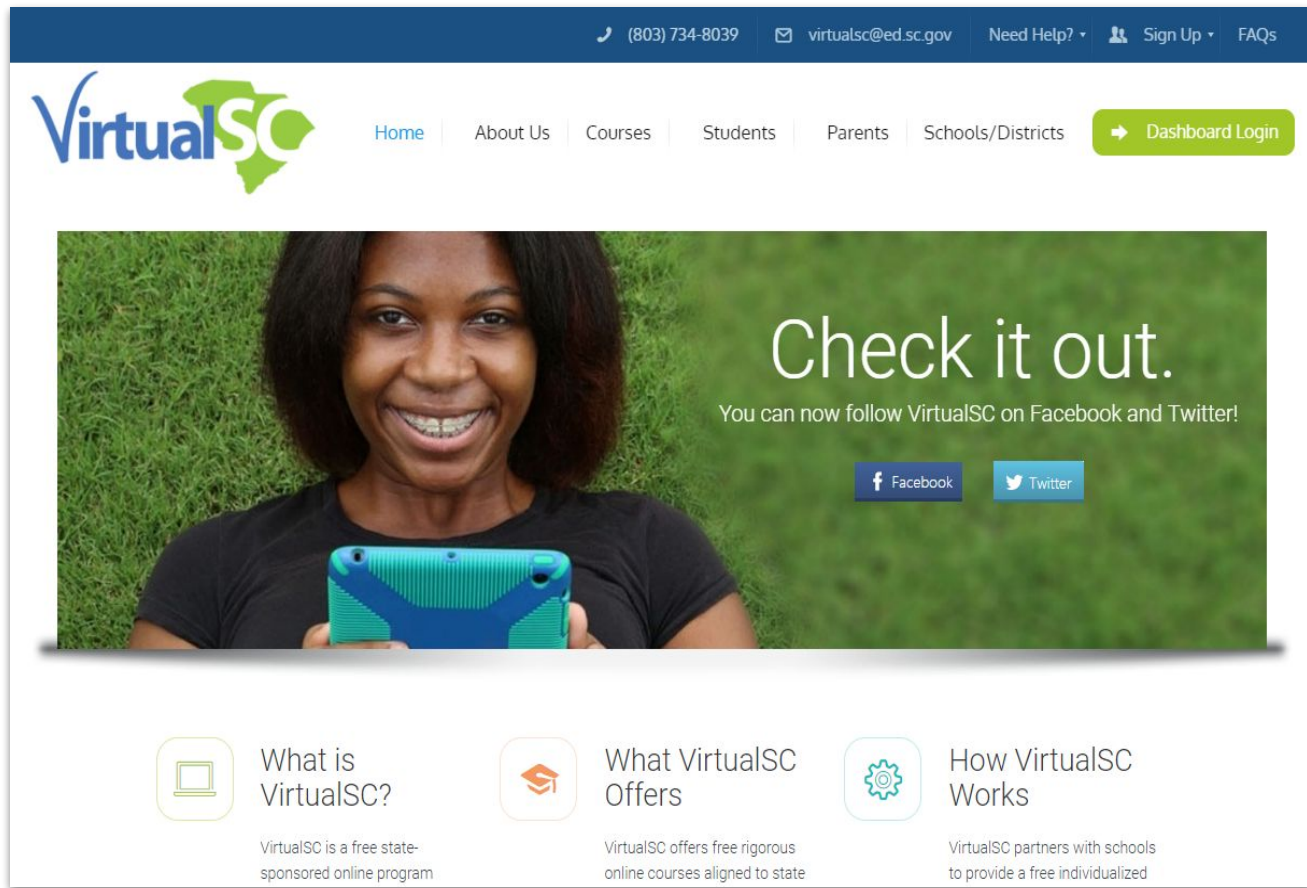


How to Approve or Deny a Drop Request



Step 1

Visit
<http://virtualsc.org>

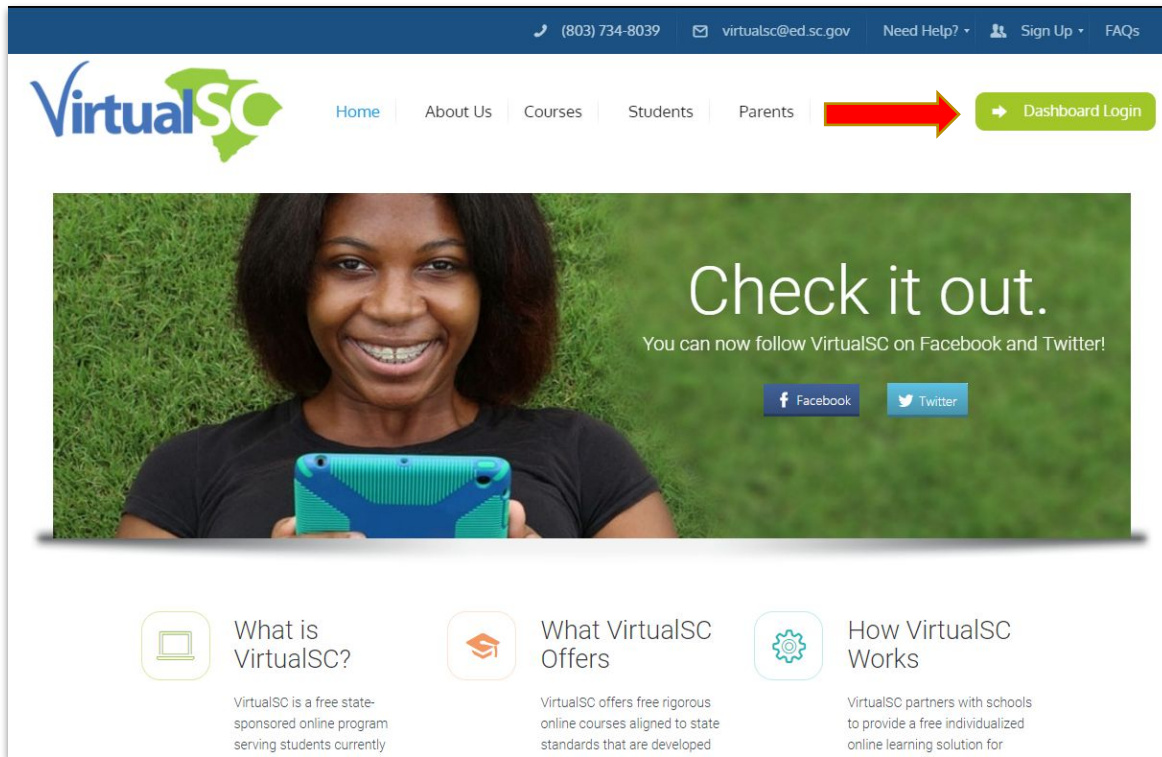


The screenshot shows the VirtualSC website homepage. At the top, there is a dark blue navigation bar with contact information: a phone icon and the number (803) 734-8039, an email icon and the address virtualsc@ed.sc.gov, and links for 'Need Help?', 'Sign Up', and 'FAQs'. Below this is the VirtualSC 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 Black woman 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 for Facebook and Twitter. At the bottom, there are three columns of content, each with an icon and a heading: "What is VirtualSC?" with a laptop icon, "What VirtualSC Offers" with a graduation cap icon, and "How VirtualSC Works" with a gear icon. Each column contains a short paragraph of text.

(803) 734-8039 virtualsc@ed.sc.gov Need Help? Sign Up FAQs

VirtualSC

Home About Us Courses Students Parents **Dashboard Login**

Check it out.

You can now follow VirtualSC on Facebook and Twitter!

Facebook Twitter

What is VirtualSC?

VirtualSC is a free state-sponsored online program serving students currently

What VirtualSC Offers

VirtualSC offers free rigorous online courses aligned to state standards that are developed

