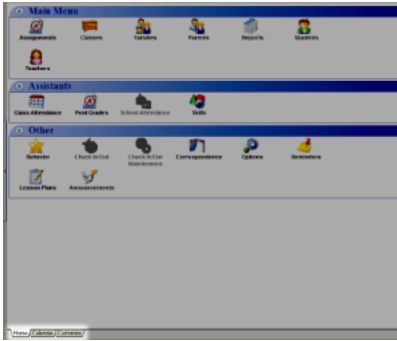


## Locate Your Tasks

The Home tab features the Home screen which contains shortcuts to your most common tasks. You can add or delete shortcuts on the Home screen. You can also minimize any windows that you open on the Home screen.



The Home tab is divided into three sections:

- **Main Menu** - Access principal areas of the program such as Students, Parents, and Teachers, as well as enter or view Assignments, and Reports.
- **Assistants** - Locate program assistants that help you add or update data, such as post Grades, Student Attendance, or Skills.
- **Other** - Locate tools and special helps, such as Lesson Plans, Correspondence, Behavior, and Reminders.



### Useful Information

The School Attendance, Check In/Out, and Check In/Out Maintenance options are not available unless you've been given access by your administrator.