

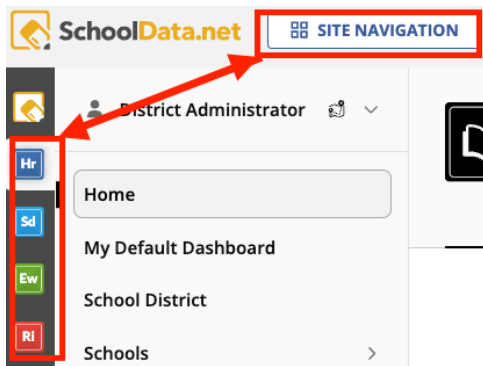
Application Navigation and User Settings

Here, we will learn about settings and how to manage your account.

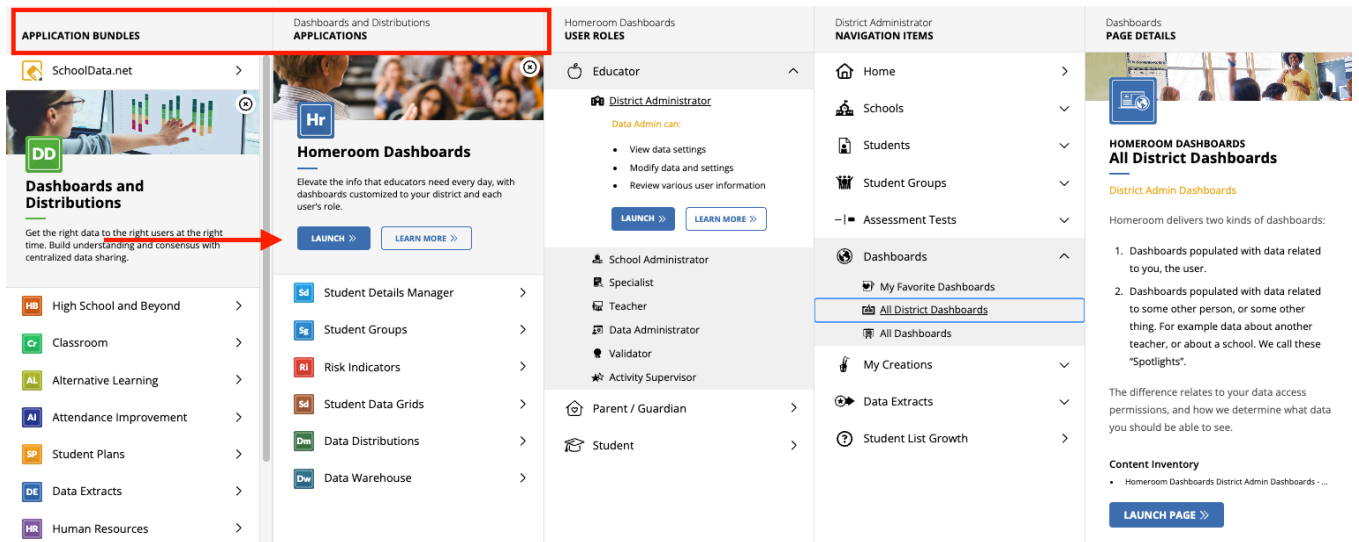
Application Navigation

First, let's look at the suite navigation. Here is how to switch between applications.

1. Click the **Site Navigation** icon next to the **SchoolData** logo to view all available applications, organized by bundle.



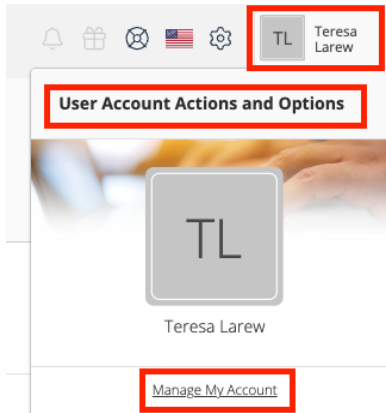
2. A modal/popover window will appear.
3. Select the **Application Bundle** on the far left, then select **Applications, User Roles, Navigation Items, and Page Details** as needed.
4. Click the **Launch** button. (E.g., Dashboards and Distributions > Homeroom Dashboards > Launch)



