

School Profile: Mass Supports tab

Mass Supports

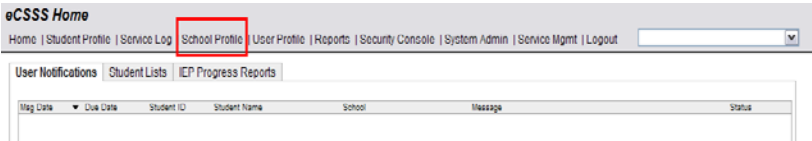
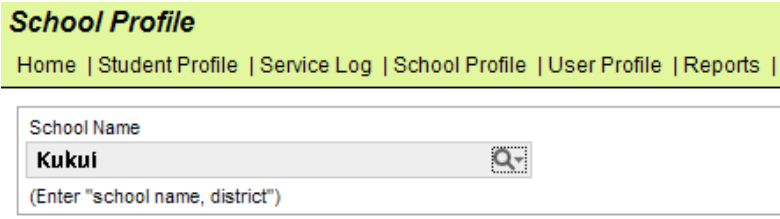
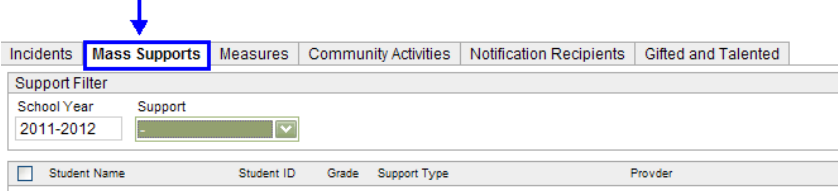
The Mass Supports function will allow users to mass input data from School Profile for Interventions, Walk-in Counseling, ELL Curriculum and select Programs.

- Getting Started
- Add Intervention Supports
- Multiple Student
- Add Program Supports
- Add Walk-in Counseling Supports
- View Student Support
- End Intervention Support
- Exit Program Support

Quick Screen References:

School Profile > Mass Supports tab

Getting Started

Actions	Screen Shots
<p>Select School Profile from the navigational bar.</p>	
<p>Type in the school name and enter.</p>	
<p>Click <Mass Supports> tab</p>	

School Profile: Mass Supports tab

Add Intervention Supports

Actions	Screen Shots
<p>Select Interventions on Support drop down list</p> <p>Click <Add Support> button on bottom of screen</p>	
<p>Select Concern on drop down list</p> <p>Click <OK></p>	
<p>Complete fields on intervention screen</p> <p>Remember: Click <Save> when intervention screen is completed. (three tabs)</p>	

School Profile: Mass Supports tab

<p>Click <Goals> tab</p> <p>Click <Add Goal> button</p>	
<p>Complete fields on SMART Goal window.</p> <p>Click <OK></p>	
<p>Click <Add Students> tab</p> <p>Use Student Name field to find a single student.</p> <p>Select student</p>	

