

2021-2022 DIRECTIONS for BOCES 4 Science/ESP Online Scheduling

www.boces4science.org

www.espsciencetime.org

On “LOG IN” page, enter User Name and Password provided by BOCES 4 Science/ESP

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

For Online Scheduling – to ADD units or student journals 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/student journal you would like to schedule for that teacher, click “Select” in the far right column. You can use the black bar to the right of “Select” to scroll down to see the complete list of kits/journals. (Keep in mind the **Z unit numbers are regular kits, V numbers are the Add-On kits** for additional materials, **J numbers are for student journals**)
4. Add quantity of kits or student journals for this teacher.
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. **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 and/or student journals to this teacher’s schedule and click update after each change.
9. When finished scheduling kits/journals for this teacher, you can PRINT, SAVE to your computer **and/or** email the 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. (we suggest 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 scheduling science kits/student journals. **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.

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/kit 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/journals and dates for the 2021-2022 school year before they leave for the summer.
8. Once the teachers have returned their Unit Selection Lists, you can use BOCES 4 Science Online Scheduling System to enter selection of science units/student journals for each teacher.

Z unit numbers for **Regular kits**

V Unit Numbers for **Add-On kits**
(additional supplies)

J unit numbers for **Student Journals**

Unit	TUPPER LAKE, NY Description	Grade	Secd	Qty	Start Week	End Week	
Z022A	PUSHES AND PULLS	0	00	000			Sele
V022A	PUSHES AND PULLS V	0	00	000			Sele
J022	PUSHES AND PULLS SJ	0	00	000			Sele

Final Notes:

Please call BOCES 4 Science/ESP if you have questions or concerns regarding the online scheduling of science units.
(585) 352-1140 OR (800) 832-8011

Online Scheduling Dates to Remember:

District Budget Paperwork due ASAP

Online Scheduling Opens for 2021-22 School Year in May 2021

Teachers confirm kit title, student journals, quantity, and **arrival date** with district **before** – June 25, 2021

Last day to schedule online for September **on-time** delivery – July 16, 2021

If your kits are not scheduled in the Online Scheduling System by July 16, we cannot guarantee on-time delivery in September.

Please remember if you are ordering BOCES 4 Science kits and your district is in Wayne Finger Lakes or Genesee Valley you need to contact Sharon Bassage 315-332-7267

If your district is in M#1 BOCES then you should contact Roger Wink 585-249-7063

Please do not hesitate to contact me if you have any questions.

Thank you.