

## **Enhancements List - 2016**

#### List of Enhancements

SchoolSpeak is happy to announce a number of new enhancements to the SchoolSpeak Application. The following list provides a list of the new enhancements. To learn more about a particular enhancement, simply click on the item and you will be brought to a description and brief steps on how to access or use the new feature.

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## **Print Renaissance STAR Test Score for Cumulative Records**

Even though this is a generic tool, there are prerequisites – diocese uses SchoolSpeak to sync teacher and student data with Renaissance and SchoolSpeak is set up to download STAR test scores from Renaissance.

This is an enhancement to [Admin] 'Renaissance Learning' tool. The purpose of this enhancement is to print STAR test scores per student for cumulative record at the end of the school year. The tool supports Avery 5163 and 5164 label formats.

Renaissance Learning - STAR assessment Data provisioning [Permissions]
<ul> <li>Teacher and student roster should be current on SchoolSpeak. Roster is sent to Renaissance every weekday morning and it overwrites student and teacher data on Renaissance. Changes done on SchoolSpeak are updated on Renaissance the next working day.</li> <li>Add admins directly on Renaissance.</li> <li>To login to Renaissance Learning, use the login ID and password issued by Renaissance. SchoolSpeak issued login ID and password don't work on Renaissance. (This is a change from earlier communication.)</li> <li>For new students, take login ID and password from Renaissance.</li> <li>Make password changes directly on Renaissance</li> </ul>
Click here to learn about this process
[+] Select Students and Staff for provisioning file
[+] Configure provisioning file
[+] Generate & verify provisioning file
[+] Print STAR data for the cumulative record
Label Type       Multiple students per page ▼       School year       2016 - 2017 ▼       Select Groups       None selected ▼       ▲ Download PDF         ▲ If you are printing labels, use Adobe Acrobat Reader for printing. In print options, use print option as 'Actual Size'. Otherwise labels won't be aligned

#### To print:

- 1. Click **Renaissance Learning** tool on Admin page.
- 2. Click Print STAR data for the cumulative record link.
- 3. Select the options as appropriate.

[+] Print STAR data for the cumulative record						
	Multiple students per page 🔻	School year 2016 - 2017 V Select Groups None selected V Download PDF				
A If you are p	Multiple students per page One student per page Avery ® 5163	obat Reader for printing. In print options, use print option as 'Actual Size'. Otherwise labels won't be aligned				
	Avery ® 5164					

## Automatically add Homework as assignment in Gradebook

This is an enhancement in the page for adding/editing homework a homework assignment in one or more gradebooks for later grading. If you plan to input homework eventually in a gradebook(s), you can add it to one or more gradebooks while posting the homework assignment from the homework add/edit page. It will create an assignment in the selected gradebooks and complete the assignment fields such as date of assignment, name, category and max points. Teachers may add the assessed score at a later time.

#### Location: Gradebook/Homework Resource

#### **Benefits:**

- To automatically create the homeworks in the Gradebook as assignments.
- To automatically fetch assignment data from the homework to gradebook when creating a new assignment in the gradebook.
- Allows for collaborative assignments in which an assignment spans multiple subjects or allows multiple teachers to access the same gradebook. (*Note: To assess a score for an assignment, any teacher posting to that gradebook(s) must have edit access.*
- Online preview of the assignments details within the homework.

- 1. Select the homework resource to work on from the left margin of the Grade 8 Homepage.
- 1. Click the **New Homework** link.

Langua	ge Arts Homework (L	anguage Arts) [ Admin ]	
List		Switch to Homework	Please Select
	New Homewo	ork	
Assignment/publish da	te: 12/01/2015		
[+] Do not show this	s assignment before:		
Type: Project	•		
Project :-			
Name:	Research		
Due date:	12/11/2015		
Description:			
[+] Add notes:			
[+] Add attachme	ents:		
🔲 I have a slow	connection. Resize the pictur		
Click to upload	multiple files & photos	[Report proble	ems with upload]
[+] Online Submissi ☑ Click to add this	on: homework to gradebook(	s):	
		Add	

**Note 1**: By default, the due date of homework is set as the assignment date. If you change the **due date of a homework that falls within a different term**, then the assignment is moved to that term and automatically the new date will be set as the assignment date.

**Note 2**: If you want add an existing homework, edit the homework and do the steps given below.

2. Click the Click to add this homework to gradebook(s) link.

Gradebook selection			
Select gradebook(s) to link—		Selected	
8-Literature 8-Algebra 8-Algebra Section 2 8-Social Studies 8-Science ∢	Add O CRemove	8-Language Arts	•
	Add future	homework to these gradebooks	

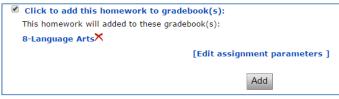
**Note:** At least one student should be added to the resources. The resource that does not have the students added to it will not be displayed while linking.

3. Select the gradebook(s) from **Select from** list and click **Add**. The selected gradebooks get added to the **Selected** sections.

If you want to deselect a selected gradebook, select the gradebook within the **Selected** section and click **Remove**.

Ensure to check the **Add future homework to these gradebooks** option if you want to automatically add the homeworks to the selected gradebook(s).

4. Click **Ok**. The selected gradebook(s) get added.



You can delete the gradebook using the imes icon next to the gradebook assignment.

**Note:** After the gradebook(s) get added to the page, you will be able to see the **Edit** Assignment Parameters link.

5. Click the Edit assignment parameters link.

	8-Languag	e Art
Category	Project	•
Drop		•
Max Points		100
Ass. Weight		
IN GC		

Each selected gradebook is listed in columns with the following options.

- Category Assignment category
- Drop Whether you want the assignment for overall grade calculation or not.
- Max Points Maximum point of assignments.
- Assignment Weight Maximum weight of assignment.
- IN GC Check this if you need to include this assignment in overall calculation.
- 6. Update the assignment details and click **Close**.

