Virtual Learning Academy

Point of Contact Documentation

Version 4.0

9/2012

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1 Overview

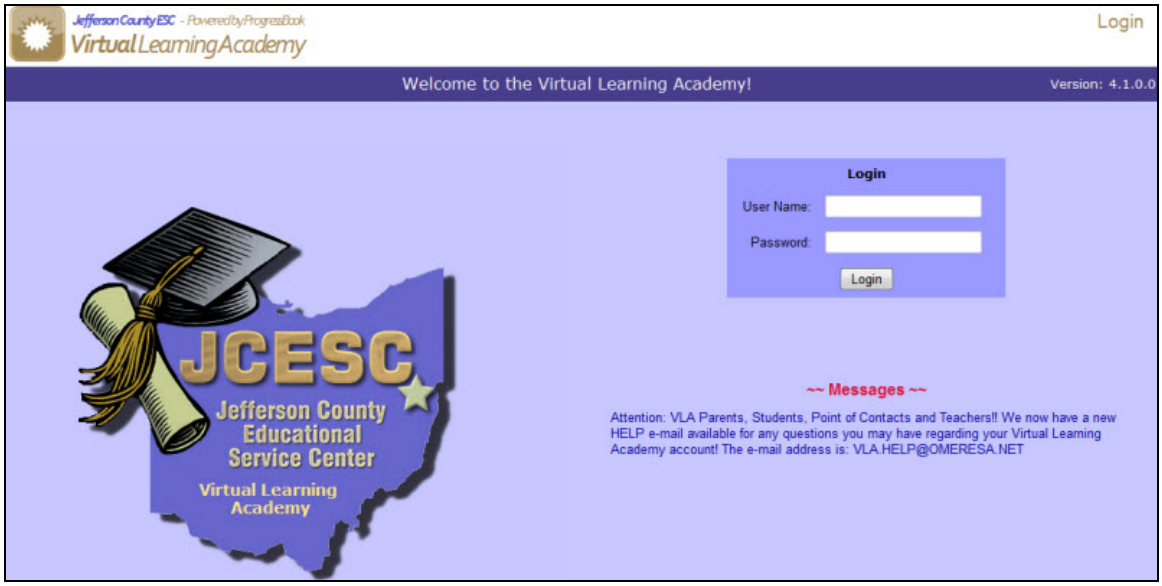
The goal of this document is to provide an overview of Virtual Learning Academy or VLA. It will familiarize you with the most common features of the application.

This manual starts by explaining how to login to VLA and what information is contained on the home page. The next section describes how to view student information such as demographics, classes and grades. The following section explains the types of reports that can be run. The final two sections explain the messaging system used to interact with students and the help system.

2 Login & *Home Page*

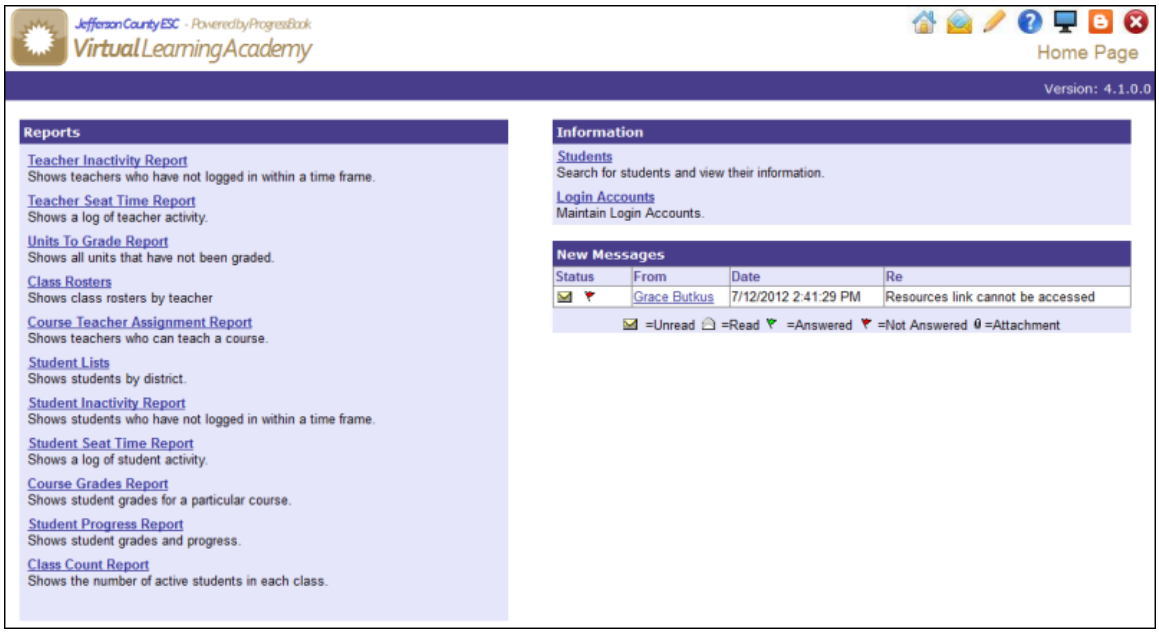
2.1 Login

The *Login* page is the first page of the application. A valid username and password is required in order to proceed.



2.2 Home Page

The *Home Page* is the first page you will see after logging in. The following sections explain the individual parts of this page.



2.2.1 Toolbar

The toolbar is located in the top right corner of the *Home Page* and provides access to some commonly used features of VLA. The toolbar can be found on every page.

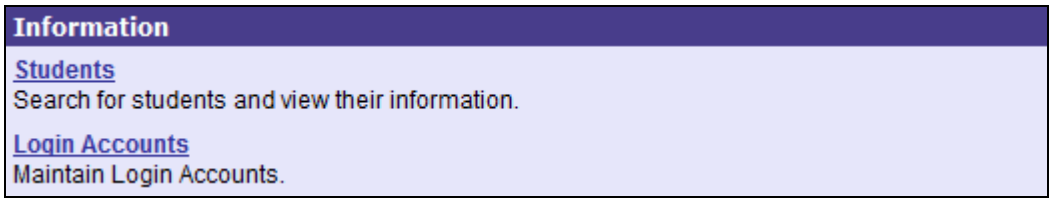
- Return to the VLA *Home Page*.
- View messages (See Section 5.1 for details).
- Write a message (See Section 5.2 for details).
- Frequently asked questions (See Section 6.1 for details).
- Contact technical support (See Section 6.2 for details).
- View VLA POC Blog (See Section 6.3 for details).
- Logout of the system.

2.2.2 Reports

This section provides a list of reports that can be run.

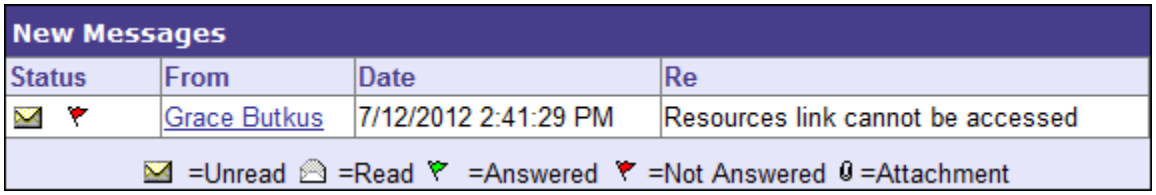
2.2.3 Information

This section allows you to access the *Students* page where you view a student's demographic information, classes and grades.



