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Site Administrator
User Manual

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.
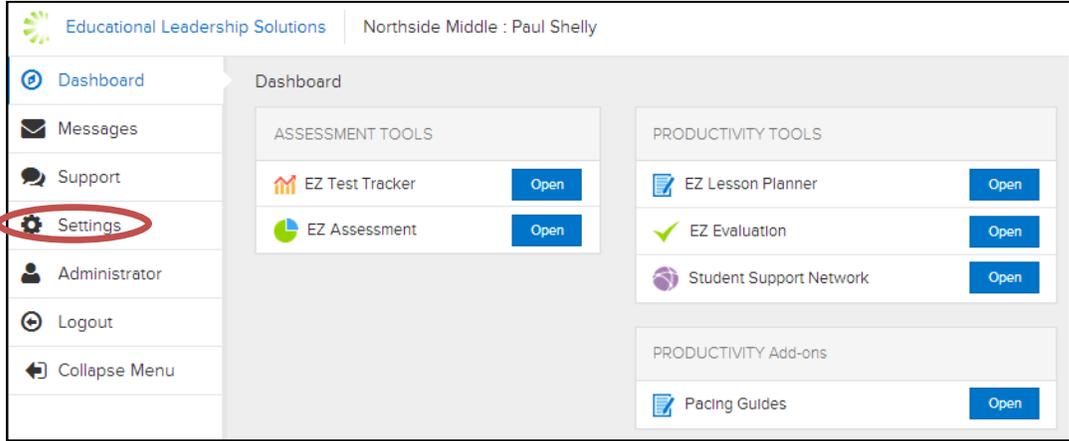
Setting Started

Go to www.k12els.com, select **Login**, enter user information, and select **Login**.

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

Change User Information and Password

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

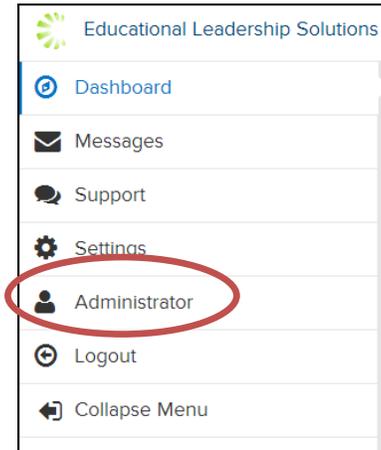Modify profile information or change password in the textboxes provided and select *Save*.

Site Administrator Instructions

Introduction

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

Login

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

User Maintenance

The first screen to appear will be the ELS Site Administrator Tools page.

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

- **Name**
- **Login** (login id the user will use to enter each application)
- **Site Admin** (privileges to add/modify users)
- **Application Roles** (columns correspond to the applications which your school is using)
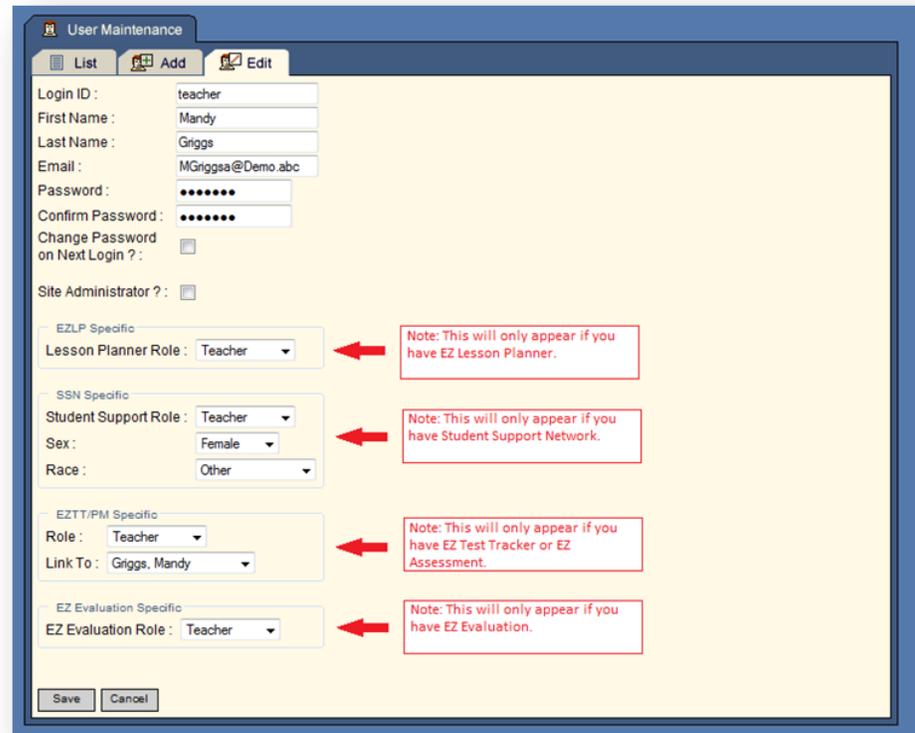
To add a user, select the *Add* tab on the User List.

