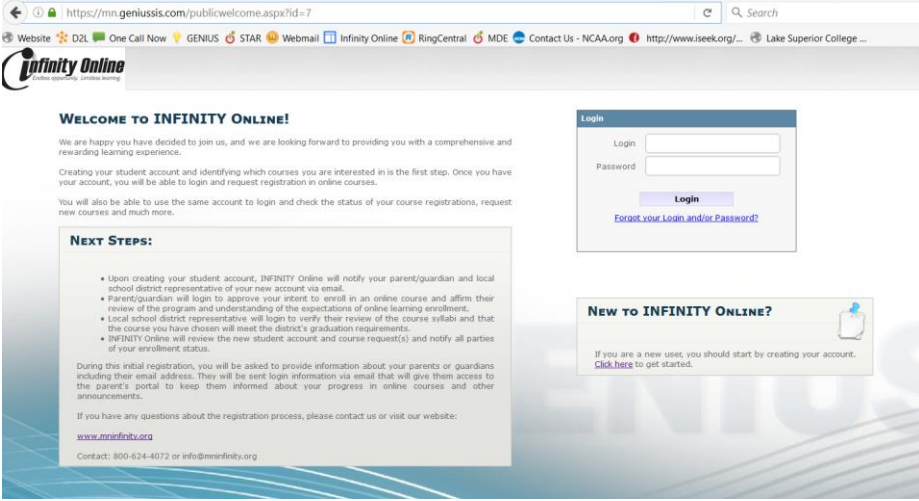
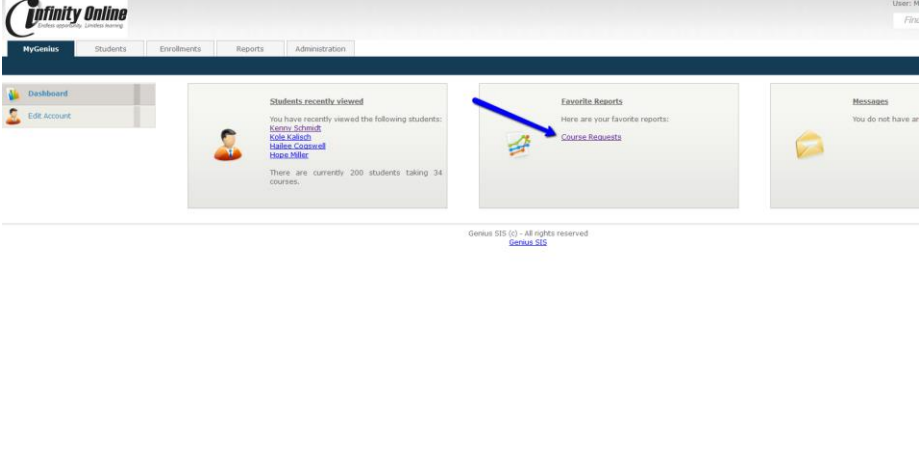
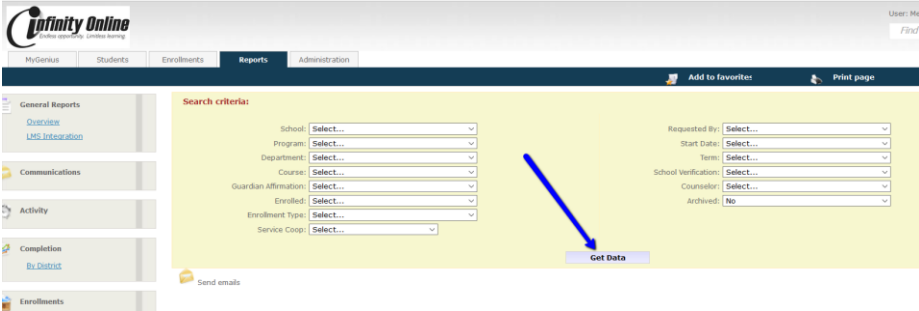


INFINITY Online

COUNSELOR VERIFICATION INSTRUCTIONS

| Action Required | Notes/Reference |
|---|--|
| <p>Step 1: Go to https://mn.geniussis.com/public/welcome.aspx?id=7</p> <p>This brings you to the GENIUS Student Course Registration System where you will login using the username and password provided for you by INFINITY Online.</p> |  |
| <p>Step 2: Once you login, you will see what is called the “Dashboard”. Click on the Course Requests link located in the middle of your screen under “Favorite Reports”.</p> |  |
| <p>Step 3: Click the GET DATA button on the Reports screen to get a list of all students who have requested courses.</p> |  <ul style="list-style-type: none"> • To see just those students requiring verification (new requests), click the dropdown box next to “School Verification” and choose “Waiting Review”. • To see a list of ALL students that have requested courses, click GET DATA without selecting any specific criteria. |

Step 4: Click on the name of the student you wish to verify.

| | | | | | | | | | |
|-----------------------------------|--|-------------|--------------------|----------|----------------|-------|------------|-----------------|------------|
| Student, Infinity | infinitystudent@mminfinity.org | Criminology | INFINITY Fall 2016 | AFFIRMED | WAITING_REVIEW | Sem A | 09/12/2016 | Student, Mother | 05/09/2016 |
|-----------------------------------|--|-------------|--------------------|----------|----------------|-------|------------|-----------------|------------|

Step 5: Click the “Edit Information” link on the left hand side of the screen.

