ESY Roster: Uploading Letters Job Aid

Step 1: Select your filters. Filter by Eligibility-Yes, Student Identification number if uploading only one letter OR RSY School if uploading multiple letters: (Figure A)

ESY Roster						🔯 Export Letters Data 🗸 🔯 Export All 🛛 🔒 Print Letters 👻							int Letters +						
SY School Period: ESY 17-18			~	C Refresh ESY Period: ESY 17-18					8	Period Start: 27-JUN-2018					Period End: 31-JUL-2018				
		. Select vour	filters				Filter ES	Filter ESY								Θ			
D	District Select District ~				ont Name			Eligibility	ligibility esy me Digblig letter						-				
Currio	Curriculum Select Curriculum SID and RSY							Yes	Yes Trans Select V 2. Sele						ect				
Pro	Program Select Program Filters					elect RSY School		~	PK 1st					Search Search					
0	Grade Select Grad	de	~		SY School Se	elect ESY School		~	ESY Grade 6 ESY Grade 7					047-8 0 VI					
	your III			Welcor	ne Letter	Show Welcome Letter blank		•		Q Search A	of Clear								
30	. 7				0										Records Per Page: 100				
Total Recor		3. Click on	1														Prev 1 Next		
V C & 3		naperclip	rt ID	Grade Pr	rog Cu	urr Di	lipisty	Decisions	RSY School	ESY School		Eightly	Letter Date		We	fcome Letter Date	OPSIOR		
• •		paperoip			iD G	A Yes	Yes	ESY Trans	LIMERICK AVE EL (4881)	HAMLIN CA (4349)							0		
	Address		Family Contact		SOR		ase To	Pickup	Drop	Trans Special	BEH	HS	u	AT	SMITI				
						LIMERICK AVE EL (4881)							0	0	•				
Total Record Count: 1																			

Figure A

Step 2: Left Click your mouse over the search option

Step 3: Left Click your mouse on the paperclip

Step 4: Locate your file and double click it. It will automatically upload to the student roster. If successfully uploaded, you will see a document symbol in the box below the paperclip image. (Figure B)

Step 5: Press Save

👂 Open									- Googl	e D 🗙 🔾 📃 Welligent Roster	Ove 🗙 🔪 📃 Welligent ES	Parent ×	Vel Wel	igent Roster	Rep × \	🕒 Edwin Mar	kham Mide 🗙 🔪		
<u> - 0 0</u>	퉬 🔸 ESY Let	ter					🕶 🍫 Searc	h ESY Lett				07							
Organize 🔻 New folder											lucation Pro 🛛 💩 My Drive - Google Dr								
쑦 Favo	ites	Name	ate modified	Туре	Siz	2		Locate your file a automatically uplo		Q St	udent Sea	rch	Welligen	: 🗠 Rej	ports 🔒 My	Alerts 🕞 Lo			
Desktop Downloads		Saved Confirmation	n Letter.docx 2	/6/2018 1:11 PM	Microsoft V	Vord D										Welcom	e back, Dolores K	ovalesky! 📽 🛛 🕄	
												🔀 E	🖹 Export Letters Data 🕶			🖹 Export All 🔒 Print Letters 👻			
🥽 Libra	ries										Period Status: Pendin	Period Status: Pending			rt: 27-JUN-)18 Period End		iod End: 31-JUL-2018	
in Do	sic E	3																\odot	
📔 Pic 🚼 Vid	eos									ESY Yes ×			✓ Eligibilty Lett			er			
n Computer								Trans Select			~	Welco	ome Letter						
SIMMAX (F:) C Apple iPhone										PK 1st) PK 1st ESY Grade 6 ESY Grade 7-8								
Network								-		ESY G	search	arch							
Open Cancel																			
otal Record Count: 1 Records Per Page: 100 V Prev 1 Next																			
	+	Student	Student ID Grade Prog Curr		Eligit	Eligibilty Decisions		RSY School	ESY School	Eligibilty Letter Date			Welcome Letter Dat		OPS/OR				
							ESY	Trans	ESY Trans										
© ")	-				ED	GE	Yes	Yes s/s		LIMERICK AVE EL (4881)	HAMLIN CA (4349)								
Ø		Address	Family Cont	nily Contact SOR		DR	Release To		Pickup	Drop	Trans Special	BEH	HS	LI	AT	SMITI			
						1)						▼ BID	-	0	0	0			
otal Record	Count: 1															Records Per F	Page: 100 V	Prev 1 Next	

Figure B