



Ringgold WFL Training

Genius + imagine learning

Enrollment,
Progress Monitoring &
Student Experience

Serving Every Learner



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AIU Mission & Vision

Our Mission

We are an educational community that advocates and advances equitable opportunities for every learner.

Our Vision

Through equitable access, all learners achieve their full potential.

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2

imagine learning

Flexible online curriculum that meet the needs of middle & high school students.

A robust LMS containing courses built using an instructional model grounded in research and aligned to state standards.

Rigorous assignments, performance tasks and assessments.



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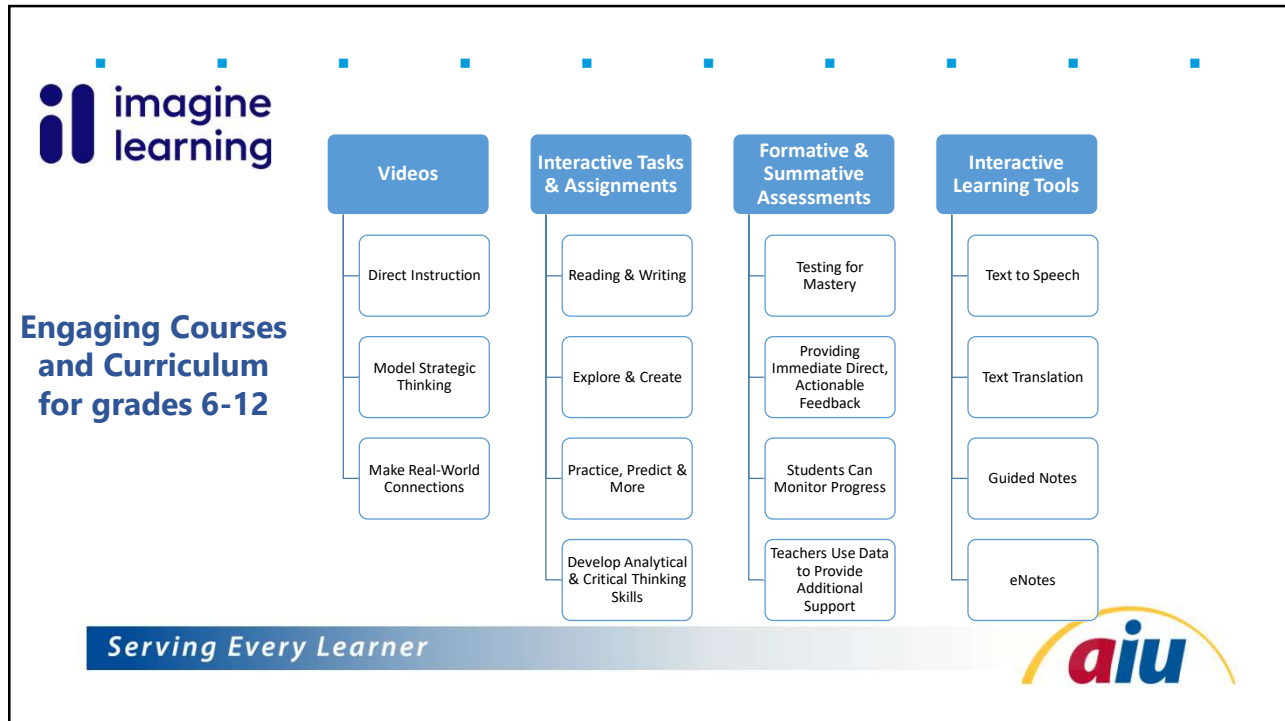
6th – 12th Grade Course Catalog

- English
- Math
- Science
- Social Studies
- Honors Levels
- Advanced Placement
- Credit Recovery
- World Languages
- Electives & CTE Options