MyGenius | Students | Enrollments | Reports | Administration

Student, Infinity Print page

Main Information

- Main Page
- Edit Information**
- Requested Courses
- Drop Requests
- External Files
- View Calendar

Basic Information

Online Learning Program: INFINITY Online

Last Name: Student

Middle Name:

Phone: 999-999-9999

Gender: Male

Email: infinitystudent@mminfinity.org (this will be your Genius login)

LMS ID:

Ethnic Code: White

Notes:

Local District Student ID Number:

First Name: Infinity

Grade Level: 10

Cell Phone:

Date of Birth: 1/1/1999 (MM/DD/YYYY)

Status: ACTIVE

Anticipated Graduation Year:

Home Language: English

Step 6: Scroll down to the bottom of the screen and complete ALL information under the “ADDITIONAL INFORMATION SECTION”.

Click Submit when done.

Additional Information

MARSS ID Number:

Receiving ELL:

Meets the graduation incentives for at-risk students:

Immunization records on file:

Student has an active IEP on file:

Student has an active 504 plan on file:

Submit

Genius SIS (c) - All rights reserved

Step 7: Click on Requested Courses from the left hand menu of the student’s account record. This will provide you access to the list of courses that the student has requested.

Click the down arrow to select an existing request.

MyGenius | Students | Enrollments | Reports | Administration

Student, Infinity

Main Information

- Main Page
- Edit Information
- Requested Courses**
- Drop Requests
- External Files
- View Calendar

Requested Courses

[Add new course request](#)

- OR -

Please select an existing request:

Step 8: This is the screen where you will verify, not verify, or make changes to a student course request.

Review the information that the student has already selected in their course request.

The screenshot shows the 'Student, Infinity' page with a sidebar on the left containing links for Main Information, Historic Data, Communications, Enrollments, and Actions. The main content area is titled 'Course Request' and includes a dropdown for 'Please select an existing request:' set to 'Criminology - INFINITY Fall 2016 (Sem A)'. Below this is a form for 'Infinity Student - INFINITY Online - 800-624-4072' with fields for Student ID, Grade level (10), Resident School District (GREENWAY PUBLIC SCHOOL DISTRICT (01 - #0316)), Ethnic code (White), Address (1234 Infinity Road), Home Language (English), and Receiving ELL services. The 'Basic Information' section shows Term (Fall 2016), Course (Criminology - CRIM (INFINITY)), and Segment (Sem A). There are three radio button options for enrollment types: PH (private/home schooled), SU (public school), and IS (at-risk graduation incentives). The form also includes Start Date (09/12/2016), End Date (01/13/2017), and Credits (0.5).

Step 9: Scroll down to complete the following sections:

- Midpoint Information

- Graduation Requirements (2 sections)

- Authorization Information

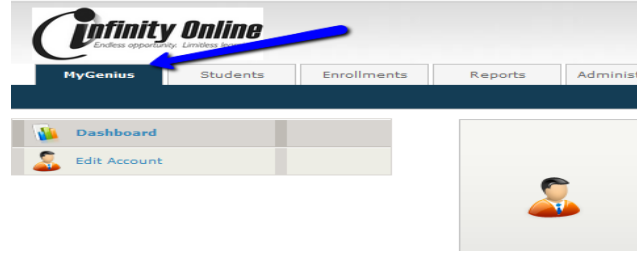
Step 10: Click the "SAVE" button at the bottom of the screen.

This screenshot shows the 'Midpoint Information' section with three radio button options for notification status before the enrollment term. Below it is the 'Graduation Requirements' section with a checkbox for meeting district requirements and three radio button options for OLL supplemental registration limits. The 'Authorization Information' section includes dropdowns for 'Verified by Local School:' (WAITING_REVIEW) and 'Affirmed by Guardian:' (AFFIRMED). At the bottom, there is a signature line and a blue arrow pointing to the 'Save' button.

Step 11: If the student has requested more than one course, repeat Steps 7-10 for each course being requested.

The screenshot shows the top of the 'Student, Infinity' page with the 'Add new course request' button highlighted. Below it is a dropdown menu for 'Please select an existing request:' which is currently empty.

Step 12: Click on the MyGenius tab to repeat this verification process (returning to Step 2 of this instruction set) for each student that you need to verify enrollment on.



Step 13: When you have completed all verifications of enrollment and courses, click the “Sign out” link in the upper right hand corner. You are done! 😊



What happens next?

- The parent/guardian will login to approve their student’s intent to enroll in an online course and affirm their review of the program and understanding of the expectations of online learning enrollment.
- INFINITY Online will review the new student account and course request(s) and notify all parties of the student’s enrollment status.
- Two to three weeks prior to the start of the term, you will receive email instructions on how to complete the online student orientation seminar. All students are required to complete the orientation prior to the first day of the online term.