



eCollect: An Overview

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Agenda



Forms Overview &
Features



Form
Access/Responses



Form Reports



Forms Overview

Forms Overview

- The South Carolina Department of Education (SCDE) purchased eCollect as a statewide service to administer surveys to parents, students, and teachers.
- Create, edit, and share online forms right from within PowerSchool SIS
- Features include:
 - Data Collection & Tracking
 - Engagement & Family Participation
 - Data Security
 - Mobile Access

How can you use eCollect?



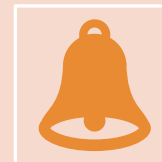
You can take any existing paper form and convert it to an electronic form.



You can publish your electronic form to the parent portal, student portal, and/or PowerTeacher portal.



Fields in the form can be directly linked to PowerSchool fields. No need for manual data entry of form data.



Approvals and Notifications

eCollect Template Examples

Health Questionnaire

Emergency Contact Verification Forms

Student Information

Home Language Survey

Student Services History

Intent to Return

Transcript Request

Field Trip Permission Slip

Test Site Choice



Form Access

Form Access: Create or Edit

- Sign into PowerSchool Admin Account
- Go to Forms under Applications



Applications

Forms

- The Forms You Create (or own) will be Under “My Forms” and any Other Forms/Templates You Have Access to Will Be Under “District Forms”

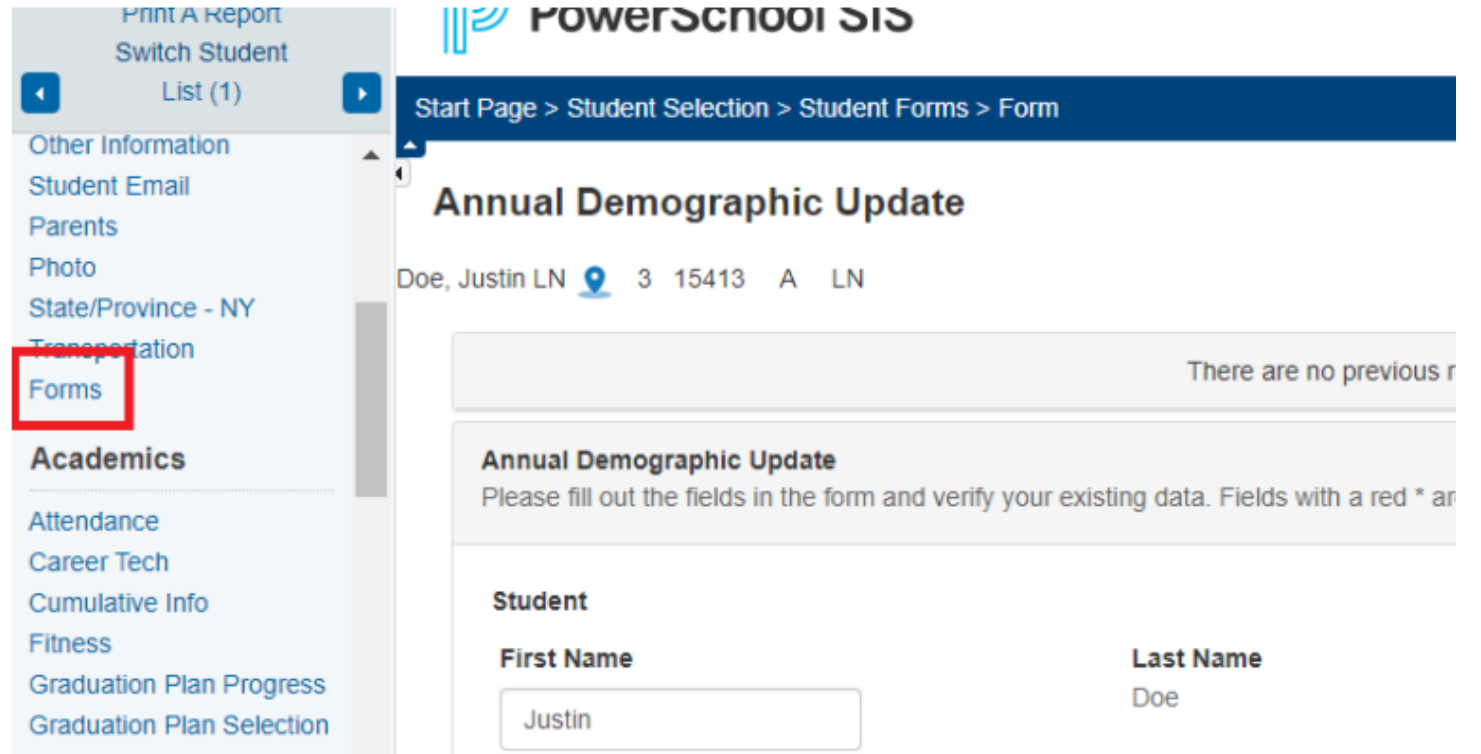


My Forms

District Forms

Form Access: Student Forms

- Sign into PowerSchool Admin Account
- Select Student, Go to **Forms** under Information



The screenshot displays the PowerSchool SIS interface. On the left, a navigation menu lists various options, with 'Forms' highlighted in a red box. The main content area shows the 'Annual Demographic Update' form for student Justin Doe. The form includes a header with the student's name and location, a section for 'Annual Demographic Update' with instructions, and a 'Student' section with input fields for 'First Name' (Justin) and 'Last Name' (Doe).

