

How to Upload an Accommodations Document



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 "(803) 734-8039", an email icon and "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", "Parents", and "Schools/Districts". A green "Dashboard Login" button is on the right. 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 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 has a short paragraph of text below the heading.

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

VirtualSC

Home | About Us | Courses | Students | Parents | Schools/Districts | 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

What VirtualSC Offers

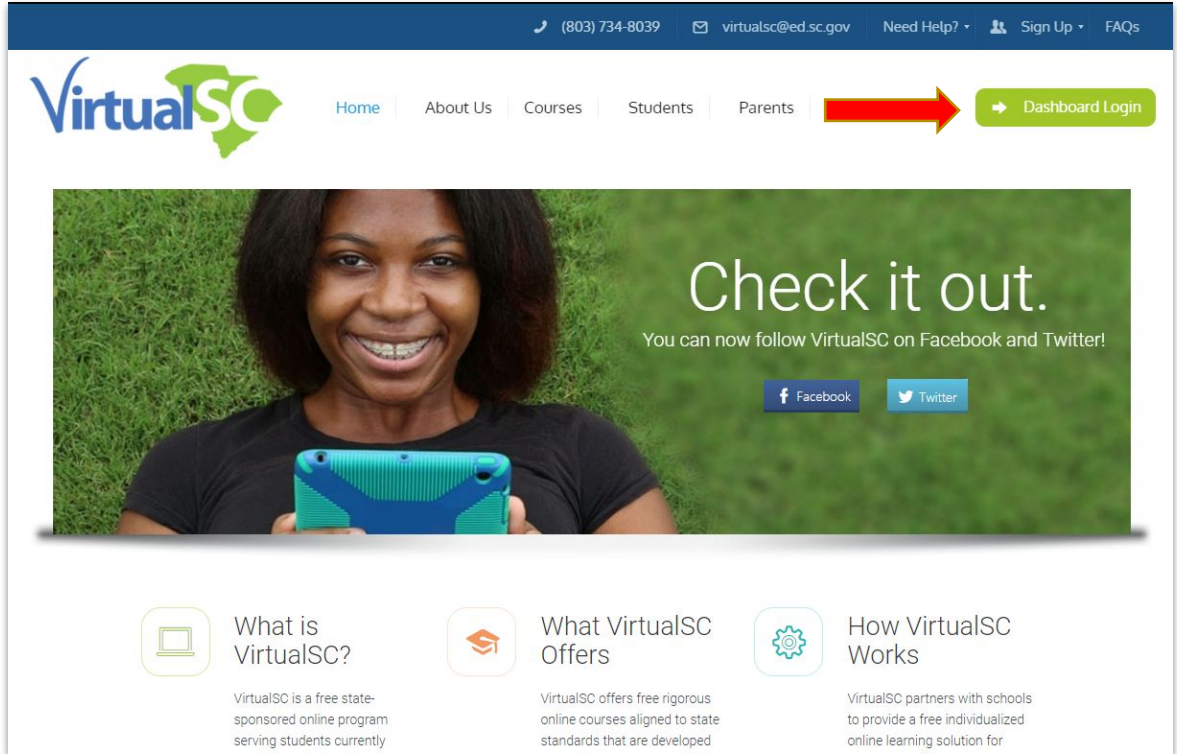
VirtualSC offers free rigorous online courses aligned to state

How VirtualSC Works

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 title: '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

