

Introduction to Q

LOGIN – From the district’s landing page, enter your login credentials (username or ID and password) to access Q. Individuals with an active status in more than one school track will select the track they would like to access from the list. Within Q the applications and options available will depend on the permissions assigned to them.

Q Home Page

Upper right corner of the Home Page:



SYSTEM DATE - This will default to Today’s date but may be changed by clicking the Calendar icon. Be sure to change the date back if you do change it!

FILE MENU – From this menu, users with multiple tracks will be able to access ‘Switch Tracks’ and select another track. Depending on your district’s settings, you may also be able to access ‘Change Password’ or access your staff ‘FS Account Balance’ or make a ‘FS Account Payment’.

HELP - Clicking on Help will open QWiki Help. Use the left pane menu to scroll to applications or topics, or the Search function at top right to find help. When you are in an application and click Help, it will open to the help for that application.

LOGOUT – Click Logout to close your session.

Bottom right corner:

NOTIFICATIONS – Click the small I icon to access your notifications. The icon will turn red when there are new notifications to read.



Bottom left corner:



FAVORITES – Set and access frequently used applications or reports from the ‘My Favorites’ widget on the Home Screen or through the Favorites menu within applications. To set a favorite: open the application, click the star icon and click Save.



STICKY NOTES – Provides a way for users to create a note. These notes are only visible to the user.



APPLICATION HISTORY LIST – Open application access history to view a list of when Q was last accessed as well as which applications were accessed and the time which they were opened.



PREFERENCES - The cog icon will be displayed at the bottom of any Q screen which has preferences that can be defined by a user. Preferences displayed will be specific to the logged in application.



WIDGET SUBSCRIPTIONS – Open the Widget Subscriptions page to re-arrange the widgets available on the Home Screen.


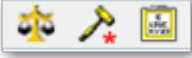


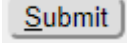
Top left corner:



MENU – Click the Menu button to access the Q menu and select from among the applications available. Each user’s menu will be based on the permissions assigned them by their district.

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Common Icons or Buttons used throughout Q:

 	<p>RED WARNING / ALERTS— Indicates the student has alerts. Click the icon to expand alert details. Note: Depending on the nature of the alert and the logged in user permissions, alert details may not be available.</p> <p>Alerts may also appear, based on preference, separated by type: (from left) legal binding alert, Discipline Alert, Health Alert. A new alert is indicated by the red asterisk.</p>
	<p>TELEPHONE ICON – Access Student Contact information</p>
	<p>TOOLS – This icon is used to access a Configuration area.</p>
	<p>COMMAND BUTTONS & HOT KEYS</p> <p>CANCEL – Cancel or its associated hot key will clear any changes that have been made since the previous submit and return the user to a non-edit view of the current screen.</p> <p>RESET – Reset or its associated hot key will clear any changes that have been made since the previous submit.</p> <p>SUBMIT – Pressing the Submit button or its associated hot key will save any changes that have been made to the record to the database.</p> <p>HOT KEYS – Are short-cuts used to activate a command. The underline on a command button indicates the hot key. On a PC, use SHIFT+ALT + underlined letter to activate a command. On a MAC use CNTL+ALT+ Underlined letter.</p>

LOCATE STUDENTS

Users with permission to Locate Students will see this function in the top right corner. Use this function to search for students within the district.



Locate Students

Last Name: First Name:

Local ID: State ID:

Gender: Birthdate:

School:

156 students

Student Name	Ident	StateID	Gndr	Birthdate	School	Status	Last Exit
Baca, Garrett Alexander	1004209	1004209	M	10/12/2011	Empire Elementary School (T 17/18)	I	02/09/2018
Bacani, Cristian Richard	1001448	1001448	M	11/29/2007	R2D2 Elementary School (T 18/19)	A	
Bacarella, Bryan Jose Do Not Use	1002284	1002284	M	03/11/2003	Hoth Middle School	N	
Bachmann, Isabela	1002365	1002365	F	02/04/2009	R2D2 Elementary School (T 18/19)	A	
Bachmann, Morgan	1000121	1000121	F	03/18/2005	R2D2 Elementary School (T 12/13)	I	08/13/2012
Badillo, Marissa	1004160	1004160	F	12/01/2005	Hoth Middle School (T 18/19)	A	
Baez, Brittany Nolasco	102660	102660	F	04/13/1999	Alderaan High School (T 15/16)	I	01/12/2016
Baez, Jesus Gael	1004864	1004864	M	11/30/2011	BB8 Elementary School (T 17/18)	I	06/08/2018

– For inactive students who became inactive in a prior year, with permissions, the user can click the green arrow to go directly to student in the track they last exited.



– A printer icon in Locate Students appears based on permission and when clicked will print the student’s transcript.



STATUS – I-Inactive; A: Active; N: Non-Student

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