



GALE PRESENTS:
EXCEL ADULT HIGH SCHOOL
Program Manager Guide



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GALE PRESENTS



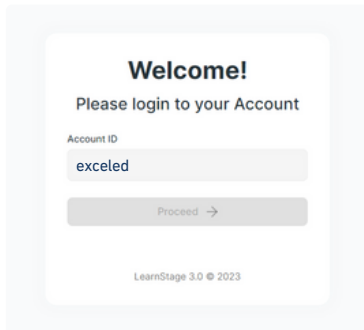
Excel
ADULT HIGH SCHOOL



Getting Started

1 Step 1

Go to admin.learnstage.com/login and enter “exceled” as the Account ID.



Welcome!
Please login to your Account

Account ID
exceled

Proceed →

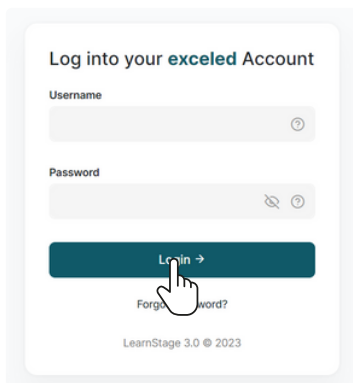
LearnStage 3.0 © 2023

Multi-factor Authentication (MFA) Codes

The system will occasionally require you to enter an MFA code. If you are prompted to enter an MFA code, it will appear in your email inbox immediately for use.

2 Step 2

Enter your username and password. Your username will be sent in your initial email and follows the format of firstname.lastname.



Log into your **exceled** Account

Username

Password

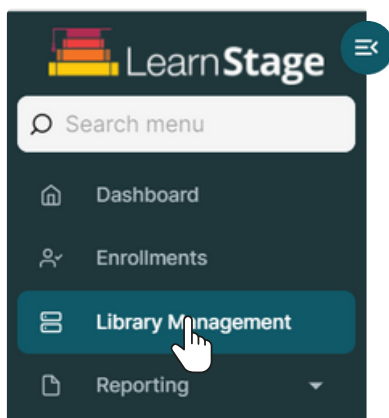
Login →

[Forgot Password?](#)

LearnStage 3.0 © 2023

3 Step 3

Once in your account, navigate to the **Library Management** tab on the main menu.

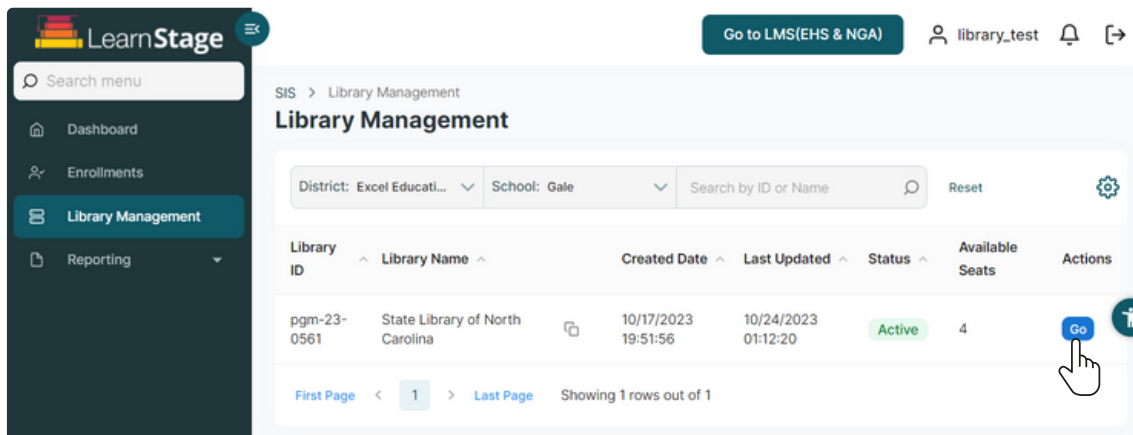


Getting Started (cont.)

4

Step 4

Locate your library from the Library Management database and select **Go**.



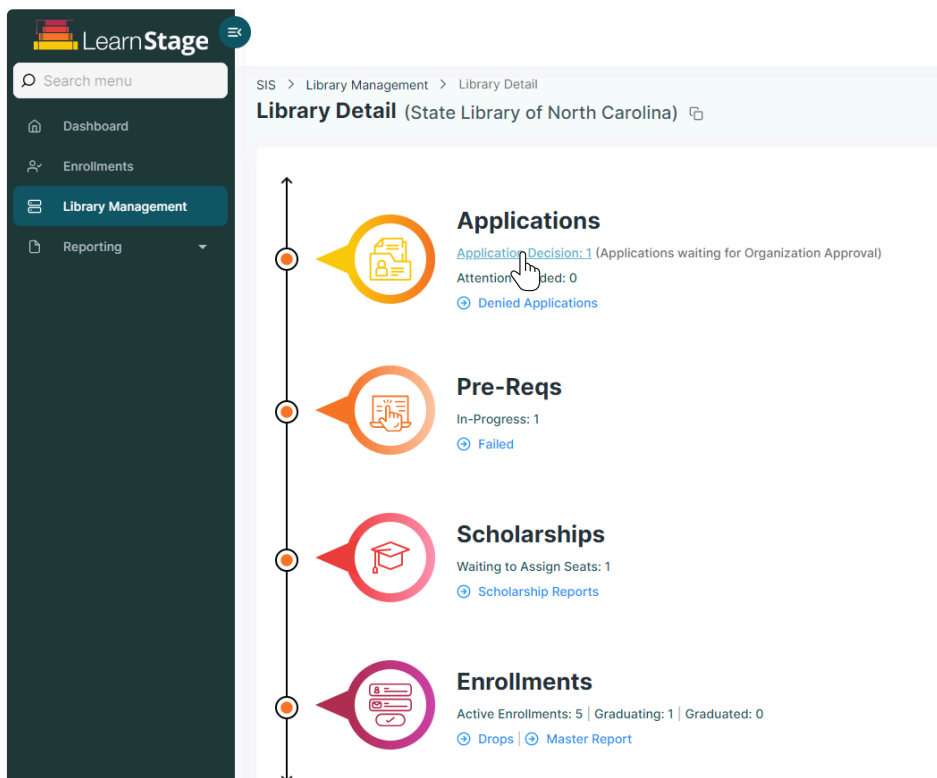
Library ID	Library Name	Created Date	Last Updated	Status	Available Seats	Actions
pgm-23-0561	State Library of North Carolina	10/17/2023 19:51:56	10/24/2023 01:12:20	Active	4	Go

5

Step 5

On the **Library Detail** page, you are able to manage the application through enrollment process. On this page, you can view the number of students in each category.

For enrollment lists, select the categories below each section header. (e.g. [Application Decision: 1](#), [In-Progress: 1](#), [Denied Applications](#)).



Applications
[Application Decision: 1](#) (Applications waiting for Organization Approval)
 Attention Needed: 0
[Denied Applications](#)

Pre-Reqs
 In-Progress: 1
[Failed](#)

Scholarships
 Waiting to Assign Seats: 1
[Scholarship Reports](#)

Enrollments
 Active Enrollments: 5 | Graduating: 1 | Graduated: 0
[Drops](#) | [Master Report](#)

TIP

Clicking into an enrollment list will open the list in a new tab on your browser.

