

All Course Network ACN



School Member Orientation

December 2020

**RHODE
ISLAND**



Welcome!

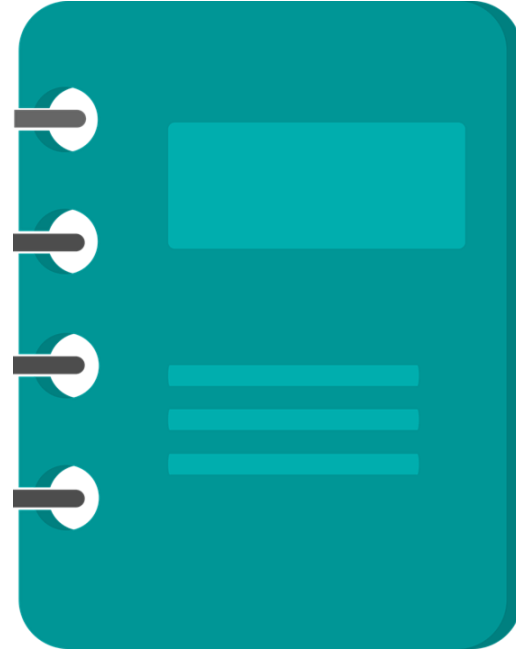
As we wait for our colleagues, please add
your **school or district** name to your
name in Zoom:

Ex: Sean Johnson-Wilson Elementary

**RHODE
ISLAND**

Agenda

- Welcome & Introductions
- ACN Updates
- EnrollRI System Preview
- FAQs & Next Steps





Introductions



RIDE Rhode Island
Department
of Education

School Members



GRAND ISLE GROUP

Please add your school or district name next to
your name in Zoom if you have not already

RHODE
ISLAND

All Course Network (ACN) Mission

The All Course Network is designed to help districts and schools meet this need by creating opportunities for Rhode Island students to envision, pursue and realize their individualized graduation pathway outside of the traditional school day.

Focused on enriching experiences with supplemental coursework to:

- Help students get a head start on postsecondary success
- Explore interests
- Connect with peers
- Master the skills required of a lifelong learner
- Be prepared for jobs in sectors critical to Rhode Island's future prosperity
- Have fun!



Updates: Expanding to Serve more Students!



As a result of our success and your partnership, we are able to expand the ACN program beginning in the Spring of 2021 to offer:

- ◆ 26 course providers with over 2000 seats in Spring '21--tripling the number of courses offered!
- ◆ More courses for Middle and High School School Students
- ◆ K-12 Enrichment
- ◆ Opportunities for Elementary students for the first time
- ◆ A new data system to better support students, families, school members and providers



EnrollRI: All Course Network Key Dates: Training

- **12/14:** All courses available on Go Sign Me Up for *browsing only*
- **Today:** System Preview of New EnrollRI tools
- **1/5:** New ACN Tool Opens for families to pre-register for new Spring courses and manage pre-registrations that were submitted last spring
- **1/6 & 1/7:** School Member and Provider Training for Spring 2021 Processes
- **Spring '21:** School Member and Provider Training for the 21-22 School Year Processes

EnrollRI: All Course Network Key Dates: Spring '21

→ **1/5/21-1/11/21:** Pre-Registration Window for New Spring '21 Courses

- ◆ Many students will have already pre-registered for existing Spring Courses via Go Sign Me up (those registrations will carry over to new system)

→ **1/11/21:** First Spring Courses Begin

- ◆ Credit Courses: Add/Drop windows are two weeks from the start date of each course
- ◆ Enrichment Courses: Students can enroll up to the start of the course.

Pre-Registration for ACN Courses



- ◆ Every student who pre-registers for an ACN course must be approved by a school contact in order to be enrolled in the course
- ◆ School counselors typically approve students in middle and high schools – *think ILP!*
- ◆ A principal or designee must approve students in elementary schools



EnrollRI Introduction

Enroll RI Vision

**Transforming the way that
Rhode Island families
access the educational
options that best meet
their children's needs by
providing a one-stop
enrollment platform
designed with family
experience and equity of
access at its center.**



RIDE Rhode Island
Department
of Education

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New Tools to Support the All Course Network

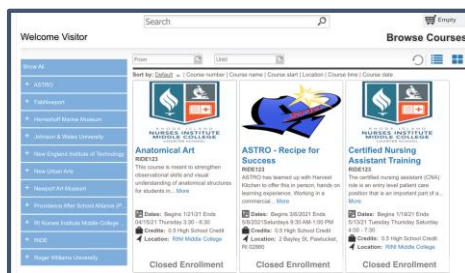
Beginning in January, Families, Schools and Providers will use EnrollRI to register for the All Course Network



EnrollRI Landing Page

Website with information about all EnrollRI programs & links to tools for families & students

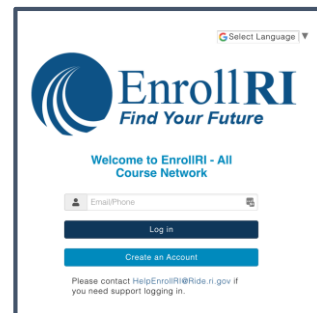
Live on enrollri.org



Course Search: Go Sign Me Up

The site where families can search for which courses are available for Spring 2021

Will be retired by the end of SY 20-21



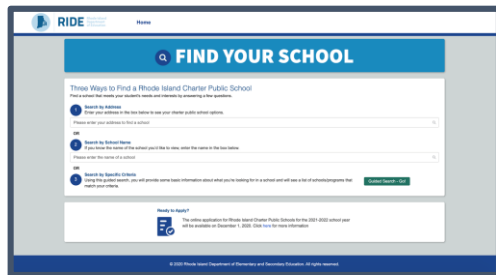
Course Pre-Registration: EnrollRI

The tool families use to pre-register for courses & accept/decline course offers going forward

Launching 1/5/21

Other EnrollRI Tools

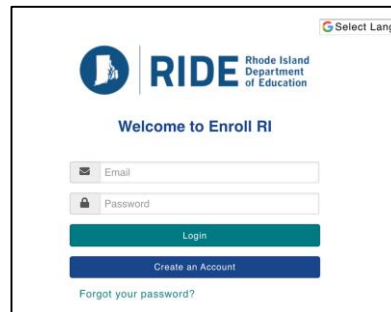
There are 2 additional EnrollRI Tools that Families may already engage with



Family Information Tool

Online tool where families can search and find schools based on a set of preferences

Launched 12/1/20

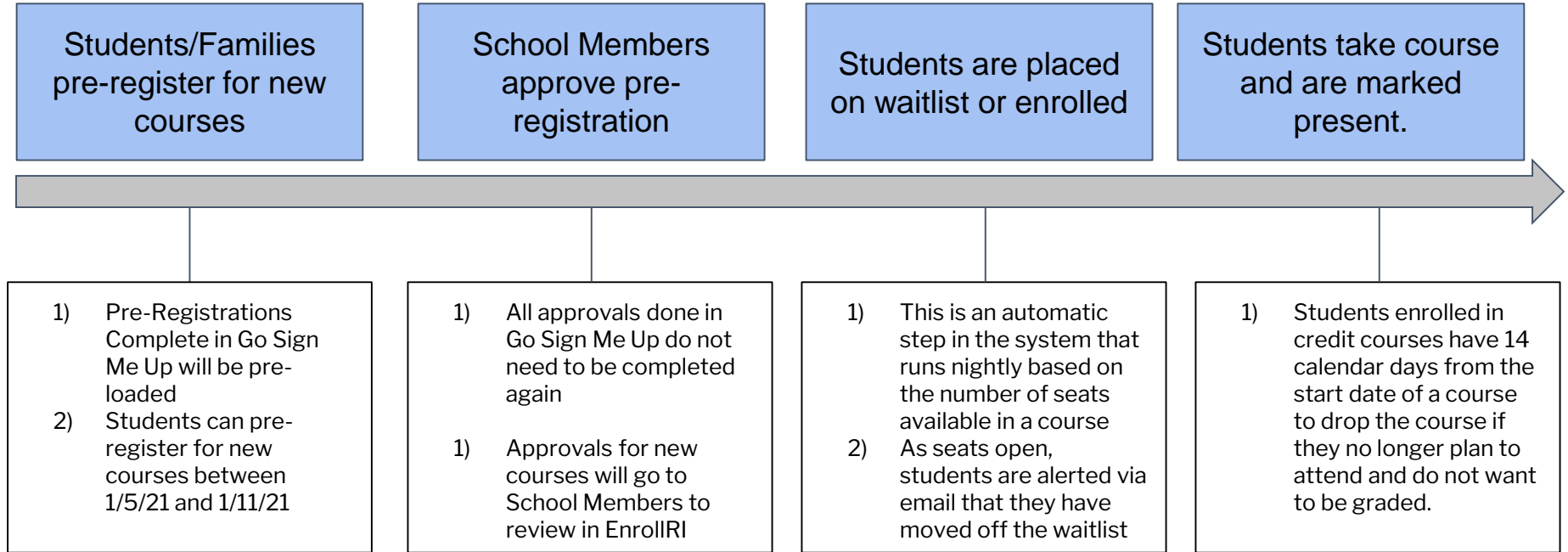


Common Application

Online tool through which families can apply for schools based on their preferences

Launched 12/1/20

EnrollIRI ACN Process: Spring '21



ACN Policy Review

New for Spring '21

- 1) **Parent/Guardians** pre-register for courses for **K-8th Grade** Students
- 1) **Students** pre-register for their own courses if they are in **9th-12th Grade**.
- 1) Parent accounts do not allow for 9th-12th Grade student pre-registration.
- 1) All students can be **pre-registered** for as many courses as are available for the grade level however, each student can only enroll in the following once approved by school members:
 - Fall: 2 Courses
 - Spring: 2 Courses
 - Summer: 1 Course
 - Year-long Courses count as 1 course for Fall and Spring
- 1) **Timely review** and approval by **school members** is greatly appreciated as it drives waitlist/enrollment for Spring 2021 Courses
- 2) Students moving off course waitlists, if they are already enrolled in 2 courses, have 2 days to respond to offer notifications before the offers expire

