

Online System (OLS) **Instructional Handbook**



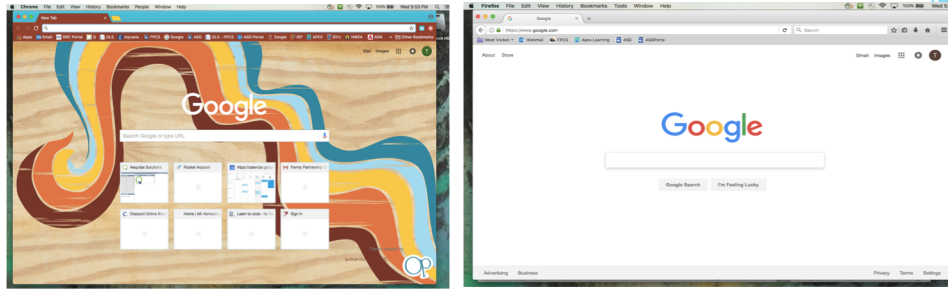
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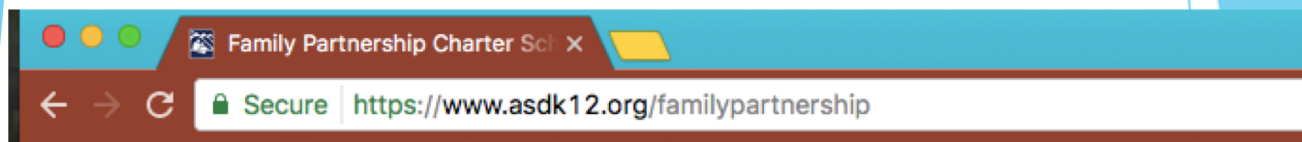


How to Log into the Online System (OLS)

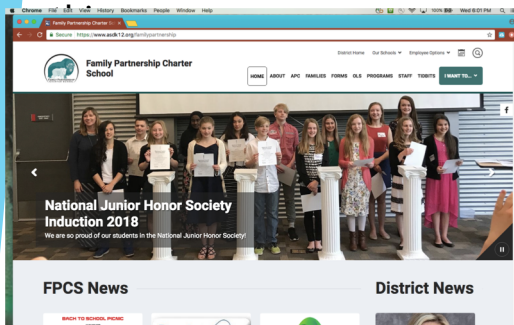
Step 1 - Open any internet browser (Chrome is the district preferred browser but Safari, Firefox, etc are all appropriate)



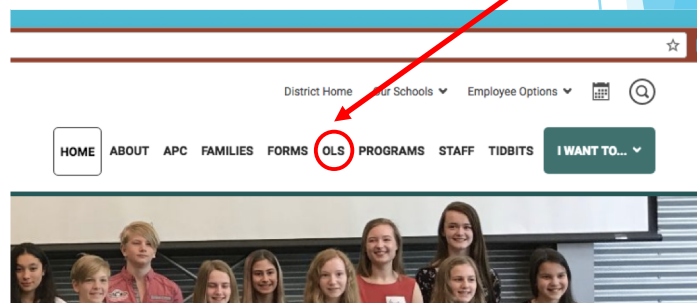
Step 2 - Enter the website for Family Partnership Charter School into the address bar at the top of your browser. www.asdk12.org/familypartnership



- The website should open and the home page should look like

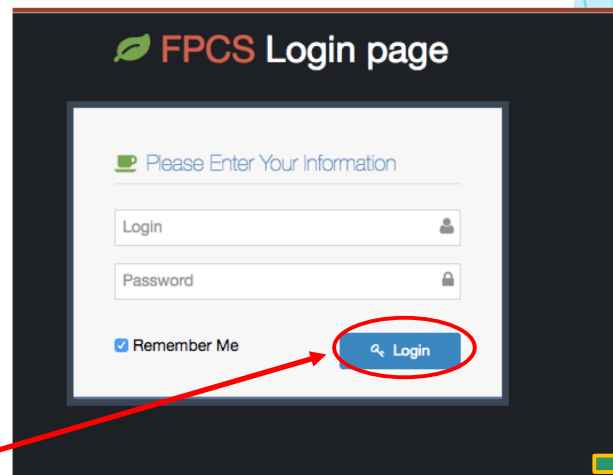


Step 3 - Click on the link that says “OLS” at the top right side of the home page.



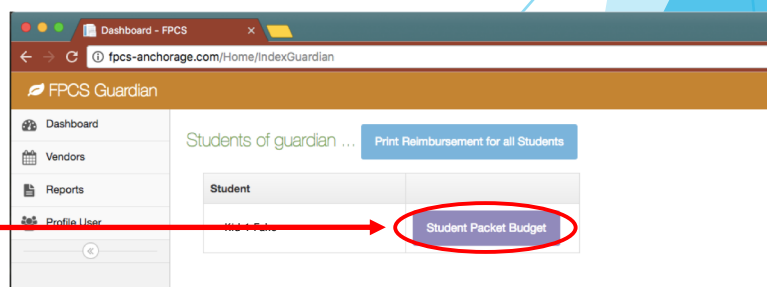
Step 4 - Once you click on the OLS link, the Login Page will open.

- Enter your login and password into the spaces provided.
- Your username will always be lastname_firstname@fpcs.net
- The default password is password



Step 5 - After you have finished entering your login and password, click on the **Login** button.

Step 6 - When your dashboard opens, click on the purple box that says **Student Packet Budget** and you will be fully logged into the OLS.



Add a Course -

Once you are logged into the OLS system, you will need to begin building your student's ILP (Individual Learning Plan). The first step is to add courses to your student's semester schedule.

The screenshot shows the FPCS Teacher interface. At the top, there's a navigation bar with various links. Below it, a sidebar lists options like Dashboard, Family Manager, Guardian Manager, etc. The main area displays a student's profile for 'Kid 1 Fake'. It includes fields for Student Name, Grade, Enroll Date, Age, Date of Birth, Family, Family Email, Family Phone, Sponsor, Family Mailing Address, and Admin Comment. To the right, there are sections for Certified Teacher Hours, Enrollment percentage, MAP, PEAK, SQA, SWD, Zangle Id, State Id, Parent Signature, and Teacher Signature. Below the profile, there are tabs for Semester 1 and Semester 2. A table shows the current semester's schedule, which is currently empty. A green button labeled 'Add new course' is visible in the bottom right corner of the table area.

Step 1 - This is what you will see when you log into the OLS and click on **Student Packet Budget**. On the far right side of the page, you will see 4 green boxes. The last green box says **Add New Course**. Click on this link to add your first class.

The screenshot shows the 'Create Course' form. It has several dropdown menus for Class Type, Subject, and Course. There is a text area for Course Description and a text area for Comment. At the bottom, there are buttons for 'Add Books/Supplies/Distance Ed. Courses' and 'Add Enrichment'. A 'Create' button is at the bottom right. The form also displays course costs: Course Cost: \$0, Course Support: \$0, Goods/Services: \$0.00, and a Total of \$0.

