



# An Overview of eSIS

Release 7.0



"Whenever you are asked if you can do a job, tell 'em,  
'Certainly I can!' Then get busy and find out how to do it."

*Theodore Roosevelt*

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eSIS is designed as a complete, web-based, user-friendly, real-time information system for the tracking and management of student data from pre-kindergarten through grade twelve and into adult/continuing education. This enterprise-wide system is engineered for optimal performance and ease of use for utilization by schools, school districts, regional education agencies, ASPs (Application Service Providers) and state departments of education.

**eSIS** is designed to be flexible in meeting current and future educational and reporting requirements. Real-time data, using an enterprise-wide web solution eliminates redundant data entry while allowing access to authorized users throughout the area-wide network. eSIS software consists of a basic system with optional modules that can be purchased to provide a District with the ultimate flexibility in student management.

## **Features & Functions within the Feature Student Registration**

- Admission
- Address Verification & School Boundary Control
- Registration Verification (official head counts)
- Cross-enrolment (sharing student in multiple schools, i.e. Night School, Summer School, other day school, etc.
- Permanent Record Management
- Withdrawal

## Student Demographics

- Basic information (legal & preferred names, age, grade level, home rooms, previous school attended, etc.)
- Multiple addresses (Student, Parents, Guardians, Emergency Contacts)
- Multiple student numbers (student ID, SSN, State number, etc.)
- Multiple ethnicities
- Multiple language & immigration information
- Release of information tracking
- Student Transportation & Alternate Addresses
- Extensive Parent/Guardian & custody information
- Siblings
- Medical/Health & Immunization
- Program Assignments (504, Title 1, ESL, Magnet, etc.)
- Awards
- Teams & Groups (Academic & Athletic)
- Standardized Testing
- Home Rooms
- Locker Assignments
- Student & Parent/Guardian Photos (for identification & school safety issues)
- Alerts (Student, Parent/Guardian, Counselor)
- Sacramental Information (For Parochial Schools only)

## **Student Courses**

- Walk-in Scheduling
- Adding new courses
- Dropping courses
- Transferring courses
- Simulation of a student schedule
- Career Planning
- Course Selections for Next Year's schedule

## **Diploma Management**

- Student Credit History
- Transcripts (on-line & printed)
- College Application Processing
- Diploma Status (current & potential)
- Career Development

## **Master Timetable & Student Scheduling**

- Course Management
- Course Grouping (Exploding Courses, Wheel Courses)
- Course Selections (Individual & Mass Entry)
- School Master Timetable Creation with Conflict Matrix & Multiple Environments (Block, Semi-Block, etc.)
- Students Schedule Simulation
- Course Section Maintenance

## **Grade Reporting**

- Mark Entry (direct entry, scanning, teacher gradebook)
- Report Card & Promotion Comments
- Report Cards (Elementary & Secondary)
- Interim Progress Reporting
- Multiple GPA's & Ranking
- Mark Medians
- Exam Timetable Building

## **Reporting**

- Standard Reports & Templates
- Ad Hoc Reporting
- Specific User Extractions & Queries (Saving & Restoring)
- Printing to Paper, File or email Attachment
- Mail Merge Letter Creation & Printing

## **Official District Transfers**

- Transfer Requests
- Transfer Approvals/Denials
- Transfer Appeals
- Transfer Verification on Admission

## **Attendance**

- Daily & Period Attendance
- Attendance Entry by: Mass Assignment, Class, Home Rooms, Buses, Field Trips, Teams/Groups, School Closings, Sign In/Out, Bar Coding & Scanning
- Student Absences
- Auto-Dialer Interfaces
- ADM/ADA tracking & reporting
- Attendance Interventions & tracking

## **Incident & Student Disciplinary Processing**

- School Safety Incident tracking & reporting (single & multiple)
- Police/Court Investigation Information
- Perpetrators and Victims (students, staff & others)
- Single & Multiple Weapon tracking
- Disciplinary Dispositions (detentions, suspensions, expulsions)
- Administrative Notes (automatic user & call to the office reminders)

## **School Set-up**

- Current & Next Year Details
- School schedule & reporting periods

- Staff Details, Duties, Workloads & Attendance
- Rooms, Home Rooms, Departments & Locker Management
- Non-School Days Calendar
- Accident & Injury tracking & reporting for Students and Staff
- Pre-transition maintenance