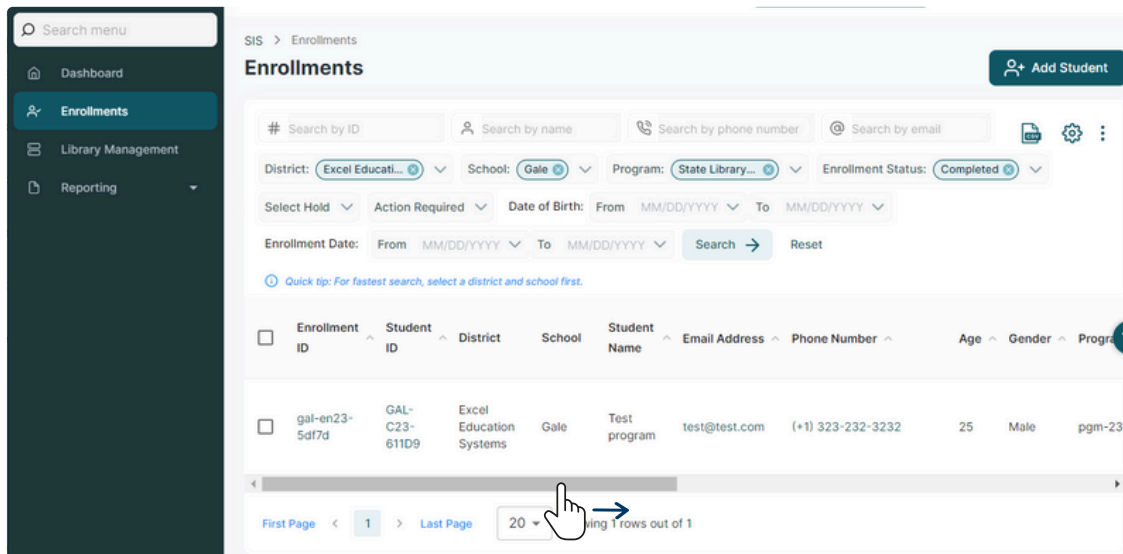
Navigating Enrollments

Accessing a student list will take you to the Enrollments database. Follow the steps below to learn how to navigate through enrollments and to their **Enrollment Details**.

1

Step 1

Use the horizontal scroll bar to view all student information.



SIS > Enrollments

Enrollments Add Student

Search by ID | Search by name | Search by phone number | Search by email

District: Excel Educati... | School: Gale | Program: State Library... | Enrollment Status: Completed

Select Hold | Action Required | Date of Birth: From MM/DD/YYYY To MM/DD/YYYY

Enrollment Date: From MM/DD/YYYY To MM/DD/YYYY Search Reset

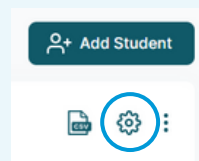
Quick tip: For fastest search, select a district and school first.

Enrollment ID	Student ID	District	School	Student Name	Email Address	Phone Number	Age	Gender	Program
gal-en23-5d17d	GAL-C23-611D9	Excel Education Systems	Gale	Test program	test@test.com	(+1) 323-232-3232	25	Male	pgm-23-

First Page < 1 > Last Page 20 Showing 1 rows out of 1

TIP

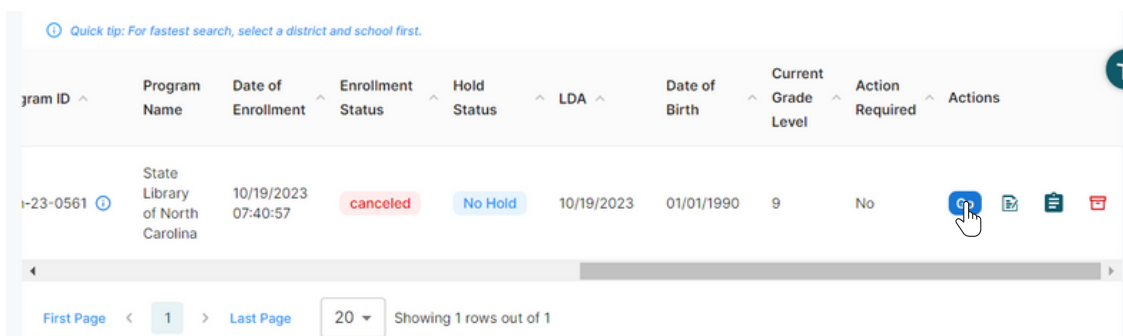
Use the settings button in the upper-right corner of the page to customize your view.



2

Step 2

To view Enrollment Details, scroll all the way to the right and select Go.



Quick tip: For fastest search, select a district and school first.

Program ID	Program Name	Date of Enrollment	Enrollment Status	Hold Status	LDA	Date of Birth	Current Grade Level	Action Required	Actions
23-0561	State Library of North Carolina	10/19/2023 07:40:57	canceled	No Hold	10/19/2023	01/01/1990	9	No	Go 📄 📋 🗑️

First Page < 1 > Last Page 20 Showing 1 rows out of 1

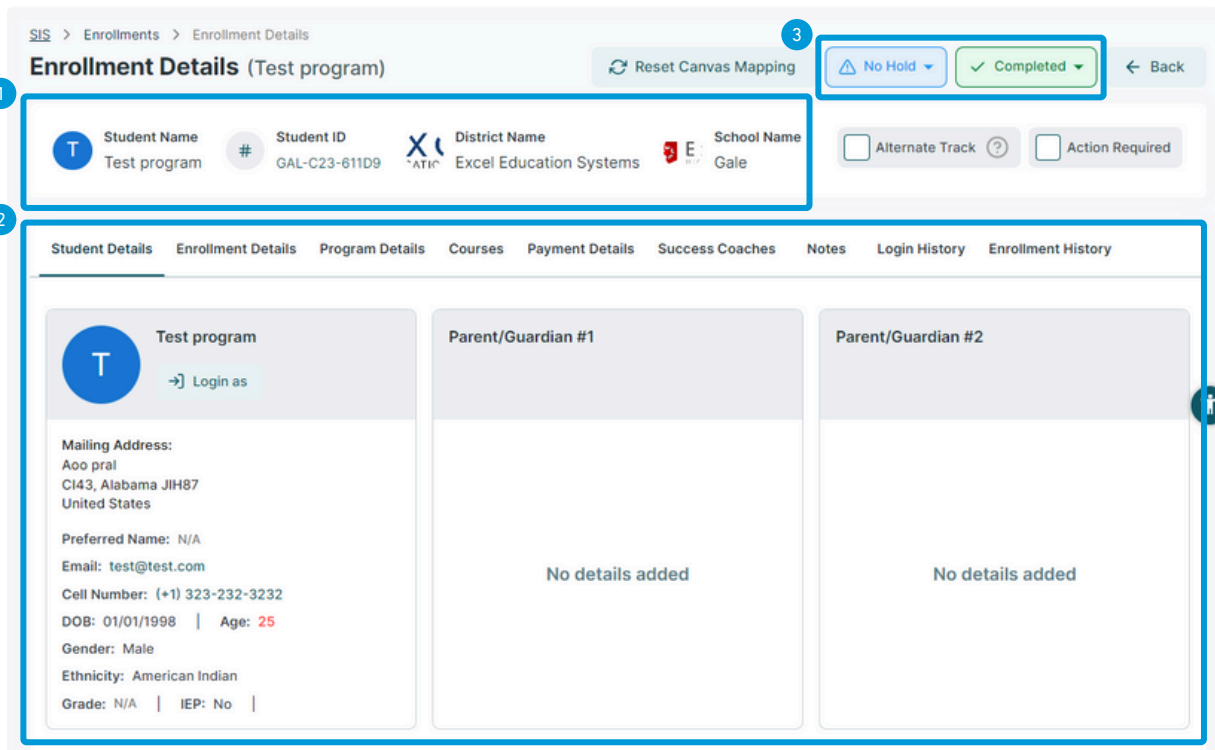
Navigating Enrollments (cont.)

