

# Glossary of PSO App Buttons and Icons (presented alphabetically)

Button Name	Button or Icon	Location within the PSO App	Description/Definition
Add Contact		PSO Home Dashboard	ADD New Agency Contacts for staff Performing PSO Interviews
Add Student		Exit Dashboard <ul style="list-style-type: none"> <li>Exit School Survey List</li> </ul>	Clicking allows addition of a student by using SSID#
Arrow		Follow-Up <ul style="list-style-type: none"> <li>Student List Review</li> </ul>	Open/Close School Site Student List
Asterisk		<ul style="list-style-type: none"> <li>Follow-Up Collection Dashboard</li> <li>School Survey List</li> </ul>	Indicates a Special Program in the resident district listing for an out-of-district placement (resident district is responsible for the interview completion-contact attending district for assistance with completing the interview) Special Program Student is also marked with an asterisk within the resident district
Back		<ul style="list-style-type: none"> <li>Student List Review</li> <li>Follow-Up Collection Dashboard</li> <li>Follow-Up Building View</li> <li>Exit School Survey List</li> </ul>	Clicking will return you to the previous screen
Call Logs		<ul style="list-style-type: none"> <li>Follow-Up Collection Dashboard</li> <li>Follow-Up Building View</li> </ul>	View a list of all Call Logs; contact information will move forward onto this list from the Exit Interview contact data if Exit is complete

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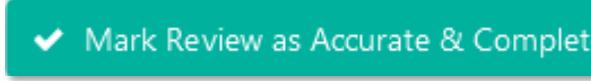
For questions about student data, please contact ODE Data Team: [ode.oss-datateam@ode.oregon.gov](mailto:ode.oss-datateam@ode.oregon.gov)

Button Name	Button or Icon	Location used within the App	Description or Definition
Click to Verify		PS0 Home Dashboard – on Agency Contacts	Click to verify the Agency contacts listed are correct
Collection Year Date		<ul style="list-style-type: none"> <li>• Exit Dashboard</li> <li>• School Survey List</li> <li>• Follow-Up Dashboard</li> <li>• Student List Review</li> <li>• Follow-Up Collection Dashboard</li> </ul>	Drop-down for collection school year (collecting from students who exited from services 365 days earlier for Follow-Up and current students prior to exit for the Exit Interview)
Complete		School Survey List Status	Follow-Up Interview Complete
Data Entry		Follow-Up Dashboard	Gain access to the Collection Status and District Site listing, click on school site to access student listing
Edit		PS0 Home Dashboard Contacts Responsible for PSO Collection	Edit Contacts Responsible for PSO Collection
Edit or Delete		PS0 Home Dashboard Staff Performing PSO Interviews	EDIT or DELETE Agency Contacts for Staff Performing PSO Interviews
Eligible		Student List Review Status	Students are Eligible for the Follow-Up Collection

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Button Name	Button or Icon	Location used within the App	Description or Definition
Excel Export		<ul style="list-style-type: none"> <li>• School Survey List</li> <li>• Student List Review</li> <li>• Exit Dashboard</li> </ul>	View an excel file of all data input entered for the Follow-Up and Exit interview per student
Exit Interview		PS0 Home Dashboard	Click to gain access to the Exit Collection Dashboard where districts will add students to complete an Exit Interview
Follow-Up		PS0 Home Dashboard	Click to gain access to the Follow-Up Dashboard for both the List Review and Data Entry
Help		PS0 Home Dashboard	FAQs and Resources
In-Progress		School Survey List	Shows the student interview In-Progress
Lightning Bolt		<ul style="list-style-type: none"> <li>• Student List Review</li> <li>• School Survey List</li> </ul>	Edit Student – can <b>ONLY</b> change last school attended, for any other edits, contact the ODE Data Team
Mark Collection Complete		<ul style="list-style-type: none"> <li>• Follow-Up Collection Dashboard</li> <li>• Exit Collection Dashboard</li> </ul>	Follow-Up List is considered and confirmed complete and accurate
Mark Review as Accurate & Complete		Student List Review	After completing your review, verify list and click to Mark Review as Accurate and Complete

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Button Name	Button or Icon	Location used within the App	Description or Definition
No Further Action	No Further Action	School Survey List	Cannot Complete interview
Not Eligible	Not Eligible	Student List Review	Shows Student is NOT Eligible for the Follow-Up collection
Not Eligible	Not Eligible	School Survey List	Shows Student Not Eligible
Not Started	Not Started	School Survey List	Indicates Follow-Up Interview not started
Open Review for Edits	Open Review for Edits	Student List Review	After marking the Review as Accurate & Complete, you can reopen the Review for Edits, once edits are complete, remark it again with Accurate & Complete
Question	?	Follow-Up Survey	Help or Question Mark Provides additional information
School	↑ School	Follow-Up • Student List Review	

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Button Name	Button or Icon	Location used within the App	Description or Definition
Search		<ul style="list-style-type: none"> <li>Follow-Up Collection Dashboard</li> <li>Exit Dashboard</li> </ul>	Search for students by first or last name or SSID# (Secure Student ID given to each student upon enrollment in the state of Oregon)
Student List Review	<a href="#">Student List Review &gt;</a>	Follow-Up Dashboard	Access to the Student List Review (mark Ineligible or contact ODE Data Team to add or delete students) Open April to June
Submit	<a href="#">Submit (Survey Complete)</a>	Follow-Up Survey	Submit when complete – If any answers have been left unmarked, a message appears and requires an answer before submission occurs
Unlock Collection	<a href="#">Unlock Collection</a>	<ul style="list-style-type: none"> <li>Follow-Up Collection Dashboard</li> <li>Exit Collection Dashboard</li> </ul>	If collection was marked Complete, it can be re-opened for edits with this button during ODE OPEN times only
View Read-Only	 <a href="#">View Read-Only</a>	Follow-Up Survey (after accessing student)	If no data entry is desired or available, click this button to view the interview data input
Will Complete Later	<a href="#">Will Complete Later (Still In Progress)</a>	Follow-Up Survey	Submit when necessary to leave interview – select the reason why, add added notes if needed - Still in Progress
Will Not Complete – No Further Action	<a href="#">Will Not Complete (No Further Action)</a>	Follow-Up Survey	After 3-5 attempts of different days and times, submit with reason why: <ul style="list-style-type: none"> <li>Wrong Contact or no contact</li> <li>Message left, no response</li> <li>No Answer</li> </ul>

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