### **Sports Eligibility**

- Teams & Groups creation & management
- Mass Assignment of Students to Team/Group
- Sports Eligibility criteria & automatic tracking

### **District System Set-up**

- Functions & Alerts selections
- User Security Set-up & Maintenance
- Single or Multi-District Set-up
- Multiple Diploma & Career Development Set-up
- External Data Exchanges (Transportation, State Transfer Files, College Application Transfer Files, Standardize Testing Import & Export files, Auto-dialer Interfaces)
- Attendance Intervention Set-up
- User Messages (Multi-District, District & School)
- System Code Set-up

- Outcome Learning Model
- Standardized Testing Set-up
- Year-End Transition Process

## **Logs**

- Community Service Hours
- Address Changes
- Registration Changes
- Attendance Changes
- Teacher Completion Logs (Attendance Taken, Grades Taken)
- Student Course Changes
- Note Changes
- Correspondence File Tracking

## **Historical Data**

- Admission/Withdrawal History
- Program Assignments
- Awards
- Extra-curricular Activities
- Home Rooms & Grade Levels
- Credit Detail & Transcript History
- Student Final Grades

- Special Education
- Immunization & Childhood Diseases
- Student Attendance
- Student Disciplinary Incidents
- School Disciplinary Incidents
- Standardized Testing

### **Year-Round Schools**

- Scheduling
- Attendance
- Calendars
- Multi-tracking
- Staff & Room Sharing
- Reporting

### **Special Education Lite & F.A.R.M.S. Lite**

- Special Education limited version (all data required for State Reporting)
- Free & Reduced Meals limited version (all data required for State Reporting)

### **State Reporting**

- Pre-submission Freeze File (Viewing & Editing)

- Electronic Submissions of all State Reporting (ADA/ADM, Enrolment, Special Ed, Migrant, At Risk, etc.)

## **Optional Modules**

### **Teacher Assistant**

- Security (Only Students Assigned and/or Teacher Teaches)
- Real Time Class Lists
- Teacher Workbook
- Grading (Alpha, Letter, Outcome Based)
- Attendance (Class & Home Room)
- Teacher Observations
- Direct view of Student Demographics, Parent Info, Health, all Grades, all Attendance, Notes, Standardized Tests, Alerts, Programs, etc.

### **Special Education**

- Full Due Process
- IEP Generation
- Service Referrals & Records
- Staff Deployment
- Process Management
- Meetings Management & Tracking
- Correspondence Tracking

- State & Federal Reporting (reports & electronic files)

## **F.A.R.M.S. (Free & Reduced Meals)**

- Full Federal Application Process
- Family Eligibility based on Federal Regulations
- Family Member Information
- Approval/Denial and Wait Lists with Date Tracking
- Application History
- Reporting & Mailing Labels for Food Services
- Applicant/Non-Applicant SRS Receipts
- State & Federal Reporting

## **Co-op Education**

- Student Placement and Tracking
- Participating Business & Job Opportunities
- Scheduling of Student Placements
- Inventory of Available Positions across the District
- Automation of Workers Compensation Reporting

## **Continuing and Adult Education**

- Streamlined Registration Process for Adult & New Students
- Positive Attendance Reporting

- Course Transcript Maintenance tied directly to Student System
- Course Scheduling

## **Nurses**

- Student Visitation Log Tracking
- Student Medication Set-up & Daily Log Tracking
- Student Screenings/Assessments Set-up & Log Tracking
- Nurses Medical Diagnosis Table
- Medication & Screenings History

## **Fee Management**

- Standard Fee Codes Set-up
- Individual & Mass Assignment of Fees to Students
- Tracking of Fee Payments & Outstanding Fees
- Generation of Letters
- Fee History

## **Curriculum Tracking**

- Curriculum Standards Set-up
- 7 Levels of Tracking i.e. Areas of Study, Subjects, Objectives, Strands, etc.
- Content, Activities and Examples attachment to levels

- Subject Evaluation and Grading
- Performance Level Tracking

## **Standardized Testing**

- Standardized Tests Set-up (State, Federal, Outside Organization, District and School level)
- Mandatory & Graduation Requirement Testing Tracking
- Test Scoring & Question Level Tracking
- Scanning & Pre-slugging of Testing Scan Sheets
- Seamless Importing & Exporting of Test Data to

## **Student Enrolment Lottery**

- Selection and Preference of Student School Choices
- Allocation Matrix Set-up by School and Ethnicity Categories
- Simulation of Student Loading Based on Selection Criteria
- Generation of all Reports and Letters re: Selection
- Waiting Lists
- Automatic Verification on Enrolment of Student in Next Year's School

## **Parent Assistant**

- Parent and Student access to student information via Internet.
- Open yet secure distribution of information.
- Assigns User Names and Passwords for parents/guardians for their children.
- Menus and submenus can be enabled/disabled for the Parent Interface.
- Daily lunch menus for the specified week can be seen.
- Parents can change next year's courses.
- Query for student timetable status.
- Send messages to Parents and offers mass messaging.
- Parents can submit changes to be made to basic student demographics.

