



## EDlumina Student (SIS) Training Manual

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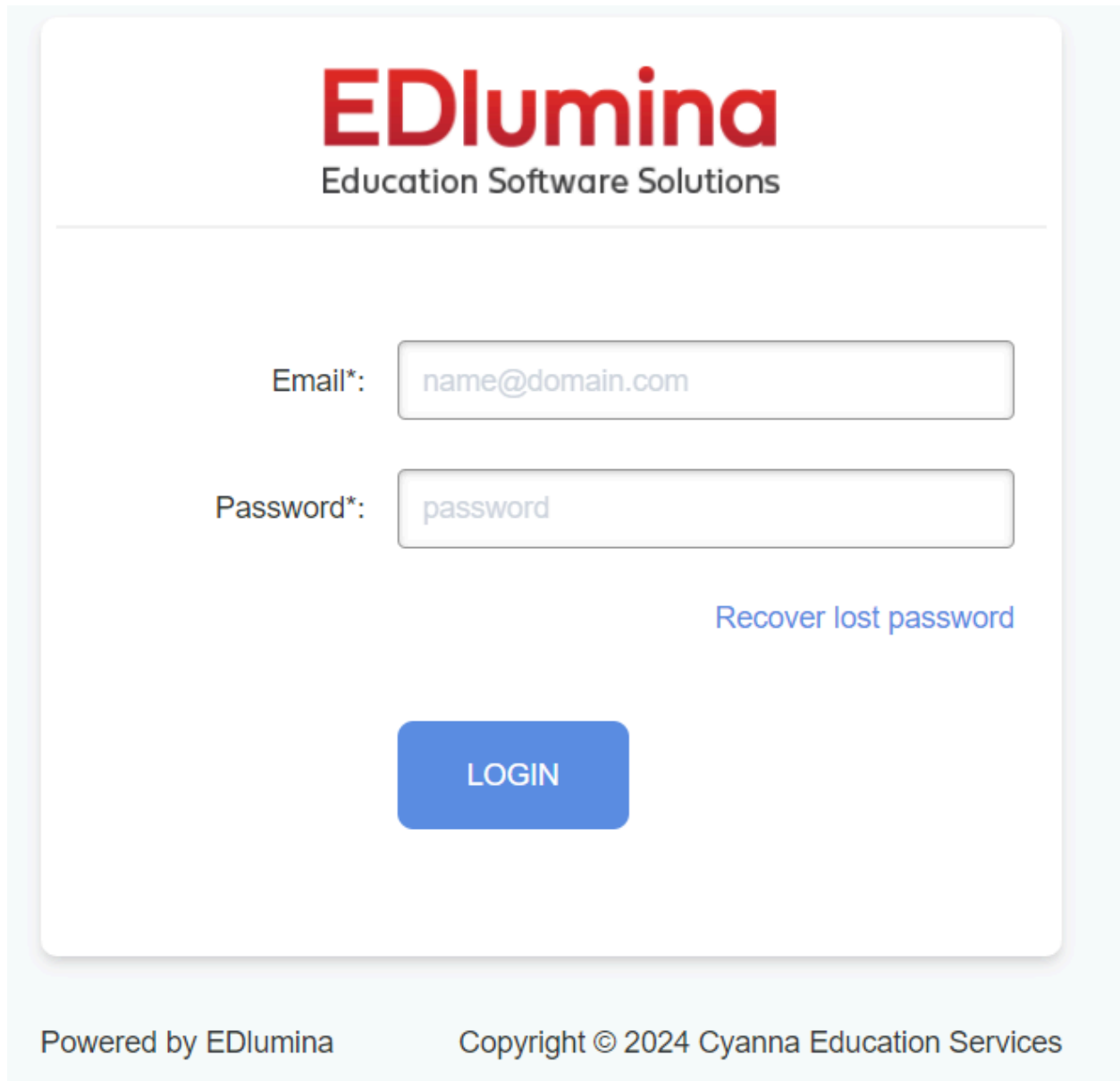
## Logging In

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.



The image shows a user login page for EDlumina. At the top, the EDlumina logo is displayed in red, with the tagline "Education Software Solutions" below it. A horizontal line separates the header from the login form. The form contains two input fields: "Email\*" with a placeholder "name@domain.com" and "Password\*" with a placeholder "password". To the right of the password field is a blue link that says "Recover lost password". Below the input fields is a prominent blue button with the text "LOGIN" in white. At the bottom of the page, there are two lines of text: "Powered by EDlumina" on the left and "Copyright © 2024 Cyanna Education Services" on the right.

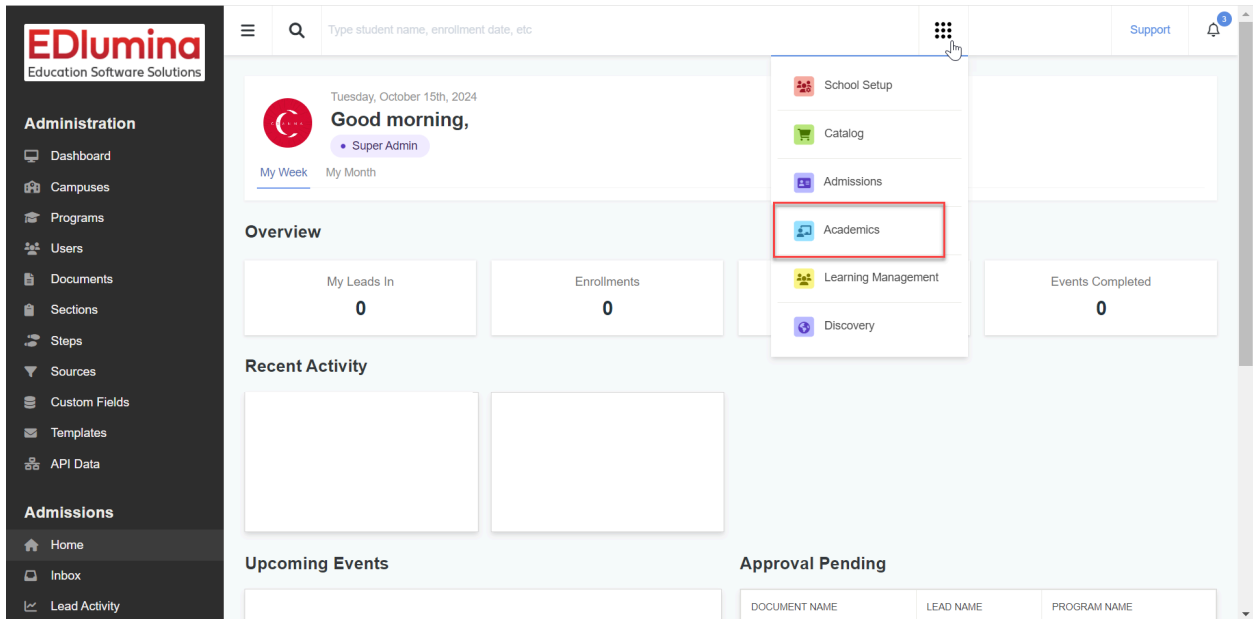
Enter your **username** and **password** into the corresponding boxes and click the blue **LOGIN** button.

## Recover Lost Password

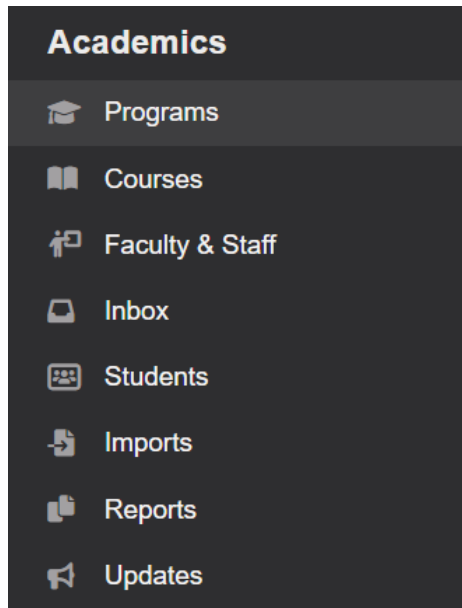
If you cannot remember your password click the blue **Recover lost password** link. Next, enter the email address for your account. An email will be sent to you and you will be able to make a new password. Use this new password to log in with.

## 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

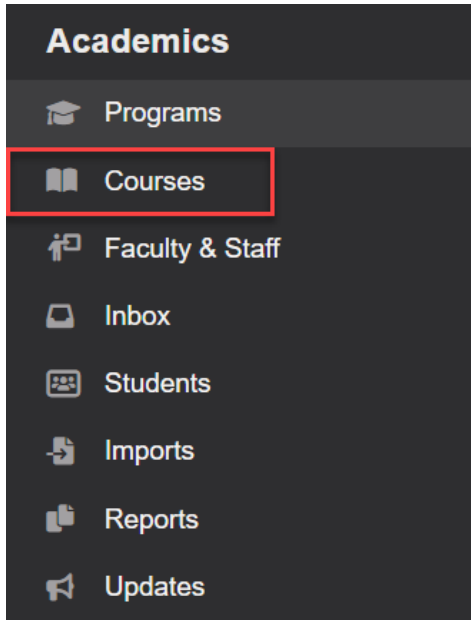


On the menu on the left hand side of the screen, there are eight different options:

- **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.



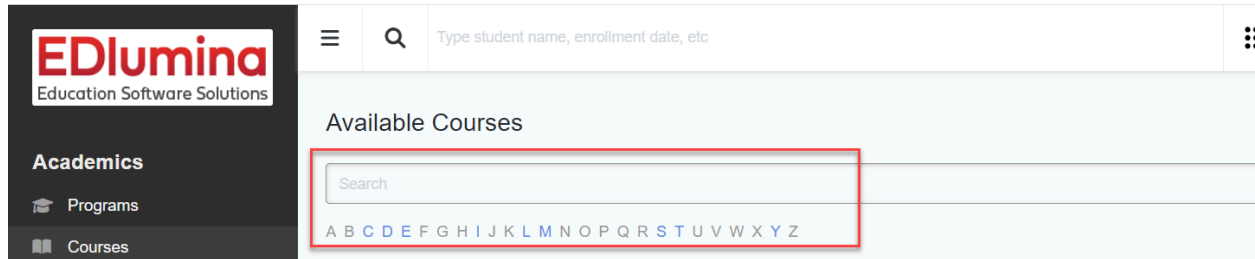
This will bring up the **Courses** page, with the name of each course, the description of the course, if the course is an LMS course, the completion type, and the units.

The screenshot shows the 'Available Courses' page in the EDlumina interface. The left sidebar is the same as in the previous image. The main content area has a search bar and a table of courses. The table has columns for CODE, NAME, DESCRIPTION, LMS COURSE, COMPLETION TYPE, and UNITS. The first row is highlighted with a red box.

