

Student Summary Dashboard

The Student Summary is the Dashboard to view the collated information of individual student profiles in the Reach Portal. The goal of the Summary dashboard is to provide a holistic view of student activities, display all relevant transactions, and deliver linked views for information regarding activities outside of the Reach system.

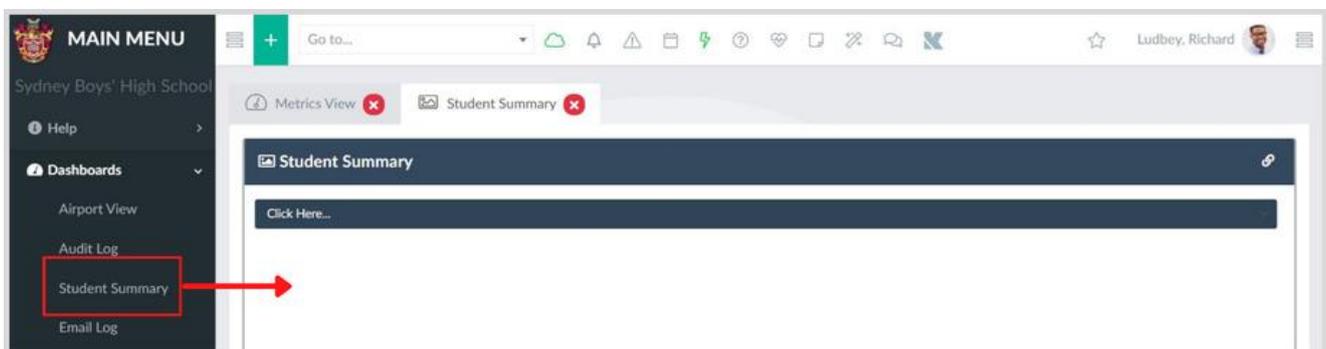
Reach Student Life connects easily to many external systems, the Dashboard is a great example of this with integration from the 'Flourishing at Schools' system and Consent2Go. Information gathered via these external sources increases the data available regarding a student, to help staff ensure awareness and to provide better care.

If you do not use or can not access the Summary Dashboard, please contact your school's Reach Portal Administrator to update your accessibility settings. Contact Reach if you would like to investigate linking other student information pages to your Student Summary dashboard.

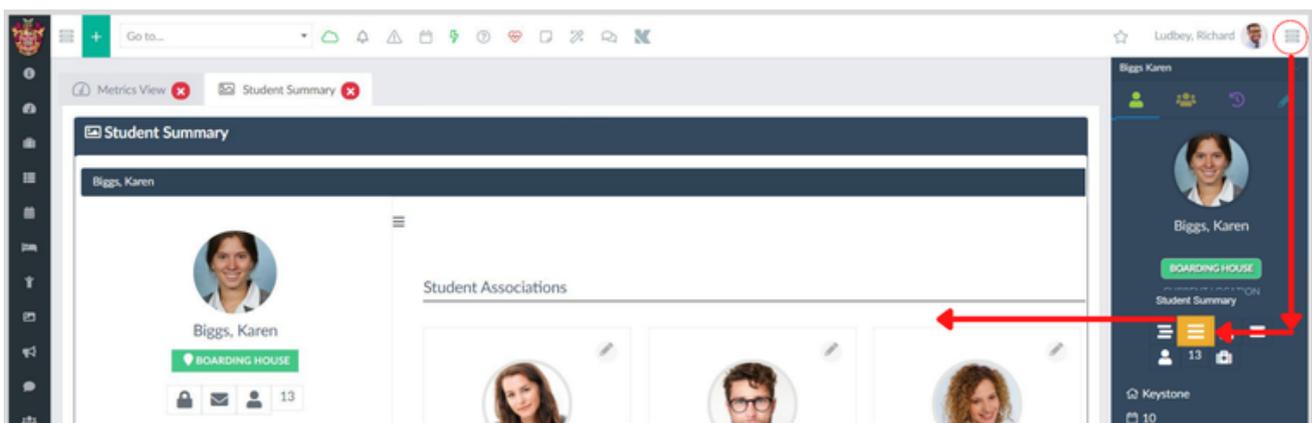
How to Access

This can be achieved in two ways;

Firstly, click the Dashboards icon in the Main Menu on the left-hand side, then click Student Summary. By default, the student that was last viewed will show in the Summary, to select another student, simply use the 'Click Here' drop-down menu.



Secondly, click the Menu icon on the top right-hand side, select the required student via the drop-down menu, then click the Student Summary icon. To close the Student Sidebar, click the top menu icon again.



How to Navigate

There are five key sections;

First, the basics, with the profile photo, and name

Second, the Location and quick access Icons may differ based on your Reach Portal and school settings

- **Location** Indicator, in the example image, Boarding House is noted by its corresponding colour
- **Padlock** Icon, click this to open the Restriction Details pop-up
 - ARTICLE: [Gating and Grounding Restrictions](#)
- **Mail** icon, when clicked will open the default email service on your device
- **Person** Icon, when clicked will open the student's Personal Profile
- **Number** Indicator shows the current Pastoral Points for this student
 - ARTICLE: [Pastoral Points](#)

