



Enriching StudentsTM

Scheduling Student Enrichment Blocks Made Easy

Enriching Students Handbook

Teachers' Guide

Personalized Student Scheduling Software

Enriching Students™ is a student scheduling tool that is specifically designed to meet the challenges of scheduling middle and high school students for regular intervention, enrichment, and personalized learning sessions.

Never has it been easier to implement a flexible, personalized learning program in your middle and secondary school! Visit us at enrichingstudents.com to learn more.

Other Resources

Help Desk

Visit our online help desk for additional support at:
enrichingstudents.zendesk.com

Video Tutorials

For video tutorials and new features updates, go to:
youtube.com/enrichingstudents

Enriching Students Blog

enrichingstudents.com/blog

Table of Contents

Getting Started - pg. 5

Enriching Students™ features

Login - pg. 6

Set Up Your Username and Password

Dashboard - pg. 7

What do I see on my dashboard page? - 8-9

How to Take Attendance - 10

Scheduling - pg. 11

Scheduling Page Overview - 12-13

Quick Schedule Feature - 14-15

Single Student Scheduling - 16

Advanced Scheduling Page Overview - 17-18

Using the Advanced Scheduling Feature - 19-21

Student Profile - 22

Charts and Tables - 23

Delete Appointments - pg. 24

Students - pg. 25

Managing Students in Your Roster - 26

Student Tags - 27

Course - pg. 28

Set Default Appt Type - 28

Adjusting Course Name and # of Seats - 29-30

Recurring Courses - 31

Block Dates - pg. 32

How to Block Dates - 33

Requests - pg. 34

How to Manage Student Requests - 35

Data Analysis - pg. 36

How to Use Data Analysis

Index of Questions - pgs. 37-38

Getting Started

As an educator or administrator you understand that time is a precious commodity. Software that you introduce into your daily work flow needs to perform quickly, function smoothly, without a steep learning curve and overwhelming amount of options. Enriching Students™ provides just the right balance. How?

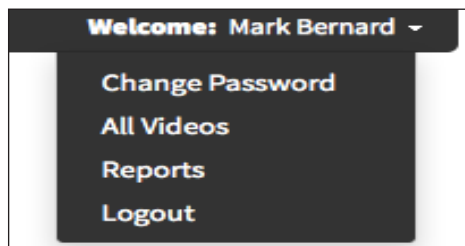
Here are some of the features of Enriching Students™:

- You may have as many students or courses as you need within Enriching Students. You can edit and delete them as needed.
- You can schedule students for a single day, multiple days or for a week at a time. Additionally, Enriching Students tracks the number of students assigned to a class and won't allow you to schedule more than the limit you set.
- Track how your intervention/advisory is being used by running reports
- The only thing needed is a current browser. Enriching Students has been tested on current versions of Chrome, Firefox, Internet Explorer and Safari. It's also developed to be mobile-friendly, and works on Ipads and Chrome Books.

Login

To get started using Enriching Students, you need to set up your login information. Your username will be your email address, and initially your password will be sent to you. It's easy to change your password at any time.

At the top right of the page, you will see "Welcome:(your name)." Select that, and a number of options will drop down. Select "Change password."



You will be redirected to a page where you can enter and click "Change Password" to save your new password.

Change Password

New Password *

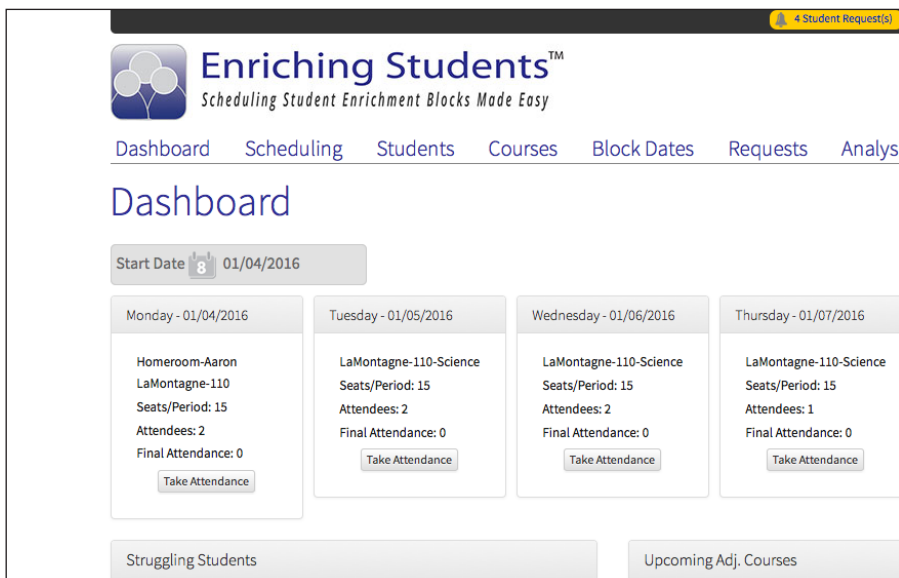
Confirm Password *

Change Password

Dashboard

The dashboard page displays your weekly schedule, Monday through Friday.

From this page you can view appointments for the week and year to date and take attendance; basically, it is the place where you manage your weekly schedule.