1

The Enrollment Details Page

Use the Enrollment Details page to locate and record student information.

- 1 Basic student information
- 2 In-depth student and enrollment details sorted by tabs
- 3 Hold and enrollment statuses



SIS > Enrollments > Enrollment Details

Enrollment Details (Test program) Reset Canvas Mapping No Hold Completed Back

T Student Name: Test program
 # Student ID: GAL-C23-611D9
 X District Name: Excel Education Systems
 E School Name: Gale
 Alternate Track
 Action Required

[Student Details](#)
 [Enrollment Details](#)
 [Program Details](#)
 [Courses](#)
 [Payment Details](#)
 [Success Coaches](#)
 [Notes](#)
 [Login History](#)
 [Enrollment History](#)

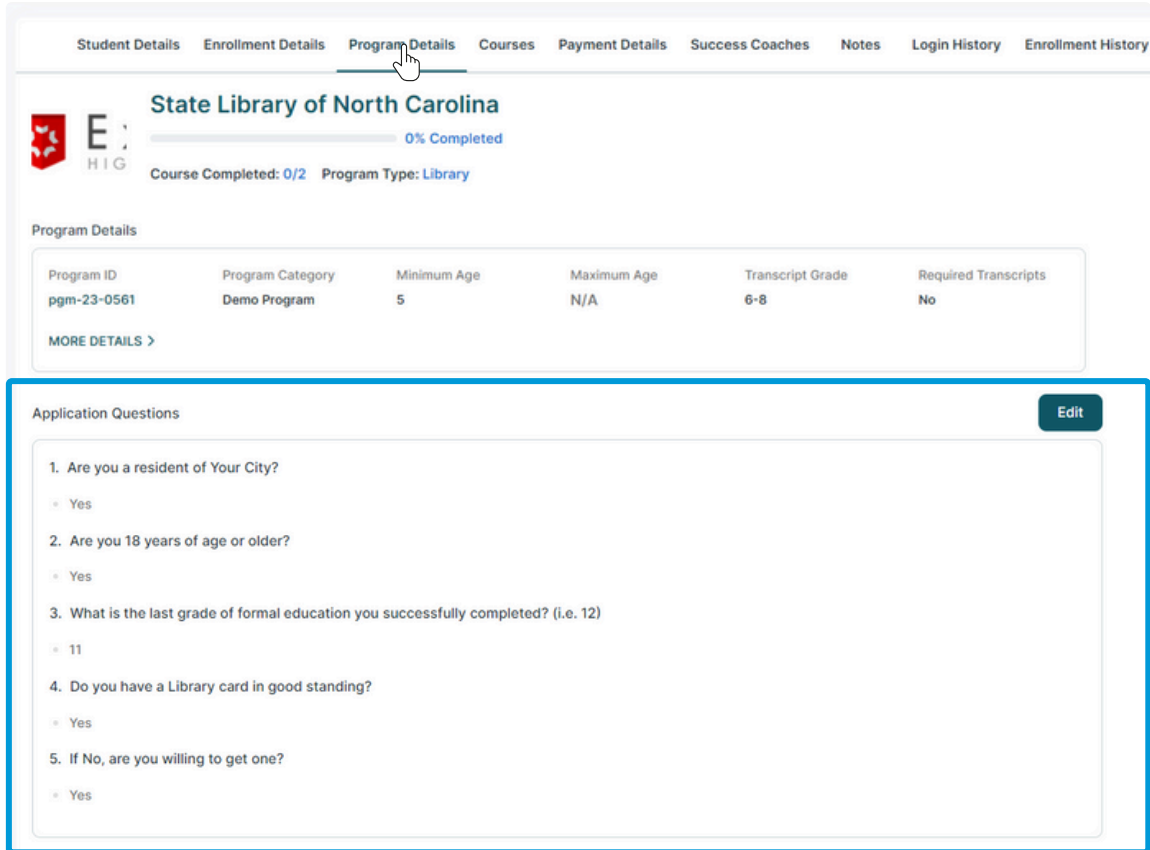
Test program	Parent/Guardian #1	Parent/Guardian #2
<p>T Test program → Login as</p> <p>Mailing Address: Aoo pral CI43, Alabama JIH87 United States</p> <p>Preferred Name: N/A Email: test@test.com Cell Number: (+1) 323-232-3232 DOB: 01/01/1998 Age: 25 Gender: Male Ethnicity: American Indian Grade: N/A IEP: No</p>	No details added	No details added

Navigating Enrollments (cont.)

2

View Application Questions

Use the **Program Details** tab to view a student's answers to the application questions.



The screenshot shows the 'Program Details' tab selected in the navigation menu. The page title is 'State Library of North Carolina' with a progress indicator showing '0% Completed'. Below this, a table lists program details:

Program ID	Program Category	Minimum Age	Maximum Age	Transcript Grade	Required Transcripts
pgm-23-0561	Demo Program	5	N/A	6-8	No

Below the table is a 'MORE DETAILS >' link. The 'Application Questions' section is highlighted with a blue border and contains five questions with radio button options:

- Are you a resident of Your City?
 Yes
- Are you 18 years of age or older?
 Yes
- What is the last grade of formal education you successfully completed? (i.e. 12)
 11
- Do you have a Library card in good standing?
 Yes
- If No, are you willing to get one?
 Yes

An 'Edit' button is located in the top right corner of the Application Questions section.

TIP

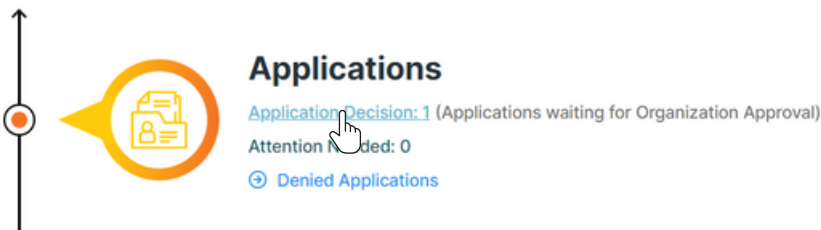
To return to the **Library Detail** page, locate the tab on your browser.

