



eSchoolware®

Product User Guide for Registrars

Document Revision History

Version	Date	Changed by	Revision description
0.1	10/07/2009	Blaine W. Perdue	Initial draft
1.0	12/02/2010	Blaine W. Perdue	Completed document
1.1	04/18/2012	Blaine W. Perdue	Updated Assign Transfer Courses to Students section

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1. This Document

1.1. Purpose

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

1.2. Conventions

The following typographical conventions are used in this document.

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

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

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2. Product Overview

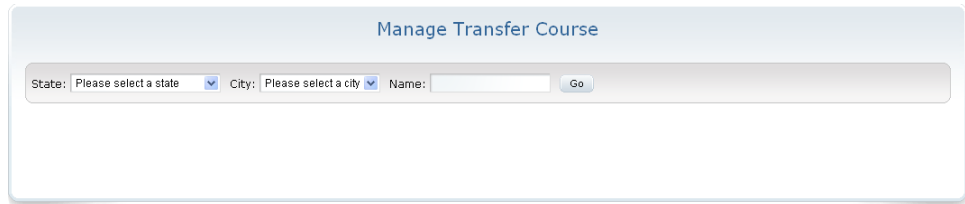
EdisonLearning eSchoolware is the interface by which you can quickly and easily access all of your online tools in one location, including daily lessons, assignments and tests, grades and academic progress reports, upcoming deadlines, recent attendance, achievement intervention alerts and status, school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

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3. Create Transfer Courses

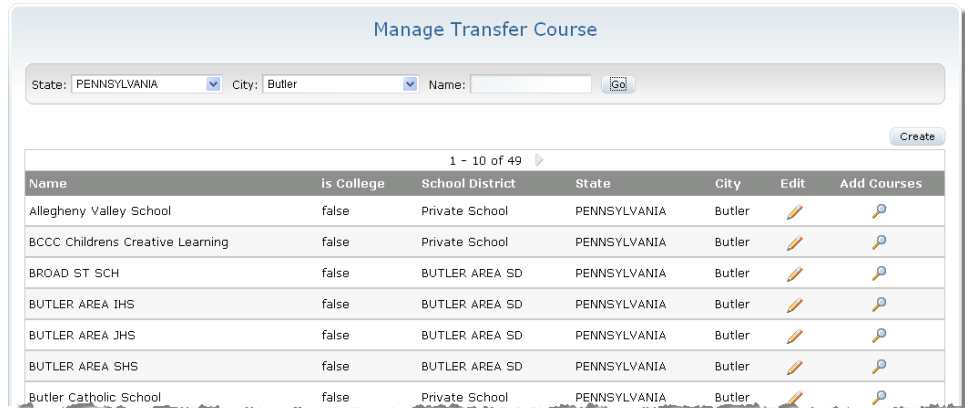
Use the Registrar feature to locate course lists from other institutions and assign equivalent transfer courses, subjects, and credit values in your school.

From the Control Panel, click **Registrar**. The following screen appears:



The screenshot shows the 'Manage Transfer Course' interface. At the top, there is a search bar with three fields: 'State: Please select a state' (a dropdown menu), 'City: Please select a city' (a dropdown menu), and 'Name: ' (a text input field). To the right of the 'Name' field is a 'Go' button.

Use the search bar to find the school from which the student is transferring. Your search results appear:



The screenshot shows the 'Manage Transfer Course' interface with search results. The search bar is filled with 'State: PENNSYLVANIA', 'City: Butler', and 'Name: ' with a 'Go' button. Below the search bar is a 'Create' button. The search results are displayed in a table with the following columns: Name, is College, School District, State, City, Edit, and Add Courses. The table shows 10 results, with the first six visible.

Name	is College	School District	State	City	Edit	Add Courses
Allegheny Valley School	false	Private School	PENNSYLVANIA	Butler		
BCCC Childrens Creative Learning	false	Private School	PENNSYLVANIA	Butler		
BROAD ST SCH	false	BUTLER AREA SD	PENNSYLVANIA	Butler		
BUTLER AREA IHS	false	BUTLER AREA SD	PENNSYLVANIA	Butler		
BUTLER AREA JHS	false	BUTLER AREA SD	PENNSYLVANIA	Butler		
BUTLER AREA SHS	false	BUTLER AREA SD	PENNSYLVANIA	Butler		
Butler Catholic School	false	Private School	PENNSYLVANIA	Butler		

NOTE: If you do not enter a complete or partial school name in the Name field, the system returns all schools located in the city you selected.

