



Galileo® Pre-K Online Add, Enroll, and Drop a Child

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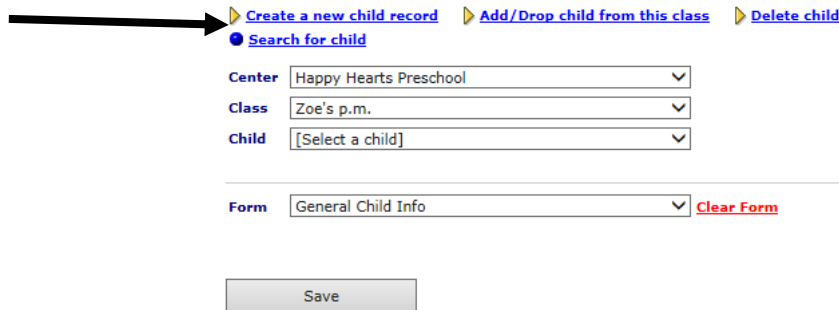
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MANAGE CHILDREN

One of a user's responsibilities while using Galileo may be to enter children into a class or classes and drop and enroll children that come into and leave a class or classes. Managing children can be accomplished from the following tools:

1. the Create a new child record, Add/Drop child from this class, and Delete child links on the ***Child Demographics*** page.



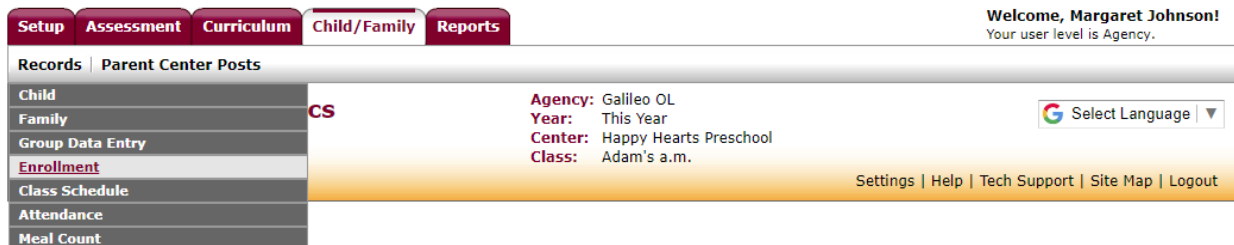
[Create a new child record](#) [Add/Drop child from this class](#) [Delete child](#)
[Search for child](#)

Center:
 Class:
 Child:
 Form: [Clear Form](#)

Save

AND

2. **Enrollment** page.



Setup | Assessment | Curriculum | **Child/Family** | Reports

Welcome, Margaret Johnson!
Your user level is Agency.

Records | Parent Center Posts

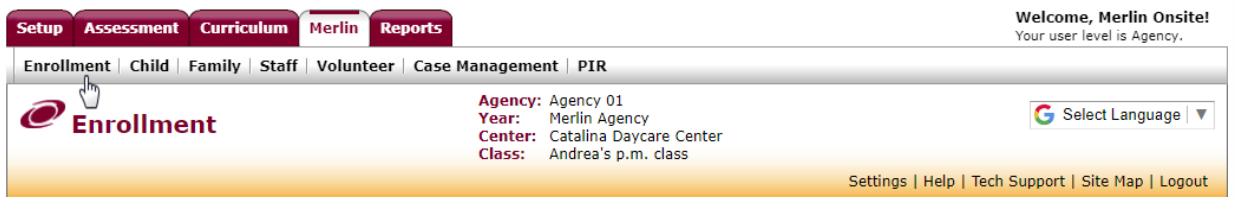
Child
 Family
 Group Data Entry
Enrollment
 Class Schedule
 Attendance
 Meal Count

Agency: Galileo OL
 Year: This Year
 Center: Happy Hearts Preschool
 Class: Adam's a.m.

Select Language ▼

Settings | Help | Tech Support | Site Map | Logout

OR



Setup | Assessment | Curriculum | **Merlin** | Reports

Welcome, Merlin Onsite!
Your user level is Agency.

Enrollment | Child | Family | Staff | Volunteer | Case Management | PIR

Enrollment

Agency: Agency 01
 Year: Merlin Agency
 Center: Catalina Daycare Center
 Class: Andrea's p.m. class

Select Language ▼

Settings | Help | Tech Support | Site Map | Logout

USER PERMISSION

The ***Enrollment*** and ***Child Demographics*** pages look different depending on what user permission has been given.

ALLOW USER TO ENROLL AND DROP CHILDREN

AT THE CENTER-LEVEL

[Create New Child Record](#)



Center

Happy Hearts Preschool

Enrollment Filter:

☐ Check/Uncheck all 318

☐ Aaron, Wesley (232323) ⓘ
☐ Adams, Samuel ⓘ
☐ albooth, Gwen (147741147) ⓘ
☐ Al-Ghamdi, Ismael (child12345) ⓘ
☐ AMB-Booth, Gwen (9484) ⓘ
☐ AMB-Crawford, Elijah (1985) ⓘ
☐ AMB-Garcia, Patricia (4444) ⓘ
☐ AMB-Thompson, Andrea (21273) ⓘ
☐ Appenfeller, Heather ⓘ
☐ ARN-Booth, Gwen ⓘ
☐ ARN-Crawford, Elijah ⓘ
☐ ARN-Garcia, Patricia ⓘ
☐ ARN-Neuroth, Angie ⓘ

← DROP FROM CENTER
ENROLL IN CLASS →

Class

Belinda's a.m.

☐ Check/Uncheck all 5

☐ Adams, Steven (1235555) ⓘ
☐ Fairchild, Mason ⓘ
☐ Johnson, Josephine ⓘ
☐ Paul, Newcomb ⓘ
☐ White, Matthew ⓘ

← DROP FROM CLASS

User must have “Allow user to enroll and drop at the center level” selected on the **User Accounts** page. Directions for establishing user permissions are found in the online help files.