CODE ↑ ↓	NAME ↑ ↓	DESCRIPTION ↑ ↓	LMS COURSE ↑ ↓	COMPLETION TYPE ↑ ↓	UNITS ↑ ↓
IND100	Soft Skills I	This is the first course in the Soft Skills series.	Yes	Certificate Hours	N/A
LEAD 103	Authentic Leadership	Presenting Authentic Leadership in real world scenarios	Yes	Certificate Hours	N/A
LEAD104	Servant Leadership	Understanding your part. Leadership through service.	Yes	Certificate Hours	N/A
LEAD105	Enduring Leadership	Leadership for the long haul	Yes	Certificate Hours	N/A
LEAD106	Adaptive Leadership	Being Agile in a changing world. How adapting easily can enhance your leadership skills.	Yes	Certificate Hours	N/A
LEAD107	Innovative Leadership	Thinking outside the box to enhance your leadership offerings.	Yes	Certificate Hours	N/A
LEAD108	Values-Based Leadership	Keep to your values. Exploring values-based leadership	Yes	Certificate Hours	N/A
LEAD 102	Foundational Leadership	Understanding foundations in leadership	Yes	Certificate Hours	N/A

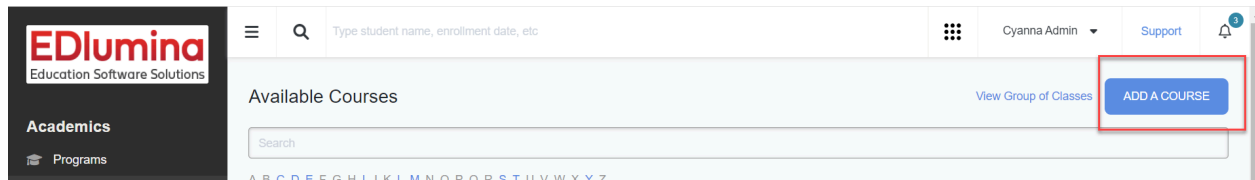
## Search for a Course

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.

### Add A Course

Course Image  
 No file chosen

**Course ID\***

**Course Name\***

**Description**

Connect to LMS?

Credit Hours  
 Clock Hours  
 Credit & Clock Hours  
 Certificate Earning

Credit Hours\*

Course Cost

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.



Connect to LMS?

LMS: EDlumina LMS

LMS Course ID\*

## 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.

Credit Hours  
 Clock Hours  
 Credit & Clock Hours  
 Certificate Earning

Credit Hours\*

Course Cost

Prerequisites

Add a Prerequisite

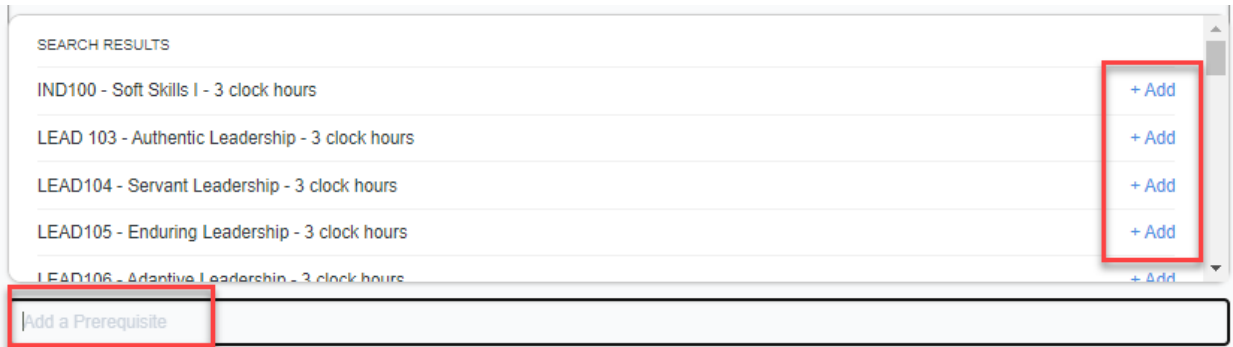
Course Fees

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

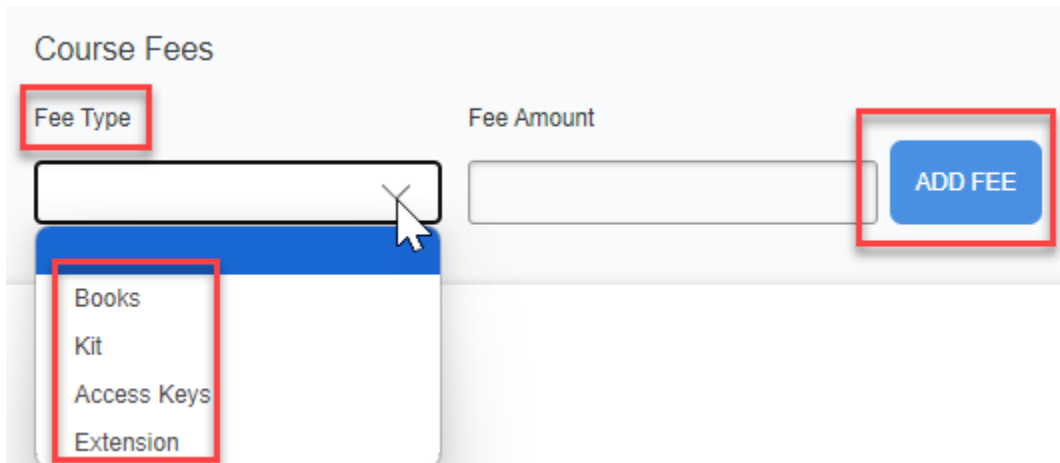
Next, scroll down to fill out the next fields. Enter the cost of the course in the **Course Cost** field.

## 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.



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.



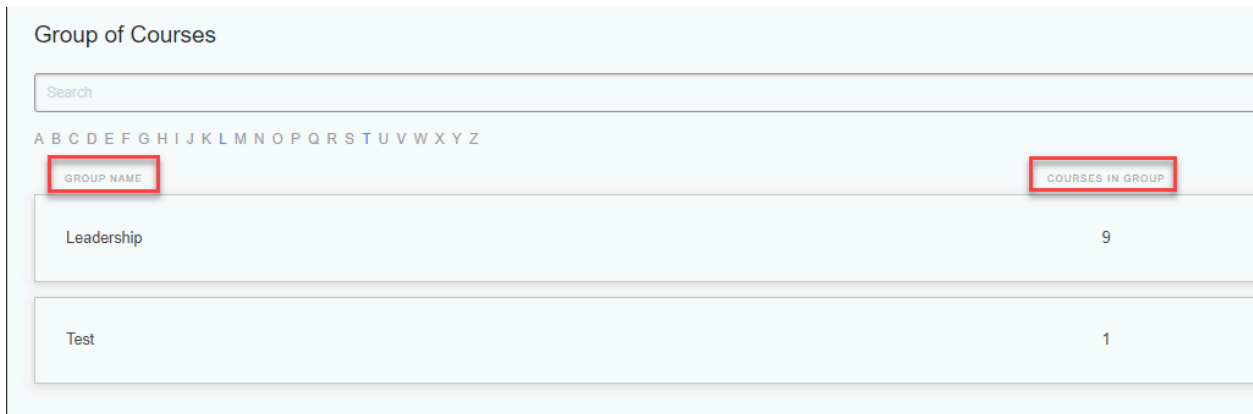
Once you are done filling out all of the fields, click on the blue **Save** button in the bottom right hand corner of the screen to finish creating the course.

## Viewing/Editing Groups of Classes

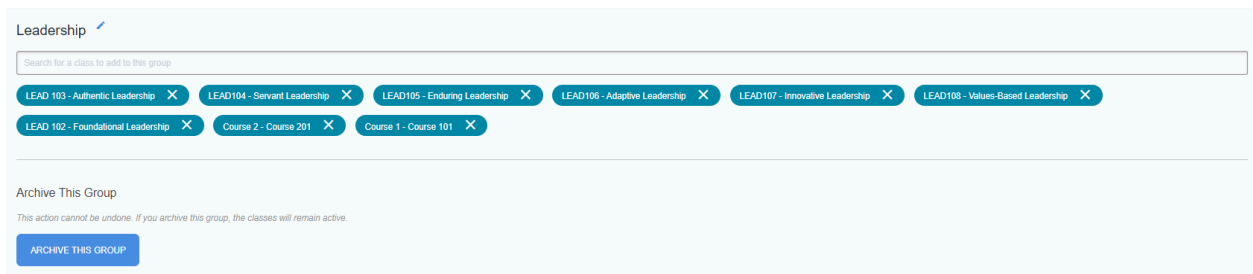
Click on the **View Group of Classes** button in the top right corner of the screen.



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.



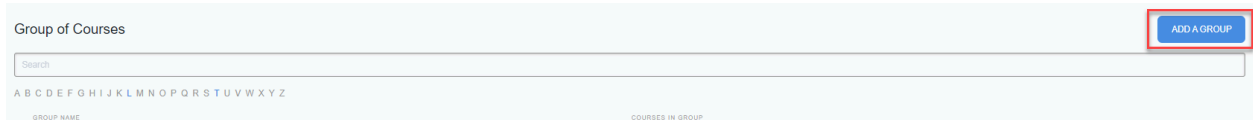
You can edit the name of the group by clicking the blue **pencil icon** in the top left corner. You can add a class to the group by searching for it in the corresponding field. Courses can be removed from the group by clicking on the **x** next to the course that you want to remove.



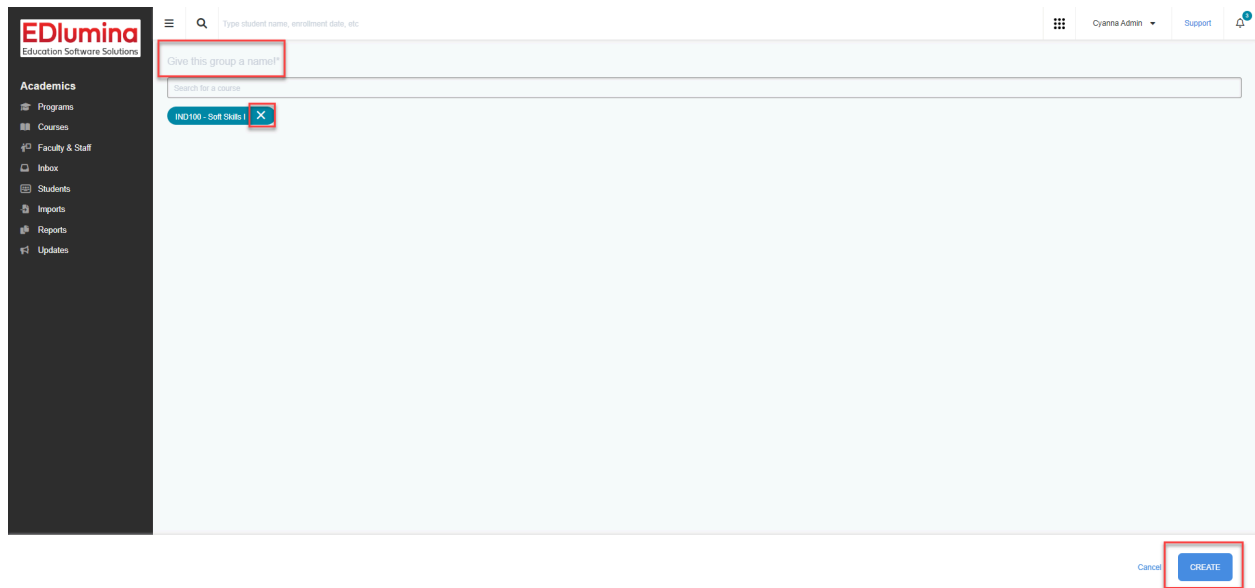
Course groups can be removed/archived by clicking the blue **Archive This Group** button in the bottom left corner.