2.2.4 New Messages

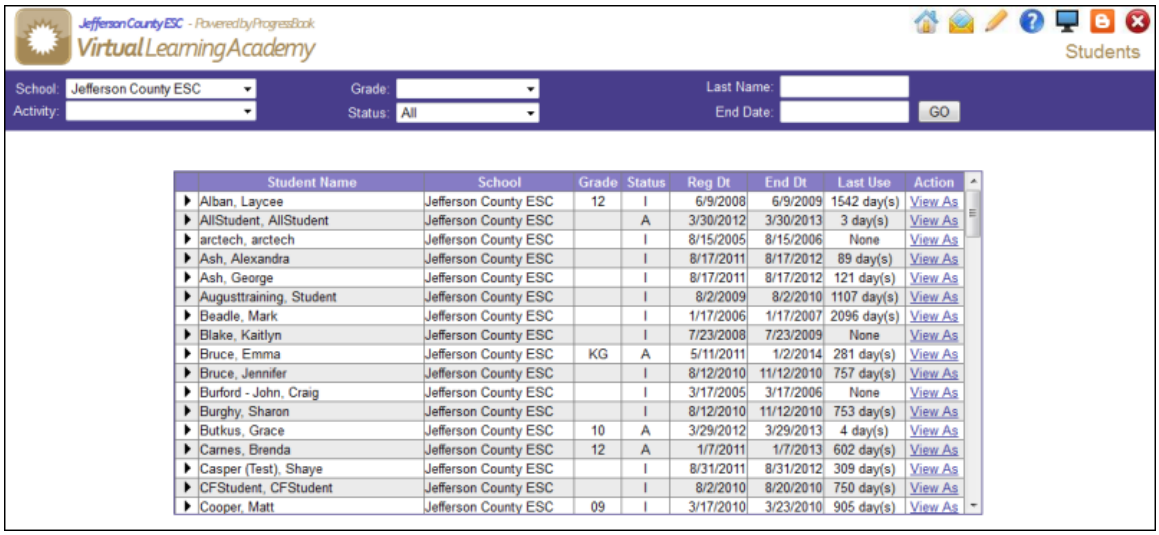
This section displays unread and not answered messages. Click on the name in the *'From'* column to view the message.



3 Student Information

3.1 Students Page

The *Students* page allows you to search for students using a variety of search criteria. Clicking on the ▶ icon next to the student's name will take you to the *Student Information* page where you view demographics, classes and account information. Clicking the *'View As'* link takes you to the *'View As the Student'* page. What this means is that when you click this link you will be taken to the homepage of the student. This is the exact same page the student sees when they login. Then you can then travel through the VLA application as the student. This feature can be used to assist students who are having problems with VLA. Also, this allows you to see their units and grades.



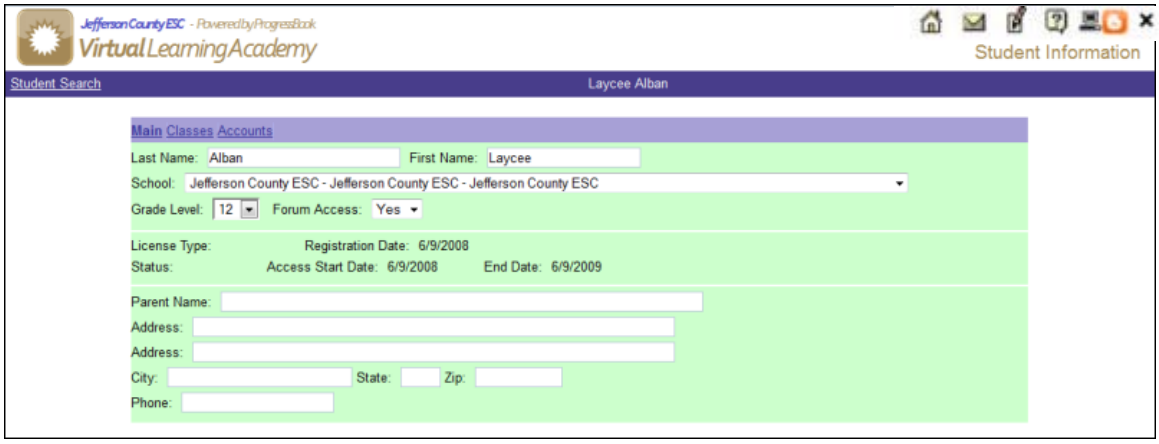
Student Name	School	Grade	Status	Reg Dt	End Dt	Last Use	Action
Alban, Laycee	Jefferson County ESC	12	I	6/9/2008	6/9/2009	1542 day(s)	View As
AllStudent, AllStudent	Jefferson County ESC		A	3/30/2012	3/30/2013	3 day(s)	View As
arctech, arctech	Jefferson County ESC		I	8/15/2005	8/15/2006	None	View As
Ash, Alexandra	Jefferson County ESC		I	8/17/2011	8/17/2012	89 day(s)	View As
Ash, George	Jefferson County ESC		I	8/17/2011	8/17/2012	121 day(s)	View As
Augusttraining, Student	Jefferson County ESC		I	8/2/2009	8/2/2010	1107 day(s)	View As
Beadle, Mark	Jefferson County ESC		I	1/17/2006	1/17/2007	2096 day(s)	View As
Blake, Kaitlyn	Jefferson County ESC		I	7/23/2008	7/23/2009	None	View As
Bruce, Emma	Jefferson County ESC	KG	A	5/11/2011	1/2/2014	281 day(s)	View As
Bruce, Jennifer	Jefferson County ESC		I	8/12/2010	11/12/2010	757 day(s)	View As
Burford - John, Craig	Jefferson County ESC		I	3/17/2005	3/17/2006	None	View As
Burghy, Sharon	Jefferson County ESC		I	8/12/2010	11/12/2010	753 day(s)	View As
Butkus, Grace	Jefferson County ESC	10	A	3/29/2012	3/29/2013	4 day(s)	View As
Carnes, Brenda	Jefferson County ESC	12	A	1/7/2011	1/7/2013	602 day(s)	View As
Casper (Test), Shaye	Jefferson County ESC		I	8/31/2011	8/31/2012	309 day(s)	View As
CFStudent, CFStudent	Jefferson County ESC		I	8/2/2010	8/20/2010	750 day(s)	View As
Cooper, Matt	Jefferson County ESC	09	I	3/17/2010	3/23/2010	905 day(s)	View As

3.2 Student Information

The *Student Information* page contains three different views called *Main*, *Classes* and *Accounts*. You can switch between them by clicking on their name in the light blue toolbar. The following sections explain each view.

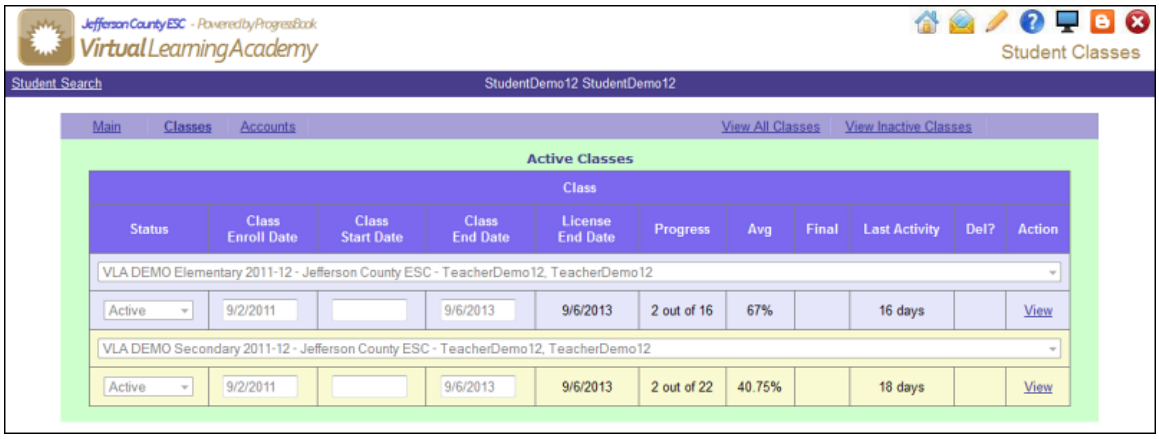
3.2.1 Main View

The *Main* view shows student demographic information.

