VirtualSC Student Registration Guide 2020-21

VIRTUALSC REGISTRATION WORKFLOW

1. Student **creates a student account,** or logs into a previously created account in the New VirtualSC Dashboard.
2. Student **requests the desired courses** in the VirtualSC Dashboard during the specified dates located on the VirtualSC website.
3. School Counselor approves and/or denies the course requests.
   a. **Note**: A student cannot claim a seat in a course and/or a place on the waitlist until the Counselor approval has been processed in the Dashboard.
4. Student **joins the placement queue** and is scheduled into the seat of a course based on the date/time of request and the date/time of counselor approval. Priority is given to students in grades 11 and 12 with course requests approved during priority registration week.
   a. **Note**: Students will be scheduled into courses daily, based on the submission of counselor approval.
   b. **Note**: Counselor approval does not imply that the student is already in the course or is guaranteed a seat in a course.
5. Waitlists will be automatically enabled for students requesting courses that have more requests than there are seats available.
   a. Students will receive an emailed notification if they have been added to a waitlist following Counselor approval.
   b. Students will receive an emailed notification if they have been moved off the waitlist into a course section.
   c. Students may also review their course request status on their Main Dashboard page.

STUDENT ACCOUNT CREATION/UPDATES

STUDENT ACCOUNT CREATION

1. Visit https://virtualsc.org and click the **Sign Up** tab.
2. Choose **New Student Enrollment**.
3. Complete all required fields. Use the **Add Parent/Guardian** to add more than one parent to your account.
4. At the end of the application, choose your own password. Passwords must be at least 8 characters long and you will receive a notification if the password is not strong enough.
   a. **Note**: Student usernames will be auto-generated by the Dashboard. Both the username and password will be emailed to you upon completion of the student application form.
   b. **Note**: Submission of the student application form will automatically log you into the system for the first time. To access the system following this initial login, you will retrieve your username and password from your email account.

DUPLICATE STUDENT ACCOUNT NOTIFICATION

1. If you receive a **Duplicate Email Address** notification following the completion of the student application, you may contact the VirtualSC Student Services Team for assistance, as this likely means that you already have an account in the system.
   a. Web: Help Desk Form
   b. Email: virtualsc@ed.sc.gov
   c. Phone: 803-734-8039

STUDENT PASSWORD RETRIEVAL

1. Visit https://virtualsc.org.
2. Click on **Dashboard Login**.
3. Under the Sign Me In button on the login screen, click **Click Here** to redirect to the password retrieval screen.
4. Enter the username or email address on file.
5. Click **Send New Password**.
6. Check your email account to retrieve the username and password.
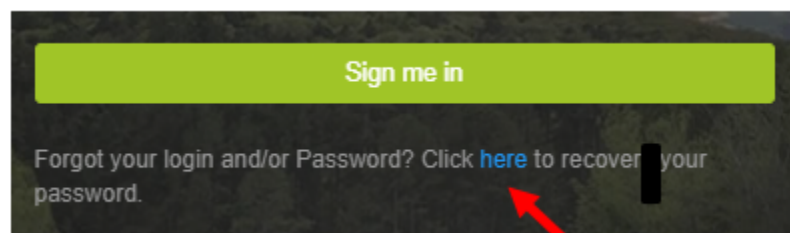
STUDENT-COUNSELOR CHANGE/UPDATE

1. Students may check the name of their School Counselor from their Student account:
   a. Click **Mentor Information** in the grey box on the left-hand side of the screen.
   b. Locate the **Coach Name** in the grey box of the Mentor Information screen.
   c. **Note: "Coach" means the School Counselor.**
2. Students changing school districts and/or schools should contact the VirtualSC Student Services Team to ensure that they are assigned to the correct school and counselor. Failure to assign the student to the correct school and counselor will result in the delay of course request approval. Students may not claim a seat to a VirtualSC course without school counselor/sponsor approval.
   a. Web: Help Desk Form
   b. Email: virtualsc@ed.sc.gov
   c. Phone: 803-734-8039
3. Students requiring a change of school counselor within the same school may contact the Counseling Director at the school, if the Counseling Director has access to the school-level VirtualSC account for their school.

COURSE INFORMATION AND REGISTRATION PROCEDURES

INITIAL CREDIT COURSES

VirtualSC offers free rigorous online courses aligned to state standards that are developed and taught by Highly Qualified, South Carolina certified educators. Initial credit courses are offered at the College Preparatory, Honors and Advanced Placement levels.

