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 - Student Enrollment Form	Claudia	Valverde	Waiting Approval
1 - Student Enrollment Form	Consuelo	Jareht	Waiting Approval
1 - Student Enrollment Form	Consuelo	Perez	Waiting Approval
1 - Student Enrollment Form	Liliana	Eduardo	Waiting Approval
1 - Student Enrollment Form	Nancy	Chavez	Waiting Approval
1 - Student Enrollment Form	Nancy	Chavez	Waiting Approval
1 - Student Enrollment Form	Dulce	Chavez Cruz	Waiting Approval

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

Search

Form
(Click the icon to search...)

Form Status
Approved

Student
(Click the icon to search...)

Parent or Linked User
(Click the icon to search...)

District
go.edustar Training

SEARCH

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.

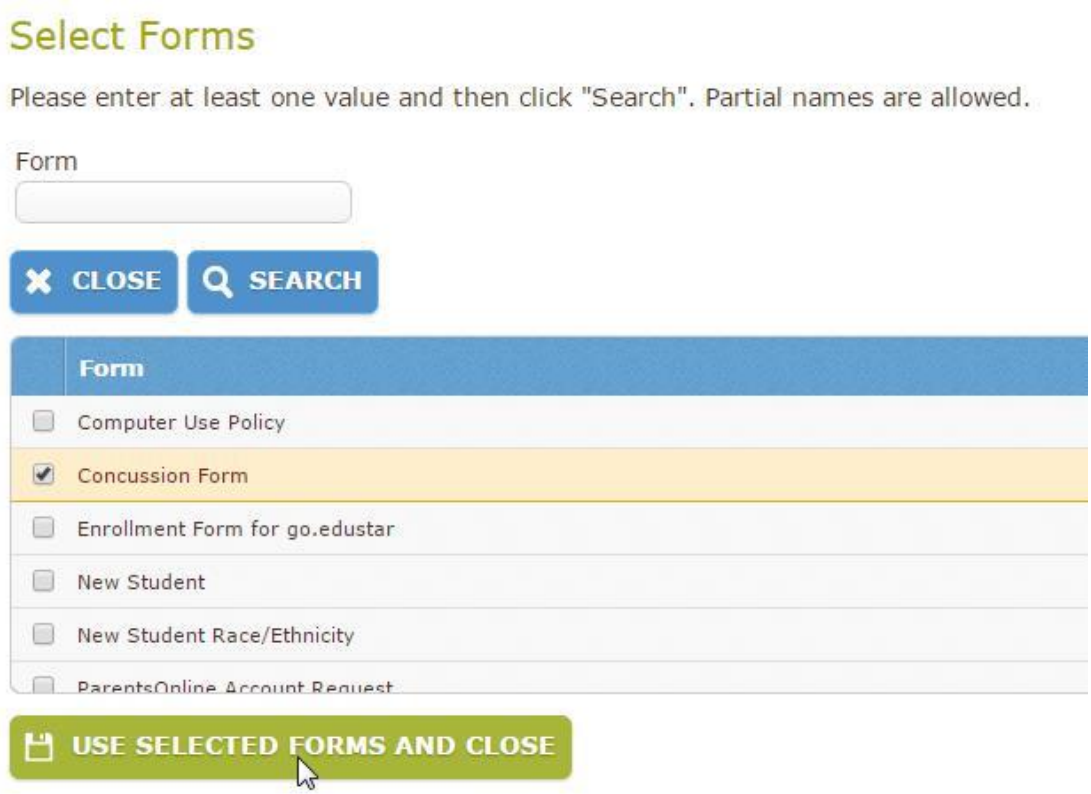
Finalized – This is not being used.

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.

