

How to Request An IVS Course...

The screenshot shows the Illinois Virtual School homepage. At the top is a navigation bar with links: HOME, ABOUT IVS, COURSE INFO, REGISTRATION, FAQ, CALENDAR, IVS STAFF, QUICK LINKS, HELP GUIDES, CONTACT. A dropdown menu is open under 'QUICK LINKS', listing: COMPLETE AN IVS STUDENT APPLICATION, REQUEST/ENROLL IN AN IVS COURSE (highlighted with a white box), ACCESS MY IVS COURSE, APPROVE A COURSE ENROLLMENT REQUEST, and IVS LEARNING OBJECT REPOSITORY. Below the navigation is a banner with the school logo and a welcome message. A secondary navigation bar includes STUDENTS, SCHOOLS, and PROFESSIONAL DEVELOPMENT. The main content area features a 'WELCOME TO ILLINOIS VIRTUAL SCHOOL (IVS)' section and a 'HELPDESK' section.

Step 1: From <http://ilvirtual.org>, click "Request/Enroll in an IVS Course" in the Quick Links area in the menu which links to <http://sis.ilvirtual.org>.

Step 2: Log in.

Step 3: Click on "Register for a course"

The screenshot shows the 'Login Page' for the Illinois Virtual School. It features the school logo and a list of account features: Access student's personal information and grades, See posted messages from IVS, See a calendar of activities, Manage your notification preferences, Contact IVS, and See student's courses, grades, pace and unofficial transcript. There are links for 'create one here' for both students and professional development. A login form with fields for 'User ID:' and 'Password:' and a 'Login' button is at the bottom.

The screenshot shows the main menu of the IVS system. The 'Main menu' is on the left, listing: Home, Calendar, Contact IVS, Account Settings, Register for a course (highlighted with a white box), Current Courses, Grades, Drop a course, and Transcript. The 'Message Board' is on the right, displaying the school logo and a welcome message for 'Hunter Easley [student]' dated 'Tuesday, 11/10/2009'.

ILLINOIS VIRTUAL SCHOOL
BRIDGING EDUCATION & TECHNOLOGY

Welcome, Hunter Easley
Today is 11/10/2009 11:51AM

Main menu
Home
Calendar
Contact IVS
Account Settings

Department: Select...
Course*: Select...
Reason for Taking Course*: Select...

Add

Department: Select...
Course*: Business and Economics
Taking Course*: Career Planning

Department: Business and Economics
Course*: Select...
Taking Course*: AP Macroeconomics

Department: Business and Economics
Course*: Consumer Education
Available Terms*: Spring 2010 Early Start Term
Reason for Taking Course*: Select...

Reason for Taking Course* dropdown options:
Counselor/Teacher Recommended
Credit recovery
Early graduation
Enrichment
Home School
Homebound
Reason not listed

- Step 4: Select Department
- Step 5: Select Course
- Step 6: Select Term
- Step 7: Select Reason for Taking Course
- Step 8: Click "Add"

ILLINOIS VIRTUAL SCHOOL
BRIDGING EDUCATION & TECHNOLOGY

Welcome, Hunter Easley
Today is 11/10/2009 11:51AM

Main menu
Home
Calendar
Contact IVS
Account Settings

Hunter Easley
Register for a course
Personal Information
Current Courses
Grades
Drop a course
Transcript

Department: Business and Economics
Course*: Consumer Education
Available Terms*: Spring 2010 Early Start Term
Reason for Taking Course*: Counselor/Teacher Recommended

Add

Hunter Easley has selected 1 new course(s)

Selected Courses	Start Date	Term	Cost	Reason	Remove
Consumer Education	1/4/2010	Spring 2010 Early Start Term	0	Counselor/Teacher Recommended	X

Submit Request

Requested Courses
There are no requested courses for student Hunter Easley at this time.

Suggested Courses
There are no suggested courses for student Hunter Easley, Hunter

- Step 9: Review Course Request and click "Submit Request".
- Step 10: Screen confirmation. An email is sent to the school's registrar for approval.

ILLINOIS VIRTUAL SCHOOL
BRIDGING EDUCATION & TECHNOLOGY

Welcome, Hunter Easley
Today is 11/10/2009 11:51AM

Main menu
Home
Calendar
Contact IVS
Account Settings

Hunter Easley
Register for a course
Personal Information
Current Courses
Grades
Drop a course
Transcript

Department: Select...
Course*: Select...
Reason for Taking Course*: Select...

Add

Student Hunter Easley request was successfully submitted.
The request has been sent to your School Registrar for approval.

There are no new selected courses for student Hunter Easley at this time.

Requested Courses
There is 1 requested course for student Easley, Hunter

Requested	Course	Credits	Term	Start	Reason	Delete
Nov 10 2009 11:51AM	Consumer Education	0.5	Spring 2010 Early Start Term	1/4/2010	Counselor/Teacher Recommended	X

Suggested Courses
There are no suggested courses for student Easley, Hunter