Student Support Network

User Manual

APPLICATION SERVICE PROVIDER AGREEMENT

This Application Service Provider Agreement ("Agreement") is made between Educational Leadership Solutions, Inc., a Mississippi corporation ("ELS") and ("School").

ELS has developed and owns the ELS Product Suite ("Products"), internet-based applications which make data management easier and more effective for educators.

School desires to use Products, and ELS desires to grant School a non-transferable, non-exclusive, and revocable license ("License") to use Products. School desires to so subscribe to the networks and accept the License, all pursuant to the terms and conditions provided below.

The parties, ELS and School, agree to the following:

1. **ELS Services Provided.** ELS will provide Products via the website www.k12els.com, so that School users can utilize all Products features. Technical support will be provided via phone, 877-233-7833, and e-mail, support@k12els.com.

2. **License.** While this Agreement is in effect, ELS grants to School a non-transferable, non-exclusive, and revocable License to limited right to access and use of Products. ELS owns the copyright on Products, and School has no right to copy Products, or to use Products except as provided herein. The grant of License herein is limited to School and its employees, and School is not authorized to give anyone other than School users access to Products or otherwise share Products with anyone outside School. ELS reserves the right to terminate this Agreement if this is not observed.

3. **Ownership.** School acknowledges that Products and all system files are and shall be solely owned by ELS, and ELS acknowledges that School shall own the data on Products. The foregoing notwithstanding, School grants ELS permission to manage data periodically for backup and maintenance.

4. **Term.** The term of this Agreement shall be for the remainder of this school year, commencing on the day of implementation and terminating on June 30 of the following school year. The Agreement may be renewed for successive one (1) year terms, unless either party shall terminate this Agreement by notifying the other party in writing not less than thirty (30) days prior to the then current termination date.

5. **Fees.** Concurrently with the execution of this Agreement, School will pay ELS an initial startup fee for each product. In addition, there will be an annual renewal fee for Products if School decides to continue use of Products.

The annual renewal fee for each year will be due and payable not later than each September 1. ELS may increase the fees by written notice to School, which notice shall be given not later than forty-five (45) days prior to the expiration of the then current term.

6. **Choice of Law.** This Agreement shall be governed and construed by the laws of the State of Mississippi, and the parties consent to the jurisdiction of the courts within the State of Mississippi.

7. **Assignments.** School may not assign this Agreement to any other School.

8. **Entire Agreement and Notice.** This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and sent by certified or registered mail to the parties at their respective addresses.

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.

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Getting Started

Application Overview

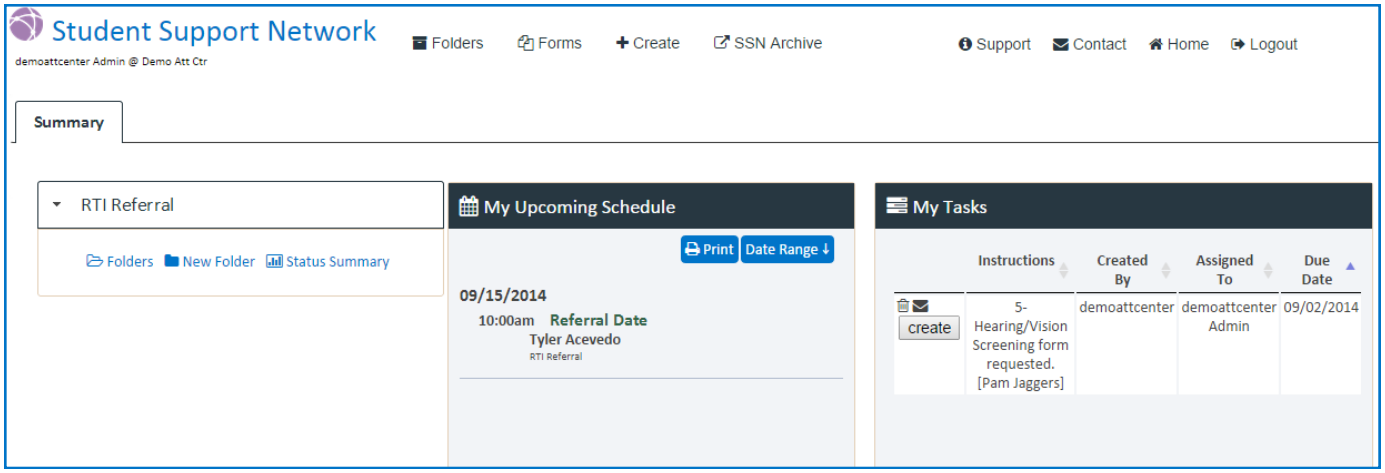
The Student Support Network makes management of the Response To Intervention (RTI) process more efficient and effective. Forms are assigned and completed online so that administrators and committee members have immediate access to all data. Customized district forms can be added.

