

Virtual Courses

Supervising Mentor and Mentor Reference Handbook

Los Angeles Unified School District, 2016-2017



STUDENT AND MENTOR LOGIN PAGE:

Edgenuity.com/sis-login

EDGENUITY CUSTOMER SUPPORT

877-202-0338 option 3

FOR NEWS AND UPDATES ABOUT EDGENUITY IN LAUSD PLEASE VISIT:

<http://bit.ly/onlinecourseoverview>

IMPORTANT

To access courses in the LAUSD Virtual Program students and staff must use their LAUSD email - usernames and passwords are unique to each user

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Questions about Edgenuity

Contact your LD's Instructional Technology Specialist (ITS)

LD Central	Beth Billett, <ebillett@lausd.net>;
LD East	David Billett <dbillett@lausd.net>
LD Northeast	Jerry Song, <jerry.song@lausd.net>
LD Northwest	Nilsson Ramirez <nilsson.ramirez@lausd.net>
LD South	Rodolfo Rizo <rudy.rizo@lausd.net>
LD West	Kevin Clanin, <kjc3313@lausd.net>

LAUSD Program Guide

LAUSD Virtual Program Summary

Through LAUSD's Virtual Program students will take courses with an online instructor provided by Edgenuity. Each school site must provide an onsite staff member to serve as a mentor to students and to coordinate support efforts with the Edgenuity teacher. Some online courses require materials/equipment to be purchased by the school site. **This Virtual model is approved by the NCAA (does not include prescriptive courses).** Online learning transfers much of the responsibility of learning to the student. As such, students will need self-motivation, time-management, and strong communication skills in order to be successful.

When using the Virtual program for alternative education or credit-deficient students, evaluating which students are more independent and organized can make a huge difference in your school's success. Requiring students to attend an orientation meeting or get a sign-off from a guidance counselor is a must to help ensure that students who are enrolling take their choice seriously.

Edgenuity Instruction Model

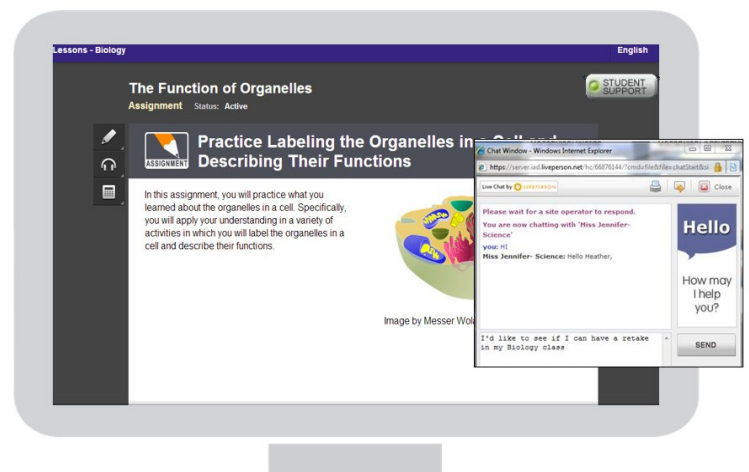
For all students participating in LAUSD's Virtual Program, Edgenuity will provide a Highly Qualified teacher who meets CA state certification requirements for the area he/she teaches. **In addition, students enrolled in core courses will have access to on demand tutoring by Edgenuity Concept Coaches.**

Edgenuity teachers will:

- Monitor course activity & attendance and communicate with students, parents, and onsite mentors regarding any issues
- Provide remediation & enrichment to students
- Grade activities & give feedback
- Offer ongoing progress updates to students, families & mentors
- Intervene when students miss course milestones
- Coordinate & communicate with onsite mentors on a regular basis
- To help students who need immediate assistance in core courses Edgenuity also offers access to on demand tutors called Concept Coaches.

Edgenuity Concept Coaches will:

- Provide On-demand tutoring support
- Deliver coaching through Live chat & interactive whiteboard
- Be available Monday - Saturday 4 a.m. - 8 p.m. Pacific time.



What will the Edgenuity Teachers communicate to LAUSD Mentors?

Contact information and virtual office hours and the web link will be received in the first email sent to students and mentors. Teachers will also communicate regarding:

- Student improvement and outstanding work
- Course attendance issues
- Course pacing issues
- Course progress concerns
- Academic integrity concerns
- Academic intervention plans for students with challenges
- Other items that may be helpful for mentors to know (e.g. challenges at home, unexpected travel, etc.)

Edgenuity's Intervention Process

Edgenuity's intervention process provides students and caring adults with gradually escalating communications and work strategies across three main areas: attendance, mastery and pacing. With each Tier, the teacher communications network expands and the strategies used change. Some typical communication paths and strategies are:

- Email student and guardian outlining concern. Provide tools and options for improving performance. Examples include:
 - Invite to the teacher's live session office hours, request a phone meeting
 - Provide information on support tools such as concept coaches, enotes, Close Reader, and attendance log.
 - Also provide the student with the suggested daily time to spend working on their course.
- Call student and guardian to outline concern. Provide tools and options for improving performance. Examples include:
 - Invite to the teacher's live session office hours, request a phone meeting
 - Provide information on support tools such as concept coaches, enotes, Close Reader, and attendance log.
 - Also provide the student with the suggested daily time to spend working on their course.
- Email student, guardian, and mentor outlining concern and prior intervention steps taken. Reiterate performance concerns and steps to take to correct performance.
- Contact school mentor directly by phone or email to discuss student performance and plan intervention.

THE TRIGGERS FOR THE DIFFERENT INTERVENTION TIERS ARE:

- **Attendance Intervention Tiers**
 - Tier 1: 3 days since student start date and no logins
 - Tier 2: 5 days since student start date and no logins
 - Tier 3: 10 days since student start date and no logins
 - **Recommended Drop: 14 days since student start date and no logins or communications regarding special circumstances**
 - *Teacher emails to indicate communications with student will resume when they are able to start working in the course. The student is not officially dropped until the supervising mentor or Instructional Technology Specialist authorizes the action.*
- **Mastery Intervention Tiers**
 - Tier 1: >10% complete, Overall Grade below 70%
 - Tier 2: >15% complete Overall Grade below 70% and the Tier 1 intervention already took place

- Tier 3: >20% complete Overall Grade below 70% and the Tier 2 intervention already took place
- Tier 4: >25% complete Overall Grade below 70% and the Tier 3 intervention already took place
- *De-escalation: If a student raises their grade to 70% or higher and maintains their good grade for two weeks, teacher may remove the tier alert.*
- **Pacing Intervention Tiers**
 - Tier 1: More than 10% behind
 - Tier 2: More than 15% behind and the pacing Tier 1 intervention already took place
 - Tier 3: More than 20% behind and the pacing Tier 2 intervention already took place
 - Tier 3 Follow-up: More than 25% behind pace and the pacing Improvement plan is in place
 - *De-escalation: If a student gets back on pace and maintains their good pacing for two weeks, teacher may remove the tier alert.*

IMPORTANT COURSE SETTING NOTES:

- Default mastery threshold for virtual courses has been set to 60% effective Dec 11, 2015 to align with the “D” or better LAUSD graduation requirement.
- Students who wish to use their Edgenuity course for A-G purposes must ensure course completion with a grade of “C” or better.
- Prescriptive courses: these courses allow a student to “test-out” of units that they can demonstrate mastery for (the system automatically allows the student to bypass if they score 70% or better, no action is needed from the teacher, other than selecting the “Prescriptive” version of the course when enrolling the student)
 - Special student populations (AB216): Students arriving with partial credit can be excluded from content they have previously covered. Only Edgenuity teachers have access to manually exclude activities in such scenarios for the Virtual course. Mentors should communicate these needs to Edgenuity teachers.
- Mentors are to use the OVERALL grade to report the final grade once a student has completed the course.
 - Students can receive a two week extension when needed. Mentors should communicate with Edgenuity teachers to extend courses when needed.

LAUSD Supervising Mentor and Mentor Responsibilities

Onsite school staff, known as Supervising Mentors and Mentors, is essential to student success in the Virtual Program. School staff should feel comfortable working closely with Edgenuity teachers via phone, email, or webinar to ensure student needs are being met. The responsibilities for Supervising Mentors and Mentors are:

SUPERVISING MENTOR RESPONSIBILITIES

- Attend training on the Edgenuity student information system (SIS) and instructional support model prior to or soon after enrolling students in the program.
- Ensure the school mentor(s) and other program facilitators participate in training—with particular attention on the Edgenuity student information system (SIS) and instructional support model.
- Identify and communicate clear academic goals and success metrics to students and mentors. See Student Expectation for details.
- Define actual consequences for students failing to meet attendance or pacing expectations. Suggested consequences may be:
 - Stage 1: Face to face conference between mentor and student to discuss performance and to create a Performance Action Plan

- Stage 2: Conference between AP, counselor, and student to discuss performance and reiterate Performance Action Plan
- Stage 3 Conference (phone or face to face) with parent and student to discuss reiterate Performance Action Plan. Get parent agreement on plan.
- Stage 4: Remove privileges until performance improves. Or student from online course.
- Assign at least one school mentor who is the on-site point of contact for Edgenuity’s virtual teachers, students, and parents/guardians.
 - Together, the mentor and virtual teacher will monitor progress, motivate students to complete course work, and address any questions or concerns.
 - The onsite mentor should meet via phone or webinar bi-weekly to discuss student performance.
- Provide defined expectations that have been shared with, and agreed to by, students and families, including policies around attendance and daily work expectations.
- Monitor on-site performance and ensure that students are receiving adequate support from the school mentor(s). Contact Edgenuity should there be any individual changes that affect student participation in the program.
- Act quickly when prompted by Edgenuity’s teachers or staff that student attendance or performance has decreased or stopped in order to help diagnose and remediate the problem.

