



eSchoolware

Product User Guide for Institution Admins

Document Revision History

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2.2	3/17/2017	Ryan F. Brogneri	Removed Messages section. Please refer to messages user guide if needed.

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1. This Document

1.1. Purpose

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

1.2. Conventions

The following typographical conventions are used in this document.

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

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

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2. Product Overview

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

3. Logging into the System

3.1. Icon Bar

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



A number in the lower right corner of an icon indicates you have that many unread items in that area.

Home

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

Announcements

Click to view any system-wide announcements. Each announcement is listed with the date when it was posted, its course, the person who posted it, and a preview of the message. The number of unread announcements appears in the bottom right corner.

Messages

Click to open the Messages screen.

Forums

Not used in the Institution Admin role.

Assessments

Not used in the Institution Admin role.

Interventions

Not used in the Institution Admin role.

Sign Out

Click to end your session.

3.2. Home Page

Three commonly-used searches are available from your home page: course, user, and student:

Institution Admin        [Sign Out](#)

Course Lookup

Institution: PACOL Search By: All Active/Inactive: Active Asynchronous: [Go](#)

User Lookup

Institution: All Role: All Search By: All Status: All [Go](#) Include Inactive [Create](#)

Student Lookup

Institution: PACOL Status: All View By: Student ID [Go](#)

4. Advisor Assignments

4.1. Assign a Student to an Advisor

1. Click the **Control Panel** icon at the top of the screen.
2. Click the **Advisor Assignments** link. The Manage Advisors screen appears:



The screenshot shows the 'Manage Advisors' interface. At the top, there are three tabs: 'Advisor', 'Advisor Team', and 'Advisor Type'. Below the tabs is a search bar with three dropdown menus: 'Institution' (set to 'Demo School'), 'Search By' (set to 'All'), and 'Advisor Team' (set to 'All'). A 'Go' button is located to the right of the search bar.

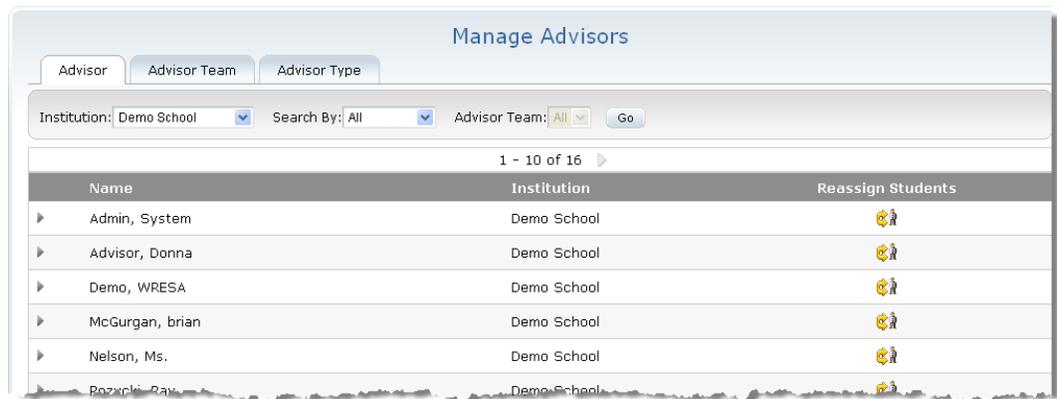
3. In the search bar, select an institution and, in the Search By dropdown, either first or last name, then click **Go**:



This screenshot is identical to the previous one, showing the search bar with 'Demo School' selected for Institution, 'All' for Search By, and 'All' for Advisor Team.

If you do not select a name and enter name text, all advisors for the institution appear in your results.

4. A list of advisors appears:



The screenshot shows the 'Manage Advisors' interface with a list of advisors. The search bar at the top is the same as in the previous screenshots. Below the search bar, there is a table with the following columns: 'Name', 'Institution', and 'Reassign Students'. The table contains six rows of data, each with a gray arrowhead on the left side of the 'Name' column. The 'Reassign Students' column contains a person icon for each row.

Name	Institution	Reassign Students
Admin, System	Demo School	
Advisor, Donna	Demo School	
Demo, WRESA	Demo School	
McGurgan, brian	Demo School	
Nelson, Ms.	Demo School	
Bozupli, Ray	Demo School	

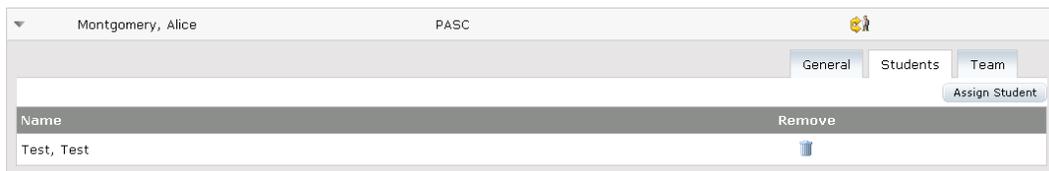
5. Click the **gray arrowhead** to the left of an advisor name. Additional information appears:



The screenshot shows the details for the advisor 'Montgomery, Alice'. The name is displayed with a gray arrowhead on the left. To the right of the name is the text 'PASC' and a person icon. Below the name, there are three tabs: 'General', 'Students', and 'Team'. The 'General' tab is selected. Below the tabs, there is a table with the following columns: 'Name', 'Team', 'Type', and 'Max Students'. The table contains one row with the text 'No information provided'.

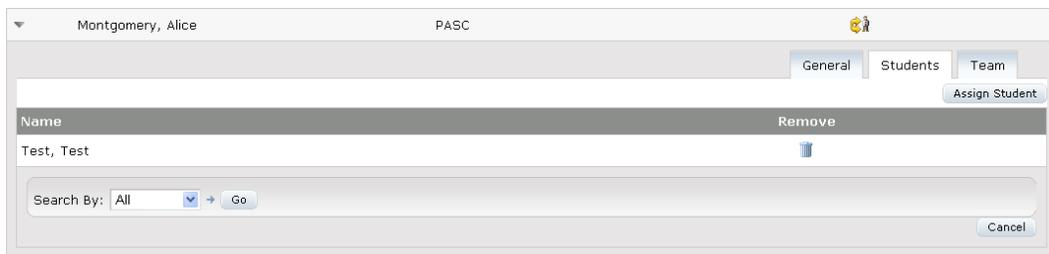
Name	Team	Type	Max Students
No information provided			

- Click the **Students** tab. A list of the advisor's currently assigned students appears:

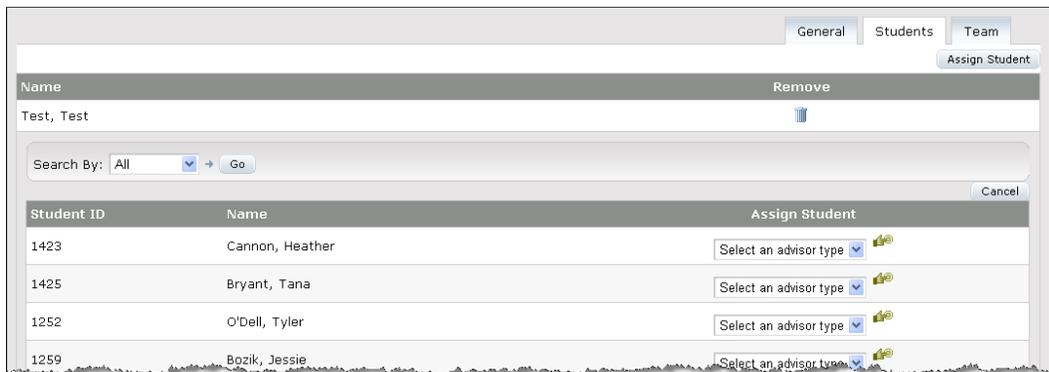


NOTE: For the purposes of this document, you will not need to use the General and Team tabs.

