



SchoolStatus Forms & Flows

formerly  operoo

OPEROO: HOW TO VIDEO CATALOG

Student Processes

1. [How to link siblings](#) (Parent)
2. *[How to add a student/parent](#)
3. [How to archive a student](#) (if manually added)
4. [How to change permission access](#)
5. [How to push out a individual invite](#)
6. [How to bulk push out invites](#)
7. [How to edit OSIS/student IDs](#) (Individual)
8. *[How to Mass Update MySchools IDs to ATS OSIS IDs on Forms & Flows \(formerly Operoo\)](#)
9. *[How to create a group](#)
10. *[How to add members to a group](#)
11. [How to enable/disable managed locally students](#)
12. [How to add student photos](#)

Form Process (Admins unless noted)

1. [How to add an eForm](#)
2. [How to bulk print by form](#)
3. [How to bulk print by group](#)
4. [How to bulk print by student](#)
5. *[How to Create an eForm from a Best Practice Template](#)
6. [How to export eForm responses to a spreadsheet](#)
7. *[How to enable a form](#)
8. [How to Delete, Archive, and Unarchive an eForm](#)
9. *[How to view responses for a form](#)
10. [How to sort a form by classes](#)
11. *[How to change reminder emails for a form](#)
12. *[How to select members for a form](#)
13. [How to add triggers](#)
14. *[How to use a trigger to send a pdf](#)
15. *[How to add approval stage triggers](#)
16. *[How to add approval groups and stages](#)
17. *[How to Approve/Reject an eForm Submission](#)
18. [How to add an eForm category](#)



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19. *[How to duplicate an eForm](#)
20. *[How to edit a recurring blueprint eForm](#)
21. [How to use custom fields](#)
22. *[How to Create an eForm Template \(from Settings tab\)](#)
23. ~[How Parents Can Fill Out a Form](#)

Staff Processes

1. [How to link teachers to groups/forms \(Staff Assignments\)](#)
2. [How to add a staff member](#)
3. [How to archive a staff member](#)
4. [How to give administrative access](#)
5. [How to assign/delegate a form](#)
6. [How to send a blast email as a staff member](#)
7. *[How to view a form as a staff member](#)
8. [How to decide which eForm to create](#)
9. *[How to add an eForm](#) (Staff)
10. *[How to add an eForm](#) (Admins)
11. *[How to Create an eForm from a Best Practice Template](#)(Admins)
12. *[How to Create an eForm from a Best Practice Template](#) (Staff)
13. *[How to add a Best Template eForm for Registration](#)
14. [How to Set a Preferred Language for Manually Created Parents](#)
15. *[How to Print a Mapped PDF](#)
16. *[How to Use a Self-Service eForm](#)
17. *[How to Respond on Behalf of a Parent/Staff Member](#)
18. *[How to Create a Student Log](#)
19. *[How to Complete a Student Log](#)

Settings Processes

1. [How to use NYC Data Importer](#)
2. [How to send out a blast email/sms/push notification for an eForm](#) (Admins)
3. [How to use the message center](#) (Admins)
4. ~[How to login for first time users](#)
5. ~[How to login](#)
6. [How to reset passwords/resend credentials](#)
7. [How to enable messaging](#)(Admins)
8. [Basic Navigation of Forms & Flows \(formerly Operoo\) \(Admins\)\(site based\)](#)
9. *[Basic Navigation of Forms & Flows \(formerly Operoo\) \(Staff\)](#)
10. ~[Basic Navigation of Forms & Flows \(formerly Operoo\) \(Parents\)](#)
11. *[How to Enable Two Step Verification](#)



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12. [*How Can a Parent Set Their Preferred Language](#)



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FORMS & FLOWS: HOW TO VIDEO CATALOG

For Users

1. [Getting the new Forms & Flows App in the App Store \(iphone\)](#)
2. [Getting the new Forms & Flows App in the Google Play Store \(android\)](#)

Parents

1. [Logging In for the First Time for Parents](#)
2. [Logging in to Forms & Flows for Parents](#)
3. [Basic Navigation of Parent Account](#)
4. [Linking Parent Accounts](#)
5. [Setting Preferred Language](#)
6. [Filling Out Forms](#)

Staff

1. [Logging In for the First Time for Staff](#)
2. [Logging in to Forms & Flows for Staff](#)
3. [Basic Navigation of Staff Account](#)
- *Form Library**
4. [Creating an eForm](#)
 - a. [Adding an eForm Response to a Student Profile](#)
5. [Viewing eForm Responses in Form Library and in Student Records](#)
6. [Assign and Delegate Forms to Staff](#)
7. [Create a Parent Teacher Conference Form \(Staff\)](#)
8. [Create a Parent Teacher Conference Form View Responses](#)
9. [Respond on Behalf](#)

***Groups**

10. [Viewing eForms and Groups I have Access To](#)
11. [Completing a Student Log](#)
12. [Sending a Message Via Groups](#)

***Form Center**

13. [Filling Out a Self-Service Form](#)

***Form Requests**

14. [Filling Out an Assigned Staff Form](#)

***Form Approvals**



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15. [How to Approve/Deny a Form](#)