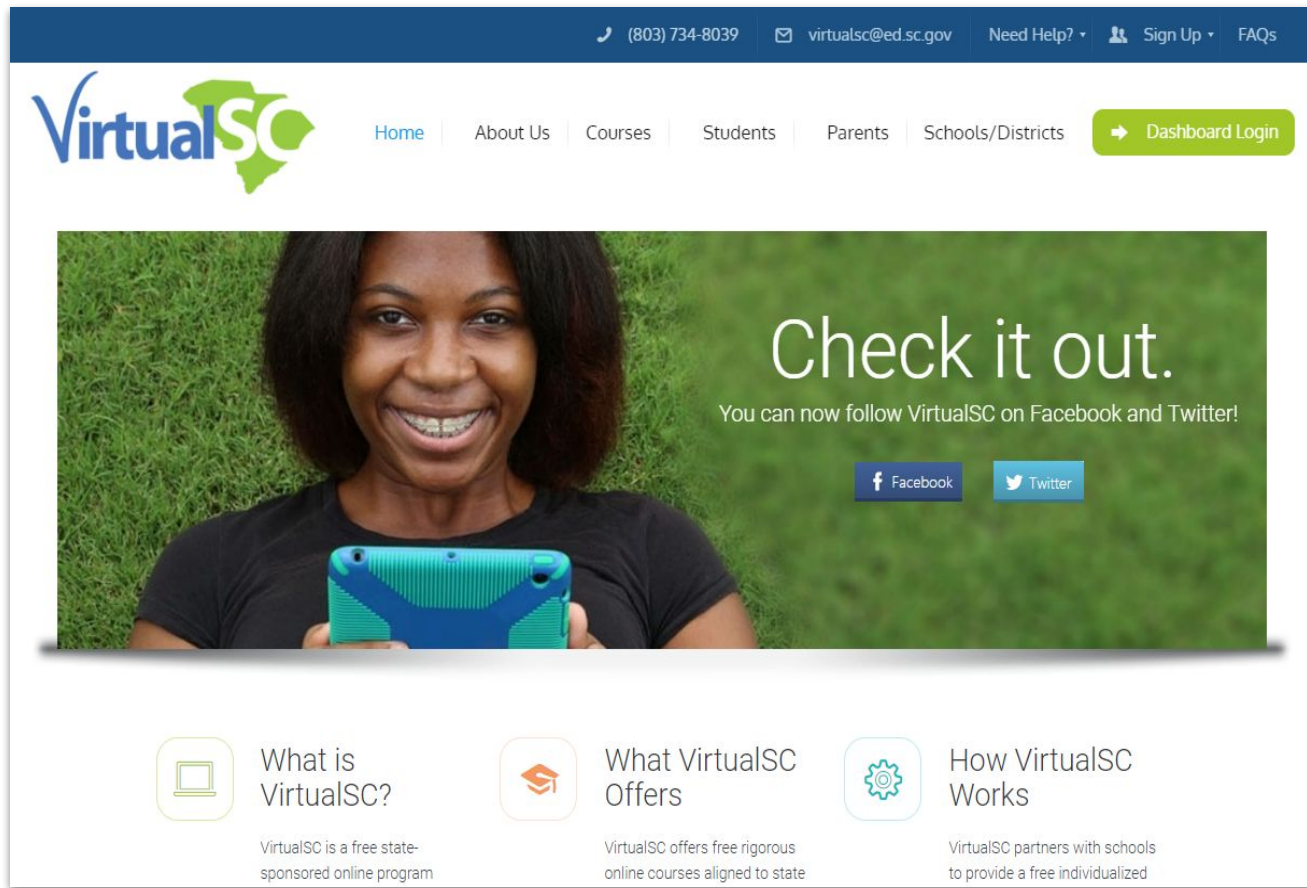


# How to Use Reports in the Dashboard



# Step 1

Visit  
<http://virtualsc.org>

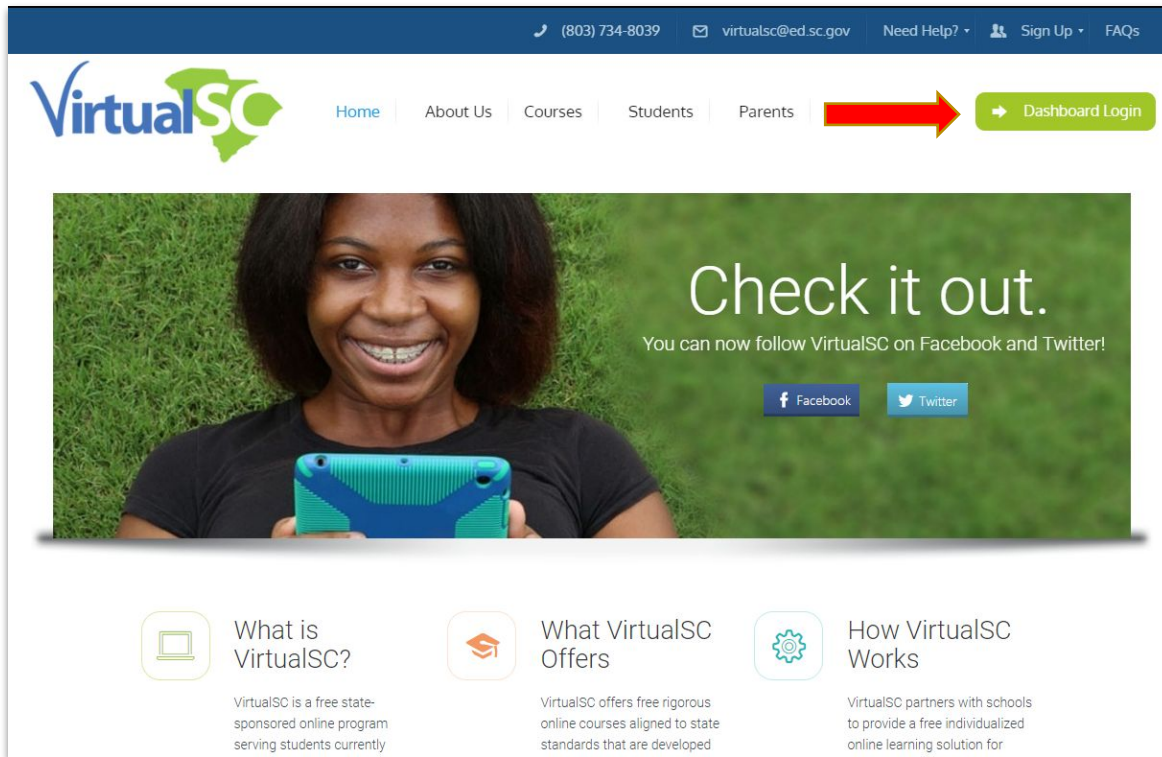


The screenshot shows the VirtualSC website homepage. At the top, there is a dark blue navigation bar with contact information: a phone icon, the number (803) 734-8039, an email icon, the address virtualsc@ed.sc.gov, and links for 'Need Help?', 'Sign Up', and 'FAQs'. Below this is the VirtualSC logo,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