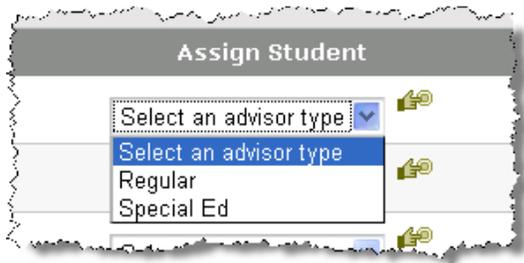
- To remove a student who is currently assigned, click the **trash can** icon, found in the Remove column, for that student.
- To assign a student to the advisor, click the **Assign Student** button. A search box appears under the advisor's name:



- Select Student ID, First Name or Last Name from the Search By dropdown. A textbox appears to enter search text. Enter a name or ID and click **Go**. A list of students appears:

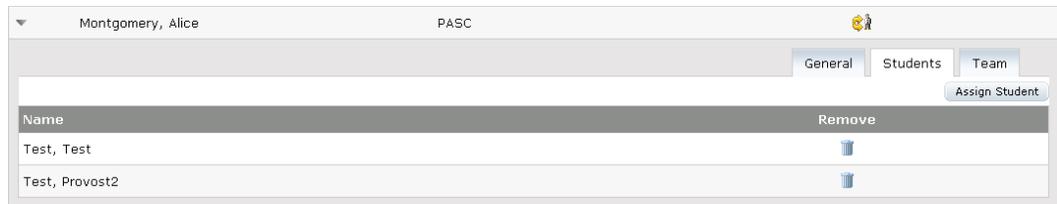


- In the Assign Student column, click the dropdown arrow and select the advisor type, either Regular or Special Ed:



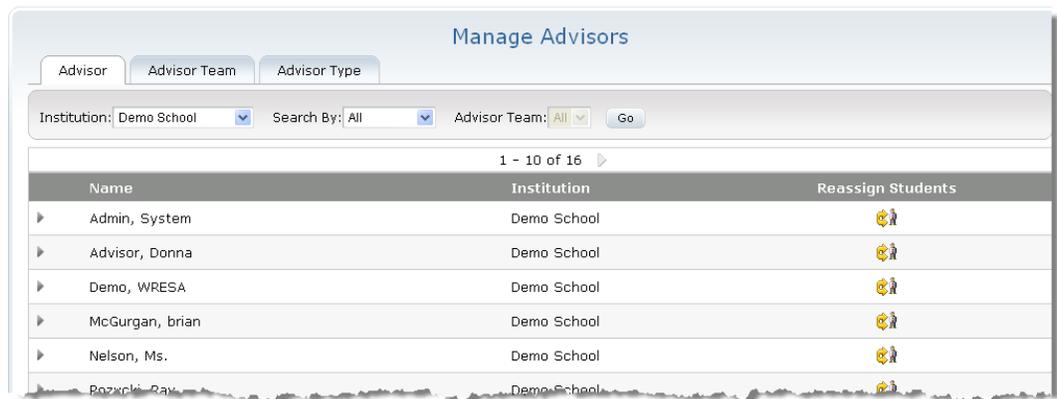
More... To determine if you should select Special Ed, see the Determining Special Education Status section below.

11. After making your selection, click the **hand icon** to assign the student. The student now appears in the advisor's list:

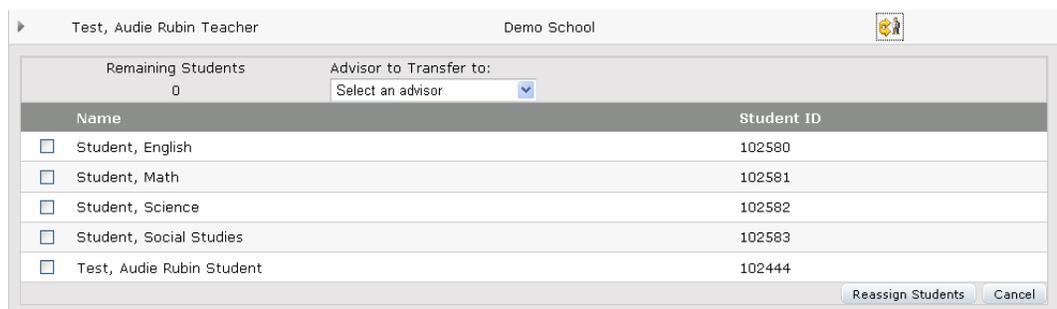


4.2. Reassign a Student to a Different Advisor

1. From the Manage Advisors screen, click the **Reassign Students** icon for an advisor:



2. A list of students assigned to that advisor appears:



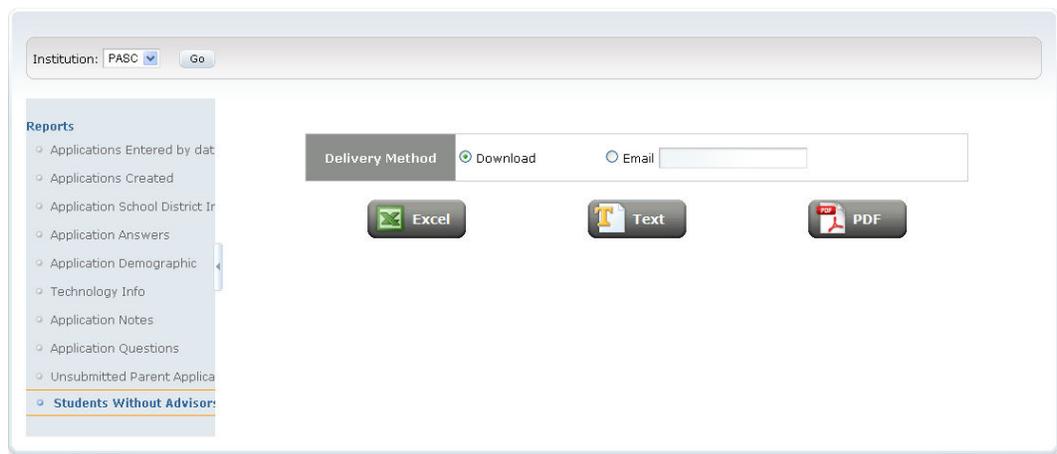
3. Check the box of any student you wish to reassign, then select an advisor from the **Advisor to Transfer to** dropdown.
4. Click **Reassign Students** to complete the transfer.

4.3. Determine Special Education Status

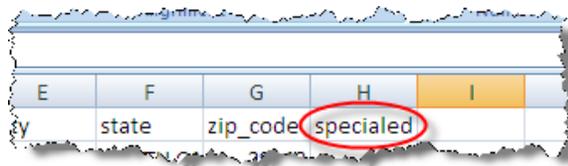
1. Click the **Control Panel** icon at the top of the screen.
2. Click the **Custom Reports** link. The following screen appears:



3. Select your institution from the Institution dropdown and click **Go**. A list of reports appears.
4. Click the **Students Without Advisors** report at the bottom of the list. The following screen appears:

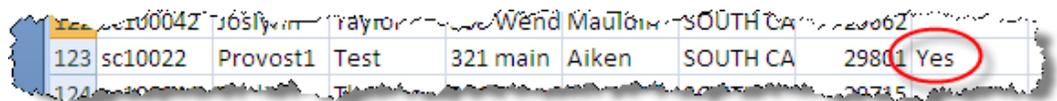


5. Select **Download** and click the **Excel** button. If you are prompted by your computer, make sure to open the file with Excel.
6. In the file, notice the column labeled "specialied":



E	F	G	H	I
y	state	zip_code	specialied	

7. Find the student in the list and notice if the specialied column contains either Yes or No:

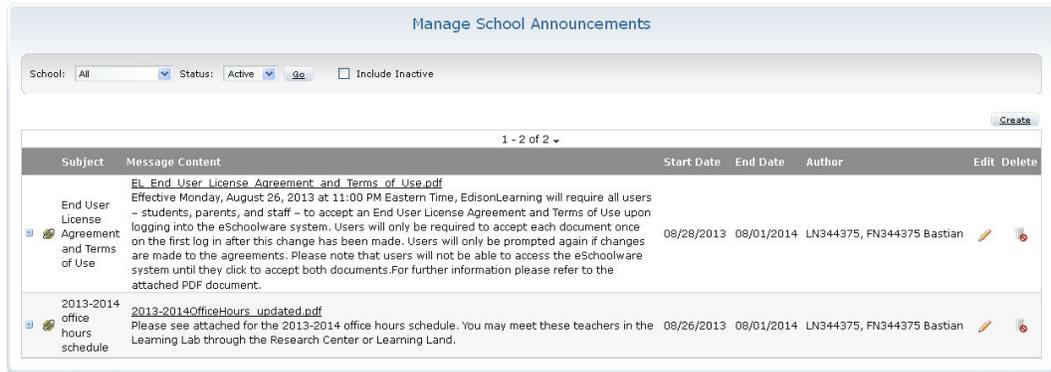


123	sc10022	Provost1	Test	321 main	Aiken	SOUTH CA	29801	Yes
-----	---------	----------	------	----------	-------	----------	-------	-----

8. If the student has a Yes in the specialied column, select Special Ed as the advisor type in the Assigning a Student to an Advisor section above. If the specialied column contains No, then select Regular.