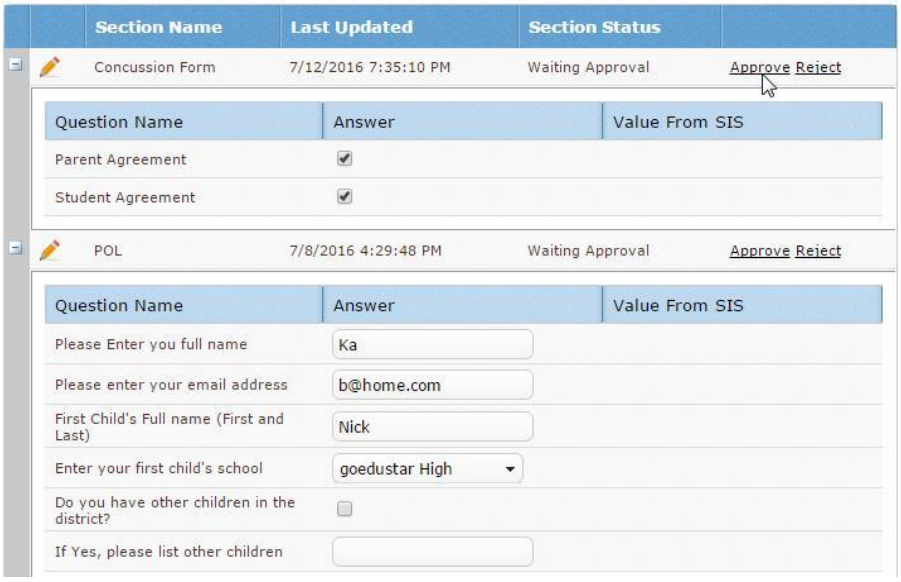
Waiting Approval - Parent has filled out the form and submitted to the district.



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
	Concussion Form		Ben Sundine	Completed
	Concussion Form		Kayla Nickel	SentToSIS
	Concussion Form	Kale Nickel	Kayla Nickel	Waiting Approval
	Concussion Form	Koby Nickel	Ben Sundine	Completed
	Concussion Form	Sam Bender	Phillip Bender	Waiting Approval
	Concussion Form	Daniel Sundine	Ben Sundine	Waiting Approval
	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 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 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. b@home.com 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 EZSchoolEnroll.com 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**

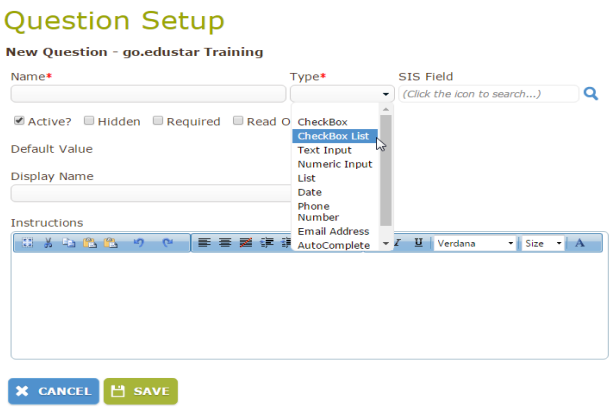
Under Districts - click on the **+Select Districts**. Check the box beside the intended District. Select **Use Selected Schools and Close.**

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.



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

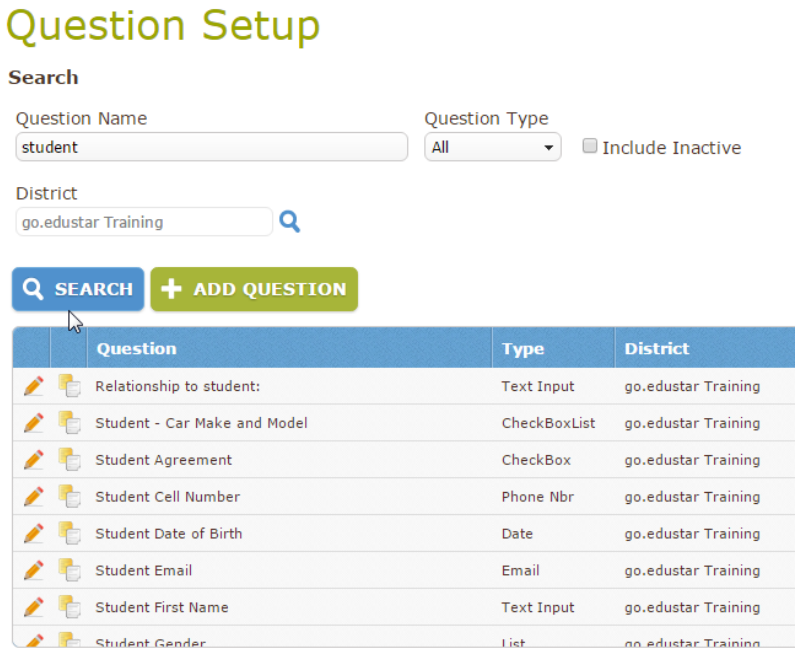
Default Value – fill field with the default value to be seen by all parents

