

Completing Virtual Schools Assurances in eProve

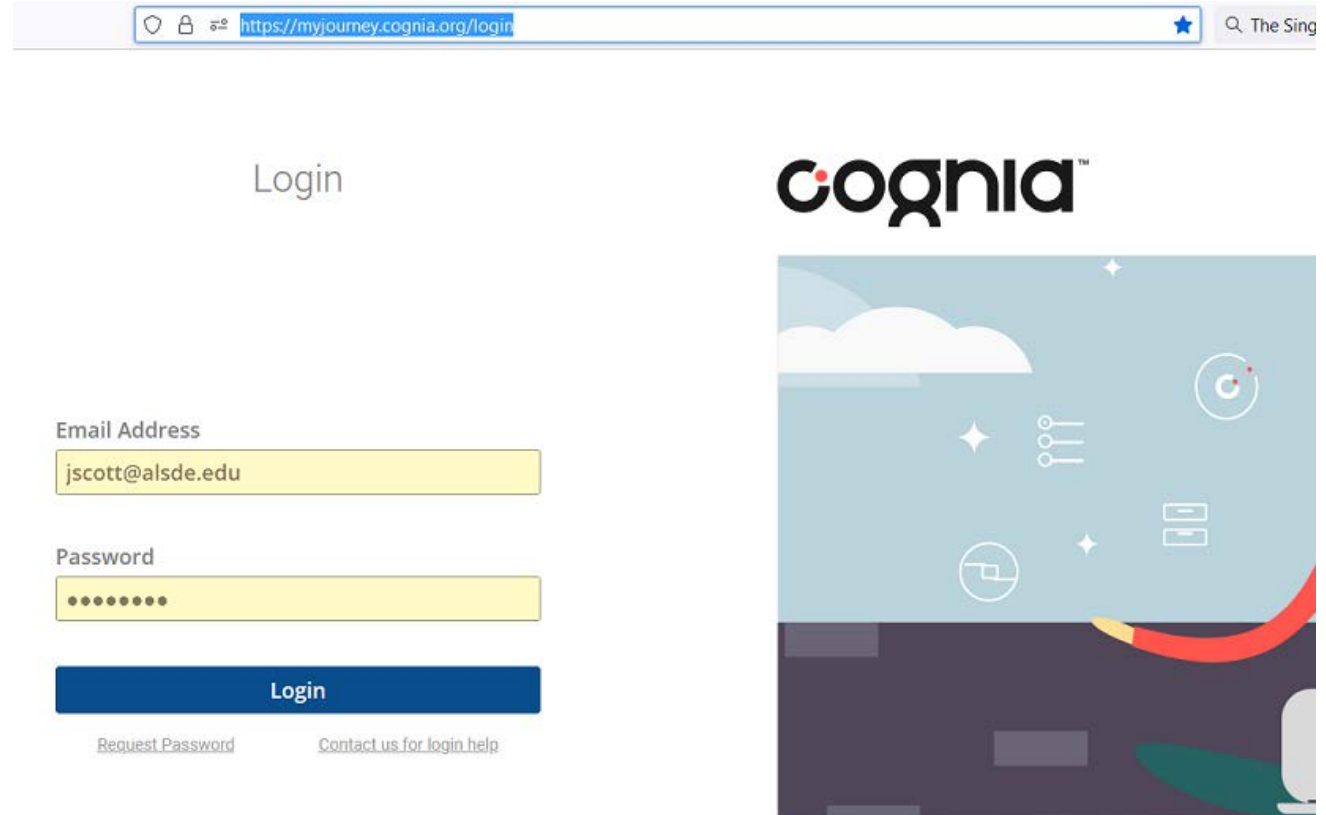


JULY 2022

Log into eProve

<https://myjourney.cognia.org/login>

If you do not have an eProve Log-in,
contact your LEA technology
coordinator or email
customercare@cognia.org



The screenshot shows a web browser window with the address bar displaying <https://myjourney.cognia.org/login>. The page title is "Login". The Cognia logo is visible in the top right corner. The login form consists of two input fields: "Email Address" with the value "jscott@alsde.edu" and "Password" with masked characters. Below the fields is a blue "Login" button. At the bottom of the form, there are two links: "Request Password" and "Contact us for login help". The background of the page features a stylized illustration of a landscape with a blue sky, white clouds, and various icons representing technology and education.

https://myjourney.cognia.org/login

The Sing

Login

cognia™

Email Address
jscott@alsde.edu

Password
.....

Login

[Request Password](#) [Contact us for login help](#)

Select your **LEA** from the drop-down menu. The assurance is completed by the LEA, not the school.

