



eSchoolware®

Product User Guide for Advisors

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3.4	07/25/2014	Blaine W. Perdue	Removed Reenrollment Options section; added Reenrolling into the Same Section and Reenrolling into a Different Section; updated School Term Attendance and Attendance Truancies sections

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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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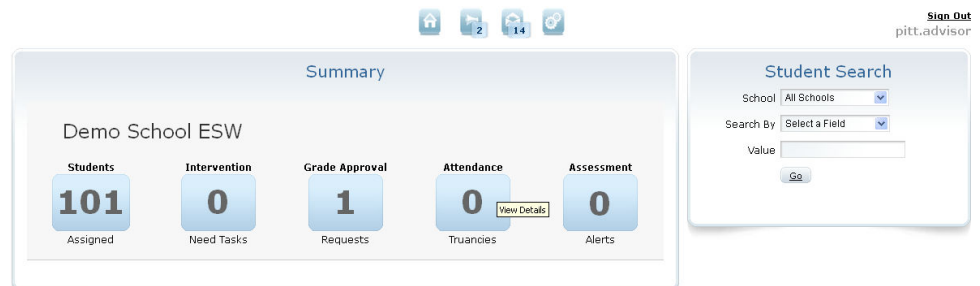
Logging Into Your Home Page

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



A sign-in form with a light blue header containing the text "Sign In". Below the header are two input fields: "Username" and "Password". At the bottom of the form is a button labeled "Sign In".

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



The advisor home page features a top navigation bar with icons for home, a calendar showing "2" and "14", and a "Sign Out" link with the text "pitt.advisor" below it. The main content area is titled "Summary" and displays "Demo School ESW". It contains five data cards: "Students Assigned" with a value of 101, "Intervention Need Tasks" with a value of 0, "Grade Approval Requests" with a value of 1, "Attendance Truancies" with a value of 0 and a "View Details" link, and "Assessment Alerts" with a value of 0. To the right is a "Student Search" panel with a "School" dropdown menu set to "All Schools", a "Search By" dropdown menu set to "Select a Field", a "Value" input field, and a "Go" button.

The screen contains several elements, as explained below.

3. Icons and Sign Out

Several icons appear at the top of every screen:



Hone

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

Announcements

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

Messages

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

Control Panel

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

Sign Out

Click to end your Advisor session.

4. Control Panel

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

Control Panel			
Attendance - School	Manage student school attendance	Messages	Send messages to other users in the system
Custom Reports	Find and run custom reports	Students	Manage student information
Diagnostics and School Assessments	Manage diagnostics and school-wide assessment assignments	User Preferences	User Preferences

4.1. Attendance – School

Use this feature to view and manage student attendance at the school level.

From the Control Panel, click **Attendance - School**. The School Attendance screen appears:

School Attendance

Institution: School Year: School Term:

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:

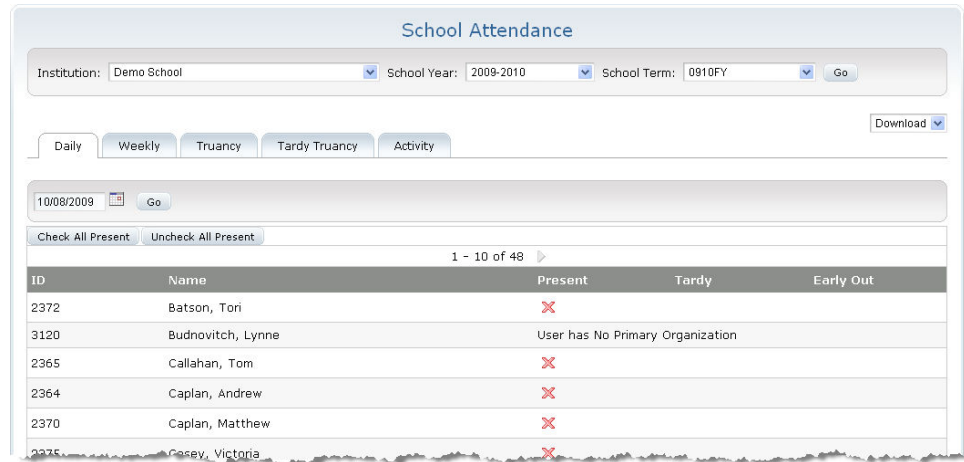
School Attendance									
Institution: Demo School School Year: 2009-2010 School Term: 0910FY Go									
Daily Weekly Truancy Tardy Truancy Activity Download									
Week: 1 From: 08/09/2009 To: 08/15/2009 View By: All Excused Type: All Go									
ID	Name	08/09/2009 Sun	08/10/2009 Mon	08/11/2009 Tue	08/12/2009 Wed	08/13/2009 Thu	08/14/2009 Fri	08/15/2009 Sat	Summary
100432	Batson, Tori	Closed	✗	✗	✗	✗	✗	Closed	Students: 48 Attended: 12 Absent: 178 Absent Excused: 0 Tardy Unexcused: 0 Tardy Excused: 0 Early Out Unexcused: 0 Early Out Excused: 0
	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	Linderfeld, Jon	Closed	✓	✓	✓	✗	✗	Closed	

4.1.1. Change Attendance Status

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

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

4.1.2. Daily



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

Check All Present

Mark all students present

Uncheck All Present

Unmark all students

4.1.3. Weekly

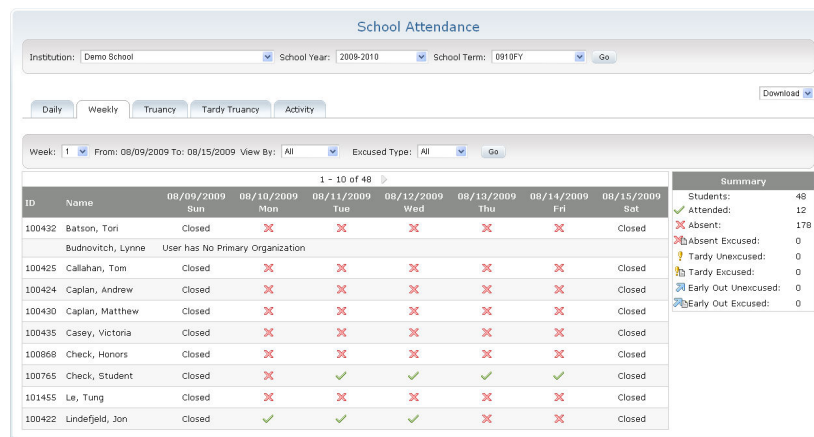
Use this tab to view and modify student attendance at a weekly level.

Check All Present

Mark all students present

Uncheck All Present

Mark all students present



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

4.1.4. Truancy

Use this tab to view student truancy occurrences.

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

Truancy Level

School-configurable alert level of absences

Truancy History

Click to view a list of truanics

Consecutive Unexcused Absences

Number of unexcused absences in a row

Last Attended

Last date of student attendance

4.1.5. Tardy Truancy

Use this tab to view student tardiness occurrences.

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

Truancy Level

School-configurable alert level of absences

Truancy History

Click to view a list of truantries

Consecutive Unexcused Tardies

Number of unexcused absences in a row

Last Attended

Last date of student attendance

4.1.6. Activity

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

4.1.6.1. System

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

The screenshot shows the 'School Attendance' report interface. At the top, there are fields for 'Institution: Demo School', 'School Year: 2009-2010', and 'School Term: 0910FY', with a 'Go' button. Below this are tabs for 'Daily', 'Weekly', 'Truancy', 'Tardy Truancy', and 'Activity'. The 'Activity' tab is selected. Underneath, there are sub-tabs for 'System' and 'Course', with 'System' selected. At the bottom, there are fields for 'Start Date', 'End Date', 'User Type: Student', 'Report Type: Details', and 'Filter By: All', with a 'Go' button.

Start Date

Enter a beginning date for the activity report

End Date

Enter a finished date for the activity report

User Type

Select student or employee

Report Type

Select either Details or Summary. See examples below.

Filter By

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

Go

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

Detail Report

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

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

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

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

System Activity

Student ID	Username	First Name	Last Name	Start Time	End Time	Total Minutes	Summary
▶ 99091	pitt.student	PittStudent	test	8/3/11 2:00 PM	8/3/11 2:01 PM	< 1	Number of Users: 140
1 - 2 of 2							
Type	Activity	Start Date	End Date	Total Minutes			
▼ Site	Forensics	8/3/11 2:01 PM	8/3/11 2:01 PM	< 1			
1 - 1 of 1							
Activity	Activity In	Data	Time				
Site	Lesson 1	siteID=24346; learningPackage_id=13789; page_id=32026;user_id=99091;	8/3/11 2:01 PM				
▶ System	System	8/3/11 2:00 PM	8/3/11 2:00 PM	< 1			

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

4.1.6.2. Course

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

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.

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

Summary Report

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

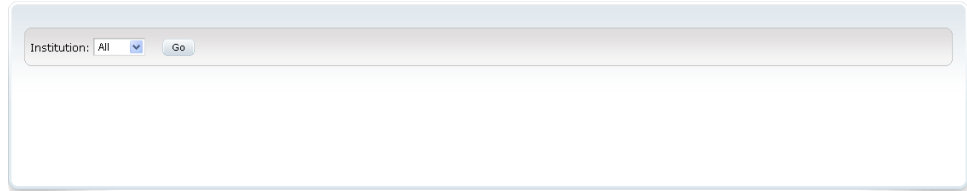
Course Activity

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

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

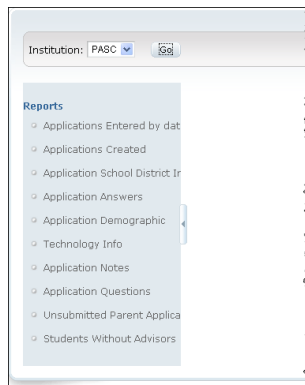
4.2. Custom Reports

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



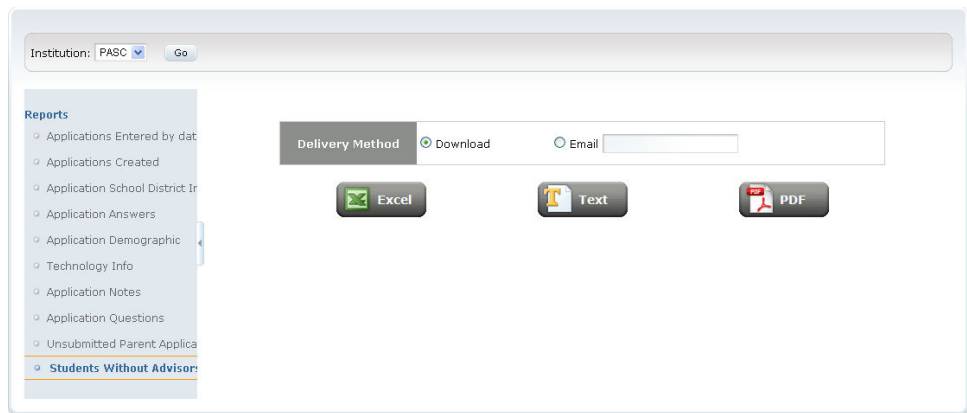
The screenshot shows a web interface for creating custom reports. At the top, there is a form with a dropdown menu labeled 'Institution:' set to 'All' and a 'Go' button next to it. The rest of the page is blank.

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



The screenshot shows the reports list after selecting 'PASC' from the 'Institution' dropdown. A list of reports is displayed, including 'Applications Entered by dat', 'Applications Created', 'Application School District Ir', 'Application Answers', 'Application Demographic', 'Technology Info', 'Application Notes', 'Application Questions', 'Unsubmitted Parent Applica', and 'Students Without Advisors'.

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



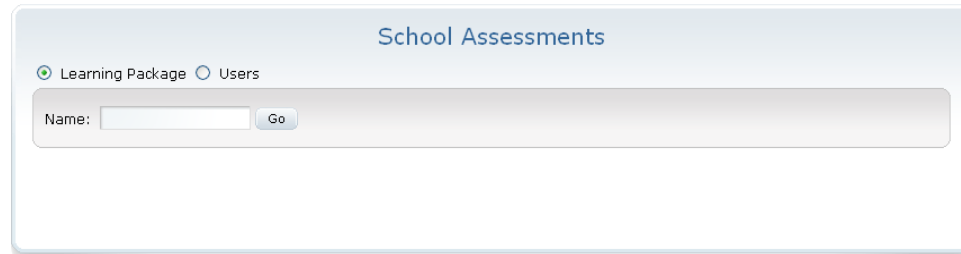
The screenshot shows the 'Students Without Advisors' report page. The 'Institution' dropdown is set to 'PASC'. The report is selected in the list. The 'Delivery Method' section shows 'Download' selected, with 'Email' as an alternative. Below are buttons for 'Excel', 'Text', and 'PDF'.

