

# Student Information System (SIS) Complete Student User Guide



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# Introduction and Purpose of This Guide

Welcome to Edgenuity's Quickstart Guide to the Student Information System (SIS). The SIS is referred to as the Edgenuity SIS and houses all of the online tools you will need to monitor, track, and update your progress in the online classroom.

We are so excited that you are joining us on an adventure into online learning! Edgenuity has created an inviting, interactive learning environment to help guide you towards your academic success.

Your courses contain standards-based instruction with lessons from expert, on-screen teachers and multimedia tools and resources. You will be presented with real-world applications, allowing you to build your content knowledge and essential skills, while also inspiring a deeper understanding.

Your Edgenuity account not only provides access to your coursework, it is also where you can find view your progress report, monitor your daily assignment calendar, and access additional features designed to keep you informed and in control of your own education.

This guide is intended to help you become comfortable navigating your courses and walk you through everything you need to know to be successful with your Edgenuity program, in your own time and at your own pace. Our best to you as you start this journey in your online course!

### **Technical Requirements**

To ensure that you can log in and begin working, first verify that your computer meets the technical requirements of the program. Visit our **Technical Requirements page** for more information.

#### **Operating System**

- Windows® 7
- Windows 8
- Windows Vista™
- Windows RT 1
- Mac<sup>®</sup> OS<sup>®</sup> X 10.7.5+

#### Processor

• PC: 2.33GHz AMD® -or- Intel®

#### Core<sup>™</sup> Duo 1.83 GHz

• Mac: Intel Core Duo 1.33 GHz

#### Memory

• 2 GB RAM

#### Hard Disk Space

• 1 GB available disk space for browser cache

#### Display

- 1280 x 1024 resolution
- 16-bit color
- 128 MB graphics memory

#### Browsers

- Google<sup>™</sup> Chrome<sup>™</sup> 35 2
- Internet Explorer® 9.x 11.x
- Safari<sup>®</sup> 6.0+ (Requires 10.7.5+)
- Firefox® 35+

#### Network/Speed Connection

- LAN 100/1000 switched to desktop
- Internet access 384 kbps per concurrent user

#### Plug-Ins

- Adobe<sup>®</sup> Flash<sup>®</sup> Player 9
- Adobe Acrobat<sup>®</sup>
- Adobe Reader® 7
- Adobe Shockwave® Player 10
- Apple<sup>®</sup> QuickTime<sup>®</sup> Player 7
- Java Version 1.6

#### Sound

- OS supported sound card
- Speakers or headsets (recommended)

# **Grade Weights**

To be successful in your online courses, it's important to know how your work will be graded. Your overall grade is determined by calculating the weighted averages of your activities. Your teacher will be able to provide you with the grade weight percentages that have been assigned to your course, and you can keep track of those activity weights here.

Assignments	Weight
Assignments	%
Essays	%
Labs	%
Projects	%
Additional	%

Assessments	Weight	
Quizzes		%
Tests		%
Exams		%

Not all courses will include every activity listed here, so be sure to check with your teacher about which of these activities will be in your course.

# Logging In

Begin by logging into the system. Once on the login page, use your username and password to gain access to your online courses. Please visit the URL below:

#### https://www.edgenuity.com/SIS-login

Write your username and password here for future reference:

Login:				Password:			
	<b>Edgen</b>	uitv <sup></sup>		Request more information	Search Jobs Blog	Login Share	
	Where learning	ng clicks					
	The Difference	Curriculum + Research	Solutions	The Experience	Support	News + Reviews	

### Student Information System



Navigate	Leadership	Resources	About Edgenuity
The Difference	the Edge	Video Library	Edgenuity combines the stability of an established company with the
Curriculum + Research	the Expert Edge	Awards	fast-paced, nimble culture of a startup. Our award-winning curriculum has
Solutions	the Leading Edge	Research Papers	helped more than one million students succeed, and we're proud to partner
The Experience		Webinars	with schools in all 50 states to improve the quality and equity of education.
Support			But we don't stop there. We're always seeking ways to enhance and grow
News + Reviews			our offerings.

### **My Dashboard Tools and Features**

The main page in the Edgenuity SIS is known as the Dashboard. The Dashboard provides access to your courses, progress and grade reports, and the messaging center. Think of the Dashboard as the central hub that contains all of your student information and tools to support you while enrolled in the program. Let's review some of the key tools and features you will use in the SIS.

