



Enriching StudentsTM

Scheduling Student Enrichment Blocks Made Easy

Enriching Students Handbook

Administrators' Guide

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Getting Started

As an administrator, you have control over the behind-the-scenes workings at your school, and Enriching Students provides you with easy ways to do the same for the student scheduling process.

This administrator's guide will show you some of the back-end managerial settings and features. To view these settings, login with your admin account, and select "Settings" in the navigation bar. This manual will cover the 3 boxes and their features: Manage Staff and Students, App Settings, and General Settings.

Other than these settings, the admin and teacher accounts share the same features. To learn more about these features, see the Enriching Students Teachers' Guide.

Additional Resources:

Help Desk

Visit our online help desk for additional support at:
enrichingstudents.zendesk.com

Video Tutorials

For video tutorials and new features updates, go to:
youtube.com/enrichingstudents

Enriching Students Blog

enrichingstudents.com/blog

Manage Staff and Students

As an administrator, you have access to manage staff and student accounts, courses, departments and advisory groups.

Manage Staff & Students

[Adjust Courses](#)

This page will allow you to modify a course name and max number of students on a day by day basis

[Manage Staff](#)

From here you can manage all the staff members for your account. You can add new staff, edit existing staff or remove staff members if needed.

[Manage Students](#)

From here you can manage all the students for your account. You can add new students, edit existing students or remove students if needed.

[Manage Departments/Advisory Groups](#)

From this section you can manage how you organize your staff. Some schools may organize their staff by departments (Math, English, Science, etc.). Others may create special groups or advisory groups.

Adjust Courses

Select the "Adjust Courses" link in the Manage Staff and Students box. This page allows the user to modify a current course or create a specialized course for a day or selection of days.

To begin, select the staff member for whom you would like to adjust a course. The staff member's teaching course will display in the "Staffer's Course" box. Here you can edit the current course name or create an entirely new course. You may also adjust the number of students.

Next, select a date for this course. If this is to be a recurring course, select a repeating option in the "Repeats" dropdown, and set a start and end date. The summary at the bottom will give you an overview of the dates you have selected. Once your course is created, click "Save."

Staffer's Course

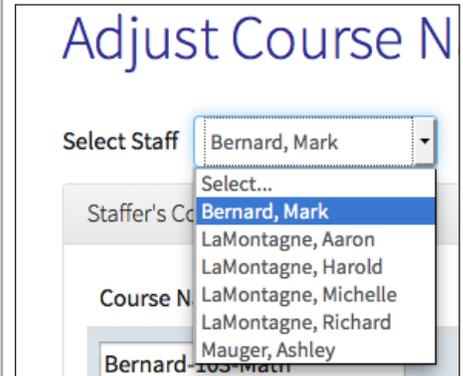
Course Name	Max # Students
<input type="text" value="Bernard-103-Math"/>	<input type="text" value="10"/>

Repeats:

Starts On

Ends On

Summary: Weekly on Monday, Wednesday, Friday - Starts On: 08/06/2015 - Ends On: 08/20/2015



Note: While a teacher can modify the max # of students for a course, they can only add more students. As an administrator, you are able to set the max # of students. In other words, a teacher cannot set the # of students to be less than the # you have set.

This feature does not reset the default # of students a teacher has. It just allows the # of students to be adjusted for the day or days you have specified.

The adjusted course will show in the “Adjusted Courses” box at the bottom of the page. From here you can further edit or delete the adjusted courses, as well as view how many appointments have been made with this course.

Adjusted Courses				
Date	Course Name	Max #	# Appts	
08/13/2015	<input type="text" value="Bernard-103-Intro to Probability"/>	<input type="text" value="10"/>	0	<input type="button" value="save"/> <input type="button" value="delete"/>

Manage Staff

This page allows to you manage all staff members in your account. From here you can add or delete a staff member, and manage their basic controls.

