

## **eSchool Plus Notes Channelview ISD**

### **TO LOG ON TO eSchoolPlus from a Channelview ISD computer**

Open Internet Explorer >> Click on Favorites >> Click on Channelview ISD eSchoolPlus >> Click on User Name and type in your username followed by @cisdnets >> Click on Password and type in your password >> Be sure to check that you are going to CISD Live DB for the 2008-2009 school year and click OK

### **TO LOG ON TO eSchoolPlus from your home computer**

Open Internet Explorer (eSchoolPlus works with IE only >> type the following URL <https://eschoolplus.channelview.isd.esc4.net/eschoolplus> (the s is required since this is a secure site) >> Click on User Name and type in your username followed by @cisdnets >> Click on Password and type in your password >> Be sure to check that you are going to CISD Live DB for the 2008-2009 school year and click OK

### **MENU**

On the left hand side of the screen you have your menu which is based on your security. The different centers are:

**STUDENT CENTER** – this is where you will look at all areas of any student or group of students. Quick Search is limited to the fields listed. Advanced Search is practically unlimited. Each of the folders under Student Center refers to the individual student.

**REGISTRATION CENTER** – this is where you would setup staff, rooms, activities or district wide tables that are handled by the eSchoolPlus team. The Report Section has mailing labels.

**SCHEDULING CENTER** – this is where you would setup all the areas required to schedule students. This area is used by your master schedule person and whoever does scheduling at your campus.

**ATTENDANCE CENTER** – this is where you would make changes to attendance as well as run reports for campus wide attendance. This area is used by your attendance specialist more than any one else.

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**MARK REPORTING CENTER** – this is where you would setup and run all the processes associated with student grades including Interim Progress Reports, Report Cards, and Transcripts. This area is used by whoever does your Interim Progress Reports, Report Cards, and Transcripts.

**DISCIPLINE CENTER** – this is where you would run campus side Discipline reports as well as add, delete or modify Discipline information for students.

**MEDICAL CENTER** – this is where you would campus wide medical information can be accessed and reports run. Used by nurses more than any one else.

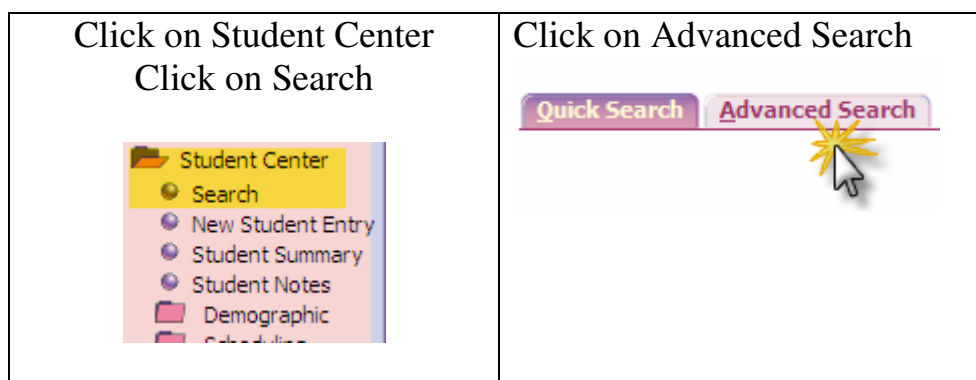
**TEST SCORE CENTER** – this is where you would view assessment results for your campus.

**FEES CENTER** – this is where you would setup your fees and run reports for the campus as a whole.

**STATE CENTER** – this is where you would run PEIMS reports required such as Campus Summary or Texas Withdrawal Form.

**REPORTS** – you can use any search to get a list of information in pdf or xls format. Go to Advanced Search, enter your criteria, and add the fields you want to see, click on Search. Click on Report, choose the format and click on run.

**ADVANCED SEARCH** - For example if you wanted to get a list of your currently active students who are LEP or monitored, you



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### ADVANCED SEARCH (continued)

In your Criteria Area enter the following criteria:

Here is the first part:

And/Or	Area	Field Name
	Demographic	Building
And	Demographic	Current Status
And	PEIMS Demographics (Program)	LEP INDICATOR
And	PEIMS Demographics (Program)	LEP INDICATOR End Date

and then this is the 2<sup>nd</sup> half

Condition	Value
= (equals)	1
= (equals)	A
is in (comma delimited list)	1,F,S
is blank	

It is very important that all PEIMS information be searched from the tables (area) that have Program in parentheses after the title. This Search will return all students currently active at Channelview High School with an open line for their LEP Indicator whether the value is 1, F (monitored 1<sup>st</sup> year) or S (monitored 2<sup>nd</sup> year).

