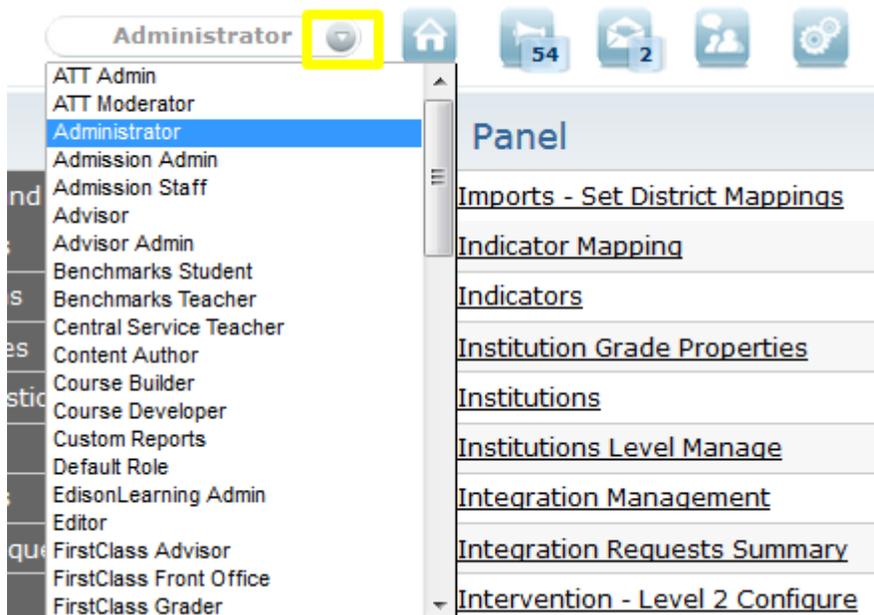## Changing Roles in eSchoolware

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

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

Find a Student

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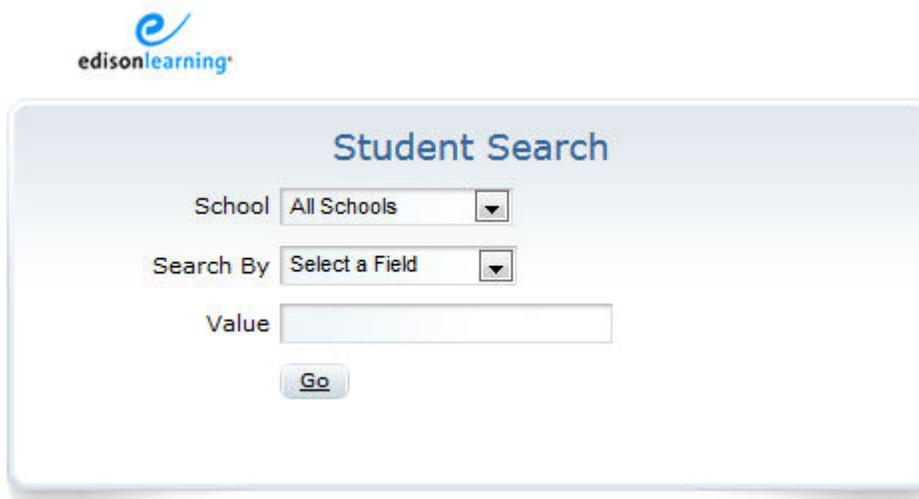
Enroll a Student in a Class

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

7. In the Enrollment dialogue, select any of the items that apply (not required):

   - Assign a Diagnostic
   - Assign a Progress/Post Test
   - Adaptation answers for assessments
   - Adaptation questions for assessments
   - Enter a Start Date/End Date if you'd like to utilize course pacing.

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

Student Attendance

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

School Term Attendance

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

Course Attendance

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

System Activity

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

Course Activity

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

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

Course Activity

School Term Attendance
Course Attendance
System Activity
Course Activity

Course: EDCP.MA003.B 🔍   Start Date: 05/01/2014   End Date: 05/20/2014   Report Type: Summary ▾   Go

Download Report ▾

1 - 1 of 1

Student ID	Username	First Name	Last Name	Number Of Sessions	Total Minutes
▾ 99091	pitt.student	O'PittStudent	Test	2	10

Summary

Number of Users: 1

1 - 2 of 2

Student ID	Username	First Name	Last Name	Start Time	End Time	Total Minutes
▸ 99091	pitt.student	O'PittStudent	Test	5/2/14 3:00 PM	5/2/14 3:09 PM	8
▸ 99091	pitt.student	O'PittStudent	Test	5/16/14 12:37 PM	5/16/14 12:40 PM	2

You are viewing the timezone of the student.

