



# Chancery SMS

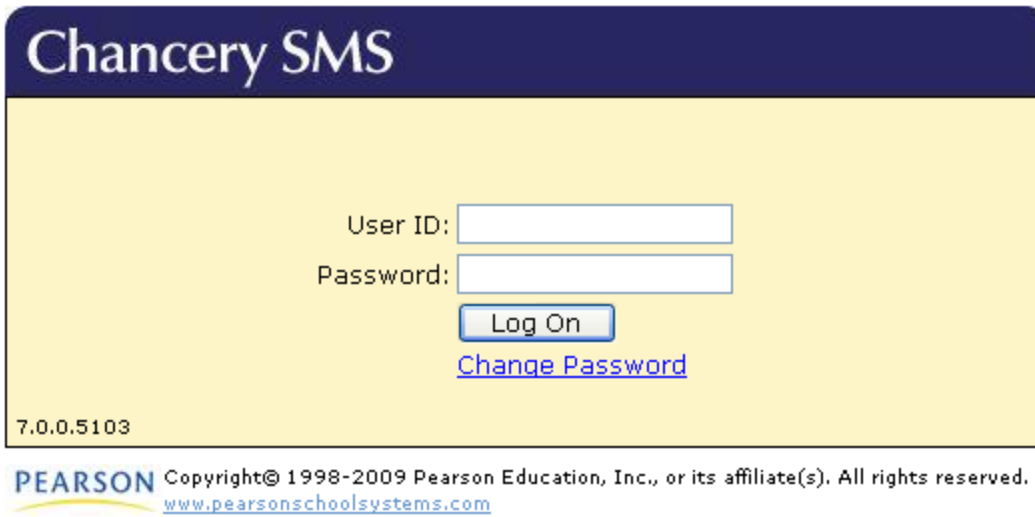
## Student Comments Training

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## Log onto the System

1. *Type* **User ID**
2. *Type* **Password**
3. *Click* on the **Log On** button.



The screenshot shows the login page for Chancery SMS. At the top, there is a dark blue header with the text "Chancery SMS" in white. Below the header is a yellow background area containing the login form. The form consists of two text input fields: "User ID:" and "Password:". Below the "Password:" field is a blue "Log On" button. Underneath the button is a blue hyperlink labeled "Change Password". In the bottom left corner of the yellow area, the version number "7.0.0.5103" is displayed. At the bottom of the page, the Pearson logo is shown on the left, followed by the copyright notice: "Copyright© 1998-2009 Pearson Education, Inc., or its affiliate(s). All rights reserved." and the website address "www.pearsonschoolsandcolleges.com".

Chancery SMS

User ID:

Password:

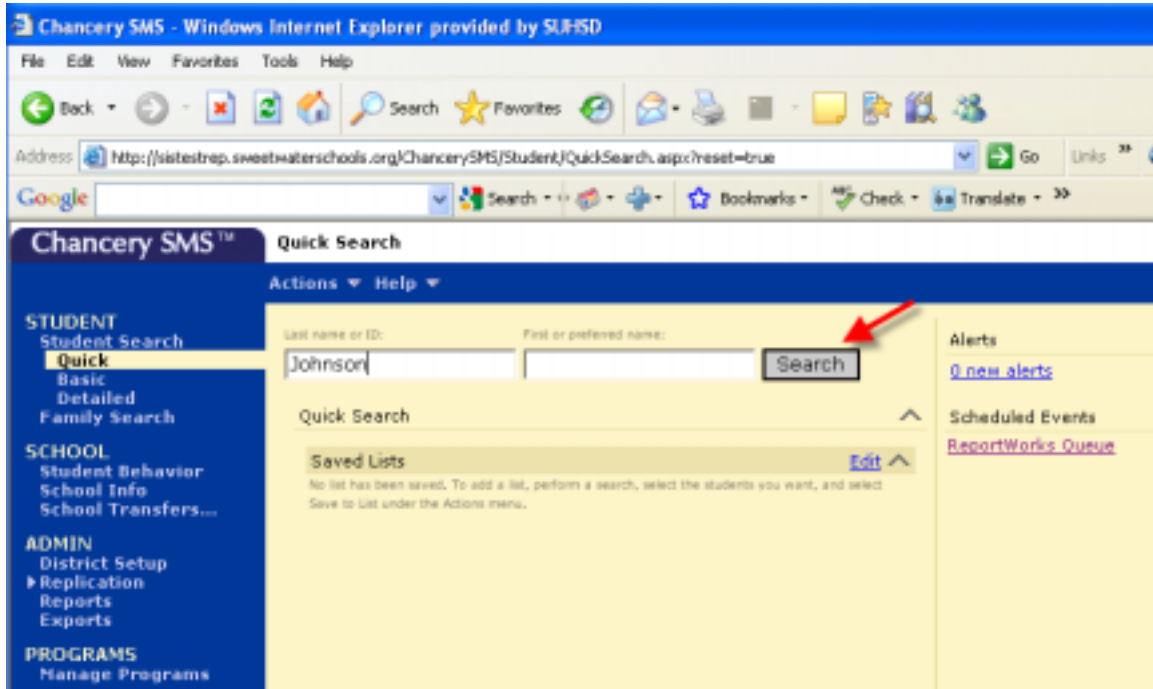
[Change Password](#)

7.0.0.5103

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## Search for a Student

1. *Type* in the students' **Last Name, First Name, or ID.**
2. *Click* **Search** button.



3. In the **Student Name** Column, *click* the student's name.

Chancery SMS - Windows Internet Explorer provided by SUHSO

Address: http://sistestrep.sweetwaterschools.org/ChancerySMS/Student/SearchResults.aspx?sc=LastNameID,L,johnson&from=

Chancery SMS™ Quick Search > Student Search Results

Actions Edit Help

STUDENT  
 Student Search  
**Quick**  
 Basic  
 Detailed  
 Family Search

SCHOOL  
 Student Behavior  
 School Info  
 School Transfers...

ADMIN  
 District Setup  
 Replication  
 Reports  
 Exports

PROGRAMS

Last name or ID: First or preferred name: Search

Search Results

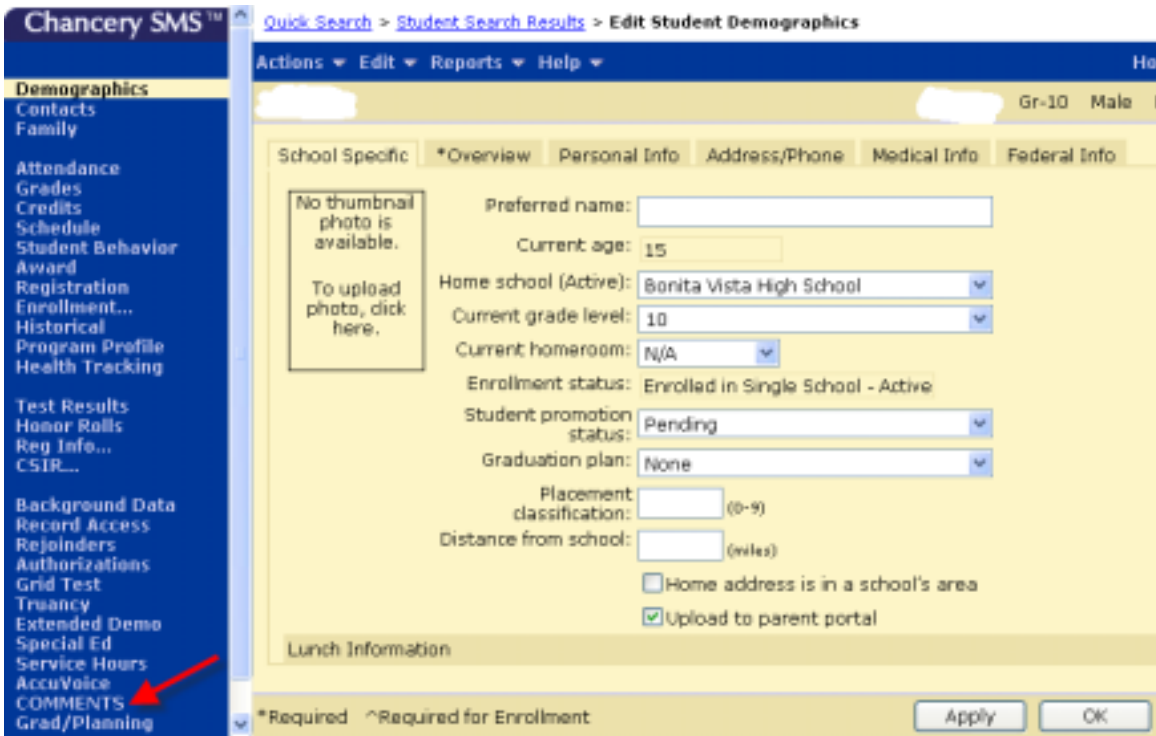
List: ID is or Last name starts with "Johnson"

