eSchoolware®

Product User Guide for Parents

Document Revision History

Version	Date	Changed by	Revision description
0.1	05/13/2009	Blaine W. Perdue	Initial draft
1.0	09/02/2009	Blaine W. Perdue	Completed document
1.1	09/29/2009	Blaine W. Perdue	Revised Intervention section
1.2	02/25/2010	Blaine W. Perdue	Refreshed document
1.3	11/22/2010	Blaine W. Perdue	Added Previewing a Student's Course and Attendance This Week sections and minor screen descriptions throughout
1.4	11/29/2010	Blaine W. Perdue	Rebranded from ELO to EL
1.5	04/20/2011	Blaine W. Perdue	Added descriptions of formatting buttons for messages; added student Grade Breakdown Score column icon legend
1.6	08/03/2011	Blaine W. Perdue	Revised Previewing a Student's Course section to mention Foundation eCourses
1.7	03/07/2012	Blaine W. Perdue	Updated message tags; added message signature section and column sorting
1.8	06/07/2012	Blaine W. Perdue	Updated Messages section and Grade Breakdown pages
2.0	08/03/2012	Blaine W. Perdue	Added middle school material and changed guide to reflect new tabbed student views
2.1	09/14/2012	Blaine W. Perdue	Updated Messages section
2.2	08/02/2013	Blaine W. Perdue	Updated Logging Into Your Home Page, Icon Bar, and Other Information sections; added Student Assessments section
2.3	10/23/2013	Blaine W. Perdue	Updated Grade Breakdown screens and Reading Teacher Feedback section
2.4	07/23/2014	Blaine W. Perdue	Added Time In System, Pacing, and You're your Student's Grades sections; updated Attendance, Current Courses, and Learning Log sections
2.5	09/10/2014	Blaine W. Perdue	Updated Announcements section
2.6	1/24/2017	Ryan F. Brogneri	Updated various screen shots to be non flash based course delivery systems. Removed redundant content.
2.7	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 eSchoolware. This user guide is designed as both a reference tool and in-depth companion to training. This user guide is designed to address how to complete tasks using EdisonLearning products.

1.2. Conventions

The following typographical conventions are used in this document.

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

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

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2. Product Overview

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

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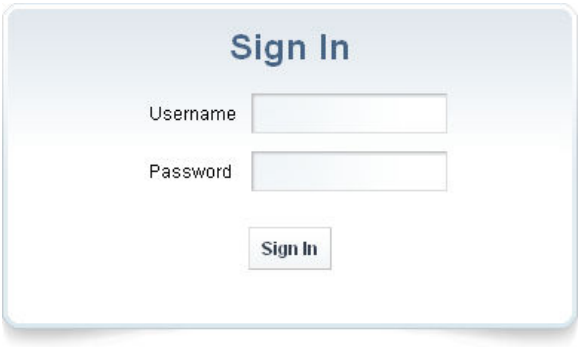
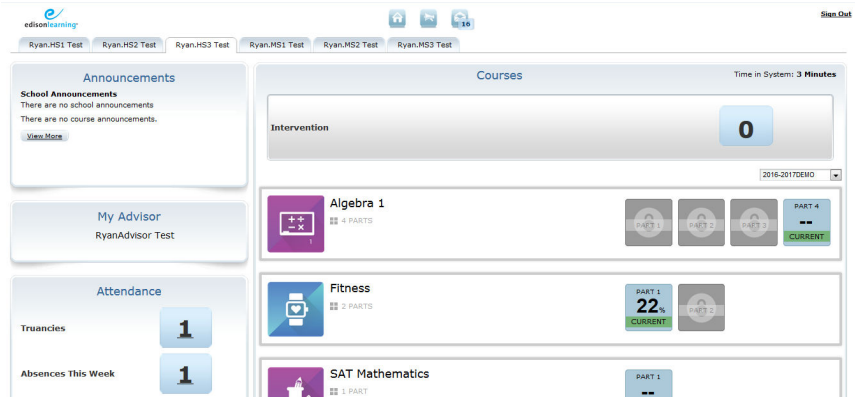
3. Logging Into Your Home Page

To log in to the eSchoolware software, use a web browser. Your support person can tell you the correct Internet address if you do not know it. Once there, enter your user name and password, then click **Sign In**.



Your parent home page appears:



This page contains links to and notifications about student assignments, interventions, tests and grades, attendance, and messages.

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4. 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 corner of an icon indicates that number of unread items for that area.

Home

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

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.