5. Announcements

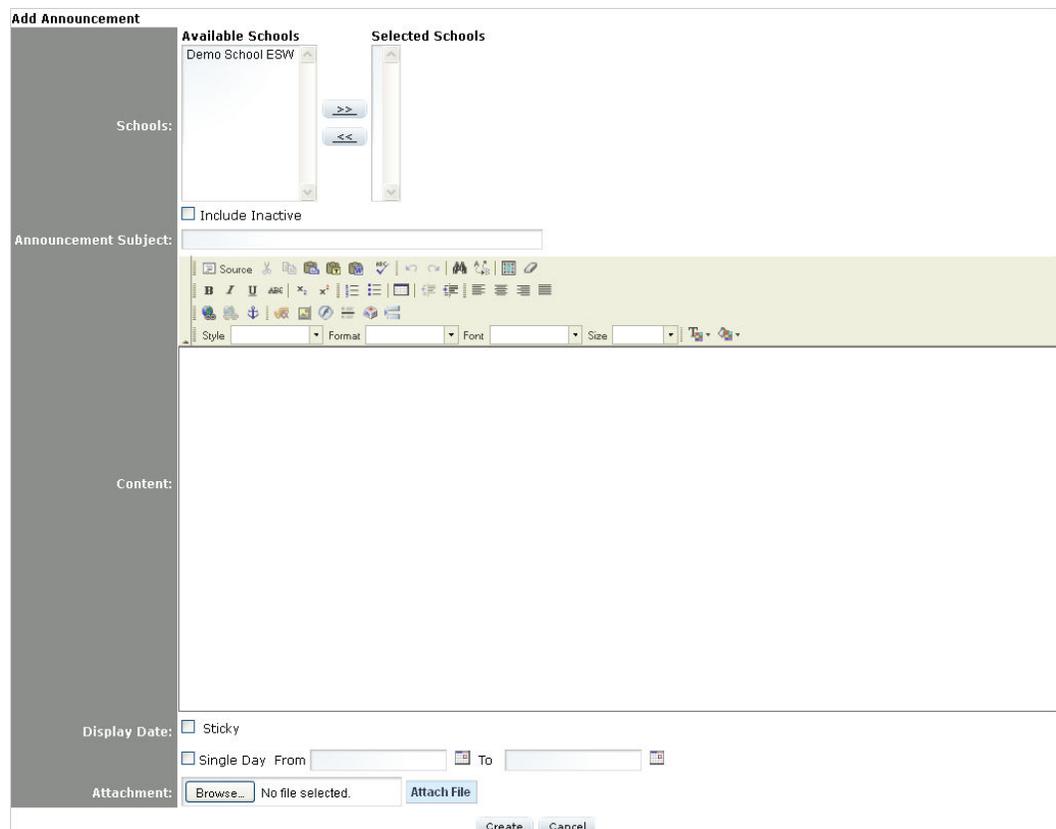
As an Institution Admin, you can create announcements that can be viewed by either a particular school or all schools which are assigned to you. From the Control Panel, click **Announcements**. The Manage School Announcements page appears:



Use the grey filter bar at the top of the page to filter your view of existing announcements by school and active status.

5.1. Create an Announcement

1. Click the **Create** button on the right. The Add Announcements page appears:



2. Complete the fields.

Note the Display Date options.

- Mark the **Sticky** button to make the announcement stay at the top of the list of all announcements.
- Use the **From** and **To** calendar controls to set dates during which the announcement displays.
- To make an announcement visible for only one day, mark the **Single Day** box and use the calendar to select the day.
- To make an announcement visible for a range of days, use the calendar to select the date range.
- Do not enter dates if you wish for the announcement to display indefinitely.

3. Click the **Create** button at the bottom of the page when finished.

5.2. View Announcement Details

In the Subject column, click an announcement's **plus sign** to view a list of schools it was sent to.

In the Subject column, click an announcement's **attachment icon** to toggle a clickable list of attachments that belong to the announcement.

In the Message Content column, click an **attachment link** to view it.

5.3. Edit or Delete an Announcement

Click an announcement's **Edit icon** to edit it.

Click an announcement's **trashcan icon** to delete the announcement.

6. Applications

6.1. Create and Manage Student Account – Manual

From the Control Panel, click Applications – Student. The following screen appears:

The screenshot shows the 'Manage Application' interface. At the top, there is a 'Back' button and the title 'Manage Application'. Below the title, there is a search bar with 'School: Demo School' and 'Search By: Select a Field'. A 'Go' button is next to the search bar. A 'Create' button is located at the bottom right of the search bar area. Below the search bar, there is a table with the following columns: Application ID, Last Name, First Name, Created By, Created Time, Student ID, Duplicate Count, Admission Status, Health Status, and Mark As Duplicate. The table contains three rows of data. The first row has Application ID 100, Last Name Smith, First Name Melissa, Created By Admin, System, Created Time 05/07/2009 01:26 PM, Student ID 10030, Duplicate Count 0, Admission Status Approved, Health Status Complete, and Mark As Duplicate icon. The second row has Application ID 101, Last Name Smith, First Name Melinda, Created By admin, admission, Created Time 05/12/2009 06:51 AM, Student ID, Duplicate Count 0, Admission Status Pending, Health Status Incomplete, and Mark As Duplicate icon. The third row has Application ID 102, Last Name null, First Name null, Created By admin, admission, Created Time 05/14/2009 08:33 AM, Student ID, Duplicate Count 0, Admission Status Pending, Health Status Pending, and Mark As Duplicate icon. At the bottom of the table, there is a pagination indicator '1 - 3 of 3'.

Application ID	Last Name	First Name	Created By	Created Time	Student ID	Duplicate Count	Admission Status	Health Status	Mark As Duplicate
100	Smith	Melissa	Admin, System	05/07/2009 01:26 PM	10030	0	Approved	Complete	
101	Smith	Melinda	admin, admission	05/12/2009 06:51 AM		0	Pending	Incomplete	
102	null	null	admin, admission	05/14/2009 08:33 AM		0	Pending	Pending	

Back

Click to return to the previous screen

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

Application 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

Student ID

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

Duplicate Count

The number of duplicate applications for this student

Admission Status

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

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

To create a new student application, click the **Create** button. The following screen appears:

The screenshot shows the 'Application Setup' interface with the 'Student Info' section selected in the left-hand menu. The form contains the following fields:

- First Name:*
- Last Name:*
- Middle Name:
- Name Suffix:
- Nickname:
- Street 1:*
- Street 2:
- State:*
- City:*
- Zip Code:*
- Primary Phone:*
- Secondary Phone:
- Mailing Same As Home:
- Mailing Street 1:
- Mailing Street 2:
- Mailing State:*
- Mailing City:*
- Mailing Zip Code:*
- Mailing Primary Phone:
- Mailing Secondary Phone:
- Gender:*
- Ethnicity:*
- Language:*
- Birthdate:*

A 'Submit Application' button is located at the bottom right of the form.

This is the Student Info screen. Notice the menu on the left. Click each item in the menu to complete its screen of questions. The other question screens are listed below:

School Info

The screenshot shows the 'Application Setup' interface with the 'School Info' section selected in the left-hand menu. The form contains the following fields:

- Former School State:*
- School District:*
- Former School:*
- Former School Type:*
- Grade Level:*
- Is Special Ed:*

The 'Is Special Ed' field has radio buttons for 'No' and 'Yes'. A 'Submit Application' button is located at the bottom right of the form.

