



EDlumina Student (SIS) Training Manual - v.9.1.2022

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Logging In

Go to your school's **edluminate.com** website with the subdomain that corresponds with your school.

Example: yourschoolsubdomain.edluminate.com/login

User Log-In page

Once the school specific URL has loaded, the user will be prompted to sign in with their credentials (Email Address and Password). The school name & logo should be present on this page.

EDlumina
Education Software Solutions

Email*: @cyanna.com

Password*:

[Recover lost password](#)

LOGIN

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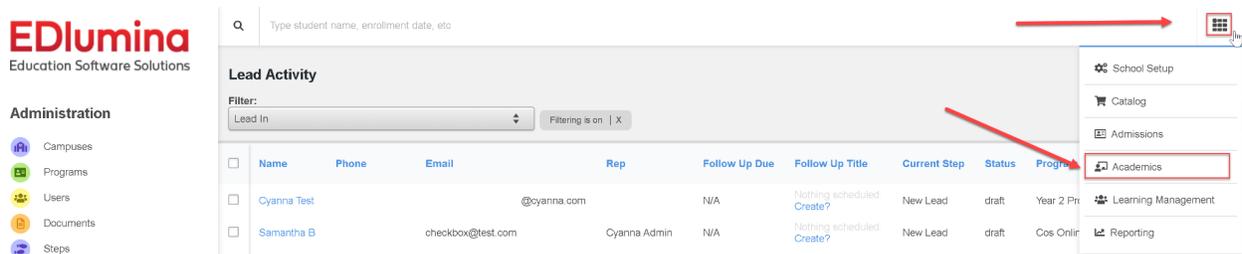
Enter your **username** and **password** into the corresponding boxes and click the blue **LOGIN** button.

Recover Lost Password

If you cannot remember your password click the blue **Recover lost password** link. Next, enter the email address for your account. An email will be sent to you and you will be able to make a new password. Use this new password to log in with.

Finding the Academics Tab

Once you have logged in, you will see a drop down button on the right hand side that resembles 9 squares. Select this button and then click on the **Academics** option from the drop down.



Academics Menu

-  Courses
-  Programs
-  Faculty & Staff
-  Students
-  Imports

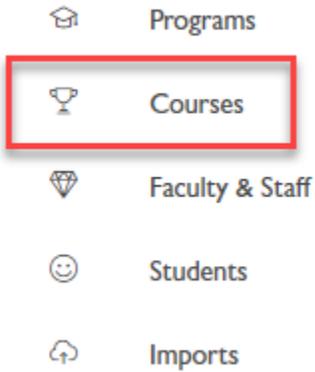
On the menu on the left hand side of the screen, there are five different options:

- **Programs:** Lists the different programs available as well as being able to add, remove, and edit the different programs..
- **Courses:** Lists the courses available and the information for each of the courses. This is where you can add, remove, and edit the different courses and the groups that the courses are in and add sessions for the different courses..

- **Faculty & Staff:** Lists all of the staff members/faculty as well as the information associated with them.
- **Students:** Lists all of the students as well as the information associated with them.
- **Imports:** View the details of the data that has been imported.

Courses

On the left hand side of the screen, select the **Courses** option.



This will bring up the **Courses** page, with the name of each course, the course ID, and a description of the course. If a course is an LMS course, it will show up on the right hand side. If it is not an LMS course, then the number of clock hours or credit hours will be shown.

The screenshot shows the EDlumina interface. On the left is a navigation sidebar with the EDlumina logo and menu items: Programs, Courses, Faculty & Staff, Students, and Imports. The main content area has a search bar with the placeholder 'Type student name', a user profile for 'Cyanna Admin', and a support notification. Below the search bar is a table of courses:

COURSE ID	DESCRIPTION	COURSE TYPE
COS-ONLINE 101 INTRODUCTIONS TO COS	This course is an introduction to COS technology	LMS Course
Year 2 Course YEAR 2 COURSE	Sam's Demo Course	LMS Course
IND301 PROGRAMMABLE LOGIC CONTROLS	This course is an introduction to Programmable Logic Controls.	3
IND300 SOFT SKILLS III	This is the third course in the Soft Skills series.	3

Available Courses

[View Group of Classes](#)

[Add a Course](#)

Search	Description	LMS Course/Clock Hours/Credit Hours
LEAD201 ADVANCED LEADERSHIP SKILLS	DESCRIPTION This is an advanced course in leadership.	LMS Course
LEAD301 EXCELLENCE IN LEADERSHIP	DESCRIPTION This is the third course in the series.	LMS Course

Search for a Course

There are a couple ways to search for a course. The first option is the search bar in the middle of the screen. The second option is by selecting one of the letters that is directly below the search bar. ***Important:*** In both of these cases, it searches by the course ID, not the course name.

Available Courses

[View Group of Classes](#)

[Add a Course](#)

Search	Description	LMS Course/Clock Hours/Credit Hours
LEAD201 ADVANCED LEADERSHIP SKILLS	DESCRIPTION This is an advanced course in leadership.	LMS Course
LEAD301 EXCELLENCE IN LEADERSHIP	DESCRIPTION This is the third course in the series.	LMS Course

Add a Course

Click on the blue **Add a Course** button in the upper right hand corner of the screen.

Available Courses

[View Group of Classes](#)

[Add a Course](#)

Search	Description	LMS Course/Clock Hours/Credit Hours
LEAD201 ADVANCED LEADERSHIP SKILLS	DESCRIPTION This is an advanced course in leadership.	LMS Course
LEAD301 EXCELLENCE IN LEADERSHIP	DESCRIPTION This is the third course in the series.	LMS Course

You will then be taken to the page where you can add a course.

Add A Course

Course ID

Course Name

Description

Connect to LMS?

Credit Hours

Clock Hours

Clock Hours

First, enter the Course ID in the corresponding field. For example, this would be like HST111 or MTH150. Then enter the Course Name and the description of the course.

Connecting to an LMS

If the Course ID corresponds to a course ID in the Canvas LMS, select the **Connect to LMS?** Checkbox. Next, enter the LMS Course ID in the field that pops up to link the LMS.

Connect to LMS?

LMS Course ID

Credit Hours

Clock Hours

Clock Hours

Clock Hours Vs Credit Hours

Choose whether the course should be credit hours or clock hours and enter the number of hours in the field that is titled “**Clock Hours**”. Note: The field that is titled “**Clock Hours**” can be either clock hours or credit hours, depending on which checkbox is ticked.

Course Cost

Prerequisites

Course Fees

Fee Type	Fee Amount	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add Fee"/>

Next, scroll down to fill out the next fields. Enter the cost of the course in the **Course Cost** field.

Prerequisites

You can add prerequisite courses in the **Prerequisites** box. When you click on it, a list of the courses that can be prerequisites will be listed. You can add multiple courses if it is needed. Search for a certain course by typing in the field. Click the blue “**+ Add**” option to add the course as a prerequisite.

SEARCH RESULTS

LEAD201 - Advanced Leadership Skills - 3 clock hours	<input type="button" value="+ Add"/>
LEAD301 - Excellence in Leadership - 3 clock hours	<input type="button" value="+ Add"/>
IND201 - Hydraulics - 3 clock hours	<input type="button" value="+ Add"/>
COS-ONLINE 101 - Introductions to COS - 4 clock hours	<input type="button" value="+ Add"/>

Lastly, add in any course fees. Select the **Fee Type** drop down. You can choose from Books, Kits, or Access Keys. Next, enter the **Fee Amount** in the corresponding field. Select the blue **Add Fee** button.

Course Fees

Fee Type Fee Amount Add Fee

Books
Kit
Access Keys

Cancel Save

Once you are done filling out all of the fields, click on the blue **Save** button in the bottom right hand corner of the screen to finish creating the course.

Viewing/Editing Groups of Classes

Click on the **View Group of Classes** button in the top right corner of the screen.

Available Courses View Group of Classes Add a Course

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

COURSE ID	DESCRIPTION	COURSE TYPE
LEAD201 ADVANCED LEADERSHIP SKILLS	This is an advanced course in leadership.	LMS Course
LEAD301 EXCELLENCE IN LEADERSHIP	This is the third course in the series.	LMS Course

This should then take you to the **Groups of Courses** page. All of the different groups of courses will be listed here along with the number of courses in each group. Click on the group that you want to view or edit.

Group of Courses Add A Group

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

GROUP NAME	COURSES IN GROUP
Leadership	9

You can edit the name of the group by clicking the blue **pencil icon** in the top left corner. You can add a class to the group by searching for it in the corresponding field. Courses can be removed from the group by clicking on the **x** next to the course that you want to remove.

Leadership 

Search for a class to add to this group

LEAD104 - Servant Leadership  LEAD105 - Enduring Leadership  LEAD106 - Adaptive Leadership  LEAD107 - Innovative Leadership  LEAD108 - Values-Based Leadership 

LEAD102 - Foundational Leadership  LEAD103 - Authentic Leadership  LEAD301 - Excellence in Leadership  LEAD201 - Advanced Leadership Skills 

Archive This Group

This action cannot be undone. If you archive this group, the classes will remain active.

Archive This Group

Course groups can be removed/archived by clicking the red **Archive This Group** button in the bottom left corner.

Create a Group of Classes

Click on the blue **Add a Group** button on the upper right hand corner of the screen.

Group of Courses

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

GROUP NAME	COURSES IN GROUP
Leadership	9



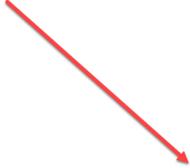
Add A Group

This should take you to the page where you can create your group. In the field that says **Give this group a name!**, enter the name of the group.

