

High School and Beyond Educator Guide CONNECT

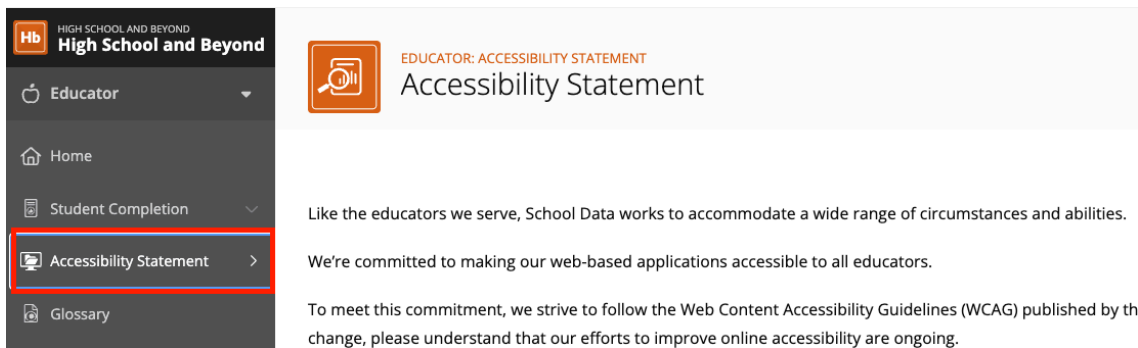
Here, you will learn to navigate the educator High School and Beyond application.

Manage Student Completion

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/43397611730835>

Accessibility Statement

This page contains the **Accessibility Statement** relevant to all user roles, including you as an educator. Click **Accessibility Statement** in the left navigation menu to review.



High School and Beyond

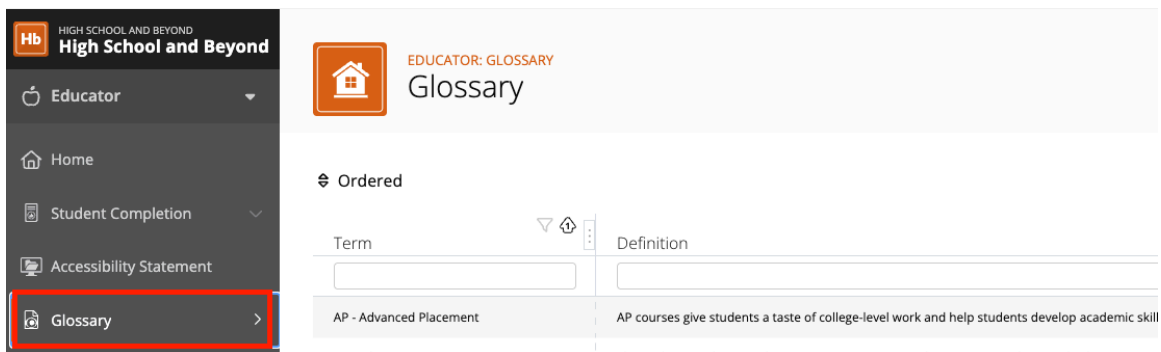
EDUCATOR: ACCESSIBILITY STATEMENT
Accessibility Statement

Like the educators we serve, School Data works to accommodate a wide range of circumstances and abilities. We're committed to making our web-based applications accessible to all educators.

To meet this commitment, we strive to follow the Web Content Accessibility Guidelines (WCAG) published by th change, please understand that our efforts to improve online accessibility are ongoing.

Glossary

This page contains details regarding the verbiage used in High School and Beyond. Click **Glossary** in the left navigation menu to review.



High School and Beyond

EDUCATOR: GLOSSARY
Glossary

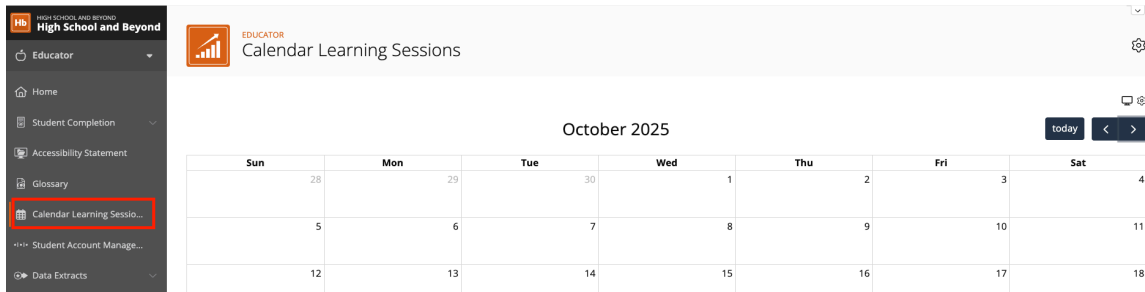
Ordered

Term	Definition
AP - Advanced Placement	AP courses give students a taste of college-level work and help students develop academic skill

Review Calendar Learning Sessions

Here, you will learn to explore upcoming events using the calendar.

