



How-To Select Course(s) with MyDistrict Virtual School

Follow these steps to request courses through MDVS.

<p>1. Begin by going to the Florida Virtual School (FLVS) website.</p>	<p>www.flvs.net</p>
<p>2. Select "Login" from the top menu.</p> <p>Be sure to select "FLVS Part Time (VSA)" in the drop down menu.</p> <p>Once you are logged in, select "Virtual School Administrator"</p>	 A screenshot of the Florida Virtual School (FLVS) website's top navigation bar. The background is dark blue. On the left, it says "Florida VirtualSchool" and on the right, "FLVS GLOBAL". Below this, there is a white navigation bar with several links: "LOGIN", "SIGN UP", "ABOUT US" (with a dropdown arrow), and "QUICK". The "LOGIN" link is circled in red.
<p>3. Click the "Request New Courses" tab at the top of the page.</p>	 A screenshot of the Virtual School Administrator dashboard. At the top, it says "Florida VirtualSchool" and "MyDistrict Virtual School : Virtual School Administrator". Below this is a blue navigation bar with four tabs: "Student Records", "Dashboard", "Messages", and "Request New Courses". The "Request New Courses" tab is circled in red.

4. If requested, verify your information.

Student Info Verification

Please verify or update the following student information before requesting for a new

Physical School

Type of Student: US Student
State: Florida
Select by: District
District: Putnam
Physical School: Palatka High School

School Name: Palatka High School
School Type: Public School
Address: 302 Mellon Road
Palatka, FL 32177
Phone: (386) 329-0577
Florida Virtual School Counselor: Michell Washington

Counselor

Physical School Guidance Counselor: [Select]
Phone Number:
Fax Number:
Email Address:

Grade Level

Grade Level: 10

Address

Primary	Address *	City *	Country *
<input checked="" type="checkbox"/>	3841 Reid St	Palatka	United States

Example Address Description: "Grandmother's house"

[Add Another Address](#)

5. In the Course Catalog, refine your course search by Education Level and Subjects.

Education Level

High School

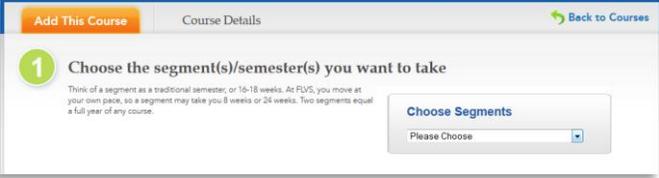
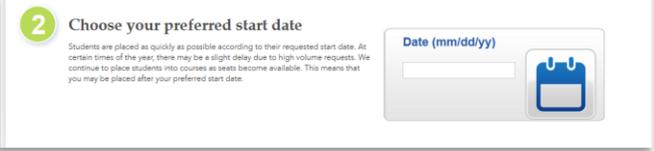
- Regular ⓘ
- Honors ⓘ
- Advanced Placement ⓘ

Middle School

- Regular ⓘ
- Advanced ⓘ

Subjects

- Art / Visual Arts
- Business Technology
- Career Technical Education
- English
- Experiential Education
- Foreign Language
- Health / Physical Education

<p>6. You may also use the Search Bar to search by Subject, Course Name, or Course Code.</p>	
<p>7. You can hover over a course to see its description.</p>	
<p>8. Once you have selected the course you want, choose the segment(s) you want to take.</p>	
<p>9. Select your preferred start date from the drop down menu.</p>	

10. From the drop down menu, select “MyDistrict Virtual School. This will allow you to choose MDVS courses.

3 Choose the virtual school you would like to take

Please select whether you would like to take this course with through Florida Virtual School or your District Virtual School

Please Choose
Please Choose
MyDistrict Virtual School
Florida Virtual School

How does my District Virtual School differ from Florida Virtual School?

11. Click the yellow “Continue” arrow at the bottom of the screen.

Back to Courses

Continue

12. Complete the Florida Virtual School Survey.

Florida Virtual School Survey

English I

Develop language arts skills by reading, writing, listening, viewing and speaking. You will learn...

ENGLISH 1

Total Credits: 1.0
Course Code: 1001310
Est. Completion Time: 2 segments/32 36 weeks
Cost: Free to Florida residents

1 *What are the main reasons you are taking a FLVS course? (Check all that apply)

- Early graduation
- To catch up and graduate on-time
- Satisfies entire course graduation requirement
- Credit recovery
- Grade forgiveness
- School assigned
- Course not available elsewhere
- Allows flexibility to choose other courses at my other school
- Allows more time for extra-curricular activities
- Start date can be any time during the year
- Access course anytime during the year
- Work at fast or slow as needed
- Quality of instruction
- Online format preferred
- Hospital/homeschool
- Support for homeschool instruction
- Other
- Not taking this course

2 *Is this course on your course schedule with your physical school? (select only one)

This information is required for Department of Education mandate and will not affect your course placement.

- Yes, this is on my class schedule
- No, this is not on my class schedule
- I don't know if this is on my class schedule

3 How did you hear about us?

Please Choose

If you received a referral code, please enter it in the box below

13. Review your course selections and click the yellow “Continue” arrow.

My Backpack

Course	Credits	Segment/ Semesters	Earliest Preferred Start Date	Virtual School	Survey	Edit	Delete ⁰
English I Code: 1001310	1.0	Segment 1 Segment 2	02-09-2015	MyDistrict Virtual School	View		

Add More Courses

Continue