Selected: 0 1 - 30 of 254

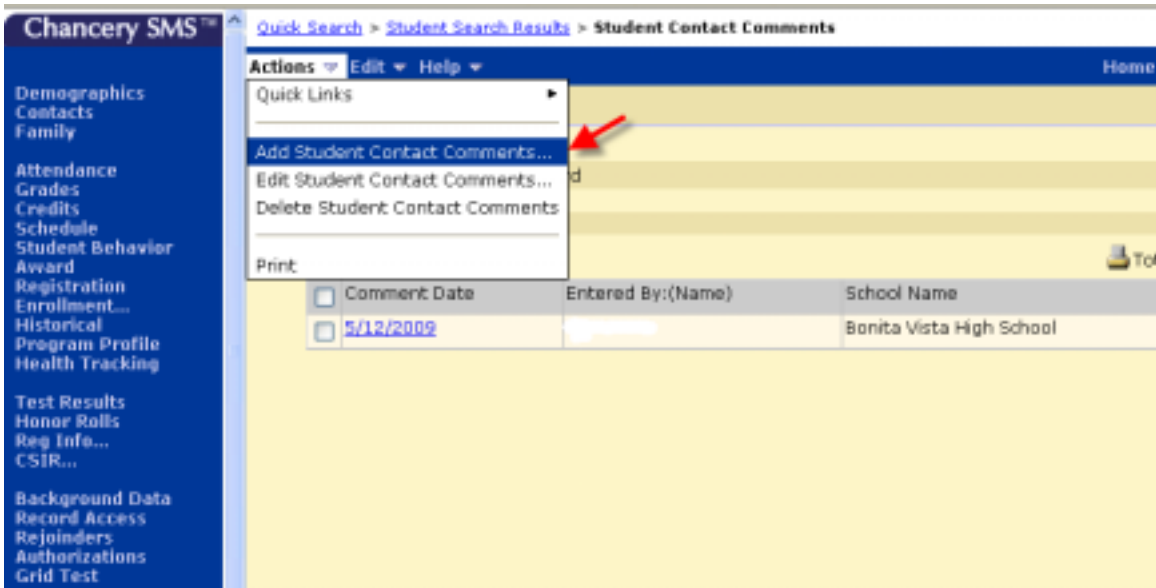
<input type="checkbox"/>	Student Name *	ID	Home school	Gr (A)	Gr (P)	Gender
<input type="checkbox"/>	<a href="#">JOHNSON, AARON</a>	340673	Mar Vista Learning Center	N/A	N/A	M
<input type="checkbox"/>	<a href="#">JOHNSON, AARON B</a>	323608	Chula Vista Learning Center	N/A	N/A	M
<input type="checkbox"/>	<a href="#">JOHNSON, ADRIEAN</a>	336339	N/A	N/A	N/A	M

