

Approved Schedules & Material List Procedure

SDOC DE Store
By: Yaleika Acevedo-García



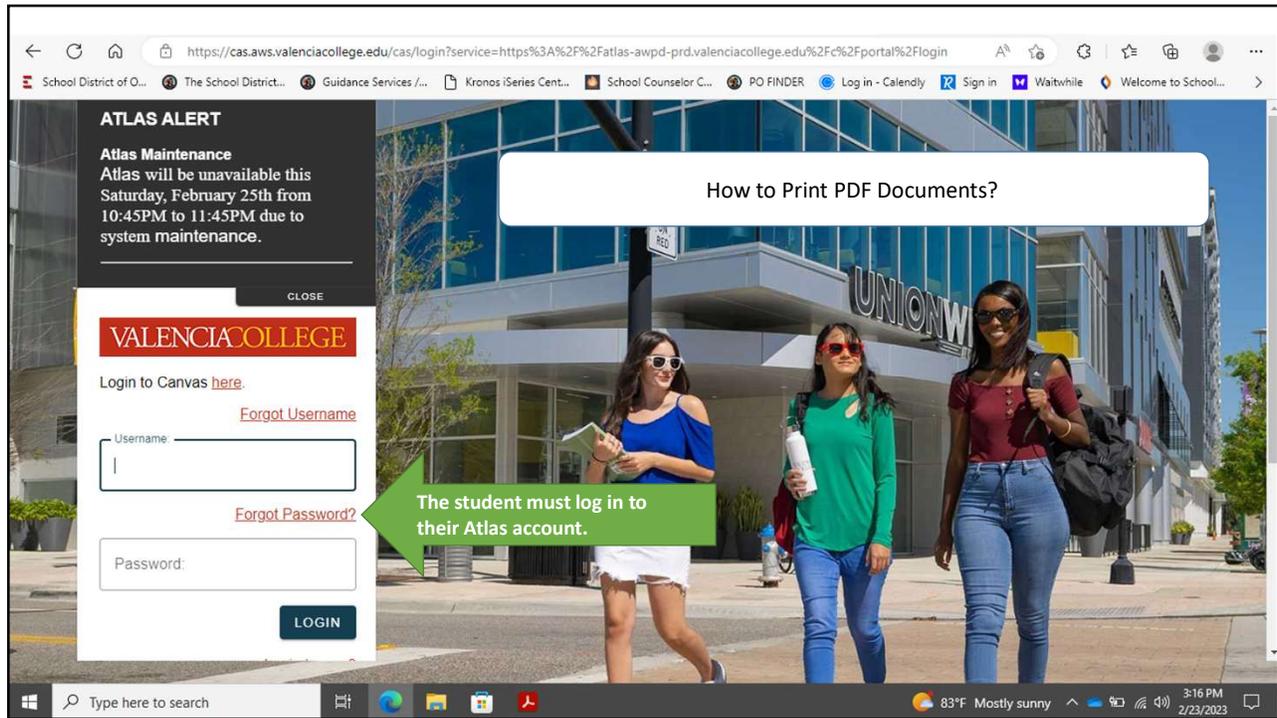
1

Student's

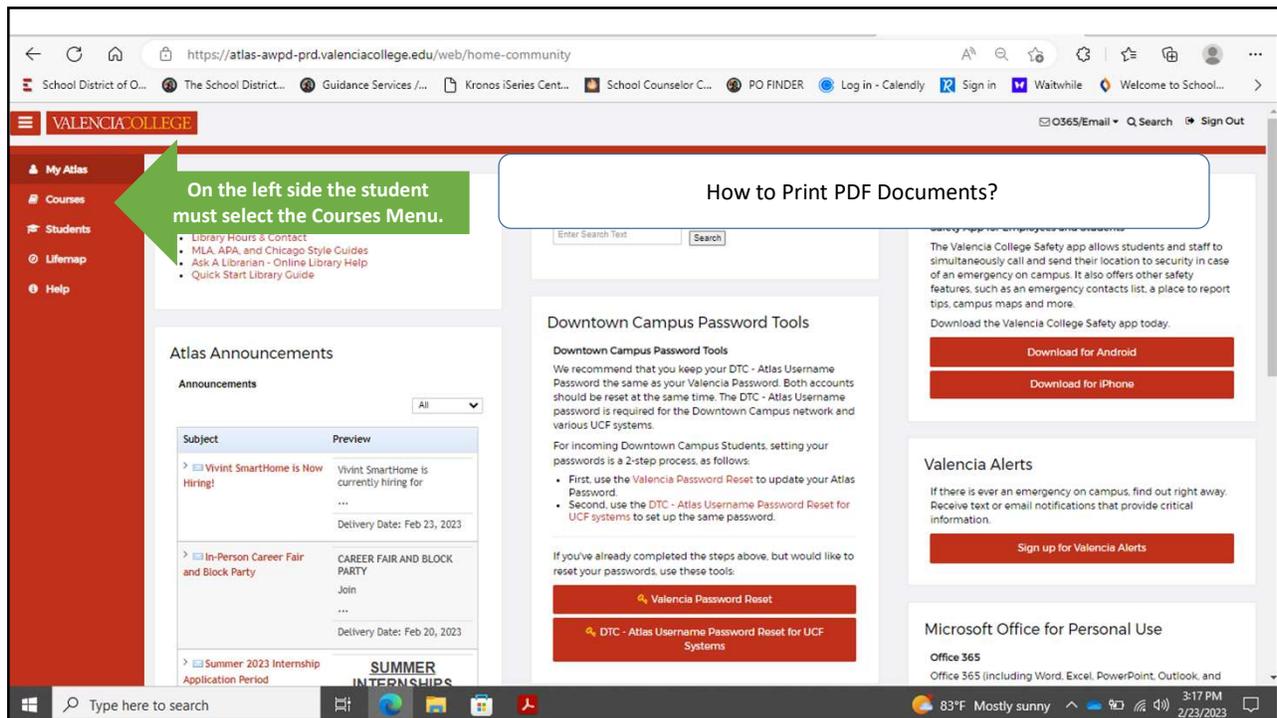
How to print the Student Detail Schedules and Material List

[They will find it under their student's Atlas Account - Using Valencia Website...](#)

2



3



4

The screenshot shows the Valencia College Atlas portal home page. A callout box titled "How to Print PDF Documents?" is positioned at the top center. Below it, a green arrow points to the text "Under the Courses Menu, they must select Student Details Schedule". The page layout includes a left sidebar with navigation options like "My Atlas", "Courses", "Students", "Lifemap", and "Help". The main content area features sections for "Important Dates", "Hot Classes", "Core Competencies", "Academic Programs", "Canvas Resources", "Student Detail Schedule", "Register for Classes", "Libraries", and "Internship & Workforce Services". The browser's address bar shows the URL: https://atlas-awpd-prd.valenciacollege.edu/web/home-community/courses.

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The screenshot shows the Valencia College registration page, specifically the "Select Term" step. A callout box titled "How to Print PDF Documents?" is at the top center. Below it, a green arrow points to the text "Select a TERM and Click Submit!". The page includes a "Browse" button, navigation tabs for "Personal Information" and "Student and Financial Aid", and a "Select Term" section with a dropdown menu currently set to "Spring 2023 Credit Courses" and a "Submit" button. A note states: "Note: If you are making an online payment, make sure to select the term in which you have registered for courses. If payment (i.e. credit) is applied to the wrong term you may be dropped from your courses for non-payment." The browser's address bar shows the URL: https://banner.aws.valenciacollege.edu/prodssb/bwskfshd.P_CrseSchdDetl.