The Main Dashboard features the following tools on the front page of the SIS as soon as you login:

- Academic Snapshot
- Upcoming Events
- Activity
- Messages
- Course Requirements
- Admission Status

Edgenui	ty			
Dashboard Messeges	DASHBOARD Here you can see an overview of the current student status and academic progre	56.		
Mentor Enformation Course Information Academic Snapshot	Academic Snapshot	Upcoming Events	Activity	1
Suggested Pacing Student Attivity View Transcript	This student is sumently enrolled in 1 courses           Course         Grade         Percentage Complete         Pacing           Crassal/Neft A - M32020A         41.81%         3.30%         Beind	Jun 21, 2013 - Mater Update Planned for June 22 - 23 Pae more events	Section         Time           Prancel Moth 4 - M42007A         6(112013) 1/37.59 PM           Pinancel Moth 4 - M42007A         6(112013) 1/37.59 PM           Pinancel Moth 4 - M42007A         6(112013) 1/37.59 PM           Pinancel Moth 4 - M42007A         6(12003) 1/37.59 PM           Pinancel Moth A - M42007A         6(12003) 1/37.59 PM           Pinancel Moth A - M42007A         6(10203) 1/37.59 PM           Pinancel Moth A - M42007A         6(10203) 1/37.59 PM	Minutes 1 10 1 23
School Calendar External Unics	Messages	Course Requests	Prancal Nati A - NA2007A (4/22/2013 2:06:04 PM	
	You have 1 new meesage(s). See your message	There are no courses requested by this student.	This student is currently ACTIVE. The enrolment status is -1.	

This student is currently er	Grade	1 course: Percentage Complete	Pacing

The Academic Snapshot area lists the course(s) in which you are enrolled. Grade and progress information are included. Clicking on any one of the course names will log you into your online course, where you will complete your course assignments.

Upcoming Events	1
Jun 21, 2013 - Major Update Planned for June 22 - 23	

The Upcoming Events area allows your teachers to set reminders of important events or deadlines for assignments. You may also use the calendar to set your own reminders.

#### Activity

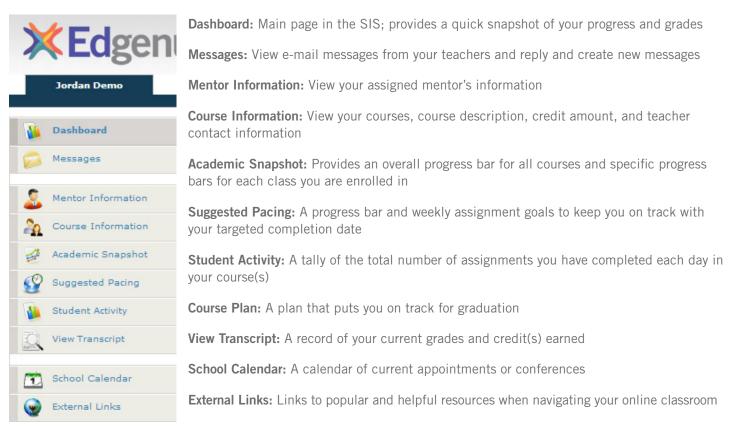
These are the latest activities for this student:

Section	Time	Minutes
Financial Math A - MA2007A	6/11/2013 1:37:59 PM	1
Financial Math A - MA2007A	6/11/2013 1:22:50 PM	10
Financial Math A - MA2007A	6/10/2013 2:40:29 PM	1
Financial Math A - MA2007A	6/10/2013 2:17:28 PM	23
Financial Math A - MA2007A	6/10/2013 2:06:04 PM	11

When you work in your course(s), the time you spend is logged. The Activity area shows the course names, dates, and number of minutes spent in each course while completing assignments.

