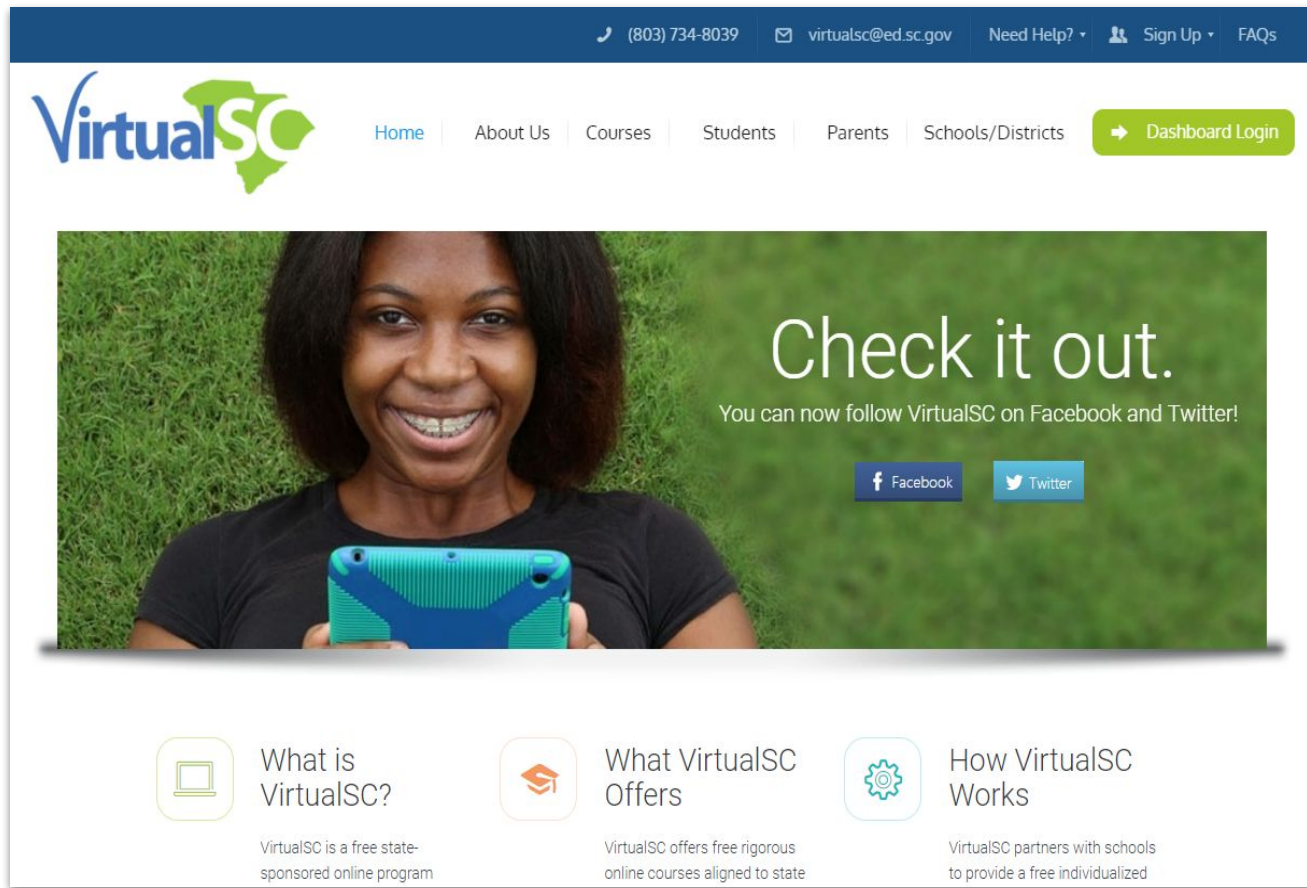


How to Approve or Deny a Course Request



Step 1

Visit
<http://virtualsc.org>

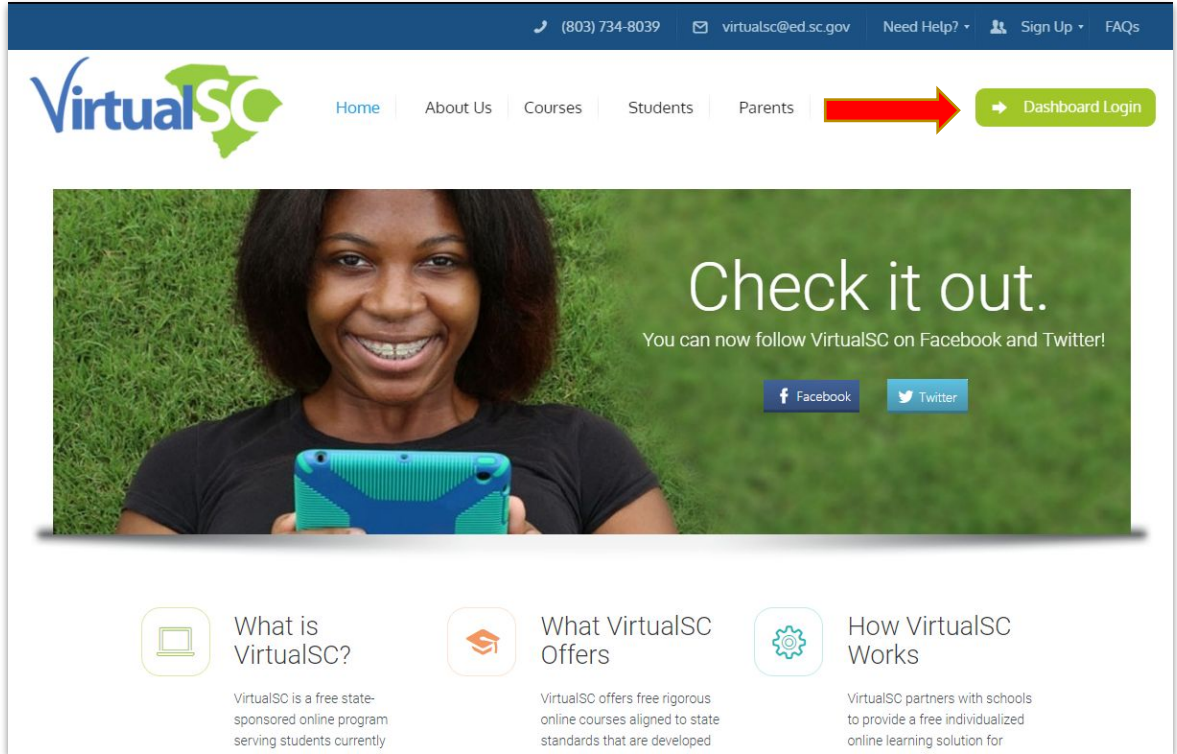


The screenshot shows the VirtualSC website homepage. At the top, there is a dark blue navigation bar with contact information: a phone icon, the number (803) 734-8039, an email icon, the address virtualsc@ed.sc.gov, and links for 'Need Help?', 'Sign Up', and 'FAQs'. Below this is the VirtualSC logo, which consists of the text 'VirtualSC' in blue and green, with a green outline of the state of South Carolina. To the right of the logo is a horizontal menu with links for 'Home', 'About Us', 'Courses', 'Students', 'Parents', and 'Schools/Districts'. A green button with a white arrow and the text 'Dashboard Login' is positioned to the right of the menu. The main content area features a large image of a smiling woman with dark hair holding a blue tablet. To the right of the image, the text 'Check it out.' is displayed in a large white font, followed by 'You can now follow VirtualSC on Facebook and Twitter!' in a smaller white font. Below this text are two social media buttons: a blue Facebook button and a light blue Twitter button. At the bottom of the page, there are three columns of content. The first column has a laptop icon, the heading 'What is VirtualSC?', and the text 'VirtualSC is a free state-sponsored online program'. The second column has a graduation cap icon, the heading 'What VirtualSC Offers', and the text 'VirtualSC offers free rigorous online courses aligned to state'. The third column has a gear icon, the heading 'How VirtualSC Works', and the text 'VirtualSC partners with schools to provide a free individualized'.



