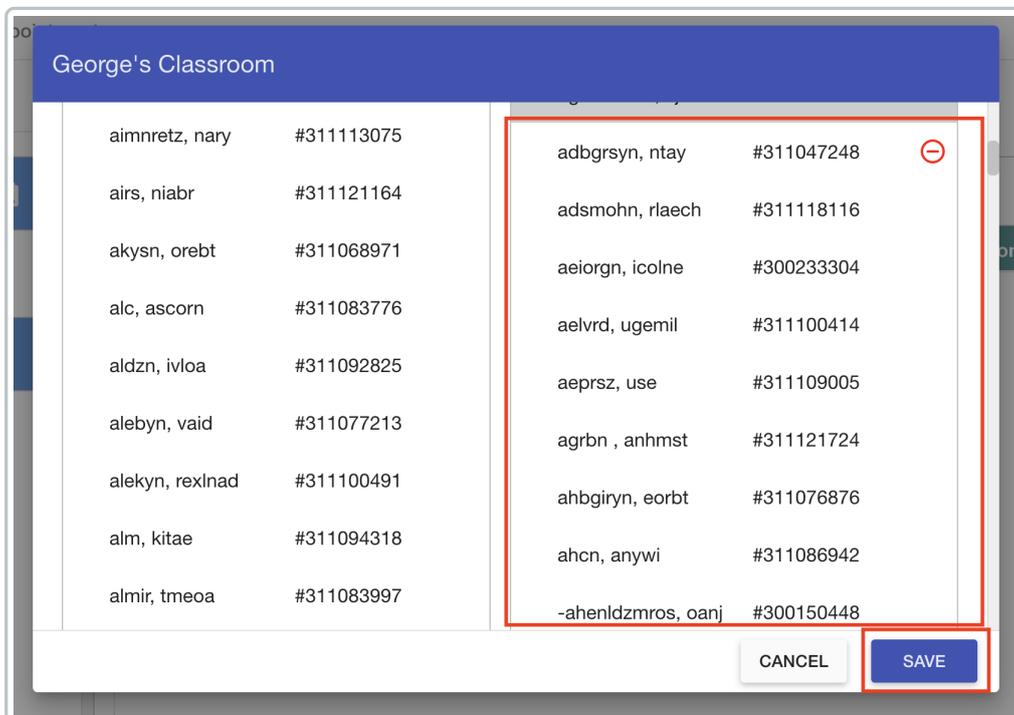
2. To add students, click on the  **ADD STUDENT**



3. Here, you will see a list of students, you can type in the name or Student ID to find a specific one, and press the add button.



4. Once you add students they will populate on the right side,

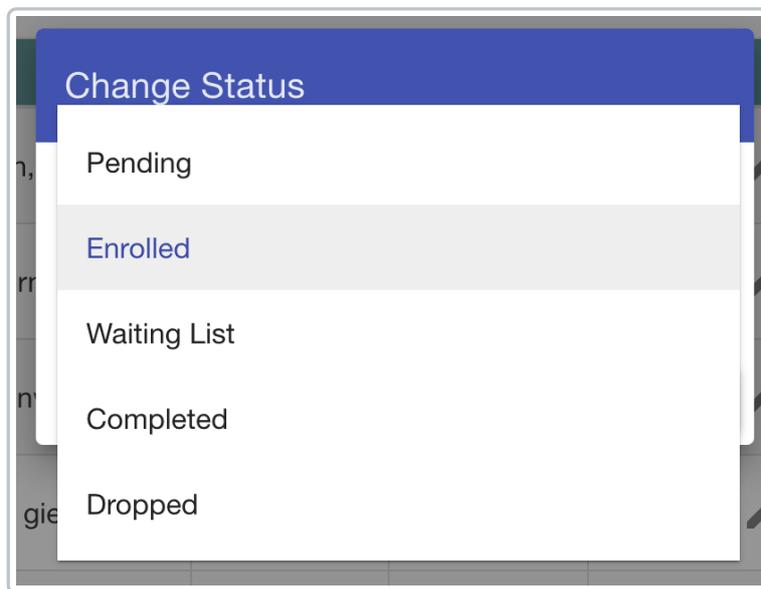


Once the classroom is created, you will be able to update the Status and Attendance.

5. Status

My Classes		George's Classroom		M W 08:00 AM (George Harrison)		ATTENDANCE		+ ADD STUDENT	
Name	Student ID	DOB	Status	Added	Completed/Dropped				
aerogin, nicole	300233304	12/04/2000	Enrolled	07/22/2020					
aghybirn, reobt	311076876	03/19/2004	Enrolled	07/22/2020					
achn, inwya	311086942	02/25/2004	Enrolled	07/22/2020					
evadlr, giemul	311100414	01/25/2003	Enrolled	07/22/2020					
aezpsr, sue	311109005	06/19/2004	Enrolled	07/22/2020					
nahmods, hlecra	311118116	05/16/2003	Enrolled	07/22/2020					

Your Status options are Enrolled, Pending, Waiting list, Completed, Dropped.



These are just for your own organizing methods.

6. Attendance

My Classes		George's Classroom		M W 08:00 AM (George Harrison)		ATTENDANCE		+ ADD STUDENT	
Name	Student ID	DOB	Status	Added	Completed/Dropped				
aerogin, nicole	300233304	12/04/2000	Enrolled	07/22/2020					
aghybirn, reobt	311076876	03/19/2004	Enrolled	07/22/2020					
achn, inwya	311086942	02/25/2004	Enrolled	07/22/2020					

Attendance can be taken for the list of students in the Classroom.

Calendar DU - Pasadena (OFY)

Home Student Info. Guides Ext. Asmt. Student Files Calendar Classroom Reports History Registration Student Forms Contact Us

Work Appointments **Classes**

Class Days ← 07/01/2020 - 07/28/2020 → 07/23/2020

Class: George's Classroom (George Harri... M,W 8:00 AM Show Pending, Enrolled, Waiting List

		July 2020							Month Attendance Total					
		W	M	W	M	W	M	W	M	PL	AE	Avg.		
aerogin, nicole	300233304									0	0	0	0	0%
aghybirm, reobt	311076876									0	0	0	0	0%
achn, inwya	311086942									0	0	0	0	0%
evadlr, gjemul	311100414									0	0	0	0	0%
aezpsr, sue	311109005									0	0	0	0	0%
nahmods, hlecra	311118116									0	0	0	0	0%
gbnar, hsmant	311121724									0	0	0	0	0%

NOTE: You will only be able to remove the classroom once you have dropped all students within the classroom. If you have students in the classroom you will not get the trash icon.

My Classes George's Classroom M W 08:00 AM (George Harrison) ATTENDANCE ADD STUDENT

Name	Student ID	DOB	Status	Added	Completed/Dropped

My Classes George's Classroom M W 08:00 AM (George Harrison) ATTENDANCE ADD STUDENT

Name	Student ID	DOB	Status	Added	Completed/Dropped
aerogin, nicole	300233304	12/04/2000	Enrolled	07/22/2020	
aghybirm, reobt	311076876	03/19/2004	Enrolled	07/22/2020	
achn, inwya	311086942	02/25/2004	Enrolled	07/22/2020	
evadlr, gjemul	311100414	01/25/2003	Enrolled	07/22/2020	

Overview

Your browser does not support HTML5 video.

Creating and Managing Groups

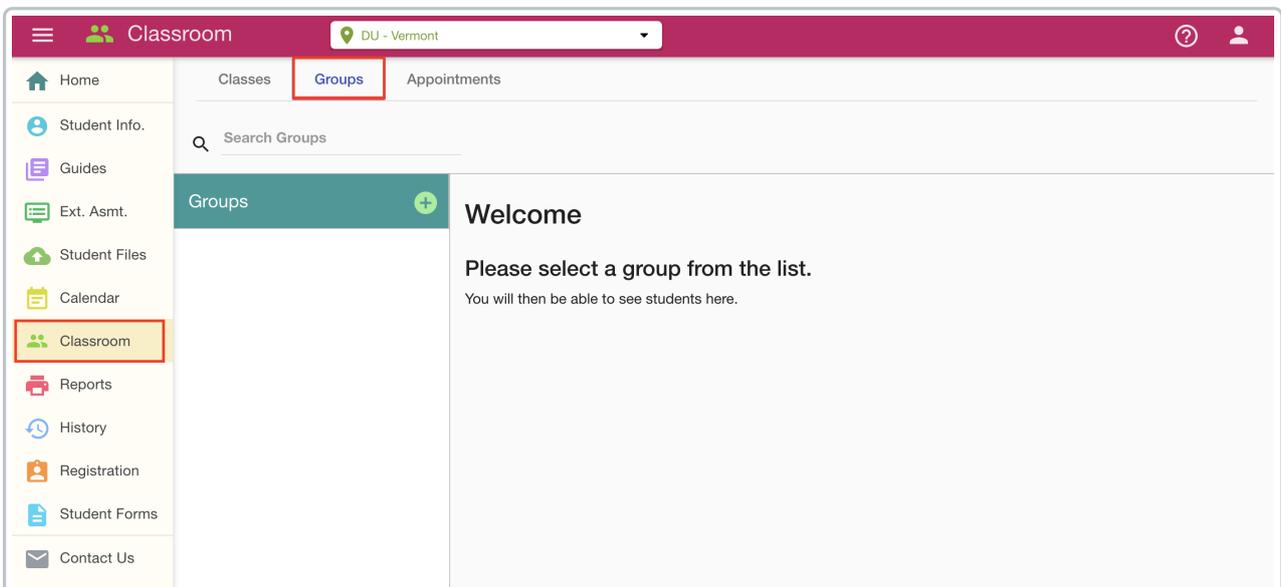
Last Modified on 03/02/2021 3:46 pm PST

Creating and Managing Groups

How to create groups for students on Classrooms.

Groups Usage

1. These Groups are located in the Classroom tab,



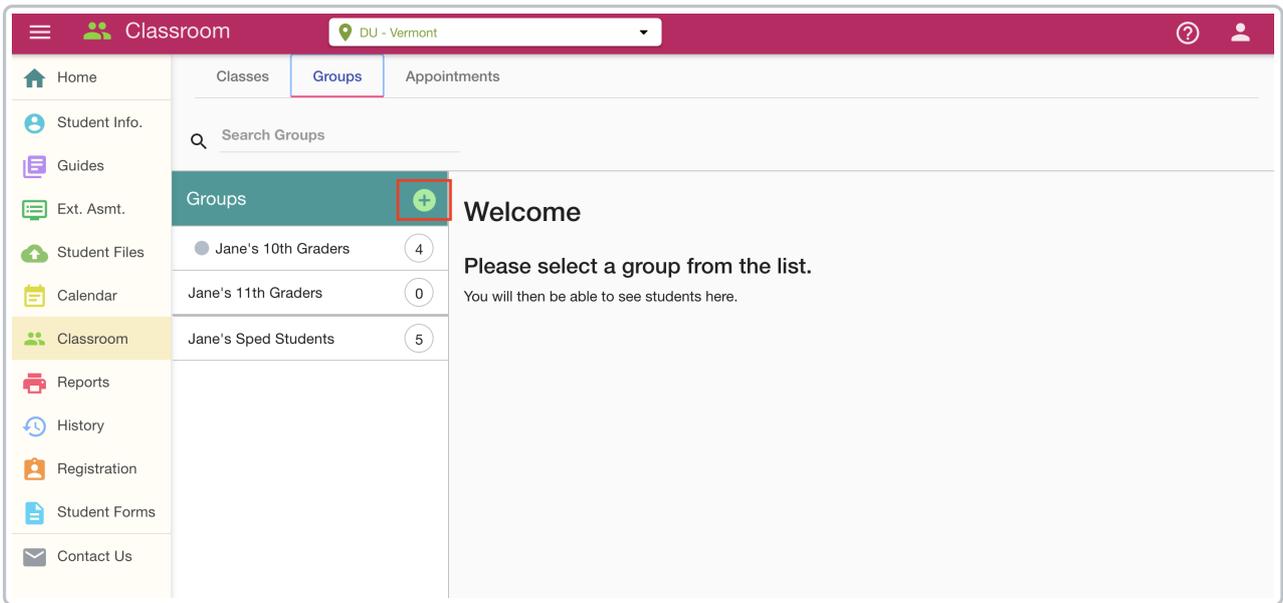
Groups is very similar to Classes but its much more simplified. It's another way to organize and personalize a roster but with less functionalities.

You can create a group of students based of a course, an appointment time, grade level, exc. The only difference from class is that you wont be able to mark or see the students attendance through here.

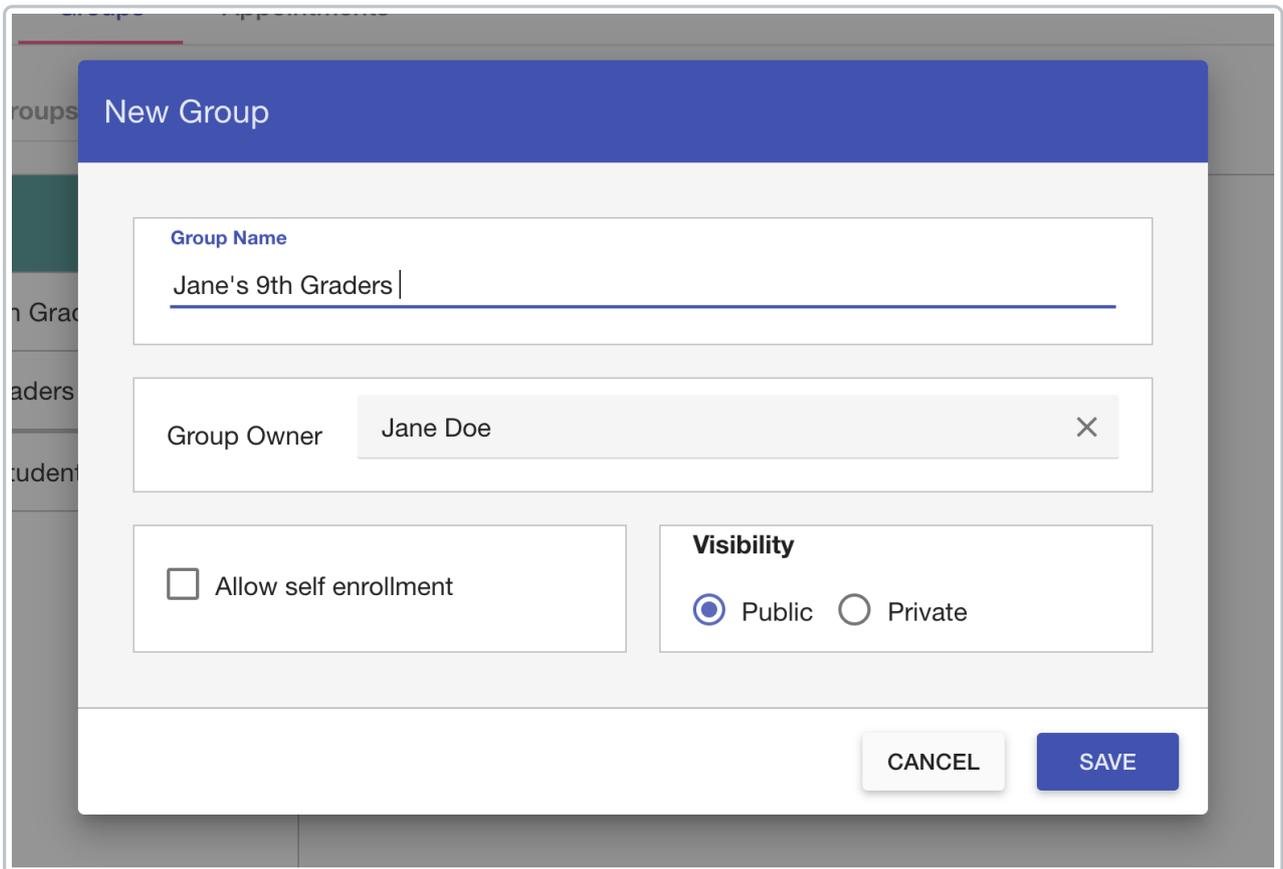
Creating a Group

1. To Create a Group, click on



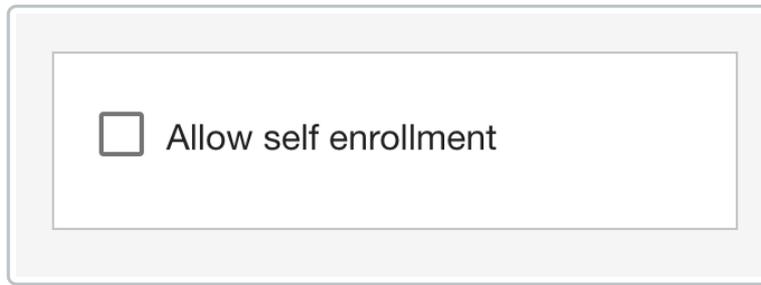


2. This window will pop-up,



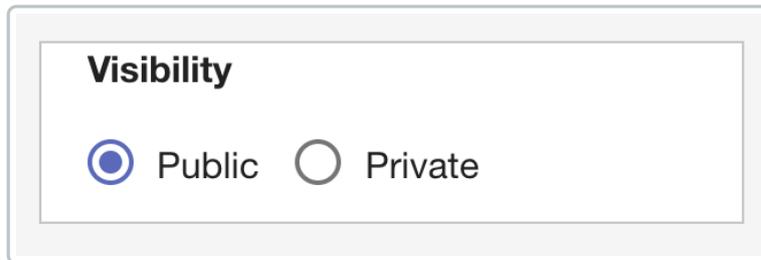
Here you will be able to put a Group Name and Group Owner.

Allow self enrollment is for groups that students can join themselves if they'd like. For example, if a teacher makes a study hall group and lets her students know that whom ever wants to take apart of it can self enroll into the group.



Allow self enrollment

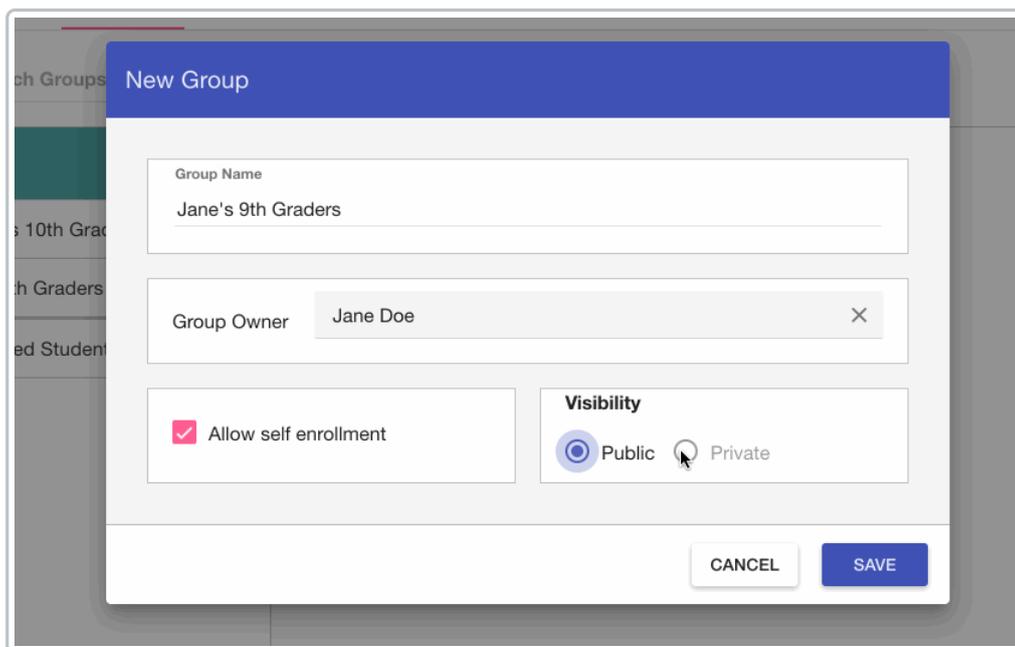
You can also mark if its Public or Private,



Visibility

Public Private

NOTE: You can not select Private and Allow self enrollment at the same time. They will grey out.



New Group

Group Name
Jane's 9th Graders

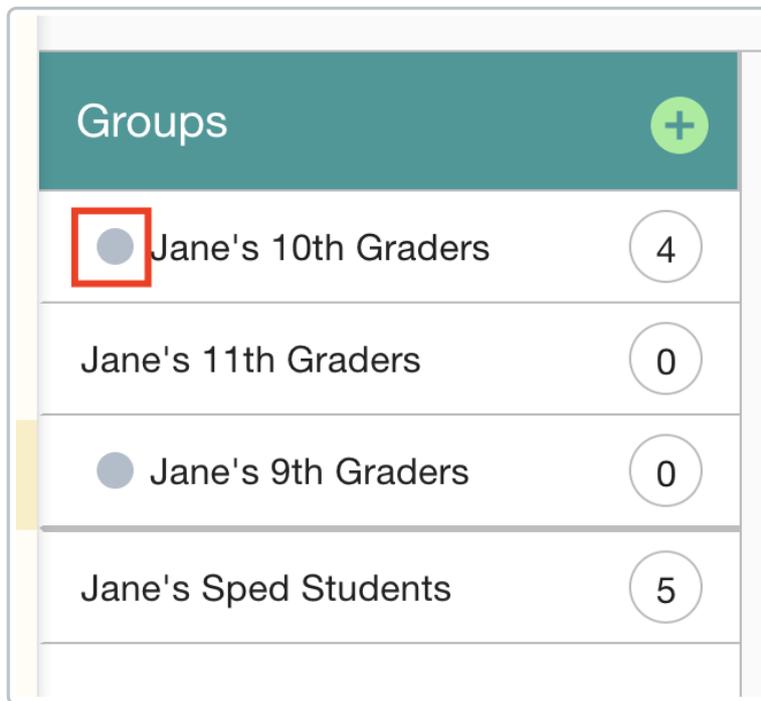
Group Owner Jane Doe

Allow self enrollment

Visibility
 Public Private

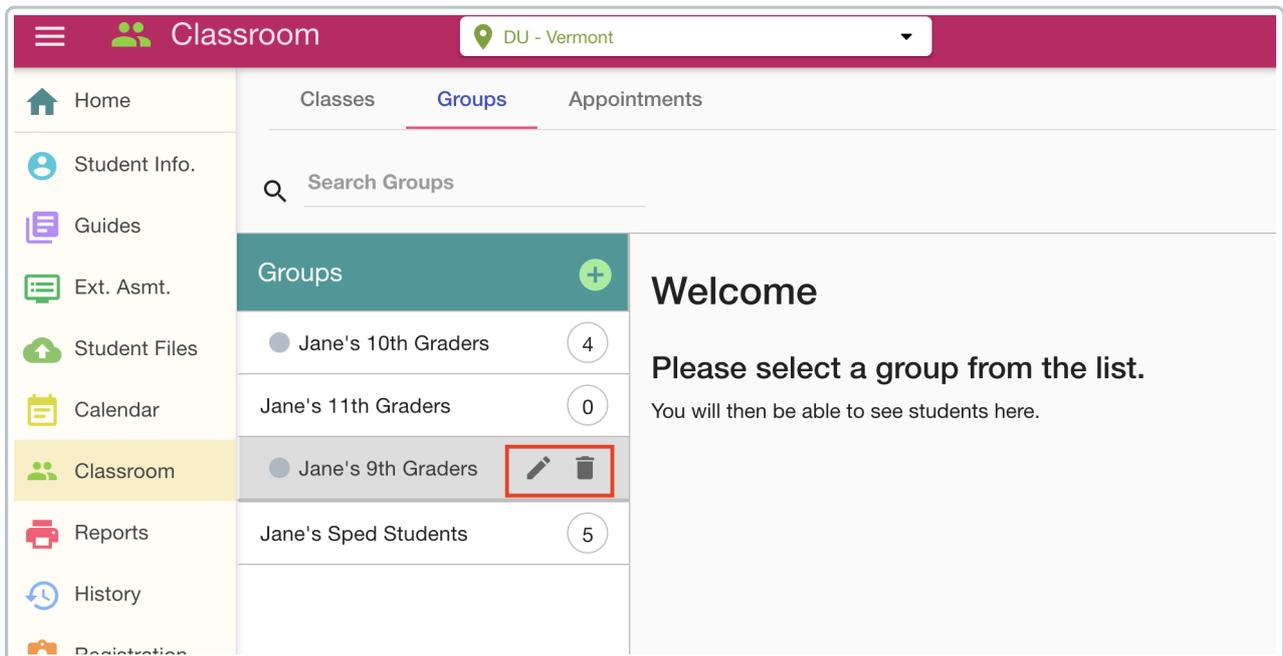
CANCEL SAVE

Also, if you do select Private, you will see this grey circle to indicate that it's a private group.



Managing Groups

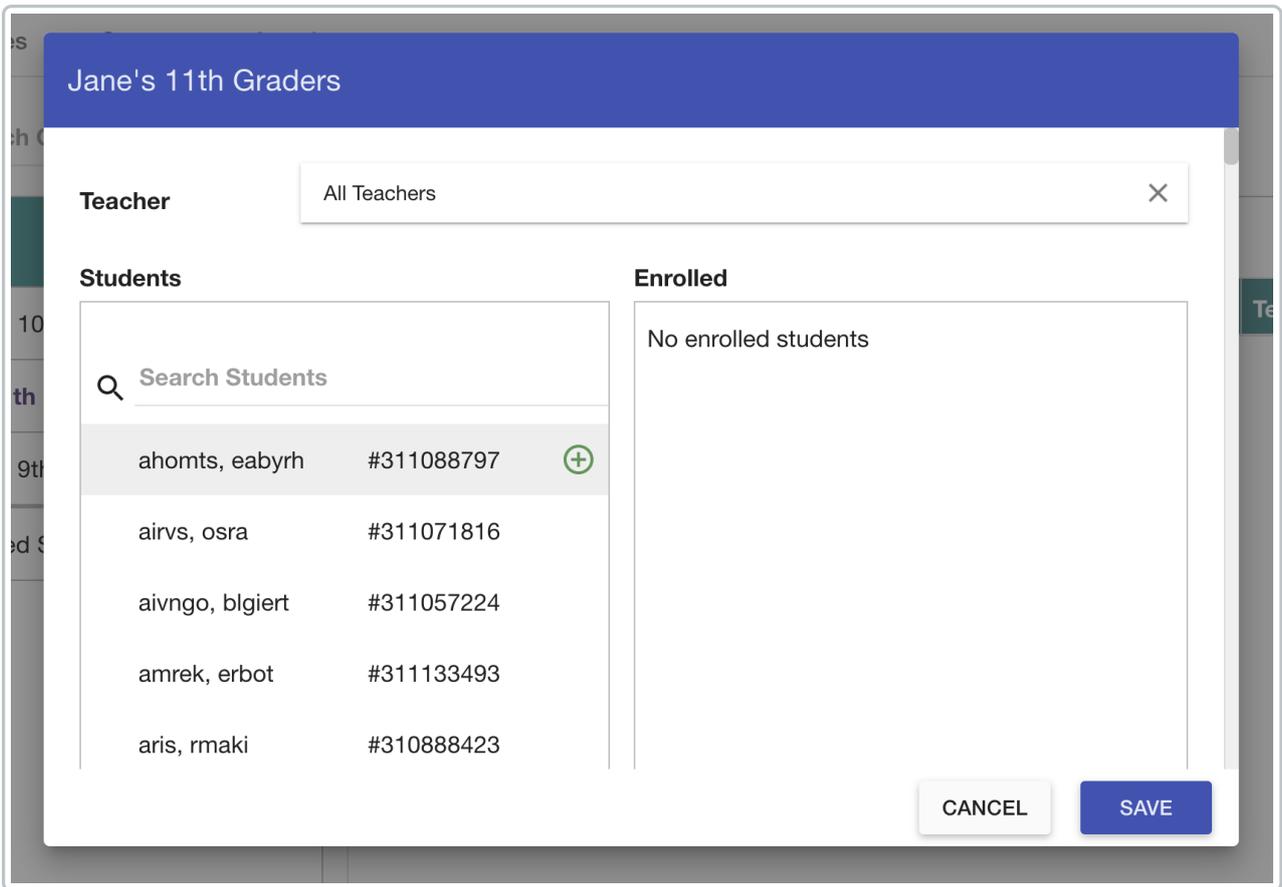
1. Once you create your group, you will see a pencil and trash can when you hover over it.



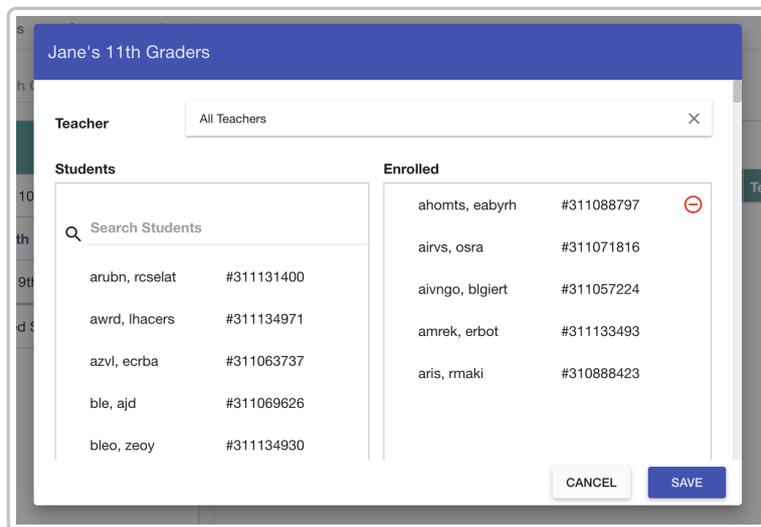
2. To add students, you must click on the group name and click on



3. You will then be able to select a teacher and add students,



At any moment you can also remove students,



4. Once students are added, the amount of student in a group will show here.

Groups		Jane's 9th Graders						+ ADD/REMOVE		
● Jane's 10th Graders	4		Name	Student ID	DOB	Grade	Teacher			
Jane's 11th Graders	0		ahtmos, ayrbeh	311088797	09/13/2003	10th	Lori Givens			
● Jane's 9th Graders	5		esably, enkdi	311065365	08/20/2002	10th	Lori Givens			
Jane's Sped Students	5		reahndz, aksey	311057371	07/20/2003	10th	Shanee Thomas			
			rvais, osra	311071816	10/02/1996	11th	Neil Tatoy			
			vnaigo, lberigt	311057224	07/30/2002	11th	Neil Tatoy			

5. On the far right, you will see the menu bar,

The head and shoulder will send you to Student info. The i icon will show you the student card. The Three dots will show you the whole side bar menu.

Jane's 10th Graders							+ ADD/REMOVE		
	Name	Student ID	DOB	Grade	Teacher				
	efign, adje	311072855	02/12/2004	10th	Chanel Webb				
	he-aftrnsudz, emlnai	311063987	12/22/2002	10th	Chanel Webb				
	imson, deajmi	311066127	02/23/2002	10th	Neil Tatoy				
	telway, naexdir	311063395	09/22/2003	10th	Chanel Webb				

Overview

ch Groups

New Group

Group Name
Jane's 9th Graders

Group Owner
Jane Doe

Allow self enrollment

Visibility
 Public Private

CANCEL SAVE

s 10th Grad
h Graders
ed Student

Creating and Editing Appointments

Last Modified on 11/19/2021 10:40 am PST

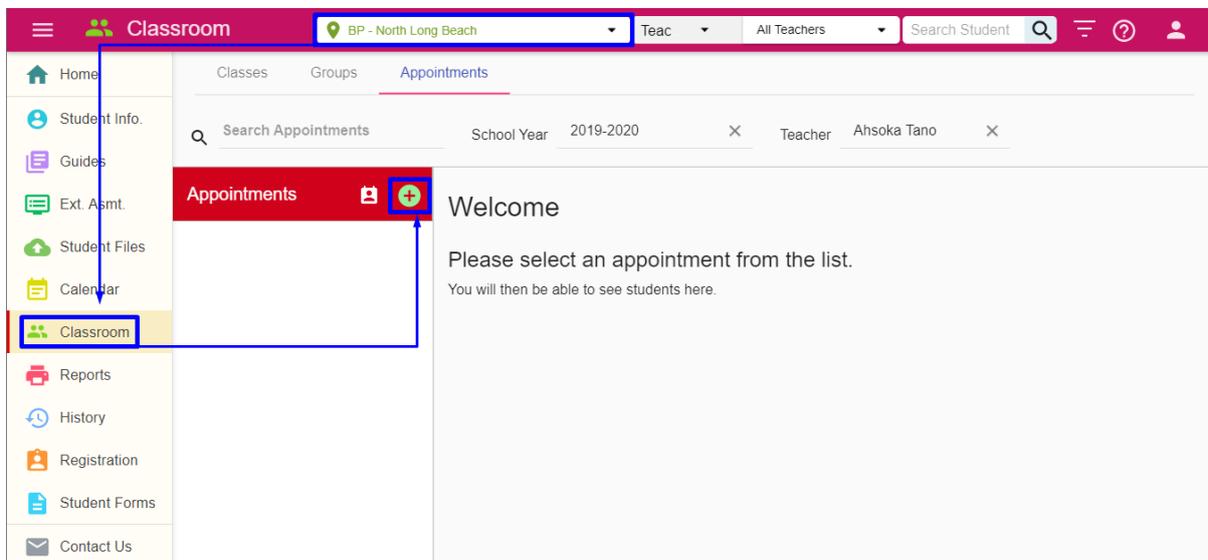
Creating and Editing Appointments

How to create appointment times on StudentTrac.

Getting started

Appointment times are needed to host a roster of students for teachers of record. This feature is only applicable with users with the **"Teacher"** role. Please check your [profile setting](#) to view if you qualify to host a student roster.

Let's begin by [selecting the school](#) where the teacher will be hosting a roster of students. Then, go to the **Classroom** page  Classroom and hit the **Appointments** tab. Hit the **green plus sign** icon when you are ready to create a new appointment time.



Creating an Appointment Time

The new appointment creation tool will pop up after hitting the **green plus sign**.

The **Appointment Name** will be created automatically while creating an appointment time or editing an existing one by hitting the **Edit** pencil icon.

Select the name of the **Teacher** that you are creating an appointment time for. Users with *teacher* permissions can only create appointment times for themselves.

However, users with the "support staff" role are able to add appointments for all teachers under their school.

Users who have both teacher and support staff roles can create appointments for themselves and their school.

Enter the amount of students you wish to host in the appointment time using **Max Students**.

NOTE: Please set the limit to a higher number that you expect to see in the school year. This will prevent blocks to enrollment when trying to use a filled appointment time.

School Year
2020-2021

Re-occurrence

Color

Re-occurrence
 U M T W R F S

Max students 1

Color

Start Time
6:00 AM

School Year will display the enrollment year you wish to create an appointment time for.

Select the **Color** you wish to color code the appointment time with. This will come in handy if you need to identify an appointment for a particular reason such as subject being taught, groups of student, etc.

Select the days of the week of the appointment time will occur on under **Re-occurrence**.

Select the appointment's **Start Time** by typing in the time or selecting the **clock** icon and using the Time Entry tool to enter a time.

You could hit the **arrows** to select the time you want or select the hour you want. Appointment times could be entered in 5 minute intervals.

Note: The system only supports appointment times from 6:00 AM - 8:00 PM

Appointments

M W 8:15 AM

Hit **save** but make sure you finished entering the appointment time. A new appointment time will populate within the teacher's roster.

At this point, the teacher will populate under the teacher drop down when enrolling students. See [this article](#) for instructions on how to enroll.

The screenshot shows a web interface titled "Enrollment Manager" for a user named "Angel Oliden" with ID "#310962129". The interface contains several form fields:

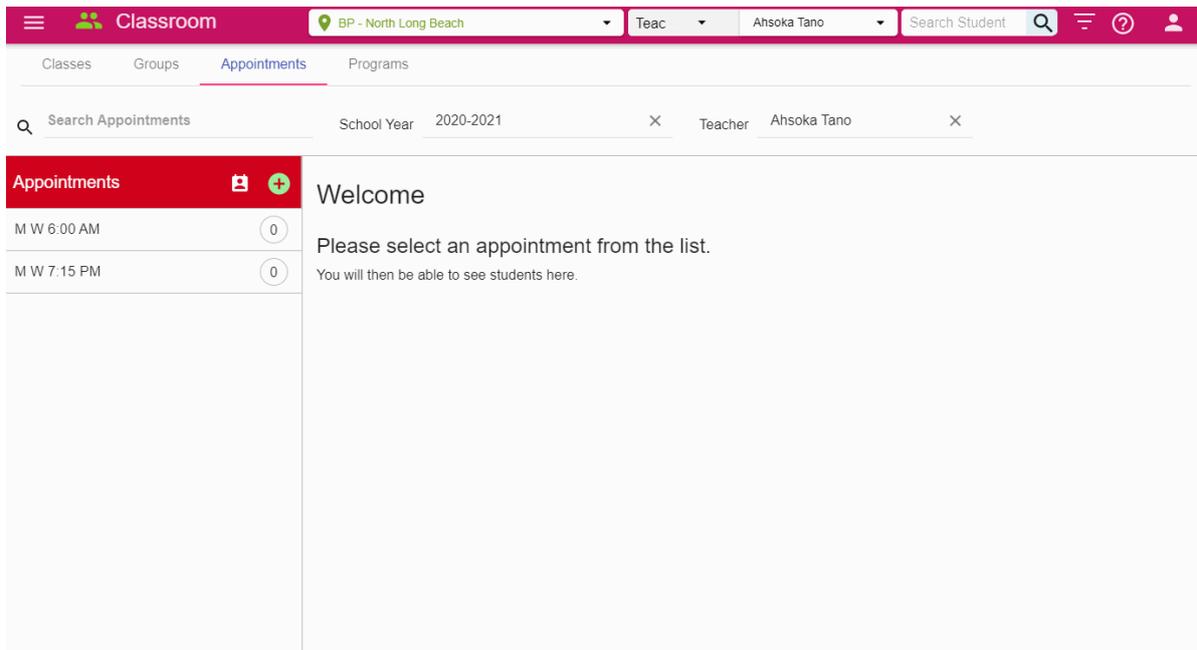
- Location ***: A dropdown menu with "BP - North Long Beach" selected.
- Enrollment Period**: A text field containing "2019 - 2020 Regular".
- Teacher**: A text field that is currently empty.
- Appt.**: A text field containing "No Appts Found".
- Enrollment Code ***: A dropdown menu that is currently empty.
- Guide ***: A dropdown menu with "A-G - Baldwin Park" selected.
- Grade Level ***: A dropdown menu with "Auto" selected.
- Date**: A date picker icon next to a field containing "05/11/2020".

At the bottom right of the form, there are two buttons: "CANCEL" and "ENROLL".

Edit appointment times

You may edit or delete an appointment time by selecting the **Trash Can** or **Edit Pencil** icon.

Note: You may not delete an appointment time if there are any actively enrolled students within it.



Viewing appointment times on Home

Once the student has been added to a student roster, you may their appointment times on the home page using the [Card view](#) or the [List view](#).

List view	Card view												
<p>You could view the student's appointment time directly on the screen, next to the student's grade level.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Student ID</th> <th>DOB</th> <th>Age</th> <th>Grd</th> <th>Appt.</th> </tr> </thead> <tbody> <tr> <td>aceli srodea</td> <td>310975182</td> <td>11/01/2002</td> <td>17</td> <td>11th</td> <td>TR 5:30 PM</td> </tr> </tbody> </table>	Name	Student ID	DOB	Age	Grd	Appt.	aceli srodea	310975182	11/01/2002	17	11th	TR 5:30 PM	<p>Select the Expand button (3-dot menu) to expand the card and see the appointment time.</p> <p>Abrhm Edtja ID: #311063608 Active BP - North Long Beach Chad Fisher 01/02/2002</p>
Name	Student ID	DOB	Age	Grd	Appt.								
aceli srodea	310975182	11/01/2002	17	11th	TR 5:30 PM								

Overview

Classroom BP - North Long Beach Teac Ahsoka Tano Search Student

Classes Groups Appointments Programs

Search Appointments School Year 2020-2021 Teacher Ahsoka Tano

Appointments

Welcome

Please select an appointment from the list.
You will then be able to see students here.

Managing Programs

Last Modified on 05/01/2020 1:17 pm PDT



Device Inventory

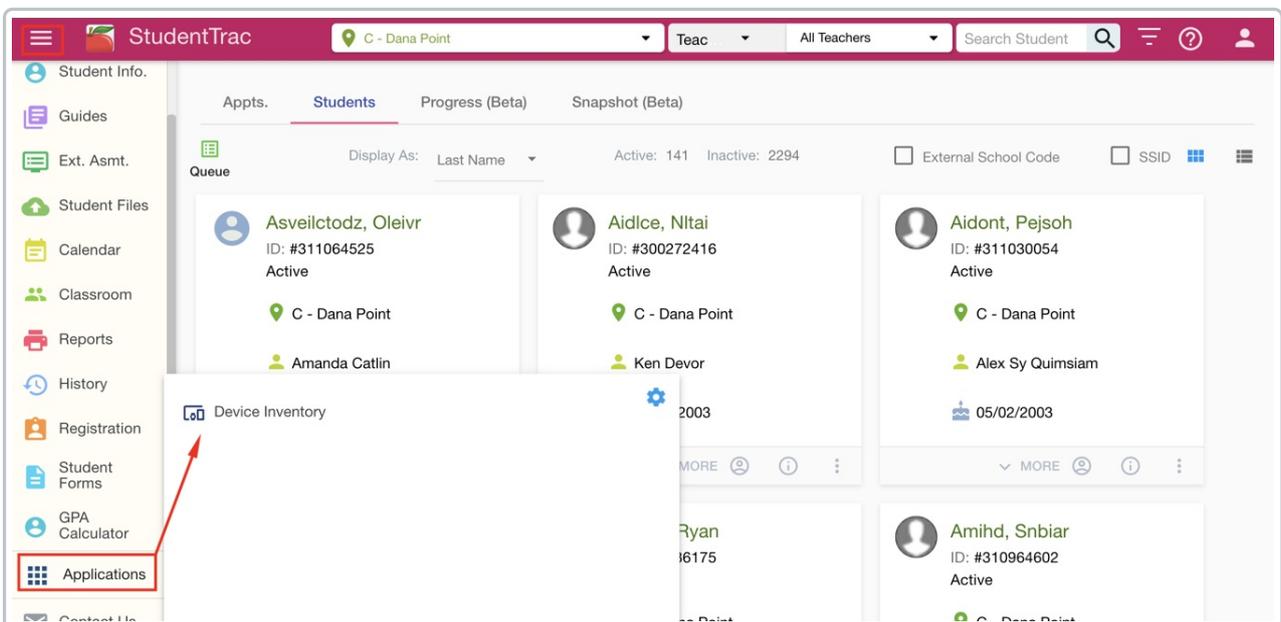
Last Modified on 05/05/2021 11:08 am PDT

Device Inventory

How to create and assign inventory to students

Managing Devices

To get to Device inventory, go to Applications from the menu bar and you will see Device Inventory.



Note: Each region have difference roles available to use this tool. If you can not see this, please speak to your principal.

To be able to edit any of the devices you will have to be under the site level. If under the charter level you will not see any devices.

Device Inventory C - Dana Point

> ADD DEVICE > BULK UPLOAD

Devices

Filters

Status

Available (101) Pending (1)
 Assigned (49) Removed (1)

Devices

LAUSD Hotspots (20) Chromebooks (132)

CLEAR APPLY

Search MAC

Status	Serial#	Type	Name	Student ID#	Student Name	
Available	LR0BA7US	Chromebooks	Lenovo Chromebook [DPOINT-CB52]			ASSIGN
Available	356549112567538	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0045]			ASSIGN
Available	356549112567546	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0041]			ASSIGN
Available	356549112984220	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0650]			ASSIGN

There are different Device statuses and filters,

Devices

Filters

Status

Available (101) Pending (1)
 Assigned (49) Removed (1)

Devices

LAUSD Hotspots (20) Chromebooks (132)

CLEAR APPLY

A device can either be available to be assigned, already assigned, pending, or removed.

Assigned	LR0BC704	Chromebooks	Lenovo Chromebook [DPOINT-CB86]	#310974844		
Pending	LR0BAACC	Chromebooks	Lenovo Chromebook [DPOINT-CB99]			RESET
Removed	LR0BC6S0	Chromebooks	Lenovo Chromebook [DPOINT-CB84]	Broken		

Available	356549112567538	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0045]			ASSIGN
-----------	-----------------	----------------	------------------------------------	--	--	--------

There is a three dot menu on the right of each device. On the Available devices you will see 4 options. Assign, Remove, Transfer and History.

Status	Serial#	Type	Name	Student ID#	Student Name	
Available	LR0BA7US	Chromebooks	Lenovo Chromebook [DPOINT-CB52]			ASSIGN
Available	356549112567538	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0045]			<ul style="list-style-type: none"> Assign Remove Transfer History
Available	356549112567546	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0041]			ASSIGN
Available	356549112984220	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0650]			ASSIGN
Available	BQPM9B2	Chromebooks	Dell Chromebook [DPOINT-25]			ASSIGN
Available	8CG71271X5	Chromebooks	HP Chromebook [DPOINT-CB39]			ASSIGN

In the Assigned device you will see Return and History.

Assigned	356549112984436	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0643]	#311064525	asveiltcodz, oleivr	Return	History
Assigned	33JRJ42	Chromebooks	Dell Chromebook [OFL-CB1494]	#311069664	Asefie, Zohal		
Assigned	LR0BC706	Chromebooks	Lenovo Chromebook [DPOINT-CB85]	#310965880	Duzel, Taylor		

To assign a device, you must select a device that is marked Available. Once the student is selected, their information will be automated. Once you've done this the device will be marked as Assigned.

The screenshot shows the 'Device Inventory' page for 'C - Dana Point'. It features a filter section with 'Status' (Available: 101, Pending: 1, Assigned: 49) and 'Devices' (LAUSD Hotspots: 20, Chromebooks: 132). Below the filters is a search bar and a table of devices. The table has columns for Status, Serial#, Type, Name, Student ID#, and Student Name. Each row includes an 'ASSIGN' button and a three-dot menu.

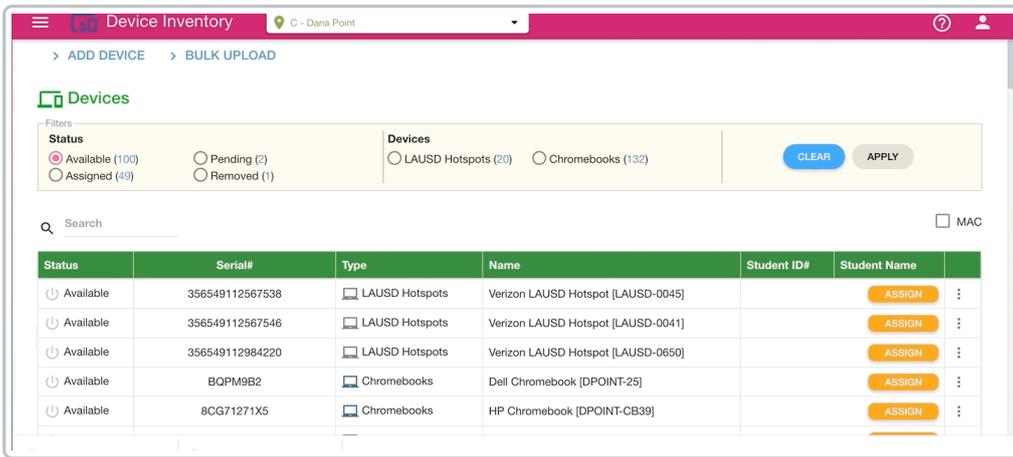
Status	Serial#	Type	Name	Student ID#	Student Name	ASSIGN	...
Available	LR0BA7US	Chromebooks	Lenovo Chromebook [DPOINT-CB52]			ASSIGN	...
Available	356549112567538	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0045]			ASSIGN	...
Available	356549112567546	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0041]			ASSIGN	...
Available	356549112984220	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0650]			ASSIGN	...
Available	BQPM9B2	Chromebooks	Dell Chromebook [DPOINT-25]			ASSIGN	...

To Unassign a device, go to the three dot menu and select RETURN. After the device is returned, it will be marked as Available or Pending.

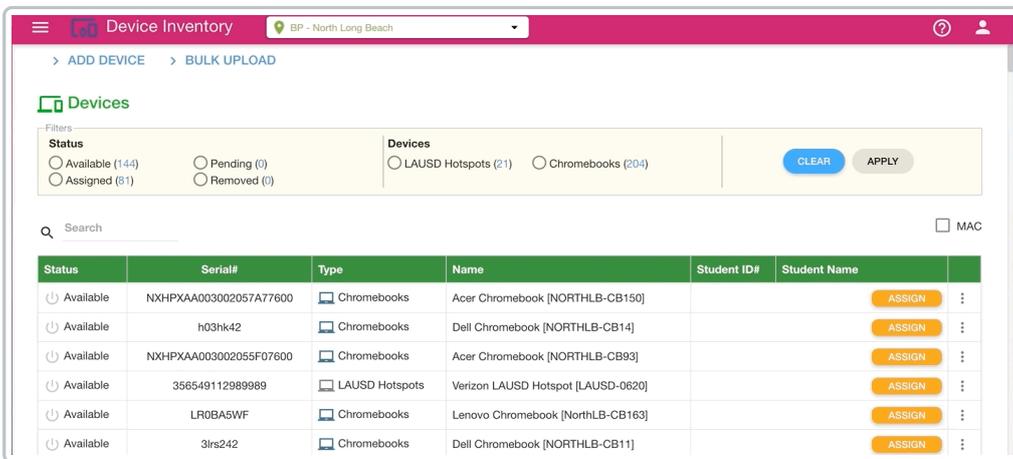
This screenshot is similar to the previous one, showing the 'Device Inventory' page. The filter counts have updated: 'Status' (Available: 100, Pending: 1, Assigned: 50) and 'Devices' (LAUSD Hotspots: 20, Chromebooks: 132). The table now includes an additional row for an HP Chromebook.

Status	Serial#	Type	Name	Student ID#	Student Name	ASSIGN	...
Available	356549112567538	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0045]			ASSIGN	...
Available	356549112567546	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0041]			ASSIGN	...
Available	356549112984220	LAUSD Hotspots	Verizon LAUSD Hotspot [LAUSD-0650]			ASSIGN	...
Available	BQPM9B2	Chromebooks	Dell Chromebook [DPOINT-25]			ASSIGN	...
Available	8CG71271X5	Chromebooks	HP Chromebook [DPOINT-CB39]			ASSIGN	...

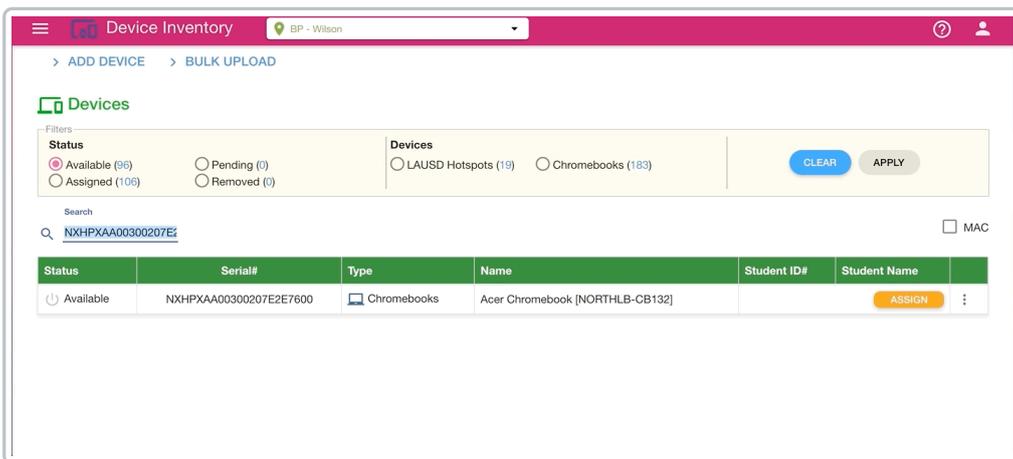
If you want to remove the device, you will first be asked to leave a reason as to why it is being removed, after a selection is made it will be marked as removed.



You can transfer devices, but ONLY within the same charter.



There is also a History option, which will show you all the past history of the device.



Adding Devices

If the center gets more devices and you want to add them. You can add devices one by one or in bulk. It will ask you to select a device type, a name for the device, Serial number, MAC address, and which location the device is located at.

[ADD DEVICE](#) > [BULK UPLOAD](#)

Type * Name Serial# * MAC Address

Select Charter Owner Select School

[ADD DEVICE](#) > [BULK UPLOAD](#)

Type *

Select Charter Owner

Select School

#	Name	Serial#	MAC Address
#1	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2	<input type="text"/>	<input type="text"/>	<input type="text"/>
#3	<input type="text"/>	<input type="text"/>	<input type="text"/>

When devices are given from Alltech, they will come with names, serial numbers and mac addresses. This info needs to be entered when adding the device. It is important to put in the correct data so EDI and Alltech can correctly track inventory and know where all the devices are located.

The device types we have now are Chromebooks and Hotspots. If any new device types need to be added, please let us know and we will add them.

Your browser does not support HTML5 video.

Guardian External Assessments

Last Modified on 05/01/2020 1:17 pm PDT

Guardian External Assessments

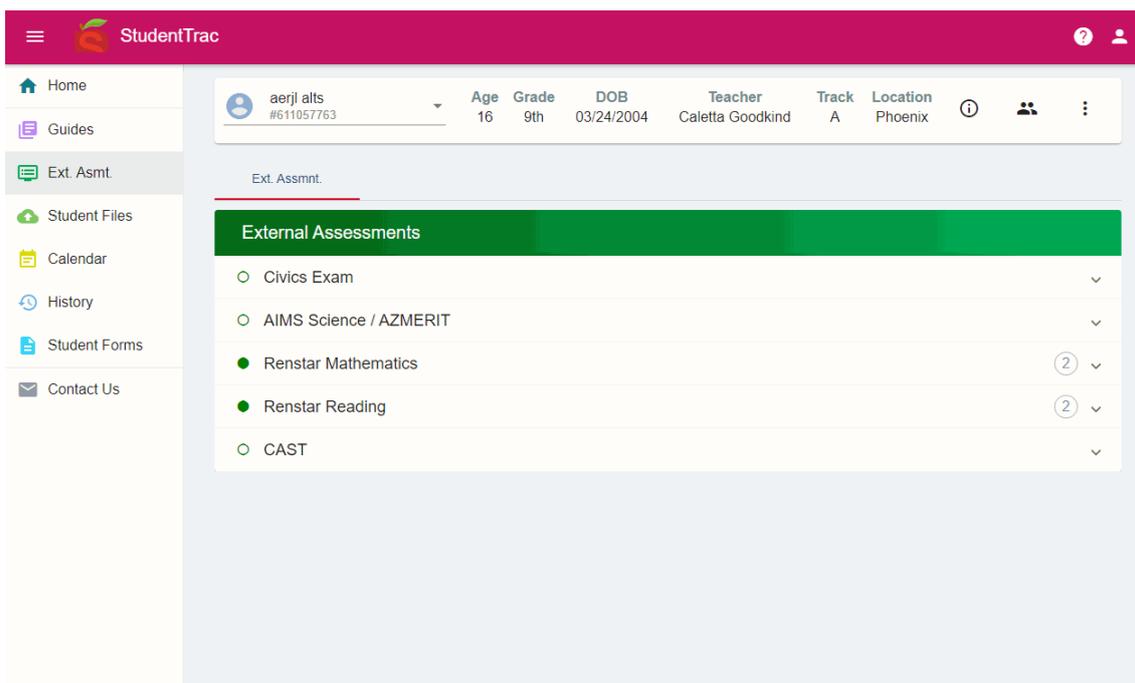
How to navigate through External Assessments and understand the page's functionality.

External Assessments displays the student's test results for assessments that were administered by 3rd party services—such as Renaissance Star (RenStar). The results are displayed per student, including the dates that each assessment was administered.

Available Assessment Types

Assessment results are organized into a list of Assessment Types. The list of available Assessment Types are pre-configured for each client/center.

To view a student's test results, select an Assessment Type.



Note: The list of External Assessment test types available to view will vary depending on the assessment types your student's school has selected to display.

Test Results

If a student has any test results for the selected Assessment Type, they will be displayed drop down windows.

StudentTrac will display if the student has received their test results by filling in the bubble next to the Assessment Type title **● Renstar Mathematics** and the total number of results on record **①**

If a student has never taken a test for an Assessment Type (or if results have not yet been made available by the

3rd party), no test instances will be displayed.

Hit the Expand Icon to view more information 

Ext. Assmnt.

External Assessments

- Civics Exam 
- AIMS Science / AZMERIT 
- Renstar Mathematics 2 

Completed Date Local: 2019-09-11 10:42:49.933 School Year: 2019-2020 Scaled Score: 747 Grade Equivalent: 6.5
School Benchmark Category Name: On Watch

Completed Date Local: 2020-01-13 14:41:23.890 School Year: 2019-2020 Scaled Score: 719 Grade Equivalent: 5.9
School Benchmark Category Name: Intervention

Each instance of the test will display the most valuable information for the test at a glance. Clicking the assessment will show the full details for that test.

External Assessments

Last Modified on 08/12/2020 5:38 pm PDT

External Assessments

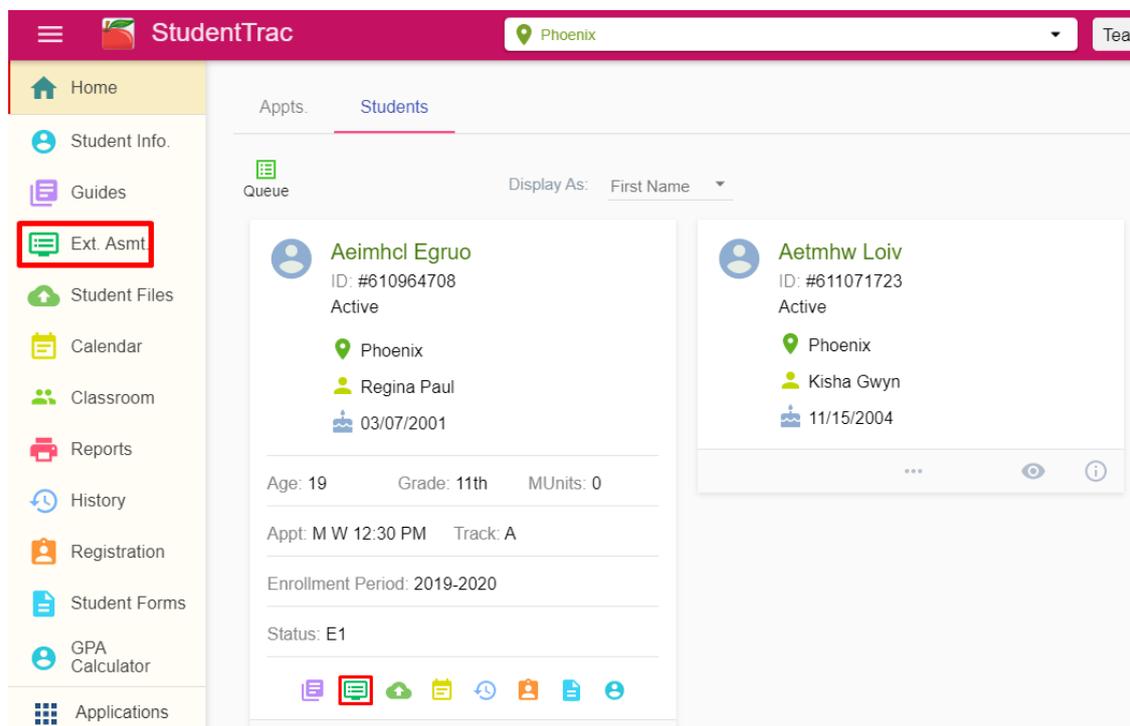
How to utilize the External Assessments and understand the page's functionality.

Getting Started

As mentioned in the [guardian's article](#), **External Assessments** displays the student's test results for assessments that were administered by 3rd party services. Please read the linked article for more details.

The list of External Assessment test types available to view per student will vary depending on the assessment types your client/center has selected to display. Assessment results are displayed per student, including the dates that each assessment was administered.

Let's begin by going to the **External Assessments** app on the application tray or selecting the Ext. Assmt. icon on the student's card from the [Home](#) page.



External Assessments & Score Reports

The External Assessment page will land on the **Ext. Assmt.** tab by default. This tab will return the date and season the student took their exam. There may be another tab titled **Score Reports**, which will display PDF copies of tests that your students may have taken.

Select the Score Report and Ext. Assmnt. tabs to view each page.

Assessment Date	Global Window	Scaled Score	State Benchmark Category Group Adjustment	Source	
05/05/2020 8:0	Fall	807	Above Average	M	
2020-04-23	Spring	710	Less Than Proficient	Imported	
2019-08-20	Fall	816	Less Than Proficient	Imported	
2020-02-24	Winter	810	Less Than Proficient	Imported	
2018-10-03	Fall	782	Less Than Proficient	Imported	

External Assessments

Assessment results are organized into a list of Assessment Types. The list of available Assessment Types are pre-configured for each client/center.

NOTE: The data visible on this page may vary between schools and charter.

Assessment Date	Global Window	Scaled Score	State Benchmark Category Group Adjustment	Source	
05/05/2020 8:0	Fall	807	Above Average	M	
2020-04-23	Spring	710	Less Than Proficient	Imported	
2019-08-20	Fall	816	Less Than Proficient	Imported	
2020-02-24	Winter	810	Less Than Proficient	Imported	
2018-10-03	Fall	782	Less Than Proficient	Imported	

Assessment Date	Global Window	Scaled Score	State Benchmark Category Group Adjustment	Source	
05/05/2020 8:0	Fall	807	Above Average	M	
2020-04-23	Spring	710	Less Than Proficient	Imported	
2019-08-20	Fall	816	Less Than Proficient	Imported	
2020-02-24	Winter	810	Less Than Proficient	Imported	
2018-10-03	Fall	782	Less Than Proficient	Imported	

Users could also make an edit by hitting on the **Pencil** icon. Ensure you hit **Save** at the bottom of the page to save your changes.

Renstar Mathematics 					
Assessment Date	Global Window	Scaled Score	State Benchmark Category Group Adjustment	Source	
05/05/2020 8:0	Fall	807	Above Average	M	 
2020-04-23	Spring	710	Less Than Proficient	Imported	 
2019-08-20	Fall	816	Less Than Proficient	Imported	 
2020-02-24	Winter	810	Less Than Proficient	Imported	 
2018-10-03	Fall	782	Less Than Proficient	Imported	 

Users can also delete an assessment by hitting the **Trash Can** icon.

Manual Entered Assessments

Although the majority of assessments are imported, StudentTrac supports manual entries if the user's desires to enter it. Simply hit the **green plus** icon to begin the manual entry option.

Standardized Test X

Assessment Date	Global Window	Scaled Score	State Benchmark Category Group Adjustment
-----------------	---------------	--------------	---

Fill in the information that corresponds to the student's exam result and hit the **Save** button at the bottom of the page.

Ext. Assmnt.

External Assessments

- Civics Exam
- AIMS Science / AZMERIT
- Renstar Mathematics 4
- Renstar Reading 4
- CAST

← Add Instance

Score Info

Grade Placement	Grade	Grade Equivalent
0 <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	0 <input style="width: 80%;" type="text"/>
	Extra Time	Audio
	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Scaled Score	Rasch Score	SEM
0 <input style="width: 80%;" type="text"/>	0 <input style="width: 80%;" type="text"/>	0 <input style="width: 80%;" type="text"/>
Unified Score	Percentile Rank	
0 <input style="width: 80%;" type="text"/>	0 <input style="width: 80%;" type="text"/>	
OSS (Open Growth Score)	Normal Curve Equivalent	
0 <input style="width: 80%;" type="text"/>	0 <input style="width: 80%;" type="text"/>	

Source
M
Imported

All manual entries for External Assessments will be labeled with the letter **M** under the Source column, whereas imported assessments will have the **Imported** label.

Ext. Assmnt

External Assessments

- Civics Exam
- AIMS Science / AZMERIT
- **Renstar Mathematics** (5)
- Renstar Reading (4)
- CAST

Renstar Mathematics + Manually entered external assessment

Completed Date Local	School Year	Scaled Score	Grade Equivalent	School Benchmark Category Name	
11/08/2019 8:00	2018-2019	823	13	At/Above Benchmark	✎ 🗑
2019-09-11 12:59:19.410	2019-2020	910	> 12.9	At/Above Benchmark	✎ 🗑
2020-01-13 13:31:26.050	2019-2020	832	10.8	At/Above Benchmark	✎ 🗑
04/29/2019 15:13:59		858	13.00		✎ 🗑
01/14/2019 14:08:52		831	10.60	At/Above Benchmark	✎ 🗑

Score Reports

The Score Reports tab is designed to return test results via PDF reports. Click on the icons under the Score Report column to access the document.

Ext. Assmnt. Score Reports

Score Reports

- **ACT** (1)
American College Testing
- SAT
Scholastic Assessment Test
- Jedi Knight Training
Training at Jedi Temple in Coruscant
- DMV - Driver's Exam
Report card of driving exam for state driver's license

ACT
American College Testing for college/university admissions

Year	Grade	Score Report	
2016	08	English	Español

Claiming Units and Closing Courses

Last Modified on 05/01/2020 1:17 pm PDT

Claiming Units and Closing Courses

How to add grades, adjust assigned/completed months, and close courses.

Assigning Unit Months

Once the course is started, the assigned month will show the month that the course was opened in for all 5 units. Also, the the assigned toggles will be turned on for all units that are available.

The screenshot shows a user interface for managing course units. At the top, there is a header with user information: Charlie Brown - #311080521, Age 20, Grade 11th, DOB 02/02/2000, Teacher jane doe, Track D, and Location DU - Pasadena (OFY). Below this is a 'BACK' button and a 'Course Units' section. The main table has columns for Course Name, Credits, Start Date, End Date, and Final Grade. The course name is HS1120 COMMON CORE ENGLISH 9A, with a start date of 3/9/2020. Below this, there is a table for unit assignments with columns: Unit Name, Assign, Days, Score, Grade, and Notes. Unit 1 (5 days) is selected, showing 'Month 6 2019-2020 (2/24-3/22)'. Unit 2 (5 days) is also selected, showing 'Month 6 2019-2020 (2/24-3/22)'. Unit 3 (5 days) is expanded, showing 'Month 5 2019-2020 (1/27-2/23)' and 'Month 6 2019-2020 (2/24-3/22)'. Unit 4 (5 days) is also expanded, showing 'Month 6 2019-2020 (2/24-3/22)'. A blue banner at the bottom states: 'During lag week, the assigned month will have two months available to select, the previous month and the current month. This selection will be come inactive once lag week is over.'

Entering Grades

Under the score column, grades can be enter by either letter grade or number.

Charlie Brown - #311080521 Age 20 Grade 11th DOB 02/02/2000 Teacher jane doe Track D Location DU - Pasadena (OFY)

← BACK

Course Units

Course Name	Credits	Start Date	End Date	Final Grade
HS1120 COMMON CORE ENGLISH 9A		3/9/2020		

Unit Name	Assign	Days	Score	Grade	Notes
Unit 1 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	100	A+	
Assignment +					
No data					
Unit 2 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	69	I	
Unit 3 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	-1	P	
Unit 4 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	-1	D	
Unit 5 (5 days) Month 6 2019-2020 (2/24-3/22)					

To get a P or D to show for the grade, enter the letter instead of a number. When entering a letter for any other grade, it will default to the median value for that grade range.

NOTE: P's and D's are displayed as -1 in the score column. These scores will not count towards the courses overall grade, but will count for credit. I's represent Incomplete, any score under 70 and will not count for credit.

Once the unit grade has been entered, the assigned month will grey out.

