

NAVIGATION & SEARCH ACTIVITIES

Activity 1: Navigate to or for Search for...

Navigate or find each item listed. Write down the steps you took to locate this information in the Montana Edition and answer the questions. (User Guide Pages 10 - 15)

1. Find a Household named Smith with 1 student and 1 guardian. Write down how you located this Household and one piece of information that is missing from this Household.
2. Determine how many tenth grade boys were enrolled in the high school last year.
3. Search for a Household with the name of Xi. How many members are in this Household?
4. Navigate to the screen for the mother of Ken Beasley to enter her work phone number. On what Student Information tab will her work phone number display for easy access to most Campus users?

Activity 2: Answer the questions...

User Guide Pages (3 - 7. 16 - 20)

1. On what three tabs is state reporting data entered for a student? Write down the navigation path to each tab.
2. What is the main purpose of the Campus Toolbar?
3. Is Census information school or district based? How do you know?

CENSUS ACTIVITIES

Activity 3: Census Questions

Navigate or find each item listed. Write down the steps you took to locate this information in the Montana Edition and answer the questions. User Guide Pages (10, 16, 19 - 22, 33)

1. What information is listed on the Members tab for a Household?
2. Explain two ways to find a student's primary guardian(s) contact information.
3. Give an example of a Non-Household Relationship.
4. List 4 types of people that could be entered in the Montana Edition.

Activity 4: First Enrollment in the State

Create the following people in the Montana Edition and assemble a Household for this family. User Guide Pages (23 - 34)

- 1 Eighth grade student new to the State
- 1 Kindergarten student new to the State
- 2 adults, 1 mother and 1 dad
- Build appropriate relationships
- Provide work numbers and emergency contact information

Activity 5: Add Staff

Create the following staff in the Montana Edition. User Guide Pages (39 - 41)

- 1 high school classroom teacher and contact information
- 1 special education case manager that services students at both the elementary and the middle school.

Make sure to add an appropriate District Employment and Assignment(s) records for each staff person.

Activity 6: District-to-District Transfer and Non Household Relationship

Add the following people to the Montana Edition and place them in the Household assembled in Activity 4. User Guide Pages (23 - 34)

- Locate a student from another district using the Student Locator.
- Request a Record Transfer for this student.
- Add this student to the Household assembled in Activity 4. **Note: The parents in this Household are the foster parents of this student.**
- The grandmother of this student is the emergency contact. The grandmother does not live with the student.
- Add the grandmother as a person to the database.
- Enter a work number and an email address for the grandmother.
- Build appropriate relationships.

Activity 7: Identity Changes

The transfer student in Activity 6 has recently been adopted by his foster parents. Add an identity to reflect the legal name change of his foster parents. Search for the student by their previous name, what did you discover? User Guide Page 41

USER SECURITY ACTIVITIES

Activity 8: Modify a Tool Right Group

Add Read rights to the Programs tab for teachers. User Guide Page 62

Activity 9: Add a New Tool Right Group

Add a new Tool Rights group for para-professionals that includes the following access to Student Information at the middle school. Name your group <your name> Paras. User Guide Page 63

- Read Only access to the Student Summary tab
- Read Only access to the Student Enrollment tab
- Unfiltered Student Search
- Read, Write, and Add access to the Contact Log in Special Education

Activity 10: Modify access to a Calendar Group

In preparation for the next school year, modify next years Calendar group and provide rights to the Master Schedulers. Write down what needs to change on the next years Calendar group. User Guide Page 61

Activity 11: Add User Accounts

Add the following User Account:
User Guide Pages (63 - 65)

- Add a User Account for one staff member from Activity 5.
- Provide access to appropriate Calendar and Tool Right groups for this person.
- Log in as this staff person to verify the setup of the account.