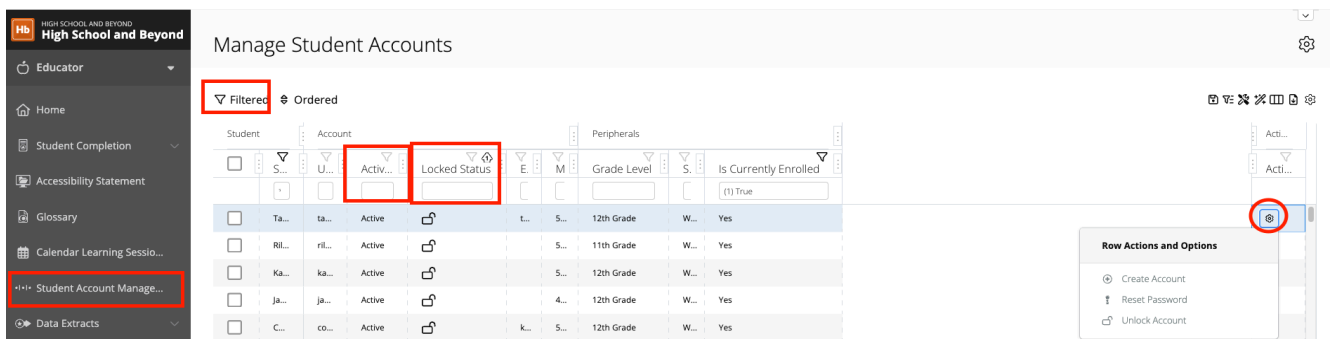
1. Start by navigating to **Calendar Learning Session** in the left navigation menu.
2. Click on an **event** to see details.
3. Click the “X” in the top right to close the window and return to the calendar.



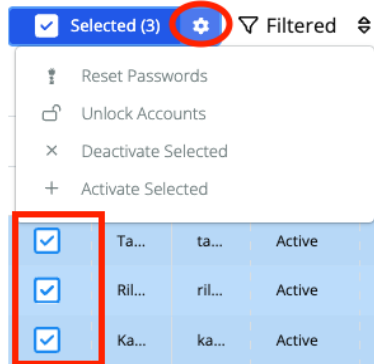
Manage Student Account Management

Here, you will learn how to manage student accounts by activating and unlocking them.

1. Start under **Student Account Management** in the left navigation menu.
2. You may sort or search the data table in several ways.
 - Use the search box at the top of the **Student** column to find a specific student by name.
 - Click the search box in the **Activation Status** column, then click the **checkbox** for **Inactiv**. This will sort all inactive accounts to the top.
 - Click the **Locked Status** column, then select the **checkbox** to **enable tracking**. This will sort all locked accounts to the top.
 - To quickly clear or check filters, click the **Filtered** icon at the top left of the table and click the **trash can icon** to clear the filter.
3. Click the **Row Actions Gear** to the far right and choose the following.
 - **Create Account**
 - **Reset Password**
 - **Unlock Account**



4. To activate and unlock multiple accounts at once, click one or more **checkboxes** to the far left of the student or click the top checkbox to select all.
 - Click the **Selected Gear** at the top left of the table and choose one of the following.
 - **Reset Passwords**
 - **Unlock Accounts**
 - **Deactivate Selected**
 - **Activate Selected**



Manage Data Extracts

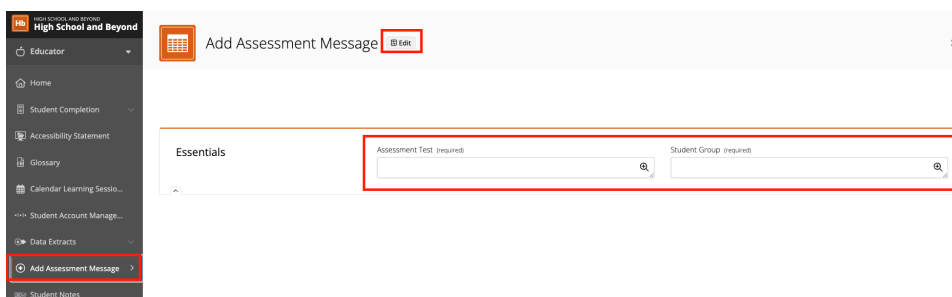
Helpful Resources:

- <https://support.schooldata.net/hc/en-us/articles/43815976714003>
- <https://support.schooldata.net/hc/en-us/articles/43844187763347>

Manage Assessment Messages

Here, you will learn how to add assessment messages.

1. Start by selecting 'Add Assessment Message' in the left navigation.
2. Click the **Edit Page Settings** button to the right of the page title.
3. Click the **magnifying glass** in the **Assessment Test** field and select the checkbox to the left.
4. Use the filter boxes at the top to search and narrow the assessment test name.
5. Select the **Student Group** similarly. You can select a specific school year from the dropdown menu and choose between a custom or shared group type.
6. Click **Save**.



7. You will see a data table of students, along with their color-coded assessment scores, levels, and whether they have met the standard.

8. Click one or more **checkboxes** to the far left, click the **Select Gear** in the top left, and choose **HSB - Educator - Add Student Assessment Test Score Comments**.
9. Fill in your **Comment**.
10. Click **Save**.