ProgressBook SpecialServices Quick Reference

SpecialServices Masthead

Navigate to other screens.

Select district.

Settings

Help

User menu

Navigate to other ProgressBook applications.

SpecialServices » Task Q

Task Queue	Displays status of all tasks.
Open Tasks	Create and update student open tasks.
Completed Tasks	Lists completed tasks for a student including those transferred from another district.
District Transfers	Transfer students tasks, import student tasks, review transfer history, and delete pending transfers.
Reports	Access Report Builder reports, print progress reports, and print blank forms.
EMIS	View and print the EMIS Data Collection Form once the associated task is completed.
Manage Banks	Set up and maintain bank items (phrases, lists, tables, graphics, etc.) to use on forms.

Task Queue

Enter/select criteria to narrow search results.

Click any heading to sort that column.

Delete tasks. Note: Only users with appropriate security privileges can delete open tasks.

SpecialServices » Task Queue

Task Queue

4 task(s) found.

Priority	Student	Task	Task Type	Started	Due		Delete
!	Adams, Jake	2015-2016 IIEP	IIEP	8/24/2015	5/27/2016	2 of 2 pages complete	🗑
	Addis, Thomas	2015-2016 IIEP	IIEP	8/24/2015	5/30/2016		🗑
	Brown, Alex	2015-2016 AIEP	AIEP	8/24/2015	6/3/2016		🗑
	Grenda, Holly	2015-2016 RIEP	RIEP	8/24/2015	6/3/2016		🗑

Narrow Results

Class:
All

Student(Last, First MI)

Priority
○ All   ○ Priority
○ Non-priority

Pages Complete
○ Any   ○ All
○ Partial   ○ None

Due Date
○ Next 30 days   ○ Next 90 days
○ Expired   ○ Any
○ Custom

Task Group
☐ All   ☐ Other
☑ IEP   ☑ ETR
☐ SP   ☐ WEP
☐ PR

☐ Only tasks I have worked on

Click on a task to view/edit it.

Hover cursor over shading to see how many pages are complete.

Open Tasks

Rename task.

Create new task.

Search by student class and name.

View and set Student Contacts information.

Set student demographic information.

View Student RoadMap in DataMap.

Add a form to the task.

Attach a PDF page to the task.

View/print EMIS Data Collection Form

Select for print options.

Is active after all forms are marked as complete.

Select to complete all pages.

Create a new page.

Create a new page from an existing page.

Add attachment to page

Select to print all pages.

Select to print specific pages.

Select to complete specific pages.

SpecialServices » Open Tasks

Open Tasks

Student

Class
Algebra I: 1

Student
Addis, Thomas

Student Contacts
Student Properties
Student Roadmap

Task Properties

Due Date	5/31/2016
Start Date	5/26/2016
Task Type	RETR
☐ Priority Task	

Task 2015-2016 ETR

Add a Form | Upload a Page | Verify EMIS | Print | Complete Task

	Created By	Open By	☐ Print	☐ Completed
ETR Cover Page				
Cover Page			☐	☑
ETR 1 Individual Assessment				
Assessment - Math Specialist		Teacher, Sue	☑	☑
Assessment - Psychologist		Teacher, Sue	☐	☐
ETR 2 Team Summary				
Team Summary		Teacher, Sue	☑	
ETR 4 Eligibility				

Completed Tasks

Click to view PDF forms and uploaded pages including all task pages.

Expands to show list of all the forms and uploaded task pages.

Rename task.

Delete task.

Check mark indicates the task is available for Create From Existing.

SpecialServices » Completed Tasks » View Completed Tasks

View Completed Tasks

Student

Class

Student

Student Roadmap

Completed Tasks	Task Type	Completed Date	Event Date	CFE	Action
2016-2017 – Grade Two					
⌄ 2016-2017 RIEP	RIEP	3/9/2016	2/11/2016	✔	✎ 🗑

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Services
NonAcademic, General Factors, LRE