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The screenshot shows a web browser window with the URL https://banner.aws.valenciacollege.edu/prodssb/bwskfshd.P_CrseSchdDetl. The page title is "How to Print PDF Documents?". The content includes a "NO SHOW" STATUS warning, a note about attendance, and course details for "Principles Of Economics-Micro - ECO 2023 - 0". A green callout box contains the following text:

In this page they will have the SDS as it is, so they need to print it as a PDF format. The printing procedure is simple:

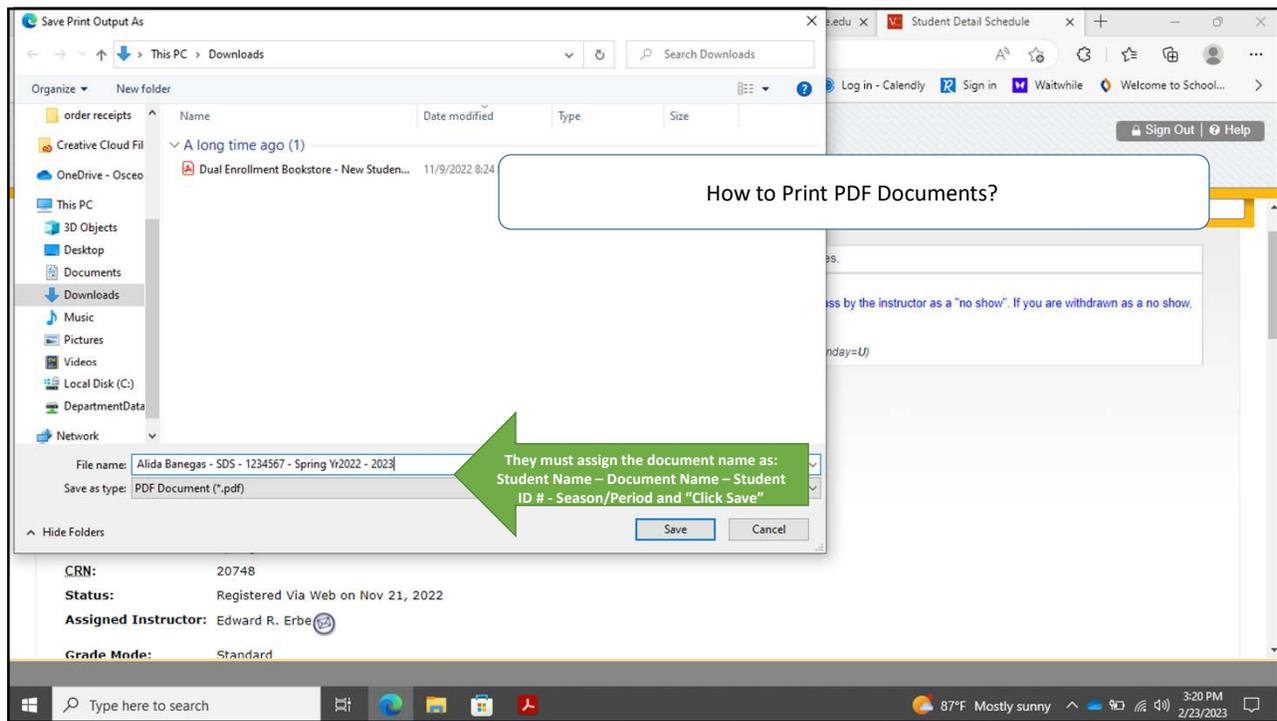
- They just press Ctrl + P + enter = Ctrl Print or
- Using their mouse they press "Right Click" and select "Print" or
- As the regular way they print a document, they just need to select the PDF printing format option and click "Print".

