Edgenuity

Student Information System

Student Quick Start Guide

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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.

Getting Started Technical Requirements

To ensure that you can login and begin working, first verify that your computer meets the technical requirements of the program.

Operating System
- Windows® 7
- Windows 8
- Windows Vista™
- Windows RT 1
- Mac® OS® X 10.7.5+

Processor
- PC: 2.33GHz AMD® -or- Intel® Core™ 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™ Chrome™ 35 2
- Internet Explorer® 9.x – 11.x
- Safari® 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® Flash® Player 9
- Adobe Acrobat®
- Adobe Reader® 7
- Adobe Shockwave® Player 10
- Apple® QuickTime® Player 7
- Java Version 1.6

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

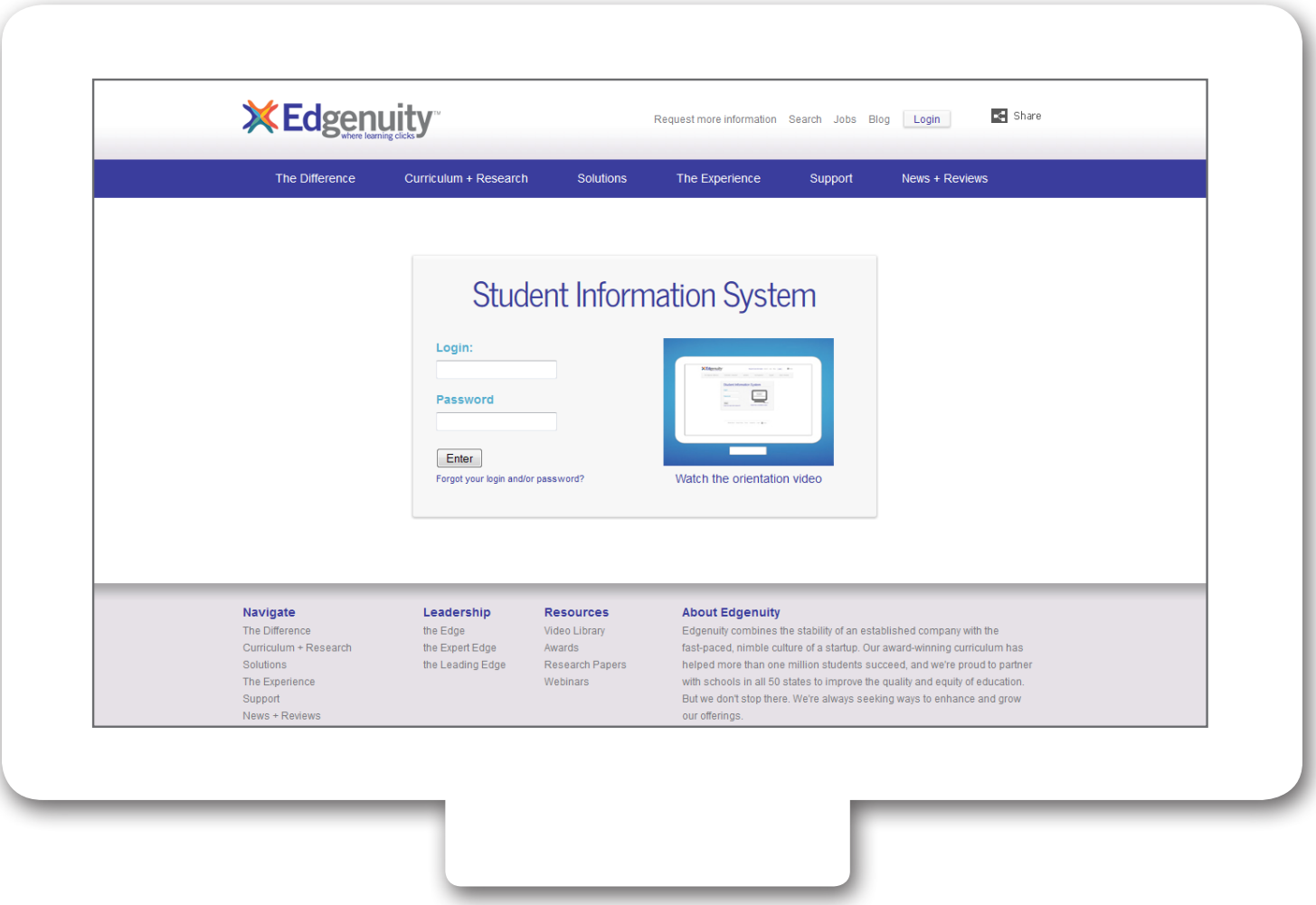
Logging In

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:

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

Write your username and password here for future reference.

