edisonlearning™

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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Contents

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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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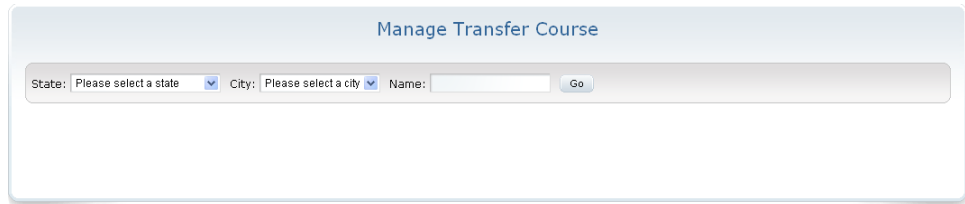
2.   Product Overview

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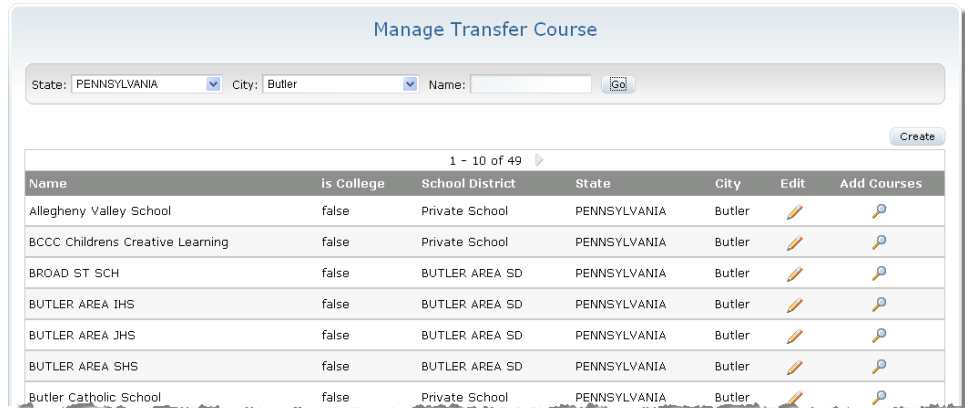
Use the Registrar feature to locate course lists from other institutions and assign equivalent transfer courses, subjects, and credit values in your school.

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

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

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:

Name:	
is College:	☐
Street1:	
Street2:	
State:	PENNSYLVANIA
City:	Butler
Zip:	16001
School District:	21ST CENTURY CYBER CS
NCES School ID:	
State School ID:	
	Cancel 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:

BUTLER AREA SHS	false	BUTLER AREA SD	PENNSYLVANIA	Butler		
Name:	BUTLER AREA SHS					
is College:	☐					
Street1:	120 CAMPUS LN					
Street2:						
State:	PENNSYLVANIA					
City:	Butler					
Zip:	16001					
School District:	BUTLER AREA SD					
NCES School ID:	420459001147					
State School ID:	1147					
	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:

Back	Manage Transfer Course	
	Name: BUTLER AREA SHS Nces School ID: 420459001147	
	State School ID: 1147 Is College: false	
		Create
0 – 0 of 0 ▷		
Course Name	Is Transcript	Edit	Delete
There are no transfer schools.			

NOTE: You may already see courses listed here.

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

0 – 0 of 0 ▷			
Course Name	Is Transcript	Edit	Delete
There are no transfer schools.			
	☐	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:

1 – 1 of 1			
Course Name	Is Transcript	Edit	Delete
▸ Basic Math 9	Yes	✎	🗑

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

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

7. Enter the credit value of the course in the **Unit** field.
8. 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:
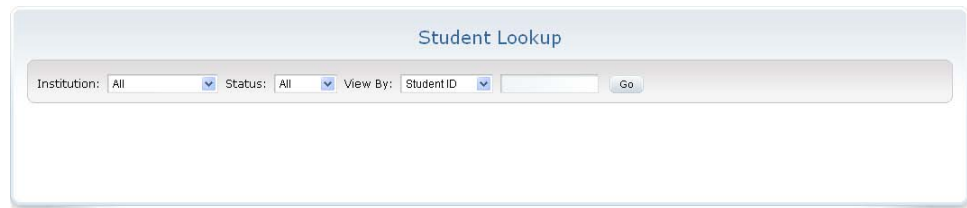

9. Select a course from the dropdown list and click **Create**. The course displays:

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

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

4. Assign Transfer Courses to Students
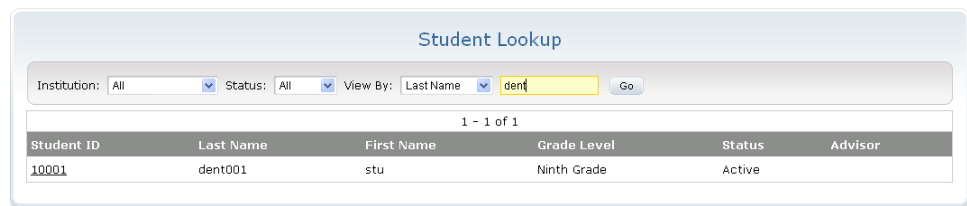
1. From the Control Panel, click **Manage Students**. The Student Lookup screen appears:

2. Enter your search criteria and click **Go**. Your search results appear:
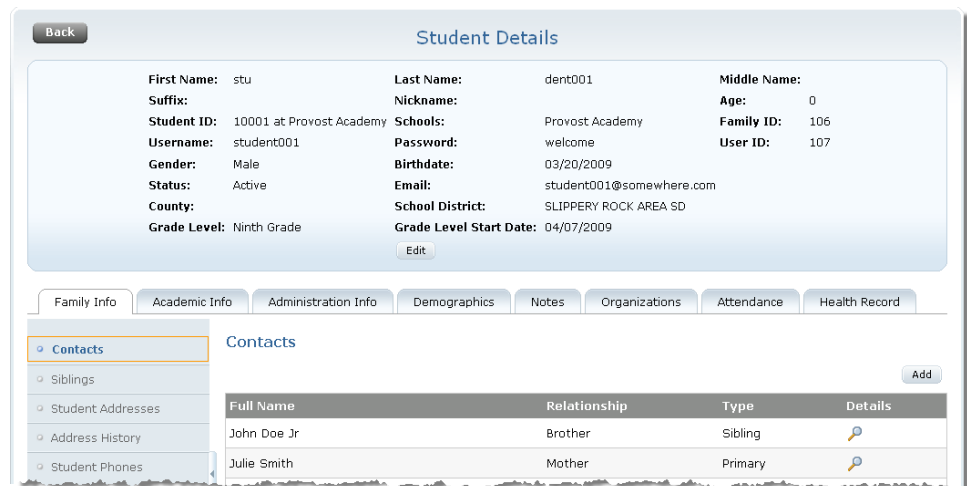
3. Click the student ID. The Student Details screen appears:

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

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

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

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

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

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:

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:

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.

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.