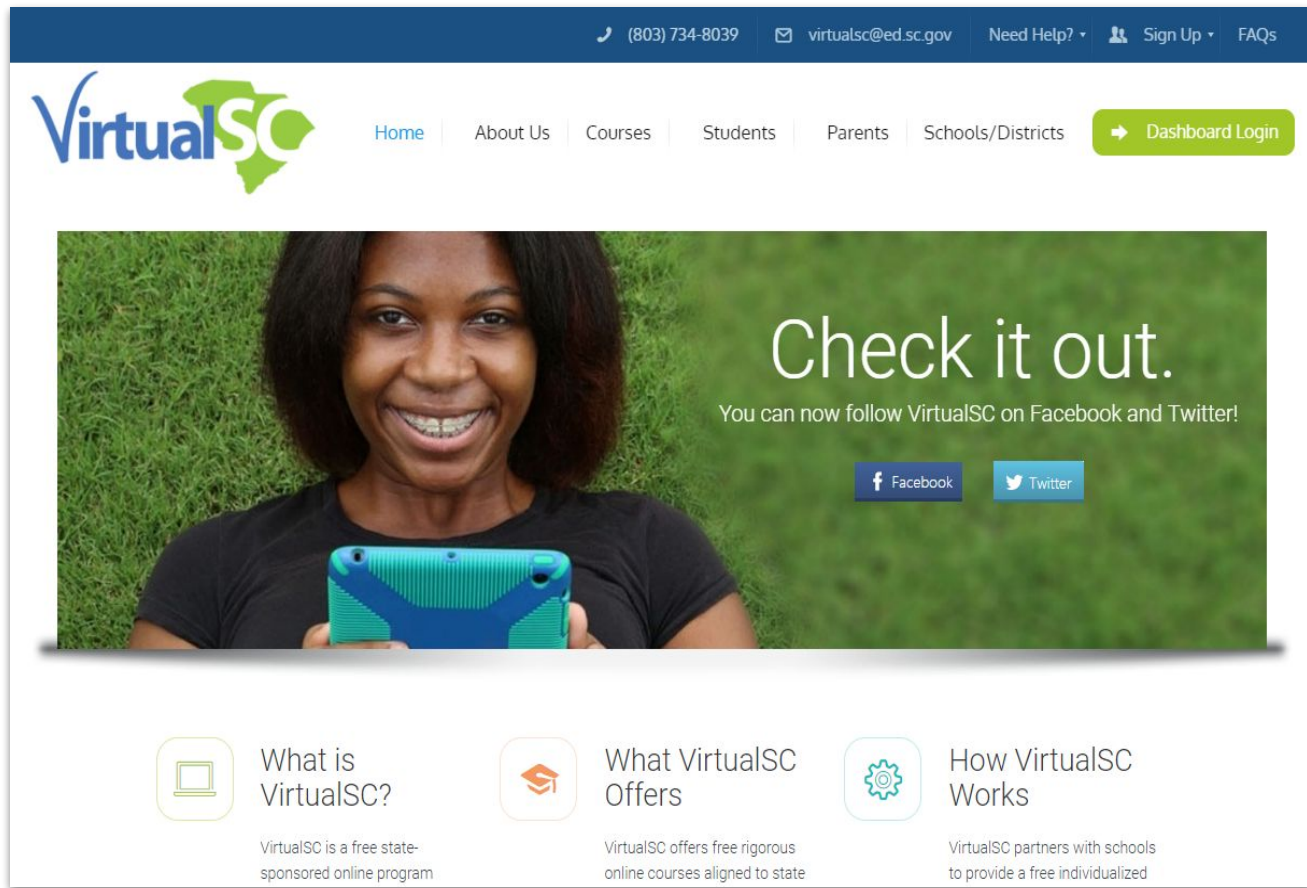


# How to Print Final Exam Passwords



# Step 1

Visit  
<http://virtualsc.org>

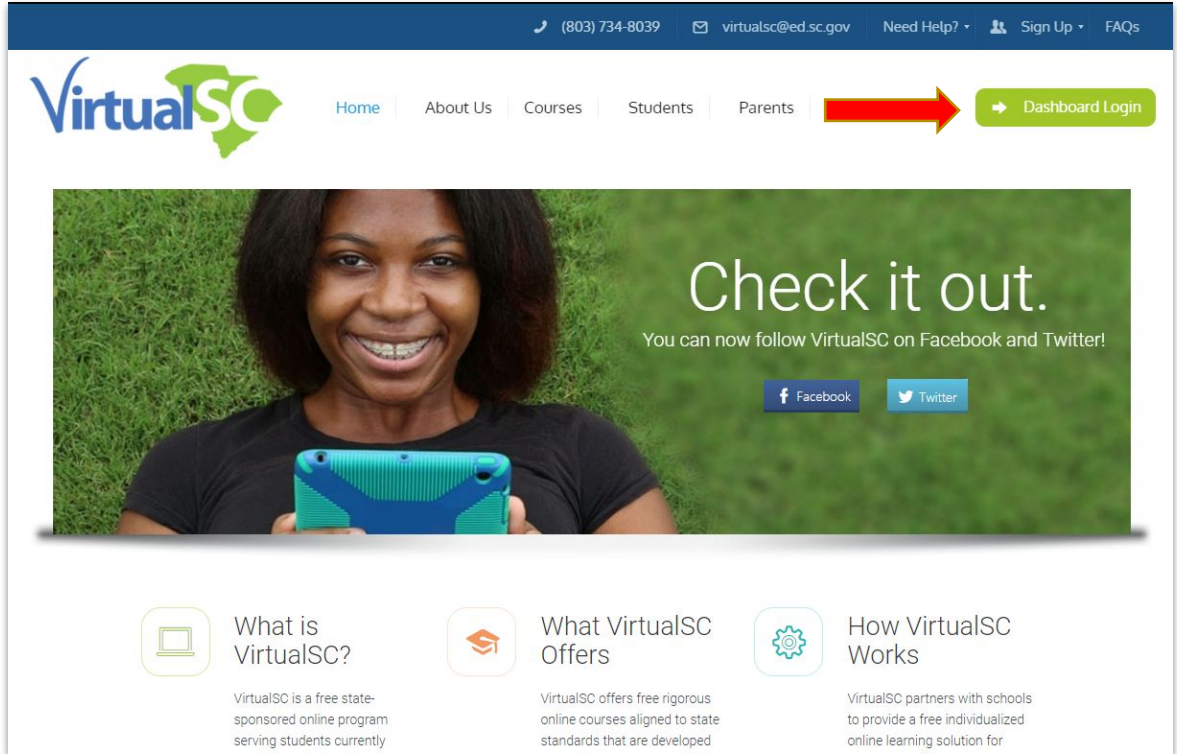


The screenshot shows the VirtualSC website homepage. At the top, there is a dark blue navigation bar with contact information: a phone icon, the number (803) 734-8039, an email icon, the address virtualsc@ed.sc.gov, and links for 'Need Help?', 'Sign Up', and 'FAQs'. Below this is the VirtualSC logo, 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.

