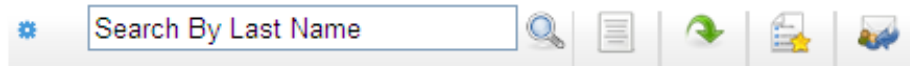


iPASS

Navigational Toolbar



The iPASS Navigational Toolbar




The Navigational Toolbar saves you steps by allowing you to easily navigate from student-to-student within a system or jump to other system pages for a selected student.


The Toolbar appears at the top of the screen in any system where users can navigation from one student to another. This includes:

- Biographical System – Add/Modify Student & Find Any Student
- Scheduling System – Modify Schedules & Requests
- iHealth System – Add/Modify Student
- View Only Access – Select Student to View
- Success Plans – Add/Modify Student


All lists, including saved pages and saved student lists are stored by individual user.


Use the Toolbar features to navigate iPass quickly and efficiently:

 Search and select students from a current student record


 View Previously Viewed Students

 Jump To Previously Viewed Pages and Saved Pages

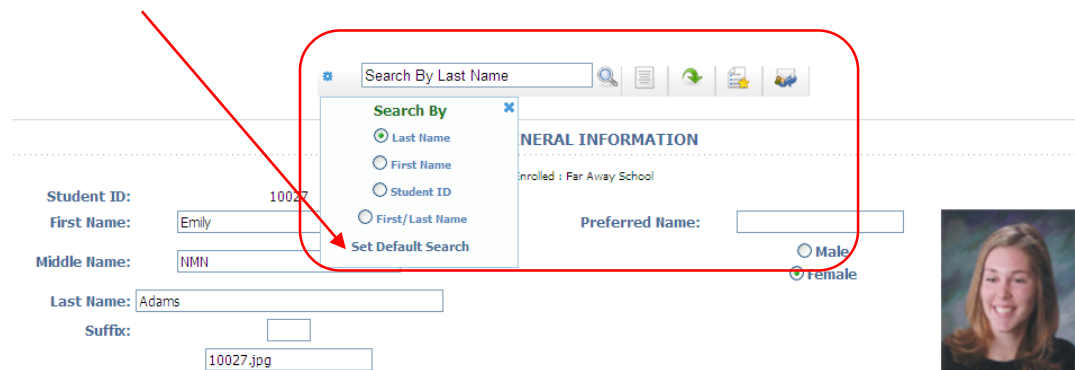
 Create a list of Saved Students

 Email directly from a student record (configurable by school)

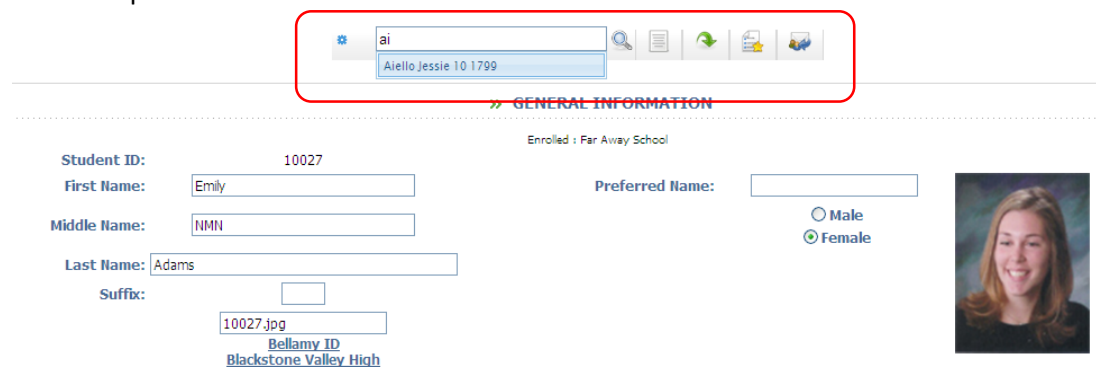
Search and Select Students from a Current Student Record

Click on  to select search options: Last Name, First Name, Student ID, First/LastName.