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

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

4.3. Diagnostics and School Assessments

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

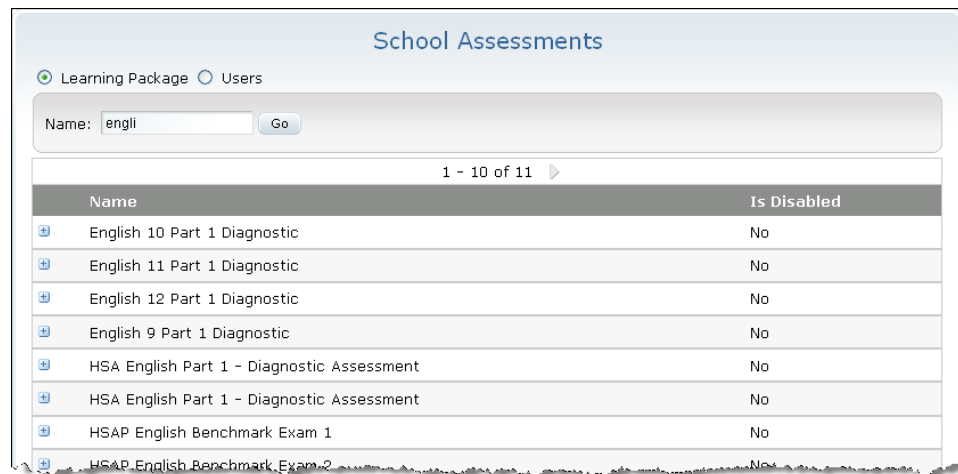


The screenshot shows the 'School Assessments' search interface. At the top, there are two radio buttons: 'Learning Package' (selected) and 'Users'. Below this is a search bar with the label 'Name:' and a 'Go' button.

4.3.1. Search by Learning Package

Use this search feature to assign students to learning packages.

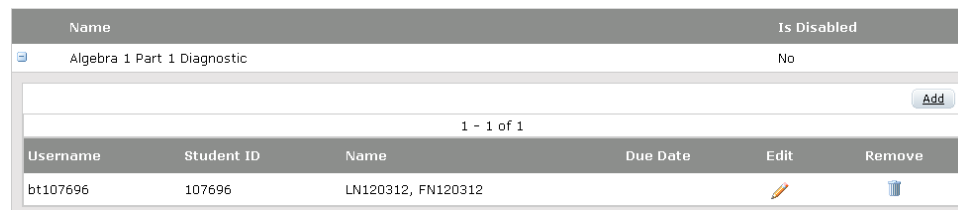
1. Select **Learning Package**.
2. Enter part of the learning package name, and then click **Go**. Your results appear:



The screenshot shows the search results for 'School Assessments'. The search bar contains 'engli' and the 'Go' button. Below the search bar, there is a table with 11 rows. The table has two columns: 'Name' and 'Is Disabled'. The results are as follows:

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

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



The screenshot shows the details for the 'Algebra 1 Part 1 Diagnostic' learning package. The package name is 'Algebra 1 Part 1 Diagnostic' and it is not disabled. Below the package name, there is an 'Add' button. Below the 'Add' button, there is a table with 1 row and 6 columns: 'Username', 'Student ID', 'Name', 'Due Date', 'Edit', and 'Remove'. The data in the table is as follows:

Username	Student ID	Name	Due Date	Edit	Remove
bt107696	107696	LN120312, FN120312			

4. If a due date exists for an item, click the **Edit** icon to change it, if needed.
5. Click the **Remove** icon to unassign the student.

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

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

8. To add a student, click the **plus sign** in the Add column for that student. You can also assign a due date for the item.

NOTE: If a due date is set for a diagnostic, the system sends a message to the student, advisor, and parent (if parent is in the system) when the due date has been reached. The system sends messages the day before the assessment is due, the day it is due, and every day after it is due.

4.3.2. Search by Users

Use this feature to assign learning packages to students.

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

- Click the **plus sign** next to a student to view their details. Any learning packages assigned to that student appear:

Username	Student ID	First	Last
bt107696	107696	FN120312	LN120312

Type: Diagnostic	Add		
1 - 2 of 2			
Learning Package	Due Date	Edit	Remove
Algebra 1 Part 1 Diagnostic			
Algebra 1 Part 3 Diagnostic Assessment	09/27/2013		

- If a due date exists for an item, click the **Edit** icon to change it, if needed.
- Click the **Remove** icon to unassign a learning package.
- Click the **Add** button to assign a learning package student to the student. A search bar appears:

Username	Student ID	First	Last
sc100011	100011	Provost2	Test

Add	
1 - 4 of 4	
Learning Package	Remove
Algebra 1 Part 1 Diagnostic	
HSAP English Benchmark Exam 1	
HSAP English Benchmark Exam 2	
General Math Part 1 Diagnostic	
Name: <input type="text"/>	Go Cancel

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

Username	Student ID	First	Last
b:107596	107696	FN120312	LN120312

Type: Diagnostic	Add		
0 - 0 of 0			
Learning Package	Due Date	Edit	Remove
Empty Result			
Name: alg		Go	Cancel
1 - 10 of 20			
Learning Package	Due Date	Add	
Algebra 1 Part 1 Diagnostic	<input type="text"/>		
Algebra 1 Part 2 Diagnostic Assessment	<input type="text"/>		
Algebra 1 Part 3 Diagnostic Assessment	<input type="text"/>		

- To add a student, click the **plus sign** in the Add column for that student. The student is now assigned to that learning package. You can also assign a due date for the item.

NOTE: If a due date is set for a diagnostic, the system sends a message to the student, advisor, and parent (if parent is in the system) when the due date has been reached. The system sends messages the day before the assessment is due, the day it is due, and every day after it is due.

4.4. Students

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

Student Lookup

Institution: Status: View By:

1 - 2 of 2

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

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

Student Details

First Name: stu	Last Name: dent001	Middle Name:
Suffix:	Nickname:	Age: 0
Student ID: 10001 at Provost Academytest1 at Provost Academy	Schools: Provost Academy	Family ID: 102
Username: student001	Password: *****	
Gender: Male	Birthdate: 03/20/2009	
Status: Active	Email: student001@somewhere.com	
County:	School District: SLIPPERY ROCK AREA SD	
Grade Level: Ninth Grade	Grade Level Start Date: 04/07/2009	

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

Contacts

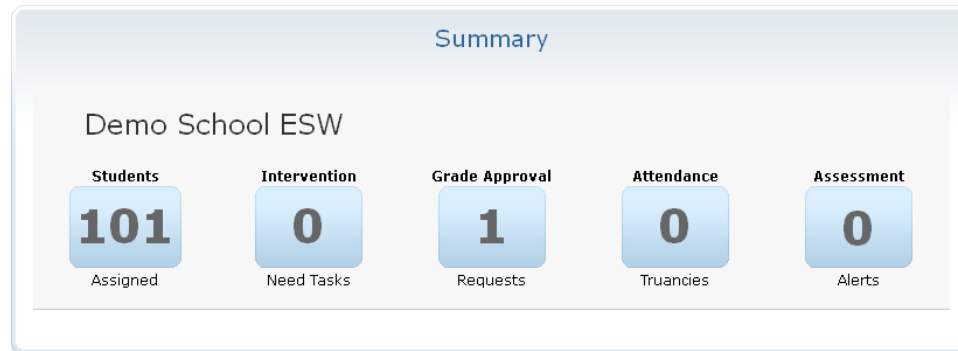
Full Name	Relationship	Type	Details
teacher	Relative	Alternate	<input type="button" value="Details"/>
Mom Smith	Mother	Primary	<input type="button" value="Details"/>

More...

See the Student Search section below for more information about viewing and modifying student information.

5. Summary

The Summary box contains links to information about your students.



Students

Displays number of students assigned to you

Intervention

Displays number of interventions requiring tasks

NOTE: Due to the mastery requirements built in to Course Player eCourses, assessments of students enrolled in Course Player eCourses will not generate interventions. These students progress through the various Learn More options and tutoring until mastery of a lesson is achieved.

Grade Approval

Displays number of pending grade requests

Attendance

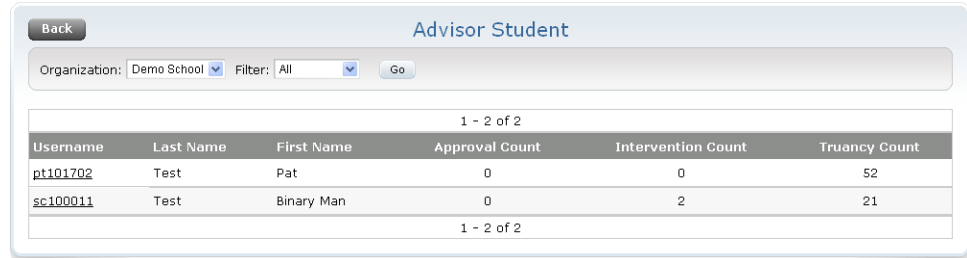
Displays number of truancy issues

Assessment

Displays number of student assessments that need your attention

5.1. Students Assigned

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



The screenshot shows a web interface titled "Advisor Student". At the top left is a "Back" button. Below it is a filter bar with "Organization: Demo School" and "Filter: All", followed by a "Go" button. The main content is a table with 6 columns: Username, Last Name, First Name, Approval Count, Intervention Count, and Truancy Count. The table shows two rows of student data. Below the table is a pagination indicator "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

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

NOTE: Due to the mastery requirements built in to Course Player eCourses, assessments of students enrolled in Course Player eCourses will not generate interventions. These students progress through the various Learn More options and tutoring until mastery of a lesson is achieved.

Truancy Count

Number of pending attendance issues for each student

5.1.1. Viewing Student Grade Progress

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

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
0040360	1213FV	Algebra 1 Part 1 - Foundation	2h	(STD)		0.25	100%	C%
0043704	1213FV	American Literature Part 1 - Competency Based	3D	(STD)		0.25	100%	C%
4141358	1213FV	American Literature Part 1 - Foundation	3G	(STD)		0.25	100%	C%

Enrollment ID

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

School Term

When course occurs

Course Name

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

Day

Day(s) of week course occurs, if synchronous

Time

Time of day course occurs, if synchronous

Grade

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

Credits

Credit value of course

Progress

Percentage of the course completed

7 Day Progress

Amount of course completed within the last seven days

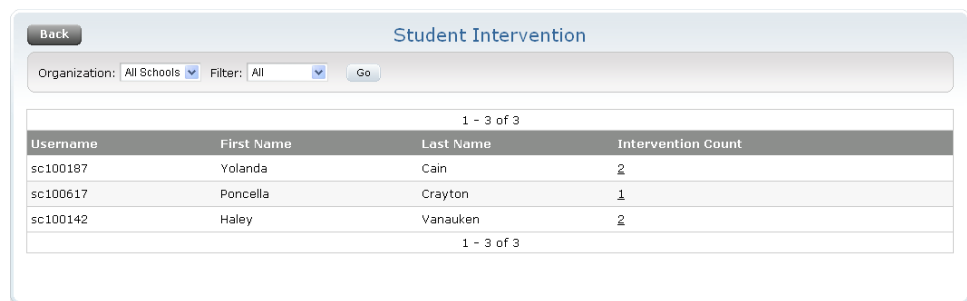
5.2. Intervention Need Tasks

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

NOTE: Due to the mastery requirements built in to Course Player eCourses, assessments of students enrolled in Course Player eCourses will not generate interventions. These students progress through the various Learn More options and tutoring until mastery of a lesson is achieved.

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

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



The screenshot shows a web interface titled "Student Intervention". At the top left is a "Back" button. Below it is a filter bar with "Organization: All Schools" and "Filter: All" dropdown menus, and a "Go" button. The main content area displays a table with 3 rows of student data. Above the table is a pagination indicator "1 - 3 of 3".

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

Below the table is another pagination indicator "1 - 3 of 3".

Back

Click to return to the previous screen.

Filter bar

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

Username

Login of student for the system

First Name

First name of each student

Last Name

Last name of each student

Intervention Count

Number of pending interventions for each student

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

Student Intervention			
Back			
Username: sc100187 First Name: Yolanda Last Name: Cain			
1 - 2 of 2			
Course Name	Course Code	Intervention Count	Details
Spanish 1 Part 1	EDHS.FL001.A.01.1	1	
Ms. Bradley Pre Algebra Part 1	39161301	1	
1 - 2 of 2			

Back

Click to return to the previous screen.

Course Name

Name of student's course that has an intervention

Course Code

Section code of student's course that has an intervention

Intervention Count

Number of interventions for that course

Details

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

5.2.1. Performance Summary

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

Student Intervention					
Back					
Username: sc100187 First Name: Yolanda Last Name: Cain Site Section: EDHS.FL001.A.01.1					
1 - 1 of 1					
Indicator	Value	Intervention Level	Proficiency Level	Completed Date	Details
WL.1.3.6.H	Communicate information in the target language in sentence-level oral and written presentations on familiar topics.	1	Below Basic	-	
1 - 1 of 1					

Back

Click to return to the previous screen.

Indicator

Name of performance indicator

Value

Brief description of indicator

Intervention Level

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

Proficiency Level

Level of student performance:

- Advanced
- Proficient
- Basic
- Below Basic

Completed Date

Date when student completed interventions tasks

Details

Click the icon to view detailed intervention information.