**Note:** If you select more than one gradebooks and the selected gradebooks have same category, assignment max point, grade computation option, and user access permission, then those gradebooks will be grouped in the **Gradebook Selection** pop-up window as shown in the following picture.

Gradebook selection				
	8-Language Arts,8-Literature			
Category	Project 🔻			
Drop	•			
Max Points	100			
Ass. Weight				
IN GC				
	Close			

If need be, update the assignment details and click Close.

7. Click Add.

## Accessing homework assignment details from a gradebook.

You can access the details of a homework assignment to help build a new entry within the gradebook. From the edit page of any assignment within the gradebook, you may indicate the speicific homework resource and update the gradebook with specific assignment data. For example, let's say you want to link the language arts homework from Language Arts gradebook page.

1. Select the 'Language Arts' gradebook resource from the left margin of the Grade 8 Homepage.

		Language Arts [ Admin ]
8-Language Arts	T	Gradebook   Term Summary   Student Summary   Settings
GRADE REPORTS All	·	

- 2. Click the **Gradebook** link.
- 3. Click the Assignments link on the gradebook tool bar.

				ala	
8 8-Language Arts	▼ Trimester 3 ▼	Close Term	Publish	* [Published Reports] [Edit All] [Add 1	<ul> <li>Assignments] [Display] [Term Summary]</li> </ul>

**Note:** You can select the number of assignments from the **Add** drop-down list if you want to create more than one assignment.

8 8-Language Arts 🔹 Trime	ester 3	V Save	Save & P	Publish *	Cancel	[Published Re	eports] [Viev	v All] [Edit All]
Trimester 3 (03/06/15 - 06/18/15)		[Operations]	Assignment de	escription (	optional):			
	Date:		Move assign	ment				
Assig	nment:		Copy assign	ment				
Cat	tegory:	Please Selec	Duplicate as	signment				
Max	Points:		Scale points	-				
Include in grade calcu	ulation:	Clear Fi	[Clear Fi Curve assign					11
# ID Student G	Grade	Input as : Sco	Copy from h					
1 48671 Bradford, Karen 92.	.4% B+							
2 48699 Brown, Jonathan 9	90% B+							
3 48711 Chu, Jeff 87.	.1% B							
4 48734 Jones, Christy 95.	.5% A							
5 48771 Kendricks, Allison 88.	.9% B							
6 48823 Smith, David 93.	.1% A-							
Trimester 3 (03/06/15 - 06/18/15)				Assignment de	escription (	optional):		
8 40910 Macado, Anthony 9	Date:							
Assig	nment:							
Cat	tegory:							
Max	Points:							
Include in grade calcu	A.							
						[Publish opti	ons]	
					Save	Save & Publi	sh Car	icel

- 8. Click the [Operations] link.
- 9. Click the **Copy from homework** link from the drop-down list.

Copy from homework resource:				
* This will copy assignment detail	s from homework			
Select homework resource:	Please Select	•		
Ok	Cancel			

10. Select the homework resource from the Select homework resource list box.

If an assignment is already linked to homework and the logged in user does not have 'Edit' permission for that particular Homework resource and has 'Edit' permission to the gradebook, then the user can edit the gradebook but cannot link the homework to the gradebook.

Cop	Copy from homework resource:						
* Thi	* This will copy assignment details from homework						
Seleo	ct homework re	source:	8-Language Arts 🔻				
<	<preious< th=""><th>Next&gt;&gt;</th><th></th></preious<>	Next>>					
	5/4/2015 Homework, Due: 5/26/2015 Story of My Poem Final (Total Project)						
	5/4/2015 Homework, Due: 5/18/2015 Story of My Poem rough draft of poem part of project						
	5/4/2015 Homework, Due: 5/13/2015 Do Problems KFCT p.818.						
	Culminator 3 WW chapters 1-20						
	4/14/2015 Homework, Due: 5/4/2015 Opposites Final (Due date bumped back to accommodate 8th gr. play)						
	Ok Cancel						

**Note 1:** If you delete an assignment, it will be removed from both the Homework and the Gradebook resources.

**Note 2:** If you move an assignment from one term to another term or from one resource to another resource, then the link to the homework also will be moved with the change in the due date.

**Note 3:** If you delete an assignment, it will be removed from both the Homework and the Gradebook resources.

11. Select the homework and click **Ok**.

Note: You can select only one homework from the list.

## **Gradebook Standard Assignment List**

Viewing the performance of a student over time is vital to poviding the support and assistance that a person may need. This story of the student's progress may be found in a number of the repors within SchoolSpeak.J Using many of the the standard reports in the gradebook provides teachers with the techiogy to monitor student progress.

#### Location: Gradebook Resource

**Description**: A gradebook-based report that allows teachers to view the assignments and standards details for a particular gradebook. This report is applicable for schools using the standard grade capabilities of the gradebook.

#### **Benefits:**

- Assignments given for each standard in a specific term or up to specific terms
- Assignments not taught in a specific term or up to specific terms.

#### To Access

1. Click on any gradebook with standard grading enabled.

		Literature Grades (Literature) [ Admin ]	
4-Lite	rature	Attendance   Gradebook   Term Summary   Student Sur	nmary   Settings
	NDANCE DET	AILS         Nov 16, 2016         Change Date         •           All         •         •         •         •	
Term	Date	Description	
		Progress Report on 01/09/2016	Edit   Delete
2	1/9/2016	Progress Report on 01/09/2010	Luit   Delete

- 2. Click the Gradebook link.
- 3. Click [Reports] in the menu of the gradebook.
- 4. Click the Assignment-Std List link.
- 5. Click again the [Reports] link within the new view.
- 6. Choose Assignment-Std List link.
- 7. Use the options at the top of the screen to change the view.

