

- **Home Menu**

**Password**

- Password should be changed upon initial login.

- **Schools Menu**

**Search** (The counselor should only have access to the school to which he/she is assigned.)

- The counselor can search for and then select his/her school to view school information such as Bell Schedule, Terms, and VCI Technical Contact Information. The school information is set by the principal. The **Save** button is inactive on each tab indicating that no changes can be made to any school information by the counselor.

- **Staff and Students Menus-Importing Users**

Prior to performing scheduling tasks, the counselor will, if necessary\*, [import only users \(staff and students\) from STIState that will be scheduled in regard to ACCESS Distance Learning](#). This includes students for whom VCI and/or WBI requests will be made, teachers associated with VCI proposals that will be submitted, and any Facilitators. Once a staff or student record has been imported into InformationLIVE from STIState, it will no longer appear in search results returned through the **Staff > Search State** query. It is only necessary to import a user record into *InformationLIVE* from STIState one time.

**\*\*\*Note:** Counselors can perform a search through **Staff > Search** InformationLIVE to view staff and student records that have already been imported into InformationLIVE from STIState.

- **Staff Menu**

**Search** – Counselor can perform queries to view staff records that have already been imported into *InformationLIVE* from STIState.

**Search State** – Counselor can perform queries for staff records that exist in the STIState database and then select record(s) to import into *InformationLIVE*.

- To import staff, click **Search State** under the **Staff Menu**, then specify the staff search criteria and click the **Search** button at the bottom of the **Search Criteria** screen. Click the check box next to the appropriate staff member (s) in the **Search Results** screen, and then click the blue **Add** icon.

- **Students Menu**

**Search** – Counselor can perform queries to view student records that have already been imported into *InformationLIVE* from STIState.

**Search State** – Counselor can perform queries for student records that exist in the STIState database and then select record(s) to import into *InformationLIVE*.

- To import students, click **Search State** under the **Student Menu**, then specify the student search criteria and click the **Search** button at the bottom of the **Search Criteria** screen. Click the check box next to the appropriate student (s) in the **Search Results** screen, and then click the blue **Add** icon.

**\*\*\*Note:** When selecting staff or student records to import, the selection of multiple records can **ONLY** be made on one page at a time. The application does not currently allow selection of multiple staff or student records across pages.

- **Scheduling Menu**

- Courses**

- The counselor can search for and view ACCESS course information. This information cannot be edited by the counselor.

- **Scheduling Menu**

- Proposals**

**Entering a New Proposal** (The counselor will enter VCI proposals in regard to his/her assigned school.)

- Click the **Proposal** link on the **Scheduling** menu and then select search criteria or search for all proposals. Click the **Search** button at the bottom of the **Search Criteria** screen to view existing VCI proposals.

*\*\*\*Note: A search of existing proposals must be performed prior to adding a new VCI proposal.*

- Click the **Add** button to enter a new VCI Proposal.

**Proposal Information:**

- Click the **Find** link in the **Add Proposal** window to search for and select the course for the proposal. Specify the course search criteria and click the **Search** button at the bottom of the **Search Criteria** screen. Click the radio button next to the appropriate course in the **Search Results** screen, and then click **Select Course**.
    - Use the drop-down lists to select the **Counselor** and **Teacher** for the VCI proposal.

**Term Information:**

- Enter the term and time information in regard to the VCI proposal.

**Seating:**

- Enter the capacity in regard to the VCI proposal.
  - Click **Save**.

**Working with Proposals**

- When a new proposal is created, its status is "**Proposed**."  
*\*\*\*Note: When the status of a proposal is "**Proposed**," the proposal can still be edited by performing a proposal search and then clicking the proposal number link next to the proposal to be edited in the search results list.*
  - The ACCESS Support Center will accept or deny proposals.
    1. If a proposal is accepted by the support center, the proposal status changes to "**Accepted**" and a VCI section is created; therefore, the proposal can no longer be edited.
    2. If a proposal is denied by the support center, the proposal status changes to "**Denied**." This is a terminal status.

- **Scheduling Menu Requests**

#### **Entering a New WBI Request**

- Click the **Requests** link on the **Scheduling** menu and then select search criteria or search for all requests. Click the **Search** button at the bottom of the **Search Criteria** screen to view existing requests.  
*\*\*\*Note: A search of existing requests must be performed prior to adding a new request.*
- Click the **Add** button to enter a new WBI request.

