

Student Information System



Program Lead / Administrator **Guide**

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SIS Overview

The Student Information System (SIS) is a web-based 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 SIS 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.

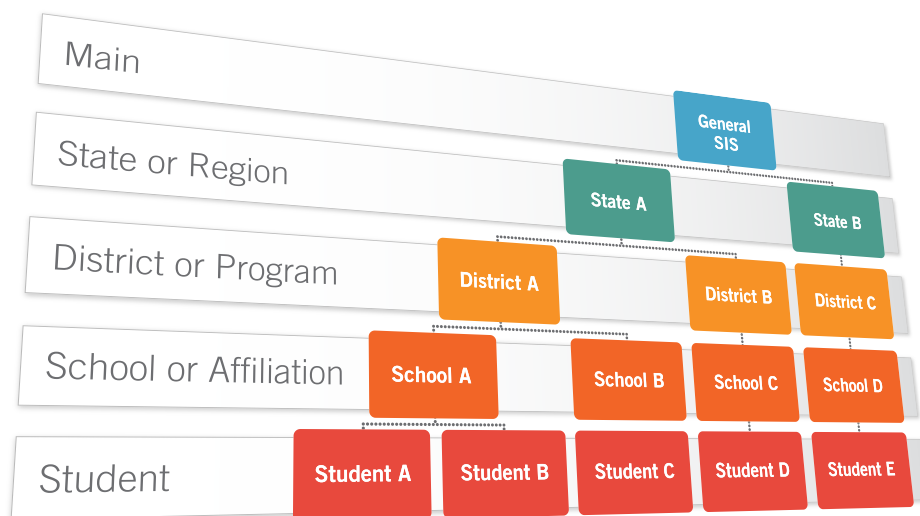
By interfacing with Edgenuity's Learning Content Management System (LMS), where the course content and grades reside, the SIS eliminates double entries and provides up-to-date information about student activity, completion, and grades in valuable, customizable reports. The SIS interfaces seamlessly with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

Benefits

SIS Architecture and Design

Under this architecture, one main institution (in this example, the SIS 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 SIS is the main connection for reaching out to students. Through the SIS 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 SIS is able to help teachers support student activity in courses. Data from the SIS is available in different variables, including student grade, position in a course, completion percent, pacing, and last activity.

SIS 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 SIS interfaces with other applications to exchange information and to keep data synchronized. The SIS interfaces seamlessly with the Edgenuity LMS. Class content and grades continue to be provided by the LMS, while the SIS 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

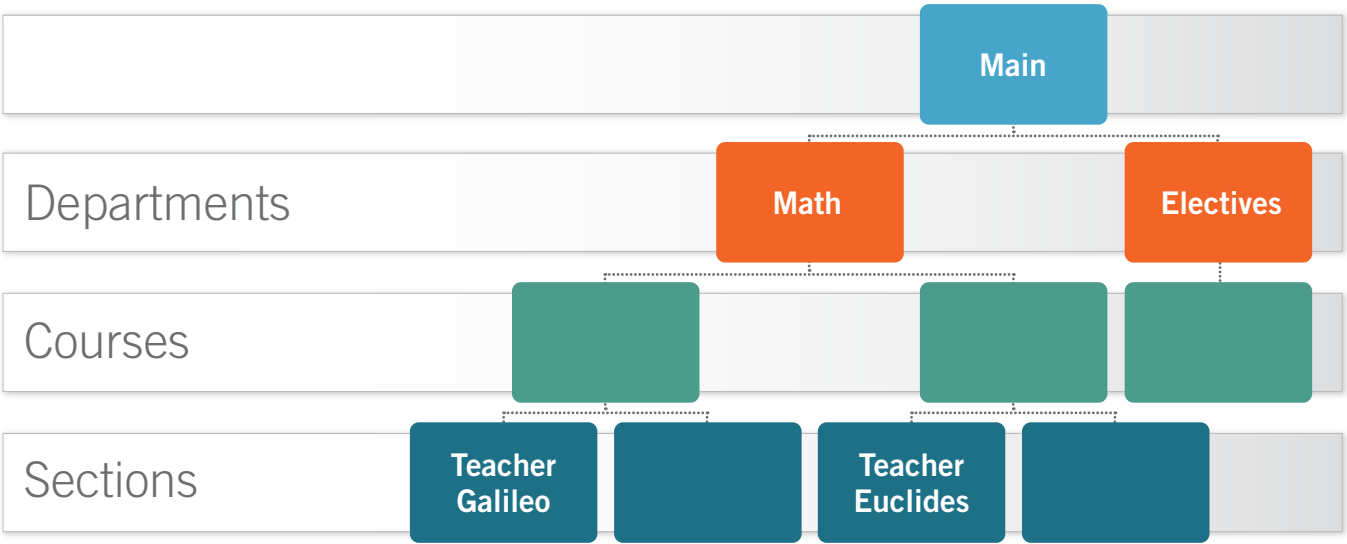
The SIS supports a rolling enrollment environment. This means students can start their courses at any time. However, schools still have the ability to override a requested course start date prior to approving a course. The school can also update the start date after the course has been activated.

Course statuses, start dates, and end dates are managed in the SIS. The end date is automatically calculated by the SIS 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 09/01/2014 is selected as the start date, the end date will be automatically set to 10/26/2014. 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 09/28/2014, 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 SIS through a single sign-on process, they are not able to access the SIS from within the LMS. It is recommended that all users begin accessing course information and course work through the SIS by logging into the SIS systems here: <http://www.edgenuity.com/SIS-Login>.

Multiple-School Support

The SIS 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 SIS 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 Partnership Advisor.

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 SIS. 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 SIS. It tracks student information such as personal information, transcript history, and communication history.

Accessing the SIS

Login Page

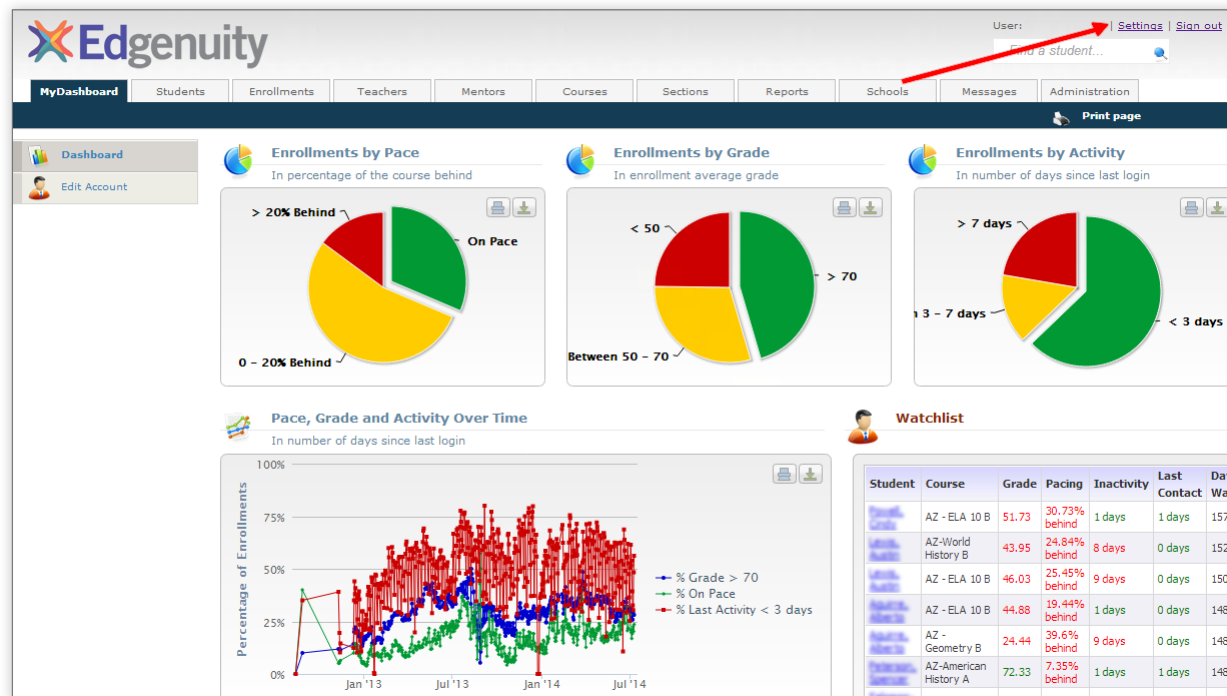
Begin by logging in to the Edgenuity SIS. Once you are on the Login page, use your username and password to gain access to your administrative account. Please visit the following URL: <http://www.edgenuity.com/SIS-Login>.

Update Account Information

The screenshot shows the Edgenuity website's login page for the Student Information System (SIS). The page features the Edgenuity logo at the top left, with the tagline "where learning clicks". To the right of the logo are links for "Request more information", "Search", "Jobs", "Blog", and a "Login" button. A "Share" icon is also present. Below the header is a dark blue navigation bar with links: "The Difference", "Curriculum + Research", "Solutions", "The Experience", "Support", and "News + Reviews". The main content area is white and contains a central box titled "Student Information System". Inside this box, there is a "Login:" label above a text input field, a "Password" label above another text input field, and an "Enter" button. Below the "Enter" button is a link: "Forgot your login and/or password?". To the right of the login fields is a video player thumbnail showing a computer screen with the Edgenuity logo, and a link below it: "Watch the orientation video". The footer is a light gray area with four columns of links: "Navigate" (The Difference, Curriculum + Research, Solutions, The Experience, Support, News + Reviews), "Leadership" (the Edge, the Expert Edge, the Leading Edge), "Resources" (Video Library, Awards, Research Papers, Webinars), and "About Edgenuity" (a paragraph about the company's mission and a link to "Watch the orientation video"). At the bottom right of the footer are social media icons for Facebook, Twitter, and LinkedIn.

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

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

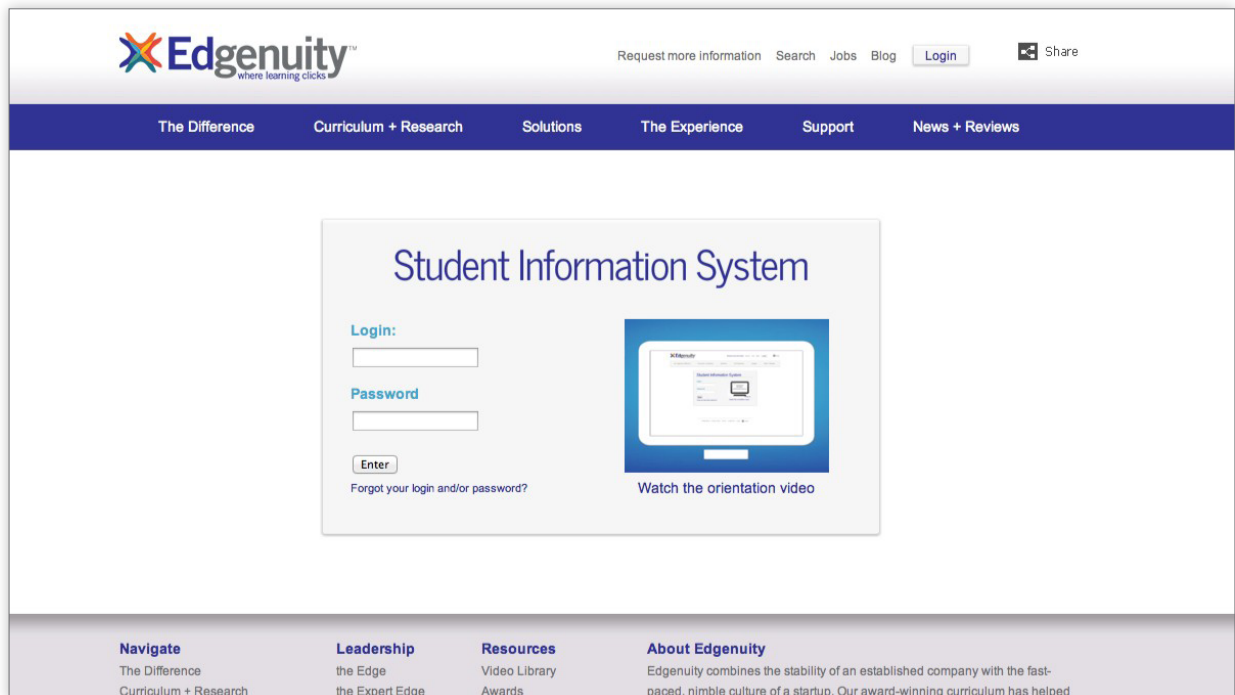


2. The User Information page will appear. Here you can update your name, e-mail, and contact information as well as add a customized signature for your e-mail communications.
3. Change your password in the **Password** field below **User Information**. Then click **Save**.

The screenshot shows the 'User Information' and 'Password' sections of the Edgenuity dashboard. The 'User Information' section includes fields for User Name, Last Name, First Name, Email, Phone, Role (set to Internal Admin Tier II), School (set to All), and Affiliation (set to All). There's also a signature field with a rich text editor. Below this is a 'Save' button. The 'Password' section has fields for Old Password, New Password, and Confirm Password, followed by another 'Save' button.

The Student Experience

Students begin by logging in to the Edgenuity SIS. Once students are on the Login page, they use their provided username and password to gain access to their Dashboard. Students use the following: <http://www.edgenuity.com/SIS-Login>.