Select Institution

Which institution would you like to view?

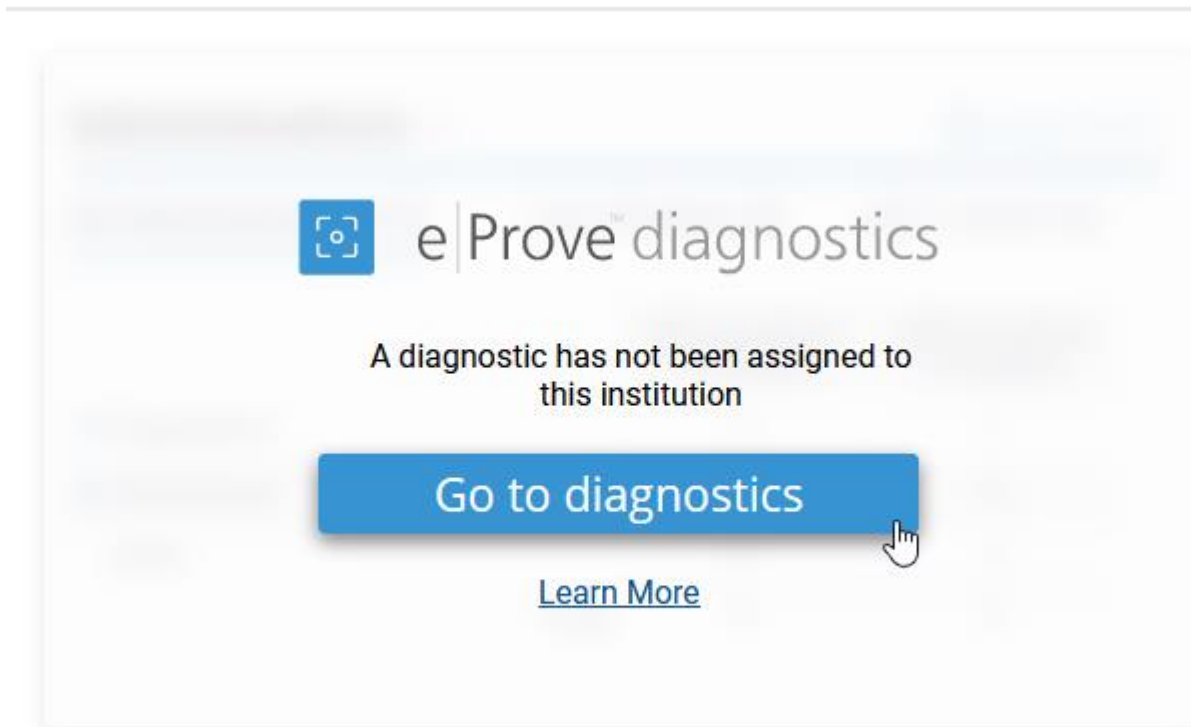
Search by Institution name, location or customer number

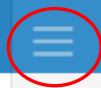
🔍 Search

> **Alabama Department of Education (ALSDE)**



From the dashboard, select “Diagnostics”





Click on the hamburger menu

Logged in as **Jean Scott** [Logout](#)

Alabama Department of Education (ALSDE)

My Diagnostics

Content Library

Manage Users

Then click on Content Library.

My Diagnostics 1420 diagnostics

Filter by

Name	Institution	Creator
Alabama Public Charter School Authorizer Diagnostic_04102019_14:29 <i>Alabama Public Charter School Authorizer Diagnostic</i>	Alabama Department of Education (ALSDE)	Kaycee Elessa <i>Alabama Department of Education (ALSDE)</i>
Alabama Public Charter School Assurance_04102019_13:27 <i>Alabama Public Charter School Authorizer Assurance</i>	Alabama Department of Education (ALSDE)	Kaycee Elessa <i>Alabama Department of Education (ALSDE)</i>
Virtual School Assurances_04102019_13:17 <i>Virtual School Assurances</i>	Alabama Department of Education (ALSDE)	Kaycee Elessa <i>Alabama Department of Education (ALSDE)</i>
School	East Franklin High	Mary Holman

The Virtual School Assurances are found under the **ALSDE** tab, along with other Alabama specific assurances.