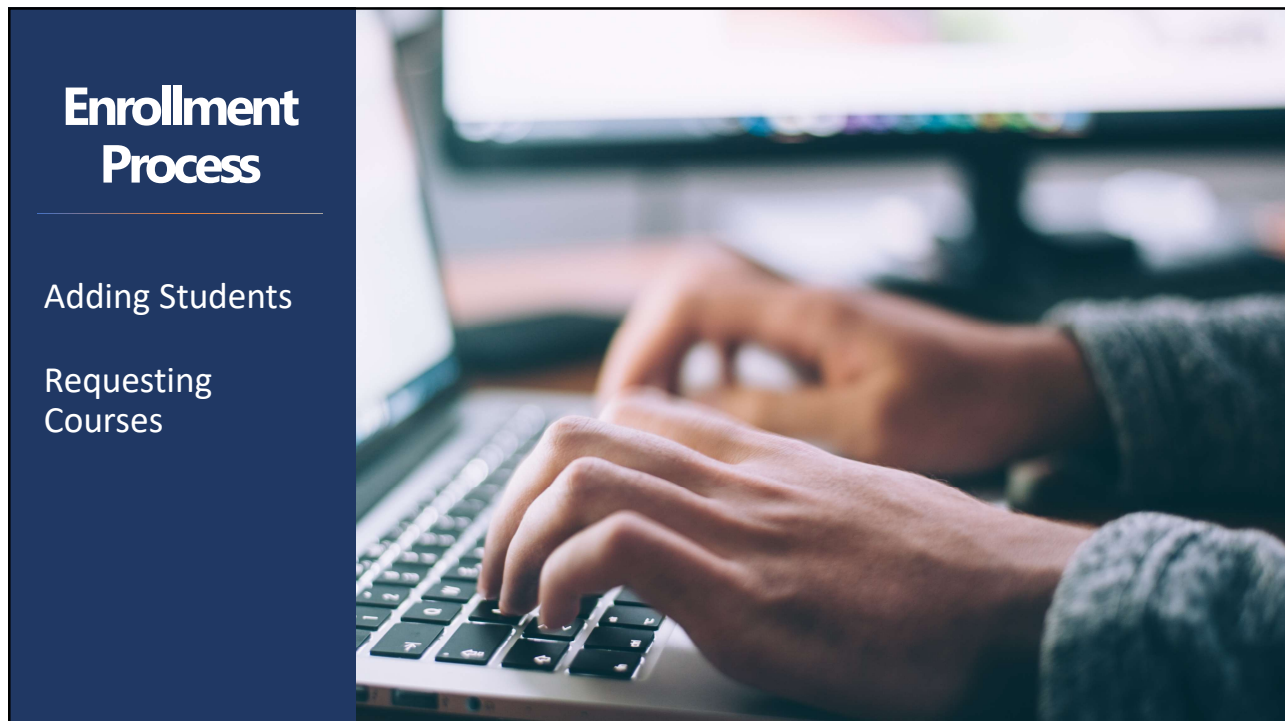
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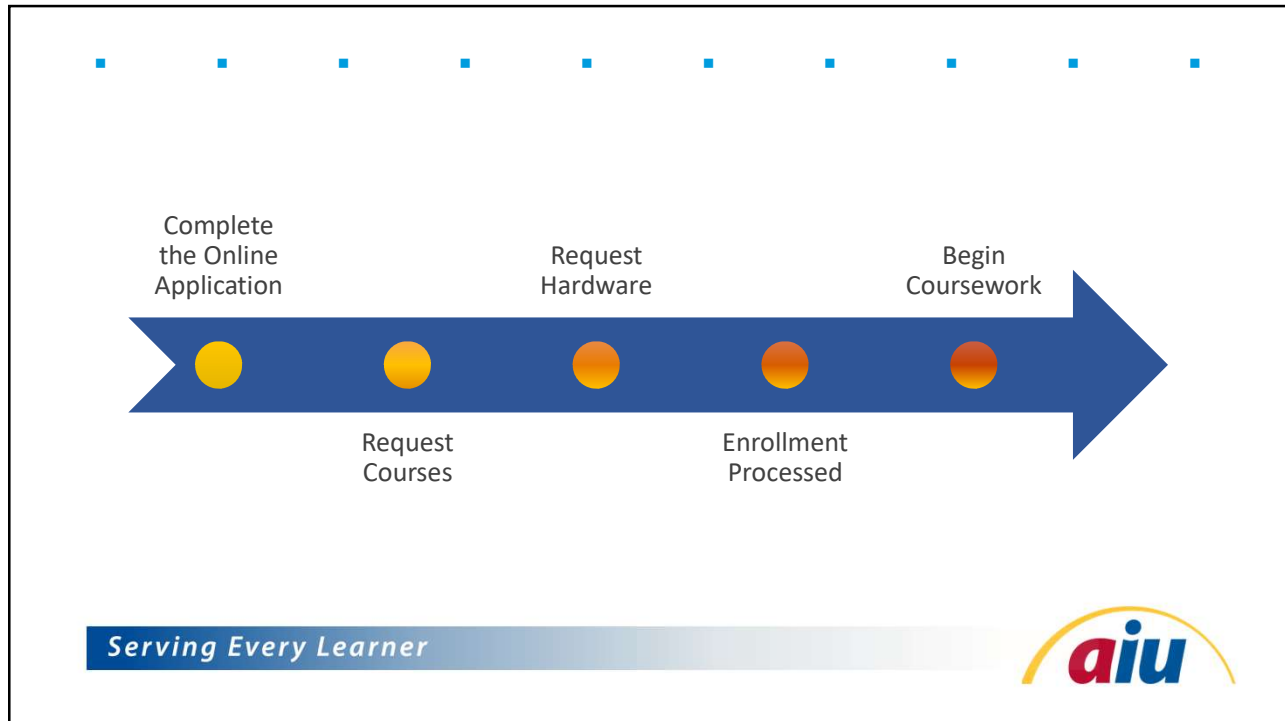
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Complete the Online Application