Print A Report
Switch Student
List (1)

POWER SCHOOL SIS

Start Page > Student Selection > Student Forms > Form

Annual Demographic Update

Doe, Justin LN 3 15413 A LN

There are no previous records.

Annual Demographic Update
Please fill out the fields in the form and verify your existing data. Fields with a red * are required.

Student

First Name	Last Name
<input type="text" value="Justin"/>	Doe

Form Access: Student Forms

- You will see an overview of Forms and the Status (example)

SCDE - Technology Survey

[Student Broadband Access Survey](#)

Please respond to the questions below regarding your student's access to technology for completing coursework.

 Empty

Legend

Icons  - Form Empty  - Form Approved / Populated  - Form Not Approved  - Form Rejected

Form Access: Student Forms

- Click on Form
 - View responses
 - Edit &/or Submit Responses on Behalf of Family/Guardian/Student

Save for Later

Submit

Student Broadband Access Survey

Please respond to the questions below regarding your student's access to technology for completing coursework.

Can the student access the internet on their primary learning device at home? *

- Yes
- No - Not Affordable

What is the primary type of internet service used at the residence? *

- Residential Broadband (e.g., DSL, Cable, Fiber)
- School Provided HotSpot
- Dial-up
- None

Can the student stream a video on their primary learning device without interruption? *

- Yes -No issues
- Yes -But not consistent
- No

What device does the student most often use to complete school work at home? *

- Desktop/Laptop
- Chromebook
- None

How many hours per day can the student spend on the primary learning device? *

- Unable to use the device at home Limited Access 1-2 hours
- Limited Access 1-2 hours
- Medium Access 3-4 hours

Parent/Guardian Access

- Login to their Parent Portal

Navigation

- Grades and Attendance
- Missing Assignments
- Assignment Calendar
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms**
- School Bulletin
- Class Registration
- IGP Success Viewer
- Curriculum Browser
- Balance
- My Schedule
- School Information
- Digital Equity and Learning Preference
- Account Preferences

Grades and Attendance: Doe, Joh

Grades and Attendance

Exp	
P2(A)	English 3 Email
P3(A)	Algebra 2 Email
P4(A)	US Histor Email
P6(A)	French II Email
P7(A)	Chemistr Email
P9(A)	Learning Email
ATT(A)	Homeroo Email

Legend

Attendance Codes: Blank=Present | SC-UNEX=Unexcused/Unverifi
HMBD=Homebound | SC-HBSD=Homebased Instruction | SC-FT=Fie
Family | SC-DSML=Dismissal | SC-EDSM=Early Dismissal | SC-UEDI

School Form Listing for Doe, John

Your preferences haven't been configured.
To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

General Forms | Class Forms | Student Support

SCDE - Technology Survey

[Student Broadband Access Survey](#)
Please respond to the questions below regarding your student's access to technology for completing coursework.



Form Reports

Signature _____

Date _____

Form Reports

Login to PowerSchool Admin >
Form Report under Reports
Header

Example:

Reports


Response Reports

Other Reports

Search by name or description

All categories

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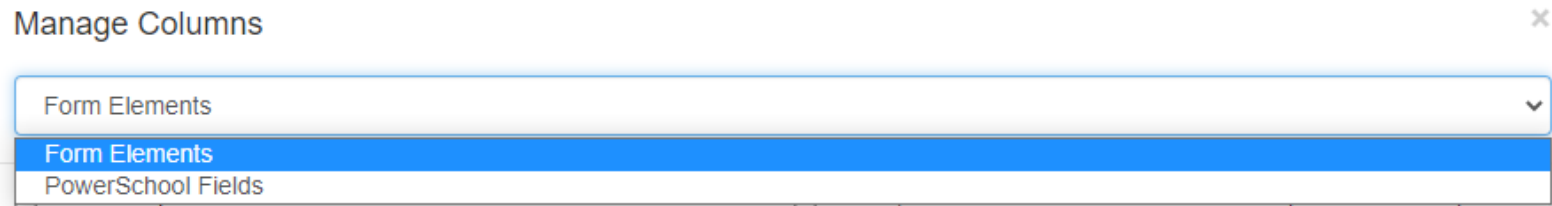
Title 	Description	Category	Responses
A. Welcome/Intro		First Day Packet	65 responses
C. Health Questionnaire		First Day Packet	75 responses (75 pending, 0 approved, 0 rejected)
D. COVID 19 Parent Waiver		First Day Packet	15 responses
E. Parent, Guardian and Emergency Contacts Verification		First Day Packet	17 responses (17 pending, 0 approved, 0 rejected)
G. Parent Consent		First Day Packet	15 responses
H. Parent Obligation		First Day Packet	15 responses
I. Handbook Acknowledgement		First Day Packet	15 responses
F. Transportation Information SC		First Day Packet	15 responses (15 pending, 0 approved, 0 rejected)
B. Student Information		First Day Packet	18 responses (18 pending, 0 approved, 0 rejected)

