



eSchoolware

User Guide for Admission Administrators



## Document Revision History

Version	Date	Changed by	Revision description
0.1	05/06/2009	Blaine W. Perdue	Initial draft
1.0	06/29/2009	Blaine W. Perdue	Completed document
1.1	11/24/2010	Blaine W. Perdue	Reorganized several sections to match standard template
1.2	11/29/2010	Blaine W. Perdue	Rebranded from ELO to EL
1.3	03/07/2012	Blaine W. Perdue	Updated Announcements, Assigned Applications, and View Applications sections

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# 1. This Document

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## 1.1. Purpose

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

## 1.2. Conventions

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The following typographical conventions are used in this document.

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

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

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## 2. Product Overview

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

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# 3. Logging Into Your Home Page

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

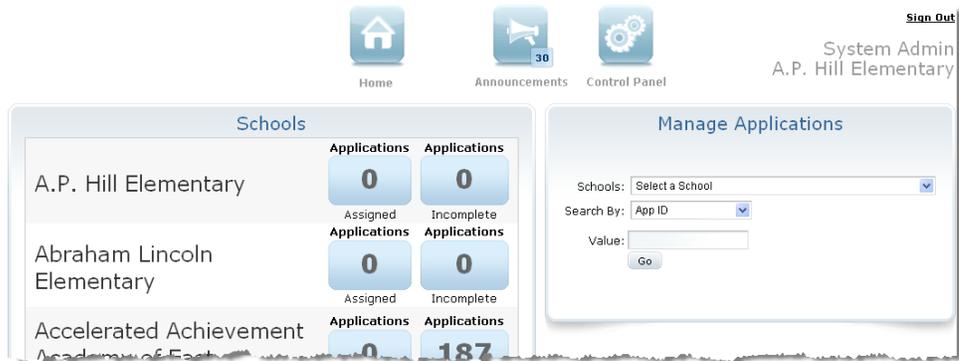


**Sign In**

Username

Password

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



The screenshot shows the eSchoolware admissions home page. At the top right, there is a [Sign Out](#) link and the user's role and school: System Admin, A.P. Hill Elementary. Below this are three navigation icons: Home, Announcements (with a notification count of 30), and Control Panel. The main content area is divided into two sections. The 'Schools' section is a table with columns for 'Assigned Applications' and 'Incomplete Applications'. The 'Manage Applications' section contains a search form with a 'Schools' dropdown menu, a 'Search By' dropdown menu (set to 'App ID'), a 'Value' input field, and a 'Go' button.

Schools	Assigned Applications	Incomplete Applications
A.P. Hill Elementary	0	0
Abraham Lincoln Elementary	0	0
Accelerated Achievement Academy of East...	0	187

The screen contains several elements, as explained below.

# 4. Icon Bar

Several icons appear at the top of every screen:



## Home

Click **Home** on any screen to return to your home page. You may have other system roles assigned to you; the home icon lists the role you are currently logged in as. If you have other system roles, click the dropdown to select one.

## Announcements

Click to open the Announcements screen.

## Control Panel

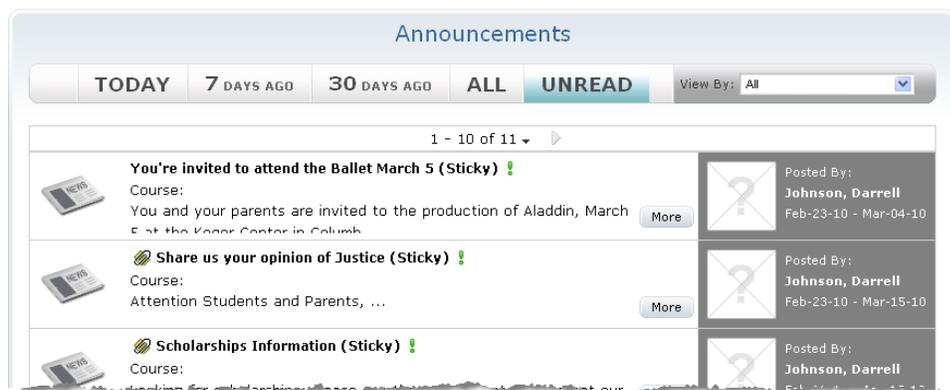
Click to view a list of additional features available to you.