- Note special exceptions
 - NCAA
 - Special Education
 - Hardware Requirements
- Complete any supporting documentation
 - To be uploaded to the external files
- Indicate full-time or part-time based on invoicing
 - Singleton rate or flat, full-time rate

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Complete the Online Application

- Note if the student has received disciplinary action for a technology-related offense.
- Confirmation of a signed Acceptable Use Policy

Has the student received disciplinary action for a technology-related offense? No ▼

The district confirms a signed Acceptable Use Policy is on file for this student

Save



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Request Courses

- Select the desired vendor
- Request **all parts** needed for the entire school year
- Select start dates that coincide with the nine-week grading periods
- For end dates be sure to factor in the grading timeframes for the vendor teachers
 - Allow 2-3 business days for final grade reporting

Term	Approved	Start Date	End Date	Requested By	Requested On
2019-2020	WAITING_REVIEW	08/26/2019	10/31/2019	Johnston, Sarah	08/09/2019
2019-2020	WAITING_REVIEW	11/01/2019	01/20/2020	Johnston, Sarah	08/09/2019
2019-2020	WAITING_REVIEW	01/21/2020	03/27/2020	Johnston, Sarah	08/09/2019
2019-2020	WAITING_REVIEW	03/28/2020	06/05/2020	Johnston, Sarah	08/09/2019



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Enrollment Processing

- Enrollments are typically processed within 1-2 business days.
- Course registration emails are sent to the student, guardian, and district at the time of enrollment with the student login credentials.
- Fiscal placeholders will be placed at the time of enrollment according to the student's caseload.
 - Full-time: 4 or more courses in one vendor
 - Part-time: 3 courses or less



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Begin Coursework

Confirm receipt and accuracy of the *Course Registration* emails with the student/guardian

The courses will activate on the start date listed in the *Course Registration* email



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13 Day Grace Period

The district has a **13 CALENDAR DAY** period that a student can be withdrawn without incurring any costs*.