User Information

First Name:

Last Name:

User Level:

Center ▼

Login Name:

Password:

Confirm Password:

☐ force user to change password upon login

User Permissions

☐ Allow user to add children
☐ Allow user to delete children
☐ Allow user to enroll and drop children at the agency level
☒ Allow user to enroll and drop children at the center level ←
☒ Allow user to add/modify/delete other users

AT THE AGENCY-LEVEL[Create New Child Record](#)

Agency	Center	Class
Enrollment Filter: Include all <input type="text" value="Search Children (name or Child ID)"/> <input type="checkbox"/> Check/Uncheck all 957 <input type="checkbox"/> Aaron, Wesley (232323) ⓘ <input type="checkbox"/> Adams, Brian rauk (902397) ⓘ <input type="checkbox"/> Adams, Sammy (999888822) ⓘ <input type="checkbox"/> Adams, Samuel Green (54589245) ⓘ <input type="checkbox"/> Adams, Samuel ⓘ <input type="checkbox"/> Adams, Steven (1235555) ⓘ <input type="checkbox"/> albooth, Gwen (147741147) ⓘ <input type="checkbox"/> Aldrich, Vickie (1258) ⓘ <input type="checkbox"/> Alexander, Christopher S (444444) ⓘ <input type="checkbox"/> Al-Ghamdi, Ismael (child12345) ⓘ <input type="checkbox"/> Alpine, Theodore (27392738) ⓘ <input type="checkbox"/> Always, Money ⓘ <input type="checkbox"/> AMB-Booth, Gwen (9484) ⓘ <input type="button" value="ENROLL IN CENTER"/> <input type="button" value="ENROLL IN CLASS"/>	Happy Hearts Preschool Enrollment Filter: Not in selected cla... <input type="text" value="Search Children"/> <input type="checkbox"/> Check/Uncheck all 312 <input type="checkbox"/> Aaron, Wesley (232323) ⓘ <input type="checkbox"/> Adams, Samuel ⓘ <input type="checkbox"/> Adams, Steven (1235555) ⓘ <input type="checkbox"/> albooth, Gwen (147741147) ⓘ <input type="checkbox"/> Al-Ghamdi, Ismael (child12345) ⓘ <input type="checkbox"/> AMB-Booth, Gwen (9484) ⓘ <input type="checkbox"/> AMB-Crawford, Elijah (1985) ⓘ <input type="checkbox"/> AMB-Garcia, Patricia (4444) ⓘ <input type="checkbox"/> AMB-Thompson, Andrea (21273) ⓘ <input type="checkbox"/> Appenfeller, Heather ⓘ <input type="checkbox"/> ARN-Booth, Gwen ⓘ <input type="checkbox"/> ARN-Crawford, Elijah ⓘ <input type="checkbox"/> ARN-Garcia, Patricia ⓘ <input type="button" value="DROP FROM CENTER"/> <input type="button" value="ENROLL IN CLASS"/>	Adam's a.m. <input type="checkbox"/> Check/Uncheck all 11 <input type="checkbox"/> Ball, Lucielle ⓘ <input type="checkbox"/> Ballard, Patricia J ⓘ <input type="checkbox"/> Benton, Andrea ⓘ <input type="checkbox"/> Brownville, Andrea ⓘ <input type="checkbox"/> Eureka, Gwen ⓘ <input type="checkbox"/> Fairfield, Jordan ⓘ <input type="checkbox"/> Fernandez, Patricia ⓘ <input type="checkbox"/> Hill, Nathaniel William (098ok1321) ⓘ <input type="checkbox"/> Johnson, Elijah ⓘ <input type="checkbox"/> Smithfield, Sarah ⓘ <input type="checkbox"/> Young, Lola (5662132) ⓘ <input type="button" value="DROP FROM CLASS"/>

User must have "Allow user to enroll and drop at the agency level" selected on the **User Accounts** page. Directions for establishing user permissions are found in the online help files.

User Information

First Name:
 Last Name:
 User Level: Center ▼
 Login Name:
 Password:
 Confirm Password:
☐ force user to change password upon login

User Permissions

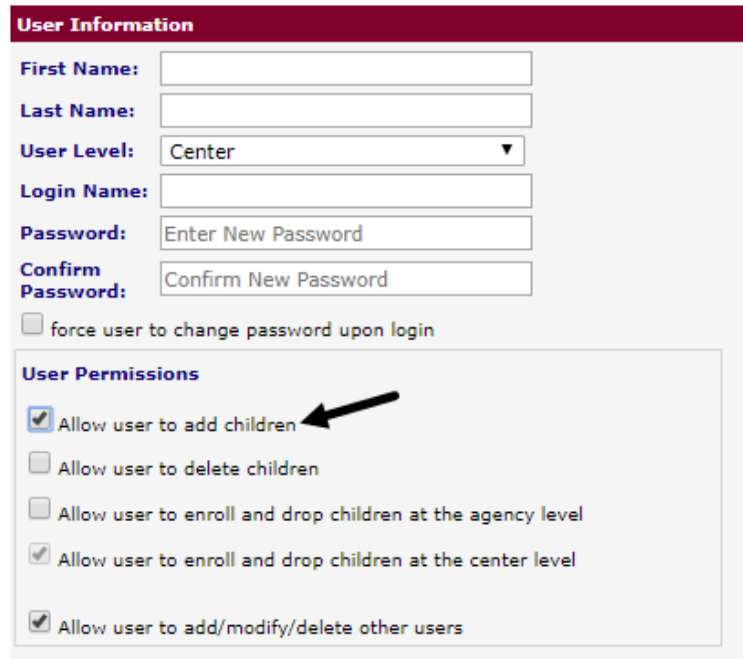
☐ Allow user to add children
☐ Allow user to delete children
☒ Allow user to enroll and drop children at the agency level
☒ Allow user to enroll and drop children at the center level
☒ Allow user to add/modify/delete other users

Automatically selected when "Allow user to enroll and drop children at the agency level" is selected.

ALLOW USER TO ADD A CHILD

User must have "Allow user to add children" selected on the **User Accounts** page. Directions for establishing user permissions are found in the online help files.

(Image on next page.)



User Information

First Name:

Last Name:

User Level: Center ▼

Login Name:

Password:

Confirm Password:

☐ force user to change password upon login

User Permissions

☒ Allow user to add children

☐ Allow user to delete children

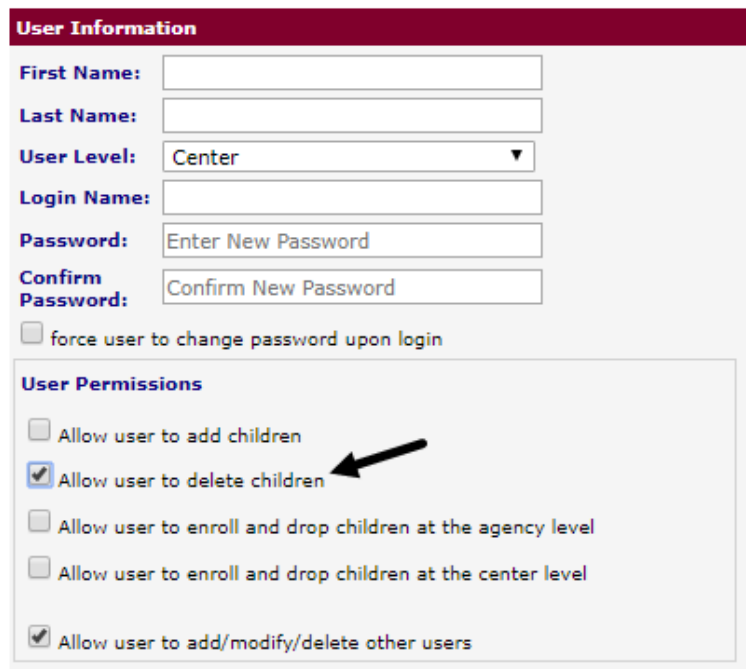
☐ Allow user to enroll and drop children at the agency level

☒ Allow user to enroll and drop children at the center level

☒ Allow user to add/modify/delete other users

ALLOW USER TO DELETE A CHILD

User must have “Allow user to delete children” selected on the **User Accounts** page. Directions for establishing user permissions are found in the online help files.



