# Student Management System (SMS)

**IMPORTANT INFORMATION AND FAQS** 

### **IMPORTANT INFORMATION**

- ▶ **DEADLINE**: All data must be entered into SMS by May 31<sup>st</sup> in order for it to count towards bonus calculations.
- How to answer Career Inventory (Trackable tab): 'Career Inventory' will soon be changed to 'Career Cruising'. Verify that the student has an account in the Career Cruising application and select 'Yes' under 'Career Inventory'. Under 'Details' add the percent of profile completion for the student shown in Career Cruising.



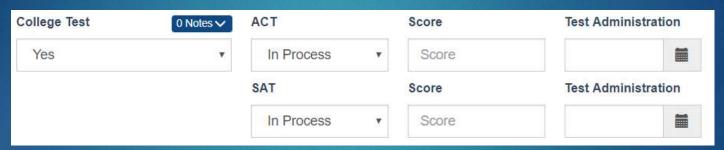
▶ **How to answer Path Workshop** (Trackable tab): The 'Path Workshop' question will be removed from SMS next year. For now, please select 'In Process' for any accountable 11<sup>th</sup> and 12<sup>th</sup> grade students to remove this question from scoring.



# **FAQs**

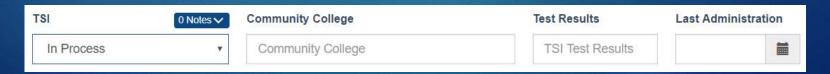
Q: My student will be attending a community college and will not need to take the ACT/SAT. Must I enter 'No' on these fields (Measurable tab), where it will count against my goal percent?

A: No. Leadership has decided that for this particular question, it is ok to use 'In Process' to remove the question from scoring. To do so, select 'Yes' for 'College Test', then 'In Process' for both ACT and SAT.



Q: My student will be attending an accredited university and is not taking the TSI. Must I enter 'No' on this field (Measurable tab)?

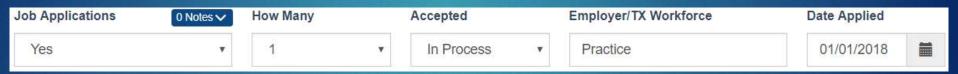
A: No. Similar to the above, it is ok in this case to use 'In Process' to remove the question from scoring.



## **FAQs**

Q: My student will not be applying for a job in the near future. Must I enter 'No' on this field, where it will count against my goal percent?

A: Instead of entering no, have your student submit a practice job application to you (download an application online, or have the student download one online). Then just enter 'Yes' for Job Applications, add the number submitted under How Many, make any selection for Accepted, indicate 'Practice' for Employer/TX Workforce, and enter the date the student submitted the practice app to you for Date Applied, as pictured below.



Q: My student is not required to write a college essay for their college institution. Must I enter 'No' on this field?

A: Similar to the above, encourage the student to submit to you a practice college essay, which the student can later retrofit and use for job cover letters, career app biographies, etc.



# PLEASE SUBMIT QUESTIONS TO:

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