← BACK

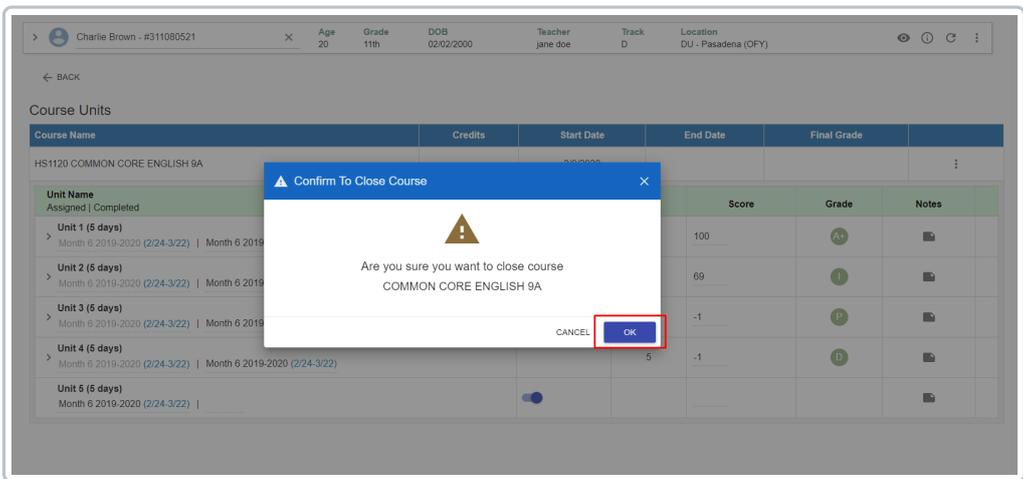
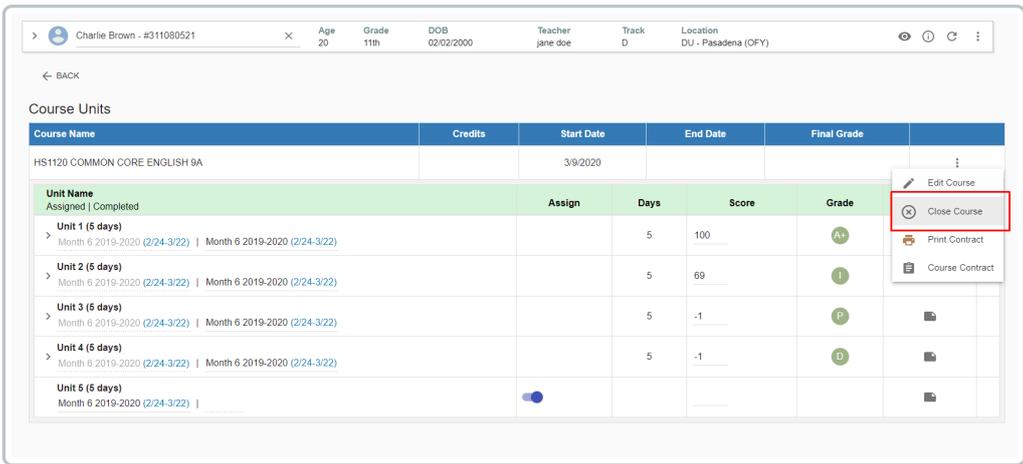
Course Units

Course Name	Credits	Start Date	End Date	Final Grade
HS1120 COMMON CORE ENGLISH 9A		3/10/2020		

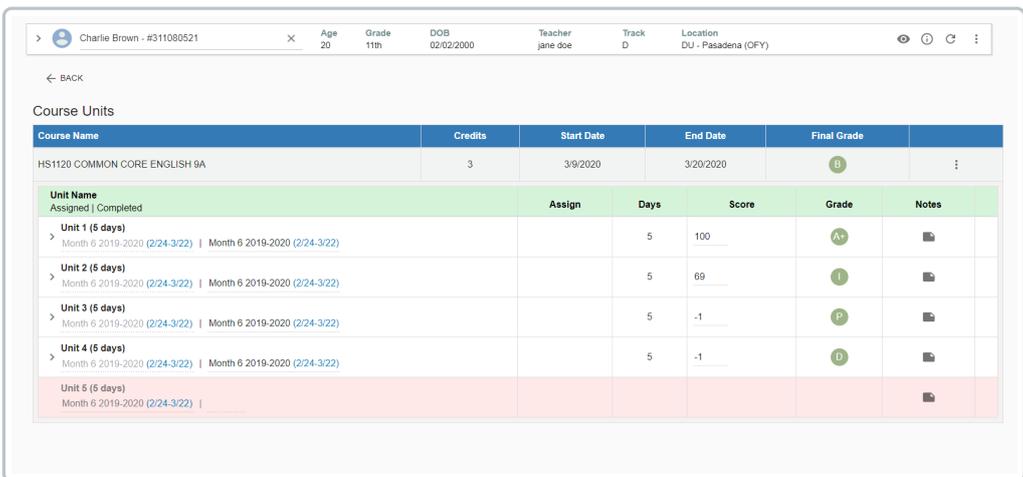
Unit Name	Assign	Days	Score	Grade	Notes
Unit 1 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	100	A+	
Assignment +					
No data					
Unit 2 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	69	I	
Unit 3 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	-1	P	
Unit 4 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	-1	D	
Unit 5 (5 days) Month 6 2019-2020 (2/24-3/22)					

Closing the Course

You can close the course for partial credit under the 3 dot menu. If all units are completed the course will automatically close.



Closing out the course before its completed will deactivate the remaining units, the end date will be the end of the month.



Once the student is ready to complete the rest of the course, the newly created course will only have the remaining units.

Charlie Brown - #311080521 | Age 20 | Grade 11th | DOB 02/02/2000 | Teacher jane doe | Track D | Location DU - Pasadena (OFY)

← BACK

Course Units

Course Name	Credits	Start Date	End Date	Final Grade	
HS1120 COMMON CORE ENGLISH 9A	Reserved	Start			

Unit Name	Assign	Days	Score	Grade	Notes
Assigned Completed					
Unit 1 (5 days)					
Unit 2 (5 days)					
Unit 3 (5 days)					
Unit 4 (5 days)					
Unit 5 (5 days)	<input type="checkbox"/>				

The course end date will show the end of the month date when it has been closed by completing all units.

Charlie Brown - #311080521 | Age 20 | Grade 11th | DOB 02/02/2000 | Teacher jane doe | Track D | Location DU - Pasadena (OFY)

← BACK

Course Units

Course Name	Credits	Start Date	End Date	Final Grade	
HS1120 COMMON CORE ENGLISH 9A	4	3/9/2020	3/20/2020	B	

Unit Name	Assign	Days	Score	Grade	Notes
Assigned Completed					
Unit 1 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	100	A+	
Unit 2 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	69	D	
Unit 3 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	-1	P	
Unit 4 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	-1	D	
Unit 5 (5 days) Month 6 2019-2020 (2/24-3/22) Month 6 2019-2020 (2/24-3/22)		5	90	A-	

Overview

Guides | DU - Pasadena (OFY) | Teachers | All Teachers | 311079092

Charlie Brown - #311079092 | Age 17 | Grade 11th | DOB 02/02/2003 | Teacher jane doe | Track D | Location DU - Pasadena (OFY)

Work | **Guide** | Snapshot

3/20/2020

3/20/2020



Course Contracts

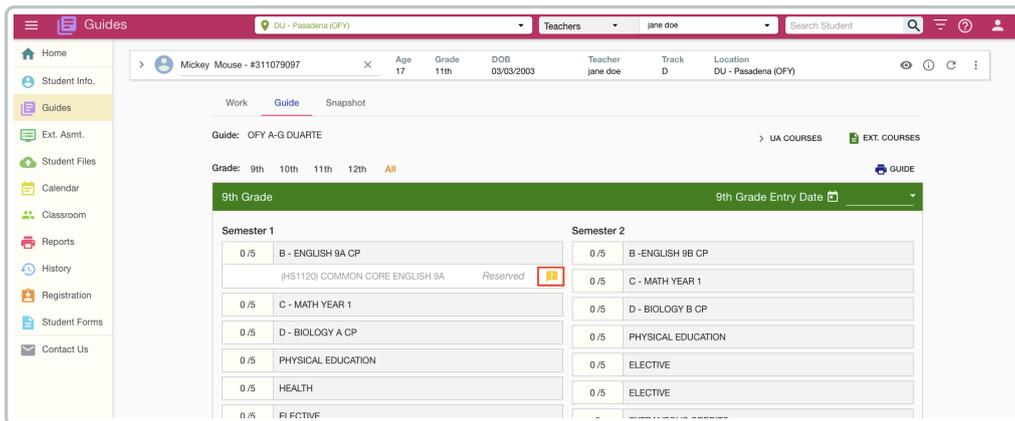
Last Modified on 05/01/2020 1:17 pm PDT

Course Contract

Students are required to sign Course Contracts for each course that they take. Here is how they work.

Reserved Courses

Once a course is reserved, the student will be able to sign the Course Contract. The course will show  indicating that it hasn't been signed yet.



NOTE: You might need to refresh in order to see the badge after you reserve a course.

Badge

There are four different locations that you will see this badge. [Courses](#), [Guide](#), [Work](#) and [Student Forms](#).

Courses

Course Units

Course Name	Credits	Start Date	End Date	Final Grade	
HS1120 COMMON CORE ENGLISH 9A	Reserved	Start			

Unit Name	Assign	Days	Score	Grade	Notes
Unit 1 (5 days)	<input type="checkbox"/>				
Unit 2 (5 days)	<input type="checkbox"/>				
Unit 3 (5 days)	<input type="checkbox"/>				
Unit 4 (5 days)	<input type="checkbox"/>				
Unit 5 (5 days)	<input type="checkbox"/>				

Guide

0 / 5	B - ENGLISH 9A CP	
(HS1120) COMMON CORE ENGLISH 9A		Reserved

Student Forms

Student Forms | DU - Pasadena (OFY) | Teachers: jane doe | Search Student

Mickey Mouse - #311079097 | Age 17 | Grade 11th | DOB 03/03/2003 | Teacher jane doe | Track D | Location DU - Pasadena (OFY)

← BACK

Forms & Survey Application

- Course Contract (v2.0)
- Course Contract
- Withdrawal Survey

Course Code	Course Title	Student Name
HS1120	COMMON CORE ENGLISH 9A	Mickey Mouse

Note: A red arrow points from the 'Student Forms' menu item in the left sidebar to the 'Forms & Survey Application' section.

Work

Mickey Mouse - #311079097 | Age 17 | Grade 11th | DOB 03/03/2003 | Teacher jane doe | Track D | Location DU - Pasadena (OFY)

Work | Guide | Snapshot

← 2019-2020 Month 6 → | Track D | 02/24/20 - 03/22/20 | [GRAD. DATE](#)

Completed Units	Work Days	Work In Progress
Max 10 Min 4 Units	Possible 7 Days	Min 4 Units

[Comm. Service](#)
[Grad Check](#)
[Extra. Activities](#)
[Support Prog.](#)
[Progress Report](#)

Reserved Courses

Course Name	Credits	Start Date	End Date	Final Grade	
> HS1120 COMMON CORE ENGLISH 9A	Reserved	Start			

NOTE: For more info on starting courses, please check out Reserving and Starting Courses.

Once the student has clicked the acknowledgment, the Course Contract will be signed and the badge will no longer show.

Student Acceptance

Student Acknowledgement
I am the student named above and I have read the terms of this contract and agree to all the conditions set forth. Any violation of this contract may result in deregistration and/or an evaluation to determine my ability to continue in Independent Study.

← View Guide SAVE PRINT

Guides | DU - Pasadena (OFY) | Teachers: jane doe | Search Student

Mickey Mouse - #311079097 | Age: 17 | Grade: 11th | DOB: 03/03/2003 | Teacher: jane doe | Track: D | Location: DU - Pasadena (OFY)

Work | Guide | Snapshot

Guide: OFY A-G DUARTE | UA COURSES | EXT. COURSES

Grade: 9th 10th 11th 12th All | 9th Grade Entry Date

Semester 1		Semester 2	
0/5	B - ENGLISH 9A CP	0/5	B - ENGLISH 9B CP
	(HS1120) COMMON CORE ENGLISH 9A Reserved	0/5	C - MATH YEAR 1
0/5	C - MATH YEAR 1	0/5	D - BIOLOGY B CP
0/5	D - BIOLOGY A CP	0/5	PHYSICAL EDUCATION
0/5	PHYSICAL EDUCATION	0/5	ELECTIVE
0/5	HEALTH	0/5	ELECTIVE
0/5	ELECTIVE	0	EXTRANEIOUS CREDITS
0	EXTRANEIOUS CREDITS		

NOTE: You might need to refresh to see the badge get cleared.

Once the Contract has been signed, you will be able to see the signatures in print view.

Guides | DU - Pasadena (OFY) | Teachers: jane doe | Search Student

Home | Student Info. | Guides | Ext. Asmt. | Student Files | Calendar | Classroom | Reports | History | Registration | Student Forms | Contact Us

← BACK

Course Units

Course Name	Credits	Start Date	End Date	Final Grade	
HS1120 COMMON CORE ENGLISH 9A	Reserved	Start			

Unit Name | Assigned | Completed | Assign | Days | Score | Grade | Notes

- Unit 1 (5 days)
- Unit 2 (5 days)
- Unit 3 (5 days)
- Unit 4 (5 days)
- Unit 5 (5 days)

Open Course | Edit Course | Delete Course | Print Contract | Course Contract

StudentTrac | DU - Pasadena (OFY) | SAVE PRINT

← View Guide

Course Contract

Student Name	Mickey Mouse	Course Title	COMMON CORE ENGLISH 9A
Teacher (Course Contract)	-----	Course Code	HS1120

Client: DU - Pasadena (OFY) (active) Teacher: Jane Doe Student: Mouse, Mickey

Course: COMMON CORE ENGLISH 9A Print Format: With Signatures

1 of 1 100%

COURSE CONTRACT

(Grades 7-12)

Student:	Mickey Mouse	Course:	COMMON CORE ENGLISH 9A
Class Leader:	Jane Doe	Course number:	HS1120
Teacher:	Jane Doe		
Grade:	11th	Credits to be earned upon completion:	5

The student will complete the course as outlined in the approved course description and activity guide for each unit of study and/or the appropriate State content standards. Monthly assignments with due dates will be made at student-teacher meetings and recorded on the Regular Work Assignments or the Learning Record.

Major Objectives:

This course will expose students to a wide variety of fiction anchored primarily in short stories and plays. This course will prime students' ability to comprehend and analyze the content of their reading assignments by teaching students to interact with both the concrete and abstract elements in a text. It will expose students to authors' intent, style, and literary concepts. Each lesson will develop and increase students' ability to respond thoughtfully and dynamically to literature. Students will learn the foundations of writing by learning the basics of syntax and paragraph structure. An aspect of grammar will be introduced and students will be given opportunities to identify these patterns in their readings and implement this knowledge into their own writing. A play will accompany this course that will utilize the students' ability to engage with works from earlier periods of history. At the end of each unit, students will have an opportunity to incorporate what they have learned into a performance assessment that spans from short response writing prompts, to diagramming information, to longer form writing assignments.

Method of Study (Assigned Activities)

Reading comprehension questions, graphic organizers, writing assignments, checks for understanding (multiple choice, fill in the blank, and matching question types), and closed notes.

Method of Evaluation:

1. Writing Assignments
2. Checks For Understanding
3. Performance Tasks
4. Unit Tests

Materials And / Or Resources Needed For Completion:

Student Activity Workbooks (Units 1-5)
Play: No Fear Shakespeare: Romeo and Juliet

We have read the terms of this contract and agree to all the conditions set forth. Any violation of this contract may result in renegotiation and/or an evaluation to determine the student's ability to continue in Independent Study.

Student Signature:	SS
Teacher Signature:	TS
Class Leader Signature:	CLS

Student Forms

Student Forms will show you a preview of **ALL** the Course Contracts the student has and show which still need to be signed.

Student Forms | DU - Pasadena (OFY) | Teachers: jane doe | Search Student

Mickey Mouse - #311079097 | Age: 17 | Grade: 11th | DOB: 03/03/2003 | Teacher: jane doe | Track: D | Location: DU - Pasadena (OFY)

← BACK

Forms & Survey Application

- Course Contract (v2.0)
 - Course Contract
 - Withdrawal Survey

Course Code	Course Title	Student Name	
HSES196	ALGEBRA 1 SEM B	Mickey Mouse	
HS1121	COMMON CORE ENGLISH 9B CP	Mickey Mouse	
HSED2001	ALGEBRA 1 SEM A	Mickey Mouse	
HS1120	COMMON CORE ENGLISH 9A	Mickey Mouse	

Overview

Your browser does not support HTML5 video.



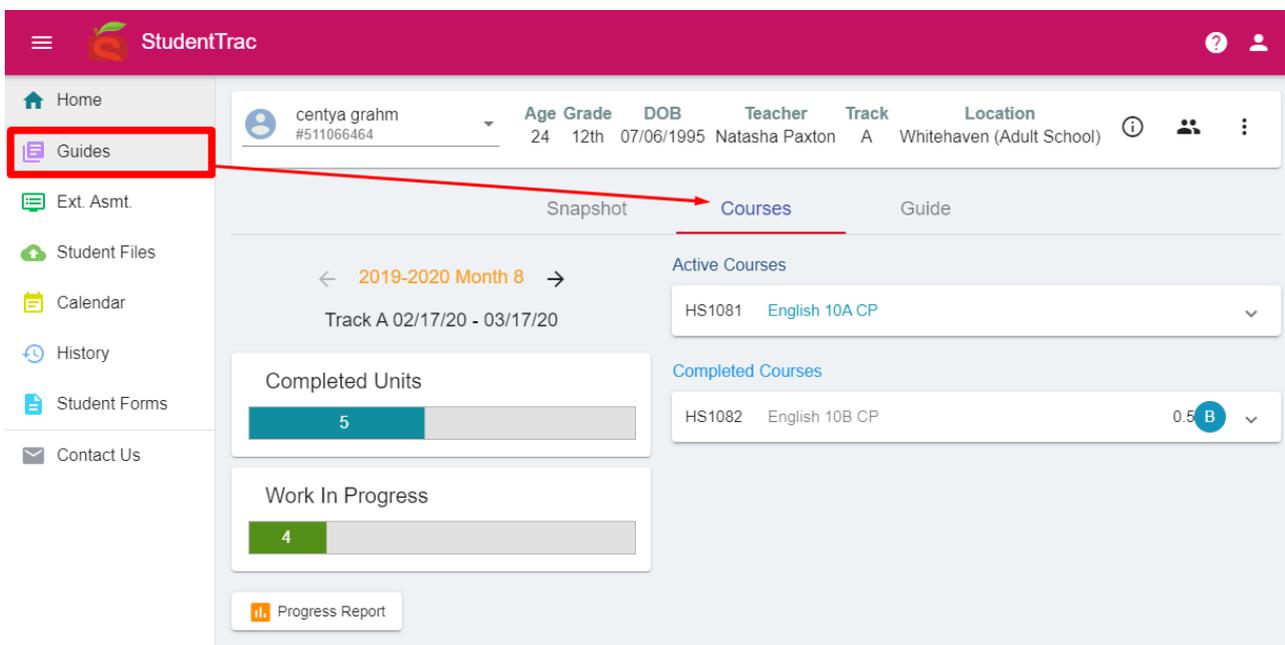
Guardian Courses View

Last Modified on 05/01/2020 1:17 pm PDT

Guardian Courses View

Viewing student courses using a Guardian account.

Parents/Guardians can view their student's courses and track their academic progress by going to the Courses Tab on the Guides application.



Parents/Guardians can view their student's assigned courses and their unit grades by hitting the Expand icon



NOTE: The course page **will not display** courses completed in previous months nor reserved course. Please review the Guide Tab to view those details.

Snapshot **Courses** Guide

← 2019-2020 Month 8 →
Track A 02/17/20 - 03/17/20

Completed Units
5

Work In Progress
4

 Progress Report

Active Courses
HS1081 English 10A CP

Completed Courses
HS1082 English 10B CP 0.5 **B**

Hitting the  icon will take you to the Progress Report, for more info on this feature, please click [here](#).

Forced/Withdrawn Units

Last Modified on 05/01/2020 1:18 pm PDT

Forced/Withdrawn Units

How to mark course units as Withdrawal and/or Forced Units

Note Pad

Within every course, you will see a notes column with notepad icons for every unit.

The screenshot shows a user interface for managing course units. At the top, there is a navigation bar with 'Guides', a location dropdown 'DU - Pasadena (OFY)', a 'Teach' dropdown, a user dropdown 'jane doe', and a search bar. Below this is a student profile card for 'Mickey Mouse - #311079097' with fields for Age (17), Grade (11th), DOB (03/03/2003), Teacher (jane doe), Track (D), and Location (DU - Pasadena (OFY)). A 'BACK' button is visible. The main section is titled 'Course Units' and contains a table with columns: Course Name, Credits, Start Date, End Date, Final Grade, and a menu icon. The course name is 'HS4502 BIOLOGY B CP' and the start date is '3/23/2020'. Below this is a detailed table with columns: Unit Name, Assign, Days, Score, Grade, and Notes. The 'Unit Name' column has a sub-header 'Assigned | Completed'. There are five rows for 'UNIT 6' through 'UNIT 10', each with a date range 'Month 7 2019-2020 (3/23-4/19)'. The 'Assign' column contains blue toggle switches, all of which are turned on. The 'Notes' column contains notepad icons, which are highlighted by a red rectangular box.

Unit Name	Assign	Days	Score	Grade	Notes
UNIT 6 Month 7 2019-2020 (3/23-4/19)	<input checked="" type="checkbox"/>				
UNIT 7 Month 7 2019-2020 (3/23-4/19)	<input checked="" type="checkbox"/>				
UNIT 8 Month 7 2019-2020 (3/23-4/19)	<input checked="" type="checkbox"/>				
UNIT 9 Month 7 2019-2020 (3/23-4/19)	<input checked="" type="checkbox"/>				
UNIT 10 Month 7 2019-2020 (3/23-4/19)	<input checked="" type="checkbox"/>				

Once you click the Note Pad, there will be a pop-up window. Here you will be able to mark that certain unit as Withdrawal or Forced, enter a grade, or leave a note.

Note
×

Withdrawal Unit
 Forced Unit

Score

CANCEL
SAVE

Withdrawal Unit

These are units that were taken in another school, they are external credits that will count towards the completion of an internal course. If marked they will count for credit, but will **NOT** include any work days.

Note
×

Withdrawal Unit
 Forced Unit

Score

80

CANCEL
SAVE

NOTE: Not all schools use days, or work days. If the days column does not appear for you, please disregard

comments related to days counting for 0.

Course Name	Credits	Start Date	End Date	Final Grade	
HS4502 BIOLOGY B CP	3	3/23/2020	4/17/2020	B-	⋮
Unit Name	Assign	Days	Score	Grade	Notes
Assigned Completed					
> UNIT 6 Withdrawal		0	80	B-	📄
Month 7 2019-2020 (3/23-4/19) Month 7 2019-2020 (3/23-4/19)					
> UNIT 7 Withdrawal		0	-1	D	📄
Month 7 2019-2020 (3/23-4/19) Month 7 2019-2020 (3/23-4/19)					
> UNIT 8 Withdrawal		0	69	I	📄
Month 7 2019-2020 (3/23-4/19) Month 7 2019-2020 (3/23-4/19)					
> UNIT 9		5	90	A-	📄
Month 7 2019-2020 (3/23-4/19) Month 7 2019-2020 (3/23-4/19)					
> UNIT 10					📄
Month 7 2019-2020 (3/23-4/19) Month 7 2019-2020 (3/23-4/19)					

Once a unit is marked as a Withdrawal unit, it will be tagged next to the unit title and the assigned days will say 0.

A grade input with the letter 'D' will be count as a -1 score and as **CREDIT**, but any grade input with the number score **UNDER 70** will count as an 'I' (Incomplete)

NOTE: D's, F's and I's will NOT count towards the final letter grade of the course.

Forced Units

These are missed units that were not input during the correct current/opened month. However, the unit still needs to be entered for credit, but under a locked month. This can only be done by forcing in the unit, it will cause it to have 0 work days so no previous month closures are affected.

Note
✕

Withdrawal Unit

Score

70

Forced Unit

CANCEL
SAVE

Course Name	Credits	Start Date	End Date	Final Grade	
HS4502 BIOLOGY B CP	4	3/23/2020	4/17/2020	B-	⋮

Unit Name	Assign	Days	Score	Grade	Notes
Assigned Completed					
> UNIT 6 Forced 		0 	80	B-	
> UNIT 7 Forced Month 7 2019-2020 (3/23-4/19) Month 7 2019-2020 (3/23-4/19)		0	-1	D	
> UNIT 8 Forced Month 7 2019-2020 (3/23-4/19) Month 7 2019-2020 (3/23-4/19)		0	70	C-	
> UNIT 9 Month 7 2019-2020 (3/23-4/19) Month 7 2019-2020 (3/23-4/19)		5	90	A-	
> UNIT 10 Month 7 2019-2020 (3/23-4/19) 					

Overview

Your browser does not support HTML5 video.

Reserving and Starting Courses

Last Modified on 05/01/2020 1:18 pm PDT

Reserving & Starting Courses

Before students can begin a new course they must first reserve the course and sign the course contract.

Reserving courses is done in the **Guides** application.

There are **TWO** ways to get to the student's Guide.

1. On the **Home Page**, under the **Menu** on the left side, or when clicking the **Three Dots Menu** at the end of the student card.

2. Once in the **Guide** application, go to **Guide** tab.

3. You will need to know which slot the course is going into. Once selected, you will hover over the far right of the slot, and you will see a green **+** icon pop up. Click it.

NOTE: Please make sure that you are under the Site Level or Charter Level. NOT top level (OFL/OFY/PIE). If you are at the top level, you wont see the **+ button.**

4. A box will pop up which will prompt you to fill in **three** selections, **Course, Enrollment Period and Class Leader**.

NOTE: Each slot has it's designated courses. All courses come with a Course Code and Name. If you don't see the course you want to assign into that slot, please talk to Curriculum about adding it.

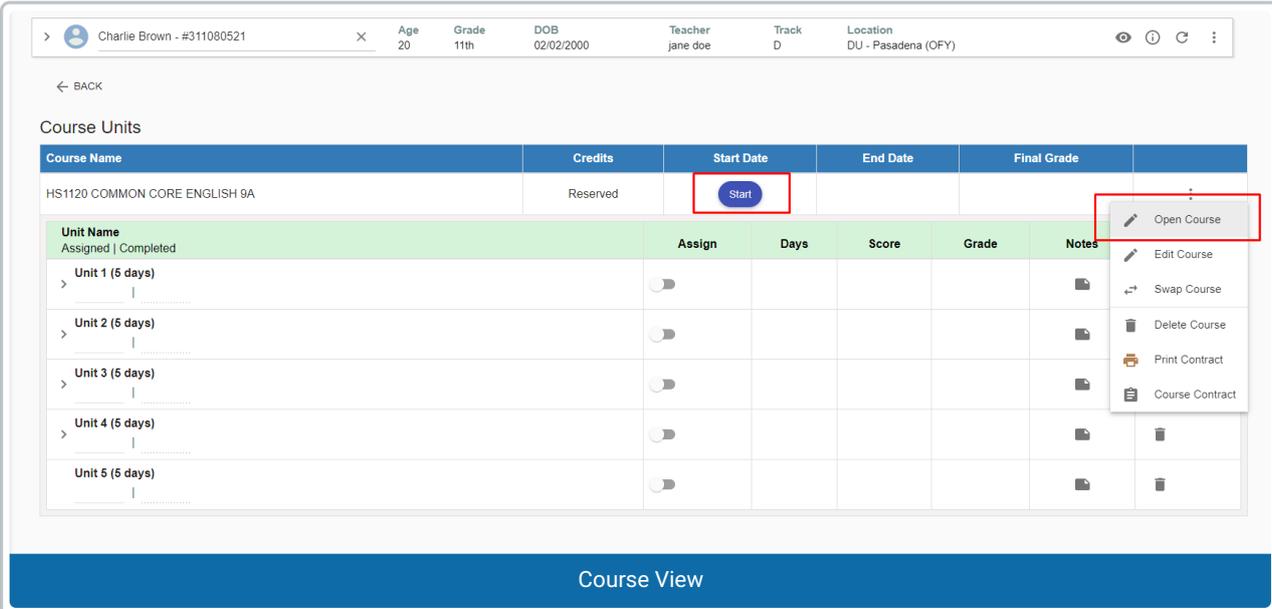
5. Once you've selected the following information, click **SAVE**.

6. As soon as the course is reserved, you will see  on the far right. This means that the course contract now needs to be signed by the student. This is required to start the course.

NOTE: This badge can be seen in three different locations. Within the Course, on the Guide, and in Student Forms. For more info on Course Contracts, please check out the Course Contracts article.

7. Once the student has clicked the acknowledgment, the Course Contract will be signed and the badge will no longer show.

8. The course will be ready to start once the student has completed the course contract. There are **THREE** ways that a course can be opened. Within the **Course** units page, on the **Guide**, and on the **Work Tab**.



The screenshot shows a user interface for a course management system. At the top, there is a header bar with user information: Charlie Brown - #311080521, Age 20, Grade 11th, DOB 02/02/2000, Teacher jane.doe, Track D, and Location DU - Pasadena (OFY). Below the header is a 'BACK' button. The main content area is titled 'Course Units' and contains a table with the following columns: Course Name, Credits, Start Date, End Date, and Final Grade. The first row of the table shows 'HS1120 COMMON CORE ENGLISH 9A' with 'Reserved' in the Credits column and a blue 'Start' button in the Start Date column. Below the table is a detailed view of the course units, with columns for Unit Name, Assign, Days, Score, Grade, and Notes. The units are listed as Unit 1 (5 days) through Unit 5 (5 days). A dropdown menu is open on the right side of the table, showing options: Open Course, Edit Course, Swap Course, Delete Course, Print Contract, and Course Contract. The 'Open Course' option is highlighted with a red box. At the bottom of the interface is a blue bar with the text 'Course View'.

Guide View

Work Tab View

9. When you click **START** the course will become active. The start date will be the current date and the units assigned months will default to the current active month.

Work Guide Snapshot

← 2019-2020 Month 6 → Track D 02/24/20 - 03/22/20 GRAD. DATE

Completed Units

Max 10

Min 4

Units

Work Days

Possible 10

Days

Work In Progress

Min 4

6

Units

Comm. Service Grad Check Extra Activities Support Prog. Progress Report

Active Courses

Course Name	Credits	Start Date	End Date	Final Grade	
> HS1120 COMMON CORE ENGLISH 9A		3/9/2020			⋮

Charlie Brown - #311080521 Age 20 Grade 11th DOB 02/02/2000 Teacher jane.doe Track D Location DU - Pasadena (OFY)

← BACK

Course Units

Course Name	Credits	Start Date	End Date	Final Grade	
HS1120 COMMON CORE ENGLISH 9A		3/9/2020			⋮

Unit Name	Assign	Days	Score	Grade	Notes
Assigned Completed					
Unit 1 (5 days)	<input type="checkbox"/>				
Month 6 2019-2020 (2/24-3/22)					
Assignment +					
No data					
Unit 2 (5 days)	<input type="checkbox"/>				
Month 6 2019-2020 (2/24-3/22)					
Unit 3 (5 days)	<input type="checkbox"/>				
Month 6 2019-2020 (2/24-3/22)					
Unit 4 (5 days)	<input type="checkbox"/>				
Month 6 2019-2020 (2/24-3/22)					
Unit 5 (5 days)	<input type="checkbox"/>				
Month 6 2019-2020 (2/24-3/22)					

Work Guide Snapshot

← 2019-2020 Month 6 → Track D 02/24/20 - 03/22/20 GRAD. DATE

Completed Units

Max 10

Min 4

Units

Work Days

Possible 10

Days

Work In Progress

Comm. Service Grad Check Extra Activities Support Prog. Progress Report

Open Course

Month 5 2019-2020 (01/27 - 02/23)

Month 6 2019-2020 (02/24 - 03/22)

Reserved Courses

Course Name	Credits	Start Date	End Date	Final Grade	
> HS1120 COMMON CORE ENGLISH 9A	Reserved	Start			⋮

NOTE: During lag week, when you open the course you will have to select which month the course will be opened in.

Work Guide Snapshot

← 2019-2020 Month 5 → Track D 01/27/20 - 02/23/20 GRAD. DATE

Completed Units

Max

Min

Units

Work Days

Possible

0

Days

Work In Progress

Min

Units

Progress Report

Work Guide Snapshot

← 2019-2020 Month 6 → Track D 02/24/20 - 03/22/20 GRAD. DATE

Completed Units

Max

10

Min 4

Units

Work Days

Possible

10

Days

Work In Progress

Min 4

Units

Comm. Service
Grad Check
Extra. Activities
Support Prog.
Progress Report

Reserved Courses

Course Name	Credits	Start Date	End Date	Final Grade	
> HS1120 COMMON CORE ENGLISH 9A	Reserved	Start			⋮

NOTE: During lag weeks, the calendar will default to the earliest active month. In this case you will have to move the month to the next month to see the course.

Overview

- Home
- Student Info.
- Guides
- Ext. Asmt.
- Student Files
- Calendar
- Classroom
- Reports
- History
- Registration
- Student Forms
- Contact Us

Charlie Brown - #311080521 Age 20 Grade 11th DOB 02/02/2000 Teacher jane doe Track D Location DU - Pasadena (OFY)

Work Guide Snapshot

← 2019-2020 Month 5 → Track D 01/27/20 - 02/23/20 GRAD. DATE

Completed Units

Max

Min

Units

Work Days

Possible

0

Days

Work In Progress

Min

Units

Progress Report



External Courses

Last Modified on 05/01/2020 1:18 pm PDT

External Courses

Transcript records for newly enrolled students without a previous academic record at your center will need to be manually entered by staff using the External Courses ("Ext. Courses") feature of Guides.

Getting Started



Click the **Ext. Courses** icon on Guides to view the External Courses List.

The screenshot shows the 'Guides' interface for a student named aciptrk ermdafz. The student's information includes Age 15, Grade 9th, and DOB 07/05/2004. The teacher is Bruce Arena (Sigi Schmid). The student is in Track A at location BP - Compton. The interface shows the 'Guide' tab selected, with a dropdown for '9th Grade' and a '9th Grade Entry Date' of 09/03/2018. The course list is divided into Semester 1 and Semester 2.

Semester 1	Semester 2
5 / 5 ENGLISH 9A (HS1077) COMMON CORE ENGLISH 9A CP Part 4	0 / 5 ENGLISH 9B (HS1078) COMMON CORE ENGLISH 9B CP Part 0
(HS1077) COMMON CORE ENGLISH 9A CP Part 1	0 / 5 MATH
2 / 5 MATH (HS2040) COMMON CORE ALGEBRA 1A CP Part 2	0 / 5 PHYSICAL SCIENCE B
(HS2040) COMMON CORE ALGEBRA 1A CP Part	5 / 5 PHYSICAL EDUCATION (HS5012) PHYSICAL EDUCATION 2 5
0 / 5 PHYSICAL SCIENCE A (HS4005) PHYSICAL SCIENCE A	0 / 5 FINE ARTS / FOREIGN LANGUAGE
0 / 5 PHYSICAL EDUCATION	5 / 5 ELECTIVE (HS8021) FOOD & NUTRITION 5
0 / 5 FINE ARTS / FOREIGN LANGUAGE	0 EXCLUDED CREDITS
5 / 5 HEALTH	

Here you have the abilities to...

- View/Sort the external courses
- Create new external courses
- Edit existing courses
- Enable/Disable Auto-Calculate Grade – **(Click here for more info)**

View/Sort Externals

Viewing Externals

Students who are new to StudentTrac will have no data displayed. **Returning students** who had external courses previously entered will have them displayed.

External Courses
 Auto Calculate Grade Level Mark All as Official

Course	School	Subject	Slot	Cr. Earned	Cr. Attempted	Grade Level	Grade	Term	Official	Action
German 101	KGS Remigiusschule - Germany				5	10th	4.0, B+	Fall 2015-2016	<input checked="" type="checkbox"/>	
Spanish 102	Redlands East Valley High School				5	9th	4.0, A+	Fall 2016-2017	<input checked="" type="checkbox"/>	
Soccer Fundamentals 101	IMG Academy - FL				5	9th	5.0, A+	Fall 2018-2019	<input checked="" type="checkbox"/>	
American "Football" isn't the superior football	Everton Player's Academy - Liverpool, UK			0	5	11th	4.0 (DSP), A+	Spring 2019-2020	<input checked="" type="checkbox"/>	

Showing 1 to 4 of 4 entries SAVE ALL

A few other options you have while viewing are...

	Checking the Official box will make the course show on the Official Transcript.
<input type="checkbox"/> Mark All as Official	Checking the Mark All as Official will mark ALL courses as Official.
<input type="text" value="Search"/>	<p>The Search Bar helps users find courses easily by typing in the following keywords:</p> <ul style="list-style-type: none"> Course title School Subject Slot's name Grading scale Grade earned Term
SAVE ALL	Selecting Save All saves two or more courses that were marked Official (or Unofficial).
	Delete or Edit any course by hitting the Pencil or Trash Can icons.

Sorting Externals

The default sorting order for Existing courses is in the order they were entered in the system.

External Courses

Auto Calculate Grade Level
 Mark All as Official

Search

Course	School	Subject	Slot	Cr. Earned	Cr. Attempted	Grade Level	Grade	Term	Official	Action
German 101	KGS Remigiusschule - Germany				5	10th	4.0, B+	Fall 2015-2016	<input checked="" type="checkbox"/>	
Spanish 102	Redlands East Valley High School				5	9th	4.0, A+	Fall 2016-2017	<input checked="" type="checkbox"/>	
Soccer Fundamentals 101	IMG Academy - FL				5	9th	5.0, A+	Fall 2018-2019	<input checked="" type="checkbox"/>	
American "Football" isn't the superior football	Everton Player's Academy - Liverpool, UK			0	5	11th	4.0 (DSP), A+	Spring 2019-2020	<input checked="" type="checkbox"/>	

Showing 1 to 4 of 4 entries

SAVE ALL

Hitting the sort icon will re-organize the courses in the ascending/descending orders in the following ways:



- Alphabetical
- Numerical
- Date range (Oldest vs. Recent)
- Official vs. Unofficial

Save all the changes on the External Credits menu before exiting the page.

Creating/Editing External Assessments

Creating External Credits

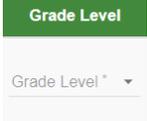
Users may create new courses using the Course Creation tool.

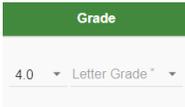
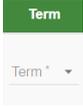
Course	School	Subject	Slot	Cr. Earned	Cr. Attempted	Grade Level	Grade	Term	Official	Action
German 101	KGS Remigiusschule - Germany				5	10th	4.0, B+	Fall 2015-2016	<input checked="" type="checkbox"/>	
Spanish 102	Redlands East Valley High School				5	9th	4.0, A+	Fall 2016-2017	<input checked="" type="checkbox"/>	
Soccer Fundamentals 101	IMG Academy - FL				5	9th	5.0, A+	Fall 2018-2019	<input checked="" type="checkbox"/>	
American "Football" isn't the superior football	Everton Player's Academy - Liverpool, UK			0	5	11th	4.0 (DSP), A+	Spring 2019-2020	<input checked="" type="checkbox"/>	

Showing 1 to 4 of 4 entries

SAVE ALL

Course	School	Subject	Slot	Cr. Earned	Cr. Attempted	Grade Level	Grade	Term	Official	Action
Course *	School *			Cr. Ear...	Cr. Att. *	Grade Le...	Letter ...			
Intro to Kinesiology	Gardena High School	Subject ▾	Slot ▾	5	5	12th ▾	4.0 ▾ A ▾	Term * ▾	<input type="checkbox"/>	

	<p>Enter the title of the class under the Course field.</p>
	<p>Enter the school's name where the student took those courses at on the School field.</p>
	<p>Enter the Subject of the course and the Slot it belongs to within the guide. Entering this data will automatically place the course into the corresponding cell within the student's guide.</p> <p>NOTE: The subject and slot will be different between each guide. We recommend leaving those fields blank to add them easily on the guide.</p> <div data-bbox="711 857 1256 1043" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;">  <p>Made a mistake? Drag & drop the courses back to the unassigned dugout to put them into the correct slots.</p> </div>
	<p>The credits that the student attempted and earned is entered on could be entered on the Credits Earned / Attempted fields.</p> <div data-bbox="711 1305 1283 1417" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;">  <p>Use the Split feature if the course worth more than 5 credits credits.</p> </div>
	<p>Enter the grade level that each course on the Grade Level field. It accepts courses that was taken from K - 12 and College level.</p> <div data-bbox="711 1619 1295 1944" style="background-color: #f44336; padding: 10px; border: 1px solid #ccc;">  <p>The course's grade level must fall within the guide's grade level range in order to show up on the guide.</p> <p>Example: select grades 9-12 for HS guides, 6-8 for Middle School guides, etc.</p> </div>

	<p>Classes may be issued a grade and the grade scale they qualify for on the Grade field.</p> <p>The system allows a variety of grades:</p> <ul style="list-style-type: none"> • Letter grades (A+ through F) • Pass / No Pass / Incomplete
	<p>Document the term and school year that the course was take on via the Term field.</p> <p>Please note that the term will affect where the course will be placed on the transcript.</p>
	<p>You may flag a course that needs to included in the Official Transcript by checking the Official checkbox.</p>
	<p>Users may enter the information for said course and select the Green Check Mark icon in the Action column to save the record. It will automatically be added to the bottom of the external course list.</p>

Editing External Courses



As previously mentioned, you may edit any give external course by selecting the **Pencil** icon and hitting the saving your changes by hitting the **Green Check Mark**.

Course	School	Subject	Slot	Cr. Earned	Cr. Attempted	Grade Level	Grade	Term	Official	Action
Deutsche 101	KGS Remigiusschule - Germany			5	5	9th	4.0, B-	Spring 2015-2016	<input checked="" type="checkbox"/>	 
Spanish 102	Redlands East Valley High School			5	5	9th	4.0, A+	Fall 2016-2017	<input checked="" type="checkbox"/>	 
Soccer Fundamentals 101	IMG Academy - FL			5	5	9th	4.0, A+	Fall 2018-2019	<input checked="" type="checkbox"/>	 

The **Mark All as Official** function can mark any class as official that doesn't not already have it flagged.

← BACK

External Courses

Auto Calculate Grade Level

Mark All as Official

Q Search

Course	School	Subject	Slot	Cr. Earned	Cr. Attempted	Grade Level	Grade	Term	Official	Action
German 101	KGS Remigiussschule - Germany			5	5	10th	4.0, B+	Fall 2015-2016	<input type="checkbox"/>	
Spanish 102	Redlands East Valley High School			5	5	9th	4.0, A+	Fall 2016-2017	<input type="checkbox"/>	
Soccer Fundamental	IMG Academy - FL			5	5	9th	5.0, A+	Fall 2018-2019	<input type="checkbox"/>	
American "Football" isn't the superior football	Everton Player's Academy - Liverpool, UK			0	5	11th	4.0, A+	Spring 2019-2020	<input type="checkbox"/>	
Intro to Kinseology	Gardena High School			5	5	12th	4.0, A	Spring 2019-2020	<input type="checkbox"/>	

Showing 1 to 5 of 5 entries

Click the **Delete** icon to remove courses as well.

Q Search

Course	School	Subject	Slot	Cr. Earned	Cr. Attempted	Grade Level	Grade	Term	Official	Action
German 101	KGS Remigiussschule - Germany			5	5	10th	4.0, B+	Fall 2015-2016	<input checked="" type="checkbox"/>	
Spanish 102	Redlands East Valley High School			5	5	9th	4.0, A+	Fall 2016-2017	<input checked="" type="checkbox"/>	
Soccer Fundamental	IMG Academy - FL			5	5	9th	5.0, A+	Fall 2018-2019	<input checked="" type="checkbox"/>	
American "Football" isn't the superior football	Everton Player's Academy - Liverpool, UK			0	5	11th	4.0, A+	Spring 2019-2020	<input checked="" type="checkbox"/>	
Intro to Kinseology	Gardena High School			5	5	12th	4.0, A	Spring 2019-2020	<input checked="" type="checkbox"/>	

Showing 1 to 5 of 5 entries

Viewing External Courses on the Guide

> UA COURSES

New external courses will be added to the **Unassigned** area of the Guides tab if the subject and slot columns were left blank.

Unlike Internal courses, External Courses will have final grades displayed within an **Orange** circle.

B-	Biology 1A (P)	5
----	----------------	---

All External courses should have an earned credit value shown on the right side of the cell. You may drag and drop the course to it's correct cell from here.

Work **Guide** Snapshot

Guide: OFL - BALDWIN PARK UA COURSES EXT. COURSES

A+	German 101	0	A+	Spanish 102	0	A+	Soccer Fundamentals 101	0	A+	American "Football" Isn't the superior football	0
A	Intro to Kinesiology	5									

Grade: 9th 10th 11th 12th **All** GUIDE

9th Grade 9th Grade Entry Date 09/03/2018

Semester 1	Semester 2
------------	------------

Overview

Home Student Info. **Guides** Ext. Asmt. Student Files Calendar Reports History Registration Student Forms Classroom Contact Us

dali' oktse - #310962300 Age 16 Grade 9th DOB 12/29/2003 Teacher Inactive Track Location C - Dana Point

Guide Snapshot

Guide: A-G - Capistrano(Unofficial) UA COURSES EXT. COURSES

Grade: 9th 10th 11th 12th **All** GUIDE

9th Grade 9th Grade Entry Date

Semester 1		Semester 2	
0/5	B - ENGLISH 9A CP	0/5	B - ENGLISH 9B CP
0/5	C - MATH YEAR 1	0/5	C - MATH YEAR 1
0/5	D - BIOLOGY A CP	0/5	D - BIOLOGY B CP
0/5	PHYSICAL EDUCATION	0/5	PHYSICAL EDUCATION
0/5	E - FOREIGN LANGUAGE YEAR 1	0/5	E - FOREIGN LANGUAGE YEAR 1
0/5	HEALTH	0/5	COLLEGE / CAREER / WORLD GEOGRAPHY
0	EXCLUDED CREDITS	0	EXCLUDED CREDITS

WARNING: Adding external courses to inactive students who are enrolling into a DIFFERENT charter cannot be seen on the Official Guide.

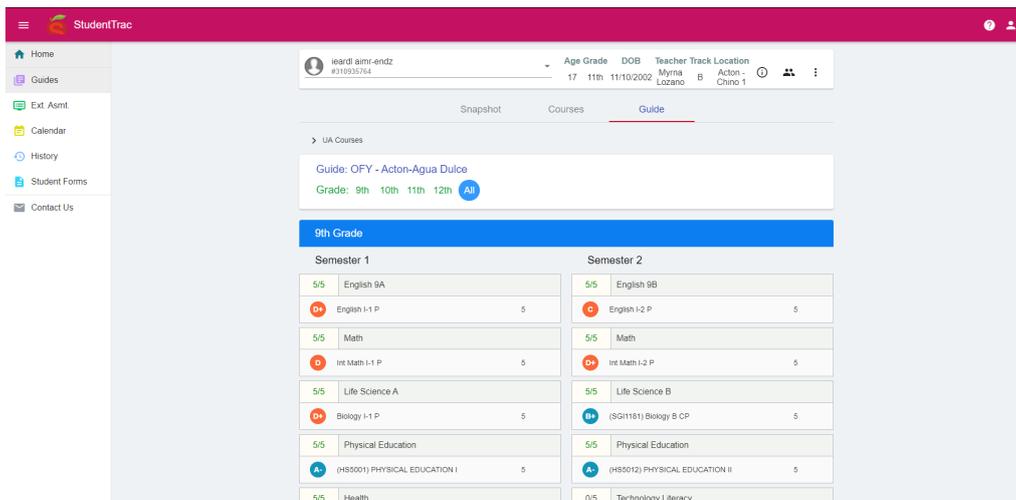
Guardian Guide View

Last Modified on 05/01/2020 1:18 pm PDT

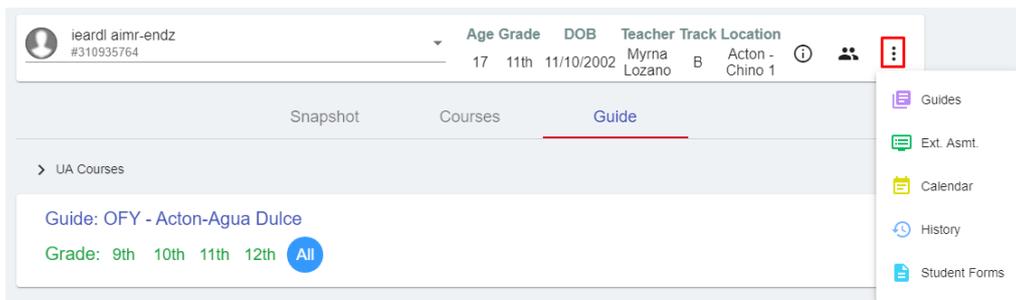
Guardian Guide View

Overview on how to use the Parent Portal Guide.

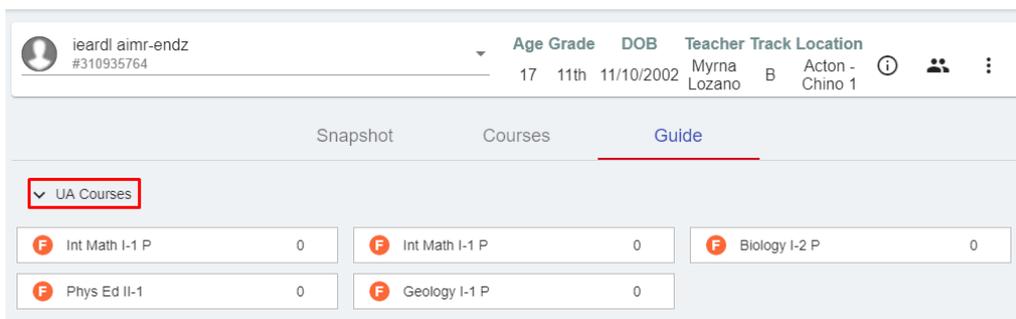
Parents/Guardians will start on the Guide Tab of the Guides Application. Other applications can be accessed by clicking them on the left side navigation pane. If the navigation pane is hidden, clicking  will reveal it.



Alternatively, the  icon can be clicked to show the same applications available for navigation.

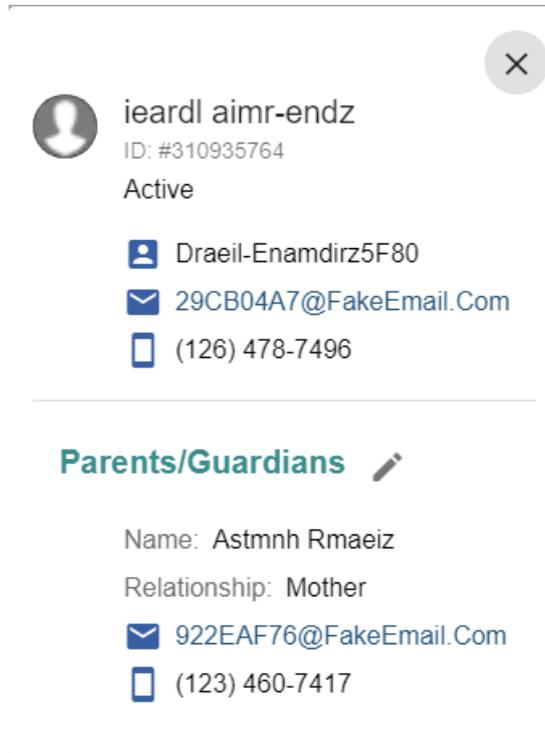


Besides viewing the guide, parents/guardians can click  UA Courses to reveal hidden unassigned courses. These are courses not placed on the guide and will not show on transcripts.



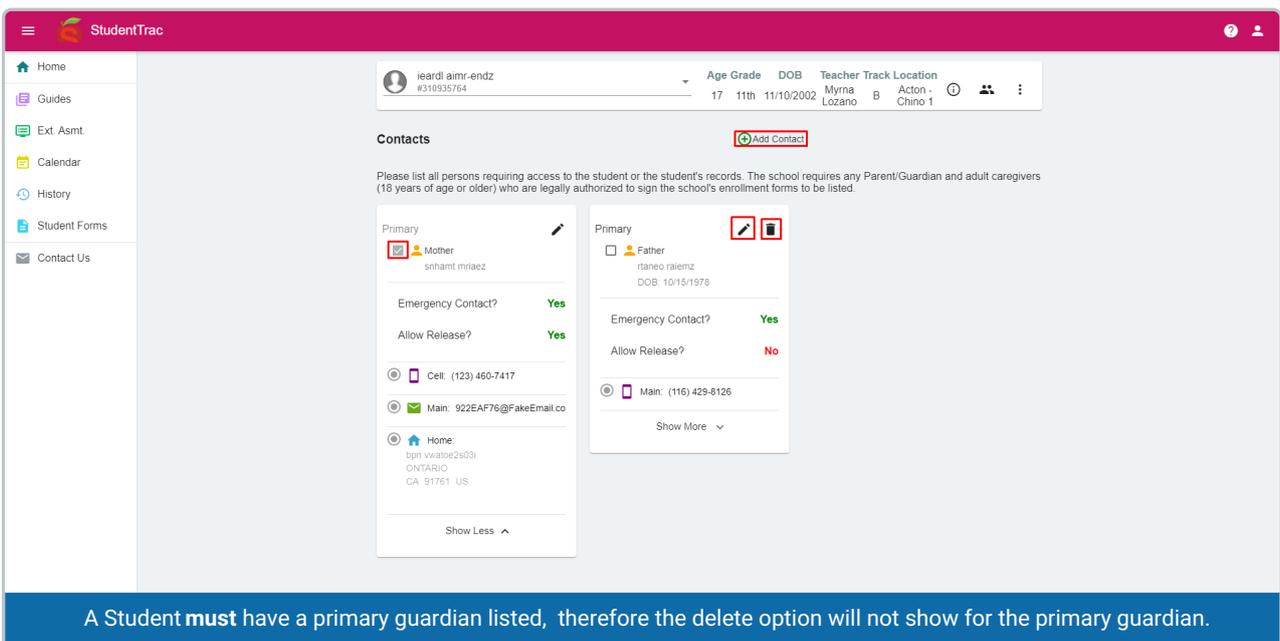
There are two other actions available to parents/guardians on the student info bar.

Clicking the ⓘ icon will bring up the student's contact card. Here parents/guardians can see what the students StudentTrac username, email address, and phone number. In addition, they will see the primary guardian listed underneath, with their contact information and relation to the student.



A student contact card for 'ieardl aimr-endz'. At the top right is a close button (X). Below the student's name is their ID: #310935764 and status: Active. Contact information includes: Draeil-Enamdirz5F80, 29CB04A7@FakeEmail.Com, and (126) 478-7496. A 'Parents/Guardians' section with an edit icon (pencil) shows: Name: Astmnh Rmaeiz, Relationship: Mother, 922EAF76@FakeEmail.Com, and (123) 460-7417.

The ✎ icon in the student contact card has the same functionality as the 👤 icon on the student info bar. Clicking these will take you to the contacts page. Here new contacts can be added, or existing contacts can be edited, updated, or deleted.



A screenshot of the StudentTrac 'Contacts' page. The top header shows the student 'ieardl aimr-endz' with details: Age 17, Grade 11th, DOB 11/10/2002, Teacher Myrna Lozano, Track B, Location Acton-Chino 1. Below is a table of contacts. The primary guardian is 'Mother' (shamir mraiez) with 'Emergency Contact?' and 'Allow Release?' both set to 'Yes'. Other contacts include a Father (rtaneo ralemez) with 'Emergency Contact?' set to 'Yes' and 'Allow Release?' set to 'No'. A blue banner at the bottom states: 'A Student must have a primary guardian listed, therefore the delete option will not show for the primary guardian.'

Moving Courses on Guides

Last Modified on 05/01/2020 1:19 pm PDT

Moving Courses on Guides

How to move courses around in the slots on guides.

Moving Courses

Any courses that are not assigned to a slot can be found under the Unassigned Courses (UA Courses).

The screenshot shows the 'Guides' interface for a student named Mickey Mouse. The top navigation bar includes 'Home', 'Student Info.', 'Guides', 'Ext. Asmt.', 'Student Files', 'Calendar', 'Classroom', 'Reports', 'History', 'Registration', 'Student Forms', and 'Contact Us'. The main content area displays the student's profile and a list of courses for Semester 1 and Semester 2. A red box highlights the '> UA COURSES' link in the top right corner of the course list.

The screenshot shows the 'UA COURSES' section in the Guides interface. It displays a list of unassigned courses:

- HS7040 HEALTH Reserved
- HS4501 BIOLOGY A CP 4
- HS1078 COMMON CORE 0 ENGLISH 9B CP

To move an unassigned course into a slot on the guide, you will need to drag the course into the slot. You will see a box appear with orange dotted lines. This indicates that the course accepted by that slot for credit.

Guide: OFY A-G DUARTE

Grade: 9th 10th 11th 12th All

9th Grade Entry Date

Semester 1		Semester 2	
0/5	B - ENGLISH 9A CP	0/5	B - ENGLISH 9B CP
	(HS1120) COMMON CORE ENGLISH 9A <i>Reserved</i>	0/5	C - MATH YEAR 1
0/5	C - MATH YEAR 1		(HSED2002) ALGEBRA 1 SEM B <i>Reserved</i>
0/5	D - BIOLOGY A CP	0/5	D - BIOLOGY B CP
0/5	PHYSICAL EDUCATION		
	(HS5005) PE-BASKETBALL I	0/5	PHYSICAL EDUCATION
0/5	HEALTH	0/5	ELECTIVE
0/5	ELECTIVE	0/5	ELECTIVE

NOTE: All courses may be dropped into the Unassigned & Extraneous Credits slots, most courses will also be accepted into Elective slots.

Reasons for having courses in UA:

- Any courses that are in guide slots, will show on the student's Transcript. If students have any courses that shouldn't be shown on their transcript, they can be moved to the UA.
- If the teacher is unsure of which slot to put a course, they can move it up to the UA slot in the mean time.

Unavailable Slots

When moving courses around, slots may show as greyed out, as seen in the highlighted box below. This indicates that the slot was not setup to accept that course for credit. Only the slots that show the dotted line box when hovered over, will allow that course.

Work Guide Snapshot

Mickey Mouse - #31107909 Age 17 Grade 11th DOB 03/03/2003 Teacher jane doe Track D Location DU - Pasadena (OFY)

HS4501 BIOLOGY A CP HS1078 COMMON CORE ENGLISH 9B CP HS4502 BIOLOGY B CP

Grade: 9th 10th 11th 12th All

9th Grade 9th Grade Entry Date

Semester 1		Semester 2	
0 / 5	B - ENGLISH 9A CP	0 / 5	B - ENGLISH 9B CP
0 / 5	C - MATH YEAR 1	0 / 5	C - MATH YEAR 1 (HSED2002) ALGEBRA 1 SEM B <i>Reserved</i>
0 / 5	D - BIOLOGY A CP	0 / 5	D - BIOLOGY B CP
0 / 5	PHYSICAL EDUCATION (HS5005) PE-BASKETBALL I	0 / 5	PHYSICAL EDUCATION
0 / 5	HEALTH (HS7040) HEALTH A <i>Reserved</i>	0 / 5	ELECTIVE
0 / 5	ELECTIVE (HS1120) COMMON CORE ENGLISH 9A <i>Reserved</i>	0 / 5	ELECTIVE
0	EXTRANEIOUS CREDITS	0	EXTRANEIOUS CREDITS

Work Guide Snapshot

Mickey Mouse - #31107909 Age 17 Grade 11th DOB 03/03/2003 Teacher jane doe Track D Location DU - Pasadena (OFY)

Guide: OFY A-G DUARIE

HS4502 BIOLOGY B CP HS1078 COMMON CORE ENGLISH 9B CP

Grade: 9th 10th 11th 12th All

9th Grade 9th Grade Entry Date

Semester 1		Semester 2	
0 / 5	B - ENGL	0 / 5	B - ENGLISH 9B CP
0 / 5	C - MATH YEAR 1	0 / 5	C - MATH YEAR 1 (HSED2002) ALGEBRA 1 SEM B <i>Reserved</i>
0 / 5	D - BIOLOGY A CP	0 / 5	D - BIOLOGY B CP
0 / 5	PHYSICAL EDUCATION (HS5005) PE-BASKETBALL I	0 / 5	PHYSICAL EDUCATION
0 / 5	HEALTH (HS7040) HEALTH A <i>Reserved</i>	0 / 5	ELECTIVE
0 / 5	ELECTIVE (HS1120) COMMON CORE ENGLISH 9A <i>Reserved</i>	0 / 5	ELECTIVE
0	EXTRANEIOUS CREDITS	0	EXTRANEIOUS CREDITS

NOTE: If you believe that a course should be allowed in a greyed out slot, please reach out to Curriculum so they can review the guide.

Splitting/Merging Courses

Last Modified on 05/01/2020 1:19 pm PDT

Splitting/Merging Courses

How to split and merge internal and external courses on the Planning Guide.

Splitting Courses

You may split credits for both External and Internal courses as long as the student has earned > 0.0 credits. You may do this by selecting the **Split** icon  **Split** from the three dot menu 

5 / 5	HEALTH	
	(HS7040) HEALTH A	5
0 / 5	ELECTIVE	
	(HS90122) MY LEARNING PATH I	
0	EXTRANEIOUS CREDITS	

10th Grade

Use the **Split Assignment** tool to divide earned credits into separate records. Each course can be split up to 5 ways but you can choose to split it in fewer ways. If you wish to split a record into 2 records, just enter values into 2 credit split fields, as demonstrated on the animation below.

Split Assignment

Max Credits:5

0 + 0 + 0 + 0 + 0 = 5

As long as the sum of your split credits equal the total number of original credits earned for this course, the Save button will become available.

If you choose to split the course into 5 units, you will see a total of 5 courses in the subject cell with same course name. Alternatively, if you entered only 2 split records, you will see 2 courses in the subject cell with the same course name. Each instance of a split course copy can easily be moved into a compatible subject cell.



Splitting courses is convenient if you wish to eliminate Overloaded Cells.

9th Grade		9th Grade Entry Date 09/01/2017	
Semester 1		Semester 2	
0 / 5	ENGLISH 9A	0 / 5	ENGLISH 9B
10 / 5	MATH	0 / 5	MATH
A+	Alegebra 1-A	0 / 5	LIFE SCIENCE B
	10	0 / 5	PHYSICAL EDUCATION
5 / 5	LIFE SCIENCE A	0 / 5	ELECTIVE
D	BIOLOGY: LIVING EARTH A		(HS8502) HISTORY OF THE ANCIENT WORLD
	5	0 / 5	ELECTIVE
0 / 5	PHYSICAL EDUCATION		
	(HS5001) PHYSICAL EDUCATION I	0 / 5	ELECTIVE
5 / 5	HEALTH	0	EXTRANEIOUS CREDITS

As long as a course has > 0.0 credits, it can be split. So you can choose to split a course once, and later on take one of the resulting splits and split that again, so forth.

Guides				DU - Cudahy	Teach	All Teachers	311065828	Q	?	?
Semester 1		Semester 2		Age	Grade	DOB	Teacher	Track	Location	
aengl gariue - #311065828		Jeannette Arretche		16	9th	04/12/2003		D	DU - Cudahy	
5 / 5	MATH	5 / 5	MATH							
A+	Alegebra 1-A	A+	Alegebra 1-A							
	2		5							
A+	Alegebra 1-A	0 / 5	LIFE SCIENCE B							
	1	0 / 5	PHYSICAL EDUCATION							
A+	Alegebra 1-A	0 / 5	ELECTIVE							
	1		(HS8502) HISTORY OF THE ANCIENT WORLD							
A+	Alegebra 1-A	0 / 5	ELECTIVE							
	1									
5 / 5	LIFE SCIENCE A	0 / 5	ELECTIVE							
D	BIOLOGY: LIVING EARTH A									
	5	0	EXTRANEIOUS CREDITS							
0 / 5	PHYSICAL EDUCATION									
	(HS5001) PHYSICAL EDUCATION I									
5 / 5	HEALTH									
B+	(HS7040) HEALTH A									
	5									
0 / 5	ELECTIVE									
	(HS90122) MY LEARNING PATH I									
0	EXTRANEIOUS CREDITS									

Merging Courses

If you have previously split course, you can also merge them if they both fall under the same subject cell, and

have the same course name. The Merge icon  MERGE should populate on the header of the subject title.

Guides DU - Cudahy Teach All Teachers 311065828

CC GEOMETRY B ADV PE 2B BIOLOGY: LIVING EARTH B WHS: MOD WEL B

aengl gariue - #311065828 Age 16 Grade 9th DOB 04/12/2003 Teacher Jeannette Arretche Track D Location DU - Cudahy

Grade: 9th 10th 11th 12th All GUIDE

9th Grade 9th Grade Entry Date 09/01/2017

Semester 1		Semester 2	
0 / 5	ENGLISH 9A	0 / 5	ENGLISH 9B
5 / 5	MATH	5 / 5	MATH
A+	Algebra 1-A	A+	Algebra 1-A
	2		2.5
A+	Algebra 1-A	A+	Algebra 1-A
	1		2.5
A+	Algebra 1-A	0 / 5	LIFE SCIENCE B
	1	0 / 5	PHYSICAL EDUCATION
5 / 5	LIFE SCIENCE A	0 / 5	ELECTIVE
D	BIOLOGY: LIVING EARTH A		(HS8502) HISTORY OF THE ANCIENT WORLD
	5		

Guardian Progress Report

Last Modified on 05/04/2021 2:50 pm PDT

Guardian Progress Report

Guardian view of the student progress report, here you will see the current appointments, units, courses, and other info.

Here is are the categories of current information you can view regarding your student on this page:

- Attendance
- Units earned
- Course grades
- School schedule
- Current teacher & appointment time
- Comments by teacher and school staff

Date: 03/25/2020

Grade: 12th Teacher: Natasha Paxton

Units
0

Schedule

- Appointment: T R 4:30 PM
- Appointment: T R 4:30 PM

Calendar

Enrollment Period: 2019-2020 #9(03/18/2020 - 04/22/2020)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Mar. 18	19	20	21
22	23	24	25	26	27	28
29	30	31	Apr. 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22			

Courses

English 10A CP	
B	Unit 1
A: M7 (01/16 - 02/16)	C: M7 (01/16 - 02/16)
	Unit 2
A: M8 (02/17 - 03/17)	
	Unit 3
A: M8 (02/17 - 03/17)	
	Unit 4
A: M8 (02/17 - 03/17)	
	Unit 5
A: M8 (02/17 - 03/17)	

Comments

Select User:
hats aghrm

Enter a comment *

You will be able to change the enrollment period and month the calendar is set to. This will allow you to see previous months and the attendance your student logged for those time periods.

Additionally, you can leave questions or comments on this page regarding your student.

Note: Not all schools are using attendance tracked on the calendar, if you have any questions please contact your students teacher.

Mass Entry Tool

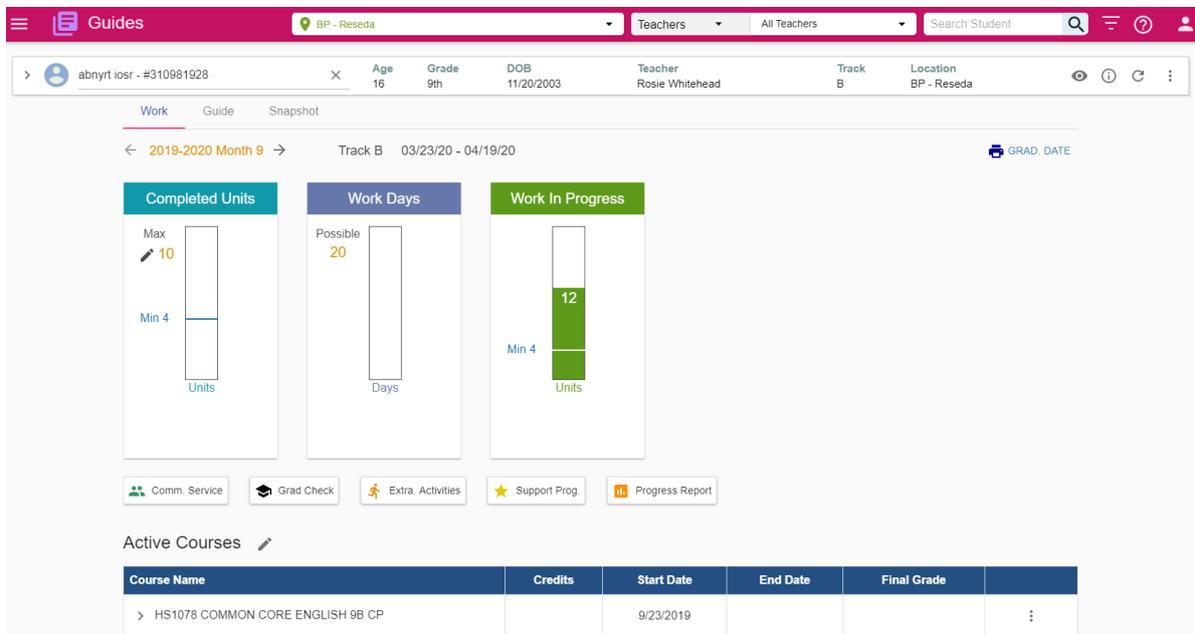
Last Modified on 04/29/2020 4:38 pm PDT

Mass Entry Tool

How to enter grades for various courses at once using the Mass Entry Tool.

Getting Started

Select the student you wish to enter grades for and go to the **Work tab** of their **Guide**  **Guides** .



The screenshot displays the 'Guides' interface for a student named 'abnyrt iosr - #310981928'. The student's details include Age 16, Grade 9th, DOB 11/20/2003, Teacher Rosie Whitehead, Track B, and Location BP - Reseda. The interface shows three progress bars: 'Completed Units' (Max 10, Min 4, current value 4), 'Work Days' (Possible 20, current value 0), and 'Work In Progress' (Min 4, current value 12). Below these are buttons for 'Comm. Service', 'Grad Check', 'Extra. Activities', 'Support Prog.', and 'Progress Report'. The 'Active Courses' section contains a table with the following data:

Course Name	Credits	Start Date	End Date	Final Grade	
> HS1078 COMMON CORE ENGLISH 9B CP		9/23/2019			⋮

Mass entering grades

To begin the Mass Entry process, select the Edit pencil icon next to **Active Courses** **Active Courses**  .

There will be a pop-up window that displays the students currently open courses and units.

Guides BP - Reseda Teac All Teachers Search Student

abnyrt iosr - #310981928 Age 16 Grade 9th DOB 11/20/2003 Teacher Rosie Whitehead Track B Location BP - Reseda

Work Guide Snapshot

← 2019-2020 Month 9 → Track B 03/23/20 - 04/19/20 GRAD. DATE

Completed Units

Max 10

Min 4

Units

Work Days

Possible 20

Days

Work In Progress

12

Min 4

Units

Comm. Service Grad Check Extra. Activities Support Prog. Progress Report

Active Courses

Course Name	Credits	Start Date	End Date	Final Grade
-------------	---------	------------	----------	-------------

Active Courses

HS1078 COMMON CORE ENGLISH 9B CP

Unit Name	Work Completed Month	Score
UNIT 6 - (5 days)	2019-2020 Month 4 (10/21-11/17)	81
UNIT 7 - (5 days)	2019-2020 Month 6 (12/16-1/26)	78
UNIT 8 - (5 days)	2019-2020 Month 6 (12/16-1/26)	80
UNIT 9 - (5 days)	2019-2020 Month 6 (12/16-1/26)	77
UNIT 10 - (5 days)	2019-2020 Month 9 (3/23-4/19)	

HS5013 PHYSICAL EDUCATION 3

Unit Name	Work Completed Month	Score
UNIT 1 - (5 days)	2019-2020 Month 7 (1/27-2/23)	80
UNIT 2 - (5 days)	2019-2020 Month 7 (1/27-2/23)	87

CANCEL SAVE

The window will populate each class that is currently open. You will also see the units that have been claimed and are still open, followed by the months they have been completed on. If the course's unit is still open, the month will default to that date's current school month.

