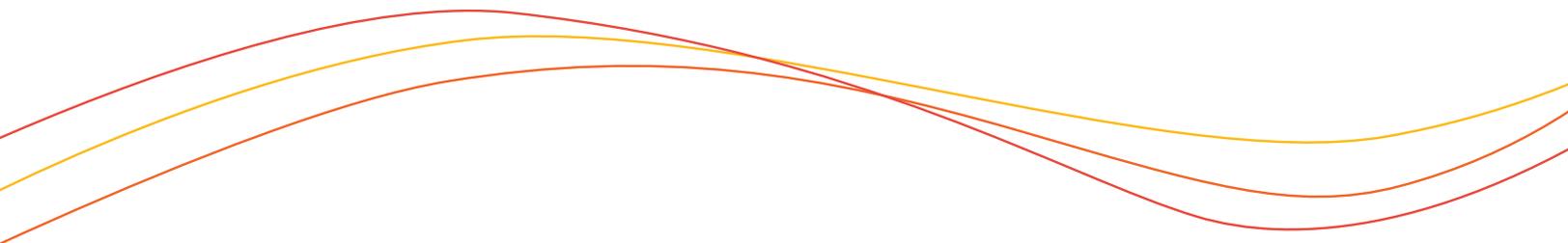


**Counselor's  
Auto-Enroll Guide**



# Step 1:

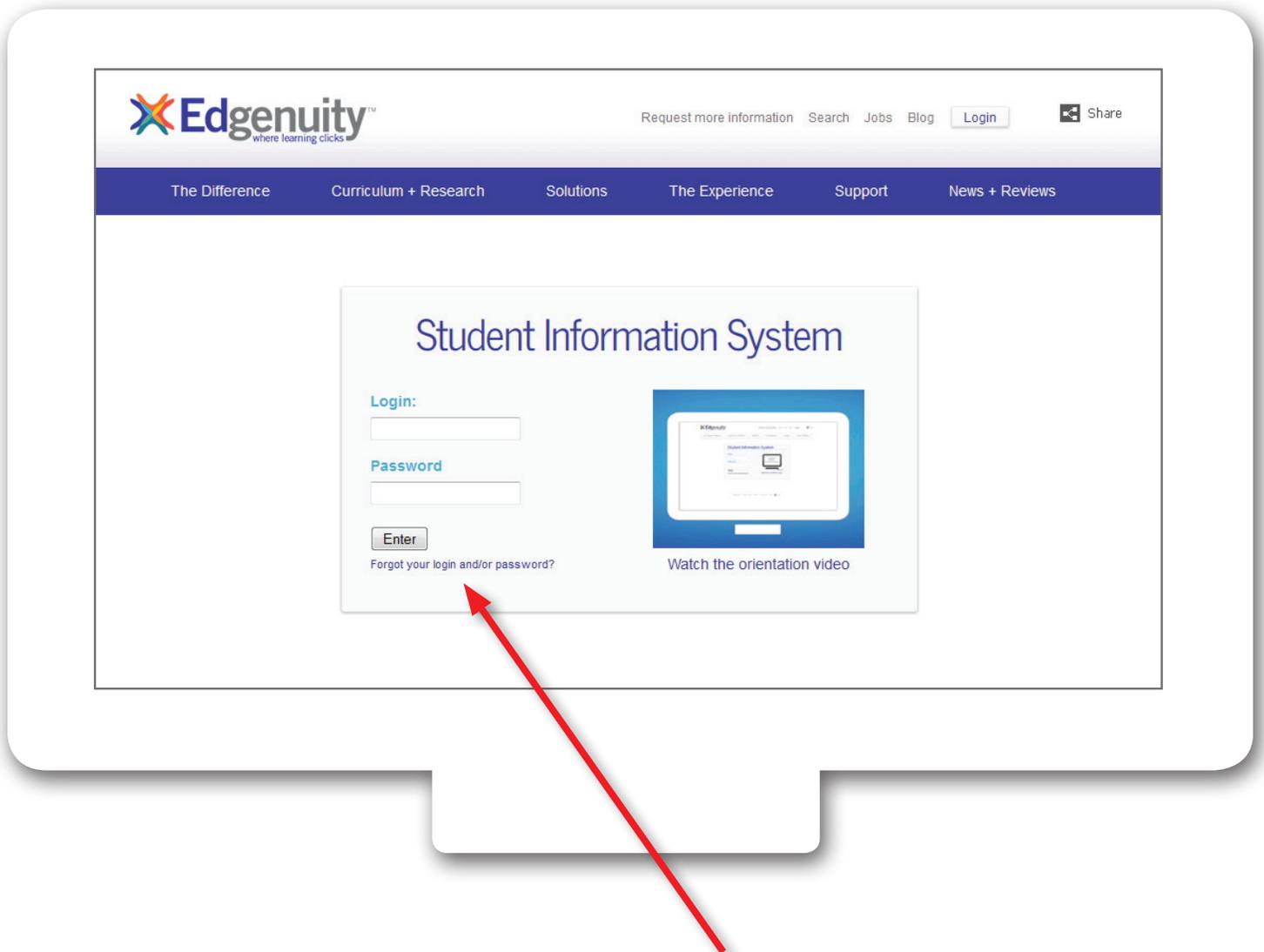
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Begin by logging in to the Instructional Services Student Information System (SIS).

