



User Defined Fields

You can now add user-defined fields to many pages of SpSIS. User defined fields are extra fields you would like to gather information on for tracking later and can be created on most student data pages that references a student ID #. The 'Edit Custom Fields' is always at the bottom left of the page. An example is the following on the student dashboard. Once a field is created for one student, it will be available in the same spot for all students.

*Warning: these user-defined fields will not be accessible for any state reporting including attendance.

Click on the 'Edit Custom Fields' text.

The screenshot shows a student dashboard with a navigation bar at the top containing links like 'Site Home', 'Administration', 'Education Facility', 'My Pages', 'Staff Info', 'Parents - Students', 'Help', and 'Logout'. The main content area is divided into several sections:

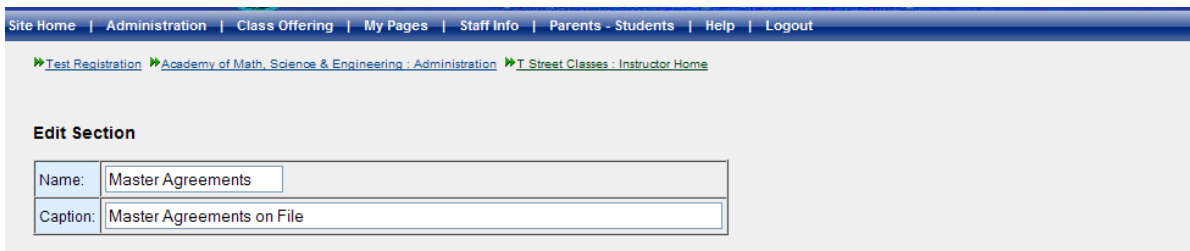
- Test Score History:** A table showing scores for Math Year 2, Math Year 3, Phys Ed., Physical Science, Technology, US History, Visual/Perf Arts, World History, and Electives. A 'View History' button is present.
- Student Archive Documents:** A section with a 'View Archives' button.
- Master Agreement:** A section with a 'Submissions Report' button.
- Education Facility Classes:** A table with columns for Class, Start, Finish, Credit, and Att. A 'Register' button is present.

At the bottom left, there is a link labeled 'Edit Custom Fields' with a yellow arrow pointing to it. At the bottom right, there is an 'Embedded Files (1)' section with an 'Add' button and a 'Manage' button. A file named 'DesertLanding.jpg' is listed below.

Click 'Add a new section'



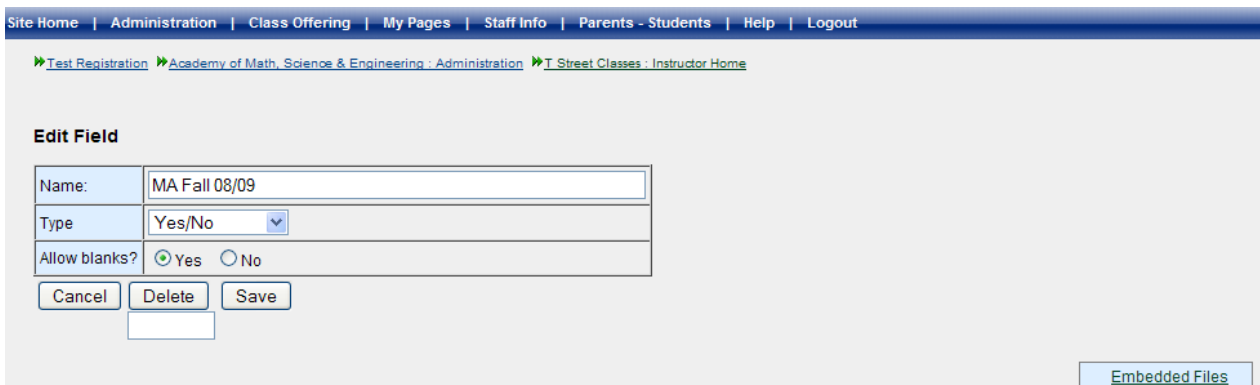
Fill in the name of the new section name and what you want the caption for the field to be.



Click "Add a Field" to set what you want to track.

Fields can be of several types (see samples below):

- Alphanumeric - allow for any amount of letters or words in a field.
- Date - enter a date event occurred.
- Number - only allow numbers to be entered.
- Yes/No - create the ability to check a yes or no
- List - create a list to later choose from.



Click SAVE and DONE to view your new fields just below the dashboard. Once you start using these fields and tracking info, the area will turn yellow.

Site Home | Administration | Class Offering | My Pages | Staff Info | Parents - Students | Help | Logout

Class	Start	Finish	Credit	Att
a-g Algebra 2 B	01/12/2009	05/27/2009	5 Credits	No
A-G English 10B	01/12/2009	05/27/2009	5 Credits	No
Attendance 10th grade/Newell	01/12/2009	05/27/2009	18 Weeks	ADA
Biology 1B	01/12/2009	05/27/2009	5 Credits	No
PLP	01/12/2009	05/27/2009	1 Credits	No
World History	01/12/2009	05/27/2009	5 Weeks	No
a-g Algebra 2 A	08/25/2008	01/09/2009	5 Credits	No
A-G English 10A	08/18/2008	01/09/2009	5 Credits	No
Attendance 10th grade/Newell	08/18/2008	01/09/2009	18 Weeks	ADA
Biology 1A	08/18/2008	01/09/2009	5 Credits	No
PLP	08/18/2008	01/09/2009	1 Credits	No
World History	08/18/2008	01/09/2009	5 Weeks	No

[View Registrations](#)

Master Agreement

[Master Agreements](#)

Spring 08/09 Yes No Unknown

Fall 08/09 Yes No Unknown

[Save](#)

Other examples

Data not saved:

If you try to save the file and there is an error, it gives you a reason why and then turns pink to remind you of a problem.

Site Home | Administration | School | My Pages | Staff Info | Parents - Students | Help | Logout

Date Eligible to Return:

Offense Severity: -- Choose --

[Cancel](#) [Save](#)

Infraction Date

Enter Date Here:

Type of Suspension

Discipline Date

Date of infraction

Parent phone number

Suspension Type

[In house/sent home](#)

Reason for Suspension

[Save](#)

[Edit Custom Fields](#)

Data Saved:

Date Eligible to Return:	<input type="text"/>
Offense Severity:	-- Choose --

Cancel

Save

Infraction Date	Suspension Type
<u>Enter Date Here:</u>	<u>In house/sent home</u>
Type of Suspension <input type="text" value="In House"/>	Reason for Suspension <input type="text" value="Classroom disruption multiple times"/>
Discipline Date <input type="text" value="01/17/2009"/>	
Date of infraction <input type="text" value="01/15/2009"/>	
Parent phone number <input type="text" value="8361178"/>	

Save

[Edit Custom Fields](#)