Give this group a name!

Search for a course

LEAD201 - Advanced Leadership Skills 

 Cancel Create

Next, click the **Search for a Course** field to look up courses to add to the group. Select the courses that you want to add and click the blue **Create** button at the bottom right hand corner of the screen when you are done.

Viewing a Course

From the **Courses** page, click on the course that you want to view or edit, as shown below.

Available Courses [View Group of Classes](#) [Add a Course](#)

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

LEAD201 ADVANCED LEADERSHIP SKILLS	DESCRIPTION This is an advanced course in leadership.	LMS Course
LEAD301 EXCELLENCE IN LEADERSHIP	DESCRIPTION This is the third course in the series.	LMS Course
IND201 HYDRAULICS	DESCRIPTION This is course is an introduction to Hydraulics.	3

Once you click on the course that you want to view, the information page for the course will be shown. The following information will be shown:

- Course Name
- Course ID
- Connection to LMS
- Description
- Course Cost
- LMS Course ID
- Prerequisites
- Course Fees

LEAD201 [Access Course](#) [Add a Session](#)

Description [Current](#) [Upcoming](#)

General Information [Edit Course Information](#)

Course ID	LEAD201	Course Cost	\$0.00
Connected to LMS?	true	LMS Course ID	6
Course Name	Advanced Leadership Skills		
Description	This is an advanced course in leadership.		

Prerequisites [Edit Prerequisites](#)

Course Fees [Edit Course Fees](#)

Archive This Course - Start Teach-Out

If you archive this course, it will trigger a teach-out which will stop allowing students to enroll in the course. Students currently enrolled in this course will be notified of this change and informed of their options to either stay in the course or transfer to a new course. The course will be officially archived when the last session is completed.

[Archive this course](#)

It will also allow you to view any current, upcoming, or past sessions of the course. If you choose any of those selections and they have a session in that section it will appear like this

The screenshot shows the EDlumina interface for course 'COS-ONLINE 101'. The 'Current' tab is active, showing a session titled 'Introductions to COS' for Winter 2021. The session details include '2 / Unlimited ENROLLED / CAPACITY' and '19% COMPLETE'. A 'DETAILS' link is visible for the session.

If you click on the individual session it will give you 4 different tabs with different information about each specific session. The first, listed “Details”, gives all the general information on the course. The second, “Students”, will show all students enrolled into that session. The third, “Grades”, will list all currently added grades for each student. Lastly, “Attendance” which is where you can track a student's attendance.

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Type student name

Cyanna Admin Support

Upload Student Roster Access Course

Details Students Grades Attendance

Edit Session Information

General Information

Campus: Online Campus Term (Cohort): Winter 2021: 01 Jan 2021 - 30 Apr 2025

Class Capacity: N/D Class Type: Online

Instructors: Generate Certificate?: True

Course Times and Locations

Day of the Week	Course Start Time	Course End Time	Location
-----------------	-------------------	-----------------	----------

Archive this Session

This session page also gives you the option to access the course if it is linked to an LMS, and allows you to upload a student roster into the sessions via a CSV file.

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Type student name

Cyanna Admin Support

Upload Student Roster Access Course

Details Students Grades Attendance

Edit Session Information

General Information

Campus: Online Campus Term (Cohort): Winter 2021: 01 Jan 2021 - 30 Apr 2025

Class Capacity: N/D Class Type: Online

Instructors: Generate Certificate?: True

Course Times and Locations

Day of the Week	Course Start Time	Course End Time	Location
-----------------	-------------------	-----------------	----------

Archive this Session

If you select “Upload Student Roster” it will take you to a new page that shows all the mandatory fields needed to successfully import your data into EDlumina, which is the “Status” field. It also lists all available statuses so you know what status names you need to use.

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Search: Type student name

Cyanna Admin | Support

[Import Template Download](#) [New Students Import for Introductions to COS](#)

Mandatory Fields:
"Status" must match the existing statuses in EDlumina or the import will not work. This is case sensitive. See statuses below.
You will receive and email with the results from the successful import once completed.

Academic Statuses Available

Status Name
enrolled
in_progress
complete_passed
complete_failed
withdrawn
transfer_credit
repeat
failed_financially
paused_payments_overdue

There are two more options from this upload roster page, which is the "Import Template Download" which gives you an excel CSV file to use for your data. It also has "New Students Import for (Class Name)" option which is where you would upload the CSV file.

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Search: Type student name

Cyanna Admin | Support

[Import Template Download](#) [New Students Import for Introductions to COS](#)

Mandatory Fields:
"Status" must match the existing statuses in EDlumina or the import will not work. This is case sensitive. See statuses below.
You will receive and email with the results from the successful import once completed.

Academic Statuses Available

Status Name
enrolled
in_progress
complete_passed
complete_failed
withdrawn
transfer_credit
repeat
failed_financially
paused_payments_overdue

Viewing the Course in the LMS

Click on the blue link that says **Access Course** beside the name of the course at the top of the page. This will take you to the Canvas page for the course. Note: This will only work if the course has been linked with a course in Canvas.

LEAD201 [Access Course](#) Add a Session

Description Current Upcoming

General Information Edit Course Information

Course ID	Course Cost
LEAD201	\$0.00
Connected to LMS?	LMS Course ID
true	6

Add a Session for a Course

Click on the blue **Add a Session** button in the top right hand corner of the screen when you are on the page for the corresponding course.

LEAD201 [Access Course](#) Add a Session

Description Current Upcoming

General Information Edit Course Information

Course ID	Course Cost
LEAD201	\$0.00
Connected to LMS?	LMS Course ID
true	6

LEAD201 > Add A Session

General Information

Campus Term (Cohort)

Class Type Instructor

Do you need to update the LMS Session ID?

Course Times and Locations

Day of the Week Course Start Time Duration (min) Location ×

[+ Add Another](#)

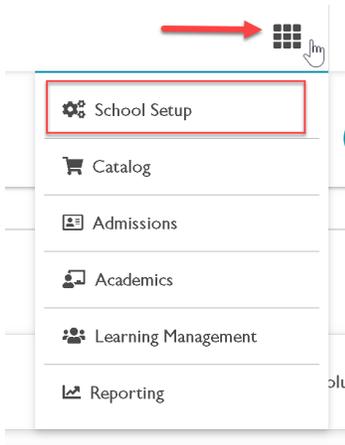
Class Capacity

How many students?

Cancel Save

First, figure out whether you need to check the **Do you need to update the LMS Session ID?** Box and select it if it needs to be updated.

Important: The school needs to already be set up with **Campuses, Terms, and Instructors** so that you can add them when creating a session. You can set up the school by clicking on the **School Setup** option from the 9 squares icon drop down in the top right corner of the page.



Fill in the following information in the appropriate fields:

- Campus
- Term
- Class Type: On Campus, Online, etc.
- Instructor
- Course Times and Locations (Room Number)
- Class Capacity

LEAD201 > Add A Session

General Information

Campus **Term (Cohort)**

Tampa

Class Type **Instructor**

Add teachers to this session

Do you need to update the LMS Session ID?

Course Times and Locations

Day of the Week	Course Start Time	Duration (min)	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ×

+ Add Another

Class Capacity

How many students?

Cancel Save

Course Times and Locations

There are a few categories to add for the course times and locations:

- Day of the Week - Monday, Tuesday, Wednesday, etc.
- Course Start Time - Goes by "military time". For example, 2:30 pm would be 14:30.

- Duration - Length of the course measured in minutes.
- Location - This is the classroom and building where the course will be located.

Once you have filled in all the appropriate information, click the blue **Save** button in the bottom right hand corner.

Editing a Course

If you want to edit a course, click on the edit button that corresponds to the information that you want to change. All of the links take you to the same page, so you should be able to edit all fields of the course no matter which link you choose.

LEAD201 [Access Course](#)

[Add a Session](#)

Description [Current](#) [Upcoming](#)

General Information

Course ID	LEAD201	Course Cost	\$0.00
Connected to LMS?	true	LMS Course ID	6
Course Name	Advanced Leadership Skills		
Description	This is an advanced course in leadership.		

Prerequisites [Edit Prerequisites](#)

Course Fees [Edit Course Fees](#)

Once you are on the editing page, the following information for the course can be edited. This includes:

- **Course ID** - Typically an abbreviation for the course. Example: MBI101.
- **Course Name**
- **Description**
- **Connection to LMS and LMS Course ID** - If the course should be connected to the LMS, link the course to the LMS by entering the LMS ID. This is not necessarily the same as the Course ID.
- **Hours** - Select either Clock Hours or Credit Hours. Then enter the number of hours in the field titled “Clock Hours”, which should more accurately just be called “Hours”.
- **Course Cost**
- **Prerequisites** - You can choose prerequisites for a course from the other courses you have already set up.
- **Course Fees**

LEAD201 Access Course 

Description Current Upcoming Add a Section

Course ID
LEAD201

Course Name
Advanced Leadership Skills

Description
This is an advanced course in leadership.

Convert to LMS

LMS Course ID
6

Credit Hours
 Clock Hours

Clock Hours
3

Course Cost
\$0.00

Prerequisites
Add a Prerequisite

Course Fees

Fee Type	Fee Amount	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add Fee"/>

Cancel Save

Programs

On the left hand side of the screen, select the **Programs** option.

-  Programs
-  Courses
-  Faculty & Staff
-  Students
-  Imports

The screenshot shows the EDlumina interface. On the left is a navigation menu with items: Programs, Courses, Faculty & Staff, Students, and Imports. The main content area is titled 'Programs' and contains a search bar with the placeholder text 'Search'. Below the search bar is a horizontal list of letters from A to Z. Underneath are three program cards, each with a title and three statistics: LEADS, APPLIED, and ENROLLED.

