

# Virtual Learning Academy



## Point of Contact Documentation

Version 4.0

9/2012

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## **1 Overview**

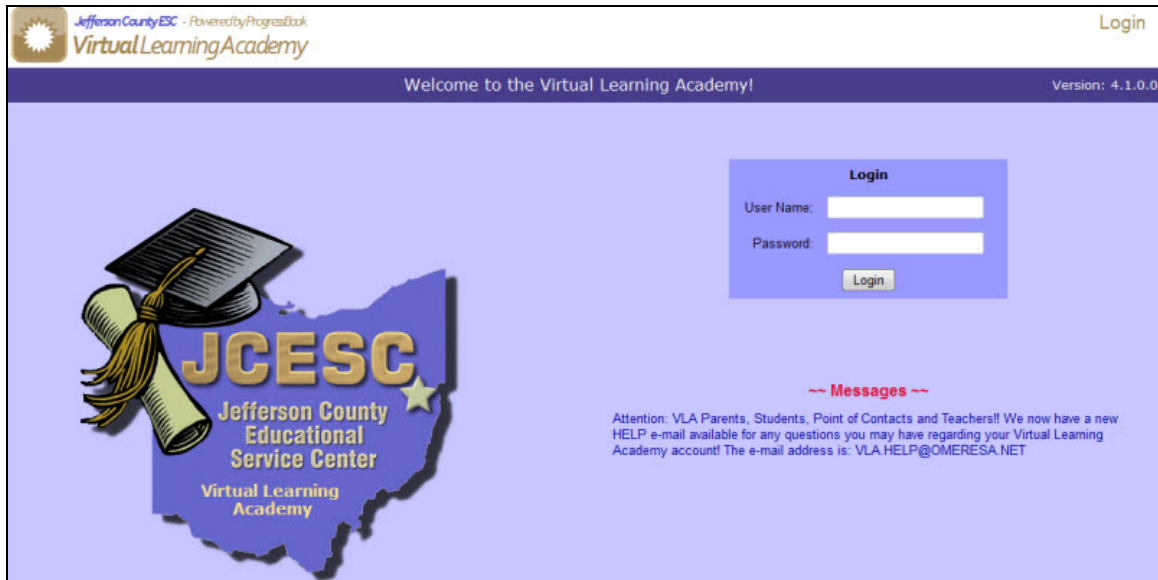
The goal of this document is to provide an overview of Virtual Learning Academy or VLA. It will familiarize you with the most common features of the application.

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.

Jefferson County ESC - Powered by ProgressBook  
Virtual Learning Academy

Home Page  
Version: 4.1.0.0

**Reports**

- [Teacher Inactivity Report](#)  
Shows teachers who have not logged in within a time frame.
- [Teacher Seat Time Report](#)  
Shows a log of teacher activity.
- [Units To Grade Report](#)  
Shows all units that have not been graded.
- [Class Rosters](#)  
Shows class rosters by teacher
- [Course Teacher Assignment Report](#)  
Shows teachers who can teach a course.
- [Student Lists](#)  
Shows students by district.
- [Student Inactivity Report](#)  
Shows students who have not logged in within a time frame.
- [Student Seat Time Report](#)  
Shows a log of student activity.
- [Course Grades Report](#)  
Shows student grades for a particular course.
- [Student Progress Report](#)  
Shows student grades and progress.
- [Class Count Report](#)  
Shows the number of active students in each class.

**Information**

- [Students](#)  
Search for students and view their information.
- [Login Accounts](#)  
Maintain Login Accounts.

**New Messages**

Status	From	Date	Re
	Grace Butkus	7/12/2012 2:41:29 PM	Resources link cannot be accessed

=Unread =Read =Answered =Not Answered =Attachment

### 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.

Reports
<a href="#">Teacher Inactivity Report</a> Shows teachers who have not logged in within a time frame.
<a href="#">Teacher Seat Time Report</a> Shows a log of teacher activity.
<a href="#">Units To Grade Report</a> Shows all units that have not been graded.
<a href="#">Class Rosters</a> Shows class rosters by teacher
<a href="#">Course Teacher Assignment Report</a> Shows teachers who can teach a course.
<a href="#">Student Lists</a> Shows students by district.
<a href="#">Student Inactivity Report</a> Shows students who have not logged in within a time frame.
<a href="#">Student Seat Time Report</a> Shows a log of student activity.
<a href="#">Course Grades Report</a> Shows student grades for a particular course.
<a href="#">Student Progress Report</a> Shows student grades and progress.
<a href="#">Class Count Report</a> Shows the number of active students in each class.








