
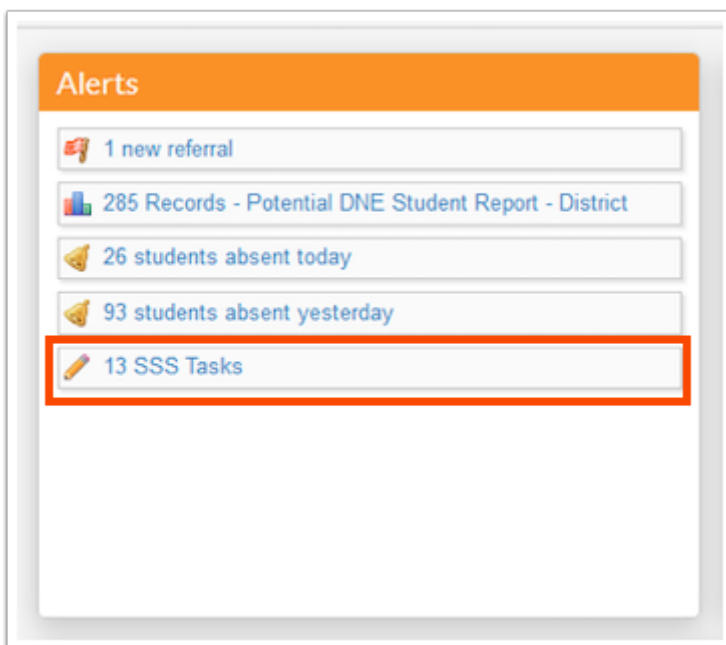


Task List

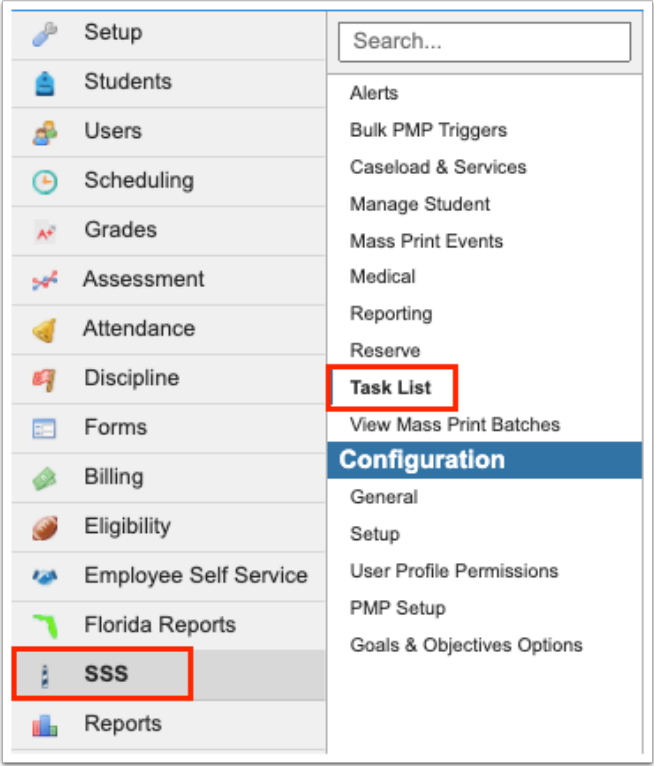
The Task List displays students who have been referred for evaluation. Users will only see students referred to them based on the evaluator selected on the Evaluators form or the Evaluation Tracking/Update ESE Logging Fields form included in an SSS event. Users with the "View All Users" permission for the Task List can view students referred to all users at the school. The information from this screen is populated by an "Execute SQL" event trigger set up in SSS > Setup > [Event Triggers](#). The Task List is updated any time the step is saved and validated for a student.

-  A Portal alert will display to the user when students have been referred to them for evaluation. Clicking the alert will open the Task List screen.



Viewing the Task List and Marking Evaluations as Completed

1. In the **SSS** menu, click **Task List**.



Students who have been referred to you for evaluation are listed. The student ID, student name, grade level, student's enrolled school, type of task, assigned date, and due date are listed.

View All Tasks <input type="checkbox"/> Show Dismissed Check/Uncheck All 0/1 checked Save									
1 Records Export Filter: OFF									
Student #	Student	Grade Level	School	Task	Assigned	Due	Dismissed	Undo	
98391	Ackerman,	11	High School (0031)	SLP Evaluation			<input type="checkbox"/>		

2. Click the student ID to open the student's record in Student Info in a new tab.
3. Click the student's name to open the relevant form in the Manage Student screen in a new tab.

View All Tasks <input type="checkbox"/> Show Dismissed Check/Uncheck All 0/1 checked Save									
1 Records Export Filter: OFF									
Student #	Student	Grade Level	School	Task	Assigned	Due	Dismissed	Undo	
98391	Ackerman,	11	High School (0031)	SLP Evaluation			<input type="checkbox"/>		

4. To mark a student evaluation as completed, select the **Dismissed** check box next to the student and click **Save**.

The date will populate into the Dismissed column for the task.

