EDlumina
Education Software Solutions

EDlumina Student (SIS) Training Manual

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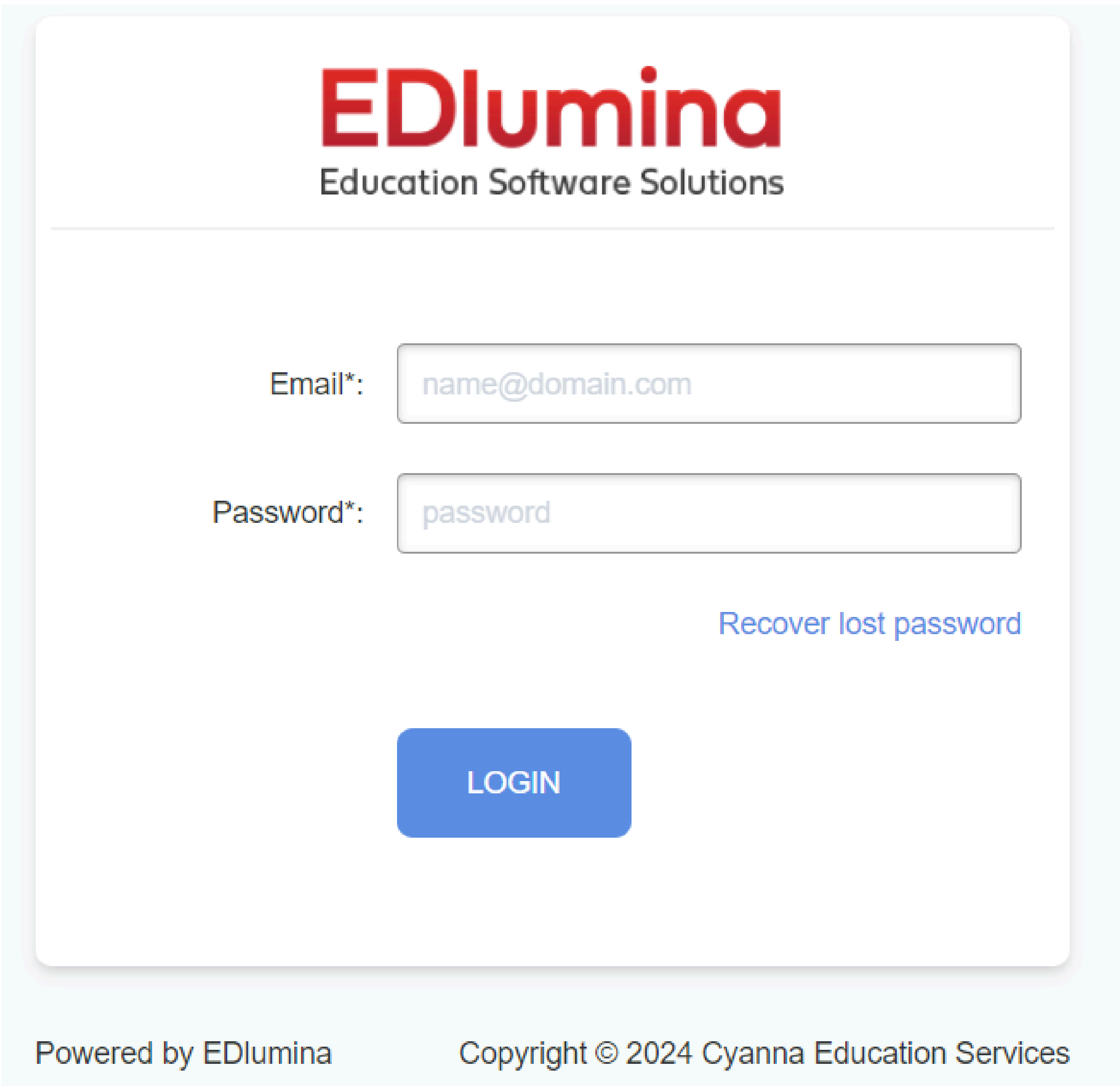
Logging In

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

Example: yourschoolsubdomain.edlumina.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.



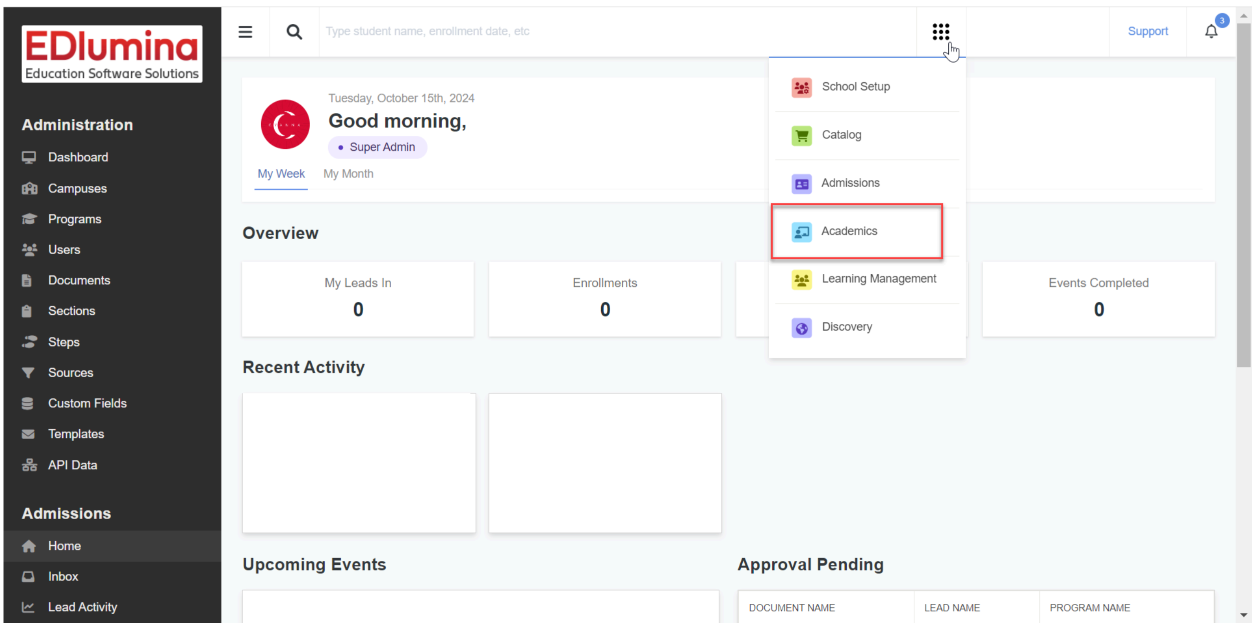
Enter your **username** and **password** into the corresponding boxes and click the blue **LOGIN** button.

Recover Lost Password

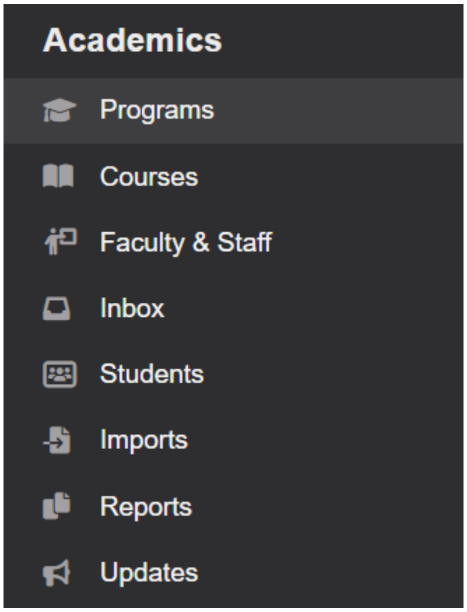
If you cannot remember your password click the blue **Recover lost password** link. Next, enter the email address for your account. An email will be sent to you and you will be able to make a new password. Use this new password to log in with.

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

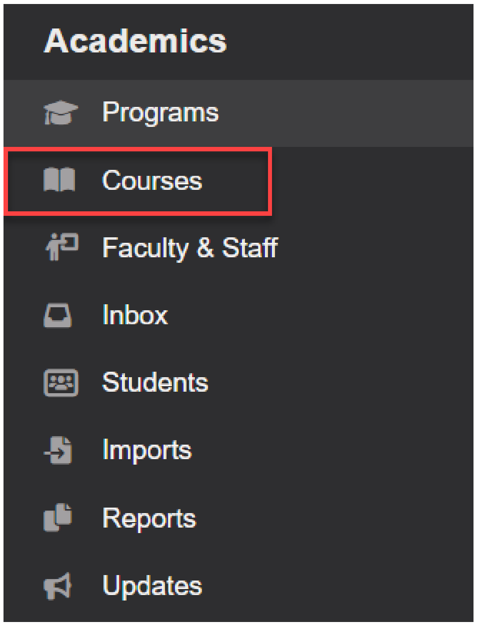


On the menu on the left hand side of the screen, there are eight different options:

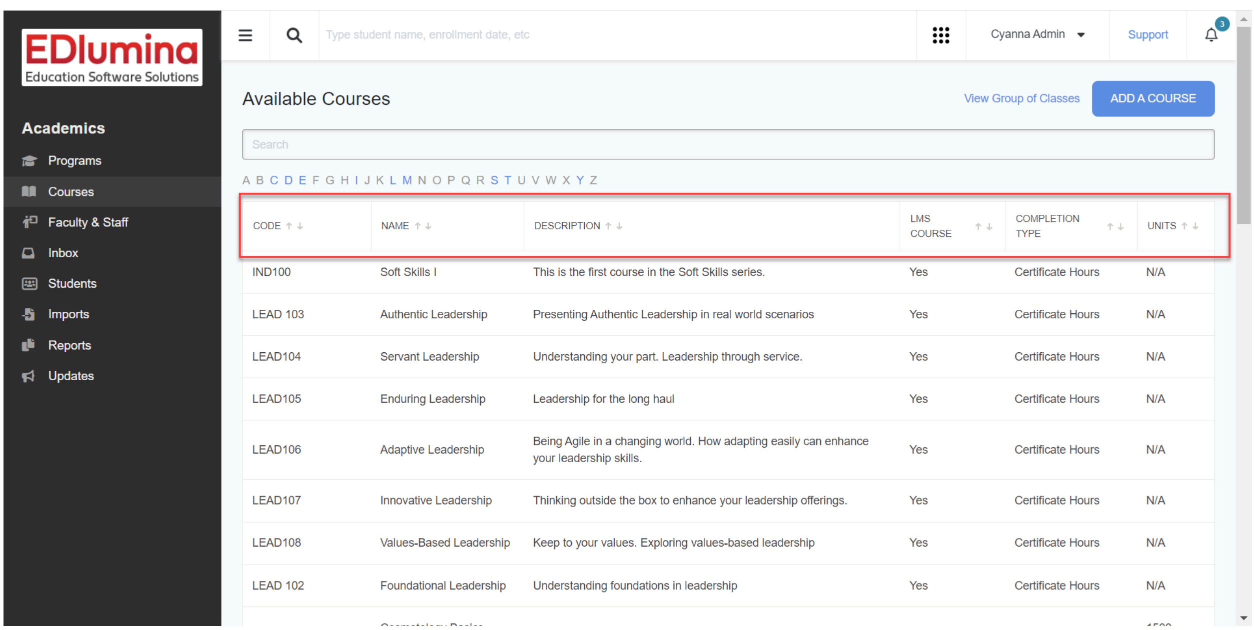
- **Programs**: Lists the different programs available as well as being able to add, remove, and edit the different programs.
- **Courses**: Lists the courses available and the information for each of the courses. This is where you can add, remove, and edit the different courses and the groups that the 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.
- **Inbox:** Any communication/notifications for students assigned to a rep user.
  - For more detailed information on this option please refer to the Admissions Manual
- **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.
- **Reports**: All Academics related reports are housed here.
- **Updates**: Has our knowledge base of videos that can be referenced at any time.
  - For more detailed information on this option please refer to the Admissions Manual

Courses

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

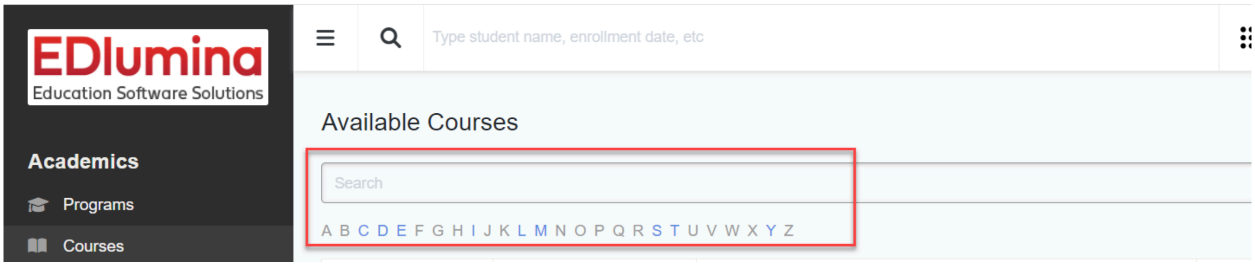


This will bring up the **Courses** page, with the name of each course, the description of the course, if the course is an LMS course, the completion type, and the units.



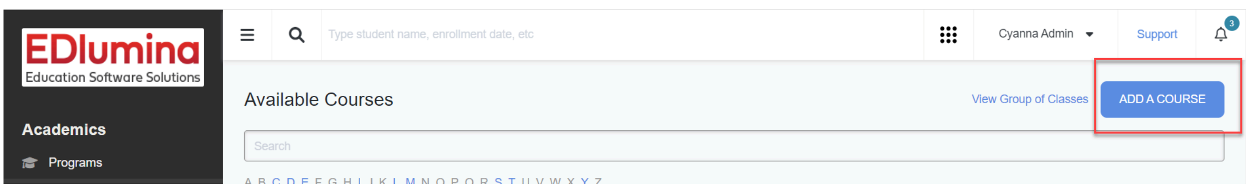
Search for a Course

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.

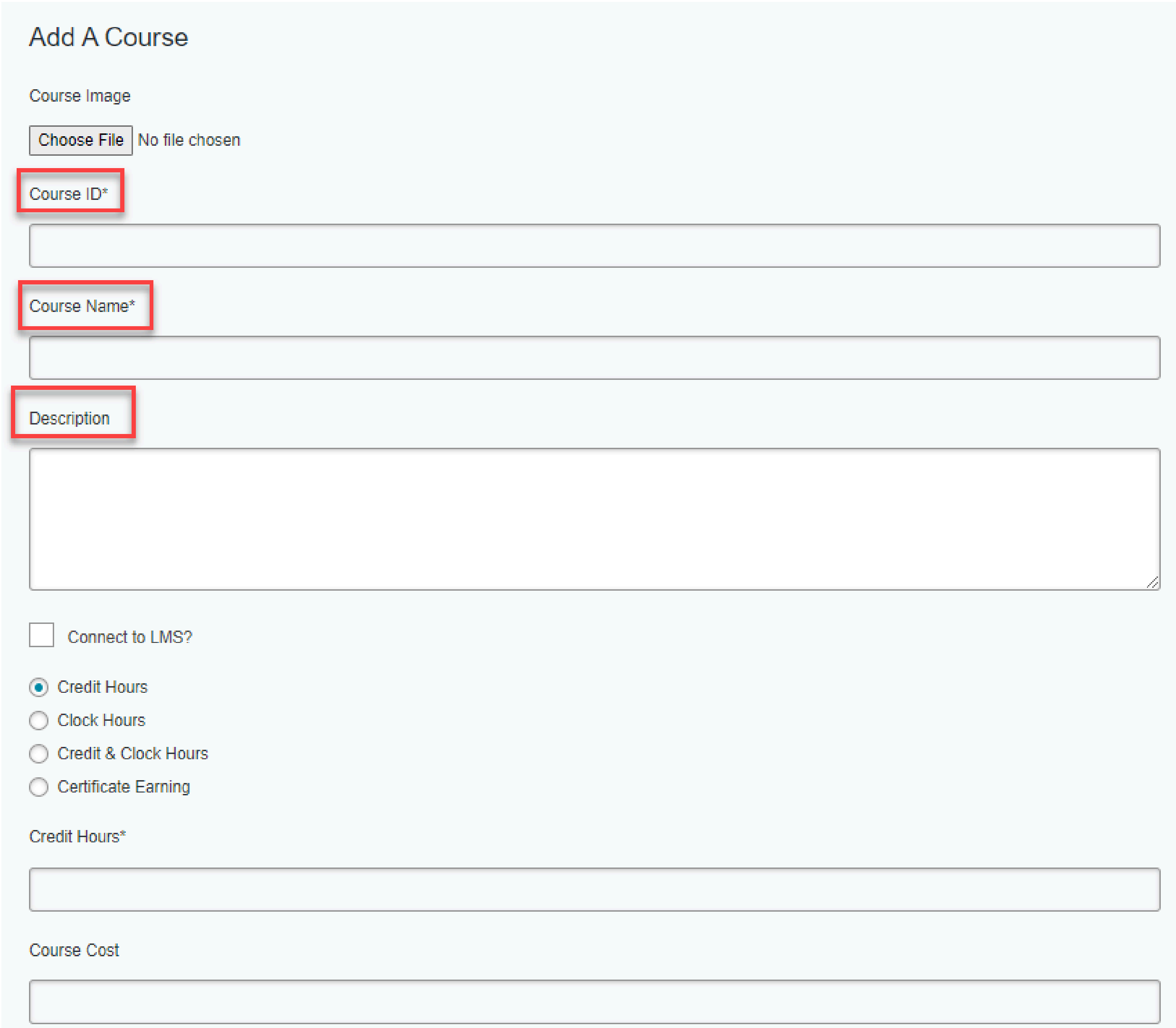


Add a Course

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



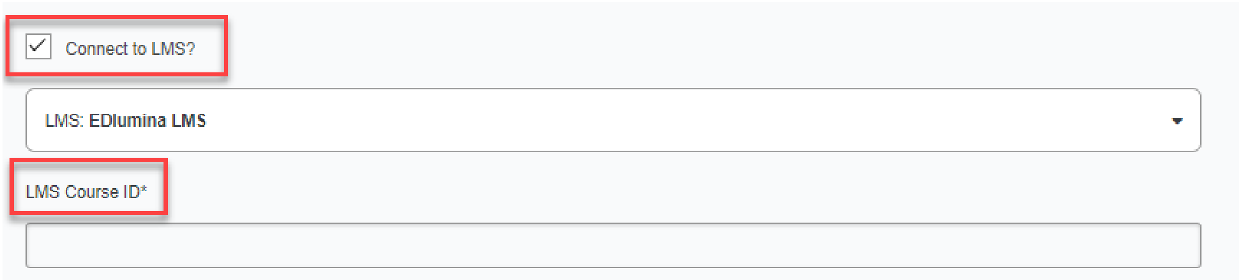
You will then be taken to the page where you can add a course.



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. You also have the ability to add a course image at the top left.

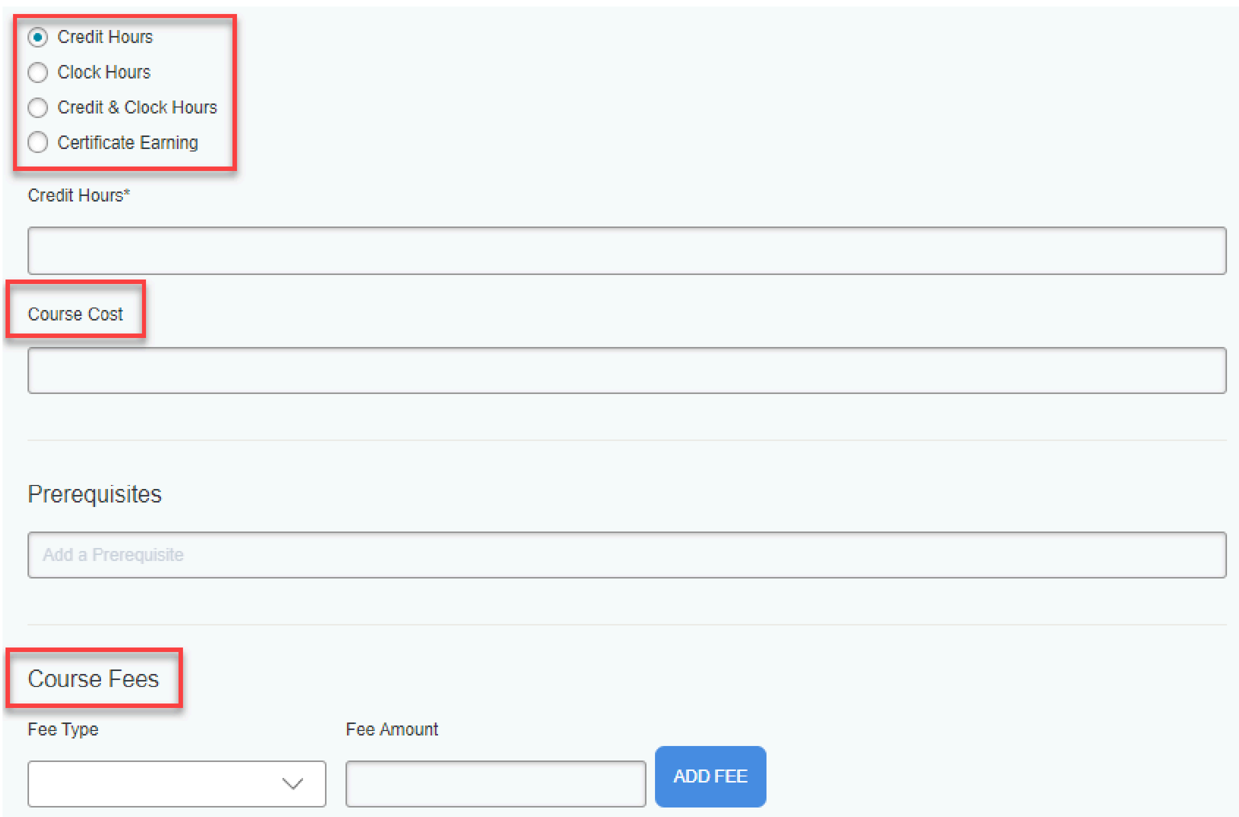
Connecting to an LMS

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.



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, credit hours, or certificate earning, depending on which checkbox is ticked.

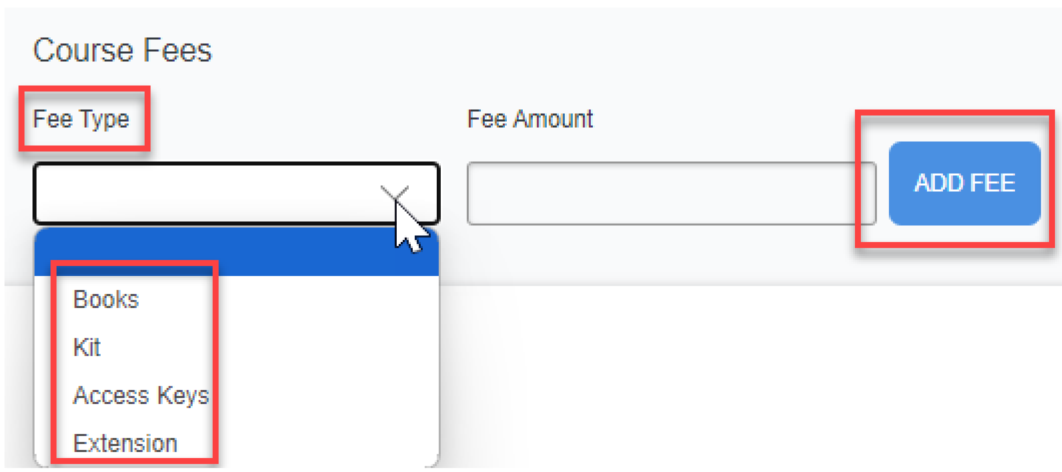


Next, scroll down to fill out the next fields. Enter the cost of the course in the **Course Cost** field.

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.

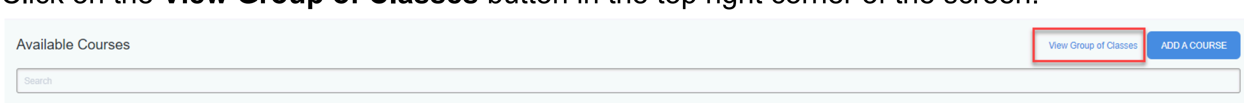
Lastly, add in any course fees. Select the **Fee Type** drop down. You can choose from Books, Kits, Access Keys, or Extension. Next, enter the **Fee Amount** in the corresponding field. Select the blue **Add Fee** button.



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.

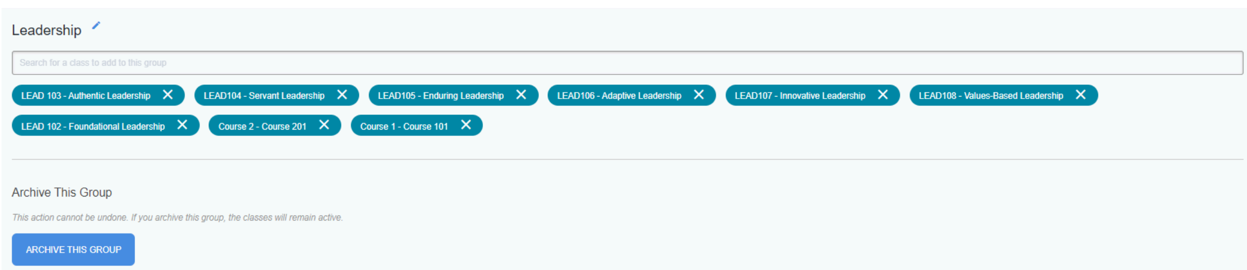
Viewing/Editing Groups of Classes

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



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.

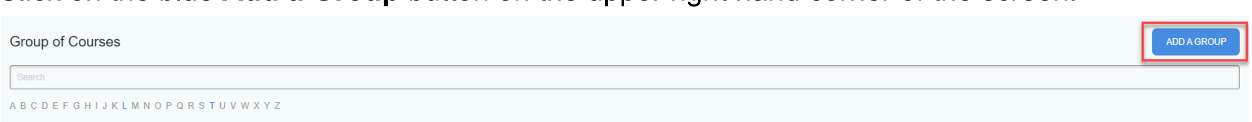
You can edit the name of the group by clicking the blue **pencil icon** in the top left corner. You can add a class to the group by searching for it in the corresponding field. Courses can be removed from the group by clicking on the **x** next to the course that you want to remove.



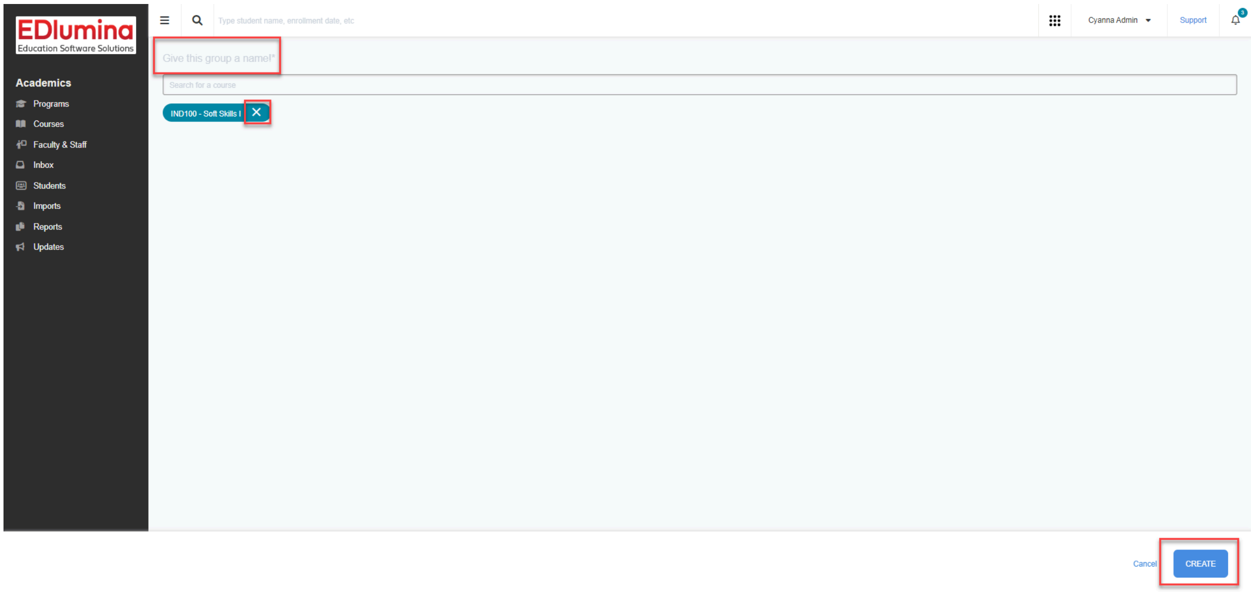
Course groups can be removed/archived by clicking the blue **Archive This Group** button in the bottom left corner.