Program	LEADS	APPLIED	ENROLLED
Year 2 Program	1	0	11
I-YEAR PROGRAM	6	1	7
Jobs Certification	6	0	1

This will take you to the **Programs** page. All of the programs will be listed here. The following information is also shown:

- Leads: The number of potential students that have not yet applied.
- Applied: The number of potential students that have applied.
- Enrolled: The number of students that have enrolled in the program.

Searching Programs

There are two options to search through the different programs. There is the search bar at the top of the programs page. You can also search for the program by clicking on the letter that the program starts with.

This screenshot is identical to the one above, but with red rectangular boxes highlighting the search bar and the alphabetical navigation bar (A-Z) to illustrate the search options.

Viewing a Program

Click on the program that you want to view as shown below.

Programs			
Search			
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z			
Year 2 Program	1 LEADS	0 APPLIED	11 ENROLLED
1-YEAR PROGRAM	6 LEADS	1 APPLIED	7 ENROLLED
Jobs Certification	6 LEADS	0 APPLIED	1 ENROLLED

Once you are on the page for the program you want to view, the following information will be listed:

- Program Name
- Campus
- Student Notes

EDlumina
Education Software Solutions

Type student name

Cyanna Admin Support

Year 2 Program - Tampa

Details Cohorts Requirements

General Information Edit this information on School Setup

Program Name
Year 2 Program

Campus
Tampa

Student Notes

Note: If you want to add, edit, or delete a program, you will need to do this in the school setup.

Type student name

Cyanna Admin Support

Cos Online Program - Online Campus

Details Cohorts Requirements

General Information this information on School Setup

Program Name
Cos Online Program

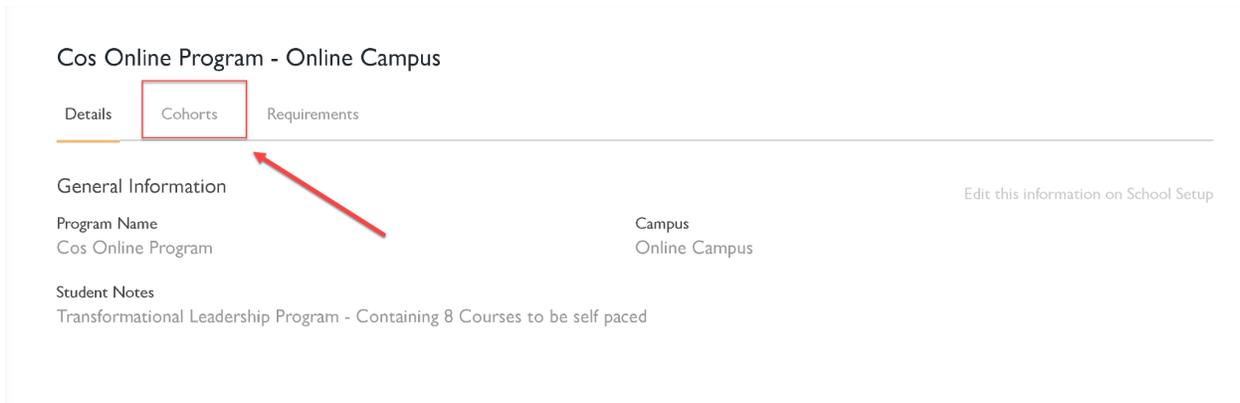
Campus
Online Camp

Student Notes
Transformational Leadership Program - Containing 8 Courses to be self paced

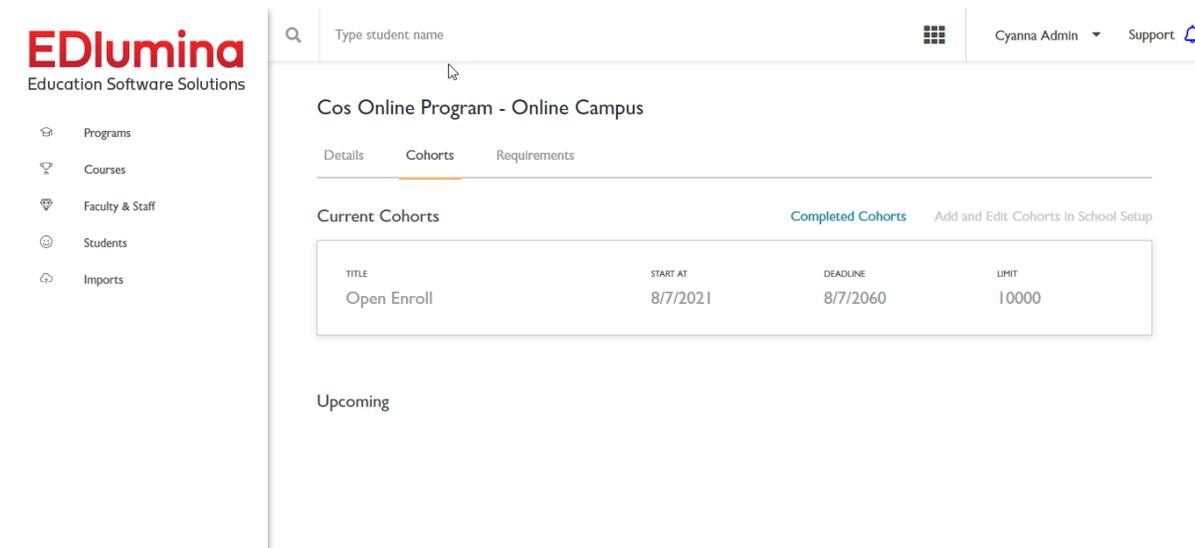
- School Setup
- Catalog
- Admissions
- Academics
- Learning Management
- Reporting

Cohorts

Click on the **Cohorts** option, located just below the name of the course, as shown below.



A cohort is a group of students who work through a curriculum together to achieve the same academic degree. They are students taking the course at the same time. For example, this could be Summer 2021 or Fall 2021.



This will bring up the **Cohorts** page. The current and upcoming cohorts will be shown along with their title, start date, deadline, and the limit on the number of students.

Note: If you want to add, edit, or delete a cohort, you will need to do this in the school setup.

- Courses
- Programs
- Faculty & Staff
- Students
- Imports

Search: Type student name

Cyanna Admin | Support

Cos Online Program - Online Campus

Details Cohorts Requirements

General Information

Program Name
Cos Online Program

Campus
Online Camp

Student Notes
Transformational Leadership Program - Containing 8 Courses to be self paced

- School Setup
- Catalog
- Admissions
- Academics
- Learning Management
- Reporting

View Completed Cohorts

Click on the blue **Completed Cohorts** button as shown below.

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Search: Type student name

Cyanna Admin | Support

Cos Online Program - Online Campus

Details Cohorts Requirements

Current Cohorts

Completed Cohorts Add and Edit Cohorts in School Setup

TITLE	START AT	DEADLINE	LIMIT
Open Enroll	8/7/2021	8/7/2060	10000

Upcoming

This will bring up the completed cohorts. It will list the same information as the active cohorts: title, start date, deadline, and the limit of the number of students enrolled. To go back to the active cohorts, select the blue **Active Cohorts** button.

-  Programs
-  Courses
-  Faculty & Staff
-  Students
-  Imports

Search: Type student name

Cyanna Admin | Support

Cos Online Program - Online Campus

Details | **Cohorts** | Requirements

Completed Cohorts Active Cohorts [Add and Edit Cohorts In School Setup](#)

TITLE	START AT	DEADLINE	LIMIT
Spring 2020	30/4/2020	18/5/2020	100
Summer 2020	30/4/2020	31/5/2020	1000

Requirements

Requirements are the courses that the student will need to complete in order to complete the program. Each of the courses that are needed to complete the program will be shown along with the number of credit/clock hours, whether the class is required for a major or minor, and the minimum grade if the class is taken for a major or minor.

-  Programs
-  Courses
-  Faculty & Staff
-  Students
-  Imports

Search: Type student name

Cyanna Admin | Support

Cos Online Program - Online Campus

Details | Cohorts | **Requirements**

Courses Needed [Add a Requirement](#)

NAME	HOURS EARNING	MAJOR REQ	MIN GRADE	MINOR REQ	MIN GRADE	
COS-ONLINE 101 INTRODUCTIONS TO COS	4	✓	C	✗		EDIT DELETE
LEAD 102 FOUNDATIONAL LEADERSHIP	3	✓	C	✓		EDIT DELETE

Add a Requirement

Click on the blue **Add a Requirement** button on the upper right hand side of the page.

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Search: Type student name

Cyanna Admin | Support

Cos Online Program - Online Campus

Details | Cohorts | **Requirements**

Courses Needed

NAME	HOURS EARNING	MAJOR REQ	MIN GRADE	MINOR REQ	MIN GRADE	
COS-ONLINE 101 INTRODUCTIONS TO COS	4	✓	C	✗		EDIT DELETE
LEAD 102 FOUNDATIONAL LEADERSHIP	3	✓	C	✓		EDIT DELETE

Add a Requirement

Adding a Course Requirement

Selecting the **Course Requirement** option will allow you to add a course or groups of courses as a requirement for the program.

Add a Requirement

What kind of requirement is this?

Course Requirement | Non-Course Requirement

What Course or Group of Courses?

Is this a major requirement?

Yes | No

What is the minimum passing grade?

Is this a minor requirement?

Yes | No

What is the minimum passing grade?

[Cancel](#) Add Another? **Create**

Make sure the **Course Requirement** button is shown in blue. If it is not, click it to select it.