Approving or Denying an Application

Program managers will decide to “approve” or “deny” a student. Students will receive an automatic email about the decision. Follow the steps to approve an application.





1 Step 1

Select Application Decision.



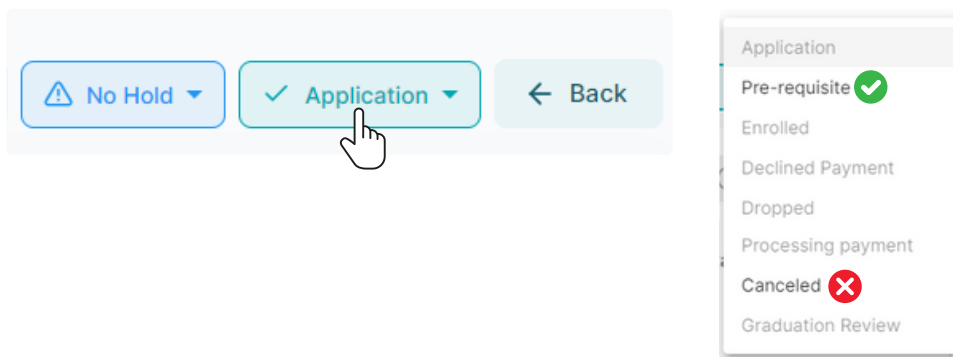
2 Step 2

Select **Go** on an enrollment to open **Enrollment Details**.

Date of Enrollment	Enrollment Status	Hold Status	LDA	Date of Birth	Current Grade Level	Action Required	Actions
10/20/2023 04:27:04	Application	No Hold	10/20/2023	11/01/1987	10	No	   

3 Step 3

Click on the enrollment status to open the status options. To **approve** an application, select **Pre-requisite**. To **deny** an application, select **Canceled**.



The system moves any approved applications to the **Pre-Reqs** category and automatically places them in the 14-day pre-requisite Life Skills course (Canvas).

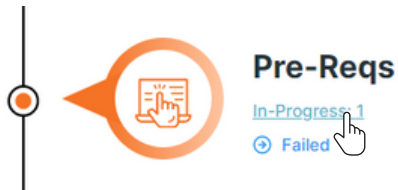
Monitoring the Pre-Reqs Category

Students who are enrolled in the pre-requisite Life Skills course are held in the **Pre-Reqs** category.

1

Monitoring Students in Pre-Reqs

Program managers can click the **In-Progress** button to monitor or evaluate a student account.



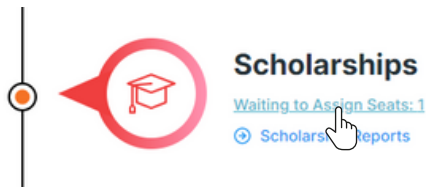
Each morning, the Learn Stage dashboard automatically updates and moves any students who pass the the pre-requisite course to the **Waiting to Assign Seats** folder under Scholarships.

Assigning Scholarship Seats

All students who are eligible to receive a scholarship after passing the pre-requisite course will be held under the **Scholarships** section and in the **Waiting to Assign Seats** category.

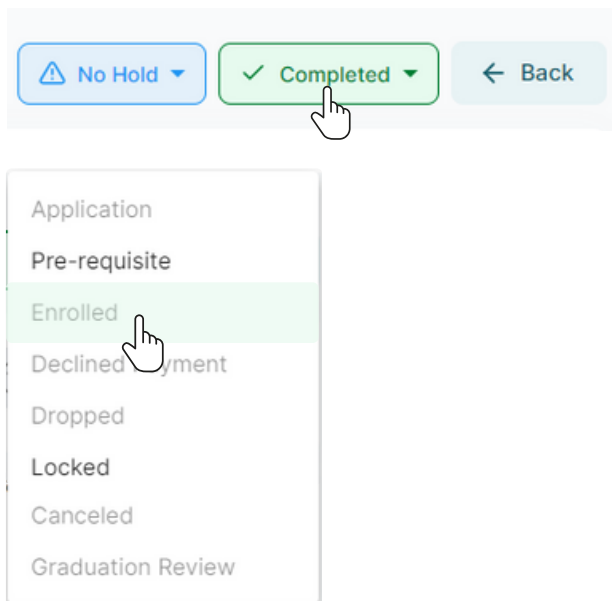
1 Review Eligible Students

Program managers can click **Waiting to Assign Seats** to locate student enrollments and evaluate who is eligible for a scholarship. Return to pages 4-5 to see an overview of the **Enrollment Details** page for reviewing student information.



2 Assign a Seat

To assign a seat to a student, go to a student's **Enrollment Details** and change their status to **Enrolled**.



Now, the student has a seat in the program and can begin their coursework for earning a diploma.

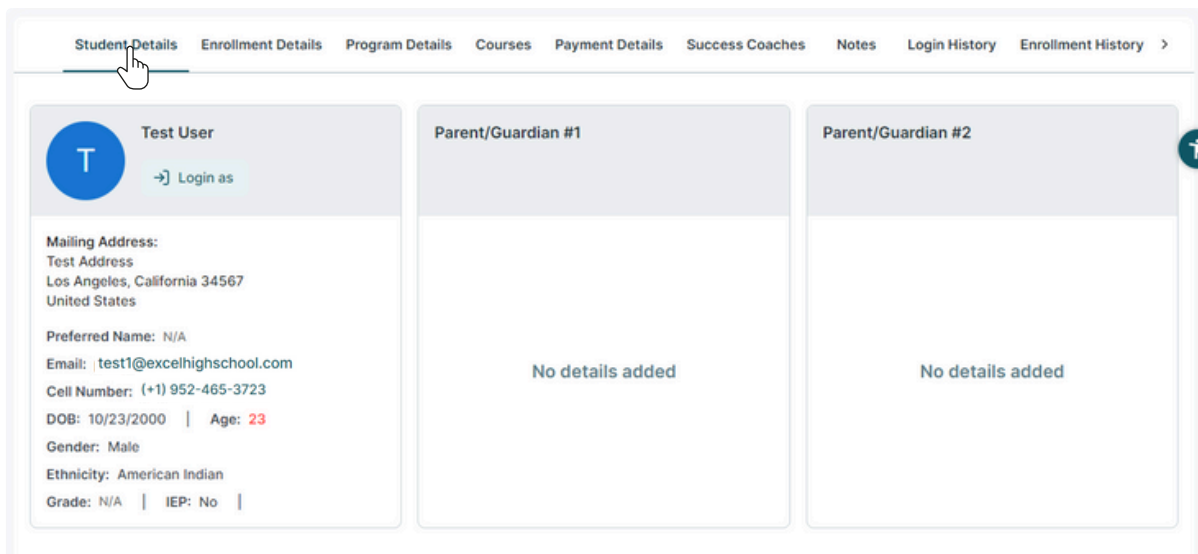
Monitoring Active Enrollments

Enrollments with seat assignments can be monitored through their **Enrollment Details** page. See below for an overview of the useful tabs on this page.