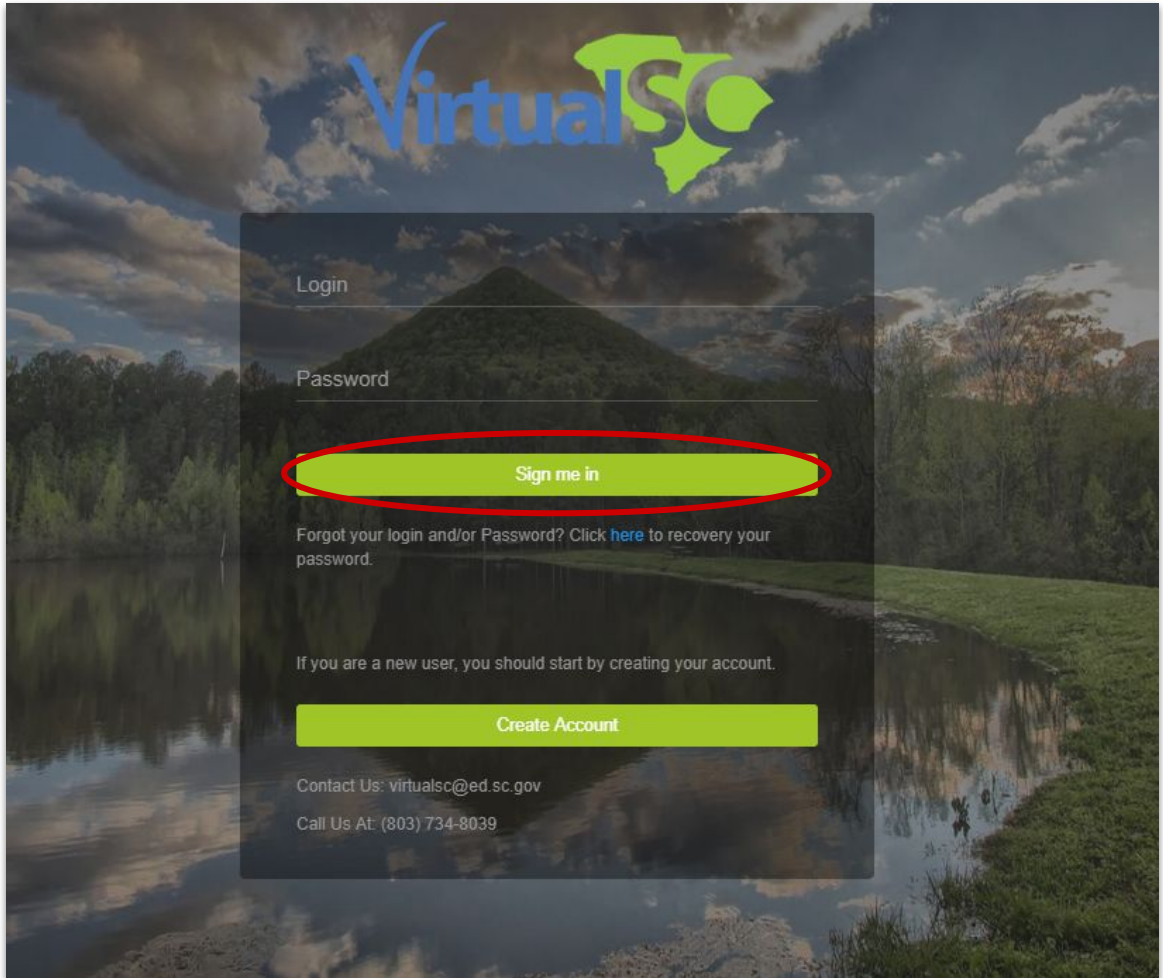
### How VirtualSC Works

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



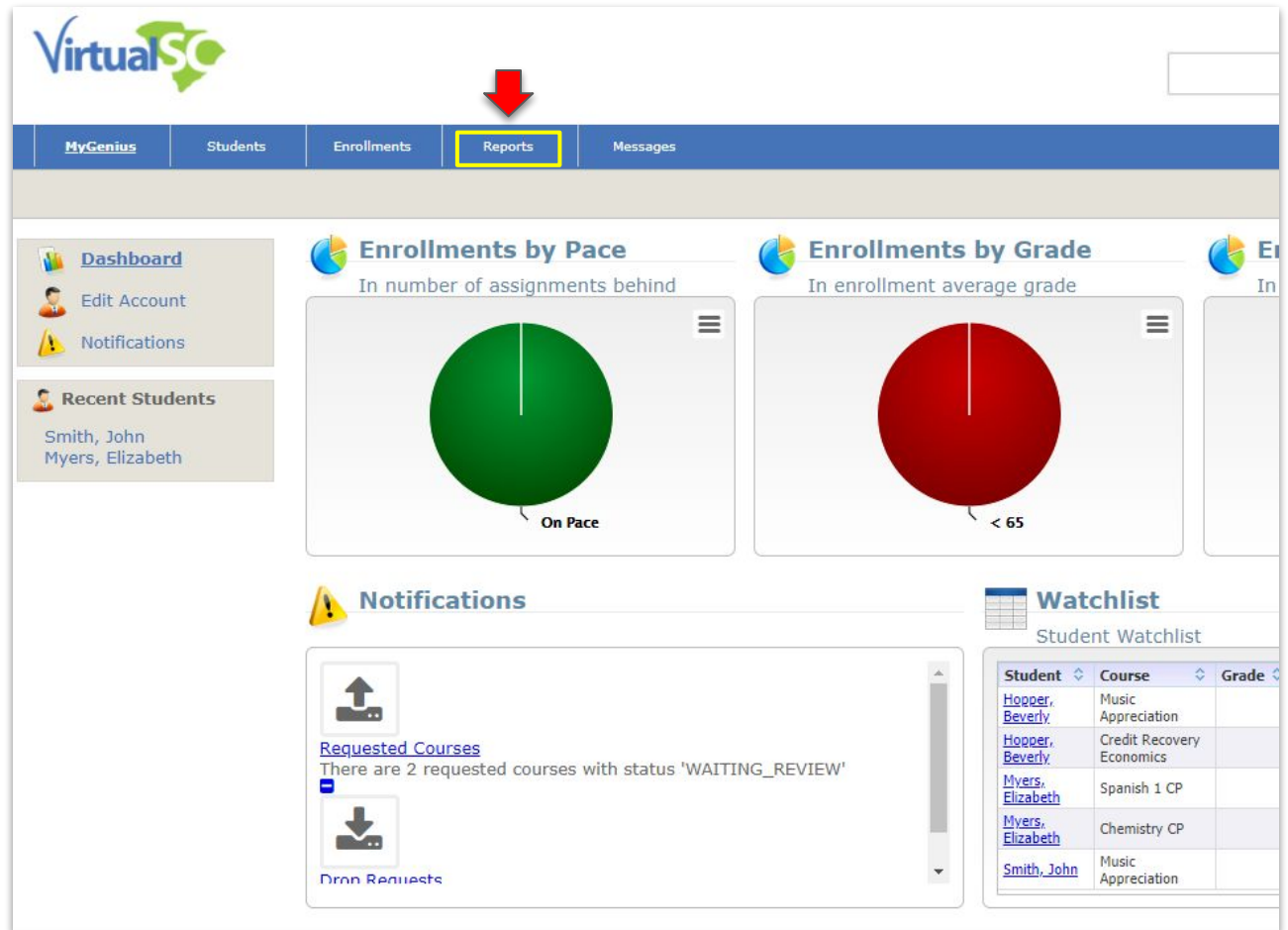
## Step 3

Enter your username and password to select Sign Me In



## Step 4

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

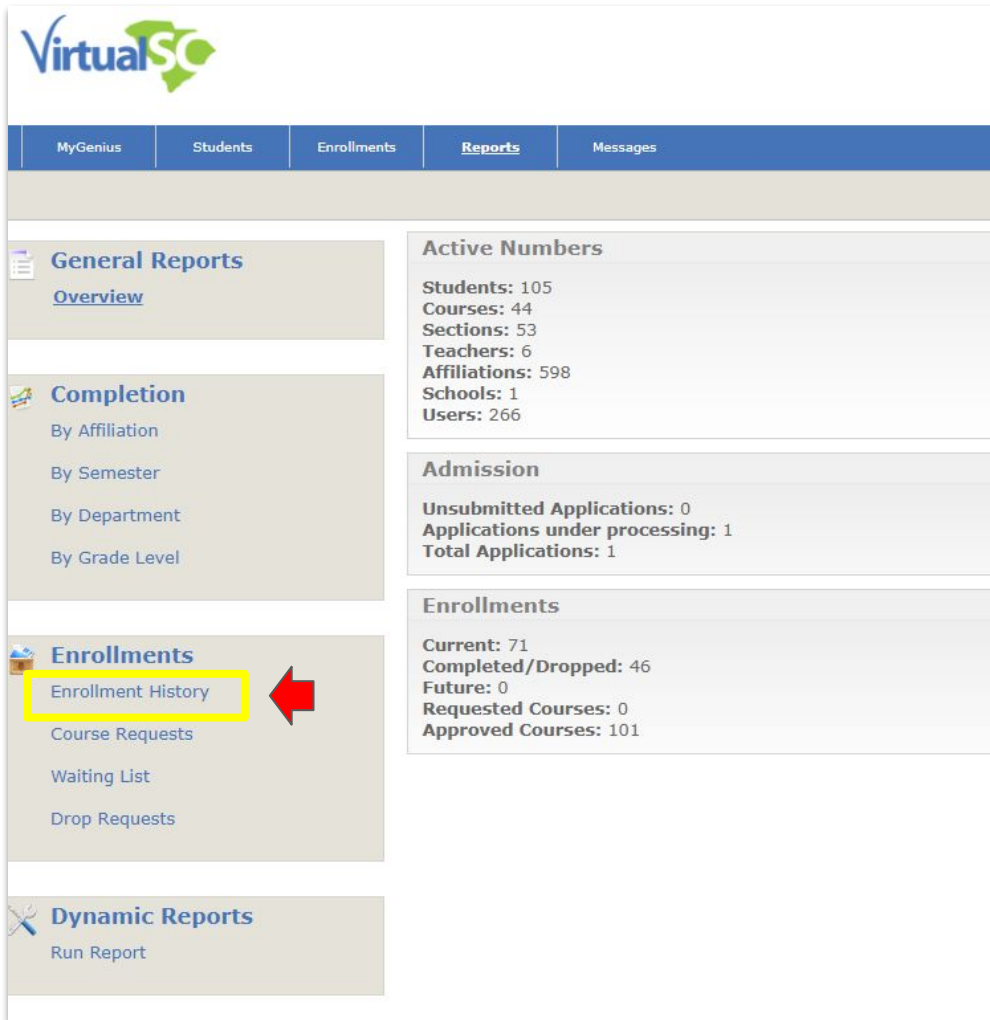


The screenshot shows the VirtualSC dashboard interface. At the top, the VirtualSC logo is on the left, and a search bar is on the right. Below the logo is a blue navigation bar with tabs: MyGenius, Students, Enrollments, Reports, and Messages. The Reports tab is highlighted with a yellow border, and a red arrow points to it from above. On the left side, there is a sidebar with a 'Dashboard' icon and links to 'Dashboard', 'Edit Account', and 'Notifications'. Below that is a 'Recent