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# Introduction

The Administrator's Plus/Edline Interface allows you to create and maintain your Edline site from student, staff and class information stored in Administrator's Plus. Edline QuickSync populates your school's Edline site with new users and their classes. Throughout the school year, use Edline Reporter to send student reports based on the most recent information stored in Administrator's Plus. The new Edline Course Request feature allows students to submit course requests to Administrator's Plus while logged on to their Edline accounts. For schools using GradeQuick, the Administrator's Plus/Edline Interface always uses the GradeQuick student identifier so that teachers can send reports from their grade books to Edline throughout the school year. Please refer to the Site License Notebook for information about activating and using the GradeQuick/Edline Interface.

Edline QuickSync sends student and staff names to Edline, so that student, parent and staff accounts can be created and updated throughout the school year. QuickSync also sends your school's course section information, and student schedules, so that teachers and students can view their schedules online.

Edline Reporter allows you to send numerous reports to Edline throughout the school year. Student demographic information, schedules, transcripts, attendance, billing and discipline reports can all be sent via Edline Reporter. These reports can be accessed by students, parents & teachers while logged on to their Edline accounts.

The Administrator's Plus/Edline Course Request feature allows you to upload your school's course catalog so that students can submit course requests via Edline. Course requests submitted at Edline can then be downloaded into Administrator's Plus and used to build your school's master schedule. After importing students' course requests, building the master schedule, and scheduling all students into course sections, use QuickSync to send the class and schedule information for the new school year to Edline.



# Edline QuickSync

Edline QuickSync allows you to create initial Edline accounts for students, parents and teachers as well as upload class and schedule information stored in Administrator's Plus. The Edline QuickSync Screen provides you with the flexibility to update all the information at once, or only the information that has changed since the previous upload. For example, you can send the names of all of your students, just those students in selected grades, or individual students who have just enrolled at your school. When updating information throughout the school year, Edline will compare the current information to the new information and give you the option to preview and delete old users, classes and/or schedules. This feature makes it easy to keep your Edline site up-to-date.

## Before you Begin

The person in charge of setting up and maintaining the Administrator's Plus/GradeQuick/Edline interface should review this section before sending information to Edline. It includes information on setting up your Edline site, using the correct student identifier for compatibility with both GradeQuick and Edline and customizing staff and student grade level information you send to Edline.

## Activate your School's Edline Account

You should have received a "Welcome to Edline" e-mail containing your school's activation code and initial setup instructions. You must activate your Edline school and set a Super User screen name and password before using Edline QuickSync.

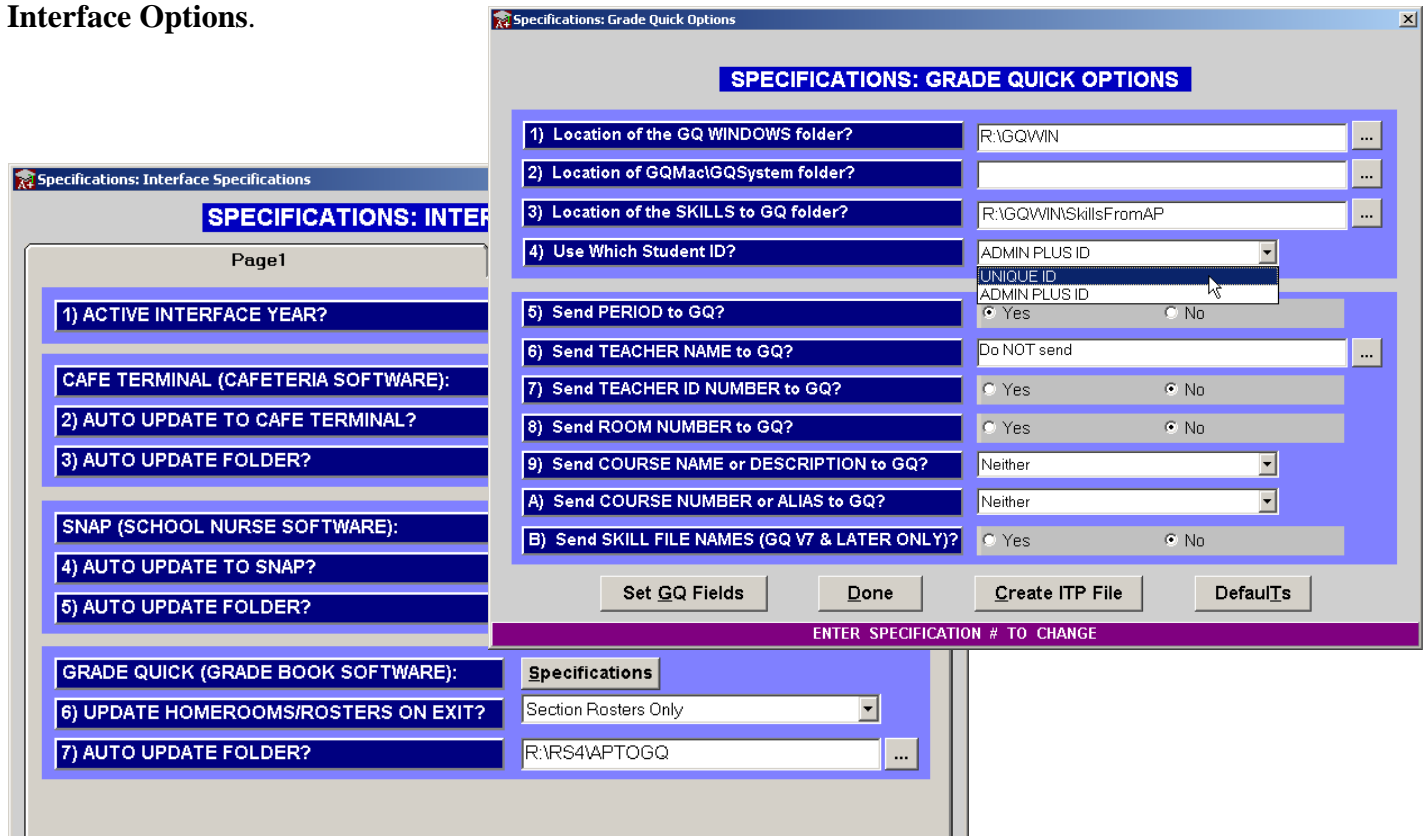
## Student Identifiers

Before sending rosters to GradeQuick for the new school year, it is imperative that you change your GradeQuick student identifier to the Unique ID. Edline QuickSync will always use the same student identifier for both GradeQuick and Edline so that information can be sent to Edline from both Administrator's Plus and GradeQuick. Early versions of Administrator's Plus always used the Administrator's Plus ID number as the key field for GradeQuick and Edline. You now have the option of using either the Administrator's Plus ID number or Unique ID. An advantage of using the Unique ID number is that it stays with students for their entire career, allowing users to maintain one Edline account for as long as they attend your school. Therefore, it is recommended that the Unique ID is used as the key field for both programs.

## Changing the GradeQuick Student ID

**IMPORTANT:** If your school has not assigned a school prefix for Unique ID numbers you must do so before sending GradeQuick rosters or the initial upload to Edline. To verify that your school is using a unique ID prefix, click **File** ⇒ **Customize** ⇒ **Unique ID Numbering Options** and check **Specification #1**. If this specification is set to “NO”, please call Rediker Software technical support at 1-800-882-2994 before sending information to GradeQuick or Edline.

The GradeQuick Student Identifier can be changed inside the GradeQuick Specifications page of the SOS Interface Options. To access the SOS Interface Options screen, click **File** ⇒ **Customize** ⇒ **SOS Interface Options**.



Next to “GradeQuick (Grade Book Software), click the **Specifications** button. The **Specifications GradeQuick Options** screen will appear. The Student Identifier for GradeQuick and Edline is controlled by Specification 4) “Use Which Student ID?”.

**WARNING:** You should only change this setting in between school years while the interfaces are not active. If you previously sent students to Edline using the Administrator's Plus ID number, (2-digit grade level + 3-digit Record Number), you must perform a one-time conversion of Edline student account numbers from the Administrator's Plus ID to the Unique number. For assistance with the conversion of Edline student IDs, please call Rediker Software Technical Support at 1-800-882-2994.

## Alternate Grade Level Field

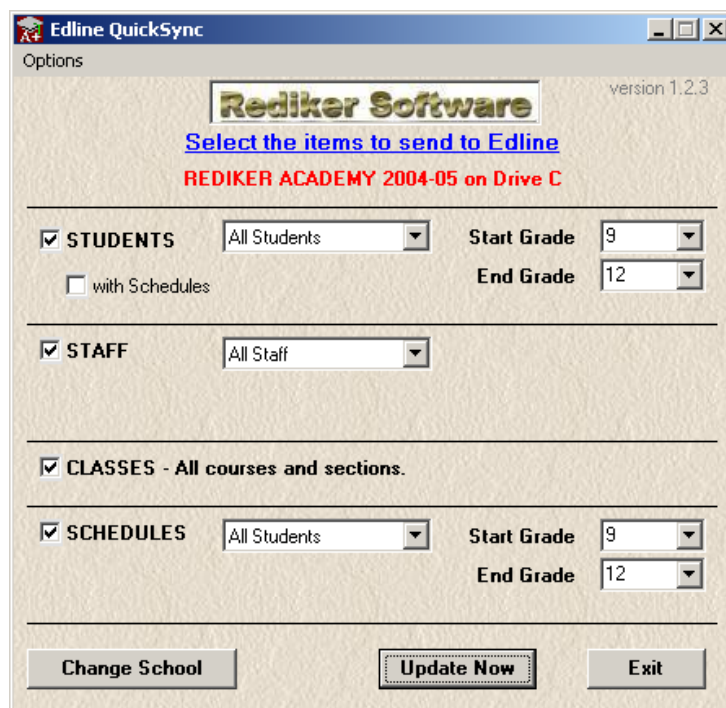
Normally, the information sent with each student includes their Administrator's Plus grade level (e.g. Grade 12). Some schools create alternate grade levels (e.g., Grade 22) for the purpose of grouping students from various grade levels, such as Special Education students. If your school has one or more alternate grade levels, and you wish to display the true grade level for these students at Edline, you must store the actual grade level in a database field and select that field in the Edline QuickSync Options (see Select Grade Field on page 8).