The Staff List box displays the names of all staff members in your account, along with their email addresses. The “View Grades?” checkbox either enables or disables that staff member’s ability to view their student’s grades across all of their courses.

Manage Staff

[Add Staff](#) [Send Welcome Email](#)

Staff List

Staff Name	Email	View Grades?
Bernard, Mark	mark@transferknowledge.com	<input checked="" type="checkbox"/>
LaMontagne, Aaron	aaron@focuspointwebsolutions.com	<input checked="" type="checkbox"/>
LaMontagne, Harold	fpwebsolutions@gmail.com	<input checked="" type="checkbox"/>
LaMontagne, Michelle	ml@focuspointwebsolutions.com	<input checked="" type="checkbox"/>

To add a staff member, select the "Add Staff" button. This redirects you to a form where you can enter all of the needed information about this new staff member.

Any field with * next to it indicates a necessary field. Selecting the "Can View Grades?" Checkbox enables a teacher to view grades for their students. Selecting the "Can View Analysis?" checkbox enables a teacher to run reports using Data Analysis.

Select the "Is Active" checkboxes to enable this staff member's Homeroom/Advisory and Subject Matter courses.

If you are adding a new teacher, it may be a good idea to select the "Send Email?" checkbox to send them their new login information.

To edit a staff member, simply click their name in the staff list and again you will be redirected to this form. This is helpful if you need to change a password, or edit the teacher's information.

At the top of the page, you will see a "Send Welcome Email?" button. This feature is useful at the beginning of the school year when you need to send staff members their login information.

Add/Edit Staff

First Name * ⓘ

Last Name * ⓘ

Email Address * ⓘ

Home Room * ⓘ

Department * ⓘ

Your Id * ⓘ

User Type ⓘ

Can View Grades

Can View Analysis?

Max # Students *

Homeroom/Advisory Is Active

Subject Matter Course Is Active

Password *

Send Email?

LaMontagne, Richard

Send Welcome Email

Manage Students

Select "Manage Students" in the Manage Staff and Students box. This page allows you to add to, and edit all students in your account.

The Student List box displays all student in your account, listed with their homeroom teacher. In this box you are also able to delete a student by clicking the "Delete" button next to their name.

Student List		
Name	Homeroom Teacher	
Badorf, Brian	LaMontagne, Harold	Delete
Bernard, Nic	Bernard, Mark	Delete
Bob, Billy	Bernard, Mark	Delete
Gagnon, Artie	Bernard, Mark	Delete
Gagnon, Nicole	Mauger, Ashley	Delete
LaMontagne, Alexis	LaMontagne, Michelle	Delete
LaMontagne, Austin	Bernard, Mark	Delete
LaMontagne, Carter	LaMontagne, Michelle	Delete

To add a new student, select the "Add Student" button at the top left of the page. This will redirect you to a form where you can enter all of the student's information. Any field with * is a required field.

Be sure to select the "Is Active?" checkbox if you want to enable this student's account. A teacher will not be able to schedule this student if this checkbox is not selected. If you at some point deselect this checkbox, all future appointments made with the student will be deleted.

If you wish to enable student self-scheduling, select the "Can Schedule Self?" checkbox.

To send the student a welcome email with their login information, select the "Send Welcome Email?" checkbox.

Once you have made the desired changes, select "Save Student."

To edit a current student, select their name in the "Student List" box. Doing so will redirect you to the Add/Edit student form, where you can make the desired changes.