## 2.2.3 Information

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

Information
<a href="#">Students</a> Search for students and view their information.
<a href="#">Login Accounts</a> Maintain Login Accounts.


## 2.2.4 New Messages

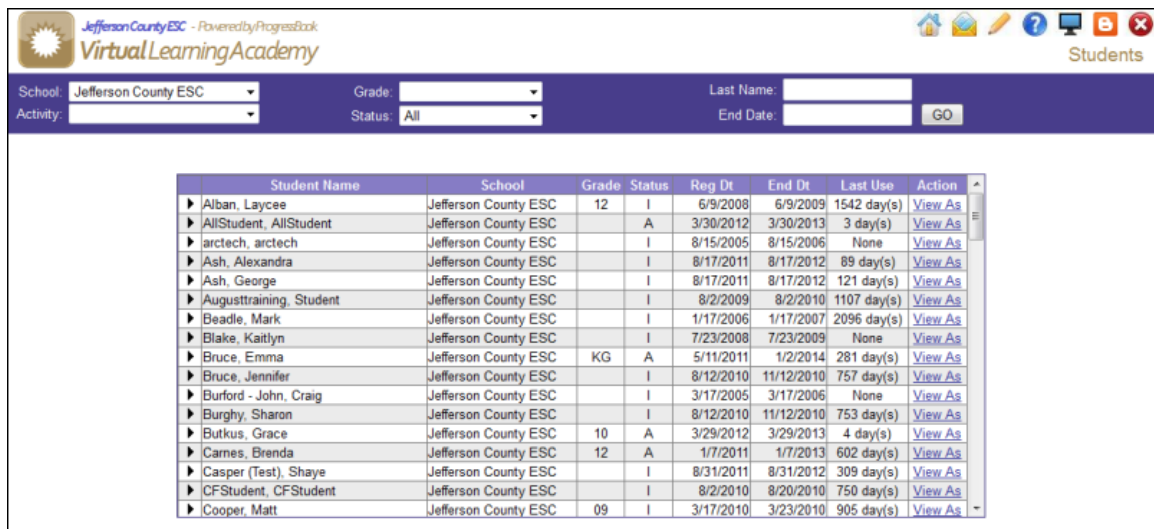
This section displays unread and not answered messages. Click on the name in the 'From' column to view the message.

New Messages			
Status	From	Date	Re
 	<a href="#">Grace Butkus</a>	7/12/2012 2:41:29 PM	Resources link cannot be accessed
 =Unread  =Read  =Answered  =Not Answered  =Attachment			

### 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)	<a href="#">View As</a>
▶ AllStudent, AllStudent	Jefferson County ESC		A	3/30/2012	3/30/2013	3 day(s)	<a href="#">View As</a>
▶ arctech, arctech	Jefferson County ESC		I	8/15/2005	8/15/2006	None	<a href="#">View As</a>
▶ Ash, Alexandra	Jefferson County ESC		I	8/17/2011	8/17/2012	89 day(s)	<a href="#">View As</a>
▶ Ash, George	Jefferson County ESC		I	8/17/2011	8/17/2012	121 day(s)	<a href="#">View As</a>
▶ Augusttraining, Student	Jefferson County ESC		I	8/2/2009	8/2/2010	1107 day(s)	<a href="#">View As</a>
▶ Beadle, Mark	Jefferson County ESC		I	1/17/2006	1/17/2007	2096 day(s)	<a href="#">View As</a>
▶ Blake, Kaitlyn	Jefferson County ESC		I	7/23/2008	7/23/2009	None	<a href="#">View As</a>
▶ Bruce, Emma	Jefferson County ESC	KG	A	5/11/2011	1/2/2014	281 day(s)	<a href="#">View As</a>
▶ Bruce, Jennifer	Jefferson County ESC		I	8/12/2010	11/12/2010	757 day(s)	<a href="#">View As</a>
▶ Burford - John, Craig	Jefferson County ESC		I	3/17/2005	3/17/2006	None	<a href="#">View As</a>
▶ Burghy, Sharon	Jefferson County ESC		I	8/12/2010	11/12/2010	753 day(s)	<a href="#">View As</a>
▶ Butkus, Grace	Jefferson County ESC	10	A	3/29/2012	3/29/2013	4 day(s)	<a href="#">View As</a>
▶ Carnes, Brenda	Jefferson County ESC	12	A	1/7/2011	1/7/2013	602 day(s)	<a href="#">View As</a>
▶ Casper (Test), Shaye	Jefferson County ESC		I	8/31/2011	8/31/2012	309 day(s)	<a href="#">View As</a>
▶ CFStudent, CFStudent	Jefferson County ESC		I	8/2/2010	8/20/2010	750 day(s)	<a href="#">View As</a>
▶ Cooper, Matt	Jefferson County ESC	09	I	3/17/2010	3/23/2010	905 day(s)	<a href="#">View As</a>