Messages	
You have <u>1</u> new message(s).	
See your message	

Your Message Center is an inbox for important communications from your teacher(s). Be sure to check this inbox often. The Sidebar contains the following tools:



### **Communicating With Your Teachers**

Communicating is one of the most important contributions to your success in the online classroom. Be sure to reach out to your instructor(s) at any time if you need help. To send a message, click on the Messages link from the left-hand menu when in the Dashboard:

8				Jordan Demo
Once inside the Message Center, you will see a log of recent	Messages INBOX In see messages sent to box			Dashboard
messages. You can reply to or	ne 🕜 Reload List	recipients' emails		Messages
	lable in table 10 0 of 0 centries 12 × 12 × 1 (2)	BE BE 38 BE Styles + Paragraph + (RE 10) (* 100 G L 22 (27 100 mm.	2	Mentor Information
using a template.	— (2 III   ×.		20	Course Information
Click on "Compose" to begin			4	Academic Snapshot Suggested Pacing
a message.			22 1	Student Activity
			Q	View Transcript
	Path: p			School Calendar
		Send	Dismiss	External Links

We are excited to have you as part of the Edgenuity family. We hope you will find the Edgenuity Student Information System a valuable tool for monitoring and maintaining your progress in the online classroom. Do not hesitate to reach out to your instructor or coach/mentors should you need help navigating your course(s).

**X Ed**ger

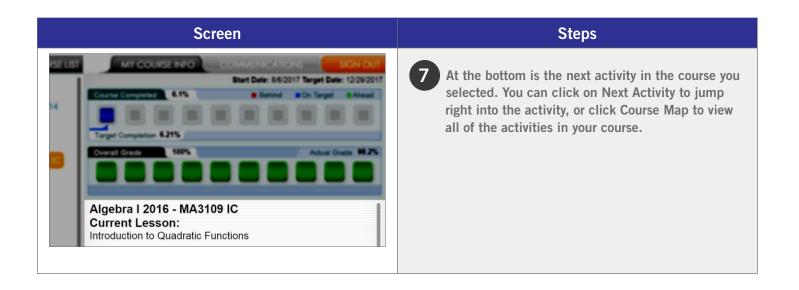
# Accessing Your Courseware

Screen	Steps
<section-header>         Login:         Password:         Enter         Forgot your login and/or password?         Watch the orientation video</section-header>	<ul> <li>Navigate to https://www.edgenuity.com/SIS-login.</li> <li>Enter the username and password that you were given.</li> <li>Click the Enter button.</li> </ul>
Image: Section of the section of th	2 From the Main Dashboard, click on the name of a course to enter it.
stic X X Lobby X MY COURSE LIST MY COURSE INFO Social Studies Social Studi	3 After clicking on the course name, you will automatically be taken to the classroom lobby for that course within a new tab of your browser.

Screen	Steps
MI CONCELST       MI CONCERNTS       MI CONCERNTS	<ul> <li>Welcome to the Student Lobby.</li> <li>Here you have access to a number of tools.</li> <li>Click the Edgenuity logo in the top left to return to your lobby at any time.</li> </ul>
Est Mr COURSE INFO COMMUNICATIONS SON OUT ORGANIZER © 2.New Email Ocean Chail Manager ANNOUNCEMENTS 1 Announcements Dates 0 Planned Maintenance: August 17 & 3/2017	4 On the far right is your Organizer. To learn more about this feature, click here to jump to that section in this guide.
Britney Barry	<ul> <li>When you initially access your lobby, your communication tools are on the right. You can always access this by clicking the middle Communications tab at the top.</li> <li>Important announcements will always be displayed here.</li> <li>If you have been given access to Edgenuity email and/or chat, you can access those tools here too.</li> </ul>

Screen	Steps
Edgenuity MY COURSE LIST Social Studies Modern World History 2014 - SS3316 IC Math Algebra I 2016 - MA3109 IC	<ul> <li>On the left is a list of all your active courses.</li> <li>Click any course title to load information about your current progress and next activity.</li> </ul>
MY COURSE INFO     COMMUNICATIONS     SIGN OUT       Social Studies     Start Date: 86/2017 Target Date: 12/28/2017       Modern World Heatory 2014     Start Date: 86/2017 Target Date: 12/28/2017       Math     Course Completion 6.21%       Math     Overall Grade       Math     Overall Grade       Algebra 1 2016 - MA3109 IC       Current Lesson:       Introduction to Quadratic Functions       Next Activity:       Warm-Up       Sign Out       Sign Out	Once you click on a course title, the right panel will display important course information.
Mr coulse pro       commencations       son out         Start Date: 8/6/2017 Target Date: 12/29/2017       Start Date: 8/6/2017 Target Date: 12/29/2017         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Completion #21%       Image: Completion #21%         Image: Completion #21%       Image: Co	<ul> <li>At the top, notice the start date and target date. Use these as guidelines to complete your coursework on time.</li> <li>Some teachers may choose not to set a target date.</li> <li>If your teacher hasn't set a target date, then the start and target date will be the same.</li> </ul>

