

Recommended Procedure for using eAYSO for Class Rosters

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Here's the recommended use of eAYSO for referee (or any instructional) class rosters:

- 1) Register the course on eAYSO. If you don't know how to do that, see <http://www.aysohelp.org/INSTRUCTOR.htm> for a very nice Power Point presentation on all the basic eAYSO procedures. Save the roster number – it will save you time later.
- 2) As students enroll in the course, add their name to the roster using the “manage roster” function. Note that you can lookup a roster by number using the roster number assigned, saving you time.
- 3) This is the perfect opportunity to look at the student's certification to make sure they are eligible to take the class. Contact anyone who doesn't meet the basic criteria or isn't in eAYSO at all before the class starts. Communicate with the students about course prerequisites and any exams to be administered during the class. **GET THEM TO STUDY the LOTG BEFORE THEY COME TO CLASS.** Use the pretests.
- 4) The day of the class, bring a print out of the roster. Note: eAYSO uses the “report” shadow database to print out a roster. Changes or additions you make to the roster will take about 5 minutes to appear in the print out, even though they appear in the on screen display of the roster!
- 5) Have the students check their address and contact information, and have them initial the roster (the “Test?” column is useful for that). This is a good time to double check the students you have selected for the roster is the right candidate for the roster. **STUDENTS** should fix problems with **THEIR** records (old address, contact info). Instructors should remind the candidates they cannot fix problems in eAYSO for them. **INSTRUCTORS** should substitute the correct candidate for the right one if the wrong candidate is on the list.

- 6) After the class, remove any students that didn't attend class (you can use the roster as a guide – if someone isn't initialed on the roster there is a good chance they weren't there). If a student only attended some modules, you can select only the modules they actually attended. Select the "Completed" square for each candidate that completed all modules. Submit the roster. **YOU ARE DONE!** This should be done right after the class, as in the same day or next day at the latest. Keep the roster print out for a year or so. It's handy to be able to refer to a print out of the people in your class.
- 7) You can always go back to eAYSO and correct errors on the roster – including adding or removing candidates, modules completed, etc. "Submit" is not a final function – this is not a workflow system. If you do make changes, don't forget to "Submit" again!

I would be most happy to help any instructor at any time fill out their forms on eAYSO, or use eAYSO. Please call me day or night on my cell phone: 650-575-3694, or contact me via email: maurice@bizzarri.org.