You will always get a number of records found at the top of your search and by default you receive a list that has this information on it

Number of records found: 203						
Student Name	Student ID	Building	Grade	Gender	House/Team	Counselor
<a href="#">Acuna, Karla Huerta</a>	981794	1 - Channelview High School	10	F		1165 - Ms. Small
<a href="#">Aguilar, Juan</a>	987658	1 - Channelview High School	12	M		8251 - Ms. Parrish
<a href="#">Albizures, Mercedes</a>	987686	1 - Channelview High School	11	F		1165 - Ms. Small
<a href="#">Aldaba Hernandez, Laura Icela</a>	993597	1 - Channelview High School	10	F		1165 - Ms. Small

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### ADVANCED SEARCH (continued)

If you want different information, you can customize the fields displayed. After the Criteria section you will see a List Field Display area. Click on Custom and choose the fields you want to see.

**Custom Search Criteria**

Clear Criteria

**Field Name**

▼

tus ▼

TOR

TOR End Date

**List Field Display Selection**

Default  Custom

**List Field Display Selection**

Default  Custom

Clear All Fields

Area	Field Name	Delete
Demographic ▼	Grade ▼	<input type="checkbox"/>
PEIMS Demographics (Program) ▼	LEP INDICATOR ▼	<input type="checkbox"/>

Once you have the search you need, Save it by giving it a name in the Custom Search Name Field. Then click on Search and your search is saved.

**Search Favorites**

Delete Favorite

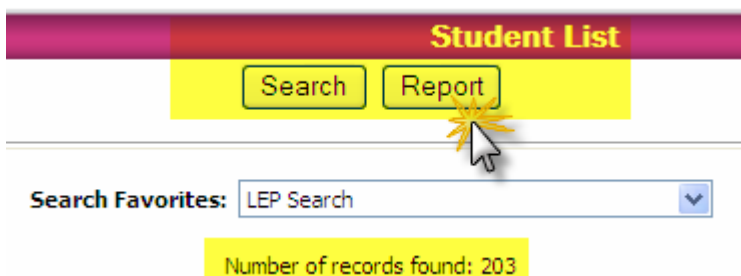
Favorites: LEP Search ▼

Custom Search Name:

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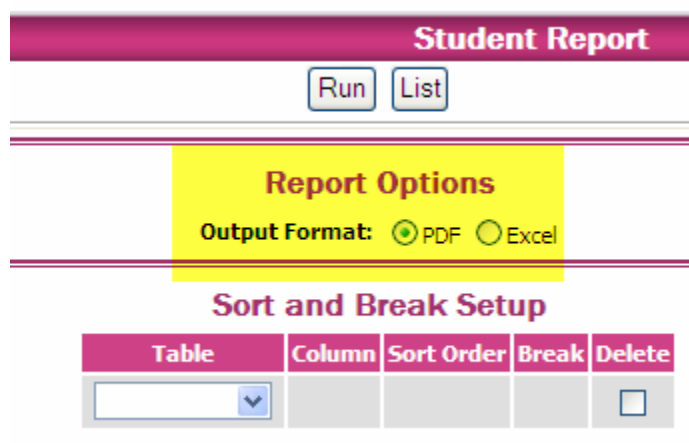
### ADVANCED SEARCH (continued)

Once you have the Search you want, you can create a report or an Excel file to put the information in. To do that perform your Advanced Search and click on the Report button



The screenshot shows a web interface titled "Student List". At the top, there is a yellow bar with the text "Student List". Below this bar are two buttons: "Search" and "Report". A mouse cursor is pointing at the "Report" button. Below the buttons is a "Search Favorites:" dropdown menu with "LEP Search" selected. At the bottom, a yellow box displays "Number of records found: 203".

On the report page you have the option of pdf or Excel. The pdf option will create a report that you can print to give to someone or attach to a document. The Excel option will create an Excel spreadsheet that you can save and add other fields to. Both options create a report that goes to your home page.



The screenshot shows a web interface titled "Student Report". At the top, there is a yellow bar with the text "Student Report". Below this bar are two buttons: "Run" and "List". Below the buttons is a yellow box with the text "Report Options" and "Output Format: PDF Excel". The "PDF" option is selected. Below the "Report Options" box is a section titled "Sort and Break Setup" with a table. The table has five columns: "Table", "Column", "Sort Order", "Break", and "Delete". The "Table" column has a dropdown menu with a downward arrow. The "Delete" column has a checkbox.

Table	Column	Sort Order	Break	Delete
<input type="text" value=""/>				<input type="checkbox"/>