




Chancery SMS

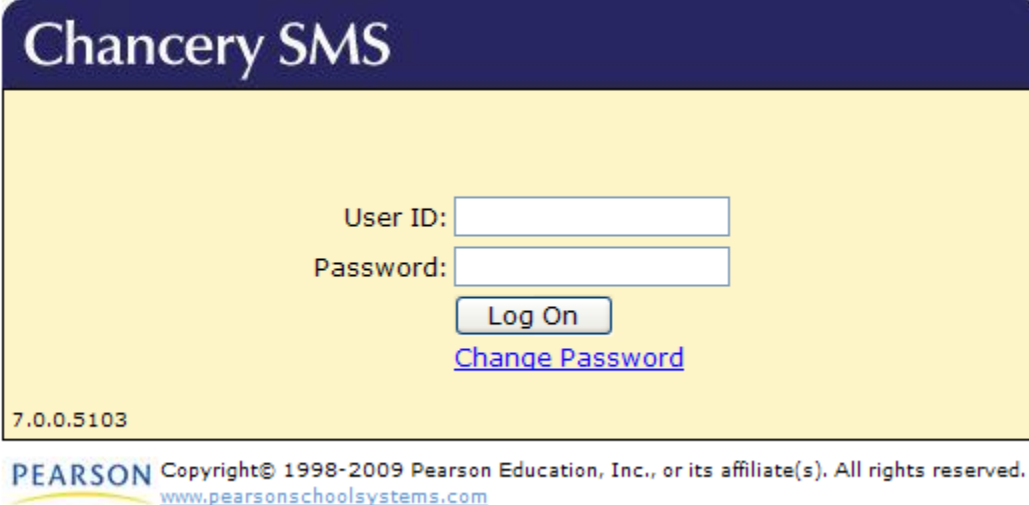
Chancery Basics

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Starting

You start working on Chancery by *double-clicking* on the Internet Explorer icon.  The default page should be Chancery but if not the address would be sis.sweetwaterschools.org . The screen will return this window:



Chancery SMS

User ID:

Password:

Log On

[Change Password](#)

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You can login by *typing* your **User ID** and **Password**. The default User Id is **FirstName.LastName** and the default password would be given to you during the training.

Click on the **Log On** button



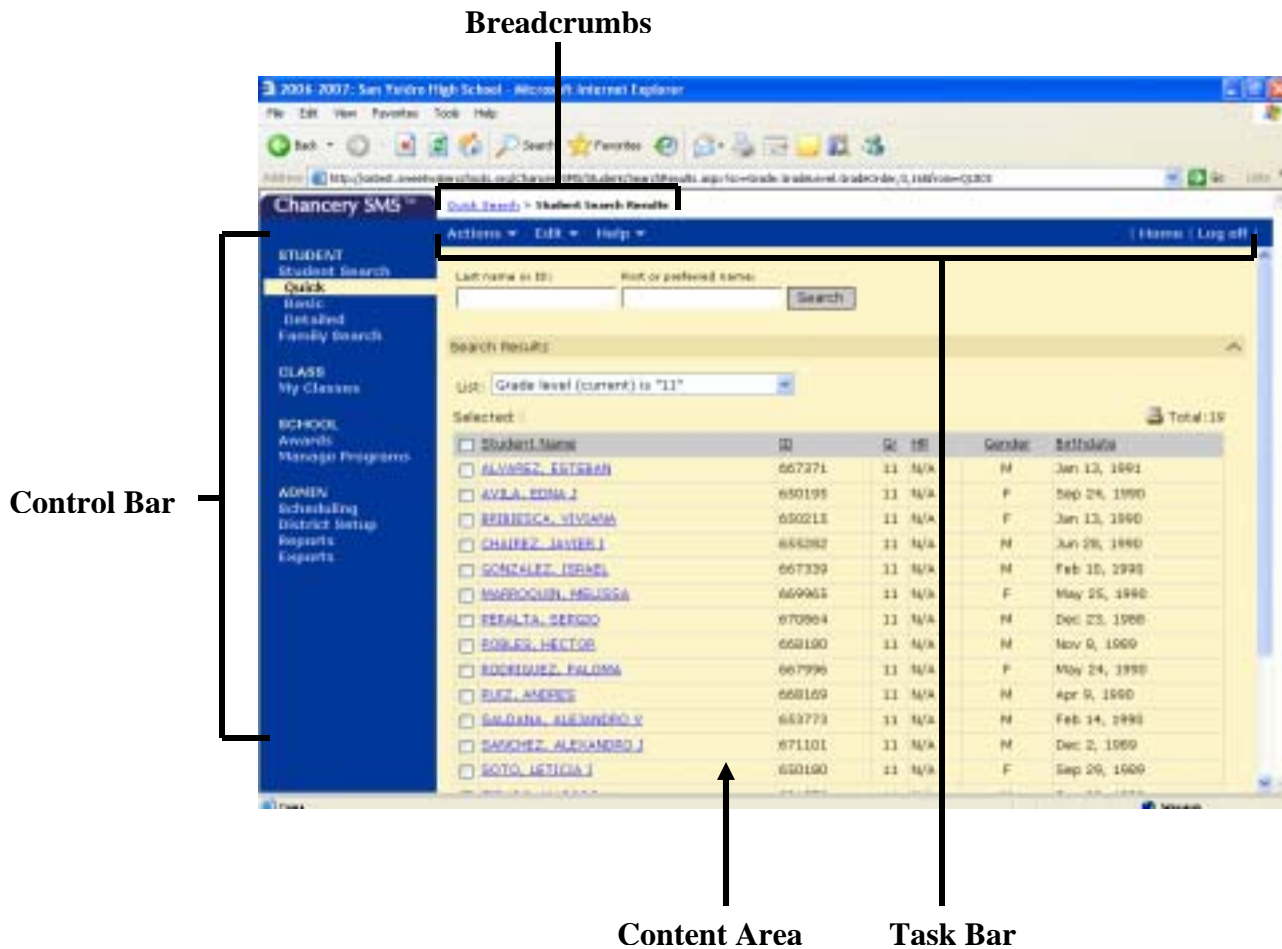
Note: Your homepage will vary based on the roles that you have. (*i.e. teachers, attendance clerk, AP secretary etc.*)

