



Requesting Courses

For students enrolling with EdOptions Academy, it's your responsibility to request the course(s) and then we enroll them with our certified teacher(s). Before making any course requests, the student needs to be registered in our system.

=> Refer to the document titled, "Registering New Students" for more information if you need to add students to the system before continuing with the course request process.

For grades K-5, courses are designed in a full year format. They include core and for some grade levels, art, physical education, and health. All K-5 content starts with 2020 followed by the grade level.

2020 Grade 1 ELA [5]
2020 Grade 1 Health [6]
2020 Grade 1 Math in Focus [9368]
2020 Grade 1 Physical Education [8]
2020 Grade 1 Science [9]
2020 Grade 1 Social Studies [10]
Exact Path - Math [20124]
Exact Path - Reading [20125]

In addition to grade level content and as part of our elementary instructional model, ALL students will be enrolled in Exact Path Math and Reading. **You will need to request these courses for each K-5 student.**

=> Refer to the document titled, "K-5 Exact Path" for more information on Exact Path and how it's being used as part of our K-5 Instructional Model.

For grades 6-12, courses are designed in an 18-week semester format equaling 1-2 semesters depending on course title. Students are not required to take both semesters with us. In most instances, there are two versions available, with and without exemptive pretests. Advanced Placement (AP) and Honors versions are also available where noted.

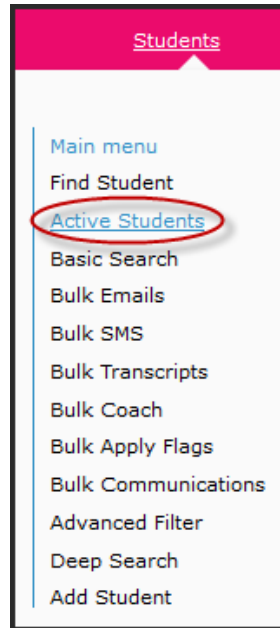
AP Chemistry Semester A [19223]	Advanced Placement (AP)
AP Chemistry Semester A w/ Pretests [19224]	
AP Chemistry Semester B [19225]	
AP Chemistry Semester B w/ Pretests [19226]	
Chemistry Semester A v6.0 [19431]	← Regular version
Chemistry Semester A v6.0 w/ Pretests [19432]	← Exemptive pretests in each unit
Chemistry Semester B v6.0 [19436]	← Regular version
Chemistry Semester B v6.0 w/ Pretests [19437]	← Exemptive pretests in each unit
Honors Chemistry Semester A v6.0 [21286]	Honors versions (no pretest version available)
Honors Chemistry Semester B v6.0 [21289]	



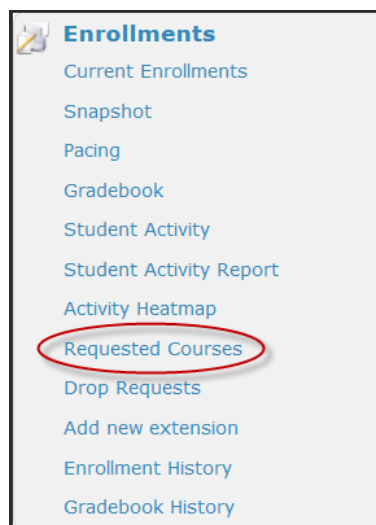
Note: Students who are NCAA eligible cannot take courses that have “w/ Pretests” in the title. The NCAA doesn’t accept exemptive assessments for courses they’ve approved, primarily core and global languages. Pretests in elective courses, not on the approved list, are ok for students to complete if they’re included in the content.

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

1. Hover your cursor over Students and then click **Active Students**.



2. Click on the student’s name.
3. On the left-hand side of the student page, under Enrollments, click **Requested Courses**.





4. Click **Add New Course Request**. A dialog box will display with required fields to complete for the request:
 - School (leave default) = EdOptions Academy
 - Term = Rolling Enrollment
 - Course = search and select the course and semester the student needs to enroll in.
 - Start Date = enter the date you want the student to have access to the content. The start date acts as a determination when the enrollment will be processed by EdOptions Academy. During high volume times of the school year, it could take 24-72 business hours from the start date for enrollments to be processed.
 - End Date = enter the date you want the student to be completed with the course. We can accommodate your school calendar and/or individual student end dates for seniors and underclassmen in most instances, as long that the end date aligns with your billing parameters.
 - Status = select **Approved** for all requests. We do not process requests in a Waiting Review or Denied status.

5. Once you've completed all fields, click **Save**. For additional course requests for the student, repeat step 4.

What's Next?

After you've finished the course request process for your student(s), they'll be processed by your Accountability & Compliance Specialist based on the start date you specified on the requests, within 24-72 business hours.

Once the enrollment has been processed, an automatic email is sent to the student, guardian, educators associated with the student, etc. from noreply@edoptionsacademy.com and titled, "Course Registration" which indicates the student is enrolled in the course, listing the teacher assigned. They will have access to the content on the start date listed in the email. In addition, the email will contain the URL and student username and password to log into the system.

Course Request Review

If you want to review pending course requests, hover over Reports and then click **Course Requests**. You can enter search criteria or just click **Get Data**.

If there are requests in a Waiting Review status, you can select the request(s) and then click **Approve Selected** at the bottom to approve them so they can be processed. You can also Deny or Delete selected requests if necessary, to avoid them from being processed.