- Withdrawal notices must be received in writing (by email to WFLHelp@aiu3.net) by 3pm on the 13th day
- WFL recommends **daily** monitoring of student attendance, pacing, and performance during days 1-13
- Weekly monitoring is recommended after the end of the 13 day grace period
- Concurrent Licensing – **No grace period**

**A hardware utilization fee is applied for hardware shipped during the grace period to cover the cost of return shipping.*

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District ON SITE Student Orientation

The following are recommended to be reviewed with students during a district provided ON SITE student orientation:



- | | | | | |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <p>1</p> <ul style="list-style-type: none"> • Review all contact information | <p>2</p> <ul style="list-style-type: none"> • Sign all district required documentation | <p>3</p> <ul style="list-style-type: none"> • Review attendance requirements | <p>4</p> <ul style="list-style-type: none"> • Walk student through accessing coursework | <p>5</p> <ul style="list-style-type: none"> • Assign hardware (if applicable) |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

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Genius

The student information system (SIS) that WFL utilizes for enrollment, progress monitoring, and communication. Access is provided to the following:

District	Students	Guardians
<ul style="list-style-type: none"> • Enrollment requests • Attendance, progress & performance monitoring • Communication • Grade reporting 	<ul style="list-style-type: none"> • Access to courses • Progress information • Performance information 	<ul style="list-style-type: none"> • Attendance • Progress Information • Performance Information

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SIS Tour

My Genius

- Watch List
- Edit Account Settings

➔

Admission

- Application

➔

Students

- All Student Info
- Progress Monitoring

➔

Enrollment

- Limited reporting

➔

Teachers

- Affiliation Teachers

➔

Reports

- Report Builder

➔

Affiliations

- Grade Reporting

Visit Genius: <https://www.waterfrontlearning.com/login>
<https://waterfront.geniussis.com>

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Completing the Online Application

Click on the **Admissions** tab, then click on **Add New Application**.



All yellow highlighted fields will need to be completed before submitting the application.

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Completing the Online Application

A district's selection of **full-time** or **part-time** determines how WFL will invoice the district for a student for all course enrollments. Please refer to the contract *Pricing Addendum* for the current pricing.



Full-Time

- Taking 4 or more courses with one vendor.
- Enrollment is invoiced quarterly.

Part-Time

- Taking 3 courses or less with any vendor.
- Enrollment is invoiced at the singleton course rate, at the end of the quarter the course was enrolled.

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Completing the Online Application



Key Points to Remember

Hardware*

- If needed select YES
- You will have to request the **Hardware Request** course as well, WFL does not receive the request until this has been done.

*Hardware is available for Allegheny County and surrounding county Schools only

NCAA

- If seeking NCAA eligibility, please consult with WFL administration for course selection
- The use of diagnostic pretesting is prohibited
- Course customization is prohibited

Special Education

The following must be provided prior to enrollment:

- IEP/GIEP/504 Plan
- Signed NOREP/NORA
- Modifications Form

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Requesting Courses



Click on the **Students** tab, then click on *the student's name*.

Click on **Requested Courses** on the left side menu in the **Enrollments** box.

Enrollments

- [Current Enrollments](#)
- [Snapshot](#)
- [Pacing](#)
- [Gradebook](#)
- [Student Activity](#)
- [Requested Courses](#)
- [Enrollment History](#)
- [Activity Heatmap](#)



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Requesting Courses



Click on the **Add new course request** link.



Set the **Term** to the current school year.

Course Request form showing School: Waterfront and Term: 2019-2020. A blue arrow points to the Term dropdown menu.



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Requesting Courses



Filter by vendor using the **LMS** field.

Select the course needed (all courses are listed by Vendor – Course Name – Quarter).

Course selection dropdown menu with 'Edgenuity' selected in the LMS field. A blue arrow points to the list of course options.

Request all needed for the course for the **ENTIRE** school year. This will create a seamless quarterly transition for your students.



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Requesting Courses



Set **Start Dates** that coincide with your district nine week grading periods.

Set **End Dates** that allow for **2-3 business days for final grade reporting** for the nine weeks. (Allow 5 business days for Pearson MS & HS courses.)