Family Info

Back Application Setup

Application

- Student Info.
- School Info.
- Family Info.**
- Notes

Family Info.

Primary Contact Relation: Select an Answer

Primary Contact First Name:

Primary Contact Last Name:

Primary Contact Middle Name:

Primary Contact Name Suffix:

Primary Contact Address Same As Student:

Primary Contact Street 1:

Primary Contact Street 2:

Primary Contact State: Select an Answer

Primary Contact City: Select an Answer

Primary Contact Zip Code: Select an Answer

Primary Contact Phone Same As Student:

Primary Contact Primary Phone:

Primary Contact Secondary Phone:

Secondary Contact Relation: Select an Answer

Secondary Contact First Name:

Secondary Contact Last Name:

Secondary Contact Middle Name:

Secondary Contact Name Suffix:

Secondary Contact Address Same As Student:

Secondary Contact Street 1:

Secondary Contact Street 2:

Secondary Contact State: Select an Answer

Secondary Contact City: Select an Answer

Secondary Contact Zip Code: Select an Answer

Secondary Contact Phone Same As Student:

Secondary Contact Primary Phone:

Secondary Contact Secondary Phone:

Submit Application

Notes

Back Application Setup

Application

- Student Info.
- School Info.
- Family Info.
- Notes**

Create

Subject	Content	Note Type	Created By	Created On
There are no notes for this application currently.				

Submit Application

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

Subject	Content	Note Type	Created By	Created On
There are no notes for this application currently.				
<input type="text"/>	<input type="text"/>	General	Add	Cancel

Enter your note and click **Add**.

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

Application ID: 103 Admission Status: Pending
 Application Name: null null Health Status: Pending
 Student Name: Processed By:
 Student ID: Processed On:

Your application has been submitted. However, later you will need to complete required questions (*) in section "Student Info."

Application Approval

6.1.1. Health Status

Use this tab to enter immunization information for the student.

The screenshot shows the 'Health Status' tab selected. It contains three main sections: 'Immunization Record Info', 'Immunization Form', and 'Exemptions'.
1. **Immunization Record Info:** A table with columns 'Status', 'Notes', 'Reviewed By', and 'Reviewed On'. The status is 'Incomplete' and there is an 'Edit' button below it.
2. **Immunization Form:** A table with columns 'Vaccine', 'Doses', and 'Serology'. The vaccine is 'autoImmunization' and there are 'Edit' buttons for each column.
3. **Exemptions:** A table with columns 'Exemption Type', 'Document Provided', 'Notes', and 'Edit Delete'. A 'Create' button is located above the table. Below the table, it says 'Your search returned no results.'

Click each area's Create and Edit buttons to modify the student's information.

6.1.2. Approve an Application

After you have submitted an application, the Approval tab Notice also the Approval tab appears beside the Application tab:



The Approval tab contains a menu on the left with two items:

Official Dates

The screenshot shows the 'Official Dates' section. A left-hand menu has 'Official Dates' selected. The main area has a table with 'Official Enrollment Date' and an 'Edit Application Tracking' button.

Approval

The screenshot shows the 'Approval' section. A left-hand menu has 'Approval' selected. The main area has a table with rows for 'New Student', 'Reenroll Student', and 'Opt-Out', each with a radio button. There is also a 'Comment' field and an 'Entry' dropdown menu. An 'Edit Application Tracking' button is at the bottom right.

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

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



6.2. Create Student Account – Batch

EdisonLearning can import a list of your school's students and automatically create their system accounts. To do this, you must complete the Student Import spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	
	Course	*LASTNAME	*FIRSTNAME	*IS_SPECIALED	*GRADELEVEL	*BIRTHDATE	ADDRESS1	CITY	STATE	ZIP	PHONE	ALTERNATE PHONE	SCHOOLDISTRICT	EMPLOYEE
1														
2														
3														
4														
5														
6														
7														
8														

Note that the yellow fields are required for student account creation.

Send the completed list to your EdisonLearning client representative.

6.3. Parent Applications

A parent role is created in the same manner as other system roles. Please refer to the Manage Users and Roles section for more information.

7. Attendance – Course

As an Institution Admin, you can monitor and modify student attendance records from the Control Panel.

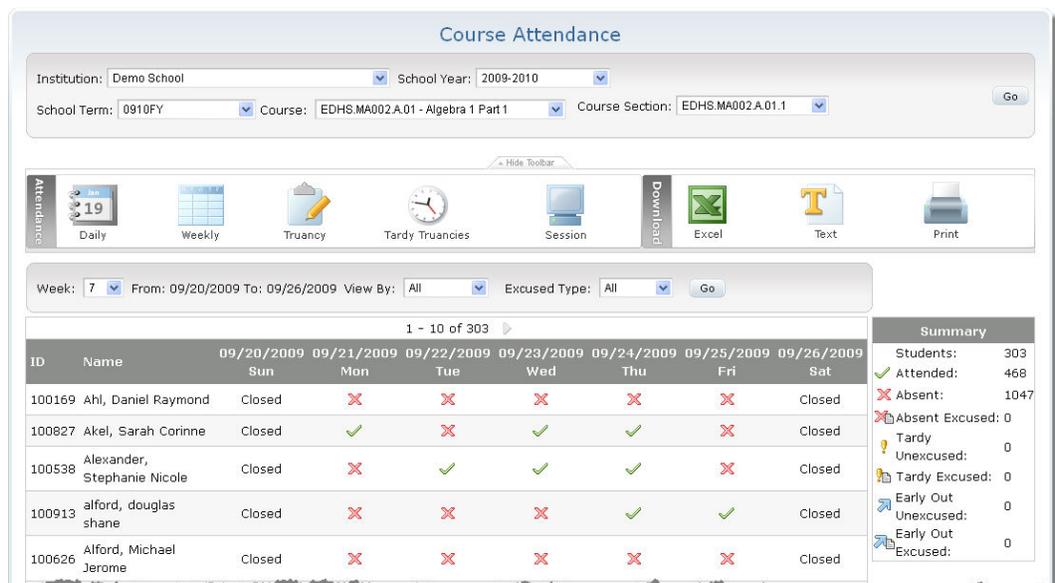
NOTE: You can also access attendance data from the Student Details page.

Use the Attendance – Course feature to view and manage student attendance at the course level. From the Control Panel, click **Attendance – Course**. The Course Attendance screen appears:



The screenshot shows the 'Course Attendance' search form. It includes dropdown menus for 'Institution: Select An Institution', 'School Year: Select a School Year', 'School Term: Select a School Term', 'Course: Select a Course', and 'Course Section: Select a Course Section'. A 'Go' button is located to the right of the search fields.

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

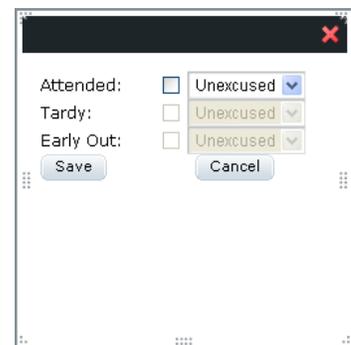


The screenshot shows the 'Course Attendance' results page. It includes search filters for 'Institution: Demo School', 'School Year: 2009-2010', 'School Term: 0910FY', 'Course: EDHS.MA002.A.01 - Algebra 1 Part 1', and 'Course Section: EDHS.MA002.A.01.1'. A toolbar contains icons for 'Attendance', 'Daily', 'Weekly', 'Truancy', 'Tardy Truancies', 'Session', 'Download', 'Excel', 'Text', and 'Print'. Below the toolbar, there are filters for 'Week: 7', 'From: 09/20/2009 To: 09/26/2009', 'View By: All', and 'Excused Type: All'. The main table displays student attendance records for the week of 09/20/2009 to 09/26/2009. The table has columns for 'ID', 'Name', and days of the week (Sun to Sat). The 'Summary' panel on the right shows: Students: 303, Attended: 468, Absent: 1047, Absent Excused: 0, Tardy: 0, Unexcused: 0, Tardy Excused: 0, Early Out: 0, Unexcused: 0, and Early Out Excused: 0.