User Information

First Name:

Last Name:

User Level: Center ▼

Login Name:

Password:

Confirm Password:

☐ force user to change password upon login

User Permissions

☐ Allow user to add children

☒ Allow user to delete children

☐ Allow user to enroll and drop children at the agency level

☐ Allow user to enroll and drop children at the center level

☒ Allow user to add/modify/delete other users

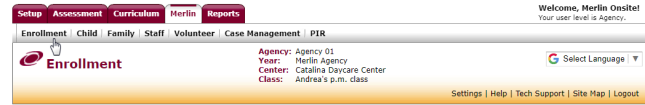
ACCESS ENROLLMENT PAGE

Access to the **Enrollment** page is based on user permissions. Refer to the User Permission section, page 2, for defining permissions.

1. Click **Child/Family>Records>Enrollment.**



1. Click **Merlin>Enrollment.**

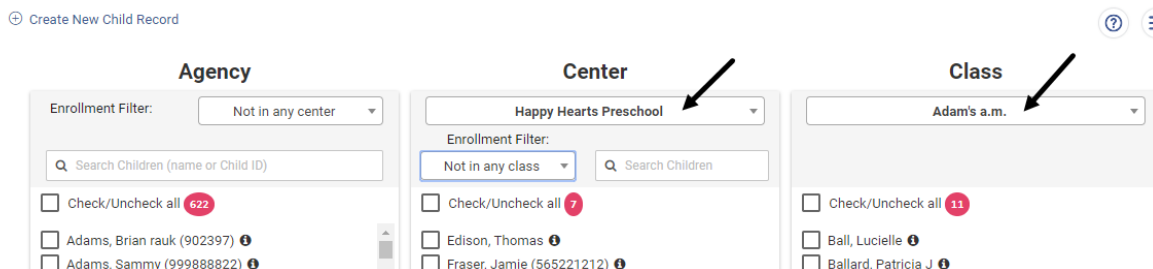


2. Help with working on the **Enrollment** page is available. Refer to the [Help](#) section, page 25.
3. Proceed to the next step:
 - a. [Search for A Child](#) section, page 6.
 - b. [Enroll \(Transfer\) A Child](#) section, page 10.
 - c. [Add a New Child](#) section, page 14.
 - d. [Drop a Child](#) section, page 18.

SEARCH FOR A CHILD

Verify if a child is already in the Galileo system from either the *Child Demographics* and *Enrollment* pages. The search results are based on the user's permission. Refer to the online help files for searching for a child from the *Child Demographics* page.

1. Access the **Enrollment** page. Refer to the [Access Enrollment Page](#) section, page 5, for directions.
2. If necessary, use the **Center** and/or **Class** drop-down menu to select the filter for a specific center and/or class.



3. (optional) Use the **Enrollment Filter** drop-down menu to select the filtering:

Agency Enrollment Filter	Center Enrollment Filter
Include all	Include all
Not in any center	Not in any class
Not in selected center	Not in selected class
Multi-center enrolled	Multi-class enrolled
Dropped	Dropped



When the filter is changed after information is entered in the Search field, it may impact the search results.

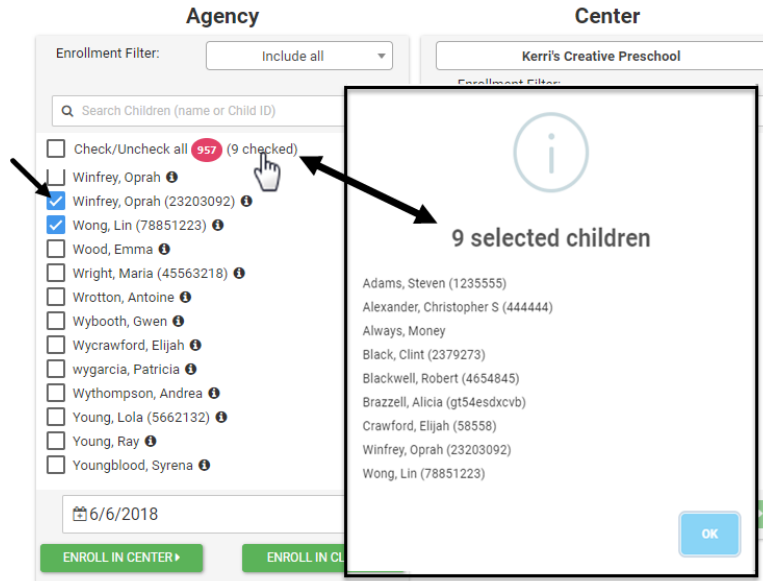
4. In either the **Agency** or **Center** box, type the child's name or child ID number in the **Search** field.
 - a. As text is typed, the children containing the letters or ID number appears.
 - b. Separate multiple name search by a semi-colon (;) (e.g., Apple;Garcia).
 - c. Wildcard search using an asterisk (*) is acceptable.
 - d. To see all children, type an asterisk (*).
 - e. To clear the search, click the **X**.

The screenshot shows two panels: 'Center' and 'Class'. The 'Center' panel has a dropdown menu set to 'Happy Hearts Preschool'. Below it is an 'Enrollment Filter' dropdown set to 'Not in selected class'. A search bar contains the text 'mos' with a clear 'X' button. Below the search bar are checkboxes for 'Mosley, Andrea', 'Mosley, Elijah', 'Mosley, Gwen', and 'Mosley, Patricia'. A 'Search' button and a 'Clear search' button are also present. At the bottom are buttons for 'DROP FROM CENTER' and 'ENROLL IN CLASS'. The 'Class' panel shows a dropdown menu set to 'Belinda's a.m.' and a list of children with checkboxes: 'Adams, Steven (1235555)', 'Fairchild, Mason', 'Johnson, Josephine', 'Paul, Newcomb', and 'White, Matthew'. At the bottom is a 'DROP FROM CLASS' button.

5. If there are more than 2,000 children in the **Agency** and/or **Center** box, a message displays. The search should be refined.

The screenshot shows a message box with the text 'More than 2000 names returned, please refine your search.' A callout points to the message.