## Sign Out

Click to end your Advisor session.

## 4.1. Announcements

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



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

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

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

### Today

Displays announcements from today

### 7 Days Ago

Displays announcements from the last seven days

### 30 Days Ago

Displays announcements from the last 30 days

### All

Displays all announcements

### Unread

Displays only unread announcements

### View By

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

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

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

[Back](#)

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

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

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

## 4.2. Control Panel

Control Panel

<a href="#">Application Templates</a>	Create and Edit Application Templates	<a href="#">Custom Reports</a>	Find and run custom reports
<a href="#">Applications - Student</a>	Create/manage student applications		

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

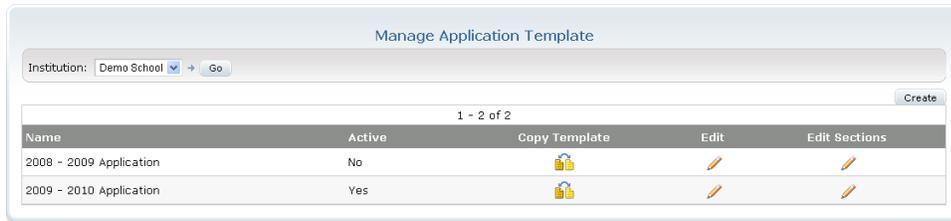
### 4.2.1. Application Templates

EdisonLearning eSchoolware allows you to create and modify the templates used to create admission applications. The system stores older versions for reference.

From the Control Panel, select **Application Templates**. The following screen appears:



Select your school from the dropdown list and click **Go**. A list of applications for that school appears:



### Institution

Select your school from the dropdown list and click the **Go** button to filter by that organization.

### Create

Click to create a new application.

### Name

Titles of applications in the system for the selected institution

### Active

Indicates if the application active or not. You can only have one application at a time marked active.

### Copy Template

Copies template for editing

### Edit

Click icon to edit the application name and active status

### Edit Sections

Click icon to edit application questions information

## 4.2.1.1. Create a New Application

To create a new application, follow the instructions below.

1. Click the **Create** button. A new line appears under the existing applications:

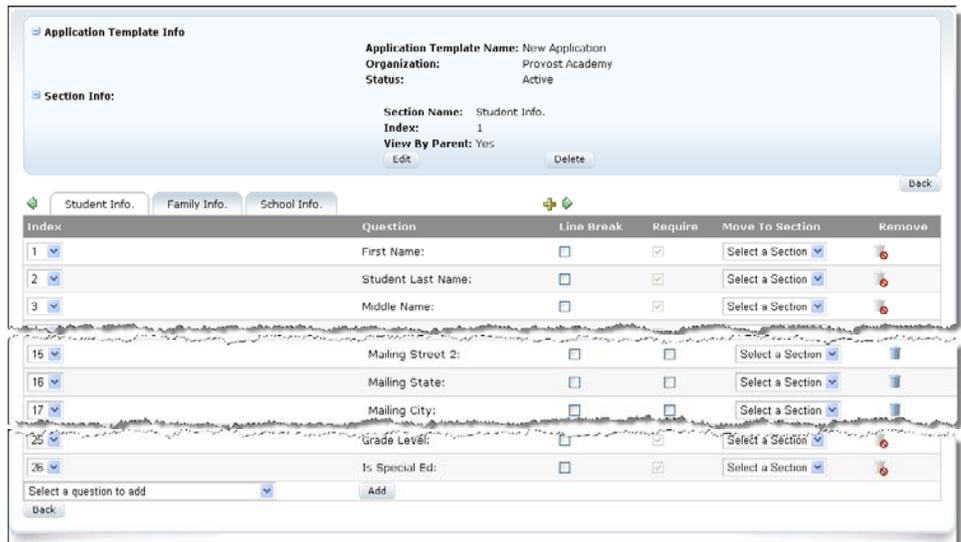


2. Enter a name for the application in the **Name** field.
3. Mark the checkbox to make the application the active one.
4. Click **Create** to create the new application. Your application appears:



#### 4.2.1.1.1. Manage Questions

1. Click the **Edit Sections** icon to edit the questions and tabs that appear in the application. The following screen appears:



#### Application Template Info

Basic template information from the previous screen

#### Section Info

Information specific to the current tab.

