



eSchoolware®

Product User Guide for Liaisons

Document Revision History

Version	Date	Changed by	Revision description
0.1	04/21/2009	Blaine W. Perdue	Initial draft
1.0	08/17/2009	Blaine W. Perdue	Completed document
1.1.1	09/28/2009	Blaine W. Perdue	Revised Intervention section
1.2	02/12/2010	Blaine W. Perdue	Refreshed entire document
1.2.1	07/30/2010	Blaine W. Perdue	Revised dashboard view and interventions
1.3	09/01/2010	Blaine W. Perdue	Added Essential Tasks section
1.4	11/29/2010	Blaine W. Perdue	Rebranded from ELO to EL
1.4.1	04/25/2011	Blaine W. Perdue	Added descriptions of formatting buttons for messages
1.4.2	07/07/2011	Blaine W. Perdue	Revised Notes section
1.5	08/05/2011	Blaine W. Perdue	Added Appendix B: Placing Students – Foundation vs. Traditional
2.0	11/11/2011	Blaine W. Perdue	Converted advisor guide to liaison guide, removed ATT Events, My Live Events, Enrollment, and Appendices A and B sections; added User Preferences section
2.1	02/13/2012	Blaine W. Perdue	Added messaging to Student Details screen
2.2	03/07/2012	Blaine W. Perdue	Added phone notes to Student Details Contacts and Student Phones sections; updated message tags; added message signature section and column sorting added Announcements section
2.3	04/18/2012	Blaine W. Perdue	Updated Entry/Withdrawal and Transfer Course sections; added Block Forums and Student Mastery Level sections
2.4	09/14/2012	Blaine W. Perdue	Updated Messages section
2.5	02/07/2013	Blaine W. Perdue	Updated Approve Pending Grades section
2.6	3/25/2013	Blaine W. Perdue	Updated Student Mastery Level section
2.7	3/17/2017	Ryan F. Brogneri	Removed Messages section. Please refer to messages user guide if needed.

This page has been intentionally left blank.

Table of Contents

1. This Document	5
1.1. Purpose	5
1.2. Conventions.....	5
2. Product Overview	7
2.1. About the Liaison Role.....	7
Logging Into Your Home Page	9
3. Icons and Sign Out	10
4. Control Panel	11
4.1. Attendance – School.....	11
4.1.1. Change Attendance Status	12
4.1.2. Daily	12
4.1.3. Weekly	13
4.1.4. Truancy	13
4.1.5. Tardy Truancy	14
4.1.6. Activity.....	15
4.1.6.1. System	15
4.1.6.2. Course	17
4.2. Custom Reports.....	18
4.3. Diagnostics and School Assessments	19
4.3.1. Search by Learning Package	20
4.3.2. BSearch by Users	21
4.4. Students	22
4.5. User Preferences.....	23
5. Summary	25
5.1. Students	25
5.1.1. Viewing Student Grade Progress	26
5.2. Intervention.....	27
5.2.1. Performance Summary	29
5.2.2. Performance Summary Details	30
5.2.2.1. Intervention Info Bar	30
5.2.2.2. Assessment.....	31
5.2.2.3. Additional Assessment	32
5.2.2.4. Intervention Task.....	33
5.2.3. Create a New Intervention.....	33
5.3. Grade Approval.....	35
5.3.1. Pending Grades	35
5.3.1.1. Approve Pending Grades	36
5.3.1.2. Reject Pending Grades.....	37
5.3.1.3. Reject Pending Grades.....	37
5.3.2. Approved.....	37
5.3.3. Rejected.....	38
5.4. Attendance.....	38
5.5. Diagnostics	39
6. Student Search	41
7. Announcements	42
8. Managing Students	43
8.1. Find a Student	43
8.2. Family Info	45
8.2.1. Contacts.....	45
8.2.1.1. View Contact Details	45
8.2.1.2. Add a Contact.....	45
8.2.1.2.1. Select a Contact	46
8.2.1.2.2. Create a Contact	46
8.2.1.2.3. Edit a Contact.....	47
8.2.2. Siblings.....	50
8.2.2.1. Add a Sibling	50
8.2.3. Student Addresses	51
8.2.3.1. View/Edit Address Details.....	51
8.2.3.2. Add a New Address from Scratch.....	52
8.2.3.3. Add a New Address from Existing Addresses	52
8.2.4. Address History.....	52
8.2.4.1. View/Edit Address Details.....	53

8.2.4.2.	Add a New Address.....	53
8.2.5.	Student Phones	54
8.2.5.1.	Create a New Student Phone Number	54
8.2.5.2.	Edit or Delete an Existing Student Phone Number.....	54
8.3.	Academic Info	55
8.3.1.	Schedule	55
8.3.1.1.	General	56
8.3.1.2.	Grade.....	56
8.3.1.3.	Material	57
8.3.1.4.	Transfer.....	57
8.3.2.	Waiting List.....	57
8.3.3.	Enrollment History	58
8.3.4.	Tests.....	58
8.3.5.	Checklists.....	58
8.3.6.	Transcript/Academic History.....	58
8.3.7.	Diagnostics.....	59
8.3.8.	Transfer Course.....	60
8.3.9.	Block Forums.....	61
8.3.10.	Student Mastery Level.....	62
8.3.10.1.	Threshold Settings	62
8.3.10.2.	Restriction Settings	63
8.4.	Administration Info	63
8.4.1.	Entry/Withdrawal	64
8.4.2.	School Districts.....	66
8.4.3.	Credentials	67
8.4.3.1.	Create a New Credential	67
8.4.3.2.	Edit a Credential.....	67
8.4.3.3.	Delete a Credential.....	68
8.4.4.	Advisors.....	68
8.4.5.	Application.....	68
8.5.	Demographics.....	69
8.5.1.	Demographics	69
8.5.2.	School Year Demographic.....	69
8.6.	Notes.....	70
8.6.1.	Notes	70
8.6.1.1.	Create a New Note.....	70
8.6.2.	Document Tracking	71
8.6.2.1.	Create a Note.....	72
8.7.	Organizations.....	72
8.7.1.	Enrolled Organizations	72
8.7.1.1.	Add an Organization.....	73
8.7.1.2.	Drop an Organization	73
8.7.2.	Organization History	73
8.8.	Attendance.....	74
8.8.1.	School Term Attendance	74
8.8.2.	Course Attendance.....	75
8.8.2.1.	Change Attendance Status.....	75
8.8.3.	System Activity	75
8.8.3.1.	Detail Report	76
8.8.3.2.	Summary Report.....	76
8.8.4.	Course Activity.....	77
8.8.4.1.	Detail Report	77
8.8.4.2.	Summary Report	78

1. This Document

1.1. Purpose

The purpose of this user guide is to instruct users in 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.

This page has been intentionally left blank.

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.

2.1. About the Liaison Role

The role of liaison encompasses the following primary responsibilities:

- support and monitor students
- view student information and data
- communicate with teachers and students
- approve grades

In many respects, what a liaison sees on the screen is quite similar to the advisor role. The main point of difference is that the liaison cannot enroll students in courses, while the advisor can.

This page has been intentionally left blank.

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 liaison home page appears:



The home page features a navigation bar with icons for Home, Announcements, Messages, and Control Panel, and a "Sign Out" link. The main content area is divided into two sections: a "Summary" dashboard for "Demo School" and a "Student Search" panel.

Students	Intervention	Grade Approval	Attendance	Diagnostics
2 Assigned	2 Need Tasks	0 Requests	2 Truancies	17 Need Action

The "Student Search" panel includes a "School" dropdown menu set to "All Schools", a "Search By" dropdown menu set to "Select a Field", a "Value" input field, and a "Go" button.

The screen contains several elements, as explained below.

3. Icons and Sign Out

Several icons appear at the top of every screen:



Home

The home icon lists the role you are currently logged in as. From any other screen, click this icon to return to the liaison home page. Click the dropdown arrow to switch to any other roles you may have in the system.

Announcements

Click to access any system, school, or course announcements. A number in the bottom right corner indicates how many unread announcements you have.

Messages

Click the icon to open the Messaging screen. Messaging details are explained below. A number in the bottom right corner indicates how many unread messages you have.

Control Panel

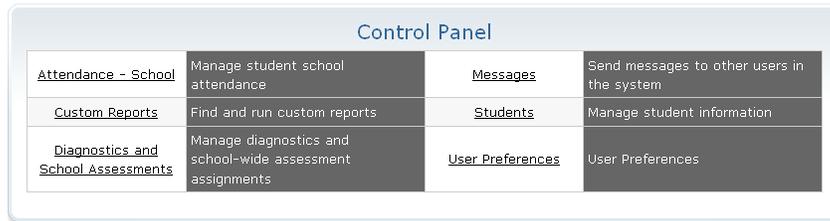
Click the Control Panel icon to view a list of options available to you as a liaison.

Sign Out

Click to end your liaison session.

4. Control Panel

The Control Panel contains links to all of the various administrative and maintenance features available to the liaison role.



4.1. Attendance – School

Use this feature to view and manage student attendance at the school level. From the Control Panel, click **Attendance - School**. The School Attendance screen appears:



Institution

Select your school from the list

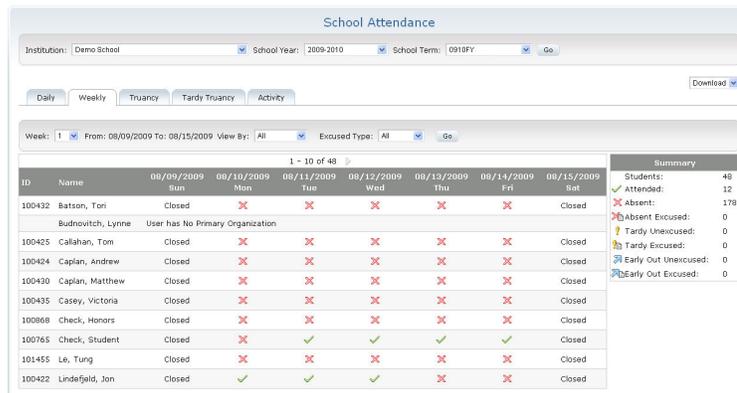
School Year

Select school year to view

School Term

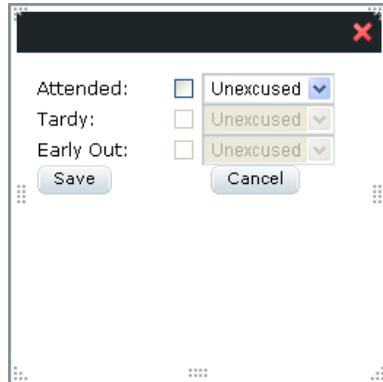
Select term to view

Use the search bar to select your institution, school year, and term. Click **Go** to view your search results:



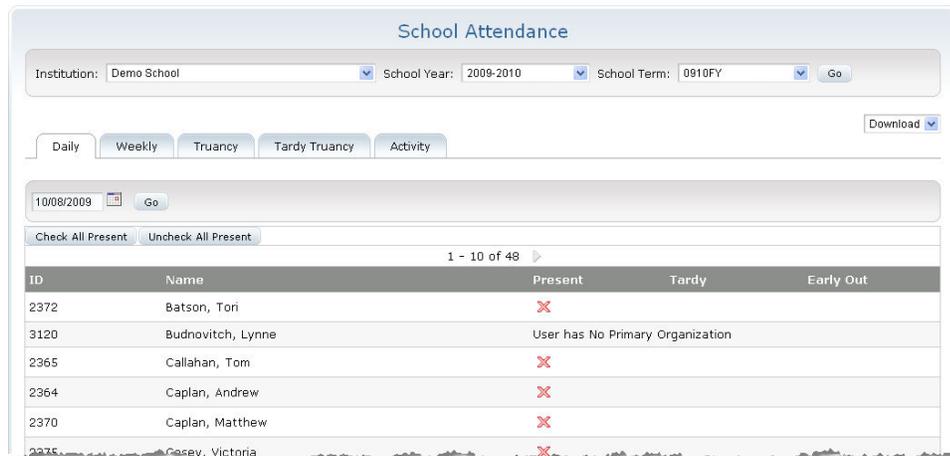
4.1.1. Change Attendance Status

1. Click a day to change its status. The following window appears:



2. Select the new status using the checkboxes and dropdowns.
3. Click **Save** or **Cancel**.
4. Click the **red X** to close the window.
5. The student attendance record is updated.

4.1.2. Daily



ID	Name	Present	Tardy	Early Out
2372	Batson, Tori	X		
3120	Budnovitch, Lynne	User has No Primary Organization		
2365	Callahan, Tom	X		
2364	Caplan, Andrew	X		
2370	Caplan, Matthew	X		
2375	Casey, Victoria	X		

Use this tab to view and modify student attendance at a daily level.

Check All Present

Mark all students present

Uncheck All Present

Unmark all students

4.1.3. Weekly

Use this tab to view and modify student attendance at a weekly level.

Check All Present

Mark all students present

Uncheck All Present

Mark all students present

School Attendance

Institution: Demo School School Year: 2009-2010 School Term: 0910FY Go

Download

Weekly

Week: 1 From: 08/09/2009 To: 08/15/2009 View By: All Excluded Type: All Go

ID	Name	08/09/2009 Sun	08/10/2009 Mon	08/11/2009 Tue	08/12/2009 Wed	08/13/2009 Thu	08/14/2009 Fri	08/15/2009 Sat	Summary
100432	Batson, Tori	Closed	X	X	X	X	X	Closed	Students: 48 Attended: 12 Absent: 178 Absent Excused: 0 Tardy: 0 Tardy Excused: 0 Early Out: 0 Early Out Excused: 0
Budnovitch, Lynne		User has No Primary Organization							
100425	Callahan, Tom	Closed	X	X	X	X	X	Closed	
100424	Caplan, Andrew	Closed	X	X	X	X	X	Closed	
100430	Caplan, Matthew	Closed	X	X	X	X	X	Closed	
100435	Casey, Victoria	Closed	X	X	X	X	X	Closed	
100868	Check, Honors	Closed	X	X	X	X	X	Closed	
100765	Check, Student	Closed	X	✓	✓	✓	✓	Closed	
101455	Le, Tung	Closed	X	X	X	X	X	Closed	
100422	Lindfeld, Jon	Closed	✓	✓	✓	X	X	Closed	

Attendance for each day is recorded and labeled according to the legend on the right.

4.1.4. Truancy

Use this tab to view student truancy occurrences.

