

## How to use this document

*All Titan Time and Enriching Students questions can be answered here, with the links below showing step by step instructions. This document will be updated frequently to add issues encountered.*



### Account / Password issues

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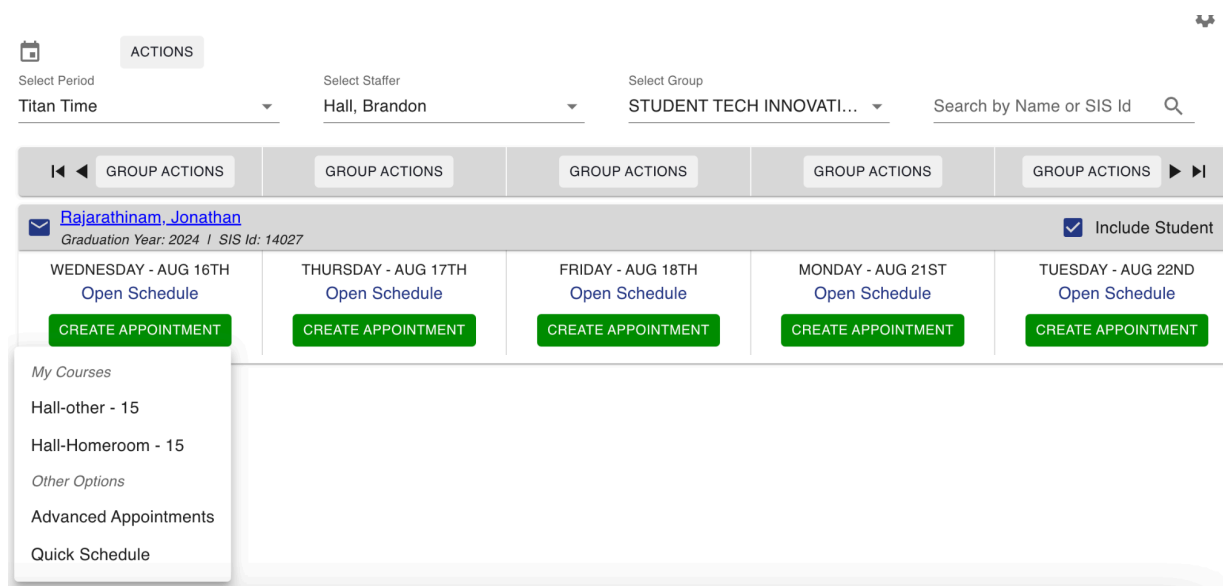
1. [Run a report to see what students were in your room on a particular day](#)

## Titan Time Building Norms

1. [PCMS Building Norms](#)

## Quick Scheduling

1. On the left hand pane, select Appointments.
2. From there, you will see your rostered students. Select the green “Create Appointment” button and select your correct option.
3. To schedule someone to you, click the course name.
4. To schedule the student to another staff member, select Quick Schedule. Quick Schedule will limit your options on customizing the appointment. If you wish to customize the appointment, select [Advanced Appointments](#)



**ACTIONS**

Select Period: Titan Time

Select Staffer: Hall, Brandon

Select Group: STUDENT TECH INNOVATI...

Search by Name or SIS Id

**GROUP ACTIONS**

**Rajarathinam, Jonathan**  
Graduation Year: 2024 | SIS Id: 14027

☒ Include Student

| WEDNESDAY - AUG 16TH | THURSDAY - AUG 17TH | FRIDAY - AUG 18TH  | MONDAY - AUG 21ST  | TUESDAY - AUG 22ND |
|----------------------|---------------------|--------------------|--------------------|--------------------|
| Open Schedule        | Open Schedule       | Open Schedule      | Open Schedule      | Open Schedule      |
| CREATE APPOINTMENT   | CREATE APPOINTMENT  | CREATE APPOINTMENT | CREATE APPOINTMENT | CREATE APPOINTMENT |

**My Courses**

- Hall-other - 15
- Hall-Homeroom - 15

**Other Options**

- Advanced Appointments
- Quick Schedule

5. On the right hand side, a window will pop open for Quick Schedule. Select Department, select course and add comment if needed, then click Schedule.

The screenshot displays the PCMS Appointments interface. On the left is a sidebar menu with options: Dashboard, Appointments, Students, Manage Student Groups, Adjusted Offerings, Blocked Dates, Requests, Mass Appointments, School Notifications, My Account, Analysis, and Admin. The main content area is titled 'Appointments' and includes a 'User Manual' link, an 'ACTIONS' button, and filters for 'Select Period' (Titan Time), 'Select Staffer' (Hall, Brandon), and 'Select Group' (STUDENT TECH INNOVATI...). Below these are 'GROUP ACTIONS' buttons and a table for scheduling. The table has columns for dates: WEDNESDAY - AUG 16TH, THURSDAY - AUG 17TH, FRIDAY - AUG 18TH, and MONDAY - AUG 19TH. Each column contains 'Open Schedule' text and a 'CREATE APPOINTMENT' button. A student profile for Bajarathinam, Jonathan (Graduation Year: 2024, SIS Id: 14027) is shown above the table. On the right, a 'Quick Schedule' sidebar contains the student's name, the schedule date (08/16/2023), dropdowns for 'Select Department' and 'Select Course', a text area for 'Add an optional comment', a 'Lock Appointment' checkbox, and 'CANCEL' and 'SCHEDULE' buttons.

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**Schedule students to the library**

Click the word schedule, select Department - Library - Course Murphy-Library-Library: 50

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**Scheduling students- Advanced Appointments**

The screenshot shows the 'ES Appointments' interface. The top bar includes a welcome message 'Welcome: Brandon Hall' and a notification bell. The sidebar on the left lists various navigation options. The main content area is titled 'Appointments' and shows a table of dates for the student 'Rajarathinam, Jonathan'. The table has columns for each day from Friday, Aug 18th to Thursday, Aug 24th. Each column has an 'Open Schedule' link and a green 'CREATE APPOINTMENT' button. A dropdown menu is open under the 'CREATE APPOINTMENT' button for Friday, Aug 18th, showing options like 'My Courses', 'Hall-Help Desk - 5', 'Hall-Homeroom - 5', 'Other Options', 'Advanced Appointments', and 'Quick Schedule'.