Once you are on the login page, use your username and password to gain access to your administrative account.

Please visit the URL below:

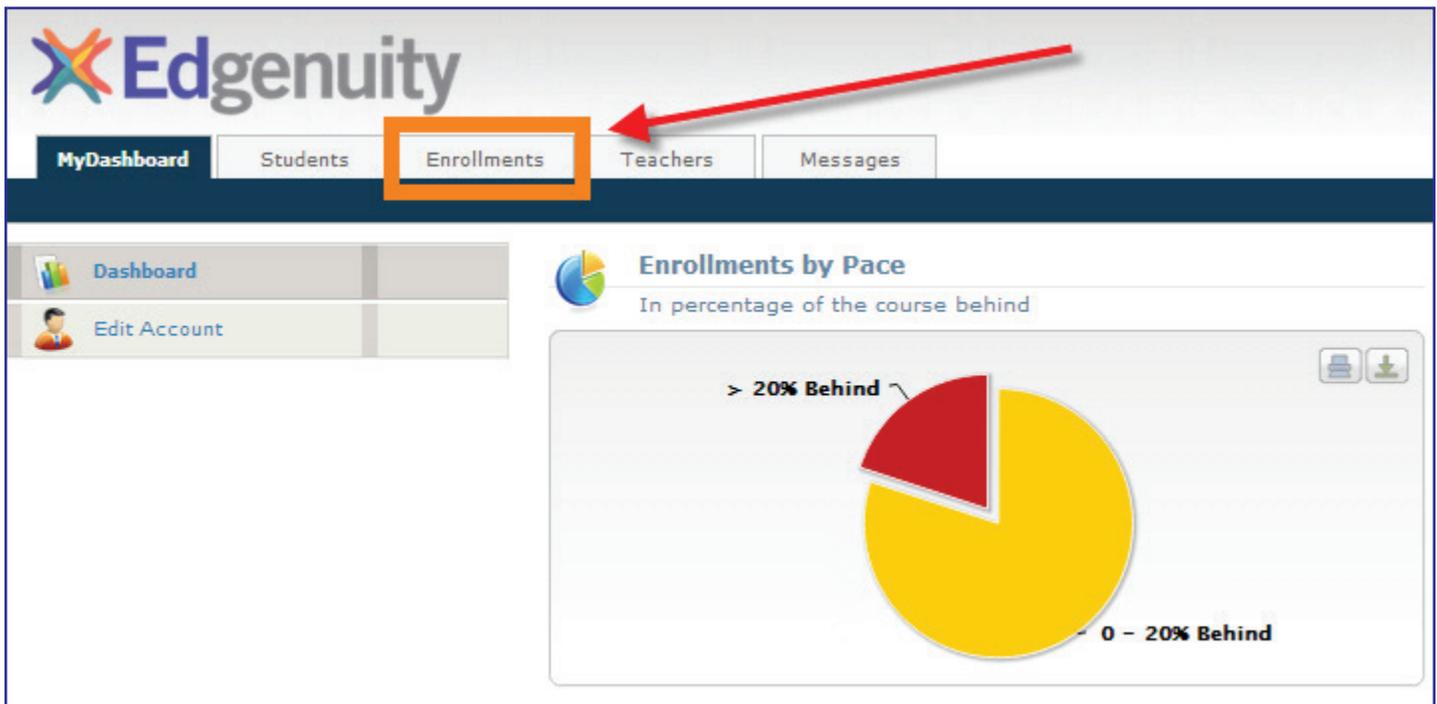
<http://www.edgenuity.com/SIS-Login>



If you have forgotten your password, then click on "forgot your login and/or password?" and new credentials will be e-mailed to you.