5.2.2. Performance Summary Details

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

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

5.2.2.1. Intervention Info Bar

Number of Failed Questions

How many questions the student failed

Total Number of Questions

Number of questions on the failed assessment

Proficiency Level

Level of student performance:

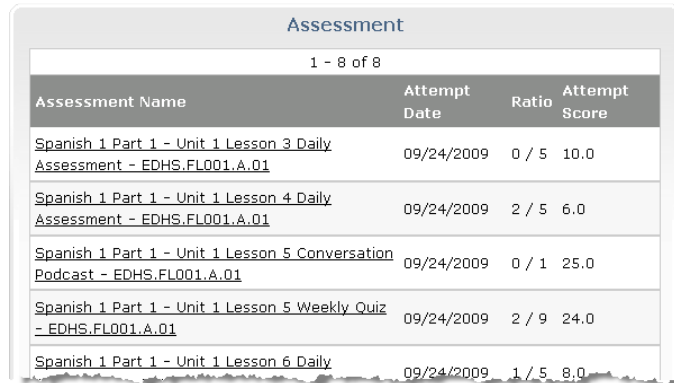
- Advanced
- Proficient
- Basic
- Below Basic

Percentage

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

5.2.2.2. Assessment

The Assessment field displays scoring information on failed assessments.



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

Assessment Name

Name of the failed assessment

Attempt Date

Date assessment was completed by student

Ratio

Ratio of incorrect to total questions

Attempt Score

Number of correct points

Click an assessment name to view more information about it:

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

Question ID

Unique identifier of question

Possible Points

Number of points possible for correctly answering that question

Value

Number of points actually earned by the student

Pass/Fail

Denotes whether the student passed the question based on grading criteria

5.2.2.3. Additional Assessment

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

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

Assessment Name

Name of the failed assessment

Attempt Date

Date assessment was completed by student

Ratio

Ratio of incorrect to total questions

Score

Number of correct points


Percentage

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

Add

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

5.2.2.4. Intervention Task

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

Create

Click to create a new intervention for the student

Type

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

Created Time

When intervention was created

Completed Time

When intervention was completed by student

Remove

Click icon to remove intervention task

5.2.3. Create a New Intervention

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

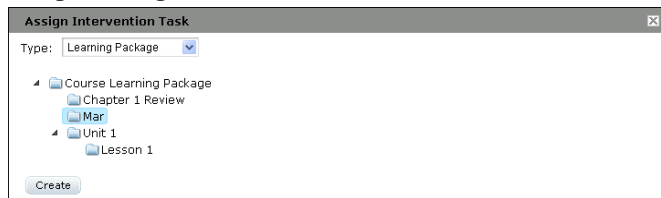


The screenshot shows a dialog box titled "Assign Intervention Task" with a close button (X) in the top right corner. Below the title bar, there is a label "Type:" followed by a dropdown menu currently displaying "Select a Type...".

2. Select the intervention type:

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

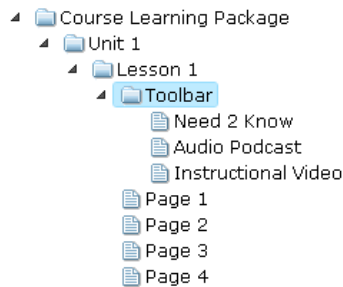
Learning Package



The screenshot shows the "Assign Intervention Task" dialog box with "Learning Package" selected in the "Type" dropdown. Below the dropdown is a tree view showing the following structure: "Course Learning Package" (expanded) containing "Chapter 1 Review" (expanded) containing "Mar" (expanded) containing "Unit 1" (expanded) containing "Lesson 1". A "Create" button is visible at the bottom left of the dialog.

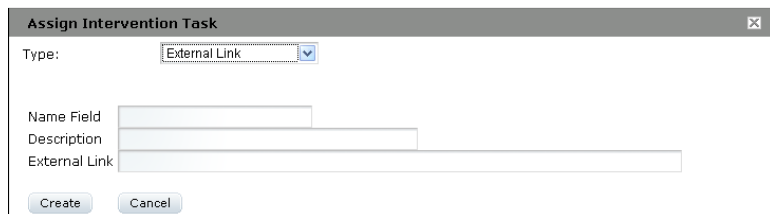
Select the appropriate item from the course's learning package and click **Create**.

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



The screenshot shows a tree view of a lesson's toolbar. The path is: "Course Learning Package" (expanded) > "Unit 1" (expanded) > "Lesson 1" (expanded) > "Toolbar" (expanded). Under "Toolbar", there are several items: "Need 2 Know", "Audio Podcast", "Instructional Video", "Page 1", "Page 2", "Page 3", and "Page 4".

External Link



The screenshot shows the "Assign Intervention Task" dialog box with "External Link" selected in the "Type" dropdown. Below the dropdown are three text input fields: "Name Field", "Description", and "External Link". At the bottom of the dialog are "Create" and "Cancel" buttons.

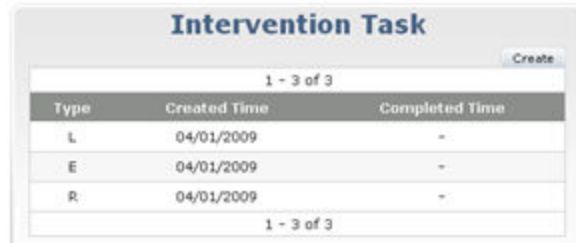
- Name Field – Enter a name for the link
- Description – Enter a description for the link
- External Link – Enter the URL for the link

Click **Create** when finished.

Resource

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

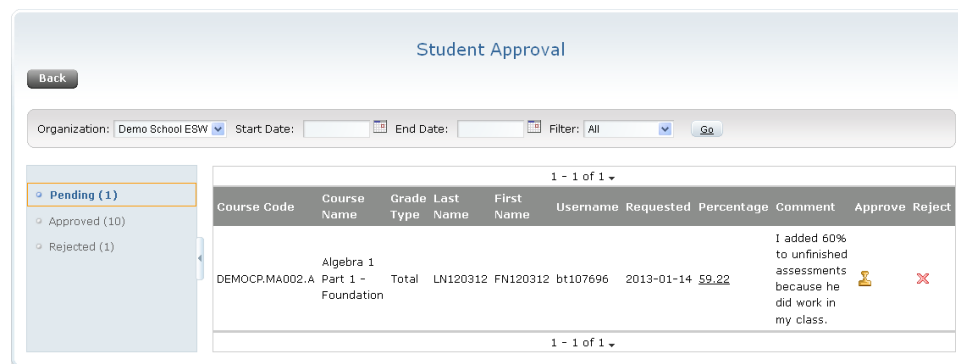
Your student's new intervention task appears in the list:



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

5.3. Grade Approval Requests

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



Course Code	Course Name	Grade Type	Last Name	First Name	Username	Requested	Percentage	Comment	Approve	Reject
DEMOC.P.MA002.A Part 1 - Foundation	Algebra 1	Total	LN120312	FN120312	bt107696	2013-01-14	59.22	I added 60% to unfinished assessments because he did work in my class.		

Back

Click to return to the previous screen.

Filter bar

Use the dropdown fields to filter your student list by school; start and s; student name or username; and course code or name. Click **Go** to view your filtered results.

5.3.1. Pending Grades

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

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

Course Code

Section code of student's course

Course Name

Name of student's course

Grading Period

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

Last Name

Last name of each student

First Name

First name of each student

Username

Login of student for the system

Requested

Date grade was submitted for approval by teacher

Percentage

Score of gradable item

Comment

Any comments from grader

Approve

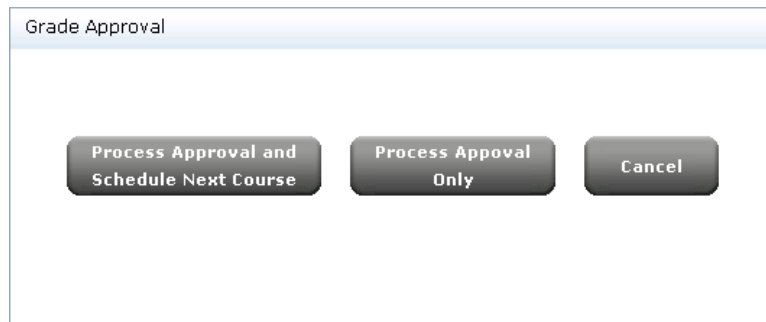
Click to approve the pending course grade

Reject

Click to reject the pending course grade

5.3.1.1. Approve Pending Grades

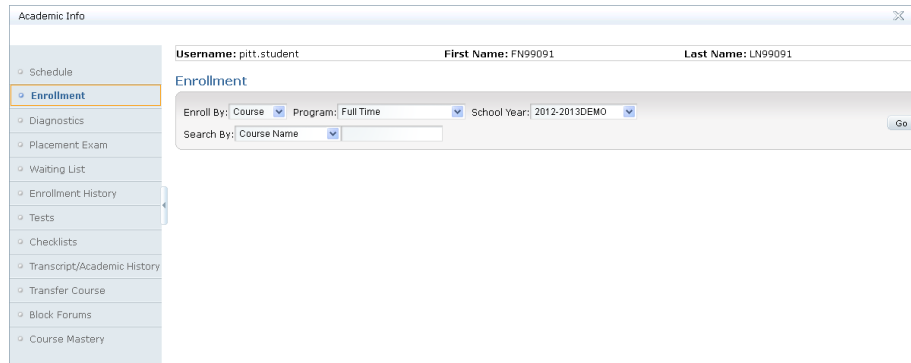
1. To approve a pending grade, click the **Approve** icon. The system prompts you to continue:



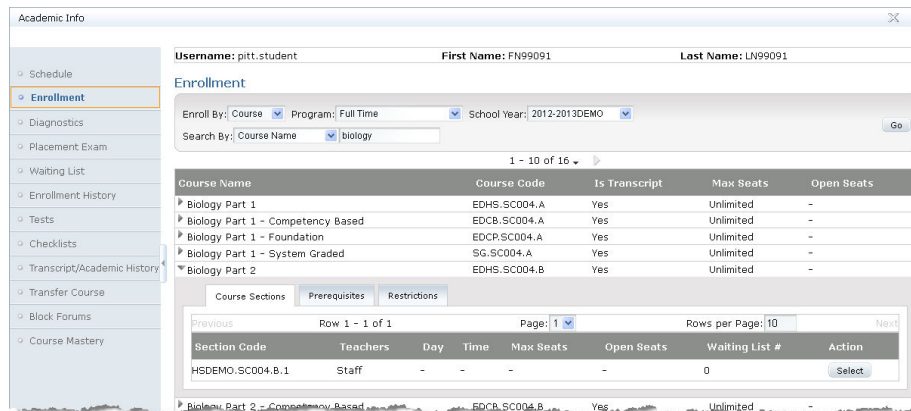
2. Click **Process Approval Only** to just approve the grade.

OR

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



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



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



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

5.3.1.2. Reject Pending Grades

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

5.3.2. Approved

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


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

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

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

5.3.3. Rejected

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

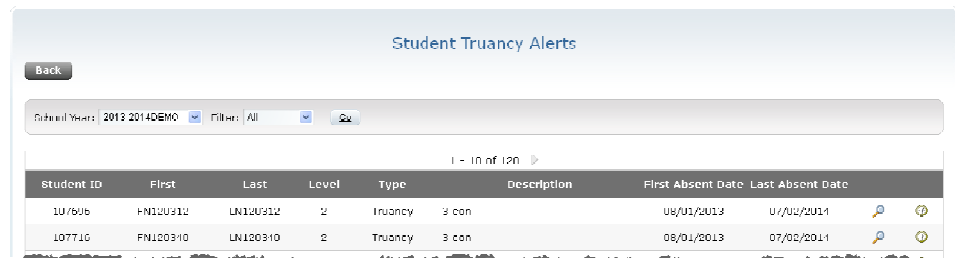
1 - 1 of 1									
Course Code	Course Name	Grading Period	Last Name	First Name	Username	Requested	Percentage	Comment	Remove
MA.001.09.1	Math 1	Entire Course	dent001	stu	student001	2009-05-01	72.0		

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

5.4. Attendance Truancies

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

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



The screenshot shows a web interface titled "Student Truancy Alerts". It includes a "Back" button, a search bar with "School Years: 2013 2014 DEMO" and "Filter: All", and a table of results. The table has columns for Student ID, First, Last, Level, Type, Description, First Absent Date, and Last Absent Date. Two rows are visible, each with a small icon to its right.

Student ID	First	Last	Level	Type	Description	First Absent Date	Last Absent Date
107606	FN120310	LN120312	2	Truancy	3 con	06/01/2013	07/02/2014
107710	FN120310	LN120310	2	Truancy	3 con	06/01/2013	07/02/2014

Student ID
Unique student identifier

First/Last
Student name

Level

Truancy level as defined by your institution. There can be one or many, depending on how many days in a row the student missed.

