

Student Profile Information

Student profile information is used for a number of purposes in Acellus. This guide will cover how to view and modify an individual student's Acellus profile information within the following three sections:

- 1) Profile
- 2) Account
- 3) Statistical Data (Optional)

1) Profile

The first step in modifying an individual student's profile information is to sign into Acellus and then search for a student using the '**Find a Student**' search bar located at the top right corner of the screen.

(Isaac	Q 4	F
My :	lsaac Johnson		

Next, click the 'Student Account' button located at the top right of your screen.

Isaac Johnson 🖒 176 - Gold Learning Credits			ے چ	tudent Account
OUISES Active	Completed	Archived	GPA	3.34
Complete	102 / 290	B- GRADE	Time Spent this Week Percent of Time Spent by Subject Area Science	More
Projected Completion - January 16, 2025 Mathematics Course 2		Я	 Social Studies Language Arts Math 	
6 steps left to meet goal	56 / 476	B- GRADE	Matn	

By clicking on the 'Profile' tab, you will be able to see the student's current profile information.

(See 1997)	ac Johnson 🗹 - Gold Learning Credits		Archive Student
Courses	Profile Parent Access	Reports	
Profile This information	on will be display	ithin the school.	Email Sign-In Card Print Sign-In Card
Picture	First Name	Middle Name	Last Name
	Isaac		Johnson

	Grade Level	Date of Birth	Email
	2nd Grade	 ✓ 11/21/2011 	
Account			
Account This is your Acellus	account information.		
Account This is your Acellus Acellus ID	account information.	Password	
Account This is your Acellus Acellus ID 8168843836	account information.	Password vih32v	Regenerate Password
Account This is your Acellus Acellus ID 8168843836 School ID	account information.	Password vih32v Assigned Username	Regenerate Password

Courses	Profile	Parent Access	Reports	
Profile				
This information	on will be dis	played and used	within the sch	iool.
Picture	First Na	me		Middle Name
	Isaac			
	Grade L	evel		Date of Birth
	2nd C	irade	^	11/21/2011
		Preschool		
Account	ŀ	Kindergarten		
his is your Ac	ellus a 1	st Grade		
cellus ID	✓ 2	nd Grade		Password
		rd Crada		· ····································

Adjusting the student's grade level will automatically adjust their interface.

Students listed as Kindergarten - 3rd Grade will be in the '**Elementary**' interface.

Students listed as 4th - 8th Grade will be in the '**Middle School**' interface.

Students listed as 9th Grade and up will be in the '**High School**' interface.

For more information on the different student interfaces, please check out our *Acellus Student Interface* <u>Tutorials</u> for Elementary, Middle School, and High School.



When the date of birth is specified, Acellus will "celebrate" the student's birthday by placing a "birthday" status next to their profile icon on the '**Live Monitor**'.

It's Isaac Johnson's Birthday!

The email address is another optional field. This option is used in cases where you wish to email the student their login credentials. After adding the email address, you can send the student their Acellus ID and password by clicking the 'Email Sign-In Card' button.

< (Isaac 360 - G	Johnson 🗹 Gold Learning C	Credits		Archive Student X
	Courses	Profile	Parent Access	Reports	
P Tł	Profile his information	will be displ	ayed and used wit	hin the school.	Email Sign-In Card Print Sign-In Card

Isaac		Johnson
Grade Level	Date of Birth	Email
2nd Grade	~] [12/26/2011	isaac.johnson@acellus.org

2) Account

The '**Account**' section shows the student's login credentials. The '**Acellus ID**' and password were automatically generated when the account was created. The student will use these credentials to log into their interface.

360	- Gold Learning (Credits	¢	Archive Student
Courses .	Profile	Parent Access	s Reports	
Account				
This is your Acel	lus account in	formation.		
This is your Acel	lus account in	formation. Pas	ssword	
This is your Acel Acellus ID 8168843836	lus account in	formation. Pas	ssword ih32v	Regenerate Password
This is your Acel Acellus ID 8168843836 School ID	lus account in	formation. Pas	ssword ih32v signed Usernan	Regenerate Password
This is your Acel Acellus ID 8168843836 School ID 10012978	lus account in	formation. Pas	ssword ih32v signed Usernan	Regenerate Password

While the Acellus ID is linked to the student's account and cannot be changed, you do have the option to generate a new password in cases where the previous password is compromised.

To create a new password, click the 'Regenerate	
Password' button. This will automatically create a	
new password from randomly selected characters	

Password	
vih32v	Regenerate Password

School ID		
10012978		

The '**School ID**' is unique to your school's Acellus portal and will be displayed as the same on each student's profile page. This is a identification number used in situations where the student needs to be transferred to a different Acellus portal.

The '**Assigned Username**' feature is commonly used by schools when students already have memorized usernames and passwords.

To set it up, enter the student's existing username, click '**Add Password**', and input their current school-assigned password, and then finish by clicking '**Save**'.

Once configured, students can log in to Acellus using either their Acellus ID and password or their school-assigned username and password.

Assigned Username	
isaac.johnson@schools.org	Add Passwo

3) Statistical Data (Optional)

As the name suggests, the '**Statistical Data**' section is entirely optional. This information is used in cases where you would like to provide additional data about the student.

Language		Economic Status	
Not Specified	~	Not Specified	~
Ethnicity		Education Program	
Not Specified	~	General Education	~

The 'Education Program' is a selection that is primarily used for the 'Year-End Functions' or the 'Bulk Course Enrollment'. By selecting a specific "education program", Administrators are able to quickly perform functions that impact just the student accounts listed in that specific criteria.

For example, an admin can specify a specific course they want all the students in the 'Honors' Education program to be enrolled in.



For Information on **Year-End Functions** and **Bulk Course Enrollment** see our <u>Tutorials</u> page.

Educ	ation Program
Ger	neral Education ^
	None
~	General Education
	Special Education
	Honors

To apply changes you've made, be sure to click the 'Save' button located at the bottom of the page.