



# Imagine Learning Virtual Portal **Program Lead/Administrator Guide**



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## ILVP Overview

The Imagine Learning Virtual Portal (ILVP) is a web-based Student Information System designed to make online school operation easier and better. It helps manage the admission process, control enrollments, provide information to students and guardians, track student progress, communicate with students, run reports, and much more.

Using state-of-the-art technology, the ILVP is designed to help schools operate in an online environment, so it specifically addresses unique issues such as rolling enrollments and pacing, dynamic scheduling, and the need for more comprehensive management oversight.

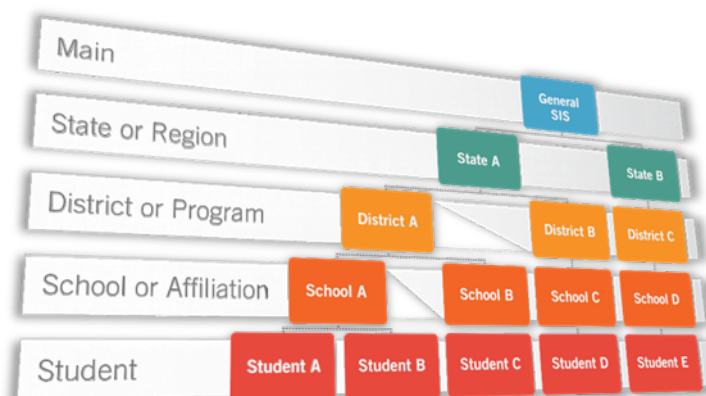
By interfacing with Imagine Edgenuity's Learning Content Management System (LMS), where the course content and grades reside, the ILVP eliminates double entries and provides up-to-date information about student activity, completion, and grades in valuable, customizable reports. The ILVP interfaces seamlessly with the Imagine Edgenuity Learning Management System (LMS). Class content and grades continue to be provided by the LMS, while the ILVP provides up-to-date information in valuable reports about student activity, completion, and grades.

This document describes the main functionalities and features available in the ILVP. It should be used as a reference guide by the school staff, including teachers, administrators, registrars, and other staff who might need to access the ILVP.

## Benefits

### ILVP Architecture and Design

Under this architecture, one main institution (in this example, the ILVP School) can be broken down into multiple regions. Each region can be further broken down into multiple districts, which in turn can be divided into schools. Students can then be associated with a particular school.



This architecture provides an unprecedented level of flexibility to institutions. They, in turn, can provide permission-based access to users from any level within the organization, providing each user with information granted to them by the administrator. Using the illustration above as an example, a user





associated with State A would be able to see information about students associated with Districts A and B, which aggregately include students associated with Schools A, B, and C. However, a user associated with District B would only be able to see students associated with School C, as this is the only school associated with District B.

This data compartmentalization is also helpful when generating reports, as users can see enrollment data and performance indicators by school or by district.

### Facilitate Interactions between Students and Teachers

The ILVP is the main connection for reaching out to students. Through the ILVP communications system, teachers and facilitators are able to contact, access, and store all communications between teachers and students, allowing both on-site and online staff to effectively synchronize their outreach efforts. In addition, guardian access to communication history enables them to participate as well.

### Track Interventions and Support Student Activity

The ability to track interventions and monitor student progress in a course is one of the many ways the ILVP is able to help teachers support student activity in courses. Data from the ILVP is available in different variables, including student grade, position in a course, completion percent, pacing, and last activity.

ILVP data analysis allows teachers to identify issues such as student attendance, pacing in a course, and content mastery as indicated by course work and grade.

## Features

### Integration with the LMS

In the online learning environment, schools must use multiple tools and applications to address all needs. Therefore, the ILVP interfaces with other applications to exchange information and to keep data synchronized. The ILVP interfaces seamlessly with the Imagine Edgenuity LMS. Class content and grades continue to be provided by the LMS, while the ILVP provides up-to-date information in valuable reports about student activity, completion, and grades, and is the system used to manage student schedules and enrollment.

### Comprehensive Enrollment and Registration

The ILVP supports a rolling enrollment environment. This means students can start their courses at any time. However, schools still have the ability to override a requested course start date prior to approving a course. The school can also update the start date after the course has been activated.



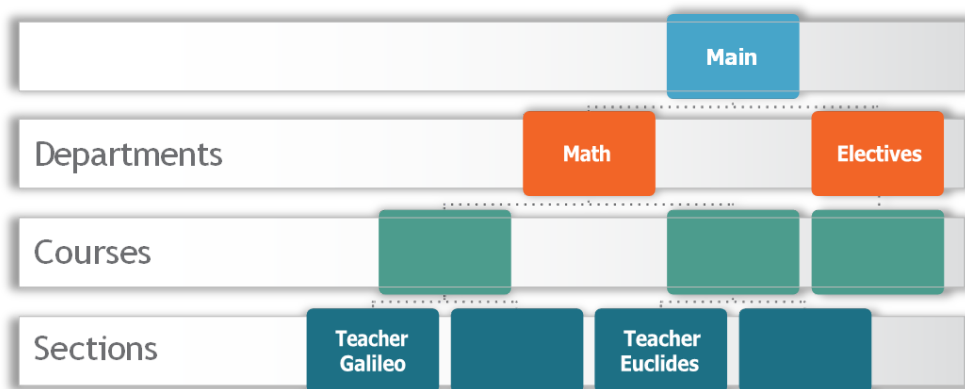
Course statuses, start dates, and end dates are managed in the ILVP. The end date is automatically calculated by the ILVP based on the selected start date and the section duration. Users have the ability to override the auto-generated end date prior to approving a course. The school can also edit the end date after the course is activated. For instance, if a section is eight weeks in duration and a date of 09/01 is selected as the start date, the end date will be automatically set to 10/26. School staff can

manually change the end date to suit their needs. So, if a student wishes to take an eight-week section in four weeks, the teacher or registrar can manually adjust the end date to 09/28, which will automatically update the pacing calendar in the LMS. This is described in more detail in the next section.

While students are able to access the LMS directly from within the ILVP through a single sign-on process, they are not able to access the ILVP from within the LMS. It is recommended that all users begin accessing course information and course work through the ILVP by logging into the ILVP systems here: <https://ilvp.imaginelearning.com/>.

### Multiple-School Support

The ILVP provides a flexible architecture to increase scalability and reporting capabilities. A sample school setup is depicted below.



On the top level, the school is broken into departments or subject areas. These areas are further broken into courses, which are then divided into sections. Each section may have a different teacher and length. Courses are also independently associated with a catalog.

### Roles

The ILVP uses the concept of roles. Each user is associated with a role, which indicates the user's privilege level.

For each role, an access profile is specified. This profile will indicate which pages that role can access and which groupings of students the user is able to view. For instance, teachers are able to see student



and enrollment level pages but can only see students enrolled in one or more of their assigned course sections. Mentors and counselors are only able to see students with whom they are associated. They won't see information on all students in a school or district, except in cases where all students are associated with that mentor or counselor. If you have questions about which roles your school should use, contact your Customer Success Manager IS/Regional Administrator.

### Reporting

Reporting gives users an overview of the school, including number of students, courses, sections, teachers, and users. Even though users can create and run customized reports, there are more than thirty out-of-the-box reports, including completion reports, and users can create and save new reports using a powerful report builder. Data can be exported to Excel format.

### Branding

Multiple schools or programs under a main entity can use the ILVP. Each division may have its own branding and will have access only to its data and its students.

### Student Information and Tracking

Students can track their academic progress, view calendar events, and communicate with their teachers through the ILVP. It tracks student information such as personal information, enrollment history, and communication history.

## Accessing the ILVP

### Login Page

Begin by logging in to the ILVP. Once you are on the Login page, use your username and password to gain access to your administrative account. Please visit the following URL:

<https://ilvp.imaginelearning.com/>.

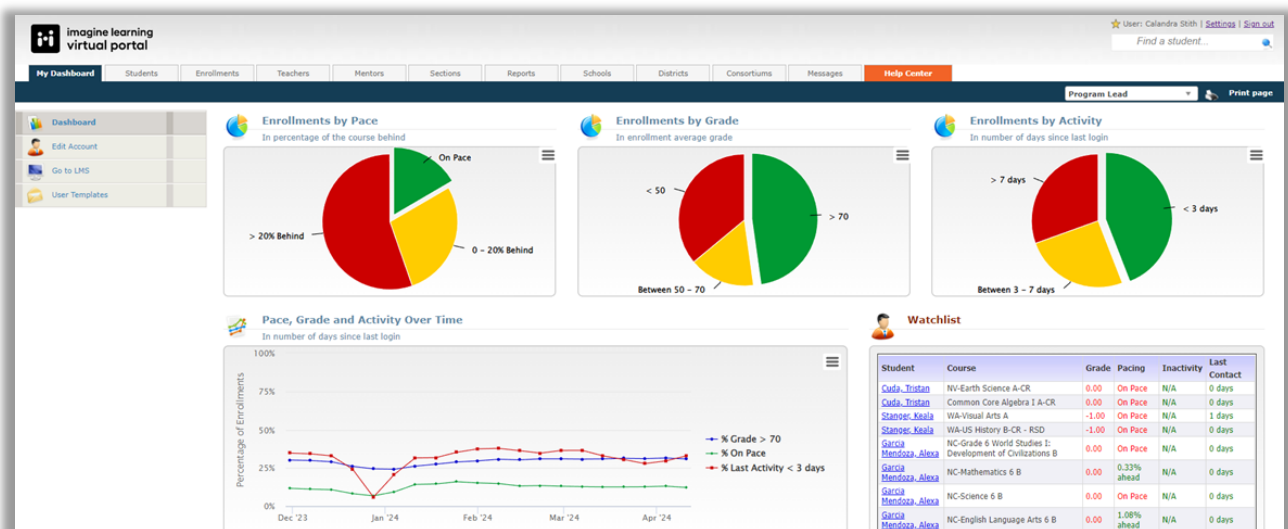


## Update Account Information

The login screen features the Imagine Learning logo at the top. Below it are two input fields labeled 'Login:' and 'Password:'. A blue 'Enter' button is positioned below the password field. At the bottom, there is a link to 'Watch the orientation video' and a note for users who forgot their login or password.

Once you log in, you may want to update your user profile and change your password.

To update your user profile, click on the **Settings** link next to your name in the upper right-hand corner.





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The User Information page will appear. Here you can update your name, e-mail, and contact information as well as add a customized signature for your e-mail communications.

Change your password in the **Password** field below **User Information**. Then click **Save**.

The screenshot displays the 'User Information' and 'Password' sections of the ILVP interface. The 'User Information' section includes fields for User Name (Wendy Morris), Last Name (Morris), Email (Wendy.Morris@edgenet.com), Consortium (NA), District (SIS TRAINING DISTRICT (IS)), School (School 1 (VSS)), Site Group (Select Some Options), and Favorite Tab (My Dashboard). The 'Password' section includes fields for Old Password, New Password, and Confirm Password. A red arrow points to the 'Password' section.



## The Student Experience

Students begin by logging in to the Imagine Edgenuity ILVP. Once students are on the Login page, they use their provided username and password to gain access to their Dashboard. Students use the following: <https://ilvp.imaginelearning.com/>.

The login page features the Imagine Learning logo at the top. Below it are two input fields labeled 'Login:' and 'Password:'. A blue 'Enter' button is positioned below the password field. At the bottom, there are two links: 'Watch the orientation video' and 'Forgot your login and/or password?'.

The Student Dashboard provides an at-a-glance snapshot of your students' standings and is how they access their course in the LMS. This includes several widgets.

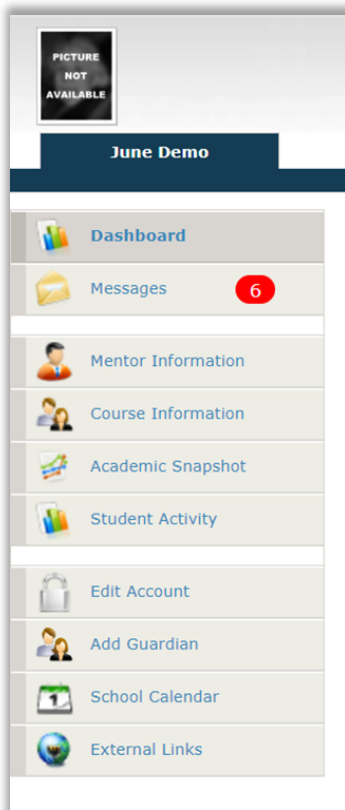
The dashboard is titled 'DASHBOARD' and includes a sidebar with navigation links: Dashboard, Messages (12), Mentor Information, Course Information, Academic Snapshot, Student Activity, View Transcript, Make a Payment, Edit Account, Add Guardian, School Calendar, and External Links. The main content area shows an 'Academic Snapshot' widget with the text 'This student is currently enrolled in 2 courses:' followed by a table.

Course	Grade	Percentage Complete	Pacing
<a href="#">Algebra I A</a>	0.00%	0%	Behind
<a href="#">Common Core Math 8 B-CB</a>	0.00%	0%	Behind



### DASHBOARD (ACADEMIC SNAPSHOT)

This widget displays courses the student is currently enrolled in, including the course name, the current average grade (as reported by the LMS), the percentage of assignments completed so far (as reported by the LMS), and whether the student is ahead or behind pace (calculated by the ILVP). Clicking the course name will launch the student's course in the LMS.



### MESSAGES

The ILVP offers an internal messaging system, allowing users to send messages to each other. The messaging functionality is described in more detail later in this section. This widget tells the user whether he or she has any messages. Users can also create a new message by clicking Compose new message.

### MENTOR INFORMATION

This widget displays information about the assigned mentor(s).



### COURSE INFORMATION

Students and guardians can see detailed course information on this page, including the course description, the course length, and teacher information. Users can also send a message to the teacher through this page by clicking E-mail Teacher. In addition, students can message teachers by clicking on the messages area, which is discussed in more detail in a later section.

The screenshot displays the Imagine Learning virtual portal interface. On the left is a sidebar menu with options: Dashboard, Messages (12), Mentor Information, Course Information (selected), Academic Snapshot, Student Activity, View Transcript, Make a Payment, Edit Account, Add Guardian, School Calendar, and External Links. The main content area is titled 'COURSE INFORMATION' and shows two course tabs: 'Common Core Math 8 B-CR' (active) and 'Algebra I A'. Below the tabs, the 'Common Core Math 8 B-CR' course details are shown, including a rating section, a description, length and credits (0.5 credits, 18 weeks), and upcoming events (none scheduled). To the right of the course details is the 'Teacher Information' section for John Keeting, including his email, phone, bio, and a photo. There are navigation arrows at the top right of the course tabs and a 'Go to course' link. The footer includes a copyright notice for Genius SIS.

Users can navigate between courses by clicking on the arrows at the top portion of the screen or by directly clicking on the course name. Only courses in which the student is enrolled are shown.

Users can go directly into their courses by clicking **Go to Course**.

### ACADEMIC SNAPSHOT

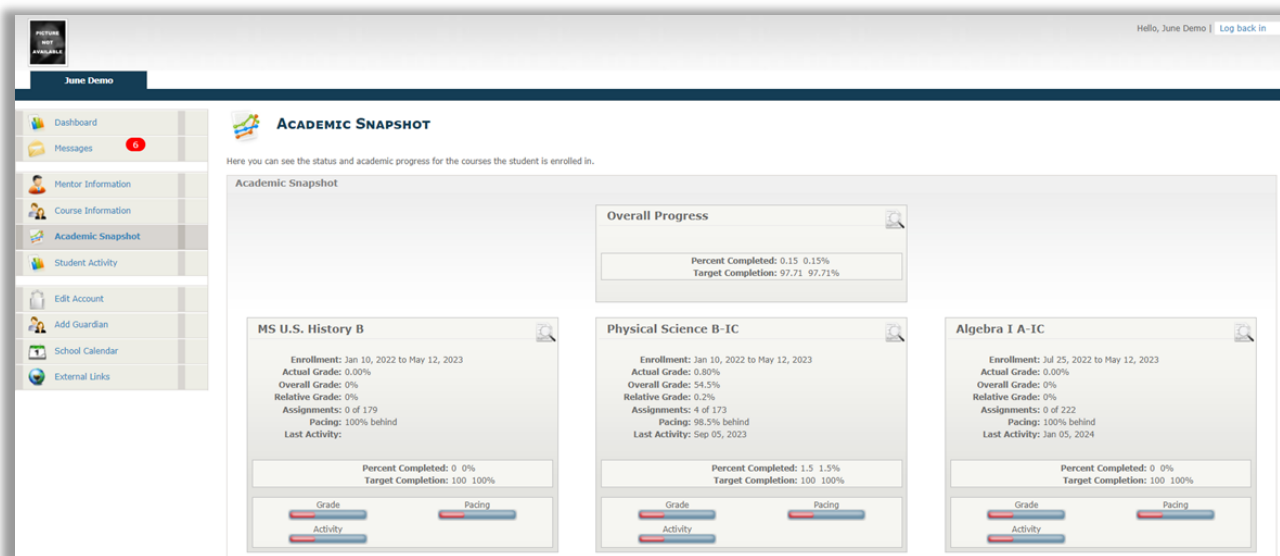
The Academic Snapshot page provides an at-a-glance view of the current student academic status. For each course in which the student is enrolled, this page will display the enrollment dates, the current grade, number of assignments completed, number of total assignments, percent of course complete, pacing status, and last activity.