## **Cluster wide Member search**

**Location:** Cluster Accounts Search in Admin Tools – Accessible only for Cluster Administrators (For all schools that are part of a cluster)

**Description of Enhancement:** To search for members from all schools/communities within the Cluster Accounts.

#### To access:

1. Click Search members in cluster in Manage Users section on Admin page.

Cluster Member Search	
Q Search for members	Q Search

- 2. Type in the search field the name of the member you want to search for.
- 3. Click Search.

## Search forms using custom fields (Single textbox for searching)

Location: Forms Resource

**Description:** Search for text within the custom fields of the form in addition to the option to select search fields.

Inquiry Form [ Admin ] Forms Home page   Query Records   Forms Upload   Preview   Edit   Settings View All Records Basic search
View All Records
Basic search
Search members with no records
Advanced search
Search using custom fields
@ Select search fields
Q Bearch

- 1. Within any form, click Query Records.
- 2. Click Search using custom fields.
- 3. Enter the data that you want to search for and click **Search**.

## **Renaissance Single Sign On (SSO)**

#### Location: Widget Resource (typically added in the school group)

**Description:** The Renaissance SSO option in the widget resource allows any parent with a Renaissance Learning account in SchoolSpeak to directly log in to the renaissance account from SchoolSpeak without having to re-enter login credentials.

**Note**: The Renaissance SSO is configured by the SchoolSpeak technical team to enable the Renaissance option on the Widget Resource page. Schools receive the login credentials Customer ID, Security Level, Access Key, and Login URL from Renaissance Learning Organization if schools have already synced data from SchoolSpeak to Renaissance; and schools send the login credentials to SchoolSpeak to set up SSO.

If the Renaissance SSO option is configured at the diocese level, it will be visible to the schools in the Widget resource.

	Configur	eRenaissanceSSO
Select Configuration:	Archdorms of Sa	e Porcisco
	Customer Id:	279623
	Security Level:	🔍 Level 1 🔍 Level 2
	Access Key:	hosted(21-275423-2141082901
	Login URL:	Man Anata Chi seda en con 715 X :
Save		

#### To access:

1. Click the Widget resource from School group on the Home page.



- 2. Select the Renaissance option from Setup widget for.
- 3. Click Visit URL.

## **Report Builder Filter Option**

SchoolSpeak's report builder enables schools to create custom reports using the fields contained in the profiles. The new filter/sort options allow schools to change the view of the data by identifying specific conditions. For example, in a report containing student addresses you may identify a specific town that you would like the report to display.

#### Location: Report Builder Admin Tool in Manage Resources

**Description:** To view specific information in the created reports using filter criteria.

		Repor	t Builder - Run Repo	rt - Student Da	ta
ack to List (	of Reports				Edit this Repo
[+] Sort Re	voort				
[-] Filter Re	eport				
					Add another filter
	Field Name	Condition	Value	Connection	
1	Last Name	• Equals •	Brown		▼
🖹 Save					
	[				
	Group: All Members	*	ORun Report 🕹 Downi	oad as PDF     x1 Expor	t as CSV

#### To access:

1. Click Report Builder Admin Tool.

	Report Builder - Reports List						
Add Report							
Reports	Description	Actions					
Student Data		Edit Report Delete					
Teacher Emails	Email and Additional Email	Edit Report Delete					
Add Report							

2. Click on any report from the Reports column.

	Repor	rt Builder - Run Repo	ort - Student Data	1
Back to List of Reports				Edit this Report
[+] Sort Report				
[-] Filter Report				
Back to List of Reports  [+] Sort Report  [-] Filter Report  # Field Name Condition Value Connection  1 Last Name  Equals Brown Equals Brown Equals Brown Equals Eq	• Add another filter			
# Field Name	Condition	Value	Connection	
1 Last Name	Equals	Brown		▼ @ Remove Filter
🖺 Save				
Select Group: All Members	T	오 Run Report 🛓 Down	load as PDF Export	as CSV

3. Click Sort Report or Filter Report.

4. Enter the sort/filter criteria and click **Run Report** to generate the report based on the specified sort/filter criteria.

You can also use **Save** to save the sort/filter for future use.

## **Clever Sync**

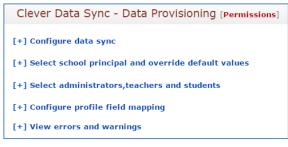
Some schools may use the Clever application to assist in handling Id's and passwords across many applications. The new SchoolSpeak sync functionality allows schools to reuse the student information contained in SchoolSpeak – lowering the maintenance for administrators. (Clever is from Clever,Inc)

#### Location: Clever Integration Admin Tool

**Description:** Connects the SchoolSpeak Student Information System with your school's member data the data stored on the Clever. The clever data sync tool on SchoolSpeak facilitates the generation of custom reports based on the schools data and then uploads them to Clever. The tool allows data generation based on SchoolSpeak member information and uploads it at any point of time. The tool includes an option to download and view the generated files. Once the data is uploaded to Clever, it can be leveraged by more than 200 applications available on the Clever platform.

#### To access:

1. Click **Configure Clever Data Sync** from Other section on Admin page. Please refer to SchoolSpeak's Clever Data Sync documentation to learn more.



## **Interactive Member Permission page**

Member permissions is now easy to maintain through the interactive Member Permission tool. Administrators may view/add/remove permissions for members in a single interface.

#### Location: Member Permission Admin Tool

**Description:** Administrators may search for members and modify permissions to groups and resources within the application.

	Member Permission List [Permissions]					
Groups:	All groups	•	Member: Please select	•	Back to old member permission page <b>&gt;</b>	
	<b>3</b> PI	ease select a	a member to proceed			

*Note*: Functionality is the same as before. Only the interface of the page design is enhanced.