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

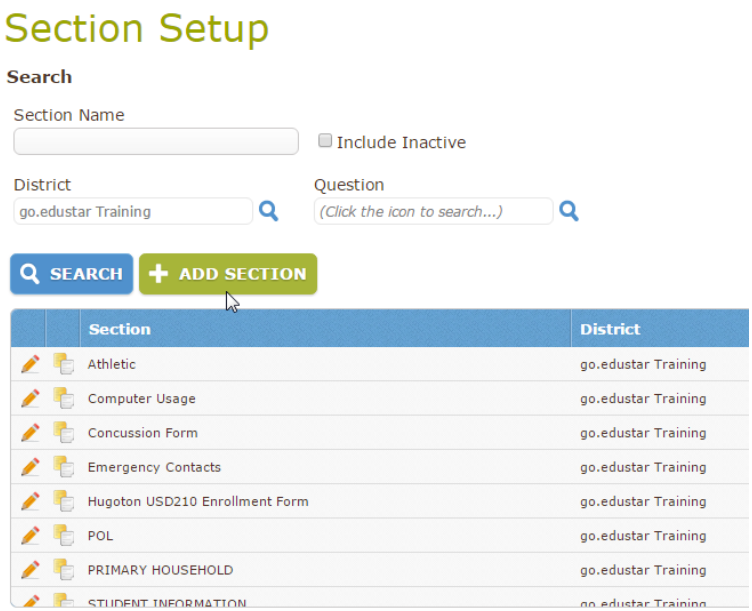
Questions may be searched by entering the entire question, key word or a couple of letters.



Click on the pencil icon to edit a question.

Save

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



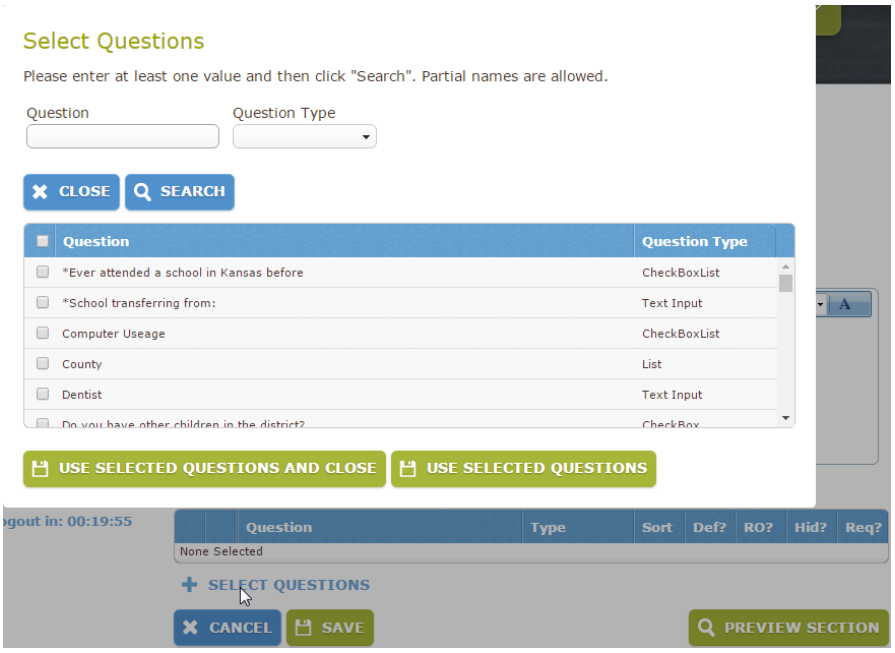
Click on +Add Section

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



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

Save

Click

button to see what parents will view on the screen.

Forms – Form Setup – Create and modify the forms.

Click

button to create a new form.

Form Setup

New Form - go.edustar Training

Name*

Active?
Parent/Guardian Level Form
Reoccurring Form
Form-level approval?
Email for each section approval?

