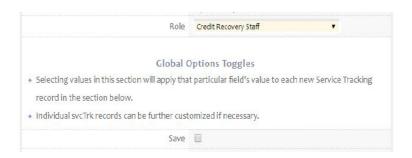
eCST - Mass Service Tracking

Roster Based Programs



Entering Notes/Comments Instructions:

- Click RBP
- Click School (select school)
- Program: (type) Twilight
- Click Search
- Scroll down
- Click Services
- Go to Role: Credit Recovery Staff
- Uncheck Save



- Check Save next to the students' name
- Click the drop-down box under <u>Service</u> and check the correct student label: Twilight
- Add Date
- Add service tracking in the box labeled Note (use stems provided)
- Check Save at the bottom of the page

