Enriching Students Handbook

Teachers’ Guide
Personalized Student Scheduling Software

Enriching Students™ is a student scheduling tool that is specifically designed to meet the challenges of scheduling middle and high school students for regular intervention, enrichment, and personalized learning sessions.

Never has it been easier to implement a flexible, personalized learning program in your middle and secondary school! Visit us at enrichingstudents.com to learn more.

Other 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
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How to Use Data Analysis
As an educator or administrator you understand that time is a precious commodity. Software that you introduce into your daily work flow needs to perform quickly, function smoothly, without a steep learning curve and overwhelming amount of options. Enriching Students™ provides just the right balance. How?

Here are some of the features of Enriching Students™:

• You may have as many students or courses as you need within Enriching Students. You can edit and delete them as needed.

• You can schedule students for a single day, multiple days or for a week at a time. Additionally, Enriching Students tracks the number of students assigned to a class and won’t allow you to schedule more than the limit you set.

• Track how your intervention/advisory is being used by running reports

• The only thing needed is a current browser. Enriching Students has been tested on current versions of Chrome, Firefox, Internet Explorer and Safari. It’s also developed to be mobile-friendly, and works on Ipads and Chrome Books.
Login

To get started using Enriching Students, you need to set up your login information. Your username will be your email address, and initially your password will be sent to you. It’s easy to change your password at any time.

At the top right of the page, you will see “Welcome:(your name).” Select that, and a number of options will drop down. Select “Change password.”

You will be redirected to a page were you can enter and click “Change Password” to save your new password.
When you log in, the dashboard is first page you will see. It’s like your homepage. The dashboard page displays your weekly schedule, Monday through Friday.

From this page you can view appointments for the week and year to date and take attendance; basically, it is the place where you manage your weekly schedule.
What Do I See on my Dashboard?

**Course Usage Pie Chart**
This pie chart shows which of your courses are being attended the most. At the tops you are given the # of appointments you have scheduled for the week, as well as you # of appointment for the year to date.

#Appts this week: 1  #Appts YTD: 23

Course Usage

- **58%**
- **17%**
- **8%**
- **8%**
- **8%**

- LaMontagne-110: Guitar Lessons
- LaMontagne-110: Piano Lessons
- LaMontagne-110: Resume Prep
- LaMontagne-110: Robotics Challenge
- LaMontagne-110: Science
Struggling Students
If your grades are imported, any struggling students (what constitutes “struggling” may be determined by your school) will be displayed in this box.

Weekly Schedule and Attendance
There is a column on your left that displays your weekly schedule, Mon-Fri. You can choose a start date for display by clicking the icon next to “Select Start Date.” This schedule displays what course(s) you have scheduled, the number of seats available, and the current attendees. You can also view and take attendance from here.

Upcoming Adjusted Courses
This box displays any upcoming specialized courses you will be offering.
Taking Attendance

You can take attendance right from the dashboard. As you’ll notice, on your weekly schedule there is a “take attendance” button under each day.

When you click this button, a list of your students scheduled will become available. You will be able to mark them as either present/participating, present/not participating, or absent. If the student is late, select “Tardy?” You are also able to add a comment. All changes are saved automatically. To exit, click the “Hide Attendance” button.

**Things to know:**

- By default, all students are set to present and participating.
- You may find that a student you marked as absent was actually present at school but cut class. An administrator has access to an absent student report and can mark any absent student as cut.
Scheduling

The main function of Enriching Students is to ease the scheduling process to allow for a flexible, advisory, intervention, or resource period.

You can schedule a single student or a group of students for one day or a range of recurring days. You can schedule a student for a variety of appointment types or courses. Students may request appointments to be scheduled as well.

As you can see, there are many scheduling possibilities, so let’s start with a basic overview of the main features.
Scheduling Features

To get to the scheduling page, select “Scheduling” in the navigation bar.

Here is a basic layout of this page’s features:

**Select a Student**

Filter by Tag | Select Student | Search for student
---|---|---
Math | (Schedule All) | enter at least 3 char

**Schedule Student(s)**

Navigate by day > or by week >>

Repeats: (none)

Start Date: 08/03/2015

Summary: One Day

Department: Math

Courses: Bernard-103-Math - 8

Appt Types: Enrichment

Comment:

Locked? ☑

Save Schedule
Current Schedule
Displays a list of all selected students with each day of the week, and the course they are scheduled for.