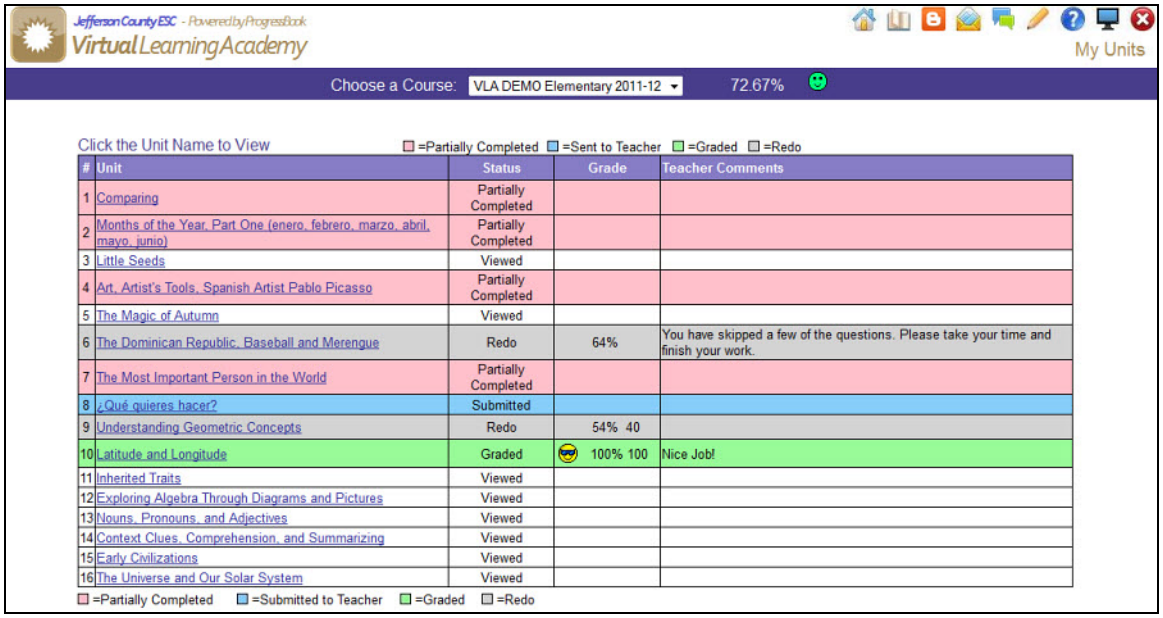


3.2.2 Classes View

The *Classes* view shows a list of a student's classes and their grades.

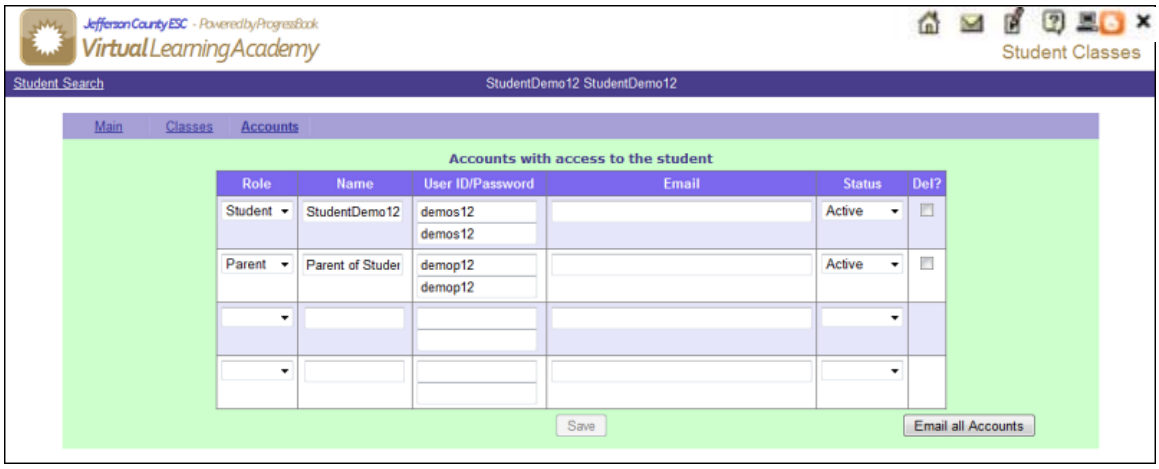


Clicking on the *'View'* link will take you to the *My Units* page where you can view grades for individual units.



3.2.3 Accounts View

The *Accounts* view shows student login and email information.

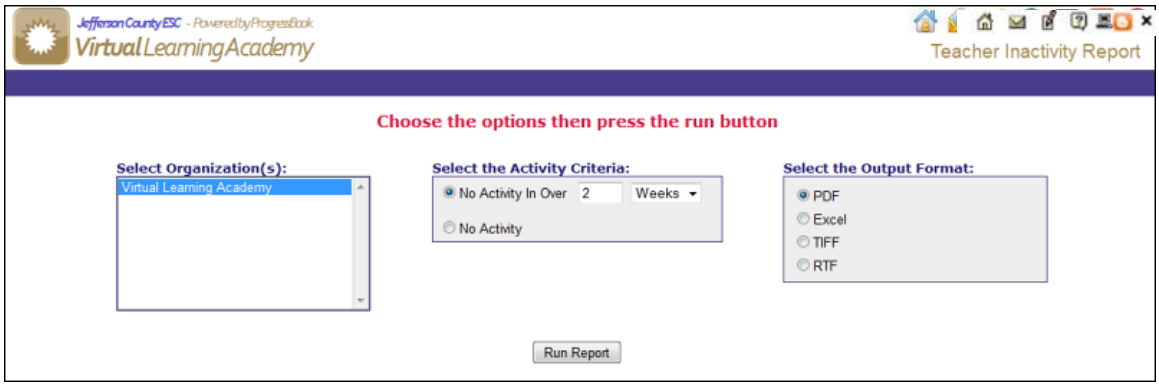


4 Reports

The following sections describe the various reports that can be run from the *Home Page*.

4.1 Teacher Inactivity Report

The *Teacher Inactivity Report* shows teachers who have not logged in within a certain time frame.