ID	Name	09/20/2009	09/21/2009	09/22/2009	09/23/2009	09/24/2009	09/25/2009	09/26/2009
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
100169	Ahl, Daniel Raymond	Closed	X	X	X	X	X	Closed
100827	Akel, Sarah Corinne	Closed	✓	X	✓	✓	X	Closed
100538	Alexander, Stephanie Nicole	Closed	X	✓	✓	✓	X	Closed
100913	alford, douglas shane	Closed	X	X	X	✓	✓	Closed
100626	Alford, Michael Jerome	Closed	X	X	X	X	X	Closed

7.1. Change Attendance Status

1. Click a **day** to change its status. This 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.



The screenshot shows a dialog box for changing attendance status. It has three rows: 'Attended:' with a checkbox and a dropdown menu set to 'Unexcused'; 'Tardy:' with a checkbox and a dropdown menu set to 'Unexcused'; and 'Early Out:' with a checkbox and a dropdown menu set to 'Unexcused'. Below these are 'Save' and 'Cancel' buttons. A red 'X' icon is in the top right corner.

8. Attendance - School

As an Institution Admin, you can monitor and modify student attendance records from the Control Panel.

NOTE: You can also access attendance data from the Student Details page.

Use the Attendance - School 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

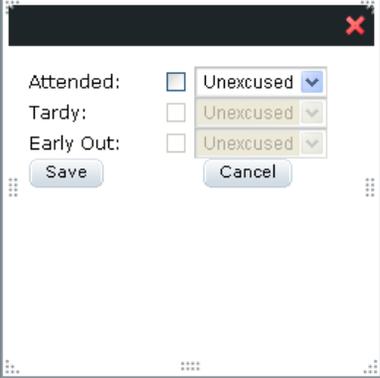
Select term to view

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

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	✗	✗	✗	✗	✗	Closed	Students: 48 Attended: 12 Absent: 178
	Budnovitch, Lynne	User has No Primary Organization							✗ Absent Excused: 0
100425	Callahan, Tom	Closed	✗	✗	✗	✗	✗	Closed	! Tardy Unexcused: 0
100424	Caplan, Andrew	Closed	✗	✗	✗	✗	✗	Closed	! Tardy Excused: 0
100430	Caplan, Matthew	Closed	✗	✗	✗	✗	✗	Closed	🕒 Early Out Unexcused: 0
100435	Casey, Victoria	Closed	✗	✗	✗	✗	✗	Closed	🕒 Early Out Excused: 0
100868	Check, Honors	Closed	✗	✗	✗	✗	✗	Closed	
100765	Check, Student	Closed	✗	✓	✓	✓	✓	Closed	
101455	Le, Tung	Closed	✗	✗	✗	✗	✗	Closed	
100422	Lindeffeld, Jon	Closed	✓	✓	✓	✗	✗	Closed	

8.1. Change Attendance Status

1. Click a **day** to change its status. This 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.

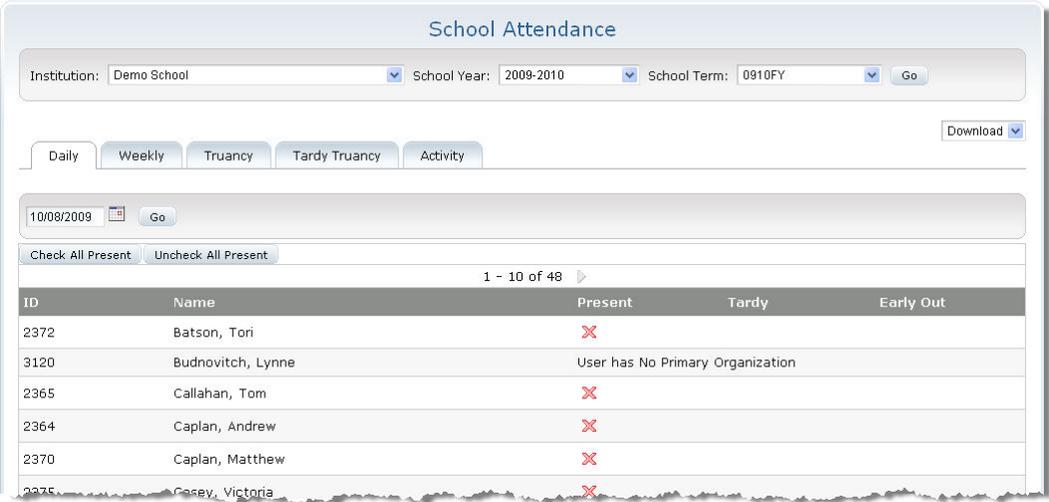


A modal window titled "Change Attendance Status" with a red X close button in the top right corner. It contains three rows of controls:

- Attended: Unexcused (dropdown)
- Tardy: Unexcused (dropdown)
- Early Out: Unexcused (dropdown)

At the bottom are "Save" and "Cancel" buttons.

8.2. Daily



The "School Attendance" interface shows filters for Institution (Demo School), School Year (2009-2010), and School Term (0910FY). It has tabs for Daily, Weekly, Truancy, Tardy Truancy, and Activity. A date selector shows 10/08/2009. Below are buttons for "Check All Present" and "Uncheck All Present". A table displays student attendance records:

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

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

Check All Present

Marks all students present

Uncheck All Present

Removes all present marks

8.3. Weekly

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

School Attendance

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

Download

Daily Weekly **Truancy** Tardy Truancy Activity

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

1 - 10 of 48

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
100432	Batson, Tori	Closed	✗	✗	✗	✗	✗	Closed
	Budnovitch, Lynne	User has No Primary Organization						
100425	Callahan, Tom	Closed	✗	✗	✗	✗	✗	Closed
100424	Caplan, Andrew	Closed	✗	✗	✗	✗	✗	Closed
100430	Caplan, Matthew	Closed	✗	✗	✗	✗	✗	Closed
100435	Casey, Victoria	Closed	✗	✗	✗	✗	✗	Closed
100868	Check, Honors	Closed	✗	✗	✗	✗	✗	Closed
100765	Check, Student	Closed	✗	✓	✓	✓	✓	Closed
101455	Le, Tung	Closed	✗	✗	✗	✗	✗	Closed
100422	Lindefeld, Jon	Closed	✓	✓	✓	✗	✗	Closed

Summary

- Students: 48
- Attended: 12
- Absent: 178
- Absent Excused: 0
- Tardy Unexcused: 0
- Tardy Excused: 0
- Early Out Unexcused: 0
- Early Out Excused: 0

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

8.4. Truancy

Use this tab to view student truancy occurrences.

School Attendance

Institution: Demo School ESW School Year: 2013-2014DEMO School Term: 1314FY Go

Download

Daily Weekly Truancy **Tardy Truancy** Activity

Filter By: All Go

1 - 10 of 1066

Student ID	First Name	Last Name	Truancy Level	Truancy History	Consecutive Unexcused Absences	Last Attended
104748	FN104082	LN104082	3	📄	258	08/01/2013
105116	FN108299	LN108299	3	📄	13	07/10/2014
105260	FN109476	LN109476	3	📄	258	08/01/2013
105261	FN109476	LN109476	3	📄	258	08/01/2013

Truancy Level

System-defined indicator level of how many days student has missed

Truancy History

Click to view a list of truanics.

Consecutive Unexcused Absences

Number of unexcused absences in a row

Last Attended

Last date of student attendance

8.5. Tardy Truancy

Use this tab to view student tardiness occurrences.

School Attendance

Institution: Demo School ESW School Year: 2013-2014DEMO School Term: 1314FY Go

Download

Daily Weekly Truancy Tardy Truancy Activity

Filter By: All Go

1 - 3 of 3

Student ID	First Name	Last Name	Truancy Level	Truancy History	Consecutive Unexpected Tardies
104172	FN99091	LN99091	1	🔍	222
116467	FN262266	LN262266	1	🔍	322
107766	FN120482	LN120482	1	🔍	237

Truancy Level

System-defined indicator level of how many days student has missed

Truancy History

Click to view a list of truanies

Consecutive Unexpected Tardies

Number of unexcused absences in a row

Last Attended

Last date of student attendance

8.6. Activity

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

8.6.1. System

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

School Attendance

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

Daily Weekly Truancy Tardy Truancy Activity

System Course

Start Date: End Date: User Type: Student Report Type: Details Filter By: All Go

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.

