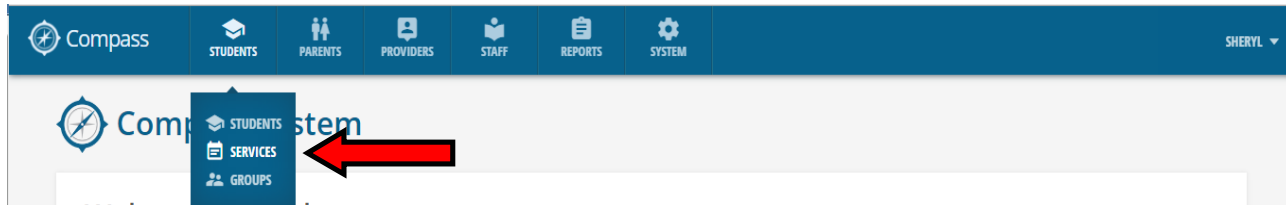


STUDENT SERVICES

View or Access Student Services

To view or access Student Services:

- (1) Click **STUDENTS** on main menu. From the drop-down menu that appears, click **SERVICES**.



- (2) The **STUDENT SERVICES** screen appears with the following columns:

DATE: Service dates; are listed in order according to the most recent service date

TYPE: Service type

SUBTYPE: Service subtype (Note: not all service types have an associated subtype)

If a service has both a TYPE and a SUBTYPE, they are separated by a colon in the listing (Example: “**After school tutoring : Biology**”)

NAME: Service name

ASSIGNED STUDENT: Student name

SCHOOL: School that student currently attends

HOURS: Time length of service

ACTION: Click the pencil icon  to edit/update an existing student service

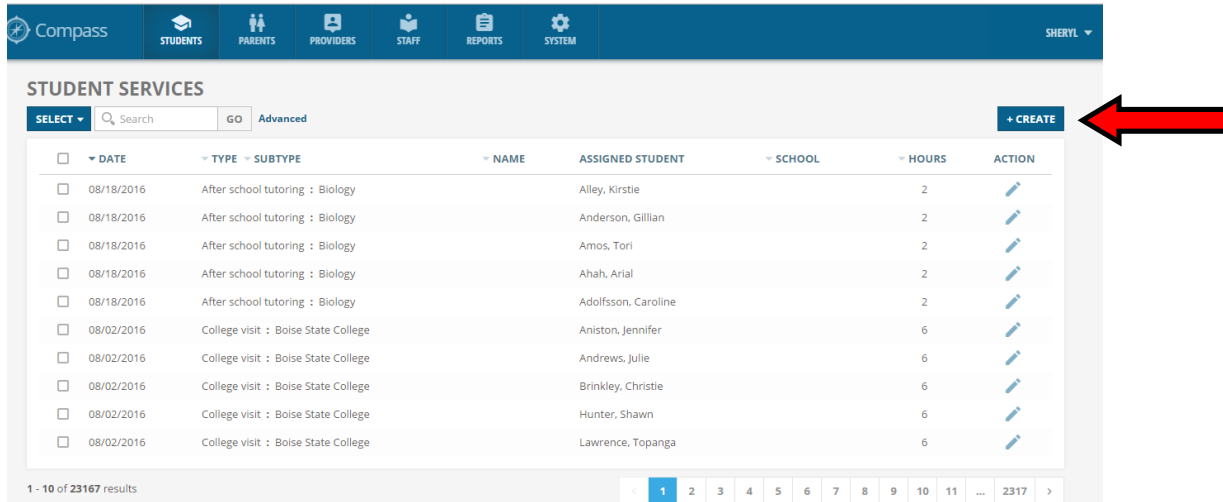
<input type="checkbox"/>	DATE	TYPE	SUBTYPE	NAME	ASSIGNED STUDENT	SCHOOL	HOURS	ACTION
<input type="checkbox"/>	08/18/2016	After school tutoring	Biology		Alley, Kirstie		2	
<input type="checkbox"/>	08/18/2016	After school tutoring	Biology		Anderson, Gillian		2	
<input type="checkbox"/>	08/18/2016	After school tutoring	Biology		Amos, Tori		2	
<input type="checkbox"/>	08/18/2016	After school tutoring	Biology		Ahah, Ariel		2	
<input type="checkbox"/>	08/18/2016	After school tutoring	Biology		Adolfsson, Caroline		2	
<input type="checkbox"/>	08/02/2016	College visit	Boise State College		Aniston, Jennifer		6	
<input type="checkbox"/>	08/02/2016	College visit	Boise State College		Andrews, Julie		6	
<input type="checkbox"/>	08/02/2016	College visit	Boise State College		Brinkley, Christie		6	
<input type="checkbox"/>	08/02/2016	College visit	Boise State College		Hunter, Shawn		6	
<input type="checkbox"/>	08/02/2016	College visit	Boise State College		Lawrence, Topanga		6	