Add a Requirement ✕

What kind of requirement is this?

Course Requirement Non-Course Requirement

What Course or Group of Courses?

Is this a major requirement? Yes No

What is the minimum passing grade?

Is this a minor requirement? Yes No

What is the minimum passing grade?

[Cancel](#) Add Another?

In the search box, titled **What Course or Group of Courses?** Select the course or group of courses that you want to make into a requirement.

Next, select whether the course is a major requirement. If it is, you can add a minimum grade for the requirement.

Add a Requirement ✕

What kind of requirement is this?

Course Requirement Non-Course Requirement

What Course or Group of Courses?

Is this a major requirement? Yes No

What is the minimum passing grade?

Is this a minor requirement? Yes No

What is the minimum passing grade?

[Cancel](#) Add Another?

Then select whether the course is a minor requirement. If it is, you can add a minimum grade for the requirement.

Check the **Add Another?** Button if you will be adding another requirement after creating the current one.

Add a Requirement ✕

What kind of requirement is this?

Course Requirement Non-Course Requirement

What Course or Group of Courses?

Is this a major requirement? Yes No

What is the minimum passing grade?

Is this a minor requirement? Yes No

What is the minimum passing grade?

[Cancel](#) Add Another?

Click the blue **Create** button once you are done.

Adding a Non Course Requirement

Selecting the **Non-Course Requirement** option will allow you to add a requirement that is not a course or group of courses. This could be something like maintaining a certain GPA or having a certain number of volunteering hours.

Add a Requirement ×

What kind of requirement is this?

Course Requirement Non-Course Requirement

What is the requirement?

Requirement Description

How many must they complete to satisfy this requirement?

Is this a major requirement?

Is this a minor requirement?

[Cancel](#) Add Another?

Make sure the **Non-Course Requirement** button is shown in blue. If it is not, click it to select it.

In the box titled **What is the requirement?**, enter the name of the requirement. Next, add the description of the requirement in the corresponding box.

Add a Requirement ✕

What kind of requirement is this?

Course Requirement Non-Course Requirement

What is the requirement?

Requirement Description

How many must they complete to satisfy this requirement?

Is this a major requirement?

Is this a minor requirement?

[Cancel](#) Add Another?

In the box titled, “**How many must they complete to satisfy this requirement?**” enter the amount of hours, enter the amount of the requirement needed. This could be hours, parts completed, or whatever is previously specified.

Add a Requirement ×

What kind of requirement is this?

Course Requirement Non-Course Requirement

What is the requirement?

Requirement Description

How many must they complete to satisfy this requirement?

Is this a major requirement?
 Is this a minor requirement?

[Cancel](#) Add Another?

Check the corresponding boxes for whether the requirement is a major requirement and/or a minor requirement.

Click the **Add Another?** checkbox if you will be adding another requirement, then click the blue **Create** button when you are done creating the requirement.

Edit a Requirement

Click on the blue pencil icon that says **EDIT** in the box of the requirement that you want to change.

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Q Type student name
Cyanna Admin ▼
Support

Cos Online Program - Online Campus

Details Cohorts Requirements

Courses Needed Add a Requirement

NAME	HOURS EARNING	MAJOR REQ	MIN GRADE	MINOR REQ	MIN GRADE	
COS-ONLINE 101 INTRODUCTIONS TO COS	4	✔	C	⊗		<div style="display: flex; justify-content: space-around; align-items: center;"> ✕ </div> <div style="font-size: 0.7em; margin-top: 2px;">EDIT DELETE</div>
LEAD 102 FOUNDATIONAL LEADERSHIP	3	✔	C	✔		<div style="display: flex; justify-content: space-around; align-items: center;"> ✕ </div> <div style="font-size: 0.7em; margin-top: 2px;">EDIT DELETE</div>

Note: You cannot change whether the requirement is a Course Requirement or Non-Course Requirement.

Editing a Course Requirement

When editing a course requirement, there are a few categories that you can change:

- Course or Group of Courses
- If it is a major requirement & the minimum passing grade
- If it is a minor requirement & the minimum passing grade

Edit Requirement
✕

What Course or Group of Courses?

COS-ONLINE 101 - Introductions to COS - 4 clock hours
✕

Is this a major requirement?

What is the minimum passing grade?

Yes

No

C

Is this a minor requirement?

Yes

No

Cancel

Save

Once you have finished making your changes, click the blue **Save** button in the bottom right corner.

Editing a Non-Course Requirement

When editing a non-course requirement, there are a few things you can change:

- Name of the requirement
- Description
- Amount needed for completion
- If it is a major requirement
- If it is a minor requirement

Edit Requirement ×

What is the requirement?
Volunteer Hours

Requirement Description

How many must they complete to satisfy this requirement?
10

Is this a major requirement?
 Is this a minor requirement?

[Cancel](#) [Save](#)

Click on the blue Save button in the bottom right corner when you are done editing the requirement.

Delete a Requirement

Click on the red x in the box for the requirement you want to delete.

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Search: Type student name

Cyanna Admin | Support

Cos Online Program - Online Campus

Details | Cohorts | **Requirements**

Courses Needed Add a Requirement

NAME	HOURS EARNING	MAJOR REQ	MIN GRADE	MINOR REQ	MIN GRADE
COS-ONLINE 101 INTRODUCTIONS TO COS	4	✓	C	⊗	Edit Delete
LEAD 102 FOUNDATIONAL LEADERSHIP	3	✓	C	✓	Edit Delete

A pop up will show up and ask you to confirm that you want to delete the requirement.

Delete this requirement? ✕

Are you sure you want to delete the requirement **LEAD108 - Values-Based Leadership?**

This operation cannot be undone.

Cancel Remove

Important: This cannot be undone, so make sure you really want to delete it! It will not delete a course or group of courses, only remove them as a requirement.

Faculty & Staff

Click on the Faculty & Staff option from the list on the left hand side of the screen.

-  Programs
-  Courses
-  **Faculty & Staff**
-  Students
-  Imports

This will take you to the Faculty and Staff page. All of the faculty members will be listed here along with the following information:

- Phone Number
- Email
- Role/Position
- Campus

Faculty & Staff Add

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

NAME	PHONE NUMBER	EMAIL	ROLE	CAMPUS
Herschel Walker	555-555-4444	rep33@cdsedluminate.com	Representative	Tampa, Houston, Columbus
Sonny Michel	555-555-5555	rep@cdsedluminate.com	Representative	Atlanta , Columbus
Todd Gurley	555-555-5555	rep2@cdsedluminate.com	Representative	Manhattan, Atlanta , Online Campus, Houston, Columbus

Searching Faculty & Staff

There are two options to search through the faculty and staff. There is the search bar at the top of the Faculty & Staff page. You can also search for a name by clicking on the letter that it starts with. Note that clicking on the letters searches by the first name, not last name.

Faculty & Staff

Add

Search				
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				
NAME	PHONE NUMBER	EMAIL	ROLE	CAMPUS
Herschel Walker	555-555-4444	rep33@cdsedluminate.com	Representative	Tampa, Houston, Columbus
Sonny Michel	555-555-5555	rep@cdsedluminate.com	Representative	Atlanta , Columbus
Todd Gurley	555-555-5555	rep2@cdsedluminate.com	Representative	Manhattan, Atlanta , Online Campus, Houston, Columbus

Viewing Faculty & Staff

Once you select a faculty/staff member it will load their profile that will include the details of their account, the current/future/past sessions that they are currently instructing

Todd Gurley

Details Current Sessions Future Sessions Past Sessions

General Information

Name: Todd Gurley Gender: Is Admin?: No
Role: Representative

Contact Information

Phone Number: 555-555-5555 Campus: Manhattan, Atlanta , Online Campus, Houston, Columbus
Email: rep2@cdsedluminate.com

Actions

Editing Faculty & Staff

If you are looking to edit someone's profile you can select the "Actions" button located on their account and select edit information (must be a full admin to edit faculty/staff accounts). There is

also an option to archive a user if they are no longer with your company or in a different role that doesn't need EDlumina access.

Todd Gurley

Details Current Sessions Future Sessions Past Sessions

General Information

Name	Todd Gurley	Gender	
Role	Representative	Is Admin?	No

Contact Information

Phone Number	555-555-5555	Campus	Manhattan, Atlanta , Online Campus, Houston, Columbus
Email	rep2@cdsedluminare.com		

Archive This Staff Member

This action cannot be undone.

Archive This Staff

It will also give you the option to reset their password, once you select edit information it will have open textboxes for their First/Last name, Staff Role, Gender, Type (if they are Faculty or Staff), if they are an admin or not. Contact information and the campuses they are assigned to. Lastly it will list their account password information.

General Information

First Name

Todd

Last Name

Gurley

Staff Role

representative

Gender

Type



Representative



Admin User?

Contact Information

Phone Number

555-555-5555



Email

rep2@cdsedluminate.com

Campus

Select a campus...

Manhattan



Atlanta



Online Campus



Adding Faculty & Staff

To add a new faculty/staff member to EDlumina you would select the add option from the main faculty & staff page. It will then take you to a page exactly like the editing information page for current staff, however the information will be blank. Make sure after you have input all the information needed for your new staff member that you select “Save”.