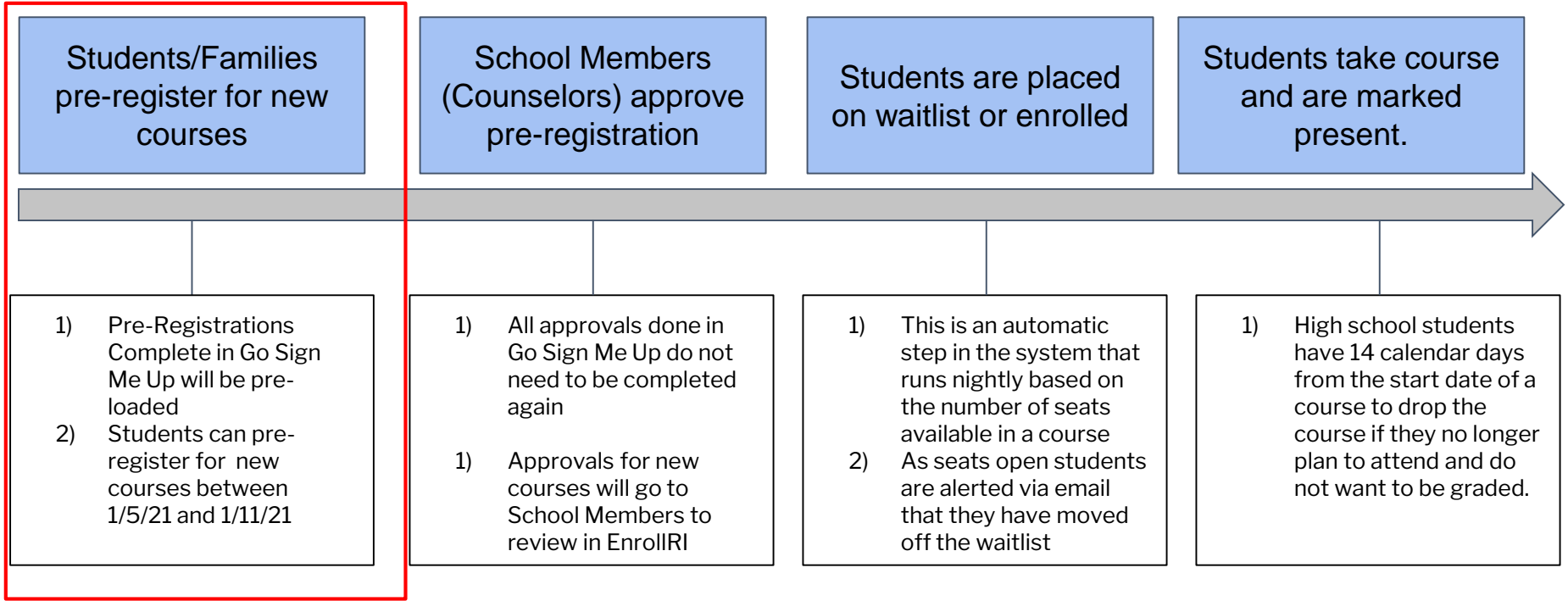




ACN: Student Perspective

9th-12th Grade Students

EnrollIRI ACN Process: Spring '21



Account Creation: 9th-12th Grade Students

Select Language ▼



EnrollRI

Find Your Future

Welcome to EnrollRI - All Course Network


 Email/Phone 

Log in

Create an Account

Please contact HelpEnrollRI@Ride.ri.gov if you need support logging in.


Select Language ▼



EnrollRI

Find Your Future


Welcome to EnrollRI - All Course Network

 Email/Phone

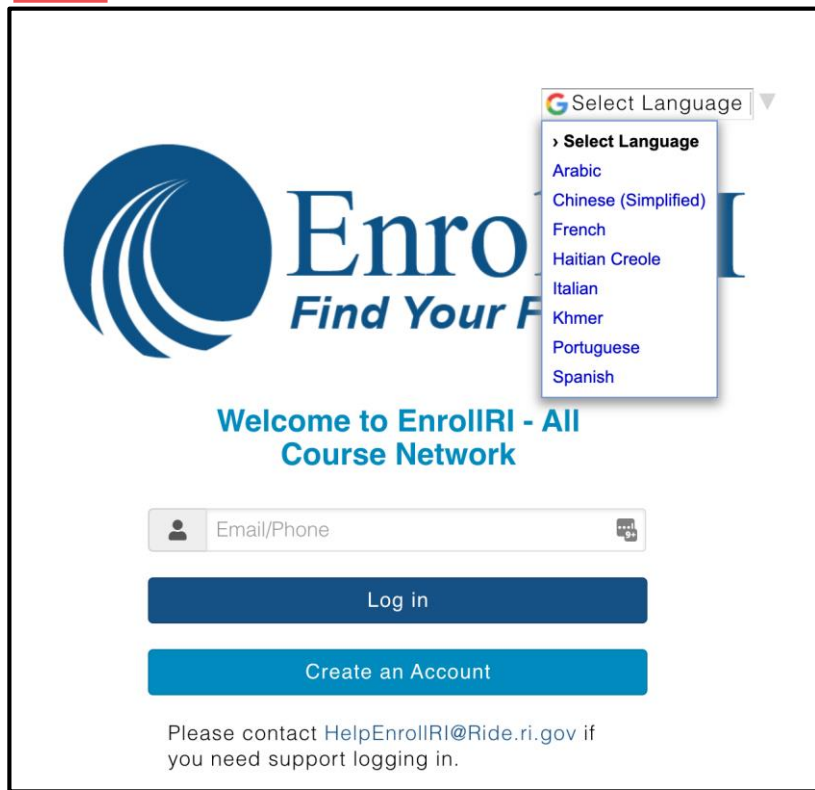
Log in

Create an Account

Please contact HelpEnrollRI@Ride.ri.gov if you need support logging in.



Translations



- 1) All EnrollRI Tools are translated into select languages via Google translate
- 1) Users can select the preferred translated language on the top right of any page in the EnrollRI tool

Account Creation: 9th-12th Grade Students

- 1) All 9th-12th Students can create new accounts with an email/phone number of their choosing
- 1) Users with existing accounts in Go Sign Me Up will have to create a new account. They will receive an email in advance about user credentials.

Account Creation: Students

RIDE Rhode Island Department of Education

Select Language ▼

Error:
You must be a current 9th, 10th, 11th, or 12th grade student to create an account. If you are currently in a younger grade, please have your parent add you as a student to their account.

Create a New Account

Create an ACN account by providing your first name, last name, personal email address and mobile phone number. Then select the method by which you will receive a verification code to complete the account creation process. To log into your account in the future you will receive a confirmation code using the same method you select here.

First Name
Dominique

Last Name
Amis

Mobile Number
(619) 884-5109

Email
dominiqueamis@gmail.com

Verification Method
Phone ▼

I am a Student or Parent/Guardian
Student ▼

Current Grade
8 ▼

✓ I'm not a robot

reCAPTCHA Privacy - Terms

Cancel Next

- 1) Students must be in 9th-12th grade to create an account
- 2) Students without a mobile number should use a personal email address to sign up rather than a school provided email in order to avoid school filtering of the EnrollRI system emails
- 3) If a student does not have access to a phone that can receive SMS messages, they must select “Email” as verification method.
- 4) All users will be required to confirm they “are not robots” before creating accounts

Account Creation: 9th-12th Grade Students



The screenshot shows the EnrollRI login and account creation interface. At the top right, there is a 'Select Language' dropdown menu. The EnrollRI logo, featuring a blue circle with white swooshes, is on the left, followed by the text 'EnrollRI' in a large blue serif font and 'Find Your Future' in a smaller blue italicized sans-serif font. Below the logo, the text 'Welcome to EnrollRI - All Course Network' is displayed in blue. There is a text input field with a person icon on the left and a mobile phone icon on the right, containing the placeholder text 'Email/Phone'. Below this field are two buttons: a dark blue 'Log in' button and a light blue 'Create an Account' button. At the bottom, a line of text reads: 'Please contact HelpEnrollRI@Ride.ri.gov if you need support logging in.'

- 1) An email or mobile number is used instead of a username
- 1) Users will receive a one-time verification code to log in.

Logging In



EnrollRI

Find Your Future

Welcome to EnrollRI - All Course Network


A verification code has been sent to your Email. Please enter the code to log in. If you no longer have access to the verification method, please contact HelpEnrollRI@Ride.ri.gov

Verification Code

[Resend Verification Code](#)

- 1) After creating an account for the first time, each time users return to the tool, they log-in with a verification code
- 1) This passwordless method of logging, makes it easier for users to gain access without remembering their passwords.

My Information

 **RIDE** Rhode Island Department of Education

HOME MY INFORMATION [LOGOUT](#)

Select Language ▼

Student Information

Please fill out the information below.

Biographical Information

Student First Name Dominique	Student Middle Name 	Student Last Name Test Student 1
Race Multiracial	Ethnicity Non-Hispanic	Gender Other
Primary Contact Number (619) 884-5109	Email dominiqueamis@gmail.	Date of Birth 12/2/2002

Address Information

Is Experiencing Homelessness
☐

Address 1234 N MAIN ST	Apt # 	State RI
City PROVIDENCE	Zip Code 02904	

- 1) Fields with red lines are required to proceed to the next page
- 1) If “is experiencing homelessness” is checked, the address information is no longer required
- 1) Addresses must be in Rhode Island in order for users to proceed with the application
- 1) Race & Ethnicity information is required for purposes of reporting funding this information is not visible to providers

My Information: Continued

Education Information

Current School

Current Grade

Student Id (if known)

Student has a 504 plan

Student has an IEP

Student requires multilingual support

Parent/Guardian Information

Guardian First Name

Guardian Last Name

Guardian Phone

Guardian Alternate Phone

Guardian Email

Relationship to Student

1) All RI Public and Public charter schools are available in the search for Current School

1) The following options are also available for “Current School”

- *Home School
- *Not in School
- *Other
- *Private School

1) Information about students requiring support services is not visible to providers prior to students being enrolled in courses

My Information: Address Verification

We've made some changes to your address.

The address entered was slightly altered to match what USPS has in their databases. Bypassing this validation may result in missing information like schools' distances from your home and may impact your eligibility to apply.

