

SchoolBrains 101

Organizational Overview

The SchoolBrains system can be operated through the use of a number of simple features. Let's look at some of the most important navigation and control features in the system. Click any of the controls below to learn more.

Administrator Home Page View

SchoolBrains is broken down to 3 key areas:

1. Top Tabs-Top Tabs bring users into modules. Each module has each own intended use.

- Ex. Attendance bring you into an environment that allows management of attendance codes, daily records, old records, etc.

2. Shortcuts- Shortcuts will bring you into right to the feature you are clicking on. You can access the same information through a top tab but the shortcuts takes away clicks when navigating to that location. Use the shortcuts, they're your friend!

3. Lists- Lists appear on almost ever page of SchoolBrains whether small or large. The tabs on the home page allow you to control the list you are viewing. Example. It defaults to students and lists students. You can click schools and it will list all schools you have access to.

Remember, Tabs control the modules on the top. Shortcuts give you easy access to features accessible from the Top Tabs. Lists are on almost every page and hold data relative to the tab you are working in.

The screenshot shows the SchoolBrains administrator interface. At the top, there is a navigation bar with tabs for Home, Tests, School Admin, Attendance, Behavior, Special Education, Admissions, Personnel, Health, Fees, Scheduling, State Reporting, Curriculum, Billing, Notifications, System, My Info, and My Account. Below this is a 'My Shortcuts' sidebar with icons for Communications, Dashboard, New Visit, My Tasks, Schools, Teachers, Students, Student Health, Tests, Referral, Calendar, Catalogs, User Lists, Messages, and My Jobs. The main content area is titled 'Welcome School Brains' and features a 'Students' list. The list has columns for Student, First Name, Middle Name, Last Name, LASID, SASID, School, Grade, Currently In, and Home Room. The list is filtered to show 394 records. Red arrows and numbers 1, 2, and 3 highlight key features: 1 points to the top navigation tabs, 2 points to the 'Students' list header, and 3 points to the 'Students' tab in the top navigation.

Student	First Name	Middle Name	Last Name	LASID	SASID	School	Grade	Currently In	Home Room
Aalto, Christina E	Christina	Elizabeth	Aalto	1	1076931912	THS	11		Physics Honors [04]
Aalto, Kyrleigh F	Ryleigh	Faith	Aalto	2	1015500925	TMS	05	112 - Stenstrom, Flavio	112
Aalto, Stephen J	Stephen	Joseph	Aalto	3	1076925622	TES	02	136 - Choiniere, Kenedi	136
Aardog, Matthew	Matthew		Aardog	28722		TMS	07	100 - Adama, Chyenne	100
Abangma, Drew	Drew		Abangma	28719		THS	10		
Abangma, Kerry	Kerry		Abangma	28718		TES	03		
Abbalessa, Aleqsis M	Aleqsis	Mariyah	Abbalessa	26302	1064912624	HOP	03	16 - Solorzano, Nicole	16
Abbatangelo, Giovanni M	Giovanni	Machado	Abbatangelo	0000005	1008875518	THS	08		Math 8 Fail College Prep 1 [07]
Abbatangelo, Brennan M	Brennan	Matthew	Abbatangelo	26140	1010647822	POL	KF	146 - Nelson/ Schmidt, SKYLER	146
Abbate, Brendan N	Brendan	Nicholas	Abbate	18205	1043581411	PAR	06	201 - Tarver, Brady	201
Abbate, Bryan R	Bryan	Robert	Abbate	27622	1015301003	TAHSSG	12		
Abbott, Channing Z	Channing	Zane	Abbott	24374	1081285626	MUL	01	2 - Rioux-Cali, Sorala	2
Abbott, Elisson D	Elisson	Do Carmo Pinto	Abbott	23608	1082923626	PAR	05	318 - Smith, Jessica	318
Abboud, Brady L	Brady	Logan	Abboud	26175	1055346726	TES	01	162 - Steven, Jahara	162
Abdallah, Ariah E	Ariah	Erin	Abdallah	24448	1067123226	ETES	02	221 - Spillane, Ilektra	221
Abdallah, Cassidy L	Cassidy	Lee	Abdallah	11760	1050221914	THS	12		
Abdallah, Michael W	Michael	William	Abdallah	26817	1007296828	TES	01	161 - Vicenti, Cassidy	161
Abdeinouk, Raelyn B	Raelyn	Belle	Abdeinouk	26973	1088697925	PRE	PK	10 PM - Wren, Princess	10 PM
Abdul-Muhaimin, Matthew E	Matthew	Ernest	Abdul-Muhaimin	16056	1015561618	MAR	07	227 - RamoAmado, Amberose	227
Abendschan, Madison E	Madison	Elizabeth	Abendschan	16404	1066379219	THS	09		English I Honors [06]
Abene, Ashiyah R	Ashiyah	Rose	Abene	26075	1023648625	HOP	02	4 - DeChota, Xionelly	4
Abouyazbek, Camila	Camila		Abouyazbek	25396	1079547423	ETES	02	223 - Verkade, Tessie	223
Abouyazbek, Kristiyana P	Kristiyana	Plamenova	Abouyazbek	28490	1043119631	MUL	KF	13 - Camarap, Kiyocie	13
Abouyazbek, Madison M	Madison	Marie	Abouyazbek	18708	1047985918	TMS	07	229 - Hundin, Truman	229
Abouzeid, Gabrielle P	Gabrielle	Paige	Abouzeid	26533	1093296824	ETES	01	159 - Rioux, Nataly	159

Take a closer look.

