
How to Request Access to Edgenuity

This job aid describes how to request access to Edgenuity. Please note that employees should attend training prior to being provided with access to Edgenuity.

1. Please contact the IT Help Desk at (619) 209-HELP (4357) and submit a request with the following information, for the employee who needs access to Edgenuity:

- **Employee ID**
- **Employee First and Last Name**
- **School where employee needs access**
- **Type of Edgenuity access**, select **one** of the options below. If you need help identifying which level of access you need in Edgenuity, please refer to the information on the following page.
 - Edgenuity School Administrator – View Only
 - Edgenuity School Counselor – View Only
 - Edgenuity Graduation Coach – View Only
 - Edgenuity Teacher Level 1
 - Edgenuity Teacher Level 2
 - Edgenuity Teacher Level 3
 - Edgenuity SPED Level 1
 - Edgenuity SPED Level 2
 - Edgenuity SPED Level 3
 - Edgenuity Manage MyPath
 - Edgenuity View MyPath

2. The IT Department will verify the employee has been trained for Edgenuity. Please note that employees should attend training prior to being provided with access to Edgenuity.

3. A security role will be added to the employee's account, in PowerSchool, to indicate the user has been provided with access to Edgenuity.

4. Employees will be provided with access to Edgenuity within 1-2 days of submitting the request.

Edgenuity Permissions

This section provides a description of the permission levels available in Edgenuity. If you have additional questions about permissions in Edgenuity, please contact Maureen Cottrell at mcottrell@sandi.net.

Edgenuity Permission Level	Description
Edgenuity School Administrator – View Only Edgenuity School Counselor – View Only	These permission levels are intended for any stake holder in the student’s educational career that can assist in encouraging and coaching the student to succeed in their online/blended learning. User will have ‘view only’ permissions that allows them to view student progress and produce a variety of reports for other relevant stakeholders.
Edgenuity Graduation Coach – View Only	<ul style="list-style-type: none"> • Assist students in verifying they have been assigned the correct class in PowerSchool. • Provide advisory and individual counseling assistance to students. • Collaborate with school personnel to assist students with developing skills that support academic achievement, high school graduation, and lifelong learning. <p>Help students who exhibit attendance, academic, or behavioral problems and encourage parental involvement.</p>
Edgenuity Teacher Level 1	<ul style="list-style-type: none"> • Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs. • Grade student work, conduct office hours, and provide other instructional support to students in adherence with district policies and procedures • Provide ongoing motivation, coaching and other support to students of all academic abilities. • Maintain a digital learning environment which is safe and conducive to learning. • Establish a digital learning environment of mutual respect and professionalism where students are encouraged and supported to be actively engaged in the learning process. • Maintain an open line of communication with parents/ guardians/ school district mentors and personnel. Seeks parental involvement when necessary. • Communicate effectively, both orally and in writing, with students, parents, and other professionals. • Maintain timely records of student performance. • Add classes to students • Ensure course integrity consistent with district requirements • Proctor designated assessments and ensure test Integrity • Issue grades and also mark courses ‘Complete’ in Edgenuity

Edgenuity Permission Level	Description
Edgenuity Teacher Level 2	This permission level is provided to teachers once they have attended additional Edgenuity training. Teacher Level 2 provides the same permissions as Teacher Level 1 as well as providing permission to customize courses on a per student basis.
Edgenuity Teacher Level 3	This permission level is provided to teachers once they have attended additional Edgenuity training. Teacher Level 3 provides the same permissions as Teacher Level 1 and 2 as well as providing permission to create custom courses, edit course options, impersonate a student, and manage snapshots.
Edgenuity SPED Level 1	This permission level is provided to Special Education staff once they have attended additional Edgenuity training. SPED Level 1 provides the similar permissions as Teacher Level 1. Users will be able to customize the course but cannot change grades or grade assignments.
Edgenuity SPED Level 2	This permission level is provided to Special Education staff once they have attended additional Edgenuity training. SPED Level 2 provides the same permissions as SPED Level 1 as well as providing permission to edit course options and manage snapshots.
Edgenuity SPED Level 3	This permission level is provided to Special Education staff once they have attended additional Edgenuity training. SPED Level 3 provides the same permissions as SPED Level 1 as well as providing permission to customize courses, edit course options, impersonate a student, and manage snapshots.
Edgenuity Manage MyPath	The Manage MyPath permission is a specialized permission given to those teachers at schools that have implemented the MyPath curriculum. This permission level allows the teacher to create custom VT courses and implement individualized learning plans for students.
Edgenuity View MyPath	The View MyPath permission is a specialized permission given to stakeholders at schools that have implemented the MyPath curriculum. This permission level allows staff to view, analyze and create detailed reports about student progress in the MyPath system.

Other Information

- A report is available to show employees with an Edgenuity security role in PowerSchool. To run this report, select **System Reports**, select the **sqlReports 4** tab, and then select **Access to Edgenuity**, under the **Staff** reports.
- Please contact the IT Help Desk at (619) 209-HELP (4357) when employees at your school no longer need access to Edgenuity.