## **Custom Fields - View Permission on fields/sections**

Schools may use permissions on sections and fields contained in the profiles to allow members to see information that would ordinarily not be viewable. For example, if school wants to permit the school nurse to view the health information of the students, SchoolSpeak administrator can give View Permission in the respective health fields/section only to those members who can view the health information.

#### Location: Member Profile Page

**Description:** To enable members to view/edit certain profile fields/sections on the Member Profile page.

**Allow View By** – Specifies which members may view the data contained either in the section or the field. The section would be the more general and allow the member to see all of the fields in the section. The field VIEW permission allows the member to SEE the information.

#### To access:

1. Click Add/Edit Profile Fields at the top-right of the Profile page.

	Member Definition Edit
Сору	[Edit user profile sections]
Select member type to a	dd/modify fields : All Members \$
Add/Modify Section : Show fields in section:	Default   Add/Edit Section (Organize large forms to sections.)
Select field to add: Plea	se Select

#### 2. Choose the section to edit.

		Se	ection Edit					
		[Edit u	ser profile fields	1				
dd Sections:								
Section name:		*	(Section name	will not b	e shown data inp	out page.)		
Section heading:			(Section headi	ng will be	shown in the inp	out page.)		
Allow view by:	Users wit edit right:		(Fields in this s		ll be visible to th Iden for fields.)	ese users d	on prof	ile
Allow edit by:		Edit Users with profile edit rights (Fields in this section will be editable by these users on edit page unless overridden for fields.)					s on pr	ofile
Visible to user:	🖲 Yes 🔘 N	0	( )		sible to user. Stu dit permission.)	ident fields	will be	9
	Add CI	ear						
	Visible							
Section Name	To User	Viewable To	Editable To					
Default	Yes			[Edit]	[Edit Fields]	Delete		÷
inger Printing	Yes			[Edit]	[Edit Fields]	Delete	+	

3. Click **Edit** in the **Allow view by** box.

## **Custom Fields - Edit Permission on Fields/Sections**

#### Location: Profile Page

**Description:** To limit members from editing certain profile fields/sections on the Member Profile page.

**Allow Edit by** – Specifies which members may edit the data contained in either the section or fields. Providing this permission at the section level will allow the member to edit all fields in the section. Providing this permission at the field level will allow the member to edit only the field indicated.

#### To access:

1. Click Add/Edit Profile Fields at the top-right of the Profile page.

Member Definition Edit         Copy       [Edit user profile sections]         Select member type to add/modify fields :       All Members ‡         Add/Modify Section :       Show fields in section:       Default ‡         Add/Edit Section (Organize large forms to sections.)         Select field to add:       Please Select ‡			
Copy       [Edit user profile sections]         Select member type to add/modify fields : All Members ‡         Add/Modify Section :         Show fields in section:         Default ‡         Add/Edit Section (Organize large forms to sections.)			
Copy       [Edit user profile sections]         Select member type to add/modify fields : All Members *         Add/Modify Section :         Show fields in section:         Default       * Add/Edit Section (Organize large forms to sections.)			
Add/Modify Section :			
Show fields in section:	Default		
Select field to add: Plea	ase Select		

2. Click [Edit user profile fields]/Add/Edit Section link.

		9	Sec	tion Edit					
		[Edit	use	r profile fields]					
dd Sections:									
Section name:		*		(Section name w	vill not b	e shown data inp	out page.)		
Section heading:				(Section heading	y will be	shown in the inp	ut page.)		
Allow view by:	Edit Users with profile edit rights		it	(Fields in this se view page unles			ese users o	n prof	île
Allow edit by:	Users with edit rights		(Fields in this section will be editable by these users on profil edit page unless overridden for fields.)						rofile
Visible to user:	● Yes ○ N	o		(If set yes this w visible to parent			dent fields	will be	e
Section Name	Visible To User	Viewable To		Editable To					
Default	Yes				[Edit]	[Edit Fields]	Delete		+
Finger Printing	Yes				[Edit]	[Edit Fields]	Delete	+	

3. Click **Edit** in the **Allow edit by** box.

### Student Transfer from Other Communities

- 1. Location: Add Family Admin Tool (For all schools that are part of a cluster)
- 2. **Description:** This feature is applicable only to cluster schools/diocesan schools. A SchoolSpeak Administrator may copy student details along with member association from another school/community by using the **Click here to transfer student from another school** link on the **Add Family** page.



## **Customizable Report Card**

#### Location: Report Card Resource

**Description:** To provide facility to select different layouts for Report card and add/edit /remove sections/fields in the Report card.

#### To access:

1. Click the report card link in the left-margin.

	Report Card [Admin]	
	List of Reports   Report Card	
Switch To Grade 5-Report Card		
* Changing the report card template will result in I	loss of data already entered!!	
Change template:	Common Template    Refresh	
[	Layouts Configure this template	
	Copy to other Resources	
Users who can view reportcard data, but not edit:	Included Members: Edit	
not eut.	No members	
Notify Parents:	◯ Yes ◉ No	
Show Earlier Term Reports:	● Yes ○ No	
Allow Multiple Reports in a Term:	◯ Yes ◉ No	
Pulldata :	🖲 Automatic 🔍 Warn 🔍 Manual	
Show Grades As:	● Letter Grade O Percent O Percent & Letter Grade	
Show Parent Signature Line in ReportCard:	● All Terms	
Publish Button:	Enable      Disable	
Save	Cancel	