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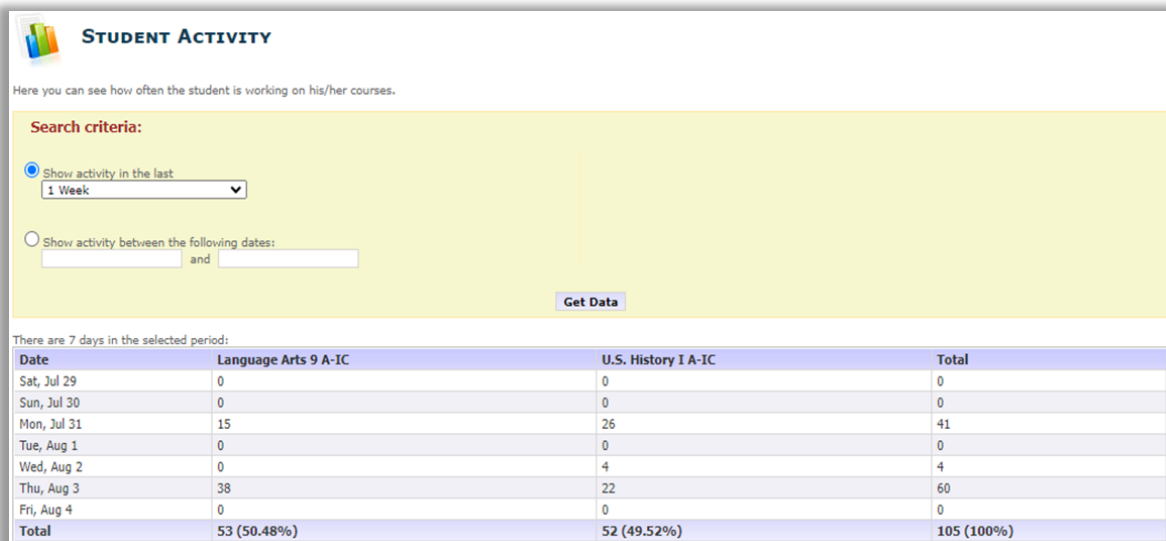
This page will also display graphical indications of the student's grade, pacing, activity, completion percentage, target completion, and overall progress.



### STUDENT ACTIVITY

On this page, students and guardians can see how often students are working on their courses. Users can generate a report based on a list of predefined time periods, ranging from one day to two months. It is also possible to customize time frames. The Student Activity Report shows how many minutes the student spent on each course along with the percentage of the student's time that was dedicated to each course. This information comes directly from the LMS and only shows active minutes.

In the example shown, the student spent fifty-two minutes on U.S. History in the past week. These fifty-two minutes correspond to 49.52% of the student's total study time in the selected period.





### EDIT ACCOUNT

On this page, users can edit their password information. Once set up, the user login name cannot be changed.

The screenshot shows the 'EDIT ACCOUNT' page. On the left is a sidebar with navigation links: Dashboard, Messages (6), Mentor Information, Course Information, Academic Snapshot, Student Activity, Edit Account (selected), Add Guardian, School Calendar, and External Links. The main content area is titled 'EDIT ACCOUNT' with a lock icon. Below the title is the text 'Here you can change your account settings.' and three password input fields labeled 'Old Password\*', 'New Password\*', and 'Confirm Password\*'. A 'Save' button is at the bottom right of the form. At the bottom of the page, it says 'Genius SIS (c) - All rights reserved' with a link to 'Genius SIS'.

### ADD GUARDIAN

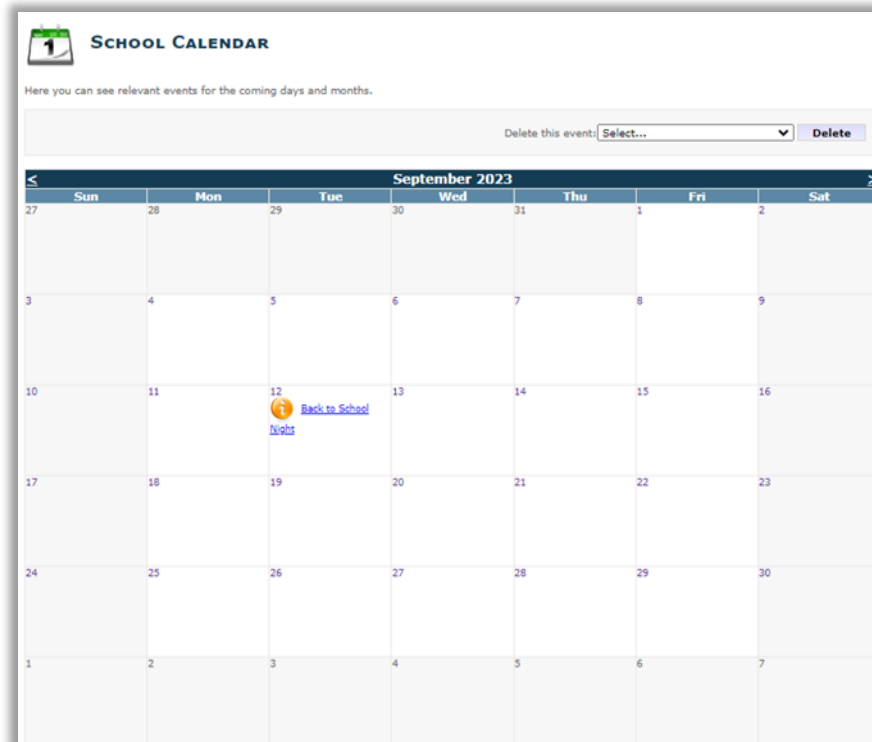
The Add Guardian tab allows students to add a guardian to the account. Students can fill in the required fields and click **Save**. Once a new guardian account is created an e-mail is automatically sent to the new guardian providing their username and password.

The screenshot shows the 'ADD GUARDIAN ACCOUNT' page. The sidebar is identical to the previous page, with 'Add Guardian' selected. The main content area is titled 'ADD GUARDIAN ACCOUNT' with a family icon. Below the title is the text 'Here you can add your guardian to your account.' and a form with the following fields: Last Name, First Name, Email Address, Phone (with a format guide), Login\*, New Password\*, and Confirm Password\*. Below these is a section for a secret question, with a lock icon and the text 'Your answer to the secret question will be used to verify your identity in case you forget your password or need to speak to us.' This section includes a 'Secret Question' dropdown menu and a 'Secret Answer' text field. A 'Save' button is at the bottom right of the form.



### SCHOOL CALENDAR

This page shows the events scheduled for a particular month. Clicking on an event will display additional information, such as any associated URL or a detailed event description.



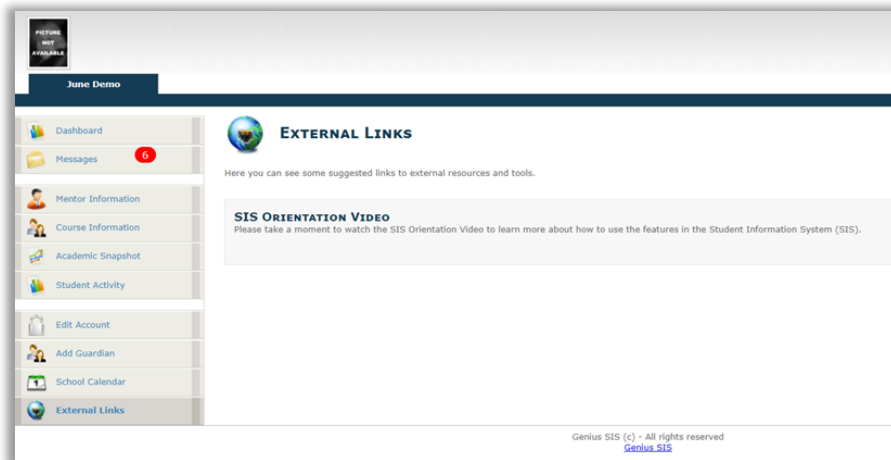
The ILVP has a unique calendar design, offering seven hierarchical levels of events:

- **Global Event** – These events will be displayed in the calendars of all students.
- **School Event** – These events will be displayed in the calendars of all students in the school.
- **Affiliation Event** – These events will be displayed in the calendars of all students associated with the affiliation.
- **Course Event** – Only students enrolled in a particular course will see these events.
- **Section Event** – Only students enrolled in a particular section of a course will see these events.
- **Teacher Event** – Only students enrolled in a course with this teacher will see these events.
- **Student Event** – Only the specified students will see these events. Students can also delete their own events by selecting a student event from the dropdown and clicking on the Delete button.



### External Links

This page shows a list of external links that users can access. This page acts as a link repository where Imagine Edgenuity keeps several relevant links to external resources.





# The Administrator View

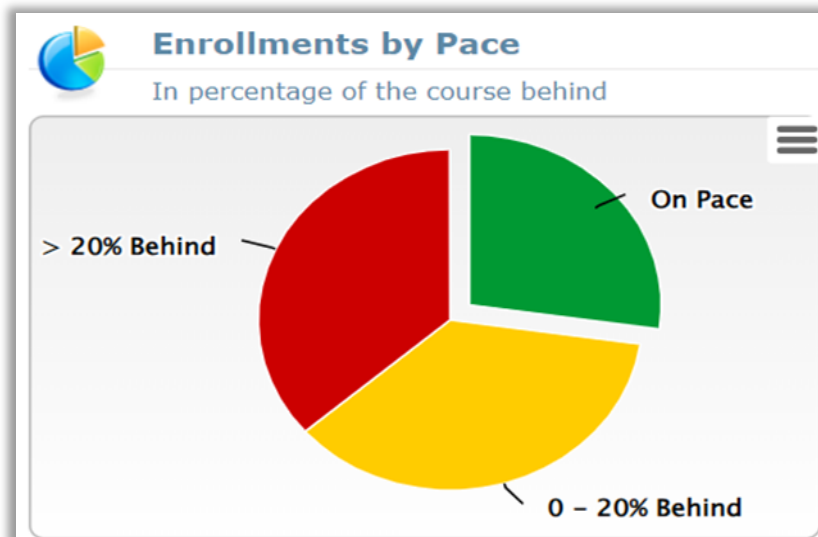
## My Dashboard Tab

Your main page in the ILVP is known as the Dashboard. The Dashboard contains all the tools and features you will need as an administrator of your classroom or school district. It will also give you a snapshot of some key data points in the virtual classroom. These data points include the following:

- Enrollments by Pace (1)
- Enrollments by Grade (2)
- Enrollments by Activity (3)
- Pace, Grade, and Activity Over Time (4)

### Enrollments by Pace (1)

The pie chart shows the average amount, as a percentage of progress, that students are behind in their courses. In this pie chart we can see that, on average, students are between 0% and 20% behind in their courses.

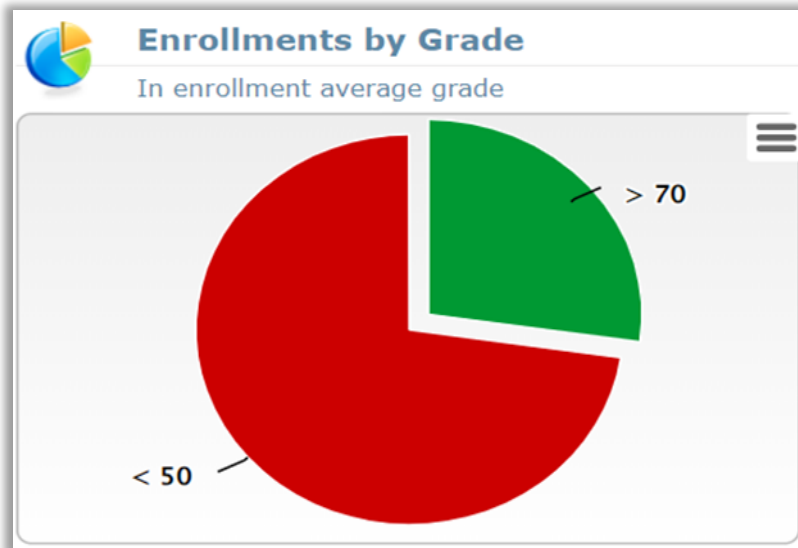




## Enrollments by Grade (2)

This pie chart gives a snapshot of the average grade of the students enrolled in this course.

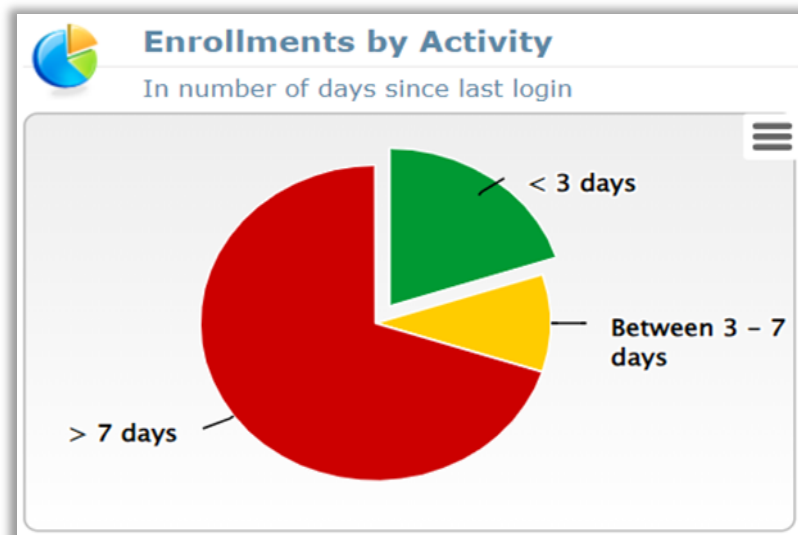
We can see that the average grade for this course is less than 50%. Enrollments by Grade corresponds with Actual Grade, not Overall Grade, and accounts for students' pacing in the course.



## Enrollments by Activity (3)

This pie chart measures the average number of days since the last submitted activity in the course.

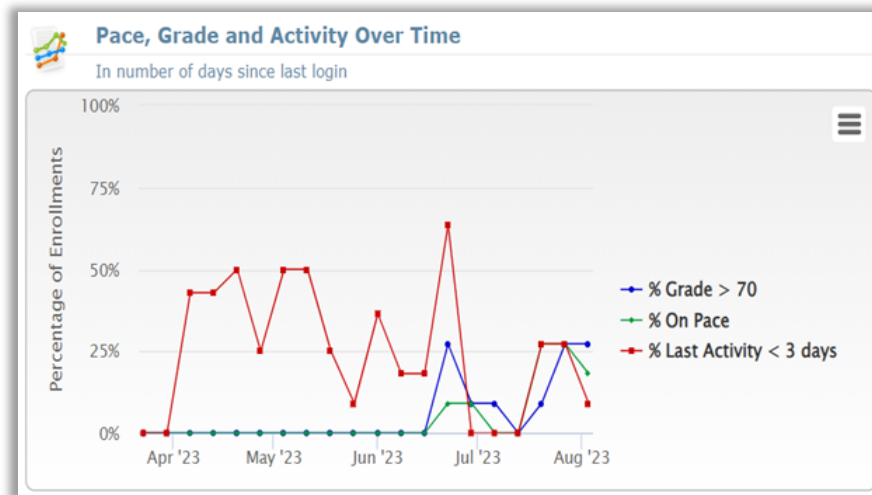
This pie chart shows that, on average, there are greater than seven days of inactivity among the students enrolled.