You may enter as many scores as needed on this window throughout various classes. This streamlines the grade entry process if you need to submit grades for multiple classes per student.

Hit the **Save** button after you are done entering.

Changing the Claimed Month (Lag Week Only)

Active Courses

Unit Name	Work Completed Month	Score
Unit 9 - (5 Days)	2019-2020 Month 10 (4/20-5/17)	99
Unit 10 - (5 Days)	2019-2020 Month 9 (3/23-4/19)	87

HSED1003 ENGLISH 10 SEM A

Unit Name	Work Completed Month	Score
UNIT 1 (5 DAYS)	2019-2020 Month 9 (3/23-4/19)	
UNIT 2 (5 DAYS)	2019-2020 Month 9 (3/23-4/19)	
UNIT 3 (5 DAYS)	2019-2020 Month 9 (3/23-4/19)	
UNIT 4 (5 DAYS)	2019-2020 Month 9 (3/23-4/19)	
UNIT 5 (5 DAYS)	2019-2020 Month 9 (3/23-4/19)	

CANCEL SAVE

Users may claim the unit's grade for the current month or for a previous month if it is **lag week (ie. before the end of the current school month)**.

This can be done by selecting the month on the drop down under the **Work Complete Month** column. A drop down will appear giving you the option to claim the score on this current month or to the previous month.

You may also use this tool to set the months each unit will be counting their work for. Please hit the **Save** button after you are done.

Work Tab

Last Modified on 08/12/2020 7:58 pm PDT

Guides – Work

How to guide on how to use the Work tab on Guides.

Getting Started

The Work area is convenient place to manage active unit assignments that a student is working on the current school month. You can also monitor a student's current progress against the maximum allowed unit load in the current month.



Click the Guide icon to land on the Work tab.

Completed Units

Max	Min	Current
10	4	4

Work Days

Possible	Current
19	0

Work In Progress

Max	Min	Current
10	4	5

Active Courses

Course Name	Credits	Start Date	End Date	Final Grade
> HS7040 HEALTH A		5/6/2020		

Completed Courses

Course Name	Credits	Start Date	End Date	Final Grade
> HS90122 MY LEARNING PATH I	0	5/6/2020	6/12/2020	1

Overview

Month selector

← 2019-2020 Month 9 →

The Month selector is a tool that will help you see the current month the student is on, as well as the following month. This will allow you to view the academic progress in a give school month.



Graduation Date Report

The Grad. Date report will populate a specialized report that will show the progress made to graduate.

Select Location(s): BP - Watts (Active) School Year: 2019-2020 Select Teacher(s): Edward Du
 Enroll Status: Both Grade Level(s): K, L1, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th Select Student(s): (last, month, y)

100% Find | Next

Graduation Date Estimator

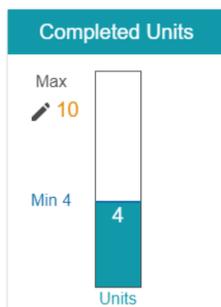
Student Name:	ndoathvy ilawms	SchoolCode:	311074551	Center:	BP - Watts
Student's date of birth:	08/03/2002	Today's date:	06/22/2020	Current Grade:	10
Guide: OFL - BALDWIN PARK					

Subject	Credits Required	Credits Earned	Credits remaining
English	40	13.5	26.5
Mathematics	30	19	11
Social Science	30	17	13
Science	20	13.5	6.5
Physical Education	20	19	1
Foreign Language	10	10	0
Health	5	0	5
Electives	65	18	47
Total:	220	110	110

Community Service Hours: 0

Unit Avg. Per Month	0.8		Grade	Credits Scale
Time Period (Months)	138		9	0 - 59
Est. Date of Graduation	12/2031		10	60 - 119
Age at Graduation	29.4		11	120 - 169

Academic Progress Dashboard



Completed Units

This graph displays the amount of units earned within the selected school month.

Work Guide Snapshot

2020-2021 Month 1 → Track A 07/01/20 - 07/28/20 GRAD. DATE

Completed Units

Max 10

Min 4

Units

Work Days

Possible 19

Days

Work In Progress

10

Min 4

Units

Comm. Service Grad Check Extra Activities Support Prog. Progress Report

Active Courses

Course Name	Credits	Start Date	End Date	Final Grade
> HS2040 COMMON CORE ALGEBRA 1A GP		7/1/2020		
> HS7040 HEALTH A		7/1/2020		

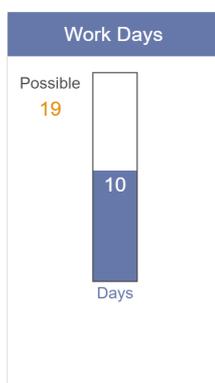
Reserved Courses

Course Name	Credits	Start Date	End Date	Final Grade
> HS5014 PHYSICAL EDUCATION IV	Reserved	Start		
> HS5012 PHYSICAL EDUCATION II	Reserved	Start		
> HS5013 PHYSICAL EDUCATION III	Reserved	Start		

Accelerated Progress

Depending on the role, you could also enable the  icon within Completed Units to increase the amount of units the student could take in that month.

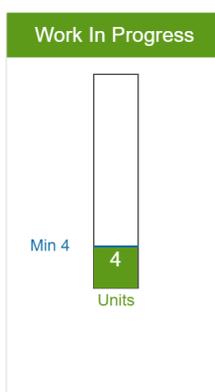
Users are required to enter the amount of total number of units they should take that month, followed by an expiration date.



Work Days

When a grade is entered in the course's unit, they are issued that unit's workdays. The total possible work days available is dependent on the amount of days available to claim work on that school month.

Refer to your school calendar for the month's total possible work days.



Work in Progress

Each open unit that is assigned to a student will be featured in the Work In Progress progress bar.

The bar will increase whenever a new course is assigned on an open course and decrease once the unit has been completed.

Extra Curricular menu tray

The tray of icons directly below the academic progress dashboard allows you to do the following actions.

 Comm. Service

 Grad Check

 Extra Activities

 Support Prog.

 Progress Report

Community Service

Location	Start Date	End Date	Hours	Grad Req	Verified By	Action
Location* ABC Food Bank	07/01/2020	07/17/2020	Hours 16	<input checked="" type="checkbox"/>	Verified By* Johnny Appliseed	<input type="checkbox"/> <input type="checkbox"/>

+ ADD

DONE

Community Service

Enter the date that your student went to volunteer and the duration of their time. This will require a teacher to verify their student's service.

Grad Check

Activity	Comment	By
<input type="checkbox"/> Preliminary Grad Check	Comment	by:
<input type="checkbox"/> Grad Check is complete	Comment	by:
<input type="checkbox"/> Algebra Requirement Complete	Comment	by:
<input type="checkbox"/> Has The Work Force Requirement been Fulfilled?	Comment	by:
<input type="checkbox"/> State Merit Qualifications checked	Comment	by:
<input type="checkbox"/> Met Compliance w/ AB 1719 – CPR	Comment	by:

CANCEL DONE

Grad Check

Check off the requirements needed for a student to graduate from their High School level program. The system will log the person who checks off each box.

Comments are allowed to be made as well.

Extracurricular Activity for abel celmir

Activity	Select term
Select category Select activity	Select term

+ ADD

DONE

Extracurricular Activities

Select the category and activity the student did during their term. The categories all range from field trips, sports, intervention, to group activities.

Support Program

Activity	Meeting Date	Created By	Action
Select category* Algebra Textbooks Select activity* Algebra 1 - Glencoe 2006	Meeting Date	Created By Johnny Appliseed	<input type="checkbox"/> <input type="checkbox"/>

Leave a Comment
Read very well. Took the practice assessment and answered 4 out of 5 questions correctly.

+ ADD

DONE

Support Program

Select any support activity your school has with student using this tool. The ability to meeting type and comment on what was done is available for all users to enter.

Date: 03/25/2020
Grade: 12th Teacher: Natasha Paxton

Units
0

Schedule

- Appointment: T R 4:30 PM
- Appointment: T R 4:30 PM

Calendar
Enrollment Period: 2019-2020 #91, 03/18/2020 - 04/22/2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Mar 18	19	20	21
22	23	24	25	26	27	28
29	30	31	Apr 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22			

Courses

English 10A CP

Unit 1
A: M7 (01/16 - 02/16) C: M7 (01/16 - 02/16)

Unit 2
A: M8 (02/17 - 03/17)

Unit 3
A: M8 (02/17 - 03/17)

Unit 4
A: M8 (02/17 - 03/17)

Unit 5
A: M8 (02/17 - 03/17)

Comments

Send User: hats_ghrm

Enter a comment *

Progress Report

This is an academic report card that could be pulled by school staff, students, and parents. Users could see the grades entered, attendance claimed, and allow school staff to submit comments for students to read.

[Click here to read more about this report.](#)

Courses

View all the courses the student has is currently taking, completed, or has reserved in this area.

Active Courses

Course Name	Credits	Start Date	End Date	Final Grade	
> HS3040 WORLD HISTORY A CP		7/1/2020			⋮
> HSED1001 ENGLISH 9 SEM A		7/1/2020			⋮

Completed Courses

Course Name	Credits	Start Date	End Date	Final Grade	
> HS1120 COMMON CORE ENGLISH 9A CP	0	7/1/2020	7/28/2020	I	⋮

Reserved Courses

Course Name	Credits	Start Date	End Date	Final Grade	
> HSED3001 WORLD HISTORY SEM A	Reserved	Start			⋮

Active Courses 

Course Name	Credits	Start Date	End Date	Final Grade	
> HS5001 PHYSICAL EDUCATION 1		7/1/2020			⋮
> HS2007 BUSINESS MATH		7/1/2020			⋮
> HS3008 ECONOMICS CP		7/1/2020			⋮
> HS1089 COMMON CORE ENGLISH 12A CP		7/1/2020			⋮

Select the  icon to view that course's units.

	⋮
	⋮
	⋮
	⋮

Select the  icon to expand the various options you may take here.

Reserved Courses

Course Name	Credits	Start Date	End Date	Final Grade	
✓ HS3044 US History B (2018) Unit Name Assigned Completed UNIT 6 (5 DAYS) Assignment 	Reserved				
Assign Days Score Grade Notes Proctor Code Assign Date Start Date Start Time End Time Attempts Score(Pts) Result					
No data					

You assign tests to actively enrolled students by hitting on the  icon.

Read more about this [here](#).

Reserved Courses

Reserved Courses

Course Name	Credits	Start Date	End Date	Final Grade	
✓ HS3044 US History B (2018)	Reserved	<input type="button" value="Start"/>			

Unit Name	Assign	Days	Score	Grade	Notes	
Assigned Completed > UNIT 6 (5 DAYS) > _____ _____	<input type="checkbox"/>					
> UNIT 7 (5 DAYS) > _____ _____	<input type="checkbox"/>					
> UNIT 8 (5 DAYS) > _____ _____	<input type="checkbox"/>					
> UNIT 9 (5 DAYS) > _____ _____	<input type="checkbox"/>					
> UNIT 10 (5 DAYS) > _____ _____	<input type="checkbox"/>					

In order to open/start a course, students will need to select the incomplete course  icon to [sign the student's Course Contract](#). Clicking on the icon has the same access to the options on the  icon that was previously mentioned.

Edit Assignment

UNITS
CONTRACT

Course
CARTOONING

Select Enrollment period
2020 - 2021 Regular

Class Leader
Christopher Copeland

CANCEL
SAVE

You may also edit the course's class leader and enrollment (if it is allowed) by hitting **Edit Assignment** from the option menu.

Active Courses

The class will become active once you select the icon.

Active Courses

Course Name	Credits	Start Date	End Date	Final Grade	
<div style="display: flex; align-items: center;"> v HS6012 CARTOONING </div>		7/1/2020			⋮
Unit Name	Assign	Days	Score	Grade	Notes
Assigned Completed					
UNIT 1 - (5 days) 2020-2021 Month 1 (7/1-7/28) 	<input checked="" type="checkbox"/>		_____		
UNIT 2 - (5 days) 2020-2021 Month 1 (7/1-7/28) 	<input checked="" type="checkbox"/>		_____		
UNIT 3 - (5 days) 2020-2021 Month 1 (7/1-7/28) 	<input checked="" type="checkbox"/>		_____		
UNIT 4 - (5 days) 2020-2021 Month 1 (7/1-7/28) 	<input checked="" type="checkbox"/>		_____		
UNIT 5 - (5 days) 2020-2021 Month 1 (7/1-7/28) 	<input checked="" type="checkbox"/>		_____		

Begin entering grades into units by entering the scores. You could either complete all of the courses by

Course Name	Credits	Start Date	End Date	Final Grade			
HS3040 WORLD HISTORY A CP		7/1/2020			⋮		
Unit Name Assigned Completed							
		Assign	Days	Score	Grade	Notes	
Unit 1							
2020-2021 Month 1 (7/1-7/28)		<input checked="" type="checkbox"/>				📄	
Assignment +							
Proctor Code	Assign Date	Start Date	Start Time	End Time	Attempts	Score(Pts)	Result
No data							
Unit 2							
2020-2021 Month 1 (7/1-7/28)		<input type="checkbox"/>				📄	

You could enter grades much faster through multiple courses and units by using the Mass Entry tool.



[Click here to learn more.](#)

Course Name	Credits	Start Date				
HS3040 WORLD HISTORY A CP		7/1/2020				
Unit Name Assigned Completed		Assign	Days			
Unit 1						
2020-2021 Month 1 (7/1-7/28)		<input checked="" type="checkbox"/>				
Comm. Service Grad Check Extra Activities Support Prog. Progress Report						
Active Courses ✎						
Course Name	Credits	Start Date	End Date	Final Grade		
HS2040 COMMON CORE ALGEBRA 1A CP		7/1/2020			⋮	
Unit Name Assigned Completed						
		Assign	Days	Score	Grade	Notes
UNIT 1 - (5 days)						
2020-2021 Month 1 (7/1-7/28) 2020-2021 Month 1 (7/1-7/28)			5	99	A+	📄
UNIT 2 - (5 days)						
2020-2021 Month 1 (7/1-7/28)		<input checked="" type="checkbox"/>				📄
UNIT 3 - (5 days)						
2020-2021 Month 1 (7/1-7/28)		<input checked="" type="checkbox"/>				📄
UNIT 4 - (5 days)						
2020-2021 Month 1 (7/1-7/28)		<input checked="" type="checkbox"/>				📄
UNIT 5 - (5 days)						
2020-2021 Month 1 (7/1-7/28)		<input checked="" type="checkbox"/>				📄
HS7040 HEALTH A		7/1/2020			⋮	

Turn off units on/off by hitting the Assign switch

Courses close by selecting **Close Course** button in the options menu or by entering all of the grades until it's been completed.

Note ✕

Score

- Withdrawal Unit 99
- Forced Unit

Good job, kiddo!

Completed Courses

All courses that were fully graded or closed are found on this page:

Notes

Clicking on the  icon will allow you to do the following:

Unit Name Completed Enter **withdraw**
 UNIT 6 (5 days) Withdrawal

Completed Courses

Course Name	Credits	Start Date	End Date	Final Grade	
> HS2040 COMMON CORE ALGEBRA 1A CP	1	7/1/2020	7/28/2020	A+	⋮
> HS7040 HEALTH A	5	7/1/2020	7/28/2020	A	⋮

Completed Courses

Course Name	Credits	Start Date	End Date	Final Grade																																																																														
HS2040 COMMON CORE ALGEBRA 1A CP	1	7/1/2020	7/28/2020	A+	⋮																																																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Unit Name</th> <th>Assigned</th> <th>Completed</th> <th>Assign</th> <th>Days</th> <th>Score</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td colspan="7">UNIT 1 - (5 days)</td> </tr> <tr> <td>2020-2021 Month 1 (7/1-7/28)</td> <td></td> <td>2020-2021 Month 1 (7/1-7/28)</td> <td></td> <td>5</td> <td>99</td> <td>A</td> </tr> <tr> <td colspan="7">UNIT 2 - (5 days)</td> </tr> <tr> <td>2020-2021 Month 1 (7/1-7/28)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7">UNIT 3 - (5 days)</td> </tr> <tr> <td>2020-2021 Month 1 (7/1-7/28)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7">UNIT 4 - (5 days)</td> </tr> <tr> <td>2020-2021 Month 1 (7/1-7/28)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7">UNIT 5 - (5 days)</td> </tr> <tr> <td>2020-2021 Month 1 (7/1-7/28)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Unit Name	Assigned	Completed	Assign	Days	Score	Grade	UNIT 1 - (5 days)							2020-2021 Month 1 (7/1-7/28)		2020-2021 Month 1 (7/1-7/28)		5	99	A	UNIT 2 - (5 days)							2020-2021 Month 1 (7/1-7/28)							UNIT 3 - (5 days)							2020-2021 Month 1 (7/1-7/28)							UNIT 4 - (5 days)							2020-2021 Month 1 (7/1-7/28)							UNIT 5 - (5 days)							2020-2021 Month 1 (7/1-7/28)						
Unit Name	Assigned	Completed	Assign	Days	Score	Grade																																																																												
UNIT 1 - (5 days)																																																																																		
2020-2021 Month 1 (7/1-7/28)		2020-2021 Month 1 (7/1-7/28)		5	99	A																																																																												
UNIT 2 - (5 days)																																																																																		
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2020-2021 Month 1 (7/1-7/28)																																																																																		
UNIT 4 - (5 days)																																																																																		
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UNIT 5 - (5 days)																																																																																		
2020-2021 Month 1 (7/1-7/28)																																																																																		
HS7040 HEALTH A	5	7/1/2020	7/28/2020	A	⋮																																																																													

Reopen Course

Reopening a course is done by selecting the **Reopen Course** icon and deleting one of the unit grade scores. This is only available if you are still within the month the grade is being claimed.

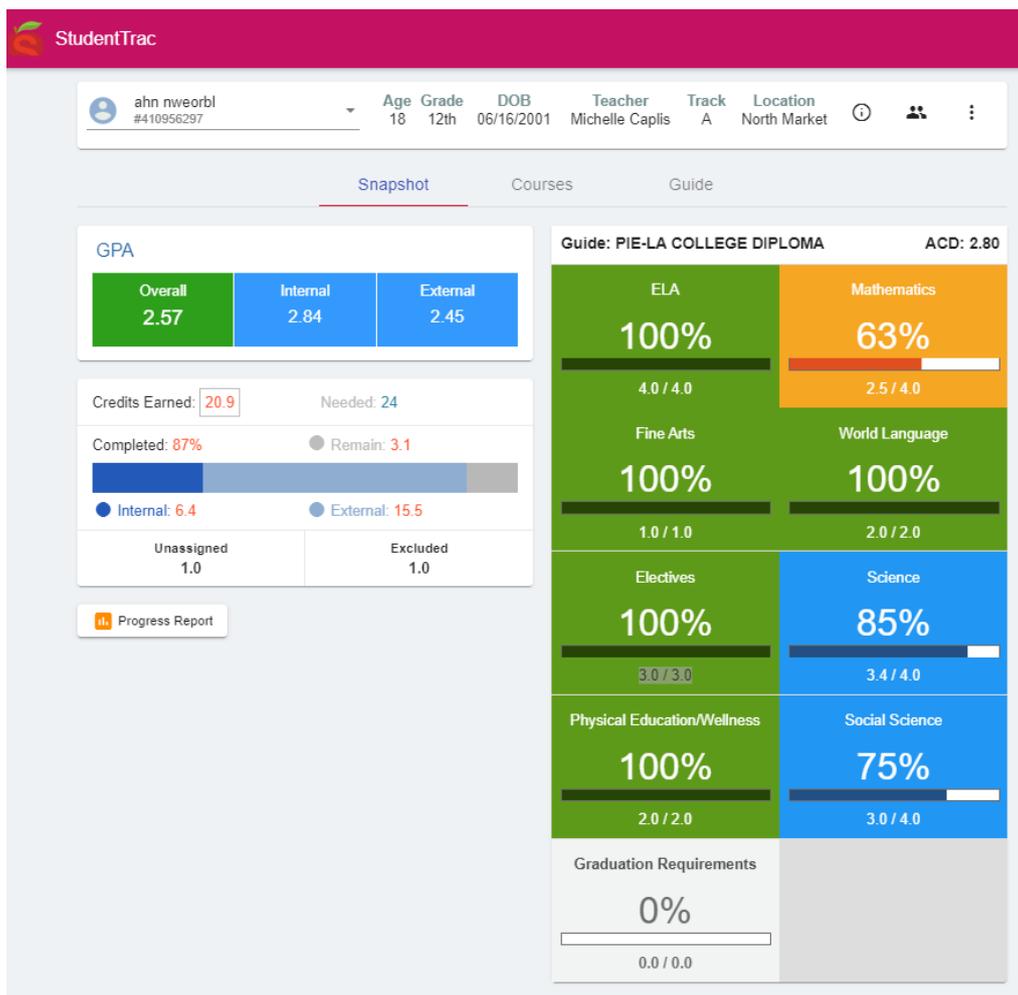
Guardian Snapshot View

Last Modified on 05/01/2020 1:20 pm PDT

Guardian Snapshot View

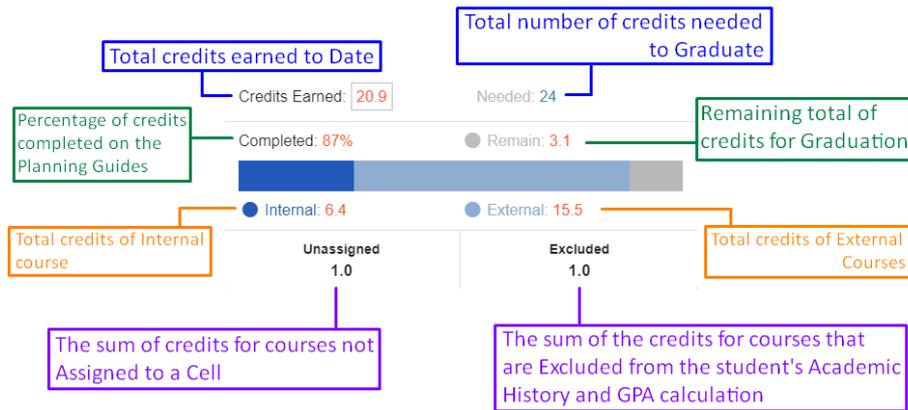
Overview on the Snapshot tab's functionality for Parents/Guardians.

Guardians can view the student's overall academic standing and progression in their studies.



Credit Summary

The Credit Summary summarizes a student's history of credits earned within their academic career, and how far they are toward qualifying for graduation.



GPA Summary

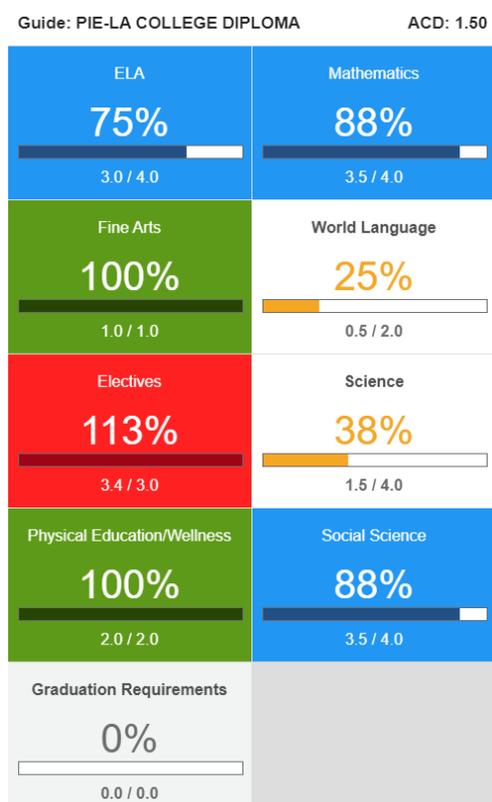
GPA

Overall	Internal	External
2.57	2.84	2.45

The **GPA Summary** displays the student's overall up-to-date GPA.

This includes a breakdown of the course's GPA earned while enrolled with your program (**Internal**) and from previous schools (**External**).

Guide Summary & Overall Progress



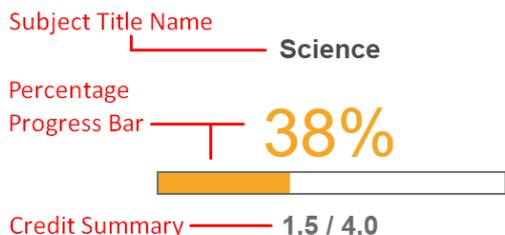
The student's current Planning Guide name, the Average Course Difficulty (ACD) and the progress of their academic progress by subject are displayed on these column of tiles.

The name of the student's planning guide is listed at the top of the column. The selected guide will determine the subject requirements.

All available courses in guide have varying levels of course difficulty that ranges in scale from 1 through 5.

The ACD takes the average of all course difficulty levels in which the Student has earned credits. A higher ACD indicates the student has taken a more challenging mix of courses in this Guide.

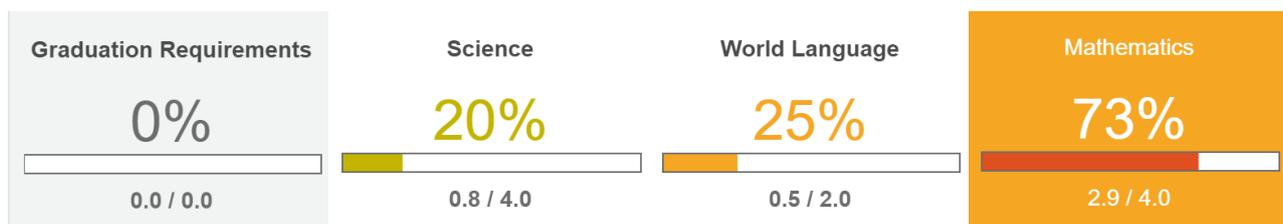
Subject Tiles



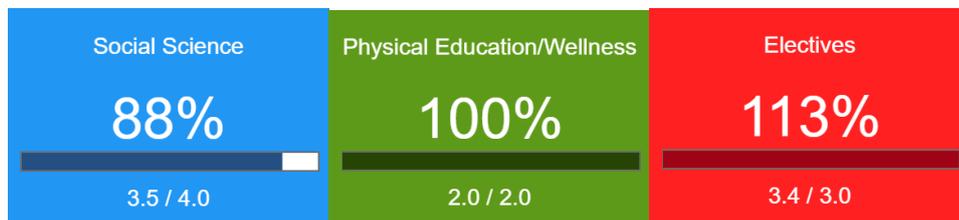
Each required subject summary tile displays a percentage value to illustrate how far a student is toward in fulfilling a specific subject's minimum credit requirement.

NOTE: The credit summary's total will vary depending on your state's academic requirement.

Each Subject Tile is color-coded so users can easily visualize how far a student has progressed toward completing each subject's credit requirement.



Grey = 0% complete
White with Light Yellow Text = 1-24% Complete
White with Orange Text = 25-49% Complete
Orange = 50-74% Complete



Blue = 75-99% Complete
Green = Subject is 100%
Red > 100% completion

Progress Report

The only action available on this page is to click Progress Report to view the progress report, for more info on that feature, please click [here](#).

Snapshot Tools

Last Modified on 08/12/2020 5:33 pm PDT

Snapshot Tools

How to article on how to add Community Service hours, finalize Grad Check, and much more on Guides.

Community Service

The Community Service feature is used to record and manage a student's service hour history. Volunteer hours can be entered by location and date, with additional options to specify if hours count toward graduation, and the name of the person verifying service hour completion.

Community Service

Show 10 entries Search

Location	Start Date	End Date	Hours	Grad Hrs	Verified By	Action
No data available in table						

Showing 0 to 0 of 0 entries First Previous Next Last

+ ADD ← Add Comm. Service

DONE

Grad Check

In order for students to graduate from their school, they must complete the Grad Check requirements listed below. Staff members can check off each requirement whenever applicable and will save their name and comment.

Greyed out requirements require a higher permission level in order to validate their completion such as Student Advisors, Principals, Auditors, Support Staff, etc.

Grad Check

Activity	Comment	By
<input checked="" type="checkbox"/> Preliminary Grad Check	<input type="text" value="Comment"/>	by: Hilary Vernon
<input type="checkbox"/> Grad Check is complete	<input type="text" value="Comment"/>	by:
<input checked="" type="checkbox"/> Algebra Requirement Complete	<input type="text" value="Comment"/>	by: Hilary Vernon
<input type="checkbox"/> Has The Work Force Requirement been Fullfilled?	<input type="text" value="Comment"/>	by:
<input type="checkbox"/> State Merit Qualifications checked	<input type="text" value="Comment"/>	by:
<input type="checkbox"/> Met Compliance w/ AB 1719 – CPR	<input type="text" value="Comment"/>	by:

CANCEL

DONE

Extracurricular Activities

The Extracurricular Activities feature is used to record and manage the activities that the students be in outside of their academic work. The Activity's Category can be selected through the drop down, as well as the type of activity they took part in, and the school year they participated in.

Extracurricular Activity for Tarnisha Thompson

Activity	Select term	
Select category Pathways	Select activity Washington D.C.	Select term 2016-2017
Sports: Soccer	2016-2017	<input checked="" type="checkbox"/> <input type="checkbox"/>



← Add Volunteer Hours

→ Edit Volunteer Hours

→ Delete Entry

DONE

Support Program

This tool is used to keep a log of the student's actions and needs in school related activities, intervention programs, workshops, small group instructions, etc. Simply select the category and activity that best describes the student participated in, followed by the meeting date and comment you wish to enter. Hit done when ready.

Guide: A-G - Baldwin Park ACD: 3.50

Support Program

Activity	Meeting Date	Created By	Action
Field Trips: J Paul Getty Museum	08/10/2020	Richard Hendricks	 

Leave a Comment

 ADD

DONE

Progress Report

[Click here](#) to go to the Progress Report article.

History Overview

Last Modified on 05/01/2020 1:34 pm PDT



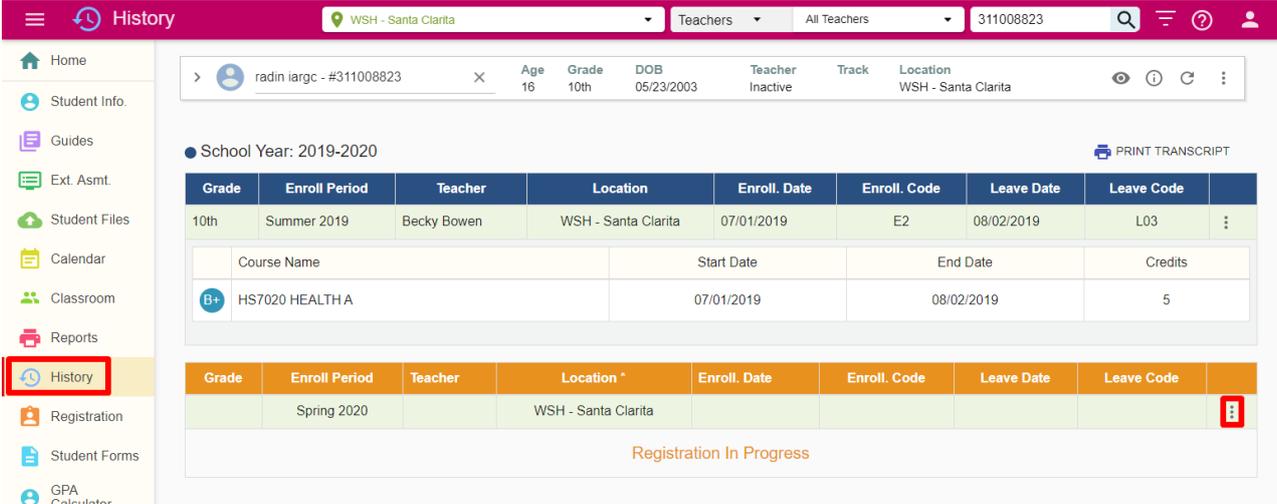
Swap Enrollment

Last Modified on 09/21/2020 1:32 pm PDT

Swap Enrollment

This article will show how to swap the enrollment period of registering students to a different one within the same school year.

1. Begin by selecting the registration that is **in progress** on the student's  History page and then selecting the 3-Dot menu icon .



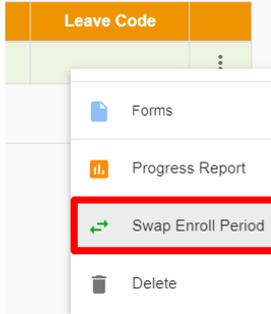
The screenshot shows the 'History' page for a student. The student's name is 'radin iargc - #311008823'. The school year is '2019-2020'. The table below shows enrollment records:

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code	
10th	Summer 2019	Becky Bowen	WSH - Santa Clarita	07/01/2019	E2	08/02/2019	L03	
Course Name				Start Date	End Date	Credits		
B+	HS7020 HEALTH A			07/01/2019	08/02/2019	5		
	Spring 2020		WSH - Santa Clarita					

The 'Spring 2020' record is highlighted in orange and labeled 'Registration In Progress'.

NOTE: There will be text indicating that the desired registration form is currently in progress within an **Orange** colored history record.

2. Select the  Swap Enrollment Period icon to launch the menu.



The screenshot shows a context menu for the 'Spring 2020' enrollment record. The menu options are:

- Forms
- Progress Report
- Swap Enrollment Period** (highlighted with a red box)
- Delete

3. This menu will appear informing you of the student's **Current** enrollment period used on their Registration Forms and offers you the ability select a **New** enrollment period to choose from. Click on the drop down menu to make the change and click **OK** to save.

radin iargc - #311008823

Current Enrollment Period: 2019 - 2020 Regular	New Enrollment Period: 2019 - 2020 Regular
---	---

Students who wish to enroll a school year that is not available should start a new set of forms in a matter of minutes by using the

Guided Experience

NOTE: The tool can only be used if the enrollment period falls within the **same school year** and is **currently active**.

The system **DOES NOT** allow swaps to enrollment periods in a different year.

Overview

History
WSH - Santa Clarita
Teachers
All Teachers
311008823

radin iargc - #311008823 Age 16 Grade 10th DOB 05/23/2003 Teacher Inactive Track Location WSH - Santa Clarita

School Year: 2019-2020 PRINT TRANSCRIPT

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	Summer 2019	Becky Bowen	WSH - Santa Clarita	07/01/2019	E2	08/02/2019	L03
Course Name		Start Date		End Date		Credits	
B+	HS7020 HEALTH A	07/01/2019		08/02/2019		5	

Grade	Enroll Period	Teacher	Location *	Enroll. Date	Enroll. Code	Leave Date	Leave Code
	2019 - 2020 Regular		WSH - Santa Clarita				

Registration In Progress

Guardian History

Last Modified on 05/01/2020 1:34 pm PDT

Guardian History

Viewing Student's history using a Parent/Guardian's account.

Enrollments

Within the **History** tab, Parents/Guardian will be able to see all the enrollments the student has done within the years.

The screenshot shows the StudentTrac interface. On the left is a navigation menu with items: Home, Guides, Ext. Asmt., Student Files, Calendar, History (highlighted with a red box), Student Forms, and Contact Us. The main content area shows a student profile for 'aenbi emsioant' with details: Age 20, Grade 12th, Teacher Patonna Davis, Track A, Location Ashburn. Below this, enrollment history is displayed, separated by school years. The 2019-2020 section (green header) includes two enrollment records for Grade 12th. The 2016-2017 section (blue header) includes one enrollment record for Grade 10th. Red lines connect the 'History' menu item to the enrollment data.

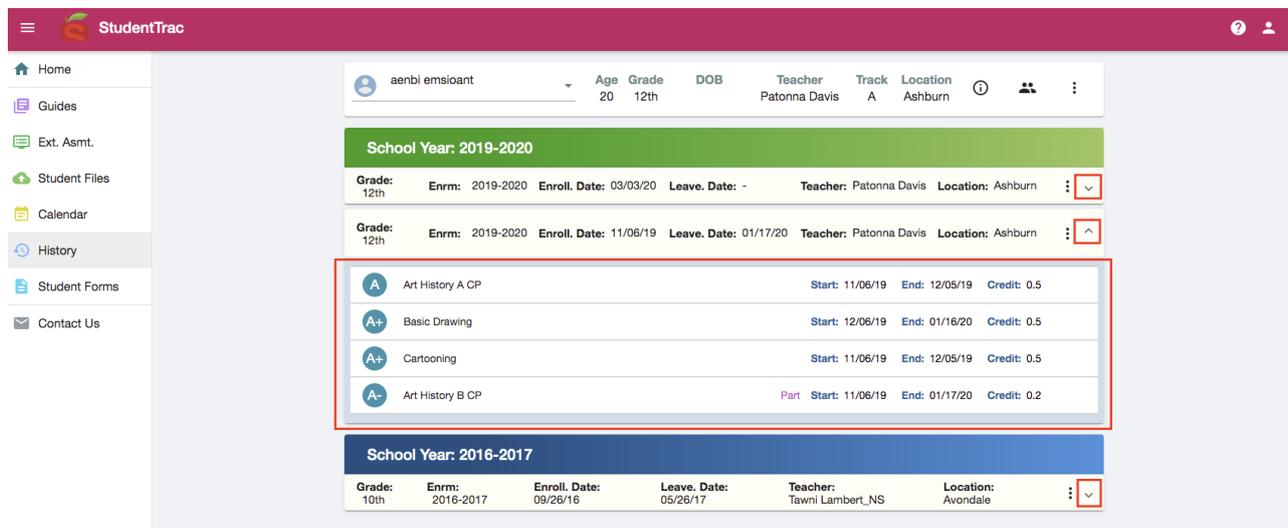
Grade	Enrm:	Enroll. Date:	Leave. Date:	Teacher:	Location:
School Year: 2019-2020					
12th	2019-2020	03/03/20	-	Patonna Davis	Ashburn
12th	2019-2020	11/06/19	01/17/20	Patonna Davis	Ashburn
School Year: 2016-2017					
10th	2016-2017	09/26/16	05/26/17	Tawni Lambert_NS	Avondale

They will be separated by **Year**

This screenshot is identical to the one above, but with red boxes highlighting the enrollment data sections. One red box encompasses the two 2019-2020 enrollment records, and another red box encompasses the 2016-2017 enrollment record, demonstrating how the data is grouped by school year.

Courses

Within these enrollment periods, you can see all the courses the student has taken for that period by clicking the  icon.



StudentTrac

Student: aenbi emsioant | Age: 20 | Grade: 12th | Teacher: Patonna Davis | Track: A | Location: Ashburn

School Year: 2019-2020

Grade:	Enrm:	Enroll. Date:	Leave. Date:	Teacher:	Location:
12th	2019-2020	03/03/20	-	Patonna Davis	Ashburn
12th	2019-2020	11/06/19	01/17/20	Patonna Davis	Ashburn

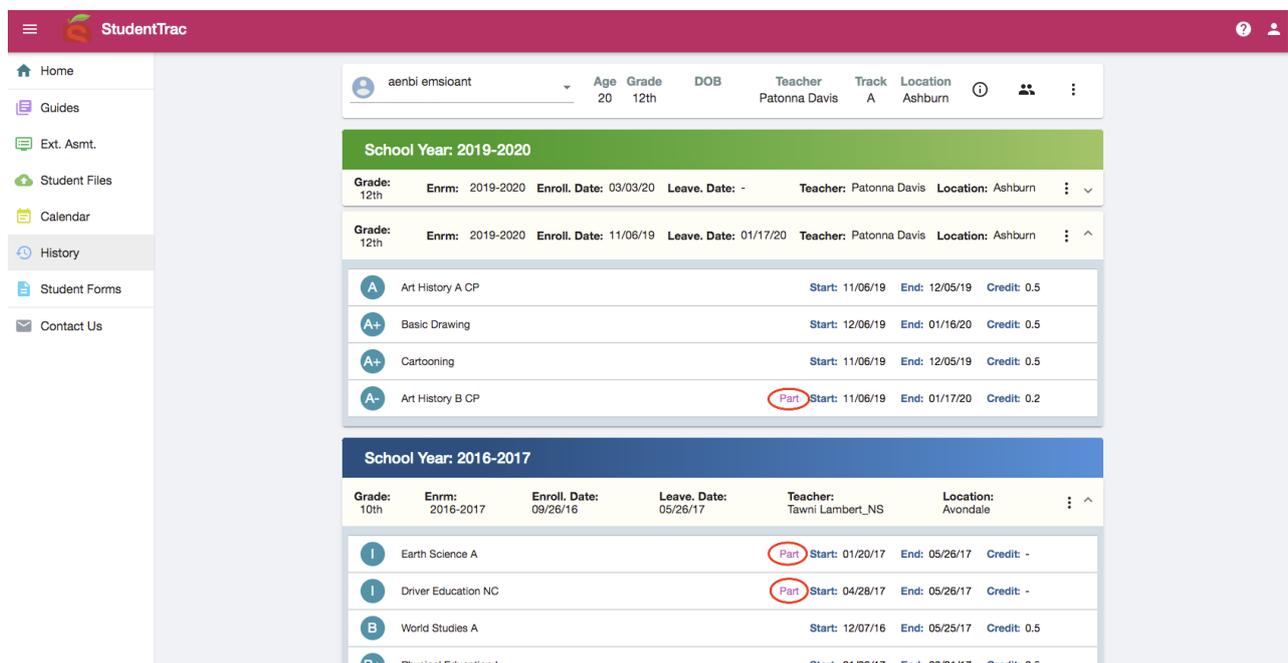
School Year: 2016-2017

Grade:	Enrm:	Enroll. Date:	Leave. Date:	Teacher:	Location:
10th	2016-2017	09/26/16	05/26/17	Tawni Lambert_NS	Avondale

2019-2020 Courses:

Grade	Course Name	Start	End	Credit
A	Art History A CP	11/06/19	12/05/19	0.5
A+	Basic Drawing	12/06/19	01/16/20	0.5
A+	Cartooning	11/06/19	12/05/19	0.5
A-	Art History B CP	Part Start: 11/06/19	End: 01/17/20	Credit: 0.2

Seeing **Part** on a course means that the student has only partially completed the course, therefore, not all 5 units.



StudentTrac

Student: aenbi emsioant | Age: 20 | Grade: 12th | Teacher: Patonna Davis | Track: A | Location: Ashburn

School Year: 2019-2020

Grade:	Enrm:	Enroll. Date:	Leave. Date:	Teacher:	Location:
12th	2019-2020	03/03/20	-	Patonna Davis	Ashburn
12th	2019-2020	11/06/19	01/17/20	Patonna Davis	Ashburn

School Year: 2016-2017

Grade:	Enrm:	Enroll. Date:	Leave. Date:	Teacher:	Location:
10th	2016-2017	09/26/16	05/26/17	Tawni Lambert_NS	Avondale

2016-2017 Courses:

Grade	Course Name	Start	End	Credit
I	Earth Science A	Part Start: 01/20/17	End: 05/26/17	Credit: -
I	Driver Education NC	Part Start: 04/28/17	End: 05/26/17	Credit: -
B	World Studies A	Start: 12/07/16	End: 05/25/17	Credit: 0.5
B+	Physical Education I	Start: 01/20/17	End: 03/21/17	Credit: 0.5

History Log

Last Modified on 01/03/2022 1:24 pm PST

History Log

View student's enrollment information and class details.

Getting started

The History feature provides an overview student's academic history and enrollment information. Users can make changes to their enrollment status, transfer between centers, view class grades, and even enter grades while using this page.

You can either hit the **History** icon on the app tray to view all your students or go to the student's 3-Dot menu to see a specific record.

The screenshot shows the History Log interface for a student named erd, dxnaer. The interface includes a header with the History logo, location (Avondale), and filters for Teachers and All Teachers. A search bar is also present. Below the header, the student's profile is displayed, including their name, SSID, age, grade, DOB, teacher, track, and location. The main section shows the school year (2020-2021) and a list of enrollment records. Each record includes the grade, enrollment period, teacher, location, enrollment date, enrollment code, leave date, and leave code. A table of course details is also shown, including course name, start date, end date, and credits.

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2020-2021	Rob Cummins	Avondale	07/01/2020	E2	-	

Grade	Course Name	Start Date	End Date	Credits
A+	HS5001 Physical Education I	07/01/2020	09/04/2020	0.1
	SGI1132 English 11B SGI	07/01/2020	Current	
B+	HS30LH Latin American History	07/01/2020	04/23/2021	0.5
	HSED4001 Biology SEMA	08/07/2020	Current	
I	HSED2002 Algebra 1 SEM B	08/07/2020	02/19/2021	0
C+	SGI1105 Geometry A SGI	09/08/2020	12/08/2020	0.5
B	SGI1106 Geometry B SGI	11/04/2020	01/20/2021	0.5
A+	HS5001 Physical Education I	01/21/2021	05/21/2021	0.4
B	SGI1102 Algebra 1A SGI	01/21/2021	04/23/2021	0.5
	SGI1103 Algebra 1B SGI	03/22/2021	Current	

Enrollment Period

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
2021 - 2022	Regular		SB - Moreno Valley			-	

Registration In Progress

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2020 - 2021 Regular	Joe Carranza	SB - Moreno Valley	07/01/2020	E1	-	

Course Name	Start Date	End Date	Credits
HS2055 INTEGRATED MATH 2A	07/29/2020	09/22/2020	5
HS5013 PHYSICAL EDUCATION III	01/27/2021	02/23/2021	5
HS1082 COMMON CORE ENGLISH 10B CP	07/01/2020	Current	
HS3041 WORLD HISTORY B CP	07/01/2020	01/26/2021	3
HS80IL INDEPENDENT LIVING	07/01/2020	01/26/2021	5
HS2056 INTEGRATED MATH 2B	07/29/2020	11/17/2020	5

View the student's past, current, and future enrollments periods all in one page.

- Future enrollment is colored **Orange**
- Active enrollment is **Green**
- Past enrollments are **Blue**

A copy of their transcript is available by clicking on the **Print Transcript** icon.

Enrollment Info

Enrollment information is available for both **Active** and **Previously Enrolled** students and separated by school year starting from the most recent enrollment.

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2020 - 2021 Regular	Joe Carranza	SB - Moreno Valley	07/01/2020	E1	-	

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2019 - 2020 Regular	Joe Carranza	SB - Moreno Valley	01/21/2020	E3	06/30/20	L3

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2020 - 2021 Regular	Joe Carranza	SB - Moreno Valley	07/01/2020	E1	-	

Course Name	Start Date	End Date	Credits
HS2055 INTEGRATED MATH 2A	07/29/2020	09/22/2020	5
HS5013 PHYSICAL EDUCATION III	01/27/2021	02/23/2021	5
HS1082 COMMON CORE ENGLISH 10B CP	07/01/2020	Current	
HS3041 WORLD HISTORY B CP	07/01/2020	01/26/2021	3
HS80IL INDEPENDENT LIVING	07/01/2020	01/26/2021	5
HS2056 INTEGRATED MATH 2B	07/29/2020	11/17/2020	5
HS2057 INTEGRATED MATH 3A	10/21/2020	03/23/2021	5
HS2058 INTEGRATED MATH 3B			
HS4017 EARTH SCIENCE B	01/27/2021	04/20/2021	5
HS3008 ECONOMICS CP	01/27/2021	Current	
HS3043 US History A (2018)	02/24/2021	Current	

See more details within each enrollment period by going by clicking the **Log** icon on the 3-Dot menu.

Future enrollments will show that the registration is still in progress. You can jump to their forms by using the 3-Dot menu under **Forms** or view a report that shows whether the student and/or parent have signed their forms on the **Preview** icon.

History Version 1.0 SB - Moreno Valley Teachers Joe Carrar Search Stud

egrn, eixals - #311072032 Age 16 Grade 10th DOB 08/01/2004 Teacher Joe Carranza Track A Location SB - Moreno Valley

School Year: 2021-2022 PRINT TRANSCRIPT

Grade	Enroll Period	Teacher	Location *	Enroll. Date	Enroll. Code	Leave Date	Leave Code
	2021 - 2022 Regular		SB - Moreno Valley			-	

Registration In Progress

School Year: 2020-2021 PRINT TRANSCRIPT

Grade *	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2020 - 2021 Regular	Joe Carranza	SB - Moreno Valley	07/01/2020	E1	-	

	Course Name	Start Date	End Date	Credits
A+	HS2055 INTEGRATED MATH 2A	07/29/2020	09/22/2020	5
A+	HS5013 PHYSICAL EDUCATION III	01/27/2021	02/23/2021	5
	HS1082 COMMON CORE ENGLISH 10B CP	07/01/2020	Current	
A-	HS3041 WORLD HISTORY B CP	07/01/2020	01/26/2021	3

Classes

Much like the [Guide's Work](#) tab, you can view the classes that are currently active, reserved, or completed on the student's record. To add unit grades, click on the class and submit your entry. All changes will be carried over to Guides.

History Version 1.0 SB - Moreno Valley Teachers Joe Carrar Search Stud

egrn, eixals - #311072032 Age 16 Grade 10th DOB 08/01/2004 Teacher Joe Carranza Track A Location SB - Moreno Valley

Grade *	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2020 - 2021 Regular	Joe Carranza	SB - Moreno Valley	07/01/2020	E1	-	

	Course Name	Start Date	End Date	Credits
A+	HS2055 INTEGRATED MATH 2A	07/29/2020	09/22/2020	5
A+	HS5013 PHYSICAL EDUCATION III	01/27/2021	02/23/2021	5
	HS1082 COMMON CORE ENGLISH 10B CP	07/01/2020	Current	
A-	HS3041 WORLD HISTORY B CP	07/01/2020	01/26/2021	3
A	HS80IL INDEPENDENT LIVING	07/01/2020	01/26/2021	5
A	HS2056 INTEGRATED MATH 2B	07/29/2020	11/17/2020	5
B+	HS2057 INTEGRATED MATH 3A	10/21/2020	03/23/2021	5
	HS2058 INTEGRATED MATH 3B		Reserved	
B	HS4017 EARTH SCIENCE B	01/27/2021	04/20/2021	5

You also have the ability to view closed course unit grades when clicking on a specific class.

History Version 1.0 SB - Moreno Valley Teachers Joe Carranza Search Student

egm, eixals - #311072032 Age 16 Grade 10th DOB 08/01/2004 Teacher Joe Carranza Track A Location SB - Moreno Valley

School Year: 2019-2020 PRINT TRANSCRIPT

Grade *	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2019 - 2020 Regular	Joe Carranza	SB - Moreno Valley	01/21/2020	E3	06/30/20	L03

Course Name	Start Date	End Date	Credits
HS9053 NEW STUDENT SEMINAR	01/21/2020	01/24/2020	2
HS1081 COMMON CORE ENGLISH 10A CP	01/21/2020	03/20/2020	5
HS3040 WORLD HISTORY A CP	01/27/2020	03/20/2020	5
HS80DE DRIVER EDUCATION	02/24/2020	04/17/2020	5
HS3041 WORLD HISTORY B CP	02/24/2020	06/30/2020	2
HS1085 COMMON CORE ENGLISH 11A CP	03/23/2020	06/30/2020	0

3-Dot Menu

History Version 1.0 SB - Moreno Valley Teachers Joe Carranza Search Student

egm, eixals - #311072032 Age 16 Grade 10th DOB 08/01/2004 Teacher Joe Carranza Track A Location SB - Moreno Valley

School Year: 2020-2021 PRINT TRANSCRIPT

Grade *	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2020 - 2021 Regular	Joe Carranza	SB - Moreno Valley	07/01/2020	E1	-	

Course Name	Start Date	End Date	Credits
HS2055 INTEGRATED MATH 2A	07/29/2020	09/22/2020	5
HS5013 PHYSICAL EDUCATION III	01/27/2021	02/23/2021	5
HS1082 COMMON CORE ENGLISH 10B CP	07/01/2020	Current	
HS3041 WORLD HISTORY B CP	07/01/2020	01/26/2021	3
HS80IL INDEPENDENT LIVING	07/01/2020	01/26/2021	5
HS2056 INTEGRATED MATH 2B	07/29/2020	11/17/2020	5
HS2057 INTEGRATED MATH 3A	10/21/2020	03/23/2021	5
HS2058 INTEGRATED MATH 3B		Reserved	

Hit the **leave** button to set a leave date and leave code for a student.

You may also **undo the leave** if the student is on the same school month/learning period that they left.

History Version 1.0 SB - Moreno Valley Teachers All Teachers Search Student

egm, eixals - #311072032 Age 16 Grade 10th DOB 08/01/2004 Teacher Joe Carranza Track A Location SB - Moreno Valley

Grade *	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2020 - 2021 Regular	Joe Carranza	SB - Moreno Valley	07/01/2020	E1	-	

Course Name	Start Date	End Date	Credits
HS2055 INTEGRATED MATH 2A	07/29/2020	09/22/2020	5
HS5013 PHYSICAL EDUCATION III	01/27/2021	02/23/2021	5
HS1082 COMMON CORE ENGLISH 10B CP	07/01/2020	05/04/2021	1
HS3041 WORLD HISTORY B CP	07/01/2020	01/26/2021	3
HS80IL INDEPENDENT LIVING	07/01/2020	01/26/2021	5
HS2056 INTEGRATED MATH 2B	07/29/2020	11/17/2020	5
HS2057 INTEGRATED MATH 3A	10/21/2020	03/23/2021	5
HS4017 EARTH SCIENCE B	01/27/2021	04/20/2021	5

Hit the **Transfer** icon in the event that they move to another school.

 You may only transfer students to schools within the same charter.

The Progress Report will be covered on a separate article. Stay tuned.

History - Audit Tools (Auditor Role ONLY)

Last Modified on 01/06/2022 3:09 pm PST

Auditing Tools for Student History

How to use the auditing tools on History from the Auditor's role.

Getting Started

Search for a student you wish to edit their enrollment information and go to **History**. Hit the 3-Dot menu to do the following actions.

The screenshot shows the 'History' page for student adli ahcli - #311149171. The page displays enrollment information for the 2021-2022 school year. The enrollment table has the following data:

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code	Credits
9th	2021 - 2022 Regular	Jorge Contreras	DU - Cudahy	08/09/2021	E3		(2)	
Course Name				Start Date	End Date	Credits		
HSED1002 ENGLISH 9 SEM B CP				Reserved				
HS7040 HEALTH A				Reserved				
HS5001 PHYSICAL EDUCATION I				10/21/2021	Current			
A	HSED1001 ENGLISH 9 SEM A CP			08/09/2021	12/15/2021		5	
B	HSED9024 Nutrition and Wellness CP			08/26/2021	11/17/2021		5	

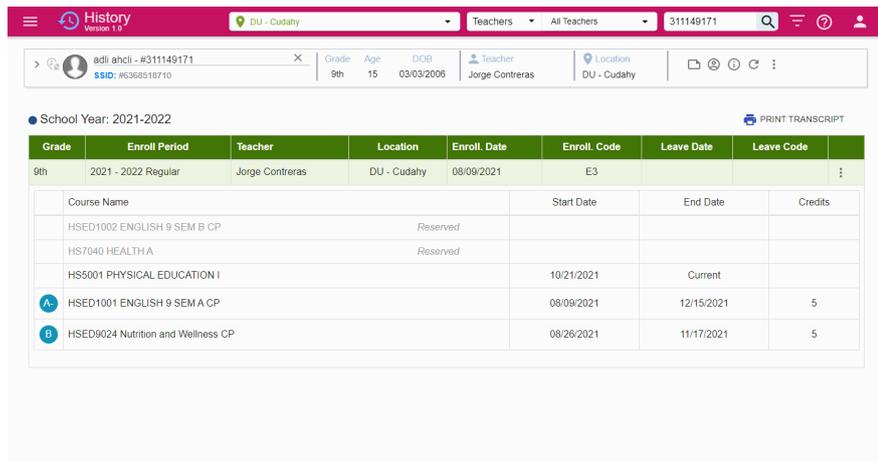
The close-up shows the 'Leave Code' column with the value '(3)'. A 3-dot menu is open, displaying the following options:

- Edit
- Leave
- Transfer
- Absence
- Forms
- Log
- Progress Report

Edit Enrolment/Leave dates and codes

Hit the  Edit icon to change the Enrollment Date and E-Code.

Your changes will immediately be recorded.



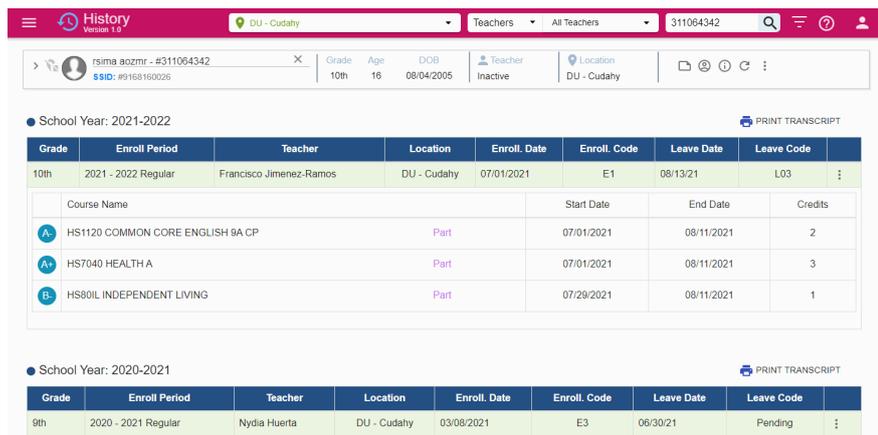
History Version 1.9 | DU - Cudahy | Teachers: All Teachers | 311149171

adli ahcli - #311149171 | Grade: 9th | Age: 15 | DOB: 03/03/2006 | Teacher: Jorge Contreras | Location: DU - Cudahy

School Year: 2021-2022

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
9th	2021 - 2022 Regular	Jorge Contreras	DU - Cudahy	08/09/2021	E3		
Course Name				Start Date	End Date	Credits	
HSED1002 ENGLISH 9 SEM B CP				Reserved			
HS7040 HEALTH A				Reserved			
HS5001 PHYSICAL EDUCATION I				10/21/2021	Current		
A	HSED1001 ENGLISH 9 SEM A CP			08/09/2021	12/15/2021		5
B	HSED9024 Nutrition and Wellness CP			08/26/2021	11/17/2021		5

You may also change the Leave date and L-code for an inactive student using the same icon.



History Version 1.9 | DU - Cudahy | Teachers: All Teachers | 311064342

rsima aozmr - #311064342 | Grade: 10th | Age: 16 | DOB: 08/04/2005 | Teacher: Inactive | Location: DU - Cudahy

School Year: 2021-2022

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2021 - 2022 Regular	Francisco Jimenez-Ramos	DU - Cudahy	07/01/2021	E1	08/13/21	L03
Course Name				Start Date	End Date	Credits	
A	HS1120 COMMON CORE ENGLISH 9A CP			07/01/2021	08/11/2021		2
A+	HS7040 HEALTH A			07/01/2021	08/11/2021		3
B	HS80IL INDEPENDENT LIVING			07/29/2021	08/11/2021		1

School Year: 2020-2021

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
9th	2020 - 2021 Regular	Nydia Huerta	DU - Cudahy	03/08/2021	E3	06/30/21	Pending

Log

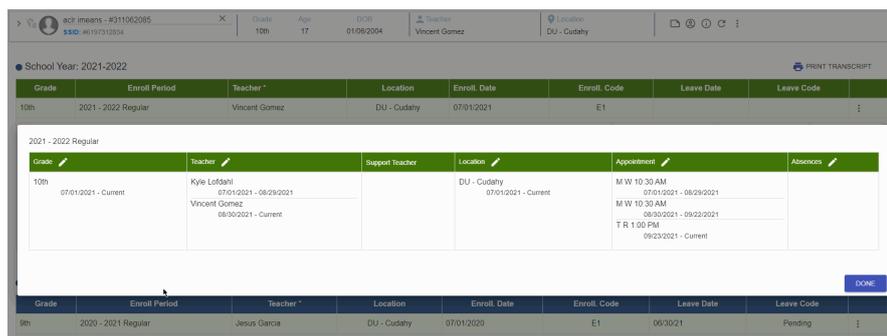
You can do the these following actions by hitting the  icon on the top of following field.

Grade Level edit

Select a grade level from the drop down menu and hit **Save** when ready.

You can also add a grade level change on a certain date by clicking on the

 ADD GRADE icon.



History Version 1.9 | DU - Cudahy | Teachers: All Teachers | 311062085

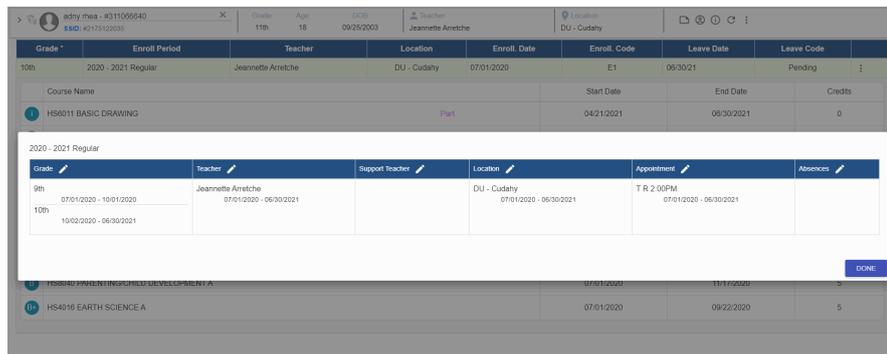
ach imers - #311062085 | Grade: 10th | Age: 17 | DOB: 01/09/2004 | Teacher: Vincent Gomez | Location: DU - Cudahy

School Year: 2021-2022

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2021 - 2022 Regular	Vincent Gomez	DU - Cudahy	07/01/2021	E1		
2021 - 2022 Regular							
Grade	Teacher	Support Teacher	Location	Appointment	Absences		
10th	Kyle Lopez 07/01/2021 - 08/29/2021 Vincent Gomez 08/30/2021 - Current		DU - Cudahy 07/01/2021 - Current	M W 10:30 AM 07/01/2021 - 08/29/2021 M W 10:30 AM 08/30/2021 - 09/22/2021 T R 1:00 PM 09/23/2021 - Current			
DONE							
Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
9th	2020 - 2021 Regular	Jesus Garcia	DU - Cudahy	07/01/2020	E1	06/30/21	Pending

Teacher of Record edit

Select a teacher's name from the beginning of the school year or by hitting the  ADD TEACHER icon.



Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code
10th	2020 - 2021 Regular	Jeanette Arêche	DU - Cudahy	07/01/2020	E1	06/30/21	Pending

Grade	Enroll Period	Teacher	Support Teacher	Location	Appointment	Absences
9th	07/01/2020 - 10/01/2020	Jeanette Arêche		DU - Cudahy	T R 2:00PM 07/01/2020 - 06/30/2021	
10th	10/02/2020 - 06/30/2021					

This is only available to **inactive students** and **previous enrollments**.

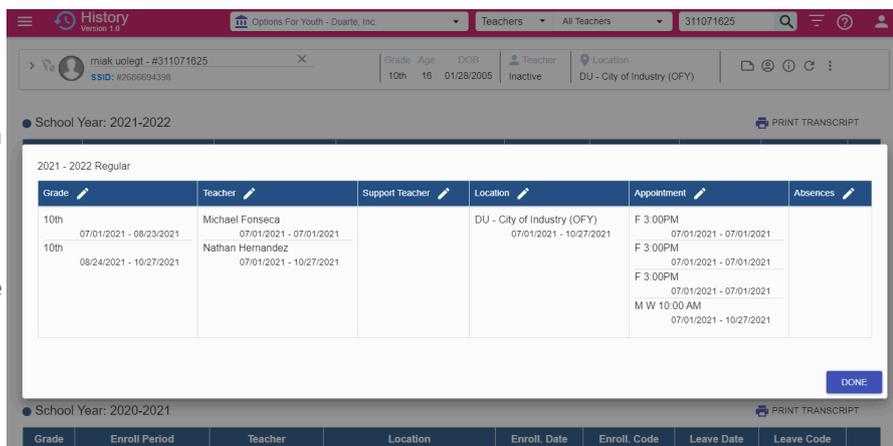


[Click here](#) to learn how to transfer active students to a new teacher.

Location edit

You can edit the school students from the drop down list from the beginning of their enrollment.

You can also enter a date the transfer took place using the  ADD LOCATION icon.



Grade	Enroll Period	Teacher	Support Teacher	Location	Appointment	Absences
10th	07/01/2021 - 08/23/2021	Michael Fonseca		DU - City of Industry (OFY)	F 3:00PM 07/01/2021 - 07/01/2021	
10th	08/24/2021 - 10/27/2021	Nathan Hernandez			F 3:00PM 07/01/2021 - 07/01/2021 F 3:00PM 07/01/2021 - 07/01/2021 M W 10:00 AM 07/01/2021 - 10/27/2021	

This is only available to **inactive students** and **previous enrollments**.



[Click here](#) to learn how to transfer active students to a new school. The ability to **Mass Transfer** is also available if you wish to transfer more than one at a time.

Appointment Edit

Enter the teacher and appointment time you wish to edit on an **inactive student's record**.

There is an option to add an add'l appointment time.



Click here to learn how to enter the teacher and appointment time you wish to edit on a inactive student's record.

Appointments View

Last Modified on 05/01/2020 1:34 pm PDT



Card and List view

Last Modified on 09/18/2020 12:43 pm PDT

Home - Card and List view

Discussing how to view student records on Home.

Display format: Student Card vs. Grid List

Depending on user preference, students can be displayed in a Grid listing or Card format by toggling the display format icon:



Displays Students in a Grid list view:

Appts. **Students**

Queue Active: 395 Inactive: 2055 External School Code SSID

	Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher	
<input type="checkbox"/>	acdlui ctoa	311044130	07/02/2003	17	10th	M W 2:00PM	2	2020 - 2021 Regular	E1	A	BP - Watts	Linda Vega	
<input type="checkbox"/>	acros acsiopl m	310976878	08/19/2003	17	10th	T R 2:00PM	0	2020 - 2021 Regular	E1	A	BP - Watts	Milana Bergara	
<input type="checkbox"/>	aegnl lroefs	300281753	11/09/2001	18	12th	T R 8:00AM	0	2020 - 2021 Regular	E1	A	BP - Watts	Susana Rivera	
<input type="checkbox"/>	aegnl varis	311071530	06/16/2002	18	12th	T R 10:00AM	0	2020 - 2021 Regular	E1	A	BP - Watts	Edward Du	
<input type="checkbox"/>	aejdrnlo moegz	300280770	12/22/2001	18	12th	T R 8:00 AM	0	2020 - 2021 Regular	E3	B	BP - Watts	Kelvin Jones	
<input type="checkbox"/>	aengl airs	311072809	01/12/2001	19	11th	M W 8:00AM	0	2020 - 2021 Regular	E1	A	BP - Watts	Ruben Martinez	
<input type="checkbox"/>	aerimc onred	311056187	07/19/2002	18	10th	M W 10:00AM	0	2020 - 2021 Regular	E1	A	BP - Watts	Brooke Bern (Rita Carrasco)	
<input type="checkbox"/>	ahcry aptmrcon	310975220	11/09/2004	15	10th	T R 10:00AM	1	2020 - 2021 Regular	E1	A	BP - Watts	Linda Vega	
<input type="checkbox"/>	ahily may	310958145	03/10/2004	16	9th	T R 4:00PM	6	2020 - 2021 Regular	E1	A	BP - Watts	Jessica Ashby	



Displays Students in Card views:

Appts. **Students**

Queue Active: 395 Inactive: 2055 External School Code SSID

Acdlui Ctoa
ID: #311044130
Active
BP - Watts
Linda Vega
07/02/2003

Acros Acsiopl M
ID: #310976878
Active
BP - Watts
Milana Bergara
08/19/2003

Aegnl Lroefs
ID: #300281753
Active
BP - Watts
Susana Rivera
11/09/2001

Aegnl Varis
ID: #311071530
Active
BP - Watts
Edward Du
06/16/2002

Aejdrnlo Moegz
ID: #300280770
Active
BP - Watts
Kelvin Jones
12/22/2001

Aengl Airs
ID: #311072809
Active
BP - Watts
Ruben Martinez
01/12/2001

Aerimc Onred
ID: #311056187
Active
BP - Watts
Brooke Bern
(Rita Carrasco)
07/19/2002

Ahcry Aptmrcon
ID: #310975220
Active
BP - Watts
Linda Vega
11/09/2004

Ahily May
ID: #310958145
Active
BP - Watts
Jessica Ashby
03/10/2004

Ahj Ndrkiescho
ID: #310961371
Active
BP - Watts
Sergio Barraza
11/12/2004

Card/Grid - Student Snapshot Information

Card View - Default

Aeidnl Eoismarc Nz
ID: #310956206
Active
BP - Watts
Isobel Yeung
10/04/2001

View recent enrollment information

Access Student Info.

Access Student/Parent/Guardian Contact Info.

View more Apps

If you wish to view more detailed personal information for a student, click on the Student Information icon from the front of the card. See more on Student Information [Article coming soon].

Card View - After selecting the Expand Icon



Aeidnl Eoismarc Nz
ID: #310956206
Active
BP - Watts
Ruben Martinez
10/04/2001

Age: 18 Grade: 11th MUnits: 3

Appt: T R 2:00PM Track: A

Enrollment Period: 2020 - 2021 Regular

Status: E1

LESS



Aeidnl Eoismarc Nz

ID: #310956206

Active

Denailsaoencmi Rz8A8C

56206rez@School.Org

Request Account Activation

7ED39325@FakeEmail.com

(122) 434-7654

[Set Temporary Password](#)

Parents/Guardians

Name: Mmia Srcineo

Relationship: Mother

No Email

(134) 425-7812



Back to Expanded view

Set student's password to "Password1" or issue a temp. one-time password

Edit Parent/Guardian Info.

