Student Information System (SIS) Complete Student User Guide

Edgenuity

Table of Contents

INTRODUCTION AND PURPOSE OF THIS GUIDE ____ 2

TECHNICAL REQUIREMENTS ____ 2

GRADE WEIGHTS ____ 3

LOGGING IN ____ 4

MY DASHBOARD TOOLS AND FEATURES ____ 5

COMMUNICATING WITH YOUR TEACHERS ____ 7

ACCESSING YOUR COURSEWARE ____ 8

COURSE MAP ____ 9

COURSEWARE TOOLS ____ 11

- Lesson Support Tools 11
- Tutoring 13
- Tools enabled by your teacher 14
- Subject-specific tools 15

LOGGING OUT ____ 16

HELPFUL RESOURCES ____ 17

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® 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)

© Edgenuity Inc.

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.

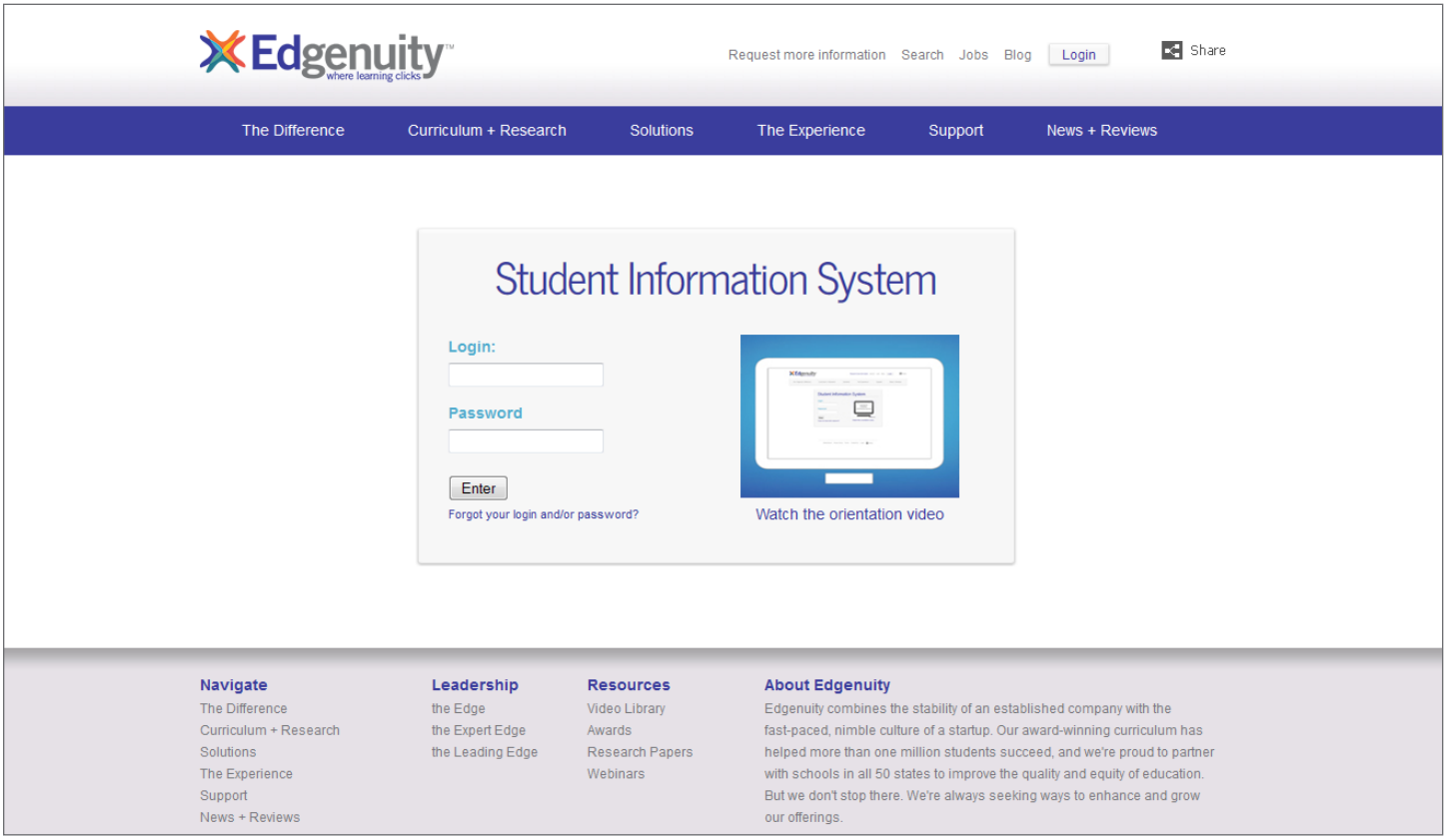
Logging In

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:** _____



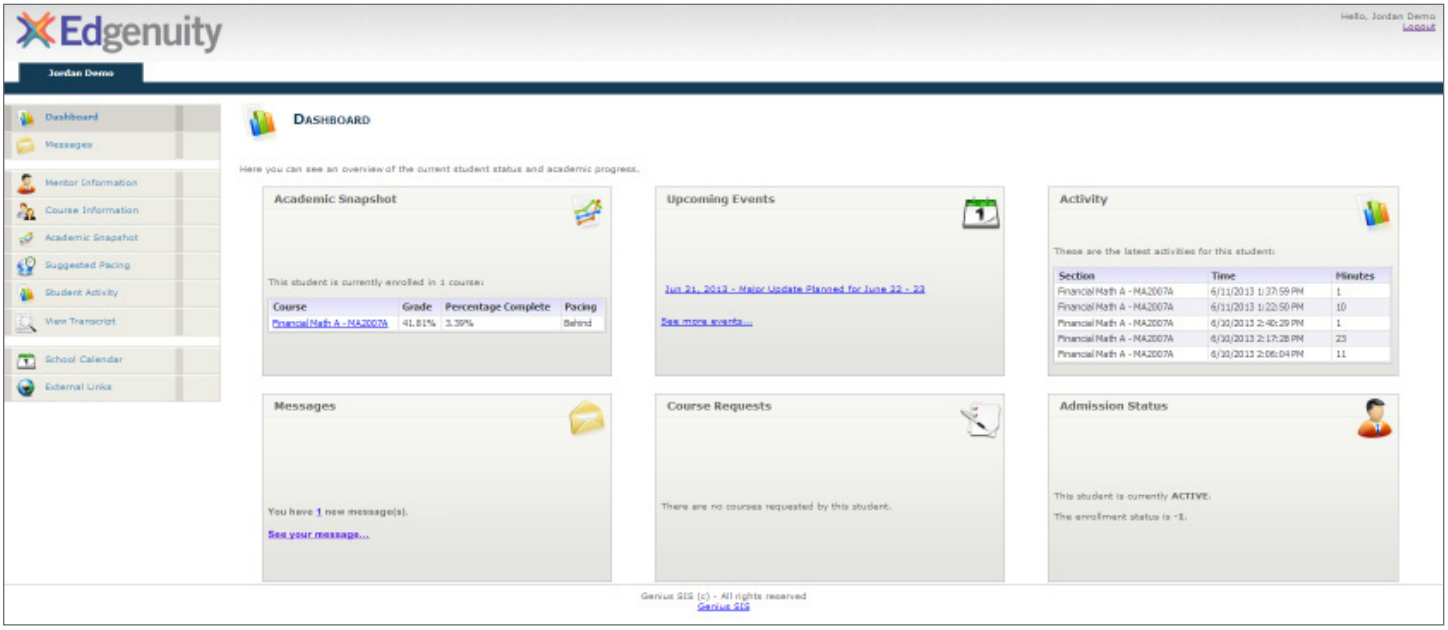
© Edgenuity Inc.

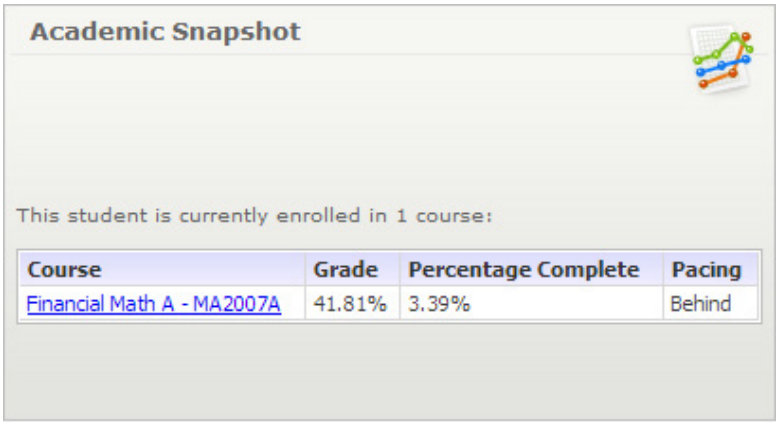
My Dashboard Tools and Features

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.

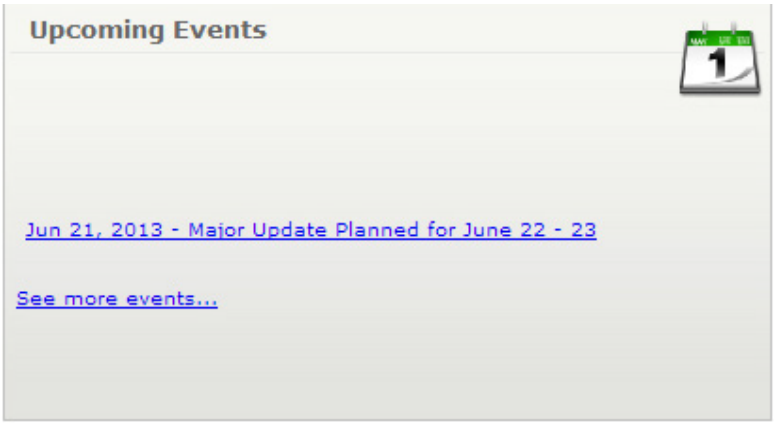
The *Main Dashboard* features the following tools on the front page of the SIS as soon as you login:

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

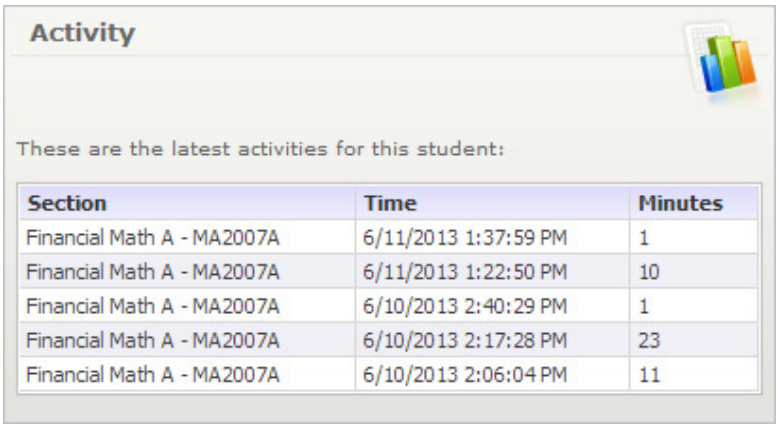




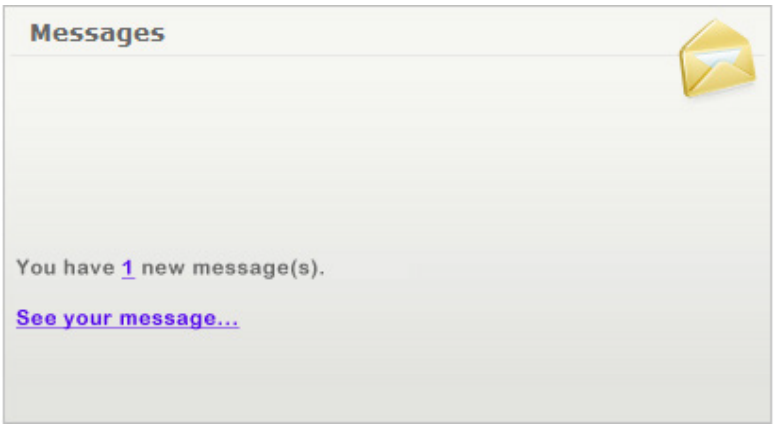
The Academic Snapshot area lists the course(s) in which you are enrolled. Grade and progress information are included. Clicking on any one of the course names will log you into your online course, where you will complete your course assignments.



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.



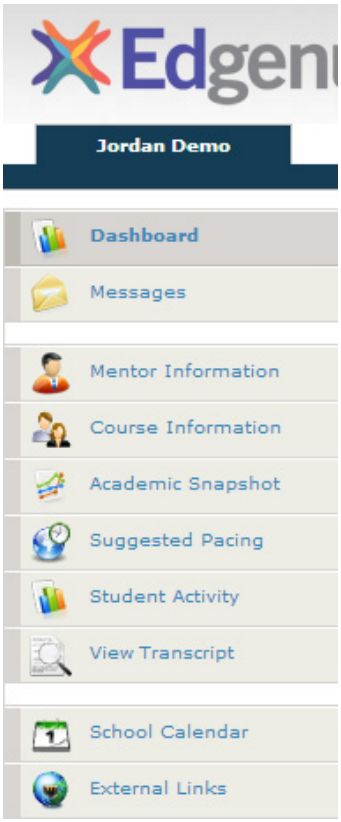
When you work in your course(s), the time you spend is logged. The Activity area shows the course names, dates, and number of minutes spent in each course while completing assignments.



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

© Edgenuity Inc.

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

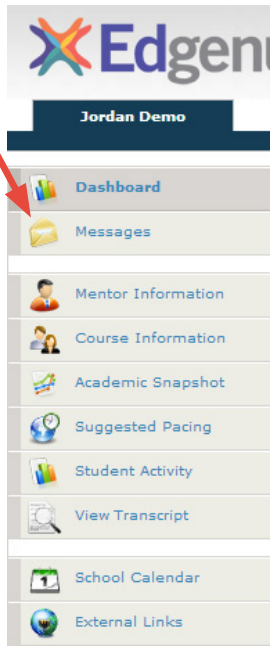
View Transcript: A record of your current grades and credit(s) earned

School Calendar: A calendar of current appointments or conferences

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

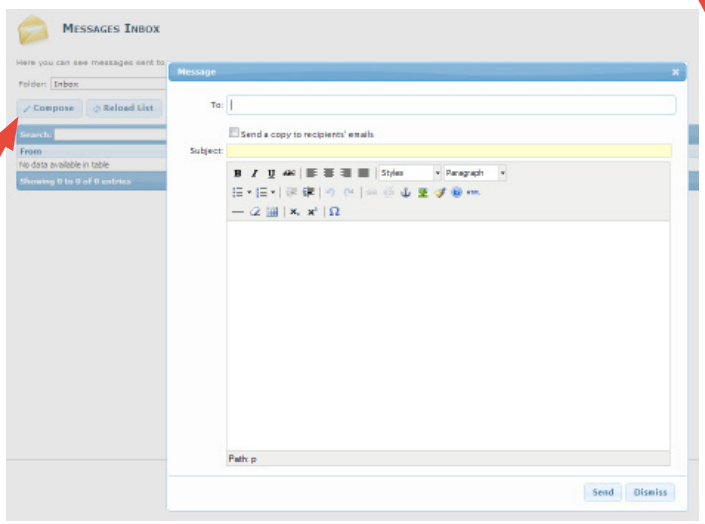
Communicating With Your Teachers

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:



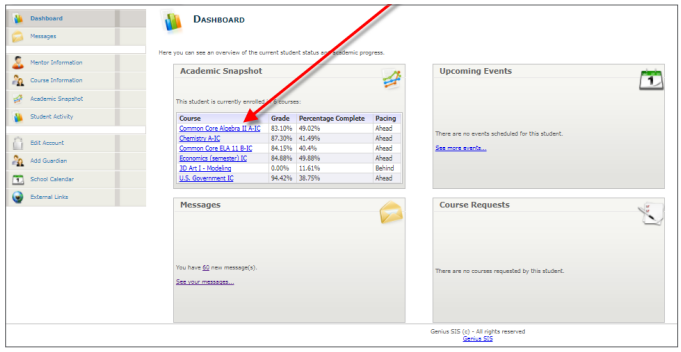
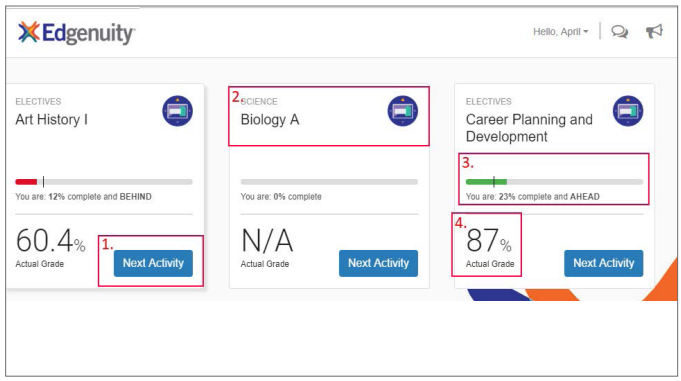
Once inside the Message Center, you will see a log of recent messages. You can reply to or delete messages. You also have the ability to send e-mail messages using a template.

Click on "Compose" to begin a message.



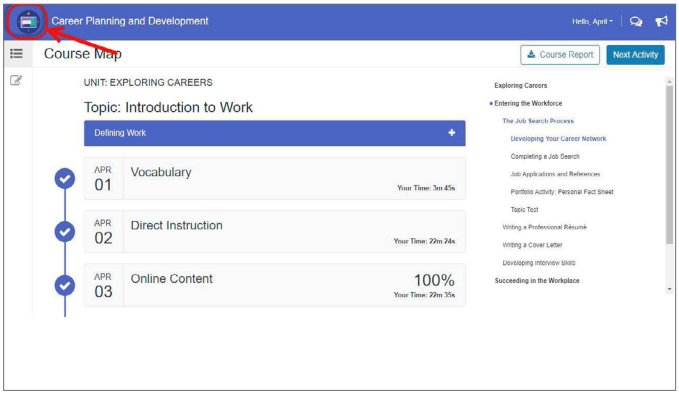
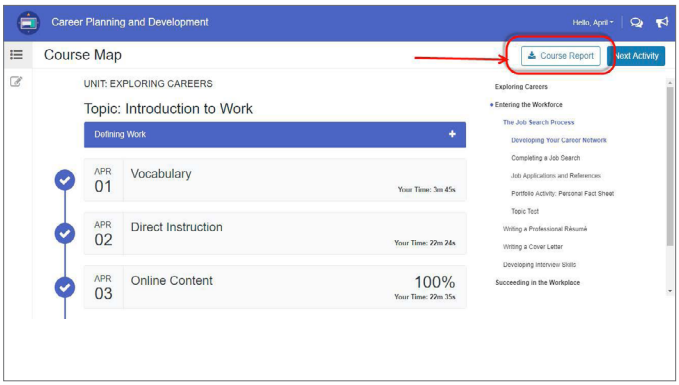
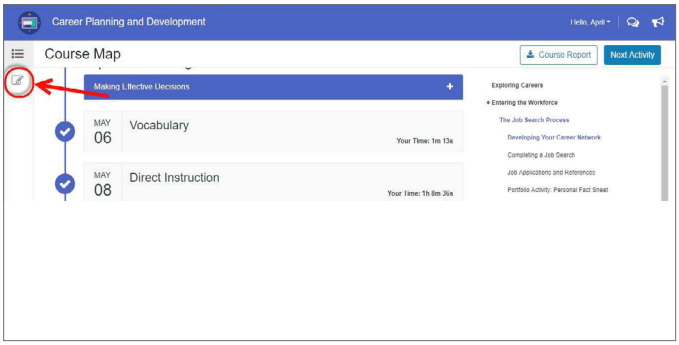
We are excited to have you as part of the Edgenuity family. We hope you will find the Edgenuity Student Information System a valuable tool for monitoring and maintaining your progress in the online classroom. Do not hesitate to reach out to your instructor or coach/mentors should you need help navigating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