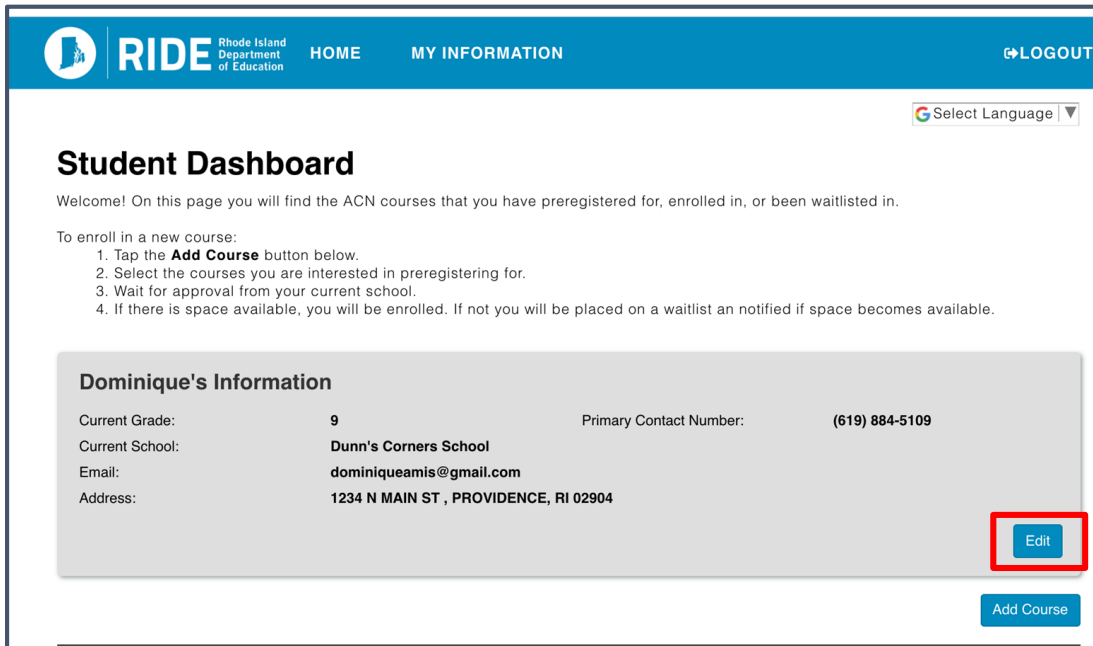
Original Address	Corrected Address
1234 MAIN	1234 N MAIN ST
PROVIDENCE	PROVIDENCE
RI	RI
02904	02904

No, keep the original address

Yes, accept the alterations

- 1) Addresses are run against the US Postal Service (USPS) database for validation
- 1) Users can accept the USPS alterations or decline and still proceed to the next page
- 1) In some cases, particularly with new housing developments, the USPS may not have the most up to date information

Student Dashboard



The screenshot shows the Student Dashboard for the Rhode Island Department of Education (RIDE). The header is blue with the RIDE logo, navigation links for HOME and MY INFORMATION, and a LOGOUT button. A language selection dropdown is in the top right. The main content area is titled "Student Dashboard" and includes a welcome message and instructions for enrolling in a new course. Below this is a section for "Dominique's Information" with fields for Current Grade, Current School, Email, and Address. An "Edit" button is highlighted with a red box, and an "Add Course" button is at the bottom right.

Student Dashboard

Welcome! On this page you will find the ACN courses that you have preregistered for, enrolled in, or been waitlisted in.

To enroll in a new course:

1. Tap the **Add Course** button below.
2. Select the courses you are interested in preregistering for.
3. Wait for approval from your current school.
4. If there is space available, you will be enrolled. If not you will be placed on a waitlist and notified if space becomes available.

Dominique's Information

Current Grade:	9	Primary Contact Number:	(619) 884-5109
Current School:	Dunn's Corners School		
Email:	dominiqueamis@gmail.com		
Address:	1234 N MAIN ST , PROVIDENCE, RI 02904		

[Edit](#)

[Add Course](#)

- 1) Student information can be edited at anytime from the Student Dashboard
- 1) In January 2021 many students will log-in and see courses for which they are already enrolled

Student Dashboard: Enrolled Courses

Enrolled Courses

Storytelling, Leadership, and Change with Youth in Action

Semester: Year-Long
Provider: Providence After School Alliance (PASA)
Start Date: 09/25/2020
Enrollment Status: Enrolled

Withdraw

Intro to Music Production: Hip Hop, Pop, Dance and Beyond

Semester: Spring
Provider: New Urban Arts
Start Date: 02/02/2021
Enrollment Status: Enrolled

Foundations of Drawing

Semester: Spring
Provider: Newport Art Museum
Start Date: 01/25/2021
Enrollment Status: Dropped

- 1) From the Student Dashboard, users can drop from courses during the add/drop period
- 1) If the “drop” button is no longer available, the add/drop period for that course has ended.
- 1) This section will also display courses that students has previously dropped.
- 1) If a student wishes to drop after the add/drop period, the button will say “Withdraw.”

Waitlisted Courses for Spring 2021

Enrolled Courses

Cultural Awareness in a Global Society

Semester: **Spring**
Provider: **Roger Williams University**
Start Date: **01/27/2021**
Enrollment Status: **Enrolled**

Drop

Waitlisted Courses

Natural Disasters

Semester: **Spring**
Provider: **Roger Williams University**
Start Date: **01/27/2021**
Current Waitlist Position: **4**
Offer Status: **Waitlisted**

Remove

Classrooms as Communities

Semester: **Spring**
Provider: **Roger Williams University**
Start Date: **01/27/2021**
Current Waitlist Position: **2**
Offer Status: **Waitlisted**

Remove

- 1) Students may be placed on a waitlist based on course capacity
- 1) Some students may already be on a waitlist when the log-in, in January based on pre-registrations submitted via Go Sign Me Up

Pending Offers for Spring 2021

Enrolled Courses

Storytelling, Leadership, and Change with Youth in Action

Semester: **Year-Long**
Provider: **Providence After School Alliance (PASA)**
Start Date: **09/25/2020**
Enrollment Status: **Enrolled**

Withdraw

Foundations of Drawing

Semester: **Spring**
Provider: **Newport Art Museum**
Start Date: **01/24/2021**
Enrollment Status: **Enrolled**

Drop

Action Required

Cultural Awareness in a Global Society

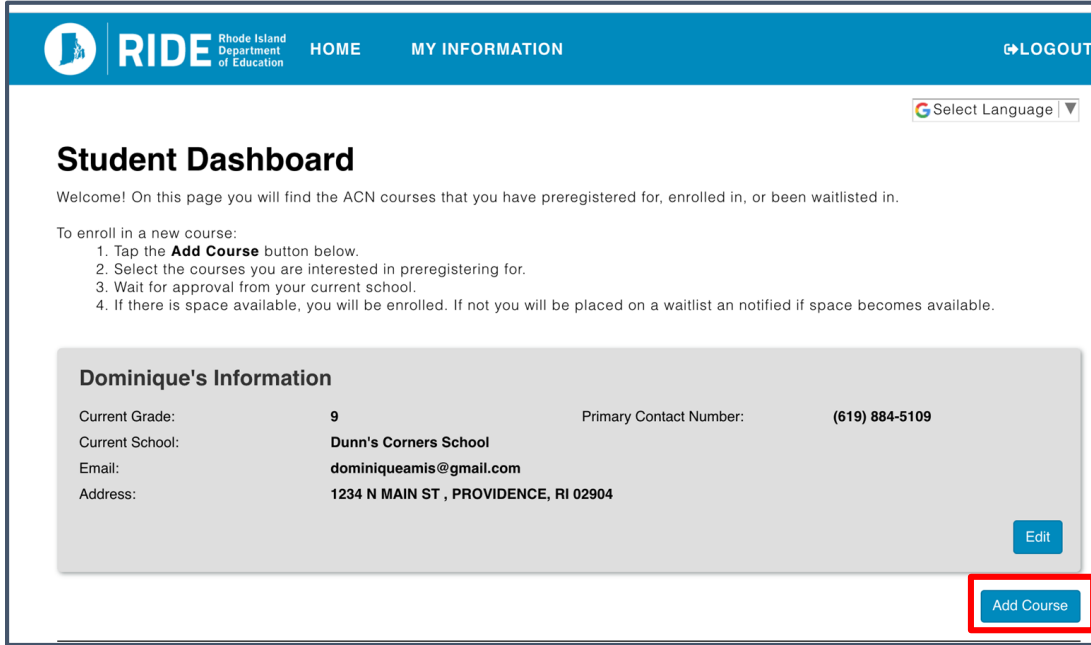
Semester: **Spring**
Provider: **Roger Williams University**
Start Date: **01/27/2021**
Offer Status: **Offer Extended**

Decline

Accept

- 1) If there is room available in a course for a student, but they are already enrolled in the maximum number of courses, then they must actively accept or decline the offer.
- 1) In order to accept an offer, the student must first drop/withdraw from an existing course.
- 1) If a student does not take action within 2 days, the offer will expire.

Student Dashboard: Adding a Course



The screenshot shows the Student Dashboard for the Rhode Island Department of Education (RIDE). The header includes the RIDE logo, navigation links for HOME and MY INFORMATION, and a LOGOUT button. A language selection dropdown is visible. The main heading is "Student Dashboard", followed by a welcome message and instructions on how to enroll in a new course. Below this is a section titled "Dominique's Information" containing personal details like current grade, school, email, and address. An "Edit" button is located at the bottom right of this section. At the bottom of the dashboard, an "Add Course" button is highlighted with a red rectangular box.

Student Dashboard

Welcome! On this page you will find the ACN courses that you have preregistered for, enrolled in, or been waitlisted in.

To enroll in a new course:

1. Tap the **Add Course** button below.
2. Select the courses you are interested in preregistering for.
3. Wait for approval from your current school.
4. If there is space available, you will be enrolled. If not you will be placed on a waitlist and notified if space becomes available.

Dominique's Information

Current Grade:	9	Primary Contact Number:	(619) 884-5109
Current School:	Dunn's Corners School		
Email:	dominiqueamis@gmail.com		
Address:	1234 N MAIN ST , PROVIDENCE, RI 02904		

Edit

Add Course

- 1) Students can select the “Add Course” button from the Student Dashboard to pre-register for new courses

Course Selection

Select Courses for Spring 2021

On this page, you will select the courses that you are interested in registering for.

Dominique's Courses

- Below are all the courses you may apply to.
- Using the list below, please select at least one course you would like to register for.
- If you select courses that are full, you will be placed on a waitlist.
- Note, that if a course has seats available, it is possible that the course may be fully enrolled by the time you receive approval. In this event, you will be placed on a waitlist.

Selected Courses

- ASTRO - Recipe for Success
- Foundations of Drawing
- Rhode Coders 2.0: JavaScript with Providence Public Library

Search for Course

Select	Course Name	Info	Provider	Modality	Status
<input checked="" type="checkbox"/>	ASTRO - Recipe for Success	i	ASTRO	In-person	Available
<input checked="" type="checkbox"/>	Foundations of Drawing	i	Newport Art Museum	In-person	Available
<input checked="" type="checkbox"/>	Rhode Coders 2.0: JavaScript with Providence Public Library	i	Providence After School Alliance (PASA)	Hybrid	Available
<input type="checkbox"/>	Inspired by Animals: Biomimicry with Roger Williams Park Zoo	i	Providence After School Alliance (PASA)	In-person	Available
<input type="checkbox"/>	Law in Contemporary Studies	i	Roger Williams University	Online	Available
<input type="checkbox"/>	Introductions to Physical &	i	Roger Williams University	Online	Available

[Back](#)[Cancel](#)[Next](#)

1) Available courses appear on the selection page based on the “current grade” for the student entered in “my information.”

