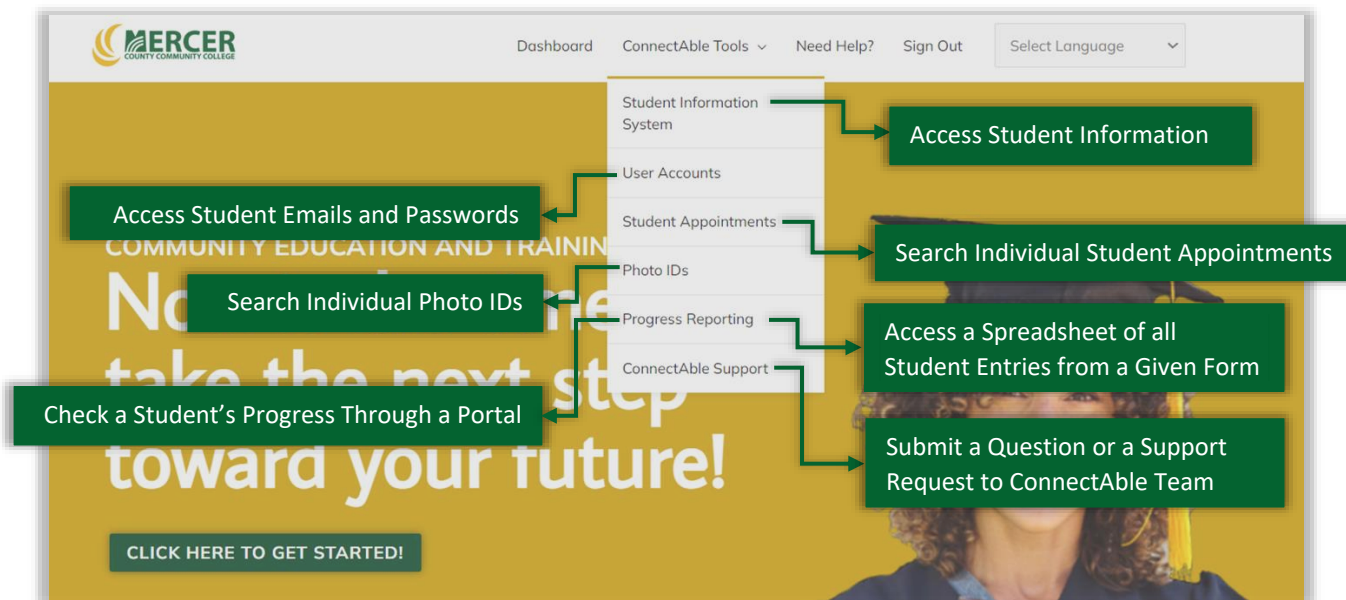
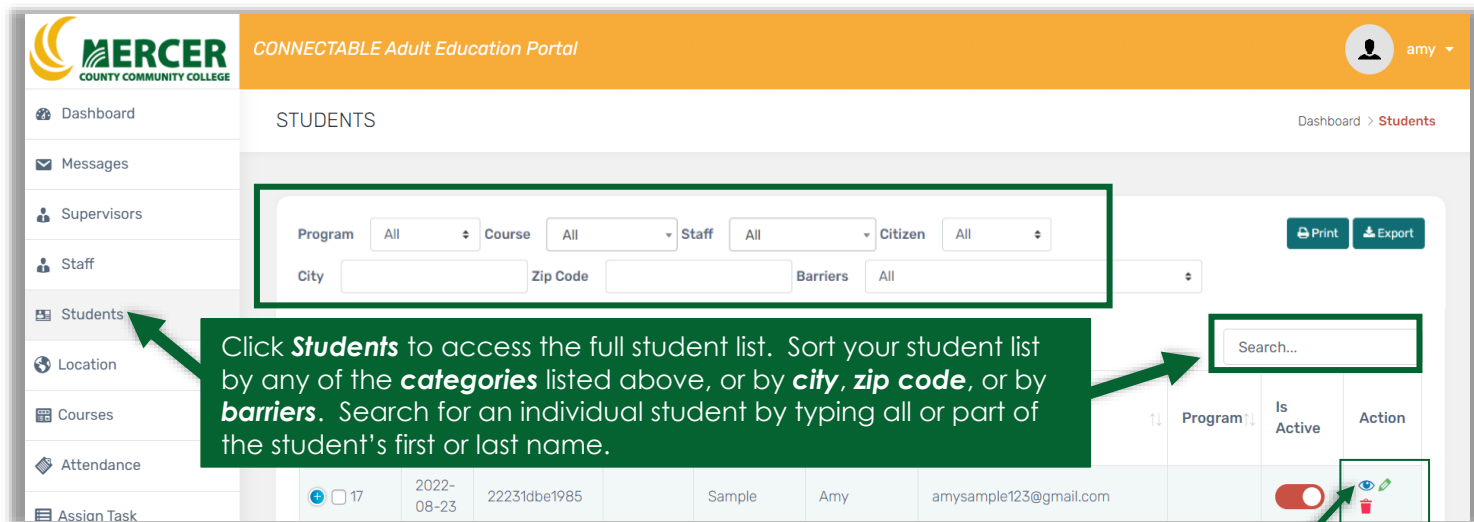