Interventions

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

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

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

Back

Student Intervention

Organization: All Schools ▾   Status: Need Tasks ▾   Level: All ▾   Filter: All ▾   Go

1 - 9 of 9

| Username	First Name	Last Name	Intervention Count
Curriculum.HSS17	Curriculum.HSS17	Test	6
Curriculum.HSS19	Curriculum.HSS19	Test	6
Curriculum.HSS3	Curriculum.HSS3	Test	5
Mark.HSS1	Mark.HSS1	Test	5
pitt.student	O'PittStudent	Test	5
Curriculum.HSS1	Curriculum.HSS1	Test	4
Curriculum.HSS2	Curriculum.HSS2	Test	4
Ken.HSS1	Ken.HSS1	Test	2
Curriculum.HSS9	Curriculum.HSS9	Test	1

1 - 9 of 9

Grade Approvals

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

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

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.
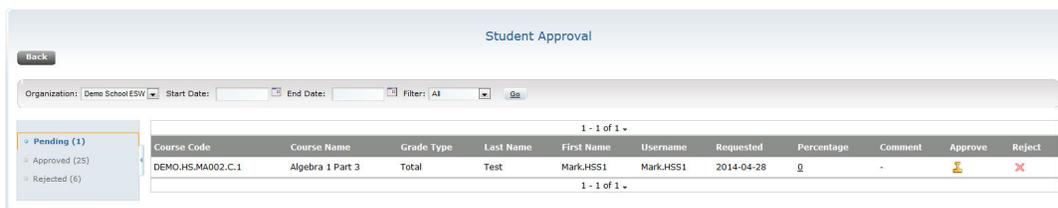
3. Click **Approved** in the blue menu on the left of the screen to view approved grades. You can move an approved grade back to Pending status by clicking the **Remove** icon.
4. Click **Rejected** in the blue menu on the left of the screen to view rejected grades. You can move a rejected grade back 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 page, click the **Control Panel** icon at the top.
2. From the Control Panel options, click **Reports**.
3. Select your school, click **Go**.
4. Click a report from the blue menu on the left.
5. Complete any required fields and click a delivery format.
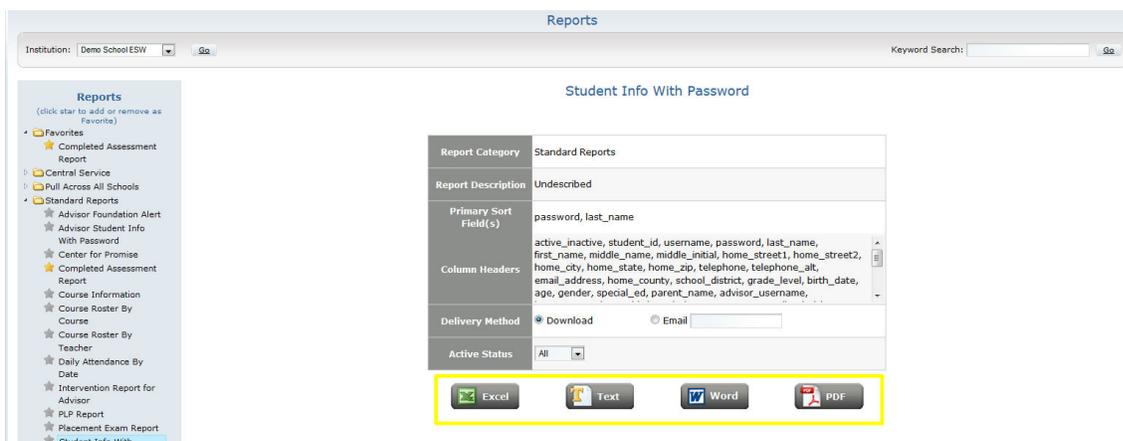
Student Progress

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

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

Course Name ▲	Pacing ▲	Grade ▲	Credits ▲	Progress ▲		7 Day Progress ▲	Start Date/End Date ▲	Study Planner
▼ Biology Part 3 [Competency Based]	⬆ ON PACE	100 (GTD)	0.25		4.2%	4%	01/23/2017 - 03/28/2017	View

General	Grade	Required Course	Restriction	Diagnostic/Progress Test

Section Code	CB.SC004.C.Q3
Teacher / Grader	
Enrollment ID	5483264
Enrolled Date	01/23/2017
Enrolled By	Automation, System
Drop/Transfer	-- ▾ Save
Start Date / End Date	01/23/2017 📅 03/28/2017 📅 Save
Adaptation Answers	☐
Adaptation Questions	☐
School Term	1617FY
Course ID / Section ID	89425 / 370077

Course Name	Pacing	Grade	Credits	Progress		7 Day Progress	Start Date/End Date	Study Planner
▸ Common Core Geometry Part 3 [Competency Based]	⬆ ON PACE	60 (GTD)	0.25		3.4%	3%	01/23/2017 - 03/28/2017	View
▸ English 2 Part 3 [Competency Based]	⬆ ON PACE	100 (GTD)	0.25		2.6%	3%	01/23/2017 - 03/29/2017	View
▸ Health Part 1 [Competency Based]	⬆ ON PACE	100 (GTD)	0.25		4.2%	4%	01/23/2017 - 03/28/2017	View
▸ Intro to Office Applications Part 3 [Competency Based]	⬆ ON PACE	100 (GTD)	0.25		4.2%	4%	01/23/2017 - 03/28/2017	View

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

Icon Arrow (next to course name)
Selecting this will reveal enrollment details such as enrollment date, adaptive settings, section code, etc.

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

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

Grade
Grade to date (as a running total)
If the course is finalized the score will NOT have (GTD) next to it.

Progress
Overall percentage of the course completed

7 Day Progress
Amount of course completed within the last seven days

Start Date/End Date

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

Study Planner

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