The screenshot shows the Enriching Students™ dashboard. At the top, there is a navigation bar with links: Dashboard, Scheduling, Students, Courses, Block Dates, Requests, and Analysis. The main heading is "Dashboard". Below this, there is a "Start Date" selector set to "01/04/2016". The dashboard is organized into four columns representing the days of the week: Monday - 01/04/2016, Tuesday - 01/05/2016, Wednesday - 01/06/2016, and Thursday - 01/07/2016. Each column contains a list of appointments with details such as location, course name, seats/period, attendees, and final attendance. A "Take Attendance" button is present for each appointment. At the bottom, there are two tabs: "Struggling Students" and "Upcoming Adj. Courses".

Monday - 01/04/2016	Tuesday - 01/05/2016	Wednesday - 01/06/2016	Thursday - 01/07/2016
Homeroom-Aaron LaMontagne-110 Seats/Period: 15 Attendees: 2 Final Attendance: 0 Take Attendance	LaMontagne-110-Science Seats/Period: 15 Attendees: 2 Final Attendance: 0 Take Attendance	LaMontagne-110-Science Seats/Period: 15 Attendees: 2 Final Attendance: 0 Take Attendance	LaMontagne-110-Science Seats/Period: 15 Attendees: 1 Final Attendance: 0 Take Attendance

Struggling Students Upcoming Adj. Courses

What Do I See on my Dashboard?

The first thing you see on your dashboard page is your 5-day schedule for the week. Each day has a box that displays your course, the number of available seats for that period, the current number of attendees, and the final attendance.

If you'd like the week to display from a different starting date, you can click the "Select start date" icon, and choose the desired day.

Dashboard

Start Date

January 2016

Monday - 01/05/2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Wednesday - 01/06/2016

LaMontagne-110-Science

Seats/Period: 15

Attendees: 2

Final Attendance: 0

Take Attendance

Thursday - 01/07/2016

LaMontagne-110-Science

Seats/Period: 15

Attendees: 1

Final Attendance: 0

Take Attendance

Struggling Students

If your grades are imported, any struggling students (what constitutes “struggling” may be determined by your school) will be displayed in this box.

Struggling Students		
Name	Course	Grade
Martin, Liam	Biology	D+

Upcoming Adjusted Courses

This box displays any upcoming specialized courses you will be offering.

Upcoming Adj. Courses	
Course	
Bernard-103-Intro to Probability - 8/13/2015	

Taking Attendance

You can take attendance right from the dashboard. As you'll notice, on your weekly schedule there is a "take attendance" button under each day.

When you click this button, a list of your students scheduled will become available. You will be able to mark them as either present/participating, present/not participating, or absent. If the student is late, select "Tardy?" You are also able to add a comment. All changes are saved automatically. To exit, click the "Hide Attendance" button.

LaMontagne, Carter	Present/Active	☐ Tardy?
Teacher Comment:	attendance comment	

Things to know:

- By default, all students are set to present and participating.
- You may find that a student you marked as absent was actually present at school but cut class. An administrator has access to an absent student report and can mark any absent student as cut.

Scheduling

The main function of Enriching Students is to ease the scheduling process to allow for a flexible, advisory, intervention, or resource period.

You can schedule a single student or a group of students for one day or a range of recurring days. You can schedule a student for a variety of appointment types or courses. Students may request appointments to be scheduled as well.

As you can see, there are many scheduling possibilities, so let's start with a basic overview of the main features.

Scheduling Page Overview

To get to the scheduling page, select "Scheduling" in the navigation bar.

Students Schedule: Monday Jan 04, 2016 - Friday Jan 08, 2016 [Print Schedule](#) [Adv. Schedule](#) [Delete Appts](#)

Select Date: 01/04/2016 Search for student: enter at least 3 char Search Filter by Tag: (homeroom) By Period: Period 1

☐ Notify All [Send Email](#)

Students	Mon - 04	Tue - 05	Wed - 06	Thu - 07	Fri - 08
Baskins, Braden ☐ Email Schedule Student Profile	Homeroom-Aaron LaMontagne-110 Instructor/Room: LaMontagne, Aaron/ Scheduler/Room: A. LaMontagne/110 Appointment Type: Extra Help Schedule	LaMontagne-110-Science Instructor/Room: LaMontagne, Aaron/ Scheduler/Room: A. LaMontagne/110 Appointment Type: Extra Help Schedule	LaMontagne-110-Science Instructor/Room: LaMontagne, Aaron/ Scheduler/Room: A. LaMontagne/110 Appointment Type: Extra Help Schedule	O'Bernard-103-Math Instructor/Room: Bernard, Marks/ Scheduler/Room: A. LaMontagne/110 Appointment Type: Extra Help Schedule	Open Schedule Schedule
Bernard, Leanne ☐ Email Schedule Student Profile	Open Schedule Schedule	LaMontagne-110-Science Instructor/Room: LaMontagne, Aaron/ Scheduler/Room: A. LaMontagne/110 Appointment Type: Extra Help Schedule	Mauger-134-Drama Club Instructor/Room: Mauger, Ashley/ Scheduler/Room: A. LaMontagne/110 Appointment Type: Extra Help Schedule	Open Schedule Schedule	Open Schedule Schedule

The scheduling page displays the schedule of selected students for a 5 day period. You are able to sort students by tag, change the start date of the schedule to view, and email students from this page.