School Attendance

Institution: Demo School School Year: 2009-2010 School Term: 0910FY Go

Download

Truancy

Filter By: All Go

1 - 10 of 27

Student ID	Name	Truancy Level	Truancy History	Consecutive Unexcused Absences	Last Attended
100420	Usery, Ryan	1	⊕	48	08/20/2009
100422	Lindfeld, Jon	1	⊕	43	08/25/2009
100432	Batson, Tori	1	⊕	57	08/11/2009
100434	Wetstein, Nikki	1	⊕	57	08/11/2009
100435	Casey, Victoria	1	⊕	57	08/11/2009
100436	Stonsdill, Ashley	1	⊕	57	08/11/2009

Truancy Level

School-configurable alert level of absences

Truancy History

Click to view a list of truanancies

Consecutive Unexcused Absences

Number of unexcused absences in a row

Last Attended

Last date of student attendance

4.1.5. Tardy Truancy

Use this tab to view student tardiness occurrences

The screenshot shows the 'School Attendance' interface. At the top, there are filters for Institution (Demo School), School Year (2009-2010), and School Term (0910FY). Below these are tabs for Daily, Weekly, Truancy, Tardy Truancy (selected), and Activity. A 'Download' button is also present. A 'Filter By' dropdown is set to 'All'. The table below shows 6 rows of student data with columns for Student ID, Name, Truancy Level, Truancy History, Consecutive Unexcused Tardies, and Last Attended.

Student ID	Name	Truancy Level	Truancy History	Consecutive Unexcused Tardies	Last Attended
100420	Usery, Ryan	1	🟡	48	08/20/2009
100422	Lindfeld, Jon	1	🟡	43	08/25/2009
100432	Batson, Tori	1	🟡	57	08/11/2009
100434	Wetstein, Nikki	1	🟡	57	08/11/2009
100435	Casey, Victoria	1	🟡	57	08/11/2009
100436	Stogsdill, Ashley	1	🟡	57	08/11/2009

Truancy Level

School-configurable alert level of absences

Truancy History

Click to view a list of truanancies

Consecutive Unexcused Tardies

Number of unexcused absences in a row

Last Attended

Last date of student attendance

4.1.6. Activity

Use this tab to view how long students are spending logged in to the system and on various lessons.

4.1.6.1. System

The System tab displays login times for students on the system.

The screenshot shows the 'School Attendance' interface. At the top, there are dropdown menus for 'Institution: Demo School', 'School Year: 2009-2010', and 'School Term: 0910FY', followed by a 'Go' button. Below this are five tabs: 'Daily', 'Weekly', 'Truancy', 'Tardy Truancy', and 'Activity', with 'Activity' being the active tab. Underneath the tabs are two sub-tabs: 'System' and 'Course', with 'System' being the active sub-tab. At the bottom, there are input fields for 'Start Date' and 'End Date', a 'User Type' dropdown set to 'Student', a 'Report Type' dropdown set to 'Details', a 'Filter By' dropdown set to 'All', and a final 'Go' button.

Start Date

Enter a beginning date for the activity report

End Date

Enter a finished date for the activity report

User Type

Select student or employee

Report Type

Select either Details or Summary. See examples below.

Filter By

Optionally, you may filter your results based on username, first name, or last name.

Go

Click to generate your report. A report appears displaying who accessed the system and when they accessed it.

Detail Report

The System Detail report displays when students were on the system and how long they spent logged in over the given date range.

ID	Username	Name	Start Time	End Time	Total Minutes	Summary
1 - 10 of 12						
111	john.smith	John Smith	5/3/09 10:15 AM	5/3/09 10:32 AM	17	Number of Users: 12
113	jane.smith	Jane Smith	5/3/09 1:32 PM	5/3/09 1:40 PM	8	
111	john.smith	John Smith	5/3/09 1:32 PM	5/3/09 1:40 PM	8	
111	john.smith	John Smith	5/3/09 11:31 PM	5/3/09 11:40 PM	9	
113	jane.smith	Jane Smith	5/9/09 1:32 PM	5/9/09 1:40 PM	8	
113	jane.smith	Jane Smith	5/9/09 3:32 PM	5/9/09 3:35 PM	3	
113	jane.smith	Jane Smith	5/10/09 8:11 AM	5/10/09 8:15 AM	4	
113	jane.smith	Jane Smith	5/10/09 1:27 PM	5/10/09 1:40 PM	13	
113	jane.smith	Jane Smith	5/10/09 1:32 PM	5/10/09 1:40 PM	8	
113	jane.smith	Jane Smith	5/15/09 9:01 AM	5/3/09 9:15 AM	14	

The Detail report displays when students were on the system and how long they spent logged in over the given date range.

Click the **gray triangles** to the left of the usernames to view details of the student's activity for that session:

ID	Username	Name	Start Time	End Time	Total Minutes
▶ 113	jane.smith	Jane Smith	5/3/09 1:32 PM	5/3/09 1:40 PM	8
1 - 1 of 1					
Type	Activity	Start Date	End Date	Total Minutes	
▼ Site	Site	5/23/09 1:35 PM	5/23/09 1:40 PM	8	
1 - 1 of 1					
Activity	Activity In	Data	Time		
Site			5/9/09 1:40 PM		
▶ 113	jane.smith	Jane Smith	5/23/09 1:35 PM	5/23/09 1:40 PM	8

Summary Report

The System Summary report displays an abbreviated account of student logon activity.

ID	Username	Name	Number Of Sessions	Total Minutes	Summary
1 - 2 of 2					
113	jane.smith	Jane Smith	8	59	Number of Users: 2
111	john.smith	John Smith	4	37	

Click the **gray triangles** to the left of the usernames in the same manner as above to view details of the student's activity for that session.

4.1.6.2. Course

The Course tab provides information about when students log in to specific courses.

The screenshot shows the 'School Attendance' interface. At the top, there are dropdown menus for 'Institution: Demo School', 'School Year: 2009-2010', and 'School Term: 0910FY', followed by a 'Go' button. Below this are tabs for 'Daily', 'Weekly', 'Truancy', 'Tardy Truancy', and 'Activity'. Under the 'Activity' tab, there are sub-tabs for 'System' and 'Course'. The 'Course' sub-tab is active, showing a search area with a 'Course:' label, a search icon, and a search input field. To the right of the search field are 'Start Date:' and 'End Date:' fields with calendar icons. Below these are 'User Type:' (set to 'Student'), 'Report Type:' (set to 'Details'), and 'Filter By:' (set to 'All'). A 'Go' button is located at the bottom right of the search area.

Course

Enter the course you wish to view. Click the **hourglass** icon to access a search screen:

The screenshot shows a 'Course' search dialog box. It has a title bar with 'Course' and a close button. Below the title bar is a search area with a 'Course Name:' label, a search input field, and a 'Go' button.

Enter part of the course name and click **Go**. Your search results appear:

The screenshot shows the 'Course' search results dialog box. It has a title bar with 'Course' and a close button. Below the title bar is a search area with a 'Course Name:' label, a search input field containing 'ma', and a 'Go' button. Below the search area is a table with 3 columns: 'Course Name', 'Course Code', and 'Select'. The table contains 3 rows of results. The 'Select' column contains a magnifying glass icon with a plus sign.

Course Name	Course Code	Select
Macroeconomics Part 1	EDHS.SS006.A.01	
Macroeconomics Part 2	EDHS.SS006.B.01	
Math	50	

Click **Select** for the correct course.

Start Date

Enter a beginning date for the activity report

End Date

Enter a finished date for the activity report

User Type

Select student or employee

Report Type

Select either Details or Summary. See examples below.

Filter By

Optionally, you may filter your results based on username, first name, or last name.

Go

Click to generate your report. A report appears displaying who accessed that course and when they accessed it.

Detail Report

The Detail report displays when students were in the course and how long they spent logged in over the given date range.

Course: eng1.08	Search	Start Date: 05/01/2008	End Date: 05/12/2009	Report Type: Detail	Go	
1 - 4 of 4						
ID	Username	Name	Start Time	End Time	Total Minutes	Summary
113	jane.smith	Jane Smith	5/3/09 1:32 PM	5/3/09 1:40 PM	8	Number of Users: 4
113	jane.smith	Jane Smith	5/9/09 1:32 PM	5/9/09 1:40 PM	8	
113	jane.smith	Jane Smith	5/10/09 1:27 PM	5/10/09 1:40 PM	13	
113	jane.smith	Jane Smith	5/10/09 1:32 PM	5/10/09 1:40 PM	8	

Click the **gray triangles** to the left of the usernames in the same manner as above to view details of the student's activity for that session.

Summary Report

The Summary report displays an abbreviated account of student course activity.

Course Activity						
Course: eng1.08	Search	Start Date: 05/01/2008	End Date: 05/12/2009	Report Type: Summary	Go	
1 - 1 of 1						
ID	Username	Name	Number Of Sessions	Total Minutes	Summary	
113	jane.smith	Jane Smith	4	37	Number of Users: 1	

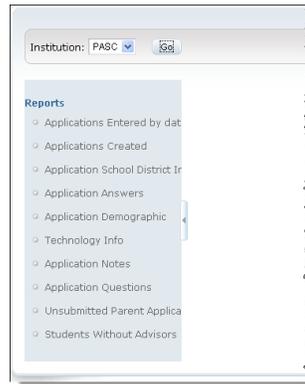
Click the **gray triangles** to the left of the usernames in the same manner as above to view details of the student's activity for that session.

4.2. Custom Reports

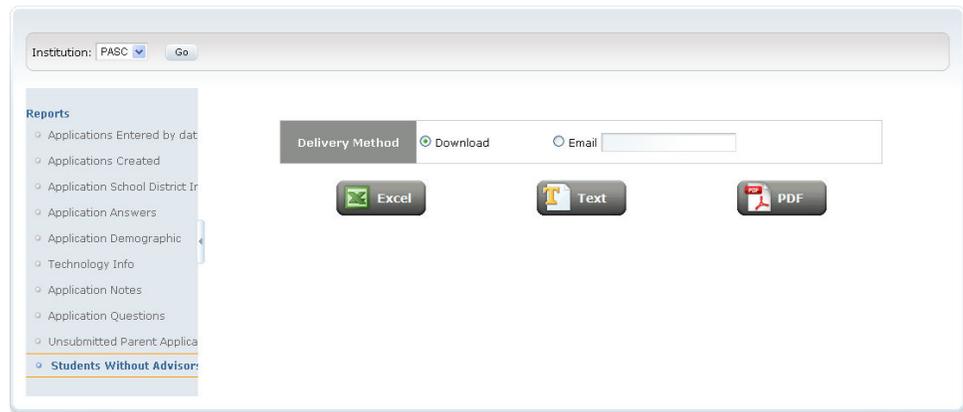
Click the link to create and view custom reports. The following screen appears:

Institution: All	Go
------------------	----

1. Select your school from the Institution dropdown and click **Go**. Your reports appear:



2. As an example, click the **Students Without Advisors** report at the bottom of the list. The following screen appears:

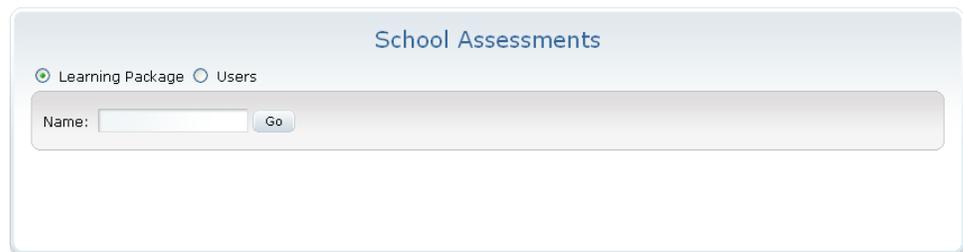


3. Select **Download** and click the **Excel** button.

Please note that each custom report will have a slightly different screen.

4.3. Diagnostics and School Assessments

Use this feature to view, assign, and remove learning packages for students.



4.3.1. Search by Learning Package

Use this search feature to assign students to learning packages.

1. Select **Learning Package**.
2. Enter part of the learning package name, and then click **Go**. Your results appear:

School Assessments

Learning Package Users

Name:

1 - 10 of 11

	Name	Is Disabled
	English 10 Part 1 Diagnostic	No
	English 11 Part 1 Diagnostic	No
	English 12 Part 1 Diagnostic	No
	English 9 Part 1 Diagnostic	No
	HSA English Part 1 - Diagnostic Assessment	No
	HSA English Part 1 - Diagnostic Assessment	No
	HSAP English Benchmark Exam 1	No
	HSAP English Benchmark Exam 2	No

3. Click the **plus sign** next to a learning package to view its details. Any students assigned to that learning package appear:

HSAP English Benchmark Exam 1 No

1 - 1 of 1

Username	Student ID	Name	Remove
sc100011	100011	Test, Provost2	

4. Click the **Remove** icon to unassign the student.
5. Click **Add** to assign a student to the learning package. A search bar appears:

1 - 1 of 1

Username	Student ID	Name	Remove
sc100011	100011	Test, Provost2	

Institution: Search By:

6. Enter your search criteria and click **Go**. A list of matching students appears:

7. To add a student, click the **plus sign** in the Add column for that student.

4.3.2. Search by Users

Use this feature to assign learning packages to students.

1. Select **Users**.
2. Select a school, enter part of the student name, and then click **Go**. Your results appear:

3. Click the **plus sign** next to a student to view their details:

Any learning packages assigned to that student appear.

4. Click the **Remove** icon to unassign a learning package.

- Click the **Add** button to assign a learning package student to the student. A search bar appears:

- Enter your search criteria and click **Go**. A list of matching learning packages appears:

- To add a student, click the **plus sign** in the Add column for that student. The student is now assigned to that learning package.

