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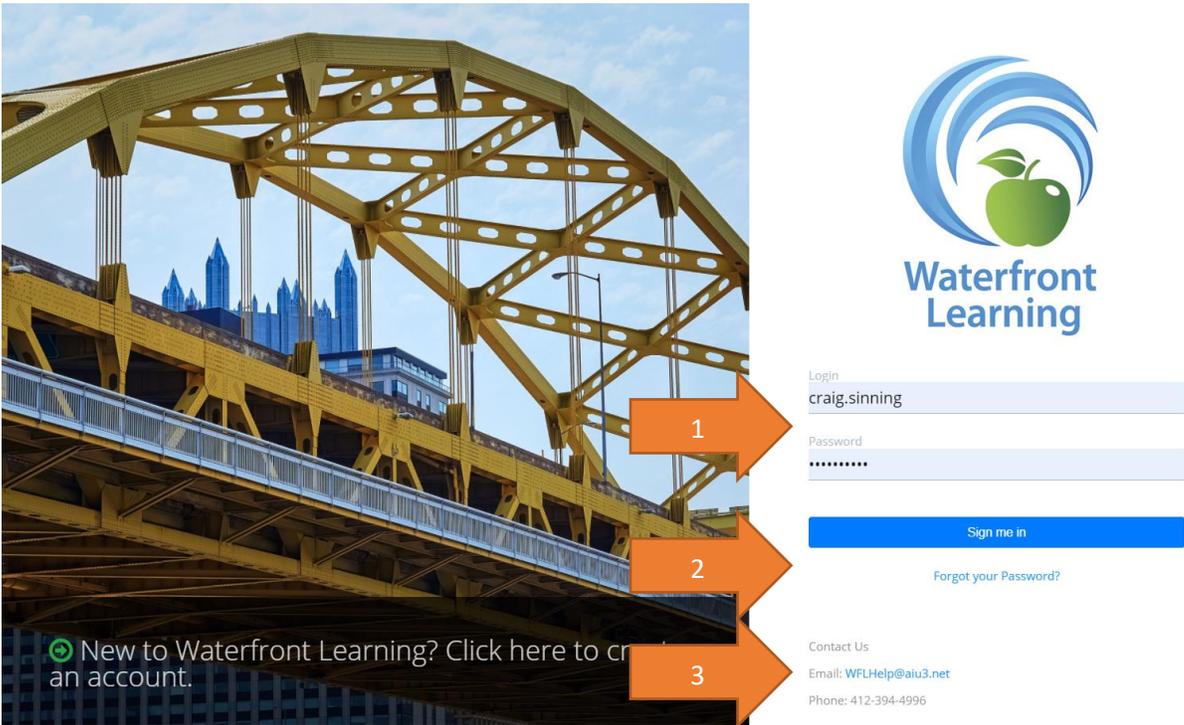
This document will walk you though the process of pulling information for the PIMS staff snapshot from Waterfront Learning.

- 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.geniussis.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.
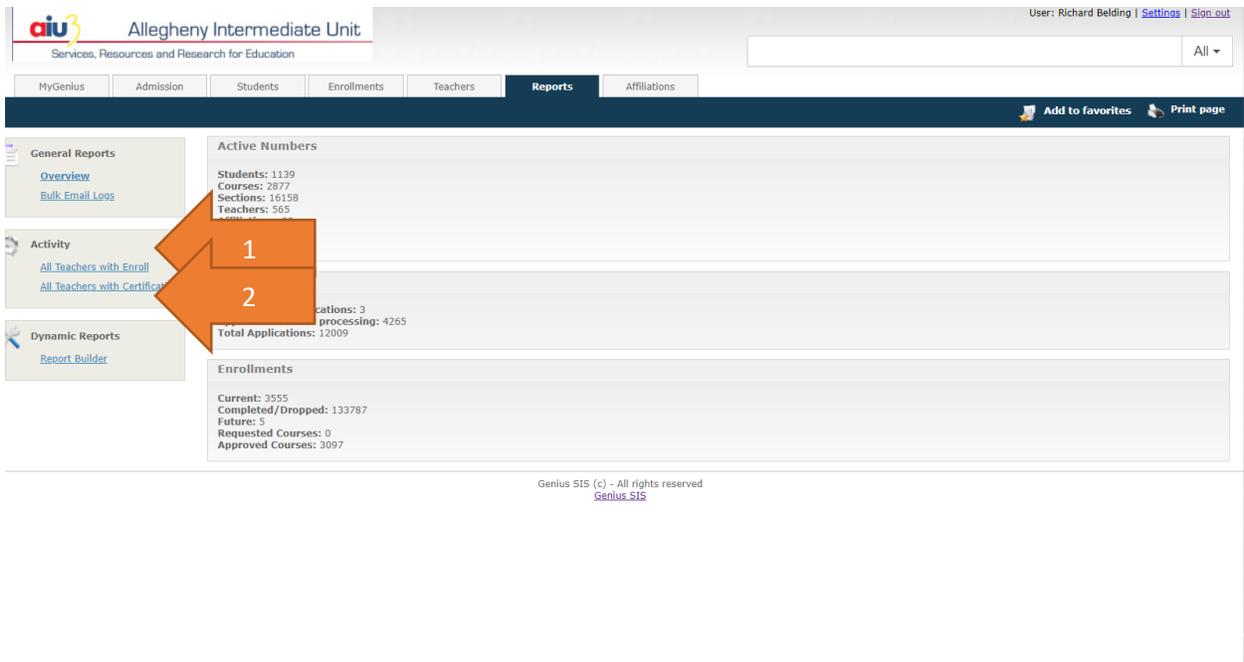

1. Enter your username and password to access Waterfront Learning's Genius SIS
2. If you do not know your password, please try the "forgot your password" link

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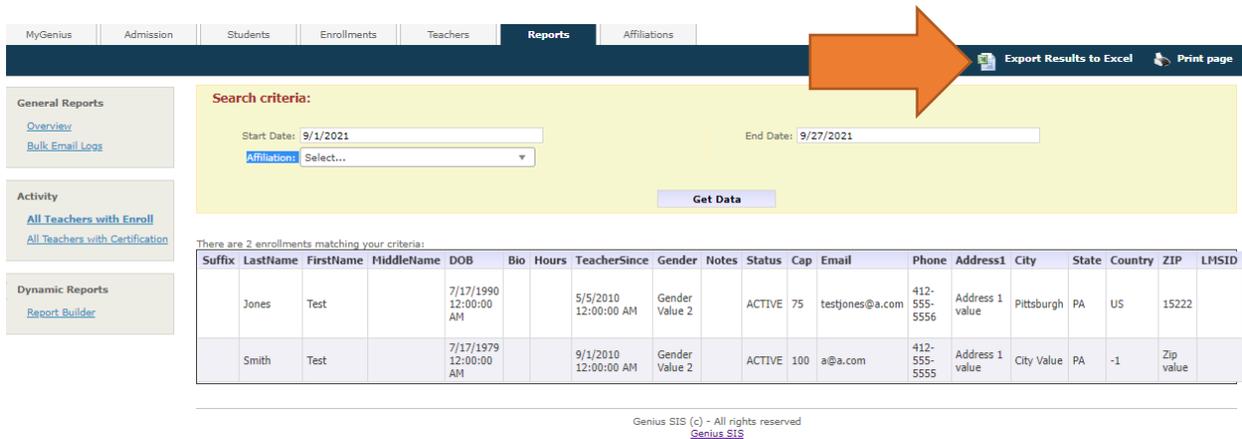
1. "All Teachers with Enroll" returns one line per teacher, there is no certification information.
2. "All Teachers with Certification" returns one line per certification, meaning there can be more than one line per teacher.

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.

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.