Each user will be assigned their own account, with their own user ID and Password. It is important that you do not share your user ID and password with anyone.

Chancery Interface/Screen

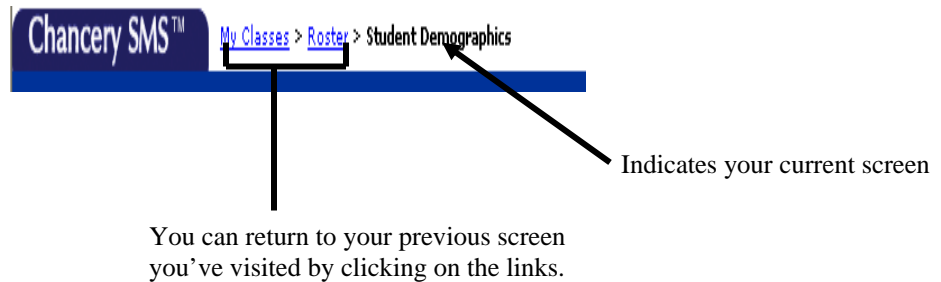
The Chancery page is broken down primarily into four parts.

- breadcrumbs
- a control bar
- a content area
- a task bar





Breadcrumbs

The “breadcrumbs” serves as a tracker. It tells you how you got to the page you are at.



Note: You can easily recognize a link when the text is color **blue** and **underlined**.

(Example: [chancery](#)). Also when your mouse pointer  turns into a hand icon  that indicates that you can *click* on that text/object to go to another page.

Control Bar








The control bar is the vertical pane on the left side of the page. It contains the links to access the different areas in Chancery. For example, if you want to search for a student, click on a search link, such as Student search, Quick, Basic, or Detailed.

The yellow portion indicates what area you are in Chancery.



Content Area

The content area contains the main part of the page. This is where your data/information will display. It will contain various types of data that could be in the following formats:

- Dropdowns  – give you a list of options you can select.
- Checkboxes  – use to select records.
- Grids – returns data in the form of a spreadsheet.
- Buttons  - allow you to select a record from a group.
- Icons – different icons like Roster ; Attendance ; Grading  and Print 
- Links – indicated by [blue](#) and underlined words (Example: [Chancery](#))

Task Bar

The Task Bar contains dropdown menus where you can select options. For example, you can Enroll a student by clicking on the Actions menu and selecting “Register/Enroll a Student” from the dropdown menu.



Click to **Logoff** from Chancery

Tips and Shortcuts

To effectively use Chancery, you can utilize the following practices.

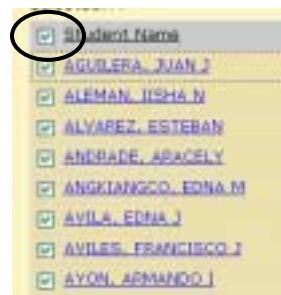
Opening a Record

You can access data in different ways, depending on the task. For example, to search for a student record by the following:

- Using the **Student Id**
- Using the **Students Last Name**. (*Note:* You only need to enter the first 3 digits of the student's last name or first name. The more common the last name is, the more specific you want to be.)