1

The Student Details Tab

View general student information on the **Student Details** tab.



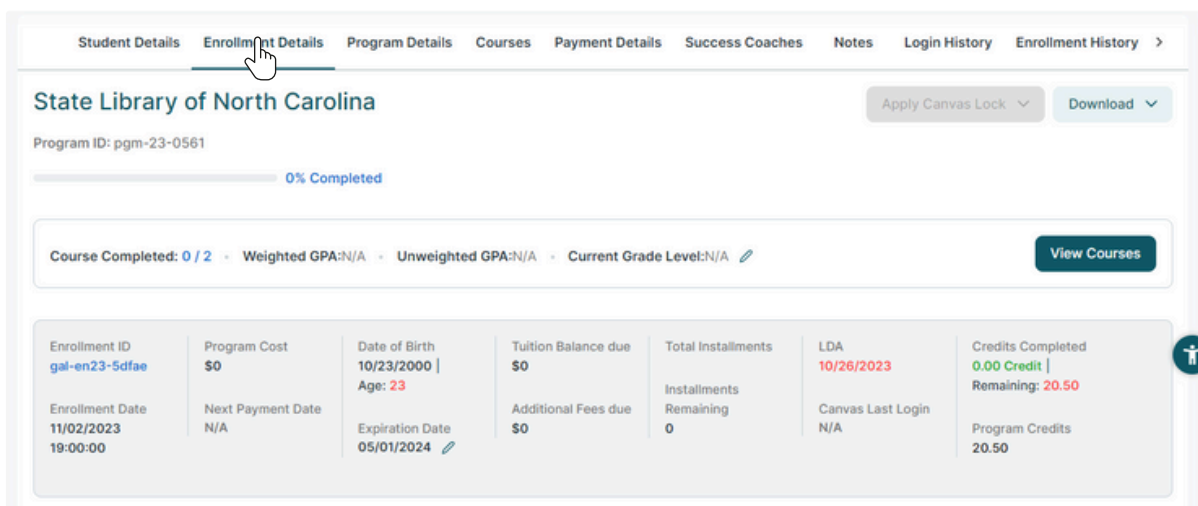
The screenshot shows the 'Student Details' tab selected in a navigation menu. The main content area is divided into three columns:

- Student Profile:** Displays a profile card for 'Test User' with a 'Login as' button. Below the profile, it lists personal information: Mailing Address (Test Address, Los Angeles, California 34567, United States), Preferred Name (N/A), Email (test1@excelhighschool.com), Cell Number (+1) 952-465-3723, DOB: 10/23/2000 | Age: 23, Gender: Male, Ethnicity: American Indian, and Grade: N/A | IEP: No.
- Parent/Guardian #1:** A placeholder box with the text 'No details added'.
- Parent/Guardian #2:** A placeholder box with the text 'No details added'.

2

The Enrollment Details Tab

View a student's key enrollment details on the **Enrollment Details** tab. (e.g., Enrollment Date, Expiration Date, LDA (Last Date Active), etc.)



The screenshot shows the 'Enrollment Details' tab selected. The main content area displays enrollment information for a student at the State Library of North Carolina:

- Program Information:** State Library of North Carolina, Program ID: pgm-23-0561, 0% Completed.
- Course Progress:** Course Completed: 0 / 2, Weighted GPA: N/A, Unweighted GPA: N/A, Current Grade Level: N/A. A 'View Courses' button is present.
- Enrollment Summary Table:**

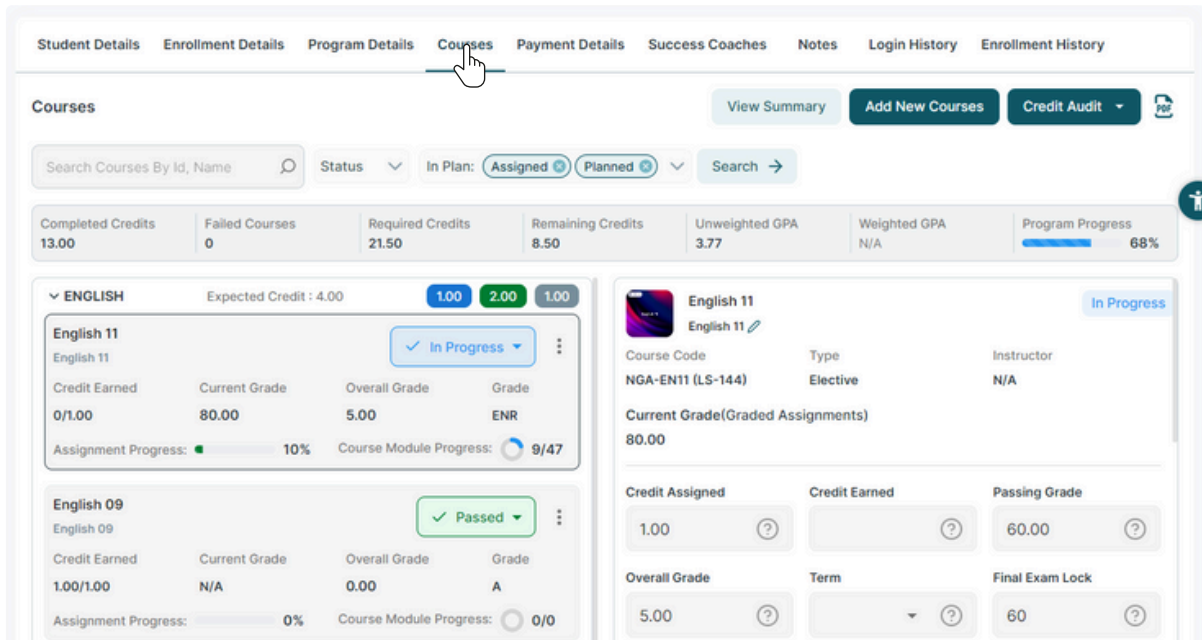
Enrollment ID gal-en23-5dfae	Program Cost \$0	Date of Birth 10/23/2000 Age: 23	Tuition Balance due \$0	Total Installments 0	LDA 10/26/2023	Credits Completed 0.00 Credit Remaining: 20.50
Enrollment Date 11/02/2023 19:00:00	Next Payment Date N/A	Expiration Date 05/01/2024	Additional Fees due \$0	Installments Remaining 0	Canvas Last Login N/A	Program Credits 20.50

Monitoring Active Enrollments (cont.)