#### **WBI Request Information:**

- Click the **Find** link to select students. Specify the student search criteria and click the **Search** button at the bottom of the **Search Criteria** screen. Click the check box next to the appropriate student (s) in the **Search Results** screen, and then click **Select Student(s)**.  
*\*\*\*Note: When selecting multiple student records for a request, the selection of multiple records can ONLY be made on one page at a time. The application does not currently allow selection of multiple student records across pages.*
- Click the **Find** link to select the course. Specify the course search criteria and click the **Search** button at the bottom of the **Search Criteria** screen. Click the radio button next to the appropriate course in the **Search Results** screen, and then click **Select Course**.
- Use the drop-down list under **Instructional Method** to select **Web Based**.  
*\*\*\*Note: If the course is only available via WBI, only Web Based will appear in the drop-down list.*
- Use the drop-down list under **Counselor** to select the appropriate name.

#### **Term Information:**

- Enter the **Course Portion** and **Term** for the Request.

#### **Seating Information:**

- N/A
- Click **Save**.

### Viewing VCI Sections

- To view all currently available VCI sections in *InformationLIVE* before entering VCI requests, please follow the instructions below:
  - Select the appropriate School Year from the pull-down menu in the upper left corner.
  - Click on the **Scheduling** menu to open its navigation options.
  - Click on the **Sections** link.
  - Click the check box next to **Video Conference** in the **Search Criteria** screen in the **Instructional Method** menu. This limits your search results to Video Conference sections only.
  - Click the **Search** button in the lower right corner for the results.

**\*\*\*Note:** *If the full list is too long to view efficiently, click the double-arrow icon next to the **Search Criteria** bar to reopen the **Search Criteria** screen. Use the available search fields to further limit your search results, and then click the **Search** button. To view details for available VCI sections listed, click the **Section** number in the **Section** column. The **Main** and **Textbook** tabs of individual sections will provide the information needed prior to entering a request.*

### Entering a New VCI Request

- Click the **Requests** link on the **Scheduling** menu and then select search criteria or search for all requests. Click the **Search** button at the bottom of the **Search Criteria** screen to view existing requests.

**\*\*\*Note:** *A search of existing requests must be performed prior to adding a new request.*
- Click the **Add** button to enter a new VCI request.

### VCI Request Information:

- Click the **Find** link to select students. Specify the student search criteria and click the **Search** button at the bottom of the **Search Criteria** screen. Click the check box next to the appropriate student (s) in the **Search Results** screen, and then click **Select Student(s)**.

**\*\*\*Note:** *When selecting multiple student records for a request, the selection of multiple records can **ONLY** be made on one page at a time. The application does not currently allow selection of multiple student records across pages.*
- Click the **Find** link to select the course. Specify the course search criteria and click the **Search** button at the bottom of the **Search Criteria** screen. Click the radio button next to the appropriate course in the **Search Results** screen, and then click **Select Course**.

## InformationLIVE: Working With Requests for Counselors

- Use the drop-down list under **Instructional Method** to select **Video Conference**.  
**\*\*\*Note:** *If the course is only available via VCI, only Video Conference will appear in the drop-down list.*
- Use the drop-down list under **Section** to select the VCI section that is being requested for student(s).  
**\*\*\*Note:** *Prior to making a new VCI request, a counselor can view complete VCI section information under the **Scheduling** menu through the **Sections** link. The counselor will select search criteria (at least choosing Video Conference under Instructional Method) and then click the **Search** button at the bottom of the **Search Criteria** screen. The counselor can click the section number in the **Section** column of the search results screen to view specific VCI section information.*
- Use the drop-down list to select the appropriate name under **Counselor**.

### Term Information:

- Enter the **Portion** (this refers to the course portion) and **Term** for the Request.

### Seating Information:

- N/A
- Click **Save**.