2. Click Layouts.

Switch To       Grade 5-Report Card         Andard Template Largott       Two sided Letter Landscape       Apply         Tow sided Letter Portrait       Two sided Letter Landscape       Apply         Two sided Letter Landscape       Two sided Letter Landscape       Apply         Two sided Letter Landscape       Two sided Letter Landscape       Apply         Two sided Letter Landscape       Two sided Letter Landscape       Apply         Two sided Letter Landscape With Front Page       Two sided Letter Landscape With Front Page       Two sided Letter Landscape         Two sided Letter Landscape With Front Page       Single Column Letter Portrait       Single Column Letter Portrait       Single Column Letter Portrait         Two sided Letter Landscape       Single Column Letter Portrait       Single Column Letter Portrait       Single Column Letter Portrait         Two sided Letter Landscape       Single Column Letter Portrait       Single Column Letter Single Column Lett	R	eport Car	d [Admin]
Two sided Letter Portrait         Two sided Letter Landscape         Three sided Letter Landscape         Three sided Letter Landscape         Three sided Letter Landscape         Three sided Letter Landscape With Front Page         Two sided Letter Landscape With Front Page         Three sided Letter Landscape With Front Page         Single Column Letter Portrait         Single Column Letter Landscape         Bunded3         Single Column Letter Landscape         Single Column Letter Landscape         Bunded3         Single Column Letter Landscape         Bunded3         Bunde3	Switch	To Grade 5-R	eport Card V List of Report C
Two sided Letter Portrait         Two sided Letter Landscape         Three sided Letter Landscape         Three sided Letter Landscape         Three sided Letter Landscape         Three sided Letter Landscape With Front Page         Two sided Letter Landscape With Front Page         Three sided Letter Landscape With Front Page         Single Column Letter Portrait         Single Column Letter Landscape         Bunded3         Single Column Letter Landscape         Single Column Letter Landscape         Bunded3         Single Column Letter Landscape         Bunded3         Bunde3	andard Template Layout	Two sided Le	tter Landscape V Apply
Two sided Letter Landscape         Three sided Letter Landscape         Three sided Letter Landscape         Two sided Letter Landscape         Two sided Letter Landscape         Two sided Letter Landscape With Front Page         Two sided Letter Landscape With Front Page         Two sided Letter Landscape With Front Page         Single Column Letter Portrait         Single Column Letter Landscape			
Support 7 functory       Three sided Letter Landsc ape         Three sided Legal Landsc ape       Two sided Letter Landsc ape         Two sided Letter Landsc ape       With Front Page         Support 7 functory       Three sided Legal Landsc ape         Binded 1       Enclosed 1         Binded 2       Single Column Letter Portrait         Binded 4       Single Column Letter Landsc ape         Binded 5       Single Column Letter Landsc ape         Binded 6       Notes Inspresenter         Binded 6       Single Column Letter Landsc ape         Binded 6       Notes Inspresenter         Binded 7       Notes Inspresenter         Binded 1       Inspresenter         Binded 1       Inspresenter         Binded 5       Inspresenter         Binded 1       Inspresenter         Binded 5       Inspresenter         Binded 1       Inspresenter			
Three sided Legal Landscape Two sided Letter Landscape With Front Page Two sided Letter Landscape With Front Page Two sided Letter Landscape With Front Page Two sided Letter Potrait         Single Column Letter Potrait         Bundad3         Bundad3         Bundad4         Bundad5         Bundad6         Bunda60			
Image: Standard 1       Two sided Letter Landscape With Front Page Rounded         Image: Standard 1       Three sided Legal Landscape With Front Page Single Column Letter Portrait         Image: Standard 2       Single Column Letter Portrait         Image: Standard 3       Single Column Letter Landscape         Image: Standard 4       Single Column Letter Landscape         Image: Standard 3       Single Column Letter Landscape         Image: Standard 4       Single Column Letter Landscape         Image: Standard 5       Single Column Letter Portsiti Column Letter Por			
Image: Standard 1       Two sided Letter Landscape With Front Page Rounded         Image: Standard 1       Three sided Legal Landscape With Front Page Single Column Letter Portrait         Image: Standard 2       Single Column Letter Portrait         Image: Standard 3       Single Column Letter Landscape         Image: Standard 4       Single Column Letter Landscape         Image: Standard 3       Single Column Letter Landscape         Image: Standard 4       Single Column Letter Landscape         Image: Standard 5       Single Column Letter Portsiti Column Letter Por	T	Three sided L	.egal Landscape
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BUBJECT 1 (Subject 7 Treacher)       Three sided Legal Landscape With Front Page         Single Column Letter Portrait       Single Column Letter Portrait         Binded 2       Single Column Letter Landscape         Binded 3       Image: Single Column Letter Landscape         Binded 4       Image: Single Column Letter Landscape         Binded 3       Image: Single Column Letter Landscape         Binded 5       Image: Single Column Letter Landscape       Image: Single Column Letter Landscape         Binded 3       Image: Single Column Letter Landscape       Image: Single Column Letter			
But det 7 (dudget 7 factor)         Single Column Letter Portrait           Ended 2         Single Column Letter Landscape           Ended 3         Single Column Letter Landscape           Ended 4         Image: Single Column Letter Landscape           Ended 5         Image: Single Column			
Bunded 1       Single Column Letter Portrait         Bunded 2       Single Column Letter Landscape         Bunded 3       Single Column Letter Landscape         Bunded 4       Single Column Letter Landscape         Bunded 5       N         Bunded 6       N         Bunded 7       N         Bunded 3       N         Bunded 4       N         Bunded 5       N         Bunded 6       N         Bunded 7       N         Bunded 8       N         Bunded 9       N         Bunded 1       N         Bunded 3       N         Bunded 4       N	Cup IECT ( Contract Constant)	Three sided L	egal Landscape With Front Page
Bunded 2         Single Column Letter Landscape           Bunded 3         0:1000         5:500000           Bunded 4         0:1000         10:1000         10:1000           Bunded 5         0:1000         10:1000         10:1000         10:1000           Bunded 5         0:1000         10:1000         10:1000         10:1000         10:1000           Bunded 5         0:1000         10:1000         10:1000         10:1000         10:1000           Bunded 7         0:0:1000         0:0:1000         0:0:1000         0:0:1000         0:1000           Bunded 7         0:0:1000         0:0:1000         0:0:1000         0:0:1000         0:1000           Bunded 7         0:0:1000         0:0:1000         0:0:1000         0:10000         0:10000           Bunded 7         0:0:1000         0:0:1000         0:0:1000         0:10000         0:10000           Bunded 7         0:0:0:1000         0:0:1000         0:0:10000         0:10000         0:10000           Bunded 7         0:0:0:0:10000         0:0:0:0:0:0:0:0:0:0:0:0:0:0:0:0:0:0:0:		Single Colum	n Letter Portrait
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Bardard 4         Image: Strateging 4 <t< td=""><th>Standard 3</th><td></td><td></td></t<>	Standard 3		
SUBJECT 3 (Subject 3 Teacher)         Parent Signature:         Date:           Bitraduel 1	Standard 4		
Bitsdard         Counter           Bitsdard         Parent Signature:         Date:           3 <sup>rd</sup> Counter         Parent Signature:         Date:           Bitsdard         Parent Signature:         Date:	Stendard 5		1 <sup>st</sup> Quarter
Bitsdad 1         Image: Construction of the second of	SUBJECT 3 (Subject 3 Teacher)		Parent Signature: Date:
BUBJECT 4 (Suppler 4 Teacher)         Parent Signature:         Date:           Standard 1         1         3 <sup>rd</sup> Queter         9 <sup>rd</sup> Queter           Standard 2         1         4 <sup>rd</sup> Queter         0 ate:           Standard 3         1         1         1           Standard 3         1         1         1           Standard 4         1         1         1           Standard 5         1         1         1           Standard 4         1         1         1			2 <sup>nd</sup> Quarter
BUBJECT 4 (Studyer 4 Twenher)         3 <sup>rd</sup> Querter           Etmoded 2         4 <sup>rd</sup> Querter           Etmoded 3         4 <sup>rd</sup> Querter           Etmoded 4         4 <sup>rd</sup> Querter           Etmoded 5         4 <sup>rd</sup> Querter           Etmoded 4         4 <sup>rd</sup> Querter           Etmoded 4         4 <sup>rd</sup> Querter           Etmoded 4         4 <sup>rd</sup> Querter	Stendard 2		Parent Signature: Date:
Bandword 1         Parent Signature:         Date:           Bandword 2         Image: Comparison of the second of the sec	SUBJECT 4 (Subject 4 Teacher)		
Bitmiderd 3         4 <sup>th</sup> Oxartler           Bitmiderd 4         2           Bitmiderd 5         2           Bitmiderd 5         2           Bitmiderd 6         2           Bitmiderd 7         2           Bitmiderd 7         2           Bitmiderd 1         1           Bitmiderd 2         1           Bitmiderd 2         1           Bitmiderd 4         2           Bitmiderd 4         2			
Bitsdard 4         Date:           Standard 5         Image: Constraint Cons			
Bitmdard 5     Dete:       BitBlackerd 5 (Subject 6 Teacher)     PLACEMENT FOR 2017 - 2018 BCHOOL YEAR       Bitmdard 1     This student has been Promoted to			4 <sup>th</sup> Quarter
BUBJICT 5 (Studyer 5 Teacher)         PLACEMENT FOR 2517 - 2014 SCHOOL YEAR           Standard 1         This subset has been Promoted to		+ $+$ $+$ $+$ $+$ $+$ $+$	Parent Signature: Date:
Bandwid 3     This student has been Promoted to       Bandwid 3     This student has been Promoted to       Bandwid 3     Texcher Signature       Bandwid 4     Principal Signature	orenoerd b		
Blanderd 2 Blanderd 2 Blanderd 5 Blanderd 5 Blanderd 4 Principal Signature Principal Signature			
Otandard 5         Texther Signature           Otandard 4         Principal Signature			This student has been Promoted to
Standard 4 Principal Signature		+ $+$ $+$ $+$	Teacher Signature
		+	Principal Signature