3

The Courses Tab

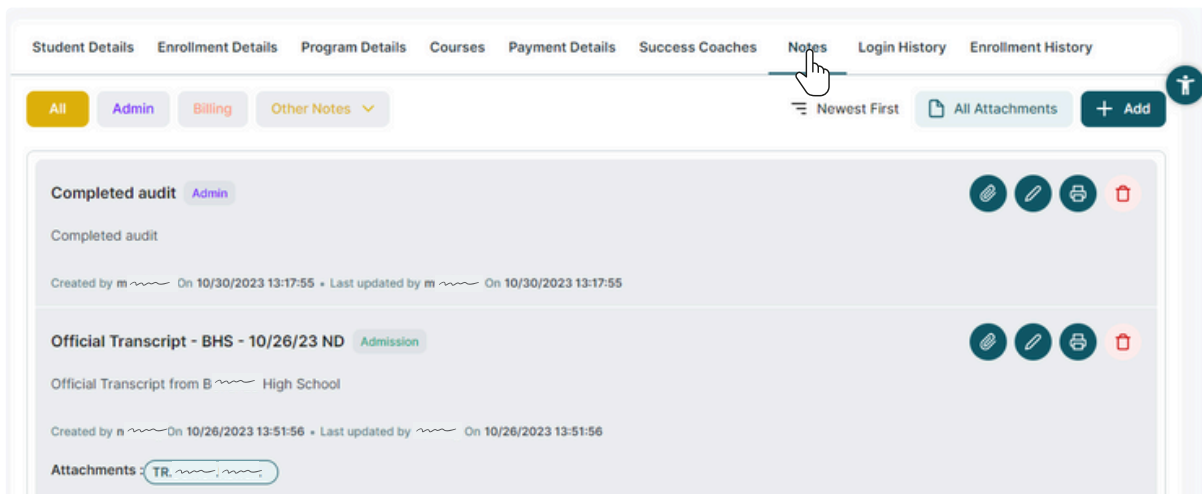
Review a student's completed, active, and planned courses on the **Courses** tab. Active courses include assignment and module progress trackers.



4

The Notes Tab

Review notes made by support staff on the **Notes** tab.

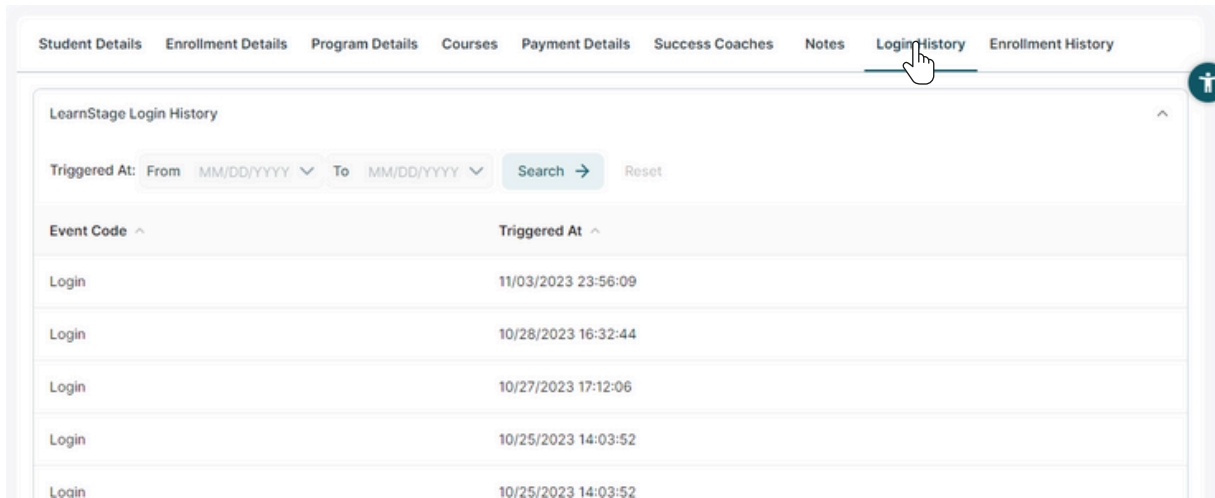


Monitoring Active Enrollments (cont.)

5

The Login History Tab

Monitor a student's activity through the **Login History** tab.



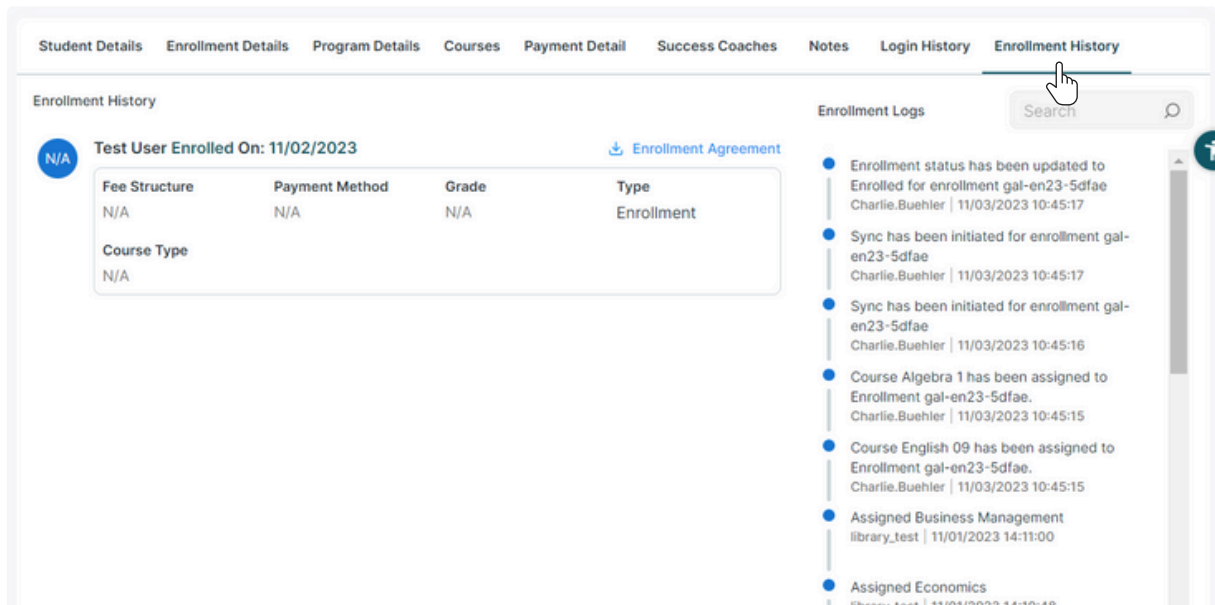
The screenshot shows the 'Login History' tab selected in the top navigation bar. Below the navigation bar, there is a search section for 'LearnStage Login History' with 'Triggered At' filters for 'From' and 'To' dates, a 'Search' button, and a 'Reset' link. A table below displays the login history with columns for 'Event Code' and 'Triggered At'.

Event Code ^	Triggered At ^
Login	11/03/2023 23:56:09
Login	10/28/2023 16:32:44
Login	10/27/2023 17:12:06
Login	10/25/2023 14:03:52
Login	10/25/2023 14:03:52

6

The Enrollment History Tab

Review administrative actions recorded on the account under the Enrollment Logs in the **Enrollment History** tab.



The screenshot shows the 'Enrollment History' tab selected in the top navigation bar. Below the navigation bar, there is a search bar for 'Enrollment Logs'. The main content area is divided into two sections: 'Enrollment History' and 'Enrollment Logs'.