## Create a Group of Classes

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



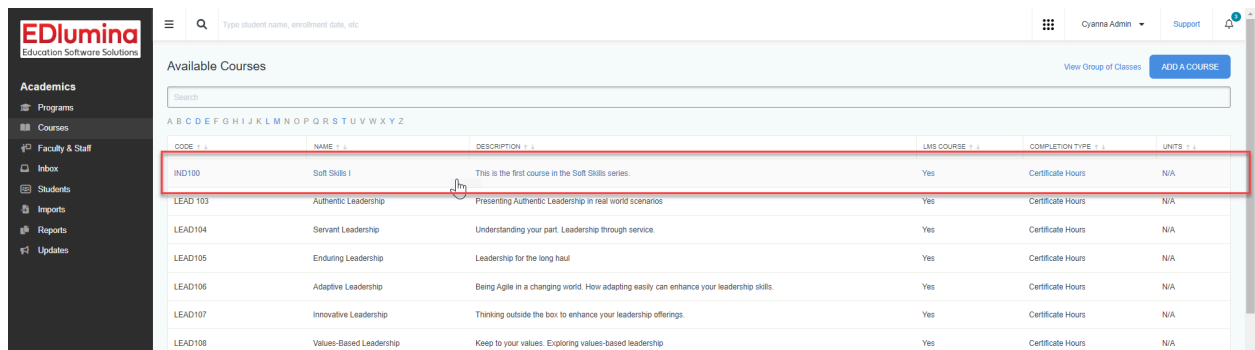
This should take you to the page where you can create your group. In the field that says **Give this group a name!**, enter the name of the group.



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.



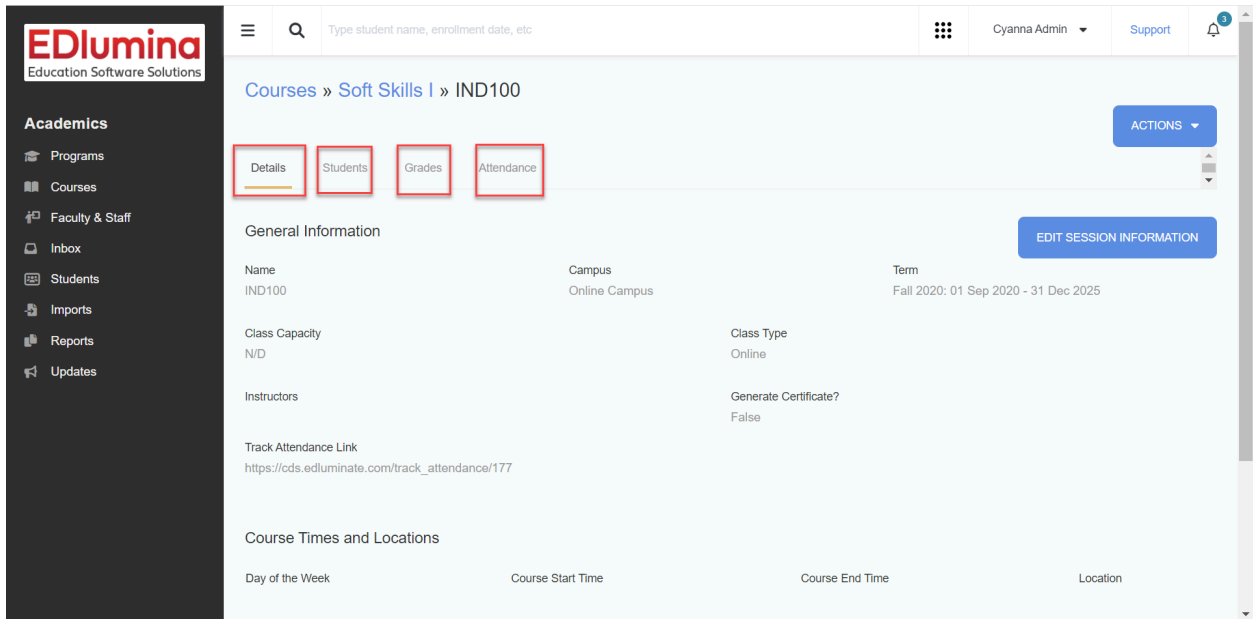
Once you click on the course that you want to view, the information page for the course will be shown. The following information will be shown:

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

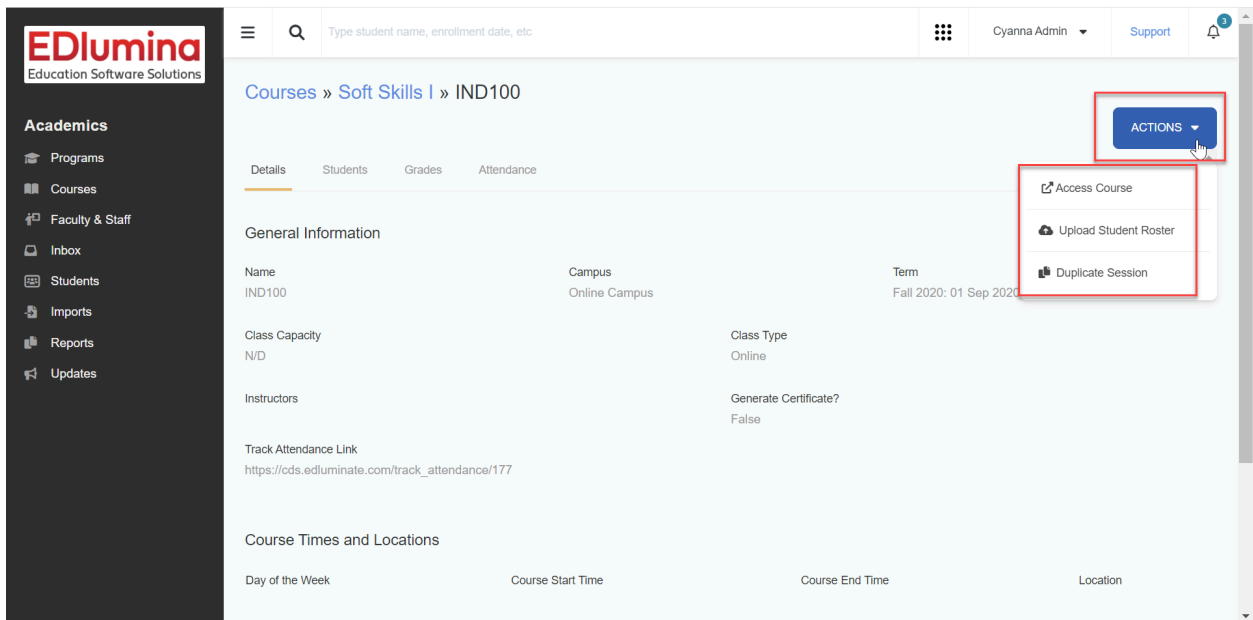
It will also allow you to view any current, upcoming, or past sessions of the course. If you choose any of those selections and they have a session in that section it will appear like this

Session	Enrollment	Details
Online IND100 Instructors: None Fall 2020	/ Unlimited ENROLLED / CAPACITY	77% COMPLETE

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.

The screenshot shows the EDlumina interface. On the left is a dark sidebar with the EDlumina logo and a menu for 'Academics' including Programs, Courses, Faculty & Staff, Inbox, Students, Imports, Reports, and Updates. The main content area has a search bar at the top with the placeholder 'Type student name, enrollment date, etc'. Below the search bar are two links: 'Import Template Download' and 'New Students Import for Soft Skills I'. The 'Mandatory Fields' section contains a warning: '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.' Below this is the 'Academic Statuses Available' section, which is a table with a header 'Status Name' and the following rows: enrolled, in\_progress, complete\_passed, complete\_failed, withdrawn, transfer\_credit, repeat, failed\_financially, and 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.

This screenshot is identical to the one above, but with two red boxes highlighting the links 'Import Template Download' and 'New Students Import for Soft Skills I' in the top right area of the main content.

## 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.

Courses » Soft Skills | [Access Course](#)

ADD A SESSION

Description Current Upcoming Past

General Information [Edit Course Information](#)

Course ID	Course Cost
IND100	\$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.

Courses » Soft Skills | [Access Course](#)

ADD A SESSION

Description Current Upcoming Past

General Information [Edit Course Information](#)

Course ID	Course Cost
IND100	\$0.00
Connected to LMS?	LMS Course ID
true	6

EDlumina Education Software Solutions

IND100 > Add A Session

General Information

Name

Campus\*  Term (Cohort)\*

Class Type\*  Instructor\*  [Add teachers to this session](#)

Generate Certificate Upon Completion

Do you need to update the LMS Session ID?

Course Times and Locations [Add Another](#)

Class Capacity\*

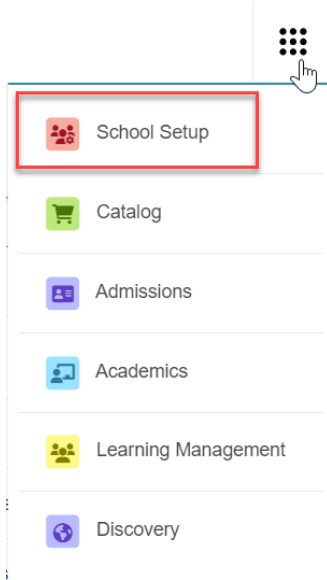
How many students?

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.