Form Reports Export

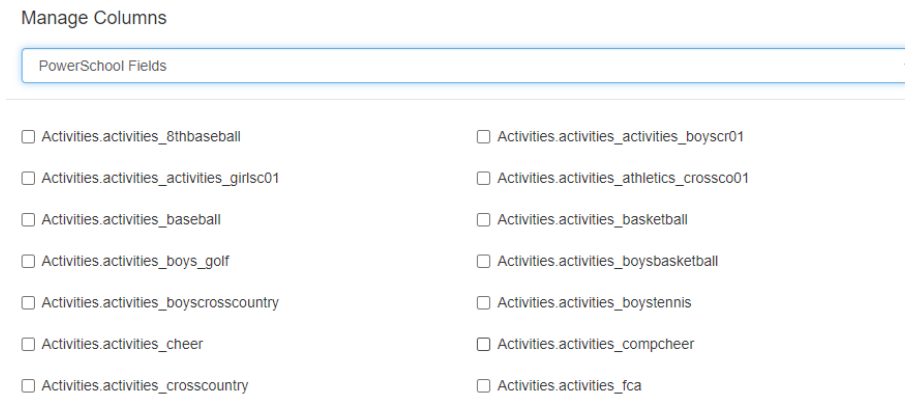
- Click on Form
- Filter by:
 - Data Source (Person or Response)
 - Filter Data
 - Approval Types (All approval types, Pending approval, Approved, Rejected)
 - Response Types (Current Responses, Current Selection Responders, Current Selection Nonresponders)
 - Date Range
 - Show Archived Responses (optional)
 - Export Options
 - Export All
 - Export Selected

Form Reports Export (cont.)

- Add Column Button (optional)

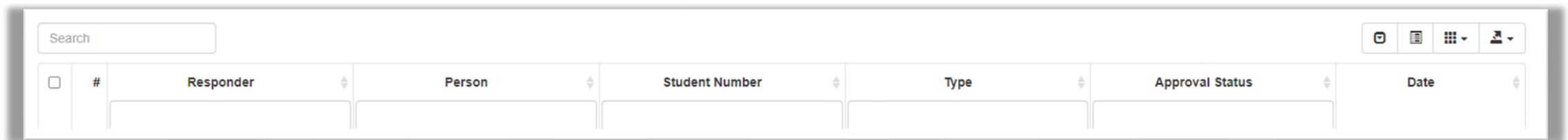


- Form Elements
- PowerSchool Fields



Form Reports Export (cont.)

- Click Generate Report
 - Will populate:
 - Responder
 - Person (student/teacher/guardian)
 - Student Number (PowerSchool ID)
 - Type
 - Approval Status
 - Date (Timestamp)
 - You can click “Person” or “Student Number” to See Individual Responses for Student/Teacher/Guardian



The screenshot shows a data table interface. At the top left is a search bar with the text "Search". To the right of the search bar are four icons: a camera, a document, a grid, and a printer. Below the search bar and icons is a table with the following columns: a checkbox, a column labeled "#", a column labeled "Responder", a column labeled "Person", a column labeled "Student Number", a column labeled "Type", a column labeled "Approval Status", and a column labeled "Date". Each column header has a double-headed arrow icon next to it, indicating that the columns are sortable.

<input type="checkbox"/>	#	Responder	Person	Student Number	Type	Approval Status	Date
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Form Reports Export (cont.)

- Search Bar
 - Search by Any Element (Name, Responder, Type, Approval Status)

C. Health Questionnaire Responses

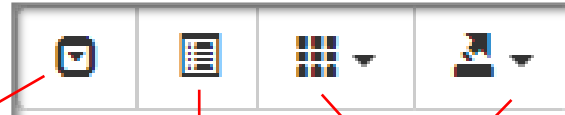
Show archived responses

Schools All Schools School Selection

Export Options

Form Reports Export (cont.)

- Tool Bar



Hide/Show Pagination (Hides page data at bottom)

Showing 1 to 25 of 28 rows rows per page

Toggle (Changes View)

Columns (Add'l Filter)

Additional Options (Export File Choice, Make Current Selection, Approve/Reject)

- JSON
- XML
- CSV
- PDF
- Make Current Selection
- Make Checked Current Selection
- Approve Selected
- Reject Selected

- Responder
- Person
- Student Number
- Type
- Approval Status
- Date
- IP Address



help@canteytech.com