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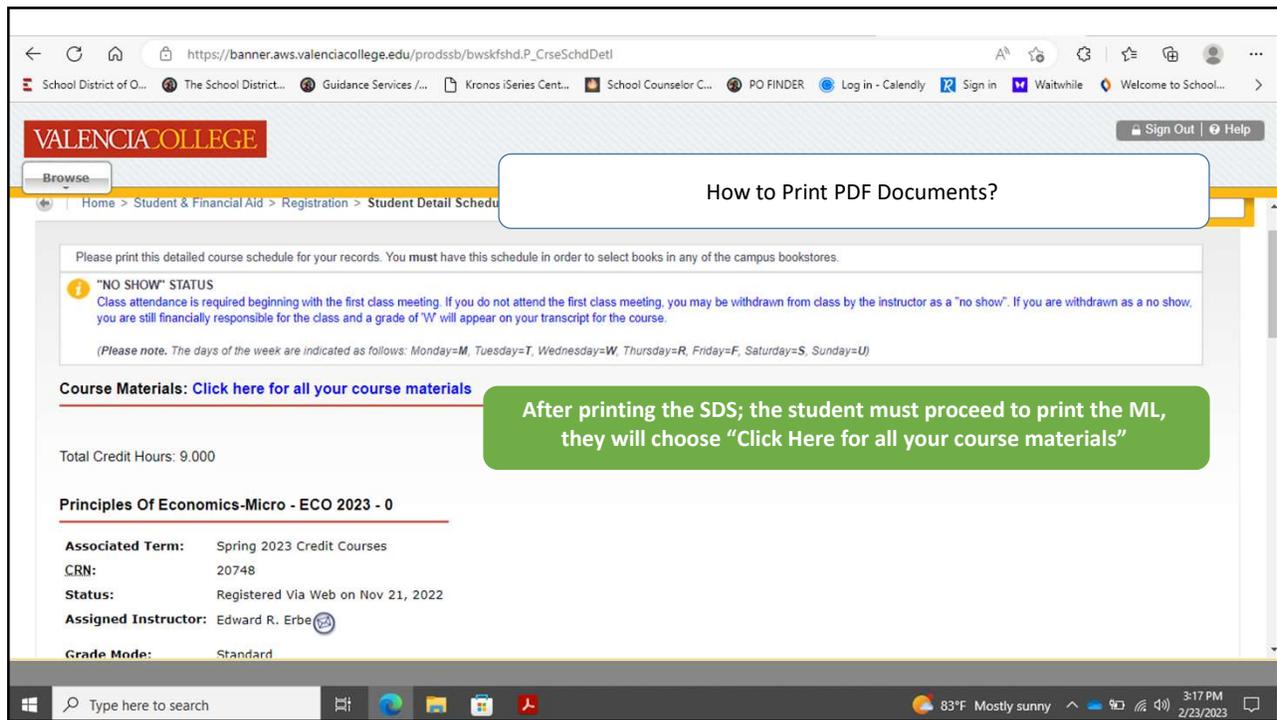
The screenshot shows the same web browser window as above, but with a print dialog box open. The dialog box has a "Printer" dropdown menu set to "Microsoft Print to PDF". A green callout box with an arrow pointing to the dropdown contains the text:

They must select the printer to "Print to PDF" and click Print or just press enter.

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9



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How to track a purchase order...

Under the student's name, select PURCHASES menu... tracking number.

[They will find it under their student's Atlas Account - Using Valencia Website...](#)

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The screenshot shows a web browser window displaying the Valencia College Atlas login page. The page features a login form with fields for Username and Password, and a LOGIN button. A green banner at the top right says "Let's watch a short video...". A video player is overlaid on the right side of the page, showing a red clapperboard with the text "LET'S WATCH". The background of the video shows three students walking in front of a building. The browser's address bar shows the URL: <https://cas.valenciacollege.edu/cas/login?service=https%3A%2F%2FAtlas-awpd-prd.valenciacollege.edu/cas/login>. The Windows taskbar at the bottom shows the time as 12:48 PM on 2/28/2023.

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How to print a purchase order receipt...

Under the student's name, select PURCHASES menu... then view/edit order details/printable receipt of this order/select print format and proceed as required.

[They will find it under their student's Atlas Account - Using Valencia Website...](#)

15

The screenshot displays the Valencia College Bookstore website interface. At the top, there is a navigation bar with links for HOME, MY COURSES, SELL, RETURNS, TRACK, HELP, and ANNOUNCEMENTS. A green banner at the top right says "Let's watch a short video...". Below the navigation, the VALENCIA COLLEGE Bookstore logo is visible. A search bar is present with the text "Search All". A red clapperboard icon with "LET'S WATCH" is also shown. A welcome message reads: "Welcome Alida, you have 1 required course material to order for your Spring 2023 Credit Courses classes." Below this, the course details are shown: "COURSE: ECO2023 20748 - PRINCIPLES OF ECONOMICS-MICRO". The book "Principles of Economics 2e" by Greenlaw, Steven A., Shapiro, David, Taylor, Timoth is listed with a price of \$30.00, marked as "New" and "Required". A "Marketplace" option is also shown for \$26.19. The bottom of the page shows the "Next Course: GEB2862 25765".

