

Edison

1. In Genius, click on MyGenius tab, choose Go to LMS in left, grey menu.
2. Click on computer screen icon next to Edison. Edison dashboard will open.
3. Click on Control Panel (“gears” icon in blue box).



4. Click on Students, then enter student info to look up an individual.

Student Lookup

Institution: Status: View By:

5. Once student account appears, choose a tab in which to work:

Academic Info
Notes
Attendance
Checklists
Family Info
Administration Info
Demographics
Organizations
Health Record

- Schedule
- Enrollment
- Enrollment History
- Transcript/Academic History
- Transfer Course
- Block Forums
- Course Mastery

- Academic Info
 - Schedule—lists courses (with links) & grades (links to grade book)
 - Clicking on the triangle to the left of the course name will open a “General” tab, where you may choose Adaptation Answers and Adaptation Questions for your students with IEPs.
 - Enrollment—N/A (do this in Genius, not here)
 - Enrollment History—previous courses taken
 - Transcript/Academic History—reports include Transcript, Academic History, Progress Report, and Report Card (may be run in Excel, Word, or PDF)
 - Transfer Course—N/A
 - Block Forums—restricts student access to forums
 - Course Mastery—Threshold and Restriction settings (80% to pass Daily Assessments, for example)
- Notes: N/A (use Genius)
- Attendance: Calendar of System Activity: hover on date and get time in system; click on date to edit attendance
- Checklists: N/A (use Genius)
- Family Info: N/A (use Genius)
- Administration Info: Link to Advisors (check who is listed as student’s advisor)
- Demographics: N/A
- Organizations: N/A
- Health Record: N/A

APEX Dashboard

All enrollments and administrative tasks impacting APEX course enrollments are performed within GENIUS. However, you may wish to view detailed student performance information that is currently not available in GENIUS for APEX courses.

Log into GENIUS, click on the Go to LMS button, click on the APEX-ALHS option.

There are 14 LMS:

Go to LMS	Name	LMS Type
	Apex - ALHS	Apex Learning Alhs

- Click on “Menu” and choose “Students.”
- Click on a student’ first or last name to open their information page.
- From this page, you can view their last login and access their course details such as their last login and active number of enrollments.

Summary
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>11/16/16 Last Login</p> </div> <div style="text-align: center;"> <p>1 Active Enrollments</p> </div> </div>

ALVS

Course Name	Classroom Name	Grade to Date	Overdue Activities	Quality of Work	Progress	Total Session Time	Last Access
AP Statistics Sem 1	AP Statistics Sem 1 - 160829 - IU15 20wks	83%	1	84%	<div style="width: 84%; background-color: #669933; height: 10px;"></div>	13 hr 0 min	11/16/16

- You can click on their Grade to Date to open the Course Activity Scores Report.
- Click on the Total Session Time link to load the Weekly Activity Report. The report shows student assessment and instruction activity per day.

