USING THE LOOKUP WIDGET IN HOMEROOM

The Lookup Widget allows you to search for entities (people (students/teachers/guardians etc.), schools, classes, and activities) by typing in their name and hitting 'Enter'. You can limit your search to certain types of entities by selecting from the "Filter by type..." menu. To include data from previous school years in your search results, check the box next to 'search historical years'.

Partial Name search is supported, so searching for “Jim” will return “Jimmy”.

Results will include a name and a short description. For students the description states their grade, school and whether the student is a former, or withdrawn student. Former means the student was at the district before but not in the current year, withdrawn means the student was enrolled in the district at some point prior in the year but is no longer, if a student is currently enrolled only the grade and school are displayed.

Click any result to see its “profile view” which will include additional details. If a spotlight icon is present on the profile view, clicking it will launch a Spotlight Tab (page) for even greater details. A students Spotlight for example will open an entire new tab/page which includes the following widgets; Profile, Schedule, Gradebook, Assessments, Attendance, Interventions, Activities, Discipline, Enrollments, Services, Student Health, Student Custom Attributes & Achievements. See page 2 below for an example.

The new page/tab will be shown next to your dashboard title (see below). You can have multiple pages open at once and can switch back and forth by clicking on the various tab. The one you’re on will not be grayed out. To close a page/tab, click the on the tab you wish to close.

Click the Back Button in the Lookup widget toolbar (upper right) to return to the list of results. Click the Refresh Button, or simply enter a new search term, to start a new search.

Clicking on the ? Icon in the upper right corner of the widget will take you to the help center for this widget which includes a 2+ minute video demonstrating how to use the search function.

Data shown is not real, it is for demonstration purposes only
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Widgets/boxes available will vary with what you are spotlighting. Students have the most with 14, see hotkeys directly under students name tab.

Each widget has tools in the upper right corner including in most cases a calendar icon which allows you to select between school years. Print & download options are also available. Each widget has filters and selector buttons that you can use to view greater detail or alternate data or alternate view of the data.

This example shows only some of the widgets and their functionality. Click the ? Icon in the upper right corner of any widget and you will be taken to that widgets help screen where you will find step by step instructions including descriptions.

Swap between viewing Assignments or Grades by class

Assessments by School Year or by Subject Area

Click on Bolded Assessments to see strand level data

Click on the arrows to expand any week of attendance for daily details.

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