## Pace, Grade, and Activity Over Time (4)

This graph provides a detailed view of the percentage of students who are passing the class with a 70% or higher, the percentage of students who are on pace to complete the course within the allotted completion time, and the percentage of students who have not been active in the class for more than one day.





## Students Tab

The Students Tab is one of the main tabs in the ILVP, as it tracks all data related to students.

This tab has two levels: one is the top level where users can see a list of students or find a specific student. The other is a detailed level where users can see specific information about a selected student.

## Top-Level Functionalities

The following functionalities are available when users enter the Students Tab:

The screenshot shows the ILVP interface with the 'Students' tab selected. The top navigation bar includes 'My Dashboard', 'Students', 'Enrollments', 'Teachers', 'Mentors', 'Sections', 'Reports', 'Schools', 'Messages', and 'Help Center'. The 'Students' tab is active, and the 'Program Lead' dropdown is set to 'Program Lead'. The 'Find a student...' search bar is visible. The 'Search criteria' section includes dropdowns for District (PD SIS TRAINING DISTRICT), School (6-12 TRAINING SCHOOL (IS)), Site Group (Select...), Status (ACTIVE), LEP/ELL (Select...), Counselor (Select...), Grade Level (Select...), Gender (Select...), Free/Reduced Lunch (Select...), Part-Time/Full-Time (Select...), and Special Ed (Select...). A 'Get Data' button is located below the search criteria. The table below shows 47 active students in the system.

Student	GradeLevel	School	City	District	Enrollments	Email	State	Gender	Login	Phone	ID
6.12demo, Cara	11	6-12 TRAINING SCHOOL (IS)		PD SIS TRAINING DISTRICT	7	cara.wilkinson@imaginelearning.com	-1	-1	c6.12demo	8772020338	1243517
Ballew, Austin	6	6-12 TRAINING SCHOOL (IS)	OKLAHOMA CITY	PD SIS TRAINING DISTRICT	8	noemail@imaginelearning.com	OK	-1	AustinBallew1	4052049854	1145477
Bishop, Elizabeth	8	6-12 TRAINING SCHOOL (IS)		PD SIS TRAINING DISTRICT	0	ebishop@ecsdnv.net	NV	FEMALE	3995	775-777-1688	306909

### FIND STUDENT (1)

This page allows users to find a student by typing a few letters of the student's name. The ILVP will dynamically show a list of all students where the student's name contains the typed letters. For instance, typing "joh" will show students John Lennon and Mark Johnson. Users can then select a student from the list and click Go to access that student.

### ACTIVE LIST OF STUDENTS (2)

This page allows users to see all students who are currently active. Clicking on a student will take the user to that student's main page. This page has a few noteworthy functionalities, including sorting, filtering, column customization, and the ability to export to Excel.





### SORTING (3)

Clicking on a column header will sort the table according to that column.

### FILTERING (4)

On the top of the table, there is a field where users can type a few letters to search for a student. The ILVP will then show only students having that string of characters in their names.

### CUSTOMIZE COLUMNS (5)

As with the Applications page, the student list also lets users select the columns they would like to see. For instance, by default the Student page may display the student's grade level, but a user may prefer to see the student's e-mail address. Using the Customize Columns functionality, users can tell the ILVP which columns they would like to see.

### EXPORT TO EXCEL (6)

The list of active students can be exported to Excel by clicking on the Export to Excel button in the top portion of the screen.

### PAGING (7)

In order to optimize performance, if there are too many students in the system, the ILVP will only show the first 1,000 students. Users can see the next 1,000 students by navigating to the next page.

There are 5640 active students in the system: [Customize columns](#)

1 2 3 4 5 6

Search:

Student	GradeLevel	School	City	District	Enrollments	Email	State	Gender	Login	Phone	ID
<a href="#">01-12-2022+1669952775275CoreStudent</a> <a href="#">01-12-2022+1669952775275CoreStudent</a>	-1	School 1 (VSS)		SIS TRAINING DISTRICT (IS)	0	test@gmail.com	-1	-1	01-12-2022+1669952775275CoreStudent	000-000-0000	1214668
<a href="#">02_ISS</a>	-1	LMS TRAINING (VSS)		SIS TRAINING DISTRICT (IS)	2	tylecabaso@edgenuity.com	-1	MALE	IS456TEST		667144
<a href="#">03_ISS</a>	-1	LMS TRAINING (VSS)		SIS TRAINING DISTRICT (IS)	0	tylecabaso@edgenuity.com	-1	MALE	IS789		667147
<a href="#">08-09-2022+1662646969975CoreStudent</a> <a href="#">08-09-2022+1662646969975CoreStudent</a>	-1	School 1 (VSS)		SIS TRAINING DISTRICT (IS)	0	test@gmail.com	-1	-1	08-09-2022+1662646969975CoreStudent	000-000-0000	1184678
<a href="#">08-09-2022+1662694810286CoreStudent</a> <a href="#">08-09-2022+1662694810286CoreStudent</a>	-1	School 1 (VSS)		SIS TRAINING DISTRICT (IS)	0	test@gmail.com	-1	-1	08-09-2022+1662694810286CoreStudent	000-000-0000	1185822
<a href="#">08-11-2022+1667967327141CoreStudent</a> <a href="#">08-11-2022+1667967327141CoreStudent</a>	-1	School 1 (VSS)		SIS TRAINING DISTRICT (IS)	0	test@gmail.com	-1	-1	08-11-2022+1667967327141CoreStudent	000-000-0000	1209148
<a href="#">1-10P_1-10P</a>	-1	School 1 (VSS)		SIS TRAINING DISTRICT (IS)	3	1-10P@gmail.com	-1	-1	1-10P	000-000-0000	1064338
<a href="#">1-11P_New name</a>	-1	School 1 (VSS)		SIS TRAINING DISTRICT	0	test@gmail.com	-1	-1	1-11P	000-000-0000	674440



### ADVANCED FILTER (8)

While the Basic Search page is faster to use and will suffice in most cases, users may need to generate a list of students according to specific criteria. For instance, users may want to generate a list of students with today's birthdate.

As illustrated above, this page allows users to specify a student field to be searched (such as grade level or state), the criteria (such as “containing” or “starting with”), and the value to be used. For instance, users may select all students where the guardian e-mail contains “gmail” and their name starts with “John.” Users may save the filtering criteria by giving it a name and clicking on the Save button. In this way, users may search by the same criteria in the future by selecting the criteria name in the bottom dropdown and clicking **Load**.

The screenshot shows the 'Advanced Filter' interface. On the left is a sidebar with navigation links: Find Student, Active Students, Bulk Actions, Bulk Add Communications, **Advanced Filter**, Deep Search, and Add Student. The main area is titled 'Search criteria:' and contains four rows of filters. Each row has a dropdown for the field (e.g., 'DOB'), a dropdown for the operator (e.g., 'Contains'), and a text input for the value (e.g., '04'). To the right of these filters are two buttons: 'Save this filter as:' with a text input and a 'Save' button, and 'Load this filter:' with a dropdown menu and a 'Load' button. Below the filters is a 'Get Data' button. A message states 'There are 110 records matching your criteria:'. Below this is a search bar and a table of results.

ID	Student	School	District	Grade	Status
1239801	Allen, Cheyanna	School 1 (VSS)	SIS TRAINING DISTRICT (IS)	11	ACTIVE
1004980	Anderson, X	AWESOME U (IS) - Temporarily Binderhinstone	SIS TRAINING DISTRICT (IS)	5	ACTIVE
914191	Angeles, Genevieve	School 1 (VSS)	SIS TRAINING DISTRICT (IS)	12	ARCHIVED
371306	Arce-Tovar, Christopher	School 1 (VSS)	SIS TRAINING DISTRICT (IS)	10	ARCHIVED
914195	Banuelos-Rogers, Alyssa	School 1 (VSS)	SIS TRAINING DISTRICT (IS)	12	ARCHIVED
916805	Bautista, Jenny	School 1 (VSS)	SIS TRAINING DISTRICT (IS)	11	ARCHIVED
914251	Bello Gabino, Sheridan	School 1 (VSS)	SIS TRAINING DISTRICT (IS)	12	ARCHIVED
916806	Beltran, Fabian	School 1 (VSS)	SIS TRAINING DISTRICT (IS)	12	ARCHIVED
924460	Blissett, Patten	ROSTERING TRAINING SCHOOL (IS)	SIS TRAINING DISTRICT (IS)	11	ACTIVE
923892	Bloome, Billie	ROSTERING TRAINING SCHOOL (IS)	SIS TRAINING DISTRICT (IS)	5	ACTIVE
147728	Bobbly, Sonoma	School 1 (VSS)	SIS TRAINING DISTRICT (IS)	-1	ATTIVE

### DEEP SEARCH (9)

The Deep Search function is similar to Find Student, as it will allow users to type a string of characters that will be used to find students. The main difference is that Deep Search will look not only at the student name, but also at the e-mail, login, and phone numbers.

This functionality is useful when users have only partial information. For instance, if someone calls and leaves a voice mail with a phone number but without stating his or her name, this page can be used to identify the student.

### ADD STUDENT (10)

This page allows users to manually create a student record by entering the student's information. A student profile will be created in addition to an account that can be used by the student to access information through the student portal. Once a new account is created, an e-mail is automatically sent to the student providing the student's username, password, login



instructions, and contact information for student support. Specific instructions for this functionality are in the “Setting Up Student Accounts and Registering for Courses” section.

### BULK ACTIONS (11)

This feature allows users to perform bulk actions on student accounts. Users first use search criteria to identify a group of students. Next, check the select box next to the user’s name and then click one of the bulk options available: Bulk Enroll, Bulk E-mail, Bulk Mentor/Counselor, Bulk Grade Level, or Bulk Reset Password.

<input checked="" type="checkbox"/>	977648	<a href="#">Zuniga, Jeremy</a>	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	8	0		0	JZuniga268454@fmsd.org	
<input checked="" type="checkbox"/>	914262	<a href="#">Zuniga, Jesus</a>	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	12	0		0	cwikerson7_old	

Bulk Enroll in Course

Bulk Enroll in Section

Bulk Email

Bulk Mentor/Counselor

Bulk Grade Level

Bulk Reset Password

Modify:

Value:

Apply

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## Detailed-Level Functionalities

Once a student is selected in the top level, as previously described, the Student's page will give the user an overview of the student, and the following functionalities will be available:

The screenshot shows the Edgenuity Student page. The left sidebar contains a 'Main Information' menu with links: Main Page, Dashboard, Edit Information, External Files, View Calendar, and Guardian Accounts. Below this are sections for 'Historic Data' (Student Log, View Transcript, Transcript Analysis, Test History), 'Communications' (View Comm, Add Communication), 'Enrollments' (Current Enrollments, Snapshot, Pacing, Student Act, Requested Courses, Enrollment History), and 'Actions' (Enroll in Section, Transfer Sections, Send Email, Reenroll, Withdraw, Set to Alum, Associate to PMS, Edit). The main content area is divided into several sections: 'Basic Information' (Student ID: 19438, Name: [redacted], Gender: Female, Grade: 11, Phone: [redacted], District: [redacted], LMS ID: [redacted], CRS Name: [redacted], CRS Email: [redacted], SI Code: [redacted], Preferred Name: [redacted], Date of Birth: [redacted], Status: ACTIVE, Enrollment Status: -1, Email: [redacted], School: [redacted], Username: [redacted], Password: [redacted], CRS Phone: [redacted], SI Code: [redacted]), 'Mentor Information' (This student is currently associated with the following mentor(s):), 'Counselor Information' (This student is currently not associated with any counselor.), 'Academic Snapshot' (This student is currently enrolled in 1 section(s):), and 'Recent Communications' (Here are the last communications with this student:). The 'Recent Communications' section contains a table with columns: Sender, Sender Role, Recipient, Recipient Role, Date, Category, Subject, and Contents. The 'Recent Activity' section (bottom) shows the student's activity in the last 7 days with a table: Date, Earth Science - Q3, SAT Mathematics I, and Total.

Semester	Section	Teacher	StartDate	Grade	Assignments	Percentage Completed	Pacing
Ongoing	SAT Mathematics I	N/A, N/A	02/05/2014	48.96%	181 of 208	74.95%	25.05% bel

Sender	Sender Role	Recipient	Recipient Role	Date	Category	Subject	Contents
[redacted]	[redacted]	STUDENT	STUDENT	6/17/2014 2:07:59 PM	INTERNAL_MESSAGE	Your Course Completion Report	<!--[if tmsso]--> <style> v1,* (behavior:url(#default#VML)); o1,* (behavior:url(#default#VML) (behavior:url(#default#VML)); shape (behavior:url(#default#VML)); </style> <[endif]--> <style> width:100.0%; mso-cellpadding:0; mso-cellspacing:0; width:100%; <tbody><tr style="mso-yfti-in lastrow=yes"> <td style="padding:0in 0in 0in 0in" valign="top"> <p class="MsoNormal" style="bottom:0">

Date	Earth Science - Q3	SAT Mathematics I	Total
Sun, Jun 22	0	0	0
Sat, Jun 21	0	0	0
Fri, Jun 20	0	0	0
Thu, Jun 19	0	0	0

### BASIC INFORMATION (1)

This panel will display some basic student information such as name, gender, school, and picture.

### LOG IN AS USER (2)

Click on this button to log in as the user you are viewing. You will have the ability to log back into your account from this location.



### **MENTOR INFORMATION (3)**

This section displays information about the assigned mentor.

### **COUNSELOR INFORMATION (4)**

This section displays information about the assigned counselor.

### **ACADEMIC SNAPSHOT (5)**

Here users can see a list of courses the student is currently enrolled in, including the teacher, start date, and current average grade.

### **RECENT COMMUNICATIONS (6)**

As described below, all communications between the school and the student can be tracked in the ILVP. This panel will show a list of the most recent communication entries, including who contacted the student, when the communication took place, and what was discussed.

### **RECENT ACTIVITY (7)**

This panel will display the activity levels (in minutes) for the past seven days.

### **VIEW COMMUNICATIONS**

The ILVP tracks the communications between the school staff and the student. This page will show a list of the communications, including the user, the recipient, the role of the sender, the communication date, the subject, and the contents.

### **COMMUNICATION DETAILS**

Clicking on the document icon in the left column will open a window with detailed information about the communication entry.

### **ADD COMMUNICATIONS**

Communications exchanged between the school and the student can be tracked both automatically and manually. E-mails sent from within the ILVP are automatically logged in the communication log, so there is no need for manual intervention. However, if a teacher receives an e-mail to their school account, calls the student or has an in-person meeting with the student, this needs to be manually added to the communication log.



The Add Communication page allows users to manually add an entry to the communication log. Users can select a category, select a subject, and enter the contents to be recorded. The date is automatically filled out with the current time, although it can be overridden if desired.

To document external e-mails sent by the student to the school. In this case, users can simply copy the e-mail and paste its contents into the communication log. The Add Communication page provides an option to designate a communication as a student-initiated communication. Selecting the Student Initiated box will mark the student as the sender and will update the Days Since Last Student Communication and Total Student Communication fields on the Current Enrollments screen to reflect the student-initiated communication.

### CURRENT ENROLLMENTS

This page will show details about the student's current enrollments, including the start date, end date, grade, percentage of course completed, and teacher. Detailed functionality for this page is explained further later in this guide.

Users with permission can manually change the start dates, end dates, the current grade, and the number of assignments completed by clicking the Edit icon. Users can also modify the status of a course by selecting one course, or several, and clicking on the Modify Status button at the bottom of the page. The user then selects the time stamp and clicks Apply Changes to modify the status.

