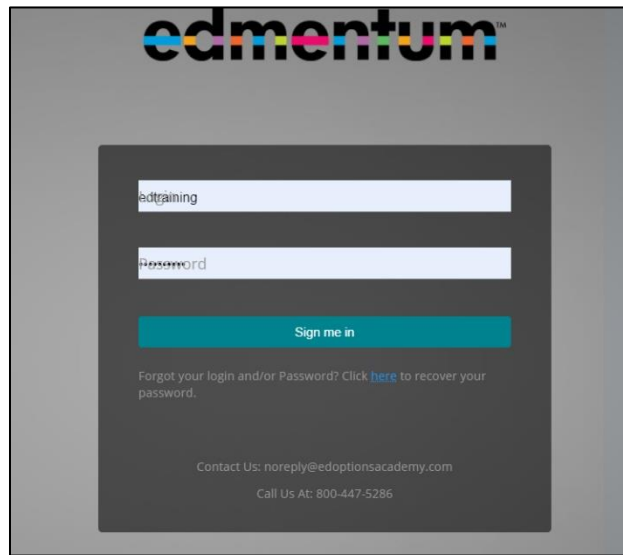


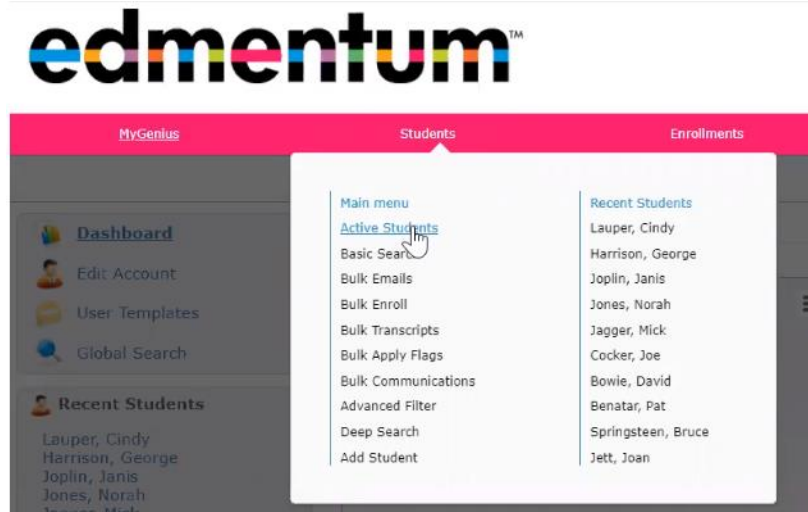


Adding a Course

1. Login to the Genius Student Information System at <https://edm.geniussis.com> using your login credentials provided to you.



2. Hover over **Students** in the top toolbar and select **Active Students**.





3. Type the student's name, select the appropriate Affiliation from the dropdown menu, and click **Get Data**.

Search criteria:

Name: Affiliation:

[Get Data](#)

There are 20 active students in the system:

4. Click on the **name of the student** for whom you want to request a course for.

Search criteria:

Name:

There is 1 active students in the system:

Student	ID
Benatar, Pat	3626

5. Under "Enrollments," on the left-hand side of the screen, click **Requested Courses**.

- Enrollments
 - Current Enrollments
 - Snapshot
 - Pacing
 - Gradebook
 - Student Activity
 - Activity Heatmap
 - Requested Courses**
 - Drop Requests



6. Click **Add a new course request** to add a new course request.



Course Requests

There are no requested courses for this student.

7. Use the dropdown menus and select the appropriate values for **School, Term, Course, and Start Date**.
 - a. If you want to request a course without approving it. **Do not fill in the Approved Status** and click **save**.

Course Request

School: Edmentum Regular

Term: Select...

Course: Select...

Start Date: 8/31/2020

Approved: Select...

Save Cancel

- b. If you want to request **and approve** the course. Change the Approved field to **Approved** and click **save**.

Course Request

School: Edmentum Regular

Term: Fall 2020

Course: Custom Course (PoC)

Start Date: 8/31/2020

Approved: APPRO...

Save Cancel



8. The course request should now appear in a table below under the heading "Course Requests."



[Add new course request](#)

Course Requests

There are no requested courses for this student.

Edit	Course	Term	Approved	Start Date	R
	Custom Course (PoC)	Fall 2020	APPROVED	08/31/2020	Ti