Type

Truancy or warning as defined by your institution

Description

A brief description of the truancy alert type

First Absent Date

Date of first consecutive absence

Last Absent Date

Date of last consecutive absence

Student Details (magnifying glass) icon

Click to access the selected student's Student Details page.

Truancy History (clock) icon

Click to view all truancy alerts in the system for the student. This information appears at the bottom of the truancy list:

Level	Type	Description	First Absent Date	Last Absent Date
1	Truancy	1 non	08/11/2011	04/04/2011
1	Truancy	1 non	09/07/2011	02/00/2012
1	Truancy	1 non	03/10/2012	06/10/2012
1	Truancy	1 non	06/12/2012	06/30/2012
1	Truancy	1 non	08/11/2012	10/10/2012
1	Truancy	1 non	08/01/2013	08/22/2014
2	Truancy	2 non	08/01/2013	07/02/2014

5.5. Assessment Alerts

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

Click the number to display a list of assessments:

First Last	Username	Assessment	Assessment Type	Date Assigned	Due Date	Date Completed	Score	# Exempted
FN341324 LN341324	elow H&H	American Literature Part 1 Diagnostic	Diagnostic	05/21/2012	-	05/21/2012	2/54 (5.55%)	N/A
FN99091 LN99091	pitt.student	American History Part 2 Diagnostic Assessment 1	Diagnostic	06/12/2012	06/12/2012	06/12/2012	0/90 (0%)	N/A
FN99091 LN99091	pitt.student	Algebra 2 Part 1 Diagnostic	Diagnostic	05/18/2012	05/21/2012	06/12/2012	0/90 (0%)	N/A
FN99091 LN99091	pitt.student	American History Part 1 Diagnostic	Diagnostic	06/12/2012	06/12/2012	06/12/2012	0/90 (0%)	N/A
FN99091 LN99091	pitt.student	Algebra 2 Part 4 Diagnostic Assessment	Diagnostic	06/12/2012	06/12/2012	06/12/2012	2/90 (3.33%)	N/A
FN99091	pitt.student	Algebra Part 2 Diagnostic	Diagnostic					

Test Type dropdown

- All – view all assessments
- Diagnostic – filter to view only diagnostic assessments
- Progress – filter to view only progress assessments
- End of Course – filter to view only end of course assessments

School Year dropdown

- Diagnostics are now tied to a course, so they are also associated with school years as courses are.
- All available school years are available to view.
- Default option is the current year. If no current year is available, the system displays the next previous year until a current year is available.

Search By dropdown

- Students can be searched for by last name, first name, and system username.
- When a Search By option is selected, a text field will appear beside it to enter search text.

Excel button

- Click to export whatever is currently displayed in the columns (filters are applied to export).

Alert boxes

- Completed - default view; displays all completed assessments, newest first
- Assigned - displays all assigned but incomplete assessments, oldest first. This does not alert for an end of course test until the student has completed the course.
- Late - displays all assessments that have due dates and are past them. Ignores completed assessments.
- Click the number in the alert box to filter the columns for that alert type.

Data columns

- Student first/last name (default sort is by student last name). Click a student name to view the Student Details screen for that student.
- Username
- Assessment (name of assessment). Click a name to view the assessment.
- Assessment Type (either Diagnostic, Progress, or End of Course)
- Date Assigned (date advisor assigned assessment to student)
- Due Date (if there is one)
- Date Completed
- Score (displays number correct/total and also percent correct)
- # Exempted (number of questions for the course that student has been exempted from based on their diagnostic. For complete pre and post tests, displays "N/A".)

Unviewed assessments shall have their lines of text bolded. The button on the advisor homepage always displays the number of student assessments not reviewed (bolded).

Click a name to view the completed assessment:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

Question 1

Diagnostic Question 1. The Answer is A

- Correct Answer
- This is not the answer
- This is not the answer
- This is not the answer

Points: **1.0 / 1.0**

6. Student Search

Use the Student Search box to find one or several students according to defined search criteria. This box searches through all **active** students currently assigned to you.

Student Search

School

Search By

Value

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

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

1 - 2 of 2

Click a student username to view details about that student.

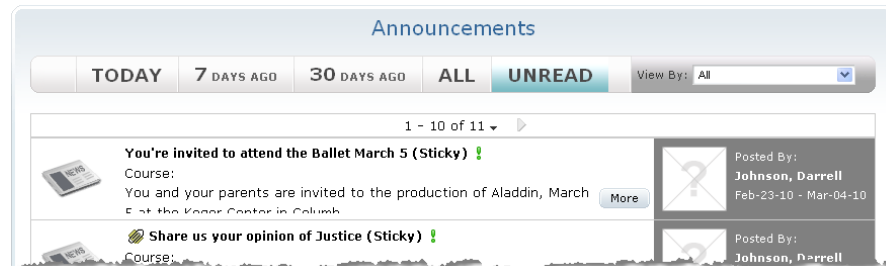
More... See the Managing Students section for more information about student details.

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

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

7. Announcements

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



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

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

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

Today

Displays announcements from today

7 Days Ago

Displays announcements from the last seven days

30 Days Ago

Displays announcements from the last 30 days

All

Displays all announcements

Unread

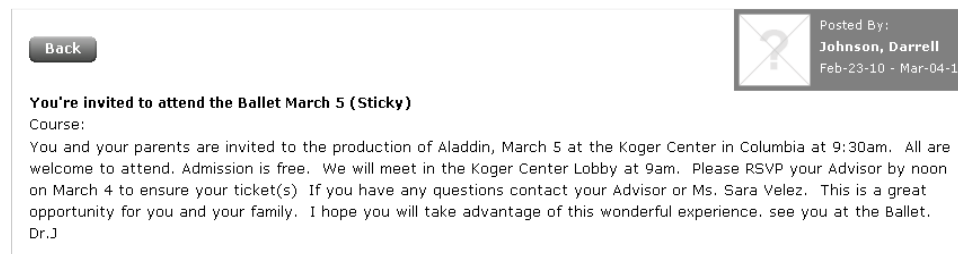
Displays only unread announcements

View By

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

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

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



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

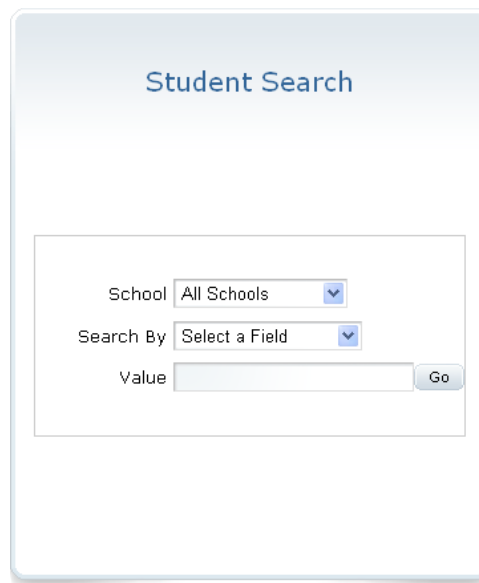
8. Managing Students

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

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



8.1. Find a Student

Use the Student Search box to find a student:



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

Your search results display:

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

1 - 2 of 2

Click a **Student ID** to select a student. The Student Details screen appears. The upper part of the Student Details screen displays a variety of basic information about the selected student. Click the **Info** icon in the info field at the top of the screen to expand/contract what you see there. Expanding the blue box displays information that is typically not needed on a daily basis.

Student Details

LN120482, FN120482

STUDENT ID: 107766 at Demo School ESW	NICKNAME	GRADE LEVEL: Twelfth Grade	ROLE: Student
ADVISOR: PittsburghDemoAdvisor test	GENDER: Male	START DATE: 07/21/2011	USERNAME: ryan.student
BIRTHDAY: 07/20/2011	STATE ID	PASSWORD: qatest13	USER ID: 120482
AGE: 2	COUNTY	FAMILY ID: 7690	INTEGRATION USERNAME
TIMEZONE: (GMT -5, D...	SCHOOL: Demo School ESW		

Notice the row of icons on the left.

- Click the **star** icon to view favorite contacts.
- Click the **envelope** icon to message the student.
- Click the **pencil** icon to edit student information.
- Click the **ellipsis in a circle** icon to view additional student details.

The bottom half of the screen contains tabs that allow you to view and modify additional information:

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

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

8.2. Academic Info

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

Schedule

School Year: 2012-2013DEMO

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
▶ 4843138	1213FY	Algebra 1 Part 1 - Competency Based			94 (GTD)	0.25	<div style="width: 16.7%;"></div> 16.7%	0%
▶ 5033359	1213FY	Algebra 2 Part 1 - Foundation			96 (GTD)	0.25	<div style="width: 63.2%;"></div> 63.2%	3%
▶ 4742771	1213FY	American History Part 1 - Competency Based			98 (GTD)	0.25	<div style="width: 31.2%;"></div> 31.2%	0%
▶ 5057405	1213FY	Anatomy and Physiology Part 1			43 (GTD)	1	<div style="width: 34.2%;"></div> 34.2%	8%
▶ 2784300	1213FY	Biology Part 1 - Foundation			24 (GTD)	0.25	<div style="width: 47.4%;"></div> 47.4%	0%

8.2.1. Schedule

Schedule

School Year: 2011 - 2012 DEMO

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
▶ 1338686	1112FY	American Literature Part 1			83 (GTD)	0.25	18.4%	2%
▶ 1337881	1112FY	Biology Part 1 C			30 (GTD)	0.25	57.1%	0%
		Earth Science Part 1			40			

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

Enrollment ID

Unique ID applied to each enrollment in the system

School Term

Term course was taken

Course Name

Name of course. Click to view a preview of the course.

Day

Day(s) course occurs for synchronous courses

Time

Time course occurs for synchronous courses

Grade

Grade for the class

Credits

Number of credits class is worth

Progress

Percentage of the course completed

7 Day Progress

Amount of course completed within the last seven days

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

8.2.1.1. General

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
55409	1314FY	Algebra 1 Part 1 - Competency Based			68 (GTD)	0.25	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	0%

General	Grade	Material	Transfer	Required Course	Restriction	Diagnostic/Progress Test	Study Planner
Section Code		CentServ.CB.MA002.A.1					
Teacher / Grader		Mr. [REDACTED]					
Enrollment ID		55409					
Enrolled Date		08/27/2013					
Enrolled By		Automation, System					
Drop/Transfer		-- <input type="button" value="Save"/>					
Start Date / End Date		<input type="text"/> <input type="button" value="Save"/>					
Adaptation Answers		<input type="checkbox"/>					
Adaptation Questions		<input type="checkbox"/>					
Enrollment Type							

Section Code

Unique identifier of enrolled course section

Teacher/Grader

Name of course teacher if synchronous or of grader if asynchronous

Enrollment ID

Unique ID applied to each enrollment in the system

Enrollment Date

Date student was enrolled in class

Enrolled By

Name of user who enrolled the student

Drop/Transfer

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

Start Date/End Date

You can create and manage these dates for course enrollments so that you can see when students should be completed with course enrollments. Enter a start date and the system automatically generates and expected completion date. You can then modify the end date, if desired. Click **Save** when finished.

Adaptation Answers

Mark the box to reduce the number of answer choices on student's assessments.

Adaptation Questions

Mark the box to reduce the number of questions on student's assessments.

Enrollment Type

Displays type of enrollment. Full time, singleton, credit recovery, or summer are typical options.

8.2.1.2. Grade

Grade Type	Grade	Date	Created By
Grade To Date	83	09/09/2011	--

Grading Period	Grade Type	Grade	Date	Created By
----------------	------------	-------	------	------------

The Grade tab displays grade information for the selected course, divided into full year and grading period.

Click the **Grade value** to view the student's Grade Breakdown for the course.

8.2.1.3. Material

Enrollment ID	School Term	Course Name	Day Time	Grade	Credits	Progress	7 Day Progress
1338686	1112FY	American Literature Part 1		83 (GTD)	0.25	18.4%	2%

Material: No

Use the Material tab to specify if the student needs any materials for the course sent to them.

Click **Edit** to change status:

Material: No

Click **Save** when finished.

NOTE: Students enrolled in Foundation courses do not need to have materials sent to them, only students in certain Traditional courses.

8.2.1.4. Transfer

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

General Grade Material **Transfer**

Transferred From Enrollment ID:

Transferred To Enrollment ID:

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

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

8.2.1.5. Required Course

Use the Required Course tab to view whether or not the course is required to be taken before the student completes other eCourses. Typically, this is used in reference to Cyber Essentials for Traditional eCourses, where the student must complete Cyber Essentials before moving to their regular coursework.

If the course is not a system-required one, such as described above, the tab looks like this:

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
▼ 1338686	1112FY	<u>American Literature Part 1</u>			83 (GTD)	0.25	<div style="width: 18.4%; background-color: #808080; height: 10px;"></div> 18.4%	2%

General Grade Material Transfer **Required Course**

This course is not the required course.