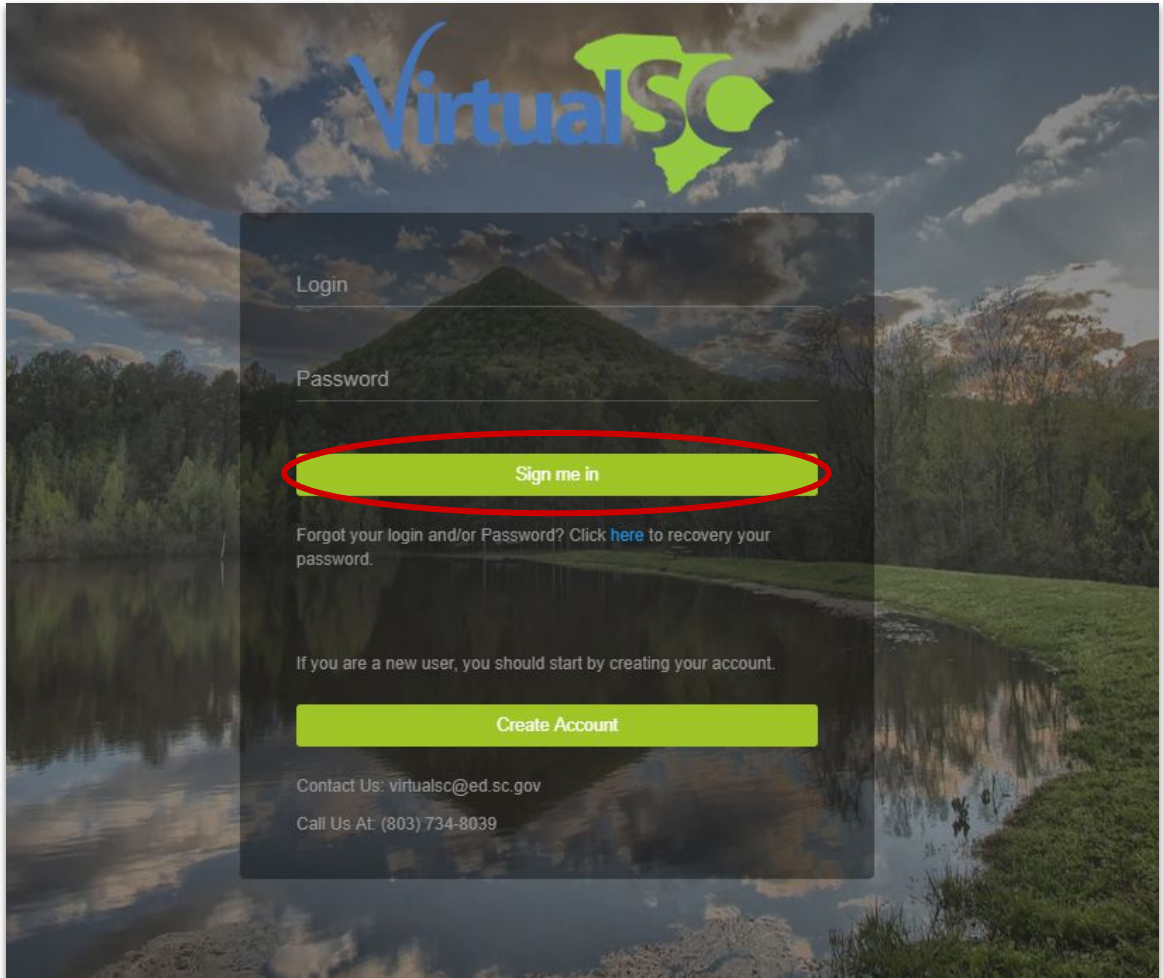
How VirtualSC Works

VirtualSC partners with schools to provide a free individualized online learning solution for