1. On the appointments page, click Select Group, and change to your Titan Time or other class which has the student you're looking for.
2. Click the green "Create Appointment" button
3. Select Advanced Appointments from the drop down

The screenshot shows the 'ES Advanced Appointments: Rajarathinam, Jonathan' interface. The top bar includes a welcome message 'Welcome: Brandon Hall' and a notification bell. The sidebar on the left lists various navigation options. The main content area is titled 'Advanced Appointments: Rajarathinam, Jonathan'. It includes a 'User Manual' link, a 'Display Adjusted Offerings Only' toggle, and a list of courses with available seats. The 'Appointment Type' is set to 'Titan Time'. The 'Start Date' is 08/18/2023 and the 'End Date' is 08/18/2023. The 'Weekdays' are set to 'Friday'. There are checkboxes for 'Auto Increase Seat Count' and 'Lock Appointment'. The 'SCHEDULE & CLOSE' button is highlighted.

4. Select the department you wish to schedule a student to, and then click the staff member. Be aware of the Available Seats.
5. Select Appointment type, start date, and add additional comment.
6. Click Schedule and Close to complete the appointment.

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**Find a student who isn't in my classes**

1. Go to the left hand pane
2. Click on Appointments
3. Type in the last name (at least two letters) in the “Search by Name or SIS Id” box and hit search
4. The search results will populate and you will be able to schedule from there.
5. If you’re looking for dates that aren’t listed, click the blue arrows to move forward another day or week

The screenshot displays the PCMS Appointments interface. On the left is a sidebar menu with options: Dashboard, Appointments, Students, Manage Student Groups, Adjusted Offerings, Blocked Dates, Requests, Mass Appointments, School Notifications, My Account, Analysis, and Admin. The main content area has a top bar with a 'User Manual' link and a settings gear. Below this is a search section with filters: 'Select Period' (Titan Time), 'Select Staffer' (Hall, Brandon), 'Select Group' (STUDENT TECH INNOVATI...), and a search box 'Search by Name or SIS Id'. A row of 'GROUP ACTIONS' buttons is visible. The main table shows search results for 'Rajarathinam, Jonathan' (Graduation Year: 2024 | SIS Id: 14027). The table has columns for dates from Wednesday, Aug 16th to Tuesday, Aug 22nd. Each date cell contains 'Open Schedule' and a green 'CREATE APPOINTMENT' button. An 'Include Student' checkbox is on the right.

| Rajarathinam, Jonathan<br>Graduation Year: 2024   SIS Id: 14027 |                                                            |                                                          |                                                          |                                                           | <input type="checkbox"/> Include Student |
|-----------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------|------------------------------------------|
| WEDNESDAY - AUG 16TH<br>Open Schedule<br>CREATE APPOINTMENT     | THURSDAY - AUG 17TH<br>Open Schedule<br>CREATE APPOINTMENT | FRIDAY - AUG 18TH<br>Open Schedule<br>CREATE APPOINTMENT | MONDAY - AUG 21ST<br>Open Schedule<br>CREATE APPOINTMENT | TUESDAY - AUG 22ND<br>Open Schedule<br>CREATE APPOINTMENT |                                          |

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**Scheduling your whole advisory with one click**

1. Go to the Appointments link in the left pane
2. Click Select Group, and your advisory or class will appear in the drop down menu.
3. Click the Group Actions button at the top of the column for the day you wish to schedule.
4. Select Mass Appointments

The screenshot displays the PCMS Appointments interface. On the left is a sidebar with navigation links: Dashboard, Appointments, Students, Manage Student Groups, Adjusted Offerings, Blocked Dates, Requests, Mass Appointments, School Notifications, My Account, Analysis, and Admin. The main content area has a top bar with a 'User Manual' link, a 'SELECT' button, and filters for 'Select Period' (Titan Time), 'Select Staffer' (Hall, Brandon), and 'Select Group' (STUDENT TECH INNOVATI...). A search bar is labeled 'Search by Name or SIS Id'. Below the filters is a table with columns for days of the week (Monday through Friday) and a 'GROUP ACTIONS' column. A dropdown menu is open under the 'GROUP ACTIONS' column for Tuesday, showing options: 'My Courses' (with sub-items 'Hall-Help Desk - 5' and 'Hall-Homeroom - 5'), 'Other Options', 'Mass Appointments', and 'Delete Appointments'. The 'Mass Appointments' option is highlighted. The table also includes 'CREATE APPOINTMENT' buttons for each day and a 'Include Student' checkbox.

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**View your upcoming schedule**

## 1. Go to the Dashboard

The screenshot shows the Enriching Students Dashboard. The top navigation bar includes the 'ES' logo, 'Dashboard', a welcome message for Brandon Hall, a notification bell, and 'Titan Time Powered by Enriching Students'. A left sidebar lists various dashboard options. The main content area features a 'User Manual' link, a 'Start Date' of 08/17/2023 with a calendar icon, and five summary cards for dates from 08/17/2023 to 08/23/2023. Each card shows a total of 5 seats and attendance taken. Below these is a section titled 'Upcoming Adjusted Offerings' with a table header (DATE, OFFERING NAME, LOCATION) and a message stating there are no upcoming offerings, with a link to create one.