SCHOOL MENTOR RESPONSIBILITIES

- Attend training on the Edgenuity student information system (SIS) and instructional support model prior to or soon after enrolling students in the program.
- Provide an orientation for all new students which cover the Edgenuity system, instructional model, school expectations and student resources.
- Clearly articulate policies up front so that students and families are aware of expectations for success from the onset. See Student Expectations Section for examples.
- Ensure students have access to all necessary technology and resources, including tablets, laptops, Internet, headphones, required software for career and technical education courses, and Advanced Placement® textbooks as needed.
- Ensure students are checking their LAUSD mymail account and SIS messages and are responding to teacher messages regularly.
- Serve as an on-site point of coordination for Edgenuity’s virtual teachers, students, and families and address student or parent/guardian questions and concerns.
- Ensure student participation and motivate students to complete course work. Communicate any issues to virtual teachers and, if necessary, recommend program withdrawals to counselors and/or administrators.
- Provide a point of contact for students, mentors, counselors, and parents/guardians to support Edgenuity teachers as they implement the student intervention and escalation process for students placed on intervention performance tiers.
- Provide information on the school calendar and schedule, and other school events, such as testing or school event that would impact online progress and access to Edgenuity teachers.

- Alert the Edgenuity Instructional Services team via phone, e-mail, or in-person meeting regarding any special student circumstances which may impact academic progress.
- Manage the on-site lab setting according to school and district expectations.
- Facilitate the posting of grades on MISIS.
- **Scheduling in MISIS:**

Model	Scheduling Option	Program set-up	MISIS set-up
Virtual	Course takes place outside regular school day (before/after school, Saturday)	<p>Students progress through course is at their own pace, to be completed within 18 weeks.</p> <p>Students need to have regular access to a mentor. Mentor ensures student is making progress in course and is regularly connecting with virtual teacher.</p>	<p>When setting up a class in MiSiS: Go to Edit sections to Exclude Grades. You can input a grade when the student is finished with the class.</p> <p>(Mentor is responsible for getting final grade from virtual teacher and giving it to admin designee to be entered into student's transcript)</p>
Virtual	School sets up a lab for students to take a virtual course during the school day (ie- during period 3)	<p>Any credentialed teacher can host because the appropriate credentialed teacher is provided by Edgenuity. The role of this certificated person will be to act as a mentor. Mentor ensures students are making progress in course and regularly connects with virtual teacher.</p> <p>Students progress through course is at their own pace, to be completed within 18 weeks.</p>	<p>When setting up a class in MiSiS: Go to Edit sections to Exclude Grades. You can input a grade when the student is finished with the class. Attendance needs to be taken.</p>

WHAT SHOULD THE LAUSD MENTOR COMMUNICATE TO THE EDGENUITY TEACHER?

Communication between the onsite mentor & Edgenuity Teacher is imperative to student success.

The mentor should communicate the following issues and/ or concerns to the Edgenuity Teacher via phone or email at regular meetings or as they occur. Mentors should feel empowered to contact Edgenuity teachers at any time. Most importantly, mentors should communicate with Edgenuity teachers regarding:

- Attendance issues and concerns
- Progress issues and concerns
- Resource issues and concerns
- Teacher Feedback questions
- Final Exam Proctoring appointment
- Updates to start or end dates
- Any modifications needed due to IEP or ELL requirements
- Any important information regarding the student that may impact the student's ability to do work over the short or long-term

Student Expectations

Completing a virtual course may be a challenge for some students. Students may struggle and may need additional time to complete a course. Virtual courses have a hard end date of 18 weeks from the start date. Supervising mentors and mentors have the ability to drop or edit the start date within 2 weeks of the start date. Students can complete their course work outside of school, but all final exams must be taken in a proctored environment **with the LAUSD mentor**.

All students taking a virtual course should expect to:

- Spend 5-8 hours of studying per course, per week, with no less than 1 hour per day.
- Communicate with your virtual teacher on an ongoing basis.
- View your assignment calendar to determine what to work on
- Take notes. Review your notes before each assessment.
- Take ownership of their learning.
- Listen to lectures using your headphones
- Use the Concept Coaches often.
- Attend virtual study halls, office hours, and review sessions offered by your teacher.
- Recognize the difference between falling behind because you aren't putting in the effort and not understanding a concept.
- Ask for help whenever you need it.
- Maintain a positive, motivating learning environment.
- Celebrate your accomplishments.
- Students who wish to use their Edgenuity course for A-G purposes must ensure course completion with a grade of "C" or better.
- Students must receive a 60% or higher to receive credit for the course.

Mentors should consider and help develop the following skills in students working in the Virtual program:

- Time-management skills are necessary to handle the responsibility of self-pacing.
- Self-motivation skills are required to remain on track and engaged without constant guidance from a teacher.
- Self-reflection skills enable students to understand why they are falling behind. (Am I not spending enough time on the content, or do I not understand what is being taught?)
- Students must have the ability and willingness to learn independently since students may have little occasion to interact with peers.
- Strong reading and writing skills are needed to comprehend content, synthesize information, follow directions, and more.
- Students must recognize learning strategies that support success (note taking, self-questioning, etc.).
- Effective communication skills are necessary for communicating with teachers to ask questions, receive support, and stay on pace.
- Basic technical skills are required to navigate the course, web links, and additional content and learning tools.

Supervising Mentor and Mentor Training

Extensive training is available to all LAUSD staff through multiple sources. All LAUSD staff working with students in the virtual program must be trained prior to enrolling students. Supervising mentors are responsible for ensuring all school staff are trained. Edgenuity staff will also contact Supervising Mentors directly to arrange training.

There are several ways to receive training:

- Access the recorded, online training webinar by visiting <http://www.edgenuity.com/lausd-videos/> and watching the video(s) provided.
- Request an onsite training for a group of mentors by contacting your ITS to make arrangements
- Request a training webinar for a group of mentors by contacting your ITS to make arrangements
- Request an individual training via webinar or phone by contacting your ITS to make arrangements.
- Access Edgenuity's Virtual School Resource Center, accessed through the SIS, to view resources, how-to guides, and access a general training webinar.

Onsite Support from Edgenuity Teachers

On occasion Edgenuity teachers may visit LAUSD schools to coordinate with mentors, assist students, and provide additional training. These visits can be requested by the school, ITS, or Edgenuity teachers. To request an onsite visit from Edgenuity teachers contact your ITS to make arrangements. While onsite Edgenuity teachers will:

- Coordinate with Mentors
 - Share best practices for monitoring students using the SIS and in the lab
 - Strengthen student and mentor communication the Edgenuity Teacher.
 - Discuss special student circumstances and plan coordinated support
 - Discuss exam proctoring and timing of test opening
 - Provide feedback on lab and student resources related to Edgenuity systems
- Assist Students
 - Emphasize the importance of the LMS and the SIS orientation videos and help struggling or confused students access and watch these videos.
 - Demonstrate how and when to communicate with the teacher
 - Discuss how to ask for help from teacher and concept coaches
 - Discuss strategies for getting back on track
 - Share expectations for requesting and receiving resets, retakes, or access to assessments
 - Discuss progress updates and completion reports
 - With individual students demonstrate ESL Support Tools within Edgenuity Systems

LAUSD Virtual Program Models

STUDENTS WORKING IN VIRTUAL COMPUTER LABS

Students taking courses through LAUSD's Virtual program may meet in a school lab each day or several times a week. To help ensure students are successful, here are a number of tips:

- Understand what the goals of the program are and who will be participating.
- Communicate when students can access the lab to work on their courses: during a set period in their schedule or during study hall, at lunch, or before or after school.
- Confirm that computers have the right software and plug-ins.
- Post policies about grades, cheating, and student expectations in the lab.
- Staff your lab with a strong mentor or facilitator who will work with students and our virtual teachers.
- The mentor may need to share information with the virtual instructor about student absences, remind students to ask their teacher or the Concept Coaches for help, monitor students' progress and pacing, and more.
- Celebrate student success by announcing when students reach certain milestones or grades.
- Consider posting a leaderboard or some other way of charting progress in the lab.
- Hold students accountable for their progress, attendance, and learning.
- Respect your students and work together to overcome obstacles, but act quickly to move students into a more conducive learning environment if necessary.
- Observe labs periodically to ensure mentors are following your program's policies and procedures.

STUDENTS WORKING AT HOME

Consider the following ideas to keep students motivated for success when students are not working with direct school supervision:

- Confirm that students have a computer, internet access, and the right software and plug-ins right away.
- Identify who at the school will serve as the mentor, working with students and their families to answer questions, check in on progress, etc.
- Determine if the mentor will make home visits to provide additional instruction and motivation - or if students will meet with the mentor at school throughout the course.
- Host an orientation on-site where students and families can meet your program's mentor, learn the expectations for success, and agree to your policies and procedures.
- Make sure students have a clear understanding that if they aren't successful learning from home, they may have to return to a more traditional path of study.
- Be creative about ways to keep kids engaged in their courses and your program; send out a newsletter announcing accomplishments or celebrate successes with a party on-site.
- Hold students accountable for their progress, attendance, and learning. Requesting Student Enrollments

Single or Small Group Enrollments

To request enrollments for a single or small group of students use the Course Request page specific to your Local District Purchased licenses (see links below).

1. When a single or small group of students are being approved, and a mentor has been identified, you can send the 'Course Request' link to the requesting educator with a copy of the "New Virtual Course Enrollment CHEAT SHEET".
2. The educator will fill out the course request form and register the student. As part of registering the student they will select one of the ITS as their 'Counselor'.
3. Once a student has been registered and an ITS was selected as the 'Counselor', the ITS will receive an email notifying them of the course request. At this time the ITS will need to do two actions:
 - a. Action #1: Log into the SIS, go to the Enrollments tab > Public Course Requests and auto enroll or deny the requested course.
 - b. Action #2: Email admissions@edgenuity.com with the below information to get the Mentor associated to the student:
 - i. Local District
 - ii. Student Name & Date of Birth
 - iii. Mentor Name, Email and Phone Number

Once the Mentor has been created in the SIS and/or associated to the student you will receive a confirmation email back from admissions@edgenuity.com.

Course Request Links

LAUSD CENTRAL - LOCAL DISTRICT PURCHASED (IS) - ID: 1432

<http://e2020.geniussis.com/PublicStudentCourseRegistration.aspx?affid=1432>

LAUSD EAST - LOCAL DISTRICT PURCHASED (IS) - ID: 1433

<http://e2020.geniussis.com/PublicStudentCourseRegistration.aspx?affid=1433>

LAUSD NORTHEAST - LOCAL DISTRICT PURCHASED (IS) - ID: 1434

<http://e2020.geniussis.com/PublicStudentCourseRegistration.aspx?affid=1434>

LAUSD NORTHWEST - LOCAL DISTRICT PURCHASED (IS) - ID: 1435

<http://e2020.geniussis.com/PublicStudentCourseRegistration.aspx?affid=1435>

LAUSD SOUTH - LOCAL DISTRICT PURCHASED (IS) - ID: 1436

<http://e2020.geniussis.com/PublicStudentCourseRegistration.aspx?affid=1436>

LAUSD WEST - LOCAL DISTRICT PURCHASED (IS) - ID: 1437

<http://e2020.geniussis.com/PublicStudentCourseRegistration.aspx?affid=1437>

Large Group Enrollments

The second way to enroll students into their Virtual Courses, especially if the group enrolling is large, is to submit a file to the “Sterling File Gateway” to get it processed by Edgenuity’s Admission team.