- Section Name - name that appears on the section's tab below
- Index – left to right order in which section tab appears below
- View By Parent – Denotes whether this tab is viewable by parents during application process

#### Edit

Click to edit section tab information

#### Delete

Click to remove the section tab from the application

#### Back

Click to return to previous screen

### **Green Left and Right Arrows**

Click to navigate through tabs if there are more than what fits on the screen

### **Yellow Plus Sign**

Click to add a new tab

### **Section Tabs**

Contain enrollment application questions

### **Index**

Select from the dropdown to change the order in which questions appear on the application.

### **Question**

List of questions in that section

### **Line Break**

Mark the box to place a line under the question to act as a sub-section separator

### **Require**

Mark the checkbox to require an answer for a question.

### **Move To Section**

Click the dropdown and make a selection to move the question to a different section tab.

### **Remove**

Click the trashcan to remove a question from the section tab. If a question has a trashcan with a “no” symbol on it, that question is required and cannot be removed.

### **Select question to add**

Click the dropdown to select another question to add to the list. Once selected, click the **Add** button. This field is located at the bottom of the question list.

### **Back**

Click to return to the previous screen.

## **4.2.1.2. Edit an Application**

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You can edit either the name and active status of an application or the questions themselves.

### **4.2.1.2.1. Modify Name or Active Status**

---

1. Click the **Edit** icon for the application. The fields open for editing:

1 - 2 of 2

Name	Active	Copy Template	Edit	Edit Sections
2008 - 2009 Application	No			
2009 - 2010 Application	<input checked="" type="checkbox"/>		Save	Cancel

- When you are finished changing the application name or active status, click the **Save** button.

#### 4.2.1.2.2. Modify Section Questions

Click the **Edit Sections** icon for the application. The following screen appears:

**Application Template Info**

Application Template Name: 2008 - 2009 Application  
 Institution: Demo School  
 Status: Inactive

**Section Info:**

Section Name: Student Info.  
 Index: 1  
 View By Parent: Yes  
 Edit Delete

Student Info. School Info. Family Info. +

Index	Question	Line Break	Require	Move To Section	Remove
1	First Name:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select a Section	
2	Last Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select a Section	
3	Middle Name:	<input type="checkbox"/>	<input type="checkbox"/>	Select a Section	
4	Name Suffix:	<input type="checkbox"/>	<input type="checkbox"/>	Select a Section	
5	Nickname	<input type="checkbox"/>	<input type="checkbox"/>	Select a Section	
6	Street 1:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select a Section	
24	Birthdate:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select a Section	
25	Grade Level:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select a Section	
26	Is Special Ed:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select a Section	
Select a question to add					Add

Back

#### Application Template Info

Lists basic information about the template

#### Section Info

Lists information about the currently selected application tab. Use this section to edit section order and visibility or to delete section tabs.

#### Section tabs

Tabs containing categories of questions. In the example above, they are labeled Student Info, School Info, and Family Info.

#### Left/right arrows

Click to scroll through multiple section tabs

#### Yellow plus sign

Click to add a new section tab

#### Index

Select a number from the dropdown to determine the order in which the question appears in the section tab.

**Question**

Text of the question

**Line Break**

Mark the box to place a line under the question to act as a sub-section separator

**Require**

Mark the box to make the question a required field. Some questions are required by the system; these have a grayed-out check box in this field.

**Move To Section**

Select another section tab from the dropdown field to move the question to that field.

**Remove**

Click the trash can icon to remove the question from the section tab. Some questions are required by the system and cannot be removed; their trash cans are marked with a red circle and slash.

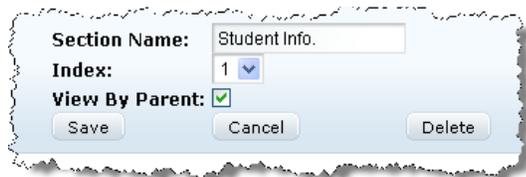
**Select a question to add**

Click the dropdown to select another question to add to the section tab. Click the **Add** button to add the question to the list.