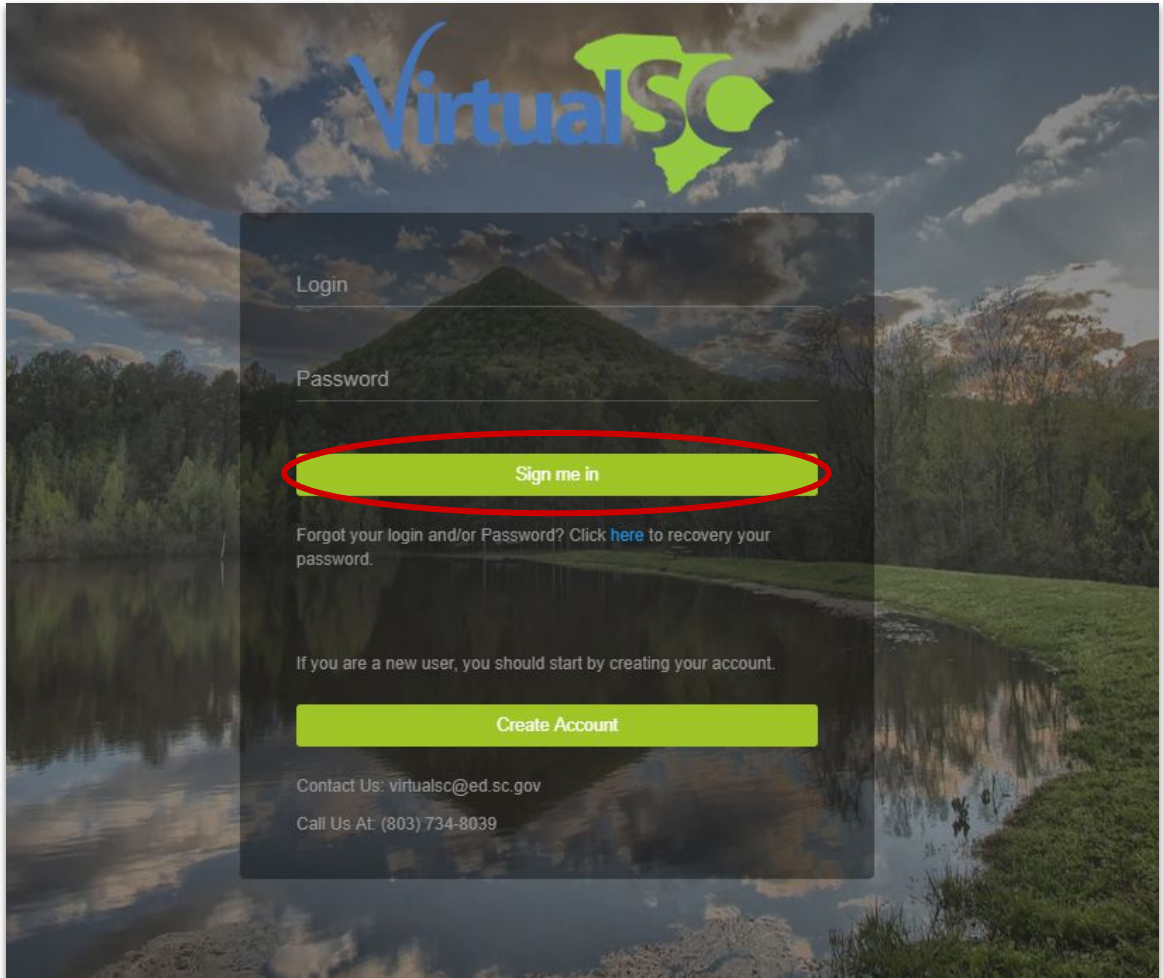
At the bottom of the page, there are three columns of content, each with an icon and a title:

- 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.