School Profile: Mass Supports tab

<p>Adding Multiple Students</p> <p>Click <Multiple Student> button.</p> <p>Add Students window will open.</p> <p>User may “Use Search” tab to allow a search by parameters.</p> <p>Check boxes to select students</p> <p>Click <OK></p>	<p>Add Students</p> <p>Use Search Use Student Lists</p> <p>Search Students</p> <p>Student Last Name Student First Name Grade Gender (all) (all) Search</p> <p>HSA Subject HSA School Year HSA Grade Proficiency * Exceeds Meets Approaching Well Below</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Student Name</th> <th>Student ID</th> <th>Grade</th> <th>Gender</th> <th>Subject</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>AMUZIE_ZZ, TIAH</td> <td>9999999999</td> <td>10</td> <td>M</td> <td>Reading</td> <td>Well Below</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BAILEY_ZZ, JESSI</td> <td>8888888888</td> <td>10</td> <td>F</td> <td>Reading</td> <td>Well Below</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BOYER_ZZ, PATRICIA</td> <td>7777777777</td> <td>10</td> <td>F</td> <td>Reading</td> <td>Well Below</td> </tr> <tr> <td><input type="checkbox"/></td> <td>DANT_ZZ, GRANT</td> <td>6666666666</td> <td>10</td> <td>M</td> <td>Reading</td> <td>Approaches</td> </tr> </tbody> </table> <p>OK Cancel</p>	<input type="checkbox"/>	Student Name	Student ID	Grade	Gender	Subject	Proficiency	<input type="checkbox"/>	AMUZIE_ZZ, TIAH	9999999999	10	M	Reading	Well Below	<input type="checkbox"/>	BAILEY_ZZ, JESSI	8888888888	10	F	Reading	Well Below	<input type="checkbox"/>	BOYER_ZZ, PATRICIA	7777777777	10	F	Reading	Well Below	<input type="checkbox"/>	DANT_ZZ, GRANT	6666666666	10	M	Reading	Approaches																			
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<p>Use Student Lists tab allows using an existing Student List to select students.</p> <p>Check boxes to select students</p> <p>Click <OK></p>	<p>Add Multiple Students</p> <p>Use Search Use Student Lists</p> <p>Select Student List my list</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Student Name</th> <th>Student ID</th> <th>School</th> <th>Grade</th> <th>Gender</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>AGNO_ZZ, LEANDRA</td> <td>1060400017</td> <td>Farrington High (106)</td> <td>11</td> <td>F</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ANTOLIN_ZZ, SHALA</td> <td>1459400597</td> <td>Farrington High (106)</td> <td>11</td> <td>F</td> </tr> <tr> <td><input type="checkbox"/></td> <td>AY_ZZ, FLO</td> <td>3279300188</td> <td>Farrington High (106)</td> <td>11</td> <td>F</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BAJO_ZZ, SEYMOUR</td> <td>1079400844</td> <td>Farrington High (106)</td> <td>11</td> <td>F</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ABES_ZZ, HARLAN</td> <td>1520300153</td> <td>Kaimuki High (115)</td> <td>11</td> <td>M</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ACOSTA_ZZ, DEVIN</td> <td>1150500297</td> <td>Kaimuki High (115)</td> <td>11</td> <td>M</td> </tr> <tr> <td><input type="checkbox"/></td> <td>AE_ZZ, DIONE</td> <td>1019501104</td> <td>Kaimuki High (115)</td> <td>11</td> <td>M</td> </tr> <tr> <td><input type="checkbox"/></td> <td>AFOA_ZZ, ANISHA</td> <td>1150400131</td> <td>Kaimuki High (115)</td> <td>11</td> <td>F</td> </tr> </tbody> </table> <p>Help OK Cancel</p>	<input type="checkbox"/>	Student Name	Student ID	School	Grade	Gender	<input type="checkbox"/>	AGNO_ZZ, LEANDRA	1060400017	Farrington High (106)	11	F	<input type="checkbox"/>	ANTOLIN_ZZ, SHALA	1459400597	Farrington High (106)	11	F	<input type="checkbox"/>	AY_ZZ, FLO	3279300188	Farrington High (106)	11	F	<input type="checkbox"/>	BAJO_ZZ, SEYMOUR	1079400844	Farrington High (106)	11	F	<input type="checkbox"/>	ABES_ZZ, HARLAN	1520300153	Kaimuki High (115)	11	M	<input type="checkbox"/>	ACOSTA_ZZ, DEVIN	1150500297	Kaimuki High (115)	11	M	<input type="checkbox"/>	AE_ZZ, DIONE	1019501104	Kaimuki High (115)	11	M	<input type="checkbox"/>	AFOA_ZZ, ANISHA	1150400131	Kaimuki High (115)	11	F
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<p>Selected students will be displayed in the support list box with entered support data.</p>																																																							

School Profile: Mass Supports tab

School Profile: Support Tab

School Profile

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Security | Sys Admin | Service Mgmt | Logout | -- Default --

School Name: McKinley High | School Code: 138 | Complex: McKinley | District: Honolulu | View Early Warning System | View Archive

(Enter "school name, district")

Incidents | **Mass Supports** | Measures | Community Activities | Notification Recipients | Gifted and Talented

Support Filter

School Year: 2011 - 2012 | Support: Intervention | Type: Behavioral/Emotional | Intervention: School Counseling | Set Advanced Filters