Faculty & Staff

Add

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

NAME	PHONE NUMBER	EMAIL	ROLE	CAMPUS
Todd Gurley	555-555-5555	rep2@cdsedluminate.com	Representative	Manhattan, Atlanta , Online Campus, Houston, Columbus

Add Faculty & Staff

General Information

First Name

Last Name

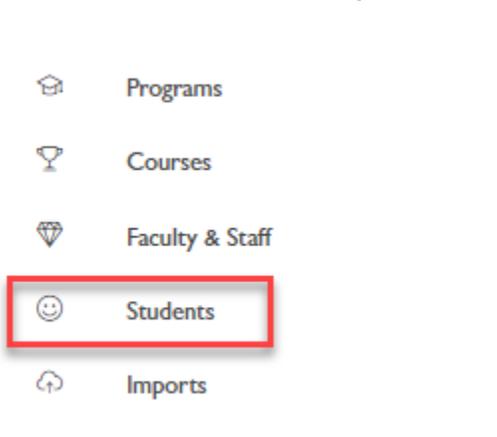
Staff Role

The form is divided into several sections:

- Gender**: A dropdown menu.
- Type**: A dropdown menu with "Representative" selected.
- Admin User?**: A checkbox.
- Contact Information**:
 - Phone Number**: An empty text input field.
 - Email**: A text input field containing "it@cyanna.com".
 - Campus**: A dropdown menu with "Select a campus..." selected.
- Account Information**:
 - Password**: A text input field with masked characters "*****".
 - Password Confirmation**: A text input field with masked characters "*****".
- Buttons**: "Cancel" and "Save" buttons. The "Save" button is highlighted with a red box.

Students

On the left hand side of the page select the “Students” option



This will take you to the main students page, which will list all students and show their current contact information along with their program, status and campus. It will also give you the option to view the student, create “Actions” on these accounts, “Upload Student Accounts”, “Add a student”, and “Advanced Search” for a student

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Q Type student name Cyanna Admin Support

Students

Actions
Upload Student Account
Add a Student
Advanced Search

<input type="checkbox"/>	Name	Phone	Email	Program	Status	Campus	ACTIONS
<input type="checkbox"/>	Samantha Klopfer		samantha.bauer+ty@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Steve Neale Jr.		steveneale+student@cyanna.com	Industrial Technician	Active	Marco Island	
<input type="checkbox"/>	Refund Test		samantha.bauer+refunds@cyanna.com	CDL Skills Training	Active	Atlanta	
<input type="checkbox"/>	Nick Donaldson	(404) 555-2322	nick@donald.com	Cosmetology	Active	Houston	
<input type="checkbox"/>	Refund Test		samantha.bauer+refunds@cyanna.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Samantha Bauer		samantha@bauer.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	David Stump		test+sec5@mail.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Mike Paul		test+sec2@lead.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Test Lead		test+sec@lead.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Samantha B	(777) 666-5555	sambauer@test.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Lead Lead		samantha.bauer+H@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Lead Lead	111 222 3333	lead@lead.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Cyanna Test		samantha.bauer+test@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	

Viewing a Student's Account

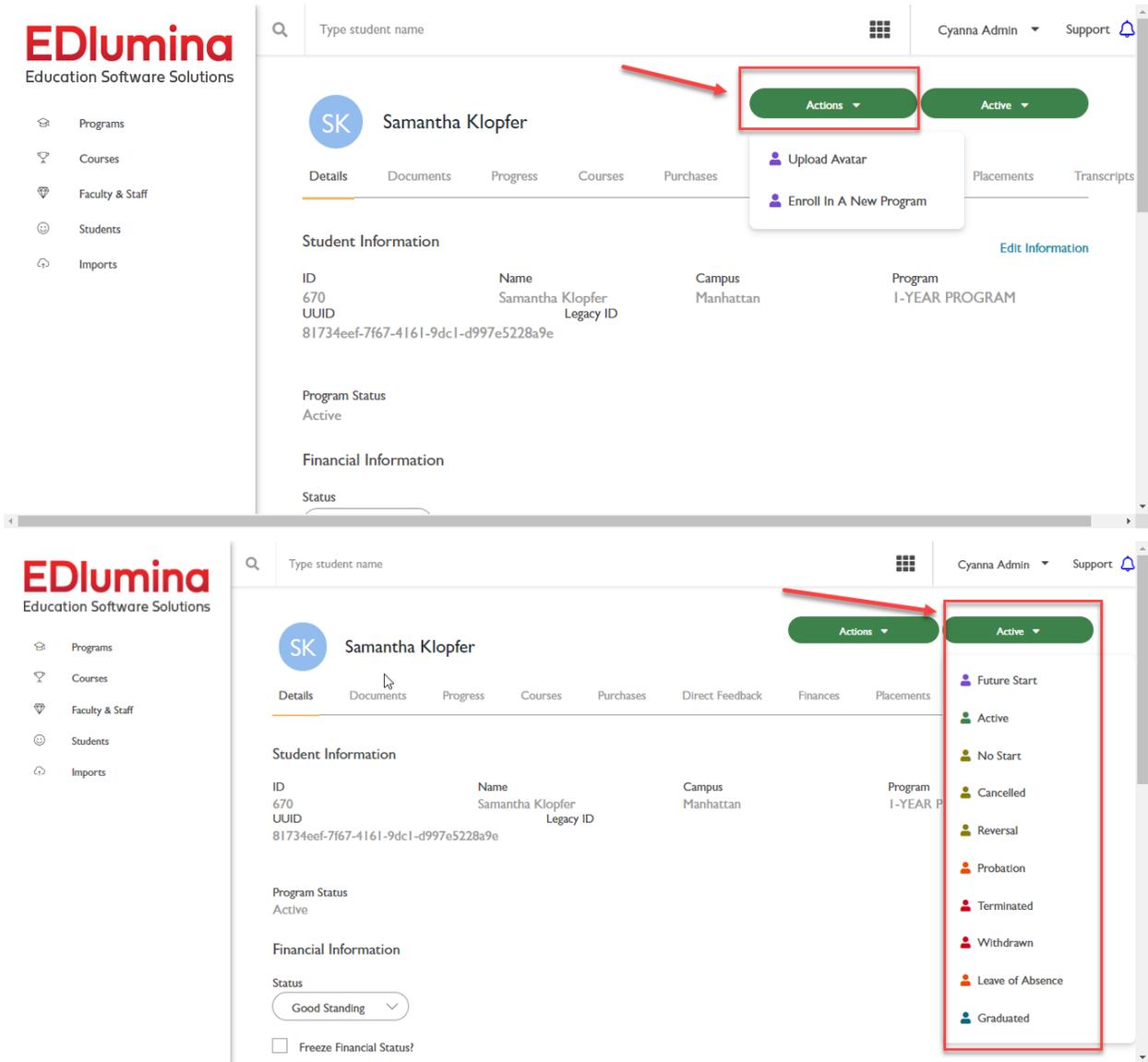
Selecting any student (their names will be marked in blue) will take you to their individual page, you can also select the eye button on the far right hand side of the screen as well.

Students

Actions
Upload Student Account
Add a Student
Advanced Search

<input type="checkbox"/>	Name	Phone	Email	Program	Status	Campus	ACTIONS
<input type="checkbox"/>	Samantha Klopfer		samantha.bauer+ty@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Steve Neale Jr.		steveneale+student@cyanna.com	Industrial Technician	Active	Marco Island	
<input type="checkbox"/>	Refund Test		samantha.bauer+refunds@cyanna.com	CDL Skills Training	Active	Atlanta	
<input type="checkbox"/>	Nick Donaldson	(404) 555-2322	nick@donald.com	Cosmetology	Active	Houston	
<input type="checkbox"/>	Refund Test		samantha.bauer+refunds@cyanna.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Samantha Bauer		samantha@bauer.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	David Stump		test+sec5@mail.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Mike Paul		test+sec2@lead.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Test Lead		test+sec@lead.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Samantha B	(777) 666-5555	sambauer@test.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Lead Lead		samantha.bauer+H@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Lead Lead	111 222 3333	lead@lead.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Cyanna Test		samantha.bauer+test@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	

Once inside an individual's account you will have multiple options to select depending on which information you need. The first two to highlight are the "Actions" tab, which allow you to upload a student picture or enroll them into a new program. Along with the "Active" tab which shows all status that you can select for the student.



You can select the “Details” tab which will show all the students information, along with their contact information, and past education. You can select “Edit Information” if you need to change any of their contact information/personal information or reset their account password. Once again just make sure if any information is changed that the “Save” button is selected.

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Search: Type student name

Cyanna Admin | Support

SK Samantha Klopfer

Actions Active

Details Documents Progress Courses Purchases Direct Feedback Finances Placements Transcripts

Student Information

ID	Name	Campus	Program
670	Samantha Klopfer	Manhattan	I-YEAR PROGRAM
UUID	Legacy ID		
81734eef-7f67-4161-9dcl-d997e5228a9e			

Program Status: Active

Financial Information

Status: Good Standing

Emergency Financial Status?

Waiting for cds.edluminate.com...

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Search: Type student name

Cyanna Admin | Support

Student Information

First Name: Samantha Middle Initial: Last Name: Klopfer

Campus: Manhattan

Program: I-YEAR PROGRAM

Cohort: I-YEAR PROGRAM - Open

Email: samantha.bauer+y@cyanna.com

Phone Number:

Cancel Save

The “Documents” tabs give you the option to view any documents that has been uploaded to the students account or need uploaded

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

The screenshot shows the 'Documents' tab for student Samantha Klopfer. The 'Documents' tab is highlighted with a red box. Below the navigation tabs, there are sections for 'Student Documents', 'Post Enrollment Documents', and 'Custom Documents'. Under 'Student Documents', there are three items: 'Transcript' (Not Submitted), 'Enrollment Upload' (Submitted at Invalid date), and 'EA Signature Doc' (Submitted at Invalid date).