Step 2

Choose the Dashboard Login button



The screenshot shows the VirtualSC website homepage. At the top, there is a dark blue navigation bar with contact information: a phone icon, the number (803) 734-8039, an email icon, the address virtualsc@ed.sc.gov, and links for Need Help?, Sign Up, and FAQs. Below this is the VirtualSC logo and a horizontal menu with links for Home, About Us, Courses, Students, and Parents. A red arrow points from the right side of the menu to a green button labeled "Dashboard Login".

The main content area features a large image of a smiling woman holding a blue tablet. To the right of the image, the text reads "Check it out." followed by "You can now follow VirtualSC on Facebook and Twitter!". Below this text are two social media buttons: a blue Facebook button and a light blue Twitter button.

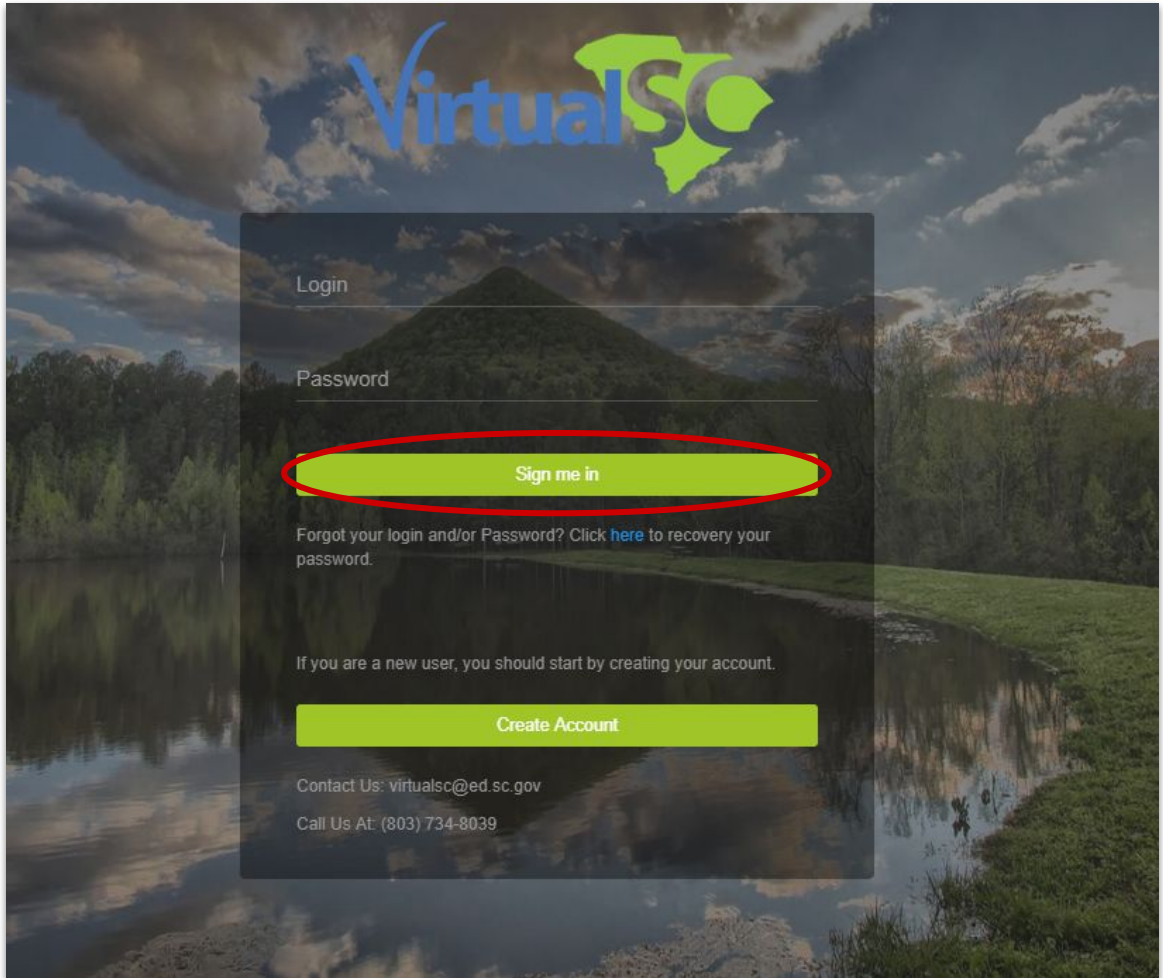
At the bottom, there are three columns of content, each with an icon and a heading:

- What is VirtualSC?** (Icon: laptop) VirtualSC is a free state-sponsored online program serving students currently.
- What VirtualSC Offers** (Icon: graduation cap) VirtualSC offers free rigorous online courses aligned to state standards that are developed.
- How VirtualSC Works** (Icon: gear) VirtualSC partners with schools to provide a free individualized online learning solution for.



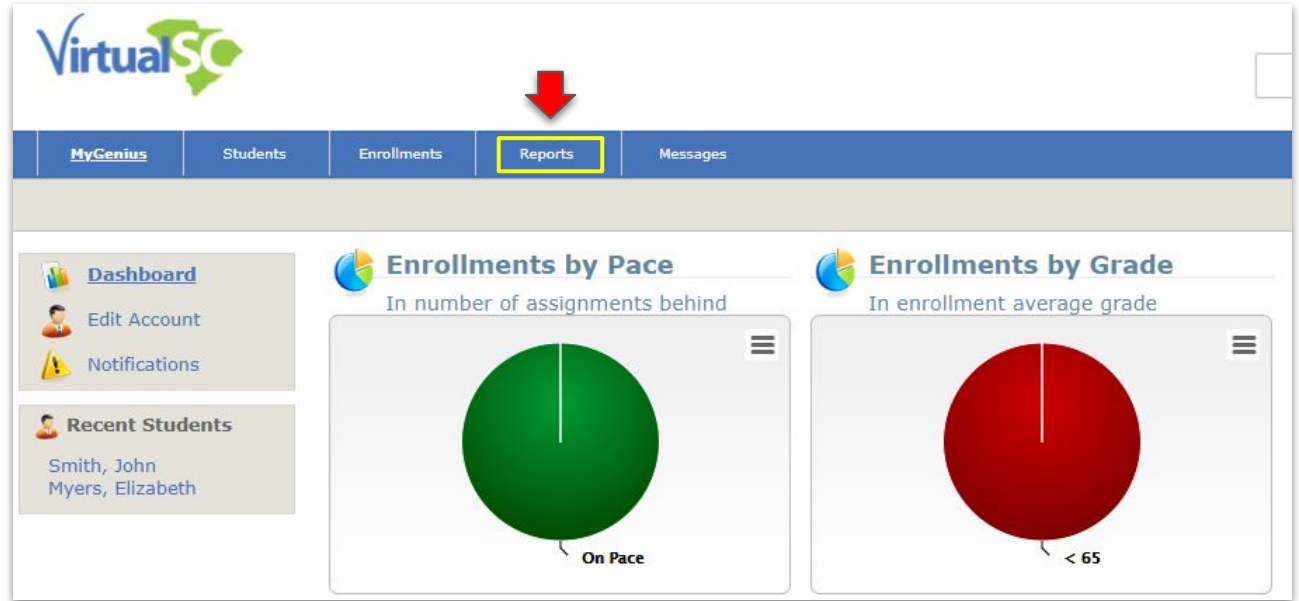
Step 3

Enter your username and password to select Sign Me In



Step 4

Click on the **Reports** tab in the blue taskbar

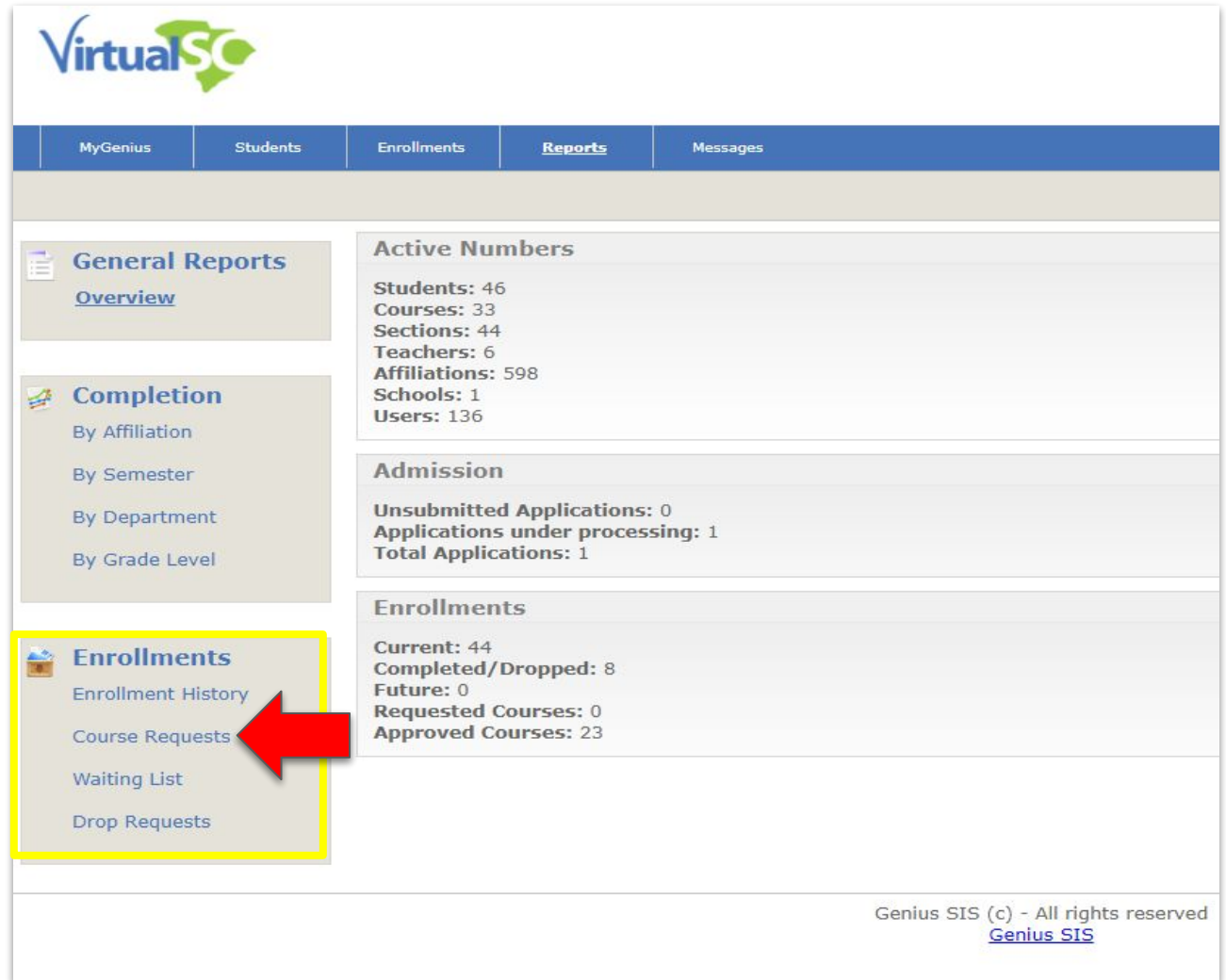


The screenshot shows the VirtualSC dashboard interface. At the top left is the VirtualSC logo. Below it is a blue navigation bar with five tabs: MyGenius, Students, Enrollments, Reports, and Messages. The Reports tab is highlighted with a yellow border, and a red arrow points down to it from above. Below the navigation bar is a sidebar on the left with three sections: Dashboard (with links to Dashboard, Edit Account, and Notifications), and Recent Students (listing Smith, John and Myers, Elizabeth). The main content area contains two charts: 'Enrollments by Pace' (In number of assignments behind) showing a green gauge at 'On Pace', and 'Enrollments by Grade' (In enrollment average grade) showing a red gauge at '< 65'.

Step 5

Scroll to the **Enrollments** block

Click on **Course Requests**