Step 2 - When you click on the **Add New Course** box, a window will open featuring several drop down menus. This is where you put specific information about the individual classes being taken by your student.

Step 3 - Click on the **Class Type** drop down menu and choose your class type.

The screenshot shows the 'Class Type' dropdown menu. It has four options: 'Select Option' (which is selected), 'iSchool', 'Neighborhood school', and 'Parent Directed'.

- For Elementary students, you have 2 options. Most Elementary courses will be **Parent Directed**. (iSchool is only for High School students.)
- If you plan to take courses at your neighborhood school, you have the option to choose **Neighborhood School**. If you choose the **Neighborhood School** option, an additional box will appear asking you to choose which ASD **School** you will be attending.

Step 4 - Click on the **Subject** drop down menu and choose the subject area for your course. (*Fine Arts is a subject area used for High School only.*)

The screenshot shows the 'Subject' dropdown menu. It has 11 options: 'Select Option', 'Career Tech', 'Elective', 'Fine Arts', 'Language Arts' (which is selected), 'Mathematics', 'Physical/Health Education', 'Science', 'Social Studies', 'Technology', and 'World Language'.

The screenshot shows the 'School' dropdown menu. It has 15 options: 'Select Option', 'Abbott Loop Elementary School', 'Airport Heights Elementary School', 'Alpenglow Elementary School', 'Aurora Elementary School', 'Baxter Elementary School' (which is selected), 'Bayshore Elementary School', 'Bear Valley Elementary School', 'Begich Middle School', 'Birchwood ABC Elementary School', 'Bowman Elementary School', 'Campbell Elementary School', 'Chester Valley Elementary School', 'Chinook Elementary School', 'Chugiak Elementary School', 'Clark Middle School', 'College Gate Elementary School', and 'Creskide Park Elementary School'.

Add a Course cont. -

Class Type * Parent Directed

Subject * Language Arts

Courses

Select Option

Approved Curriculum Name * ? Language Arts (E0300) - Language Arts - Kindergarten

Course Description * Language Arts (E0900) - Language Arts - 1st Grade

Language Arts (E0901) - Language Arts - 2nd Grade

Language Arts (E0902) - Language Arts - 3rd Grade

Language Arts (E0903) - Language Arts - 4th Grade

Language Arts (E0904) - Language Arts - 5th Grade

Language Arts (E0905) - Language Arts - 6th Grade

Comment

☐ Add to both semesters

Add Books/Supplies/Distance Ed. Courses Add Vendor Service Add Non-Profit Add Field Trip

Step 5 - Click on the **Courses** drop down menu. This has the course title and code that is needed for the Anchorage School District. At the elementary level, you just need to choose the correct grade level for your student.

Step 6 - Next click on **Approved Curriculum Name**. This is not a drop down menu, you will need to manually type the name of the curriculum you are using for your course. You do not need to add the names of any supplemental curriculum you are planning to use to this box.

Step 7 - Next, go to the **Course Description** box. This is where you write a brief description of the course being taken. This can often be found on the curriculum's website, back or inside cover of the book, or you can use a table of contents or scope and sequence to help you draft your course description.

Class Type * Parent Directed

Subject * Language Arts

Courses Language Arts (E0901) - Language Arts - 2nd Grade

Approved Curriculum Name * ? Winter Promise

Course Description * in readers, handwriting sheets, and even spelling and vocabulary exercises are all created to support each

Step 8 - The last part of the form is the **Comment** box. This part of the form is not mandatory. However, if you have supplemental materials that you are planning to use, this is a good place to explain what you are using. You can also add any details that you think your sponsor teacher will need to know

Step 9 - If you are planning to take this course both semesters, click on the box next to **Add to both semesters**. This will add the same course to your 2nd semester ILP.

Comment

Course Cost: \$0

☐ **Add to both semesters**

Add Books/Supplies/Distance Ed. Courses Add Vendor Service

Step 10 - When you are finished, your **New Course** dialogue box should look like this -

Your last step is to click on the gray **Create** button at the right side bottom of the page.

✓ Create Course

New Course

Class Type * Parent Directed

Subject * Language Arts

Courses Language Arts (E0901) - Language Arts - 2nd Grade

Approved Curriculum Name * ? Winter Promise

Course Description * in readers, handwriting sheets, and even spelling and vocabulary exercises are all created to support each

Comment I will also be using handwriting without tears and Evan Moor practice workbooks.

Course Cost: \$0

☐ Add to both semesters

Add Books/Supplies/Distance Ed. Courses Add Vendor Service Add Non-Profit Add Field Trip

Add Enrichment

Course Cost: \$0
Course Support: \$0
Goods/Services: \$0.00
Total: \$0

Create

- When you have finished adding a course, it will show up on your student's ILP and look like this -

Semester 1	Semester 2									
Subject	Name	Class Type	Rep	In Q	Q3	Q4	SEM2	Total	Actions	
Language Arts	(E0901) - Language Arts - 2nd Grade ?	Parent Directed ?	No	No	Empty	Empty	Empty	\$0.00		

Signing the ILP (Individual Learning Plan) -

You will continue to add new courses until you and your sponsor teacher are satisfied with the semester ILP. It should look something like this -

FPCS Teacher | School Year 2018 - 2019 | Welcome, Teresa

Note: Your Packet is inactive. You can plan your courses but money will be withdrawn once Parent and Sponsor Teacher sign packet.

Student Information:
 Student Name: Kid 1 Fake
 Grade: 2
 Enroll Date: 08/20/2018
 Age: 8
 Date of Birth: 01/01/2010
 Family:
 Family Email:
 Family Phone:
 Sponsor: Hintza, Teresa
 Family Mailing Address:
 Admin Comment:

Teacher Information:
 Certified Teacher Hours: No
 MAP: No
 PEAK: No
 SDE: No
 SWD: No
 Zangle Id:
 State Id:
 Parent Signature S1: Not Signed
 Teacher Signature S1: Not Signed

Enrollment:
 Enrollment percentage: 100%
 Total allotment: \$3000
 Money Spent: \$237.50
 Your Current Balance: \$3362.50
 General Expenses: \$0 Add/Edit

Subject	Name	Class Type	Rep	In Zangle	S1	S2	S3	Q1	S1	S2	S3	Q2	SEM1	Total	Actions
Language Arts	(E0901) - Language Arts - 2nd Grade ?	Parent Directed ?	No	No	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	\$0.00	
Mathematics	(E0402) - Math, 2nd Grade ?	Parent Directed ?	No	No	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	\$0.00	
Social Studies	(E0802) - Social Studies, 2nd Grade ?	Parent Directed ?	No	No	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	\$0.00	
Science	(E0802) - Science, 2nd Grade ?	Parent Directed ?	No	No	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	\$0.00	
Physical/Health Education	(E0150) - Physical Education, 2nd Grade ?	Parent Directed ?	No	No	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	\$0.00	
Elective	(E0132) - Art, 2nd Grade ?	Neighborhood school ?	No	No	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	Empty	\$237.50	

Once you have finished adding courses, you will need to digitally sign the ILP.