## Step 2:

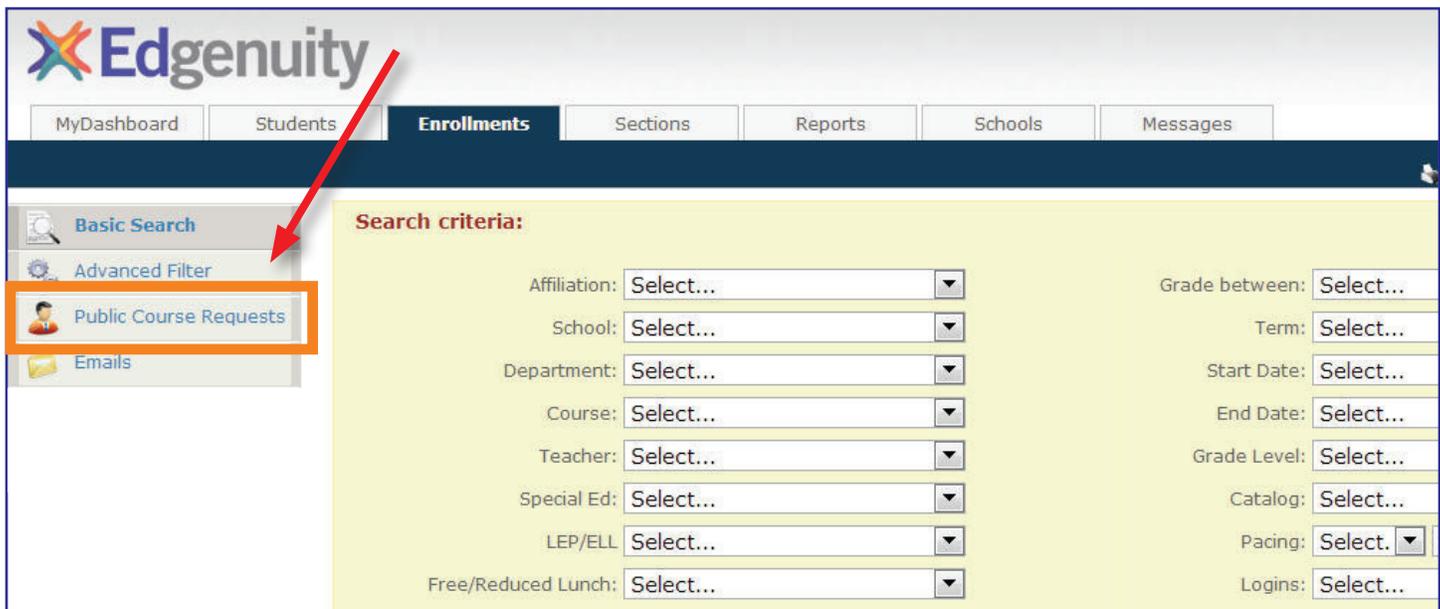
Click on the **Enrollments** tab.



The screenshot shows the Edgenuity dashboard with the 'Enrollments' tab highlighted in an orange box. A red arrow points to this tab from the top right. Below the navigation bar, there is a sidebar with 'Dashboard' and 'Edit Account' options. The main content area features a section titled 'Enrollments by Pace' with the subtitle 'In percentage of the course behind'. This section contains a pie chart with two segments: a red segment labeled '> 20% Behind' and a larger yellow segment labeled '0 - 20% Behind'. There are also print and download icons in the top right corner of the chart area.

## Step 3:

Click on **Public Course Requests**. The Search criteria box will appear.



The screenshot shows the Edgenuity dashboard with the 'Enrollments' tab selected. A red arrow points to the 'Public Course Requests' option in the sidebar, which is highlighted with an orange box. To the right of the sidebar, a 'Search criteria:' box is displayed, containing various search filters. A red arrow also points to this search criteria box from the top left.

Search criteria:	
Affiliation:	Select... [v]
School:	Select... [v]
Department:	Select... [v]
Course:	Select... [v]
Teacher:	Select... [v]
Special Ed:	Select... [v]
LEP/ELL:	Select... [v]
Free/Reduced Lunch:	Select... [v]
Grade between:	Select... [v]
Term:	Select... [v]
Start Date:	Select... [v]
End Date:	Select... [v]
Grade Level:	Select... [v]
Catalog:	Select... [v]
Pacing:	Select... [v]
Logins:	Select... [v]

# Step 4:

You can filter your results using the various fields shown below. Click on **Get Data**. Your list of students will appear below the **Get Data** box.

The screenshot shows the Edgenuity interface with the 'Enrollments' tab selected. On the left is a sidebar with navigation options: Basic Search, Advanced Filter, Public Course Requests, Emails, Auto-Emails, and Add new Auto-Email. The main area contains a 'Search criteria:' section with various dropdown menus for School, District, Department, Course, Counselor, Requested By, Start Date, Term, Approved, and Requested Date. A red arrow points to the 'Get Data' button, which is highlighted with an orange box. A 'Report' button is also visible.

This screenshot is identical to the one above, showing the search criteria section of the Edgenuity interface. The 'Get Data' button is present but not highlighted.

There are 9 records matching your criteria:

Check All

Enroll	Edit	Student	local ID	DOB	Gender	S2Code	S3Code	Course	Term	Approved	Start Date	End Date	Comments	Requested By	Rec On
<input type="checkbox"/>		<a href="#">Student, Future</a>	12324	01/01/1977	Male			Algebra I A	Ongoing - SIS Training District (VSS)	WAITING_REVIEW	07/31/2014	12/01/2014		Student, Future	07/2
<input type="checkbox"/>		<a href="#">Student, Future</a>	12324	01/01/1977	Male			English Language Arts 10 A	Ongoing - SIS Training District (VSS)	WAITING_REVIEW	07/28/2014	12/01/2014		Student, Future	07/2
<input type="checkbox"/>		<a href="#">PB Demo, Future Course</a>	12324	01/01/1977	Male			Biology - SC1115	Ongoing - SIS Training District (VSS)	WAITING_REVIEW	08/01/2014	12/31/2014		PB Demo, Future Course	07/2
<input type="checkbox"/>		<a href="#">PB Demo, Future Course</a>	12324	01/01/1977	Male			CC ELA 9	Ongoing - SIS Training District (VSS)	WAITING_REVIEW	07/28/2014	12/01/2014		PB Demo, Future Course	07/2

