



# First Class Pre-K Directors' ASAP Guide 2018-2019

## SET NEW PASSWORD

To set or change your password in ASAP:

1. Go to **app.asapconnected.com**. (Do not type "www." before the address.)
2. Type in the Org ID which is **4814**.
3. Enter your Username which is your email address. (Note that both the username and password are case sensitive.)
4. Enter your Password if you know it. If you don't, click on "Forgot your login info?" and enter your email address. The system will email your info to you. (Note that both the username and password are case sensitive.)
5. Click "Log In."

6. Click on the "Edit My Settings" link to the right of your name.

**Katrina- Admin Bowling**  
 Administrator [Edit](#)  
 Staff ID: 72607  
[katrina.bowling@ece.alabama.gov](mailto:katrina.bowling@ece.alabama.gov)  
 : (334) 353-2700

[Edit My Settings](#)

7. Enter your current password in the "Old Password" field. Then type a new password into the "New Password" field and repeat it in the Confirm field.

### Change Password

Old Password:

New Password:

Confirm New Password:

8. Click the "Save" button.

## VIEW PRE-REGISTRATIONS

To view the names of all children who have pre-registered for the program:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab, then choose the Program/Site Name listed under "Event." *Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes. Ignore the individual classes with codes ending with a (.)dot followed by two numbers and a letter because you are looking for the site/school as a whole to view preregistrations. To see your site(s)/program(s), scroll down to the Class Code(s) with only nine characters.*

Event	Class Code
Athens Elementary School	142P10701.S01
Athens Elementary School	142P10701.F02
Athens Elementary School	142P10701

ASAP  
Registration • Management Software

Org ID:  
4814

Username:  
[ ]

Password:  
[ ]

Log In

[Forgot your login info?](#) | [Need help?](#)

4. Click the Demographics tab then, next to the Select Template prompt, choose "Review List." When the list populates, scroll to the right to see all information including addresses. (Note: To print the list, follow the directions on the next page. )

Class Roster Demographics Que

Select Template: Review List

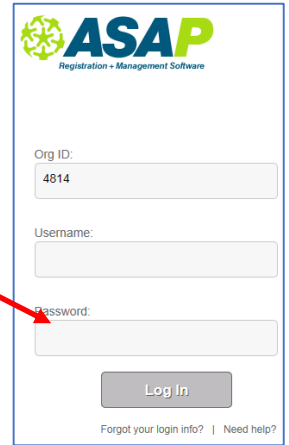
5. Directors have access to their pre-registrant information at all times by logging in to the ASAP site.

Primary Phone	Street	City	Zip	Gender
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	M
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 354-1333	846 Hill Street	Montgomery	36108	F
(321) 654-9874	456 Boulder Road	Prehistoria	32165	M
(321) 654-9874	456 Boulder Road	Prehistoria	32165	F

## PRINT LIST FOR RANDOM SELECTION DRAWING

To print out a list for the drawing of all children who have pre-registered for the program:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."



ASAP  
Registration + Management Software

Org ID:  
4814

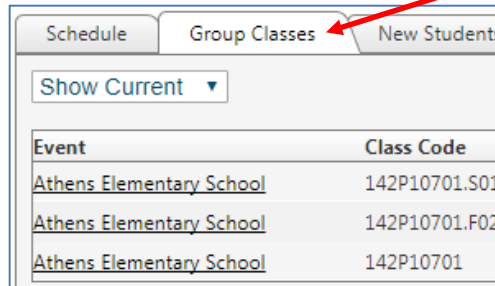
Username:

Password:

Log In

[Forgot your login info?](#) | [Need help?](#)

3. Click on the Group Classes tab, then choose the Program Name listed under "Event." *Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.*

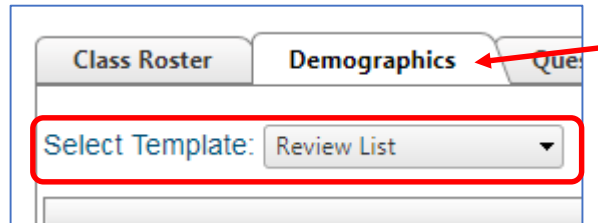


Schedule Group Classes New Students

Show Current ▾

Event	Class Code
Athens Elementary School	142P10701.S01
Athens Elementary School	142P10701.F02
Athens Elementary School	142P10701

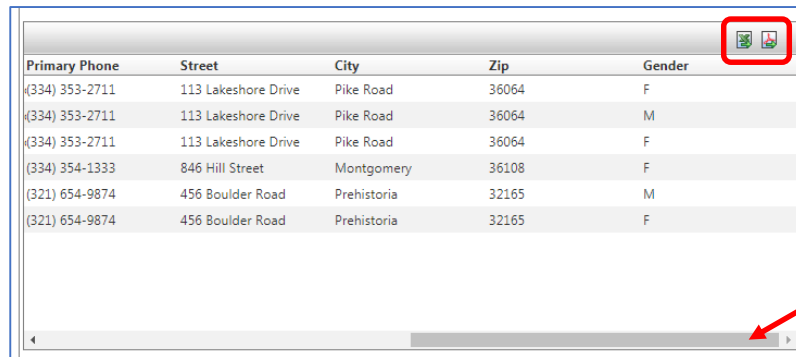
4. Click the Demographics tab then, next to the Select Template prompt, choose "Review List."



