



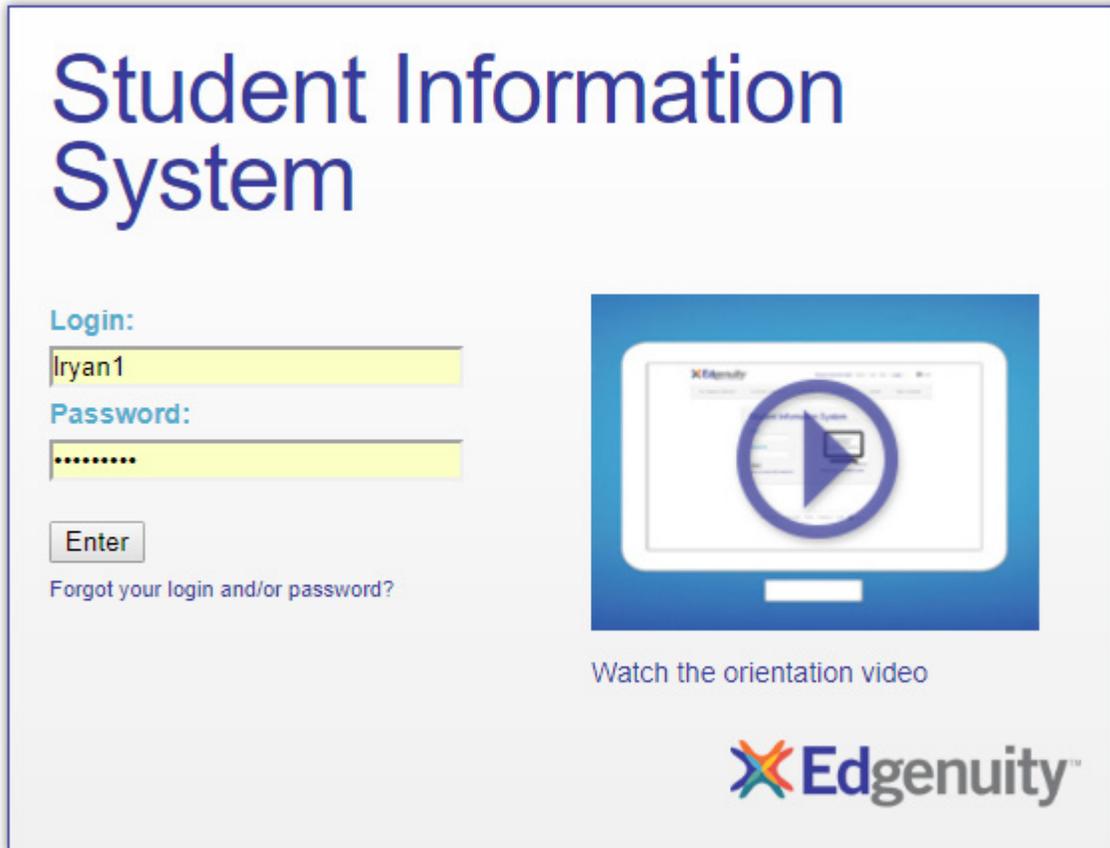
SIS Quick Start Guide for Mentors

Logging In

MENTOR AND STUDENT LOGIN PAGE: <https://sislogin.edgenuity.com/>

Mentors and students log into the same website.

There are multiple pages within Edgenuity Courseware that require you to login, so please ensure you are on the Student Information System login page.



Student Information System

Login:
lryan1

Password:

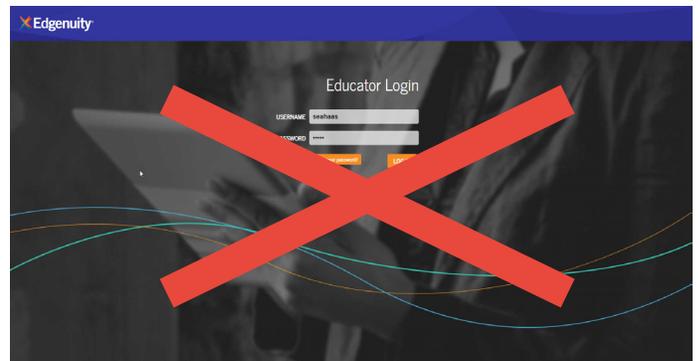
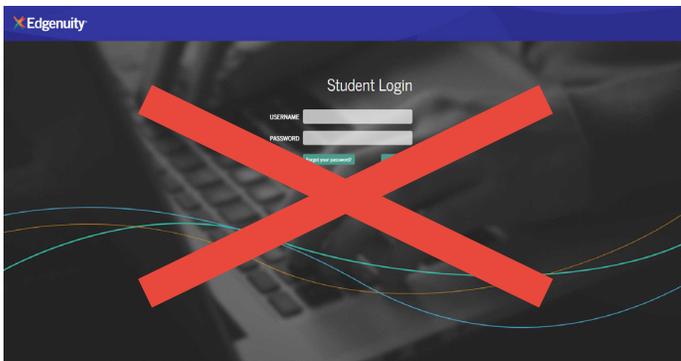
Enter