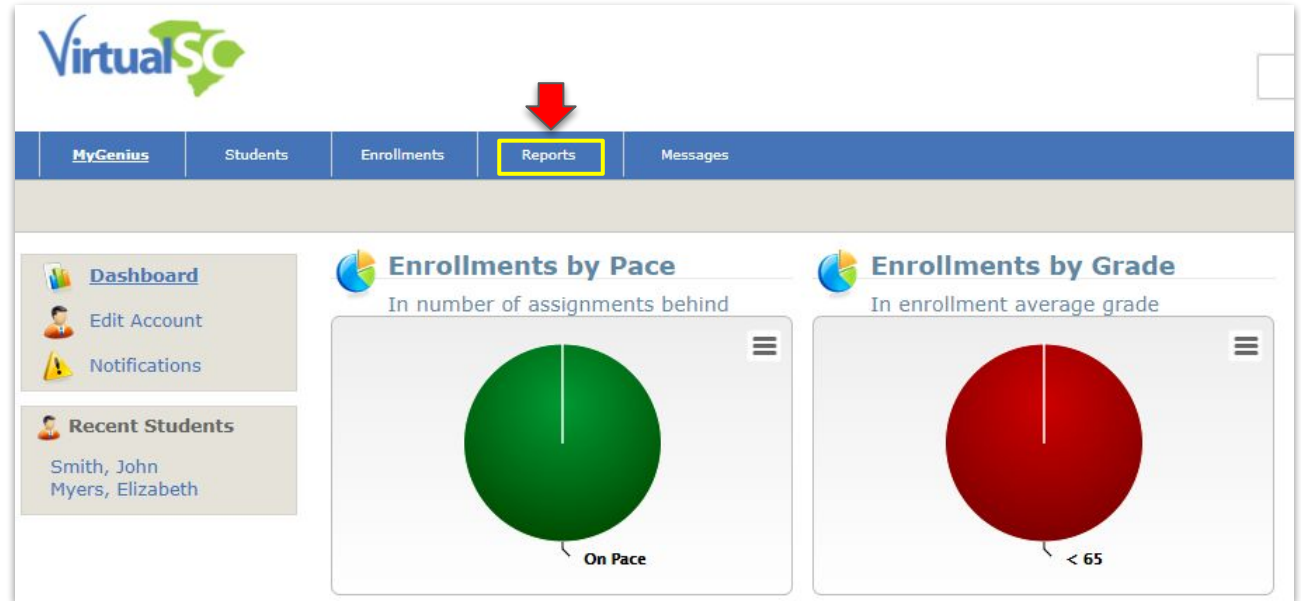
## Step 3

Enter your username and password to select Sign Me In



## Step 4

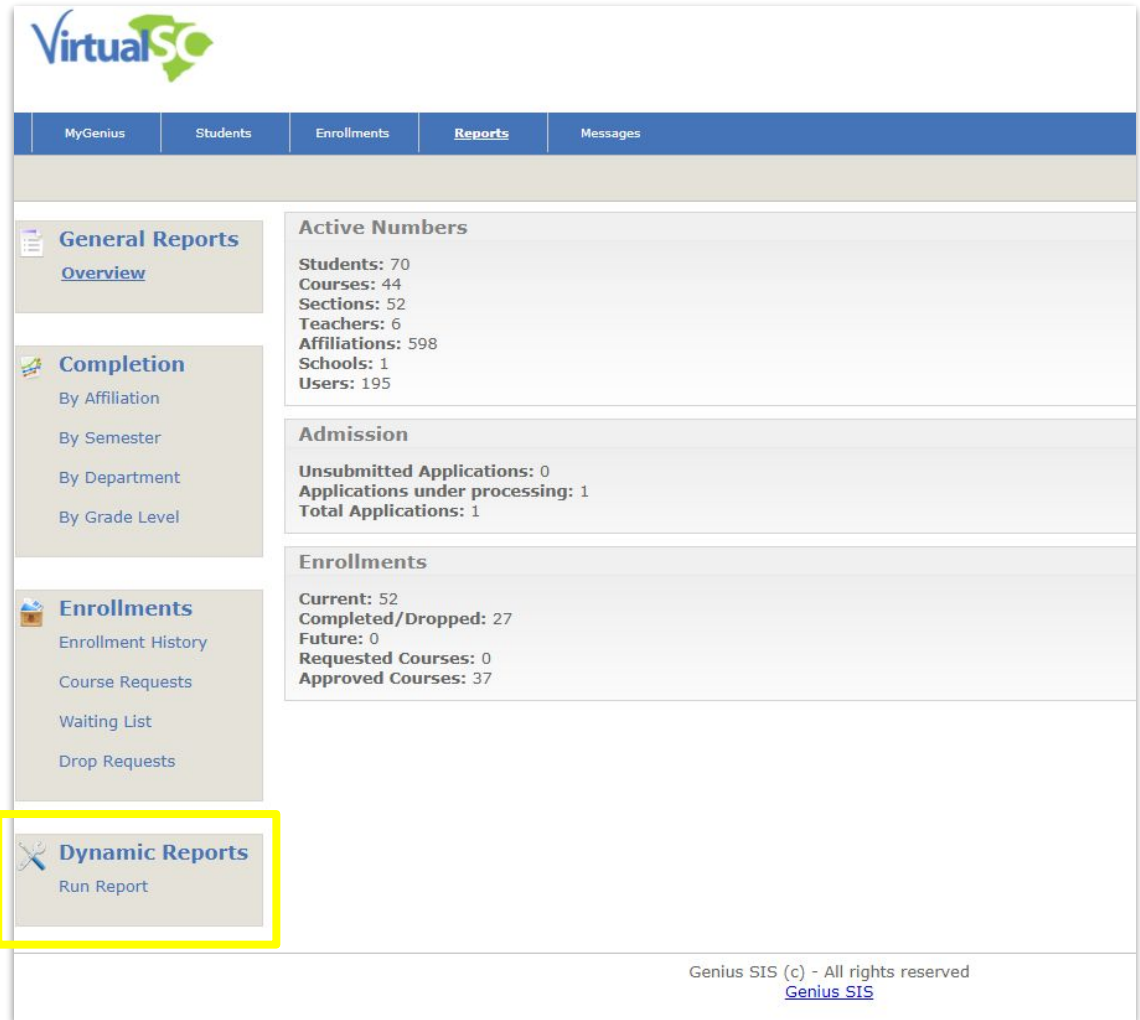
Click on the **Reports** tab in the blue taskbar



