



Student Management System (SMS)

IMPORTANT INFORMATION AND FAQs

IMPORTANT INFORMATION

- ▶ **DEADLINE:** All data must be entered into SMS by May 31st 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*.

Career Inventory	0 Notes ▾	Details
Yes ▾		86%

- ▶ **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 11th and 12th grade students to remove this question from scoring.

Path Workshop	0 Notes ▾	Details
In Process ▾		Details

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.

College Test 0 Notes	ACT	Score	Test Administration
Yes	In Process	Score	
	SAT	Score	Test Administration
	In Process	Score	

- ▶ 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.

TSI 0 Notes	Community College	Test Results	Last Administration
In Process	Community College	TSI Test Results	

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.

Job Applications	0 Notes ▾	How Many	Accepted	Employer/TX Workforce	Date Applied
Yes ▾		1 ▾	In Process ▾	Practice	01/01/2018 

- ▶ *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.

College Essay	0 Notes ▾	How Many	Completion Date
Yes ▾		1 ▾	01/01/2018 



PLEASE SUBMIT QUESTIONS TO:

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