ConnectAble Tools Menu:



Student Information System: Accessing Student Information

Take a tour of your ConnectAble tools by trying each of the following steps.



When you have located a student you want to view, click the eye to view that student's details. Click the pencil to edit or update the student's registration form information or the trash can to delete a student.

VIEW STUDENT'S BASIC INFORMATION

Click the eye to view the Student Details screen for a student, which includes the basic information and documents shown below.

STUDENT DETAILS

Assign Task | Email /Message | View Registration File | View Barriers | View Attendance

Amy Sample

STUDENT INFORMATION

Program :
Phone Number : (317) 946-4736
Gender : Female
Address : 123 Sample Street, Sample, New Jersey-33333
DOB : 11/08/1975
Age : 46
US Citizen : Yes
First Language :
Country Of Birth : UNITED STATES
Email : acard1975@gmail.com

EMERGENCY CONTACT INFORMATION

Name : Neil Sample
Phone : (317) 376-3535
Course(s) : Add / Update
Notes History : Show/Hide
Test History : Show/Hide
Student Goals : View PDF
Upload more Student Goals/Hid...

Entry/Exit Date

Application Date : 08/10/20
Entry Date :
Last Attended Date :
Days Since Last Attended :
Achievement

2022-23 Student Goals - Adult Learning Plan (ALP)

DATE: 07/05/2022
NAME: Amanda Cox
PHONE: (212) 555-5555
DATE OF BIRTH: 05/05/2000
MY GOALS - I WOULD LIKE TO:
• Earn a high school/HS diploma.
• Earn a high school/HS diploma.

2022-23 Student Goals - Adult Learning Plan (ALP)

DATE: 07/05/2022
NAME: Amanda Cox
PHONE: (212) 555-5555
DATE OF BIRTH: 05/05/2000
MY GOALS - I WOULD LIKE TO:
• Earn a high school/HS diploma.
• Earn a high school/HS diploma.

PRACTICE:

Access the **Student Information System** from your ConnectAble Tools menu and select **Students** to view the student list. Practice sorting the students by category and searching for a student in the search box.

Select a sample student from the list and practice viewing each of the items described above in the **Student Details** screen.

ASSIGN A TASK STRAIGHT FROM THE STUDENT DETAILS SCREEN

Assign a task to a staff member regarding this student.

The screenshot shows the 'STUDENT DETAILS' page for a student named Amy Sample. The page is divided into several sections: 'STUDENT INFORMATION', 'EMERGENCY CONTACT INFORMATION', 'Entry Exit Date', and 'Achievement'. The 'Assign Task' button is highlighted with a green box and an arrow pointing to the instruction above. Other buttons include 'Email / Message', 'View Registration File', 'View Barriers', and 'View Attendance'.