1. Gather the necessary student information and course information and produce a spreadsheet that has all the data including the headers.
2. Once all of the student, course, mentor, etc. data is added to the spreadsheet rename the file and save it. Next, upload it in your Local District’s folder with a date (example: ‘LAUSD NE - Sunny SH- Virtual Enrollments - 2015 10 29’)
3. After you have done steps #1 and #2 send an email to admissions@edgenuity.com with the following information:
 - a. Local District
 - b. File name (example: ‘LAUSD NE - Sunny SH- Virtual Enrollments - 2015 10 29’)
 - c. Requested start and end date for students (please allow minimum of 2-3 days to process)
4. Once the spreadsheet has been processed admissions@edgenuity.com will email back the ITS confirming the student’s enrollments.

Virtual Program System Guide

Sign-in Procedures

Student and Mentor Login Page – www.edgenuity.com/sis-login

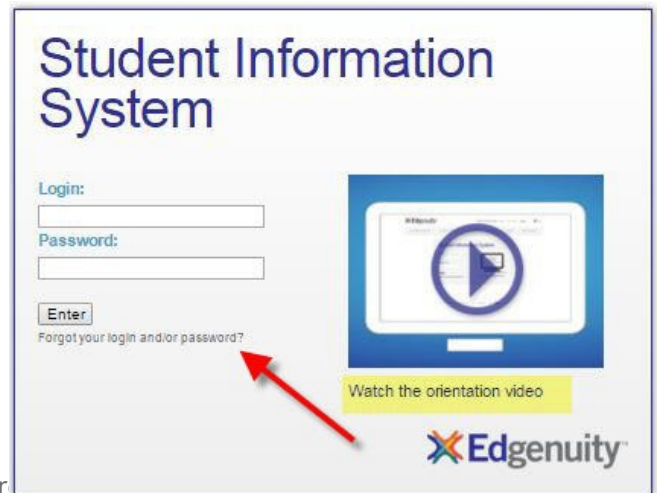
Once your account has been created, you will receive an email from an Edgenuity representative with your username and password.

Begin by logging in to the Edgenuity Student Information System (SIS). If you are unsure of your password - use the “Forgot your login and/or password?” link. **Students and LAUSD staff will not use their SSO to gain access to the virtual platform.**

UPDATE ACCOUNT INFORMATION

Once you login, 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, or click “Edit Account”.
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.



IMPORTANT

To access their virtual course all LAUSD students must access their LAUSD mymail email accounts to receive two very important “welcome” emails providing their Username and Password and the teacher’s introduction email. The second email your students will receive is coming directly from the Edgenuity teacher. The details in these emails are extremely important for your mentors to review with students. Emails will be sent to student’s LAUSD mymail account. In addition to viewing in their email, students can also view all messages in the virtual SIS platform. Mentors and Supervising Mentors can also view every message sent to the student in the student profile under “Communications” > “View Communications” (screenshot available on next page).

First Email

Hello, [STUDENT NAME]!

The course you requested is now available!

Please use the username and password listed below to log in to <http://www.edgenuity.com/SIS-Login> to access your course on the start date.

Username: [STUDENT EMAIL]@mymail.lausd.net1

Password: [UNIQUE PASSWORD]

Course: CA-Principles of American Democracy (Prescriptive)

Start date: ENSURE THESE DATES ARE CORRECT

End date: **Dates can be adjusted by contacting the Edgenuity teacher and your ITS within 2 weeks of the course start date.**

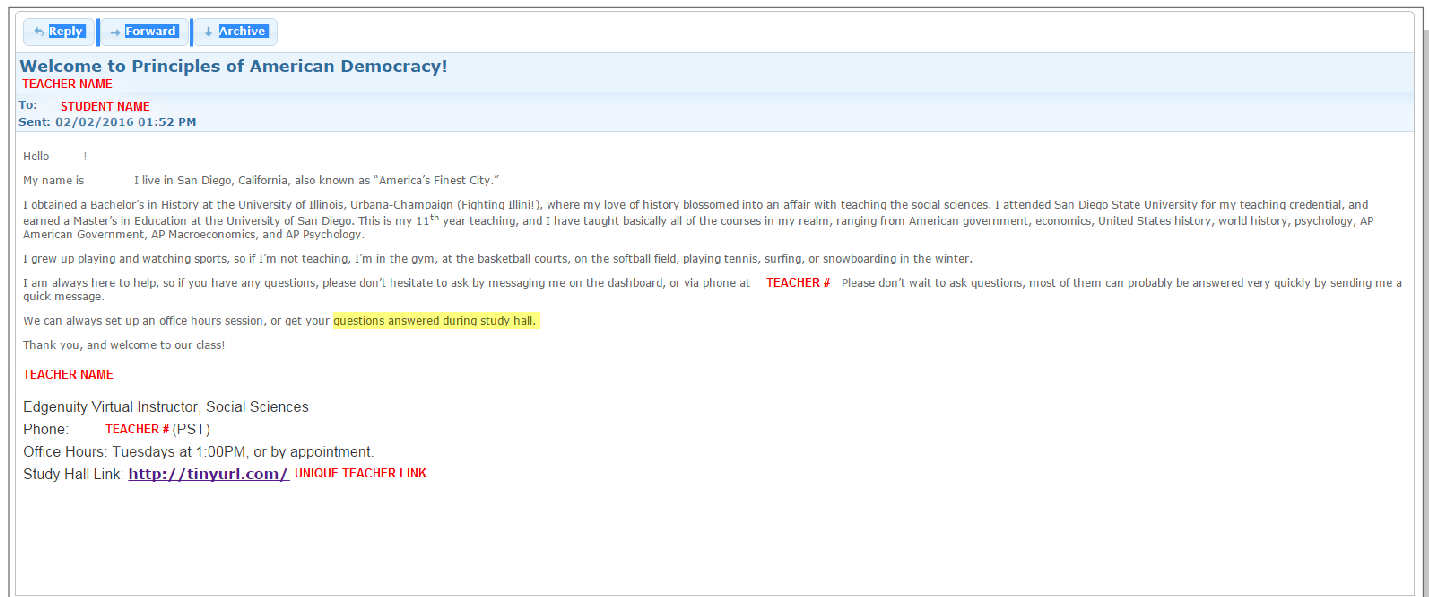
If you have any questions, then please don't hesitate to contact us by phone at 888.866.4989 or by e-mail at admissions@edgenuity.com.

Best of luck to you!

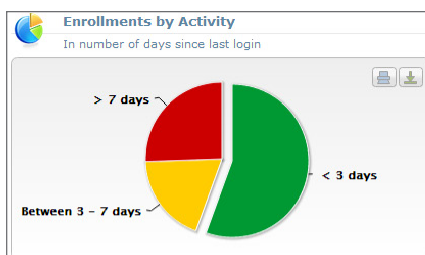
- The Edgenuity Team

Second Email

The email below contains very important information to ensure success for the student in their virtual course. The teacher has provided their phone number, email, office hours and study hall link.



Please advise your students to check their junk mail if the emails are not received. Mentors and Supervising Mentors can also access ALL emails sent to the student by selecting "View Communications" under the "Communications" header .



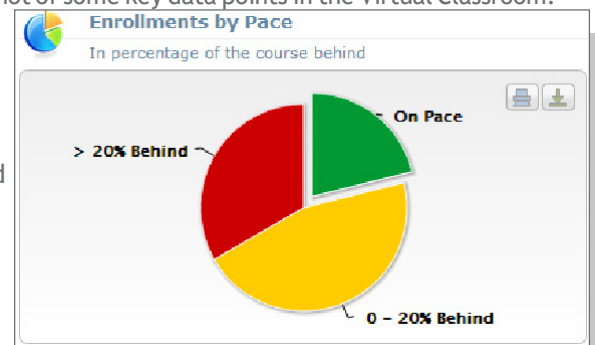
Alternatively mentors can always locate the student username and password from the student profile.

Supervising Mentor and Mentor Dashboard

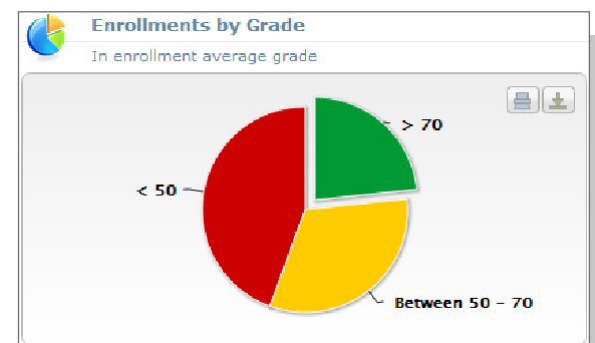
Your main page in the SIS is known as the Dashboard. The Dashboard contains all of the tools and features you will need as an administrator of your classroom or school district. It will also give you a snapshot of some key data points in the Virtual Classroom.

These data points include the following:

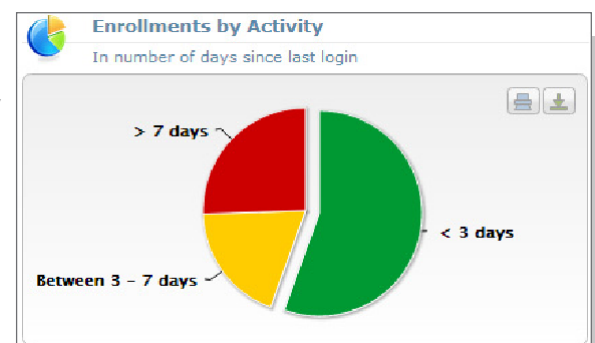
1. **Enrollments by Pace** - The pie chart shows the average amount, as a percentage of progress, that students are behind in their courses. In this pie chart we can see that, on average, students are between 0 and 20 percent behind in their courses.