The “Progress” tab will show if the student is currently in any courses, has upcoming courses, or has already completed courses. If a student has completed courses and there is a certificate created for the course that will also show on this page

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

The screenshot shows the 'Progress' tab for student Samantha Klopfer. The 'Progress' tab is highlighted with a red box. Below the navigation tabs, there are statistics for 'Courses In Progress: 0', 'Courses Completed: 0', 'Hours In Progress: 0', 'Hours Completed: 0', and 'GPA: 0'. There are three expandable sections: 'Current Courses (0)', 'Upcoming Courses (1)', and 'Completed Courses (0)'. The 'Upcoming Courses (1)' section is expanded, showing 'COURSE 2 COURSE 201 Self Paced Winter 2021' with a duration from '01/01/2021' to '04/30/2025' and a current status of 'Enrolled'. At the bottom, there is a 'Credential Award Date' field with a date picker and a 'Save' button.

The “Courses” tab will show all courses based on the corresponding session, it will also show the enrollment start date, and any non-course requirements will also be listed on this page. If you select “see class options” it will show the instructor along with the times associated with the course. Lastly there is an “enroll” option to put the student in the course.

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Search: Type student name

SK Samantha Klopfer

Actions Active

Details Documents Progress **Courses** Purchases Direct Feedback Finances Placements Transcripts

Fall 2020 Enrollment starts on 1 Aug 2020

Course 201 - 5 credit hours
Teacher Teacher M 7:45a - 8:45a, W, F 11:45a - 12:45p
Enrolled
Hide class options

Course 101 - 3 credit hours
Teacher Teacher Session 5
Enroll

Winter 2021 Enrollment starts on 6 May 2020

Course 201 - 5 credit hours
See class options

Canvas Teacher Tutorial - 2 credit hours
See class options

Non Course Requirements

The “Purchases” page will list any course purchases that the student has made, while the “Direct Feedback” page will allow you to directly message the student, along with any previous conversations/information that the student has received through EDlumina.

SK Samantha Klopfer

Actions Active

Details Documents Progress Courses **Purchases** Direct Feedback Finances Placements Transcripts

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Search: Type student name

SK Samantha Klopfer

Actions Active

Details Documents Progress Courses Purchases **Direct Feedback** Finances Placements Transcripts

Direct Messaging with Samantha Klopfer

Load Preferred Email Text

Email Subject Line (this will only be used if the message is sent via email)

B I U G [List Icons]

Drag and Drop or Choose File

Send Message

The final three tabs are “Finances” which is where any costs that are built into the course will be shown here, allowing payment plans to be created as well. The “Placements” tab is where you can input the students career placement information along with their current status and any

documentation of placement. Lastly, the “transcript” tab where the students' transcripts can be accessed.

The screenshot shows the EDlumina interface for student Samantha Klopfer. The 'Finances' tab is selected and highlighted with a red box. The summary section shows:

- Total Charges: \$1,100.00
- Total Payments to Date: \$0.00
- Part Due: \$0.00

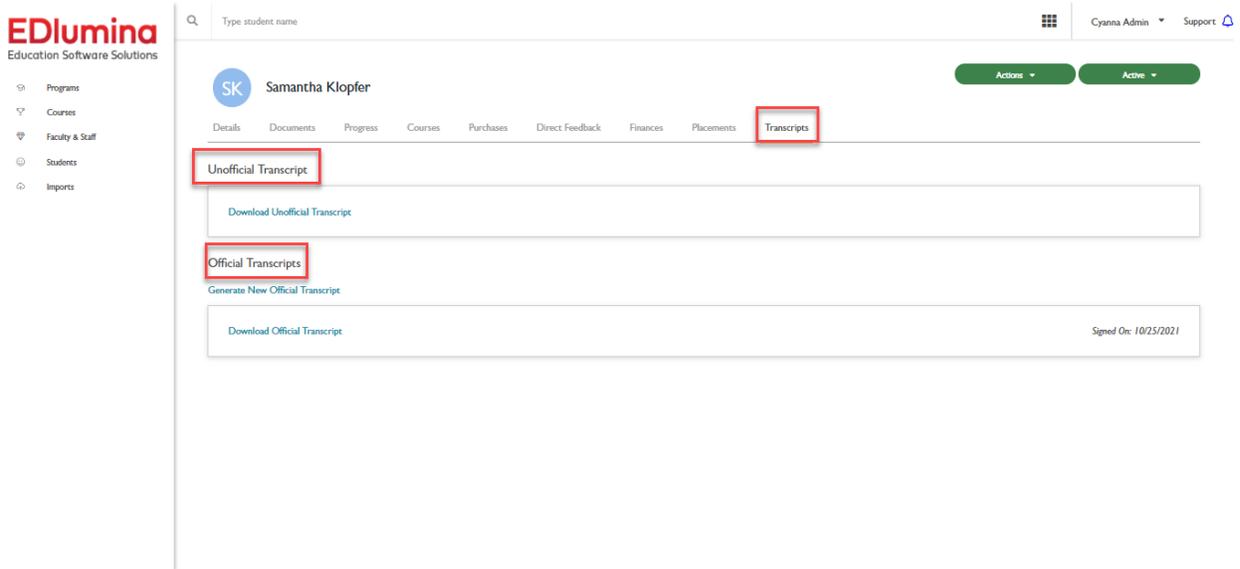
Below this is a section titled 'All Payment Transactions' with a table header:

Transaction Date	Transaction Type	Transaction Amount
------------------	------------------	--------------------

The screenshot shows the EDlumina interface for student Samantha Klopfer. The 'Placements' tab is selected and highlighted with a red box. The form contains the following fields:

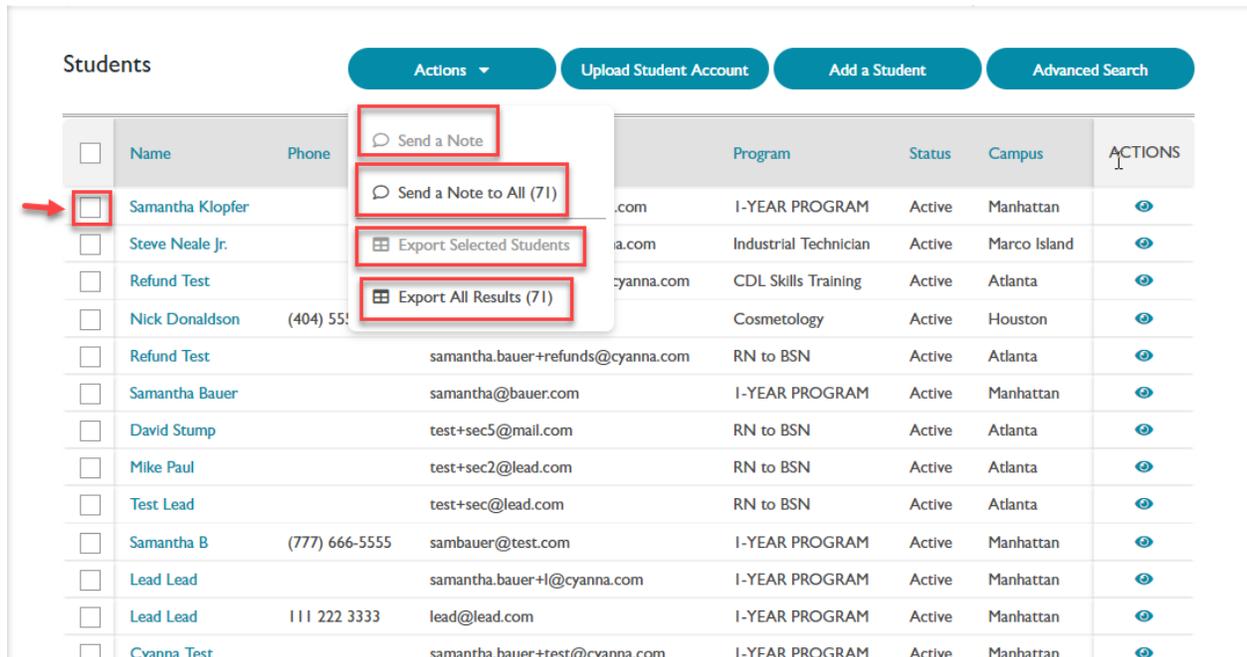
- Date:** A date input field with a calendar icon.
- Status:** A dropdown menu.
- Document/Proof Files:** A file upload area with the text "Drop files here to upload".
- Notes:** A text area for additional information.

A 'Save' button is located at the bottom of the form.



Actions

Selecting the action button from the student main page will allow you a couple of different options. You can send a note to a specific student by selecting the box to the left of their name. You can send a note to all students, you can export specific students based on which ones you select along with allowing you to export all students listed.



Uploading Student Accounts

This option allows you to mass upload students into a program using a CSV file following the specific instructions that are listed on the page.

Q Type student name Cyanna Admin Support

Students Actions Upload Student Account Add a Student Advanced Search

<input type="checkbox"/>	Name	Phone	Email	Program	Status	Campus	ACTIONS
<input type="checkbox"/>	Samantha Klopfer		samantha.baue+ty@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Steve Neale Jr.		steveneale+student@cyanna.com	Industrial Technician	Active	Marco Island	
<input type="checkbox"/>	Refund Test		samantha.bauer+refunds@cyanna.com	CDL Skills Training	Active	Atlanta	
<input type="checkbox"/>	Nick Donaldson	(404) 555-2322	nick@donald.com	Cosmetology	Active	Houston	
<input type="checkbox"/>	Refund Test		samantha.bauer+refunds@cyanna.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Samantha Bauer		samantha@bauer.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	David Stump		test+sec5@mail.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Mike Paul		test+sec2@lead.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Test Lead		test+sec@lead.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Samantha B	(777) 666-5555	sambauer@test.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Lead Lead		samantha.bauer-H@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	

The instructions will list the mandatory fields that are needed to successfully import your data starting with Student Email, First/Last name, Campus ID, Program ID, and Status. The campus, program and status must match the already existing values in EDlumina or the import will not work, however this page lists what those values are.