Select	Edit	Section	Start	End	Performance Indicator	Grade Overall Value	Grade Actual Value	Last Activity	Attendance last 7 days	Pacing	Percent Complete	Percent Expected	Needs Scoring Hours	LMS Link	Teacher Email
<input type="checkbox"/>		Anatomy (24769872)	07/24/2023	12/15/2023	E	75.83	75.83	31	52	22.46%	35.34%	7.87	1998	<a href="#">LMS Link</a>	Hendy.Harris@imglearning.com
<input type="checkbox"/>		U.S. History 1 A-SC (24829412)	07/24/2023	12/15/2023		86.9	86.90	1	52	4.83%	10.83%	5.8		<a href="#">LMS Link</a>	Hendy.Harris@imglearning.com
<input type="checkbox"/>		Language Arts 9 A-SC (24829412)	07/24/2023	12/15/2023		83.3	83.30	1	52	0.58%	4.39%	5.8	1446	<a href="#">LMS Link</a>	Hendy.Harris@imglearning.com
<input type="checkbox"/>		Chemistry A-SC (24829412)	07/24/2023	12/15/2023		0.00	0.00			-5.79%	0%	5.8		<a href="#">LMS Link</a>	Hendy.Harris@imglearning.com

### ENROLLMENT HISTORY

This page shows all courses taken by the student at the school, including the enrollment dates, final grade, and status. Users can filter the list of courses by selecting a period (such as courses taken in the past six months) or a status (such as courses that were dropped by the student).



This page can be used to edit past courses taken by the student. For instance, if a final grade needs to be retroactively changed, users can edit the entry on this page. Authorized users can edit the final grade, the number of assignments completed, and the number of credits earned.

### **TRANSFER SECTIONS**

Students can be transferred from one section to another without creating a new enrollment. This prevents the enrollment numbers from being skewed, as the transfer will not be considered a drop or a new enrollment. Should you feel the need to use this feature please contact your Customer Success Manager/Regional Administrator.

### **SEND E-MAIL**

This feature makes it possible for users to send an e-mail message to a student's external e-mail address and copy the message to other users working with the student. These e-mails are automatically logged in the contact history.

### **REINSTATE**

Students can be reinstated in a section they have dropped or completed without a new enrollment being created. This functionality is useful when students are dropped by mistake or are set to complete the course before the correct time.

Using this page, users can select a course that has been dropped or completed and click on the Reinstatement button. The original data, including start date, end date, average grade, and assignments completed, will be kept. Any change to the enrollment status in the ILVP will also update the course enrollment in the LMS.

### **ASSOCIATE TO MENTOR**

Using this page users are able to add mentor associations to students. Once an association is added, a mentor is able to see the student's account and the student is able to see the mentor's information, making it possible for the two to work together and communicate.

## **Setting Up a Student Account and Registering for Courses**

There are two ways to set up a student account and register a student for a course. Your implementation type will determine options available to you. If you need assistance, please contact your Customer Success Manager IS/Regional Administrator to discuss your options.



### Manual Method

#### ACCOUNT SETUP FROM STUDENT TAB

1. Log in to the ILVP with your username and password.
2. Select **Students** tab.
3. Click **Add Student**.
4. Select your district and/or school.
5. Complete the new student information form.
6. Click **Save**.
7. An e-mail is automatically sent to the student containing their username and password.

#### ENROLL IN SECTION AND ENROLL IN COURSE

Users will have two options to manually enroll a student in courses, located on the left navigation bar. Using Enroll in Section will allow users to select a specific teacher and section while using Enroll in Course will allow the system to select the teacher automatically. When using Enroll in Section, users can select an existing requested course from a dropdown (only courses requested by the student will be displayed in the dropdown) or manually select the course using the provided dropdowns.

To enroll a student using the **Enroll in Section** feature:

1. Select a school—which defaults to the school with which the student is associated—and term.
2. Select the course the student should be enrolled in.
3. Select the teacher and section.
4. Select the start date. The end date will be automatically calculated by the ILVP using the selected start date and the section duration. Alternatively, users can choose to override the end date by replacing it with a specific date.
5. If the start date is in the future the activation date will auto-populate to activate the course three calendar days prior to the start date. Users can adjust the activation date.
6. Do not add any information to the **Student Build** field. This field is for Imagine Edgenuity staff purposes.
7. Click **Enroll**.

**\*Student Build Field:** Avoid entering a value in the **Student Build** field. The **Student Build** field is intended for use in the rare case that a course enrollment is displaying in the Imagine Edgenuity LMS but is not reflected in the active course enrollment list or the enrollment history of the ILVP. This feature allows users to locate the school build ID from the student's course enrollment in the LMS. The user can then enter the associated course and section information into the **Enroll In** section dialogue





box. The course enrollment from the LMS will then display in the ILVP without creating a duplicate course enrollment in the Imagine Edgenuity LMS.

Clicking on the **Enroll** button will enroll the student in the selected course. The course enrollment will be activated in the ILVP and Imagine Edgenuity LMS.

To enroll a student using the **Enroll in Course** feature:

The screenshot shows a web form titled "Enrollment Information". It contains several fields for selecting enrollment details:

- Select a District:** A dropdown menu with "SIS TRAINING DISTRICT (IS)" selected.
- Term:** A dropdown menu with "Ongoing - SIS Training Distr..." selected.
- Course:** A dropdown menu with "Common Core ELA 9 A-IC" selected.
- Start Date:** A text field with "8/4/2023" entered.
- End Date:** A text field with "12/8/2023" entered.
- Activation Date:** A text field with "8/1/2023" entered.

At the bottom right of the form is a blue button labeled "Enroll".

1. Select a school—which defaults to the school with which the student is associated—and term.
2. Select the course the student should be enrolled in.
3. Select the start date. The end date will be automatically calculated by the ILVP using the selected start date and the section duration. Alternatively, users can choose to override the end date by replacing it with a specific date.
4. If the start date is in the future, the activation date will auto-populate to activate the course three calendar days prior to the start date. Users can adjust the activation date.
5. Click **Enroll**. The ILVP will automatically assign the student to an available teacher and section.



## Public Course Request Method

(Registering and Approving Courses through the Online Portal)

### ACCOUNT SETUP FROM PUBLIC COURSE REQUEST PAGE

Registration for Imagine Edgenuity courses through the Public Course Request page is only accessible through a unique link that is customized and provided by the Customer Success Manager IS/Regional Administrator team. The type of registration page varies and can include various levels of approval, account types, and enrollment deadlines.

1. Go to the unique link provided by the Customer Success Manager IS/Regional Administrator team.
2. Log in or create an account. **If you already have an account**, then simply use your username and password to log in.

Already have an account?

Username

Password

[Continue](#)

[Forgot your Login and/or Password?](#)

Need an account?

[Click here to create a new account](#)

Create new account

School Information

School

Basic Information

First Name

Last Name

Email

Password

Confirm Password

[Save](#)

**Students who are new** to Imagine Edgenuity will need to create an account by selecting your school from the drop-down list, completing the information requested, and clicking “Save.” (Only a portion of the required fields are shown.)

3. Select the course(s) you need by filtering or searching and checking the appropriate box.

Search by Course Title:

Subject:

[Apply Filter](#)

Select	Course	Discipline
<input type="checkbox"/>	<a href="#">Academic Writing</a>	Language Arts
<input type="checkbox"/>	<a href="#">Academic Writing</a>	Language Arts
<input type="checkbox"/>	<a href="#">Algebra 1</a>	Mathematics



4. Confirm your requests. Once your selections are complete, click **“Confirm”** to submit. Course requests are sent to the school for review and approval. If approved, then students will be enrolled in their courses.

**Course Confirmation**

There is 1 courses selected:

Course Name	When Offered	Request Course Start Date	Request Course End Date	Subject	Catalog	School
Algebra I A-1C	Ongoing - CHICAGO PUBLIC SCHOOLS	07/06/2016	11/08/2016	Math	Main catalog	CHICAGO PUBLIC SCHOOLS

Once registration is auto-enrolled, the students will be enrolled in the course. They can check their enrollment status by viewing the Requested Courses link in the ILVP, checking their course list in the LMS, checking their e-mail for a “Welcome to Class” message from their instructors, or by contacting their counselors.

### APPROVING COURSE REQUESTS

Once students submit course requests, school staff can review and either approve or deny requests. Request can pass through a one- or two-step approval process, depending on your role and implementation needs. The following example demonstrates the option of two levels of approval. Talking to your Customer Success Manager IS/Regional Administrator will help you determine the best approval type for you.

1. Log in to the ILVP with your username and password: <https://ilvp.imaginelearning.com/>.
2. Click on the Enrollments tab.

Imagine Learning virtual portal

User: Wendy Morris | Settings | Sign out

Find a student...

My Dashboard | Students | **Enrollments** | Teachers | Mentors | Sections | Reports | Schools | Messages | Help Center

Program Lead | Print page | Export Results to Excel

**Search criteria:**

School: Select...  
Site Group: Select an Option  
District: Select...  
Consortium: Select...  
Department: Select...  
Course: Select...  
Counselor: Select...  
Payment Responsibility: Select...

Requested By: Select...  
Start Date: Select...  
Term: Select...  
Approved: Select options  
Student Status: Select...

Requested Date: Select... AND ...  
Start Date: Select... AND ...

3. Click **Public Course Requests**. The Search Criteria box will appear.
4. Click **Get Data**. You can filter your results using the fields shown below. Your list of students will appear below the search box.
5. Click on the **Edit** icon to change the start date or end date of a student’s course, change NCAA status, or to assign a student to a different counselor.
6. After you have made the edits, click **Save**.



**Search criteria:**

School:  Site Group:  District: VIRGINIA BEACH Consortium:  Department:  Course:  Counselor:  Payment Responsibility:

There are 45 records matching your criteria:

☐ Check All

**Course Request**

Student: VBStudent, Test  
Course:   
Term: Ongoing - VIRGINIA BEACH SCHOOLS  
Payment Responsibility:   
NCAA:   
Start Date: 12/17/2013  
End Date: 04/22/2014  
Activation Date: 12/12/2013  
S2 Code:   
S3 Code:   
Comments:

Enroll	Edit	Student	Local ID	Grade Level	Birth Date	Gender	Course	Term	Approved	Activation Date	Start Date
<input type="checkbox"/>		<a href="#">VBStudent, Test</a>	123456789	10	01/01/1997	MALE	Human Geography B	Ongoing - VIRGINIA BEACH SCHOOLS	DENIED		12/17/20

### AUTO-ENROLLING OR DENYING REGISTRATION

1. To approve a request using a two-stage approval process, check the box next to the student's name, scroll to the bottom of the screen, and click Approve Selected. This will change the request status.
2. To auto-enroll student requests, change the approved search criteria to "Approved." Next, check the box next to the student's name. Scroll to the bottom of the screen and click either Auto-Enroll button. The student will be automatically added to the course and will receive an e-mail notification.  
**\*Enrollments with a future start date will have an Auto-Enrolled future start date status and will auto-populate on the set activation date.**
3. If the student is denied enrollment, then the student's Approved status will change to Denied. If the student is enrolled, then the student's Approved status will change to Auto-Enrolled, and the request will disappear from the list.

**\*Please note that the student will receive an e-mail confirmation.**

<input type="checkbox"/>		<a href="#">Walker, Briyanna</a>	354523	9	12/15/2006	FEMALE	HS Spanish I LMS (15)	Ongoing - VIRGINIA BEACH SCHOOLS	DENIED	04/16/
<input type="checkbox"/>		<a href="#">Harper, NV Zir</a>	340954	10	03/24/2006	MALE	VA-World History and Geography 1500 to Present B	Ongoing - VIRGINIA BEACH SCHOOLS	DENIED	05/13/

Start Date:  End Date:  Activation Date:



## Enrollments Tab

The Enrollments Tab tracks all current enrollments and allows users to select a set of enrollments matching specific criteria.

### Functionalities

#### BASIC SEARCH

This page allows users to find all enrollments matching specified criteria, such as those associated with a particular school or with a grade within a specified range. Multiple filters can be combined so that the ILVP displays a list of all enrollments matching the search criteria.

The list of filters in this tab is very comprehensive and includes data about pacing, login activity, and grades. For instance, users can ask to see all students within two weeks of their end dates who are behind their scheduled pace.

The figure below shows a sample Basic Search page where all enrollments with a Mastery Performance Indicator are displayed. For each enrollment, this page displays detailed enrollment information, including start dates, end dates, current grade, and last activity.

The screenshot displays the 'Basic Search' interface. At the top, under 'Search criteria:', there are several dropdown menus for District, School, Site Group, Days since last login, Attendance (last 7 days), Pacing, Performance Indicator (set to 'Mastery'), and SES Indicator. To the right, there are more dropdowns for Grade Overall, Grade Actual, Days since, Progress increase last 7 days, and Percent complete. Below these is an 'Optional filters:' section with two dropdowns and a plus icon. A 'Get Data:' section contains 'Get Data' and 'Export to Excel' buttons. A message states 'There are 3 enrollments matching your criteria:'. Below this is a 'Check All' checkbox and a search bar. The main table lists three enrollments with columns: Email, Student, Section, Start, End, Performance Indicator, Grade Overall Value, Grade Overall Graph, Grade Actual Value, Last Activity, Attendance last 7 days, Percent Expected, Percent Complete, Assignments Behind, and Student1.

Email	Student	Section	Start	End	Performance Indicator	Grade Overall Value	Grade Overall Graph	Grade Actual Value	Last Activity	Attendance last 7 days	Percent Expected	Percent Complete	Assignments Behind	Student1
<input type="checkbox"/>	<a href="#">S-19_demo</a>	Financial Math [423511]	08/03/2021	05/26/2023	EHP	64.3	<div><div></div></div>	7.70	1158		100	12.03%	87.97	S-19, demo
<input type="checkbox"/>	<a href="#">Two_Student</a>	Common Core ELA 9 A-1C [28666409]	02/23/2023	05/31/2023	EHP	13	<div><div></div></div>	2.90	134		100	22.07%	77.93	Two, Student
<input type="checkbox"/>	<a href="#">Demo 1_Mar</a>	Aeronautics and Space Travel [31290066]	01/09/2023	05/14/2023	EH	66.29	<div><div></div></div>	62.25	102		100	93.9%	6.1	Demo 1, Mar

#### COLUMN CUSTOMIZATION

As with the Applications and Students pages, the enrollment list also allows users to select which columns they would like to see. For instance, the Enrollments page will display the student's name by default, but a user may wish to see a student's completed assignments. Using the Customize Columns functionality, users can choose the columns they would like to see; this is then saved as a user preference in the database.




### SORTING

Clicking on a column header will sort the table according to that column.

### PAGING

In order to optimize performance, if there are a large number of enrollments in the system, the ILVP will only display the first 1,000 enrollments. Users can see the next 1,000 enrollments by navigating to the next page.


**Search criteria:**

OverallGrade ▾ Less than ▾ 80  Save this filter as:  Save

AND Teacher ▾ Contains ▾ morris

AND Select... ▾ Select... ▾

AND Select... ▾ Select... ▾

AND Select... ▾ Select... ▾   Load this filter: Select... ▾ Load

There are 3 records matching your criteria:

☐ Check All

Email	Enrollment Index	Student ID	Student	Section ID	Course	Teacher	Start	End	Exit	Grade	Cur Week	Cur Assig	Pace	Status
<input type="checkbox"/>	465374	50865	Demo, August	1645028	Chemistry A	Morris, Wendy (ISPD)	08/21/2017	12/24/2017	11/17/2017	1.52	310	5	0	DROPPED_GRACE
<input type="checkbox"/>	4123288	1159864	Morris, Bud	36796973	Anatomy	Morris, Wendy (ISPD)	07/24/2023	12/15/2023		76.92	1	28	3	ACTIVE
<input type="checkbox"/>	4620092	1159864	Morris, Bud	36815654	Chemistry A-IC	Morris, Wendy (ISPD)	07/24/2023	12/15/2023		0.00	1	0	10	ACTIVE

### ADVANCED FILTER

While the Basic Search page is faster to use and will suffice in most cases, users may need to generate a list of enrollments according to a different, more specific set of criteria. For instance, users may want to generate a list of enrollments where the course name contains “alg.” As shown below, this page allows users to specify an enrollment field to be searched (such as course name or current grade), the criteria (such as “containing” or “starting with”), and the value to be used. For instance, users may select all enrollments where the average grade is less than 80% and where the teacher name contains “Morris.” Users may save the filtering criteria by giving it a name and clicking Save. This way, users may choose the same criteria in the future by selecting the criteria name in the bottom dropdown and clicking Load.