Login

Go to www.k12els.com, select **Login**, enter user information, and select **Login**.
Next, select **Open** next to the Student Support Network icon.

Summary Page

The Summary Page consists of three columns. The first column shows a summary of the event types within Student Support Network (e.g. RTI process). The second column shows upcoming scheduled events. The third column shows a list of tasks that have been assigned and require attention.



Create an Event Folder

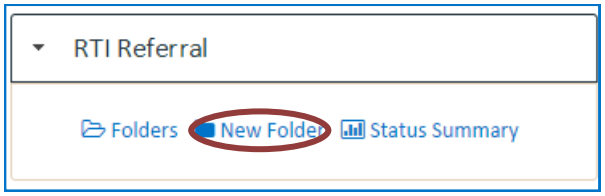
Start by creating a list of event folders for the students entering the RTI referral process.

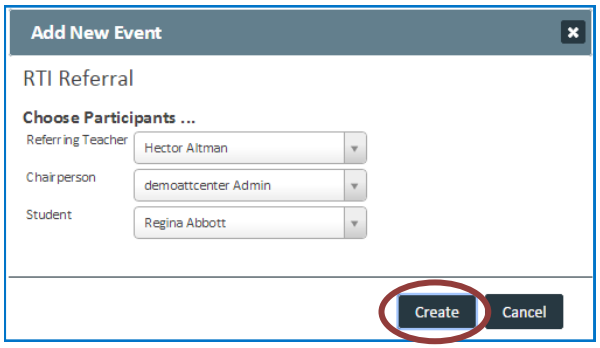
Click **New Folder**.

From the dropdown boxes, select your referring teacher, chairperson, and student. (If teacher names are not in dropdown box, refer to your administrator's manual.)

Click **Create**.

Continue this process until list is complete.



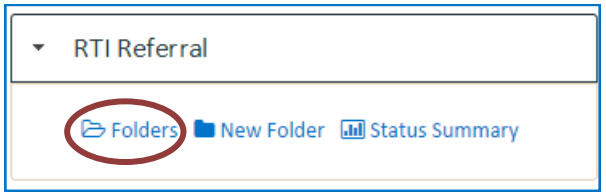


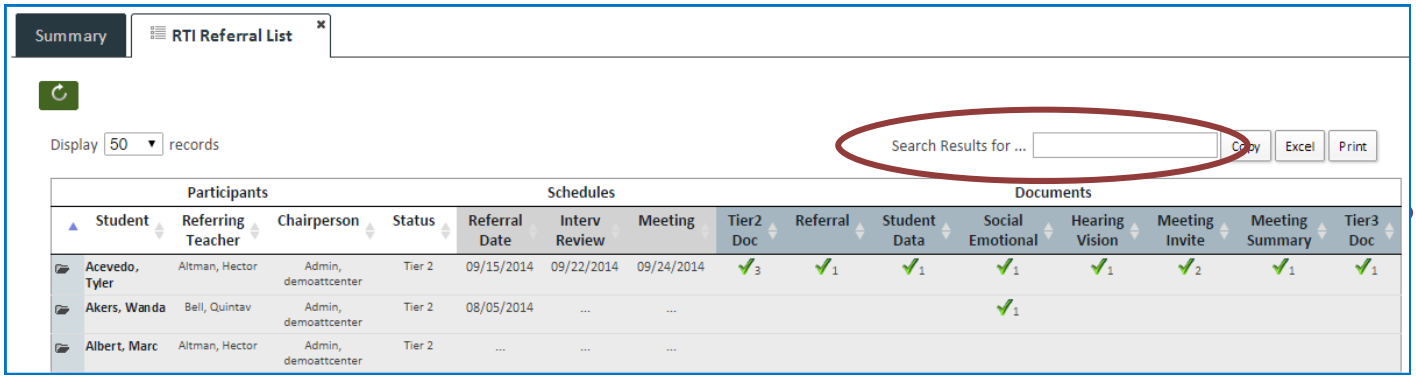
Tracking Event Folders

Click **Folders** to view all created event folders.

