

eSchool Plus Notes

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APOLLO STUDENTS – Beginning this year all Apollo students will remain enrolled in their home campus. If you have a student who is assigned to Apollo you need to:

- Add the Discipline Incident which has caused them to be assigned to Apollo to the student's Discipline folder on eSchoolPlus
- Change their Primary Home Room to APL
- Add the APL### course to the student's schedule using their first day at Apollo as their date added
- Mark the student at Apollo in Attendance for the number of days they have been assigned

Change their Primary Home Room to APL – to do this you go to Student Center >> Search >> choose your student >> go to Registration >> Click on Primary Home Room field and type in APL >> Click on Save.

Add the APL### course to the student's schedule - to do this go to the Scheduling folder under Student Center >> click on Mass Entry >> scroll down to the bottom of the screen >> enter the APL### course (### will be your campus number) >> click on section and input 1 >> click on date added and use the student's first day at Apollo as their date added >> click on Keep. Without this course we will not be able to see the history of students attending Apollo.

Mark the student at Apollo in Attendance – go to the Attendance Center >> click on Attendance Entry >> click on the calendar and choose the dates you want to add (click on start date and Shift Click on end date to get the range) >>

SPECIAL NOTE: Elementary Campuses will automatically have Homeroom as the period; Secondary Campuses will have a list of periods so be sure to select them all)

>> Default is Office so be sure to leave it as Office >> click on Absence Code and type in APL for At Apollo >> Click on Id field and enter the student's ID >> Click on Save. It is very important that you add this code since teachers will see this in their grade book and know to prepare work for this student and it will also prevent them from marking the student as absence in error thus ensuring accurate ADA.

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If you want to get a list of your students at Apollo you can go to Student Center >> Search >> Advanced Search >> Search for Active students with APL in their Primary Home Room field.

If your student stays for more days than originally assigned be sure to update attendance information. If the student is absent while they are at Apollo you can go to that date and change the office entry of APL to AAPL which is absent at Apollo. The student may also do something while at Apollo that adds to the number of days they have to stay. Be sure to add those days to the attendance to ensure that the student cannot be marked absent in error as well as letting their teachers know that they need to continue to prepare work for the student.

When your student returns, remove the APL from the Primary Home Room. Elementary campuses need to input the student's home room so that the teacher can now take attendance on this student. Secondary campuses need to leave this field blank. Go to the student's schedule and drop the APL### course using the last day they were at Apollo as their dropped date, mark the course ungraded, and click on Keep.

To verify students who have been or are currently at Apollo you can go to Report Net to run Apollo Reports.

REPORT NET – On the left hand side of your screen almost at the end of your menu there is an option for Report Net. This is the report writer that will allow us to write our own custom reports. As reports are developed you will see changes in this option. To get to reports Click on Report Net >> Log in >> Click on Count Folder >> Click on the Report that you want to run.

Apollo Students by Campus – this report will list your students who have been at Apollo. **SPECIAL NOTE: In order for students to be on this report they must have been scheduled in the APL### course for your campus.** Each campus has an Apollo course which is APL### with the ### being your campus number. Follow the screen prompts and once you are viewing the report you can choose the .pdf or

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Excel format by clicking on the buttons on the right hand side of the Report Net screen.

Part of the process to verify PEIMS Discipline is to run the Apollo Students by Campus report and verify that each student has a Discipline Incident in eSchoolPlus for each time they attended Apollo. As the year progresses students may be listed on your report multiple times. The student should have one Discipline incident for each time they are in Apollo.