
**The Office of
Information and Organizational Systems**

**MCPS
Online Administrative Student Information
System (OASIS)**

ESOL Survey

Quick Start Guide for Teachers

Version 2.0

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Introduction

The English for Speakers of Other Languages (ESOL) module is part of the Montgomery County Public Schools (MCPS) Online Administrative Student Information System (OASIS). This module shows the students, by school, that are or were enrolled in the ESOL program.


This Quick Start Guide for Teachers provides brief step-by-step instructions for using the ESOL module. It describes the following tasks:

- Searching for student information
- Viewing the ESOL Student Survey System page
- Editing basic student details
- Adding a new ESOL transaction
- Viewing student lists

Searching for Student Information

The first step is to search for the ESOL record for an individual student. To open a student record, log on to OASIS and place the cursor over the Student Demographics tab. Select ESOL Survey from the menu. You see the Student Search page.

Student Search

 Enter search parameters; at least one field must be entered.

Student ID:

SSN:

Last Name:

First Name:

Status: Active Inactive Either/Don't Know

Montgomery County Public Schools
Online Administrative Student Information System

STUDENT DEMOGRAPHICS

Student Inquiry
Student Programs
ESOL Services
ESOL Survey

Find Another Student:
Enter Student ID [Go]

User Tip
Welcome to OASIS!
Suspensions and Student Programs modules will be back online by the first day of school.

Student Search

Enter search parameters; at least one field must be entered.

Student ID: []
SSN: []
Last Name: []
First Name: []

Status: Active Inactive Either/Don't Know

Clear Search

You can search for a student using the Student ID, social security number (SSN), Last Name, First Name, or a combination of fields. You can use the percent sign (%) as a wildcard to enter part of a name or number.

To search for a student record:

1. Enter search criteria in one or more fields.
2. In the Status field, click an option button to search for the following:
 - **Active:** Searches only within currently enrolled MCPS students.
 - **Inactive:** Searches only within students no longer enrolled in MCPS.
 - **Either/Don't Know:** Searches through all students, active and inactive.
3. Click **Search**.

If you entered either a first or last name, you see the list of students that match the search criteria, as shown below.

Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active YN	Last School Name	Last School No.
11061987	SAMPSON			11/06/1987	18	N	Watkins Mill High	545
10061989	SAMPSON		J	10/06/1989	16	Y	Watkins Mill High	545
07101998	SAMPSON		D	07/10/1998	8	Y	Sally K Ride Elem	242
06271995	SAMPSON		T	06/27/1995	11	Y	Silver Spring International Ms	647
08271983	SAMPSON		M	08/27/1983	23	N	Col Zadok Magruder High	510
03262003	SAMPSON		S	03/26/2003	3	Y	Glenallan Elementary	817
09051986	SAMPSON		R	09/05/1986	20	N	Fairland Elementary	303
03301997	SAMPSON		S	03/30/1997	9	Y	Rock Creek Valley Elementary	819
03111994	SAMPSON			03/11/1994	12	Y	Martin Luther King Middle	107
01251990	SAMPSON		L	01/25/1990	16	N	Albert Einstein High	789

4. Click the Student ID. You see the ESOL Student Survey System page for that student.

If you entered the Student ID or the SSN, your search should bring up only one student. You see the ESOL Student Survey System page for that student.

You can search for a new student at any time while you are working in a module. Enter the Student ID number in the Search box at the bottom of the page and click **Go**.


Viewing the ESOL Student Survey System Page

The ESOL Student Survey System page displays two sets of information:

- Basic Student Details
- Transaction History

Basic Student Details displays information about the student such as student ID number, name, date of birth, grade, gender, ethnicity, and school. It also displays the student's address and details about the ESOL program such as entry date into the ESOL program and the date that the student exited from the ESOL program.

