

Activating Students in VSA

Any time a student receives a new enrollment with you, they will be placed into your **Welcome Call** tab within VSA. Please ensure your filters are set up exactly the same way, with the **Student Status** set equal to **Classroom Assigned**:

The screenshot shows the VSA interface with a toolbar at the top containing tabs: 'Welcome Call Edit x', 'Monitor Edit x', '80-99% Complete Edit x', '100% Complete Edit x', 'Contact Instructor & WD's Edit x', and 'Failing (F) Edit x'. Below the toolbar is a filter section with three dropdown menus: 'Filter: Student Status', 'Is Equal To', and 'Classroom Assigned'. Below these are four buttons: a blue '+' button, a blue 'Manage' button, a blue 'Save' button, and a blue 'Load' button. To the right of these buttons is an orange 'Search' button with a magnifying glass icon.

Note - You may choose to add the “**Master Teacher**” filter if you would like to see ONLY enrollments assigned to the staff you pick. This is optional.

The screenshot shows the VSA interface with the same toolbar as the previous image. Below the toolbar, the filter section now has four dropdown menus: 'Filter: Student Status', 'Is Equal To', 'Classroom Assigned', and 'Filter: Master Teacher'. The 'Master Teacher' dropdown is highlighted with a red box. Below the 'Master Teacher' dropdown is a blue '+' button. To the right of the '+' button are three buttons: a blue 'Manage' button, a blue 'Save' button, and a blue 'Load' button. To the right of these buttons is an orange 'Search' button with a magnifying glass icon. Below the filter section, there is a text label '28 student record(s) returned by this filter.' and a 'Group action:' dropdown menu with 'Select' as the selected option. To the right of the 'Group action:' dropdown is a blue 'Go' button.

Once you have your filters correct, you will click on the far left box within the yellow toolbar to select ALL students, then click on the Group Action → Activate, and then click Go to activate all students at once. See below:

Welcome Call Edit x Monitor Edit x 80-99% Complete Edit x 100% Complete Edit x Contact Instructor & WD's Edit x Failing (F) Edit x

Filter: Student Status Is Equal To Classroom Assigned

28 student record(s) returned by this filter.

Group action: Select Go 3

1

2

Status	Current Year
Active	7
Classroom Assigned	28
Complete	0
Withdrawn	0
Withdrawn Failing	0
Withdrawn Passing	0

Student Name	Priority Rank	Action	Primary Phone	Total Credits	Gender	Current Grade Level	Enrollment Type	Welcome Call Indicator	Last Assignment Turned In Date	Percent Complete	Course Work Current Grade	Classroom Assigned Date	School District	School Name	Prior Student Indicator	Ready To Be Activated Indicator	Special Programs	VS
LMS (Educator)	20	Select	Home: (555) 555-5555	0.50	M	11	Honors	No	07/10/2025	50.00	58.18	07/08/2025	DJJ	Florida District Scholars Academy	Previous Student, Successful Completer	Yes		
LMS (Educator)	20	Select	Home: (555) 555-5555	1.00	M	12	Regular	No	07/10/2025	22.22	95.00	07/08/2025	DJJ	Florida District Scholars Academy	Previous Student, Successful Completer	Yes		
LMS (Educator)	20	Select	Home: (555) 555-5555	0.50	M	10	Regular	No				07/08/2025	DJJ	Florida District Scholars Academy	Previous Student, Not Yet Completed Successfully	Yes		
LMS (Educator)	20	Select	Home: (555) 555-5555	0.50	M	12	Regular	No				07/08/2025	DJJ	Florida District Scholars Academy	Previous Student, Not Yet Completed Successfully	Yes		

Once you have activated students, they will then move over to your **Monitor** tab. Please ensure the Student Status is set equal to **Active**.

Welcome Call Edit x Monitor Edit x 80-99% Complete Edit x 100% Complete Edit x Contact Instructor & WD's Edit x Failing (F) Edit x

Filter: Student Status Is Equal To Active

8 student record(s) returned by this filter.

Group action: Select Go

- (8 Students)

LMS	Course	Version	Segment	Master Teacher	Student Name	Action	Gender	Last Assignment Turned In Date	Last Assignment Name	Percent Complete	Course Work Current Grade	Number Assignments Submitted Last 7 Days	Classroom Assigned Date	Activation Date	Weeks Active (adjusted)	Weeks Active (non-adjusted)	Number Focus Weeks Behind	IL Status Change Notes	Comments	LMS Updated Date	
LMS (Educator)	Personal Finance and Money Management	24	1			Select	M			0.00	0	0	07/08/2025	07/09/2025	1	1.0				save	a day ago
LMS (Educator)	Personal Finance and Money Management	24	1			Select	M	07/10/2025	01.05 Paying Taxes	8.82	60.00	3	07/08/2025	07/09/2025	1	-0.6				save	about 16 hours ago
LMS (Educator)	United States History	21	1			Select	M	06/24/2025	02.06 Labor Movements	51.11	54.48	0	07/08/2025	07/09/2025	1	-8.2				save	a day ago
LMS	Personal Finance and Money	24	1			Select	M	07/10/2025	02.00	17.64	85.36	6	07/08/2025	07/09/2025	1	-2.2				save	

Please make sure you are checking your **Welcome Call** tab *daily* for any new students or enrollments you might receive throughout the week and activate them if they have a computer and are ready to work!

Remember, timely activation of students is important in order to keep their Weeks Active number correct! It should NOT take a student more than 18 weeks in order to complete one segment of a course.

Reach out to your IC if you have any questions or issues with the process!

*Happy to help,
Ashley, Traci, Kristin, + Hope*