6. To select a child or children, click the checkbox to the left of their **name**.
(Image on next page.)



7. Once the child(ren) are located, the user may:
 - a. view additional information on a child, click the **i** icon to the right of the child's name. Refer to the [Child Information](#) section, page 8, for additional information about this option.
 - b. enroll in a Center or Class. Refer to [Enroll \(Transfer\) A Child](#) section, page 10, for directions.
 - c. drop from Center or Class. Refer to [Drop a Child](#) section, page 18, for directions.
8. If the child is not in Galileo, the child may be added to Galileo by following the directions in the [Add a New Child](#) section, page 14.

CHILD INFORMATION

From the **Enrollment** page, additional information on a child can be obtained by clicking the **i** icon to the right of the child.

(Image on next page.)

⊕ Create New Child Record



Center

Happy Hearts Preschool

Enrollment Filter:
Not in selected class

☐ Check/Uncheck all 4

☐ Mosley, Andrea i

☐ Mosley, Elijah i

☐ Mosley, Gwen i

☐ Mosley, Patricia i

Class

Belinda's a.m.

Child Information ✕

Full Name: [Gwen Mosley](#) [Class Schedule >>](#)

DOB: 11/2/2008

Happy Hearts Preschool

Enrollment Date: 10/11/2014 Drop from center today

Class	Teacher	Enrolled	Dropped
Allan's p.m.	Anthropology, Allan	10/11/2014	Drop from class today
Barry's a.m.	Biology, Barry	06/12/2015	Drop from class today

← DROP FROM CENTER
ENROLL IN CLASS →
← DROP FROM CLASS

1. Access the **Enrollment** page. Refer to the [Access Enrollment Page](#) section, page 5, for directions.
2. Locate the desired child. Refer to the [Search for A Child](#) section, page 6, for directions.
3. Click the **i** icon to the right of the child's name.
4. The popup window displays:

Child Information ✕

Full Name: [Gwen Mosley](#) A [Class Schedule >>](#) B

DOB: 11/2/2008 C

Happy Hearts Preschool D

Enrollment Date: 10/11/2014 E Drop from center today F

Class	Teacher	Enrolled	Dropped
Allan's p.m.	Anthropology, Allan	10/11/2014	Drop from class today H
Barry's a.m.	Biology, Barry	06/12/2015	Drop from class today

- A. **Child name and child ID** - Clicking the [child's name](#) link takes the user to the **Child Demographics** page. Click the browser's back button to return to the **Enrollment** page.

- B. **Class Schedule link** – Clicking this link takes the user to the **Class Schedule** page. Click the browser's back button to return to the **Enrollment** page.
- C. **DOB** – Child's date of birth.
- D. **Center** - The center the child is currently enrolled in. There may be additional tabs for each center the child is enrolled in.
- E. **Enrollment Date** – The date the child is enrolled in the displayed center.
- F. **Drop from center today** – Clicking the *Drop from center today* button drops the child from that center as of the current date. Refer to the Drop a Child section, page 18, for additional information on dropping a child.
- G. **Class Schedule** – Displays all enrolled and dropped classes for the selected child. If child is enrolled in multiple centers, click the **Center** tab (D) to display the child's center's class schedule.
- H. **Drop from class today** – Clicking the *Drop from class today* button drops the child from that class as of the current date. Refer to the Drop a Child section, page 18, for additional information on dropping a child.

ENROLL (TRANSFER) A CHILD

Users, with the appropriate user level permission, utilize the enrollment tools for a child already in Galileo and just needs to be enrolled into a center or class. Refer to the Allow User to Enroll and Drop Children section, page 3, for permission information.

ACCESS PAGE

1. Access the **Enrollment** page. Refer to the Access Enrollment Page section, page 5, for directions.
2. Locate the **child(ren)**. Refer to the Search for A Child section, page 6, for directions.
3. Decide where the child is to be enrolled. Proceed to either the:
 - a. Enroll Child into a Center section, page 10, or
 - b. Enroll Child into a Class section, page 12.

ENROLL CHILD INTO A CENTER

4. Look through the **Agency** box and find the child(ren) whom will be enrolled in the selected center.

5. Click the checkbox for the desired **child(ren)** or select the **Check/Uncheck all** field.



To view additional enrollment information on a child, click the **i** icon to the right of the child's name. Refer to the Child Information section, page 8, for additional information.

[Create New Child Record](#)
?
☰

Agency

Enrollment Filter: Include all

Search Children (name or Child ID)

☐ Check/Uncheck all 957 (2 checked)

- ☐ Winfrey, Oprah i
- ☐ Winfrey, Oprah (23203092) i
- ☒ Wong, Lin (78851223) i
- ☐ Wood, Emma i
- ☒ Wright, Maria (45563218) i
- ☐ Wrotton, Antoine i
- ☐ Wybooth, Gwen i
- ☐ Wycrawford, Elijah i
- ☐ wygarcia, Patricia i
- ☐ Wythompson, Andrea i
- ☐ Young, Lola (5662132) i
- ☐ Young, Ray i
- ☐ Youngblood, Syrena i

6/6/2018

Center

Happy Hearts Preschool

Enrollment Filter: Not in selected cla...

Search Children

☐ Check/Uncheck all 312

- ☐ Aaron, Wesley (232323) i
- ☐ Adams, Samuel i
- ☐ Adams, Steven (1235555) i
- ☐ albooth, Gwen (147741147) i
- ☐ Al-Ghamdi, Ismael (child12345) i
- ☐ AMB-Booth, Gwen (9484) i
- ☐ AMB-Crawford, Elijah (1985) i
- ☐ AMB-Garcia, Patricia (4444) i
- ☐ AMB-Thompson, Andrea (21273) i
- ☐ Appenfeller, Heather i
- ☐ ARN-Booth, Gwen i
- ☐ ARN-Crawford, Elijah i
- ☐ ARN-Garcia, Patricia i

Class

Adam's a.m.

☐ Check/Uncheck all 11

- ☐ Ball, Lucielle i
- ☐ Ballard, Patricia J i
- ☐ Benton, Andrea i
- ☐ Brownville, Andrea i
- ☐ Eureka, Gwen i
- ☐ Fairfield, Jordan i
- ☐ Fernandez, Patricia i
- ☐ Hill, Nathaniel William (098okl321) i
- ☐ Johnson, Elijah i
- ☐ Smithfield, Sarah i
- ☐ Young, Lola (5662132) i

6. Using the **Enroll in Center Date** field, type or select the selected center's enrollment date for the child(ren).

[Create New Child Record](#)
?
☰

Agency

Enrollment Filter: Include all

Search Children (name or Child ID)

☐ Check/Uncheck all 957 (2 checked)

- ☐ Winfrey, Oprah i
- ☐ Winfrey, Oprah (23203092) i
- ☒ Wong, Lin (78851223) i
- ☐ Wood, Emma i
- ☒ Wright, Maria (45563218) i
- ☐ Wrotton, Antoine i
- ☐ Wybooth, Gwen i
- ☐ Wycrawford, Elijah i
- ☐ wygarcia, Patricia i
- ☐ Wythompson, Andrea i
- ☐ Young, Lola (5662132) i
- ☐ Young, Ray i
- ☐ Youngblood, Syrena i

6/6/2018

Center

Happy Hearts Preschool

Enrollment Filter: Not in selected cla...