## Alternate Staff Designation

Normally, all staff members are sent to Edline as *Teacher* users. To send specific staff members as *Non-Teaching Staff* or *Administrators*, you must first set up a field in the Data Base in which to store the appropriate code for these staff members. Enter a code of “A” for Administrator, or “E” for Non-teaching staff. For all other staff, this field should be left blank. Before uploading staff members to Edline, select this field in the Edline QuickSync Options (see Select Staff Code Field on page 9).

## The Edline QuickSync Screen

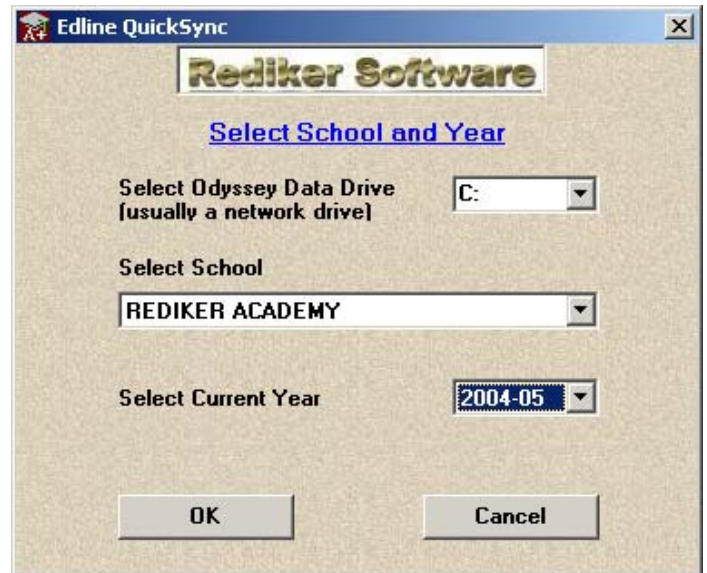
To access the Edline QuickSync screen, from the Administrator's Plus menu bar, click **Tools** ⇒ **Edline** ⇒ **QuickSync**. The Edline QuickSync Screen will appear.



## Selected School and Year

The currently selected school and school year is displayed at the top of the Edline QuickSync screen. To change the school or year, click the **Change School** button. The following screen will appear:

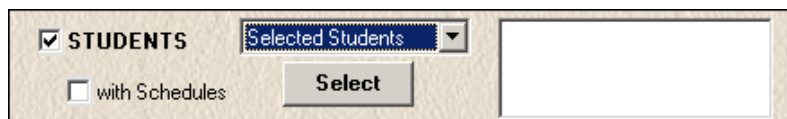
This screen will be most useful for district administrators who are responsible for updating the Edline sites for all the schools in the district. It allows you to select any school and school-year on any accessible mapped drive.



## Students

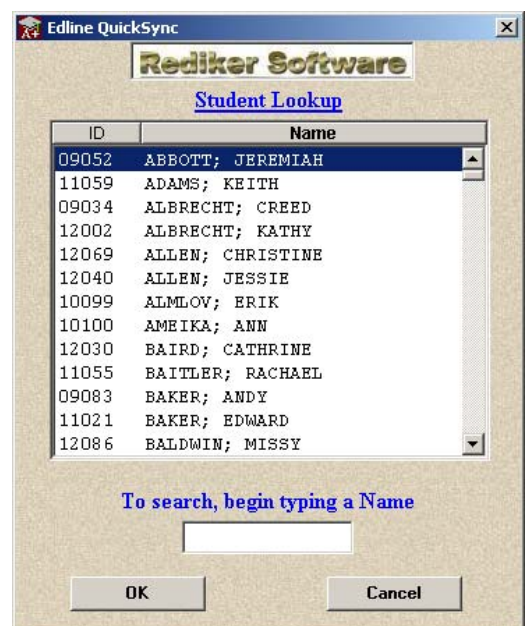
To send student names to Edline, click the checkbox beside **Students**. The dropdown list to the right allows you to select whether to send *All Students* or just *Selected Students*. When you choose *All Students*, the program will send all active students in the grades selected in the Start Grade and End Grade dropdown lists.

When you choose *Selected Students*, as shown below, the Start Grade and End Grade dropdowns are replaced by a **Select** button and an empty list box.



Clicking the **Select** button will display the Student Lookup (shown right). When the lookup first opens, the students are sorted by name. To sort the list by grade and ID number, click the ID button at the top of the lookup screen.

**To Select an individual student**, type the first few letters of the student's last name. When the blue selection bar is highlighting the desired student, press Enter or click **OK**.

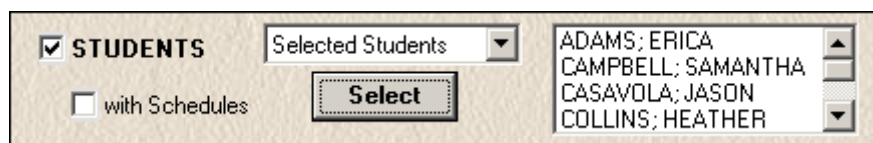




**To select multiple students**, you can use the mouse together with the SHIFT key to select a block of consecutive names. To select non-consecutive names, use the mouse with the CTRL key.

The student(s) you select will be displayed in the list box.

When sending selected students, you have the option to include the student’s schedule by placing a check in the box labeled “with Schedules”. When sending all students, choosing to send the students “with Schedules” is the same as sending all students and all schedules separately (see Schedules on page 7).



## Staff

To send active staff names to Edline, click the checkbox beside **Staff**. The dropdown list beside the checkbox allows you to select whether to send *All Staff* or *Selected Staff*. If you wish to send *Non-Teaching Staff* or *Administrators*, see page 5.

## Classes

To send all of your classes to Edline, click the checkbox beside **Classes**. This option will send all sections of all courses that have a teacher assigned to them.

## Schedules

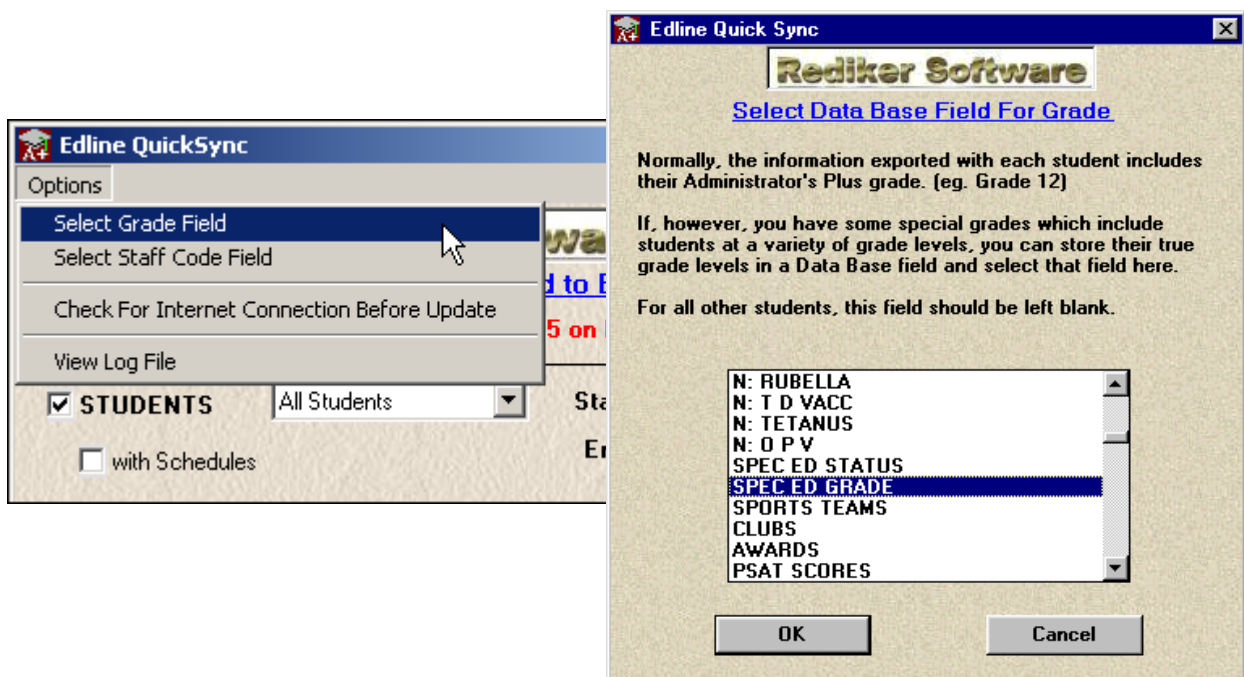
To send the student schedules to Edline, click the checkbox beside **Schedules**. The dropdown list beside the checkbox allows you to choose whether to send the schedules of *All Students* or just *Selected Students*. When you choose *All Students*, the program will send the schedules of all active students within the grades selected in the Start Grade and End Grade dropdown lists. When you choose *Selected Students*, the Student Lookup will appear. All classes in the selected students' schedules will be sent, except studies and sections to which no staff member has been assigned.

## Options Menu

The Options menu allows you to select an alternate grade level field for special categories of students not stored in their actual Administrator's Plus grade level. You can also identify a database field used to store staff designations, change your "Check for Internet Connection" setting and view the Edline QuickSync log.