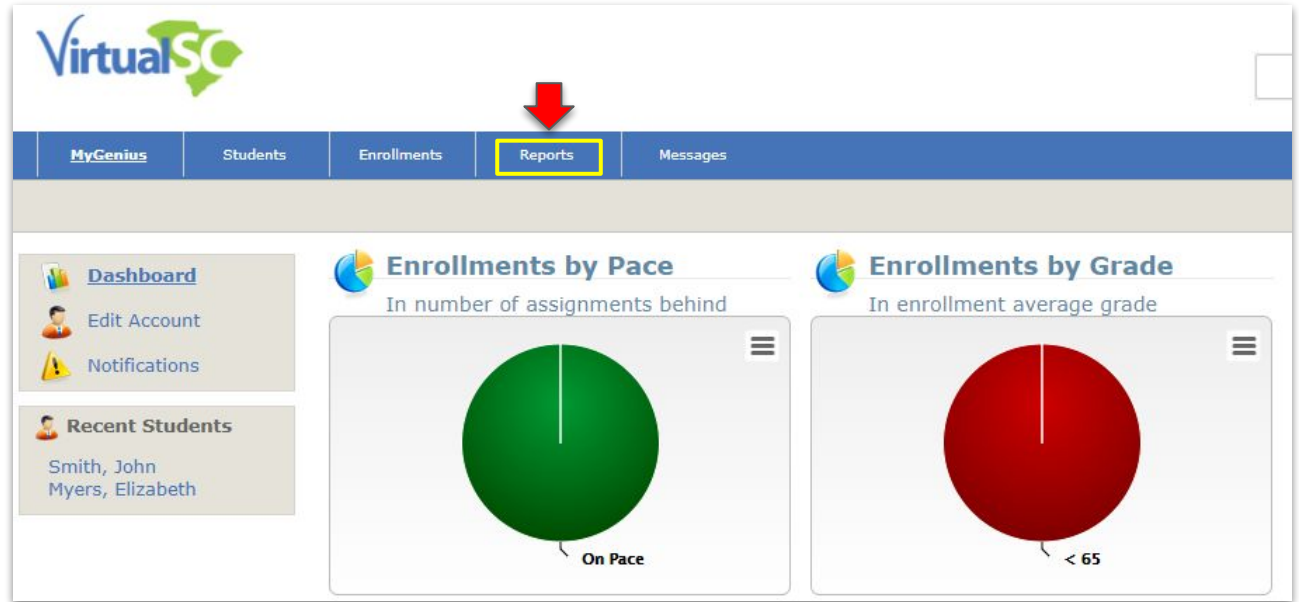
Step 3

Enter your username and password to select Sign Me In



Step 4

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

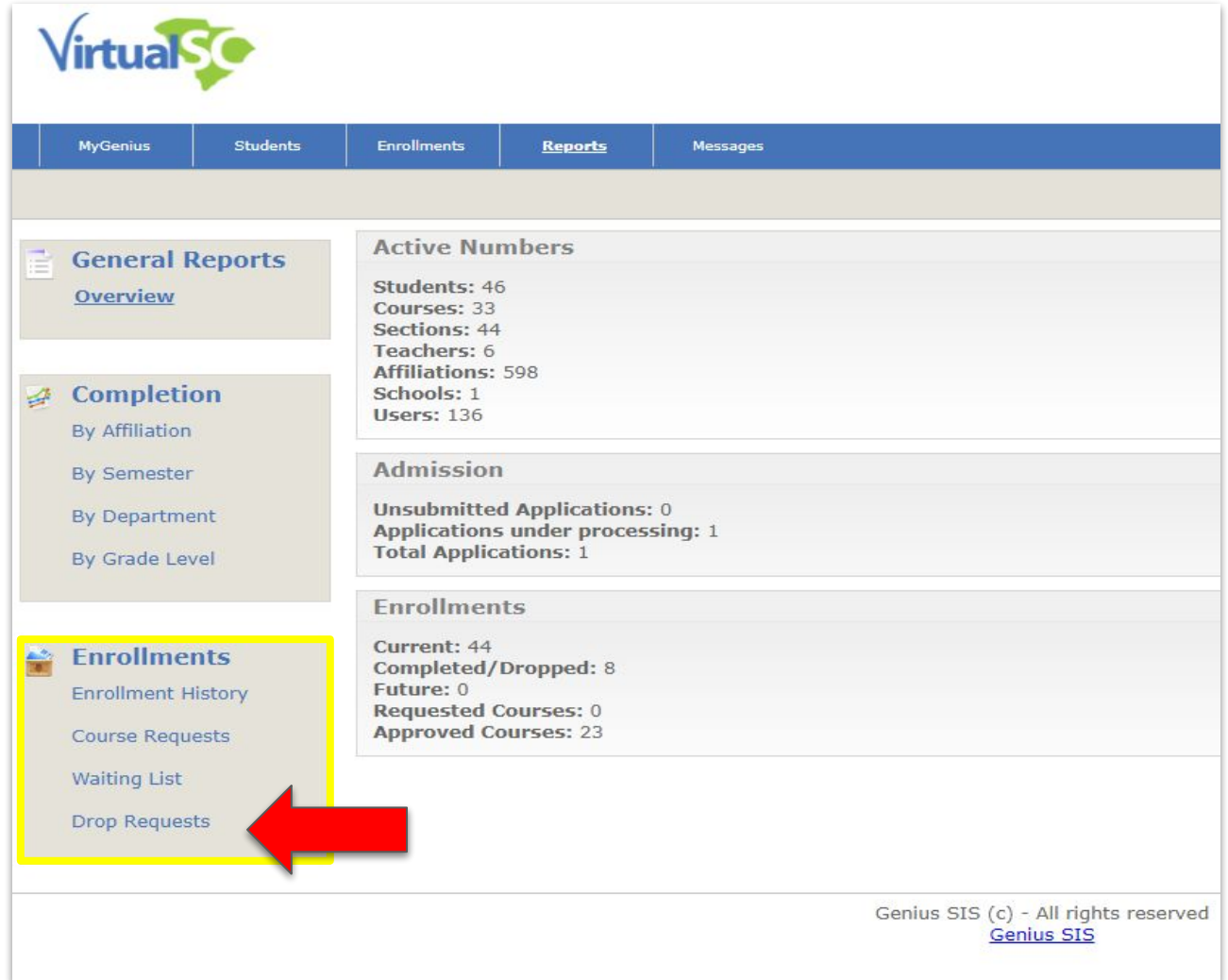


The screenshot shows the VirtualSC dashboard interface. At the top left is the VirtualSC logo. Below it is a blue navigation bar with five tabs: MyGenius, Students, Enrollments, Reports, and Messages. The Reports tab is highlighted with a yellow border, and a red arrow points down to it from above. Below 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. The first chart, titled 'Enrollments by Pace', has the subtitle 'In number of assignments behind' and shows a green circle with a vertical line, labeled 'On Pace'. The second chart, titled 'Enrollments by Grade', has the subtitle 'In enrollment average grade' and shows a red circle with a vertical line, labeled '< 65'.

Step 5

Scroll to the **Enrollments** block

Click on **Drop Requests**



The screenshot shows the VirtualSC Reports page. The navigation bar includes MyGenius, Students, Enrollments, Reports, and Messages. The Reports section is active, displaying several data blocks:

- General Reports** (Overview)
- Completion** (By Affiliation, By Semester, By Department, By Grade Level)
- Enrollments** (Enrollment History, Course Requests, Waiting List, Drop Requests) - This block is highlighted with a yellow border and a red arrow points to "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)

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', 'Completion', and 'Enrollments'. The main content area is titled 'Search criteria:' and contains several dropdown menus: 'Affiliation: Select...', 'Status: WAITING_REVIEW' (highlighted in a yellow box), 'School: Select...', 'Department: Select...', and 'Course: Select...'. A 'Get Data' button with a red arrow pointing to it is located to the right of the search criteria. 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', 'Status', and 'Requested By'. The table contains two rows of data. At the bottom of the table, there are 'Drop Selected' and 'Deny Selected' buttons. The footer of the page reads '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](#)