Set the **Approved** status to **WAITING_REVIEW**. (If the family is to pay, set this to **PENDING_PAYMENT** and we will reach out for payment.)

Click **Save** to submit the course request.

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Requesting Courses



Once all courses are entered, the requests are received by the WFL Central Office for enrollment.

Course Requests
There are 4 requested courses for this student:

Edit	Course	Term	Approved	Start Date	End Date
	Edgenuity - PA-Common Core ELA 10 - Q1 (2019)	2019-2020	WAITING_REVIEW	08/26/2019	10/31/2019
	Edgenuity - PA-Common Core ELA 10 - Q2 (2019)	2019-2020	WAITING_REVIEW	11/01/2019	01/20/2020
	Edgenuity - PA-Common Core ELA 10 - Q3 (2019)	2019-2020	WAITING_REVIEW	01/21/2020	03/27/2020
	Edgenuity - PA-Common Core ELA 10 - Q4 (2019)	2019-2020	WAITING_REVIEW	03/28/2020	06/05/2020

Enrollments are typically processed within 1-2 business days.

If hardware is requested, enrollments will be held until the hardware has been sent, which means the enrollments are typically processed on Thursday or Friday.

If you are having difficulty locating a course or unsure of the length of a course, please reach out to our office at WFLHelp@aiu3.net or 412-394-4996 for assistance.

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Requesting Courses



Key Points to Remember

Imagine Learning

- Most courses are in quarters (Q1, Q2, Q3, Q4)
- AP, Honors & World Language courses are in semester blocks (A and B)
- All eDynamic courses and some other courses are in semester blocks that do not always indicate an A or B

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Progress Monitoring

Attendance
Pacing
Performance
Communication



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Monitoring Attendance *Student Activity*






Click on the **Students** tab, then click on **the student's name**.

Click on **Student Activity** on the left side menu in the **Enrollments** box.

Enrollments


- [Current Enrollments](#)
- [Snapshot](#)
- [Pacing](#)
- [Gradebook](#)
- [Student Activity](#)
- [Requested Courses](#)
- [Enrollment History](#)
- [Activity Heatmap](#)



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Monitoring Attendance *Student Activity*





Set the timeframe using the **Search Criteria** and click **Get Data**.

The chart provided indicates the minutes the student has **actively** worked in a specific course, all *idle time* has been removed.

There are 8 days in the selected period:

Date	US History I
Wed, Oct 9	7
Thu, Oct 10	49
Fri, Oct 11	47
Sat, Oct 12	0
Sun, Oct 13	0
Mon, Oct 14	46
Tue, Oct 15	120
Wed, Oct 16	0
Total	269 (30.4%)

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Monitoring Attendance Activity Heatmap



Click on the **Students** tab, then click on *the student's name*.

Click on **Activity Heatmap** on the left side menu in the *Enrollments* box.

Enrollments

- [Current Enrollments](#)
- [Snapshot](#)
- [Pacing](#)
- [Gradebook](#)
- [Student Activity](#)
- [Requested Courses](#)
- [Enrollment History](#)
- [Activity Heatmap](#)

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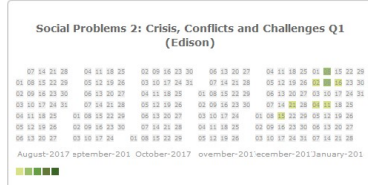
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Monitoring Attendance Activity Heatmap



View the activity calendar for each course on the left of the screen.

Click on the green shaded dates to display detailed data on the right side.



Tuesday, January 16 2018

Assignments

Assignments completed today

- Name: Real World Parenting - Unit 2: Quiz - EDEL.EE012.A
- Grade: 13 Points: 15 DueDate:
- Feedback:

Activities

A total of 42 minutes in activities logged today

- Logged 30 minutes starting at 12:00:00 AM comments: Imported on 1/17/2018
- Logged 1 minutes starting at 12:00:00 AM comments: Imported on 1/17/2018
- Logged 11 minutes starting at 12:00:00 AM comments: Imported on 1/17/2018

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Monitoring Pacing

Click on the *Students* tab, then click on *the student's name*.