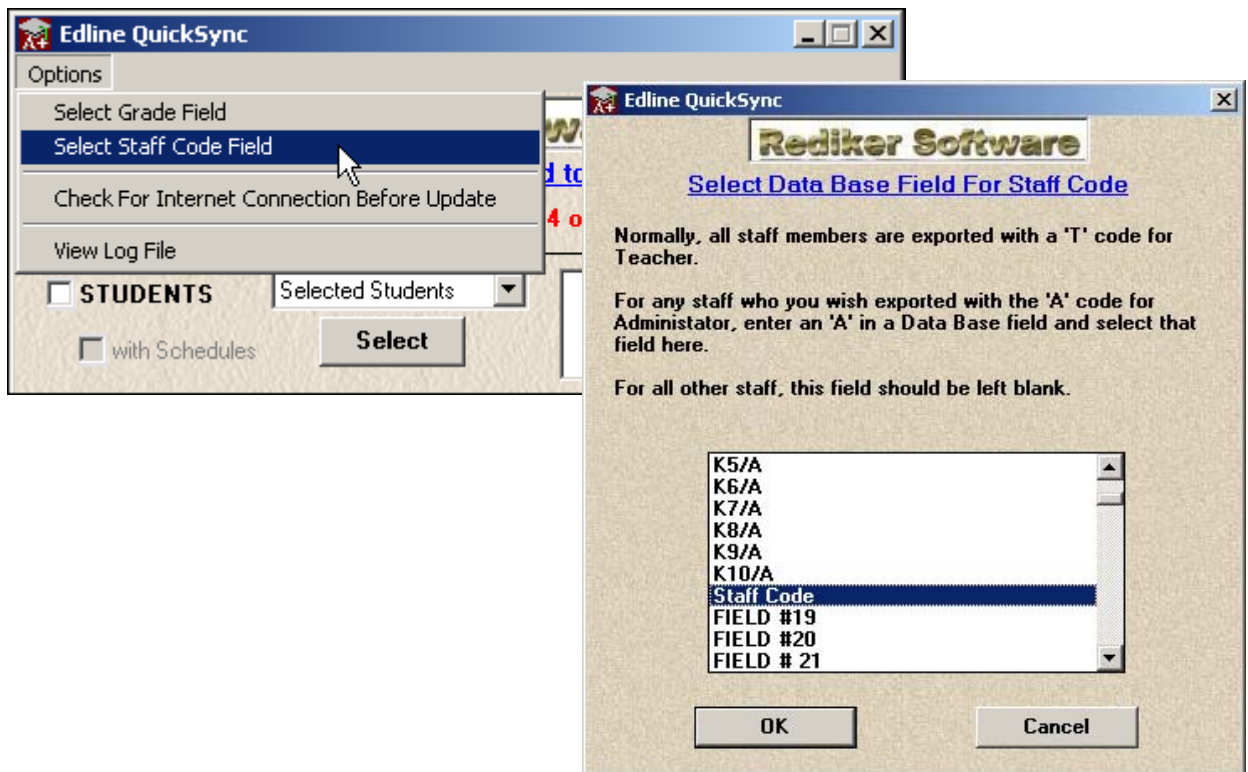
### Select Grade Field

Normally, the information sent with each student includes their Administrator's Plus grade level (e.g. Grade 12). Some schools, however, create extra grade levels (e.g. Grade 22) for the purpose of grouping students of diverse grade levels, such as Special Education students. If your school has one or more extra grades, you can store these students' true grade levels in a Data Base field (e.g. SPEC ED GRADE) and select that field in the Lookup displayed below. (For all other students, this field should be left blank.)



## Select Staff Code Field

Normally, all staff members are sent to Edline with a 'T' code for Teacher. To send specific staff members as Non-teaching Staff or Administrators you must first set up a field in the Data Base in which to store the appropriate code for these staff members. Enter a code of "A" for Administrator, or "E" for Non-teaching staff. For all other staff, this field should be left blank. Select the field in which these codes have been entered using the Lookup displayed here.



## View Log File

With each use of the program, the selections made and actions taken are appended to a log file. Clicking on View Log File allows you to open the Edline QuickSync log in Notepad. If the log file becomes lengthy, you can delete old entries directly from the Notepad file.



# The Initial Upload

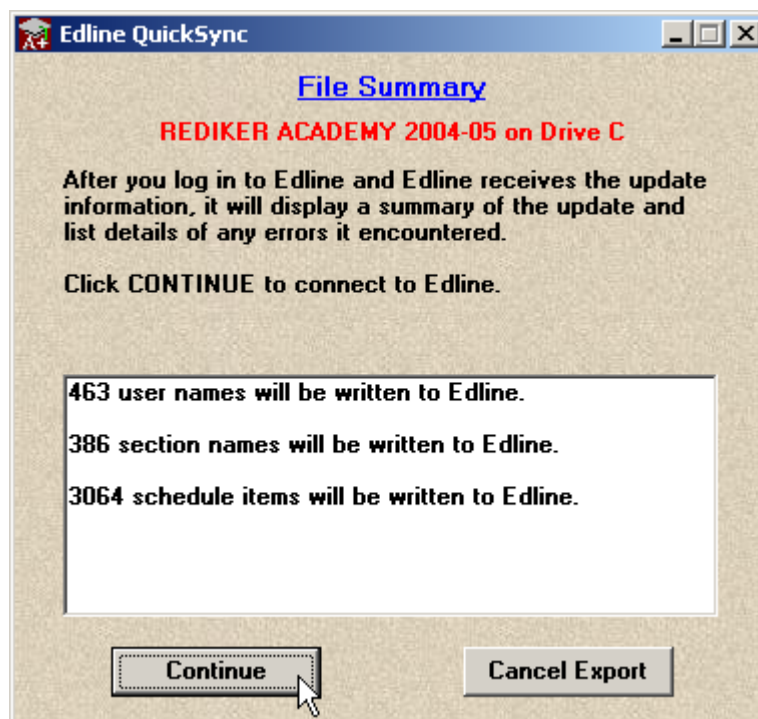
The initial upload to Edline will populate your Edline site with the students and staff members you select from the Edline QuickSync screen. Parent accounts will be automatically created for each student. Once these user names have been written to Edline, the Super User can print and distribute activation codes so that users can activate and log into their accounts.

Most schools will choose to send *all* students, staff, classes and schedules to Edline during the initial upload. However, you may use the options on the Edline QuickSync screen to limit the upload to selected items of information (see The Edline QuickSync Screen on page 3).

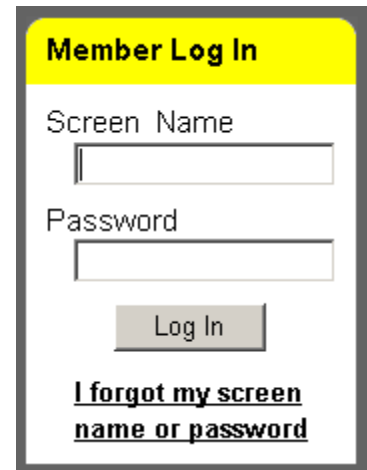
**STEP 1)** Select the information you wish to send from the Edline QuickSync screen.

**STEP 2)** Click the **Update Now** button. A File Summary listing the number of user names, classes and schedule items included in the upload is displayed.

**STEP 3)** Click the **Continue** button to make the Internet connection to Edline.



**STEP 4)** Once you are connected to Edline, log in using your screen name and password. You must log in as the Super User, an Administrator, Teacher or Staff in order to save information to Edline.



The image shows a 'Member Log In' form with a yellow header. It contains two input fields for 'Screen Name' and 'Password', a 'Log In' button, and a link that says 'I forgot my screen name or password'.

---

**Student Upload Preview**

This is a summary of the student data which will be processed if you click the 'Process' button. None of this data has been saved yet.

---

**384 students would be added by this upload.**

[Click Here To See The List Of 384 Students That Would Be Added By This Upload](#)

If this information appears correct, press 'Process'. Otherwise press 'Cancel' to stop without processing anything.

Process

Cancel

---

**STEP 5)** Edline will display a Student Upload Preview similar to the one shown below:

**STEP 6)** Verify the number of students to be added and click the **Process** button. Edline will automatically process the classes and schedules you chose to send. After all information has been saved, you will see a summary similar to the one shown below.

---

**Summary:**

387 Class Record(s) were added successfully.  
3075 Schedule Record(s) were added successfully.  
384 Student(s) were added successfully.  
78 Teacher(s) were added successfully.

Back

---

**STEP 7)** The Edline QuickSync screen will be minimized on your task bar. To close Edline QuickSync, click the Edline QuickSync icon on your taskbar and click the **Exit**.

# Updating Information for the Current School Year

Throughout the school year, you can use Edline QuickSync to add new users, updates to the course/section list and schedule changes. You may choose to send all students, staff, classes and schedules when updating information during the school year. Follow steps 1-4 of the Initial Upload instructions to update information throughout the school year. Edline will read the update files to determine whether or not to change existing information, or add new information. If any information that previously existed on your Edline site prior to the update is not included in the current upload, Edline will prompt you to delete the old information. For example, if a student is inactivated in Administrator's Plus, he or she will not be included in the next update.

---

## Student Upload Preview

This is a summary of the student data which will be processed if you click the 'Process' button. None of this data has been saved yet.

---

**1 students already existing on Edline are not included in this upload. Typically this indicates those students have left the school.**

[Click Here To See The List Of 1 Existing Students That Are Not Included In This Upload](#)

Do you want to **delete** the previously existing Edline students (and their parents) that are **not** included in this upload? (Choose 'No' if this upload is a partial list of students in the school.)

Yes  No

---

## Existing Edline Students

**384 Students already existed on Edline before this upload.**

[Click Here To See The List Of 384 Existing Students Before This Upload](#)

**If this information appears correct, press 'Process'. Otherwise press 'Cancel' to stop without processing anything.**

Process

Cancel

---

Before processing the update file, the Student Upload Preview (above) allows you view the name(s) of any students not included in the update and choose whether or not to delete them. If you choose *not* to delete these previously existing students during the upload, you may do so manually while logged in to Edline.

***NOTE: If you chose to update selected elements of information, such as individual students or classes only, you should NOT choose to delete the information that is not included in this update.***

A similar screen will appear if there have been changes in classes or schedules:

---

**Delete Old Schedules Entries?**

---

**3067** schedule entries included in this upload have been saved on Edline. Do you want to delete the **8** previously existing schedule entries which were not included in this upload because the students are no longer scheduled in those classes?

[Click Here To See The List Of 8 Old Schedules Entries Not Included In This Upload](#)

Delete Old Schedules

Keep Old Schedules

---

You may choose to view and delete the old class and/or schedule items during the upload. If you choose not to delete the old items you may do so manually while logged in to Edline.

***IMPORTANT: If any errors are listed on the Student Upload Preview page, you should view the errors and choose NOT to delete any old information or cancel the upload. If you are unsure how to resolve the error(s) please contact Rediker Software Technical Support at 1-800-882-2994.***



# Updating Information for the New School Year

After creating the new school year, promoting students and adding new students to the database, you can update student information for the new school year. If the master course list and student schedules have not been finalized in the new school year, you can still send student and staff names so that new users can activate their accounts.

**IMPORTANT:** *If you have not changed your GradeQuick Student Identifier to the Unique ID, you should do so before sending information to GradeQuick or Edline for the new school year. When changing from the Administrator's Plus ID to the Unique ID, you will need to perform a one-time conversion of Edline student account numbers (SYSID's). Please call our technical support department at 800-882-2994 for help with this conversion.*

- STEP 1)** Using the Year drop-down menu on the Administrator's Plus menu bar, change into the new school year.
- STEP 2)** Follow steps 1-4 of the Initial Upload instructions (see page 11).
- STEP 3)** The Student Upload Preview will display a Warning message indicating the percentage of students already existing on Edline that are not included in this upload. Verify that this percentage accurately reflects the turnover in your student population since the previous school year. For example, for a typical 9-12 high school, you should expect the percentage to be close 25%.

