



Quick Start Guide for Site Coordinators

We are committed to helping you meet your program's educational goals this year. This guide covers initial information you need to get your virtual learning program up and running. Be on the lookout for additional resources and webinars that will help you build your expertise with the program.

Getting Started

1. Your login information for Genius SIS is the same as it was for Maestro SIS. You can bookmark the new URL www.edmentum.com/sislogin
2. If you do not remember your login credentials, simply click on the login/password retrieval link under the Sign me in button. Enter your login or email and a message will be sent to the email account associated with your login. Note: Check junk mail/spam folder if you do not see the email in your inbox.
3. The EdOptions Academy team is continually building resources to support you in using Genius. For more details, visit the [Site Coordinator Getting Started](#) page.

View Student Details

- Click on the **Students** tab, then **Search** for a student. Or hover over the **Student** tab to see most recent students. You can also search in the **Global Search** at the top right.
 - Once you are clicked on a student you can see basic information, enrollment information, recent communications, and activity.
 - From here you can also click to **Login as user**, **Reset Password**, and **Sync with LMS** if needed

Requesting a Course

- Click on the **Students tab**, Select your student, click **Requested Courses** from the left navigation, then **Add new course request**
 - Complete the drop-down menu options for the desired course. As Site Coordinator you can approve the courses immediately using the final drop down.

Approving a Course Request

- Click on the **Reports tab**, Select **Course Requests**. Complete the search criteria for filters, or click **Get Data** to see everything.
 - Select one or multiple students and click **Approve Selected**. The Approval column will show Approved when complete.

Checking Progress

- Genius allows you to see your student progress in several ways. The **Dashboard** on your landing page give high level results on your enrollments and pacing. Select an individual student name to see their current progress, number of lessons completed, and grade. Select an entire section under the **Enrollments tab** and you can see progress for all students in that section. More details to come.

Help and Support

Need technical assistance? Contact our Support team Monday-Friday, 7 am to 6 pm Central at 800.447.5286 or send an email to support@edmentum.com. If you have a custom support email address already, continue to use that address.