### 4.2.1.3. Edit the Section Info Fields

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Click the **Edit** button. The fields open for editing:



The screenshot shows a dialog box with a light blue background and a torn-paper edge effect. It contains the following fields and buttons:

- Section Name:** A text input field containing "Student Info."
- Index:** A dropdown menu showing "1" with a blue arrow pointing down.
- View By Parent:** A checkbox that is checked with a green checkmark.
- At the bottom, there are three buttons: "Save", "Cancel", and "Delete".

**Section Name**

Enter the name of the selected section tab.

**Index**

From the dropdown, select a value to position the section tab in left-to-right order in the online application. Selecting "1" places the tab at the far left; higher numbers move the tab to the right.

**View By Parent**

Mark the checkbox to enable parents to view the section tab when completing the application

**Save**

Click to save your changes

**Cancel**

Click to cancel your changes

## Delete

Click to delete the section tab from the application

## 4.2.2. Applications – Student

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**More...** See the Manage Applications section below.

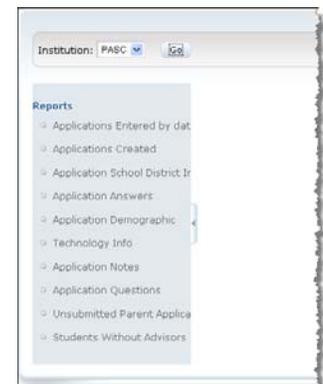
## 4.2.3. Custom Reports

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

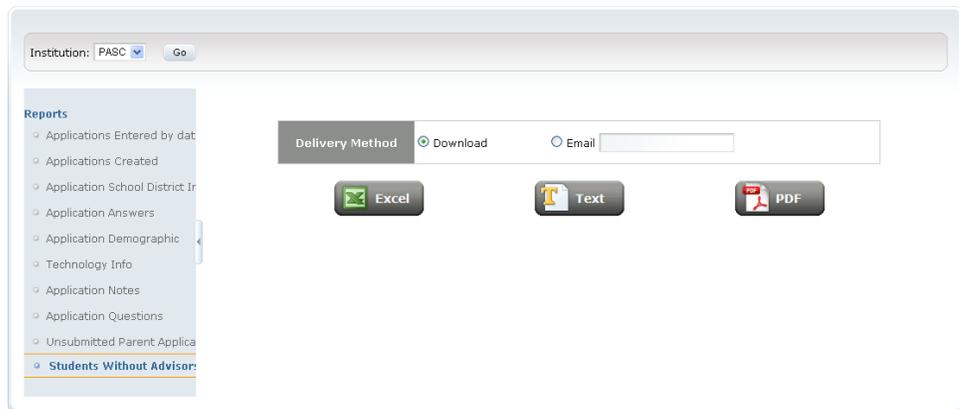


1. Select your school from the Institution dropdown and click **Go**. Your reports appear:



**NOTE:** You may not have any custom reports assigned to you. If this is the case, the report list will be empty.

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



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

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

# 5. Schools

Demo School ESW

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

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

### Applications Assigned

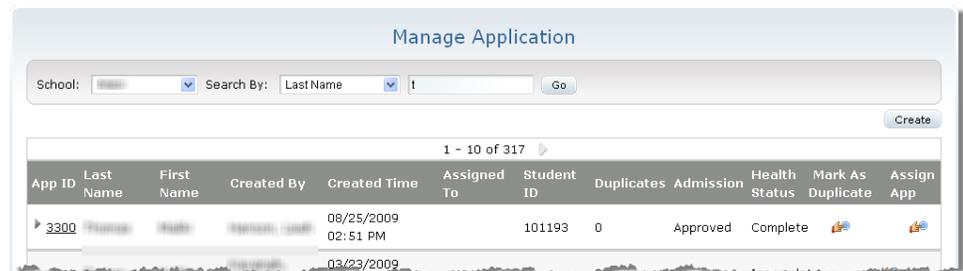
Number of applications assigned to you

### Applications Incomplete

Number of assigned applications that are missing information

## 5.1. Assigned Applications

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



### Search bar

Use the dropdown fields to search for an application

### Create

Click to create a new application

### App ID

Unique identification number of the application

### Last Name

Student last name

### First Name

Student first name

### Created By

Person who created the application

### Created Time

Date and time application was created

### Assigned To

Admission staff member assigned to the application

### Student ID

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

### Duplicates

The number of duplicate applications for this student

### Admission

Pending - application is missing admission data

Complete - no missing admission data

Approved – application has been approved by admin

Opt Out – student has opted out of school

### Health Status

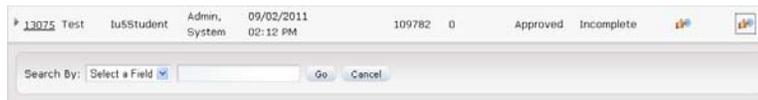
Pending if the application is missing health data, Complete if it is not