2. **Enrollments by Grade** - 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 percent. Enrollments by Grade corresponds with “actual grade” and not “overall grade” and accounts for students’ pacing in the course.



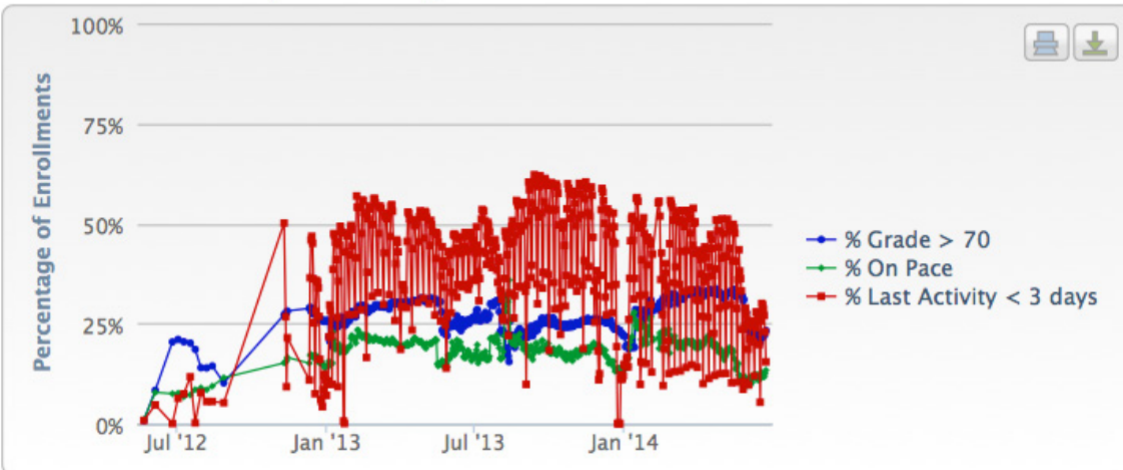
3. **Enrollments by Activity**- This pie chart measures the average number of days since the last activity in the course. This pie chart shows that, on average, there are fewer than three days of inactivity among the students enrolled.





Pace, Grade and Activity Over Time

In number of days since last login



4. **Pace, Grade, and Activity Over Time-** This graph provides a detailed view of the percentage of students who are passing the class with a 70 percent 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.

5. **Watchlist-** The Watchlist is generated from compiled data. This list includes all of the students enrolled in your courses who fall within the following categories:

- Below Grade Threshold:** Students who are not passing the course with a 70 percent or higher actual grade
- Below Pace Threshold:** Students who are not completing enough assignments based on the target completion date
- Below Activity Threshold:** Students who have never logged in or who have not logged in to the course for more than threedays



Watchlist

Student	Course	Grade	Pacing	Inactivity	Last Contact	Days on Watchlist
David, David	AZ - ELA 10 B	51.73	72% behind	1 days	1 days	157
Luis, Luis	AZ-World History B	43.95	24.84% behind	8 days	0 days	152
Luis, Luis	AZ - ELA 10 B	46.03	25.45% behind	9 days	0 days	150
Nancy, Nancy	AZ - ELA 10 B	44.88	19.44% behind	1 days	0 days	148
Nancy, Nancy	AZ - Geometry B	24.44	39.6% behind	9 days	0 days	148
Thomas, Thomas	AZ-American History A	74.89	4.41% behind	0 days	1 days	148
Thomas, Thomas	AZ - ELA 9 A	3.85	93.37% behind	N/A	6 days	148
Nancy, Nancy	AZ - ELA 11 B	59.92	11.5% ahead	9 days	0 days	148
Luis, Luis	AZ - Geometry A	61.76	16.29% behind	13 days	0 days	147
Luis, Luis	AZ-Environmental Science B	60.67	14.9% behind	5 days	0 days	147

Student Tab

The Students tab tracks all data related to students. This module has two levels: one is top level, where mentors and supervising mentors can see a list of students and/or find a specific student. The other is a detailed level, where users can see specific information about a selected student.

The screenshot shows the Edgenuity 'Students' tab interface. At the top, there's a navigation bar with tabs like 'MyDashboard', 'Students', 'Enrollments', 'Teachers', 'Mentors', 'Courses', 'Sections', 'Reports', 'Schools', 'Messages', and 'Administration'. The 'Students' tab is active. Below the navigation bar, there's a search bar labeled 'Find Student' with a 'Find a student...' placeholder. To the right of the search bar, there's a 'Settings' button. Below the search bar, there's a table of students with columns: 'Student', 'GradeLevel', 'Affiliation', 'City', 'Phone', 'Enrollments', and 'ID'. The table contains several rows of student data. On the left side of the table, there's a sidebar with options: 'Active Students', 'Bulk Actions', 'Advanced Filter', 'Deep Search', and 'Add Student'. At the bottom of the table, there's a pagination bar showing '1 2 3 4 5 6 7 8 9 10 ...'. Numbered callouts point to various features: 1. Find Student search bar, 2. Active Students sidebar button, 3. Table header row, 4. Search bar input field, 5. Customize columns button, 6. Export Results to Excel button, 7. Pagination bar, 8. Advanced Filter sidebar button, 9. Deep Search sidebar button, 10. Add Student sidebar button.

- 1. Find Student** - 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.
- 2. Active List of Students** - This page allows users to see all students currently active, and 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.
- 3. Sorting** - Clicking on a column header will sort the table according to that column. Sorting takes place on the client side (i.e., the table sorting is very fast).
- 4. Filtering** - On the top of the table, there is a field where users can type a few letters to search for a student. SIS will then show only students having that string of characters in their names. Filtering also takes place on the client side.
- 5. Column Customization** - 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, each user can tell the SIS what columns he or she would like to see.
- 6. Export to Excel** - 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.

7. Paging - In order to optimize the performance, if there are too many students in the system, the SIS will only show the first 1,000 students. Mentors and Supervising Mentors 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

8. Advanced Filter - While the BasicSearch 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 birth date.

Search criteria:

Student Name

Starts with

joh

Save this filter as:

Save

AND

Select...

Select...

AND

Select...

Select...

AND

Select...

Select...

AND

Select...

Select...

Load this filter:

Select...

Load

Get Data

There are 2 records matching your criteria:

ID	Student	Affiliation	Grade	Status
13	Johnson, John	Japan-American School	6	ACTIVE
23	Johnson, Patricia	Einstein Chess School	6	ACTIVE

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.

9. DeepSearch - The DeepSearch function is similar to FindStudent, as it will allow users to type a string of characters that will be used to find students. The main difference is that DeepSearch will look not only in the student name, but also in 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 voicemail with a phone number but without stating his or her name, this page can be used to identify the student.

Student Main Page

The Student main page will give the user an overview of the student.

- Basic Information** - This panel will display some basic student information such as name, gender, school, and picture.
- Login as User** - 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** - This section displays information about the assigned mentor.
- Counselor Information** - This section displays information about the assigned counselor. This is your LAUSD Instructional Technology Specialist.
- Academic Snapshot** - Here users can see the list of courses that the student is currently enrolled in, including the teacher, start date, and current average grade.
- Recent Communications** - 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** - This panel will display the activity levels (in minutes) for the past seven days.

The screenshot shows the Edgenuity Student Main Page. The interface includes a top navigation bar with tabs for Dashboard, Students, Enrollments, Transcripts, Timelines, Courses, Sections, Reports, Schedule, Messages, and Administration. A sidebar on the left contains links for Main Information, Enrollments, Actions, and Recent Activity. The main content area is divided into several sections:

- Basic Information:** Displays student details such as Student ID, Name, Gender, Grade, and School. It also includes a "Login as user" button.
- Mentor Information:** Shows the student's assigned mentor.
- Counselor Information:** Shows the student's assigned counselor.
- Academic Snapshot:** A table showing the student's current enrollment in courses, including Semester, Section, Teacher, Start Date, Grade, Assignments, Percentage Completed, Pacing, and Last Activity.
- Recent Communications:** A table showing the most recent communications between the school and the student, including Sender, Recipient, Date, Category, Subject, and Contents.
- Recent Activity:** A table showing the student's activity levels (in minutes) for the past seven days, including Date, Earth Science - Q3, SAT Mathematics I, and Total.

View Communications

View Communications - All email correspondence is tracked between the Edgenuity teacher 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.

Search criteria:

Period: Category: Search Text:

There are 2 notes matching your criteria:

View	ID	Sender	Sender Role	Recipient	Recipient Role	Date	Category	Subject	Contents	Student Name	School	District
	619122		TEACHER		STUDENT	5/15/2014 1:42:46 PM	BULK_EMAIL	Health/PE Students	<div> </div><div>Amy *Shumate, </div><div>We're winding down. Senior grades are due today. </div><div>Personal Fitness students:</div></div> Please return your HRs to your school's facilitator and ask them to email me to confirm that they have received it. </div><div> </div><div>All other Personal Fitness students need to complete your workouts and submit the workout data to www.polarpersonaltrainer.com per the instructions on my Impact Academy webpage. </div><div>http://schoolwires.henry.k12.ga.us/Page/57381?http://schoolwires.henry.k12.ga.us/Page/57381</div></div></div>			
	582049		TEACHER		STUDENT	4/18/2014 12:01:33 AM	BULK_EMAIL	Health Course Progress check.	4/17/14<div> </div><div>Amy, </div><div>I just wanted to let you know that there are only 18 days remaining for this course this semester. We're hitting the home stretch and it is important to remember to continue putting in the needed time in order to stay on or ahead of the correct pace. I recommend working ahead of the pace and finishing your final exam for this class before it comes time to take your EOC's or final exams in other core courses.</div><div> </div><div>Just to make sure you are aware of your current progress, your end date is currently 08/19/2014</div></div></div>			

Clicking on the document icon in the left column will open a window with detailed information about the communication entry. Users will also be able to edit the communication on that page.

Communication Details

Date: 6/12/2014 8:20:37 PM ☐ Student Initiated ☐ Confidential

Category: Subject: Precalculus Concerns

Contents:

I see that you have not had any activity in Precalculus A in 14 days. Your overall grade is currently 77.88% so you seem to understand the material but if you have questions and need help in making progress, please let me know.

Math Instructor

Virtual Study Hall -- Mondays and Thursdays 4:00 pm to 5:00 pm (PDT)

Add Communications - If a supervising mentor or mentor 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.

This page can also be used to track 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 selection box will mark the student as the sender and will update the Days Since Last Student Communication and Total Student Communication fields in the Current Enrollments screen to reflect the student-initiated communication.