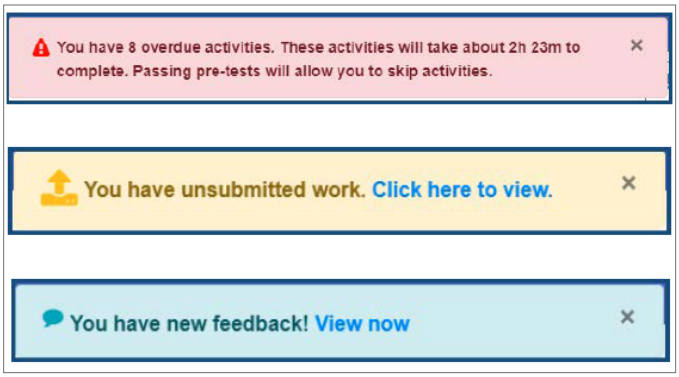
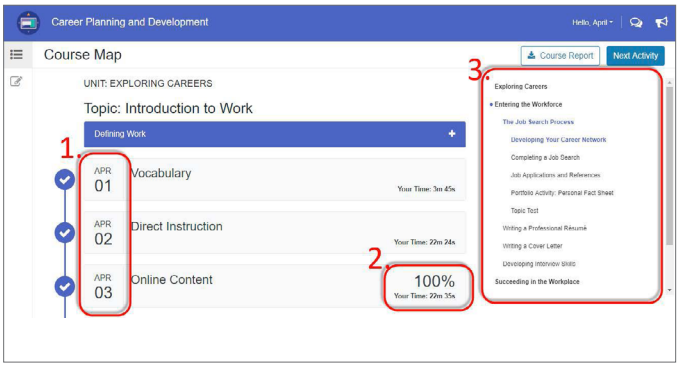
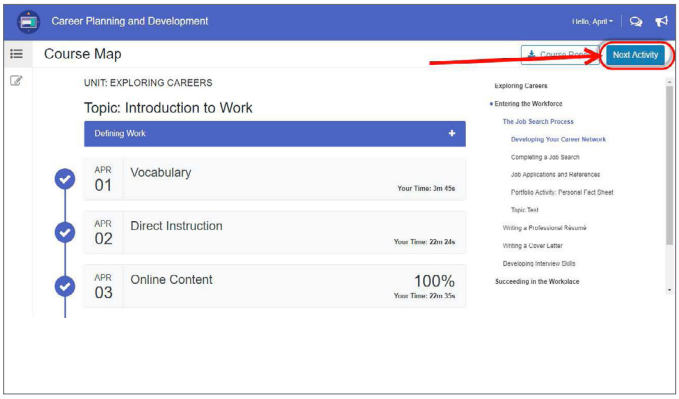
Accessing Your Courseware

Screen	Steps
	1 Navigate to **https://www.edgenuity.com/SIS-login.** • Enter the username and password that you were given. • Click the **Enter** button.
	**2** **From the Main Dashboard, click on the name of a course to enter it.**
	**3** **After clicking on the course name, you will automatically be taken to the classroom lobby. You can see a quick snapshot of your classes.** **1.** Use the "Next Activity" button in each class to begin working where you left off. **2.** Clicking on the "Course Card" will take you to the course map for the course. You can find your assignment information, grades, and pacing information here. **3.** The pacing bar shows you where you are in the class. The vertical line indicates where you should be in the class, the colored bar indicates where you currently are. **4.** Your grade. This can display your actual or overall grade.

© Edgenuity Inc.

Course Map

Screen	Steps
	**Welcome to the Course Map.** • Here you have access to a number of tools. • Click on the course icon to the left of your course title at the top of the page to navigate back to the dashboard or another course map.
	**1** **Click on the course report tool to download a printable copy of your grades and a pacing guide for each class.**
	**2** **Click on the "eNotes" tool to see any notes you have taken in the course.**

Screen	Steps
	**3** You may have an alert when you first go to your course map. These alerts tell you if you are behind pacing, you forgot to submit an assignment for grading, or if you have new teacher feedback to read.
	**4** You can also see upcoming lessons, view past completed lessons, and your grades from the course map. 1. See the due dates for upcoming assignments. You can click on any of the activities you already completed to review. 2. See grades on past assignments. 3. See the lessons in the class and where you are in the course.
	**5** Click on “Next Activity” to begin working where you left off.

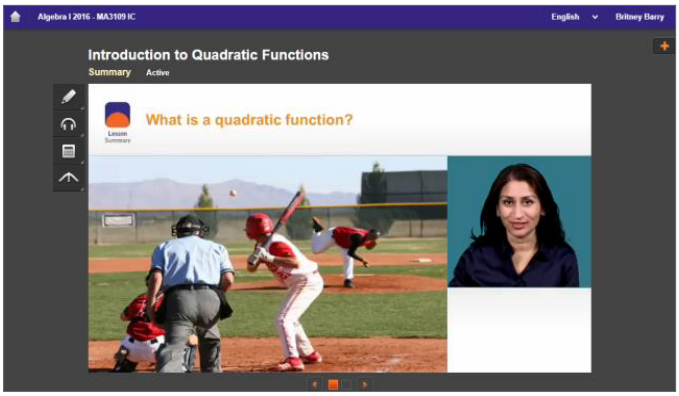
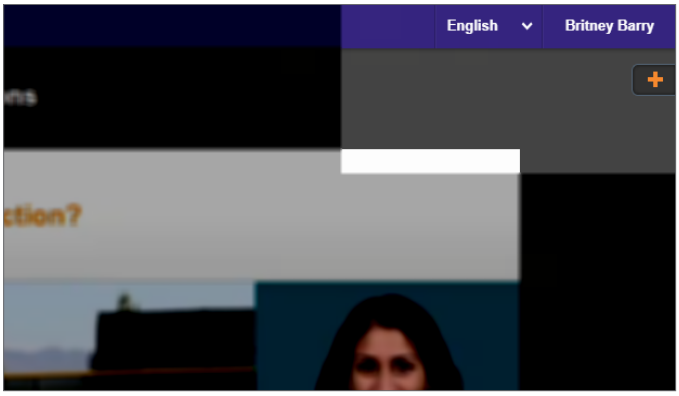
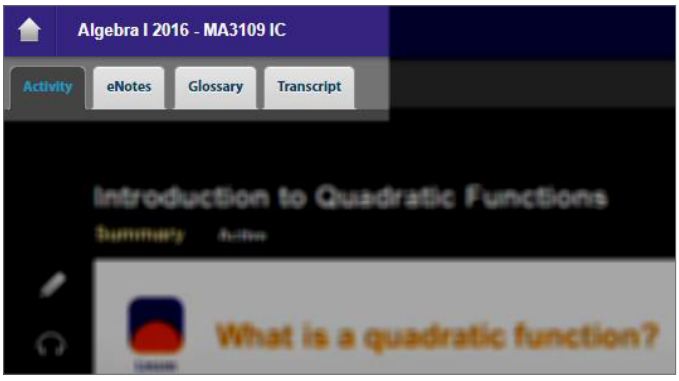
© Edgenuity Inc.

