

Verifying and Updating Student Emails in eSchoolware

EdisonLearning's eSchoolware now includes an email address as a mandatory user account field during account creation. This email address will be captured in the Student Details page under the Family Info tab. To verify or update a student email address, first navigate to the Control Panel, then Students.

edisonlearning.	Advisor	6 🖻 🔒 🖉	Sign advisor.traini
	Contro	ol Panel	
Advisor Assignments	Create/manage advisor properties and student assignments	Institution Grade Properties	Create/manage institution grade values
Announcements	Create and manage announcements	Institutions	Manage school years and properties
Application - Templates	Create and Edit Application Templates	Intervention - Level/Threshold	Manage intervention threshold and passing value
Application - Tracking Templates	Create/Edit Tracking Templates/Questions	Messages	Send messages to other users in the system
Applications - Parent	Manage parent applications	My Live Events	View/enter ATT Connect events
Applications - Student	Create/manage student applications	Organization Management	Create/manage organizations, sections, and teachers
ATT Events	Create/manage ATT Connect events	Proficiency Levels	eSW proficiency level settings
Attendance - Course	Manage student course attendance	<u>Registrar</u>	Manage student course transfers
Attendance - School	Manage student school attendance	Reports	Run system reports
Check Lists	Create/manage student academic check lists	School Course Management	View School Course Information
Course Packages	Create/manage course packages	Student Health Settings	Manage student health information
Diagnostics and School Assessments	Manage diagnostics and school-wide assessment assignments	Students	Manage student information
Equation Editor	Create/manage equation editor settings	Teacher - Management	Teacher schedule/course assignment
Gradebook	View/manage student grades	Test Groups	Create/manage test groups

Next, click on the underlined Student ID for the student account being updated.

Student Lookup								
Institution: 0 Sales D	Institution: O Sales Demo School V Status: Active V View By: Username V student Go							
	16 - 23 of 23 -							
Student ID	Last Name	First Name	Grade Level	Status	Advisor			
166368	Mindrocket	Student	Tenth Grade	Active				
177324	Periso	Michon	Sixth Grade	Active				
158322	Training	Student 10	Tenth Grade	Active	Student Observer			
158323	Training	Student 11	Eleventh Grade	Active	Advisor Training			
158324	Training	Student 12	Twelfth Grade	Active	Advisor Training			
158316	Training	Student 6	Sixth Grade	Active	Advisor Training			
158317	Training	Student 7	Seventh Grade	Active	Advisor Training			
158320	Training	Student 9	Ninth Grade	Active	Advisor Training			

You can also access Student Details directly from your Advisor homepage, if you have that role assigned in eSchoolware.

edisonlearning [*]	Advisor 💿 🔂 🔄 😭	4		<u>Sign Out</u> advisor.training
Student Search		Summary		
School All Schools Search By Select a Field Value	0 Sales Demo School			
Ga	Students 24 Assigned Intervention 0 Need Tasks	Grade Approval	Attendance	Assessment 3 Alerts
Other Information ESW Help (Staff) My Portfolio				

Next, click on the underlined Student Username for the student account being updated.

Advisor Student								
Organization: 0 Sales Demo School V Filter: All V Go								
1 - 24 of 24 🗸								
Username	Last Name	First Name	Approval Count	Intervention Count	Truancy Count			
<u>student.conway</u>	Conway	Student	0	0	0			
Annabelle.Demo	Demo	Annabelle	0	0	0			
Austin.Demo	Demo	Austin	0	0	0			
David.demo	Demo	David	0	0	0			

Once in the Student Details, click on the "Family Info" tab.