---

## Student Upload Preview

This is a summary of the student data which will be processed if you click the 'Process' button. None of this data has been saved yet.

**WARNING: 24% of the students already existing on Edline are not included in this upload.**

[Click Here To See The List Of 95 Existing Students That Are Not Included In This Upload](#)

Do you want to **delete** the previously existing Edline students (and their parents) that are **not** included in this upload? (Choose 'No' if this upload is a partial list of students in the school.)

Yes  No

---

**99 students would be added by this upload.**

[Click Here To See The List Of 99 Students That Would Be Added By This Upload](#)

## Existing Edline Students

**385 Students already existed on Edline before this upload.**

[Click Here To See The List Of 385 Existing Students Before This Upload](#)

If this information appears correct, press 'Process'. Otherwise press 'Cancel' to stop without processing anything.

Process

Cancel

---

**STEP 4)** Click the hyperlink to view or print the list of students not included in this upload.

Print

Save

Close

**94 Existing Students That Are Not Included In This Upload**

Last Name	First Name	User ID	Grade Level	Upload Action	Current Status
Albrecht	Kathy	99900002	12	Not Included	Activated
Allen	Christine	99900069	12	Not Included	Activated
Allen	Jessie	99900040	12	Not Included	Activated
Baird	Cathrine	99900030	12	Not Included	Activated
Baldwin	Missy	99900086	12	Not Included	Activated
Bardsley	Saul	99900004	12	Not Included	Unactivated
Bartlett	Erin	99900008	12	Not Included	Activated
Bean	Rachael	99900087	12	Not Included	Activated
Berry	Julie	99900088	12	Not Included	Unactivated
Berube	Russ	99900058	12	Not Included	Activated
Biondi	Zion	99900070	12	Not Included	Activated

A screen similar to the one shown above will appear in a new browser. The list should include students in your school's highest grade level for the previous school year as well as any other students who have been inactivated in Administrator's Plus.

You may choose to delete all students not included in the current upload. If you do *not* delete these students during the upload, you can print the list and delete them manually while logged into Edline. If the old students have not already been deleted, the next time you use Edline QuickSync you will again have the option to delete these students during the upload.

**STEP 5)** Click the **Process** button to save the new list of students to Edline.

**STEP 6)** Edline will prompt you to delete old classes. Click the hyperlink to view or print the list of previously existing classes. Choose to *Delete Old Classes* or *Keep Old Classes*. Any classes *not* deleted during the upload can also be deleted manually at any time.

---

**Delete Old Classes?**

---

**386** classes included in this upload have been saved on Edline. Do you want to delete the **50** previously existing classes on Edline which were not included in this upload?

[Click Here To See The List Of \*\*50\*\* Old Classes Not Included In This Upload](#)

Delete Old Classes

Keep Old Classes

---

**STEP 7)** Edline will prompt you to *Delete Old Schedules Entries*. Click the hyperlink to view or print the list of existing schedule entries not included in the upload. Choose to *Delete Old Schedules* or *Keep Old Schedules*. Any schedule items *not* deleted during the Upload can be deleted manually at any time.

---

**Delete Old Schedules Entries?**

---

**3102** schedule entries included in this upload have been saved on Edline. Do you want to delete the **3020** previously existing schedule entries which were not included in this upload because the students are no longer scheduled in those classes?

[Click Here To See The List Of \*\*3020\*\* Old Schedules Entries Not Included In This Upload](#)

Delete Old Schedules

Keep Old Schedules

---



# Edline Reporter

Edline Reporter allows you to send attractive Administrator's Plus student reports to Edline, including student demographic information, attendance, transcripts, schedules, discipline and billing information. Students, parents and teachers can view and print these reports by clicking the Reports link while logged into their Edline accounts.

## Before you Begin

The Administrator's Plus Supervisor must select which reports users will be allowed to send to Edline. Each type of report has a set of specifications which must be defined by the Supervisor inside the Edline Reporter Specifications.

Navigate to Edline Reporter from the Administrator's Plus menu bar by clicking **Tools**⇒**Edline**⇒**Reporter**. The Edline Reporter screen will appear:

The screenshot shows the Edline Reporter web application interface. At the top, there is a title bar with the text "Edline Reporter" and standard window controls. Below the title bar is a large blue banner with the text "SELECT THE ITEMS TO BE SENT TO EDLINE" in yellow. To the right of the banner, it says "Reports Last Sent On : 02-22-2004".

The main content area is divided into several sections:

- School:** A dropdown menu showing "REDIKER ACADEMY".
- Year:** A dropdown menu showing "2004-05".
- Select Students:** A dropdown menu showing "All Students".
- Start Grade:** A dropdown menu showing "9".
- End Grade:** A dropdown menu showing "12".
- Select Reports:** A list of report types with checkboxes:
  - Data Base Fields
  - Attendance : Calendar View
  - Attendance : Att Code View
  - Attendance : Reg Code View
  - Period Attendance
  - Transcripts
  - Line Schedules
  - Grid Schedules
  - Discipline
  - Billing
- Specifications:** A section with a "Specifications" button and instructions:
  - Step 1 : Select the students for whom you wish to create reports that will be sent to Edline.
  - Step 2 : Select the reports you wish to create.
  - Step 3 : Click "SEND NOW".
  - NOTE : After the Edline Reporter creates the reports that will be sent, your browser will automatically open and take you to the Edline Login screen.

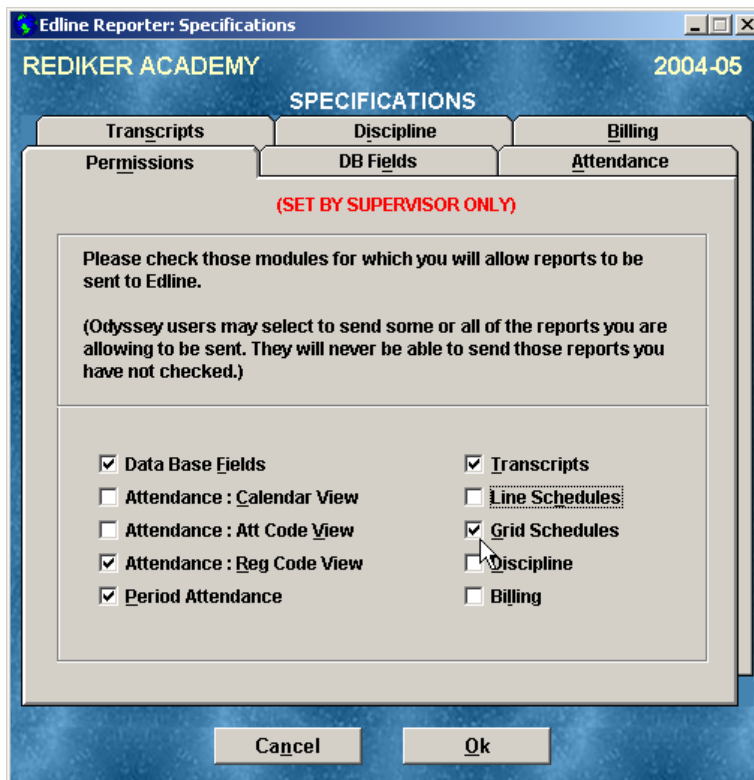
At the bottom of the interface, there are three buttons: "Course Requests", "Send Now", and "Exit".

# Specifications

The Edline Reporter Specifications screen allows you to enable certain types of reports to be sent to Edline as well as set the parameters for each report. Only the Supervisor can change the Edline Reporter Specifications.

## Setting Permissions (Enabling Reports)

1. Click the **Specifications** button on the Edline Reporter screen.
2. Click the **Permissions** tab.



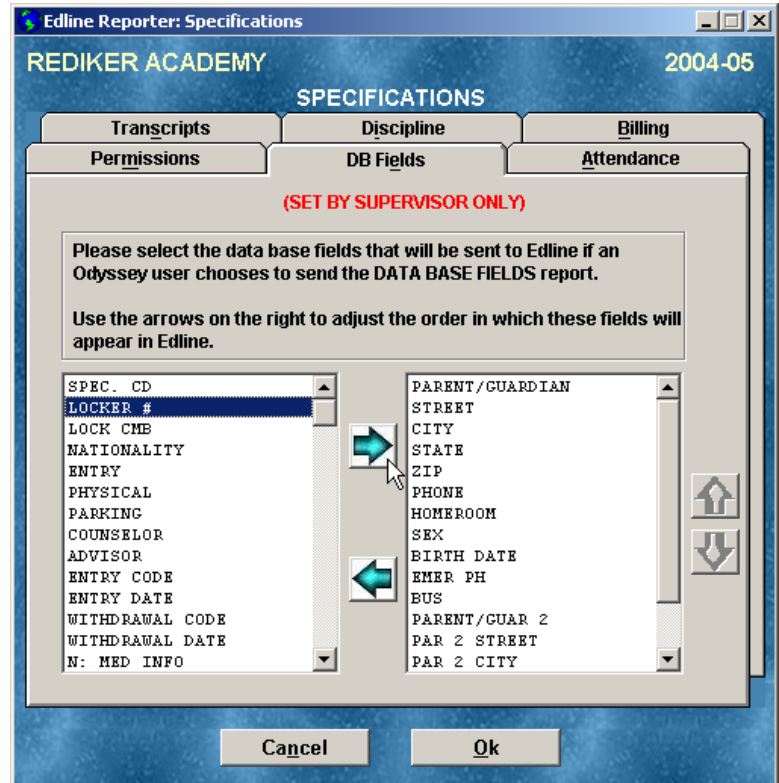
3. Enable the types of reports you want to allow users to send to Edline by placing a check in the box to the left of the report name.

## Report Parameters

To define the parameters of a report, click the tab corresponding to the type of report you wish to send. On the following pages, the available specifications for each type of report are explained.

### DB Fields

Select the fields of student demographic information to include in the Demographics report under the **DB Fields** tab. To select a field, click the field name in the left pane, and click the right arrow to move that field to the right pane. Select multiple fields by holding down the CTRL key on your keyboard while clicking the desired fields. To adjust the order of a selected field, highlight it and use the arrows on the right to move it up or down in the list. To deselect a field highlight it in the left pane and click the left arrow to move it to the left pane. All fields included in the right pane will be included in the Demographics report.