The screenshot shows the Edgenuity website's login interface. At the top, the Edgenuity logo is on the left, and links for 'Request more information', 'Search', 'Jobs', 'Blog', and a 'Login' button are on the right. Below this is a dark blue navigation bar with links: 'The Difference', 'Curriculum + Research', 'Solutions', 'The Experience', 'Support', and 'News + Reviews'. The main content area features a light gray box titled 'Student Information System'. Inside this box, there is a 'Login:' label above a text input field, a 'Password' label above another text input field, and an 'Enter' button. Below the button is a link: 'Forgot your login and/or password?'. To the right of the login fields is a video player thumbnail showing a computer screen with the Edgenuity interface, with the text 'Watch the orientation video' below it. The footer contains four columns: 'Navigate' (with links to 'The Difference' and 'Curriculum + Research'), 'Leadership' (with links to 'the Edge' and 'the Expert Edge'), 'Resources' (with links to 'Video Library' and 'Awards'), and 'About Edgenuity' (with a paragraph about the company's culture).

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.

DASHBOARD

Here you can see an overview of the current student status and academic progress.

1. Academic Snapshot

This student is currently enrolled in 2 courses:

Course	Grade	Percentage Complete	Pacing
EOCT Test Prep English 3/Am. Lit./AP Lang	0%	15.93%	Behind
VT-COMPASS-Math	0%	0%	Behind

2. Upcoming Events

There are no events scheduled for this student.
[See more events...](#)

3. Activity

These are the latest activities for this student:

Section	Time	Minutes
EOCT Test Prep English 3/Am. Lit./AP Lang	6/6/2014 11:25:57 AM	43
EOCT Test Prep English 3/Am. Lit./AP Lang	6/6/2014 11:15:15 AM	2
EOCT Test Prep English 3/Am. Lit./AP Lang	6/6/2014 9:24:47 AM	43
EOCT Test Prep English 3/Am. Lit./AP Lang	6/2/2014 1:24:19 PM	37

4. Messages

You have [27](#) new message(s).
[See your messages...](#)

5. Course Requests

There are no courses requested by this student.

6. Admission Status

This student is currently **ACTIVE**.
The enrollment status is **-1**.

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ACADEMIC SNAPSHOT (1)

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

UPCOMING EVENTS (2)

Here the user can see any scheduled events based on the Student Calendar. The Student Calendar is described in more detail later in this guidebook. Clicking on an event will open a window with additional event details.

ACTIVITY (3)

This widget displays the most recent activities of students on their courses, as reported by the LMS.

MESSAGES (4)

The SIS 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 and displays a link that can direct the user to the messaging page. Users can also create a new message by clicking Create New Message.

COURSE REQUESTS (5)

This widget shows the status of any course requests, including the requested course, the requested term, and whether the request has been approved. Course registration is described in more detail later in this guidebook.

ADMISSION STATUS (6)

This widget displays the student's admission status. Although an admission status can be set, it is not required.

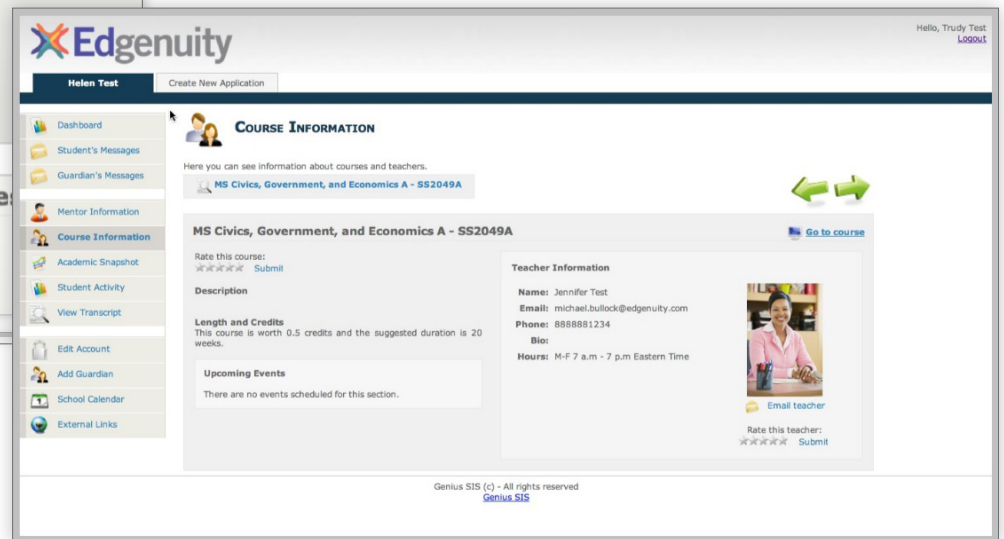


MENTOR INFORMATION (1)

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

COURSE INFORMATION (2)

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.



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 (3)


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.

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

STUDENT ACTIVITY (4)

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 sixty minutes on AP® Microeconomics in the past two months. These sixty minutes correspond to 12.5% of the student's total study time in the selected period.

**STUDENT ACTIVITY**

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


Search criteria:
☐ Show activity in the last
2 Months
☒ Show activity between the following dates:
 and
[Get Data](#)

There are 6 days in the selected period:

Date	Pre-calculus	Latin 2	French 1	AP Microeconomics	Total
Mon, Jun 1	30	30	30	0	90
Tue, Jun 2	30	30	30	0	90
Wed, Jun 3	30	30	30	0	90
Thu, Jun 4	30	30	0	30	90
Fri, Jun 5	30	0	30	30	90
Sat, Jun 6	0	30	0	0	30
Total	150 (31.25%)	150 (31.25%)	120 (25%)	60 (12.5%)	480 (100%)


VIEW TRANSCRIPT (5)

Users can, at any time, view an unofficial transcript. This transcript will show some basic student information, including the student name, ID, address, and a list of all completed courses. For each completed course, the transcript will show the completion date, the term, course name, final grade, and credits. NOTE: This is not an official transcript issued by the school or district.



User: | [Settings](#) | [Sign out](#)


[MyDashboard](#) | **Students** | [Enrollments](#) | [Teachers](#) | [Mentors](#) | [Courses](#) | [Sections](#) | [Reports](#) | [Schools](#) | [Messages](#) | [Administration](#)

 [Print page](#)

Main Information
[Main Page](#)
[Dashboard](#)
[Edit Information](#)
[External Files](#)
[View Calendar](#)
[Guardian Accounts](#)

Historic Data
[Students](#)
[View Transcript](#)
[Transcript Analysis](#)
[Test History](#)

Communications
[View Communications](#)

**OFFICIAL STUDENT TRANSCRIPT**

Student Name:
DOB:

Student ID:
Address: ,

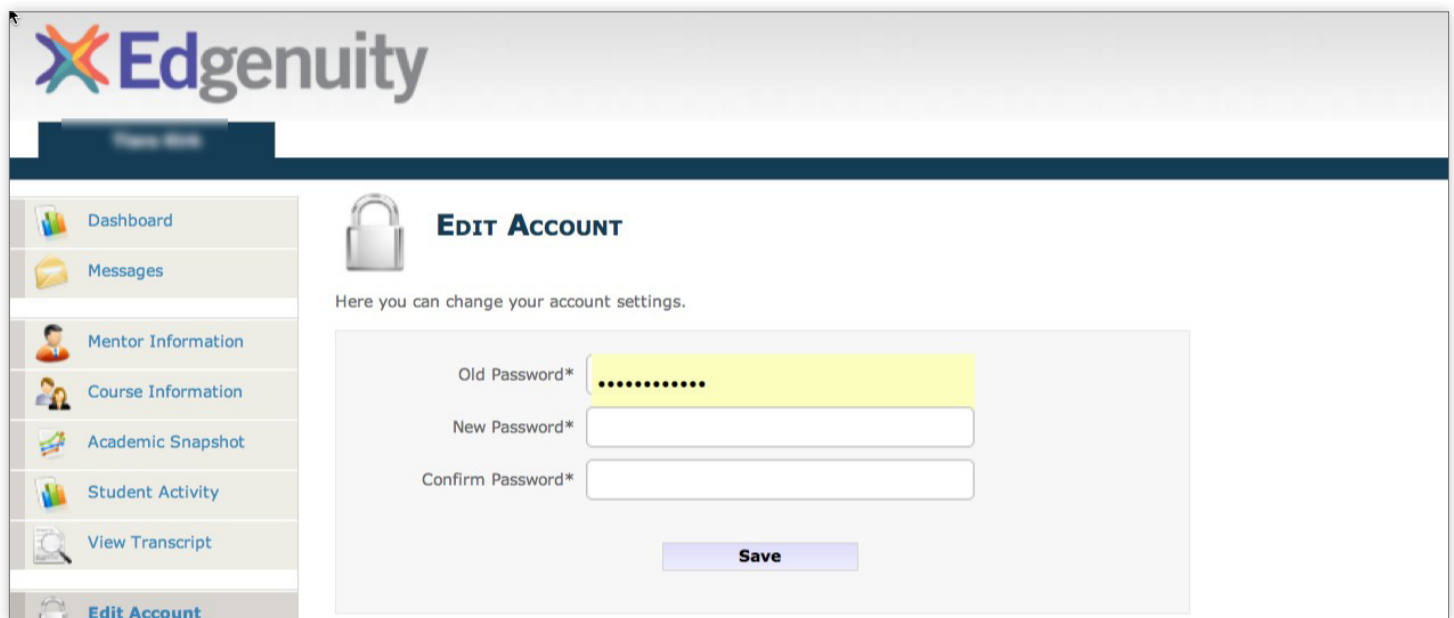
Date	Term	Section	Final Grade	Credits
05/20/2014	Ongoing	CDY-MA-Basic Math A	34.75	0
12/15/2013	Ongoing	CDY-LA-CLN - Call of the Wild	83	0.5
12/17/2013	Ongoing	CDY-SC-Science 6-A	47.36	0

Cumulative Credits: 0.50
Weighted GPA: 3.00
Unweighted GPA: 3.00

Transcript generated on 6/23/2014

I EDIT ACCOUNT (6)

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



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EDIT ACCOUNT

Here you can change your account settings.

Old Password*

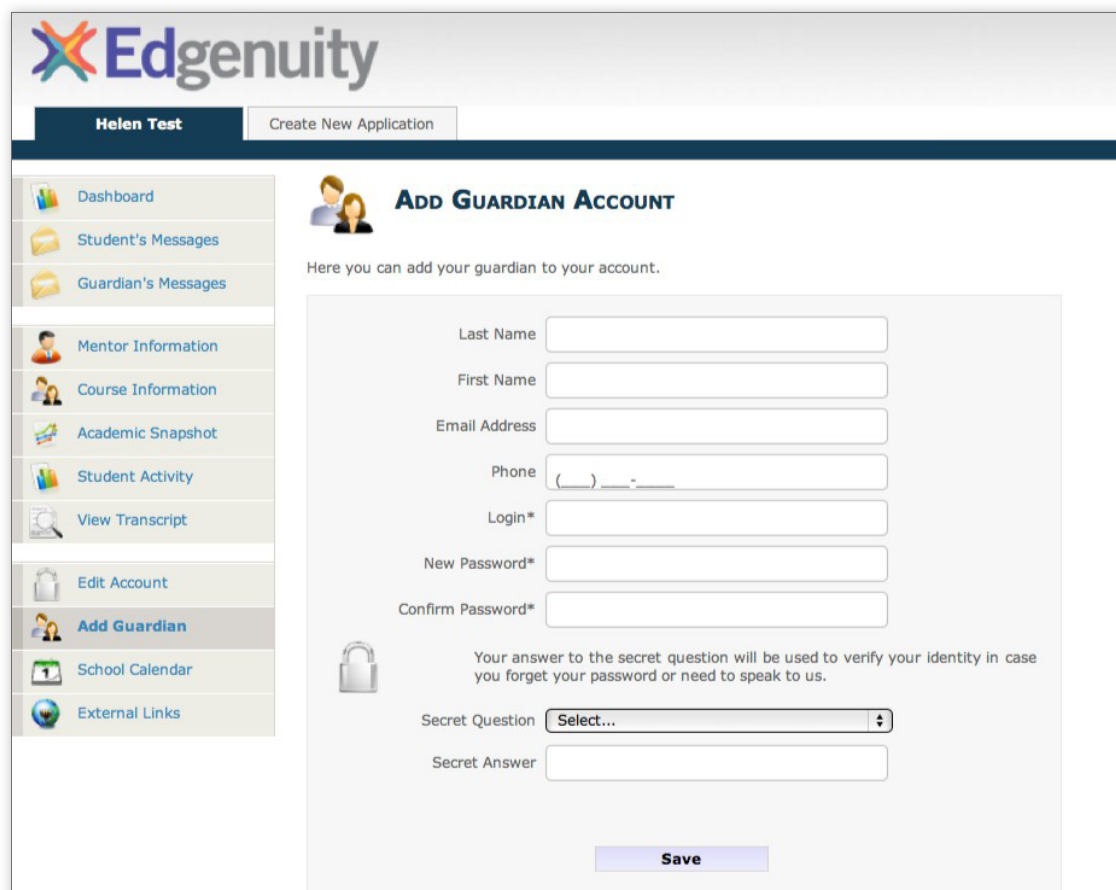
New Password*

Confirm Password*

Save

I ADD GUARDIAN (7)

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.



Edgenuity

Helen Test Create New Application

ADD GUARDIAN ACCOUNT

Here you can add your guardian to your account.

Last Name

First Name

Email Address

Phone () - -

Login*

New Password*

Confirm Password*

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.

Secret Question

Secret Answer

Save

SCHOOL CALENDAR (8)

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 SIS 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**

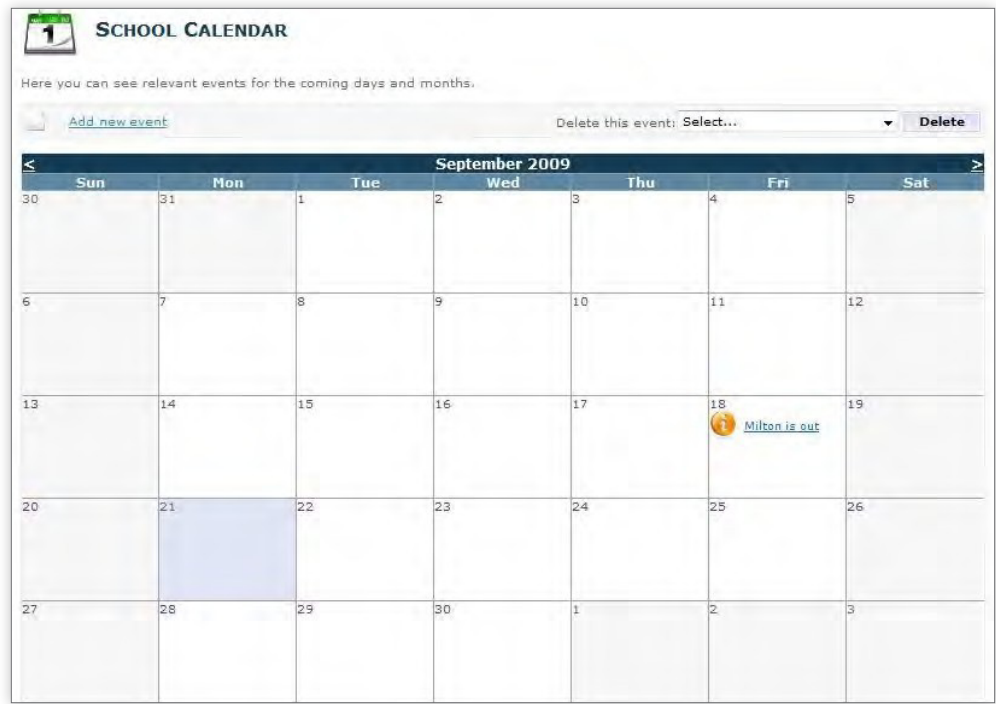
Only students enrolled in a particular section of a course will see these events.

- **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 create their own events by clicking **Add New Event**. This will allow them to specify the event date, the event type, and a description. As described above, this event will only be displayed in this student's calendar. 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 Edgenuity keeps several relevant links to external resources.



EXTERNAL LINKS

Here you can see some suggested links to external resources and tools.

CHECK PLUGINS TOOL

Use this tool to ensure that your computer has all the necessary updates to run the program successfully.

SIS ORIENTATION VIDEO

Please take a moment to watch the SIS Orientation Video to learn more about how to use the features in the Student Information System (SIS).

STUDENT FAQs - INSTRUCTIONAL SERVICES

List of Frequently Asked Questions to help students navigate the new and improved Virtual Classroom. (Once you click on the link, you will need to download the document by clicking on "Download this media.")

The Administrator View

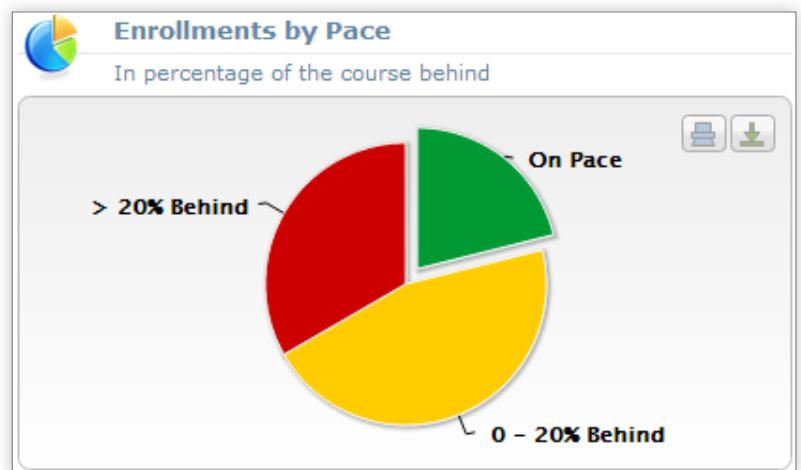
My Dashboard Module

Your main page in the SIS is known as the Dashboard. The Dashboard contains all of 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)

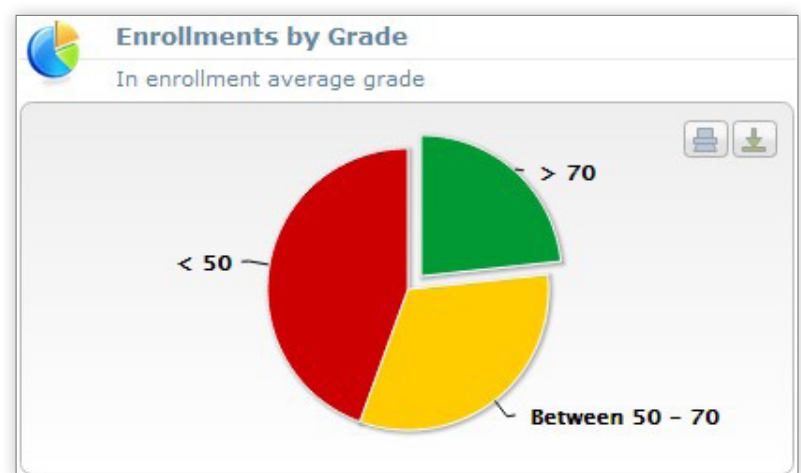
The pie chart shows the average amount, as a percentage of progress, that students are behind in their courses. In this pie chart we can see that, on average, students are between 0% and 20% behind in their courses.



Enrollments by Grade (2)

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

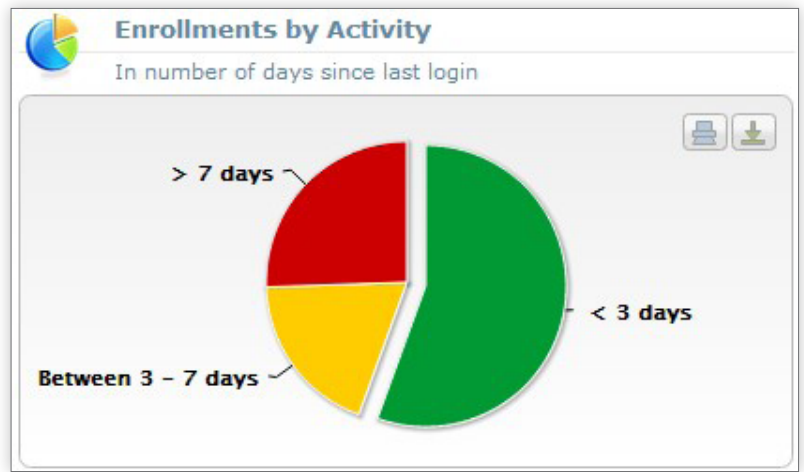
We can see that the average grade for this course is less than 50%. Enrollments by Grade corresponds with Actual Grade, not Overall Grade, and accounts for students' pacing in the course.



Enrollments by Activity (3)

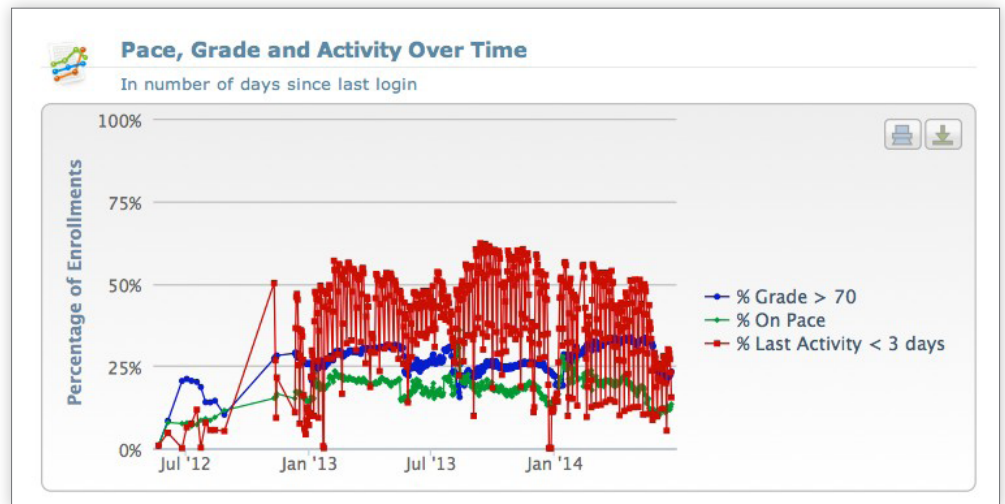
This pie chart measures the average number of days since the last activity in the course.

This pie chart shows that, on average, there are fewer than three 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 Module

The Students Module is one of the main modules in the SIS, as it tracks all data related to students.

This module 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 Module:

The screenshot shows the Edgenuity Students Module interface. At the top, there is a navigation bar with tabs for MyDashboard, Students, Enrollments, Teachers, Mentors, Courses, Sections, Reports, Schools, Messages, and Administration. The 'Students' tab is selected. Below the navigation bar, there is a search bar labeled 'Find Student' with a search icon and a 'Find a student...' button. To the right of the search bar, there is a 'Print page' button and an 'Export Results to' button. Below the search bar, there is a table of students. The table has columns for Student, GradeLevel, Affiliation, City, Phone, Enrollments, and ID. The table is sorted by GradeLevel. On the left side of the table, there is a sidebar with buttons for 'Active Students', 'Bulk Actions', 'Advanced Filter', 'Deep Search', and 'Add Student'. At the bottom of the table, there is a pagination bar showing '1 2 3 4 5 6 7 8 9 10'.

Student	GradeLevel	Affiliation	City	Phone	Enrollments	ID
24737	12				0	24737
25988	12				0	25988
17855	12				0	17855
23067	-1				0	23067
27210	-1				0	27210
23431	-1				0	23431
23433	-1				0	23433
33118	-1				0	33118
24715	-1				0	24715
28037	12				0	28037
32679	11				0	32679
20234	11				0	20234
28038	11				0	28038
19552	10				0	19552
18092	9				0	18092
16509	9				0	16509
19166	8				0	19166
19830	-1				0	19830
24292	8				0	24292
19438	11				0	19438
20616	9				0	20616
20225	12				0	20225
24656	12				0	24656
14879	-1				0	14879
16917					0	16917
20949					0	20949
21103					0	21103
25532					0	25532

FIND STUDENT (1)

This page allows users to find a student by typing a few letters of the student's name. The SIS 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 SIS will then show only students having that string of characters in their names.

COLUMN CUSTOMIZATION (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 SIS 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 SIS will only show the first 1,000 students. Users can see the next 1,000 students by navigating to the next page.

There are 27 active students in the system:

Search:


[Customize columns](#)

Student	GradeLevel	Affiliation	City	School	Enrollments	ID
Brown, Elizabeth	8	Japan-American School	Miami	OVHS	6	26
Brown, William	9	NY School of Music	Miami	NYVA	7	16
Davis, David	6	NY School of Music	Miami	NYVA	4	17
Davis, Jennifer	9	NY School of Music	Miami	NYVA	4	27
Harrison, George	6	Japan-American School	Cooper City	DVA	6	7
Johnson, John	6	Japan-American School	Miami	OVHS	5	13
Johnson, Patricia	6	Einstein Chess School	Miami	NYVA	4	23
Jones, Barbara	8	NY School of Music	Miami	NYVA	4	25
Jones, Michael	8	Japan-American School	Miami	NYVA	4	15
Lennon, John	12	Einstein Chess School	New York	NYVA	4	11
McCartney, Paul	7	NY School of Music	Miami	NYVA	5	1
McLaren, Rachel	7	Einstein Chess School	Fort Lauderdale	DVA	0	37
McLaren, Robert	7	Einstein Chess School	Fort Lauderdale	NYVA	1	38
Miller, Maria	6	NY School of Music	Miami	OVHS	4	28
Miller, Richard	6	NY School of Music	Miami	NYVA	5	18
Moore, Joseph	11	Japan-American School	Miami	NYVA	5	20
Moore, Margaret	6	Japan-American School	Miami	DVA	4	30
Smith, James	6	NY School of Music	Miami	NYVA	6	12
Smith, Mary	6	NY School of Music	Miami	NYVA	5	22
Starr, Ringo	9	Japan-American School	Miami	NYVA	6	4
Taylor, Dorothy	11	NY School of Music	Miami	NYVA	5	31
Taylor, James	6	NY School of Music	Carrboro	DVA	6	9
Taylor, Thomas	12	Japan-American School	Miami	OVHS	5	21
Williams, Linda	7	Einstein Chess School	Miami	DVA	3	24
Williams, Robert	7	Einstein Chess School	Miami	NYVA	5	14
Wilson, Charles	10	NY School of Music	Miami	OVHS	4	19
Wilson, Susan	10	NY School of Music	Miami	NYVA	5	29

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 "AOL" 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.

 **STUDENT ACTIVITY**

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

Search criteria:

☐ Show activity in the last
2 Months

☒ Show activity between the following dates:
 and

[Get Data](#)

There are 6 days in the selected period:

Date	Pre-calculus	Latin 2	French 1	AP Microeconomics	Total
Mon, Jun 1	30	30	30	0	90
Tue, Jun 2	30	30	30	0	90
Wed, Jun 3	30	30	30	0	90
Thu, Jun 4	30	30	0	30	90
Fri, Jun 5	30	0	30	30	90
Sat, Jun 6	0	30	0	0	30
Total	150 (31.25%)	150 (31.25%)	120 (25%)	60 (12.5%)	480 (100%)

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 users name and then click one of the three bulk options available: Bulk Enroll, Bulk E-mail, or Bulk Mentor/Counselor.

<input checked="" type="checkbox"/>	11251	VSS, 9Student	SIS TRAINING DISTRICT (VSS)	LMS TRAINING (VSS)	11
<input checked="" type="checkbox"/>	24618	Wayne, Bruce	SIS TRAINING DISTRICT (VSS)	LMS TRAINING (VSS)	-1
<div><div>Bulk Enroll</div><div>Bulk Email</div><div>Bulk Mentor/Counselor</div></div>					

Detailed-Level Functionalities

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

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 or counselor.

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 SIS. 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.

Basic Information

Student ID: 19438
Name: [REDACTED]
Gender: Female
Grade: 11
Phone: [REDACTED]
District: [REDACTED]
LMS ID: [REDACTED]
CRS Name: [REDACTED]
CRS Email: [REDACTED]
S2 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]
S3 Code: [REDACTED]

[Reset Password](#) [Sync with LMS](#) [Log in as user](#)

Mentor Information

This student is currently associated with the following mentor(s):

First Name	Last Name	Email	Phone
------------	-----------	-------	-------

Counselor Information

This student is currently not associated with any counselor.

Academic Snapshot

This student is currently enrolled in 1 section(s):

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% per

Recent Communications

Here are the last communications with this student:

Sender	Sender Role	Recipient	Recipient Role	Date	Category	Subject	Contents
[REDACTED]	[REDACTED]	STUDENT	[REDACTED]	6/17/2014 2:07:59 PM	INTERNAL_MESSAGE	Your Course Completion Report	[REDACTED]
[REDACTED]	[REDACTED]	STUDENT	[REDACTED]	6/17/2014 2:06:41 PM	INTERNAL_MESSAGE	Your Course Completion Report	[REDACTED]
[REDACTED]	[REDACTED]	STUDENT	[REDACTED]	6/13/2014 1:56:53 PM	INTERNAL_MESSAGE	Awesome job this week!	[REDACTED]
[REDACTED]	[REDACTED]	STUDENT	[REDACTED]	6/11/2014 1:09:22 PM	INTERNAL_MESSAGE	Your Course Completion Report	[REDACTED]
[REDACTED]	[REDACTED]	STUDENT	[REDACTED]	6/10/2014 12:20:58 PM	INTERNAL_MESSAGE	Your Course Completion Report	[REDACTED]

Recent Activity

Here is the student's activity in the last 7 days:

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

VIEW COMMUNICATIONS

The SIS 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 SIS 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.

The screenshot displays the SIS interface with the 'Students' tab selected. The sidebar on the left contains navigation links for 'Main Information', 'Historic Data', 'Communications', and 'Enrollments'. The 'Enrollments' section is active, showing 'Current Enrollments'. The main area features a 'Search criteria' section with various filters and a 'Get Data' button. Below this, a table lists active enrollments. A dropdown menu for 'Modify Status' is open, showing options: 'WITHDRAWN FAILED', 'WITHDRAWN PASSED', 'COMPLETE SELECTED', 'INCOMPLETE SELECTED', and 'DROPPED GRACE'.

Select	Edit	Attendance Alert	Section	School	Start	End	GradeValue	GradeOverallGraph	LastContact
<input type="checkbox"/>			IA Summer 14 - HS Health - May [148582]		06/19/2014	07/30/2014	0	0	0

I 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, which will automatically update the Transcript and Transcript Analysis pages. NOTE: This is not an official transcript issued by the school or district. Authorized users can edit the final grade, the number of assignments completed, the number of credits earned, and whether a course should be displayed in the transcript.

I 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 Customer Support at 877-202-0338, option 3.

I 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.

I 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 SIS will also update the course enrollment in the LMS.

I 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 Partnership Advisor to discuss your options.

Manual Method

ACCOUNT SETUP FROM STUDENT MODULE TAB

1. Log in to the SIS 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 SIS 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 seven 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 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 Edgenuity LMS but is not reflected in the active course enrollment list or the enrollment history of the SIS. 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 SIS without creating a duplicate course enrollment in the Edgenuity LMS.

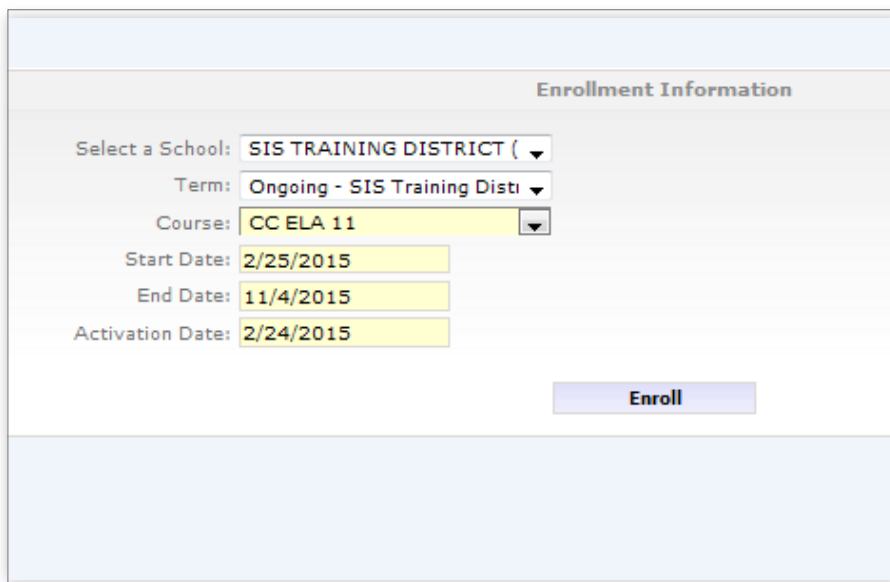
Clicking on the **Enroll** button will enroll the student in the selected course. The course enrollment will be activated in the SIS and Edgenuity LMS.

To enroll a student using the **Enroll in Course** 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 start date. The end date will be automatically calculated by the SIS 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 seven calendar days prior to the start date. Users can adjust the activation date.
5. Click **Enroll**. The SIS will automatically assign the student to an available teacher and section.



The screenshot shows a web form titled "Enrollment Information". It contains several fields for selecting course details. The "Select a School:" dropdown is set to "SIS TRAINING DISTRICT (". The "Term:" dropdown is set to "Ongoing - SIS Training Dist". The "Course:" dropdown is set to "CC ELA 11". The "Start Date:" field is set to "2/25/2015". The "End Date:" field is set to "11/4/2015". The "Activation Date:" field is set to "2/24/2015". An "Enroll" button is located at the bottom right of the form.

Enrollment Information	
Select a School:	SIS TRAINING DISTRICT (
Term:	Ongoing - SIS Training Dist
Course:	CC ELA 11
Start Date:	2/25/2015
End Date:	11/4/2015
Activation Date:	2/24/2015
Enroll	

Public Course Request Method

(Registering and Approving Courses through the Online Portal)

ACCOUNT SETUP FROM PUBLIC COURSE REQUEST PAGE

Registration for Edgenuity courses through the Public Course Request page is only accessible through a unique link that is customized and provided by the Partnership Advisor 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 Partnership Advisor team.
2. Log in or create an account. **If you already have an account**, then simply use your username and password to log in.

Students who are new to 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.

Select	Course	Discipline
<input type="checkbox"/>	Academic Writing	Language Arts
<input type="checkbox"/>	Academic Writing	Language Arts
<input type="checkbox"/>	Algebra 1	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 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 Course Request Module in the SIS, 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 Partnership Advisor will help you determine the best approval type for you.

1. Log in to the SIS with your username and password: <http://www.edgenuity.com/SIS-Login>.
2. Click on the Enrollments tab.

The screenshot shows the Edgenuity Public Course Requests interface. At the top, there's a navigation bar with 'MyDashboard', 'Students', 'Enrollments', 'Schools', and 'Messages'. The 'Enrollments' tab is active. Below the navigation bar, there's a 'Search criteria' section with various dropdown menus for filtering results. The dropdowns include School, District, Department, Course, and Counselor. To the right of these, there are more dropdowns for Requested By, Start Date, Term, Approved (set to WAITING_REVIEW), and Requested Date. At the bottom of the search criteria section, there are 'Get Data' and 'Report' buttons.

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**.

The screenshot shows the results of a search for public course requests. The 'Search criteria' section at the top is filled with specific values: School (Select...), District (SIS TRAINING DISTRICT (VSS)), Department (Select...), Course (empty), and Counselor (Select...). Below this, a table lists the results. The table has columns for 'Enroll', 'Edit', 'Student', 'local ID', 'DOB', 'Gender', 'Start Date', 'End Date', and 'Comment'. The first row shows a student named 'Test, Future Course' with local ID 123456, DOB 07/23/2014, and gender MALE. An orange box labeled '5.' highlights the 'Edit' icon for this student. A modal window titled 'Course Request' is open, showing details for the selected student: Student: Test, Future Course, Course: Economics - SS1111, Term: Ongoing - SIS Training District (VSS), Counselor: Counselor name, NCAA: Select..., Start Date: 08/10/2014, End Date: 11/26/2014, Activation Date: 08/09/2014, S2 Code, S3 Code, and Comments. An orange box labeled '6.' highlights the 'Save' button at the bottom of the modal. The table also shows other students, including 'PB Demo, Future Course' and 'PB Demo, Future Course' with local IDs 12324 and 12324 respectively.

I 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.**

The screenshot shows a table with student requests. Annotation 1 points to a checkbox in the first column of the first row. Annotation 2 points to the 'Auto-enroll' button at the bottom of the screen.

<input type="checkbox"/>					Male			VA-Health 10	WAITING_REVIEW	06/24/2014	10/28/2014			06/24/2014	AL SU SC (IS
<input type="checkbox"/>					Male			VA-PE 9-10	WAITING_REVIEW	06/24/2014	10/28/2014			06/24/2014	AL SU SC (IS
<input type="checkbox"/>					Male			Pre-Calculus - MA1104	WAITING_REVIEW	06/24/2014	09/02/2014			06/24/2014	PO FA SC

2.

Enrollments Module

The Enrollments Module 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 SIS displays a list of all enrollments matching the search criteria.

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

The figures below show a sample Basic Search page where all enrollments in the Algebra 1 course with Johannes Kepler are displayed. For each enrollment, this page displays detailed enrollment information, including start dates, end dates, current grade, and weeks remaining.

Search criteria:

Affiliation: Select...

School: Select...

Department: Select...

Course: Algebra 1

Teacher: Kepler, Johannes

Special Ed: Select...

LEP/ELL: Select...

Free/Reduced Lunch: Select...

Grade between: Select... and Select...

Term: Select...

Start Date: Select...

End Date: Select...

Grade Level: Select...

Catalog: Select...

Pacing: Select... Se Select... Select...

Logins: Select... Select... in Select... days

Get Data

There are 9 enrollments matching your criteria:

Customize columns

Student	Section	Teacher	StartDate	EndDate	Grade	CurWeek	WeeksLeft
McCartney, Paul	Algebra 1 sec 2	Kepler, Johannes	06/01/2009	10/19/2009	77	19	1
Harrison, George	Algebra 1 sec 2	Kepler, Johannes	06/01/2009	10/18/2009		19	1
Jackson, Michael	Algebra 1 sec 2	Kepler, Johannes	06/01/2009	10/19/2009	86.5	19	1
Smith, James	Algebra 1 sec 1	Kepler, Johannes	09/13/2009	10/03/2009		4	-2
Brown, William	Algebra 1 sec 2	Kepler, Johannes	06/08/2009	10/26/2009	85	18	2
Davis, David	Algebra 1 sec 2	Kepler, Johannes	06/01/2009	10/19/2009	65.5	19	1
Jones, Barbara	Algebra 1 sec 2	Kepler, Johannes	06/01/2009	10/18/2009	80	19	1
Brown, Elizabeth	Algebra 1 sec 2	Kepler, Johannes	06/01/2009	10/19/2009	94	19	1
Taylor, Dorothy	Algebra 1 sec 2	Kepler, Johannes	06/01/2009	10/19/2009	60	19	1

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 may display the course end date 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 SIS will only display the first 1,000 enrollments. Users can see the next 1,000 enrollments by navigating to the next page.

Search criteria:


Current Grade ▾ Less than ▾ 80  Save this filter as: **Save**

AND Teacher Name ▾ Contains ▾ alfred **Save**

AND Select... ▾ Select... ▾ **Save**

AND Select... ▾ Select... ▾ **Save**

AND Select... ▾ Select... ▾ **Save**

 Load this filter: **Load**

Get Data

There are 4 records matching your criteria:

ID	Student	Section ID	Course	Teacher	Start	End	Exit	Grade	Cur Week	Cur Assig	Pace	Status
17	Davis, David	28	Earth Science	Nobel, Alfred	06/15/2009	11/02/2009		74.5	17	4	9	ACTIVE
9	Taylor, James	44	Physics	Nobel, Alfred	06/01/2009	10/19/2009		61.5	19	14	13	ACTIVE
29	Wilson, Susan	26	Chemistry	Nobel, Alfred	06/01/2009	10/19/2009		71.5	19	14	13	ACTIVE
31	Taylor, Dorothy	28	Earth Science	Nobel, Alfred	06/01/2009	10/19/2009		72.5	19	12	14	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 “Alfred.” 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 Module, 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 **E-mail** on the left navigation bar.
3. 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 name or school name, users can select predefined variables by selecting them from the dropdown. This functionality is explained in detail below.
4. Check your e-mail before sending by clicking **Update Sample**.
5. 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 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 [COURSE_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 displays the email template editor interface. At the top, the 'Template' dropdown is set to 'BEHIND_PACE_HTML'. Below it, the 'Description' reads: 'HTML template sent manually to indicate a student is behind pace.' The 'Subject' field is 'Pace Warning'. The 'Attachment' field is empty with a 'Browse...' button. There are checkboxes for 'Copy Guardian' and 'Copy Affiliation'. The 'Body' section features a rich text editor with a toolbar containing options for Paragraph, Font, Size, Color, Bold, Italic, Underline, and a 'Select variable...' dropdown. The main preview area shows a blue-themed email layout with a yellow header bar containing the text 'Email not displaying correctly? Make sure you enable HTML-based emails.' The body of the email includes a red flag icon, the title 'Pace Warning' in orange, and the text 'from [TEACHER_NAME]'. To the right, there is a 'Need Help?' section with the text 'I am here to help. Please call me at [TEACHER_PHONE] or send an email to [TEACHER_EMAIL]'. At the bottom, there is a 'Sample:' section with an 'Update Sample' button, showing a preview of the final email with the text 'Hello David, this email is to let you know that you are falling behind pace on your Earth Science course. You are currently 4 assignments behind schedule, and will need to'.

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 SIS 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.

I TEMPLATES

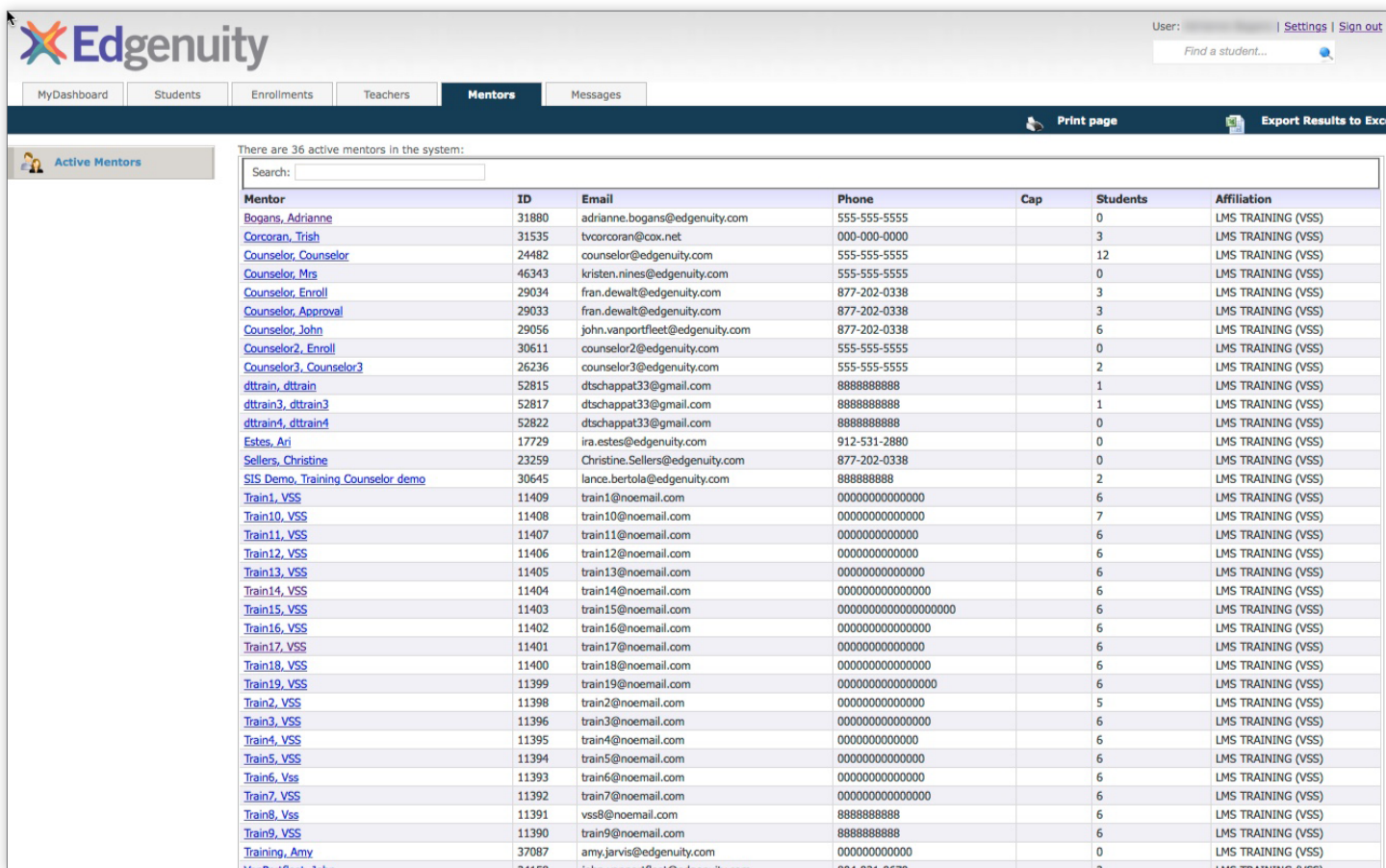
The SIS offers the option of using standard or school-specific templates, which are predefined e-mails that can be sent to students. By selecting a template from the dropdown, the e-mail will be automatically populated with the template content. This functionality allows users to edit existing templates 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.

I AUTO E-MAILS

Please contact your Partnership Advisor before using this function to determine if it will work best of your desired communication.

Mentors Module

The Mentors Module provides a list of the mentors for your school within the SIS. 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.

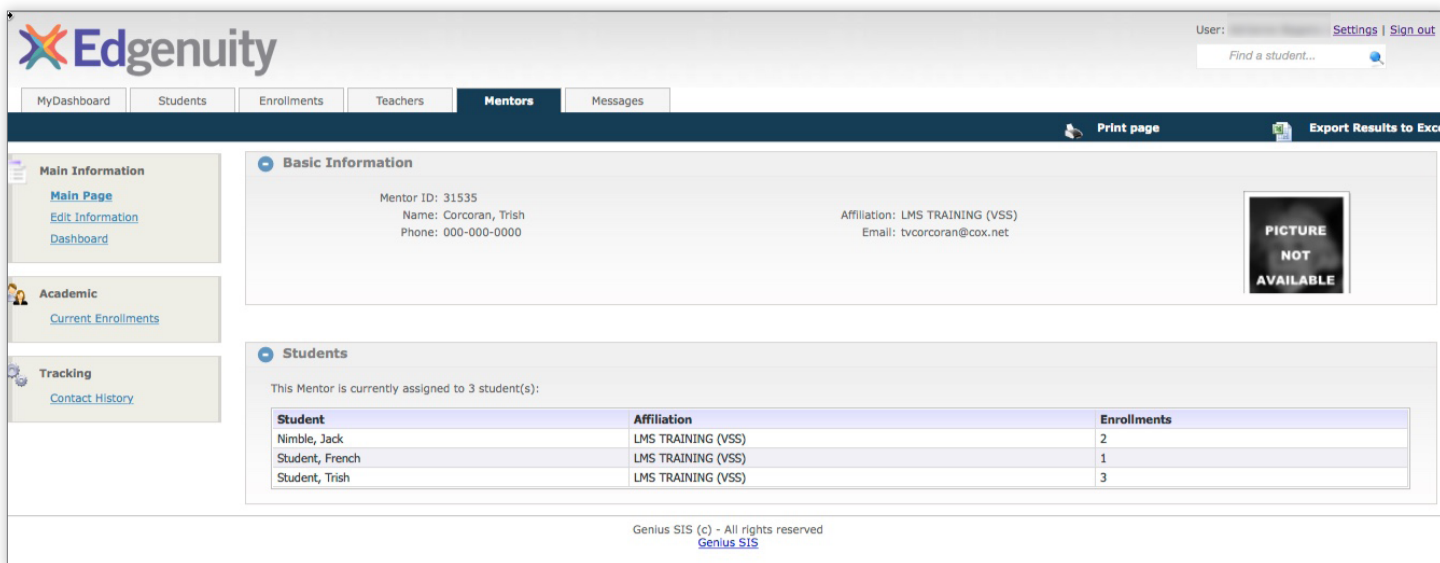


There are 36 active mentors in the system:

Mentor	ID	Email	Phone	Cap	Students	Affiliation
Bogans, Adrienne	31880	adrienne.bogans@edgenuity.com	555-555-5555		0	LMS TRAINING (VSS)
Corcoran, Trish	31535	tvcorcoran@cox.net	000-000-0000		3	LMS TRAINING (VSS)
Counselor, Counselor	24482	counselor@edgenuity.com	555-555-5555		12	LMS TRAINING (VSS)
Counselor, Mrs	46343	kristen.nines@edgenuity.com	555-555-5555		0	LMS TRAINING (VSS)
Counselor, Enroll	29034	fran.dewalt@edgenuity.com	877-202-0338		3	LMS TRAINING (VSS)
Counselor, Approval	29033	fran.dewalt@edgenuity.com	877-202-0338		3	LMS TRAINING (VSS)
Counselor, John	29056	john.vanportfleet@edgenuity.com	877-202-0338		6	LMS TRAINING (VSS)
Counselor2, Enroll	30611	counselor2@edgenuity.com	555-555-5555		0	LMS TRAINING (VSS)
Counselor3, Counselor3	26236	counselor3@edgenuity.com	555-555-5555		2	LMS TRAINING (VSS)
dttrain, dttrain	52815	dtschappat33@gmail.com	8888888888		1	LMS TRAINING (VSS)
dttrain3, dttrain3	52817	dtschappat33@gmail.com	8888888888		1	LMS TRAINING (VSS)
dttrain4, dttrain4	52822	dtschappat33@gmail.com	8888888888		0	LMS TRAINING (VSS)
Estes, Ari	17729	ira.estes@edgenuity.com	912-531-2880		0	LMS TRAINING (VSS)
Sellers, Christine	23259	Christine.Sellers@edgenuity.com	877-202-0338		0	LMS TRAINING (VSS)
SIS Demo, Training Counselor demo	30645	lance.bertola@edgenuity.com	8888888888		2	LMS TRAINING (VSS)
Train1, VSS	11409	train1@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train10, VSS	11408	train10@noemail.com	00000000000000		7	LMS TRAINING (VSS)
Train11, VSS	11407	train11@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train12, VSS	11406	train12@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train13, VSS	11405	train13@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train14, VSS	11404	train14@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train15, VSS	11403	train15@noemail.com	0000000000000000		6	LMS TRAINING (VSS)
Train16, VSS	11402	train16@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train17, VSS	11401	train17@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train18, VSS	11400	train18@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train19, VSS	11399	train19@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train2, VSS	11398	train2@noemail.com	00000000000000		5	LMS TRAINING (VSS)
Train3, VSS	11396	train3@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train4, VSS	11395	train4@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train5, VSS	11394	train5@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train6, Vss	11393	train6@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train7, VSS	11392	train7@noemail.com	00000000000000		6	LMS TRAINING (VSS)
Train8, Vss	11391	vss8@noemail.com	8888888888		6	LMS TRAINING (VSS)
Train9, VSS	11390	train9@noemail.com	8888888888		6	LMS TRAINING (VSS)
Training, Amy	37087	amy.jarvis@edgenuity.com	000000000000		0	LMS TRAINING (VSS)
VanPortFleet, John	34158	john.vanportfleet@edgenuity.com	804-931-0670		3	LMS TRAINING (VSS)

BASIC INFORMATION PAGE

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



Main Information

- [Main Page](#)
- [Edit Information](#)
- [Dashboard](#)

Academic

- [Current Enrollments](#)

Tracking

- [Contact History](#)

Basic Information

Mentor ID: 31535
 Name: Corcoran, Trish
 Phone: 000-000-0000

Affiliation: LMS TRAINING (VSS)
 Email: tvcorcoran@cox.net

Students

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

Student	Affiliation	Enrollments
Nimble, Jack	LMS TRAINING (VSS)	2
Student, French	LMS TRAINING (VSS)	1
Student, Trish	LMS TRAINING (VSS)	3

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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:
Last Name:
First Name:
Email:
Phone:
Role:
School:
Affiliation:
Bio:

Paragraph Font Size Color B I U ab

Hours:

Paragraph Font Size Color B I U ab

Signature:

Paragraph Font Size Color B I U ab

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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.

