



els

Educational Leadership Solutions

Site Administrator User Manual

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Introduction

Welcome to the Educational Leadership Solutions, Inc. (ELS) Product Suite, web-based applications designed to make data management easier and more effective for educators.

ELS, the designer of and service provider for this product suite, is a company dedicated to providing technology solutions for educators. It is our belief that for educational technology to be effective it must be extremely user-friendly and easy to master (30 minutes or less). We have designed our product suite to meet these criteria.

This user manual has been designed to make your school's implementation of our application efficient and effective. It is our desire for all schools and school personnel to be 100% satisfied with our applications.

Support Information

Support

Please contact us by phone (1-877-233-7833) or e-mail (support@k12els.com) with any questions you may have regarding our products.

System Requirements

The ELS Product Suite is a web application that is hosted by Educational Leadership Solutions, Inc. Because it is an internet-based application, users (teachers and administrators) can access it from any computer that has access to the internet. The applications can run on web browsers including Internet Explorer, Mozilla Firefox, and Safari.

Training

The ELS Product Suite has been designed to require little or no formal training. It is our goal to make the application user-friendly to the point that it can be mastered by following written instructions.

All training documents, user manuals, and product demos are available at our website: www.k12els.com.

Educational Leadership Solutions, Inc. also provides on-site training for schools who desire additional assistance with implementing the ELS Product Suite.

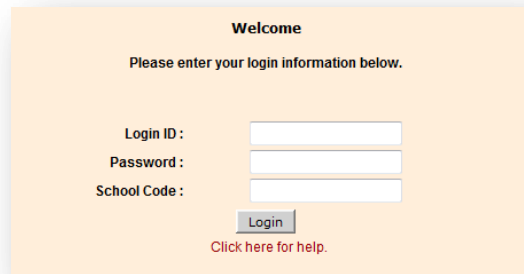
ELS, Inc.
Customer Support
877-233-7833
support@k12els.com

Login

Go to www.k12els.com and click *ELS Client Login*.



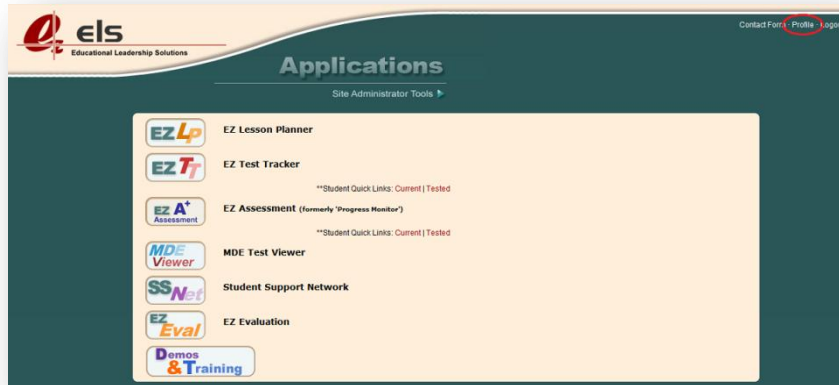
Type in your login information and select *Login*.

The image shows a login form with the title 'Welcome'. Below the title, it says 'Please enter your login information below.' There are three input fields: 'Login ID:', 'Password:', and 'School Code:'. Below these fields is a 'Login' button and a red link that says 'Click here for help.'

User application(s) for which the user has privileges will appear.

Change User Information and Password

To modify user information, select *Profile* on the menu bar.



Modify profile information or change password in the textboxes provided and select *Save*.

The image shows a form titled 'Your User Profile'. It contains several textboxes: 'First Name:' with 'East School', 'Last Name:' with 'Administrator', 'Login ID:' with 'admin', 'Email Address:' with 's@abc.com', 'Password:', and 'Verify Password:'. Below the textboxes is a 'Save' button, which is circled in red.


