



# Navigating SpecialServices

## Banner

Click to expand the left navigation menu



Click to return to the **Dashboard** screen

Click to switch districts

Example City Schools ▾

Click to open SpecialServices WebHelp



Click to change your password or log out

Click to view your recently run reports or open the StudentInformation Analytics Hub

## Navigation Menu

Click to open the application quick launch menu where you can navigate to the other registered ProgressBook applications to which you have access

Overview of your documents

Dashboard

Workspace for your documents

Student Documents

Student data for all students to whom you have access

My Students

SpecialServices > Student Documents

Documents

Recycle Bin

+ New Document

! Mark

- SpecialServices
- CentralAdmin
- DataMap
- GradeBook
- StudentInformation

Click **SpecialServices** breadcrumb to return to the **Dashboard** screen

## Basic Functionality

The **Upcoming Due Dates**, **Caseload Due Dates**, **Recently Created Documents**, and **Reports** areas display summary information about your documents and can be used for filtering the documents that display in the grid.

Click a box to filter by that box's category.

In the **Student Search** field, search for a student by grade level, status, ID number, or 2 or more letters of the student's first or last name.

In the **Search Student** field, search for a student by entering 2 or more letters of the student's first or last name. All students to whom you have access display below the field.

Click to create a new document directly from the **Dashboard** screen

Mark selected document(s) in the grid as priority

To sort by any column, click the column heading.

Set filters and column preferences for your current session or for future sessions

**Upcoming Due Dates**  
 15-21 Days: 1 | 8-14 Days: 0 | < 8 Days: 11 | Overdue: 0  
[View all documents](#)

**Caseload Due Dates**  
 15-21 Days: 0 | 8-14 Days: 0 | < 8 Days: 3  
[View all caseloads](#)

**Recently Created Documents**  
 No recent documents  
[+ New Document](#)

**Reports**  
 No recent reports  
[More reports](#)

[+ New Document](#) [! Mark as Priority](#)

	Student	DOB	Grade	Case Manager	Document	Type	Status	Due Date	Progress
<input type="checkbox"/>	Anderson, Morgan	05/14/2008	04	Smiles, Mary	2018-2019 ETR	ETR	Open	06/28/2019	5%
<input type="checkbox"/>	Andrews, Nelson	12/02/2009	03	unassigned	2019-2020 RIEP	IEP	Open	06/17/2019	12%