Click on *Snapshot* on the left side menu in the *Enrollments* box.



Enrollments

- [Current Enrollments](#)
- [Snapshot](#)
- [Pacing](#)
- [Gradebook](#)
- [Student Activity](#)
- [Requested Courses](#)
- [Enrollment History](#)
- [Activity Heatmap](#)



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Monitoring Pacing

A quick view is provided of the student's course enrollment information.

Pacing is based on a calculation of the percentage of the assignments a student has completed and comparing that information to the percentage of the allotted time remaining in the course based on the course start and end dates.



Edgenuity - PA-Common Core ELA 12 - Q1 (2018)

Enrollment: Jul 01, 2019 to Sep 15, 2019

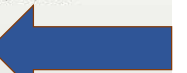
Grade: 82.05%

Assignments: 64 of 112

Pacing: 6.68% behind

Last Activity: Aug 12, 2019

Grade	Pacing
Number of 0's:	Activity



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Monitoring Performance

Click on the *Students* tab, then click on *the student's name*.

Click on *Snapshot* on the left side menu in the *Enrollments* box.



Enrollments

- [Current Enrollments](#)
- [Snapshot](#)
- [Pacing](#)
- [Gradebook](#)
- [Student Activity](#)
- [Requested Courses](#)
- [Enrollment History](#)
- [Activity Heatmap](#)



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Monitoring Performance

A quick view is provided of the student's course enrollment information.

The **grade** is listed as a percentage. WFL provides the percentage to the district, the district determines if the percentage is a passing grade according to district policy.



Edgenuity - PA-Common Core ELA 12 - Q1 (2018)

Enrollment: Jul 01, 2019 to Aug 15, 2019

Grade: 82.05%

Assignments: 64 of 112

Pacing: 6.68% behind

Last Activity: Aug 12, 2019

Grade	Pacing
Number of 0's	Activity



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Monitoring Performance



Key Points to Remember

Imagine Learning

The grade listed is the **actual grade**. This grade factors in zeros for all assignments that should be completed by the current dated based on the assignment calendar built from the course start and end dates.

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System Synchronization



The following systems sync with Genius every 24 hours – for these, today's progress will be available in Genius tomorrow:

- Imagine Learning*
- Accelerate
- Pearson Connexus

For the following systems the pacing and performance data are updated **manually** by the WFL central office or the teacher at least weekly:

- First Steps Drivers Theory
- eDynamic Learning

*For Imagine Learning MS & HS, teacher communications will also sync across from the vendor teachers.

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Monitoring Communications *View Communications*



Click on the *Students* tab, then click on *the student's name*.

Click on *View Communications* on the left side menu in the *Communications* box.



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Monitoring Communications *View Communications*



To view a specific communication, click on the icon to the left of the communication.

View	ID	User	Date
	112676	Belding, Richard	10/19/2013 11:47:12 AM

Communication Details

Date: 10/19/2013 11:47:12 AM Confidential

Category: Email Subject: Keep it up!

Contents:

Hi Al,

I can see that you have been working hard to get caught up in your courses, keep it up, you are almost back on track!

Your PrincipAL,

Mr. Belding

Design HTML

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Monitoring Communications *Adding Communications*



Click on the **Students** tab, then click on *the student's name*.

Click on **Add Communications** on the left side menu in the *Communications* box.