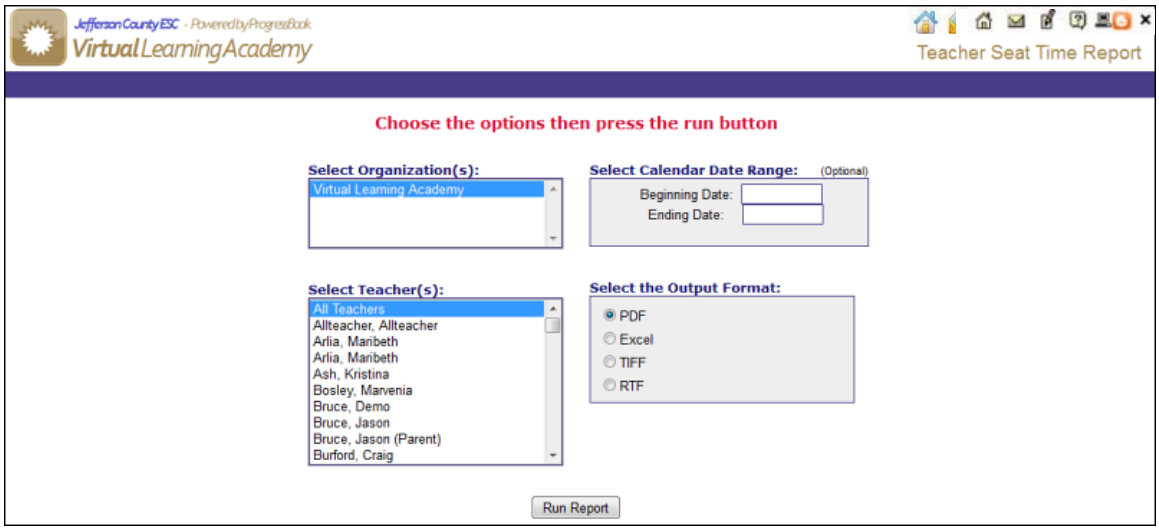


Teacher Inactivity Report

Teacher	District	# Days
Adams, Amy	Other	None
Alphonso, Soriano	Delphos City	None
Balloon, Amy	Hillsboro City	None
barnacle, s	Plain Local	None
Cass, Amy	Plain Local	None
dfdfd, fdfdffd	Perry Local	None
Fandango, Fred	Milton-Union Exempted Village	None
Gregory, Pope	Hamilton Local	None
Howard, Mo	Ridgewood Local	None
It, Iago	Otsego Local	None
Jones, Fred	Otsego Local	None
Rumminege, Karl-Heinz	Spencerville Local	None
Schroedinger, Edwin	Rolling Hills Local	None
Smith, Fred	Otsego Local	None

4.2 Teacher Seat Time Report

The *Teacher Seat Time Report* shows a log of teacher activity.



Teacher Seat Time Report

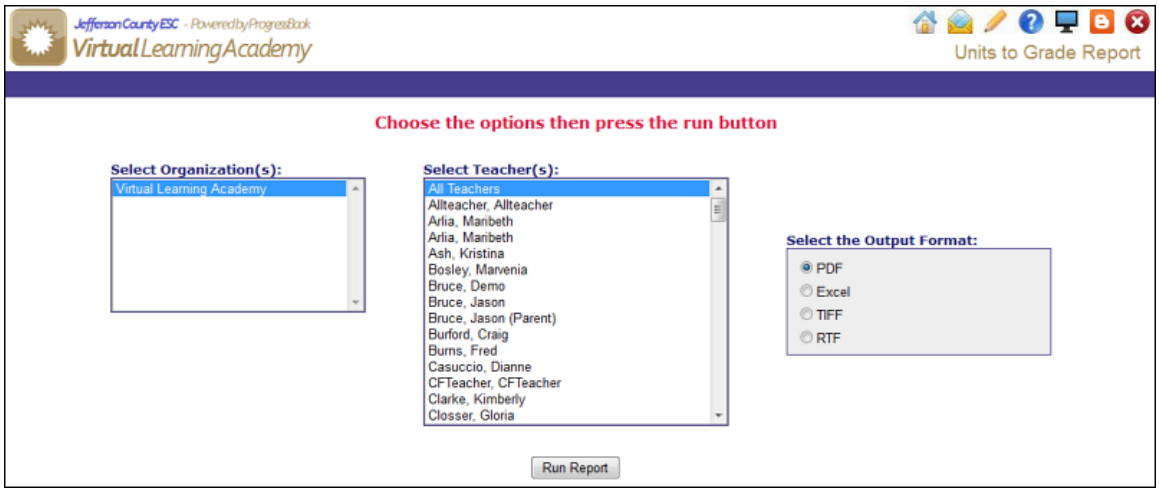
District: Jefferson County ESC

Teacher: Allteacher, Allteacher

Class	Date	Time	Session Time (hh:mm:ss)	IP Address
VLA_SS Psychology	9/7/12	11:28 AM	00:00:00	
VLA_SS Psychology	9/7/12	11:14 AM	00:00:00	
FA Art History	9/7/12	11:03 AM	00:00:00	
VLA_SS Psychology	9/7/12	11:01 AM	00:00:00	
FA Art History	9/7/12	10:54 AM	00:06:33	
FAITI Introduction to Theatre I	9/7/12	10:25 AM	00:00:00	
FAITI Introduction to Theatre I	9/7/12	10:25 AM	00:00:02	
ACT ACT Preparation_10th Ed (19-36)	9/7/12	10:25 AM	00:00:02	
ACT ACT Preparation_10th Ed (1-18)	9/7/12	10:25 AM	00:00:04	
HEALTHPE Physical Education	9/7/12	10:20 AM	00:04:34	
VLA_SS Psychology	9/7/12	10:09 AM	00:00:00	

4.3 Units to Grade Report

The *Units to Grade Report* shows all units that have not been graded.

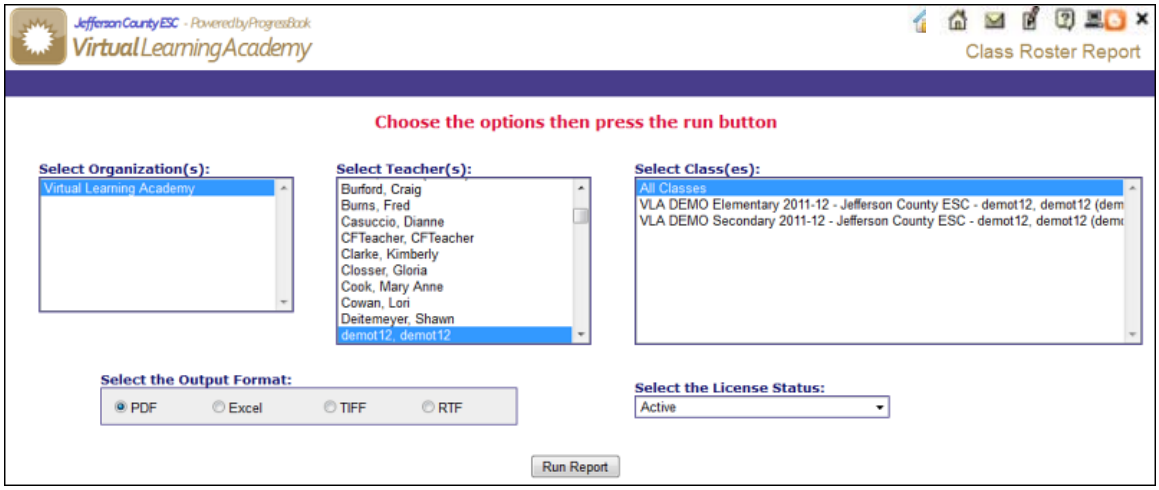


Ungraded Units Report

Teacher	# Lessons	Oldest
Balloon, Amy	1	35 day(s)
Echo, Amy	1	35 day(s)
Martling, Jackie	1	9 day(s)
Smith, Fred	1	35 day(s)

4.4 Class Rosters

Class Rosters show a teacher's roster.