Select a Student

Filter students by Tag (ex. Homeroom, Math) or period. Select a student or students within that tag, OR search for a specific student by entering at least 3 characters in their last name.

Search for student	Filter by Tag	By Period
enter at least 3 char Search	(homeroom)	Period 1

Select a Start Date

 01/04/2016

Use this calendar icon to select the date you'd like the schedule view to start on. You can also use the arrows at the top of the schedule to shift it forwards or backwards by one day, or one week.

Email Schedule

By checking the "Email Schedule" check-box under a student's name, you are able to send that selected student an email notification of their schedule. You can also notify all selected students by checking the "Notify All" check-box above the schedule, then clicking "Send Email" at the bottom of the page.

☐ **Notify All Students**

Other Features

There are three buttons at the top of the page. 'Print Schedule' will allow you to print the displayed schedule. 'Adv. Schedule' will take you to the advanced scheduling page, and 'Delete Multiple Appts' will take you to a page where you can delete multiple appointments.

Print Schedule	Adv. Schedule	Delete Appts
---	--	---

Quick Schedule

The quick schedule feature was designed to make the scheduling process easier and more efficient when a teacher wants to schedule students to their own homeroom or teaching class.

Quick Schedule One Student

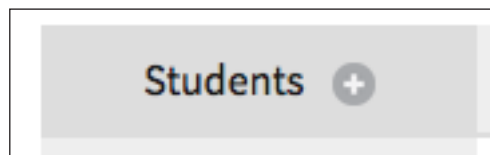
Go to the student you'd like to schedule, on the day you'd like to schedule them on.

In the box that displays their schedule that day, click the drop-down next to 'Schedule.' This drop-down displays your homeroom and teaching course, with the room # and current # of available seats. Click the desired course, and the student will be scheduled.

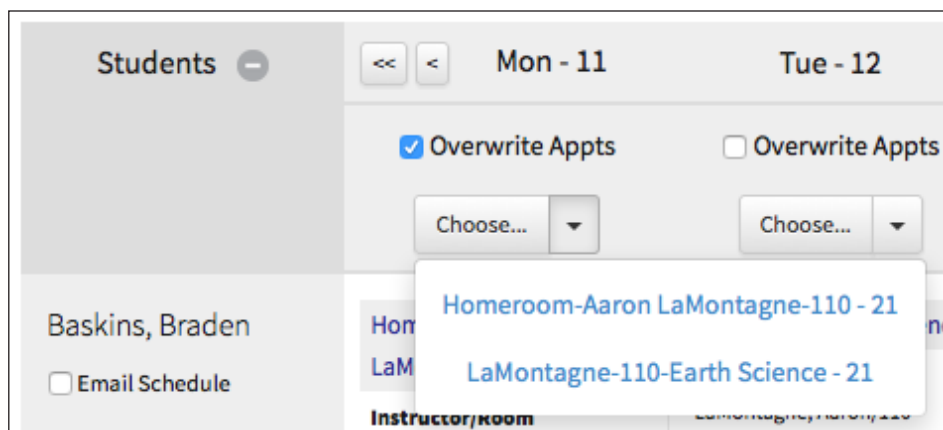
The screenshot shows a user interface for scheduling a student. At the top, it displays 'Fri - 15' with navigation buttons '>' and '>>'. Below this is a section titled 'Open Schedule'. Inside this section, there is a 'Schedule' button followed by a dropdown arrow. The dropdown menu is open, showing two options: 'Homeroom-Aaron LaMontagne-110 - 15' and 'LaMontagne-110-Science - 15', both in blue text.

Quick Schedule a Group of Students

To use this feature for a group of students, click the expand symbol at the top left of the schedule, next to 'Students.'



This feature allows you to quick schedule all students for the selected day. If you wish to overwrite any other appointments the students have for that day, check the 'Overwrite Appts' box. Click the drop-down next to "Choose..." and select the desired course. All students for that day will be automatically scheduled in to the course you selected.



Things to know:

- When using the quick schedule feature, your default appointment types for each course will be automatically selected. To learn how to set your default appointment types see page 27 of this guide
- If a student is locked into an appointment by another user, that appointment will not be overwritten.
- As you schedule students for your courses, the # of available seats will decrease.
- If you change a course name or seat count for a specific date, these changes will be visible when you quick schedule.

Single Student Scheduling

To schedule a specific student with more options, select the “Schedule” button in the box that displays their schedule, perhaps on the date you’d like to schedule them.

This feature allows you to select what course and appointment type you’d like to schedule a student for. It will automatically select the date you clicked ‘Schedule’ on, but you can change the date or select a range of dates for repeating appointments. This page shares many of the features of the advanced scheduling page, so read on to the Advanced Scheduling Page Overview, and Using the Advanced Scheduling Feature on the next few pages.

Thing to know:

Your school may set a threshold for what constitutes as a ‘struggling’ grade. Any grade at or below this level will be highlighted in yellow in the current grades box.

