

Waterfront Learning Liaison Training:

Progress Monitoring & Enrollment



Expectations of the District Liaisons

Enrollment & Orientation:

- Request courses for students Monday-Wednesday to start the following Monday.
- Create a student handbook.
- Create and execute an orientation plan.

Progress Monitoring:

- Monitor students progress daily.
- Communicate concerns to students if attendance and progress do not meet district expectations.

Communication:

- Enter communications into Genius.
- The “Super-User” in Genius will be the primary contact – all emails from Genius that copy the “Affiliation” will be sent to this user.
- Forward all emails on to necessary district stakeholders.

Common Language

- “Genius”
 - Genius is the **Student Information System** which holds all student data. All enrollments are processed through the SIS, as well as monitoring progress, attendance, and pacing.
- “Vendors”
 - Our vendors are our partners which provide the curriculum selections for districts to select for students.
 - Current vendors include Edgenuity, Calvert, Edison, First Steps Drivers Theory, Pearson & Zulama.

Pillars of Student Success



Enrollment Considerations

- Online Student Expectations
- Course Selection – Vendor Options
- Enrollment Process
- Start/End Dates
- 13 Day Grace Period
- Student Orientation

Online Student Expectations

Pillar	Expectations	Liaison Actions
Orientation	Each student should complete the Orientation program provided within seven days of their start date.	The district should hold an ON SITE orientation for the student and family. During which the student and family will sign appropriate paperwork, receive necessary hardware (if applicable) and login information. Students should demonstrate the ability to access content independently prior to departure.
Attendance	Each student should log into their courses for at least one hour/course at least five days a week.	The district will monitor attendance on a regular/weekly basis. Students not meeting attendance requirements will be recommended for intervention. District protocols will be followed.

Online Student Expectations

Pillar	Expectations	Liaison Actions
Pacing	All students are expected to be "At Pace" or "Ahead" in all courses. Students should complete work as indicated in their assignment calendar, daily planner, or teacher/advisor provided pacing guide.	Pacing will be monitored on a regular/weekly basis by the district. Students not meeting pacing requirements will be recommended for Intervention; district protocols will be followed.
Performance	All program performance default settings are 70%. Modifications to the performance standard can be made on a case by case basis when approved by the district cyber liaison.	The district will monitor performance on a regular/weekly basis. Students not meeting performance goals will be recommended for Intervention; district performance protocols will be followed.

Online Student Expectations

Pillar	Expectations	Liaison Actions
Communication	The student will engage in communication with the teacher of the course at least once a week. (Phone, email, text messaging, chat, virtual classroom, etc.)	The district will record all communications (phone, email, face to face, etc.) in Genius. Communication between the student and teacher can be monitored through the Communications section in Genius. If expectations are not met, the student will be referred for Intervention; district protocols will be followed.

Course Selection – Current Vendors

Vendor	Description	Notes
Edgenuity	<ul style="list-style-type: none"> 6-12 content Core content, electives, virtual tutor, and AP Dual Enrollment Licensing Options Available 	<ul style="list-style-type: none"> Syncs with Genius Grade shown includes zeros for late/missing work No grace period for Dual Enrollment courses
Pearson	<ul style="list-style-type: none"> K-12 content Core content and electives AP, enrichment, and remediation options Licensing Options Available 	<ul style="list-style-type: none"> Syncs with Genius Grades shown reflect only those assignments that have been completed At the end of the course, zeros are factored in for all assignments left incomplete
Edison	<ul style="list-style-type: none"> 6-12 content Core content, keystone courses, and a variety of electives 	<ul style="list-style-type: none"> Syncs with Genius Grade shown on only those assignments that have been completed At the end of the course, zeros are factored in for all assignments left incomplete

Course Selection – Additional Options

Vendor	Description	Notes
Calvert	<ul style="list-style-type: none"> K-5 content Online and offline materials provided 	<ul style="list-style-type: none"> Grades are updated into Genius manually each week by the central office team
First Steps	<ul style="list-style-type: none"> Drivers Theory Only 	<ul style="list-style-type: none"> Grades are updated into Genius manually each week by the central office team
Zulama	<ul style="list-style-type: none"> Unique Gaming Electives 	<ul style="list-style-type: none"> Grades are updated into Genius manually by the course teacher