### Sample Demographics Report

DEMOGRAPHICS	
ALMLOV; ERIK	GRADE: 10 ID: 99

PARENT/GUARDIAN	Mr & Mrs Bernie Almlov
STREET	RR 2 Box 686
CITY	Springfield
STATE	MA
ZIP	01009
PHONE	647-5740
HOMEROOM	209
SEX	M
BIRTH DATE	04-01-1987
EMER PH	

## Daily and Period Attendance

You can send three types of daily attendance reports to Edline. The Register Code View report is similar to the Register Code View in the Attendance Plus: Correct screen. It includes student register codes along with dates for the specified date interval. The Attendance Code View report is similar to the Attendance Code View in the Attendance Plus: Correct screen. It includes the student's attendance codes along with dates for the specified date interval. The Calendar View report lists each school day with any attendance recorded for the student. This report is similar to the Calendar View screen of the Attendance Plus: Correct screen.

Edline Reporter can also send period attendance reports. From Edline, these reports can be displayed by period or by class. You may choose the option to *Include Period Attendance Details* which allows Edline users to view the dates for each attendance entry for any class. Use the Attendance tab in the Edline Reporter Specifications to choose whether or not to include the period attendance details. Click the Attendance tab in the Specifications screen to view or

Edline Reporter: Specifications  
REDIKER ACADEMY 2004-05  
SPECIFICATIONS  
Transcripts Discipline Billing  
Permissions DB Fields Attendance  
(SET BY SUPERVISOR ONLY)  
1) INCLUDE PERIOD ATT DETAILS  No  Yes  
2) START DATE FOR ATTENDANCE 09-01-2004 ...  
3) SET END DATE AS  Sending Date  Selected Date  
4) END DATE FOR ATTENDANCE 02-22-2005 ...  
5) INCLUDE WHICH STUDENTS?  
 All Students  
 Students who have ANY attendance entries in the date interval:  
Cancel Ok

change the attendance report specifications. Each option is described below:

- 1) **Include Period Attendance Details:** Choose **Yes** if you wish to allow users to view the details for period attendance reports (see page 23).
- 2) **Start Date for Attendance:** Select the start date for all attendance reports. Attendance recorded between this date and the sending date will be included. If an alternate end date is specified, attendance recorded between the start and end dates will be included.



- 3) **Set End Date As:** When this specification is set to **Sending Date**, Edline Reporter will use the sending date as the end date. Set this specification to **Yes** if you wish to enter a different end date.
- 4) **End Date for Attendance:** When specification 3 is set to **Selected Date**, specification 4 will appear. Use it to select an end date for all attendance reports.
- 5) **Include Which Students?:** Use this specification to choose whether to send All Students (regardless of whether or not attendance entries were recorded) or only those students with attendance entries that fall between the specified start and end dates.

### Sample Register Code Report

---

DAILY ATTENDANCE - SUMMARY VIEW		
ALMLOV; ERIK		GRADE: 10 ID: 99
09-01-2004 To 2-22-2005		
CODE	AMOUNT	DATES
ABSENT	2.00	02-02 02-03
TARDY	1.00	02-08

---

## Sample Period Attendance Report with Details

DISPLAY BY :

09-01-2004 To 02-22-2005

P	PRESENT	A	ABSENCE
EA	EXCUSED ABSENCE	UA	UNEXCUSED ABSENCE
T	TARDY	ET	EXCUSED TARDY
UT	UNEXCUSED TARDY	O	OTHERS

(Select the course and click the button for the information to be viewed)

COURSE	SECTION	MEETS	TIME	TEACHER	P	A	EA	UA	T	ET	UT	O
<input checked="" type="radio"/> Latin 2	423/01	ALL	A12345	Glennon; Walter	27	1	0	0	2	0	0	0
<input type="radio"/> C Biology	222/04	ALL	C12345B24	Cottier; Brian	29	1	0	0	2	0	0	0
<input type="radio"/> Health	820/08	SEM 2	D12345	Zion; Deborah	22	1	0	0	2	0	0	0
<input type="radio"/> Lunch/StdY	930/08	ALL	E12345	Staff;	27	1	0	0	2	0	0	0
<input type="radio"/> Geometry	123/06	ALL	F12345	O'Brian; Gloria	27	1	0	0	2	0	0	0
<input type="radio"/> Machining	613/01	SEM 1	G12345	Pomerleau; Tayl	5	0	0	0	0	0	0	0
<input type="radio"/> G PowerMec	611/01	SEM 2	G12345	Pomerleau; Tayl	22	1	0	0	2	0	0	0
<input type="radio"/> Col So Eng	022/04	ALL	H12345	Levin; Faye	27	1	0	0	2	0	0	0

### PERIOD ATTENDANCE - DETAILED VIEW

ALMLOV; ERIK

GRADE: 10 ID: 99

Latin 2 - 423/01

CODE	AMOUNT	DATES
ABSENCE	1.00	02-03
TARDY	2.00	02-06 02-08

This report can be displayed by period or by class (shown above). Use the Display drop-down list at the top of the report screen to toggle the display. To view the details for a class, click the radio button to the left of the class name, then click **Detailed View**.

## Transcripts

Click the **Transcripts** tab to select the parameters for all transcripts sent to Edline.

Each setting is described below:

- 1) Start Year For Transcripts:**  
choose the earliest year you wish to include in the transcript.
- 2) End Year For Transcripts:** choose the most recent year you wish to include on the transcript.

*Note: Year 0 will appear in the Edline report as “Current Year”, Year -1 will appear as “Last Year”, Year -2 will appear as “Two Years Ago”, and so on.*

- 3) Include Narratives:** Choose **Yes** to include students’ narrative comments for the current school year.

- 4) Include Skills:** If your school uses the Skills-based Report Card module, you may choose to include skills and skill grades for the current year.

- 5) Include GPA:** Use the drop-down list to include the GPA information on the transcript. You can choose to send the Adjusted GPA, the Simple GPA or no GPA data.

Edline Reporter: Specifications

REDIKER ACADEMY 2004-05

SPECIFICATIONS

Permissions DB Fields Attendance  
Transcripts Discipline Billing

(SET BY SUPERVISOR ONLY)

1) START YEAR FOR TRANSCRIPTS Year -1 ...

2) END YEAR FOR TRANSCRIPTS Year 0 ...

3) INCLUDE NARRATIVES  No  Yes

4) INCLUDE SKILLS  No  Yes

5) INCLUDE GPA Adjusted GPA

Cancel Ok

## Sample Transcript

### TRANSCRIPTS

ALMLOV; ERIK

GRADE: 10 ID: 99

1st	FIRST MARKING PERIOD	2nd	SECOND MARKING PERIOD
S1E	SEMESTER 1 EXAM	S1	SEMESTER 1 GRADE
3rd	THIRD MARKING PERIOD	4th	FOURTH MARKING PERIOD
S2E	SEMESTER 2 EXAM	S2	SEMESTER 2 GRADE
ABS	ABSENCES		

#### CURRENT YEAR:

[View Narratives](#)

CAREER CREDITS: 6.00

(Select the course and click the button for the information to be viewed)

COURSE	SECTION	1st	2nd	S1E	S1		3rd	4th		S2E	S2	ABS
<input checked="" type="radio"/> Col So Eng	022/04	88	95		92		91					1
<input type="radio"/> Geometry	123/06	87	88	93	88		86					1
<input type="radio"/> C Biology	222/04	94	85	93	90		90					1
<input type="radio"/> Latin 2	423/01	91	86	84	88		84					1
<input type="radio"/> G PowerMec	611/01						100					1
<input type="radio"/> Machining	613/01	100	100		100							0
<input type="radio"/> Health	820/08						94					1
<input type="radio"/> Lunch/Stdy	930/08											1

#### LAST YEAR:

COURSE	1st	2nd	S1E	S1		3rd	4th		S2E	S2	ABS
Col Fr Eng	90	89	92	90		90	87		95	88	5
Algebra 1	86	88	81	86		90	80		86	82	5
C Earth Sc	95	98	86	94		88	93		90	92	5
C SocSt A	89	93	80	89						89	0
C SocSt B						93	90			89	5
Latin 1	81	80	69	78		85	67		80	78	5
P E	93	95		94		93	100			95	5
Lunch/Stdy											4

## Schedules

Edline Reporter allows you to send both line and grid schedules to Edline. Unlike other types of reports, there is no specifications tab for Schedules. Edline Reporter will send grid schedules with the viewing options available in the Grid Schedule View of the View/Change/Add/Drop screen. For example, if your school offers semester length courses, students can choose which semester to view using the drop-down list of possible meeting times. The Administrator's Plus Supervisor's View/Change/Add/Drop specifications determine the start/end days and maximum number of periods for the grid schedule.

## Sample Line Schedule

---

LINE SCHEDULES						
ALMLOV; ERIK				GRADE: 10 ID: 99		

**CURRENT YEAR:**

COURSE	SECTION	MEETS	TIME	TEACHER	ROOM	CREDITS
Latin 2	423/01	ALL	A12345	Glennon; Walter	212	1.00
C Biology	222/04	ALL	C12345B24	Cottier; Brian	226	1.50
Health	820/08	SEM 2	D12345	Zion; Deborah	134	0.50
Lunch/Stdy	930/08	ALL	E12345	Staff;	114	0.00
Geometry	123/06	ALL	F12345	O'Brian; Gloria	219	1.00
Machining	613/01	SEM 1	G12345	Pomerleau; Taylor	131	0.50
G PowerMec	611/01	SEM 2	G12345	Pomerleau; Taylor	131	0.50
Col So Eng	022/04	ALL	H12345	Levin; Faye	125	1.00

---

## Sample Grid Schedule

**GRID SCHEDULES**

ALMLOV; ERIK GRADE: 10 ID: 99

ROTATION:

INCLUDE COURSES MEETING:

	Mon	Tues	Wed	Thurs	Fri
8:00-8:45	A1 212 Glennon; W Latin 2	A2 212 Glennon; W Latin 2	A3 212 Glennon; W Latin 2	A4 212 Glennon; W Latin 2	A5 212 Glennon; W Latin 2
8:50-9:35	B1	B2 226 Cottier; B C Biology	B3	B4 226 Cottier; B C Biology	B5
9:40-10:25	C1 226 Cottier; B C Biology	C2 226 Cottier; B C Biology	C3 226 Cottier; B C Biology	C4 226 Cottier; B C Biology	C5 226 Cottier; B C Biology
10:30-11:15	D1 134 Zion; Debo Health	D2 134 Zion; Debo Health	D3 134 Zion; Debo Health	D4 134 Zion; Debo Health	D5 134 Zion; Debo Health
11:20-12:05	E1 114 Staff; Lunch/Stdy	E2 114 Staff; Lunch/Stdy	E3 114 Staff; Lunch/Stdy	E4 114 Staff; Lunch/Stdy	E5 114 Staff; Lunch/Stdy
12:35-1:20	F1 219 O'Brian; G Geometry	F2 219 O'Brian; G Geometry	F3 219 O'Brian; G Geometry	F4 219 O'Brian; G Geometry	F5 219 O'Brian; G Geometry
1:25-2:05	G1 131 Pomerleau; Machining	G2 131 Pomerleau; Machining	G3 131 Pomerleau; Machining	G4 131 Pomerleau; Machining	G5 131 Pomerleau; Machining
2:10-2:55	H1 125 Levin; Fay Col So Eng	H2 125 Levin; Fay Col So Eng	H3 125 Levin; Fay Col So Eng	H4 125 Levin; Fay Col So Eng	H5 125 Levin; Fay Col So Eng

## Discipline

The Discipline report lists a summary of all incidents in the student's record as viewed in the Incidents screen of the Discipline Plus module. You may choose to *Include Details*, which will allow users to click the incident date and view all details of the Incident, including the action, teacher, place and comments. A sample Discipline report with details is shown on page 30.