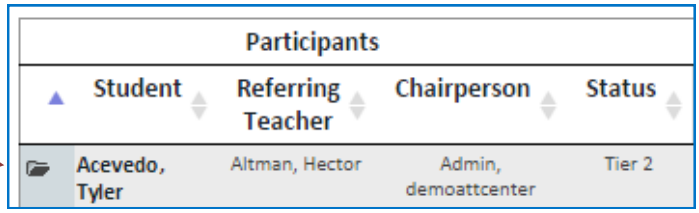
View the progress of each referral under "Documents." Check marks indicate completion.

Use **Search** to quickly find names if your list is long.





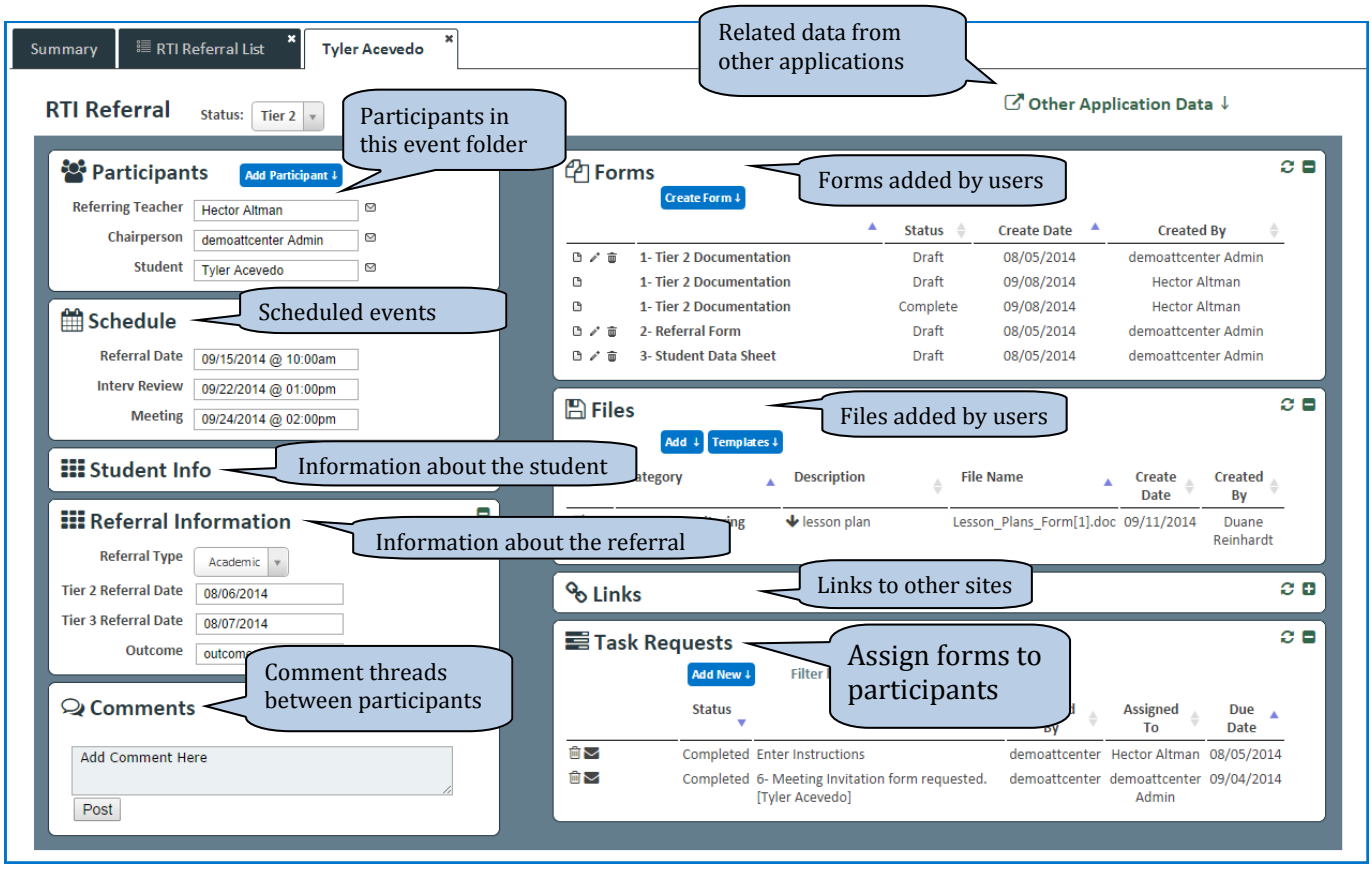
From the list of names on the "Referral List" page, you can move directly into the individual student's event folder.