Schedule: Baskins, Braden

Department
Computer
English
Homerooms
Homerooms
Math
Science

Courses
Homeroom-Aaron LaMontagne-110 - 15
LaMontagne-101-Science - 15
LaMontagne-110-Science - 15

Current Grades
Science - C
Economics - C+
English - B-
Math - A

Comment

Appointment Type
Extra Help
☐ Appt Locked

Start Date
01/15/2016
☐ Mon ☐ Tues ☐ Wed ☐ Thur ☒ Fri

End Date
01/15/2016
☐ Mon ☐ Tues ☐ Wed ☐ Thur ☒ Fri

Current Appointments
Fri-01/15/2016 - Schedule Open
Mon-01/18/2016 - Schedule Open
Tue-01/19/2016 - LaMontagne-110-Science
Wed-01/20/2016 - Schedule Open
Thu-01/21/2016 - Schedule Open

Advanced Scheduling Page Overview

To get to the advanced scheduling page, select the 'Adv. Schedule' button at the top right of the Scheduling page.

Select a Student

Filter student list by Tag (ex. Homeroom, Math) or period

Select a student or students within that tag OR

Search for a specific student by entering at least 3 characters in their last name.

Filter by Tag	Select Student	Select Period	Search for student
(homeroom)	(select student)	1	enter at least 3 char Search

Current Schedule		
<< < > >>		
Date	Student	Course
Thu-01/14/16	Baskins, Braden	LaMontagne-110-Science
Fri-01/15/16	Baskins, Braden	Open Schedule
Mon-01/18/16	Baskins, Braden	Open Schedule
Tue-01/19/16	Baskins, Braden	LaMontagne-110-Science
Wed-01/20/16	Baskins, Braden	Open Schedule
Thu-01/14/16	Baskins, Braden	Open Schedule

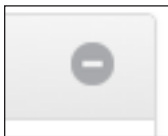
Current Schedule

Displays a list of all selected students with each day of the week, and the course they are scheduled for. It allows you to see where the student had an open schedule, as well as if they are "locked" into an appointment.

Use these arrows to toggle between days or weeks.



Click this symbol to collapse any boxes.



The top symbol shows that a student is locked by another teacher; the bottom symbol shows that they are scheduled.



Schedule Student(s)

Repeats: (none) ▼

Start Date 01/14/2016

Summary: One Day

Department Courses

Admin ▼ LaMontagne-102-Admin - 15 ▼

Appt Types

Extra Help ▼

Comment

Appt Locked ☐

Save Schedule

Schedule Students

Select a date or recurring date(s)

Select desired department and course

Select appropriate appointment type

Add a comment to explain the appointment

If you wish to prevent others from scheduling

a student on this day, select "Locked."

Current Grades

Will be displayed when one student is selected, and if grades have been imported and you are enabled to view them.

Course	Grade
Math	C
English	C
French	C
Science	C+
Economics	B
Woodworking	A-
Gym	A

Department	Course	Date
Math	Bernard-103-Intro to Probability	08/13/2015

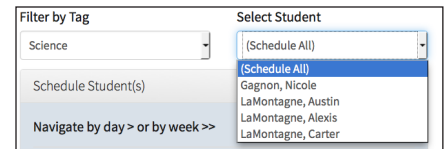
Available Courses

This box will show adjusted courses by all teachers. It will display all adjusted courses available in the next two weeks.

Using the Advanced Scheduling Feature

1. Select the student or students

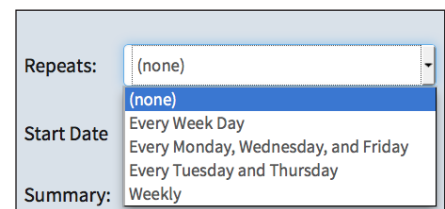
Start by selecting the desired tag, and either search for one student by using the search box, or the student from the drop-down. If you wish to schedule the entire group with the selected tag, choose (Schedule All).



The screenshot shows a user interface for selecting students. On the left, under 'Filter by Tag', the 'Science' tag is selected. Below it is a 'Schedule Student(s)' button and a link 'Navigate by day > or by week >>'. On the right, the 'Select Student' dropdown menu is open, showing options: '(Schedule All)', 'Gagnon, Nicole', 'LaMontagne, Austin', 'LaMontagne, Alexis', and 'LaMontagne, Carter'. The '(Schedule All)' option is highlighted.

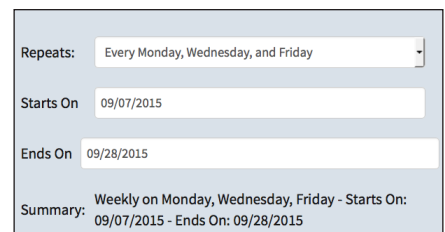
2. Select the date(s)

You can move the calendar forwards or backwards using the navigational arrows at the top to change the starting day or week. If you wish to schedule one, non repeating day, set "Repeats" to (none), and select your start date.