Search Children

☐ Check/Uncheck all

- ☐ Aaron, Wesley (232323) i
- ☐ Adams, Samuel i
- ☐ Adams, Steven (1235555) i
- ☐ albooth, Gwen (147741147) i
- ☐ Al-Ghamdi, Ismael (child12345) i
- ☐ AMB-Booth, Gwen (9484) i
- ☐ AMB-Crawford, Elijah (1985) i
- ☐ AMB-Garcia, Patricia (4444) i
- ☐ AMB-Thompson, Andrea (21273) i
- ☐ Appenfeller, Heather i
- ☐ ARN-Booth, Gwen i
- ☐ ARN-Crawford, Elijah i
- ☐ ARN-Garcia, Patricia i

Class

Adam's a.m.

☐ Check/Uncheck all 11

- ☐ Ball, Lucielle i
- ☐ Ballard, Patricia J i
- ☐ Benton, Andrea i
- ☐ Brownville, Andrea i
- ☐ Eureka, Gwen i
- ☐ Fairfield, Jordan i
- ☐ Fernandez, Patricia i
- ☐ Hill, Nathaniel William (098okl321) i
- ☐ Johnson, Elijah i
- ☐ Smithfield, Sarah i
- ☐ Young, Lola (5662132) i

7. Verify the **Center** the selected children will be enrolled in.

8. Click the *Enroll in Center*> button. The child(ren) will move into the **Center** box.

Repeat these steps until all children are enrolled. If the child is not yet in Galileo, please check with an administrator to see if this child should be added to the center/class. Instructions may be found in the [Add a New Child](#) section, page 14.

ENROLL CHILD INTO A CLASS

4. Look through the **Agency** or **Center** box and find the child(ren) who will be enrolled in the selected class.
5. When enrolling the child(ren) into a class, use the drop-down menu for the:
 - a. **Center** to select the center for where the class the selected children will be enrolled in.
 - b. **Class** to select the class for which the child will be enrolled in.

The screenshot shows the Galileo Pre-K Online enrollment interface. It consists of three main panels: Agency, Center, and Class. The Agency panel has an 'Enrollment Filter' dropdown set to 'Include all' and a search bar labeled 'Search Children (name or Child ID)'. Below the search bar is a list of children with checkboxes. The Center panel has a dropdown menu for 'Happy Hearts Preschool' and an 'Enrollment Filter' dropdown set to 'Not in selected cla...'. Below this is a list of children. The Class panel has a dropdown menu for 'Adam's a.m.' and a list of children. Callouts point to the 'Select center' and 'Select Class' dropdowns.

6. Click the checkbox for the desired **child(ren)** or select the **Check/Uncheck all** field.



*To view additional enrollment information on a child, click the **i** icon to the right of the child's name. Refer to the [Child Information](#) section, page 8, for additional information.*

(Image on next page.)

⊕ Create New Child Record



Agency

Enrollment Filter: Include all

Search Children (name or Child ID)

Check/Uncheck all 957 (2 checked)

☐ Winfrey, Oprah ⓘ

☐ Winfrey, Oprah (23203092) ⓘ

☒ Wong, Lin (78851223) ⓘ

☐ Wood, Emma ⓘ

☒ Wright, Maria (45563218) ⓘ

☐ Wrotton, Antoine ⓘ

☐ Wybooth, Gwen ⓘ

☐ Wycrawford, Elijah ⓘ

☐ wygarcia, Patricia ⓘ

☐ Wythompson, Andrea ⓘ

☐ Young, Lola (5662132) ⓘ

☐ Young, Ray ⓘ

☐ Youngblood, Syrena ⓘ

6/6/2018

ENROLL IN CENTER ENROLL IN CLASS

Center

Happy Hearts Preschool

Enrollment Filter: Not in selected cla...

Search Children

Check/Uncheck all 312

☐ Aaron, Wesley (232323) ⓘ

☐ Adams, Samuel ⓘ

☐ Adams, Steven (1235555) ⓘ

☐ albooth, Gwen (147741147) ⓘ

☐ Al-Ghamdi, Ismael (child12345) ⓘ

☐ AMB-Booth, Gwen (9484) ⓘ

☐ AMB-Crawford, Elijah (1985) ⓘ

☐ AMB-Garcia, Patricia (4444) ⓘ

☐ AMB-Thompson, Andrea (21273) ⓘ

☐ Appenfeller, Heather ⓘ

☐ ARN-Booth, Gwen ⓘ

☐ ARN-Crawford, Elijah ⓘ

☐ ARN-Garcia, Patricia ⓘ

← DROP FROM CENTER ENROLL IN CLASS

Class

Adam's a.m.

Check/Uncheck all 11

☐ Ball, Lucielle ⓘ

☐ Ballard, Patricia J ⓘ

☐ Benton, Andrea ⓘ

☐ Brownville, Andrea ⓘ

☐ Eureka, Gwen ⓘ

☐ Fairfield, Jordan ⓘ

☐ Fernandez, Patricia ⓘ

☐ Hill, Nathaniel William (098okl321) ⓘ

☐ Johnson, Elijah ⓘ

☐ Smithfield, Sarah ⓘ

☐ Young, Lola (5662132) ⓘ

← DROP FROM CLASS

OR

⊕ Create New Child Record



Agency

Enrollment Filter: Include all

Search Children (name or Child ID)

Check/Uncheck all 957

☐ Winfrey, Oprah ⓘ

☐ Winfrey, Oprah (23203092) ⓘ

☐ Wong, Lin (78851223) ⓘ

☐ Wood, Emma ⓘ

☐ Wright, Maria (45563218) ⓘ

☐ Wrotton, Antoine ⓘ

☐ Wybooth, Gwen ⓘ

☐ Wycrawford, Elijah ⓘ

☐ wygarcia, Patricia ⓘ

☐ Wythompson, Andrea ⓘ

☐ Young, Lola (5662132) ⓘ

☐ Young, Ray ⓘ

☐ Youngblood, Syrena ⓘ

6/6/2018

ENROLL IN CENTER ENROLL IN CLASS

Center

Happy Hearts Preschool

Enrollment Filter: Not in selected cla...