Create a Group of Classes

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



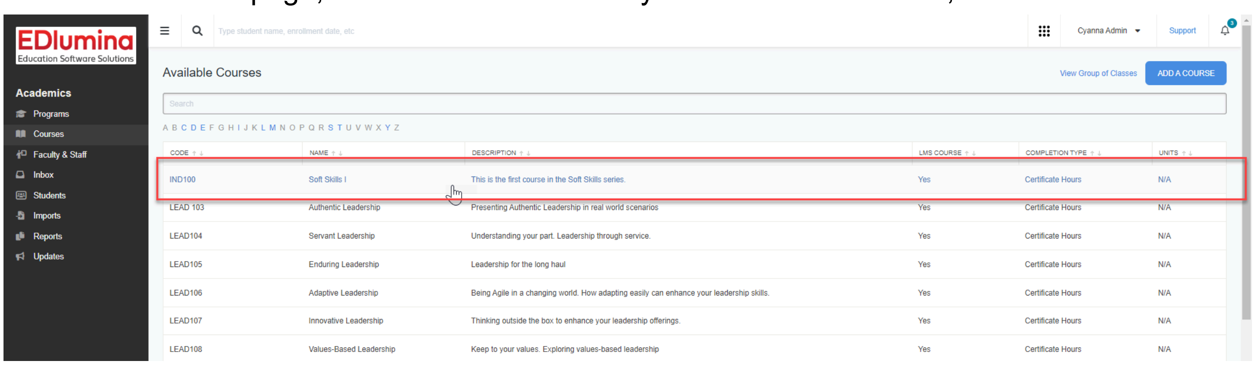
This should take you to the page where you can create your group. In the field that says **Give this group a name!**, enter the name of the group.



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. If you want to remove a previously selected course you can select the blue X listed next to each selected course.

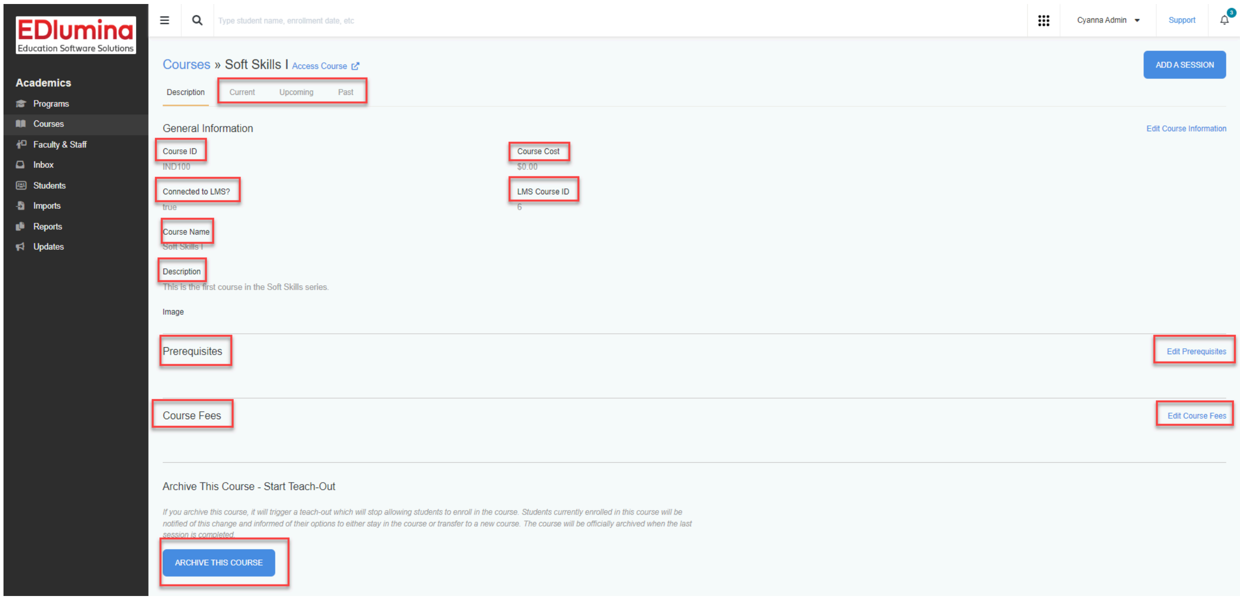
Viewing a Course

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

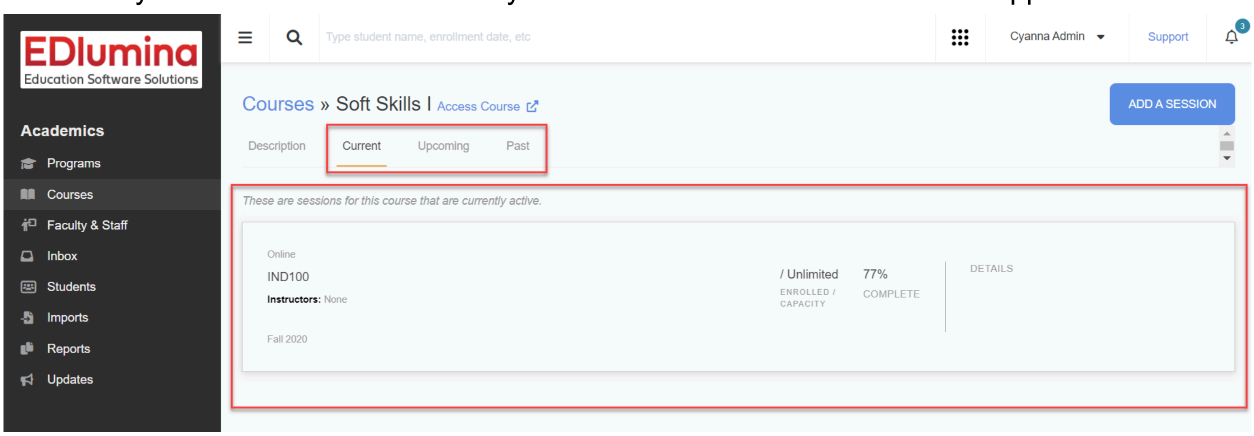


Once you click on the course that you want to view, the information page for the course will be shown. The following information will be shown:

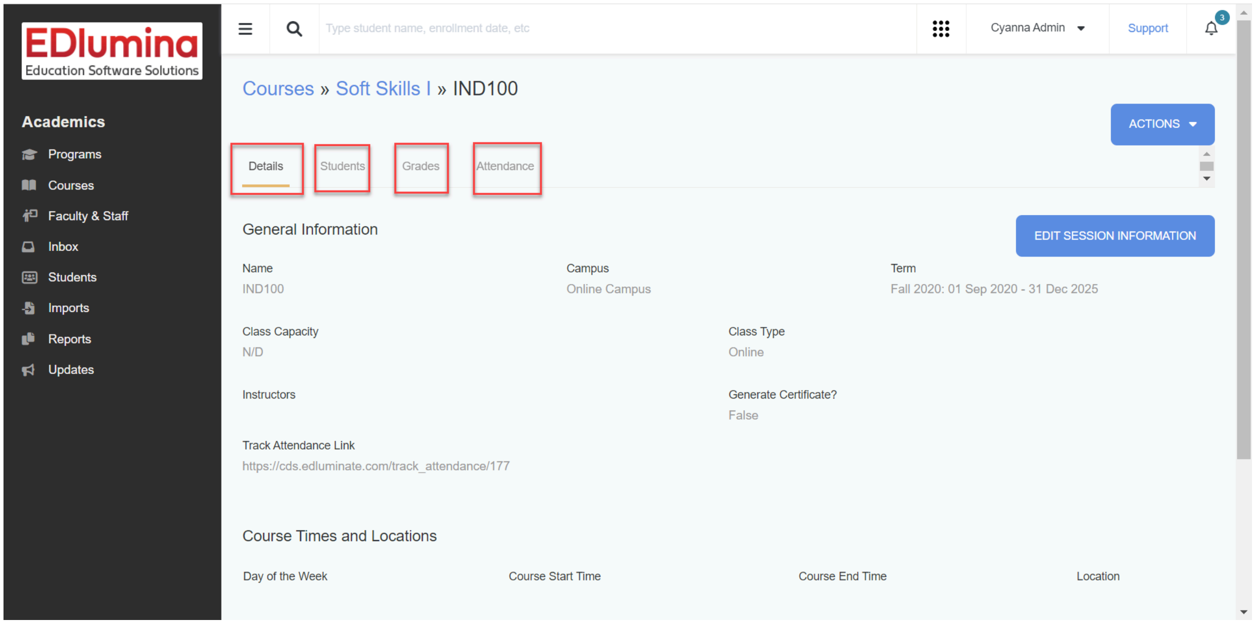
- Course Name
- Course ID
- Connection to LMS
- Description
- Course Cost
- LMS Course ID
- Prerequisites
- Course Fees



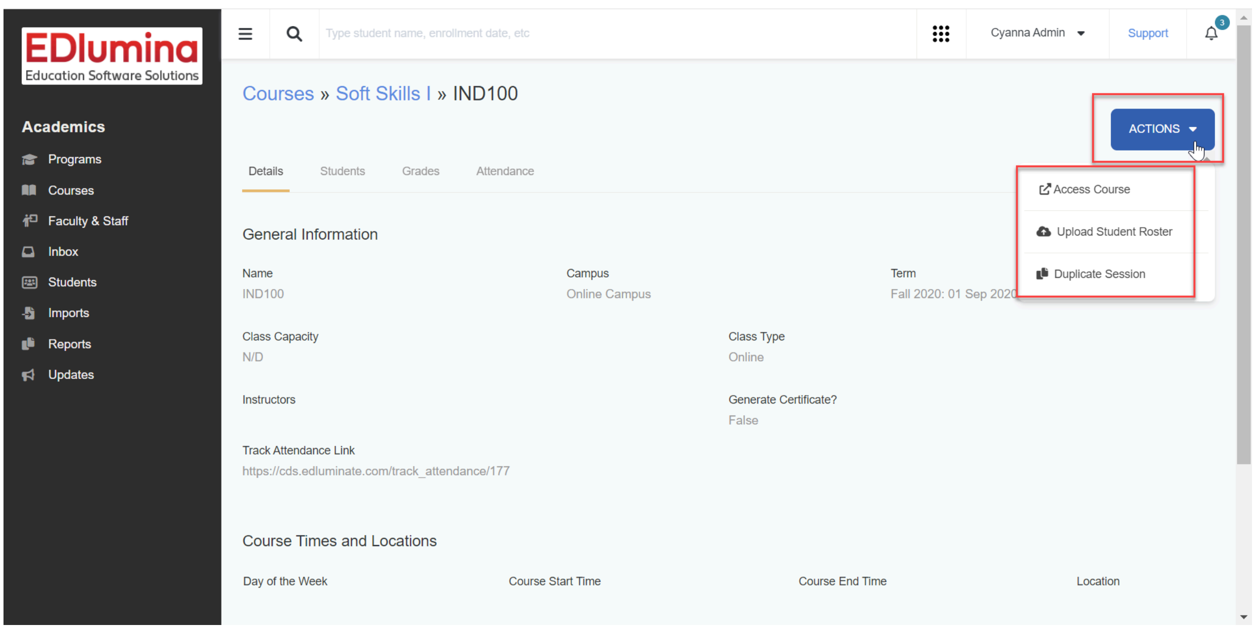
It will also allow you to view any current, upcoming, or past sessions of the course. If you choose any of those selections and they have a session in that section it will appear like this



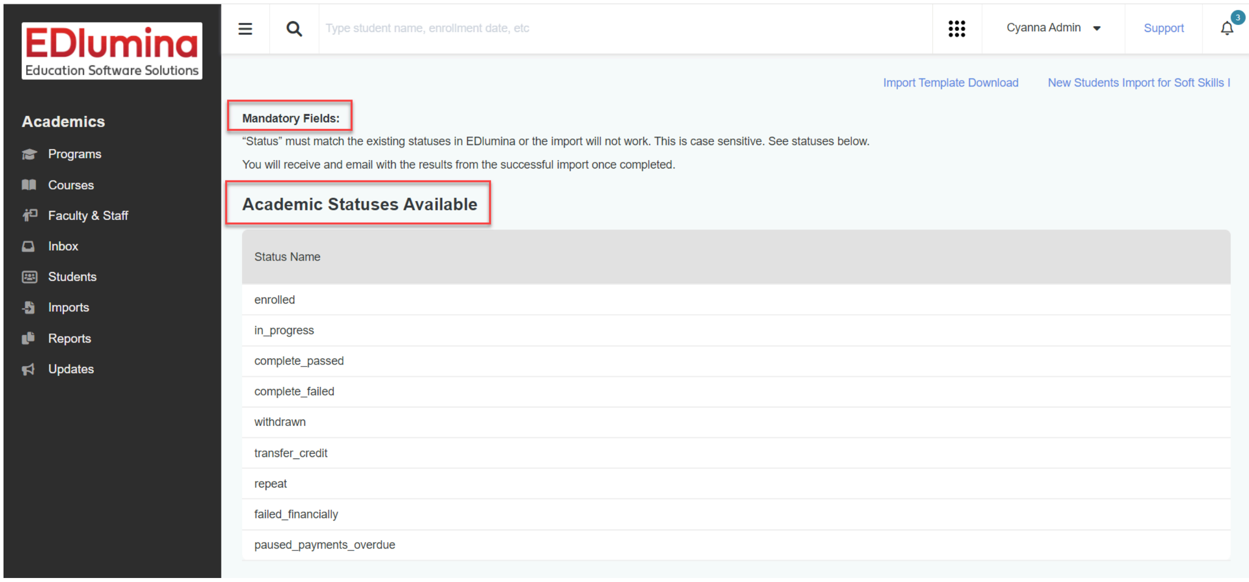
If you click on the individual session it will give you 4 different tabs with different information about each specific session. The first, listed “Details”, gives all the general information on the course. The second, “Students”, will show all students enrolled into that session. The third, “Grades”,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



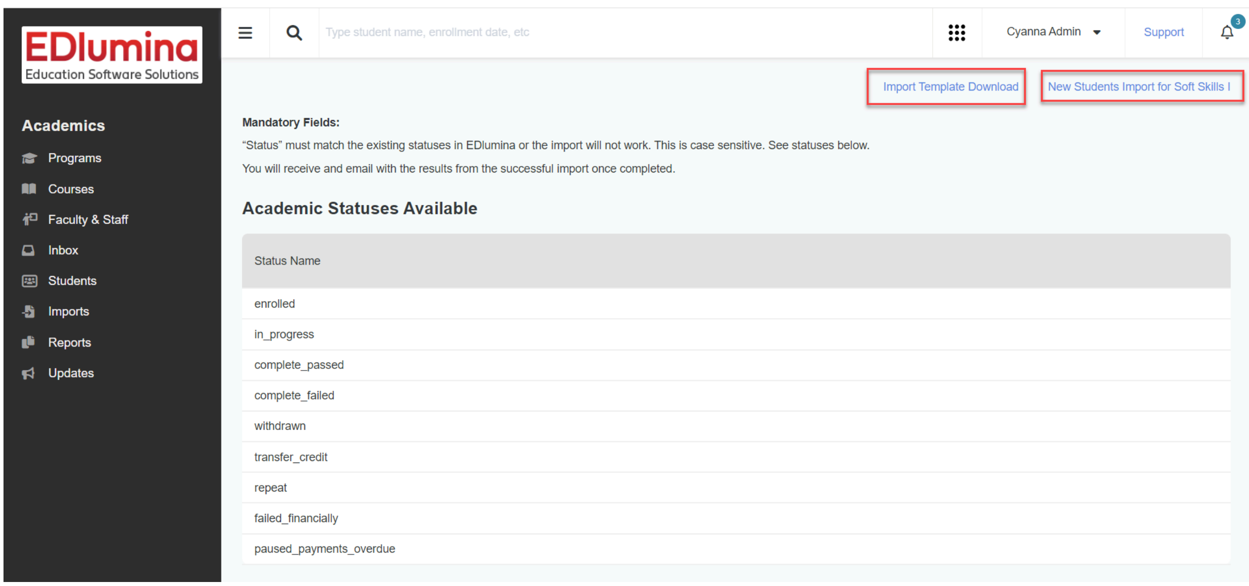
This session page also gives you the option to access the course if it is linked to an LMS, allows you to upload a student roster into the sessions via a CSV file, and duplicate the session if needed.



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.

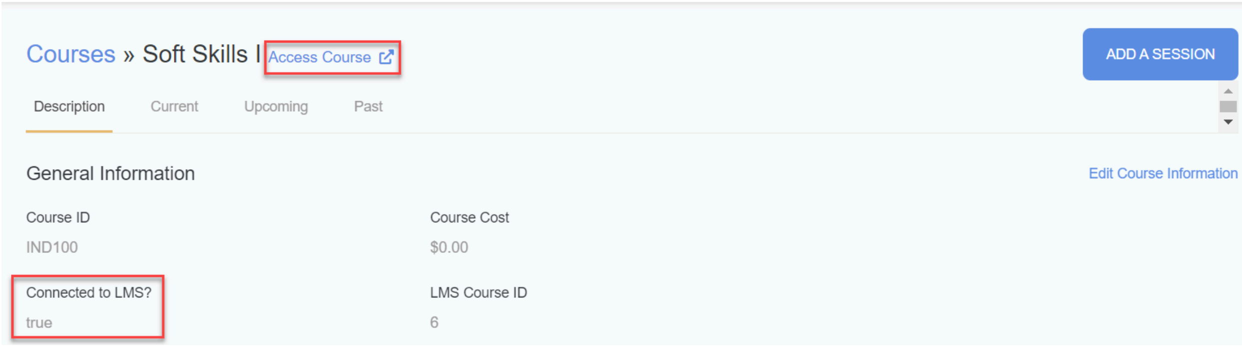


There are two more options from this upload roster page, which is the "Import Template Download" which gives you an excel CSV file to use for your data. It also has "New Students Import for (Class Name)" option which is where you would upload the CSV file.



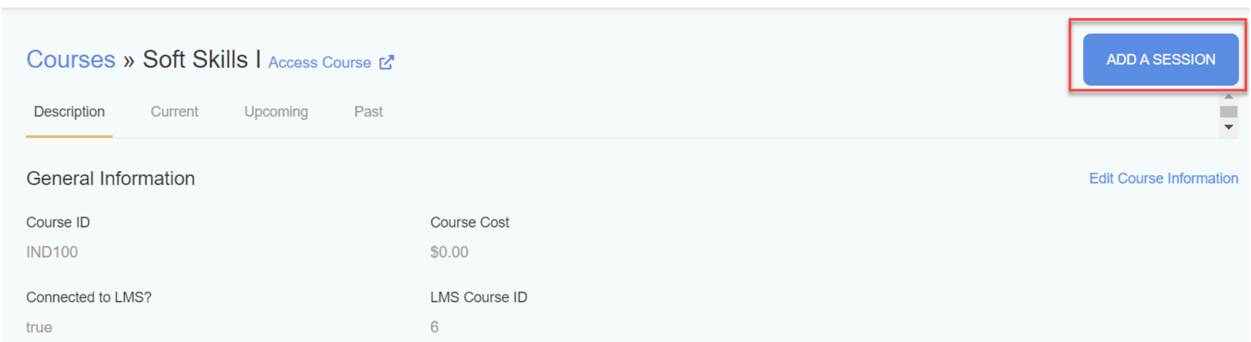
Viewing the Course in the LMS

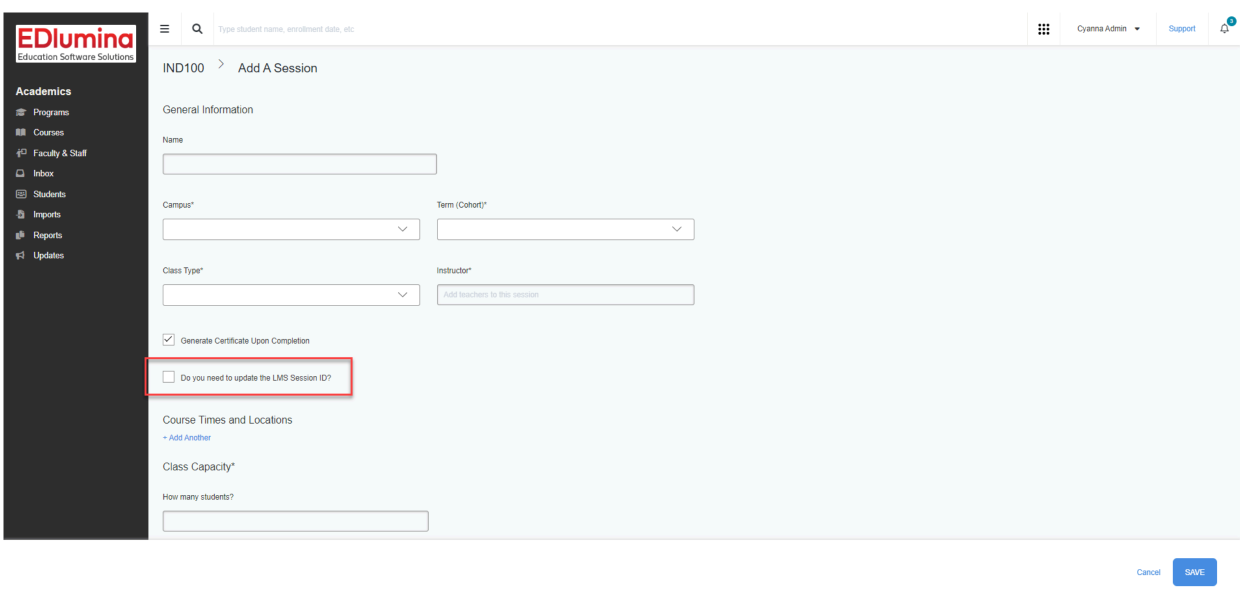
Click on the blue link that says **Access Course** beside the name of the course at the top of the page. This will take you to the Canvas page for the course. Note: This will only work if the course has been linked with a course in Canvas.



Add a Session for a Course

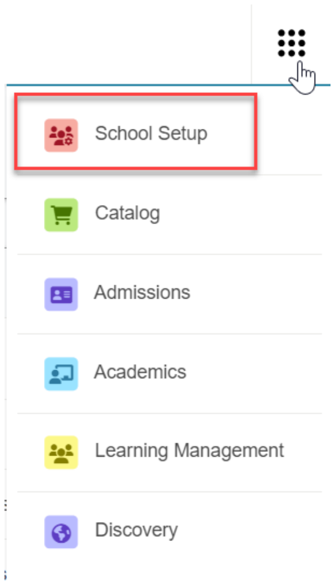
Click on the blue **Add a Session** button in the top right hand corner of the screen when you are on the page for the corresponding course.





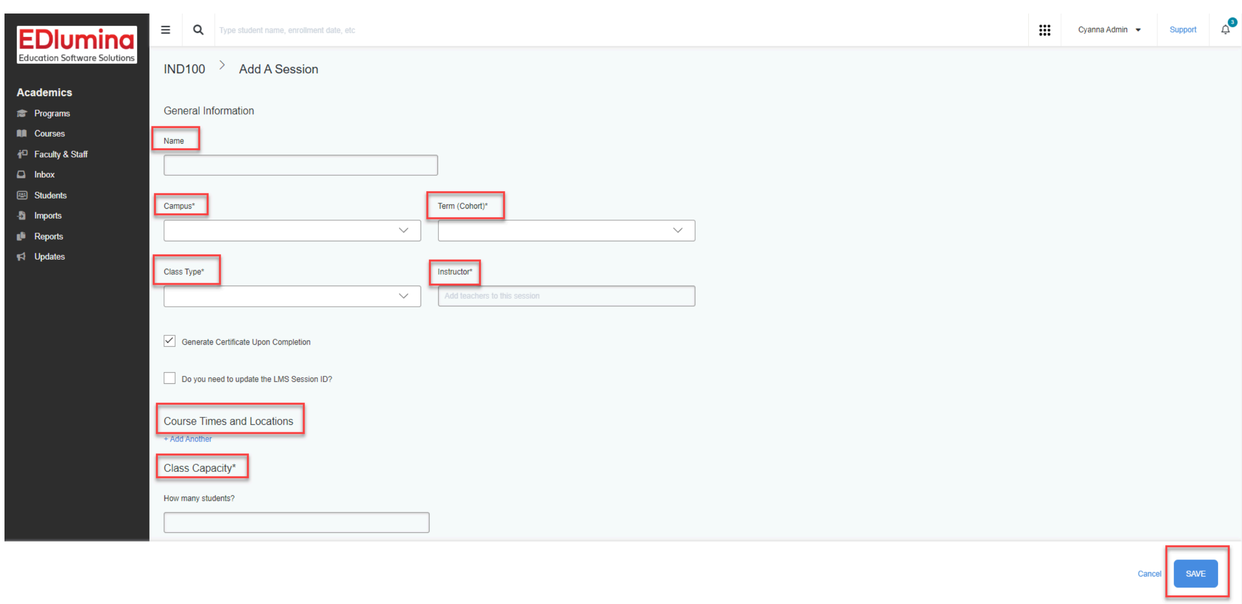
First, figure out whether you need to check the **Do you need to update the LMS Session ID?** Box and select it if it needs to be updated.

