How to use UPK

The following steps will help you to understand how to view tutorials using the UPK (User Prodcutivity Kit).

1. Click the plus sign next to the purple book (module) that you wish to view (i.e. Managing Student Academic Data). A series of books (sections) will appear, click on the plus sign next to the section you wish to view (i.e. Processing Student Enrollment) and white pages (topics) will appear. You can click the plus sign next to each section to view additional topics.

2. To view an individual topic (for example, Quick Enrolling a Student), click that topic. A concept pane will appear to the right of the screen displaying a description of the topic. Viewing mode options are made available at the top of the pane.

3. You can view the tutorial using one of five viewing modes:
   - **See it! mode** will allow you to view the topic steps. The steps may advance automatically or you can click enter to advance them manually.
   - **Try it! mode** is interactive. It allows you to engage in the tutorial by clicking the links in each step and entering text where appropriate.
   - **Know it! mode** is a testing function that allows you to test your knowledge of a particular step. You will not be prompted of what you should click or enter next. Prior completion of either the See it! or Try it! mode for a topic is recommended.
   - **Do it! mode** will display a small window at the bottom of your screen that will guide you through the steps as you walk through the steps in the real iSIS database.
   - **Print it! mode** will display a Microsoft Word document with the steps of the process for you to print.