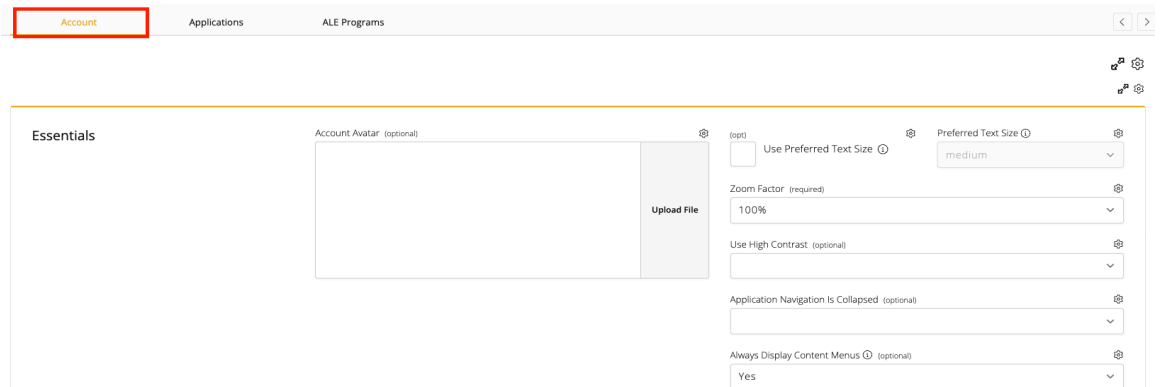
5. Alternatively, quickly locate any application using the application icon in the left navigation menu.

User Settings And Password Change

- Once logged in, click your **User Settings** (Avatar/Name) in the upper right to see your **User Application Actions and Options**.



- In the new window, click **Manage My Account**.
- You will see the Manage Account page, with several subpages (tabs) at the top.
 - Accounts Tab:** Here, you can create an account avatar, adjust screen preferences, and change your password.
 - Click **Upload File** in the **Account Avatar** field, **choose your file**, and click **Accept**.
 - Select your screen preferences from the dropdown menus.
 - Preferred Text Size**
 - Zoom Factor**
 - Use High Contrast**
 - Application Navigation Is Collapsed:** When set to Yes, the left navigation will remain collapsed until the component is interacted with.
 - Always Display Content Menus:** When set to No, the content menus are hidden until the component that contains them is interacted with.



- Fill in the **Password** with a minimum of eight (8) characters.
- Click **Save**.

Change Password

User Name:

Password (optional):

- b. **Applications Tab:** This allows you to view your applications, user roles, default pages, and your access to them. A **checkmark** means you have access. An **"X"** means you do not have access.

Account **Applications** ALE Programs

| Application | Application | User Role | Default Page | Has Access? |
|---------------------------|---------------------|--------------------|--------------|-------------------------------------|
| ▼ Homeroom Dashboards (9) | | | | |
| Homeroom Dashboards | Homeroom Dashboards | Homeroom User | | <input checked="" type="checkbox"/> |
| Homeroom Dashboards | Homeroom Dashboards | Data Administrator | Home | <input checked="" type="checkbox"/> |

- c. **ALE Programs Tab:** Here, you view ALE Program Associations if applicable. It is view only.

4. Toggle the **Demo Mode** to adjust the application's view. Toggling On will display a school data application without revealing private information: photos and names will be obscured or replaced with randomly generated content.

Demo Mode

ON OFF

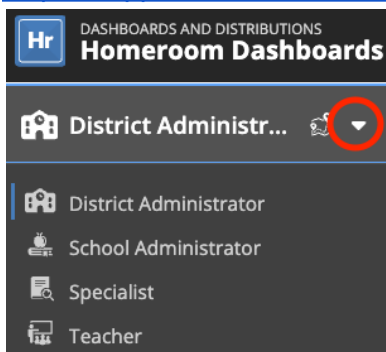
Note: You will see a popover that says "This application is currently in Demonstration Mode." We have attempted to replace all person names with fake names. Demonstration mode is not guaranteed to hide all personal data. Please test your displays before presenting them to others.

5. Click the **Logout button** at the bottom of this section to log out of all schooldata applications.

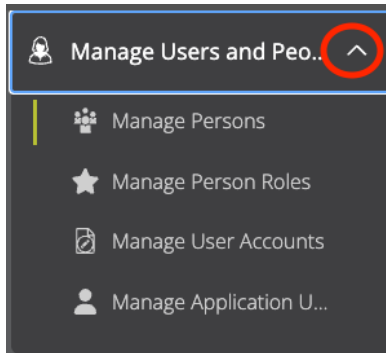
Left Navigation

The left navigation menu is organized to help users navigate the various options. NOTE: The displayed user list will vary based on the user's role.

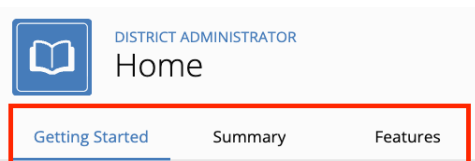
1. Select your **Role** from the dropdown menu. **Helpful Resource:** Roles and Permissions <https://support.schooldata.net/hc/en-us/articles/13589932456979>



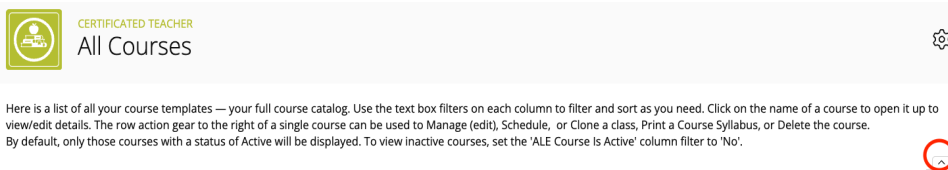
2. The **arrow** on the right signifies a dropdown menu of additional options.