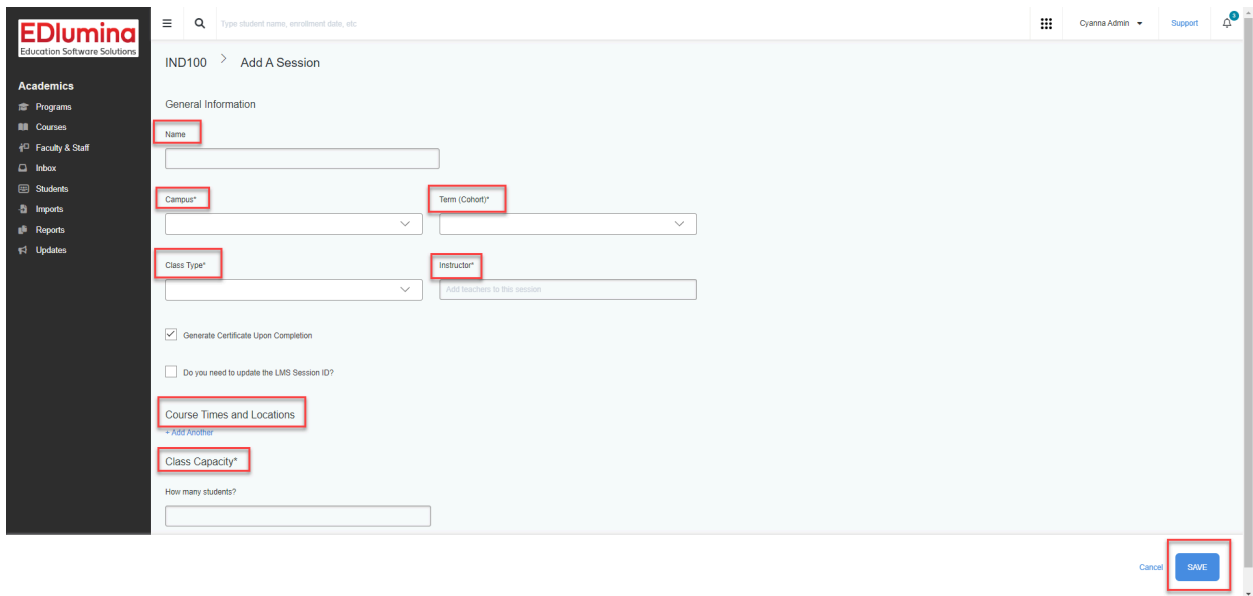


**Important:** The school needs to already be set up with **Campuses, Terms, and Instructors** so that you can add them when creating a session. You can set up those fields by clicking on the **School Setup** option from the 9 squares icon drop down in the top right corner of the page.



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.

The screenshot displays the EDlumina course editing interface. On the left is a dark sidebar with navigation options: Academics, Programs, Courses, Faculty & Staff, Inbox, Students, Imports, Reports, and Updates. The main content area is titled 'General Information' and contains the following fields:

Course ID	IND100	Course Cost	\$0.00
Connected to LMS?	true	LMS Course ID	6
Course Name	Soft Skills I		
Description	This is the first course in the Soft Skills series.		
Image			

Below these fields are sections for 'Prerequisites', 'Course Fees', and 'Archive This Course - Start Teach-Out'. The 'Archive This Course' section includes a blue button labeled 'ARCHIVE THIS COURSE'. Three red boxes highlight the 'Edit Course Information', 'Edit Prerequisites', and 'Edit Course Fees' buttons on the right side of the page.

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”.

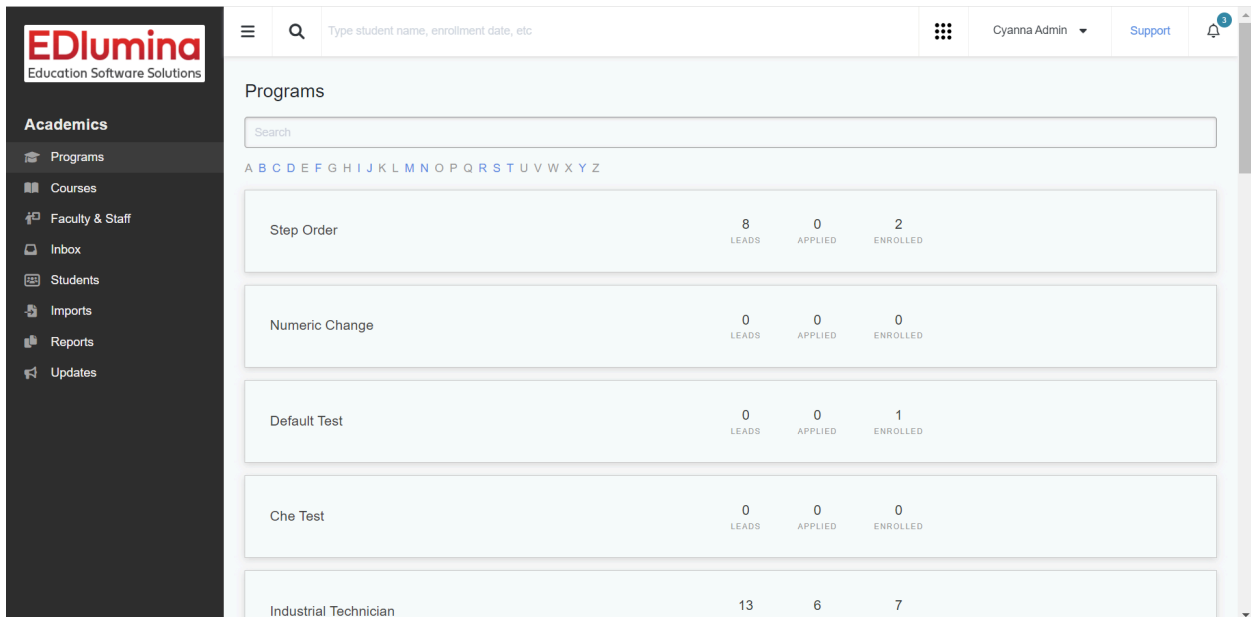
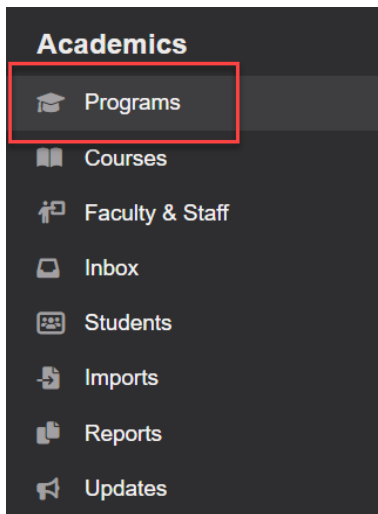
- **Course Cost**
- **Prerequisites** - You can choose prerequisites for a course from the other courses you have already set up.
- **Course Fees**

The screenshot shows the top portion of the EDlumina course setup form. On the left is a dark sidebar with the EDlumina logo and a navigation menu including 'Academics', 'Programs', 'Courses', 'Faculty & Staff', 'Inbox', 'Students', 'Imports', 'Reports', and 'Updates'. The main content area has a search bar at the top and tabs for 'Description', 'Current', 'Upcoming', and 'Past'. The 'Description' tab is active. The form includes a 'Course Image' section with a 'Choose File' button. Below that are input fields for 'Course ID\*' (containing 'IND100'), 'Course Name\*', 'Soft Skills 1', and a 'Description' text area containing 'This is the first course in the Soft Skills series.'. There is a checked checkbox for 'Connect to LMS?' and a dropdown menu for 'LMS: EDlumina LMS'. Below that is an 'LMS Course ID\*' field with the value '6'. At the bottom of this section are radio buttons for 'Credit Hours', 'Clock Hours', 'Credit & Clock Hours', and 'Certificate Earning' (which is selected). 'Cancel' and 'SAVE' buttons are at the bottom right.

The screenshot shows the bottom portion of the EDlumina course setup form. It includes input fields for 'Clock Hours\*' (containing '3') and 'Course Cost.' (containing '\$0.00'). Below these is a 'Prerequisites' section with an 'Add a Prerequisite' button. The 'Course Fees' section has a table with columns for 'Fee Type' and 'Fee Amount', and an 'ADD FEE' button. 'Cancel' and 'SAVE' buttons are at the bottom right.

## Programs

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

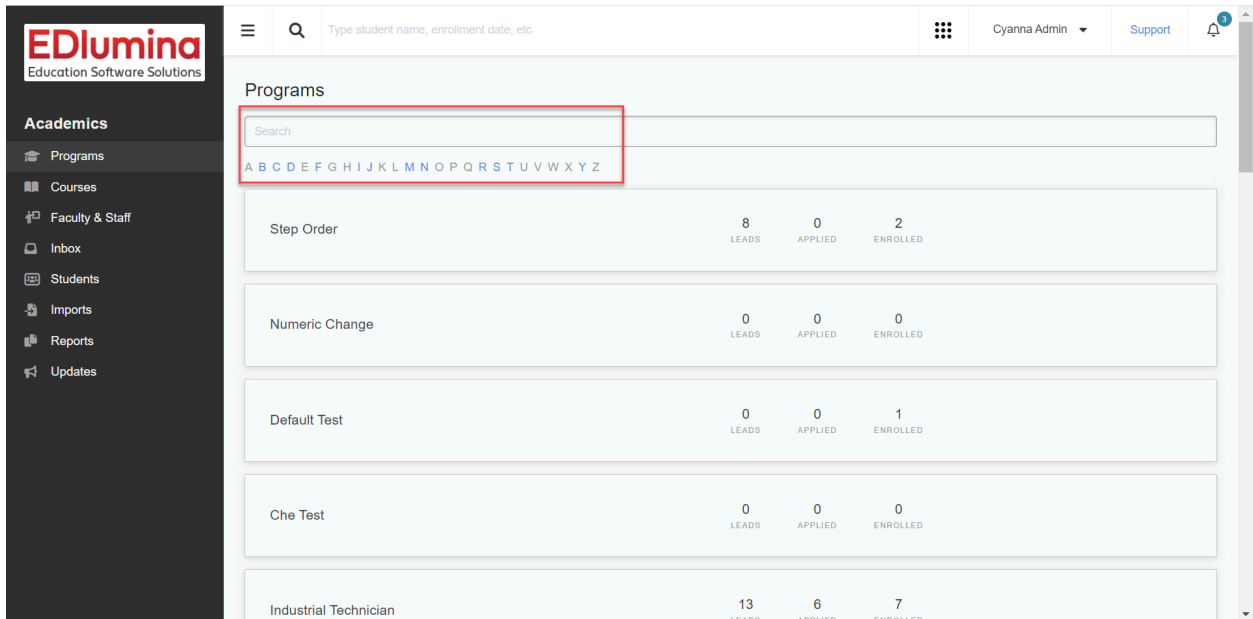


This will take you to the **Programs** page. All of the programs will be listed here. The following information is also shown:

- 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.