The screenshot shows the VirtualSC MyGenius interface. At the top, there is a navigation bar with tabs for MyGenius, Students, Enrollments, **Reports**, and Messages. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with a 'General Reports Overview' section and a 'Completion' section with options: 'By Affiliation', 'By Semester', 'By Department', and 'By Grade Level'. The 'Enrollments' section is highlighted with a yellow border and contains options: 'Enrollment History', 'Course Requests', 'Waiting List', and 'Drop Requests'. A red arrow points to 'Course Requests'. On the right, there are three summary blocks: 'Active Numbers' (Students: 46, Courses: 33, Sections: 44, Teachers: 6, Affiliations: 598, Schools: 1, Users: 136), 'Admission' (Unsubmitted Applications: 0, Applications under processing: 1, Total Applications: 1), and 'Enrollments' (Current: 44, Completed/Dropped: 8, Future: 0, Requested Courses: 0, Approved Courses: 23). The footer contains the VirtualSC logo and the text 'Genius SIS (c) - All rights reserved' with a link to 'Genius SIS'.

VirtualSC

MyGenius Students Enrollments **Reports** Messages

General Reports Overview

Completion
By Affiliation
By Semester
By Department
By Grade Level

Enrollments
Enrollment History
Course Requests
Waiting List
Drop Requests

Active Numbers
Students: 46
Courses: 33
Sections: 44
Teachers: 6
Affiliations: 598
Schools: 1
Users: 136

Admission
Unsubmitted Applications: 0
Applications under processing: 1
Total Applications: 1

Enrollments
Current: 44