1) There is no limit to the number of courses that students can pre-register for, however, they can only be enrolled in 2 courses at a time in the spring of 2021

1) Courses that do not have seats available will appear as “Full” in the status column. They can be selected for students to be added to the waitlist

Course Info

Select Courses for Spring 20

On this page, you will select the courses that you are interested in.

Dominique's Courses

- Below are all the courses you may apply to.
- Using the list below, please select at least one course you would like to register for.
- If you select courses that are full, you will be placed on a waitlist.
- Note, that if a course has seats available, it is possible the course may be fully enrolled by the time you receive approval. In this event, you will be placed on a waitlist.

Search for Course

Select	Course Name	Info	Provider	Modality	Status
<input checked="" type="checkbox"/>	ASTRO - Recipe for Success		ASTRO	In-person	Available
<input checked="" type="checkbox"/>	Foundations of Drawing		Newport Art Museum	In-person	Available
<input checked="" type="checkbox"/>	Rhode Coders 2.0: JavaScript with Providence Public Library		Providence After School Alliance (PASA)	Hybrid	Available
<input type="checkbox"/>	Inspired by Animals: Biomimicry with Roger Williams Park Zoo		Providence After School Alliance (PASA)	In-person	Available
<input type="checkbox"/>	Law in Contemporary Studies		Roger Williams University	Online	Available
<input type="checkbox"/>	Introductions to Physical &		Roger Williams University	Online	Available

Back Cancel Next



Anatomical Art

Website

Provider

ACN: RI Nurses Institute Middle College (RINIMC)

Address

150 Washington Street
Providence, RI 02903

Contact Information

Colleen Hitchings
chitchings@rinimc.org

Start Date

01/19/2021

End Date

04/15/2021

Course Meeting Times

Begins 1/21/21 Ends 04/15/21 |Thursday 3:30 - 6:30

Prerequisite Description

At least 16 years of age

Modality

In-person

Status

Available

Course Type

Work-Based Learning

Credit Type

0.5 HS Credit

1) The “info” icon details on each course when selected

Prerequisites

Select Language ▼

Course Prerequisites

Some of the courses you have selected have prerequisites, conditions that you must meet in order to be eligible to pre-register for the course. For each course below, please confirm that you have met the stated prerequisites.

ASTRO - Recipe for Success

Course Prerequisites:

Must be at least 16 years of age at the start of the class. Ability to stand for long periods of time +3hrs & lift 25lbs. Appropriate dress code required-no sleeveless shirts, no open toed shoes, no jewelry, no fingernail polish. Must have sneakers or non skid shoes. Can wear a hat or hair restraint otherwise hair nets are provided.

I confirm that I meet all of the stated prerequisites.

Yes ▼

Classrooms as Communities

Course Prerequisites:

This is a hybrid course, meaning students may attend in person at our campus. Students may also attend classes remotely. If they attend remotely, then they will need a computer with a microphone and video capability.

I confirm that I meet all of the stated prerequisites.

✓ Select
Yes
No

Back Cancel Next

- 1) Students must confirm that they've met the prerequisites for relevant courses

Course Pre-Registration Summary

Application Summary for Dominique

[Print](#)

Student Information

Course Application ID	CA-00000016
Student Name	Dominique Test Student 1
Student ID (LASID)	
Student Date of Birth	12/2/2002
Student Mobile Phone Number	(619) 884-5109
Email	dominiqueamis@gmail.com
Street#/ Street Name	1234 N MAIN ST
Apartment #	
City	PROVIDENCE
State	RI
Zip Code	02904
I Am Experiencing Homelessness	No
Student's Current Grade	9
Student's Current School	Dunn's Corners School

Courses

Course Name	Provider	Contact Email	Start Date
ASTRO - Recipe for Success	ASTRO	astrocurricular@gmail.com	03/06/2021
Foundations of Drawing	Newport Art Museum	ndiedrich@newportartmuseum.org	01/25/2021
Rhode Coders 2.0: JavaScript with Providence Public Library	Providence After School Alliance (PASA)	hexel@mypasa.org	01/26/2021

- 1) All information entered on the pre-registration form displays on a summary
- 2) This page can be printed. Once the terms and conditions are accepted, a copy of this information is also sent to the email address reflected on the summary.

Course Pre-Registration Summary

Terms And Conditions

By electronically initialing below, I confirm the following:

- I affirm that all of the information contained in this application is accurate and true to the best of my knowledge.
- I consent to having the personally identifiable information contained on this application about me, my family, and/or my child disclosed to the schools I listed as part of the application process.
- I give ACN and school administrators for those schools listed on my application permission to contact me about matters related to my child's application.
- I give ACN permission to contact me to learn more about my experience with this process.
- If my contact information changes, I understand that I need to contact the applicable schools to update it.
- I understand that I could be awarded a seat to any school listed on my application and am therefore only listing schools that I would want my child to attend.
- I understand that it is my responsibility to add all of my children to my account if I want to receive Sibling Priority. I understand if my child is found to not be siblings with the students on my Family Profile, my child could lose their placement.

☒ Accept Terms and Conditions

I agree that my child(ren)'s school records may be used for studies on the effectiveness of public schools. If the studies are publicized, only group data, not student level data, will be reported. Sensitive information will remain confidential under state and federal law.

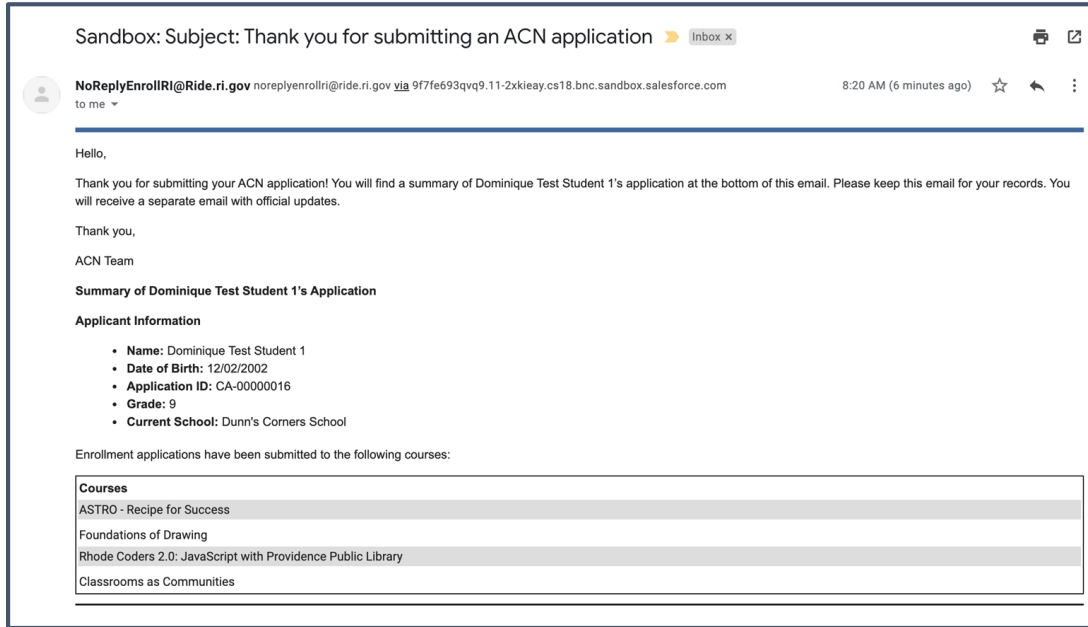
☐ Accept Optional Condition

Initial:

DRA

- 1) The first set of terms and conditions are required to submit
- 1) The optional term is not required to submit

Email: Pre-Registration Confirmation



Student Dashboard: Pre-Registered Courses

Preregistered Courses

ASTRO - Recipe for Success

Semester: **Spring**
Provider: **ASTRO**
Start Date: **03/06/2021**
Offer Status: **Pending Approval**

Remove

Rhode Coders 2.0: JavaScript with Providence Public Library

Semester: **Spring**
Provider: **Providence After School Alliance (PASA)**
Start Date: **01/26/2021**
Offer Status: **Pending Approval**

Remove

Classrooms as Communities

Semester: **Spring**
Provider: **Roger Williams University**
Start Date: **01/27/2021**
Offer Status: **Pending Approval**

Remove

- 1) Once students pre-register for a course, all courses that are pending school member approval will appear on the student dashboard as “Pending Approval”
- 2) Students/Families receive emails when school members approve or deny pre-registered courses.
- 3) The “offer status” is updated here based on school member action



ACN: Family Perspective

K-8th Grade Students

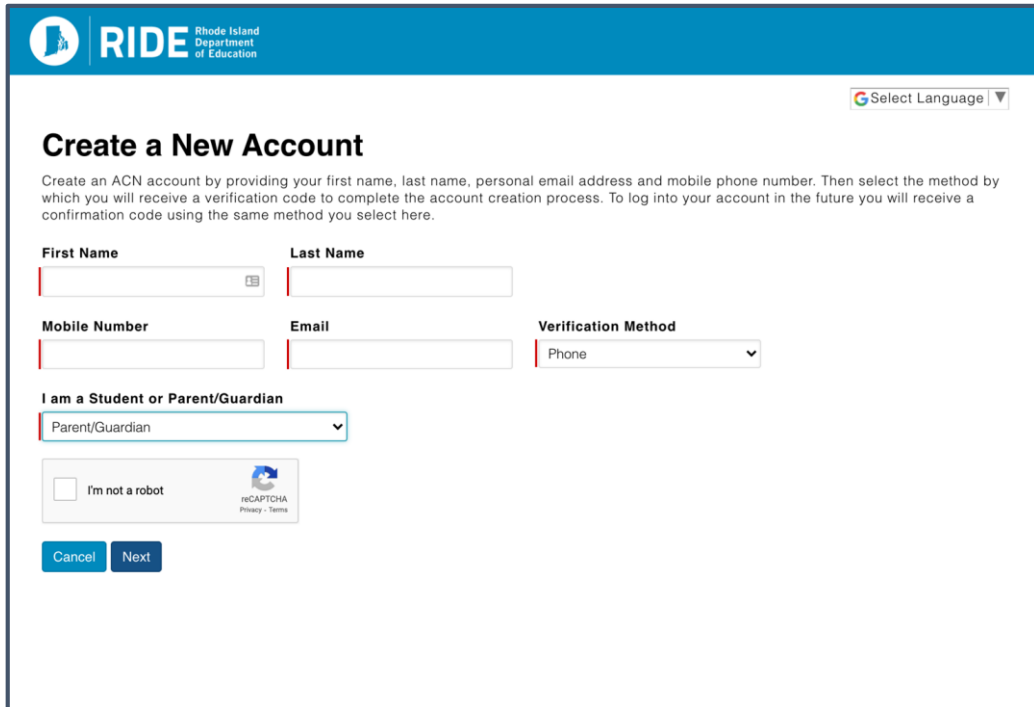
Account Creation: Parent/Guardian



The screenshot shows the EnrollRI website interface. At the top right, there is a 'Select Language' dropdown menu. The main header features the EnrollRI logo, which consists of a blue circle with three white curved lines, followed by the text 'EnrollRI' in a large, bold, blue serif font, and 'Find Your Future' in a smaller, italicized, blue sans-serif font below it. Below the header, a blue banner reads 'Welcome to EnrollRI - All Course Network'. Underneath the banner is a login section with a text input field labeled 'Email/Phone' and a small icon of a person. Below the input field are two buttons: a dark blue 'Log in' button and a light blue 'Create an Account' button. At the bottom of the login section, there is a line of text: 'Please contact HelpEnrollRI@Ride.ri.gov if you need support logging in.'