- 3. Select the required layout from the **Standard Template Layout** list.
- 4. Click **Apply**.

## Copy/Move Volunteer Signup entries to same/other Volunteer Calendar resources

The ability to move/copy signups within a volunteer calendar is a powerful addition to this resource. Now administrators may reuse scheduled date/time slots for other events. This is especially useful when setting up parent teacher conferences. Once the time slots are created for one teacher, members with edit permission or admins may now copy these times to other teacher's signups.

#### Location: Volunteer Calendar Resource

**Description:** To copy/move the entries to other dates within the same or other volunteer calendar resources.

- 1. Click Add/Modify Entries.
- 2. Click Copy/Move Entries.

Copy/Move Entries
Select Resource: School-Volunteer for Yard Duty 🔻
Select entries to copy/move:
From: 10/11/2016 (MM/DD/YYYY) To: 10/13/2016 (MM/DD/YYYY)
Start new entries on: 10/26/2016 (MM/DD/YYYY)
Please Select:   Move Entries  Copy Entries
Copy Assignees: 💿 Yes 🔘 No

3. Choose the resource you are copying the entries to and the date range that should be copied.

*Note*: Click *Copy Entries* to copy, if you click *Move Entries* they will be moved from their current location to the new location.

### Manage Resource New Interface

Location: Manage Resource Admin Tool

**Description:** Enables to easily manage different operations like setting resource permissions, archive activities for multiple resources at one time.

- 1. Click Manage Resource tool on Admin page.
- 2. Clicking on Try new manage resource page link displays the following page.

