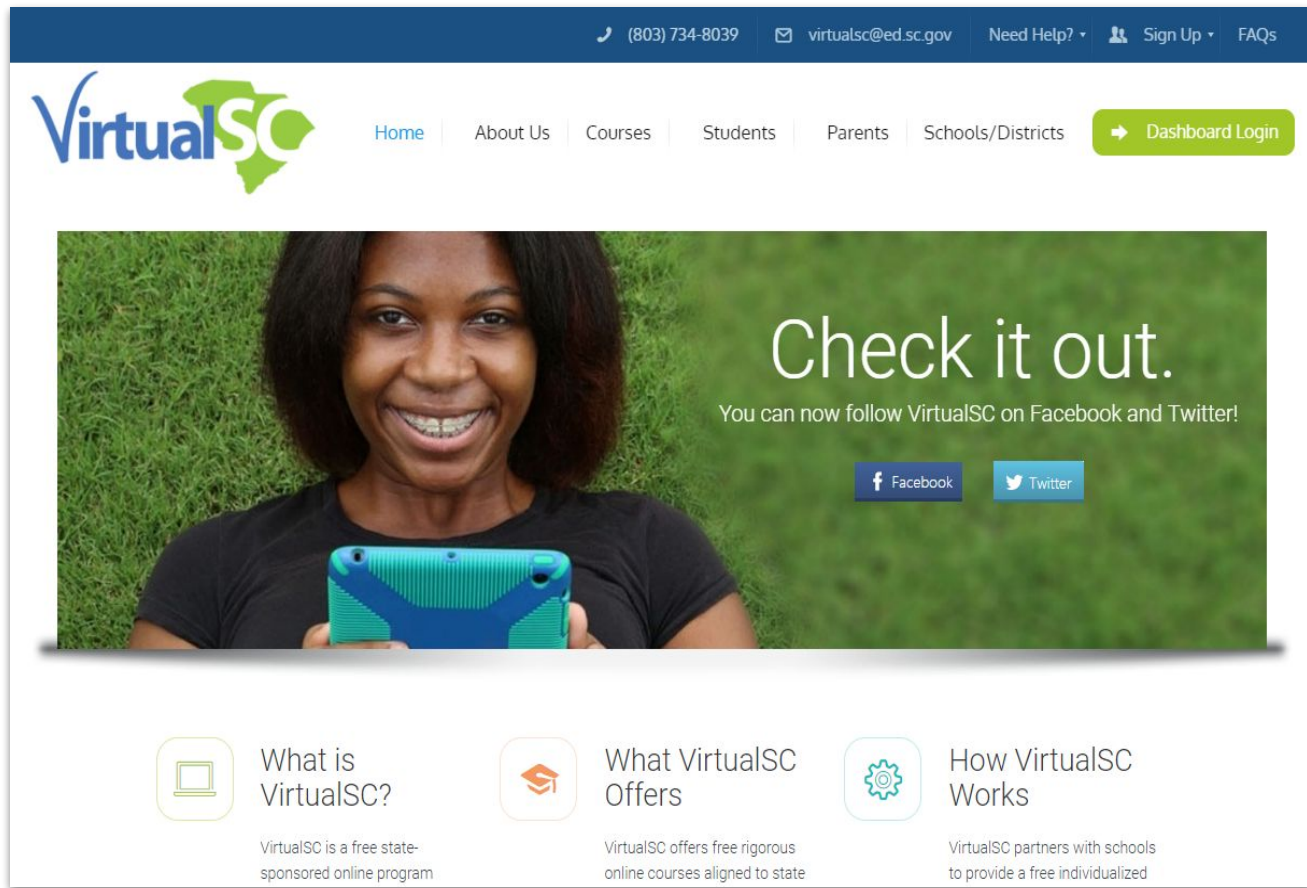


How to Access Final Grades



Step 1

Visit
<http://virtualsc.org>

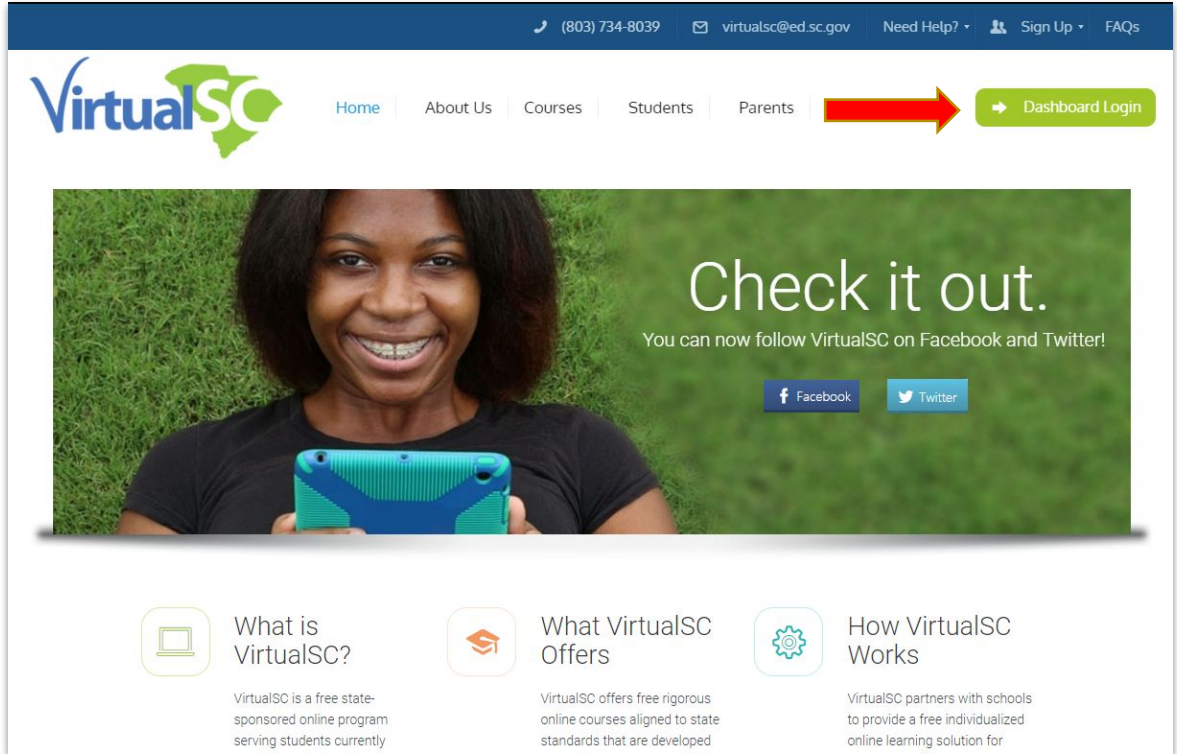


The screenshot shows the VirtualSC website homepage. At the top, there is a dark blue navigation bar with contact information: a phone icon and number (803) 734-8039, an email icon and address virtualsc@ed.sc.gov, and links for 'Need Help?', 'Sign Up', and 'FAQs'. Below this is the VirtualSC logo, which consists of the text 'VirtualSC' in blue and green, with a green outline of 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 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 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 to a green button labeled "Dashboard Login" with a right-pointing arrow icon. 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

