

Admin Portal

Home – Users will see Forms that are awaiting approval, Graphs of Active Forms, Available Users, and a Chart of Users.

Home

| | Form Name | User Name | Student | Status |
|---|--------------------------------|-----------|-------------|-----------------------------|
| 1 | 1 - Student Enrollment Form | Claudia | Valverde | Waiting Approval |
| 1 | 1 - Student Enrollment Form | Consuelo | Jareht | Waiting Approval |
| 1 | 1 - Student Enrollment Form | Consuelo | Perez | Waiting Approval |
| 1 | 1 - Student Enrollment Form | Liliana | Eduardo | Waiting Approval |
| 1 | 1 - Student Enrollment Form | Nancy | Chavez | Waiting Approval |
| 1 | 1 - Student Enrollment Form | Nancy | Chavez | Waiting Approval |
| 1 | 1 - Student Enrollment Form | Dulce | Chavez Cruz | Waiting Approval |
| | 1 - Student Enrollment | | | * |
| 1 | 2 3 4 5 | | Page 1 | of 5, items 1 to 20 of 100. |
| | | | | SEE MORE FORMS |

Click on SEE MORE FORMS to open the Form Search. Here users will have the option to search the database by Form, Form Status, Student, Parent or District.

Form Search

| Form | | Form Status |
|----------------------------|---|----------------------------|
| (Click the icon to search) | Q | Approved 👻 |
| Student | | Parent or Linked User |
| (Click the icon to search) | Q | (Click the icon to search) |
| District | | |
| go.edustar Training | Q | |

Click on the magnifying glass icon behind a field to search for selected Form. Check the box in front of the form and then click **USE SELECTED FORMS AND CLOSE**.

Form Status – definitions

Approved – Form is approved, no sections are left. Completed - Parent has finished some of the form, or a couple of sections, but have not submitted it to the district yet.

Finalized – This is not being used.

Not Started- Parent has not started to fill out the form

Pending Approval - (Partially approved) – District person has approved/rejected some sections, but others are still waiting to be approved (this would only apply for the forms where district person approves each section separately).

Rejected - at least one section of the form is rejected and sent back to parents for rework.

Sent to SIS - Form data has been sent to SIS.

Waiting Approval - Parent has filled out the form and submitted to the district.

Select Forms

Please enter at least one value and then click "Search". Partial names are allowed.

Form

CLOSE Q SEARCH

Form

Computer Use Policy

Concussion Form

Enrollment Form for go.edustar

New Student
New Student
New Student
New Student
Student Race/Ethnicity
ParentsOnline Account Request
USE SELECTED FORMS AND CLOSE



Clicking on the Chart title under Active Forms will open up a list of students and the form status. Forms may be approved or rejected from this screen.

| | Form Name | Student Name | User Name | Form Status |
|---|-----------------|----------------|----------------|------------------|
| 1 | ConcussionForm | | Ben Sundine | Completed |
| 1 | Concussion Form | | Kayla Nickel | SentToSIS |
| 1 | Concussion Form | Kale Nickel | Kayla Nickel | Waiting Approval |
| 1 | Concussion Form | Koby Nickel | Ben Sundine | Completed |
| 1 | Concussion Form | Sam Bender | Phillip Bender | Waiting Approval |
| 1 | Concussion Form | Daniel Sundine | Ben Sundine | Waiting Approval |
| 1 | Concussion Form | Alan Bigelow | Tony Bigelow | Waiting Approval |

Click on the pencil icon for the student file to approve. On the form below there are two sections that will need to be checked Approve or Reject. Once the form as been approved then the Approve button

| | Section Name | Last Updated | Section Status | |
|-------------|--------------------------------------|----------------------|------------------|----------------|
| 1 | Concussion Form | 7/12/2016 7:35:10 PM | Waiting Approval | Approve Reject |
| Qu | estion Name | Answer | Value Fro | m SIS |
| Par | ent Agreement | | | |
| Stu | dent Agreement | | | |
| 2 | POL | 7/8/2016 4:29:48 PM | Waiting Approval | Approve Reject |
| Qu | estion Name | Answer | Value Fro | m SIS |
| Ple | ase Enter you full name | Ка | | |
| Ple | ase enter your email addre | ss b@home.com | | |
| Firs Las | st Child's Full name (First an t) | d Nick | | |
| Ent | er your first child's school | goedustar High | • | |
| Do dist | you have other children in trict? | the | | |
| If Y | es, please list other childre | n | | |

will be removed.