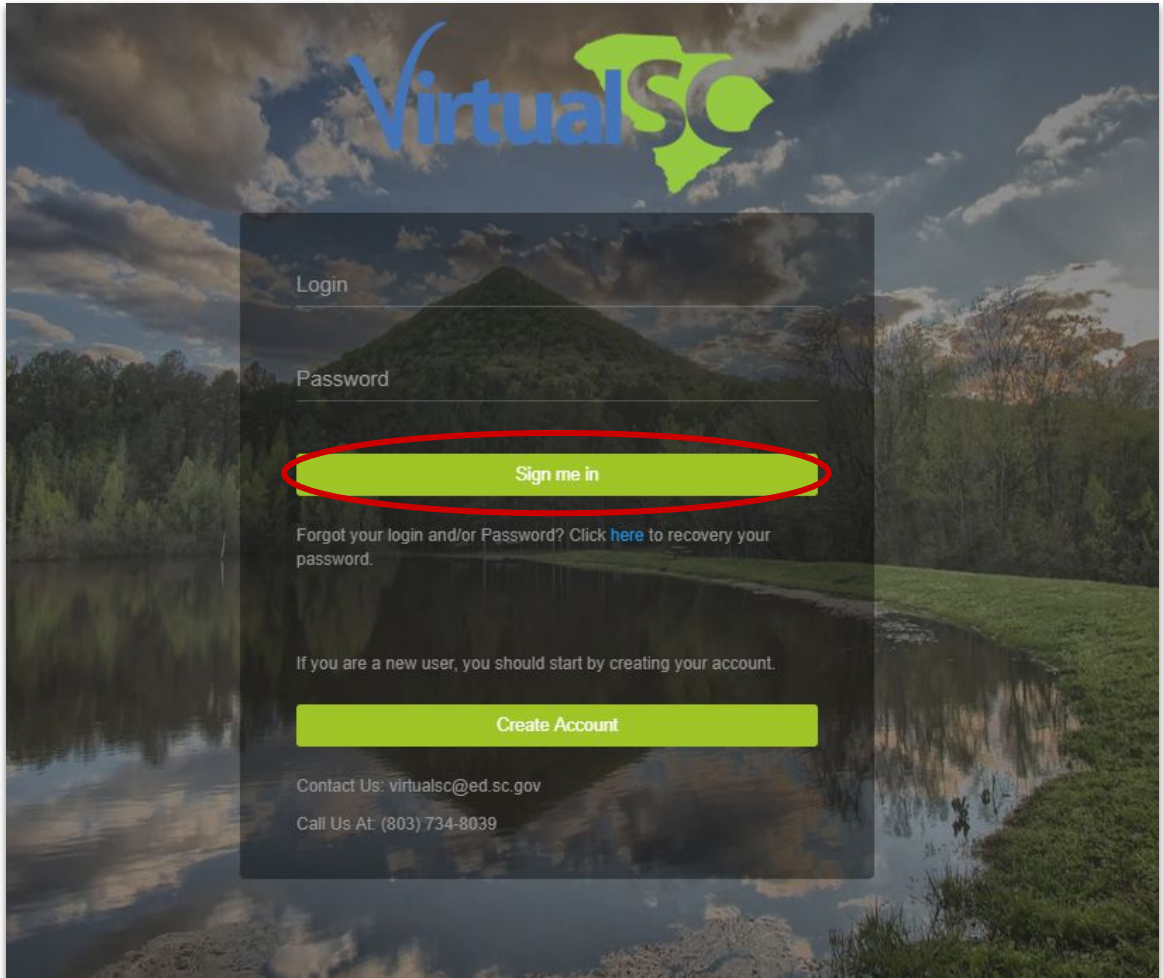
How VirtualSC Works

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



The screenshot shows the VirtualSC dashboard interface. At the top left is the VirtualSC logo. Below it is a blue navigation taskbar 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 taskbar, the dashboard is divided into three main sections. On the left is a sidebar menu with options: Dashboard, Edit Account, Notifications, and Recent Students (listing Smith, John and Myers, Elizabeth). On the right are two large data visualization cards. The first card, titled 'Enrollments by Pace', has the subtitle 'In number of assignments behind' and features a green circular gauge with a vertical line at the top, labeled 'On Pace'. The second card, titled 'Enrollments by Grade', has the subtitle 'In enrollment average grade' and features a red circular gauge with a vertical line at the top, labeled '< 65'.

Step 4

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



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

Step 5

Scroll to the
Enrollments block

Click on **Course
Requests**

Step 6

Status filter: Approved

Click **Get Data**

The screenshot shows the VirtualSC web interface. At the top left is the VirtualSC logo. To the right are links for 'Settings' and 'Log back in', and a search box with an 'All' dropdown. Below this is a blue navigation bar with tabs for 'MyGenius', 'Students', 'Enrollments', 'Reports', and 'Messages'. The 'Reports' tab is active. On the right side of the navigation bar are 'Print page' and 'Export Results to Excel' options. On the left is a sidebar with 'General Reports' (Overview) and 'Completion' (By Affiliation, By Semester, By Department, By Grade Level). The main content area has a yellow background and is titled 'Search criteria:'. It contains a group of four dropdown menus (Affiliation, Approved, Department, Course) highlighted with a yellow box. To the right of this group are four more dropdown menus (Requested By, Start Date, Term, Has Balance). At the bottom right of the search area is a 'Get Data' button with a red arrow pointing to it.

Step 7

Identify any students with an accommodation checked in the **Accommodations** column.

