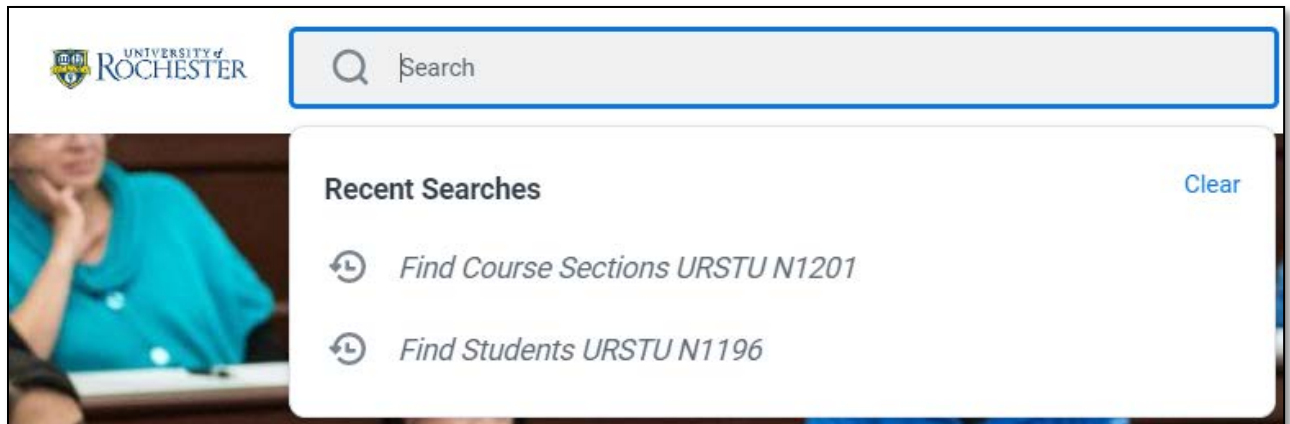# UR STUDENT NEWSLETTER

September 2020 Upgrade – User Interface changes

On September 12, UR student successfully completed its first upgrade.
All users will notice a change in how the system appears. Below highlights these improvements that may make finding and editing UR Student information that much easier.
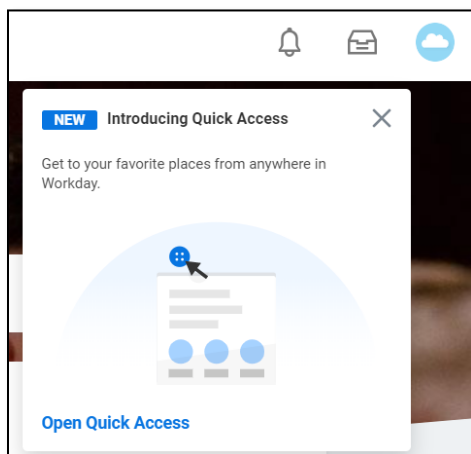
Search Bar

1. UR Student now makes it easier to recall recent searches performed on tasks or reports in the system. The UR Student **Search** bar now includes a feature that captures the 5 most recent searches entered into the bar. This list automatically displays as you click within the field. Here you may notice new icons to distinguish between reports and tasks. To use a recent search select the search term from the drop down list. To clear the history, select **Clear**.
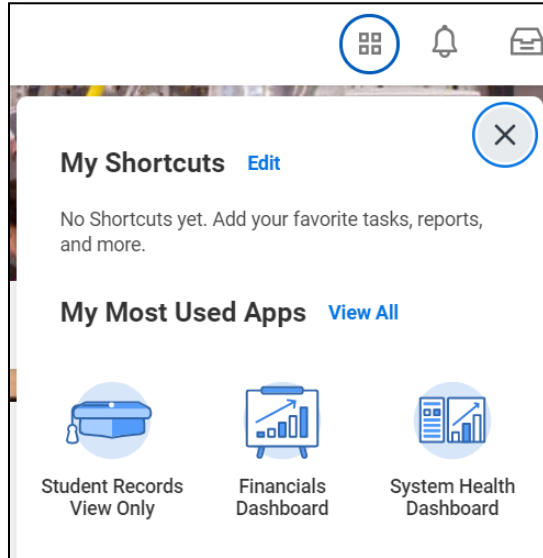

Quick Access

2. Users may see a popup on the right of their screen announcing a new Quick Access feature when they first login after the system upgrade. Select **Open Quick Access** to go to the new *My Shortcuts* and *My Most Used Apps* features, or click the X to close.
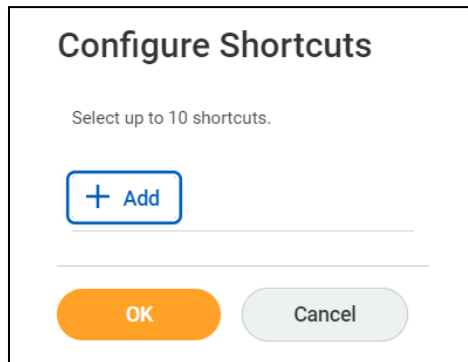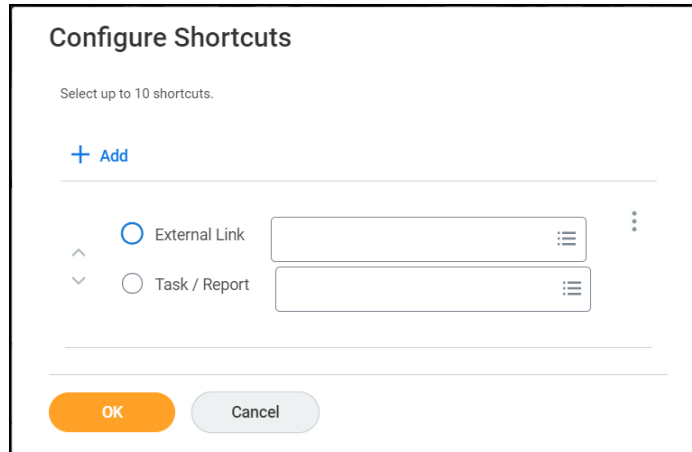
My Shortcuts

3. The **My Shortcuts** feature allow quick access to a customized list of saved tasks, reports and links. This listing is created by users for their account in the system and can be edited at any time. Below are some basic steps on how to use this feature.

   a. Select **Edit** to build your shortcut list

   b. Click **+ Add** to start populating up to 10 shortcuts. Do not click OK.

   c. Click within the **External Link** field, or **Task/Report** field for the item you would like to add

Configure Shortcuts

Select up to 10 shortcuts.

+ Add

○ External Link

○ Task / Report

OK   Cancel

    d.   Choose **+ Add** to more links, tasks, or reports

    e.   Use the up/down arrows ⌄ to sort the list order

    f.   Click the vertical ellipsis ⋮ and choose **Remove** to delete an item from the list. Here you can also sort list items or add additional items

My Most Used Apps

4.   The **My Most Used Apps** feature, within Quick Access, allows access to your most used applications no matter what screen you are on. Users no longer need to select the home button to switch applications, just click on one of the applications listed, or click **View All** to access one not shown.

Date Fields

5.   When editing any date field, different date elements can now be selected and are highlighted (blue) with a blue underline making it easier to key in a different month, day, or year.

09/12/2020 📅

Line Breaks

6.   When looking at a student's programs of study (POS), a line break will now separate different POS items making viewing a student record much easier. This can be seen on the student's profile when looking at their Academics/Current Classes.