**ES** Dashboard

Welcome: Brandon Hall | Titan Time  
Powered by Enriching Students

[User Manual](#)

Start Date  
08/17/2023

**Summary For: 08/17/2023**  
You have a total of 5 seats across all periods. Attendance has been taken for 0 out of 2 total appointments.  
[TAKE ATTENDANCE](#)

**Summary For: 08/18/2023**  
You have a total of 5 seats across all periods. Attendance has been taken for 0 out of 0 total appointments.  
[VIEW APPOINTMENTS](#)

**Summary For: 08/21/2023**  
You have a total of 5 seats across all periods. Attendance has been taken for 0 out of 0 total appointments.  
[VIEW APPOINTMENTS](#)

**Summary For: 08/22/2023**  
You have a total of 5 seats across all periods. Attendance has been taken for 0 out of 0 total appointments.  
[VIEW APPOINTMENTS](#)

**Summary For: 08/23/2023**  
You have a total of 5 seats across all periods. Attendance has been taken for 0 out of 0 total appointments.  
[VIEW APPOINTMENTS](#)

**Upcoming Adjusted Offerings**

| DATE                                                                                                                   | OFFERING NAME | LOCATION |
|------------------------------------------------------------------------------------------------------------------------|---------------|----------|
| You currently have no Upcoming Adjusted Offerings.<br><a href="#">Please click here to create an Adjusted Offering</a> |               |          |

- Click on the Calendar icon next to the word “Start Date,” and a monthly calendar will pop up
- Click on the date for the week you want to view (in this case, Thurs, August 17), and the page will refresh showing your next week’s schedule. You can select the gray “View Appointments” button on each day to see who is scheduled to you.

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**Taking general attendance**

1. Go to Dashboard
2. Find the present day
3. Click the green “Take Attendance” button
4. Mark any missing students or mark students as “Present / Inactive” if they’re not working.
5. Double check the attendance list to make sure missing students are actually absent and not cutting class, as you would with Power School.

The screenshot shows the ES Dashboard for Brandon Hall. The top navigation bar includes the ES logo, the word "Dashboard", a welcome message "Welcome: Brandon Hall", a notification bell, and the text "Titan Time Powered by Enriching Students". A left sidebar contains a menu with items: Dashboard, Appointments, Students, Manage Student Groups, Adjusted Offerings, Blocked Dates, Requests, Mass Appointments, School Notifications, My Account, Analysis, and Admin. The main content area features a "User Manual" link, a "Start Date" of 08/17/2023, and five summary cards for dates 08/17/2023 through 08/23/2023. Each card displays seat availability and attendance counts, with a "TAKE ATTENDANCE" button for the current date and "VIEW APPOINTMENTS" buttons for others. Below these is a section for "Upcoming Adjusted Offerings" with a table header (DATE, OFFERING NAME, LOCATION) and a message stating there are no upcoming offerings, with a link to create one. A "Back to top" link is located at the bottom left of the dashboard area.

ES Dashboard

Welcome: Brandon Hall

Titan Time  
Powered by Enriching Students

[User Manual](#)

Start Date  
08/17/2023

**Summary For: 08/17/2023**  
You have a total of 5 seats across all periods. Attendance has been taken for 0 out of 2 total appointments.  
[TAKE ATTENDANCE](#)

**Summary For: 08/18/2023**  
You have a total of 5 seats across all periods. Attendance has been taken for 0 out of 0 total appointments.  
[VIEW APPOINTMENTS](#)

**Summary For: 08/21/2023**  
You have a total of 5 seats across all periods. Attendance has been taken for 0 out of 0 total appointments.  
[VIEW APPOINTMENTS](#)

**Summary For: 08/22/2023**  
You have a total of 5 seats across all periods. Attendance has been taken for 0 out of 0 total appointments.  
[VIEW APPOINTMENTS](#)

**Summary For: 08/23/2023**  
You have a total of 5 seats across all periods. Attendance has been taken for 0 out of 0 total appointments.  
[VIEW APPOINTMENTS](#)

Upcoming Adjusted Offerings ?

| DATE                                                                                                                   | OFFERING NAME | LOCATION |
|------------------------------------------------------------------------------------------------------------------------|---------------|----------|
| You currently have no Upcoming Adjusted Offerings.<br><a href="#">Please click here to create an Adjusted Offering</a> |               |          |

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**Take attendance for all students at once**

**ES** Take Attendance

Welcome: Brandon Hall | Titan Time  
Powered by Enriching Students

Select Staffer  
Hall, Brandon

[User Manual](#)

**How To Use This Page**

Use this page to take attendance for student appointments in each period. Select the period tab, and then enter an attendance value for all students in the period, or individual students. Select tardy and add a comment if you like for each student, and be sure to click 'Save'.

Friday, August 18th, 2023

**TITAN TIME**

Set Attendance For All

**Students** SAVE

| NAME                                   | (Not Set) | TARDY | ATTENDANCE COMMENT | SCHEDULER COMMENT |
|----------------------------------------|-----------|-------|--------------------|-------------------|
| There are no students for this period. |           |       |                    |                   |

Present/Active

1. Go to Dashboard
2. Find the present day
3. Click the green “Take Attendance” button
4. On the new page, Click the “Set Attendance for All” drop down
5. Select attendance type to “Present/Active”
6. Click the green “Save” button

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**Create class tags to make small groups**

1. Dashboard and select Manage Student Groups in the left hand pane

2. Click the green “Create Group” button

3. Create a group title above your name, click “Save & Continue.” Filter students by name or search for individual students. Select the check box next to their name to add them to your new list.

ES

Create Group

Welcome: Brandon Hall

Titan Time  
Powered by Enriching Students

Appointments

Students

Manage Student Groups

Adjusted Offerings

Blocked Dates

Requests

Mass Appointments

School Notifications

My Account

Analysis

Admin

Configuration

User Manual

Back to Manage Student Groups

Group Title

Selected Staffer

Hall, Brandon

☐ Default

SAVE & CLOSE

SAVE & CONTINUE

Add Students To Group

STUDENT

ADD

Filter Students by Name

Abban, Brendan  
Graduation Year: 2024 | SIS Id: 11182

Abban, Daniel  
Graduation Year: 2024 | SIS Id: 11001

Abban, Jayme  
Graduation Year: 2026 | SIS Id: 11410

Abban, Katelyn  
Graduation Year: 2024 | SIS Id: 11181

Agnew, Christopher  
Graduation Year: 2025 | SIS Id: 11349

Albee, Jack  
Graduation Year: 2024 | SIS Id: 11559

Albee, Josiah  
Graduation Year: 2026 | SIS Id: 11435

Students In Group

STUDENT

REMOVE

There are no students in this group.