The screenshot shows the VirtualSC Reports interface. At the top, there is a search bar and navigation links for 'Settings' and 'Log back in'. Below this is a blue navigation bar with tabs for 'MyGenius', 'Students', 'Enrollments', 'Reports', and 'Messages'. The 'Reports' tab is active. On the right side of the navigation bar, there are links for 'Print page' and 'Export Results to Excel'. The main content area is divided into a left sidebar and a main panel. The sidebar has three sections: 'General Reports' with a link to 'Overview', 'Completion' with links for 'By Affiliation', 'By Semester', 'By Department', and 'By Grade Level', and 'Enrollments' with links for 'Enrollment History', 'Course Requests', and 'Waiting List'. The main panel has a yellow background for the search criteria section, which includes dropdown menus for 'Affiliation', 'Approved' (set to 'APPROVED'), 'Department', 'Course', 'Requested By', 'Start Date', 'Term', and 'Has Balance'. A 'Get Data' button is located below the search criteria. Below the search criteria, it says 'There is 1 records matching your criteria:'. There is a 'Check All' checkbox. Below that is a table with the following data:

Enroll	Student	Course	Term	Approved	Start Date	Requested By	Requested On	School	Grade Level	Accommodation Upload	Accommodation
<input type="checkbox"/>	Smith, John	Web Page Design and Development	Fall 2018	APPROVED	07/03/2018	Smith, John	07/03/2018	River Bluff High School	11	YES	<input checked="" type="checkbox"/> IEP <input type="checkbox"/> 504 <input type="checkbox"/> ELL

Below the table are buttons for 'Approve Selected' and 'Deny Selected'. At the bottom of the page, there is a footer that reads 'Genius SIS (c) - All rights reserved' and a link to 'Genius SIS'. A yellow box highlights the 'Accommodation' column in the table, specifically the row for John Smith, where the 'IEP' checkbox is checked.



Step 8

Click the linked **YES** in the **Accommodation Upload** column.

The screenshot shows the VirtualSC Reports interface. At the top, there is a navigation bar with 'MyGenius', 'Students', 'Enrollments', 'Reports', and 'Messages'. A search bar is on the right with 'All' as a dropdown. Below the navigation bar are 'Print page' and 'Export Results to Excel' buttons. The main content area is divided into a left sidebar and a main panel. The sidebar has sections for 'General Reports' (Overview), 'Completion' (By Affiliation, Semester, Department, Grade Level), and 'Enrollments' (Enrollment History, Course Requests, Waiting List). The main panel has a 'Search criteria:' section with dropdown menus for Affiliation, Approved (APPROVED), Department, Course, Requested By, Start Date, Term, and Has Balance. A 'Get Data' button is below these. Below the search criteria, it says 'There is 1 records matching your criteria:'. There is a 'Check All' checkbox. A table follows with columns: Enroll, Student, Course, Term, Approved, Start Date, Requested By, Requested On, School, Grade Level, Accommodation Upload, and Accommodation. The table has one row for John Smith. The 'Accommodation Upload' cell contains a blue 'YES' link, which is highlighted with a yellow box. The 'Accommodation' cell has checkboxes for IEP and 504, and a label 'ELL'. Below the table are 'Approve Selected' and 'Deny Selected' buttons. At the bottom, it says 'Genius SIS (c) - All rights reserved' and 'Genius SIS'.

Settings | Log back in

MyGenius | Students | Enrollments | **Reports** | Messages

Print page | Export Results to Excel

General Reports
[Overview](#)

Completion
By Affiliation
By Semester
By Department
By Grade Level

Enrollments
Enrollment History
[Course Requests](#)
Waiting List

Search criteria:

Affiliation: Select...
Approved: APPROVED
Department: Select...
Course: Select...
Requested By: Select...
Start Date: Select...
Term: Select...
Has Balance: Select...

Get Data

There is 1 records matching your criteria:

Check All

Enroll	Student	Course	Term	Approved	Start Date	Requested By	Requested On	School	Grade Level	Accommodation Upload	Accommodation
<input type="checkbox"/>	Smith, John	Web Page Design and Development	Fall 2018	APPROVED	07/03/2018	Smith, John	07/03/2018	River Bluff High School	11	YES	<input checked="" type="checkbox"/> IEP <input type="checkbox"/> 504 <input type="checkbox"/> ELL

Approve Selected | Deny Selected

Genius SIS (c) - All rights reserved
[Genius SIS](#)