Add Student

Student

First Name *	<input type="text" value="Brian"/>	?
Last Name *	<input type="text" value="Badorf"/>	?
DOB	<input type="text"/>	?
Year of Graduation	<input type="text" value="2016"/>	?
Homeroom Staffer	<input type="text" value="LaMontagne, Harold"/>	?
Student Id *	<input type="text" value="1000"/>	?
Email Address *	<input type="text" value="bylers.badeau@test.com"/>	?
Guidance Counselor	<input type="text" value="Mike Adams"/>	?
Phone	<input type="text"/>	?
Parents Email To set up multiple email addresses, separate accounts with ;	<input type="text"/>	?
Password	<input type="password"/>	
<input checked="" type="checkbox"/> Is Active?		
<input type="checkbox"/> Can Schedule Self?		
<input type="checkbox"/> Send Welcome Email?		
<input type="button" value="Save Student"/>		

Is Active?
Setting a student to inactive will delete all future appointments that are currently scheduled for this student.

Can Schedule Self?

Send Welcome Email?

Badorf, Brian

You can search for any student by typing at least the first 3 letters of their first or last name into this search box. To reset the student list, select "Clear".

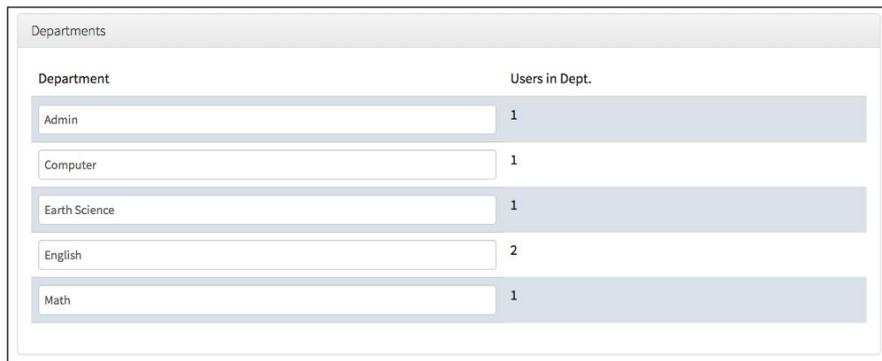
At top right, above the Student List is a "Send Welcome Email?" button. This feature is useful at the beginning of the year if you wish to send an email to all students in your account, providing them with their login information.

Name	Homeroom Teacher
Bernard, Nic	Bernard, Mark
Gagnon, Nicole	Mauger, Ashley

Send Student Welcome Email

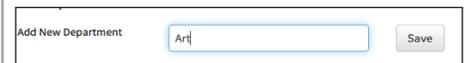
Manage Departments/Advisory Groups

Select “Manage Departments/Advisory Groups” in the Manage Staff and Students box. This page allows you to add or edit departments. The “Departments” box gives you a list of departments in your account, along with the number of users in each department.



Department	Users in Dept.
Admin	1
Computer	1
Earth Science	1
English	2
Math	1

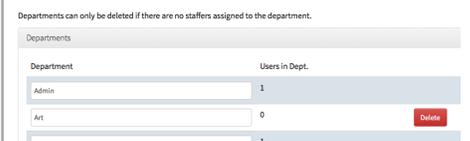
To add a new department, type its name into the “Add New Department” label at the top of the page, and select “Save.” This new department will be listed in the Departments box.



Add New Department

Note: You can only delete a department if there are no users assigned to it. The newly created department can be removed because it, as of yet, has no users assigned to it. If you wish to delete a department, all users must be removed first. Deleting a department removes all data associated with that department.

Departments can only be deleted if there are no staffers assigned to the department.



Department	Users in Dept.
Admin	1
Art	0 <input type="button" value="Delete"/>
...	1

To edit the name of an existing department, simply click in the label with the departments name, make desired changes, and click out of the label. Changes are saved automatically.



1

App Settings

This box contains features related to appointment settings. You are able to create messages and block dates for the entire school, schedule students by graduation year, as well as edit terms for appointment and attendance types.