Card View - After selecting the More Info icon



^ LESS

Grid View - Default

Queue Display As: First Name Active: 1 Inactive: 1 External School Code SSID

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
aeidni eoismarc nz	310956206	10/04/2001	18	11th	T R 2:00PM	3	2020 - 2021 Regular	E1	A	BP - Watts	Ruben Martinez
achneil icnngc	300257155	04/03/2001	19	9th	M W 1 PM (18-19)	0	2018-2019 Regular	L03	-	BP - Watts	Inactive

Grid View - Accessing Applications

External School Code SSID

Teacher	
Ruben Martinez	  

Grid View - Editing Parent/Guardian Contact

Appts. Students

Queue Display As: First Name Active: 1 Inactive: 0 External School Code SSID

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
aeidni eoismarc nz	310956206	10/04/2001	18	11th	T R 2:00PM	3	2020 - 2021 Regular	E1	A	BP - Watts	Ruben Martinez

There are no more results



Home - Mass Action

Last Modified on 09/21/2020 1:38 pm PDT

Home - Mass Action

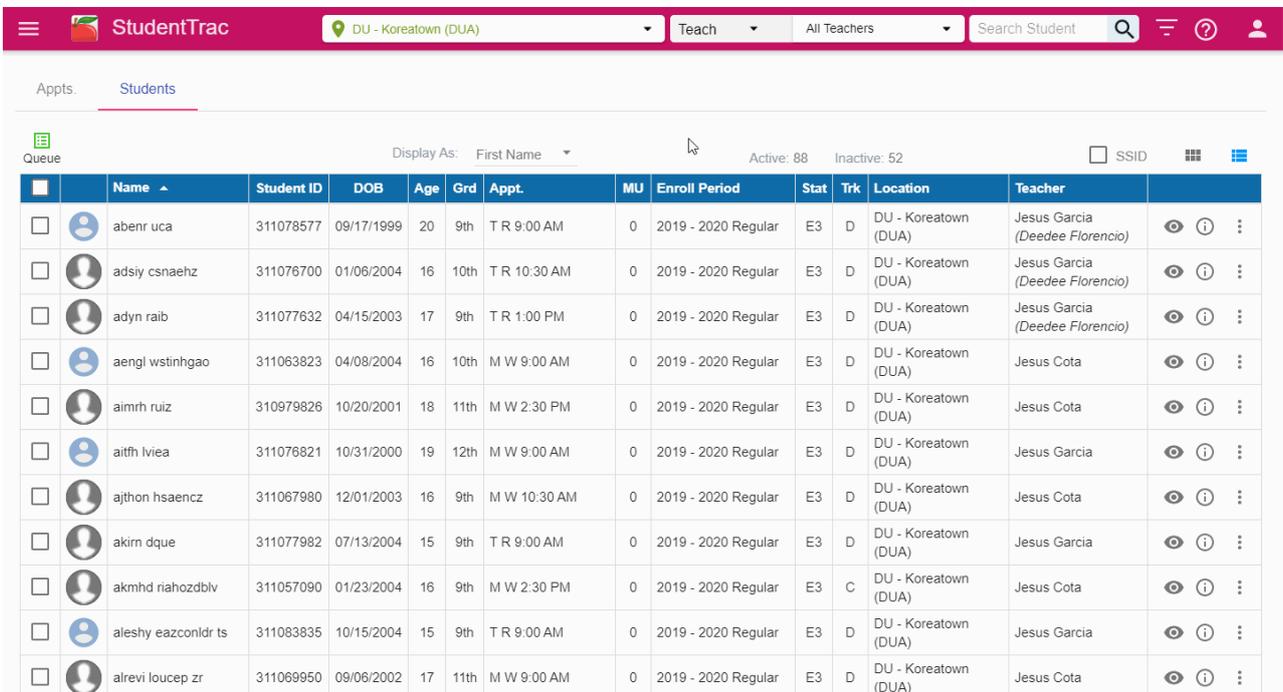
How to mass transfer students from the Home page.

Mass Transfer Through Home

Alternatively, you could do the same action on the [Home](#) page of StudentTrac. Ensure that you have the School level selected on Client setting.



Then repeat the same steps you made on the [Registration app's Mass Transfer](#) article to transfer students. The **Transfer** icon  will populate directly above the row of students records.



Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
abentr uca	311078577	09/17/1999	20	9th	T R 9:00 AM	0	2019 - 2020 Regular	E3	D	DU - Koreatown (DUA)	Jesus Garcia (Deedee Florencio)
adsiy csnaehz	311076700	01/06/2004	16	10th	T R 10:30 AM	0	2019 - 2020 Regular	E3	D	DU - Koreatown (DUA)	Jesus Garcia (Deedee Florencio)
adyn raib	311077632	04/15/2003	17	9th	T R 1:00 PM	0	2019 - 2020 Regular	E3	D	DU - Koreatown (DUA)	Jesus Garcia (Deedee Florencio)
aengl wstinghao	311063823	04/08/2004	16	10th	M W 9:00 AM	0	2019 - 2020 Regular	E3	D	DU - Koreatown (DUA)	Jesus Cota
aimrh ruiz	310979826	10/20/2001	18	11th	M W 2:30 PM	0	2019 - 2020 Regular	E3	D	DU - Koreatown (DUA)	Jesus Cota
aitfh lviea	311076821	10/31/2000	19	12th	M W 9:00 AM	0	2019 - 2020 Regular	E3	D	DU - Koreatown (DUA)	Jesus Garcia
ajthon hsaencz	311067980	12/01/2003	16	9th	M W 10:30 AM	0	2019 - 2020 Regular	E3	D	DU - Koreatown (DUA)	Jesus Cota
akirn dque	311077982	07/13/2004	15	9th	T R 9:00 AM	0	2019 - 2020 Regular	E3	D	DU - Koreatown (DUA)	Jesus Garcia
akmhd riahozdblv	311057090	01/23/2004	16	9th	M W 2:30 PM	0	2019 - 2020 Regular	E3	C	DU - Koreatown (DUA)	Jesus Cota
aleshy eazconldr ts	311083835	10/15/2004	15	9th	T R 9:00 AM	0	2019 - 2020 Regular	E3	D	DU - Koreatown (DUA)	Jesus Garcia
alrevi loucep zr	311069950	09/06/2002	17	11th	M W 9:00 AM	0	2019 - 2020 Regular	E3	D	DU - Koreatown (DUA)	Jesus Cota

Top Navigation

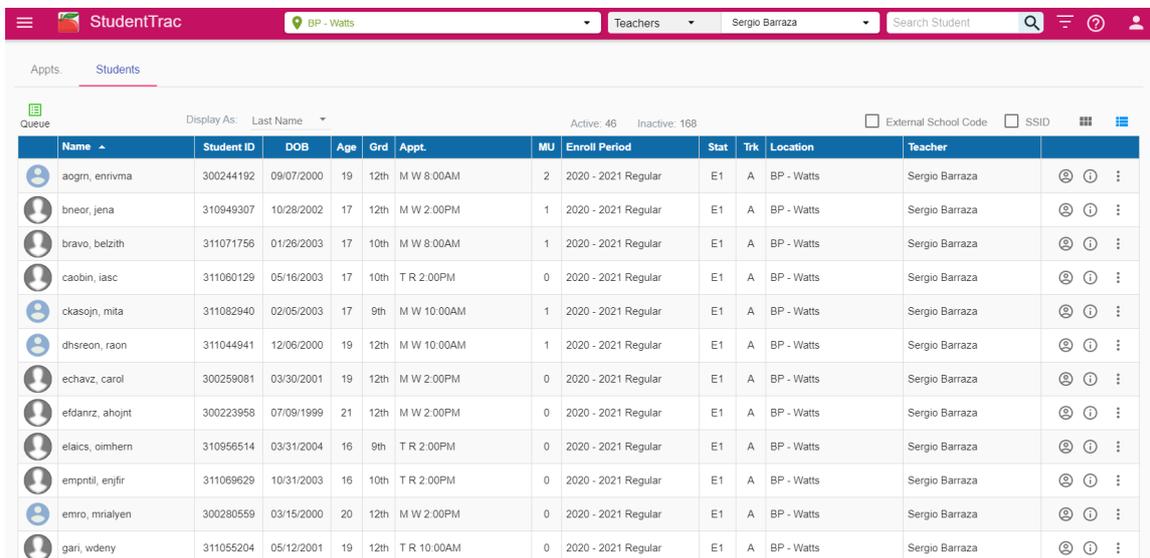
Last Modified on 12/22/2021 10:46 am PST

Home - Top Navigation

How to navigate through the Home page.

Getting started

You will be directed into the **Home** page when you sign into your StudentTrac account. This is an area to view student lists based on your account's default settings or by the search criteria set in the Student Search Bar.



The screenshot shows the StudentTrac interface. At the top, there is a navigation bar with the StudentTrac logo, a location dropdown set to 'BP - Watts', a 'Teachers' dropdown set to 'Sergio Barraza', and a search bar. Below the navigation bar, there are tabs for 'Apts.' and 'Students'. The 'Students' tab is active, showing a table of student records. The table has columns for Name, Student ID, DOB, Age, Grd, Appt., MU, Enroll Period, Stat, Trk, Location, and Teacher. The table contains 15 rows of student data.

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
aognr, enrivma	300244192	09/07/2000	19	12th	M W 8.00AM	2	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
bneor, jena	310949307	10/28/2002	17	12th	M W 2.00PM	1	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
bravo, belzith	311071756	01/26/2003	17	10th	M W 8.00AM	1	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
caobin, iasc	311060129	05/16/2003	17	10th	T R 2.00PM	0	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
ckasojn, mita	311082940	02/05/2003	17	9th	M W 10.00AM	1	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
dhsreon, raon	311044941	12/06/2000	19	12th	M W 10.00AM	1	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
echavz, carol	300259081	03/30/2001	19	12th	M W 2.00PM	0	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
efdariz, ahoint	300223958	07/09/1999	21	12th	M W 2.00PM	0	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
elaics, oimhern	310956514	03/31/2004	16	9th	T R 2.00PM	0	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
empntil, enjfr	311069629	10/31/2003	16	10th	T R 2.00PM	0	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
emro, mrialyen	300280559	03/15/2000	20	12th	M W 2.00PM	0	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
gari, wdeny	311055204	05/12/2001	19	12th	T R 10.00AM	0	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza

Student Search

Use the **Student Search Bar** to locate a specific student or a custom list of students.

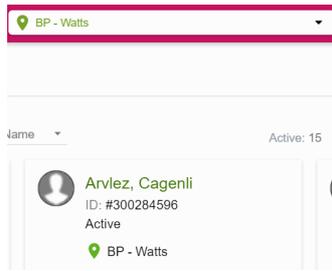


The Search bar can be shown/hidden using the Looking Glass (magnifying) icon on the StudentTrac title heading bar.

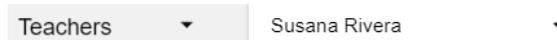
Step 1: Select Client / Center Name



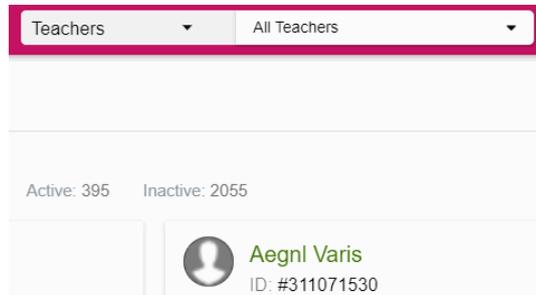
To begin your search, select the Student's client/center from the drop down menu. (Depending on your role/permissions, you may only have access to one client/center.)



Step 2: Select Teacher / Group / Class Name



Select the lead teacher that the student is assigned to. For users with Teacher credentials, the system will automatically launch to your student roster.

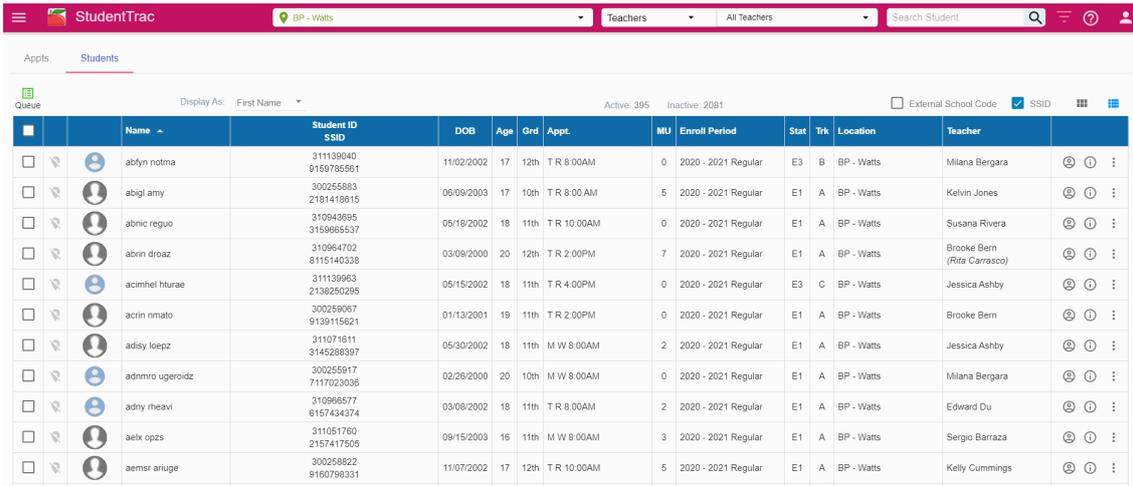


Student Search Filter

Age From yrs To yrs		Enrollment Period All Periods	
Grade <input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> 1st <input checked="" type="checkbox"/> 2nd <input checked="" type="checkbox"/> 3rd <input checked="" type="checkbox"/> 4th <input checked="" type="checkbox"/> 5th <input checked="" type="checkbox"/> 6th <input checked="" type="checkbox"/> 7th <input checked="" type="checkbox"/> 8th <input checked="" type="checkbox"/> 9th <input checked="" type="checkbox"/> 10th <input checked="" type="checkbox"/> 11th <input checked="" type="checkbox"/> 12th <input checked="" type="checkbox"/> College			
Status <input type="checkbox"/> Active <input checked="" type="checkbox"/> Inactive	Location <input checked="" type="checkbox"/> Primary <input checked="" type="checkbox"/> Annex	Term <input checked="" type="checkbox"/> Short Term <input checked="" type="checkbox"/> Year Round	Teacher Association <input checked="" type="checkbox"/> Primary Students <input checked="" type="checkbox"/> Classroom Students
Premise <input checked="" type="checkbox"/> On <input checked="" type="checkbox"/> Off <input checked="" type="checkbox"/> No Key	Instructional Type <input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Onsite <input checked="" type="checkbox"/> Weekend <input checked="" type="checkbox"/> Night <input checked="" type="checkbox"/> Virtual <input checked="" type="checkbox"/> Weekday		
<input type="button" value="CLEAR ALL"/> <input type="button" value="SELECT ALL"/>		<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>	

The **Student Search Filter** will allow you to filter student information on the Home page based on their age, grade level, enrollment periods, etc. This will also provide an easy way of viewing inactive students that exists in the system.

Click on the Student Search Filter icon  to view the filtering options.



Name	Student ID / SSID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
abfyn notma	311139040 9159785561	11/02/2002	17	12th	T R 8:00AM	0	2020 - 2021 Regular	E3	B	BP - Watts	Milana Bergara
abigl amy	300255883 2181418615	06/09/2003	17	10th	T R 8:00 AM	5	2020 - 2021 Regular	E1	A	BP - Watts	Kelvin Jones
abnic reguo	310943695 3159665537	05/18/2002	18	11th	T R 10:00AM	0	2020 - 2021 Regular	E1	A	BP - Watts	Susana Rivera
abrin droaz	310964702 8115140338	03/09/2000	20	12th	T R 2:00PM	7	2020 - 2021 Regular	E1	A	BP - Watts	Brooke Bern (Rita Carrasco)
acimhel hturac	311139963 2138250295	05/15/2002	18	11th	T R 4:00PM	0	2020 - 2021 Regular	E3	C	BP - Watts	Jessica Ashby
acrin nmato	300259067 9139115621	01/13/2001	19	11th	T R 2:00PM	0	2020 - 2021 Regular	E1	A	BP - Watts	Brooke Bern
adisy loepz	311071611 3145288397	05/30/2002	18	11th	M W 8:00AM	2	2020 - 2021 Regular	E1	A	BP - Watts	Jessica Ashby
adimro ugeroiz	300255917 7117023036	02/29/2000	20	10th	M W 8:00AM	0	2020 - 2021 Regular	E1	A	BP - Watts	Milana Bergara
adny rheavi	310966577 6157434374	03/08/2002	18	11th	T R 8:00AM	2	2020 - 2021 Regular	E1	A	BP - Watts	Edward Du
aek opzs	311051760 2157417505	09/15/2003	16	11th	M W 8:00AM	3	2020 - 2021 Regular	E1	A	BP - Watts	Sergio Barraza
aemsr ariuge	300258822 9160798331	11/07/2002	17	12th	T R 10:00AM	5	2020 - 2021 Regular	E1	A	BP - Watts	Kelly Cummings

Student Roster & details

The roster of active students will show up by default upon logging in. You could see student names, their ID's, grade levels, birth dates, **monthly units earned**, their **premise activity**, and much more information from here.

There are also the abilities to view filtered information such as student state IDs and changing the sort order from Last Name, First Name to First/Last. The option to **mass transfer** students is also available and is covered in a separate article.



Name	Student ID / SSID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
abfyn notma	311139040 9159785561	11/02/2002	17	12th	T R 8:00AM	0	2020 - 2021 Regular	E3	B	BP - Watts	Milana Bergara
abigl amy	300255883 2181418615	06/09/2003	17	10th	T R 8:00 AM	5	2020 - 2021 Regular	E1	A	BP - Watts	Kelvin Jones
abnic reguo	310943695 3159665537	05/18/2002	18	11th	T R 10:00AM	0	2020 - 2021 Regular	E1	A	BP - Watts	Susana Rivera
abrin droaz	310964702 8115140338	03/09/2000	20	12th	T R 2:00PM	7	2020 - 2021 Regular	E1	A	BP - Watts	Brooke Bern (Rita Carrasco)
acimhel hturac	311139963 2138250295	05/15/2002	18	11th	T R 4:00PM	0	2020 - 2021 Regular	E3	C	BP - Watts	Jessica Ashby



Newly hired teachers will not have an active roster of students. Please **create appointment times** and **enroll** or **transfer** students into each time slot they correspond to in order to see them.

Android Mobile App Installation

Last Modified on 03/03/2023 3:50 pm PST

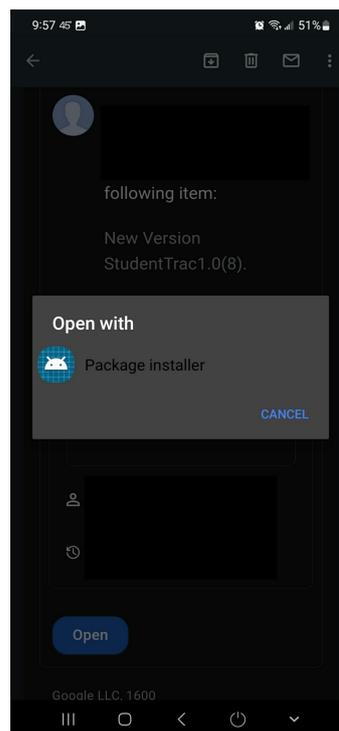
CLOSED PILOT

Mobile App Installation for Android

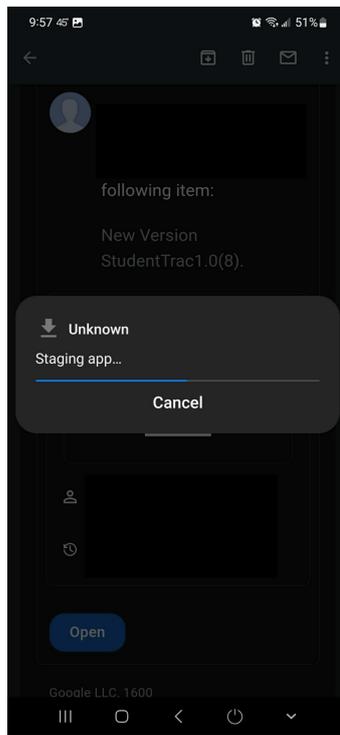
How to install StudentTrac mobile app on an Android device

Installing StudentTrac mobile app on an Android device

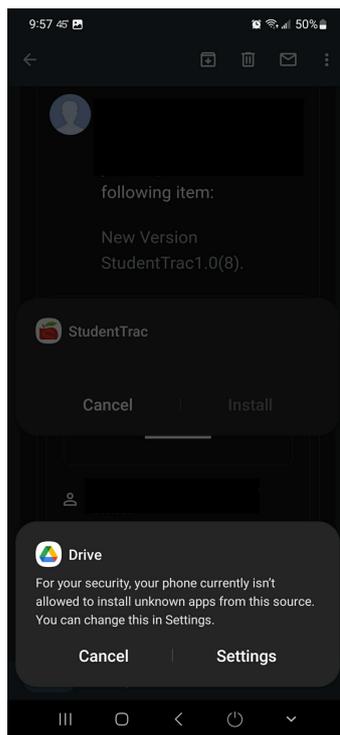
1. Once you receive the Google Drive link by email for the StudentTrac mobile app, click on the link to download and start the install process
2. Then select Package Installer



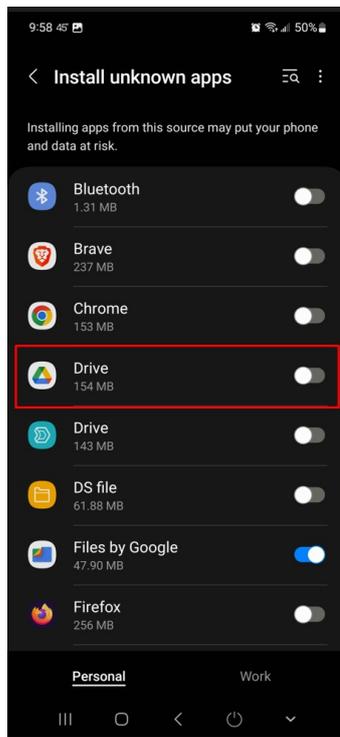
3. You will see the image briefly as the install is prepped



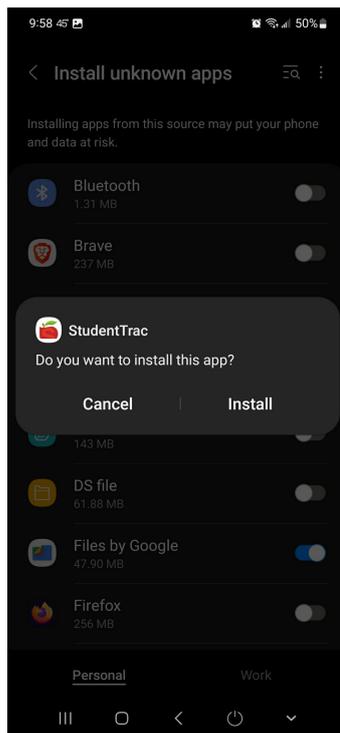
4. Click on Settings to allow the installation of unknown app through Drive, File Manager or the application where you are getting the source install file



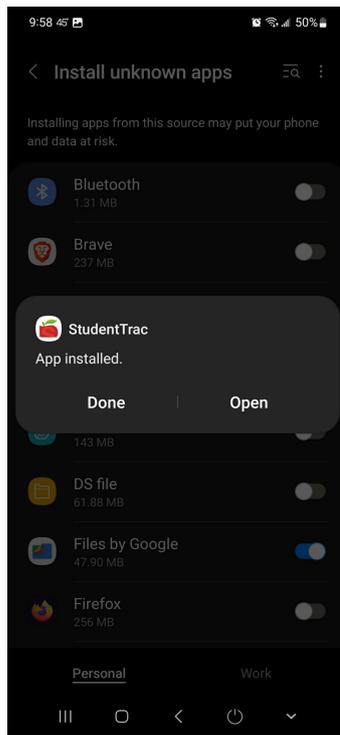
5. Select Drive, File Manager or the application where you are getting the source install file to allow the installation. In the example below, Drive will be selected.



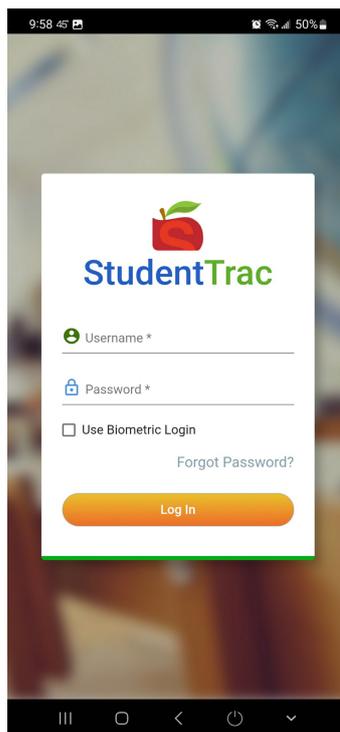
6. Next, select Install



7. StudentTrac mobile app is now installed. Select Open to initiate the app.



8. Once the app has opened, you can then enter your StudentTrac username and password



Mobile App - pilot feedback

Last Modified on 06/27/2023 4:31 pm PDT

Mobile App - Pilot Feedback

Pilot comments, questions and answers

Feedback: comments, questions and answers

1. Most of what I see in the app looks great! I have made some notes on some hiccups I'm seeing. One thing I wanted to try was completing a Course Contract, but my test student doesn't have a CC to verify. Would you be able to add a class to that profile? My student profile is XXXXX XXXXX.
 - Added HSES186CR ALGEBRA 1 SEM B which needs to be opened and Course Contract filled out.
 - This worked.
2. The Title I Compact is already marked completed in the Registration portion of the app. Since it doesn't have the asterisks showing it's required, a student could think they're done with registration when they actually aren't done. There is a notification afterward that they aren't done if it's not signed, but it would be better if it was a requirement within the Registration portion of the app to begin with. I'm not sure if this is just with the app or with all Registration, but it's worth a look.
 - This is not mobile app related. The Title 1 form was designed to have no required signatures. Without anything being required on the form, the form will always look completed. There is an upcoming change to that form that could address this that we are working with propel on. The change will require the student to check a box on that form to acknowledge something, so that will make the form uncompleted until a checkbox set. This change is planned to roll out by July 1.
3. If a test is assigned to a student, could a student test on the app? The hope is no, but my crew was just wondering.
 - Yes, they can test on the app as long as you give them the proctor code. Originally it was requested the students not be allowed to test on the app. But as long as you don't give them the proctor code, they won't be able to. We can leave this up to the teacher to restrict or allow.
4. Generally the app was slow between screens. That could be because of our wifi, because ST is slow between screens, because it's an app or any number of these things combined.
 - We can look into this more to make sure it isn't something else. Since the data is still being pulled over internet, the app is still at the mercy of the quality of LTE or WIFI services the phone is using.
5. On the Communication Center portion of the app, will students be able to communicate directly with their IS teacher?
 - The Communication Center (CC) is available on both the app and from the Chrome browser for the student. When they compose a message, the selection of staff members they can email from the CC is limited to the IS (lead teacher), support teacher (if any), and anyone with the Principal role at the school (includes any AP or other staff user that has Principal privileges). We might need to clean this list up if there are more people on this list than necessary.
6. Will the IS teacher be able to send them messages here?
 - Yes, but the IS teacher must use the Chrome desktop version to access the CC. From there they can message a student using the Compose feature. The messages are saved only within the StudentTrac system and NOT to the teacher's Gmail inbox when composed in ST. The student will receive these messages in 3 ways: 1. on their mobile app (with app notification), 2. in the student portal when they

logged in from a Chrome Browser AND 3. in the student's personal email inbox associated with the primary email address on file in ST. IMPORTANT: This primary email address is likely NOT the student's @ofyschools email; instead it would be the student's personal email (or in some cases, whatever a parent listed as the student's email during registration -- right or wrong).

7. Will be routed to their Gmail or will there be a spot in ST where the teacher can send and receive messages?
 - The IS teacher will receive the message in both the StudentTrac CC & IS teacher's school email google inbox! However, the IS teacher can reply only from the ST Comm center. The copy of the message received in their school Gmail inbox will show a no-reply recipient and if they do reply there, it will go nowhere or bounce back with an error. We are planning an enhancement to this external email template so that the recipient will be able to click something in the email which will take them to ST to read it and reply.
 8. When I click the eye icon on a completed test, it takes me to the report for printing the Online Assessment Score Report, but I don't see where I can back up to get out of that screen without closing the app completely. The back button native to my phone minimizes the app completely instead of going backward in the app to the previous screen.
 - Ah, we see there is a slight experience problem here and we'll get this sorted out soon.
 9. Not sure if this feedback is too late, but I thought the app was great and didn't notice any glitches or challenges. I appreciate that the app has notifications as they will definitely come in handy to alert students. Excited for you guys to officially release it!
 - Shared comment with team
 10. I liked the app from what I saw. It was easy to use and I think it will be a lot easier for students to keep track of their graduation requirements and monthly units.
 - Shared comment with team
 11. Overall, we love it!
 - Shared comment with team
 12. Progress Report - make it easier to see which units are from that month
 - Shared comment with team
 13. Signature saves timed out > School compact & 23/24 reg
 - Shared comment with team
 14. Calendar > Isn't letting me click attend days (says "no work performed today") & Not clear how to click days
 - Shared comment with team
 15. Student Forms > It would help if you could just click on the class when you see the yellow flag, instead of scrolling to the right to get the pencil. This feels more websiteish, not appish. & The bell works great for this, much cleaner
 - Shared comment with team
-

Apple Mobile App Installation

Last Modified on 03/03/2023 3:49 pm PST

CLOSED PILOT

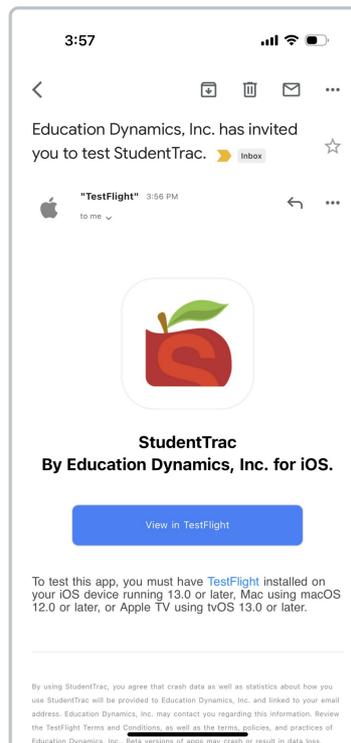
Mobile App Installation for Apple

How to install StudentTrac mobile app on an Apple device

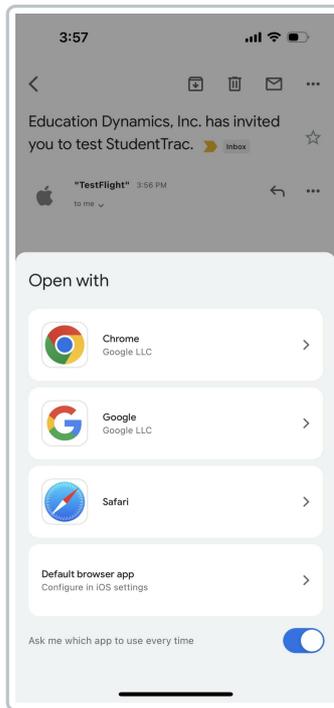
Installing StudentTrac mobile app on an Apple phone

1. You will receive an email from us to first download 'TestFlight' Click 'View in TestFlight'

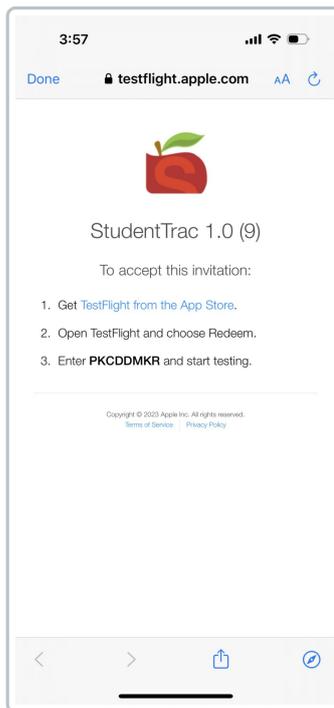
NOTE: StudentTrac is housed and installed in an app called TestFlight



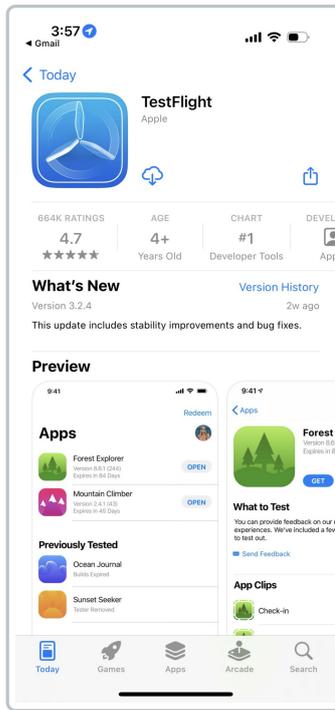
1. Select which browser you will use



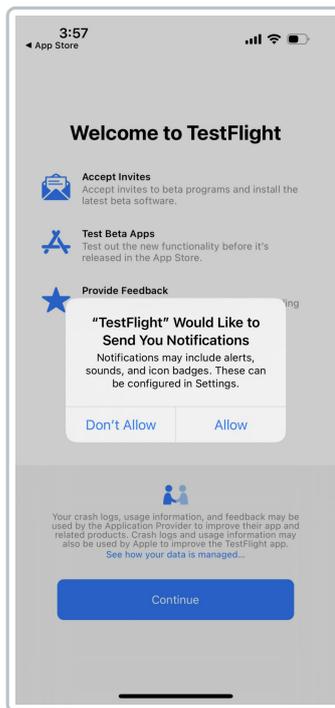
2. Click on 'TestFlight from the App Store'



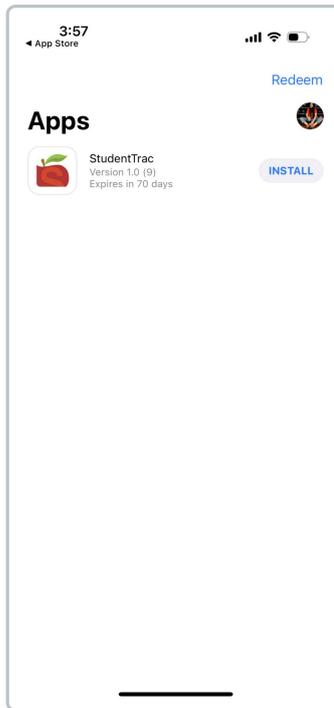
3. Download TestFlight



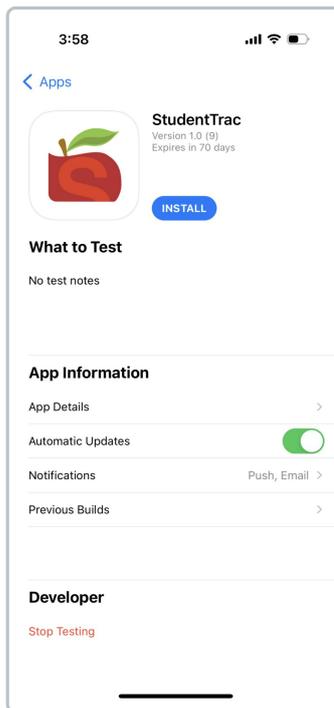
4. Select continue



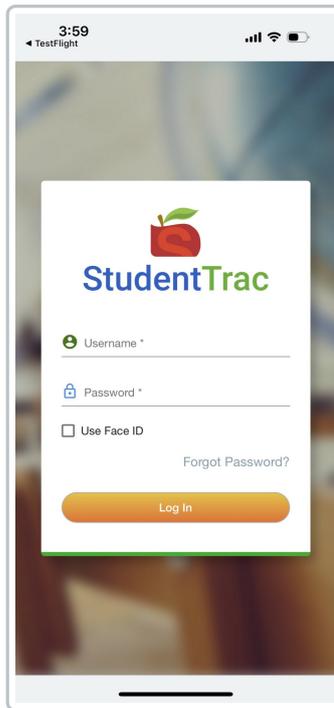
5. The StudentTrac App will then appear in the TestFlight app



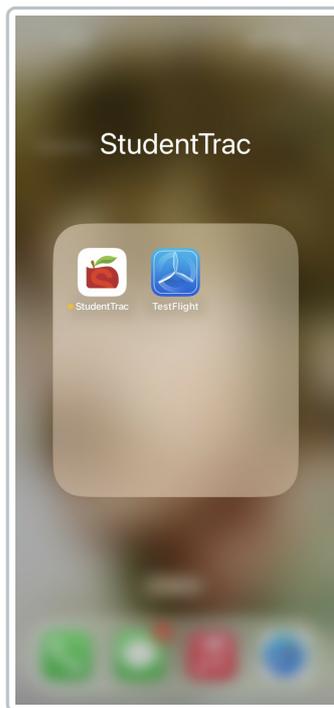
6. Install StudentTrac app from the TestFlight app



7. You will now have the StudentTrac app that will direct you to the login page



8. You will have two separate apps, both apps will be needed for updates.



Premise Activity

Last Modified on 04/30/2021 12:00 pm PDT

Premise Activity

How to use/see various uses of Premise Activity across StudentTrac.

Getting Started

The **Premise Activity** app is a feature that helps track the physical attendance of a student in real time by using a school assigned key fob.

To view currently present students members at your school, make sure you are at the exact school you want to view activity for. Setting the location to the Charter or Company (i.e. OFL or Baldwin Park) levels will not allow you to view the information since students will not be enrolled at those levels.

External School Code SSID  

Teacher	
Patonna Davis	  
Kenneth Bennett	  
Zoe Prevatt	  
Nicholas Miller	  
Megan Dougherty	  
Megan Dougherty	  
Megan Dougherty	  
Patonna Davis	  
Zoe Prevatt	  

You could also look at a specific student's Activity app by accessing the **Three-Dot menu** . [Click here to learn more.](#)

You may also filter students you wish to see on Home page that are currently present in the your school.

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
abnel nepa	310970205	01/24/2001	19	12th	M T W R F 7:30 AM	5	2020-2021	E2	A	Ashburn	Patonna Davis
admon locins	311058090	12/28/2002	17	9th	M T W R F 12:00 PM	0	2020-2021	E2	A	Ashburn	Kenneth Bennett
adrienes nigj	310961966	03/01/2001	19	12th	M T W R F 12:00 PM	0	2020-2021	E2	A	Ashburn	Zoe Prevatt
advi asniho	311060580	04/21/2001	19	12th	M T W R F 7:30 AM	0	2020-2021	E2	A	Ashburn	Nicholas Miller
aejlucqn meogz	311068624	11/18/2002	17	11th	M T W R F 7:30 AM	0	2020-2021	E2	A	Ashburn	Megan Dougherty
aejnt cotres	311071946	03/19/2001	19	11th	M T W R F 12:00 PM	1	2020-2021	E2	A	Ashburn	Megan Dougherty
aerdn ulkis	310434165	07/22/2003	17	10th	M T W R F 12:00 PM	0	2020-2021	E2	A	Ashburn	Megan Dougherty
afelr apscdm	311136712	02/01/2001	19	12th	M T W R F 7:30 AM	0	2020-2021	E2	A	Ashburn	Patonna Davis
ahimr oephtr	310063987	09/06/2002	18	11th	M T W R F 12:00 PM	5	2020-2021	E2	A	Ashburn	Zoe Prevatt
ahjtno epzr	310431338	09/22/1999	20	10th	M T W R F 7:30 AM	0	2020-2021	E2	A	Ashburn	Kenneth Bennett
ahten tlirue	311066414	12/30/2002	17	10th	M T W R F 7:30 AM	0	2020-2021	E2	A	Ashburn	Kenneth Bennett
aikh omrntgey	310899364	12/28/2001	18	12th	M T W R F 7:30 AM	0	2020-2021	E2	A	Ashburn	Patonna Davis
aisc rigac	311066516	06/14/2003	17	9th	M T W R F 12:00 PM	3	2020-2021	E2	A	Ashburn	Zoe Prevatt
ajdom obsan	311075965	02/07/2003	17	11th	M T W R F 7:30 AM	6	2020-2021	E2	A	Ashburn	Kenneth Bennett

Student Card

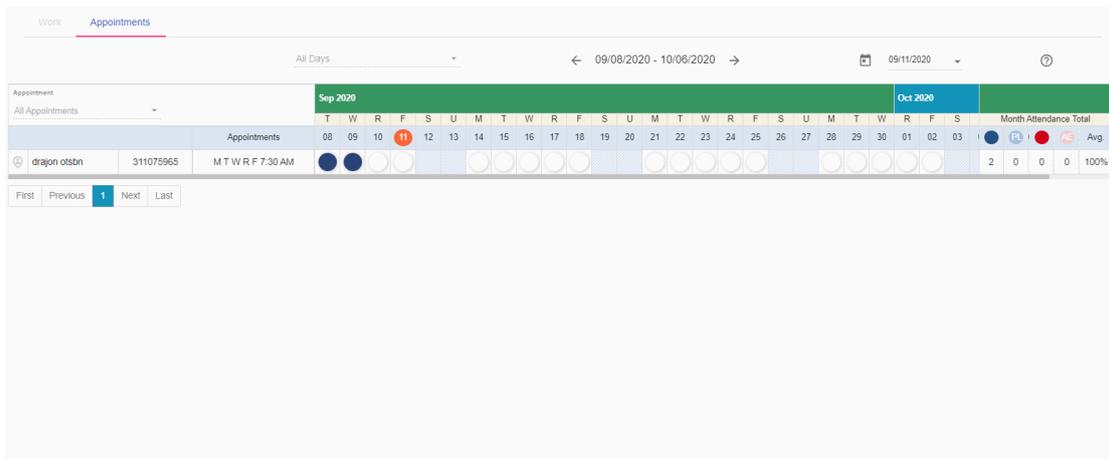
The student's physical presence at the school will be displayed using **On/Off Site** icons within their student card.

- Students who are currently in school will be listed as **On Site**.
- Those who are not present or have stepped out of school will be flagged as **Off Site**.

The screenshot shows two student cards side-by-side. The left card is for Admon Locins (ID: #311058090), who is 'Active' and 'On Site'. The right card is for Drek Airvs (ID: #310969416), who is also 'Active' but 'Off Site'. Red boxes highlight the 'On Site' and 'Off Site' status icons. Red arrows point from the text 'In school' to the 'On Site' icon and 'Out of school' to the 'Off Site' icon. Both cards show the student's name, ID, age, grade, appointment time, track, enrollment period, and status.

Premise Activity - Appointment logging

The premise activity tracker automatically logs attendance for students with active key fobs. This means that the system will flag whether or not they were absent, late, or present as soon as they walk into the school.



Premise Daily Log

drajon otsbn - #311075965

PE 09/08/2020

Off Site

➔ Entered	➔ Exited	Duration (hr:min)
07:30 am	13:30 pm	06:00

The key fob will automatically register the date and time the student and mark the student's attendance according to the legend (see below).

The system will also reflect the student's premise status (**On / Off**) as well the duration of time they stood in school.



The system can be programmed to require students be in school for a set time period in order to count as a full day of attendance. StudentTrac has the current hour requirements set to...*

- **Appointments** defaulted to 4 hours
- **Classrooms** defaulted to 1 hour

The system also monitors whether a student arrives to class late or leaves earlier and marks the attendance accordingly.

** Subject to change upon client's request*

This functionality acts in a similar fashion as the [Appointment logging feature within Calendar](#). You may edit the student's attendance record whenever you please. Simply hit the bubble icon next to the desired date

09/11/2020 and hit **DONE** when finished entering.

Work **Appointments**

All Days ← 09/08/2020 - 10/06/2020 → 09/11/2020

Appointment		Sep 2020												Month Attendance Total						
All Appointments		T	W	R	F	S	U	M	T	W	R	F	S	U	M	PL	A	AE	Avg.	
drajon otsbn	311075965	M T W R F 7:30 AM	●	●	○	○	○	○	○	○	○	○	○	○	○	2	0	0	0	100%

First Previous **1** Next Last

09/10/2020

Icon Legend

● Present	● Absent
● PL Present -Late	● AE Absent - Excused
● PE Present - Left Early	● Rescheduled

Legend

Hover over the Legend icon  to get the definition of what each attendance status have been entered into each student record.

Student Registration

Last Modified on 09/21/2020 1:43 pm PDT

Student Registration

The following steps will be shown from a student that has already completed the steps found in the [Student Login](#) article.

There will be prompts showing a returning student's point of view as a side note.

Parent/Guardian Creation Menu

New and Returning Students will land on the registration page upon logging into StudentTrac.

The student's location will default to the selected school they chose to attend. Returning students will default to the last known school of enrollment. Both cases will allow students to change the center they wish to enroll in this stage. Select the enrollment period they wish to enroll under and hit **Register** when they are ready to begin the registration process.

Mace Windu - #311076917

Available Enrollments

BP - North Long Beach Select enrollment period 2019 - 2020 Regular **Register** — Select "Register" to proceed

Current Enrollments

There are no current enrollments.

Programs/Groups

Register for Programs or Groups **View**

Current Programs

Program Name	Session Name	Date	Status	Forms
You currently have not joined any Programs. Click "View" to see available Programs you can Apply to.				

The user will be launched on the **Parent/Guardian Creator Tool** before beginning the registration process. Please enter the primary parent/guardian in order to proceed onto the next phase. If the student is new, they will be required to submit their primary contact's name, relationship, phone number and a physical address of their choosing. An e-mail address will only be required if the parent/guardian want access to the Parent Portal.

Mace Windu - #311076917

Create Contact

Please list all persons requiring access to the student or the student's records. The school requires any Parent/Guardian and adult caregivers (18 years of age or older) who are legally authorized to sign the school's enrollment forms to be listed.

Primary

Prefix

First Name *

George

Middle Name

Last Name *

Lucas

Suffix

Relationship *

Educational Rights Holder

Date of Birth

6/13/1989

Allow Release? Yes No

Emergency Contact? Yes No

<input checked="" type="radio"/>	Label	Phone			
<input type="radio"/>	Home	(212) 555-6562	Extension		

+ Add Phone

<input checked="" type="radio"/>	Label	Email			
<input type="radio"/>	Work	Lucas@Disney.com			

+ Add Email

<input checked="" type="radio"/>	Label *	Address 1 *	Address 2	City *	
<input type="radio"/>	Home	3800 LUCAS VALLEY RD		NICASIO	

State *	Zip *				
California	94946	Validated			

+ Add Address

Cancel
Save

Hit **Save** to be launched to the Parent/Guardian Creation menu.

Another person can be added as an emergency contact as needed by hitting the **Add Contact** icon. If this is not required, then move onto the registration process by hitting the **Next** icon.

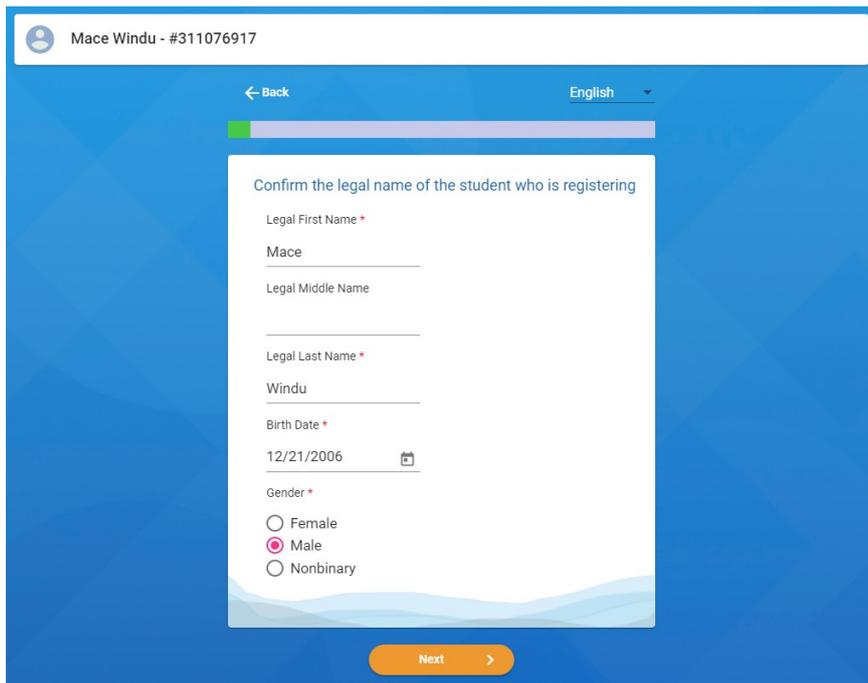
If this is a returning student, they may select their previous parent/guardian as the primary, make changes to their contact information or delete that entry by using the **Pencil** icon, or add contact.

Students who are 18 years or younger will have to select the individual they wish to have sign their forms, students that are 18+ do not require a guardians signature to register.

Pre-Registration

This phase will ask the student a series of questions to help fill in the Registration Form. If the student is returning, some of these questions will be pre-filled with existing answers.

Answer each prompt and make edits as needed. There is a progress bar directly above each prompt to display the status of completion.



The screenshot shows a registration form for a student named Mace Windu. The form is titled "Confirm the legal name of the student who is registering". It includes fields for "Legal First Name" (Mace), "Legal Middle Name", "Legal Last Name" (Windu), "Birth Date" (12/21/2006), and "Gender" (Male). A progress bar is visible at the top of the form, and a "Next" button is at the bottom.

Registration Forms

Upon completing Pre-Registration, you will be launched into the Registration Forms. The system will offer you two options to being registering the registration forms.

- **Guided Experience** - The forms will populate the answers you provided on the **Pre-Registration** section and will reduce the amount of information to be entered.
- **Manual Entry** - Selecting this option will require the student and parent/guardian to fill out the form manually.

The Manual Entry mode is recommended for new students and their parents. This method allows them to carefully review each page and understand the rules and conditions of the program.

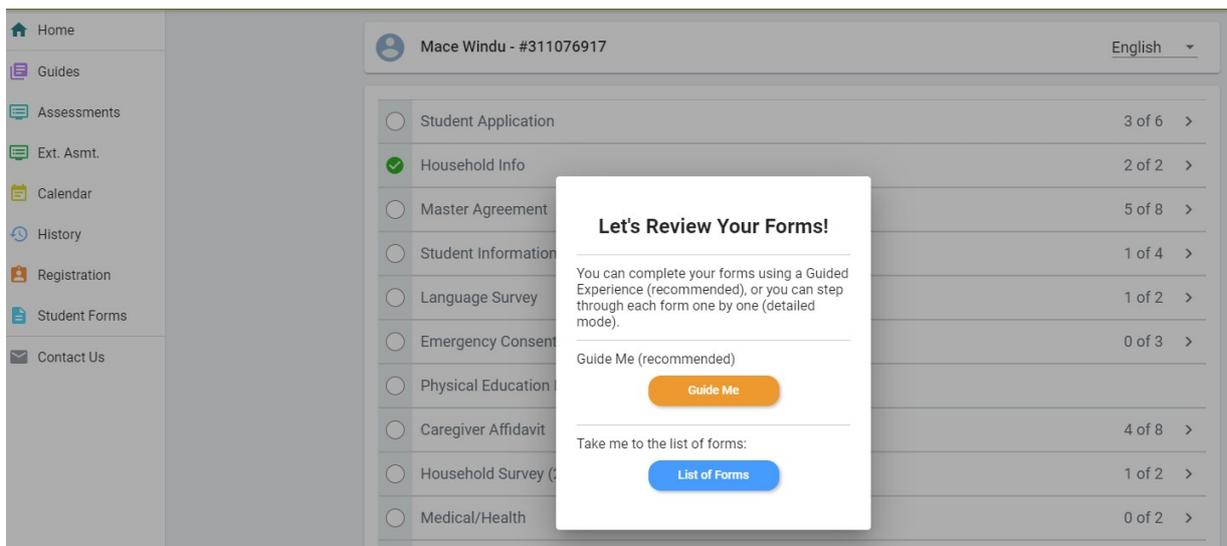


- Student Application
- Master Agreement
- Caregiver Affidavit 0 of 2 >
- Emergency Consents
- Physical Education Permission and Release
- Student Information
- Language Survey 0 of 1 >
- Household Survey (2019-B)
- Medical/Health
- Transportation Consent
- Photographic/Video Consent & Release
- Other Programs 1 of 1 >
- Affidavit of Non-Attendance
- Program Evaluation Participation Consent
- Internet Access Policy
- Enrollment Signatures

Finalize & Submit

Return To Main Page

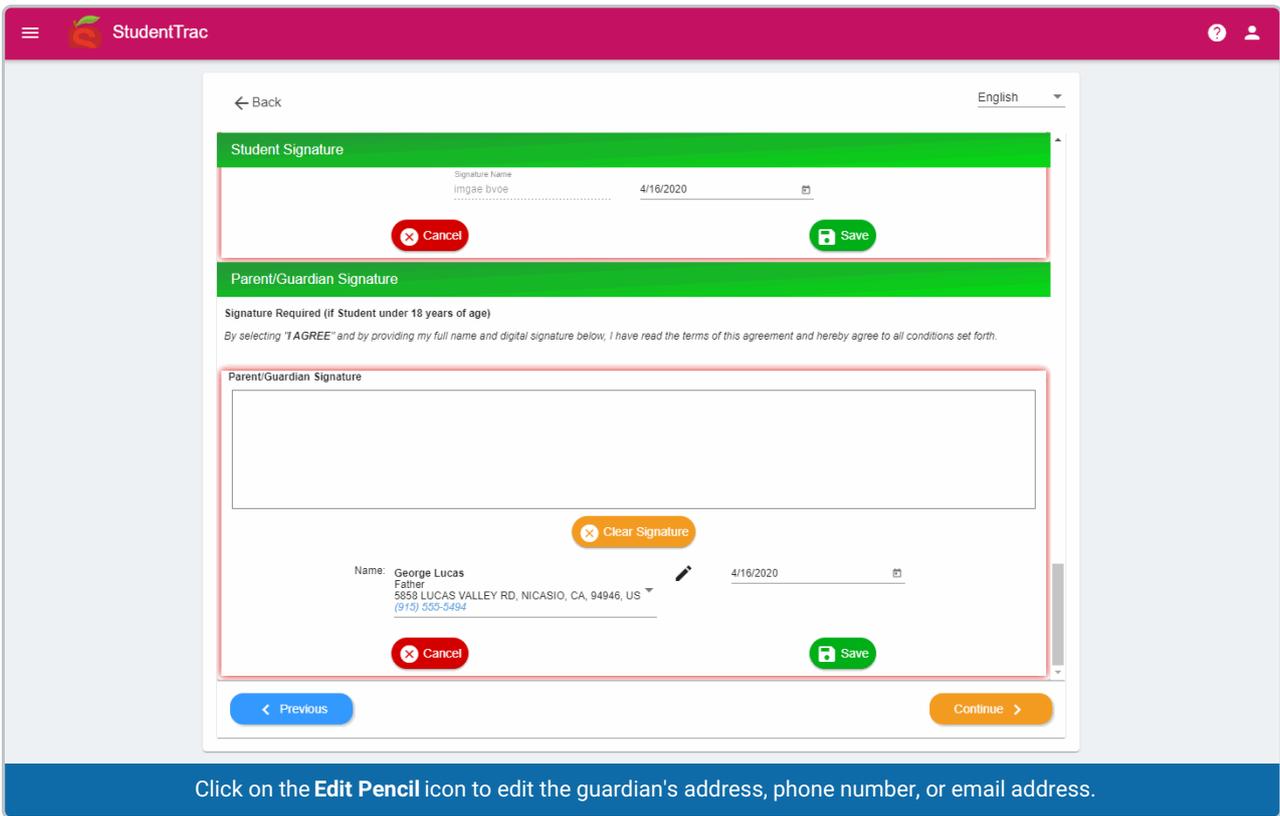
The tutorial is going to be displayed using the Guided Experience.



The forms will highlight the areas that require to be filled out.

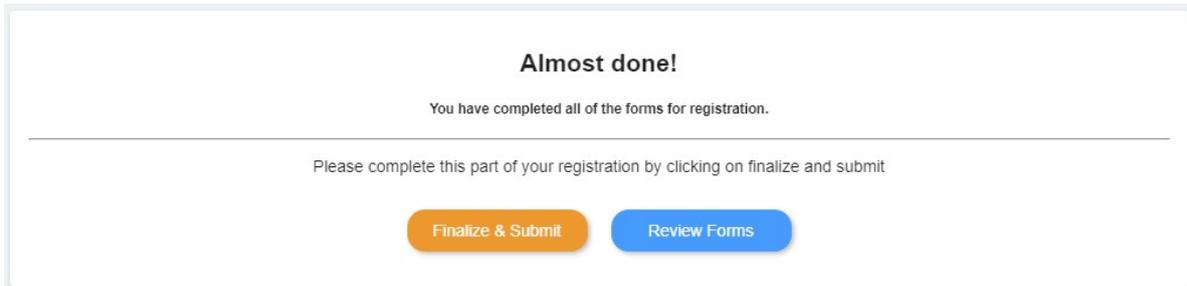
Certain parts of Registration require multiple pages to be filled out. There will be icons at the bottom of the form's title displaying each phase.

	Blue icon	The current page number the user is filling out.
	Grey checked icon	Previous pages that were completed.
	Yellow icon	Pending pages that require more information.



Form List

Once the registration form has been completed, StudentTrac will notify you that you are almost done with registering the student and ask if you wish to do one of two things:



Finalize & Submit

You may hit the **Finalize & Submit** once you are ready to submit the page.

Review Forms

Hit **Review Forms** to jump back to the registration forms and review each students.

There will be a page congratulating you on successfully finishing registering. Keep in mind that this message may vary depending on the enrollment period you sign up for.



Congratulations!

Your registration forms are now complete and being processed.

In order to continue with your enrollment, you **MUST** bring your summer school referral form to your Opportunities For Learning school site.

Jedi Knight Academy
1 Tython Way
Level 5127, Coruscant 36434

If you need assistance at any time during the registration process, please call your OFL school site: (212) 555-1282

[Form List](#)

[Continue Later](#)

Video Overview

Your browser does not support HTML5 video.

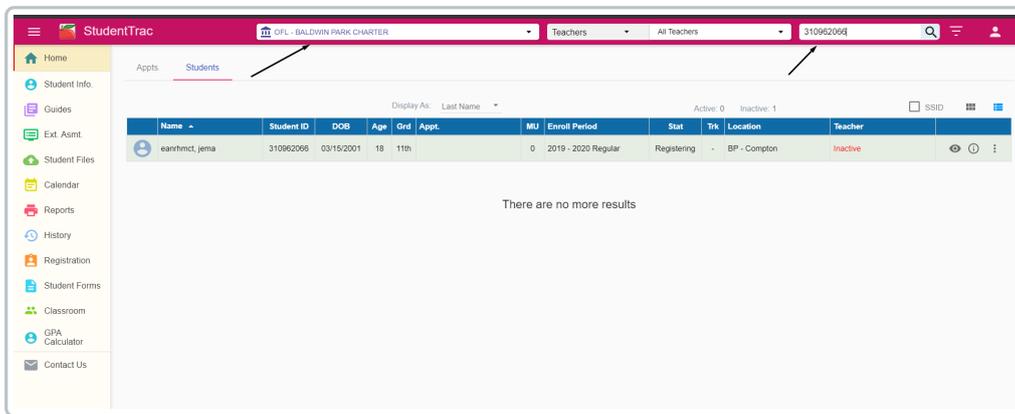
Enrolling Students

Last Modified on 05/01/2020 1:51 pm PDT

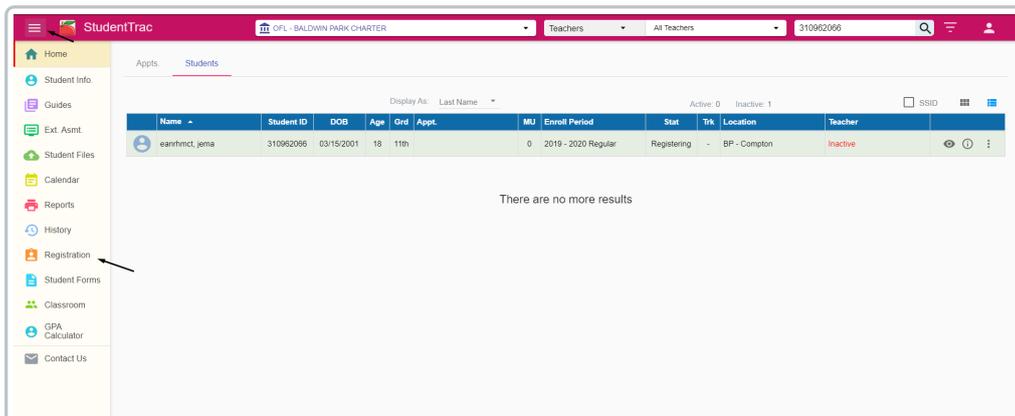
Enrolling Students

Once the student has completed the Registration and Enrollment forms they will be ready to start the enrollment process.

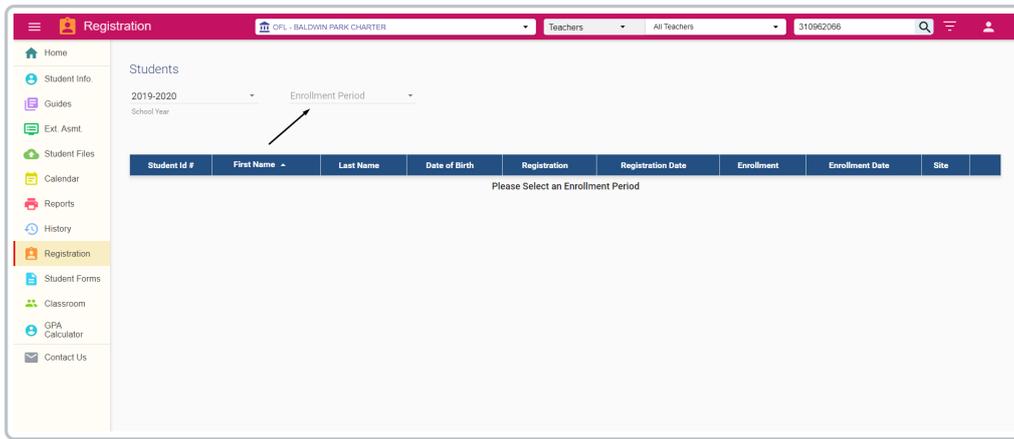
1. Have your student's **Name** and/or **ID** on hand. Search for the student under the correct site location or charter.



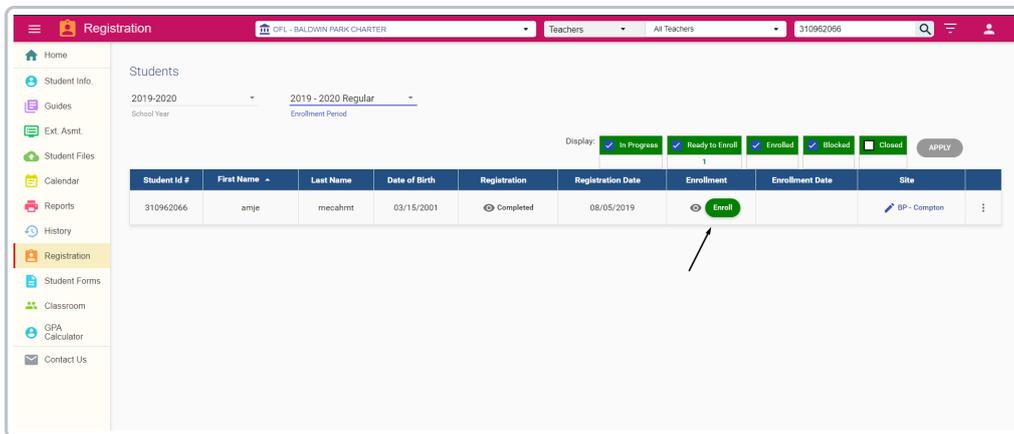
2. Go to **Registration**, which can be found on the left side menu.



3. Select the **Enrollment Period** the student is going to enroll for.

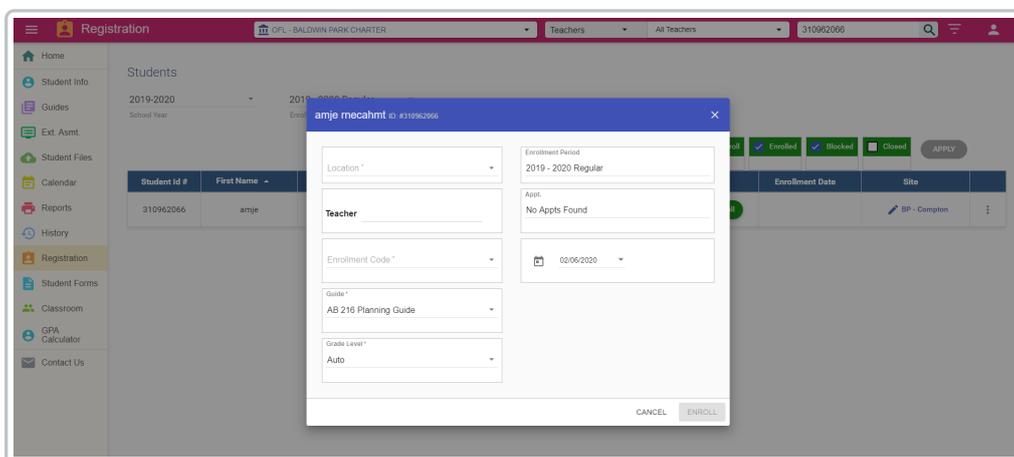


4. You will see the **green** enroll button, this identifies that the student is ready to be enrolled. If this button is not **green**, the student must complete their registration. Please read the [Student Registration](#) article for more info on that process.



NOTE: Before enrolling, please make sure that all the information in the forms is correct.

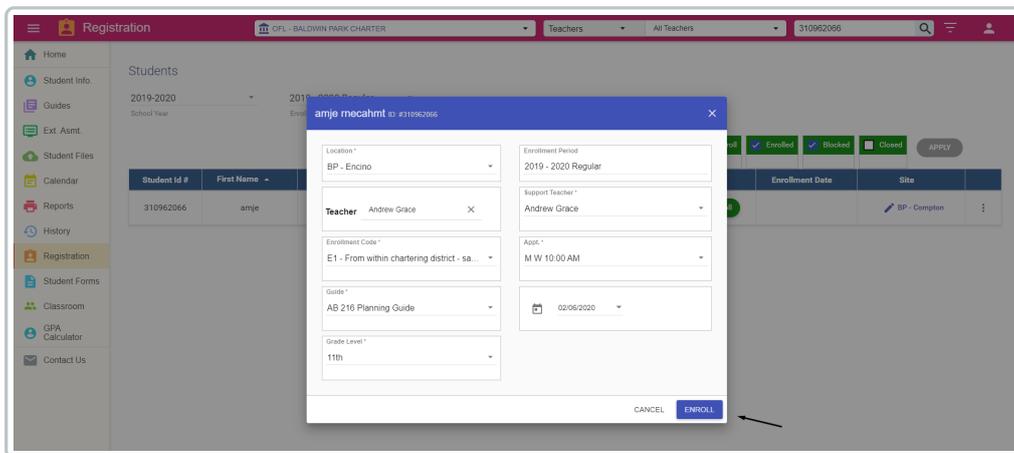
5. Once you click the enroll button, fill out the following information.



NOTE: If an appointment does not appear for the selected teacher, an appointment must first be made.

Please refer to the [Creating & Editing Appointments](#) article for more info.

6. Once filled out, the enroll button will turn blue.



Overview

Your browser does not support HTML5 video.

Registration and Enrollment Status Guide

Last Modified on 05/13/2020 4:20 pm PDT

Registration and Enrollment Status Guide

A breakdown of the various statuses on the registration page.

Display Status Guide

Display:

Registering: 27
 Active: 44
 Closed: 26

Ready to Enroll: 26
 Blocked: 0
 Archived: 43

APPLY

Active

- The student is currently enrolled and active, future enrolled students will also show as active, the E-Date column will show if the student is a future enrollment.

Display:

Registering: -
 Active: 44
 Closed: -

Ready to Enroll: -
 Blocked: -
 Archived: -

APPLY

Registration Forms	Updated On	Enrollment Forms	Enrollment Date	Site	Status
Locked	05/01/2020	Locked	05/27/2020	BP - Compton	Active
Locked	05/07/2020	Locked	05/12/2020	BP - Watts	Active
Locked	05/07/2020	Locked	05/12/2020	BP - Watts	Active

Locked indicates that the Registration and Enrollment forms have been completed and the Student is now Active status. Forms may no longer be edited. However, clicking on the Eye icon will allow the form to be viewed.

If the E-Date is set in the future then this is a Future Enrolled student.

Students are currently enrolled and Active status.

Updated On indicates the date that the Registration form was last updated by the student.

Site cannot be swapped if a Student is Active status.

Registering

- The student is still in the registration process, one or both form sets are not yet complete.

Display:

Registering: 27
 Active: -
 Closed: -
 Ready to Enroll: -
 Blocked: -
 Archived: -

Registration Forms	Updated On	Enrollment Forms	Enrollment Date	Site	Status
In Progress		In Progress		BP - Watts	Registering
Completed	04/01/2020	In Progress		BP - Encino	Registering
In Progress		In Progress		BP - Hawthorne	Registering

- In Progress** indicates that the form is still in progress. Progress may be resumed by clicking the **Pencil** icon.
- Completed** indicates that the form has been completed. Clicking on the **Eye** icon will allow the form to be viewed and edited if necessary.

Because the Registration / Enrollment process has not yet been completed there is no enrollment date.

Students status shows as still in the process of registering.

Ready to Enroll

- The student has completed both form sets and is ready to be enrolled, clicking this button will begin the enrollment process.