8.6.1.1. 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
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	

Click a **gray triangle** to the left of a username 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

8.6.1.2. Summary Report

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

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	

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

8.6.2. Course

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

School Attendance

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

Daily Weekly Truancy Tardy Truancy Activity

System Course

Course: Start Date: End Date: Go

User Type: Student Report Type: Details Filter By: All

Course

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

Course

Course Name: Go

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

Course

Course Name: ma Go

1 - 3 of 3

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.

8.6.2.1. Detail Report

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

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 a **gray triangle** to the left of a username in the same manner as above to view details of the student's activity for that session.

8.6.2.2. Summary Report

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

Course Activity

ID	Username	Name	Number Of Sessions	Total Minutes	Summary
113	jane.smith	Jane Smith	4	37	Number of Users: 1

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

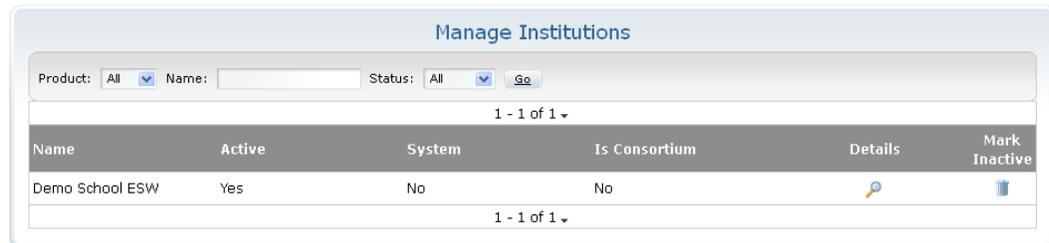
8.7. Download Reports

Use the Download dropdown list located on the right of the screen to generate and print or save attendance reports.

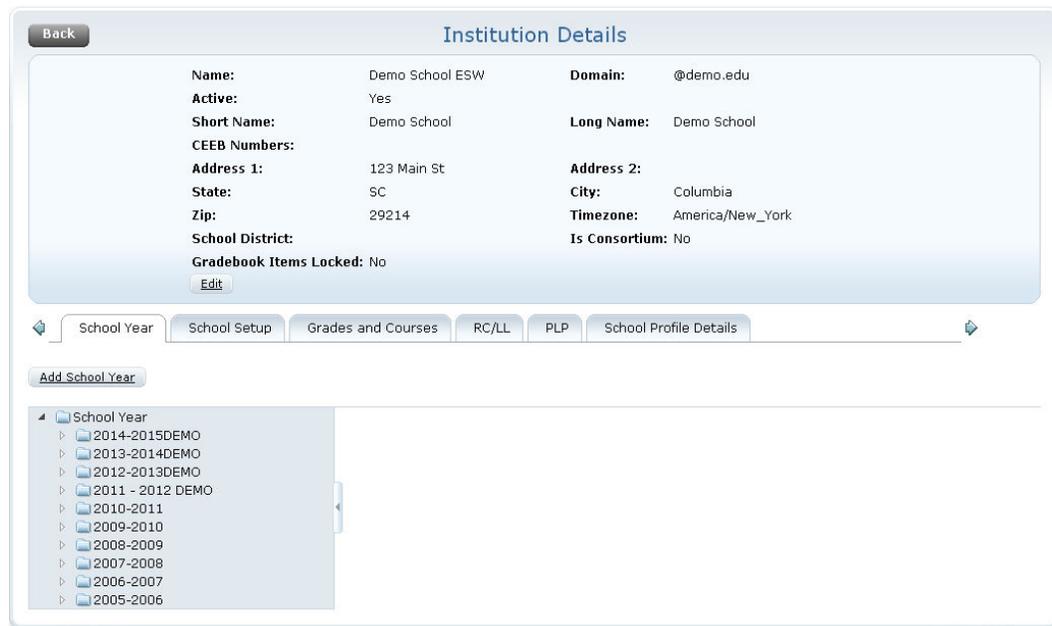
- For the Daily, Weekly, Truancy, and Tardy Truancy tabs, you may select Microsoft Excel or plain text files, or send the report directly to a printer.
- For the Activity tab, you may select rich text (RTF), Microsoft Excel, or Adobe PDF formats.

9. Institutions

As an Institution Admin, you view and manage information about schools assigned to you. From the Control Panel, click the **Institutions** link to The Manage Institutions page appears:



Click the **Details** icon to manage an institution's properties. The Institution Details screen appears:



The selected institution's properties can be managed via the tabs on the bottom half of the screen.

9.1. School Year

The School Year tab displays all school years, terms, and holidays associated with the selected institution. Click the years to view their information.

9.2. School Setup

This tab contains four subtabs.

9.2.1. Settings

Use this tab to manage the school's logo and various properties.

9.2.2. Grade Levels

Use the Grade Levels tab to define grade levels in your institution.

Index	Short Name	Long Name	Code	Value	Next Grade Level	Edit
1	K	Kindergarten	K	Kindergarten	First Grade	
2	1	First Grade	1	First Grade	Second Grade	
3	2	Second Grade	2	Second Grade	Third Grade	
4	3	Third Grade	3	Third Grade	Fourth Grade	
5	4	Fourth Grade	4	Fourth Grade	Fifth Grade	
6	5	Fifth Grade	5	Fifth Grade	Sixth Grade	
7	6	Sixth Grade	6	Sixth Grade	Seventh Grade	
8	7	Seventh Grade	7	Seventh Grade	Eighth Grade	
9	8	Eighth Grade	8	Eighth Grade	Ninth Grade	
10	9	Ninth Grade	9	Ninth Grade	Tenth Grade	
11	10	Tenth Grade	10	Tenth Grade	Eleventh Grade	
12	11	Eleventh Grade	11	Eleventh Grade	Twelfth Grade	
13	12	Twelfth Grade	12	Twelfth Grade	Graduated	

Index

Defines display order of grade levels.

Short Name

Abbreviated name of grade

Long Name

Full name of grade

Code

Unique identifier of grade

Value

Actual grade represented by the level

Next Grade Level

Next grade for student who passes

Edit

Click to edit level

9.2.2.1. Edit Grade Levels

Click the **Edit** button for a grade level. The fields open for modification:

Index	Short Name	Long Name	Code	Value	Next Grade Level	Edit
1	K	Kindergarten	K	Kindergarten	First Grade	Save Cancel

Make any changes and click **Save**.

9.2.2.2. Create Custom Grade Levels

On the right side of the Grade Levels tab, click the **Create** button. A new line appears. If other grade levels are listed, the new line appears at the bottom:

Short Name	Long Name	Code	Value	Buttons
<input type="text"/>	<input type="text"/>	<input type="text"/>	Kindergarten	Create Cancel

Complete the fields and click **Create**. Your new grade level appears in the list.

9.2.3. Entry/Withdrawal

Use the tab to create and manage entry and withdrawal codes.

1. On the right side of the Entry/Withdrawal tab, click the **Create** button. A new line appears:

Action	Description	Reporting Code	Edit	Delete
Select an Action	<input type="text"/>	<input type="text"/>	Create	Cancel

2. Select an action – Entry, Withdrawal, or Opt-Out. The description field opens to select a reason.
3. Enter a reporting code.
4. Click **Create**. Your category is added to the list.

9.2.4. Attendance/Truancy

Use this tab to customize your institution's attendance data. You can create various types of tardy, early out, and absent categories for advisors to use.

Tardy Create Tardy

1 - 1 of 1

Code	Description	Status	Excuse	Availability	Edit	Remove
E	Excused Tardy	null	Excused	active		

Early Out Create EarlyOut

0 - 0 of 0

Code	Description	Status	Excuse	Availability	Edit	Remove
Empty Result						

Absent Create Absent

1 - 1 of 1

Code	Description	Status	Excuse	Availability	Edit	Remove
E	Excused Absence	null	null	active		

You can also create new attendance policies to customize attendance to your state/school requirements:

Attendance Rules

Time Assignment Combo

Log In

Minimum System Time: 0 minutes

Minimum Course Time: 0 minutes

Attendance can be counted by varieties of time in system, assignments completed, or a combination of both.