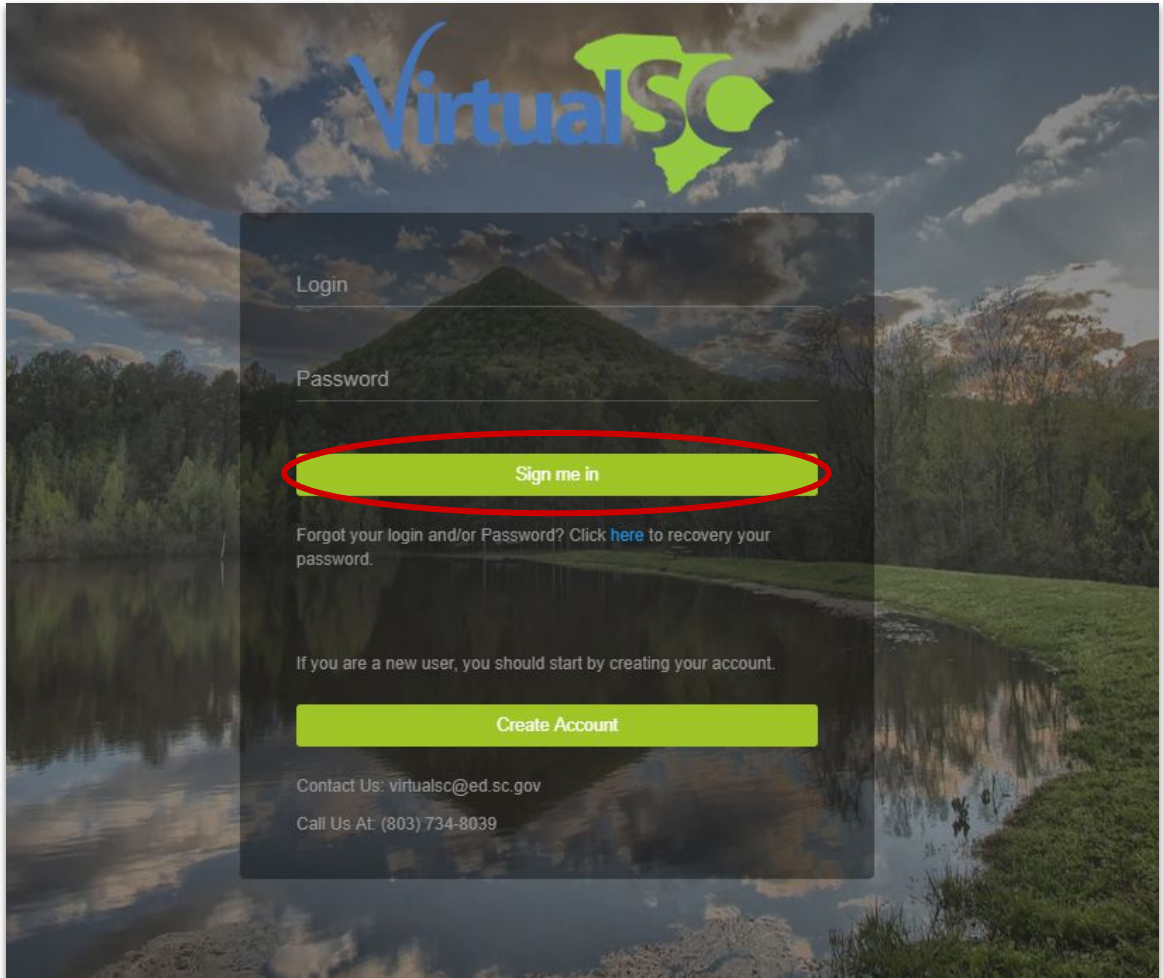
How VirtualSC Works

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



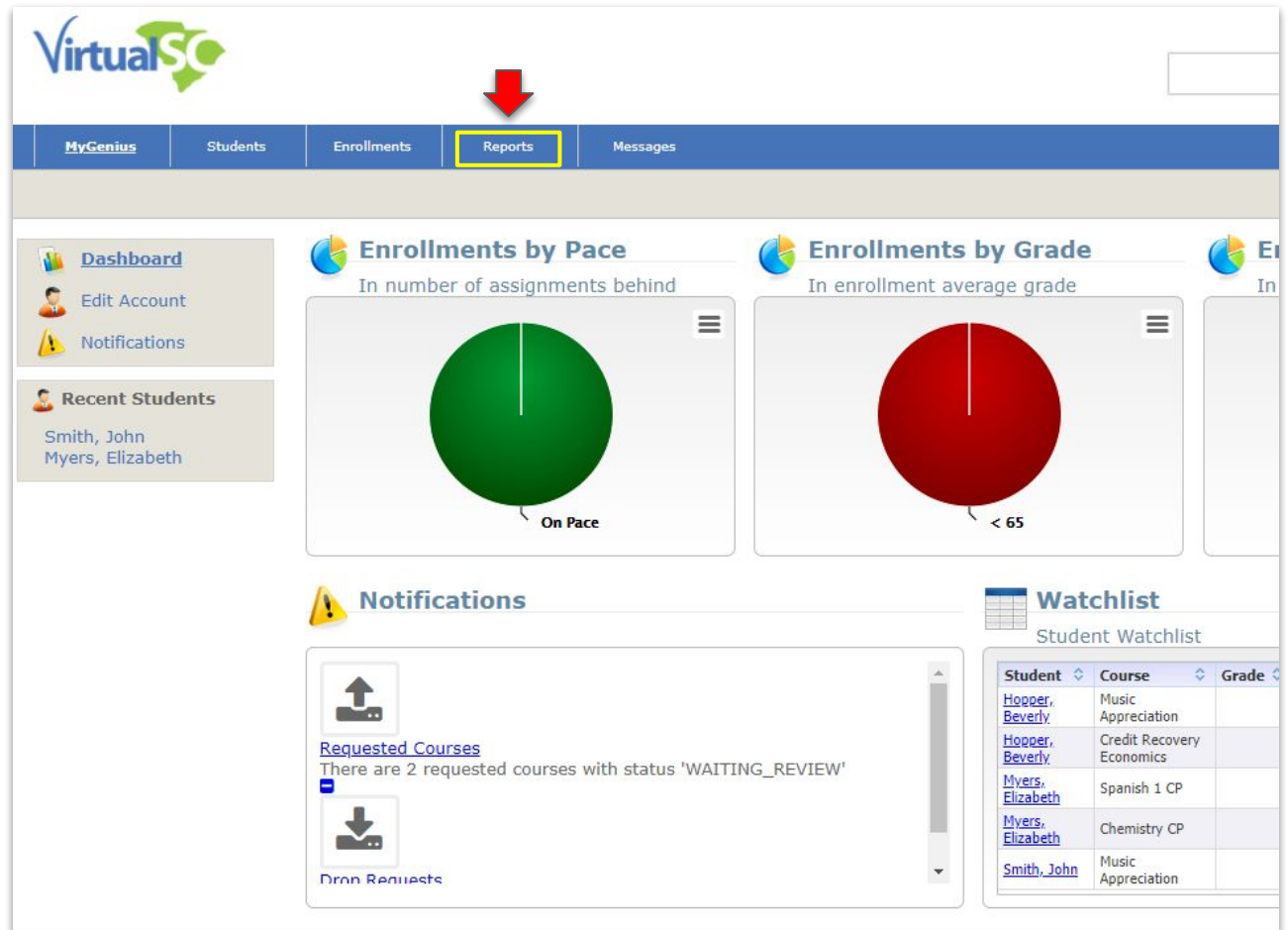
Step 3

Enter your username and password to select Sign Me In



Step 4

For a report of final grades, click on the **Reports** tab in the blue taskbar.



The screenshot shows the VirtualSC dashboard interface. At the top left is the VirtualSC logo. A blue navigation bar contains tabs for MyGenius, Students, Enrollments, Reports, and Messages. A red arrow points to the Reports tab, which is highlighted with a yellow border. Below the navigation bar is a sidebar with links for Dashboard, Edit Account, Notifications, and Recent Students (listing Smith, John and Myers, Elizabeth). The main content area features two large circular gauges: 'Enrollments by Pace' (labeled 'On Pace') and 'Enrollments by Grade' (labeled '< 65'). Below these are sections for Notifications (with a 'Requested Courses' alert) and a Watchlist table.

Student	Course	Grade
Hopper, Beverly	Music Appreciation	
Hopper, Beverly	Credit Recovery Economics	
Myers, Elizabeth	Spanish 1 CP	
Myers, Elizabeth	Chemistry CP	
Smith, John	Music Appreciation	

Step 5:

Use the **Run Report** option to access a report with all final grades for your students.

