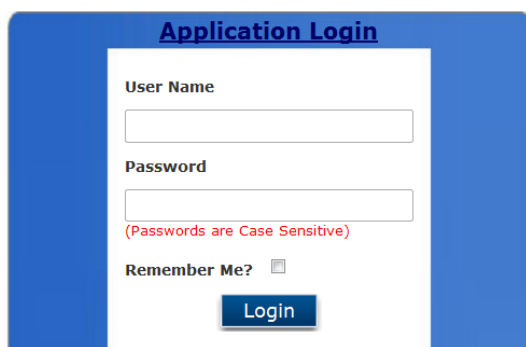


HOW TO PULL A SCHOOL VS STUDENT DETAILS REPORT

Note: this report can only be run at a school level. School principals and guidance personnel have the required access to run this report for their school.

Step 1: Log into your VSA account- <https://vsa.flvs.net/>

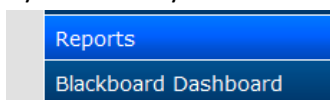
Virtual School Administrator



If you don't remember your username and/or password you can call 866-322-8324 for a Customer Care Rep, or you can call or e-mail your DRM directly.

Step 2: Select the Reports Tab

In the lower left hand corner of your screen you should see a blue box with a link to "**Reports.**" Click on



it to open the Reports menu.

On the Reports menu you will see all the available reports grouped by type: Enrollment, Reports for Physical Schools and Student Contact Information. To monitor the progress or status of your students please choose the VS Student Details Report under the Enrollment Reports section.

Enrollment Reports	Reports for Physical Schools	Student Contact Information
AP Enrollments VS Student Details	PS Active Enrollment Summary PS Enrollment Summary By Dist./PS PS Enrollment Summary By Dist./PS/Course PS Most Dropped Course By Dist./PS PS Most Popular Course By Dist./PS PS Race Numbers By Dist./PS PS Race Numbers By Dist./PS/Course PS Senior Withdrawal PS Summary School VS PS Never Activated	Student Contact Information



Step 3: Customize the report

The first part of the report selection page is the Student Virtual School and Enrollment Virtual School selection areas. The Student Virtual School is assigned to the student based on the district where he/she resides. (For example, if a student lives in Orange County he/she will be assigned to Orange County Virtual School as the virtual school.) The Enrollment Virtual School is where the student will end up taking the course; this could be either directly with FLVS or the Franchise.

You **MUST always** check the “**Florida Virtual School**” box in both the **Student Virtual School** area and the **Enrollment Virtual School** area. **Important for Franchise Districts only:** If you are or have been in a Franchise District you must select the Franchise Virtual School for your district. Failure to check these boxes usually results in a report coming back blank.

Virtual School Student Details

Student Virtual Schools:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Florida Virtual School | <input type="checkbox"/> Hillsborough Virtual School | <input type="checkbox"/> Polk Virtual School |
| <input type="checkbox"/> Alachua eSchool | <input type="checkbox"/> iFlagler Virtual School | <input type="checkbox"/> Santa Rosa Virtual School |
| <input type="checkbox"/> Bay Virtual School | <input type="checkbox"/> Kentucky Virtual School | <input type="checkbox"/> Seminole County Virtual School |
| <input type="checkbox"/> Brevard Virtual School | <input type="checkbox"/> Lee County Virtual School | <input type="checkbox"/> South Carolina Virtual School |
| <input type="checkbox"/> Broward Virtual School | <input type="checkbox"/> Leon County Virtual School | <input type="checkbox"/> St. Johns Virtual School |
| <input type="checkbox"/> Charlotte County Virtual School | <input type="checkbox"/> Levy Virtual School | <input type="checkbox"/> Sumter Virtual School |
| <input type="checkbox"/> Citrus Virtual School | <input type="checkbox"/> Louisiana.VSKOOL | <input type="checkbox"/> Virtual Learning Academy Charter School |
| <input type="checkbox"/> Clay County Virtual School | <input type="checkbox"/> Marion Virtual School | <input type="checkbox"/> Walton Virtual School |
| <input type="checkbox"/> Collier County Virtual School | <input type="checkbox"/> Miami-Dade Virtual School | <input type="checkbox"/> Collier Virtual Voyage |
| <input type="checkbox"/> Duval Virtual Instruction Academy | <input type="checkbox"/> MOLLI.VSKOOL | <input type="checkbox"/> Florida Virtual School @ Stetson |
| <input type="checkbox"/> Escambia Virtual Academy | <input type="checkbox"/> MyDistrict Virtual School | <input type="checkbox"/> MOLLI |
| <input type="checkbox"/> eTech School of Manatee | <input type="checkbox"/> Nassau Virtual School | <input type="checkbox"/> Somerset Academy International |
| <input type="checkbox"/> Florida Virtual Global School | <input type="checkbox"/> Okaloosa Online | <input type="checkbox"/> New Jersey Virtual School |
| <input type="checkbox"/> FLVS Franchise @ PAEC | <input type="checkbox"/> Orange County Virtual School | <input type="checkbox"/> Wisconsin eSchool Network |
| <input type="checkbox"/> FLVS Professional Learning | <input type="checkbox"/> Osceola Virtual Secondary School | <input type="checkbox"/> Appleton eSchool |
| <input type="checkbox"/> Global School Easy Start | <input type="checkbox"/> Palm Beach Virtual | <input type="checkbox"/> Kiel eSchool |
| <input type="checkbox"/> Hernando eSchool | <input type="checkbox"/> Pasco eSchool | |