### E-MAILS

In the Enrollments Tab, e-mail functionality provides unparalleled power to users. For instance, a user may select all students taking Algebra 1 with Albert Sabin, or all students who have not submitted any work in the past two weeks and send them all an e-mail. The e-mail itself may contain static text or dynamically built text, as explained below.



To send a bulk e-mail to students:

1. Use the filters in the search criteria box to select a list of enrollments.
2. Click **Get Data**.
3. Check All box to send to all selected students and then click **Send Email**.
4. Compose the e-mail using a template or by typing a new e-mail. Users have access to several auto-populated variables. Instead of hand-keying static values, such as the student's name or school name, users can select predefined variables by selecting them from the dropdown. This functionality is explained in detail below.
5. Check your e-mail before sending by clicking **Update Sample**.
6. Check the boxes next to any users you would like copied on the message and then click **Send**.



### USING VARIABLES IN BULK E-MAILS

Instead of hand-keying static values, such as the student's name or the school name, users can select predefined variables from the dropdown. This will add the selected variable at the cursor position. For instance, selecting [COURS\_NAME] will automatically add the course name when the e-mail is sent, similar to what a Microsoft Word Mail Merge would do.

For instance, let's assume we have a template defined as "Hello [FIRST\_NAME], your current grade on your [COURSE\_NAME] course is [CURRENT\_GRADE]." If we select two students on the Basic Search page and then use the template to send an e-mail to the students, the first student would get an e-mail stating, "Hello John, your current grade on your Algebra 1 course is 90," while the second student would get an e-mail stating, "Hello Mary, your current grade on your Biology 1 course is 85." This makes communicating with a group of students very easy, fast, and intuitive.

Clicking **Update Sample** will show the appearance of the final e-mail, and clicking **Send** will deliver the e-mail.

The screenshot shows the ILVP e-mail template editor. At the top, a yellow banner states: "Clicking on Send will send this email to the 2 enrollments selected in the previous screen. Send". Below this, the "Template" dropdown is set to "ENROLLMENTS\_WISM Stude...". The "Description" is "IM Student Progress Report Ashley" and the "Subject" is "Student Progress Report". The "Attachment" section has an "Upload attachment" button and checkboxes for "Copy Guardian", "Copy Mentor", "Copy Counselor", "Copy Teacher", "Copy School Contact", and "Don't Copy Student". The "Body" section features a rich text editor with a "Select variable..." dropdown. The preview area shows a blue header with "Student Progress Report" and the Imagine Learning logo, followed by the text "Hello [FIRST\_NAME],". Below the editor, a "Samples" section shows a preview of the final e-mail with the text "Hello July," and the Edgenuity logo.

### HTML FORMATTING

The e-mail message is HTML-based (i.e., users may use different fonts, bullets, colors, and formatting).

### AUTO-LOGGING

Any e-mail sent from within the ILVP is automatically added to the communication log of the appropriate student.





### **MULTIPLE RECIPIENTS**

If desired, the message can be copied to a student's guardian (if applicable), mentor, or to the local school counselor by checking the appropriate checkboxes.

### **TEMPLATES**

The ILVP offers the option of using standard or school-specific templates, which are predefined e-mails that can be sent to students. By selecting a template from the dropdown, the e-mail will be automatically populated with the template content. This functionality allows users to edit existing templates so that minor changes can be made to create a customized e-mail to a student while keeping some consistency. Templates are often used in combination with variables, as described previously.

### **AUTO E-MAILS**

Please contact your Customer Success Manager IS/Regional Administrator before using this function to determine if it will work best of your desired communication.



## Mentors Tab

The Mentors Tab provides a list of the mentors for your school within the ILVP. Clicking on the Mentor's name provides access to the mentor's basic information. A mentor can edit their information, check their Dashboard, view current enrollments, and track contact history from this tab.

There are 143 active mentors in the system:

Mentor	ID	Email	Phone	Cap	Students	Students With Active Enrollments	Consortium	District	School	SiteGroup
<a href="#">01-12-2022+1669953825487CoreMentor</a>	1829647	CoreMentor@gmail.com	000-000-0000		0	0	SIS Training	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	All
<a href="#">01-12-2022+1669953825487CoreMentor</a>	1787662	CoreMentor@gmail.com	000-000-0000		0	0	SIS Training	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	All
<a href="#">08-09-2022+1662648686045CoreMentor</a>	1789061	CoreMentor@gmail.com	000-000-0000		0	0	SIS Training	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	All
<a href="#">08-09-2022+1662648686045CoreMentor</a>	1821907	CoreMentor@gmail.com	000-000-0000		0	0	SIS Training	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	All
<a href="#">08-09-2022+1662648686045CoreMentor</a>	1689970	CoreMentor@gmail.com	000-000-0000		0	0	SIS Training	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	All

## BASIC INFORMATION PAGE

The Basic Information page shows information about the mentor, including a list of the students assigned to that mentor.

**Wendy Morris**

**Basic Information**

Mentor ID: 1402703  
Name: Morris, Wendy  
School: School 1 (VSS)  
District: SIS TRAINING DISTRICT (IS)  
Consortium:

Email: Wendy.Morris@imaginelearning.com  
Phone: 555-555-5555

**Students**

This Mentor is currently assigned to 3 student(s):

Student	School	District	Consortium	Enrollments
Demo, Cara	School 1 (VSS)	SIS TRAINING DISTRICT (IS)		4
Student, Lainey	School 1 (VSS)	SIS TRAINING DISTRICT (IS)		3
Morris, Bud	School 1 (VSS)	SIS TRAINING DISTRICT (IS)		4



## EDIT INFORMATION

Mentors can update their information, upload a photo, add a short bio, list their office hours, and add a signature to their e-mails by clicking **Edit Information**.

**User Information**

User Name: WendyMorris\_MENTOR  
Last Name: Morris  
First Name: Wendy  
Email: Wendy.Morris@imaginelearning.com  
Phone: 555-555-5555

Consortium: NA X  
District: SIS TRAINING DISTRICT (IS) X  
School: School 1 (VSS) X  
Role: MENTOR

Site Group: Select Some Options

Bio:   
Hours:   
Signature:   
Save

## CURRENT ENROLLMENTS

The Current Enrollments page is used by all staff to monitor student performance as groups or individually. When users first load the Current Enrollments page, they will see all current course enrollments. The Current Enrollments page provides powerful search filters to quickly identify groups of students that are struggling in one or more key performance areas. These powerful filters allow mentors and other academic staff to quickly identify struggling students and tailor interventions to help each student achieve academic success.

**Search criteria:**

Days since last login: Select... days  
Attendance (last 7 days): Select... minutes  
Pacing: Select... [Sel...] Select...  
Performance Indicator: Select options  
LMS Alerts: Select...  
Teacher Type: Select...  
Teacher Last Preferred State: Select...  
On Release: Select...  
Grade Overall: Select... %  
Grade Actual: Select... %  
Days since last Teacher Communication: Select... days  
Days since last student communication: Select... days  
Progress increase last 7 days: Select... %  
Percent complete: Select... %  
DMS Enabled: Select... %

**Optional Filters:**  
Select... Select... Get Data

There are 11 active enrollments for this mentor.  
Check All

Select	Edit	Student	Section	Start	End	Performance Indicator	Grade Overall Graph	Grade Actual Value	Last Activity	Attendance last 7 days	Pacing	Percent Complete	Percent Expected	Teacher Email
<input type="checkbox"/>		Dana_Casa	Common Core ELA 9 A-C (735876)	05/01/2023	06/04/2023	94		0.00	24		-69.46%	0%	69.47	d@essex123@gmail.com
<input type="checkbox"/>		Dana_Casa	HS Spanish II B LMS (IS) (377804)	05/08/2023	06/08/2023	EP		0.00	20		-99.82%	0.08%	100	noemail@noemail@imaginelearning.com
<input type="checkbox"/>		Dana_Casa	Algebra II A (23595003)	05/22/2023	06/30/2023	P		0.00	6	1	-99.87%	0.13%	100	Ashley.Harwell@imaginelearning.com
<input type="checkbox"/>		Dana_Casa	Chemistry A-C (735765)	05/22/2023	06/30/2023	94		0.00	19		-100%	0%	100	d@essex123@gmail.com
<input type="checkbox"/>		Student_LABOR	HS Spanish I A LMS (IS) (385159)	06/14/2023	12/22/2023	EP		92.5	14.00	20	-17.87%	3.18%	21.05	Lammy.Ballou@edgenet.com
<input type="checkbox"/>		Student_LABOR	Common Core ELA 9 B-C (741382)	06/14/2023	12/22/2023	EP		94.1	33.30	20	-13.6%	7.44%	21.05	carrie.grogan@imaginelearning.com
<input type="checkbox"/>		Student_LABOR	Algebra I A (23595007)	06/14/2023	12/22/2023	EP		87.5	11.60	151	-18.26%	2.79%	21.05	Ashley.Harwell@imaginelearning.com
<input type="checkbox"/>		Student_Bud	U.S. History I A-C (38815632)	07/24/2023	12/15/2023			86.9	86.90	5	3.37%	10.63%	7.25	Wendy.Morris@imaginelearning.com



### EXAMPLE SEARCHES

- All course enrollments with a grade below 65% and more than five days since last teacher communication.
- All course enrollments with more than three days since last login and more than three days since last teacher communication.
- All course enrollments with a grade above 70% and greater than 10% behind pace.
- All course enrollments with a performance indicator for engagement and less than 180 minutes of attendance in the past seven days.

Mentors are able to search based on many factors, including days since last teacher communication and days since last student communication, as well as several other filters. This is the best way to track and monitor students' progress and stay on top of daily communications. Users can also bulk change start dates, end dates, or course statuses from this screen by clicking the select box to the left of each enrollment and using the boxes at the bottom of the screen to make changes.

The Current Enrollments screen can be customized to include many data points. To customize, add, or change columns, click

**Customize Columns** link on the right side of the screen.

There are 11 active enrollments for this mentor:

☐ Check All

Search:

Select	Edit	Student	Section	Start	End	Performance Indicator	Grade Overall Graph	Grade Actual Value	Last Activity	Attendance last 7 days	Pacing	Percent Complete	Percent Expected
--------	------	---------	---------	-------	-----	-----------------------	---------------------	--------------------	---------------	------------------------	--------	------------------	------------------



Choose the columns you want to be shown on your screen.

The 'Customize Columns' dialog box displays 14 columns to be shown on the screen. Each column has a dropdown menu and up/down arrows for sorting.

Column	Value
Col. 1:	Section
Col. 2:	Enrollment Start Date
Col. 3:	Enrollment End Date
Col. 4:	Performance Indicator
Col. 5:	Grade Overall (Graph)
Col. 6:	Grade Actual (Value)
Col. 7:	Last Activity
Col. 8:	Attendance (Last 7 Days)
Col. 9:	Progress Increase last 7 Days
Col. 10:	Percent Complete
Col. 11:	Percent Expected
Col. 12:	Weeks
Col. 13:	Completed weeks
Col. 14:	Target Weekly Progress

Fourteen options are shown here. There are approximately thirty data points available. You may choose the data points and the order in which they will appear. Any column can be sorted in ascending or descending order by clicking on the column header.

### Common Data Points Explained

Select	Edit	Student	Section	Start	End	Performance Indicator	Grade Overall Graph	Grade Actual Value	Last Activity	Attendance last 7 days	Progress Increase last 7 Days	Percent Complete	Percent Expected	Weeks	Completed Weeks	Target Weekly Progress %
<input type="checkbox"/>		Demo_Cara	Common Core ELA 9 A-IC [735876]	05/01/2023	09/04/2023	S4		0	24		0%	0%	69.47	18	14	25%
<input type="checkbox"/>		Demo_Cara	HS Spanish II B LMS (IS) [5778864]	05/08/2023	06/09/2023	EP		0.00	20		0%	0.08%	100	4	13	99.92%
<input type="checkbox"/>		Demo_Cara	Algebra II A [25305003]	05/22/2023	06/30/2023	P		0.00	6	1	0%	0.13%	100	5	11	99.87%
<input type="checkbox"/>		Demo_Cara	Chemistry A-IC [735705]	05/22/2023	06/30/2023	S4		0.00	19		0%	0%	100	5	11	100%
<input type="checkbox"/>		Student_Lainnev	HS Spanish I A LMS (IS) [5892263]	06/14/2023	12/22/2023	EP		14.00	20		0%	3.18%	21.05	27	8	5.1%
<input type="checkbox"/>		Student_Lainnev	Common Core ELA 9 B-IC [743382]	06/14/2023	12/22/2023	EP		33.30	20		0%	7.44%	21.05	27	8	4.87%
<input type="checkbox"/>		Student_Lainnev	Algebra I A [25305007]	06/14/2023	12/22/2023	EP		11.60	151		0%	2.79%	21.05	27	8	5.12%
<input type="checkbox"/>		Morris_Bud	U.S. History I A-IC [36815652]	07/24/2023	12/15/2023			86.90	3	52	1.53%	10.63%	7.25	20	2	4.96%
<input type="checkbox"/>		Morris_Bud	Language Arts 9 A-IC [36815653]	07/24/2023	12/15/2023			77.80	2	70	0.86%	6.83%	7.25	20	2	5.18%
<input type="checkbox"/>		Morris_Bud	Chemistry A-IC [36815654]	07/24/2023	12/15/2023	S4		0.00			0%	0%	7.25	20	2	5.56%
<input type="checkbox"/>		Morris_Bud	Anatomy [36796973]	07/24/2023	12/15/2023			76.92	2	8	0%	31.46%	8.99	20	2	3.81%

- **Grade Actual Value** – Grade, taking pace into account (will be lower than Overall Grade if student is behind pace)
- **Grade Overall Value** – Grade based on work completed by student



- **Progress Increase Last 7 Days** – Percent of course student has completed in the last seven calendar days
- **Last Activity** – Days since student last submitted work
- **Weeks** – Number of weeks student has set from the start and target dates
- **Completed Weeks** – Number of weeks student has been enrolled in the course
- **Target Weekly Progress %** – The calculated percentage of the course the student must complete on average each week to complete the course by the target date

Selecting the **Edit** option on an individual enrollment will launch a dialogue box with options to adjust the tier level of the various alerts and the course enrollment start or end date.

**Edit Enrollment**

Student: Morris, Bud

Non-Numeric Current Grade:

-OF-

Current Grade:

Assignments Completed:

Total Assignments:

Attendance Alert:

Pacing Alert:

Mastery Alert:

Reset LMS Alert:

Start Date:

End Date:

Status:

Comments:

Users can change the course status (i.e. Complete, Withdrawn, or Drop) by selecting one or multiple courses, clicking **Modify Status** at the bottom of the page, selecting the time stamp, and clicking **Apply Changes**. Bulk changes can be made by selecting multiple enrollments and updating the desired information to be changed at the bottom of the screen. Users can drop courses or change start and end dates.

<input checked="" type="checkbox"/>		Morris, Bud	Chemistry A-IC [36815654]	07/24/2023	12/15/2023	S4	<div><div></div></div>	0.00				-7.25%	0%	
<input checked="" type="checkbox"/>		Morris, Bud	Anatomy [36796973]	07/24/2023	12/15/2023		<div><div></div></div>	76.92	76.92	2	8	22.46%	31.46%	

Modify Status:  Select Time Stamp

Start Date:  End Date:



Prior to changing a course to a non-active status (i.e. Complete), it is recommended that the teacher send the student a final grade report. An e-mail template can be used by navigating to the appropriate student, selecting Send E-mail in the Actions menu, and selecting the template form from the Template dropdown menu.

### Contact History

You can view your most recent contact history by clicking on the Contact History link. Here you will see all your assigned students and their last activity and last contact.

The screenshot shows the Imagine Learning virtual portal interface. The user is Wendy Morris, logged in as a Mentor. The left sidebar contains navigation links: Main Information (Main Page, Edit Information, Dashboard), Academic (Current Enrollments), and Tracking (Contact History, Supervisor). The main content area displays a table of students assigned to the mentor. A red arrow points to the 'Contact History' link in the Tracking section of the sidebar.