Use the drop down on the Run Reports screen to select the report you need (**Final Grade Report**).



The screenshot shows the VirtualSC web interface. At the top is the VirtualSC logo. Below it is a navigation bar with tabs for MyGenius, Students, Enrollments, Reports, and Messages. The main content area is divided into several sections:

- General Reports**: Includes an [Overview](#) link.
- Completion**: Includes links for "By Affiliation", "By Semester", "By Department", and "By Grade Level".
- Enrollments**: Includes links for "Enrollment History", "Course Requests", "Waiting List", and "Drop Requests".
- Dynamic Reports**: Includes a "Run Report" link, which is highlighted with a yellow box and a red arrow pointing to it from below.

On the right side of the page, there are three summary boxes:

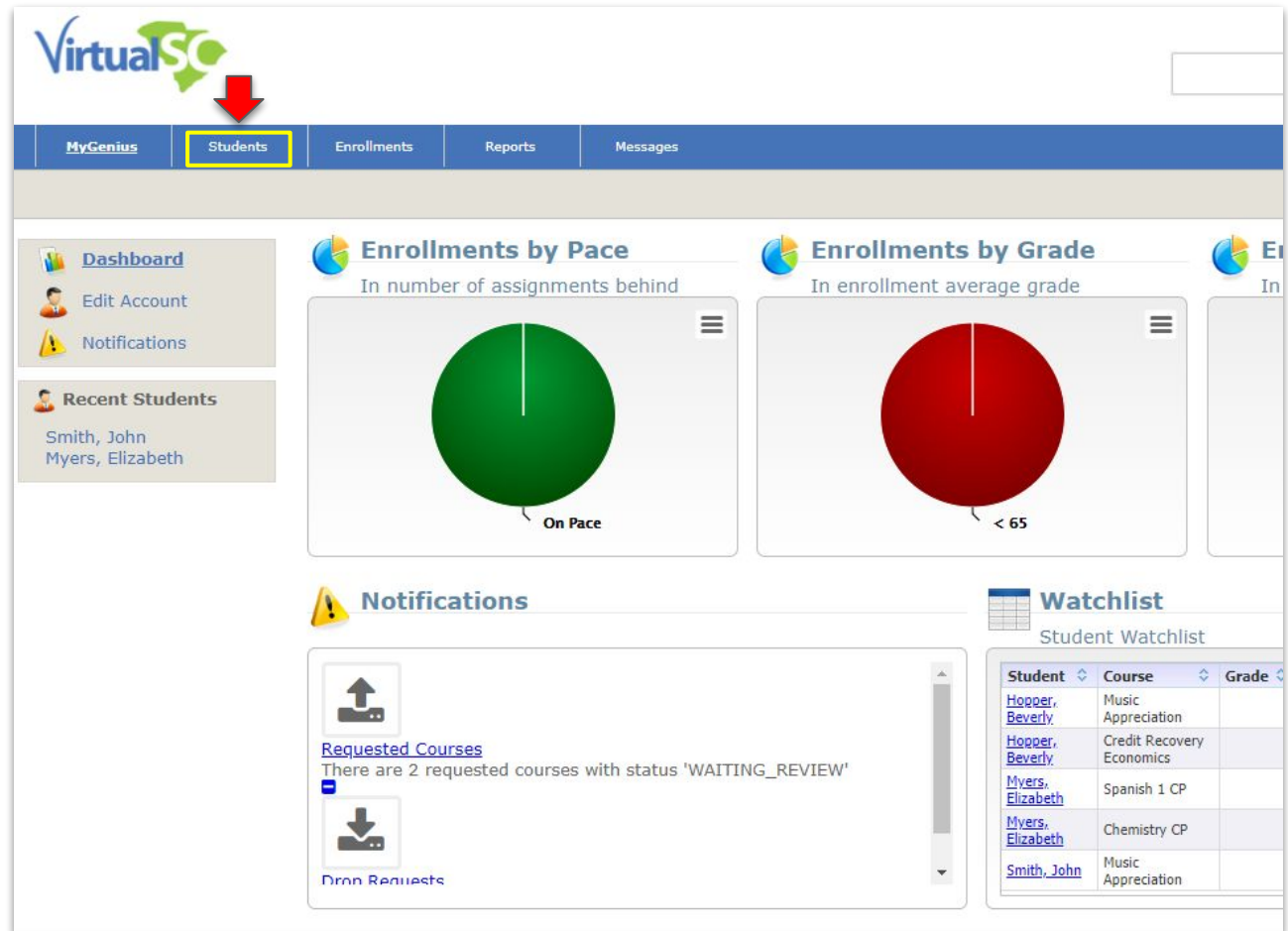
- Active Numbers**:
 - Students: 105
 - Courses: 44
 - Sections: 53
 - Teachers: 6
 - Affiliations: 598
 - Schools: 1
 - Users: 266
- Admission**:
 - Unsubmitted Applications: 0
 - Applications under processing: 1
 - Total Applications: 1
- Enrollments**:
 - Current: 71
 - Completed/Dropped: 46
 - Future: 0
 - Requested Courses: 0
 - Approved Courses: 101