Third, Personal Data Icons listing student information and contact details

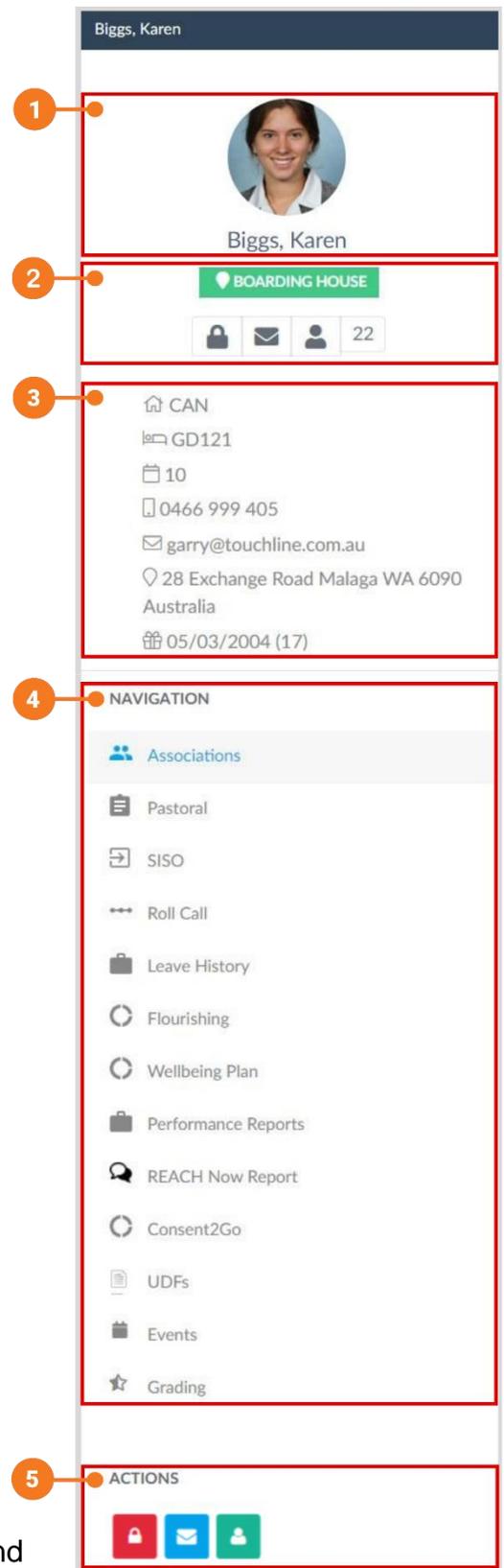
- **House** Icon - House/Dorm
- **Bed** Icon - Room Number
- **Calendar** Icon - Year/Grade
- **Phone** Icon - Contact Number
- **Mail** Icon - Email Address
- **Location** Pin - Home Address
- **Gift** Icon - Date of Birth (Age)

Fourth, the Navigation zone, with a list of clickable summary section links to view as required. The section links may differ based on three elements affecting the Reach portal of your school.

1. Reach extension modules must be connected and enabled
2. External Software/Platforms must be integrated
3. Access and Permissions must be enabled in Reach and in your Personal Profile

Fifth, the Actions Icons at the bottom of the Navigation section

- **Gating** Icon, when the padlock icon is clicked, will open the Restriction Details pop-up window
- **Email** Icon, when clicked, will open the default email service on your device
- **Edit Profile** Icon, when clicked, will open the Personal Profile of the current student, edit as required, and remember to click Save



Summary Sections Explained

Associations

The Association page displays the contacts for each student, that has been created in the Reach system. These approved contacts play a critical role, as they determine with whom a student is permitted to depart the campus. Contact details are available for each associated contact, if they have been entered into their personal profile.

Associations can be Parents, Guardians, or Hosts, that are approved to act as a Guardian of the student for off-campus leave events. These may be set from either direction using the personal profiles, Eg: Student-to-Host or Host-to-Student.

When connecting hosts within a Leave Request, only Hosts that have been created and associated will be available for use.

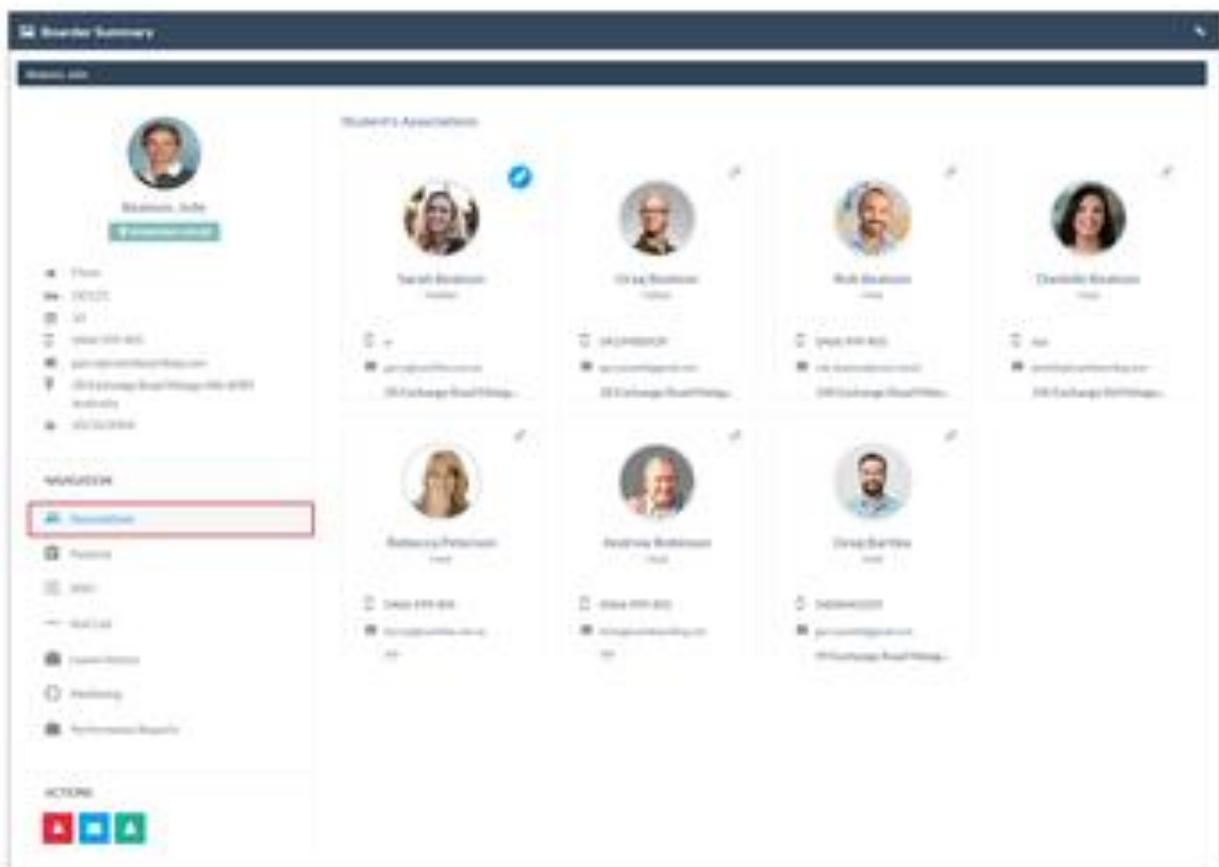
ARTICLE: [How to add a New Student](#)

ARTICLE: [How to Set a new Association](#)

ARTICLE: [How to add a New Parent or Guardian](#)

The example image below shows the associations for a student.