1. Review our Course Catalog for course credit and syllabus information.
2. Review our Current Course Offerings for information on when courses will be offered.
3. Review our Dates and Deadlines for information on when students may register for courses.

CREDIT RECOVERY COURSES

Credit Recovery courses are **mastery-based**. Students will progress through Credit Recovery courses by demonstrating mastery of content and/or skills. Grades required to demonstrate mastery on individual activities are detailed in each course. Students must complete and master the entire course, including all benchmark tests, to complete the course and receive a grade on the grade report. Students who successfully complete a Credit Recovery course will be assigned a final grade of **Credit Recovered**.

1. Review our Course Catalog for course credit and syllabus information.
2. Review our Current Course Offerings for information on when courses will be offered.
3. Review our Dates and Deadlines for information on when students may register for courses.

FAST TRACK COURSES

VirtualSC now offers an 8-week Fast Track session during the fall and spring semester. The content of the courses offered will be the same as the courses offered on a semester track; however, the pacing requirements and due dates will be different. Fast Track courses end on the same day as semester-long courses for each semester.

1. Review our Course Catalog for course credit and syllabus information.
2. Review our Current Course Offerings for information on when courses will be offered.
3. Review our Dates and Deadlines for information on when students may register for courses.

REQUESTING A COURSE

1. Create a new student account.
   a. **Note**: Following the submission of the New Student Application, you will automatically be logged into the system.
2. Students who have already created an account in the new Student Dashboard will visit https://virtualsc.org
   a. Click **Dashboard Login**.
   b. Enter the username and password into the required fields.

c. Click **Sign Me In**.
3. Click **Request Courses** in the grey box on the left of the screen.
4. **Do not enter anything into the Registration Code field unless your School Counselor has provided you with a code.**
5. Use the drop-down box to select the **Term** of the course requested. **Students must hit Register before toggling to another term to request courses.** (Ex: A student selects a Credit Recovery course in the Credit Recovery term. They should click Register to submit the course request before returning to select a course from the semester or yearlong term).
    a. **Note**: Yearlong courses will be in the **Yearlong** term.
    b. **Note**: **Credit Recovery** courses will be in the Credit Recovery term.
    c. **Note**: Fall or Spring semester courses will be in the corresponding **Fall** or **Spring** term.
6. Select the desired course by checking the corresponding box in the **Select** column.
    a. **Note**: Students requesting Credit Recovery courses may choose a start date using the drop-down box in the **Start Date** column.
    b. **Note:** Initial Credit courses have a default start date and future start dates may not be chosen.
7. Review the **Notes** column for the courses selected.
8. Click **Register**.
9. Review course selection and request status on the **Main Dashboard** in the **Course Requests** block.
10. Click **Mentor Information** in the grey box on the left of the screen.
    a. Note: The Mentor/Coach listed in the Mentor Information screen is the **School Counselor** that will review the student's course requests. If the counselor name is not correct, please contact Student Services.
        i.   Web: Help Desk Form
        ii. Email: virtualsc@ed.sc.gov
        iii. Phone: 803-734-8039
11. Check your email account to ensure your username and password have been saved in a safe location.
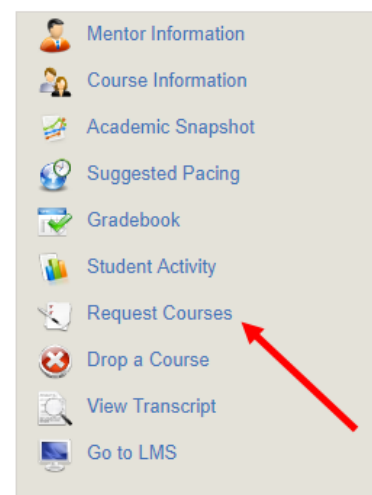
REGISTRATION STATUS

1. Navigate to https://virtualsc.org.
2. Click **Dashboard Login**.
3. Enter the student username and password in the required fields.
4. Click **Sign Me In**.
5. Locate the **Course Requests** block in the Main Dashboard.
   a. The Course Requests block is on the bottom, right-hand corner of the student's Main Dashboard.
6. Review the status of each course requested:
   a. **Waiting_Review**: The course request was successfully submitted to the student's School Counselor, and the request must be reviewed and approved or denied by the Counselor in the Dashboard.
   b. **Approved**: The student's School Counselor has approved the course request, and the student has joined the placement queue and/or waitlist for the course.
   c. **Denied**: The course request was denied by the student's School Counselor. Please contact the School Counselor for more information.