Student	Affiliation	Enrollments	LastActivity	LastContact
Demo, Cara	School 1 (VSS)	4	7/31/2023 3:15:35 PM	7/6/2023 11:44:22 AM
Morris, Bud	School 1 (VSS)	4	8/4/2023 9:49:07 AM	6/19/2023 3:09:04 PM
Student, Lainney	School 1 (VSS)	3	7/17/2023 2:51:25 PM	



### Sections Tab

The Sections Tab tracks all data related to sections. This tab has two levels: a top level, where users can see a list of sections or find a specific section, and a detailed level where users can see specific information about a selected section. If you have questions about available sections or would like new sections created, contact your Customer Success Manager IS/Regional Administrator.

#### Top-Level Functionalities

The following functionalities are available when users navigate to the Sections Tab:

##### FIND SECTION

This page allows users to find a section by keying a few letters of the section name. The ILVP will dynamically show a list of all sections where the name contains the entered letters. For instance, keying “alg” will show sections of Algebra 1 and Pre-algebra. Users can then select a section from the list and click Go to access that section.

There are 61 active sections in the system:

Search:

Section	ID	Cap	Enrollments	Credits	Weeks	Teacher	Status	School	Semester	Affiliation
<a href="#">Algebra 1 sec 1</a>	1	100	1	0.5	3	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
<a href="#">Algebra 1 sec 2</a>	14	30	8	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
<a href="#">Algebra 1 sec 3</a>	52	30	0	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
<a href="#">Algebra 1 sec 4</a>	90	35	1	0.5	8	TBD, TBD	ACTIVE	NYVA	Summer 2009	
<a href="#">Algebra 1 sec 5</a>	91	35	0	0.5	1	Mendel, Gregor	ACTIVE	NYVA	Summer 2009	
<a href="#">Algebra 2 sec 1</a>	53	30	0	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
<a href="#">Algebra 2 sec 2</a>	15	30	4	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
<a href="#">Algebra 2 sec 3</a>	3	200	2	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
<a href="#">American Literature sec 1</a>	54	30	0	0.5	20	Dickinson, Emily	ACTIVE	NYVA	Summer 2009	
<a href="#">American Literature sec 1</a>	16	30	4	0.5	20	Dickinson, Emily	ACTIVE	NYVA	Summer 2009	
<a href="#">Anthropology sec 1</a>	17	30	4	0.5	20	DaVinci, Leonardo	ACTIVE	NYVA	Summer 2009	
<a href="#">Anthropology sec 1</a>	55	30	0	0.5	20	DaVinci, Leonardo	ACTIVE	NYVA	Summer 2009	
<a href="#">AP Biology sec 1</a>	56	30	0	0.5	20	Mendel, Gregor	ACTIVE	NYVA	Summer 2009	
<a href="#">AP Biology sec 1</a>	18	30	4	0.5	20	Mendel, Gregor	ACTIVE	NYVA	Summer 2009	
<a href="#">AP Calculus sec 1</a>	19	30	3	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
<a href="#">AP Calculus sec 1</a>	57	30	0	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
<a href="#">AP English Language sec 1</a>	58	30	0	0.5	20	Dickinson, Emily	ACTIVE	NYVA	Summer 2009	
<a href="#">AP English Language sec 1</a>	20	30	2	0.5	20	Dickinson, Emily	ACTIVE	NYVA	Summer 2009	





### FILTER SECTIONS

This page allows users to find all sections matching specified criteria, such as being associated with a particular course or school. Multiple filters can be combined, and the ILVP will display a list of all sections matching the specified search criteria.

**Search criteria:**

Department:  Select...  
Sub Department:  Select...  
LS:  Select...  
Term:  Select...  
Semester:  Select...  
Catalog:  Select...  
Teacher:  Select...  
Genius ID:   
Keyword:   
LMS:  Select...  
K-5 Services:  Select...  
School Build Edition:  Select...  
Section Tag:  Select...  
Section Type:  Select...

**Exclude:**

School:  Select...  
District:  Select...

**Get Data**

### Detailed-Level Functionalities

Once a section is selected in the top level as described previously, the following functionalities will be available:

#### SECTION MAIN PAGE

The Section main page will give an overview of the section. As demonstrated in the following figure, there are two collapsible panels on this page. Clicking on the minus sign next to each panel will collapse that panel.

**Basic Information**

Section ID: 30347335  
Name: Algebra I A  
Cap: 99999  
Credits: 0.5  
Weeks: 18  
Status: ACTIVE  
LMS: Edgenuity LMS  
School Build: 5660132  
School: School 1 (VSS)

Course: Algebra I A  
Department: Math  
Sub Department: Math  
LS:  
Master Build ID: 5660132  
Course Index: 1252921  
K-5 Services: Standard  
Type:  
Tag:  
Teacher: Teacher, Dale  
Term: Ongoing - SIS Training District (VSS)  
School Build Edition: Unsupported

**Enrollments**

This section has 8 enrollment(s):

Student	Affiliation	Start	End	Grade	Assignments
1-21S2, 1-21S2	School 1 (VSS)	01/12/2023	05/18/2023	0.00	0 of 320
11-5P, 11-5P	School 1 (VSS)	01/11/2023	05/16/2023	0.00	0 of 320
4-27-2023P, 4-27-2023P	School 1 (VSS)	04/27/2023	08/30/2023	0.00	0 of 320
4-27P2, 4-27P2	School 1 (VSS)	04/27/2023	08/31/2023	0.00	0 of 320
7-20-23coresstudent, 7-20-23coresstudent	School 1 (VSS)	07/19/2023	08/03/2023	0.00	0 of 320
coretest4-5-23, coretest4-5-23	School 1 (VSS)	04/30/2023	06/02/2023	0.00	0 of 320
Demo, July	School 1 (VSS)	08/01/2023	12/15/2023	0.00	0 of 320



### BASIC INFORMATION

This panel will display some basic section information, such as name and course.

### EDIT INFORMATION

This page will display complete section information such as the display name and the teacher. Users can edit these fields if required. For instance, if a section needs to be set to archived, it can be changed on this page.

### VIEW CALENDAR

The ILVP offers a calendar with six levels of events (School, Affiliation, Course, Section, Teacher, and Student). This page displays the section calendar, including all events associated with a section.

On this page, users can manually add an event to the section calendar by clicking Add New Event or delete an existing event by selecting an event from the dropdown menu and clicking the Delete button. This event will be displayed to all students enrolled in the section.

### SECTION HISTORY

This page displays all section, regardless of status, including the date, user, and description. Users can filter the list of sections by selecting a period (such as sections created in the last six months).

### ENROLLMENT HISTORY

This page displays all enrollments in a section, regardless of status, including the enrollment dates, final grade, and status. Users can filter the list of enrollments by selecting a period (such as enrollments taken in the last six months) or a status (such as enrollments that were dropped).

### CURRENT ENROLLMENTS

The Current Enrollments screen is used by all staff to monitor student performance as groups or individually. When users first load the Current Enrollments page, they will see all current enrollments for the selected section. The Current Enrollments page provides powerful search filters to quickly identify groups of students that are struggling in one or more key performance areas. These powerful filters allow mentors and other academic staff to quickly identify struggling students and tailor interventions to help each student achieve academic success.

### EXAMPLE SEARCHES

- All course enrollments with a grade below 65% and more than five days since last teacher communication.
- All course enrollments with more than three days since last login and more than three days since last teacher communication.



## ILVP Program Lead/Administrator Guide

- All course enrollments with a grade above 70% and greater than 10% behind pace.
- All course enrollments with a performance indicator engagement alert and less than 180 minutes of attendance in the past seven days.

**Search criteria:**

Days since last login:  days  
Attendance (last 7 days):  minutes  
Pacing:  Sel...   
Performance Indicator:   
LMS Alerts:   
Teacher Type:   
Teacher Cert Preferred State:   
On Recess:   
Grade Overall:  %  
Grade Actual:  %  
Days since last Teacher Communication:  days  
Days since last student communication:  days  
Progress increase last 7 days:  %  
Percent complete:  %  
SMS Enabled:

**Optional Filters:**

**Get Data:**

There are 8 active enrollments for this section:  
☐ Check All

Search:

Select	Edit	Student	Section	Start	End	Performance Indicator	Grade Overall Graph	Grade Actual Value	Last Activity	Attendance last 7 days	Percent Expected	Percent Complete	Teacher Email	Student1	LMS Link	Needs Retake Hours Open	Needs Review Hours Open	Needs Scoring Hours Open
<input type="checkbox"/>		11-SP, 11-SP	Algebra I A [30347335]	01/11/2023	05/16/2023	54		0.00			100	0%	djessee123@gmail.com	11-SP, 11-SP	<a href="#">LMS Link</a>			
<input type="checkbox"/>		1-2152, 1-2152	Algebra I A [30347335]	01/12/2023	05/18/2023	54		0.00			100	0%	djessee123@gmail.com	1-2152, 1-2152	<a href="#">LMS Link</a>			
<input type="checkbox"/>		Lance, Demo	Algebra I A [30347335]	01/26/2023	06/01/2023	54		0.00			100	0%	djessee123@gmail.com	Lance, Demo	<a href="#">LMS Link</a>			
<input type="checkbox"/>		4-27-2023P, 4-27-2023P	Algebra I A [30347335]	04/27/2023	08/30/2023	54		0.00			76.34	0%	djessee123@gmail.com	4-27-2023P, 4-27-2023P	<a href="#">LMS Link</a>			
<input type="checkbox"/>		4-27P2, 4-27P2	Algebra I A [30347335]	04/27/2023	08/31/2023	54		0.00			75.53	0%	djessee123@gmail.com	4-27P2, 4-27P2	<a href="#">LMS Link</a>			
<input type="checkbox"/>		coretest4-5-23, coretest4-5-23	Algebra I A [30347335]	04/30/2023	06/02/2023	54		0.00			100	0%	djessee123@gmail.com	coretest4-5-23, coretest4-5-23	<a href="#">LMS Link</a>			
<input type="checkbox"/>		2-20-23corestudent, 2-20-23corestudent	Algebra I A [30347335]	07/19/2023	08/03/2023	54		0.00			100	0%	djessee123@gmail.com	2-20-23corestudent, 2-20-23corestudent	<a href="#">LMS Link</a>			
<input type="checkbox"/>		Demo, July	Algebra I A [30347335]	08/01/2023	12/15/2023	54		0.00	2	0	5.3	0%	djessee123@gmail.com	Demo, July	<a href="#">LMS Link</a>			

[Customize columns](#)

School staff are able to search based on many factors, including days since last teacher communication and days since last student communication, and several other filters. This is the best way to track and monitor students' progress and stay on top of daily communications. Users can also bulk change start dates, end dates, or course statuses from this screen by clicking the select box to the left of each enrollment and using the boxes at the bottom of the screen to make changes.

The Current Enrollments screen can be customized to include many data points. To customize, add, or change columns, click **Customize Columns** on the right side of screen.



Customize Columns

Col. #	Column Name	Sort Arrow
Col. 1:	Section	↓
Col. 2:	Enrollment Start Date	↓ ↑
Col. 3:	Enrollment End Date	↓ ↑
Col. 4:	Performance Indicator	↓ ↑
Col. 5:	Grade Overall (Graph)	↓ ↑
Col. 6:	Grade Actual (Value)	↓ ↑
Col. 7:	Last Activity	↓ ↑
Col. 8:	Attendance (Last 7 Days)	↓ ↑
Col. 9:	Percent Expected	↓ ↑
Col. 10:	Percent Complete	↓ ↑
Col. 11:	Teacher Email	↓ ↑
Col. 12:	Student name	↓ ↑
Col. 13:	LMS Link	↓ ↑
Col. 14:	LMS Alerts - Needs Retake - Hours Open	↓ ↑

Choose the columns you want to be shown on your screen.

Fourteen options are shown here. There are approximately thirty data points available. You may choose the data points and the order in which they will appear. Any column can be sorted in ascending or descending order by clicking on the column header.

Search: <input type="text"/>													
Select	Edit	Student	Section	Start	End	Performance Indicator	Grade Overall Graph	Grade Actual Value	Progress Increase last 7 Days	Last Activity	Weeks	Completed Weeks	Target Weekly Progress %
<input type="checkbox"/>		<a href="#">Student, Lainney</a>	HS Spanish I A LMS (IS) [5892261]	06/14/2023	12/22/2023	P	<div><div></div></div> 92.5	12.90	0%	1	27	8	5.1%
<input type="checkbox"/>		<a href="#">Student, Lainney</a>	Common Core ELA 9 B-IC [743382]	06/14/2023	12/22/2023	P	<div><div></div></div> 94.1	30.70	0%	1	27	8	4.87%
<input type="checkbox"/>		<a href="#">Student, Lainney</a>	Algebra I A [25305007]	06/14/2023	12/22/2023	EP	<div><div></div></div> 87.5	10.70	0%	154	27	8	5.12%
<input type="checkbox"/>		<a href="#">Morris, Bud</a>	U.S. History I A-IC [36815652]	07/24/2023	12/15/2023		<div><div></div></div> 86.9	86.90	1.53%	6	20	2	4.96%

### COMMON DATA POINTS EXPLAINED

- **Grade Actual Value** – Grade, taking pace into account (will be lower than Overall Grade if student is behind pace)
- **Grade Overall Value** – Grade based on work completed by student
- **Progress Increase Last 7 Days** – Percent of course student has completed in the last seven calendar days
- **Last Activity** – Days since student last submitted work
- **Weeks** – Number of weeks student has set from the start and target dates



- **Completed Weeks** – Number of weeks student has been enrolled in the course
- **Target Weekly Progress %** – The calculated percentage of the course the student must complete on average each week to complete the course by the target date

Selecting the **Edit** option on an individual enrollment will launch a dialogue box with options to adjust the tier level of the various alerts and the course enrollment start or end date.

Users can change the course status (i.e. Complete, Withdrawn, or Drop) by selecting one or multiple courses, clicking on the **Modify Status** button at the bottom of the page, selecting the time stamp, and clicking **Apply Changes**.

Prior to changing a course to a non-active status (i.e. Completed), it is recommend that the teacher send the student a final grade report. An e-mail template can be used by navigating to the appropriate student, selecting **Send E-mail** in the Actions menu, and selecting the template form from the Template dropdown menu.

### STUDENT ACTIVITY

On this page, users can see how often students are working on their sections. Users can generate a report based on a list of predefined time periods, ranging from one day to two months, or a customized time frame. The Student Activity Report shows how many minutes the student spent on the section. Only students enrolled in the selected section will be displayed.

### BULK TRANSFER

In some cases, users may need to transfer students from one section to another. However, prior to performing this function please discuss it with our Customer Success Manager IS/Regional Administrator.

## Reports Tab

The Reports Tab allows users to run reports using data available in the ILVP database.

When looking at a report, users can click on the Add to Favorites link on the top portion of the screen. This makes the report accessible from the main Dashboard once the user logs in.

### Ratings

As described in section four, the school can enable functions that will allow students to rate both their courses and their teachers. If this functionality is enabled, this report will show the average rating, in addition to the number of ratings, that each teacher and course received.



Data can be isolated to a particular semester so that only ratings received in that semester are counted or combined into a cumulative rating.

### Test History

The ILVP also tracks test history, so the school can keep records of ACTs, SATs, and other test scores. This report allows users to review the test history according to specified criteria, such as results for tests taken between two specified dates or results for a particular test type. For each record, the system will show the student's name, the test type, the test results, and the test date.

### Communications by User and Type

The ILVP tracks communications between the school and its students. This report can be used to create an overview of the communications logged by users.

For each user, the ILVP will display how many communications were logged in the selected period (by default, in the past month).

### Communications by Date and Type

Similar to the previous report, this report provides an overview of the communications logged by users, grouped by date and type. For each day in the selected period, the ILVP will display how many communications were logged, grouped by communication type.

### Communication View List

This report allows users to see a list of communications matching specified criteria, such as containing a particular string of text, created by a specific user, or assigned to a certain category. The allowed date range is limited to 7 days. The following figure shows a sample Communication List.

Search criteria:

Start Date: 8/3/2023

Category: Select...

School: Select...

Sender Role: Select...