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How to locate digital materials...

Under the student's name, select eLibrary menu... and you will see all digital materials and the available options...

[They will find it under their student's Atlas Account - Using Valencia Website...](#)

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The screenshot shows the Valencia website's user interface. At the top right, the user is logged in as 'student1'. A dropdown menu is open under the user name, showing options: Purchases, Track Order, Book Sales, eLibrary (highlighted with a red arrow), Messages, Settings, and Log Out. Below the menu, the 'eLibrary' section displays a list of digital materials. Each entry includes a book cover, title, author, and purchase details. Red arrows point to the 'eLibrary' menu item and the 'Read now' link for the first material. A green arrow points to the 'Read now' link for the second material.

eLibrary Menu

Under the student's name, select eLibrary menu... and you will see all digital materials and the available options:

- Read now
- Review Access Instructions
- Access Code
- Redemption Links

Material 1: **Big Magic : Creative Living Beyond Fear**
 Author: Gilbert, Elizabeth
 Provided by: This item is included in the tuition and/or fees for this course. Please take note of any optional materials that have been adopted by your instructor.
 This item will be automatically...
 If you'd like to opt...

Material 2: **MyMathLab with eText for Introductory and Intermediate Algebra for Oasis City Colleges of Chicago Electronic Access Code, 1/e**
 Author: Bittinger
 Date purchased: 06/03/2020
 Subscription end date: 11/30/2020 (estimated)
 Access Code: WSCRSK-PLUNK-HAIRY-ATMAN-SAINT-LOOSE
 Redemption Links: <http://textbookx.com/img/misc/i632m8sv3e.pdf>
<http://247pearsoned.custhelp.com/>

Material 3: **Sociology in a Changing World**
 Author: Kornblum, William
 Date purchased: 06/03/2020
 Subscription end date: 06/03/2021 (estimated)
 Access Code: EPXY2TWS8M75WZ45
 Redemption Links: <https://redshelf.com/accounts/login/>

Material 4: **Managing Human Resources**
 Author: Gomez-Mejia, Luis
 Date purchased: 06/03/2020
 Subscription end date: 07/03/2020 (estimated)
 Please see your original fulfillment email for access instructions

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The screenshot shows the Valencia College bookstore website. At the top, there's a green banner that says "Let's watch a short video...". Below that, the website header includes navigation links like HOME, MY COURSES, SELL, RETURNS, TRACK, HELP, and ANNOUNCEMENTS. A search bar is visible with the text "Search All". A red clapperboard icon with "LET'S WATCH" is also present. A welcome message reads: "Welcome Alida, you have 1 required course material to order for your Spring 2023 Credit Courses classes." The course details are: "COURSE: ECO2023 20748 - PRINCIPLES OF ECONOMICS-MICRO" by Robert Erbe. A product card for "Principles of Economics 2e" is shown, priced at \$30.00 (New) and \$26.19 (Marketplace). A "Next Course" dropdown menu is visible at the bottom, showing "GEB2862 25765". The Windows taskbar is visible at the bottom of the browser window.

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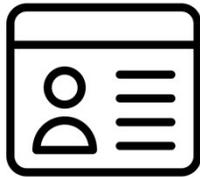
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Contact Information:

▪ Yaleika Acevedo-García

- Secretary II to Sara Schumacher & Anthony Cook
- The School District of Osceola County, FL
- Guidance Services - HSCI

#Dream, #Stand #Strong & #Believe in #Yourself



▪ Phone:

- (407) 870-4919 – Ext: 65262
- (407) 870-8236 – Ext: 65274

▪ Email:

- yaleika.acevedogarcia@osceolaschools.net

▪ Address:

- 817 Bill Beck Blvd. Kissimmee, FL 34744