Enrollment Virtual Schools:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Florida Virtual School | <input type="checkbox"/> Hillsborough Virtual School | <input type="checkbox"/> Polk Virtual School |
| <input type="checkbox"/> Alachua eSchool | <input type="checkbox"/> iFlagler Virtual School | <input type="checkbox"/> Santa Rosa Virtual School |
| <input type="checkbox"/> Bay Virtual School | <input type="checkbox"/> Kentucky Virtual School | <input type="checkbox"/> Seminole County Virtual School |
| <input type="checkbox"/> Brevard Virtual School | <input type="checkbox"/> Lee County Virtual School | <input type="checkbox"/> South Carolina Virtual School |
| <input type="checkbox"/> Broward Virtual School | <input type="checkbox"/> Leon County Virtual School | <input type="checkbox"/> St. Johns Virtual School |
| <input type="checkbox"/> Charlotte County Virtual School | <input type="checkbox"/> Levy Virtual School | <input type="checkbox"/> Sumter Virtual School |
| <input type="checkbox"/> Citrus Virtual School | <input type="checkbox"/> Louisiana.VSKOOL | <input type="checkbox"/> Virtual Learning Academy Charter School |
| <input type="checkbox"/> Clay County Virtual School | <input type="checkbox"/> Marion Virtual School | <input type="checkbox"/> Walton Virtual School |
| <input type="checkbox"/> Collier County Virtual School | <input type="checkbox"/> Miami-Dade Virtual School | <input type="checkbox"/> Collier Virtual Voyage |
| <input type="checkbox"/> Duval Virtual Instruction Academy | <input type="checkbox"/> MOLLI.VSKOOL | <input type="checkbox"/> Florida Virtual School @ Stetson |
| <input type="checkbox"/> Escambia Virtual Academy | <input type="checkbox"/> MyDistrict Virtual School | <input type="checkbox"/> MOLLI |
| <input type="checkbox"/> eTech School of Manatee | <input type="checkbox"/> Nassau Virtual School | <input type="checkbox"/> Somerset Academy International |
| <input type="checkbox"/> Florida Virtual Global School | <input type="checkbox"/> Okaloosa Online | <input type="checkbox"/> New Jersey Virtual School |
| <input type="checkbox"/> FLVS Franchise @ PAEC | <input type="checkbox"/> Orange County Virtual School | <input type="checkbox"/> Wisconsin eSchool Network |
| <input type="checkbox"/> FLVS Professional Learning | <input type="checkbox"/> Osceola Virtual Secondary School | <input type="checkbox"/> Appleton eSchool |
| <input type="checkbox"/> Global School Easy Start | <input type="checkbox"/> Palm Beach Virtual | <input type="checkbox"/> Kiel eSchool |
| <input type="checkbox"/> Hernando eSchool | <input type="checkbox"/> Pasco eSchool | |

[Apply filter on below options](#)

The next part of the report customization page addresses specific school details. (See the screen image below.) The State field defaults to Florida, the District and Physical School fields will default to your own district and school, and the Physical School Property field will default to your type of school. Physical School field is the name of the brick and mortar school the student is enrolled in and the Physical School

Property shows if the school is private, public, charter, homeschool.