Site Administrator Instructions

Introduction

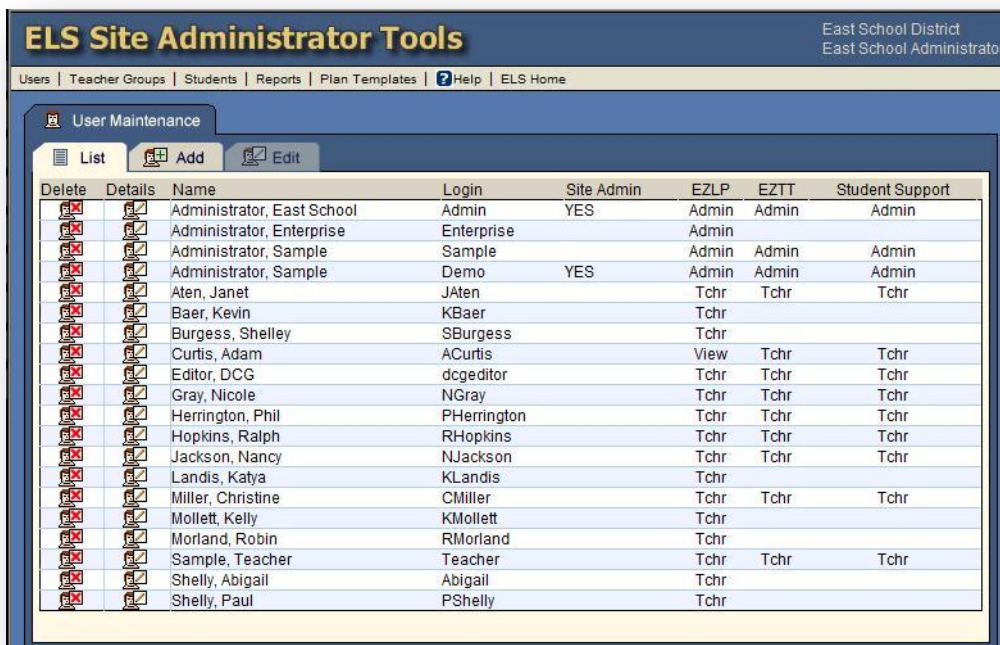
It is our recommendation that one person at each site be assigned as a *Site Administrator*. This person will be responsible for managing users (adding and deleting users), training other users, and contacting ELS should any support issues arise. The *Site Administrator* should become familiar with this manual and distribute parts (by copying sections or sending out documents via e-mail) to other users as necessary.

Login

Log in as Site Administrator and select the *Site Administrator Tools* icon.

A dark green rectangular button with the text "Site Administrator Tools" in white, followed by a white right-pointing triangle.

User Maintenance

A screenshot of the "ELS Site Administrator Tools" web application. The page title is "ELS Site Administrator Tools" and the user is logged in as "East School District East School Administrator". The navigation menu includes "Users", "Teacher Groups", "Students", "Reports", "Plan Templates", "Help", and "ELS Home". The "User Maintenance" section is active, showing a table of users with columns for "Delete", "Details", "Name", "Login", "Site Admin", "EZLP", "EZTT", and "Student Support".

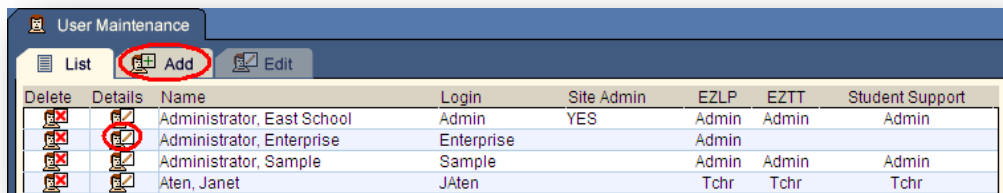
Delete	Details	Name	Login	Site Admin	EZLP	EZTT	Student Support
		Administrator, East School	Admin	YES	Admin	Admin	Admin
		Administrator, Enterprise	Enterprise		Admin		
		Administrator, Sample	Sample		Admin	Admin	Admin
		Administrator, Sample	Demo	YES	Admin	Admin	Admin
		Aten, Janet	JAten		Tchr	Tchr	
		Baer, Kevin	KBaer		Tchr		
		Burgess, Shelley	SBurgess		Tchr		
		Curtis, Adam	ACurtis		View	Tchr	Tchr
		Editor, DCG	dcgeditor		Tchr	Tchr	Tchr
		Gray, Nicole	NGray		Tchr	Tchr	Tchr
		Herrington, Phil	PHerrington		Tchr	Tchr	Tchr
		Hopkins, Ralph	RHopkins		Tchr	Tchr	Tchr
		Jackson, Nancy	NJackson		Tchr	Tchr	Tchr
		Landis, Katya	KLandis		Tchr		
		Miller, Christine	CMiller		Tchr	Tchr	Tchr
		Mollett, Kelly	KMollett		Tchr		
		Morland, Robin	RMorland		Tchr		
		Sample, Teacher	Teacher		Tchr	Tchr	Tchr
		Shelly, Abigail	Abigail		Tchr		
		Shelly, Paul	PShelly		Tchr		