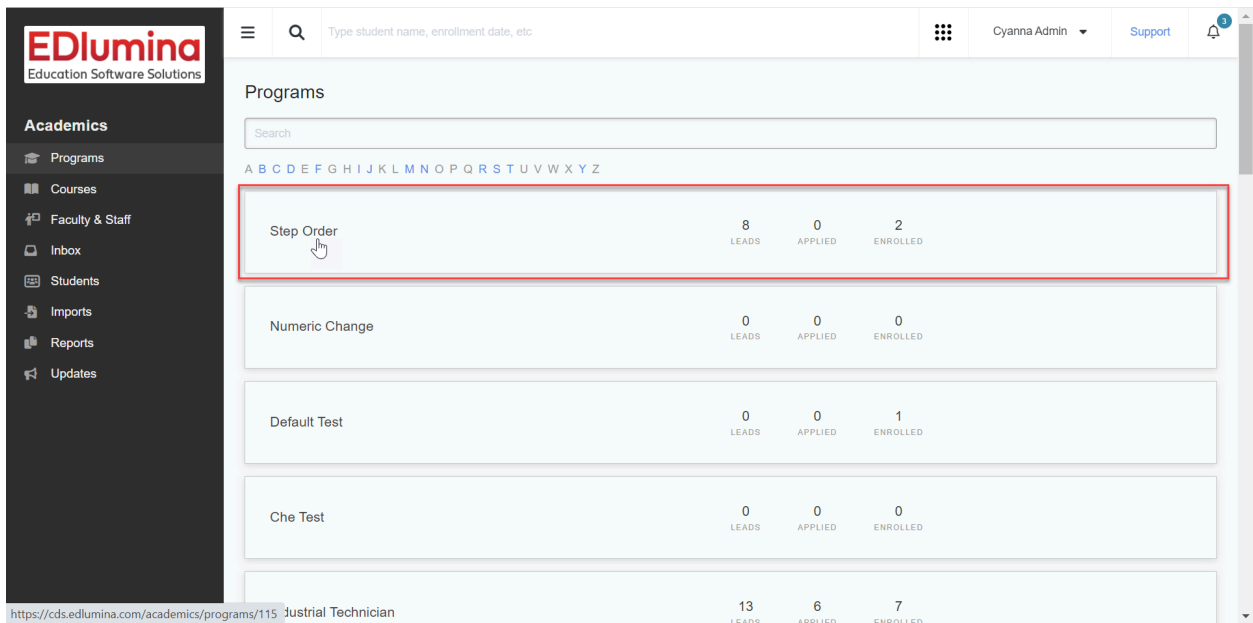
## Searching Programs

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:

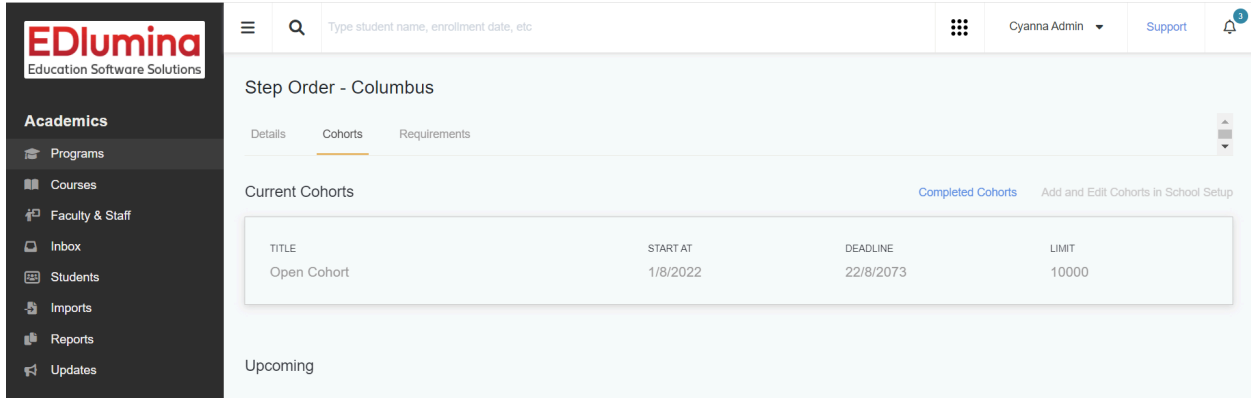
- Program Name
- Campus
- Student Notes

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

## Cohorts

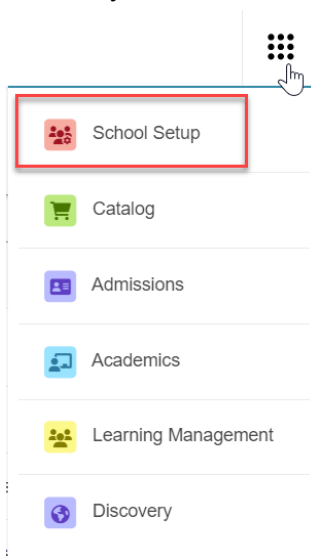
Click on the **Cohorts** option, located just below the name of the course, as shown below.

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.

The screenshot shows the EDlumina interface for 'Step Order - Columbus'. The left sidebar contains navigation options: Academics, Programs, Courses, Faculty & Staff, Inbox, Students, Imports, Reports, and Updates. The main content area has tabs for 'Details', 'Cohorts', and 'Requirements'. Under the 'Cohorts' tab, there is a 'Completed Cohorts' button highlighted with a red box. Below this is a table with the following data:

TITLE	START AT	DEADLINE	LIMIT
Open Cohort	1/8/2022	22/8/2073	10000

Below the table, there is an 'Upcoming' section.

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.

The screenshot shows the EDlumina interface for 'Step Order - Columbus'. The left sidebar is the same as in the previous screenshot. The main content area has the 'Cohorts' tab selected. There is an 'Active Cohorts' button highlighted with a red box. Below this is a table with the following data:

TITLE	START AT	DEADLINE	LIMIT
Test cohort	1/8/2022	25/12/2022	100
test cohort 2	1/8/2022	2/1/2023	50

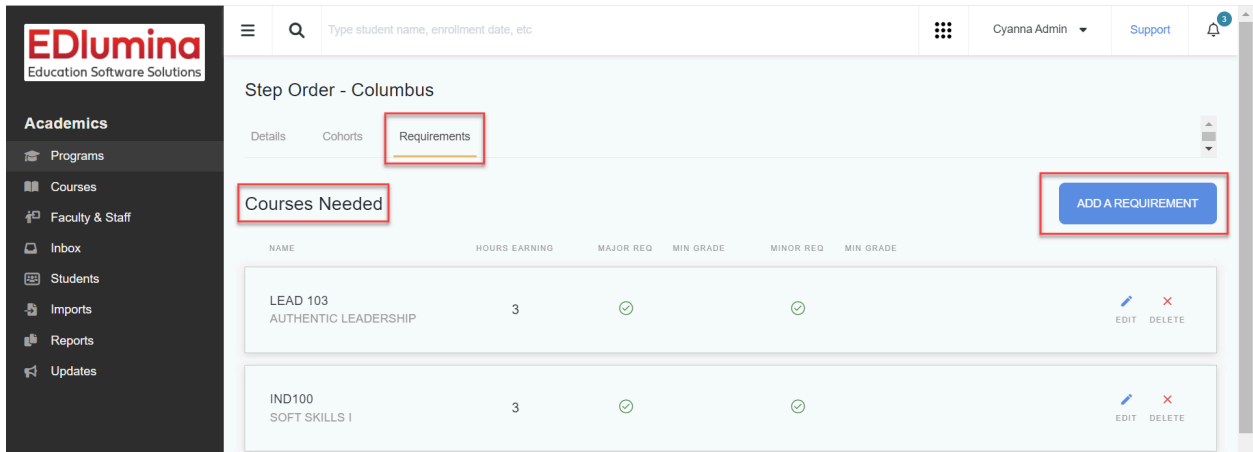
## Requirements

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.





### 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.

The 'Add a Requirement' modal form contains the following elements:

- What kind of requirement is this?** (highlighted): Two buttons, 'COURSE REQUIREMENT' (highlighted in blue) and 'NON-COURSE REQUIREMENT'.
- What Course?\*** (highlighted): A search dropdown menu.
- Is this a major requirement?**: 'YES' and 'NO' buttons.
- What is the minimum passing grade?**: An input field.
- Is this a minor requirement?**: 'YES' and 'NO' buttons.
- What is the minimum passing grade?**: An input field.
- Cancel** and **CREATE** buttons at the bottom.

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.

**Add a Requirement** ✕

What kind of requirement is this?

**COURSE REQUIREMENT**   **NON-COURSE REQUIREMENT**

What Course?\*

Is this a major requirement?      What is the minimum passing grade?

**YES**   **NO**     

Is this a minor requirement?      What is the minimum passing grade?

**YES**   **NO**     

[Cancel](#)      **CREATE**

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.

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

CREATE

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

CREATE

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

CREATE

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.

The screenshot shows the EDlumina interface. On the left is a navigation menu with 'Academics' expanded, showing options like Programs, Courses, Faculty & Staff, etc. The main content area is titled 'Step Order - Columbus' and has tabs for 'Details', 'Cohorts', and 'Requirements'. Below the tabs is a table titled 'Courses Needed'. The table has columns for NAME, HOURS EARNING, MAJOR REQ, MINOR REQ, and MIN GRADE. Two rows are visible: 'LEAD 103 AUTHENTIC LEADERSHIP' and 'IND100 SOFT SKILLS I'. Each row has an 'EDIT' button (pencil icon) and a 'DELETE' button (X icon). The 'EDIT' button for the first row is highlighted with a red box. There is also an 'ADD A REQUIREMENT' button in the top right of the table area.

NAME	HOURS EARNING	MAJOR REQ	MINOR REQ	MIN GRADE
LEAD 103 AUTHENTIC LEADERSHIP	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
IND100 SOFT SKILLS I	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**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

What Course?\*

LEAD 103 - Authentic Leadership - 3 clock hours

Is this a major requirement? What is the minimum passing grade?

YES NO

Is this a minor requirement? What is the minimum passing grade?

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.

The screenshot shows the EDlumina interface. On the left is a navigation menu with 'Academics' expanded, showing 'Programs', 'Courses', 'Faculty & Staff', 'Inbox', 'Students', 'Imports', and 'Reports'. The main content area is titled 'Step Order - Columbus' and has tabs for 'Details', 'Cohorts', and 'Requirements'. Below the tabs is a table titled 'Courses Needed'. The table has columns for 'NAME', 'HOURS EARNING', 'MAJOR REQ', 'MIN GRADE', 'MINOR REQ', and 'MIN GRADE'. There is one row with 'LEAD 103 AUTHENTIC LEADERSHIP', '3' hours, and two green checkmarks. To the right of the row are 'EDIT' and 'DELETE' buttons. The 'DELETE' button, which has a red 'X' icon, is highlighted with a red box. A blue 'ADD A REQUIREMENT' button is also visible in the top right of the table area.

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 **LEAD 103 - Authentic Leadership**?

This operation cannot be undone.