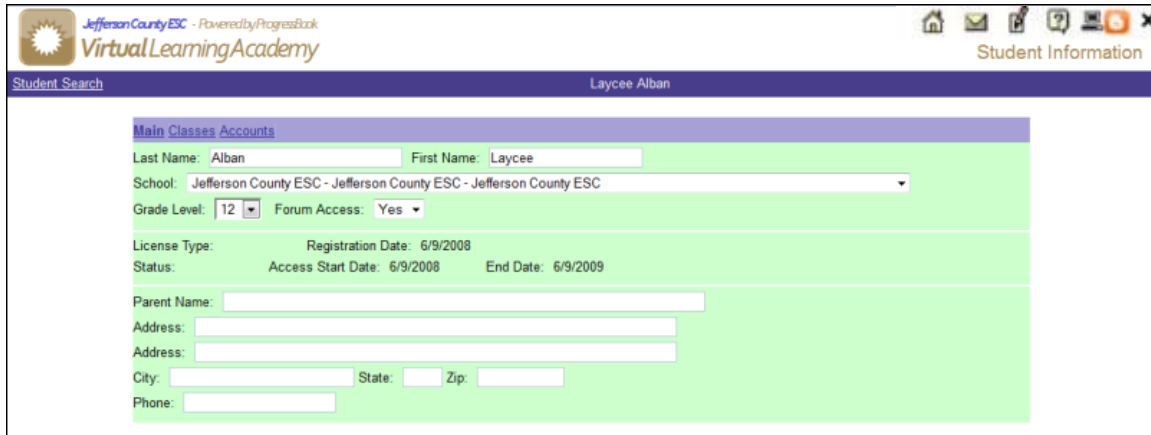


## 3.2 Student Information

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.



The screenshot displays the 'Student Information' page for 'Laycee Alban'. The page header includes the 'Virtual Learning Academy' logo and navigation icons. A toolbar at the top allows switching between 'Main', 'Classes', and 'Accounts' views. The 'Main' view is active, showing a form with the following fields:

Last Name:	Alban	First Name:	Laycee
School:	Jefferson County ESC - Jefferson County ESC - Jefferson County ESC		
Grade Level:	12	Forum Access:	Yes
License Type:	Registration Date: 6/9/2008		
Status:	Access Start Date: 6/9/2008	End Date: 6/9/2009	
Parent Name:	[Redacted]		
Address:	[Redacted]		
Address:	[Redacted]		
City:	[Redacted]	State:	[Redacted]
Zip:	[Redacted]		
Phone:	[Redacted]		