Event Folders

Overview

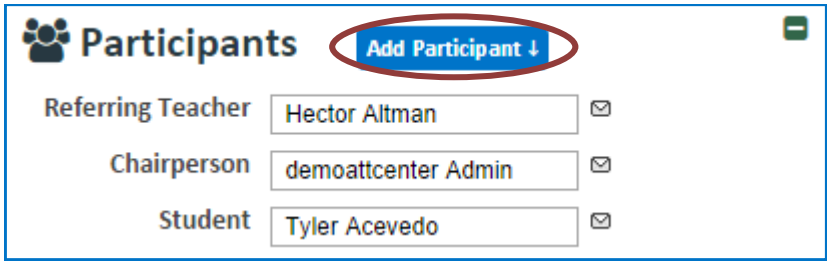
Event folders store the data collected from the RTI process. They allow for quick communication between participants.



Event Folder Elements

Participants

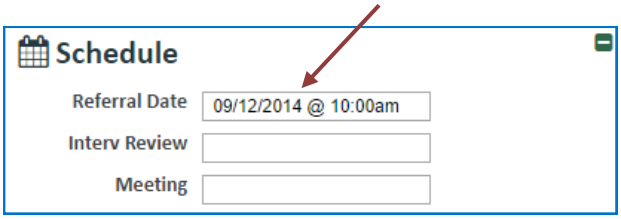
In the Participants element, team members can be added to participate with an event folder.



While referring teacher, chairperson, and student will be assigned when first creating the event folder, additional team members can be added in the Participants element by clicking **Add Participant**.

Schedule

In the Schedule element, you can schedule an event such as the referral date, intervention review, or meeting.

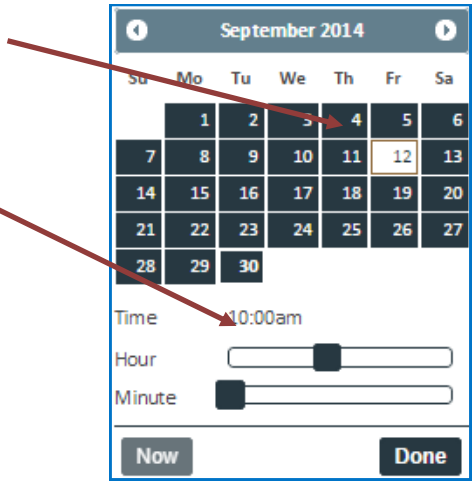


Click the box in the event you want to schedule.

Click the date you want to assign for the event.

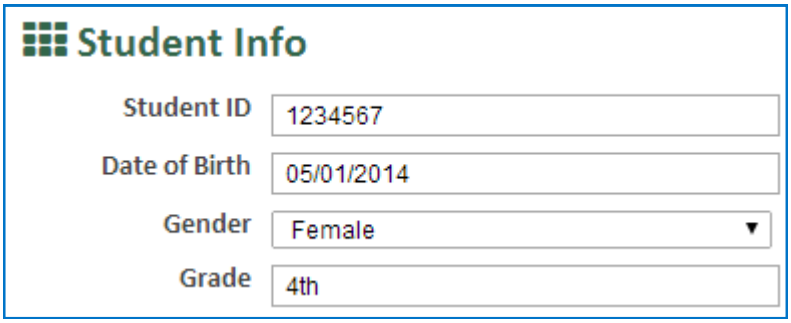
Drag the bars to set the hour and minute.

