

WVS Student Enrollment Tips - Returning Students

Local Education Guides (LEGs) use their assigned mentor username and password to enroll students and monitor their progress. Call WVS/CESA 9 at 715-453-2141 x236 or email us at wvs@wisconsinvirtualschool.org if you have any problems with your username and password.

Log in at <http://wvs.office.aventallearning.com>

The first screen you see is the Student Information Screen. You will see a list of all students currently assigned to you. If the student is on this list, they are a RETURNING student. Clicking on the student's name from this list shows you their username, password and courses they are taking (or have taken).

If the student is NOT on the list, you'll need to enroll them as a NEW student. Detailed instructions with screen shots can be found on our website on the Enrollment page:

<http://www.wisconsinvirtualschool.org/enrollment.asp>

If they are a RETURNING student and you want to add a course or more for them, do the following:

1. Select the Enrollments Link in the blue bar at the top.
2. Select Add Enrollment from the drop down list.
3. Select "I would like to add an enrollment for an existing student."
4. Select the student from the list.
5. On the next screen, (heading is "STUDENT DETAILS"), select the paying organization (either WVS-School District or WVS-Parent Pay).
6. Choose the Course name in the drop down list under Discipline.
7. Choose the Course Section (it should default to the current open term).
8. Start and End Dates default to today and 5 months from today. You can change these but make sure that the end date is no more than 5 months from the start date (spring and fall terms).
9. Click on "ADD ENROLLMENT" button.
10. The new course will then show up under the ALL PENDING ENROLLMENTS section.
11. If the student needs more than one course, repeat steps 6-9.
12. If you are NOT ordering materials from Aventa Learning, ignore the Purchase Order section.
13. Do NOT use the comments section- WVS does not see this.
14. If the student does NOT need any more courses click on FINALIZE ENROLLMENTS.

You will then receive a "Congratulations" screen which allows you to see the courses you've added for that student. Do NOT HIT THE BACK BUTTON to enroll another student - instead, click on the "Return to the Aventa Front Office Home Page".

Your enrollments will be uploaded to the system within an hour or two in most cases. By the next morning, you and the student will receive an email with their username, password, instructions for accessing the course, and a pace chart based on the start and end dates you entered.

If you have any questions about the enrollment process, please contact WVS at 715-453-2141 between 7:30 a.m. and 4:00 p.m.

Wisconsin Virtual School- Wisconsin's Web Academy