FILTER

4. When you are done, you can see the new group you created in your courses section where the (HOMEROOM) drop down button is.

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**Locate a student in the building during Titan Time**

The screenshot shows the ES Appointments interface. The top header includes the ES logo, the word "Appointments", a welcome message "Welcome: Brandon Hall", and a notification bell. The main content area displays search results for "Titan Time". The student "Rajarathinam, Jonathan" is selected, with a graduation year of 2024 and SIS ID 14027. The interface shows a calendar view with dates from Friday, Aug 18th to Thursday, Aug 24th. Each date has an "Open Schedule" link and a "CREATE APPOINTMENT" button. A sidebar on the left lists navigation options: Dashboard, Appointments, Students, Manage Student Groups, Adjusted Offerings, Blocked Dates, Requests, Mass Appointments, School Notifications, My Account, Analysis, and Admin. A dropdown menu is open under "Appointments", showing options like "My Courses", "Hall-Help Desk - 5", "Hall-Homeroom - 5", "Other Options", "Advanced Appointments", and "Quick Schedule".

1. Go to Dashboard
2. Click on Appointments
3. On the right hand side, click Search by Name or SIS ID. Type in part of the name and hit search
4. The search results will populate and you will be able to schedule from there.
5. If you're looking for dates that aren't listed, click the arrows to move forward another day (single triangle) or week (triangle with line)

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**How to reset my password**

1. Go to the Dashboard, click on the My Account page
2. Under Appointment Types, you'll see an option for Password

**How To Use This Page**

Use this page to set your default appointment type for your homebase or subject matter course, and change your password.

|                   |                                                       |                          |
|-------------------|-------------------------------------------------------|--------------------------|
| Appointment Types | <b>Set Default Appointment Type</b> <span>SAVE</span> |                          |
| Password          |                                                       |                          |
|                   | COURSE NAME                                           | DEFAULT APPOINTMENT TYPE |
|                   | Hall-other                                            | Enrichment ▼             |
|                   | Hall-Homeroom                                         | Enrichment ▼             |

3. Click on "Change Password" and follow the prompts.

**Manage Your Password**

- To change your password, go to the **My Account** page, and select **Password**.

|                   |
|-------------------|
| Appointment Types |
| <u>Password</u>   |

- Type your new password into the **Password** field and **Confirm Password** field. Select the 'eye' icon if you want to see your new password as you type it (see circled in the image below). Click the icon again to hide it. Make sure to click **Save** and your new password will be set.

|                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------|
| Password<br>.....                            |
| Confirm Password<br>thiswillbemynewpassword  |
| <span>SAVE</span>                                                                                                               |

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**Set up block dates due to scheduled absence**

1. From the Dashboard, click on the “Blocked Dates” tab in the left hand pane

ES Blocked Dates

Welcome: Brandon Hall

Titan Time  
Powered by Enriching Students

[User Manual](#)

[CREATE BLOCKED DATE](#)

**How To Use This Page**

On this page, you can view blocked dates and periods for you, another staffer, a department, or the school. Click the button Create Blocked Date to block specific periods or days when you don't want appointments to be scheduled with you, another staffer, or a department. If you are an Admin user, you will also be able to block dates for the entire school.

[BLOCKED FOR STAFF](#) [BLOCKED FOR DEPARTMENT](#) [BLOCKED FOR SCHOOL](#)

Blocked Dates

Selected Staffer: Hall, Brandon

Selected Month: All Current and Future Dates

| DATE                                                            | REASON | PERIOD | BLOCK TYPE |
|-----------------------------------------------------------------|--------|--------|------------|
| There are no Blocked Dates for this selected staffer and month. |        |        |            |
| Please select a different combination using the controls above. |        |        |            |

Number of Rows: 25

<https://staff.enrichingstudents.com/blockDate>

2. Click the green “Create Blocked Date” button

3. Be sure the “Select a Staffer” is your name.

4. Add a reason for blocking the day off.

5. Set a repeat if needed

6. Set the Block Date from the calendar that pops up when you click the “Block Date” box.

5. Select Period to block (click Titan Time)

7. Click Save & Close to complete the task. This will return you to the Blocked Dates page with your new blocked date saved.

ES Create Blocked Date

Welcome: Brandon Hall

Titan Time  
Powered by Enriching Students

[User Manual](#)

[Back to Block Date](#)

Block For

☒ Staff ☐ Department ☐ School

Select a Staffer

Hall, Brandon

Reason

Repeats

Never

Start Date

08/17/2023

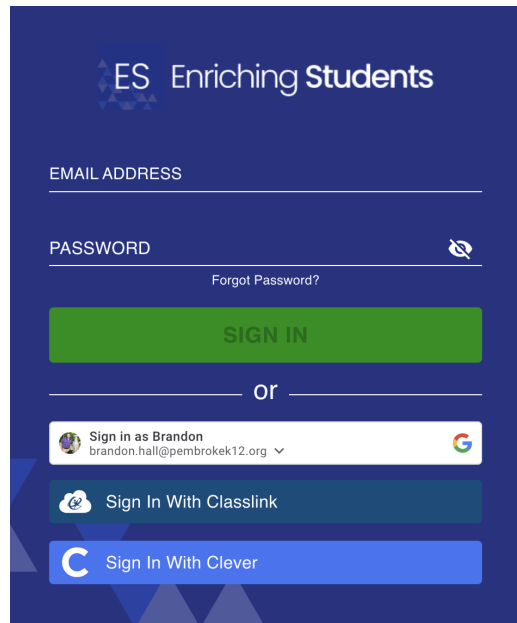
Period To Block

[SAVE & CONTINUE](#) [SAVE & CLOSE](#)

