

My Students Progress has been completely updated and is now easier to use. The website address (URL) is still the same, and you will notice the functionality and navigation from the old version of MSP is very similar to the new user interface, it is now simply easier to use. We are very excited to give you an updated version of an outstanding product. Below you will find an overview of new features and navigation.

**1. NEW Dashboards – Dashboard Technology is available for your School Administrators and Teachers. Dashboards provide easy access to relevant information at your school including such items as Enrollment, Attendance, Prospects/Admissions and much more. The dashboard displays current information in MSP in real-time.**

**School Admin Dashboard:**

**Weather:** 69°F, West Grove, PA, Mostly Sunny, 21°C

**Calendar:** TODAY IS WEDNESDAY, 06/22/2016  
 SCHOOL EVENTS: SCHOOL SPIRIT DAY  
 SCHOOL MEETINGS: PTA MEETING

**Remaining School Days:**  
 DAYS REMAINING IN GRADING PERIOD, TRIMESTER 3: 2 (98% OF THE GRADING PERIOD)  
 DAYS REMAINING IN SCHOOL YEAR: 2 (99% OF THE SCHOOL YEAR)

**Prospects and Admissions:**  
 % of Prospects to Admissions: 75%  
 Today's Prospects: 2, Today's Admissions: 1


Prospect Step	Count
Private Tour	1
Open House	2

Prospects: 8, Admissions: 6, Enrolled: 0

**Total Enrollment - 06/22/2016:**

Grade	PK4	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	Total
Enrollment	15	28	26	38	21	35	22	44	28	33	290

Note: For more detailed information, click > for a breakdown by gender, ethnicity, race and religion.

- a. Today's Calendar
  - i. It provides information on any calendar events for that day
  - ii. Calendar events come from the Calendar Module
- b. Prospects and Admissions
  - i. It provides the percent of prospective students to the admissions module
  - ii. Prospect and admissions are listed by steps who have completed them
  - iii. Today's Prospects have a number circled in red, denoting the number of records added to the Prospects Module
  - iv. Today's Admissions have a number circled in red, denoting the number of records added to the Admissions Module
- c. Total Enrollment
  - i. It displays the total enrollment for each grade level
  - ii. Click the arrow icon  to view enrollment by demographics

Attendance - 06/22/2016



**Present**  
152

Type	No.	%
Present	152	94%
Unexcused Absence	10	6%

Communications

 <p><b>EMAILS SENT YESTERDAY</b> 0 0% INCREASE FROM THE PREVIOUS DAY.</p>	 <p><b>EMAILS SENT LAST WEEK</b> 0 0% INCREASE FROM THE PREVIOUS WEEK.</p>
 <p><b>VOICE BROADCAST YESTERDAY</b> 0 0% INCREASE FROM THE PREVIOUS DAY.</p>	 <p><b>VOICE BROADCAST LAST WEEK</b> 0 0% INCREASE FROM THE PREVIOUS WEEK.</p>
 <p><b>SMS BROADCAST YESTERDAY</b> 0 0% INCREASE FROM THE PREVIOUS DAY.</p>	 <p><b>SMS BROADCAST LAST WEEK</b> 0 0% INCREASE FROM THE PREVIOUS WEEK.</p>

Platform Usage from 08/31/2015 - 06/24/2016



Admin: ~1000, Teacher: ~1500, Parent: ~4500, Student: ~100

Top 5 Admins		Top 5 Teachers		Top 5 Parents		Top 5 Students	
Name	School	Name	School	Name	School	Name	No. of Logins
Kathey	Blessed Virgin Mary			Blessed Virgin Mary	Blessed Virgin Mary		325
Valencia	Blessed Virgin Mary			Blessed Virgin Mary	Blessed Virgin Mary		159
Teresa	Blessed Virgin Mary			Blessed Virgin Mary	Blessed Virgin Mary		101
Glenn	Blessed Virgin Mary			Blessed Virgin Mary	Blessed Virgin Mary		25

