

SISK12: My Shortcuts

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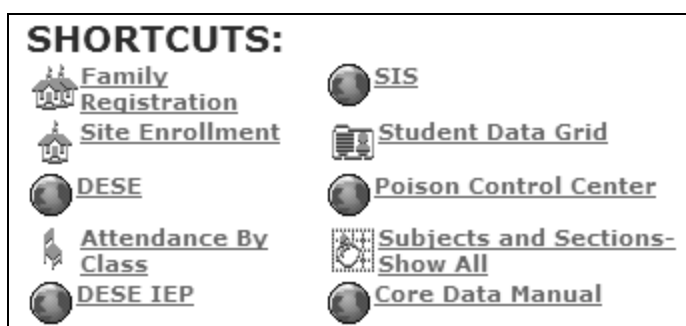
Path: From the Home Page → Click Actions → My Shortcuts

Overview

Shortcuts may be created to obtain quick access to various SISK12 functions or additional web pages. Shortcuts display in two areas: in the **Shortcuts** section on the **Staff Home** screen and in the **My Shortcuts** drop-down list on any screen. If a shortcut links to student information, you will be prompted to the **Search Students** screen.

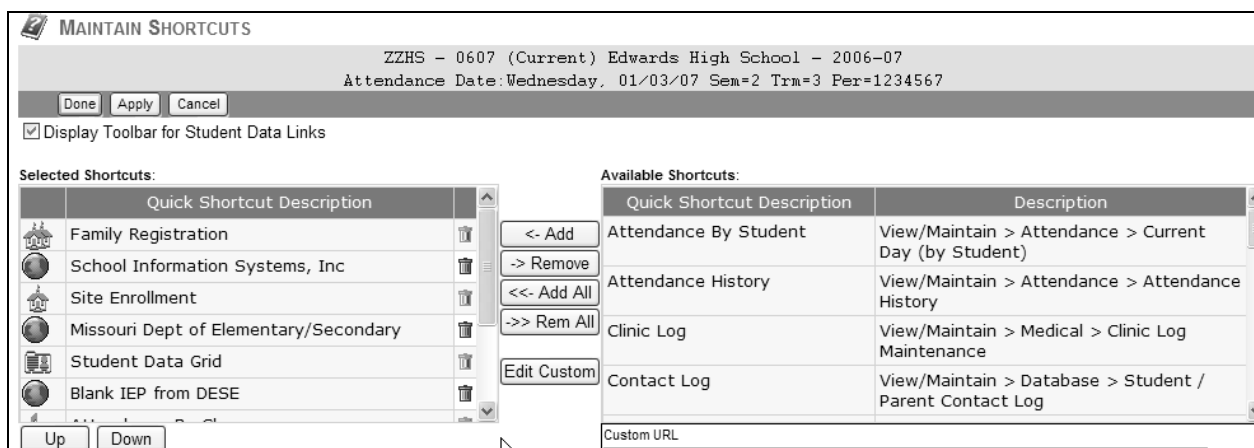
To use shortcuts, click the shortcut hyperlink from the **Staff Home** screen to jump to the SISK12 function or website, or select a shortcut from the **My Shortcuts** drop-down list.

- Choose from the existing shortcuts list provided.
- Create your own custom shortcuts.



Add an Available Shortcut

1. On the right-hand side of the **Maintain Shortcuts** screen is a list of **Available Shortcuts**.
2. On the left-hand side of the screen is the list of **Selected Shortcuts**. These shortcuts will display in both of your **My Shortcuts** areas.



3. In the **Available Shortcuts** list, add one shortcut at a time by highlighting the shortcut and clicking **Add**. The shortcut will be moved to the bottom of the **Selected Shortcuts** list with a predetermined icon.
4. Highlight a selected shortcut and click the **Up** or **Down** button to rearrange the display order. Shortcuts display in two columns on your **Staff Home** screen.

5. To remove a shortcut from your list, highlight the shortcut and click **Remove**. The shortcut will be returned to the **Available Shortcuts** list.
6. Click **Add All** to add all existing shortcuts to your **Selected Shortcuts** list.
7. Click **Remove All** to remove all existing shortcuts from your **Selected Shortcuts** list.
8. Click **Apply** to save. Click **Done** to exit.

Create a Custom Shortcut for a Webpage


1. Go to the web site and copy the URL address shown in the address bar at the top of the screen.









Note: The acronym "URL" stands for Uniform Resource Locator. An URL is a World Wide Web address which begins after "http://" or "https://". When you create a SISK12 shortcut, the URL pinpoints the location to which you wish to jump.




2. Return to the **Maintain Shortcuts** screen.
3. Paste the URL address in the **Custom URL** field.

Custom URL	<input type="text" value="http://www.sisk12.com/"/>
Description	<input type="text" value="School Information Systems"/>
Quick Shortcut Description	<input type="text" value="SIS"/>
<input type="button" value="Add Custom Shortcut"/>	

4. Type a brief **Description** to identify your shortcut within the **Selected Shortcuts** list.
5. Next, type the **Quick Shortcut Description** that will display in your **My Shortcuts** areas.
6. Click the **Add Custom Shortcut** button to add this shortcut to the **Selected Shortcuts** list. Your newly created shortcut will display at the bottom of this list. Any shortcuts listed with the world  icon indicate custom shortcuts.

Selected Shortcuts:	
	Site Enrollment
	Student Data Grid
	Missouri Dept of Elementary/Secondary
	Poison Control Center
	Maintain District Staff
	Attendance By Class
	Site Class Sections
	Publish Site Bulletins

7. Highlight a selected shortcut and click the **Up** or **Down** button to rearrange the display order. Shortcuts display in two columns on your **Staff Home** screen.

8. To remove a custom shortcut, click the trash can  icon.
9. Click **Apply** to save. Click **Done** to exit.

Student Data Links

The recommended screen resolution for this web application is 1024 x 768. If your maximum screen resolution is 800 x 600, you may need to remove the Student Data Links icons in order to view the entire width of the screen.

1. Un-check the box to **Display Toolbar for Student Data Links**.
2. Click **Apply** to save. Click **Done** to exit.
3. Log-out or use the F5 key on your keyboard to refresh your screen. The Student Data Links icons are no longer displayed. All Student Data Links are now located in the drop-down list.