Step 1 - Click on the **Not Signed** link next to **Parent Signature**. A box outlined in red will open with a blue check mark and a gray x next to it.

Step 2 - Click on the red outlined box and click on the third option "Signed." and then click the blue check mark.

504: No
 SWD: No
 Zangle Id:
 State Id:
 Parent Signature S1: **Not Signed**
 Teacher Signature S1: **Not Signed**

SWD: No
 Zangle
 State Id
 Parent Signature S1: **Not Signed**
 Teacher Signature S1: **Not Signed**

General Expenses: \$0 A

SWD: No
 Zangle
 State Id
 Parent Signature S1: **Not Signed**
 Teacher Signature S1: **Not Signed**

Must Amend
 Rejected
 Signed

Parent Signature S1: **Signed(08/25/2018)**
 Teacher Signature S1: **Not Signed**

Step 3 - Finally, email or text your sponsor teacher to let them know you have signed your ILP. Your sponsor teacher will then sign the ILP as well.

Parent Signature S1: **Signed(08/25/2018)**
 Teacher Signature S1: **Not Signed**

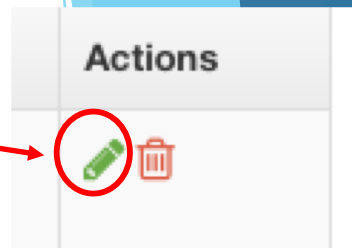
Parent Signature S1: **Signed(08/25/2018)**
 Teacher Signature S1: **Signed(08/25/2018)**

Add a Requisition or Reimbursement for a Class / Course -

Requisitions and reimbursements are how you pay for curriculum, books, teaching supplies, online courses, small group courses, etc. Before FPCS can pay for any of these items, they must be put into the OLS so the office is able to process the payments.

Step 1 - Once you are logged in, find the course to which you want to add money and click on the green pencil to the right of the course.

Semester 1 Semester 2		Refresh Print Reimbursement Print Student Packet Add new course								
Subject	Name	Class Type	Rep	In Q	Q3	Q4	SEM2	Total	Actions	
Language Arts	(H0120) - English I ?	Parent Directed ?	No	No	Empty	Empty	Empty	\$299.00		
Science	(H2421) - Chemistry I ?	Parent Directed ?	No	No	Empty	Empty	Empty	\$0.00		
College/University	(HU116) - UAA - Calculus (MATH 251) ?	UAA ?	No	No	Empty	Empty	Empty	\$600.00		
Social Studies	(H3317) - United States History ?	Parent Directed ?	No	No	Empty	Empty	Empty	\$410.00		



Step 2 - A window with the title **Edit Course** will open. At the bottom of the window there are five gray buttons.

Class Type * Parent Directed

Subject * Social Studies

Course * Social Studies (H3317) - United States History

Approved Curriculum Name * Tayman: American Anthem by Holt publishing. ISBN# 0-33-068:

Course Description * Covers from pre-colonization to the present. Students will be exposed to history using books, movie clips, videos.

Course Cost: \$0.00

Add Books/Supplies/Distance Ed Courses Add Vendor Service Add Non-Profit Add Field Trip Add Enrichment

- **"Add Books/Supplies/Distance Ed Courses"** - This is used for adding online classes, ordering curriculum materials, supplemental educational materials, and teaching supplies.
- **"Add Vendor Service"** is used for any ASD approved vendor providing an educational service that is for-profit.
- **"Add Non-Profit"** is used for any non-profit organization providing educational services.
- **"Add Field Trip"** is used for Family Partnership organized field trips.
- **"Add Enrichments"** is used for Family Partnership Enrichment classes

Step 3 - Click on the appropriate gray **Add...** button. Another window will open titled **Fill following form to add/edit Vendor Service**. This is where you fill in the needed requisition or reimbursement information

Click on and fill out the following boxes and drop down menus -

- **Vendor Name** - Start typing the name of the vendor and it should appear.
- **Requisition or Reimbursement** - choose requisition or reimbursement.
- **Title/Name** - Add the title of the course your student is taking.
- **Comments** - This section is not mandatory but you can add any details that might be important for the requisition or reimbursement department to know about.
- **Price** - Add the price of the course for the entire semester in this box.

Fill following form to add/edit Vendor Service

Vendor TAYMAN TUTORING

Requisition Or Reimbursement Requisition

Title/Name US History class at First Presbyterian semester 2

Comments Comments

Price 410.00

Save Cancel

Step 4 - When you have completed the appropriate form, click on the green "Save" button found at the bottom of the window.

Add Books/Supplies/Distance Ed Courses Add Vendor Service Add Non-Profit Add Field Trip Add Enrichment

Requis	Vendor			
	Service	US History class at First Presbyterian semester 2	Pending	\$410

Course Cost: \$0.00
Course Support: \$0
Goods/Services: \$410.00
Total: \$410

Save


Step 5 - Once you have clicked the green save button, you should see the course requisition listed underneath the gray **Add...** buttons in the **Edit Course** window.

The final step is to click the gray "Save" button at the bottom of the window and you are finished.

Add a Requisition or Reimbursement for Texts / Books & Teaching Supplies

Step 1 - Once you are logged in, find the course to which you want to add money and click on the green pencil to the right of the course.

Semester 1		Semester 2		Refresh		Print Reimbursement		Print Student Packet		Add new course		Actions	
Subject	Name	Class Type	Rep	In Q	Q3	Q4	SEM2	Total	Actions				
Language Arts	(H0120) - English I ?	Parent Directed ?	No	No	Empty	Empty	Empty	\$299.00					
Science	(H2421) - Chemistry I ?	Parent Directed ?	No	No	Empty	Empty	Empty	\$0.00					
College/University	(HU116) - UAA - Calculus (MATH 251) ?	UAA ?	No	No	Empty	Empty	Empty	\$600.00					
Social Studies	(H3317) - United States History ?	Parent Directed ?	No	No	Empty	Empty	Empty	\$410.00					

 Edit Course

You can't edit this course because it is in Q

Edit Course

Class Type *
Parent Directed

Subject *
Language Arts

Course *
Language Arts (H0120) - English I

Approved Curriculum Name* ?
IEW online writing class level C SWI-C

Course Description *
online live class incorporating varied writing models such as stories, reports and investigative writing. Lessons will also include Fix it! Grammar Chanticleer

Course Cost: \$0.00

Add Books/Supplies/Distance Ed. Courses

Add Enrichment

Add Vendor Service

Add Non-Profit

Add Field Trip

Step 2 - A window titled **Edit Course** will open. At the bottom of the dialogue box there are five gray buttons. Click on **Add Books/Supplies/Distance Ed. Courses**

Step 3 - After you click on Add Books/Supplies/Distance Ed. Courses another window will open asking for the needed requisition/reimbursement information.