Step 9

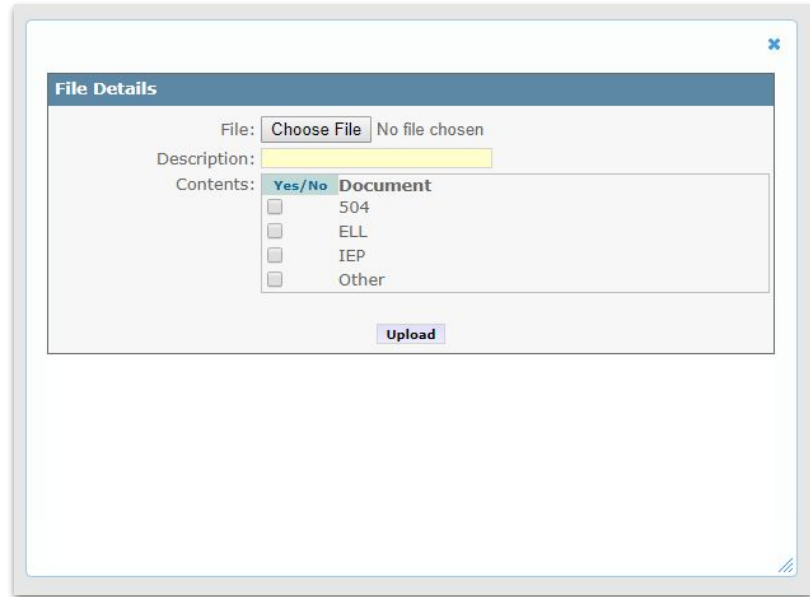
You will be directed to the student's file upload section.
Click the linked **Upload New File**.



The screenshot shows the VirtualSC interface for a student named John Smith. The top navigation bar includes links for MyGenius, Students, Enrollments, Reports, and Messages. Below this, the student's name 'Smith, John' is displayed next to a red 'IEP' button. A yellow box highlights the 'Upload new file' button, which features a document icon with a green arrow pointing up. Below the button, a message states: 'There are no file(s) associated with this student.' The left sidebar contains a 'Main Information' section with links for Main Page, Dashboard, Edit Information, External Files, View Calendar, and Guardian Accounts. A 'Historic Data' section below it includes links for Student Log, View Transcript, and Logins.

Step 10

In the dialog box, choose the appropriate file for the student's accommodations, and click **Upload**.



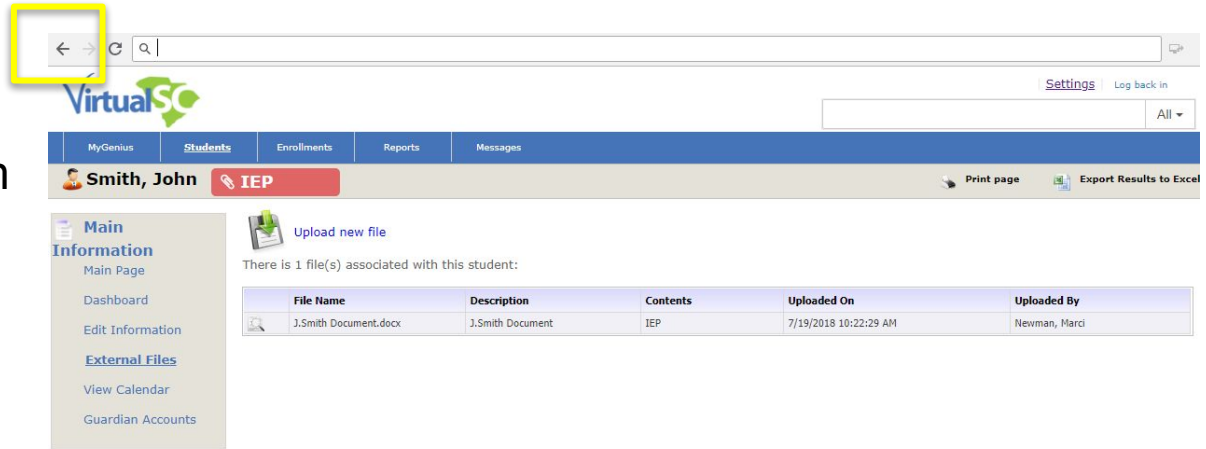
The screenshot shows a 'File Details' dialog box with the following elements:

- File:** A 'Choose File' button and the text 'No file chosen'.
- Description:** A yellow text input field.
- Contents:** A table with two columns: 'Yes/No' and 'Document'.

Yes/No	Document
<input type="checkbox"/>	504
<input type="checkbox"/>	ELL
<input type="checkbox"/>	IEP
<input type="checkbox"/>	Other
- Upload:** A button located at the bottom right of the dialog box.

Step 11

Click the Back Arrow on your browser to return to your list.



The screenshot displays the VirtualSC web application interface. A yellow box highlights the back arrow in the browser's address bar. The page shows a navigation menu with 'Students' selected, a user profile for 'Smith, John' with an 'IEP' tag, and a table of files associated with the student.

File Name	Description	Contents	Uploaded On	Uploaded By
J.Smith Document.docx	J.Smith Document	IEP	7/19/2018 10:22:29 AM	Newman, Marci

Congratulations!

You have completed the steps required to upload an accommodations document for your student!

Please feel free to contact the VirtualSC School Counselor for any additional assistance with student accommodations at 803-734-0016.

