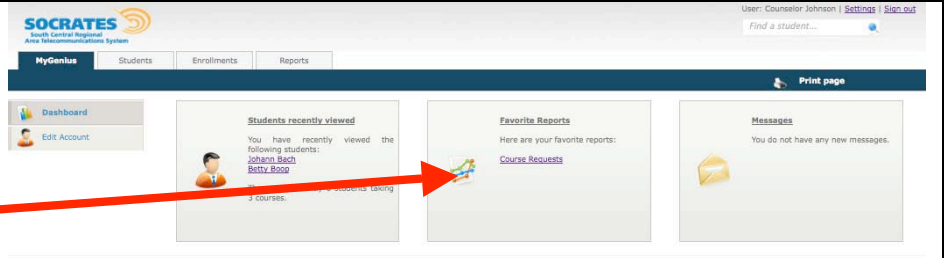


SOCRATES Online

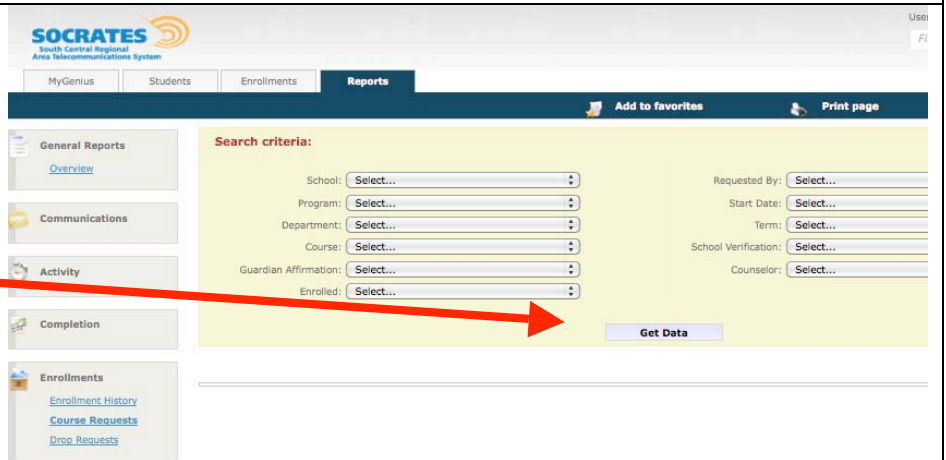
COUNSELOR VERIFICATION INSTRUCTIONS

Action Required	Notes/Reference
<p>Step 1: Using a web browser, access the SOCRATES Online website at http://www.socratesonline.org</p>	
<p>Step 2: Click on the link at the left side of the screen called, "Enroll Now".</p> <p>Click here to request registration" after you have reviewed enrollment instructions.</p>	
<p>Step 3: This will bring you to the GENIUS Student Course Registration System where you will login using the username and password provided for you by SOCRATES Online.</p>	

Step 4: 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”.

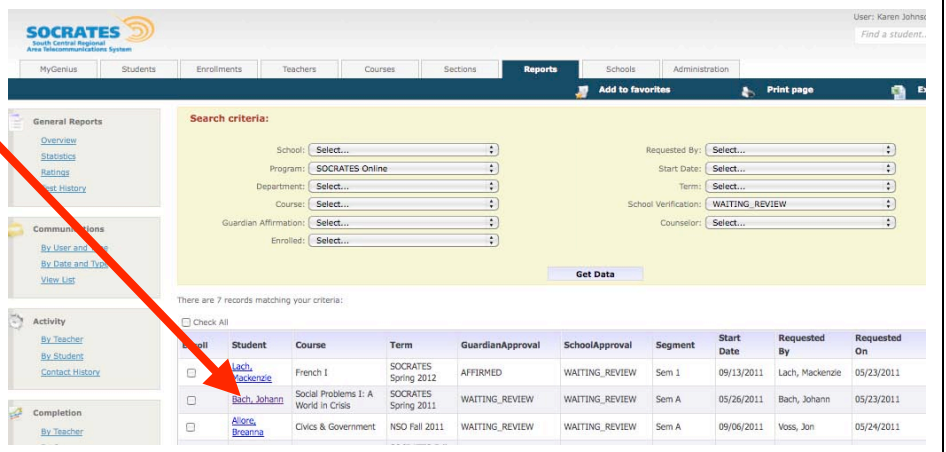


Step 5: Click the GET DATA button on the Reports screen to get a list of all students who have requested courses.



- 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 6: Click on the name of the student you wish to verify.