## Working with Requests

- When a counselor initiates a new request, its status is **“Request.”**

### Request Status Summary:

- In regard to request status, **counselors can**:
  1. **Cancel** requests where the status is **“Request.”**
  2. **Cancel** requests where the status is **“Accept.”**
  3. **Accept** requests where the status is **“Offer.”**
  4. **Reject** requests where the status is **“Offer.”**
  5. **Drop w/Grades** or **Drop w/o Grades** where the status is **“Enroll.”**

Please see below which is an example for changing the status of a request:

**Example:** Search for requests by entering the appropriate information in the **Search Criteria** screen. For example, search for requests by selecting **“Offer”** in the **Statuses** criteria box. (Or, you can search for all requests by leaving all checkboxes blank in the **Statuses** criteria box.)

Then click **Search**.

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The requests with a status of **“Offer”** are returned in the Search Results screen. Select the offers to be changed, and then choose the appropriate status from the **Status** drop- down list. Next, choose the appropriate reason from the **Reason** drop- down list and then click **Apply**.

<input type="checkbox"/>	Request	Term	Inst	Status	Course	Ptn	Cr	Section	RS	SC	School	Student	Counselor	Teacher	Origin
<input checked="" type="checkbox"/>	10323	Fall Block Term	WBI	Offer	Physics	F	1.0	080.005			MC				1/2
<input checked="" type="checkbox"/>	10324	Fall Block Term	WBI	Offer	Physics	F	1.0	080.005			MC				1/2
<input type="checkbox"/>	10326	Fall Block	VCI	Offer	AP English I & II	F	1.0	019.002			MC				1/2

**\*\*\*Note:** Multiple offers in the same term can be accepted simultaneously if the Facilitator is the same for each student request selected.

Upon clicking Apply, you will be prompted to enter the **Facilitator** using the drop-down list. Click **Save**.

## InformationLIVE: Working With Requests for Counselors

Request	Term	Inst	Status	Course	Ptn	Cr	Section	RS	SC	School	Student	Counselor	Teacher	Origin
<input checked="" type="checkbox"/>	10323	Fall Block Term	WBI Offer	Physics	F	1.0	080.005		MC	Bob Jones High School				
<input checked="" type="checkbox"/>	10324	Fall Block Term	WBI Offer	Physics	F	1.0	080.005		MC	Bob Jones High School				
<input type="checkbox"/>	10326	Fall Block Term	VCI Offer	AP English Lit &	F	1.0	019.002		MC	Bob Jones High				

**\*\*\*Note:** It is very important to choose the correct Facilitator at the time an offer is accepted. If the Facilitator is not in InformationLIVE, please import the staff member from STIState prior to accepting the offer. If the staff member is not yet available to be imported from STIState, please do not accept the offer until the staff member who will be the Facilitator is available in STIState and has been imported into InformationLIVE.

- When a request status is “Request,” one of three actions can be performed:
  1. The counselor can set the status of the Request to “Cancel.” This status is terminal.
  2. The support center can make an offer for a request, changing the status of the request to “Offer.”
  3. The support center can change the status of a request to “Unavailable.” This status is terminal.
  
- When a request status is “Offer,” one of two actions can be performed:
  1. The **counselor** can accept an offer, changing the status of the request to “Accept.”
 

**\*\*\*Note:** The correct facilitator must be selected at the time that the offer is accepted. A request with an “Accept” status can be cancelled by the counselor; otherwise, the status will remain as “Accept” until the enrollment start date for the term of the request occurs. When the enrollment start date occurs, the status of the accepted request will automatically change to “Enroll” and the student will be enrolled in the course (in InformationLIVE and D2L) through the automated integration process that evening.
  2. The **counselor** can reject an offer, changing the status of the request to “Reject.” This status is terminal.

## *InformationLIVE: Working With Requests for Counselors*

- **Scheduling Menu Sections**

- The counselor can view section information under the **Scheduling** menu through the **Sections** or **Requests** link by entering search criteria and then clicking the **Search** button at the bottom of the **Search Criteria** screen. The counselor can click the section number in the **Section** column of the search results screen to view section information regarding the following six tabs: Main, Course Info, Roster, Textbooks, Status History, and Grades. None of these tabs can be edited by the counselor. In addition, only the students who are associated with the counselor's assigned school will appear on the Roster and Grades tabs. Although all staff members appear in the section roster, the counselor will only be able to view the records of staff members associated with the counselor's assigned school.