Description

Verdana Size

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

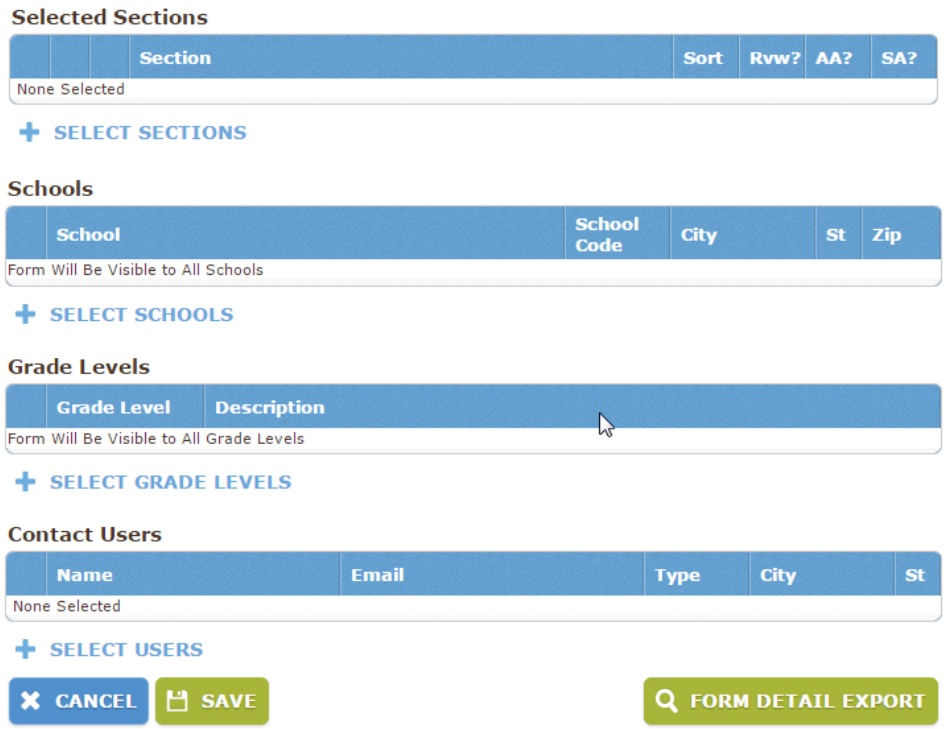
Reoccurring Form – Indicates that this form, once approved would still be available for parents to update after the enrollment period has ended