The User List is a list of all application users who have been added for your school site. The information displayed for each user includes:

- **Name**
- **Login** (login id the user will use to enter each application)
- **Site Admin** (privileges to add/modify users)
- **Application Roles** (columns correspond to the applications which your school is using)

To add a user, select the *Add* tab on the User List.

To edit a user's information, select the *Details* icon next to the user.



User Information

Login ID : teacher

First Name : Mandy

Last Name : Griggs

Email : MGriggsa@Demo.abc

Password :

Confirm Password :

Change Password on Next Login ? :

Site Administrator ? :

EZLP Specific

Lesson Planner Role : Teacher

SSN Specific

Student Support Role : Teacher

Sex : Female

Race : Other

EZTT/PM Specific

Role : Teacher

Link To : Griggs, Mandy

EZ Evaluation Specific

EZ Evaluation Role : Teacher

Save Cancel

Note: This will only appear if you have EZ Lesson Planner.

Note: This will only appear if you have Student Support Network.

Note: This will only appear if you have EZ Test Tracker or EZ Assessment.

Note: This will only appear if you have EZ Evaluation.

User Roles

(Note: Only roles for the applications used by a school will appear.)

EZLP Specific (EZ Lesson Planner)

- Teacher - User can add, edit, copy, and print his/her own lesson plans.
- Administrator - User can view and add comments to all user lesson plans.

SSN Specific (Student Support Network)

- Teacher - User can complete, edit, and print forms assigned to him/her.
- Administrator - User can add student referrals and assign forms to users.

EZTT (EZ Test Tracker) & EZ Assessment Specific

- Teacher - User can view overall school level, former student, and current student test data.
- Administrator - User can view comprehensive school, teacher, and student test data.

EZ Evaluation Specific

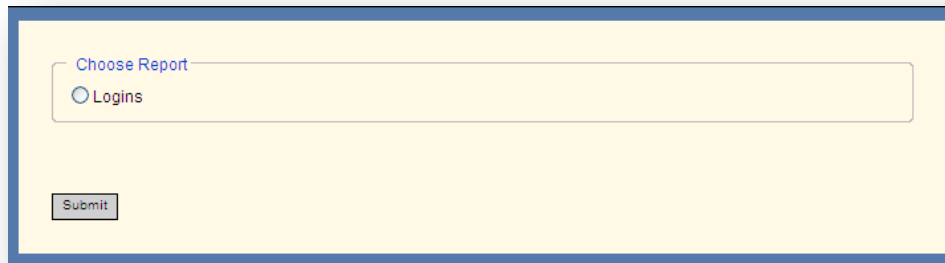
- Teacher - User can view his/her observations.
- Administrator - User can add and view observations and view data in Teacher Viewer tool.

Reports

Select *Reports* on the menu bar.



Click in the *Logins* button and select *Submit* for a list of all user logins.



The screenshot shows a form titled "Choose Report". Inside the form, there is a radio button labeled "Logins" which is selected. Below the form is a "Submit" button.

Teacher Groups (EZLP Specific)

Select *Teacher Groups* on the menu bar.



Add/Edit Teacher Group

To add a group, select the *Add* tab on the Group List.

