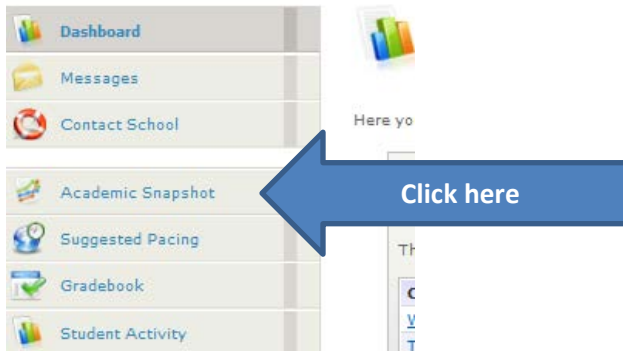


Below are the instructions on how to monitor your child's attendance, progress, and performance for their Waterfront Learning courses. **Please note that our student information system (Genius) syncs with the student platforms overnight, the information will be updated at approximately 4am to include the progress from the previous day.**

- Log into your Guardian Account in Genius. If you do not have a Guardian Account, you will need to create one before you can begin to monitor your child's attendance, progress, and performance. (Instructions on how to create a Guardian Account can be found on the Waterfront Learning website.)

Monitoring Progress & Performance – Use these instructions to see if your child is working at the suggested pace for the course and to see what their current grade is for the course.

1. Click on **Academic Snapshot** on the left side menu of the screen.



2. View the **Academic Snapshot** to see the student's progress and current grade.



Please note that our student information system (Genius) syncs with the student platforms overnight, the information will be updated at approximately 4am to include the progress from the previous day. If your child has worked today, it will not be shown in the system until tomorrow.

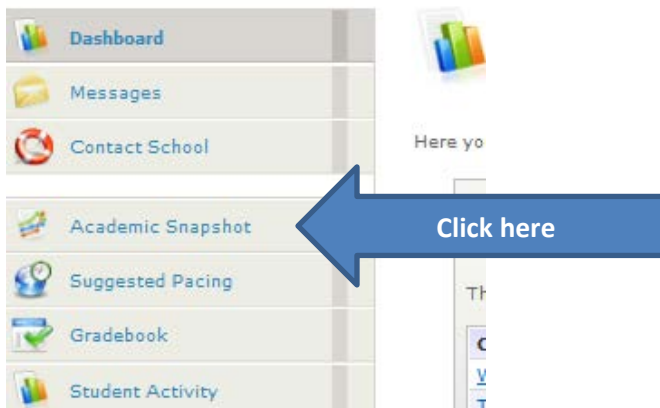
Please see the next page for definitions for each of the categories listed on the Academic Snapshot.

Academic Snapshot Definitions

Enrollment	The start and end date for your child’s course. All course work must be completed by the end date listed. The course will be closed after midnight of the listed date and the student will not be able to submit any additional coursework.
Grade	<p>Edgenuity Courses: Your child’s “actual grade” (This includes zeroes for any work that should have been completed by this time. As your child gets caught up in the course, the zeroes will be replaced by the grade that they earn on each assignment.)</p> <p>Edison Courses: The grade displayed is on the assignments the student has completed up to this point. At the end of the course, any assignments the student a student does not complete will be marked as a zero. Please check the number of assignments completed to see how much the student still has to complete when reviewing grade and progress information.</p>
Assignments	The number of assignments your child has completed, out of the number of total assignments for the course.
Pacing	The number of assignments your child is behind or ahead in the course. If your child is right where the system estimates they should be, it will say “On Pace.”
Last Activity	The last time that your child was active in the course.

Monitoring Attendance - Use these instructions to see how many minutes your child has been actively working on their course each day.

1. Click on **Student Activity** on the left side menu of the screen.



2. The chart provided indicates the number of minutes your child has **actively** worked in the course each day. Note: The minutes listed include only the time that your child has actually worked in the course; all “idle time” has been removed.

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%)

Active Minutes

3. To choose a timeframe other than the last week, you can either choose from a drop down menu, or select specific dates and click **Get Data**.

Search criteria:

Show activity in the last
1 Week

Show activity between the following dates:
 and

Get Data **Click here**

Questions? – If you have questions, please reach out to the following:

- **Your child’s teacher** – please contact your child’s teacher if you have specific questions regarding your child’s progress or grade. Their email address was provided in the course registration email that you received during enrollment.
- **Your child’s Advisor or Success Coach** – in addition to your child’s teacher, you can contact your child’s Advisor or Success Coach with questions regarding your child’s progress or grade. Their email address was provided in the advisor or coach course registration email you received during enrollment.
- **Technical Support** (helpdesk@aiu3.net or 412-394-5900, option 2) – please contact tech support if your child is experiencing technical difficulties with their course.
- **Central Office** (wflhelp@aiu3.net or 412-394-4996) – please contact our central office team with any other questions you have regarding the program.