

SMART Tip Sheets Education



Education

Education Profile

Absences

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Reports

This tip sheet explains how to enter and track participant/client education information.

Total Pages: 5

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Education Profile

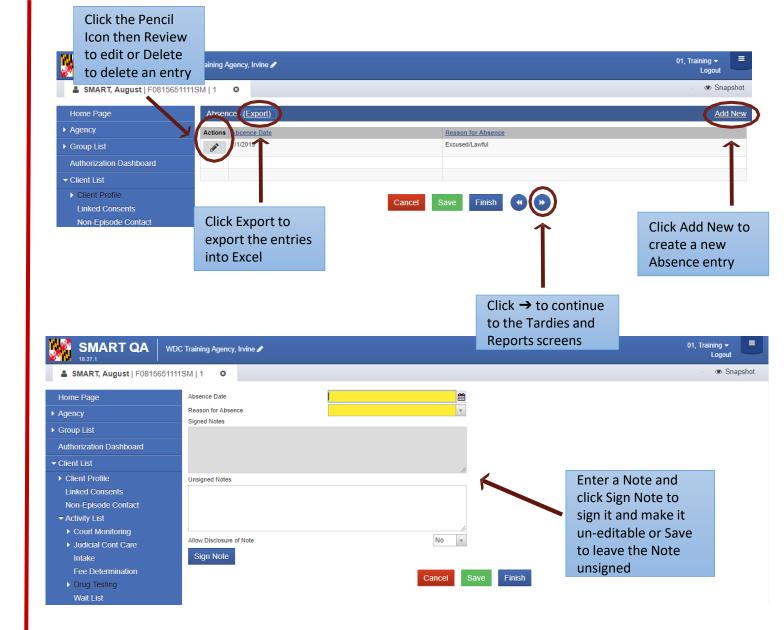
This module is designed to document a participant's **Education** status throughout his/her participation in the problem solving court. The highest level of education should be documented in addition to any other educational activities.

- 1. <u>Entry Steps</u>: Login, Select Facility, Client List, select client, Activity List, PS Court, Education.
- On the Client Education History screen, click on the <u>Add New</u> hyperlink to enter the participant's education information.
- 3. Enter the participant's **Highest Grade Completed** along with the **Date Completed**.
- Go to the Current Education Detail section of the screen and enter the education information pertaining to the Highest Grade Completed field.
- Click <u>Save</u> or <u>Finish</u> to return to the <u>Client Education</u>
 History screen and continue to add any additional
 education entries by repeating this process.
- Click the <u>Pencil Icon</u> under the <u>Actions</u> column, then <u>Review</u> to review an entry and then click → to continue on to the <u>Absences</u>, <u>Tardies</u>, and <u>Reports</u> screens for that current entry.



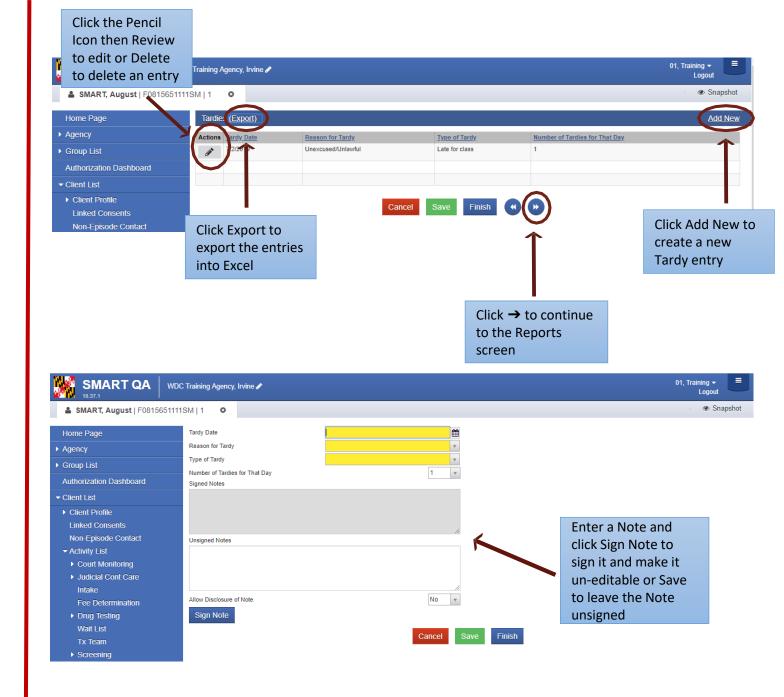
Education Absences

- 7. Click the <u>Pencil Icon</u> under the **Actions** column, then **Review** to edit an existing **Absence** entry.
- 8. To enter new **Absence** information, click **Add New** on the top right of the screen.
- From there, enter the required yellow fields and add an Unsigned Note and click <u>Save</u> or click <u>Sign Note</u> to make it an un-editable <u>Signed Note</u>.
- 10. Click <u>Save</u> or <u>Finish</u> on the <u>Absences</u> entry screen to return to the <u>Absences</u> list screen. From there click <u>Finish</u>, if done with this education entry, or click → to continue on to the <u>Tardies</u> and <u>Reports</u> screens.



Education Tardies

- 11. Click the <u>Pencil Icon</u> under the **Actions** column, then **Review** to edit an existing **Tardy** entry.
- 12. To enter new **Tardy** information, click **Add New** on the top right of the screen.
- 13. From there, enter the required yellow fields and add an **Unsigned Note** and click **Save** or click **Sign Note** to make it an un-editable **Signed Note**.
- 14. Click <u>Save</u> or <u>Finish</u> on the <u>Tardies</u> entry screen to return to the <u>Tardies</u> list screen. From there click <u>Finish</u>, if done with this education entry, or click <u>→</u> to continue on to the <u>Reports</u> screen.



Education Reports

- 15. Click the <u>Pencil Icon</u> under the Actions column, then **Review** to edit an existing **Report** entry.
- 16. To enter new **Report** information, click <u>Add New</u> on the top right of the screen.
- 17. From there, enter the required yellow fields and add an **Unsigned Note** and click <u>Save</u> or click <u>Sign Note</u> to make it an un-editable <u>Signed Note</u>.
- 18. Click <u>Save</u> or <u>Finish</u> on the <u>Reports</u> entry screen to return to the <u>Reports</u> list screen. From there click <u>Finish</u> to return to the <u>Education Profile</u> screen.