Login: _____ Password: _____



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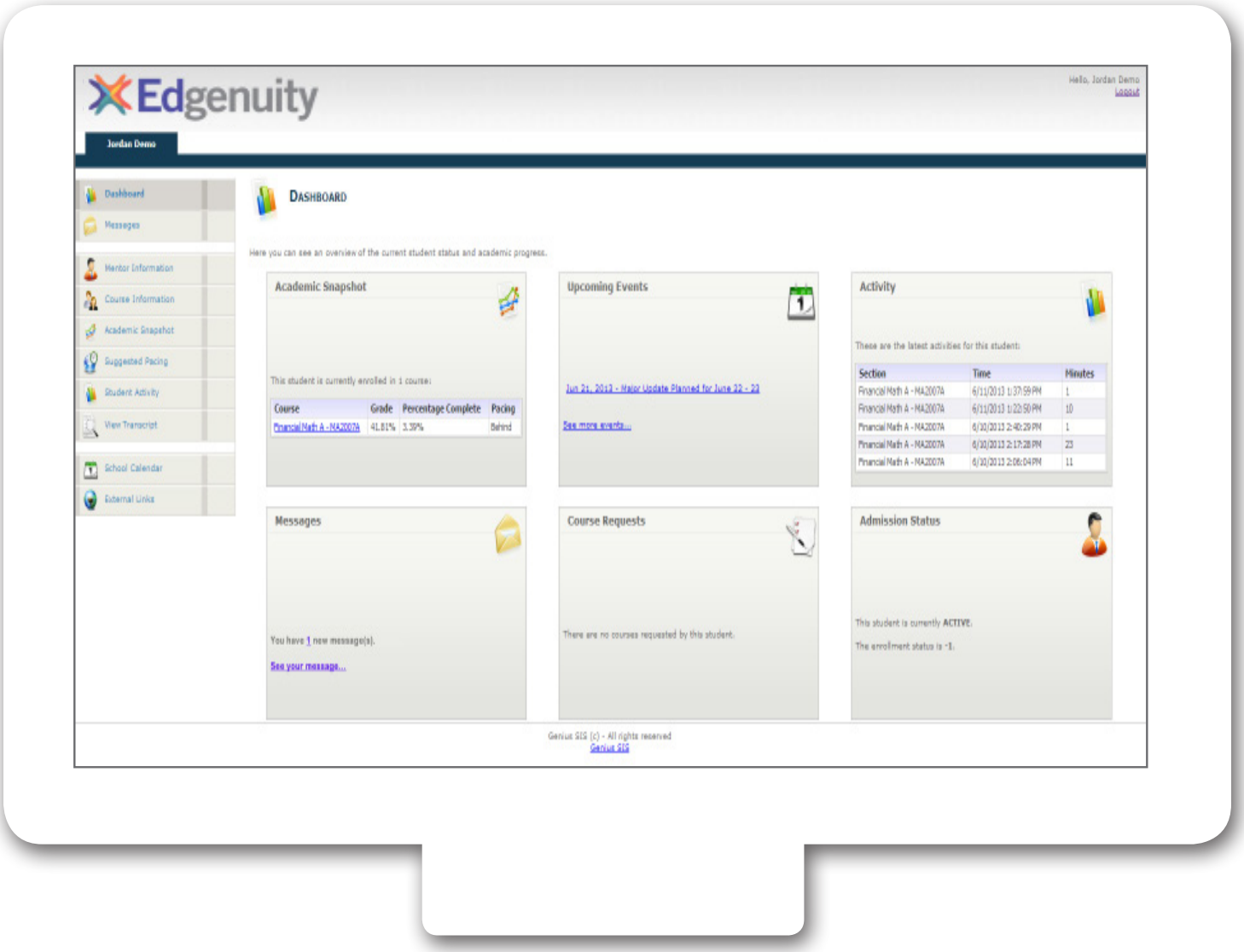
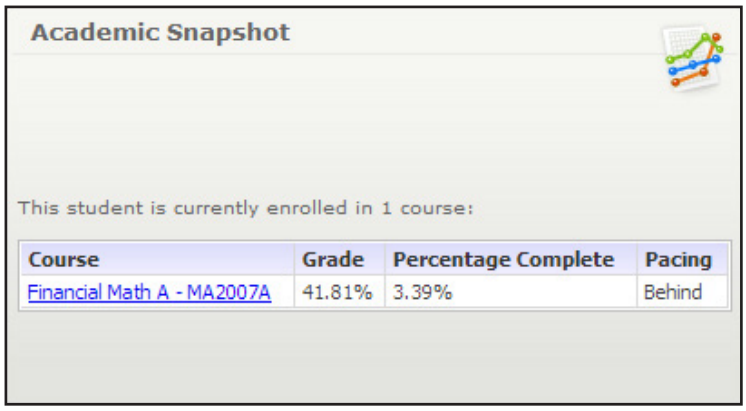
My Dashboard Tools and Features

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.