Each specification on the Discipline tab is described below.

The screenshot shows the 'Edline Reporter: Specifications' window for 'REDIKER ACADEMY' in the '2004-05' school year. The 'SPECIFICATIONS' section is active, with the 'Discipline' tab selected. The window contains the following settings:

- 1) INCLUDE DETAILS:** Radio buttons for 'No' and 'Yes', with 'Yes' selected.
- 2) START DATE FOR INCIDENTS:** A text box containing '09-01-2004' and a dropdown arrow.
- 3) SET END DATE AS:** Radio buttons for 'Sending Date' and 'Selected Date', with 'Selected Date' selected.
- 4) END DATE FOR INCIDENTS:** A text box containing '02-22-2005' and a dropdown arrow.
- 5) INCLUDE WHICH STUDENTS?:** Radio buttons for 'All Students' and 'Students who have ANY Incidents in the date interval:', with the latter selected. Below this, there are 'FROM' and 'TO' text boxes with dates '09-01-2003' and '02-25-2004' respectively, each with a dropdown arrow.

At the bottom of the window are 'Cancel' and 'Ok' buttons.

- 1) Include Details:** Choose **Yes** if you wish to allow users to view the details of each incident.
- 2) Start Date for Discipline:** Select the start date for all discipline reports. Incidents recorded between this date and the date reports are sent will be included. If an alternate end date is specified, incidents recorded between the start and end dates will be included.
- 3) Set End Date As:** When this specification is set to **Sending Date**, Edline Reporter will use the date reports are sent as the end date. Set this specification to **Selected Date** if you wish to enter a different end date.
- 4) End Date for Discipline:** When specification 3 is set to **Selected Date**, specification 4 will appear. Use it to select an end date for all discipline reports.
- 5) Include Which Students?:** Use this option to send a report for every student (regardless of whether or not the student has an incident in his or her discipline record) or to limit the batch of reports to only those students with an incident in the specified date range.

## Sample Discipline Report (With Details)

Note: To view the details page for any incident, click the date of the incident. The details page will be displayed in a new browser.

<b>DISCIPLINE</b>
ALMLOV; ERIK <span style="float: right;">GRADE: 10 ID: 99</span>

02-23-05

09-01-2004 To 02-22-2005

INTERNAL SUSPENSION	0.00	CLEAN SCHOOL	0.00
EXTERNAL SUSPENSION	0.00	STEP	0.00
DETENTION	0.00	MERITS	0.00
SATURDAY SCHOOL	0.00		

#	DATE	INCIDENT
1	<a href="#">1-22-2005</a>	Cutting a class

<b>DISCIPLINE DETAILS</b>
ALMLOV; ERIK <span style="float: right;">GRADE: 10 ID: 99</span>

INTERNAL SUSPENSION	0.00	CLEAN SCHOOL	0.00
EXTERNAL SUSPENSION	0.00	STEP	0.00
DETENTION	0.00	MERITS	0.00
SATURDAY SCHOOL	0.00		

TYPE	DATE	DESCRIPTION	PENALTY	AMOUNT
Infraction	01-22-2005	Cutting a class		
Action	01-22-2005	Detention for 1 hour	DET	+1.00
Teacher		BAILEY; LYNN		
Place		Outside of the building		
Follow Up	02-01-2005			
Letter	02-01-2005	> incidents letter		
Served	02-03-2005	Detention Served: 1 hour	DET	-1.00

COMMENTS :
------------



## Billing

The Billing report includes a summary of Invoices in the student's record as displayed in the Invoices screen of the Billing Plus module. You may choose to include details, which will allow users to click the invoice date and view all details of the invoice, including the action, teacher, place and comments. A sample Billing report with details is shown on page 32.

Each specification on the Discipline tab is described below:

Edline Reporter: Specifications

REDIKER ACADEMY 2004-05

SPECIFICATIONS

Permissions DB Fields Attendance  
Transcripts Discipline Billing

(SET BY SUPERVISOR ONLY)

1) INCLUDE DETAILS  No  Yes

2) START DATE FOR INVOICES 09-01-2001 ...

3) SET END DATE AS  Sending Date  Selected Date

4) END DATE FOR INVOICES 02-22-2005 ...

Cancel Ok

- 1) **Include Details:** Choose **Yes** if you wish to allow users to view the details of each invoice.
- 2) **Start Date for Billing:** Select the start date for billing reports. Invoices recorded between this date and the date reports are sent will be included. If an alternate end date is specified, invoices recorded between the start and end dates will be included.
- 3) **Set End Date As:** When this specification is set to **Sending Date**, Edline Reporter will use the date reports are sent as the end date. Set this specification to **Selected Date** if you wish to enter a different end date.
- 4) **End Date for Billing:** When specification 3 is set to **Selected Date**, specification 4 will appear. Use it to select an end date for all billing reports.

## Sample Billing Report (with details)

BILLING	
ALMLOV; ERIK	GRADE: 10 ID: 99

09-01-2004 To 02-22-2005

FUTURE CHARGES	1000.00	CURRENT CHARGES	2050.00
ADVANCE PAYMENTS	0.00	CURRENT PAYMENTS -	1200.00
		CURRENT AMOUNT DUE =	850.00
		PAST DUE	850.00

#	INV #	DATE	DUE DATE	INVOICE DESCRIPTION	STATUS
2	<a href="#">9503119</a>	09-01-2004	09-21-2004	Tuition 3 times per year	Open
1	<a href="#">9503118</a>	09-01-2004	10-13-2004	Book Charges	Open

BILLING DETAILS	
ALMLOV; ERIK	GRADE: 10 ID: 99

FUTURE CHARGES	1000.00	CURRENT CHARGES	2000.00
ADVANCE PAYMENTS	0.00	CURRENT PAYMENTS -	1200.00
		CURRENT AMOUNT DUE =	800.00
		PAST DUE	800.00

TYPE	DATE	DUE DATE	DESCRIPTION	AMOUNT
Billing	09-01-2004	09-21-2004	Tuition 3 times per year	1000.00
Billing	01-01-2005	01-21-2005	Tuition 3 times per year	1000.00
Billing	05-01-2005	05-21-2005	Tuition 3 times per year	1000.00
Debit				
Payment	10-25-2004		Tuition payment	-1000.00
Credit	10-25-2004		Multi-student discount	-200.00

NOTES :

## Sending Reports

The Edline Reporter main screen allows users to select the students for whom reports should be uploaded and the types of reports to include.

*Note: Before sending reports to Edline, verify the School and Year listed in the upper portion of the screen.*

### Select Students

Use the **Select Students** drop-down list to choose to send reports for *All Students* or *Selected Students*. When you choose *Selected Students*, a lookup will appear from which you can highlight and select the desired student(s).

*To Select an individual student*, type the first few letters of the student's last name. When the blue selection bar is highlighting the desired student, press Enter or click **OK**.

*To select multiple students*, you can use the mouse together with the SHIFT key to select a block of consecutive names. To select non-consecutive names, use the mouse with the CTRL key.

Edline Reporter

**SELECT THE ITEMS TO BE SENT TO EDLINE**

Reports Last Sent On : 02-25-2004

School: REDIKER ACADEMY Year: 2004-05

Select Students: Selected Students

ABBOTT, JEREMIAH

Select Reports

Select All

- Data Base Fields
- Attendance : Calendar View
- Attendance : Att Code View
- Attendance : Reg Code View
- Period Attendance
- Transcripts
- Line Schedules
- Grid Schedules
- Discipline
- Billing

Specifications

Step 1 : Select the students for whom you wish to create reports that will be sent to Edline.

Step 2 : Select the reports you wish to create.

Step 3 : Click "SEND NOW".

NOTE : After the Edline Reporter creates the reports that will be sent, your browser will automatically open and take you to the Edline Login screen.

Course Requests Send Now Exit

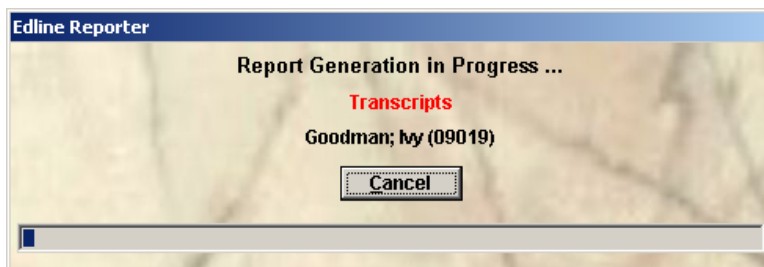
### Select the Report(s) to Send

Place a check mark in the box to the left of the report you wish to send. Multiple selections may be made, or you can use the **Select All** option to select all reports.

## Send Reports to Edline

**STEP 1)** Select the desired student(s) and report(s) from the Edline Reporter Main Screen.

**STEP 2)** Click the **Send Now** button to send the reports to Edline. A status message similar to the one shown below will appear. If you want to cancel the report generation and return to the Edline Reporter screen, click Cancel or press ESC.



**STEP 3)** After the report(s) have been generated, the Edline login screen will automatically appear in an Internet browser. You must log into Edline as the Super User, a Teacher, Administrator or Staff user to process the reports.

Once all reports are saved, a summary screen will appear indicating the number of reports added and/or updated.

