

**Power of ICU**

PROVEN FORMULA FOR STUDENT SUCCESS

**ICU**  
**DATABASE**

**TRAINING GUIDE**

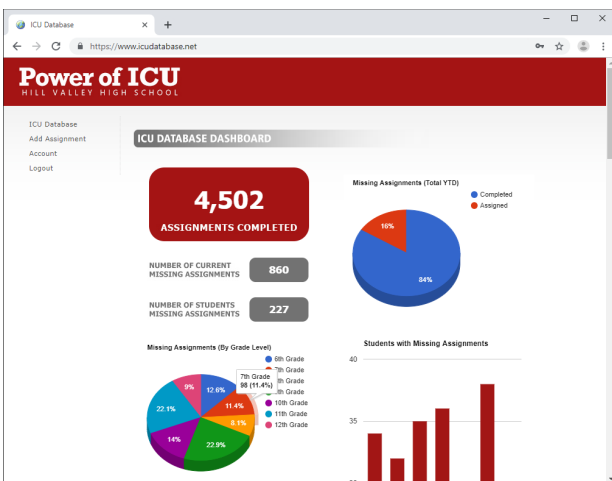
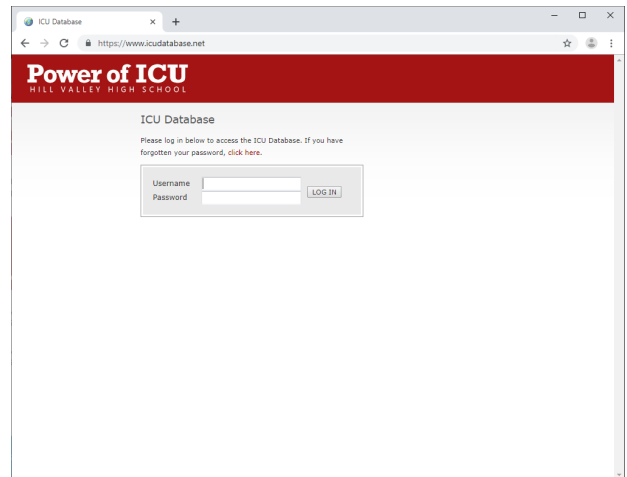
## Accessing the ICU Database

**Link:** <http://www.icudatabase.net/yourschool>

**Username:** *The first part of your email address.*

**Initial Password:** *Provided by admin.*

*Note: If at some point you have trouble logging in, there is a “forgotten your password” link on the login screen.*



## Dashboard

Once logged in, the homepage displays the ICU Database Dashboard. From here, you will see a real-time counter of assignments that have been completed to date, the total number of current missing assignments, the total number of students on the list with missing assignments, etc.

*This page also features the Power of ICU Twitter feed where it's common to see encouraging words from the ICU Team and helpful tips from other educators!*

## Menu

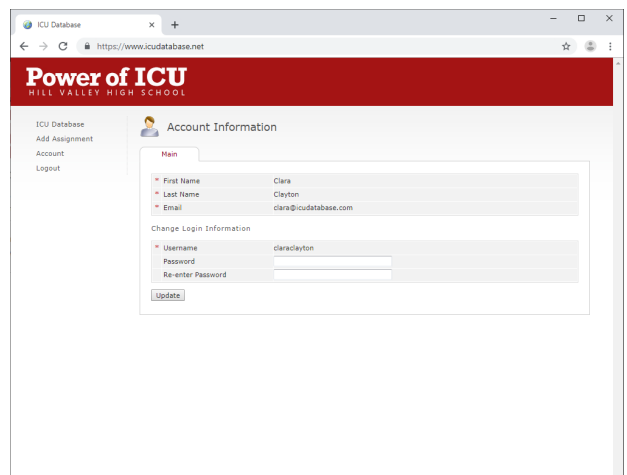
The menu is listed on the left side of the page and includes: “ICU Database”, “Add Assignment”, “Account”, and “Logout”.

## Logout

When you are finished with your session, simply hit the “Logout” menu link or close your browser.

## Account

The “Account” page allows you to view your account details and change your password.