9.3. Grades and Courses

This tab contains four subtabs used to configure grade settings.

9.3.1. Required Course

Use the Required Course tab to configure settings for an introductory pre-requisite course for the institution.

School Year Grade Levels Entry/Withdrawal Documents Non-Consortium Institutions Consortia Properties **Required Course** School Profile Details

Required Course Settings: Off

Click the **Edit** button to select On or Off for the Required Course Settings field.

Select **On**. Course fields appear:

School Year Grade Levels Entry/Withdrawal Document

Required Course Settings: Off On

Section Name - Code	<input type="text"/>
Minimum Score	<input type="text"/> %
Initial Threshold	<input type="text"/> days
Intermediate Threshold	<input type="text"/> days
Final Threshold	<input type="text"/> days
Total	<input type="text"/> 0 days

Section Name – Code

Click the **magnifying glass** icon to search for the required course section.

Minimum Score

Enter the minimum passing percent grade for the course. If a student scores below this threshold, they will not proceed to their regular coursework.

Initial Threshold

Enter the number of days that should pass from the student's enrollment date or the start date of the school year (whichever is later) before the student, their parent, and their advisor receive a message indicating that they need to take the course.

Intermediate Threshold

Enter an additional number of days that should pass before another message is sent.

Final Threshold

Enter an additional number of days that should pass before another message is sent.

Total

Total number of days allotted for student to complete the course.

Click **Save** to complete configuration:

School Year Grade Levels Entry/Withdrawal Document

Required Course Settings: Off On

Section Name - Code	Cyber Basics - PAHS.CB001.A.01.1
Minimum Score	70%
Initial Threshold	3 days
Intermediate Threshold	1 days
Final Threshold	1 days
Total	5 days

9.3.2. EOCT

Use this subtab to designate courses that have end of course tests.

Use the search bar to enter course information and click **Go**. Your search results appear:

The screenshot shows the 'EOCT' subtab selected. A search bar contains 'algebra' and a 'Go' button. Below the search bar is a table of results:

Course Name	Course Code	
Algebra 1 Part 1	CCNC.MA002.A	
Algebra 1 Part 1	EDHR.MA002.A	
Algebra 1 Part 1	EDIIS.MA002.A	
Algebra 1 Part 1 - Competency Based	EDCB.MA002.A	
Algebra 1 Part 1 - Credit Recovery	EDSS.MA002.A	

Click the **plus icon** for a course, then click **Back**. The course now appears in the list:

The screenshot shows the 'EOCT' subtab with a search bar. Below the search bar is a table with one row:

Course Name	Course Code	Remove
Algebra 1 Part 1	CCNC.MA002.A	

Click the **trash icon** to remove a course from the list.

9.3.3. Course Mastery

Use this tab to manage the threshold values required to progress from lesson to lesson and to set restrictions on assignment attempts.

The screenshot shows the 'Course Mastery' subtab. It contains two sections: 'Threshold Settings' and 'Restriction Settings'.

Threshold Settings

	Minimum Score (percentage)	Edit
Course Player Mastery Threshold:	20%	
MyDay Mastery Threshold:	20%	
MyDay Enforce Mastery By Default:	No (default)	

Restriction Settings

	Course Player Courses	MyDay Courses
Enable Block Feature:	No (default)	No (default)
Enable Message Feature:	Yes	Yes
Assessment Failure Threshold (attempts):	3	3

9.3.3.1. Threshold Settings

Reset All

Click to restore all values to default settings.

Course Player Mastery Threshold

Click the **edit icon** to set the minimum score required to progress to the next lesson in Course Player.

MyDay Mastery Threshold

Click the **edit icon** to set the minimum score required to progress to the next lesson in MyDay.

MyDay Enforce Mastery By Default

Click the **edit icon** change whether or not mastery is enforced in MyDay.

9.3.3.2. Restriction Settings

Reset All

Click to restore all values to default settings.

Enable Block Feature

Click to prevent students from progressing to the next assignment if the value in the Assessment Failure Threshold is reached.

Enable Message Feature

Click to allow the system to email the student, teacher, and advisor when the value in the Assessment Failure Threshold is reached.

Assessment Failure Threshold

Value that is used as threshold for Enable Block Feature and Enable Message Feature.

9.3.4. Grading Properties

This tab controls various Gradebook features.

Grading Properties	
Enable Grade To Incomplete Assessments	Yes
Institution Final Grade Property	Round

[Edit](#)

Enable Grade To Incomplete Assessments

Click the **Edit** button to allow teachers to assign a grade to all of a student's unfinished assignments *en masse*.

Institution Final Grade Property

Click the **Edit** button to select whether students' final grades will either be rounded or truncated.

9.4. RC/LL

Use this tab to control access to Research Center and Learning Land at both the school and individual levels.

9.4.1. School Level Settings

School Level Setting	
Silence In Virtual Environment	Yes 
Prevent High School Access To Virtual Environment	No 
Prevent Middle School Access To Virtual Environment	No 
Prevent Social Site Integration	No 

Student Level Setting

Search By: Student ID Silenced: All Prevent Access To Virtual Environment: All

Silence in Virtual Environment

Click the **edit icon** to allow/disallow student chat in Research Center/Learning Land at the institution level.

Prevent High School Access to Virtual Environment

Click the **edit icon** to allow/disallow all students access to Research Center at the institution level.

Prevent Middle School Access to Virtual Environment

Click the **edit icon** to allow/disallow all students access to Learning Land at the institution level.

Prevent Social Site Integration

Click the **edit icon** to allow/disallow Facebook and Twitter feed integration for student achievements.

9.4.2. Student Level Settings

Use this feature to find individual students and change their virtual environment access privileges.

Use the search bar to find a student or multiple students:

Student Level Setting

Search By: Username Silenced: All Prevent Access To Virtual Environment: All

1 - 5 of 5

Student ID	Last Name	First Name	Silenced	Prevent Access To Virtual Environment	Edit
101478	LN23386	FN23386	No	No	
101479	LN23387	FN23387	No	No	
101566	LN23656	FN23656	No	No	
128346	LN350682	FN350682	No	No	
100896	LN3683	FN3683	No	No	

Notice that in the search, you can filter by students who are/are not already silenced.

Click a student's **Edit** icon to change their silence and access options.

Use the buttons at the bottom of the list to modify all students in the search results.

9.5. PLP

This feature is not yet in production.

9.6. School Profile Details

9.6.1. Other Information

Use this tab to manage what appears in the Other Information portlet for system roles.

School Year School Setup Grades and Courses RC/LL PLP School Profile Details

Other Information Dictionary

Property	Teacher / Grader	MS Student	Student	Parent	Advisor	Edit	Delete
Attendance Link	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Commerce Link	<input type="checkbox"/>						
Documents / Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Learning Land Link	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
My Grades Link	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
My Organizations Link	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
My Portfolio Link	<input checked="" type="checkbox"/>						
New Gradebook Enhancements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PLPs Today Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

9.6.2. Dictionary

Use this tab to enable/disable the dictionary.com word look-up feature in courses.

Navigation tabs: School Year, School Setup, Grades and Courses, RC/LL, PLP, School Profile Details

Sub-tabs: Other Information, Dictionary

Enable Dictionary: Yes No

10. Reports

Below is a list of reports available to Institution Admin users.

Selected Name	Description
Advisor Assigned Students	Displays students assigned to the advisor
All Course Enrollment by School	Displays all enrollments at the selected school
Course Information	Displays basic course information
Course Roster By Course	Displays all students enrolled into the selected course
Course Roster By Teacher	Displays all students assigned to the teacher
Daily Attendance By Date	Displays absent/present for attendance on the selected day
PowerSchool Attendance Report By Date Range	Used for importing into PowerSchool
Referral Report	ESC team report; shows referral information found on the application
Student Info With Password	Displays student information
Student Progress	Displays all course progress and final grade information; generates at 3AM daily
Student Progress (Previous Years)	Displays all course progress and final grade information for the previous school year
Students Without Advisors	Displays active students without advisors
Total Completed Assignments within Date Range	Displays all assignments submitted by the students within a date range
Transfer Course	Displays all transfer courses created
Withdrawn and Opt Out Students	Displays all withdrawn/opted out students

11. Students

You can view and edit student information by either using the search box on your home page or by going to Control Panel > Students. Use the student search feature to find a student.