### 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.

#	Unit	Status	Grade	Teacher Comments
1	<a href="#">Comparing</a>	Partially Completed		
2	<a href="#">Months of the Year, Part One (enero, febrero, marzo, abril, mayo, junio)</a>	Partially Completed		
3	<a href="#">Little Seeds</a>	Viewed		
4	<a href="#">Art, Artist's Tools, Spanish Artist Pablo Picasso</a>	Partially Completed		
5	<a href="#">The Magic of Autumn</a>	Viewed		
6	<a href="#">The Dominican Republic, Baseball and Merengue</a>	Redo	64%	You have skipped a few of the questions. Please take your time and finish your work.
7	<a href="#">The Most Important Person in the World</a>	Partially Completed		
8	<a href="#">¿Qué quieres hacer?</a>	Submitted		
9	<a href="#">Understanding Geometric Concepts</a>	Redo	54% 40	
10	<a href="#">Latitude and Longitude</a>	Graded	100% 100	Nice Job!
11	<a href="#">Inherited Traits</a>	Viewed		
12	<a href="#">Exploring Algebra Through Diagrams and Pictures</a>	Viewed		
13	<a href="#">Nouns, Pronouns, and Adjectives</a>	Viewed		
14	<a href="#">Context Clues, Comprehension, and Summarizing</a>	Viewed		
15	<a href="#">Early Civilizations</a>	Viewed		
16	<a href="#">The Universe and Our Solar System</a>	Viewed		

### 3.2.3 Accounts View

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

The screenshot shows the 'Accounts' view in the Virtual Learning Academy interface. At the top, there is a navigation bar with 'Main', 'Classes', and 'Accounts' tabs. Below this, a table titled 'Accounts with access to the student' is displayed. The table has six columns: Role, Name, User ID/Password, Email, Status, and Del?. There are two rows of data: one for a 'Student' role with name 'StudentDemo12' and user ID/password 'demos12', and another for a 'Parent' role with name 'Parent of Studer' and user ID/password 'demop12'. Both accounts are currently 'Active'. Below the table, there are 'Save' and 'Email all Accounts' buttons.

Role	Name	User ID/Password	Email	Status	Del?
Student	StudentDemo12	demos12		Active	<input type="checkbox"/>
Parent	Parent of Studer	demop12		Active	<input type="checkbox"/>

## 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, fdfdfd	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)**

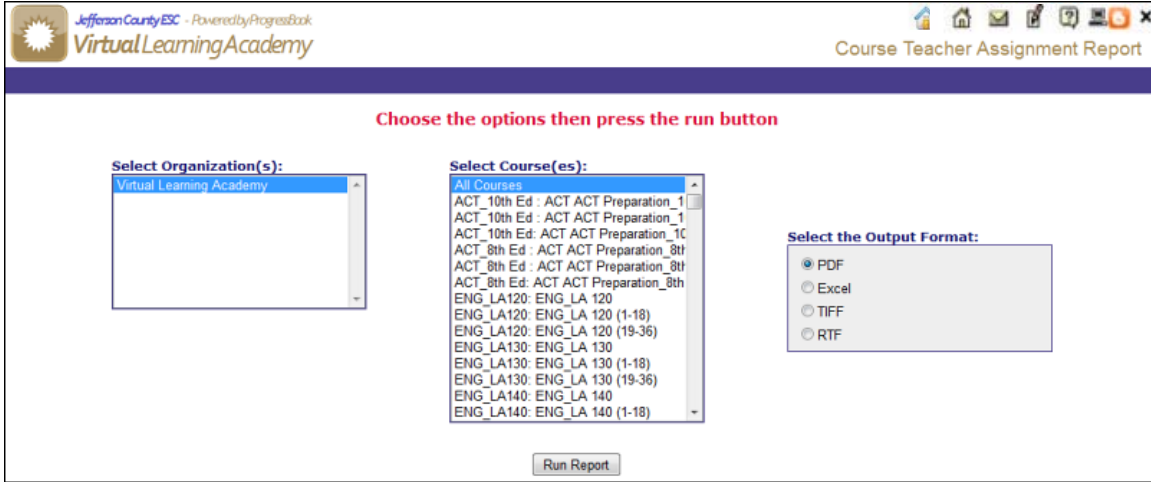
Science 5					
Student	District	School	Gr	Average	Final
Adams, Anne	Green	Kleckner Elementary	05		A
Hopkins, Ned	Green	Greensburg Elementary	04		
Leeders, Josh	Green	Green Intermediate School	06		
Zanghi, John	Green	Kleckner Elementary	05		

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	Rosford 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.