If a form is rejected the user will need to fill out the reason why. This reason will be included in the

| Please check be complete | the | email | listed. | b@home.com | does | not | seem | to |
|-----------------------------|-----|-------|---------|------------|------|-----|------|----|
| | | | | | | | | |

email that is sent to the parent.

Parents will receive the following email with instructions. They may click on the link in the email to be directed to the sign in screen.

Dear Kayla Nickel,

You are receiving this notice because one of your forms has been rejected by a district user on EZSchoolEnroll.com.

Rejected form: Concussion Form. Following rejection reason was provided by district user: Please check the email listed. <u>b@home.com</u> does not seem to be complete.

In order to finish the form, you will have to complete the form again. To do this, please log into you <u>EZSchoolEnroll.com</u> account and use "My Forms" screen to fill out the rejected form.

If you have any questions about this or any other matter related to EZSchoolEnroll, please do not hesitate to contact your school.

Thank you, The EZSchoolEnroll Support Team

This is an automated email message. If you have received this message in error, please contact your school.

My Account – Admin users may update email address, phone number, time zone, addresses, change security questions and change their password.

Users are also able to Close My Account. They will be required to give a reason as to why they are closing the account.

Click Save button if any changes were made or Cancel if no changes were made to the screen.

Districts - Admin users will be able to search for a district if they have permissions to multiple districts.

Schools - Admin users will be able to search for a school if they have permissions to multiple schools.

USERS – User Setup – Users will be able to add a new Administrative user

Click +Add User -Enter First Name, Last Name, Email Address

User Type will be Parent or School. Administrative positions will want to select School.

Under Districts -click on the +Select Districts. Check the box besides the intended District.

Select Use Selected Districts and Close.

Checking Allow Access to All Schools for the Selected Districts will let the user see data for all buildings.

Under Schools -click on the **+Select Schools**. Check the box besides the intended Schools. Select **Use Selected Schools and Close**.

Click Save. A new user registration email will be sent to the staff member.

Users - User Setup - Adding a new Parent

Click +Add User - Enter First Name, Last Name, Email Address

User Type will be Parent

Under Addresses - click on the +Add Address. Enter Address, City, State, Zip Code

Click Done

Under Districts - click on the **+Select Districts**. Check the box beside the intended District. Select **Use Selected Schools and Close**.

Click Save. A new user registration email will be sent to the parent.

Users – User Roles – Defining District Roles

Click **+Add Role** – Enter Role Name, Description – Uncheck the Pages that this user should access. Leaving them all checked allows access to all levels of EZSchoolEnroll.com

Forms – Question Setup – Create and modify the questions that will appear on form sections.