Current Grades
Will be displayed when one student is selected, and if grades have been imported and you are enabled to view them.

Available Courses
This box will show adjusted courses by all teachers. It will display all adjusted courses available in the next two weeks.
Scheduling Overview

**Select a Student**
Filter student list by Tag (ex. Homeroom, Math)
Select a student or students within that tag OR
Search for a specific student by entering at least 3 characters in their last name

**Schedule Students**
Select a date or recurring date(s)
Select desired department and course
Select appropriate appointment type
Add a comment to explain the appointment
If you wish to prevent others from scheduling a student on this day, select “Locked.”

**Current Schedule**
Shows the current schedule for all selected students.
Lists your students’ schedules for each day of the week, along with course they are scheduled for. If they are not scheduled, it will read “Open Schedule.”
If they are locked by another teacher, they can’t be scheduled.

**Current Grades**
If you have imported grades, your students’ current grades will display.
1. Select the student or students
Start by selecting the desired tag, and either search for one student by using the search box, or the student from the drop-down. If you wish to schedule the entire group with the selected tag, choose (Schedule All).

2. Select the date(s)
You can move the calendar forwards or backwards using the navigational arrows at the top to change the starting day or week. If you wish to schedule one, non repeating day, set “Repeats” to (none), and select your start date.

If you wish to create a recurring appointment, select either daily, weekly, mon, wed, fri, or tues thurs. You are then prompted to enter a start and end date for this repeating pattern. The summary under the date selection should display your selection.
3. Choose the department and course
Note: The course is labeled as the teacher, room #, course name, and # of seats.

Check to see if the student or student(s) you are scheduling are already scheduled for another course during the time your are scheduling them. If they are locked into an appointment by another teacher, you will be unable to schedule them. If you feel that your appointment has priority, you will need to contact the teacher that locked them.

4. Select the appropriate appointment type
The types of appointments available in your school will be set up by an administrator. The students’ current grades in the course you are scheduling them for may help you determine what type of appointment will be best.

5. Add a comment
This will be displayed on the schedule for the students’ appointment, and will let them know why they are being scheduled.
6. “Locked?”
Select this check-box if you wish to prevent others from scheduling this student during this time.

7. Save! Click:

![Save Schedule]

Once your student or group of students has been scheduled, the “Current Schedule” box will update accordingly.

<table>
<thead>
<tr>
<th>Date</th>
<th>Student</th>
<th>Course Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/04/2015</td>
<td>LaMontagne, Austin</td>
<td>LaMontagne-101-Computer</td>
</tr>
</tbody>
</table>
View Schedule

To get to the view schedule page, select “View Schedule” on the scheduling page. This will display the current weekly schedule of your students.

You can select a start date for the week you would like to view, or shift the schedule view by using arrows to toggle between the next day or week.

You can filter this schedule by tag, for example, those who are tagged as your homeroom or science students.

By checking the “Email Schedule” check-box under a student’s name, you are able to send that selected student an email notification of their schedule. You can also notify all selected students by checking the “Notify All” check-box above the schedule, then clicking “Send Email” at the bottom of the page.
Student Profile

The student profile page gives you a basic overview of a student’s activity and how they are being scheduled.

At the top of the page, you are given basic information about the student, along with their last login and the # of appointments they have requested.

This page also provides two charts and tables representing data from the past 30 days; one for student attendance, and one for appointment types.
Charts and Tables

Attendance Types
A pie chart is displayed to showed the percentage of attendance for the student in each of the courses they have attended. The table next to it breaks down the student’s attendance types for each course.

Appointment Types
This pie chart displays the percentages this student has been scheduled for what appointment types. The table next to the chart displays each appointment type they have been scheduled for, along with what courses and which date those appointments were scheduled.
The “Students” link at the top of your navigation bar will take you to the Student List, a page where you can search for any students. You can search for students alphabetically by their last name, look up their name in the search bar to find a specific student, or filter students by their homeroom staffer. To view the students assigned to you, select the “Show my Students” check-box.

When you select this check-box, you are also able to delete students from or add them to your roster.
Managing Students in Your Roster

How do you add students to or delete them from your roster? Start by clicking the “Students” link in the top navigation bar.

On this page, select the “Show my Students” checkbox.