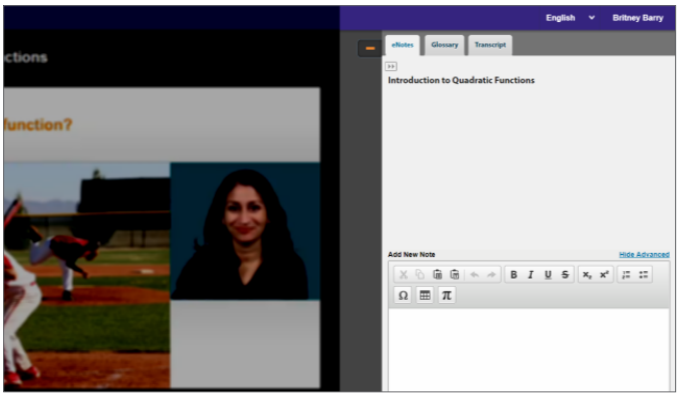
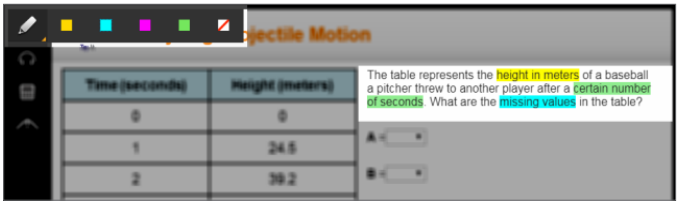
Courseware Tools

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. 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.

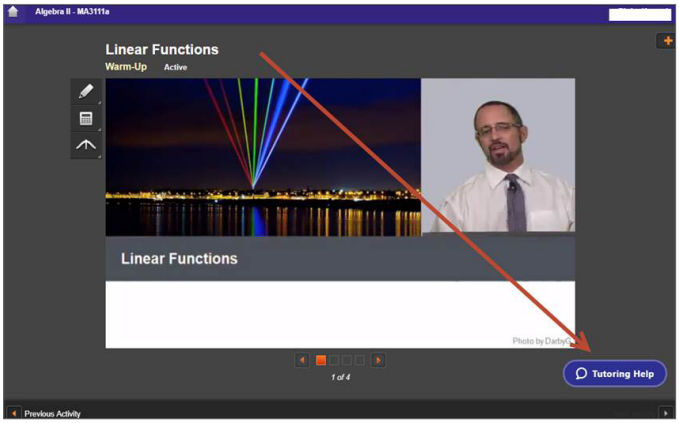
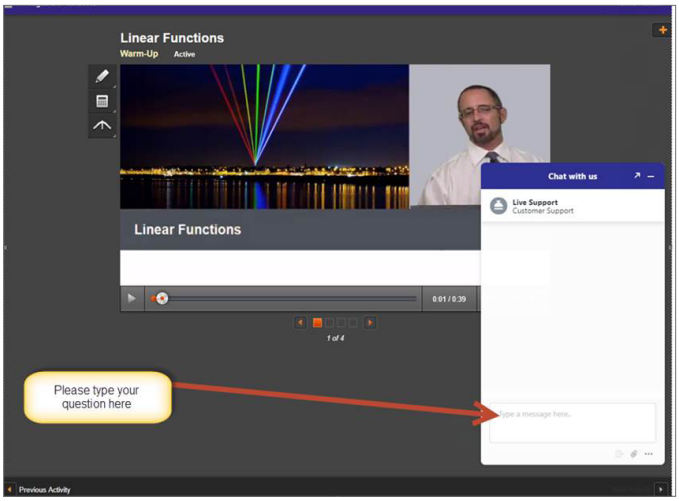
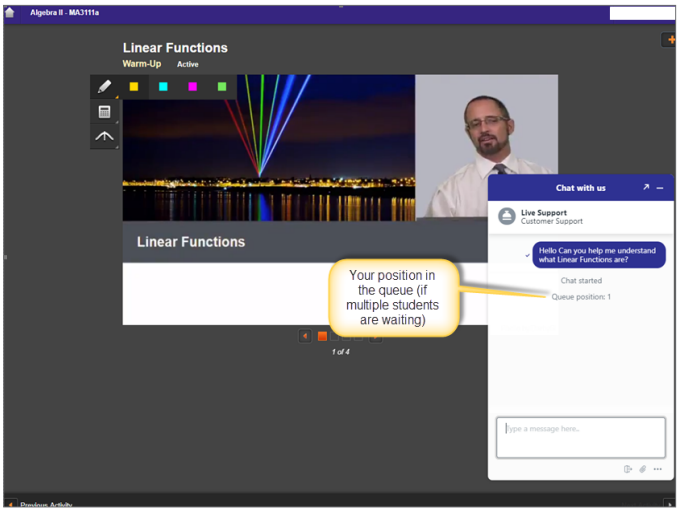
LESSON SUPPORT TOOLS