Step 7: Click the “Edit Information” link on the left hand side of the screen.

The screenshot shows the SOCRATES system interface for a student named Bach, Johann. The left-hand menu is expanded to show the 'Main Information' section, where the 'Edit Information' link is highlighted with a red arrow. Other links in the menu include Main Page, Requested Courses, Drop Requests, External Files, View Calendar, Ledger, Assets, Student Log, View Transcript, Transcript Analysis, and Test History. The main content area displays the student's basic information, including Student ID (3956), Name (Bach, Johann), Gender (Male), Grade (12), Phone (952-258-9115), and Email (johnsokm2@yahoo.com). It also lists guardian information and program details.

Step 8: Scroll down to the bottom of the screen and complete the information under the “ADDITIONAL INFORMATION SECTION”.
Click Submit when done.

The screenshot shows the 'Additional Information' section of the SOCRATES system. It contains several dropdown menus and checkboxes for program and student information. A red arrow points to the 'Submit' button at the bottom right of the form. The form includes fields for School District (SOCRATES (50 - #6036)), School Name (SOCRATES ONLINE), Counselor Name (Counselor Johnson), and Schedule Type (Regular Semester). Other fields include MARS ID Number (223344), Home Language (English), Ethnic Code (White), Receiving ELL (No), Meets the graduation incentives for at-risk students (No), Immunization records on file (Yes), and Student has an active IEP on file (No).

Step 9: 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.

The screenshot shows the SOCRATES system interface for a student named Bach, Johann. The left-hand menu is expanded to show the 'Requested Courses' link, which is highlighted with a red arrow. The main content area displays the 'Add new course request' section, which includes a dropdown menu for selecting an existing request. A red arrow points to the dropdown menu. The dropdown menu is currently empty, showing only a 'Select...' option.

Step 10: 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 selected in their course request.

SOCRATES
South Central Regional
Area Telecommunications System

MyGenius Students Enrollments Reports

Bach, Johann

[Add new course request](#)

- OR -
Please select an existing request: **Forensic Science I: Secrets of the Dead - SOCRATES Fall 2011 (Sem 1)**

Course Request

Basic Information

Term: **Fall 2011**
Course: **Forensic Science I: Secrets of the Dead - 10855 (SOCRATES)**
Segment: **Sem 1**

Please read carefully the description of enrollment types:

PH: I am a private or home schooled student and will pay tuition for which I will be billed
 SU: I am a public school student and this course work will substitute for a class period in my regular schedule
 IS: I meet the criteria for at-risk graduation incentives and will take the course IN ADDITION TO A FULL SCHEDULE at school through independent study (counselor must verify)
 TU: This course work is being taken in addition to a full load at school and I agree to pay the tuition

Start Date: **9/12/2011**
End Date: **2/6/2012**
Credits: **0.5**
Reason: **Course not offered at School**

My current grade level is **12**

Step 11: Scroll down to complete the following sections:

- Midpoint Information
- Graduation Requirements (2 sections)
- Authorization Information

Midpoint Information

Check one of the options:

The student has notified our district before the midpoint of the enrollment term.
 The student has NOT notified our district before the midpoint of the enrollment term, but we have elected to waive this requirement.
 The student has NOT notified our district before the midpoint of the enrollment term, and the student is responsible for the paying of tuition.

Midpoint Date:

Graduation Requirements

The course meets the enrolling district's graduation requirements

Check one of the options

Student is enrolling within the 50% OLL supplemental registration limit.
 Enrolling district waives 50% OLL supplemental registration limit.
 Separate agreement has been made for exceeding 50% registration limit.

Authorization Information

Verified by Local School: **VERIFIED**
Affirmed by Guardian: **AFFIRMED**

I am submitting my secure digital signature verifying my response. (initials typed here)

Save **Delete** **Cancel**

Step 12: Click the "SAVE" button at the bottom of the screen.

Step 13: If the student has requested more than one course, repeat Steps 9-12 for each course being requested.

SOCRATES
South Central Regional
Area Telecommunications System

MyGenius Students Enrollments Reports

Bach, Johann

[Add new course request](#)

- OR -
Please select an existing request: **Select...**

Step 14: Repeat this process for each student that you need to verify courses for. You will only need to do this once per student.

Step 15: Click the “Sign out” link in the upper right hand corner.
You are done! 😊

User: Counselor Johnson | [Settings](#) | [Sign out](#)

Find a student...

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.
- SOCRATES 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.