**Choose the options then press the run button**

**Select Organization(s):**  
Virtual Learning Academy

**Select a District:**  
Jefferson County ESC

**Select a School:**  
All Schools  
Jefferson County ESC

**Select the Activity Criteria:**  
 No Activity In Over 2 Weeks  
 No Activity

**Select the Output Format:**  
 PDF  
 Excel  
 TIFF  
 RTF

**Select the License Status:**  
Active

Run Report

**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.

**Choose the options then press the run button**

**Select Organization(s):** Virtual Learning Academy

**Select a School:** All Schools  
Jefferson County ESC

**Select License Registration Date Range:** (Optional)  
Beginning Date:   
Ending Date:

**Select a District:** Jefferson County ESC

**Select Course(es):** All Courses  
ACT\_10th Ed : ACT ACT Preparation\_1  
ACT\_10th Ed : ACT ACT Preparation\_1  
ACT\_10th Ed : ACT ACT Preparation\_10  
ACT\_8th Ed : ACT ACT Preparation\_8th  
ACT\_8th Ed : ACT ACT Preparation\_8th  
ACT\_8th Ed : ACT ACT Preparation\_8th

**Select the License Status:** Active

**Select the Output Format:**  
 PDF  
 Excel  
 TIFF  
 RTF

Course Grades						
Math 5						
Math 5						
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

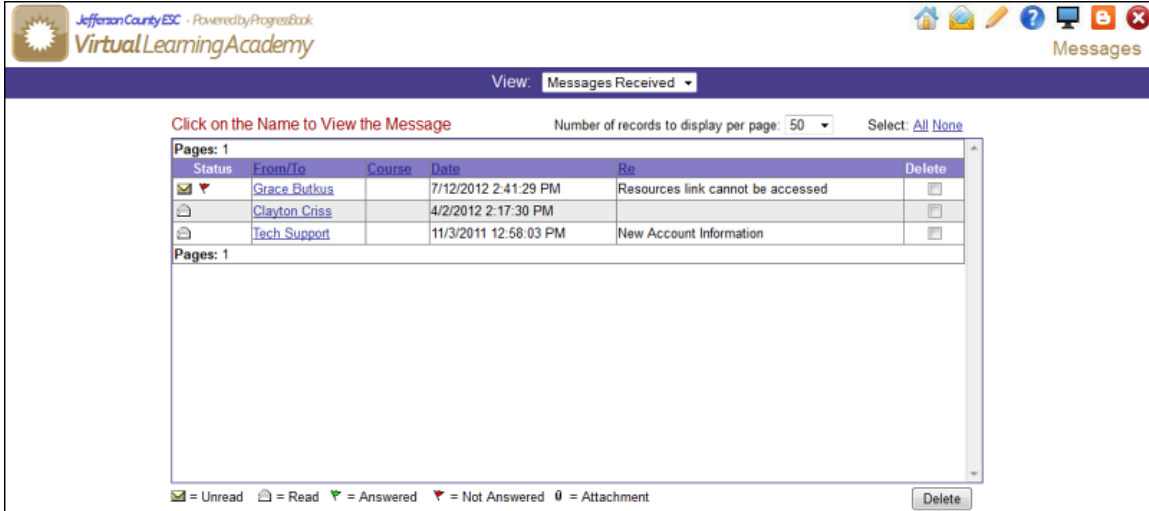
Course	Teacher	% Complete	Average	Final
Social Studies 5	Balloon	0/3		
Science 5	Balloon	0/3		
Language Arts 5	Balloon	0/2		
Math 5	Balloon	0/12		

## 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.



Jefferson County ESC - Powered by ProgressBook  
Virtual Learning Academy

Messages

View: Messages Received

Click on the Name to View the Message      Number of records to display per page: 50      Select: All None

Status	From/To	Course	Date	Re	Delete
	<a href="#">Grace Butkus</a>		7/12/2012 2:41:29 PM	Resources link cannot be accessed	
	<a href="#">Clayton Criss</a>		4/2/2012 2:17:30 PM		
	<a href="#">Tech_Support</a>		11/3/2011 12:58:03 PM	New Account Information	

Pages: 1

= Unread    = Read    = Answered    = Not Answered    = Attachment

Delete

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

**From:** artie lang  
**To:** Robin Smith  
**Date:** 6/28/2004 3:41:24 PM  
**Re:** Question

**Attachment(s):**


Mrs. Smith:

I will take your advice on the issue.