ACTIVE MSP MODULES

**31**  
103% OF THE TOTAL MODULES (30)

Demographic Analysis

 <p><b>STUDENT DEMOGRAPHICS</b> 3 12% OF MSP AVG.</p>	 <p><b>PARENT DEMOGRAPHICS</b> 1 10% OF MSP AVG.</p>	 <p><b>TEACHER DEMOGRAPHICS</b> 1 5% OF MSP AVG.</p>	 <p><b>PROSPECT DEMOGRAPHICS</b> 0 0% OF MSP AVG.</p>	 <p><b>ADMISSION DEMOGRAPHICS</b> 0 0% OF MSP AVG.</p>
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2

MYSTUDENTSPROGRESS.COM

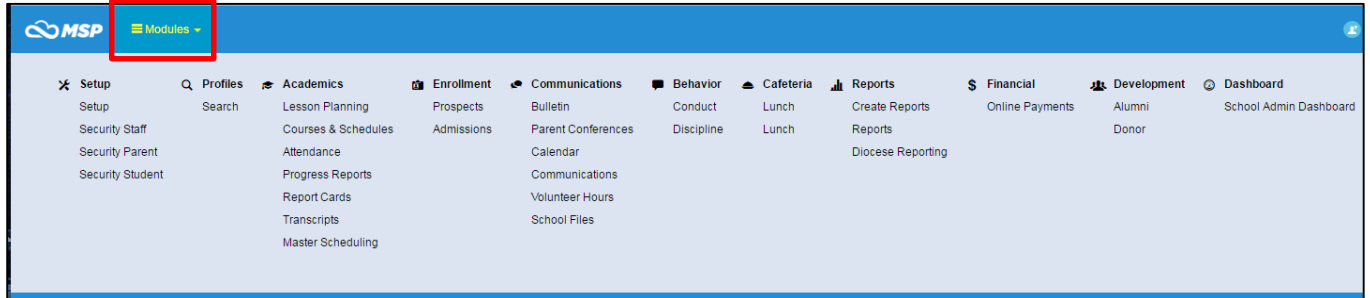
- d. Attendance
  - i. It shows the total number of students present in the pie graph in blue and those not present in orange
  - ii. Attendance numbers by attendance type are to the right of the pie graph
- e. Communications
  - i. It provides a summary of your communication history
  - ii. Emails: A summary of emails sent yesterday and over the past week will be displayed
  - iii. Voice Broadcasts: A summary of voice broadcasts sent yesterday and over the past week will be displayed
  - iv. SMS Broadcasts: A summary of SMS broadcasts sent yesterday and over the past week will be displayed
  - v. If you are not utilizing voice/text communication please contact MSP Support to implement this feature
- f. Platform Usage
  - i. The graph provides a summary of total user logins for the current schools year
  - ii. The Tabular section indicates your schools top 5 admins, teachers, parents and students that login to MSP
  - iii. Review the number of ACTIVE MSP MODULES your school is using
    - 1. Please note: MSP activate modules at any time.  
See Listing of Modules below:

- |                                |                            |
|--------------------------------|----------------------------|
| ⇒ <b>Setup</b>                 | ⇒ <b>Admissions</b>        |
| ⇒ <b>Lesson Planning</b>       | ⇒ <b>Communications</b>    |
| ⇒ <b>Courses and Schedules</b> | ⇒ <b>Search</b>            |
| ⇒ <b>Gradebook</b>             | ⇒ <b>Reports</b>           |
| ⇒ <b>Conduct</b>               | ⇒ <b>Alumni</b>            |
| ⇒ <b>Discipline</b>            | ⇒ <b>Donor</b>             |
| ⇒ <b>Attendance</b>            | ⇒ <b>Lunch</b>             |
| ⇒ <b>Bulletin</b>              | ⇒ <b>Security Staff</b>    |
| ⇒ <b>Progress Reports</b>      | ⇒ <b>Security Parent</b>   |
| ⇒ <b>Report Cards</b>          | ⇒ <b>Security Student</b>  |
| ⇒ <b>Parent Conferences</b>    | ⇒ <b>Master Scheduling</b> |
| ⇒ <b>Transcripts</b>           | ⇒ <b>Online Payments</b>   |
| ⇒ <b>Calendar</b>              | ⇒ <b>Diocese Reporting</b> |
| ⇒ <b>Create Reports</b>        | ⇒ <b>Volunteer Hours</b>   |
| ⇒ <b>Prospects</b>             | ⇒ <b>School Files</b>      |

















- g. Demographic Analysis
  - i. It provides a summary of the demographics available to be entered for students, parents, teachers, prospect, and admission records
  - ii. Please remember you can always setup more demographics by hovering over Modules, then clicking on Setup, then clicking on Demographics under Master School Setup.