Completed/Dropped: 8
Future: 0
Requested Courses: 0
Approved Courses: 23

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Step 6

Status filter: Waiting_Review

Click **Get Data**

The screenshot shows the VirtualSC Reports interface. The top navigation bar includes 'MyGenius', 'Students', 'Enrollments', 'Reports', and 'Messages'. The left sidebar has sections for 'General Reports' (Overview), 'Completion' (By Affiliation, By Semester, By Department, By Grade Level), and 'Enrollments' (Enrollment History, Course Requests, Waiting List, Drop Requests). The main content area features a 'Search criteria' section with a yellow background. It contains several dropdown menus: 'Affiliation: Select...', 'Approved: WAITING_REVIEW', 'Department: Select...', and 'Course: Select...'. To the right are 'Requested By: Select...', 'Start Date: Select...', 'Term: Select...', and 'Has Balance: Select...'. A 'Get Data' button is highlighted with a red arrow. Below the search criteria, it states 'There are 2 records matching your criteria:' and includes a 'Check All' checkbox. A table displays the results with columns for Enroll, Student, Course, Term, Approved, Start Date, Requested By, and Requested On. Two records for 'Smith, John' are shown, both with 'Approved' status 'WAITING_REVIEW'. At the bottom of the table area are 'Approve Selected' and 'Deny Selected' buttons. The footer contains the text 'Genius SIS (c) - All rights reserved' and a link to 'Genius SIS'.