	Manage Resources [Permissions]	Back to old manage resource page →
1. Select resources to operate on 2. Operate	ate on resources	
Groups: All groups    Resource type:	All   Name:	Include hidden resources Q Search
A Search and add some resources to work on and	follow the instructions in each stage marked with sign 'O	

- 3. Select the following:
  - Group from **Groups** drop-down.
  - Type of resource from **Resource** type list.
  - Enter the resource name in the **Name** field (if left blank then all resources of the selected type will display).
  - Check the Include hidden resources option if you want the hidden resource to be displayed.
- 4. Click **Search**.

	Manage Resources [Permissions]	Back to old manage resource pa
1. Select resources to operate on	2. Operate on resources	
Grade 4 • Reso	urce type: Grade Posting   Name:	Include hidden resources Q Search
earch Result:-		
Add some resources to work on	n from the search result shown below before continuing with t	the step2: operation. O Add resources to operate list
Resource Name (Selected: 1 of 11)		
Grade 4: Attendance (Grade Posting)		
Grade 4: Literature (Grade Posting)		
Grade 4: Mathematics (Grade Posting)		
Grade 4: Math Accelerated (Grade Posti	ing)	
Grade 4: Social Studies (Grade Posting)	)	
Grade 4: Science (Grade Posting)		
Grade 4: Spanish (Grade Posting)		
Grade 4: Pe (Grade Posting)		
Grade 4: Pe (Grade Posting)	))	

5. Select the required resource(s) and click **Add resource to operate list**.

	Manage Resources [Permissions]	Back to old manage resource page
1. Select resources to operation	ate on 2. Operate on resources	
Selected Resources:- Ø If required, make r	ecessary changes on the resource selection, and then press 'Step 2 Ø' button to con	tinue to operate on.
	ecessary changes on the resource selection, and then press 'Step 2 <b>0</b> ' button to con  Clear selection	tinue to operate on. Step 2 0
If required, make r	Clear selection	

6. Now click Step 2 or Operate on resources tab to proceed.

	Manage Resources [Permissions]	Back to old manage resource page >
1. Select resources to operate on 2	. Operate on resources	
Perform the following oper	ations on the selected 1 resource(s).	
Clear permission list		
Update permission		
Purge or delete resource		k to
Other operations		vie
		S & S
		ele
		ž
		Te .
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		· · · · · · · · · · · · · · · · · · ·

7. Click on the links as per required operation.

## Manage Members New Interface

Location: Manage Members Admin Tool

**Description:** Enables SchoolSpeak administrators to easily manage member operations like setting member type and member permission, changing member details, setting member access privileges on multiple members at one time.

- 1. Click Manage Members Tool on Admin page.
- 2. Clicking on **Try new manage members page** link displays the following page.

	Manage Members [Permissions]	Back to old manage members page
1. Select members to operate on	2. Operate on members	
Groups: All groups   Type: A	Ill member types • Search word:	Q Search
A Search and add some members to o	perate on and follow the instructions in each stage marke	ed with sign '®'

- 3. Select the following:
  - Group from **Groups** drop-down.
  - Member type from **Type** drop-down.
  - Enter the search name in the **Search word** field (optional).
- 4. Click Search.

	Manage Members [Permissions]	Back to old manage members pag
1. Select members to operate on 2. C	Operate on members	
Groups: Grade 4 • Type: Teacher	Search word:	Q Search
Search Result:-		
Add some members to work on from	the search result shown below before continuing with the st	ep 2: operation. • Add members to operate list
Member Name (Selected: 1 of 15)		
Member Name (Selected: 1 of 15) John, Shiju		
🔲 John, Shiju		
<ul><li>John, Shiju</li><li>Dallas, Eve</li></ul>		
<ul><li>John, Shiju</li><li>Dallas, Eve</li><li>Brown, Jackelyn</li></ul>		
<ul> <li>John, Shiju</li> <li>Dallas, Eve</li> <li>Brown, Jackelyn</li> <li>Patrick, Christa</li> </ul>		

5. Select the required member(s) and click Add members to operate list.

	Manage Members [Permissions]	Back to old manage members page >
1. Select members to operate on 2. Oper	ate on members	
Selected Members:- Ø If required, make necessary changes	on the member selection, and then press 'Step 2 🕑 b	button to continue to operate on.
Search and add members		Step 2 🛇
Member Name (Selected: 1 of 1)		
🖉 Grant, Robert		

6. Now click **Step 2** or **Operate on members** tab to proceed.

	Manage Members [Permissions]	Back to old manage members page
1. Select members to operate on 2.	Operate on members	
Perform the below listed op	erations on the selected member(s).	
Update member types		
🛢 Update groups		
Enable or Disable flags		5
🛙 Delete members		VIEW
		selected
		B
		i i i i i i i i i i i i i i i i i i i

7. Click on the links as per required operation.

## Auto Sync Entries from Volunteer Calendar with Goal Tracking resource

The goal traching resource can automatically update family service hours through a connection to the volunteer calendars they use to sign up. This reduces the amount of maintenance for program administrators to keep parent/student service goal levels up to date.

#### Location: Goal Tracking Resource

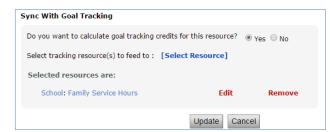
**Description:** Syncs the Goal Tracking resource with any Volunteer Calendar resource that is used within SchoolSpeak. Sync - short for synchronization - means that the Volunteer Calendar resource can automatically send data entries for members to the Goal Tracking resource. Refer the Goal Tracking Resource document to learn more.

#### To access:

- 1. Click Volunteer Calendar resource on the Home page.
- 2. Click the Settings link.



3. Click Sync With Goal Tracking.



- 4. Set the 'Do you want to calculate goal tracking credits for this resource?' option to 'Yes'.
- 5. Locate Select Goal Tracking Resource(s) to feed to and click the [Select Resource] link.