The screenshot shows a web browser with two tabs: 'eProve™ myJourney' and 'eProve™ diagnostics'. The address bar shows the URL: <https://eprovediagnostics.advanc-ed.org/diagnostics/#/browse-content>. The page has a blue header with a menu icon on the left and the text 'Diagnostics' on the right. Below the header is a search bar with a magnifying glass icon and the word 'Search'. The main content area features a 'Certified Content' section with two tabs: 'Certified Content' and 'Alabama Department of Education (ALSDE)'. The 'Alabama Department of Education (ALSDE)' tab is highlighted in blue and has a mouse cursor pointing to it. Below the tabs is a table with two columns: 'Type' and 'Content Name'. The first row of the table has the following data:

Type	Content Name
Systems	ALSDE Compliance Monitoring 2021-2022


Search for “Virtual” in the search bar

 Diagnostics

 Filter By All 

Certified Content

Alabama Department of ...


Type	Content Name	Description	Actions
Systems	Virtual School Assurances	Assurance for Virtual School Act 2015-89	





Beginning an Assurance

Click on the three buttons next to the Virtual School Assurance.

Select **“Start a diagnostic with custom content.”**

diagnostics

Search Filter By All 

Description	Actions
Assurance for Virtual School Act 2015-89	 Start a diagnostic with custom content 
<i>School Authorizer</i> The Diagnostic for the Compliance of Alabama Public Charter Schools is located under the Diagnostic tab in eProve. Please create it to see the expectations during an authorizing review. Please answer the questions with an explanation, a description, or a statement of assurance.	
<i>School Authorizer</i> Please answer the following questions and upload evidence in the attachments. The Authorizer will complete the Assurance and the reviewer will complete the Assurance. Any findings will result in corrective actions.	

Name your diagnostic: example – Center County
Virtual School 2022-23

Assign access to the diagnostic to anyone in your LEA
who may need to complete it.

Click **“Open Diagnostic.”**

Diagnostic Settings

Diagnostic Name ⓘ

Diagnostic Template

Status ⓘ

[View History Log](#)

Access ^

Scott, Jean *Alabama Department of Education (ALSDE)* Admin ▾ ✕

Target Completion ▾

Last modified 4/10/2019, 2:40 pm

▾

Answer each question for the virtual school in your LEA.

Select the appropriate answer.

If yes, upload the evidence in the Attachments section at the bottom of the diagnostic.

If no, explain your answer in the comment box.

Virtual School Assurances

Directions:

Please answer the question yes or no. If yes, please upload the evidence to support your answer. If no, please write an explanation in the comments provided.

1. Does your school system have a policy addressing how the system will provide a virtual option for students in Grades 9 through 12, at a minimum?

If yes, please attach the policy or evidence below.

Yes

No

> **Comments**

> **Attachments**

2. Are your virtual courses accredited by a regional or national accrediting agency that is verified by the Alabama State Department of Education (ALSDE)?

If yes, please attach the agency credentials and the ALSDE Verification below.

Yes

No

> **Comments**

Attachments are uploaded at the end of the diagnostic.

Attachments

Upload a file or enter a url for an external link related to your responses. File size is limited to 10 MB. Standard document, image, spreadsheet, and presentation files are acceptable. Please no audio or video files at this time.

+ [Add Attachment](#)



Each LEA with a virtual school is required to complete the Virtual School Assurance.

By completing the assurance, the Superintendent and LEA leaders are certifying that the content is true, complete and accurate.

The assurance must be completed prior to November 15 of each school year.

By completing this diagnostic, I certify to the best of my knowledge and belief that the information contained herein is true, complete, and accurate and has been collected in the manner and at the time required under applicable law. I also certify that I am the individual or designated approving authority responsible for completing the information contained herein. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may lead to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

- I certify
- I do not certify

> Comments

> Attachments

Attachments

Upload a file or enter a url for an external link related to your responses. File size is limited to 10 MB. Standard document, image, spreadsheet, and presentation files are acceptable. Please no audio or video files at this time.

+ [Add Attachment](#)



What sort of evidence needs to be uploaded?

It depends on the question. For most questions, the LEA can upload their board-approved virtual education policy.

Ex:

1. Does your school system have a policy addressing how the system will provide a virtual option for students in Grades 9 through 12, at a minimum? (Alabama Code Title 16. Education § 16-46A-1)

The board-approved virtual education policy acts as evidence of a virtual option and most of the questions about FERPA, IDEA, FAPE, 504, Special Education and Gifted Education services. If your LEA board-approved policy does NOT include those things, upload a letter from the Superintendent stating that those issues are being addressed in the virtual school.

Other types of evidence needed

- Record of course accreditation: provided by the content vendor. Not needed if ACCESS is used for course content.
- Copy of the contract between the LEA and the vendor providing course content.
- Evidence that students are correctly enrolled in the school and are on track to graduate.
- Evidence that each course provided by the vendor meets the Alabama Course of Standards. The vendors are to provide that information for the LEAs to upload.