**SPOT SUCCESS**

**System Overview**

The SPOTsuccess is a Miami-Dade County Public School initiative that encourages a positive school environment. SPOTsuccess recognizes students for their exemplary behavior such as Respect, Fairness, Honesty, Cooperation, Kindness, Integrity, Responsibility, Citizenship, and Pursuit of Excellence.

The SPOTsuccess application is available through the Employee Portal. All employees may recognize students with a certificate, letter or sticker. The principal or assistant principal will have to approve the nominations.

**Logging in to the Portal**

To access SPOTsuccess application, from the Internet, on the http://www.dadeschools.net homepage,

▼ Select the EMPLOYEES tab,

From the Employees page,

![Login to Employee Portal](image)

▼ Click Login to Employee Portal

On the m-dcps Portal Login screen,

▼ Type your Username
▼ Type your Password
▼ Click LOGIN

The Employee Portal page will display.
SPOT SUCCESS

Employee Portal

On the Employee Portal page,

▼ Select Applications / Sites

The Applications / Sites page will display.

▼ Select SPOTsuccess

The SPOT Success Home page will display.
**Nominations**

Principals have access to two options, **Nominations** and **Approvals**. All other employees will only have access to the **Nominations** option.

To select a student for **SPOTsuccess** award nominations,

▼ **Click** **Nominations**

The list of students for your location will display.

If the employee has access to more than one location, select location number from the **School Number** drop-down menu.

Select a student from the list or you may search for a student using any of the search criteria fields, first name, last name or student ID number.

▼ **Click** **Select**

The screen to select type of nomination and core value will open. The selected student name and ID number will display on the page.
Select type of award and the core values from the drop-down menus.

If you would like to enter your own values,

When finished,

If there is an error, the error message will display. Make corrections as necessary and Submit Award again.

Click Close
Approving Nominations (For Principals and Assistant Principals Only)

Nominations must be approved by the principal or the assistant principal. The Approvals option is an administrative page; only the principals and assistant principals have the capability to approve nominations. The Approvals page can be accessed through the Home page or through the Nominations page.

From the SPOT Success Home page,

▼ Click Approvals

The screen will change to display all the nominations, new and old.

On the Disposition column, the options Approve and Reject will display. Use the Approve option to approve a single nomination.

The Approve All button, will approve all the nominations.

The Actions column is blank until the nomination is approved. After the nomination is approved the options to print the recognitions will display.
To approve all nominations,
▼ Click Approve All button

To approve a single nomination,
▼ Click Approve under the Disposition column

The Disposition will change to Approved and the Print Letter, Print Certificate, and Email options will display on the Actions column.

Reject will delete the nomination.

Use the Export To Excel option to print and/or save a listing of all the students receiving recognitions.

**Printing Recognitions**

After the nominations have been approved, you can print recognitions such as stickers, certificates, and letters to give to the students and their parents. An Email is also available under the Actions column for parents with an e-mail account in the system.

You can select to print recognitions for a single student, using the print options under the Actions column or you can use the Print Letters buttons on the middle of the page to print all new recognitions. You can also enter a date range to print.

Note: You will need Adobe Acrobat Reader to view and print stickers, letters and certificates. To download the latest version of Adobe Acrobat Reader, go to http://get.adobe.com/reader/.
Follow the steps below to Print Letters, Print Certificates, and Print Stickers. [For stickers use Avery 8293 labels.]

▼ Click **Print Letters** button to print letters for all the students receiving recognition

Or, under the **Actions** column,

▼ Click **Print Letter** to print a single letter

The **File Download** window will open.

▼ Click **Open**

The letter will open in PDF format.
To print the letters,

▼ Click the printer icon

▼ Select the printer from the Print window

▼ Click OK

The letters will print.

Note: Letters will also be generated in Spanish for parents/guardians Spanish speaking only.
Sample Certificate

Follow the steps starting on page 7 for options on printing certificates.

▼ Click the printer icon
▼ Select the printer from the Print window
▼ Click OK

The certificates will print.

Whom to Contact for Assistance

For questions or comments, please complete a HEAT Self Service incident at http://selfservice.dadeschools.net.