

Coding Instructions for ISIS

For students taking virtual courses from home (in addition to their full schedule at the school site)

1. On the Student Screen enter the student's ID number and press F5
2. Under course transfer, enter 1
3. Enter the desired cycle
4. Transfer school number:
 - Academica International Studies – enter 6989
 - Mater Virtual Academy – enter 6440
 - Somerset Virtual Academy – enter 5918
5. Enter the county number as 99
6. Type in the student's grade level
7. Type 999 for days present and 999 for days absent
8. Enter the FL Course Code (use CV)
9. Enter the semester number (1 or 2)

For students taking virtual courses at a school lab (appears on the student's schedule at the school site)

1. Open the course with the facilitator's name (employee on site and MDCPS number)
2. Press the F1 key once in ISIS
3. Press the F9 key
4. On the Applications Menu select 1
5. Under Course Offering select A1 and type Y for the constants
6. Type in the number for the current reporting cycle
7. Type A for the Action
8. Indicate the correct term (the term of the year you are reporting – 1 or 2)
9. Type in the FL Course code with an CV after the course number
10. On the F9 screen, the code should appear with the CV you typed in
11. The facility type needs to be 20