Messages

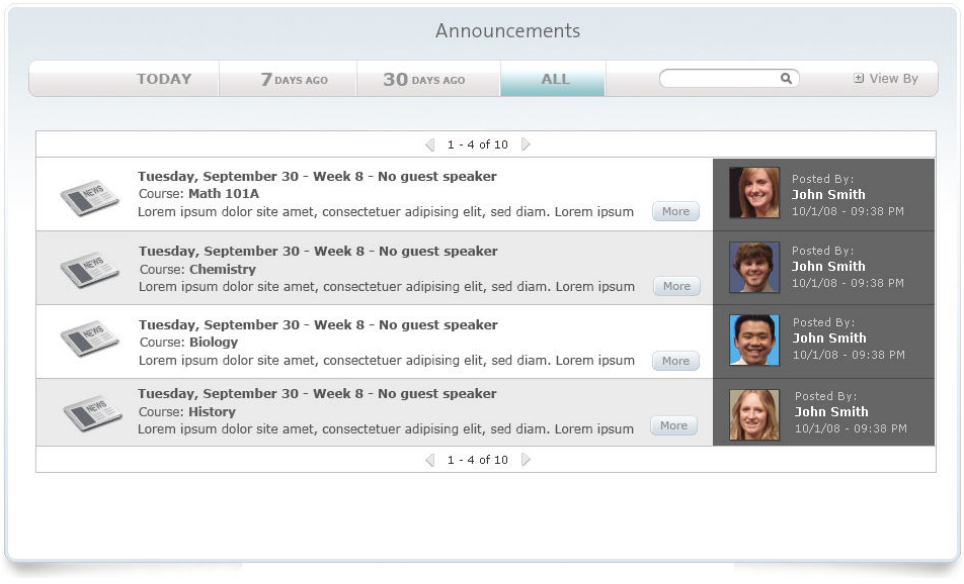
Click the icon to open the Messaging screen.

Sign Out

Click to end your session.

4.1. Announcements

Your student's teachers and administrators will share important information by posting an announcement in the portal. You can view the announcements, including live sessions your student can attend, by clicking the **Announcements** icon at the top of the screen:



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

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

Search
Enter text with which to search announcements

View By
Click the plus sign to expand and select a sorting option

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:

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

NOTE: Only announcements for course parts that do not have final grades appear in your announcements list. Once a course parts receives a final grade, any messages have for it will no longer be visible and you will no longer receive any more new announcements about that part.

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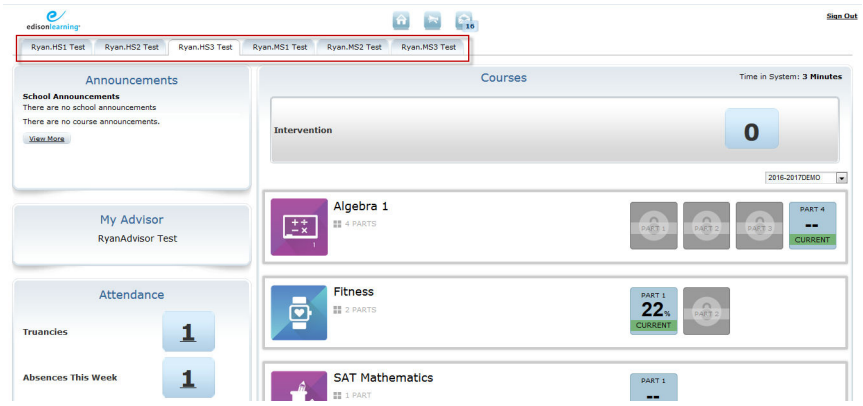
5. Student Tabs

Your parent page displays important information about your students such as their grades, how much progress they have made in their courses, attendance, and course-related announcements. Each of your students' information appears in a separate tab, so if you have six students enrolled, like in the example below, you will see six tabs.



5.1. Attendance

The system keeps track of how often your student(s) log into their courses. If they do not log in on a school day, they are counted as absent.

5.1.1. Truancies

This icon displays the number of times the student has broken the threshold for continuous absences. The number of continuous absences that causes this alert is determined by your school's policies. Click the blue numbered Truancies icon to see information about absences.

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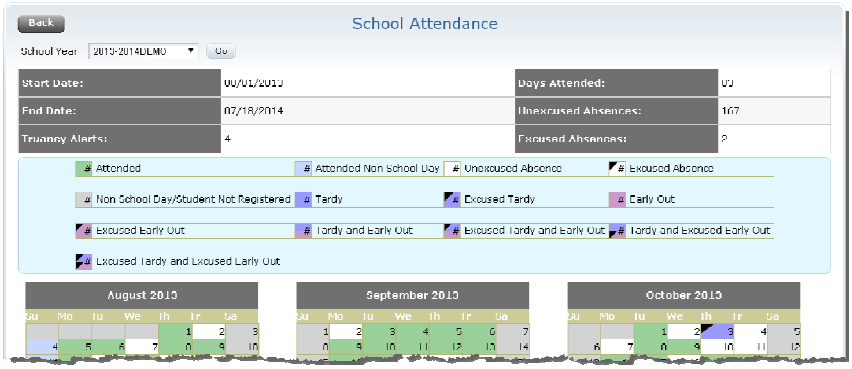
5.1.2. Absences This Week

From the main parent screen, click this icon to view your student's school attendance record:



5.2. Other Information

The Other Information area contains links to other important areas of eSchoolware. **Depending on your school's configuration, some of the items in this section may not be available to you.**

5.2.1. Student Portfolio

Click this icon to view your student's file storage area. Your student uses this area to store course-related documents. While your student can create folders and upload documents, you can only view what is here.

