

MAESTRO Student Management System



User Manual for School Counselors Version 1.2

Prepared by BocaVox

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Document Numbers

2007-04: Maestro User Manual For Virtual Virginia School Counselors

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1 Introduction

What is Maestro?

Maestro is a web-based Student Management System designed specifically for Virtual Virginia. Maestro holds information about students, mentors, courses, and much more. Student registration and enrollments into Virtual Virginia can be done on Maestro, which sends the required information to the Virtual Virginia registrar.

How do I use Maestro?

Users gain access to the system by using their internet browsers (Netscape, Mozilla Firefox, and Internet Explorer) so that no additional software needs to be installed. Furthermore, Maestro users can access the system from anywhere they are, needing only an internet connection and their password. When a school counselor logs in, Maestro identifies the school this counselor is associated with, and then displays all information related to students from that particular school. This way, only an authorized user from a school (such as the principal or the school counselor) will have access to the student information, i.e., users from one school will not have access to information about the students from another school.

Maestro was designed for Virtual Virginia to enable school guidance counselors and other school administrators to be able to:

- Easily register new students;
- Enroll students in new classes;
- Withdraw students from existing classes;
- Create and assign mentors, managing their load;
- Access a comprehensive student information profile and much more;

The next sections of this manual will describe how to complete the actions using the Virtual Virginia registration system.

Technical Support

School Counselors should contact Virtual Virginia whenever they have questions or feedback about the registration system. All questions can be sent to the Virtual Virginia's Registrar and Information Systems Assistant, Mary Joe Walbrook, at maryjoe.walbrook@virtualvirginia.org, or at 866-903-8194 (Toll Free).

Authentication and Security

In order to gain access to Maestro, users must enter their user ID and password, previously assigned to them by the system. Once they are authenticated against the user database, they gain access to Maestro. Only authorized users can login to Maestro, and user access can be disabled at any time by the Administrator user.

If users are inactive for more than a certain period (by default, 30 minutes), their session will be automatically expired and they will have to login again.

Both the application server and database are located in an external, secure facility, where back-ups are regularly performed and firewalls are in place to prevent un-authorized users from gaining access to the system.

Maestro also uses security logging, by which any access attempt and modification made by a user is stored in a central database (with a time-stamp and user name), so that any changes can be later traced back to the user who made them.

2 Getting Started

Overview

Maestro was designed to be user-friendly and intuitive, so that new users do not need dedicated training and can start using its functionalities in minutes.

This section describes the main steps required to register, enroll and withdraw students, as well as creating mentors. The overall process is:

1. **Create an account** – To access Maestro, you will need to create an account associated with your school.
2. **Log in** – Once you have created your account, you can access Maestro and its functionalities.
3. **Create students** – You can register as many students as you want in Maestro. You only need to create each student once, and after that you can enroll/withdraw this student in as many courses as you want.
4. **Create mentors** – You will assign a mentor to each enrollment, so before you can enroll students, you must create mentors.
5. **Enroll students** – You can enroll an existing student in a course by selecting a course type, a course, a mentor and a start date.
6. **Withdraw students** – If a student decides to drop a course before the end date, you can request his/her withdrawal

Creating an account

In order to get access to Maestro, you must first create an account for Maestro. To do so, go to <http://register.virtualvirginia.org/maestro/CreateAccount.aspx>, where a form such as the one shown on Figure 3.1 is displayed.

Virginia Department of Education's



Application Form

Need Assistance?
 Contact
 Mary Joe Walbrook
 Registrar and Information Systems
 Assistant
 757-889-9413
marjoe.walbrook@virtualvirginia.org

Attention
 A school official must complete this application.

There is no charge for Virginia students participating in the Early College Scholars (ECS) program. Tuition and AP exam fees are paid for all ECS students.

Tuition for non-ECS Virginia students enrolled in AP courses is \$375 times the [Local Composite Index](#) (between \$75 and \$300).

Tuition for Virginia private school students and Virginia home school students is \$375 per course. Tuition is waived for World Language courses for Virginia private schools that are enrolled in the VDOE Consortium.

Tuition for out of state students is \$450 per course.

Requirements

By completing this application I certify that the following support elements will be provided for each enrolled student. Please check mark each appropriate box below.

A school contact person to monitor student progress, proctor tests and exams and act as a liaison between the student, the instructor and the school for informational purposes;

A computer work station with high speed Internet connection dedicated to this student for at least one class period/block each day;

Access to software applications including Internet Explorer 6.0 or higher or Netscape 7.1 or higher (for Windows users) or Mozilla 1.4 (for Mac users), Microsoft Word, PowerPoint, and Windows Media (or comparable program), and other software specific to the course;

Access to hardware requirements for course (may include digital audio or video recording devices, CD burners);

The school will provide the required textbooks and supplemental reading materials (i.e. books, CD, etc.) for Virtual Virginia courses at no charge to students or parents;

School Information

All fields in this form are required. If registering an out-of-state or private school and you are the Principal or the School Counselor, please name the responsible school fiscal officer as the "Person Completing this Form" by selecting "Other" in field 1.

Person completing this form is:

School Type:

School Name: District:

Address: City:

State: ZIP:

Telephone: Fax:

Principal Information

First Name: Last Name:

Email: Phone:

School Counselor Information

First Name: Last Name:

Email: Phone:

[Click here to login](#)




Figure 3.1 – Account Creation page

If you are registering a Virginia Public School, you will be provided with a set of drop-down menus that will let you select the district your school belongs to, and then the school name. Doing so will automatically complete the address fields. For all other types of schools, the requested information may be manually entered.

If you are registering a Virginia Private School, you will need to manually enter all of the school and administrator/counselor information.

If you are registering a Virginia Home School, you will not need to enter school counselor information.

Once all required information is entered and validated, the system will send an e-mail containing the user ID and password that should be used. The system will automatically create a default password, which can be changed at any time.

Only one account is allowed per school, so Maestro will not let you create an account for a school that already has one.

Logging in

Once your account is created and you have a login and a password (which were sent to you via e-mail), you can access Maestro by going to <http://register.virtualvirginia.org/maestro> and entering your login and password.

If information provided by the user is correct, the user will gain access to Maestro. Otherwise, an error message will be displayed and the user must enter the information again, or contact the Administrator for the correct information.

If you cannot remember your password, you can use the *forgot your password* link, which will send your password to the e-mail registered to your account.

Now you may log in to your account and click on the link in the left menu of the MAESTRO login page to view the rest of the instructions, beginning on page 9.

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