If the course is required, the tab looks like this:

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
▼ 1964643	1112FY	<u>@Academy Cyber Essentials</u>			(GTD)	0.0	<div style="width: 0%; background-color: #808080; height: 10px;"></div> 0%	0%

General Grade Material Transfer **Required Course**

Required Course

Exempted	No
Extension	Day(s)

[Edit](#)

Click the **Edit** button to modify the course properties:

Exempted

Select **Yes** to exempt student from the requirement.

Extension

Grant extra days for the student to complete the requirement.

8.2.1.6. Restriction

Use the Restriction tab to create and manage course restrictions. When you place a restriction on a course for a student, the student can no longer complete any assignments for the course, nor can they go back and retake any previous assignments.

Enrollment ID	School Term	Course Name	Day Time	Grade	Credits	Progress	7 Day Progress
4843138	1213FY	Algebra 1 Part 1 - Competency Based		94 (GTD)	0.25	16.7%	0%

[Create](#)

Restriction Date	Restriction Details	Remove Restriction
06/21/2013		Remove
03/13/2013	By PittsburghDemoAdvisor test on 07/31/2013	

Click **Create** to create a new restriction.

Click **Remove** to remove a restriction. The system records who removed the restriction.

8.2.1.7. Diagnostic/Progress Test/End of Course Test

Use this tab to view whether or not any assessments have been assigned to the student for the course and to assign/unassign progress tests and end of course tests.

Enrollment ID	School Term	Course Name	Day Time	Grade	Credits	Progress	7 Day Progress
4843138	1213FY	Algebra 1 Part 1 - Competency Based		94 (GTD)	0.25	16.7%	0%

[General](#) [Grade](#) [Material](#) [Transfer](#) [Required Course](#) [Restriction](#) [Diagnostic/Progress Test](#)

Assign Diagnostic	false	
Assign Progress Test	false	
Assign EOC	false	

You also have the option to assign a due date to the diagnostic if one has been assigned:

Schedule

School Year: 2013-2014DEMO [Go](#)

Enrollment ID	School Term	Course Name	Day Time	Grade	Credits	Progress	7 Day Progress
5085989	1314FY	Algebra 1 Part 1		(GTD)	0.25	0%	0%

[General](#) [Grade](#) [Material](#) [Transfer](#) [Required Course](#) [Restriction](#) [Diagnostic/Progress Test](#)

Assign Diagnostic	true		Due Date: 10/03/2013 Edit
Assign Progress Test	false		
Assign EOC	false		

8.2.2. Enrollment

Enrollment

Enroll By: Course Program: Select A Program School Year: 2011 - 2012 DEMO
Search By: Course Name

Use the Enrollment subtab to enroll the student in eCourses.

Use the search bar to find a course.

Course Name

Name of the course

Course Code

Unique ID code for the course

Is Transcript

Indicates which courses display in official transcripts

Max Seats

Attendance capacity for the course

Open Seats

Number of places still available in the course, if synchronous

Click **Go** to view your search results:

Enrollment

Enroll By: Course Program: Full Time School Year: 2010-2011
Search By: Course Name lit

1 - 4 of 4

Course Name	Course Code	Is Transcript	Max Seats	Open Seats
Literature, Vocabulary, Grammar, and Listening Part 1	SG.LA001.A	No	Unlimited	-
Literature, Vocabulary, Grammar, and Listening Part 2	SG.LA001.B	No	Unlimited	-
Literature, Vocabulary, Grammar, and Listening Part 3	SG.LA001.C	No	Unlimited	-
Literature, Vocabulary, Grammar, and Listening Part 4	SG.LA001.D	No	Unlimited	-

Click the **triangle** to the left of the Course Name to view additional subtabs about that course, as described below.

8.2.2.1. Course Sections

The screenshot shows the 'Course Sections' subtab for the course 'English 1' (eng1.08). The main table lists one section: 'eng1.08.1' with teacher 'teach erteacher user' on 'Mon Wed Fri' at '10:00 AM - 11:00 AM'. The 'Action' column has a 'Select' button. Above the table are navigation controls: 'Previous', 'Row 1 - 1 of 1', 'Page: 1', and 'Rows per Page: 10'. There are also tabs for 'Prerequisites' and 'Restrictions'.

Course Name	Course Code	Is Transcript	Max Seats	Open Seats
English 1	eng1.08	No	Unlimited	-

Section Code	Teachers	Day	Time	Max Seats	Open Seats	Waiting List #	Action
eng1.08.1	teach erteacher user	Mon Wed Fri	10:00 AM - 11:00 AM	-	-	0	Select

Use this subtab to enroll the student in a course section. Click **Select** to enroll the student in a section.

8.2.2.2. Prerequisites

This subtab lists any prerequisites to enrolling in the course.

8.2.2.3. Restrictions

This subtab lists any restrictions placed on students wishing to enter the course.

8.2.2.4. Enroll a Student in a Course

Complete the steps below to enroll a student in a course. Please note that you must have access to the Student Details page to enroll a student into a course.

1. Select the program for which you would like to enroll the student. Most clients use Full Time or Singleton. If the course you are searching for is not available in one program, try a different program. If the course you are searching for cannot be found, please contact your customer service representative.
2. Select how you would like to search for the course, such as by **Course Name**.
3. Click the dropdown arrow next to the course into which you would like to enroll the student.
4. Select the section of the course into which you would like to enroll that student.

The screenshot shows the 'Enrollment' subtab. The search criteria are: 'Enroll By: Course', 'Program: Full Time', and 'School Year: 2010-2011'. The search results show two courses: 'Algebra 2 Part 4' (EDHS.MA003.D) and 'Algebra 2 Part 4' (EDCP.MA003.D). The first course is expanded to show its 'Course Sections' subtab, which lists a section 'Demo' with teacher 'ecourseteacher2 Test' and a 'Select' button in the 'Action' column.

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

Enrollment

Enroll By: Course | Program: Full Time | School Year: 2010-2011 | Go

Search By: Course Name | algebra 2 part 4

Course Name	Course Code	Is Transcript	Max Seats	Open Seats
Algebra 2 Part 4	EDHS.MA003.D	Yes	Unlimited	-
Algebra 2 Part 4	EDCP.MA003.D	No	Unlimited	-

Section Code	Teachers	Day	Time	Max Seats	Open Seats	Waiting List #	Action
Demo	ecourseteacher2 Test	-	-	-	-	0	Select

- Once you click **Select**, the screen below appears. Use this screen to apply a diagnostic assessment to the enrollment (if applicable), mark the student as adaptive (if applicable), block the student from the course's forums, select the school term, and set up start and end dates.

Enrollment

Name: Chinese 1 Part 1
Section Code: CentServ.HS.FL011.A.1 **Day:** -
Time: - **Max Seats:** 250
Open Seats: 242 **Waiting List #:** 0

Action	Enroll <input type="button" value="v"/>
Apply Diagnostic Result	<input type="checkbox"/> Please select a Diagnostic Assessment <input type="button" value="v"/>
Adaptation Answers	<input type="checkbox"/>
Adaptation Questions	<input type="checkbox"/>
Block Forums	<input type="checkbox"/>
School Term	1314FY <input type="button" value="v"/>
Start Date	<input type="text"/> <input type="button" value="calendar"/>
End Date	<input type="text"/> <input type="button" value="calendar"/>

Mark the appropriate checkboxes to assign a diagnostic, progress test, and/or end-of-course test to the student. You must select any assessments at the time of enrollment; you cannot go back and alter these choices once the student has been enrolled.

If you assign a diagnostic, you have the option to apply a due date to it. A calendar control appears next to the Assign Diagnostic checkbox, where you can select a date.

If a student is exempted from any lessons due to their diagnostic results, these exemptions are automatically applied to the course as soon as the student completes the diagnostic. There is no need for an advisor to action the diagnostic.

If you mistakenly enroll a student with a diagnostic, you must drop the course then reenroll the student without the assessment. You will not be able to ever assign a diagnostic to that student for that course again. However, progress tests can be added to a course at any time.

NOTE: If a due date is set for a diagnostic, the system sends a message to the student, advisor, and parent (if parent is in the system) when the due date has been reached. The system sends messages the day before the assessment is due, the day it is due, and every day after it is due.

You can create and manage start and end dates for course enrollments so that you can see when students should be completed with course enrollments. Enter a start date and the system automatically generates an expected completion date. You can then modify the end date, if desired. Click **Save** when finished.

Once you have verified everything is correct, click **Submit**.

8.2.2.5. Reenrolling into the Same Section

When a student has been dropped from a course and you wish to reenroll them into the same section, the Student Details > Academic Info > Enrollment screen presents you with several options.

If there is only one previous drop, you can select **Undo the Last Drop** to place the student back in the course where they left off, with all grade and assessment answer data available to them, exactly as if they had never been dropped from it.

Student Enrollment

The student was previously enrolled in this section. You can:

1. Undo the most recent drop and restore the enrollment to its state prior to the drop.
2. Reinstate an archived enrollment, restoring the student's previous grade and course progress.
3. Create a new enrollment.

Caution: Attempt data for the most recent enrollment will be archived if you choose to create a new enrollment or reinstate one with previously archived attempts.

Select from the choices below and click **Next** to proceed.

ENROLLED	DROPPED		
October 21, 2013	January 14, 2014	Undo the Last Drop	78.0% GTD

[Cancel](#) [Next](#)

If the student has more than one drop, you can also select any older archived drops to reinstate. Any drop older than the most recent is archived, meaning only the student's assessment scores and Grade to Date are kept. The student will pick up where they left off, but no detailed data about their previous work will be available.

Student Enrollment

The student was previously enrolled in this section. You can:

1. Undo the most recent drop and restore the enrollment to its state prior to the drop.
2. Reinstate an archived enrollment, restoring the student's previous grade and course progress.
3. Create a new enrollment.

Caution: Attempt data for the most recent enrollment will be archived if you choose to create a new enrollment or reinstate one with previously archived attempts.

Select from the choices below and click **Next** to proceed.

ENROLLED	DROPPED		
October 21, 2013	January 14, 2014	Reinitiate this Archived Enrollment	78.0% GTD
January 14, 2014	January 14, 2014	Reinitiate this Archived Enrollment	- GTD
January 14, 2014	January 14, 2014	Undo the Last Drop	82.0% GTD

[Cancel](#) [Next](#)

Of course, you can also select **Create a New Enrollment**. By doing so, the system moves the enrollment listed as Undo the Last Drop to an archived state and the student starts the course section from scratch.

8.2.2.6. Reenrolling into a Different Section

You also have a couple options if you wish to reenroll the student into a different section of the same course. Upon selecting a new section to reenroll the student in, the Student Details > Academic Info > Enrollment screen presents you with several options. When a student is reenrolled into a new section of a dropped course, you can carry previous work over to the new section or start from scratch or create an enrollment where the student starts from scratch in the new section.

Student Enrollment

You have selected a section different than the one in which the student was previously enrolled. Please select a re-enrollment option.

1. Continuation enrollment - Retain and transfer all data from the previous section so that the student continues in the new section where they left off in the old one.
2. New enrollment - Archive the previous section's data so that the student will start from scratch in the new section.

Caution: Attempt data for the most recent enrollment will be archived if you choose to create a new enrollment.

Select from the choices below and click **Next** to proceed.

Create a New Enrollment

ENROLLED	DROPPED	Continue new enrollment where the previous enrollment left off.	21.0% GTD
August 6, 2013	April 2, 2014		

[Cancel](#) [Next](#)

8.2.2.7. View Assessments

When looking at the student's enrollment, you can tell if a student has been assigned any assessments by the icon located to the right of the course name:

The screenshot shows the 'Schedule' tab in the Student Enrollment interface. A table lists enrollment records with columns for Enrollment ID, School Term, Course Name, Day, Time, Grade, Credits, Progress, and 7 Day Progress. A red arrow points to a small icon next to the course name 'Script 25 Test AnHist Part 1'. Below the table, the 'Diagnosis/Progress Test' tab is active, showing a table with columns for 'Assign Diagnostic', 'Assign Progress Test', and 'Assign EOC', each with a value and a red icon.

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
505487	1213FY	Script 25 Test AnHist Part 1			(GTD)	1	0%	0%

Assign Diagnostic	Assign Progress Test	Assign EOC
true	true	false

Expand the course and click the **Diagnostics/Progress Test** tab to see what was assigned. Click the **magnifying glass** icon to view an assessment's results:

Sprint 26 Test AmHist Part 1 - Diagnostic Test - QA26.SS003.S.26

21 1 of 62

41 Question Map

Question 1

Diagnostic Question 1. The Answer is A

1 2 3 4 5 6 7 8 9 10 11 12

Correct Answer

Points: **1.0 / 1.0**

This is not the answer

This is not the answer

This is not the answer

Users can navigate through the assessment's questions with the bar on the left side of the page. Correctly answered questions are in green; incorrect are in red. Users can also use the arrows in the upper right corner to click through the assessment.

The red and green circles in the upper right also indicate the number of correct and incorrect answers in the assessment.

Click the **Question Map** button to view a table of assessment question numbers:

Question Map									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62								

8.2.3. Diagnostics

Use the Diagnostics subtab to assign and remove diagnostics for the student.