Search Children

Check/Uncheck all 312 (3 checked)

☐ Smith, Patricia (2458) ⓘ

☒ Smith, Tami (3893) ⓘ

☐ Smithfield, John ⓘ

☐ Stibitz, Andrea ⓘ

☐ Stibitz, Elijah ⓘ

☐ Stibitz, Gwen ⓘ

☐ Stibitz, Patricia ⓘ

☐ Summer, Kiki (1235465) ⓘ

☒ Taylor, Elizabeth ⓘ

☒ Thomas, Andrea ⓘ

☐ Thomasville, Andrea ⓘ

☐ Thompson, Andrea ⓘ

☐ Thompson, Andrea ⓘ

6/6/2018 6/6/2018

← DROP FROM CENTER ENROLL IN CLASS

Class

Adam's a.m.

Check/Uncheck all 11

☐ Ball, Lucielle ⓘ

☐ Ballard, Patricia J ⓘ

☐ Benton, Andrea ⓘ

☐ Brownville, Andrea ⓘ

☐ Eureka, Gwen ⓘ

☐ Fairfield, Jordan ⓘ

☐ Fernandez, Patricia ⓘ

☐ Hill, Nathaniel William (098okl321) ⓘ

☐ Johnson, Elijah ⓘ

☐ Smithfield, Sarah ⓘ

☐ Young, Lola (5662132) ⓘ

← DROP FROM CLASS

7. Using the **Enroll in Class Date** field, type or select the date the class' enrollment date for the child(ren).

(Image on next page.)

The screenshot displays the Galileo Pre-K Online interface with three main sections: Agency, Center, and Class.

- Agency Panel:** Includes an "Enrollment Filter" set to "Include all" and a search bar. A list of children is shown with checkboxes. A callout points to the "Check/Uncheck all" button, stating "Selected children will be enrolled in this class".
- Center Panel:** Shows "Happy Hearts Preschool" as the selected center. It has an "Enrollment Filter" set to "Not in selected cla..." and a search bar. A list of children is shown, with some checked. A callout points to the "Check/Uncheck all" button, stating "Enter enrollment date".
- Class Panel:** Shows "Adam's a.m." as the selected class. It has a list of children with checkboxes. A "Drop from Class" button is visible at the bottom.

8. Verify the **Class** the selected children will be enrolled in.

9. Click either the:

- Enroll in Class>>* button to move the selected children from the **Agency** box to the **Class** box.
- Enroll in Class>* button to move the selected children from the **Center** box to the **Class** box.

Repeat these steps until all children are enrolled into the appropriate classes.

If the child is not yet in Galileo, please check with an administrator to see if this child should be added to the center/class. Instructions may be found in the [Add a New Child](#) section, page 14.

ADD A NEW CHILD

To add children into an agency, center, or class, the user must have the appropriate user permission. Refer to the [Allow User to Add a Child](#) section, page 4, for permission information.

ADDING A NEW CHILD OPTIONS

When a child is added to Galileo, a user may:

- add the child to the agency and at a later time enroll them into a center and/or class,
- add the child to the center and at a later time enroll them into a class, or

- add and enroll the child into a class at the same time.

Child form information may be completed when the child is first added to Galileo or at any time in the future. Refer to the [Child Form Information](#) section, page 23, for additional information.



Verify that the child being adding to Galileo has not already been added; the child may be enrolled in another center within the program/agency or enrolled in a previous school year. Use the directions in the [Search for A Child](#) section, page 6.

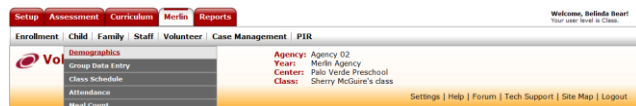
ACCESS

Adding a child can be done from a link on the **Child Demographics** and the **Enrollment** pages.

- Click **Child/Family>Records>Child**.



- Click **Merlin>Child> Demographics**.



- Click the [Create a new child record](#) link.

[Create New Child Record](#)

Agency
 Enrollment Filter: Include all
 Search Children (name or Child ID)
☐ Check/Uncheck all 957 (2 checked)
☐ Aaron, Wesley (232323)

Center
 Happy Hearts Preschool
 Enrollment Filter: Not in selected cla...
 Search Children
☐ Check/Uncheck all 312
☐ Aaron, Wesley (232323)

Class
 Adam's a.m.
☐ Check/Uncheck all 11
☐ Ball, Lucielle

OR

[Create a new child record](#)
[Add/Drop child from this class](#)
[Delete child](#)

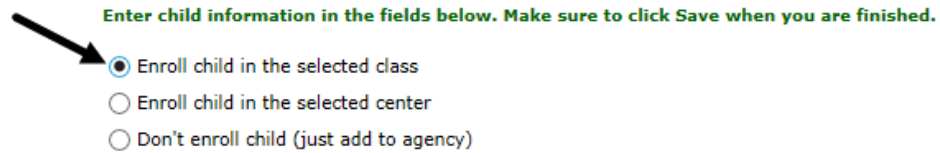
[Search for child](#)

Center Happy Hearts Preschool
Class Zoe's p.m.
Child [Select a child]

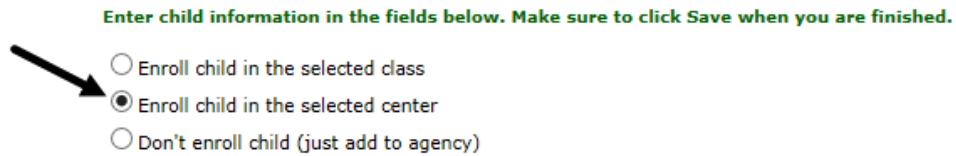
Form General Child Info [Clear Form](#)

3. Determine how to enter the child into Galileo. Children may be added the Galileo system in the following ways:

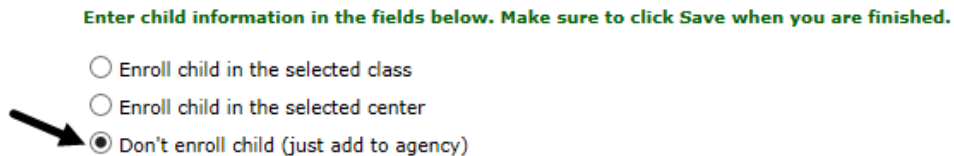
- a. Child may be added directly into an agency and enrolled in a class at the same time by selecting the **Enroll child in the selected class** option.



- b. Child may be added directly into a center and then enrolled into classes at a later date by selecting the **Enroll child in the selected center** option.



- c. Child may be added directly into the program/agency. At a later date they then be enrolled in a center and then enrolled a class. This is done by selecting the **Don't enroll child (just add to agency)** option.



4. Based on how it was determined to enter the child into Galileo, select the appropriate **Center** and **Class**.
5. Use the down arrow on the **Enrollment Date** field to select the child's enrollment date. The current date is the default.
6. Fill in the requested **information**.

