



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
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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

1.	This Document	1
1.1.	Purpose.....	1
1.2.	Conventions	1
2.	Product Overview	3
3.	Logging Into Your Home Page	5
4.	Icon Bar	6
4.1.	Announcements	6
4.2.	Control Panel	7
4.2.1.	Custom Reports	8
5.	Schools	10
5.1.	Assigned Applications	10
5.2.	Incomplete Applications	11
5.3.	Create a New Application.....	12
5.4.	Approve an Application	12
6.	Manage Applications	14

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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.



A sign-in form with a light blue header containing the text "Sign In". Below the header are two input fields: "Username" and "Password". At the bottom of the form is a button labeled "Sign In".

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



The admissions home page features the Edison Learning logo on the left. A navigation bar at the top includes icons for "Admission Staff", "Announcements", and "Control Panel", with a "Sign Out" link on the far right. The main content area is divided into two sections. The "Schools" section displays "Demo School" with two application status boxes: "Assigned" with a count of 3 and "Incomplete" with a count of 1. A pie chart to the right shows the distribution of applications by status: Admission (red), Both (blue), and Health (green). The "Manage Applications" section on the right contains a search form with a "Schools" dropdown menu (set to "Select a School"), a "Search By" dropdown menu (set to "Application ID"), a "Value" input field, and a "Go" button.

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 to 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:

[Back](#)

Posted By:
Johnson, Darrell
Feb-23-10 - Mar-04-10

You're invited to attend the Ballet March 5 (Sticky)
Course:
You and your parents are invited to the production of Aladdin, March 5 at the Koger Center in Columbia at 9:30am. All are welcome to attend. Admission is free. We will meet in the Koger Center Lobby at 9am. Please RSVP your Advisor by noon on March 4 to ensure your ticket(s). If you have any questions contact your Advisor or Ms. Sara Velez. This is a great opportunity for you and your family. I hope you will take advantage of this wonderful experience. see you at the Ballet. Dr.J

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

4.2. Control Panel

Control Panel

Applications - Student	Create/manage student applications	Messages	Send messages to other users in the system
Custom Reports	Find and run custom reports		

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.

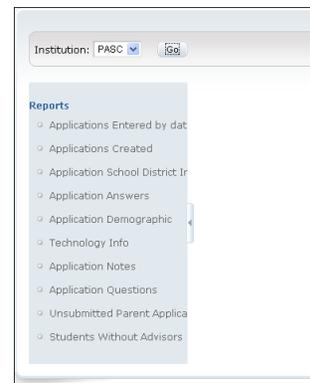
4.2.1. Custom Reports

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



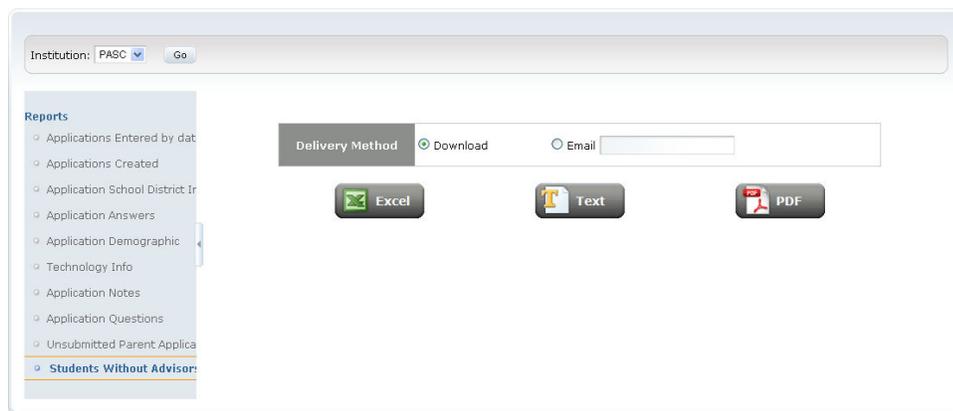
The screenshot shows a web interface for generating custom reports. At the top, there is a form with a dropdown menu labeled 'Institution:' set to 'All' and a 'Go' button next to it. The rest of the page is currently blank.

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:



This screenshot shows the generation screen for the 'Students Without Advisors' report. The 'Institution' dropdown is set to 'PASC' and the 'Go' button is visible. On the left, a list of reports is shown, with 'Students Without Advisors' selected. The main area shows a 'Delivery Method' dropdown set to 'Download' and an 'Email' field. Below the dropdown are three buttons: 'Excel', 'Text', and 'PDF'.

