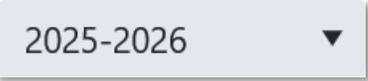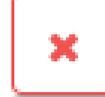# Glossary of PSO App Buttons and Icons (presented alphabetically)

Button Name	Button or Icon	Location within the PSO App	Description/Definition
Add Contact	**+ Add Contact**	PSO Home Dashboard	ADD New Agency Contacts for staff Performing PSO Interviews
Add Student	**+ Add Student**	Exit Dashboard • Exit School Survey List	Clicking allows addition of a student by using SSID#
Arrow	▶ ▼	Follow-Up • Student List Review	Open/Close School Site Student List
Asterisk	✳	• Follow-Up Collection Dashboard • School Survey List	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	**< Back**	• Student List Review • Follow-Up Collection Dashboard • Follow-Up Building View • Exit School Survey List	Clicking will return you to the previous screen
Call Logs	**Call Logs**	• Follow-Up Collection Dashboard • Follow-Up Building View	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

Button Name	Button or Icon	Location used within the App	Description or Definition
Click to Verify	Click to Verify	PS0 Home Dashboard – on Agency Contacts	Click to verify the Agency contacts listed are correct
Collection Year Date	2025-2026 ▼	• Exit Dashboard • School Survey List • Follow-Up Dashboard • Student List Review • Follow-Up Collection Dashboard	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	Complete	School Survey List Status	Follow-Up Interview Complete
Data Entry	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	Eligible	Student List Review Status	Students are Eligible for the Follow-Up Collection

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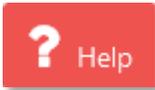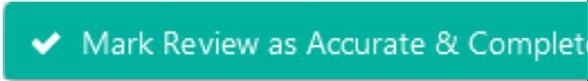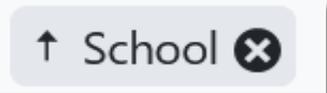For questions about student data, please contact ODE Data Team: ode.oss-datateam@ode.oregon.gov

2

Button Name	Button or Icon	Location used within the App	Description or Definition
Excel Export	Excel Export	• School Survey List • Student List Review • Exit Dashboard	View an excel file of all data input entered for the Follow-Up and Exit interview per student
Exit Interview	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	Follow-Up	PS0 Home Dashboard	Click to gain access to the Follow-Up Dashboard for both the List Review and Data Entry
Help	Help	PS0 Home Dashboard	FAQs and Resources
In-Progress	In-Progress	School Survey List	Shows the student interview In-Progress
Lightning Bolt	⚡	• Student List Review • School Survey List	Edit Student – can **ONLY** change last school attended, for any other edits, contact the ODE Data Team
Mark Collection Complete	Mark Collection Complete	• Follow-Up Collection Dashboard • Exit Collection Dashboard	Follow-Up List is considered and confirmed complete and accurate
Mark Review as Accurate & Complete	✔ 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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3

Button Name	Button or Icon	Location used within the App	Description or Definition
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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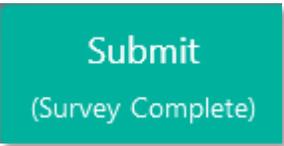For questions about student data, please contact ODE Data Team: ode.oss-datateam@ode.oregon.gov

4

Button Name	Button or Icon	Location used within the App	Description or Definition
Search	[search icon]	• Follow-Up Collection Dashboard • Exit Dashboard	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	Student List Review >	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	Submit (Survey Complete)	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	Unlock Collection	• Follow-Up Collection Dashboard • Exit Collection Dashboard	If collection was marked Complete, it can be re-opened for edits with this button during ODE OPEN times only
View Read-Only	View Read-Only	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	Will Complete Later (Still In Progress)	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	Will Not Complete (No Further Action)	Follow-Up Survey	After 3-5 attempts of different days and times, submit with reason why: • Wrong Contact or no contact • Message left, no response • No Answer

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5