Display:

Registering: -
 Active: -
 Closed: -
 Ready to Enroll: 26
 Blocked: -
 Archived: -

Registration Forms	Updated On	Enrollment Forms	Enrollment Date	Site	Status
Completed	05/14/2019	Completed		BP - Reseda	ENROLL
Completed	07/16/2019	Completed		BP - Ramona	ENROLL
Completed	07/02/2019	Completed		BP - Wilson	ENROLL

- Completed** indicates that the form has been completed. Clicking on the **Eye** icon will allow the form to be viewed and edited if necessary.

Because the Registration / Enrollment process has not yet been completed there is no enrollment date.

The student has completed both form sets and is ready to be enrolled, clicking the **Enroll** button will begin the enrollment process.

Archived

- A registration was abandoned through the archive feature by an enrollment specialist, these forms must be un-archived to be continued if needed.

Display:

Registering: -
 Active: -
 Closed: -
 Archived: 43

Registration Forms	Updated On	Enrollment Forms	Enrollment Date	Site	Status
Locked	08/05/2019	Locked	08/07/2019	BP - Watts	Archived
Completed	06/03/2019	In Progress		BP - Signal Hill	Archived
In Progress		In Progress		BP - Watts	Archived

- **In Progress** indicates that the form was in progress when the Registration was abandoned. Progress may be resumed by clicking the **Pencil** icon if the Registration is un-archived during the same enrollment period.
- **Completed** indicates that the form had been completed. Clicking on the **Eye** icon will allow the form to be viewed and edited if the Registration is un-archived during the same enrollment period.
- **Locked** indicates that the Registration and Enrollment forms had been completed and the Student was Active status. Forms may no longer be edited.

E-Date will only populate if the Student completed the Enrollment process.

A registration was abandoned through the archive feature by an enrollment specialist.

Closed

- The enrollment that the student was enrolled in has ended, these enrollments will have a leave date.

Display:

Registering: -
 Active: -
 Closed: 2601
 Archived: -

Registration Forms	Updated On	Enrollment Forms	Enrollment Date	Site	Status
Locked	04/20/2020	Locked	04/20/2020	WSH - Santa Clarita	Closed
Locked	03/17/2020	Locked	04/20/2020	BP - Ramona	Closed
Locked	04/02/2020	Locked	04/06/2020	BP - Bixby	Closed

• All **Closed** Enrollment status students will have **Locked** Registration and Enrollment forms which may no longer be edited.

The enrollment that the student was enrolled in has ended, these enrollments will have a leave date.

Blocked

- If the student has a block on their registration process, this may be due to a duplicate student account that will need to be resolved by EDI.

Mass Action Tool

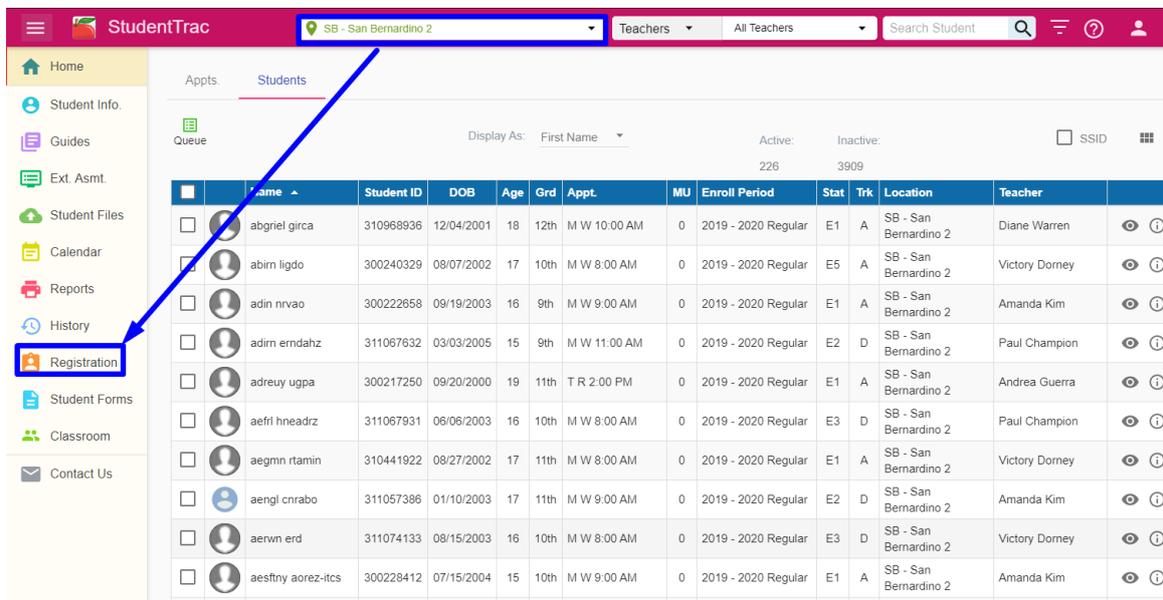
Last Modified on 04/29/2020 12:02 pm PDT

Mass Action Tool

An Overview of the various actions possible with the Mass Action Tool on the Registration page.

Getting Started

Select the school you wish to make an action on the Client Selection tool and select the Registration icon

A screenshot of the StudentTrac web application. The top navigation bar shows the school selected as "SB - San Bernardino 2". The left sidebar contains various menu items, with "Registration" highlighted in a blue box. A blue arrow points from the "Registration" icon in the sidebar to the "Students" tab in the main content area. The main content area displays a table of student records with columns for Name, Student ID, DOB, Age, Grd, Appt, MU, Enroll Period, Stat, Trk, Location, and Teacher. The table lists several students, including abgriel girca, abirn lgdo, adin nrvaio, adirm erndahz, adreyu ugpa, aefri hneadrz, aegmn rtamin, aengi cnrabo, aerwn erd, and aestny aorez-itics. The "Stat" column shows various status codes like E1, E2, E3, and D. The "Trk" column shows location codes like A and D. The "Location" column shows "SB - San Bernardino 2" for all students. The "Teacher" column lists names like Diane Warren, Victory Dorney, Amanda Kim, and Paul Champion. The bottom of the table shows "Active: 226" and "Inactive: 3909".

NOTE: You must be at the school level to perform Mass Actions, a school level will have a green font as shown above

On the Registration page, select the school year and enrollment period you wish to view. Then select the display box that shows students current registration status.

Registration Manager

2019-2020 School Year | 2019 - 2020 Regular Enrollment Period

Display:
 In Progress: 70
 Enrolled: 270
 Closed: -
 Ready to Enroll: 7
 Blocked: 0
 Archived: -
 APPLY

Queue Checklist

Student Id	First Name	Last Name	Date of Birth	Registration	Registration Date	Enrollment	Enrollment Date	Site
311055724	abdienrs	swntoed	08/29/2003	Completed	08/20/2019	Enrolled	08/22/2019	VV - HD Victorville 4
311077305	acihmel	ctnusra z	12/20/2005	Completed	03/02/2020	Enrolled	02/27/2020	VV - HD Victorville 4
311063967	acnzie	meysrs	02/07/2001	Completed	10/07/2019	In Progress		VV - HD Victorville 4

Only one status can be selected per mass action. Selecting "In Progress" will allow for mass deletion, "Ready to Enroll" allows for mass enrollment/deletion, and "Enrolled" allows for leaves, reverses, & transfers.

Here is a description of what each box represents:

- In Progress: 70** **In Progress** shows students who have not completed the Registration forms or Enrollment Forms.
- Ready to Enroll: 7** **Ready to Enroll** shows students who have completed both form and are ready to enroll.
- Enrolled: 270** **Enrolled** show students who are currently enrolled and active.
- Blocked: 0** **Blocked** shows students who cannot be enrolled since they have a duplicate record of enrollment. Please submit a ticket to StudentTrac Support to fix.
- Closed: -** **Closed** displays a list of students who left the school under the selected enrollment period.
- Archived: -** **Archived** shows a list of student records that have been stored away for later use. Their records only display their username, ID number, and date of birth.

We will explain how to summon each action in the recommended articles.

Mass Enroll

Last Modified on 04/29/2020 12:00 pm PDT

Mass Enroll

How to article on how to enroll multiple students at once using the Registration Page.

Mass Enroll Students

To begin mass enrolling students, select the **Ready to Enroll** display box on the Registration app and hit the **Apply** Button. Then, select the students you wish to enroll and hit the **Enroll** icon to begin the process.

The screenshot shows the 'Registration Manager' interface. At the top, there are dropdowns for 'School Year' (2019-2020) and 'Enrollment Period' (2019 - 2020 Regular). Below these are buttons for 'Queue', 'Checklist', 'ENROLL', 'ARCHIVE', and 'MOVE'. A 'Display:' filter box is visible, with 'Ready to Enroll: 68' selected and highlighted by a red box. Below the filter is a table of students with columns for Student Id, First Name, Last Name, Date of Birth, Registration, Registration Date, Enrollment, Enrollment Date, and Site. The table contains four rows of student data, with the first and third rows having their checkboxes selected. A red box highlights the 'ENROLL' button and the 'Ready to Enroll: 68' filter, with a red line connecting them to the 'Enroll' icon in the table.

Student Id	First Name	Last Name	Date of Birth	Registration	Registration Date	Enrollment	Enrollment Date	Site
300248275	ncmortahty	vela	08/23/2001	Completed	04/18/2019	Enroll		SB - San Bernardino 2
300251152	adnri	mrueqaz	12/14/2002	Completed	11/05/2019	Enroll		SB - San Bernardino 2
300250465	adrens	omra	03/19/2003	Completed	09/25/2019	Enroll		SB - San Bernardino 2
310976597	aidv	iros	02/04/2003	Completed	04/15/2019	Enroll		SB - San Bernardino 2

Fill out the student's enrollment information the same way you would **Enroll a Student** and hit **Next** Icon when done.

The screenshot shows the 'Enroll' form. It has a blue header with the word 'Enroll'. Below the header, there is a section titled 'Enroll to'. The form contains several input fields: 'Location *' (SB - San Bernardino 2), 'Teacher:' (empty), 'Enrollment Code: *' (E1 - From within chart...), 'Guide *' (Auto), 'Grade Level: *' (Auto), and 'Enrollment Date' (03/19/2020). At the bottom right, there are 'CANCEL' and 'NEXT' buttons.

Next, you will be launched into the Verification page of the **Queue** menu. Review that each entry is correct. You can click on the student that needs to be enrolled to a specific teacher, appointment time, enrollment code, etc.

Hit the **Enroll** icon when you are ready to enroll them.

Enroll 3 Students - Effective Date: 3/26/2020

Name	Student Id	Location	Teacher	Appt.	Guide	Grade Level	Enrollment Code	Enrollment Date
aegni cmais	311055688	SB - San Bernardino 2	Andrea Guerra	M W 10:00 AM	OFY A-G SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
alhsw msi	310951748	SB - San Bernardino 2	Andrea Guerra	M W 10:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
alihe rutne	311070386	SB - San Bernardino 2	Andrea Guerra	M W 10:00 AM	OFY A-G SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020

It's important you consider which way you wish to enroll students— **batch enrollment** or **edit as you go**.

Batch Enrollment

Batch enrollments refers to enrolling students under the same enrollment configuration. Below are 12 individuals who are signing up to the same teacher as 10th grade students under the same enrollment code. They share the same planning guide and appointment time as well.

The screenshot shows a web application interface for student registration. At the top, there's a navigation bar with 'Registration', 'SB - San Bernardino 2', 'Teachers', 'All Teachers', and a search bar. Below this is a 'Students' section with a dropdown for '2019-2020' and 'School Year'. A 'Queue' menu is visible with an 'ENROLL' button. The main area contains a table of students with columns for 'Student Id #', 'First Name', and 'Site'. An 'Enroll' modal is open, displaying the following fields:

- Enroll to**
 - Location: SB - San Bernardino 2
 - Teacher: Andraa Guerra
 - Appt.: M W 11:00 AM
- Enrollment Code: E3 - From a public sc...
- Guide: OFY A-G SAN BERN...
- Grade Level: 10th
- Enrollment Date: 03/26/2020

Buttons for 'CANCEL' and 'NEXT' are at the bottom right of the modal.

Edit as you Go

We strongly suggest using the **Edit as you Go** feature on the Queue menu's Verification page when enrolling students who have different enrollment requirements than the rest of their peers.

For example, we are enrolling 20 individuals to the same teacher, enrollment code, and high school level planning guide. However, 5 of those students have are in middle school. Selecting the Middle School level planning guide will automatically change their grade levels to be set to the 6th, 7th, or 8th grade.

Conversely, you use this feature to make the necessary change and move on to enrolling the students.



This functionality could be used on these actions:

- [Mass Leave](#)
- [Mass Transfer](#)
- [Mass Move](#)



Enroll 20 Students - Effective Date: 3/26/2020

Name	Student Id	Location	Teacher	Appt.	Guide	Grade Level	Enrollment Code	Enrollment Date
aegnl cmals	311055688	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
aindr qrumaez	300251152	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
ajy wilkns	311072580	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
egumil cgari	311069870	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
ehnlwsad cok	300246008	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
ehspanti elpoz	310907862	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
emhatw eumls	300251880	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
hdianyje aihrs	300230545	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
labrn danerhz	311068761	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
iardn oybd	311008450	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020
iavgn acevus	311066841	SB - San Bernardino 2	Amanda Kim	M W 9:00 AM	OFY - SAN BERNARDINO (220)	Auto	E3 - From a public school in California	03/26/2020

Mass Leave

Last Modified on 04/29/2020 1:41 pm PDT

Mass Leave

How to leave multiple students using the Mass Action tool.

Getting Started

To begin mass leaving students, select the **Enrolled** display box on the Registration app and hit the **Apply** button. Then, select the students you wish to mass leave and hit the **Leave** icon to begin the process.

The screenshot shows the Registration Manager interface. At the top, there is a navigation bar with 'Registration' and 'DU - Koreatown (DUA)'. Below this, the 'Registration Manager' section includes filters for '2019-2020' and '2019 - 2020 Regular'. A 'Display:' section has several checkboxes, with 'Enrolled: 88' checked and highlighted in red. Below this are buttons for 'TRANSFER', 'LEAVE', and 'REVERSE', with 'LEAVE' also highlighted in red. A table of student records is shown below, with the first four rows having their selection checkboxes checked. A red line connects the 'LEAVE' button to the first row of the table.

	Student Id	First Name	Last Name	Date of Birth	Registration	Registration Date	Enrollment	Enrollment Date	Site	
<input checked="" type="checkbox"/>	310925880	abnder	anrmid	02/28/2002	Completed	09/05/2019	Enrolled	09/05/2019	DU - Koreatown (DUA)	⋮
<input checked="" type="checkbox"/>	311077632	adyn	airb	04/15/2003	Completed	03/11/2020	Enrolled	02/25/2020	DU - Koreatown (DUA)	⋮
<input checked="" type="checkbox"/>	311068474	agnel	sveqauz	10/20/2003	Completed	12/02/2019	Enrolled	12/02/2019	DU - Koreatown (DUA)	⋮
<input checked="" type="checkbox"/>	311071313	ahnoty	pnea	10/02/2003	Completed	01/22/2020	Enrolled	01/10/2020	DU - Koreatown (DUA)	⋮

Select the Leave Code and Leave date you wish to record on the student's record. Hit **Next** when you are ready to commit.

Leave

Leave to

Leave Code: *

L01 - Graduated and received hi... ▾

Leave Date 04/22/2020 ▾

The leave date will always default to the date you are making the action on.

Verification

As mentioned on a [previous article](#), you are able to change the Leave information for individual students. Hit **Leave** when you are ready to move to **Queue** menu.

☰ StudentTrac DU - Koreatown (DUA) ▾

Leave 4 Students - Effective Date: 4/03/2020

Name	Student Id	Leave Code	Leave Date
abryn ed oapvsc	311072920	L03 - Transferred to a public school in California	04/03/2020
adlupge iptiro	311063706	L03 - Transferred to a public school in California	04/03/2020
aebl notsay	311077123	L03 - Transferred to a public school in California	04/03/2020
agyne ckthrmayn	310972974	L03 - Transferred to a public school in California	04/03/2020

Additional Notes

If you have an **Error** status, inspect further by going into the details and locating the problem.

Note: If you are planning mass leave students with the Graduation L Code, please ensure that they fulfilled their graduation requirements.

← BACK



ID #	Submitted On	Submitted By	Location	Type	Qty.	Processed On	Status
0B017	Apr 3, 2020 12:17 pm	Ismael Serrano	WSH - Santa Clarita	Enrollment "Leave Student"	4	Apr 3, 2020 12:17 pm	Error

Name	Student Id	Leave Date	Leave Code	Status
abike geikly	300175375	Apr 03, 2020 12:0 am	L03 - Transferred to a public school in California	Completed
adn zognale	300263524	Apr 03, 2020 12:0 am	L01 - Graduated and received high school diploma	Error
adnre gneilsy	300284184	Apr 03, 2020 12:0 am	L03 - Transferred to a public school in California	Completed
advi maors	310919613	Apr 03, 2020 12:0 am	L03 - Transferred to a public school in California	Completed

Mass Transfer

Last Modified on 08/28/2020 12:01 pm PDT

Mass Transfer

How to mass transfer students from the Registration app.

Getting Started

To begin mass enrolling transferring students, the **Enrolled** display box on the Registration app and hit the **Apply** button . Then, select the students you wish to transfer and hit the **Transfer** icon to begin the process.

The screenshot shows the 'Registration Manager' interface. At the top, there's a header with 'Registration', 'DU - Koreatown (DUA)', 'Teach', 'All Teachers', and a search bar. Below the header, there are filters for 'School Year' (2019-2020) and 'Enrollment Period' (2019 - 2020 Regular). A 'Display:' section has checkboxes for 'In Progress', 'Enrolled: 88' (checked), 'Closed', 'Ready to Enroll', 'Blocked', and 'Archived'. An 'APPLY' button is to the right. Below this is a table of students with columns: Student Id, First Name, Last Name, Date of Birth, Registration, Registration Date, Enrollment, Enrollment Date, and Site. A red box highlights the 'TRANSFER' button, and a red line connects it to the first student row in the table.

Student Id	First Name	Last Name	Date of Birth	Registration	Registration Date	Enrollment	Enrollment Date	Site
310925880	abnder	anmid	02/28/2002	Completed	09/05/2019	Enrolled	09/05/2019	DU - Koreatown (DUA)
311077632	adyn	airb	04/15/2003	Completed	03/11/2020	Enrolled	02/25/2020	DU - Koreatown (DUA)
311068474	agnel	sveqauz	10/20/2003	Completed	12/02/2019	Enrolled	12/02/2019	DU - Koreatown (DUA)
311071313	ahnoty	pnea	10/02/2003	Completed	01/22/2020	Enrolled	01/10/2020	DU - Koreatown (DUA)
311053961	aise	dnogeiz	09/16/2000	Completed	08/01/2019	Enrolled	08/05/2019	DU - Koreatown (DUA)

Enter the date and teacher you wish to use for the transfer and hit **Next** when you are ready to commit.

NOTE: The transfer date will always default to the beginning of the school month (learning period).

The 'Transfer' form has a blue header. Below it, the 'Transfer to' section contains three input fields: 'Location *' with 'DU - Koreatown (DUA)', 'Teacher:' with 'Bruce Wayne' and a close button, and 'Appt. *' with 'T R 10:00 AM'. Below these is the 'Effective Date' field with a calendar icon and '02/24/2020'. At the bottom are 'CANCEL' and 'NEXT' buttons.

Edit As You Go

You will jump to the Queue Verification menu, where you will confirm the date and teacher of the transfer. Hit the **Transfer** icon when ready.

NOTE: You could select an individual student(s) with their own unique transfer details.

Transfer 4 Students - Effective Date: 2/24/2020

Name	Student Id		Location	Teacher	Appt.
abel nosaty	311077123	Previous	DU - Koreatown (DUA)	Harley Quinn	M W 2:30 PM
		New	DU - Koreatown (DUA)	Bruce Wayne	T R 10:00 AM
aritbes erimaz	311062493	Previous	DU - Koreatown (DUA)	Harley Quinn	M W 1:00 PM
		New	DU - Koreatown (DUA)	Bruce Wayne	T R 10:00 AM
alhtine fario	311076068	Previous	DU - Koreatown (DUA)	Harley Quinn	M W 10:30 AM
		New	DU - Koreatown (DUA)	Bruce Wayne	T R 10:00 AM
btrieny eimnjz	310889322	Previous	DU - Koreatown (DUA)	Harley Quinn	M W 2:30 PM
		New	DU - Koreatown (DUA)	Bruce Wayne	T R 10:00 AM

Mass Reverse Enrollment

Last Modified on 04/29/2020 1:59 pm PDT

Mass Reverse Enrollment

How to mass reverse the enrollment records for actively enrolled students.

Getting Started

To begin reversing the current enrollments of multiple students, select the **Enrolled** display box on the Registration app and hit the **Apply** button.

Then, select the **Reverse** icon when ready.

Reversing a student's enrollment using the mass action tool can only happen within these conditions:

- All courses and attendance records have been removed
- The student is still in the same school month they were enrolled in or during the lag week of that same month

The screenshot shows the 'Registration Manager' interface. At the top, there is a navigation bar with 'Registration', 'WSH - Santa Clarita', 'Teach', 'All Teachers', and a search field. Below this, the 'Registration Manager' section includes filters for '2019-2020' School Year and '2019 - 2020 Regular' Enrollment Period. A 'Display:' section has checkboxes for 'In Progress: -', 'Enrolled: 211' (checked), 'Closed: -', 'Ready to Enroll: -', 'Blocked: -', and 'Archived: -'. An 'APPLY' button is to the right. Below the filters are three buttons: 'TRANSFER', 'LEAVE', and 'REVERSE' (highlighted with a red box). A table below shows three students with their details and enrollment status. A red bracket highlights the first names of the three students in the table.

	Student Id	First Name	Last Name	Date of Birth	Registration	Registration Date	Enrollment	Enrollment Date	Site	
<input checked="" type="checkbox"/>	310998140	razmek	adrfo	06/11/2003	Completed	08/19/2019	Enrolled	08/19/2019	WSH - Santa Clarita	⋮
<input checked="" type="checkbox"/>	300248338	achd	ufoesrgn	10/10/2002	Completed	05/31/2019	Enrolled	07/01/2019	WSH - Santa Clarita	⋮
<input checked="" type="checkbox"/>	311069343	acjk	iahcrds	07/14/2003	Completed	12/16/2019	Enrolled	12/16/2019	WSH - Santa Clarita	⋮

Validate the selections made on Verification page of the **Queue** menu and hit the **Reverse** icon to begin rolling back their enrollments.

Students

2019-2020 2019 - 2020 Regular
School Year Enrollment Period

Queue

TRANSFER LEAVE REVERSE

Display: In Progress Ready to Enroll Enrolled 199 Blocked Closed APPLY

<input type="checkbox"/>	Student Id #	First Name	Last Name	Date of Birth	Registration	Registration Date	Enrollment	Enrollment Date	Site	
<input checked="" type="checkbox"/>	311045466	Hayden	Devoll	09/13/2002	Completed	06/30/2019	Enrolled	03/11/2020	WSH - Santa Clarita	⋮
<input checked="" type="checkbox"/>	311073501	nndaew	vqsueaz	03/10/2005	Completed	01/24/2020	Enrolled	02/27/2020	WSH - Santa Clarita	⋮
<input checked="" type="checkbox"/>	300263535	anfredo	floers	10/27/2004	Completed	02/24/2020	Enrolled	02/25/2020	WSH - Santa Clarita	⋮
<input type="checkbox"/>	311075012	vean	gnloiste	11/01/2004	Completed	02/24/2020	Enrolled	02/24/2020	WSH - Santa Clarita	⋮
<input type="checkbox"/>	311075622	ilante	ltesaio	12/23/2001	Completed	02/13/2020	Enrolled	02/19/2020	WSH - Santa Clarita	⋮
<input type="checkbox"/>	311075221	mya	iednz	12/08/2004	Completed	02/12/2020	Enrolled	02/13/2020	WSH - Santa Clarita	⋮

Mass Move

Last Modified on 04/29/2020 2:04 pm PDT

Mass Move

How to move registration forms en mass within the same school district.

Getting Started

To begin mass moving student registration forms, hit the **In Progress** or **Ready to Enroll** display box on the Registration app and hit the **Apply** Button.

Next, select the students you wish to move and hit the **Move** icon to begin the process.

The screenshot shows the 'Registration Manager' interface. At the top, there's a navigation bar with 'Registration', 'SB - San Bernardino 2', 'Teach', 'All Teachers', and a search bar. Below the navigation bar, there are filters for 'School Year' (2019-2020) and 'Enrollment Period' (2019 - 2020 Regular). A 'Display:' section shows filters for 'In Progress', 'Enrolled', 'Closed', 'Ready to Enroll' (checked, 68), 'Blocked', and 'Archived'. An 'APPLY' button is present. Below the filters is a table with the following columns: Student Id, First Name, Last Name, Date of Birth, Registration, Registration Date, Enrollment, Enrollment Date, and Site. The table contains 7 rows of student data, each with a checkbox, a pencil icon, and a vertical ellipsis icon.

Student Id	First Name	Last Name	Date of Birth	Registration	Registration Date	Enrollment	Enrollment Date	Site
300248275	ncmortahy	vela	08/23/2001	Completed	04/18/2019	Enroll		SB - San Bernardino 2
300251152	adnri	mrueqaz	12/14/2002	Completed	11/05/2019	Enroll		SB - San Bernardino 2
300250465	adrens	omra	03/19/2003	Completed	09/25/2019	Enroll		SB - San Bernardino 2
310976597	aidv	iros	02/04/2003	Completed	04/15/2019	Enroll		SB - San Bernardino 2
311065491	aikh	higtken	03/09/2007	Completed	11/04/2019	Enroll		SB - San Bernardino 2
300214706	aimcro	mta	05/05/2002	Completed	10/28/2019	Enroll		SB - San Bernardino 2
300230545	aniyhde	ahris	08/12/2001	Completed	05/01/2019	Enroll		SB - San Bernardino 2

A pop-up window will appear that will allow you to move the set of forms to another school within your district.

Edit As You Go

Next, you will be launched into the Verification page of the **Queue** menu. Review that each entry is correct. You can also edit the school site you wish to move their forms to by clicking on their name.

Hit the **Move** button if you are ready to proceed with the next step.



The amount schools you see will vary based on your account's permissions.

Contact StudentTrac support should your account not list the school you intend to move the forms to.

StudentTrac SB - San Bernardino 2

Move 4 Students

Name	Student Id		Location
a'etnj keawlr	311065922	Previous	SB - San Bernardino 2
		New	SB - Moreno Valley
abrgel pidluo	311047816	Previous	SB - San Bernardino 2
		New	SB - Moreno Valley
acrol msea	311077954	Previous	SB - San Bernardino 2
		New	SB - Moreno Valley
acsipel nragt	300247662	Previous	SB - San Bernardino 2
		New	SB - Moreno Valley

CANCEL MOVE

Additional Notes

NOTE: Users cannot move student registration forms between school districts. Doing this action will trigger an error message and block you from moving.

Move 4 Students

Name	Student Id		Location
a'etnj keawlr	311065922	Previous	SB - San Bernardino 2
		New	SB - Moreno Valley
abodnr rsguc	310956367	Previous	SB - San Bernardino 2
		New	SB - Moreno Valley
abrguil pidluo	311047816	Previous	SB - San Bernardino 2
		New	SB - Moreno Valley
acrol rnsea	311077954	Previous	SB - San Bernardino 2
		New	SG - San Gabriel

CANCEL MOVE

Mass Archive

Last Modified on 04/29/2020 2:06 pm PDT

Mass Archive

Summary of mass archiving student registration forms.

Getting Started

To begin archiving student registration forms, hit the **In Progress** or the **Ready to Enroll** display boxes must be toggled on and hit the **Apply** Button. Then, select the students you wish to archive and hit the **Archive** icon to begin the process.

The screenshot shows the 'Registration Manager' interface. At the top, there is a navigation bar with 'Registration', 'DU - Cudahy', 'Teac', 'All Teachers', and a search bar. Below the navigation bar, there are filters for '2019-2020 School Year' and '2019 - 2020 Regular Enrollment Period'. A 'Display:' section contains checkboxes for 'In Progress', 'Enrolled', 'Closed', 'Ready to Enroll' (checked), 'Blocked', and 'Archived'. An 'APPLY' button is also present. The main area is a table with columns: Student Id, First Name, Last Name, Date of Birth, Registration, Registration Date, Enrollment, Enrollment Date, and Site. The table lists 8 students, all with 'Completed' registration and 'Enroll' enrollment status.

Student Id	First Name	Last Name	Date of Birth	Registration	Registration Date	Enrollment	Enrollment Date	Site
311019763	airkn	rmaon	12/20/2001	Completed	07/08/2019	Enroll		DU - Cudahy
311060238	ajimzn	avels	12/16/2000	Completed	09/10/2019	Enroll		DU - Cudahy
311017904	dnay	rnetia	05/05/2001	Completed	05/22/2019	Enroll		DU - Cudahy
311052225	ebalztih	ranzc	01/11/2000	Completed	09/10/2019	Enroll		DU - Cudahy
311077554	eijm	alszr	09/21/2004	Completed	03/09/2020	Enroll		DU - Cudahy
311076329	lahyi	liva	04/08/2004	Completed	02/26/2020	Enroll		DU - Cudahy
311070767	njiad	etszlr	10/17/2004	Completed	01/13/2020	Enroll		DU - Cudahy
311042268	tedih	viera	07/03/2000	Completed	06/17/2019	Enroll		DU - Cudahy

Validate Changes

Then review the students you want to delete their forms and hit the **Archive** icon again to commence the process.

Archive 8 Students

Name	Student Id
airkn rmaon	311019763
ajimzn avels	311060238
dnay metia	311017904
ebalztih ranzc	311052225
eijm alszr	311077554
lahyi liva	311076329
njiad etszlr	311070767
tedih viera	311042268

CANCEL ARCHIVE

Mass Action Queue

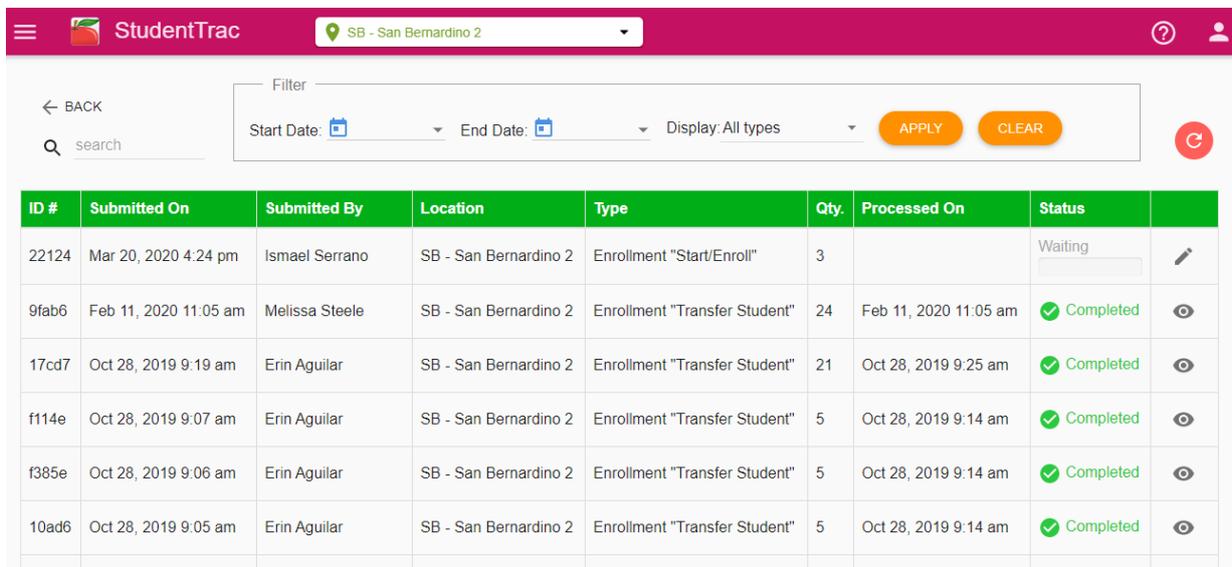
Last Modified on 04/29/2020 4:14 pm PDT

Mass Action Queue

Walk through of queue process and meanings

Queue Menu

After confirming the action, you will be launched into the Queue menu  - the area where all mass actions are displayed on StudentTrac.



ID #	Submitted On	Submitted By	Location	Type	Qty.	Processed On	Status	
22124	Mar 20, 2020 4:24 pm	Ismael Serrano	SB - San Bernardino 2	Enrollment "Start/Enroll"	3		Waiting	
9fab6	Feb 11, 2020 11:05 am	Melissa Steele	SB - San Bernardino 2	Enrollment "Transfer Student"	24	Feb 11, 2020 11:05 am	Completed	
17cd7	Oct 28, 2019 9:19 am	Erin Aguilar	SB - San Bernardino 2	Enrollment "Transfer Student"	21	Oct 28, 2019 9:25 am	Completed	
f114e	Oct 28, 2019 9:07 am	Erin Aguilar	SB - San Bernardino 2	Enrollment "Transfer Student"	5	Oct 28, 2019 9:14 am	Completed	
f385e	Oct 28, 2019 9:06 am	Erin Aguilar	SB - San Bernardino 2	Enrollment "Transfer Student"	5	Oct 28, 2019 9:14 am	Completed	
10ad6	Oct 28, 2019 9:05 am	Erin Aguilar	SB - San Bernardino 2	Enrollment "Transfer Student"	5	Oct 28, 2019 9:14 am	Completed	

This can be located on the home page and in Registration.

NOTE: You have to be under the site level to be able to see it.

Viewing mass actions

The queue is listed on a descending chronological order.

ID #	Submitted On	Submitted By	Location	Type	Qty.	Processed On	Status	
22124	Mar 20, 2020 4:24 pm	Ismael Serrano	SB - San Bernardino 2	Enrollment "Start/Enroll"	3		Waiting	

Aside from the date and time the mass action was made, the queue provides users with the following information as well:

1. The **User's Name** that created the mass action
2. The mass action's **Location**
3. The amount (**Quantity**) of students that were effected.
4. The **Type of Mass Action** that occurred on the system.

That information can be used to search for Mass Actions using the **Search Bar**.

Another method to look for actions that were made is by using the **Filter** tool at the top of the screen.

Another way to find Mass Actions is by entering the start and end dates of the **Filter** tool.

Submitted By	Location	Type	Processed On	Status	
ism	Ismael Serrano	SB - San Bernardino 2	Enrollment *	Mar 20, 2020 4:25 pm	⏸
am	Melissa Steele	SB - San Bernardino 2	Enrollment *	Feb 11, 2020 11:05 am	✅

Clicking on the display drop down will show different types of Mass Actions that you could choose from.

Mass Actions could take some time to complete depending on the quantity of students undergoing the procedure. There is a status bar to indicate the duration of the process and *Processed On* timestamp.

Processed On	Status
	Waiting

Processed On	Status	
	In Progress :	
	20%	

There are 3 statuses that could appear on the screen.

Completed Actions that have finished processing will be marked **Completed**.



Canceled

All actions that were terminated by the user are marked as **Canceled**.



Error

Actions that had trouble processing will display an **Error** status.

The option to view each student profile that is going currently going through the mass action process could be viewed by selecting the Edit icon  OR by the View icon  if the action had already been processed.

Status	
Waiting	
 Error	

Queue Roster

Users will jump into the Queue Roster when the Edit icon  is selected while a mass action is in progress. You may hit the Cancel icon  to view cancel an action at any time.

← BACK Cancel All Mass Actions 

ID #	Submitted On	Submitted By	Location	Type	Qty.	Processed On	Status
OCBD4	Mar 23, 2020 3:20 pm	Ismael Serrano	SB - San Bernardino 2	Enrollment "Start/Enroll"	8		Waiting 

Cancel individual students

Name	Student Id	Teacher	Location	Appt.	Enroll Date	Status
> aikh genhkit	311065491	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	03/23/20	Waiting 
> oecmarn le	310987892	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	03/23/20	Waiting 
> edmas mora	300250465	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	03/23/20	Waiting 
> aehvn iezrhg	311054245	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	03/23/20	Waiting 
> ebl jsiohna	300247042	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	03/23/20	Waiting 
> oehstpcir hrcevaeo	300249905	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	03/23/20	Waiting 
> heatr lkwiem	300229645	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	03/23/20	Waiting 
> agder tneiamr/z	310953626	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	03/23/20	Waiting 

Selecting the More Info icon  next to the student's name allows you to view the more information about the student's enrollment.

Name	Student Id	Teacher	Location	Appt.	Enroll Date
> nradi ueqrmaz	300251152	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	03/23/20
> iugmel acgri	311069870	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	03/23/20

Selecting the Refresh icon  will refresh the page.



← BACK



ID #	Submitted On	Submitted By	Location	Type	Effective Date	Qty.	Processed On	Status
17CD7	Oct 28, 2019 9:19 am	Bruce Wayne	SB - San Bernardino 2	Enrollment "Transfer Student"	Oct 21, 2019	21	Oct 28, 2019 9:25 am	✔ Completed

Name	Student Id	Teacher	Location	Appt.	Status
> enadxlr uygson	300247555	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	✔ Completed
> lcai yenahs	310971554	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	✔ Completed
> ialvn niav	300246191	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	✔ Completed
> ardenw varno	310955523	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	✔ Completed
> ngeal roecan	310954871	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	✔ Completed
> ahsely lpuufr	311054237	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	✔ Completed
> abirn ligdo	300240329	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	✔ Completed
> ayrbh 2004	300242227	Joseph Scarborough	SB - San Bernardino 2	M W 9:00 AM	✔ Completed

Version 3.15

Last Modified on 09/15/2025 3:52 pm PDT

Release Notes - September 15, 2025

In this release we have added new features, updates and fixes

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

FEATURES

Security Email Verification Process

- Back End enhancements to strengthen the verification process.

Grad Pacer Display and Data Point Enhancements

- New Data Points:
 - 9th Grade Entry Date
 - Total Credits Earned
- Quarter Delineators added for easy Quarter Identification
- Monthly Accelerated Units Goal Color Coding Added
- **To Be Added on Next Release:**
 - Export Button allows export of Grad Pacer Data as a report

Guides / Guide / **Guide Change**

- The Guide Change dialog box is changing. Currently, this list displays as a dialog box with a scroll bar and an option to select an Official Guide.
- The new **Guide Change** dialog box will display two dropdown menu options:
 - **Preview Guide**
 - Allows the user to preview a Guide if a Guide switch is being explored for the student.
 - Selecting a different Preview Guide will display the Unofficial Guide
 - **Official Guide**
 - The Official Guide that the student is using
- It will also display
 - **Guide Log**

- Guide Log will show an Assignment icon which when opened will display the student's Guide history:

RELEASE DEPENDENT BUG FIXES

- Selected Student does not match student data loaded onto page
- Process to Leave student takes 2 attempts to "catch" and complete (PIE-IL)

DATA FIX

Reorder Guide Slots

- This project reorders the Guide Slots for the following Guides:
 - OFY-D College and Career Readiness (Duarte)
 - OFY-SG (210) College and Career Readiness (San Gabriel)
 - OFL-BP College and Career Readiness (Baldwin Park)
 - OFL-D College and Career Readiness (Duarte)
-

Version 3.14

Last Modified on 07/31/2025 1:27 pm PDT

Release Notes - July 31, 2025

In this release we have added new features, updates and fixes

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Dear StudentTrac Users,

We're pleased to announce that StudentTrac Release 3.14 has been successfully deployed. Please see the list of included items below:

New Features

- Guide Credit Reduction Preparation
- LYLA Integration Updates

Fixes

- Merge Students – Courses
- Entering Score Fix
- Extend Timeout
- File Notes Error Handling
- WIOA Workforce – Multiple Fixes
- External Assessment Slot Display Fix
- Attendance Circles
- Notes Flag
- Auto Calculate grade level on the enrollment button

Multiple Curriculum Features

- Clone Course
- Search Course
- Attach Course

Performance Updates

- Snapshot - Faster Load Times
- Notes and Instructional Tokens
- Database Optimization

Thank you,

Release Notes August 7th, 2023

Last Modified on 08/08/2023 10:40 am PDT

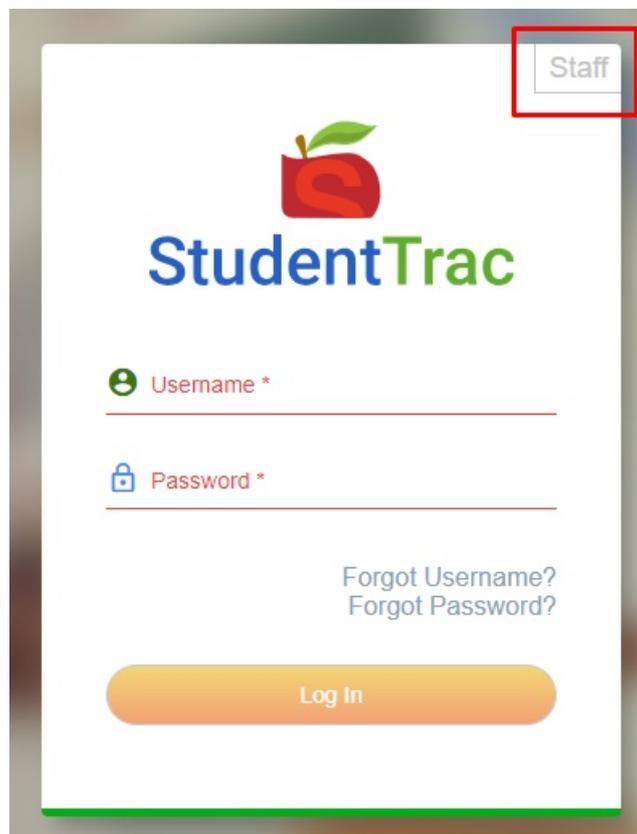
Release Notes - August 7, 2023

In this release we have added the a few enhancements and new features

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancement

- Updated login page (affects EDI staff only)



Hot Fixes

- Fix viewing Master Agreement, Enrollment and Title1 Compact forms based on user permissions
- Fix the Pre-Enrollment Survey not displaying properly
- Fixed students unable to get past the Contact page when attempting to register
- Fixed Student Notes giving a "Category folder not found for client R-03-12-32" error
- Fixed Enrollment Start error
- Fixed in 2.0 Mass Enrollment with missing E-Date

- Fixed future mass enrolled students missing grade level
 - Fixed PIE AZ Weekly Instructional Minutes to display properly
-

Release Notes April 13th, 2023

Last Modified on 04/14/2023 12:07 pm PDT

Release Notes - April 13, 2023

In this release we have added the following Enhancements, Hot Fixes and Fixes

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancements

- Ext Assessments: Test Settings - Added more settings types for CAASPP
- Users will be automatically logged out after 15 minutes of inactivity
- Security feature improvements
- RWA reports to remember Start Date and End Date selected
- Copy student email from back of student card
- Calendar appointment keep date from work tab to appointment tab
- Change attendee type in previous school year as an admin

Hot Fixes

- Weekly attendance minutes with added schoolcode for the student displayed
- Course contract not loading
- PIE - IL Avondale: Unable to assign devices
- STv2.0: added guardian button to the registration page

Fixes

- SPED signatures appearing twice in forms
 - Badges are not aligned with corresponding category
 - Group does not allow student additions or removal
 - Ability to add P score to active course editor
 - PIE - AZ: UI instructional minutes with color changes
-

Release Notes March 21st, 2023

Last Modified on 03/21/2023 11:38 am PDT

Release Notes - March 21, 2023

In this release we have added the following Enhancements.

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancements

- Calendar 2.0: Instructional Tab Dashboard enhancements
 - Registration 2.0: Show add guardian button on formset list
 - Notes: Add filter to hide system generated notes in v1.0 sidebar
 - Added a Reissue feature to the Instructional Minutes form feature; Misc enhancements to color coding & time format
 - Support terminology change for Guides "Work" tab to "Academic Progress"
 - Registration: Enhance registration experience for returning students from closed centers
-

Release Notes February 13th, 2023

Last Modified on 02/15/2023 5:00 pm PST

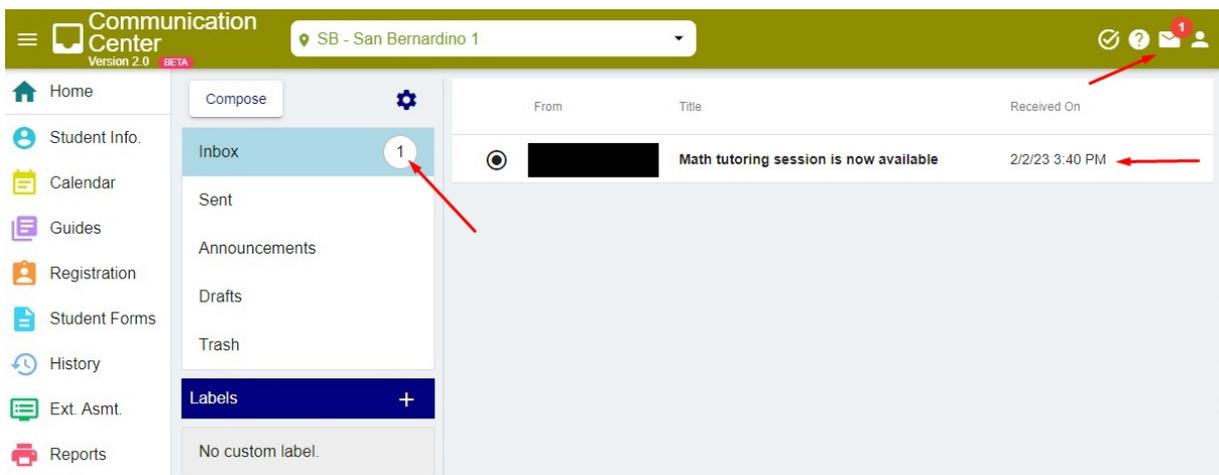
Release Notes - February 13th, 2023

In this release we have added the following Applications & Enhancements.

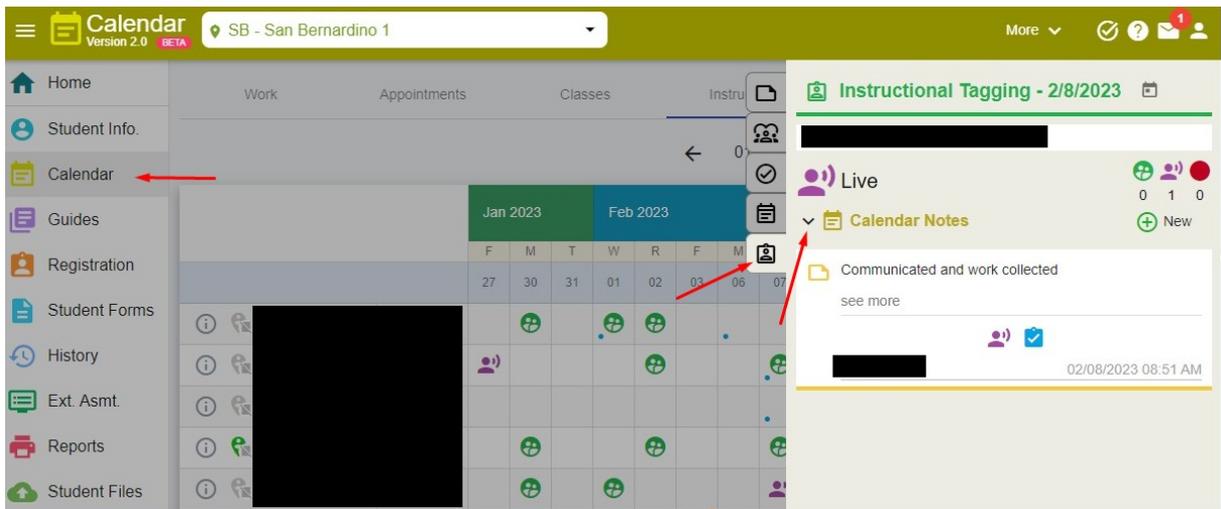
**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Applications

- Communication Inbox Browser (2.0 only)
 - View email messages received/sent through StudentTrac



- New Calendar Instructional Tag Compliance Browser and Sidebar (2.0 only)
 - Allows auditing staff to browse all of the student's instructional tags aggregated by day



Enhancements

- PIE schools only: Append "[College Course]" text label to course titles that are college articulation eligible
- Ext Assessments: Test Settings - Visual Improvements to differentiate between ELPAC and CAASPP settings types

Release Notes January 19th, 2023

Last Modified on 01/19/2023 9:52 am PST

Release Notes - January 19th, 2023

In this release we have added the following Enhancements.

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancements

- Calendar "Appointments" tab:
 - Calendar note "dog ears"/triangles will now only appear for user-entered notes (instead of system notes)
 - New client preference to show non-primary/"ad hoc" appointment bubbles (on days without official appointments)
 - New client preference to open Add Appointment/More Details pop up when clicking on appointment bubbles
- Sidebar notes: Display appointment bubbles on the Calendar notes sidebar tab to give users another way to set appointment status
- WIOA enhancements:
 - Added new Student info form "WIOA Profile" with options to select a more specific "Career/Job Aspiration" title
 - Added new option for staff to set a student's "WIOA #"
 - Added a new yellow badge to the student bar that will appear if a student has not yet set a career path or is missing a WIOA#

 - v2.0 only: Added a new gray badge to the student bar with hover capabilities to display a student's current career path and WIOA # (if any)


Release Notes December 7, 2022

Last Modified on 12/08/2022 4:55 pm PST

Release Notes - December 7, 2022

In this release we have added the a few enhancements and new features

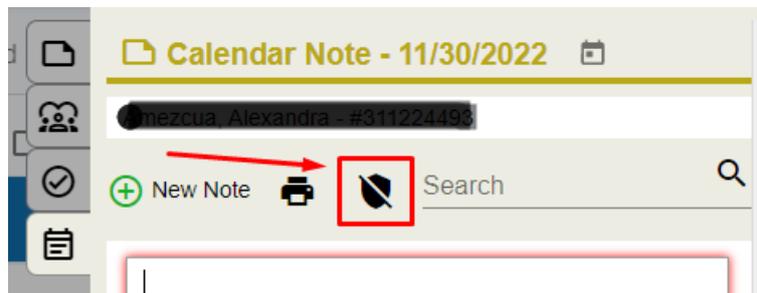
**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New Features

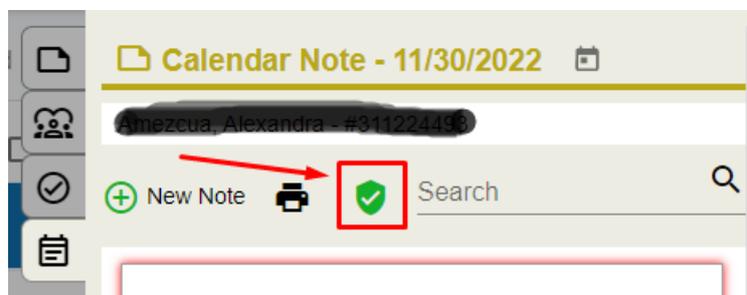
- Graduation Date Pacer (new Home Dashboard tab) - available only in version 2.0

Enhancements

- Calendar Attendance Notes: only manually added teacher / staff notes will be shown by default and automatic system marked attendance and SafeTrac events will not be shown

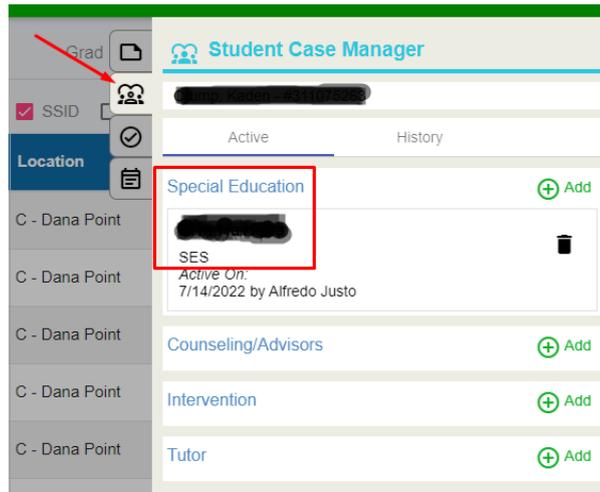


The symbol above shows by default only manually added teacher / staff notes will be shown



If the symbol is clicked, it will turn green as seen above which means automatic system marked attendance and SafeTrac events will now be shown. To hide these system events, click on the symbol again.

- ST2.0: SES Case Managers are now selectable from search bar under "Managers" sub menu



Bug Fixes

- Students are no longer appearing in the classroom they were removed from
- Appointments are no longer being created on holiday days
- Verified All Present fixes on appointment calendar

Release Notes November 10th, 2022

Last Modified on 11/10/2022 9:39 am PST

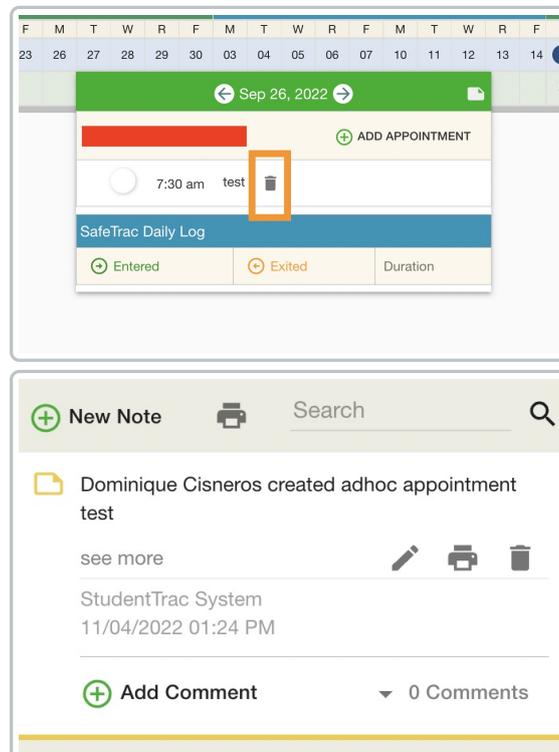
Release Notes - November 10th, 2022

In this release we have added the a few enhancements and new features

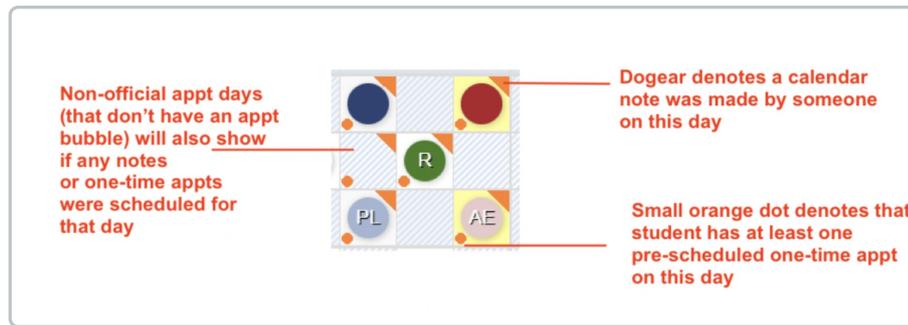
**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

AB130 Enhancements + New Features

- Allow SafeTrac manual check ins to automatically update a student's appointment attendance based on site preference
- Automatically add calendar notes for SafeTrac manual check-in events, RFID detections, and appointment status updates
- Begin adding instructional tags for qualified AB130 events dated back to 7/1/2022
- Allow staff to add notes to RFID auto-check-in records within SafeTrac
- Student Roster Appointment Calendar - Delete a one-time (ad-hoc) appointment added to a student's calendar



- Student Roster Appointment Calendar - Display new visual indicators to denote which days on the calendar have a note and/or one-time appointments:



Other Enhancements

- Student Roster Appointment Calendar - show only Monday-Friday days (hide Saturday and Sunday)
- Misc ST2.0 usability improvements

New Feature

- Student Roster Appointment Calendar - Support marking multiple students as "Verified All Present" when viewing a teacher's specific appointment slot by clicking on a single date at the top of the calendar grid.

Release Notes October 17, 2022

Last Modified on 10/18/2022 11:35 am PDT

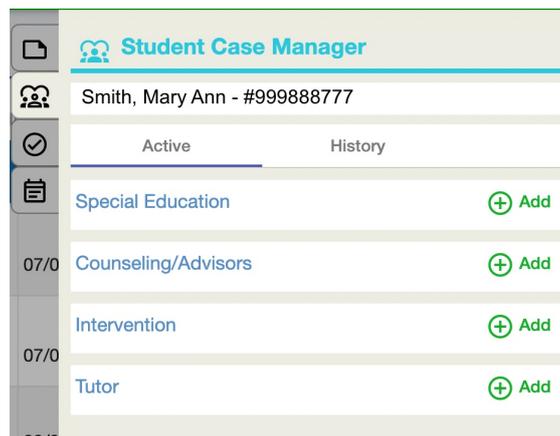
Release Notes - October 17, 2022

Enhancements & Bug Fixes

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancements

- New Side Bar Tab (v2.0 only): Support display/assignment of a Special Education Specialist (SES) to students



- (Part 1 of 2) Support display of the SES signature on Master Agreements after the specialist is assigned to the student
- AB130: Update checkbox text from "Missed Scheduled Appointment" to "Missed Appointment or Student/Guardian unreachable (non-participatory)"

Missed Appointment or Student/Guardian unreachable (non-participatory)

- Student Digital Files: Allow staff to sort files by date or file title
- Show Dual-Enrollment/Articulation-Eligible courses on PIE Guides

Bug Fix

- Allow Search by SSID
- Hide deactivated Support Program categories + Extracurricular Activities

Release Notes September 23, 2022

Last Modified on 09/27/2022 3:43 pm PDT

Release Notes - September 23, 2022

In this release we have added the following enhancements and new feature

To get automatic updates for future release notes, please be sure to click the subscribe button at the top of the release notes category page!

Enhancements

- Staff Calendar work tab. Allow verify days button to turn today's bubble dark blue (instead of going up to yesterday)
- Support Student Search by their Preferred Full Name
- Show a student's Preferred Full Name in the SafeTrac digital ID badge
- Add new "Show Preferred Name" preference for staff to hide student legal names from appearing in search results and student bar info when a student has a preferred first and/or last name on file

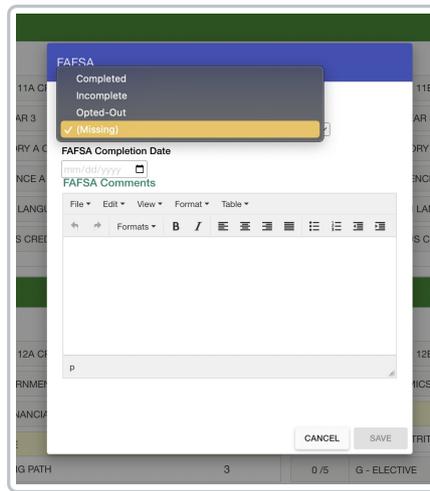
New Feature

- Add new Grad Check item for FAFSA completion status
- Add option for staff to manually create a FAFSA Opt-Out form for a student using Student Forms area
- Add new FAFSA status editor to Student Info area
- Display/Edit FAFSA Status to 12th Grade Banner bar in Student Guide

The screenshot displays a student's course schedule for 11th and 12th grades. The 11th grade section shows two semesters of courses. The 12th grade section shows two semesters of courses. A red box highlights the 'FAFSA Status: (Missing)' text in the 12th grade banner bar, which includes an edit icon.

11th Grade	
Semester 1	Semester 2
0.5 B - ENGLISH 11A CP	0.5 B - ENGLISH 11B CP
0.5 C - MATH YEAR 3	0.5 C - MATH YEAR 3
0.5 A - US HISTORY A CP	0.5 A - US HISTORY B CP
0.5 D - LAB SCIENCE A CP	0.5 D - LAB SCIENCE B CP
0.5 E - FOREIGN LANGUAGE YEAR 2	0.5 E - FOREIGN LANGUAGE YEAR 2
0 EXTRANEIOUS CREDIT	0 EXTRANEIOUS CREDITS

12th Grade	
Semester 1	Semester 2
0.5 B - ENGLISH 12A CP	0.5 B - ENGLISH 12B CP
0.5 A - US GOVERNMENT	0.5 G - ECONOMICS CP



Release Notes August 29, 2022

Last Modified on 08/29/2022 2:29 pm PDT

Release Notes - August 29, 2022

To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!

AB130 Enhancements

- **Use AB130 Instructional Tags in Notes**

- When creating notes for a student, these checkboxes can be marked to track certain qualified activities described in California's AB130 legislation. Checkboxes are OPTIONAL and are not required to save a note. Your Professional Development team will have more information regarding this new legislation and guidance on how you should use this new feature to stay in compliance.

The screenshot shows the 'Student Notes' interface for a student named Erzy Yazix. The interface includes a 'New Note' button, a search bar, and a text area for entering notes. Below the text area is the 'Instructional Tagging' section, which is highlighted with a red box. This section contains five checkboxes: 'Communicated / Contact with student/guardian' (checked), 'Work collected from student' (unchecked), '1:1 instruction provided' (checked), 'Group instruction provided' (unchecked), and 'Missed Scheduled Appointment' (unchecked). A red arrow points to the date '08/29/2022' next to the 'Instructional Tagging' header. A red text box next to the checkboxes says 'NEW Optional AB130 tags can be added for the date shown'. At the bottom of the interface, there is a user name 'Sam Smithy' and a timestamp '08/29/2022 11:08 AM', along with 'CANCEL' and 'SAVE' buttons.

- **Record Meeting Attendance**

- Simpler steps to record a student's one-on-one teacher meeting attendance from Calendar: Appointments tab
- Added new ways to create one-time appointments and view a student's daily appointment schedule

• **Multiple Appointment Viewer**

- Clicking on **MORE**, you can browse all other appointments placed on a student's calendar for a specific day
- If you wish, you can also record a separate attendance status for each meeting or event listed

• **Create Non-Recurring Appointments**

- Use **(+) ADD APPOINTMENT** if you wish to create a new one-time event that will appear on a student's calendar.

⚠ IMPORTANT: Any event added here is visible to both students and guardians !

Add Appointment Aug 29, 2022

Student Name NEW: Create multiple appointment sessions on the same day (even if they not related to the student's recurring teacher appt)
 erlofs, btaezilh

Appointment Name
 college planning

Start Time

1:00 PM	1:15 PM	1:30 PM	1:45 PM
2:00 PM	2:15 PM	2:30 PM	2:45 PM
3:00 PM	3:15 PM	3:30 PM	3:45 PM

EL

General Enhancements

- **Guides-Unassigned Courses: View Term**

- Hover on an external course title to view the semester in which it was completed

A

Spanish 2A

Fall 2012-2013

1

hover mouse on the course name to see the term an external course was completed in

- **Calendar-Work-Tab: Verify Work**

- Include today's date when verifying work product

Today's date is now included in the (+) verification step

						Aug 2022			
T/M	Days	Work	Cal.	Clear	All	F	M	T	W
						26	29	30	31
A,3	0/19								

Release Notes July 29, 2022

Last Modified on 07/29/2022 12:04 pm PDT

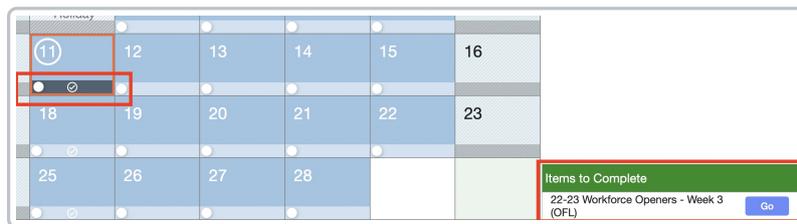
Release Notes - July 29, 2022

A new feature and enhancements

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New feature

- Student Portal - Calendar 2.0: Display available WIOA surveys that need to be completed on the calendar view



Enhancements

- Misc Search/Registration Improvements/Fixes - teacher roster search

Release Notes June 29, 2022

Last Modified on 07/21/2022 3:57 pm PDT

Release Notes - June 29, 2022

New Enhancements

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancements

- Staff Home Dashboard: Show new student Rosters on the new Home dashboard
 - Student Portal - Calendar 2.0: Support Mobile format view and miscellaneous layout improvements in desktop view
-

Release Notes June 17, 2022

Last Modified on 06/17/2022 11:55 am PDT

Release Notes - June 17, 2022

A new feature, enhancements and bug fixes

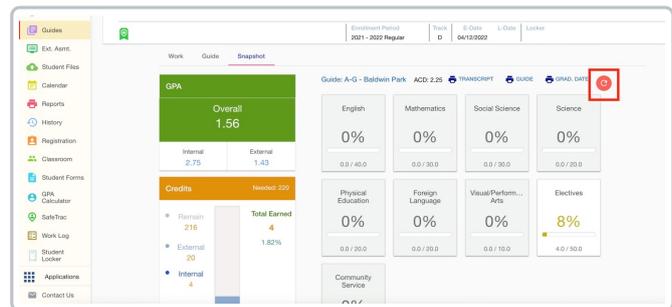
**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New feature

- Student Forms: Hide Forms/Form Categories that are outdated, or have no current forms to show

Enhancements

- Snapshot tab: Add additional refresh features to the Refresh Snapshot button for a single student on Guides
- Improve data refresh by clearing cache upon using the Student Card Refresh button on the student bar



Bug Fixes

- Home Snapshot and Progress tabs were not always showing all active students in the roster view.
- Allow notes to be entered on course units that were previously deleted then restored and assigned
- ST1.0 - staff view of registration forms not highlighting red box around required fields
- Student Portal 2.0 - When viewing emergency contact list with more than 4 card contacts, ensure page displays the Next button to move to next screen"

Release Notes - May 31, 2022

Last Modified on 06/01/2022 11:48 am PDT

Release Notes - May 31, 2022

Task Sidebar, Task List, Task Item Management, Tasks,

Snapshot, Staff Calendar, WorkLog Appointment List and Work Permit

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New feature

- 2.0 - Tasks Sidebar, Task Lists, Task Item Management, Tasks showing on student calendar
- Snapshot: Show Refresh button on snapshot page to recalculate and reload GPA, Credit and Required Subject data on demand

[Guide: AB 104 Planning Guide](#)

ACD: 2.53



TRANSCRIPT



GUIDE



GRAD. DATE



Enhancements

- Staff Calendar 2.0: Allow staff to add appointment events using the single student calendar that is unrelated to their normal TOR appointment meetings
- WorkLog Appointment List - show all of a teacher's appointments from their centers when home bar set to the charter level

Fixes

- Miscellaneous Bugs with Work Permit

Release Notes - May 18, 2022

Last Modified on 05/18/2022 9:52 am PDT

Release Notes - May 18th, 2022

Student portal, DSP and CAAD enhancements

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancements

- Student portal calendar improvements : Better view for multiple events on same day
 - While using the summer registration links for DSP students, you can now add a Not Listed guardian from the signature widget
 - Curriculum team can now update the external college course list under List Manager
-

Release Notes - May 4, 2022

Last Modified on 05/11/2022 1:49 pm PDT

Release Notes - May 4, 2022

What is in this release...

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New feature

- Allow students and parents to email teacher and/or support teacher from the 2.0 portal; Allow staff to initiate an email to the student and primary guardian from staff portal

Search Enhancements

- Allow teacher/classes/groups to stick when changing clients/refresh student bar 1st student on search changes

Bug Fix

- Hide community service from non-staff portals (2.0)
-

Release Notes - March 9, 2022 to April 19, 2022

Last Modified on 04/29/2022 11:27 am PDT

Release Notes - March 9, 2022 to April 19, 2022

In this release we have added the following new features.

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Previous Releases

Version 2.39 - released on 4/19/22

- Enhancement: Search Type (Teacher, Classes, Groups) will be remembered between login sessions
- Enhancement: Advanced Search Filter: set the default filter to show both Lead and Support Teacher students
- Search Teacher list: Show active student count for listed teachers / Teachers without students appear in gray font
- Enhancement: Show editable College Credit Course Id field when entering dual credit college courses in External Courses
- Bug fix: Handle response 400 on device search call if student doesn't have any devices

Version 2.38 - released on 4/6/22

- Enhancement: Deprecate the "Student can swim" option from the Personal Status question
- Enhancement: Search by "Teacher" - listing clean up
- Enhancement: Health survey - Allow non-auditors and non-Principal staff roles to make same-day corrections to health survey answers that have been submitted by a student
- Enhancement: Lock Health Survey forms prior to next day to prevent historical edits by non-permitted staff / Allow such staff to make corrections to student surveys on the same day
- Bug Fix: Sort by Grade Level on home search grid

Version 2.37 - released on 3/28/22

- Enhancement: Search - display the currently selected client on the list when clicking the menu down arrow icon
- Enhancement: Allow Community Service data entry even if a client's guide doesn't require it (client preference)
- Enhancement: Disable student popup notifications for MA addendums and 21-22 income forms
- Enhancement: Change the "Continue Later" registration form button to show "Done" if forms are completed/submitted
- Enhancement: Device Inventory - support additional attribute fields for each client's custom data tracking
- Enhancement: Sort Classroom student lists by first or last name depending on home search preference
- Bug Fix: Some students reported being unable to upload to the Family Uploads folder
- Bug Fix: Some users reported errors trying to reserve/assigning course to student

- Bug Fix: Return to student form listing (2.0) after completing form

Version 2.36 - released on 3/18/22

- Enhancement: Show student popup notification for latest available Workforce survey
- Enhancement: Student Info -Student Notes: Open notes within the new sidebar instead of form list view
- Enhancement: Allow registration form sets to be completed through a direct link customized per student (DSP)
- Enhancement: Request additional student data for verification before opening a student form/formset initiated from a direct link (DSP)
- Enhancement: Update permissions on student file uploads

Version 2.35 - released on 3/9/22

- Enhancement: Add support for setting a student and guardian's mailing address if different from home address
 - Enhancement: Add support for storing student work permit data
 - Enhancement: Support External College Credit Courses that can be selected from pre-configured list provided by curriculum admins
 - Enhancement: Keep student bar card expanded when navigating between applications
 - Enhancement: Show student's preferred name on student bar card
 - Enhancement: Support a direct link for student registration that auto-selects an enrollment period so that client can use links dedicated for summer or regular registration
 - Enhancement: Allow staff to swap enrollment periods in the Registration application
 - Enhancement: Support a new client preference to default the class leader to a blank selection when reserving / starting a course
 - New Feature: Student Locker display for Device Inventory (2.0)
-

Release Notes - January 27, 2022

Last Modified on 01/27/2022 3:11 pm PST

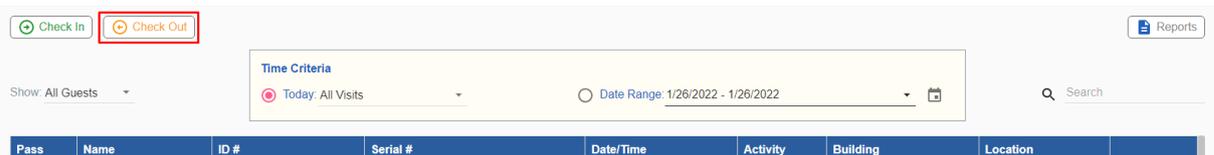
Release Notes - January 27, 2022

In this release we have added the following new features.