Folder Name

Name of the current folder

Sub Folder

Number of subfolders in current folder

File(s)

Number of files in current folder

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Address
Location path of current folder

New Folder
Click to create a new subfolder in current folder (not available to parent)

Upload Files
Click to upload a file to the current location (not available to parent)

Name
Name of folder or file

Size
Size of file

Modified Date
Last time file name was modified

Edit
Click to edit the name of a file or folder (not available to parent)

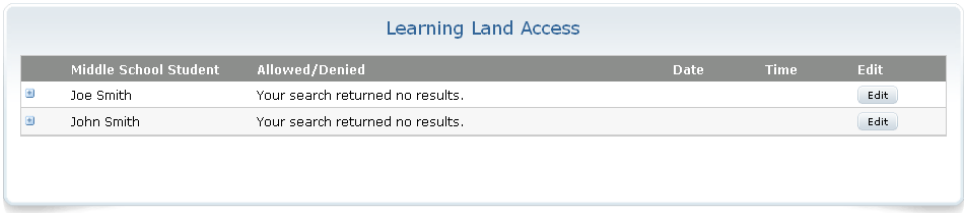
Delete
Click to delete a file or folder (not available to parent)

Click a folder or file to open it.

5.2.2. Learning Land Access

If you have one or more students enrolled in middle school courses, those students have the ability to use Learning Land. Learning Land is a virtual campus where students can complete a variety of online activities to supplement their coursework.

1. You can control access to Learning Land by clicking the Learning Land Access link. The Learning Land Access screen appears:



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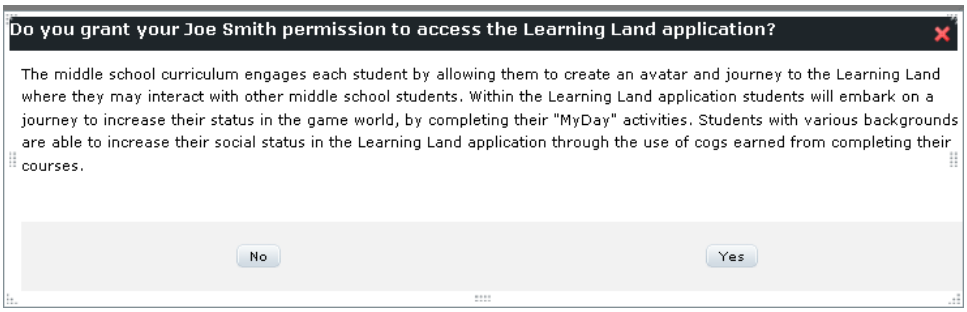
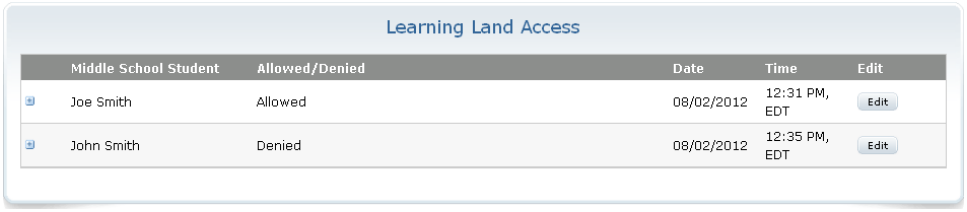
2. To change a student's access, click their **Edit** button. A window pops up asking if you want to allow permission to Learning Land for that student:



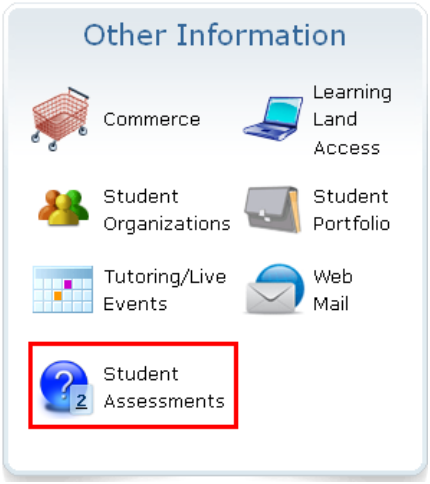
3. Click **Yes** to allow permission or **No** to remove permission.
4. Once you have selected a permission status, you can see that status in the Learning Land Access screen:



5. To see a record of when a student's permission has been allowed and denied, click the **plus sign** to the left of their name:

5.2.3. Student Assessments

An icon titled "Student Assessments" may appear in the Other Information window for each student tab in the parent portal. The icon has an alert when a newly completed diagnostic, progress test or end of course test has been completed.



When clicked, this icon opens a new screen as seen below.

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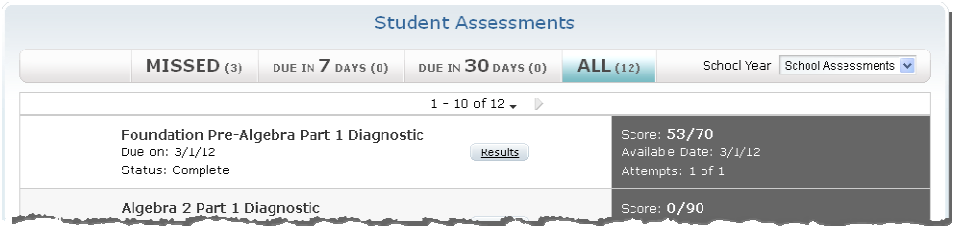
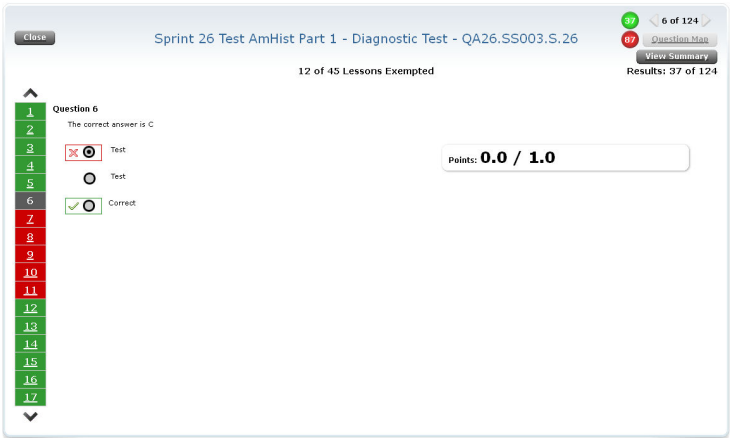


Click the results button to view how your student did on the selected assessment:



The total numbers of correct and incorrect questions are displayed in the red and green circles in the upper right corner of the screen.