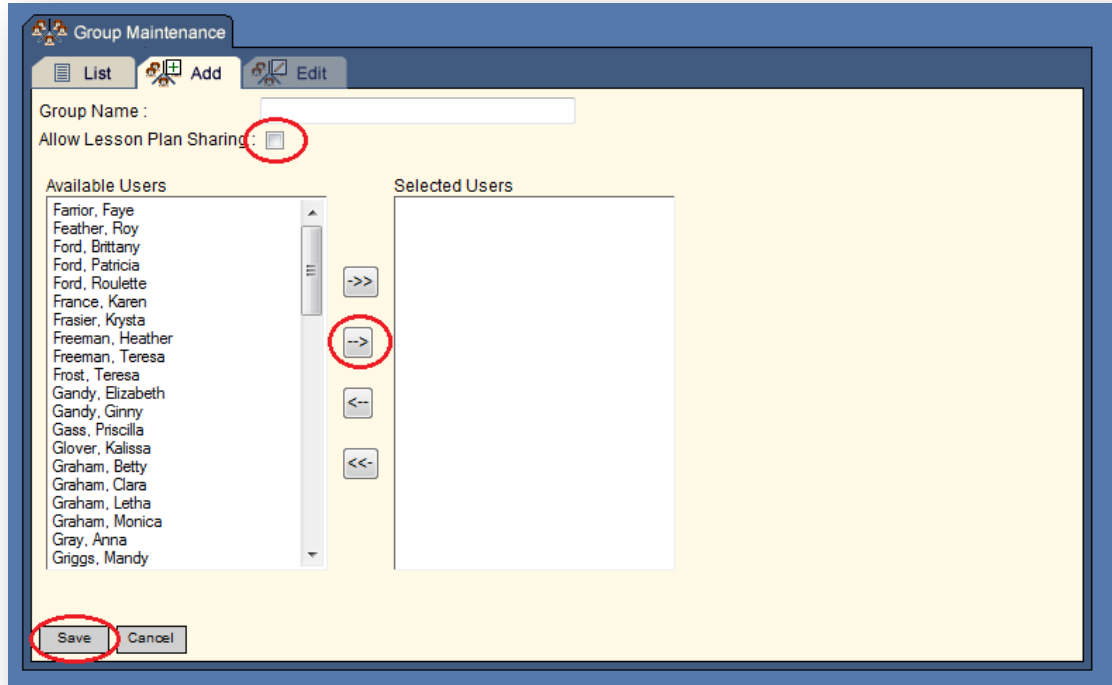
To edit a User Group, select the *Edit* icon next to the group.



The screenshot shows the "Group Maintenance" interface. At the top, it says "East School District" and "East School Administrator". Below that is a navigation bar with "Users", "Teacher Groups", "Students", "Reports", "Plan Templates", "Help", and "ELS Home". The "Teacher Groups" item is circled in red. Below the navigation bar is a "Group Maintenance" section with tabs for "List", "Add", and "Edit". The "Add" tab is circled in red. Below the tabs is a table with columns for "Delete", "Edit", and "Name". The table contains the following rows:

Delete	Edit	Name
		2nd Group
		3rd Gr. Math
		3rd Grade Teachers
		All
		English II
		English Teachers
		Middle School

Select teachers for the group by highlighting each name and clicking on the single arrow button. If you would like to select all of the names, simply click the double arrow button.



Note: Check the *Allow Lesson Plan Sharing* box to enable users to view or copy lesson plans from other teachers within their group.

After choosing the teachers for the group, click on *Save*.

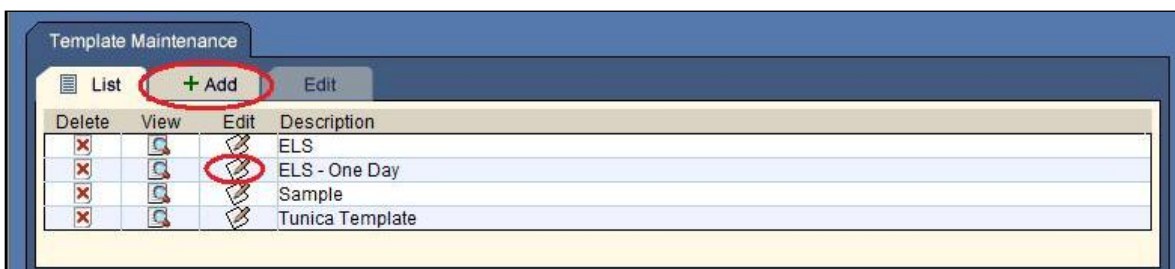
Plan Templates (EZLP Specific)

Select *Plan Templates* on the menu bar.




To add a template, select the *Add* tab on the template list.

To edit a template, select the *Details* icon next to the template name.



Complete/edit the template, include a *Description* that will readily identify the template, and click *Save*.