The screenshot shows the 'Repeats' and 'Start Date' section. The 'Repeats' dropdown menu is open, showing options: '(none)', '(none)', 'Every Week Day', 'Every Monday, Wednesday, and Friday', and 'Every Tuesday and Thursday'. The '(none)' option is highlighted. Below it, the 'Start Date' is set to 'Every Monday, Wednesday, and Friday'. The 'Summary' section shows 'Weekly'.

If you wish to create a recurring appointment, select a start and end date. Then choose the specific days of the week you'd like this appointment to repeat on within that range of dates. The summary under the date selection should display your selection.



The screenshot shows the 'Repeats', 'Starts On', and 'Ends On' section. The 'Repeats' dropdown menu is set to 'Every Monday, Wednesday, and Friday'. Below it, the 'Starts On' date is '09/07/2015' and the 'Ends On' date is '09/28/2015'. The 'Summary' section shows 'Weekly on Monday, Wednesday, Friday - Starts On: 09/07/2015 - Ends On: 09/28/2015'.

3. Choose the department and course

Note: The course is labeled as the teacher, room #, course name, and # of seats.

Check to see if the student or student(s) you are scheduling are already scheduled for another course during the time your are scheduling them. If they are locked into an appointment by another teacher, you will be unable to schedule them. If you feel that your appointment has priority, you will need to contact the teacher that locked them.

4. Select the appropriate appointment type

The types of appointments available in you school will be set up by an administrator. The students' current grades in the course you are scheduling them for may help you determine what type of appointment will be best.

5. Add a comment

This will be displayed on the schedule for the students' appointment, and will let them know why they are being scheduled.

Department

Computer

Courses

LaMontagne-101-Computer - 15

Appt Types

Enrichment

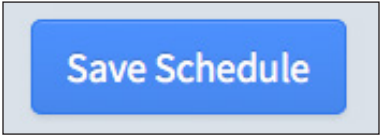
Enrichment

Extra Help

6. "Locked?"

Select this check-box If you wish to prevent others from scheduling this student during this time.

7. Save! Click:

A blue rectangular button with rounded corners and a subtle drop shadow, containing the text "Save Schedule" in white.

Once your student or group of students has been scheduled, the "Current Schedule" box will update accordingly.

Date	Student	Course Scheduled	
08/04/2015	LaMontagne, Austin	LaMontagne- 101-Computer	 

Student Profile

The student profile page gives you a basic overview of a student's activity and how they are being scheduled.

At the top of the page, you are given basic information about the student, along with their last login and the # of appointments they have requested.

Student Profile

Student: Olivia LaMontagne

Graduation 2017

Homeroom teacher: Aaron LaMontagne - Homeroom #: 110

Last Login: 8/3/2015

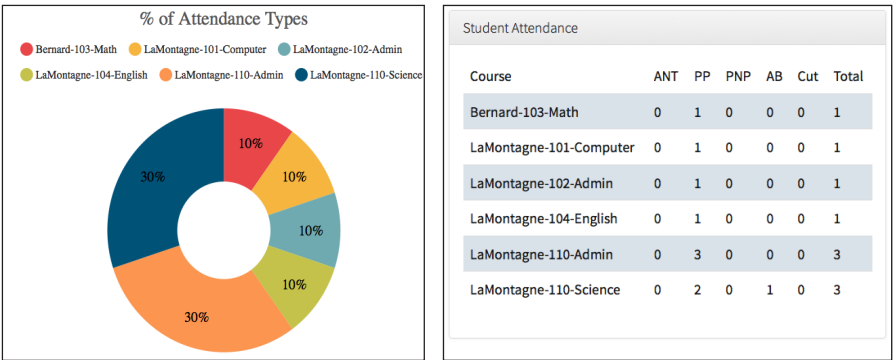
Number of Requested Appointments: 0

This page also provides two charts and tables representing data from the past 30 days; one for student attendance, and one for appointment types.

Charts and Tables

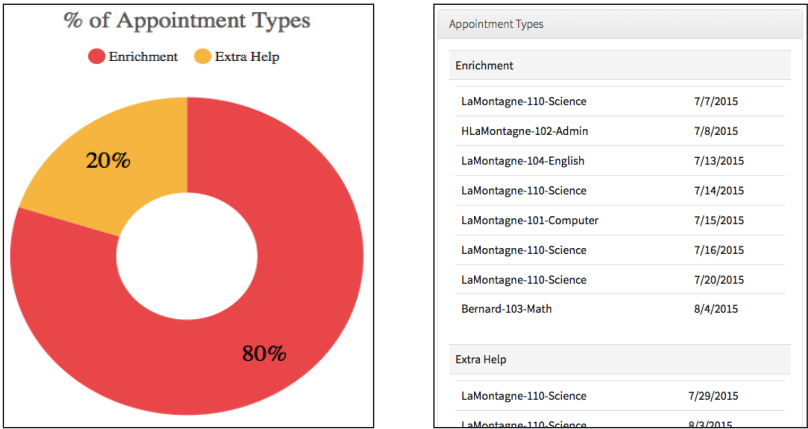
Attendance Types

A pie chart is displayed to showed the percentage of attendance for the student in each of the courses they have attended. The table next to it breaks down the student's attendance types for each course.



Appointment Types

This pie chart displays the percentages this student has been scheduled for what appointment types. The table next to the chart displays each appointment type they have been scheduled for, along with what courses and which date those appointments were scheduled.