WFL Enrollment Process

<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 15px; width: 100%;"> Complete the Online Application </div>	<ul style="list-style-type: none"> Note special exceptions: NCAA, Special Education, or Hardware Requirements Complete any supporting documentation Complete the application by 3PM Wednesday to ensure timely delivery of hardware Indicate full-time or part-time based on invoicing (singleton rate or flat, full-time rate)
<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 15px; width: 100%;"> Request Courses </div>	<ul style="list-style-type: none"> Select the desired vendor Request all parts needed for the entire school year Select start dates that coincide with the nine week grading periods Select end dates that coincide with the close of the nine week grading periods, <i>allow 2-3 business days for final grade reporting</i>

WFL Enrollment Process

<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 15px; width: 100%;"> Enroll </div>	<ul style="list-style-type: none"> Select "Full-Time" for full-time, flat rate invoicing (Students are enrolled Thursday or Friday) Select "Part-Time" for singleton invoicing (Students are enrolled within 2 business days)
<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 15px; width: 100%;"> Request Hardware </div>	<ul style="list-style-type: none"> Confirm availability on the date, time and location for equipment delivery Sign any required paperwork confirming receipt of equipment
<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 15px; width: 100%;"> Begin Coursework </div>	<ul style="list-style-type: none"> Confirm receipt and accuracy of the "Course Registration" emails

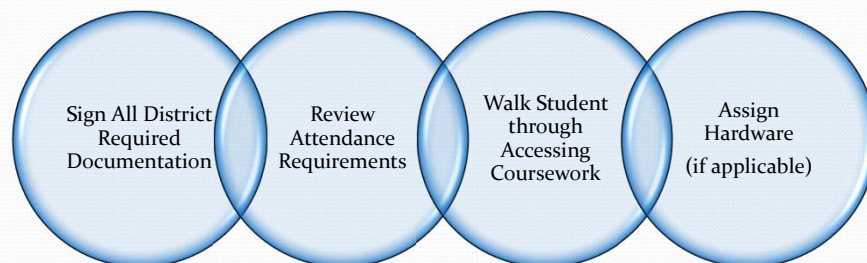
13 Day Grace Period

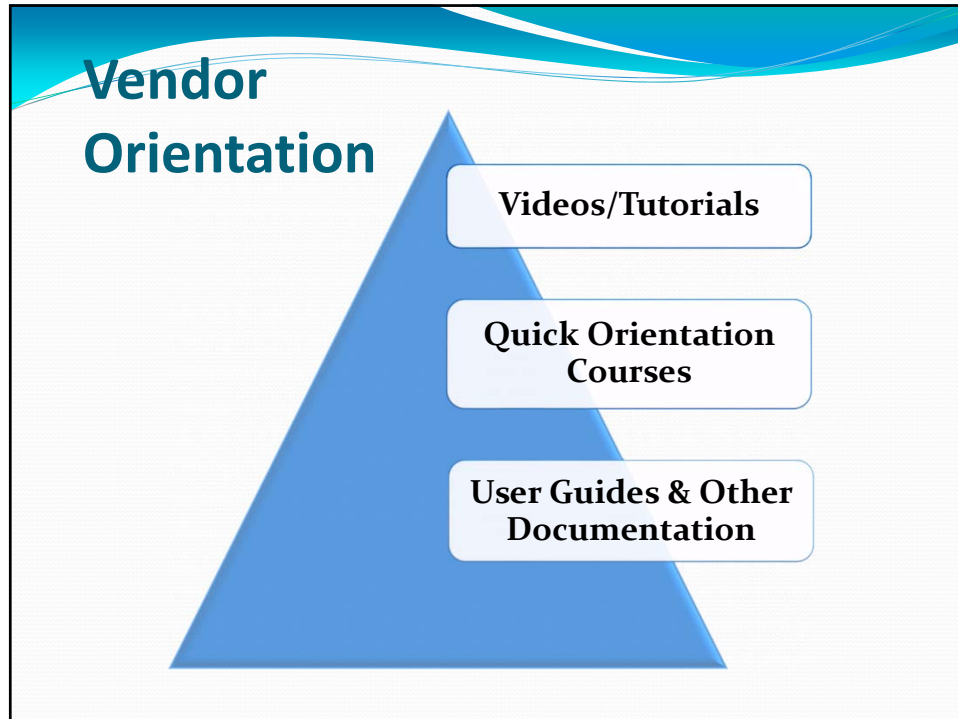
The district has a 13 calendar day period that a student can be withdrawn without incurring any costs.

