How to Use Reports in the Dashboard
Step 1

Visit

http://virtualsc.org
Step 2

Choose the Dashboard Login button
Step 3

Enter your username and password to select Sign Me In
Step 4

Click on the **Reports** tab in the blue taskbar.
Step 5

To review students currently enrolled in VirtualSC courses, click Enrollment History.
Step 6

Use any desired filters, and click **Get Data**.
Step 7

Use the data to track student enrollment information, such as current grade, start date and status.
Step 8

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