



Using the Scratch Pad Feature Instructions

Listed below are Scratch Pad feature explanations.

Accessing the scratch pad: The scratch pad is available from every in-process form by clicking the yellow sticky-note icon.

Time/Date Stamp: You can time/date stamp a comment at any time by clicking the time/date stamp icon found in the upper left of the scratch pad. This is useful to quickly record the beginning and end of an observation.

Filters: You can access or filter the scratch pad notes of any teacher (user) or of any form by using the dropdown boxes at the end of the scratchpad. To view the notes of another teacher click the Any User dropdown and select the teacher. To view the scratchpad notes from another form click the form dropdown and select the desired form. These two dropdowns will default to Any User and the current form respectively. Previously all scratch pad notes for every user and every form were all that were visible with no filtering options.

Reset: Click the Reset icon to clear the content in a current unsaved note. It will not clear the content in a saved scratchpad note.

Save: Click the Save icon to save a scratchpad note. Once you click save the note will appear below the scratchpad typing space and the typing space will be blank, ready for the next note. Once you click the Save icon, the note will be available at any future time until it is deleted.

Delete: To delete a saved note, click the red circle with an X.

Press enter to save: If you would like to have the scratchpad save your note every time you click the Enter key on your keyboard you can check the Press enter to save dialog box in the lower right corner of the scratch pad. If you do not select this feature you must click the save icon to save a scratch pad note. (see #5 above). Once a scratch pad note is saved it can only be deleted by clicking the red circle with an X.

Save scratch pad notes offline: You now have the ability to save scratch pad notes offline. Prior to 11/25/12 you could not use the scratch pad offline, now you can. If you are offline the notes will be saved locally to the device you are using offline. To view the notes from another device you must first log into My Learning Plan on the device you were using offline while you have network connectivity. Access the Process View on the District Admin tab and you will be prompted to sync the scratch pad notes. Follow the prompts and once the notes have synced they will be available from any device.