

This information is intended to help Affiliation Super Users understand the Timeline feature in ADLC's Student Information System (SIS) for Student Instruction (SI) students.

The ADLC Student Information System (SIS) has a *Timeline* feature to help students stay on track with their Student Instruction (SI) courses.

Gradebook

In the Gradebook (link in left menu), the timeline due dates for each assignment are shown.

The due dates have also been included in the Progress Report.

Assignment	Possible Points	Earned Points	Grade	Due Date
Assignments				
Assignment Booklet 1	100			2019-05-13
Assignment Booklet 2	100			2019-05-23
Assignment Booklet 3	100			2019-06-03
Assignment Booklet 4	100			2019-06-14
Portfolio				
Assignment Booklet 5	100			2019-06-25

Calendar

In the student's profile under the Main Information section, select **View Calendar**.

You can select to view multiple course timelines at once or one at a time. Holidays will also display on the calendar. The student can also view/print this calendar when they are logged in.

The screenshot shows the ADLC SIS interface. At the top, there is a navigation bar with tabs for MyGenius, Accommodations, Students, Enrollments, Eval Marks, Teachers, Coaches, Courses, Sections, Markers Admin, Shipping, Finance, Reports, Affiliations, and Administration. The 'Students' tab is selected. Below the navigation bar, there is a user profile section for 'TECH ADMIN'. The main content area is divided into three sections: Main Information, Historic Data, and Communications. The 'Main Information' section is expanded to show the 'View Calendar' option. The calendar view is for May 2019 and shows assignments for Chemistry 20 S1. The assignments are listed in a table below the calendar grid.

Select	Course	Start	End	Status	Grade	Assignments	Weeks	Teacher	Registration Date
<input checked="" type="checkbox"/>	Chemistry 20 S1	2019-05-01	2019-06-30	ACTIVE		0 of 29	52	Montgomery, Karla	2019-05-01

Notifications

There are two Timeline email notifications that are sent *only to students*.

Warning email - Notification sent 2 days *before* an assignment is due. This notification is optional for the student and if they would like to opt-in to receive them, they can request their teacher to turn them on.

Due Date Passed - Notification is sent to the student 1 day *after* their due date has passed.

Timeline Report

Under the Enrollments Tab (top) > Timeline Report

You can filter this report with these options in the drop-down menu:

- Days overdue: 1 day or more
- 5 days or more
- 10 days or more

Search criteria:

Days overdue: 15 days or more

Get Data

There are 12 records matching your criteria:

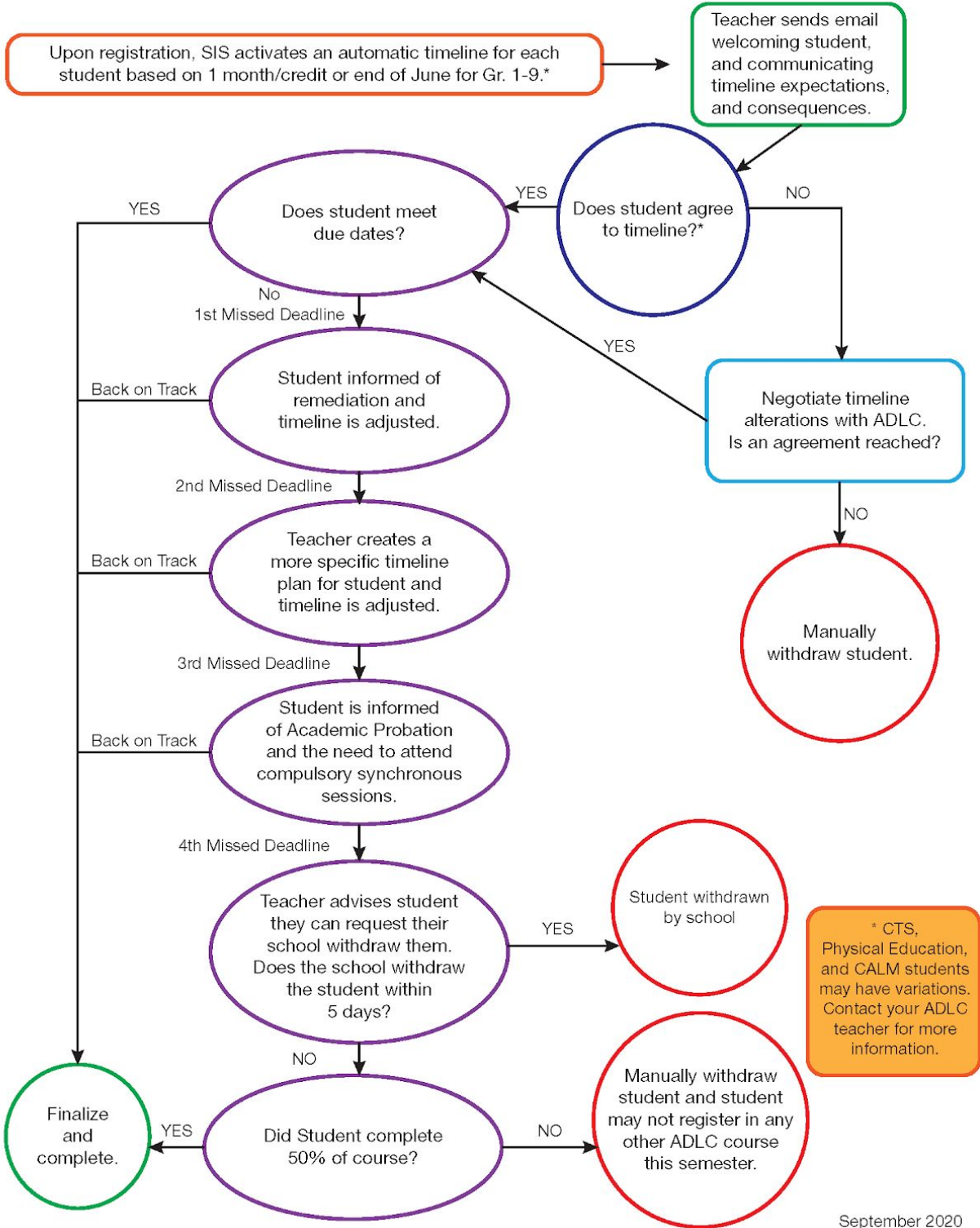
Go to Student	Affiliation	Student	Due Date	Assignment	Start Date	End Date	Expiration
<input type="checkbox"/>			2019-01-07	Accounting Careers & GAAP Quiz	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-01-07	Accounting Careers & GAAP Quiz	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-01-21	Project 2: Training room 1: Assignment 1	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-01-21	Project 2: Training room 1: Assignment 1	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-02-11	Project 2: Training room 1: Assignment 2	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-02-11	Project 2: Training room 1: Assignment 2	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-03-05	Chart of Accounts Assignment Quiz	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-03-05	Chart of Accounts Assignment Quiz	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-03-27	Project 2: Training room 2: Assignment 2	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-03-27	Project 2: Training room 2: Assignment 2	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-04-18	Project 2: Training room 3: Assignment 1	2018-12-04	2019-06-30	2019-06-30
<input type="checkbox"/>			2019-04-18	Project 2: Training room 3: Assignment 1	2018-12-04	2019-06-30	2019-06-30

Mandatory Bulk Emails Optional Bulk Emails

You can also bulk email from this report.

Student Progression @ ADLC

ADLC process for progressing and finalizing students.



* CTS, Physical Education, and CALM students may have variations. Contact your ADLC teacher for more information.

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Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email info@adlc.ca.