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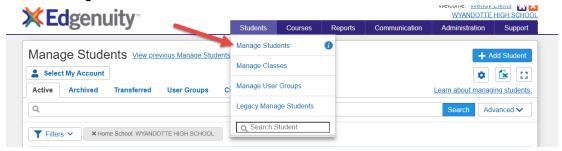
Edgenuity Contact list - link is also shared below

How to view a student's course progress when course enrollment was originally done in a different KCKPS school

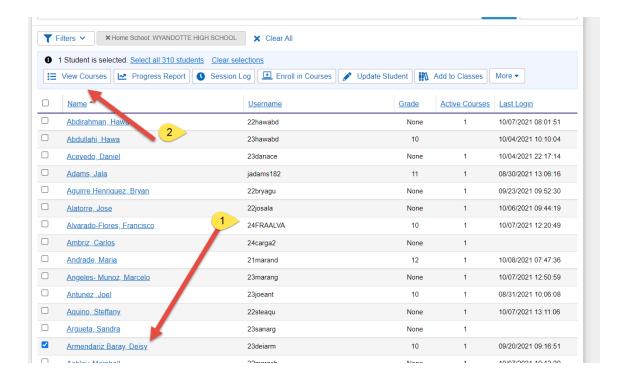
Course enrollments cannot be transferred from one school to another, although student accounts can be transferred from one school to another. If a student transfers from another KCKPS school, contact the school's Credit Recovery Coordinator (<u>list linked here</u>) to request that the Home School be changed on the student account. Once the student's Home School has been changed, the school will be able to see the student and their current course enrollments from the Manage Students Tab. A student's progress can continue to be monitored from here until the student completes the course OR this information can be used to create a customized course enrollment at the current school.

You will not be able to see this information from the dashboard, you will need to go to the students information. Below are screenshots on how you can gain access to their progress.

1. Go to Manage Students under the Students Tab.



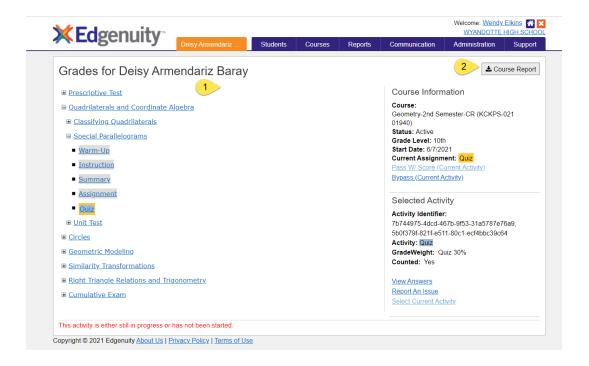
Select the student by clicking on the name or by selecting the check box and then view courses



3. From this screen select the course

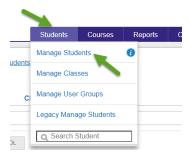


4. From this screen you can see where the students progress in the course and scores. You can also download a course report that shows the same information.

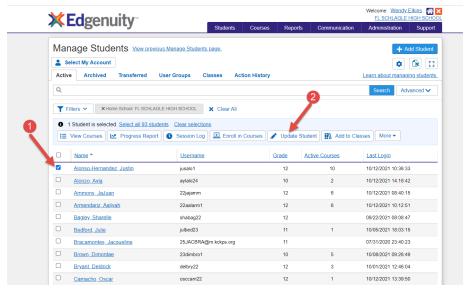


How to change a student's Home School

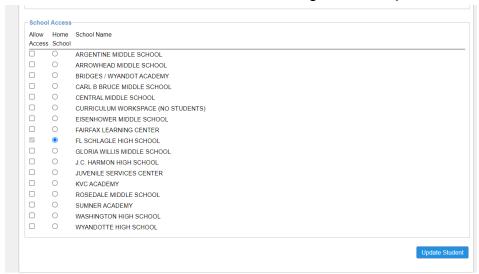
1. Go to the Student's tab in Edgenuity and select manage students



2. Select the box next to the students name and then select Update Student



3. Scroll down to the bottom of the page to School Access. Select the new school and deselect the old school. Then bottom right, select update student.



Gear Up Support Staff

The Gear Up team has support staff working with students at your school to help them in Edgenuity. A list of these people can be found on the Edgenuity Contact List that was referenced above (<u>list linked here</u>). When you are cleaning up your accounts, if you see someone that you do not recognize, please refer to this list BEFORE disabling any accounts. This is very important, as we have had personnel disabled who should not have been disabled. Again, please refer to this list before disabling any teachers or administrators from your account.