Class Roster
AAA, Fred (Shadyside Local)

Science 5

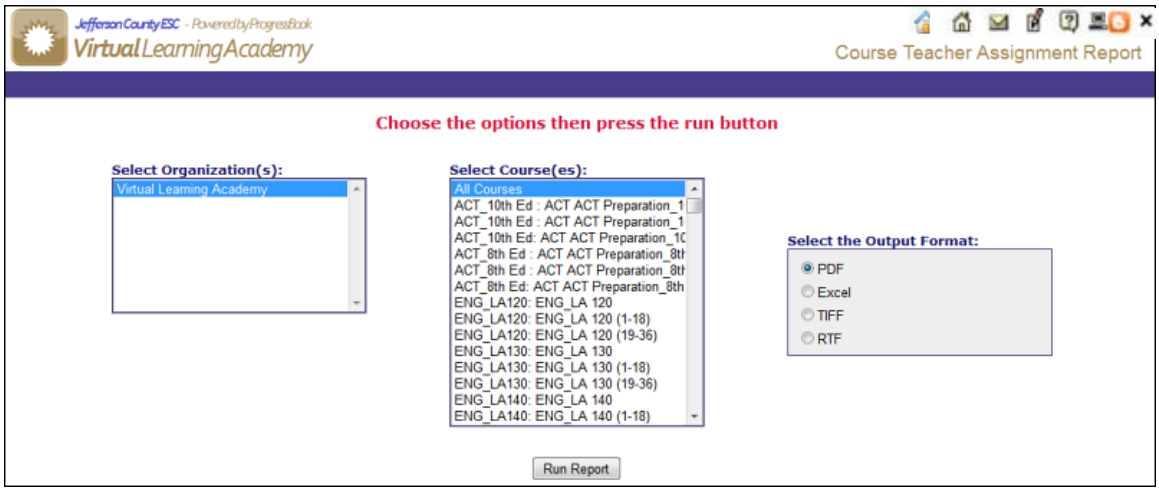
Student	District	School	Gr	Average	Final
Adams, Anne	Green	Kleckner Elementary	05		A
Hopkins, Ned	Green	Greensburg Elementary	04		
Leeders, Josh	Green	Green Intermediate School	06		
Zanghi, John	Green	Kleckner Elementary	05		

Science 6

Student	District	School	Gr	Average	Final
Bowen, Bob	Belmont-Harrison JVS	Harrison Career Center	07		

4.5 Course Teacher Assignment Report

The *Course Teacher Assignment Report* shows the teachers who can teach a particular course.

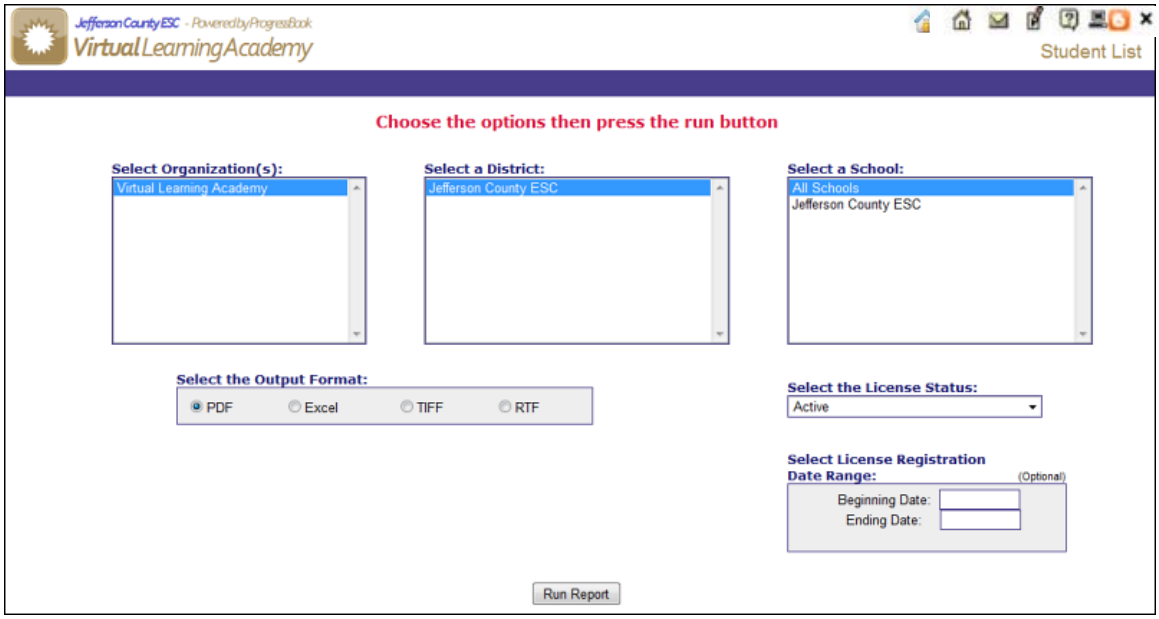


Course/Teacher Report

Algebra (MA07)	
Adams, Amy	Other
Balloon, Amy	Hillsboro City
barnacle, s	Plain Local
Fandango, Fred	Milton-Union Exempted Village
Howard, Mo	Ridgewood Local
Jones, Fred	Otsego Local
Reagan, Ronald	Otsego Local
Roy, Seigfried	Rossford Exempted Village
Rumminege, Karl-Heinz	Spencerville Local

4.6 Student Lists

Student Lists shows the students in a district or school.



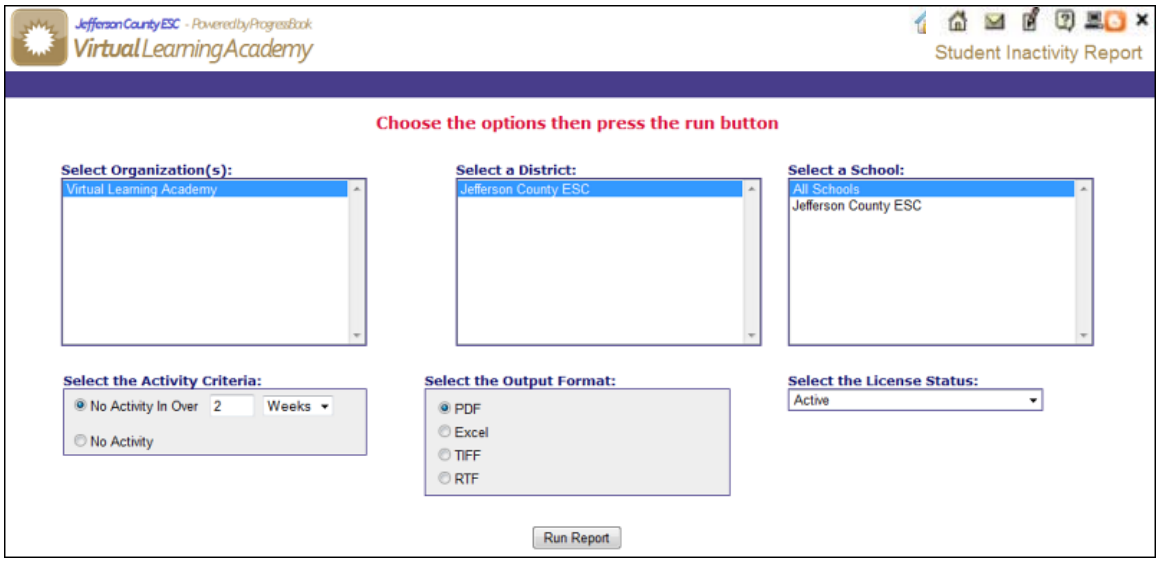
Students by District

Adena Local

Student	School	Gr	Reg Date	Start Date	End Date
Armstrong, KC	Adena HS	12	05/10/04	05/11/04	05/12/05
Lang, Artie	Adena HS	12	05/10/04	05/10/04	05/11/05
Norris, Fred	Adena HS	12	05/10/04	05/10/04	05/11/05
Reardon, Kelly	Adena ES	01	04/23/04		
Siciliano, Matt	Adena ES	06	04/23/04		
Smith, Sue	Adena MS	03	04/26/04		
Sprite, Diane	Adena MS	03	04/23/04		

4.7 Student Inactivity Report

The *Student Inactivity Report* shows students who have not logged in within a certain time frame.