   Course Requests

   There is 1 course requested by this student:

Course	Term	Request Status	Requested Date
Algebra 1	Summer 2018	APPROVED	06/20/2018

   d. **Waitlisted**: The course request was approved by the student's School Counselor, VirtualSC has placed the student on a waitlist for the course because the course is currently full.
7. After a student is scheduled into a course, pending Counselor approval and seat availability, a link to the course will appear in the **Academic Snapshot** block on the Main Dashboard.

DURING THE VIRTUALSC SEMESTER

UPDATING ACCOUNT INFORMATION

1. Navigate to https://virtualsc.org.
2. Click **Dashboard Login**.
3. Enter the student username and password in the required fields.
4. Click **Sign Me In**.
5. Click **Edit Account** in the grey box on the left-hand side of the screen.
6. Make the necessary changes to:
    a. Email address, phone number, secret question or password.
7. Click **Save**.

ACCESSING THE STUDENT ORIENTATION

1. Navigate to https://virtualsc.org.
2. Click **Dashboard Login**.
3. Enter the student username and password in the required fields.
4. Click **Sign Me In**.
5. Click **Go to LMS** in the grey box on the left-hand side of the screen.
6. On the Moodle screen, scroll down to the START image, and click on the linked **VirtualSC Student Orientation**.
7. Click **Enroll**.

ACCESSING YOUR COURSE

1. Navigate to https://virtualsc.org.
2. Click **Dashboard Login**.
3. Enter the student username and password in the required fields.
4. Click **Sign Me In**.
5. Click **Go to LMS** in the grey box on the left-hand side of the screen.
6. Click on the **My Courses** block in the top right-hand corner of the screen.

MESSAGING YOUR TEACHER

Sending a new message to your teacher

1. Click **Student's Messages** in the grey box on the left-hand side of the Main Dashboard.
2. Click **Compose**.
3. Type the last name of your teacher, and select the name when it pops up on the screen.
4. Type the message subject.
5. Type the message in the body of the email.
6. Click **Send**.

Replying to a message from your teacher

1. Click on **Student's Messages** in the grey box on the left-hand side of the Main Dashboard.
2. Click on the message that you will reply to.
3. Click **Reply** at the top of the message.
4. Type the response/reply in the body of the email.
5. Click **Send**.

VIEWING YOUR MOODLE GRADEBOOK

1. Navigate to https://virtualsc.org.
2. Click **Dashboard Login**.
3. Enter the student username and password in the required fields.
4. Click **Sign Me In**.
5. Click **Go to LMS**.
6. Click on your name at the top of the Moodle page.
7. In the drop down, click **Grades**.

SUBMITTING A DROP REQUEST

1. Navigate to https://virtualsc.org.
2. Click **Dashboard Login**.
3. Enter the student username and password in the required fields.
4. Click **Sign Me In**.
5. Click **Drop a Course** in the grey box on the left-hand side of the page.
6. Click **Request New Drop**.
7. Select the course to be dropped.
8. Select the **Drop Reason**.
9. Click **Save**.
   a. **Note**: Students are not withdrawn from a course until the School Counselor approves the withdrawal.
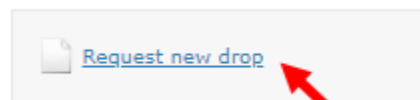
FINAL EXAM PROCEDURES

All VirtualSC initial credit courses require a proctored final exam. VirtualSC final exams will be given during the times scheduled according to the Dates & Deadlines for each enrollment session.

Public school and private school students will be proctored as arranged by their sponsor school. The date, time and location for the final exam will be selected by the sponsor school and will correspond to the exam dates listed in the Dates & Deadlines guide. Alternative exam arrangements should be approved by the VirtualSC teacher and sponsor school (different time, location, etc). Schools may publish their exam dates, times and locations on VirtualSC's site by filling out the Final Exam Survey emailed to sponsoring counselors each semester..

Students experiencing difficulty arranging for a final exam proctor may consider ProctorU (an online live proctoring service) as a testing option with their counselor or sponsoring school. ProctorU is a private company and charges a fee for their services. Students using this resource should notify their School Counselor that their exam will be proctored virtually.

