

# Requesting a Course



# Step 1:



- Visit <http://virtualsc.org>

A screenshot of the VirtualSC website homepage. At the top, a yellow banner reads "NEW The South Carolina Virtual School Program is now VirtualSC!". Below this is a dark blue navigation bar with contact information: "(803) 734-8039", "virtualsc@ed.sc.gov", "Contact us", "Sign Up", and "Login". The main header features the VirtualSC logo and a navigation menu with links for "Home", "About Us", "Students", "Parents", "Schools/Districts", and a highlighted "Student Portal" button. The main content area has a blue background with the text "The SC Virtual School Program is now VirtualSC" and "The South Carolina Virtual School Program has an all new look and a new name, but still provides the same great online courses! VirtualSC is a program of the SC Department of Education." It also features the South Carolina State Department of Education logo and images of a laptop and a desktop monitor displaying the VirtualSC logo.



## What is VirtualSC?

VirtualSC is a free state-sponsored online program serving students currently attending public, private and home schools in grades 7-12 and Adult Education Programs.



## What VirtualSC Offers

VirtualSC offers free rigorous online courses aligned to state standards that are developed and taught by Highly Qualified, SC licensed teachers.



## How VirtualSC Works

VirtualSC partners with schools to provide a free individualized online learning solution for students on the path to high school graduation.

# Step 2:



- Choose the Student Portal button.

The screenshot shows the VirtualSC website interface. At the top, there is a yellow banner with the text "NEW The South Carolina Virtual School Program is now VirtualSC!". Below this is a dark blue navigation bar containing the VirtualSC logo, a phone icon with the number (803) 734-8039, an email icon with the address virtualsc@ed.sc.gov, and links for "Contact us", "Sign Up", and "Login". The main navigation menu includes "Home", "About Us", "Students", "Parents", "Schools/Districts", and "Student Portal". The "Student Portal" button is highlighted with a red circle. Below the navigation is a large green banner with the heading "New myVSC Student Portal" and a sub-heading "Log in, enroll and get help all from within the all new myVSC. myVSC is the new VirtualSC student portal designed to help students stay connected with a Student Spotlight, school calendar, course listings and more." The banner also features illustrations of a smartphone, a tablet, and a hand interacting with a tablet screen.

# Step 3:



- Select the Dashboard Login.

A screenshot of the VirtualSC website dashboard. The top navigation bar includes links for Home, Courses, Get Started, Important Dates, Help, and Contact. The main content area features three large cards: "Dashboard Login" (with a padlock icon), "Enroll" (with a computer monitor icon), and "Help Center" (with a clock icon). The "Dashboard Login" card contains the text "Login to the VirtualSC Dashboard to select courses, access current courses, check your grades, message your teachers, and more." and a blue "CLICK HERE" button, which is circled in red. A yellow vertical banner on the left side of the dashboard reads "NEW STUDENT ENROLLMENT FORM".

VirtualSC  
STUDENT PORTAL

Home Courses Get Started Important Dates Help Contact

**Dashboard Login**

Login to the VirtualSC Dashboard to select courses, access current courses, check your grades, message your teachers, and more.

[CLICK HERE](#)

**Enroll**

Become a VirtualSC student by enrolling in our program. Just answer a few questions to get started.

[CLICK HERE](#)

**Help Center**

Just getting started with VirtualSC or looking for a refresher? We have a full list of videos and tutorials to help guide the way.

[CLICK HERE](#)

NEW STUDENT ENROLLMENT FORM

# Step 4:



- Enter your username and password and select Login.

A screenshot of the Student Information System login page. The page has a light blue header with the "iOPENSIS™" logo and the tagline "Every student is a promise". The main content area is light blue and contains the South Carolina State Department of Education logo on the left and a login form on the right. The login form includes a username field with "smiths1", a password field with masked characters, a language dropdown menu set to "English", and checkboxes for "Remember Me" and "Forgot Password?". A dark blue "Login" button is highlighted with a red oval. At the bottom of the page, there is a disclaimer: "This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the fullest extent of law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms." The footer contains a small logo and the text "Copyright © 2014 Open Solutions for Education, Inc. (OS4Ed)." data-bbox="279 484 754 907"/>

**Student Information System**

smiths1

.....

English

Remember Me [Forgot Password?](#)

**Login**

This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the fullest extent of law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

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# Step 5:



- From your Dashboard, select Course Registration.

A screenshot of the OPEN SIS dashboard for a student named Sarah Test. The dashboard has a blue header with the OPEN SIS logo on the left and a "Logout" button on the right. The main content area is divided into several sections. On the left, there is a sidebar with the user's name "Sarah Test (Student)" and three menu items: "My Info", "Change Password", and "Message". The top section is a yellow "Inbox Preview" area with the text "You have no messages". To the right of the inbox is a red button labeled "Course Registration" with a white icon of a document and a pencil, which is circled in red. Below this are two smaller buttons: "School Info" (blue with a schoolhouse icon) and "Calendar" (green with a calendar icon showing the number 27). At the bottom, there are three more buttons: "Reports" (green with a bar chart icon), "Grade-book" (teal with a line graph icon), and "Moodle" (orange with a graduation cap icon).