(Image on next page.)

- Center
- Class
- Enrollment Date

NA NA NA

[Select an item] 

[Select an item]

[Select an item]

[Select an item]

[Select an item] 

NA NA NA

Save/Back



The Group Data Entry tool allows users to enter a large amount of data on a form, thus saving keyboard entry. Using the "Enter Common Data" option allows for entry of a common response for all selected children. The "Enter Individual Data" option allows user to record individual answers for all children. Directions for using this tool can be found in the Galileo online help files and in "A Guide for Galileo® Pre-K Online Group Data Entry" document.

8. To save the entry and
 - a. enter another child, click the *Save/New* button. This option saves the entry and clears the page so another child may be entered.
 - b. return to the previous page, click the *Save/Back* button. This option takes the user back to the page they started at (e.g., **Enrollment, Child Demographics**).

DUPLICATE CHILD MESSAGE

When a child is added to Galileo, a duplicate child message may display.

	Agency: A Preview Agency
	Year: Current School Year
	Center: Preview Center I
	Class: Apple AM Class

The child you are entering may be a duplicate. The following children in the currently selected program year have similar names:

Name	SSN	Birth Date	Enrollment
Brown, Charles		05/01/2014	Current School Year: Preview Center I: Apple AM Class

This means that the child is already in Galileo, just not enrolled in the selected center or school year. Use the *Transfer*, *Continue with Save*, or the *Cancel Save* button depending on the message. Please confirm that the child is in the system; user may need to ask their administrator to make the child available for enrollment into the selected center/class.

DROP A CHILD

Follow these steps if there is a child who has officially dropped from the center or class. Dropping a child from a center or class can also be accomplished by clicking the **i** icon to the right of the child's name on the **Enrollment** page. Refer to the Child Information section, page 8, for additional information.

To drop children from a center, the user must have the appropriate user permission. Refer to the [Allow User to Enroll and Drop Children](#) section, page 3, for permission information.



*Deleting a child **deletes** all data for that child, including all observational data. Few users should be given the "Allow user to delete children" user permission.*

1. Access the **Enrollment** page. Refer to the [Access Enrollment Page](#) section, page 5, for directions.
2. Look through the **Center** or the **Class** box and find the child(ren) whom are to be dropped. Refer to the [Search for A Child](#) section, page 6, for directions. When dropping a child from:
 - a. a known class and leaving the child in the same center, locate the child in the **Class** box. (The child is dropped from the selected class but remains in the selected center. Child then can be enrolled in a different class within the selected center.)
 - b. known class(es) and leaving the center, locate the child in the **Center** box, using the **Enrollment** Filter of "Include All" or "Multi-class enrolled". (The child is dropped from the selected center and from any enrolled classes in the selected center. The child is then placed in the **Agency** box.)
 - c. unknown class(es) and leaving the center, locate the child in the **Center** box, using the **Enrollment** Filter of "Include All" or "Multi-class enrolled". (The child is dropped from the selected center and from any enrolled classes in the selected center. The child is then placed in the **Agency** box.)
 - d. the center, locate the child in the **Center** box, using the **Enrollment** Filter of "Include All" or "Multi-class enrolled". (The child is dropped from the selected center and from any enrolled classes in the selected center. The child is then placed in the **Agency** box.)
3. Click the checkbox for the desired **child(ren)** or select the **Check/Uncheck all** field.
4. Using the **Drop from Center Date** or the **Drop from Class Date** field, type or select the date the center's or class' drop date for the child(ren).

(Image on next page.)

[Create New Child Record](#)

Agency

Enrollment Filter: Include all

Search Children (name or Child ID)

Check/Uncheck all 957

Winfrey, Oprah ⓘ

Winfrey, Oprah (23203092) ⓘ

Wong, Lin (78851223) ⓘ

Wood, Emma ⓘ

Wright, Maria (45563218) ⓘ

Wrotton, Antoine ⓘ

Wybooth, Gwen ⓘ

Wycrawford, Elijah ⓘ

wygarcia, Patricia ⓘ

Wythompson, Andrea ⓘ

Young, Lola (5662132) ⓘ

Young, Ray ⓘ

Youngblood, Syrena ⓘ

ENROLL IN CENTER ENROLL IN CLASS

Center

Happy Hearts Preschool

Enrollment Filter: Not in selected cla... Search Children

Check/Uncheck all 312 (3 checked)

Smith, Patricia (2458) ⓘ

✓ Smith, Tami (3893) ⓘ

Smithfield, John ⓘ

Stibitz, Andrea ⓘ

Stibitz, Elijah ⓘ

Stibitz, Gwen ⓘ

Stibitz, Patricia ⓘ

Summer, Kiki (1235465) ⓘ

✓ Taylor, Elizabeth ⓘ

✓ Thomas, Andrea ⓘ

Thomasville ⓘ

Thompson, ⓘ

Thompson, ⓘ

Thompson, ⓘ

6/6/2018 6/6/2018

Drop From Center ENROLL IN CLASS

Class

Adam's a.m.

Check/Uncheck all 11

Benton, Andrea ⓘ

Brownville, Andrea ⓘ

Eureka, Gwen ⓘ

Fairfield, Jordan ⓘ

Fernandez, Patricia ⓘ

Hill, Nathaniel William (098okl321) ⓘ

Johnson, Elijah ⓘ

Smithfield, Sarah ⓘ

Young, Lola (5662132) ⓘ

Drop From Class

Child(ren) dropped from this center

Enter drop date

OR

[Create New Child Record](#)

Agency

Enrollment Filter: Include all

Search Children (name or Child ID)

Check/Uncheck all 957

Aaron, Wesley (232323) ⓘ

Adams, Brian rauk (902397) ⓘ

Adams, Sammy (999888822) ⓘ

Adams, Samuel Green (54589245) ⓘ

Adams, Samuel ⓘ

Adams, Steven (1235555) ⓘ

albooth, Gwen (147741147) ⓘ

Aldrich, Vickie (1258) ⓘ

Alexander, Christopher S (444444) ⓘ

Al-Ghamdi, Ismael (child12345) ⓘ

Alpine, Theodore (27392738) ⓘ

Always, Money ⓘ

AMB-Booth, Gwen (9484) ⓘ

ENROLL IN CENTER ENROLL IN CLASS

Center

Happy Hearts Preschool

Enrollment Filter: Not in selected cla... Search Children

Check/Uncheck all 312

Aaron, Wesley (232323) ⓘ

Adams, Samuel ⓘ

Adams, Steven (1235555) ⓘ

albooth, Gwen (147741147) ⓘ

Al-Ghamdi, Ismael (child12345) ⓘ

AMB-Booth, Gwen (9484) ⓘ

AMB-Crawford, Elijah (1985) ⓘ

AMB-Garcia, Patricia (4444) ⓘ

AMB-Thompson, Andrea (21273) ⓘ

Appenfeller, Heather ⓘ

ARN-Booth, Gwen ⓘ

ARN-Crawford, Elijah ⓘ

ARN-Garcia, Patricia ⓘ

Drop From Center ENROLL IN CLASS

Class

Adam's a.m.