## **Executive Assistant**

- High-level users can create ad-hoc queries and reports from live data without using SQL.
- Standard users can run canned reports created by AAL or by high-level district/school users.
- Business Areas relate to existing eSIS screens and modules; allows table access without user-configured joins.
- Uses eSIS security and user maintenance screens to govern access to business areas.

## User Defined Ad/Hoc Fields

- Create user-defined, or custom fields to define a field that is not already in eSIS and store additional information.
- Boards/Districts and Schools can customize the system for their specific, unique software needs.
- Provides the flexibility to make eSIS a true custom fit.

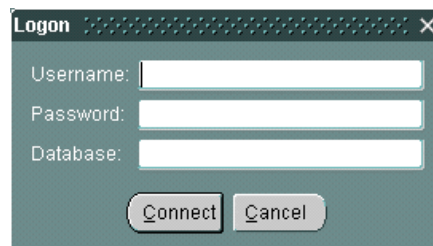
## Logging On To eSIS

Before you can log on to eSIS, you must be set up as a User by the eSIS administrator. You will be given a User Name and a Password. Your user name establishes your User Profile. You need to enter your name, password, and the name of the database that eSIS is using in order to logon.

When eSIS has been installed by your School District (Board), the eSIS icon appears on your desktop.

### To log on to the eSIS system:

1. To launch eSIS, double-click on the eSIS Icon on your desktop. The eSIS Logon Window appears.

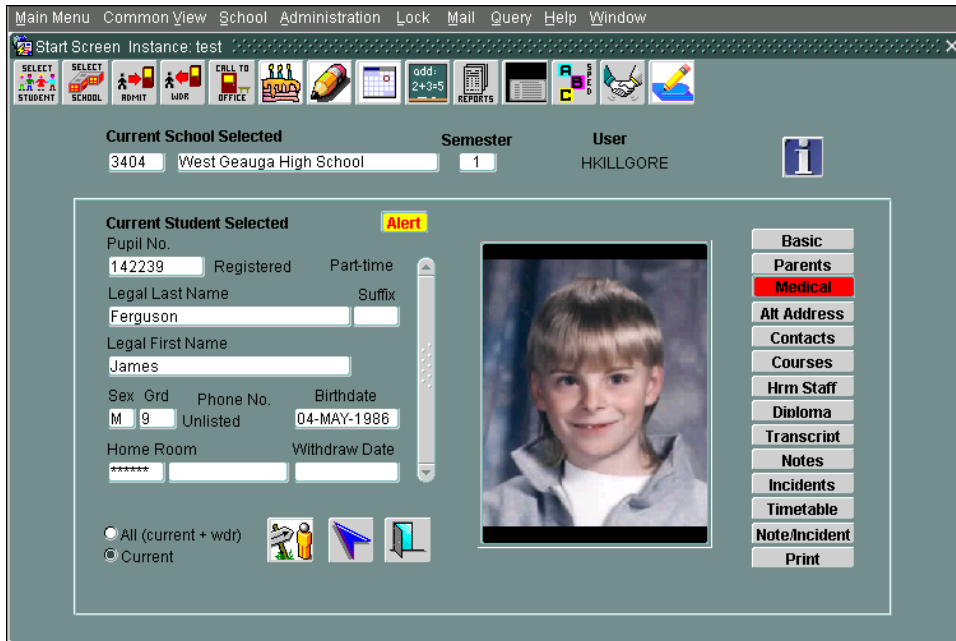


2. Enter your **Username**, **Password** and **Database** as provided by your eSIS administrator.
3. Click **Connect**. When logon is successful, the eSIS Main Window appears.
4. If there are any Follow-up Notes written in a previous eSIS session, a small reminder window will appear on top
5. To return to the Main Window (and view the Follow-Up Notes later), click **No**, or press Enter.
6. You are now ready to begin working with eSIS.