App Settings

<p>Manage Messages</p> <p>This page will allow you to create messages that will be displayed to the user on the login page. This is useful to provide a school-wide message to the users of Enriching Students.</p> <p>Schedule Group</p> <p>This page will allow you to schedule multiple students from a single grade all at once.</p>	<p>Manage Attendance Types</p> <p>From here you can rename the attendance types to values that are in line with what your school uses.</p> <p>School Calendar</p> <p>Block dates for the entire school staff.</p>	<p>Appointment Types</p> <p>Set Appointment Types</p>
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Manage Messages

Select "Manage Messages" in the App Settings box. This page allows you to create school-wide messages that will be displayed on staff and student dashboards. These messages can be helpful to alert students and staff of schedule changes, upcoming meetings, etc.

The "Messages" box displays your list of current messages along with their expiration date.

The screenshot shows the "Manage Messages" interface. At the top, there are three input fields: "Header", "Expires On", and "Message". Each field has a small blue question mark icon to its right. Below the input fields are two buttons: "Save" and "Cancel". Below the buttons is a section titled "Messages" which contains a table with the following data:

Expires On	Header	
07/24/2015	Mid Term Student Prep	edit delete

To create a message, fill in the labels at the top of the page. First, provide the header you would like to have displayed, ex. "Senior Class Meeting."

Next, select the date this message will expire on. When you create a message, it will display immediately. Setting an expiration date simply sets a time limit for this message.

Next, create message you would like to have displayed. Ex. "The Senior class will be meeting in the auditorium at 1:00 pm March 10th to discuss the class trip."

Once you have created your message, click "Save." Selecting "Cancel" will clear the information you have entered.

Your new message will display in the "Messages" box. From here you can view its expiration date. You are also able to edit or delete any messages. An expired message will remain in this box until you delete it.

This is how a message will be displayed on the dashboard page:

Senior Class Meeting
The Senior class will be meeting in the auditorium at 1:00pm March 10th to discuss the class trip.

Header

Expires On

Message

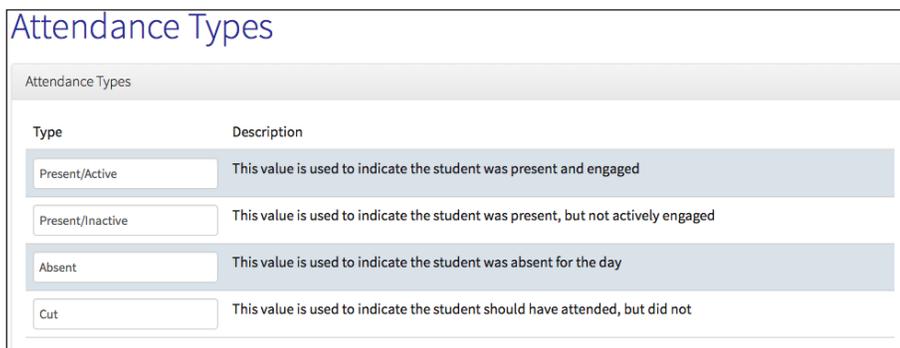
Messages

March 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12

Message

Manage Attendance Types

Select "Manage Attendance Types" in the App Settings box. This page allows you to set attendance types to be in line with what your school uses. For example, you may use the term "Missing" instead of "Absent."

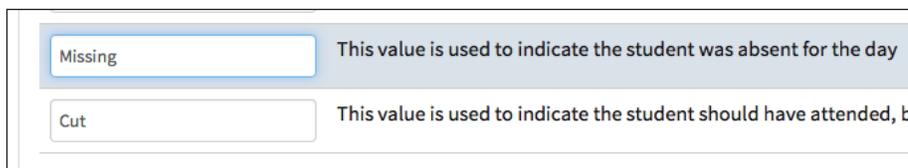


Attendance Types

Type	Description
<input type="text" value="Present/Active"/>	This value is used to indicate the student was present and engaged
<input type="text" value="Present/Inactive"/>	This value is used to indicate the student was present, but not actively engaged
<input type="text" value="Absent"/>	This value is used to indicate the student was absent for the day
<input type="text" value="Cut"/>	This value is used to indicate the student should have attended, but did not

There are four possible values for attendance types, and these are displayed in the "Attendance Types" box along with their description.