- **Edit icon** - If you hover, it will turn blue, if you click the icon, it will open their profile details for editing.
- **Phone Number** - is view-only data
- **Email Address** - If you click the email address of a contact, this will open the default email service on your device.
- **Address** - If you click the address of a contact, this will open a new tab page within Reach and show the address on Google Maps.



Pastoral

The Pastoral view provides a list of recorded pastoral and wellbeing notes for each student, these are listed in chronological order, starting with the most recent. Each Pastoral Record shows as a separate card, click a card to expand its details in the right-hand side column of the page.

The difference between Pastoral Record types is indicated by coloured Icons and lighter shaded matching cards.

-  Positive - shown as green
-  Negative - shown as red
-  Neutral - shown as orange

Pastoral Types are set and managed by your school; many pastoral types are set as default by Reach. Further details on how to setup and manage pastoral types can be found in the accessibility article.

ARTICLE: [Accessibility Settings and Base Security Levels](#)

NOTE: Visibility of medical notes and medication records can be determined on a per-user basis.

ARTICLE: [How to Set up Staff to Administer and Manage Medication](#)

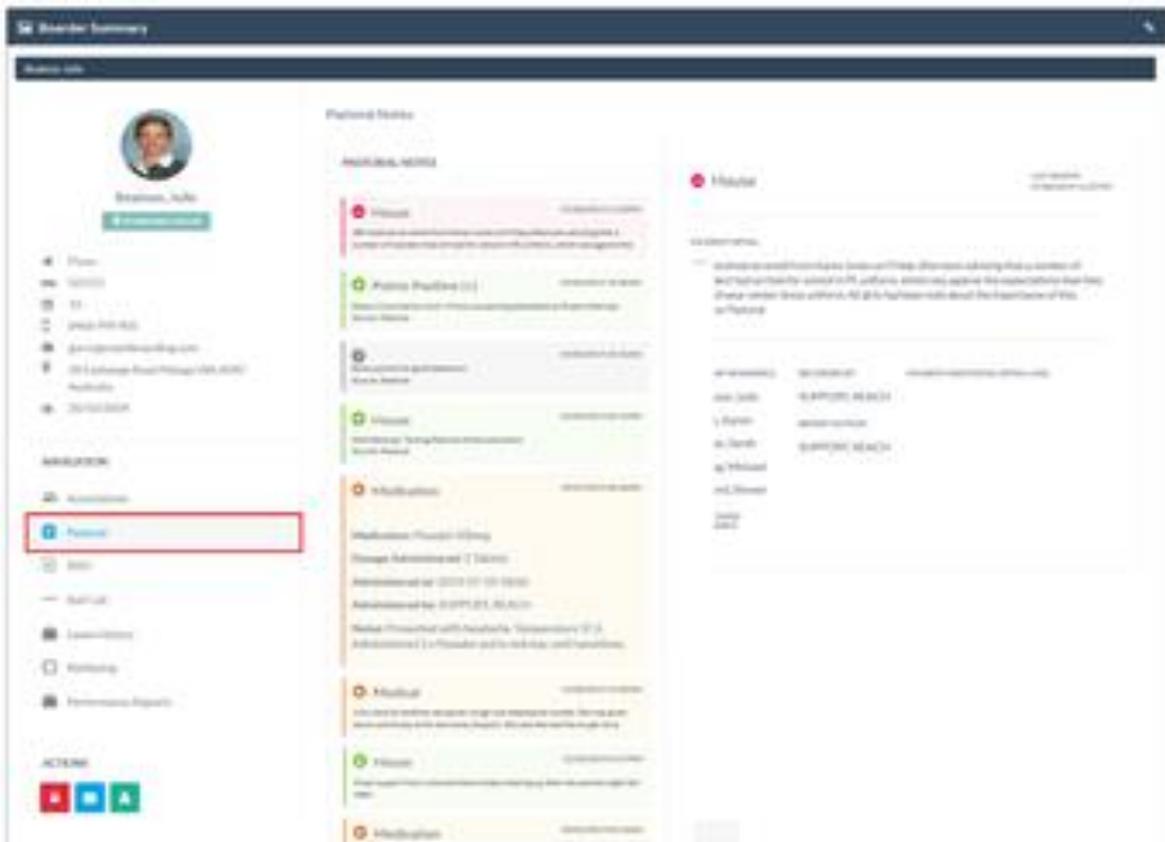
New Pastoral notes can be created from Pastoral Management or from Staff Duty Reports and follow-up notes to original records will automatically be added to the original note.