A list of your students will be displayed. To delete a student from your list, simply click the check-box next to their name. A confirmation message will appear, informing you that this process cannot be undone. If you wish to continue, click “Ok” and that student will be deleted.

To add a student to your roster, click the letter of the alphabet that their last name begins with. The student will show up in the box, “Students Not Assigned to Me” on the right side of the page. If you wish to add this student, assign a tag to them (Ex. Math) and select the check-box next to their name. The student will be added to your roster.
**Student Tags**

What are student tags? You can assign students tags to organize them by the class or classes that you teach that these students are a part of. You can assign students multiple tags. For example, one student may have math and science tags because you teach math and science, and this student is in those classes that you teach.

You must assign a student a tag when you add them to your roster.

Once you have added them, you can assign them more tags. On the Students page, when you select the “Show my Students” check-box, a list of your students and their tags will appear. Next to their current tags is a place to add new tags. Type the desired tag in the label with the correct student. Changes save automatically.
To get to the courses page, select “Course” in the top navigation bar. This page allows you to create specialized courses lasting for a specified amount of time.

Enriching Students allows you to have one subject matter course and one advisory course. If you teach more than one course, you may use this feature to add your multiple courses.
Adjusting Course Name and # of Seats

On the Courses page, you will see your one “teaching” course. To change the course name, select the date or range of dates for which you wish to offer this course, and modify the course name.

Once you click save, the course, for that day or days will have the new title.

As a teacher, you have a set # of students assigned to you. You cannot adjust a course to give yourself fewer students, only an administrator can do this. However, you can add more students for an adjusted course if you would like.

To do this, when adjusting a course, simply change the number in the “Max # of Seats” label to the # of students you could accommodate for this course.
Recurring Courses

If you want to change the name of a course for a set day or days over a number of weeks, you may want to created a recurring course.

You can do this when creating an adjusted course.

Choose the desired selection in the “Repeats” drop-down. It could be daily, weekly, or every other day.

Next, choose the dates this course will start and end on. For example, this course could be held every Tuesday and Thursday for two months.

Once you have selected the desired days for this course to reoccur, click save. Your adjusted course will display in the adjusted courses box, where you can make additional changes to it’s name or max # of seats. You also have the option here of deleting this adjusted course.
To get to the Block Dates page, select “Block Dates” in the navigation.

What does “blocking dates” mean? You may need to block students from being scheduled to you on certain dates because you’ll be out; or perhaps there will be a staff or department meeting, workshop, or in-service day. These dates need to be blocked so students won’t be assigned to teacher that will not be there.

As a teacher, you may block dates for yourself, other staff members, or a whole department.
How to Block Dates

Select “Block Dates” in the navigation to get to the block dates page.

To start, select the staffer or department you wish block dates for.

Next, add a reason for blocking the date. This is the reason that will display to other users.

If you wish to create recurring blocked dates, select the repeated days you wish to repeat, and the day this pattern will start and end on. If only blocking one day, leave the repeats option as “none,” and just select the date you wish to block. A summary at the bottom will give you an overview of the date or dates you have blocked. If the summary is correct, click save.

Your blocked date or dates will display in the “ Blocked Dates” box at the bottom of the page. You are able to delete these dates from here if you wish.
Requests

To get to the student requests page, select “Request” in the navigation. The Request page shows appointment requests students have made.

In the “Appointment Request” box, a student request is shown with the requested date, a comment as to why they would like to be scheduled, and the date they submitted to request.

There are two buttons next to this request, “Complete” and “Remove.” Marking an appointment as complete means that you have scheduled this student. To delete the appointment request if you are unable to complete it, simply click remove.
Once you have completed or removed a request, it will only display when you select “Show All Requests.” You can no longer complete or remove it; it will be labeled “Appt. Completed or Removed.”

To view only the uncompleted requests, select the “Show Unscheduled Requests” button. To view all requests, even those that have been scheduled or removed, select the “Show All Requests” button.
Data Analysis

To get to this page, select “Data Analysis” in the navigation. This is an optional feature, but if you are enabled to use it by your Administrator, it offers insightful reports. You are able to run staff, student, and department reports that display data about appointments being scheduled.

To run a report, first select a category of Department, Staff, or Student.

Next, choose a range of dates, and click “Run.”

The data will be displayed in a table. If you wish to run additional reports, select “Additional Reports” which will allow you to run reports on attendance data, scheduling, etc.
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Help Desk
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Video Tutorials
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