Student Profile Current Enrollments

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.

Users can manually change the start dates, end dates, the current grade, and the number of assignments completed by clicking on 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 Edgenuity interface for viewing a student's current enrollments. The top navigation bar includes links for MyDashboard, Students, Enrollments, Teachers, Mentors, Courses, Sections, Reports, Schools, Messages, and Administration. The left sidebar contains sections for Main Information, Historic Data, Communications, and Enrollments. The main content area features a search criteria section with various filters like 'Days since last login', 'Attendance (last 7 days)', 'Rating', 'Mastery Alert', 'Pacing Alert', 'Attendance Alert', 'Grade Overall', 'Grade Actual', 'Days since last Teacher Communication', 'Days since last student communication', 'Days since', 'Progress increase last 7 days', and 'Percent completed'. Below the search criteria is a table of active enrollments with columns for Select, Edit, Attendance Alert, Section, School, Start, End, Grade Value, Grade Overall Graph, and Last Contact. A dropdown menu for 'Modify Status' is open, showing options: WITHDRAWN PAID, WITHDRAWN RAISED, COMPLETE SELECTED, INCOMPLETE SELECTED, and DROPPED GRADE. Buttons for 'Get Data', 'Apply Changes', and 'Export to Excel' are also visible.

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.

Student Profile - Email

Send E-mail- Using this feature supervising mentor and mentors can easily send emails to students or Edgenuity teachers. Any email sent from within the SIS is automatically added to the communication log.

Multiple Recipients- If desired, the message can be copied to the student guardian (if applicable), mentor, and student counselor (LAUSD Instructional Technology Specialists) by checking the appropriate checkboxes.

The screenshot shows the Edgenuity email template editor. The template is titled 'Z_COURSE_COMPLETION_REP' and is described as 'Course Completion Template'. It includes fields for Description, Subject, and Attachment. The body of the email is pre-filled with a greeting and a message about a course completion report. The template includes a header with the Edgenuity logo and the tagline 'where learning clicks.' The body text reads: 'Hello [FIRST_NAME], A completion report for your recently completed course is listed below. Please review your final grade and teacher comments. Please forward any questions to your instructor at [USER_EMAIL]. Student Course Completion Report'. The footer includes a 'Send' button.

Mentor Profile Current Enrollments

Your role as the Supervising Mentor you will be looking at data daily to monitor student metrics like attendance, progress, and performance. Edgenuity’s Student Information System (SIS) provides real-time access to a number of reports to help you evaluate both the success of students and your program. More importantly, take action when you see issues with the data. Edgenuity’s virtual instructors or your Partnership Advisor can help you find the reasons behind the data as well as recommend steps to get things back on track if warranted.

LAUSD Partnership Advisor: Elliot Munro elliott.munro@edgenuity.com | 480.521.1775

To access “Current Enrollments” real time data. Select the “Mentor” tab and select your name to view all current enrollments at your school site. Alternatively, you can select a specific mentor to view the current enrollments associated to that specific mentor.

MyDashboard Admission Students Enrollments Teachers **Mentors**

There is 1 active mentors in the system:

Search:

Mentor	ID	Email	Phone
MOBILIA, CHRISTINE	86917	CHRISTINE.MOBILIA@EDGENUITY.COM	9718069665

Next, select current enrollments on the left hand side of the screen.

Academic

[Current Enrollments](#)

The current enrollments screen is used by all staff to monitor student performance. 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 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:

Progress increase last 7 days:

Percent complete:

[Get Data](#)

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.

Customize Columns

The screenshot shows the 'Edit Enrollment' form on the left, which includes the following fields:

- Current Grade: 0
- Assignments Completed: 3
- Total Assignments: 263
- Attendance Alert: Select...
- Pacing Alert: Select...
- Mastery Alert: Select...
- Start Date: 6/4/2012
- End Date: 10/21/2012
- Status: ACTIVE
- Comments: (empty text area)

The background shows a data table with many columns. The first few columns are highlighted in green, and the rest are blue. The columns are labeled with various data points such as Section, Teacher, Enrollment Start Date, Enrollment End Date, Pacing, Grade Actual Value, Grade Overall Value, Progress Increase Last 7 Day, Last Activity, Weeks, Completed Weeks, Target Weekly Progress %, Percent Complete, and Attendance Overall.

Col 2 and 3: The (Value) version for the Grade fields (Col 2 and 3) - this allows you to actually sort from high to low based on grade by clicking on the column heading. If you choose the graph option, that won't work correctly.

Col 7 and 8: this value is in minutes

Col 12: this tells you how much progress a student has made in the past 7 calendar days

COMMON DATA POINTS EXPLAINED:

Section- The course your student is taking

Teacher- The Edgenuity teacher

Enrollment Start Date- The date your counselor enrolled the student into a course.

Enrollment End Date- 18 weeks from the start date.

Pacing- Directly related to the start and target date.

Grade Actual Value- Grade, taking pace into account (will be lower than Overall Grade if student is behind pace). This is the grade Edgenuity teachers communicate with students who are not on pace.

Grade Overall Value- Grade based on work completed by student.

Progress Increase Last 7 Day - 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. This value displays the target weekly progress % increase the student would need to reach in order to complete 100% of the course content by the student's target date. This is calculated dynamically by taking the percentage of the course remaining divided by the number of weeks left in the course.

Percent Complete - The percentage of the course the student has finished (uses Percentage by Time).

Attendance Overall - Shows you "active" time for the entire course in minutes.

Modifying Course Enrollments

Supervising Mentors can manually change the start dates, end dates, the current grade, and the number of assignments completed by clicking on 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 .

Supervising Mentors 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.

Current Grade:

0

Assignments Completed:

3

Total Assignments:

263

Attendance Alert:

Select...

Pacing Alert:

Select...

Mastery Alert:

Select...

Start Date:

6/4/2012

End Date:

10/21/2012

Status:

ACTIVE

Comments:

Save

Cancel

There are 6 active enrollments for this affiliation:

☐ Check All

Select	Edit	Student	Section	Start	End	Grade Overall Graph	Grade Actual Graph	Percent Complete	Pacing	Progress
<input type="checkbox"/>		Spratt, Jack	ELA 11 A [64331]	05/20/2014	09/01/2014	<div><div>0</div></div>	<div><div>0</div></div>	0.03%	-40.35%	0%
<input type="checkbox"/>		Spratt, Jack	Audio Engineering - EL5716 [65914]	05/20/2014	09/01/2014	<div><div>0</div></div>	<div><div>0</div></div>	0.17%	-40.21%	0%
<input type="checkbox"/>		Spratt, Jack	HS Spanish II A - WL9604A [65918]	05/20/2014	09/01/2014	<div><div>100</div></div>	<div><div>0</div></div>	0%	-40.38%	0%
<input type="checkbox"/>		Spratt, Jack	Common Core ELA 11 A [65906]	05/20/2011	09/01/2011	<div><div>0</div></div>	<div><div>0</div></div>	0%	-10.38%	0%
<input type="checkbox"/>		Wayne, Bruce	Biology - SC3209 A [65902]	05/20/2014	09/01/2014	<div><div>0</div></div>	<div><div>0</div></div>	0.04%	-40.34%	0%
<input type="checkbox"/>		Wayne, Bruce	Algebra II - MA3111 A [65911]	05/20/2014	09/01/2014	<div><div>0</div></div>	<div><div>0</div></div>	0%	-40.38%	0%

Modify Status:

Select...

Select Time Stamp

Apply Changes

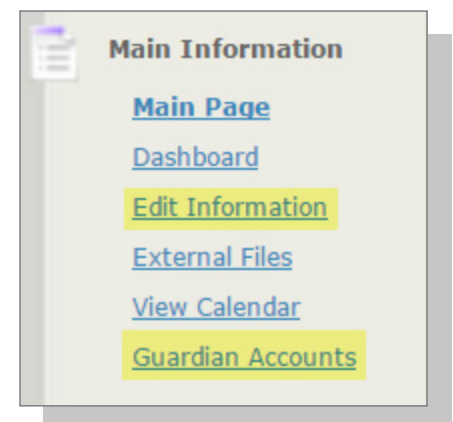
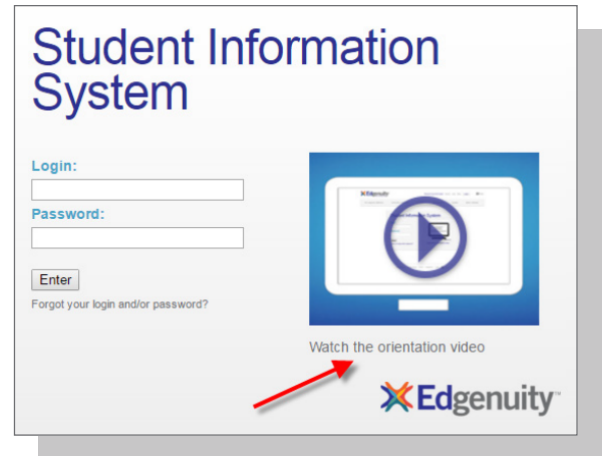
Export to Excel

Student Orientation

Even though students have grown up with technology, do not assume they intuitively know how to learn virtually. Require students to attend an in-person orientation to receive log-in information, understand your policies and procedures, meet the mentor, learn about time management skills, and more. An orientation is particularly important for those students who will complete their courses at home.

VIRTUAL COURSES MENTOR CHECKLIST:

1. Review the SIS orientation video with students seen on the main login page. This video will NOT automatically play for students.
2. Ensure students are aware of how to contact their Edgenuity teacher.
3. When Edgenuity teacher open office hours are and how to set up an appointment.
4. Edgenuity teachers use blackboard connect, skype and various other resources to connect with your students. LAUSD mentors are to guide students and ensure they are taking advantage of those tools and the support Edgenuity teachers offer.
5. Demonstrate and coach students to use all tools available to them within the Edgenuity virtual course. Distribute and review the Student Guide with your students.
6. In addition to the tools available in the virtual course - students also have tools available to them within the Edgenuity course. Student Tools Guidebook
7. These videos along with the guidebooks can help your mentors support students in their virtual course Student Tools In Edgenuity Videos.
8. Ensure students know how to contact their Edgenuity tutors.
9. Update guardian account information, and SPED, ELL, IEP or 504 status in the student account under "Edit Information".
10. Create guardian accounts and share the Parent Guide.



