**Career Exploration Online Log in Process-Teacher Mrs. Robles**

**Directions: Complete each step, then check off each number after completing each step correctly.**

1. **Starting in January your students will enroll in the Edgenuity course AZ-Career Exploration B.**
2. **Edgenuity will be adding this course to their student information system over the next few days with Liz Robles designated teacher for Desert View.**
3. **On or about the first day of the spring semester your students will go to** [**http://tinyurl.com/dvhs2014**](http://tinyurl.com/dvhs2014) **to select their course. AZ-Career Exploration B.**
4. **Students will have to set up a new account.**
5. **This process will ask them for demographic information, including a phone number, and email address for a parent/guardian. Often students will put “unknown” in the email address area. All yellow boxes must be filled in accurately.**
6. **Students must Capitalize where appropriate. (Example: Tucson, Az.)**
7. **Students must use their Matric number for student I.D. for password information.**
8. **Once students submits their demographic information correctly they will be asked to confirm the course they have chosen. This window also contains the START and TARGET dates for completing the course.**
9. **The START DATE must be changed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_. TARGET date must be changed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . To accurately reflect the day that students must be finished with the course. Start dates are less important, but you can set them to the date suggested by your teacher.**

**10. Mr. Swanson the director in charge will have to confirm student registration.**

**11. It is very important that all students in this class use the same target date.**

**12. Student Login or (Username) shows up on the screen IMMEDIATELY before the one where they confirm the course selection. WRITE down the STUDENT Login or (Username) at this time.**

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**13. Students log into the** [**http://www.edgenuity.com/sis-login**](http://www.edgenuity.com/sis-login)

**14. Use the above login in or Username and your matric number for the password.**

**15. This course automatically increments expected progress every day by about 1%. When the students fall 3% behind they will be red flagged by the system. The best thing to do is to try to stay ahead.**

**16. Students can continue in the course by clicking on the Next Activity.**

**17. Per semester student should complete 25% of this course at the 1st progress report/4.5 grading period with a passing score. By the 9 week grading period student should have competed 50% of this course with a passing score.**

**The last progress report time during the semester the student should have complete 75% of this course with a passing grade. The teacher needs to see the Final Exam to assign it for the student to take to pass this course.**

**18. The student must take pass the Final Exam to pass this course and receive the credit for it.**

**Thank you,**

**Mrs. Robles**

**Career Exploration**

**DVHS**

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