

Student Information System

Quick Start Guide for Students



Purpose of this Guide



Welcome to e2020's Quickstart Guide to the Student Information System (SIS). The Student Information System is referred to as the e2020 SIS and houses all of the online tools you will need to monitor, track and update your progress in the Virtual classroom.

Contents



Table of Contents

- Purpose of this Guide..... 2
- Contents..... 3
- Getting Started Technical Requirements 4
- Logging In 5
- My Dashboard Tools and Features 6
- Communicating With Your Teachers 9

Getting Started Technical Requirements



To ensure that you can log in and begin working in your course, first verify that your computer meets the technical requirements of the program.

Technical Requirements

Operating System

- Microsoft® Windows 7®
- Microsoft® Windows Vista®
- Microsoft Windows XP® (Home / Pro)
- Mac OS® X 10.4.8+

Processor

- PC min 1.5 GHz -or- Power Mac® G4 1.5 GHz
- Intel® Core™ Duo 1.83 GHz

Memory

- ≥ 512 MB RAM

Hard Disk Space

100 MB

Plug-Ins

Adobe® Flash® Player 9 - Adobe Acrobat® Reader® 7

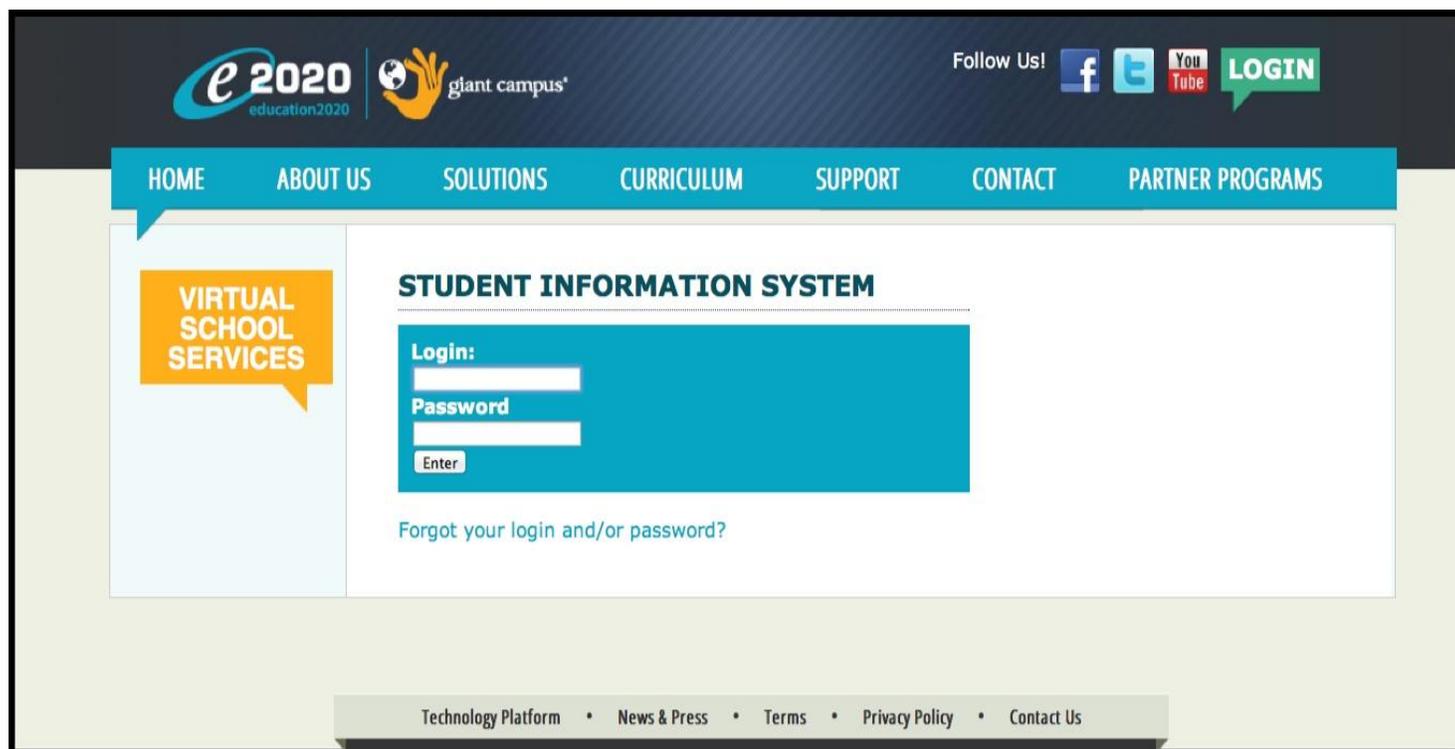
Adobe Shockwave® Player 10 - Apple® Quick-Time® Player 7