Check Boxes

You can select an item from a list of records by *clicking* on the **check box** beside the item. If you want to select all the records on the list, you can click on the **Select All** checkbox. (This feature is very useful when your search results to more than one page.)



Quick Sort

When working on a list, you can sort the records ordered by the **underlined column heading** by *clicking* on the column heading. For example, you can sort the list by Birthdate by *clicking* on the "Birthdate" column.

Up arrow indicates ascending order

Student Name	ID	Birthdate
BIMBELA, ROSENDO	654147	Dec 3, 1987
AGUILEBA, JUAN J	656321	Jul 17, 1988
GONZALEZ, MIGUEL	652612	Aug 24, 1988

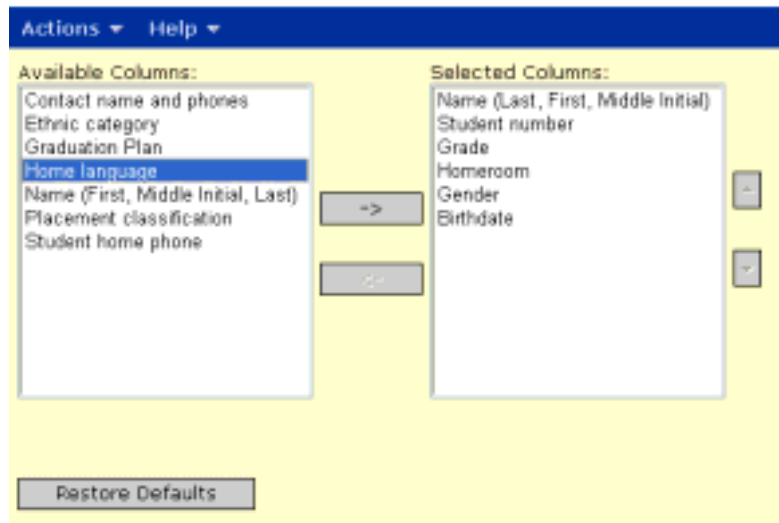
Down arrow indicated descending order





Student Name	ID	Birthdate
ROSAL EE. MONTEFRAT	656077	Sen 22, 1989

Customize Display Options



You can customize the columns on the list based on your needs. To customize your display:

1. On the student search page or any list report from Chancery, *click* **Edit** menu from the Task Bar, then *select* “**Choose Columns...**”
2. *Select* what columns you would like to display from the “Available Columns”.




3. Click on  to move what you selected from the “Available Columns” to the “Selected Column.”
4. Use the  or  buttons to select which order you want your “Selected” fields to display.
5. After selecting the columns you want to display on your screen, click on .

Panels

Chancery pages are often grouped in panels. Panels are referred to as sections of the page. The Panel arrows are located in the top-right corner of each panel/section. You can expand the panel by clicking the down arrow  and you can shrink/collapse the panel by using the up-arrow .


Using Keyboard Shortcuts to Move Between Fields

You can use the keyboard to move field to field on a page by using the Tab key 


- To move to the field on the right, *press* the “Tab” key.

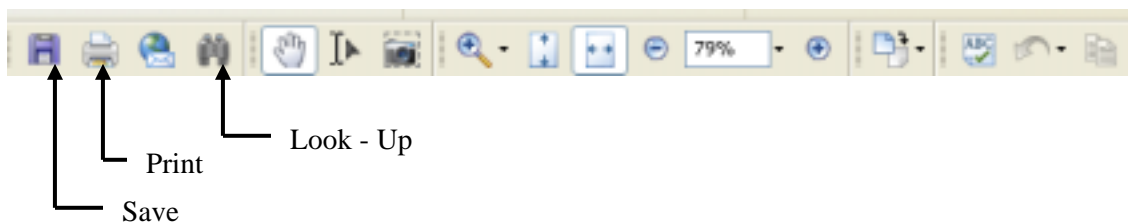
- To move to the field on the left, *press* “Shift” +”Tab” key.

Printing a Page

In Chancery, the  icon is the same as “Print Preview” in Windows. When you press the print button in Chancery, a pop-up window will show a preview of your report.

To print a report or list in Chancery, follow the following steps:

1. *Click* the  icon. The **Print Options** page appears.
2. *Click* **Print**. The report appears in the PDF viewer as a default.
3. In the PDF viewer, *click* on the **Print** button.



Note: Once you are on the PDF preview of the report, you can either **Save** or **Print** the file.

- *Click* on the Print button in the PDF view if you want to print your file.
- *Click* on Save if you want to save it into a file.

Logging Off

You can log off from the system by *clicking* the “Logoff” link located on the top-right hand corner of the Chancery page.

Note: If you remain inactive for 30 minutes, as a security feature, Chancery will automatically log you off. But all unsaved data will be lost, so it is a good practice to save your data before you get distracted and logged off.

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