Screen	Steps
School       School         Start Date: Sti 2017 Target Date: 12/2017         Course Completed       6.1%         Behind       On Target         Target Completion 6.21%         Algebra I 2016 - MA3109 IC         Current Lesson:         Introduction to Quadratic Functions	<ul> <li>The top graph is your course completion bar. The more work you do, the more the boxes will fill up. The colors also indicate your current pacing if your start and target date are set:</li> <li>Blue boxes show you are on track for completing your course on time.</li> <li>Green boxes show you are ahead of schedule and could finish early.</li> <li>Red boxes show you are falling behind and might not complete the course by the target date. You should prioritize working in the course to get back on track.</li> </ul>
Keep an eye on the Target Completion bar and Target Comp guide to help you stay on track and where you should be by vill follow the same colors as the progress completion bar.	



# **Course Map**

	Screen	Steps
KEdgenuity:     Agerral 2016 - MA310     Systems of Equations and Inequalitie     Polynomial Expressions     Systems of Equations and Inequalitie     Polynomial Expressions     Cuadratic Functions     Introduction to Cuadratic Functions     Cuadratic Functions     Introduction Functions: Standard For     Cuadratic Functions: Carden Form     Completing the Square     Completing the Square     Completing the Square     Completing the Square		<ul> <li>The Course Map allows you to see the entire structure of your course, which will typically look like this:</li> <li>Units <ul> <li>Lessons</li> <li>Warm-Up</li> <li>Instruction</li> <li>Summary</li> <li>Assignment</li> <li>Quiz</li> <li>Unit Tests</li> </ul> </li> <li>Cumulative Exams</li> <li>You may also encounter writing assignments, labs, projects, performance tasks, or activities your teacher created in some of your courses.</li> <li>On the left side, you can see the structure of your course. The map automatically opens to your current lesson.</li> <li>Typically, activities need to be completed in the order they appear.</li> <li>Your teacher may turn on the option to move freely throughout the course, and all activities will be open for you to complete.</li> <li>Click the blue arrow bar if you want to see the full titles of lessons or units.</li> </ul>
Algebra 1 2016 - MA3109 IC	Introduction to Quadratic Functions         Instruction       Get ready for the lesson.         Instruction       What is a quadratic function?         Summary       Review and connect what you learned.         Assignment       Practice identifying and evaluating quadratic functions.         Quiz	<ul> <li>On the top right, you will see the activities in your current lesson.</li> <li>The lesson title appears at the top.</li> <li>Your current activity is in blue text. Locked activities are in gray text and cannot be started until the current activity is complete.</li> </ul>

		Screen		Steps
- Syni - Poly - Gua - -	a 1 2016 - MA3109 IC Imms of Equations and Inequalitie monial Expressions dealer Functions dealer Functions Debotecore To DebOald Exercise Quadratic Functions: Factored For Quadratic Functions: Factored For Quadratic Functions: Vertex Form Completing the Square (Continued Modeling with Quadratic Functions	LESSON INFO State Standards Skills & Objectives Video Transcripts	Functions //// Get ready for the lesson. What is a quadratic function? Review and connect what you learned. Practice identifying and evaluating quadratic functions	<ul> <li>On the bottom right is your lesson information:</li> <li>Click the State Standards to view the standards associated with the selected lesson.</li> <li>Click Skills &amp; Objectives to see more information on what you will be learning in the lesson.</li> <li>Video Transcripts provides the text of all the video instruction.</li> </ul>
0	Warm-Up Instruction Summary Assignment Quiz	Get ready for What is a qua Review and o	the lesson. stratic function? ormest what you learned. Ifying and evaluating quadratic	<ol> <li>Click the play button or the activity title to begin.</li> <li>Activity details are shown next to the title of each activity.</li> <li>Completed activities will appear in green text with a check mark. You can go back to review these activities at any time.</li> </ol>

### **Courseware Tools**

Your online courses include a number of tools available to support your learning. You can take virtual, electronic notes (eNotes), use the online glossary to view new vocabulary, and even read transcripts of the video instruction to ensure you don't miss key information.

