

Navigating in eSIS

Introduction

This guide demonstrates how to navigate through eSIS screens using multiple options, use queries to find student records, and lists the different ways to exit a screen.

Navigating in eSIS

1. On the **eSIS Main Start** screen, view the menu bar located at the top of each screen within eSIS. The menu bar provides a list of major functions accessible in eSIS. Many options on the drop-down list contain sub-menus as indicated by an arrow next to the function.
2. View the toolbar buttons on the **eSIS Main Start** screen. The toolbar buttons are buttons with a small picture that takes the user directly into a feature or function. They are located on the main toolbar below the menu bar on the eSIS Main Start screen.
3. Click the **Select School** button to continue.
4. Clicking the Select School button opens the Select School screen. Select a school and then click the Ok button to continue.
5. The **Current School Selected** field displays the school we selected on the previous screen.
6. If the **Information (i)** button appears, there is a message. Click the **Information (i)** button to continue.
7. The **User Messages** box opens to display the message.
8. Click the **Exit** button to continue.
9. The **Menu bar** is located at the top of each screen within eSIS. It provides a list of major functions accessible in eSIS. Click **Main Menu** from the menu bar to continue.
10. Many of the options in the menu bar contain a sub-menu. Any menu item that has an arrow next to it has a sub-menu.
11. When clicking on the menu entry with the sub-menu indicator, another sub-menu may appear.
12. Click **Main Menu** again to close the drop-down menu without making a selection. Normally you would make a selection and the system would display the next screen.

Querying is a way to quickly search for student records within eSIS.

1. To perform a query within eSIS, start by clicking **Query** from the menu bar.
2. All fields in the **Current Student Selected** section on **the eSIS Main Start** screen can be used to define criteria for a query. Click **Enter** from the **Query drop-down menu**.
3. To query by last name, click the **Legal Last Name** field to enter a value for the query. (In eSIS, the percent symbol (%) is used as a wildcard character.)
4. The **radio buttons** at the bottom of the screen determine which records to include in the query. Select the radio button at the bottom of the screen to determine which records to include in the query. **All (current + wdr)** queries all students, including withdrawn. **Current** queries only enrolled students. **Current** is the default.
5. Click **Query** from the menu bar.
6. Click **Execute** from the **Query** drop-down menu to retrieve the student records that match the criteria entered.
7. Click the **Down Arrow** on the scroll bar (if available) to view additional student records that meet the criteria.

8. Quick access buttons are located on the right side of the **eSIS Main Start** screen. They are used for quick access to frequently used screens. Click the **Basic** button to continue.
9. Clicking the **Basic** button opens the **Basic Student Demographics** screen, which displays information related to the selected student.
10. Click the **Exit** button to return to the **eSIS Main Start** screen.

Find Student, Navigate and Exit buttons within eSIS.

1. The three buttons located at the bottom of the eSIS Main Start screen are the **Find Student**, **Navigate** and **Exit** buttons.
2. Click the **Find Student** button to continue.
3. After clicking the **Find Student** button, the Find Student window displays the following: **Student's Name, Course, Room, and Teacher**. Click the **Exit** button to continue.
4. The blue **Navigate** button provides the ability to search for screens by name and facilitates navigation to any screen on the list. Click the **Navigate** button to continue.
5. After clicking the **Navigate** button, the '**Navigate To**' window opens.
6. Click the **Find...** field in the '**Navigate To**' window to continue.
7. If you are not sure of the exact name for which you are searching, use the **wildcard (%)** to help you locate it.
8. Click the **Find...** button to continue.
9. Click the **Navigate to...** button to open the screen.
10. Click the **Exit** button to return to the **eSIS Main Start** screen.
11. Click the **School Calendar** button in the toolbar.
12. The Non-School Days screen is where schools designate holidays, teacher work days, and other non-school days.
13. The **Action** menu provides another way to exit screens in **eSIS**. Click **Action** from the menu bar.
14. Click **Exit** from the drop-down menu to return to the **eSIS Main Start** screen.
15. Click the **Birthdays** button from the toolbar.
16. The **Today's Birthdays** screen displays student's birthdays on today's date.
17. Click the **Exit (x)** button in the upper right corner to exit this screen.
18. You should now be able to: List multiple ways to navigate to screens within eSIS; Search for records using queries; Use the different ways to exit a screen.