Other “Run Report” Options

- **IEP Report** - Provides the list of students marked for an accommodation, and whether or not the document has been uploaded.
- **Exam Password List** - Provides access to exam passwords for each VirtualSC student enrolled at your school.

Step 6:

For individual grade reports, click on the **Students** tab.

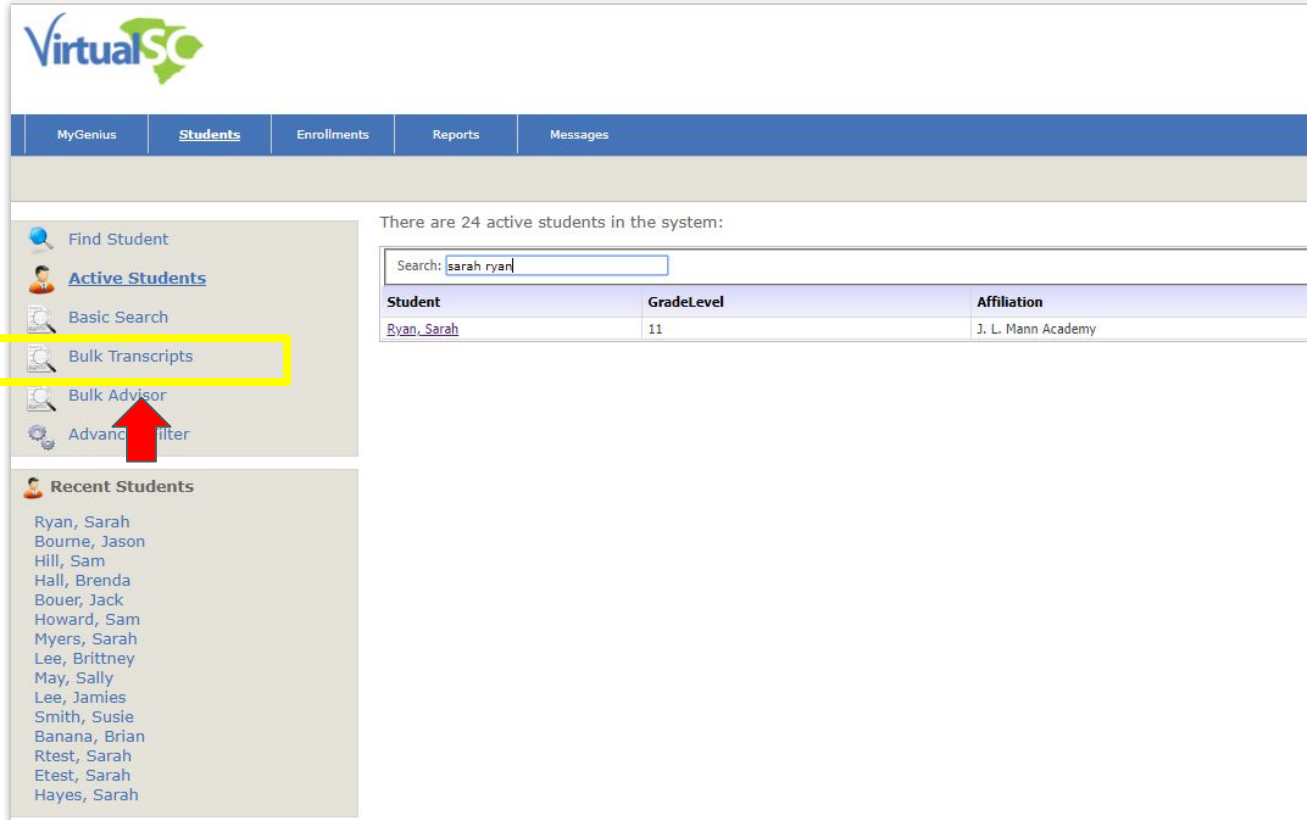


The screenshot shows the VirtualSC MyGenius interface. At the top left is the VirtualSC logo. Below it is a navigation bar with tabs: MyGenius, Students (highlighted with a yellow box and a red arrow), Enrollments, Reports, and Messages. On the left side, there is a sidebar with links: Dashboard, Edit Account, Notifications, and Recent Students (listing Smith, John and Myers, Elizabeth). The main content area features three charts: 'Enrollments by Pace' (a green pie chart labeled 'On Pace'), 'Enrollments by Grade' (a red pie chart labeled '< 65'), and a 'Notifications' section with a yellow warning icon. Below the notifications is a 'Requested Courses' section with an upward arrow icon and text: 'There are 2 requested courses with status 'WAITING_REVIEW''. At the bottom right is a 'Watchlist' section with a table titled 'Student Watchlist'.

Student	Course	Grade
Hopper, Beverly	Music Appreciation	
Hopper, Beverly	Credit Recovery Economics	
Myers, Elizabeth	Spanish 1 CP	
Myers, Elizabeth	Chemistry CP	
Smith, John	Music Appreciation	

Step 7:

Click Bulk Transcripts in the left-hand menu.