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 those fields 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



Course Times and Locations

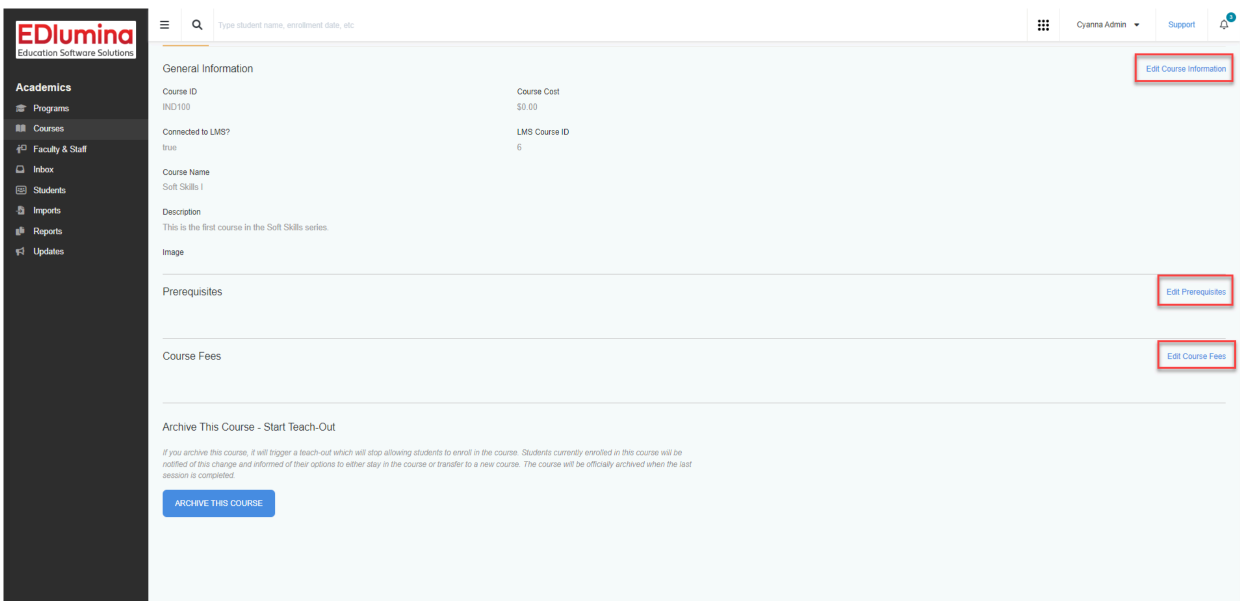
There are a few categories to add for the course times and locations:

- 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

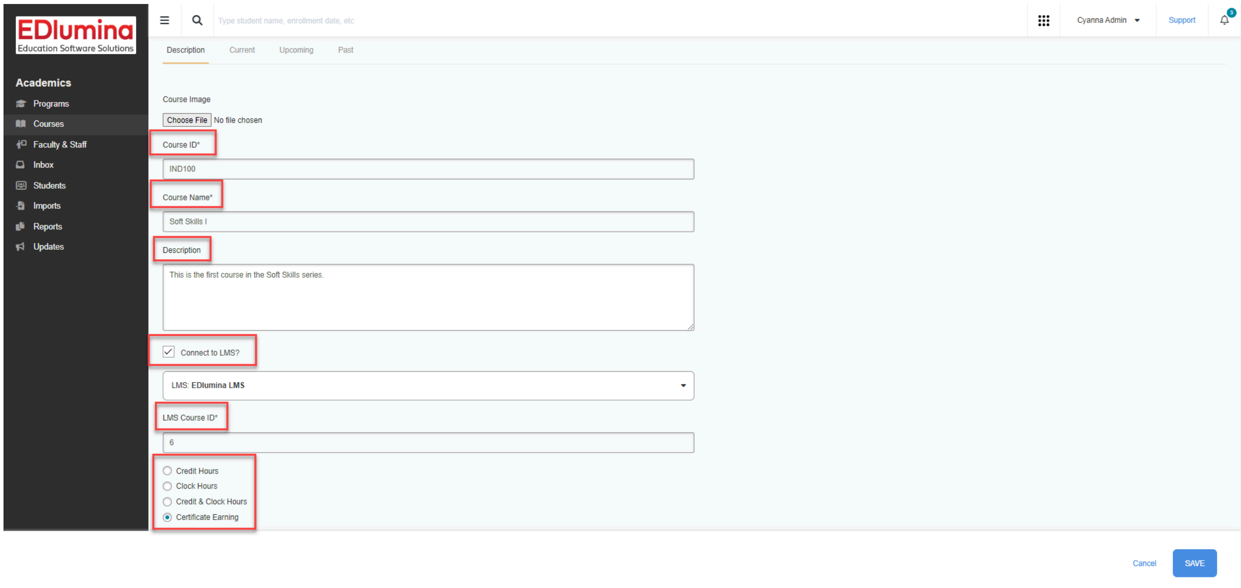
If you want to edit a course, click on the edit button that corresponds to the information that you want to change. All of the links take you to the same page, so you should be able to edit all fields of the course no matter which link you choose.

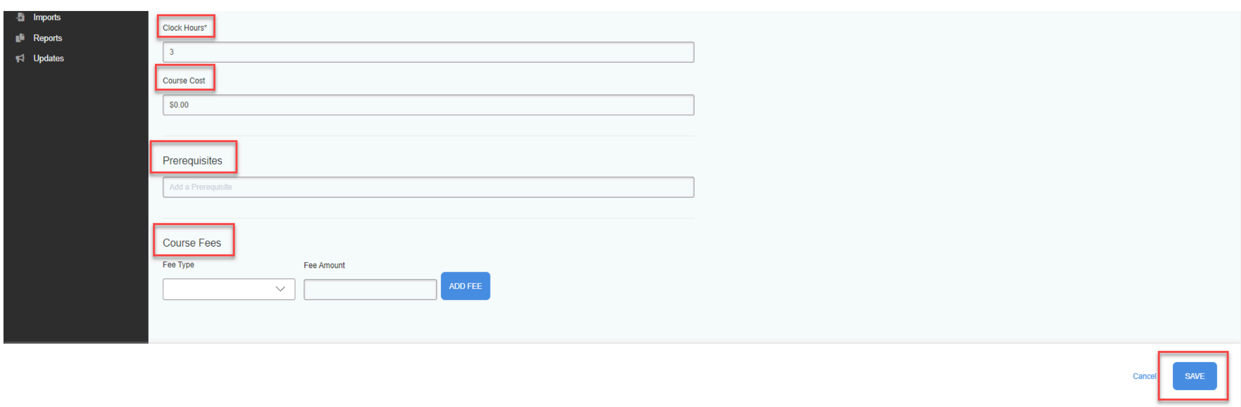


Once you are on the editing page, the following information for the course can be edited. This includes:

- **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 the same as the Course ID.
- **Hours** - Select either Clock Hours, Credit Hours, or Certificate Earning. Then enter the number of hours in the field titled "Clock Hours", which should more accurately just be called "Hours".

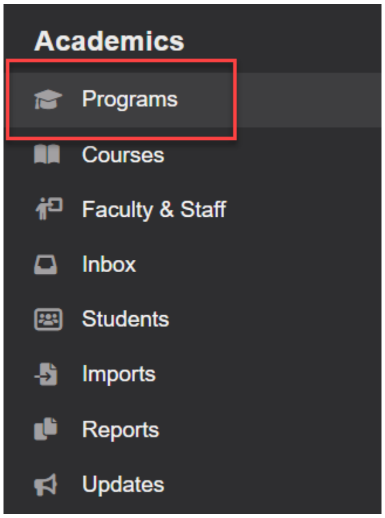
- **Course Cost**
- **Prerequisites -** You can choose prerequisites for a course from the other courses you have already set up.
- **Course Fees**

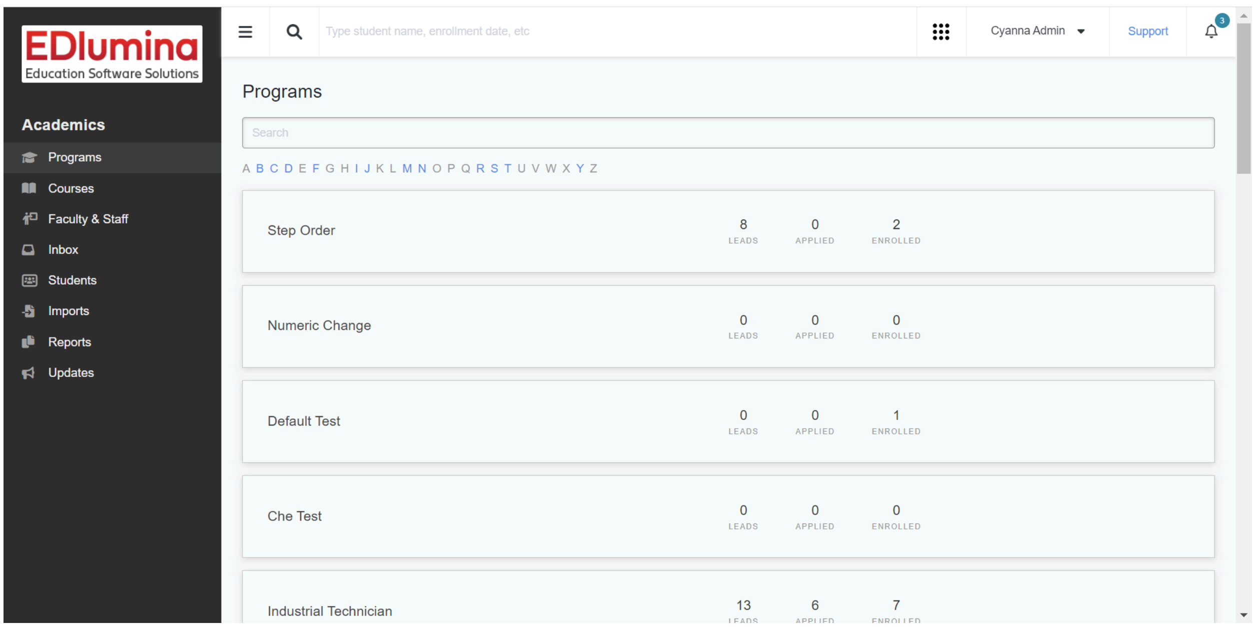




Programs

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



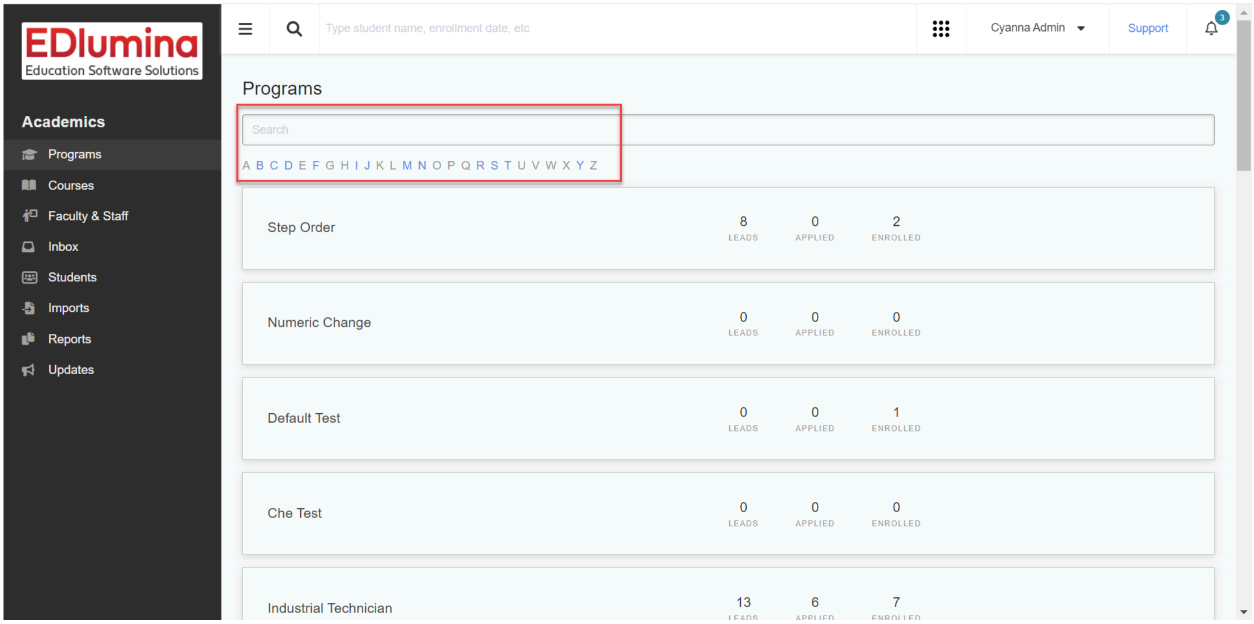


This will take you to the **Programs** page. All of the programs will be listed here. The following information is also shown:

- 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.

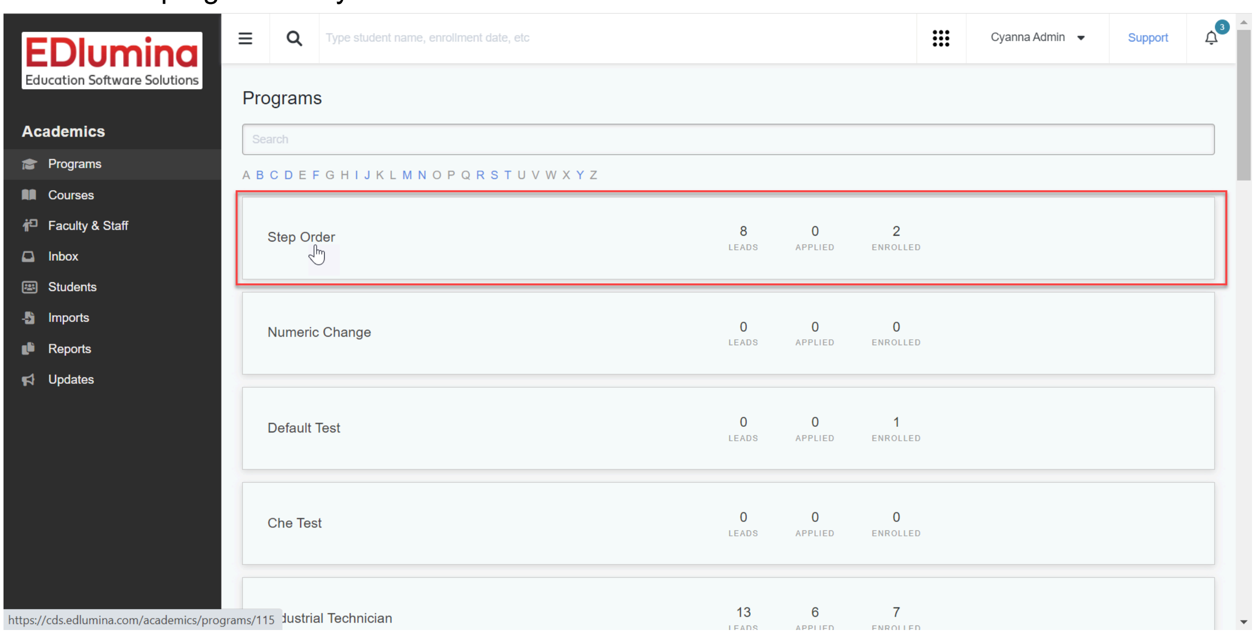
Searching Programs

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.



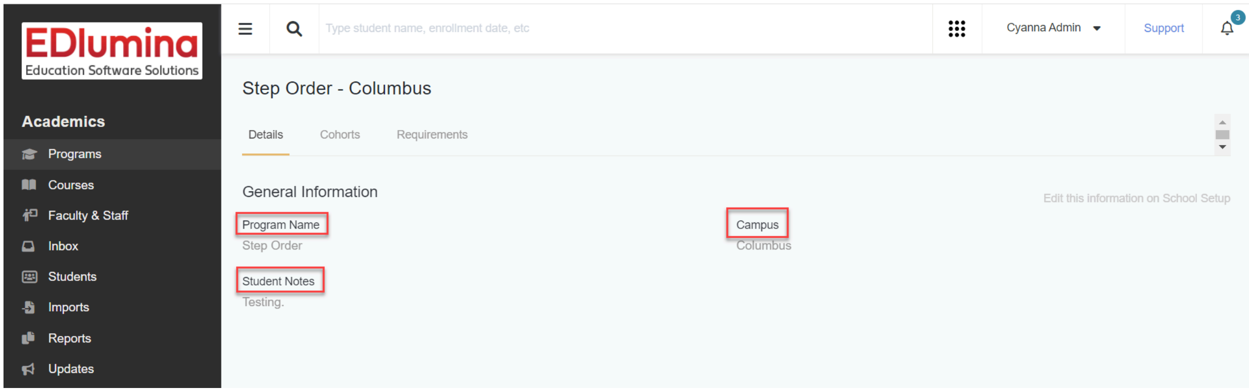
Viewing a Program

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

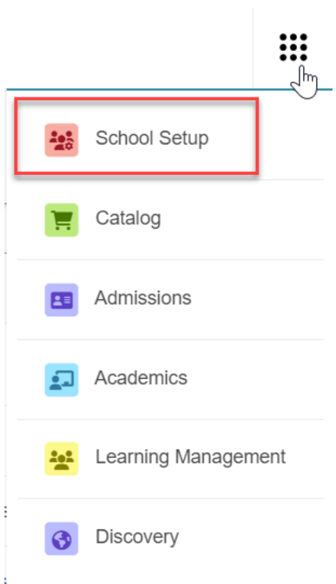


Once you are on the page for the program you want to view, the following information will be listed:

- Program Name
- Campus
- Student Notes

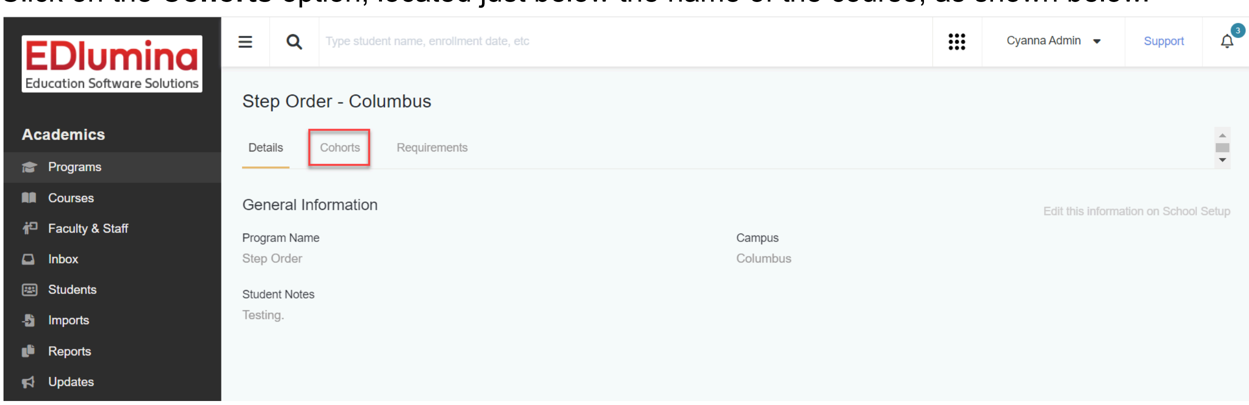


Note: If you want to add, edit, or delete a program, you will need to do this in the school setup.

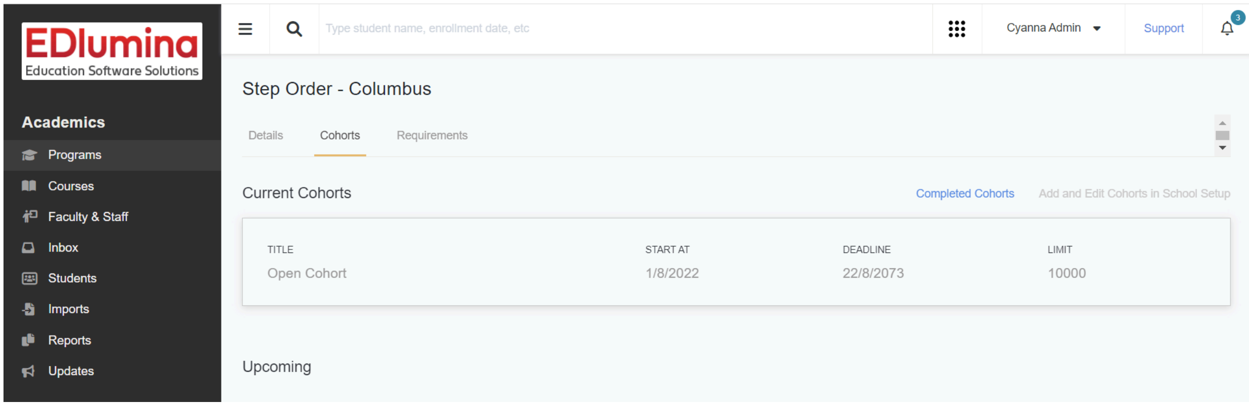


Cohorts

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

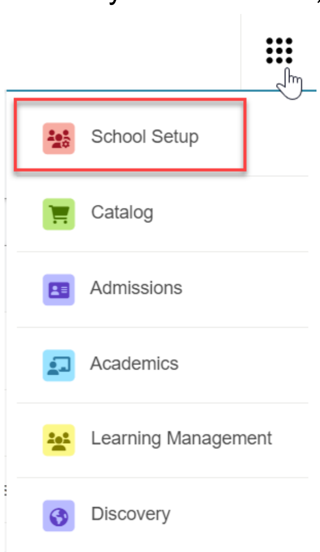


A cohort is a group of students who work through the curriculum together to achieve the same academic degree. They are students taking the course at the same time. For example, this could be Summer 2021 or Fall 2021.



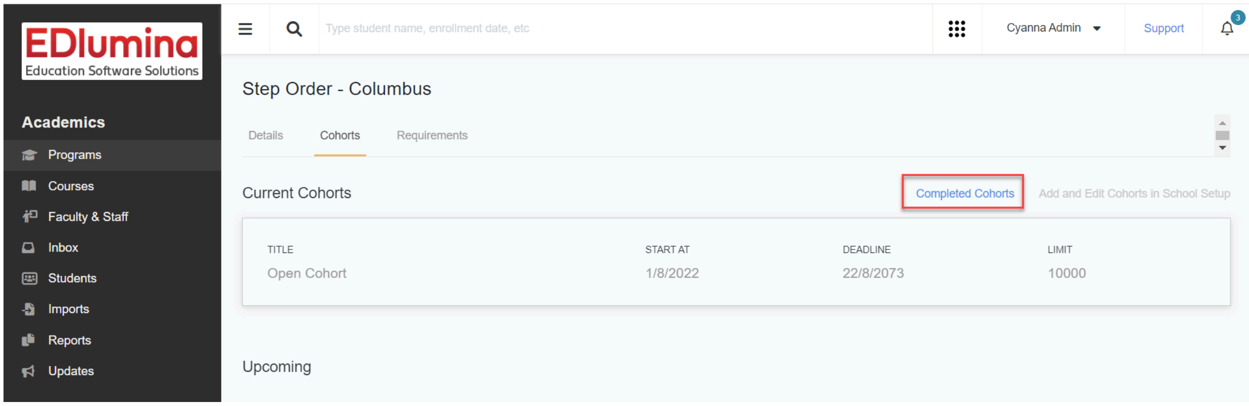
This will bring up the **Cohorts** page. The current and upcoming cohorts will be shown along with their title, start date, deadline, and the limit on the number of students.

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

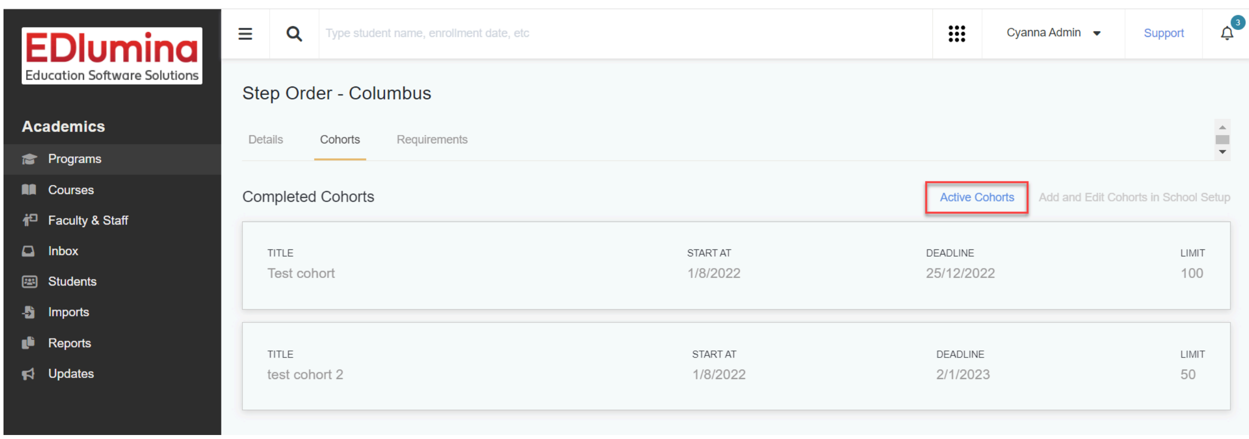


View Completed Cohorts

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



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.



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.

Add a Requirement

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

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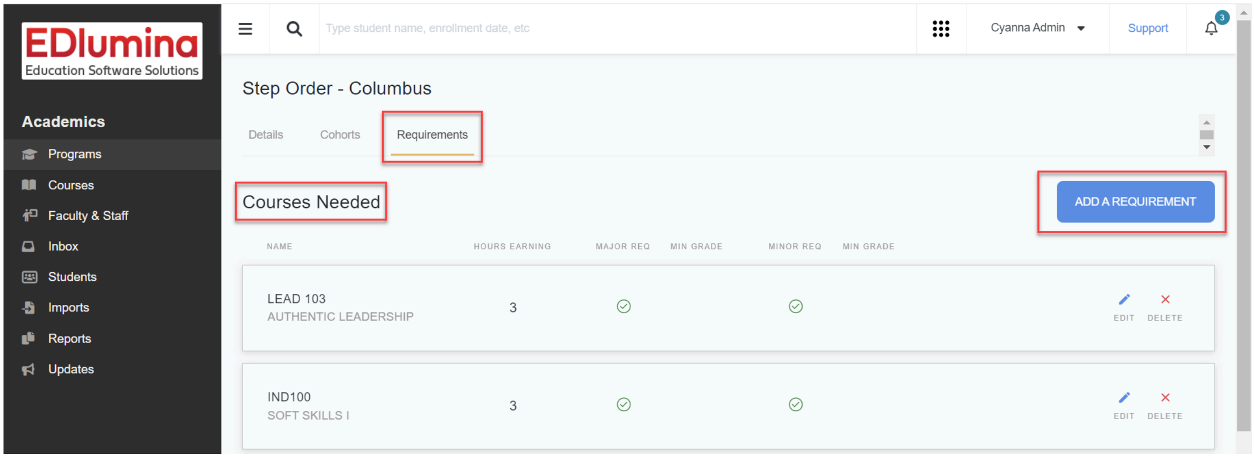
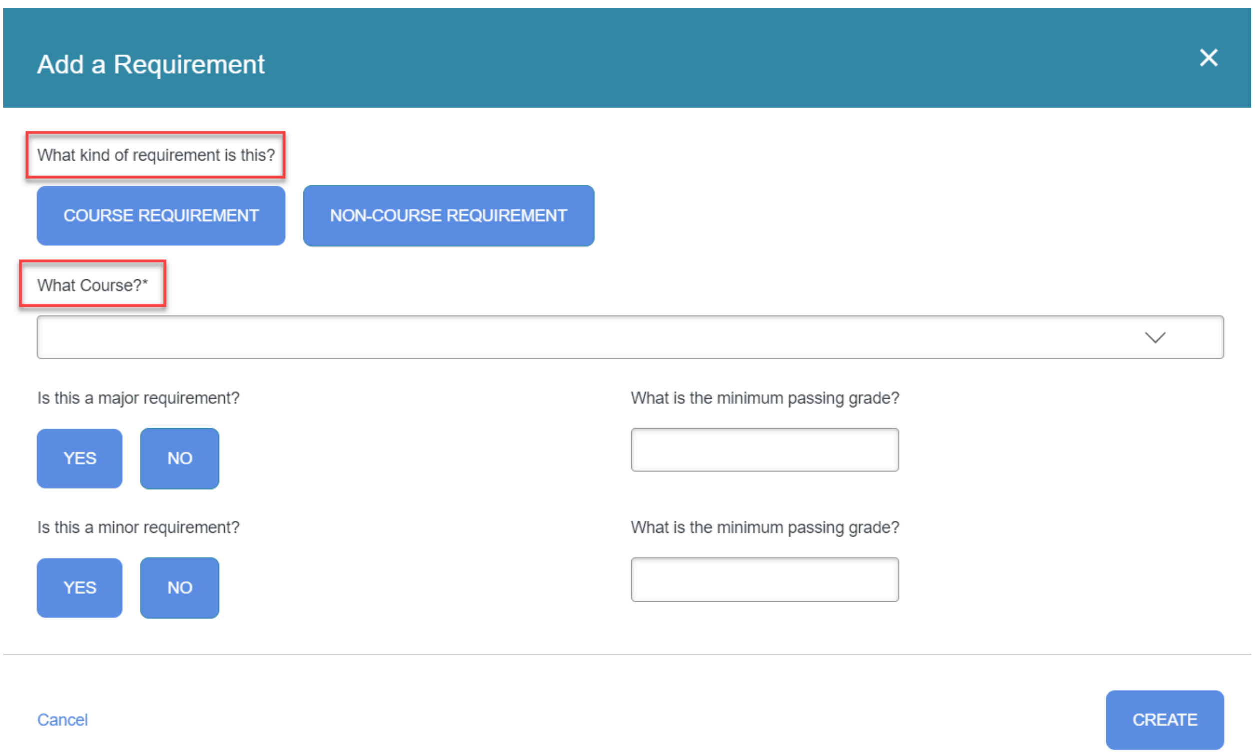


Adding a Course Requirement

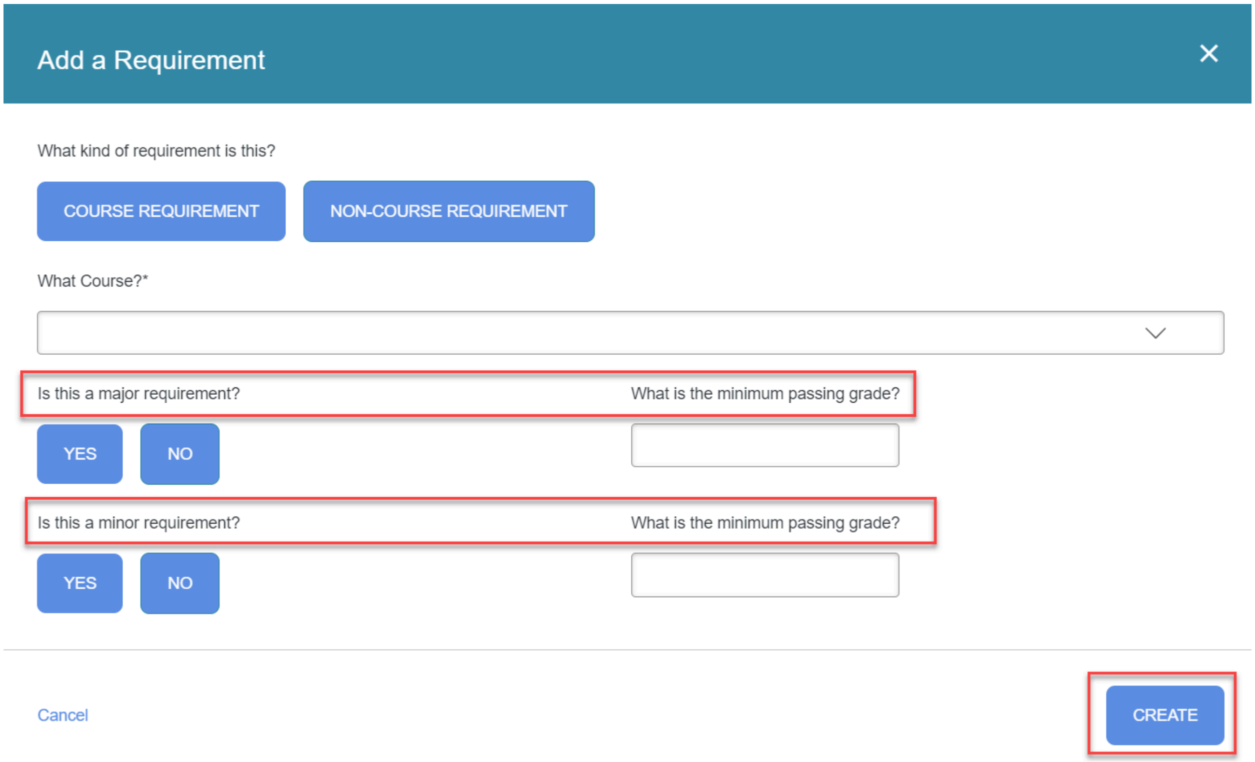
Selecting the **Course Requirement** option will allow you to add a course or groups of courses as a requirement for the program.