- 1) Parent/Guardian users will use the tool to pre-register for K-8th grade students using the same log-in page as students
- 1) Parent/Guardian users that have used EnrollRI for the Common Application launched on 12/1 can use the same email/phone to log-in here

Account Creation: Parent/Guardian



The screenshot shows the 'Create a New Account' form for the Rhode Island Department of Education (RIDE). The form is titled 'Create a New Account' and includes a sub-header: 'Create an ACN account by providing your first name, last name, personal email address and mobile phone number. Then select the method by which you will receive a verification code to complete the account creation process. To log into your account in the future you will receive a confirmation code using the same method you select here.'

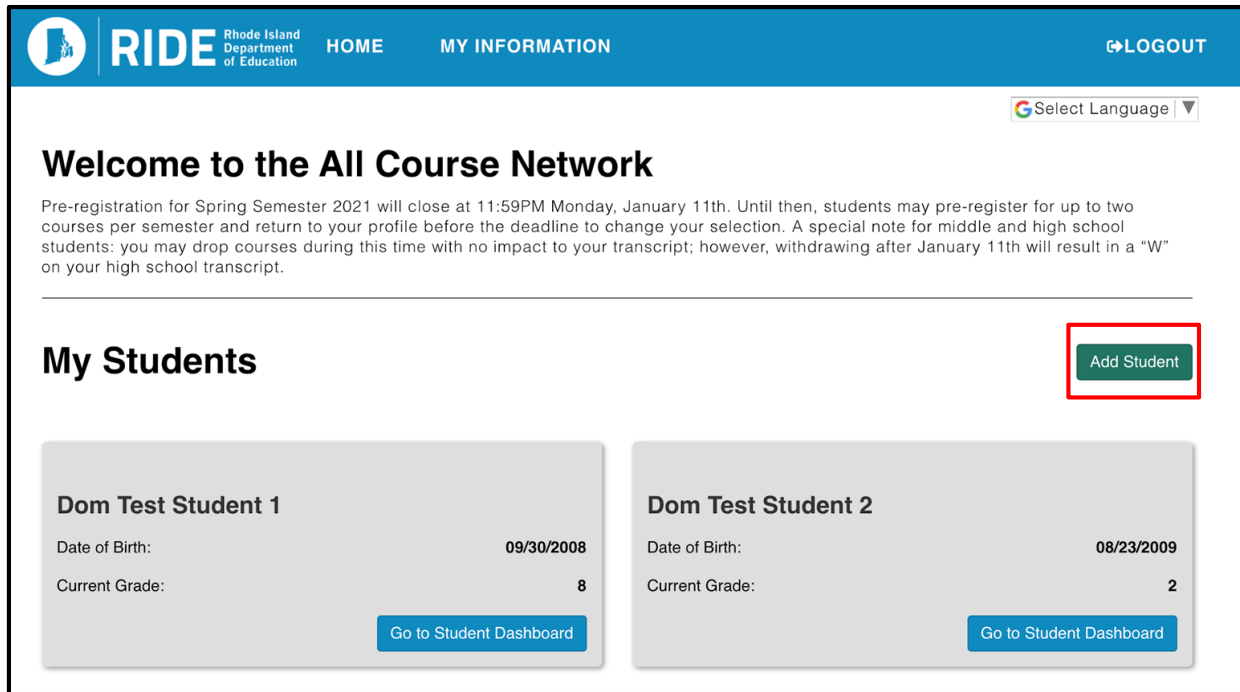
The form fields are as follows:

- First Name**: Text input field with a red border indicating it is required.
- Last Name**: Text input field with a red border indicating it is required.
- Mobile Number**: Text input field with a red border indicating it is required.
- Email**: Text input field with a red border indicating it is required.
- Verification Method**: Dropdown menu with 'Phone' selected.
- I am a Student or Parent/Guardian**: Dropdown menu with 'Parent/Guardian' selected.
- reCAPTCHA**: A checkbox labeled 'I'm not a robot' and a reCAPTCHA logo.

At the bottom of the form are two buttons: 'Cancel' and 'Next'.

- 1) When creating an account, parent/guardian users will select “Parent Guardian” instead of “student”
- 2) Fields in red are required fields
- 1) Encourage families without email accounts to set one up for free (RIDE will provide a step by step resource)

Parent/Guardian Dashboard



The screenshot shows the Parent/Guardian Dashboard for the Rhode Island Department of Education (RIDE). The header is blue with the RIDE logo, navigation links for HOME and MY INFORMATION, and a LOGOUT button. A language selection dropdown is in the top right. The main content area has a white background. It starts with a 'Welcome to the All Course Network' section, followed by a paragraph about pre-registration for Spring Semester 2021. Below this is a 'My Students' section. To the right of this section is a red-bordered box containing a green 'Add Student' button. Under 'My Students', there are two student cards. The first card is for 'Dom Test Student 1', showing a birth date of 09/30/2008 and current grade of 8, with a 'Go to Student Dashboard' button. The second card is for 'Dom Test Student 2', showing a birth date of 08/23/2009 and current grade of 2, also with a 'Go to Student Dashboard' button.

Parent/Guardian Dashboard

HOME MY INFORMATION LOGOUT

Select Language ▼

Welcome to the All Course Network

Pre-registration for Spring Semester 2021 will close at 11:59PM Monday, January 11th. Until then, students may pre-register for up to two courses per semester and return to your profile before the deadline to change your selection. A special note for middle and high school students: you may drop courses during this time with no impact to your transcript; however, withdrawing after January 11th will result in a "W" on your high school transcript.

My Students

Add Student

Dom Test Student 1

Date of Birth: 09/30/2008

Current Grade: 8

[Go to Student Dashboard](#)

Dom Test Student 2

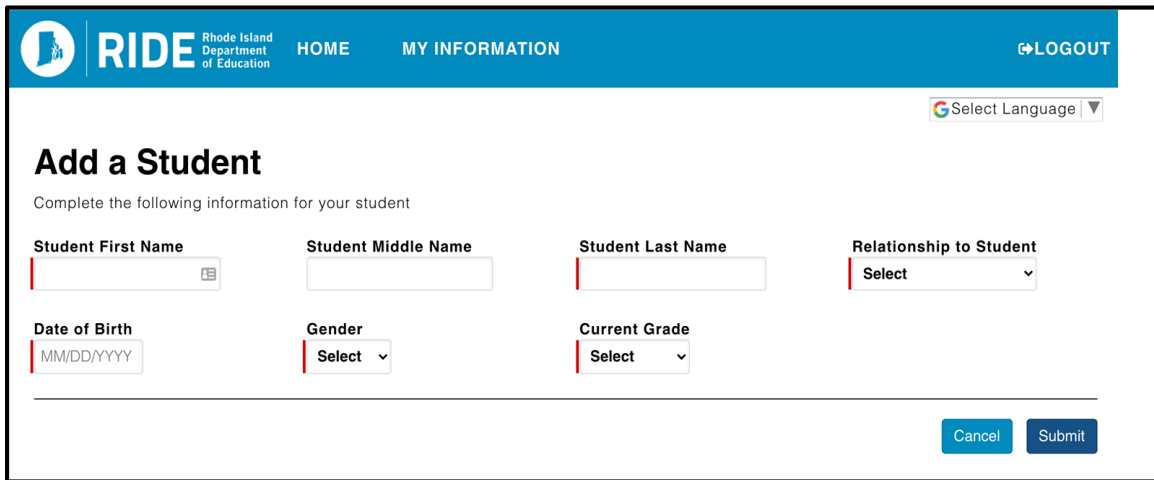
Date of Birth: 08/23/2009

Current Grade: 2

[Go to Student Dashboard](#)

- 1) Parent/Guardian users can see all K-8 students on their dashboard and add new K-8 students as needed

Add Student



The screenshot shows the 'Add a Student' form in the RIDE (Rhode Island Department of Education) system. The header is blue with the RIDE logo, 'HOME' link, 'MY INFORMATION' link, and a 'LOGOUT' button. A 'Select Language' dropdown is in the top right. The form title is 'Add a Student' with a subtitle 'Complete the following information for your student'. The form fields are arranged in two rows: 'Student First Name', 'Student Middle Name', 'Student Last Name', and 'Relationship to Student' in the first row; 'Date of Birth', 'Gender', and 'Current Grade' in the second row. Each field has a red vertical bar on the left. The 'Relationship to Student' and 'Current Grade' fields are dropdown menus. At the bottom right are 'Cancel' and 'Submit' buttons.