End Date: 8/10/2023

Containing Text: chemistry

District: SIS TRAINING DISTRICT (IS) ▾

Get Data

Export to Excel

Export (without Content)

There are 33 notes matching your criteria:

Search:

ID	Sender	Sender Role	Recipient	Recipient Role	Date	Category	Subject	Contents
72515330	ACOSTA, ERICK	STUDENT	Saez, Enid	TEACHER	8/8/2023 9:36:04 PM	INTERNAL_MESSAGE	RE: CONGRATS! Please Read & Reply	<p>Thank you for all your help.  ERICK</p> <hr> <p><strong>Subject: </s
72520001	Arnett, Nicholas	STUDENT	Williams, Keshia	TEACHER	8/9/2023 9:38:35 AM	INTERNAL_MESSAGE	RE: Welcome to Class!	<p>  Nicholas</p> <hr> <p><strong>Subject: </strong> Welcome to Class
72519931	Benton, Stephen	STUDENT	Williams, Keshia	TEACHER	8/9/2023 9:35:33 AM	INTERNAL_MESSAGE	RE: Welcome to Class!	<p>Goodmorning Ms. K.   My name is Stephen Benton, and i am really excite
72463631	Carnahan, Tyler	STUDENT	Chhak, Kettayah	TEACHER	8/4/2023 12:53:55 AM	INTERNAL_MESSAGE	Opening cumulative exam	Hello Ms.Chhak I was wondering if you'd be able to open my exam for me to hopefully



### Activity by Teacher

The ILVP tracks login activity for its users. Every time a user logs in, the ILVP stores the amount of time spent by that user in the ILVP. This report displays, for each teacher, how many minutes were spent in the ILVP during the selected period. The figure below shows a sample Teacher Activity Report.

**Search criteria:**  
Start Date:  End Date:   
Privilege:  School:

There are 17629 users with activities in the selected period:

User	ID	Minutes
Amanda, Farrar	671417	0
Amber N., Falomir	671352	0
Amy, Li	671422	0
Amy, Brenneman	671401	0
Amy D., Jensen	671365	0
Amy L., Sanchez	671383	0
Amy V., Coriddi	671403	0
Andrew, Croulet	671410	0
Angela A., Genet	671354	0
Angela C., VanHorn	671339	0
Barbara L., Negro	671405	0

### Activity by Student

This report displays, for each student, the amount of time spent logged in during the selected period. Users can filter students by school or affiliation.

### Activity Contact History

The ILVP tracks each student's last completed activity in the LMS, as well as the last time the teacher contacted each student.

This report will show, for each enrollment, the enrollment information (including student, section, start and end dates, and academic progress), how many days have elapsed since the last activity recorded for the student in that section, and when the last contact was made with that student. If no activity has been recorded for the student in that section, the report will display the enrollment start date. The Last Contact column will display the most recent contact made by any user, not necessarily the teacher assigned to that enrollment.



### Student Export

This report allows users to export student data. Users can dynamically select what fields should be exported and what filtering criteria should be applied.

The report is broken into four steps:

- **STEP ONE – SELECT FIELDS**

Here users can choose which fields to export by selecting one or multiple fields from the left list and clicking the >> button to move them to the list of selected fields. If a field is selected by mistake, selecting the field on the right list, and clicking on the << button will unselect the field.

- **STEP TWO – FILTER CRITERIA (OPTIONAL)**

If the user does not want to export data for all students, this step can be used to identify which students' information should be exported. Users can choose a combination of up to five filters to specify the criteria, such as searching for students with a character string of "joh" in their name and a ZIP code of 33327.

- **STEP THREE – GET DATA.**

Once the fields and criteria are selected, users can click the Get Data button to retrieve the information. The actual data will be displayed on the bottom of the page after step four.

- **STEP FOUR – SAVE AS A REPORT (OPTIONAL)**

If the same fields or criteria are to be used again, users can save the combination of fields and criteria by entering a report name and an optional description.

The screenshot displays the 'Student Export' interface, which is divided into four main steps:

- Step 1: Select the fields you would like to export**  
This step features two lists of fields. The left list contains: AffiliationToSiteGroupIndex, AusForUpdate, BHLMSID, BHLMSID2, BillSetIndex, City, CohortYear, Comments, and CounselorForReport. The right list contains: Country, DOB, FirstName, Gender, and GradeLevel. Between the lists are '>>' and '<<' buttons for moving fields.
- Step 2: Select the filtering criteria (Optional)**  
This step allows for up to five filters. Each filter consists of a field dropdown, an operator dropdown, and a value input field. The first filter is set to 'ZIP' with the operator 'Contains' and the value '33'. Other filters are set to 'GradeLevel' with the operator 'Less than' and the value '8'. The filters are combined using 'AND' logic.
- Step 3: Get Data**  
This step contains a single 'Get Data' button.
- Step 4: Save as a report (Optional)**  
This step includes a 'Report Name' field, a 'Description' field, and a 'Save' button.

Below the steps, a message states 'There are 2 records matching your criteria'. A table displays the resulting data:

Country	DOB	FirstName	Gender	GradeLevel
AD	1/11/2022 12:00:00 AM	AOASStudent	-1	-1
-1	10/4/2013 12:00:00 AM	School Counselor	MALE	6





### Report Builder

The Report Builder can be used to generate a comprehensive report. Users can dynamically select which fields should be exported and what filtering criteria should be applied.

The report is broken into four steps:

- **STEP ONE – SELECT FIELDS**

Here the user can select which fields should be exported by selecting one or multiple fields from each of the lists. Holding the Ctrl key on the keyboard while clicking on a field will add it to the selection, allowing users to select multiple fields. Users can select fields from the student data, enrollment data, section data, course data, or teacher data.

- **STEP TWO – FILTER CRITERIA (OPTIONAL)**

If the user does not want to export data for all enrollments, this step can be used to identify which enrollments should be exported. Users can choose a combination of up to five filters to specify the criteria, such as enrollments where the course name contains the string of characters “alg.”

- **STEP THREE – GET DATA**

Once the fields and criteria are selected, users can click on the Get Data button to retrieve all data. The actual data will be displayed on the bottom of the page after step four.

- **STEP FOUR – SAVE AS A REPORT (OPTIONAL)**

If the same fields or criteria will be used repeatedly, users can save the combination of fields and criteria by entering a report name and an optional description.



## New Report Builder

The New Report Builder can be used to generate a comprehensive report. Users can dynamically select which fields should be exported and what filtering criteria should be applied.

**Step 1: Select a report to work on OR create a new one**

Select a report: Report Advanced Data Management

**Step 2: Add the fields you would like to select**

Options

☒ Include Enrollment Data  
Since a student can have multiple enrollments, including Enrollments will make the report result return one line per enrollment, repeating Student Data

Filter Available Fields:

**Student Fields**

- AccountManagerFirstName
- AccountManagerLastName
- AuxForUpdate
- BHLMISID
- BHLMISID2
- BillSetIndex
- City
- CohortYear

**Enrollment Fields**

- Alerts
- AlertsDetails
- AttendanceAlert
- AttendanceLast7Days
- AttendanceMinutesLastDay
- BandwidthNumberListIndex
- BandwidthNumberListIndexOld
- BillingNotes

**Section Fields**

- AFF
- APCourse
- Cap
- CourseIndex\_20190909
- createdby
- Credits
- CRx
- EndOfCourseStateExam

**Course Fields**

- Cap
- Catalog
- CourseCode
- CourseImageURL
- CourseIndex
- Credits
- Department
- Description

**Teacher Fields**

- Bio
- Cap
- City
- consortiumindex
- Country
- DistributionNumber
- District
- DistrictAddress

**Selected Fields**

- StudentsvReportBuilder:District
- StudentsvReportBuilder:School
- Students.LocalSchool
- Courses.Name
- Enrollments.Status
- Enrollments.CreditsEarned
- EnrollmentsvReportBuilder2:GradeCurrent
- EnrollmentsvReportBuilder2:GradeOverall
- Enrollments.PercentCompleted
- Enrollments.PercentExpected
- Enrollments.StartDate
- Enrollments.EndDate

Display Selected Field as:

**Step 3: Select the filtering criteria (Optional)**

Enrollments.Status Contains completed

AND Select... Select...

**Step 4: Get Data**

Get Data

**Step 5: Save as a report (Optional)**

Report Name: Report Advanced Data Management

Description: Report created to match Pamela Hayward's New Report Builder from LAUSD used in her original PowerPoint presentation slide.

Save

There are 206 records matching your criteria:

District	School	LocalSchool	Name	Status	CreditsEarned	GradeCurrent	GradeOverall	PercentCompleted	PercentExpected	StartDate	EndDate
SIS TRAINING DISTRICT (IS)	School 1 (VSS)	..	Common Core ELA 9 A-1C	COMPLETED	0	17.03	83.17	20.48	100	3/9/2020 12:00:00 AM	7/12/2020 12:00:00 AM
SIS TRAINING DISTRICT (IS)	School 1 (VSS)	School 1 vss	Common Core ELA 9 1C	COMPLETED	0	0.00	0	0	100	7/29/2019 12:00:00 AM	12/1/2019 12:00:00 AM
SIS TRAINING DISTRICT (IS)	School 1 (VSS)	School 1 (VSS)	Common Core ELA 9 A-1C	COMPLETED	0	0.00	0	0	89.19	8/24/2022 12:00:00 AM	1/5/2023 12:00:00 AM
SIS TRAINING DISTRICT (IS)	School 1 (VSS)	-	Chemistry A	COMPLETED	0.5	-1.00	0	0	0	2/13/2020 12:00:00 AM	6/18/2020 12:00:00 AM

The report is broken into five steps:

- STEP ONE – SELECT A REPORT TO WORK ON OR CREATE A NEW ONE**

Here the user can select to create a new report or a previously created report.

- STEP TWO – SELECT FIELDS**

Here the user can select which fields should be exported by selecting one or multiple fields from each of the lists. Holding the Ctrl key on the keyboard while clicking on a field will add it to the selection, allowing users to select multiple fields. Users can select from the student fields, enrollment fields, section fields, course fields, or teacher fields.



- **STEP THREE – FILTER CRITERIA (OPTIONAL)**

If the user does not want to export data for all enrollments, this step can be used to identify which enrollments should be exported. Users can add additional filters to specify the criteria, such as enrollments where the course name contains the string of characters “alg.”

- **STEP FOUR – GET DATA**

Once the fields and criteria are selected, users can click on the **Get Data** button to retrieve all data. The actual data will be displayed on the bottom of the page after step four.

- **STEP FIVE – SAVE AS A REPORT (OPTIONAL)**

If the same fields or criteria will be used repeatedly, users can save the combination of fields and criteria by entering a report name and an optional description. This will make the report available in the dropdown menu of Step 1, Select a Report.



## Schools Tab

The Schools Tab is where administrators can view student progress and performance information by school. The functionality is very similar to other tabs of the ILVP.

From the main page, the following options and information appear:

The screenshot shows the 'Schools' tab in the Imagine Learning virtual portal. The search criteria section includes dropdown menus for State, Main Contact Role, Main Contact, Account Manager, PD Specialist, SES Coordinator, Elementary Specialist, Success Coach, Regional IS Admin, and Account Executive Sales. A 'Get Data' button is located below the search criteria. Below the search criteria, a message states 'There is 1 active schools in the system:' followed by a 'Check All' checkbox and a search field. A table displays the search results for the active school.

Select	ID	School	District	ContactName	ContactEmail	Status	City	State
<input type="checkbox"/>	163	School 1 (VSS)	SIS TRAINING DISTRICT (IS)	Dale Jesse	dale.jessee@edgenity.com	ACTIVE	Beverly Hills	CA

The active schools affiliated with this district will populate as a list as seen in the figure above. In this case, there is only one affiliated school, but often times there are many affiliated schools within a district. A search field is also available to quickly find a particular school. You have the option of exporting the list to an Excel spreadsheet.

Once a school is selected, the following options and information will appear:

The screenshot shows the 'School 1 (VSS)' details page. The left sidebar contains navigation links for Main Information, Basic Information, Academic, and Enrollment Data. The main content area is divided into two sections: Basic Information and Users. The Basic Information section displays details for School ID 163, including contact information, address, and district. The Users section displays a table of users associated with the school.

ID	Name	Phone	Email	Role	Secondary Role	Login	Last Login	Consortium	District	School	SiteGroup
70948	Adams, Stacie	877-202-0338	stacie.adams@edgenity.com	Academic Associate - Edging ISI		sadams		NA	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	All
307251	Burke, Virginia	8011231234	vampiresoul@gmail.com	TEACHER		vampiresoul		NA	All	School 1 (VSS)	All
327223	Clark, Glen	8011231234	glowdeltat@gmail.com	TEACHER		glowdeltat		NA	All	School 1 (VSS)	All
320968	Hills, Beverly	3105552443	bhills_2443@mailinator.com	TEACHER		bhills_2443@mailinator.com		NA	All	School 1 (VSS)	All
331459	Hills, Beverly	3105552796	bhills_2796@mailinator.com	TEACHER		bhills_2796@mailinator.com		NA	All	School 1 (VSS)	All
332118	Hills, Beverly	3105557309	test@gmail.com	TEACHER		beverlytest23		SIS Training	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	All
335855	Hills, Beverly	3105556856	bhills_6856@mailinator.com	TEACHER		bhills_6856@mailinator.com		SIS Training	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	All
359005	Hills, Beverly	3105558609	bhills_8609@mailinator.com	TEACHER		bhills_8609@mailinator.com		SIS Training	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	All
400597	Hills, Beverly	3105550182	bhills_182@mailinator.com	TEACHER		bhills_182@mailinator.com		NA	All	School 1 (VSS)	All
400598	Hills, Beverly	3105551755	bhills_1755@mailinator.com	TEACHER		bhills_1755@mailinator.com		NA	All	School 1 (VSS)	All
400599	Hills, Beverly	3105557583	bhills_7583@mailinator.com	TEACHER		bhills_7583@mailinator.com		NA	All	School 1 (VSS)	All
400601	Hills, Beverly	3105554047	bhills_4047@mailinator.com	TEACHER		bhills_4047@mailinator.com		NA	All	School 1 (VSS)	All
400607	GeniusTestingMentor, GeniusTestingMentor	9999999999	a@a.com	MENTOR		GeniusTestingMentor		NA	All	School 1 (VSS)	All



## Main Page

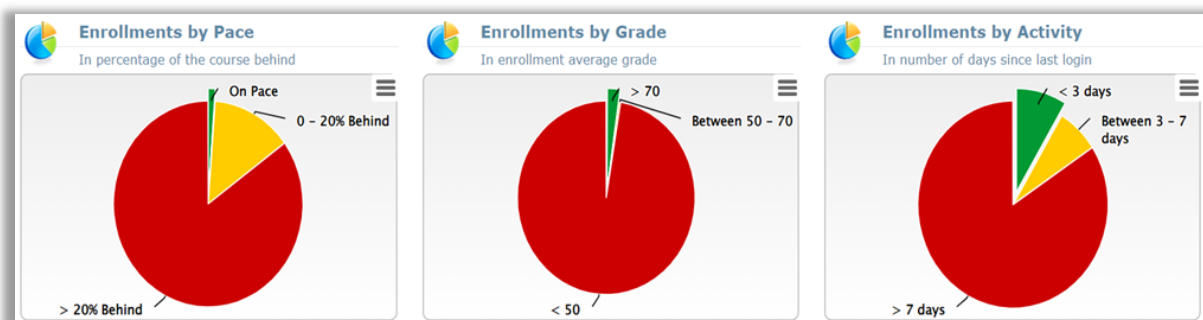
The Main Page provides basic information regarding your account as well as the current users. The left side navigation pane includes links that provide more detailed information regarding your account. Let's explore each of the links.

## Dashboard

The Dashboard displays graphs that provide a summary snapshot of some of the key tracking data points for the school. Users are able to print or export the graphs.



The pie charts at the top of the page track Enrollments by Pace, Grade, and Activity.




## View Calendar

The ILVP offers a calendar with six levels of events (School, Affiliation, Course, Section, Teacher, and Student). This page displays the section calendar, including all events associated with a section.