Click on and fill out the following boxes or drop down menus -

[Edit Good or Service](#)



Fill following form to add/edit Goods/Service

Vendor	<input type="text" value="INSTITUTE FOR EXCELLENCE IN WRITING"/>
Requisition Or Reimbursement	<input type="text" value="Requisition"/>
Type of Requisition or Reimbursement	<input type="text" value="Texts/Books"/>
Title/Name	<input type="text" value="Fix it Grammar Book 5"/>
Publisher ISBN	<input type="text" value="IEW-no ISBN number"/>
Comments	<input type="text" value="Character Fix 5-5"/>
Number of Units	<input type="text" value="1"/>
Unit Price	<input type="text" value="19.00"/>
Shipping/Handling/Fees	<input type="text" value="2.00"/>
Total	<input type="text" value="21"/>

[Save good](#) [Cancel](#)

- Once you have clicked the green save button, you should see the course requisition listed underneath the gray buttons in the **Edit Course** window.

☐ Add to both semesters

Requis	Texts/Books	Fix it Grammar Book 5	C*Pending	\$21	 
--------	-------------	-----------------------	-----------	------	---

Course Cost: \$0
 Course Support: \$0
 Goods/Services: \$21.00
Total: \$21

- **Vendor** - Start typing the name of the vendor and it should appear
- **Requisition or Reimbursement** - choose the appropriate designation
- **Type of Requisition or Reimbursement** - choose texts/books or teaching supplies
- **Title/Name** - add the title of the textbook you wish to have ordered or the name of the teaching supplies you are ordering
- **Publisher / ISBN** - this can be cut and pasted from the website of the publisher, i.e. Amazon. If there is no ISBN number, just leave blank.
- **Comments** - This section is not mandatory but you can add any details that might be important for the requisition department to know about
- **Number of Units** - you must have a number here or the order will not register in the system
- **Unit Price** - this is the total cost of the the materials you are purchasing
- **Shipping/Handling/Fees** - If you do not know what the shipping fees are, please add 10% of the order and the office will adjust the price once the order is placed.
- Click the green **Save** button

Step 4 - Click the gray save button at the bottom and you are finished. Repeat the process with any additional requisitions or reimbursements you may have.

Submit Reimbursement


To receive reimbursement for items purchased, after you input your reimbursement into the OLS (pages 7 and 8), you must fill out and print a reimbursement form, attach the item/service receipt, and turn it into reimbursements at the Family Partnership office.

Step 1 - Once you are logged into your students packet, click on the green “Print Reimbursement” button found on the right side of the page above the student schedule..

Refresh
Print Reimbursement
Print Student Packet ▼
Add new course

Rep	In Q	Q1	Q2	SEM1	Total	Actions
-----	------	----	----	------	-------	---------

Step 2 – When you click on the “Print Reimbursement” button, the Reimbursement Request form will open. Print the form, fill it out and sign on the Parent Signature line. *(If you have not entered the cost and coded it as a reimbursement in the OLS then a reimbursement form will not be generated. See pages 7 and 8 on how to add a reimbursement to the OLS)*


Guardian 2 - Guardian 1
testfamily@fpca.net

Reimbursement Request

CHECK PAYABLE TO: _____ DATE:07/10/2020

Vendor Name: AMAZON.COM

Print	Item	Budgeted Amount	Paid Amount	Requested Amount	Course	Student Name
<input checked="" type="checkbox"/>	The Art of Art (#120399)	\$85.00	\$0.00		(H5312QALT) Advanced Art II	AAA, Test (G9)
		Total: \$85.00				

Parent Name(Print)

Parent Signature

Langland, Kirsten
Sponsor Name(Print)

Sponsor Signature

FPCS Signature

Step 3 – Once the Reimbursement Request form is filled out, attach the item/service receipt to the request form and turn it into the reimbursement department at the Family Partnership Office. You can also scan both the request form and the receipt and email it to the reimbursement department. **(Jenny McMullen at McMullen_Jennifer@asdk12.org)**

Add a Vendor Service (For-Profit or Non-Profit)

Vendor services are individuals or companies that provide educational services, but are not employed by the Anchorage School District. This can include anything from piano lessons to Driver's Ed as well as small group classes. For-Profit Vendors must be vetted and approved by ASD before FPCS is allowed to pay for their services. If you do not see a Vendor on the Approved Vendor list, talk to your sponsor teacher about how they can get approved. Non-Profit Vendors can always be paid for by FPCS. Please note that when budgeting for "For Profit" vendors, vendor services may be either reimbursed or requisitioned, however, "Non-Profit" Vendor Services may only be reimbursed.

Step 1: Click on the pencil icon to the far right side of the line in the class you want to add money for a vendor service.

Semester 1		Semester 2				Refresh	Print Reimbursement	Print Student Packet	Add new course
Subject	Name	Class Type	Rep	In Q	Q1	Q2	SEM1	Total	Actions
Physical/Health Education	(H6666S) - Individual Recreational Activiti ?	Parent Directed ?	No	No	Empty	Empty	Empty	\$0.00	 

Step 2 - A window titled **Edit Course** will open. Scroll to the bottom of the window and click on the gray button that says "Add Vendor Service" for a For-Profit Vendor or "Add Non-Profit" for a Non-Profit Vendor.

Edit Course

Class Type * Parent Directed

Subject * Physical/Health Education

Course * Physical/Health Education (H6666S) - Individual Recreational A...

Approved Curriculum Name * Everything Total Fitness

Course Description * Various recreational activities logged. 90 hours required. chapter summaries of Everything Total Fitness. Six samples |

Comment

Course Cost: \$0.00

Add Books/Supplies/Distance Ed.Courses Add Vendor Service Add Non-Profit Add Field Trip Add Enrichment

Course Cost: \$0.00
Course Support: \$0
Goods/Services: \$0.00
Total: \$0

Save

Step 3 - Another window will open titled **Add Good or Service**. Click on the drop down menu titled Vendor and find the name of the vendor you are using.

Add Good or Service

Fill following form to add/edit Vendor Service

Vendor ALASKA ROCK GYM

Requisition Or Reimbursement

Title/Name Rock Gym activities

Comments

Price 100.00

Save Cancel

Email Parent: rabbits@carrot.com

Step 4 - Click on **Requisition or Reimbursement**. For-Profit vendors have the option of doing either a requisition or a reimbursement. Reimbursement is the only option for Non-Profit Vendors. Click on the "Requisition or Reimbursement" drop down menu to choose requisition or reimbursement.
(a requisition is paid directly by FPCS; a reimbursement is paid by the parent and then reimbursed to the parent by FPCS).