Artie

[Click Here](#) to answer.

## 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.



From: POC Demo

To: All Students [Show Teachers](#) [Show Parents](#)

Date: 10/26/2011 9:29:32 AM

Re:


Attachment(s):

You may enter up to 20000 characters. 20000 characters left.


Would you like an answer to your message?  Yes  No

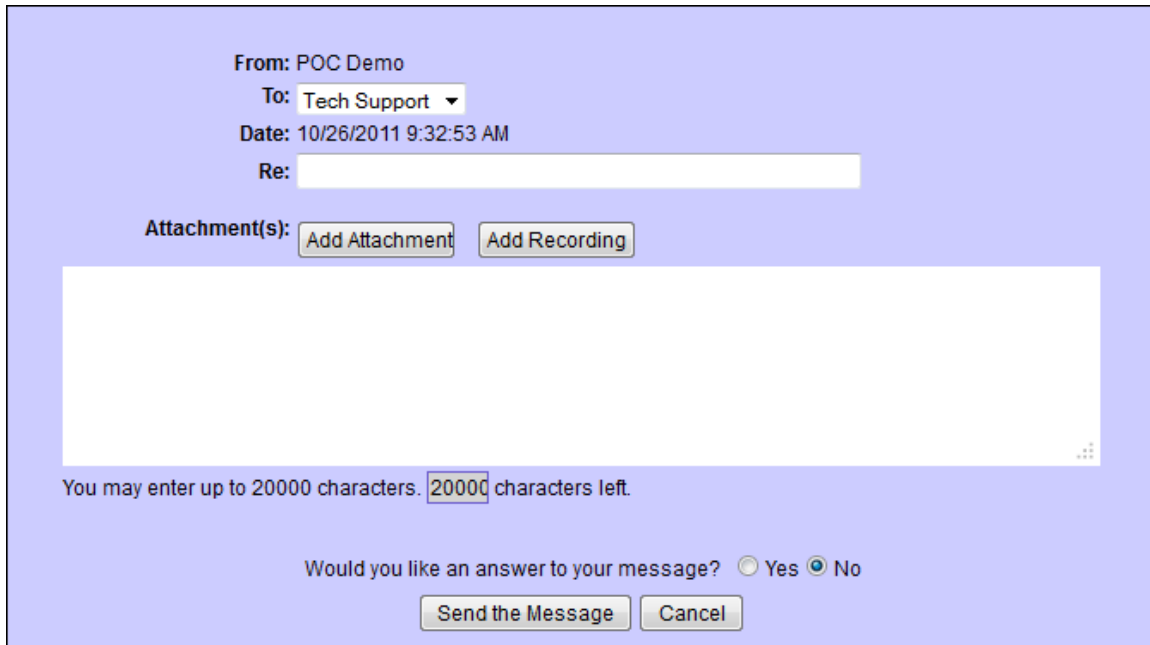
## 6 Support

### 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.



The screenshot shows a contact form with the following fields and options:

- From:** POC Demo
- To:** Tech Support (dropdown menu)
- Date:** 10/26/2011 9:32:53 AM
- Re:** [Empty text box]
- Attachment(s):** Add Attachment, Add Recording
- Message Body:** [Large empty text area]
- Character Count:** You may enter up to 20000 characters. 20000 characters left.
- Response Preference:** Would you like an answer to your message?  Yes  No
- Buttons:** Send the Message, Cancel

### 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.



The screenshot shows the homepage of the Virtual Learning Academy Point of Contact Blog. The page features a blue header with the title "Virtual Learning Academy Point of Contact" and a date "WEDNESDAY, OCTOBER 19, 2011". The main content area includes a "Reminder" post with a red "A+" grade icon and a message: "Please remind your VLA teachers to log in daily to check for units to be graded or messages to be answered. It is very important to the integrity of the program that we adhere to the 24-hour grading policy. Thanks!". On the right side, there is a "FOLLOW BY EMAIL" section with an email address input field and a "Submit" button, and a "FOLLOWERS" section with a "Join this site with Google Friend Connect" button. The page also includes a "Share" button, "Report Abuse", and "Next Blog" links at the top, and "Create Blog" and "Sign In" links at the top right.