ARTICLE: [Create Pastoral Reports](#)

An additional area of Pastoral Reporting is Pastoral Points

ARTICLE: [Pastoral Points](#)

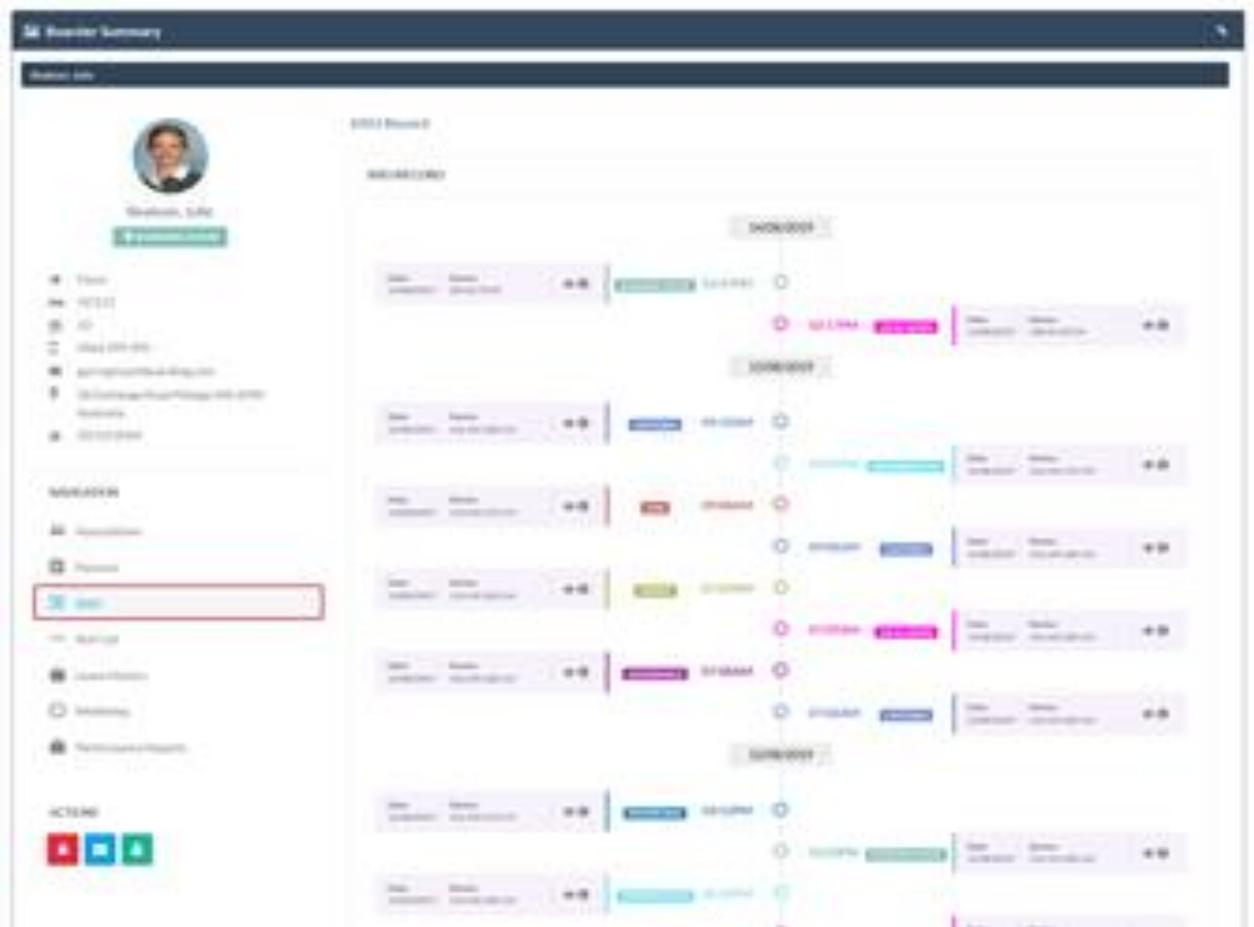
The example image below shows the timeline history of Pastoral and Medical notes.



SISO

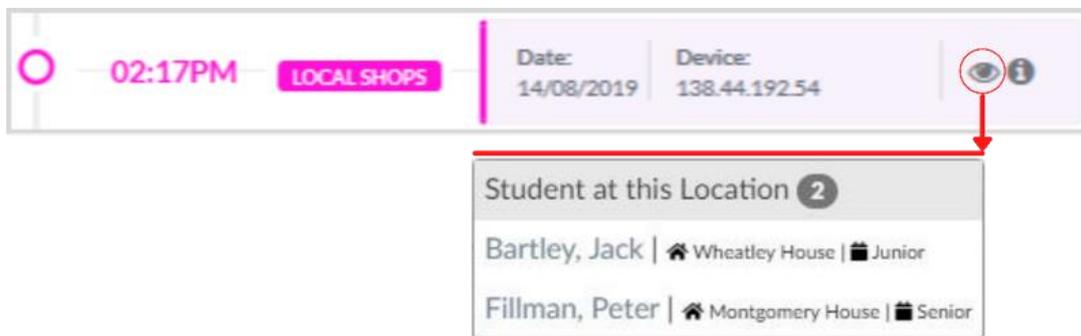
SISO stands for 'Sign in Sign out' and the SISO summary is a timeline view-only area, showing all of the location movements the student has made in their daily boarding life.

A chronological list, with date, time, the IP Address of the device used, and colour-coded locations (set and managed by your school and represented throughout Reach).



A significant feature update has been the SISO insight, which allows you to view a list, if available, that shows all other students that were at the present at the same time.

Scroll to search the required timeline item, then click the Eye Icon, a pop-up will appear to reveal the data.



The SISO timeline of any student can be exported as a report, which can then be shared with staff and parents as required.

Go To: [Reporting](#) >> [Instant Reports](#) >> [SISO Summary](#)



Rollcall

The Rollcall screen shows a list of all rollcalls or registers that have been taken involving the student and their status in that rollcall or register.

Hovering over any individual item will display the details of that item, listing the date/time, category, who marked the student in the event, and, if present, any notes that were written to the student's profile in the rollcall or register.

As can be seen in the example image below, the rollcall items list down the page by date order, the items of that day then list across the page in time order. Details also can be seen for an individual item in the pop-up.

Rollcall data can be printed or exported for use as required. View this article for further details.

ARTICLE: [Rollcall and Register Reports](#)

The screenshot displays a user interface for a student's rollcall history. On the left, there is a sidebar with a student profile picture and a list of navigation options. The main area is titled 'Rollcall' and shows a grid of rollcall events. Each event is represented by a date and time, followed by a grid of colored circles indicating the status of the student in that event. A pop-up window is open over the event on August 11, showing details such as Date, Category, Time, and Note.

