Homeroom Application - Spotlighting and Reviewing Student Information

Lookup and Spotlight - Student

The Lookup Widget is on your Dashboard. Search for people, schools, classes, and activities by typing in their name and hitting ‘Enter’. To include data from previous school years in your search results, check the box next to ‘search historical years’.

Partial name search is supported, for example, searching for “Jim” will return “Jimmy”

Click any result to view its profile view.
Clicking the Spotlight Icon 🕵️‍♂️ will launch a Spotlight Tab for the related profile.

Click the Back Button 🔁 in the widget toolbar to return to the list of results.

Click the Refresh Button ⌚️, or simply enter a new search term, to start a new search.
Schedule – Student

The Schedule Widget appears on a Student’s Spotlight Tab. It displays the Student’s schedule for the current school year.

Classes are shown by grading term and period. Depending on the time in the school year, grades will be shown. Grades are shown under classes. The top grades, in a given period, are credit earning grades. The lower grades are status reporting grades.

![Schedule Widget Image]

Schedule – Student (continued)

Click the Calendar Button ☰ in the widget toolbar to select a previous school year.

Click the Refresh Button ⌚ to return to the current year.

Click the Fullscreen Button 🖥 to view the schedule in a new browser window.

Click the Print Button 📒 to print the student’s entire schedule history.

Click a class cell in the chart for a Quick Profile of that class’ details
Note: If you scroll down using the scroll bar, you will see more information about the class. You will also see a list of the students enrolled in this class and will be able to Spotlight any student here.

If you click the Spotlight Icon you will get the class details to include the teacher and all students enrolled in the class currently.
Assessments – Student

The Assessment Widget on the Student Spotlight Tab shows that the student’s assessment history. Assessments can be viewed by school year or by subject area.

The upper left selector is where you choose to view either “Assessments by School Year” or “Assessments by Subject Area”. Make a choice here, and then choose either the specific year or subject area you are interested in, from the upper right-hand selector.
Assessments – Student (continued)

The student’s score is shown as a horizontal bar. The performance levels, and their threshold scores, appear above each bar.

Assessments are listed by subject. Assessment's in bold have strands (sub-assessments)
Assessments – Student (continued)

Click the assessment’s name to expand the list of strands.

You can click on each Assessment. If there is a strand associated to the assessment, it will display.

"Met/Not Met" Assessments and Strands:

If an assessment (or strand) is scored Met/Not Met, the results are indicated by a green check icon ✔ for "Met" or a red X icon ❌ for "Not Met".

Click the Print Button ⚫ in the Widget Toolbar to print the student's assessment history. Click the Download Icon ➜ to save the Student's assessment history as a CSV File.
Attendance History - Student

The Attendance Widget is found on the Student Spotlight Tab. It displays the student’s attendance history for each class and every school day.

For a given day, the attendance record is indicated by the following icons:

- T - Student was tardy.
- A - Student was absent.

Click a tardy T or absent A icon for a Quick Profile of the class.

If there is no icon, the student was in class that day.

Click the Calendar Button in the widget toolbar to select a previous school year.

Click the Refresh Button to return to the current year.

Click the Full screen Button to view the attendance in a new browser window.

Click the Print Button to print the student's entire attendance history.
 Discipline History – Student

The Discipline History Widget is on any Student Spotlight Tab. It lists the titles, dates, descriptions, and resulting actions of the student’s offenses.

The widget shows the current school year by default.

<table>
<thead>
<tr>
<th>Discipline History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOBACCO</strong></td>
</tr>
<tr>
<td>Date: 2011-11-08</td>
</tr>
<tr>
<td>Description: Information regarding the discipline issue.</td>
</tr>
<tr>
<td>Action: SATURDAY SCHOOL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HABITUAL TARDIES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 2012-04-24</td>
</tr>
<tr>
<td>Description: Information regarding the discipline issue.</td>
</tr>
<tr>
<td>Action: TUESDAY SCHOOL</td>
</tr>
</tbody>
</table>

Click the Calendar Button 📅 in the widget toolbar to select a previous school year.

Click the Refresh Button ⏳ to return to the current year.

Click the Print Button 📢 to print the student's entire discipline history.
Enrollments – Student

The Enrollments Widget is on the Student Spotlight Tab. It shows the student’s enrollment history within the district.

Click the Print Button to print the student’s entire enrollment history.
Services – Student

The Services Widget is on the Student Spotlight Tab. It lists the services provided to the student for the current or most recent school year. These services could include Special Education, Section 504, Title 1, LAP, etc.

Click the Calendar Button 📅 in the Widget Toolbar to select a previous year.

Click the Print Button 🗂️ to print the student's entire services history.

Click the Refresh Button ⏪️ to return to the current year.