To edit the name of an attendance type, simply retype or edit its' label. As soon as you click out of the label, the changes will be saved. These are the attendance types that will be available to teachers when they take attendance for their class.



<input type="text" value="Missing"/>	This value is used to indicate the student was absent for the day
<input type="text" value="Cut"/>	This value is used to indicate the student should have attended, but did not

Manage Appointment Types

Select "Appointment Types" in the App Settings box. This page allows you to create and edit appointment types. For example, you may have enrichment and extra help as types of appointments students will be scheduled for. The "Appointment Types" box lists your current appointment types, along with which ones are active, and which is the default.

Appointment Type List

Description

Default?

Is Active?

Appointment Types

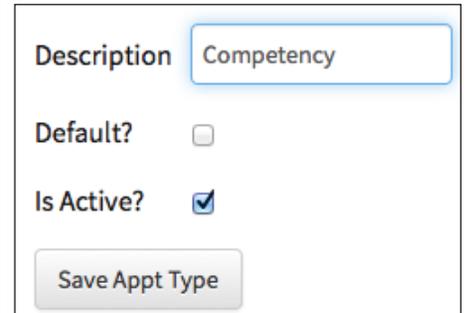
Description	Is Default	Is Active
<input type="text" value="Enrichment"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="Extra Help"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To create a new appointment type, simply type its name into the Description label.

Choose whether or not this appointment type will be the default.

For this appointment type to be available for scheduling by users, you will need to select the "Is Active?" checkbox. If this is not selected, it will not be an option for users when they schedule an appointment.

Once your new appointment type is created, click "Save." It will now be displayed in the "Appointment Types" box, where you can edit its name and change default or active settings.



The screenshot shows a form for creating an appointment type. It has a text input field for "Description" containing the word "Competency". Below it are two checkboxes: "Default?" which is unchecked, and "Is Active?" which is checked. At the bottom of the form is a button labeled "Save Appt Type".

Note: You must always have one, and only one default appointment type. This is the appointment type that will be automatically selected when a new appointment is created.

A default appointment type is always active. If you wish to make a default appointment type inactive, you must first make another appointment type the default. You will then be able to make the desired appointment type inactive.

Schedule Group

Select "Scheule Group" in the App Settings box. This page allows you to schedule all students in a specified group for an appointment, by graduation year.

To start, select the date for which you wish to schedule the appointment. Next, select the graduation year, or years.

The "Appointments Adjusted" box will tell you how many students you are scheduling, and if they are already scheduled in any appointments at this time.

Please note, if there are not enough available seats, the process will automatically increase the number of available seats.

However, it will **NOT** automatically overwrite a students schedule. If you want to automatically reschedule a student, be sure to check the 'Override existing schedule' option below.

As brought out in the yellow box, if necessary the number of seats will be automatically increased in a course to accomodate the number of students, but this feature will not override current appointments. If you would like to override the students' current schedule, select the "Override existing schedule" checkbox at the bottom of the page.

Next, select the course these students are being scheduled for, and the appointment type. Asd a comment if you wish to describe the purpose of this appointment, and again, if necessary check the "Override existing schedule" checkbox.

To save this appointment, click the "Schedule Group" button.

Schedule Date: 

Select One or More Graduation Year

- 2013
- 2014
- 2015
- 2016
- 2017

Appointments Adjusted

Students that will be scheduled: **11**

Current number of appointments scheduled: **6**

Select Group Course

Course: 

Appt Type: 

Comment: 

Override existing schedule: 

School Calendar

Select "School Calendar" in the App Settings box. This feature allows you to block dates for the entire school to prevent students and staff from scheduling, and display these dates on the school calendar. This is useful for vacations or school-wide meetings. The "Block Off Days" box allows you to set up the days you would like to block. The "Days Off" box displays the current days off listed with the reason and date.