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

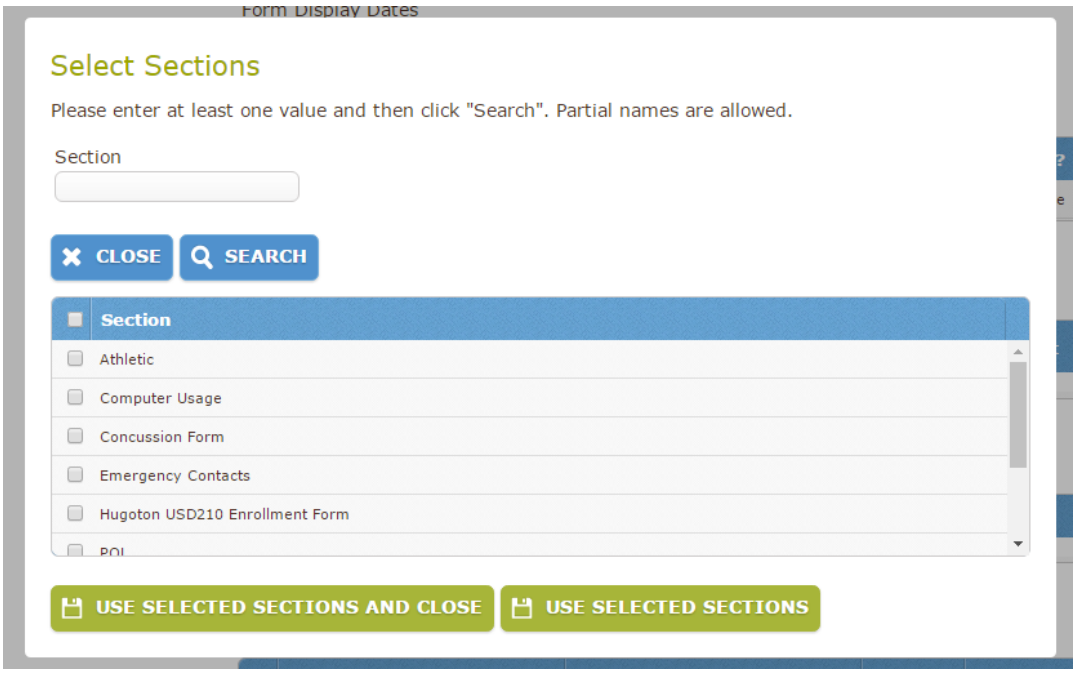
Description – Information for parents

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



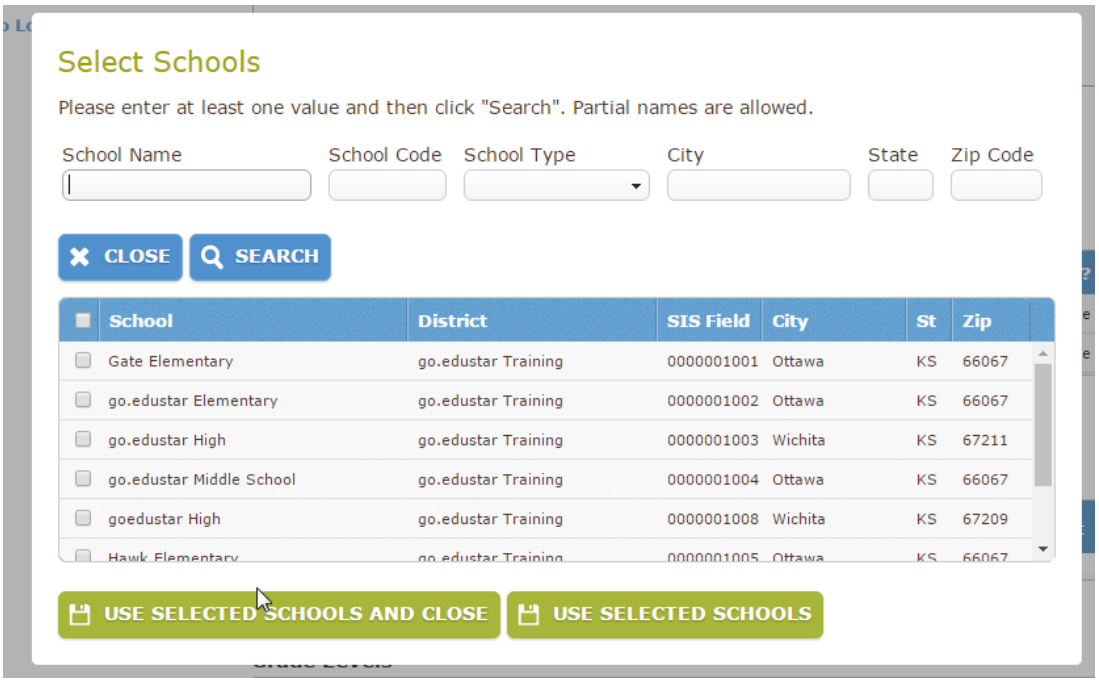
If no selections are made under Schools, Grade Levels or Contact Users then the form will be displayed in all schools, to all grade levels and all district admin users. To select just certain schools or grade levels follow the steps below.

Selected Sections – Click on the



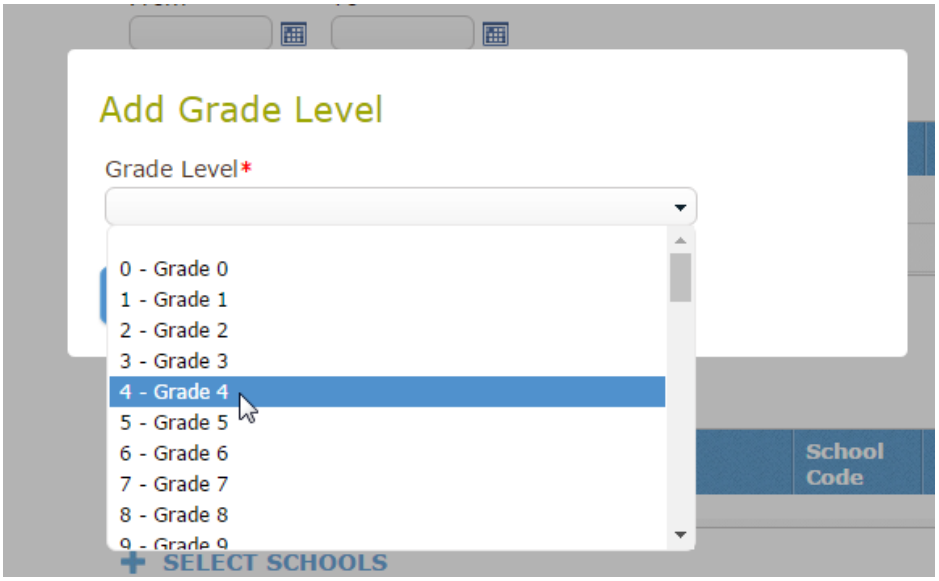
Check the section(s) to be used for the form and then click Use Selected Section and Close

School – Click on the



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

Grade Level – Click on the



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

Contact Users- Click on the

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