

Pulling Waterfront Learning PIMS Report

This document will walk you through the process of pulling information for the PIMS staff snapshot from Waterfront Learning.

- Waterfront Learning can be reached at wflhelp@aiu3.net To assure that your email gets the most timely and relevant assistance, please include PIMS in your subject.
- These instructions assume that you already have an account in Waterfront Learning Genius SIS. At a minimum, Waterfront designates a liaison with each district that we work with, and that person has such an account. Other administrators at the district may also have accounts. If you do not have an account, and do not know who at your district has an account, contact Waterfront Learning.
- Waterfront Learning works with our vendor partners to supply instructors. If the instructor is an employee of our vendor partners, then we include the information we were provided by the vendor.

Navigate to <https://waterfront.geniuissis.com> and enter your username and password.

Please note that our screenshots use a different URL for a test environment to assure the privacy of our stakeholders.

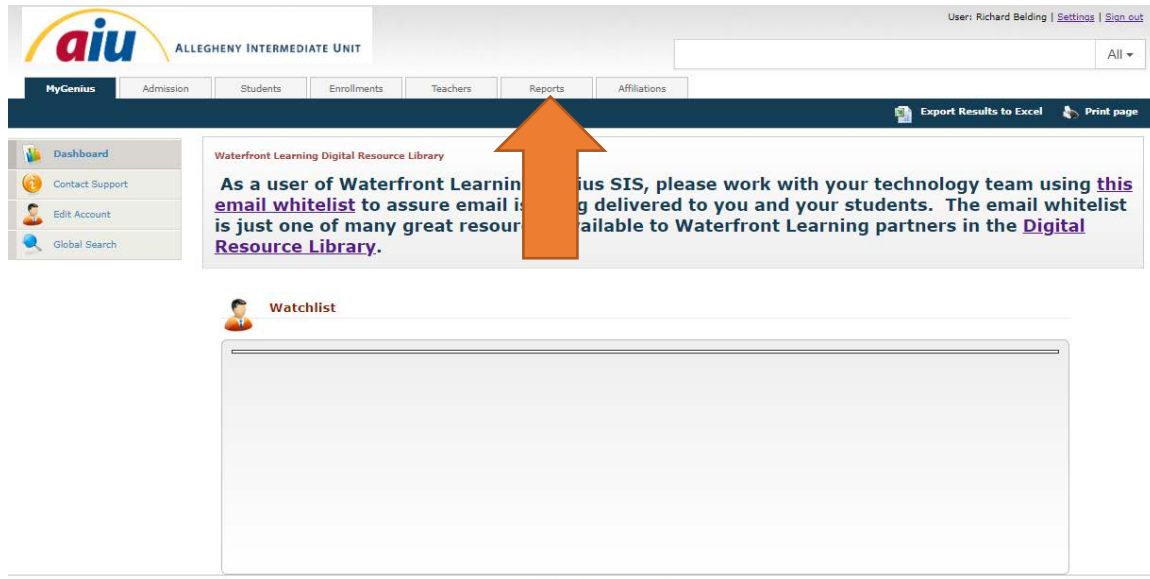


The screenshot shows the Waterfront Learning login interface. On the left, there is a background image of a yellow steel bridge with a city skyline in the distance. The Waterfront Learning logo, featuring a green apple with a leaf inside a blue circular wave, is positioned in the upper right. Below the logo, the text 'Waterfront Learning' is displayed. The login form includes a 'Login' field with the username 'craig.sinning', a 'Password' field with masked characters, and a blue 'Sign me in' button. Below the button is a link for 'Forgot your Password?'. At the bottom, there is a 'Contact Us' section with the email 'WFLHelp@aiu3.net' and the phone number '412-394-4996'. Three orange arrows with numbers 1, 2, and 3 point to the login fields, the 'Sign me in' button, and the 'Forgot your Password?' link, respectively. A green plus icon and the text 'New to Waterfront Learning? Click here to create an account.' are visible in the bottom left corner of the screenshot.