Click **Done**.



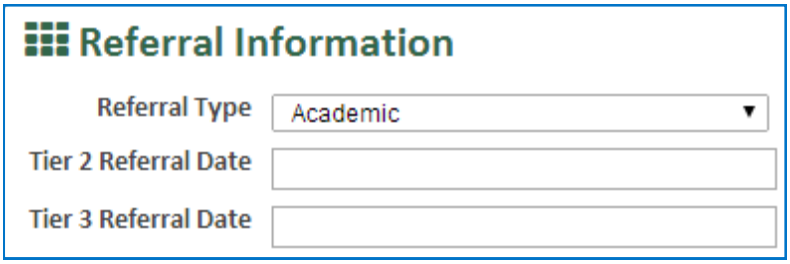
Student Information

In the Student Info element, student information can be added and tracked.



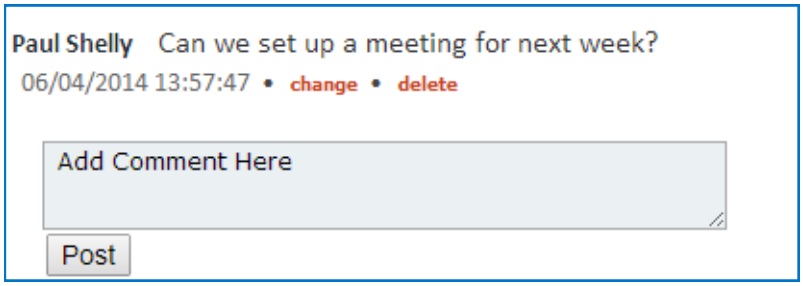
Referral Information

In the Referral Information element, dates of referrals can be added and tracked.



Comments

In the Comments element, you can enter into conversation with participants.
Messages will be listed here, and recent messages will also be viewed on the summary page.
To add a comment, simply click in the box**,** type your message, and post.

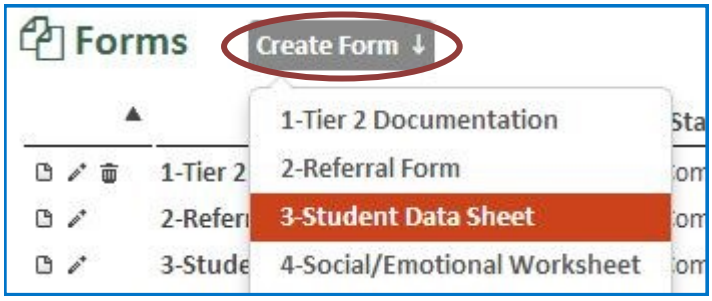


Forms

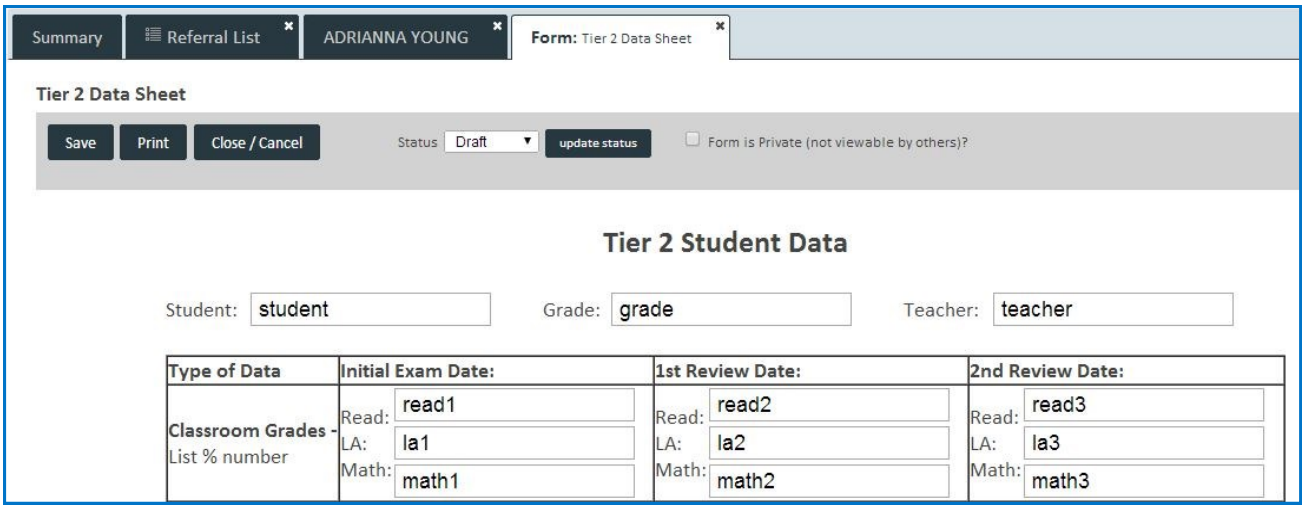
In the Forms element, participants can view a list of completed or assigned forms.