RIDE Rhode Island Department of Education

HOME MY INFORMATION LOGOUT

Select Language ▼

Add a Student

Complete the following information for your student

Student First Name

Student Middle Name

Student Last Name

Relationship to Student

Date of Birth

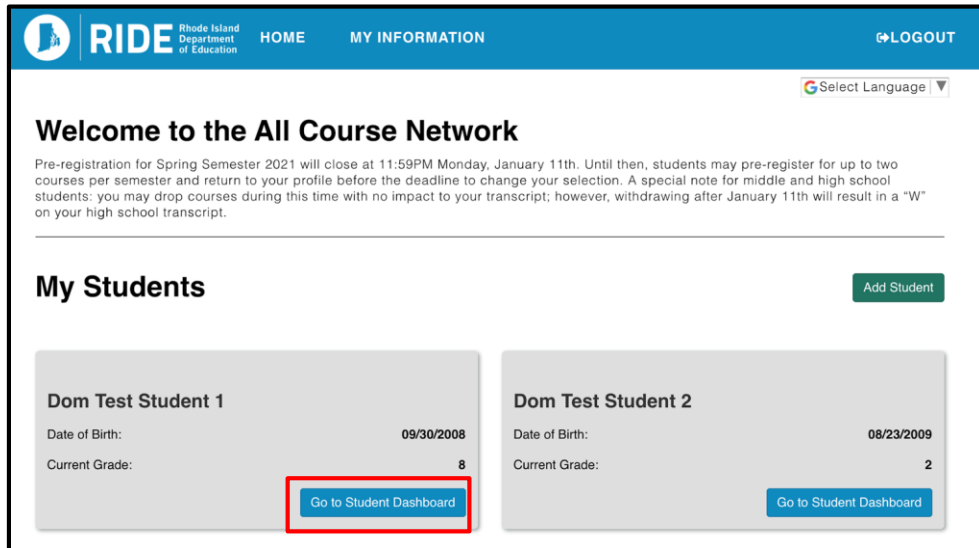
Gender

Current Grade

Cancel Submit

- 1) Parent/Guardians users will only be able to add K-8th grade students under their account
- 1) 9th-12th grade students are encouraged to pre-register under their own accounts


Navigating to the Student Dashboard



The screenshot shows the RIDE (Rhode Island Department of Education) All Course Network dashboard. The header includes the RIDE logo, navigation links for HOME and MY INFORMATION, and a LOGOUT button. A 'Select Language' dropdown is also present. The main content area features a welcome message and a 'My Students' section with an 'Add Student' button. Two student profiles are listed: 'Dom Test Student 1' (DOB: 09/30/2008, Grade: 8) and 'Dom Test Student 2' (DOB: 08/23/2009, Grade: 2). Each profile has a 'Go to Student Dashboard' button. The button for 'Dom Test Student 1' is highlighted with a red rectangle.

- 1) To see course information for K-8th grade students, parent/guardian users select the “Go to Student Dashboard” button

Student Dashboard



RIDE
Rhode Island
Department
of Education

HOME

MY INFORMATION

LOGOUT

Select Language ▼

Student Dashboard

Welcome! On this page you will find the ACN courses that you have preregistered for, enrolled in, or been waitlisted in.

To enroll in a new course:

1. Tap the **Add Course** button below.
2. Select the courses you are interested in preregistering for.
3. Wait for approval from your current school.
4. If there is space available, you will be enrolled. If not you will be placed on a waitlist an notified if space becomes available.

Dom's Information

Current Grade:	2	Primary Contact Number:	(619) 884-5109
Current School:	Alfred Lima Sr. Elementary School		
Email:	dominiqueamis@gmail.com		
Address:	37 Chestnut Ave , Cranston, RI 02910		

Edit

Add Course

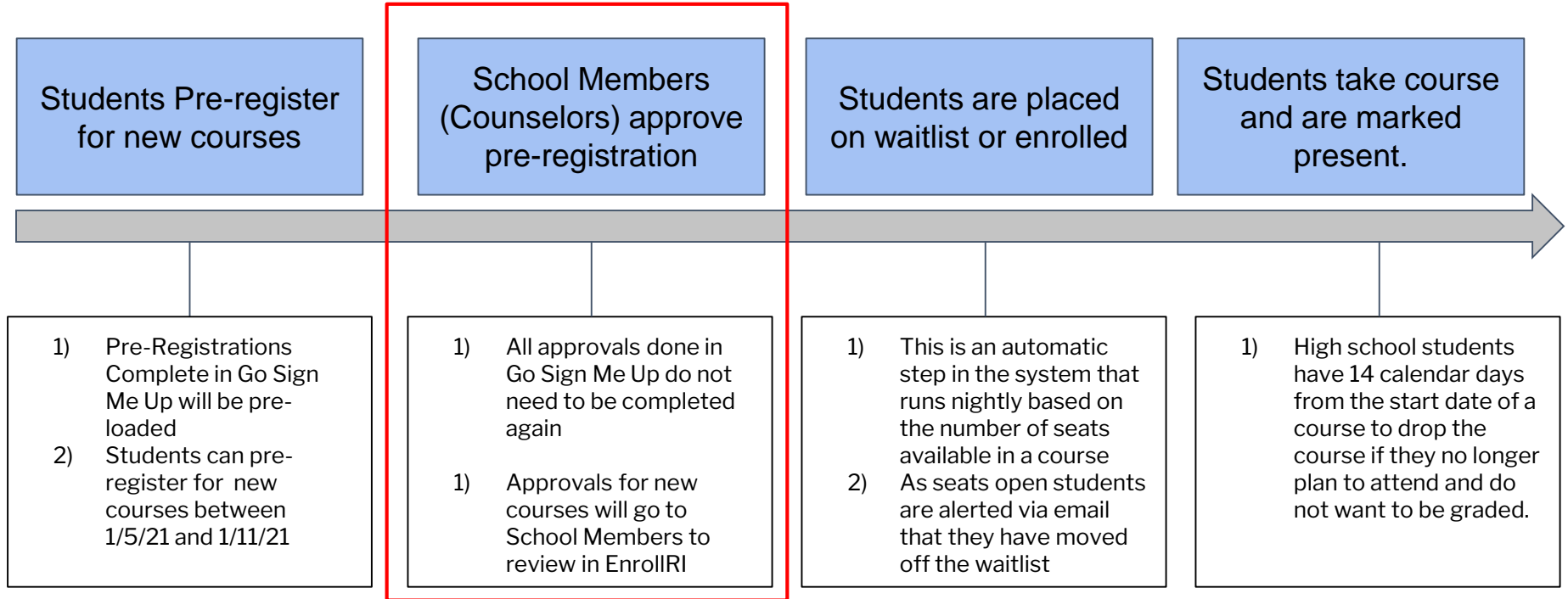
Student & Family Q&A



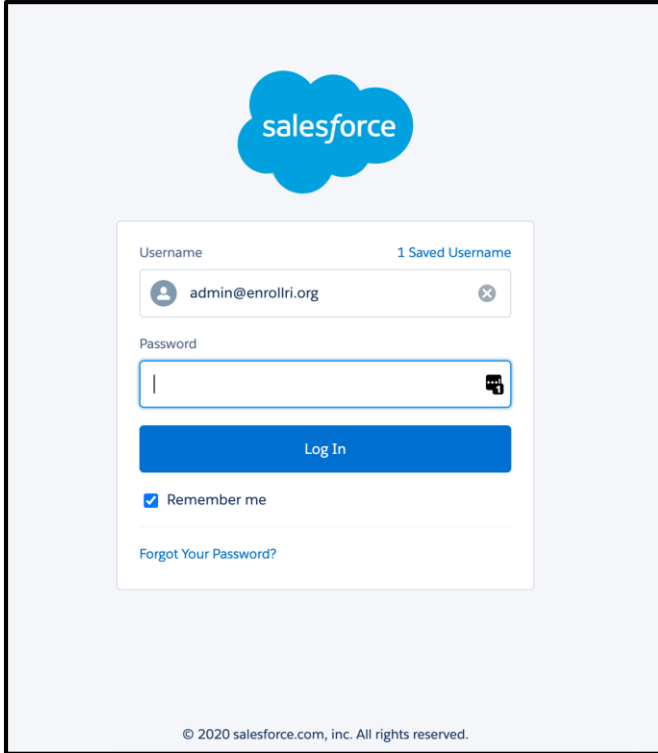


ACN: School Member Perspective

EnrollIRI ACN Process: Spring '21





School Member Log-in-**Available 1/5/21**




salesforce

Username 1 Saved Username

 admin@enrollri.org 

Password



Log In

☒ Remember me

[Forgot Your Password?](#)

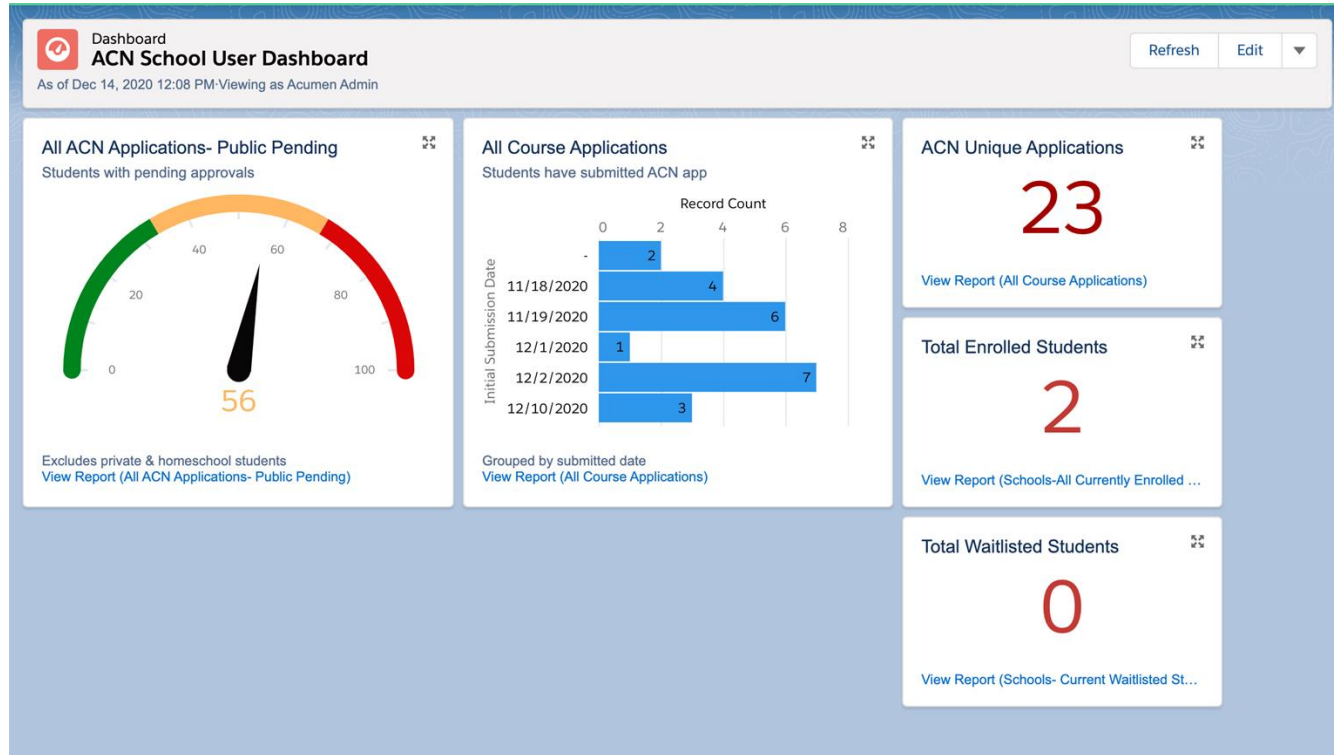
© 2020 salesforce.com, inc. All rights reserved.