# Step 6:



- Select courses by choosing the green “Open” button or yellow “Waitlist” button.

A screenshot of the VirtualSC course selection interface. The interface shows a search bar at the top with the text "Search by Course Name" and a "Search" button. Below the search bar, there are three course categories: "Test Subject 1", "Career and Technology Education", and "English and Language Arts". Each category has a "High School" sub-section. Under "Test Subject 1", there is a course "Test Course 1" with a yellow "Waitlist" button. Under "Career and Technology Education", there is a course "Child Development 1 CP" with a yellow "Selected" button. Under "English and Language Arts", there is a course "English 1 Honors" with a blue "Scheduled" button. A red oval highlights the "Waitlist", "Selected", and "Scheduled" buttons. On the right side, there are filters for "Education Level" (High School) and "Subject Area". The "Education Level" filter has checkboxes for "Advanced Placement", "College Prep", "Credit Recovery", and "Honors". The "Subject Area" filter has checkboxes for "Test Subject 1", "Career and Technology Education", and "English and Language Arts". At the bottom left, there is a "Continue" button. The top right corner shows the user's name "Sarah Test", a settings gear icon, and an email icon. The bottom left corner has a "Support" link and a copyright notice: "Copyright © 2014 Open Solutions for Education, Inc. (OSEd)".

# Step 7:



- Click on the Backpack Icon to review the selected courses.

A screenshot of the VirtualSC course selection interface. At the top right, a backpack icon with a red notification badge containing the number '1' is circled in red. Below the search bar, there are three course categories: 'Test Subject 1', 'Career and Technology Education', and 'English and Language Arts'. Each category has a search input field and a button. The 'Test Subject 1' category shows 'Test Course 1' with a 'Waitlist' button. The 'Career and Technology Education' category shows 'Child Development 1 CP' with a 'Selected' button. The right sidebar contains filter options for 'Education Level' (High School) and 'Subject Area'.

Search by Course Name Search

**Test Subject 1**  
High School  
Test Course 1 Waitlist

**Career and Technology Education**  
High School  
Child Development 1 CP Selected

**English and Language Arts**

**Education Level**  
**High School**  
 Advanced Placement  
 College Prep  
 Credit Recovery  
 Honors

**Subject Area**  
 Test Subject 1  
 Career and Technology Education  
 English and Language Arts



# Step 8:



- Click Confirm to finalize your request.

A screenshot of the VirtualSC Course Backpack interface. The top navigation bar shows "Quarter 3" and "VirtualSC". The user's name "Sarah Test" is visible in the top right corner. The main content area is titled "Course Backpack" and contains a message: "Please confirm your course choices below or [click here](#) to go back to select more courses." Below this message, a course titled "Child Development 1 CP" is listed with a "Remove" button. A "Confirm" button is located at the bottom left of the course list, circled in red. The interface also includes a sidebar with navigation icons and a lock icon in the top right corner of the main content area.

# Step 9:



- Choose “Click Here” to review the status of your request.

A screenshot of the OPEN SIS Course Backpack interface. The top navigation bar shows "Quarter 3" and "VirtualSC". The user's name "Sarah Test" is visible in the top right corner. The main content area is titled "Course Backpack" and features a green success message: "Success! You have successfully requested the following courses. Click here to review the status of your requests." The text "Click here" is circled in red. Below the message, a course titled "Child Development 1 CP" is listed in a white box. A vertical sidebar on the left contains navigation icons for home, documents, a backpack, a calendar, and a play button.

# Step 10:



- Review the status of your request.

A screenshot of the OPEN SIS web application interface. The top navigation bar shows "Quarter 3" and "VirtualSC". The user is identified as "Sarah Test". The main content area is titled "Course Registration Status" and includes a message: "Check this page often to review your course registration status." Below this, two courses are listed: "English 1 Honors" with a green "Complete!" status bar, and "Child Development 1 CP" with a yellow "Awaiting approval & Awaiting Seat Availability" status bar. A red circle highlights the "Child Development 1 CP" status bar. On the right, a "Status" legend lists various options with checkboxes: Awaiting Approval, Approved, Complete, Approval Denied, Expired, Awaiting approval & Awaiting Seat Availability, and Waiting for Open.

Course Registration Status

Check this page often to review your course registration status.

English 1 Honors	Complete!
Child Development 1 CP	Awaiting approval & Awaiting Seat Availability

**Status**

- Awaiting Approval
- Approved
- Complete
- Approval Denied
- Expired
- Awaiting approval & Awaiting Seat Availability
- Waiting for Open

# Step 11:



- What does my registration status mean?

Awaiting  
Approval

Awaiting Approval means that your request is awaiting counselor approval in the Dashboard.

Awaiting Seat  
Availability

Awaiting Seat Availability means that there is currently a waitlist for the course.

Approved

Approved means that your counselor has approved your request. You will be placed into a course when a seat opens up.

Complete

Complete means that you have been placed into a course and you are now assigned to a teacher.

Request  
Denied

Request denied means that your course selection has been denied. Please contact your school counselor.

# Congratulations!

You have completed the steps required to request a VirtualSC course. Courses must be approved by the counselor within 72 hours. Please feel free to contact VirtualSC Student Services for any additional questions or assistance at 803-734-8039.