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

User Information

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

EZLP Specific (EZ Lesson Planner)
- Teacher - User can add, edit, copy, and print his/her own lesson plans.
- Administrator - User can view and add comments to all user lesson plans.

SSN Specific (Student Support Network)
- Teacher - User can complete, edit, and print forms assigned to him/her.
- Administrator - User can add student referrals and assign forms to users.

EZTT (EZ Test Tracker) & EZ Assessment Specific
- Teacher - User can view overall school level, former student, and current student test data.
- Administrator - User can view comprehensive school, teacher, and student test data.
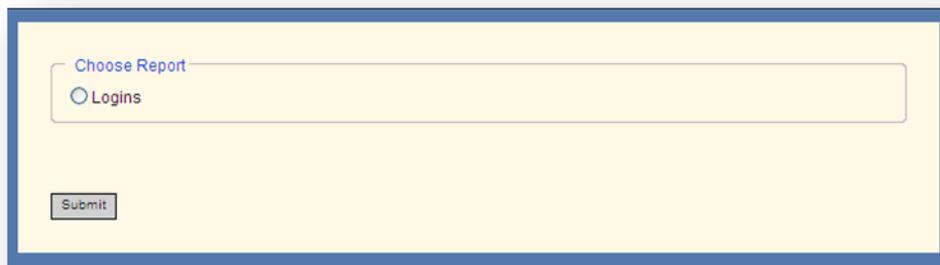
EZ Evaluation Specific
- Teacher - User can view his/her observations.
- Administrator - User can add and view observations and view data in Teacher Viewer tool.

Reports

Select *Reports* on the menu bar.

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

Teacher Groups (EZLP Specific)

Select *Teacher Groups* on the menu bar.

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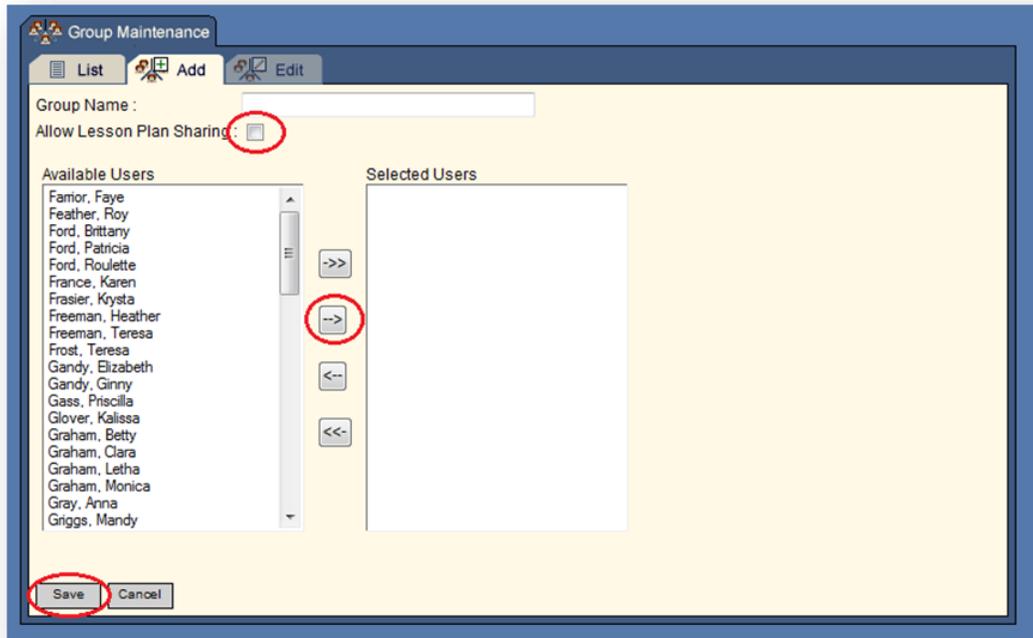
To add a group, select the *Add* tab on the Group List.