Enrollment History:

- Test User Enrolled On: 11/02/2023** [Enrollment Agreement](#)

Fee Structure	Payment Method	Grade	Type
N/A	N/A	N/A	Enrollment

Enrollment Logs:

- Enrollment status has been updated to Enrolled for enrollment gal-en23-5dfae Charlie.Buehler | 11/03/2023 10:45:17
- Sync has been initiated for enrollment gal-en23-5dfae Charlie.Buehler | 11/03/2023 10:45:17
- Sync has been initiated for enrollment gal-en23-5dfae Charlie.Buehler | 11/03/2023 10:45:16
- Course Algebra 1 has been assigned to Enrollment gal-en23-5dfae. Charlie.Buehler | 11/03/2023 10:45:15
- Course English 09 has been assigned to Enrollment gal-en23-5dfae. Charlie.Buehler | 11/03/2023 10:45:15
- Assigned Business Management library_test | 11/01/2023 14:11:00
- Assigned Economics library_test | 11/01/2023 14:10:48

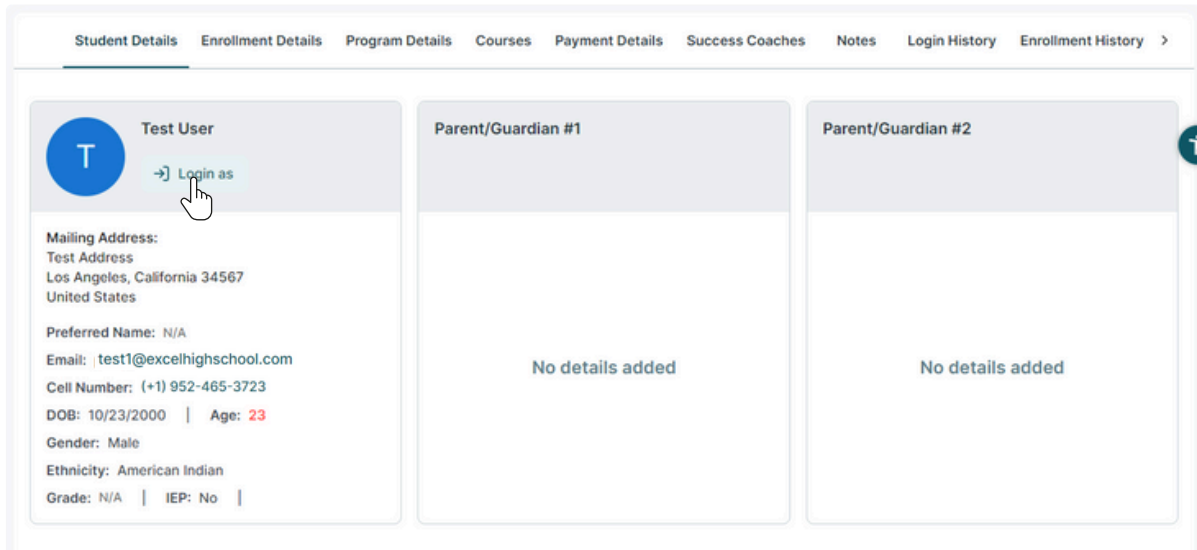
Logging in as a Student

To see the student's view and access their Canvas account, you can log in as a student. Follow the steps below to learn how.

1

Step 1

On the **Student Details** tab, select **Login as**.

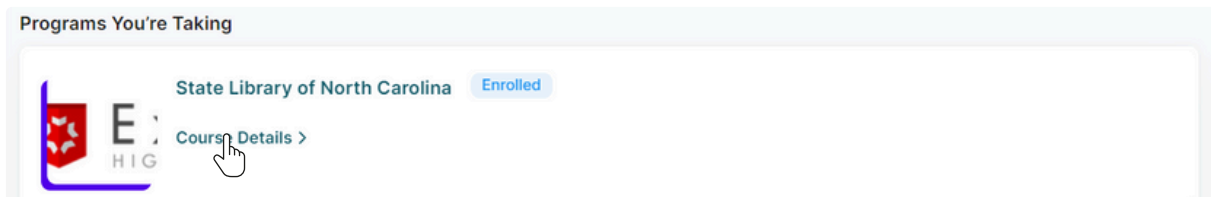


The screenshot shows the 'Student Details' tab selected in a navigation menu. The main content area is divided into three columns. The first column, titled 'Test User', contains a profile card with a blue circular avatar containing the letter 'T'. To the right of the avatar is a button labeled 'Login as' with a right-pointing arrow. A hand cursor is pointing at this button. Below the profile card, there is a list of personal details: Mailing Address (Test Address, Los Angeles, California 34567, United States), Preferred Name (N/A), Email (test1@excelhighschool.com), Cell Number (+1) 952-465-3723, DOB: 10/23/2000 | Age: 23, Gender: Male, Ethnicity: American Indian, and Grade: N/A | IEP: No. The second and third columns, titled 'Parent/Guardian #1' and 'Parent/Guardian #2', both display 'No details added'.

2

Step 2

Select **Course Details** under **Programs You're Taking** to view program details and courses.

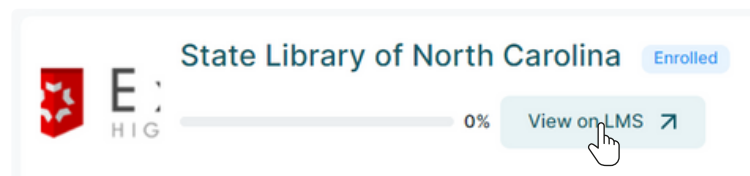


The screenshot shows the 'Programs You're Taking' section. It features a card for 'State Library of North Carolina' with an 'Enrolled' status. To the left of the card is the Excel High School logo. Below the card name is a button labeled 'Course Details >' with a right-pointing arrow. A hand cursor is pointing at this button.

3

Step 3

Select **View on LMS** to be taken to the student's Canvas account.



The screenshot shows the 'State Library of North Carolina' program card. It includes the Excel High School logo, the program name, and an 'Enrolled' status. Below the program name is a progress bar showing '0%'. To the right of the progress bar is a button labeled 'View on LMS' with an external link icon (an arrow pointing up and to the right). A hand cursor is pointing at this button.

Essential Transcript and ID Processes

Transcripts

Excel High School accepts transfer credits for courses completed at other accredited high schools, colleges, and successfully passed portions of the GED, HiSET, or TASC. To receive transfer credit, Excel High School requires an official transcript.

Transcripts must be an official copy, submitted from the student's previous high school directly to EHS.