3. A **Subpage Navigation (Tab Menu)** at the top of some pages makes it easy to navigate subpages. Click on a name from the menu or select from the dropdown menu to jump to that container or page.



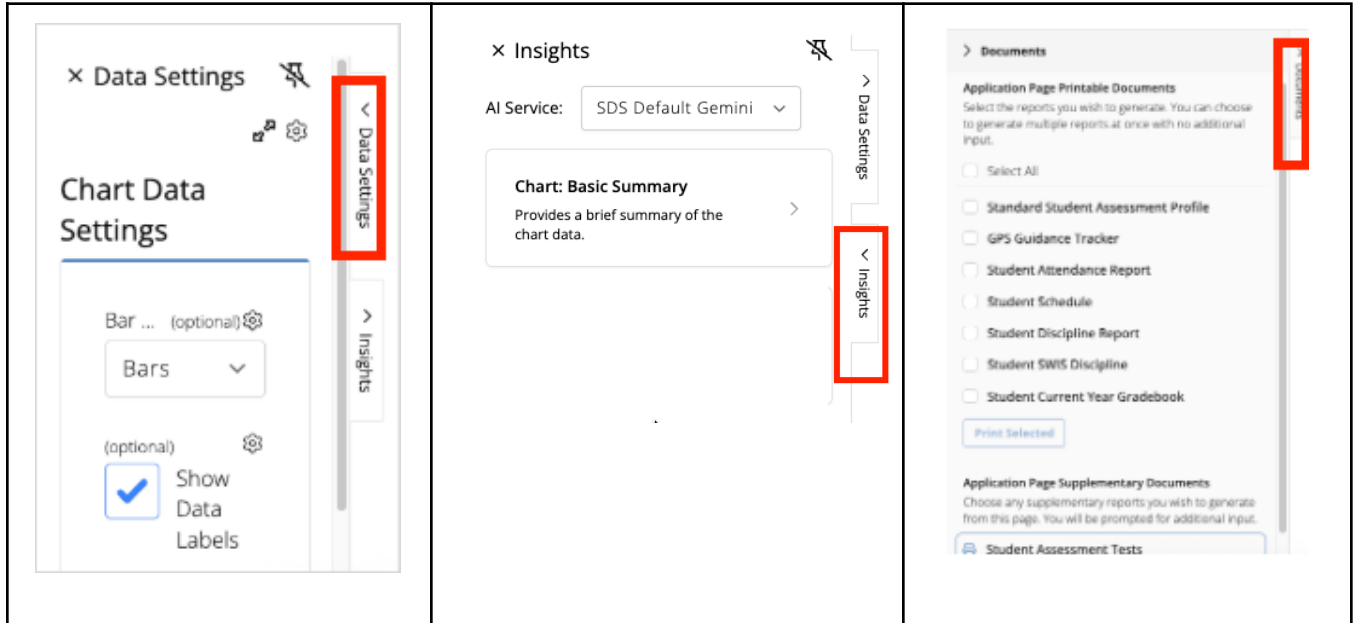
4. Some pages will have **essential instructions**. Click the **arrow** to show/hide.



Drawers

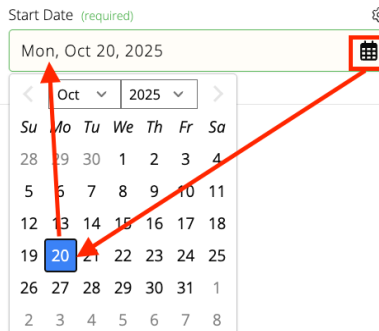
Click the arrow to show/hide drawer options. Click the **Pin** icon in the top-right of the drawer to Pin/Unpin it.

- **Data Settings:** Click the **Data Settings Drawer** to the left for **Chart Data Settings** (e.g., Bars/Columns, filters, Show Data Labels).
- **Insights:** Click the **Insights Drawer** to the left for **AI services** (e.g., Summaries, Questions).
 - **Helpful Resource:** <https://support.schooldata.net/hc/en-us/articles/48761912497427>
- **Documents:** Found to the right. (e.g., Student Spotlight, Evaluations)
 - **Application Page Printable Documents:** Select the reports you wish to generate. You can choose to generate multiple reports at once with no additional input.
 - **Application Page Supplementary Documents:** Choose any supplementary reports you wish to generate from this page. You will be prompted for additional input.



Date Selections

1. Clicking a date field will open the calendar. Click a **specific date** to autofill the date field.



2. Navigate to Today in the bottom left-hand corner of the calendar.



3. Navigate through selections using the **arrows** at the top, or click the **month** and **year** to choose from the available options.