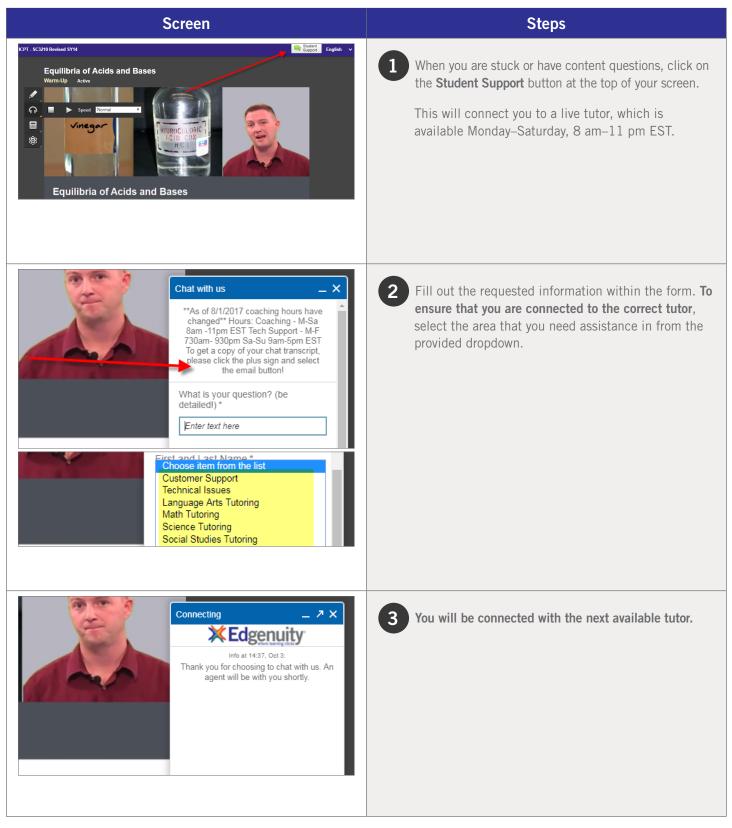
Many courses also have subject-specific tools available like calculators, formula sheets, and the periodic table. And if your teacher enables additional tools for you, you could have access to translate the text you see on screen into one of 17 different languages, or even highlight text to have it read aloud to you. Let's take a look at some examples.

#### **LESSON SUPPORT TOOLS**

Screen	Steps
Adversaries (All Section 2) (A	Every lesson in your course gives you access to electronic notes (eNotes), an online glossary, video instruction transcripts, and a highlighter tool.
English V Britney Barry	Open your tools by clicking the orange plus sign in the top right corner under your name.
Algebra 1 2016 - MA3109 IC  Activity eNotes Glossary Transcript  Control of C	<b>i</b> Edgenuity will automatically detect your screen size and will adjust to give you the best experience. On smaller screens, tablets, or mobile devices, you may find tabs across the top instead of the plus sign.

Screen	Steps
ctions Inction? Active Non Active Non Met Advance Met Advance Met Advance Met Advance Met Advance	<ul> <li>You can click on any tab to see the related information:</li> <li>eNotes: take notes as you are learning; your teacher may allow you to access these notes on your assessments</li> <li>Glossary: access key vocabulary terms for your lesson, and also look up unfamiliar words</li> <li>Transcript: read the text of the video instruction</li> <li>Click these arrows under the eNotes tab to open (and close) the advanced view that you see here. You'll have access to additional formatting, an equation editor, as well as tables.</li> </ul>
Image: sectile Motion       Image: sectile Motion	Highlighter: allows you to highlight text on the screen in various colors; these highlights will not disappear unless you choose to clear them and will be there when you log out and back in again You can find the highlighter tool on the left side of your activity window, as shown here.