Delete Appts

To get to the delete multiple appointments page, select the 'Delete Appts' button at the top right of the scheduling page. This feature allows you to search for appointments by student or course, and delete multiple appointments at once.

First, choose a start and end date to create a date range. Next, choose whether you want to search by student or course to find the appointments within that range of dates. In the drop-down, select the specific student or course. Click search to view the appointments. When you select a student, all of that student's appointments within the date range will be displayed. When you select by course, all students that have been scheduled for that course in the date range will be displayed.

Each separate appointment, with its details including the schedule date, course and student will have a check-box that will allow you to select it. If you wish to select all, click the "Select All" box. When you are happy with your selection, click 'Delete' and all selected appointments will be deleted. Keep in mind there is no undo, so be sure these are appointments you really want to delete!

Delete Multiple Appts

Select Start and End Date

Start Date 01/14/2016 End Date 01/21/2016

☒ Search by Course ☐ Search by Student

Courses

Appointment Search Results

Schedule Date: 01/14/2016 ☒	Schedule Date: 01/14/2016 ☐
Student: Hansen, Susan	Student: LaMontagne, Olivia
Course: O'Bernard-103-Math	Course: O'Bernard-103-Math

Students

The “Students” link at the top of your navigation bar will take you to the Student List, a page where you can search for any students. You can search for students alphabetically by their last name, look up their name in the search bar to find a specific student, or filter students by their homeroom staffer. To view the students assigned to you, select the “Show my Students” check-box.

☐ **Show my Students**

When you select this check-box, you are also able to delete students from or add them to your roster.

A B C D E F G

LaM

Search

Homeroom Staffer

(select)

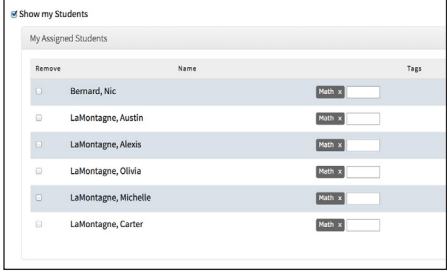
Managing Students in Your Roster

How do you add students to or delete them from your roster? Start by clicking the “Students” link in the top navigation bar.

On this page, select the “Show my Students” checkbox.

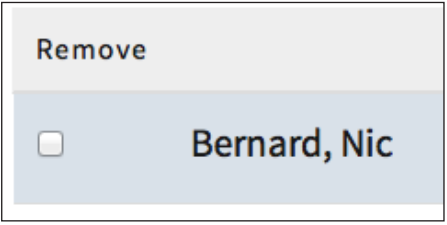
A list of your students will be displayed. To delete a student from your list, simply click the check-box next to their name. A confirmation message will appear, informing you that this process cannot be undone. If you wish to continue, click “Ok” and that student will be deleted.

To add a student to your roster, click the letter of the alphabet that their last name begins with. The student will show up in the box, “Students Not Assigned to Me” on the right side of the page. If you wish to add this student, assign a tag to them (Ex. Math) and select the check-box next to their name. The student will be added to your roster.



This screenshot shows a table titled "My Assigned Students". It has three columns: "Remove", "Name", and "Tag". There are six rows of student data, each with a checkbox in the "Remove" column, a name in the "Name" column, and a "Math" tag in the "Tag" column.

Remove	Name	Tag
☐	Bernard, Nic	Math
☐	LaMontagne, Austin	Math
☐	LaMontagne, Alexis	Math
☐	LaMontagne, Olivia	Math
☐	LaMontagne, Michelle	Math
☐	LaMontagne, Carter	Math



This screenshot shows a confirmation dialog box titled "Remove". It contains a checkbox and the name "Bernard, Nic".

Remove
☐ Bernard, Nic



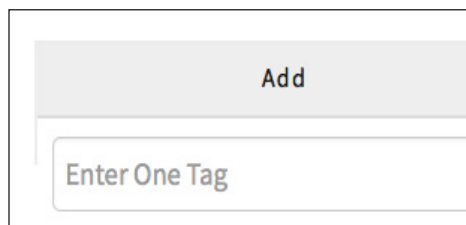
This screenshot shows a table titled "Students Not Assigned to Me". It has two columns: "Add" and "Name". There are two rows of student data, each with a checkbox in the "Add" column and a name in the "Name" column.

Add	Name
☐	Badorf, Brian
☐	Bob, Billy

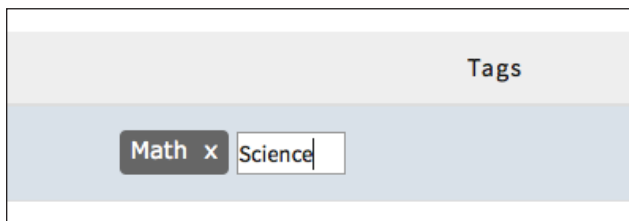
Student Tags

What are student tags? You can assign students tags to organize them by the class or classes that you teach that these students are a part of. You can assign students multiple tags. For example, one student may have math and science tags because you teach math and science, and this student is in those classes that you teach.

You must assign a student a tag when you add them to your roster.