- 1) URL to Access on 1/5/21:
<https://enrollri.my.salesforce.com>
- 1) Username: Will be emailed to school points of contact. There will be one assigned per school.
- 1) Password: You will be prompted to create your own.

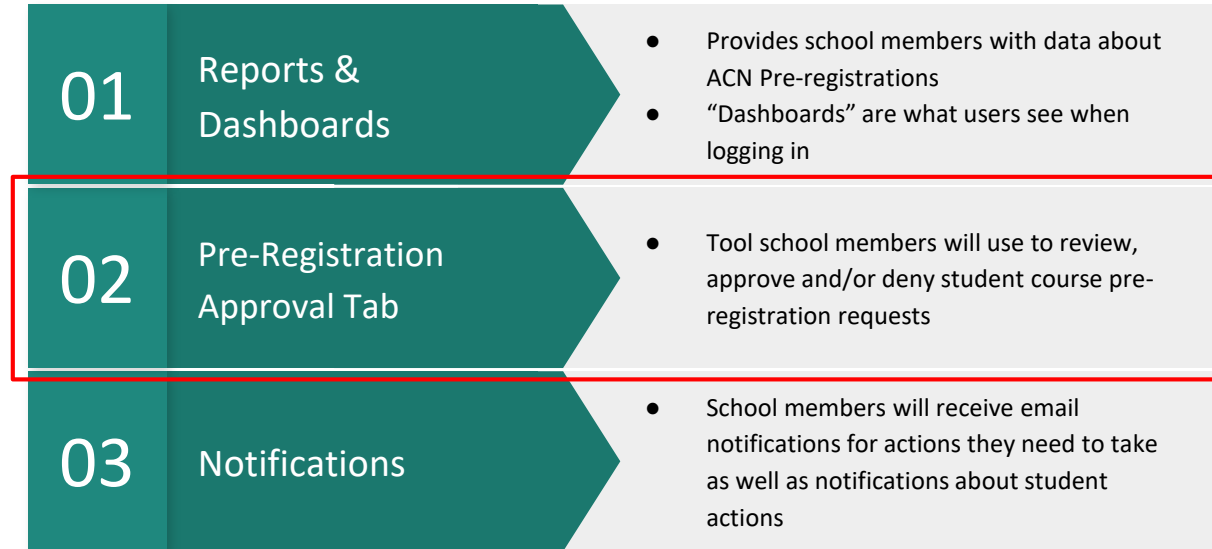
Pre-Registration Approval: School Member Toolkit

01	Reports & Dashboards	<ul style="list-style-type: none">• Provides school members with data about ACN Pre-registrations• “Dashboards” are what users see when logging in
02	Pre-Registration Approval Tab	<ul style="list-style-type: none">• Tool school members will use to review, approve and/or deny student course pre-registration requests
03	Notifications	<ul style="list-style-type: none">• School members will receive email notifications for actions they need to take as well as notifications about student actions

School Member Toolkit: Reports & Dashboards



Pre-Registration Approval: School Member Toolkit



Tab: Registration Approval

The screenshot shows the ACN web application interface. At the top, a navigation bar contains 'ACN', 'Schools', 'Staff', 'Students', and 'Registration Approval'. The 'Registration Approval' tab is highlighted with a red box. Below the navigation bar, the page title 'Registration Approval' is displayed. A sub-header explains: 'Use the fields below to load applicants for designating them as approved or denied. If you mark an applicant as denied, you will need to provide an explanation. In order to take action on a student, you will need to provide the student's SASID.' There are two search sections: 'Search by School' and 'Search by Student'. 'Search by School' includes dropdowns for 'School:' (set to 'All'), 'Current Grade:' (set to 'All'), 'Semester:' (set to 'All'), and 'Status:' (set to 'Pending Approval'), with a 'Load' button. 'Search by Student' includes input fields for 'First Name:' and 'Last Name:', a 'Semester:' dropdown (set to 'All'), and a 'Status:' dropdown (set to 'Pending Approval'), with a 'Load' button. At the bottom, a table header is visible with columns: Student Name, DOB, Current Grade, Course Title, Provider, Semester, and Status.

- 1) Select the registration approval tab to manage your approvals
- 2) This tab allows school members to load data from all schools for which they have access, filter by student grade, course semester or approval status
- 3) This tab can also be used to search for individual students

Tab: Registration Approval: Filter Options

Semester

- ✓ All
- Summer
- Fall
- Spring
- Year-Long

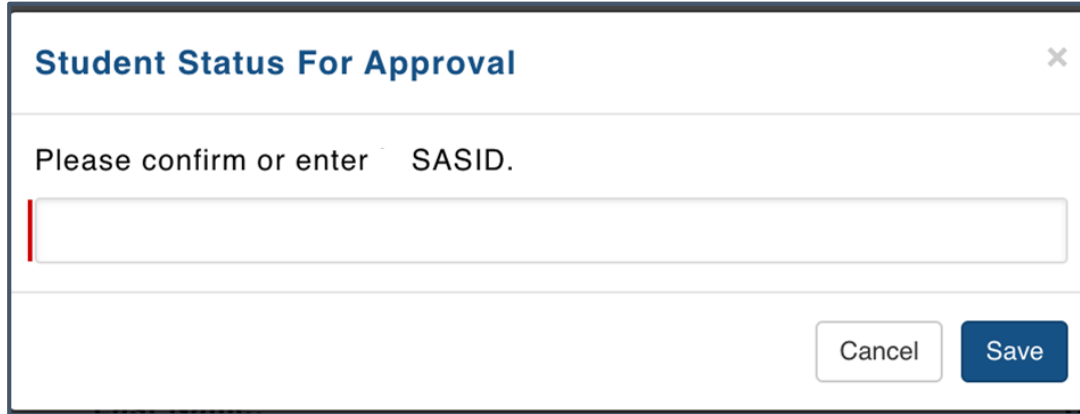
Status

- All
- ✓ Pending Approval
- Approved
- Denied

Tab: Pre-Registration Approval

Student Name	DOB	Current Grade	Course Title	Provider	Semester	Status
John Calvin	1/1/2008	6	Natural Disasters	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
John Calvin	1/1/2008	6	Classrooms as Communities	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
John Calvin	1/1/2008	6	Law in Contemporary Studies	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
Serena Wills	12/10/2003	10	Natural Disasters	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
Beth Harmon	7/24/2008	12	Cultural Awareness in a Global Society	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
Beth Harmon	7/24/2008	12	Natural Disasters	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
Beth Harmon	7/24/2008	12	Classrooms as Communities	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>

Tab: Pre-Registration Approval



The screenshot shows a modal dialog box titled "Student Status For Approval" with a close button (X) in the top right corner. Inside the dialog, there is a text prompt "Please confirm or enter SASID." followed by a large, empty text input field. At the bottom right of the dialog, there are two buttons: a "Cancel" button and a "Save" button.

- 1) School members are asked to confirm and save a student's SASID upon approval
- 1) After this is entered for a student once, the information will be pre-populated going forward
- 1) School members should retrieve the 10 digit SASID from the existing student information system for the school (i.e. Aspen, Skyward, etc)

Tab: Registration Approval: What to consider...

→ For Middle and High School Students:

- ◆ Try to align with students' Individual Learning Plans (ILPs).
- ◆ ACN postsecondary course grades remain on students' permanent post secondary transcripts.
- ◆ In what ways might this course benefit the student, such as social emotional learning, interacting with peers, exploring an interest, fostering school engagement, and/or having fun?
- ◆ Consider encouraging Multilingual learners and Differently-abled students to register for ACN courses!

Tab: Pre-Registration Approval

Student Name	DOB	Current Grade	Course Title	Provider	Semester	Status
John Calvin	1/1/2008	6	Natural Disasters	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
John Calvin	1/1/2008	6	Classrooms as Communities	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
John Calvin	1/1/2008	6	Law in Contemporary Studies	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
Serena Wills	12/10/2003	10	Natural Disasters	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
Beth Harmon	7/24/2008	12	Cultural Awareness in a Global Society	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
Beth Harmon	7/24/2008	12	Natural Disasters	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>
Beth Harmon	7/24/2008	12	Classrooms as Communities	Roger Williams University	Spring	<div>Approve</div> <div>Deny</div>

Tab: Pre-Registration Denial

Student Status For Denial ×

Please confirm or enter John Calvin 's SASID.

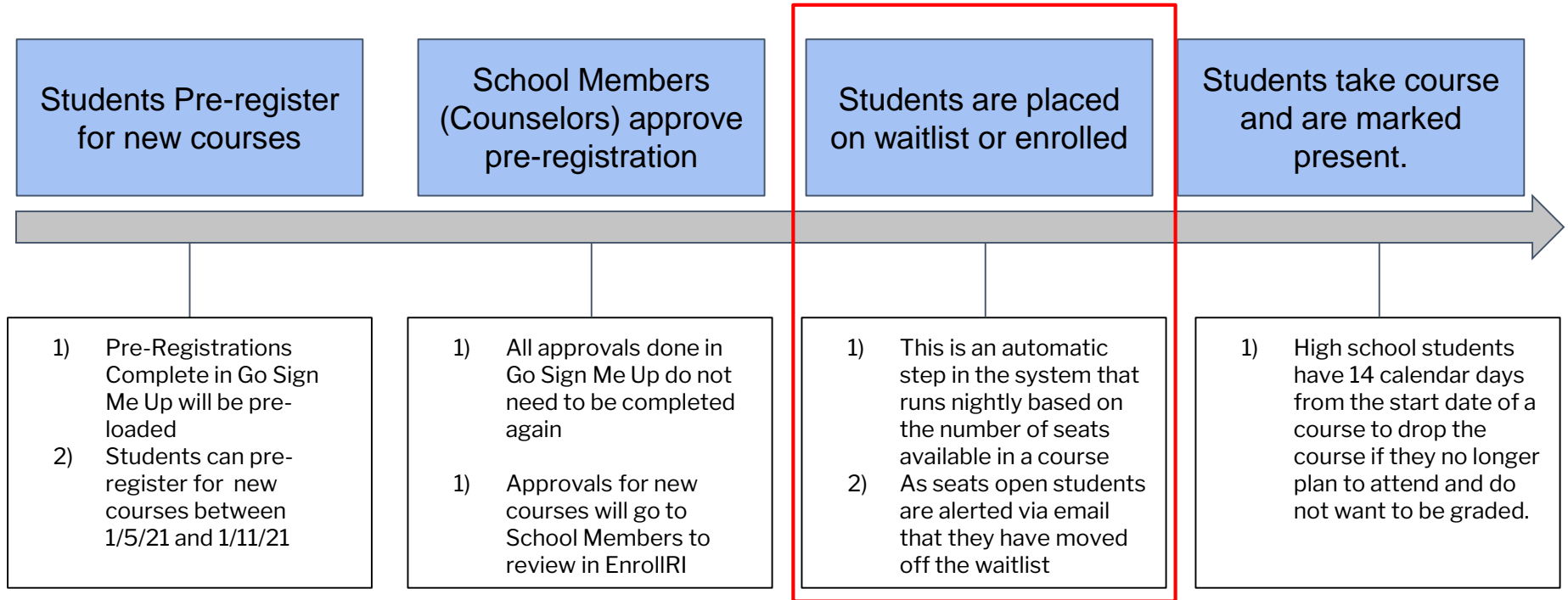
Enter the reason for denial.