#### **TUTORING**

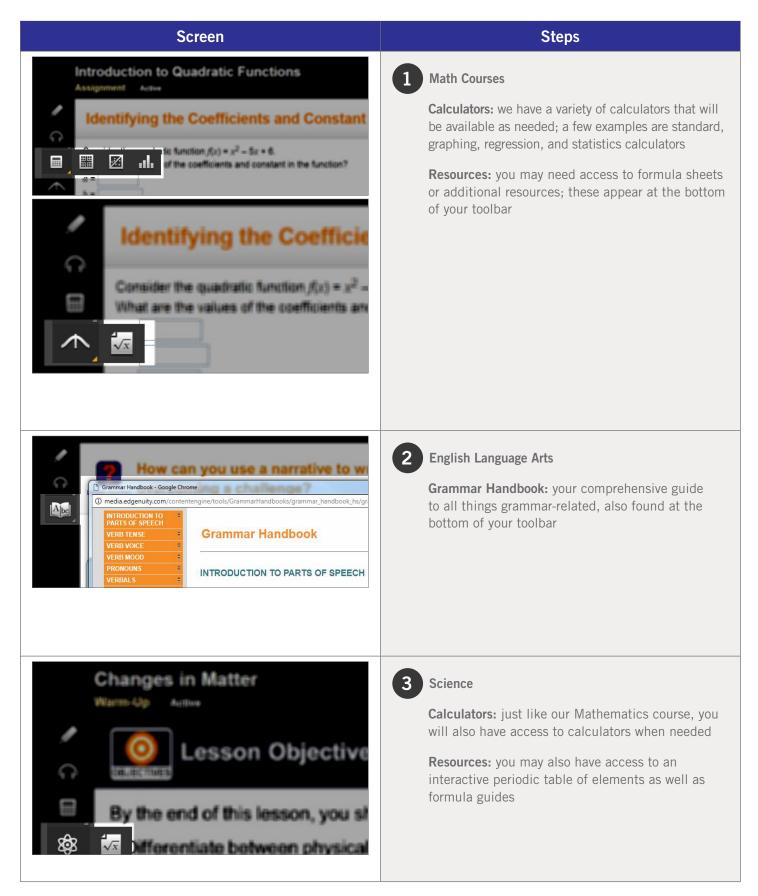


#### **TOOLS ENABLED BY YOUR TEACHER**

Screen	Steps
Consider the quadratic function $f(x) = x^2 - 5x + 6$ . What are the values of the coefficients and constant in the function?	<ul> <li>Your teacher has the option to enable a few tools for you:</li> <li>Read-Aloud: allows you to highlight text on the screen and have it read aloud in English; hover over the icon to open the tools</li> <li>If available, this tool is located on the left toolbar as shown here.</li> </ul>
English       V       Britney Barry         eNotes       Closario       Transcripción       Español         F**       Sección 1       Française       Italiano         00:00:00       MAESTRO: En esta lección, vamos a respor función cuadrática. Ahora que ya hemos defi entre los valores de entrada y los valores de cómo esa misma definición se aplica a una función.       Deutsch       português         00:00:17       Una catapulta, como el ilustrado aquí. Este entrada y indicato de la época       sado en la época	2 <b>Translation:</b> provides translation of text on the screen into one of 17 different languages; opening the <b>Transcript</b> tab first allows you to translate the instructional video text into your home language too! If available, you will find this tool at the top right, next to your name.