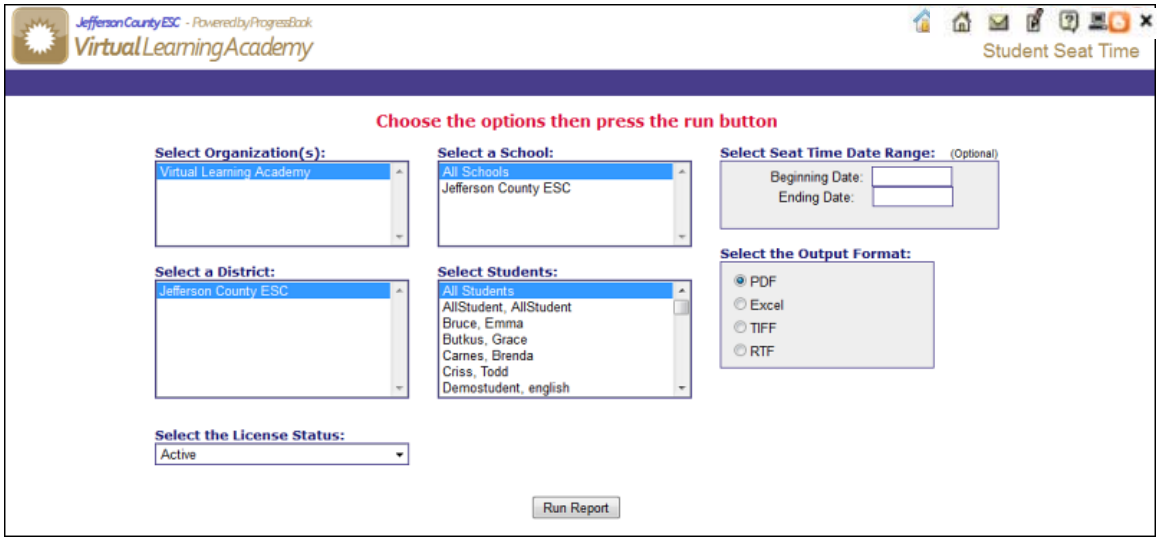
Student Inactivity Report

Green

Student	School	Gr	Reg Date	Start Date	End Date	Last Activity
Adams, Anne	Kleckner Elementary	05	08/24/03	09/01/03		141 day(s)
Beck, Bill	Kleckner Elementary		08/24/03	09/01/03		141 day(s)
Candy, Cathy	Kleckner Elementary		08/24/03	09/01/03		141 day(s)
Driver, Danny	Kleckner Elementary		08/24/03	09/01/03		141 day(s)
Ellis, Ed	Kleckner Elementary		08/24/03	09/01/03		141 day(s)
Fish, Frank	Kleckner Elementary		08/24/03	09/01/03		141 day(s)
Gally, Gill	Kleckner Elementary		08/24/03	09/01/03		141 day(s)
Hall, Harry	Kleckner Elementary	04	08/24/03	09/01/03		141 day(s)
Hopkins, Ned	Greensburg Elementary	04	08/24/03	09/01/03		140 day(s)
Leeders, Josh	Green Intermediate School	06	04/21/04			140 day(s)

4.8 Student Seat Time Report

The *Student Seat Time Report* shows a log of student activity.



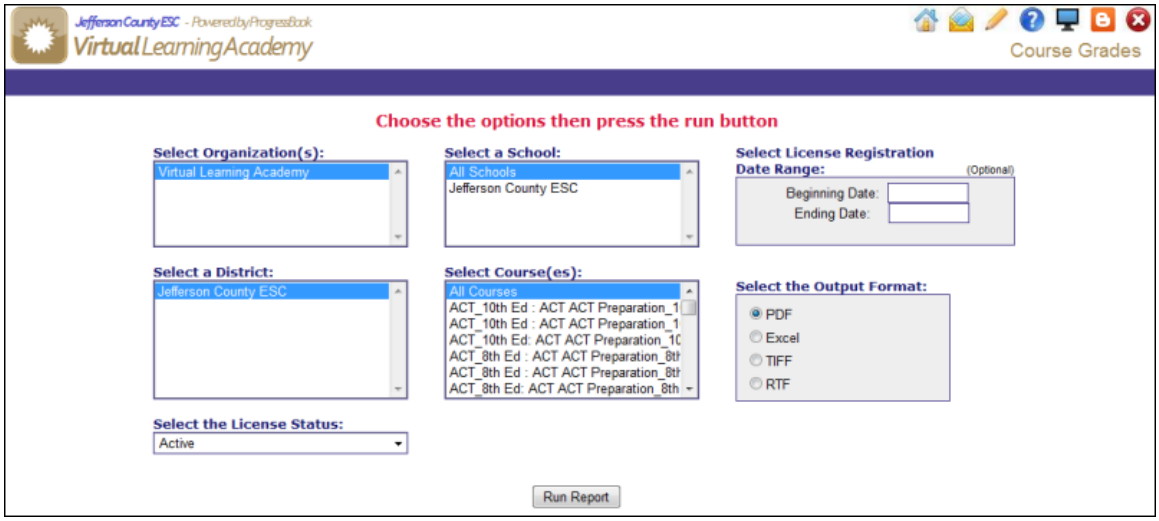
Student Seat Time Report

School Name: Adena HS
Student Name: Armstrong, KC

Class	Lesson	Date	Session Time	IP Address
Intro to VB 6.0	Functions in VB	5/12/04 11:42	00:01	192.168.1.120
Intro to VB 6.0	Functions in VB II	5/12/04 11:59	00:03	192.168.1.120
Intro to VB 6.0	Functions in VB	5/21/04 9:16	00:00	192.168.1.126
Intro to VB 6.0	Functions in VB II	5/21/04 9:16	00:00	192.168.1.126
Intro to VB 6.0	Functions in VB II	5/21/04 9:17	00:00	192.168.1.126

4.9 Course Grades Report

The *Course Grades Report* shows student grades for a particular course.