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

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.

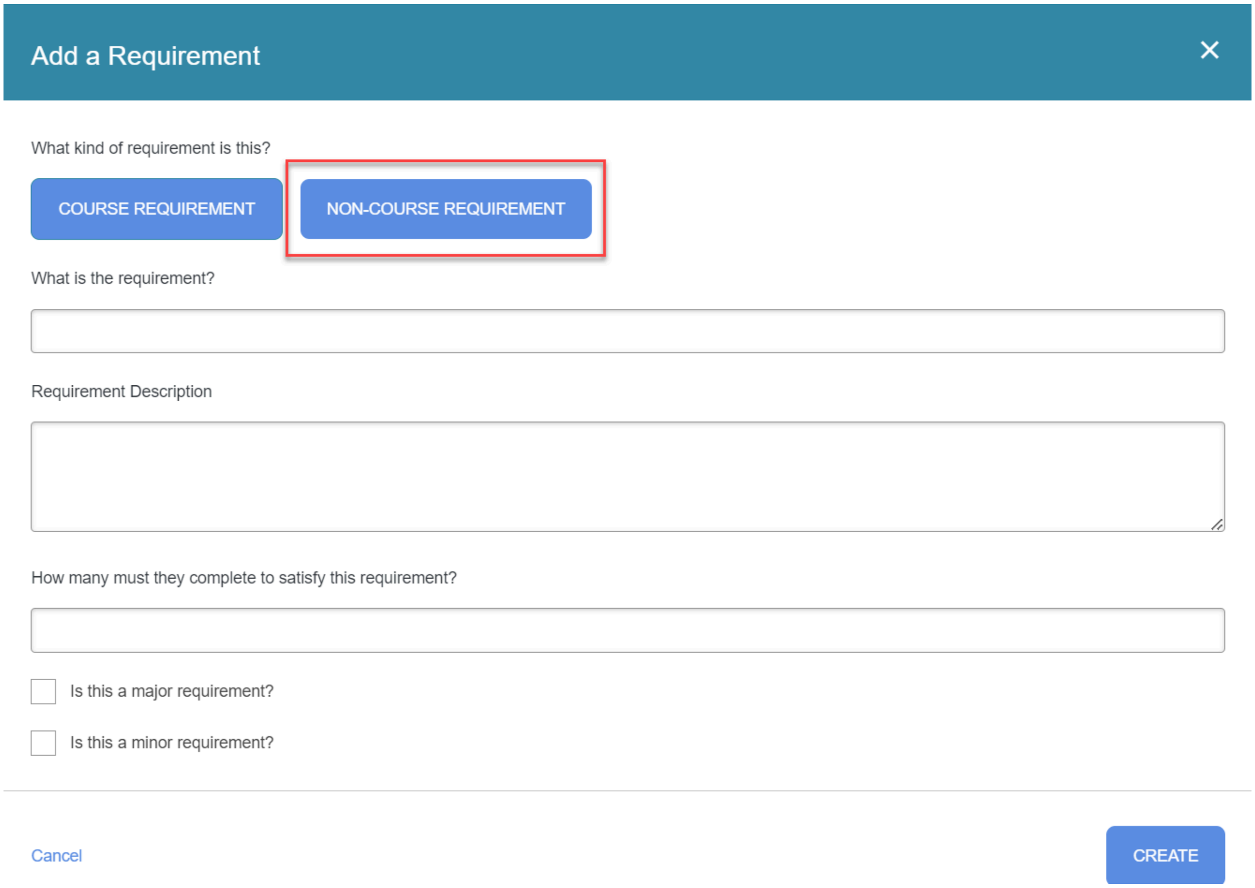


Then select whether the course is a minor requirement. If it is, you can add a minimum grade for the requirement.

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

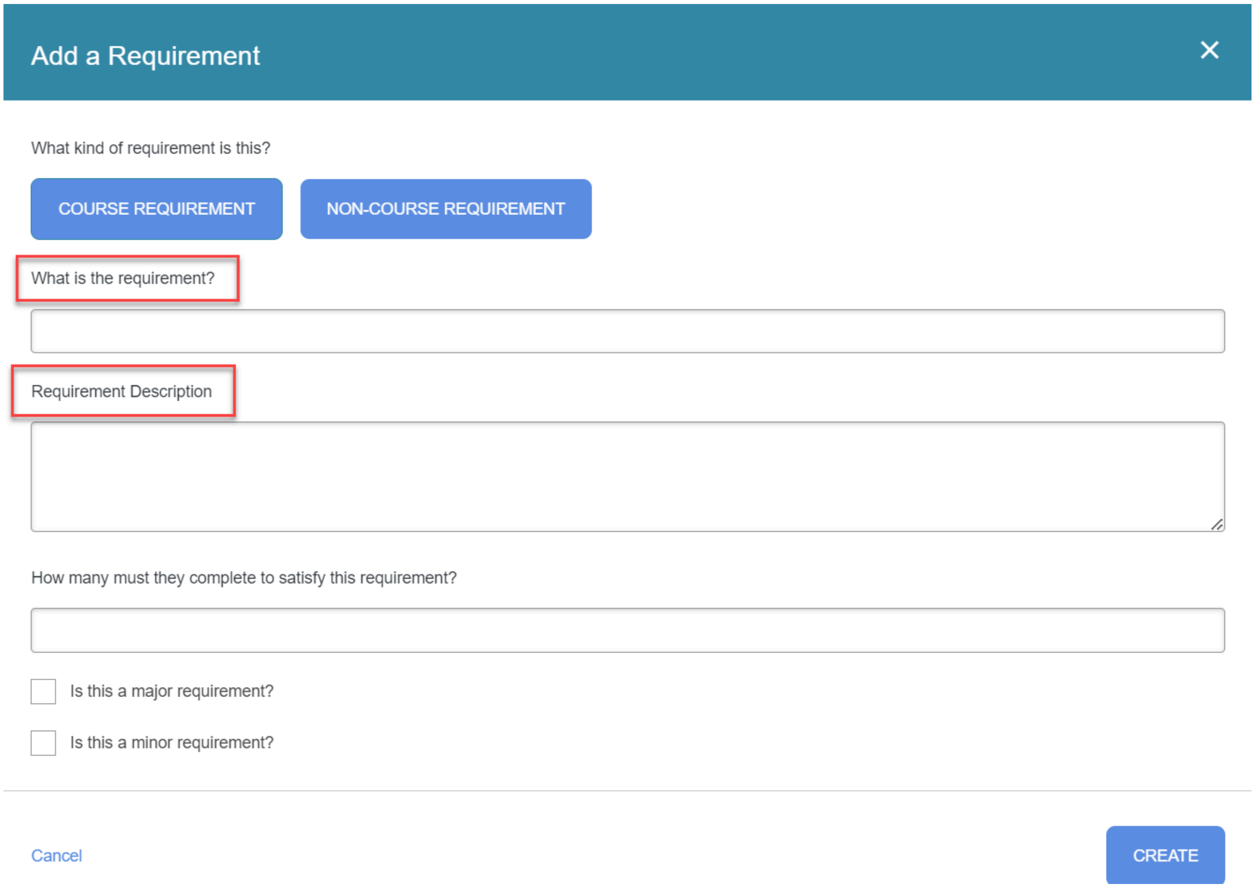
Adding a Non Course Requirement

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.

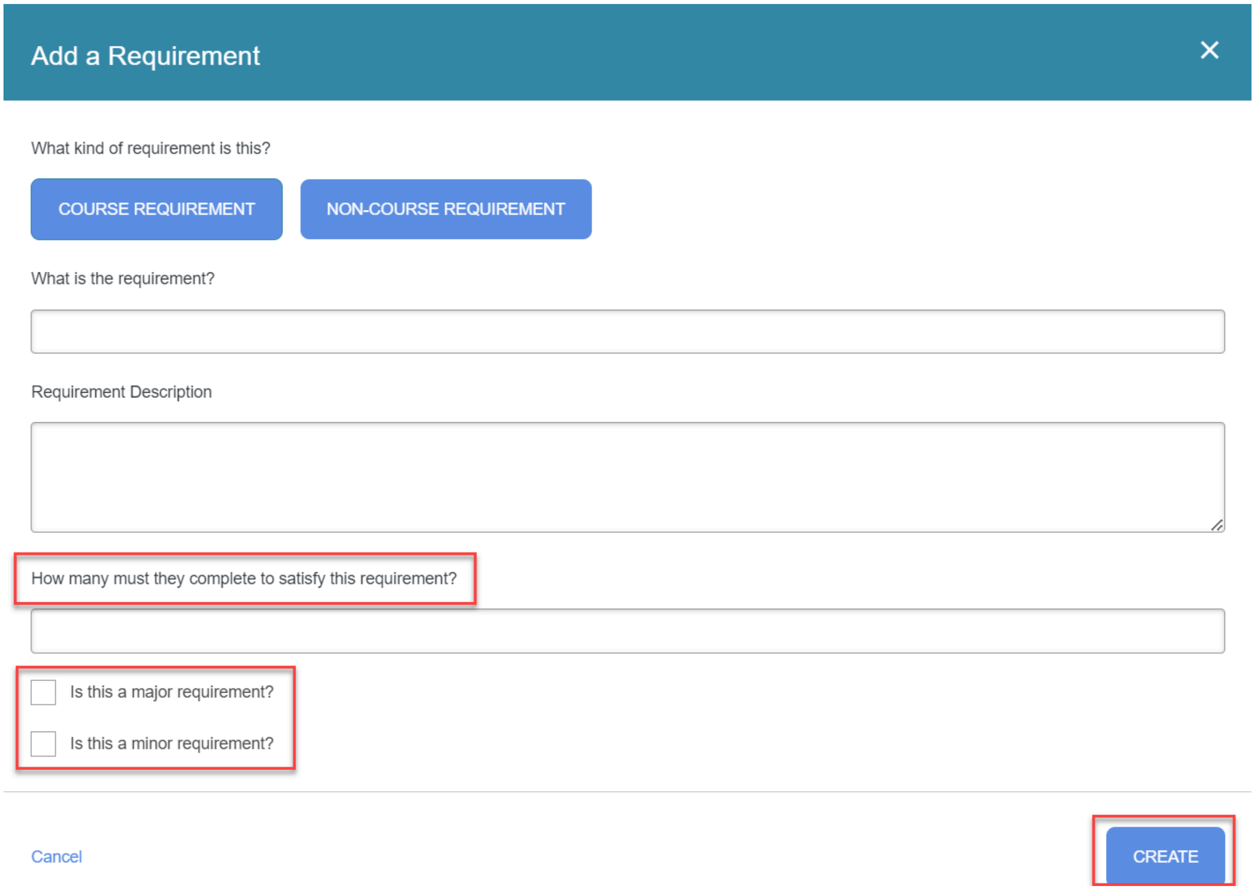


Make sure the **Non-Course Requirement** button is shown in blue. If it is not, click it to select it.

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.



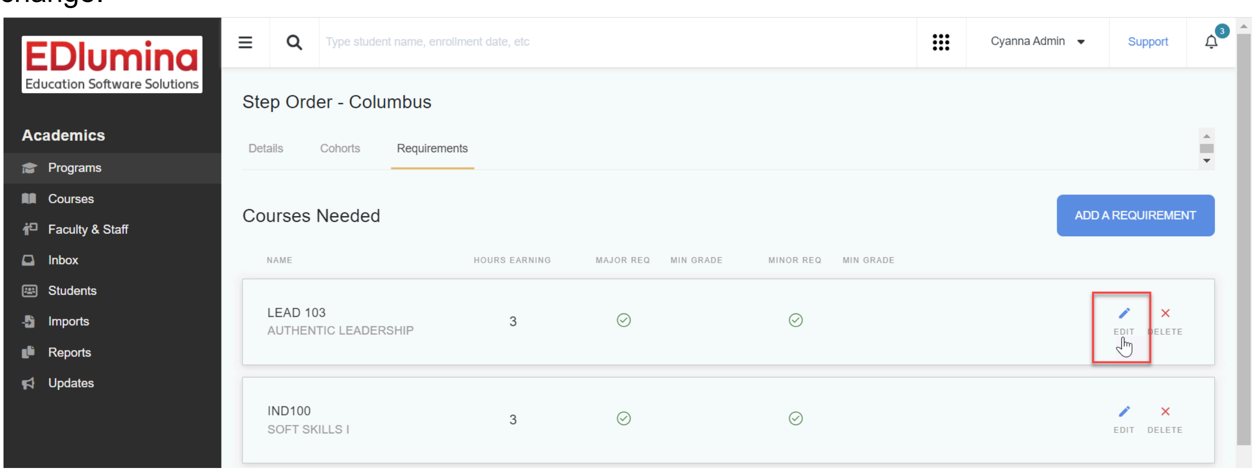
In the box titled, “**How many must they complete to satisfy this requirement?**” enter the amount of hours, enter the amount of the requirement needed. This could be hours, parts completed, or whatever is previously specified.



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

Edit a Requirement

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

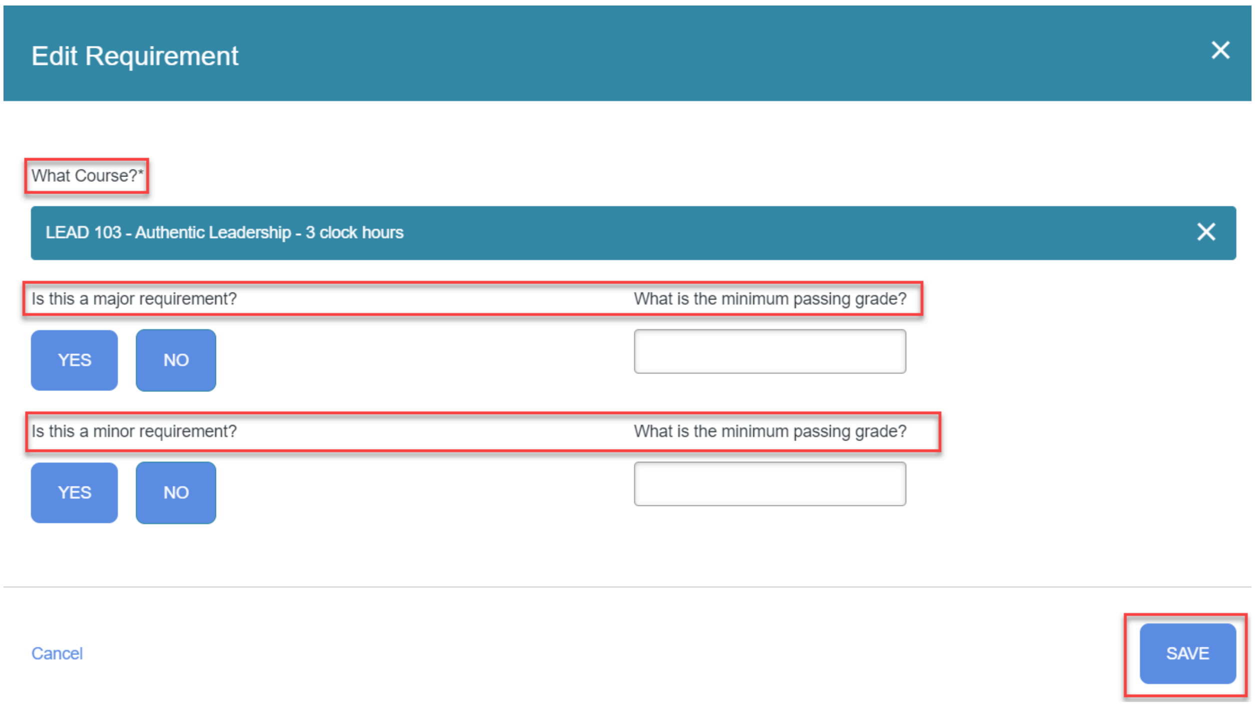


Note: You cannot change whether the requirement is a Course Requirement or Non-Course Requirement.

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

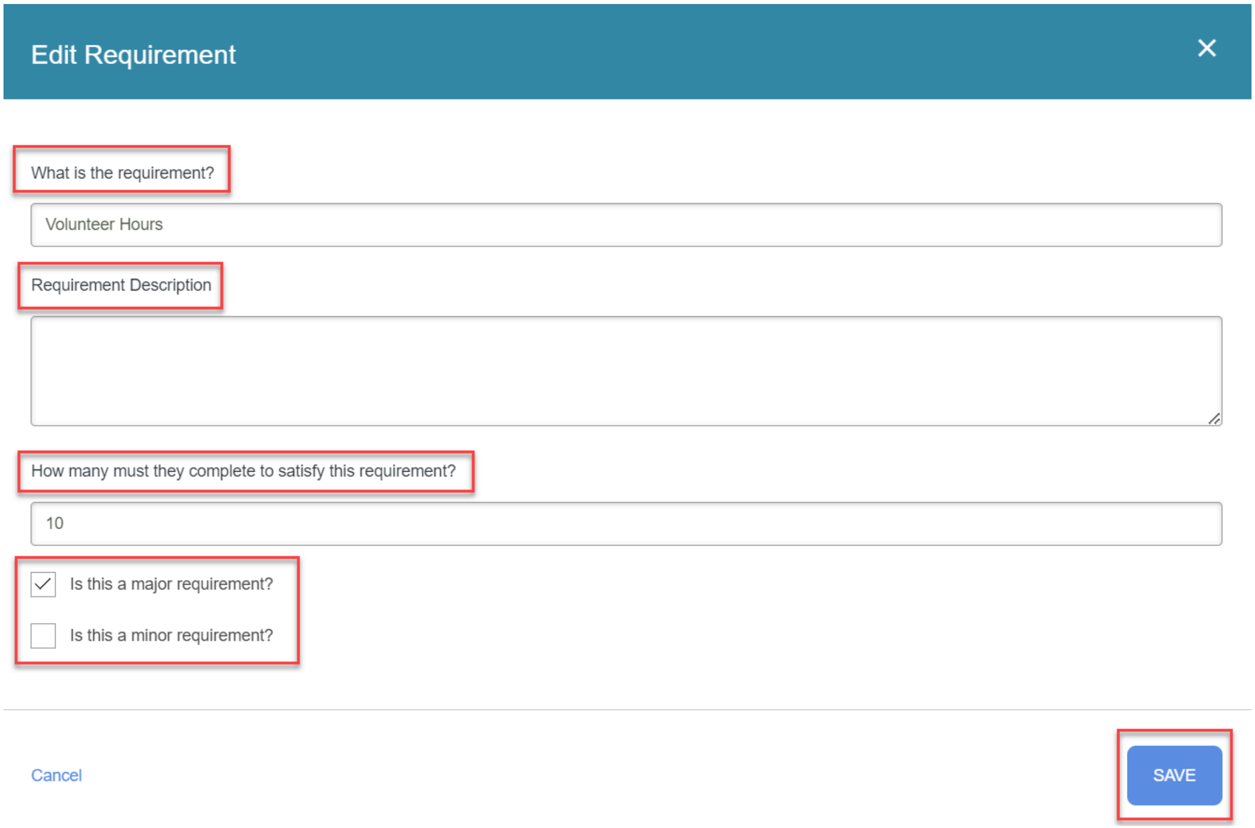


Once you have finished making your changes, click the blue **Save** button in the bottom right corner.

Editing a Non-Course Requirement

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

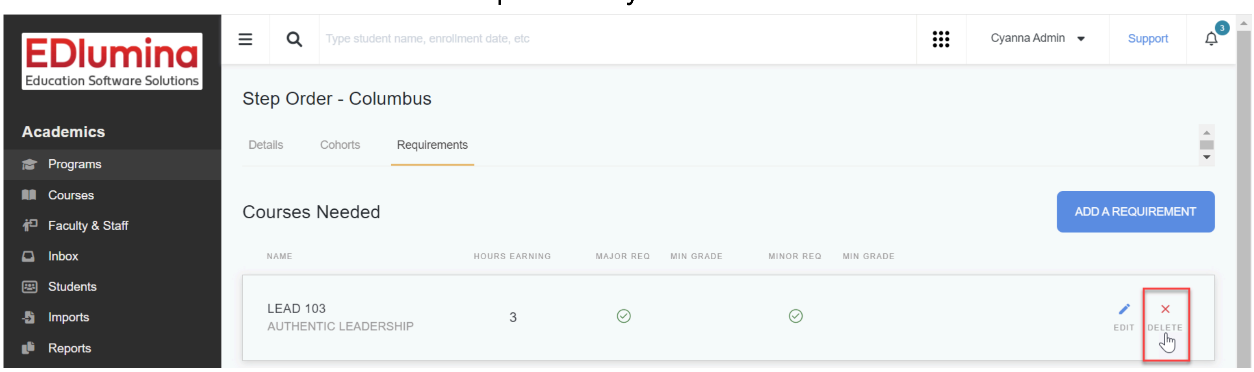
- Name of the requirement
- Description
- Amount needed for completion
- If it is a major requirement
- If it is a minor requirement



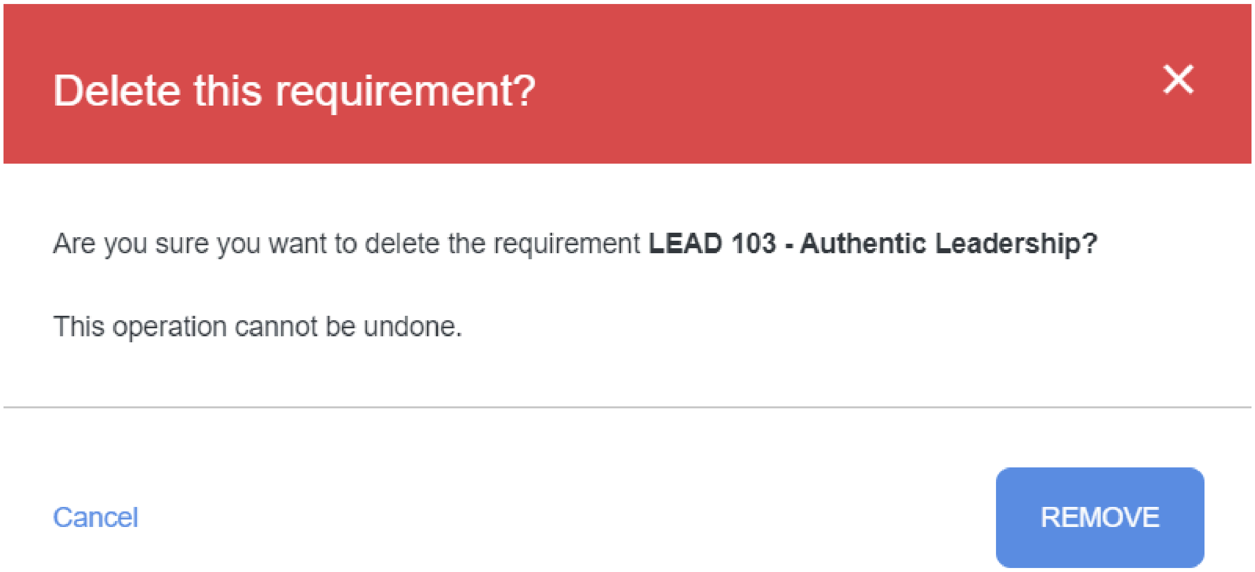
Click on the blue Save button in the bottom right corner when you are done editing the requirement.

Delete a Requirement

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



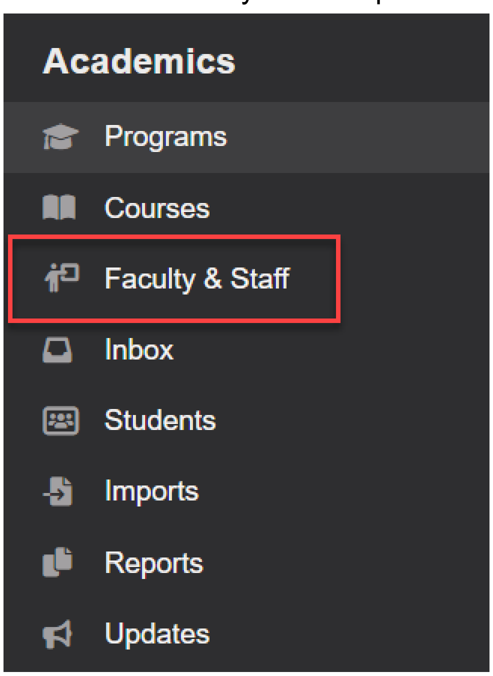
A pop up will show up and ask you to confirm that you want to delete the requirement.



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.

