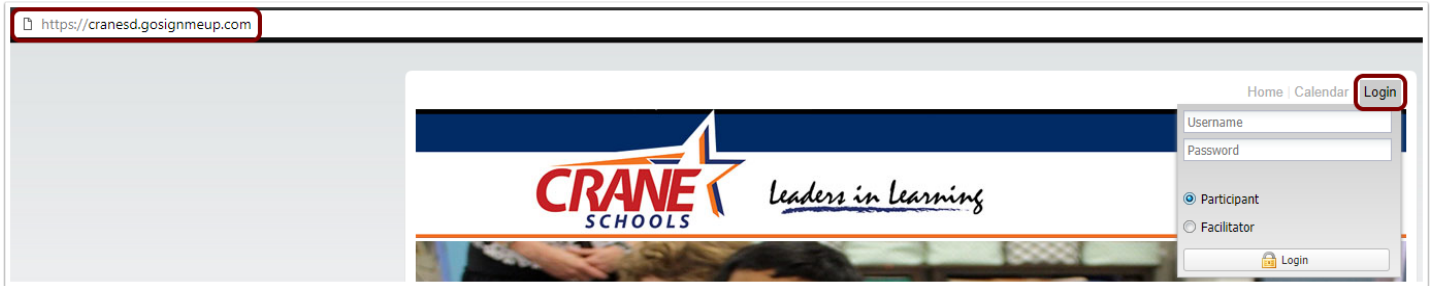


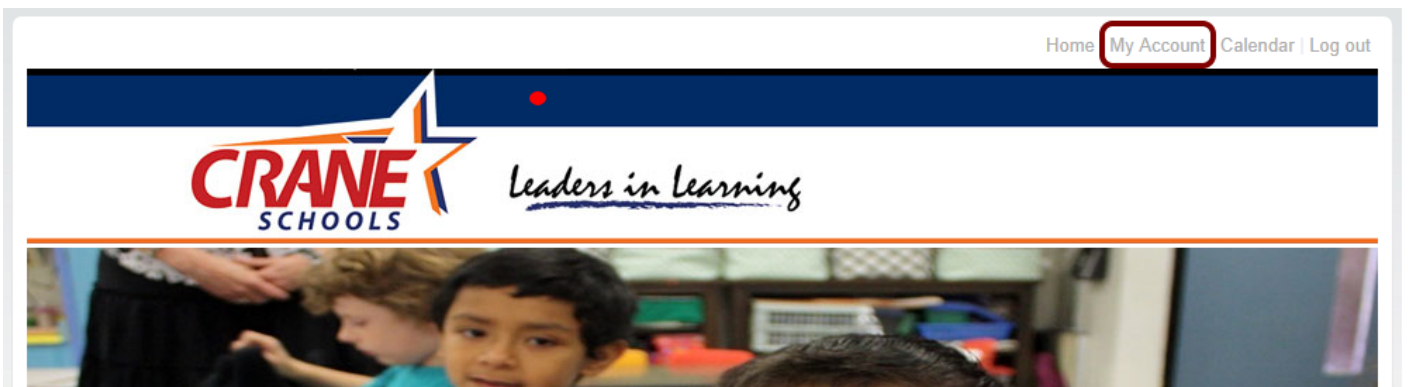
How to Use the Student Dashboard (Crane Schools)

This guide will show you how you can use your Student Dashboard to cancel a course and view your course and email history.

1) Make sure you are on <https://cranesd.gosignmeup.com>, and then log in with your Crane Schools account.



2) When you are logged in, click on "My Account" to be taken to your student dashboard.



3) To Cancel a course, find the course that you want to cancel under the "Courses" view. Click "Cancel Course" on the dropdown next to the course you want to cancel.

Welcome Staff Test17 You are currently enrolled in 1 class.

[Browse Courses](#)

Participant Information

First Name : Staff
Last Name : Test17
School: Crane Middle School
E-mail Address : trevor@gosignmeup.com
Username : stafftest17
Password : Maintained by Active Directory.
Title:
Grade/Subject taught:

Received Email

Search

Page 0 of 0 No data to display

Date	Subject
No e-mails found	

Courses

Print Show Grid

Enrolled Waiting Past Unofficial Transcript Cancelled

#	Course Name	Enrolled by	Start Date	Action
Order Number: CTJIG588389052				
2530	Cooperative Learnin... <small>Selected Credit(s) Professional Growth Cred Professional Developmen</small>		07/17/2017	select... Cancel Course Print Receipt View Coursework

3A) You will be asked if you are sure you want to cancel. Click 'Yes' to complete cancellation.

