samegoal

My Students List

Your **My Students** list can be found in the bottom left menu of the program while you are logged in. It shows all students which currently have a document on your **Caseload** (i.e. at least one starred document). Depending on the screen you are on and the student you select, choosing a student from your **My Students** list will allow you to either quickly bring up a list of that student's documents or jump to the same form, same section for a different student as the form you were just working on for another student.

Steps *Authoring progress reports quickly:*

One common way of using your **My Students** list for quick navigation is during progress reporting time. Rather than searching for each student individually, then opening up the progress report, then repeating, simply:

1. Navigate to Student A's progress report page. Fill in progress notes.
2. Select the next student you wish to fill progress for (e.g. Student B) from your **My Students** list.
3. If Student B has the same type of progress report, you will be taken to the same form, same section for Student B as you were on for Student A.
4. If Student B does not have a progress report, you will be taken instead to a list of documents which Student B DOES have.
5. This general workflow works well for any form (e.g. Parent Invitations, Prior Written Notices, etc.), not only progress reports.

Tips

- You will always be taken to the most recent document for a particular form type when navigating using the **My Students** list.
- You may end up on a document you do not wish to currently edit for a student, if you are looking for an older document.
- To see a list of the student's documents or to choose another, you may re-select the student's name in the **My Students** list. A list of student documents will be shown.