[Import Template Download](#) [New Student Import](#)

Mandatory Fields:

- Student Email, First Name and Last Name are required fields.
- All date fields must be in the following format for the upload to work: YYYY-MM-DD ex: 1995-12-01
- "Campus_id" must match the existing campus ID's in EDlumina or the import will not work. See ID's below.
- "Program_id" must match the existing Program ID's in EDlumina or the import will not work. See ID's below.
- "Status" must match the existing statuses in EDlumina or the import will not work. This is case sensitive. See statuses below.

You will receive and email with the results from the successful import once completed.

Programs

Program Name	Program ID
Year 2 Program	107
I-YEAR PROGRAM	37
Jobs Certification	108
LFJ	109
Cos Online Program	72
Industrial Technician	73
RN to BSN	1
CDL Skills Training	106
Cosmetology	2
Barber	3

Campuses

Campus Name	Campus ID
Tampa	3
Manhattan	34
Atlanta	1
Online Campus	35
Houston	2
Marco Island	36
Columbus	4

Statuses Available

Status Name
future_start
active
no_start
cancelled
reversal
probation
terminated
withdrawn
graduated
leave_of_absence

There are two options on the upper right hand side of the import screen, which is “Import Template Download” and “New Student Import”

The screenshot shows the EDlumina interface for student imports. On the left is a navigation menu with options: Programs, Courses, Faculty & Staff, Students, and Imports. The main content area includes a search bar, user information (Cyanna Admin), and two buttons: "Import Template Download" and "New Student Import". Below these are "Mandatory Fields" instructions and a "Programs" table.

Mandatory Fields:

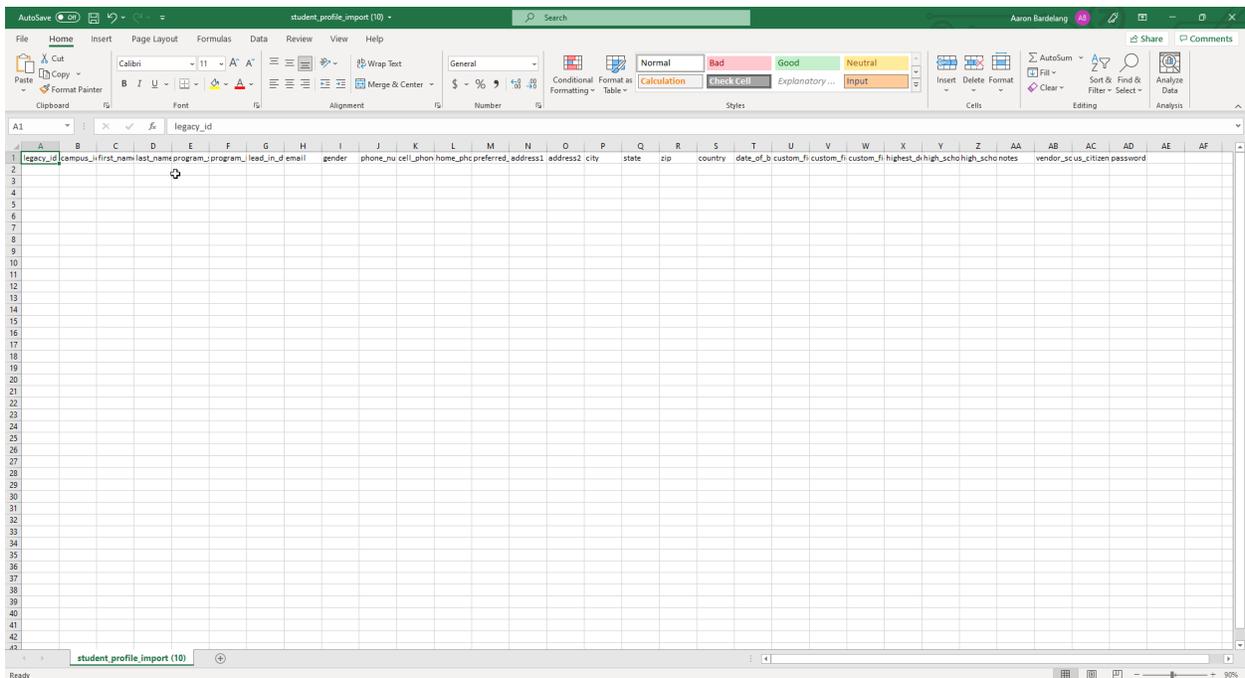
- Student Email, First Name and Last Name are required fields.
- All date fields must be in the following format for the upload to work: YYYY-MM-DD ex: 1995-12-01
- "Campus_id" must match the existing campus ID's in EDlumina or the import will not work. See ID's below.
- "Program_id" must match the existing Program ID's in EDlumina or the import will not work. See ID's below.
- "Status" must match the existing statuses in EDlumina or the import will not work. This is case sensitive. See statuses below.

You will receive an email with the results from the successful import once completed.

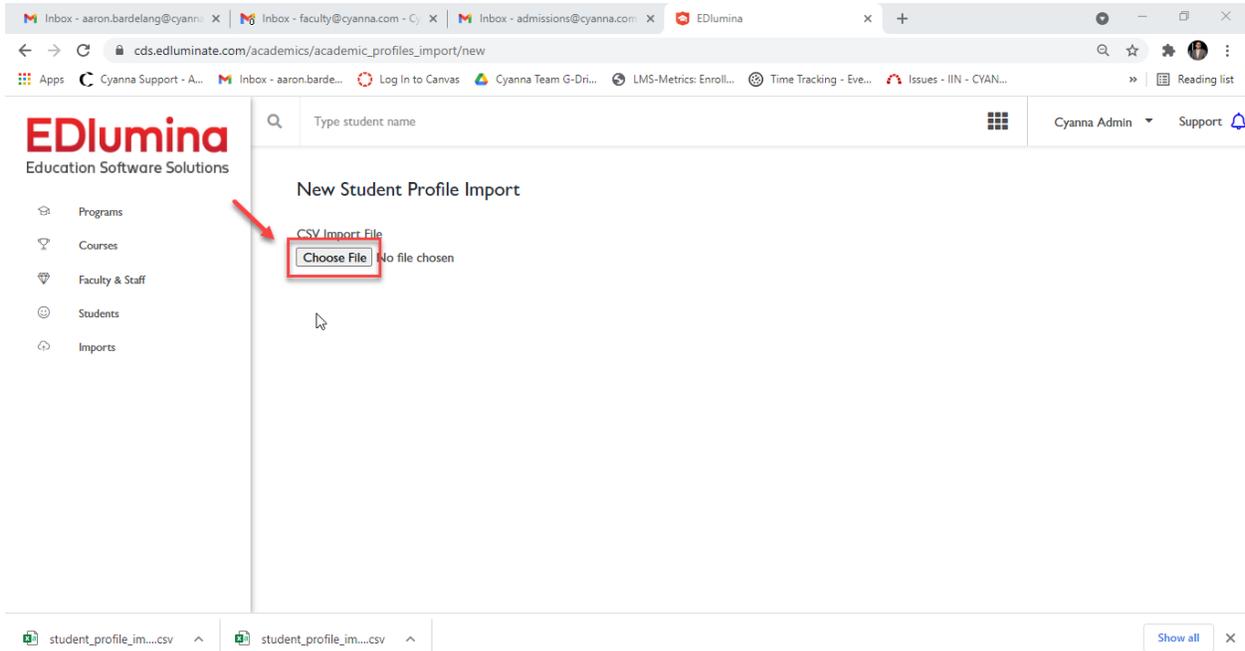
Programs

Program Name	Program ID
Year 2 Program	107
I-YEAR PROGRAM	37
Jobs Certification	108
LFJ	109
Cos Online Program	72
Industrial Technician	73

Import Template Download will download a CSV excel file to your computer so you can add your student data fields that were discussed earlier. There are multiple fields that are not mandatory but can be completed if you prefer. The only fields that need to be filled out are the ones discussed earlier in this section.



New Student import is where you will upload your import data into the system, it will take you to a new screen where you can choose the import file from your computer and upload it to EDlumina.



Adding a Student

The third option on the main Students page is “Add a Student” which allows you to manually create a students account if needed

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Q Type student name Cyanna Admin Support

Students Actions Upload Student Account Add a Student Advanced Search

<input type="checkbox"/>	Name	Phone	Email	Program	Status	Campus	ACTIONS
<input type="checkbox"/>	Samantha Klopfer		samantha.bauer+ty@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Steve Neale Jr.		steveneale+student@cyanna.com	Industrial Technician	Active	Marco Island	
<input type="checkbox"/>	Refund Test		samantha.bauer+refunds@cyanna.com	CDL Skills Training	Active	Atlanta	
<input type="checkbox"/>	Nick Donaldson	(404) 555-2322	nick@donald.com	Cosmetology	Active	Houston	
<input type="checkbox"/>	Refund Test		samantha.bauer+refunds@cyanna.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Samantha Bauer		samantha@bauer.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	David Stump		test+sec5@mail.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Mike Paul		test+sec2@lead.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Test Lead		test+sec@lead.com	RN to BSN	Active	Atlanta	
<input type="checkbox"/>	Samantha B	(777) 666-5555	sambauer@test.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Lead Lead		samantha.bauer+H@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Lead Lead	111 222 3333	lead@lead.com	I-YEAR PROGRAM	Active	Manhattan	
<input type="checkbox"/>	Cyanna Test		samantha.bauer+test@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	

Once you select the “Add a Student” it takes you to a blank account page where you can input the students personal information, the program/cohort they are in, and their account password.

