# ExplorEC:

# Directions for High School Guidance Counselor or Administrator

Guidelines for High School Guidance Counselors or High School Administrator who will review and approve student applications.

## Log in at:

<https://explorec.maine.edu/>

Select Guidance Counselor or Administrator. Note that this portal will be used for all students wishing to take classes at any of Maine’s Public Universities.

ExplorEC portal Screenshot

On the top of the  page is the logo for ExplorEC is on the left side with Early Colelge at Maine's Public Universities underneath. To the right are logos for the University of Maine, The University of Maine at Augusta, the University of Maine at Farmington, The University of Maine at Fort Kent, The University of Maine at Machias, The Universitiy of Maine at Presque Isle, and the University of Southern Maine. Underneith that here is note that says "Welcome to ExplorEC, your portal to Early College at Maine's Public Universities. Please select your role to continue."
Underneith that there are multiple boxes including High School Student, Guidance Counselor or Administrator, and EC Administrator. The box labled "Guidance Counselor or Administrator" is circled, as this is the box you will select.

## Applications

Click on Applications to review and approve current applicants. The number represents how many applications need your attention.

Applications Screenshot

On the ribbon on the left side of the screen there are rows labeled Dashboard, Applications with the number 4 after it, Edit My Profile, and Logout. In the middle of the page is a message reading "Welcome to ExplorEC with Select an option below to continue below it." Under that there are three boxes labeled Applications, Course Search, and Edit Profile. To the right of that is Announcements on another ribbon. 

A summary of pending applications is shown.

## Review and approve student applications

Click on Manage Details to review and approve each student.

Review and approve student applications screenshot

At the top reads Applications. Then there is the message that reads "Below are students from your high school that have applied for Spring 2019 class(es)." Under that are two tabs labeled Pending Recommendations and All Applications. Below that is the message reading "Please click on 'Manage Details" and enter your recommendation." Unernieth that there is a button to select the number of entries. Under that there is a row with Name, University ID, Student Consent, Parent Consent, Recommendation. Underneath each column title is sample data including Student, Test, blank (university ID), Completed, completed, blank (recommendation) and Manage details. The next row says Walter, Kathy, blank, Pending, Completed, SUBMITTED, and Manage Details. 

The student and parent names will be pre-populated by the student. The courses the student is applying for will appear on the right. Please note that registration is not finalized until the EC administrator at the University enrolls the student, so the courses that appear are applications only, and are pending approval and final registration.

## Required fields

The only required fields in the recommendation section are highlighted. Note that transcripts, standardized test scores, and other documentation are not required unless the EC Administrator requests them.

Required Fields Screenshot

Student State ID number is listed with a blank box. Student GPA is listed with the options "Between 3.0 to 4.0 (or equivalent of a B average or above)"
"Between 2.0 and 2.9 (or equivalent of C to B-)"
"Below 2.0 (or equivalent of C- or below)." Below that  reads "The students' parent/guardian has been informed" with the options to check Yes or No. Under that reads "Grade Level of student when taking the above course(s)" with a dropdown menu which shows Senior selected. Under that reads "The student has met the course prerequisites and has the permission of the high school to enroll in the course is listed with the options",  with a place to select Yes, or No.

## Notes

The notes field will generate an email to the EC Administrator about the student. The EC Administrator will use this field if additional information about the student is needed.

Notes Screenshot

There are two tabs at the top of the image labed Recommendation and Notes. Under that is a box with the message "There are no notes yet", with another box inside labed "Add Note." 

Add Note Screenshot

There is a message Notes are only visible to other counselors in your high school and to Early College Administrators. Below that is reads "Send to EC Administrator at" with a dropdown menu underneith to select university. The box shows UMFK filled in. Below that reads "Note about Student:" with a blank box underneath. Under that there is a box labeled "Submit Note" and another box labeled "Close." 
  

## Upload Documents (optional)

If additional documentation or information is requested, use the upload feature and description field to provide information to help the EC Administrator make a final decision about the student application. If no information is requested, you can “submit recommendation” and leave these fields blank.

Upload Documents Screenshot

At the top there is a note that says "Upload Document(s)" with a button that says "Add files." Underneath is a note that reads "Max. file upload size is 8MB. For larger files please zip them prior to uploading."
Below is a note that reads "Please describe students' qualifications and any other information that will be helpful in determining student eligibility (optional)" with a blank box. A box labeled "Submit Recommendation" underneath that. 

After you submit the recommendation you will receive a success message.

## All Applications Tab

The All Applications tab will show all of the applications for your high school and their status in the process.

All Applications Screenshot

At the top there are two tabs labed "Pending Recommendations and All Applications." All Applications is selected with the message "Please click on 'Manage Details' to view your recommendation." Underneath is the note Show 10 entries. Below that are five columns that read Name, University ID, Student Consent, Parent Consent, Recommendation. Underneath the colulmn labels reads Alley, Lily, 9999999 (University ID), Completed, Completed, SUBMITTED.


## Dashboard

Note that 3 applications still need high school counselor or administrator review, and this number shows up in the dashboard.

Dashboard Screenshot

There is a ribbon with rows labeled Dashboard, Applications, Edit my Profile, and Logout.  Applications has the number "3" to the right. 