A screenshot of a form for adding a student tag. It features a light gray header bar with the word "Add" in the center. Below the header is a white input field with the placeholder text "Enter One Tag".

Once you have added them, you can assign them more tags. On the Students page, when you select the "Show my Students" check-box, a list of your students and their tags will appear. Next to their current tags is a place to add new tags. Type the desired tag in the label with the correct student. Changes save automatically.

A screenshot of the student tags interface. It has a light gray header bar with the word "Tags" on the right. Below the header is a light blue area containing two tags: "Math" with a small "x" icon to its right, and "Science" with a text cursor at the end of the word.

Course

To get to the courses page, select "Course" in the top navigation bar. From this page you can set default appointment types and adjust courses.

Set Default Appointment Type

When using the quick schedule feature, your default appointment type is automatically selected. The 'Set Default Appt Type' box on this page allows you to change your default appointment type for your homeroom and teaching course. To do so, click in the drop-down under Default Appt Type, change it to what you wish, and click save. Your default appointment type is changed for that course!

Set Default Appt Type

Course Name	Default Appointment Type	
Homeroom-Aaron LaMontagne-110	Extra Help Enrichment Extra Help Extra Help	Save
LaMontagne-110-Science	Extra Help	Save

Adjusting Course Name and # of Seats

This page also allows you to create specialized courses lasting for a specified amount of time, using the 'Staffer's Course' box.

Staffer's Course

Course Name	Max # Students
Bernard-103-Math	10

Repeats:

Adjusted Date

Summary: One Day

Enriching Students allows you to have one subject matter course and one advisory course. If you teach more than one course, you may use this feature to add your multiple courses.

On the Courses page, you will see your one “teaching” course. To change the course name, select the date or range of dates for which you wish to offer this course, and modify the course name.

Once you click save, the course, for that day or days will have the new title.

As a teacher, you have a set # of students assigned to you. You cannot adjust a course to give yourself fewer students, only an administrator can do this. However, you can add more students for an adjusted course if you would like.

To do this, when adjusting a course, simply change the number in the “Max # of Seats” label to the # of students you could accommodate for this course.

Course Name

Bernard-103-Math

Repeats: (none)

Adjusted Date: 08/05/2015

Summary: One Day - 08/05/2015

Max # Students

10

Recurring Courses

If you want to change the name of a course for a set day or days over a number of weeks, you may want to created a recurring course.

You can do this when creating an adjusted course.

Choose the desired selection in the "Repeats" drop-down. It could be daily, weekly, or every other day.

Next, choose the dates this course will start and end on. For example, this course could be held every Tuesday and Thursday for two months.

Once you have selected the desired days for this course to reoccur, click save. Your adjusted course will display in the adjusted courses box, where you can make additional changes to it's name or max # of seats. You also have the option here of deleting this adjusted course.

Repeats:	Every Tuesday and Thursday
----------	----------------------------

Starts On	09/02/2015
Ends On	08/20/2015

Adjusted Courses			
Date	Course Name	Max #	# Appts
08/13/2015	Bernard-103-Intro to Probability	10	0
		save	delete

Block Dates

To get to the Block Dates page, select “Block Dates” in the navigation.

What does “blocking dates” mean? You may need to block students from being scheduled to you on certain dates because you’ll be out; or perhaps there will be a staff or department meeting, workshop, or in-service day. These dates need to be blocked so students won’t be assigned to teacher that will not be there.

As a teacher, you may block dates for yourself, other staff members, or a whole department.

How to Block Dates

Select “Block Dates” in the navigation to get to the block dates page.

To start, select the staffer or department you wish block dates for.

Next, add a reason for blocking the date. This is the reason that will display to other users.

If you wish to create recurring blocked dates, select the repeated days you wish to repeat, and the day this pattern will start and end on. If only blocking one day, leave the repeats option as “none,” and just select the date you wish to block. A summary at the bottom will give you an overview of the date or dates you have blocked. If the summary is correct, click save.

Your blocked date or dates will display in the “Blocked Dates” box at the bottom of the page. You are able to delete these dates from here if you wish.

☒ Block Staff ☐ Block Department

Staffer

Bernard, Mark

Reason for Blocking Date

Workshop

Repeats: Every Week Day

Starts On 08/12/2015

Ends On 08/12/2015

Summary: Daily - Starts On: 08/12/2015 - Ends On: 08/12/2015

Blocked Dates				
Staffer	Department	Blocked Date	Reason	
Bernard, Mark	Math	8/28/2015	Workshop	Delete
LaMontagne, Aaron	Science	8/10/2015	Day off	Delete

Requests

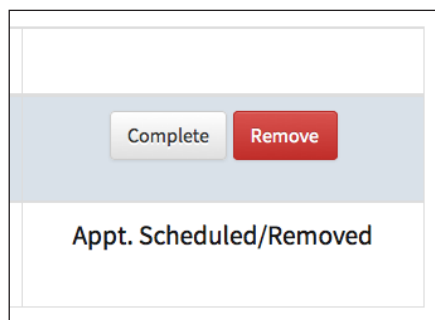
To get to the student requests page, select "Request" in the navigation. The Request page shows appointment requests students have made.

