Providers

The Providers tile of the Course Catalog section will **allow admins to input providers based on the regions.** Providers are displayed when a parent selects a My Tech High Direct / Tech Trep Academy Direct option when building a student's schedule.

When the admin clicks on the Providers tile for the first time, they will see the following page:

📌 **Blank Providers View:**

If the admin has added providers, or the year has been cloned (reference years dropdown below), the filled view should look similar to the reference below:

📌 **Full Providers View:**

Please see below for a breakdown of the elements on the Providers page and their associated functionality:

Title:

The title of the page will always be **"Providers"**

Years Dropdown:

There will be a years dropdown on the **top right showing the providers added for that year when the admin selects a school year**

- The Years in the dropdown should be **directly linked to the years settings** page and **showcase the years that have been created by admins.**
  - The dropdown should **not** display the specific **mid-years**, just the full years that have been added.
  - **By default:** The year should always be the current year

  Cloning:

When a year is added to the Years settings, **all active and archived providers should be automatically cloned from the current year** to make it **easier for admins to set up the providers**

⚠️ **Please Note: Deleted** providers will **not** be cloned

Search Bar:

There will be a **search bar right beneath the title that will allow admins to search for the specific providers' information on the page**

- The search bar will have the **same functionality as the** Page Search Functionality of InfoCenter

Provider list column names

There will be three columns on the list view: **"Provider," "Reduces Funds," and "Multiple Periods"**

- To the left of the provider column, there should be a **checkbox**
- If the admin **clicks on this checkbox, all providers and courses listed in the view will be available to parents when they are working to create their schedules**

Provider List

The **list of providers and additional details in the Reduced Funds and Multiple Periods columns** should take up the **center of the page**

- Each column record should be **separated by the "|" sign**
- **The list records will alternate between a white and grey rectangle background**

Add Provider Button

The **"Add Provider"** button will display **below** all course/provider records on the **bottom left corner of the page**

- The button should be **blue with white text**
- When the admin clicks on the **"Add Provider"** button, they should see the following pop up:

📌 **Adding a Provider:**

Provider

The name of the Provider displayed to parents and the admin

Display this provider wherever provider filters are shown

Enabled or Disabled

When enabled, this provider will be shown in the filter sections, such as Calendars.

Reduce Funds

Dropdown with the options of

- None
- Technology Allowance OR Supplemental Learning Funds depending on the settings

If the Provider reduces funds, the admin will enter an amount. Once the schedule is approved, a direct deduction will be made for that student with the related amount (FUTURE FEATURE)

Require Multiple Periods

If this option is selected, a check box will display corresponding with the max number of Periods set in the Settings Page.

When multiple periods are selected, the provider must be selected for all those periods in the student's schedule.

Also, when selected, a text box will appear allowing the admin to customize a pop-up displayed for a parent about requiring multiple periods.

You can see details of the parent process here.

If the admin clicks "Cancel"

- The pop-up will close
- The provider will not be saved/reflected on the page

If the admin clicks "Save"

- The pop-up will close
- The provider will be saved/reflected on the Providers page
- Admins will be able to enable the provider for parents

When a provider/course is added to the providers page for the first time, will it be auto-checked or will the admins have to check it before it becomes available to parents (assuming the second, just wanted to make sure)

Add Course Button

The **"Add Course"** button will **display below a provider section** when the provider section is **expanded**

- The button should be **blue with white text**
- If the admin clicks on the **"Add Course" button**, they should see the following pop up:

📌 **Adding a Course:**

On the "Add Course" pop-up, admins will be able to add all course details as outlined below.

Provider

Dropdown auto-populated with the provider name they chose to add a course to.

Admin can select from other Providers that are not archived or deleted to move the course to another provider (ie. if the admin wants to clone a similar course and move it to a new provider)

Course (required)

The name of the course that is displayed to parents

Grade Levels

Min/Max (required)

Dropdowns for Minimum and Maximum grade levels will be displayed. This will determine which grade levels will see this course as an option. For example, some provider courses should only be available to K-5 grade students, even though it's mapped to a subject that is available for K-12.

The grade level options will be pulled from the settings for the corresponding year.

Alternative Grade Levels (optional)

This allows the admin to set an alternative grade level so parents can view options that are below or above their student's grade level. It provides more options for students, but because these courses are only displayed when a parent indicates, they are not shown by default.