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

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

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

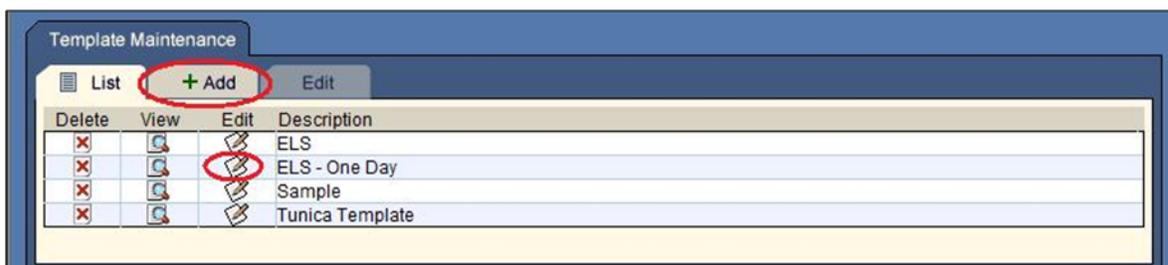After choosing the teachers for the group, click on *Save*.

Plan Templates (EZLP Specific)
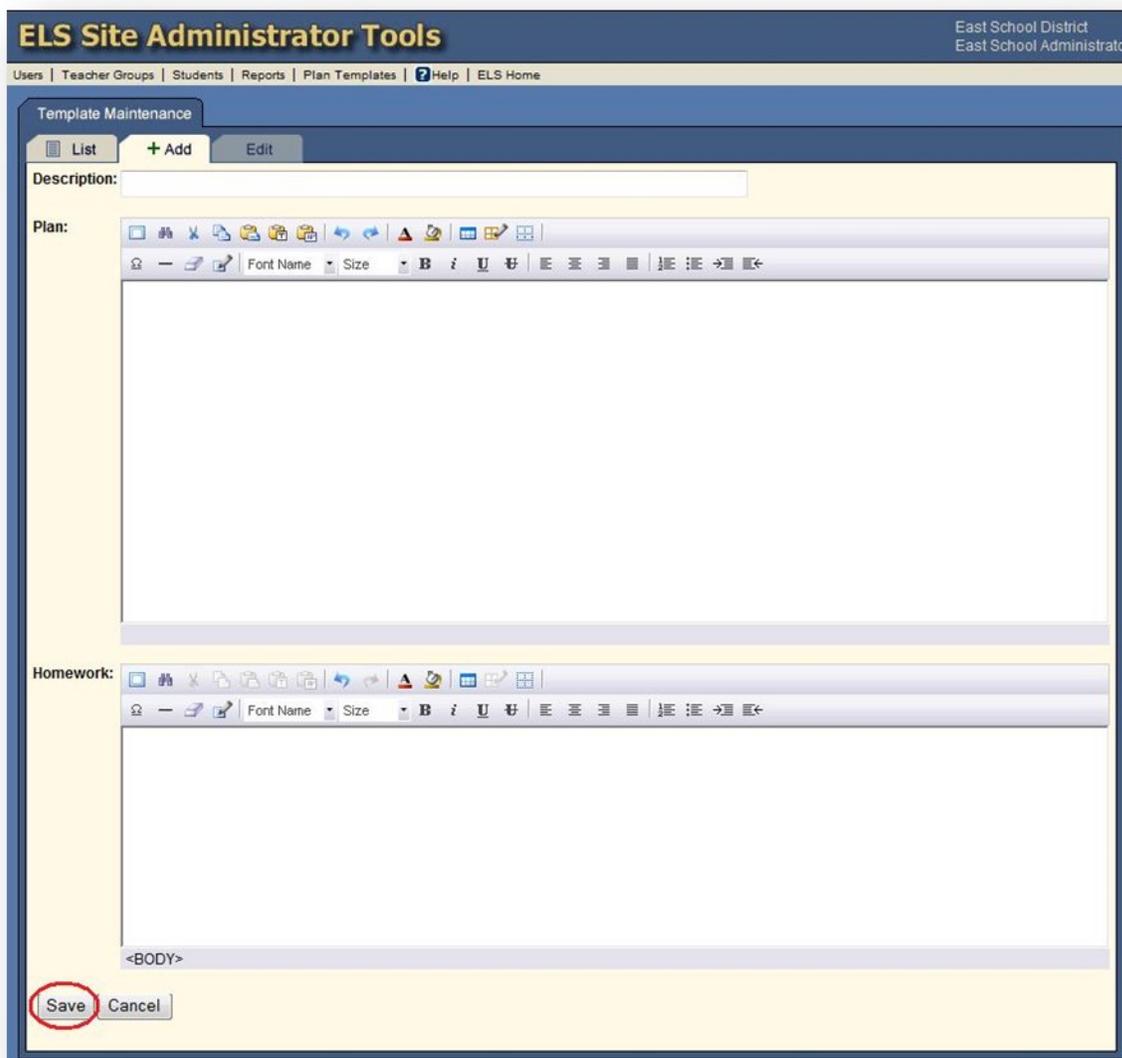
Select *Plan Templates* on the menu bar.