We already went over the very basic structure you see when you come into SchoolBrains. Now take a look of a breakdown of the key features.

The screenshot shows the SchoolBrains interface with various navigation elements highlighted by red arrows and labels:

- Tabs:** Located at the top, including Home, School Admin, Attendance, Behavior, Special Education, Admissions, Personnel, Health, Scheduling, Curriculum, and System.
- Submenu:** Located below the tabs, including School Year, Districts, Grades, Schools, Buses, Courses, Grade Letter Scales, Student Groups, Building, and Students.
- Buttons:** Located in the 'Students' section, including Back, Add, Update Current Information, Mass Update Students, and Mass Update Grade Enrollments.
- Filter:** A dropdown menu located above the student list.
- Sortable Lists:** A row of letters (A-Z) used for sorting the student list.
- Simple Filter:** A text input field for filtering the student list.
- Links:** Individual student names in the list are clickable links.
- Shortcuts:** A vertical sidebar on the left side of the screen with icons for various features like New Visit, Schools, Teachers, Students, Student Health, Referral, Calendar, Messages, and My Jobs.

Student	LASID	SASID	School	Grade	Currently In
Aalto, Christina E	1	1076931912	THS	11	ALERT Pre-Vocational* [01] - Pagliuca, Shiar
Aalto, Ryleigh F	2	1015500925	TMS	05	112 - Stenstrom, Flavio
Aalto, Steigh J	3	1076925622	TES	02	136 - Choiniere, Kenedi
axxder, ryan	28726		THS	09	
Abangma, Andrew	28719		THS	10	
Abangma, Kerry	28718		TES	03	
Abangma, Tyler O	25851	1025549425	ETES	02	221 - Spillane, Ilektra
Abbalessa, Aleqsis M	26302	1064912624	HOP	03	16 - Solorzano, Nicole
Abbatangel, Giovanni M	0000005	1008875518	THS	08	English 8 College Prep 1 [04i] - Fonseca, Caid
Abbatangelo, Brennan M	26140	1010647822	POL	KF	146 - Nelson/ Schmidt, SKYLER
Abbate, Brendan N	18205	1043581411	PAR	06	201 - Tarver, Brady
Abbate, Bryan R	27622	1015301003	TAHSSG	12	
Abbott, Channing Z	24374	1081285626	MUL	01	2 - Rioux-Cali, Soraia
Abbott, Elisson D	23608	1082923626	PAR	05	318 - Smith, Jessica
Abboud, Brady L	26175	1055346726	TES	01	162 - Steven, Jahara
Abdallah, Ariah E	24448	1067123226	ETES	02	221 - Spillane, Ilektra
Abdallah, Cassidy L	11760	1050221914	THS	12	
Abdallar, Michael W	26817	1007296828	TES	01	161 - Vicenti, Cassady

Tabs

The primary navigation structures in SchoolBrains are tabs, located at the top of the screen at all times and also within a number of screens.

Click a tab to access the corresponding set of options, tasks, and data.

Submenus

Some tabs across the top of the screen include further divisions located immediately beneath the top tabs. Click one of these options to access specific levels of the system that reside within tabs.

Shortcuts

Available on the left side of the screen, shortcuts provide the quickest way to access many of the most commonly used features found in SchoolBrains.

Buttons

Any changes to the data in the system must be confirmed by clicking on a button. Here are some of the most common buttons:

- **Add** - initiates a new entry on the current screen/list
- **Save** - saves changes made to an entry
- **Apply** - changes the data output based on the options selected
- **Delete** - if possible, deletes the current entry
- **Back** - returns the user to the previous screen (we recommend using this button whenever possible rather than using your browser's back button)

Lists

Data in SchoolBrains is most often displayed in the form of a list, which can be sorted by clicking on any headers that display a diamond symbol. Items in the list that appear in blue can be clicked on to reveal more details.

Filters

Filters are especially helpful when searching for a specific entry within a large list of data. Simple filters, located at the top of lists, will instantly narrow down the items in the list when text is entered.

Advanced filters (see below) include a number of possible search terms and specific definitions for each term. Exact terms can be found by using the "Equals" search type, while all terms containing a certain word or letter combination can be found with the "Like" search type.

Prompts

Appearing as pull-down menus with greater functionality, prompts (see at below) contain pre-selected options that apply to the specific piece of data being entered.

Fields

Fields (see below) are any area where text can be inputted to complete an entry of data.

Locker

Chevrons

Chevrons (see below) are used to navigate to an item selected in a prompt. Once reaching an item after clicking a chevron, the "Back" button will return the user to the page where the chevron was found.