Hint! Click on Set Default Search to save your personal search preferences. Select Options and click on Submit to save selections.

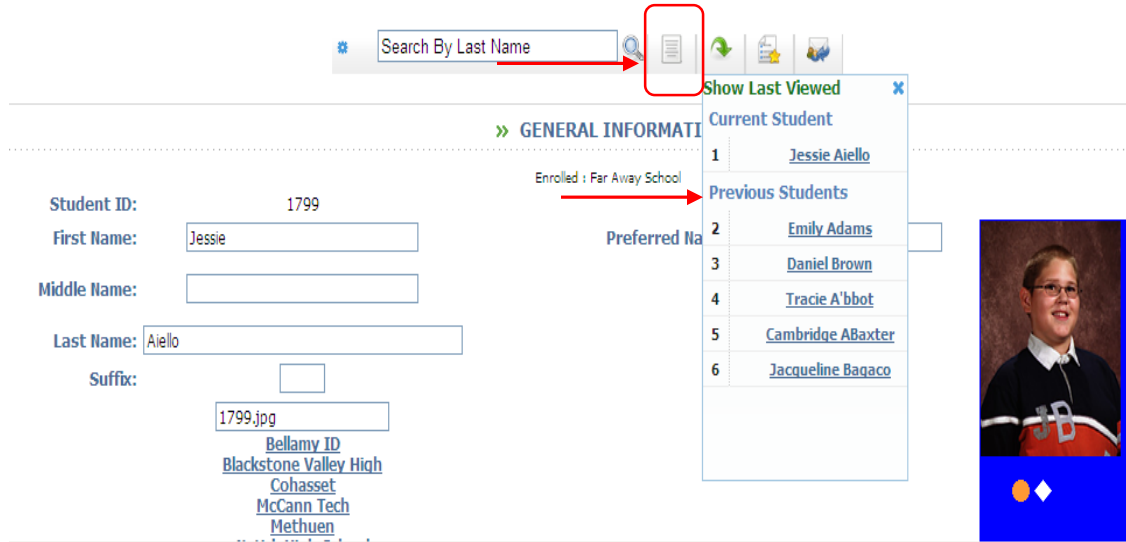


Search for students: Begin typing the first few letters based on your search criteria. In this example, we are searching by last name. Matches will appear in a list below. Click on the student name to go to that student's profile screen.



View Previously Viewed Students

Use the  Show Last Viewed Students icon. Click on a student name to navigate to their Profile screen.



Search By Last Name

Enrolled : Far Away School

Student ID: 1799

First Name: Jessie

Middle Name:

Last Name: Aiello

Suffix:

1799.jpg

Bellamy ID

Blackstone Valley High

Cohasset

McCann Tech

Methuen

Preferred Name

Show Last Viewed

Current Student

1 [Jessie Aiello](#)

Previous Students

2 [Emily Adams](#)

3 [Daniel Brown](#)


4 [Tracie A'bbot](#)

