

# 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 submit a help ticket to [help.flvs.net](http://help.flvs.net).

## 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 To view an official document that has already been archived, click on the "Archived Documents" tab next to the "New Official Documents" tab.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.

### Usernames & Passwords/Technical Assistance

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

1. Click the "Forgot Username/Password" link on the log in area of the dashboard.
2. Fill out the appropriate "Forgot Username" or "Forgot Password" form.
3. FLVS will email your student his or her password.
4. If a student forgets both his or her username and password, please instruct that student to contact the help desk by phone (800.374.1430, option # 2) or by submitting a help ticket to [help.flvs.net](http://help.flvs.net). Please note that students will need to change their passwords every 90 days.

## FLVS Policies

### 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

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®\*).

### 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](http://flvs.net/contactdrm).

### 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.

### FLVS Policy – Minimum Length of Courses

A 14-day learning experience is the minimum length for each FLVS course segment. 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.

[continued](#)

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## 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 or 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.

## 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 Florida Standards for specific courses. 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 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 transcript by the school district upon successful completion of the EOC Assessment. *For students who must have their EOC results count for 30 percent of their grade, based on district policy, the school district will reconfigure the final course grade to include that percentage. If private school students would like to take the EOC Assessment, they must work with their district assessment office. All private school testing is at the discretion*

*of their district assessment office. If home education students would like to take the EOC Assessment, they must work with the home education office or testing/assessment office in their district.*

## Advanced Placement (AP®) 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. A grade report from FLVS detailing a student's segment grade will be issued once course requirements are met. FLVS strongly encourages students who take AP courses to sit for the course AP Exam in May as part of the experience. Students should check with their Florida public school district to find the location and date for the Spring AP Exam. In order to facilitate student success on the exams, FLVS will close registration for full-credit AP courses on November 30, 2017, and half credit courses on January 31, 2018. Please encourage students to register early so they have plenty of time to finish the course, and you have time to approve student course requests.

## Industry Certification (CTE) Exams

Through the FLVS Get Certified program, students can obtain industry credentials in Adobe, Microsoft, CompTIA, and Oracle. Students will work through preparatory courses, practicing for certification exams that are cost-covered by FLVS and taken at an authorized testing center. Through the completion of these nationally-recognized credentials, students gain professional skills for college and future careers. These certifications will demonstrate to potential employers and universities that an individual's skills are current and that the student can meet performance standards in the industry. Career and technical education credentials can even lead to college credit. The FLVS Get Certified program courses are offered to Florida students year-round.

## NCAA-Approved Core Courses

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

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