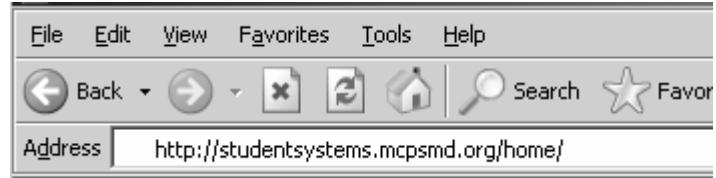

The Office of
Strategic Technologies and
Accountability

MCPS
Extended Learning Opportunity
Application

ELO Training – Summer 2005

In order to access the **Extended Learning Opportunity** site, launch Internet Explorer from your desktop and enter the following URL into your browser:
<http://studentsystems.mcpsmd.org/home>



From the resulting page, select **Extended Learning Opportunity** under the Elementary Schools. Once you click on **Extended Learning Opportunity**, you will be prompted to log in to the application with your UserID and password. Initially, your UserID and password are your MCPS MELT id, which is what most people use to log in to FirstClass.

The **Extended Learning Opportunity Welcome** screen will display your school name along with the ELO Registration, Sectioning, and Attendance links/menus.

REGISTRATION

To register a student for ELO, select the **Data Entry** link on the menu or the **Registration** bullet on the main section.

This site provides ELO data entry and reporting in three areas:

- Registration [Record and report registration information.](#)
- Sectioning [Assign students and teachers to sections.](#)
- Attendance [Record daily attendance for ELO students.](#)

Please select the link you wish to follow from the left navigation bar.

There are three methods to select a student for registration:

Method 1

From the list of students at your school, displayed by grade level, select the grade level and click **Continue**. From the resulting list of names, click on the name of the student to be registered.

Method 1: get student list by grade

Grade:

Method 2: find student by Student ID:

Student ID:

Method 3: find student by Student Name:

First Name:

Last Name:

Method 2

For students from any MCPS school, enter the Student ID and click **Continue**.

Method 3

For students from any MCPS school, enter their First and Last Names and click **Continue**. From the resulting list of names, click on the name of the student to be registered.

Once a student is selected, the **Registration – Data Entry** screen will display. Please note that there are two versions of this screen. Those schools identified as 'A' schools will have additional options for their Dismissal Plans.

ELO Training – Summer 2005

From the **Registration – Data Entry**, enter the *Date of Registration, Arrival Plans, and Dismissal Plans*. If other is chosen for dismissal plans, you **must** enter explanation in the text box. **In addition, there is a not available option for Arrival and Dismissal options.**

Name: [REDACTED]		ID: [REDACTED]																		
Gender: F	Grade: 1																			
Race: African American, Not Hispanic																				
Regular School: HIGHLAND ELEMENTARY																				
ELO School:																				
Date of Registration: [] (mm/dd/yy)																				
Arrival Plans: <input type="radio"/> ride the bus <input type="radio"/> walk <input type="radio"/> drop-off <input type="radio"/> not available																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">Mid-Day</th> <th style="width: 33%;">Afternoon</th> <th style="width: 33%;">Extended Day Care</th> </tr> <tr> <td><input type="radio"/> ride the bus</td> <td><input type="radio"/> ride the activity bus</td> <td><input type="radio"/> walk</td> </tr> <tr> <td><input type="radio"/> walk</td> <td><input type="radio"/> walk</td> <td><input type="radio"/> picked up</td> </tr> <tr> <td><input type="radio"/> picked up</td> <td><input type="radio"/> picked up</td> <td><input type="radio"/> other</td> </tr> <tr> <td><input type="radio"/> other</td> <td><input type="radio"/> other</td> <td><input type="radio"/> other</td> </tr> <tr> <td><input type="radio"/> not available</td> <td></td> <td></td> </tr> </table>			Mid-Day	Afternoon	Extended Day Care	<input type="radio"/> ride the bus	<input type="radio"/> ride the activity bus	<input type="radio"/> walk	<input type="radio"/> walk	<input type="radio"/> walk	<input type="radio"/> picked up	<input type="radio"/> picked up	<input type="radio"/> picked up	<input type="radio"/> other	<input type="radio"/> other	<input type="radio"/> other	<input type="radio"/> other	<input type="radio"/> not available		
Mid-Day	Afternoon	Extended Day Care																		
<input type="radio"/> ride the bus	<input type="radio"/> ride the activity bus	<input type="radio"/> walk																		
<input type="radio"/> walk	<input type="radio"/> walk	<input type="radio"/> picked up																		
<input type="radio"/> picked up	<input type="radio"/> picked up	<input type="radio"/> other																		
<input type="radio"/> other	<input type="radio"/> other	<input type="radio"/> other																		
<input type="radio"/> not available																				
Dismissal Plans:																				
Explain other (< 75chars): []																				

REMINDER: For certain schools, MCPS transportation will be available in the morning and at mid-day. For those 'B' schools, the Dismissal Plans will look different.

Once all the information has been entered, click the **Submit** button.

To Delete a Registration, select the student using one of the methods described. Once the **Registration – Data Entry** screen appears with the student's information, click the **Delete** button.

