

Changing Roles in eSchoolware

This is only applicable if you have multiple roles assigned to your account.

- 1. Log in using the credentials provided to you.
- 2. Click the **arrow** next to the home icon along the top of your page.
- 3. Select the desired role.



Find a Student

From your advisor home screen, use the **Student Search** box to find one or several students according to defined search criteria. Enter your search criteria and click **Go**, then click a student username from the search results to view details about that student.

	Student Search	
School	All Schools	
Search By	Select a Field	
Value		
	Go	

Enroll a Student in a Class

- 1. After logging in, find the student for which you wish to assign a course section.
- 2. Click the student ID or username to enter the Student Details screen.
- 3. From the Student Details screen, select **Academic Info > Enrollment**.
- 4. Use the Search By dropdown menu to select the search criteria and enter in your search criteria.
- 5. Click Go. Your search results appear.
- 6. Click the **arrow** to the left of the course name part in which you wish to enroll the student, then click **Select** for the section you wish to enroll in.

chedule	Enrollment						
Enrollment	Enroll By: Course 💌 Program	n: Full Time 💌	School Year: 2016-2017DE	MO 💌 Search By: Co	ourse Name	- html	Go
Enrollment History				1 - 2 of 2 🗸			
Transcript/Academic	Course Name		Course Code	Is Transcri	pt	Max Seats	Open Seats
History	< THTML		EDHS.EL007.A	Yes		Unlimited	-
Block Forums				1 - 1 of 1 +			
Course Mastery	Section Code	Teachers	Max Seats	Open Seats	Credits	Course View	Action
	DEMO.HS.EL007.A	No Teacher	1.22	-	0.25	Traditional	Select
	HTML [Competency Based]		EDCB.EL007.A	Yes		Unlimited	-

- 7. In the Enrollment dialogue, select any of the items that apply (not required):
 - Assign a Diagnostic
 - Assign a Progress/Post Test
 - Adaptation answers for assessments
 - Adaptation questions for assessments
 - Enter a Start Date/End Date if you'd like to utilize course pacing.

Assign Diagnostic	
Assign Progress Test	
Assign EOC Test	
Adaptation Answers	
Adaptation Questions	
Block Forums	
School Term	1617FY 💌
Start Date	
End Date	
Cancel Submit	

8. When finished, click Submit to enroll the student.

Student Attendance

The Student Details > Attendance tab displays information about the selected student's attendance history. It contains four subtabs:

School Term Attendance

Displays basic attendance information for the school year. Days attended are marked in green, while unexcused absent days are marked in white. Days marked in blue mean the student logged in on a non school day.



Course Attendance

Displays the student's attendance at a weekly level, broken down by course.

9 School Term Attendance	Course Attendance										
Course Attendance	School Year: 2013-2014DEMO 💌 Sch	nool Term: 1314FY	▼ Go								
 System Activity 	Week: 31 From: 02/23/2014 To: 03	3/01/2014									
Course Activity				1 - 10 of 23						Summary	
	Course Name	Section Code	02/23/2014 Sun	02/24/2014 Mon	02/25/2014 Tue	02/26/2014 Wed	02/27/2014 Thu	02/28/2014 Fri	03/01/2014 Sat	Courses:	23 9
	Algebra 1 Part 1	ODA.HS.MA002.A.1019	Closed	~	×	×	×	×	Closed	🗙 Absent:	106
	Algebra 1 Part 1 - Foundation	DEMO.CP.MA002.A.1	Closed	×	×	~	×	×	Closed	Absent Excused:	0
	Algebra 1 Part 2 - Foundation	DEMONon.CP.MA002.B	Closed	×	×	×	~	×	Closed	Tardy Excused:	0
	Algebra 1 Part 3 - Foundation	DEMONon.CP.MA002.C	Closed	x	~	×	×	×	Closed	Rearly Out Unexcused:	: 0
	Algebra 1 Part 4 - Foundation	DEMONon.CP.MA002.D	Closed	×	×	×	×	×	Closed	MBEarly Out Excused:	0
	Algebra 2 Part 1 - Foundation	DEMO.CP.MA003.A.1	Closed	x	×	~	×	×	Closed		
	Algebra 2 Part 2 - Foundation	DEMO.CP.MA003.B.1	Closed	x	×	×	~	×	Closed		
	American History Part 1 - Foundation	DEMO.CP.SS003.A.1	Closed	x	~	×	×	×	Closed		
	Being the Foundational Guide	PDMD.BL002.A.1	Closed	x	×	×	×	~	Closed		
	Being the Personal Learning Coach	PDMD.BL003.MD.A	Closed	x	×	1	×	×	Closed		

System Activity

Displays login times for students on the system. The Detail report displays when students were on the system and how long they spent logged in over the given date range, while the Summary report (pictured below) displays an abbreviated account of student logon activity.