Class Roster Demographics Que

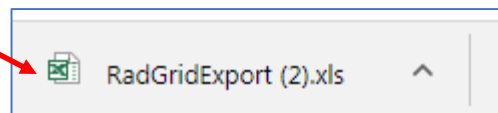
Select Template: Review List ▾

5. Scroll to the far right and click the Excel or PDF icon at the top right of the window.

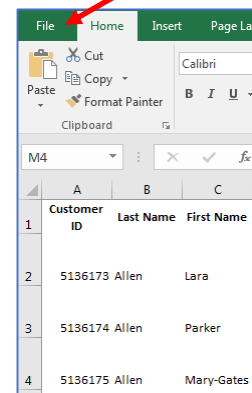
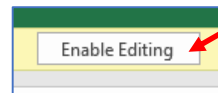


Primary Phone	Street	City	Zip	Gender
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	M
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 354-1333	846 Hill Street	Montgomery	36108	F
(321) 654-9874	456 Boulder Road	Prehistoria	32165	M
(321) 654-9874	456 Boulder Road	Prehistoria	32165	F

6. Find the document at the bottom left corner of your computer screen and click to open it.



7. When the document opens, click "Enable Editing" at the top of the screen, then click "File" and "Print."



File Home Insert Page Lay

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M4

Customer ID	Last Name	First Name
1		
2	5136173 Allen	Lara
3	5136174 Allen	Parker
4	5136175 Allen	Mary-Gates



# ASAP Student Status Label Key And Email Templates

## STUDENT STATUS LABELS AND MEANINGS IN ASAP

Enrolled = student's online Pre-Registration has been submitted

Pending = student's name was drawn in the random selection drawing for an available spot in a First Class Pre-K Classroom

Waitlisted = student's name was not chosen for an available spot in a First Class Pre-K Classroom and has been added to the waiting list

Completed = student accepted an available position in a First Class Pre-K Classroom and the enrollment process is complete

Dropped = student either declined to accept an available position in a First Class Pre-K Classroom or withdrew from a First Class Pre-K Classroom

## Automatic Confirmation Email Received after Submitting Pre-Registration



Thank you for your pre-registration!

*Please carefully read the following important information.*

For each of the programs for which you pre-registered, you will receive an email in **mid-April** notifying you of your child's status after the random selection drawing was conducted.

Your child's status will either be *Pending* or *Waitlisted*. If your child's name was selected during the random drawing for an available position in the program, the status will be *Pending*. If your child's name was not selected for an available position, the status will be *Waitlisted*.

Please refer to the information below explaining what you will need to do in each case.

- If you are notified that your child's status is **Pending** - please contact the program within 7 days via email or phone call and either accept or decline the position. Your child will not be placed in a class until after you have accepted the position.
- If you are notified that your child's status is **Waitlisted** – there is no need to do anything as you will be contacted by the program if a position in a class becomes available for your child.

INVOICE #5207095

**Athens Elementary School - 142P10701**

Registrant: *Lara Allen*

## Email Notification that Child Was Selected for Available Position

Dear Family of {registrant.firstname},

Congratulations!

We are pleased to notify you that {registrant.name}'s name was selected during the First Class Pre-K random drawing for an available position at {schoolname.site}.

Please reply via email to the director of the program at {email.linkalabama.email} to accept or decline this position within seven (7) days.

In your email, please state whether you will accept or decline this position.

If you have questions, please contact {program.director} at {progdir.phone} or {progdir.email}.

Thank you!

Alabama's First Class Pre-K Program



## Email Notification that Child's Name Was Put on Waiting List

Dear Family of {registrant.firstname},

This is to notify you that {registrant.name}'s name has been placed on the Waiting List for the First Class Pre-K program at {schoolname.site}.

You do not need to take any action at this time. You will be contacted by the program if a position becomes available for your child.

If you have questions, please contact {program.director} at {progdir.phone} or {progdir.email}.

Thank you!

Alabama's First Class Pre-K Program



## CHANGE STUDENT STATUS

To change the enrolled, pending, completed, or waitlisted status of a student:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab, then choose the Program Name listed under "Event." *Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.*

Event	Class Code
Athens Elementary School	142P10701.S01
Athens Elementary School	142P10701.F02
Athens Elementary School	142P10701

4. Click on the Class Roster tab, then, beside the View prompt, choose "Enrolled and Pending."

5. To change one student's status at a time, click the "Select Action" button beside the student's name and then "Edit Status."

