EdOptions Academy

Registering New Students

The first step to getting <u>new</u> students up and running with EdOptions Academy is to register them in our system, which includes adding guardian accounts, flags, and coaches. This only needs to be completed once and then the student can use the same account year after year without having to repeat the process.

    => For existing students, refer to the document titled, "How to Request Courses" for more information on the next step which is requesting courses for students.

Note: to check to see if a student already exists in the system, hover your cursor over Students and then click **Find Student** to search for a student who might already be in the system. Students > Active Students will only display students in an active status, not for those students who might be in an inactive status.

    => Refer to the document titled, "Maintaining Students" for more information on how to reactivate a student.

Register the Student

To register new students, the following information is required/optional so ensure you have it readily available before proceeding.

Field	Parameters
First Name	
Last Name	
Gender	
Affiliation	Select appropriate school from drop down.
** Address **	**For grade K-5 students, if you've purchased print items, you must enter the address where you want the materials shipped.**
Email	Student email address. Apostrophes and hyphens are not accepted.
Phone	Phone number for student. Our teachers contact students via phone throughout their enrollment.
Grade Level	
** Guardian Contact Information **	**Skip this section, you'll add guardians after you have registered the student.**
Login (Username)	Not required but recommended you specify and use a naming convention for all students; if left blank, it will auto-create one. Usernames cannot be edited after creation. Apostrophes and hyphens are not accepted.
Password	Not required but recommended you specify; if left blank, it will auto-create one. Case sensitive. Students can change, but aren't prompted to do so at log in.

Email addresses are required for students as automatic emails are sent as a result of the registration and enrollment process, in addition to the main form of contact our teachers have with students on a weekly basis. Students need to be able to receive emails from outside your district for our emails to be received successfully. For younger grade levels, you can use a guardian email address instead if you choose.

    => Refer your IT department to the document titled, "Technical Requirements for EdOptions Academy" for a list of our email domains.

1. Hover your mouse over Students and then click **Add Student**.
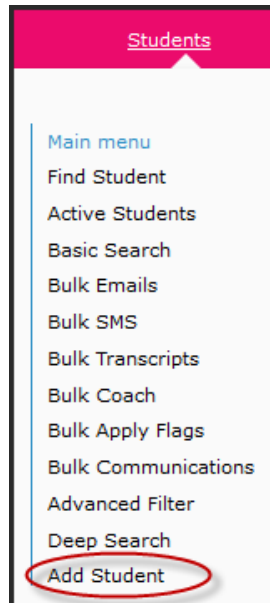
2. Once you have completed all required/optional fields, click **Save** at the bottom of the page. An automatic email is sent to the student from noreply@edoptionsacademy.com and titled, "Edmentum Account Creation Notification" which contains the URL, username, and password to log into the system. A notification will appear indicating the student has been created successfully.
   To continue with the registration process, click on the link.
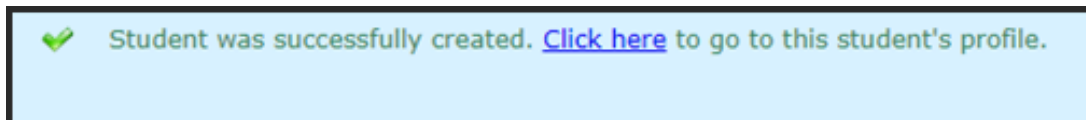
Note: if students log in at this point, they won't see any content until you've requested courses and we've enrolled them, which they will receive email notification on once completed. Consider having students wait to log in until they receive enrollment confirmation to avoid confusion.

Add Guardian Account(s)

Once you've clicked on the **Click here** link as indicated above, you'll be sent to the student's main page.

3. On the left-hand side of the student page, under Main Information, click **Guardian Accounts**.

4. Enter guardian contact information, which also includes specifying a username (ex. email address) and password which they will use to log into the system to monitor progress data and be included on emails from our teachers. Usernames cannot be edited after creation. Apostrophes and hyphens are not accepted. Click **Create** when finished entering guardian information.

An automatic email is sent to the student from noreply@edoptionsacademy.com and titled, "Edmentum Account Creation Notification" which contains the URL, username, and password to log into the system.

Note: If you've already entered the guardian for a sibling, you don't need to create another account for them but rather add them to this student. Click **Add an Existing Guardian**, select the guardian from the drop down and then click **Save**.