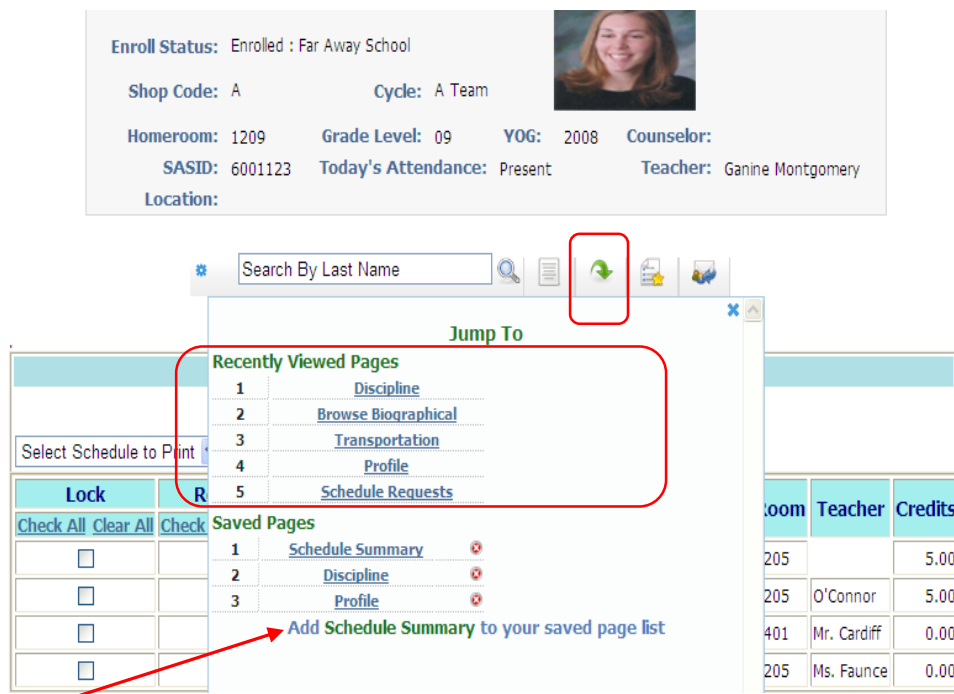
5 [Cambridge ABaxter](#)

6 [Jacqueline Bagaco](#)

Last Viewed will display the current student and the 5 students viewed previously. Viewing the 6th student will replace the oldest with the most recently viewed student.

Jump To Previously Viewed Pages and Saved Pages

Use the  Jump To icon to jump to other pages or systems. Use the Recently Viewed Pages list to Navigate or add current screen to your Saved Page List.



Enroll Status: Enrolled : Far Away School

Shop Code: A Cycle: A Team

Homeroom: 1209 Grade Level: 09 YOG: 2008 Counselor:

SASID: 6001123 Today's Attendance: Present Teacher: Ganine Montgomery

Location:

Search By Last Name

Jump To

Recently Viewed Pages

1 [Discipline](#)

2 [Browse Biographical](#)

3 [Transportation](#)

4 [Profile](#)

5 [Schedule Requests](#)

Saved Pages

1 [Schedule Summary](#) ✖

2 [Discipline](#) ✖

3 [Profile](#) ✖


[Add Schedule Summary to your saved page list](#)

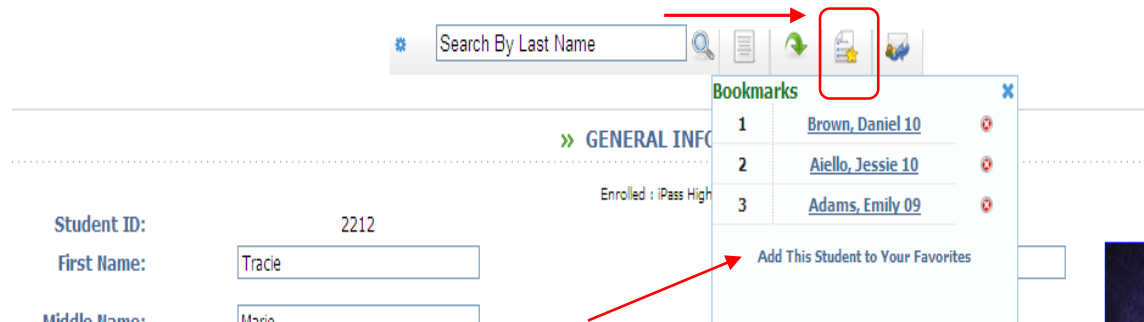
Room	Teacher	Credits
205		5.00
205	O'Connor	5.00
401	Mr. Cardiff	0.00
205	Ms. Faunce	0.00


Add the current page to your Saved Page List to save for future use.

Use the ✖ icon to remove pages from the Saved Page List.


Create a List of Saved Students

Use the  Saved Students icon to save your list of frequently visited students.