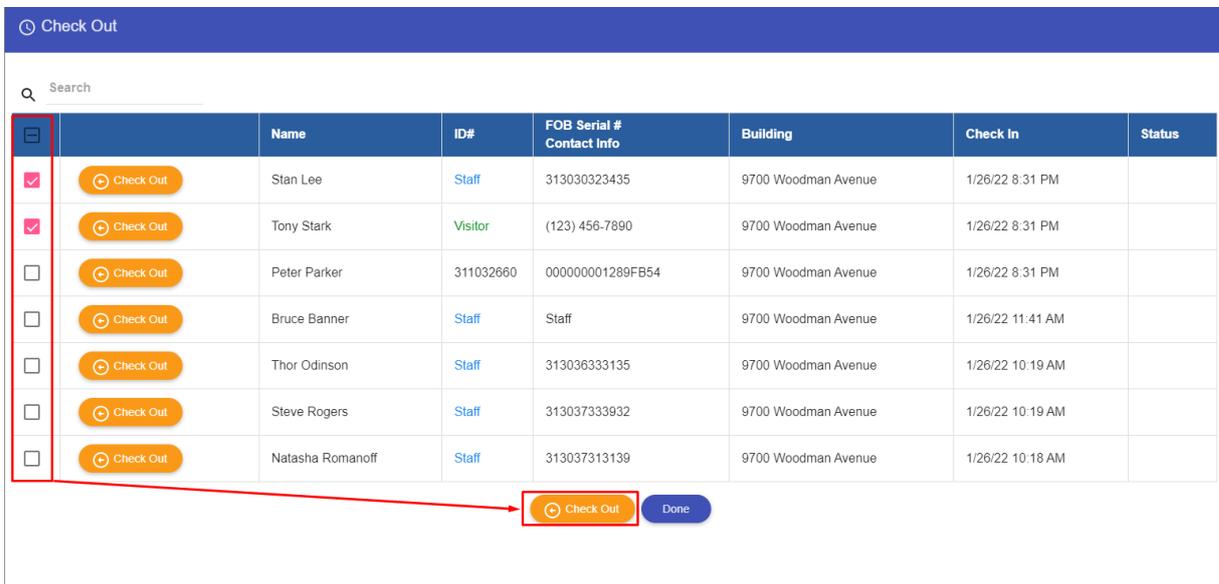
To get automatic updates for future release notes, please be sure to click the subscribe button at the top of the release notes category page!

Mass Check Out

- The check out feature on SafeTrac has been modified to allow for checking out in mass, to access this feature select the check out option from SafeTrac:



- On the popup, several staff, visitors, and students can be selected at the same time. Once a selection has been made, hitting the **Check Out** button will check out all selected users:



- After hitting the **Check Out** button, there will be another window to verify the selection, specify the time and building of the check out, as well as leave a comment:

Check Out

Time: 01/26/2022 5:50 pm Building: 9700 Woodman Avenue Comment:

Name	ID#	FOB Serial # Contact Info	Building	Check In	Check Out	Comment	Status
Stan Lee	Staff	313030323435	9700 Woodman Avenue	1/26/22 8:31 PM			
Tony Stark	Visitor	(162) 667-6487	9700 Woodman Avenue	1/26/22 8:31 PM			

Cancel **Check Out**

- After the checkout is complete, the status will update with a  icon

Work Log Mass Unit Entry

- We have added the ability to mass enter units on the Work Log, this feature can be accessed by clicking the  icon

← 12/16/2021 - 01/26/2022 → T R 11:00AM (2)

Estimated Units

Students	3 or less units	4 to 5 units	6 or more units
2	2	0	0

Student	In Progress	Units																																
Mary Jane - #310960452 SSID: #2018738046 Age Grade: 17 12th Attendance: ● 0 ● 0 ● 0 ● 0 Week 1: R T T Week 2: R T R T Week 3: Week 4:	Course   <input checked="" type="radio"/> HSED3005 AMERICAN GOVERN... <input type="radio"/> HSED4008 BIOLOGY VL SEM B CP <input type="radio"/> HS1160 COMMON CORE ENGLISH...	<table border="1"> <tr> <th>1/6</th><th>2/7</th><th>3/8</th><th>4/9</th><th>5/10</th> <th>Subject</th> <th>Current Month</th> <th>Last Month</th> </tr> <tr> <td>A</td><td>A</td><td>A+</td><td>B+</td><td>A</td> <td>English</td> <td>0/0</td> <td>4</td> </tr> <tr> <td><input type="checkbox"/> A</td><td><input type="checkbox"/> B</td><td><input type="checkbox"/> A+</td><td><input type="checkbox"/> 9</td><td><input type="checkbox"/> 10</td> <td>Math</td> <td>2</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 2</td><td><input type="checkbox"/> 3</td><td><input type="checkbox"/> 4</td><td><input type="checkbox"/> 5</td> <td></td> <td></td> <td></td> </tr> </table>	1/6	2/7	3/8	4/9	5/10	Subject	Current Month	Last Month	A	A	A+	B+	A	English	0/0	4	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> A+	<input type="checkbox"/> 9	<input type="checkbox"/> 10	Math	2		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5			
1/6	2/7	3/8	4/9	5/10	Subject	Current Month	Last Month																											
A	A	A+	B+	A	English	0/0	4																											
<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> A+	<input type="checkbox"/> 9	<input type="checkbox"/> 10	Math	2																												
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5																														
Flash Thompson - #311074156 SSID: #2194228045 Age Grade: 18 10th Attendance: ● 0 ● 0 ● 0 ● 0 Week 1: R T T Week 2: R T R T Week 3: Week 4:	Course   <input type="radio"/> HS5012 PHYSICAL EDUCATION 2	<table border="1"> <tr> <th>1/6</th><th>2/7</th><th>3/8</th><th>4/9</th><th>5/10</th> <th>Subject</th> <th>Current Month</th> <th>Last Month</th> </tr> <tr> <td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 2</td><td><input type="checkbox"/> 3</td><td><input type="checkbox"/> 4</td><td><input type="checkbox"/> 5</td> <td>English</td> <td>0</td> <td>4</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td>Math</td> <td>1</td> <td></td> </tr> </table>	1/6	2/7	3/8	4/9	5/10	Subject	Current Month	Last Month	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	English	0	4						Math	1									
1/6	2/7	3/8	4/9	5/10	Subject	Current Month	Last Month																											
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	English	0	4																											
					Math	1																												

- The mass entry tool is the same tool that can be accessed on the Work tab under the guides application:

Mary Jane #310960452 Courses

HSED4008 BIOLOGY VL SEM B CP

Unit Name	Work Completed Month	Score
UNIT 6 (5 DAYS)	2021-2022 Month 6 (11/18-12/15)	93
UNIT 7 (5 DAYS)	2021-2022 Month 7 (12/16-1/26)	83
UNIT 8 (5 DAYS)	2021-2022 Month 7 (12/16-1/26)	98
UNIT 9 (5 DAYS)	2021-2022 Month 7 (12/16-1/26) ▾	
UNIT 10 (5 DAYS)	2021-2022 Month 7 (12/16-1/26) ▾	

HS1160 COMMON CORE ENGLISH 11A CP

Unit Name	Work Completed Month	Score
UNIT 1 (5 DAYS)	2021-2022 Month 7 (12/16-1/26) ▾	
UNIT 2 (5 DAYS)	2021-2022 Month 7 (12/16-1/26) ▾	
UNIT 3 (5 DAYS)	2021-2022 Month 7 (12/16-1/26) ▾	

CANCEL SAVE

- The mass entry tool allows users to enter multiple scores and edit multiple work completion months, then save all changes made simultaneously.

Release Notes - January 5, 2022

Last Modified on 01/05/2022 9:41 am PST

Release Notes - January 5, 2022

In this release we have added the following new features.

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Home Page Sort

- More options have been added for sorting on the Progress Tab, such as completed units and open units:

The screenshot shows the 'Progress' tab selected. The table header includes columns for Name, Student ID (SSID), Grade, Location, Teacher, T/M, Days, Completed Units, Open Units, and Credits. The 'Completed Units' and 'Open Units' columns are highlighted with red boxes.

- More options have been added for sorting on the Snapshot Tab, such as guide names:

The screenshot shows the 'Snapshot' tab selected. The table header includes columns for Name (Ext. Code), Student ID (SSID), Grade, Teacher (Location), Guide Name, GPA, Credits Req'd, Total Credits, Rem Credits, Int Credits, and Ext Credits. The 'Guide Name' column is highlighted with a red box.

Course Unit Notes

- Course units have had their notes access separated from the withdrawal/forced units options.
- Withdrawal and Forced Units can be added via the  icon.

The screenshot shows the 'Active Courses' page. A table lists course units for 'HS6015 VISUALARTS B'. The table has columns for Unit Name, Assign, Days, Score, Grade, and a set of icons. The new icon, which is a document with a checkmark, is highlighted with a red box.

- Clicking this new icon will open a new window with checkboxes for Withdrawal and Forced units, score input, and a button that will open the side page notes for the course unit:

The screenshot shows a student record for Peter Parker (#311072379) in course HS6015 VISUALARTS B. A dialog box titled "Withdrawal/Forced UNIT 6 - (5 days)" is open, showing a score of 96 and a grade of A. A red box highlights the "VIEW NOTES" button in the dialog. A red arrow points from this button to the "New Note" input field in the "Course Unit Notes" sidebar, which also shows the student's name and the date/time of the note.

- The old notes icon  will also now directly link to the side page notes for that course unit:

Active Courses 

Course Name	Credits	Start Date	End Date	Final Grade		
HS6015 VISUALARTS B		11/18/2021			⋮	
Unit Name		Assign	Days	Score	Grade	
Assigned Completed						
UNIT 6 - (5 days)			5	96	A	   
2021-2022 Month 6 (11/18-12/15) 2021-2022 Month 6 (11/18-12/15)						
UNIT 7 - (5 days)			5	98	A+	   
2021-2022 Month 6 (11/18-12/15) 2021-2022 Month 6 (11/18-12/15)						
UNIT 8 - (5 days)						  
2021-2022 Month 6 (11/18-12/15) 						
UNIT 9 - (5 days)						  
2021-2022 Month 6 (11/18-12/15) 						
UNIT 10 - (5 days)						  
2021-2022 Month 6 (11/18-12/15) 						

College Credit Courses

- More College Credit Course Format options have been added:

Course	School	Subject	Slot	Cr. Earned	Cr. Attempted	Grade Level	Grade	Term	Official	College Credit Course	Action
College Math	MIT	Mathematics	Slot	5	5	12th	4.0 A+	July Intersession 2021	<input type="checkbox"/>	College Credit College Credit Course - Mathematics Max College Credit* 5 <input checked="" type="radio"/> Course Format: In person <input type="radio"/> Course Format: 100% Online (Instructor Led) <input type="radio"/> Course Format: 100% Online (Facilitated) <input type="radio"/> Course Format: 100% Online (Learner Led)	

- New 100% Online Options are:

1. **Instructor-Led** : Instructor provides all instruction associated with online content.
 2. **Facilitated** : Learner sets the pace of their own instruction, facilitator monitors progress and may provide support.
 3. **Learner-Led** : Learner sets the pace of their own instruction. Content and instruction are provided solely by the online application.
-

Release Notes - December 14, 2021

Last Modified on 12/14/2021 9:37 am PST

Release Notes - December 14, 2021

In this release we have added the following new features.

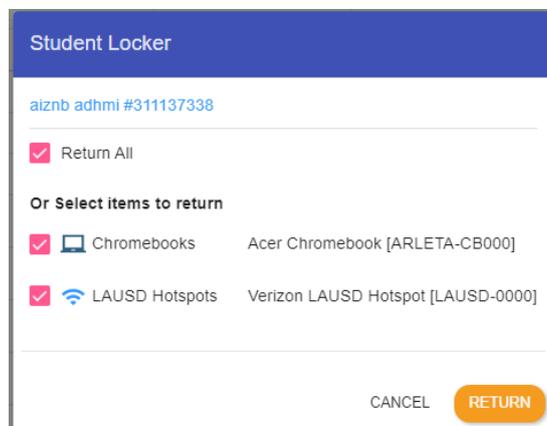
**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Virtual Locker

- Icons have been added to the student bar that indicate if the student has any Chromebooks or hotspots in their possession
- Clicking on a selected device will open a detailed view of the devices the student has

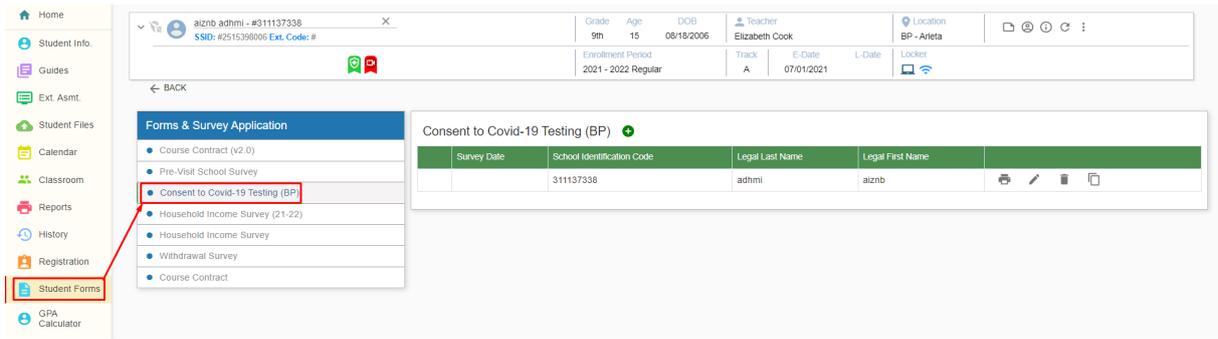


- This detailed view has the options to return selected devices, or all at once



Consent to Covid Testing Form

- A new form has been created that requests signed authorizations from guardians to consent to Covid-19 school testing



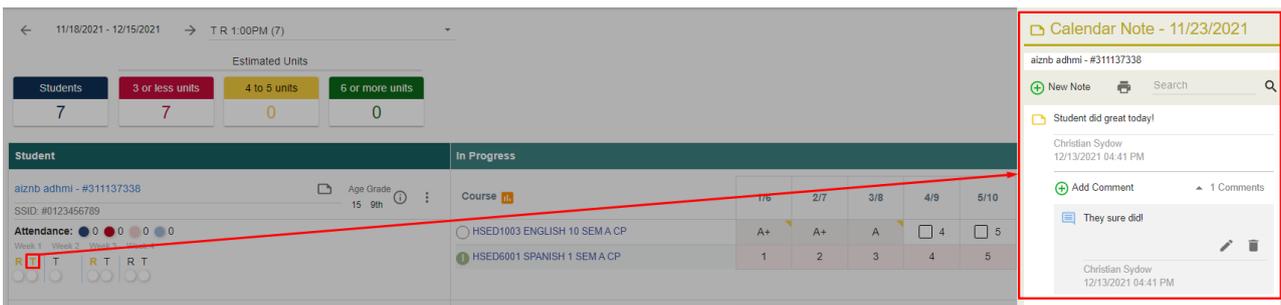
- A copy-link feature has been added here to allow for guardians to sign the form directly from a link without signing into StudentTrac
- More info regarding this copy-link form feature can be found in this article: [Student Consent Form](#)

Notes Redesign

- Notes are in the process of being re-vamped and having more functionality across StudentTrac, the changes in this release will be mostly within the Worklog application
- Notes can be added and viewed directly from the Worklog, if a day or unit has a note, the letter for the day will be **Yellow**, or the unit will have a **Yellow** corner mark.



- Clicking the **Yellow** day letter OR the **Yellow** unit corner mark will open the notes sidebar



- Notes can be added by clicking  New Note with the latest notes being at the top of the page
- Clicking the print icon  at the top of the notes will print the entire notes transaction for that day/event
- Clicking the print icon  on the note itself will print just that note and any comments from others on that note
- Clicking  Add Comment will add a comment to the note, comments can be used to communicate between staff or to add further clarification to the existing note
- If a note is long, it can be expanded to reveal the full note, and then minimized again
- Notes can be edited and deleted by the staff member that made the note, and are only viewable by staff level accounts
- Students and Guardians do not have access to view these notes unless they are printed and sent out

📅 Calendar Note - 11/23/2021

aiznb adhmi - #311137338

 New Note




This is a long note

...

...

...

...

Hello

see less   

Christian Sydow
12/13/2021 04:45 PM

 Add Comment
▼ 0 Comments



Student did great today!

Christian Sydow
12/13/2021 04:41 PM

 Add Comment
▲ 1 Comments



They sure did!

Christian Sydow
12/13/2021 04:41 PM

- The main difference between day notes and unit notes will be the header. For day notes, there will be a Calendar header with the date the note is for, for unit notes, the course and unit will be displayed in the header instead

307

Course Unit Notes

aiznb adhmi - #311137338

Course
HSED1003 ENGLISH 10 SEM A CP
Unit 1

 New Note



Search



 You can add notes onto the units too!

Christian Sydow
12/13/2021 04:34 PM

 Add Comment

▼ 1 Comments

Release Notes - November 19, 2021

Last Modified on 11/22/2021 9:38 am PST

Release Notes - November 19, 2021

In this release we have added the following new features.

To get automatic updates for future release notes, please be sure to click the subscribe button at the top of the release notes category page!

Student Bar

- The student bar has been redesigned and has a new look:



- Expanded view:

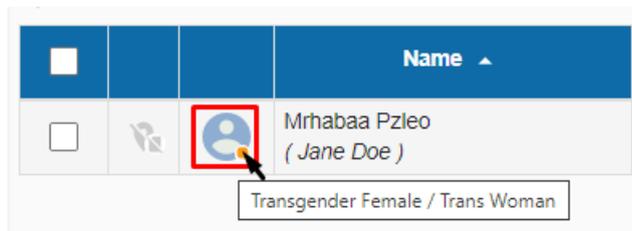


Preferred Name & Identity

- Preferred names will now appear in parentheses under the students legal first & last name:

Name	Student ID	DOB	Age	Grd	Appt.	Enroll Period	Stat	Trk	Location	Teacher
Mhabaa Pzleo (Jane Doe)	311072379 5435265475	12/14/2004	16	11th	MW 1:00PM	2021 - 2022 Regular	E1	A	BP - Arleta	John White

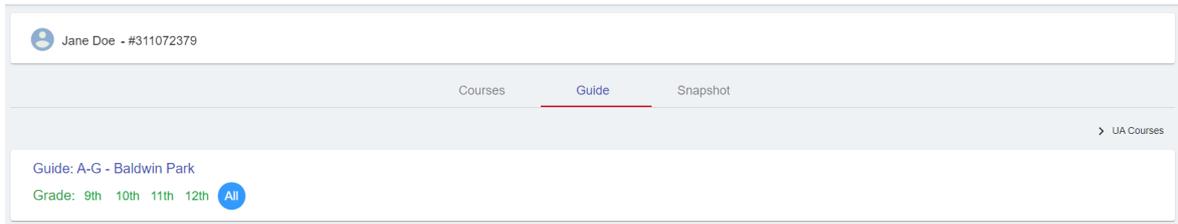
- An orange dot has been added to signify when a student has a preferred identity.
- Hovering over the student profile picture on home will display the preferred identity for the student:



- Hovering over the icon on the student bar will display the preferred name & the preferred identity:



- The preferred name will show as the default name when the student logs into their account on the student portal:



Release Notes - October 5, 2021

Last Modified on 10/06/2021 2:54 pm PDT

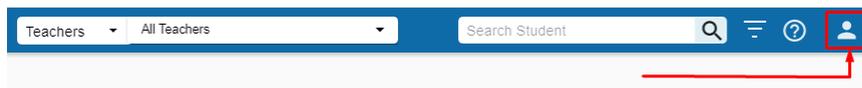
Release Notes - October 5, 2021

In this release we have added the following new features.

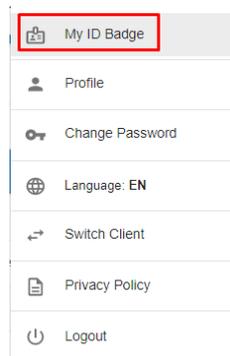
**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Staff Self Check In/Out

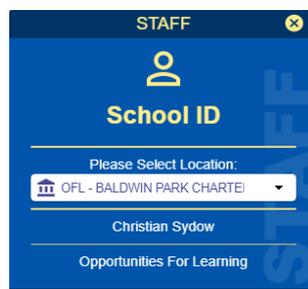
- Staff will now be able to self check themselves in/out from the My ID Badge
- The My ID Badge can be selected from the head and shoulders icon at the top right of StudentTrac:



- Upon selecting this icon, a new pop menu with My ID Badge will be displayed:



- If selecting the badge at a charter level, or higher, another window will appear allowing staff to select the location they wish to check in for:



- Depending on which location is selected a form may appear asking some check-in related questions, selecting My ID Badge at the location level will also prompt this form to appear without the previous popup.

Worklog

- Added a link to the students progress report
- Added a new section with goals vs actual completed counts for English and Math units

- Added the notes sidebar functionality
- Various other bug fixes and improvements



Identity Preference Options

- New option added to Student Info and the Student Application form in Registration that can be found under Gender:

Gender

Female

Male

Nonbinary

Identity Preference

Select an option that best describes how the student describes their identity.

Spanish Translations

- New Spanish version of Transcripts available
- Various options and forms have had Spanish translations added

Release Notes - June 2, 2021

Last Modified on 06/02/2021 4:17 pm PDT

Release Notes - June 2, 2021

In this release we have added the following new features.

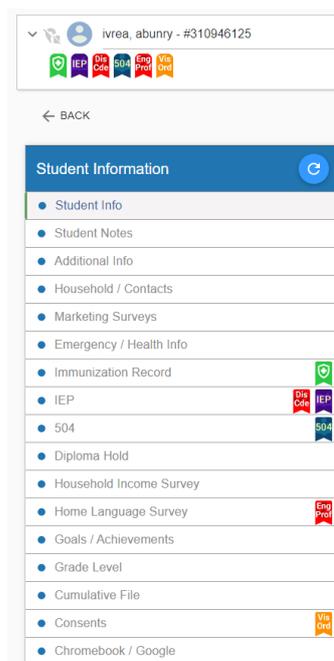
To get automatic updates for future release notes, please be sure to click the subscribe button at the top of the release notes category page!

New Badges

- We have added new badges to StudentTrac and updated the design of some existing ones:

 504 Student	 IEP Student	 Student has Visitation Orders	 Missing Disability Code	 Immunization Records Completed	 Immunization Records Incomplete
 Missing English Proficiency	 English Learner Student	 Missing 9th Grade Entry Date	 NO Photo/Video Consent	 NO Physical Education Consent	

- These new badges will appear alongside the forms they are related to in Student Info, badges will also appear on the student bar when the expanded view is selected:



- Note:** If changes that were made recently are not updating badges, hit the refresh button at the top of the Student Information window to refresh them, sometimes it can take a few clicks or seconds to update.

External College Courses

- Added a new feature that allows staff to enter external courses that count for college credits in various areas of study:

Course	School	Subject	Slot	Cr. Earned	Cr. Attempted	Grade Level	Grade	Term	Official	College Credit Course	Action
Course * Linear Algebra	School * UCI	Subject Mathematics	Slot C - MATH YEAR 3	Cr. Earned 5	Cr. Att.* 5	Grade Le... 12th	Letter ... 5.0 B+	Term * Fall 2020-2021	<input checked="" type="checkbox"/>	College Credit College Credit Course - Mathematics Max College Credit * 1 <input type="radio"/> Course Format: In Person <input checked="" type="radio"/> Course Format: 100% Online	<input checked="" type="checkbox"/>

- College credits track specific subjects, credit counts, and whether a course was taken online or in person.
- Other college credit subjects can be added via request.
- There will be new reports coming soon that will help track various aspects of this new feature.

Release Notes - December 30, 2020

Last Modified on 01/04/2021 5:08 pm PST

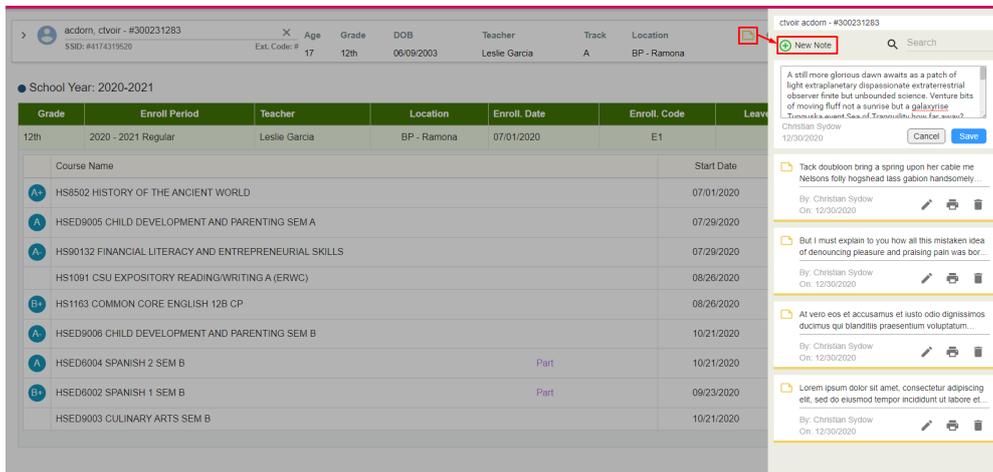
Release Notes - December 30, 2020

In this release we have added the following new features.

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Student Notes

- A new pop-out tool for student notes has been added and can be accessed via the student info bar:

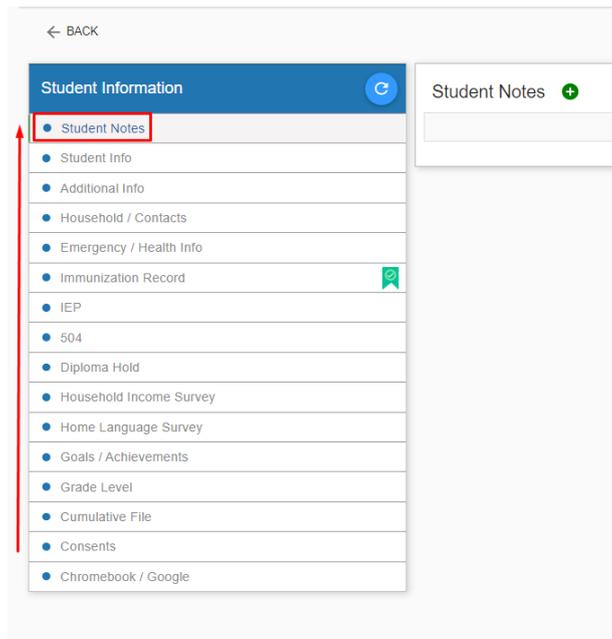


The screenshot shows a student information system interface. At the top, there is a student info bar with fields for Name, Age, Grade, DOB, Teacher, Track, and Location. A red box highlights a 'New Note' button in the top right corner of this bar. Below the student info bar is a table of courses for the 2020-2021 school year. The table has columns for Grade, Enrollment Period, Teacher, Location, Enrollment Date, Enrollment Code, and Leave Date. The courses listed are:

Grade	Enroll. Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave
12th	2020 - 2021 Regular	Leslie Garcia	BP - Ramona	07/01/2020	E1	
Course Name						
Start Date						
A+	HS8502 HISTORY OF THE ANCIENT WORLD				07/01/2020	
A	HSED9005 CHILD DEVELOPMENT AND PARENTING SEM A				07/29/2020	
A	HS90132 FINANCIAL LITERACY AND ENTREPRENEURIAL SKILLS				07/29/2020	
	HS1091 CSU EXPOSITORY READING/WRITING A (ERWC)				08/26/2020	
B+	HS1163 COMMON CORE ENGLISH 12B CP				08/26/2020	
A	HSED9006 CHILD DEVELOPMENT AND PARENTING SEM B				10/21/2020	
A	HSED6004 SPANISH 2 SEM B				Part 10/21/2020	
B+	HSED6002 SPANISH 1 SEM B				Part 09/23/2020	
	HSED9003 CULINARY ARTS SEM B				10/21/2020	

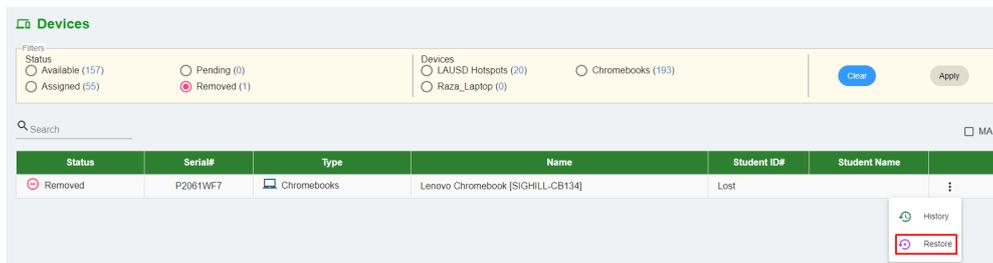
The pop-up window on the right shows a text editor with a sample note: "A still more glorious dawn awaits as a patch of light extraplanetary dispassionate extraterrestrial observer frute but unbounded science. Venture bits of moving buff not a spruce but a galaxies". Below the text are buttons for "Cancel" and "Save". The pop-up also shows the author's name "Christian Sydow" and the date "12/30/2020".

- Clicking  on the student bar will open the new pop-out tool where staff will be able to add new notes, as well as edit, print and delete existing ones.
- Please note that not all roles will have the delete option available at this time.
- The student notes edited here will also be viewable on the students notes section in student info, which has been moved to the first section under student notes.

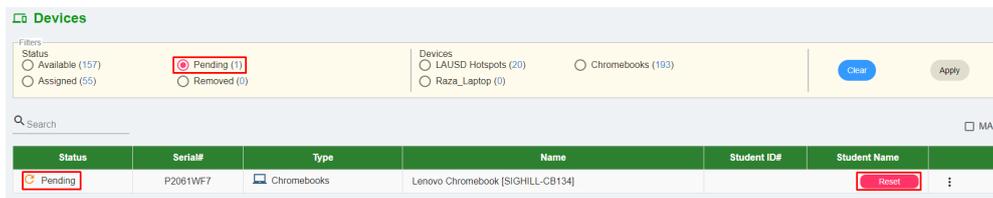


Device Inventory

- Devices that were removed (Broken, Lost, or Other reasons) can now be restored:



- Restored devices are moved to pending status, from this status they can be reset which will allow them to be placed into available status to be assigned again:



Registration

- Creating a new registration (from staff and student accounts) will try and default select to a period that the student previously enrolled in.
- Example - This student was previously enrolled as a Regular Enrollment Period student:

Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code	
10th	2017-2018 Regular	Sindy Park	WSH - Santa Clarita	04/02/2018	E2	04/06/2018	L03	
Course Name				Start Date		End Date		Credits
A	HS7020 HEALTH A		Part	04/02/2018	04/06/2018		2	
Grade	Enroll Period	Teacher	Location	Enroll. Date	Enroll. Code	Leave Date	Leave Code	
10th	2017-2018 Regular	Sindy Park	WSH - Santa Clarita	12/18/2017	E2	01/05/2018	L03	
Course Name				Start Date		End Date		Credits
A	HS7020 HEALTH A		Part	12/18/2017	01/05/2018		3	

- The registration will now auto default to the Regular enrollment instead of Winter. This feature only applies when there is more than one option for enrollment period, when there is only one option available that will always be the default selection.

Registration
 esan asbi
 ID: #300282406

Available Enrollments

WSH - Santa Clarita

2020 - 2021 Regular [Register](#)

Winter 2020 - 2021

Current Enrollments
 There are no current enrollments.

Programs/Groups
 Register for Programs or Groups [View](#)

Current Programs

Program Name	Session Name	Date	Status	Forms
You currently have not joined any Programs. Click "View" to see available Programs you can Apply to.				

Current Groups

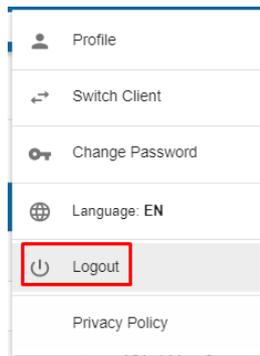
Group Name	Class Leader
You currently have not joined any Groups. Click "View" to see available Groups you can Apply to.	

Location Drop Down Selection

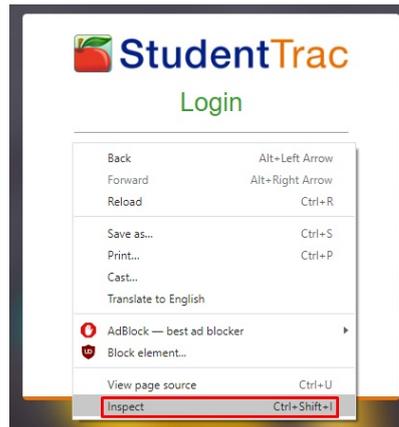
- Deactivated locations will no longer show in the drop down menu.
- Closed locations will now show greyed out and **ONLY** for accounts with Principal, Auditor & System Admin roles:

Enroll Period	Stat	Trk	Location
2021 Regular	E1	A	DU - City of Industry (
2021 Regular	E1	A	DU - City of Industry (
2021 Regular	E3	A	DU - City of Industry (
2021 Regular	E3	D	DU - City of Industry (
2021 Regular	E1	A	DU - City of Industry (
2021 Regular	E1	A	DU - City of Industry (
2020 - 2021 Regular	E3	B	DU - Citv of Industr (

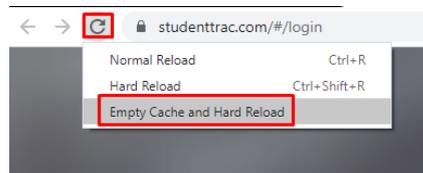
- Some users may experience an issue with this change if a client they were on previously is now closed or no longer being used.
 - First, click the  icon in the top right and logout of StudentTrac:



- Next, open the inspect element tool on Chrome, this can be done by right-clicking on the browser window or by hitting Ctrl + Shift + I:



- Once the new inspection window is open, you will be able to long press on the refresh button to do a hard refresh:



- After the hard refresh is complete, you can close the inspection tool window.
- If you are still having issues after trying this fix, please give our Helpdesk a call for further aid.

Release Notes - September 25, 2020

Last Modified on 12/30/2020 10:20 am PST

Release Notes - September 25, 2020

In this release we have added the following new features.

To get automatic updates for future release notes, please be sure to click the subscribe button at the top of the release notes category page!

Snapshot Home Page Tab (Beta)

- A new snapshot tab has been added on the homepage:

Name Ext. Code	Student ID SSID	Grade	Teacher Location	Guide Name	GPA	Credits Reqd	Total Credits	Rem Credits	Int Credits	Ext Credits	
swaoduin-h, yrdjon	300256748 3186256757	11th	Jason Spann BP - Hawthorne	A-G - Baldwin Park	3.14	220	149	71	149	0	⊞ ⓘ ⋮
aciplo, amzy	311050357 3160837067	12th	Nathan Hernandez BP - Hawthorne	A-G - Baldwin Park	2.05	220	25	195	40	145	⊞ ⓘ ⋮
adlineis, hwseakn	300282528 5183275072	9th	Merilee Norton BP - Hawthorne	A-G - Baldwin Park	2.56	220	8	212	8	0	⊞ ⓘ ⋮
adnre, mirao	311067554 4197353130	9th	Jason Spann BP - Hawthorne	A-G - Baldwin Park	0.52	220	5	215	5	20	⊞ ⓘ ⋮
aejrtbz-ugs, lise	311027798 1167289503	11th	Merilee Norton BP - Hawthorne	A-G - Baldwin Park	2	220	168	52	18	191	⊞ ⓘ ⋮
aelvqsz, diran	310975815 7731747180	9th	Nathan Hernandez BP - Hawthorne	A-G - Baldwin Park	1.74	220	32	188	47	10	⊞ ⓘ ⋮
aermiz, hitscam	311109537	12th	Shanice Aiken BP - Hawthorne	A-G - Baldwin Park	2.63	220	182.5	37.5	0	187.5	⊞ ⓘ ⋮

- The tab shows a summary of the info that is found on the guides snapshot
- This tab is currently a beta, like the progress tab, meaning it is subject to change and be improved upon in future releases

EL/CTE Credentials

- EL/CTE courses now require a teacher lead that has the required credentials to teach it
- Courses/Teachers that will require EL/CTE credentials will be handled by curriculum and/or EDI
- If a teacher has the required credentials to teach a course but does not have a signature on their account, they will still not be available as a teacher lead selection for that course.**

Release Notes - September 11, 2020

Last Modified on 09/11/2020 11:40 am PDT

Release Notes - September 11, 2020

In this release we have added the following new features.

To get automatic updates for future release notes, please be sure to click the subscribe button at the top of the release notes category page!

Student Progress Home View

- A new progress tab has been added on the home page:

Name	Student ID	SSID	Grade	Location	Teacher	T/M	Days	Completed Units	Open Units	Credits	
			11th	BP - Hawthorne	Nathan Hernandez	A/3	0/19	0	4	0	⊕ ⊖ ⋮
			10th	BP - Hawthorne	Nathan Hernandez	A/3	0/19	0	3	0	⊕ ⊖ ⋮
			11th	BP - Hawthorne	Jorge Contreras	A/3	6/19	1	8	1	⊕ ⊖ ⋮
			9th	BP - Hawthorne	Nathan Hernandez	A/3	0/19	0	4	0	⊕ ⊖ ⋮
			12th	BP - Hawthorne	Andrea McNeerney_VS	A/3	0/19	1	9	1	⊕ ⊖ ⋮
			11th	BP - Hawthorne	Merilee Norton	A/3	0/19	0	11	0	⊕ ⊖ ⋮

- The MU (Monthly Units) column has been moved to this tab from the default view and has been renamed Completed Units

Notifications

- Added a new notification system, this can be found in the top right and will notify students when they have an incomplete course contract, survey, or assessment that needs to be completed. Clicking the 'Go' button will take them directly to the item they are being notified for.

ibglare abilur-cnego - #300258044

Forms & Survey Application

Course Contract (v2.0)

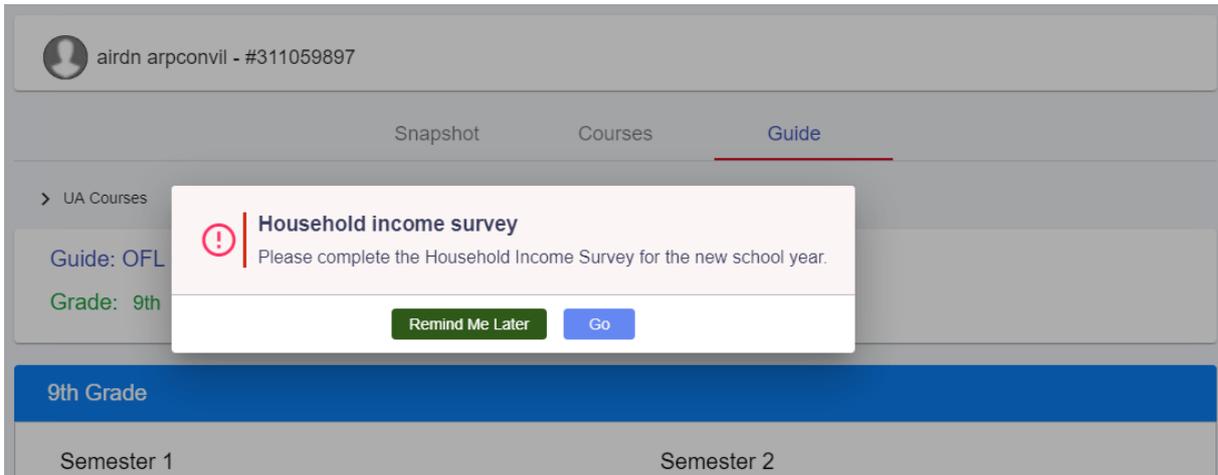
HSED...	FRENCH 1 SEM A (EDM CR)
HSES...	ENGLISH 11 SEM A
HSES...	SPANISH 1 SEM A
HSES...	GEOMETRY SEM A
HSES...	US HISTORY SEM A
HSES...	ALGEBRA 2 SEM B
HSES...	CHILD DEVELOPMENT & PARENTING SEM A

Notifications

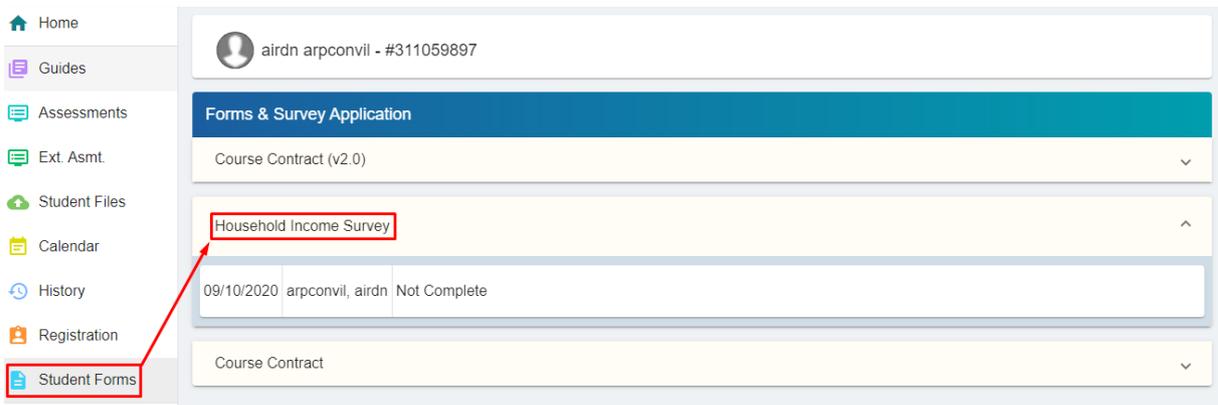
- Household Income Survey**
Please complete the survey for the current school year
[Go](#)
- Course Contract (v2.0)**
HSED6009ACRFRENCH 1 SEM A (EDM CR) needs to be completed.
[Go](#)
- Assessment**
20 - 21 Workforce Openers - Week 11 (OFL)
[A113] is ready for you to take
[Go](#)
- Assessment**
20 - 21 Workforce Openers - Week 10 (OFL)

Miscellaneous

- Students that have not completed a household income survey may see a popup requesting they complete one:



- If the Student decides to complete this survey at a later time, a new section has been added to student forms for the household income survey:



Release Notes - July 17, 2020

Last Modified on 07/17/2020 10:27 am PDT

Release Notes - July 17, 2020

In this release we have added the following new features.

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Miscellaneous

- The refresh button on the student card will now refresh credits as well
 - Fixed an issue where completed credits were adding up to a higher amount
 - Fixed the missing course contract signature report to accurately pull all cases
 - Fixed an issue where Enrollment Dates remained on reversed enrollments
 - Archived registrations for expired enrollment periods
-

Release Notes - June 29, 2020

Last Modified on 06/29/2020 7:12 pm PDT

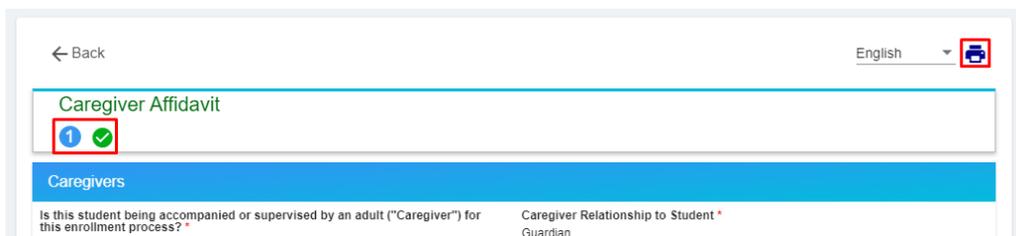
Release Notes - June 29, 2020

In this release we have added the following new features.

To get automatic updates for future release notes, please be sure to click the subscribe button at the top of the release notes category page!

Registration Form Print

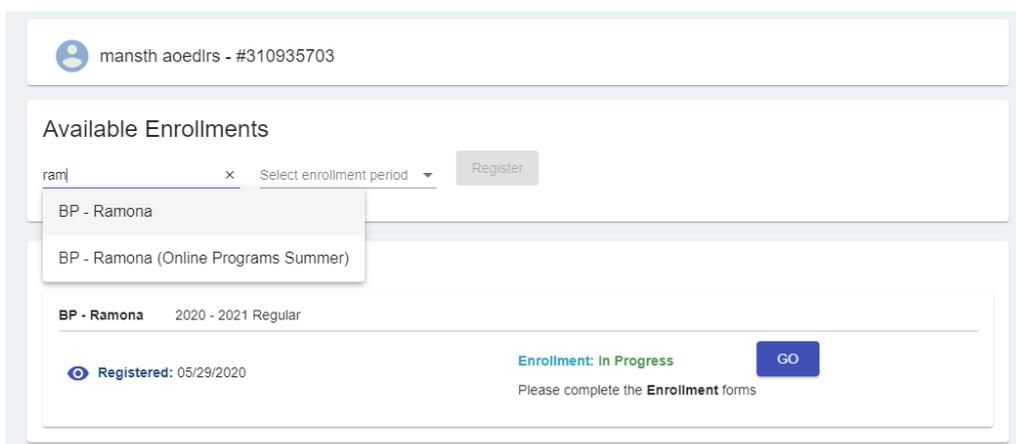
- Moved the print form button and improved print function to print all forms in a section at once:



The screenshot shows a web form titled "Caregiver Affidavit". At the top left is a "Back" button. At the top right, there is a language dropdown set to "English" and a print icon. Below the title bar, there is a blue bar with the text "Caregivers". Underneath, there are two columns of text: "Is this student being accompanied or supervised by an adult ("Caregiver") for this enrollment process?*" and "Caregiver Relationship to Student * Guardian". A red box highlights a "1" in a circle and a green checkmark icon, which are part of a list or progress indicator.

Other Changes

- Fixed an issue that allowed some teachers to enter work for previous months
- Fixed an issue where assigning reserved courses showed previous enrollment periods
- Fixed an issue where Area Teachers could not view Knowledge Owl articles
- Added the ability for students to type locations when starting a new registration:



The screenshot shows a user profile for "mansth aedlrs - #310935703". Below the profile is a section titled "Available Enrollments". There is a search bar with "ram" entered, a "Select enrollment period" dropdown, and a "Register" button. A dropdown menu is open showing "BP - Ramona" and "BP - Ramona (Online Programs Summer)". Below this, there is a section for "BP - Ramona 2020 - 2021 Regular". It shows a status of "Registered: 05/29/2020" and "Enrollment: In Progress" with a "GO" button. A note at the bottom says "Please complete the Enrollment forms".

Release Notes - June 16, 2020

Last Modified on 06/16/2020 12:16 pm PDT

Release Notes - June 15, 2020

In this release we have added the following new features.

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Print Friendly Registration Forms

- Improved the printer friendly form view for the student/guardian version of registration to allow printing of single forms
- This print/view can be viewed by clicking the print form button during student registration:

← Back English ▼

PRINT FORM

Instructions

Before a student can be enrolled in an **Opportunities For Learning** public charter school, this application form must be completely filled out and signed by the student and parent or legal guardian (if the student is under 18 years of age).

Submission of this application does not constitute enrollment in the school. Verification of immunizations and withdrawal from current school are reviewed before the student is eligible for enrollment.

Student age, and district and county of residence information contained in this application is used to determine the student's eligibility for enrollment. All other information is used for **Opportunities For Learning** statistical purposes only and does not impact admission in any way. It is important that all starred sections of this application be complete, including the parent or legal guardian's signature and date the application and agreement forms are signed. If you do not wish to supply demographic information at this time, you may indicate that by writing or selecting "DTS" (Decline to State) in that cell.

Student Information

- New view will not page break mid line or on signature images and will not show various buttons shown in the website view

Other Changes

- Various improvements to performance
- Updated the leave code order list to be in alphanumeric order (L01 -> L02 -> ... L20)
- Fixed an issue where reserved courses could not be swapped to different enrollments

Release Notes - June 5, 2020

Last Modified on 06/05/2020 10:58 am PDT

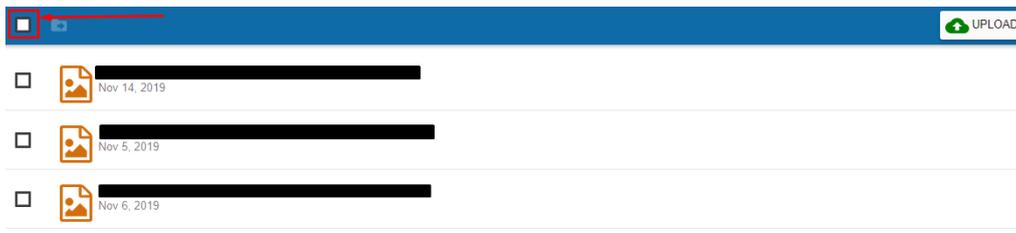
Release Notes - June 5, 2020

In this release we have added the following new features.

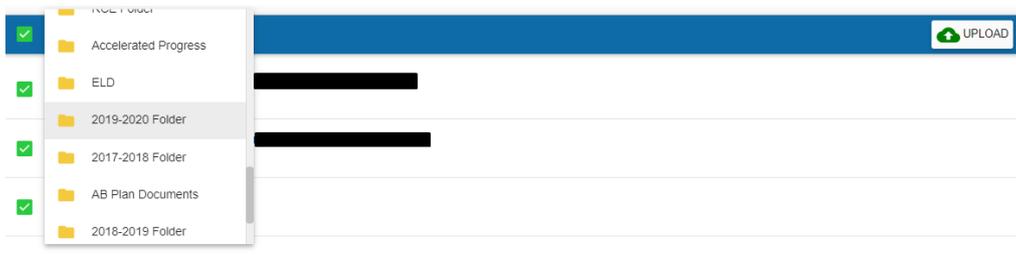
**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Digital Files

- Multiple Student Files may be selected at once now, and moved to different folders
- Mass selection:



- Mass move to a selected folder:



Future Enroll

- Students that are currently active can now be enrolled for a new enrollment period in the future

External School Code

- External school codes can now be used to search for students on the Registration Page

Other Changes

- A bug preventing enrollment swaps has been fixed
- A bug preventing courses from being edited has been fixed
- A new leave code, "L20 - Certificate of Completion ", has been added

Release Notes - May 29, 2020

Last Modified on 05/29/2020 2:47 pm PDT

Release Notes - May 29, 2020

In this release we have added the following new features.

To get automatic updates for future release notes, please be sure to click the subscribe button at the top of the release notes category page!

Immunization Form Improvements

- Added new compliance indicators to the top of the immunization form.
 - New indicators are set automatically and cannot be changed, if the student has new dates added for their immunizations the compliance will update to show if they pass for that specific immunization.
 - A new overall compliance indicator has been added, if all requirements are met or not this indicator will show yes or no. This indicator will determine if the badge shows the student in compliance or not.
 - Badges will now update based on the new check, "Full Immunization Compliant", previously the Immunization Record Status checkbox was used for this
- Full Immunization Compliant = Yes:

The screenshot shows the 'Immunization Record' section of a student's profile. The 'Compliant Checklist' is visible, with 'Full Immunization Compliant' set to 'Yes' (checked). Other categories include Polio, MMR, DTP, Hepatitis B, Tdap, and Varicella, all with 'Yes' or 'No' options.

Category	Yes	No
Full Immunization Compliant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Polio Compliant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MMR Compliant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DTP Compliant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hepatitis B Compliant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tdap Compliant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Varicella Compliant	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Full Immunization Compliant = No:

The screenshot shows the 'Immunization Record' section of a student's profile. The 'Compliant Checklist' is visible, with 'Full Immunization Compliant' set to 'No' (checked). Other categories include Polio, MMR, DTP, Hepatitis B, Tdap, and Varicella, all with 'Yes' or 'No' options.

Category	Yes	No
Full Immunization Compliant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Polio Compliant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MMR Compliant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DTP Compliant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hepatitis B Compliant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tdap Compliant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Varicella Compliant	<input type="checkbox"/>	<input checked="" type="checkbox"/>

External School Code

- Students can now be searched by their external school code
- A new checkbox has been added to display the external school code on student info cards, it can be found

near the SSID checkbox

- Home Row View:

Applets: Students

Queue Display As: Last Name Active: 1 Inactive: 0 External School Code SSID

Name	Student ID	DOB	Age	Grd	Appt.	MU	Enroll Period	Stat	Trk	Location	Teacher
anosre, srcita	300249795 5139105232	04/25/2002 99039897	18	12th	M W 10:30 AM	5	2019 - 2020 Regular	E2	D	WSH - Santa Clarita	Nan Yi

- Home Card View:

Applets: Students

Queue Display As: Last Name Active: 1 Inactive: 0 External School Code SSID

Anosre, Srcita
ID: #300249795
SSID: 5139105232
Ext. Code: 99039897
Active
WSH - Santa Clarita
Nan Yi
04/25/2002

- Top Card View:

anosre, srcita - #300249795
SSID: #5139105232 **Ext. Code: #99039897** Age 18 Grade 12th DOB 04/25/2002 Teacher Nan Yi Track D Location WSH - Santa Clarita

Other Changes

- The Add Unit Test will longer be visible for courses that are tied to inactive or in progress registrations. Students must be enrolled to have assessments assigned.

Release Notes - May 13, 2020

Last Modified on 05/13/2020 4:21 pm PDT

Release Notes - May 13, 2020

In this release we have added the following new features.

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Parent Portal

- Guardians/Parents will be able to register returning students
- New add student feature that allows guardians/parents to register another student that is different from the initial student the account was created from

Registration

- Updated "Registration" & "Enrollment" Columns to "Registration Forms" & "Enrollment Forms", these columns show the current status for the students registration and enrollment forms
- Added a new column called "Status", which reflects the following statuses:
 - Active - The student is currently enrolled and active, future enrolled students also show active, the E-Date column will show if the student is a future enrollment
 - Registering - The student is still in the registration process, one or both form sets are not yet complete
 - Enroll Button  - The student has completed both form sets and is ready to be enrolled, clicking this button will begin the enrollment process
 - Archived - A registration was abandoned through the archive feature by an enrollment specialist, these forms must be un-archived to be continued if needed
 - Closed - The enrollment that the student was enrolled in has ended, these enrollments will have a leave date
 - Blocked - The student has a block on their registration process, this can be due to a duplicate student that may need to be resolved by EDI
- Please view our new article, [Registration and Enrollment Status Guide](#), for more info

Parent/Student Portal Files Upload

- Added support for uploads by Student & Parent Portal users with new folder called "Family Uploads"
- New upload is compatible with mobile
- For more info and a guide to help Guardians find and use this tool, please view this article, [Parent/Student Portal Files Upload](#).

Compliance/Audit Improvements

- E-Dates can now be limited to a date that occurs on or after the latest guardian or student signature date saved in the registration forms

- This setting can be modified to be overridden by certain user roles at some locations
- Schools have discretion on when they wish this setting to be enabled
- Swapping a registration form set between short and long term enrollment periods will automatically invalidate any previously completed forms if new fields are now required as a result of the enrollment type
 - Using this feature may result in incomplete forms; the school may need to request more information from families before enrollment
 - While signatures and all previously entered data will be retained on these swaps, it is the responsibility of the school to review and complete all forms for accuracy after performing a swap

Other Updates

- Staff are now able to restore registration forms that were archived
 - Staff are now able to create Google school accounts for students that are future-enrolled (Previously would activate on E-Date)
 - Reserving and starting courses will now show a recommended enrollment period and class leader selected (the Current enrollment period and teacher will be selected)
 - Localization (Spanish-language) enhancements for pre-registration
-

Release Notes - April 10, 2020

Last Modified on 05/01/2020 1:52 pm PDT

Release Notes 2.7 - April 10, 2020

In this release we have added the following new features.

To get automatic updates for future release notes, please be sure to click the subscribe button at the top of the release notes [category page](#)!

Parent/Guardian Registration

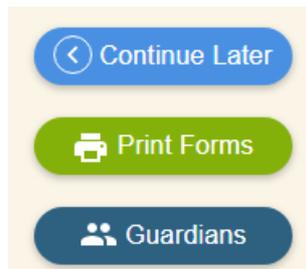
Select Guardian

Name
Relation
Address
Phone #

04/09/2020

Cancel Save

- Guardian selection & editing has been added directly to the signature widgets
 - Any guardian on the students guardians list can be selected as the signee through the drop down
 - Existing guardians can be edited by clicking the pencil icon
 - New guardians can be added by selecting "**Not Listed**" in the drop down



- A guardians button has been added at the bottom of the registration form list
 - The **Guardian Page** can be directly accessed by clicking this new button, users will be returned to the forms after clicking "**Done**" on the **Guardian Page**

Registration Application

Registration Manager

2019-2020 School Year

2019 - 2020 Regular Enrollment Period

Queue Checklist ARCHIVE MOVE

Display: In Progress: 261 Enrolled: - Closed: - Ready to Enroll: - Blocked: - Archived: - APPLY

- Added a new mass action "**Move**"
 - Only usable when "**In Progress**" OR "**Ready to Enroll**" are selected
 - Allows staff to move a group of students before they are enrolled to another location

- Added a new filter option "**Archived**"
 - New filter will only select students that have had registrations **Archived** (previously called **Deleted**)
 - Renamed "**Delete**" option on **In Progress** registrations to "**Archive**"

Other Changes

- Added a refresh button on **Student Information** to refresh the **badge** display 
- Added **subject slots** to the guide view on **Parent Portal** and **Student** views of StudentTrac
- Updated student **Calendar** to update **Appointment Time** attendance for locations that use it
- **Google Integration** - Students with an active CTE course will now have a special group permission related to their course
- Various improvements to localization in **Registration**

Bug Fixes

- Reports that were not properly showing signatures are displaying correctly
 - Registrations in progress status for Summer 2020 will now appear on Home Screen
-

Release Notes - March 5, 2020

Last Modified on 05/01/2020 1:52 pm PDT

Release Notes 2.6 - March 5, 2020

In this release we have added the following new features.

To get automatic updates for future release notes,
please be sure to click the  button at the top of the [release notes category page](#)!

Student Portal 2.0

- Updated the design for the student view of StudentTrac to a new improved look and feel
- Students are now able to log in from their mobile devices
- Students can now complete the following actions from mobile devices:
 - Log daily attendance
 - Complete course contracts
 - Register for new terms

Student Registration 2.0

- Introduced a new more streamlined experience for registration that will speed up the re-enrollment process for new and returning students
- Improved the loading & saving times of registration forms
- Reduced the amount of redundant questions asked throughout forms through reusing form content when possible
- Full guide on new process from the student/guardian perspective can be found in this [article](#)
- Overview Video:

Your browser does not support HTML5 video.

StudentTrac Knowledge Portal (beta)

- Introduction of new knowledge portal for StudentTrac
- Secure content will now be available to all users with active accounts for StudentTrac
- Content will be tailored to the account that is viewing the content, ex. specific articles for Auditors, Teachers, Students, & more
- Subscribe to content such as [release notes](#) for automatic updates
- View how-to videos and detailed articles for various StudentTrac features
- Expect content to be updated daily, keep an eye out for  tags
- New tickets can be sent in for articles you would like to see added in the future, please take time to explore the site to see which articles are coming soon

Release Notes - November 21, 2019

Last Modified on 05/01/2020 1:53 pm PDT

Release Notes 2.2 - November 21, 2019

External Assessment

- **New Icons** have been added next to the test's title indicating the amount of test results received for each exam
- The **Score Report tab** has been added, and is the field where you will find the student's California state exams
- If a student completed 1 or more exams, they will see their test results **sorted** by the year and grade in descending order
- Each student will receive one copy of their exam's score sheet written in English
- If the student's **primary language** is one of the following languages, they will receive an additional score sheet written in that same language:
 - Spanish
 - Vietnamese
 - Mandarin
 - Filipino

Guide

- Users may now select the Units page of any given course from the Work tab using the 3 Dot menu.

Query Builder Report

- The Query Builder report allows users to create their own reports on demand to pull student information that has been inputted into the system.
 - The report is located under **School Reports** of the Reports menu. **This is a pilot version** that is available for everyone to use.
 - Our robust report parameters will allow you to pull parent/guardian info, total credits earned, emergency contact info, FRMP status, and much, much more.
-

Release Notes - August 10, 2019

Last Modified on 05/01/2020 1:53 pm PDT

Release Notes 1.34 - August 10, 2019

Guide

- All courses will now close automatically after the last unit has a grade entered into it

Unit Name	Assign	Days	Score	Grade	Notes
HS2040 COMMON CORE ALGEBRA 1A CP					
Assigned Completed					
Unit 06		5	82	B	
Unit 07		5	80	B	
Unit 08		5	77	C+	
Unit 09		5	100	A+	
Unit 10					
HS3041 WORLD HISTORY B CP					
Reserved Courses					

Registration

- The field where students enter their first, middle and last name on the Student Account Creation page now dictates to enter their Legal Names: *First, Middle, and Last*.

Transaction Log

- The Transaction Log report records any given student's records throughout enrollment(s), as well as show who made the action and the date and time it occurred.
- This report is available for Principals and Auditors **ONLY** and could be found under the Auditing category.

Bug Fix

- In the past, users would resign signatures on their Registration form/s while the student is enrolled, had their signatures is cleared, OR their enrollment is reversed. This action would cause their signature images to initially save and mark the page as completed  only for them to "disappear" from the page.

Release Notes Template

Last Modified on 07/26/2022 9:26 am PDT

Release Notes - Month Day, 2022

A new feature and some enhancements

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New feature

- Task Sidebar with Task Lists and Task Item management

Enhancements

- Student/Parent Portal 2.0 - support Not Listed guardian addition from signature widget
 - WorkLog Appointment List - show sub client appointments from higher level clients
-

Accountability Reports

Last Modified on 03/04/2020 3:58 pm PST



Accounting

Last Modified on 03/04/2020 4:10 pm PST



Auditing

Last Modified on 03/04/2020 4:11 pm PST



Curriculum Reports

Last Modified on 03/04/2020 4:24 pm PST



District Reports

Last Modified on 03/04/2020 4:25 pm PST



Letters & Labels

Last Modified on 03/04/2020 4:25 pm PST



Online Programs

Last Modified on 03/04/2020 4:26 pm PST



School Reports

Last Modified on 03/05/2020 4:20 pm PST



Student Reports

Last Modified on 03/04/2020 4:31 pm PST



SafeTrac - Surveys and Badges

Last Modified on 05/04/2021 5:58 pm PDT



SafeTrac - Surveys & Badges

About daily health screening surveys and digital ID badges.

What is a SafeTrac Survey?

SafeTrac Surveys help schools stay safer by pre-qualifying students and staff before they enter a school's site. Pre-Qualification requires students and school staff to complete a pre-visit health screening survey for each day they intend to visit. Information gathered in the survey is customized to meet the visit qualification requirements for each school.

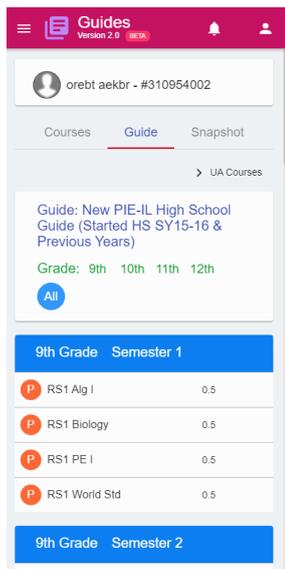
Completion of a survey generates a color-coded digital ID badge unique to each person and is valid just for that day. The badge should be shown to a school official upon entering a site. School officials can monitor and quickly determine if someone is allowed to enter the school based on the color of a badge.



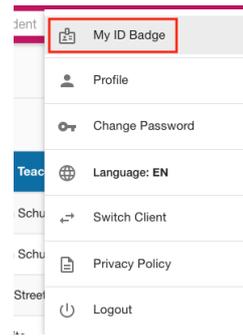
- Surveys may be taken on a **computer, tablet, or smartphone.**
- **Staff and Students must have a StudentTrac log in account to complete a survey.**
- "Visitors" without a StudentTrac account will **NOT** be able to complete a survey.

[View My ID Badge](#)

My ID Badge



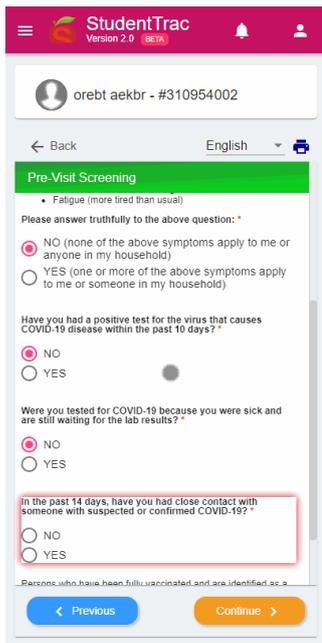
SafeTrac ID badges are available to anyone with a StudentTrac log in account.



Select **"My ID Badge"** from the Profile menu.

- Your color-coded ID badge will be displayed if you have completed today's pre-qualification survey.
- If you have not yet completed today's survey, you will have the opportunity to complete it now.

Complete My Daily Survey



Complete the survey and click **Continue** to submit:

- A color-coded ID badge will confirm your pre-qualification status.
- Show it to a school official before entering a site.

Surveys only need to be completed once per day.

You can access this badge at any time by returning to:
My ID Badge

Green Badge
Guest is pre-qualified for entry.

 **Red Badge**
Guest may be non-compliant. A school official should determine if the person should be allowed entry.

SafeTrac - Guest Log

Last Modified on 06/07/2021 12:41 pm PDT



SafeTrac - Guest Log

Always know who's coming and going.

The Guest Log

Use SafeTrac to log visits people make to the school. These guests can be students, school staff, their families, and even occasional/one-time visitors. Visit records can easily be searched by date/time and guest name. SafeTrac also has an optional **Daily Survey Feature** that allows students and school staff to verify their eligibility for school visits.



SafeTrac

[Click here to see view the Survey feature article.](#)

By keeping detailed visit records, the school can perform better contact tracing and maximize safety in the event of school emergencies. SafeTrac works best if all guests are checked in and out with consistency.

The screenshot shows the SafeTrac web application interface. At the top, there is a navigation bar with 'Home', 'Check In', and 'Check Out' buttons. Below this is a search area with 'Time Criteria' and 'Date Range' filters. The main content is a table with the following columns: Pass, Name, ID #, Serial #, Date/Time, Activity, Building, Location, and a set of icons. The table contains several rows of data, including entries for students and staff. A footer note states 'There is no more activity.'

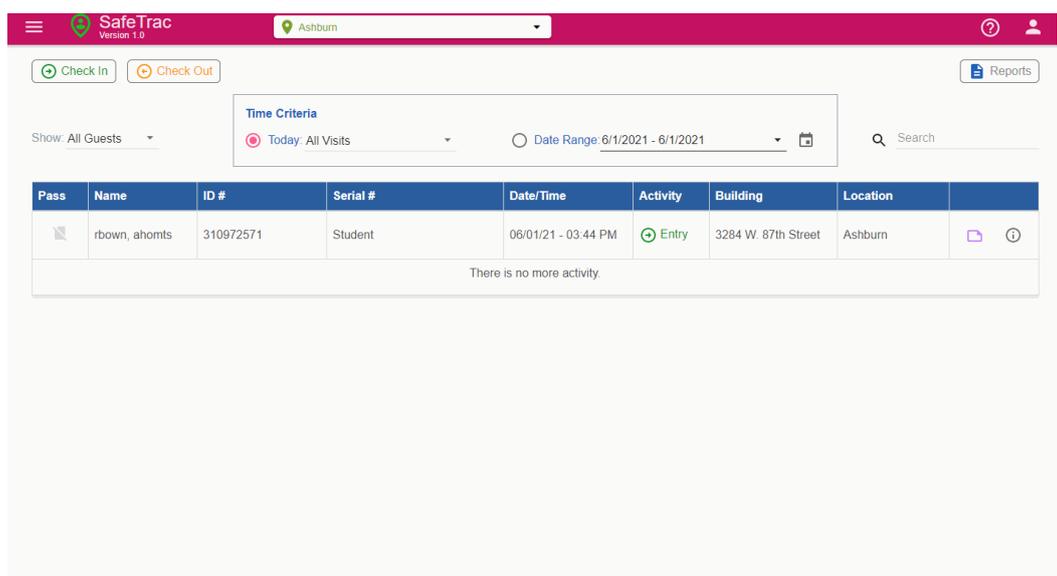
Pass	Name	ID #	Serial #	Date/Time	Activity	Building	Location	
✓	aedwr hicsed	311075375	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn	🗄️ ⌚
✓	agni ogmez	311142864	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn	🗄️ ⌚
	Test Person	Visitor	(555) 555-5555	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn	🗄️
⊘	edsir jaos	311126120	Student	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn	🗄️ ⌚
✓	aedwr hicsed	311075375	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	🗄️ ⌚
✓	agni ogmez	311142864	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	🗄️ ⌚
⊘	berilo zdoema	311074823	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	🗄️ ⌚
✓	Kellie Smith	Staff	Staff	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	🗄️

Check SafeTrac Pass Status

Each visit record is linked to a person's SafeTrac Daily Survey. A completed survey creates a color-coded pass for each guest that helps a school monitor who may be eligible to visit the school site. Surveys are unique to each date and are designed to be completed daily.