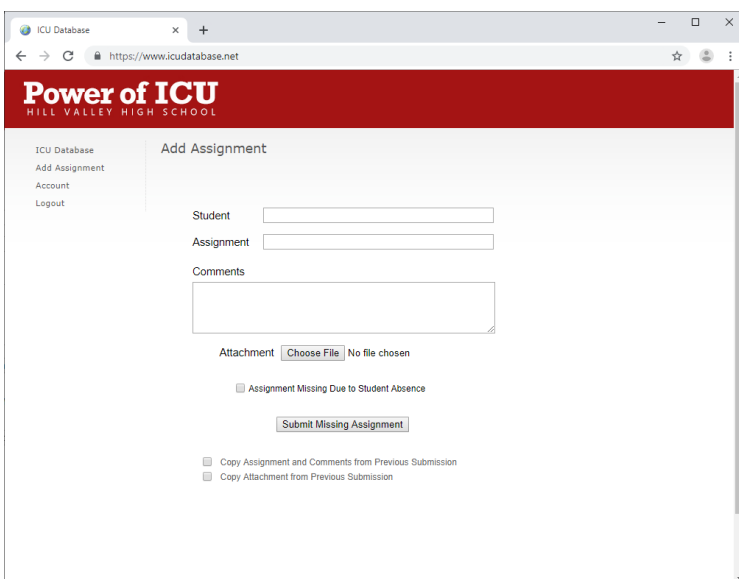
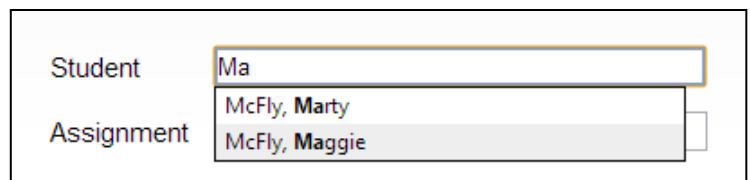
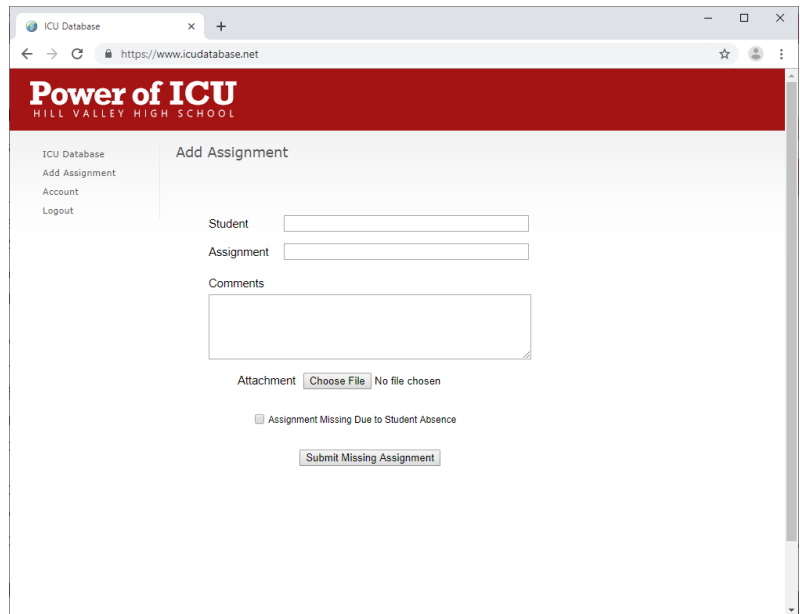
## Adding Missing Assignments

On the “Add Assignment” page, you will fill in the appropriate information. The only fields required are “Student” and “Assignment”, however, you may also include “Comments” and include an “Attachment”. There is also a checkbox to indicate whether the assignment is missing because the student was absent.

Generally, you will want to just include the title of the assignment in the “Assignment” field and more detailed information (e.g. chapter and page numbers, original due dates, comments to parents, etc.) in the “Comments” box.

As you begin to type the student’s name in the “Student” field, you will notice that names are polled from the database, allowing you to select the correct one. If at some point you enter a student’s name that fails to appear, please contact your building ICU administrator.