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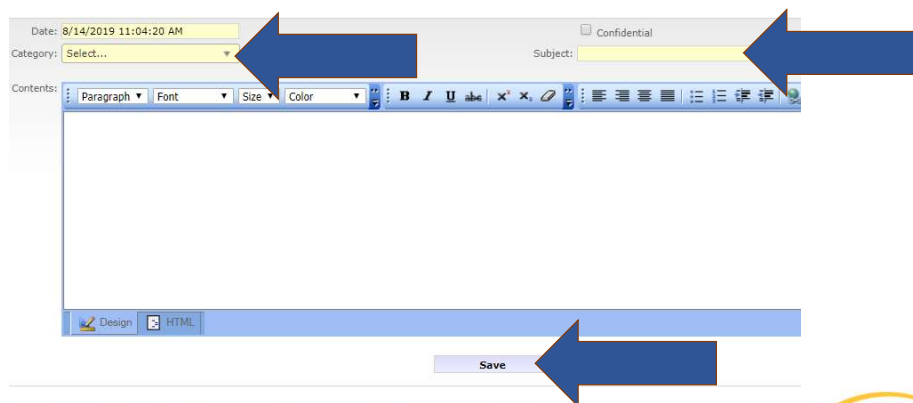
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Monitoring Communications *Adding Communications*



Select a **Category** and add a **Subject**.

Enter communication into the **Contents** box and click **Save**.




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Monitoring Communications *Sending Emails*



Sending an email through Genius automatically saves it into the student’s communication log.


Click on the **Students** tab, then click on **the student’s name**.

Click on **Send Email** on the left side menu in the **Actions** box.


Actions

[Send Email](#)

[Flags](#)




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Monitoring Communications *Sending Emails*



Select recipients for the email by checking the boxes at the top of the form.

Guardian	Affiliation	Academic Director	Don't Copy Student	Teacher
Copies all guardians listed in the student profile.	Copies the SuperUser (liaison) assigned to the affiliation (district).	Copies WFLHelp@aiu3.net	Emails are automatically sent to the student unless this is checked.	Allows for copying one or all teachers.

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Access to Communications



To maintain FERPA not all users have access to communications. Below is a breakdown of users that do and do not have access to communications.

Access
<ul style="list-style-type: none"> Affiliation Users Teachers that are currently teaching the student WFL Central Office Administrators WFL Technical Support

No Access
<ul style="list-style-type: none"> Student Users Guardian Users Teachers or staff that are not currently associated to the student in Genius

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Genius Automatic Emails




Email	Contents	Recipients
Account Creation	<ul style="list-style-type: none"> Sent at the time of account creation. Includes login credentials. 	New User
Course Registration	<ul style="list-style-type: none"> Sent at the time of enrollment. Includes course, teacher, and login credentials. 	Student Guardian Teacher Affiliation SuperUser
Course Dropped	<ul style="list-style-type: none"> Sent when a course is dropped from a student's schedule. Includes grades listed in Genius at the time of the drop. 	Student Guardian Teacher Affiliation SuperUser
Grade Report	<ul style="list-style-type: none"> Sent when a student completes a course or reaches the listed end date. Includes the final grade (zeros are factored in for incomplete work). 	Student Guardian Teacher Affiliation SuperUser

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Reporting Grades




Click on the **Affiliations** tab, then click on **your district's name**.

Click on **Enrollment History** on the left side menu in the **Historic Data** box.




Select the timeframe under the **Period** option of the search criteria box.

Click on **Export to Excel** button at the top right side of the page to export the data to Excel for sorting and analysing.




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Student Experience

Accessing Courses through Genius SIS



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Course Registration Email

Welcome to Waterfront Learning! This email is being sent to confirm your registration for an Imagine Edgenuity course. Imagine Learning - ELA 10 (PA-Common Core) Q1 will begin on the date listed below.

To access your account, go to <https://waterfront.geniussis.com>

Your initial login is: demo.student

Your initial password is: welcome

Course name: Imagine Learning - ELA 10 (PA-Common Core) Q1

Section name: ELA 10 (PA-Common Core) Q1 (Imagine Learning - 23-24 WFL)

Start Date: 08/07/2023

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Student Landing Page

Students will log in and click the course title link in the in the **Academic Snapshot** on the main landing page.

This will single sign on the student to the Imagine Learning instance of Genius.