Add

1 - 5 of 5

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

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

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

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

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

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

NOTE: If a due date is set for a diagnostic, the system sends a message to the student, advisor, and parent (if parent is in the system) when the due date has been reached. The system sends messages the day before the assessment is due, the day it is due, and every day after it is due.

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

8.2.4. Placement Exam

This feature is only used for middle school students.

8.2.5. Waiting List

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

School Term

Term year of course

Course Name

Name of the course

Section Code

Unique ID for the section on which the student is waiting

Teachers

Teacher for the course

Day

Day the course takes place if synchronous

Time

Time the course takes place if synchronous


Drop

Allows user to drop student course enrollment from the waiting list

8.2.6. Enrollment History

Enrollment History

School Year: 2011-2012PACOL

Enrollment ID	School Term	Course Name	Section Code	Teachers	Drop Date	Grade	Credits
 1964643	1112FY	eAcademy Cyber Essentials	PACOL.CB004.A.1112			(GTD)	0.0

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

Enrollment ID

Unique identifier for the student's enrollment in this course section

School Term

Term year of course

Course Name

Name of course

Section Code

Unique ID for the course section

Teachers

Teacher for the course

Drop Date

Date course was dropped, if applicable

Grade

Course grade; click to view Grade Breakdown

Credits

Credit value of course

Click the **gray triangle** to the left of the Enrollment ID to view more course information and actions:

Enrollment ID	School Term	Course Name	Section Code	Teachers	Drop Date	Grade	Credits
▼ 1964643	1112FY	eAcademy Cyber Essentials	PACOL.CB004.A.1112			(GTD)	0.0

General Grade Material Transfer

Enrollment ID	1964643
Enrolled Date	09/09/2011
Enrolled By	Espinosa, Ms.
Drop/Transfer	-- <input type="button" value="Save"/>

8.2.6.1. General

Enrollment ID

Unique identifier for the student's enrollment in this course section

Enrollment Date

Date when student was enrolled in course

Enrolled By

Staff member who enrolled student

Drop/Transfer

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

8.2.6.2. Grade

General Grade Material Transfer Required Course

Full Year			
Grade Type	Grade	Date	Created By
Grade To Date	83	09/09/2011	--

Grading Period				
Grading Period	Grade Type	Grade	Date	Created By

The Grade tab displays grade information for the selected course, divided into full year and grading period.

Click the **Grade value** to view the student's Grade Breakdown for the course.

8.2.6.3. Material

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
▼ 1338686	1112FY	American Literature Part 1			83 (GTD)	0.25	<div style="width: 18.4%;"></div> 18.4%	2%

General
Grade
Material
Transfer
Required Course

Material No

Use the Material tab to specify if the student needs any materials for the course sent to them.

Click **Edit** to change status:

Enrollment ID	School Term	Course Name	Day	Time	Grade	Credits	Progress	7 Day Progress
▼ 1338686	1112FY	American Literature Part 1			83 (GTD)	0.25	<div style="width: 18.4%;"></div> 18.4%	2%

General
Grade
Material
Transfer
Required Course

Material No

Click **Save** when finished.

NOTE: Students enrolled in Foundation courses do not need to have materials sent to them, only students in certain Traditional courses.

8.2.6.4. Transfer

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

General
Grade
Material
Transfer

Transferred From Enrollment ID:

Transferred To Enrollment ID:

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

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

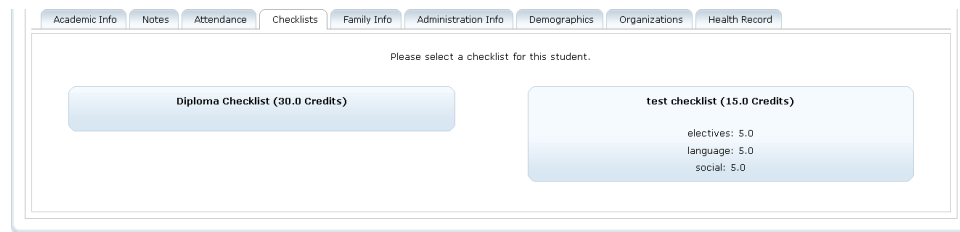
8.2.7. Tests

This feature is currently not implemented.

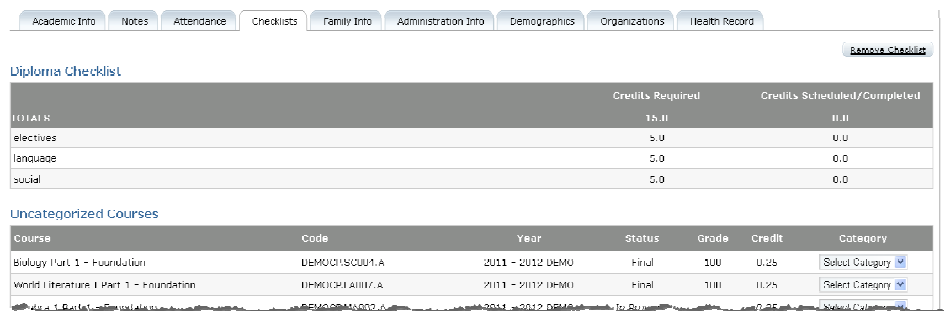
8.2.8. Checklists

Advisors have access to a checklist in order to track credits earned versus credits still needed toward graduation. The Checklists tab helps you select checklists and manage their data. This tab shows course categories so that advisors can see student progress for completing credit requirements.

In the Checklists tab, you must first select a checklist to use by clicking its blue button:

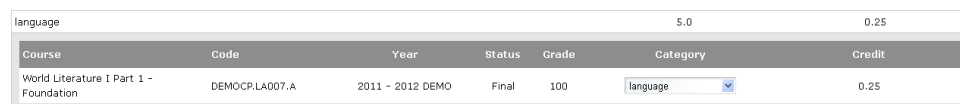


The system displays a checklist with course categories, as well as a list of all courses the student has either completed or is currently enrolled in:



You can click the **Remove Checklist** button in the upper right to select a different checklist, if available.

The Uncategorized Courses field contains a list of all of the student's courses. Above this field, the Diploma Checklist field contains categories into which courses can be placed by selecting from their Category dropdowns. Once selected, a course moves to the correct category at the top. You can see what courses are in a category by clicking the category row:



Notice that users can recategorize or uncategorize a course by using its Category dropdown.

NOTE: The categories in the checklists are set at the administrator level.

8.2.9. Transcript/Academic History

Use the Transcript/Academic History subtab to generate:

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

Transcript



Academic History



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

8.2.10. Transfer Course

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

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

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

1 - 2 of 2

Create

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

Create Student Transfer Course

Transfer School:	Please select a school	Look up
Transfer Course:	--	Add Course
Grade:	0	
Grade Type:	Final	
Grade Level:	K	
School Year:	2012-2013Demo	
Credits:		
		Cancel Create

2. Enter the following information:

Transfer School

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

Transfer Course

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

Create Student Transfer Course

Transfer School:	Springdale HS	Look up
Transfer Course:	Alchemy	Add Course
Grade:	Please select a course	
Grade Type:	Alchemy	
Grade Level:	Basket Weaving 101	
	Geometry 1 Part 1	
Grade Level:	PreK	

You can also enter a new course:

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

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

Grade

Select the course's grade value.

Grade Type

Select one type:

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

Grade Level

Select the grade level in which the course was taken.

School Year

Select the school year in which the course was taken.

Credits

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

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

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

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

8.2.11. Block Forums

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

Block Forums

School Year: 2011 - 2012 DEMO

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

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

8.2.12. Course Mastery

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

Course Mastery

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

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

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

8.2.12.1. Threshold Settings

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

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

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

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

Threshold Settings		Reset All	Minimum Score (percentage)	Edit
Course Player Mastery Threshold:	<input type="text" value="80"/>			Save Cancel
MyDay Mastery Threshold:	80%		(institution)	Override
MyDay Enforce Mastery By Default:	No		(institution)	Override

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

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

8.2.12.2. Restriction Settings

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

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

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

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

Consecutive assessment failure notice for Algebra 1 Part 1 - Competency Based

From: System Mailer;
To: PittStudent Test;
Cc: PittsburghDemoAdvisor test; Pitt Special Advisor Test; CurrEDCB.Math Test; Eileen.ma.teacher Test
Subject: Consecutive assessment failure notice for Algebra 1 Part 1 - Competency Based
Attachments:
Tags: Inbox X

This email serves to notify all of you that **PittStudent Test** has had 2 consecutive assessment failures. **PittStudent Test** must speak to **PittsburghDemoAdvisor test, Pitt Special Advisor Test, CurrEDCB.Math Test, Eileen.ma.teacher Test** before completing any further assessments.

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

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

8.3. Notes

The screenshot shows the 'Notes' tab in a student management system. At the top, there are navigation tabs: Academic Info, Notes, Attendance, Checklists, Family Info, Administration Info, Demographics, Organizations, and Health Record. The 'Notes' tab is active, showing a 'Test note' created on 12/16/2013 at 10:36 AM. The note content is 'This is a test.' Below the text are 'EDIT NOTE' and 'DELETE NOTE' buttons. On the right side, there is a 'Create a Note' button and a settings panel. The settings panel includes 'Display Settings' (Expanded/Collapsed), 'Privacy' (All, Private, Communal), 'Type' (All, General, Message), and a 'Search' section with a 'View All' dropdown and a 'Search' button.

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

8.3.1.1. Create a New Note

1. Click the orange **Create a Note** button at the right of the screen. The Create a Note window appears:

The screenshot shows a 'Create a Note' dialog box. At the top is a title bar with the text 'Create a Note' and a red 'X' close button. Below the title bar is a section labeled 'SUBJECT' with a large, empty text input area. Underneath the subject area are two dropdown menus. The first is labeled 'NOTE TYPE' and has 'Select' as the current value with a downward arrow. The second is labeled 'NOTE PRIVACY' and has two radio button options: 'PRIVATE' (which is selected) and 'COMMUNAL'. At the bottom of the dialog are three buttons: 'Attach a File' (blue), 'Cancel' (blue), and 'Create' (orange).

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

Subject

Enter subject of note

Content

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

Note Type

Select a category in which the note fits. You can use this information to filter notes when viewing them. This list will vary depending on your school's configuration.

Note Privacy

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

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

Attach a File

Click to select a file to attach to the note.



Click **Browse** to find and select a file, then click the **orange checkmark** to attach it to the note.

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

The new note is now part of the list.

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

Click a note's title header to expand or contract its contents. You can also use Display Settings > Expanded/Contracted to expand and contract all notes.

8.3.1.2. Filter and Search Notes

Use the search and filter settings on the right to limit what notes appear in the list.

Display Settings

Use these settings to display or hide the contents of notes.

Privacy

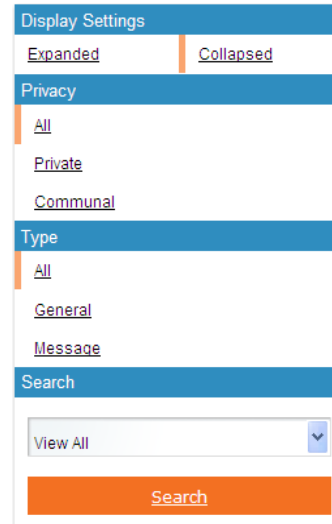
Filter notes by privacy settings.

Type

Filter notes by type. This list will vary depending on your school's configuration.

Search

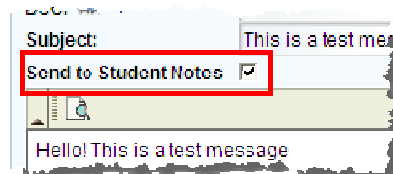
Click the dropdown search by note creation date, subject, content, or creator. A text box appears to enter search text or, if calendar is selected, a calendar control. Click the orange Search button to conduct your search.



8.3.1.3. Saving Messages to Notes

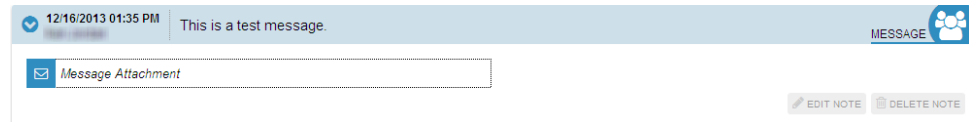
Teachers and advisors have the option when sending a message to a student or staff members associated with them, to have that message sent to the student's Notes page as an attached file so that you can more easily record a history of your communication with the student.