*Note: Attachments can be a variety of file types but are limited to a file size of 2 MB.*



Adding a missing assignment should only take a few seconds. After an assignment is entered the first time, a “Copy Assignment and Comments from Previous Submission” and “Copy Attachment from Previous Submission” checkbox will appear in order to expedite subsequent entries.

In any case, once the “Submit Missing Assignment” button is clicked, the submission is added to the database and the parent email and text notifications are sent.

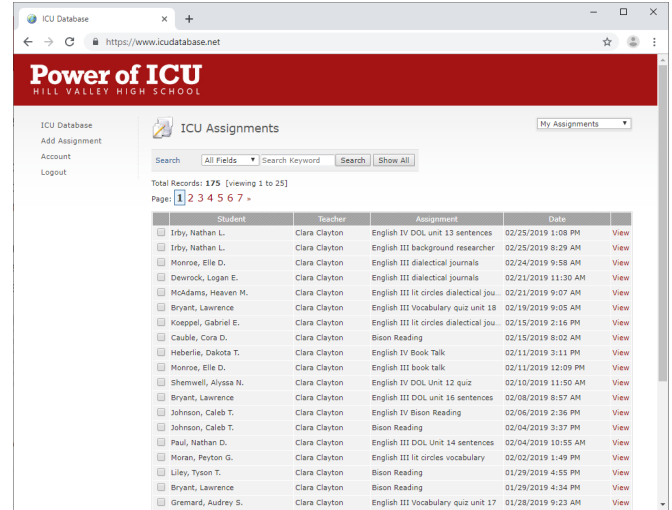
*Note: The text notification serves as a notice of the missing assignment, while the email notification lists even more information, including the title, comments, and a link to the attachment. The email will appear to the recipient to come from the email address of the teacher who submitted the missing assignment.*

## Viewing the Database

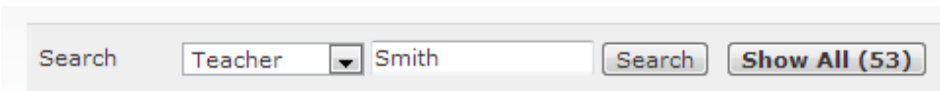
The first menu item is “ICU Database” which houses all the missing assignments. From here, the database can be searched and sorted as needed. Click on the “View” link for the corresponding assignment to view more details.

By default, missing assignments are sorted by the date they were entered. However, you can click on any column header to sort in a different way.

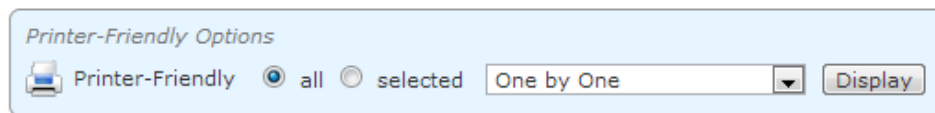
<input type="checkbox"/>	Student	Teacher	Assignment	Date	View
<input type="checkbox"/>	Baines, Lorraine	Jane Smith	Algebra II Practice 4.2	07/10/2013 9:38 PM	View
<input type="checkbox"/>	Baines, Lorraine	Clara Clayton	Psychology Brain Research Paper	08/21/2013 2:18 PM	View
<input type="checkbox"/>	Baines, Lorraine	Clara Clayton	pg 210 16-34	08/21/2013 2:19 PM	View
<input type="checkbox"/>	Brown, Verne	Clara Clayton	Rewrite Short Story	07/11/2013 9:38 PM	View
<input type="checkbox"/>	Brown, Verne	Clara Clayton	Shoebox Project	07/11/2013 9:39 PM	View
<input type="checkbox"/>	Brown, Verne	Clara Clayton	math workbook page 23	08/19/2013 10:02 AM	View



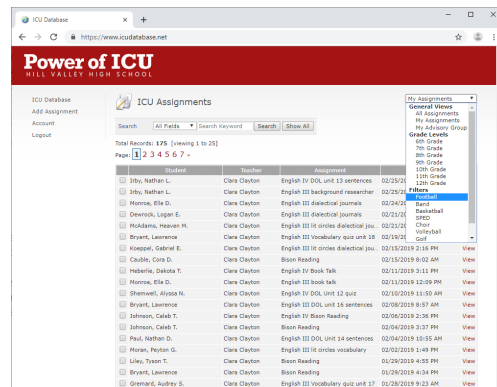
You can also search the database to show assignments for a particular teacher or student.



