


2018-2019 DIRECTIONS for ESP/BOCES 4 Science Online Scheduling

www.espsciencetime.org


On “LOG IN” page, enter User Name and Password provided by ESP

<http://www2.monroe2boces.org/kitsorder/login.aspx>

B. For Online Scheduling – to ADD units to a teacher’s schedule

1. Enter district and school number (5 digits) and click the down arrow.
2. Select the teacher’s name from the drop down list by clicking the down arrow .
3. Find the kit to schedule for the teacher, click “Select” in the far right column. You can use the black bar to the right of the “Select” column to scroll to see the complete list of kits.
4. Add quantity of kits for this teacher (up to 20).
5. Select Start Week if the dialog box is green. Keep in mind the suggested length of the kit.
6. If the Start and End week dialog box is red, this kit is only available during pre-determined dates (see list attached to this email). **Kits with Predetermined dates (seasonal)** cannot be changed.
7. Click the “update” button to return to original screen with the list of kits.
8. Continue to Select/add kits to this teacher’s schedule and click update after each change.
9. When finished with scheduling kits for this teacher, you can PRINT, SAVE to your computer **and/or** email the updated schedule by clicking the “print” button.
10. If you choose to OPEN the document, you can use the Adobe Acrobat Reader File menu to select to either PRINT, SAVE AS or ATTACH to email. (ESP suggests that you save each teacher’s completed calendar as well as use email to send the schedule to the teacher so that he/she can plan the year of science instruction.)
11. Use the dialog box on the Online Scheduling site for directions to move back and forth between teachers. The FINISH/EXIT button will sign you out of Online Scheduling. Use this button when you have completed your scheduling science kits. **You MUST click the FINISH/EXIT button for us to receive your order.**
12. **Do NOT** use the X in the upper right corner of the tool bar to close the Online Scheduling program, as your order will NOT be received by ESP.

A. If you want each teacher to select the dates he/she will use the kits:

1. Enter 5 digit district and school number in the “Teacher No.” box, click “Search”.
2. Click down arrow  to the right of the teacher list. Select teacher from drop down list (all unit selection lists are the same for your district).
3. Select “Print” to go to a screen showing all units used in your district.
4. Choose to either “Open” or “Save” the pdf. (If you “Open” the pdf, you can print and have a hard copy to distribute to each teacher. If you “Save” the pdf, you can distribute the document via email.)
5. Distribute the blank unit selection lists to teachers. You may wish to cross out the random teacher’s name before distributing paper copies. If emailing, tell your teachers to disregard the random teacher’s name, print the document and write in their own names. Please note that some ESP units have the words “Fall”, “Winter”, or “Spring” after the title. In this case, the teachers are to choose one time period in which to receive the kit. (For instance, the *Properties* unit is available in the fall, winter, or spring. It is a kit with predetermined dates. Teachers using *Properties* should select one of the time periods.)
6. Also provide the teachers with the Shipping Weeks calendar for the school year (attached to this email).
7. Direct the teachers to complete the form by selecting quantity and/or START date for each unit they use and return the form to you. (The end date will fill in automatically depending on the length of the unit.) If the forms are returned

- in time for you to enter the information into the Online Scheduling system before the end of June, you will be able to provide teachers with confirmed kits and times for the 2018-2019 school year before they leave for the summer.
8. Once the teachers have returned their Unit Selection Lists, you (the ESP Scheduling contact) can use ESP's Online Scheduling System to enter selection of science units for each teacher.

Final Notes:

Please call the ESP if you have questions or concerns regarding the online scheduling of science units.
(585) 352-1140 OR (800) 832-8011

ESP Online Scheduling Dates to Remember:

District Budget Paperwork was due to ESP – December 2017

Online Scheduling Opens for 2018-19 School Year – April 20, 2018

Teachers confirm kit title, quantity, and **arrival date** with district **before** – June 20th (end of school year) 2018

Last day to schedule online for September **on-time** delivery – July 20, 2018

If your kits are not scheduled in the ESP Online Scheduling System by July 20, we cannot guarantee on-time delivery for the fall.