The screenshot displays the 'ELS Site Administrator Tools' interface. At the top, the title 'ELS Site Administrator Tools' is on the left, and 'East School District East School Administrator' is on the right. Below the title bar is a navigation menu with 'Users', 'Teacher Groups', 'Students', 'Reports', 'Plan Templates', and 'Help | ELS Home'. The main content area is titled 'Template Maintenance' and contains three tabs: 'List', '+ Add', and 'Edit'. The 'Edit' tab is active, showing a form with a 'Description:' text field at the top. Below it are two rich text editors, labeled 'Plan:' and 'Homework:', each with a standard toolbar. At the bottom of the form, there is a '<BODY>' label and two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.

Note: You may copy and paste text from Microsoft Word directly into the template. Use the  icon to ensure that the information is saved in an html friendly format. The saved template will appear in the *Add Template Plan* list on the teacher's *Planning* tab.

Add Students (SSN Specific)

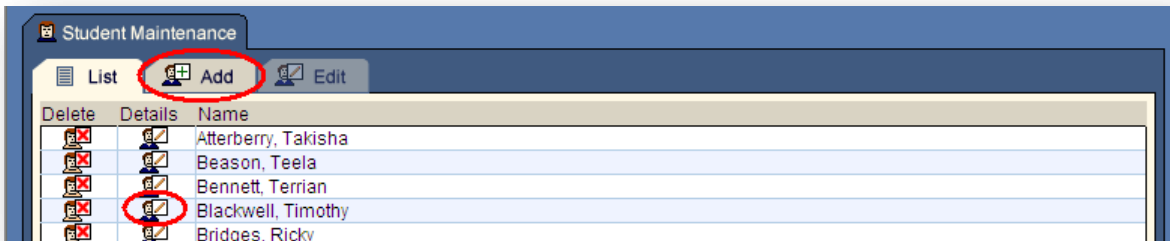
Select *Students* on the menu bar.



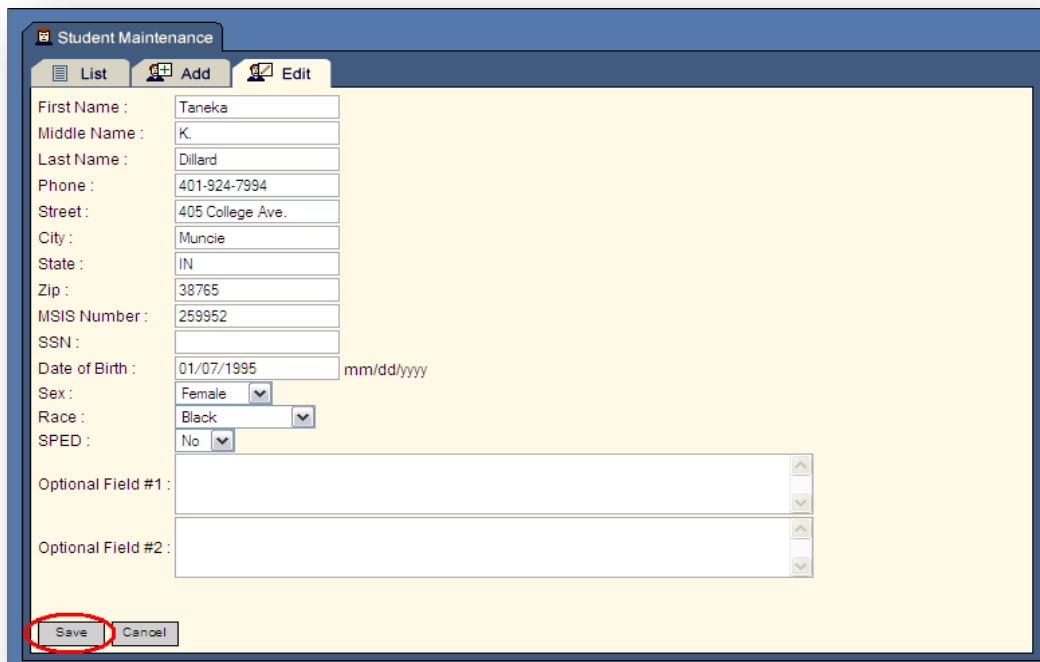
Add/Edit Student Information

To add a student, select the *Add* tab on the Student List.

To edit a student's information, select the *Details* icon next to the student.