Add Flags

Flags are used as a visual indicator to note special accommodations for our teachers to be aware of. You may flag a student's account with one or more of the following flags:

Flag	Definition
504	Student has a 504 plan.
Dyslexia	Student has been diagnosed as having Dyslexia
IEP	Student has an IEP plan.
NCAA	Student has been identified as being NCAA eligible.
No Email	Student does not have email access. Communicate using Genius Messaging only.
No Phone	Do not call student.
No Texts	Do not text student.
Quiet Space	Student requires a quiet space to work on coursework and assessments.
Revise Course	Contact your Accountability & Compliance Specialist before using this flag.
Xfer Progress	Contact your Accountability & Compliance Specialist before using this flag.

5. On the left-hand side of the student page, under Actions at the bottom of the page, click **Flags**.
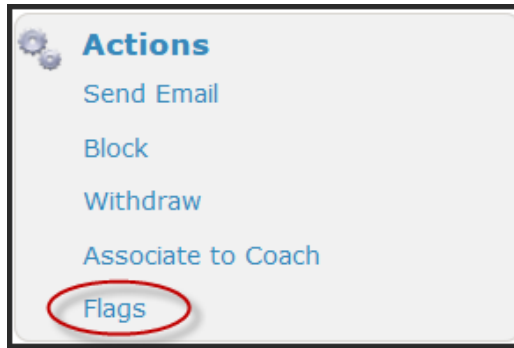
6. Click **Add New Flag**. From the Flag drop down, select the appropriate flag. Select **Active** for the Status drop down (in all instances) and then leave the Description field blank. Then, click **Save**. Repeat this step to add more flags to the student's page.
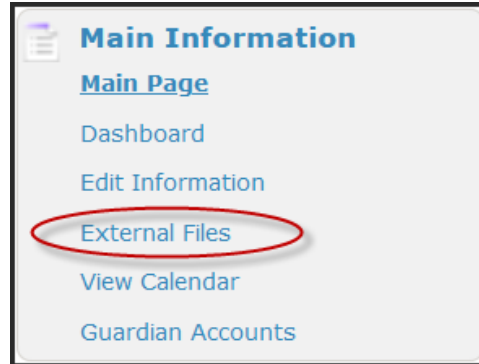   When you go to the student's main page again, you'll now see the flag you setup for the student.

If you flag a student as having an IEP or 504, we need to have a copy of their accommodations page uploaded so our teachers know how to assist them.

7. On the left-hand side of the student page, under Main Information, click **External Files**.

8. Click **Upload New File**. Next, browse for the file, add a brief description, and then click **Upload**.

If you flag a student as being NCAA eligible, our teachers will send them communication requirements that need to be followed throughout their enrollment to ensure they remain eligible.

=> Refer to the document titled, "NCAA Requirements" for more information.

Associate Student to a Coach

A coach is an educator role that allows them access to one or multiple students, but not all students at a school. This is a common role chosen for a guidance counselor, SPED teacher, or other educators only needing access to a list of students. Coaches cannot associate themselves to students, it must be completed by an educator with a Site Coordinator role.

> => Refer to the document titled, "Genius User Roles and Definitions" for more information on educator roles and definitions available in our system.

To setup coaches in our system for your use, email the following information to your Accountability & Compliance Specialist and they will set them up in the system:

- Name
- Phone Number
- Email Address
- School(s) the coach needs access to as it's referenced in our system.

You won't be able to complete these steps until the coach is created in our system; therefore, you can skip this section in the student registration process and refer to it after the coach has been setup in the system.

9. Hover your cursor over Students and then click on **Active Students**.
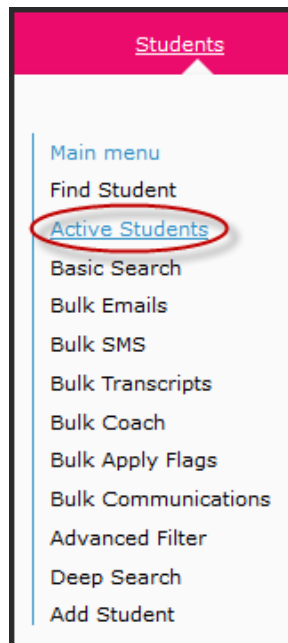
10. Click on the student's name.

11. On the left-hand side of the student page, under Actions at the bottom of the page, click **Associate to Coach.**

12. Click **Add New Association**. From the User Roles drop down, select **EOA K-12 Coach**. Then, select the coach from the Username drop down.

13. Click **Save**. Repeat steps 12-13 to associate an additional coach to the student.

What's Next?

After you've registered the student, added guardians, flags, and coaches, the next step is to request courses for the student so your Accountability & Compliance Specialist can enroll them with our teachers.
=> Refer to the document titled, "Requesting Courses" for more information.