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

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

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

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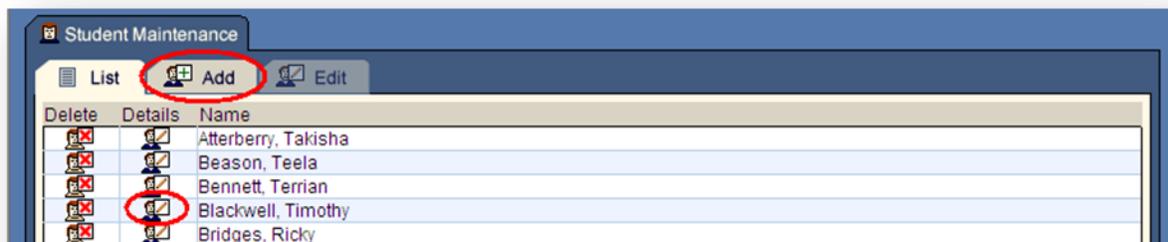
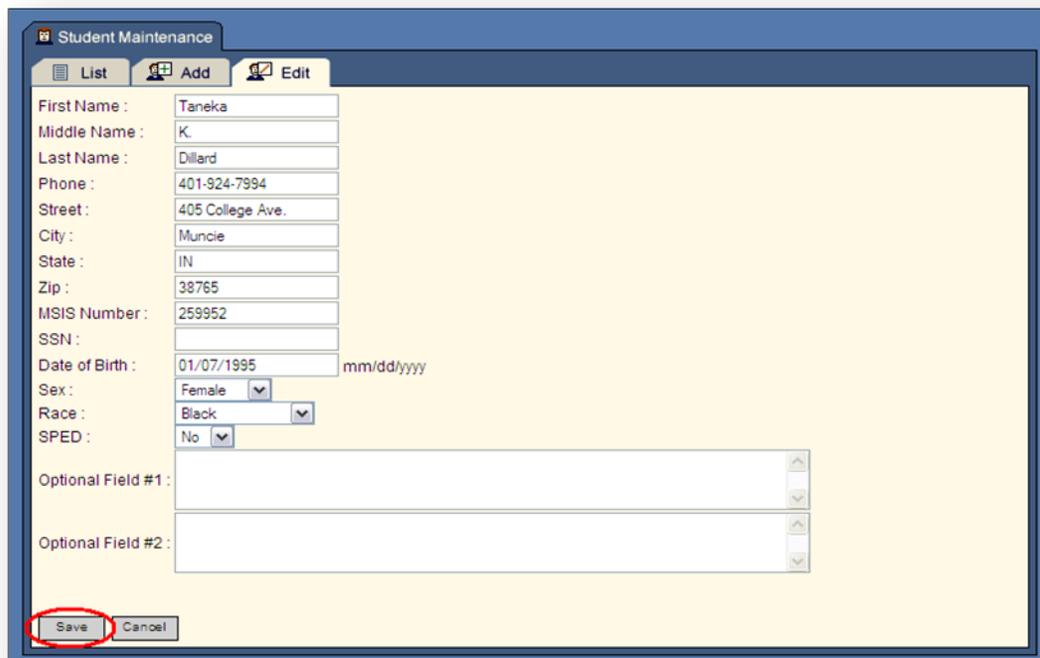**Add Students (SSN Specific)**

Select *Students* on the menu bar.

Add/Edit Student Information

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

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

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

Support Information

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

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

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

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

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

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Customer Support
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