Date	Category	Time	Note
11/08/2024	Register	08:00 AM	



Leave History

The Leave History view provides a full list of all leave items that the student has taken. This includes exeat leave events and quick leave events.

This section is a significant improvement over the student sidebar view, as it provides for a full view of all relevant information for a leave event without having to open the event details screen.

Each leave item is represented on a colour card as green/orange/red and listed down the page in item order. The code (eg; #2269) per item is generated by the system when a new leave request is created and is then used throughout Reach to quickly track data.

Click on any leave item card to open the leave details tab and view the full information for that item.

The screenshot displays the 'Leave History' section of a web application. On the left is a sidebar with a user profile and navigation menu. The main area shows a list of leave items, each on a green card. The first card is highlighted with a red border. Each card contains a title, a code, and a table of details.

Start Date	End Date	Status	Type	Reason	Comments



Flourishing and Wellbeing

The Wellbeing view taps into the 'Flourishing at Schools' system which is an application external to Reach. Schools using the 'Flourishing at Schools' platform can connect their 'Flourishing' portals to Reach so that the student profile displays their wellbeing report from 'Flourishing'.

In the example below, the external information page **Wellbeing** is displayed which links into the positive education framework at 'Flourishing'.

Contact directly with this link: [Flourishing at School](#)

① This is an External Platform, Please contact **Flourishing at School** to setup your school.
The Platform must then be integrated into your school's Reach Portal and Infinity Permissions must be enabled per user.

The screenshot displays a 'Student Summary' page for a user named 'Matthew, John'. The 'Wellbeing' section is active, showing a radar chart and two data tables. The 'Wellbeing' menu item in the left sidebar is highlighted with a red box.

Overall Score	75	80	85	90	95	100	105	110	115
2023-2024 (2023-24)	75	80	85	90	95	100	105	110	115
2022-2023 (2022-23)	75	80	85	90	95	100	105	110	115

Component Score	75	80	85	90	95	100	105	110	115
2023-2024 (2023-24)	75	80	85	90	95	100	105	110	115



Performance Reports

In this view-only section, the completed Performance Reports regarding this particular student are listed for a quick review.

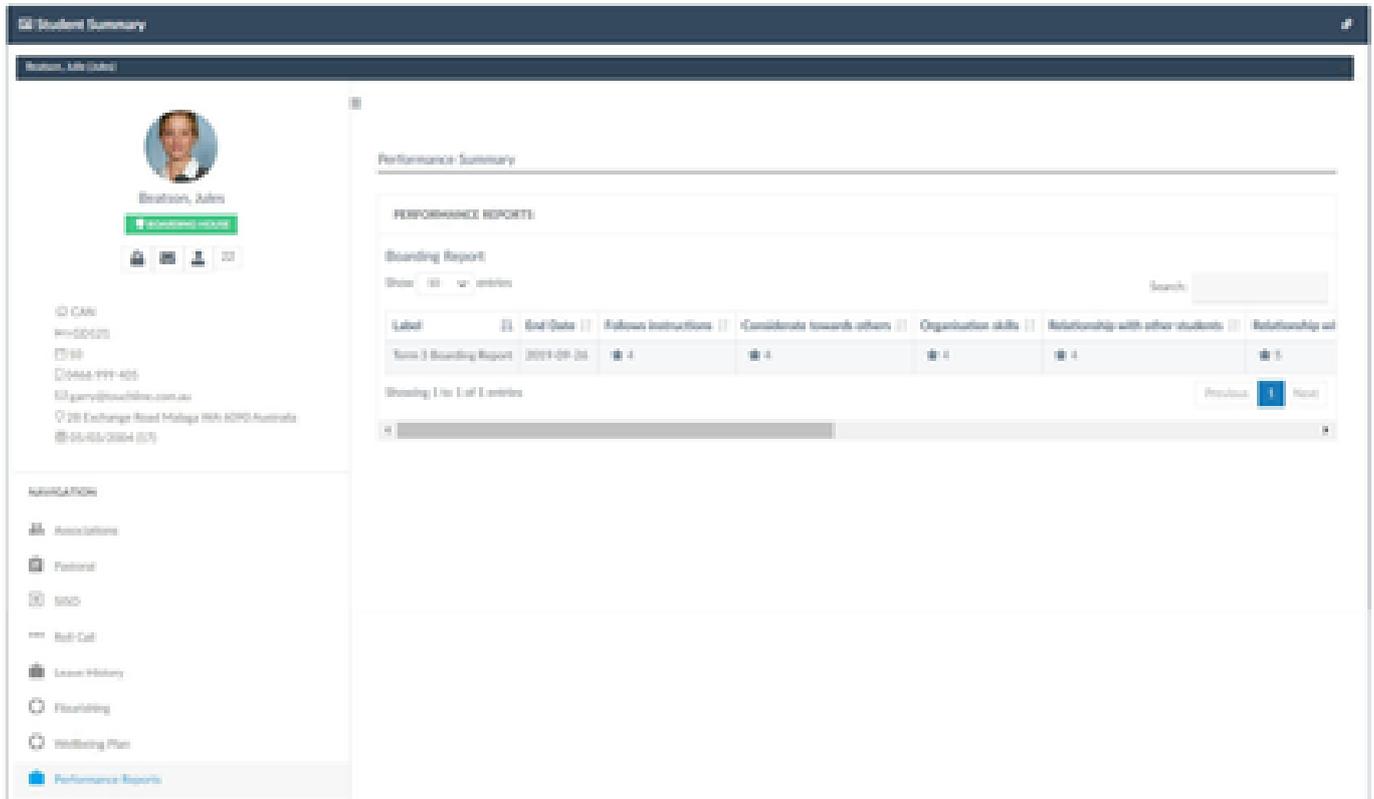
These valuable reports are generated via the extension module **Performance Reports** which allows you to design, complete, and distribute any number of performance reporting templates. These are created and managed by your school.

A report that generates data for multiple students, eg; an entire year/grade will generate a reporting history for each individual that is being marked and results will appear in the student's profile, and the Student Summary. The completed reports can be distributed to staff or can be made accessible to parents via their Reach login.