Step 5 - Click on **Title/Name** and type in the name of the class.

Step: 6 - Next is the **Comments** section. This section is not required but if you have specific information that would help the office, put that information here.

Step: 7 - Then, click on the **Price** box and put in the cost of the course.

Add Good or Service

Fill following form to add/edit Non-Profit

Vendor 4-H

Requisition Or Reimbursement

Title/Name 4-H classes

Comments

Price 100.00

Save Cancel

Email Parent: rabbits@carrot.com

Step: 8 - The last thing you do is click on the green **Save** button so all your information will stay in the system. If everything is entered correctly, you should see the vendor service show up in the **Edit Course** window.

Add Good or Service

Save Cancel

Email Parent: rabbits@carrot.com

Add Books/Supplies/Distance Ed.Courses Add Vendor Service Add Non-Profit Add Field Trip Add Enrichment

Requis	Vendor Service	Rock Gym Activities	CPending	\$100	
--------	----------------	---------------------	----------	-------	--

Course Cost: \$0.00
Course Support: \$0
Goods/Services: \$100.00
Total: \$100

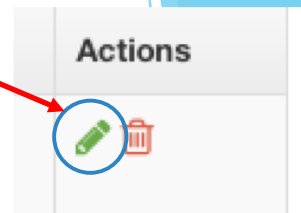
Save

Add an Enrichment

Enrichment classes are supplemental workshops offered by an FPCS certified teacher. They are not stand alone classes, but are instead used to enrich and supplement the individual curriculum used in the home. Enrichments can only be requisitioned and can not be used as a reimbursement.

Step 1 - In the student packet, click on the **green pencil** next to the appropriate class for the Enrichment (i.e. – If the Enrichment is Rocketry, then you will select the Science class.)

Semester 1	Semester 2	<div><div>Refresh</div><div>Print Reimbursement</div><div>Print Student Packet</div><div>Add new course</div></div>							
Subject	Name	Class Type	Rep	In Q	Q1	Q2	SEM1	Total	Actions
Language Arts	(E0905) - Language Arts - 6th Grade	Parent Directed	No	No	Empty	Empty	Empty	\$0.00	<div><div></div><div></div></div>
Mathematics	(E0406) - Math, 6th Grade	Parent Directed	No	No	Empty	Empty	Empty	\$0.00	<div><div></div><div></div></div>
Science	(E0606) - Science, 6th Grade	Parent Directed	No	No	Empty	Empty	Empty	\$0.00	<div><div></div><div></div></div>



Step 2 - Click on **Add Enrichment** below the Course Description box.

✓ Edit Course

Edit Course

Class Type * Parent Directed

Subject * Science

Course * Science (E0606) - Science, 6th Grade

Approved Curriculum Name * ? X

Course Description * X

Comment

Course Cost: \$0.00

Add Books/Supplies/Distance Ed. Courses Add Vendor Service Add Non-Profit Add Field Trip

Add Enrichment

Course Cost: \$0.00
Course Support: \$0
Goods/Services: \$0.00
Total: \$0

Save

Step 3 - Select the desired Enrichment class from the list that appears. (*Please note that if your student has received approval from the Enrichment Teacher to take a class that is not within his/her grade level range, you will need to contact Dru Corbin or your Sponsor Teacher to add the Enrichment.)

✓ Add Good or Service

☐ Video Game Designing

☐ Lego League

☒ Rocketry

☐ Bridge Building with Technology

☐ Chess Club/Game Day

☐ Ecosystem Dynamics

☐ Robotics

☐ Roller Coaster Challenge

☐ Cellular Biology with Dissections

☐ Field Trip Fridays

Save Cancel

Step 4 - Then click **Save** at the bottom of the screen.

Course Cost: \$0.00

Add Books/Supplies/Distance Ed. Courses Add Vendor Service Add Non-Profit Add Field Trip

Add Enrichment

Requisition	Course	Rocketry	Pending	\$200	

Course Cost: \$0.00
Course Support: \$0
Goods/Services: \$200.00
Total: \$200

Save

Step 5 - Once you click save, you will see the requisition for the Enrichment course listed underneath the **Add Enrichment button**. Click **Save** again at the bottom of the screen.

- If the enrichment has been entered correctly, you will see the amount of the Enrichment class listed in the **Total** cost of that class.

General Expenses

General Expenses include - Internet, School Supplies, Printer, Computer Technology Lease, Fitness Tracker, and Cap and Gown and are a yearly expense.

Step 1 - Click the blue **Add/Edit** button under **General Expenses**.

Step 2 - A window will open with a green **Add** button in the top right hand corner. Click the green **Add** button.

Step 3 - Click the down arrow in the **Vendor** box for the drop down menu. A new window will open. Select the **General Expense** you want from the menu. This will enable the form to fill out with the cost details.

The screenshot shows the 'General Expenses' section of a software interface. On the left, there are summary statistics: Enrollment percentage (50%), Total allotment (\$6066.81), Money Spent (\$300), Your Current Balance (\$5766.81), General Expenses (\$150), and Lock Allotment (False). The 'Add/Edit' button is circled in red. A red arrow points from this button to a dropdown menu for 'Vendor' which is also circled. This dropdown menu is open, showing a list of options: CAP & GOWN (MAX: \$55.00), FITNESS TRACKER (MAX: \$100.00), INTERNET (MAX: \$840.00), PRINTER (MAX: \$200.00), SCHOOL SUPPLIES (MAX: \$150.00), and TECHNOLOGY LEASE (MAX: \$600.00). Another red arrow points from the 'INTERNET' option to a separate window titled 'General Expenses'. This window has a green 'Add' button in the top right corner, which is also circled in red. Below the vendor selection, there is a form to fill out with fields for Vendor, Comments, Number of Units, Unit Price, Shipping/Handling/Fees, and Total. The 'INTERNET' option is selected, and the form is pre-filled with values: Number of Units: 1, Unit Price: 0, Shipping/Handling/Fees: 0, Total: 0. There are 'Save' and 'Cancel' buttons at the bottom.

General Expense Options

Option 1 - Internet

- Select **Internet** from the drop down menu — (FPCS will reimburse up to \$70 a month maximum for internet).
- Enter the Yearly Requested amount up to \$840.00.
- If you have any clarifying comments you can add them to the comments box.
- When you are finished entering the information, click **Save**.

This screenshot shows the 'General Expenses' form with the 'INTERNET (MAX: \$840.00)' option selected. The 'Vendor' dropdown is set to 'INTERNET (MAX: \$840.00)'. The 'Comments' field is empty. The 'Yearly Requested Amount' field is set to '840.00'. There are 'Save' and 'Cancel' buttons at the bottom.