Guardians	
Guardian 1	Guardian 2
Relationship: Select...	Relationship: Select...
Last Name: <input type="text"/>	Last Name: <input type="text"/>
First Name: <input type="text"/>	First Name: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>

Additional Information	
SPED: Select...	LEP: Select...
Free/Reduced Lunch: Select...	Economic Disadv.: Select...
ELL: Select...	IEP: Select...
Gifted: Select...	Section 504: Select...
Title I: Select...	

Edit Information

STUDENT DASHBOARD

The student dashboard provides an at-a-glance snapshot of your students' standings. This includes several widgets.

The screenshot shows a web-based student dashboard. On the left is a vertical navigation menu with links: Dashboard, Messages, Mentor Information, Course Information, Academic Snapshot, Student Activity, View Transcript, Edit Account, Add Guardian, School Calendar, and External Links. The main content area is titled 'DASHBOARD' and contains several widgets. Callout 1 points to the 'Academic Snapshot' widget, which shows a table of courses. Callout 2 points to the 'Upcoming Events' widget, which is empty. Callout 3 points to the 'Activity' widget, which shows a table of recent activities. Callout 4 points to the 'Messages' widget, which shows a count of new messages. Callout 5 points to the 'Course Requests' widget, which is empty. Callout 6 points to the 'Admission Status' widget, which shows the student's current status.

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

Upcoming Events

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

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

Messages

You have 22 new message(s).
[See your messages...](#)

Course Requests

There are no courses requested by this student.

Admission Status

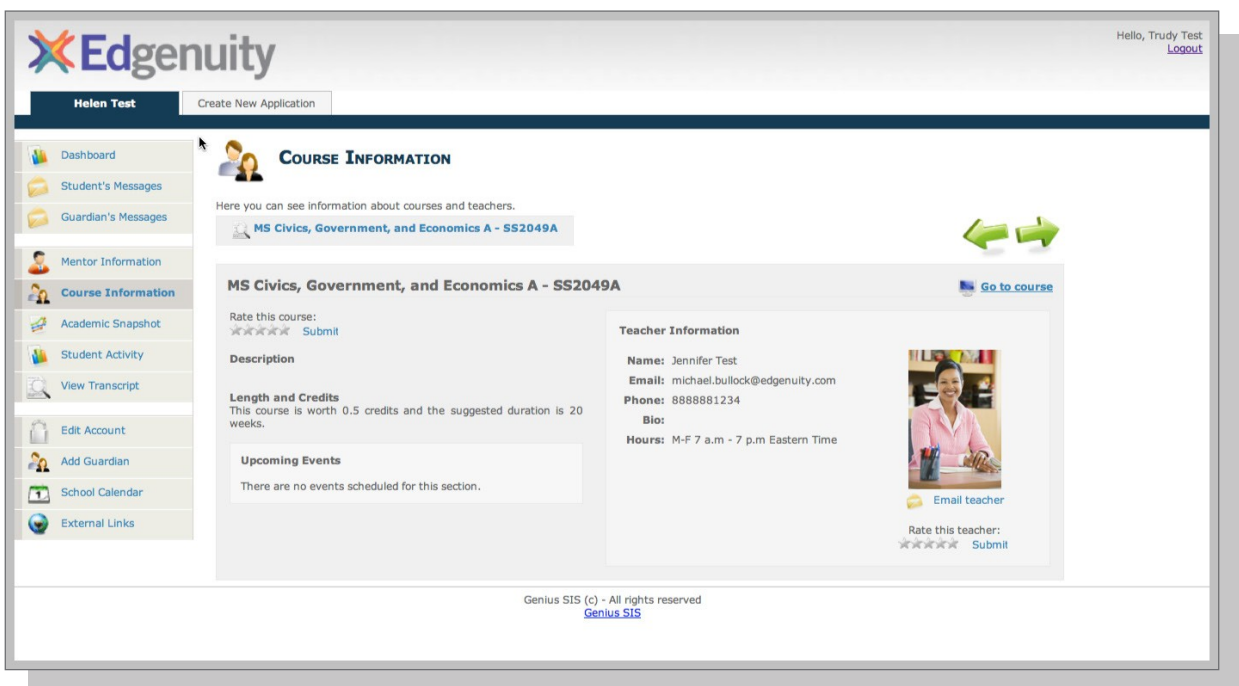
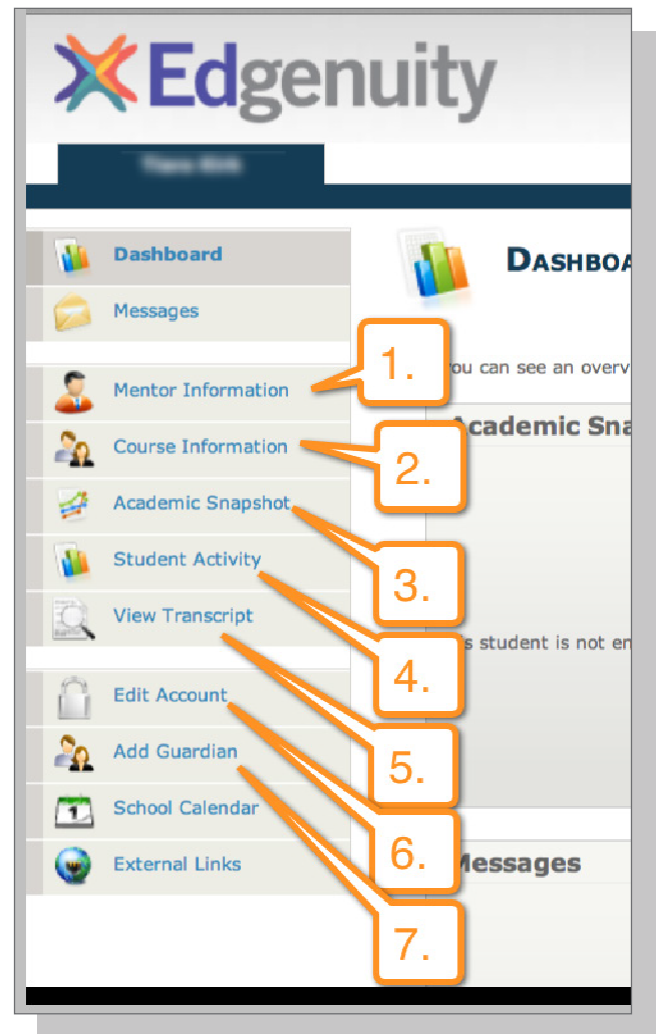
This student is currently **ACTIVE**.
The enrollment status is -1.

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Genius SIS

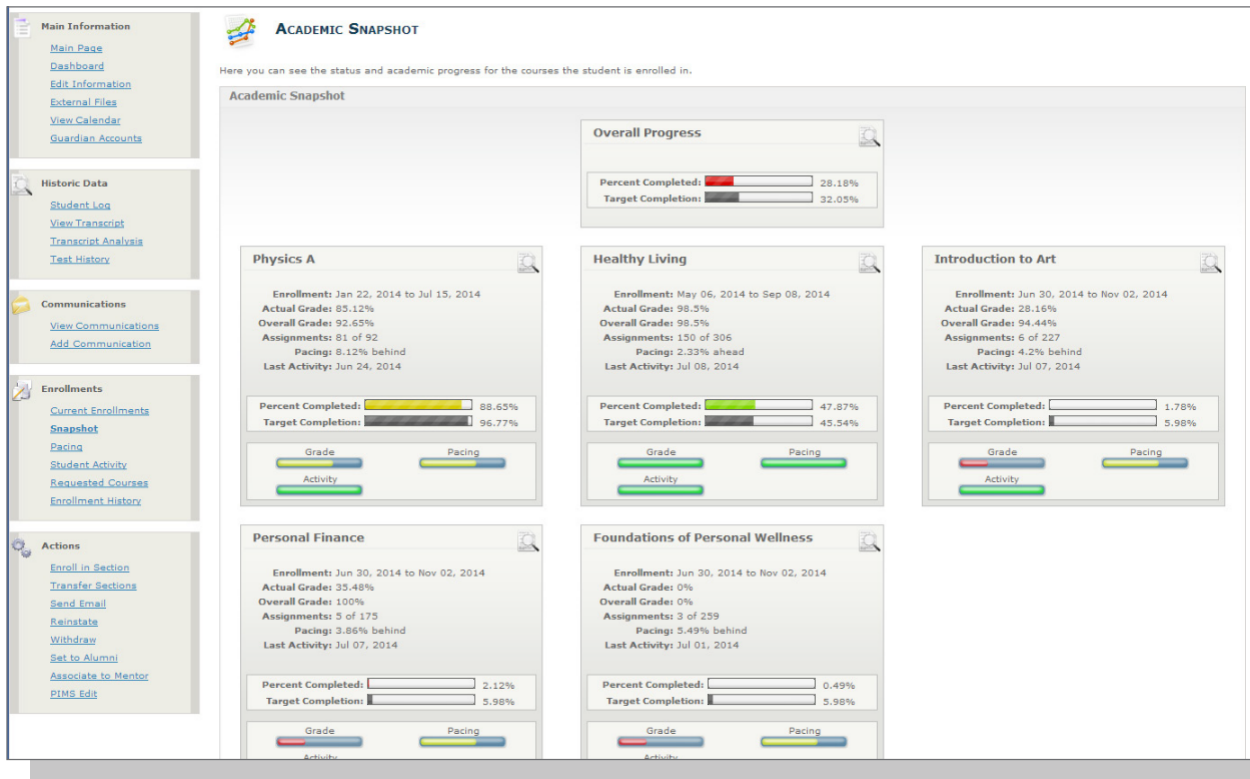
- 1. Academic Snapshot** - This widget displays courses the student is currently enrolled in, including the course name, the current average grade (as reported by the LMS), the number of assignments completed so far (once again, as reported by the LMS), and whether the student is ahead or behind pace (calculated by SIS as described in section three of this document). Selecting the course name will launch the student's course in the LMS.
- 2. Upcoming Events** - Here the user can see any scheduled events based on the Student Calendar. The Student Calendar is described in more detail later in this section. Clicking on an event will open a window with additional event details, as shown in Figure 4.4.
- 3. Activity** - This widget displays the most recent activities of the student on his or her courses, as reported by the LMS.
- 4. Messages** - 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 on the "Create New Message" link in the top of the content area, which will open a window such as the one shown in figure 4.6. The user can create and send a new message from this window.
- 5. Course Requests** - This widget shows the status for 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 section.
- 6. Admission Status** - This widget displays the student's admission status.