There are three components to the **Performance Report** module;

1. **Template Management** is where you design your report templates, create the reporting sections, the layout, scoring, and comment sections for each report template.
2. **Report Management** is where you determine which Templates are currently open for scoring and who the subjects are for that report.
3. **Report Scoring Matrix** is the dashboard where you score the components for each report template that is currently open for completion.

ARTICLE: [Performance Reports](#)



The screenshot displays a user interface for a student's performance summary. On the left, there is a profile card for 'Beaton, John' with a photo and contact information. The main content area is titled 'Performance Summary' and contains a section for 'PERFORMANCE REPORTS'. Below this, there is a 'Boarding Report' section with a search bar and a table of reports. The table has the following columns: Label, End Date, Follow Instructions, Candidate towards others, Organization skills, Relationship with other students, and Relationship with staff. A single report is listed: 'Term 3 Boarding Report' with an end date of '2017-09-26' and scores of 4 in the 'Follow Instructions', 'Candidate towards others', and 'Organization skills' columns, and a score of 5 in the 'Relationship with staff' column. Below the table, there is a 'Showing 1 of 1 entries' indicator and 'Previous' and 'Next' navigation buttons.



Reach Now Reports

Reach Now is a versatile tool designed to help you manage and improve communications within your school community. The system provides a secure, authenticated platform where your communication records are captured and historically reportable.

In this section, you can **Generate**, **View**, and **Download** the Communications Reports of any individual student within the Reach Portal, this includes the Direct Message Chat, and Noticeboards features.

Adjust the Start/End date fields by clicking each section to reveal the interactive calendar. Add any Contributors and/or Keywords that may assist to refine your search, then click the blue Generate Report button. Once you have the required data, you can click the Download Report button for a direct file download to your device.

ARTICLE: [Reach Now - Mobile App](#)

ARTICLE: [Communications within Reach](#)

ⓘ This is an Extension Module that must be enabled for your school's Reach Portal and Infinity Permissions must be enabled per user.

The screenshot displays the 'Student Summary' page for Jules Beaton. On the left, there is a profile card with contact information and a navigation menu where 'REACH Now Report' is highlighted with a red box. The main area is titled 'REACH: Now' and contains search filters for Start Date (05/01/2021), End Date (04/30/2021), Contributors, and Keywords. A 'Generate Report' button is visible. Below this is the 'REACH NOW REPORT' section, which shows a chat history for 'Stephanie Lindberg & Carey Nickl'. The chat messages include: 'Carey Nickl: I am on my way!' (4 months ago), 'Stephanie Lindberg: You are late - where are you?' (4 months ago), 'Stephanie Lindberg: Hello!' (4 months ago), and 'Stephanie Lindberg: Good morning - please stop by the health center when you have a moment.' (4 months ago). A 'Download Report' button is located at the top right of the report section.



Consent2Go

This section taps into the 'Consent2Go Medical Viewport' system which is an application external to Reach. Schools using 'Consent2Go' can connect their account to their Reach portal, so that the student profile displays their relevant data.

The Consent2Go platform is used for the management of medical information of student populations, student medical profiles built in this platform are directly viewable within your Reach portal once integrated.

In the example below, colour-coded sections highlight external information that can be used quickly by staff to keep informed.

Contact directly with this link: [Consent 2 Go](#)

ARTICLE: [How to use Consent2Go-Medical-Viewport in Reach](#)

ⓘ This is an External Platform, Please contact **Consent 2 Go** to setup your school.
The Platform must then be integrated into your school's Reach Portal and Infinity Permissions must be enabled per user.

The screenshot displays a student profile for Julie Brasbon. The profile includes contact information such as phone number, email, and address. A 'Consent2Go Data' section is highlighted, showing various medical conditions and allergies, each with a color-coded background and a right-pointing arrow for more details.

Condition	Severity
Heart Condition	Life Threatening
Allergy to Medication	Life Threatening
Croup	Life Threatening
Asthma	Non-Urgent Attention
Anaphylaxia	Non-Urgent Attention
ADD / ADHD	Non-Urgent Attention
Speech Impediment	Information Only
Contact Information	Emergency & Parent/Guardian
Profile Information	Emergency / Photo



UDF's

UDF stands for 'User Defined Fields' and this feature allows the creation of custom fields (Max 10) that can be used to display information specifically relevant to your school and student's. This data will then be viewable via the student sidebar menu, the kiosk screen as icons per student card and the student summary dashboard. This student data assists in making key information easily accessible to staff and can be influential in how your workflows operate.

To create and manage the settings of your UDF's, this is a two-step process.