Edgenuity

User: | [Settings](#) | [Sign out](#)

[Find a student...](#)

[MyDashboard](#) [Students](#) [Enrollments](#) [Teachers](#) **[Mentors](#)** [Messages](#)

[Print page](#) [Export Results to Excel](#)

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Search criteria:

Days since last login: days
Attendance (last 7 days): minutes
Pacing:
Mastery Alert:
Pacing Alert:
Attendance alert:
Grade Overall: %
Grade Actual: %
Days since last Teacher Communication: days
Days since last student communication: days
Days since: days
Progress increase last 7 days: %
Percent complete: %
 [Customize columns](#)

There are 6 active enrollments for this mentor:
☐ Check All

Search:

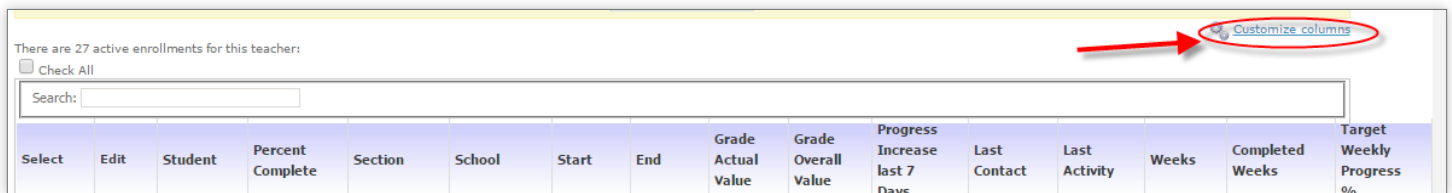
Select	Edit	Student	Attendance Alert	Section	School	Start	End	GradeValue	GradeOverallGraph	LastContact
<input type="checkbox"/>		Nimble, Jack	Tier 1	Biology - SC3209 A [65902]	LMS TRAINING (VSS)	05/19/2014	09/01/2014	1.1	<div><div></div></div> 85	461
<input type="checkbox"/>		Student, French	-1	French 1 - WL9611 A [54430]	LMS TRAINING (VSS)	05/20/2014	09/01/2014	5.6	<div><div></div></div> 100	0
<input type="checkbox"/>		Student, Trish	-1	ONLINE INTRODUCTION [142048]	LMS TRAINING (VSS)	05/20/2014	09/01/2014	82	<div><div></div></div> 0 0	0
<input type="checkbox"/>		Student, Trish	-1	Biology - SC3209 A [65902]	LMS TRAINING (VSS)	05/20/2014	09/01/2014	80.82	<div><div></div></div> 86.67	359
<input type="checkbox"/>		Student, Trish	-1	HS French I A - WL9613A [142047]	LMS TRAINING (VSS)	05/20/2014	09/01/2014	2.4	<div><div></div></div> 100	359
<input type="checkbox"/>		Nimble, Jack		English Language Arts 11 - ELA1093CC	LMS TRAINING	08/12/2014	12/16/2014	0	<div><div></div></div> 0 0	0

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 Tier 1 attendance alert 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** on the right side of the screen.



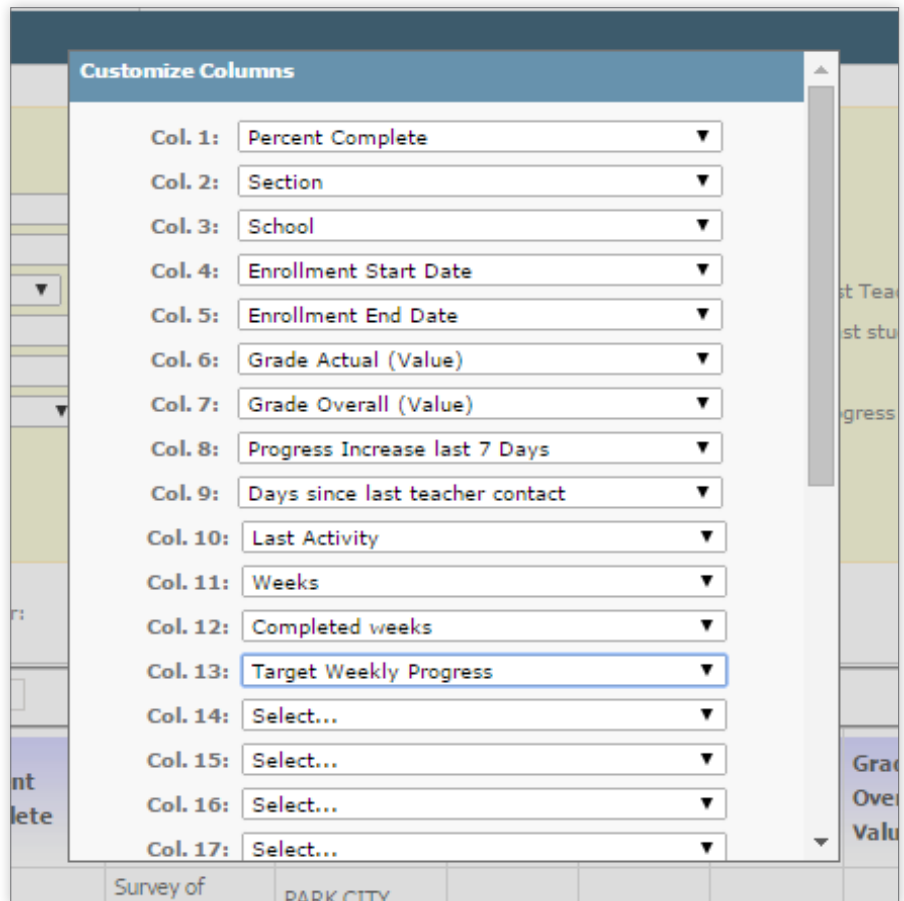
There are 27 active enrollments for this teacher:
☐ Check All

Search:

Select	Edit	Student	Percent Complete	Section	School	Start	End	Grade Actual Value	Grade Overall Value	Progress Increase last 7 Days	Last Contact	Last Activity	Weeks	Completed Weeks	Target Weekly Progress %
--------	------	---------	------------------	---------	--------	-------	-----	--------------------	---------------------	-------------------------------	--------------	---------------	-------	-----------------	--------------------------

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

Thirteen 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.



Customize Columns

Col. 1:	Percent Complete	▼
Col. 2:	Section	▼
Col. 3:	School	▼
Col. 4:	Enrollment Start Date	▼
Col. 5:	Enrollment End Date	▼
Col. 6:	Grade Actual (Value)	▼
Col. 7:	Grade Overall (Value)	▼
Col. 8:	Progress Increase last 7 Days	▼
Col. 9:	Days since last teacher contact	▼
Col. 10:	Last Activity	▼
Col. 11:	Weeks	▼
Col. 12:	Completed weeks	▼
Col. 13:	Target Weekly Progress	▼
Col. 14:	Select...	▼
Col. 15:	Select...	▼
Col. 16:	Select...	▼
Col. 17:	Select...	▼

Survey of PARK CITY

Common Data Points Explained

Select	Edit	Student	Percent Complete	Section	School	Start	End	Grade Actual Value	Grade Overall Value	Progress Increase last 7 Days	Last Contact	Last Activity	Weeks	Completed Weeks	Target Weekly Progress %
<input type="checkbox"/>		[Redacted]	97.79%	Psychology A [137356]	FRANKLINVILLE TEN BROECK ACADEMY (VSS)	09/11/2014	02/13/2015	72.97	72.97	20.87%	11	4	22	22	0%
<input type="checkbox"/>		[Redacted]	97.4%	Survey of World History A [97057]	PARK CITY INDEPENDENT	04/04/2014	02/06/2015	89.45	91.84	3.48%	5	3	44	45	0%
<input type="checkbox"/>		[Redacted]	97.3%	FL-2109010-M/J World History A [150733]	MADISON COUNTY VIRTUAL SCHOOL (IS)	08/20/2014	04/03/2015	54.63	54.63	1.8%	8	4	32	25	0.39%

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 **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"/>		Spratt, Jack	Audio Engineering - EL5716 [44412]	LMS TRAINING (VSS)	07/07/2015	06/30/2015	-100%	<input type="text" value="0"/>	<input type="text" value="0"/>				32
<input checked="" type="checkbox"/>		Sparrow, Jack	Biology - SC3209 A [65902]	LMS TRAINING (VSS)	08/27/2015	12/31/2015	0%	<input type="text" value="0"/>	<input type="text" value="0"/>				2


Modify Status:

Start Date: End Date:

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.

Contact History

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



User: [Settings](#) | [Sign out](#)

[MyDashboard](#) | [Students](#) | [Enrollments](#) | [Teachers](#) | **[Mentors](#)** | [Messages](#)

[Print page](#) | [Export Results to Excel](#)

Main Information
[Main Page](#)
[Edit Information](#)
[Dashboard](#)

Academic
[Current Enrollments](#)

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[Contact History](#)

There are 10 students tied to this mentor:

Student	Affiliation	Enrollments	LastActivity	LastContact
Bon Jovi, John	LMS TRAINING (VSS)	6		
Bunny, Bugs	LMS TRAINING (VSS)	1		
davidstudenttest, davidstudenttest	LMS TRAINING (VSS)	0		
dttrainstudent, dttrainstudent	LMS TRAINING (VSS)	0		
Frederick, Fred	LMS TRAINING (VSS)	0		10/17/2013 7:46:44 AM
GeniusTestNCAA, GeniusTestNCAA	LMS TRAINING (VSS)	0		
Smith, Bob	LMS TRAINING (VSS)	0		
Sparrow, Jack	LMS TRAINING (VSS)	0		
Student, Trish	LMS TRAINING (VSS)	3	8/14/2014 1:15:41 PM	
Test820, Test	LMS TRAINING (VSS)	0		

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Sections Module

The Sections Module tracks all data related to sections. This module 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 Partnership Advisor.

Top-Level Functionalities

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

FIND SECTION

This page allows users to find a section by keying a few letters of the section name. The SIS 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
Algebra 1 sec 1	1	100	1	0.5	3	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
Algebra 1 sec 2	14	30	8	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
Algebra 1 sec 3	52	30	0	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
Algebra 1 sec 4	90	35	1	0.5	8	TBD, TBD	ACTIVE	NYVA	Summer 2009	
Algebra 1 sec 5	91	35	0	0.5	1	Mendel, Gregor	ACTIVE	NYVA	Summer 2009	
Algebra 2 sec 1	53	30	0	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
Algebra 2 sec 2	15	30	4	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
Algebra 2 sec 3	3	200	2	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
American Literature sec 1	54	30	0	0.5	20	Dickinson, Emily	ACTIVE	NYVA	Summer 2009	
American Literature sec 1	16	30	4	0.5	20	Dickinson, Emily	ACTIVE	NYVA	Summer 2009	
Anthropology sec 1	17	30	4	0.5	20	DaVinci, Leonardo	ACTIVE	NYVA	Summer 2009	
Anthropology sec 1	55	30	0	0.5	20	DaVinci, Leonardo	ACTIVE	NYVA	Summer 2009	
AP Biology sec 1	56	30	0	0.5	20	Mendel, Gregor	ACTIVE	NYVA	Summer 2009	
AP Biology sec 1	18	30	4	0.5	20	Mendel, Gregor	ACTIVE	NYVA	Summer 2009	
AP Calculus sec 1	19	30	3	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
AP Calculus sec 1	57	30	0	0.5	20	Kepler, Johannes	ACTIVE	NYVA	Summer 2009	
AP English Language sec 1	58	30	0	0.5	20	Dickinson, Emily	ACTIVE	NYVA	Summer 2009	
AP English Language sec 1	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 SIS will display a list of all sections matching the specified search criteria.

Search criteria:

Department: <input type="text" value="Select..."/>	School: <input type="text" value="Select..."/>
Course: <input type="text" value="Please first select the school or the department"/>	District: <input type="text" value="Select..."/>
Term: <input type="text" value="Select..."/>	Status: <input type="text" value="ACTIVE"/>
Semester: <input type="text" value="Select..."/>	Current Enrollments: <input type="text" value="Select..."/>
Catalog: <input type="text" value="Select..."/>	Master Build: <input type="text" value=""/>
Teacher: <input type="text" value="Select..."/>	School Build: <input type="text" value=""/>
Genius ID: <input type="text" value=""/>	Teacher Certification Requirement: <input type="text" value="Select..."/>

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.

The screenshot displays the 'Section Main Page' with two collapsible panels. The 'Basic Information' panel is expanded, showing details for Section ID 14, Name: Algebra 1 sec 2, Cap: 30, Credits: 0.5, Status: ACTIVE, LMS ID: 276220, and Notes. The 'Enrollments' panel is also expanded, showing a table of 8 enrollments. The table has columns for Student, Affiliation, Start, End, Grade, and Assignments.