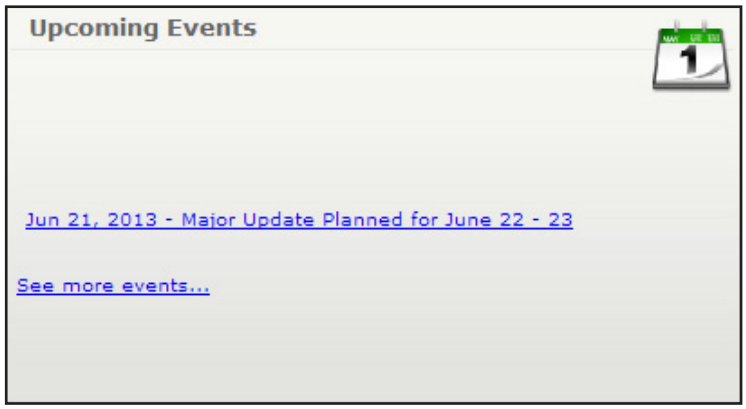
The *Main Dashboard* features the following tools on the front page of the SIS as soon as you login:

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

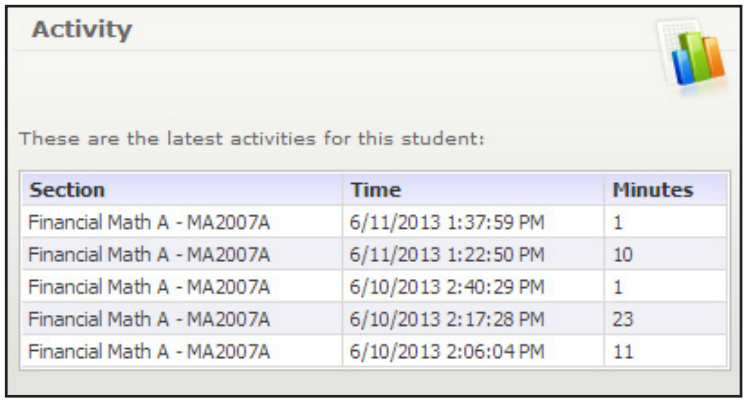




The Academic Snapshot area lists the course(s) in which you are enrolled. Grade and progress information are included. Clicking on any one of the course names will log you into your online course, where you will complete your course assignments.



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.



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.

Your Message Center is an inbox for important communications from your teacher(s). Be sure to check this inbox often.

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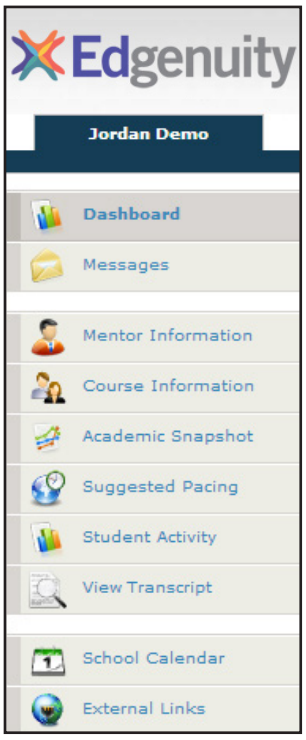
The Sidebar contains the following tools:



Dashboard: Main page in the SIS; provides a quick snapshot of your progress and grades

Messages: View e-mail messages from your teachers and reply and create new messages

Mentor Information: View your assigned mentor's information

Course Information: View your courses, course description, credit amount, and teacher contact information

Academic Snapshot: Provides an overall progress bar for all courses and specific progress bars for each class you are enrolled in

Suggested Pacing: A progress bar and weekly assignment goals to keep you on track with your targeted completion date

Student Activity: A tally of the total number of assignments you have completed each day in your course(s)

Course Plan: A plan that puts you on track for graduation

View Transcript: A record of your current grades and credit(s) earned

School Calendar: A calendar of current appointments or conferences

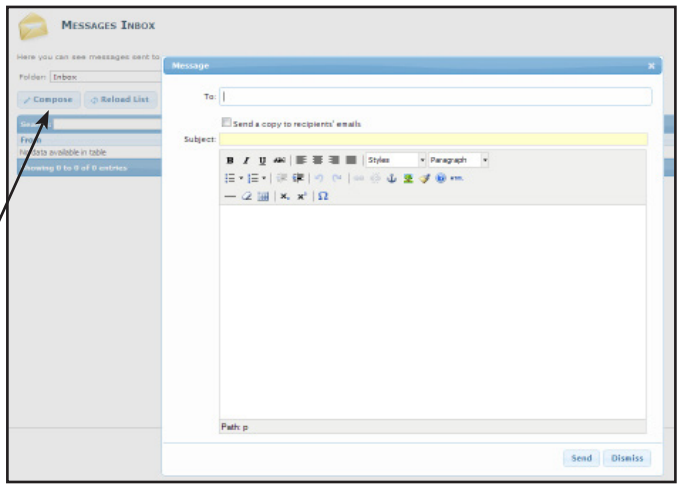
External Links: Links to popular and helpful resources when navigating your online classroom

