

## Using Your FLVS® Account

My Username: \_\_\_\_\_

My Password: \_\_\_\_\_

- Verify your student's FLVS course requests.
- Access and monitor your student's status, progress, official documents, and school reports.
- Student progress is updated daily.
- To learn more about the features of your account, login to view the Counselor Training Video.
- To obtain an account with FLVS, please see the appropriate administrator at your school or submit a help ticket to <http://help.flvs.net>.

## Step-by-Step Instructions

### Verifying Students

1. Login to your account with your username and password.
2. Course requests from your students will appear on your dashboard (the first screen that appears).
3. Click on the appropriate box to verify.
4. Click on the blue bar at the bottom of the screen to UPDATE guidance verification.

### Processing FLVS Grades & Official Documents

1. Login to your account with your username and password.
2. Click on OFFICIAL DOCUMENTS in the blue navigation area to the left.
3. Find the student's name you wish to process.
4. Scroll to the far right to click/open the official document. This will produce a printable .pdf file.
5. Print the official document and input the grade into your student's transcript.
6. Click on the box to the left of your student's name, then click on the archive button to the right. This will move the official document to the archived/processed documents area. Please note: Final grade reports have an official seal and an encryption code for security purposes.

### Usernames & Passwords/Technical Assistance

If your student forgets his/her password, instruct your student to:

1. Login with his/her username.
2. Click on the button that reads FORGOT PASSWORD.
3. FLVS will email your student her/her password within 24 hours.

If your student forgets both his/her username and password or requires technical assistance, please instruct your student to:

- Submit a help ticket to <http://help.flvs.net>, or
- Call 866.322.8324 and select #2

## FLVS Policies

### Affiliation

Florida Virtual School®, in partnership with school districts, makes instruction available to Florida students enrolled in public, private, and charter schools, as well as home educated students. The Memorandum of Agreement, located at <http://www.flvs.net/educators/pages/affiliatewithflvs.aspx>, assures all parties are aware of their roles in assisting students to succeed when taking an online course with FLVS.

### Half-Credit Course Options

Your students are able to select the desired half-credit of a full-credit course at the time of course registration, prior to guidance verification.

### Honors Options

A student may select the honors version of a course once they have been placed in the course with an instructor. Students specify their desired need(s) during the welcome telephone call with an instructor and/or parent/guardian. Final grade reports will reflect the course level (regular, honors, or AP).

### Franchise Overview

Florida Virtual School courses are offered on a rolling admissions basis all year long. Students are able to begin and complete a course at any time during the year. Florida Virtual School teachers are available from 8am–8pm 7 days a week.

The local franchise virtual school offers courses during the traditional, 180-day calendar year. Students are able to complete courses during this 180-day window. Instructors are employed by local franchise (district) and their hours of availability may vary based on the district in which the franchise resides.

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## Pace

On average, students finish half-credit courses in 18 weeks and full-credit courses in 36 weeks. Accelerated and extended paces are also available.

## FLVS® Policy - Minimum Length of Courses

A minimum length of a 14-day learning experience for all FLVS course segments is in effect for each segment of the course. The first day of the 14-day learning experience begins with the first submission of an assignment. For successful completion of a skill-based course with a time component (i.e. workout logs in Personal Fitness), a longer minimum learning experience may be required to coincide with specific course requirements.

## Placement

- FLVS always attempts to accommodate a student's preferred start date.
- Students are placed in courses as seats become available. FLVS continues to accept requests throughout the school year.
- Students should login to their FLVS account regularly for updates on placement status.
- Priorities in student placement are established by legislative statute and the principles of the One Florida Initiative.

## New Student Orientation

If a student is new to FLVS or a student has never successfully completed an FLVS course, they are required to attend a New Student Orientation Live session in Blackboard Collaborate. To find the times that the sessions will be held students should visit the FLVS website [www.flvs.net](http://www.flvs.net) and look for the New Student Orientation icon. If a student is taking a course in a Virtual Learning Lab (VLL) they are not required to take the online New Student Orientation. Students in a VLL will complete their orientation with the lab facilitator.

## Summer Start

FLVS does not offer a traditional summer school with abbreviated course content. We do, however, invite students to start coursework in the summer. Although students may accelerate in their courses, there is no guarantee students will complete courses prior to the beginning of the Fall semester.

## End of Course Assessments (EOC)

EOC Assessments are computerized criterion-referenced assessments that measure the Next Generation Sunshine State Standards for specific high school level courses. Public school students taking Algebra 1, Biology, or Geometry with FLVS are required to sit for the EOC assessment and must defer to their Florida public school district to determine testing administration procedures. Upon course completion, FLVS will submit a course grade to the school of record. Course credit will be issued to a student's high school transcript by the school district upon successful completion of the EOC.

## Advanced Placement® (AP®) Exam for Credit Requirement

FLVS AP courses are designed for students to achieve college credit. Florida Students are required to take AP Exams in May as part of FLVS AP course requirements. AP course credit will not be issued to a student's high school transcript until verification of participation in an AP Exam at the conclusion of the school year the student takes the AP course. This occurs in May each year. Students should check with their Florida public school district to find the location and date for the Spring AP exam.

## NCAA Approved Provider

Student athletes looking for core courses that meet the standards of the NCAA can take them through FLVS. Florida Virtual School is a NCAA approved provider.

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