

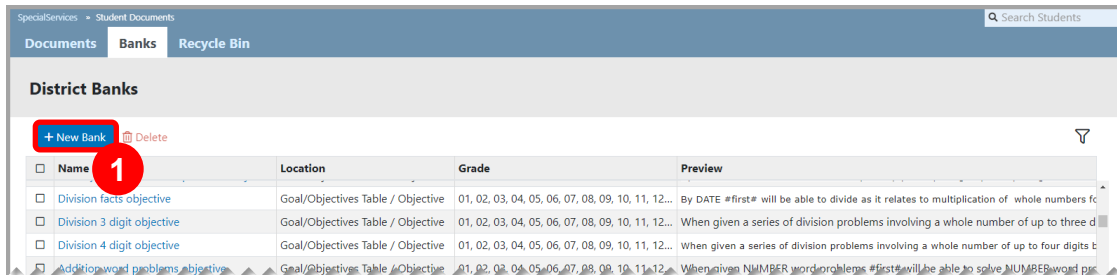


SpecialServices Managing District Banks

You must have the appropriate security privileges in StudentInformation to create, modify, and/or delete district banks in SpecialServices. For more information, see the SpecialServices Resource Permissions Overview instructional sheet.

Creating District Bank Items

- 1 On the **Student Documents** screen **Banks** tab, click **New Bank**.



The **District Banks** area displays below the grid.

- 2 Select the **Document** for which you want to create a district bank item.
- 3 Select a document **Section** and **Location** to which the district bank item applies.

Note: Selecting a **Section** and **Location** lets you use the district bank item for multiple fields across multiple documents. For example, an **Annual Goal** bank item can be used on the **IEP 6 Measurable Annual Goals** form in the **Measurable Annual Goal** field as well as on the **SP 1 Measurable Annual Goals** form in the **Measurable Annual Goal** field.

- 4 (Optional) Select the **Grades** to which this district bank item applies. All grade levels are selected by default.

- 5 Enter a **Bank Name**.

- 6 In the rich-text field, enter the desired content for the bank item.

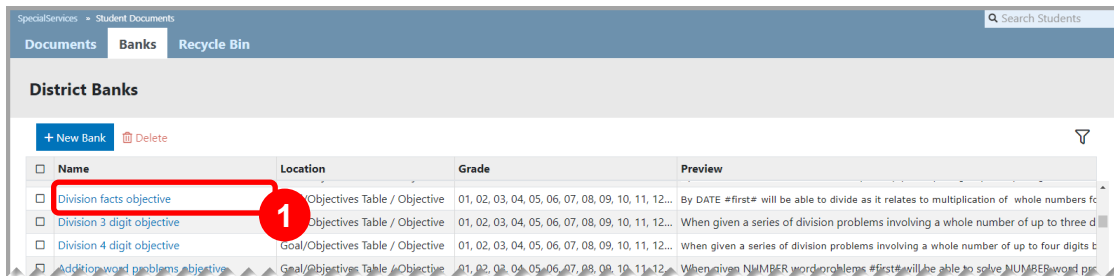
Note: You can use predefined text replacements as shortcuts that automatically add the correct value to a field depending on the name and gender of the student (e.g., #he/she#).

- 7 Click **Create**.

The **District Banks** area closes, and the new district bank item displays at the bottom of the grid.

Editing District Banks

- 1 On the **Student Documents** screen **Banks** tab, click the name of the bank you want to edit.



The **District Banks** area displays below the grid with the **Location** to which the district bank item applies.

- 2 Make any necessary changes.

Note: Once a district bank has been created, its **Location** is no longer editable.

- 3 Click **Save**.

The screenshot shows the 'District Banks' edit form. The form is titled 'District Banks' and has a close button in the top right corner. Below the title, the location is set to 'Goal/Objectives Table / Objective'. There is a dropdown menu for 'Grades' with the value 'PS, K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, GR, 13, 23'. Below that is a text input field for 'Bank Name' with the value 'Division facts objective'. Below the input field is a rich text editor with a toolbar containing various formatting options. The text in the editor is 'By DATE #first# will be able to divide as it relates to multiplication of whole numbers for an accuracy of NUMBER in NUMBER out of NUMBER trials.' At the bottom of the form, there are 'Cancel', 'Save', and 'Delete' buttons. A red box highlights the entire form area, and a red circle with the number 2 is placed over the 'Save' button.

The **District Banks** area closes and your changes display in the grid.

Note: To delete the district bank item from the **District Banks** area, in the bottom-right corner of the area, click **Delete**. When the **Confirm Delete** window opens, click **Delete** to confirm your deletion.

Note: To delete a district bank item from the grid, select the checkbox beside the name of the bank item, and then click **Delete**. When the **Confirm Delete** window opens, click **Delete** to confirm your deletion.