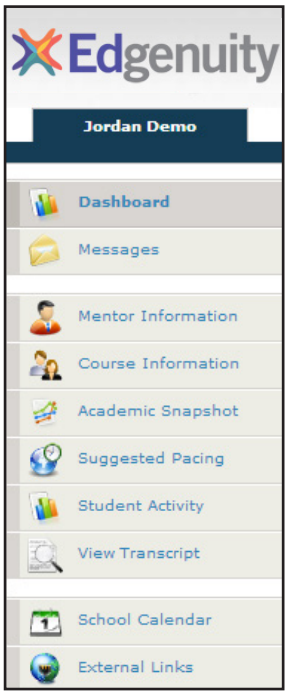
Communicating With Your Teachers

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:

Once inside the Message Center, you will see a log of recent messages. You can reply to or delete messages. You also have the ability to send e-mail messages using a template.

Click on "Compose" to begin a message.





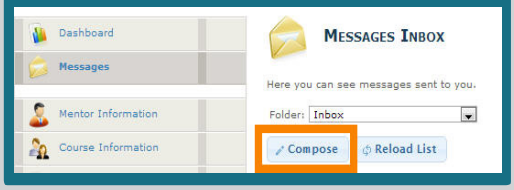
We are excited to have you as part of the Edgenuity family. We hope you will find the Edgenuity Student Information System a valuable tool for monitoring and maintaining your progress in the online classroom. Do not hesitate to reach out to your instructor or coach/mentors should you need help navigating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

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.

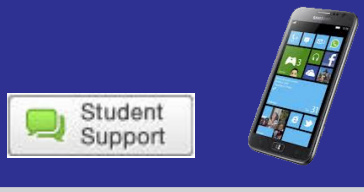


If you need help with concepts in the subject you are studying ...

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

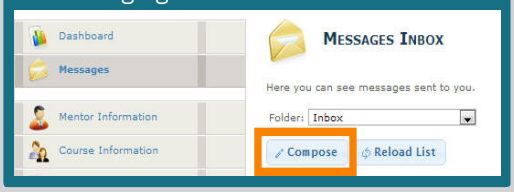
If you are having technical difficulties ...

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.



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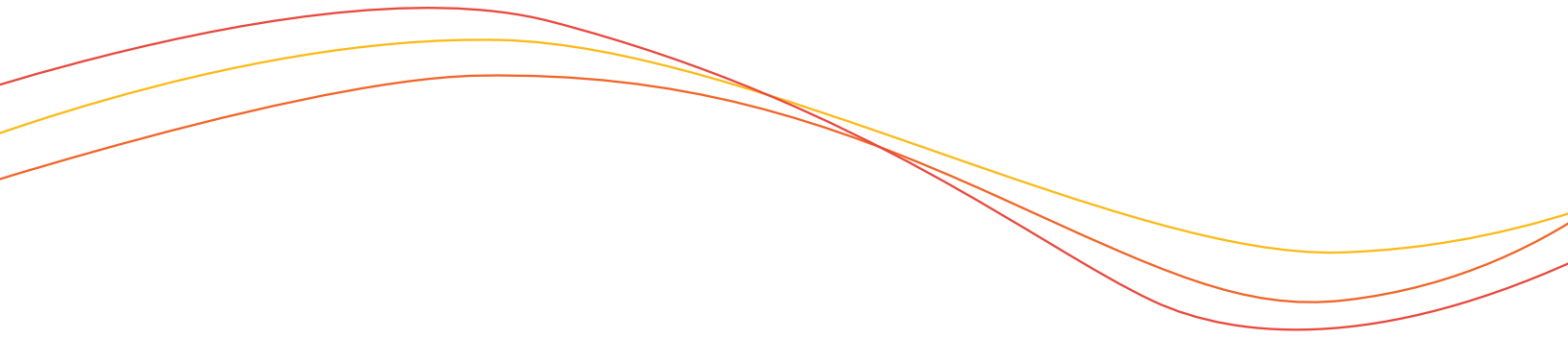

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