Create

Click to add a school to the list

Name

School name

Is College

Denotes if school is postsecondary

School District

District to which school belongs

State

State where school is located

City

City where school is located

Edit

Click to edit school information

Add Courses

Click to add transferrable courses to a school

3.1. Create a School

Follow the steps below to create a new school.

1. Click the **Create** button. New blank fields appear. If there are already schools listed, the new fields appear at the bottom:

The screenshot shows a form for creating a new school. The form has the following fields and values:

Name:	<input type="text"/>
is College:	<input type="checkbox"/>
Street1:	<input type="text"/>
Street2:	<input type="text"/>
State:	PENNSYLVANIA
City:	Butler
Zip:	16001
School District:	21ST CENTURY CYBER CS
NCES School ID:	<input type="text"/>
State School ID:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Create"/>	

2. Complete the fields and click the **Create** button at the bottom of the fields. Your school appears in the list.

3.2. Edit School Information

Follow the steps below to modify school information.

1. Click the **Edit** button for the school you wish to modify. The following fields appear:

The screenshot shows a form titled 'BUTLER AREA SHS' with the following fields and values:

Name:	BUTLER AREA SHS
is College:	<input type="checkbox"/>
Street1:	120 CAMPUS LN
Street2:	
State:	PENNSYLVANIA
City:	Butler
Zip:	16001
School District:	BUTLER AREA SD
NCES School ID:	420459001147
State School ID:	1147

Buttons: Cancel, Save

2. Make any necessary changes, then click **Save**.

3.3. Add a Course to a School

Follow the steps below to add transferrable courses to a school.

1. For the school you wish to modify, click the **Add Courses** icon. The following screen appears:

The screenshot shows the 'Manage Transfer Course' screen with the following details:

Back Manage Transfer Course

Name: BUTLER AREA SHS Nces School ID: 420459001147
State School ID: 1147 Is College: false

0 - 0 of 0

Course Name	Is Transcript	Edit	Delete
There are no transfer schools.			

Create

NOTE: You may already see courses listed here.

2. Click **Create**. A new line appears:

The screenshot shows the 'Manage Transfer Course' screen with a new empty row in the table:

Course Name	Is Transcript	Edit	Delete
	<input type="checkbox"/>	Create	Cancel

3. Enter a course name. If the course is a transcript course, mark the box.
4. Click **Create** when finished. The course appears in the list:

The screenshot shows the 'Manage Transfer Course' screen with a course added to the list:

Course Name	Is Transcript	Edit	Delete
Basic Math 9	Yes	Edit	Delete

- Click the **grey arrow** to the left of the course name. A School field appears:

- From the dropdown list, select the institution into which the course credit is transferring. Additional fields appear:

- Enter the credit value of the course in the **Unit** field.
- An equivalent course or subject may be added from this screen, as well. To create an equivalent course, click the **Create** button to the right of Equivalent Courses. A new field appears:

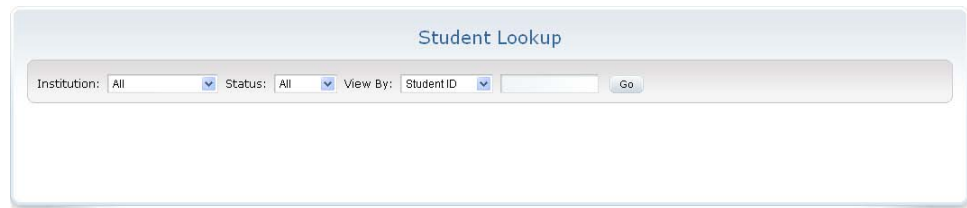
- Select a course from the dropdown list and click **Create**. The course displays:

- To add a subject, click the **Create** button to the right of Subjects. A new field appears:

- Select a subject from the dropdown list and click **Create**. The subject displays.

4. Assign Transfer Courses to Students

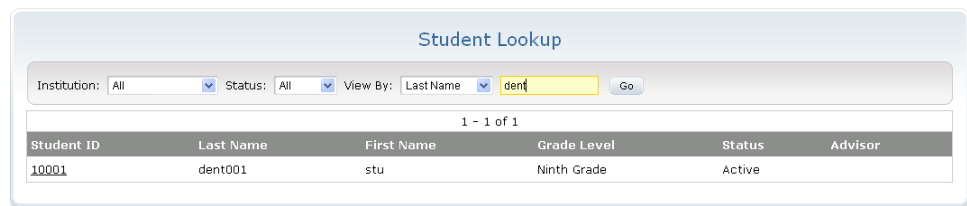
1. From the Control Panel, click **Manage Students**. The Student Lookup screen appears:



Student Lookup

Institution: All Status: All View By: Student ID Go

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



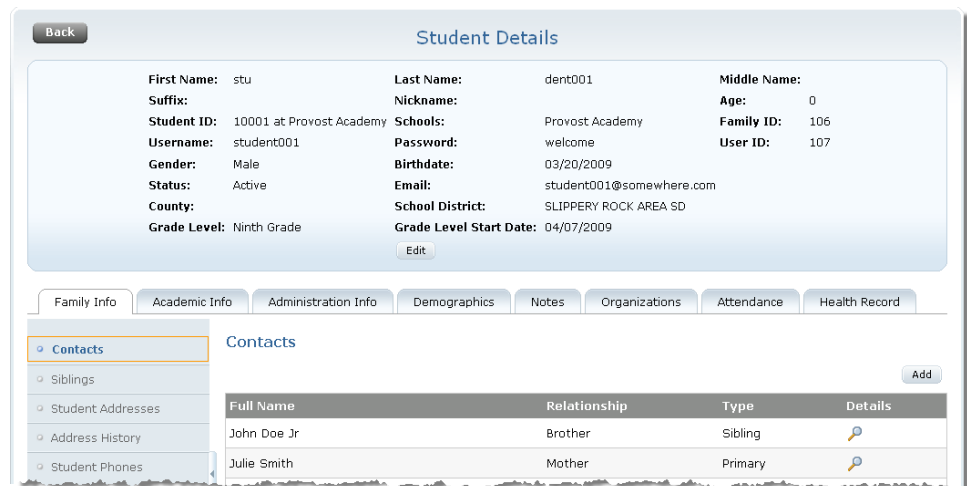
Student Lookup

Institution: All Status: All View By: Last Name dent Go

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

3. Click the student ID. The Student Details screen appears:



Back Student Details

First Name: stu Last Name: dent001 Middle Name:
Suffix: Nickname: Age: 0
Student ID: 10001 at Provost Academy Schools: Provost Academy Family ID: 106
Username: student001 Password: welcome User ID: 107
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
Edit

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

Contacts

Full Name	Relationship	Type	Details
John Doe Jr	Brother	Sibling	
Julie Smith	Mother	Primary	

Add

- Click the **Academic Info** tab, then click **Transfer Course** from the blue menu on the left. The Transfer Course subtab appears:

- Click the **Create** button. Fields appear:

NOTE: The schools and courses created in the sections above display in this area.

- Click the **Look up** button to find your school. A search screen appears:

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

Back **Lookup Transfer School**

State: PENNSYLVANIA City: Butler Name:

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Name	Is College	School District	State	City	Select
Allegheny Valley School	false	Private School	PENNSYLVANIA	Butler	
BCCC Childrens Creative Learning	false	Private School	PENNSYLVANIA	Butler	
BROAD ST SCH	false	BUTLER AREA SD	PENNSYLVANIA	Butler	
BUTLER AREA IHS	false	BUTLER AREA SD	PENNSYLVANIA	Butler	
BUTLER AREA JHS	false	BUTLER AREA SD	PENNSYLVANIA	Butler	
BUTLER AREA SHS	false	BUTLER AREA SD	PENNSYLVANIA	Butler	

8. Click the **Select** icon for the student's former school. The school now appears in the Transfer School field in the Create Student Transfer Course screen:

Create Student Transfer Course

Transfer School: Please select a school

Transfer Course: --

Grade: 0

Grade Type: Final

Grade Level: K

School Year: 2012-2013Demo

Credits:

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

Create Student Transfer Course

Transfer School: Springdale HS

Transfer Course:

Grade:

Grade Type:

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:

Add Transfer Course



Course Name	Is Transcript	Credits
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>

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.

10. From the **Grade** dropdown, select the grade for the course.
11. From the **Grade Type** dropdown, select an option:
 - Final – student has completed this course at previous school; grade will display on transcript
 - Grade to Date – student was still taking this course at previous school; grade will display on transcript
 - Grade to Date (WD) - student was still taking this course at previous school, grade on transcript will show as a withdrawal
 - Withdrawal - grade for course on transcript will show as a withdrawal
12. From the **Grade Level** dropdown, select the grade level in which the student took the course.
13. From the **School Year** dropdown, select the year in which the student took the course.
14. When finished, click **Create**. The course you created for the student appears in the list:

Transfer Course

[Create](#)

1 - 1 of 1							
Grade Level	School Year	School	Course	Grade	Grade Type	Edit	Remove
Ninth Grade	2008-2009	BUTLER AREA JHS	Math 9	B	Final		

15. Click the **Edit** icon to change the course's fields; click the **Remove** icon to delete the course from the student's record.