In the question bar on the left, red boxes indicate questions that were answered incorrectly; green boxes indicate correctly answered questions. The question the student is currently viewing is marked with a gray box.

- Click either the up and down arrows or question numbers to move through questions. The student can also navigate through the questions by clicking the arrows located in the upper right corner of the page.
- Click the **Question Map** button to display an overview of how all questions in the assessment were answered.
- Click the **View Summary** button to return to the previous screen.
- Click **Close** when finished reviewing the diagnostic.

Click the **View Summary** button in the upper right to see an overview of the assessment:

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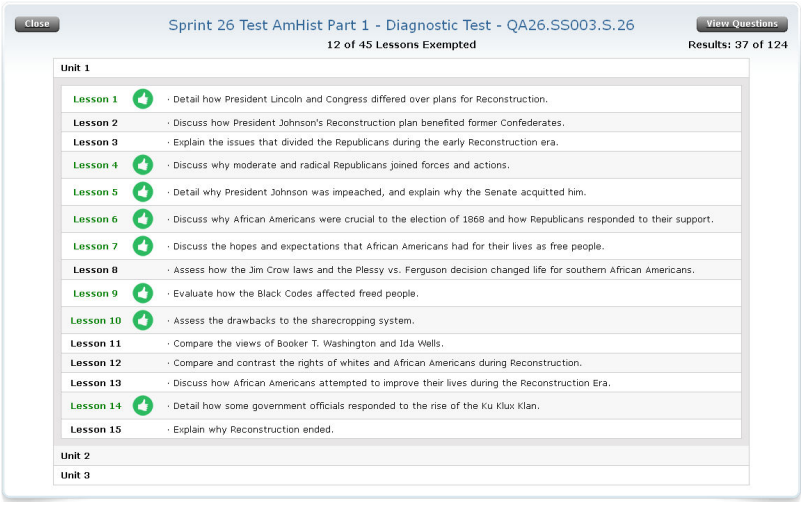


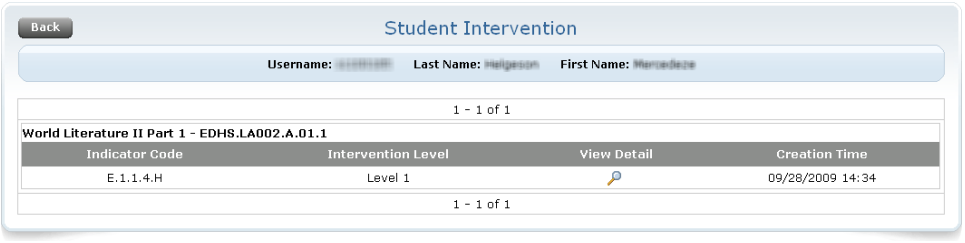
NOTE: Parents (and students) can only view the results of progress and end of course tests one time. Once you click **Close**, these results are no longer available to view again.

5.3. Courses

5.3.1. Interventions

Interventions, also called performance alerts, allow you to keep track of your students' progress within a course and monitor specific areas in which they may be having difficulty.

The Intervention field for each student displays the pending interventions for that student. Click the number to display a list of your students' performance alerts and interventions:



Interventions are an important tool to help the teacher pinpoint student weaknesses. Check here regularly to ensure your student is completing interventions assigned to him/her.

Back

Click to return to the previous screen.