When creating a message, mark the **Send to Student Notes** box located beneath the subject line:

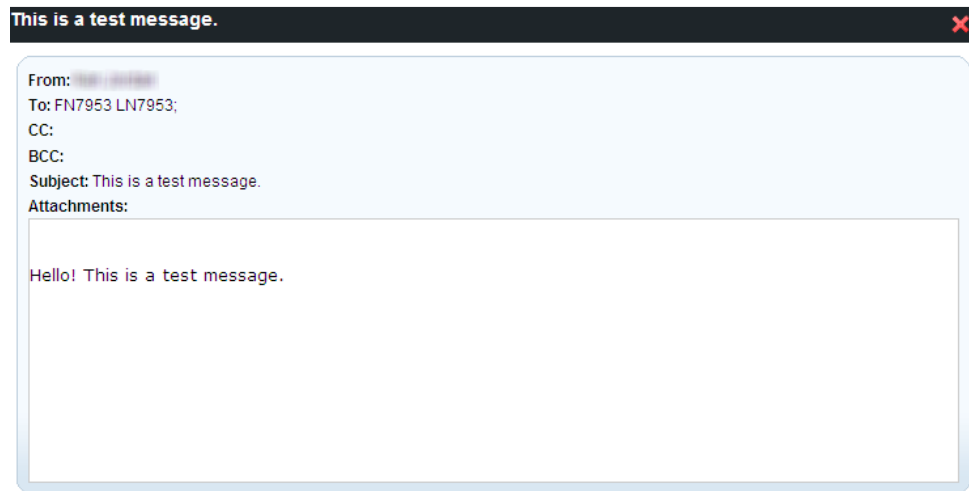


In the Notes page, a note created this way has Message in its header:

The subject of the message is the subject of the note:



The content of the message is stored as an attachment to the note:



Any file attachments you included in the original message are also stored in the note as attachments, as well.

8.4. Attendance

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

8.4.1. School Term Attendance

School Term Attendance

School Year: 2014-2015-00

Start Date:	U/21/2014	Days Attended:	U
End Date:	06/30/2015	Unexcused Absences:	5
Truancy Alerts:	0	Excused Absences:	0

Attended
 Attended Non School Day
 Unexcused Absence
 Excused Absence
 Non School Day/Student Not Registered
 Tardy
 Excused Tardy
 Early Out
 Excused Early Out
 Tardy and Early Out
 Excused Tardy and Early Out
 Tardy and Excused Early Out
 Excused Tardy and Excused Early Out

July 2014 August 2014 September 2014

This tab displays basic attendance information for the school year. Days attended are marked in green, while any other categories configured by your institution appear with their markings.

Hover the mouse pointer over calendar cells to view attendance data:

Attendance for December 4 2013

Recorded By: Test, Pitt Advisor

Created On: U/01/2014

Time in System: 0 Minutes

Last Updated: 07/01/2014

March 2014

Click a date cell to change attendance data in the calendar. Attendance types are created by institution administrators for your school. Users can also view the history of any changes to attendance for the selected date.

Edit Attendance for December 4 2013

Attendance History

Recorded By: Test, Pitt Advisor

Created On: 07/01/2014

Time in System: 0 Minutes

Last Updated: 07/01/2014

Attended Absent

Tardy:

 Early Out:

Save Cancel

Edit Attendance for December 4 2013

Attendance History

1 - 1 of 1

Status	Description	Recorded By	Date
Attended		Test, Pitt Advisor	07/01/2014 03:14 PM

Close

8.4.2. Course Attendance

Course Attendance

School Year: 2008-2009 School Term: Summer Go

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

1 - 4 of 4

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

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

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

8.4.2.1. Change Attendance Status

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

8.4.3. System Activity

System Activity

Start Date: End Date: Report Type: Detail Go

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

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

8.4.3.1. Detail Report

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

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

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

System Activity

Student ID	Username	First Name	Last Name	Start Time	End Time	Total Minutes	Summary										
▶ 99091	pitt.student	PittStudent	test	8/3/11 2:00 PM	8/3/11 2:01 PM	< 1	Number of Users: 140										
<table border="1"> <thead> <tr> <th>Type</th> <th>Activity</th> <th>Start Date</th> <th>End Date</th> <th>Total Minutes</th> </tr> </thead> <tbody> <tr> <td>▼ Site</td> <td>Forensics</td> <td>8/3/11 2:01 PM</td> <td>8/3/11 2:01 PM</td> <td>< 1</td> </tr> </tbody> </table>								Type	Activity	Start Date	End Date	Total Minutes	▼ Site	Forensics	8/3/11 2:01 PM	8/3/11 2:01 PM	< 1
Type	Activity	Start Date	End Date	Total Minutes													
▼ Site	Forensics	8/3/11 2:01 PM	8/3/11 2:01 PM	< 1													
<table border="1"> <thead> <tr> <th>Activity</th> <th>Activity In</th> <th>Data</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Site</td> <td>Lesson 1</td> <td>siteID=24346; learningPackage_id=13789; page_id=32026;user_id=99091;</td> <td>8/3/11 2:01 PM</td> </tr> </tbody> </table>							Activity	Activity In	Data	Time	Site	Lesson 1	siteID=24346; learningPackage_id=13789; page_id=32026;user_id=99091;	8/3/11 2:01 PM			
Activity	Activity In	Data	Time														
Site	Lesson 1	siteID=24346; learningPackage_id=13789; page_id=32026;user_id=99091;	8/3/11 2:01 PM														
▶ System	System		8/3/11 2:00 PM	8/3/11 2:00 PM	< 1												

8.4.3.2. Summary Report

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

1 - 2 of 2

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

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

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

8.4.4. Course Activity

Course Activity

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

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

To find course information:

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

Course

Course Name: 2008-2009 Course Name: en Search

1 - 1 of 1

Course Name	Course Code	Select
English 1	eng1.08	

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

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

8.4.4.1. Detail Report

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

1 - 4 of 4

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

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

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

8.4.4.2. Summary Report

Course Activity

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

1 - 1 of 1

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

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

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

8.5. Family Info

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

Student Contact Information

Primary Address 550 3rd Ave, Albrightsville, PA 18210

Phone Numbers Secondary: ★(724) 5551212 call this one

Email Dave.HSS1@example.com

Address History

Contact Information Add Contact

Primary Contact

First Name Bob

Last Name Robertson

Relationship Father

Primary Address 550 3rd Ave, Albrightsville, PA 18210

Phone Numbers Mobile: ★(443) 3441111

Email bob@test.com

Alternate Contact

First Name FN344381

Last Name LN344381

Relationship Guardian

Primary Address 550 3rd Ave, Albrightsville, PA 18210

Phone Numbers Primary: ★(777) 5551111 Ext. 0000 Best contact number

Email scp344381@example.com

Siblings Add Sibling

LN109480, FN109480 **Sister**

The Family Info tab contains all contact information for the student.

8.5.1. Student Contact Information

Student Contact Information field has been created to edit and create student address and phone numbers in one place so advisors can manage their data more efficiently.

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

Student Contact Information

Primary Address 550 3rd Ave, Albrightsville, PA 18210

Phone Numbers Secondary: ★(724) 5551212 call this one

Email Dave.HSS1@example.com

Address History

8.5.1.1. Create/Edit Student Contact Info

1. Click the **magnifying glass** next to the title to create and edit student contact information.

The screenshot shows a window titled "Student Addresses And Phone Numbers" with a close button (X) in the top right corner. The window is divided into two sections: "Student Addresses" and "Student Phones".

Student Addresses

Buttons: [Create](#) [Add from family addresses](#)

Address Type	Address	Details	Delete
Primary	PO BOX 327, Hoffman Estates, NC 04735		
Mailing	1100 LINN ST, Sainte Genevieve, OR 30260		

Student Phones

Button: [Create](#)

Phone Type	Phone Number	Notes	Details	Delete
Primary	(000) 0000000	mom's cell		

2. Under Student Addresses, click **Create** to create a new address. The following fields appear:

The screenshot shows the same window as above, but with the "Create" form for a new address open. The form is titled "Student Addresses" and has buttons for [Create](#) and [Add from family addresses](#).

Fields:

- Address Type:
- Replace Addresses of Same Type:
- Reason For Edit: New Address
- Start Date:
- Street 1:
- Street 2:
- State:
- City:
- Zip:

Buttons: [Save](#) [Cancel](#)

3. Complete the address fields. Note that if you select an address type that already exists for the student, you are asked if you wish to replace the current address in that category. If you select this, the old address is moved to the student's address history.

Click **Add from family addresses** to select an address from another family member who is in the system.

4. Under Student Phones, click **Create**. The following fields appear:

Student Phones

Phone Type: Select A Value

Phone Number: [] Ext: []

Notes: []

Save Cancel

5. Complete the fields and click **Save** when finished.

8.5.1.2. Address History

Click the **magnifying glass** for the address history field to create and edit the student's address history.

Student Addresses History

Address History

Create

Address Type	Address	Change Type	Modified By	Details
Primary	PO BOX 327, Hoffman Estates, NC 04735	New Address	PittsburghDemoAdvisor test	
Mailing	600 CHS DRIVE, Sevierville, OK 84119	New Address	PittsburghDemoAdvisor test	

Click **Create** to create a new address history:

The screenshot shows a window titled "Student Addresses History" with a "Create" button in the top right corner. The form contains the following fields:

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

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

Complete the fields and click **Save** when finished.

To edit an entry, first click the **Details** icon for the address, then click the **Edit** button that appears at the bottom of the window:

The screenshot shows the "Student Addresses History" window with a table of address entries. The first entry is selected, and its details are shown in a form below the table. The details form includes the following information:

Reason For Edit:	New Address
Address Type:	Primary
Address Valid From:	12/03/2012 - 06/30/2013
Street 1:	PO BOX 327
Street 2:	
State:	NORTH CAROLINA
City:	Hoffman Estates
Zip:	04735
Notes:	

At the bottom of the details form are "Edit" and "Close" buttons. Below the details form, the second entry in the table is visible: "Mailing 600 CHS DRIVE, Sevierville, OK 84119 New Address PittsburghDemoAdvisor test".

The fields open for editing. Make your changes, then click **Save**:

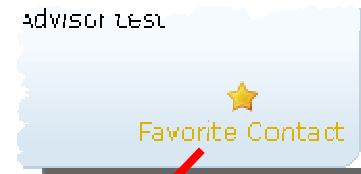
This close-up shows the "Notes:" field with an empty text input box. Below the input box are "Save" and "Cancel" buttons.

8.5.2. Contact Information

Information for student contacts (parents, grandparents, etc.) is displayed beneath the student's contact information. Contacts can be designated as primary or alternates. A messaging icon displays next to each contact who has an eSchoolware account so advisors can more easily communicate with student families.

Contact Information		Add Contact
Primary Contact 		
First Name	Bob	
Last Name	Robertson	
Relationship	Father	
Primary Address	550 3rd Ave, Albrightsville, PA 18210	
Phone Numbers	Mobile:  (443) 3441111	
Email	bob@test.com	
Alternate Contact 		
First Name	FN344381	
Last Name	LN344381	
Relationship	Guardian	
Primary Address	550 3rd Ave, Albrightsville, PA 18210	
Phone Numbers	Primary:  (777) 5551111 Ext. 0000 Best contact number	
Email	scp344381@example.com	

- Favorite Contact stars are located next to each contact phone number. Click a star to designate that number as a favorite. A list of all favorite contacts can be viewed by mousing over the **Favorite Contact** star in the bottom right corner of the blue info bar:



Student Contact Information		
Secondary:	(724) 5551212	call this one
Contact Information		
Name: Bob Robertson	Relationship: Father	
Mobile:	(443) 3441111	

8.5.2.1. Add a Contact

Click the **Add Contact** button to create a new contact.

8.5.2.1.1. Select a Contact

To select someone who is already in the system as a contact for the student, mark **Select a Contact** and search by first or last name. Your search results appear:

Name	Email	Relationship	Type	Select
parent, test	parenttest@example.com	Select a Relation	Select a Type	
test, TestAccountTeacher	testingacct@example.com	Select a Relation	Select a Type	
Admin, Test	test.admin@example.com	Select a Relation	Select a Type	
Admin 2, Test	test.admin.2@example.com	Select a Relation	Select a Type	
Admin 3, Test	test.admin.3@example.com	Select a Relation	Select a Type	
student10202010, test	teststudent10202010@example.com	Select a Relation	Select a Type	
TEST, test	test12512@example.com	Select a Relation	Select a Type	
Admin, Test	demo.admin@example.com	Select a Relation	Select a Type	
test, test	notinuse3@example.com	Select a Relation	Select a Type	
Test1.34, Test1.34	test1.34@example.com	Select a Relation	Select a Type	

For the person you wish to use, select their relationship to the student and the type of contact, then click the **Select** icon.

8.5.2.1.2. Create a Contact

To create a contact from scratch, mark **Create a Contact**. The following fields appear:

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

First Name

Enter the contact's first name

Last Name

Enter the contact's last name

Middle Name

Enter the contact's middle name

Suffix

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

Relationship

Select the relationship the contact has with the student.

Create User

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

Username

Enter a system username for the contact

Role

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

Timezone

Select the timezone in which the contact lives

Email

Enter the contact's email address

Gender

Select the contact's gender

Birthdate

Enter the contact's birthdate

Nickname

Enter the contact's nickname, if applicable

Type

Select the type of contact, either primary or alternate

Password

Enter a password for the user if they have a login

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

8.5.2.2. Edit a Contact

Click a contact's **magnifying glass** to edit their information.