4.4. Students

Use this feature to find information about a particular student. Select school, active status, and text search type in the search bar, and then click **Go**. Your search results appear:

Student ID	Last Name	First Name	Grade Level	Status	Advisor
10001	dent001	stu	Ninth Grade	Active	
test1	dent001	stu	Ninth Grade	Active	

Click a **Student ID** to view details:



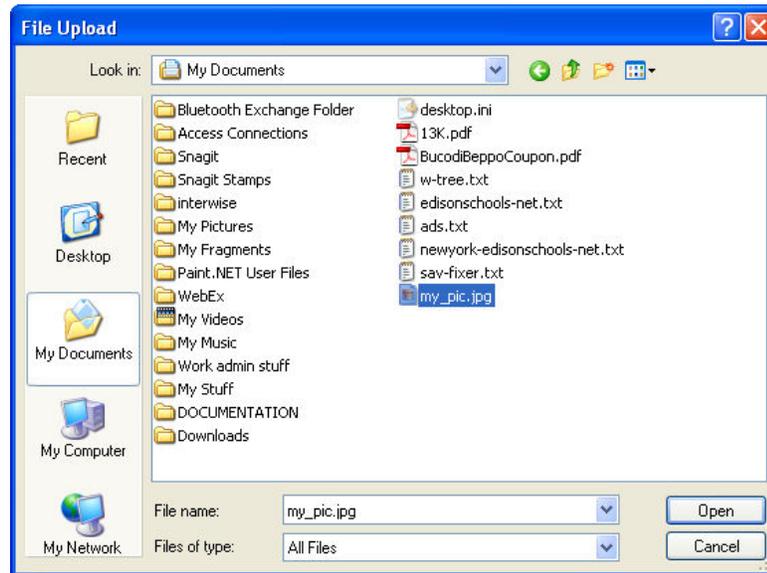
4.5. User Preferences

The Contact Settings and Event Subscriptions tabs are currently not used. Use the Avatar tab to upload a picture that displays when you post to forums, blogs,

1. From the Control Panel, click **User Preferences**, then select the Avatar tab:



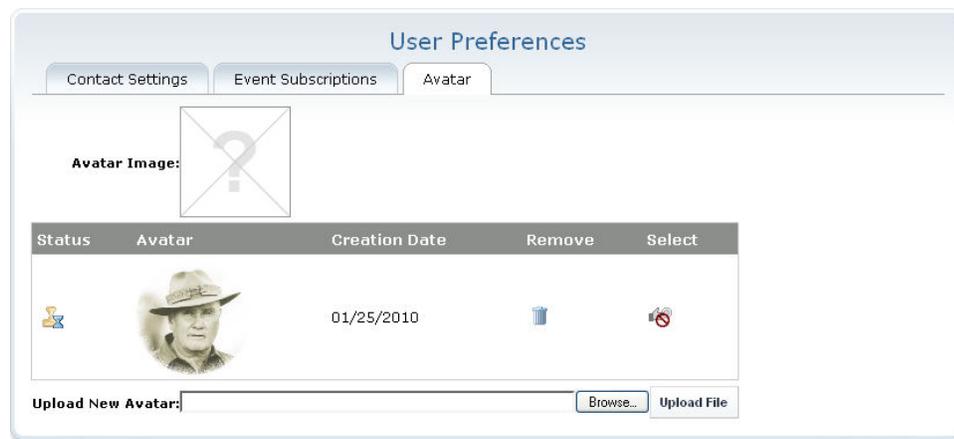
- Click the **Browse** button. Use the Windows File Upload window to find and select an image:



- After selecting your image file, click the **Upload File** button in the Avatar tab:



- Your image is uploaded:



Notice the status is “pending”. EdisonLearning must approve the picture before you can use it. After approval, you will be able to click the **Select** icon for the image to use it.

5. Summary

The Summary box contains links to information about your students.

Summary

Demo School

Students	Intervention	Grade Approval	Attendance	Diagnostics
2 Assigned	2 Need Tasks	0 Requests	2 Truancies	17 Need Action

Students

Displays number of students assigned to you

Intervention

Displays number of interventions requiring tasks

Grade Approval

Displays number of pending grade requests

Attendance

Displays number of truancy issues

Diagnostics

Displays number of student diagnostics that need your attention

5.1. Students

The Students field displays the number of students assigned to you. Click the number to display a list of your students:

Back Advisor Student

Organization: Demo School Filter: All Go

1 - 2 of 2

Username	Last Name	First Name	Approval Count	Intervention Count	Truancy Count
pt101702	Test	Pat	0	0	52
sc100011	Test	Binary Man	0	2	21

1 - 2 of 2

Back

Click to return to the previous screen.

Filter bar

Use the dropdown fields to filter your student list by school, student name, or username. Click **Go** to view your filtered results.

Username

Login of student for the system. Click a username to view details for each student.

Last Name

Last name of each student

First Name

First name of each student

Approval Count

Number of pending grade approval requests for each student

Intervention Count

Number of pending interventions for each student

Tuancy Count

Number of pending attendance issues for each student

5.1.1. Viewing Student Grade Progress

Click the student's **username** > **Academic Info tab** > **Schedule** to view a student's current course list and grades. The following screen appears:

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
P 234410	0910 Full Year	Elemental Academic Training Course			(GTD)	1.0	0%	0%
P 132371	0910 Full Year	Algebra 1 Part 1			(GTD)	0.25	40.0%	4%
P 4045	0910 Full Year	Algebra 2 Part 1			(GTD)	0.25	24.0%	0%
P 801	0910 Full Year	American History Part 1			(GTD)	0.25	10.2%	0%
P 76116	0910 Full Year	American Literature Part 1			(GTD)	0.25	7.5%	0%
P 4047	0910 Full Year	Astronomy			(GTD)	0.25	18.4%	0%
P 4048	0910 Full Year	Biology Part 1			(GTD)	0.25	14.3%	0%
P 4049	0910 Full Year	Biotechnology			(GTD)	0.25	14.3%	0%

Enrollment ID

Unique enrollment identifier. Click the **gray arrow** to the left of an ID to view additional course details.

School Term

When course occurs

Course Name

Name of student's course. Click to view the Course Control Panel.

Day

Day(s) of week course occurs, if synchronous

Time

Time of day course occurs, if synchronous

Grade

Current grade for course. Click to view the student's Grade Breakdown for the course.

Credits

Credit value of course

Progress

Percentage of the course completed

7 Day Progress

Amount of course completed within the last seven days

5.2. Intervention

The Intervention field displays pending interventions based on failed performance alerts of students assigned to you.

Performance alerts associate specific proficiencies to specific assignment questions in a course. The alerts relate individual items embedded within curriculum assignments, quizzes or tests to specific standards and benchmarks. The data is then analyzed by the system to compare students' performance to the school's defined proficiency levels. If a student falls below the school-defined performance levels, the system alerts you and creates an immediate intervention for the student.

Click the number to display a list of your students' interventions:

The screenshot shows a web interface titled "Student Intervention". At the top left is a "Back" button. Below it is a filter bar with "Organization: All Schools" and "Filter: All" dropdown menus, and a "Go" button. The main content is a table with the following data:

Username	First Name	Last Name	Intervention Count
sc100187	Yolanda	Cain	2
sc100617	Poncella	Crayton	1
sc100142	Haley	Vanauken	2

Back

Click to return to the previous screen.

Filter bar

Use the dropdown fields to filter your student list by school, student name, or username. Click **Go** to view your filtered results.

Username

Login of student for the system

First Name

First name of each student

Last Name

Last name of each student

Intervention Count

Number of pending interventions for each student

Click a number in the student's Intervention Count column to view that student's interventions. The following screen appears:

The screenshot shows a web interface titled "Student Intervention". At the top left is a "Back" button. Below the title, it displays "Username: sc100187", "First Name: Yolanda", and "Last Name: Cain". A table below shows a list of interventions. The table has four columns: "Course Name", "Course Code", "Intervention Count", and "Details". There are two rows of data. The first row is for "Spanish 1 Part 1" with course code "EDHS.FL001.A.01.1" and an intervention count of "1". The second row is for "Ms. Bradley Pre Algebra Part 1" with course code "39161301" and an intervention count of "1". Each row has a magnifying glass icon in the "Details" column. The table is paginated, showing "1 - 2 of 2" items.

Course Name	Course Code	Intervention Count	Details
Spanish 1 Part 1	EDHS.FL001.A.01.1	1	
Ms. Bradley Pre Algebra Part 1	39161301	1	

Back

Click to return to the previous screen.

Course Name

Name of student's course that has an intervention

Course Code

Section code of student's course that has an intervention

Intervention Count

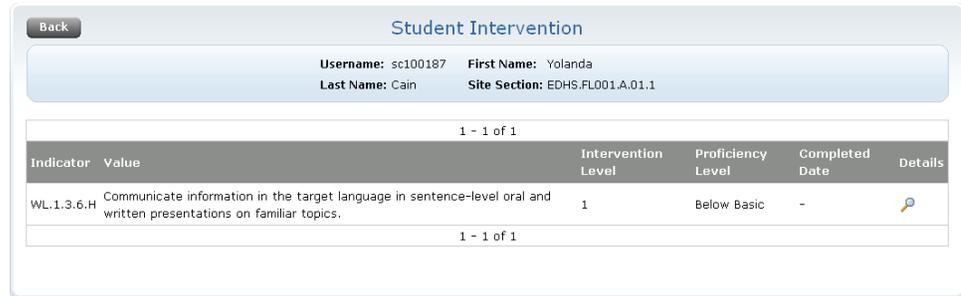
Number of interventions for that course

Details

Click the icon to view detailed information about a student's course intervention(s)

5.2.1. Performance Summary

Click the **Details** icon to view the Performance Summary for a student's course interventions. The following screen appears.



The screenshot shows a web interface titled "Student Intervention". At the top, there is a "Back" button and a header area containing user information: Username: sc100187, First Name: Yolanda, Last Name: Cain, and Site Section: EDHS.FL001.A.01.1. Below this is a table with one row of data. The table has columns for Indicator, Value, Intervention Level, Proficiency Level, Completed Date, and Details. The data row shows Indicator WL.1.3.6.H, Value "Communicate information in the target language in sentence-level oral and written presentations on familiar topics.", Intervention Level 1, Proficiency Level Below Basic, and Completed Date -. A magnifying glass icon is in the Details column.

Indicator	Value	Intervention Level	Proficiency Level	Completed Date	Details
WL.1.3.6.H	Communicate information in the target language in sentence-level oral and written presentations on familiar topics.	1	Below Basic	-	

Back

Click to return to the previous screen.

Indicator

Name of performance indicator

Value

Brief description of indicator

Intervention Level

Specifies if this is the first, second, or third alert related to this particular indicator

Proficiency Level

Level of student performance:

- Advanced
- Proficient
- Basic
- Below Basic

Completed Date

Date when student completed interventions tasks

Details

Click the icon to view detailed intervention information.

5.2.2. Performance Summary Details

Interventions are additional remedial work given to a student when they fail a performance standard. Any time a student fails a performance standard, an intervention is created either by the teacher or automatically by the system. Interventions for each standard are labeled 1, 2, or 3, depending on the number of times the student has failed the standard.

From the screen above, click the **Details** icon to view intervention details. The following screen appears.

Assessment Name	Attempt Date	Ratio	Attempt Score
Spanish 1 Part 1 - Unit 1 Lesson 3 Daily	nov 4 2009 10 / 5 - 10.0		

Type	Created Time	Completed Time	Remove
Empty Result			

5.2.2.1. Intervention Info Bar

Intervention 1	Number Of Failed Questions:	11	Proficiency Level:	Below Basic
	Total Number Of Questions:	36	Percentage:	69.44%

Number of Failed Questions

How many questions the student failed

Total Number of Questions

Number of questions on the failed assessment

Proficiency Level

Level of student performance:

- Advanced
- Proficient
- Basic
- Below Basic

Percentage

Percentage value of the number of correct answers out of the number of total items

5.2.2.2. Assessment

The Assessment field displays scoring information on failed assessments.

Assessment			
1 - 8 of 8			
Assessment Name	Attempt Date	Ratio	Attempt Score
Spanish 1 Part 1 - Unit 1 Lesson 3 Daily Assessment - EDHS,FL001.A.01	09/24/2009	0 / 5	10.0
Spanish 1 Part 1 - Unit 1 Lesson 4 Daily Assessment - EDHS,FL001.A.01	09/24/2009	2 / 5	6.0
Spanish 1 Part 1 - Unit 1 Lesson 5 Conversation Podcast - EDHS,FL001.A.01	09/24/2009	0 / 1	25.0
Spanish 1 Part 1 - Unit 1 Lesson 5 Weekly Quiz - EDHS,FL001.A.01	09/24/2009	2 / 9	24.0
Spanish 1 Part 1 - Unit 1 Lesson 6 Daily	09/24/2009	1 / 5	8.0

Assessment Name

Name of the failed assessment

Attempt Date

Date assessment was completed by student

Ratio

Ratio of incorrect to total questions

Attempt Score

Number of correct points

Click an assessment name to view more information about it:

Spanish 1 Part 1 - Unit 2 Lesson 4 Daily Assessment - EDHS,FL001.A.01	09/26/2009	1 / 3	6.0
1 - 3 of 3			
Question ID	Possible Points	Value	Pass / Fail
45561	2	0	Fail
45560	2	2	Pass
45562	2	2	Pass
1 - 3 of 3			

Question ID

Unique identifier of question

Possible Points

Number of points possible for correctly answering that question

Value

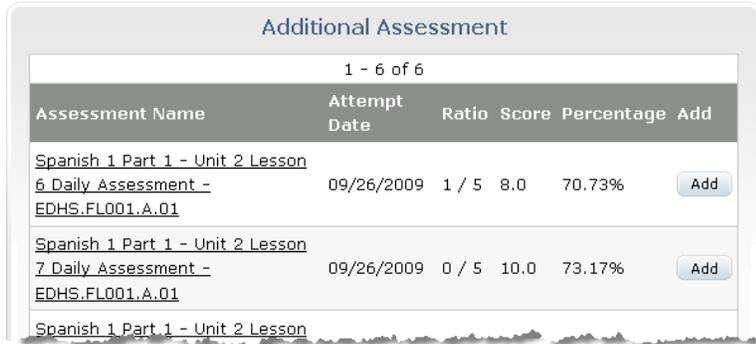
Number of points actually earned by the student

Pass/Fail

Denotes whether the student passed the question based on grading criteria

5.2.2.3. Additional Assessment

If a student fails several assessments tied to the same standard before a teacher or advisor has a chance to create an intervention for the first one, the additional related assessments are listed in the Additional Assessment box. When creating an intervention, you can see and take into account all of the related assessments at once.



The screenshot shows a window titled "Additional Assessment" with a sub-header "1 - 6 of 6". It contains a table with the following columns: Assessment Name, Attempt Date, Ratio, Score, Percentage, and Add. There are two rows of data, each with an "Add" button.

Assessment Name	Attempt Date	Ratio	Score	Percentage	Add
Spanish 1 Part 1 - Unit 2 Lesson 6 Daily Assessment - EDHS.FL001.A.01	09/26/2009	1 / 5	8.0	70.73%	<input type="button" value="Add"/>
Spanish 1 Part 1 - Unit 2 Lesson 7 Daily Assessment - EDHS.FL001.A.01	09/26/2009	0 / 5	10.0	73.17%	<input type="button" value="Add"/>

Assessment Name

Name of the failed assessment

Attempt Date

Date assessment was completed by student

Ratio

Ratio of incorrect to total questions

Score

Number of correct points

Percentage

Displays what the total intervention score (score at top of screen in the info bar) would be if the assessment is moved and counted in the Assessment box

Add

Click to move the attempt from the Additional Assessment box to the Assessment box. Doing this can raise the student's score, allows intervention tasks to be created for the additional failed assessments, and allows multiple assessments tied to the same indicators to be cleared.