STUDENT INFORMATION	EMERGENCY CONTACT INFORMATION	Entry Exit Date
Program :	Name : Neil Sample	Application Date : 08/10/2022
Phone Number : (317) 946-4736	Phone : (317) 376-3535	Entry Date : <input type="text"/>
Gender : Female	Course(s) : Add / Update	Last Attended : Date
Address : 123 Sample Street, Sample, New Jersey-33333	Notes History : Show/Hide	Days Since Last Attended
DOB : 11/08/1975	Test History : Show/Hide	Achievement
Age : 46	Student Goals : View PDF	<input type="text" value="Select Achievement"/>
US Citizen : Yes	Upload more Student Goals/Hide	

The screenshot shows the 'ASSIGN TASK' form. It has three main sections: 'Staff Name', 'Task Type', and 'Note'. The 'Staff Name' dropdown is set to 'None selected'. The 'Task Type' dropdown is set to 'Select task'. The 'Note' field is empty. An 'Add' button is at the bottom left. Three green callout boxes with arrows provide instructions: 'Select staff member from dropdown.', 'Select task category.', and 'Type task and click Add to send the task.'

*The staff member assigned the task will have a notification symbol (red circle with a number in it) in the sidebar on the **TASKS** tab.

PRACTICE:


From the **Student Details** screen, assign a sample task to another staff member, and have other staff members send a task to you so that you can experience the functionality.

COMMUNICATE WITH THE STUDENT

Send an email or text message to the student.

STUDENT DETAILS

Amy Sample



STUDENT INFORMATION

Program :
Phone Number : (317) 946-4736
Gender : Female
Address : 123 Sample Street, Sample, New Jersey--33333
DOB : 11/08/1975
Age : 46
US Citizen : Yes

EMERGENCY CONTACT INFORMATION

Name : Neil Sample
Phone : (317) 376-3535
Course(s) : Add / Update
Notes History : Show/Hide
Test History : Show/Hide
Student Goals : View PDF
Upload more Student Goals/Hide

Entry Exit Date

Application Date : 08/10/2022
Entry Date :
Last Attended : Date
Days Since Last Attended

Achievement

Select Achievement

Assign Task Email / Message View Registration File View Barriers View Attendance

EMAIL / TEXT MESSAGE

Subject *
We missed you

Notify Type *
TEXT MESSAGE

Type the subject.

Type the message. (160-character limit for texts.)

Choose email or text message. (TEXT IS ALWAYS BEST!)

We missed you in class! Please make sure to come to class Wednesday to see what you missed!

Notify

Search...

#	Name	Description	Type	Date	Action
No data available in table					

Show 10 entries Showing 0 to 0 of

Your sent messages will collect at the bottom.

PRACTICE:

Follow the directions above to send a sample email and text message to Amy Sample, or any other sample student who has a valid email and phone number.

COMMUNICATE WITH OTHER STAFF MEMBERS – ASSIGN TASKS

Staff Name *
None selected

Student Name
Select Student

Task Type *
Select task

Note *

Add

ASSIGNED TASK

Task Assign To	Student	Task	Note	Date
Peg Gould	Amy Sample	This is a test task.	This is a sample of a task that can be sent to another staff regarding a student.	08/25/2022

Show 10 entries Showing 1 to 1 of 1 entries

Select the staff member assigned, the student's name it is regarding, and the type of task, then type the task. Click **Add** to send it. The staff member assigned the task will see a task notification in the sidebar of his/her account.

Your previous tasks will collect at the bottom of the screen.

COMMUNICATE WITH OTHER STAFF MEMBERS – SENDING MESSAGES

Dashboard

Messages

Supervisors

Staff

Students

Location

Courses

Attendance

Assign Task

Text/Email

DASHBOARD

Compose

Inbox

Sent

Trash

INBOX ITEMS

Select Action

Search...

	From	Subject	Action
No data available in table			

Show 25 entries Showing 0 to 0 of 0 entries

PRACTICE:

Send a sample task and sample message to another staff member by selecting those tabs from the side menu. Make sure that another staff member sends one to you as well to experience the functionality of it.

SEND MASS EMAIL OR TEXT MESSAGES TO STUDENTS OR STUDENT GROUPS

CREATE A GROUP

Dashboard > Create Custom Group

CREATE CUSTOM GROUP

Group Name *

Select Type *

Select Student *

CUSTOM GROUP

Select **Create Custom Group** from the **Text/Email** tab.

#	Name	Action
1	test student	

Dashboard > Text/Email

TEXT/EMAIL

#	Name	Description	Type	Date
1	Test message	This is a test message from Mercer!	SMS	08/18/2022

Show entries Showing 1 to 1 of 1 entries

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Select **Create Message** from the **Text/Email** tab, then click **Create New** to compose a message.