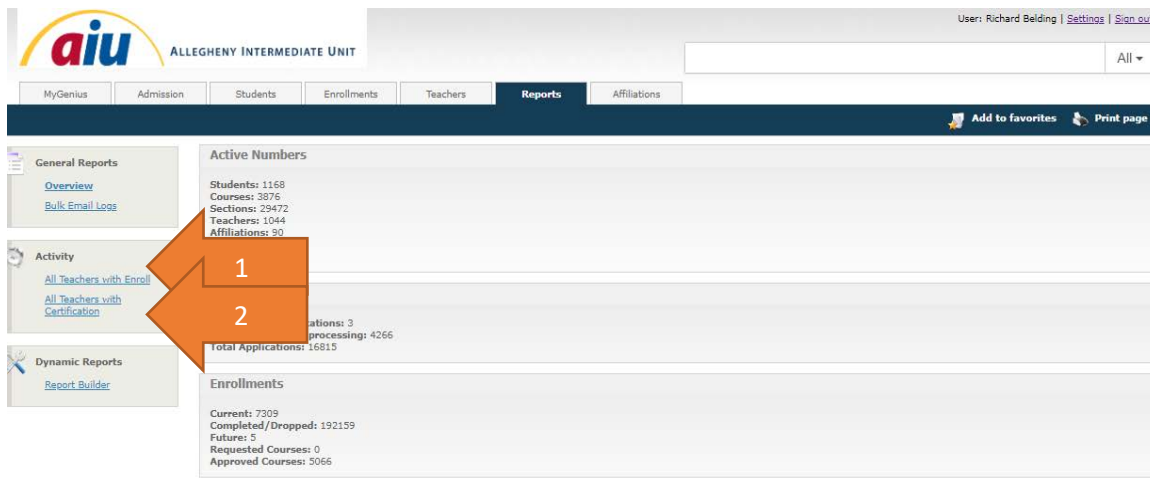
1. Enter your username and password to access Waterfront Learning’s Genius SIS
2. If you do not know your password, please try the “forgot your password” link

3. If you still need assistance, email wflhelp@aiu3.net, please include “PIMS” in the subject.

Once logged in, you will see your district’s watchlist. From here please click on the Reports tab at the top.

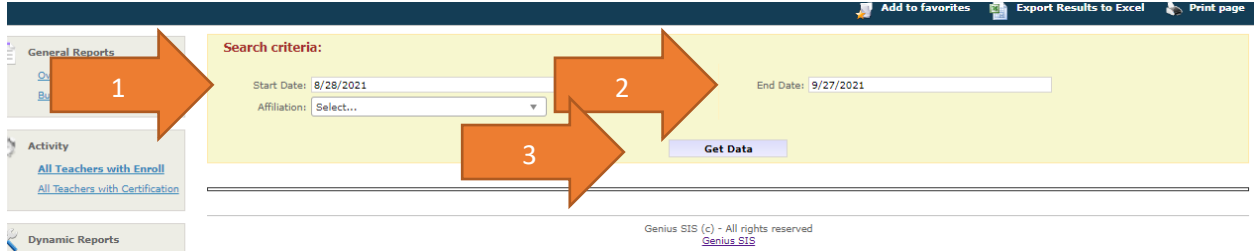


Once on the Reports page, there are two reports on the left-hand menu that are relevant to PIMS. Both reports will allow you to enter a date range and will return teachers that were instructing your students during that timeframe.



1. "All Teachers with Enroll" returns one line per teacher, there is no certification information.
2. "All Teachers with Certification" returns one line per certification, meaning there can be more than one line per teacher.

Selecting either report will give you the following controls.



1. Specify your start date.
2. Specify your end date.
3. Click Get Data

Please note that most users will only have one choice under affiliation.

There are 2 enrollments matching your criteria:

Suffix	LastName	FirstName	MiddleName	DOB	Bio	Hours	TeacherSince	Gender	Notes	Status	Cap	Email	Phone	Address1	City	State	Country	ZIP	LMSID
	Jones	Test		7/17/1990 12:00:00 AM			5/5/2010 12:00:00 AM	Gender Value 2		ACTIVE	75	testjones@a.com	412- 555- 5556	Address 1 value	Pittsburgh	PA	US	15222	
	Smith	Test		7/17/1979 12:00:00 AM			9/1/2010 12:00:00 AM	Gender Value 2		ACTIVE	100	a@a.com	412- 555- 5555	Address 1 value	City Value	PA	-1	Zip value	

Results will be displayed; you can review them on the screen to make sure that you have the information that you need. When you are ready, click the "Export Results to Excel" link and it will download a copy of the data. Please note, there are many more fields that can easily be shown in the screenshots.

Opening the file in the spreadsheet program of your choice will yield the following:

Suffix	LastName	FirstName	MiddleName	DOB	Bio
	Jones	Test		07/17/1990 00:00:00	
	Smith	Test		07/17/1979 00:00:00	

Each teacher is shown once if you chose the "All Teachers with Enroll" report.

Suffix	LastName	FirstName	MiddleName	DOB	Bio
	Jones	Test		07/17/1990 00:00:00	
	Smith	Test		07/17/1979 00:00:00	
	Smith	Test		07/17/1979 00:00:00	
	Smith	Test		07/17/1979 00:00:00	

Each certification has its own line if you chose "All Teachers with Certification" Test
 Smith has multiple certifications listed so he is shown more than once.

LastName	CertificationArea	Jurisdiction
Jones	2850Middle Level English 6-9 (discontinued 8/31/2013)	Pennsylvania
Smith	1200 Agriculture PK-12	Pennsylvania
Smith	3100 – 01Grades 4-8 (4-6, Mathematics 7-8)	Pennsylvania
Smith	6800Mathematics 7-12	Pennsylvania

Scrolling to the right reveals the certificate data.