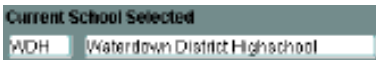
Note: When a button in a window is highlighted, press Enter to carry out the highlighted action instead of clicking on the button with the mouse.



## The Start Screen - START

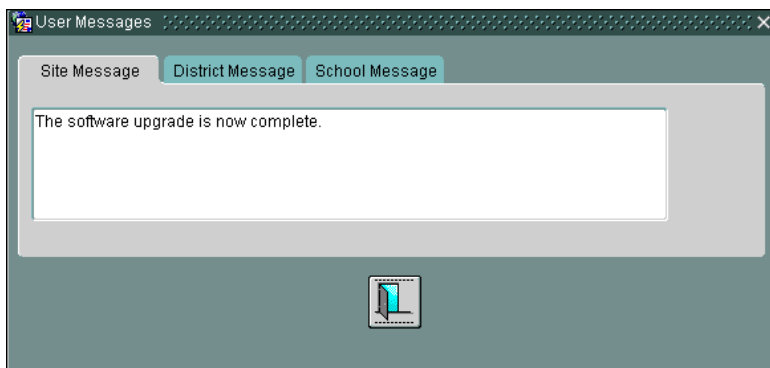
This is the pulse of eSIS. From here, all functions and processes can be accessed. Access is controlled by very strict security though, so you may find that your screen is missing a few buttons or that some of the functions do not work for you. This is the security feature at work and it ranges from full access to all things (Super User), or access to one class of students (Teacher).




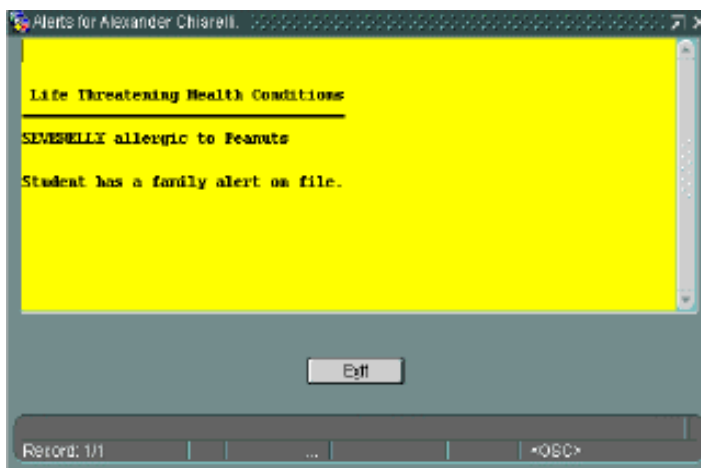
Some items of note include:

-  Current School fields on the Start Screen display number and name of the current school. This is either the school that you have selected, assuming you work with different schools, or this is the school at which you work so it has been automatically selected for you. (All based on User Name entered at login which determines your access )

- 
 The Semester (1) is calculated and displayed based on the system date and the User name used in login is displayed (SISDEMO).
- 
 Used to broadcast messages to all users in a district, in a school or across the database. Messages are displayed in window below. Button is present only if there is an active message.



- 
 This screen is sometimes referred to as the 'yellow alerts'.



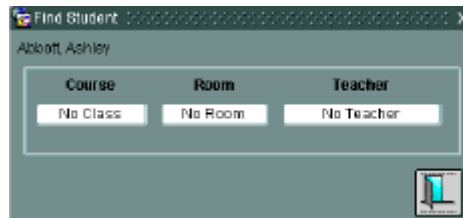
- Alert Items that populate the above window are controlled at the district level via the Company File, Alerts/Options canvas below.

Student Alerts		
<input checked="" type="checkbox"/> Custody/Living Exception	<input checked="" type="checkbox"/> Student Supervision	<input checked="" type="checkbox"/> Special Ed Details?
<input checked="" type="checkbox"/> Special Ed/At Risk	<input checked="" type="checkbox"/> Cross Enrolled	<input checked="" type="checkbox"/> Release of Info?
<input checked="" type="checkbox"/> School Alert	<input checked="" type="checkbox"/> Inter-school memo on file	<input checked="" type="checkbox"/> Programs?
<input checked="" type="checkbox"/> Notes on file	<input checked="" type="checkbox"/> Transfer Request on file	<input checked="" type="checkbox"/> F.A.R.M.S.?
<input checked="" type="checkbox"/> Student Incidents on file	<input checked="" type="checkbox"/> Family Alert on file	<input checked="" type="checkbox"/> Internet Access?
		<input checked="" type="checkbox"/> Health Care Plan?

