eSchoolware®

User Guide for Admission Staff

Document Revision History

Version	Date	Changed by	Revision description
0.1	05/06/2009	Blaine W. Perdue	Initial draft
1.0	06/29/2009	Blaine W. Perdue	Completed document
1.1	11/23/2010	Blaine W. Perdue	Added Messages section; reorganized several sections to match standard template
1.2	11/29/2010	Blaine W. Perdue	Rebranded from ELO to EL
1.3	04/20/2011	Blaine W. Perdue	Added Create a Message toolbar icon table
1.4	03/07/2012	Blaine w. Perdue	Updated Announcements; updated message tags; added message signature section and column sorting; updated Assigned Applications and Create a New Application sections
1.5	06/07/2012	Blaine W. Perdue	Updated Messages section
1.6	3/17/2017	Ryan F. Brogneri	Removed Messages section. Please refer to messages user guide if needed.

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Contents

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1.   This Document

1.1.   Purpose

The purpose of this user guide is to instruct users in EdisonLearning eSchoolware. This user guide is designed as both a reference tool and in-depth companion to training. This user guide is designed to address how to complete tasks using EdisonLearning products.

1.2.   Conventions

The following typographical conventions are used in this document.

- Keys on the keyboard are pressed and denoted by uppercase font, such as ENTER, TAB, F9, T, and HOME.
- Keys pressed at the same time are in sequence and joined by a plus sign, such as ALT+TAB, SHIFT+F3, and CTRL+SHIFT+A.
- Objects on the screen are clicked and denoted by bold font, such as **OK**, **Next**, and **Cancel**.
- Menu and sub-menu items are selected and denoted by the sequence of selections, such as, "From the menu bar, select **Insert** > **Picture** > **From File**, navigate to desired graphic, and click **Insert** or press ENTER."
- Screen, Window, Form, and Object names are denoted with title case.

In addition to clicking with your mouse, commands on menus and screens may also have keyboard shortcuts that enable you to select them from your keyboard. In Windows 2000 and Windows XP, it may be necessary to press the ALT key first to see the available keyboard shortcuts.

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2. Product Overview

EdisonLearning eSchoolware is the interface by which you can quickly and easily access all of your online tools in one location, including daily lessons, assignments and tests, grades and academic progress reports, upcoming deadlines, recent attendance, achievement intervention alerts and status, school and course announcements, and more. Students, parents, and instructors can also communicate with each other through the internal messaging system, and students and instructors can contribute to blogs and forums.

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3.   Logging Into Your Home Page

To log in to the eSchoolware software, use a web browser to navigate to the server. Your support person can tell you the correct Internet address if you do not know it.

Once there, enter your user name and password, then click **Sign In**. Your admissions home page appears:

The screen contains several elements, as explained below.

4.   Icon Bar

The following icons appear at the top of all pages within eSchoolware. Click an icon navigate to that area:

Home
> Click **Home** on any screen to return to your home screen.

Announcements
> Click to open the Announcements screen.

Messages
> Click to open the Messages screen.

Control Panel
> Click the Control Panel icon to view a list of additional features available to you as admission staff.

Sign Out
> Click to end your session.

4.1.   Announcements

Click the **Announcements** icon to view the Announcements screen:

This screen allows you to read announcements posted in courses and system-wide.

A green exclamation point beside an announcement title indicates that you have not yet read it.

The bar across the top of the screen allows you to filter your messages by age and type.

Today
> Displays announcements from today

7 Days Ago
> Displays announcements from the last seven days

30 Days Ago
> Displays announcements from the last 30 days

All
> Displays all announcements

Unread
> Displays only unread announcements

View By
> Click the **dropdown arrow** to filter messages by system or course.

Each announcement is listed with the date when it was posted, its course, the person who posted it, and a preview of the message.

Click the **More** button to read the entire announcement. The message appears:

Click **Back** to return to the Announcements screen.

4.2.   Control Panel

The Control Panel contains links to the various administrative and maintenance features available to your role.

Applications – Student
> Click to work with student applications.

More...   See the Manage Applications section below for detailed information.

Custom Reports

Click to generate any custom reports to which you have access.

Messages

Click to access the internal Messages system.

More... See the Messages section above for detailed information.

4.2.1. Custom Reports

Click the link to create and view custom reports. The following screen appears:

1. Select your school from the Institution dropdown and click **Go**. Your reports appear:
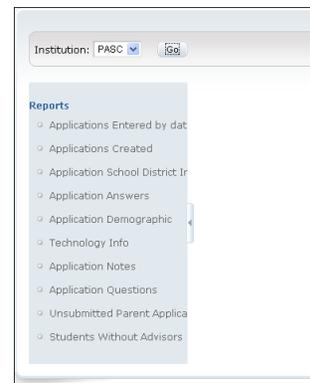
NOTE: You may not have any custom reports assigned to you. If this is the case, the report list will be empty.

