

eCoops Basic Service Overview

eCoops is a data management service accessible by members from the World Wide Web. The information (data) does not reside on one member's computer but on an eCoops server connected to the Internet. If you can access the Internet, you can access your co-op's information.

Members may add, edit, delete, search or view their co-op's information 24 hours 7 days a week. Each co-op administrator determines what access leaders and members are given to the co-op data.

Linking of information is the backbone of eCoops. Each family will be automatically assigned a unique family ID number, each student a unique student ID number and each teacher a unique teacher ID number. These numbers link the information to provide reports, etc. For example, once the Smith family is added and is assigned a family ID (#35), when a student from this family is added to the system, the family ID#35 will be entered and the student will be assigned a student ID (#89). When the student is enrolled in classes, the student ID#89 will be used. By linking student #89 to family #35, all the family information (address, phone numbers, etc.) is also connected to this student. This means that the family address is entered only once no matter how many students are in the family. Think of how quick it will then be to change a phone number for the four Smith family children since there is only one change to make.

When family information such as a phone number is updated in the database, then the new number for each student in that family will automatically appear on class rosters reports. When student adds and drops are entered into the database, class rosters automatically reflect these changes.

Each class has a maximum number of students allowed. Once the maximum enrollment has been reached, then a message will be displayed when trying to enroll an additional student. The message will either state the student will be placed on the wait list if there is room or that the class is full and not accepting further enrollment.

The wait list feature for each class allows students to be enrolled in a class that is full but placed on the wait list. Then if an enrolled student drops the class, the first student on the wait list will be moved into the class. The remaining wait listed students will be adjusted accordingly.

Once the cancelled option is selected for a class, no further enrollment will be accepted.

By keeping the database current, **all** leaders are able to easily access the latest class rosters listing enrollment and wait listed students.

Our personal experience as database manager for a large teaching co-op inspired us to design eCoops so that database management may be shared by several leaders. Each option of Add, Edit and Delete for families, students, teachers, and classes along with Enroll and Drop students in classes can be assigned individually to a leader. With this flexibility, during registration additional leaders may be allowed to enroll students without having access to other database operations. These permissions may be changed at any time and as often as desired.

The basic service also includes a home page, the ability to upload files and then create links to the files to share with members and the public. Each of these features may also be assigned to a leader or leaders to reduce the amount of work required by the administrator to maintain the system.

Enhance Your System with these Optional Services

Parent Access Service allows parents to view their latest family schedule (which reflects changes in wait list position) and the co-op wide directory. At successful login, parents will be directed to the Parent Home page with these report options displayed. Parents are also able to update their family address, email address and phone numbers with this service.

Teacher Access Service provides teachers with up-to-date class rosters which include student contact information and Administrative Fee reports automatically generated per teacher based on class enrollment and the administrative fee set for the co-op. At successful login, teachers will be directed to the Teacher Home page with these report options displayed. Teachers are also able to update their teacher phone number, email address and biography with this service.

The **Teacher Class Submission Service** greatly reduces the amount of data entry required by leaders. This service allows teachers to submit classes for the new co-op year. Current classes are automatically duplicated for the new year so teachers can edit current class information. New classes may also be submitted through this interface. Co-op leaders can then choose which classes to offer for the upcoming year. This interface can be blocked from teachers as needed.

The **Class Catalog Service** generates an interactive class catalog from the database which may be accessed by leaders, members and/or the public. This is an excellent method to share information about your co-op without having to print costly class descriptions. The latest updates to class descriptions and cancelled classes are automatically reflected in the catalog. Access to the catalog can be controlled by the administrator.

The **Co-op Website Service** provides an easy-to-use interface to directly enter information for your website. No web design experience is required. Add additional web pages to organize information for leaders, members, and the public. Each page has space for text and links. Links may be to other pages within the website, files or another location on the Internet. This is a great way to explain your registration procedures and make all required forms available for members to download and print at home. If you have several groups within your co-op (such as Girl Scouts, etc.) a leader can be assigned permission to manage just the page for that group. This allows the responsibility of maintaining the website to be shared by several leaders.

Online Registration provides an interface allowing online registration. (Requires Parent Access service.) Co-op leaders control when online registration is available to parents and which steps are available. Families may enroll and drop classes, pay with PayPal or mail checks, and choose service jobs. A verification system is included for leaders to keep records of payments. Email notifications may be sent to the registrar when a student is added or dropped from a class. By adding instructions to each step of registration, the process becomes customized for each co-op.

Class Pages Service provides teachers with a web page for each class. On this web page, assignments, links to files, links to Internet sites and general information may be shared with students enrolled in the class and their parents. This service also includes a gradebook which will allow teachers to share grades with students and parents automatically. Teachers will also have the ability to control access to files and information to individual students (and their parents) in the class. Grades will only be accessible by individual students and their parents.