Option 2 - Technology Lease

- Select **Technology Lease** from the drop down menu. (FPCS pays \$50.00 a month to lease the use of your computer for educational purposes. The monthly payments are distributed in lump payments 3 times a year. Your lease starts the month after you purchase your computer and turn in your receipts. Additionally you will also need to fill out the Technology Lease form).
- Start Date / End Date** - You can skip Start Date and End Date.
- Comments** - This box is optional, if you have specific information you believe the reimbursement department needs to know you can add it here.
- Number of Units & Unit Price** – There are two ways to enter this information.
 - Put the number of months left in the year into **Number of Units** section. Then, put the **Unit Price** as \$50.00.
 - Put 1 in the **Number of Units** box to record how many computers were purchased. Then add the total amount that can be paid through the rest of the year at \$50.00 a month in the **Unit Price** box

This screenshot shows the 'General Expenses' form with the 'TECHNOLOGY LEASE (MAX: \$600.00)' option selected. The 'Vendor' dropdown is set to 'TECHNOLOGY LEASE (MAX: \$600.00)'. The 'Start Date' and 'End Date' fields are empty. The 'Comments' field is empty. The 'Number of Units' field is set to '7' and the 'Unit Price' field is set to '50.00'. The 'Shipping/Handling/Fees' field is set to '0'. The 'Total' field is set to '350'. There are 'Save' and 'Cancel' buttons at the bottom. A red circle highlights the 'Number of Units' and 'Unit Price' fields. A red arrow points from the text '1. Put the number of months left in the year into Number of Units section. Then, put the Unit Price as \$50.00.' to the 'Number of Units' field. Another red arrow points from the text '2. Put 1 in the Number of Units box to record how many computers were purchased. Then add the total amount that can be paid through the rest of the year at \$50.00 a month in the Unit Price box' to the 'Unit Price' field.

Technology Lease Procedure Information - If you turn in your receipt in October, the payments will begin in November and go through May. This means you will receive 7 months of payments or \$350 total. You can put that in as **Number of Units** - 1 and **Unit Price** - \$350 or **Number of Units** - 7 and **Unit Price** - \$50. If the computer is more than \$350, the remaining balance will be added to the next year's allotment.

General Expenses cont.

Option 3 - School Supplies

- Select **School Supplies** from the drop down menu.
- For **Number of Units** enter 1.
- In the box for **Unit Price** enter up to \$150.
- When everything is entered click **Save**.

(School supplies can only be entered once so it is recommended that you submit the full \$150 when you add school supplies. This can be adjusted by the office if needed at a later date)

PRINTER (MAX: \$200.00)
SCHOOL SUPPLIES (MAX: \$150.00)
 TECHNOLOGY LEASE (MAX: \$600.00) *ving form to add*

Vendor: SCHOOL SUPPLIES (MAX: \$150.00)

Comments: _____

Number of Units: 1

Unit Price: 150.00

Shipping/Handling/Fees: 0.00

Total: 150.00

Option 4 – Fitness Tracker

- Select **Fitness Tracker** from the drop down menu.
- For **Number of Units** enter 1.
- In the box for **Unit Price** enter up to \$100.
- When everything is entered click **Save**.

CAP & GOWN (MAX: \$55.00)
FITNESS TRACKER (MAX: \$100.00)
 INTERNET (MAX: \$840.00)
 PRINTER (MAX: \$200.00)
 SCHOOL SUPPLIES (MAX: \$150.00)
 TECHNOLOGY LEASE (MAX: \$600.00)

Vendor: FITNESS TRACKER (MAX: \$100.00)

Start Date: _____

End Date: _____

Comments: _____

Number of Units: 1

Unit Price: 100.00

Shipping/Handling/Fees: 0

Total: 100

Option 5 – Printer

- Select **Printer** from the drop down menu.
- For **Number of Units** enter 1.
- In the box for **Unit Price** enter up to \$200.
- When everything is entered click **Save**.

CAP & GOWN (MAX: \$55.00)
 FITNESS TRACKER (MAX: \$100.00)
 INTERNET (MAX: \$840.00)
PRINTER (MAX: \$200.00)
 SCHOOL SUPPLIES (MAX: \$150.00)
 TECHNOLOGY LEASE (MAX: \$600.00)

Vendor: PRINTER (MAX: \$200.00)

Start Date: _____

End Date: _____

Comments: _____

Number of Units: 1

Unit Price: 200.00

Shipping/Handling/Fees: 0

Total: 200

Option 6 – Cap and Gown

- Select **Cap and Gown** from the drop down menu.
- In the **Comments** box, enter height and weight information.
- For **Number of Units** enter 1.
- In the box for **Unit Price** enter up to \$55.
- When everything is entered click **Save**.

CAP & GOWN (MAX: \$55.00)
 FITNESS TRACKER (MAX: \$100.00)
 INTERNET (MAX: \$840.00)
 PRINTER (MAX: \$200.00)
 SCHOOL SUPPLIES (MAX: \$150.00)
 TECHNOLOGY LEASE (MAX: \$600.00)

Vendor: CAP & GOWN (MAX: \$55.00)

Comments: Height and weight information

Number of Units: 1


Unit Price: 55.00

Shipping/Handling/Fees: 0

Total: 55


Uploading Work Samples

Step 1 - To upload a work sample, find the class connected to the work sample and the current quarter or semester.

Semester 1		Semester 2				Refresh	Print Reimbursement	Print Student Packet	Add new course		
Subject	Name	Class Type	Rep	In Q	Q3	Q4	SEM2	Total	Actions		
Physical/Health Education	(H6666S) - Individual Recreational Activiti ?	Parent Directed ?	No	No	Empty	Empty	Empty	\$0.00			

- Quarters are designated by a Q with the number of the quarter next to it (Q1, Q2, etc.).

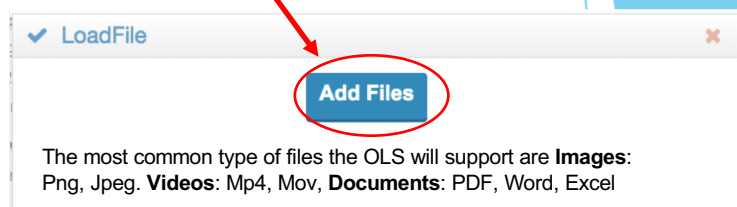
Step 2 - Click on the word "Empty" in the quarter or semester you would like to add a sample. This will open a new window with a blue square that says "Add Files."