2. Click a report in the list. The report's generation screen appears:

NOTE: Each report has a different generation screen depending on the parameters it needs to generate.

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3. Select **Download** and click the **Excel**, **Text**, or **PDF** button to generate your report.

5.   Schools

Each school for which you have student applications is listed by itself. The listing includes
the number of assigned and incomplete applications for the school, as well as a pie chart
displaying what is missing on incomplete applications.

Applications Assigned

Number of applications assigned to you

Applications Incomplete

Number of assigned applications that are missing information

Click either blue icon to view applications in that category.

5.1.   Assigned Applications

Click the blue **Applications Assigned** box to view and work with applications assigned to
you. The following screen appears:

Search bar

Use the dropdown fields to select a school and application ID or student
name to find an application

Create

Click to create a new application

App ID

Unique identification number of the application

Last Name

Student last name

First Name

Student first name

Created By

Person who created the application

Created Time

Date and time application was createdTo

Assigned To

Admission staff member assigned to the application

Student ID

Unique identification number of student. This number will not appear
until application has been approved

Duplicates

The number of duplicate applications for this student

Admission

Pending - application is missing admission data
Complete - no missing admission data
Approved – application has been approved by admin
Opt Out – student has opted out of school

Health Status

Pending if the application is missing health data, Complete if it is not

Mark as Duplicate

Click the icon to mark the application as a duplicate for that student

5.2. Incomplete Applications

Click the blue **Applications Incomplete** box to view and work with applications that are
missing information. The screen appears the same as above.

5.3. Create a New Application

To create a new student application, click the **Create** button. The following screen appears. Notice the menu on the left. Click each item in the menu to complete its screen of questions. Click the **Save** button at the bottom of every screen to submit the application for approval.

Note Regarding the Notes Tab
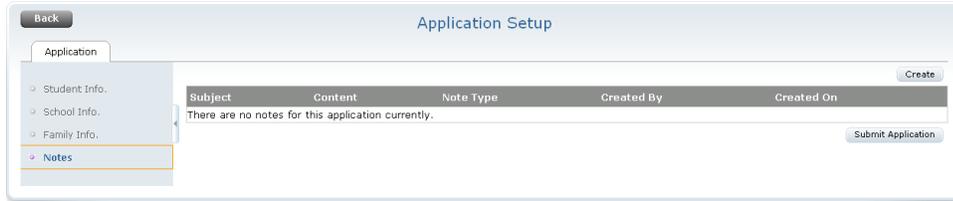
Click the **Create** button to create a new note for the application. The fields become editable:

Enter your note and click **Add**.

Click **Submit Application** when you are done. If you have not completed all the required fields, a note appears to remind you:
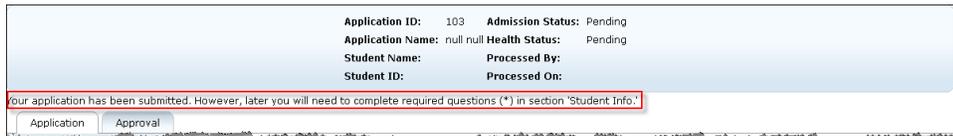
5.4. Approve an Application

Afte you have submitted an application, the Approval tab Notice also the Approval tab appears beside the Application tab:
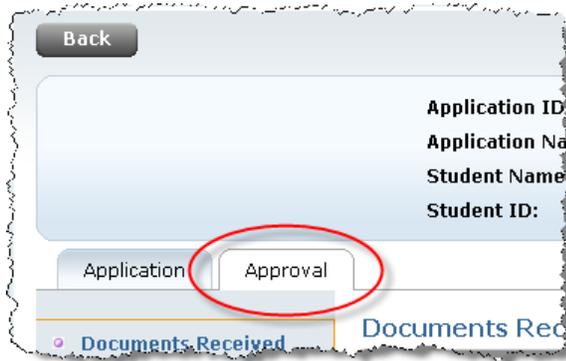
The Approval tab contains a menu on the left with three items:

Documents Received

Documents Received	
Copy of birth certificate received?	No
Is Proof of residency received?	Yes
Proof of Residency Types received?	Other

Official Dates

Official Dates	
Anticipated date of attendance	05/29/2009
Official Enrollment Date	05/29/2009
Withdrawl date from former school:	05/28/2009

Approval

Approval	
New Student	○
Reenroll Student	○
Opt-Out	○
Comment	

To edit any of the lines in each screen, click the **Edit Application Tracking** button located in the lower right.

Onc eyou have made your changes, click the **Save** button. If you are ready to approve the application, click **Approve**. If you wish to return to the read-only screen, click **View Application Tracking**:

6.   Manage Applications

Use the Manage Applications box to search your assigned student applications.

Schools

Select your school from the dropdown list

Search By

Select Application ID, Student First Name, or Student Last Name.

NOTE: You can enter partial names on which to search.

Value

Enter the ID or name for which you wish to search

Go

Click to search

Your search results display:

More...   For information about the Manage Application screen, see the Assigned Applications section above.