- Withdrawal notices must be received in writing (by email to WFLHelp@aiu3.net) by 3pm on the 13th day.
- WFL recommends **daily** monitoring of student attendance, progress, and performance during days 1-13.
- Weekly monitoring is recommended after the end of the 13 day grace period.
- Edgenuity Dual Enrollments – **No Grace Period**

On Site Student Orientation

The following are recommended to be reviewed with students during a district provided on site student orientation:





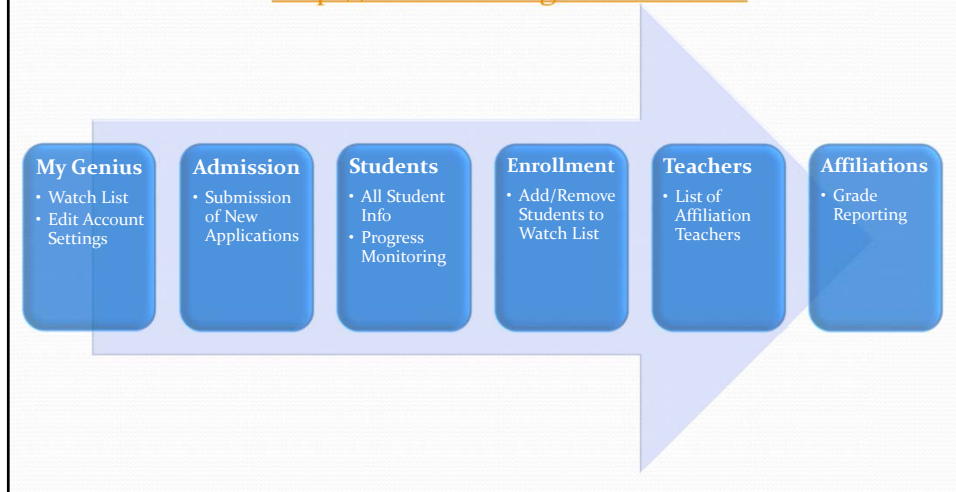
Genius SIS

The student information system (SIS) that WFL utilizes for enrollment, progress monitoring, and communication. Access is provided to the following:

<u>District</u>	<u>Students</u>	<u>Guardians</u>
Enrollment Requests	Access to Courses	Attendance
Attendance, Progress & Performance Monitoring	Progress Information	Progress Information
Communication	Performance Information	Performance Information
Grade Reporting		

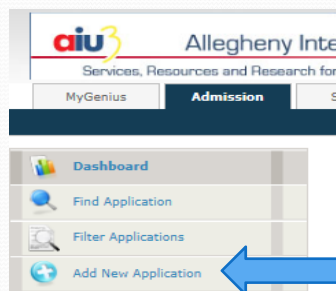
Genius Tour

Visit Genius: <http://waterfront.geniussis.com>



Completing the Online Application

Click on the *Admissions* tab, then click on *Add New Application*.



All yellow highlighted fields will need to be completed before submitting the application.

Completing the Online Application

Full-time or Part-time??	
Full-Time	Invoiced at the full-time rate
Part-time	Invoiced at the singleton or flat rate

A district's selection of **full-time** or **part-time** determines how WFL will invoice the district for a particular student for all course enrollments. Please refer to the Pricing Addendum of the contract for current pricing.

Completing the Online Application

Key Points to Remember	
Hardware*	<ul style="list-style-type: none"> • If needed select YES • WFL will not receive the request for hardware until a course has been requested
NCAA	<ul style="list-style-type: none"> • If seeking NCAA eligibility, please consult with WFL administration for course selection • The use of diagnostic pretesting is prohibited
Special Education	<p>The following must be provided prior to enrollment:</p> <ul style="list-style-type: none"> • IEP/GIEP/504 Plan • District Requested Modifications & Accommodations Form (Mod Form) • Signed NOREP

*Hardware is available for Allegheny County Schools only

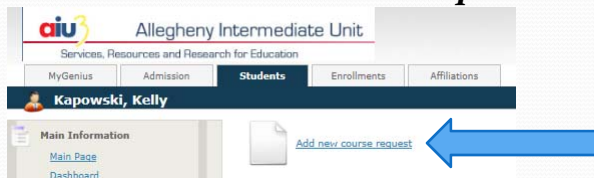
Requesting Courses

- Click on the Students Tab → Student Name.
- Click on **Requested Courses** on the left side menu in the “Enrollments” box.



Requesting Courses

- Click the **Add new course request** link.



- Set the term to the current school year.

 A screenshot of a "Course Request" form. The form has two input fields: "School" and "Term". The "School" field is a dropdown menu with "Waterfront" selected. The "Term" field is a text input with "2015-2016" entered. Blue arrows point to both the "School" and "Term" fields.

Requesting Courses

- Select the course needed – all courses are listed by Vendor – Course Name – Quarter.