Check/Uncheck all 11 (1 checked)

Ball, Lucielle ⓘ

Ballard, Patricia J ⓘ

✓ Benton, Andrea ⓘ

Brownville, Andrea ⓘ

Eureka, Gwen ⓘ

Fairfield, Jordan ⓘ

Fernandez, Patricia ⓘ

Hill, Nathaniel William (098okl321) ⓘ

Johnson, Elijah ⓘ

Smithfield, Sarah ⓘ

Young, Lola (5662132) ⓘ

6/7/2018

Drop From Class

Child(ren) dropped from this class

Enter drop date

Dropping a child can also be done by clicking the ⓘ icon to the right of the child's name. Refer to the Child Information section, page 8, for additional information.



(Image on next page.)

Child Information ✕

Full Name: [Wesley Aaron \(232223\)](#) [Class Schedule >>](#)

DOB: 11/2/2012

Happy Hearts Preschool Kerri's Creative Preschool

Enrollment Date: 3/20/2018 [Drop from center today](#)

Class	Teacher	Enrolled	Dropped
Adam's a.m.	Andiron, Adam	03/10/2015	06/10/2015
Winifred's p.m.	Winner, Winifred	03/20/2018	Drop from class today

5. Click either button:

- Drop from Center* – Drops the selected child(ren) from the **Center** box and places them into the **Agency** box.
- Drop from Class* – Drops the selected child(ren) from the **Class** box and places them into the **Center** box.

Repeat these steps until all children have been dropped from the center and/or class.

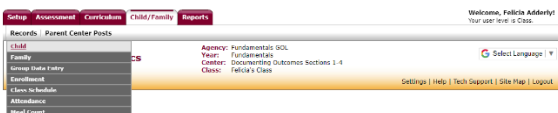
DELETE A CHILD

There is only one circumstance in which a user should delete a child-- if a user inadvertently enters a child into Galileo more than once. In this instance it is okay to delete a child. If a user needs to remove a child from a class roster, for any other reason, the child should be dropped from the class. (Follow the Drop a Child section, page 18, directions.)

Users should be mindful of the circumstances in which they delete a child because once a child is deleted the child's information is permanently removed from the system and all electronic documents.

To delete child(ren) from the agency, the user must have the appropriate user permission. Refer to the Allow User to Delete a Child section, page 5, for permission information.

- Click **Child/Family>Records>Child**.



- Click **Merlin>Child>Demographics**.



- Click the Delete child link.

(Image on next page.)

[Create a new child record](#) [Add/Drop child from this class](#) [Delete child](#)
[Search for child](#)

Center
Class
Child

Form [Clear Form](#)

3. Use the down arrow on the **Center** drop-down menu to select the center in which the child to be deleted is enrolled.
4. Use the down arrow on the **Class** drop-down menu to select the class in which the child to be deleted is enrolled.
5. Locate and click the **child(ren)** to be deleted. To select:
 - a. one child -- click once on the child's name.
 - b. multiple children that are in sequential order -- click once on the first child's name and while holding the Shift key click once on the last child's name.
 - c. multiple children -- click once on the first child's name and while holding the CTRL key click once on the other child's name.

(Image on next page.)

[Child Demographics](#) > Delete Children

Select the children you want to delete. You also can search for the children you want to delete.

[Search for a child...](#)

Center
Class

Students

Apple, John
Applecheeks, Mary
Babo, Newton
Banderas, Antonio
Baron, Red
Brown, Charles
Depp, John
Dog, Snoopy
Fairfield, Jordan
Fish, Nemo
Flood, Ashton
Goodrich, Jill
Honey, My
Johnson, Minnie
Larson, Michelle



If selected a child in error, click the same child's name to unselect the child.

6. Click the *Delete* button.

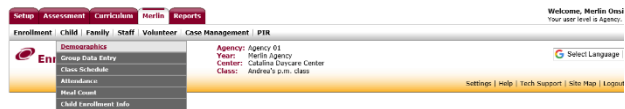
CHILD FORM INFORMATION

Users can view, edit, and delete child form information.

1. Click **Child/Family>Records>Child**.



1. Click **Merlin>Child>Demographics**.



2. If an Agency- or Center-level user, use the down arrow on the **Center** drop-down menu to select the center in which the child is enrolled.



If you have recently searched for a child in this screen you will need to click on Select Child by Class before being able to continue with this step.

3. Use the down arrow on the **Class** drop-down menu to select the class in which the child is enrolled.
4. Use the down arrow on the **Child** drop-down menu to select the child's information that should be edited.

Center: Happy Hearts Preschool

Class: Adam's a.m.

Child: Crawford, Elijah

Form: General Child Info

5. Use the down arrow by the **Form** drop-down menu to select the form.
6. Type in new **information** or edit existing information.
7. Click the **Save** button. The child entry will now contain the edited information.
8. To clear a form of data, click the Clear Form link to the right of the **Form** drop-down menu.

[▶ Create a new child record](#)
[▶ Add/Drop child from this class](#)
[▶ Delete child](#)

[● Search for child](#)

Center: Happy Hearts Preschool

Class: Adam's a.m.

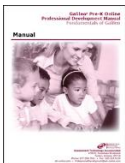
Child: Ball, Lucielle

Form: Child Demographic Info [Clear Form](#)

ENROLLMENT REPORTS

Reports may be generated from the **Enrollment** page by clicking on the appropriate link. The reports are based on the user permission level.

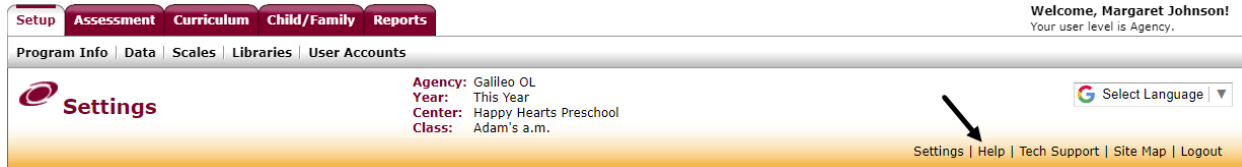
In addition to the enrollment reports from the **Enrollment** page, several of the enrollment reports (e.g., class schedule, roster, etc.) can be generated from the **Child Demographics** page.



Refer to the online help files for instructions on generating and interpreting the enrollment reports.

HELP

The online help files can be accessed from all pages by clicking the [Help](#) link.



The **Enrollment** page contains help to this document.