Username

Login of student for the system

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Last Name

Last name of the student

First Name

First name of the student

Indicator Code

Unique code for the failed indicator

Intervention Level

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

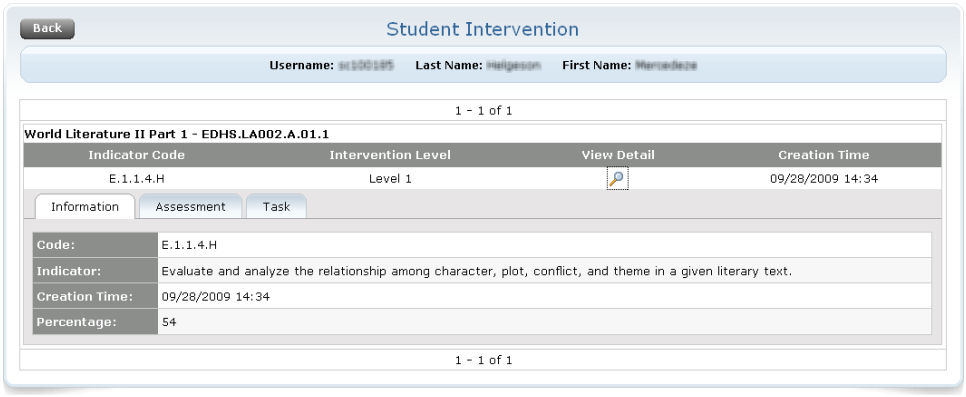
View Detail

Click the icon to view more information

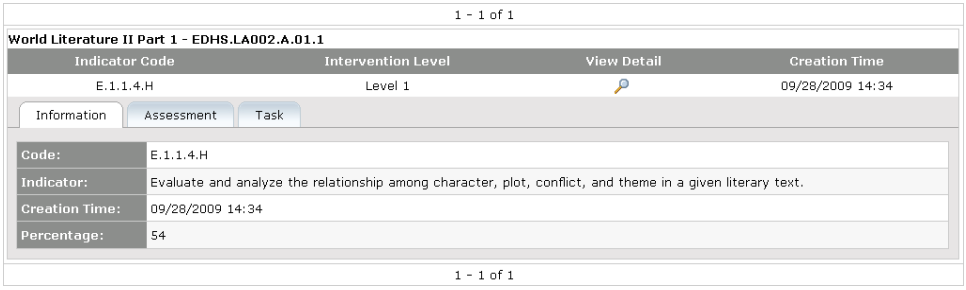
Creation Time

Date and time intervention was created

Click the **View Detail** icon. The screen expands to display more information:



5.3.1.1. Information Tab



Code

Unique identifier code of the indicator

Indicator

Brief description of what the student should learn

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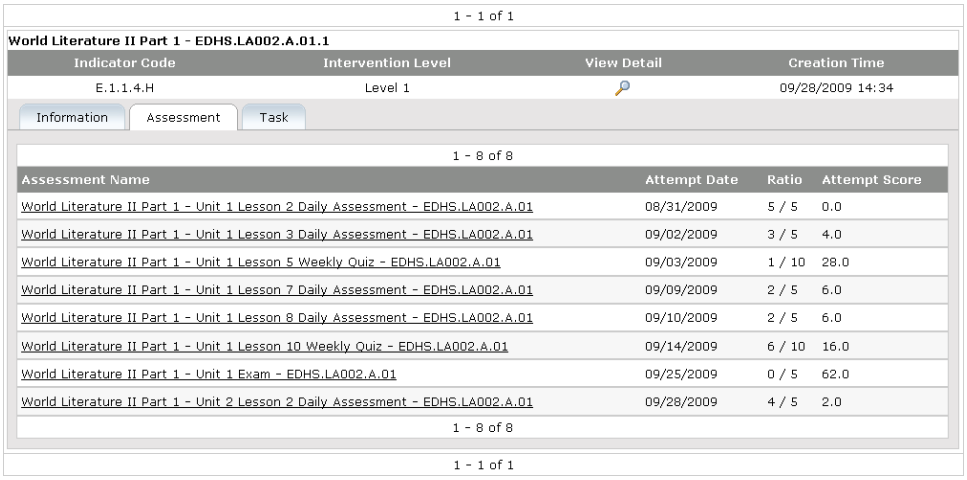
Creation Time

Time intervention was created

Percentage

Score of assessment that caused intervention to be created

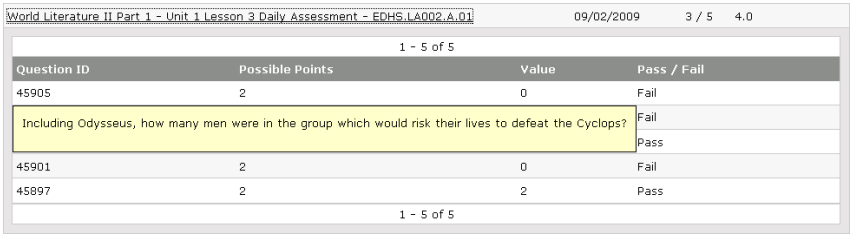
5.3.1.2. Assessment Tab



The Assessment tab helps you track your student's performance on assessments which have proved difficult for your student and have resulted in the teacher assigning an intervention.

Assessment Name

Name of failed assessment(s). Click the **Assessment Name** to view assessment results. Hold your mouse over Question IDs to read the question:



Attempt Date

Date assessment was taken

Ratio

Number of incorrect answers to total answers

Attempt Score

Number of points earned for assessment

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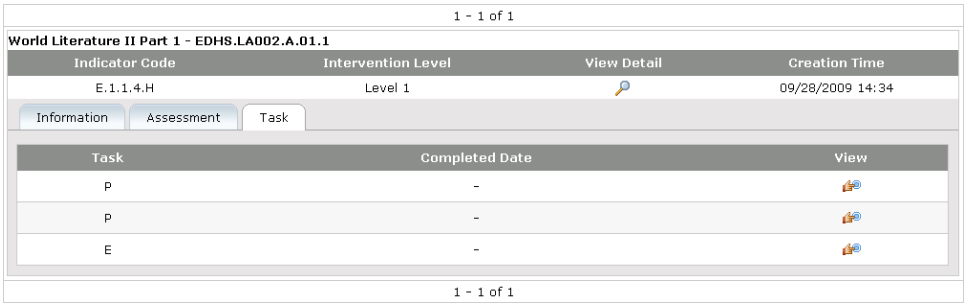
5.3.1.3. Task Tab



Use the Task tab to track your student's completion of interventions. It describes the type of intervention assigned and other helpful information described below.