# Edline Course Request Feature

The Edline Course Request Feature allows you to publish your school's course catalog on Edline so that students can submit course requests over the Internet. The Edline Super User can choose to allow all students or a group of students to submit course requests through Edline. During the course request period, students can change their requests as often as desired. At the end of the course request period, all student requests that were submitted through Edline are downloaded and imported into the Administrator's Plus Scheduling module.

---

**Course Request for Hank Adams in Rediker High School**

- Select each course from the course catalog and then click the **Add** button.
- To drop a requested course, select it and then click the **Drop** button.

Course Catalog		Requested Courses: 4.75 Credits	
0242 - C_Physics [1.5]	<input type="button" value="Add"/>	0001 - Reading [0.5]	
0243 - Physics [1.0]		0110 - Math_Skill [1.0]	
0803 - RR_Science [1.0]		0810 - P_E [1.0]	
<b>Social St</b>		0618 - Woodwrking [0.25]	
0301 - SP_Soc_Stu [1.0]		0211 - H_Earth_Sc [1.0]	
0308 - R_SocSt [0.5]		0301 - SP_Soc_Stu [1.0]	
0309 - C_SocSt_A [0.5]			
0310 - H_Soc_St_A [0.5]			
0312 - Soc_St_A [0.5]			
0313 - Soc_St_B [0.5]			
0314 - H_Soc_St_B [0.5]			
0316 - C_SocSt_B [0.5]			
0317 - R_SocSt_B [0.5]			
0318 - Maine_St [0.5]			
0322 - West_Civil [1.0]			
		<input type="button" value="Drop"/>	

When you are finished selecting courses, press the **Submit** button to save them.  
You may submit multiple times up until the submission deadline.

---



## Before You Begin

Before using the Edline Course Request feature, make sure you meet the following requirements:

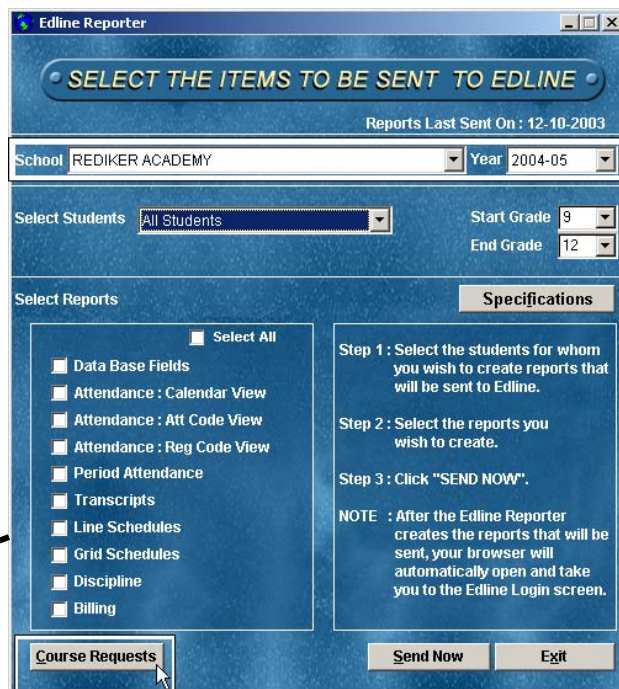
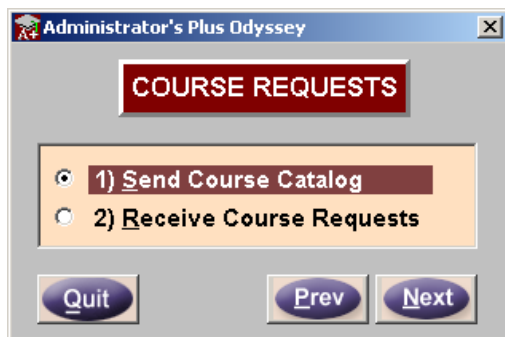
- Upgrade Administrator's Plus to version 3.3.15.01 or higher. To obtain the latest version of Administrator's Plus, visit the Download page of the Rediker Software website: [www.rediker.com](http://www.rediker.com).
- Activate the Manage Course Request feature for your school's Edline site. To do this, you must call Edline Technical Support at (800) 215-4289.
- Create the new school year in Administrator's Plus and make sure that all courses your school will offer have been added to the master course list in that year.
- Determine a period of time that students will be able to submit course requests through Edline.

**IMPORTANT:** *The Super User controls the Edline Course Request submission period by enabling, and then disabling the feature for students. Successive imports of Edline course request files will cause new requests to be added to students' records in Administrator's Plus, but will NOT delete course requests added by a previous download. Therefore, we recommend setting a period of time during which students can add and change course requests. At the end of this period, disable the course request feature before downloading course requests or importing them into Administrator's Plus.*

## Step 1) Upload the Course Catalog

1. In Administrator's Plus, click **Tools**⇒**Edline**⇒**Reporter**.
2. At the top of the Edline Reporter screen, select the *School* and *Year* from which the course catalog will be uploaded, click the **Course Requests** button in the lower left corner.
3. From the menu that appears, choose

### 1) Send Course Catalog.

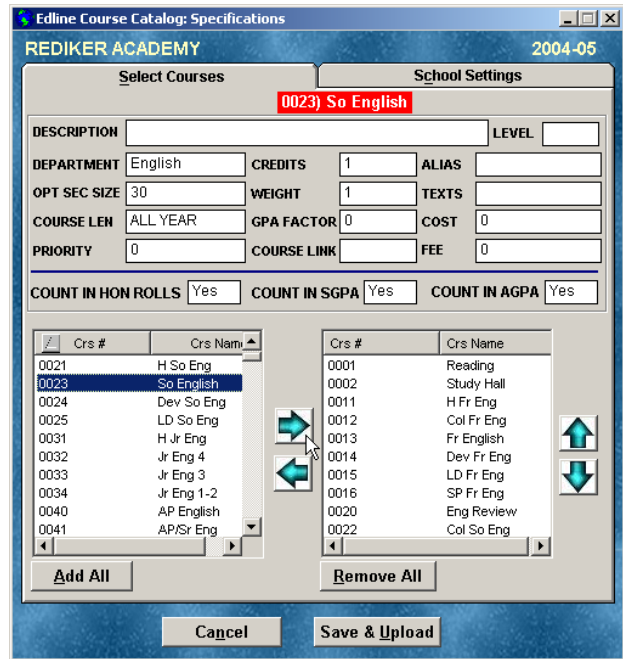


The Edline Course Catalog: Specifications screen will appear:

- Select the individual courses to upload or click the **Add All** button to select the entire course list.

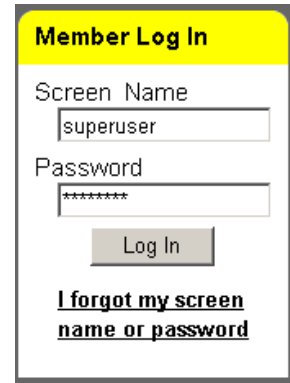
**NOTE:** *The options found on the School Settings tab are currently unavailable.*

- Click the **Save & Upload** button to upload the selected course catalog.



The Edline login screen will appear in an Internet browser:

- Log into Edline using your school's Super User screen name and password. Administrator, Teacher and Staff users may also upload the course catalog. After logging in, you will see a message stating that your course catalog has been updated.




---

**Summary:**

1 Course Catalog containing 248 courses was updated.

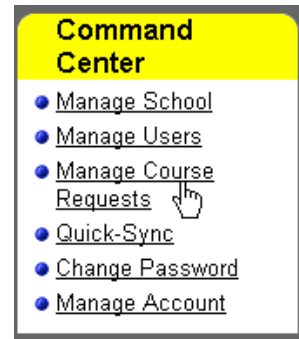




## Step 2) View the Course Catalog

After uploading your course catalog, you can verify the list of courses as follows:

1. From the Command Center click the **Manage Course Requests** link.



2. Under the *Course Catalog* tab click **View Course Catalog**.

---

**Course Catalog for Rediker High School**

- This course catalog has **248** courses.

**Course Catalog**

*English*

- 001 - Reading [0.5]
- 002 - Request [1.0]
- 011 - H\_Fr\_Eng [1.0]
- 012 - Col\_Fr\_Eng [1.0]
- 013 - Fr\_English [1.0]
- 014 - Dev\_Fr\_Eng [1.0]
- 015 - LD\_Fr\_Eng [1.0]
- 016 - SP\_Fr\_Eng [1.0]
- 020 - Eng\_Review [1.0]
- 021 - H\_So\_Eng [1.0]
- 022 - Col\_So\_Eng [1.0]
- 023 - So\_English [1.0]
- 024 - Dev\_So\_Eng [1.0]
- 025 - LD\_So\_Eng [1.0]

Done

---

Each course included in the upload is displayed in the Course Catalog window, sorted by department, then by course number. The credit value of each course is displayed in brackets to the right of the course name.

### Step 3) Enable Course Request Submission for Students

The Super User must enable the Edline Course Request feature before students will be able to view the course catalog and submit requests. After the pre-determined course request submission period has ended, the feature should be disabled so that course requests can be downloaded and imported into Administrator's Plus.

1. From the Manage Course Requests screen click **View or Change Course Requests Status**.

---

**Course Requests Submission**

The buttons below enable and disable students to submit course requests to this school.  
**No students are enabled to submit course requests to this school.**

View or Change Course Requests Status

Disable All Course Requests

---

The Edline User List for your school will appear.

---

**User List for Rediker High School (1-50 of 741 users)**

[Manage Users](#)
[Search](#)

Select All
Unselect All
First | < Prev
Next > | Last
Show 50 per page

JUMP TO: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

	Course Requests	Name	Sys ID	Show	status
<input type="checkbox"/>	<a href="#">View</a>	Disabled Adams, Hank	99900227	10	U
<input type="checkbox"/>	<a href="#">View</a>	Disabled Adams, Keith	99900149	25	U
<input type="checkbox"/>	<a href="#">View</a>	Disabled Albrecht, Creed	99900326	50	U
<input type="checkbox"/>	<a href="#">View</a>	Disabled Albrecht, Kathy	99900002	100	U
<input type="checkbox"/>	<a href="#">View</a>	Disabled Allen, Christine	99900069	250	U
<input type="checkbox"/>	<a href="#">View</a>	Disabled Allen, Jessie	99900040	500	U
<input type="checkbox"/>	<a href="#">View</a>	Disabled Almlov, Erik	99900283	All	A
<input type="checkbox"/>	<a href="#">View</a>	Disabled Ameika, Ann	99900284	S	U
<input type="checkbox"/>	<a href="#">View</a>	Disabled Babcock, Marianne	99900294	S	U

---

3. Select the individual students you wish to allow to submit course requests by placing a check mark next to their names. To allow all students to submit requests, use the *Show* drop-down menu in the upper right corner, to choose **All**. Then click the **Select All** link located both at the top and bottom of the list of user names.
2. Scroll to the bottom of the screen and click **Enable Course Requests**.