1 - 10 of 23167 results

Create a Student Service

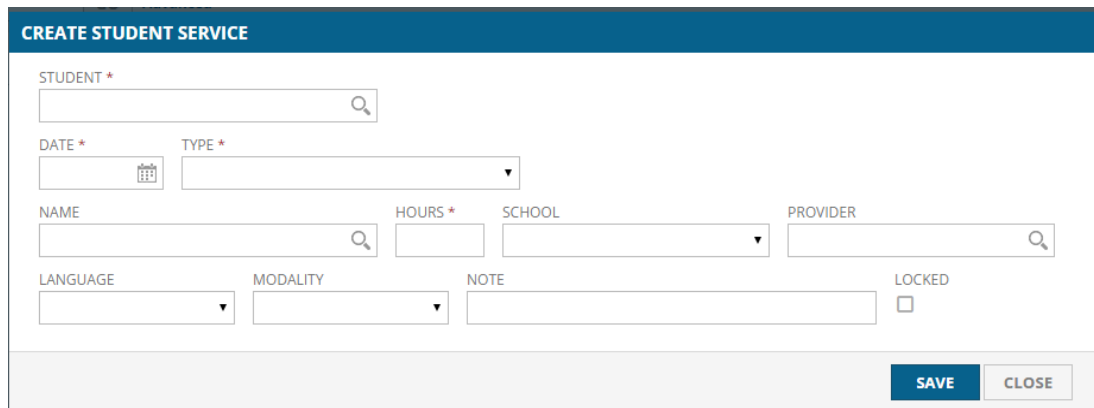
To create a Student Service:

(1) Click the **CREATE** button.



The screenshot shows the 'STUDENT SERVICES' interface. At the top, there is a navigation bar with icons for STUDENTS, PARENTS, PROVIDERS, STAFF, REPORTS, and SYSTEM. The user's name 'SHERYL' is visible in the top right. Below the navigation bar, the 'STUDENT SERVICES' section has a search bar and a '+ CREATE' button. A red arrow points to this button. Below the search bar is a table with columns: DATE, TYPE, SUBTYPE, NAME, ASSIGNED STUDENT, SCHOOL, HOURS, and ACTION. The table contains 10 rows of service records. At the bottom, there is a pagination bar showing '1 - 10 of 23167 results' and a page number '1'.

(2) A **CREATE STUDENT SERVICE** window appears:



The 'CREATE STUDENT SERVICE' form contains the following fields:

- STUDENT * (text input with search icon)
- DATE * (calendar icon) and TYPE * (dropdown menu)
- NAME (text input with search icon), HOURS * (text input), SCHOOL (dropdown menu), and PROVIDER (text input with search icon)
- LANGUAGE (dropdown menu), MODALITY (dropdown menu), NOTE (text input), and LOCKED (checkbox)

At the bottom right, there are 'SAVE' and 'CLOSE' buttons.

STUDENT*: Enter student's name. This is an *autocomplete* field...as you begin typing, a drop-down list appears with similar names that you can choose from (*required field*).

DATE*: Enter service date or select date from dropdown calendar (*required field*).

TYPE*: Select service type from dropdown list (*required field*).

SUBTYPE: If applicable, select a service subtype from dropdown list. If the service type has associated subtypes, the SUBTYPE field will automatically appear:

Example:

TYPE *	SUBTYPE *
After school tutoring	

NAME: Enter service name or select from list.

HOURS*: Enter time length of the service (*required field*).

SCHOOL: Select student's school from dropdown list.