Java Version 1.6

Logging In

Let's begin by logging into the new system. Once you are on the login page, use your user name and password to gain access to your online courses. Please visit the URL below:

Login Page: <http://www.education2020.com/SIS-Login>



The screenshot displays the login interface for the Student Information System. At the top left, there are logos for 'e2020 education2020' and 'giant campus'. To the right, a 'Follow Us!' section includes icons for Facebook, Twitter, and YouTube, followed by a green 'LOGIN' button. A teal navigation bar contains the following menu items: HOME, ABOUT US, SOLUTIONS, CURRICULUM, SUPPORT, CONTACT, and PARTNER PROGRAMS. On the left side of the main content area, there is a light blue box with an orange speech bubble containing the text 'VIRTUAL SCHOOL SERVICES'. The central focus is the 'STUDENT INFORMATION SYSTEM' login form, which features a teal header, a 'Login:' label, a white text input field, a 'Password' label, another white text input field, and a small 'Enter' button. Below the form, a link reads 'Forgot your login and/or password?'. At the bottom of the page, a grey footer bar contains the text: 'Technology Platform • News & Press • Terms • Privacy Policy • Contact Us'.

My Dashboard Tools and Features

Your main page in the e2020 SIS is known as the Dashboard. The Dashboard provides access to your courses, your progress and grade reports and your messaging center. Think of the Dashboard as the central hub that contains all of your student information while enrolled in e2020. Let's go over some of the key tools and features you will be using in the SIS.

The **Main Dashboard** features the following tools on the front page of the SIS as soon as you login.

1. Academic Snapshot
2. Upcoming Events
3. Activity
4. Messages
5. Course Requirements
6. Admission Status

The screenshot shows the e2020 education2020 student dashboard for Helen Test. The dashboard is organized into several sections:

- Navigation Menu (Left):** Dashboard, Messages, Mentor Information, Course Information, Academic Snapshot, Suggested Pacing, Student Activity, Course Plan, View Transcript, School Calendar, External Links.
- Header:** e2020 education2020 logo, user name "Helen Test", and "Hello, Helen Test Logout".
- Dashboard Overview:** "Here you can see an overview of the current student status and academic progress."
- Academic Snapshot:** "This student is currently enrolled in 3 courses:"

Course	Grade	Assignments	Pacing
MS Civics, Government, and Economics A - SS2049A	0%	3 of 263	Behind
MS World Cultures and Geography A - SS2041A	0%	0 of 308	Behind
Flash Game Development - EL5759	0%	7 of 62	Behind
- Upcoming Events:** "Aug 31, 2012 - Parent/Teacher Conferences" and "See more events...".
- Activity:** "These are the latest activities for this student:"

Course	Time	Minutes
MS Civics Government and Economics - SS2049	8/12/2012 5:09:41 PM	0
MS Civics Government and Economics - SS2049	8/12/2012 5:07:31 PM	0
MS Civics Government and Economics - SS2049	8/12/2012 5:04:48 PM	0
MS Civics Government and Economics - SS2049	7/11/2012 9:18:04 AM	0
MS Civics Government and Economics - SS2049	7/11/2012 9:17:20 AM	0
- Messages:** "You have 1 new message(s). See your messages...".
- Course Requests:** "There are no courses requested by this student."
- Admission Status:** "This student is currently ACTIVE. The enrollment status is -1."

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Your Messages center is an inbox for important communications from your teachers. Be sure to check here often.

The *Sidebar* contains the following tools:



Dashboard: Main page in the SIS, provides a quick glance snapshot of student's progress and grades.

Messages: View email messages from your instructors and reply and create new messages.

Mentor Information: View your assigned Mentor's information.

Course Information: View your courses, description, credit amount and teacher contact information.

Academic Snapshot: Provides an overall progress bar for all courses and specific progress bars for each class you are enrolled in.

Suggested Pacing: A progress bar and weekly assignment goals to keep you on track with your targeted completion date.

Student Activity: A tally of the total number of assignments you have completed each day in your courses.

Course Plan: A plan that puts you on track for graduation.

