

# Tips & Tools

## Using Your FLVS Account

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

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

Your FLVS account is used to verify your students' course requests and to access and monitor their status, progress, official documents, and school reports. To create an account with FLVS, please see the appropriate administrator at your school or contact your District Relations Manager at [flvs.net/contactdrm](https://flvs.net/contactdrm).

## Step-by-Step Instructions

### Verifying Students

1. Log in 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.

### Processing FLVS Grades & Official Documents

1. Log in to your account with your username and password.
2. Click on "Student Records" in the blue navigation area to the left, then click on "PS Official Documents."
3. Find the student's name you wish to process.
4. Scroll to the right to click/open the official document under the "Document Type" column. 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 that final grade reports have an official seal and an encryption code for security purposes.
7. To view an official document that has already been archived, click on the "Archived Documents" tab next to the "New Official Documents" tab. Archived documents are listed in alphabetical order.

### Check Student Progress Using the Enrollment Status Tab

The "Enrollment Status" tab allows you to see who approved the course and the approval date. You can also see the teacher's name and email, when the last assignment was submitted, percent complete, and the student's current grade and gradebook.

1. Log in to your account.
2. Click on the "Enrollment Status" tab located on your dashboard.
3. Select the status you wish to see and click "Apply." Status options include:
  - All
  - **CRC** (Course Request Complete): the course has been verified, but the student has not yet been placed with a teacher.
  - **CA** (Classroom Assigned): the student has been placed with a teacher and has access to the course, but has not yet completed the welcome call to be officially activated.
  - **A** (Active): the student has completed the welcome call and is officially active in the course.

- **CI** (Contact Instructor): the student is behind in completing a monthly call or discussion-based assessment (DBA) and will not have access to the course until he/she has spoken with the teacher.
- **PE** (Pending Exam): this is the status for a student taking an Advanced Placement® (AP)® course, who has finished a semester, but has not been issued a grade. The student can continue to access the course until the AP Exam has been taken.
- **PW** (Pending Withdrawal): the student is currently active in the course, the teacher has requested a withdrawal, and it is currently waiting approval/denial.
- **PNA** (Pending Never Activated): the student has been placed with the teacher but has not yet completed the welcome call, the teacher has requested a withdrawal, and it is currently waiting approval/denial.

### FLVS Accounts/Technical Assistance

FLVS accounts are used to verify student's course requests and to access and monitor status, progress, official documents, and school reports. Student accounts and Elementary parent accounts are automatically created during the registration process. Parent accounts for middle and high school students can be created at <https://vsa.flvs.net/registration/guardianlogin.aspx>. For assistance with an FLVS account, please visit [help.flvs.net](https://help.flvs.net).

## FLVS Policies

### Digital Learning Labs

Digital Learning Labs offer innovative learning solutions for your school while providing engaging asynchronous and synchronous curricula to your students. This differentiated instruction may be delivered both online and face to face as needed by a certified FLVS teacher teaming up with your local school blended learning facilitator. FLVS provides the courses and certified teachers who are available via email, IM, text, and phone. Your school will provide a classroom setting (i.e. computer lab) equipped with the digital equipment and components necessary for student success. Additionally, your school must provide a dedicated staff member, or blended learning facilitator. The staff member will be required to complete the FLVS Digital Learning Lab facilitator training, provided at no cost. To learn more, contact your District Relations Manager at [flvs.net/contactdrm](https://flvs.net/contactdrm).

### 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.

### 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.

**Pace**

FLVS courses utilize traditional pace charts, designed to keep students on track. However, pace is flexible. Upon activation in the course, students can work with their teachers to create pace charts that better meet their needs. Students may also elect to complete extra assignments each week, therefore completing the course in less time.

**Placement**

- FLVS always attempts to accommodate a student's preferred start date.
- Students are placed in courses as openings become available. FLVS continues to accept requests throughout the school year.
- Students should log in 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 (NSO)**

If a student is new to FLVS or has never successfully completed an FLVS course, he/she is highly encouraged to view the Quick Start video series located on [flvs.net/quickstart](https://flvs.net/quickstart). Students taking a course in a Digital Learning Lab are not required to view NSO, as they will complete their orientation with the lab facilitator.

**Minimum Length of Courses**

A 14-day learning experience is the minimum length for each FLVS course semester in grades 6–12. The first day of the 14-day learning experience begins with the initial assignment submission. 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.

**Honors Options**

Students may select the honors version of a course upon registration or once they have been placed into the course. If students wait until course placement, they must specify their need during the welcome telephone call with their teacher and parent/guardian. Final grade reports will reflect the course level (regular, honors, or Advanced Placement<sup>†\*</sup>).

**End-of-Course Assessments (EOC)**

EOC assessments are computer-based, criterion-referenced assessments that measure the Florida Standards for specific courses, as outlined in their course descriptions. All public school, charter school, and FLVS Full Time students taking Algebra 1, Biology 1, U.S. History, Geometry, or Civics with FLVS are required to sit for the EOC assessment and the results of that assessment must count as 30 percent of their final course grade. Upon course

completion, FLVS will submit a course grade to the student's school of record. If that school of record is a public school, it is required that the school/district reconfigure the course grade to include the EOC score. Because each district has their own unique way of calculating 30 percent of the EOC score into a student's final course grade, the Florida Department of Education requires that the public school/district of record calculate in the 30 percent prior to recording the final grade on each student's transcript. FLVS defers all private school students who would like to take an EOC assessment to their district's assessment office. Private school student testing is allowable by the state, but at the discretion of the district. FLVS defers all home education students who would like to take an EOC assessment to their district's home education office.

**Advanced Placement (AP<sup>®</sup>) Exam**

FLVS AP courses are designed for students to achieve college credit upon earning a qualifying score on the AP Exam. A passing grade in the course will be accepted by most districts for high school credit, however, some may not award credit until AP exam completion. FLVS does not require participation but strongly encourages students who take AP courses to sit for the AP Exam in May as part of the experience. A grade report from FLVS detailing a student's semester grade will be issued once course requirements are met.

To help allow for course completion prior to the AP exams in May, FLVS closes registration for full-credit courses the end of September, and half-credit courses the end of January. Please encourage students to register for their FLVS AP course early and then approve the student course requests, so they have plenty of time to finish the course.

Students taking FLVS AP courses are advised to check with their Florida public school district to have their AP exams ordered and to follow their school/district policies. Information regarding ordering AP exams for students taking FLVS AP courses will be sent to schools in September. Please check your email from FLVS to be sure you receive the information.

If you have questions regarding students taking FLVS AP courses, please email [APTTesting@flvs.net](mailto:APTTesting@flvs.net).

**NCAA-Approved Core Courses**

Student athletes looking for core courses meeting NCAA standards can take them through FLVS. Please visit <https://web3.ncaa.org/hportal/exec/hsaction> (FLVS Flex code is 101541) for a list of approved FLVS courses.

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