Screen	Steps
	Every lesson in your course gives you access to electronic notes (eNotes), an online glossary, video instruction transcripts, and a highlighter tool.
	1 **Open your tools by clicking the orange plus sign in the top right corner under your name.**
	i **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.

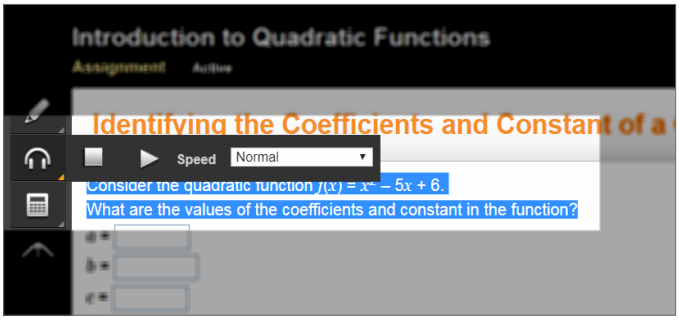
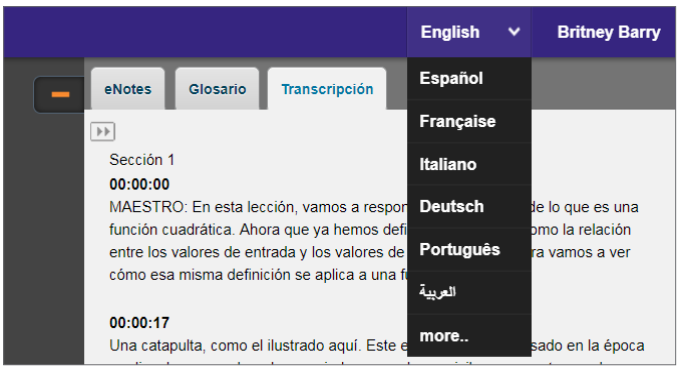
Screen	Steps
	**You can click on any tab to see the related information:** **eNotes:** take notes as you are learning; your teacher may allow you to access these notes on your assessments **Glossary:** access key vocabulary terms for your lesson, and also look up unfamiliar words **Transcript:** read the text of the video instruction 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.
	**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.

© Edgenuity Inc.

TUTORING

Screen	Steps
	**1** When you are not sure how to answer the questions, or know what the questions are even asking you to do, reach out to a tutor to help you understand the content! This will connect you to a live tutor! Available 6 days a week! Our tutoring hours are always updated within the chat button. **Click that button in one of your core courses to find out more.**
	**2** You will be sent to a tutor who can assist with your subject. Tutors are available in core subjects such as English, math, science, and social studies/history 1. Please be sure to put your specific question in the box!
	**3** **You will be connected to a tutor, live! If there is a wait you will see where you are in the queue.**

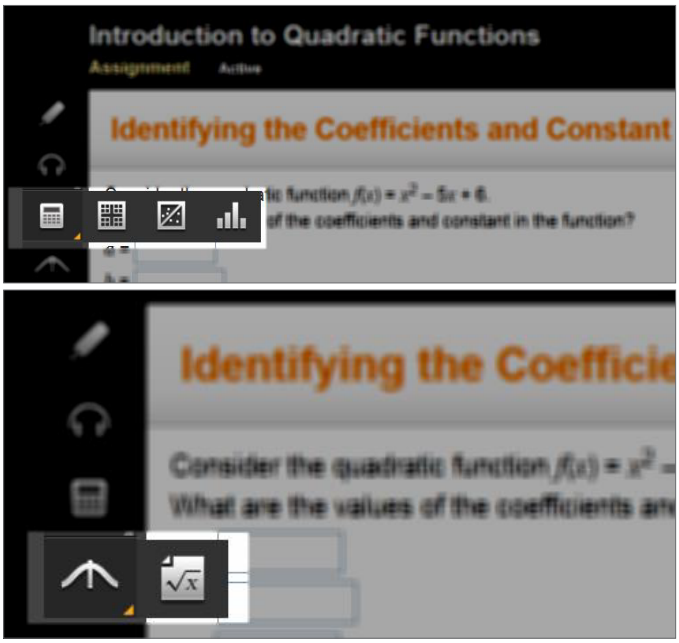
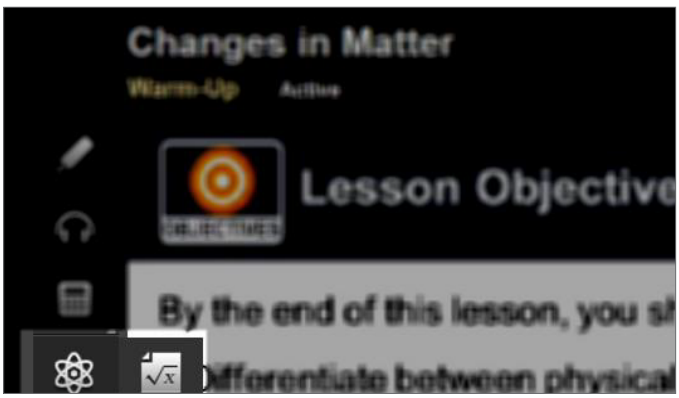
TOOLS ENABLED BY YOUR TEACHER