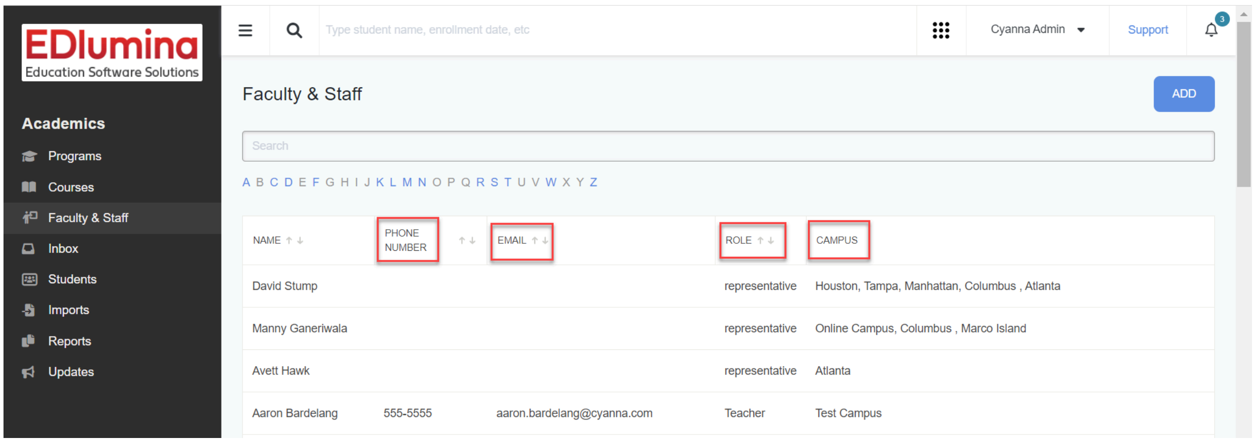
Faculty & Staff

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



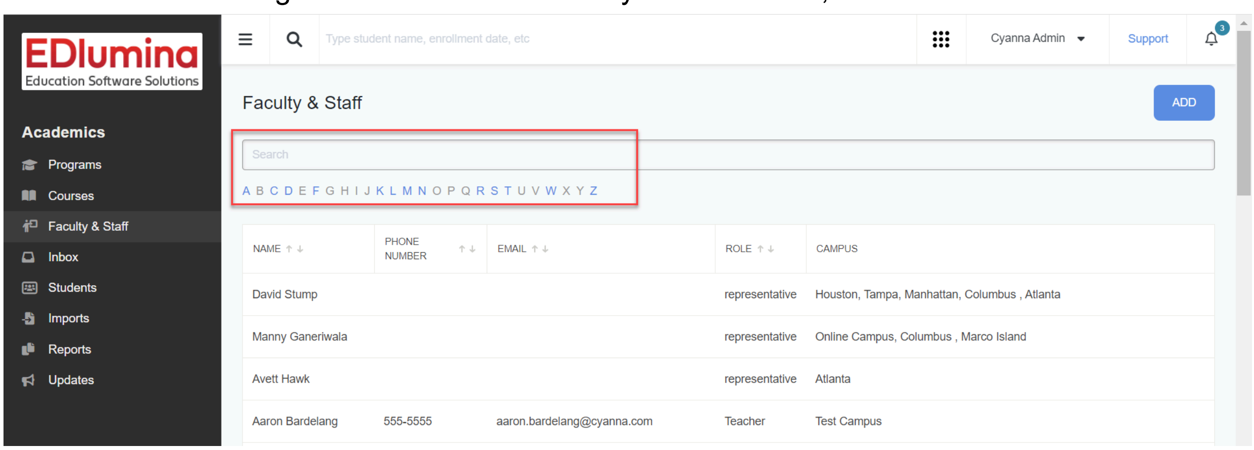
This will take you to the Faculty and Staff page. All of the faculty members will be listed here along with the following information:

- Phone Number
- Email
- Role/Position
- Campus



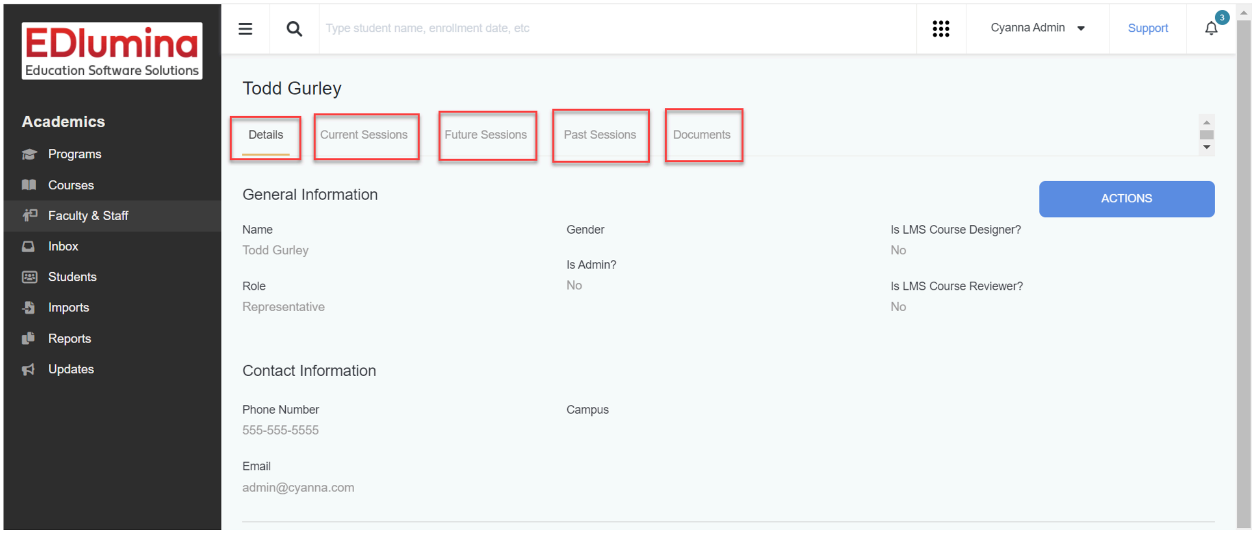
Searching Faculty & Staff

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.



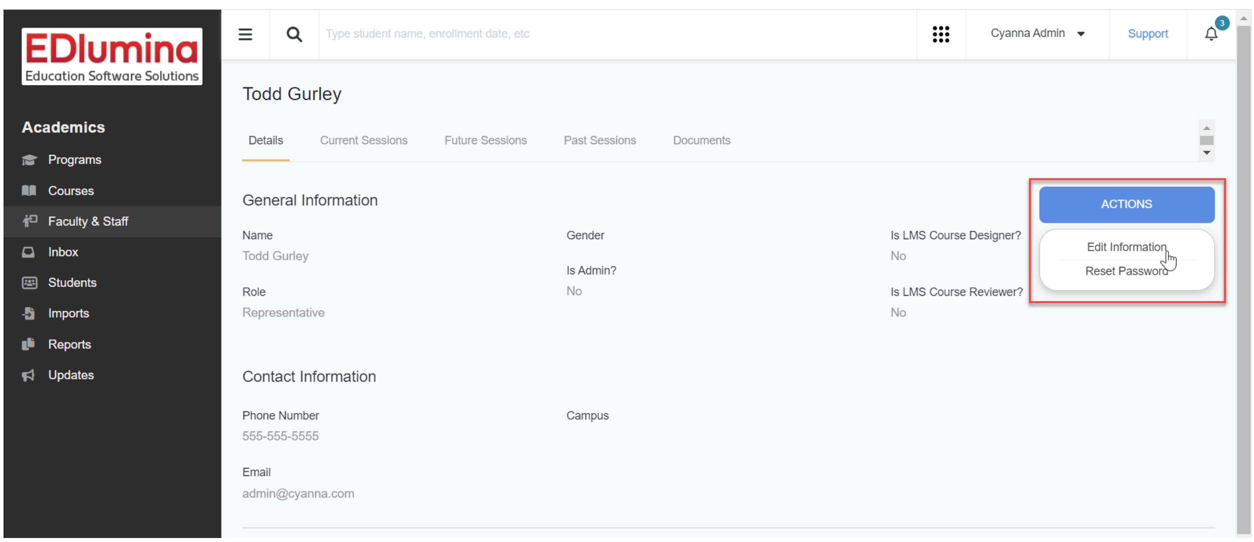
Viewing Faculty & Staff

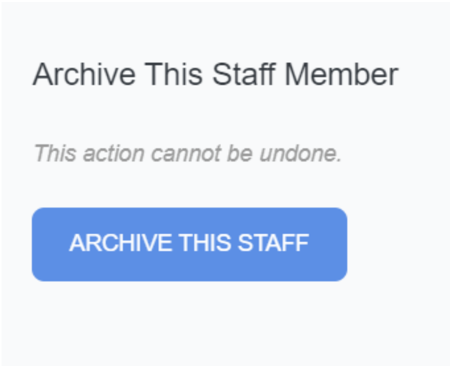
Once you select a faculty/staff member it will load their profile that will include the details of their account, the current/future/past sessions that they are currently instructing



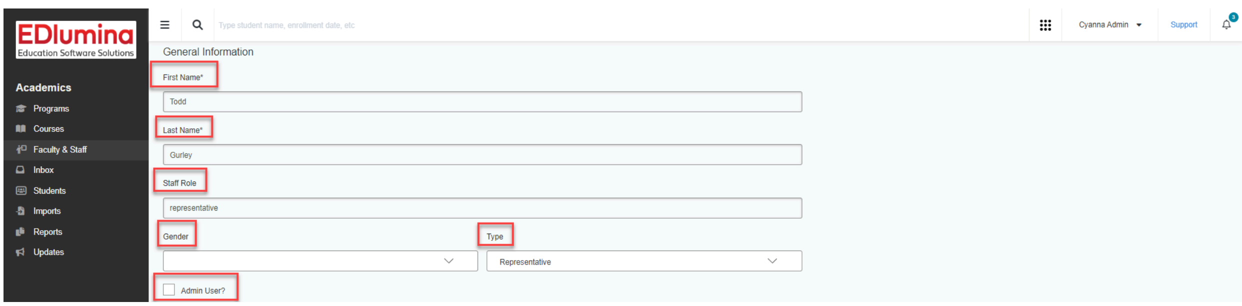
Editing Faculty & Staff

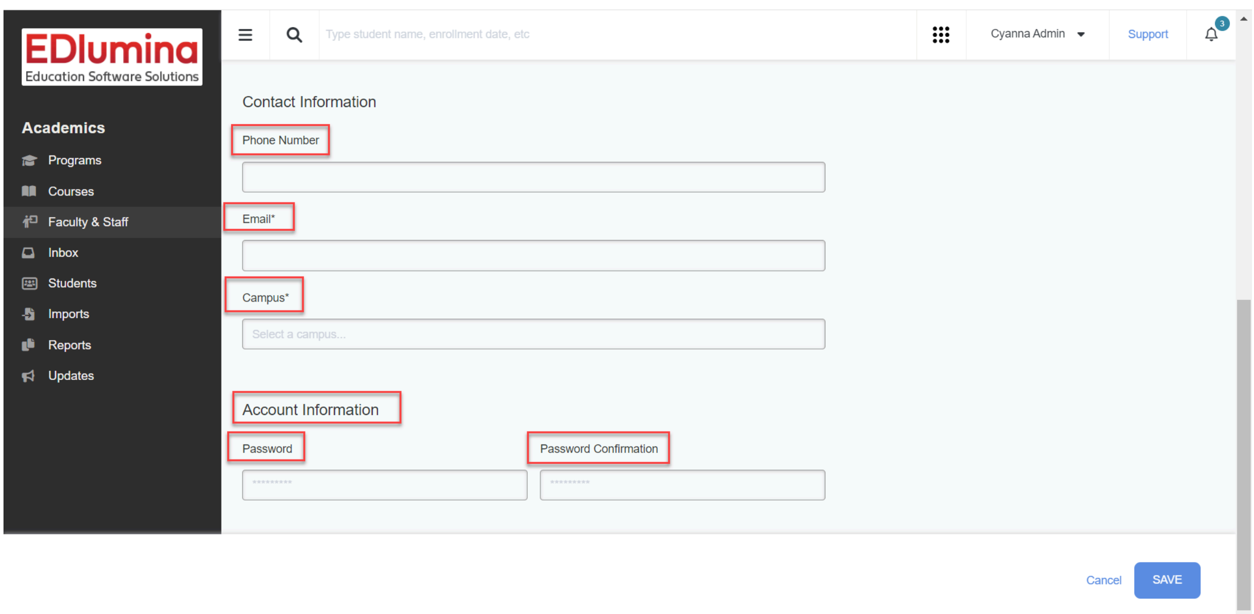
If you are looking to edit someone's profile you can select the "Actions" button located on their account and select edit information (must be a full admin to edit faculty/staff accounts). There is also an option to archive a user if they are no longer with your company or in a different role that doesn't need EDlumina access.





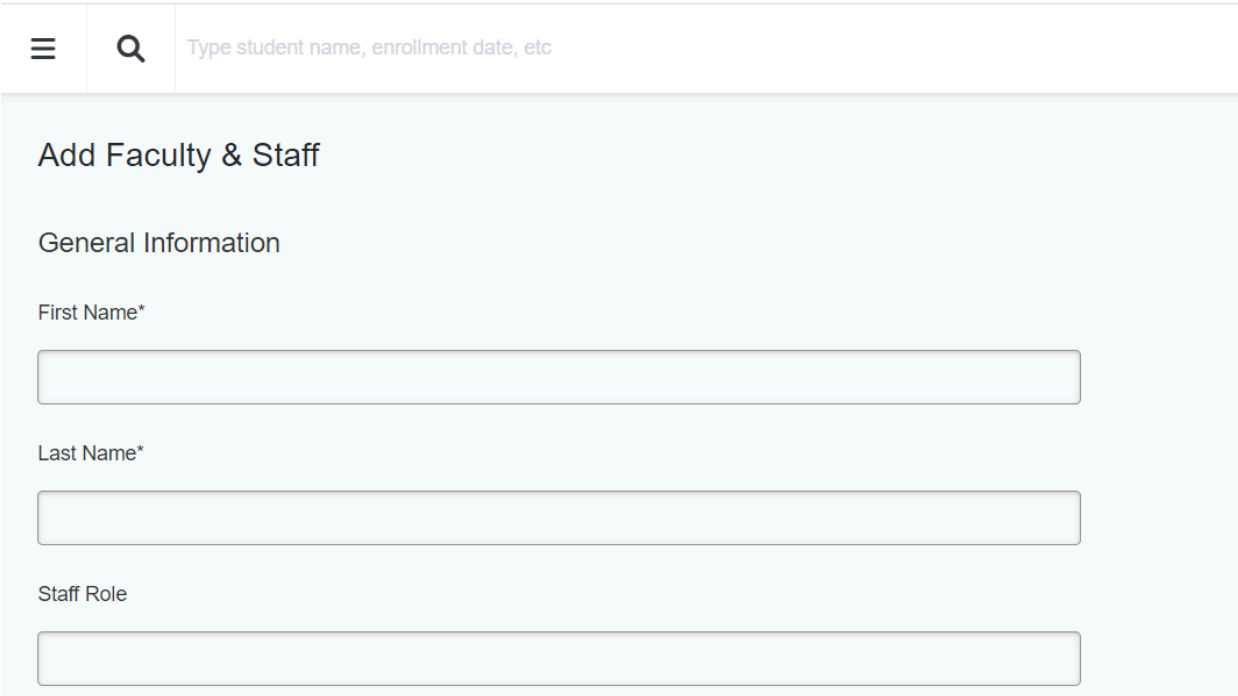
It will also give you the option to reset their password, once you select edit information it will have open textboxes for their First/Last name, Staff Role, Gender, Type (if they are Faculty or Staff), if they are an admin or not. Contact information and the campuses they are assigned to. Lastly it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

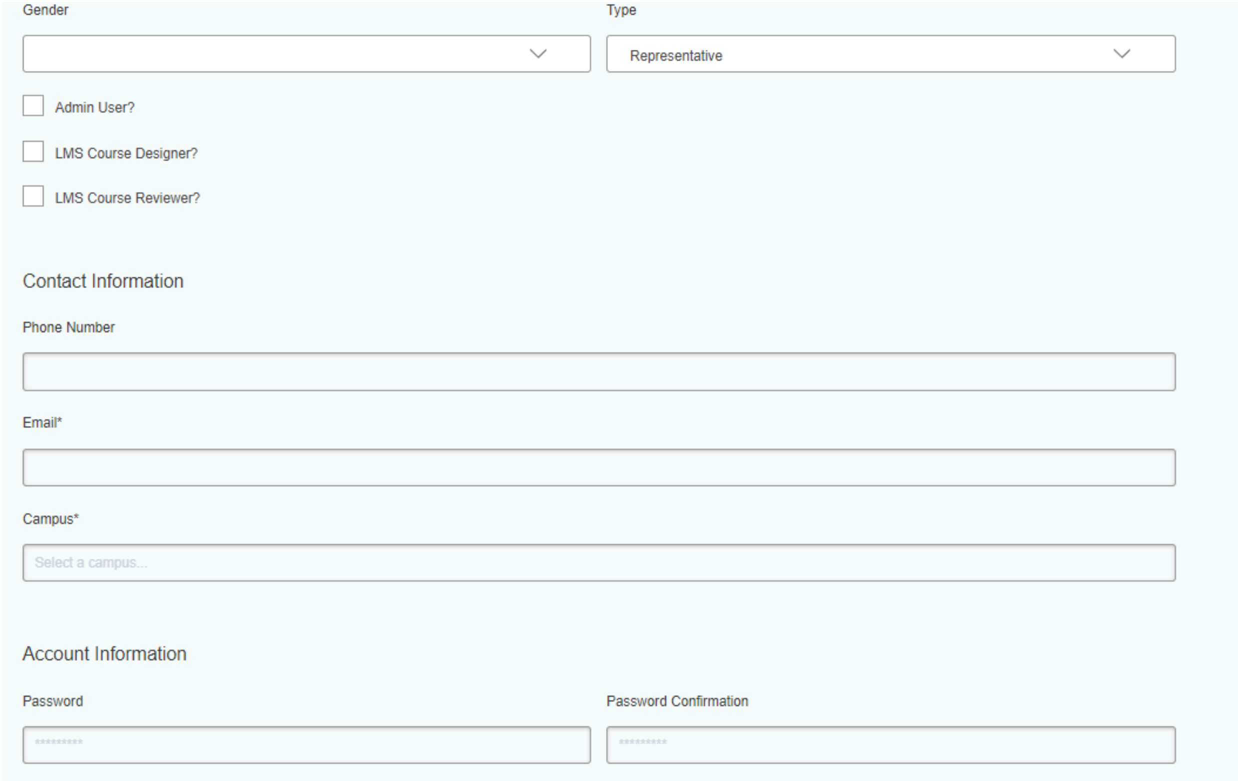




Adding Faculty & Staff

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”.

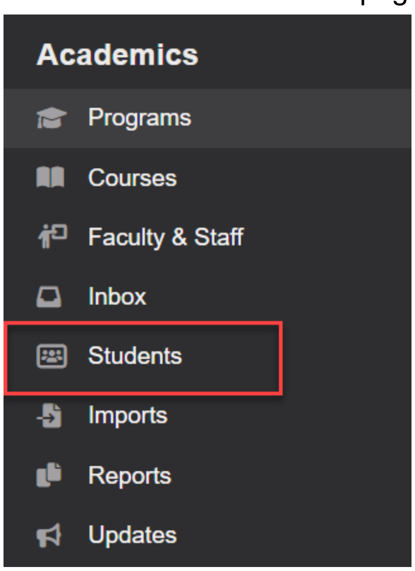




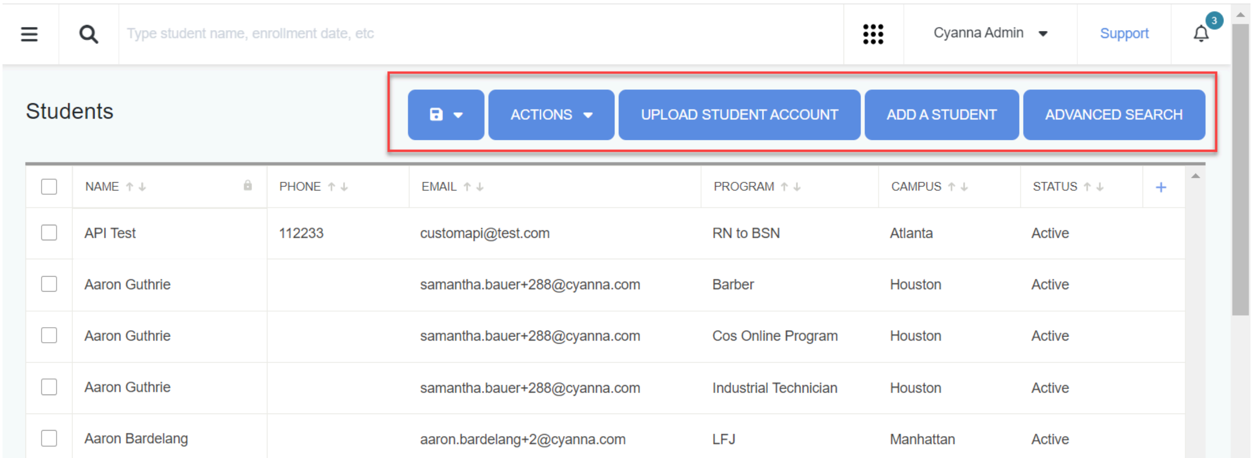
*Please keep in mind unless you using EDlumina's Discovery Learning Platform the LMS Course Designer and LMS Course Reviewer options will not appear on your account

Students

On the left hand side of the page select the "Students" option

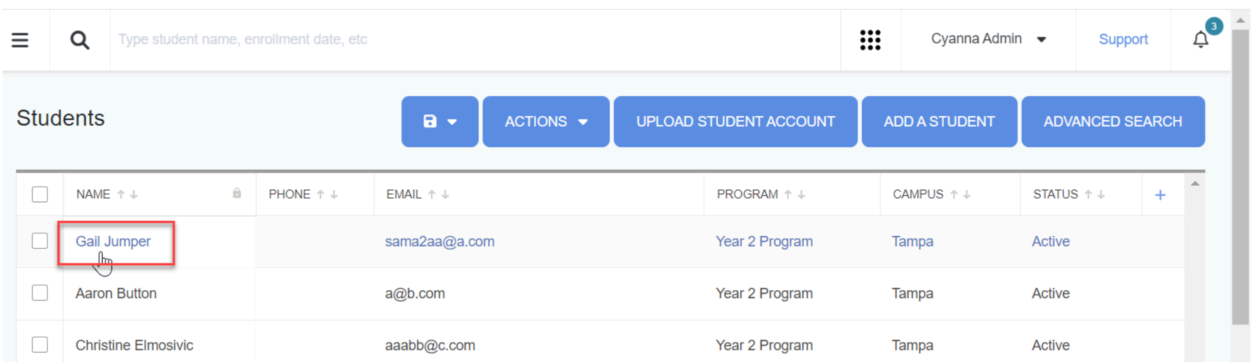


This will take you to the main students page, which will list all students and show their current contact information along with their program, status and campus. It will also give you the option to view the student, save a search, create “Actions” on these accounts, “Upload Student Accounts”, “Add a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

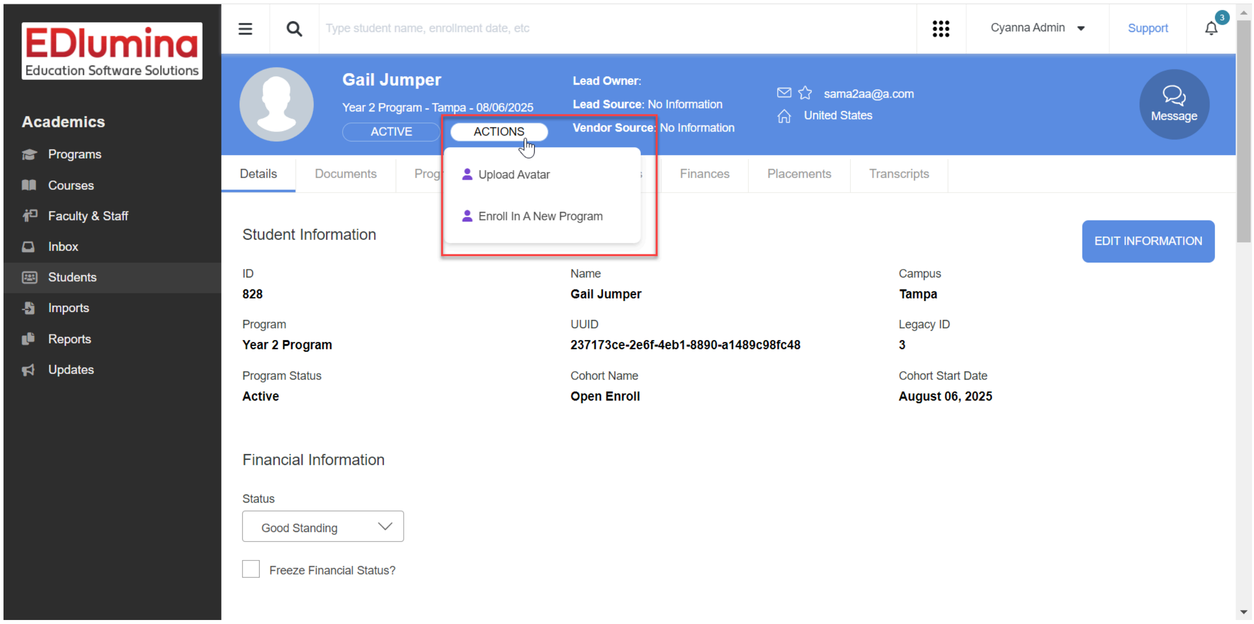


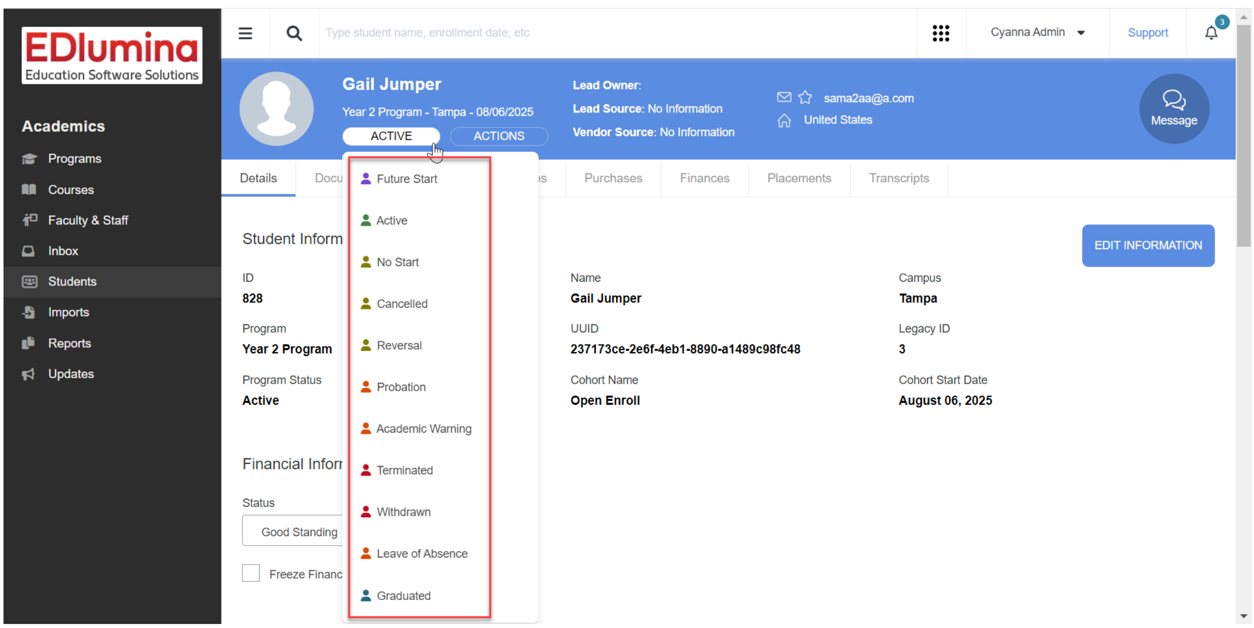
Viewing a Student's Account

Selecting any student (their names will be marked in blue) will take you to their individual page.