At the bottom of the page, you will notice printer-friendly options that will allow you to print the entire list or assignments you have selected (via checkbox). You can choose to print them in three formats: “One by One”, “One Submission Per Page”, or “Table Format”.



If your school has identified any filters, they will be accessible from the dropdown located in the top, right-hand corner of the page. This dropdown also allows you to view assignments by grade level, as well as any active assignments you have submitted (under the “My Assignments” view).

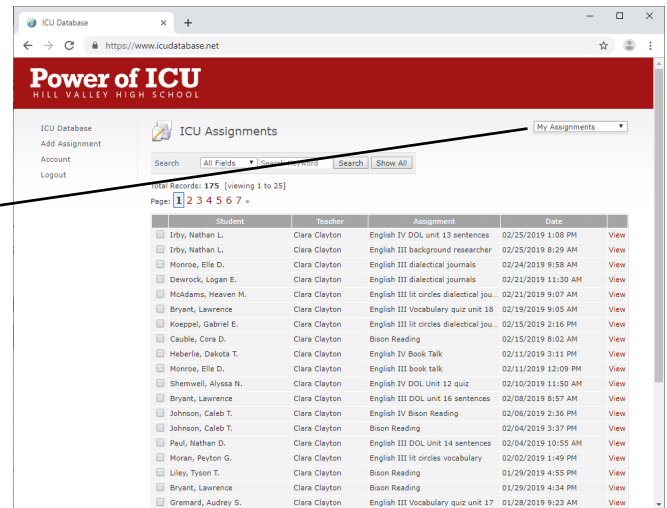


## Updating or Removing an Assignment

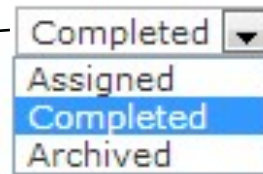
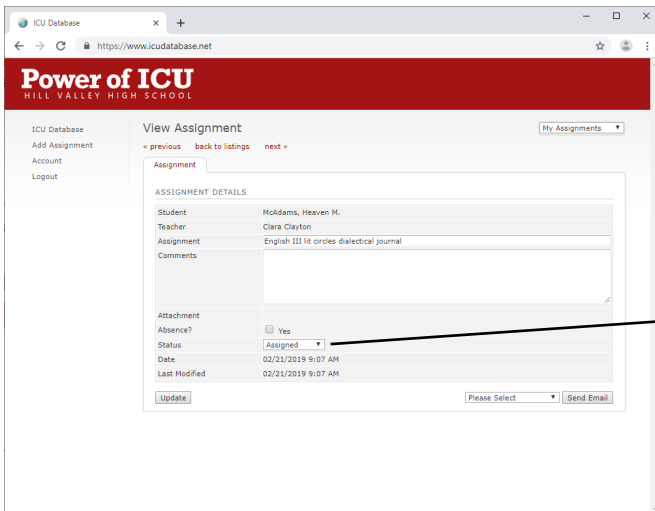
Under the “My Assignments” dropdown,



you will click the “View” link for the corresponding assignment you wish to update or remove.



On the resulting page, you will see a detailed view of the missing assignment you created. From here, you can update the details of the assignment or change its status.

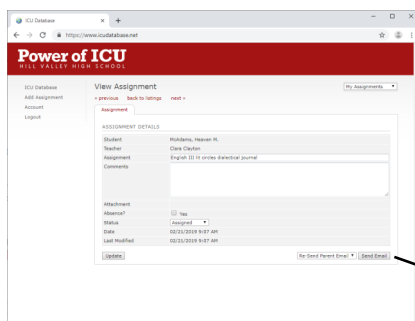


To remove an assignment from the database, you will need to update its status to “Completed” or “Archived”.