5.2.2.4. Intervention Task

Intervention Task			
Create			
1 - 1 of 1			
Type	Created Time	Completed Time	Remove
E	09/28/2009	-	
1 - 1 of 1			

Create

Click to create a new intervention for the student

Type

- E – External Link
- R – Resource
- L – Learning Package

Created Time

When intervention was created

Completed Time

When intervention was completed by student

Remove

Click icon to remove intervention task

5.2.3. Create a New Intervention

1. Click the **Create** button. The following screen appears:

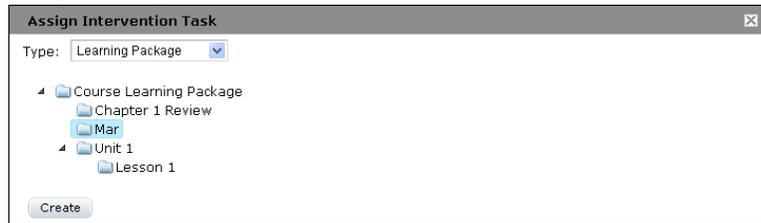
Assign Intervention Task ✕

Type:

2. Select the intervention type:

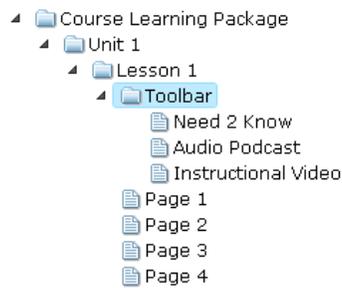
- Learning Package - a premade lesson
- External Link - an Internet resource
- Resource - other tools stored on the system

Learning Package

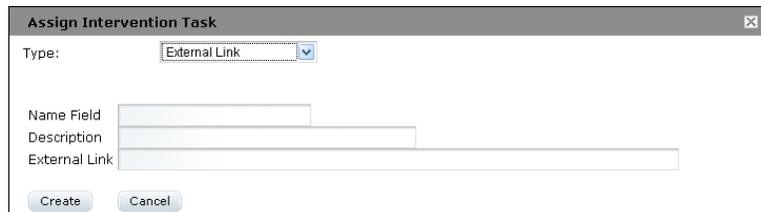


Select the appropriate item from the course's learning package and click **Create**.

From any lesson, you can select any of the pages or items in the lesson's toolbar:



External Link



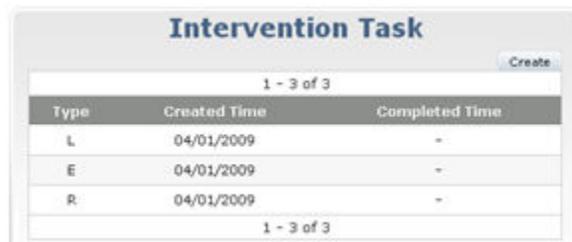
- Name Field – Enter a name for the link
- Description – Enter a description for the link
- External Link – Enter the URL for the link

Click **Create** when finished.

Resource

Click the **Select** icon to choose a resource from the list.

Your student's new intervention task appears in the list:



Type	Created Time	Completed Time
L	04/01/2009	-
E	04/01/2009	-
R	04/01/2009	-

5.3. Grade Approval

The Grade Approval field displays the number of pending grade approvals of students assigned to you. Click the number to display a list of your students' grade information:

The screenshot shows a web interface for grade approval. At the top left is a 'Back' button. Below it is a filter bar with 'Organization: All Schools' and 'Filter: All' dropdown menus, and a 'Go' button. On the left is a sidebar with three items: 'Pending (5)', 'Approved (1)', and 'Rejected (0)'. The main area displays a table with 10 columns: Course Code, Course Name, Grading Period, Last Name, First Name, Username, Requested, Percentage, and Approve. The table contains three rows of data. A '1 - 3 of 3' indicator is shown above and below the table.

Course Code	Course Name	Grading Period	Last Name	First Name	Username	Requested	Percentage	Approve
MA.001.09.1	Math 1	Entire Course	Smith	Jane	jane.smith	2009-05-01	74.0	
MA.001.09.1	Math 1	Entire Course	Doe	John	john.doe	2009-05-01	65.0	
MA.001.09.1	Math 1	Entire Course	Doe	Jane	jane.doe	2009-05-01	92.0	

Back

Click to return to the previous screen.

Filter bar

Use the dropdown fields to filter your student list by school, student name, or username. Click **Go** to view your filtered results.

5.3.1. Pending Grades

Click **Pending** in the blue window on the left of the screen to view pending grade approvals. The following screen appears:

The screenshot shows a table with 12 columns: Course Code, Course Name, Grading Period, Last Name, First Name, Username, Requested, Percentage, Comment, Approve, and Reject. The table contains one row of data. A '1 - 1 of 1' indicator is shown above and below the table.

Course Code	Course Name	Grading Period	Last Name	First Name	Username	Requested	Percentage	Comment	Approve	Reject
Demo.WorldLit1	World Literature Part 1	Entire Course	Test	Pat	pt101702	2010-03-18	10.0	sfdsdffsdf		

Course Code

Section code of student's course

Course Name

Name of student's course

Grading Period

Grading period for which the grade has been submitted - if course is asynchronous, "Entire course" displays

Last Name

Last name of each student

First Name

First name of each student

Username

Login of student for the system

Requested

Date grade was submitted for approval by teacher

Percentage

Score of gradable item

Comment

Any comments from grader

Approve

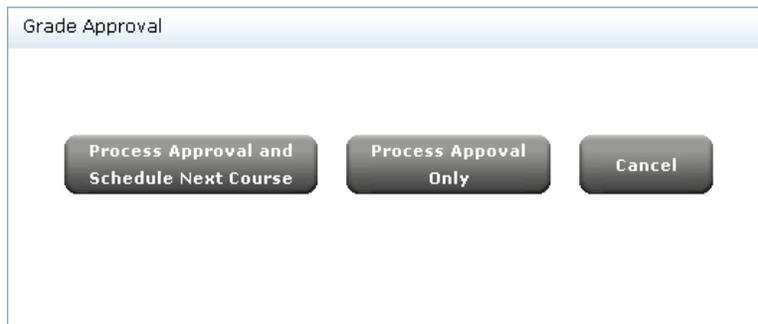
Click to approve the pending course grade

Reject

Click to reject the pending course grade

5.3.1.1. Approve Pending Grades

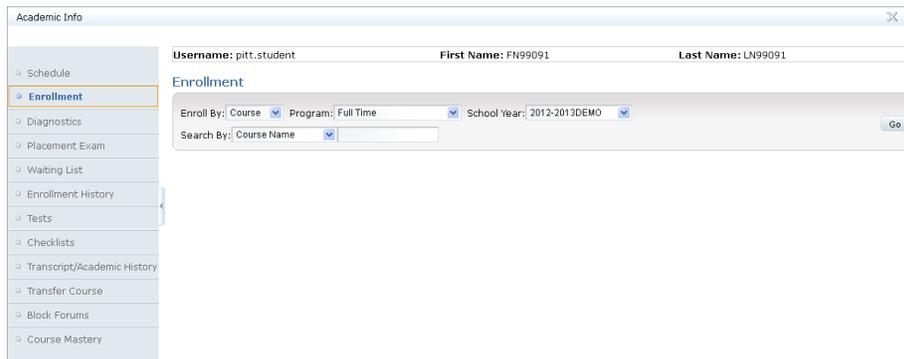
1. To approve a pending grade, click the **Approve** icon. The system prompts you:



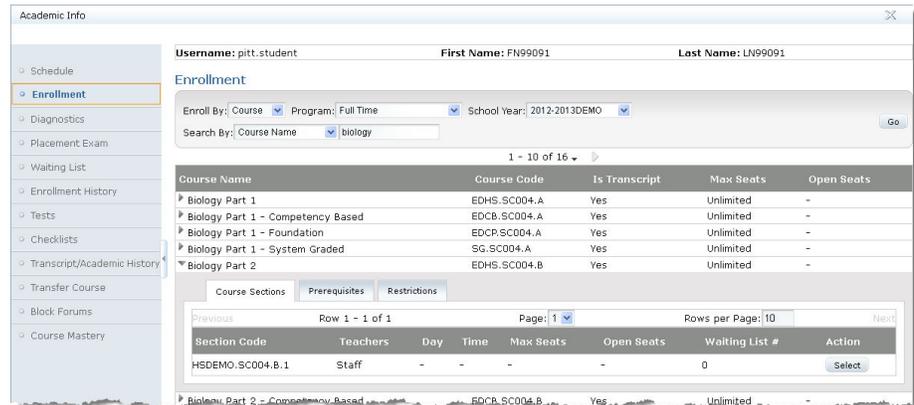
2. Click **Process Approval Only** to just approve the grade.

OR

Click **Process Approval and Schedule Next Course** to approve the grade and schedule the next course part. The student's Academic Info/Enrollment page appears:



- Use the search bar to find the next part in which to enroll the student:



- Select the section like you normally would through the Student Details interface.
- Click the **X** in the upper right corner of the window to close it and approve the grade.

NOTE: If you click the **X** without processing an enrollment, the course grade will still be approved. You can look in your approved grades and delete this approval, if needed.

5.3.1.2. Reject Pending Grades

- To reject a pending grade, click the **Reject** icon. . The system prompts you to continue.
- Click **OK** to reject the grade.

5.3.1.3. Reject Pending Grades

- To reject a pending grade, click the **Reject** icon. . The system prompts you to continue.
- Click **OK** to reject the grade.

5.3.2. Approved

Click **Approved** in the blue window on the left of the screen to view approved grades. The following screen appears:

1 - 2 of 2								
Course Code	Course Name	Grading Period	Last Name	First Name	Username	Approved	Approved Grade	Remove
MA.001.09.1	Math 1	Entire Course	dent001	stu	student001	2009-05-07	72.0	
MA.001.09.1	Math 1	Entire Course	Doe	John	john.doe	2009-05-08	65.0	
1 - 2 of 2								

You can move an approved grade back to Pending status by clicking the **Remove** icon.

Click the **Approved Grade** value to view the student's Grade Breakdown screen.

5.3.3. Rejected

Click **Rejected** in the blue window on the left of the screen to view rejected grades. The following screen appears:

1 - 1 of 1									
Course Code	Course Name	Grading Period	Last Name	First Name	Username	Requested	Percentage	Comment	Remove
MA.001.09.1	Math 1	Entire Course	dent001	stu	student001	2009-05-01	72.0		

1 - 1 of 1

You can move a rejected grade back to Pending status by clicking the **Remove** icon.

5.4. Attendance

This feature allows you to view school-defined truancy alerts.

The Attendance field displays school-defined truancy alerts of students assigned to you. Click the number to display a list of absences:

Student Truancy Alerts

[Back](#)

1 - 10 of 48 ▶

Student ID	First	Last	Middle	Consecutive Unexcused Absences	First Absent Date	Last Absent Date
101232	Alyssa	Emmens	Kaycee	105	09/01/2009	02/11/2010
100126	Amber	Smith	Sharie	101	09/01/2009	02/07/2010
100297	Andrew	Fulcher	Jeffrey	101	09/01/2009	02/07/2010
100607	Angela	Harris	Robin	101	09/01/2009	02/07/2010
101647	Annah	Jackson	Christina	76	10/08/2009	02/08/2010
101689	Anthony	Qualls	Curtis	77	10/10/2009	02/11/2010
102200	Ashley	James		14	01/22/2010	02/10/2010
100049	Benjamin	Artus	Lee	101	09/01/2009	02/07/2010
101559	Blaze	Osborne	Jared	81	09/30/2009	02/07/2010
101607	Brook	Piland	Taylor	82	10/03/2009	02/11/2010

Consecutive Unexcused Absences

Number of days in a row that student has not logged into system

First Absent Date

Date of first consecutive absence

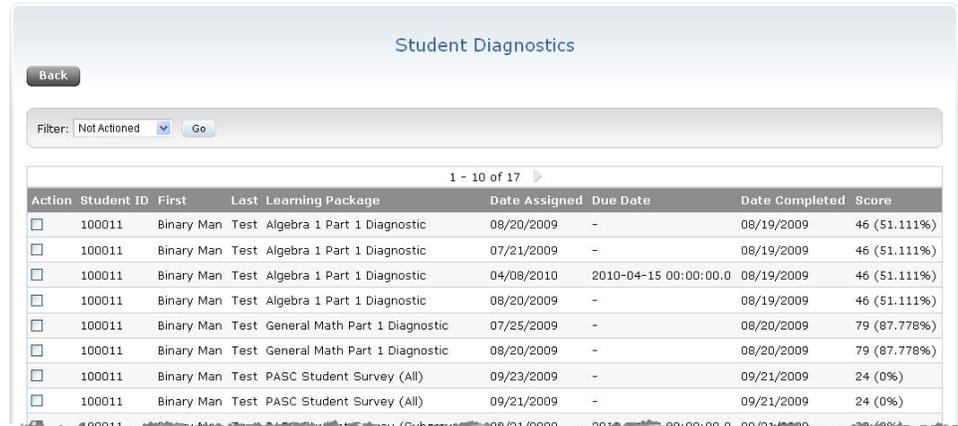
Last Absent Date

Date of last consecutive absence

5.5. Diagnostics

This feature allows you to view student diagnostics that require your attention. The Diagnostics field displays the amount of actionable student diagnostics assigned to you.

Click the number to display a list of diagnostics:



The screenshot shows the 'Student Diagnostics' interface. At the top, there is a 'Back' button and a filter dropdown set to 'Not Actioned' with a 'Go' button. Below the filter is a table with 17 rows. The first 10 rows are visible, showing diagnostic assignments for student 100011. Each row includes an 'Action' checkbox, 'Student ID', 'First' and 'Last' names, 'Learning Package', 'Date Assigned', 'Due Date', 'Date Completed', and 'Score'.

Action	Student ID	First	Last	Learning Package	Date Assigned	Due Date	Date Completed	Score
<input type="checkbox"/>	100011	Binary	Man	Test Algebra 1 Part 1 Diagnostic	08/20/2009	-	08/19/2009	46 (51.111%)
<input type="checkbox"/>	100011	Binary	Man	Test Algebra 1 Part 1 Diagnostic	07/21/2009	-	08/19/2009	46 (51.111%)
<input type="checkbox"/>	100011	Binary	Man	Test Algebra 1 Part 1 Diagnostic	04/08/2010	2010-04-15 00:00:00.0	08/19/2009	46 (51.111%)
<input type="checkbox"/>	100011	Binary	Man	Test Algebra 1 Part 1 Diagnostic	08/20/2009	-	08/19/2009	46 (51.111%)
<input type="checkbox"/>	100011	Binary	Man	Test General Math Part 1 Diagnostic	07/25/2009	-	08/20/2009	79 (87.778%)
<input type="checkbox"/>	100011	Binary	Man	Test General Math Part 1 Diagnostic	08/20/2009	-	08/20/2009	79 (87.778%)
<input type="checkbox"/>	100011	Binary	Man	Test PASC Student Survey (All)	09/23/2009	-	09/21/2009	24 (0%)
<input type="checkbox"/>	100011	Binary	Man	Test PASC Student Survey (All)	09/21/2009	-	09/21/2009	24 (0%)

Filter

Select a filter to view diagnostics that are:

- Not Actioned
- Actioned
- Completed (by student)
- Not Completed (by student)

Action

Mark the check box to assign the diagnostic to the student

Student ID

Unique student identifier

First

Student first name

Last

Student last name

Learning Package

Associated learning package for the diagnostic

Date Assigned

Date diagnostic was assigned to student

Due Date

Date diagnostic is due, if applicable

Date Completed

Date diagnostic was completed by student

Score

Number and percent correct

6. Student Search

Use the Student Search box to find one or several students according to defined search criteria.