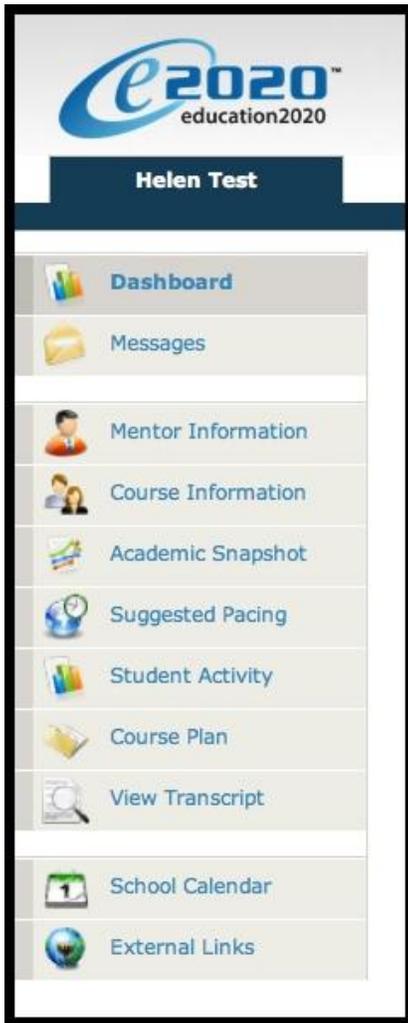
View Transcript: A record of your current grades and credit earned in your classes.

School Calendar: A calendar of current appointments or conferences.

External Links: Links to popular and helpful resources when navigating your online classroom.

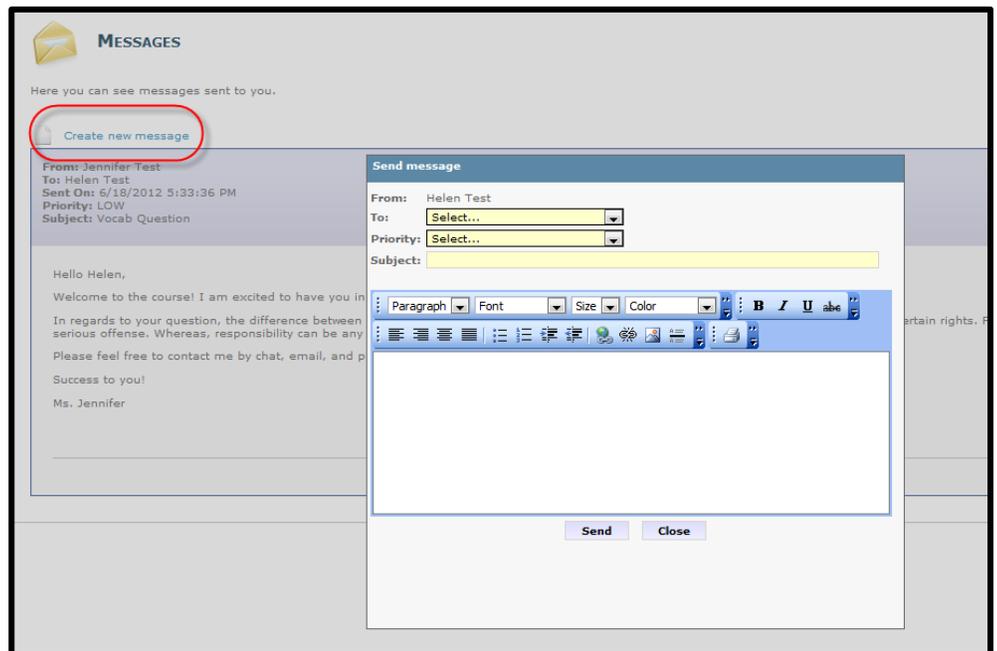
Communicating With Your Teachers

Communicating with your teachers is one of the most important contributors to your success in the online classroom. Be sure to reach out to your instructors at any time if you need help. Within the Dashboard, you have the ability to email your instructors. To send a message, click on the Messages link from the left-hand menu:



Once inside the Message Page, you will see a log of your recent messages. You can reply or delete your messages. You also have the ability to send email messages using a template.

Click on Create Message to begin a message:



The following table illustrates the estimated turn-around time for teacher feedback to homework and assignments as well as when you should expect to receive a response from your teacher if you've left them a voicemail or email.

Teacher Communication and Grading Response Policy	
Email	24 hours
Voicemail	24 hours
Teacher graded assignments	72 hours
Teacher graded projects	72 hours

Teacher graded essays	72 hours
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We are excited to have you as part of the e2020 family. We hope you will find the e2020 Student Information System a valuable tool to monitoring and maintaining your progress in the online classroom. Do not hesitate to reach out to your instructor or coach/mentors should you need help navigating your course.