Student Data

 View and Update ESOL enrollment information

ESOL Student Demographic Data

Address: 13701 ROCKHILL AVE #3,
SILVER SPRING, MD 20906

Home School: JOHN F KENNEDY HIGH (815)

ESOL Entry Date: 12/20/2004

ESOL Exit Date:

ESOL Exit Code:

Special ED: N

Current Enroll Date: 08/28/2006

Withdrawal Date:


Country: MEXICO

Language: SPANISH

Interrupt Indicator: N

METS Indicator: N

[Update](#)

[Hide](#) 

Pending Transaction

Sch. No	Action Date	Supporting Documents	ESOL Inst. Lvl	Exit Date	Exit Code	ESOL Status	Record Status	Comments	Created Date	Created By
789	09/05/2006	ESOL Student Record	3			Active	Pending	View	9/22/2006	sampsj00

[Update](#) [Delete](#)

ESOL Enrollment History

Update	Sch No	Action Date	Supporting Documents	ESOL Level	Exit Date	Exit Code	ESOL Status	Record Status	Comments	Create Date	Created By
N/A	792	06/01/2006		2			Active	Approved	View	06/16/2006	civanmic
N/A	792	12/20/2004		1			ACTIVE	APPROVED	View	09/22/2005	MCPS_IDMS


To see any comments that have been entered with a transaction, click the **View** link in the Comments column at the bottom of the page.

Editing Basic Student Details

You can change the information about the student's country and language. Click the **Update** link in the section of the page that displays Country, Language and Interrupt Indicator.

This takes you to another page where you can update Country and Language fields, which become drop-down boxes (see the picture below). Click on the drop-down box and select the correct country or language. You can also check or uncheck the Interrupt Indicator as appropriate.

Update Demographics

 [Provide a description for this page]

Country:


Language:


Interrupt Indicator: Yes No

Adding a New ESOL Transaction


To add a new ESOL transaction for a student, click the **New** button. You see the Add New Transaction page.

Add New Transaction

 Enter Data for this ESOL transaction

Action Date: 

Record Status:

ESOL Exit Date: 

ESOL Instructional Level:

ESOL Status:

ESOL Exit Code:

Supporting Documents: ESOL Student Record Record of Change

Please send your supporting documents to the ESOL Office by Pony

Comments:
None

Add New Comment:

You use this page to add information about the student's current ESOL program status. Click the arrow on each drop-down box to select the following:

- Action date
- ESOL instructional level
- ESOL status

If the student is **exiting** from the ESOL program, select an ESOL exit date and exit code. Click the ESOL Student Record or Record of Change check boxes to indicate the supporting documents that pertain to this record.

Enter comments that pertain to this student's ESOL record.

When you have completed this new transaction record, click **Save**. This record is added to the student's ESOL history on the ESOL Student Data page, as a Pending Transaction. Only the ESOL Office can approve a pending transaction, at which time the record will be added under the ESOL Enrollment History.

Viewing Student Lists

The ESOL module provides the following lists of students, by school:


- ESOL Students List – students who are currently enrolled in the ESOL program.
- Transfer Students List – students that were enrolled in an ESOL program in their previous MCPS school.
- ESOL Pending List – students who have been added to the ESOL program, but their participation has not been approved.

To see these lists, click the link in the left-hand menu. An example of the ESOL Students List is shown below.

As an ESOL teacher, you can see only the list of students that are enrolled in the school in which you teach. If you teach in more than one school, click the Select School drop-down list to choose the student list from one of the schools to which you have access.

To see the ESOL record for a particular student, click the student's ID number.

ESOL Student List

 A List of ESOL students by School

School Name: ALBERT EINSTEIN HIGH(789) No. of Students on List 216

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [22](#) Page 1 of 22 | [Show All](#)

Stud ID	Last Name	First Name	MI	GR	M/F	ESOL Level	METS	Interpt	Langauge	Country
900003	ADAMSON	Laura		11	Male	4	N	N	SPANISH	PERU
900000	ADAMSON	SEBASTIA		12	Female	5	N	N	SPANISH	EL SALVADOR
300007	ADAMSON	JOSELYN		11	Female	3	N	N	SPANISH	EL SALVADOR
900007	ADAMS	ADRIANA M	D	12	Male	8	N	N	INDONESIAN	INDONESIA
900002	ADAMSON- GARCIA	ANGIELO	D	10	Male	3	N	N	SPANISH	ECUADOR
900001	ADAMSON	ANABELA	L	12	Female	4	N	N	SPANISH	EL SALVADOR
900000	ADAMSON	LEILA		11	Female	4	N	N	SPANISH	EL SALVADOR
900003	ADAMSON	SANTOS		9	Male	1	Y	N	SPANISH	EL SALVADOR
300003	ADAMSON	DANIELA		12	Female	8	N	N	SPANISH	COLOMBIA
300000	ADAMSON	FLORENCIA		9	Male	2	N	N	SPANISH	MEXICO

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [22](#) Page 1 of 22 | [Show All](#)