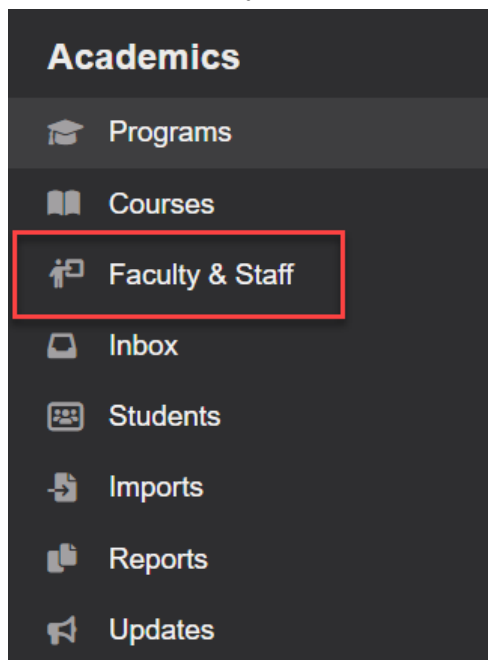
Cancel

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.





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

The screenshot shows the 'Faculty & Staff' page in the EDlumina interface. On the left is a navigation sidebar with 'Academics' expanded and 'Faculty & Staff' selected. The main content area has a search bar and a table of staff members. The table headers are: NAME ↑ ↓, PHONE NUMBER ↑ ↓, EMAIL ↑ ↓, ROLE ↑ ↓, and CAMPUS. Red boxes highlight the 'PHONE NUMBER', 'EMAIL', 'ROLE', and 'CAMPUS' headers. The table contains the following data:

NAME ↑ ↓	PHONE NUMBER ↑ ↓	EMAIL ↑ ↓	ROLE ↑ ↓	CAMPUS
David Stump			representative	Houston, Tampa, Manhattan, Columbus , Atlanta
Manny Ganeriwala			representative	Online Campus, Columbus , Marco Island
Avett Hawk			representative	Atlanta
Aaron Bardelang	555-5555	aaron.bardelang@cyanna.com	Teacher	Test 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.

This screenshot shows the same 'Faculty & Staff' page, but with a red box highlighting the search bar and the alphabetical navigation letters (A-Z) below it. The table data is identical to the previous screenshot.

## 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

EDlumina Education Software Solutions

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Todd Gurley

Details | Current Sessions | Future Sessions | Past Sessions | Documents

General Information

Name	Todd Gurley	Gender		Is LMS Course Designer?	No
Role	Representative	Is Admin?	No	Is LMS Course Reviewer?	No

Contact Information

Phone Number	555-555-5555	Campus	
Email	admin@cyanna.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.

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Todd Gurley

Details | Current Sessions | Future Sessions | Past Sessions | Documents

General Information

Name	Todd Gurley	Gender		Is LMS Course Designer?	No
Role	Representative	Is Admin?	No	Is LMS Course Reviewer?	No

Contact Information

Phone Number	555-555-5555	Campus	
Email	admin@cyanna.com		

ACTIONS

- Edit Information
- Reset Password

## Archive This Staff Member

*This action cannot be undone.*

ARCHIVE THIS STAFF

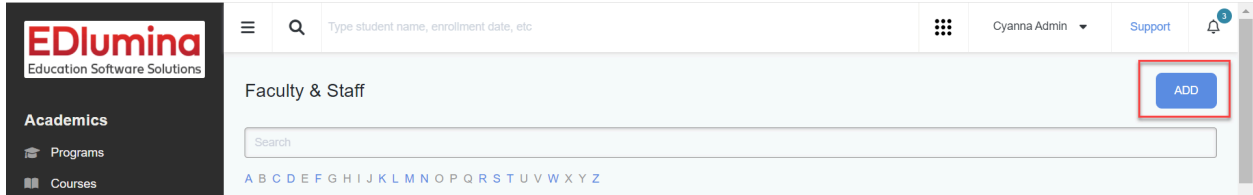
It will also give you the option to reset their password, once you select edit information it will have open textboxes for their First/Last name, Staff Role, Gender, Type (if they are Faculty or Staff), if they are an admin or not. Contact information and the campuses they are assigned to. Lastly it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

The image displays two screenshots of the EDlumina staff member edit form. The top screenshot shows the 'General Information' section with the following fields: First Name (containing 'Todd'), Last Name (containing 'Gurley'), Staff Role (containing 'representative'), Gender (containing 'Male'), and Type (containing 'Representative'). There is also an 'Admin User?' checkbox. The bottom screenshot shows the 'Contact Information' section with fields for Phone Number, Email, and Campus (with a dropdown menu). Below this is the 'Account Information' section with fields for Password and Password Confirmation. Both screenshots include a sidebar with navigation options like Programs, Courses, Faculty & Staff, and a top navigation bar with user information and support links.

## 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”.



**Add Faculty & Staff**

General Information

First Name\*

Last Name\*

Staff Role

Gender Type

Representative

Admin User?  
 LMS Course Designer?  
 LMS Course Reviewer?

Contact Information

Phone Number

Email\*

Campus\*

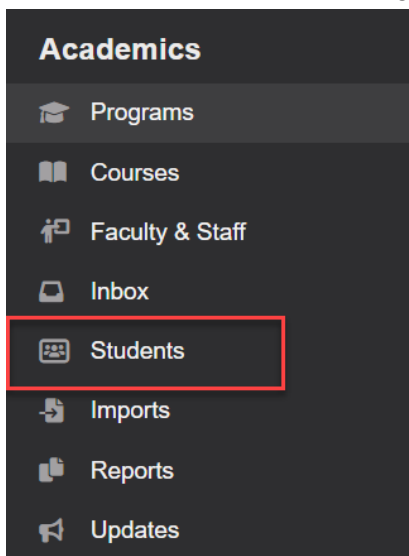
Account Information

Password Password Confirmation

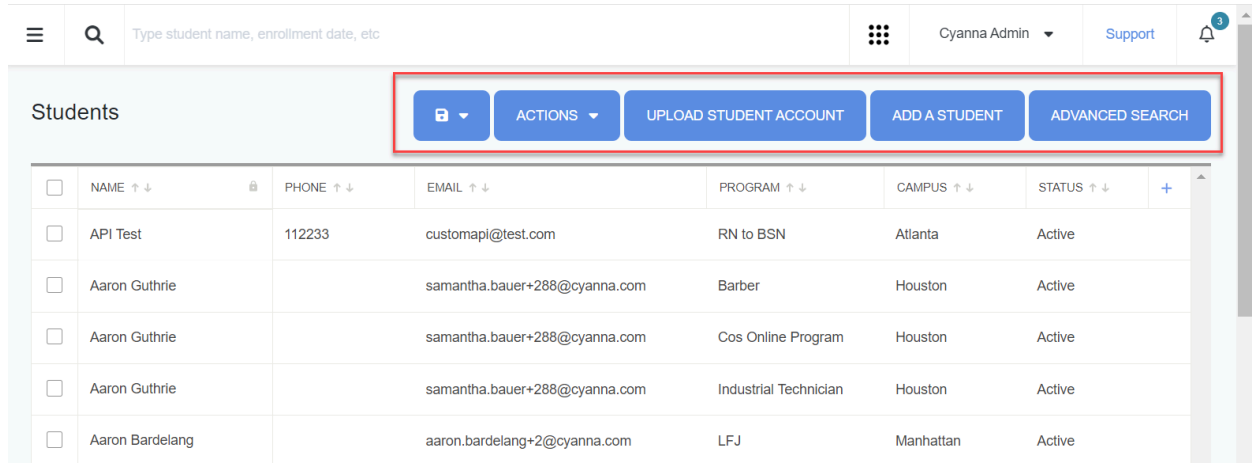
\*Please keep in mind unless you using EDlumina's Discovery Learning Platform the LMS Course Designer and LMS Course Reviewer options will not appear on your account

## Students

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

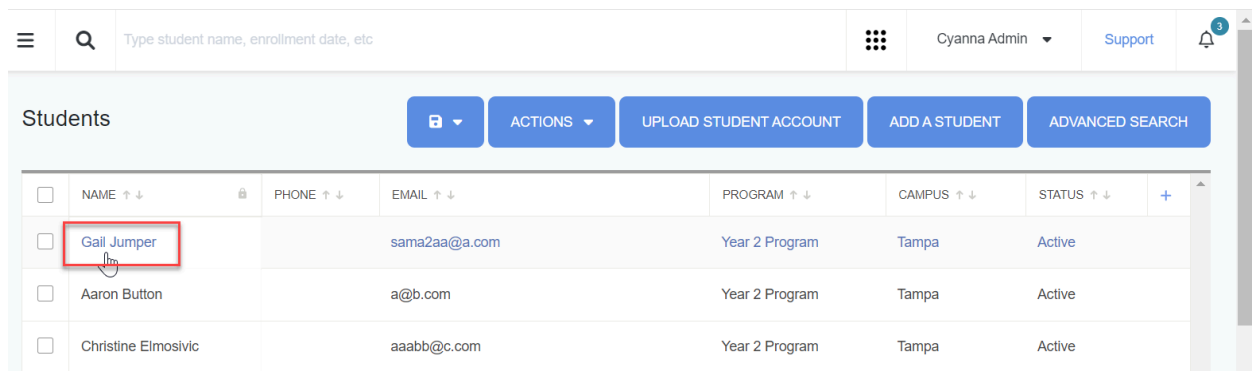


This will take you to the main students page, which will list all students and show their current contact information along with their program, status and campus. It will also give you the option to view the student, save a search, create “Actions” on these accounts, “Upload Student Accounts”, “Add a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

The image displays two screenshots of the EDlumina student profile page for Gail Jumper. The top screenshot shows the 'ACTIONS' dropdown menu with options 'Upload Avatar' and 'Enroll In A New Program'. The bottom screenshot shows the 'ACTIONS' dropdown menu with a list of status options including 'Future Start', 'Active', 'No Start', 'Cancelled', 'Reversal', 'Probation', 'Academic Warning', 'Terminated', 'Withdrawn', 'Leave of Absence', and 'Graduated'.

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Search: Type student name, enrollment date, etc

Cyanna Admin | Support

**Gail Jumper**  
Year 2 Program - Tampa - 08/06/2025  
ACTIVE

Lead Owner: sama2aa@a.com  
Lead Source: No Information  
Vendor Source: No Information  
United States

Message

Details Documents Programs Finances Placements Transcripts

**ACTIONS**

- Upload Avatar
- Enroll In A New Program

**Student Information**

ID	Name	Campus
828	Gail Jumper	Tampa
Program	UUID	Legacy ID
Year 2 Program	237173ce-2e6f-4eb1-8890-a1489c98fc48	3
Program Status	Cohort Name	Cohort Start Date
Active	Open Enroll	August 06, 2025

**Financial Information**

Status: Good Standing

Freeze Financial Status?