PROVIDER: Enter service provider's name or select from list (i.e. tutor, advisor, mentor, etc.).

LANGUAGE: Select student's language from dropdown list.

MODALITY: Select service modality from dropdown list (i.e. mode or how the service was provided).

NOTE: Enter additional information that pertains to the service, accordingly.

LOCKED: Select to prevent editing changes to the service after it is created and saved.

* **STUDENT**, **DATE**, **TYPE** and **HOURS** are required fields.

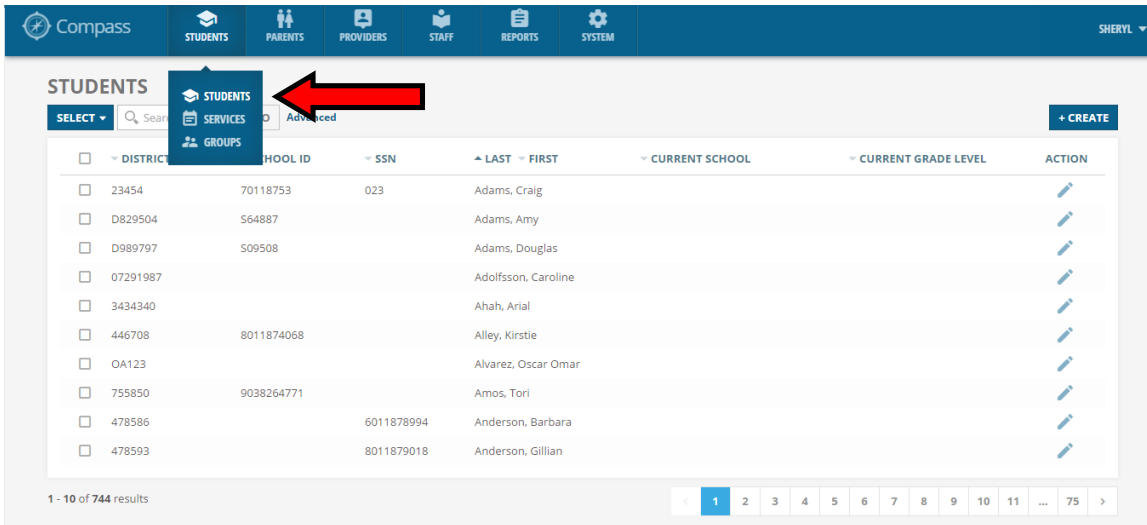
(3) After completing the fields accordingly, review and re-check your entries.

Click the **SAVE** button to save the service.

Create Multiple Student Services – (“Batch Entry”)

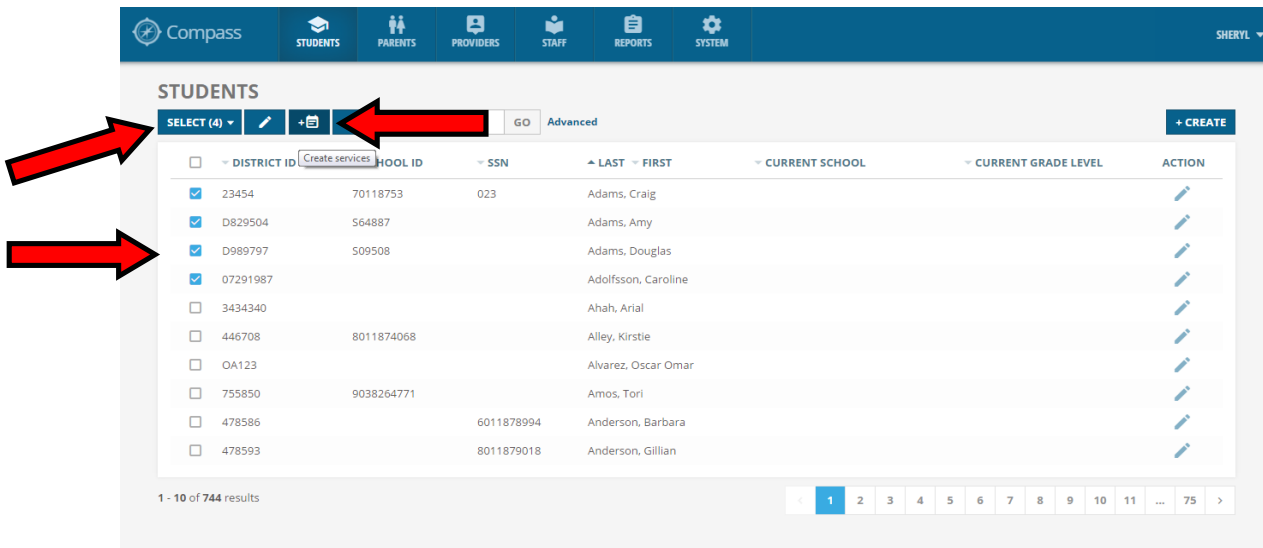
To create multiple Student Services:

- (1) Click **STUDENTS** on main menu. From the drop-down menu that appears, click **STUDENTS**.



- (2) The **STUDENTS** screen appears. Click the checkboxes to the left of each student you want to select. The total number of selected students will also be displayed in a blue box above the checkbox column.





Click the **Create services** icon  at top of screen.




(3) A **CREATE STUDENT SERVICES** window appears:



CREATE STUDENT SERVICES

SELECTED (4)

Adams, Craig  Adams, Amy  Adams, Douglas  Adolfsson, Caroline 

STUDENT SERVICE

DATE *  TYPE *

NAME  HOURS * SCHOOL PROVIDER 

LANGUAGE MODALITY NOTE LOCKED

SAVE **CLOSE**

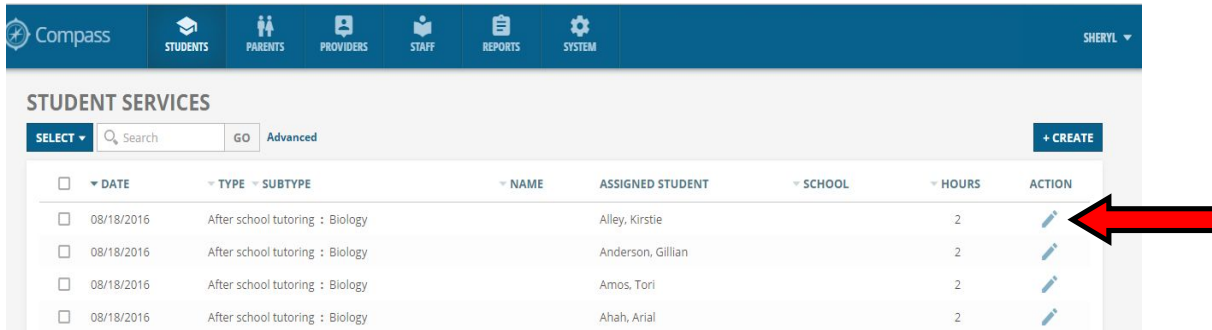
Complete the fields accordingly. Review and re-check your entries.
Click the **SAVE** button to save the services.





Edit/Update a Student Service

To edit/update a Student Service:

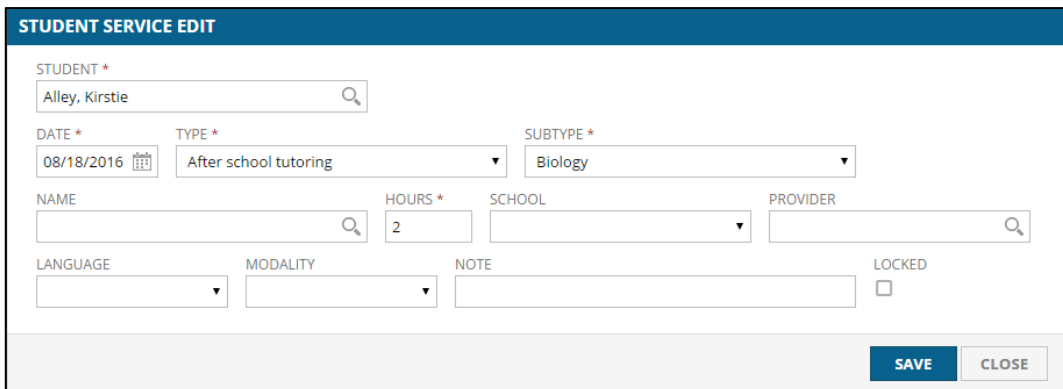
METHOD #1

(1) Click the service's **edit** icon  in the **ACTION** column at the far right:



<input type="checkbox"/>	DATE	TYPE	SUBTYPE	NAME	ASSIGNED STUDENT	SCHOOL	HOURS	ACTION
<input type="checkbox"/>	08/18/2016	After school tutoring	Biology		Alley, Kirstie		2	
<input type="checkbox"/>	08/18/2016	After school tutoring	Biology		Anderson, Gillian		2	
<input type="checkbox"/>	08/18/2016	After school tutoring	Biology		Amos, Tori		2	
<input type="checkbox"/>	08/18/2016	After school tutoring	Biology		Ahah, Ariel		2	

(2) A **STUDENT SERVICE EDIT** window opens:



STUDENT SERVICE EDIT

STUDENT *
Alley, Kirstie

DATE * 08/18/2016 TYPE * After school tutoring SUBTYPE * Biology

NAME HOURS * 2 SCHOOL PROVIDER

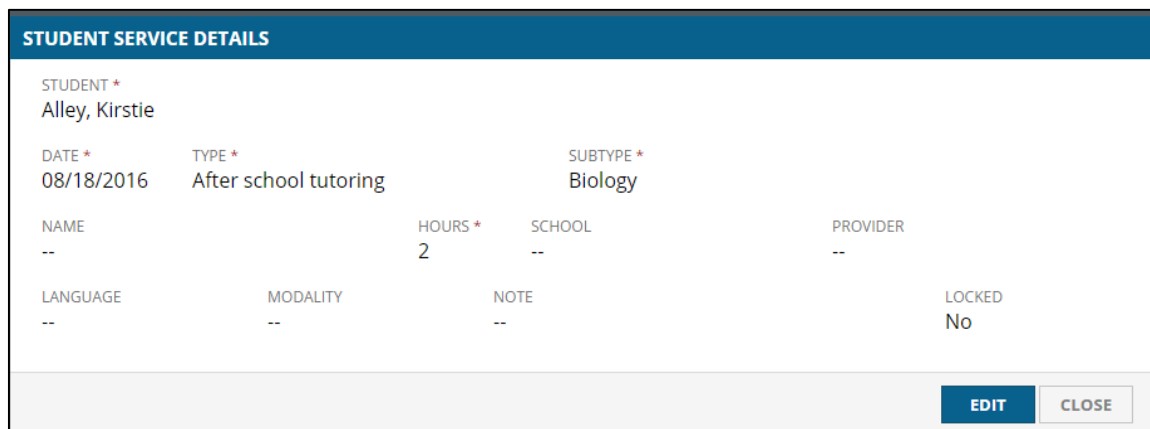
LANGUAGE MODALITY NOTE LOCKED

SAVE **CLOSE**

(3) Edit/update the fields accordingly. Click the **SAVE** button to save changes.

METHOD #2

(1) Click on a student service. A **STUDENT SERVICE DETAILS** window opens:



STUDENT SERVICE DETAILS

STUDENT *
Alley, Kirstie

DATE * 08/18/2016 TYPE * After school tutoring SUBTYPE * Biology

NAME HOURS * 2 SCHOOL PROVIDER


LANGUAGE MODALITY NOTE LOCKED No

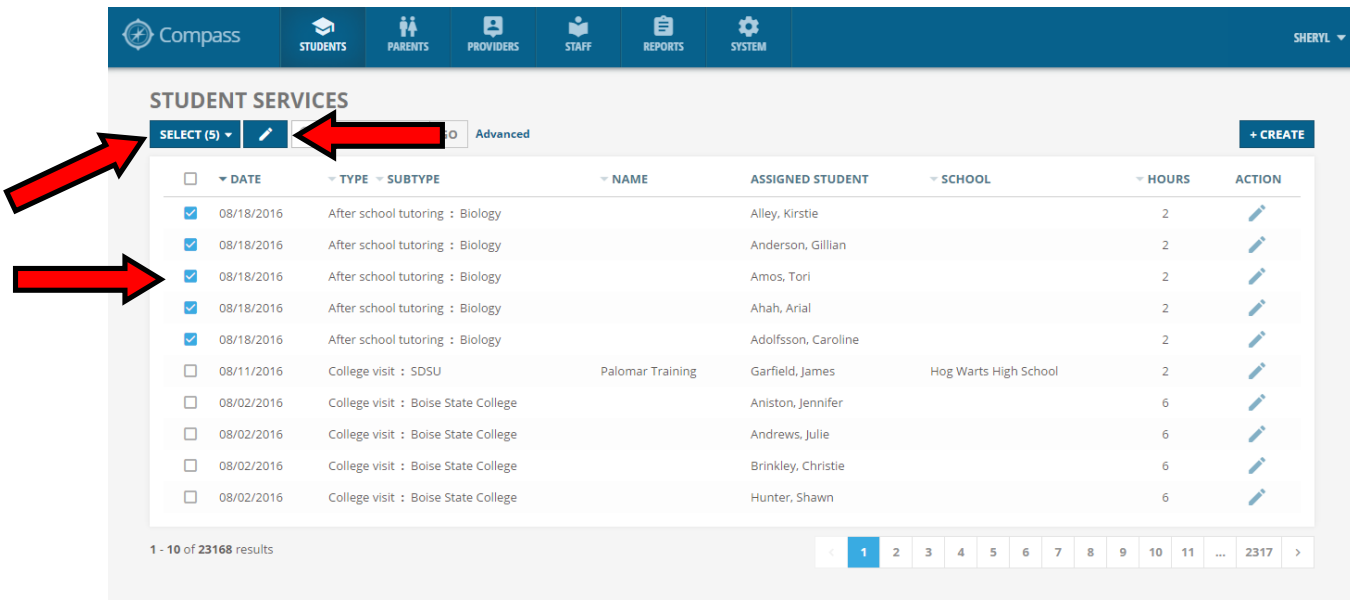
EDIT **CLOSE**

(2) Click the **EDIT** button. The **STUDENT SERVICE EDIT** window opens.
Edit/update the information accordingly. Click the **SAVE** button to save changes.











Edit/Update Multiple Student Services – (“Batch Update”)

To edit/update multiple Student Services:

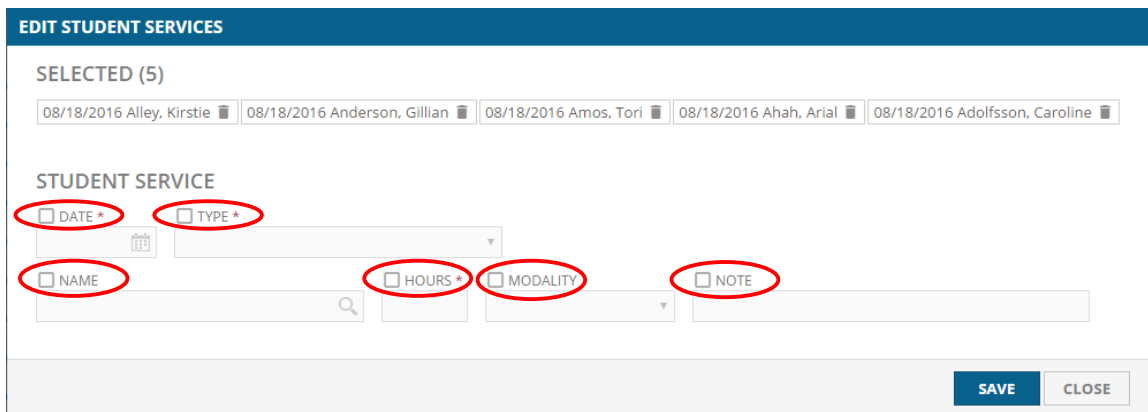
- (1) Click the checkboxes to the left of each service you want to edit/update.
The total number of selected services will also be displayed in a blue box above the checkbox column.
- (2) Click the edit icon  located above the Date column.



The screenshot shows the 'STUDENT SERVICES' interface. At the top, there is a navigation bar with 'Compass' and various menu items. Below the navigation bar, the 'STUDENT SERVICES' title is displayed. A blue box above the table indicates 'SELECT (5)'. The table has columns for DATE, TYPE, SUBTYPE, NAME, ASSIGNED STUDENT, SCHOOL, HOURS, and ACTION. The first five rows are selected, and the edit icon (pencil) is visible in the ACTION column for each row. Red arrows point to the 'SELECT (5)' button, the edit icon, and the first five rows of the table.