| Click the icon to search) Active? Hidden Required Read O CheckBox CheckBox List Text Ipput Usplay Name List Phone Numeric Input List Phone Number Phone Number Email Address | Required Read O CheckBox Ist Text Input Numer Input Date Phone Number Email Address Email Address Text and Address Text Input Date Phone Number Email Address Tury Verdana • Size • A | Name* | Type* | SIS Field | |
|---|---|---------------------------------|-------------------|--|-----|
| Active? Hidden Required Read CheckBox Default Value Display Name nstructions Number Feat Input Phone Phone Text Input Phone Phone Final Address | Required Read O CheckBox Lt CheckBox Lt Text Input Numeric Input List Date Phone Number Email Address Email Address Verdana • Size • A | | | (Click the icon to search) | Q |
| Default Value CheckBox List Perfault Value Display Name List Date Phone Number | Checkbox Checkbox Text. Input Checkbox Numeric Input Checkbox Date Phone Number Email Address Email Address ▼ I U Verdana | Antice Dividen Decision | | A | |
| Default Value Text Input Numeric Input Usplay Name List Date Phone nstructions Rumber Email Address | Text Input Numeric Input Ust Date Phone Number Email Address Email Address ■ 27 21 U Verdana - Size - A | ■ Active? □ Hidden □ Required □ | CheckBox Lis | | |
| Numeric Input List Date Phone nstructions Email Address | Numeric Input List Date Phone Number Email Address Email Address ▼ I U Verdana Size A | Default Value | Text Input | 3 | |
| Display Name List Date Phone nstructions Email Address | List Date Phone Number Email Address Email Address | | Numeric Inpu | it in the second s | |
| Date Phone Instructions Email Address | Date Phone Number Email Address Email Address ▼ Z U Verdana ▼ Size ▼ A | Display Name | List | | |
| nstructions Phone Number Email Address | Prone Number Email Address ■ ■ ■ ■ # # AutoComplete ▼ Z 型 Verdana ▼ Size ▼ A | | Date | | |
| nstructions Email Address | Email Address · · · · · · · · · · · · · · · · · · · | | Phone | | |
| | 🖌 🚍 🧱 課 課 AutoComplete 👻 🗸 🖳 Verdana 🔹 Size 🔹 🗛 | Instructions | Email Addres | s | |
| 🔠 🕉 🔄 🐔 🐔 🤊 🕐 📄 亜 華 麗 譚 韻 AutoComplete 👻 🖉 🖳 Verdana 🔹 Size 🔹 A | | 🖸 🕹 🕰 🕰 🤟 🕐 🔳 🚍 | 🛋 🗊 🞚 AutoComplet | e 👻 🛛 🛄 Verdana 👻 Size | - A |
| | | | | | |
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| | | | | | |
| | | | | | |



All field marked with the red asterisk* are required fields and must be completed in order to save the question.

Name - What Admin users will see when they are searching for the question

Type – Select the format for the question.

Checkbox – example would be a Yes /No question or acknowledging that form has been read

Checkbox List – example would be a Race question - multiple options displayed – Admin can determine if only one choice is selected or if multiple choices are allowed

Text Input – example would be Parent Place of Employment - Open text field where the parent will be allowed to enter information

Numeric Input - Open numeric field where the parent will be allowed to enter any value

List – example would be a series of over the counter medications that a student has been allowed to receive

Date - field will display the calendar icon

Phone Number – field will add the dashes between the area code, prefix and the line number

Email Address – users will be required to enter an email address in the correct format including the @ and .com

Auto Complete – Not Applicable to go.edustar users at this time

Info Only – example would be district tardy policy - this field will be for text added by the admin to display on the form as extra information for parents

SIS Field – go.edustar fields that will be updated by data entered during enrollment – admin users will need to associate the question with the SIS Field

Active? - If checked the question will be an active question to use on forms

Hidden – a field to show admin users but not displayed to the parent - example might be the student id

Required – if checked this question must be answered before leaving the screen

Read Only – if checked the parent would be able to see what data is in go.edustar but is unable to change or update data – example could be emergency contact name

Default Value - fill field with the default value to be seen by all parents

Display Name – fill in with the name of the question to be seen by parents – example would be Name* Consent-Address, Display name: Address/Domicilio:

Instructions - Descriptions of district policies or additional information to be seen by parents

Save – click Save button

Q SEARCH

Questions may be searched by entering the entire question, key word or a couple of letters.

Question Setup

Search

| Question Name | Question Type | |
|----------------------------------|---------------|---------------------|
| student | | nclude Inactive |
| District | | |
| go.edustar Training Q | | |
| Q SEARCH + ADD QUESTION | | |
| Question | Туре | District |
| 🤌 旾 Relationship to student: | Text Input | go.edustar Training |
| 🤌 脂 Student - Car Make and Model | CheckBoxList | go.edustar Training |
| 💉 🌓 Student Agreement | CheckBox | go.edustar Training |
| 🤌 🍖 Student Cell Number | Phone Nbr | go.edustar Training |
| 💉 🌓 Student Date of Birth | Date | go.edustar Training |
| 🤌 🏪 Student Email | Email | go.edustar Training |
| 🤌 隤 Student First Name | Text Input | go.edustar Training |
| 💉 🏲 Student Gender | List | oo edustar Training |

Click on the pencil icon to edit a question.