Student 9 * Student 10 158320 at 0 Sales Demo School GRADE LEVEL Ninth Grade START DATE 06/13/2018 Image: Construction of the student of				() Pi	rev Next 🕥						
STUDENT ID 158320 at 0 Sales Demo School GRADE LEVEL Ninth Grade START DATE 08/13/2018 May 2022 ADVISOR Advisor Training BIRTHDAY 08/01/2003 USERNAME 393319 1 2 3 4 5 6 ADVISOR Advisor Training BIRTHDAY 08/01/2003 USERNAME student.9 8 9 10 11 12<	Training,	, Stude	ent 9 *								
District ID ADVISOR Advisor Training GENDER BIRTHDAY AGE Male USER ID 08/01/2003 393319 USERNAME student.9 Su 8 Mo Tu We Th Fr AGE 18 08/01/2003 USERNAME student.9 student.9 8 9 10 11 12<	*	STUDENT ID	158320 at 0 Sales Demo School	GRADE LEVEL	Ninth Grade	START DATE	08/13/2018	4	May	2022	
ADVISOR Advisor Training BIRTHDAY 08/01/2003 USERNAME student.9 8 9 10 11 12 11 12	6	DISTRICT ID		GENDER	Male	USER ID	393319	Su Me	o Tu We	Th F	r Sa 6
AGE 18 PASSWORD 15 16 17 18 19 21 AGE 18 PASSWORD welcome 15 16 17 18 19 21 20 20 23 24 25 26 27 29 30 31 0 0 Academic Info Notes Attendance Checklists Family Info Administration Info Demographics Organizations Health Record Schedule Schedule School Year: 2021-2022 SDemo Go Start Start Start Start Pia Transcript/Academic History Course Name Pacing Grade Credits Progress Date Find Pia Algebra 1 Critical Concepts 45 (GTD) 0.25 22.2% 0% <t< td=""><td>-</td><td>ADVISOR 🔀</td><td>Advisor Training</td><td>BIRTHDAY</td><td>08/01/2003</td><td>USERNAME</td><td>student.9</td><td>8</td><td><u>9 10</u></td><td>11 12</td><td>13</td></t<>	-	ADVISOR 🔀	Advisor Training	BIRTHDAY	08/01/2003	USERNAME	student.9	8	<u>9 10</u>	11 12	13
Academic Info Notes Attendance Checklists Family Info Administration Info Demographics Organizations Health Record Schedule Schedule School Year: 2021-2022 SDemo Go Enrollment School Year: 2021-2022 SDemo Go Transcript/Academic History Course Name Pacing Grade Credits Progress Date Pila Transfer Course Algebra 1 Critical Concepts 45 (GTD) 0.25 22.2% 0% 02/07/2022 - 04/15/2022				AGE	18	PASSWORD	welcome	<u>15</u>	<u>16 17</u>	<u>18 19</u>	<u>20</u>
Academic Info Notes Attendance Checklists Family Info Administration Info Demographics Organizations Health Record Schedule								29	30 31	23 20	21
Enrollment School Year: 2021-2022 SDemo Go Enrollment History Course Name Pacing Grade Credits Progress Date Enrol Transcript/Academic History Algebra 1 Critical Concepts 45.(GTD) 0.25 22.2% 0% 02/07/2022 - 04/15/2022											
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The primary email will display under Student Contact Information. To edit, click on the magnifying glass.

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Training	, Stude	ent 9 *								
	STUDENT ID	158320 at 0 Sales Demo School	GRADE LEVEL	Ninth Grade	START DATE	08/13/2018	•	м	ay 2022	
	DISTRICT ID		GENDER	Male	USER ID	393319	Su M	o Tu	We Th	Fr
	ADVISOR 🔀	Advisor Training	BIRTHDAY	08/01/2003	USERNAME	student.9	8	<u>2</u> <u>3</u> 9 10	3 <u>4</u>) 11	<u>5 0</u> 12 13
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							22	23 24	25	<u>26 27</u>
Academic Info	Notes A	ttendance Checklists Family	Info Admi	nistration Info	Demographi	cs Organizat	ons H	ealth Recon	d	
tudent Cont	act Inforn	nation 🔎						r		

Click "Edit" if the address needs added or changed.

s	tudent Addresse	s And Phone Numbers				×
S	Student Addre	esses				
				Create	Add from family	addresses
1	Address Type	Address			Details	Delete
			No Entries Found			
S	Student Phone	es				
						Create
	Phone Type	Phone Number		Notes	Details	Delete
			No Entries Found			
S	Student Email					
E	Email	student.9@sales.com			Edit	

This will update the Primary Email address for the student's account. This update will allow the student to use the "Forgot Password" functionality in eSchoolware, if needed and applicable.