[View All Tasks](#)
☐ Show Dismissed
 [Check/Uncheck All](#)
1/1 checked
Save

1 Records
 [Export](#)
[Filter: OFF](#)

Student #	Student	Grade Level	School	Task	Assigned	Due	Dismissed	Undo
98391	Ackerman,	11	High School (0031)	SLP Evaluation			<input checked="" type="checkbox"/>	

5. To mark all student evaluations as completed, click **Check/Uncheck All** to select all the Dismissed checkboxes. Then, click **Save**.

The date will populate into the Dismissed column for the tasks.

[View All Tasks](#)
☐ Show Dismissed
 Check/Uncheck All
1/1 checked
Save

1 Records
 [Export](#)
[Filter: OFF](#)

Student #	Student	Grade Level	School	Task	Assigned	Due	Dismissed	Undo
98391	Ackerman,	11	High School (0031)	SLP Evaluation			<input checked="" type="checkbox"/>	

Users with the "View All Users" profile permission for the Task List can click **View All Tasks** to see tasks assigned to all users at the school. The Assigned User column is added to the table to display the user who was assigned the evaluation.

View All Tasks
☐ Show Dismissed
 [Check/Uncheck All](#)
Save

No Records Found

[View My Tasks](#)
☐ Show Dismissed
 [Check/Uncheck All](#)
0/2 checked
Save

2 Records
 [Export](#)
[Filter: OFF](#)

Assigned User	Student #	Student	Grade Level	School	Task	Assigned	Due	Dismissed	Undo
Barber,	98391	Ackerman,	11	High School (0031)	SLP Evaluation			<input type="checkbox"/>	
Baker,	98391	Ackerman,	11	High School (0031)	OT Evaluation			<input type="checkbox"/>	

Viewing Completed Evaluations

1. In the **SSS** menu, click **Task List**.

Setup
 Students
 Users
 Scheduling
 Grades
 Assessment
 Attendance
 Discipline
 Forms
 Billing
 Eligibility
 Employee Self Service
 Florida Reports
 SSS
 Reports

Alerts
 Bulk PMP Triggers
 Caseload & Services
 Manage Student
 Mass Print Events
 Medical
 Reporting
 Reserve
 Task List
 View Mass Print Batches

Configuration
 General
 Setup
 User Profile Permissions
 PMP Setup
 Goals & Objectives Options

2. Select the **Show Dismissed** check box at the top of the screen.

The list is updated to display completed tasks, along with any tasks that have yet to be completed. The date in the Dismissed column indicates when the task was marked as completed.

View My Tasks

☒ Show Dismissed

Check/Uncheck All

0/2 checked

Save

4 Records

Export

Filter: OFF

Assigned User	Student #	Student	Grade Level	School	Task	Assigned	Due	Dismissed	Undo
Barber, [img alt="user icon"]	98391	Ackerman, [img alt="user icon"]	11	High School (0031)	SLP Evaluation			<input type="checkbox"/>	
Baker, [img alt="user icon"]	98391	Ackerman, [img alt="user icon"]	11	High School (0031)	OT Evaluation			<input type="checkbox"/>	
Access, [img alt="user icon"]	98391	Ackerman, [img alt="user icon"]	11	High School (0031)	Psych Evaluation			10/12/2022	Undo
Ashley, [img alt="user icon"]	98391	Ackerman, [img alt="user icon"]	11	High School (0031)	Social Work Evaluation			10/13/2022	Undo

3. To undo a dismissed evaluation, click **Undo**.

View My Tasks

☒ Show Dismissed

Check/Uncheck All

0/2 checked

Save

4 Records

Export

Filter: OFF

Assigned User	Student #	Student	Grade Level	School	Task	Assigned	Due	Dismissed	Undo
Barber, [img alt="user icon"]	98391	Ackerman, [img alt="user icon"]	11	High School (0031)	SLP Evaluation			<input type="checkbox"/>	
Baker, [img alt="user icon"]	98391	Ackerman, [img alt="user icon"]	11	High School (0031)	OT Evaluation			<input type="checkbox"/>	
Access, [img alt="user icon"]	98391	Ackerman, [img alt="user icon"]	11	High School (0031)	Psych Evaluation			10/12/2022	Undo
Ashley, [img alt="user icon"]	98391	Ackerman, [img alt="user icon"]	11	High School (0031)	Social Work Evaluation			10/13/2022	Undo

4. In the confirmation pop-up window, click **Undo**.

Undo the dismissed task

Are you sure you want to undo the dismissal of task?

Undo

Cancel


Psychological Profile - Tom Smith

Focus High School - 0041

Psych Evaluation

04/08/2022

The open check box in the Dismissed column redisplays for the task.



Only users with the Edit profile permission to this screen will have access to the Undo button.