Student Sidebar Widgets

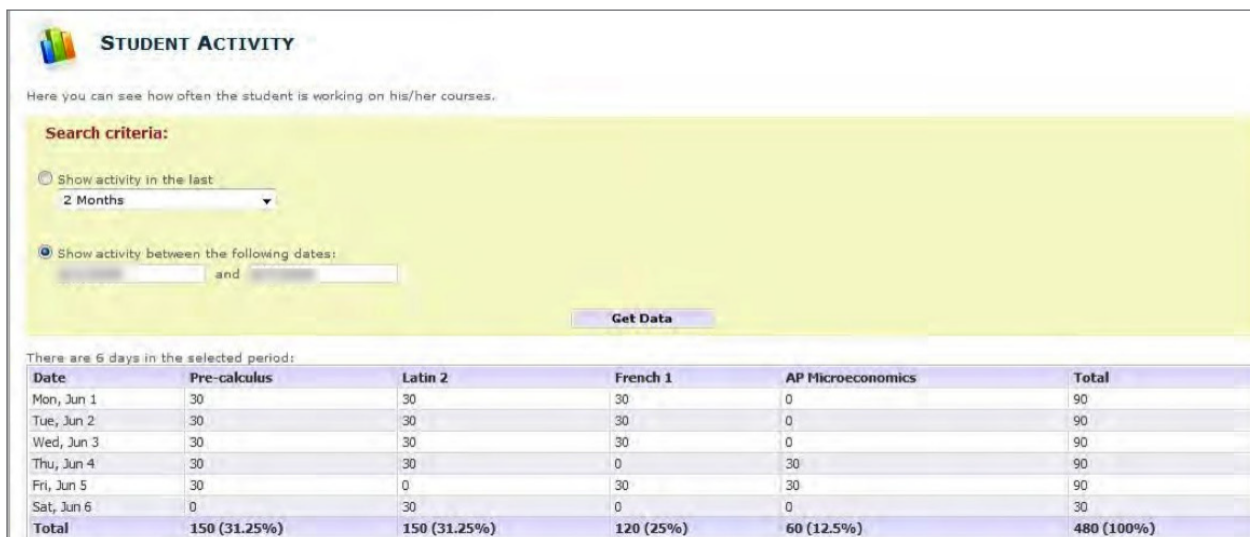
1. **Mentor Information** - This widget displays information about the assigned LAUSD mentor.
2. **Course information** - Students and Parents can see detailed course information on this page, including the course description, the course length, and teacher information. Users can also send a message to the teacher through this page by clicking on the
 - **E-mail Teacher link.** Users can navigate among courses by clicking on the arrows on 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 on Go To Course.



- 3. Academic Snapshot** - The Academic Snapshot page provides an at-a-glance view of the current student-academic status. For each course in which the student is enrolled, this page will display the enrollment dates, the current grade, number of assignments completed, number of total assignments, percent of course complete, pacing status, and last activity.
- This page will also display graphical indications of the student's grade, pacing, activity, completion percentage, target completion, and overall progress.



- 4. Student Activity** - On this page, Students and Guardians can see how often students are working on their courses. Users can generate a report based on a list of predefined time periods ranging from one day to two months. It is also possible to customize time frames. The Student Activity Report shows how many minutes the student spent on each course along with the percentage of the student's time that was dedicated to each course.
- In the example shown, the student spent sixty minutes on AP Microeconomics in the past two months. These sixty minutes correspond to 12.5 percent of the student's total study time in the selected period.



5. **View Transcript** - 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.
 - The transcript will also display the cumulative credits, the weighted GPA (which adds additional points to AP and Honors courses), and unweighted GPA.

Edgenuity

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

[Find a student...](#)

MyDashboard **Students** Enrollments Teachers Mentors Courses Sections Reports Schools Messages Administration

OFFICIAL STUDENT TRANSCRIPT

Student Name: [Name] Student ID: [ID]
DOB: [DOB] Address: [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 5/23/2014

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

Edgenuity

EDIT ACCOUNT

Here you can change your account settings.

Old Password* [Field]

New Password* [Field]

Confirm Password* [Field]

Save

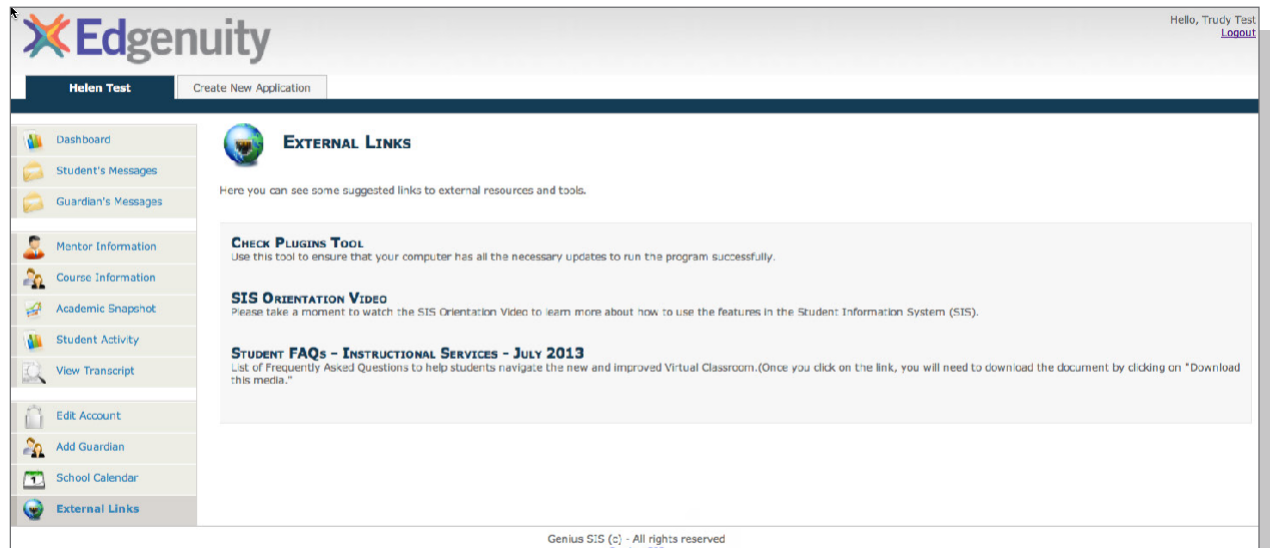
7. Add Guardian - The AddGuardian tab allows you to add a guardian to the account. Fill in the required fields and click Save.

8. School Calendar - This page shows the events scheduled for a particular month. Clicking on an event will display additional information, such as any associated URL or a detailed event description. The 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 on the "Add New Event" link. This will allow them to specify the event date, the event type, and a description. As described above, this event would 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 the school can keep all relevant links to external resources.



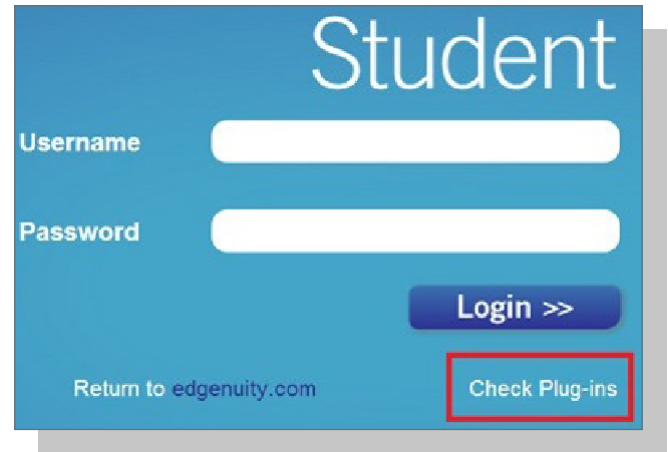
Download Virtual Courses Resources

Download Student Support Resources

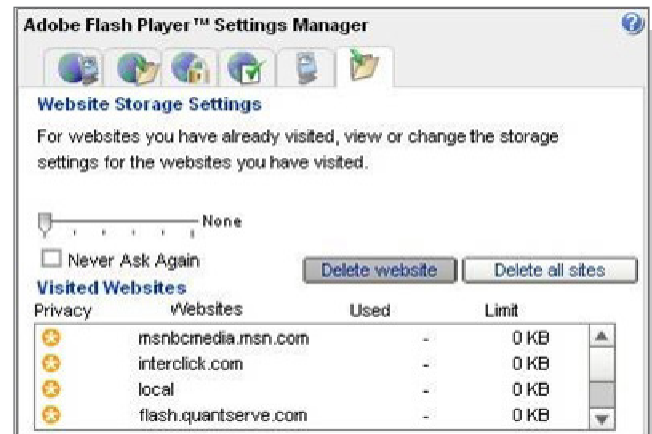
Troubleshooting Tips for Accessing Edgenuity at Home

In an effort to make the utilization of Edgenuity as simple as possible when you are working from home, we've created this guide full of helpful hints. Please reference this guide if you are having difficulty accessing Virtual Classroom courses from a home computer.