Cancel

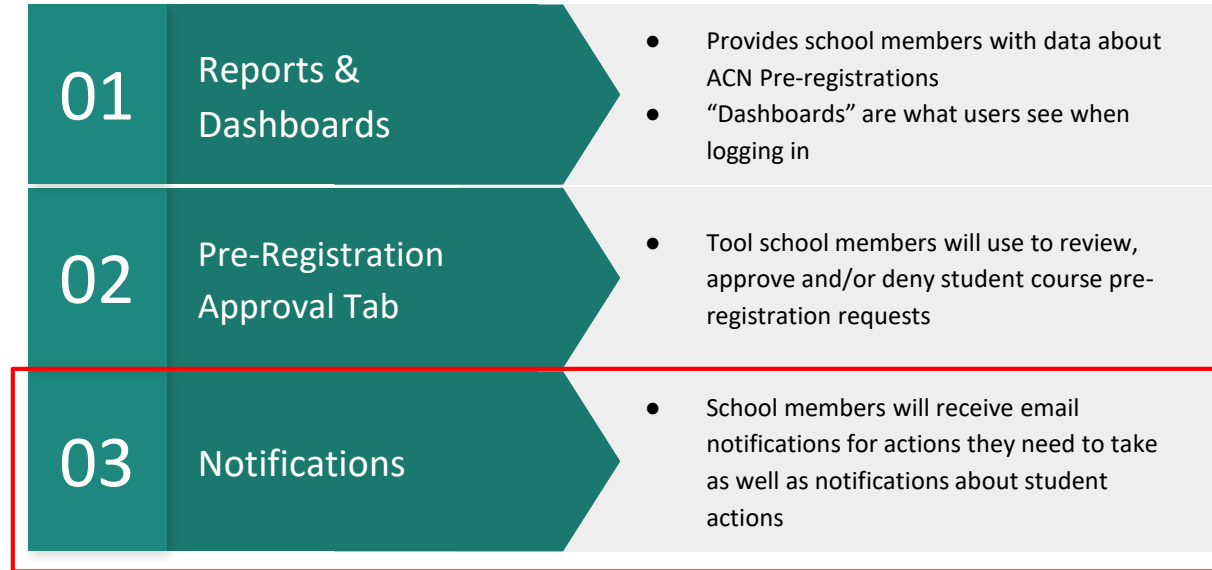
Save

- 1) School members are asked to confirm and save a student's SASID if the registration is denied
- 1) A denial reason is also required
- 1) The Student or Parent/Guardian who registered for the course will not see the denial reason in EnrollRI and receive a notification

EnrollIRI ACN Process: Spring '21



Pre-Registration Approval: School Member Toolkit

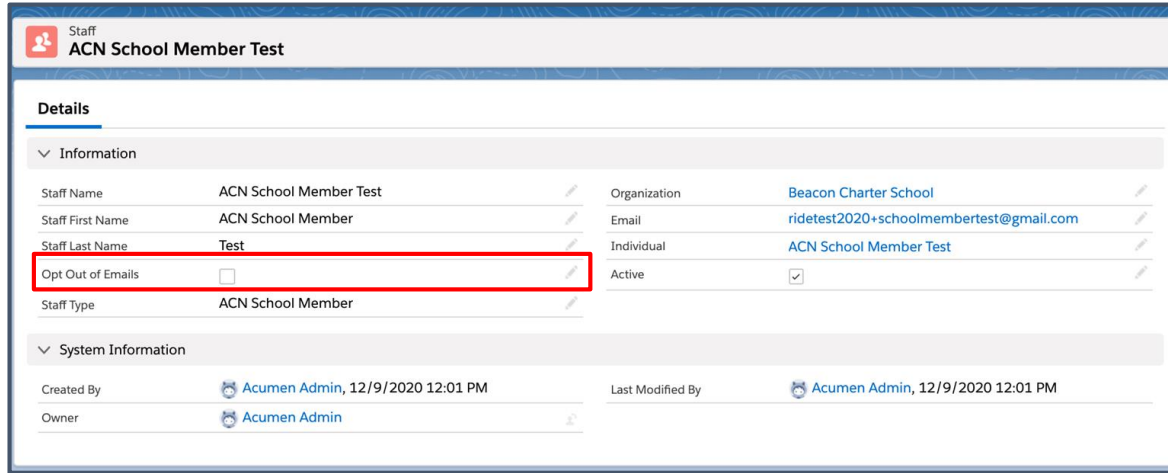


School Member Notifications

School Members will receive notifications for the following (see appendix for sample emails)

#	Notification Type	Why is this important?
1	Pre-Registration Submitted: School Member Approval Needed	Notifies school members that there is action for to take in order for a student to proceed in the enrollment process.
2	Student Drops or Withdraws from a Course	Notifies school members when a student drops a courses.
3	Student moved off a Waitlist	Students/Families have 2 days to accept an offer after they move off of a course waitlist. This is a notification goes to school members so that they can follow up with students/families that may need support in taking action within 2 days.
4	Student offer Expired	If an offer expires for a student, school members are also notified.

School Member Notifications: Opting Out



Staff
ACN School Member Test

Details

Information

Staff Name	ACN School Member Test	Organization	Beacon Charter School
Staff First Name	ACN School Member	Email	ridetest2020+schoolmembertest@gmail.com
Staff Last Name	Test	Individual	ACN School Member Test
Opt Out of Emails	<input type="checkbox"/>	Active	<input checked="" type="checkbox"/>
Staff Type	ACN School Member		

System Information

Created By	Acumen Admin, 12/9/2020 12:01 PM	Last Modified By	Acumen Admin, 12/9/2020 12:01 PM
Owner	Acumen Admin		

- 1) School members have the ability to opt out of notifications by selecting the “Staff” tab, and selecting “Opt out of Emails”
- 1) It is strongly encouraged to not opt out of emails

ACN School Member Q&A



ACN 101: Student/Family FAQs



“I can’t see any information for my high school student. How do I know which courses they are enrolled in?”

Answer:

1. The ACN program encourages high school students to make their own course selections. This information is stored under student accounts.
2. Parent/Guardians can support students in creating student accounts for high school students and logging in together

ACN 101: Student/Family FAQs

“How many courses can I/my student student enroll in?”

Answer:

1. Students can pre-register/apply to as many courses are available for their grade level. However, students can only be enrolled in 2 courses at a time in the Fall and Spring and 1 course in the summer.
2. Year long courses count as 1 course in the spring, and one course in the fall
3. All pre-registrations must be approved by a school member in order to be enrolled

ACN 101: Student/Family FAQs



“My student’s pre-registration has not been approved, what do I do? ”

Answer:

1. Reach out to your school to determine if the pre-registration has been declined or your school point of contact has not had a chance to review.
2. School points of contact can provide information about if a pre-registration has been declined.

ACN 101: Student/Family FAQs

“Are courses going to be delivered in person this year?”

Answer:

1. Courses are being offered in one of 3 modalities:
 - a. In Person
 - b. Online
 - c. Hybrid
2. Any courses offered in person:
 - a. Will follow guidelines from the CDC and the Rhode Island Department of Education

ACN 101: Student/Family FAQs



“I/my student is on a waitlist. How will I know if I get in?”

Answer:

1. The student/family will receive a notification if a seat opens for a course.
2. The notification will indicate if the student is automatically enrolled.
3. If the student is already enrolled in 2 courses, the notification will prompt user to go into the system and make a choice to withdraw/drop an existing course and accept a waitlist offer or decline the waitlist offer.
4. The student/family will have **2 days** to accept an offer before it expires.

ACN 101: School Member FAQs



“Do I have access to complete applications on behalf of students/families?”

Answer:

1. School members can best support students and families by helping them to set up student or parent/guardian accounts at enrollri.force.com/courses on or after 1/5/21
2. If a student/family does not have a mobile number or non school email to create an account, it is strongly encouraged to support them in creating a free email account

ACN 101: School Member FAQs

“Who do I contact for support?”

Answer:

1. If you have any questions about the ACN program overall email acn@ride.ri.gov
2. If you have any questions about the the EnrollRI tool, contact EnrollRI@Ride.ri.gov
3. If you have questions about course details contact individual providers directly

ACN 101: School Member FAQs



“Why can’t students use school emails to access this system?”

Answer:

1. School members can best support students and families by helping them to set up student or parent/guardian accounts at enrollri.force.com/courses on or after 1/5/21
2. If a student/family does not have a mobile number or non school email to create an account, it is strongly encouraged to support them in creating a free email account

ACN 101: School MemberFAQs



“We have multiple school members at my school who need to approve. Will we all get an account?”

Answer:

1. Each participating school will receive 1 school member user account
2. For Elementary schools we suggest that this account be assigned to the principal or the principal's designee
3. For Middle and High schools, we suggest that this account be assigned to the lead counselor

Recap: All Course Network Key Dates: Training

RIDE

- **Today:** System Preview of New EnrollRI tools
- **1/5:** New ACN Tool Opens for families to pre-register for new Spring courses and manage pre-registrations that were submitted last spring
- **1/6 & 1/7:** School Member and Provider Training for Spring 2021 Processes
- **March '21:** School Member and Provider Training for the 21-22 School Year Processes

Recap: All Course Network Key Dates: Spring '21

RIDE

→ **1/5/21-1/11/21:** Pre-Registration Window for New Spring '21 Courses

- ◆ Many students will have already pre-registered for existing Spring Courses via Go Sign Me up

→ **1/11/21:** First Spring Courses Begin

- ◆ Credit Courses: Add/Drop windows are two weeks from the start date of each course
- ◆ Enrichment Courses: Students can enroll up to the start of the course.

Questions?

THANK YOU!