Once you click **Go**, your search results appear:

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

Truancy Count

Number of pending attendance issues for each student

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

Student Details

LN99091, FN99091

STUDENT ID: 104172 at Demo School ESW
 NICKNAME: test 1215
 GRADE LEVEL: Eleventh Grade
 ROLE: Student Portal

ADVISOR: Pitt Special Advisor Test
 GENDER: Male
 START DATE: 06/08/2012
 USERNAME: pitt-student

PittsburghDemo Advisor test
 BIRTHDAY: 08/03/1987
 STATE ID:
 PASSWORD: qatext13

AGE: 26
 SCHOOL: Demo School ESW
 USER ID: 99091

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

Schedule

School Year: 2013-2014DEMO

Enrollment ID	School Term	Course Name	Day Time	Grade	Credits	Progress	7 Day Progress
5059821	1314FY	Algebra 1 Part 1		20 (GTD)	0.25	10%	0%
5086034	1314FY	Algebra 1 Part 2		100 (GTD)	0.25	97.8%	0%
5086035	1314FY	American History Part 3 - Foundation		(GTD)	0.25	0%	0%
5085900	1314FY	American History Part 4 - Foundation		(GTD)	0.25	94.9%	0%
5085844	1314FY	Auto Test Course Template	Sun 07:00 PM - 07:00 PM	(GTD)	0.25	0%	0%
5085959	1314FY	Course For TEQ on Pub	Sat 07:00 PM - 07:00 PM	25 (GTD)	0.25	33.3%	0%
5085861	1314FY	Discovering Spanish		Incomplete	0.25	0%	0%
5085873	1314FY	Earth Science Part 1		(GTD)	0.25	0%	0%
5085901	1314FY	Health Part 1		30 (GTD)	0.25	4%	0%
5057421	1314FY	Spanish 1 Part 1		73 (GTD)	0.25	5.6%	0%
5085854	1314FY	Chinese 1 Part 4		10	0.25	98.1%	0%
5084218	1314FY	World History Part 1 - Foundation		99	0.25	97.4%	0%

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 tabs that allow you to view and modify additional information.

More...

For more information about the Student Details screen, please see the eSchoolware User Guide for Advisors.

12. Users

Use the Users feature to manage privileges of existing users and to create new users.

You can view and edit user information by either using the search box on your home page or by going to Control Panel > Users from the Control Panel. The following screen appears:



Institution

Displays available institutions

Role

Displays available roles

Search By

Displays available search text types

Go

Executes search

Create

Creates new user role

12.1. Create a User

Follow the steps below to create a new user.

1. From the Manage Users screen, click the **Create** button. The New User screen appears:



2. Enter information in the fields below:

Institution

User's institution

Role

Role of new user

Suffix

Name suffix, if applicable

Username

User's login username

Check Availability

Click to ensure that the username you enter is not already in use.

First Name

User's first name

Last Name

User's last name

Middle Name

User's middle name

Nickname

User's nickname, if applicable

Date of Birth

Use the calendar control to enter user's date of birth.

Email

User's email address

Gender

User's gender.

Password

User's login password

Reenter Password

Reenter user's password to ensure you entered it correctly.

Timezone

User's timezone.

3. Click the **Create** button. Your new user appears in the list.

12.2. Find an Existing User

Follow the steps below to find a user.

1. Enter search criteria in the fields listed above and click **Go**. When you select a type in the Search By field, a new field appears beside it, allowing you to enter a name or ID. To display all user roles, simply click the **Go** button without entering any search criteria.

2. Search results appear:

The screenshot shows a search interface with the following fields: Institution (Provost Academy), Role (Teacher), Search By (All), and a Go button. A Create button is also visible. Below the search bar, a table displays search results for 5 users. The table has columns for Username, Last Name, First Name, Email, and Details. The users listed are teacher001, mary.smith, liferay.com.1, mike.smith, and teacheruser. Each row has a magnifying glass icon in the Details column. The page indicates '1 - 5 of 5' results.

Username	Last Name	First Name	Email	Details
teacher001	er	teach	teacher@school.com	
mary.smith	Smith	Mary		
liferay.com.1	Admin	System		
mike.smith	Smith	Mike		
teacheruser	User	Teacher	teacher@user.com	

In the example above, all users with the teacher role at Provost Academy appear.

12.3. Edit a User

Follow the steps below to edit a user role.

1. From your search results above, click the **Details** icon for more information. The following screen appears:

The screenshot shows the 'User Details' page for a user. It includes a Back button and an Edit button. The user's information is displayed in two columns: Active (Yes), Username (redacted), First Name (Ms.), Middle Name (redacted), Date of Birth (08/01/2009), Gender (Female), User ID (20987), Suffix (redacted), Last Name (redacted), Nickname (redacted), Email (redacted), and Timezone (America/New_York). Below the user details, there are tabs for Roles, Properties, and Credentials. The Roles tab is selected, showing a table of roles assigned to the user. The table has columns for Institution, Role, and Edit/Delete actions. The roles listed are FirstClass Grader, Student, Teacher and High School Teacher.

Active:	Yes	User ID:	20987
Username:	[redacted]	Suffix:	[redacted]
First Name:	Ms.	Last Name:	[redacted]
Middle Name:	[redacted]	Nickname:	[redacted]
Date of Birth:	08/01/2009	Email:	[redacted]
Gender:	Female	Timezone:	America/New_York

Institution	Role	Edit	Delete
[redacted]	FirstClass Grader, Student, Teacher		
[redacted]	High School Teacher		

- Click the **Edit** button to edit properties in the blue window:

- Make any changes, then click **Save**.

Click the tabs to view and change their properties.

12.3.1. Roles

Use the roles tab to manage user roles for the institutions at which they work. Assigning roles is useful from both administrative and user sides, as it allows one person to have a single login to the system through which they can access multiple functions.

Institution	Role	Edit	Delete
	FirstClass Grader, Student, Teacher		
	High School Teacher		

- Click the **Add** button to create a new set of institution roles. A new line appears:

- Select an **organization** from the dropdown on the left.
- Available roles appear in the middle field. Select a **role** and click the **>>** button to move it to the field to the right. This assigns the role to the user for that organization:

- Click the **Save** button when finished. Your new role appears in the list for the user.

Click the **Edit** icon for a role to change its permissions.

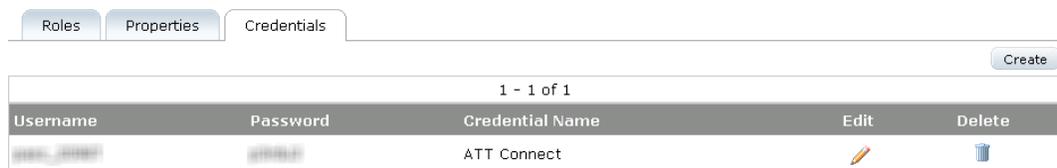
Click the **Delete** icon for a role to remove it from the user.

12.3.2. Properties

Use the Properties tab to manage other non-standard user data. The fields in this tab are configurable on the server by EdisonLearning to meet your needs, allowing you to record other information specific to your institutions. Please contact your customer service representative for help with this item.

12.3.3. Credentials

Use the Credentials tab to manage logins to other applications that are used in conjunction with eSchoolware. Depending on your school's configuration in our system, students may access other software applications through eSchoolware, such as tutoring, other supplemental help, or web conferencing. The login credentials for these other applications can be configured here to allow eSchoolware to automatically login for the student when they access the other applications.



Username	Password	Credential Name	Edit	Delete
		ATT Connect		

1. Click the **Create** button to create a new credential. A new line appears:



Username: Password: Credential Name:

2. Enter a username and password, then select an item from the Credential Name dropdown. This field lists any other applications to which the user may connect via eSchoolware.
3. Click the **Create** button when finished. Your new credential appears in the list for the user.

Click the **Edit** icon for a credential to change its information.

Click the Delete icon for a credential to remove it from the user.