Academic Snapshot			
This student is currently enrolled in 6 courses:			
Course	Grade	Assignments	Pacing
Accelerate - Language Arts 2_Q1	0%	0 of 0	ON PACE
Accelerate - Math 2_Q1	0%	0 of 0	ON PACE
Accelerate - Science 2_Q1	0%	0 of 0	ON PACE
Accelerate - Social Studies 2_Q1	0%	0 of 0	ON PACE
Imagine Learning - Biology_Q1	0%	0 of 20	ON PACE
Imagine Learning - ELA 10 (PA-Common Core)_Q1	0%	0 of 20	ON PACE

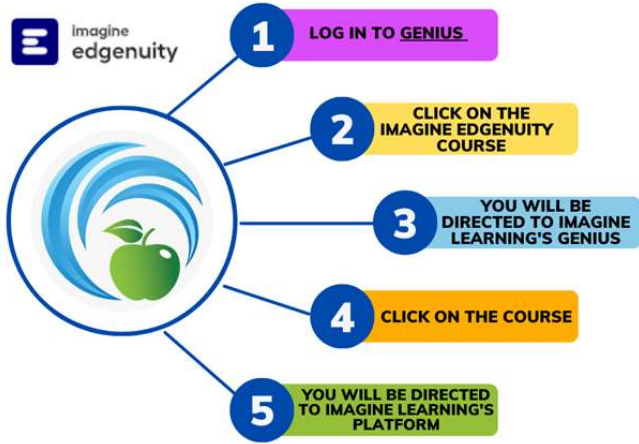


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Login Process





- 1** LOG IN TO GENIUS
- 2** CLICK ON THE IMAGINE EDGEUNITY COURSE
- 3** YOU WILL BE DIRECTED TO IMAGINE LEARNING'S GENIUS
- 4** CLICK ON THE COURSE
- 5** YOU WILL BE DIRECTED TO IMAGINE LEARNING'S PLATFORM

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Imagine Learning Student Orientation




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imagine learning

Student Experience Tour




- eNotes
- Live Tutoring Help
- Guided Notes
- Help Center
- Office Hours
- Email access to teachers
- Course specific tools
- Dynamic course map


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Live Help Feature



- Concept coaches for core subject areas available for live support 7 days a week through online chat and interactive whiteboards
- Available for Language Arts, Math, Science, Social Studies, 6-12 French and Spanish

Concept Coaches are available 7 days per week

Monday – Friday	8:00 AM – 10:00 PM EST* 5:00 AM – 7:00 PM PST*
Saturday	9:00 AM – 7:30 PM EST 6:00 AM – 4:30 PM PST
Sunday	6:30 PM – 10:00 PM EST 3:30 PM – 7:00 PM PST


 **Tutoring Help**

Click on the Student Support button to contact a Concept Coach.

Hours may vary based on students' needs.

*French and Spanish available Monday–Friday
9:00 AM – 7:00 PM EST
6:00 AM – 4:00 PM PST

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Questions?

Contact Waterfront Learning:
WFLHelp@aiu3.net
 412-394-4996

Additional Resources
www.waterfrontlearning.com



Waterfront Learning

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Non-Discrimination Statement

The Allegheny Intermediate Unit is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity or expression, ancestry, place of birth, national origin, marital status, familial status, genetic information, pregnancy, handicap/disability, status as a handler or trainer of support or guide animals, or any other legally protected characteristic in its educational programs, services, facilities, activities or employment practices as required by Title IX of the 1972 Educational Amendments, Title VI and VII of the Civil Rights Act of 1964, as amended, Section 504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act, the Americans with Disabilities Act, the Pennsylvania Human Relations Act, or any other applicable federal, state, or local law. Any person who believes that s/he has been subjected to discrimination shall report all incidents of such conduct to Erin Koebel, Director of Human Resources and Labor Relations, Title IX Coordinator, Allegheny Intermediate Unit, 475 East Waterfront Drive, Homestead, PA 15120. 412-394-5957 erin.koebel@aiu3.net.

For more information about the AIU visit us online – aiu3.net

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