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. The first chart, titled 'Enrollments by Pace', has the subtitle 'In number of assignments behind' and shows a green circular gauge with a vertical line at the center, labeled 'On Pace'. The second chart, titled 'Enrollments by Grade', has the subtitle 'In enrollment average grade' and shows a red circular gauge with a vertical line at the center, labeled '< 65'.

# Step 5

Click **Run Report**



**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

**Dynamic Reports**  
[Run Report](#)

**Active Numbers**  
Students: 70  
Courses: 44  
Sections: 52  
Teachers: 6  
Affiliations: 598  
Schools: 1  
Users: 195

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

**Enrollments**  
Current: 52  
Completed/Dropped: 27  
Future: 0  
Requested Courses: 0  
Approved Courses: 37

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# Step 6

Filter using **Select a Report**

Choose **Coach - Exam Password List**

Click **Run Report**

The screenshot shows the VirtualSC web interface. At the top right, the user is identified as 'Marc Newman' with links for 'Settings' and 'Log back in'. A search bar is present with a dropdown menu set to 'All'. The main navigation bar includes 'MyGenius', 'Students', 'Enrollments', 'Reports', and 'Messages'. On the right side of the page, there are links for 'Print page' and 'Export Results to Excel'. The left sidebar contains three main sections: 'General Reports' (with an 'Overview' link), 'Completion' (with links for 'By Affiliation', 'By Semester', 'By Department', and 'By Grade Level'), and 'Enrollments' (with links for 'Enrollment History', 'Course Requests', 'Waiting List', and 'Drop Requests'). Below these is a 'Dynamic Reports' section with a 'Run Report' link. The main content area features a 'Select a report:' dropdown menu with a 'Report Details' link next to it. Below this is a 'Search criteria:' section with a 'Run Report' button highlighted by a yellow box and a red arrow pointing to it. At the bottom of this section, a message states 'There are no records matching your criteria.'

# Step 7

Click **Print Page** or **Export Results to Excel** for a printable version of the list.

The screenshot shows the VirtualSC Reports interface. At the top right, the user is identified as 'Mard Newman' with links for 'Settings' and 'Log back in'. A search bar is present. The main navigation bar includes 'MyGenius', 'Students', 'Enrollments', 'Reports', and 'Messages'. A red arrow points to the 'Print page' and 'Export Results to Excel' buttons in the top right corner. The 'Reports' section is active, showing a dropdown menu for 'Coach - Exam Password List' and a 'Report Details' link. Below this is a 'Search criteria:' section with a 'Run Report' button. A message states 'There are 7 records matching your criteria:'. A table displays the following data:

Student Name	Section Name	Exam Password	Term	Teacher Name
Hopper, Beverly	Credit Recovery Economics Fall 2018 (Soule)		Credit Recovery Fall 2018	Rodgers, Jason
Hopper, Beverly	Music Appreciation Fall 2018 (Hall)		Fall 2018	Dublin, TeacherDublin2
Myers, Elizabeth	Chemistry CP 2018-19 (Scott)		Yearlong 2018-19	TBD, TBD
Myers, Elizabeth	Spanish 1 CP 2018-19 (Walters)		Yearlong 2018-19	Teacher, AikenTest
Smith, John	Credit Recovery English 1 Fall 2018 (Agens)		Credit Recovery Fall 2018	Dublin, TeacherDublin2
Smith, John	Credit Recovery English 2 Fall 2018 (Agens)		Credit Recovery Fall 2018	Dublin, TeacherDublin2
Smith, John	Music Appreciation Fall 2018 (Hall)		Fall 2018	Dublin, TeacherDublin2

At the bottom of the page, it says 'Genius SIS (c) - All rights reserved' and 'Genius SIS'.





# Congratulations!

You have completed the steps required to print  
Final Exam Passwords

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