Student Name	Student ID	Grade	Support Type	Provider	Start Date	Status
ABCEDE_ZZ, LEO DANIEL	9990358915	03	School Counseling	SUIADMIN01	10/30/2011	Active
AMUZE_ZZ, TIAH	9990408468	01	School Counseling	SUIADMIN01	01/14/2011	Ended: Moderate Progress
BAILEY_ZZ, JESSI	9990360164	03	School Counseling	SUIADMIN01	01/01/2011	Ended: Moderate Progress
BOYER_ZZ, PATRICIA	9990358201	02	School Counseling	SUIADMIN01	12/01/2011	Active
CABALAR_ZZ, Bruce	9990358212	03	School Counseling	SUIADMIN01	01/01/2011	Active
Corn_ZZ, VIOLET	9990296987	04	School Counseling	SUIADMIN01	01/01/2011	Active
DANT_ZZ, GRANT	9990410733	01	School Counseling	SUIADMIN01	01/01/2011	Active
DIAZ_ZZ, MONTGOMERY	9990402267	01	School Counseling	SUIADMIN01	01/01/2011	Active
ESTELL_ZZ, KEONI	9990396962	01	School Counseling	SUIADMIN01	01/01/2011	Ended: Moderate Progress

Add Support | End Support | Open Student Support

Add Program/ Supports

Actions	Screen Shots
<p>Select Programs on Support drop down list</p> <p>Click <Add Support> button on bottom of screen</p>	
<p>Select a Program from the drop down list</p> <p>Click <OK></p> <p>Note: Multi-Student entry for PSAP, PSSAS and ELL programs not allowed</p>	

School Profile: Mass Supports tab

<p>Complete fields on program screen</p> <p>Note: Fields required and screens will be dependent on what program user has selected.</p> <p>Remember: Click <Save> when Program screen is completed. (two tabs)</p>	<p>Program (Title I: Targeted Assistance Program, School Program)</p> <p>School Program</p> <p>School Name: Aiea High School: 202 Complex: Aiea District: Central</p> <p>Program Summary Program Name: School Program Program Descriptor: <input type="text"/> Start Date * <input type="text"/></p> <p>Program Add Students</p> <p>Program Details Frequency: <input type="text"/> mins <input type="text"/> times per <input type="text"/> Projected Exit Date: <input type="text"/> Concerns * <input type="text"/></p>						
<p>Click <Add Students> tab</p> <p>Use Student Name field to find a single student.</p> <p>Select student</p> <p>Note: Refer to Intervention section "Adding Multiple Students" for steps on how to enter multiple students.</p>	<p>Program Add Students</p> <p>Student Name <input type="text"/></p> <p>Add Multiple Students</p> <p>Students *</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Student ID</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>For adding a single student, type student name in Student Name field</p> <p>Click Multiple Students button to add more than one student</p> <p><input type="button" value="Remove"/></p>	Student Name	Student ID	Grade			
Student Name	Student ID	Grade					

School Profile: Mass Supports tab

Add Walk-in Counseling Supports

Actions	Screen Shots
<p>Select Walk-in Counseling on Support drop down list</p> <p>Click <Add Support> button on bottom of screen</p>	
<p>Select a Walk-in Counseling Type from the drop down list</p> <p>Click <OK></p>	
<p>Complete fields on Walk-in Counseling screen</p> <p>Note: Fields required and screens will be dependent on what Counseling Walk-in user has selected.</p> <p>Remember: Click <Save> when Walk-in Counseling screen is completed. (two tabs)</p>	

School Profile: Mass Supports tab

Click <Add Students> tab

Use Student Name field to find a single student.

Select student

Note:
Refer to Intervention section "Adding Multiple Students" for steps on to enter multiple students.

Open Student Support

Actions	Screen Shots
<p>Highlight a student.</p> <p>Note: Use highlight to select student. Do not use check box.</p> <p><Open Student Support> button will be enabled.</p> <p>Click <Open Student Support> button</p> <p>The appropriate support window (Intervention, Program or Walk-in Counseling) screen will open for view.</p>	

School Profile: Mass Supports tab

End Supports (Ability to close active Intervention or Program for multiple students)

Use Support filters to find desired students.

Click <Set Advanced Filters> button to refine your list of students.

Click <OK>

Select students by checking boxes.

Click <End Support> button

Student Name	Student ID	Grade	Support Type	Provider	Start Date	St
<input type="checkbox"/> ABCEDE_ZZ, LEO DANIEL	9990355915	03	School Counseling	SUIADMIN1	10/30/2011	Ac
<input type="checkbox"/> AMUZIE_ZZ, TIAH	9990408498	01	School Counseling	SUIADMIN1	01/14/2011	En
<input type="checkbox"/> BAILEY_ZZ, JESSI	9990350184	03	School Counseling	SUIADMIN1	01/01/2011	En
<input type="checkbox"/> BOYER_ZZ, PATRICIA	9990355201	02	School Counseling	SUIADMIN1	12/01/2011	Ac
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<input type="checkbox"/> Conn_ZZ, VIOLET	9990299987	04	School Counseling	SUIADMIN1	01/01/2011	Ac
<input type="checkbox"/> DANT_ZZ, GRANT	9990410733	01	School Counseling	SUIADMIN1	01/01/2011	Ac
<input type="checkbox"/> DIAZ_ZZ, MONTGOMERY	9990402287	01	School Counseling	SUIADMIN1	01/01/2011	Ac
<input type="checkbox"/> ESTELL_ZZ, KEONI	9990398982	01	School Counseling	SUIADMIN1	01/01/2011	En