Student Search

School

Search By

Value

Enter your search criteria and click **Go**. Your search results appear:

Username	Last Name	First Name	Approval Count	Intervention Count	Truancy Count	Grade
student001	dent001	stu	0	0	0	
studentuser	User	Student	0	2	0	

1 - 2 of 2

Click a student username to view details about that student.

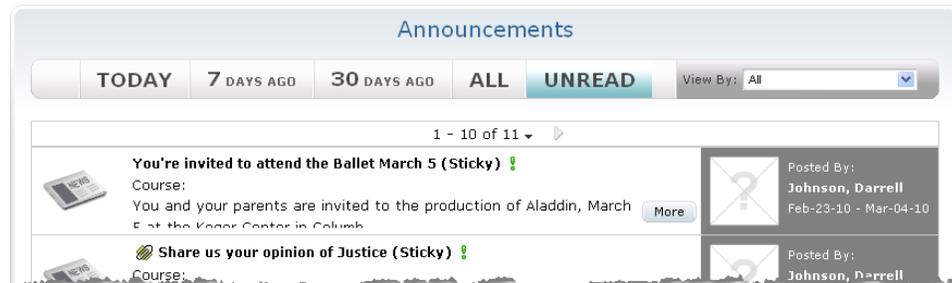
More... See the Managing Students section for more information about student details.

Click a student grade to view that student's course grades.

More... See the Grade Approval section for more information about student course grades.

7. 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

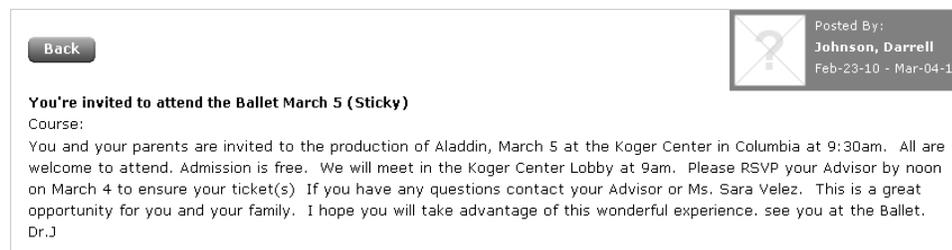
Displays only unread announcements

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:



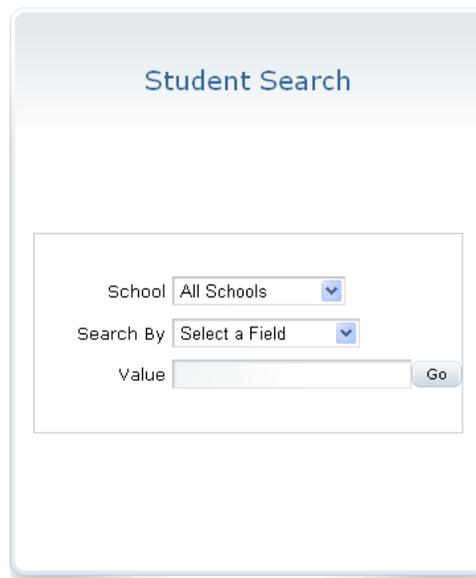
8. Managing Students

With Provost eSchoolware, liaisons can view and manage a variety of student information. This chapter explains how to do the following tasks:

- Find a student
- Manage family information
- Manage academic information
- Manage administrative information
- Manage demographic information
- Add notes about a student
- Enroll a student in organizations

8.1. Find a Student

Use the Student Search box to find a student:



1. Select your school.
2. Search by student user ID, first name, or last name.
3. Enter what it is you are looking for in the Value field.
4. Click **Go** to search.

Your search results display:

Username	Last Name	First Name	Approval Count	Intervention Count	Truancy Count	Grade
student001	dent001	stu	0	0	0	
studentuser	User	Student	0	2	0	

1 - 2 of 2

Click a **Student ID** to select a student. The Student Details screen appears:

Student Details

Back Message Student

First Name: FN99091	Last Name: LN99091	Middle Name:
Suffix: Sr	Nickname:	Age: 1
Student ID: 104172 at Demo School ESW	Schools: Demo School ESW	Family ID: 4211
Username: pitt.student	Password: edison123	User ID: 99091
Gender: Male	Birthdate: 08/05/2010	Student State ID:
Status: Active	Email: pitt.student@example.com	
County:	School District: ALLEGHENY VALLEY SD	
Grade Level: Tenth Grade	Grade Level Start Date: 11/01/2011	

Edit

Family Info Academic Info Administration Info Demographics Notes Organizations Attendance Health Record

Contacts

Full Name	Relationship	Type	Details
FN26929 LN26929	Brother	Sibling	
FN99104 LN99104	Father	Primary	
FN142012 LN142012	Father	Primary	

Add

Click **Back** to close this screen.

Click **Message Student** to send an internal email to the student. A message window appears:

Student Lookup - Message

To: pitt.student,

CC:

BCC:

Subject:

Priority: Normal

Send Cancel

Complete the message and click **Send** at the bottom of the window.

The upper part of the Student Details screen displays a variety of basic information about the selected student. The bottom half of the screen contains eight tabs that allow you to view and modify additional information.

First Name: PittStudent	Last Name: test	Middle Name:
Suffix: Sr	Nickname:	Age: 1
Student ID: 104172 at Demo School ESW	Schools: Demo School ESW	Family ID: 4211
Username: pitt.student	Password: welcome	User ID: 99091
Gender: Male	Birthdate: 08/05/2010	Student State ID:
Status: Active	Email: pitt.student@test.com	
County:	School District: ALLEGHENY VALLEY SD	
Grade Level: Seventh Grade	Grade Level Start Date: 09/01/2010	

Edit

To edit basic student information, click the **Edit** button. Data entry boxes appear for editable fields. Make your changes and click **Save**. Click **Cancel** if you do not want to save your changes.

To modify the selected student's detailed information, follow the steps below for each tab.

8.2. Family Info

Full Name	Relationship	Type	Details
Julie Smith	Sister	Primary	
Mom Smith	Mother	Primary	
Dad Alonzo Smith	Father	Primary	

The Family Info tab contains five subtabs: Contacts, Siblings, Addresses, Address History, and Student Phones. Use each tab to enter and modify additional information.

8.2.1. Contacts

Full Name	Relationship	Type	Details
Julie Smith	Sister	Primary	
Mom Smith	Mother	Primary	
Dad Alonzo Smith	Father	Primary	

8.2.1.1. View Contact Details

Click the **Details** icon to view a contact's details. The Details view has three tabs: Details, Addresses, and Phone Numbers:

Full Name	Relationship	Type	Details
FN26929 LN26929	Brother	Sibling	

First Name	Relationship
FN26929	Brother
Last Name	Email
LN26929	tt102446@example.com
Suffix	Family ID
	4211
Type	Sibling
Username	Password
tt102446	edison123

8.2.1.2. Add a Contact

Click the **Add** button to create contact information for the student. The following fields appear:

This student has no family contacts.

Select a Contact Create a Contact

Search By: First Name

8.2.1.2.1. Select a Contact

To assign an existing person as a contact for the student, mark the **Select a Contact** button and enter search criteria in the Search By field. Click **Go** to view your results:

Select a Contact Create a Contact

Search By: Last Name smith Go Cancel

Previous Row 1 - 8 of 8 Page: 1 Rows per Page: 10 Next

Name	Email	Relationship	Type	Select
Smith, John	jsmith@provostacademy.com	Select a Relation	Select a Type	Select
Smith, Jane		Select a Relation	Select a Type	Select
Smith, Mike		Select a Relation	Select a Type	Select
Smith, Mary		Select a Relation	Select a Type	Select
Smith, Jane	jane@smith.com	Select a Relation	Select a Type	Select
Smith, Julie	julie.smith@provostacademy.com	Select a Relation	Select a Type	Select
Smith, Mom	fake@provost.com	Select a Relation	Select a Type	Select
Smith, Mary	msmith@demo.com	Select a Relation	Select a Type	Select

For the correct contact, select a relation and type, and then click the **Select** icon. Your new contact is added to the list.

8.2.1.2.2. Create a Contact

Click **Create a Contact** to create a new contact for the student. The following fields appear:

Select a Contact Create a Contact

First Name	<input type="text"/>	Email	<input type="text"/>
Last Name	<input type="text"/>	Gender	Select gender
Middle Name	<input type="text"/>	Birthdate	<input type="text"/>
Suffix	<input type="text"/>	Nickname	<input type="text"/>
Relationship	Select a Relation	Type	Select a Type
Create User	<input checked="" type="checkbox"/>		
Role	Select a Role		
Timezone	Select a Timezone		

Create Cancel

First Name

Enter the contact's first name

Last Name

Enter the contact's last name

Middle Name

Enter the contact's middle name

Suffix

Enter any suffix, such as Jr., Sr., II, etc.

Relationship

Select the relationship the contact has with the student.

Create User

Mark the box to create a system login for this contact. If you uncheck this box, the person you are creating will only be listed as a contact for the student and not have any system login ability.

Username

Enter a system username for the contact

Role

Select from the choices listed. Typically, you should select Parent.

Timezone

Select the timezone in which the contact lives

Email

Enter the contact's email address

Gender

Select the contact's gender

Birthdate

Enter the contact's birthdate

Nickname

Enter the contact's nickname, if applicable

Type

Select the type of contact, either primary or alternate

Password

Enter a password for the user if they have a login

Click **Create** to create the contact. The new contact is added to the list. Click the **Details** icon for the contact to find the username and password created by the system for the user.

8.2.1.2.3. Edit a Contact

From the Contacts screen, click the **Details** icon for a contact. The contact opens to edit.

Click the **Edit** button on the Details tab to edit its information:

Test Dad Father Primary

Details Addresses Phone Numbers

First Name	Test	Relationship	Father
Last Name	Dad	Email	test@test.com
Suffix		Family ID	4211
Type	Primary		
Username	scp142012	Password	qdlgck

Edit Delete

NOTE: Do not change the username field.

Click the **Addresses** tab to add or modify an address for the contact:

Test Dad Father Primary

Details Addresses Phone Numbers

Create Add from family addresses

Address Type	Address	Details	Delete
No Entries Found			

Create

Click to create an address from scratch:

Address Type: Select A Value

Start Date: []

Street 1: []

Street 2: []

State: Select A Value

City: []

Zip: []

Save Cancel

Complete the fields and click **Save**.

Add from family addresses

Click to select an address from a list of addresses already associated with the student's family:

Select Address

- 123 Main Street, Pittsburgh, PA
- 124 test, Allentown, PA

Address Type: Select A Value

Save Cancel

Click the **Phone Numbers** tab to add or modify a phone number for the contact:

Full Name	Relationship	Type	Details
FN26929 LN26929	Brother	Sibling	

Details
Addresses
Phone Numbers

[Create](#)

Phone Type	Phone Number	Notes	Details	Delete
Primary	(000) 0000000			

Create

Click the **Create** button to add a new phone number to the contact. Data fields appear:

Phone Type:	<input type="text" value="Select A Value"/>		
Phone Number	<input type="text"/>	Ext:	<input type="text"/>
Notes	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Click **Save** when finished.

To edit a phone number, click its **Details** icon:

Phone Type	Phone Number	Notes	Details	Delete
Primary	(000) 0000000			

Phone Type:	Primary		
Phone Number 1:	<input type="text" value="(000) 0000000"/>		
Notes	<input type="text"/>		
<input type="button" value="Edit"/> <input type="button" value="Close"/>			

Detail fields appear:

Phone Type	Phone Number	Notes	Details	Delete
Primary	(000) 0000000			

Phone Type:	Primary		
Phone Number 1:	<input type="text" value="(000) 0000000"/>		
Notes	<input type="text"/>		
<input type="button" value="Edit"/> <input type="button" value="Close"/>			

Click **Edit** to open fields for editing:

Phone Type:	Primary	Ext:	
Phone Number 1:	000-0000000		
Notes			
Save Cancel			

Click **Save** when finished.

Click **Close** to close the fields without editing.

8.2.2. Siblings

Full Name	Relationship	Type	Details
Provost1 null Test null	Sister	Sibling	

This subtab displays all other students linked to this student and allows you to add siblings.

8.2.2.1. Add a Sibling

1. Click **Add**. A search box appears:

Full Name	Relationship	Type	Details
CurriculumStudent Test	Brother	Sibling	

School: Search By:

2. Select a school whether to search by application ID, last name, or first name. Enter the search text, then click **Go**. Your search results appear:

Full Name	Relationship	Type	Details
CurriculumStudent Test	Brother	Sibling	

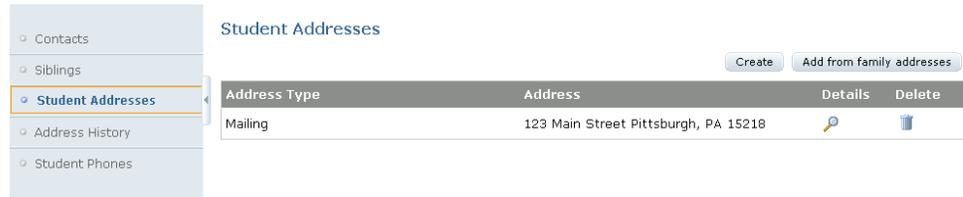
School: Search By:

1 - 10 of 170

Student ID	Name	Grade Level	Select
107759	Bunch TEST	Ninth Grade	

3. Click the **Select icon** to add a student as a sibling.

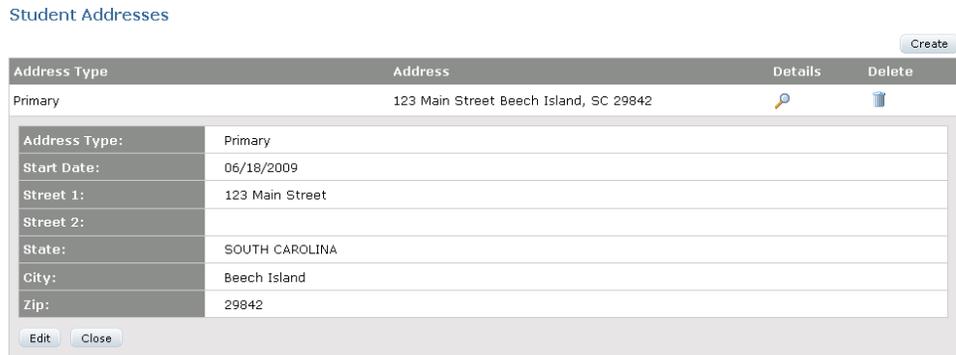
8.2.3. Student Addresses



This subtab displays all current addresses for the student.

