

MSS Terminology

Student Top Tab (TT)

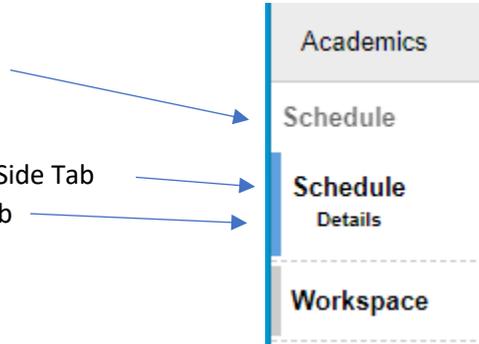
1. **Top Tab (TT)** – Tabs shown across the top of the screen



2. **Side Tab (ST)** – Menu List shown on the left

3. **Sub-Side Tab (SST)** – a sub list of an item in the Side Tab

4. **Leaf (L)** – a sub list of an item on the sub-side tab



5. **Menu Bar**



- **Options** - An often used function. Options change depending on the view



- **Reports**

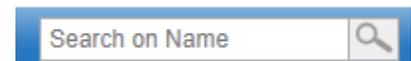


- **Help**



- **Search Field**

- Enter a selection or search using the magnifying glass. The field indicates the possible search option. Selecting a column header to sort by that column, allows a search by the column header topic.



- **Filter** – Different filters to find groups of students, i.e. active, former



- **Advanced Filter**- Allows for a specific search



- **Field Sets** – Fields sets available sort items on the screen by selected fields



- **Sort Order Menu**



- **Quick Chart Menu**



- **Quick Letter Menu** - Attendance, Conduct, Grades



- **Print**



General Terminology

1. **Calendar** – used instead of Tracks for kindergarten, **all** students require a calendar
2. **FASA** – Factors Affecting Student Achievement, same as PSSD’s Learning Behaviour grades
3. **Graduation Summary** – Transcript ST > Graduation Summary SST; A record of credits that a student has obtained toward graduation. Only shows the courses where credits have been received, not the marks
4. **HEAT** – MySchoolSask help desk, all concerns have to go through the division L1s at dataservices.spiritsd.ca (local help desk) who will submit issues to HEAT if necessary
5. **Membership ST** – shows previous and current schools (Transfer Info page in PowerSchool)
6. **Post** – When changes are made to a student’s schedule you have to ‘Post’ changes to save them, **including Drops**
7. **Program** – other programs a student may be a part of such as Intensive Supports and EAL

- Select Student > Membership ST > Programs SST > Dictionary Menu  on the Menu Bar at the top > Select Program, i.e. EAL, intensive support

8. **Program of Study** – **All** students **require** a Program of Study to be assigned

- Select Student > Select Transcript ST > Select Program of Study SST > Options > Add
 - Options include Adult Secondary, Alt Ed, French Immersion, Functional Integrated, Regular (English) Program, among others

9. **Student Types**

- **Primary** – the first school or base school a student is enrolled in, formerly referred to as base
- **Secondary** – another school or non-base school a student may be enrolled in, in addition to their primary school, i.e. an on-line learning school such as eLearning or Sunwest, or schools enrolled in for Home Ec/IA at another school within the division, formerly referred to as non-base

Example:

- A student attending Perdue full time takes Home Ec/IA at Lord Asquith
 - Perdue is the student’s Primary School
 - Lord Asquith is the student’s Secondary School

- **Cross enrolled students** – a student that is enrolled at their home school and also another school for a class(es), i.e. a student is cross enrolled if they are enrolled at one school and taking Home Ec/IA at another school in the division, or a class with Sunwest or Spirit eLearning

10. **Workspace** – (Modify Schedule page in PowerSchool) the area where individual student schedules are modified (drops and adds)

- StudentTT > Select the student or the checkbox beside the student > Schedule ST > Workspace SST

11. **YOG** – Year of Graduation, used to determine the student’s grade level