The grade level options will be pulled from the settings for the corresponding year.
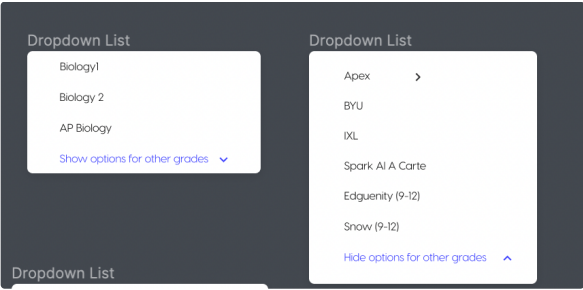
None selected

When there is no input for alternative grade levels, the course can not be seen for students are do not fall within the Min/Max
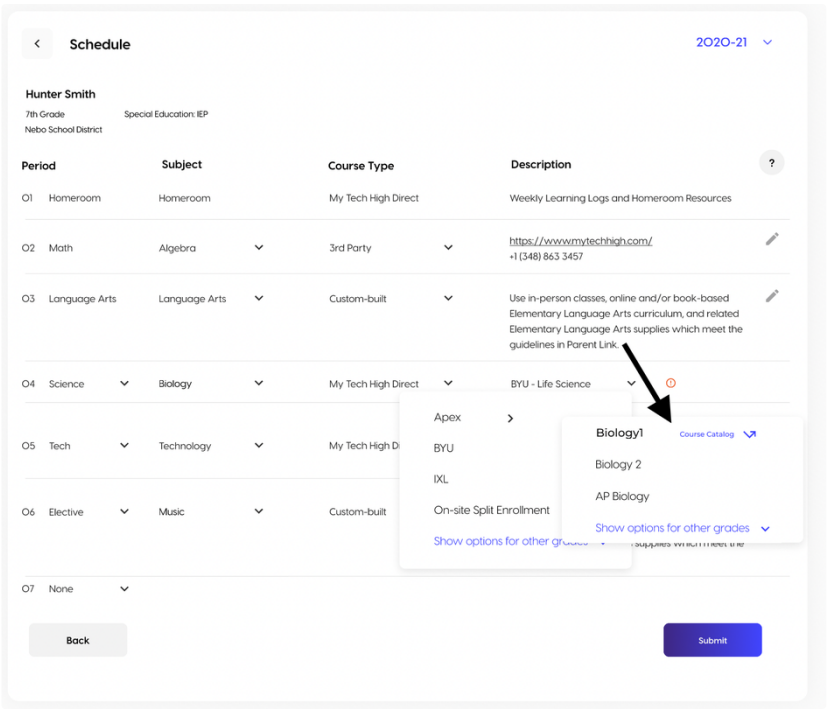
Selected

When there are grade levels selected, for example, the min/max is K-5 but the alternative is set to K-8, this means when a parent is building a schedule for an 8th-grade student and selects *Show options for other grades*, this course could be seen and selected as part of the student's schedule.

> ⚠ When showing options for other grades, note the min/max grades are displayed next the to Provider. Provider Name (min-max)
>
> So for the example above, the parent would see the provider as such "Apex (K-5)"

Website

This text field box allows the admin to enter a website they will display as a link for the provider when a parent is creating their schedule.

Diploma-seeking Path

> ⚠ This option should only show if Diplom-seeking is enabled for that region

Dropdown with the options

- Available for Both
  - If selected, the course will be shown to students no matter their Diploma-seeking path.
- Diploma-seeking Only
  - If selected, only students who are on the Diploma-seeking path will see this as an option.
- Non-Diploma-seeking Only
  - If selected, only students who select the Non-Diploma-seeking path will see this option.

Reduce Funds

Reduce Funds

Dropdown with the options of

- None
- Technology Allowance OR Supplemental Learning Funds depending on the settings

If the Provider reduces funds, the admin will enter an amount. Once the schedule is approved, a direct deduction will be made for that student with the related amount (FUTURE FEATURE)

> ℹ️ If this is selected, there should also be a "Reduce Funds" notification text box. Here, the admins will be able to type in a message to parents regarding the reduction of funds. That notification will be displayed once the parent selects the provider course for the schedule

Limit

limit (is this similar to the homeroom resources but a limit on students in the course?)

Mapped Subjects

Admins will also be able to map subjects/titles to the course so parents only see available options related for that period based on their previous selections in the Subject.