Add/Update Goal Tracking Resource	
Select Resource:	School-Family Service Hours <b>▼</b>
Default credit per event:	Duration/Value of the event     Fixed   Hours   Minutes
Default item name	Please Select
Sync only records:	From To
	(Leave empty for no date limit)
	Add Cancel

- 6. Indicate the appropriate options within the Add/Update Goal Tracking Resource pop-up box.
- 7. Click Add.



8. Click Update.

## **Resource Admin page New Interface**

#### Location: Resource Admin page

**Description:** Functionalities on the page are the same. Only the layout of the page is enhanced.

- 1. Click on any resource from left-margin.
- 2. Click the [Admin] link next to the Resource name.
- 3. Locate the Modify Resource Permission section.

Modify	Resource Permission:	
View:	Included Groups: School	Edit
Edit:	Included Groups: School	Edit
Admin:	Included Members: (Community Admin can ad	<b>Edit</b> Iminister)
	Go b	ack

4. Click the **Edit** link in the View/Edit/Admin boxes.

<b>G</b> Go back	Edit list of members and groups:[School Calendar ] - Who can Edit
Add Members	
Add Groups	
Included member	's and groups
▶ Included Membe	r5:
No Members	
▶ Included Groups	2
Groups Inc	Cluded (Selected: 0 of 1)
School	

# Edit link and drop-down for selecting assignment on the Gradebook Edit page

Adding and editting grades just became easier. With the new assignment list drop down functionality within the Edit page of an assignment, teachers can move from assignment to assignment without having to go back to the gradebook display page and scroll through all of the noted assignments.

#### Location: Gradebook Resource

**Description:** Enables teachers to edit the assignment score and select assignments for the selected term.

		Grade 4-Literature [Reports] [Tools]	[Settings] [	Admin]	• 1	rimester 3 🔻 Assessm 🔍 I Save & Publish * Cancel [Published Reports] [View All] [Edit All] [Add 1 🔻 Assignments] [Term
ŀ	Trimester 3	(02/01/16 - 04/15/16)		[Operation]	ations]	Included standards:
			Date:	02/01/2016		A
		4	Assignment:	Assessment 3		
			Category:	Classwork		T
			Drop:	Can be droppec 🔻		Assignment description (optional):
			Max Points:	10 🔛		
		Include in grade	calculation:	🖉 [Clear Fill] [Standa	rds]	
	#ID	Student	Grade	Input as : Score 🔹 🔻		
	1 802	📝 Bradford, Karen	95.95% A-		9.999	
Γ	2 806 ·	📝 Brown, Matt	146.47% A+		20	
	3 812	📝 Chu, Jeff	95.96% A-		10	
	4 815	📝 Davidson, Melanie	74.75% C		6	
ŀ	Trimester 3	(02/01/16 - 04/15/16)		[Stan	dardsl	Assignment description (optional):
			Date:	02/01/2016		
		4	Assignment:	Assessment 3		
			Category:	Classwork		
			Drop:	Can be dropped		
			Max Points:	10		
		Include in grade	calculation:	9		
	13 200023	El Florit, Even	02.0%A			[Publish options]
						Save & Publish Cancel

## Grade, Attendance, and Seating Chart last update time on Manage Gradebook page

A must for SchoolSpeak admins! When working with new teachers, navigating a new implementation or getting ready for report cards, SchoolSpeak administrators may now view the last time the gradebook, attendance book or seating chart was updated.

#### Location: Manage Gradebook Admin Tool

**Description:** Allows the administrator to view the status of gradebooks/attendance books within the application with the last update date/time details of grades, attendance, and seating charts on the Manage Gradebook page.

show	Gradebook in : 4	•		OR	[Search Gradebooks]
Seleo	t Term:	Show in RED G	Gradebooks:		
Trim	ester 1(08/01/15-10	/31/15) Not Updated aft	er: 10/14/2016		
		Not Published at	fter: 10/14/2016		
		Selected date is	not within the term's date	e range.	
elec	ted Gradebooks to u	pdate:			
show	in last update:	🗹 Grade update 🗹 Attendance	undate 🗹 Seating chart i	undate	
			update — Seating chart (		
	Name	Last Updated	Last Published	When Closed?	When Locked?
	4:Attendance	Attendance:04/04/2016 12:30 PM Seating Chart:02/09/2016 04:28 I			10/06/2016 10:43 AM
<ul> <li>Image: A start of the start of</li></ul>	4:Attendance 4:Literature		[Vious >]		10/06/2016 10:43 AM 10/06/2016 10:43 AM
_		Seating Chart:02/09/2016 04:28 I Grade:06/23/2015 12:42 AM	[View>>]           01/02/2014 07:43 AM           [View>>]           10/13/2015 05:50 PM           [View>>]		
	4:Literature	Seating Chart:02/09/2016 04:28   Grade:06/23/2015 12:42 AM Attendance:Never Grade:01/06/2016 11:39 AM	[View>>]           01/02/2014 07:43 AM           [View>>]           10/13/2015 05:50 PM           [View>>]		10/06/2016 10:43 AM
<b>\$</b>	4:Literature 4:Mathematics	Seating Chart:02/09/2016 04:28   Grade:06/23/2015 12:42 AM Attendance:Never Grade:01/06/2016 11:39 AM Seating Chart:05/31/2016 01:22	Image: PM         [View>>]           01/02/2014 07:43 AM         [View>>]           01/02/2015 05:50 PM         [View>>]           09/17/2013 05:27 PM         [View>>]           02/03/2014 12:04 PM         [View>>]		10/06/2016 10:43 AM

## Contact SchoolSpeak Support

If you have any questions about the new enhancements, please contact SchoolSpeak Support. P – 877-773-2513 Support@schoolspeak.com