Course: Select...
 Start Date: Edgenuity - Common Core ELA 8 - Q4
 Edgenuity - Common Core ELA 9 - Q1
 End Date: Edgenuity - Common Core ELA 9 - Q2
 Edgenuity - Common Core ELA 9 - Q3
 Approved: Edgenuity - Common Core ELA 9 - Q4

- Request all parts needed for the entire school year.

Requesting Courses





- Select *Start Dates* that coincide with the nine week grading periods.
- Select *End Dates* that coincide with the nine week grading periods, ***allowing 2-3 business days for final grade reporting.***
- Set the *Approved* status to “***WAITING_REVIEW.***”

Start Date: 8/31/2015
 End Date: 10/30/2015
 Approved: WAITING_
 Save Cancel

- Click ***Save*** to submit the course request.

Requesting Courses

Once all course are entered, the enrollments are requested to the WFL Central Office.

Edit	Course	Term	Approved	Start Date	End Date
	Edgenuity - Common Core ELA 9 - Q3	2014-2015	WAITING_REVIEW	03/02/2015	03/27/2015
	Edgenuity - Common Core ELA 9 - Q4	2014-2015	WAITING_REVIEW	03/30/2015	06/05/2015
	Edgenuity - Common Core Algebra I - Q3	2014-2015	WAITING_REVIEW	03/02/2015	03/27/2015
	Edgenuity - Common Core Algebra I - Q4	2014-2015	WAITING_REVIEW	03/30/2015	06/05/2015

Full-time students are enrolled on ***Thursdays & Fridays*** as long as requests were received by 3pm Wednesday.

Part-time students are enrolled ***within 2 business days of the enrollment request.***

Links & Syncs

- The following systems sync with Genius every 24 hours (approx. 4am) – for these systems, today’s progress will be available in Genius tomorrow:
 - Edgenuity
 - Edison Learning
 - Pearson
- For the following systems the progress and performance data are updated MANUALLY by WFL central office or the teacher:
 - Calvert
 - First Steps Drivers Theory
 - Zulama

Utilizing Genius



- Attendance
- Progress
- Performance
- Communication

Monitoring Attendance

- Click on the Students Tab → Student Name.
- Click on ***Student Activity*** on the left side menu in the “Enrollments” box.



Monitoring Attendance

- Set the timeframe with the Search Criteria and click ***Get Data.***
- The chart provided indicates the minutes the student has been active in a course for the selected timeframe.

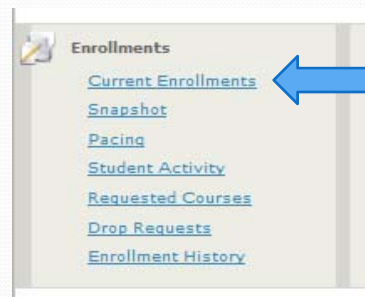
There are 8 days in the selected period:

Date	US History I
Wed, Oct 9	7
Thu, Oct 10	49
Fri, Oct 11	47
Sat, Oct 12	0
Sun, Oct 13	0
Mon, Oct 14	46
Tue, Oct 15	120
Wed, Oct 16	0
Total	269 (30.4%)

Note: The minutes listed include only the time the student actually worked in the course. All “idle time” has been removed.

Monitoring Progress

- Click on the Students Tab → Student Name.
- Click on ***Current Enrollments*** on the left side menu in the “Enrollments” box.



Monitoring Progress

- View the number of assignments completed out of the total number of assignments in the **Assignments** column OR by looking at the **Percent Complete** column.



Section	Start	End	Grade	Assignments	School	ASP Complete	LastActivity	LastContact	Percent Complete
Edison Advisor (42365)	10/05/2015	06/06/2016		0 of 0	Edna Christie School	Waterfront/Summer	228	4	0%
WFL Life Science 1.5 Course (242187)	03/20/2016	05/24/2016	6A	31 of 48	Knobloch, Ph.	Waterfront/Summer	8	16	64.58%
WFL English 12.0A (42396)	05/20/2016	05/24/2016	12	21 of 38	Johnson, Ph.	Waterfront/Summer	15	8	55.26%

- This information automatically syncs every 24 hours for Edgenuity, Edison & Pearson.
- For Calvert, First Steps Drivers Theory and Zulama, this information will not update.

Monitoring Performance

- Click on the Students Tab → Student Name.
- Click on **Current Enrollments** on the left side menu in the “Enrollments” box.



Monitoring Performance

- View the current percentage in the **Grade** column.