Rubble	BamBam	ENROLLED	12/5/2017	Betty Rubble	Select Action
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6. In the window that opens, choose the new status for the student, then click "Save."

Unless you changed the student's status to Pending, the student's name will have disappeared from the current list because this "View" is only showing "Enrolled and Pending."

7. To change the status of multiple students at once, click the checkboxes beside the students' names whose status you wish to change, then click the "Mass Edit Status" link at the top right of the Class Roster window.

	LastName	FirstName
<input checked="" type="checkbox"/>	1. Allen	Lara
<input checked="" type="checkbox"/>	2. Allen	Mary-Gates
<input type="checkbox"/>	3. Allen	Parker
<input checked="" type="checkbox"/>	4. Humphries	Pimika
<input type="checkbox"/>	5. Rubble	BamBam
<input type="checkbox"/>	6. Rubble	Pebbles

8. In the window that opens, choose the new status for the selected students, then click "Save."

9. To see the students whose status was changed, change the selection beside the "View" prompt to see the list of students with that status.

	LastName	FirstName	Status
<input type="checkbox"/>	1. Allen	Lara	COMPLETED
<input type="checkbox"/>	2. Allen	Mary-Gates	COMPLETED
<input type="checkbox"/>	3. Humphries	Pimika	COMPLETED

## ASSIGN CHILDREN TO CLASSES

To assign a child or multiple children to a specific classroom:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab, then choose the Program Name listed under "Event." Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.

Event	Class Code
Athens Elementary School	142P10701.S01
Athens Elementary School	142P10701.F02
Athens Elementary School	142P10701

4. Click on the Class Roster tab then, beside the View prompt, choose "Completed."

5. To print a list of students to refer to, click the Excel or PDF icon at the top right of the Roster window to export a list of students to refer to. Click on the document icon at the bottom left corner of the screen to open it.



6. Beside the "I want to:" prompt, choose "Split Class."

7. Click on "Select Existing Class."

8. Under "Select a class:" set the fields to the following settings.
  - Time Period = Fall 2018 Sections
  - Location = Choose the site of the classroom
  - Course Group = Alabama First Class Pre-K Online Pre-Registration
  - Course = Choose the site of the classroom (same as Location setting)
  - Class = Choose the class to which you want to assign a student or students (The class code in brackets has the class # at the end following the "." and it looks like "S01" or "F02" or "M03.") **[142P10701.S01]**

9. In the window under "Select students:" click the checkbox beside each student you want to place into the identified class. Then click the "Move" button pointing to the right at the class details.

Select	First Name	Last Name	Grade
<input type="checkbox"/>	BamBam	Rubble	-
<input checked="" type="checkbox"/>	Pebbles	Rubble	-
<input type="checkbox"/>	Pimika	Humphries	-
<input checked="" type="checkbox"/>	Lara	Allen	-
<input checked="" type="checkbox"/>	Parker	Allen	-
<input type="checkbox"/>	Mary-Gates	Allen	-

10. When finished moving students, click the "Save" button.

11. Repeat this process for each class/student as needed. To repeat for another class, click the Program Name on the left above "Select Students" to choose another class name, then repeat steps 4 - 10.

## PRINT CLASS ROSTERS

To export and print a class roster:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab.

4. Beside the "View Reports:" prompt, choose the "Class Roster Report" from the dropdown menu. Then click "Go."

5. Set the filter fields to the following settings.
  - Time Period = Fall 2018 Sections
  - Teacher = your name will display
  - Course Group = Alabama First Class Pre-K Online Pre=Registration
  - Course = Choose the site of the classroom
  - Class = Choose the class for which you want to print a roster
  - Status = Completed

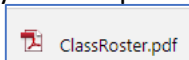
6. Set the four Data Field filters to your preferences or use the following settings.

- Data Field #1 = Primary Phone Number
- Data Field #2 = Email
- Data Field #3 = Address (this will be street only)
- Data Field #4 = City-State-ZipCode

7. Click the "Show Roster" button and a preview will display at the bottom of the screen.

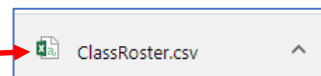
8. To export a PDF of the roster, click the down arrow beside the "Export to the selected format" prompt above the preview and choose "Acrobat (PDF) file" then click the blue "Export" link.

9. Find the PDF document at the bottom left corner of your computer screen and click to open it.



10. To export a printable roster with headings above the columns, click the "Export to CSV" link at the bottom left of the window.

11. Find the CSV document at the bottom left corner of your computer screen and click to open it. It will have an Excel icon beside it.



12. When the document opens, you can sort and customize it just as you would any spreadsheet. When ready to produce a hard copy, click "File" in the top left corner of the window, then select "Print."