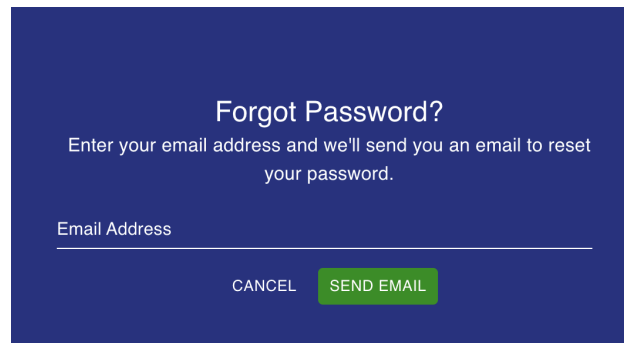
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**Help a student access a lost or forgotten password**

1. At the login screen, click the forgot password button



2. A prompt will ask you to enter your [lastname.firstname@pembrokek12.org](mailto:lastname.firstname@pembrokek12.org) email address to email the password.

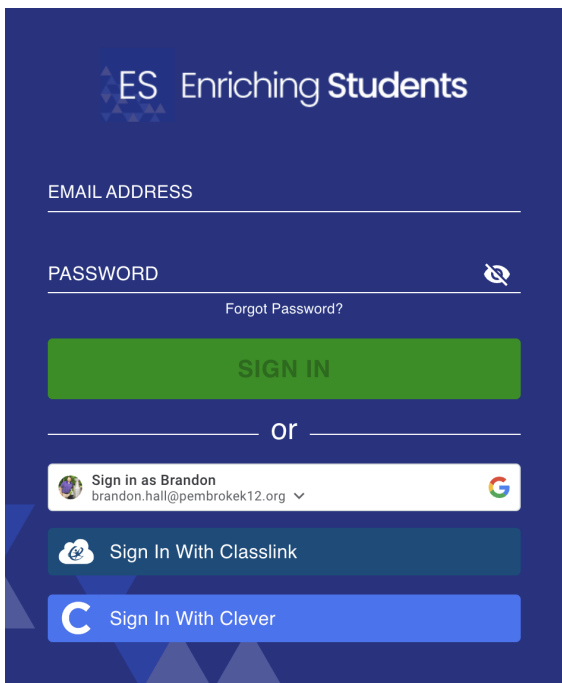


3. Check your school email through Gmail to get the password reset.
4. If you are still encountering issues recovering or resetting a password, [please ask them to submit a ticket via the online help form located here](#)

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**Help a student access a lost or forgotten username**

1. Student user names are generated by their @pembrokek12.org email addresses.
2. All student logins should be entered by [lastname.firstname@pembrokek12.org](mailto:lastname.firstname@pembrokek12.org)
3. There are some students whose last names include an apostrophe (O'Neil, O'Malley, etc) and they should try using the apostrophe to log in. If they receive an error, try without.
4. There are some students whose names are too long for email addresses. In Enriching Students, this is not an issue, so their entire lastname.firstname should appear.
5. Students must include the @pembrokek12.org in their user name.
6. If students are still having difficulties logging in, have them try the "Sign in with Google" portal or the "Sign in with Clever" portal right below the Enriching Students login portal.



7. If students are still having difficulty after this, [please ask them to submit a ticket via the online help form located here](#)

[Back to top](#)

**See a student's upcoming schedule**

1. Go to the left hand pane
2. Click on Appointments
3. Type in the last name (at least two letters) in the "Search by Name or SIS Id" box and hit search
4. The search results will populate and you will be able to schedule from there.
5. If you're looking for dates that aren't listed, click the blue arrows to move forward another day or week

The screenshot displays the PCMS Appointments interface. On the left is a sidebar menu with options: Dashboard, Appointments, Students, Manage Student Groups, Adjusted Offerings, Blocked Dates, Requests, Mass Appointments, School Notifications, My Account, Analysis, and Admin. The main content area shows a search for 'Rajarathinam, Jonathan' (SIS Id: 14027). Below the search bar are five columns representing dates: Wednesday - Aug 16th, Thursday - Aug 17th, Friday - Aug 18th, Monday - Aug 21st, and Tuesday - Aug 22nd. Each column has a green 'CREATE APPOINTMENT' button. The interface also includes a 'GROUP ACTIONS' bar with navigation arrows and a 'User Manual' link at the top.

| Rajarathinam, Jonathan<br>Graduation Year: 2024   SIS Id: 14027 |                                                            |                                                          |                                                          |                                                           |
|-----------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------|
| WEDNESDAY - AUG 16TH<br>Open Schedule<br>CREATE APPOINTMENT     | THURSDAY - AUG 17TH<br>Open Schedule<br>CREATE APPOINTMENT | FRIDAY - AUG 18TH<br>Open Schedule<br>CREATE APPOINTMENT | MONDAY - AUG 21ST<br>Open Schedule<br>CREATE APPOINTMENT | TUESDAY - AUG 22ND<br>Open Schedule<br>CREATE APPOINTMENT |

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**Add a new student to my class**

**ES** Manage Student Groups

Welcome: Brandon Hall | Titan Time  
Powered by Enriching Students

Get Groups For Staffer  
Hall, Brandon [CREATE GROUP](#)

[User Manual](#)

**How To Use This Page**  
Use this page to create, edit, or delete groups of students assigned to you, or another staffer. You will be able to select these groups on the Appointments page to schedule them.