2. NEW User Interface –The new user interface MSP provides an easier to use navigation. The left hand bullets are now at the top of the screen, allowing each webpage to be easier to view and navigate.

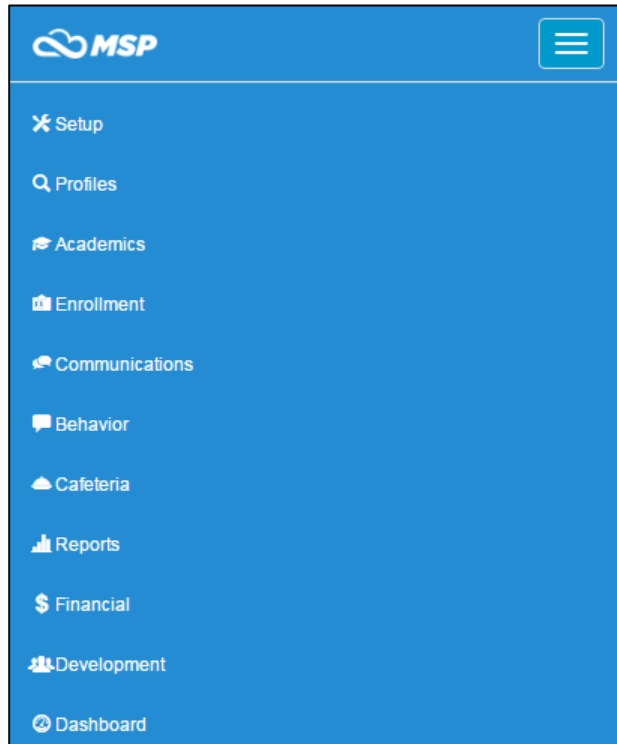
a. To access any module hover over **Modules** at the top of the screen



b. To access sub-menu navigation (left navigation) hover over top of the screen

Old User Interface	New User Interface
<p><b>Courses &amp; Schedules</b></p> <p> <a href="#">Help</a></p> <ul style="list-style-type: none"> <li> Faculty/Staff Names</li> <li> Define Activities</li> <li> <b>Define Courses</b></li> <li> Assign/Modify Schedules</li> <li> Print Schedules</li> </ul>	<p> Courses &amp; Schedules: Define Courses ▾</p> <ul style="list-style-type: none"> <li>Faculty/Staff Names</li> <li>Define Activities</li> <li>Define Courses</li> <li>Assign/Modify Schedules</li> <li>Print Schedules</li> <li>Report</li> <li> Help</li> </ul>
<p><b>Search</b></p> <p> <a href="#">Help</a></p> <ul style="list-style-type: none"> <li> <b>Students</b></li> <li> Parents</li> <li> Faculty/Staff</li> <li> Import Spreadsheet</li> <li> Family ID</li> </ul>	<p> Search: Students ▾</p> <ul style="list-style-type: none"> <li>Students</li> <li>Parents</li> <li>Faculty/Staff</li> <li>Import Spreadsheet</li> <li>Family ID</li> <li> Help</li> </ul>

- c. The new user interface is also compatible with all devices. See Mobile device view:



### 3. Frequently Asked Questions:

*How do I access another Module within My Students Progress?*

To access another module, hover over Modules at the top left of the screen and select the module you would like to access.

*How do I learn more about the new user interface and dashboard technology?*

To learn more about My Students Progress's new user interface and dashboard technology visit [MyStudentsProgress.com/the-new-msp](https://MyStudentsProgress.com/the-new-msp)