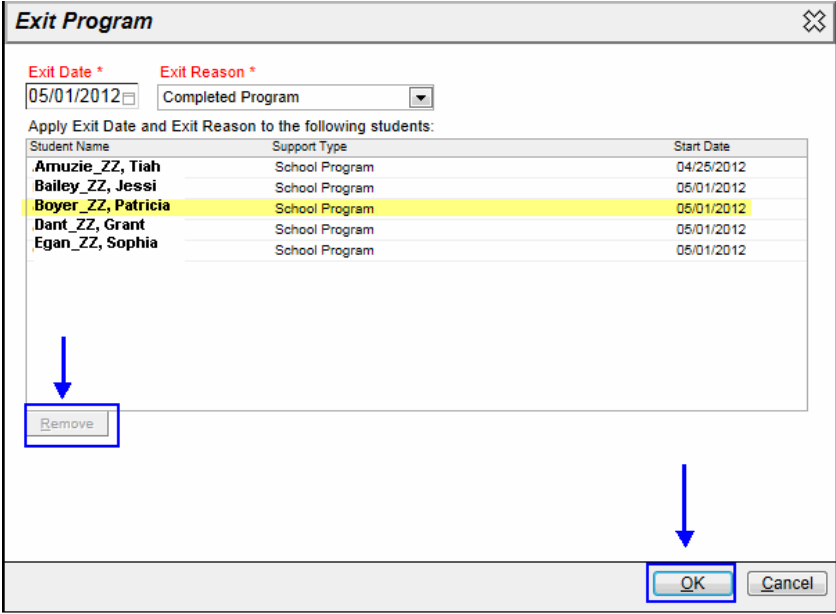
End Intervention window will appear if filtered Support type = Intervention.

Selected students will be displayed.

Note:
To remove a student from the list,
Highlight student name.
Click <Remove> button.

Student Name	Support Type	Start Date
AMUZIE_ZZ, TIAH	Parent/Family Supports	01/02/2012
BAILEY_ZZ, JESSI	Parent/Family Supports	01/02/2012
BOYER_ZZ, PATRICIA	Parent/Family Supports	01/02/2012
DANT_ZZ, GRANT	Parent/Family Supports	01/02/2012

School Profile: Mass Supports tab

<p>Complete required fields.</p> <p>Click <OK></p>																			
<p>Exit Program window will appear if filtered Support Type = Program</p> <p>Selected students will be displayed.</p> <p>Note: To remove a student from the list, Highlight student name. Click <Remove> button</p> <p>Complete required fields.</p> <p>Click <OK></p>	 <p>Exit Program</p> <p>Exit Date * Exit Reason *</p> <p>05/01/2012 Completed Program</p> <p>Apply Exit Date and Exit Reason to the following students:</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Support Type</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>Amuzie_ZZ, Tiah</td> <td>School Program</td> <td>04/25/2012</td> </tr> <tr> <td>Bailey_ZZ, Jessi</td> <td>School Program</td> <td>05/01/2012</td> </tr> <tr style="background-color: yellow;"> <td>Boyer_ZZ, Patricia</td> <td>School Program</td> <td>05/01/2012</td> </tr> <tr> <td>Dant_ZZ, Grant</td> <td>School Program</td> <td>05/01/2012</td> </tr> <tr> <td>Egan_ZZ, Sophia</td> <td>School Program</td> <td>05/01/2012</td> </tr> </tbody> </table> <p>Remove</p> <p>OK Cancel</p>	Student Name	Support Type	Start Date	Amuzie_ZZ, Tiah	School Program	04/25/2012	Bailey_ZZ, Jessi	School Program	05/01/2012	Boyer_ZZ, Patricia	School Program	05/01/2012	Dant_ZZ, Grant	School Program	05/01/2012	Egan_ZZ, Sophia	School Program	05/01/2012
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