<input type="checkbox"/>	DATE	TYPE	SUBTYPE	NAME	ASSIGNED STUDENT	SCHOOL	HOURS	ACTION
<input checked="" type="checkbox"/>	08/18/2016	After school tutoring	Biology		Alley, Kirstie		2	
<input checked="" type="checkbox"/>	08/18/2016	After school tutoring	Biology		Anderson, Gillian		2	
<input checked="" type="checkbox"/>	08/18/2016	After school tutoring	Biology		Amos, Tori		2	
<input checked="" type="checkbox"/>	08/18/2016	After school tutoring	Biology		Ahah, Ariel		2	
<input checked="" type="checkbox"/>	08/18/2016	After school tutoring	Biology		Adolfsson, Caroline		2	
<input type="checkbox"/>	08/11/2016	College visit	SDSU	Palomar Training	Garfield, James	Hog Warts High School	2	
<input type="checkbox"/>	08/02/2016	College visit	Boise State College		Anliston, Jennifer		6	
<input type="checkbox"/>	08/02/2016	College visit	Boise State College		Andrews, Julie		6	
<input type="checkbox"/>	08/02/2016	College visit	Boise State College		Brinkley, Christie		6	
<input type="checkbox"/>	08/02/2016	College visit	Boise State College		Hunter, Shawn		6	

- (3) An **EDIT STUDENT SERVICES** window opens:



The screenshot shows the 'EDIT STUDENT SERVICES' window. At the top, it displays 'SELECTED (5)' and a list of five services. Below this, the 'STUDENT SERVICE' form is shown. The form has several fields with checkboxes: DATE, TYPE, NAME, HOURS, MODALITY, and NOTE. Red circles highlight these checkboxes. At the bottom right, there are 'SAVE' and 'CLOSE' buttons.

Click the checkbox for each Student Service field you wish to edit/update.

Edit/update the selected field(s) accordingly. Click the **SAVE** button to save changes.

Search Student Services

To search Student Services:

Basic Search

Enter search text in the Search box. The results will automatically display.

Note: You can search on service names or student names.

The screenshot shows the 'STUDENT SERVICES' search interface. At the top, there is a navigation bar with icons for STUDENTS, PARENTS, PROVIDERS, STAFF, REPORTS, and SYSTEM. The user 'SHERYL' is logged in. Below the navigation bar, the 'STUDENT SERVICES' section is active. A search box contains the text 'tutoring', and a red arrow points to it. To the right of the search box is a 'GO' button and an 'Advanced' link. Below the search box is a table with the following columns: DATE, TYPE, SUBTYPE, NAME, ASSIGNED STUDENT, SCHOOL, HOURS, and ACTION. The table displays 10 results for 'tutoring' services, all with a date of 07/09/2014 or 07/08/2014 and a duration of 1 hour. A red double-headed arrow is positioned over the 'NAME' column. At the bottom left, it says '1 - 10 of 70 results'. At the bottom right, there are pagination controls showing page 1 of 7.

Advanced Search

(1) Click **Advanced** to right of the Search box:

A close-up of the search box area. The search box contains the text 'Search'. To the right of the search box is a 'GO' button and a link labeled 'Advanced', which is circled in red.

(2) A row of search fields will appear at top of the screen:

The screenshot shows the 'STUDENT SERVICES' search interface with advanced search fields. A red arrow points to a row of search fields at the top of the screen, which are highlighted with a red box. The fields are: DATE: FROM, DATE: TO, STUDENT, TYPE, SUBTYPE, and SCHOOL. Below the search fields is a search box with the text 'Search' and a 'GO' button. Below the search box is a table with the following columns: DATE, TYPE, SUBTYPE, NAME, ASSIGNED STUDENT, SCHOOL, HOURS, and ACTION. The table displays 10 results for advanced searches, with dates ranging from 08/11/2016 to 08/02/2016 and durations ranging from 2 to 6 hours. At the bottom left, it says '1 - 10 of 23168 results'. At the bottom right, there are pagination controls showing page 1 of 2317.

Select/enter the desired search criteria accordingly. The results will automatically display.