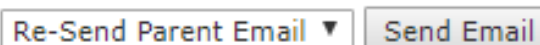
Changes are saved once you hit the “Update” button.

Once you go “back to listings”, you will notice that the assignment has been removed from the database.

*Note: The “Archived” status is for the, hopefully very rare, occasion that a student doesn’t actually complete the assignment (an example could be the student’s withdrawal from school). Accordingly, the parent email notification of an assignment having been completed is only sent when the status is updated as “Completed”.*



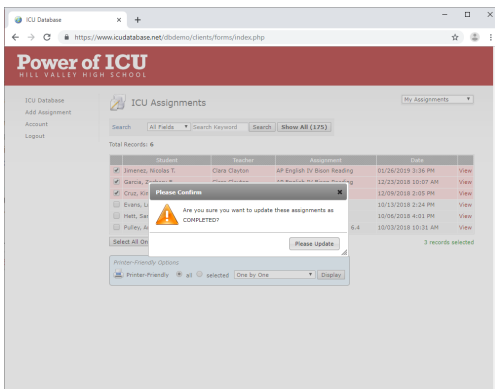
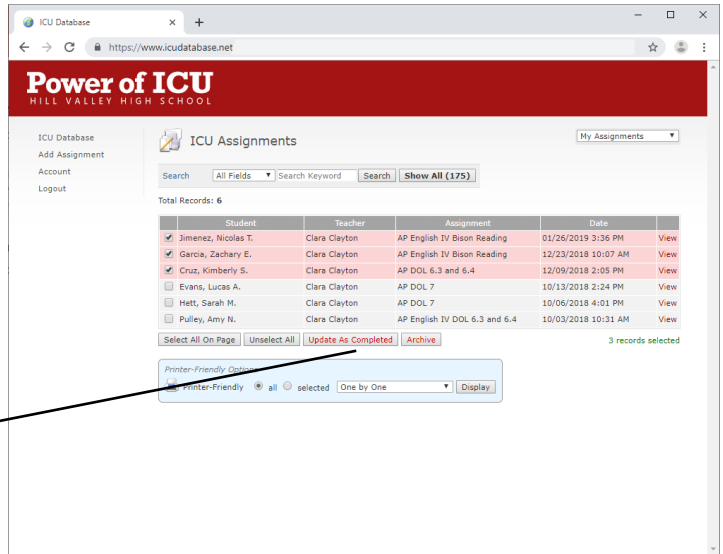
If there is a point, before the assignment has been completed or archived, that you wish to resend the original parent email (e.g. the assignment is still outstanding after several days), there is a button on the assignment-details page that will allow you to do so.



## Updating Multiple Assignments as “Completed” or “Archived”

Under the “My Assignments” dropdown, you can select multiple assignments at one time (when an assignment is selected it will be highlighted in red and its corresponding checkbox will be checked).

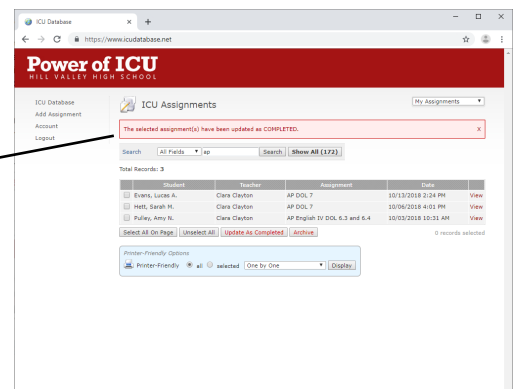
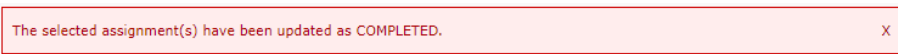
Once you have selected the assignments you wish to update, click the “Update As Completed” or “Archive” buttons respectively in order to update those assignments.



You will be prompted to confirm your action. Once confirmed, the database will process the selected update of those assignments.

*Note: Selecting a large number of assignments to update at once may take a moment to process. Please be patient as the database completes the update.*

Once the update of the selected assignments has been processed, a confirmation message will appear.



## Notes

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