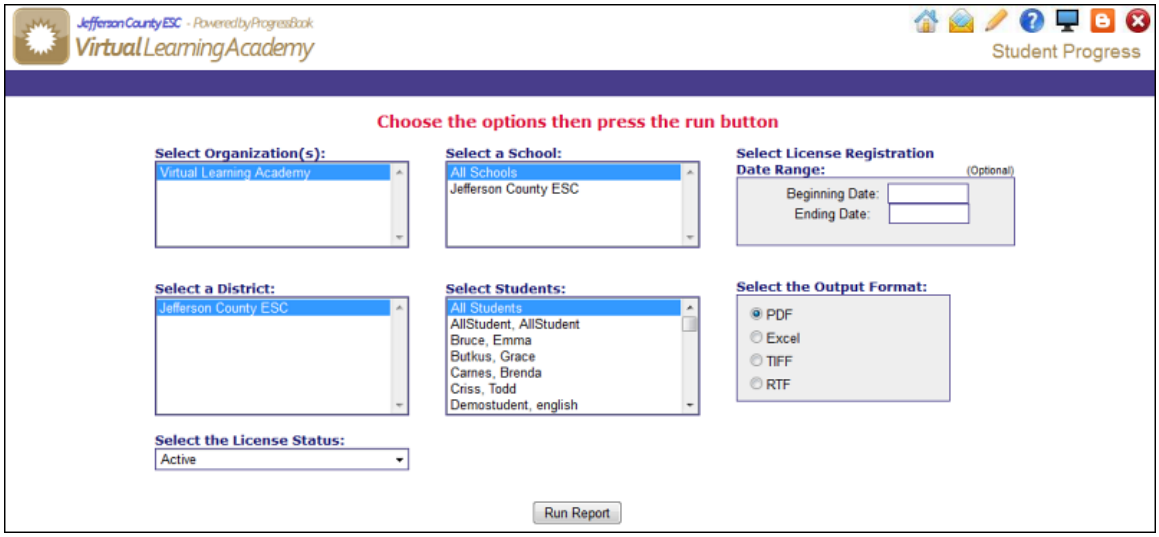


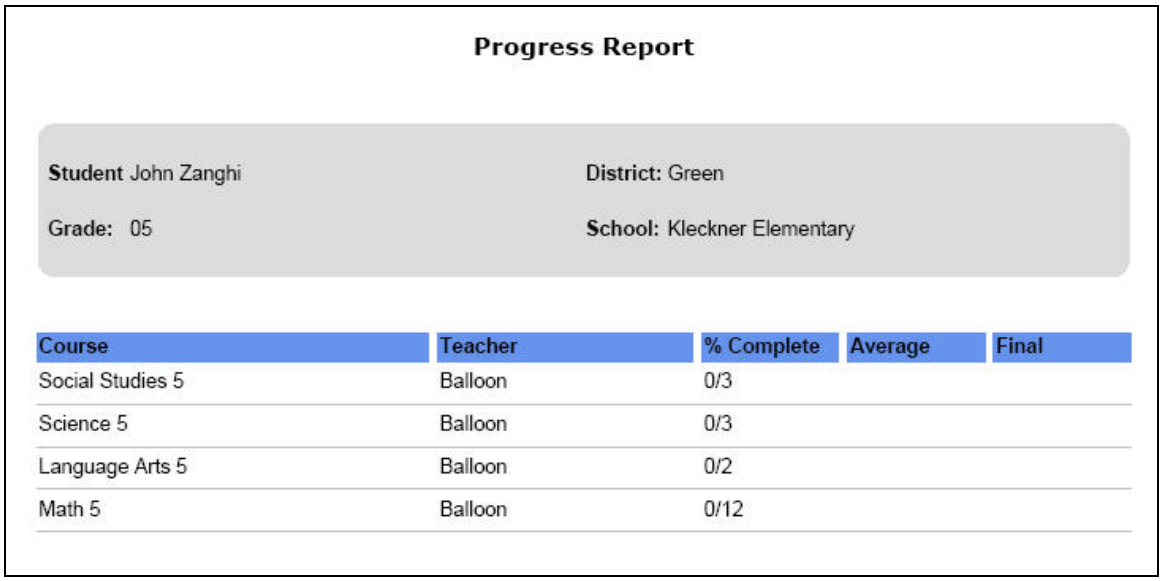
Course Grades
Math 5

Math 5						Balloon
Student	**District**	**School**	**Gr**	**Start Dt**	**End Dt**	**Final**
Adams, Anne	Green	Kleckner Elementary	05	09/01/03		
Beck, Bill	Green	Kleckner Elementary		09/01/03		
Candy, Cathy	Green	Kleckner Elementary		09/01/03		
Driver, Danny	Green	Kleckner Elementary		09/01/03		
Ellis, Ed	Green	Kleckner Elementary		09/01/03		
Fish, Frank	Green	Kleckner Elementary		09/01/03		
Gally, Gill	Green	Kleckner Elementary		09/01/03		
Hall, Harry	Green	Kleckner Elementary	04	09/01/03		
Hopkins, Ned	Green	Greensburg Elementary	04	09/01/03	09/01/04	B
Leeders, Jennifer	Allen East Local	Allen East HS	04			
Leeders, Josh	Green	Green Intermediate School	08			A
Me, Mini	Belmont-Harrison JVS	Harrison Career Center	05			
Murphy, Patty	Green	Kleckner Elementary		03/01/04		B
Zanghi, John	Green	Kleckner Elementary	05	05/03/04	05/03/05	

4.10 Student Progress Report

The *Student Progress Report* shows student grades and progress.





Progress Report

Student John Zanghi **District:** Green

Grade: 05 **School:** Kleckner Elementary

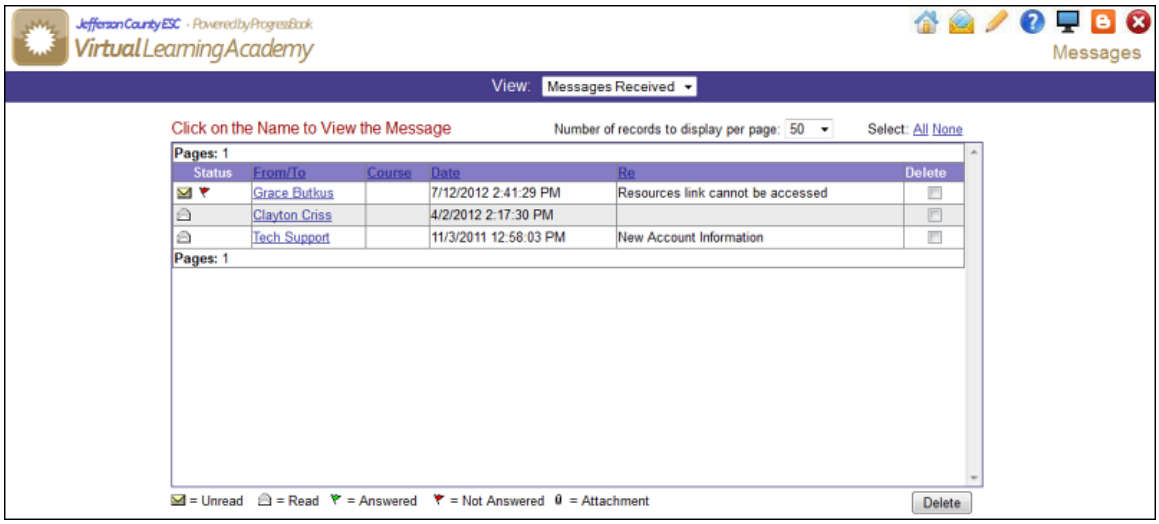
Course	Teacher	% Complete	Average	Final
Social Studies 5	Balloon	0/3		
Science 5	Balloon	0/3		
Language Arts 5	Balloon	0/2		
Math 5	Balloon	0/12		

