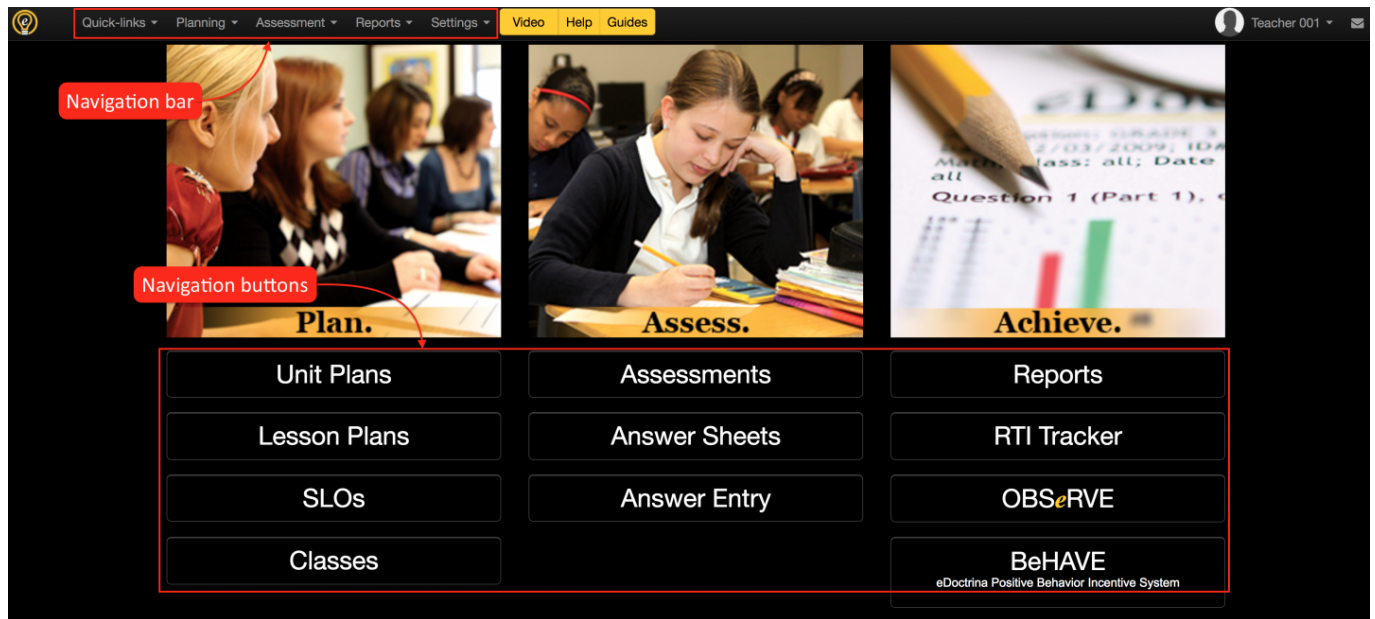


01.B. How to Navigate Within eDoctrina

There are two basic ways to navigate within eDoctrina:





















1. A navigation bar is located at the top of the home screen and can be found on nearly every page. Please note that not all of the menu options are available to all user types. For example, teachers do not have access to some of the school/district setup options under the “Settings” menu.
2. The second method of getting around is via navigation buttons. The two most notable locations in which navigation buttons exist are the “Home” (shown above) and “Teacher Dashboard” screens.

One of the core values at eDoctrina is simplicity. We value that all it takes is a little experimentation to experience how easily one can navigate throughout eDoctrina.

How to Identify Common Action Buttons

One of the reasons eDoctrina is so user-friendly is that it relies on repetition. That is, many of the screens resemble each other. In fact, most of its pages feature Common Action Buttons, icons that, when clicked, carry out the same function on every page.

The most frequently used Common Action Buttons are identified and explained below:

Button	Function
	Edit - Opens the selected record for editing.
	Copy - Allows teachers to copy units, lessons, assessments, etc.
	View - Opens the selected record to be viewed only.
	Insert - Creates a new record
	Delete - Deletes the selected record.
	Print - Print preview of the selected record.
	Selection Box - Selects an individual record.
	Multiple Selection Box - Found in the top row of some tables. Selects/deselects all of the records in a table.
	Multiple Delete Box - Found in the top row of some tables and deletes all selected records.
	Switch User - Allows users with administrative access the ability to log in as another user for trouble shooting purposes.
	OBServe - Starts the observation process.
	Remove Formatting - Used to remove formatting from other programs when copying and pasting information into eDoctrina text boxes.
	Special Characters - Allows users to create content using special characters.
	Equation Editor - Allows user to create equations.
	Sort - Option that allows user to sort within a column.
	Export to Excel - Allows user to export the record to Microsoft Excel.
	Import - Tool to allow user to be able to import data directly into the assessment or SLO
	eDoctrina Message - Messaging system where user gets information about training, updates and enhancements.