First, create and manage all UDF items, including title, and ordinal number

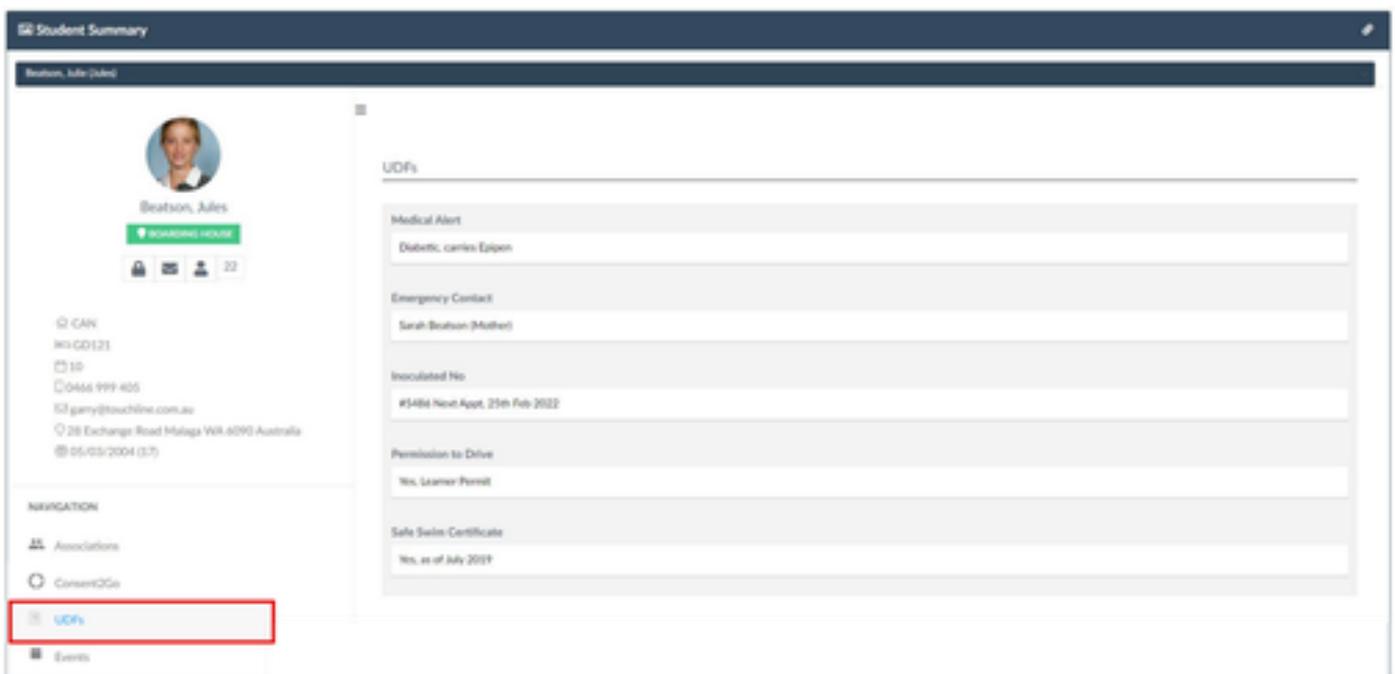
Go To: [System Configuration >> User Defined Fields](#)

Secondly, create and manage UDF data for each student via their personal Profile

Go To: [People Management >> Student Profile >> User Defined Tab](#)

ARTICLE: [How to Set User Defined Fields](#)

ARTICLE: [How to Bulk Update User Defined Fields](#)



The screenshot displays a 'Student Summary' page for a student named 'Beaton, Alex'. The page is divided into several sections:

- Profile Information:** Includes a profile picture, name 'Beaton, Alex', a 'AWARDING HOUSE' badge, and contact details such as 'CAN', 'MOBILE', 'PHONE', 'EMAIL', 'ADDRESS', and 'DOB'.
- NAVIGATION:** A sidebar menu with options for 'Associations', 'Consent/CGs', 'UDFs' (highlighted with a red box), and 'Events'.
- UDFs Section:** A table of User Defined Fields with the following data:

UDF Title	Value
Medical Alert	Diabetic, carries EpiPen
Emergency Contact	Sarah Beaton (Mother)
Inoculated No	#1484 Next Appt. 25th Feb 2022
Permission to Drive	No, Learner Permit
Safe Swim Certificate	Yes, as of July 2021



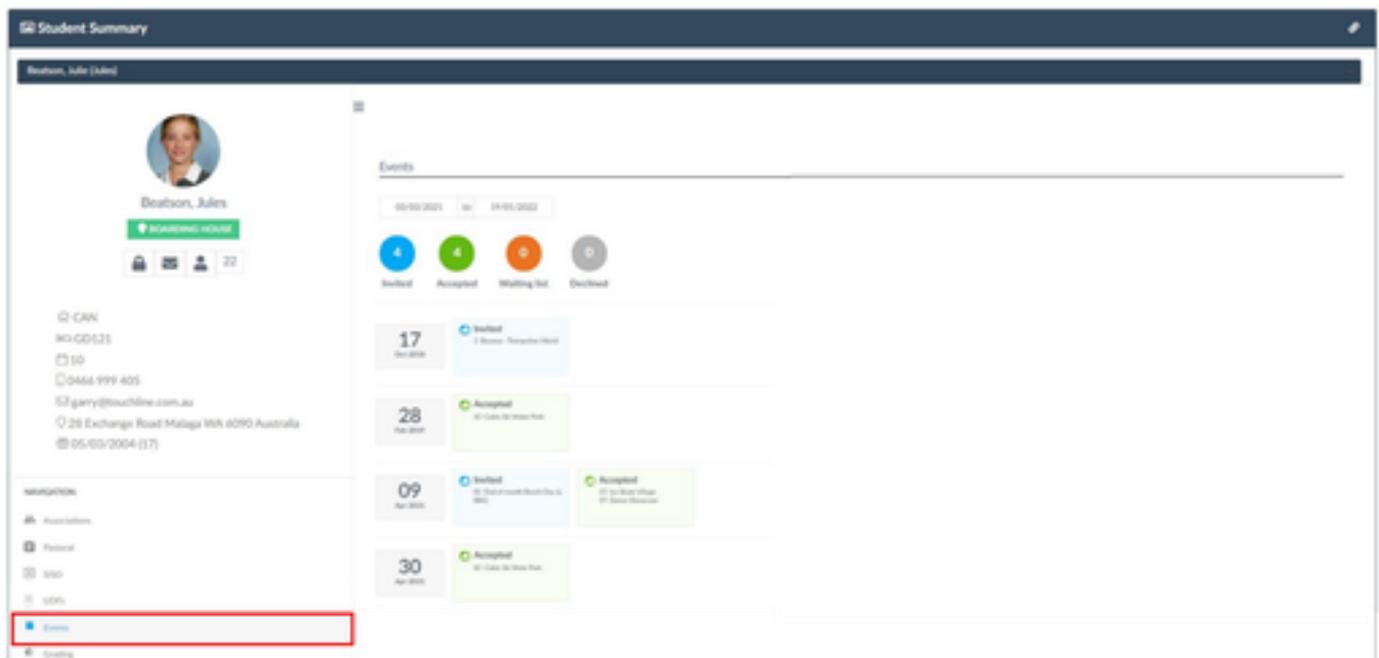
Events

The Events section is a basic view-only area, a timeline of the selected student's event history, showing items that the student was **Invited** to, had **Accepted**, had been **Waitlisted** for, or had **Declined**.