## Adding a Student Comment

1. On the Student Demographics page, *Click COMMENTS* on left toolbar.

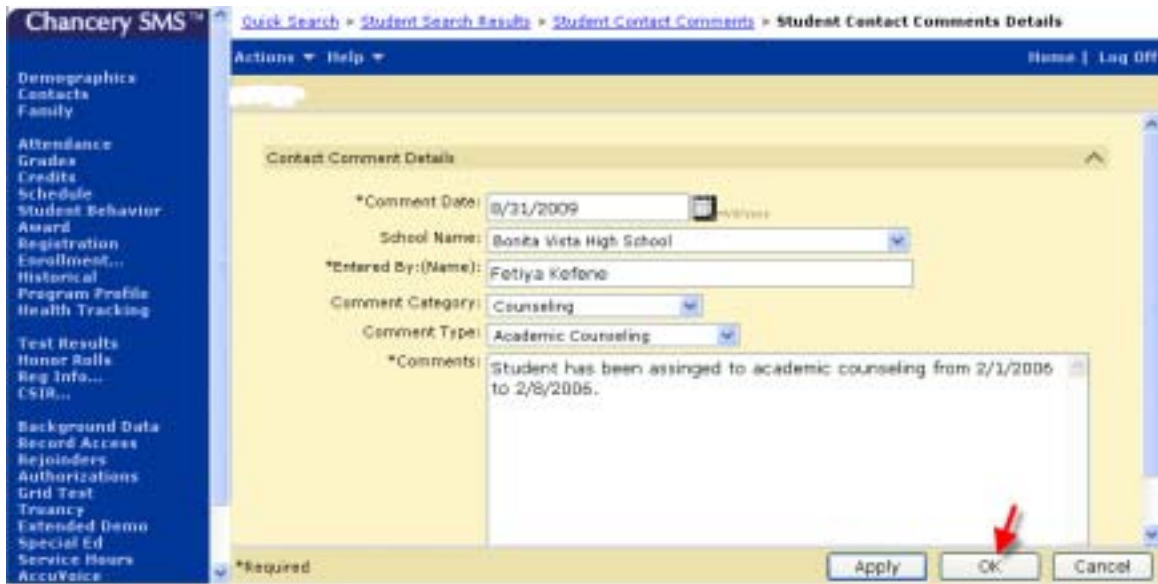


2. To **ADD Comments** go to **Actions > Add Student Contact Comments...**

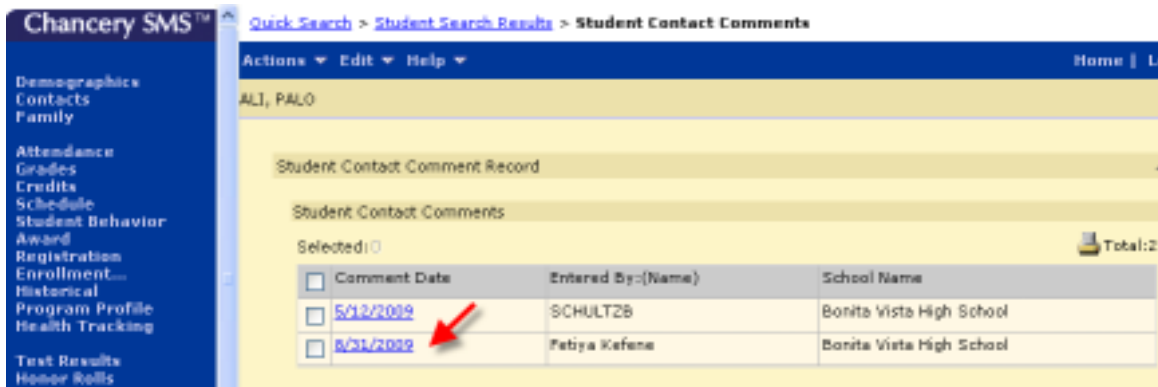


3. *Enter Comment Date, Entered By:(NAME), Comment Type, and Comments information.*