Print Reimbursement		Print Student Packet		Add new course	
Q3	Q4	SEM2	Total	Actions	
Empty	Empty	Empty	\$0.00		

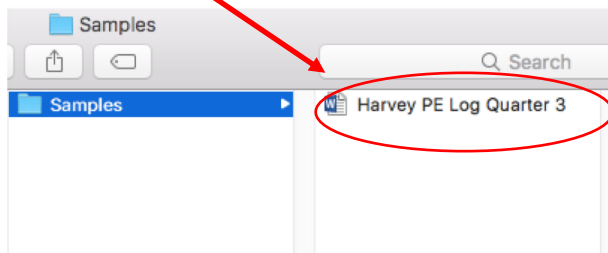
- Semesters are designated by SEM with the number of the semester next to it (SEM1, SEM2).

Add Files

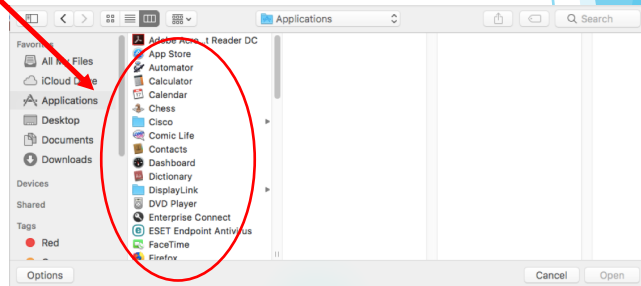
Step 3 - Click on the "Add Files" button



Step 4 - Find the file with your work samples and click on one or multiple samples. This will automatically upload the work sample to the OLS system.

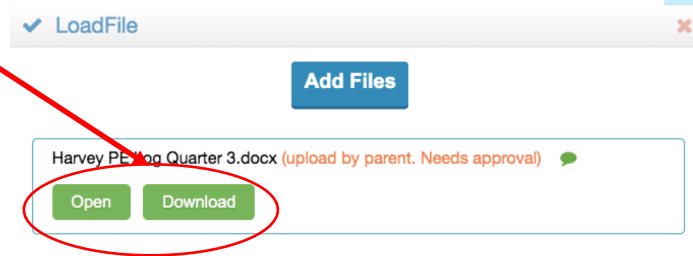
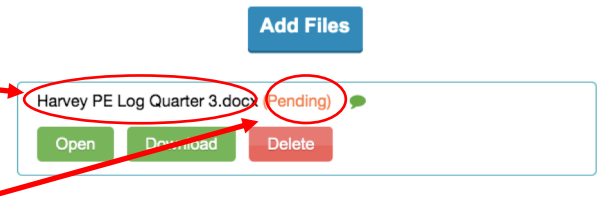


- A new window will open showing the files stored on your computer.

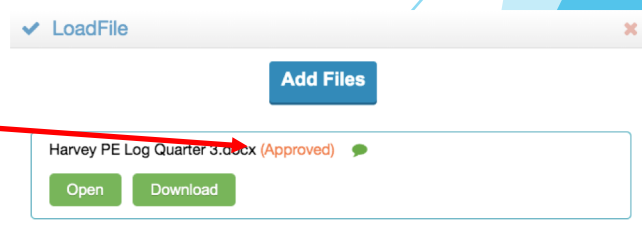


- The sample(s) will appear under the "Add Files" box. (Pending) means that your sponsor teacher will need to go in and approve the sample.

- When you first upload a sample, you have the option to delete it. However, once you close the window, you will not have that option. If you need to have a sample deleted at that point, contact your sponsor teacher to have it removed.



- Once your sponsor teacher has approved your sample, you will see (Approved) next to the sample.



Dashboard Tools – Understanding the tools in your Dashboard

I. Approved FPCS service vendors – FPCS Service Vendors provide a variety of educational services including art, music, PE, or tutoring. For FPCS to pay for vendor services, they must be vetted and approved by ASD. All approved vendors are listed on the website and in the OLS.

- To see if your vendor is approved for FPCS, take the following steps:

Step

Step 1

FPCS Guardian

Go to your family dashboard and click on "Vendors" Tab

Step

Step 2

FPCS Guardian

Select "Approved Service Vendors"

- If you are searching to see if a specific vendor is approved through FPCS use the search options in the window that opens when you click on **Approved Service Vendors**.

FPCS Guardian

Approved Service Vendors Manager

Key:

- Name of Class
- Subject
- Instructor
- Semester Class is Offered
- Grade Level
- Number of Sessions
- Dates Class Meets
- Times Class Meets
- Number of Seats in Class
- Number of Seats Available
- Class Cost

II. Enrichment Classes – Enrichment classes are taught by a certified ASD Teacher and provide supplemental hands-on activities to the classes your student is already taking.

- Follow the steps to find out about what Enrichment courses are available and the details about each class.

Step 1

FPCS Guardian

Select "Approved Service Vendors"

Step 2

FPCS Guardian

Select "Enrichment Classes"

- Details for Enrichment Classes** – The information below opens when you click on Enrichment Classes under the Vendors Menu.
 - Name of the class
 - Subject
 - Instructor
 - The Semester the Class is Offered
 - Target Grade Level
 - Number of Sessions
 - Dates Class Meets
 - Times Class Meets
 - Number of Seats in Class
 - Number of Seats Available
 - Cost of Class

FPCS Guardian

Enrichment Classes Manager

Key:

- Name of Class
- Subject
- Instructor
- Semester Class is Offered
- Grade Level
- Number of Sessions
- Dates Class Meets
- Times Class Meets
- Number of Seats in Class
- Number of Seats Available
- Class Cost

III. Field Trips – FPCS organizes a variety of field trips that are available to FPCS students and can be paid with their allotment.

- Follow the steps below to find out details about available FPCS field trips.

Step 1

FPCS Guardian

Go to your family dashboard and click on "Vendors" Tab

Step 2

FPCS Guardian

Select "Field Trips"

- Field Trip Details** - When field trips are available, they will be listed under the **Field Trips Manager** when you select **Field Trips** under the **Vendors** menu. This information will include number of seats available and the cost. If there are no field trips currently available, it will appear as below.

FPCS Guardian

Field Trips Manager

Dashboard Left Menu Options continued -

IV. Non-Profit Vendors – All Non-Profit organizations can be paid with a student's allotment through FPCS. However, Non-Profit services can only be submitted as reimbursements. To see if your Non-Profit vendor is on the Non-Profit list for FPCS, follow the steps below. (If you have a Non-Profit organization that you would like to use and it is not on the current list, contact your sponsor teacher or the business manager to have it added to the list.)

Step 1

Go to your family dashboard and click on "Vendors" Tab

Step 2

Select "Non-Profit"

Details for Non-Profit Vendors

Follow the steps listed below to find detailed information about Non-Profit vendors.

Scroll to review all non-profit vendors information.

If you want to learn more about a non-profit vendor, a hotlink to their website is provided.

If the non-profit you are hoping to find is not available, speak with the FPCS Vendor Specialist on steps to potentially have them added.