- Also through the Company File, via the Admission/Withdrawal canvas, the **Alert** can be removed from the Admissions screen. Since students from across the Board/District can be accessed on this window, a school district may choose to disable access to Alerts due to its potentially sensitive nature.
- Basic information on the selected student is displayed.
- A student or Students can be 'called' up by using the standard query procedures in any of these fields.
- Typically it would be the Pupil No. or Last Name fields.
- Notice that next to the Pupil No. there is an indication of the Student's status,(Registered, Full-time).
- If the Phone No. is unlisted then the word 'unlisted' is displayed in its place.
- The Scrollbar is 'loaded' indicating that other students' information can be accessed by scrolling.
- All (current + wdr)  
 Current These radio buttons facilitate search for a student who may be withdrawn. A handy feature if you are searching for a student whose status is unknown.



- This button precisely locates the student in the school based on his/her timetable and displays details in the window below. In this example the student has no classes scheduled in the current period.



- Navigation provides an alternative to using the menus in eSIS. If you know the name of the screen you would like to call up then use the navigate button to jump directly to it.




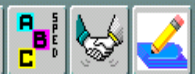
- This exit button can be found on many screens. Use it to get back to the previous screen. On the Start Screen and in modules beyond the core of eSIS, it is used to exit eSIS completely!

- **The Toolbars**



- The majority of buttons on the above toolbar relate to student and school functions. Pointing to each will reveal the familiar Windows **Tool Tip**

- 
 The **System Codes** button takes us to an area of **eSIS** where numerous lists and defaults can be set up and is usually done at the District level.

- 
 These three buttons facilitate access to the **Special Ed, CO-OP, and Attendance** Modules.



- Demographics Toolbar provides access to various screens of Student Demographic information.
- If a student has a Medical Alert, the Medical button displays in red.
- Many of these screens can also be accessed via the **Common View** or **Main>Change Student** menus.

## A Typical Screen

There is some variation in the layout of a screen. The following screen represents the most common layout when accessing demographic information about a student. Entering information on one screen has the potential to trigger numerous events including the auto-population of other screens and restricted use of some.

The screenshot shows a web-based form titled "Medical/Health Information". At the top, there is a search bar with "3404 West Geauga High School" and a "Homeroom" dropdown set to "No Homeroom". An "Alert" button is visible in the top right. Below this is a table of student details:

Pupil Number	Usual Last Name	Suffix	Legal First Name	Gender	Birth Date	Grade	Middle Name
120708	Aaron	XV	Brenda	F	26-SEP-1986	12	A

The main section is divided into "Medical Information" and "Allergies and Health Conditions".

**Medical Information:**

- Doctor Name: Braaten, Phone: (555)555-1818
- Dentist Name: Farndon, Phone: (555)555-1919
- Care Card #: 9383722898
- Accident Ins?
- Preferred Hospital: Sick Kids
- Permission to Transport:

**Allergies and Health Conditions:**

- Chocolate, mushrooms, dairy, cats, dogs
- Life Threatening? Yes
- Other: Slight allergy to milk products

**Last Physical Exam:**

- Date: 05-APR-1999
- Pass/Fail: Pass
- Athletic Status: Eligible
- Radio buttons:  Full Physical,  Alternate Physical

**Medication Table:**

PRN	Med Type	Dosage	Route
<input checked="" type="checkbox"/>	Tylenol	1 tablet	Oral
<input checked="" type="checkbox"/>	Ritalin	2 application	
<input type="checkbox"/>			

Buttons: Add, Delete


Navigation bar at the bottom includes: Medicaid Specialists, Enter Adhoc Fields, Other Health Factors, Immunization Compliance Childhood Diseases, and several utility icons.

- The screen is divided into two major data blocks: The top area displaying basic student details and lower area displaying information relevant to the screen (in this case Medical Information) and the selected student.
- Notice the scroll bars at various locations. This indicates that there is more information in the particular area.
- Fields with 'drop down' lists contain values defined at the District Level.
- We can use the standard querying procedure (**F7 / F8**) to call up a different student. There is no need to go back to the Start Screen.