Students' section listing 'Smith, John' and 'Myers, Elizabeth'. The main content area features several widgets: 'Enrollments by Pace' with a green pie chart labeled 'On Pace'; 'Enrollments by Grade' with a red pie chart labeled '< 65'; 'Notifications' with a yellow warning icon and a section for 'Requested Courses' stating 'There are 2 requested courses with status 'WAITING\_REVIEW''; and a 'Watchlist' section with a table of student data.

Student	Course	Grade
<a href="#">Hopper, Beverly</a>	Music Appreciation	
<a href="#">Hopper, Beverly</a>	Credit Recovery Economics	
<a href="#">Myers, Elizabeth</a>	Spanish 1 CP	
<a href="#">Myers, Elizabeth</a>	Chemistry CP	
<a href="#">Smith, John</a>	Music Appreciation	

## Step 5

To review students currently enrolled in VirtualSC courses, click **Enrollment History**.



The screenshot shows the VirtualSC dashboard interface. At the top left is the VirtualSC logo. A blue navigation bar contains the following tabs: MyGenius, Students, Enrollments, Reports, and Messages. The main content area is divided into several sections:

- General Reports**: Includes a link for [Overview](#).
- Completion**: Includes links for [By Affiliation](#), [By Semester](#), [By Department](#), and [By Grade Level](#).
- Enrollments**: This section is highlighted with a yellow box. It contains links for [Enrollment History](#) (indicated by a red arrow), [Course Requests](#), [Waiting List](#), and [Drop Requests](#).
- Dynamic Reports**: Includes a link for [Run Report](#).

On the right side of the dashboard, 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



## Step 6

Use any desired filters, and click **Get Data**.