Student	Affiliation	Start	End	Grade	Assignments
Brown, Elizabeth	Japan-American School	06/01/2009	10/19/2009	94	2 of 40
Brown, William	NY School of Music	06/08/2009	10/26/2009	85	2 of 40
Davis, David	NY School of Music	06/01/2009	10/19/2009	65.5	16 of 40
Harrison, George	Japan-American School	06/01/2009	10/18/2009		
Jackson, Michael	NY School of Music	06/01/2009	10/19/2009	86.5	14 of 40

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 inactive, it can be changed on this page.

VIEW CALENDAR

The SIS 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.

Search criteria:

Period: **Last 6 months** Status: **NOT_ACTIVE**

Get Data

There are 2 enrollments matching your criteria:

Search:

Student	Affiliation	Start	End	Exit	Status	Grade	Assignments	Teacher	School	Semester
Williams, Linda	Einstein Chess School	06/01/2009	10/19/2009	06/17/2009	COMPLETED	89	7 of 40	Kepler, Johannes	NYVA	Summer 2009
Brown, William	NY School of Music	06/01/2009	10/19/2009	07/08/2009	DROPPED	85	2 of 0	Kepler, Johannes	NYVA	Summer 2009

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.
- All course enrollments with a grade above 70% and greater than 10% behind pace.
- All course enrollments with a Tier 1 attendance alert and less than 180 minutes of attendance in the past seven days.

Search criteria:

Period: **Last 6 months** Status: **NOT_ACTIVE**

Get Data

There are 2 enrollments matching your criteria:

Search:


Student	Affiliation	Start	End	Exit	Status	Grade	Assignments	Teacher	School	Semester
Williams, Linda	Einstein Chess School	06/01/2009	10/19/2009	06/17/2009	COMPLETED	89	7 of 40	Kepler, Johannes	NYVA	Summer 2009
Brown, William	NY School of Music	06/01/2009	10/19/2009	07/08/2009	DROPPED	85	2 of 0	Kepler, Johannes	NYVA	Summer 2009

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.

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

Thirteen 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.



STATISTICS

Here you can see an overview of Teacher and Course statistics for current enrollments.

Teachers by Pace

Teacher	Students Behind
Kepler, Johannes	44%
TBD, TBD	40%
Friedman, Milton	38%
Nin, Anais	36%
Horatius, Quintus	33%
Dickinson, Emily	33%
Picasso, Pablo	33%
Poe, Edgar	31%
Nobel, Alfred	27%
Mendel, Gregor	25%
Freud, Sigmund	25%
DaVinci, Leonardo	25%
Ptolemy, Claudius	7%

Teachers by Grades







Teacher	Median	Deviation
Picasso, Pablo	90.5	15.51
Horatius, Quintus	88	9.71
Ptolemy, Claudius	86.5	13.41
Poe, Edgar	85.5	11.12
Freud, Sigmund	84	11.14
Nobel, Alfred	83	11.22
Nin, Anais	82.5	11.32
Mendel, Gregor	81.5	9.71
TBD, TBD	81.5	11.88
Friedman, Milton	81.25	9.5
Dickinson, Emily	79	11.21
DaVinci, Leonardo	77.5	11.72
Kepler, Johannes	76.5	10.43

Courses by Pace

Course	Students Behind
AP Microeconomics	75%
AP English Language	66%
French 1	66%
Orientation	66%

Courses by Grades

Course	Median	Deviation
Physics	91	13.46
Painting	90.5	15.51
Orientation	90	8.52
World History	89.75	10.55

Search: <input type="text"/>															
Select	Edit	Student	Percent Complete	Section	School	Start	End	Grade Actual Value	Grade Overall Value	Progress Increase last 7 Days	Last Contact	Last Activity	Weeks	Completed Weeks	Target Weekly Progress %
<input type="checkbox"/>			97.79%	Psychology A [137356]	FRANKLINVILLE TEN BROECK ACADEMY (VSS)	09/11/2014	02/13/2015	72.97	72.97	20.87%	11	4	22	22	0%
<input type="checkbox"/>			97.4%	Survey of World History A [97057]	PARK CITY INDEPENDENT	04/04/2014	02/06/2015	89.45	91.84	3.48%	5	3	44	45	0%
<input type="checkbox"/>			97.3%	FL-2109010-M/J World History A [150733]	MADISON COUNTY VIRTUAL SCHOOL (IS)	08/20/2014	04/03/2015	54.63	54.63	1.8%	8	4	32	25	0.39%

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 Partnership Advisor.

Reports Module

The Reports Module allows users to run reports using data available in the SIS 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.

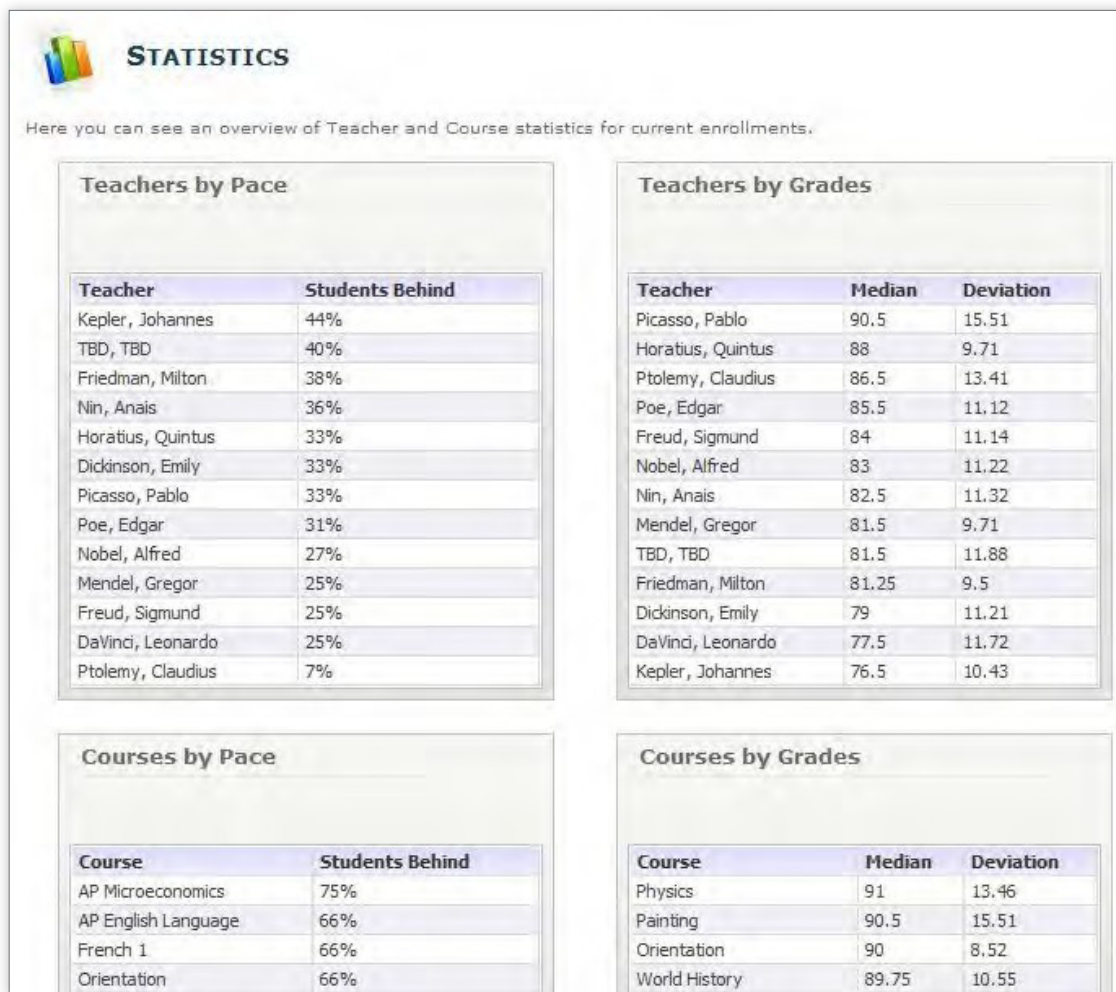
Even though users can create and run customized reports, the following basic reports are available in the Reports Module by default:

Statistics

This report provides statistics about courses and teachers.

For each teacher, the SIS will display the percentage of students behind pace. For instance, if a teacher is currently teaching fifty students, and out of the fifty students, ten are behind pace, the percentage of students behind pace for that teacher will be 20%. All students that are behind pace by one week or more will be counted. The SIS will also display, for each teacher, the median grade and standard deviation. This is useful for determining how the teacher is performing overall. If numbers are too high or too low, further analysis may be necessary.

The SIS will display similar statistics for courses (i.e., the percentage of students behind pace in a course, and the median grade/standard deviation of a course). The following figure shows a sample Statistics screen.



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 SIS 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 SIS 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 SIS 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 SIS will display how many communications were logged, grouped by communication type.

Communication 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 following figure shows a sample Communication List.

Search criteria:

Category:

Containing Text:

User:

Period:

Affiliation:

School:

Get Data

There are 3 notes matching your criteria:

Search:

ID	User	Date	Category	Subject	Student	Contents
101	Martin, George	7/13/2009 10:28:59 AM	Automatic Contact	Drop Request	Lennon, John	Requested drop for section Latin 2
103	Martin, George	7/29/2009 10:41:05 AM	Automatic Contact	Drop Request	Lennon, John	Requested drop for section Latin 2
104	Martin, George	7/30/2009 2:51:43 PM	Automatic Contact	Drop Request	Lennon, John	Requested drop for section Pre-calculus

Teacher Activity

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

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

There are 17 users with activities in the selected period:

User	ID	Minutes
Chagall, Marc	40	0
Collete, Thomas	41	0
DaVinci, Leonardo	23	0
Dickinson, Emily	26	0
Freud, Sigmund	29	0
Friedman, Milton	31	0
Horatius, Quintus	28	0
Kepler, Johannes	43	72

Student Activity

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.

Contact History

The SIS 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. This will make the report available on the Run Report page, described later in this document.

Step 1: Select the fields you would like to export

Affiliation
BillSetIndex
City
CountryOfBirth
CountryOfCitizenship
Dwelling
EconomicDisadvantage
ELL
Email

>>
<<

Country
DOB
FirstName
Gender
GradeLevel

Step 2: Select the filtering criteria (Optional)

ZIP
AND GradeLevel
AND Select...
AND Select...
AND Select...

Contains
Less than
Select...
Select...
Select...

33
8

Step 3: Get Data

Get Data

Step 4: Save as a report (Optional)

Report Name:

Description:

Save

There are 5 records matching your criteria:

Country	DOB	FirstName	Gender	GradeLevel
US	1/10/1990 12:00:00 AM	James	Male	6
US	10/31/1990 12:00:00 AM	George	Male	6
US	1/1/2001 12:00:00 AM	Michael	Male	7
US	10/31/1990 12:00:00 AM	David	Male	7
US	10/31/1990 12:00:00 AM	Paul	Male	7

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:

I 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.

I 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.”

I 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.

I 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. This will make the report available on the Run Report page, described in the following section.

Run Report

This page allows users to run previously saved reports by selecting them from the dropdown menu and clicking the **Run Report** button. Once a report is selected, a report description will be shown in addition to the actual query used in that report. Users cannot modify an existing report.

Schools Module

The schools module is where administrators can view student progress and performance information by school. The functionality is very similar to other modules of the SIS.

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

Edgenuity

User: Sales Demo | Settings | Sign out

Find a student...

MyDashboard Admission Students Enrollments Teachers Mentors Sections Reports Schools Messages

Print page Export Results to Excel

Active Schools

There is 1 active affiliations in the system:

Search:

Affiliation	ID	ContactName	ContactEmail	Status	City	State	ZIP	Institution Type	ProgramType	Services	PTFTStatus	Learning Environment	District	Students	Users
LMS TRAINING (VSS)	183	Fran Dewalt	fdewalt@education2020.com	ACTIVE		WY		District Traditional	Mix	Full Teaching Services	Mix	Mix	SIS TRAINING DISTRICT (VSS)	67	66

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Genius SIS

Teachers	Sections	Enrollments	AffiliationType	ImplementationType	CRS	Teacher Certification Requirement	LMSID
21	361	51	District Traditional	Mix	Fran DeWalt	Any State Cert	18659

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:

Edgenuity

User: Sales Demo | Settings | Sign out

Find a student...