Q Type student name Cyanna Admin Support

Add a Student

Student Information

First Name Middle Initial Last Name

Campus

Program

Cohort

Email

Phone Number

Best time to call:

Preferred Contact Method:

Password

Password Confirmation

Cancel Save

When you have filled out the fields to create the student make sure you select the save option at the bottom right hand side of your screen.

Add a Student

Student Information

First Name Middle Initial Last Name

Campus

Program

Cohort

Email

Phone Number

Best time to call:

Preferred Contact Method:

Password

Password Confirmation

Cancel

Advanced Search

The last option on the student page is “Advanced Search” which can allow you to search for students based on specific criteria to filter out the results.

Students

Actions

<input type="checkbox"/>	Name	Phone	Email	Program	Status	Campus	ACTIONS
<input type="checkbox"/>	Samantha Klopfer		samantha.bauer+y@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	👁
<input type="checkbox"/>	Steve Neale Jr.		steveneale+student@cyanna.com	Industrial Technician	Active	Marco Island	👁
<input type="checkbox"/>	Refund Test		samantha.bauer+refunds@cyanna.com	CDL Skills Training	Active	Atlanta	👁
<input type="checkbox"/>	Nick Donaldson	(404) 555-2322	nick@donald.com	Cosmetology	Active	Houston	👁
<input type="checkbox"/>	Refund Test		samantha.bauer+refunds@cyanna.com	RN to BSN	Active	Atlanta	👁
<input type="checkbox"/>	Samantha Bauer		samantha@bauer.com	I-YEAR PROGRAM	Active	Manhattan	👁
<input type="checkbox"/>	David Stump		test+sec5@mail.com	RN to BSN	Active	Atlanta	👁
<input type="checkbox"/>	Mike Paul		test+sec2@lead.com	RN to BSN	Active	Atlanta	👁
<input type="checkbox"/>	Test Lead		test+sec@lead.com	RN to BSN	Active	Atlanta	👁
<input type="checkbox"/>	Samantha B	(777) 666-5555	sambauer@test.com	I-YEAR PROGRAM	Active	Manhattan	👁
<input type="checkbox"/>	Lead Lead		samantha.bauer+l@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	👁
<input type="checkbox"/>	Lead Lead	111 222 3333	lead@lead.com	I-YEAR PROGRAM	Active	Manhattan	👁
<input type="checkbox"/>	Cyanna Test		samantha.bauer+test@cyanna.com	I-YEAR PROGRAM	Active	Manhattan	👁

You can filter your search results based

- Name
- Email
- Phone number
- Course start/end date
- Cohort start/end date
- Program status
- Campus location

- Enrollment cohort start date
- Financial status
- Program/area of study
- Course
- Instructor
- Term
- Country
- Gender
- US citizen
- VA/Military

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Type student name

Cyanna Admin Support

Students

Name	Phone
<input type="checkbox"/> Samantha Klopfer	
<input type="checkbox"/> Steve Neale Jr.	
<input type="checkbox"/> Refund Test	
<input type="checkbox"/> Nick Donaldson	(404) 555-2322
<input type="checkbox"/> Refund Test	
<input type="checkbox"/> Samantha Bauer	
<input type="checkbox"/> David Stump	
<input type="checkbox"/> Mike Paul	
<input type="checkbox"/> Test Lead	
<input type="checkbox"/> Samantha B	(777) 666-5555
<input type="checkbox"/> Lead Lead	
<input type="checkbox"/> Lead Lead	111 222 3333
<input type="checkbox"/> Cyanna Test	
<input type="checkbox"/> Sam Sam	
<input type="checkbox"/> Steve Smith	
<input type="checkbox"/> Steve Neale Jr.	
<input type="checkbox"/> Mark Steve	

First Name
 Last Name
 Email Address
 Phone Number
 Course Start Date Course End Date
 Cohort Begin Date Cohort End Date
 Program Status
 Campus Location

Reset Search

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Type student name

Cyanna Admin Support

Steve Smith

Steve Neale Jr.

Mark Steve

Test Student

David Stump

Lucy Long

Jennifer Hinkle

Sam Test

Test User

Ashley Mathony

Test User

Test Import

Test User

Carol Thomas

Anna Test

Mark Potter

Enrollment Cohort Start Date
 Sort By
 Financial Status
 Program/Area of Study
 Course
 Instructor
 Term
 Country

Reset Search

Country
Gender
 US Citizen?
 VA / Military?
Reset Search

Once you have the search filters you want selected click the “Search” button on the bottom right of your screen, and it will filter the results. Or if you ever have issues and want to reset your search click the “Reset” button at the bottom left of the advanced search screen.

EDlumina Education Software Solutions

Programs
Courses
Faculty & Staff
Students
Imports

Students

<input type="checkbox"/>	Name	Photo
<input type="checkbox"/>	Samantha Klopfier	
<input type="checkbox"/>	Steve Neale Jr.	
<input type="checkbox"/>	Refund Test	
<input type="checkbox"/>	Nick Donaldson	(404)
<input type="checkbox"/>	Refund Test	
<input type="checkbox"/>	Samantha Bauer	
<input type="checkbox"/>	David Stump	
<input type="checkbox"/>	Mike Paul	
<input type="checkbox"/>	Test Lead	
<input type="checkbox"/>	Samantha B	(777)
<input type="checkbox"/>	Lead Lead	
<input type="checkbox"/>	Lead Lead	111
<input type="checkbox"/>	Cyanna Test	

First Name
Last Name
Email Address
Phone Number
Course Start Date (mm/dd/yyyy)
Course End Date (mm/dd/yyyy)
Cohort Begin Date (mm/dd/yyyy)
Cohort End Date (mm/dd/yyyy)
Program Status

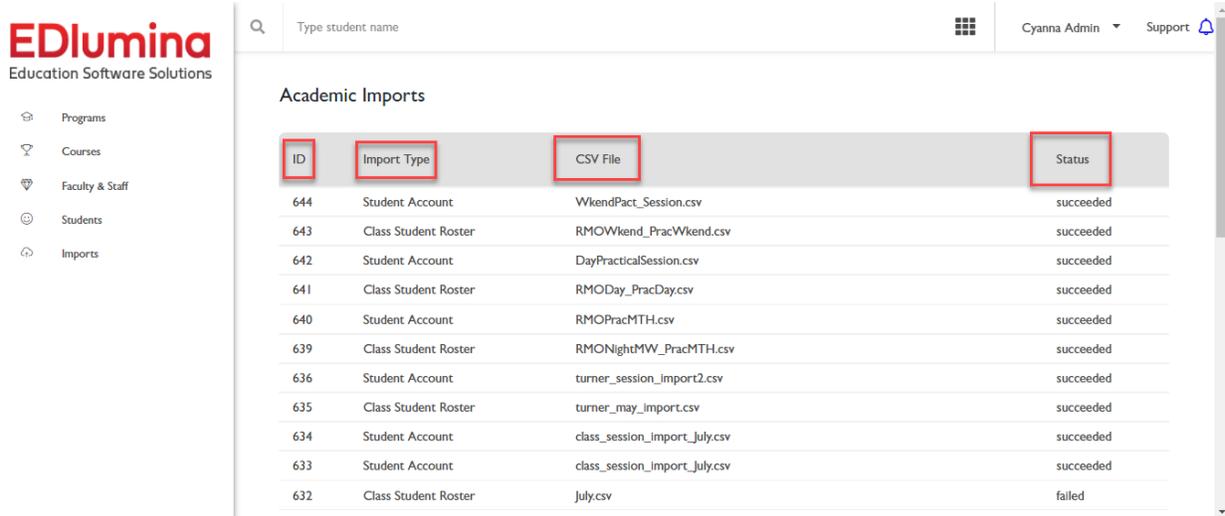
Reset Search

Imports

On the left hand side of the page select the “Imports” option

- Programs
- Courses
- Faculty & Staff
- Students
- Imports

Clicking the import option will take you to the homepage of imports, which shows every import that has been uploaded. It shows the ID of the import, the Import type (between Student Accounts & Class Student Roster), the csv file name, and the status of the import.



The screenshot shows the EDlumina interface with a sidebar on the left containing navigation options: Programs, Courses, Faculty & Staff, Students, and Imports. The main content area is titled "Academic Imports" and features a table with the following columns: ID, Import Type, CSV File, and Status. The table contains 11 rows of data, with the first row (ID 644) highlighted in grey. Red boxes highlight the "ID", "Import Type", "CSV File", and "Status" columns in the header row.

ID	Import Type	CSV File	Status
644	Student Account	WkendPact_Session.csv	succeeded
643	Class Student Roster	RMOWkend_PracWkend.csv	succeeded
642	Student Account	DayPracticalSession.csv	succeeded
641	Class Student Roster	RMODay_PracDay.csv	succeeded
640	Student Account	RMOPracMTH.csv	succeeded
639	Class Student Roster	RMONightMW_PracMTH.csv	succeeded
636	Student Account	turner_session_import2.csv	succeeded
635	Class Student Roster	turner_may_import.csv	succeeded
634	Student Account	class_session_import_July.csv	succeeded
633	Student Account	class_session_import_July.csv	succeeded
632	Class Student Roster	July.csv	failed

If a file import is not successful you will be emailed on the email linked to your account with a status report of the import explaining what went wrong and why the import failed