The screenshot shows the VirtualSC interface. At the top, there is a navigation bar with tabs for MyGenius, **Students**, Enrollments, Reports, and Messages. Below this, a left-hand menu contains several options: Find Student, Active Students, Basic Search, Bulk Transcripts (highlighted with a yellow box), Bulk Advisor, and Advanced Filter. A red arrow points to the Bulk Transcripts option. Below the menu is a 'Recent Students' list. The main content area displays 'There are 24 active students in the system:' followed by a search bar containing 'sarah ryan' and a table with the following data:

Student	GradeLevel	Affiliation
Ryan, Sarah	11	J. L. Mann Academy

Step 8:

Use the filters, as desired
and click **Get Data**.

Affiliation:	Select...	▼	School:	Select...	▼			
Status:	Select...	▼	Grade Level:	Select...	▼			
Special Ed:	Select...	▼	Gender:	Select...	▼			
LEP/ELL:	Select...	▼	State:	Select...	▼			
Free/Reduced Lunch:	Select...	▼	ZIP:	Select...	▼			
Currently Enrolled:	Select...	▼	Term:	Select...	▼			
Ever Enrolled:	Select...	▼	Course:	Select...	▼			
Flag:	Select...	▼	Custom Fields:	Select...	▼	Sel	▼	
			Custom Fields:	Select...	▼	Sel	▼	

Get Data



Step 9:

Select one or more students and click **Get Transcripts PDF**.

Check All

Search:

Select	ID	Student	Affiliation	Grade
<input checked="" type="checkbox"/>	43	Ryan, Sarah	J. L. Mann Academy	11
<input type="checkbox"/>	110	Test, Ryan	J. L. Mann Academy	11

Get Transcripts PDF



Congratulations!

You have completed the steps required to access the final grades of your students.

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