Withdrawals: In order to withdraw a student **before** ELO start, simply delete the registration record (see previous instruction item). To withdraw a student **after** he/she has attended ELO, choose **withdrawn** when taking daily attendance (detailed information can be found in ELO ATTENDANCE Instruction).

REPORTS

- Non-Registered – Displays all students for the school not registered for ELO. (.pdf document)
- Registered – Displays all students for the school registered for ELO. (.pdf document)
- PM Care/Transportation – Displays all students' arrival and dismissal plans ordered by teacher/section (available only after sectioning has been completed). (.pdf document)
- Registration Data – Displays all students' registration information in spreadsheet format ordered by students' last name, and first name. The report has been updated to show those students whose arrangements were not known at the time of registration.

REGISTRATION
Data Entry

Non-Registered
Registered
PM Care/Transportation
Registration Data

ELO Registration Data Report - (School No: 206)										
ID	LAST NAME	FIRST NAME	DATE REGISTERED	ARRIVAL	DISMISSAL					
						NA	MD	AF	EXDAY	NA
			05-APR-05	ride the bus				picked up		
			06-APR-05	walk			walk			
			06-APR-05	ride the bus			ride the bus			
			06-APR-05	ride the bus				picked up		
			06-APR-05			not available				not available
			06-APR-05	walk			walk			
			06-APR-05			not available				not available
			06-APR-05	ride the bus			ride the bus			
			06-APR-05	walk			walk			
			06-APR-05	ride the bus			ride the bus			

There are 2 students who have no arrival plans.
There are 2 students who have no dismissal plans.

SECTIONING

SECTIONING
Section
Student
Teacher
Change Sections
Section Summary
Students With Section
Students With No Section

To create sections and assign students to specific sections, select the **Section** link under the left SECTIONING navigation menu or **Sectioning** bullet on the main section.

From the **Sectioning - Section** screen, you may either select an existing section or add a new section number.

<i>Select an existing section:</i>	
Section No: <input type="text" value="10"/>	<input type="button" value="Continue"/>
<hr/>	
<i>Add a new section number:</i>	
Section No: <input type="text"/>	<input type="button" value="Continue"/>

Adding/Updating Sections

To add a new section, enter a new section number under "Add a new section number:" and then click **Continue** button. When the confirmation message will show up on the screen, click **OK** to get to **Section - Editing** screen. **Note:** When you enter a new section number, type in ## (10, 11, 20...) for regular sections, E# (E1, E2, E3...) for ESOL sections, or L# (L1, L2, L3...) for LAD sections.

If the section already exists, use the Existing Section area to select it from the pull down menu, and then click **Continue** to get to **Section - Editing** screen.

Editing Sections

In the **Section - Editing** screen, there are four buttons.

<input type="button" value="Student"/>	<input type="button" value="Teacher"/>	<input type="button" value="Delete"/>	<input type="button" value="Back!"/>
--	--	---------------------------------------	--------------------------------------

- **Student** will add students to the section
- **Teacher** will assign a teacher to the section
- **Delete** will delete everything, including the actual section
Note: A confirmation question will prompt out if you click **Delete**
- **Back** will take you to the previous screen.

Adding Students

When you click **Student** in the previous step, you'll get a screen that you can add a student or a list of students to the section. There are three methods to do that:

Method 1

Enter the Student ID and click **Continue** to get **Student Section Assignment** screen. Click **Save** to assign the student to the section.

Method 2

Enter the students name and click **Continue**. From the list of students returned, click the name

<i>Method 1: find a student by Student ID:</i>	
Student ID: <input type="text"/>	<input type="button" value="Continue"/>
<hr/>	
<i>Method 2: find a student by Name:</i>	
First Name: <input type="text"/>	
Last Name: <input type="text"/>	<input type="button" value="Continue"/>
<hr/>	
<i>Method 3: select a list of students by grade:</i>	
Grade: <input type="text" value="1st Grade"/>	<input type="button" value="Continue"/>

of the student to get **Student Section Assignment** screen. Click **Save** to assign the student to the section.

Method 3

Select the grade-level and click **Continue** to access the **Student – Selection by Grade** screen. From the unassigned list of registered students, select students by clicking on the names of the students. The selected list of students will be highlighted. (It is possible to select multiple names by holding down the Ctrl key.) Then click the **right arrow** to assign these selected students to the section.

Similarly, you can remove the students in the section. To do that, select students from the list of students in the section by clicking the names of the right list. The selected list of students will be highlighted. Then click the **left arrow** to remove these selected students from the section.

Assigning Staff

When you click Teacher, you'll get the **Teacher – Section Assignment** screen where you can assign a teacher to the section. There are two methods to do that:

Method 1

Enter the Employee ID and click **Continue** to get **Teacher – Section Assignment** screen. Click **Save** to assign the teacher to the section.

Method 2

Enter the teacher name and click **Continue**. From the list of teachers returned, click the name of the teacher to get **Teacher – Section Assignment** screen. Click **Save** to assign the teacher to the section.