Save

Forms – Section Setup – Create and modify the sections that will appear on form.

Section Setup

| Search | | | |
|--------------------------|------------|---------------------------|---------------------|
| Section Name | | | |
| | | Include Inactive | |
| District | Q | uestion | |
| go.edustar Training | Q (| Click the icon to search) | Q |
| Q SEARCH + ADD S | ECTION | | |
| Section | | | District |
| 🤌 🍖 Athletic | | | go.edustar Training |
| 💉 🎦 Computer Usage | | | go.edustar Training |
| 🤌 🍋 Concussion Form | | | go.edustar Training |
| 🤌 🏪 Emergency Contacts | | | go.edustar Training |
| 🤌 🏪 Hugoton USD210 Enrol | lment Form | | go.edustar Training |
| 🤌 🏪 POL | | | go.edustar Training |
| 🤌 🏪 PRIMARY HOUSEHOLD | | | go.edustar Training |
| A POSTUDENT INFORMATIC | IN | | oo edustar Training |

Click on +Add Section

Name * - Required field – Descriptive title for Section

Active? - Check the box if the section is being used during the current enrollment period

Description – Indicate what parents need to know about the form

+ Select Questions – Check the boxes of the questions to be used in this section

| Select Ouestio | ns | | | | | | |
|-------------------------|-----------------------------------|----------------------------|---------|----------|-------|-------|------|
| Please enter at least o | ne value and then click "Search". | Partial names are allowed. | | | | | |
| Question | Question Type | | | | | | |
| Question | | | Ques | tion Typ | e | | |
| *Ever attended a sch | 100l in Kansas before | | Check | BoxList | 1 | | |
| School transferring | from: | | Text Ir | put | | - | Α |
| Computer Useage | | | Check | BoxList | | 1.8 | |
| County | | | List | | | 1.8 | |
| Dentist | | | Text Ir | put | | 1.8 | |
| Do you have other o | hildren in the district? | | Check | Box | • | 9 | |
| | QUESTIONS AND CLOSE | USE SELECTED QUESTIO | NS | | | | |
| gout in: 00:19:55 | Question | Туре | Sort | Def? | RO? | Hid? | Req? |
| Ū | None Selected | | | | | | |
| | SELECT QUESTIONS | | | | | | |
| | 🗙 CANCEL 💾 SAVE | | | Q P | REVIE | w sec | TION |

Use Selected Questions and Close – click this button to close window and return to section setup screen

Save



button to see what parents will view on the screen.

Forms – Form Setup – Create and modify the forms.



Form Setup

| New Form - go.edustar Training | |
|---------------------------------------|----------------------------------|
| Name* 🔓 | |
| | ✓ Active? |
| | Parent/Guardian Level Form |
| | Reoccurring Form |
| | Form-level approval? |
| | Email for each section approval? |
| Description | |
| ····································· | ¶+ 🚰 🔏 🖪 I 🖳 Verdana 🔹 Size 🔹 A |
| | |
| | |
| | |
| | |
| | |
| | |
| Form Display Dates | |
| From To | |
| | |

Name * - Required field – Descriptive title for Form

Active? - Indicates that this form will be used and seen by parents

Parent/Guardian Level Form – Indicates that only one form per parent is needed – example might be a Home Language Survey

Reoccurring Form – Indicates that this form, once approved would still be available for parents to update after the enrollment period has ended

Form-level approval? – Indicates that the form will be approved overall and not by individual sections

Email for each section approval? – Indicates that an email will be sent to parents after each section of a form has been approved

Description – Information for parents

Form Display Dates – Dates entered will determine when forms will display for parents