V. Retail Vendors - Retail vendors are used to purchase curriculum books, supplies, distance or online courses, texts and books, and other educational materials. Items purchased from retail vendors can be reimbursed or requisitioned. To find if a retail vendor is on our list, follow the steps below. (If a retail vendor is not on the list, contact the business manager or your sponsor teacher to have it added.)

Step 1

Go to your family dashboard and click on "Vendors" Tab

Step 2

Select "Approved Service Vendors"

VI. Reimbursement and Requisition Reports – This is where you can find information on the payment status of your reimbursements or requisitions.

Reimbursement Report –

Step 1 - Click on "Reports"

Select "Reports"

Step 2 - Click on "Reimbursement History Report"

Select "Reimbursement History"

Step 3 – View Reimbursement Report information

This report shows the status of your students reimbursement.

Requisition Reports

Step 1 - Click on Reports

Select "Reports"

Step 2 – Click on "Requisition History Report"

Select "Requisition History Report"

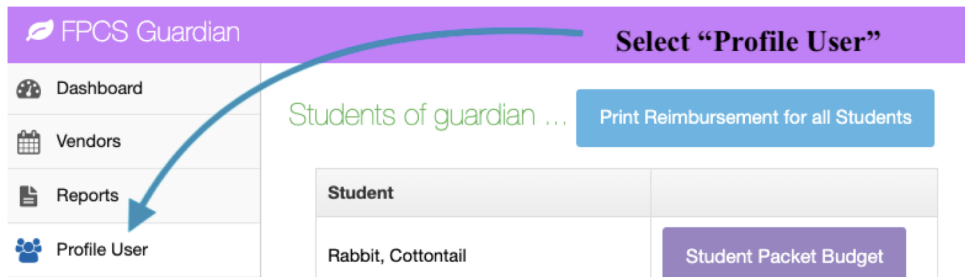
Step 3 – View Requisition Report information

This report will show the status of your student(s) requisitions.

VII. Profile User –

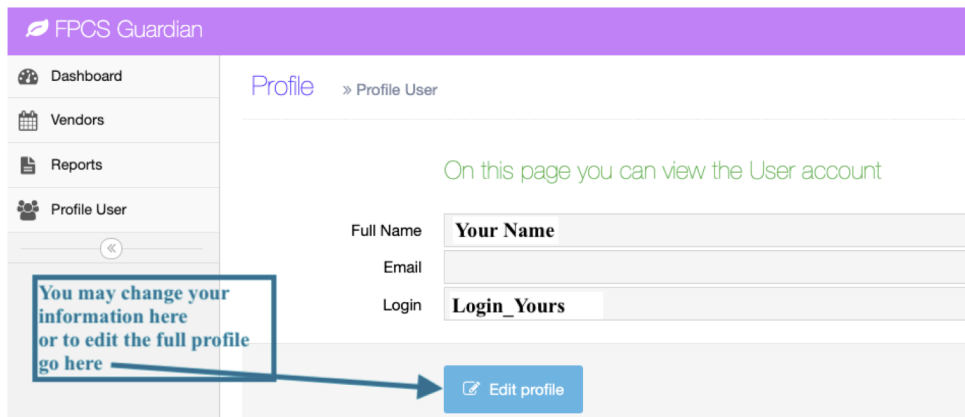
Change your username, password, and other confidential information

Step 1



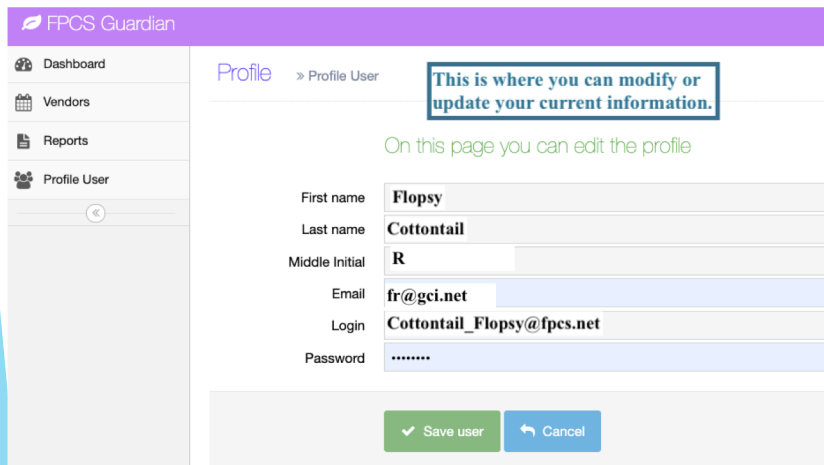
The screenshot shows the FPCS Guardian interface. On the left is a sidebar menu with options: Dashboard, Vendors, Reports, and Profile User. The Profile User option is highlighted with a blue arrow pointing to it. The main content area has a purple header with the text "Select 'Profile User'". Below this, there is a section titled "Students of guardian ..." with a button "Print Reimbursement for all Students". A table lists students, with "Rabbit, Cottontail" selected, and a button "Student Packet Budget" next to it.

Step 2



The screenshot shows the FPCS Guardian interface. On the left is a sidebar menu with options: Dashboard, Vendors, Reports, and Profile User. The Profile User option is highlighted. The main content area has a purple header with the text "Profile » Profile User". Below this, there is a section titled "On this page you can view the User account". A form displays the user's information: Full Name (Your Name), Email, and Login (Login_Yours). A blue box with the text "You may change your information here or to edit the full profile go here" has an arrow pointing to an "Edit profile" button.

Step 3



The screenshot shows the FPCS Guardian interface. On the left is a sidebar menu with options: Dashboard, Vendors, Reports, and Profile User. The Profile User option is highlighted. The main content area has a purple header with the text "Profile » Profile User". Below this, there is a section titled "On this page you can edit the profile". A form displays the user's information: First name (Flopsy), Last name (Cottontail), Middle Initial (R), Email (fr@gci.net), Login (Cottontail_Flopsy@fpcs.net), and Password (masked with dots). A blue box with the text "This is where you can modify or update your current information." has an arrow pointing to the form. At the bottom, there are two buttons: "Save user" and "Cancel".

Check Requisition or Reimbursement Approvals -

If you would like to check the status of your requisition or reimbursement, you can go back into the reimbursement or requisition and click on the blue approval link.

Approvals

Admin Approve Teacher Approve

CPending Approved

This will allow you to check if it has been **approved** by your sponsor teacher and the office.

You can also click on the price of the course to find out if the office has paid your vendor and how much.

Balances									
PO	Invoice	Payee	Receipt Date	Description	Unit Price	QTY	Shipping	Total	
	180819		9/9/2019		25	1	0	25	
	20919		10/9/2019		100	1	0	100	

Rec team	Approvals	\$500.00							
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