The list runs chronologically down the page in order of the date the event was created in the system, with a colour card detailing the basic information of that event, its status, its event ID number and the name of the event.

ARTICLE: [Reach Events](#)

ⓘ This is an Extension Module that must be enabled for your school's Reach Portal and Infinity Permissions must be enabled per user.



The screenshot shows a 'Student Summary' page for a student named 'Beaton, Jules'. The page is divided into two main sections. On the left, there is a profile card with the student's name, a 'BOARING HOUSE' badge, and contact information including a phone number (0844 999 405), an email address (jgarry@reachline.com.au), and a physical address in Malaga, WA. Below the profile card is a navigation menu with options for 'Associations', 'Personal', 'Info', 'Users', 'Events', and 'Settings'. The 'Events' option is highlighted with a red box. On the right, the 'Events' section displays a timeline of events from 17th to 30th April 2024. Each event is represented by a colored card: blue for 'Invited', green for 'Accepted', orange for 'Waiting list', and grey for 'Declined'. The events listed are: 17th April (Invited to '2 Home - Thursday Home'), 28th April (Accepted at '1 Cafe - Wednesday'), 09th April (Invited to '10 of Beach Road (Beach & 100)' and Accepted at '10 of Beach Road (Beach & 100)'), and 30th April (Accepted at '10 of Beach Road').



Grading

In this view-only section, the results of completed grading documents regarding the selected student are listed for a quick review.

These results are generated via the grading extension module which lets you design, complete, and distribute any number of forms and check lists. These are created and managed by your school and may include, study group lists, dorm inspections, or equipment safety lists.

A grading document that generates data for multiple students, Eg; a dorm inspection for an entire house/dorm will generate a grading result for each individual that is being marked and results will appear here.

To utilise the grading section, simply select the Start/End dates required and click Search.

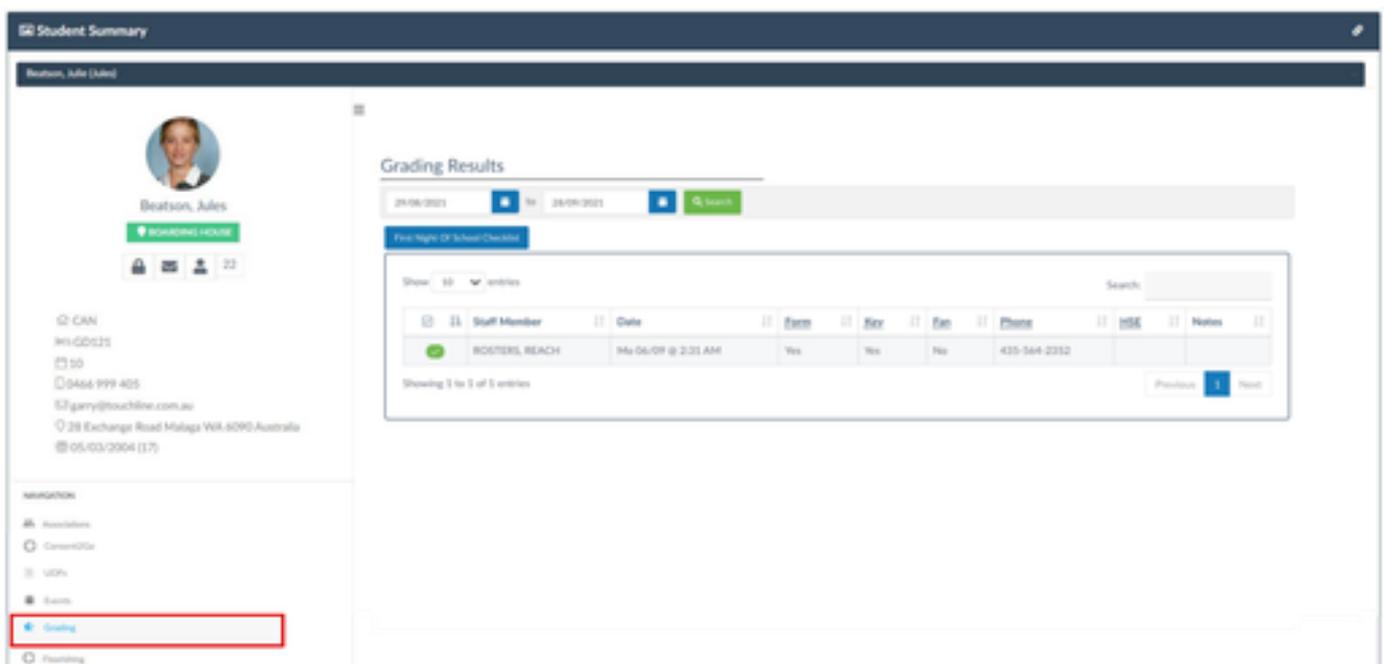
A blue box will indicate the name of grading that was completed, and the table view shows the results. The search bar can then be used to source a particular item, or the up/down arrows in each column header can be used to filter the table results.

A comprehensive search of all grading results can be done via reporting, your generated lists can be downloaded and distributed as required.

Go To: [Dashboards >> Reporting >> Grading Results Aggregator](#)

VIDEO GUIDE: [Grading Module](#)

ⓘ This is an Extension Module that must be enabled for your school's Reach Portal and Infinity Permissions must be enabled per user.



The screenshot displays the 'Student Summary' page for a user named 'Beaton, Jules'. The page is divided into two main sections. On the left, there is a profile card for 'Beaton, Jules' with a 'WORKING HOUSE' badge and contact information including email and phone numbers. On the right, the 'Grading Results' section is active, showing a search bar with date filters set to '24/06/2021' to '24/06/2021'. Below the search bar, there is a table with the following data:

Staff Member	Date	Form	Key	Exp	Phone	DOB	Notes
ROUTERS, REACH	Thu 06/06 @ 2:31 AM	Yes	Yes	No	435-564-2332		

The table indicates 'Showing 1 to 1 of 1 entries'. A red box highlights the 'Grading' link in the left-hand navigation menu.