Screen	Steps
	1 Your teacher has the option to enable a few tools for you: **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 If available, this tool is located on the left toolbar as shown here.
	2 **Translation:** provides translation of text on the screen into one of 17 different languages; opening the **Transcript** 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.

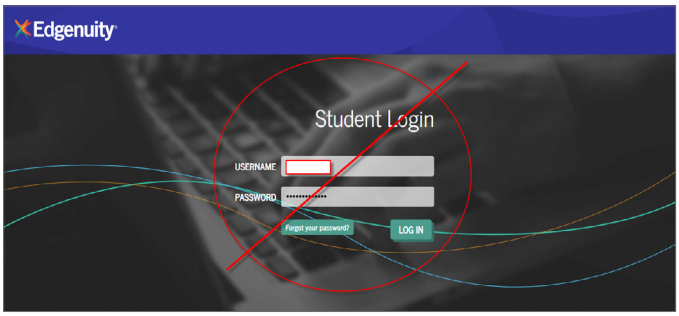
© Edgenuity Inc.

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.

Screen	Steps
	**1** Math Courses **Calculators:** we have a variety of calculators that will be available as needed; a few examples are standard, graphing, regression, and statistics calculators **Resources:** you may need access to formula sheets or additional resources; these appear at the bottom of your toolbar
	2 English Language Arts **Grammar Handbook:** your comprehensive guide to all things grammar-related, also found at the bottom of your toolbar
	**3** Science **Calculators:** just like our Mathematics course, you will also have access to calculators when needed **Resources:** you may also have access to an interactive periodic table of elements as well as formula guides

Logging Out

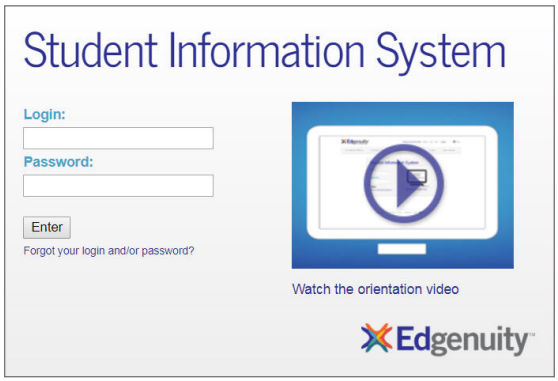
Screen	Steps
	When logging out of the SIS, students will be presented with this screen. **Do not log back into this screen**. Instead, return back to **https://www.edgenuity.com/SIS-login** to log back into the system.

© Edgenuity Inc.

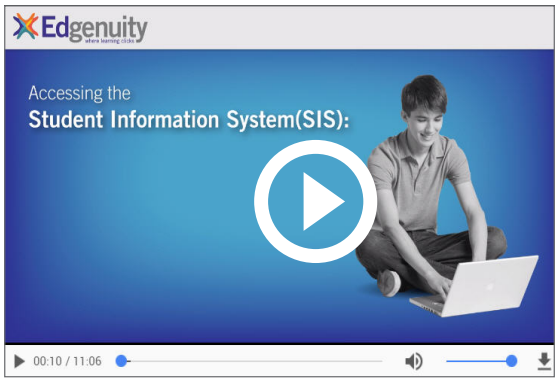
Helpful Resources

LOGIN

https://sislogin.edgenuity.com



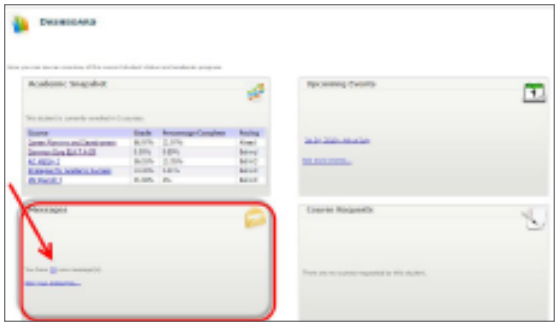
SIS ORIENTATION



COMMUNICATION FOR STUDENTS

Emails from your teacher are here.

Check your messages daily.



ON-DEMAND COACHING

Students have access to on-demand tutoring in core courses 6 days a week! Please contact us as tutoring hours may change based on student needs and/or seasonality.

888-866-4989 option 2

Email: conceptcoaching@edgenuity.com

Tutoring Help

EDGENUITY CUSTOMER SUPPORT

Available by phone or chat 7 days a week: **877.202.0338 or 888.866.4989 option 1**

www.edgenuity.com