8.2.3.1. View/Edit Address Details

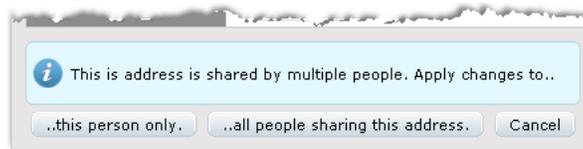
1. Click the **Details** icon to view more address information:



2. Click the **Edit** button to edit address information. The fields open for editing:



3. If the address is shared by multiple people, you are prompted to apply changes to only this user, all users with this address, or to cancel:



4. Click **Save** when finished.

8.2.3.2. Add a New Address from Scratch

1. Click the **Create** button in the upper right corner. Additional address fields appear:

Address Type	Address	Details	Delete
Mailing	123 Main Street Pittsburgh, PA 15218		

Address Type:

Start Date:

Street 1:

Street 2:

State:

City:

Zip:

2. Enter address information.
3. Click **Save**. The new address appears in the list.

8.2.3.3. Add a New Address from Existing Addresses

1. Click the **Add from family addresses** button in the upper right corner. A list of addresses associated with the family appears:

Select Address

- 123 Main Street, Pittsburgh, PA
- 124 test, Allentown, PA

Address Type:

2. Select an address from the list.
3. Click **Save** when finished.

8.2.4. Address History

Address Type	Address	Change Type	Modified By	Details
Alternate	22 Flobert Ct., Beech Island SC	New Address	Alice Montgomery	

This subtab displays all previous addresses for the student.

8.2.4.1. View/Edit Address Details

1. Click the **Details** icon to view more address information:

Address History Create

Address Type	Address	Change Type	Modified By	Details
Alternate	22 Flobert Ct., Beech Island SC	New Address	Alice Montgomery	

Reason For Edit:	New Address
Address Type:	Alternate
Address Valid From:	04/23/2008 - 06/09/2009
Street 1:	22 Flobert Ct.
Street 2:	
State:	SOUTH CAROLINA
City:	Beech Island
Zip:	29842
Notes:	Step family moved

2. Click the **Edit** button to edit address information. The fields open for editing:

Address History Create

Address Type	Address	Change Type	Modified By	Details
Alternate	22 Flobert Ct., Beech Island SC	New Address	Alice Montgomery	

Reason For Edit:	New Address
Address Type:	Alternate
Address Valid From:	04/23/2008 - 06/09/2009
Street 1:	22 Flobert Ct.
Street 2:	
State:	SOUTH CAROLINA
City:	Beech Island
Zip:	29842
Notes:	Step family moved

3. Be sure to select a reason for editing. Click **Save** when finished.

8.2.4.2. Add a New Address

1. Click the **Create** button in the upper right corner. Additional address fields appear:

Address History Create

Address Type	Address	Change Type	Modified By	Details
Alternate	22 Flobert Ct., Beech Island SC	New Address	Alice Montgomery	

Address Status:	Select A Value
Address Type:	Select A Value
Address Valid From:	
Street 1:	
Street 2:	
State:	Select A Value
City:	
Zip:	
Notes:	

2. Enter address information.
3. Click **Save**. The new address appears in the list.

8.2.5. Student Phones

This subtab displays all current phone numbers for the student.

The screenshot shows a navigation menu on the left with tabs for Family Info, Academic Info, Administration Info, Demographics, Notes, Organizations, Attendance, and Health Record. The 'Student Phones' subtab is selected. The main area displays a table with columns: Phone Type, Phone Number, Notes, Details, and Delete. A single row is visible with 'Primary' as the phone type and '(000) 0000000' as the phone number. A 'Create' button is located in the top right corner of the table area.

8.2.5.1. Create a New Student Phone Number

1. Click the **Create** button. Fields appear to enter a new phone number:

The form contains the following fields: 'Phone Type' with a dropdown menu showing 'Select A Value'; 'Phone Number' with a text input field and an 'Ext:' field; and 'Notes' with a text input field. At the bottom, there are 'Save' and 'Cancel' buttons.

2. Enter information and click **Save** when finished.

8.2.5.2. Edit or Delete an Existing Student Phone Number

1. Click the **Details** icon for the phone number you wish to edit. Detail fields appear:

The form displays the following fields: 'Phone Type' with a dropdown menu showing 'Primary'; 'Phone Number 1:' with a text input field containing '(000) 0000000'; and 'Notes' with a text input field. At the bottom, there are 'Edit' and 'Close' buttons.

2. Click **Edit** to open the fields:

The form contains the following fields: 'Phone Type' with a dropdown menu showing 'Primary'; 'Phone Number 1:' with a text input field containing '000-0000000' and an 'Ext:' field; and 'Notes' with a text input field. At the bottom, there are 'Save' and 'Cancel' buttons.

3. Make your changes and click the **Save** button.

To delete a phone entry, click its **Delete** icon.

8.3. Academic Info

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
P 234410	0910 Full Year	5 Week Academics Training Course			(GTD)	1.0	0%	0%
P 132371	0910 Full Year	Algebra 1 Part 1			27 (GTD)	0.25	40.6%	4%
P 4045	0910 Full Year	Algebra 2 Part 1			23 (GTD)	0.25	24.5%	0%
P 801	0910 Full Year	American History Part 1			18 (GTD)	0.25	10.2%	0%
P 76116	0910 Full Year	American Literature Part 1			11 (GTD)	0.25	7.5%	0%
P 4047	0910 Full Year	Astronomy			42 (GTD)	0.25	16.4%	0%
P 4048	0910 Full Year	Biology Part 1			28 (GTD)	0.25	14.3%	0%
P 4049	0910 Full Year	Biotechnology			32 (GTD)	0.25	14.3%	0%

The Academic Info tab contains ten subtabs: Schedule, Waiting List, Enrollment History, Tasks, Checklists, Transcript/Academic History, Diagnostics, Transfer Course, Block Forums, and Student Mastery Level.

8.3.1. Schedule

Schedule

School Year:

Enrollment ID	School Term	Course Name	Section Code	Teachers	Day	Time	Grade	Credits
▶ 1	Math 1	Summer	MA.001.09.1	teach erteacher user	Mon Wed Fri	09:00 AM - 10:00 AM	-	1.0
▶ 134	Science 1	Summer	sci1.08.1				-	0.0

The Schedule subtab displays the classes the student is enrolled in for any selected year. By default, the current year displays. Select a year from the **School Year** dropdown to view enrollment for that year.

Enrollment ID

Unique ID applied to each enrollment in the system

School Term

Term course was taken

Course Name

Name of course

Section Code

Unique identification of course section

Teachers

Teacher for the class

Day

Day(s) course occurs

Time

Time course occurs

Grade

Grade for the class

Credits

Number of credits class is worth

Click the **triangle** to the left of the Enrollment ID to view additional course information. There are four more subtabs for each course, as described below.

8.3.1.1. General

Enrollment ID	School Term	Course Name	Section Code	Teachers	Day	Time	Grade	Credits
▼ 1	Math 1	Summer	MA.001.09.1	teach er			-	1.0

General	Grade	Material	Transfer
Enrollment ID 1			
Enrolled Date 01/01/2008			
Enrolled By User, Augmentum			
Drop/Transfer -- <input type="button" value="Save"/>			

Enrollment ID

Unique ID applied to each enrollment in the system

Enrollment Date

Date student was enrolled in class

Enrolled By

Name of user who enrolled the student

Drop/Transfer

Select from the dropdown if the student is dropping or transferring the course. Click **Save** to save your selection.

8.3.1.2. Grade

General	Grade	Material	Transfer
Grade Type Grade Date Created By			
Final F 06/22/2009 Augmentum2 User			
Grading Period			
Grading Period Grade Type Grade Date Created By			

The Grade tab displays grade information for the selected course.

8.3.1.3. Material

Enrollment ID	School Term	Course Name	Section Code	Teachers	Day	Time	Grade	Credits
▼ 196	Algebra 1 Part 1	Summer	EDHS.MA002.A.01.1	teacher user	Tue Thu	10:00 AM - 11:00 AM	A	0.0

General	Grade	Material	Transfer
Material	On Hold		
Has CD	Yes		
Has Book	Yes		
Has Instructions	No		
Notes			
Description			

[Edit](#)

The Material tab displays the status of any materials associated with the course.

8.3.1.4. Transfer

Enrollment ID	School Term	Course Name	Section Code	Teachers	Day	Time	Grade	Credits
▼ 1	Math 1	Summer	MA.001.09.1	teach erteacher user	Sun Tue Thu	09:00 AM - 10:00 AM	-	1.0

General	Grade	Material	Transfer
Transferred From Enrollment ID:			
Transferred To Enrollment ID:			

▶ 134	Science 1	Summer	sci1.08.1				-	0.0
-------	-----------	--------	-----------	--	--	--	---	-----

The Transfer tab displays information regarding whether the student's enrollment has been transferred.

8.3.2. Waiting List

Waiting List

School Year:

School Term	Course Name	Section Code	Teachers	Day	Time	Drop
Your search returned no results.						

The Waiting List subtab displays any courses for which the student is waiting to enroll. Select the school year you wish to view, then click **Go**.

School Term

Term year of course

Course Name

Name of the course

Section Code

Unique ID for the section on which the student is waiting

Teachers

Teacher for the course

Day

Day the course takes place if synchronous

Time

Time the course takes place if synchronous

Drop

Allows user to drop student course enrollment from the waiting list

8.3.3. Enrollment History

Enrollment ID	School Term	Course Name	Section Code	Teachers	Day	Time	Grade	Credits
▶ 119	English 1	Summer	eng1.08.1	teacher user	Sun Tue Thu	10:00 AM - 11:00 AM	-	0.0
▶ 148	History 1	Summer	his1.08.1	teacher user	Mon Wed	12:00 PM - 01:00 AM	-	0.0
▶ 1	Math 1	Summer	MA.001.09.1	teacher user	Sun Tue Thu	09:00 AM - 10:00 AM	-	1.0
▶ 134	Science 1	Summer	sci1.08.1				-	0.0

The Enrollment History tab displays previous courses in which the student was enrolled.

Clicking the gray triangle to the left of the Enrollment ID displays course information the same as in the Schedule section above.

8.3.4. Tests

Use the Tests subtab to view SAT and state assessment results.

8.3.5. Checklists

Use the Checklists subtab to track credits earned versus credits still needed toward graduation.

8.3.6. Transcript/Academic History

Use the Transcript/Academic History subtab to generate:

- Transcript – Academic activity that is applicable to post-secondary admissions
- Academic History – Complete list of student course history for all grades in system

Transcript



Academic History



Click a button to generate a transcript or academic history in Excel, plain text, or PDF format.

8.3.7. Diagnostics

Use the Diagnostics subtab to assign and remove learning packages for students.

[Add](#)

Learning Package	Due Date	Edit	Remove
PASC Student Survey (Subgroup B)			
PASC Student Survey B1			
Biology EOCEP			
PASC Student Survey B2			
PASC Student Survey All2			

1. Click the **Add** button. A search line appears:

PASC Student Survey All2

Name: [Go](#) [Cancel](#)

2. Enter search text and click **Go**. Your search results appear:

PASC Student Survey All2

Name: [Go](#) [Cancel](#)

1 - 8 of 8

Learning Package	Due Date	Add
General Math Part 1 Diagnostic	<input type="text"/>	
General Math Part 2 Diagnostic Assessment	<input type="text"/>	

3. If the student must complete the diagnostic by a certain date, use the calendar control to enter a due date.
4. Click the **yellow plus** to assign the diagnostic to the student.
5. The diagnostic now appears in the student's list.

To change a due date, click the **Edit** icon for the diagnostic.

To remove a diagnostic from a student, click the **Remove** icon for the diagnostic.

8.3.8. Transfer Course

Use this subtab to enter courses into the system that the student has completed at other schools.

1 - 2 of 2								Create
Grade Level	School Year	School	Course	Credit	Grade	Grade Type	Edit	Remove
Kindergarten	2011 - 2012 DEMO	SPRINGDALE JSHS	Alg1	1.0	114	Final		
Ninth Grade	2008-2009	BUTLER AREA JHS	Math 9		B	Final		

1. Click the **Create** button to add a course. The Create Student Transfer Course fields appear:

Create Student Transfer Course

Transfer School:

Transfer Course:

Grade:

Grade Type:

Grade Level:

School Year:

Credits:

2. Enter the following information:

Transfer School

Select a previously used school from the dropdown or use the **Look up** button to search for a school.

Transfer Course

If a user has previously entered a transfer course for this school into the eSchoolware system, you can select it from the dropdown list:

Create Student Transfer Course

Transfer School:

Transfer Course:

Grade:

Grade Type:

Grade Level:

You can also enter a new course:

Click the **Add Course** button to add a transfer course. A new window appears where users can enter course information:

Add Transfer Course ✖

Course Name	Is Transcript	Credits
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>

Click **Save** when finished. The value you enter in the Credits field is used in the Credits field of the Create Student Transfer Course screen.

Grade

Select the course's grade value.

Grade Type

Select one type:

- Final
- Grade to Date
- Grade to Date (WD)
- Withdrawal

Grade Level

Select the grade level in which the course was taken.

School Year

Select the school year in which the course was taken.

Credits

Read-only field that displays the credit value of the transfer course

3. Click **Create** to enter the course in the student's transfer list.

Click the **Edit** icon to edit any of the transfer course's information.

Click the **Remove** icon to delete the course from the student's record.

8.3.9. Block Forums

Use this subtab to manage a student's access to forums of courses in which they are enrolled.