### Mark as Duplicate

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

### Assign App

Click the icon to assign the application to another admission staff member. A search field appears:



13075 Test lu5Student Admin, System 09/02/2011 02:12 PM 109782 0 Approved Incomplete

Search By: Select a Field [Go] [Cancel]

Select search by username, first name, or last name; enter search text; and click **Go**. Your search results appear:



13075 Test lu5Student Admin, System 09/02/2011 02:12 PM 109782 0 Approved Incomplete

Search By: Last Name [t] [Go] [Cancel]

Username	First Name	Last Name	Select
lu5Student	lu5	Student	[Select]
lu5Student	lu5Student	lu5Student	[Select]

Click the Select icon for a staff member. The application is now assigned to that person.

## 5.2. Incomplete Applications

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

# 6. Manage Applications

Use the Manage Applications box to find an application.



The screenshot shows a search box titled "Manage Applications". It contains three fields: "Schools:" with a dropdown menu showing "Demo School", "Search By:" with a dropdown menu showing "Application ID", and "Value:" with a text input field. A "Go" button is located below the text input field.

## Schools

Select a school

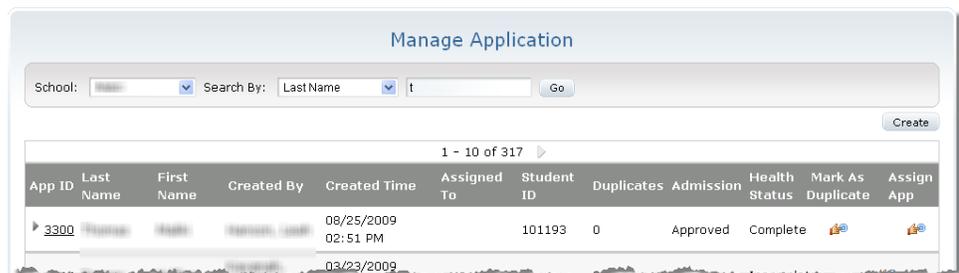
## Search By

Select application ID, student first name, student last name, or parent last name

## Value

Enter the text for which to search. You can enter partial names and the system will return all results containing that text.

Click **Go** to conduct your search. The Manage Application screen appears:



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

App ID	Last Name	First Name	Created By	Created Time	Assigned To	Student ID	Duplicates	Admission	Health Status	Mark As Duplicate	Assign App
3300	Thomas	Math	Thomas, Math	08/25/2009 02:51 PM		101193	0	Approved	Complete		
				03/23/2009							

## Search bar

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

## Create

Click to create a new application

## App ID

Unique identification number of the application

## Last Name

Student last name

### First Name

Student first name

### Created By

Person who created the application

### Created Time

Date and time application was created

### Assigned To

Admission staff member assigned to the application

### Student ID

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

### Duplicates

The number of duplicate applications for this student

### Admission

Pending - application is missing admission data

Complete - no missing admission data

Approved – application has been approved by admin

Opt Out – student has opted out of school

### Health Status

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

### Mark as Duplicate

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

### Assign App

Click the icon to assign the application to another admission staff member. A search field appears:



The screenshot shows a table row for an application with the following data: ID 13075, Test, Student ID lu5Student, Admin System, Created 09/02/2011 02:12 PM, Duplicates 109782, Status 0, and Admissions Approved and Incomplete. Below the table is a search interface with a dropdown menu set to 'Select a Field', an input field, and 'Go' and 'Cancel' buttons.

Select search by username, first name, or last name; enter search text; and click **Go**. Your search results appear:



The screenshot shows the same application details as above, but the search dropdown is now set to 'Last Name' and the search text 't' is entered. Below the search field is a table of search results with columns for Username, First Name, Last Name, and a Select icon.