[Forgot your login and/or password?](#)

Watch the orientation video

Edgenuity™

Do not log into this page:



Please note, Edgenuity can give you your user name but CANNOT give you your password. Mentors, click on “Forgot your login and/or password?” if you do not remember your password.

Working in the SIS

Your Dashboard

The dashboard features a top navigation bar with tabs for MyDashboard, Admission, Students, Enrollments, Teachers, Mentors, Schools, Messages, and Resource Center. Below the navigation bar, there are three main data panels: "Enrollments by Pace", "Enrollments by Grade", and "Enrollments by Activity". Each panel currently displays "No data to display".

See your list of students here:

The 'Students' section is highlighted with a red arrow. It contains a search bar and a table of active students. The table has columns for Student, GradeLevel, School, and City. One student is listed with the name 'Test.', GradeLevel '-1', and a redacted School name.

Student	GradeLevel	School	City
Test.	-1	[Redacted]	[Redacted]

Once you have a student(s), you can see the student(s) and click on the student(s) for more information.

Although we cannot give out passwords, you can assist your student from this page (remember students log into the same website as mentors: <https://sislogin.edgenuity.com/>).

The student profile page for 'Test, Nashville' shows basic information. A red arrow points to the 'Local School Name: Metro' field, which is highlighted in yellow. Below this field, the 'Username: ntest6' and 'Password: nashville09' are also highlighted in yellow.

Basic Information	
Student ID: 177257	Preferred Name:
Name: Test, Nashville	Date of Birth: 09/12/2017
Gender: -1	Status: ACTIVE
Grade: -1	Enrollment Status:
Phone: 8888888888	Email: noemail@email.com
District: METRO NASHVILLE PUBLIC SCHOOLS	School: GLENCLIFF HIGH SCHOOL (15)
Edgenuity LMSID:	Local School Name: Metro
Local ID:	Username: ntest6
Account Manager Name: Powell, Susan	Password: nashville09
Account Manager Email: Susan.Powell@edgenuity.com	Account Manager Phone: 602-769-7790
S2 Code:	S3 Code:
BB LMSID:	BH LMSID:
Implementation Support Instructions:	

A close-up view of the student profile page, highlighting the login information. A red arrow points to the 'Username: ntest6' and 'Password: nashville09' fields, which are highlighted in yellow.

Preferred Name:
Date of Birth: 09/12/2017
Status: ACTIVE
Enrollment Status:
Email:
School:
Local School Name: Metro
Username: ntest6
Password: nashville09
Account Manager Phone: 602-769-7790
S3 Code:
BH LMSID:

Scroll down to see mentor information (which may be you), academic information including courses enrolled, and any communication history.

Mentor Information
This student is currently not associated with any mentor.

Counselor Information
This student is currently not associated with any counselor.

Academic Snapshot
This student is currently enrolled in 2 section(s):

Semester	Section	Teacher	StartDate	Grade	Assignments	Percentage Completed	Pacing	LastActivity
Ongoing	3D Art I - Modeling	Edgenuity, Electives	09/12/2017		0 of 18		On Pace	
Ongoing	TN-Algebra II A	Jones, April	09/12/2017		0 of 18		On Pace	

Recent Communications
Here are the last communications with this student:

Sender	Sender Role	Recipient	Recipient Role	Date	Category	Subject	Contents
							<p>Hello, Nashville Test!</p> <p>The online course you requested is now available!</p> <p>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.</p> <p>Username: ntest6 Password: nashville09</p>

When a student is added to the system, an automatically generated email is sent to the student with login credentials, so please be sure the emails have the correct student information.

When a course is added, an automatically generated email is sent to students let them know that their courses are ready.

Welcome to your Online Course Work!

Hello, [Redacted]

We are excited for you to get started and discover all the great benefits to learning online.

But first things first! You should take some time to watch the SIS Orientation Video, found on the right-hand sidebar in this e-mail. Then, using the username and password below, go to your login page, enter your credentials, and start navigating your Dashboard.

- Username: ntest6
- Password: nashville09

Once your course is ready, your virtual instructor(s) will contact you via e-mail. Make sure to check your e-mail and messaging center on your Dashboard for important updates!