State:

District:

Physical School:

Physical School Property:

The third area to customize involves selecting which subject, course, course type (regular, honors, advanced,) course part (segment 1, segment 2 or both) and School Year(s) you want to filter by to be more specific in your search. Simply click on the drop down button next to each field to view the choices and make a selection or you can also pull information on all the courses your students are taking.

Subject: 

Course: 

Course Type: 

Course Part: 

The school year field defaults to 2011-2012.

The final section for you to customize before generating the report is the Enrollment Status. You can select one or multiple options. Simply click on the checkbox next to each status type desired or leave them all unchecked to pull all the statuses. (A description of each status appears on the next page.)

Enrollment Status:

<input type="checkbox"/> Course Requested	<input type="checkbox"/> Active	<input type="checkbox"/> Never Assigned
<input type="checkbox"/> Course Request Complete	<input type="checkbox"/> Withdrawn Failing	<input type="checkbox"/> Complete Failing
<input type="checkbox"/> Never Activated	<input type="checkbox"/> Withdrawn No Grade	<input type="checkbox"/> Contact Instructor
<input type="checkbox"/> Classroom Assigned	<input type="checkbox"/> Complete	

Explanation of statuses:



Course Requested - student has selected the course but it has not been verified by the school personnel.

Course Request Complete - enrollment has been verified by the school personnel and is ready for the next step in the process - classroom assigned.

Never assigned - the student was never assigned to a teacher. This occurs if a course request is never verified.

Classroom Assigned - this means that the student has been assigned to a teacher/classroom and can begin working in the course.

Never Activated – this status is achieved when the student has been classroom assigned but the teacher does not activate the student into the course.

Active - after the student completes the new student orientation (if new to FLVS) and completes the welcome call with the teacher he/she will be activated into the course. This starts the clock on the 28-day grace period.

Withdrawn No Grade - the student is requesting to be withdrawn within the 28 day grace period and this action will not affect his grade.

Withdrawn Failing - the student has passed the 28 day grace period and is requesting to be withdrawn from the course.

Complete - the student has successfully completed the course with a passing grade.

Complete Failing - the student has completed the course with a failing grade.

Contact Instructor - this status means that the student has been locked out of the course and needs to contact the teacher to be able to continue to work.

Step 4: Select Format

The report output option defaults to Excel. Other options are available and this is where you can specify an alternate format. We recommend that you take the default (Excel) so that you can sort and further manipulate the data as needed using Excel or a comparable program.

Step 5: Generate the Report

Once all the selections have been made, click on the Generate Report blue and white button at the bottom of the page. Reports typically take 2-3 minutes to generate.

Select a format:



Excel ▾

Generate Report



Things to keep in mind: The reports will come back in Excel format with several columns. The most important fields are “Status” “Current Percent Complete” “Weeks Active” and “Current Grade”. If you’re searching for students who completed over the summer, you will want to take a look at the “Active” students as well because you may have students who are 95% complete and most likely will finish before school starts. Along that same line, you may have a student who is 35% complete who most likely won’t finish before school starts.

You may delete unwanted columns like gender, race, course code, etc to make the report shorter. You can also add a filter to the header row so that you can sort by course, by teacher, by status, etc. To add a filter option left click on the cell number where the header is located, the row will turn blue.

1	Enrollment													
2	Details													
3	Student's VS:	1	Subject:	All	Course:	All								
4	Enrollment VS:	1	Supervisor:	All										
5			Statuses:	1, 2, 3, 4, 5, 6, 7, 8,										
6				9, 10, 11, 12, 13,										
7				14, 15										
8			School:	United										
9				States\Florida\										
10				Suwannee\Suwannee Middle										
11	School Type:	Public School												
12	School Year:	2011-2012												
13														
14	State	District	School	School Type	Student First Name	Student Last Name	Student Number	Gender	Race	Subject	Course	Part (Semester)	Course Code	Teacher
15														

Leave the row as is and under the data option click on the filter symbol. This will add a drop down option on each header column.