Selected Sections

| o circered o certoine | <u>,</u> | | | | | | |
|-----------------------------|--------------|-------|----------------|--------|--------|-------|------|
| Section | n | | | Sort | Rvw? | AA? | SA? |
| None Selected | | | | | | | |
| + SELECT SECTI | ONS | | | | | | |
| Schools | | | | | | | |
| School | | | School Code | City | | St | Zip |
| Form Will Be Visible to All | Schools | | | | | | |
| + SELECT SCHOO | DLS | | | | | | |
| Grade Levels | | | | | | | |
| Grade Level | Description | | Ν | | | | |
| Form Will Be Visible to All | Grade Levels | | 15 | | | | |
| + SELECT GRADE | LEVELS | | | | | | |
| Contact Users | | | | | | | |
| Name | | Email | | Гуре | City | | St |
| None Selected | | | | | | | |
| + SELECT USERS | 5 | | | | | | |
| 🗙 CANCEL 💾 | SAVE | | | Q FORI | M DETA | IL EX | PORT |

If no selections are made under Schools, Grade Levels or Contact Users then the form will be displayed in all schools, to all grade levels and all district admin users. To select just certain schools or grade levels follow the steps below.

| | Form Display Dates |
|-------|--|
| Sel | ect Sections |
| Pleas | e enter at least one value and then click "Search". Partial names are allowed. |
| Sect | ion |
| | |
| × | CLOSE Q SEARCH Section |
| | Athletic |
| | Computer Usage |
| | Concussion Form |
| | Emergency Contacts |
| | United and USP210 Second Second |
| | Hugoton USD210 Enrollment Form |

Check the section(s) to be used for the form and then click Use Selected Section and Close

School – Click on the

+ SELECT SCHOOLS

| Please enter at least | one value and then click "S | earch". Partial na | mes are all | owed. | | | | |
|-----------------------|-----------------------------|--------------------|-------------|---------|-------|----|---------|---|
| School Name | School Code Scho | ool Type | City | | State | | Zip Cod | e |
| School | District | | SIS Field | City | | St | Zip | |
| Gate Elementary | go.edustar | Training | 0000001001 | Ottawa | | KS | 66067 | |
| go.edustar Element | ary go.edustar | Training | 0000001002 | Ottawa | | KS | 66067 | |
| 🔲 go.edustar High | go.edustar | Training | 0000001003 | Wichita | | KS | 67211 | |
| go.edustar Middle S | chool go.edustar | Training | 0000001004 | Ottawa | | KS | 66067 | |
| 🔲 goedustar High | go.edustar | Training | 0000001008 | Wichita | | KS | 67209 | |
| Hawk Elementary | oo edustar | Training | 0000001005 | Ottawa | | ĸs | 66067 | |

Check the schools where the form will be used and then click Use Selected Schools and Close

Grade Level – Click on the

+ SELECT GRADE LEVELS

| Add Grade Level | |
|-------------------------------|---|
| Grade Level* | |
| | • |
| 0 - Grade 0 | A |
| 1 - Grade 1 | |
| 3 - Grade 2 | and the second se |
| 4 - Grade 4 5 - Grade 5 | |
| 6 - Grade 6 | School |
| 8 - Grade 7 | |
| 9 - Grade 9 SELECT SCHOOLS | • |

Select the grade level to use and click Done. Grade Levels will be added one at a time.

Contact Users- Click on the SELECT USERS

Check the users that should have access to the information on the completed forms.

Click Save

Form Detail Export – Form data fields will be exported to a CSV file. It will open in Excel to check what data is linked to SIS fields.

Form – SIS Field Setup Created during setup. Used for reference only.

Students

Users will be able to search or add students as well as see linked adults.

Search Enter a student's first name, last name, or student number.

Add Student Users have the ability to add a student to the EZSchoolEnroll system. Student's First and Last Name, Birthdate, Gender and Grade are required fields.

Sync Details

The sync will run every two hours for the district. Users will be able to sync their data as needed.

Code Choices Sync SIS to OE

Parent Sync SIS to OE

Student Forms Sync OE to SIS

Student Forms Sync SIS to OE

Student Sync SIS to OE

Bulk Emails

District News