Login

Click [here](#) to access your login page, and then enter your personal login information.

"What's a "Dashboard"? How do I access my Virtual School?"

After logging in, you'll see your landing page, or Dashboard.

Now, we'd like you to take a few minutes to watch this [SIS Orientation Video](#). It will give you essential tips on how to navigate your virtual school, assess progress data, and contact your virtual instructor.

Getting Help

Go to the virtual school, click on "Next Activity" or (if you can't access an activity) click on "Course Map."

See that **green** STUDENT SUPPORT button in the upper portion of your screen? Click it, and you'll be connected to someone who can assist you.

Student Concept Coach Chat Hours:

Once you have students who are enrolled in courses, you can click on the Enrollments tab to see their grades at a glance. You can also look for enrollments (courses) that fit certain criteria such as failing students, passing students, students behind, or students who have not logged in. Remember to click Get Data once you have decided your criteria.

If there are no results, adjust the criteria until it retrieves results.

The screenshot shows the 'Enrollments' search criteria form. The 'Resource Center' tab is active. The form includes various dropdown menus for School, District, Department, Course, Teacher, Special Ed, LEP/ELL, Free/Reduced Lunch, Part Time/Full Time, and Mentors. On the right side, there are filters for Grade between (60 and 70), Terms, Start Date, End Date, Grade Level, Catalog, Pacing (More than 10% Behind), and Logins (Less than 4 in 10 days). A red arrow points to the 'Get Data' button at the bottom right of the form.

This is a close-up view of the search criteria form. The 'Get Data' button is highlighted with a red arrow pointing to it from the left. The form fields are the same as in the previous screenshot, showing filters for Grade between, Terms, Start Date, End Date, Grade Level, Catalog, Pacing, and Logins.

Students may message you for various reasons. Please note, when this happens, no icon or notification occurs for you, so you must check the Messages tab frequently. We suggest daily.

The screenshot shows the 'Messages' tab selected in the application. The navigation bar at the top includes MyDashboard, Admission, Students, Enrollments, Teachers, Mentors, Schools, Messages, and Resource Center. A red arrow points to the 'Messages' tab. Below the navigation bar, there are buttons for Compose, Reload List, and Show Archived Messages. A search bar is present, and a table header shows 'From', 'Sent', and 'Subject'. The table content is empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The user's name 'Genius SIS' is visible in the bottom right corner.

Helpful tips and tricks are available here, under the Resource Center tab:

A screenshot of a data query interface. At the top right, there is a 'Print page' button. The main area contains several filter fields: 'Grade between: 60 and 70', 'Term: Select...', 'Start Date: Select...', 'End Date: Select...', 'Grade Level: Select...', 'Catalog: Select...', 'Pacing: More than 10% Behind', and 'Logins: Less than 4 in 10 days'. A red arrow points to a 'Get Data' button at the bottom left.

This will open up another tab, so be sure to click on How-to's so you can re-visit some basic instructions.

A screenshot of the 'Virtual School Resource Center' website. The navigation menu includes 'Planning Your Program', 'Running Your Program', 'Student Recruitment', 'Resources', and 'How-To's'. The 'How-To's' page is active, showing 'How-To Documents' and 'How-To Videos'. A red arrow points to the 'How-To's' link in the navigation menu.

How-To Documents

- How to Find a Student in SIS
- How to Create a New Student in SIS
- How to Enroll One Course at a Time in SIS
- How to Bulk Enroll a Course
- How to Withdraw or Deactivate a Student

How-To Videos

- Enrollments

Be sure to update your account by clicking on MyDashboard so your students have accurate information about you and who to contact. You can update your name, phone, email, bio, hours, password, and signature here.

A screenshot of the 'MyDashboard' account update form. The 'MyDashboard' tab is selected in the top navigation. A red arrow points to the 'Edit Account' link in the left sidebar. The main form area contains fields for 'User Name', 'Last Name', 'Email', 'Consortium', 'Districts', 'School', 'Bio', 'Hours', and 'Signature'. The 'Bio', 'Hours', and 'Signature' fields have rich text editors. A red arrow points to the 'Save' button at the bottom right.

What Does This Look Like for Students?

Students log into the same website as mentions, and watch the student orientation video there:

<https://sislogin.edgenuity.com/>

Student Information System

Login:
lryan1

Password:

Enter

[Forgot your login and/or password?](#)

Watch the orientation video

Edgenuity™

Student Dashboard

Nashville Test

DASHBOARD

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

Academic Snapshot

This student is currently enrolled in 2 courses:

Course	Grade	Percentage Complete	Pacing
3D Art I - Modeling			On Pace
TI-algebra I.A			On Pace

Messages

You have 2 new message(s).
[See your messages...](#)

Upcoming Events

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

Course Requests

There are no courses requested by this student.

