
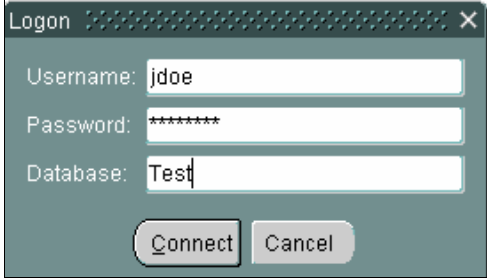



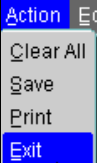



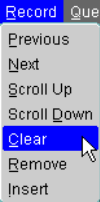

Logging on to eSIS® . . .

1	<p>The URL – eSIS® - will take you to the AAL Release Management eSIS® Testing Area where you may select the version of the eSIS® release and the platform in which you will be working.</p> <p>Click on the appropriate  button.</p>
2	<p>Enter your User Name and Password and the database you wish to work with.</p> 
3	<p>Click on  or type Enter.</p>


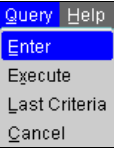
Exiting Screens. . .

	<p>This button takes you out of most screens. On the START screen it takes you out of the eSIS® application. It is important to use the exit door NOT the  or other exit methods to ensure that updates to the database are correctly recorded.</p>
	<p>If you need to exit and the door does not appear to be allowing you to do so – eSIS® is probably looking for additional information. If you don't have it, or don't wish to enter it, select the Action menu and Exit from here.</p>
	<p>You may, <i>at times</i>, use this button at the upper right of a screen. It is NOT the recommended approach.</p>



Clearing an item in a table. . .

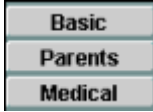







	<p>If you have incorrectly entered a line of information, or activated an ADD function the application may not let you leave the screen. Go to the Record menu and select Clear or Remove and then exit through the door. This step is used BEFORE you SAVE a record - not after you have successfully saved one.</p>
	<p>If you wish to delete a previously entered and SAVED record - use the DEL key found on most screens. Records NOT already in use in Student tables or other eSIS® tables will be deleted - otherwise you will receive notification as to why the record cannot be deleted.</p>

Querying. . .

F7 / F8	F7 enters the query mode and F8 executes the query.
F7 + <Shift> F2	F7 followed by Shift+F2 tells you how many records the query will return.
%	Allows for wildcard querying: xx% = finds all entries starting with xx %xx = finds all entries ending with xx %xx% = finds anything containing xx
<Control> + Q	Cancels the query mode - interrupts a query
	Find Student icon - On the Start screen – clicking on this icon will tell you where the currently selected student is scheduled to be at this time. Note: Period Start and End Times must be entered first.
	Menu item on START screen works in the same way as the F7 / F8. Enter to enter query criteria / Execute to begin search.

Getting around in eSIS® - Some Hot Keys. . .

	Found in most screens, the Navigate to... button allows you to enter the title of a screen go DIRECTLY to it.
	Found in Student Course Selections - STU541, takes you to a popup screen

	where you may select specific Student related screens – Activity, Details, etc. On the START screen, there are a number of Demographic buttons that take you directly to the screen indicated for the student selected.
	Found in some screens - indicates you may go back to a previous screen or forward to the next screen in the Loop.
<ALT> + X	<ALT> + the <u>underlined</u> letter of a Menu allows you to scroll through a pull-down menu using arrow keys.
F1	May offer additional information on an error message.
F3	Copy down feature. In an eSIS® table, if you need to enter the <i>same</i> data in the same cell in each row, enter info in the first row & cell, then use the cursor down arrow and F3 in subsequent cells.
F9	Displays a list of values when <List> prompt is active in the Message line.
	Save button - Always use this button to save your work. Indicates that you may add or modify information on this screen.
	Information button - found on the START screen. Contains District or School announcements.
  	Advisory buttons will appear on Student screens. Some of the buttons - like the Alert – may contain important information. Click to open.
	The printer icon, when seen on a screen, indicates that the information can be printed.

A Typical eSIS® Screen / Window / Canvas

Lock your system for security →

Access On Line Help OR locate Program Name and version number through sub menu item 'About'. →

Menu Bar → Action Edit Record Query Common View Navigate Lock Help Window

Screen / Program Title → Homeroom and Staff Assignments

School Information Line → 3404 West Geauga High School Homeroom 342343 - Davies, Gerry **Alert**

Student Information Line → Pupil Number 113779 Usual Last Name Agro Suffix Preferred First Name Wendell Gender M Birth Date 12-APR-1984 Grade 10 Middle Name

List of Values – LOV - Indicator. Populates with information set up and stored in System Code tables. →

Staff Assignments (Assign HRoom before St. Assign)
 Councillor Abby, Gail ? Del
 Mentor/Advisor Alda, Alana ? Del
 Case Manager

Home Rooms
 Add Delete
 1 342343 - Davies, Gerry lynn (S1T0)
 2 10A113 - Potter, Paul 113 (S2T0)

Course Table:

Course	S	T	D	P	Tea	
ENG053XXX	ENG053	01	0	0	01	Yrokfmy
SCI403XXX	SCI403	03	0	0	03	Txgbs, C
ADM888XXX	ADM888	22	0	0	04	Lmvtfyby
FOR108XXX	FOR108	03	0	0	05	Nmfsbv
MTH264XXX	MTH264	01	0	0	07	Oxddx, W
ENG109XXX	ENG109	03	1	0	01	Davies,
IND225XXX	IND225	01	1	0	02	Urhf, Dy
AAA011XXX	A0000	08	1	0	02	
SOC454XXX	SOC454	02	1	0	09	Morlq, J
STH010XXX	STH010	02	1	0	10	Oryo, Tf
SOC455XXX	SOC455	02	2	0	02	Morlq, J
BUS012XXX	BUS012	03	2	0	09	Eordvjfh

Alert button - click on it to view Alert entries for selected student

Active Scroll Bar - will display horizontal fields not currently visible

Scroll bar - vertical fields / rows - will become active if there are more records than there are viewable rows.

'Add' will open up a row or field to enter new info.
'Delete' will remove info.

Pull down list indicator (similar to LOV in function.)

Go to the Previous or the Next screen in the loop →

If available, selecting this button will display a photo of the selected student. → Photo

Exit door →

Message line → Pupil Number

Navigate to . . . →

SAVE →