**STUDENT TECH INNOVATION/HELP DESK - Hall - 1(A)** **ACTIONS**

| NAME                                                    | EMAIL ADDRESS                | ACTIONS                                                            |
|---------------------------------------------------------|------------------------------|--------------------------------------------------------------------|
| Chahed, Andrew<br>Graduation Year: 2024   SIS Id: 11066 | chahed.andrew@pembroke12.org | <a href="#">Delete Group</a><br><a href="#">Edit Student Group</a> |
| Kernan, Edward<br>Graduation Year: 2027   SIS Id: 12294 | kernan.edward@pembroke12.org | <a href="#">ACTIONS</a>                                            |
| Young, Theo<br>Graduation Year: 2027   SIS Id: 12160    | young.theo@pembroke12.org    | <a href="#">ACTIONS</a>                                            |

**STUDENT TECH INNOVATION/HELP DESK - Hall - 2(A)** **ACTIONS**

| NAME | EMAIL ADDRESS |
|------|---------------|
|------|---------------|

1. From the Dashboard, click on Manage Student Groups
2. Click Actions next to the group you want to add a student to, and select “Edit Student Group”

**ES** Edit Group

Welcome: Brandon Hall | Titan Time  
Powered by Enriching Students

[Back to Manage Student Groups](#)

[User Manual](#)

Group Title  
**STUDENT TECH INNOVATION/HELP DESK - Hall - 1(A)**

Selected Staffer  
Hall, Brandon

☐ Default [SAVE](#)

**Add Students To Group**

| STUDENT                                                     | ADD                      |
|-------------------------------------------------------------|--------------------------|
| Filter Students by Name                                     |                          |
| Abban, Brendan<br>Graduation Year: 2024   SIS Id: 11182     | <input type="checkbox"/> |
| Abban, Daniel<br>Graduation Year: 2024   SIS Id: 11001      | <input type="checkbox"/> |
| Abban, Jayme<br>Graduation Year: 2026   SIS Id: 11410       | <input type="checkbox"/> |
| Abban, Katelyn<br>Graduation Year: 2024   SIS Id: 11181     | <input type="checkbox"/> |
| Agnew, Christopher<br>Graduation Year: 2025   SIS Id: 11349 | <input type="checkbox"/> |
| Albee, Jack<br>Graduation Year: 2024   SIS Id: 11559        | <input type="checkbox"/> |
| Albee, Josiah<br>Graduation Year: 2026   SIS Id: 11435      | <input type="checkbox"/> |

**Students In Group**

| STUDENT                                                 | REMOVE                   |
|---------------------------------------------------------|--------------------------|
| Chahed, Andrew<br>Graduation Year: 2024   SIS Id: 11066 | <input type="checkbox"/> |

3. Find the student you wish to add to the group, check the box next to their name, and the name will jump to the Students in Group column.
4. Click Save

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**Remove students who are no longer in my class**

**ES** Manage Student Groups

Welcome: Brandon Hall | Titan Time  
Powered by Enriching Students

Get Groups For Staffer  
Hall, Brandon [CREATE GROUP](#)

[User Manual](#)

**How To Use This Page**  
Use this page to create, edit, or delete groups of students assigned to you, or another staffer. You will be able to select these groups on the Appointments page to schedule them.

**STUDENT TECH INNOVATION/HELP DESK - Hall - 1(A)** **ACTIONS**

| NAME                                                    | EMAIL ADDRESS                | ACTIONS                                                            |
|---------------------------------------------------------|------------------------------|--------------------------------------------------------------------|
| Chahed, Andrew<br>Graduation Year: 2024   SIS Id: 11066 | chahed.ahmed@pembroke12.org  | <a href="#">Delete Group</a><br><a href="#">Edit Student Group</a> |
| Kernan, Edward<br>Graduation Year: 2027   SIS Id: 12294 | kernan.edward@pembroke12.org | <a href="#">ACTIONS</a>                                            |
| Young, Theo<br>Graduation Year: 2027   SIS Id: 12160    | young.theo@pembroke12.org    | <a href="#">ACTIONS</a>                                            |

**STUDENT TECH INNOVATION/HELP DESK - Hall - 2(A)** **ACTIONS**

| NAME | EMAIL ADDRESS |
|------|---------------|
|------|---------------|

1. From the Dashboard, click on Manage Student Groups
2. Click Edit Student Group

**ES** Edit Group

Welcome: Brandon Hall | Titan Time  
Powered by Enriching Students

[Back to Manage Student Groups](#) [FILTER](#)

[User Manual](#)

Group Title  
**STUDENT TECH INNOVATION/HELP DESK - Hall - 1(A)**

Selected Staffer  
Hall, Brandon

☐ Default [SAVE](#)

**Add Students To Group**

| STUDENT                                                     | ADD                      |
|-------------------------------------------------------------|--------------------------|
| Filter Students by Name                                     |                          |
| Abban, Brendan<br>Graduation Year: 2024   SIS Id: 11182     | <input type="checkbox"/> |
| Abban, Daniel<br>Graduation Year: 2024   SIS Id: 11001      | <input type="checkbox"/> |
| Abban, Jayme<br>Graduation Year: 2026   SIS Id: 11410       | <input type="checkbox"/> |
| Abban, Katelyn<br>Graduation Year: 2024   SIS Id: 11181     | <input type="checkbox"/> |
| Agnew, Christopher<br>Graduation Year: 2025   SIS Id: 11349 | <input type="checkbox"/> |
| Albee, Jack<br>Graduation Year: 2024   SIS Id: 11559        | <input type="checkbox"/> |
| Albee, Josiah<br>Graduation Year: 2026   SIS Id: 11435      | <input type="checkbox"/> |

**Students In Group**

| STUDENT                                                 | REMOVE                   |
|---------------------------------------------------------|--------------------------|
| Chahed, Andrew<br>Graduation Year: 2024   SIS Id: 11066 | <input type="checkbox"/> |

3. On the right side, find the student you wish to remove. Click on the box next to the name of the student you wish to remove.
4. Click Save.