Username	First Name	Last Name	Select
lu5Student	lu5	Student	[Select]
lu5Admin	lu5	Admin	[Select]

Click the Select icon for a staff member. The application is now assigned to that person.

## 6.1. View an Application

Click a student application ID, last name, or first name to view that application. The following screen appears:

The screenshot shows the 'Application Setup' page. At the top, there is a 'Back' button and the title 'Application Setup'. Below this, application details are listed: Application ID: 2421, Admission Status: Pending, Application Name: Provost1 Test, Health Status: Pending, Student Name, Processed By, Student ID, and Processed On. There are three tabs: 'Application', 'Health Status', and 'Approval'. A 'View Application' button is visible. On the left, a sidebar menu includes 'Student Info.', 'Survey Questions', 'School Info.', 'Home Language Survey', 'Technology', 'Policies', 'Notes', and 'Siblings'. The 'Student Info.' section is active, displaying a form with the following fields: Student first name (Provost1), Preferred name/nickname, Student middle name, Student last name (Test), Suffix, and Home address 1 (123 main St). A paragraph of instructions is provided above the form.

## 6.2. Approve an Application

1. Verify that the application is complete.
2. If you see a Health Status tab, click it and mark immunization status accordingly.

- Mark health status either as "Complete":

The screenshot shows the 'Health Status' tab selected. It displays a table with the following data:

Status	Notes	Reviewed By	Reviewed On
Complete		System Admin	06/16/2009

An 'Edit' button is located below the table.

- or "Incomplete":

The screenshot shows the 'Health Status' tab selected. It displays a table with the following data:

Status	Notes	Reviewed By	Reviewed On
Incomplete		Duwayna Ramsey	06/19/2009

An 'Edit' button is located below the table.

- Note the special cases under Status dropdown choices:
  - Exempt - student has proof of religious or medical exemption from immunization
  - Provisional - student has transferred from another school and needs 30 days to send document to school

- Review enrollment documents and mark all that have been received under the Approval > Documents Received subtab:

Documents Received	
Parent/Guardian driver license or state photo ID *	Yes
Copy of child Birth Certificate *	Yes
Proof of Residence *	Yes
Student Enrollment Agreement *	Yes
Request for Records *	Yes
Student Health Information *	Yes
Student Service Intake Information *	Yes
Photo Release *	Yes
Copy of IEP	Yes
Report Card or Unofficial Transcript	Yes
Copy of 504	Yes
Proof of legal guardianship	Yes
Special custodial instructions	Yes
Notes	Testing the note section text box.

- Click **Edit Application Tracking** in the lower right corner to make changes.
- If all documents have been received, mark all documents received in document tracking.
- In the Approval > Official Dates subtab, verify the dates are correct:

Official Dates	
Official Enrollment date *	08/31/2009
Withdrawal date from former school:	06/30/2009
Anticipated date of attendance	08/31/2009

If the dates are incorrect, click **Edit Application Tracking** and use the calendar controls to modify them:

Official Dates

Official Enrollment date *	08/31/2009
Withdrawal date from former school:	
Anticipated date of attendance	

Calendar: August 2009. Selected date: 31. Buttons: Save, View Application Tracking.

7. In the Approval >Approval subtab, mark the correct approval status:

- New Student – for all new students
- Reenroll Student – for previous students who reenroll
- Opt-Out – for students who have chosen not to attend

8. Approve or save the application.

- If the application is not complete, click **Save**.
- Click **Approve** if the applicant is ready to become a new student.

## 6.3. Add a Sibling

If you find you are working with a student who has a sibling also attending the school, verify that they are marked as a sibling:

1. Click **Application > Siblings**:

2. If missing, click **Add**. A search box appears.

3. Select whether to search in applications or enrolled students, and to search by application ID, last name, or first name. Enter the search text, then click **Go**. Your search results appear:

First Name	Last Name	Application ID	Student ID	Remove
There are no siblings for this application.				
Sibling Type: <input type="text" value="Applications"/> Search By: <input type="text" value="Last Name"/> <input type="text" value="Test"/> <input type="button" value="Go"/> <input type="button" value="Cancel"/>				
Application ID	First Name	Last Name	Select	
1359	raji	test2		
2368	April	Test		
2441	Test	Test		

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