MyDashboard Admission Students Enrollments Teachers Mentors Sections Reports Schools Messages

Print page Export Results to Excel

LMS TRAINING (VSS)

Main Information

- Main Page
- Dashboard
- View Calendar
- Templates

Historic Data

- Enrollment History

Academic

- Students
- Current Enrollments
- Student Activity

Basic Information

Affiliation ID: 183
Contact Name: Fran Dewalt
Contact Email: fdewalt@education2020.com
Street:
State: WY
ZIP:
LMSID: 18659
Notes: 18659

Name: LMS TRAINING (VSS)
Contact Phone:
Status: ACTIVE
City:
Country: -1
CRS: DeWalt, Fran

Users

This affiliation is currently associated with 66 user(s):

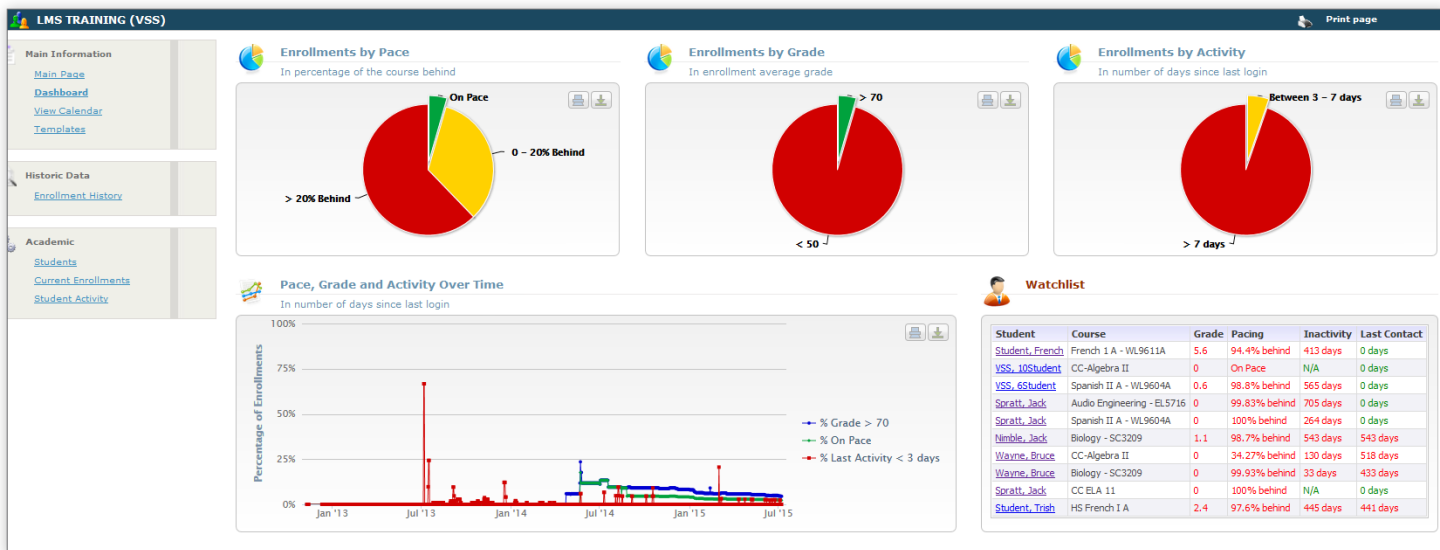
Name	Role	Login	Last Login
Train9, VSS	MENTOR - VIEW ONLY	vsstrain9	
Train8, VSS	MENTOR - VIEW ONLY	vsstrain8	
Train7, VSS	MENTOR - VIEW ONLY	vsstrain7	
Train6, VSS	MENTOR - VIEW ONLY	vsstrain6	
Train5, VSS	MENTOR - VIEW ONLY	vsstrain5	
Train4, VSS	MENTOR - VIEW ONLY	vsstrain4	
Train3, VSS	MENTOR - VIEW ONLY	vsstrain3	
Train20, VSS	Academic Associate - Editing II	vsstrain20	
Train2, VSS	MENTOR - VIEW ONLY	vsstrain2	
Train19, VSS	MENTOR - VIEW ONLY	vsstrain19	
Train18, VSS	MENTOR - VIEW ONLY	vsstrain18	
Train17, VSS	MENTOR - VIEW ONLY	vsstrain17	
Train16, VSS	MENTOR - VIEW ONLY	vsstrain16	
Train15, VSS	MENTOR - VIEW ONLY	vsstrain15	
Train14, VSS	MENTOR - VIEW ONLY	vsstrain14	
Train13, VSS	MENTOR - VIEW ONLY	vsstrain13	
Train12, VSS	MENTOR - VIEW ONLY	vsstrain12	
Train11, VSS	MENTOR - VIEW ONLY	vsstrain11	
Train10, VSS	MENTOR - VIEW ONLY	vsstrain10	

Main Page

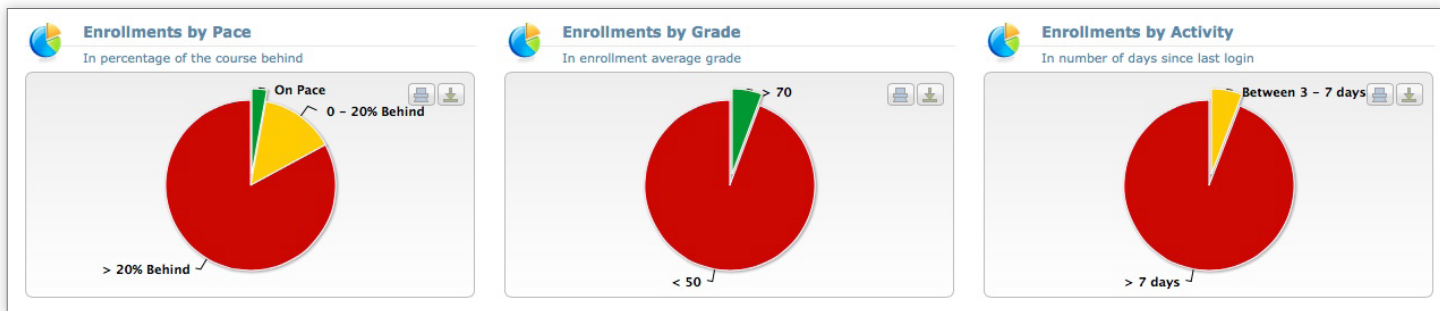
The Main Page provides basic information regarding your account as well as the current users. The left side navigation pane includes links that provide more detailed information regarding your account. Let's explore each of the links.

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 SIS 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 section.

Templates

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.

To create a new template click **Templates**, then click **Add Template**.

View	ID	Name	Description	Subject	Body	Type	From Email
	228	AUTO_NEW_STUDENT_CREATED	LMS Training School Welcome	LMS Training School Welcome	<p class="MsoNormal"><table class="MsoNormalTable" style="width: 896px; background-color: rgb(255, 255, 255); border="0" cellpadding="0" cellspacing="0" width="100%"><tr><td style="padding: 0in; valign="top"><p class="MsoNormal" style="text-align: center; align="center"><p> </p></td align="center"><table class="MsoNormalTable" style="width: 8.29in; background-color: white; background-position: initial initial; background-repeat: initial initial; border="0" cellpadding="0" cellspacing="0" width="600"><tr><td style="width: 300pt; padding:		

Select the type of e-mail you want to create. Auto templates are sent to students when predefined actions take place, such as auto-enrolling course requests. Enrollment templates will be available to send to students using the e-mail function on the Enrollments tab. Student templates will be available to be sent to students using the bulk actions and bulk e-mail feature on the Student tab.

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.

type: **AUTO**

name: **Select...**

action: **Select...**

- test
- AUTO_APPLICATION_ACCEPTED
- AUTO_NEW_STUDENT_CREATED
- AUTO_NEW_GUARDIAN_CREATED
- AUTO_NEW_PUBLIC_COURSE_REQUEST
- AUTO_COURSE_REQUEST_APPROVED
- AUTO_NEW_COURSE_ACTIVATED
- test
- AUTO_NEW_STUDENT_CREATED_APPLICATION
- AUTO_APPLICATION_COMPLETED
- AUTO_APPLICATION_SUBMITTED

Template Details

Type: **ENROLLMENTS**

Name: **Select...**

Description: **ENROLLMENTS**, **STUDENTS**

Subject:

Body:

Paragraph Font Size Color B I U abe

Select variable...


Design HTML

Save Delete Close

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 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 [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:

☒ Show activity in the last
1 Week

☐ Show activity between the following dates:
 and

Get Data

There are 25 students with activities in the selected period:

Student	Algebra II A	Algebra I - MA2003	Total
Total	2 (50%)	2 (50%)	4 (100%)
2014 Test, 2014 Test1 [24715]	0	2	2
VSS, 10Student [11232]	0	0	0
VSS, 12Student [11232]	0	0	0

Students

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.

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.

Search criteria:

Days since last login: days
 Attendance (last 7 days): minutes
 Pacing:
 Mastery Alert:
 Pacing Alert:
 Attendance alert:

Grade Overall: %
 Grade Actual: %
 Days since last Teacher Communication: days
 Days since last student communication: days
 Days since: days
 Progress increase last 7 days: %
 Percent complete: %

Get Data

There are 58 active enrollments for this affiliation:

Select	Edit	Student	Attendance Alert	Section	School	Start	End	Pacing	Grade Overall Graph	Last Contact	Last Activity	Total Communications	Last Contact1
<input type="checkbox"/>		Nimble, Jack	Tier 1	Biology - SC3209 A [65902]	LMS TRAINING (VSS)	05/19/2014	09/01/2014	-98.7%	<div><div></div></div> 85	543	543	7	543
<input type="checkbox"/>		Student, French	-1	French 1 - WL9611 A [54430]	LMS TRAINING (VSS)	05/20/2014	09/01/2014	-94.4%	<div><div></div></div> 100	0	413	9	0
<input type="checkbox"/>		Student, Trish	-1	Biology - SC3209 A [65902]	LMS TRAINING (VSS)	05/20/2014	09/01/2014	-6.73%	<div><div></div></div> 86.67	441	327	1	441

Customize columns

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

There are 27 active enrollments for this teacher:

☐ Check All

Search:

Select	Edit	Student	Percent Complete	Section	School	Start	End	Grade Actual Value	Grade Overall Value	Progress Increase last 7 Days	Last Contact	Last Activity	Weeks	Completed Weeks	Target Weekly Progress %
--------	------	---------	------------------	---------	--------	-------	-----	--------------------	---------------------	-------------------------------	--------------	---------------	-------	-----------------	--------------------------

Customize Columns

Col. 1:

Col. 2:

Col. 3:

Col. 4:

Col. 5:

Col. 6:

Col. 7:

Col. 8:

Col. 9:

Col. 10:

Col. 11:

Col. 12:

Col. 13:

Col. 14:

Col. 15:

Col. 16:

Col. 17:

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

Thirteen 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.

Select	Edit	Student	Percent Complete	Section	School	Start	End	Grade Actual Value	Grade Overall Value	Progress Increase last 7 Days	Last Contact	Last Activity	Weeks	Completed Weeks	Target Weekly Progress %
<input type="checkbox"/>		[REDACTED]	97.79%	Psychology A [137356]	FRANKLINVILLE TEN BROECK ACADEMY (VSS)	09/11/2014	02/13/2015	72.97	72.97	20.87%	11	4	22	22	0%
<input type="checkbox"/>		[REDACTED]	97.4%	Survey of World History A [97057]	PARK CITY INDEPENDENT	04/04/2014	02/06/2015	89.45	91.84	3.48%	5	3	44	45	0%
<input type="checkbox"/>		[REDACTED]	97.3%	FL-2109010-M/J World History A [150733]	MADISON COUNTY VIRTUAL SCHOOL (IS)	08/20/2014	04/03/2015	54.63	54.63	1.8%	8	4	32	25	0.39%

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.

Search criteria:

☒ Show activity in the last
1 Week

☐ Show activity between the following dates:
 and

[Get Data](#)

There are 25 students with activities in the selected period:

Student	Algebra II A	Algebra I - MA2003	Total
Total	2 (50%)	2 (50%)	4 (100%)
2014 Test, 2014 Test1 [24715]	0	2	2
VSS, 10Student [11232]	0	0	0
VSS, 12Student [11235]	0	0	0

Messages

The Messages tab gives users access to the internal messaging system provided through the SIS. 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.

Edgenuity User: Demo Mentor | [Settings](#) | [Sign out](#)

Find a student...

MyDashboard Admission Students Enrollments Teachers Mentors Schools **Messages**

[Print page](#) [Export Results to Excel](#)

[Compose](#) [Reload List](#)

Inbox

Sent

Search:

From	Sent	Subject	Contents	Read On
Test, Helen	03/16/2015 01:45 PM	test	test...	

Showing 1 to 1 of 1 entries

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[Genius SIS](#)

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.

Search: <input type="text"/>				
From	Sent	Subject	Contents	Read On
Admin1, NCVS	08/19/2014 07:26 AM	Your course is now available	Dear Jack Spratt,The course you re...	10/16/2014 05:34 AM
Demo, Sales	09/16/2014 12:17 PM	Your course is now available	Dear Jack Spratt,The course you re...	09/24/2014 08:43 AM
Staff, Edgenuity	07/01/2014 02:25 PM	Upcoming Holiday Closure: Independence Day		07/30/2014 04:08 PM
Bertola, Lance	05/29/2014 09:32 AM	Your request has been approved	The following course request has been approved by Lance Ber...	07/30/2014 04:08 PM
Demo, Sales	05/28/2014 10:49 AM		Hi Jack Spratt,I wanted to reach out to you...	07/11/2014 01:13 PM
Bertola, Lance	05/29/2014 09:32 AM	Your request has been approved	The following course request has been approved by Lance Ber...	06/05/2014 12:40 PM

Send E-mail

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

Message





To:

Spratt, Jack [11352] x

☒ Send a copy to recipients' emails













Subject:






Pacing Warning

B *I* U ABC    

Styles

Paragraph

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 SIS 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.



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