To block a date or dates, first provide a "Holiday Reason."

Next, choose a date. If this will cover a span of time, select the "Multiple Days" checkbox and provide a start and end date. Once you have set up the blocked days, click save.

Your blocked dates will display in the "Days Off" box, and will also be labelled on the school calendar. This way staff and students will be informed of upcoming days off throughout the school year. If you wish to take these dates off of the calendar and unblock the days, you can select "Remove" next to the desired day(s). Keep in mind there is no undo.

The screenshot shows a form titled "Block off days" with the following fields and options:

- Holiday Reason**: A text input field containing "Spring Break".
- Date**: A date input field containing "04/11/2016".
- Multiple Days?**: A checked checkbox.
- To this date**: A date input field containing "04/18/2016".
- Save**: A blue button.

Holiday or Other Reason	Date	
Spring Break	Monday, April 11, 2016 - Monday, April 18, 2016	Remove

General Settings

The General Settings box contains general administrative features. You are able to take attendance for teachers not present, mark absent students as having cut class, and take care of configuration and grade import.

General Settings

Absent Students

This page allows you to mark students as having cut when they are marked as absent.

Take Attendance

From here you can take attendance for students.

Import Student Grades

Get notifications about students who need attention by importing the student grades from your last report card or progress report.

Configuration

Manage your custom configuration options from this section.

Absent Students

Select "Absent Students" in the General Settings box. This feature allows you to mark students as having cut class. Sometimes, a teacher will mark a student as absent when they are actually present at school, and just cut that teachers class.

To start, choose a date. In the Student Marked As Absent/Cut box, a list of students marked absent will appear. For those whom you know have cut class, you can click the checkbox next to the students' name under "Student Cut". This will change the students' status to cut.

To view a different date, choose a date from the calendar: 08/10/2015 

Students Marked as Absent/Cut

Student Cut	Student
<input checked="" type="checkbox"/>	Gagnon, Nicole
<input type="checkbox"/>	LaMontagne, Austin

Take Attendance

Select "Take Attendance" in the General Settings box. Sometimes, when a teacher is out, it may be useful for an administrator to take attendance for their class. This feature allows you to do that.

Select the date and the course you are taking attendance for, and click "View Students." A list of students scheduled to attend that course will display.

Attendance

Select date: 08/14/2015  8 Course: Bernard-103-Math  [View Students](#)

For each student, select the appropriate attendance type, whether or not they were tardy, and a comment if you would like. All changes are saved automatically.

Student		Tardy?	Comment	Attendance Comment
Gagnon, Nicole	<input type="text" value="Present/Active"/>	<input type="checkbox"/>		<input type="text"/>
LaMontagne, Alexis	<input type="text" value="Present/Active"/>	<input type="checkbox"/>		<input type="text"/>
LaMontagne, Austin	<input type="text" value="Present/Active"/>	<input type="checkbox"/>		<input type="text"/>
LaMontagne, Carter	<input type="text" value="Present/Active"/>	<input type="checkbox"/>		<input type="text"/>

Import Student Grades

The process to import student grades can be done manually or automatically. A detailed description of the type of file and information needed can be found in the App Settings box under "Import Student Grades."

If you wish to import grades automatically, please contact our support team.

Configuration

Select "Configuration" in the General Settings box. This page will allow you to set custom configuration settings. Included are FTP and Importkey settings for grade import. Other features are:

- Choose whether or not a reason is required for blocking dates
- Set the graduation years for your student population
- The title that will display when a weekly schedule is printed
- Whether the block dates features will be open to all users, or just the admin
- The email address of the individual who should be contacted when grades are imported
- If it's OK to email students their schedule
- Whether to hide the cut feature for teachers when taking attendance
- Whether multiple periods will be allowed
- The type of grade (letter or number) that will be used in import, as well as the cutoff grade to set for determining which students are considered struggling.