On this page, school administrators can manually add an event to the section calendar by clicking **Add New Event**. Users can delete an existing event by selecting an event from the dropdown menu and clicking the **Delete** button. This event will be displayed to all students enrolled in the school.




Schools can add unique, school specific templates to be sent automatically or by other school staff using the e-mail student feature. Users can search for specific templates using the **Search Criteria** box at the top of the page.


**School 1 (VSS)**


Program Lead
Print page
Export Results to Excel


**Main Information**

- [Main Page](#)
- [Dashboard](#)
- [Site Group](#)
- [View Calendar](#)
- [Add User](#)
- [Edit User](#)
- [Templates](#)
- [Student Page SetUp](#)
- [Metrics](#)
- [Implementation](#)
- [Teacher Cert Exceptions](#)


**Historic Data**

- [Enrollment History](#)



**Academic**

- [Students](#)
- [Current Enrollments](#)
- [Requested Courses](#)
- [Student Activity](#)

**Search criteria:**






Type: 
Containing word:

[Get Data](#)


Add Template

There are 9 templates matching your criteria:

Search:

View	ID	Name	Description	Subject	Body	Type
	953	AUTO_NEW_ADMISSIONS_APPLICATION_STAFF_ALERT	Description Here	subject here	<p style="font-family: &quot;Lucida Grande&quot;; verdana, arial, helvetica, sans-serif; font-size:	AUTO
	2107	AUTO_NEW_COURSE_ACTIVATED	Auto New Course Activated	Auto New Course Activated	<p class="MsoNormal"><font face="Arial"><span style="background-image: initial; background-attachmen	AUTO
	3216	AUTO_NEW_COURSE_ACTIVATED_TEACHER	Send to Teacher when a new enrollment is created	New Enrollment	<div>Hello {TEACHER_FIRST_NAME}</div><div> </div><div>Just letting you know that you have a <b>n	AUTO
	1233	PUBLIC_REGISTRATION_COURSE_SUMMARY	Student Course Summary (3)	Student Course Summary (3)	<div> </div><div><font face="Arial"><strong><font color="#000080" size="5">Instructions-Student C	AUTO
	1234	PUBLIC_REGISTRATION_PAGE_1	Student Course Registration (2)	Student Course Registration (2)	<div> </div><div><font face="Arial"><strong><font size="5" color="#000080">Instructions-Student C	AUTO

**ImagineLearning.com | 877.202.0338**



If creating an auto template, select the type of action you are creating the template for. For example, if you are creating a new template to be sent to students when a new account is created, you would choose the AUTO\_NEW\_STUDENT\_CREATED template.

With the template type created, users can enter an e-mail address for responses in the From box and enter a desired subject. If using an auto template, users will be able to edit the existing version so that minor changes can be made to create a customized e-mail to a student while keeping some consistency.

Users can also type an e-mail using several variables to auto-populate student data or create a new template using HTML. Users have access to several variables to populate student-specific data instead of hand keying static values, such as the student's name or school name. Users can select predefined variables by selecting one from the dropdown. This will add the selected variable at the cursor position.



For instance, selecting [STUDENT\_FIRST\_NAME] will automatically add the student's first name when the e-mail is sent. Variables are especially useful when the same e-mail is sent to multiple students, as described in the next section.

Once your template is complete simply click **Save** to make it available to other users. You can edit templates later by clicking the **View** icon next to the template ID number.

View	ID	Name	Description	Subject
	228	AUTO_NEW_STUDENT_CREATED	LMS Training School Welcome	LMS Training School Welcome

### Enrollment History

This page displays all enrollments in a school, regardless of status, including the enrollment dates, final grade, and status. Users can filter the list of enrollments by selecting a period (such as enrollments taken in the last six months) or a status (such as enrollments that were dropped).

**Search criteria:**  
Period: Last 6 months Status: DROPPED

**Optional filters:**  
Select... Select... +

[Get Data](#)

There are 2 enrollments matching your criteria: [Customize columns](#)

Search:

Edit	School	Section	Credits Earned	Credits Attempted	Start Date	End Date	Exit Date	Course Status	Actual Grade	Assignments	Weeks	Teacher	District	Semester
	School 1 (VSS)	Common Core ELA 12 CR [743280]	0	0.5	08/25/2021	12/28/2021	02/15/2023	DROPPED	0.00	0 of 398	18	Teach10, VSS	SIS TRAINING DISTRICT (IS)	Ongoing
	School 1 (VSS)	AP English Language and Composition Sem II	0	0.5	08/26/2021	12/29/2021	02/15/2023	DROPPED	1.90	5 of 163	18	Parker, Shannon	SIS TRAINING DISTRICT (IS)	Ongoing

### Students

This page allows users to see all students. Clicking on a student will take the user to that student's main page. This page has a few noteworthy functionalities, including sorting, filtering, column customization, and the ability to export to Excel.





### Current Enrollments

The current enrollments screen is used by all staff to monitor student performance as groups or individually. When users first load the Current Enrollments page, they will see all current course enrollments. The Current Enrollments page provides powerful search filters to quickly identify groups of students that are struggling in one or more key performance areas. These powerful filters allow mentors and other academic staff to quickly identify struggling students and tailor interventions to help each student achieve academic success. The Current Enrollments screen can be customized to include many data points.

The screenshot shows the 'Current Enrollments' interface. On the left is a sidebar with navigation links: Main Information, Main Data, Academic, Enrollment History, and a sub-menu for Academic (Students, Current Enrollments, Requested Courses, Student Activity). The main area is divided into 'Search criteria' and 'Optional Filters'. The 'Search criteria' section includes dropdowns for Site Group, Date since last login, Attendance (last 7 days), Rating, Performance Indicator, LMS Alerts, Teacher Type, Teacher Cert Professional Status, On Record, Grade Overall, Grade Actual, Days since last Teacher Communication, Days since last student communication, Progress increase last 7 days, Percent complete, and EMS Enabled. The 'Optional Filters' section has a single dropdown. Below these is a 'Get Data' button. A message states 'There are 338 active enrollments for this affiliation.' Below this is a search bar and a table of enrollments. The table has columns: Select, Edit, Student, Section, Start, End, Performance Indicator, Grade Overall Graph, Grade Actual Value, Last Activity, Attendance last 7 days, Percent Expected, Percent Complete, Teacher Email, Student1, LMS Link, and Remarks. The table contains five rows of data for different students and sections.

Select	Edit	Student	Section	Start	End	Performance Indicator	Grade Overall Graph	Grade Actual Value	Last Activity	Attendance last 7 days	Percent Expected	Percent Complete	Teacher Email	Student1	LMS Link	Remarks
<input type="checkbox"/>		1-18PSES_1-18PSES	Algebra I A (1719713)	01/16/2020	05/21/2020		0				0%	0%	CoreTeacher@gmail.com	1-18PSES_1-18PSES		
<input type="checkbox"/>		1-28_1-28	Algebra I A (1811477)	01/28/2020	06/02/2020		0				0%	0%	djmesst20@gmail.com	1-28_1-28		
<input type="checkbox"/>		1-28_1-28	Psychology (727179)	01/28/2020	06/02/2020	SA	0	0.00		53.57	0%	0%	djmesst20@gmail.com	1-28_1-28		
<input type="checkbox"/>		Demo_Milwaukee	Algebra I A (1719713)	02/04/2020	06/08/2020		0				0%	0%	CoreTeacher@gmail.com	Demo, Milwaukee		
<input type="checkbox"/>		Demo_Milwaukee	Chemistry A (243960)	02/13/2020	06/08/2020		0				0%	0%	djmesst20@gmail.com	Demo, Milwaukee		
<input type="checkbox"/>		2-10PS_2-10PS	Algebra II A (2340903)	02/04/2021	02/24/2022	SA	0	0.00		100	0%	0%	AshleyHawell@imaginelearning.com	2-10PS_2-10PS		

To customize, add, or change columns, click **Customize Columns** on the right side of the screen.

The screenshot shows the 'Customize Columns' dialog box. It has a title bar 'Customize columns' with a red arrow pointing to it. The dialog contains a message 'There are 338 active enrollments for this affiliation:' and a 'Check All' checkbox. Below is a search bar. At the bottom is a table with columns: Select, Edit, Student, Section, Start, End, Performance Indicator, Grade Overall Graph, Grade Actual Value, Last Activity, Attendance last 7 days, and Percent Expected.

Select	Edit	Student	Section	Start	End	Performance Indicator	Grade Overall Graph	Grade Actual Value	Last Activity	Attendance last 7 days	Percent Expected
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Choose the columns you want to be shown on your screen.

The 'Customize Columns' dialog box displays 14 columns for selection. Each column has a dropdown menu and a sort icon (up/down arrows). The columns are:

- Col. 1: Section
- Col. 2: Enrollment Start Date
- Col. 3: Enrollment End Date
- Col. 4: Performance Indicator
- Col. 5: Grade Overall (Graph)
- Col. 6: Grade Actual (Value)
- Col. 7: Last Activity
- Col. 8: Attendance (Last 7 Days)
- Col. 9: Percent Expected
- Col. 10: Percent Complete
- Col. 11: Teacher Email
- Col. 12: Student name
- Col. 13: LMS Link
- Col. 14: LMS Alerts - Needs Retake - Hours Open

Fourteen options are shown here. There are approximately thirty-one data points available. You may choose the data points and the order in which they will appear. Any column can be sorted in ascending or descending order by clicking on the column header.

Search: <input type="text"/>													
Select	Edit	Student	Section	Start	End	Performance Indicator	Grade Overall Graph	Grade Actual Value	Progress Increase last 7 Days	Last Activity	Weeks	Completed Weeks	Target Weekly Progress %
<input type="checkbox"/>		<a href="#">Student, Lainey</a>	HS Spanish I A LMS (IS) [5892261]	06/14/2023	12/22/2023	P	<div><div></div></div> 92.5	12.90	0%	1	27	8	5.1%
<input type="checkbox"/>		<a href="#">Student, Lainey</a>	Common Core ELA 9 B-1C [743382]	06/14/2023	12/22/2023	P	<div><div></div></div> 94.1	30.70	0%	1	27	8	4.87%
<input type="checkbox"/>		<a href="#">Student, Lainey</a>	Algebra I A [25305007]	06/14/2023	12/22/2023	EP	<div><div></div></div> 87.5	10.70	0%	154	27	8	5.12%
<input type="checkbox"/>		<a href="#">Morris, Bud</a>	U.S. History I A-1C [36815652]	07/24/2023	12/15/2023		<div><div></div></div> 86.9	86.90	1.53%	6	20	2	4.96%



### Common Data Points Explained

- **Grade Actual Value** – Grade, taking pace into account (will be lower than Overall Grade if student is behind pace)
- **Grade Overall Value** – Grade based on work completed by student
- **Progress Increase Last 7 Days** – Percent of course student has completed in the last seven calendar days
- **Last Activity** – Days since student last submitted work
- **Weeks** – Number of weeks student has set from the start and target dates
- **Completed Weeks** – Number of weeks student has been enrolled in the course
- **Target Weekly Progress %** – The calculated percentage of the course the student must complete on average each week to complete the course by the target date

### Student Activity

On this page, school staff can see how often students are working on their courses. Users can generate a report based on a list of predefined time periods, ranging from one day to two months. It is also possible to customize time frames. The Student Activity Report shows how many minutes each student spent on each course along with the percentage of each student's time that was dedicated to each course. This information comes directly from the LMS and only shows active minutes.

**STUDENT ACTIVITY**

Here you can see how often the student is working on his/her courses.

**Search criteria:**

☒ Show activity in the last  
1 Week

☐ Show activity between the following dates:  
 and

**Get Data**

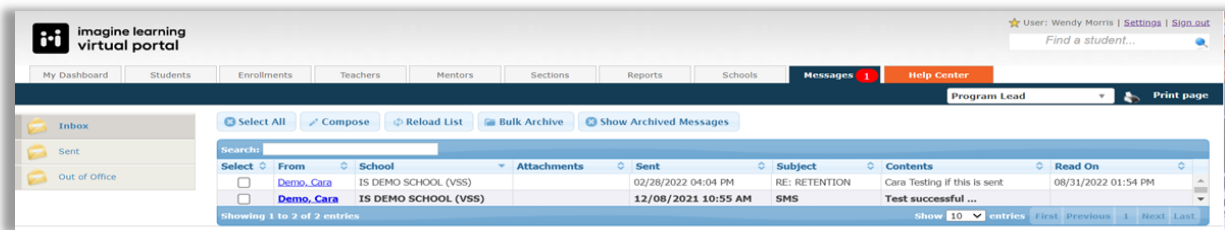
There are 7 days in the selected period:

Date	Language Arts 9 A-IC	U.S. History I A-IC	Total
Sat, Jul 29	0	0	0
Sun, Jul 30	0	0	0
Mon, Jul 31	15	26	41
Tue, Aug 1	0	0	0
Wed, Aug 2	0	4	4
Thu, Aug 3	38	22	60
Fri, Aug 4	0	0	0
<b>Total</b>	<b>53 (50.48%)</b>	<b>52 (49.52%)</b>	<b>105 (100%)</b>

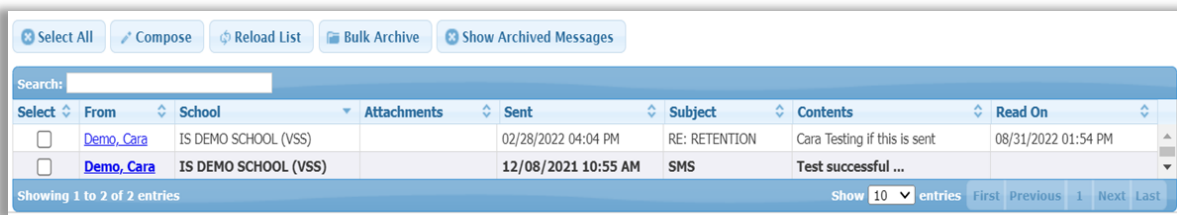


### Messages

The Messages tab gives users access to the internal messaging system provided through the ILVP. Through the messaging functionality, users are able to send messages to other users they are connected with. Students are only able to message their teachers, mentors, or administrators. Likewise, teachers, mentors, and administrators are only able to message students they are connected with. Students cannot message each other through this tool.

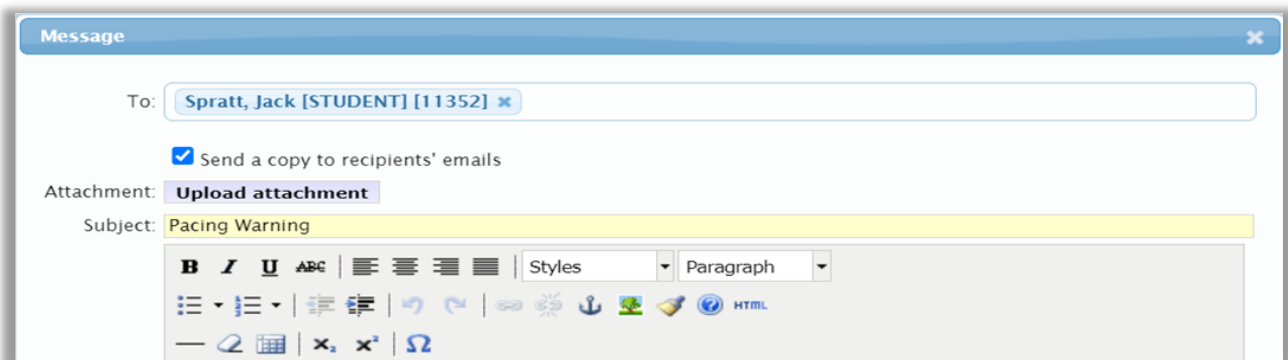


For messages located in the message inbox, users can see information on the sender, date sent, subject, the first few words of the message, and the date the message was read.



### Send E-mail

Using the ILVP, users can easily send e-mails to students. If desired, the message can be copied to the students' external e-mail address.





### HTML Formatting

E-mail messages are HTML-based (i.e., users can choose various fonts, bullets, colors, and formatting).

### Auto-Logging

Any e-mail sent from within the ILVP is automatically added to the communication log. Responses are also automatically logged in the communication log if replied to in the messages area. If a message is sent to a student's external e-mail address, the reply will be sent from the user's external e-mail address and will need to be manually added to the communication log.