votes	Atter	Idance Checklists Family	y Into Administration Into	Demographics Organizations	Health Record			
chool Term Attendance	Syste	em Activity						
ourse Attendance	Sta	rt Date: 05/01/2014 🛄 End E	Date: 05/20/2014 📑 Report Ty	vpe: Summary 📻 Go				
stem Activity				1 - 1 of 1				Download Report
surse Activity	SI	udent Username	First Name	Last Name	Number Of Sessions	Total Minutes		Summary
	· 99	9091 O'PittStudent	Test	pitt.student	9	89		Number of Users: 1
				1 - 9 of 9				
		Student 1D Username	First Name	Last Name	Start Time	End Time	Total Minutes	
	•	99091 pitt.student	O'PittStudent	Test	5/2/14 2:59 PM	5/2/14 3:30 PM	31	
	2	99091 pitt.student	O'PittStudent	Test	5/5/14 3:37 PM	5/5/14 3:37 PM	< 1	You are viewing th timezone of the stud
		99091 pitt.student	O'PittStudent	Test	5/5/14 10:11 PM	5/5/14 10:31 PM	19	cinctone of the stat
	1 × 1	99091 pitt.student	O'PittStudent	Test	5/12/14 10:57 AM	5/12/14 10:57 AM	< 1	
	÷.	99091 pitt.student	O'PittStudent	Test	5/12/14 11:45 AM	5/12/14 12:00 PM	14	
	P 1	99091 pitt.student	O'PittStudent	Test	5/13/14 3:43 PM	5/13/14 3:47 PM	3	
	¥ .	99091 pitt.student	O'PittStudent	Test	5/16/14 11:52 AM	5/16/14 11:53 AM	1	
	2	99091 pitt.student	O'PittStudent	Test	5/16/14 12:26 PM	5/16/14 12:48 PM	21	
		99091 pitt.student	O'PittStudent	Test	5/16/14 1:26 PM	5/16/14 1:26 PM	< 1	

Course Activity

Displays information about when students log in to specific courses. The Detail report displays when students were in courses and how long they spent logged in over the given date range, while the Summary report (pictured below) displays an abbreviated account of student course activity.

			organization				
hool Term Attendance	Course Activity						
urse Attendance	Course: EDCP.MA003.B	Start Date: 05/01/2014	End Date: 05/20/2014 🔲 Re	oort Type: Summary 💌 <u>Go</u>			
stem Activity			1 - 1 of 1				Download Report
urse Activity	Student ID Username	First Name	Last Name	Number Of Sessions	Total Minutes		Summary
	v 99091 pitt.student	O'PittStudent	Test	2	10		Number of Users:
			1 - 2 of 2				
	Student ID Username	First Name	Last Name	Start Time	End Time	Total Minutes	
	 99091 pitt.student 	O'PittStudent	Test	5/2/14 3:00 PM	5/2/14 3:09 PM	8	
	99091 pitt.student	O'PittStudent	Test	5/16/14 12:37 PM	5/16/14 12:40 PM	2	You are viewing t

Interventions

On your advisor home page, the Intervention Need Tasks icon displays the pending interventions of students assigned to you.

NOTE: Most courses do not utilize the Intervention feature as Course Player and MyDay course delivery systems require mastery before the next lesson becomes unlocked, as a result there is minimal need for manual intervention.

- 1. Click the **number** to display a list of your students' interventions.
- 2. Apply any desired sorts or filters using the options available in the user interface.
- 3. From the list, click any item in a student row to view that student's interventions.

Back		Student Intervention	
Organization: All Schools	Status: Need Tasks 💌 Level: All 💌 Filter: All 💌 Go		
		1 - 9 of 9	
Username	First Name	Last Name	Intervention Count
Curriculum.HSS17	Curriculum.HSS17	Test	<u>6</u>
Curriculum.HSS19	Curriculum.HSS19	Test	<u>6</u>
Curriculum.HSS3	Curriculum.HSS3	Test	<u>5</u>
Mark.HSS1	Mark.HSS1	Test	<u>5</u>
pitt.student	O'PittStudent	Test	<u>5</u>
Curriculum.HSS1	Curriculum.HSS1	Test	<u>4</u>
Curriculum.HSS2	Curriculum.HSS2	Test	4
Ken.HSS1	Ken.HSS1	Test	2
Curriculum.HSS9	Curriculum.HSS9	Test	1
		1 - 9 of 9	

Grade Approvals

On your advisor home page, the Grade Approval Requests icon displays the grades pending finalization of students assigned to you.

1. Click the number to display a list of your students' grade information.

		Summary		
Demo School E	SW			
Students	Intervention	Grade Approval	Attendance	Assessment
120	38	1	114	1
Assigned	Need Tasks	Requests	Truancies	Alerts

- 2. Click **Pending** in the blue menu on the left of the screen to view pending grade approvals.
 - To approve a pending grade, click the **Approve** icon.
 - To reject a pending grade, click the **Reject** icon.