Subject Dropdown

This will display all the subjects that are **not archived** for that school year in that region. When the admin clicks on a subject from the dropdown, all titles mapped to that subject will show in the menu.
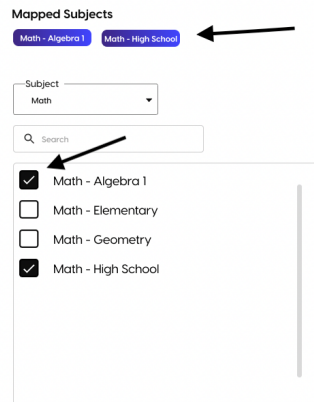
> ℹ️ The dropdown will default to **All** and admin will have the option to select one subject at a time.

Search

Admin can use the search to search for keywords in a subject or title and they will display as a result.

Mapped Subjects

When the admin clicks on a title, the course will be mapped to that subject/title and displayed in a blue box with white font. Admin can click the blue box to remove a mapped subject or admin can uncheck the box in the search results.

Additional Settings

Admins will also be able to select additional features from a few checkboxes.

- If the admin clicks on "Always unlock this course for 2nd semester," the course will be unlocked when schedules are unlocked based on the 2nd Semester Schedule date in Years.
- If the admin clicks on "This course qualifies for Required Software Reimbursement," only students with this course will see the option to submit a reimbursement for Required Software. this will be linked to the reimbursements page. (not built out yet)
- If the admin clicks on "Display a notification message for this course, the notification message box will appear and they will be able to type in a notification that will be seen on the parents' end when selecting this course
- If the admin clicks on **"Launchpad Course"** the Course ID field will show for the admin to enter in the ID. This will be linked to the Launchpad sync – Feature coming.

If the admin clicks "Cancel"

- The pop-up will close
- The course will not be saved/reflected on the page

If the admin clicks "Save"

- The pop-up will close
- The course will be saved/reflected on the Providers page
- Admins will be able to enable the course for parents

Provider/Course Checkboxes Functionality

When an admin clicks on the checkbox of a provider, it should become available to parents on their end (based on the settings configured in the pop-ups)

- Although courses will be mapped under the providers, admins will also need to click on the checkboxes of those courses in order to make the courses available for that provider on the parent end. In this way, admins will be able to easily select which courses/providers/subjects and titles they want to make available to parents.
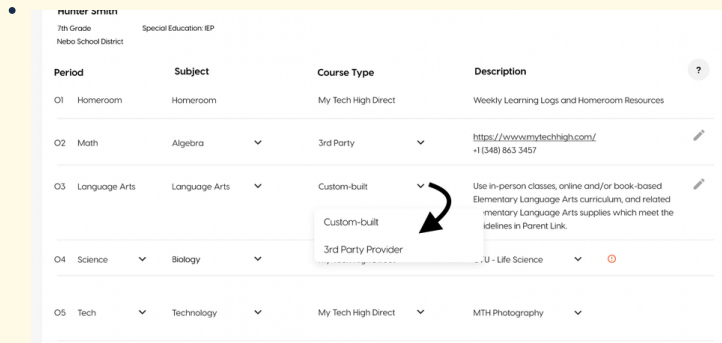
⚠️ **Please Note:**

Only when a Provider is Available for parents to selects AND the Course is available to select, will the option be shown for parents.

Scenario

If a Provider is Available, but there are **no** courses that matches the student (grade level, etc.) the Proivder will not show as an option.

If there are **no** Providers that match the student, My Tech High Direct/Tech Trep Academy will **not** show as an option in the Course Type column.

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Provider - Edit, Archive, and Arrow Icons

On the "**hide archived" view**, there should be an **edit, archive, and arrow icon**

Arrow:

The direction of the arrow will depend on **whether a section has been expanded or not**

- If a section is **expanded,** the arrow should **face up**
- If a section is **hidden,** the arrow should **face down**

Edit Icon:

- If the admin clicks on the **Edit Icon of a provider, they should see the provider pop up and should be able to edit the settings they had inputted**

Archive Icon:

- If the admin clicks on the archive icon of a provider, **there should be an archive pop up:**

📌 **Archive Pop-up:**

If the admin clicks "Cancel"

- The pop-up will close
- The provider will **remain on the "Hide Archived" view**

If the admin clicks "Archive"

- The pop-up will close
- The provider will be **archived and moved to the "Show Archived" view**

⚠️ **Please Note: If a Provider is archived, all courses under that provider should also be archived**

Course list Column Names

- The **course list column names** should show **underneath each provider record**

- The columns should be listed as **"Course," "Grades," "Diploma-seeking," "Reduced Funds," "Semester Only," "Limits," and "Subjects" in order from left to right**