Search criteria:

Affiliation: Select...
Status: WAITING_REVIEW
School: Select...
Department: Select...
Course: Select...

Get Data

There are 2 records matching your criteria:

Check All

Enroll	Student	Course	Status	Requested By
<input type="checkbox"/>	Hopper, Beverly	Credit Recovery Economics	WAITING_REVIEW	Hopper, Beverly
<input type="checkbox"/>	Smith, John	Music Appreciation	WAITING_REVIEW	Smith, John

Drop Selected **Deny Selected**

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Step 7

Select one or more drop requests to approve or deny

Click **Drop Selected** to approve the drop request(s)

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

The screenshot shows the VirtualSC interface. At the top is the VirtualSC logo and a navigation bar with 'MyGenius', 'Students', 'Enrollments', 'Reports', and 'Messages'. The 'Reports' section is active, showing 'General Reports' on the left sidebar with options like 'Overview', 'Completion', 'Enrollments', and 'Drop Requests'. The main area displays search criteria for 'Affiliation' (Select...), 'Status' (WAITING_REVIEW), 'School' (Select...), 'Department' (Select...), and 'Course' (Select...). A 'Get Data' button is present. Below the search criteria, it states 'There are 2 records matching your criteria:'. A 'Check All' checkbox is visible. A table lists the records:

Enroll	Student	Course	Status	Requested By
<input type="checkbox"/>	Hopper, Beverly	Credit Recovery Economics	WAITING_REVIEW	Hopper, Beverly
<input checked="" type="checkbox"/>	Smith, John	Music Appreciation	WAITING_REVIEW	Smith, John

Below the table, the 'Drop Selected' and 'Deny Selected' buttons are highlighted with a yellow box. At the bottom right, the footer reads 'Genius SIS (c) - All rights reserved' and 'Genius SIS'.



Congratulations!

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

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