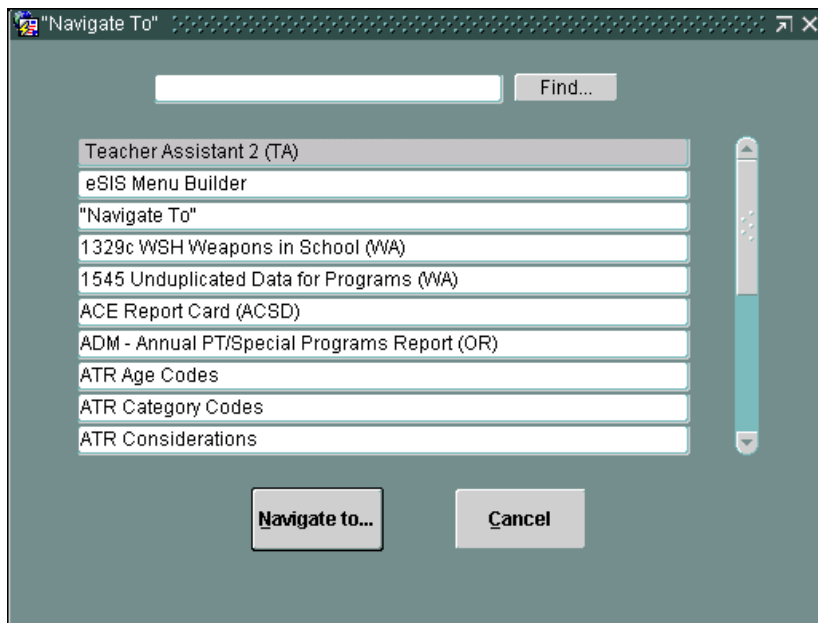
- Command buttons at the bottom of the window facilitate access to related screens or access to standard utility functions such as Printing, Saving, and Exiting.
- Not all of these command buttons necessarily show up on every screen. This in itself is an indicator of the screen's functionality.

## Navigation Process

There are several ways to navigate around eSIS. We can use the menus and toolbars or we can use the Navigate button to access all screens to which you have security.

1. Click the navigate button 

This calls up the **Navigate to** dialog



2. At this point you may use the scroll bar or the find box to locate the screen name to which you would like to navigate.
3. Be sure to select the name once located.
4. Now click the **Navigate** button which is at the bottom of the window and you are taken to the selected screen.

When using the Find button it may be more efficient to use the % wildcard to locate a screen. e.g. %course% will cause all names with course in it to be displayed.

## Shortcuts

The standard Windows short cuts are available in eSIS. These include the Hot Keys which appear on menus. Hot Keys on a menu are distinguished with an underline. Using the **Alt** button and any underlined letter key will activate that menu. For example, **Alt + M** to activate the Main Menu and shortcut keys such as **CTRL + C** for copy.

List of shortcut keys.

Function	Key
Accept	F10
Cancel	Esc
Clear Block	Shift+F5
Clear Form	Shift+F7
Clear Item	Ctrl+u
Clear Record	Shift+F4
Count Query Hits	Shift+F2
Delete Backward	Backspace
Delete Record	Shift+F6
Display Error	Shift+F1
Down	Ctrl+l
Down	Down
Duplicate Item	F3
Duplicate Record	F4
Edit	Ctrl+e
Enter Query	F7
Execute Query	F8
Exit	Ctrl+q
Help	F1
Insert Record	F6
Left	Left
List of Values	F9
Next Item	Ctrl+Tab
Next Item	Tab
Next Record	Shift+Down
Next Set of Records	Ctrl+>
Previous Item	Shift+Tab
Previous Item	Shift+Ctrl+Tab
Previous Record	Shift+Up
Print	Shift+F8
Return	Enter
Right	Right
Scroll Down	Page Down
Scroll Up	Page Up
Show Keys	Ctrl+F1
Up	Up
Up	Ctrl+p

## Menu Bars

There are two primary menu bars in eSIS. The first below is only found on the Start screen.

Main Menu Common View School Administration Lock Mail Query Help Window

The menu items above are loosely organized into 4 functional areas.

Student Functions: **Main Menu** and the **Common View**.

School Functions: **School** and **Mail**.

District Functions: **Administration**.

Utility Functions: **Lock**, **Query**, **Help** and **Window**.