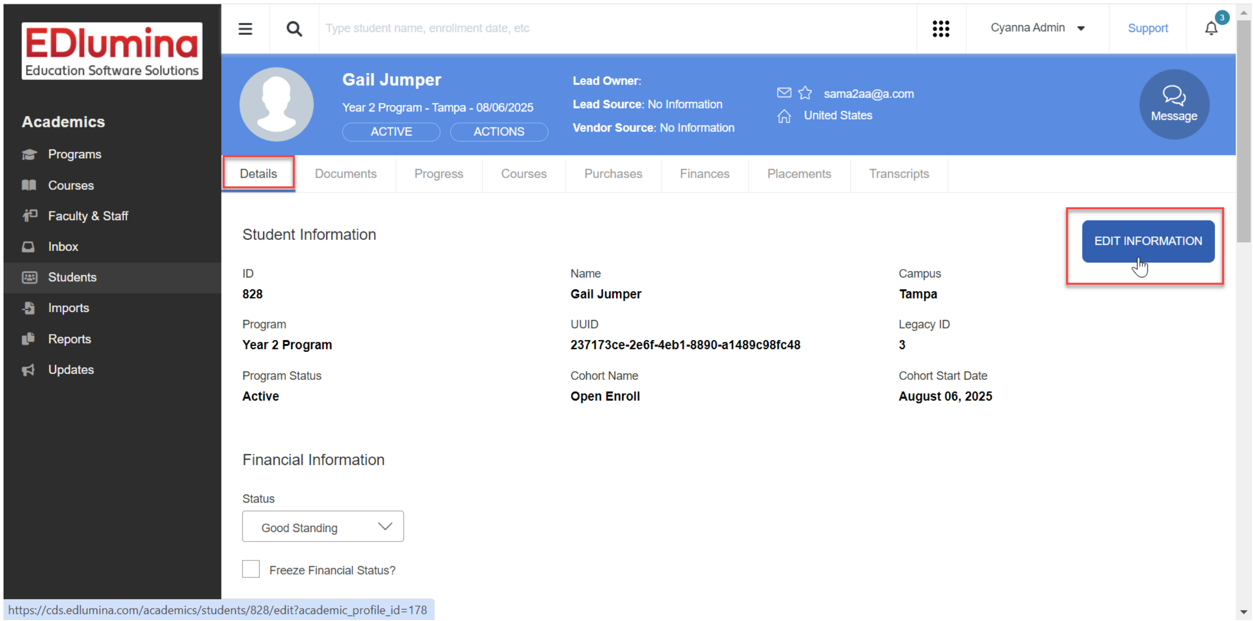


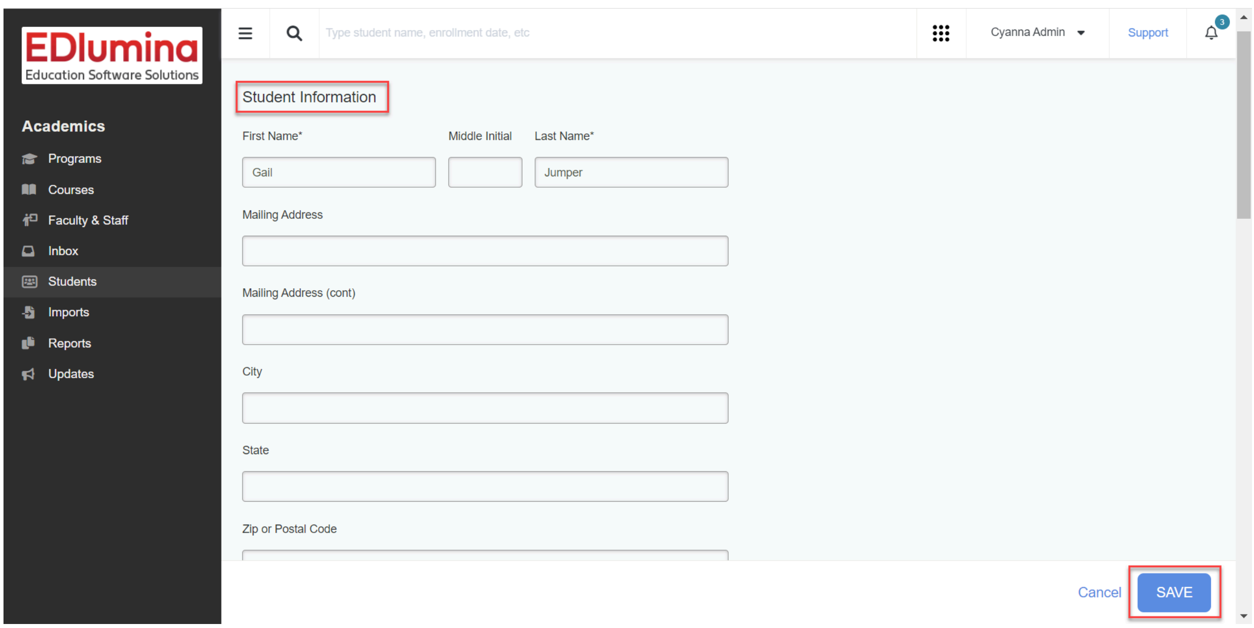
Once inside an individual's account you will have multiple options to select depending on which information you need. The first two to highlight are the “Actions” tab, which allow you to upload a student picture or enroll them into a new program. Along with the “Active” tab which shows all status that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



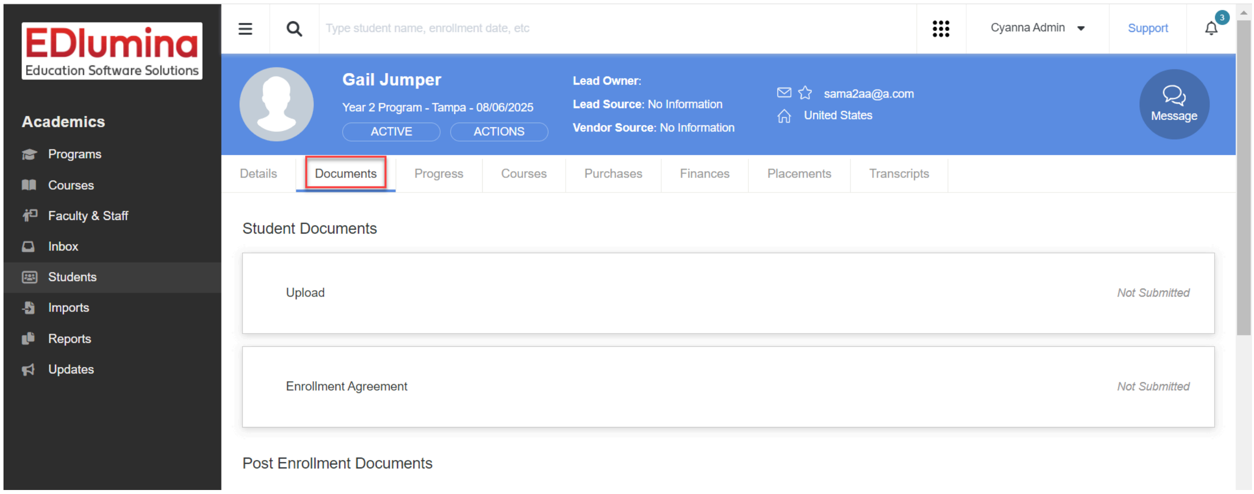


You can select the “Details” tab which will show all the students information, along with their contact information, and past education. You can select “Edit Information” if you need to change any of their contact information/personal information or reset their account password. Once again just make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

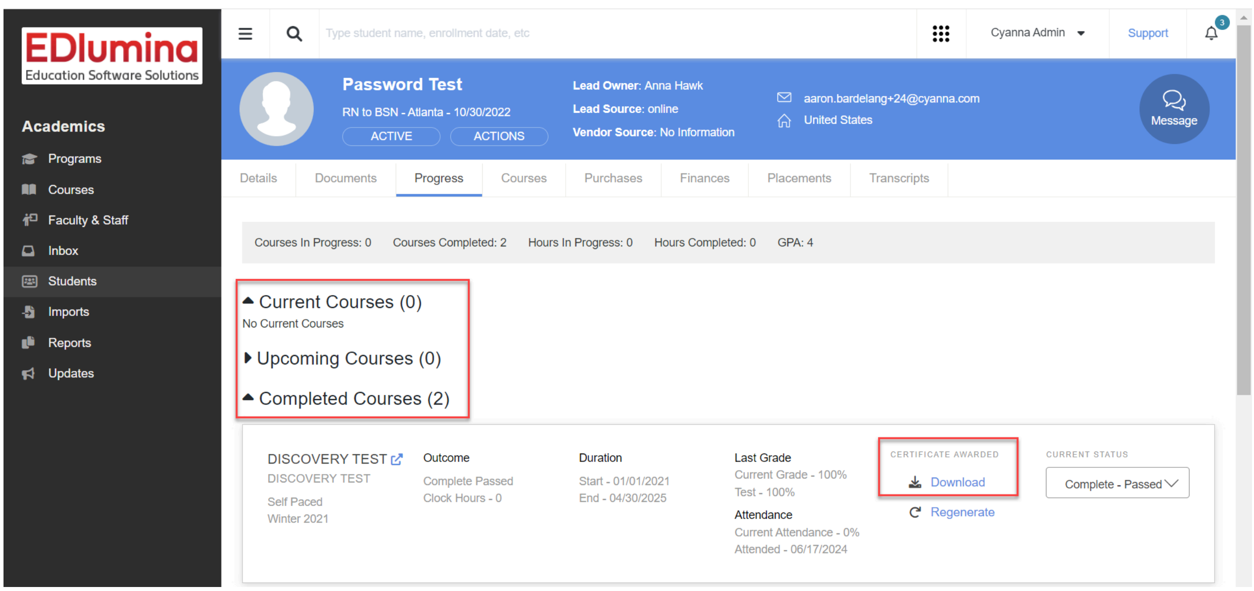




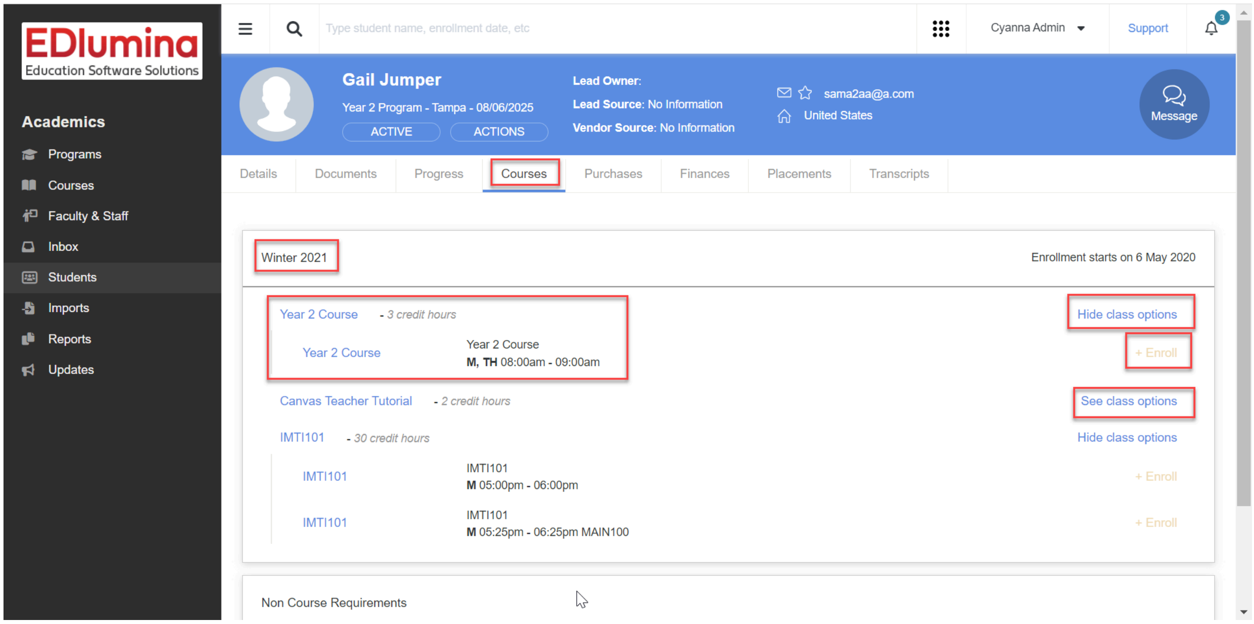
The “Documents” tabs give you the option to view any documents that has been uploaded to the students account or need uploaded



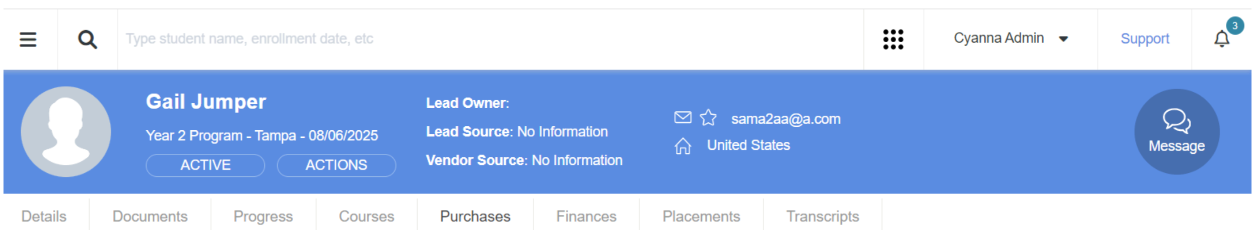
The “Progress” tab will show if the student is currently in any courses, has upcoming courses, or has already completed courses. If a student has completed courses and there is a certificate created for the course that will also show on this page



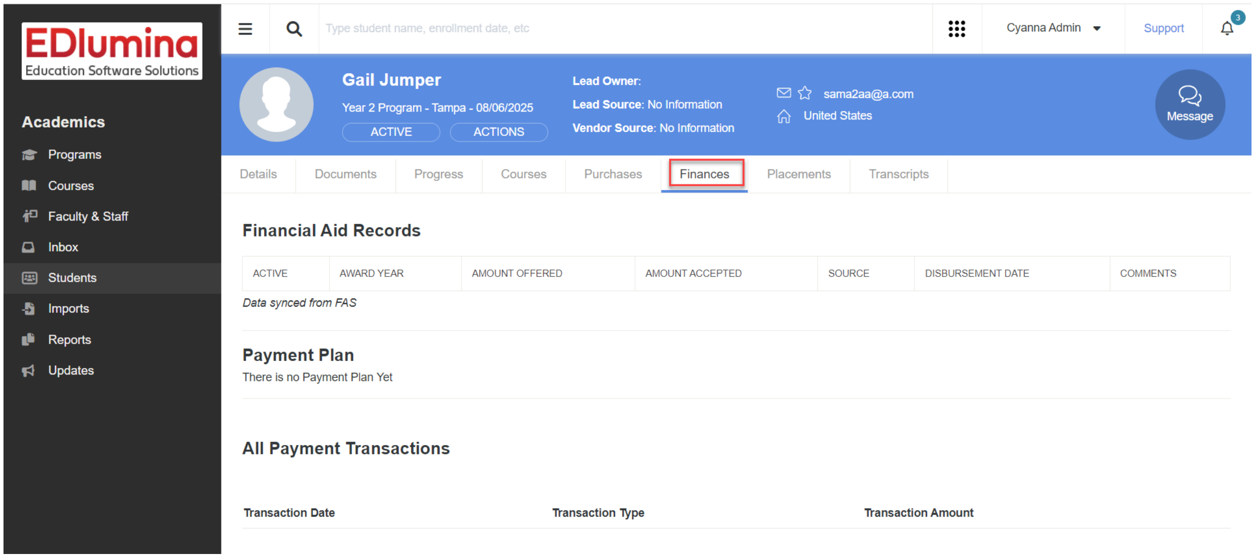
The “Courses” tab will show all courses based on the corresponding session, it will also show the enrollment start date, and any non-course requirements will also be listed on this page. If you select “see class options” it will show the instructor along with the times associated with the course. Lastly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

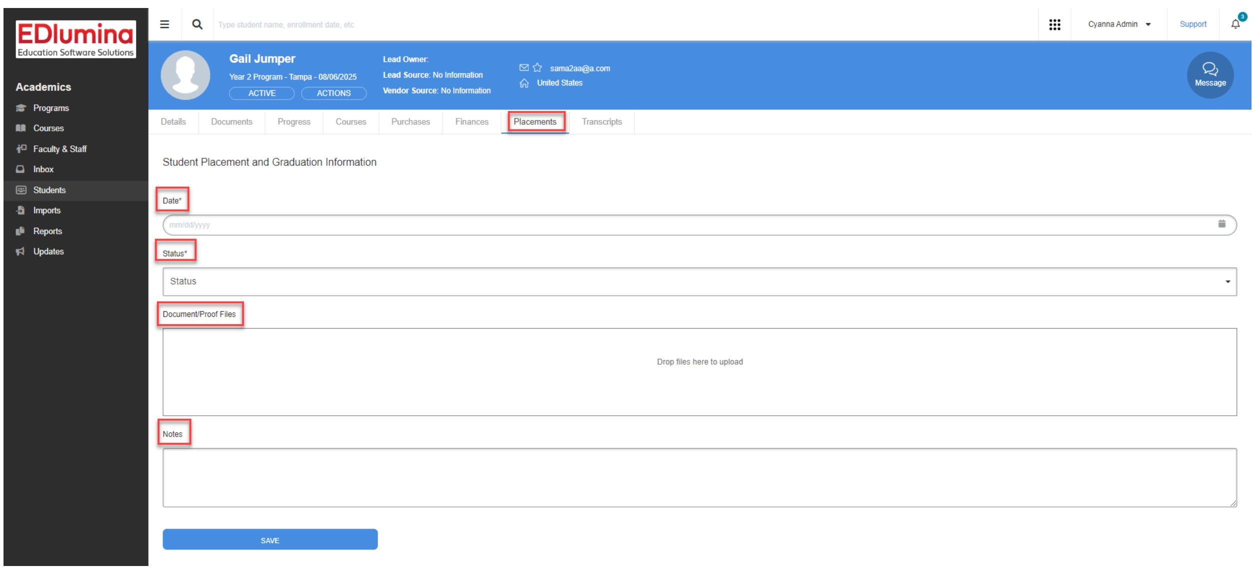


The “Purchases” page will list any course purchases that the student has made.



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.


EDlumina
Education Software Solutions
Academics
Programs
Courses
Faculty & Staff
Inbox
Students
Imports
Reports
Updates
Type student name, enrollment date, etc
Cyanna Admin
Support
Gail Jumper
Year 2 Program - Tampa - 08/06/2025
ACTIVE
ACTIONS
Lead Owner:
Lead Source: No Information
Vendor Source: No Information
sama2aa@a.com
United States
Message
Details
Documents
Progress
Courses
Purchases
Finances
Placements
Transcripts
Financial Aid Records
ACTIVE
AWARD YEAR
AMOUNT OFFERED
AMOUNT ACCEPTED
SOURCE
DISBURSEMENT DATE
COMMENTS
Data synced from FAS
Payment Plan
There is no Payment Plan Yet
All Payment Transactions
Transaction Date
Transaction Type
Transaction Amount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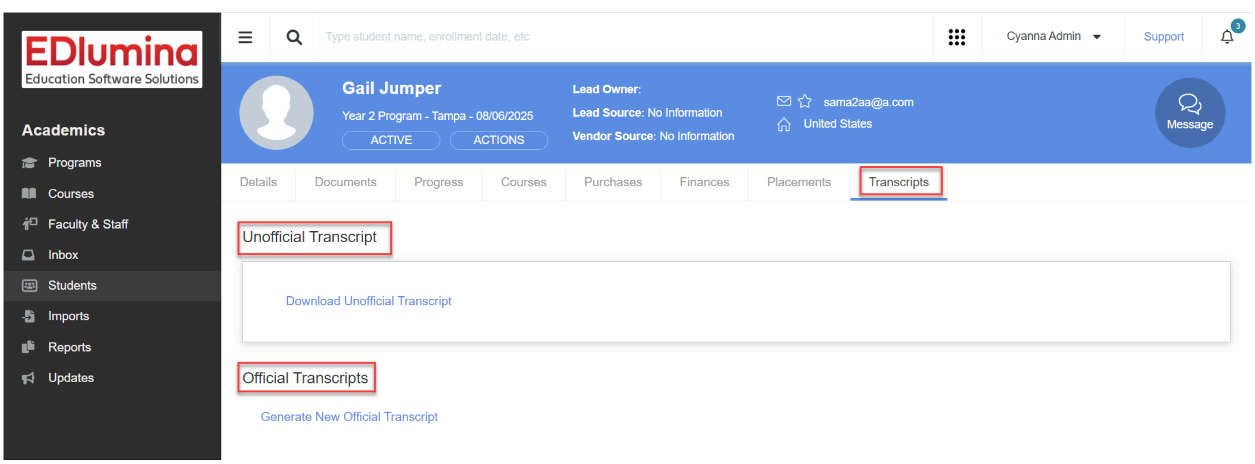
Gail Jumper
Year 2 Program - Tampa - 08/06/2025
ACTIVE
ACTIONS
Lead Owner:
Lead Source: No Information
Vendor Source: No Information
sama2aa@a.com
United States
Message
Details
Documents
Progress
Courses
Purchases
Finances
Placements
Transcripts
Student Placement and Graduation Information
Date*
Status*
Status
Document/Proof Files
Drop files here to upload
Notes
SAVE


EDlumina
Education Software Solutions
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ACTIVE
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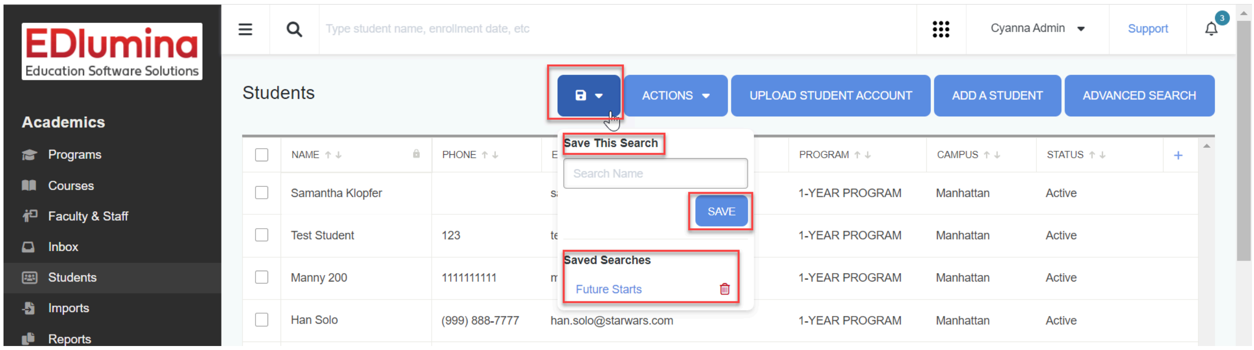
sama2aa@a.com
United States
Message
Details
Documents
Progress
Courses
Purchases
Finances
Placements
Transcripts
Unofficial Transcript
Download Unofficial Transcript
Official Transcripts
Generate New Official Transcript

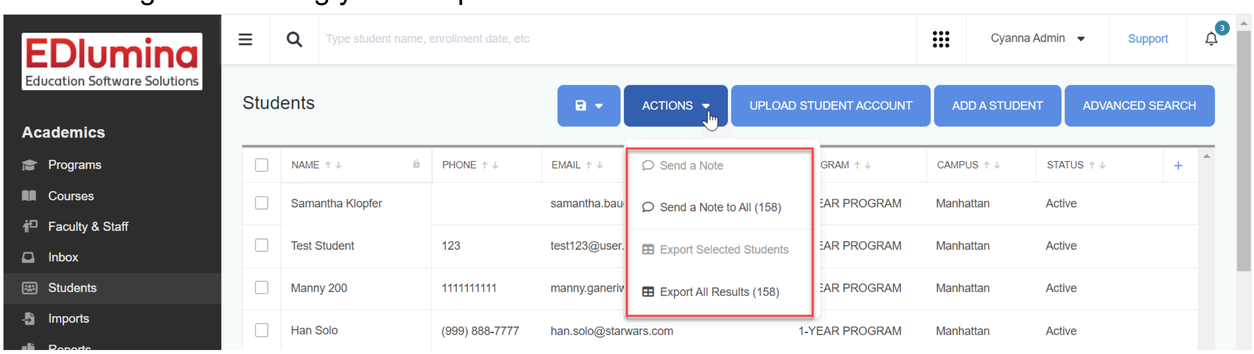
Save Search

Selecting the floppy disc icon allows you to save the current search and reload previously saved searches you have created via the Advanced Search feature, which is described later in this document



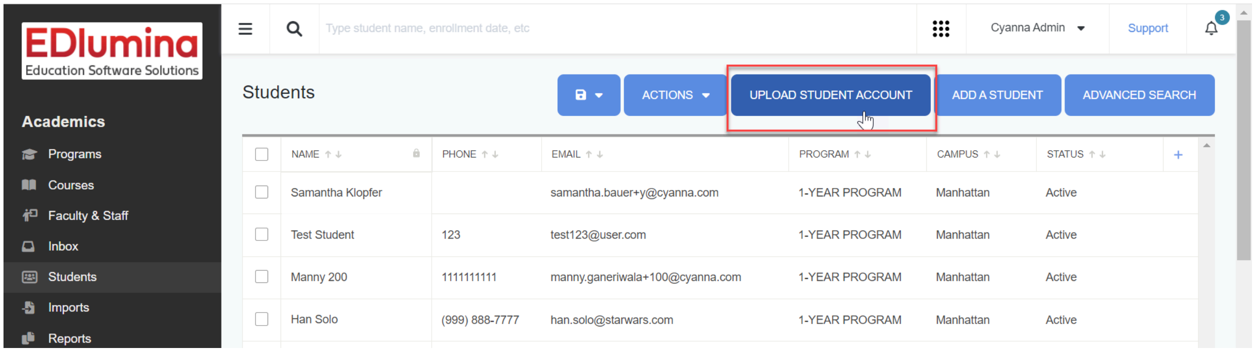
Actions

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.



