

SpecialServices Masthead

Navigate to other screens.

Select district. Settings

ProgressBook SpecialServices » Task Queue

Demo User menu Help

- Task Queue → Displays status of all tasks.
- Open Tasks → Create and update student open tasks.
- Completed Tasks → Lists completed tasks for a student including those transferred from another district.
- District Transfers → Transfer students tasks, import student tasks, review transfer history, and delete pending transfers.
- Reports → Access Report Builder reports, print progress reports, and print blank forms.
- EMIS → View and print the EMIS Data Collection Form once the associated task is completed.
- Manage Banks → Set up and maintain bank items (phrases, lists, tables, graphics, etc.) to use on forms.

Navigate to other ProgressBook applications.

Task Queue

Enter/select criteria to narrow search results.

Click any heading to sort that column.

Click on a task to view/edit it.

Hover cursor over shading to see how many pages are complete.

Delete tasks. Note: Only users with appropriate security privileges can delete open tasks.

ProgressBook SpecialServices » Task Queue

Task Queue

4 task(s) found.

Priority	Student	Task	Task Type	Started	Due	2 of 2 pages complete	Delete
!	Adams, Jake	2015-2016 IIEP	IIEP	8/24/2015	5/27/2016	<div style="width: 100%;"></div>	
	Addis, Thomas	2015-2016 IIEP	IIEP	8/24/2015	5/30/2016	<div style="width: 100%;"></div>	
	Brown, Alex	2015-2016 AIEP	AIEP	8/24/2015	6/3/2016	<div style="width: 100%;"></div>	
	Grenda, Holly	2015-2016 RIEP	RIEP	8/24/2015	6/3/2016	<div style="width: 100%;"></div>	

Narrow Results

Class: All

Student (Last, First MI)

Priority
 All Priority
 Non-priority

Pages Complete
 Any All
 Partial None

Due Date
 Next 30 days Next 90 days
 Expired Any
 Custom

Task Group
 All Other
 IIEP ETR
 SP WEP
 PR

Only tasks I have worked on

Open Tasks

Open Tasks

Search by student class and name.

Set student demographic information.

View Student RoadMap in DataMap.

Rename task. Create new task.

Add a form to the task. Attach a PDF page to the task. View/print EMIS Data Collection Form. Select for print options.

Is active after all forms are marked as complete.

Select to complete all pages.

Create a new page.

Create a new page from an existing page.

Add a Form Upload a Page Verify EMIS Print Complete Task

Created By Open By Print Completed

Add attachment to page. Select to print all pages.

Select to print specific pages.

Select to complete specific pages.

Task	Created By	Open By
ETR Cover Page		
Cover Page		
ETR 1 Individual Assessment		
Assessment - Math Specialist	Teacher, Sue	
Assessment - Psychologist	Teacher, Sue	
ETR 2 Team Summary		
Team Summary	Teacher, Sue	
ETR 4 Eligibility		
Eligibility	Teacher, Sue	

Completed Tasks

View Completed Tasks

Click to view PDF forms and uploaded pages including all task pages.

Expands to show list of all the forms and uploaded task pages.

Rename task.

Delete task.

Check mark indicates the task is available for Create From Existing.

Task Type	Completed Date	Event Date	CFE	Action
2016-2017 - Grade Two				
2016-2017 RIEP	RIEP	3/9/2016	2/11/2016	✓
Cover Page				
Goal 2 Writing				
Goal 3 Math				
Goal 4 - OT				
Goal 5 Speech Services				
NonAcademic, General Factors, LRE				