Click on one of the SafeTrac Pass icons to view someone's survey details. SafeTrac operators with the appropriate permissions may also edit or help a guest complete their survey when clicking on one of these SafeTrac Pass icons:

Survey completed / Pre-Qualified for Entry	Survey completed / Non-Compliant for Entry	Survey Incomplete / Qualification Status Unknown
		



The screenshot shows the SafeTrac interface with a table of visit records. The table has the following columns: Pass, Name, ID #, Serial #, Date/Time, Activity, Building, and Location. A single record is visible for a user named 'rbrown, ahomts' with ID # 310972571, serial # Student, and activity 'Entry' at 3284 W. 87th Street, Ashburn. The interface also includes navigation buttons for 'Check In' and 'Check Out', a 'Time Criteria' filter set to 'Today: All Visits', and a search bar.

Pass	Name	ID #	Serial #	Date/Time	Activity	Building	Location
	rbrown, ahomts	310972571	Student	06/01/21 - 03:44 PM	 Entry	3284 W. 87th Street	Ashburn

There is no more activity.

View Visit Details

Click on this color-coded note icon to see more details about a visit:

Visit Record with a Comment	Visit Record without Comment
	

StudentTrac Version 1.0 Brighton Park

Check In Check Out Reports

Show: All Guests Time Criteria Today: All Visits Date Range: 6/7/2021 - 6/7/2021 Search

Pass	Name	ID #	Serial #	Date/Time	Activity	Building	Location
	Von Doom, Victor	Visitor	not_a_villian@dc.comicsx	06/07/21 - 11:28 AM	Exit	3124 W. 47th Street	Brighton Park
	Von Doom, Victor	Visitor	not_a_villian@dc.comicsx	06/07/21 - 11:28 AM	Entry	3124 W. 47th Street	Brighton Park

There is no more activity.

Comments can be added or changed only for TODAY's visits.
Past visits cannot be edited or deleted.

Check In / Out

StudentTrac Version 1.0 Brighton Park

Check In Check Out Reports

Show: All Guests Time Criteria Today: All Visits Date Range: 6/7/2021 - 6/7/2021 Search

Pass	Name	ID #	Serial #	Date/Time	Activity	Building	Location
✓	coamp, rihday	311140678	Student	06/07/21 - 11:31 AM	Entry	3124 W. 47th Street	Brighton Park
✓	hsenacz, abin	311056249	Student	06/07/21 - 11:31 AM	Entry	3124 W. 47th Street	Brighton Park
✓	aluyg, sdsh	310951447	Student	06/07/21 - 11:31 AM	Entry	3124 W. 47th Street	Brighton Park
✓	myea, aexxidr	310998589	Student	06/07/21 - 11:31 AM	Entry	3124 W. 47th Street	Brighton Park
	Von Doom, Victor	Visitor	not_a_villian@dc.comicsx	06/07/21 - 11:28 AM	Exit	3124 W. 47th Street	Brighton Park
	Von Doom, Victor	Visitor	not_a_villian@dc.comicsx	06/07/21 - 11:28 AM	Entry	3124 W. 47th Street	Brighton Park

There is no more activity.

Check In

1. Select the Guest Type: Student, Staff or Visitor
 - *Students/Staff* - Search by their name or student ID number. If they have a matching StudentTrac account, their information will automatically appear.
 - *Visitor* - Type their full name and contact information. Anyone without a StudentTrac account is considered a "Visitor" guest type.
2. Enter a comment if needed.
3. Click **check in** to complete.

SafeTrac - Filters

Last Modified on 09/13/2021 9:49 am PDT



SafeTrac - Filters

Easily find the records you are looking for.

Filters



SafeTrac

SafeTrac offers a variety of filtering options to allow you to easily find and identify the records you need to see.

The screenshot shows the SafeTrac web application interface. At the top, there are navigation buttons for 'Check In' and 'Check Out'. Below these, there are filters for 'Time Criteria' (set to 'Today: All Visits') and 'Date Range' (set to '5/24/2021 - 5/24/2021'). A search bar is also present. The main content area displays a table of activity records:

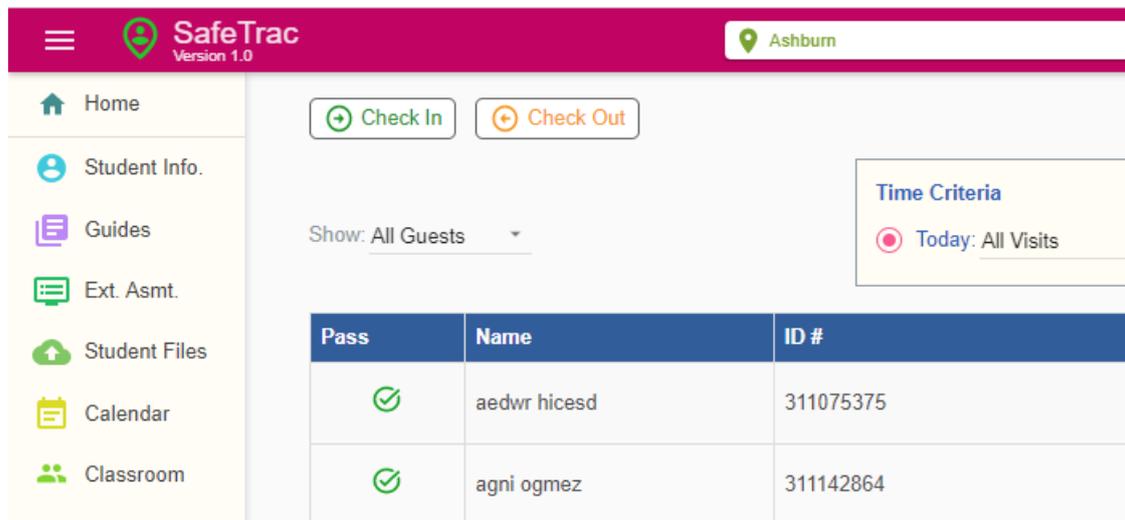
Pass	Name	ID #	Serial #	Date/Time	Activity	Building	Location
✓	aedwr hicesd	311075375	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn
✓	agni ogmez	311142864	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn
	Test Person	Visitor	(555) 555-5555	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn
✗	edrir jaos	311126120	Student	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn
✓	aedwr hicesd	311075375	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn
✓	agni ogmez	311142864	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn
	berilo zdnoema	311074823	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn
✓	Kellie Smith	Staff	Staff	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn

At the bottom of the table, it says 'There is no more activity.'

Check In / Check Out

The Check In / Check Out buttons located in the upper left hand corner will allow staff to check Students, Staff and Visitors in and out. More detail on this process can be found here:

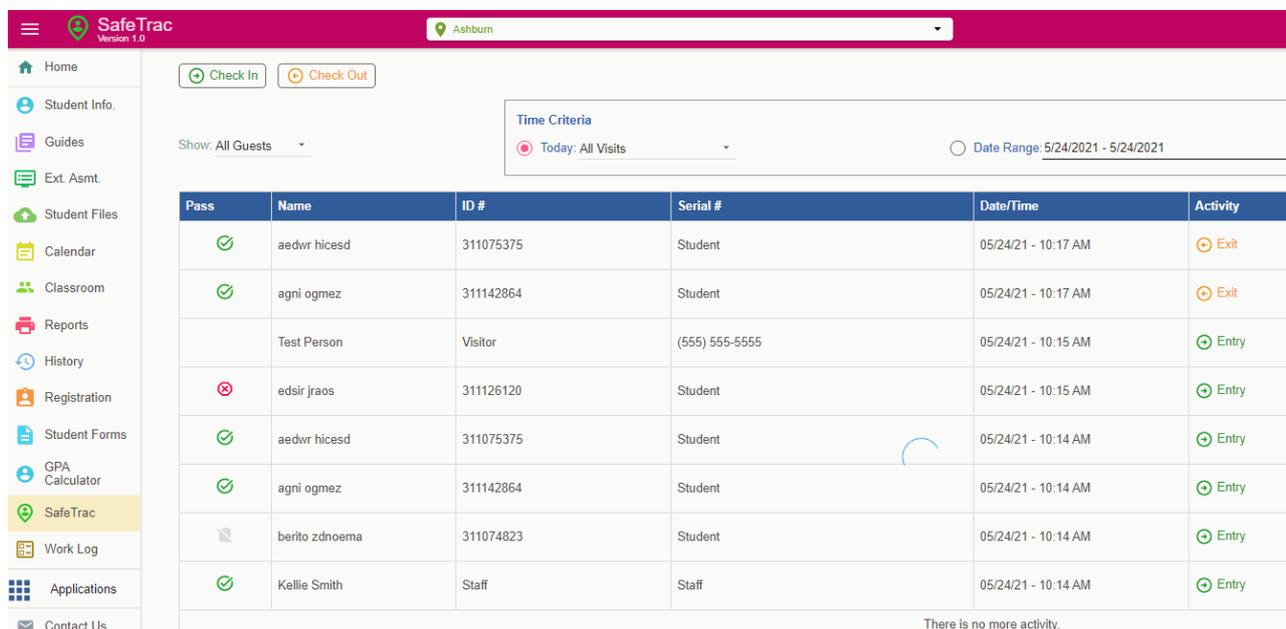
[Check In / Out](#)



Show

The Show menu allows you to view SafeTrac records by Profile type:

- All Guests
- Student
- Staff
- Visitor



Time Criteria

The Time Criteria filter allows you view Visits for the current day or Visits by a selected date range.

Time Criteria

Today: All Visits
 Date Range: 5/24/2021 - 5/24/2021

Time Criteria - Today

The Today filter will allow you to view visits by the following visit classifications:

- All Visits
- On Site Now
- On Site/ Non-Compliant
- Completed Visits

Please Note: If a Health Survey has not been completed an individual who is on site will appear within On Site/ Non-Compliant category. This includes Visitors who are not issued Health Surveys.

SafeTrac Version 1.0
Ashburn

- Home
- Student Info.
- Guides
- Ext. Asmt.
- Student Files
- Calendar
- Classroom
- Reports
- History
- Registration
- Student Forms
- GPA Calculator
- SafeTrac
- Work Log
- Applications
- Contact Us

Check In
Check Out

Time Criteria

Today: All Visits
 Date Range: 5/24/2021 - 5/24/2021

Pass	Name	ID #	Serial #	Date/Time	Activity
✔	aedwr hicesd	311075375	Student	05/24/21 - 10:17 AM	🚪 Exit
✔	agni ogmez	311142864	Student	05/24/21 - 10:17 AM	🚪 Exit
	Test Person	Visitor	(555) 555-5555	05/24/21 - 10:15 AM	🚪 Entry
✘	edsir jraos	311126120	Student	05/24/21 - 10:15 AM	🚪 Entry
✔	aedwr hicesd	311075375	Student	05/24/21 - 10:14 AM	🚪 Entry
✔	agni ogmez	311142864	Student	05/24/21 - 10:14 AM	🚪 Entry
✘	berito zdnoema	311074823	Student	05/24/21 - 10:14 AM	🚪 Entry
✔	Kellie Smith	Staff	Staff	05/24/21 - 10:14 AM	🚪 Entry

There is no more activity.

Time Criteria - Date Range

The Time Criteria - Date Range option allows you to select a specific date range of Visits logged within SafeTrac. Most recent visits are shown first. The Date Range filter will only show the All Visits view.

Pass	Name	ID #	Serial #	Date/Time	Activity	Building	Location
✓	aedwr hicesd	311075375	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn
✓	agni ogmez	311142864	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn
	Test Person	Visitor	(555) 555-5555	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn
✗	edsir jraos	311126120	Student	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn
✓	aedwr hicesd	311075375	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn
✓	agni ogmez	311142864	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn
✗	berito zdnoema	311074823	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn
✓	Kellie Smith	Staff	Staff	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn

There is no more activity.

Search

The Search bar allows you to search for a Visit by the following criteria:

- Name or portion of a name
- Student ID #
- Visitor type
- Building
- Location

Pass	Name	ID #	Serial #	Date/Time	Activity	Building	Location
✓	aedwr hicesd	311075375	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn
✓	agni ogmez	311142864	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn
	Test Person	Visitor	(555) 555-5555	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn
✗	edsir jraos	311126120	Student	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn
✓	aedwr hicesd	311075375	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn
✓	agni ogmez	311142864	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn
✗	berito zdnoema	311074823	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn
✓	Kellie Smith	Staff	Staff	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn

There is no more activity.

Reports

The Reports button will allow the user to access the SafeTrac Reports directly from the SafeTrac page.

rac Ashburn

Check In Check Out Reports

Show: All Guests Time Criteria Today: All Visits Date Range: 5/24/2021 - 5/24/2021 Search

Pass	Name	ID #	Serial #	Date/Time	Activity	Building	Location	
✔	aedwr hicesd	311075375	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn	📄 ⌂
✔	agni ogmez	311142864	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn	📄 ⌂
	Test Person	Visitor	(555) 555-5555	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn	📄
✘	edsir jraos	311126120	Student	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn	📄 ⌂
✔	aedwr hicesd	311075375	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	📄 ⌂
✔	agni ogmez	311142864	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	📄 ⌂
📄	berito zdnoema	311074823	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	📄 ⌂
✔	Kellie Smith	Staff	Staff	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	📄

There is no more activity.

Student Contact Card

The Student Contact Card is now available from the SafeTrac control panel.

rac Ashburn

Check In Check Out Reports

Show: All Guests Time Criteria Today: All Visits Date Range: 5/24/2021 - 5/24/2021 Search

Pass	Name	ID #	Serial #	Date/Time	Activity	Building	Location	
✔	aedwr hicesd	311075375	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn	📄 ⌂
✔	agni ogmez	311142864	Student	05/24/21 - 10:17 AM	Exit	3284 W. 87th Street	Ashburn	📄 ⌂
	Test Person	Visitor	(555) 555-5555	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn	📄
✘	edsir jraos	311126120	Student	05/24/21 - 10:15 AM	Entry	3284 W. 87th Street	Ashburn	📄 ⌂
✔	aedwr hicesd	311075375	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	📄 ⌂
✔	agni ogmez	311142864	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	📄 ⌂
📄	berito zdnoema	311074823	Student	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	📄 ⌂
✔	Kellie Smith	Staff	Staff	05/24/21 - 10:14 AM	Entry	3284 W. 87th Street	Ashburn	📄

There is no more activity.

Questions and Answers

Last Modified on 06/15/2021 9:14 am PDT



SafeTrac - Questions and Answers

Demo question answers

We received questions about SafeTrac that we would like to share with you along with answers. We hope that you will find this Q&A useful.

Please let us know if you have a question that is not covered in the answers below. We can include it into the Q&A.

Where do students go to complete their survey?

They will log into their StudentTrac account, click on the head and shoulders icon, then click on My ID Badge. If you'd like, you can also post a QR code in your reception area that will take student's directly to the StudentTrac login page. If a student doesn't have a phone, you can consider providing a dedicated Chromebook kiosk or a tablet that students can use to complete the survey in the reception area.

Where do we go to get our badge?

After the survey is completed, a color-coded badge will be displayed which needs to be shown to the reception staff for check in. To access the badge again, log into your StudentTrac account, click on the head and shoulders icon, then click on My ID Badge.

Is there a popup reminder to take the survey?

Yes, we can enable this for your center. Popup reminders are only available to students at this time. Reminders can be configured to pop up every day, or only on the student's appointment days.

Do students need to complete the survey before they enter the school?

It is best that they do. However, it is up to the center on what their process will be.

Can the survey be completed the day before coming in?

No, it has to be done the day of coming into the center. All badges will reset at midnight so as to be ready for the next day.

Who will be checking in and out students, staff and visitors?

It is up to the center how they would like to handle the logistics.

Is it better to check people out right away when they leave?

Yes, this is important for contact tracing and emergencies. In the case where someone's check out event isn't logged, the system will automatically check them out at 11:59PM.

Is there a way to see which students have completed their survey?

Yes, there are SafeTrac Reports which you can run from the Reporting area of StudentTrac

Is there a way for students and staff to be automatically checked in and out?

Yes. SafeTrac has a specialty add-on feature that uses RF-enabled ID badges that can automatically detect when students and staff enter/exit the school site. These badges would replace the traditional student ID and staff ID cards traditionally worn on a lanyard. Not all schools have elected this option so it may not be available to you at this time. Contact us to learn more.

Student Info

Last Modified on 03/04/2020 4:20 pm PST



Household/Contacts

Last Modified on 03/04/2020 4:22 pm PST



Additional Info

Last Modified on 03/04/2020 4:22 pm PST



Emergency/Health Info

Last Modified on 03/04/2020 4:24 pm PST



Immunization Record

Last Modified on 03/04/2020 4:24 pm PST



Health Info

Last Modified on 03/04/2020 4:25 pm PST



IEP

Last Modified on 03/04/2020 4:28 pm PST



504

Last Modified on 03/04/2020 4:28 pm PST



Diploma Hold

Last Modified on 03/04/2020 4:28 pm PST



Household Income Survey

Last Modified on 03/04/2020 4:29 pm PST



Home Language Survey

Last Modified on 03/04/2020 4:29 pm PST



Goal/Achievements

Last Modified on 03/04/2020 4:30 pm PST



Cumulative File

Last Modified on 03/04/2020 4:30 pm PST



Grade Level

Last Modified on 03/04/2020 4:31 pm PST



Consents

Last Modified on 03/04/2020 4:31 pm PST



Accountability

Last Modified on 03/04/2020 4:32 pm PST



Chromebook/Google

Last Modified on 03/04/2020 4:32 pm PST



Calculated Data

Last Modified on 03/04/2020 4:33 pm PST



Student Calendar Overview

Last Modified on 09/28/2020 10:29 am PDT



Student Notes

Last Modified on 03/02/2022 5:43 pm PST

Student Notes

Student Notes are a feature that allows staff to write notes specific to a student and/or course unit.

This article will cover using the student aspect of this feature.

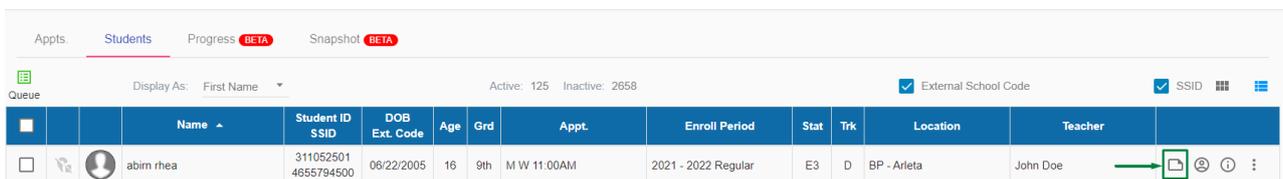
Disclaimer

Student notes will no longer be created, edited, or viewed from the student information form. Instead the new pop out feature will encompass all note taking features across StudentTrac:



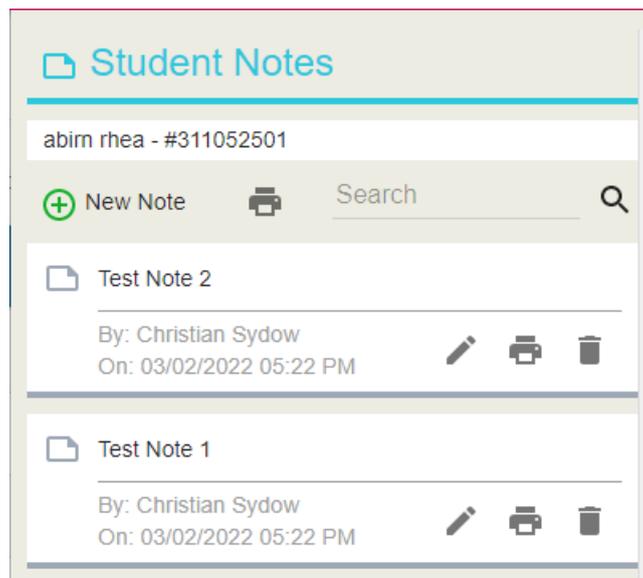
Opening Student Notes

To open student notes, click the  icon, which can be found in the student bar, as noted above, or near the other options on the home page:



Writing, Editing, Deleting, & Printing Notes

Overview Ex.



To begin writing a new note, simply click the  **New Note** button. This will prompt a new note entry, which can be saved by hitting the save button, or discarded by hitting cancel. Notes will always automatically be timestamped at the time of creation by the person who made that note.

To edit an existing note, click the  button. This will allow the note to be edited, with the same options as before to save or cancel any changes made. If the note is saved, the timestamp will be updated to reflect the change.

To delete an existing note, click the  button. Clicking this button will prompt a pop-up window with a warning the note will be removed forever. To complete the deletion, hit the Delete button once more, to cancel the deletion, hit the cancel button, or X in the top right corner.

To print all notes for a student, hit the  icon at the top of the notes, between the New Notes button and search bar. To print just a specific note, click on the same icon within that specific note.

Parent/Student Portal Files Upload

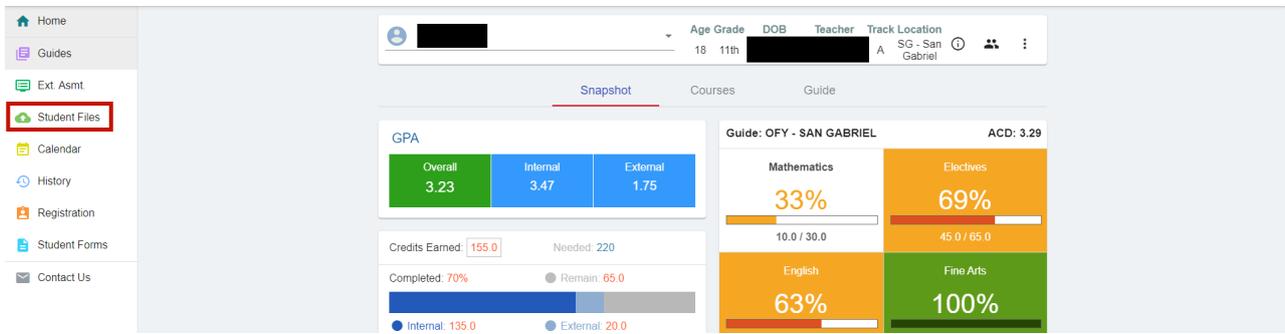
Last Modified on 05/13/2020 8:58 am PDT

Parent/Student Portal Files Upload

How to upload student files on StudentTrac using a guardian or student account.

Accessing Student Files

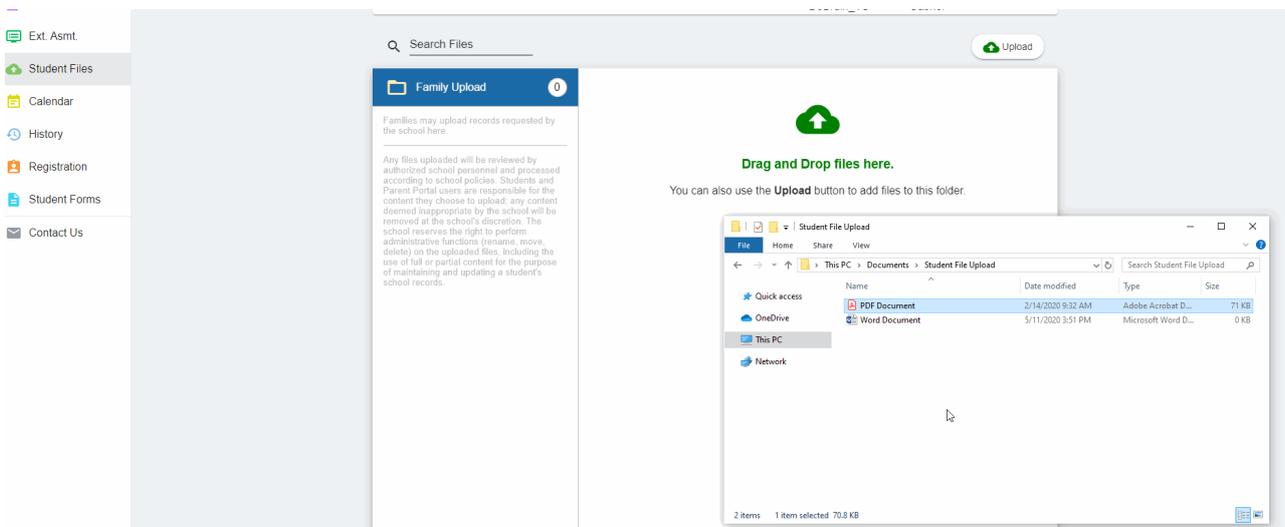
To access student files for viewing, editing, uploading and deleting, click the icon on the left,  Student Files.



Uploading Files

Various file types such as PDF, DOCX, PNG, and more can be uploaded. There are two methods that can be used to upload files.

1. Drag and drop:



2. Using the upload file button:

- Ext. Asmt.
- Student Files**
- Calendar
- History
- Registration
- Student Forms
- Contact Us

Search Files

Upload

Family Upload 0

Families may upload records requested by the school here.

Any files uploaded will be reviewed by authorized school personnel and processed according to school policies. Students and Parent Portal users are responsible for the content they choose to upload; any content deemed inappropriate by the school will be removed at the school's discretion. The school reserves the right to perform administrative functions (rename, move, delete) on the uploaded files, including the use of full or partial content for the purpose of maintaining and updating a student's school records.



Drag and Drop files here.

You can also use the **Upload** button to add files to this folder.

Student Files

Last Modified on 05/28/2020 2:02 pm PDT

Student Files

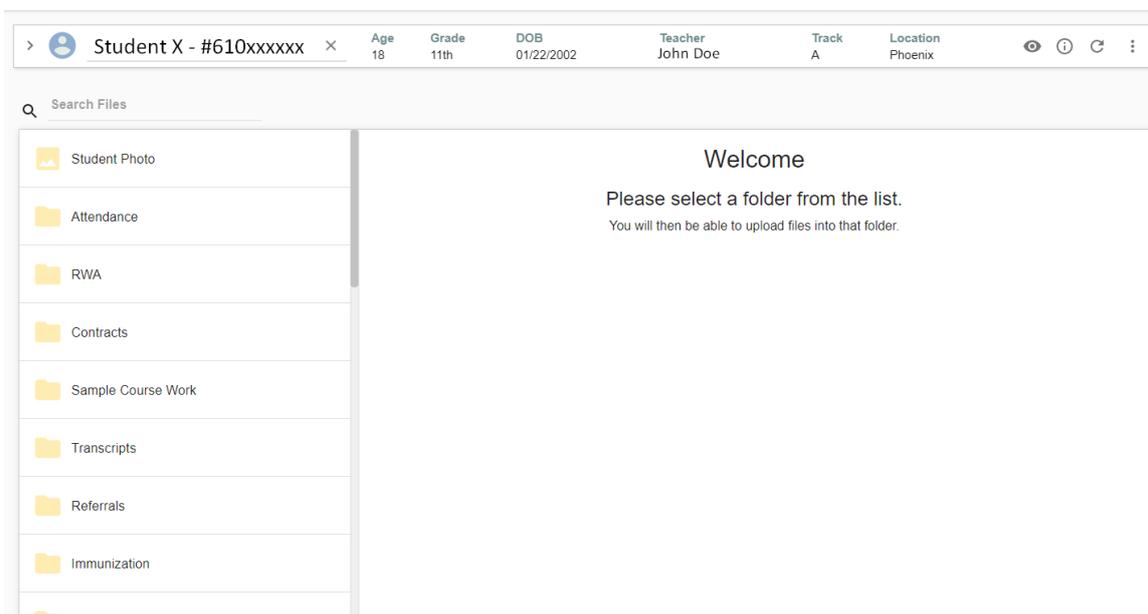
How to use the Student File feature to save student paperwork on StudentTrac.

Getting started

The Student File Portfolio stores digital copies of student records and other essential documents that have been uploaded by client/center staff. Both staff members and [parents](#) have access to this application.



Let's click on the **Student Files** icon on your app tray or on home to get started.



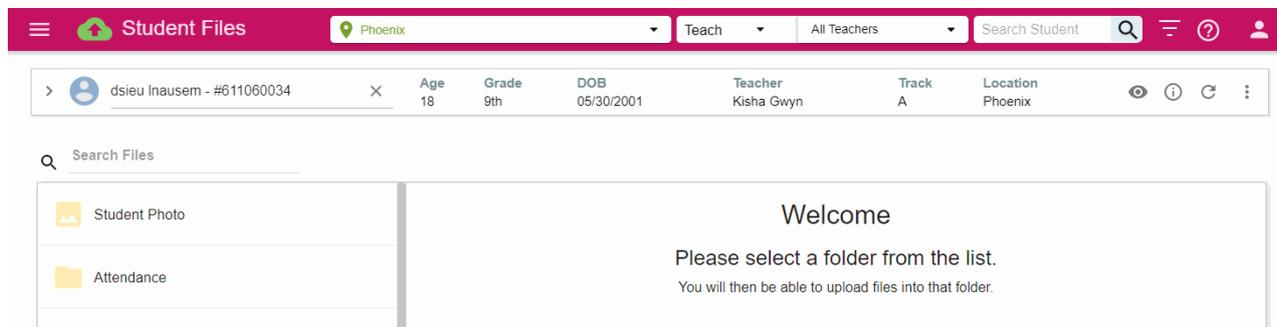
The application can store documents in different formats such as:

- PDF
- Word (Doc & Docx)
- JPEG
- Excel (XML)
- PNG
- And so much more!

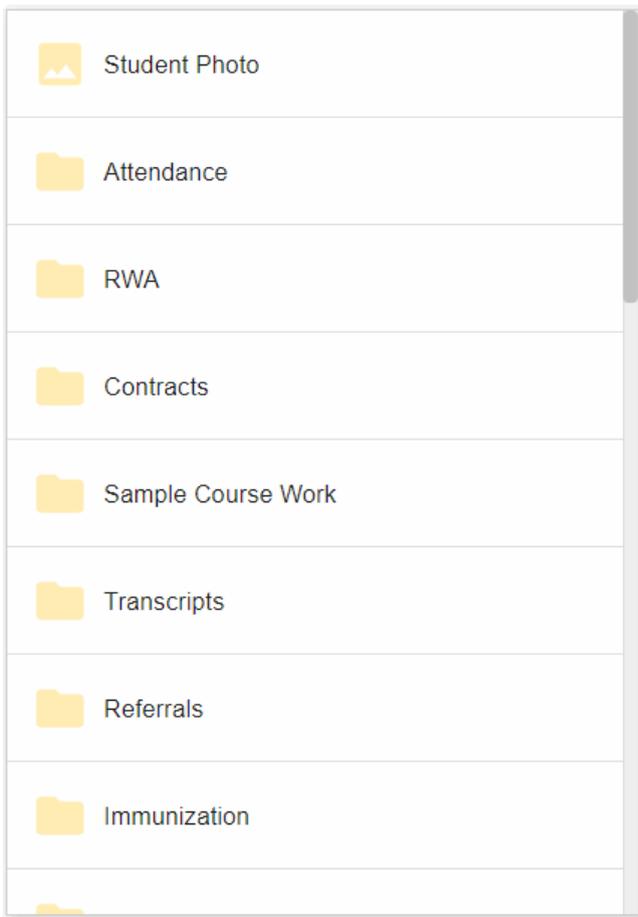
Selecting the student

Select the student you would like to view/manage the documents by entering their name or ID numbers on the Student Search Bar.

To customize the list of students shown in the Student Drop Down List, use the Student Search Bar to locate students by their Company or School level and assigned teacher.



Folder List



Once a student is selected, a list of available folders will appear.

These folders are named to help you organize student records and other essential documents into common files used by your school and district.

New folders can be edited or added by request.

NOTE: Some folders may be locked and will require a specific user role to view and upload documents.

Uploading Documents

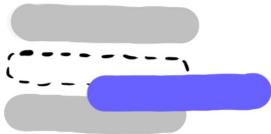
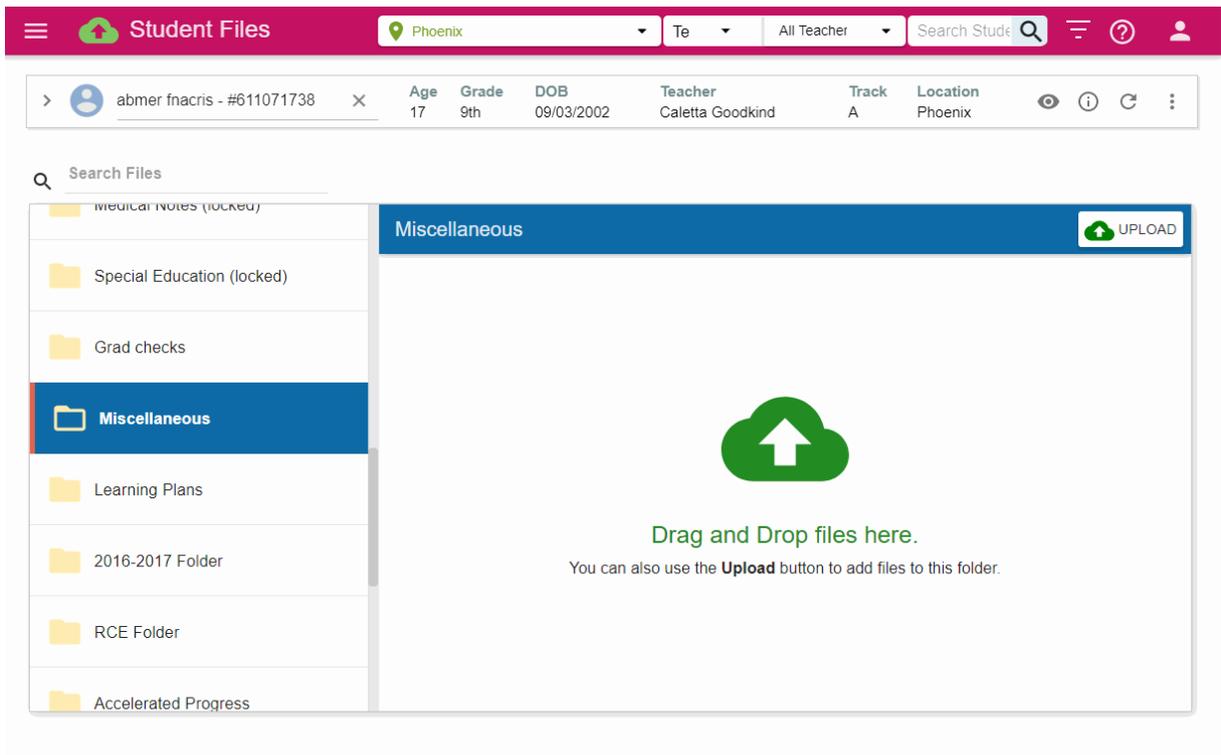
Users have full control in selecting the specific folder that they wish to upload/save a document to. There are two ways to upload documents on the Student Files Portfolio:

NOTE: Maximum size accepted is 12 MB



Upload Icon

While a Folder name is selected, click on the Upload icon to initiate the document upload process.



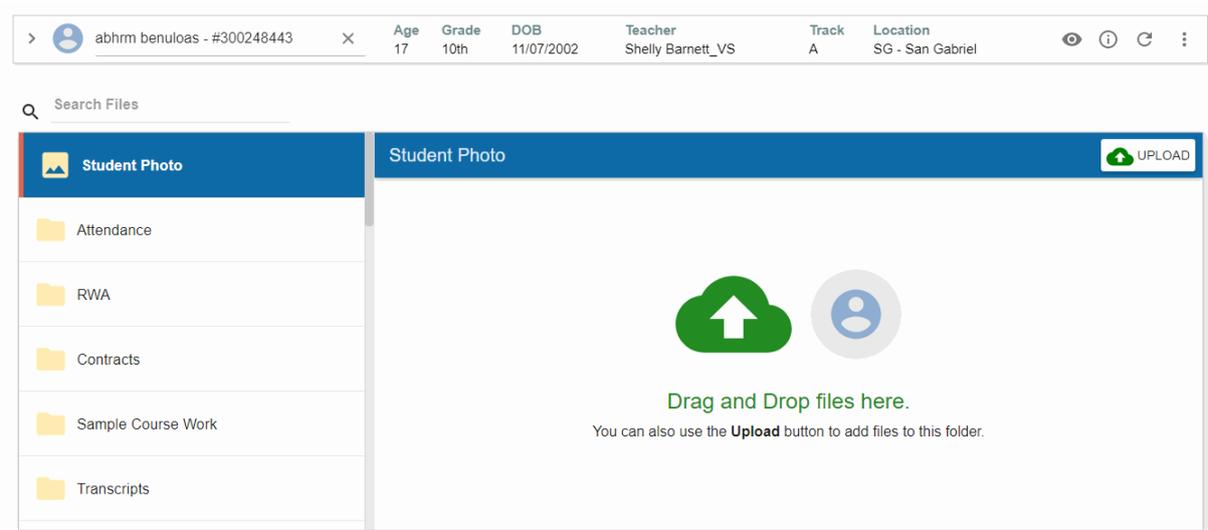
Drag and Drop

Move documents from your computer by selecting and dragging files directly into the Student File Portfolio folder of your choice.



Upload Student Photo

You can upload a student's picture on the Student Photo folder. Once uploaded, adjust the image using the Zoom In/Out slider and hit **✓ Crop and Upload** to save.



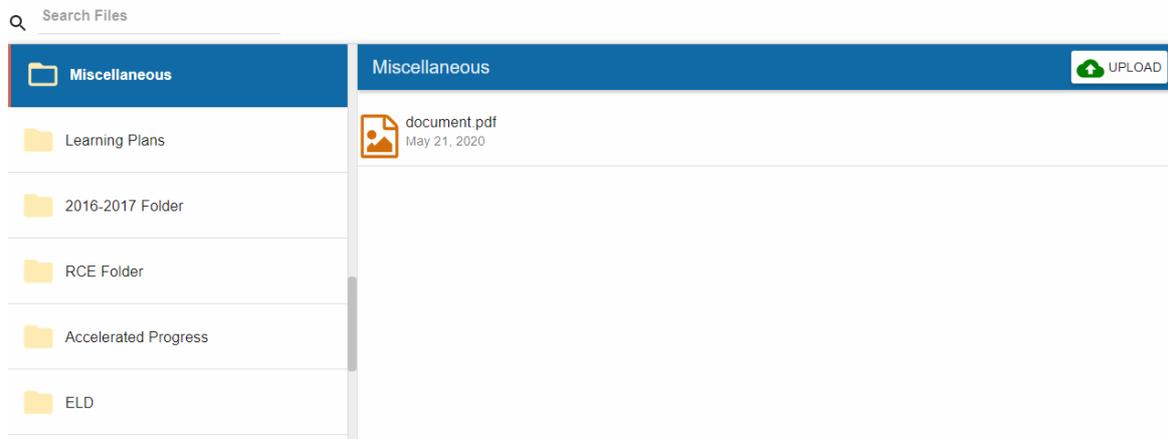
Document Management

Once a document has been uploaded to the File Portfolio, it will be displayed in the folder you had selected. Hover the cursor over the document to access the document management tools.



Move Document

Need to move a file from one folder to another? Use the drop down menu to move it to the desired destination.

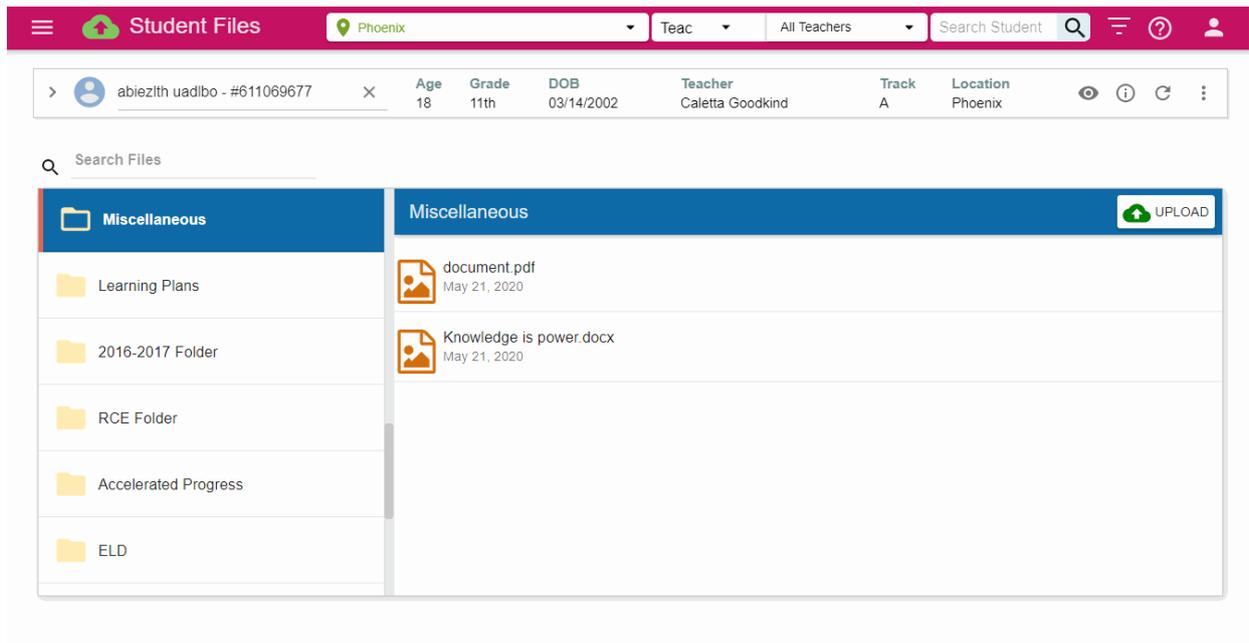


View Document

 Use the View icon to view the content of a document in a separate pop-up window.

You may view documents on the following formats:

- JPEG
- PDF
- PNG
- TXT



The screenshot shows the 'Student Files' interface. At the top, there is a navigation bar with 'Student Files', a location dropdown set to 'Phoenix', and other user-related options. Below this is a student profile bar for 'abiezlth uadlbo - #611069677' with fields for Age (18), Grade (11th), DOB (03/14/2002), Teacher (Caletta Goodkind), Track (A), and Location (Phoenix). The main area is titled 'Search Files' and shows a folder view for 'Miscellaneous'. The folder contains several sub-folders: 'Learning Plans', '2016-2017 Folder', 'RCE Folder', 'Accelerated Progress', and 'ELD'. The 'Miscellaneous' folder is selected, and its contents are displayed in a table:

File Name	Date
document.pdf	May 21, 2020
Knowledge is power.docx	May 21, 2020



This feature is only compatible with the formats listed above.

Documents in Excel (XML) or Word (Docx or Doc) will download directly to your computer.

Download and Delete Document

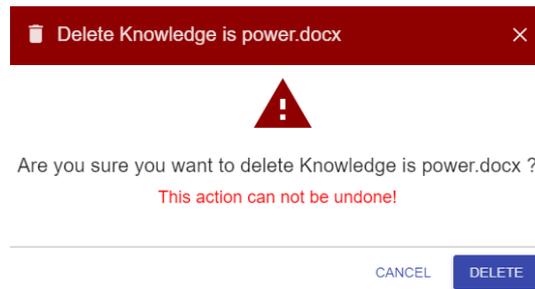


You may also save a local copy of a document by downloading it to your computer.



Select the Trash icon to permanently delete a file from the folder.

A pop-up window will ask for your confirmation before deleting a file. Files are unrecoverable after deleting, so be sure you intend to delete a file before continuing.



Edit Document Title



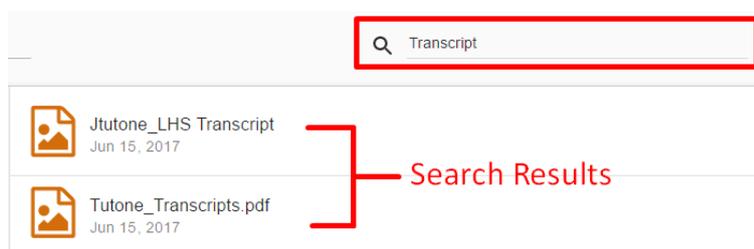
Change a document's file name by selecting the Pencil icon. Hit save  when you are done making any changes.



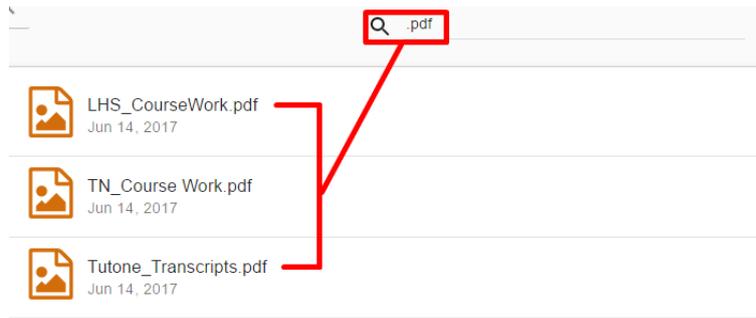
Document Search

Use the File Search Bar to find a document by name. You may enter the full file name if you know, or partial file name. Any documents matching your search criteria will appear.

Document Title Search



File Extension Search



NOTE: This will only work if the file's format is on the title. It will not work if the document's title was removed after editing.

Student Forms Overview

Last Modified on 12/29/2021 3:44 pm PST

Student Forms

How to view, print, and create student forms.

Student Forms usage

Student Forms are documents that StudentTrac generates for students. These documents include, but are not limited to, the following...

- Course Contracts
- Pre-Visit School Surveys
- Household Income Surveys
- Withdrawal Surveys

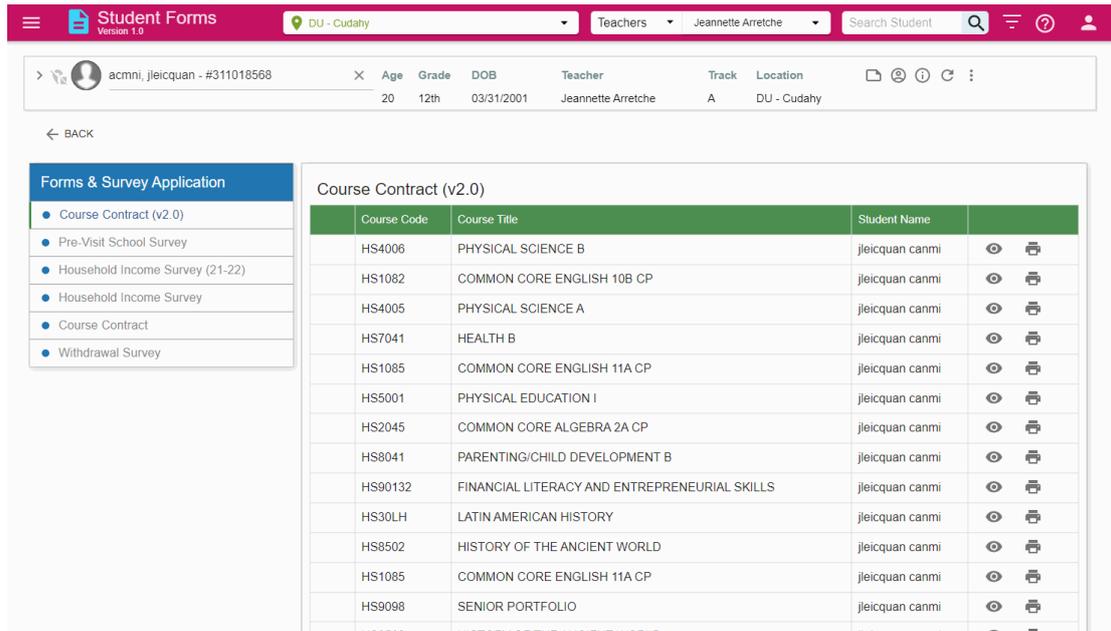
This feature will allow you to view the forms they have been completed or currently pending. Printer friendly versions are also available as well.

The screenshot shows the Student Forms application interface. The top navigation bar includes the Student Forms logo, location (DU - Cudahy), user name (Jeannette Arretche), and a search bar. The left sidebar contains various navigation options like Home, Student Info, Calendar, Guides, Registration, Student Forms, History, Ext. Asmt., Reports, Student Files, Classroom, SafeTrac, Work Log, Applications, and Contact Us. The main content area displays a student profile for 'acmni, jleicquan - #311018568' with fields for Age (20), Grade (12th), DOB (03/31/2001), Teacher (Jeannette Arretche), Track (A), and Location (DU - Cudahy). Below the profile is a 'Forms & Survey Application' section with a dropdown menu listing various forms. The 'Course Contract (v2.0)' form is selected, displaying a table of course information.

Course Code	Course Title	Student Name		
HS4006	PHYSICAL SCIENCE B	jleicquan canmi	👁	🖨
HS1082	COMMON CORE ENGLISH 10B CP	jleicquan canmi	👁	🖨
HS4005	PHYSICAL SCIENCE A	jleicquan canmi	👁	🖨
HS7041	HEALTH B	jleicquan canmi	👁	🖨
HS1085	COMMON CORE ENGLISH 11A CP	jleicquan canmi	👁	🖨
HS5001	PHYSICAL EDUCATION I	jleicquan canmi	👁	🖨
HS2045	COMMON CORE ALGEBRA 2A CP	jleicquan canmi	👁	🖨
HS8041	PARENTING/CHILD DEVELOPMENT B	jleicquan canmi	👁	🖨
HS90132	FINANCIAL LITERACY AND ENTREPRENEURIAL SKILLS	jleicquan canmi	👁	🖨
HS30LH	LATIN AMERICAN HISTORY	jleicquan canmi	👁	🖨
HS8502	HISTORY OF THE ANCIENT WORLD	jleicquan canmi	👁	🖨
HS1085	COMMON CORE ENGLISH 11A CP	jleicquan canmi	👁	🖨
HS9098	SENIOR PORTFOLIO	jleicquan canmi	👁	🖨
HS8502	HISTORY OF THE ANCIENT WORLD	jleicquan canmi	👁	🖨

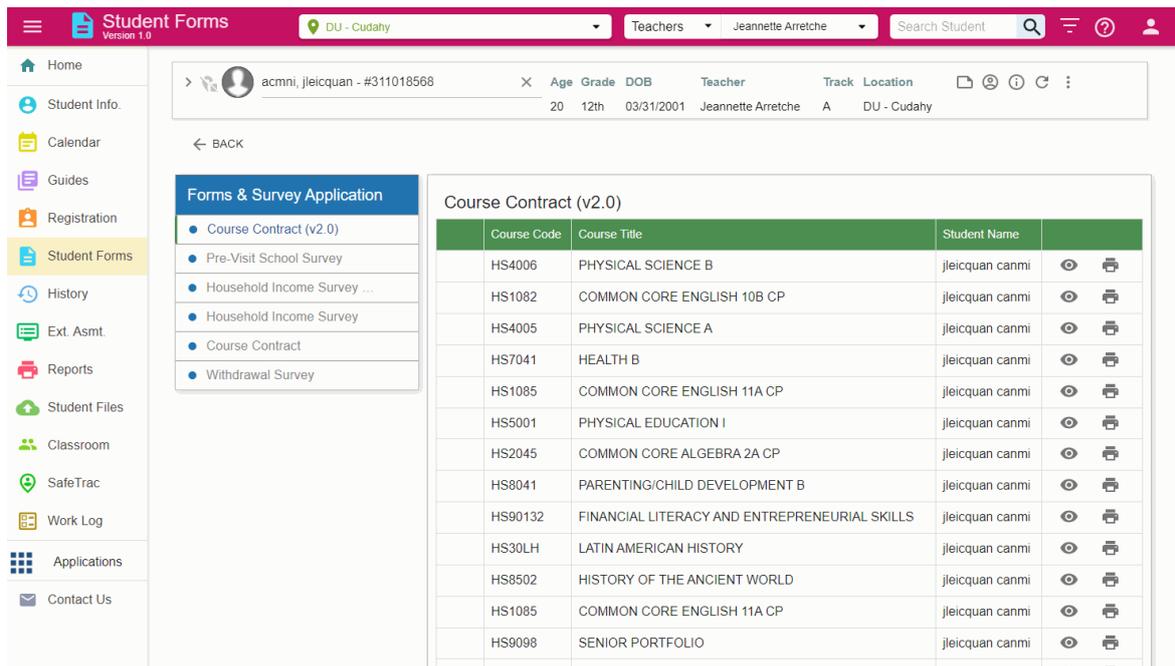
Viewing and printing forms

1. To view the form, hit the  icon.



Course Code	Course Title	Student Name		
HS4006	PHYSICAL SCIENCE B	jleicquan canmi		
HS1082	COMMON CORE ENGLISH 10B CP	jleicquan canmi		
HS4005	PHYSICAL SCIENCE A	jleicquan canmi		
HS7041	HEALTH B	jleicquan canmi		
HS1085	COMMON CORE ENGLISH 11A CP	jleicquan canmi		
HS5001	PHYSICAL EDUCATION I	jleicquan canmi		
HS2045	COMMON CORE ALGEBRA 2A CP	jleicquan canmi		
HS8041	PARENTING/CHILD DEVELOPMENT B	jleicquan canmi		
HS90132	FINANCIAL LITERACY AND ENTREPRENEURIAL SKILLS	jleicquan canmi		
HS30LH	LATIN AMERICAN HISTORY	jleicquan canmi		
HS8502	HISTORY OF THE ANCIENT WORLD	jleicquan canmi		
HS1085	COMMON CORE ENGLISH 11A CP	jleicquan canmi		
HS9098	SENIOR PORTFOLIO	jleicquan canmi		

2. To view the print friendly version of the report, hit the  icon.



Course Code	Course Title	Student Name		
HS4006	PHYSICAL SCIENCE B	jleicquan canmi		
HS1082	COMMON CORE ENGLISH 10B CP	jleicquan canmi		
HS4005	PHYSICAL SCIENCE A	jleicquan canmi		
HS7041	HEALTH B	jleicquan canmi		
HS1085	COMMON CORE ENGLISH 11A CP	jleicquan canmi		
HS5001	PHYSICAL EDUCATION I	jleicquan canmi		
HS2045	COMMON CORE ALGEBRA 2A CP	jleicquan canmi		
HS8041	PARENTING/CHILD DEVELOPMENT B	jleicquan canmi		
HS90132	FINANCIAL LITERACY AND ENTREPRENEURIAL SKILLS	jleicquan canmi		
HS30LH	LATIN AMERICAN HISTORY	jleicquan canmi		
HS8502	HISTORY OF THE ANCIENT WORLD	jleicquan canmi		
HS1085	COMMON CORE ENGLISH 11A CP	jleicquan canmi		
HS9098	SENIOR PORTFOLIO	jleicquan canmi		

3. To view forms that are currently in progress, hit the  icon.

Course ID	Course Name	Teacher
HS2046	COMMON CORE ALGEBRA 2B CP	jleicquan canmi
HS2045	COMMON CORE ALGEBRA 2A CP	jleicquan canmi
HS1162	COMMON CORE ENGLISH 12A CP	jleicquan canmi
HS1163	COMMON CORE ENGLISH 12B CP	jleicquan canmi
HS8040	PARENTING/CHILD DEVELOPMENT A	jleicquan canmi
HS90132	FINANCIAL LITERACY AND ENTREPRENEURIAL SKILLS	jleicquan canmi
HSED3005	AMERICAN GOVERNMENT CP	jleicquan canmi
HS4016	EARTH SCIENCE A	jleicquan canmi
HS2045	COMMON CORE ALGEBRA 2A CP	jleicquan canmi
HS1162	COMMON CORE ENGLISH 12A CP	jleicquan canmi
HSED3005	AMERICAN GOVERNMENT CP	jleicquan canmi
HS4016	EARTH SCIENCE A	jleicquan canmi
HSED2005	ALGEBRA 2 SEM A CP	jleicquan canmi
HSED2006	ALGEBRA 2 SEM B CP	jleicquan canmi
HS90122	MY LEARNING PATH	jleicquan canmi
HS1163	COMMON CORE ENGLISH 12B CP	jleicquan canmi
HSED9118	Financial Literacy and Entrepreneurial Skills	jleicquan canmi

4. To create a form for a student, you can hit the  icon.

Forms & Survey Application

- Course Contract (v2.0)
- Pre-Visit School Survey
- Household Income Survey ...
- Household Income Survey
- Course Contract
- Withdrawal Survey**

Withdrawal Survey 

There doesn't seem to be any information available.

5. You may also copy a link to be send via e-mail by clicking on the  icon. Please read [this article](#) for further information.

Home Student Info Guides Ext. Asmt. Student Files Calendar Classroom Reports History Registration Student Forms GPA Calculator SafeTrac Work Log Applications

acr unelvia - #300241500 SSID: #4164113340 Ext. Code: # Grade 10th Age 18 DOB 10/08/2003 Teacher Tammy Streeter Location BP - Arleta

Forms & Survey Application

- Course Contract (v2.0)
- Pre-Visit School Survey
- Consent to Covid-19 Testing (BP)
- Household Income Survey (21-22)
- Household Income Survey
- Withdrawal Survey
- Course Contract

Consent to Covid-19 Testing (BP)

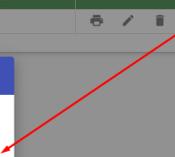
Survey Date	School Identification Code	Legal Last Name	Legal First Name	
	300241500	unelvia	acr	

Copy Link

Use this link to open the form.
Click  to copy to clipboard.

<https://stage-m.studenttrac.com/login?f=3320&h=43357496&t=278175a4-cb02-4fd2-b9a6-eba7f5fc789> 

OK



Student Consent Form

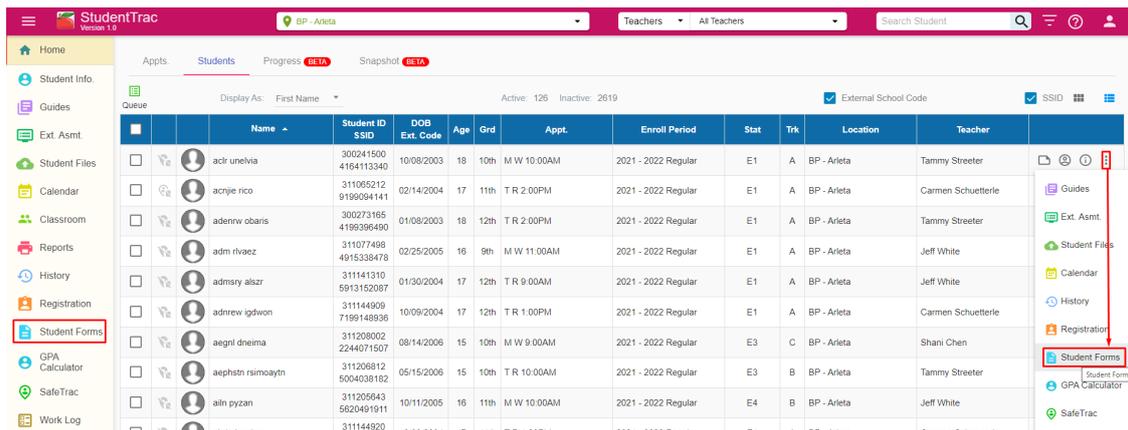
Last Modified on 12/29/2021 3:12 pm PST

Student Consent Form

How to create a consent form under Student Forms and generate a link to send out to guardians for signing the form.

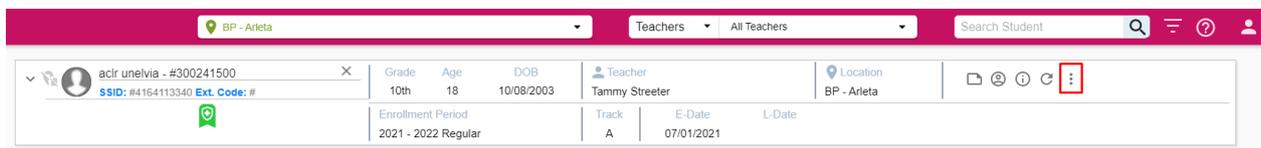
Navigate to Student Forms

To open up the Student Forms application, either click the Student Forms icon  on the left, or use the 3 dot menu  :



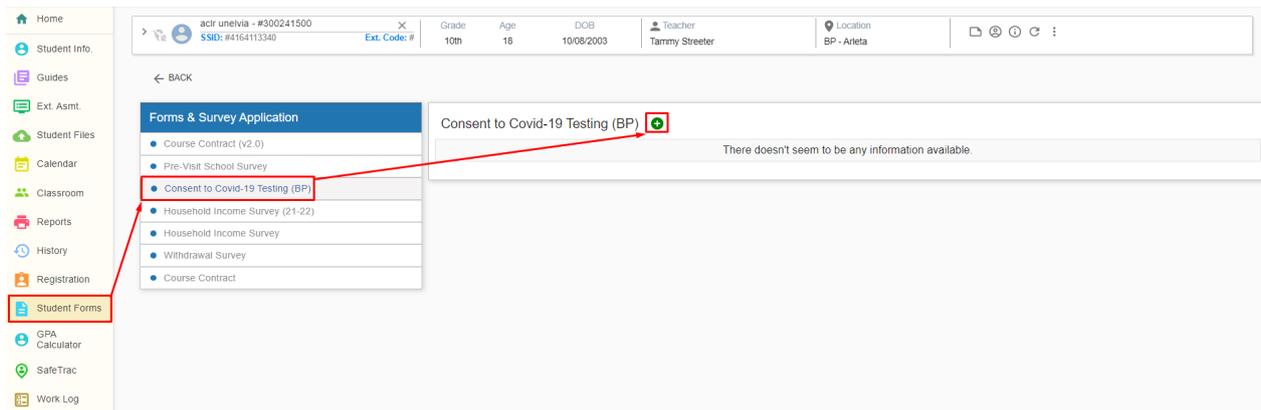
The left icon  will default to the top student currently on the home page, while the icon under the 3 dot menu  will take you directly to that student's forms.

The 3 dot menu on the student bar will work the same as the 3 dot menu on the home page:



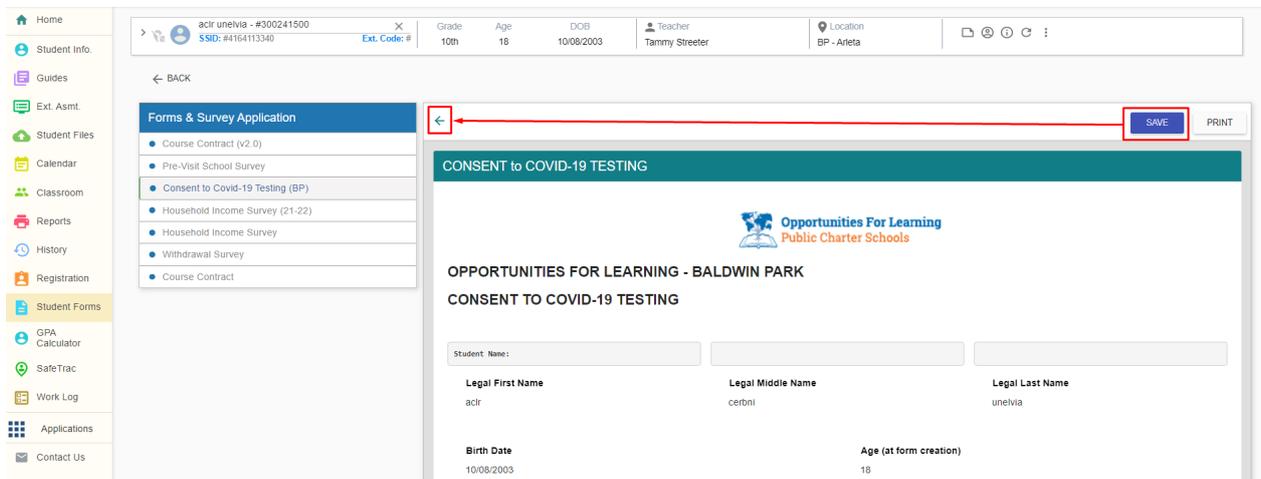
Creating and Saving the new Form

In the Student Forms we will find a consent form, in this example we will use the Consent to Covid-19 Testing (BP) form.



Clicking the green + icon  will generate a new instance of the form.

Once the form is created, it is important to hit the Save button , then back out  of the form preview screen:

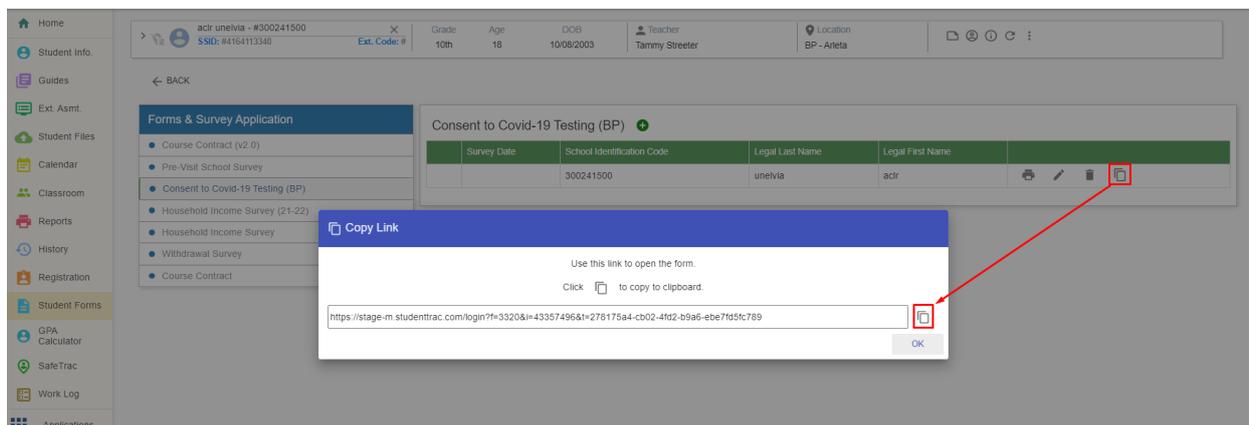


Creating a link to the new Form

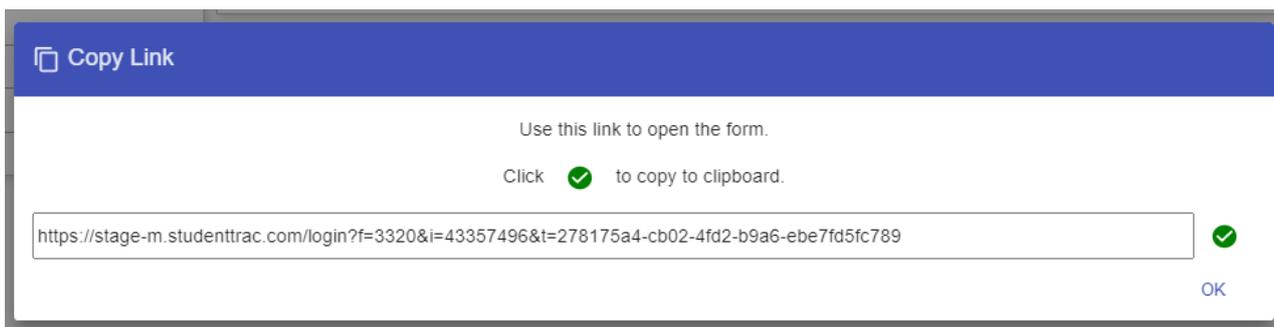
Back on the Student Forms view, we can now see the newly created form with 4 possible options, Print, Edit, Delete, and Copy Link.

Your account permissions and roles MAY determine which options appear for you here!

Click the Copy Link icon  to prompt a pop-up containing a link to the form to appear:



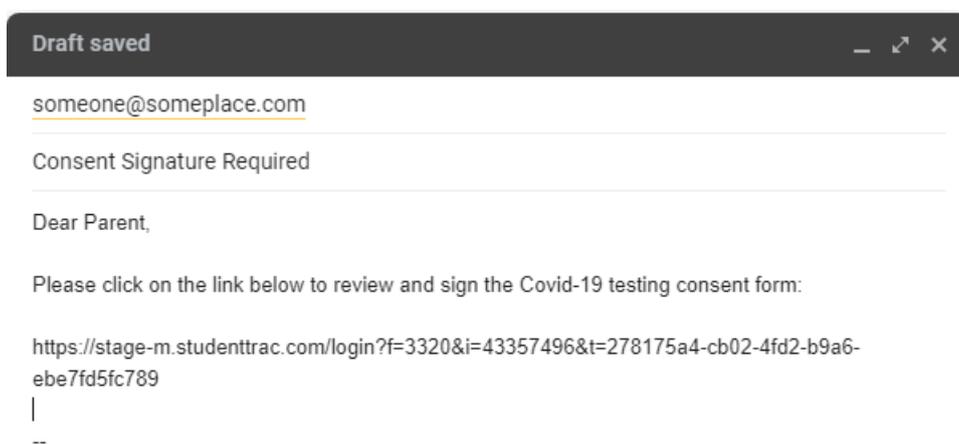
When the link has been properly copied, a green check mark  will validate you have the link saved in your clipboard and it is ready to be pasted.