1. For immediate assistance, contact Customer Support @ 877.202.0338 ext. 3
2. Ensure the machine and Internet connection meet or exceed the **minimum system requirements**.
3. Check your plugins at the login screen

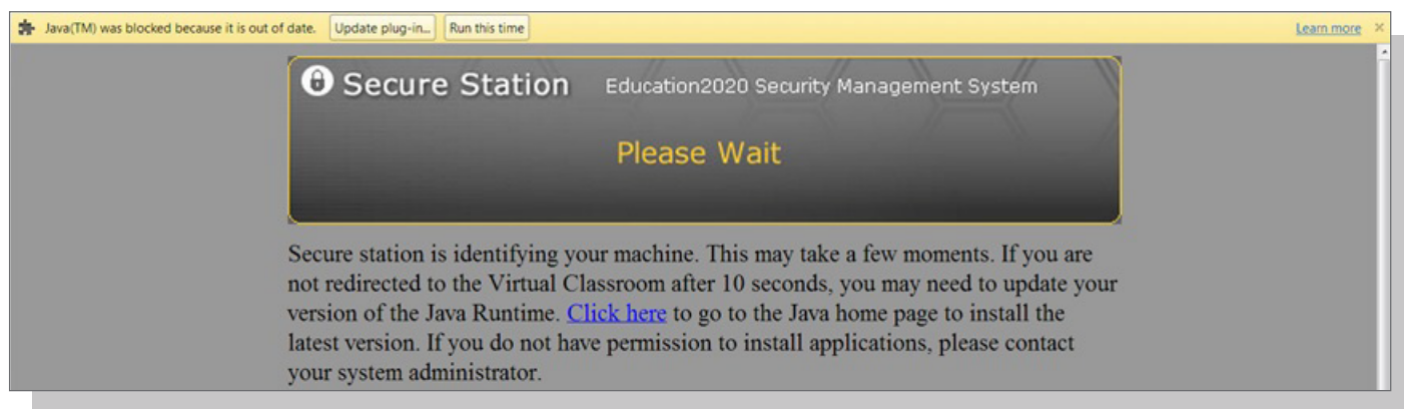


4. Ensure our domain http://*.edgenuity.com is a trusted site in your browser.
5. Verify your internet connection speed at <http://www.speedtest.net>.
 - The recommended download is 2.0 mbps. This is because you are pulling video from the servers at the Edgenuity home site, rather than from your school's media server.
6. Clear your browser cache.
 - In your browser, delete the temporary Internet files and cookies. You can do this by pressing the following keys on your keyboard CTRL + SHIFT + DELETE.
7. Clear your Flash Player cache.
 - Go to Adobe's online settings panel and click on the Delete all sites button.

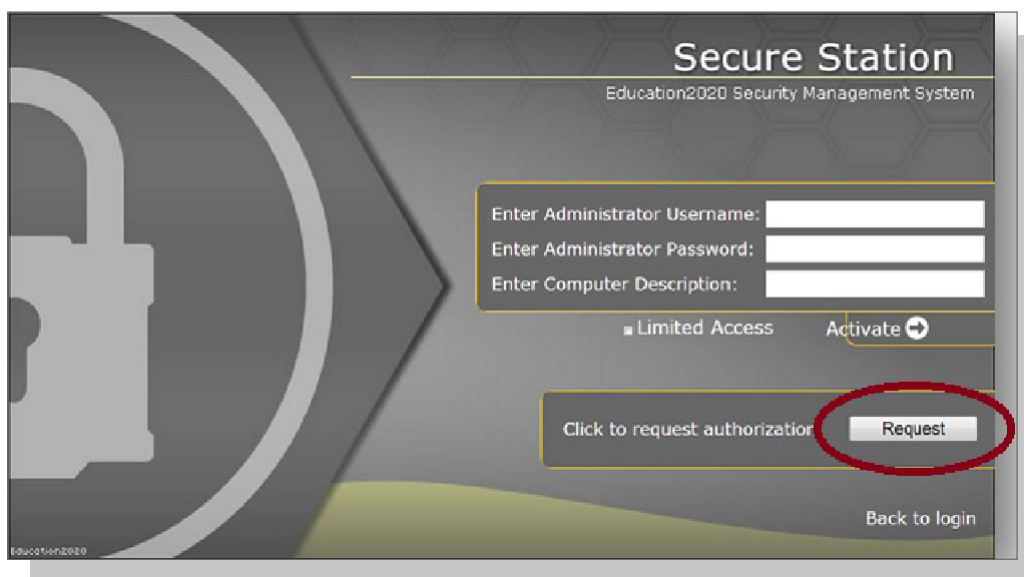


8. If you continue to experience issues with Flash (lectures, activities, games) - try the following:
 - Temporarily refrain from streaming YouTube
 - On slower connections - when the video appears - press the Pause button to give the video a chance to fully load before playing the video.
 - Uninstall and reinstall Adobe Flash Player <http://www.adobe.com/products/flashplayer>
 - Try a different browser. Edgenuity supports Chrome, Firefox, Internet Explorer, and Safari

9. If you are stuck on the following Secure Station screen - update your Java and try again.

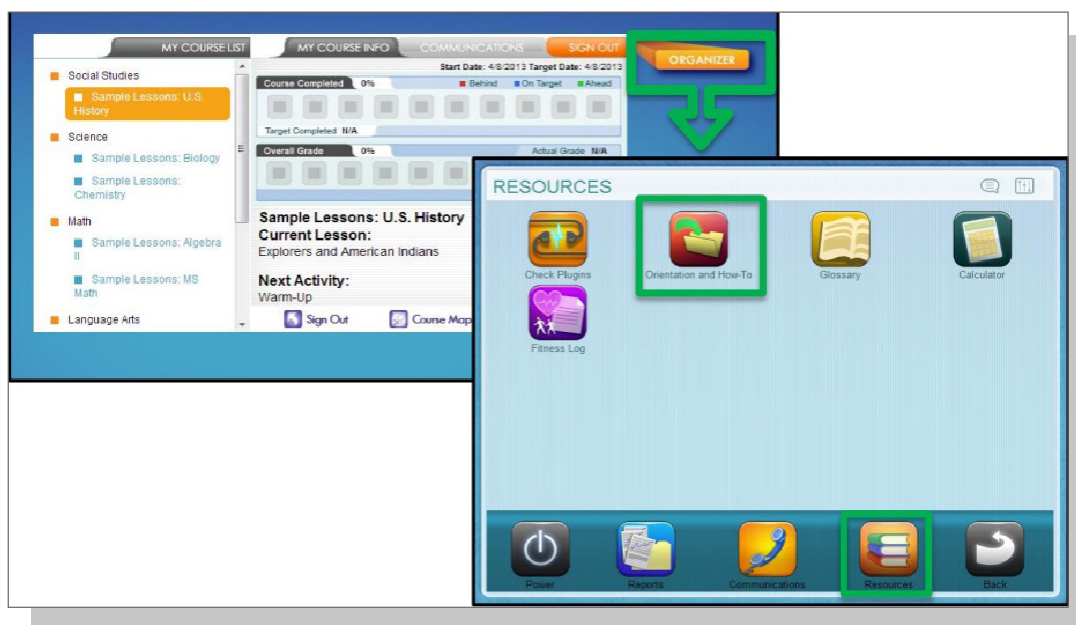


10. If you are stuck on the following Secure Station screen - click on the Request button. If you don't see the Request button - please contact your instructor directly.



11. Once you are signed in - be sure to check out the Student Orientation Video. This video will help you get familiar with navigating the classroom and using all your tools.

- Click on Organizer >> Resources >> Orientation and How-To >> Student Orientation Video





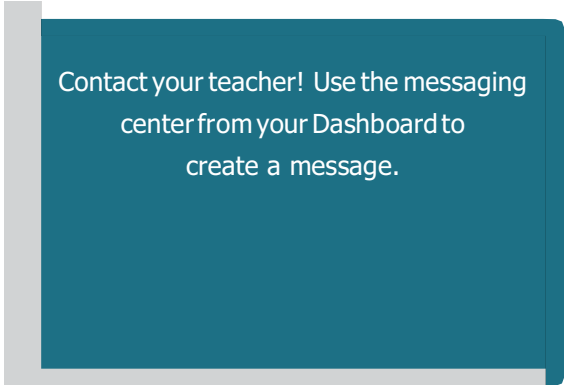
Student Information System
 Student
Quick Start Guide

[Download Virtual Courses Student Quick Start Guide](#)

Help!

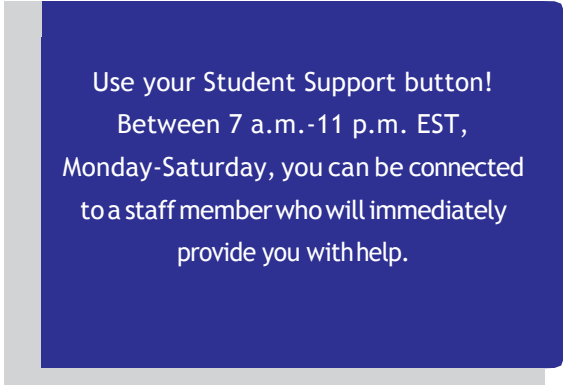
Everyone needs a little help every now and then.
Use this guide to know where to go when you need help.

If you need help with your grades, class requirements, or feedback on your progress...



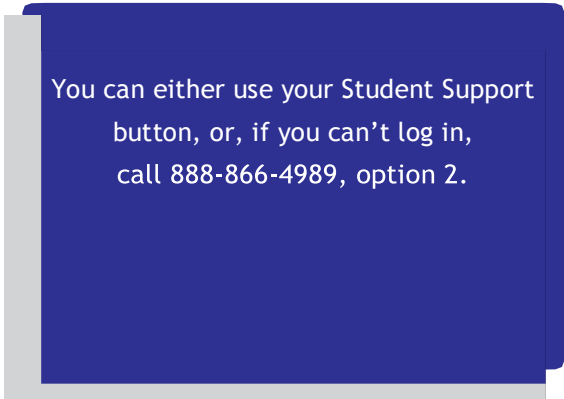
Contact your teacher! Use the messaging center from your Dashboard to create a message.

If you need help with concepts in the subject you are studying...



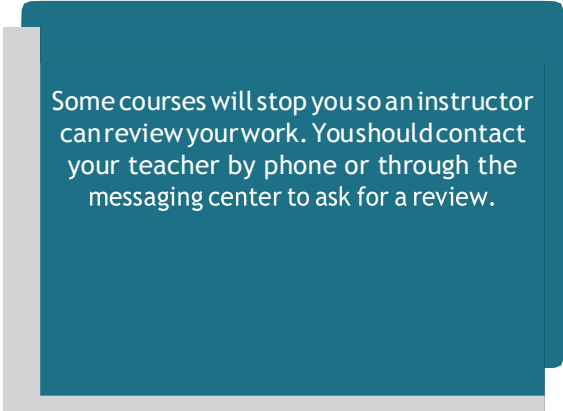
Use your Student Support button!
Between 7 a.m.-11 p.m. EST, Monday-Saturday, you can be connected to a staff member who will immediately provide you with help.

If you are having technical difficulties ...



You can either use your Student Support button, or, if you can't log in, call 888-866-4989, option 2.

If you are awaiting a "Teacher Review"...



Some courses will stop you so an instructor can review your work. You should contact your teacher by phone or through the messaging center to ask for a review.



edgenuity.com

877.7CLICKS | solutions@edgenuity.com