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

[Edit](#) [Delete](#)

NOTE: Do not change the username field.

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

Address Type	Address	Details	Delete
No Entries Found			

[Create](#) [Add from family addresses](#)

Create

Click to create an address from scratch:

Address Type:

Start Date:

Street 1:

Street 2:

State:

City:

Zip:

[Save](#) [Cancel](#)

Complete the fields and click **Save**.

Add from family addresses

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

Select Address

<input type="radio"/>	123 Main Street, Pittsburgh, PA
<input type="radio"/>	124 test, Allentown, PA

Address Type:

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

Full Name	Relationship	Type	Details
FN26929 LN26929	Brother	Sibling	

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

Create

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

Phone Type:

Phone Number: Ext:

Notes:

Click **Save** when finished.

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

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

Phone Type:

Phone Number 1:

Notes:

Detail fields appear:

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

Phone Type:	Primary
Phone Number 1:	(000) 0000000
Notes	

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

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

Click **Save** when finished.

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

8.5.2.3. When a Student Turns 18

The system automatically denies access to all parent accounts tied to a student when the student turns 18 years old so that the parents cannot see the student's data in their parent portals. Students who turn 18 years old can authorize/deauthorize their parents to have access to this information in the parent portal so they can continue to see/not see student progress. If parent access has been deactivated, advisors can no longer add any additional parents to the student. Teachers and advisors, via Student Details > Family Info, can see if a student has activated or deactivated the parent portal view so that they know if they can add parent info to the student.

When a student turns 18, the notice below appears in Student Details > Family Info > Contact Information:

Contact Information

Primary Contact

First Name	FN13479
Last Name	LN13479

! Parent portal access has been disabled by the system since the student has turned 18.

! Parent portal access has been disabled by the student.

If a student toggles this setting on and off, the system creates a log of the activity that can be accessed via an icon that appears:

! Parent portal access has been disabled by the student.

Click the icon to view the log:

Parent Access History		
1 - 2 of 2		
Name	Status	Update Time
FN10031 LN10031	Do not allow	2013-12-16 19:38:22
FN10031 LN10031	Allow	2013-12-16 19:36:46

8.5.3. Siblings

The selected student's siblings are displayed beneath the Contact Information field.

Siblings		Add Sibling
LN109480, FN109480	Sister	

8.5.3.1. Add a Sibling

Click the **Add Sibling** button. The Sibling Creation window appears:

Sibling Creation			
School:	<input type="text" value="Select a School"/>	Search By:	<input type="text" value="Student ID"/>
			<input type="button" value="Go"/>

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

Sibling Creation			
School:	<input type="text" value="Demo School ESW"/>	Search By:	<input type="text" value="Last Name"/>
			<input type="button" value="Go"/>
1 - 10 of 793			
Student ID	Name	Grade Level	Select
104748	FN104082 LN104082	Tenth Grade	<input type="button" value="👍"/>
105116	FN108299 LN108299	Seventh Grade	<input type="button" value="👍"/>
105260	FN109476 LN109476	Kindergarten	<input type="button" value="👍"/>
105261	FN109477 LN109477	Eleventh Grade	<input type="button" value="👍"/>
105262	FN109478 LN109478	Kindergarten	<input type="button" value="👍"/>
105263	FN109480 LN109480	Ninth Grade	<input type="button" value="👍"/>
105264	FN109481 LN109481	Ninth Grade	<input type="button" value="👍"/>
105268	FN109486 LN109486	Ninth Grade	<input type="button" value="👍"/>
105272	FN109580 LN109580	Tenth Grade	<input type="button" value="👍"/>
105552	FN110492 LN110492	Ninth Grade	<input type="button" value="👍"/>

Click **Select** for the student you wish to add. That student now appears as a sibling.

8.5.3.2. Edit a Sibling

To edit a sibling's information, click their **magnifying glass**. The Sibling Details window appears:

Field	Value	Field	Value
First Name	FN104082	Relationship	Brother
Last Name	LN104082	Email	ht104748@example.com
Suffix		Family ID	25422
Type	Sibling		
Username	ht104748	Password	test2012

From this window, you can change a sibling's details, addresses, and phone numbers.

More...

See the Edit a Contact section above for more details.

NOTE: Any changes you make here to the sibling will be transferred to their own student details.

NOTE: Do not change the username field.

8.6. Administration Info

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

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

8.6.1. Entry/Withdrawal

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

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

Action

Type of action – Entry, Withdrawal

Reporting Code

State code used for reporting purposes

Description

Description of the entry/withdrawal action

Comment

Comments about action

School Name

Name of school the action applies to

Date

Official date the entry/withdrawal occurred

Modified By

Name of user who created the action

Modified On

Date of modification

Edit

Click the icon to edit the action

Delete

Click the icon to delete the action

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

New Entry/Withdrawal

State:

City:

School:

Entry/Withdrawal:

Entry/Withdrawal Description:

Entry/Withdrawal Date:

Comment:

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

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

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



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

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

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

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

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

8.6.2. School Districts

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

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

District

Name of school district

Location

Where district is located

Start Date

Date student began attending district

End Date

Date student stopped attending district

Edit

Click the icon to edit the district's information

Delete

Click the icon to delete the district from the list

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

New Student School District

State:

School District:

Current School District:

Start Date:

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

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

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

8.6.3. Credentials

- Entry/Withdrawal
- School Districts
- **Credentials**
- Advisors
- Application

Username	Password	Credential Name	Edit	Delete
10001				

Use the Credentials subtab to create and manage student logins for third-party applications that connect with eSchoolware.

Username

Login of student

Password

Student's password

Credential Name

Type of credential – email, conferencing, etc.

Edit

Click the icon to edit the credential.

Delete

Click the icon to delete the credential.

8.6.3.1. Create a New Credential

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

New Student Credential

Username:

Password:

Credential Name:

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

8.6.3.2. Edit a Credential

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

Edit Student Credential

Username:

Password:

Credential Name:

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

8.6.3.3. Delete a Credential

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

8.6.4. Advisors

Current Advisors	
Username	Advisor Type
advisoruser	Regular IS

Advisors History	
Username	Advisor Type
Your search returned no results.	

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

8.6.5. Application

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

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

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

Student Info.	
Please review the information below then click "Submit." An admissions representative will contact you shortly to complete the admissions process. You may log in again to edit your current application, check your approval status, and/or create an application for another student.	
Student first name:	Provost1
Preferred name/nickname:	
Student middle name:	
Student last name:	Test
Suffix:	
Home address 1:	123 main St
Home address 2:	
State:	SOUTH CAROLINA
City:	Aynor

NOTE: If the student was created in a manner other than through an application, this tab will be blank, even though the student exists in the system.

8.7. Demographics

Demographics	
General Info.	
Home Room	152
Edit	

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

8.7.1. Demographics

Demographics	
General Info.	
Home Room	152
Edit	
Geography	
Do you currently have Internet access in your home?	
Birth Country	
Student ethnicity is Hispanic or Latino:	
Migrant	No
Edit	

The Demographics subtab contains the General Info. subtab. The data fields and tabs available in this area are specific to your school. The examples above illustrate how that data may look.

Click the **Edit** button to change demographic information.

8.7.2. School Year Demographic

School Year Demographic

School Year: 2008-2009

Student Template Special Education Info

Special Education	
Current IEP Date	
Former IEP Date	
Homeroom	
Guardian Relationship	
Repeating Last Year	

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

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

Click **Edit** to change information.

8.8. Organizations

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

Enrolled Organizations Organization History

Organization History

School Year: Select a School Year

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

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

8.8.1. Enrolled Organizations

School Year: Select a School Year

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

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

Organization Name

Name of group

Code

Unique identifier for the organization

Teachers



Teacher in charge of the organization

Drop

Click the icon to remove the student from the organization



8.8.1.1. Add an Organization

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

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

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

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

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

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

8.8.1.2. Drop an Organization

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

8.8.2. Organization History

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

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

Organization Name

Name of group

Code

Unique identifier for the organization

Enrolled Date

Date when student enrolled in the organization

Drop Date

Date student dropped the organization

Enrolled By

Person who enrolled student

Dropped By

Person who dropped student

Teachers

Teacher in charge of organization

8.9. Health Record

The Health Record tab displays information about the selected student's health records. It contains three subtabs: Immunizations, Screenings, and Conditions.

8.9.1. Immunizations

Immunization Record Info

Health Status

Status	Notes	Reviewed By	Reviewed On
Complete		Ms. Espinosa	09/22/2010

[Edit](#)

Immunization Form

Vaccine	Doses	Serology	Edit
No Immunizations found.			

Exemptions [Create](#)

Exemption Type	Document Provided	Notes	Edit	Delete
Your search returned no results.				

Use this tab to view and record student immunization information. The fields above are examples; your system administrator will fields specific to your school's needs.

8.9.1.1. Health Status

Health Status

Status	Notes	Reviewed By	Reviewed On
Complete		Ms. Espinosa	09/22/2010

[Edit](#)

Click the **Edit** button to modify data fields in this area.

8.9.1.2. Immunization Form

Immunization Form

Vaccine	Doses	Serology	Edit
No Immunizations found.			

Click an item's **Edit** icon to modify immunization information.

8.9.1.3. Exemptions

Exemptions

Exemption Type	Document Provided	Notes
Your search returned no results.		

8.9.2. Screenings

Screenings

Screening List: Filter By:

Use this tab to view student health screening information.

8.9.3. Condition

Condition	Notes
Your search returned no results.	

Use this tab to view student health condition information.

9. Appendix A: Essential Tasks

This appendix contains abbreviated instructions for completing the most common advisor tasks. For more detailed information, please refer to the preceding sections of the user guide.

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**; your search results appear. Click a student username to view details about that student.

Assign a Diagnostic to a Student

1. After logging in, find the student for which you wish to assign a diagnostic exam.
2. From the **Student Details** screen, select **Academic Info > Diagnostics**.
3. Click the **Add** button. A search line appears.
4. Enter search text and click **Go**. A list of diagnostics that match your search terms appears.
5. If the student must complete the diagnostic by a certain date, use the calendar control to enter a due date.
6. Click the **yellow plus** to assign the diagnostic to the student.
7. The diagnostic now appears in the student's list.
8. To change a due date, click the **Edit** icon for the diagnostic.
9. To remove a diagnostic from a student, click the **Remove** icon for the diagnostic.

Enroll a Student in a Class

1. After logging in, find the student for which you wish to assign a course section.
2. From the **Student Details** screen, select **Academic Info > Enrollment**.
3. From the Program dropdown menu, select the most appropriate type of enrollment.
4. Use the **Search By** dropdown menu to select the search criteria to find the course. Type the name, code, or abbreviation into the text field and click **Go**. Your search results appear.
5. 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.
6. In the Enrollment dialogue, select any of the items that apply:
 - Diagnostic results to apply
 - Adaptation answers for assessments
 - Adaptation questions for assessments
7. When finished, click **Submit** to enroll the student.

Student Attendance

The 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.
- **Course Attendance** - Displays the student's attendance at a weekly level, broken down by course.

- **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 displays an abbreviated account of student logon activity.
- **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 displays an abbreviated account of student course activity.

Interventions

The **Intervention** field displays the pending interventions of students assigned to you.

NOTE: Due to the mastery requirements built in to Foundation eCourses, assessments of students enrolled in Foundation eCourses will not generate interventions. These students progress through the various Learn More options and tutoring until mastery of a lesson is achieved.

1. Click the number to display a list of your students' interventions.
2. From the list, click any item in a student row to view that student's interventions.

Grade Approvals

On your advisor home screen, the Grade Approval Requests field displays the pending gradings of students assigned to you.

1. Click the number to display a list of your students' grade information.
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.
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 screen, click the **Control Panel** icon.
2. From the Control Panel options, click **Custom Reports**.
3. Click a report from the blue menu on the left.
4. Complete any required fields and click a delivery format.

10. Appendix B: Placing Students - Foundation vs. Traditional

The outline below offers guidance for enrollment in the two versions of eCourses:

- Foundation eCourses
 - Struggling readers (>2 grade levels behind)
 - Reluctant readers
 - Learning disabled
 - ELL
- Traditional eCourses
 - Working on or above grade level
 - Met or exceeded standards in previous year's state standardized test

Can students move from one version of an eCourse to the other mid-term?

Students must complete their current course enrollment before moving into a different level course. Mid-term changes would only be possible if the student wished to withdraw from their current course (thus losing all academic records related to the original course) and enroll at the beginning of a new Traditional/Foundation eCourse. However, because the content is the same in corresponding Traditional and Foundation courses, students can move to either Traditional or Foundation at the end of a part.

Does course type affect students' final transcripts?

All eCourses courses carry the same amount of credit. Final transcripts show each course part with its corresponding naming convention. For example, if a student took Traditional parts one and two of Biology 1 and parts three and four as Foundation, the transcript would reflect Biology 1 Traditional for parts one and two and Biology 1 Foundation for parts three and four.