To add a new form, click **Create Form** to view a list of forms that can be added.

A drop down box will appear, allowing you to select a form to add.



After clicking the form, it will open in "Form Editor" view. Here you can complete, print or save the form.

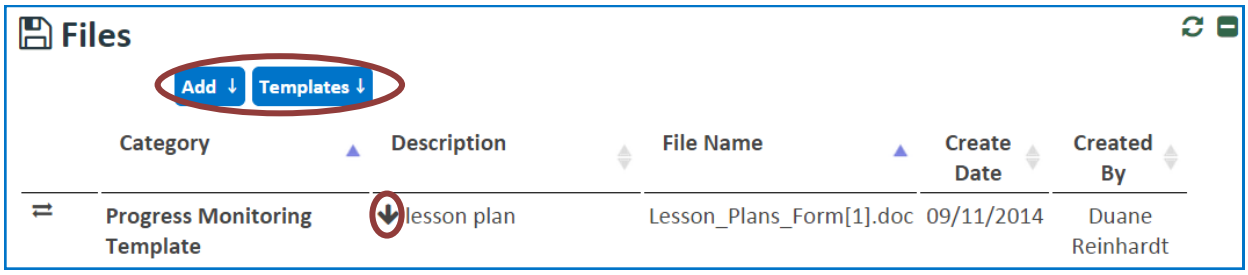


Note: A form will need to be saved before it is printed.

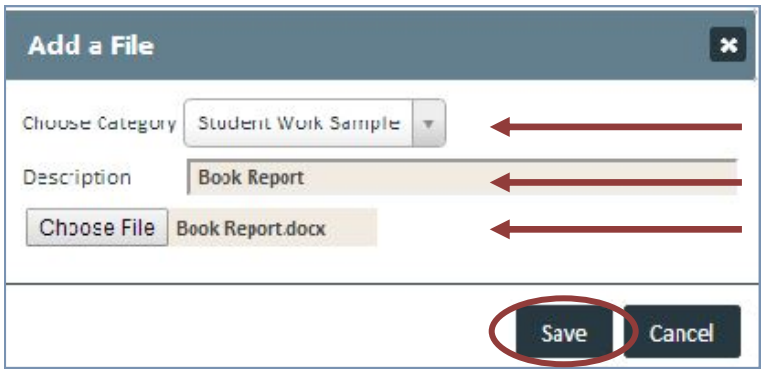
Files

In the Files element, participants can view uploaded test or intervention data, progress monitoring, work samples, or other documents relevant to the RTI process.

Click **Add** to upload a new file.



Click the download icon to open an added file.
Templates allow users to add and download files that do not need to be edited.



Choose a category from the dropdown box.

Enter a description of the file.

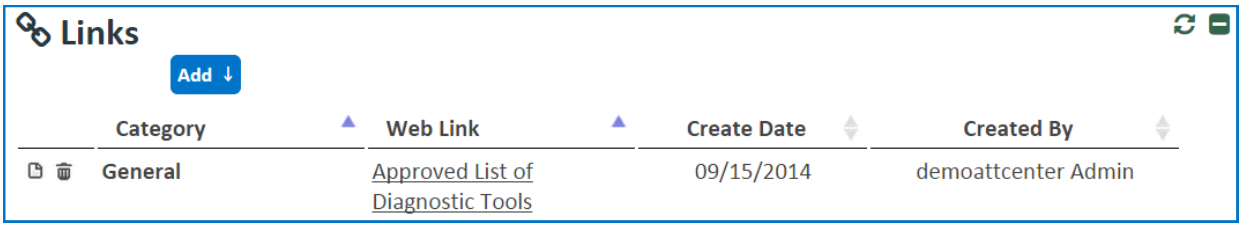
Click **Choose File** to browse for the file you wish to attach.