Activity

There is no activity log.

Admission Status

This student is currently...
The enrollment status is...

Genius SIS (c) - All rights reserved.

Important information to share with students:

- Messages should be checked daily!
- Mentor contact information should be provided.
- Course and teacher contact information should also be provided.
- Course can be launched by clicking on Academic Snapshot.

The screenshot shows the 'MESSAGES INBOX' section of a learning management system. At the top, there is a yellow envelope icon and the title 'MESSAGES INBOX'. Below it, a text box says 'Here you can see messages sent to you.' A dropdown menu shows 'Folder: Inbox'. There are three buttons: 'Compose', 'Reload List', and 'Show Archived Messages'. A search bar is present. Below the search bar, there is a 'From' section with a list of users. A 'Course Information' section is highlighted with red arrows pointing to the course cards for '3D Art I - Modeling' and 'TN-Algebra II A'. Below this, the details for '3D Art I - Modeling' are shown, including a rating section, description, length and credits, and upcoming events. A 'Teacher Information' box is highlighted in yellow, containing the name 'Electives Edgenuity', email 'nathaly.young@edgenuity.com', and phone '888-888-8888'. A 'Picture Not Available' placeholder is shown with a red arrow pointing to it. Below the placeholder is an 'Email teacher' button. At the bottom right, there is a 'Rate this teacher' section with a star rating and a 'Submit' button. A red arrow points from the 'Email teacher' button to the 'Rate this teacher' section.

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.

The screenshot shows the 'MESSAGES INBOX' section of the dashboard. The 'Compose' button is highlighted with a red box.

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

Use your Student Support button! Between 8 a.m. - 11 p.m. EST, Monday-Saturday, you can be connected to a coach who can immediately provide you with support.

The screenshot shows the 'Student Support' button.

If you are having technical difficulties...

You can either use your Student Support button, or, if you can't log in, call 877.202.0338, option 3.

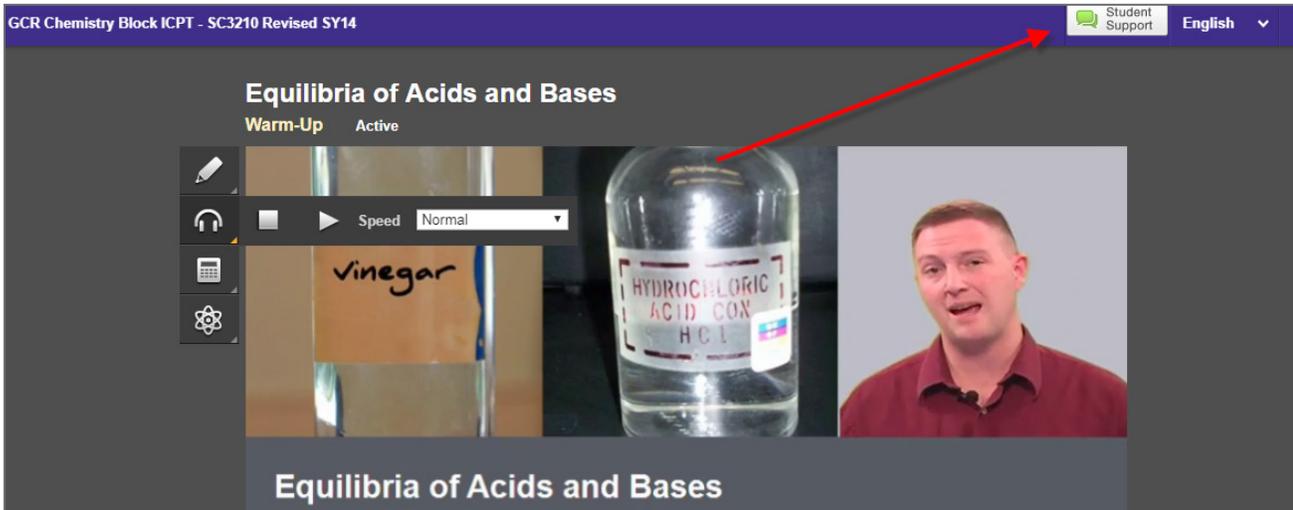
The screenshot shows the 'Student Support' button and a smartphone.