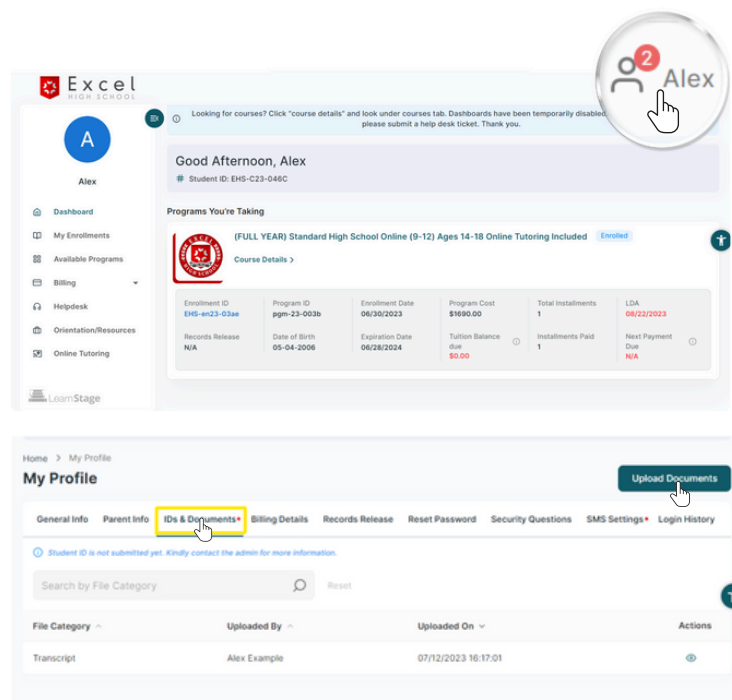
Student will receive instructions in their welcome email for how to have their transcript sent to EHS from their previous school or use [this page](#) of the EHS website.

Transcripts can also be mailed to EHS in an envelope sealed by their previous school.

Excel High School
601 Carlson Parkway, Suite 1250
Minnetonka, MN 55305

Government-Issued Photo ID

Students must submit a valid government-issued photo ID in order to be eligible for graduation. Examples of a government-issued photo ID are a driver's license or passport. To submit their ID, students should upload an image of their ID to their Learn Stage account as pictured below.



The screenshot shows the student dashboard for Alex. The top navigation bar includes the Excel High School logo and a user profile icon labeled 'Alex'. A message at the top reads: "Looking for courses? Click 'course details' and look under courses tab. Dashboards have been temporarily disabled, please submit a help desk ticket. Thank you." Below this, a greeting says "Good Afternoon, Alex" with the student ID "EHS-C23-046C".

The main content area is titled "Programs You're Taking" and lists a program: "(FULL YEAR) Standard High School Online (9-12) Ages 14-18 Online Tutoring included" with a status of "Enrolled". Below this is a table with the following data:

Enrollment ID	Program ID	Enrollment Date	Program Cost	Total Installments	LDA
EHS-en23-03ae	pgn-23-003b	06/30/2023	\$1890.00	1	08/22/2023
Records Release	Date of Birth	Expiration Date	Tuition Balance	Installments Paid	Next Payment Due
N/A	05-04-2006	06/28/2024	\$0.00	1	N/A

At the bottom of the dashboard, the "My Profile" section is visible. It includes tabs for "General Info", "Parent Info", "IDs & Documents", "Billing Details", "Records Release", "Reset Password", "Security Questions", "SMS Settings", and "Login History". The "IDs & Documents" tab is highlighted with a yellow box. A blue "Upload Documents" button is located above the document list. A circular callout with a hand icon points to this button.

Below the "My Profile" section, there is a search bar for "File Category" and a table of uploaded documents:

File Category	Uploaded By	Uploaded On	Actions
Transcript	Alex Example	07/12/2023 16:17:01	

FAQs

Q How long will it take for a student to complete the program?

A Students can complete courses at their own pace. If a student has six courses on their dashboard to complete, it may take them two to four months. On average, it takes three to six months for adult students to complete a grade level. The more time a student invests, the more quickly they can complete the program.

Q Are notes allowed during quizzes and final exams?

A Yes, handwritten or printed-out notes are permitted. No cell phones or additional computer devices are allowed.

Q What are approved devices to access lessons, quizzes, and the final exams?

A The program is accessible from a cell phone, tablet, or desktop. Students can complete all parts of the course, except a final exam, using multiple devices. Final exams must be accessed only through the Chrome browser using only a laptop or desktop.

Q How many attempts are available for quizzes and final exams?

A Students are allowed multiple attempts on quizzes and final exams (three attempts on quizzes, two attempts on the final exam). Students should review each attempt, take additional notes, and then retake the final.

Q When will usage reports be sent to me?

A There are no automated reports. All program managers will manually pull their students' progress reports. The Excel High School Success Coach can also be contacted as needed.

Q Where do I send students who are having technical issues in the course?

A If students are having technical issues in the course, they should first make sure that they have all the technology requirements listed on the library website. If they are still having trouble, they can submit a Help Desk ticket on the Excel High School console page or contact their EHS success coach.

FAQs (cont.)

Q Can students retake the pre-requisite course?

A The program manager can determine whether or not to give a student a second opportunity to take the pre-requisite course.

Q How can the library support students with their transcripts?

A We recommend program managers encourage students to start the process of requesting their transcripts. The Excel High School transcript form can be downloaded from your library's student recruitment marketing website. Students can also find the form in their welcome email sent by Excel High School. Transcripts are official documents and must be sent directly from the former school to Excel High School.

Q Is any form of identification required at any time during the program?

A Students are required to submit a government-issued photo ID prior to graduating.

Q Do students have to read everything? Is there an audio option?

A There are several extensions available in the Chrome browser that will help the adult student who does not want to "read" everything. Students should go to Chrome settings and search to download or add extensions to the dashboard. Optional extensions include:

- Immersive Reader
- Google Translate
- Speak It

Q Do students have to complete the specific assigned courses on their dashboard?

A According to accreditation standards, 25% of a student's credits must be earned at the graduating school, which is a total of six courses. Students must take:

- 1 English, 1 Math, 1 Science, 1 Social Studies, 2 Electives taken through EHS

Some students may need to complete more than six courses in order to earn the 21.5-credit diploma. As students complete each course, we will add any additional credit requirements to their dashboard.

FAQs (cont.)

Q Where can I find courses that are offered with Excel High School?

A You can find our course offerings on our website, excelhighschool.com.

Q What are the graduation requirements?

A

Course	Credits Required
English	4.0
Math	3.0
Science	3.0
Social Studies	3.5
Health	0.5
PE	0.5
Art	1.0
Electives	6.0
Total	21.5

Q How long will it take to complete a final exam?

A Students usually take between 30 minutes to an hour on final exams, but they are allowed to take up to 120 minutes (two hours) on all final exams and quizzes.

- Once the 120 minutes are reached, the quiz or exam times out.
- Students are provided two attempts for all quizzes and final exams.

Q What is the policy for passing and what if a student fails a final exam?

A A passing final exam score is 60% or higher. If a student scores below a 60% on the first attempt, a second attempt is available. Students should review the exam questions and prepare comprehensive notes prior to taking their second attempt.

Q Are there any written assignments?

A Yes, written assignments are required to complete English courses.

- All English classes require written assignments.
- All written assignments must be passed with a 60% or higher to pass the class.
- Students can access [The Writing Lab](#) for helpful resources.

FAQs (cont.)

- Q** What if a student has questions or needs assistance with course content?
- A** Excel High School employs a fully qualified instructional and support staff. Support services are available to all students through the Help Desk ticket system on their student accounts.

Who to Contact

Library-related questions?

Contact Allie Everett.

Student-related questions?

Contact an EHS Success Coach.

Student-related technical questions or concerns?

Contact the Learn Stage Help Desk.

Contact Information

Allie Everett

Customer Success Manager
allie.everett@cengage.com
800-877-4253 ex. 18631

EHS Success Coach

galesupport@excelhighschool.com