Task

Type of intervention task

- E – External Link
- R – Resource
- P – Page
- T – Toolbar

Completed Date

Date when task was completed by student

View

Click icon to view task

5.3.2. View Your Student's Grades

You can view your grades from your student home page. Click the blue part grade icon to view the grade breakdown:

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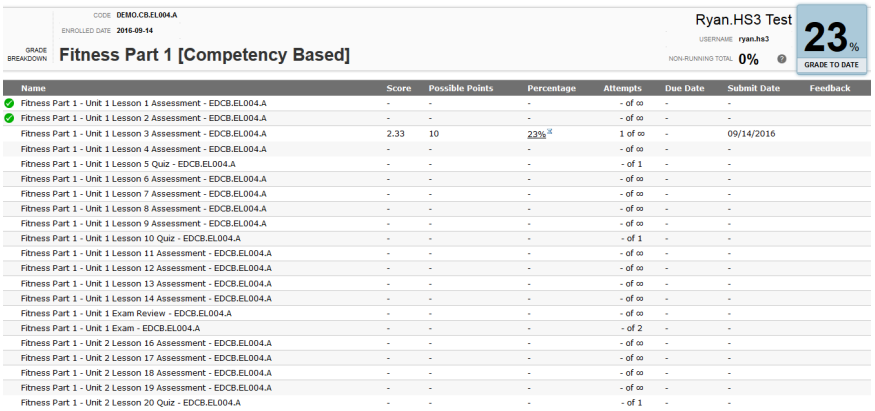
A new browser window opens and displays the Grade Breakdown for that course. This is where you can view all assessment attempts, results, feedback, points earned, points possible, etc.


CODE DEMO.CB.EL004.A
ENROLLED DATE 2016-09-14
GRADE BREAKDOWN Fitness Part 1 [Competency Based]
Ryan.HS3 Test
USERNAME ryan.hs3
NON-RUNNING TOTAL 0%
23%
GRADE TO DATE

Name	Score	Possible Points	Percentage	Attempts	Due Date	Submit Date	Feedback
Fitness Part 1 - Unit 1 Lesson 1 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Lesson 2 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Lesson 3 Assessment - EDCB.EL004.A	2.33	10	23%	1 of ∞	-	09/14/2016	
Fitness Part 1 - Unit 1 Lesson 4 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Lesson 5 Quiz - EDCB.EL004.A	-	-	-	- of 1	-	-	
Fitness Part 1 - Unit 1 Lesson 6 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Lesson 7 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Lesson 8 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Lesson 9 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Lesson 10 Quiz - EDCB.EL004.A	-	-	-	- of 1	-	-	
Fitness Part 1 - Unit 1 Lesson 11 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Lesson 12 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Lesson 13 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Lesson 14 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Exam Review - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 1 Exam - EDCB.EL004.A	-	-	-	- of 2	-	-	
Fitness Part 1 - Unit 2 Lesson 16 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 2 Lesson 17 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 2 Lesson 18 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 2 Lesson 19 Assessment - EDCB.EL004.A	-	-	-	- of ∞	-	-	
Fitness Part 1 - Unit 2 Lesson 20 Quiz - EDCB.EL004.A	-	-	-	- of 1	-	-	

When looking at your Grade Breakdown screen for a particular course, you may notice several small icons next to the percent values in the Score column:

! – An exclamation point indicates that the assessment is pending. This means the assessment has been completed, and is waiting for your teacher to grade it.

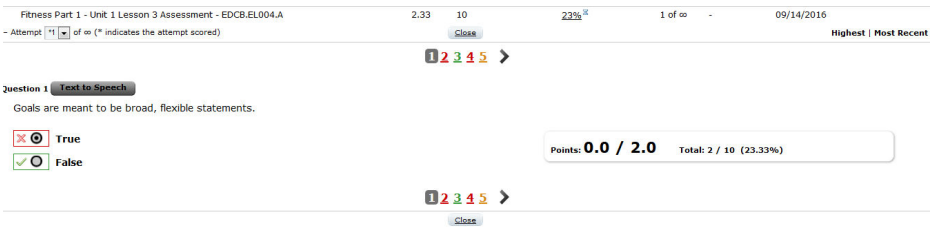
- An hourglass indicates that the assessment is open and in progress. This means that you have started it, but not yet finished and submitted it.

- A yellow padlock indicates that the item is locked. A teacher may lock an assessment for a variety of reasons. When an assessment is locked, you may not take it.

E – A letter **E** next to an assessment score indicates that the assessment has been exempted from the course's total grade.

O – A letter **O** next to an assessment score indicates that your teacher has overridden the grade generated by the system and provided a new grade in its place.

Click a **percentage link** to view that graded assignment:


Fitness Part 1 - Unit 1 Lesson 3 Assessment - EDCB.EL004.A 2.33 10 23% 1 of ∞ - 09/14/2016
- Attempt *1 of ∞ (* indicates the attempt scored) Close Highest | Most Recent
1 2 3 4 5
Question 1 Text to Speech
Goals are meant to be broad, flexible statements.
True
False
Points: 0.0 / 2.0 Total: 2 / 10 (23.33%)
1 2 3 4 5
Close

You can the results of all of the attempts you have completed for each assessment by using the Attempt dropdown.

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Attempt

Click the dropdown to select an assessment attempt to view. The asterisk beside an attempt number indicates that the attempt is the one that is counted in the Gradebook.

Close

Click to close the attempt details.