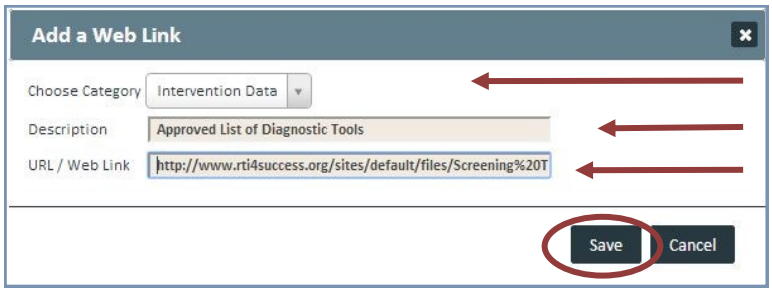
Click **Save**.

Links

In the Links element, participants can view a list of added links.

Click **Add** to add a URL/Web Link.





Choose a category from the dropdown box.

Enter a description of the file.

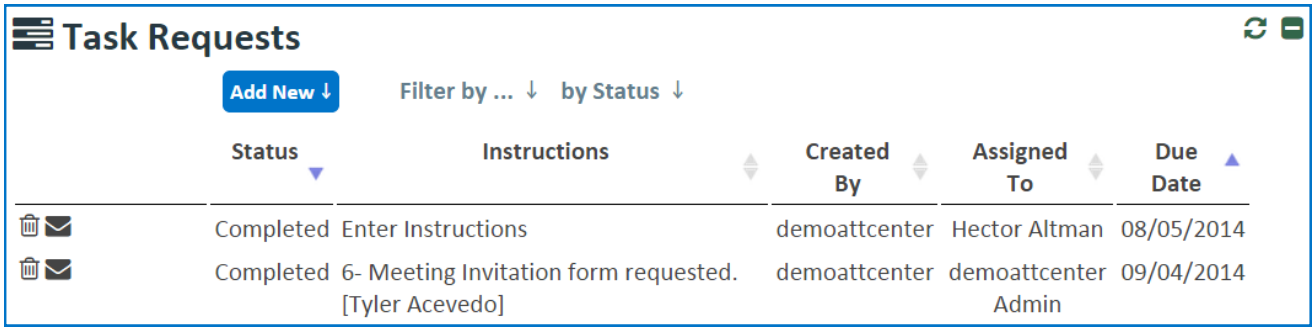
Type in the web link you want to add.

Click **Save**.

Double-click the URL to open the listed website.

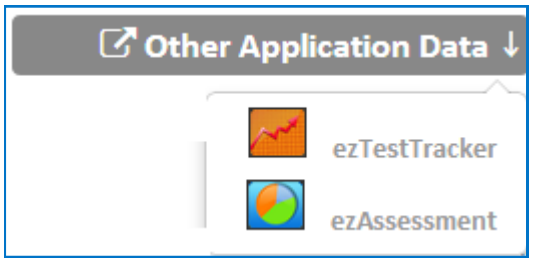
Task Requests

Task Requests allows users to assign forms for other users to complete. Click *Add New* and choose the user and the form. Users will also be able to send an email notice after saving.



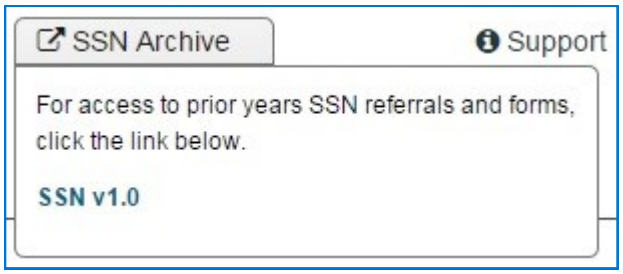
Other Application Data

If your school has purchased other ELS applications, you can view student data by clicking the appropriate icon under **Other Application Data**.



SSN Archive

To access data stored for students in our previous format, click SSN Archive. This link is for historical data only, no information can be added here.



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 so user-friendly 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

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