After the course request feature has been enabled, you can verify which students have submitted requests from the View or Change Course Requests Status screen. The word “Submitted” will appear to the left of the student name if he or she has submitted requests.

## Step 4) Students Submit Course Requests

During the Edline course request submission period, students can add or drop course requests as often as desired. At the end of the course request period, only the most recently submitted requests are downloaded and imported into Administrator’s Plus. To submit course requests, students will do the following:

1. Log in to Edline, and choose the **Course Requests** option under My Contents.
2. To add a course request, highlight the desired course in the Course Catalog pane and click **Add**.

---

**Course Request for Hank Adams in Rediker High School**

- Select each course from the course catalog and then click the **Add** button.
- To drop a requested course, select it and then click the **Drop** button.

**Course Catalog**

- 0242 - C\_Physics [1.5]
- 0243 - Physics [1.0]
- 0803 - RR\_Science [1.0]
- Social St*
- 0301 - SP\_Soc\_Stu [1.0]**
- 0308 - R\_SocSt [0.5]
- 0309 - C\_SocSt\_A [0.5]
- 0310 - H\_Soc\_St\_A [0.5]
- 0312 - Soc\_St\_A [0.5]
- 0313 - Soc\_St\_B [0.5]
- 0314 - H\_Soc\_St\_B [0.5]
- 0316 - C\_SocSt\_B [0.5]
- 0317 - R\_SocSt\_B [0.5]
- 0318 - Maine\_St [0.5]
- 0322 - West\_Civil [1.0]

Add

Drop

**Requested Courses: 4.75 Credits**

- 0001 - Reading [0.5]
- 0110 - Math\_Skill [1.0]
- 0810 - P\_E [1.0]
- 0618 - Woodwrking [0.25]
- 0211 - H\_Earth\_Sc [1.0]
- 0301 - SP\_Soc\_Stu [1.0]**

When you are finished selecting courses, press the **Submit** button to save them. You may submit multiple times up until the submission deadline.

Submit

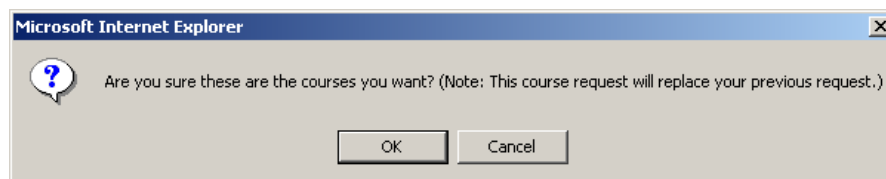
Help

Cancel

---

3. To drop a course request, highlight the course in the Requested Courses pane and click **Drop**.
4. Once all requests have been added to the Requested Courses pane, click **Submit**.

4. At any time during the course request period you may add or drop requests. Each time requests are re-submitted, you will receive the following message:



## Step 5) Disable the Course Request Feature

1. From the Manage Course Requests screen click **Disable Course Requests**.

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**Course Requests Submission**

The buttons below enable and disable students to submit course requests to this school.  
**No students are enabled to submit course requests to this school.**

View or Change Course Requests Status

Disable All Course Requests

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The Edline User List for your school is displayed.

5. To disable the course request feature for all students use the *Show* drop-down menu in the upper right corner, to choose **All**. Then click the **Select All** link located both above and below the list of user names.
2. Scroll to the bottom of the screen and click **Disable Course Requests**.

## Step 6) Download Course Requests

After the Course Request feature has been disabled for all students, the Edline Super User can download all submitted course requests into Administrator's Plus.

1. From the Manage Course Requests page, choose **Download Requests**.

---

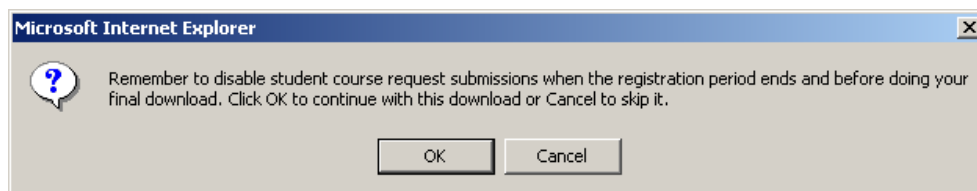
**Course Requests Download**

**Download all students' course requests for importing into your SIS program.**  
**311** student(s) have submitted course requests since course registration began.  
Course Requests have not been downloaded from Edline yet.

Download Requests

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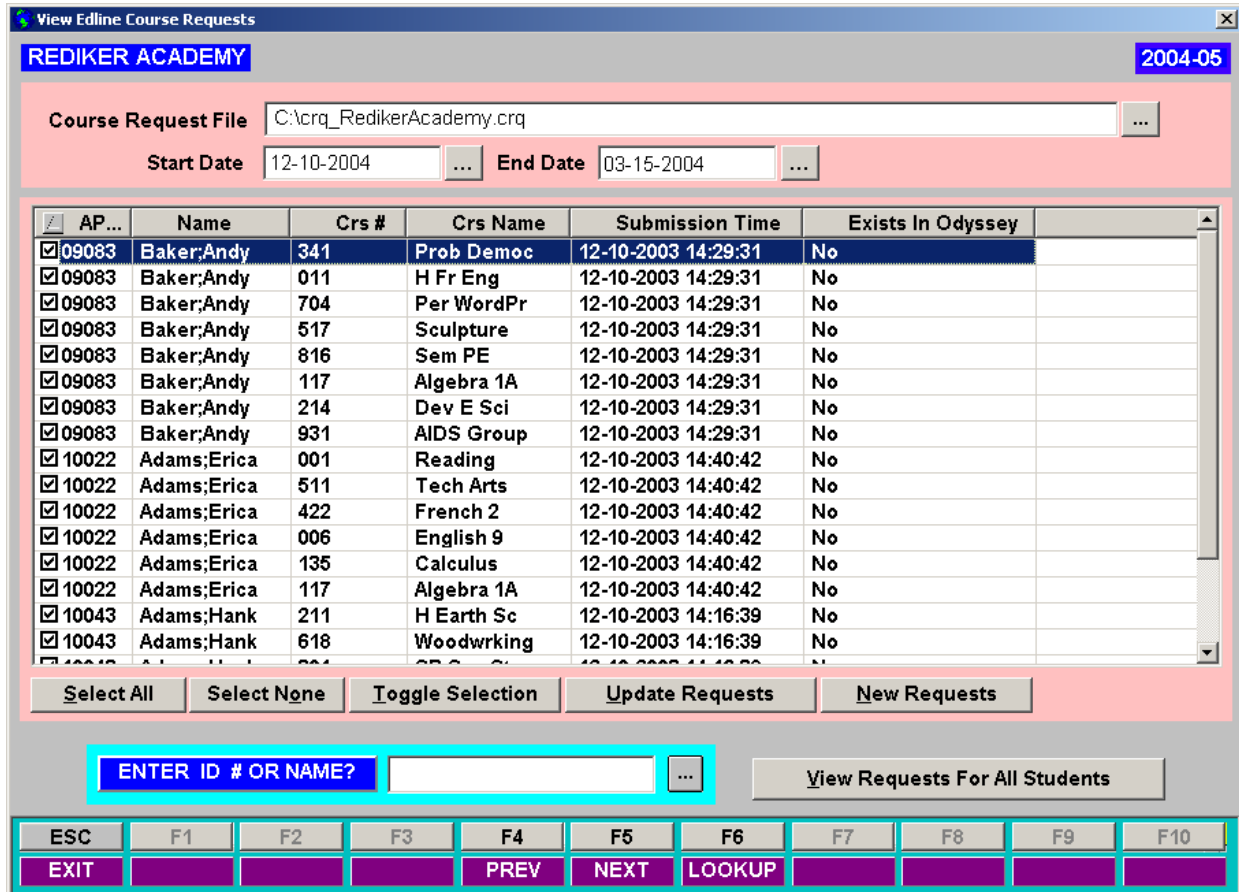
A message will appear reminding you to disable the course request feature before performing your final download.



6. Save the file “creq\_YourSchoolName.crq” to a convenient location on your network or local computer. Later, you will need to browse for this file to complete the import of course requests into Administrator's Plus.

## Step 7) Import Course Requests

1. In Administrator's Plus, go to Tools⇒Edline⇒ Reporter and select **Course Requests**.
2. Choose **2) Receive Course Requests**.



The View Edline Course Requests window will appear:

3. Use the **Browse** button to the right of the Course Request File field to browse for course request file downloaded from Edline. All new requests will be selected (with a checkmark next to the student ID). Only the selected course requests appearing in this window will be imported.

*Note: Downloading and importing course requests more than once is not recommended. However, if successive imports are performed, student requests that have already been imported will appear unselected and in grey. To limit the import to a group of requests, select the desired requests using the following options:*

**Start Date/End Date:** Limit course requests to those that were submitted at Edline within a particular date range by selecting the start and end dates for a date interval.

**Select All:** All requests appearing on the Receive Course Requests screen will be selected.

**Select None:** Clears the check box for all requests.

**Toggle Selection:** Inverts the current selection.

**New Requests:** Displays the requests that have not been previously imported.

**Enter ID # and/or Name:** You can view or import an individual student's requests by entering his or her ID or name or by using the F6 (Lookup). If you choose to view the requests for an individual student, clicking **Update Requests** will import only the selected requests for the individual student.

**View Requests for All Students:** Displays all requests for all students within the date range.

4. Click *Update Requests* to import all course requests displayed and selected with a checkmark.

**NOTE:** Any problems encountered during the import are written to the upload error log "EdlineCourseRequestsError.log", which is stored in the current school year folder (RS4\Data\SchoolName\SchoolYear\ ).

## Step 8) Clear the Course Catalog

After all requests have been downloaded and imported into Administrator's Plus, clear the course catalog and requests from the Manage Course Requests screen at Edline.

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**Manage Course Requests**

**Course Catalog**

Your uploaded course catalog lists **248** courses that may be chosen for course requests.

Use the following button to clear old course request data AFTER course registration is totally finished.

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