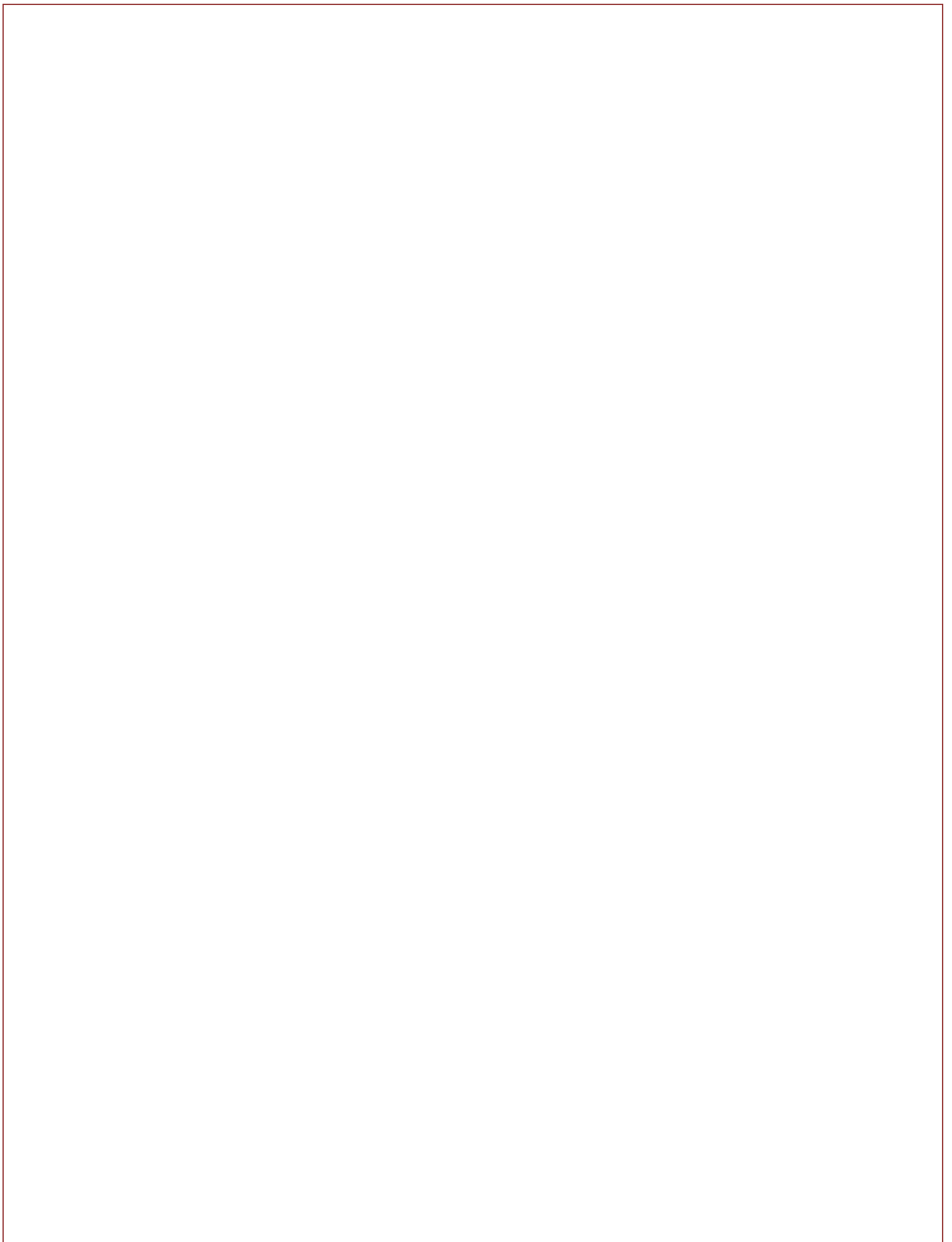
Complete/edit the student information and then select *Save*.



The screenshot shows the 'Student Maintenance' window with the 'Add' tab selected. The form contains the following fields:

- First Name : Taneka
- Middle Name : K.
- Last Name : Dillard
- Phone : 401-924-7994
- Street : 405 College Ave.
- City : Muncie
- State : IN
- Zip : 38765
- MSIS Number : 259952
- SSN :
- Date of Birth : 01/07/1995 mm/dd/yyyy
- Sex : Female
- Race : Black
- SPED : No
- Optional Field #1 :
- Optional Field #2 :

The 'Save' button is circled in red.



Notes:

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1-877-233-73833

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