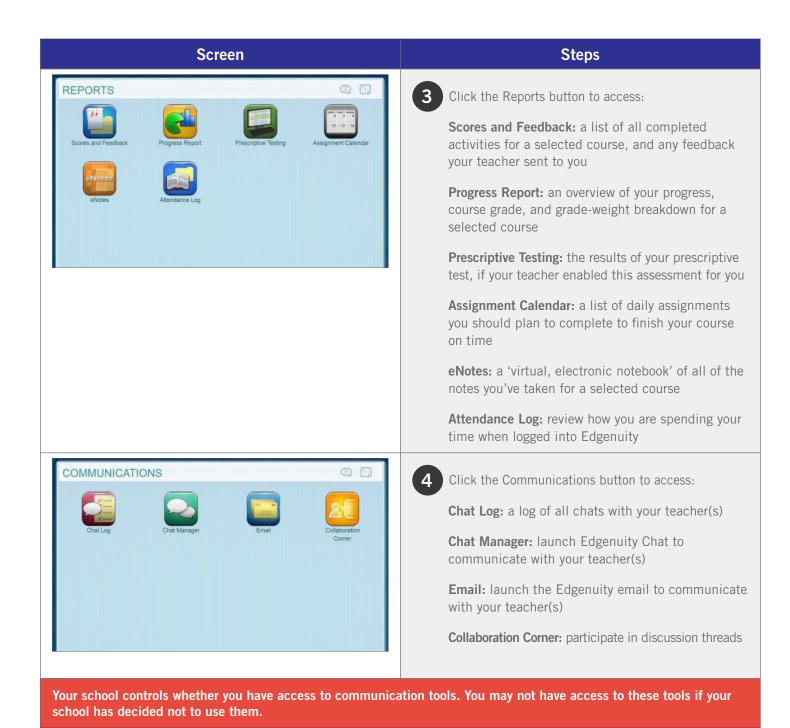
#### SUBJECT-SPECIFIC TOOLS

There are a number of tools available for each subject area, and we occasionally add new ones to help you with your learning. These tools will be found on the left side of your course window and will be available when needed. Let's take a look at a few examples, although you may encounter other tools along your learning journey.



# Organizer

Screen	Steps
WELCOME, BRITNEY   ANNOUNCEMENTS  Announcements  Dates  Planned Maintenance: August 17  8/3/2017	<ul> <li>Your Organizer is the place where you can access reports, communication tools, and other tools and resources.</li> <li>Remember, you can access this by clicking the Organizer button on your lobby page.</li> <li>Announcements will also appear here on the homepage of your Organizer.</li> </ul>
	1 You can always click the <b>Power</b> button to go back to your lobby.
	2 As you navigate around, you can click the <b>Back</b> button to go back one page at a time.



Screen	Steps
RESOURCES       Image: Compare the second seco	<ul> <li>Click the Resources button to access:</li> <li>Orientation and How-To: a number of helpful guides are located here, as well as the orientation video for you to get familiar with your Edgenuity program</li> <li>Fitness Log: if you are asked to log your exercise as part of your physical education course, this fitness log is also accessible by your teacher</li> <li>Calculator: many of our courses will have specific tools available to you within the course itself, but if you ever need a virtual calculator, this is where you'll find it</li> </ul>

# Logging Out

**X**Edgenuity

Screen

Student Login

Steps

When logging out of the SIS, students will be presented with this screen. **Do not log back into this screen**.

Instead, return back to **https://www.edgenuity.com/SIS-login** to log back into the system.

#### LOGIN

https://sislogin.edgenuity.com

Student Infor	mation System
Login: Password: Enter Forgot your login and/or password?	Watch the orientation video
	<b>XEd</b> genuity

#### **COMMUNICATION FOR STUDENTS**

Emails from your teacher are here

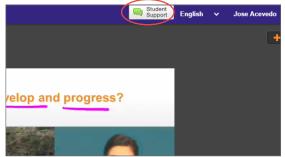
					User: S Find a			Settings	<u>Sign or</u>
Sections	Reports	Schools		Districts	Conso	rtiur	ns	Mess	ages
			\$	Print pa	ıg		-	Export	Result
			0	Contents		0.1	Read Or		0
rce ic now available			0	Contents		0 1	Read Or	1	\$
			\$					1 15 10:24 AN	
a good student			0	good job	att,The course y	1	08/07/20		1
irse is now available a good student irse is now available	1		0	good job Dear Jack Spr rc The following	att,The course y course request d by Sales Dem.	ou has	08/07/20	15 10:24 AM	1
rrse is now available a good student irse is now available uest has been approved uest has been approved			\$	good job Dear Jack Spr rc The following been approve The following	course request	has	08/07/20	15 10:24 AM	1
rise is now available a good student irse is now available uest has been approved			0	good job Dear Jack Spr rc The following been approve The following been approve	course request d by Sales Dem. course request	has	08/07/20 09/24/20	15 10:24 AM	1

#### **SIS ORIENTATION**



#### **ON-DEMAND COACHING**

Students have access to on-demand tutoring in core courses from **8 AM – 11 PM Monday through Saturday. 877.202.0338 x 7766** 



#### EDGENUITY CUSTOMER SUPPORT

Available by phone or chat 7 days a week: 877.202.0338 option 3



www.edgenuity.com