TEXT/EMAIL

Subject *

Description *

Receiver

Notify Type *

Type your **Subject**, then for **Receiver** select a group of receivers with checkboxes shown. You can select all students, all of a category of students (ELL or HSE), or your customized student groups. You can also check the box to send to individual students. Select the message to be email or text (We recommend text). Type your message, then click **Notify** to send it.


PRACTICE:

Create a custom group from sample students or staff members who have valid emails and phone numbers. Then practice sending a message to those sample students or staff members.

CREATE AND VIEW STUDENT NOTES

STUDENT DETAILS

Amy Sample



STUDENT INFORMATION

Program :
 Phone Number : (317) 946-4736
 Gender : Female
 Address : 123 Sample Street, Sample, New Jersey-33333
 DOB : 11/08/1975
 Age : 46
 US Citizen : Yes

EMERGENCY CONTACT INFORMATION

Name : Neil Sample
 Phone : (317) 376-3535
 Course(s) : [Add / Update](#)
 Notes History : [Show/Hide](#)
 Test History : [Show/Hide](#)
 Student Goals : [View PDF](#)
[Upload more Student Goals/Hide](#)

Entry Exit Date

Application Date : 08/10/2022
 Entry Date :
 Last Attended :
 Days Since Last Attended :
Achievement
 Select Achievement

GENERAL NOTES

Upload File
 No file chosen

Note *

Note


Annotations:

- Green box: "Create and view notes regarding this student." with an arrow pointing to the "Notes History" link.
- Green box: "You can upload a file as well as take notes. Notes will collect at the bottom." with an arrow pointing to the "Upload File" section.

VIEW TEST HISTORY

STUDENT DETAILS

Amy Sample



STUDENT INFORMATION

Program :
 Phone Number : (317) 946-4736
 Gender : Female
 Address : 123 Sample Street, Sample, New Jersey-33333
 DOB : 11/08/1975
 Age : 46
 US Citizen : Yes

EMERGENCY CONTACT INFORMATION

Name : Neil Sample
 Phone : (317) 376-3535
 Course(s) : [Add / Update](#)
 Notes History : [Show/Hide](#)
 Test History : [Show/Hide](#)
 Student Goals : [View PDF](#)
[Upload more Student Goals/Hide](#)

Entry Exit Date

Application Date : 08/10/2022
 Entry Date :
 Last Attended :
 Date
 Days Since Last Attended
Achievement
 Select Achievement

Annotations:

- Green box: "View a student's test history." with an arrow pointing to the "Test History" link.

Test History Table:

Supervisor	Program	Gain	Test Date	Note	File	Action
Teresa Valtierra	ABE	Yes	2022-08-19		Score-Report-Amy-Sample-1.pdf	
Adrienne Carrol	ABE	No	2022-08-19		Score-Report-Amy-Sample.pdf	

Show 10 entries Showing 1 to 2 of 2 entries

PRACTICE:

Add and save sample notes and test scores to selected sample students to practice both adding that information and viewing it.

VIEW, EDIT, AND ADD STUDENT ACHIEVEMENTS

STUDENT DETAILS

Assign Task | Email /Message | View Registration File | View Barriers | View Attendance

Amy Sample

STUDENT INFORMATION

Program :
Phone Number : (317) 946-4736
Gender : Female
Address : 123 Sample Street, Sample, New Jersey-33333
DOB : 11/08/1975
Age : 46
US Citizen : Yes
First Language :
Country Of Birth : UNITED STATES
Email : acard1975@gmail.com

EMERGENCY CONTACT INFORMATION

Name : Neil Sample
Phone : (317) 376-3535
Course(s) :Add / Update
Notes History :Show/Hide
Test History :Show/Hide
Student Goals :View PDF
Upload more Student Goals/Hide

Entry Exit Date

Application Date : 08/10/2022
Entry Date :
Last Attended :
Date
Days Since Last Attended

Achievement

Select Achievement
Date
Save View

Select Achievement
ELL GAIN
ELL TO HSE TRANSFER
HSE GAIN
HSE ACHIEVED
CAREER TRAINING CERTIFICATION
EMPLOYMENT IN CAREER TRAINING
CITIZENSHIP
POSTSECONDARY ENROLLMENT

Select the student achievement from the dropdown choices as well as the date it was achieved and click **Save**. Click **View** to see the student achievements.