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
Step Order	115
Numeric Change	119
Default Test	121
Che Test	124
Industrial Technician	73
Jobs Certification	108
Cos Online Program	72
Cosmetology (Matt)	2

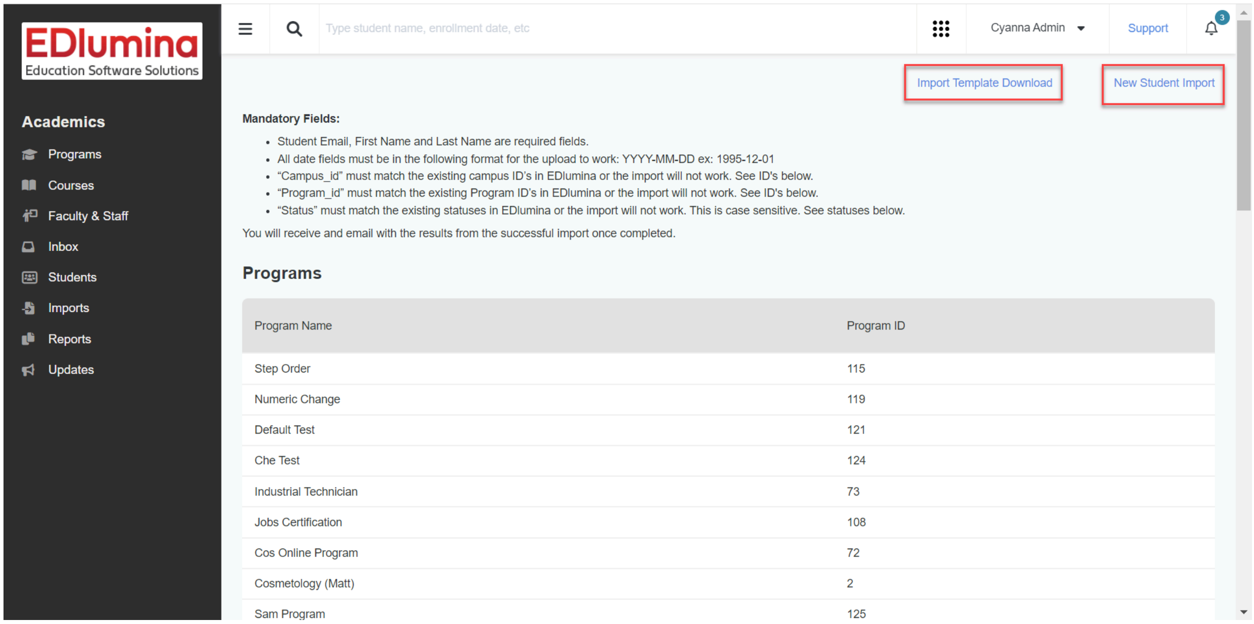
Campuses

Campus Name	Campus ID
Marco Island	36
Manhattan	34
Atlanta	1
Houston	2
Tampa	3
Test Campus	37
Che Test	38
Online Campus	35
Columbus	4

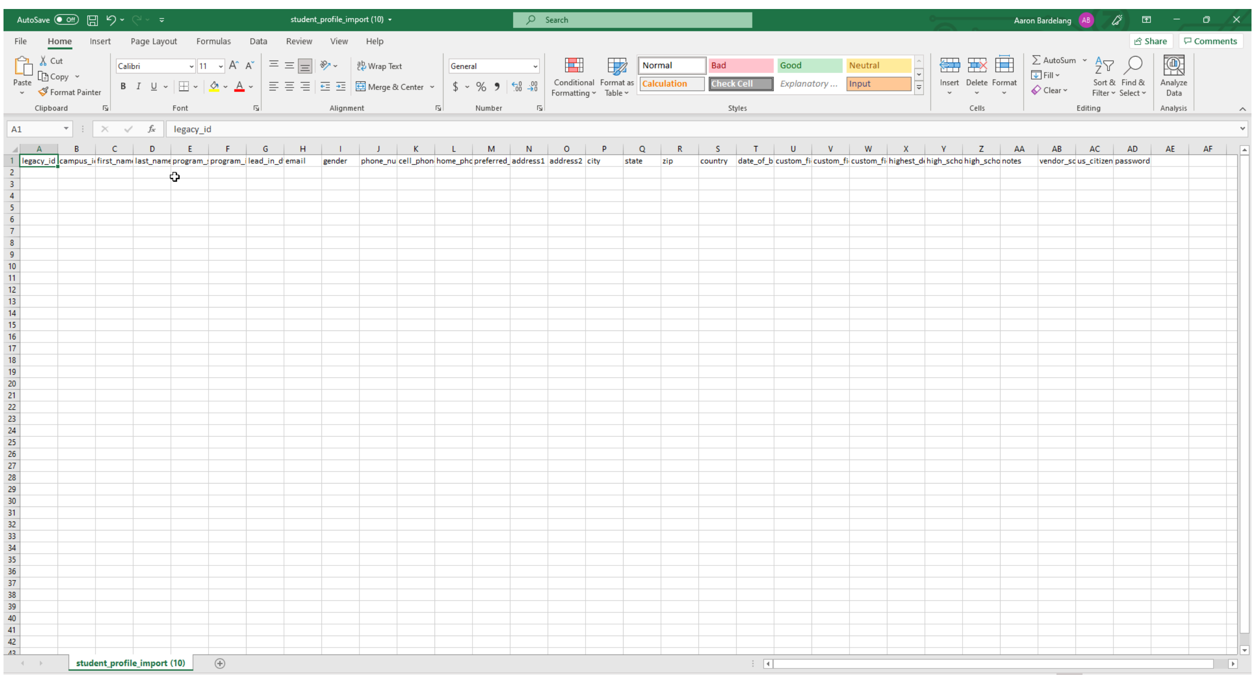
Statuses Available

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

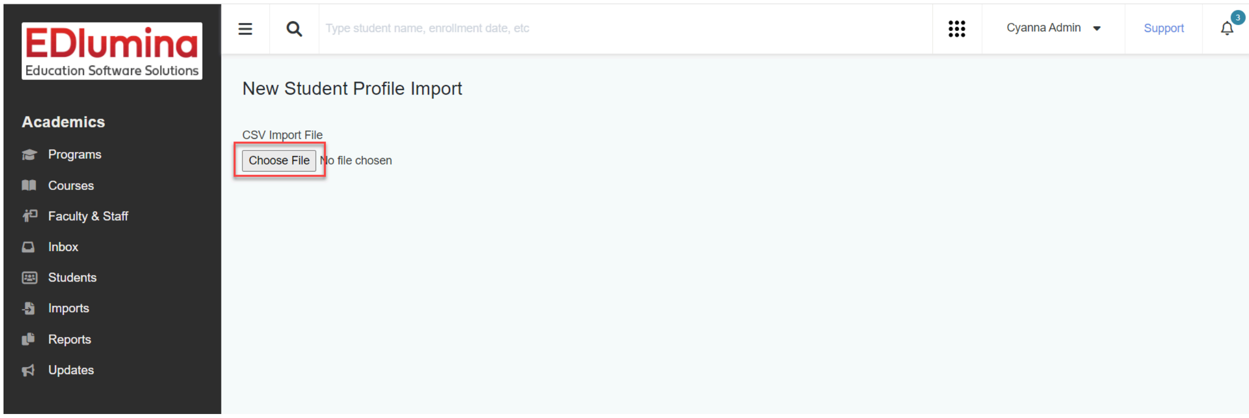
There are two options on the upper right hand side of the import screen, which is “Import Template Download” and “New Student Import”



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.

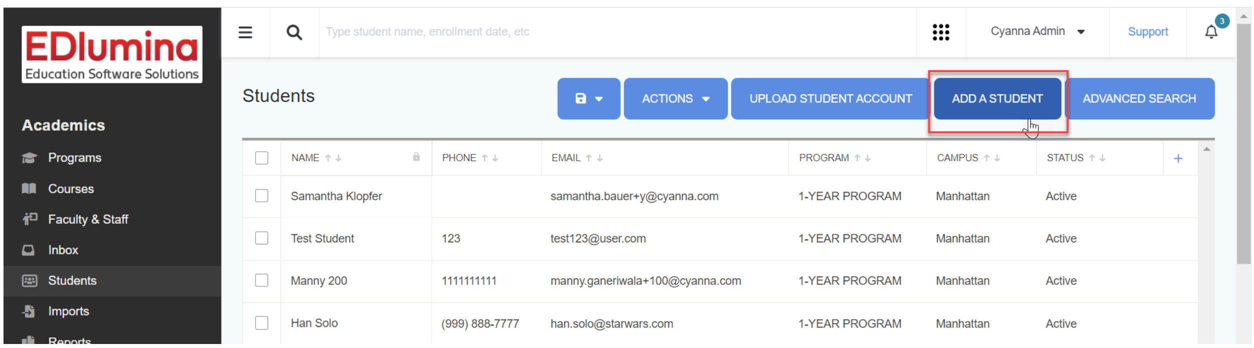


New Student import is where you will upload your import data into the system, it will take you to a new screen where you can choose the import file from your computer and upload it to EDlumina.

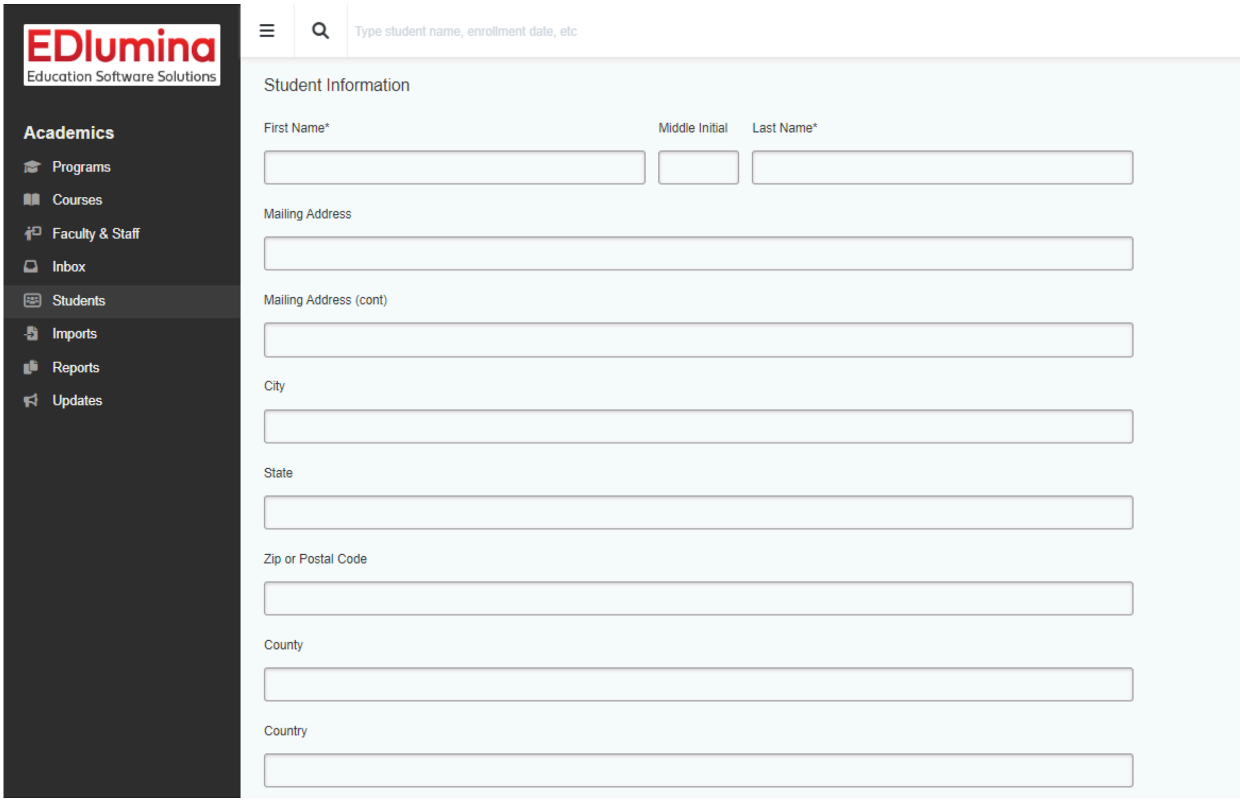


Adding a Student

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



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.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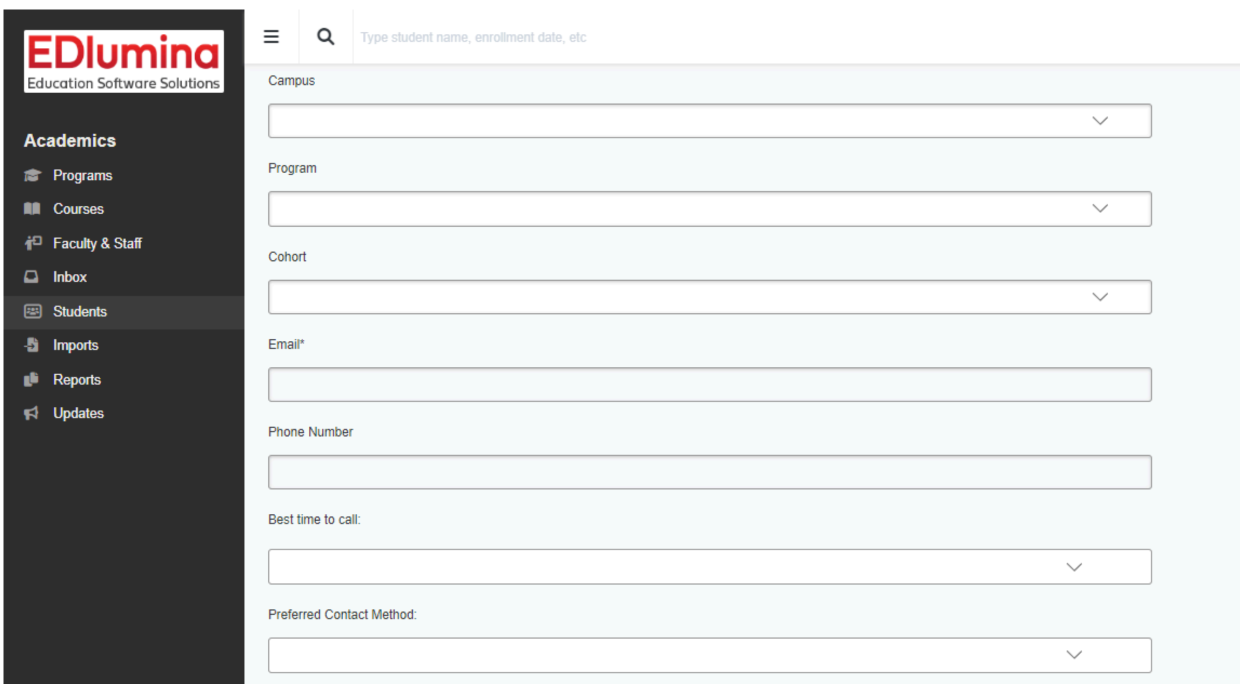
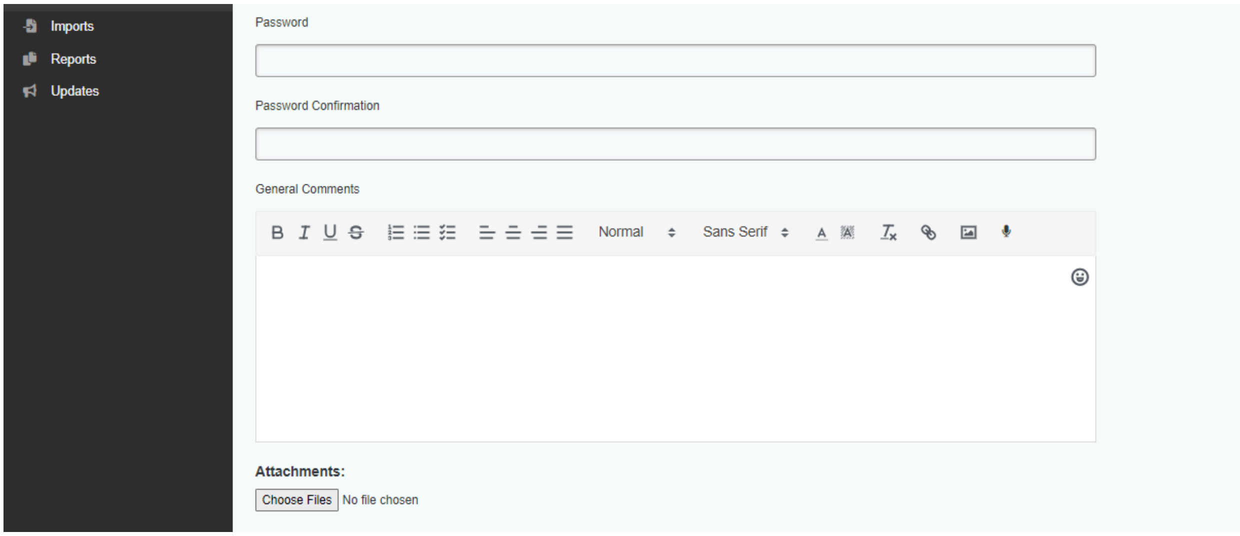
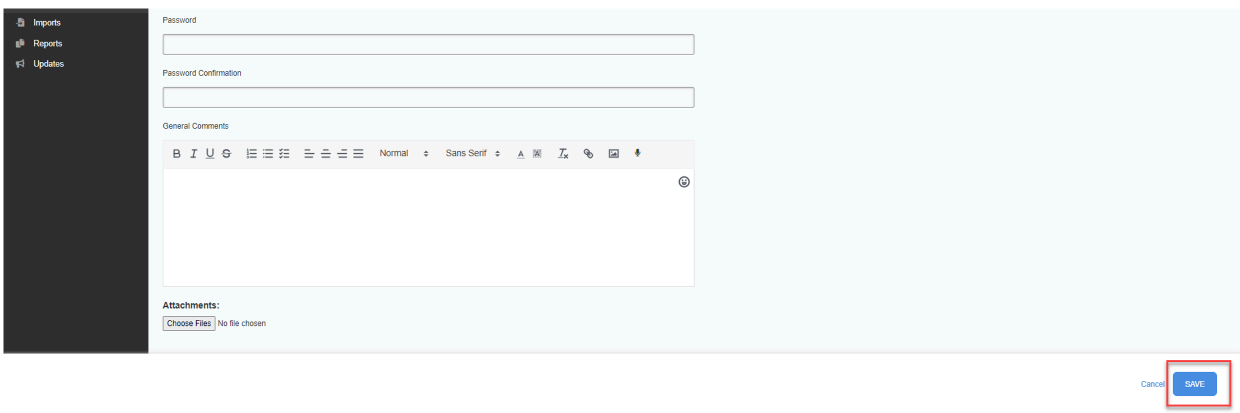
Courses
Faculty & Staff
Inbox
Students
Imports
Reports
Updates
Type student name, enrollment date, etc
Student Information
First Name*
Middle Initial
Last Name*
Mailing Address
Mailing Address (cont)
City
State
Zip or Postal Code
County
Country


EDlumina
Education Software Solutions
Academics
Programs
Courses
Faculty & Staff
Inbox
Students
Imports
Reports
Updates
Type student name, enrollment date, etc
Campus
Program
Cohort
Email*
Phone Number
Best time to call:
Preferred Contact Method:

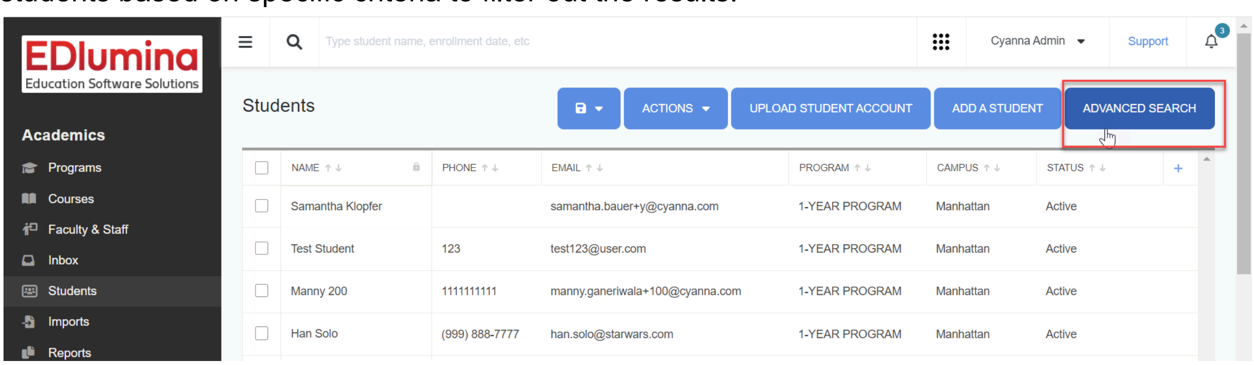


When you have filled out the fields to create the student make sure you select the save option at the bottom right hand side of your screen.



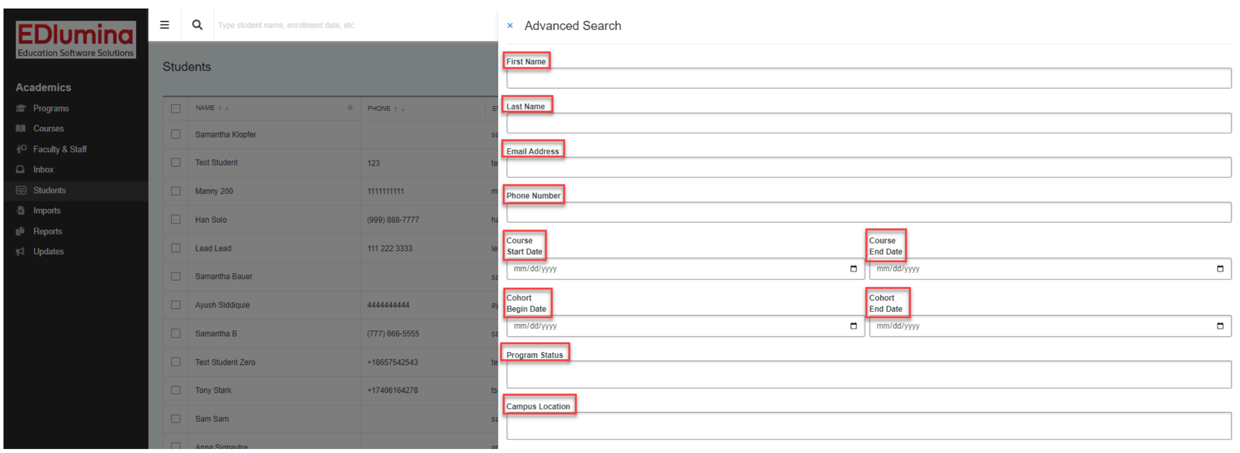
Advanced Search

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.



You can filter your search results based

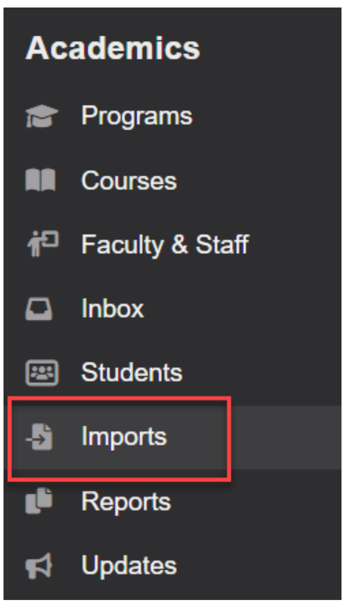
- Name
- Email
- Phone number
- Course start/end date
- Cohort start/end date
- Program status
- Campus location
- Enrollment cohort start date
- Sort By
- Financial status
- Program/area of study
- Course
- Instructor
- Term
- Country
- Gender
- US citizen
- VA/Military



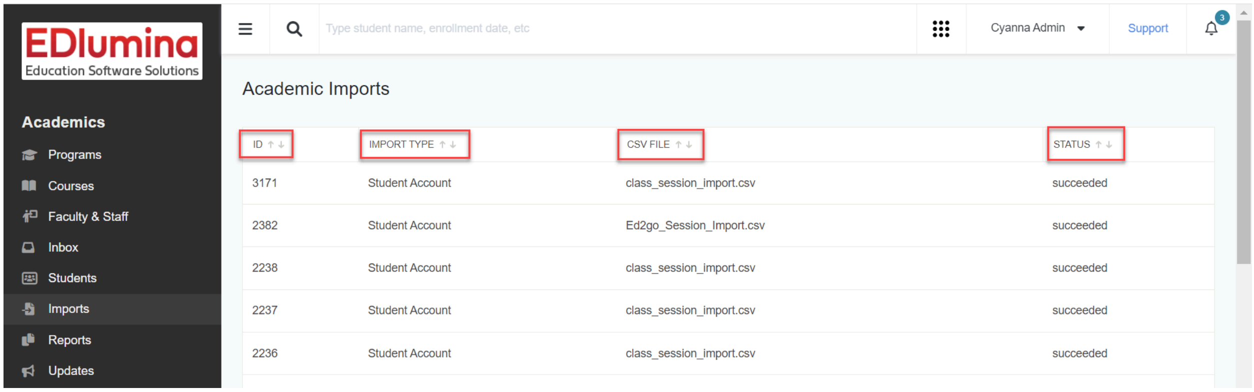
Once you have the search filters you want selected click the "Search" button on the bottom right of your screen, and it will filter the results. Or if you ever have issues and want to reset your search click the "Reset" button at the bottom left of the advanced search screen.

Imports

On the left hand side of the page select the "Imports" option



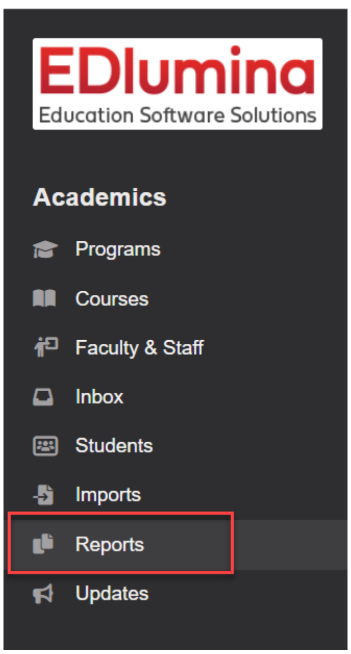
Clicking the import option will take you to the homepage of imports, which shows every import that has been uploaded. It shows the ID of the import, the Import type (between Student Accounts & Class Student Roster), the csv file name, and the status of the import.



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

Reports

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

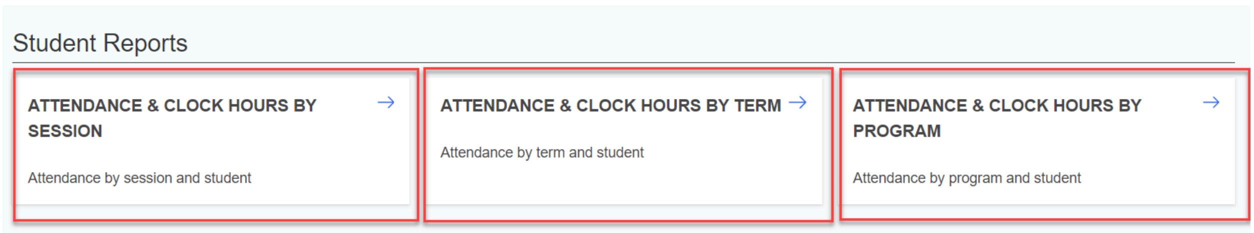


This feature in EDlumina allows you to gain specific insights to students enrolled into your current courses or were previously enrolled in courses.

EDlumina
Education Software Solutions

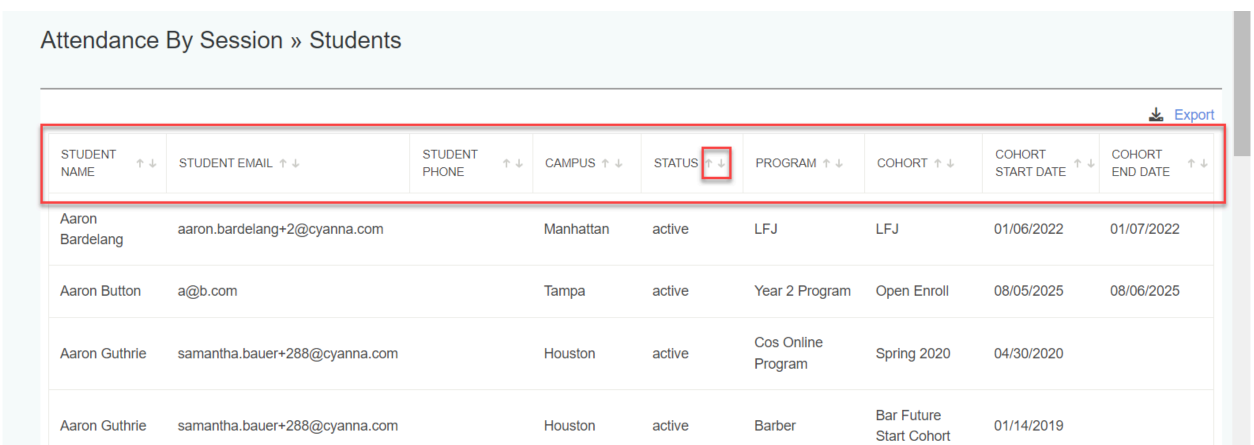
Student Reports

There are 3 student reports available to view all related to the attendance and clock hours logged into the system. Each report gives a specific view, whether it be by session, term, or program.