Click on Add This Student to your list of Saved Students. You can add up to 10 Saved Students. Adding more than 10 will replace the oldest Saved Student with the newly added student. Use the  icon to manually remove students from the Saved Students list.

Email Directly From a Student Record

Select the Send Email  icon to email guardians, teachers, vice principals, counselors. Select email recipients by clicking on them individually or use the Check All feature.

Email Form for Emily Adams

From: soconnor@imgsoftware.com

Subject:

To:

Laura Patton (Aunt of Emily Adams)

Janet Whittredge (Mother of Emily Adams)

Also To:

GANNIE MONTGOMERY (Housemaster)

To

Teachers: James G'riffin (English 11 Honors)


Dennis Cardiff (Study Hall A-block Sem 1)

Deborah Faunce (Study Hall A-block Sem 2)

Additional Staff:

CC:

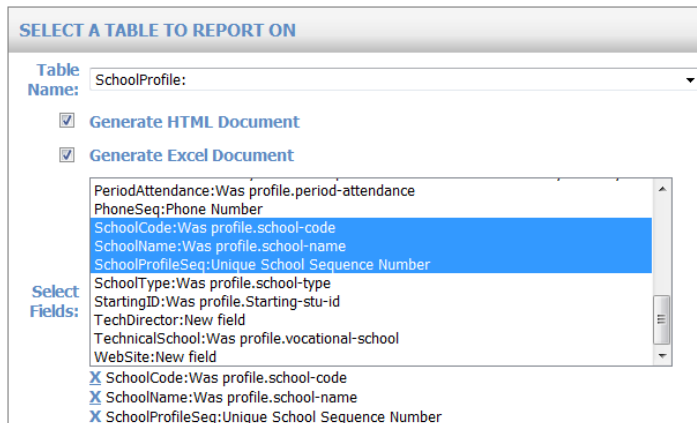
BCC:

- Search for additional staff to add to the recipient list.
- Type the first few letters of the last name in the Search box to generate a list of matches below.
- Click on the name to add the staff member to the Additional Staff list.
- Use the Remove Selected or Remove All feature to remove staff from the Additional Staff box.
- Enter email addresses in the CC: box to copy additional recipients.
- Enter email addresses in the BCC: box to blind copy additional recipients.
- Create the email message and click on  to send.

NOTE: You can configure the Email option by individual school. If the option is turned on, the icon will display. If the option is turned off, the icon will not be displayed.

You will need to know the School Sequence Number for each of your schools.

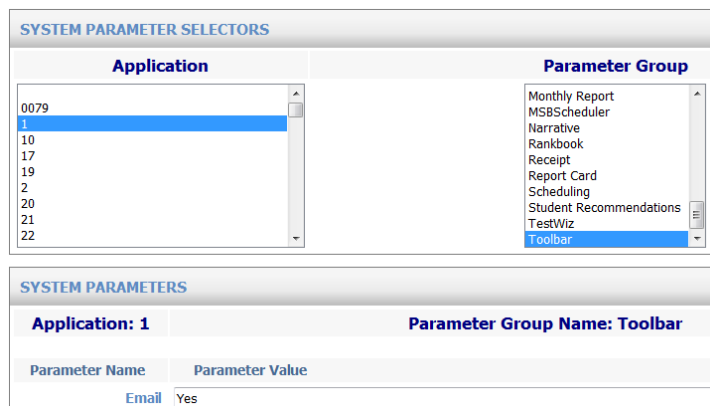
To run a SchoolSequence# Table Report:



- Go to My Data > Table Report
- Search for Table Name = SchoolProfile
- Select Fields = SchoolCode, SchoolName, and SchoolProfileSeq
- Submit

Go to My Reports and open the GenericTable report to view the School Name and associated SchoolSequence#.

To configure the Email option by school:



- Go to System Configuration > Parameter Maintenance
- In the Application box, select the number that corresponds to the SchoolSequence# for the school
- In the Parameter Group box, select Toolbar (bottom of the list)
- Under System Parameters, set Email = Yes to turn on. Leave blank or enter No to turn off icon.