5 Messaging

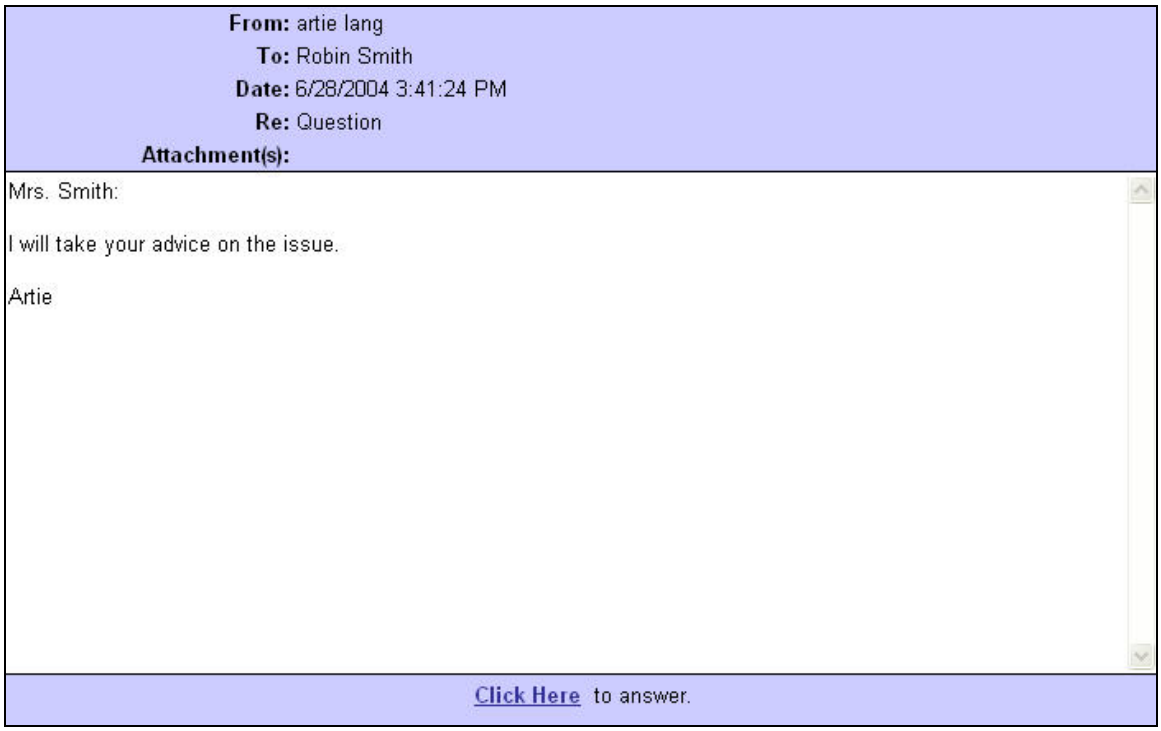
The messaging system allows you to send and receive messages from students.

5.1 Reading Messages

To view the *Messages* page click the icon in the toolbar. Click on the name in the *'From/To'* column to read a message.

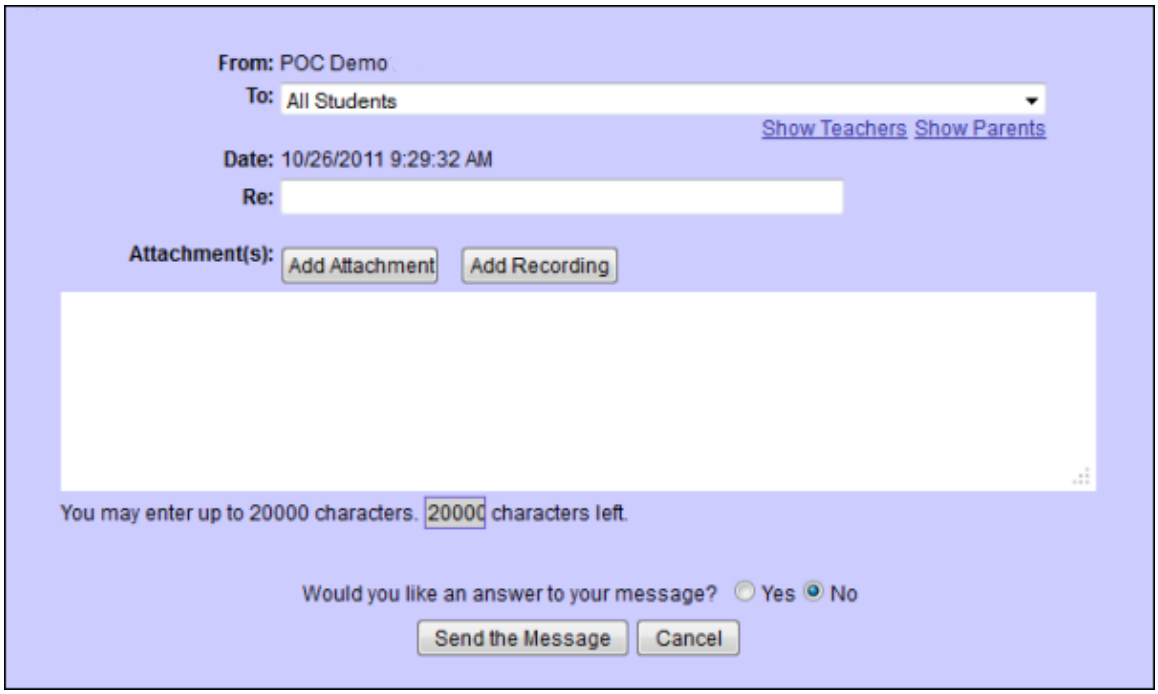


To respond to the message click the *'Click Here to answer'* link at the bottom of the message.



5.2 Writing New Messages

To write a new message click the icon in the toolbar. Choose which student to send the message to by using the *'To'* dropdown menu.



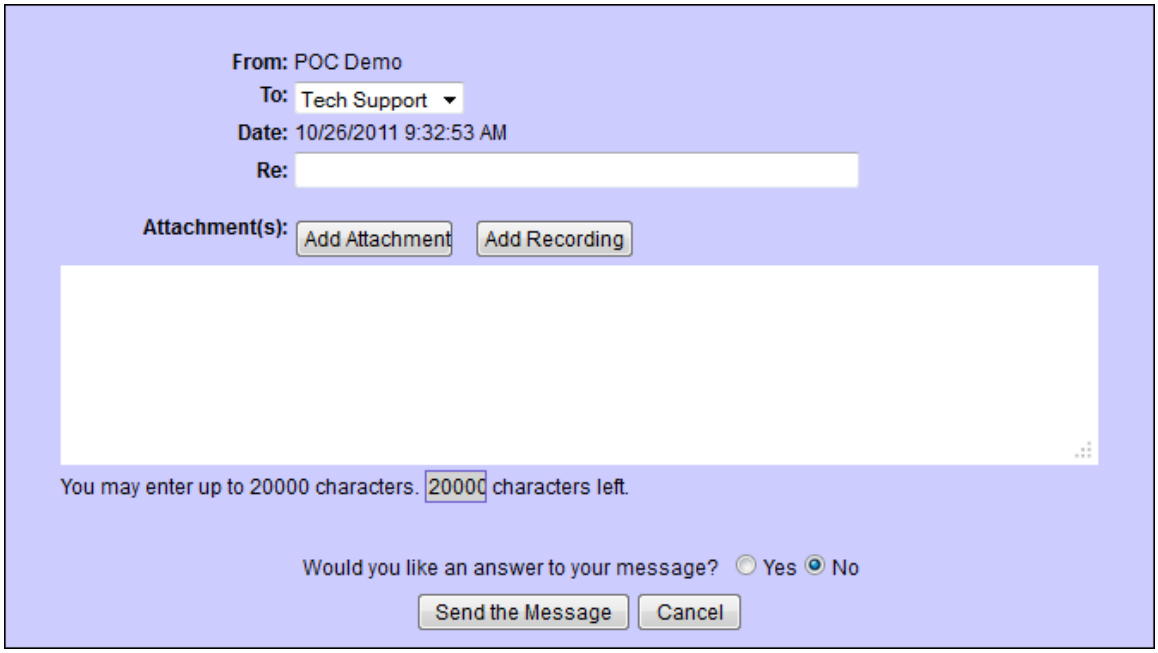
6 Support

6.1 Frequently Asked Questions

Click the icon in the toolbar to view frequently asked questions.

6.2 Contact Tech Support

Click the icon in the toolbar to send a message to Tech Support.



6.3 VLA Point of Contact Blog

Click the icon in the toolbar to view the VLA Point of Contact Blog. The students and teachers also have a VLA Blog on their homepage.