The second menu bar and variations of this

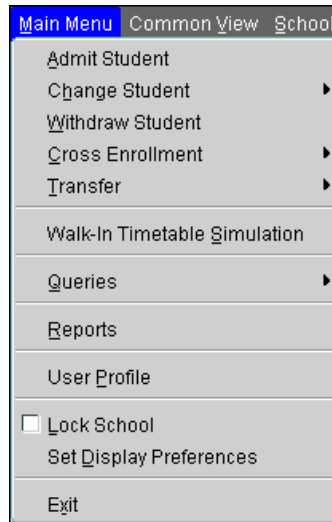
Action Edit Record Query More Info Navigate Lock Window Help

can be found on all screens other than the Start screen.

## Main Menu

The main menu contains primarily student related functions with the Change Student submenu being especially focused in this respect.

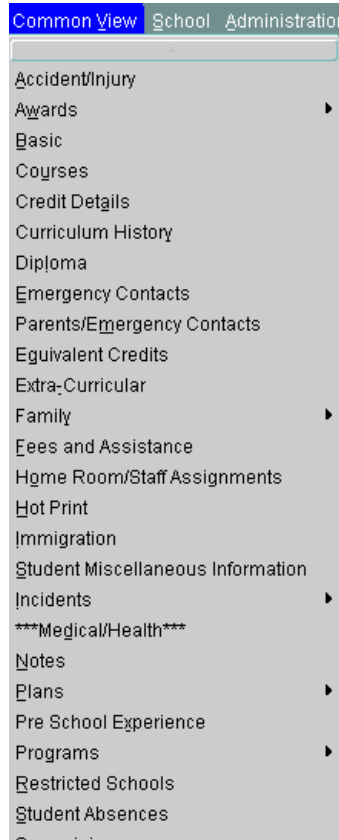
There are some utility functions on the lower blocks of the menu.



## Common View

The Common View contains items which relate to the student. This menu facilitates easy access to numerous details about a student.

This is the primary route for users working in a school environment.

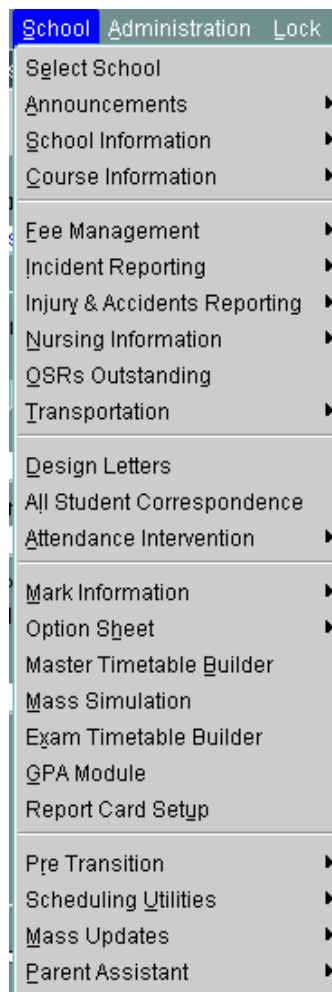


## School

The school menu is available to users at the appropriate security level, usually school administrators and above.

This menu facilitates the setup or definition of numerous school related variables such as rooms, teachers and lockers, to name a fraction.

These functions allow a school to customize **eSIS** to reflect it's particular needs within the constraints of the District definitions.

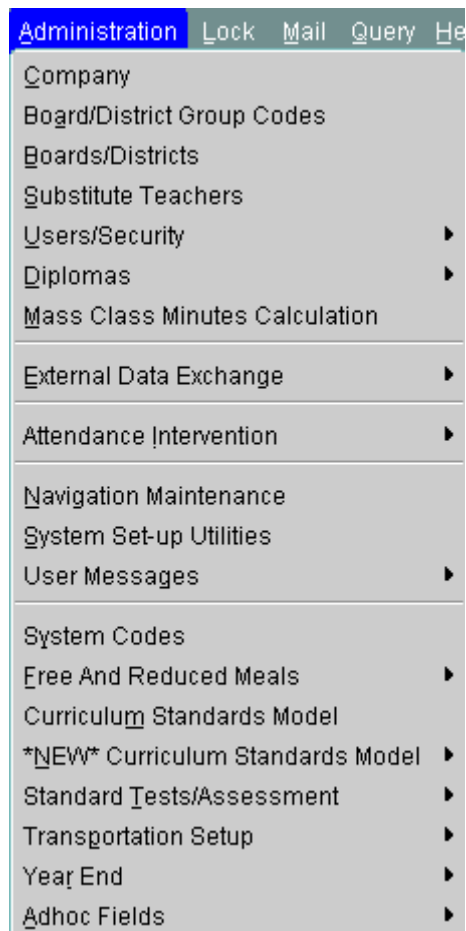


As with all menus, this will not be visible on the Main menu bar if the logged in user does not have security access.