Search:

Select	Edit	Section	Start	End	Grade	Assignments
<input type="checkbox"/>		WFL Geometry Q4 [1447]	08/26/2013	10/28/2013	<div style="width: 72%;"><div style="width: 72%;"></div></div> 72	63 of 84
<input type="checkbox"/>		WFL 3D Art 1 - Modeling A - EL5717 [13824]	08/26/2013	10/28/2013	<div style="width: 89%;"><div style="width: 89%;"></div></div> 89	75 of 93

- Edgenuity Courses** – the grade listed is the “Actual Grade.” This grade factors in zeros for all assignments that should be completed by the current time based on the assignment calendar built from the course start and end dates.
- Edison & Pearson**– the grade listed is for assignments completed so far. Zeros will be factored in at the end of the course section for incomplete work.
- Edgenuity, Edison & Pearson** - courses sync performance data every 24 hours.
- Calvert, First Steps Drivers Theory & Zulama** performance data is manually updated at least weekly.

Monitoring Communications

- Click on the Students Tab → Student Name.
- Click on **View Communications** on the left side menu in the “Communication” box.



Monitoring Communications

- To view a specific communication, click on the icon to the left of the communication.

View	ID	User	Date
	112676	Belding, Richard	10/19/2013 11:47:12 AM

Communication Details

Date: 10/19/2013 11:47:12 AM Confidential

Category: Email Subject: Keep it up!

Contents:

Hi Al,

I can see that you have been working hard to get caught up in your courses, keep it up, you are almost back on track!

Your PrincIPAL,

Mr. Belding

Adding Communications

- Click on the Students Tab → Student Name.
- Click on **Add Communications** on the left side menu in the “Communication” box.

Communications

[View Communications](#)

[Add Communication](#)

Adding Communications

- Select a **Category** and add a **Subject**.
- Enter communication into the **Contents** box and click **Save**.

The screenshot shows a web form for adding communications. At the top, there is a date field set to '2/20/2015 2:36:25 PM' and a 'Confidential' checkbox. Below this is a 'Category' dropdown menu with 'Select...' as the current selection, and a 'Subject' text input field. The main area is a large 'Contents' text editor with a rich text toolbar. At the bottom right of the form is a 'Save' button. Four blue arrows point to the 'Category' dropdown, the 'Subject' field, the 'Contents' text area, and the 'Save' button.

Access to Communications

To maintain FERPA, only the following users can see communications:

- Affiliation Users
- Teachers that are currently teaching the student
- WFL Central Office Administration Users
- WFL Technical Support

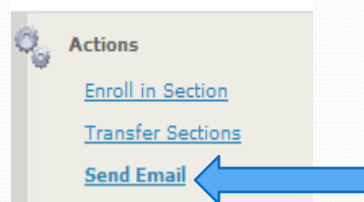
The following **do not** have access to the communications:

- Guardians
- Students

Sending Emails

Sending emails through Genius automatically saves them into the student's communication log.

- Click on the Students Tab → Student Name.
- Click on **Send Email** on the left side menu in the "Actions" box.



Sending Emails

- Select Recipients for the email by checking the boxes at the top of the form.

Guardian	• Copies all guardians listed in student profile
Affiliation	• Copies the Super-User (liaison) assigned to the affiliation
Academic Director	• Copies WFLHelp@aiuz.net
Teacher	• Allows for copying one or all teachers

- The emails are automatically sent to the student unless you check **Don't copy Student**.

Genius Automatic Emails

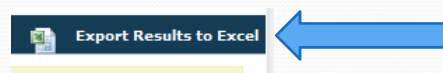
Email	Contents	Recipients
Account Creation	<ul style="list-style-type: none"> Sent at the time of account creation Includes login credentials 	New User
Course Registration	<ul style="list-style-type: none"> Sent at the time of enrollment Includes course, teacher, and login information 	Student Guardian Teacher Affiliation Super -User
Course Dropped	<ul style="list-style-type: none"> Sent when a course is dropped from a student's schedule Includes grades listed in Genius at the time of the drop. 	Student Guardian Teacher Affiliation Super -User
Grade Report	<ul style="list-style-type: none"> Sent when a student completes a course or reaches the listed end date Includes final grade (Zeros are factored in for incomplete work) 	Student Guardian Teacher Affiliation Super- User

Reporting Grades

- Click on the **Affiliation** tab → District Name.
- Click on **Enrollment History** in the “Historic Data” box on the left side menu.



- Select the timeframe in the under the **Period** option of the search criteria box.
- Click on **Export to Excel** button at the top right side of the page to export the data to Excel for sorting and analyzing.



Questions

- What questions do you still have?

- Contact information:

- WFLHelp@aiu3.net
- 412-394-4996

- Additional Resources

- <http://www.waterfrontlearning.com>

