

# Provost Virtual Student

Spend less time with your data and more with your students



Provost Virtual Student is a modular web service that logically routes and controls your data, minimizing your work and allowing you to focus on your students...not your data.



P R O V O S T  
S Y S T E M S

*"Before we used Provost Virtual Student, our students were enrolled manually and it was generally a week before we contacted them and confirmed their registration.*

*With Provost Virtual Student, confirmation is now auto-emailed to students within 24 hours of enrollment."*

**- David Zeiler**  
**Coordinator of Online Services,**  
**Pennsylvania Cyber Charter School**  
**Number of Students: 5,000**

**Made to Order.** Provost Virtual Student is a modular Student Information System, designed expressly for today's online and hybrid-online school environments. While it is used by some of the largest online education providers in the U.S., its tier-price scalability allows it to be implemented by schools and universities hosting a smaller number of students, giving you the room you need to grow, seamlessly.

After its initial setup, Virtual Student routes and controls your data, minimizing your workload and giving you peace of mind.

Imagine what life would be like if you no longer had to deal with duplicate records or clumsy workflow processes.

Imagine no longer having to manually move data from one system to another, or direct the flow of data, or worry about whether newer records were being overwritten with older ones.

Imagine never having headaches over the add/drop of student courses, maintaining wait-lists or monitoring

course capacities and prerequisites.

With Virtual Student, you simply specify triggers for dataflow processing and control all access to data through the permissions and roles you assign. From enrollment to graduation, Virtual Student has you covered.

**How it Works.** Schedule a demo walkthrough of our system today to see how closely it matches your current workflow processes.

Remember that a system designed around your organization will have faster adoption by, and smoother integration to, your staff.

Since Virtual Student is designed expressly for the management of online students, the demo of our processes should seem reassuringly familiar. (You may also gain insights into workflow process improvements you've never even thought of.) Please review the other side of this sheet and let us know when we could arrange a custom Live Meeting demo for you.

## Registration and Enrollment

- Capture student data online/offline
- Create custom enrollment form templates; specify required fields
- Associate student with a resident school district (drop-down list)
- Auto-populate contact info for siblings
- Auto-assign academic advisor(s) to student, based on criteria you define
- Auto-assign student IDs
- Auto-generate username and password for each student to use in other systems
- Integration to inventory systems to trigger course material shipments

## School Administration

- Specify schools, school terms, grade levels

- Assign roles (access privileges) to specific individuals within your organization

## Course Administration

- Create courses
- Differentiate synchronous courses from asynchronous courses
- Assign teachers to courses
- Create course catalog
- Assign course prerequisites
- Course capacity checking
- Course wait lists
- Add/Drop functionality

## Student Administration

- Enroll students in courses
- Manage student transfers
- Map transfer courses to the course catalog

- Manage grades
- Manage transcripts
- Email student schedules
- Store attendance data from LMS
- Track behavior and discipline
- Store health records
- Assessment reporting

## End of Year Administration

- Import grades from LMS
- Reports and exports
- Year-end processing
- Course catalog roll-over
- Student graduation
- Grade level changes
- Transfers

The screenshot displays the Provosts Systems web application interface, organized into several main sections:

- Menu:** A vertical sidebar on the left containing options like Home, Create Application, Create Interview, Create Question, Create Role, Create School, Create School Term, Create User, Create IS, Create IS Type, Create IS Team, and Create Grade Level.
- Admin:** A small panel below the menu with buttons for Company, Portlets, Server, Users, Groups, and Roles.
- Interviews:** A section titled "Lookup Interviews" with a "View By School:" dropdown menu set to "Select a school".
- Schools:** A section titled "Lookup School" featuring a table with columns for School Name, City, State, and Status. The table shows three rows: Buckeye (Active), PCC (Active), and LPPACS (Midland, Pennsylvania, Active). Navigation controls for rows and pages are visible above the table.
- SchoolTerms:** A section titled "Lookup School Term" with a "View School Term for:" dropdown menu set to "Select a school" and a search button.
- Roles:** A panel on the right titled "Roles" containing a table of roles and their privileges.
 

Role Name	View Privileges
System Administrator	[+]
Instructional Supervisor	[-]
<ul style="list-style-type: none"> <li>• Student Note Delete</li> <li>• Student Setup</li> <li>• IS View</li> <li>• Full Credential View</li> <li>• Attendance Lookup</li> <li>• Entry Withdrawal View</li> <li>• Attendance Edit</li> <li>• Student Note Edit</li> <li>• Student Enrollment</li> <li>• School District Edit</li> <li>• Contact Edit</li> <li>• Student Note Create</li> <li>• School District View</li> </ul>	
School Administrator	[+]
I.S. Scheduler	[+]
I.S. Administrator	[+]



### Corporate Headquarters

2350 Mission College Blvd., Suite 972  
 Santa Clara, California 95054  
 www.provostsystems.com  
 T (888) 891-9115  
 F (408) 416-3241  
 sales@provostsystems.com