## Administration

The administration menu is available to users with the appropriate security access, usually administrators at the District level.

It is used to setup or define variables which must be used by all schools within the District.



This menu item will not be visible on the Main Menu bar if the logged in user does not have security access.

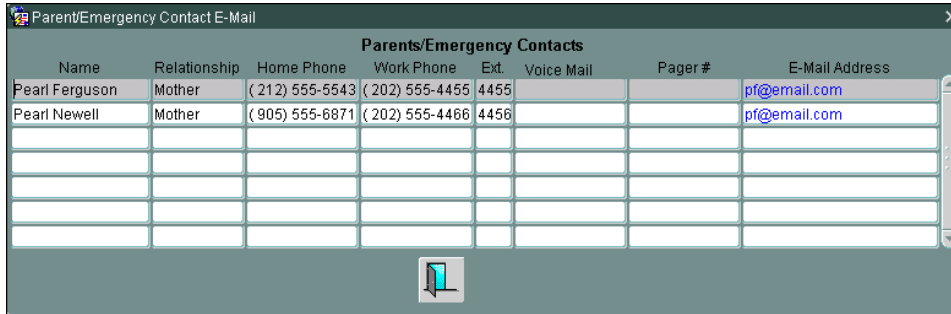
## Lock

The Lock function on the Main Menu allows a user to suspend an eSIS session without having to log out completely. Password entry is required for the user to resume the session. This enhances confidentiality and controls access to information while a user is temporarily away from station.



## Mail

Mail calls the STU920 Parent/Emergency Contact E-Mail so you can easily send e-mail to the Emergency Contact by double clicking the e-mail address.



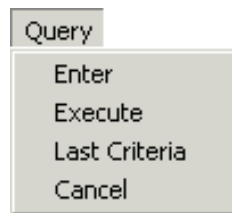
The screenshot shows a window titled "Parent/Emergency Contact E-Mail" with a table of "Parents/Emergency Contacts". The table has columns for Name, Relationship, Home Phone, Work Phone, Ext., Voice Mail, Pager #, and E-Mail Address. Two rows are populated with data.

Name	Relationship	Home Phone	Work Phone	Ext.	Voice Mail	Pager #	E-Mail Address
Pearl Ferguson	Mother	(212) 555-5543	(202) 555-4455	4455			pf@email.com
Pearl Newell	Mother	(905) 555-6871	(202) 555-4466	4456			pf@email.com

## Querying

Queries may be performed by using either the Query Menu or by using the F7 and F8 function keys.

### *Using the Query Menu.*



1. From the Query menu select Enter to put eSIS in query mode.
2. Then enter the criteria in any of the fields you want to query on.
3. Next, select Execute from the Query menu to execute the query.

### *Querying using the F7 and F8 function keys (most usable)*

1. Use the F7 to put eSIS in query mode.

2. Enter the query criteria in the relevant fields.
3. Use the F8 function key to execute the query

### **Wildcard**

The Wildcard (%) function can be used anywhere in a query.

Using the wildcard you can query using partial information to obtain the entire piece of information.

You may put only part of the last name of the student to get all the information about that student.

So Johnson can be queried as Jo%son if you are unsure of the spelling. This will retrieve both Jonson AND Johnson

The question is: How will you query for Jonson, Johnson, Jonstone, or Johnstone all at the same time??

### **Sample Queries**

Okay...so let's try a query.

1. Press F7 to put us in query mode and enter Jo% in the Legal Last Name field.
2. Press F8 to execute the query.

Try one of your own. What do you think you will get if you tried Sm%?

Note that pressing F7 and F8 without entering any search criterion will call up all students in your school or district depending on User Security. This could take a while!

Queries can be performed on numerous screens so if in doubt and in need, give it a try.

## Help

The Help menu has three primary functions:

- Access to a searchable help system. **Help**
- In the future About eSIS will show the service release of eSIS.
- Error handling: Use **Display Error** for details when error is encountered. (**SHIFT + F1** accomplishes the same).
- Identifying the Program Name, and Version of any screen: Use **About**.

The last two can be important for accessing help from A.A.L. client support