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

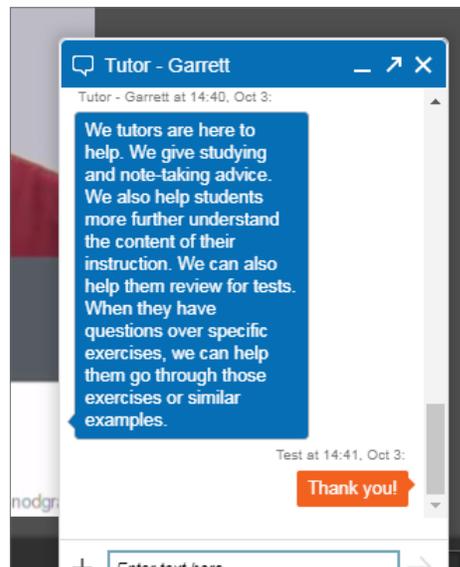
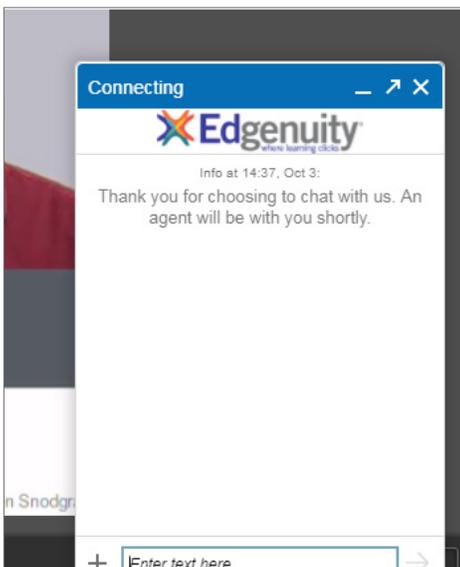
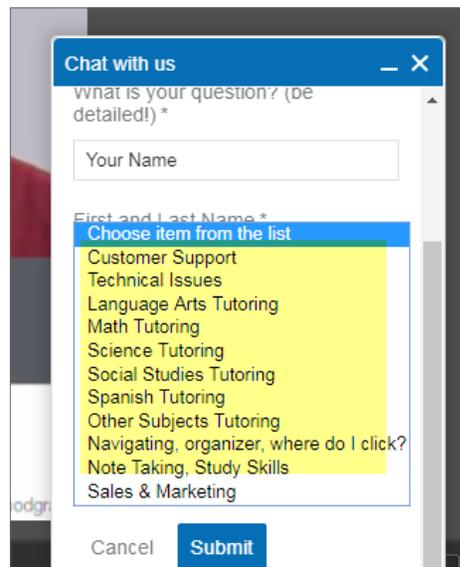
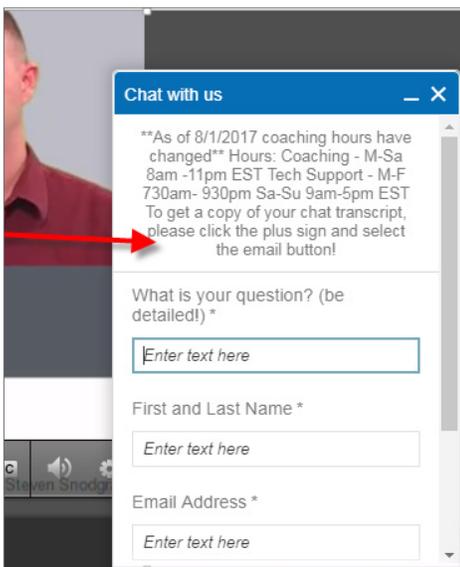
Some courses will stop you so an instructor can review your work. You should contact your teacher by phone or through the messaging center to ask for a review.

The screenshot shows the 'MESSAGES INBOX' section of the dashboard. The 'Compose' button is highlighted with a red box.

When students are stuck or have content questions, they can click on the Student Support button at the top of their screen. This will connect them with a Live Tutor. Live Tutors are available Monday through Saturday 8am-11pm EST.



Students can then fill out the chat form, making sure to indicate the area in which they need assistance (this is very important).



Quick Resource List:

SRC (Virtual School Resource Center)

- How-to: <http://www.virtualschoolresourcecenter.com/how-tos/>
- Student guides, mentor guides, and more: <http://www.virtualschoolresourcecenter.com/resources/>
- Student Success Tips: <http://www.virtualschoolresourcecenter.com/running-your-program/student-success/>

For a complete student guide, please see the SIS Student Guide in the SRC and the Virtual Classroom (in the organizer).

Important Contact Information

Success Coach:

Name _____

Phone _____

Email _____

Account Manager:

Name _____

Phone _____

Email _____



www.edgenuity.com