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**Fulfilling students that request your class**

1. If a student requests to see you in Titan Time, you'll see an alert at the top of the home screen.

The screenshot shows the 'Student Requests' page. The top header includes the 'ES' logo, 'Student Requests', a welcome message 'Welcome: Brandon Hall', and a notification bell icon with 'Titan Time Powered by Enriching Students'. The left sidebar contains a menu with items: Dashboard, Appointments, Students, Manage Student Groups, Adjusted Offerings, Blocked Dates, Requests (highlighted), Mass Appointments, School Notifications, My Account, and Analysis. The main content area has a 'User Manual' link and a 'How To Use This Page' section. Below this, there are tabs for 'UNSCHEDULED REQUESTS' (active) and 'SCHEDULED REQUESTS'. A table titled 'Requests' is shown with columns: REQUESTED DATE, REQUESTED PERIOD, STUDENT, COMMENT, and DATE SUBMITTED. The table is currently empty, displaying the message 'There are no Unscheduled Requests'.

ES Student Requests

Welcome: Brandon Hall

Titan Time  
Powered by Enriching Students

Dashboard

Appointments

Students

Manage Student Groups

Adjusted Offerings

Blocked Dates

Requests

Mass Appointments

School Notifications

My Account

Analysis

User Manual

How To Use This Page

Use this page to view appointment requests that students have made. Use the 'Actions' button to schedule, complete, or cancel the requests.

UNSCHEDULED REQUESTS SCHEDULED REQUESTS

Requests

| REQUESTED DATE                    | REQUESTED PERIOD | STUDENT | COMMENT | DATE SUBMITTED |
|-----------------------------------|------------------|---------|---------|----------------|
| There are no Unscheduled Requests |                  |         |         |                |

<https://staff.enrichingstudents.com/studentRequests>

2. Click on the Requests tab on the left pane.

3. To fulfill the requests, you can click “complete” to schedule them for the day they ask, click “remove” to get rid of the request altogether, or click “schedule” to change the request for a different day.

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**Schedule a student who has an upcoming planned absence or field trip**

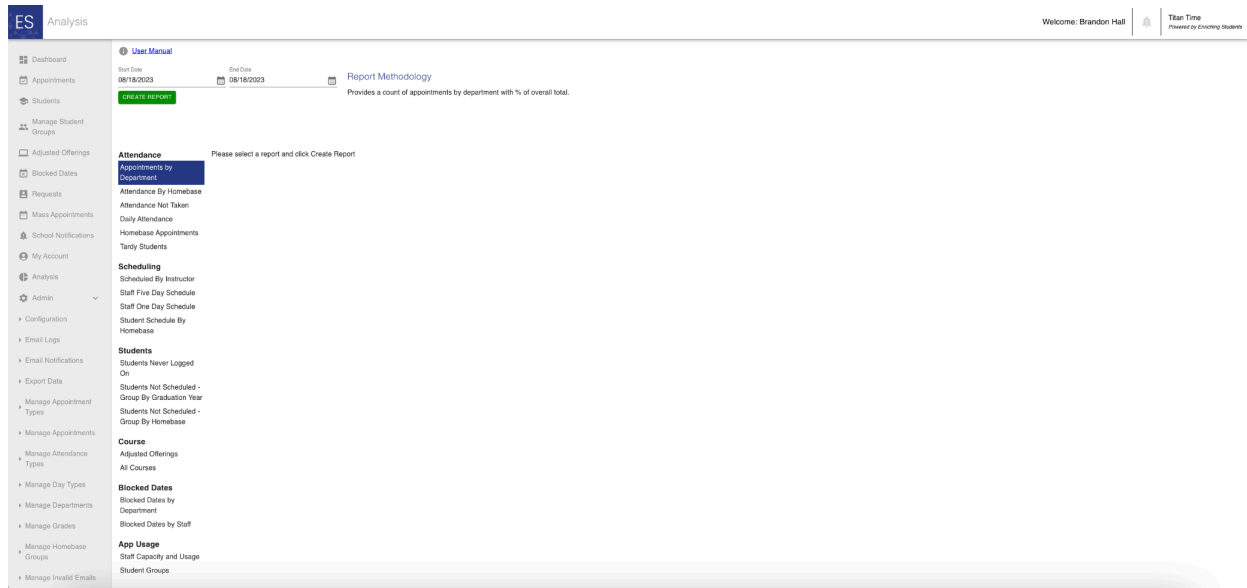
If a student has a planned absence or field trip coming up, and you are trying to fill their schedule on a Monday during Advisory, follow the procedure below.

Go to “Dashboard” and select “Appointments.” At the student’s name, click “Quick Schedule,” and go through this process:

1. Under Department, select “Absence”
2. Under Courses, select “DeRito-Absence-250”
3. Click Schedule

The screenshot displays the 'ES Appointments' interface. On the left is a sidebar with navigation links: Dashboard, Appointments, Students, Manage Student Groups, Adjusted Offerings, Blocked Dates, Requests, Mass Appointments, School Notifications, My Account, Analysis, and Admin. The main area shows a 'User Manual' link and 'ACTIONS' for 'Titan Time'. Below this is a table with columns for 'THURSDAY - AUG 17TH', 'FRIDAY - AUG 18TH', 'MONDAY - AUG 21ST', and 'TUESDAY - AUG 22ND'. Each column has a 'Date Blocked For Staffer' and a 'CREATE APPOINTMENT' button. A modal window titled 'Quick Schedule: Rajarathinam, Jonathan' is open on the right. It shows the 'Schedule Date' as 08/17/2023, 'Select Department' as 'Absence', and 'Select Course' as 'DeRito-Absence-250'. There is a text area for 'Add an optional comment' and a 'Lock Appointment' checkbox. At the bottom of the modal are 'CANCEL' and 'SCHEDULE' buttons.

