## Students & Groups

### Students
- Search
- Browse by Class
- Browse by Last Name
- Student Finder
- Reviewer

### Groups
- View All Groups
- Your Groups
- Group Builder

### Manage Student Accounts*
- Create Student Accounts
- Merge Accounts
- Release Student Accounts

*Public schools in ND should not create, merge or release student accounts. Student accounts are “autoloaded” and updated 3 times per week based on STARS enrollment data.

## Reports

### Create a New Report
- Choose Report Type
  - Usage Reports
  - Tracking Reports
  - Outcome Reports
- Customized Reports

## Resources

### Getting Started
- Quick Reference Guides (QRGs)

### Lesson Plans
- Lesson Plan of the Month
- Career and College Readiness Curriculum
- Transition Planning for Special Needs Curriculum
- Lesson Plans
<table>
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<tr>
<th><strong>Communication</strong></th>
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| **Messages**      | - Messages  
|                    |   o Compose New Message  
|                    |   o Inbox  
|                    |   o Drafts  
|                    |   o Sent Messages  
|                    |   o Send Message to a Group  |
| **Events**        | - Add an Event  
|                    |   o Events Calendar  
|                    |   o View All Events  
|                    |   o Daily View  
|                    |   o Weekly View  
|                    |   o Monthly View  
|                    |   o Upcoming Events  |

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<tr>
<th><strong>Administration</strong></th>
<th>(Administration tab is available only to Professionals with Administrator Code level accounts.)</th>
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| **High School Courses** | - Update Master Course List  
|                     |   - Edit High School Graduation Requirements  
|                     |   - Customize High School Programs of Study  |
| **Access Codes**    | - Change Professional Account Access Key (PAAK)  
|                     |   - Change Administrator Code (AC)  |
| **Professional/Administrator Access** | - Manage Professional Accounts  
|                                      |   - Change Account Type Privilege Level  |
| **Customize Planning Milestones** | - Change the Planning Milestones for Your Students  |
| **Edit Local Scholarships Database** | - Add records to a database of local scholarships.  |
| **Local Settings**  | - Merge Accounts function availability.  |

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