In the "Appointment Request" box, a student request is shown with the requested date, a comment as to why they would like to be scheduled, and the date they submitted to request.

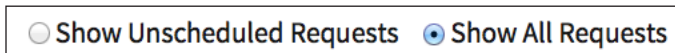
There are two buttons next to this request, "Complete" and "Remove." Marking an appointment as complete means that you have scheduled this student. To delete the appointment request if you are unable to complete it, simply click remove.

Appointment Request			
Requested Date	Request By	Date Submitted	
7/16/2015	Bernard, Nic Comment: Can I see you this week for help?	7/12/2015	Complete Remove

Once you have completed or removed a request, it will only display when you select "Show All Requests." You can no longer complete or remove it; it will be labeled "Appt. Completed or Removed."



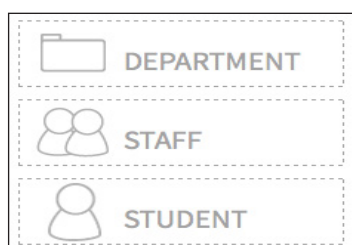
To view only the uncompleted requests, select the "Show Unscheduled Requests" button. To view all requests, even those that have been scheduled or removed, select the "Show All Requests" button.



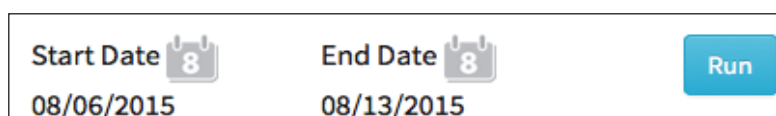
Data Analysis

To get to this page, select “Data Analysis” in the navigation. This is an optional feature, but if you are enabled to use it by you Administrator, it offers insightful reports. You are able to run staff, student, and department reports that display data about appointments being scheduled.

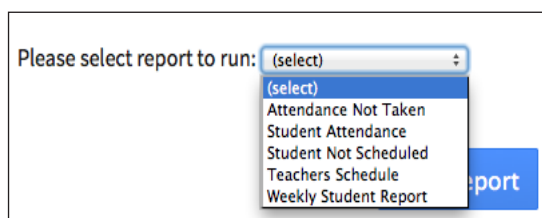
To run a report, first select a category of Department, Staff, or Student.

A vertical form with three dashed-line boxes. The top box contains a folder icon and the text 'DEPARTMENT'. The middle box contains an icon of two people and the text 'STAFF'. The bottom box contains an icon of a single person and the text 'STUDENT'.

Next, choose a range of dates, and click “Run.”

A horizontal form containing two date pickers. The first is labeled 'Start Date' with a calendar icon showing the number '8' and the date '08/06/2015' below it. The second is labeled 'End Date' with a calendar icon showing the number '8' and the date '08/13/2015' below it. To the right of the date pickers is a blue button with the text 'Run'.

The data will be displayed in a table. If you wish to run additional reports, select “Additional Reports” which will allow you to run reports on attendance data, scheduling, etc.

A form with the text 'Please select report to run:' followed by a dropdown menu. The dropdown menu is open, showing a list of options: '(select)', '(select)', 'Attendance Not Taken', 'Student Attendance', 'Student Not Scheduled', 'Teachers Schedule', and 'Weekly Student Report'. To the right of the dropdown menu is a blue button with the text 'Report'.

Index of Questions

Features and Login

What features does Enriching Student offer? - pg. 5

How do I log in? - pg. 6

Dashboard

What is the Dashboard? - pg. 7

What do I see on my dashboard page? - pg. 8-9

How do I take attendance? - pg. 10

Scheduling

What do I see on the Scheduling page? - pg. 12-13

How can I quickly and easily schedule student or all students for one day? - pgs. 14-15

What is the 'Schedule' button in the box for a student's schedule? - pg. 16

What is on the advanced scheduling page? - pgs. 17-18

How can I create recurring appointments? - pg. 19

What is the Student Profile? - pg. 22

What are the charts on the Student Profile page? - pg. 23

Delete Multiple Appts

How can I delete a number of appointments for a student or a course? - pg. 24

Index of Questions

Other Resources

Students

How do I use the "Students" page? - pg. 25
How can I manage students in my roster? - pg. 26
What are student tags and why do I need them? - pg. 27

Courses

How can I set my default appointment type? - pg. 28
What is the purpose of the Courses page? - pg. 28
How can I accommodate multiple courses? - pg. 29
How can I adjust a course name or # of seats? - pg. 29-30
How can I create recurring courses? pg. 31

Block Dates

What does it mean to "Block Dates"? - pg. 32
How do I block a date or dates? - pg. 33
How do I create recurring blocked dates? - pg. 33

Requests

What's on the Requests page? - pg. 34
How can I manage or complete student requests? - pg. 34-35

Data Analysis

What is the Data Analysis page, how can I access it? - pg. 36
How do I run reports on the Data Analysis page? - pg. 36

Help Desk

Visit our online help desk for additional support at:
enrichingstudents.zendesk.com

Video Tutorials

For video tutorials and new features updates, go to:
youtube.com/enriching-students

Enriching Students Blog

enrichingstudents.com/blog