ACHIEVEMENTS

Search...

Achievement	Date	Action
ELL GAIN	08/17/2022	
HSE GAIN	08/16/2022	

Show 10 entries Showing 1 to 2 of 2 entries

PRACTICE:

Practice adding, saving, and removing student achievements for selected sample students.

ADMIN FUNCTIONS

ADD/REMOVE COURSES FOR A STUDENT

STUDENT DETAILS

Assign Task | Email /Message | View Registration File | View Barriers | View Attendance

Amy Sample

STUDENT INFORMATION

Program :
Phone Number : (317) 946-4736
Gender : Female
Address : 123 Sample Street, Sample, New Jersey-33333
DOB : 11/08/1975
Age : 46
US Citizen : Yes

EMERGENCY CONTACT INFORMATION

Name : Neil Sample
Phone : (317) 376-3535
Course(s) : [Add / Update](#)
Notes History : [Show/Hide](#)
Test History : [Show/Hide](#)
Student Goals : [View PDF](#)
[Upload more Student Goals/Hide](#)

Entry Exit Date

Application Date : 08/10/2022
Entry Date :
Last Attended :
Date

Click **Add/Update** to add or remove student courses.

Check or uncheck courses to add or remove them, select the date for an added course, and click **Update** to save it.

UPDATE COURSES

Courses

NEO 2223 AM

NEO 2223 AM | 2022-08-08

[Update](#) [Back](#)

[Update](#) [Back](#)

NEO 2223 AM

Search

Select all
 NEO 2223 AM
 NEO 2223 BF
 NEO 2223 DMW
 NEO 2223 DSA
 NEO 2223 DSE

Check or uncheck courses to add or remove them, select the date for an added course, and click **Update** to save it.

ADD TEST SCORES

STUDENT DETAILS

Assign Task | Email /Message | View Registration File | View Barriers | View Attendance

Amy Sample

STUDENT INFORMATION

Program :
Phone Number : (317) 946-4736
Gender : Female
Address : 123 Sample Street, Sample, New Jersey-33333
DOB : 11/08/1975

EMERGENCY CONTACT INFORMATION

Name : Neil Sample
Phone : (317) 376-3535
Course(s) : [Add / Update](#)
Notes History : [Show/Hide](#)
Test History : [Show/Hide](#)

Entry Exit Date

Application Date : 08/10/2022
Entry Date :
Last Attended :
Date

Click **Show/Hide** to have the Test Results window pop up.

TEST RESULT HISTORY

Add Test Information

Staff Member Submitting * | Date * | Program *

Select Supervisor | | Select Program

Gain?
 Yes No

Note

Upload Test Report File
 No file chosen

[Add](#)

Supervisor | Program

No data available in table

Show 10 entries Showing 0 to 0 of 0 entries

Select staff member, date, and program (ELL or HSE), as well as whether or not it was a gain, and add any notes regarding that test. Then upload the score report and click **Add**.

All added test results (CASAS, HiSET Readiness, or HiSET) will collect at the bottom for viewing.

ADD/REMOVE COURSES

From the **Courses** tab, add courses one at a time by clicking **Create New**, or import a spreadsheet of all courses by clicking **Import Courses**. Edit or delete existing courses from the list and make them Active or Not Active using the switch.

#	Course Number	Course Name	Prog	Is Active	Action
1	WEI NEO UE	NEO - Math Remediation WEI 2223	ABE	<input type="checkbox"/>	
2	NEO 2223 PRC	NEO Pre-Registration Contact		<input type="checkbox"/>	
3	NEO 2223 PN	NEO - ESL/IELCE Beg/Int	ELL Pam Nelson	<input type="checkbox"/>	

ADD/REMOVE STAFF

Add staff one at a time by clicking **Create New**, or import a spreadsheet of all staff by clicking **Import**. You can also export or print all staff. View, Edit, or Delete existing staff in the list.

Name	Email	Course(s)	Phone	Licensing	Action
Peg Gould	gouldm@mccc.edu				
testStaff lname	teststaff@gmail.com	demo 1	23652365	232232236	