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Search: Type student name, enrollment date, etc

Cyanna Admin | Support

**Gail Jumper**  
Year 2 Program - Tampa - 08/06/2025  
ACTIVE

Lead Owner: sama2aa@a.com  
Lead Source: No Information  
Vendor Source: No Information  
United States

Message

Details Documents Programs Purchases Finances Placements Transcripts

**ACTIONS**

- Future Start
- Active
- No Start
- Cancelled
- Reversal
- Probation
- Academic Warning
- Terminated
- Withdrawn
- Leave of Absence
- Graduated

**Student Information**

ID	Name	Campus
828	Gail Jumper	Tampa
Program	UUID	Legacy ID
Year 2 Program	237173ce-2e6f-4eb1-8890-a1489c98fc48	3
Program Status	Cohort Name	Cohort Start Date
Active	Open Enroll	August 06, 2025

**Financial Information**

Status: Good Standing

Freeze Financial Status?

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.

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Search: Type student name, enrollment date, etc

Cyanna Admin | Support

**Gail Jumper**  
Year 2 Program - Tampa - 08/06/2025  
ACTIVE ACTIONS

Lead Owner: sama2aa@a.com  
Lead Source: No Information  
Vendor Source: No Information  
United States

Message

Details Documents Progress Courses Purchases Finances Placements Transcripts

**Student Information**

ID	Name	Campus
828	Gail Jumper	Tampa
Program	UUID	Legacy ID
Year 2 Program	237173ce-2e6f-4eb1-8890-a1489c98fc48	3
Program Status	Cohort Name	Cohort Start Date
Active	Open Enroll	August 06, 2025

**Financial Information**

Status: Good Standing

Freeze Financial Status?

[https://cde.edlumina.com/academics/students/828/edit?academic\\_profile\\_id=178](https://cde.edlumina.com/academics/students/828/edit?academic_profile_id=178)

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Search: Type student name, enrollment date, etc

Cyanna Admin | Support

**Student Information**

First Name\* Middle Initial Last Name\*

Gail Jumper

Mailing Address

Mailing Address (cont)

City

State

Zip or Postal Code

Cancel **SAVE**

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



The screenshot shows the EDlumina interface for a student named Gail Jumper. The top navigation bar includes a search field, user name 'Cyanna Admin', and a 'Support' link. The student's profile header displays 'Gail Jumper', 'Year 2 Program - Tampa - 08/06/2025', and 'ACTIVE' status. The 'Documents' tab is selected and highlighted with a red box. Below the tabs, the 'Student Documents' section contains two items: 'Upload' and 'Enrollment Agreement', both marked as 'Not Submitted'. A 'Post Enrollment Documents' section is visible at the bottom.

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 screenshot shows the EDlumina interface for a student named Password Test. The top navigation bar is consistent with the previous screenshot. The student's profile header displays 'Password Test', 'RN to BSN - Atlanta - 10/30/2022', and 'ACTIVE' status. The 'Progress' tab is selected and highlighted with a red box. Below the tabs, a summary bar shows 'Courses In Progress: 0', 'Courses Completed: 2', 'Hours In Progress: 0', 'Hours Completed: 0', and 'GPA: 4'. A section titled 'Current Courses (0)' is expanded, showing 'No Current Courses'. Below it, 'Upcoming Courses (0)' and 'Completed Courses (2)' are listed. The 'Completed Courses (2)' section is expanded to show a table of completed courses. The first entry is 'DISCOVERY TEST', which is marked as 'CERTIFICATE AWARDED' and has a 'Download' button highlighted with a red box. The current status is 'Complete - Passed'.

Course Name	Outcome	Duration	Last Grade	Attendance	Current Status
DISCOVERY TEST	Complete Passed Clock Hours - 0	Start - 01/01/2021 End - 04/30/2025	Current Grade - 100% Test - 100%	Current Attendance - 0% Attended - 06/17/2024	Complete - Passed

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 screenshot shows the 'Courses' tab for student Gail Jumper. The page displays a list of courses for Winter 2021. The 'Year 2 Course' is highlighted with a red box, and its details are shown below it. The 'IMT1101' course is also listed. The '+ Enroll' buttons are highlighted with red boxes. The 'Winter 2021' term is also highlighted with a red box. The page includes a sidebar with 'Academics' options and a top navigation bar with user information.

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

The screenshot shows the 'Purchases' tab for student Gail Jumper. The page is mostly blank, indicating no purchases are listed. The interface includes a sidebar with 'Academics' options and a top navigation bar with user information.

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.

Cyanna Admin
Support
3

**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

Details
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### 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
------------------	------------------	--------------------

Cyanna Admin
Support
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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

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### Student Placement and Graduation Information

Date\*

Status\*

Status

Document/Proof Files

Drop files here to upload

Notes

SAVE

Cyanna Admin
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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

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Unofficial Transcript

Download Unofficial Transcript

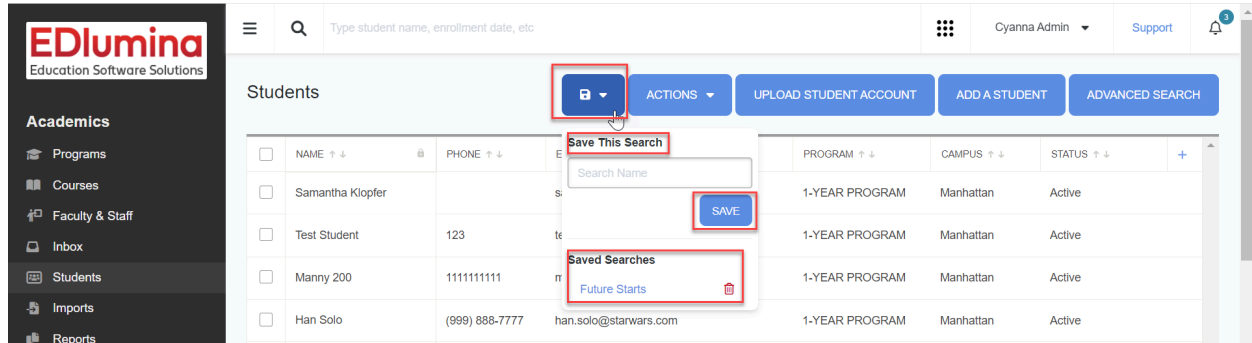
Official Transcripts

Generate New Official Transcript

edluminasupport@cyanna.com | (614) 907-7188 | [EDlumina.com](https://www.edlumina.com) | page 43 of 53

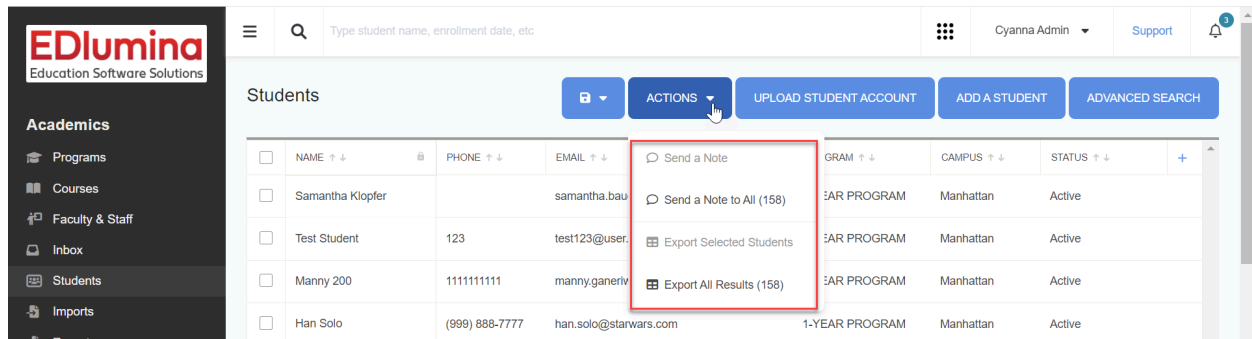
## Save Search

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 screenshot shows the 'Students' management interface. At the top, there is a search bar and user information for 'Cyanna Admin'. Below the search bar, there are several action buttons: 'UPLOAD STUDENT ACCOUNT' (highlighted with a red box), 'ADD A STUDENT', and 'ADVANCED SEARCH'. A table of student records is displayed below, with columns for Name, Phone, Email, Program, Campus, and Status. The table contains five rows of student data.

NAME ↑ ↓	PHONE ↑ ↓	EMAIL ↑ ↓	PROGRAM ↑ ↓	CAMPUS ↑ ↓	STATUS ↑ ↓
Samantha Klopfer		samantha.bauer+y@cyanna.com	1-YEAR PROGRAM	Manhattan	Active
Test Student	123	test123@user.com	1-YEAR PROGRAM	Manhattan	Active
Manny 200	1111111111	manny.ganeriwala+100@cyanna.com	1-YEAR PROGRAM	Manhattan	Active
Han Solo	(999) 888-7777	han.solo@starwars.com	1-YEAR PROGRAM	Manhattan	Active

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.

The 'Mandatory Fields' section lists the following requirements for data import:

- 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
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”

**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.

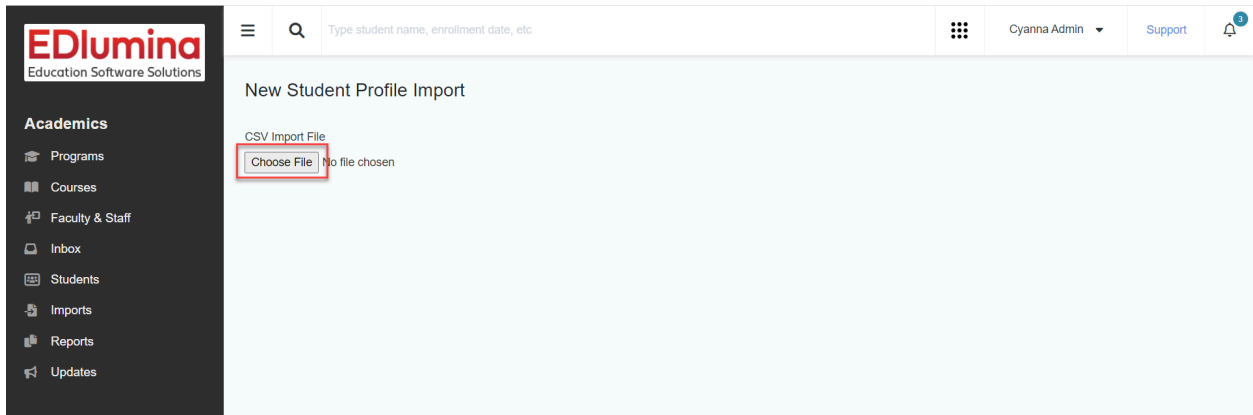
You will receive an email with the results from the successful import once completed.

