### <u>Dashboard</u>

Dashboard – The system will now save and return you back to the last tab you visited.

### <u>Student</u>

#### Manage –

• A new "Email All" button as been added to the Students Manage page.

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Dashboard		Home > Students											🕅 1to1QA	1to1 QA	0
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🖽 Manage						Select		Select	0					From: To:	31
Print Labels		1009666	Fionna	Shrek	jjcole16@gmail.co	QAES		7					No	10/4/22, 9	9:5
💄 Staff	>				m										
Locations	>	1017057	Student	Zuber	1to1qastudent@g mail.com	QAHS		1					Yes	10/4/22,9	25
🚨 Help Desk	>	1020742	Zoee	Durham	zoeed1204@gmail. com	QAHS		11					No	10/4/22, 9	¥:5'
🖌 Parts	>	1024642	Johnathan	Garvey	gdaeth2o@archive. org	QAES		12					No	10/4/22, 9	):5
Invoices	>	1027035	Eli	Durham	eilndurham1209@g mail.com	QAES		9			Yes		Yes	10/4/22, 9	¥:5'
Imports	>	1033559	Mary	Ingles	karenbigcat@bellso uth.net	QAMS		3			No		No	10/4/22,9	9:5

This will email the student and/or guardian based on how the flags are set in the Settings – Users – User Settings under Bulk Policy Email Settings option.

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🕒 Dashboard	Î	Home > User Properties > User	Settings					
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🍫 Settings 🛛 🗸		Email User?	⊖ No 🍳	Yes				
System		Email User's Guardian?	O No 🔹	Yes				
Assets	ľ	✓ Save						
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Sites								

Once the button has been clicked, a message will be displayed alerting you that the email job can be submitted only once per 24 hour period and to confirm your filtered criteria.

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	~	Student ID	÷	First Name	🕴 Last Nam	ie 🕴	Email 🕴	Site	¢	Grade	¢	Room #	¢	Student AUP	¢	Parent AUP	¢	Protection Policy	Created Da
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🗵 Students	~	Student ID	🕴 First Name	+ Last Name	🕴 Email 🛛 🕴	Site	÷	Grade	÷	Room #	Student AUP	Parent AUP	Protection Policy	Created Da
Manage						Select		Select						From:
Print Labels		1009666	Fionna	Shrek	jjcole16@gmail.co	QAES		7					No	10/4/22, 9:5
Staff	> >	1017057	Student	Zuber	m 1to1qastudent@g mail.com	QAHS		1					Yes	10/4/22, 9:5
Help Desk	>	1020742	Zoee	Durham	zoeed1204@gmail. com	QAHS		11					No	10/4/22, 9:5
Parts	>	1024642	Johnathan	Garvey	gdaeth2o@archive. org	QAES		12					No	10/4/22, 9:5
Invoices	>	1027035	Eli	Durham	eilndurham1209@g mail.com	QAES		9			Yes		Yes	10/4/22, 9:5
Imports	>	1033559	Mary	Ingles	karenbigcat@bellso uth.net	QAMS		3			No		No	10/4/22, 9:5

The email will contain a link called "Sign Policies" will take you to the student's page. Everything on the page will be disabled except for the sign option for policies.

Note: The link will expire in 30 days.

As part of our school system's commitment to providing a safe and secure learning environment for our students, we are requiring all students to adhere to specific policies. These policies outline the appropriate and responsible use of technology resources in our school system.

To begin the signature process, you will click on the secure link below to access the student's policy area. Once you have clicked on the link, the required policies will be displayed with a sign button beside them. Click on the sign button beside each policy, input the required information, and click the Save button.

Click on the link below to get started:



Note: this link will expire in 30 days.

Thank you for your help and support with this important matter.

1to1QA

Only students that are setup with a user login will receive emails. This is setup under Settings – System – User Logins.

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Dashboard	Â	Home > System Prope	erties > User Logins							🛐 1to1QA 💄 1to1 QA	0
Sites	>	User Logi	ns							+	Add
□ Assets	>	Q Type User's N									
🖾 Students	>	First Name	Last Name	Status	Username	Created	Modified	Created By User	Modified By User	Actions	
💄 Staff	>	Eli	Durham	Active	1to1QA	7/21/23, 12:03 PM	7/21/23, 4:31 PM	1to1 QA	Api User Api User	C 🕯	
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🚊 Help Desk	>										
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Click on the "SIGN" link to take you to the signature page.

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PLUS						
🚊 Help Desk 🛛 🗲	Home > View "Mary Ingles"					
	View Student					
	Created by Admin Admin on 10	0/4/22, 9:57 AM Modified by 1to1 QA on 6/27/23, 12:58 PM				
	Demographics	Policies				
	First Name *	Mary 🔤	Chromebook Insurance & 2 Year \$45	RUP -	7/21/23, 12:10 PM [D]	
	Middle Name	Fransisco	Student AUP		SIGN	
	Last Name *	Ingles	User Policy Student Code o Conduct	of	SIGN	
	School		Student AUP	No		
	Student ID *	1033559	Parent AUP			
	Student State ID	76-681-6096	Information Release	Yes		
	Site *	QAMS	Web Page Permission	Yes		
	Grade Level *	3	Protection Policy	No		
	Date of Birth		+ Assets			
	Room #		+ Person Responsible			
	Homeroom					
	Distribution		+ System			
	+ Contact		Notes			

When you enter the information and click on "I Accept", it will return you to student's profile to sign the next policy.

🖺 Help Desk >	Home > View "Mary Ingles" > Collect Signature  The laptop is an educational tool and should be used in that capacity only. Once issued, you are responsible for the laptop at all times.  The laptop should act be used to - Copy, downlead, upload, or share copyrighted materials without the owner's permission. This includes the reproduction of music fikes (CDS) and software applications. The taptop is unabodite word or your support laptop. Never share or symptop is unabodite word. The reproduction of model. The reproduction of model is the copy of your applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of music fikes (CDS) and software applications. The reproduction of software applications will have access to your the reproduction of software applications. The reproduction of software applications of software applications. The reproduction of software applications of s												
	Full Name       Email Address       Phone Number         Please Confirm       By signing this agreement you consent to the Acceptable Use Policy.         Parent/Guardian (Padres/Guardián)												
	Signature (Firma) X Clear X Clear												