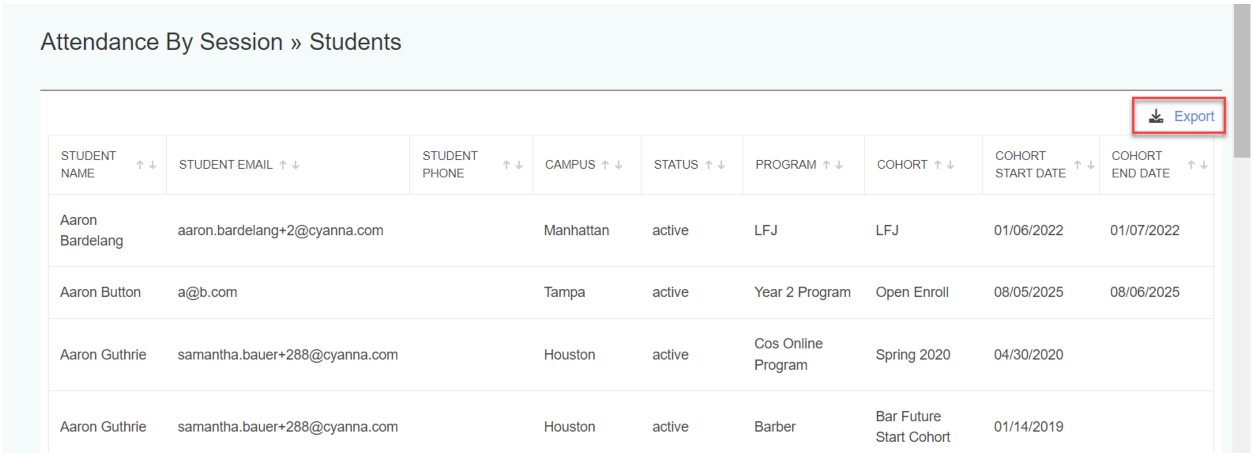
When a report is selected it will load all students currently in the Academics section of your EDlumina instance. It also pulls some student specific fields and can be sorted by that information as well by selecting the up or down arrow

- Student Name
- Student Email
- Student Phone
- Campus
- Status
- Program
- Cohort
- Cohort Start Date
- Cohort End Date



STUDENT NAME	STUDENT EMAIL	STUDENT PHONE	CAMPUS	STATUS	PROGRAM	COHORT	COHORT START DATE	COHORT END DATE
Aaron Bardelang	aaron.bardelang+2@cyanna.com		Manhattan	active	LFJ	LFJ	01/06/2022	01/07/2022
Aaron Button	a@b.com		Tampa	active	Year 2 Program	Open Enroll	08/05/2025	08/06/2025
Aaron Guthrie	samantha.bauer+288@cyanna.com		Houston	active	Cos Online Program	Spring 2020	04/30/2020	
Aaron Guthrie	samantha.bauer+288@cyanna.com		Houston	active	Barber	Bar Future Start Cohort	01/14/2019	

The information can also be exported by selecting the blue “Export” option in the top right of the screen.

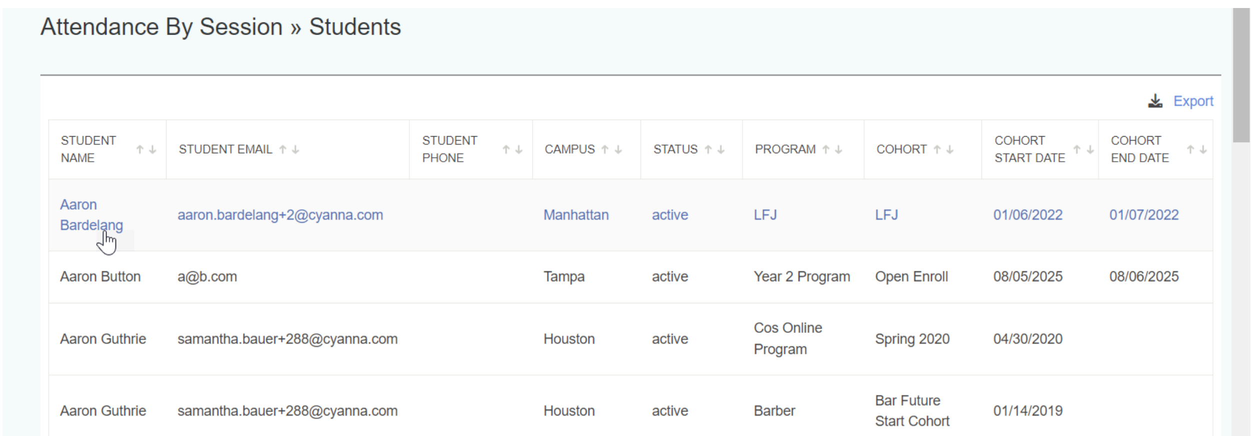


Attendance By Session » Students

Export

STUDENT NAME	STUDENT EMAIL	STUDENT PHONE	CAMPUS	STATUS	PROGRAM	COHORT	COHORT START DATE	COHORT END DATE
Aaron Bardelang	aaron.bardelang+2@cyanna.com		Manhattan	active	LFJ	LFJ	01/06/2022	01/07/2022
Aaron Button	a@b.com		Tampa	active	Year 2 Program	Open Enroll	08/05/2025	08/06/2025
Aaron Guthrie	samantha.bauer+288@cyanna.com		Houston	active	Cos Online Program	Spring 2020	04/30/2020	
Aaron Guthrie	samantha.bauer+288@cyanna.com		Houston	active	Barber	Bar Future Start Cohort	01/14/2019	

Hovering over a student name will then turn the name blue, which allows the student to be selected and getting more detailed information about that student's attendance activity.



Attendance By Session » Students

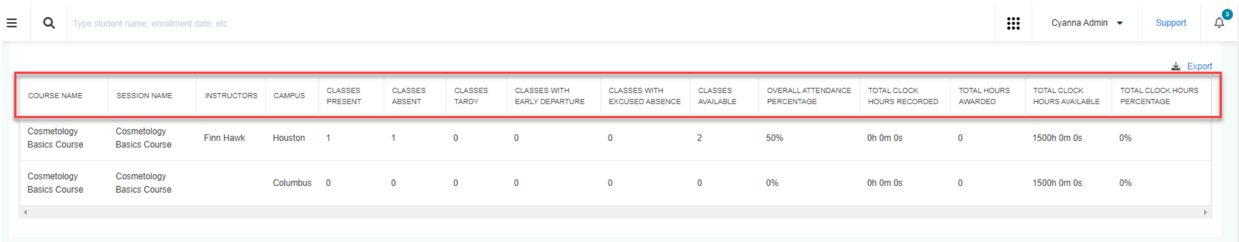
Export

STUDENT NAME	STUDENT EMAIL	STUDENT PHONE	CAMPUS	STATUS	PROGRAM	COHORT	COHORT START DATE	COHORT END DATE
Aaron Bardelang	aaron.bardelang+2@cyanna.com		Manhattan	active	LFJ	LFJ	01/06/2022	01/07/2022
Aaron Button	a@b.com		Tampa	active	Year 2 Program	Open Enroll	08/05/2025	08/06/2025
Aaron Guthrie	samantha.bauer+288@cyanna.com		Houston	active	Cos Online Program	Spring 2020	04/30/2020	
Aaron Guthrie	samantha.bauer+288@cyanna.com		Houston	active	Barber	Bar Future Start Cohort	01/14/2019	

The report will list every class the student was or currently are enrolled in, along with multiple other fields

- Course Name
- Session Name
- Instructors
- Campus
- Classes Present
- Classes Absent
- Classes Tardy
- Classes with Early Departure
- Classes with Excused Absence
- Classes Available
- Total Clock Hours Recorded (will always be 0 if not a clock hours course)
- Total Hours Awarded (will always be 0 if not a clock hours course)

- Total Clock Hours Available (will always be 0 if not a clock hours course)
- Total Clock Hours Percentage (will always be 0 if not a clock hours course)

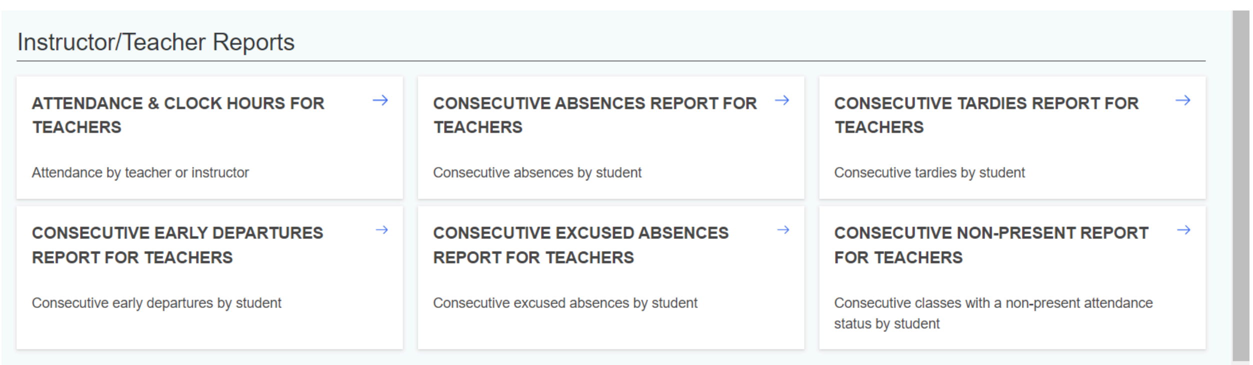


COURSE NAME	SESSION NAME	INSTRUCTORS	CAMPUS	CLASSES PRESENT	CLASSES ABSENT	CLASSES TARDY	CLASSES WITH EARLY DEPARTURE	CLASSES WITH EXCUSED ABSENCE	CLASSES AVAILABLE	OVERALL ATTENDANCE PERCENTAGE	TOTAL CLOCK HOURS RECORDED	TOTAL HOURS AWARDED	TOTAL CLOCK HOURS AVAILABLE	TOTAL CLOCK HOURS PERCENTAGE
Cosmetology Basics Course	Cosmetology Basics Course	Finn Hawk	Houston	1	1	0	0	0	2	50%	0h 0m 0s	0	1500h 0m 0s	0%
Cosmetology Basics Course	Cosmetology Basics Course		Columbus	0	0	0	0	0	0	0%	0h 0m 0s	0	1500h 0m 0s	0%

Instructor/Teacher Reports

There are 6 reports that filter results based on the specific Instructor or Teacher assigned, compared to the previous reports that pull information based on the student. Each result is based of a different attendance type

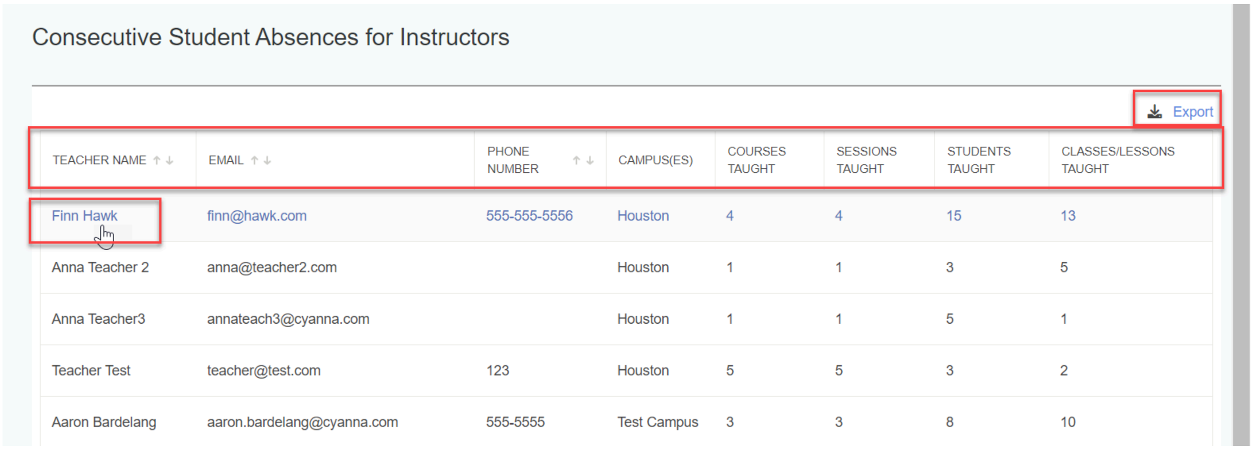
- Attendance
- Consecutive Absences
- Consecutive Tardies
- Consecutive Early Departures
- Consecutive Excused Absences
- Consecutive Non-Present



If you select a report in this section it will list each Instructor listed in the system along with information listed in their account. If you hover over an instructor's name it will become blue allowinging it to be selected and get more detailed attendance information for courses that instructor is assigned to. This information can also be exported at any time by selecting the "Export" button in the top right corner.

- Teacher Name
- Email
- Phone Number
- Campus(es)

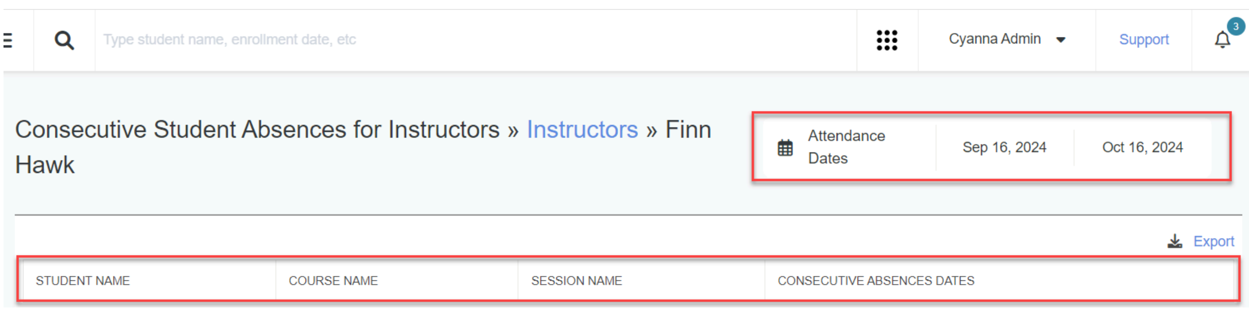
- Courses Taught
- Sessions Taught
- Students Taught
- Classes/Lessons Taught


Consecutive Student Absences for Instructors

Export

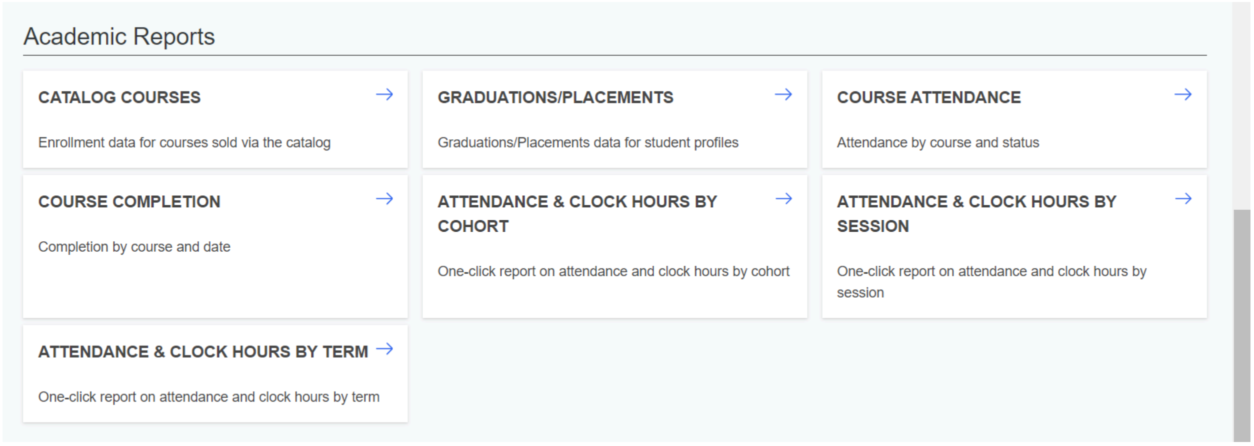
TEACHER NAME	EMAIL	PHONE NUMBER	CAMPUS(ES)	COURSES TAUGHT	SESSIONS TAUGHT	STUDENTS TAUGHT	CLASSES/LESSONS TAUGHT
Finn Hawk	finn@hawk.com	555-555-5556	Houston	4	4	15	13
Anna Teacher 2	anna@teacher2.com		Houston	1	1	3	5
Anna Teacher3	annateach3@cyanna.com		Houston	1	1	5	1
Teacher Test	teacher@test.com	123	Houston	5	5	3	2
Aaron Bardelang	aaron.bardelang@cyanna.com	555-5555	Test Campus	3	3	8	10

Any students that meet the criteria of the report and are enrolled in a course taught by that instructor will populate. The attendance dates can also be edited in the top right hand corner.

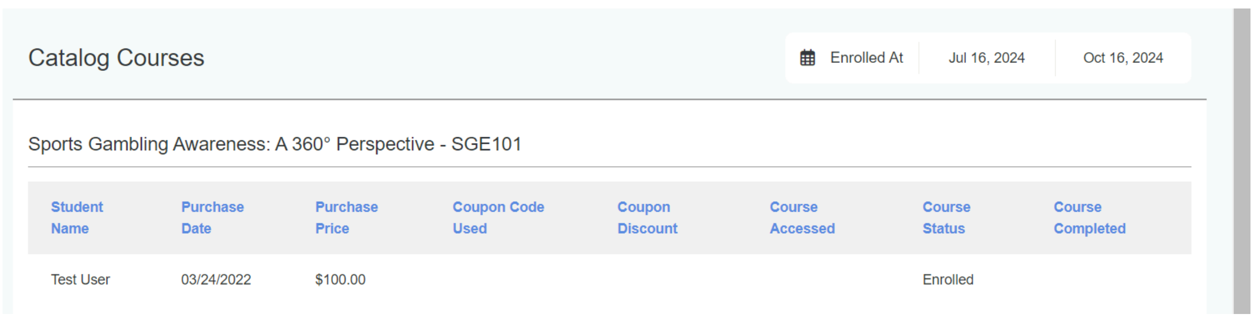


Academic Reports

The final reports listed in EDlumina will be listed under the Academic Reports header

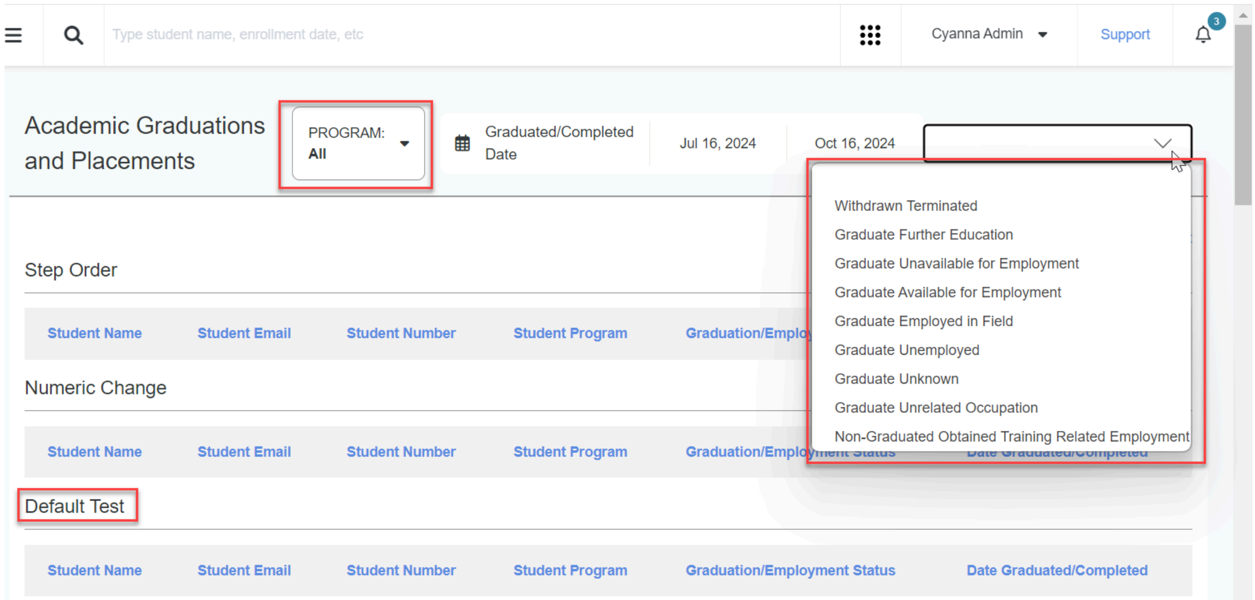


Catalog Courses: If the “Catalog” feature is being used within EDlumina it will list each course being sold in the Catalog along with each student that has purchased the course



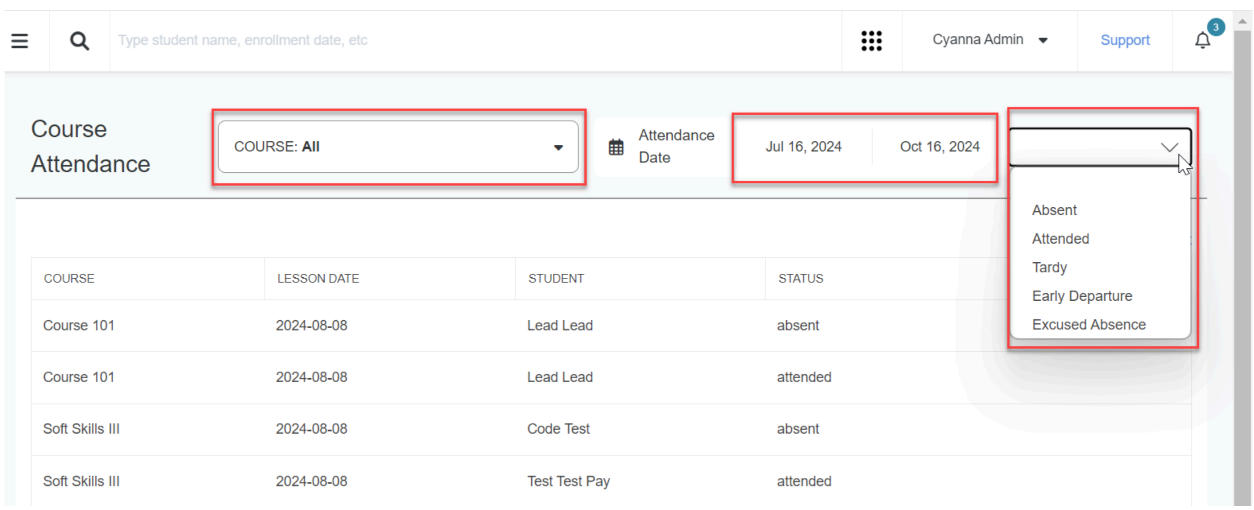
Student Name	Purchase Date	Purchase Price	Coupon Code Used	Coupon Discount	Course Accessed	Course Status	Course Completed
Test User	03/24/2022	$100.00				Enrolled	

Graduations/Placements: Any student that has graduation/placement information entered into the system will be listed in this report. The report is filtered based on the programs listed in the system. Each Placement status can be filtered as well by the drop-down menu on the right hand side.



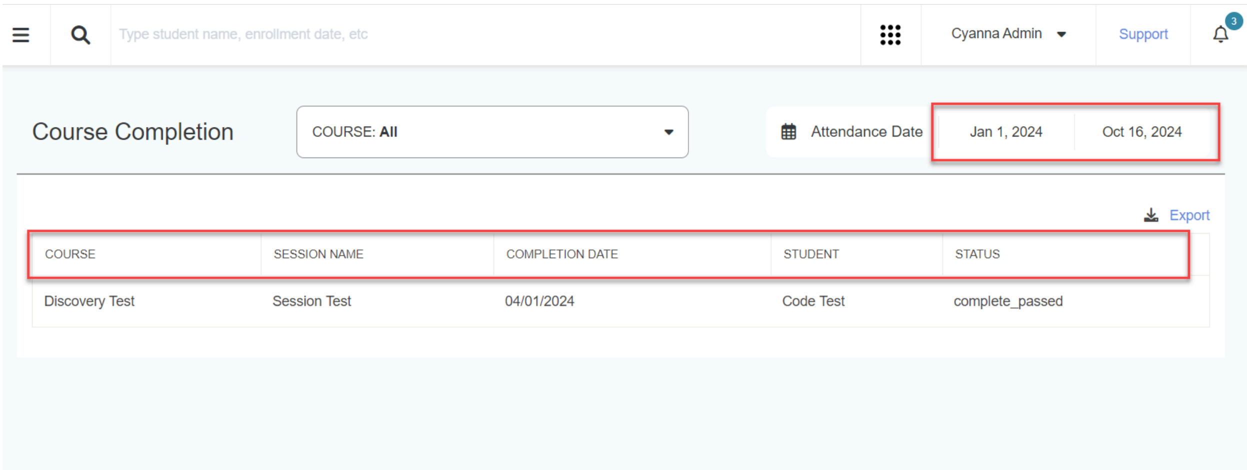
Course Attendance

Will pull each individual attendance session based on the attendance dates selected in the top right hand corner. This report can also be filtered to individual courses and by individual course statuses if you prefer.



Course Completion

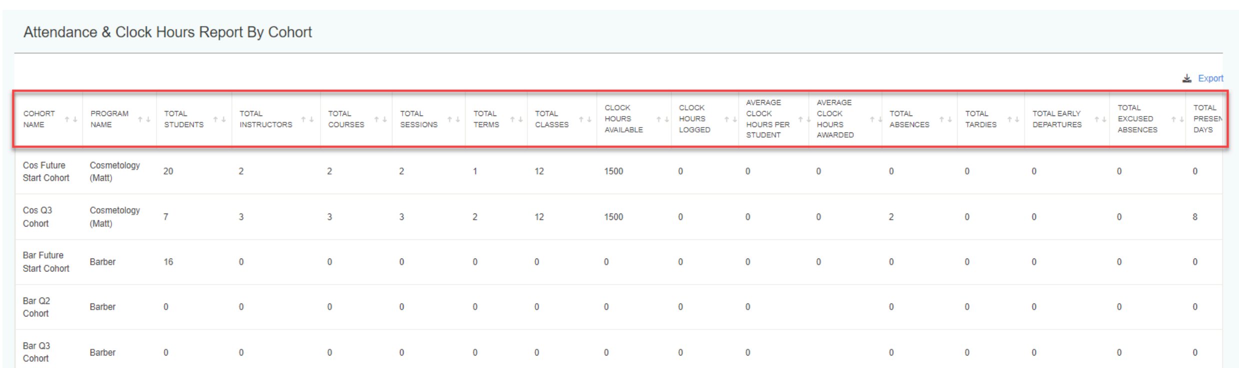
This report shows all students that have completed a course within the attendance dates listed on the top right hand corner of the screen.



COURSE	SESSION NAME	COMPLETION DATE	STUDENT	STATUS
Discovery Test	Session Test	04/01/2024	Code Test	complete_passed

Attendance & Clock Hours by Cohort/Session/Term

This report will pull every cohort/session/term listed in the system along with the programs associated with it. It will list how many students, instructors, sessions, courses, terms, classes, and attendance information are associated with that cohort and program



COHORT NAME	PROGRAM NAME	TOTAL STUDENTS	TOTAL INSTRUCTORS	TOTAL COURSES	TOTAL SESSIONS	TOTAL TERMS	TOTAL CLASSES	CLOCK HOURS AVAILABLE	CLOCK HOURS LOGGED	AVERAGE CLOCK HOURS PER STUDENT	AVERAGE CLOCK HOURS AWARDED	TOTAL ABSENCES	TOTAL TARDIES	TOTAL EARLY DEPARTURES	TOTAL EXCUSED ABSENCES	TOTAL PRESEN DAYS
Cos Future Start Cohort	Cosmetology (Matt)	20	2	2	2	1	12	1500	0	0	0	0	0	0	0	0
Cos Q3 Cohort	Cosmetology (Matt)	7	3	3	3	2	12	1500	0	0	0	2	0	0	0	8
Bar Future Start Cohort	Barber	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bar Q2 Cohort	Barber	0	0	0	0	0	0	0	0	0		0	0	0	0	0
Bar Q3 Cohort	Barber	0	0	0	0	0	0	0	0	0		0	0	0	0	0