**Programs**

Program Name	Program ID
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
Sam Program	125

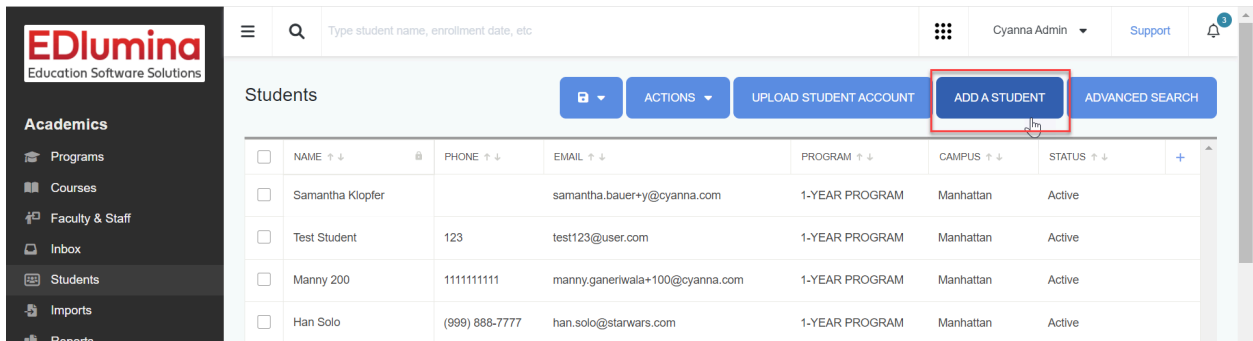
Import Template Download will download a CSV excel file to your computer so you can add your student data fields that were discussed earlier. There are multiple fields that are not mandatory but can be completed if you prefer. The only fields that need to be filled out are the ones discussed earlier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

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- 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**  
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- Students**
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☰ 🔍 Type student name, enrollment date, etc

Campus

Program

Cohort

Email\*

Phone Number

Best time to call:

Preferred Contact Method:

Imports  
Reports  
Updates

Password

Password Confirmation

General Comments

B I U Normal Sans Serif

Attachments:  
 No file chosen

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.

Imports  
Reports  
Updates

Password

Password Confirmation

General Comments

B I U Normal Sans Serif

Attachments:  
 No file chosen

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.

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Academics  
 Programs  
 Courses  
 Faculty & Staff  
 Inbox  
 Students  
 Imports  
 Reports

Students

<input type="checkbox"/>	NAME ↑ ↓	PHONE ↑ ↓	EMAIL ↑ ↓	PROGRAM ↑ ↓	CAMPUS ↑ ↓	STATUS ↑ ↓	+
<input type="checkbox"/>	Samantha Klopfer		samantha.bauer+y@cyanna.com	1-YEAR PROGRAM	Manhattan	Active	
<input type="checkbox"/>	Test Student	123	test123@user.com	1-YEAR PROGRAM	Manhattan	Active	
<input type="checkbox"/>	Manny 200	1111111111	manny.ganerwala+100@cyanna.com	1-YEAR PROGRAM	Manhattan	Active	
<input type="checkbox"/>	Han Solo	(999) 888-7777	han.solo@starwars.com	1-YEAR PROGRAM	Manhattan	Active	

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

The image displays two screenshots of the EDlumina Advanced Search interface. The top screenshot shows a search form with the following fields: First Name, Last Name, Email Address, Phone Number, Course Start Date, Course End Date, Cohort Begin Date, Cohort End Date, Program Status, and Campus Location. The bottom screenshot shows the same form with additional fields: Enrollment Cohort Start Date, Sort By (set to Program), Financial Status, Program/Area of Study, Course, Course Status, Instructor, and Term. Both screenshots show a list of student records on the left side of the interface.

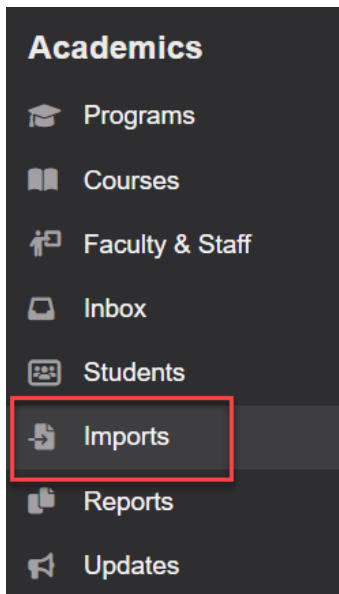
The image shows a search filter interface with the following elements:

- A dropdown menu labeled "Country" with a downward arrow.
- A dropdown menu labeled "Gender" with a downward arrow.
- Two checkboxes: "US Citizen?" and "VA / Military?".
- A blue button labeled "RESET" on the bottom left.
- A blue button labeled "SEARCH" on the bottom right.

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.

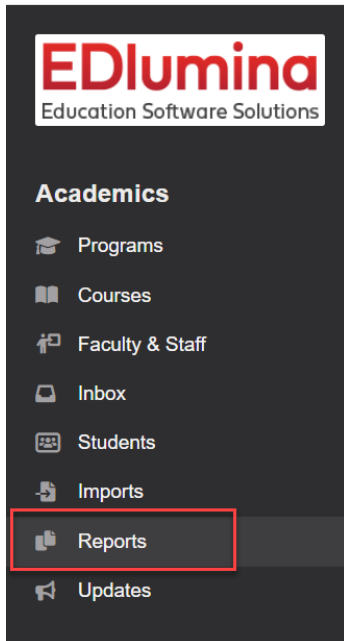
The screenshot shows the EDlumina interface. On the left is a dark sidebar with the EDlumina logo and a menu under 'Academics' including Programs, Courses, Faculty & Staff, Inbox, Students, Imports, Reports (highlighted with a red box), and Updates. The main content area is titled 'Academic Imports' and contains a table with the following data:

ID ↑ ↓	IMPORT TYPE ↑ ↓	CSV FILE ↑ ↓	STATUS ↑ ↓
3171	Student Account	class_session_import.csv	succeeded
2382	Student Account	Ed2go_Session_Import.csv	succeeded
2238	Student Account	class_session_import.csv	succeeded
2237	Student Account	class_session_import.csv	succeeded
2236	Student Account	class_session_import.csv	succeeded

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.

## 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.

Student Reports

**ATTENDANCE & CLOCK HOURS BY SESSION** →

Attendance by session and student

**ATTENDANCE & CLOCK HOURS BY TERM** →

Attendance by term and student

**ATTENDANCE & CLOCK HOURS BY PROGRAM** →

Attendance by program and student

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

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

Attendance By Session » Students

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

STUDENT NAME ↑ ↓	STUDENT EMAIL ↑ ↓	STUDENT PHONE ↑ ↓	CAMPUS ↑ ↓	STATUS ↑ ↓	PROGRAM ↑ ↓	COHORT ↑ ↓	COHORT START DATE ↑ ↓	COHORT END DATE ↑ ↓
<a href="#">Aaron Bardelang</a>	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

**Instructor/Teacher Reports**

<p><b>ATTENDANCE &amp; CLOCK HOURS FOR TEACHERS</b> →</p> <p>Attendance by teacher or instructor</p>	<p><b>CONSECUTIVE ABSENCES REPORT FOR TEACHERS</b> →</p> <p>Consecutive absences by student</p>	<p><b>CONSECUTIVE TARDIES REPORT FOR TEACHERS</b> →</p> <p>Consecutive tardies by student</p>
<p><b>CONSECUTIVE EARLY DEPARTURES REPORT FOR TEACHERS</b> →</p> <p>Consecutive early departures by student</p>	<p><b>CONSECUTIVE EXCUSED ABSENCES REPORT FOR TEACHERS</b> →</p> <p>Consecutive excused absences by student</p>	<p><b>CONSECUTIVE NON-PRESENT REPORT FOR TEACHERS</b> →</p> <p>Consecutive classes with a non-present attendance status by student</p>

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

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

[Export](#)

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.

☰ 🔍 Type student name, enrollment date, etc

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Consecutive Student Absences for Instructors » [Instructors](#) » Finn Hawk

📅 Attendance Dates: Sep 16, 2024 - Oct 16, 2024

[Export](#)

STUDENT NAME	COURSE NAME	SESSION NAME	CONSECUTIVE ABSENCES DATES
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## Academic Reports

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

Academic Reports

<p><b>CATALOG COURSES</b> →</p> <p>Enrollment data for courses sold via the catalog</p>	<p><b>GRADUATIONS/PLACEMENTS</b> →</p> <p>Graduations/Placements data for student profiles</p>	<p><b>COURSE ATTENDANCE</b> →</p> <p>Attendance by course and status</p>
<p><b>COURSE COMPLETION</b> →</p> <p>Completion by course and date</p>	<p><b>ATTENDANCE &amp; CLOCK HOURS BY COHORT</b> →</p> <p>One-click report on attendance and clock hours by cohort</p>	<p><b>ATTENDANCE &amp; CLOCK HOURS BY SESSION</b> →</p> <p>One-click report on attendance and clock hours by session</p>
<p><b>ATTENDANCE &amp; CLOCK HOURS BY TERM</b> →</p> <p>One-click report on attendance and clock hours by term</p>		

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

Catalog Courses 📅 Enrolled At Jul 16, 2024 Oct 16, 2024

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Sports Gambling Awareness: A 360° Perspective - SGE101

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.

**Academic Graduations and Placements**

PROGRAM: All

Graduated/Completed Date: Jul 16, 2024 to Oct 16, 2024

Step Order

Student Name	Student Email	Student Number	Student Program	Graduation/Employment Status	
Numeric Change					
Student Name	Student Email	Student Number	Student Program	Graduation/Employment Status	
Default Test					
Student Name	Student Email	Student Number	Student Program	Graduation/Employment Status	Date Graduated/Completed

Dropdown menu options:

- Withdrawn Terminated
- Graduate Further Education
- Graduate Unavailable for Employment
- Graduate Available for Employment
- Graduate Employed in Field
- Graduate Unemployed
- Graduate Unknown
- Graduate Unrelated Occupation
- Non-Graduated Obtained Training Related Employment

### 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 Attendance**

COURSE: All

Attendance Date: Jul 16, 2024 to Oct 16, 2024

COURSE	LESSON DATE	STUDENT	STATUS
Course 101	2024-08-08	Lead Lead	absent
Course 101	2024-08-08	Lead Lead	attended
Soft Skills III	2024-08-08	Code Test	absent
Soft Skills III	2024-08-08	Test Test Pay	attended

Dropdown menu options:

- Absent
- Attended
- Tardy
- Early Departure
- Excused Absence

### 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.

☰

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Course Completion

COURSE: All ▾

📅 Attendance Date

Jan 1, 2024

Oct 16, 2024

[Export](#)

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 O3 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 O2 Cohort	Barber	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bar O3 Cohort	Barber	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0