Highest | Most Recent

Click these links to view either the attempt with the highest score or the most recent attempt.

A green checkmark denotes the correct answer; a red X denotes an incorrect answer by the student.

Your score out of the point value for the question appears to the right of the answer choices, as well as your score for the selected assessment.

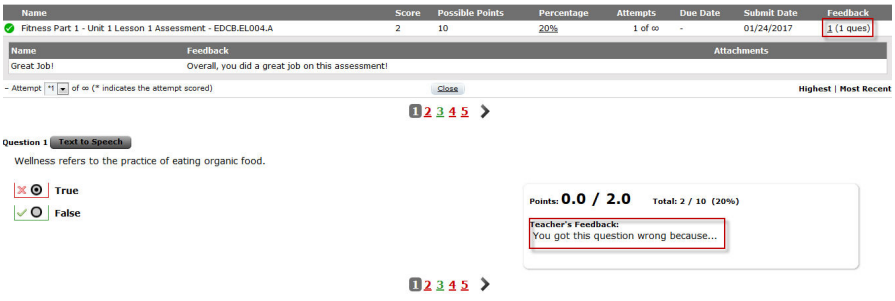
In the number bar at the bottom, click the **arrows** or a **question number** to view other questions in the assessment.

5.3.2.1. Feedback

A teacher may leave feedback comments for your student at either the individual question level or the overall assessment level. Look for any numbers in the Feedback column on the grade breakdown.

If it is overall assessment feedback, click the number to reveal what the feedback is.
If there are parenthesis that contain "ques", there are 1 or more individual questions with feedback in which case you should look at the results of each question to view the feedback.

Sample screen shot of both question and assessment feedback can be found below.



Click the **Close** button at the top or bottom f any question to close the assignment.

5.3.3. Current Courses

Beneath the Interventions bar are all courses your high school student is currently enrolled in.

NOTE: If your student has taken courses in our system in past years, you can view how they did in those courses by clicking the **school year dropdown** 2011 - 2012 arrow and selecting a different year.

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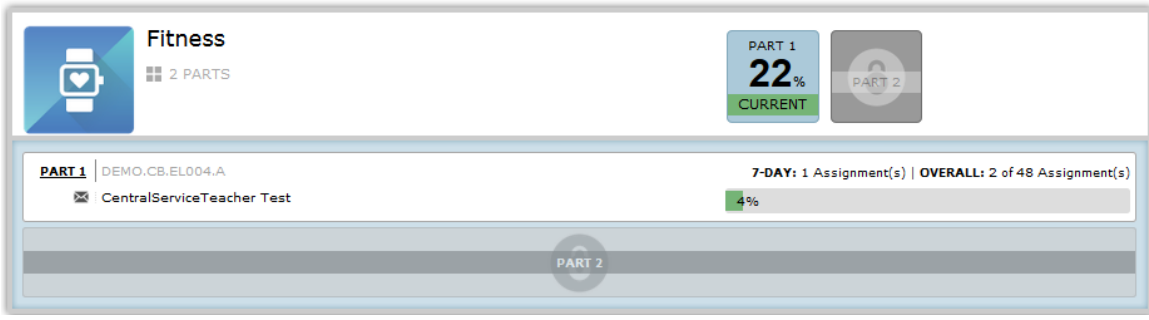
To open a course preview, click the desired course icon on your home screen:

The course expands to display its parts in which your student is enrolled.

Click the **Part** number for the course you would like to preview.



The left side contains course information.

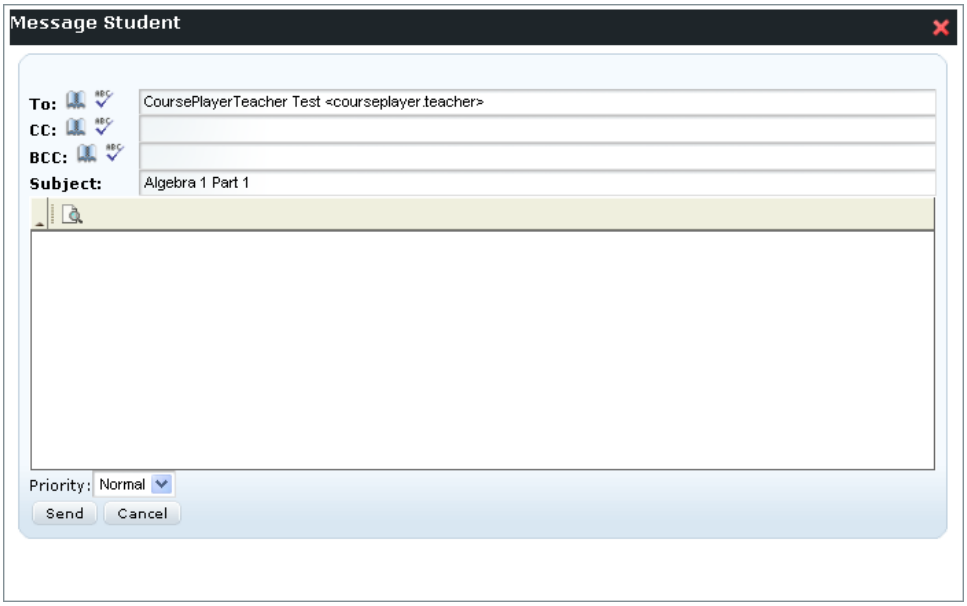
Code

Unique identifying code for the course and part

Teacher/Grader

Name of teacher(s) for the class

Notice the envelope icon beside the teacher's name. Click the envelope to send an email to the grader for that course:



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The right side contains progress and grade information.