4. *Click OK.*



5. Comment Record will be displayed for that student.

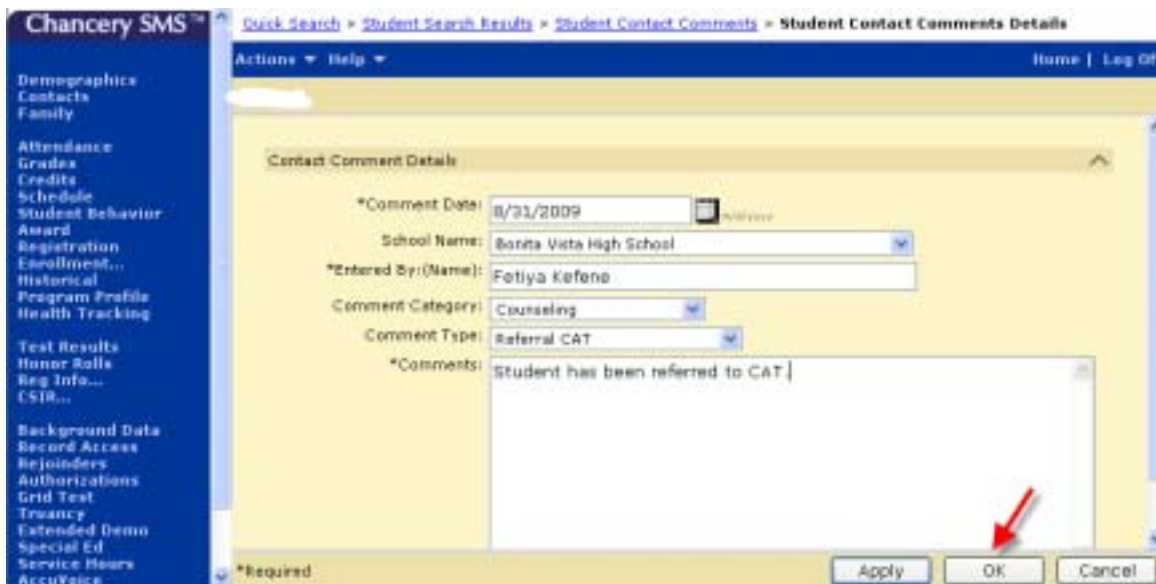


## Editing a Student Comment

1. To **EDIT Comments** *click* the **checkbox** next to the comment date > go to **Actions > Edit Student Contact Comments**.



2. Edit Comment information as needed.



3. Click **OK** to save.

## Deleting a Student Comment

1. To **DELETE** Comments *click* the **checkbox** next to the **comment date** > go to **Actions > Delete Student Contact Comments**.

Demographics  
Contacts  
Family  
Attendance  
Grades  
Credits  
Schedule  
Student Behavior  
Award  
Registration  
Enrollment...  
Historical  
Program Profile  
Health Tracking  
Test Results  
Honor Rolls  
Reg Info...  
CSIR...  
Background Data  
Record Access  
Rejoinders  
Authorizations  
Grid Test  
Truancy  
Extended Demo  
Special Ed  
Service Hours  
AccuVoice  
**COMMENTS**  
Goal Planning

Quick Search > Student Search Results > Student Contact Comments

Actions Edit Help

Quick Links

Add Student Contact Comments...  
Edit Student Contact Comments...  
Delete Student Contact Comments  
Print

<input type="checkbox"/> Comment Date	Entered By:(Name)	School Name
<input type="checkbox"/> 5/12/2009	SCHULTZB	Bonita Vista High School
<input checked="" type="checkbox"/> 8/31/2009	Fetiya Kefene	Bonita Vista High School

2. Confirm the deletion by *clicking* **OK**.