Welcome Staff Test17 You are currently enrolled in 1 class.

[Browse Courses](#)

Participant Information

First Name : Staff
Last Name : Test17
School: Crane Middle School
E-mail Address : trevor@gosignmeup.com
Username : stafftest17
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Title:
Grade/Subject taught:

Received Email

Search

Page 0 of 0 No data to display

Date	Subject
No e-mails found	

Courses

Show Grid

Waiting Past Unofficial Transcript Cancelled

Course Name	Enrolled by	Start Date	Action
Order Number: CTJIG588389052			
Cooperative Learnin... <small>Selected Credit(s) Professional Growth Cred Professional Developmen</small>		07/17/2017	select...

Confirm Action

Are you sure you want to cancel?

Yes No

3B) You should now be cancelled from of the course and the 'Enrolled' tab should no longer have the course.

Welcome Staff Test17 Dashboard

[Browse Courses](#)

Participant Information

First Name * : Staff
Last Name * : Test17
School: Crane Middle School
E-mail Address * : trevor@gosignmeup.com
Username * : stafftest17
Password * : **Maintained by Active Directory.**
Title:
Grade/Subject taught:

Received Email

Search

Page 0 of 0

Date	Subject
No e-mails found	

Courses

Print Show Grid

← **Enrolled** Waiting Past Unofficial Transcript **Cancelled** M →

#	Course Name	Enrolled by	Start Date	Action
No courses to show				

4) You can also view you entire course history from the Courses View by clicking on the tabs. In this example, the 'Cancelled' tab has been selected and the cancelled courses are now visible.

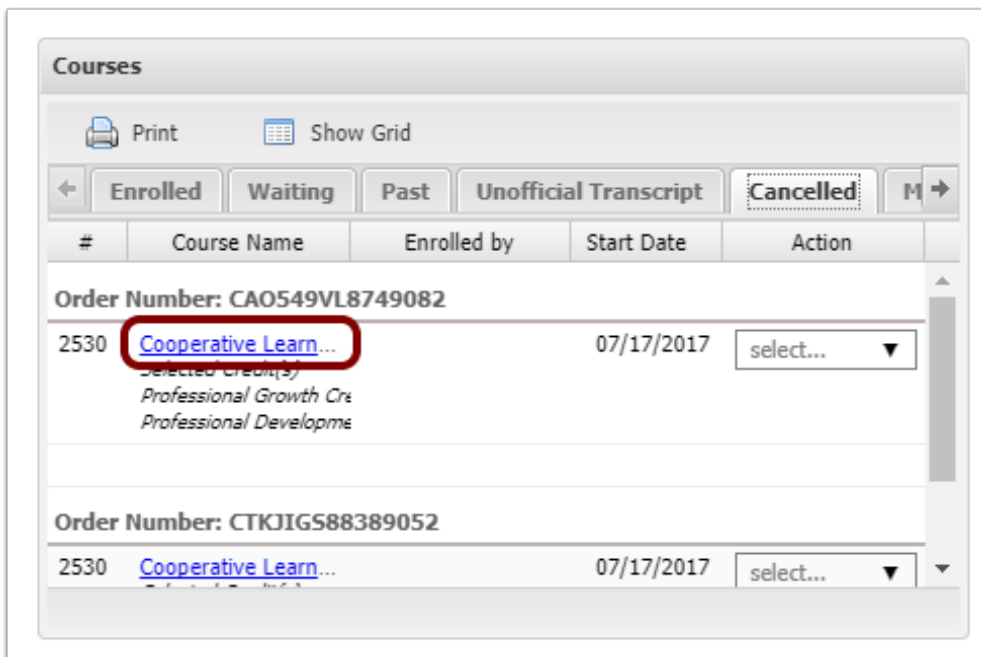
Courses

Print Show Grid

← **Enrolled** Waiting Past Unofficial Transcript **Cancelled** M →

#	Course Name	Enrolled by	Start Date	Action
Order Number: CA0549VL8749082				
2530	Cooperative Learn... <i>Selected Credit(s)</i> <i>Professional Growth Crs</i> <i>Professional Developme</i>		07/17/2017	select... ▼
Order Number: CTKJIGS88389052				
2530	Cooperative Learn...		07/17/2017	select... ▼

4A) If you click on the name of a course, it will open the course description.



5) The Received Email View shows you all of the emails sent to your student account through the GSMU system. If you click on the email icon on the right you can view that email's contents as well.