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**Run a report to see what students were in your room on a particular day**

1. From Dashboard, click on Analysis
2. From the Analysis section, change the dates to see when you want to view data
3. Select the type of report you wish to run
4. Click “Create Report”

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**Create an adjusted course offering**

ES Adjusted Offerings

Welcome: Brandon Hall

Titan Time  
Powered by Enriching Students

[User Manual](#)

[CREATE ADJUSTED OFFERING](#)

Select Staffer  
Hall, Brandon

BULK EDIT

UPCOMING OFFERINGS HISTORICAL OFFERINGS

Adjusted Offerings

| DATE                                                      | PERIOD | DETAILS |
|-----------------------------------------------------------|--------|---------|
| There are no Adjusted Offerings for the selected staffer. |        |         |

Number of Rows: 25

<https://staff.enrichingstudents.com/adjustedOfferings/0>

1. From the Dashboard, go to the Adjusted Offerings in the left hand pane
2. Select the green "Create Adjusted Offering" button in the top right corner

ES Create Adjusted Offering

Welcome: Brandon Hall

Titan Time  
Powered by Enriching Students

[User Manual](#)

[Back to Adjusted Offerings](#)

Repeats  
Never

Adjusted Date  
08/18/2023

Select Period

Blocked Graduation Years

Offering Name

Max Number of Students

Appointment Type

Offering Room

Virtual Meeting Link

☐ Block Self Scheduling

☐ Block Other Staff Scheduling

☐ Lock Appointment Type

☐ Prevent Student Requests

comment...

[SAVE](#)

Courses for Selection

| DATE                                                                 | COURSE NAME | PERIOD | CURRENT APPTS | DAY TYPE | INCLUDE |
|----------------------------------------------------------------------|-------------|--------|---------------|----------|---------|
| Please select a Date and Period combination to see a list of courses |             |        |               |          |         |

3. Here you can change many of the options for students to sign up, as you can see below.
  - a. Decide if you want it to repeat. Have it repeat weekly, every other day, every other week
  - b. Adjust the date
  - c. Select a graduation year to book (if you're booking the entire Fr, So, Jr, Sr class or one of them) otherwise leave it blank
  - d. Change the Offering Name to the class you're teaching
  - e. Change the cap in Max Number of Students to your total
  - f. Change the Offering Room number or add a virtual meeting link
  - g. Give a description
  - h. Click Save when finished
4. Changes will be shown at the bottom of the window

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### **Raise your class cap for a day**

The screenshot shows the 'Adjusted Offerings' page. The sidebar on the left contains links: Dashboard, Appointments, Students, Manage Student Groups, Adjusted Offerings (selected), Blocked Dates, Requests, Mass Appointments, School Notifications, My Account, and Analysis. The top header shows 'Welcome: Brandon Hall' and 'Titan Time Powered by Enriching Students'. The main content area has a 'CREATE ADJUSTED OFFERING' button and a section for 'Adjusted Offerings' with a table. The table has columns: DATE, PERIOD, and DETAILS. Below the table, it says 'There are no Adjusted Offerings for the selected staffer.' and a 'Number of Rows' dropdown set to 25.

1. From the Dashboard, go to the Adjusted Courses link in the left hand pane
2. Click the green “Create Adjusted Offerings” button

The screenshot shows the 'Create Adjusted Offering' page. The sidebar on the left contains links: Dashboard, Appointments, Students, Manage Student Groups, Adjusted Offerings (selected), Blocked Dates, Requests, Mass Appointments, School Notifications, My Account, Analysis, Admin, Configuration, Email Logs, Email Notifications, Export Data, Manage Appointment Types, and Manage Appointments. The top header shows 'Welcome: Brandon Hall' and 'Titan Time Powered by Enriching Students'. The main content area has a form for creating an adjusted offering. The form includes fields for Repets (Never), Adjusted Date (08/18/2023), Select Period, Blocked Graduation Years, Offering Name, Max Number of Students, Appointment Type, Offering Room, Virtual Meeting Link, and checkboxes for Block Self Scheduling, Block Other Staff Scheduling, Lock Appointment Type, and Prevent Student Requests. A 'SAVE' button is at the bottom.

3. Here you'll be able to change the class cap
4. Click on the Adjusted Date Box
5. Change the date you wish the max number to be on
6. Click on the Max Number of Students section
7. Change the max number
8. Click Save

All changes will show at the bottom of the page under “Adjusted Offerings”

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## Procedures

1. Students should be scheduled on Fridays during Titan Time.
  - a. If a teacher is absent on Fridays, the substitute in the room should have the students fill out a paper schedule request. Forms should be brought to the office and someone up here will enter the information. (see Titan Time Schedule Sheets\_students in Drive).
    - i. Please make copies and have them in your substitute folder.
  - b. Elective and non-team teachers will have 'courses' set up, so **beginning on 1/26/18**, students can be assigned to any of the available teachers.
  - c. For students on 'mandatory titan time (MTT)', those students will be scheduled in real time at kid day meetings (by guidance or teachers), so TT teachers don't have to keep track of who should be where, as they will be pre-scheduled.
2. Students who are pre-scheduled should not be moved.
3. **Attendance:** Teachers take attendance each day. Have students take a seat so they can begin working, then take attendance.
4. **Missing/late students:** If a student is missing, first check PowerSchool to see if they are absent, then call the office and let them know.
5. **Seeing non-scheduled teachers:** If a student wants to see another teacher that they are not scheduled for, they need to have a pass from that teacher. Before leaving the room, they should sign out in the same place they would sign out for the bathroom. Location, purpose and time should be recorded. Kristen, if you have a good template for this, can you share it?
6. **Bathroom:** Students should not use the bathroom unless it's an emergency then they should go to the nurse with a pass. They must also sign out as they leave, so we have a record of who left the room when.
7. **Locker clean outs/retrieving materials:** Students must sign out. If the same students have been doing this daily or numerous times a week, push back. Give them 1-2 opportunities to gather materials at start of TT but relay expectations that they must come prepared to TT moving forward. If this continues, refer them to guidance. We do not want students wandering or being in the halls unsupervised, particularly if they have trouble self-regulating.
8. **Cell phones:** Should only be used to check grades, assignments or other school-related tasks. Otherwise, they should be away.

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[Click here to download Titan Time passes](#)

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