VirtualSC

MyGenius Students Enrollments **Reports** Messages

General Reports
Overview

Completion
By Affiliation
By Semester
By Department
By Grade Level

Enrollments
Enrollment History
Course Requests
Waiting List
Drop Requests

Search criteria:

Affiliation: Approved: Department: Course:

Requested By: Start Date: Term: Has Balance:

Get Data

There are 2 records matching your criteria:

Check All

Enroll	Student	Course	Term	Approved	Start Date	Requested By	Requested On
<input type="checkbox"/>	Smith, John	Credit Recovery English 1	Credit Recovery Fall 2018	WAITING_REVIEW	09/03/2018	Smith, John	06/25/2018
<input type="checkbox"/>	Smith, John	Credit Recovery English 2	Credit Recovery Fall 2018	WAITING_REVIEW	09/03/2018	Smith, John	06/25/2018

Approve Selected **Deny Selected**

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- General Reports**
 - Overview
- Completion**
 - By Affiliation
 - By Semester
 - By Department
 - By Grade Level
- Enrollments**
 - Enrollment History
 - Course Requests**
 - Waiting List
 - Drop Requests

Search criteria:

Affiliation: Requested By:

Approved: Start Date:

Department: Term:

Course: Has Balance:

[Get Data](#)

There are 2 records matching your criteria:

Check All

Enroll	Student	Course	Term	Approved	Start Date	Requested By	Requested On	School	Grade Level	Accommodation Upload	Accommodation
<input checked="" type="checkbox"/>	Smith, John	Credit Recovery English 2	Credit Recovery Fall 2018	WAITING_REVIEW	09/03/2018	Smith, John	06/25/2018	River Bluff High School	11	NO	<input type="checkbox"/> IEP <input type="checkbox"/> 504 <input type="checkbox"/> ELL
<input type="checkbox"/>	Smith, John	Web Page Design and Development	Fall 2018	WAITING_REVIEW	07/03/2018	Smith, John	07/03/2018	River Bluff High School	11	NO	<input type="checkbox"/> IEP <input type="checkbox"/> 504 <input type="checkbox"/> ELL

[Approve Selected](#) [Deny Selected](#)

Step 7

Check any necessary boxes in the **Accommodations** column.

Step 8

Select one or more course requests to approve or deny

Click **Approve Selected** to approve the course request(s)

Click **Deny Selected** to deny the course request(s)

The screenshot shows the VirtualSC Reports page. The navigation bar includes MyGenius, Students, Enrollments, Reports, and Messages. The left sidebar has sections for General Reports, Completion, and Enrollments. The main content area shows search criteria for Affiliation, Approved, Department, Course, Requested By, Start Date, Term, and Has Balance. Below the search criteria, there are 2 records matching the criteria. The table has columns for Enroll, Student, Course, Term, Approved, Start Date, Requested By, and Requested On. The first two rows of the table are highlighted with a yellow box, and the checkboxes in the Enroll column are also highlighted. At the bottom right, there are buttons for Approve Selected and Deny Selected, also highlighted with a yellow box.

Search criteria:

Affiliation: Requested By:

Approved: Start Date:

Department: Term:

Course: Has Balance:

There are 2 records matching your criteria:

Check All

Enroll	Student	Course	Term	Approved	Start Date	Requested By	Requested On
<input type="checkbox"/>	Smith, John	Credit Recovery English 1	Credit Recovery Fall 2018	WAITING_REVIEW	09/03/2018	Smith, John	06/25/2018
<input type="checkbox"/>	Smith, John	Credit Recovery English 2	Credit Recovery Fall 2018	WAITING_REVIEW	09/03/2018	Smith, John	06/25/2018

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Congratulations!

You have completed the steps required to
approve or deny a course request

Please feel free to contact VirtualSC Student
Services for any additional assistance at
803-734-8039