**Search criteria:**

Affiliation:	Select...	Final Grade between:	Select...	and	Select...
School:	Select...	Term:	Select...		Select...
Department:	Select...	Start Date:	Select...		Select...
Grade Level:	Select...	Catalog:	Select...		Select...
Special Ed:	Select...	Status:	Select...		Select...
LEP/ELL:	Select...	Course:	Select...		Select...
Free/Reduced Lunch:	Select...	Teacher:	Select...		Select...

**Get Data**





# Step 7

Use the data to track student enrollment information, such as current grade, start date and status.

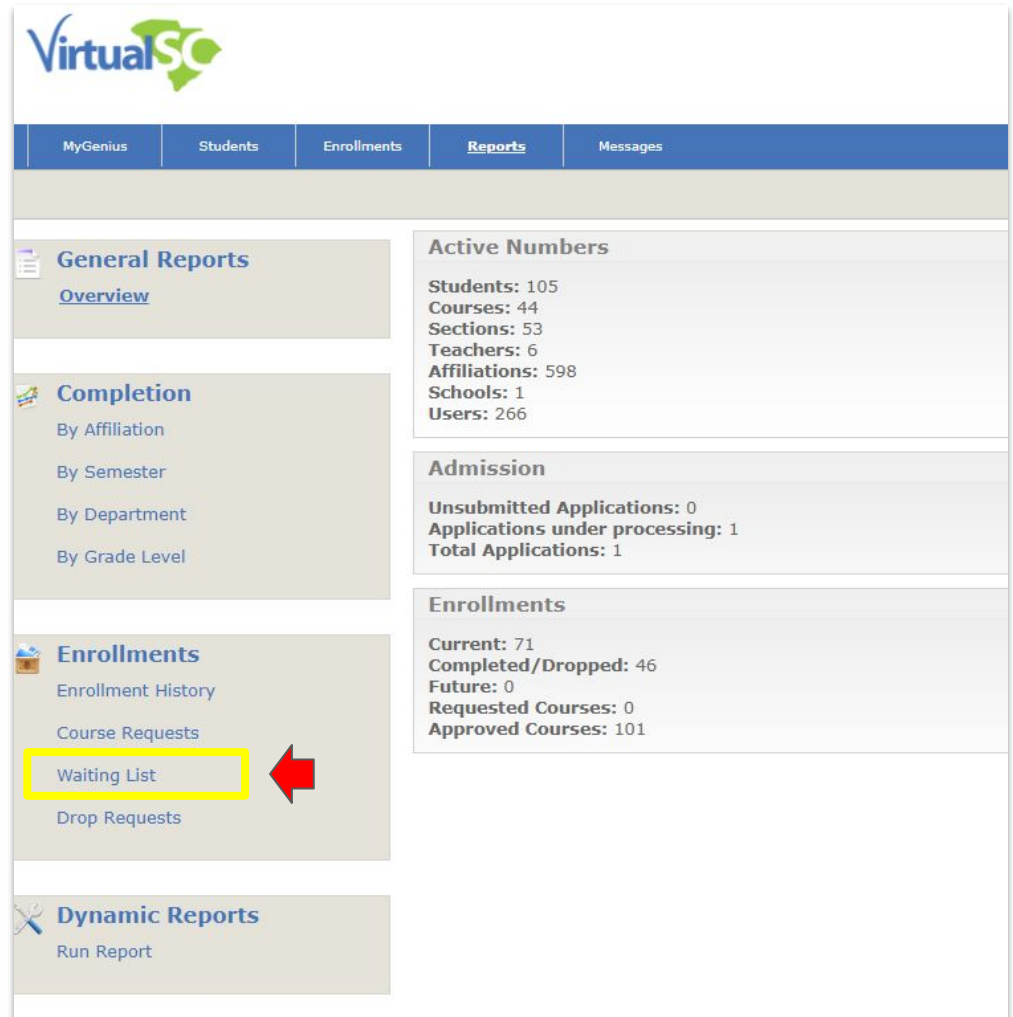
There are 45 enrollments matching your criteria:

Student	Section ID	Course	Teacher	Start	Exit	Status	Grade
<a href="#">Bauer, Jack</a>	17	<a href="#">Italian_test</a>	Rodgers, Jason; Sil, Rafael; Dublin, TeacherDublin2; Teacher, AikenTest	04/23/2018	08/02/2018	DROPPED_GRACE	<input type="text" value="0"/>
<a href="#">Bauer, Jack</a>	19	<a href="#">Italian_test</a>	Sil, Rafael	04/09/2018	08/30/2018	DROPPED	<input type="text" value="80"/>
<a href="#">Bauer, Jack</a>	53	<a href="#">Spanish 1 CP</a>	Teacher, AikenTest	08/29/2018	08/08/2018	DROPPED_GRACE	<input type="text" value="0"/>
<a href="#">Bauer, Jack</a>	20	<a href="#">Algebra 1</a>	Teacher, AikenTest	06/01/2018	08/14/2018	DROPPED	<input type="text" value="0"/>
<a href="#">Evan, Sarah</a>	53	<a href="#">Spanish 4 CP</a>	Teacher, AikenTest	08/29/2018	09/06/2018	DROPPED_GRACE	<input type="text" value="0"/>
<a href="#">Evan, Sarah</a>	39	<a href="#">Credit Recovery English 3</a>	Dublin, TeacherDublin2	09/03/2018		ACTIVE	<input type="text" value="0"/>
<a href="#">Evan, Sarah</a>	41	<a href="#">Credit Recovery English 4</a>	Dublin, TeacherDublin2	09/03/2018		ACTIVE	<input type="text" value="0"/>
<a href="#">Evan, Sarah</a>	43	<a href="#">Credit Recovery Government</a>	Rodgers, Jason	09/03/2018		ACTIVE	<input type="text" value="0"/>
<a href="#">Evan, Sarah</a>	55	<a href="#">Integrated Business Applications</a>	Dublin, TeacherDublin2	07/31/2018		ACTIVE	<input type="text" value="0"/>
<a href="#">Evan, Sarah</a>	35	<a href="#">AP Art History 2018-19</a>	Rodgers, Jason	08/29/2018	08/14/2018	DROPPED_GRACE	<input type="text" value="0"/>
<a href="#">Evan, Sarah</a>	48	<a href="#">Algebra 1</a>	Sil, Rafael	08/29/2018	09/06/2018	DROPPED_GRACE	<input type="text" value="0"/>
<a href="#">Evan, Sarah</a>	75	<a href="#">Astronomy Honors</a>	Rodgers, Jason	08/29/2018	08/28/2018	DROPPED_GRACE	<input type="text" value="0"/>



## Step 8

To review students currently on the waitlist for a course, click **Waiting List**.



The screenshot displays the VirtualSC dashboard interface. At the top, the VirtualSC logo is visible on the left, and a navigation bar contains links for MyGenius, Students, Enrollments, Reports, and Messages. The main content area is divided into several sections:

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

On the right side of the dashboard, there are three summary panels:

- 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

## Step 9

Use any desired filters,  
and click **Get Data**.

Use the data provided to  
track students who may  
be waiting to be placed  
in a course

**Search criteria:**

Affiliation:	<input type="text" value="Select..."/>	Start Date:	<input type="text" value="Select..."/>
Cap:	<input type="text" value="Select..."/>	Term:	<input type="text" value="Select..."/>
Department:	<input type="text" value="Select..."/>	Exclude Cap:	<input type="text" value="Select..."/>
Course:	<input type="text" value="Select..."/>		



# Other Report Types

Use the **Run Report** option to access custom reports built for you by VirtualSC.

Use the drop down on the Run Reports screen to select the report you need.



The screenshot shows the VirtualSC Reports dashboard. At the top, there 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.

On the right side of the dashboard, 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
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  - Total Applications: 1
- Enrollments**:
  - Current: 71
  - Completed/Dropped: 46
  - Future: 0
  - Requested Courses: 0
  - Approved Courses: 101

## “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.
- **Final Grade Report** - Provides a list of students marked as Complete with a final grade posted for a course.

# Congratulations!

You have completed the steps required to use  
Dashboard Reports.

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