EOCEP INFORMATION AND PROCEDURES

1. Students enrolled in an End-of-Course Examination Program (EOCEP) course (**2018-19: Algebra 1 CP, Biology 1 CP, US History CP, AP US History, English 2 CP, English 2 Honors, Intermediate Algebra**) will take the EOCEP exam instead of a VirtualSC final exam. The EOCEP exam should be taken as soon as possible after the completion of the VirtualSC course.
2. The sponsoring school is responsible for administering this exam for the student; however, the resulting scores will be reported to VirtualSC. Students will code their EOC exams for VirtualSC so that the scores will be reported to the VSC office rather than the students' sponsoring school.
3. Private school sponsors of students taking an EOC exam must contact Katina Montgomery (kmontgomery@ed.sc.gov or 803-734-0016), VirtualSC School Counselor, for information on scheduling an EOC exam.
4. Following the administration of the EOC exam, the VirtualSC office will access the exam scores and will enter the score as 20% of the student's final grade.
5. Students who fail to take the EOC exam for an EOCEP course will not receive a grade for the course and their status will be Withdrawn.

AP EXAM INFORMATION AND PROCEDURES

1. Students enrolled in an AP course with VirtualSC will take both a VirtualSC Final Exam and the national AP Exam. VirtualSC is not an official testing site and therefore cannot administer the AP exam. Schools sponsoring students in VirtualSC AP courses are required to order and administer the AP exam according to the national calendar.
2. **Public school students** enrolled in VirtualSC AP courses must make testing arrangements with their school no later than January 15th.
3. **Private and homeschooled students** enrolled in VirtualSC AP courses must contact the College Board for assistance in locating a nearby high school that is administering the AP exam for the student's course. Private and homeschooled students should have several contingency plans either in their zoned district or in a nearby district.

a. **Note**: Please contact the College Board **no later than September 4** in order to ensure that the school administering the exam to your student has time to order the required exam materials.

EXAM PROCTOR INFORMATION

1. Exam proctors for VirtualSC final exams must be a South Carolina certified teacher, media specialist, school counselor or school/district administrator. An additional non-certified adult may be in the room to assist during proctoring, however, a South Carolina certified educator must remain in the proctoring room at all times to handle final exam passwords and proctor the exams.
2. If a sponsoring School Counselor is not proctoring the final exam for a student, or group of students, the sponsoring School Counselor or Counseling Director should retrieve the required final exam passwords from the VirtualSC Dashboard, and will give the SC certified educator-proctor instructions on how to complete the proctoring process.
3. On exam day, the **proctor** will key in the password for the student testing. **Students may never, in any case, have access to a final exam password.**
4. Proctors will provide students with the following information, that students are required to submit to VirtualSC as part of the final exam:
    a. **Proctor's full name**
    b. **Proctor's email address**
    c. **Proctor's phone number**

VIRTUALSC POLICIES AND GUIDELINES

Please use the links provided below to view VirtualSC's policies and guidelines on the virtualsc.org website.

VIRTUALSC LEGISLATION

VIRTUALSC REGULATION

SPONSORSHIP AGREEMENT

ACADEMIC INTEGRITY POLICY

STUDENT CODE OF CONDUCT

IEP POLICY

PREREQUISITE POLICY

[504 POLICY](#)

[ELL POLICY](#)

[WITHDRAWAL POLICY](#)

[ATTENDANCE POLICY](#)

[MODERN LANGUAGE LIVE SESSION POLICY](#)

[EXTENSION POLICY](#)

[DISPUTE POLICY](#)

[DATA RETENTION POLICY](#)

[FINAL EXAM POLICY](#)

[ACCESSIBILITY AND ACCOMMODATIONS GUIDELINES](#)

REMINDERS

1. VirtualSC's Dashboard is not connected to PowerSchool, and therefore VirtualSC will not automatically be made aware of a student's transfer to a new school. Either a student, parent or counselor should notify VirtualSC if a student's account needs to be moved in the Dashboard.
2. Parent accounts are automatically created upon the creation of a new student account. Once the New Student Application Form has been submitted, the parent/guardian will receive an email to the email address the student included in the "Parent Contact Information" field of the form. Parents may have multiple students automatically linked to their account by asking all of their students to use the same email address in the "Parent Contact Information" field of the New Student Application Form.
3. If a student's access to Moodle is not available, the student's teacher or the VirtualSC Student Services team should be notified as soon as possible to correct the error.
4. Student tutorials can also be found on the VirtualSC website at https://virtualsc.org/tutorials.
5. A list of links for each VirtualSC course can be found in the syllabus for the course. This list of links is helpful if a school or district IT professional is available to "whitelist" required course links so that students do not experience difficulty in access their course materials.