



# Setting Student Properties *Training Guide*



*ProgressBook*®  
***SpecialServices***

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# Lesson *Objective*


- **Set student demographic information**

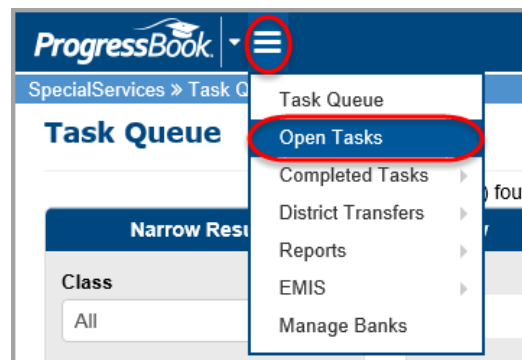
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# Access & Navigation

Once you are logged in to SpecialServices, you can access the **Open Tasks** screen in one of two ways:

- Click  to access the main menu, and then select **Open Tasks**.

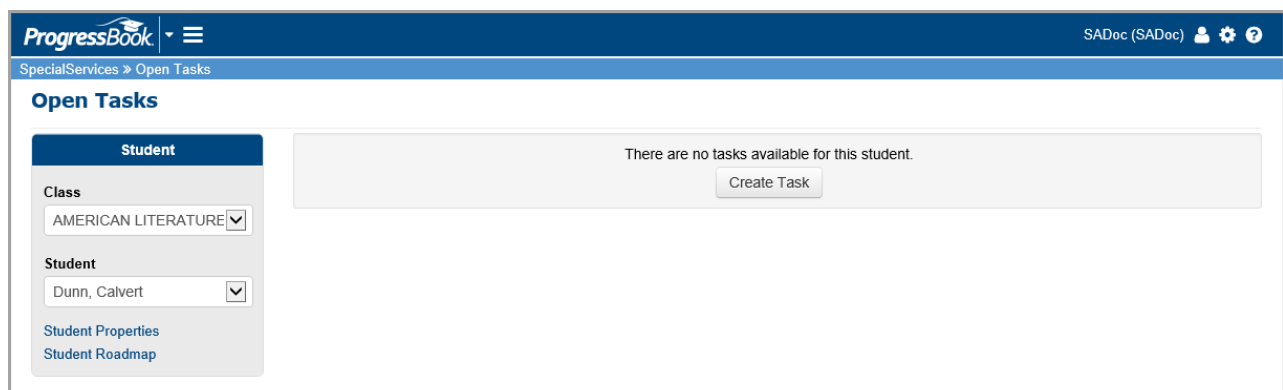


- From the **Task Queue** screen, in the **Task** column, click the task you want to view.

The screenshot shows the ProgressBook 'Task Queue' screen. The header includes the ProgressBook logo and 'SpecialServices » Task Queue'. Below the header, there is a 'Task Queue' section with a 'Narrow Results' sidebar and a table of tasks. The table has columns: Priority, Student, Task, Task Type, Started, Due, and Pages Complete. The task '2016-2017 IIEP' is circled in red.

Priority	Student	Task	Task Type	Started	Due	Pages Complete
	Haynes, Sharon	2016-2017 RIEP	RIEP	2/19/2017	3/28/2017	
	Little, Seif	2016-2017 IIEP	IIEP	2/19/2017	3/28/2017	
	Little, Seif	2016-2017 RETR	RETR	2/19/2017	3/28/2017	
	Palmer, Simone	2016-2017 IIEP	IIEP	2/19/2017	3/28/2017	
	Palmer, Simone	2016-2017 RETR	RETR	2/19/2017	3/28/2017	
	Potter, Sheryl	2016-2017 RIEP	RIEP	2/19/2017	3/28/2017	

In both instances, the **Open Tasks** screen displays.

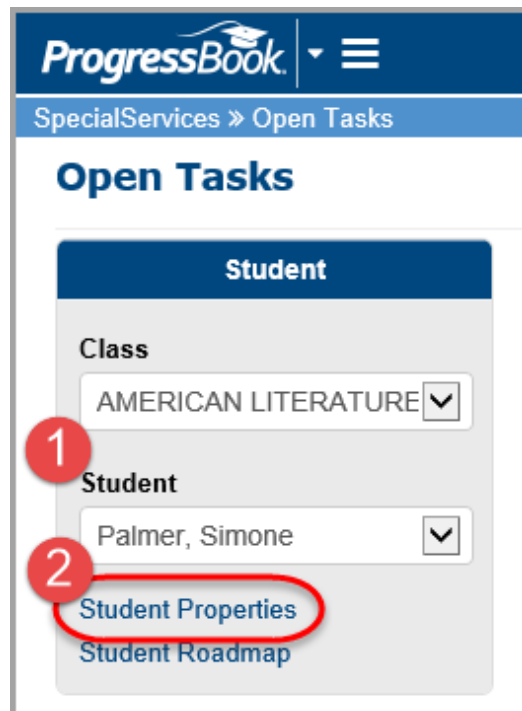




# Setting Student Properties

If you have the appropriate security privileges, you can set a student's demographic information, such as parent contact information and a school district of residence. This information can be populated in multiple forms, including forms in open tasks.

1. On the **Open Tasks** screen, select the **Student** whose demographic information you want to set.
2. Click **Student Properties**.





The **Student Properties** window opens.

3. Select the appropriate information in the drop-down lists.

**ProgressBook** SADoc (SADoc) ?

### Student Properties

**Palmer, Simone**

Student ID 4301011  
Date of Birth 12/17/2002  
Student Address 1141 Main Ave | SADoc OH | 44320  
District Of Residence SADoc - 300430  
County of Residence  
District Of Service SADoc - 300430  
Disability Category Specific Learning Disabilities

**Parent**

Name Lisa Palmer - Primary  
Address 1141 Main Ave | SADoc OH | 44320  
Home Phone Home / 440-431-5100  
Work Phone  
Cell Phone  
Email Primary / LisaPalmer@email.

**Second Parent**

Name  
Address  
Home Phone  
Work Phone  
Cell Phone  
Email

Close Save Properties

**Note:** Address information and parent contact information are live data pulled directly from StudentInformation.

**Note:** To update information for a contact other than a parent, make the changes in StudentInformation. The new values are then updated in SpecialServices during the nightly integration process. The exception is student address information, which updates immediately.

4. Click **Save Properties**.

A confirmation message briefly displays.

5. Click **Close**.

**ProgressBook** SADoc (SADoc) ?

**Student Properties**

**Palmer, Simone**

Student ID 4301011 ✔ The properties were saved successfully.

Date of Birth 12/17/2002

Student Address 1141 Main Ave | SADoc OH | 44320

District Of Residence SADoc - 300430 ▼

County of Residence ▼

District Of Service SADoc - 300430 ▼

Disability Category Specific Learning Disabilities ▼

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<p style="text-align: center;"><b>Parent</b></p> <p>Name Lisa Palmer - Primary ▼</p> <p>Address 1141 Main Ave   SADoc OH   44320</p> <p>Home Phone Home / 440-431-5100 ▼</p> <p>Work Phone ▼</p> <p>Cell Phone ▼</p> <p>Email Primary / LisaPalmer@email.▼</p>	<p style="text-align: center;"><b>Second Parent</b></p> <p>Name ▼</p> <p>Address</p> <p>Home Phone ▼</p> <p>Work Phone ▼</p> <p>Cell Phone ▼</p> <p>Email ▼</p>
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Close Save Properties