Sending the link to a Guardian

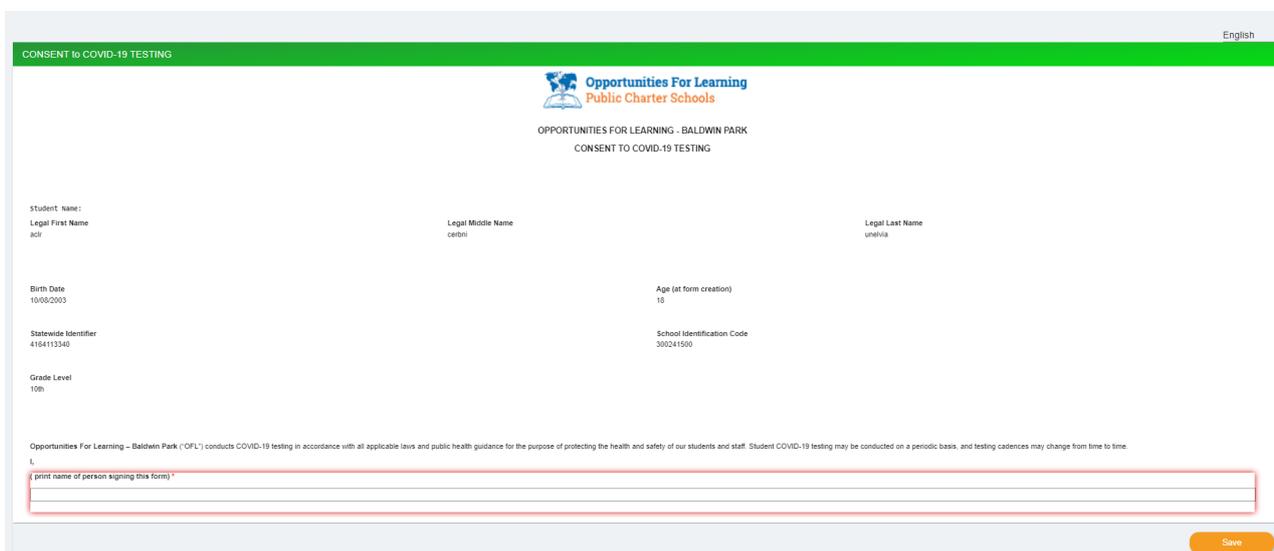
You can now paste the link into an email using either Ctrl+V (on Windows), or by right clicking the email body and selecting "Paste"

Example:



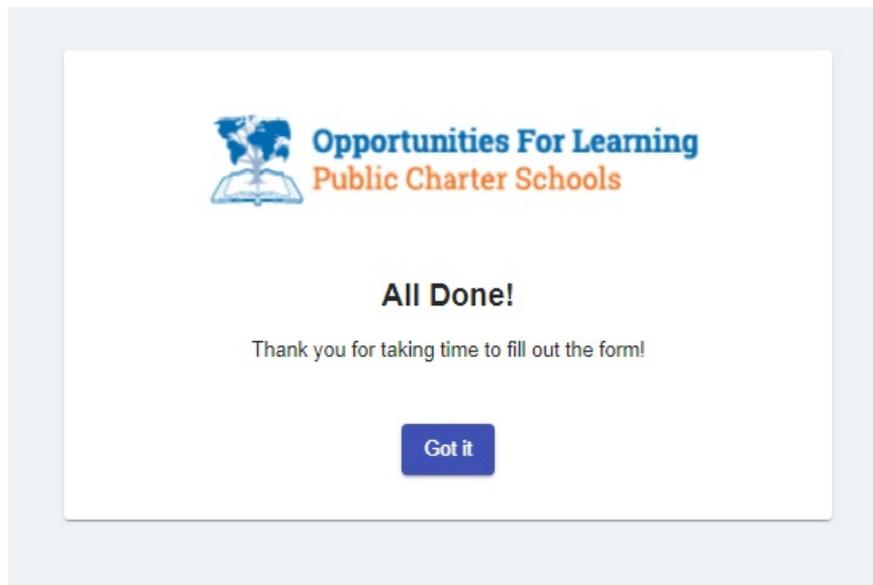
Signing and Submitting the Form

Once the guardian receives the email containing the link, they will be able to click the link to sign and save the form:



An account is not required to sign and save the form.

When the form has been completed and saved, a final confirmation page will be displayed, at this point the guardian may close the window:



Work Log - Appointments

Last Modified on 05/01/2023 11:07 am PDT

Work Log - Appointments

How to log appointments times and estimate completed units on a monthly basis for student progression purposes.

Getting Started



The Work Log is a robust tool to view student appointment records and monitor unit completion on a monthly basis. Users could also edit student appointments, record units estimated to be completed, and submit unit grades

Please select the school and teacher you wish to view before beginning.

You will jump into the teacher's earliest appointment time on the recently opened month. You may jump to different months and appointments times as well.



Appointments

Log in the days students attended class in this section. You will see the student's name, School ID number, and other essential information above the appointment circles.

Student

Captain Planet - #311063718 Age Grade
16 9th

SSID: #5787826560

Attendance: ● 0 ● 0 ● 0 ● 0

Week 1 Week 2 Week 3 Week 4

M W | M W | M W | M W

○ ○ | ○ ○ | ○ ○ | ○ ○

View the **student's card** by hitting the  icon.

Estimated Units			
Students	3 or less units	4 to 5 units	6 or more units
1	1	0	0

Student	In Progress	Units
snetro navsdol - #310963399 SSID: #5157633442 Attendance: ● 0 ● 0 ● 0 ● 0 Week 1 Week 2 Week 3 Week 4 Week 5 W M W M W M M	Course <input type="checkbox"/> HSED2002 ALGEBRA 1 SEM B <input type="checkbox"/> HSED9126 DRIVER EDUCATION	Subject English 0 Math 0 Current Month 0/0 Last Month 1

There are no more results.

Enter student appointment times by selecting on the **bubbles**. This information will be synced to the **Appointments** tab of Calendar.

Student

Captain Planet - #311063718 Age Grade 16 9th

SSID: #5787826560

Attendance: ● 0 ● 0 ● 0 ● 0

Week 1 | Week 2 | Week 3 | Week 4

M W | M W | M W | M W

○ ○ | ○ ○ | ○ ○ | ○ ○

Each appointment time will be summed up to it's dedicated type at the tally above.

Attendance: ● 1 ● 1 ● 1 ● 1

Week 1 | Week 2 | Week 3 | Week 4

M W | M W | M W | M W

● ● | ● ● | ○ ○ | ○ ○

Work Log - Courses

Last Modified on 05/01/2023 11:08 am PDT

Work Log - Courses

How to log appointments times and estimate completed units on a monthly basis for student progression purposes.

Getting Started



The Work Log (WRL) is a robust tool to view student appointment records and monitor unit completion on a monthly basis. Users could also edit student appointments, record units estimated to be completed, and submit unit grades.

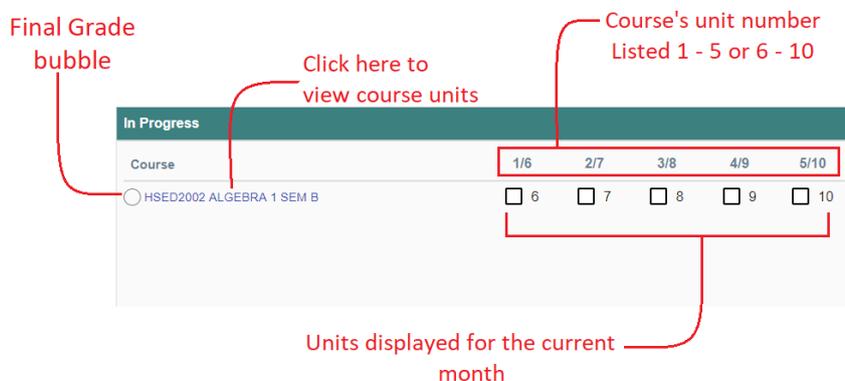
Please select the school and teacher you wish to view before beginning.

You will jump into the teacher's earliest appointment time on the recently opened month. You may jump to different months and appointments times as well.



Course Units & Tally Boxes

The courses will display only if they are open or completed on the current month that is selected.



Selecting Checkboxes

Marking the course unit's editable checkbox indicates that it is *estimated* to be completed on the current month.

In Progress					
Course	1/6	2/7	3/8	4/9	5/10
<input type="checkbox"/> HSED2002 ALGEBRA 1 SEM B	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10

Unit Checkbox Legend

These are the status of the course's units.

Currently opened during current month	Unit completed on current month	Completed unit from previous month	Unit assigned on future month	Deleted Unit
<input type="checkbox"/> 3	<input type="checkbox"/> B-	A+	<input type="checkbox"/> 3	4

Unit Notes

Notes can also be added and viewed on each unit as well. [Click on this link link for more details.](#)

1/6	2/7	3/8	4/9	5/10
A+ <input type="checkbox"/>	A+ <input type="checkbox"/>	A <input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/> 5
1	2	3	4	5

Total Estimated Tally Boxes

Selecting unit checkboxes will cause the Estimated Unit tally boxes to update accordingly.

Estimated Units

Students	3 or less units	4 to 5 units	6 or more units
4	4	0	0

Student	In Progress	Units																																											
mshnta hacmo - #311076743 SSID: #9196980221 Age Grade: 17 10th	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Course</th> <th>1/6</th> <th>2/7</th> <th>3/8</th> <th>4/9</th> <th>5/10</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> HSED1004 ENGLISH 10 SEM B</td> <td><input type="checkbox"/> 6</td> <td><input type="checkbox"/> 7</td> <td><input type="checkbox"/> 8</td> <td><input type="checkbox"/> 9</td> <td><input type="checkbox"/> 10</td> </tr> <tr> <td><input type="checkbox"/> HS8021 FOOD & NUTRITION</td> <td>C</td> <td>C</td> <td>C</td> <td>C</td> <td><input type="checkbox"/> 5</td> </tr> <tr> <td><input type="checkbox"/> HS7040 HEALTH A</td> <td>C+</td> <td>C+</td> <td><input type="checkbox"/> 3</td> <td>C+</td> <td>C</td> </tr> </tbody> </table>	Course	1/6	2/7	3/8	4/9	5/10	<input type="checkbox"/> HSED1004 ENGLISH 10 SEM B	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> HS8021 FOOD & NUTRITION	C	C	C	C	<input type="checkbox"/> 5	<input type="checkbox"/> HS7040 HEALTH A	C+	C+	<input type="checkbox"/> 3	C+	C	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Subject</th> <th>Current Month</th> <th>Last Month</th> </tr> <tr> <td>English</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Math</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> </table>	Subject	Current Month	Last Month	English	0	0	Math	0	1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Subject</th> <th>Current Month</th> <th>Last Month</th> </tr> <tr> <td>English</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Math</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> </table>	Subject	Current Month	Last Month	English	0	0	Math	0	1
Course	1/6	2/7	3/8	4/9	5/10																																								
<input type="checkbox"/> HSED1004 ENGLISH 10 SEM B	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10																																								
<input type="checkbox"/> HS8021 FOOD & NUTRITION	C	C	C	C	<input type="checkbox"/> 5																																								
<input type="checkbox"/> HS7040 HEALTH A	C+	C+	<input type="checkbox"/> 3	C+	C																																								
Subject	Current Month	Last Month																																											
English	0	0																																											
Math	0	1																																											
Subject	Current Month	Last Month																																											
English	0	0																																											
Math	0	1																																											

Subject and Current/Last Month Tally Boxes

Selecting checkboxes will also update the tally boxes on the right hand side.

Pulls the progress report for this student

Estimated vs. Completed English & Math units

In Progress:						Units		
Course	1/6	2/7	3/8	4/9	5/10	Subject	Current Month	Last Month
<input type="radio"/> HS2040 COMMON CORE ALGEBR...	A	<input checked="" type="checkbox"/> B+	B+	B+	<input checked="" type="checkbox"/> 5	English	2/5	
<input type="radio"/> HS1120 COMMON CORE ENGLISH...	B+	<input checked="" type="checkbox"/> A-	<input checked="" type="checkbox"/> 3	A-	<input checked="" type="checkbox"/> 5	Math	2	4

Total units claimed on the previous month

Units claimed on the current month

Upcoming Release Notes August 2, 2023

Last Modified on 08/08/2023 10:40 am PDT

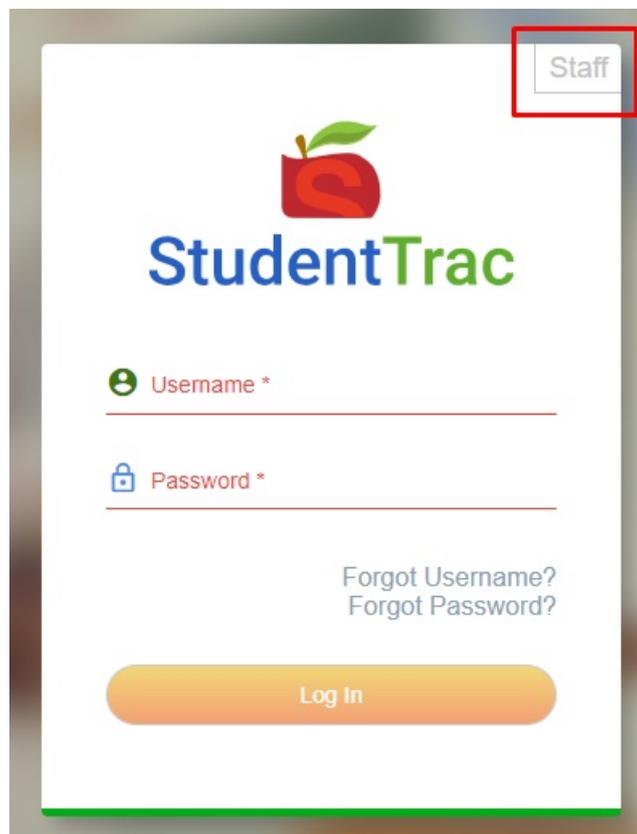
Upcoming Release Notes - August 2, 2023

In this release we have added the a few enhancements and new features

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancement

- Updated login page (affects EDI staff only)



Hot Fixes

- Fix viewing Master Agreement, Enrollment and Title1 Compact forms based on user permissions
- Fix the Pre-Enrollment Survey not displaying properly
- Fixed students unable to get past the Contact page when attempting to register
- Fixed Student Notes giving a "Category folder not found for client R-03-12-32" error
- Fixed Enrollment Start error
- Fixed in 2.0 Mass Enrollment with missing E-Date

- Fixed future mass enrolled students missing grade level
 - Fixed PIE AZ Weekly Instructional Minutes to display properly
-

Upcoming Release Notes December 1, 2022

Last Modified on 12/08/2022 4:54 pm PST

Upcoming Release Notes - December 1, 2022

In this release we have added the a few enhancements and new features

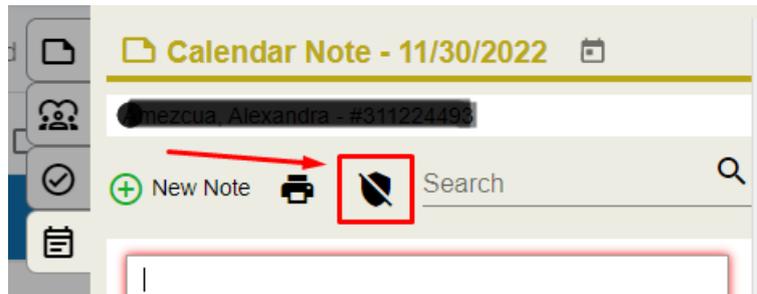
**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New Features

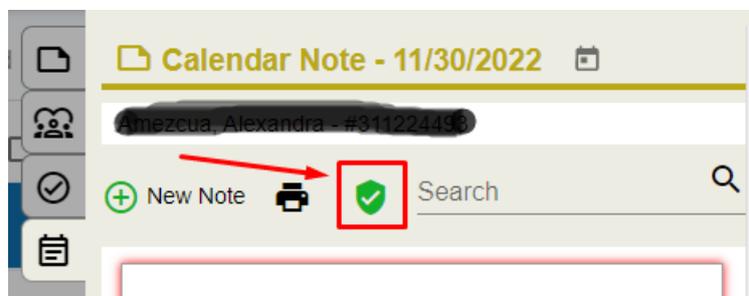
- Graduation Date Pacer (new Home Dashboard tab) - available only in version 2.0

Enhancements

- Calendar Attendance Notes - only manually added teacher / staff notes will be shown by default and automatic system marked attendance and SafeTrac events will not be shown



The symbol above shows by default only manually added teacher / staff notes will be shown



If the symbol is clicked, it will turn green as seen above which means automatic system marked attendance and SafeTrac events will now be shown. To hide these system events, click on the symbol again.



Upcoming Release Notes November 4th, 2022

Last Modified on 11/10/2022 9:40 am PST

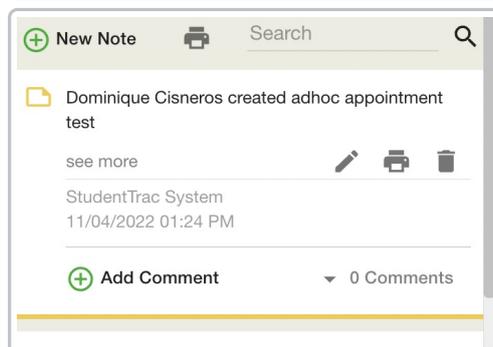
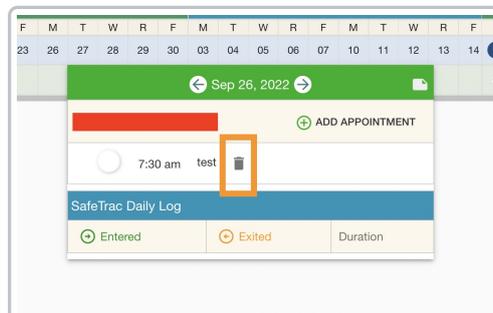
Upcoming Release Notes - November 4th, 2022

In this release we have added the a few enhancements and new features

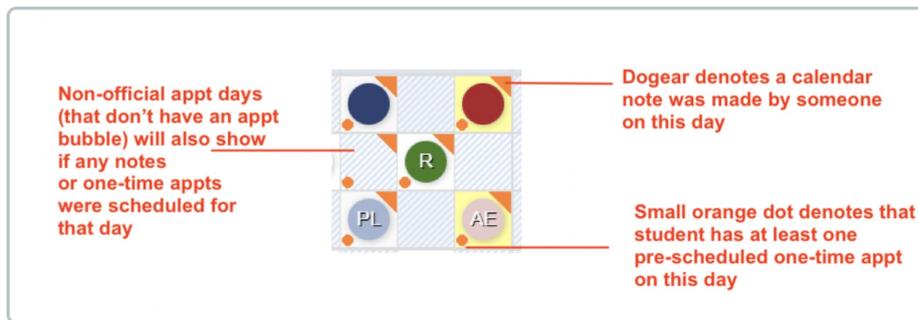
**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

AB130 Enhancements + New Features

- Allow SafeTrac manual check ins to automatically update a student's appointment attendance based on site preference
- Automatically add calendar notes for SafeTrac manual check-in events, RFID detections, and appointment status updates
- Begin adding instructional tags for qualified AB130 events dated back to 7/1/2022
- Allow staff to add notes to RFID auto-check-in records within SafeTrac
- Student Roster Appointment Calendar - Delete a one-time (ad-hoc) appointment added to a student's calendar



- Student Roster Appointment Calendar - Display new visual indicators to denote which days on the calendar have a note and/or one-time appointments:



Other Enhancements

- Student Roster Appointment Calendar - show only Monday-Friday days (hide Saturday and Sunday)
- Misc ST2.0 usability improvements

New Feature

- Student Roster Appointment Calendar - Support marking multiple students as "Verified All Present" when viewing a teacher's specific appointment slot by clicking on a single date at the top of the calendar grid.

Upcoming Release Notes - October 14, 2022

Last Modified on 10/18/2022 11:35 am PDT

Upcoming Release Notes - October 14, 2022

A new feature and enhancements

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancements

- Support display of the current Sped Specialists assigned students with tracking history on the side bar
- Display SPED Specialist signature on Master Agreements
- Show Dual-Enrollment/Articulated courses on PIE Guides
- AB130: Update checkbox text from "Missed Scheduled Appointment" to "Missed Appointment or Student/Guardian unreachable (non-participatory)"
- Student Digital Files: Allow staff to sort files by date and name

Bug Fix

- Allow Search by SSID
 - Hide deactivated Support Program categories + Extracurricular Activities
-

Upcoming Release Notes - September 15, 2022

Last Modified on 09/27/2022 3:47 pm PDT

Upcoming Release Notes - September 15, 2022

A new feature and some enhancements

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

AB130 Enhancements

- Allow SafeTrac manual check ins to set student's appointment attendance.
- Support adding tracking notes to check in data in SafeTrac
- Show rosters independent of student appointment slot in Worklog

Sped Specialist

- Support Sped Specialists and other student case managers to be associated based on date
- Display Sped Specialist signature to Master Agreement

Enhancements

- Staff Calendar work tab. Allow verify days button to turn today's bubble dark blue (instead of going up to yesterday)
 - Add more choices to each Career Category under Career
-

Release Notes - August 29, 2022

Last Modified on 08/29/2022 12:31 pm PDT

Release Notes - August 29, 2022

New enhancements

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancements

- AB130 - Notes - Added Instructional Tracking Checkboxes (to student notes, calendar notes and course unit notes)
 - AB130 - Staff Calendar: Appointments Tab - Improved one click attendance status experience
 - AB130 - Student Calendar: Appointments Tab - Support creation of non-recurring appointments
 - AB130 - Student Calendar: Appointments Tab - View a student's full appointment schedule for the same day
 - General Usability Enhancements in Guides:
 - Guides-Tab: Hover on external course name to show term taken
 - Calendar-Work-Tab: Verify work attendance to include today's date
-

Upcoming Release Notes - June 13, 2022

Last Modified on 08/26/2022 12:46 pm PDT

Upcoming Release Notes - June 13, 2022

New features, enhancements and bug fixes

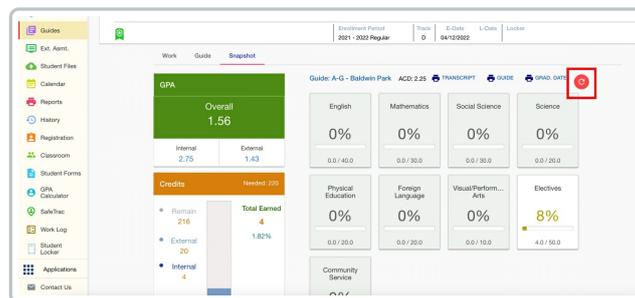
**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New feature

- Student Forms: Hide Forms/Form Categories that are outdated, or have no current forms to show

Enhancements

- Snapshot tab: Add additional refresh features to the Refresh Snapshot button for a single student on Guides



- Improve data refresh by clearing cache upon using the Student Card Refresh button on the student bar

Bug Fixes

- Home Snapshot and Progress tabs were not always showing all active students in the roster view.
- Allow notes to be entered on course units that were previously deleted then restored and assigned
- ST1.0 - staff view of registration forms not highlighting red box around required fields
- Student Portal 2.0 - When viewing emergency contact list with more than 4 card contacts, ensure page displays the Next button to move to next screen

Upcoming Release Notes - May 27, 2022

Last Modified on 08/26/2022 12:46 pm PDT

Upcoming Release Notes - May 27, 2022

Task Sidebar, Task List, Task Item Management, Tasks,

Snapshot, Staff Calendar, WorkLog Appointment List and Work Permit

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New feature

- 2.0 - Tasks Sidebar, Task Lists, Task Item Management, Tasks showing on student calendar
- Snapshot: Show Refresh Snapshot button feature on snapshot page for user to manually bust snapshot Redis cache in case of race condition error

Enhancements

- Staff Calendar 2.0: Allow staff to add appointment events using the single student calendar that is unrelated to their normal TOR appointment meetings
- WorkLog Appointment List - show all of a teacher's appointments from their centers when home bar set to the charter level

Fixes

- Miscellaneous Bugs with Work Permit
-

Upcoming Release Notes - May 18, 2022

Last Modified on 08/26/2022 12:47 pm PDT

Upcoming Release Notes - May 18, 2022

Student portal, DSP and CAAD enhancements

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

Enhancements

- Student portal calendar improvements : Better view for multiple events on same day
 - While using the summer registration links for DSP students, you can now add a Not Listed guardian from the signature widget
 - Curriculum team can now update the external college course list under List Manager
-

Upcoming Release Preview - May 5, 2022

Last Modified on 08/26/2022 12:47 pm PDT

Upcoming Release Preview - May 5, 2022

What is in this release...

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New feature

- Allow students and parents to email teacher and/or support teacher from the 2.0 portal; Allow staff to initiate an email to the student and primary guardian from staff portal

Search Enhancements

- Allow teacher/classes/groups to stick when changing clients/refresh student bar 1st student on search changes

Bug Fix

- Hide community service from non-staff portals (2.0)
-

Upcoming Release Notes

Last Modified on 07/26/2022 9:27 am PDT

Upcoming Release Notes - Month Day, 2022

A new feature and some enhancements

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

New feature

- Task Sidebar with Task Lists and Task Item management

Enhancements

- Student/Parent Portal 2.0 - support Not Listed guardian addition from signature widget
 - WorkLog Appointment List - show sub client appointments from higher level clients
-

How to - Articles

Last Modified on 03/13/2020 10:41 am PDT

If any steps need to be taken before they get this point, make sure to mention that, and that it has to be done before they start this new step. If there is an article for it, mention the name.

Write a small description of the overall purpose of the article.

Each article should have a step by step of what the article is about. All descriptions shouldn't be too long.

Every step should come with a screenshot of what you want to explain, with a black arrow pointing to exactly where you want them to go/see.

At the end, make a GIF of the whole process.

Test Video

Last Modified on 03/06/2020 10:54 am PST

Your browser does not support HTML5 video.

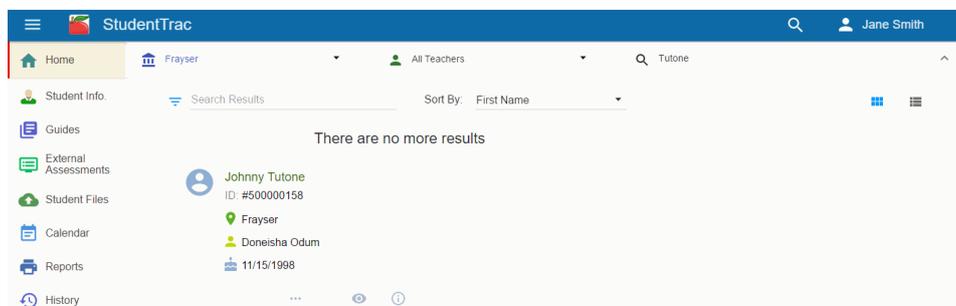
External Assessments (GIF, PNG, video link/embedded, PDF attachment)

Last Modified on 03/06/2020 10:55 am PST



About External Assessments

The External Assessments application displays Student test results for assessments that were administered by 3rd parties – such as Renaissance Star ([RenStar](#)). The list of External Assessment test types available to view per student will vary depending on the assessment types your client/center has selected to display. Assessment results are displayed per student, including the dates that each assessment was administered.



Videos

Before viewing any External Assessment results, users must first select a student. Available students are listed in the Student Drop Down List.

To customize the list of students shown in the Student Drop Down List, use the [Student Search Bar](#) to locate students by their Client-Center, assigned teacher, and/or search field criteria.

This is an unrelated video of this component

This other video is an example of embedding. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Your browser does not support HTML5 video.

Tables and snippets

Imported Test Results

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Tortor dignissim convallis aenean et tortor at risus viverra adipiscing. Natoque penatibus et magnis dis parturient montes nascetur. Vitae sapien pellentesque habitant morbi tristique senectus et netus. A arcu cursus vitae congue mauris rhoncus aenean vel.



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Questions

Contact your supervisor or training specialist related to workflow or process questions that may be specific to your client/center. You may also contact StudentTrac support at: support@studenttrac.com.

[f5d138c60898932a201f194504a63f51.jpg](#) 

Release Notes Template Final

Last Modified on 08/29/2022 12:18 pm PDT

Release Notes - Month Day, Year

In this release we have added the following new features.

**To get automatic updates for future release notes,
please be sure to click the subscribe button at the top of the release notes category page!**

First Topic

- First point
- Second Point
- Third Point

Second Topic

- First point
- Second Point
- Third Point

ThirdTopic

- First point
 - Second Point
 - Third Point
-

Template Coming Soon Article

Last Modified on 03/13/2020 10:41 am PDT



Template Article

Last Modified on 03/13/2020 10:50 am PDT

Article Title

Summary of article

Section 1

Section 2

Section 3

Overview

Creating Badges

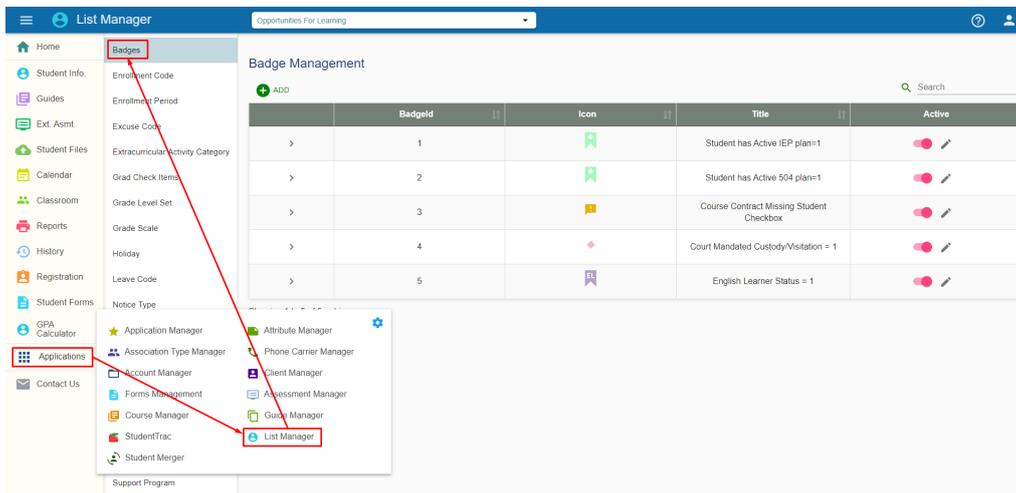
Last Modified on 03/24/2020 1:59 pm PDT

Creating Badges

How to create a new badge and add it to a form.

Badge Management Application

To find the Badge Manager, click on Applications, then List Manager, it will be the top option.



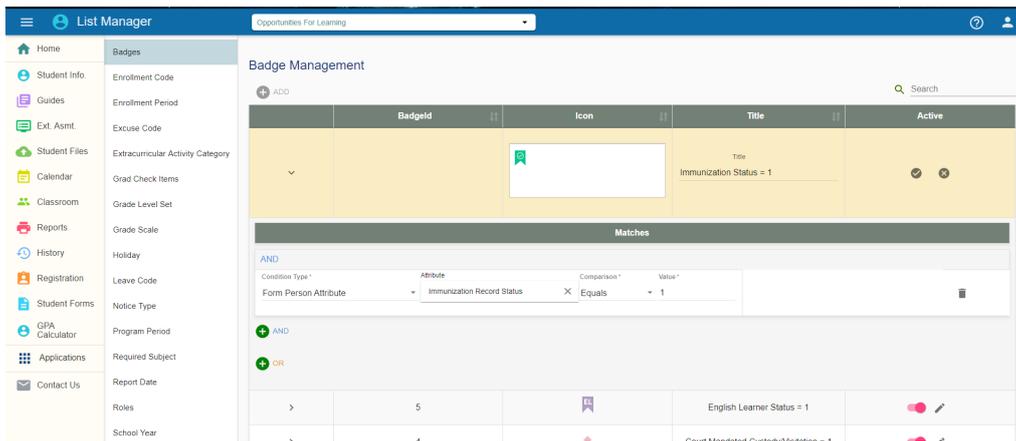
Creating a Badge

Once you are at the badge manager, you can click the button to begin creating a new badge.

To create a new badge you will need to have/know the following:

1. A badge PNG image, 22x33 px
2. The AttributeId that the badge will be using, **Person OR Form**
3. The logic required for the badge to appear

In this example, we will be creating a badge that will show if student has the Immunization Record Status has **All Immunization Records Completed = TRUE**.

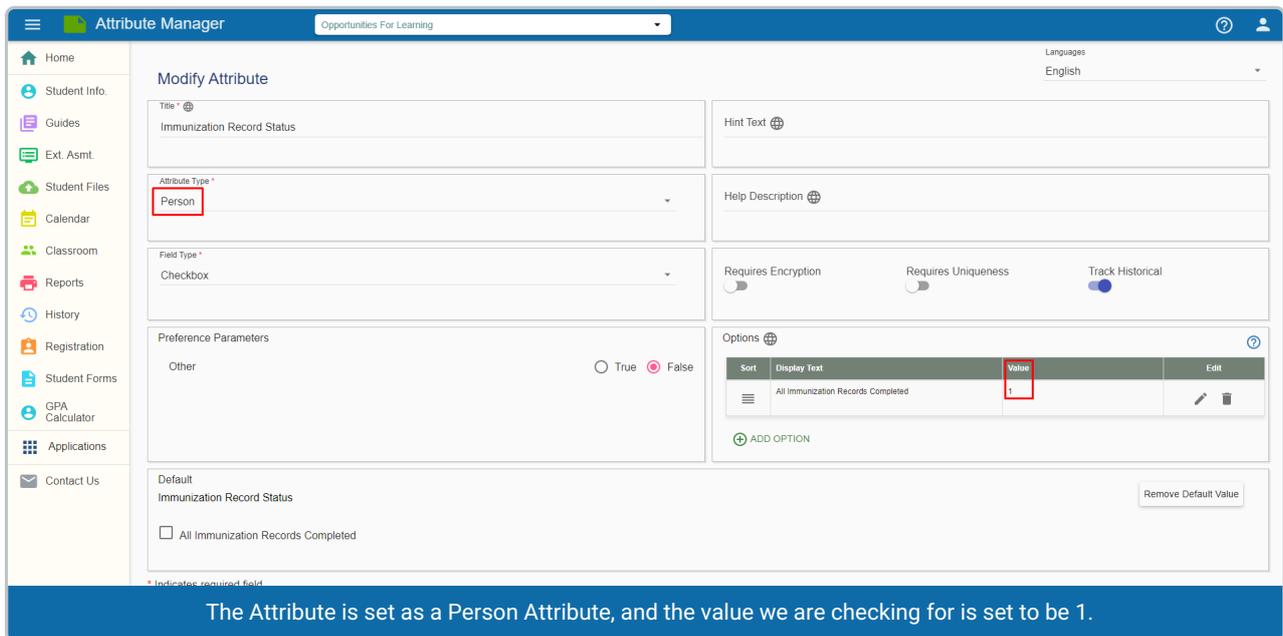


To add an icon, simply drag and drop the PNG file into the blank space.

Next, enter a title that clearly shows what the badge is for, it is alright to use more developer focused language here since the user does not see this.

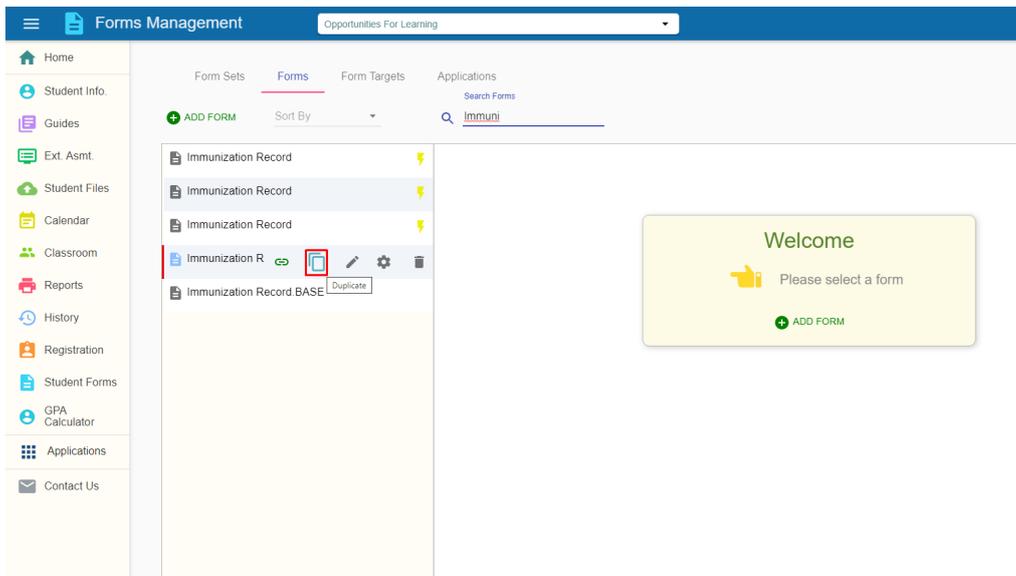
Finally, set the logic statement, in this case we chose Person Attribute instead of Form, since we know that Immunization Records are tied to the individual student. Also, since the option is True/False, we can usually assume that a True value will equal to 1.

It is always best to verify this information in the Attribute Manager first:

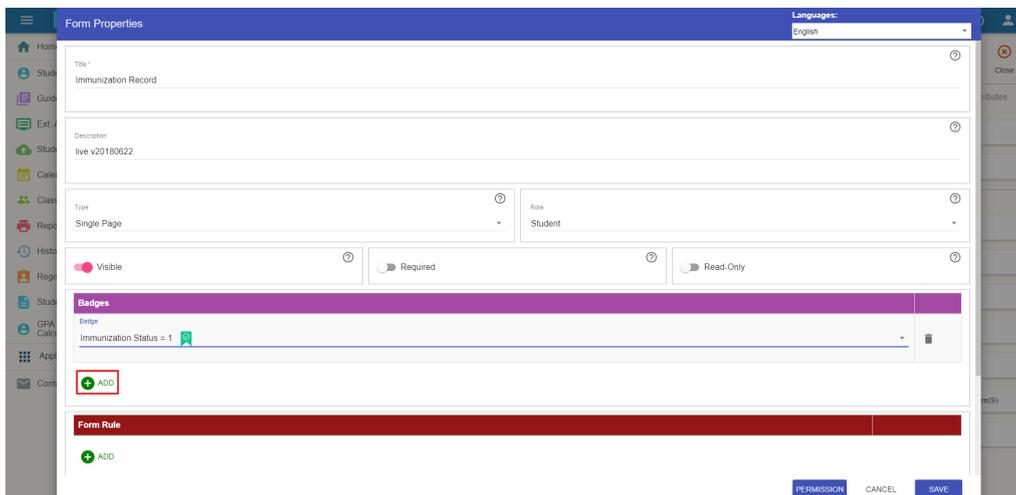


Attaching the Badge to a Form

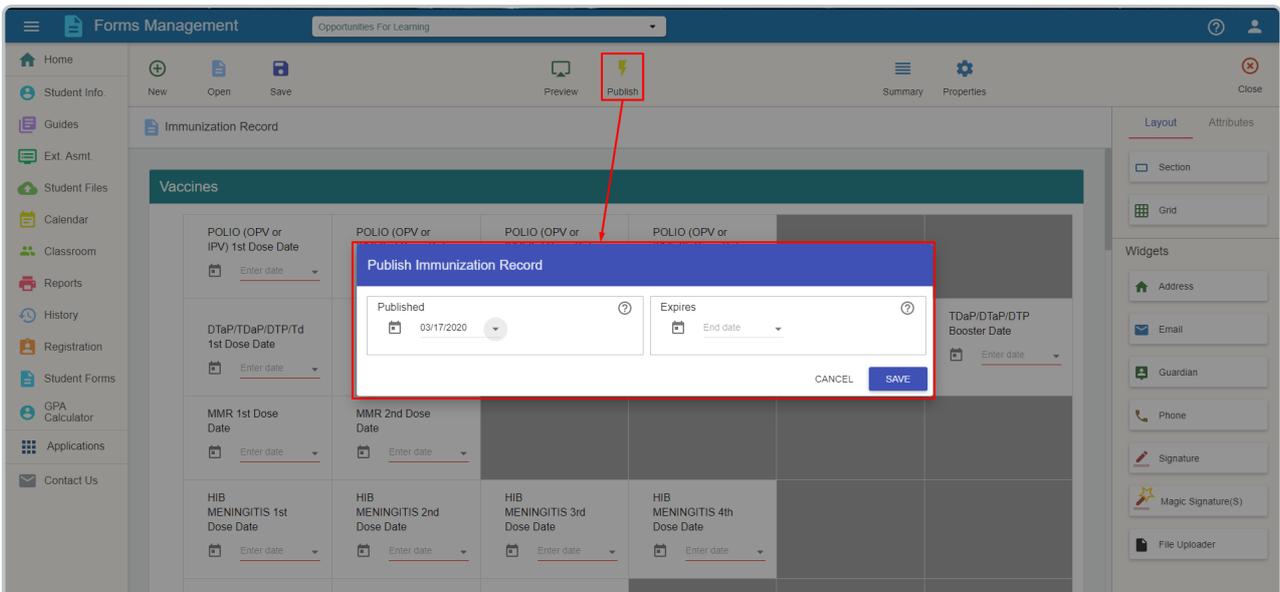
The final step in creating a badge is attaching it to a form. In this example we will attach the badge to an existing form, the Immunization Record Form. Once you have found the form you wish to attach the badge to, click the Duplicate button.



After you have duplicated the form, title it the same as the original form and click edit. Once you are at the edit screen, click on the Form Properties button. On this popup you will be able to attach the badge.

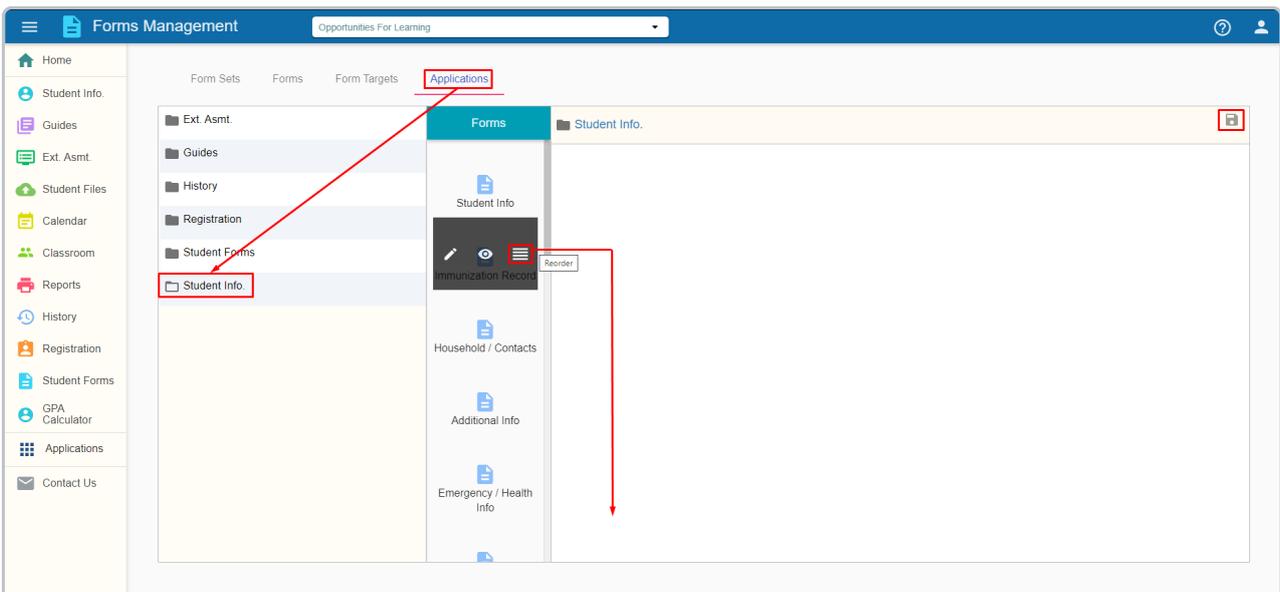


After the badges are attached, hit save and close the popup. Now you can publish the form to the field.



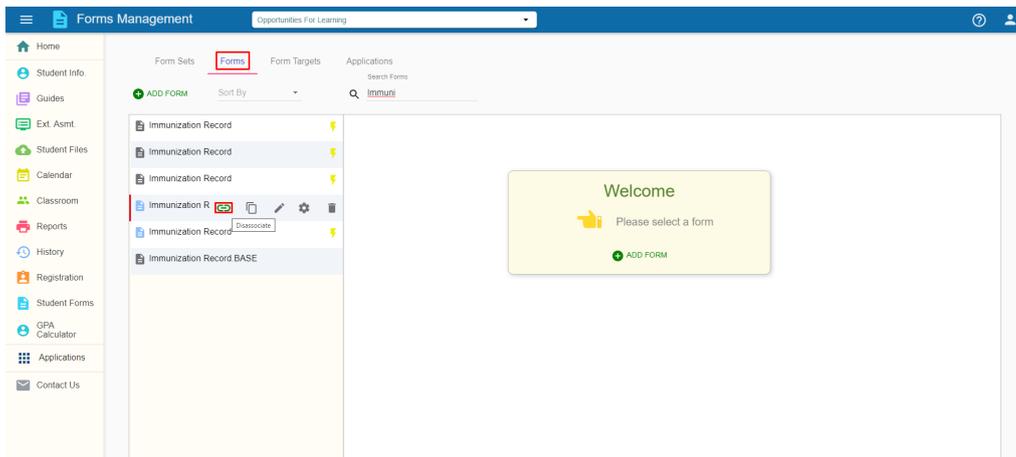
You can generally set the publish date to the current date. Leave the expiration date blank unless you know that the form should expire on a set day.

Now that the form is published, we need to move it to the correct position in Student Info. and then disassociate the previous form. Until we do this, two Immunization Record forms will show in Student Info. Once the order has been set, hit the save button in the top right.

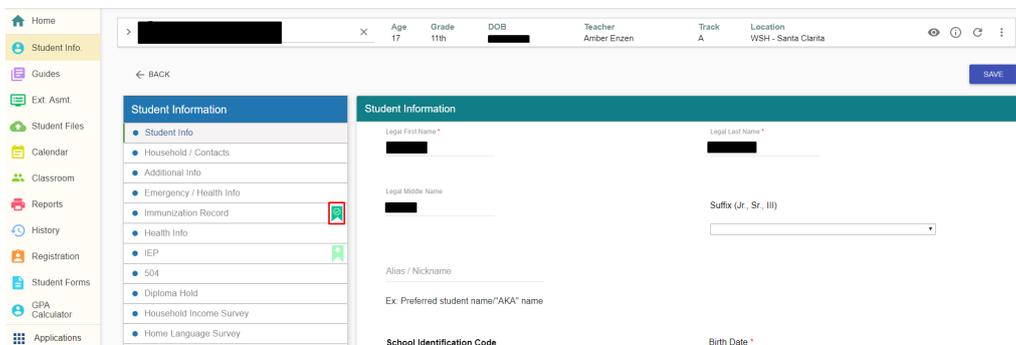


It is easier to reorder the forms before disassociating the old one, so that you can easily ensure the new form is in the same position as the old one was.

Finally, we will disassociate the original form from the Student Info. App. The older form will always appear first in the list.



We will now be able to see the badge appearing on the Immunization Record form in Student Info.



Form Attribute Badges

Form attribute badges are set up differently than Person Attribute badges. The Front End team will need to setup specific places for them to appear. For now, please refer to the Development Team when creating a badge like the Course Contract badge.

WIOA Survey creation

Last Modified on 10/08/2020 11:31 am PDT

WIOA Survey recreation tool

Summary of creating the weekly WIOA Workforce Opener surveys for OFL and OFY

Read Me

The assessments are assigned to the [OFL Baldwin Park and William S. Hart](#) & [OFY Acton and Duarte](#) charters to ALL Enrollment Periods. This is subject to change upon the WIOA team's request.

Make sure to assign surveys before Friday @ 12 PM to allow DAs time to upload and make adjustments.

Setting up new WIOA survey

1. At the beginning of each school year, the WIOA staff will an email instructing you to create the new school year's Workforce Openers (WIOA Surveys). A copy of the survey's Q&As via PDF or Google Doc will be attached to email.

Obtaining a Google Doc version is *Strongly Recommended* to ensure the formatting and punctuation is copied/pasted over when building the surveys.

Workforce Openers (Online Assessments) for 2020-2021 SY ▶ Inbox x



Valerie Valenzuela
to me, SA_StudentTrac ▾

Hello Ismael and SA_StudentTrac Team,

Attached is the Workforce Openers (Online Assessments) for 2020-2021 SY. Online assessments will need to be available for the following WIOA charters:

OFL-BP
OFL-WSH
OFY-Duarte
OFY-Acton

Please feel free to contact me with any questions or concerns.

GO TEAM!



VALERIE VALENZUELA
SUPERVISOR OF COLLEGE AND CAREER PROGRAMS
626-807-8894 | 320 N Halstead St, Pasadena, CA 91107



SY
2020/2021
WIOA
Survey
Q&A

<https://docs.google.com/document/d/1RDqyzhRHTDyHyVF6sELKCqiuV8EBexgh3D0RF4S6fgY/edit>

2. Create a new class on **Course Manager** and select these as the parameters:

- **Title:** (School year) Workforce Opener (Company acronym)
- **Course Code** = WIOAA004 (or whatever comes next after the previous year's code number)
- **Subject:** English / ELA
- **Max Credits** = 0
- Everything else in whatever way you deem fit.

New Course

Title *

20XX - 20XX Workforce Openers OFL

Course Code *

WIOAA004

Subject

English

Max.Credits *

5

Grade Scale

Grade Level Set *

Course Level *

Regular

Select Course Level

Minimum Days per Unit *

5

What is the minimum number of days this course is worth in terms of ADA days.

3. Once course has been successfully created, go to **Course Units** and select **Add Unit**

- Title this unit "20XX - 20XX [Client Acronym] WIOA Questions for OA
- Set Max Credits and Work days = 0

New Course Unit

Max. Credits *

Work days *

Title *

2020 - 2021 OFL WIOA Questions for OA

Weight

Description

CANCEL
SAVE

Stage 1 - Creating the survey

1. On **Assessment Manager**, toggle Inactives and Include Unassigned while looking and search for "Workforce". Once you found the assessments, click on the ID column to switch to descending order to view the last assessment that was created.

Id	Title	Course Unit	Total Question	Max Retake Num	Passing Score	Randomize Questions	Actions
17709	20 - 21 Workforce Openers - Week 15 (OFL) [A113]		0	2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17708	20 - 21 Workforce Openers - Week 15 (OFY) [A113]		3	2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17707	20 - 21 Workforce Openers - Week 14 (OFY) [A113]		2	2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17706	20 - 21 Workforce Openers - Week 14 (OFL) [A113]		2	2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17705	20 - 21 Workforce Openers - Week 13 (OFL) [A113]		2	2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Add a new assessment and enter the following information to get started:

- **Title:** [Last 2 digits of school year] Workforce Openers - Week [XX] (Company Initials) [A113]
- **Max Attempts:** 2
- **Passing Score:** 2
- Switch **Randomize Questions** off

Hit **SAVE** when done.

Please keep the survey's title in a consistent to previous entries.

Edit Assessment

Title *
20 - 21 Workforce Openers - Week 15 (OFL) [A113]

Max Attempts * 2 Passing Score * 2

Randomize Questions Total Questions 0

CANCEL SAVE

3. Select **Add Multichoice Question** and start adding a new question.

4. Copy and paste what is on the Assessment title, Paragraph and 1st Question from the 2020-2021 Workforce Openers for OA Google Doc into the new question creation tool.

5. Format the body the following:

- **Assessment Title** = Header 1 format, **Bold**, and align center
- **Body** = Paragraph format, align left, and only **embolden** and *italicize* what the question dictates
- **Question** = Header 2 format, bold, and align left

Add New Question

Question 0

File Edit View Format Table Choose File No file cho

← → B I [List Icons] [Checkmark] C

In Demand Industries - What is Social Media Influencer Marketing? ← Header 1

As of 2020, there are 2.41 billion Facebook, 2 billion YouTube, 1 billion Instagram, 500 million Tik Tok, 330 million Reddit, 330 million Twitter, and 294 million Snapchat users. Within those worlds are people known as **social media influencers**. They are content creators and social media gurus who have built up a prominent following in a particular field or topic. It is the combination of their personality, appearance, passion, and knowledge that helps them garner public recognition and a reputation as experts in that niche. As they gather followers, they gain brand recognition. This online persona fosters strong loyalty and sway over their followers' perceptions, choices, and behaviors - just like celebrities.

Thus, with everyone being immersed in social media and the lives of influencers, it is no wonder that one of the hottest B2C and inbound marketing job industries is "social media influencer marketing." **Social media influencer marketing** is a marketing method where a business researches and, "vet[s]" the influencers who are a good contextual fit with your brand. Look for content quality, reach, engagement and an alignment of values with your brand" (GroupHigh.com). Social media marketers aim to reach out and form partnerships with those influencers. They create a mutual relationship where the business endorses and financially supports the influencer's work in exchange that the influencer utilizes their influential draw over people to promote and push out the business' products through his or her channel. As influencers have dedicated, enthusiastic, and active social following in a particular field (i.e. tech and product reviews, foodie culture, etc.), the goal is that the business will gain a growing customer and fan base through this targeted approach (since it's relevant to their interests) and foster a "viral" word-of-mouth network. Compared to traditional marketing, partnering with influencers gives your business the biggest bang for your buck. According to MediaKix.com's 2019 survey, marketers found that brands earned \$2 for every \$1 they spent on AdWords compared to \$11.69 in [earned media value] per \$1 spent on influencer marketing.

What can we infer is the biggest reason why businesses should utilize social media in marketing? ← Header 2

h2 > strong

Answers

Paragraph

6. Copy + Paste each answer in the Multichoice cell.

- A) Mark the CORRECT ANSWER as **correct** and enter "1" as the score.
- B) Leave default settings for Incorrect answers

Hit **SAVE** when done.

Randomize Answer

Score	Correct	Answers	Image
0	<input type="checkbox"/>	A Social media is always more expensive than traditional marketing ways but it's more fun to use.	<input type="button" value="Choose File"/> No file cho
0	<input type="checkbox"/>	B Social media allows for comments which is the best way to get feedback and data from people.	<input type="button" value="Choose File"/> No file cho
1	<input checked="" type="checkbox"/>	C Social media has the largest concentration of potential clients as that is where people are at.	<input type="button" value="Choose File"/> No file cho
0	<input type="checkbox"/>	D	<input type="button" value="Choose File"/> No file cho
0	<input type="checkbox"/>	E	<input type="button" value="Choose File"/> No file cho

7. Repeat Steps 6 & 7 until all questions and answers have been entered.

8. Go to Course Manager and change client level to OFL/OFY.

A) Turn on "Inactives" and search for "WIOA"

B) Search for the current year's WIOA course and click on **Units** (Highlighted in Green) to add the next survey

Course Manager Opportunities For Learning

Courses

+ ADD

Show 10 entries Q WIOA Inactives

Course Code	Title	Subject	Credits	Actions
WIOA0001	2018-2019 WIOA Questions for OA	English	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
WIOA0002	2019 - 2020 OFL WIOA Questions for OA	ELA	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
WIOA0002	2020 - 2021 OFL WIOA Questions for OA	ELA	0	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
MSED9121	Academic Success (WIOA)	Electives	3	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
HSED9121	Academic Success (WIOA)	Electives	3	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 5 of 5 entries First Previous 1 Next Last

9. Select **Add Test** and choose the assessment you wish to assign. Hit **Save** when ready and **Done** when finished.

Course Manager Opportunities For Learning

2020 - 2021 OFL WIOA Questions For OA 0.0 / 0

2020-2021 Workforce Openers OFL 0

20 - 21 Workforce Openers - Week 2 (OFL) [A113]

20 - 21 Workforce Openers - Week 3 (OFL) [A113]

20 - 21 Workforce Openers - Week 4 (OFL) [A113]

+ Add Test

+ ADD UNIT + ADD EXT. ASSMNT.

20 - 21 Workforce Openers - Week 15 (OFL) [A113]

20 - 21 Workforce Openers - Week 15 (OFY) [A113]

20 - 21 Workforce Openers - Week 5 (OFL) [A113]

20 - 21 Workforce Openers - Week 5 (OFL) [A113]

20 - 21 Workforce Openers - Week 6 (OFL) [A113]

20 - 21

X

Stage 2 - QA Testing

1. The test is ready to be tested. Ask the DAs to refresh the STG or Training environment to match PROD. Once finished, ask DAs to deploy WIOA surveys to the testing environments.

- Provide Assessment ID of each Survey and indicate which survey belongs to which client.
 - **OFL = 1234** and **OFY = 5678**

2. DAs will give advise you when and how the surveys have been uploaded. Delegate the QA process to colleague that **IS NOT** the Author to avoid confirmation bias.

- Compare the assessment's prompt and formatting is correct
- Ensure selecting the correct answers awards points

3. If typo is spotted, provide feedback to your colleague with feedback on the assessment.

- **Author** - Make changes on PROD and testing environment

Stage 3 - Deploying to Production

Once testing is completed and no issues are present, instruct DAs to deploy test to PROD by providing them the Assessment ID numbers for each client's survey. *See example from Stage 2 - Step one*

The DA team will confirm survey has been deployed.

Stage 4 - Bill your time

Pretty self-explanatory. Create a ticket to document your time and what actions you've made. It would be helpful to add a screenshot of that week's WIOA survey question for record keeping purposes.

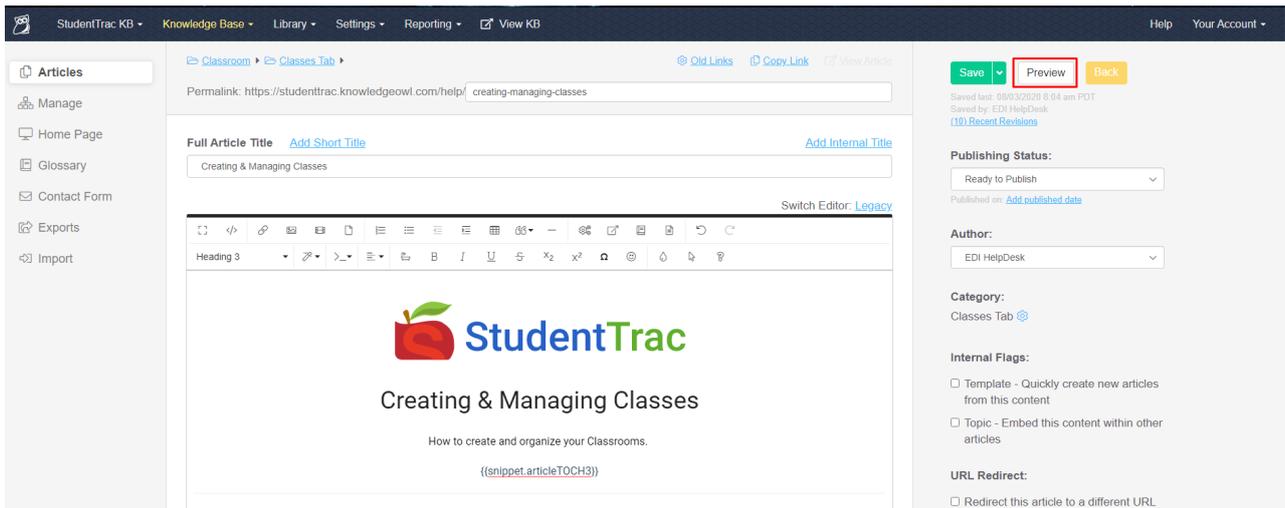
End of Tutorial

How to Remove Shadows on KO

Last Modified on 08/03/2020 8:24 am PDT

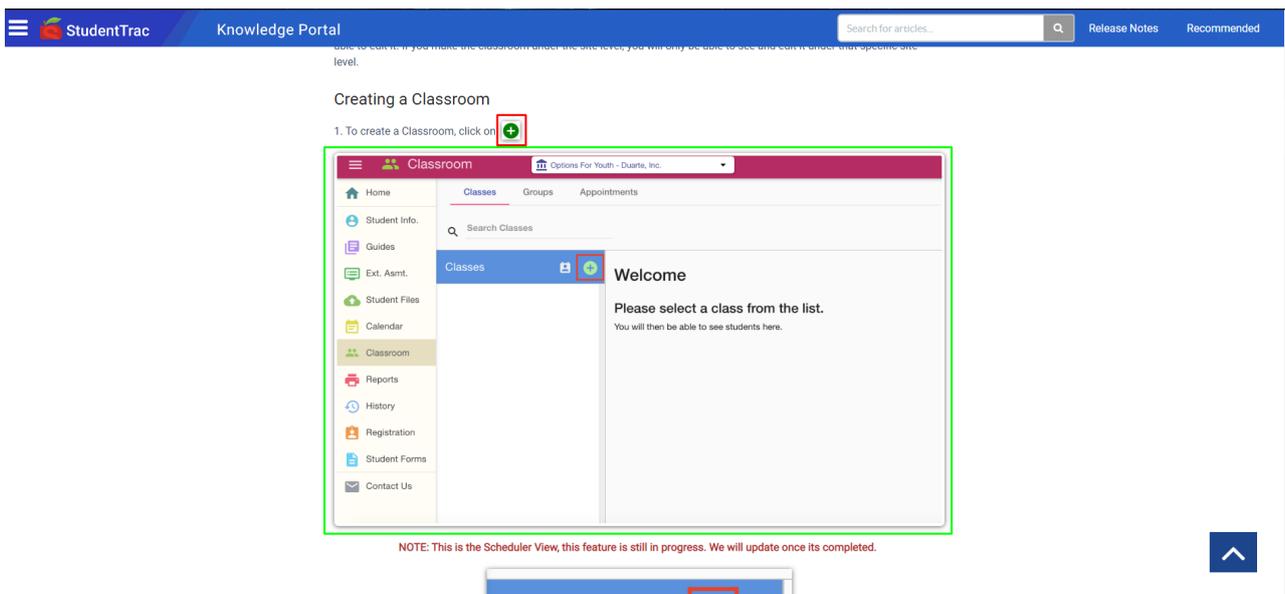
Removing KO Article Shadows

First, use the preview function to see images that may have shadows you would like to remove:

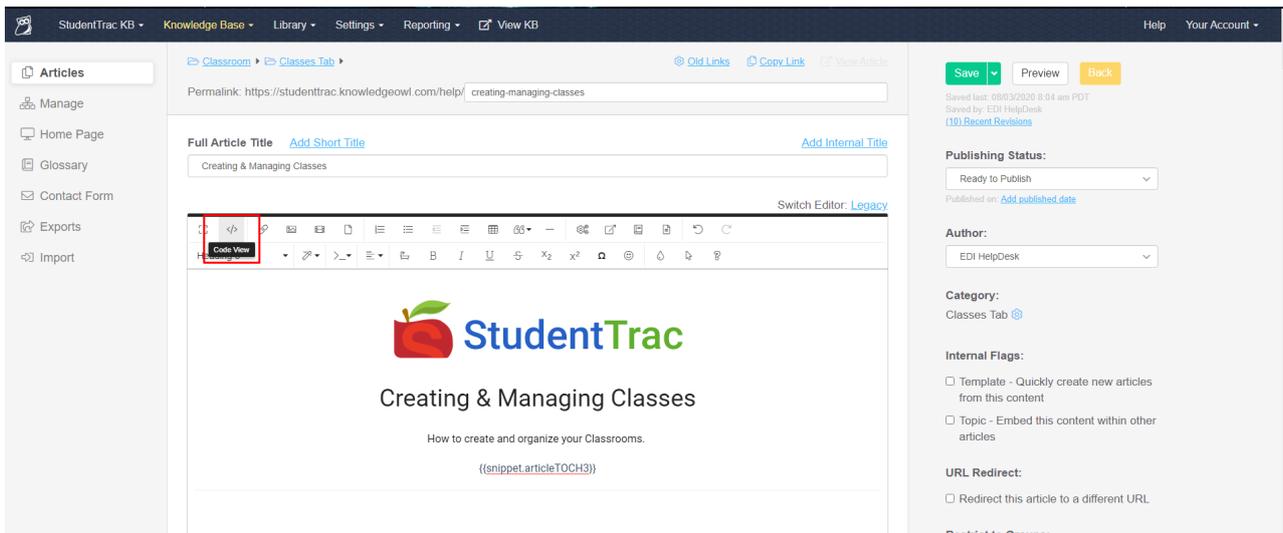


Usually, we want to remove shadows on things like icons, so they can seamlessly fit into the sentences where we are using them.

On the other hand, shadows on things like screenshots and other large images help add a border so the image does not bleed into the article.



To find and change this, we need to check out the code view back in the article editor page:



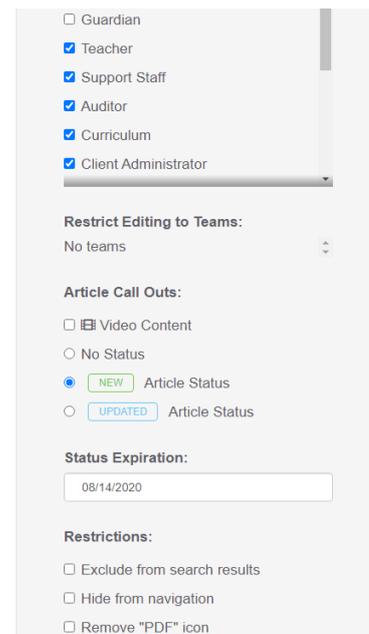
There are several ways to find the image you'd like to edit in this view. The easiest way I've found is to have the preview article open in another tab and check the text that is around the image you want to change.

In this case, the line we are looking for is line 26, we can tell this by seeing that the text around the image matches the preview:

```

20 <p>this is created to have a personalized and organized class, other then just having a teachers full
21 roster. For example, a classroom just for Summer School students, Night school student, SES students,
22 students with the same appointment time, exc.&nbsp;</p>
23
24 <h3>Creating a Classroom&nbsp;</h3>
25
26 <p>1. To create a Classroom, click on &nbsp;</p>
29
30 <p style="text-align: center;"><strong><span style="color: rgb(184, 49, 47);">NOTE: This is the
31 Scheduler View, this feature is still in progress. We will update once its completed.&nbsp;</span>
32 </strong></p>
33
34 <p></p>

```



Other helpful indicators would be the width of the image. Since this is a small icon in the sentence, the width is only 3%, whereas the screenshot image on line 28 has no width difference, meaning it was left at the original copy paste size.

Now, to remove the shadow, which has been added as default to all images, we must update or add the style to have no box shadow.

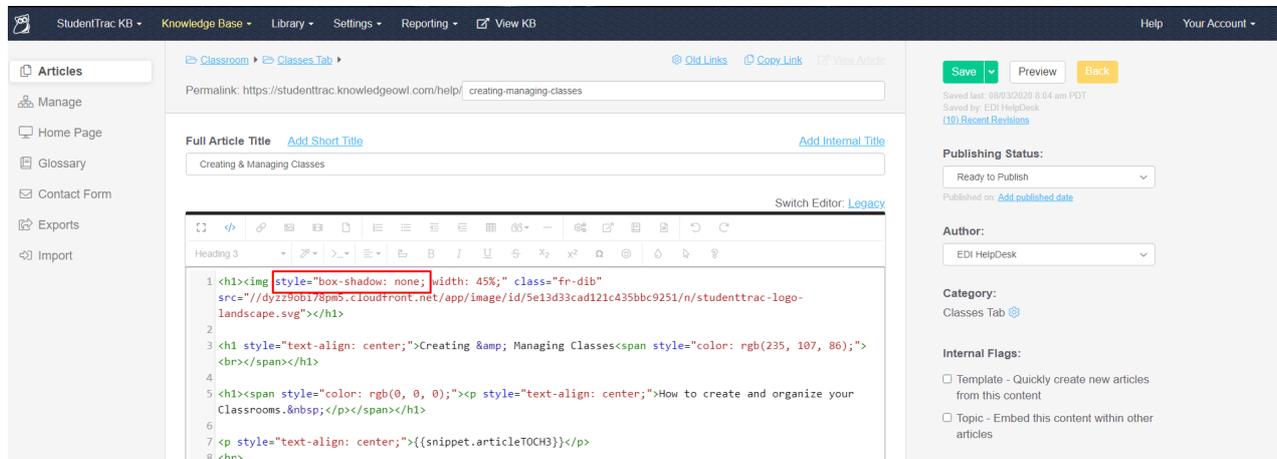
The following line shows the correct style format for no shadows:

`style="box-shadow: none;"`

You will be able to copy and paste in the image formatting area marked with ``. In some cases the image may have no style setup yet, you will be able to copy and paste the above in full into the image formatting

section. However in the example above, it already has a style element editing the width of the image. In this case we will just add `box-shadow: none;` following the `;` after width. Its important to note that if style already exists for the image, **do not** add another style, and **do not** add more quotes.

A final tip is that you can almost always find the style for no box shadows at the start of the article when using a template.



Feel free to use this to copy and paste, just remember to add a closing quote if you are only copying the shadow styling.

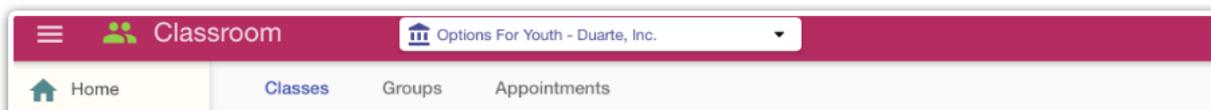
Finally, back to our example, the updated style should look like this now:

```
26 <p>1. To create a Classroom, click on &nbsp;</p>
```

Make sure to hit Save and then create a new preview to verify the image has updated.

Creating a Classroom

1. To create a Classroom, click on 



FAQs

Last Modified on 05/12/2020 3:34 pm PDT

How do I enroll a student ?

Sample article

Last Modified on 03/10/2020 2:39 pm PDT

Lorem ipsum dolor sit amet, duo utamur copiosae torquatos ad, sale virtute vituperata ne cum, id quo aliquando adolescens argumentum. Eum nemore sadipscing eu, gloriatur deterrisset ei sea, denique definitiones mei ne. Mel ea erat aperiam, falli interpretaris ut eum. Audire mediocritatem vix no. Sed exerci habemus no, minimum expetenda ut quo.