Student Information

SECTIONING
Section
Student
Teacher
Change Sections
Section Summary

Select **Student** under the left SECTIONING navigation menu if you want to find out if a student has been assigned to a section and to what section he/she has been assigned. As before, there are two methods to locate the student: by Student ID or by Student Name.

If the selected student has been assigned to a section, the section will be displayed. You can remove him/her from this section by clicking **Delete**. Otherwise, use **Back** for no changes. If the selected student has not been assigned to a section, a list

of sections will appear, allowing you to select the section. Click **Save** to assign him/her to the selected section.

Teacher Information

Similarly, selecting **Teacher** under the left SECTIONING navigation menu will indicate if a teacher has been assigned to a section and to what section he/she has been assigned.

Changing Student Sections

After you have assigned students to two or more sections, you can exchange students between two sections by clicking on **Change Sections** link under the left SECTIONING navigation menu. Select the student(s), and then use the arrow buttons to move the selected students from one section to another.

Section Summary

To see a list of assigned sections, select **Section Summary**. Conveniently, you can edit each section by clicking on the section number. You can also go to edit teacher’s section by clicking on teacher’s name. Click on New button to go back to Section menu.

Section #	Teacher ID	Teacher Name	Number of Students
10	2000	Anderson, Brenda	16
11	2090	Blay, Charles	21
12	2000	Miller, Glenn	18

Note: More importantly, on the section summary this year, if you click on a section you can see the population of that section including demographic data.

REPORTS

There are two reports for sectioning. **Students With Section** provides a list of students in each section in this school. **Students With No Section** provides a list of registered students who have yet to be assigned a section in this school.

TAKING ATTENDANCE

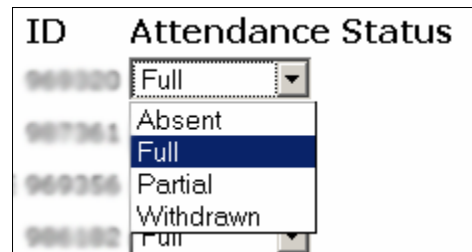
ATTENDANCE
Daily Entry
Roster
Statistics
Comparison

Select **Daily Entry** under the left ATTENDANCE navigation menu or **Attendance** bullet on the main section. From the resulting **Attendance - Section/Date Selection** screen, select a section number and the attendance date. Then, click **Continue**.

On the **Attendance - Status Editing** screen, there is a list of students name and ID in the selected section. Right beside each student name and ID, there is a drop down list of attendance status for you to choose. The attendance status can be one of the four

possible data: Absent, Full, Partial, and Withdrawn.

- Use **Absent** if the student is not in school on that day.
- Use **Full** if the student is in school more than 3.5 hrs.
- Use **Partial** if the student stays in school for less than 3.5 hrs.
- Use **Withdrawn** if the student withdraws on that day. **Note:** The withdrawn student will not show up in the student list for any future attendance data entry.



Once you have made all the attendance status selections by section, you must click **Save** to record attendance; otherwise, the information will not be recorded. If you do not want to take attendance, click **Cancel** to go back to the previous screen. Repeat for each section. Note: The date will automatically appear as 'today’s date', so if you need to go to a previous day to make an adjustment, be mindful of the date and set it specifically to the date needed.

After clicking **Save**, you’ll get a confirmation message that the attendance data had been successfully stored or not. Click **OK** button to continue.

ELO Training – Summer 2005

Teacher Rosters

To generate a weekly roster, select **Roster** under the left ATTENDANCE navigation menu. From the resulting screen, select the section number and the date. Click **Continue**. The roster for the selected section and week will show up on the screen. Print each of these screens for distribution to teachers for recording daily attendance. Click **Back** to go back to the previous screen.

Attendance Summary

If you need to review the attendance statistics for an individual section, click **Statistics** under the left ATTENDANCE navigation menu.

A list of all sections will appear on the **Attendance – Summary** screen. If there are students assigned to a section, when you click the section number, you'll go to the **Attendance – Section Statistics** screen.

Perfect Attendance By Week #1 #2 #3 #4				
Section #	Teacher ID	Teacher Name	Number of Students	
10	22071	Andrew, Brenda	16	
11	22782	Hugh, Charles	21	
12	22629	Nella, Gloria	18	
13	70002	Counts, Eric	17	

The attendance summary sheet also has information regarding perfect attendance by week. (Again this year, there will be both a girl's and a boy's bike as giveaways for perfect attendance during ELO.)

On **Attendance – Section Statistics** screen, you'll view the attendance summary of all students in the section as of the current date. The sum of Full, Partial, and Absent days should be same as current ELO days. Otherwise, you have not taken all the attendance.

Student Name	Full Days	Partial Days	Absent Days	Date Withdrew
	14	0	0	26-JUL-04
	18	0	1	
	19	0	0	

To return to the previous **Attendance – Section Statistics** screen, click on **Back**.

ADDITIONAL MENU ITEMS

At the bottom of the menu on the left-hand side of the screen, you will find links to the Welcome Screen, the Change Password screen, and the link to Log Out.

Welcome
Change Password
Log Out



If you have any problems or issues, please contact the Help Desk via phone (301.517.5800) or e-mail (Help_Desk@fc.mcps.k12.md.us).

NOTES: