

*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 overnight to include the progress from the previous day.***

1. 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. Contact Waterfront Learning if you need assistance with creating the account.
2. **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.
 - a. Click on **Academic Snapshot** on the left side menu of the screen.
 - b. 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.

Academic Snapshot Definitions

Grade – Found in the Upper Right Hand Corner of the Course Tile	<p>Imagine Learning 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>Accelerate Education 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 does not complete will be marked as a zero. Please check the number of assignments completed to see how much the student still must complete when reviewing grade and progress information.</p> <p>Pearson 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 does not complete will be marked as a zero. Please check the number of assignments completed to see how much the student still must complete when reviewing grade and progress information.</p>
Period	The start and end date for your child's course. All course work must be completed by the end date listed. The course will close after midnight of the listed date, and the student will not be able to submit any additional coursework.
Assignments	<p>The number of assignments your child has completed, out of the number of total assignments for the course.</p> <p>Next to the assignments, in parenthesis () you will see the pacing for your child. This is the number of assignments your child is behind or ahead in the course. If your child is right where the system estimates them to be, it will say "On Pace."</p>
Last Activity	The last time that your child was active in the course.

How to Monitor Your Child's Progress

3. **Monitoring Attendance** - Use these instructions to see how many minutes your child has been actively working on their course each day.
 - a. Click on ***Student Activity*** on the left side menu of the screen.
 - b. The chart shown indicates the number of minutes your child has *actively* worked in the course each day. Note: The minutes listed includes only the time that your child has actually worked in the course; all "idle time" has been removed.
 - c. To choose a timeframe other than last week, you can either choose from a drop-down menu or select specific dates and click *Get Data*.

4. **Questions? – If you have questions, please reach out to the following:**
 - a. **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.
 - b. **Central Office and Technical Support** (wflhelp@aiu3.net or 412-394-4996) – please contact our central office team with any other questions you have regarding the program.