				Student A	pproval						
				otadone	pprorui						
Dama Schor	of ESW - Start Date:	End Date:	Eilter: Al	- 60							
ion: Demo Schoo	ol ESW 💌 Start Date:	End Date:	Filter: Al	▼ <u>Go</u>							
ion: Demo Schoo	ol ESW 💌 Start Date:	End Date:	Filter: Al	▼ <u>Go</u>	1 - 1 of 1 -						
g (1)	olESW 🗨 Start Date:	Course Name	Filter: Al	Go Last Name	1 - 1 of 1 - First Name	Username	Requested	Percentage	Comment	Approve	Reje
on: Demo Schoo 3 (1) d (25)	Course Code	Course Name Algebra 1 Part 3	Grade Type	<u>Go</u> Last Name Test	1 - 1 of 1 - First Name Mark.HSS1	Username Mark.HSS1	Requested 2014-04-28	Percentage <u>0</u>	Comment -	Approve	Rejec X

- 3. Click **Approved** in the blue menu on the left of the screen to view approved grades. You can move an approved grade back to Pending status by clicking the **Remove** icon.
- 4. Click **Rejected** in the blue menu on the left of the screen to view rejected grades. You can move a rejected grade back to Pending status by clicking the **Remove** icon.

Custom Reports

Custom reports allow advisors to access large amounts of data in manageable ways. Information is delivered in real time, focused on the specific area of interest.

- 1. On your advisor home page, click the Control Panel icon at the top.
- 2. From the Control Panel options, click **Reports**.
- 3. Select your school, click Go.
- 4. Click a report from the blue menu on the left.
- 5. Complete any required fields and click a delivery format.

			Reports		
Institution: Demo School ESW	<u>90</u>			Keyword Search:	<u>Go</u>
Reports (click star to add or remove as			Student Info With Password		
Favorite Favorite					
Completed Assessment	Repor	ort Category	Standard Reports		
Central Service					
Pull Across All Schools	Report	t Description	Undescribed		
Standard Reports Advisor Foundation Alert Advisor Student Info	Prin Fi	mary Sort Field(s)	password, last_name		
With Password Center for Promise Completed Assessment Report Course Information	Colum	mn Headers	active_inactive, studert_id, username, password, last_name, first_name, middle_name, middle_intail, home_street1, home_street2, home_dby, home_state, home_gby, telephone, latelyhone_alt, email_address, home_courty, school_district, grade_level, birth_date, age, gender special_ed, parent_name, advisor_username,		
Course Roster By Course	Delive	very Method	Download O Email		
Teacher To Daily Attendance By	Acti	ive Status	All		
Advisor PLP Report		Excel	🚺 Text 🚺 Word 🔁 PDF		
Placement Exam Report					

Student Progress

As an advisor, you can check on a student's progress in their courses by looking at the Academic Info > Schedule subtab on the Student Details page.

- 1. From your advisor home screen, use the **Student Search** box to find one a student. Enter your search criteria and click **Go**.
- 2. Click the **student ID** or **username** to enter the Student Details screen.
- 3. From the Student Details screen, select the **Academic Info** tab.

Course Name 🔺	Pacing 🔺 🛛 Grade 🔺	Credits	5 🔺 Progress 🔺	7 Day Progress 🔺 Start Date/End Date 🔺	Study Planner
Biology Part 3 [Competency Based]	ON PACE 100 (GT	0.25	4.2%	4% 01/23/2017 - 03/28/2017	View
General Grade Require	d Course Restriction	Diagnostic	/Progress Test		
Section Code		CB.SC00	04.C.Q3		
Teacher / Grader					
Enrollment ID	5	5483264			
Enrolled Date	C	01/23/2017			
Enrolled By	4	Automation,	System		
Drop/Transfer			▼ Save		
Start Date / End Date		01/23/2017	03/28/2017 🛄 Save		
Adaptation Answers					
Adaptation Questions					
School Term	1	1617FY			
Course ID / Section ID	8	39425 / 3700)77		
Common Core Geometry Part 3 [Competency Based]	ON PACE 60 (GTD)	0.25	3.4%	3% 01/23/2017 - 03/28/2017	View
English 2 Part 3 [Competency Based	ON PACE 100 (GTI	<u>)</u> 0.25	2.6%	3% 01/23/2017 - 03/29/2017	View
Health Part 1 [Competency Based]	ON PACE 100 (GT	0.25	4.2%	4% 01/23/2017 - 03/28/2017	View
Intro to Office Applications Part 3 [Competency Based]	ON PACE 100 (GT	0.25	4.2%	4% 01/23/2017 - 03/28/2017	View

The Progress and 7 Day Progress columns display the student's course progress information.

Icon Arrow (next to course name)

Selecting this will reveal enrollment details such as enrollment date, adaptive settings, section code, etc.

Pacing

The student pacing within the course (only if a start date and end date has been entered).

- 0 4 assessments behind pace: green UI indicator that student is on pace
- 5 10 assessments behind pace: yellow UI indicator that student is behind pace
- 10 or greater assessments behind pace: red UI indicator that student is behind pace

Grade

Grade to date (as a running total)

If the course is finalized the score will NOT have (GTD) next to it.

Progress

Overall percentage of the course completed

7 Day Progress

Amount of course completed within the last seven days

Start Date/End Date

The start date/end date if entered for pacing purposes.

Study Planner

Access to the study planner per the pacing set by the start date/end date.