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

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

5. Schools

Demo School ESW

Applications **1** Assigned
Applications **298** Incomplete

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:

The screenshot shows the 'Manage Application' interface. At the top, there is a search bar with 'School:' and 'Search By:' dropdowns, a text input field, and a 'Go' button. Below the search bar is a 'Create' button. The main area contains a table with the following columns: App ID, Last Name, First Name, Created By, Created Time, Assigned To, Student ID, Duplicates, Admission, Health Status, and Mark As Duplicate. The table displays three rows of data:

App ID	Last Name	First Name	Created By	Created Time	Assigned To	Student ID	Duplicates	Admission	Health Status	Mark As Duplicate
3300	Thomas	Wade	Thomas, Wade	08/25/2009 02:51 PM		101193	0	Approved	Complete	
1025	Thomas	Jeffrey	Thomas, Jeffrey	03/23/2009 12:34 PM			0	Pending	Incomplete	
1028	Thomas	James	Thomas, James	03/23/2009			0	Opt-Out	Incomplete	

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

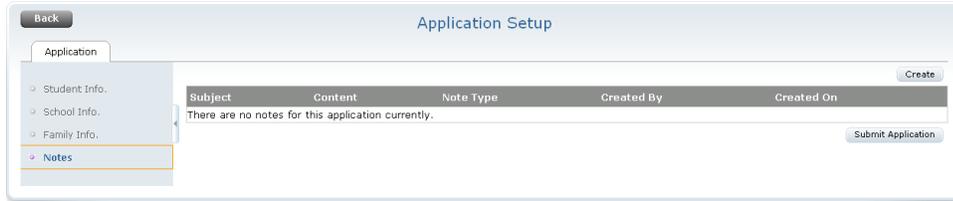
5.2. **Incomplete Applications**

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

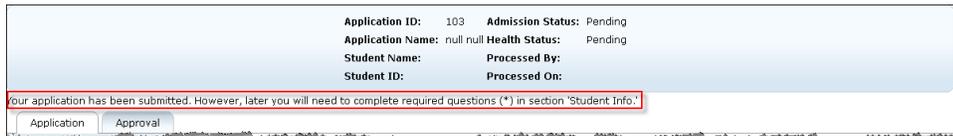


Click the **Create** button to create a new note for the application. The fields become editable:



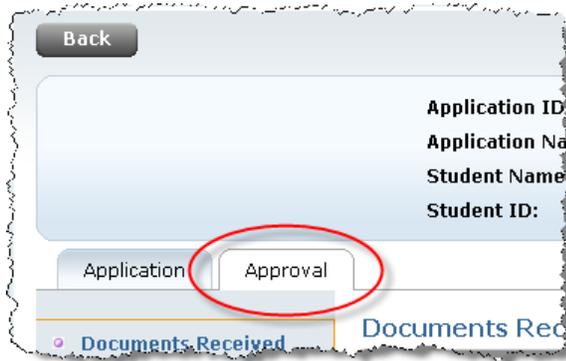
Enter your note and click **Add**.

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

After 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

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

Official Dates

Application	Approval
Documents Received	Official Dates
Official Dates	Anticipated date of attendance 05/29/2009
Approval	Official Enrollment Date 05/29/2009
	Withdrawal date from former school: 05/28/2009

Approval

Application	Approval
Documents Received	Approval
Official Dates	New Student <input type="radio"/>
Approval	Reenroll Student <input type="radio"/>
	Opt-Out <input type="radio"/>
	Comment <input type="text"/>

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

Once you 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.



The screenshot shows a search form titled "Manage Applications". It contains three main input areas: a "Schools:" dropdown menu with "Select a School" as the current selection; a "Search By:" dropdown menu with "Application ID" as the current selection; and a "Value:" text input field. Below the text input is a "Go" button.

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.

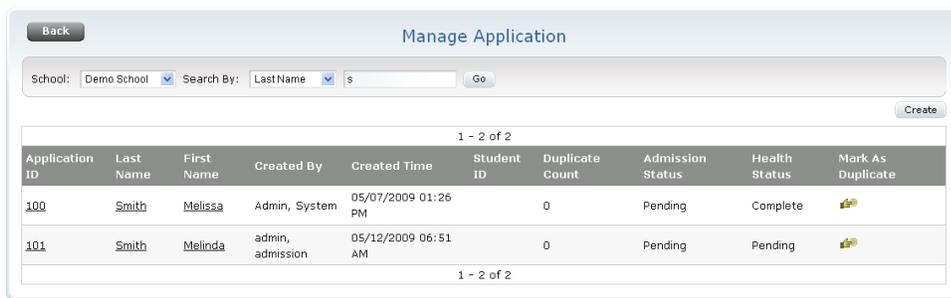
Value

Enter the ID or name for which you wish to search

Go

Click to search

Your search results display:



The screenshot shows the "Manage Application" results screen. At the top, there is a "Back" button and the title "Manage Application". Below this is a search bar with "School:" set to "Demo School", "Search By:" set to "Last Name", and a search value of "s". A "Go" button is to the right of the search bar, and a "Create" button is to the right of the search results area. The search results are displayed in a table with the following columns: Application ID, Last Name, First Name, Created By, Created Time, Student ID, Duplicate Count, Admission Status, Health Status, and Mark As Duplicate. The table shows two results: Application ID 100 for Melisa Smith and Application ID 101 for Melinda Smith. The page number "1 - 2 of 2" is shown at the top and bottom of the table.

Application ID	Last Name	First Name	Created By	Created Time	Student ID	Duplicate Count	Admission Status	Health Status	Mark As Duplicate
100	Smith	Melisa	Admin, System	05/07/2009 01:26 PM		0	Pending	Complete	
101	Smith	Melinda	admin, admission	05/12/2009 06:51 AM		0	Pending	Pending	

More...

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