Block Forums

School Year: 2011 - 2012 DEMO

Course Name	Section Code	Teachers	Blocked	Change Access
AP Biology Semester 1	apex.APBiology.1.1		No	
Algebra 1 Part 1	DEMOCP.MA002.A	CoursePlayerTeacher Test, CoursePlayerTeacher2 Test, ESD123 Test, EldaTeacher Test, Login Teacher Test, WashTeacher Test, bunchteacher2 Test, KnoxvilleDemoTeacher test, PittsburghDemoTeacher test, ryanjorgenson teacher test	Yes	
American Literature Part 1	DEMOCP.LA009.A	CoursePlayerTeacher Test, CoursePlayerTeacher2 Test, EldaTeacher Test, PittsburghDemoTeacher test, QADemoTeacher test	Yes	
Biology Part 1 C	DEMOHR.SC004.A	WashTeacher Test, PittsburghDemoTeacher test	No	
Earth Science				

Click the **Change Access** icon for a course to block or unblock it for the student.

8.3.10. Student Mastery Level

Use this subtab to manage the number of failing attempts a student makes on assessments before the system notifies their teacher and to manage the passing percentage of the student's attempts.

Course Mastery

Threshold Settings	Reset All	Minimum Score (percentage)	Edit
Course Player Mastery Threshold:		80% (institution)	Override
MyDay Mastery Threshold:		80% (institution)	Override
MyDay Enforce Mastery By Default:		No (institution)	Override

Restriction Settings	Reset All	Course Player Courses	MyDay Courses
Enable Block Feature:		Yes (student)	No (institution)
Enable Message Feature:		Yes (student)	No (institution)
Assessment Failure Threshold (attempts):		2 (student)	
		Edit Reset	Override

NOTE: Advisors can only change these settings for their students. Institution-wide changes are not enabled for this role.

8.3.10.1. Threshold Settings

Threshold settings force a student to obtain a certain score on MyDay (middle school) or Course Player daily assessments in order to progress the next lesson. If the threshold setting is enabled and has not been achieved, the student will be required to repeat the assessment.

The default settings are derived from the institutional settings for these characteristics. By changing the settings for the student, you are in effect establishing different standards for that student than the rest of the student body of the institution.

For Course Player, a student with a threshold value of 80% is required to get 4 out of 5 answers correct for the assessment. For MyDay, a student with a threshold value of 80% is required to get 8 out of 10 answers correct for a game assessment.

To change a setting, click the **Override** button. Place the cursor in the text box, remove the current setting and type in the new setting. Click **Save** when finished.

Threshold Settings	Reset All	Minimum Score (percentage)	Edit
Course Player Mastery Threshold:		80	Save Cancel
MyDay Mastery Threshold:		80% (institution)	Override
MyDay Enforce Mastery By Default:		No (institution)	Override

The new values will be effective immediately, but past work will not be affected.

The bottom field of this area allows you to choose whether or not mastery will be enforced. This is a simple yes or no value. To change this value, click **Override** and then check or uncheck the box. As above, click **Save** when finished.

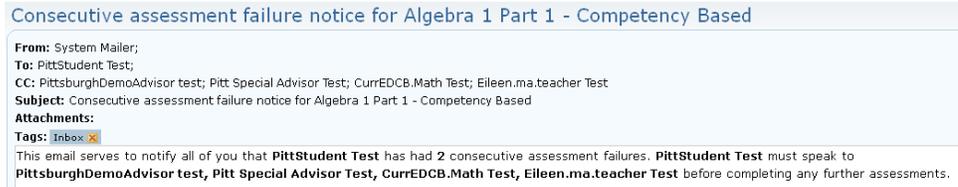
8.3.10.2. Restriction Settings

The other controls in this area are for restriction settings. Course Player and MyDay courses each have their own full set of controls. Unlike the threshold settings, the restriction settings for each application are all opened for change upon pushing the Override button.

Restriction Settings	Reset All	Course Player Courses	MyDay Courses
Enable Block Feature:	<input checked="" type="checkbox"/>		No (institution)
Enable Message Feature:	<input checked="" type="checkbox"/>		No (institution)
Assessment Failure Threshold (attempts):		<input type="text" value="2"/>	
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input type="button" value="Override"/>

The Assessment Failure Threshold specifies a number (must be at least 1, usually more than that) of unsuccessful attempts a student can make before they are deemed to have failed the lesson. This is, in effect, the trigger value for the other two items in this area, the blocking and messaging features. To change this value, click in the text box, remove the current value and type the new value.

The Enable Message feature causes a notification e-mail such as seen below to be sent to the student's teacher and advisor when the student exceeds the failure threshold. This is a simple check box.



The Enable Block feature allows for the student to be barred from entering the virtual environment when the student exceeds the failure threshold. This is also a check box control.

Click the **Save** button when finished with your changes.

8.4. Administration Info

Administration Info									
Action	Reporting Code	Description	Comment	School Name	Date	Modified By	Modified On	Edit	Delete
Entry	E	Entry		White Deer Valley School	4/30/09	advisoruser	5/8/09		

The Administration Info tab contains five subtabs: Entry/Withdrawal, School Districts, Credentials, Advisors, and Application.

8.4.1. Entry/Withdrawal

Action	Reporting Code	Description	Comment	School Name	Date	Modified By	Modified On	Edit	Delete
Entry	E E	Entry		White Deer Valley School	4/30/09	advisoruser	5/8/09		

Use the Entry/Withdrawal subtab to view and modify entry and withdrawal information for the student.

Action

Type of action – Entry, Withdrawal

Reporting Code

State code used for reporting purposes

Description

Description of the entry/withdrawal action

Comment

Comments about action

School Name

Name of school the action applies to

Date

Official date the entry/withdrawal occurred

Modified By

Name of user who created the action

Modified On

Date of modification

Edit

Click the icon to edit the action

Delete

Click the icon to delete the action

Click the **Create** button to create a new administrative action. The following fields appear:

New Entry/Withdrawal

State:

City:

School:

Entry/Withdrawal:

Entry/Withdrawal Description:

Entry/Withdrawal Date:

Comment:

Use this set of fields to enter or withdraw the student.

1. Select the school's state. The City and School fields will become active.
2. Select the appropriate city and school.
3. From the Entry/Withdrawal field, select Withdrawal, Opt-Out, or Entry.
4. Select an Entry/Withdrawal reason.
5. Select an Entry/Withdrawal date.
6. Enter any comments.

Notice that selecting Withdrawal or Opt-Out causes more information to display. Under the Entry/Withdrawal Date field, an Activate Student checkbox appears when you select the Entry action. A Deactivate Student checkbox appears when you select either Withdrawal or Opt-Out:



Notice also that when you select Withdrawal or Opt-Out, you must also assign final grades the courses in which the student is enrolled:

The student must be assigned grades in the following courses before they can be deactivated:

Course Name	Section Code	School Term	Grade Type	Progress	Course Grade
Algebra 1 Part 1	DEMOCP.MA002.A	1112FY	Select a Grade Type	2.6%	<input type="radio"/> Total 80% <input type="radio"/> Non-Running 1.6% <input type="radio"/> Total <input type="radio"/> Manual Grade Select a Grade
Algebra 2 Part 1	DEMOCP.MA003.A	1112FY	Select a Grade Type	5.3%	<input type="radio"/> Total 70% <input type="radio"/> Non-Running 2.8% <input type="radio"/> Total <input type="radio"/> Manual Grade Select a Grade
					<input type="radio"/> Total 30% <input type="radio"/> Non-Running

Select a **Grade Type** and **Course Grade** for each course.

When finished, click the **Save** button to keep your changes or the **Cancel** button to close these fields.

8.4.2. School Districts

District	Location	Start Date	End Date	Edit	Delete
WONDERLAND CS	State College, PENNSYLVANIA	12/31/07	4/23/09		
SLIPPERY ROCK AREA SD	Slippery Rock, PENNSYLVANIA	4/26/09			

Use the School Districts subtab to assign a district of residence to a student and record previous districts the student attended.

District

Name of school district

Location

Where district is located

Start Date

Date student began attending district

End Date

Date student stopped attending district

Edit

Click the icon to edit the district's information

Delete

Click the icon to delete the district from the list

Click the **Create** button to create a new district listing. The following fields appear:

New Student School District

State:

School District:

Current School District:

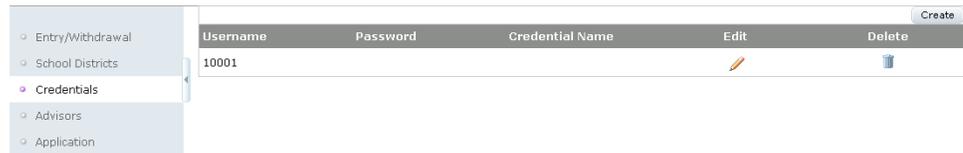
Start Date: 

1. Select a state from the dropdown list. The School District field becomes active.
2. Select the district from the dropdown list.
3. If this is the district the student is currently enrolled in, mark the **Current School District** box. If this district is not the current district, unchecking the box causes an End Date field to appear.
4. Use the calendar control to select the date the student started in the district.
5. Use the calendar control to select the date the student stopped attending the district.
6. Click either **Save** or **Cancel**.

Saving your new district closes those fields and adds the district to the list:

District	Location	Start Date	End Date	Edit	Delete
WONDERLAND CS	State College, PENNSYLVANIA	12/31/07	4/23/09		
SLIPPERY ROCK AREA SD	Slippery Rock, PENNSYLVANIA	4/26/09			

8.4.3. Credentials



Username	Password	Credential Name	Edit	Delete
10001				

Use the Credentials subtab to create new student logins and modify existing ones.

Username

Login of student

Password

Student's password

Credential Name

Type of credential – email, AT&T Connect, etc.

Edit

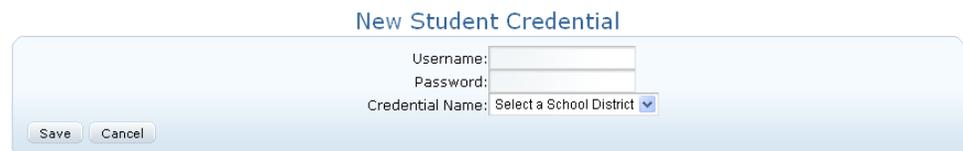
Click the icon to edit the credential

Delete

Click the icon to delete the credential

8.4.3.1. Create a New Credential

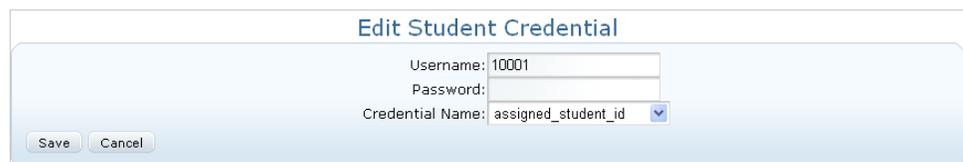
1. Click the **Create** button to create a new student credential. The following fields appear:



2. Enter a username and password for the student.
3. From the Credential Name dropdown, select a credential type.
4. Click **Save** to create the new login or **Cancel** to close these fields.

8.4.3.2. Edit a Credential

1. Click the **pencil icon** to edit an existing credential:



2. Modify the credential, then click **Save**.

8.4.3.3. Delete a Credential

To delete a user credential, click the **trash can icon** on the appropriate line.

8.4.4. Advisors

Current Advisors

Username	Advisor Type
advisoruser	Regular IS

Advisors History

Username	Advisor Type
Your search returned no results.	

The Advisors subtab lists current and previous advisors for the student.

8.4.5. Application

The Application subtab contains the application the student used to enroll in the school.

Application ID	Created By	Created Time	Assigned To	Assigned Time
100	Admin, System	06/02/2009 11:44 14	null	

Click the **Application ID** number to view an application:

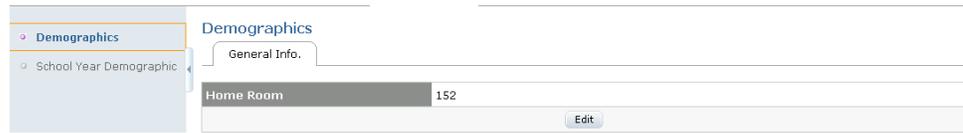
[View Application](#)

Student Info.

Please review the information below then click "Submit." An admissions representative will contact you shortly to complete the admissions process. You may log in again to edit your current application, check your approval status, and/or create an application for another student.

Student first name: *	Provost1
Preferred name/nickname:	
Student middle name:	
Student last name: *	Test
Suffix:	
Home address 1: *	123 main St
Home address 2:	
State: *	SOUTH CAROLINA
City: *	Aynor

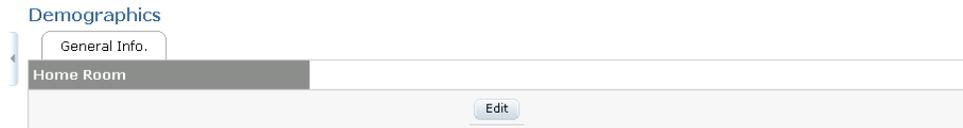
8.5. Demographics



Demographics	
General Info.	
Home Room	152
<input type="button" value="Edit"/>	

The Demographics tab contains two subtabs: Demographics and School Year Demographic.

8.5.1. Demographics



Demographics	
General Info.	
Home Room	
<input type="button" value="Edit"/>	

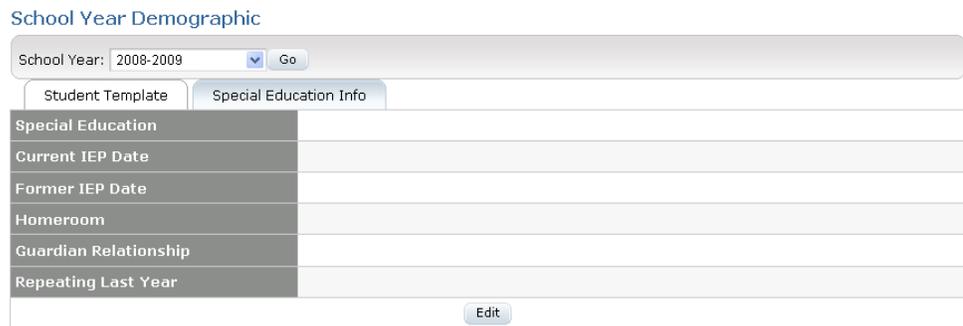
The Demographics subtab contains the General Info. subtab.

Home Room

Student home room information

1. Click the **Edit** button to change demographic information.
2. Make your changes, then click **Save**. Click **Cancel** if you decide to not make the change.