7 Day Progress

Displays how much progress the student has made in completing the course over the last seven days

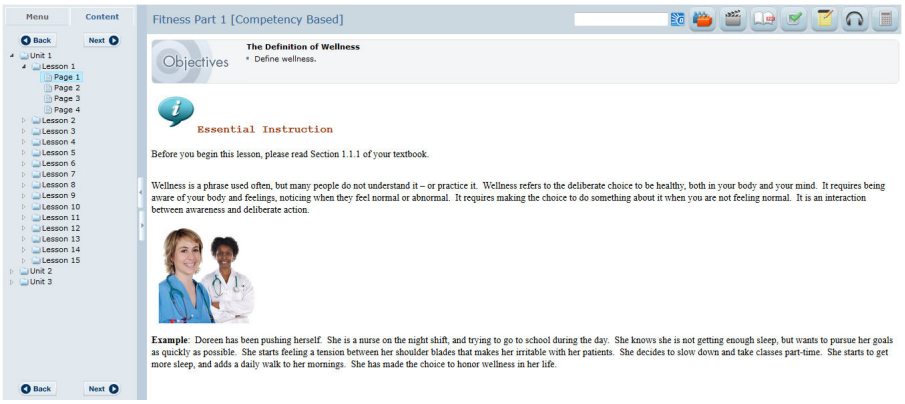
Overall

Displays how much progress the student has made in the course since the beginning of the school year

Grade

Displays student's current grade in the course

Click anywhere in the course box to view a preview the course. A new window opens with the course in it. Use the unit/lesson tree on the left to navigate around the course preview as you wish.

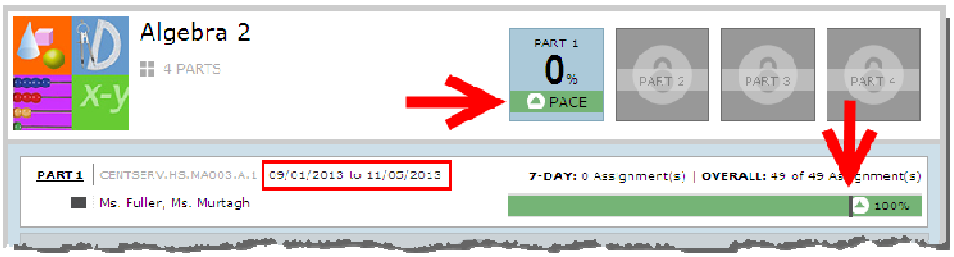


Although you are able to see the same courses and lessons as your student, you are not able to complete any tests.

5.3.4. Pacing

Your student's courses may have start and end dates assigned to them. If they do, the system keeps track of their progress in the course and lets you know if you are on pace to complete on time or lagging behind.

On your student's tab, courses with start and end dates look like this:



Notice the dates beside the part's section code. If they are on pace, their progress bar and grade box will both be green.

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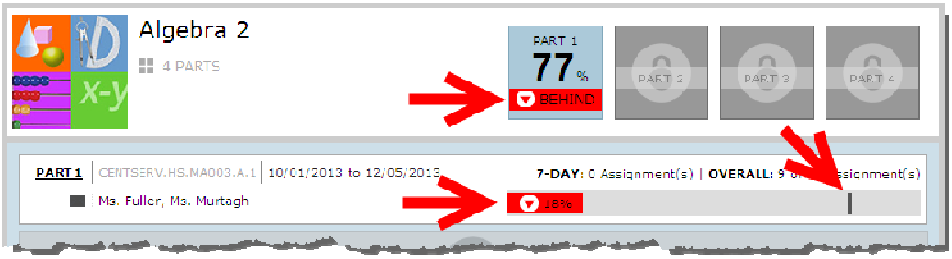
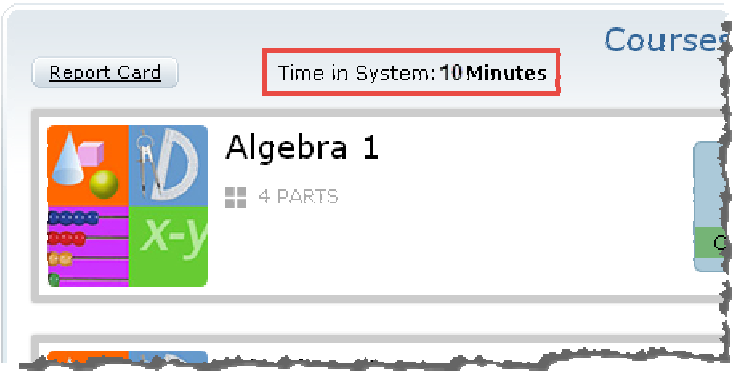
If they start to lag behind where they should be, these areas become yellow, then red:



Notice the line in the progress bar on the right in the example above. This line indicates where you should be in the course to get back on pace.

5.3.5. Time in System

You can view your student's total time in system for the day to see if they are meeting attendance requirements. The system keeps track of all time they spend doing classwork and tallies it at the top of the student's tab. At midnight, local user time, the Time in System will reset to zero for the next day.



You may need to refresh your browser throughout the day to see the latest Time in System.

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