Course list

The course list should be shown **underneath the course columns and will reflect what was inputted by the admin** when they **added the course**

Course - Edit, Archive, and Clone Icons

The **Edit, Archive, and Clone icons** will all show on the course line item in the **"Hide Archived" view**

Edit Icon:

- If the admin clicks on the **Edit Icon of a course, they should see the course pop up and should be able to edit the settings they had inputted**

Archive Icon:

- If the admin clicks on the archive icon of a course, **there should be an archive pop up**

📌 **Archive Course Pop-up:**

If the admin clicks "Cancel"

- The pop-up will **close**
- The course will **remain on the "Hide Archived" view**

If the admin clicks "Archive"

- The pop-up will **close**
- The course will be **archived and moved to the "Show Archived" view**

Clone Icon:

- If the admin clicks on the **clone icon** of a course, **there should be a clone pop-up:**

📌 **Clone Pop-up:**

If the admin clicks "Cancel"

- The pop-up will **close**
- The course will **not be cloned**

If the admin clicks "Clone"

- The pop-up will **close**
- The course should be cloned and **reflected on the page below the original course that was cloned**

Show/Hide Archived Buttons

There should be **"Hide Archived"** and **"Show Archived"** buttons on the top right

- **By default,** the admin should be on the **Hide Archived view when they first navigate to the page**
- The button that the admin has selected should be shown in **black with white font**

When the admin clicks on Show Archived, they should see a view similar to the following:

📌 **Show Archived View:**

Archived Course

When the admin is on the **"Show Archived"** view, they **will be able to see if a course line item has been archived**

- If a **course has been archived,** the **checkbox and edit icon should be greyed out/disabled**
- There should be **edit (disabled), unarchive (enabled), and delete (enabled)** icons on the archived course line items

📌 **If the admin clicks on the "Unarchive" icon of an archived course, they should see the Unarchive pop-up:**

If the admin clicks "Cancel"

- The pop-up will **close**
- The course will **remain archived on the "Show Archived" view**

If the admin clicks "Unarchive"

- The pop-up will **close**
- The course will **become active**
- The course will shift to the **"Hide Archived" view under its provider**

📌 **If the admin clicks on the "Delete" icon of an archived course, they should see the Delete pop-up:**

If the admin clicks "Cancel"

- The pop-up should **close**
- The course will **not** be deleted

If the admin clicks "Delete"

- The pop-up should **close**
- The course will be **deleted and removed from the "Show Archived" page**
- If a student had the **course on their schedule, it will be removed (for reference)**

Archived Provider

When the admin is on the **"Show Archived" view**, they **will be able to see if a provider has been archived**

- If a **provider has been archived,** the checkbox **will not show and the edit icon should be disabled/greyed out**
- There should be **edit (disabled), unarchive (enabled), and delete (enabled)** icons on the archived provider line items

📌 **If the admin clicks on the "Unarchive" icon of an archived provider, they should see the Unarchive pop-up:**

If the admin clicks "Cancel"

- The pop-up will **close**
- The provider will **remain archived on the "Show Archived" view**

If the admin clicks "Unarchive"

- The pop-up will **close**
- The provider will **become active**
- The provider will shift to the **"Hide Archived" view**
- **All courses under the provider should be unarchived as well and show on the "Hide Archived" view under that provider**

📌 **If the admin clicks on the "Delete" icon of an archived provider, they should see the Delete pop-up:**

If the admin clicks "Cancel"

- The pop-up will **close**
- The Provider will **not be deleted**

If the admin clicks "Delete"

- The pop-up will **close**
- The **provider will be deleted and removed from the Providers page**
  - All **associated courses to that provider will also be deleted**
- The **provider and all associated courses will be removed from the student's schedules for that year**
  - Students that had the provider/courses associated to It will have it removed from their schedules
  - Students that did not previously have the provider/courses associated to it will not have access to it when building their schedules

> ℹ️ **Please Note:**
>
> - If a provider has been archived, **all courses under that provider should also be archived**
>   - For ex: if **"Drivers Ed"** had courses associated to it they should all show under driver's ed as archived
> - In a similar way, if a provider has been **unarchived**, all courses under that provider should also be **unarchived**

📌 <u>**Providers Collapsed Reference:**</u>

When all providers have been **collapsed/hidden**, the admin should **only see the provider columns and all arrows will be facing down**

- The admin will not see any courses in this view unless they click on the arrow