8.5.2. School Year Demographic



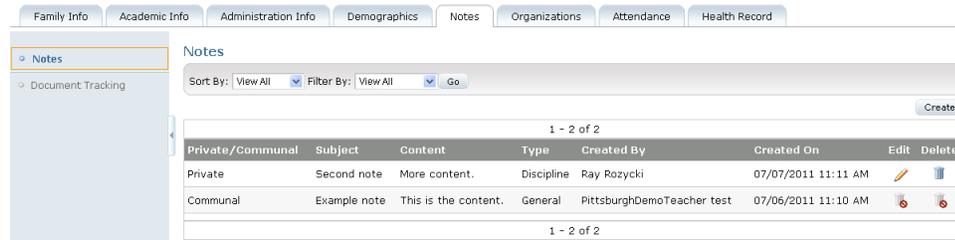
School Year Demographic	
School Year: 2008-2009	<input type="button" value="Go"/>
Student Template Special Education Info	
Special Education	
Current IEP Date	
Former IEP Date	
Homeroom	
Guardian Relationship	
Repeating Last Year	
<input type="button" value="Edit"/>	

The School Year Demographic displays information about the student's placement in the school. The fields above are examples; your system administrator will configure tabs and fields specific to your school's needs.

Select the school year you would like to view and click **Go**. Information for that year appears.

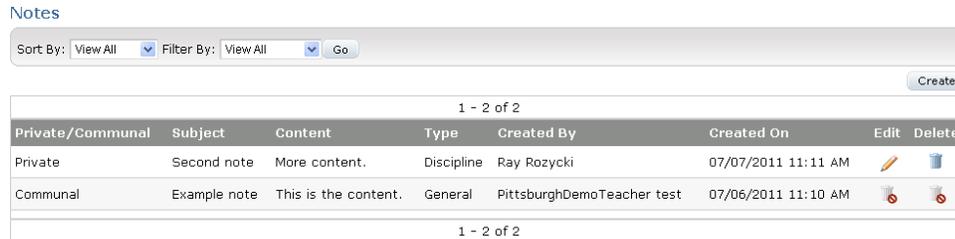
Click **Edit** to change information.

8.6. Notes



The Notes tab contains two subtabs: Notes and Document Tracking.

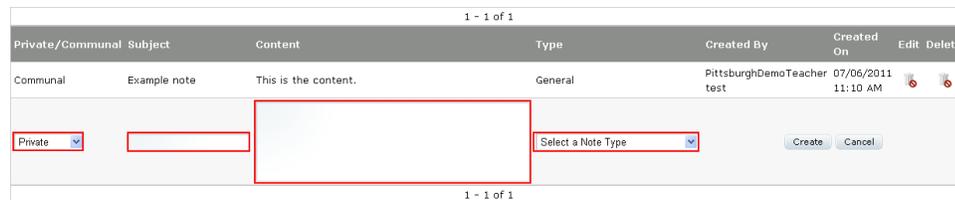
8.6.1. Notes



Use the Notes subtab to create and store incidental information about your students. You have the option of sharing notes with teachers assigned to the student.

8.6.1.1. Create a New Note

1. Click the **Create** button at the right of the screen. The following fields appear:



Private/Communal

- Select **Private** to allow only you, the assigned teacher, to view, edit, and delete the note.
- Select **Communal** to allow all teachers and advisors assigned to the student to view the note. These other users may not edit or delete it.

NOTE: Advisor administrators and institutional administrators can view all notes, communal or private, in their respective institutions.

NOTE: In the interest of student privacy, the system default setting for notes is Private. Consult your school's policies for details about when to use Private or Communal.

Subject

Enter subject of note

Content

Enter note information here. This field has a 3999 character maximum.

Type

Select a category in which the note fits. You can use this information to filter notes when viewing them.

Created By

User who created note. The system automatically fills this field.

Created On

Date note was created. The system automatically fills this field.

2. Click the **Create** on the note's line to publish the note; click **Cancel** to close these fields without saving or creating.

The new note is now part of the list.

Once you create a note, you can change it by clicking its **Edit** icon. You can delete it by clicking its **Delete** icon. If you are not the creator of a note, you cannot edit or delete it...

8.6.2. Document Tracking

Document Tracking Create							
Date	Action	Document	Comment	Entered By	Entered On	Edit	Delete
05/12/2009	Mailed	General	Sent school notes.	advisor user	05/12/2009 08:31 AM		

Document tracking allows you to enter dated notes regarding material you sent to or received from the student.

Create

Click to create a new note

Date

Date that is relevant to the content of the document or note

Action

How material was sent/received

Document

Type of document sent/received

Comment

Comment about document

Entered By

Name of person who entered the note

Entered On

Date note was created

Edit

Click to edit note

Delete

Click to delete note

8.6.2.1. Create a Note

1. Click **Create**. A new line appears:

2. Enter your note information and click **Create**. Your new note appears at the bottom of the list.

8.7. Organizations

The Organizations tab has two subtabs: Enrolled Organizations and Organization History.

8.7.1. Enrolled Organizations

The Enrolled Organizations subtab lists the groups to which the student belongs.

Organization Name

Name of group

Code

Unique identifier for the organization

Teachers

Teacher in charge of the organization

Drop

Click the icon to remove the student from the organization

8.7.1.1. Add an Organization

1. Click the **Create** icon to the right of the screen. The following search bar appears:

Organization Name	Code	Teachers	Drop
Organization Site 1	os1.08		
Organization Site 2	os2.08		

School Year: 2008-2009	Search By: Name	Go	Cancel
------------------------	-----------------	----	--------

2. Enter your search criteria and click **Go**. If you wish to not add an organization at this point, click **Cancel**.
3. Your results appear under the search bar:

School Year: 2008-2009	Search By: Name	org	Go	Cancel
Previous	Row 1 - 2 of 2	Page: 1	Rows per Page: 10	Next
Organization Name	Code	Enroll		
Organization Site 1	os1.08			
Organization Site 2	os2.08			
Previous	Row 1 - 2 of 2	Page: 1	Rows per Page: 10	Next

4. From the search results, click the **Enroll** icon of the appropriate organization.

8.7.1.2. Drop an Organization

To disassociate a student from an organization, click the **Drop icon** in the appropriate organization's row.

8.7.2. Organization History

School Year: Select a School Year	Go					
Organization Name	Code	Enrolled Date	Drop Date	Enrolled By	Dropped By	Teachers
Organization Site 1	os1.08	04/13/2009		System Admin		
Organization Site 2	os2.08	04/13/2009		System Admin		

The Organization History subtab displays organizations that student has belonged to in the past.

Organization Name

Name of group

Code

Unique identifier for the organization

Enrolled Date

Date when student enrolled in the organization

Drop Date

Date student dropped the organization

Enrolled By

Person who enrolled student

Dropped By

Person who dropped student

Teachers

Teacher in charge of organization

8.8. Attendance

The Attendance tab displays information about the selected student's attendance history. It contains four subtabs: School Term Attendance, Course Attendance, System Activity, and Course Activity.

8.8.1. School Term Attendance

School Term Attendance

School Year: 2008-2009

Start Date: 08/25/2008 Days Attended: 7
 End Date: 06/12/2009 Days Attended With Unexcused Absence: 194

August 2008						
Su	Mo	Tu	We	Th	Fr	Sa
	3	4	5	6	7	1 2
	10	11	12	13	14	15 16
	17	18	19	20	21	22 23
	24	25	26	27	28	29 30
	31					

September 2008						
Su	Mo	Tu	We	Th	Fr	Sa
	7	8	9	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28	29	30			

October 2008						
Su	Mo	Tu	We	Th	Fr	Sa
	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
	19	20	21	22	23	24 25
	26	27	28	29	30	31

November 2008						
Su	Mo	Tu	We	Th	Fr	Sa
	2	3	4	5	6	7 8
	9	10	11	12	13	14 15
	16	17	18	19	20	21 22
	23	24	25	26	27	28 29
	30					

December 2008						
Su	Mo	Tu	We	Th	Fr	Sa
	7	8	9	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28	29	30	31		

January 2009						
Su	Mo	Tu	We	Th	Fr	Sa
	4	5	6	7	8	9 10
	11	12	13	14	15	16 17
	18	19	20	21	22	23 24
	25	26	27	28	29	30 31

February 2009						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6 7
	8	9	10	11	12	13 14
	15	16	17	18	19	20 21
	22	23	24	25	26	27 28

March 2009						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6 7
	8	9	10	11	12	13 14
	15	16	17	18	19	20 21
	22	23	24	25	26	27 28
	29	30	31			

April 2009						
Su	Mo	Tu	We	Th	Fr	Sa
	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
	19	20	21	22	23	24 25
	26	27	28	29	30	

May 2009						
Su	Mo	Tu	We	Th	Fr	Sa
	3	4	5	6	7	1 2
	10	11	12	13	14	15 16
	17	18	19	20	21	22 23
	24	25	26	27	28	29 30
	31					

June 2009						
Su	Mo	Tu	We	Th	Fr	Sa
	7	8	9	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28	29	30			

This tab displays basic attendance information for the school year. Days attended are marked in green, while unexcused absent days are marked in white.

Select the school year and click **Go**. Click a day to toggle its status between present and absent.

8.8.2. Course Attendance

Course Attendance

School Year: 2008-2009 School Term: Summer Go

Week: 1 From: 08/31/2008 To: 09/06/2008

1 - 4 of 4

Course Name	Section Code	08/31/2008 Sun	09/01/2008 Mon	09/02/2008 Tue	09/03/2008 Wed	09/04/2008 Thu	09/05/2008 Fri	09/06/2008 Sat	Summary
Math 1	MA.001.09.1	Closed	✓	Closed	✗	Closed	✗	Closed	# of Courses: 4
Organization Site 1	os1.08.1	Closed	✓	✗	!	✗	✗	Closed	✓ # of Attendances: 5
Organization Site 2	os2.08	Closed	✓	✗	✗	✗	✗	Closed	✗ # of Absences: 13
Science 1	sci1.08.1	Closed	✓	✗	✗	✗	✗	Closed	! # of Tardies: 1
									🔗 # of Early Outs: 0

The Course Attendance tab displays the student's attendance at a weekly level broken down by course.

Select the school year, term, and week, then click **Go**. The student's attendance record for that time appears. Attendance for each day is recorded and labeled according to the legend on the right.

8.8.2.1. Change Attendance Status

1. Click a day to change its status. The following window appears:
2. Select the new status using the checkboxes and dropdowns.
3. Click **Save** or **Cancel**.
4. Click the **red X** to close the window.
5. The student attendance record is updated.

Attended: Unexcused

Tardy: Unexcused

Early Out: Unexcused

Save Cancel

8.8.3. System Activity

System Activity

Start Date: End Date: Report Type: Detail Go

The System Activity tab displays login times for students on the system.

Enter start and end dates and select either the Detail or Summary report. Click **Go**.

8.8.3.1. Detail Report

Start Date: 05/01/2008 End Date: 05/12/2009 Report Type: Detail Go

1 - 10 of 12

ID	Username	Name	Start Time	End Time	Total Minutes	Summary
111	john.smith	John Smith	5/3/09 10:15 AM	5/3/09 10:32 AM	17	Number of Users: 12
113	jane.smith	Jane Smith	5/3/09 1:32 PM	5/3/09 1:40 PM	8	
111	john.smith	John Smith	5/3/09 1:32 PM	5/3/09 1:40 PM	8	
111	john.smith	John Smith	5/3/09 11:31 PM	5/3/09 11:40 PM	9	
113	jane.smith	Jane Smith	5/9/09 1:32 PM	5/9/09 1:40 PM	8	
113	jane.smith	Jane Smith	5/9/09 3:32 PM	5/9/09 3:35 PM	3	
113	jane.smith	Jane Smith	5/10/09 8:11 AM	5/10/09 8:15 AM	4	
113	jane.smith	Jane Smith	5/10/09 1:27 PM	5/10/09 1:40 PM	13	
113	jane.smith	Jane Smith	5/10/09 1:32 PM	5/10/09 1:40 PM	8	
113	jane.smith	Jane Smith	5/15/09 9:01 AM	5/3/09 9:15 AM	14	

The Detail report displays when students were on the system and how long they spent logged in over the given date range.

Click the **gray triangles** to the left of the usernames to view details of the student's activity for that session:

ID	Username	Name	Start Time	End Time	Total Minutes
▶ 113	jane.smith	Jane Smith	5/3/09 1:32 PM	5/3/09 1:40 PM	8
1 - 1 of 1					
Type	Activity	Start Date	End Date	Total Minutes	
▼ Site	Site	5/23/09 1:35 PM	5/23/09 1:40 PM	8	
1 - 1 of 1					
Activity	Activity In	Data	Time		
Site			5/9/09 1:40 PM		
▶ 113	jane.smith	Jane Smith	5/23/09 1:35 PM	5/23/09 1:40 PM	8

8.8.3.2. Summary Report

Start Date: 05/01/2008 End Date: 05/12/2009 Report Type: Summary Go

1 - 2 of 2

ID	Username	Name	Number Of Sessions	Total Minutes	Summary
113	jane.smith	Jane Smith	8	59	Number of Users: 2
111	john.smith	John Smith	4	37	

The Summary report displays an abbreviated account of student logon activity.

Click the **gray triangles** to the left of the usernames in the same manner as above to view details of the student's activity for that session.

8.8.4. Course Activity

Course Activity

Course: Search Start Date: End Date: Report Type: Detail

The Course Activity tab provides information about when students log in to specific courses.

To find course information:

1. Click the **Search** button. A search window appears.
2. Select the school year and enter part of the course name for which you are searching.
3. Click **Search**. Your results appear beneath the search bar:

Course

Course Name: 2008-2009 Course Name: en Search

1 - 1 of 1

Course Name	Course Code	Select
English 1	eng1.08	

4. Click **Select** for the course. The search window closes.
5. Select start and end dates.
6. Select Detail or Summary.
7. Click **Go**.

A report appears, displaying who accessed that course and when they accessed it.

8.8.4.1. Detail Report

Course: eng1.08 Search Start Date: 05/01/2008 End Date: 05/12/2009 Report Type: Detail Go

1 - 4 of 4

ID	Username	Name	Start Time	End Time	Total Minutes	Summary
113	jane.smith	Jane Smith	5/3/09 1:32 PM	5/3/09 1:40 PM	8	Number of Users: 4
113	jane.smith	Jane Smith	5/9/09 1:32 PM	5/9/09 1:40 PM	8	
113	jane.smith	Jane Smith	5/10/09 1:27 PM	5/10/09 1:40 PM	13	
113	jane.smith	Jane Smith	5/10/09 1:32 PM	5/10/09 1:40 PM	8	

The Detail report displays when students were in the course and how long they spent logged in over the given date range.

Click the **gray triangles** to the left of the usernames in the same manner as above to view details of the student's activity for that session.

8.8.4.2. Summary Report

Course Activity

Course:	eng1.08	Search	Start Date:	05/01/2008	End Date:	05/12/2009	Report Type:	Summary	Go
1 - 1 of 1									
ID	Username	Name	Number Of Sessions	Total Minutes	Summary				
113	jane.smith	Jane Smith	4	37	Number of Users: 1				

The Summary report displays an abbreviated account of student course activity.

Click the **gray triangles** to the left of the usernames in the same manner as above to view details of the student's activity for that session.