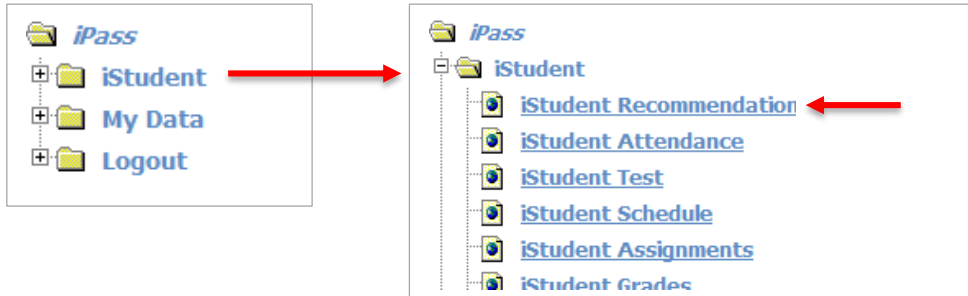


Student's Quick Start Guide for Student Course Recommendations

STEP 1: Use your iStudent account information to access the iPass iStudent folder. Click on **Student Recommendations**



STEP 2: The **Student Recommendations** window will appear. You will see any current recommendations as well as curriculum Department and Elective areas that need recommendations.

STUDENT RECOMMENDATIONS

School Year: 2016-2017

Submit Cancel

| Approved | Course ID | Course Name | Curriculum Level | Credits | # Of Terms |
|---|-----------|-----------------------------|------------------|---------|------------|
| Please check the box next to each course that you approve. Click the box below to acknowledge that you have reviewed all recommendations. | | | | | |
| <input checked="" type="checkbox"/> | 0001a | Freshman Fitness Semester 1 | 1 | 2.5000 | 2 |
| <input type="checkbox"/> | 208 | Global Awareness 11 | 2 | 2.5000 | 2 |
| <input type="checkbox"/> | 504 | French 20 | 3 | 2.5000 | 2 |
| <input type="checkbox"/> | 315 | Geometry 20 | 3 | 2.5000 | 2 |
| <input type="checkbox"/> | 101 | English 10 | 3 | 2.5000 | 2 |
| <input type="checkbox"/> | 401 | Physics L 10 | 3 | 2.5000 | 2 |

If you agree with the recommendation check the box.

Name of person who made recommendation

Any comments made by the recommender will appear to the right of their name.

Add Recommendations

Course Comment

Electives
Please Select 3

Submit Cancel

Student's Quick Start Guide for Student Course Recommendations



STEP 3: Important! If you do not plan to add any additional recommendation you must **check the box** acknowledging that you have reviewed all recommendations made by your teacher and by your parent. Then click **Submit**.


Please check the box next to each course that you approve. Click the box below to acknowledge that you have reviewed all recommendations.

Submit **Cancel**

These recommendations will then be reviewed by the administration for final approval and scheduling.

Adding Recommendations

In the event that you wish to add a recommendation follow the below procedure.

STEP 1: To enter a course recommendations, click on the  **search tool** to access the course catalog.

| Add Recommendations | |
|---|---------|
| Course | Comment |
| | Science |
|  | |
| | Math |
|  | |

This will take you to the **Course Search** pop-up window. The search will default to the student's next year Grade Level and associated Department(s), listing all courses available for selection. Courses will include available course descriptions from the course catalog.

COURSE SEARCH FILTERS

Search

You may use Enter/Return or Click Search

Course ID: Course Name:

Grade Level: 09 Department:

- Phys Ed
- Pupil Services
- Science
- X Science

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Search **Clear**

Student's Quick Start Guide for Student Course Recommendations



STEP 2: Click on the Course ID you wish to select.

| COURSE SEARCH | | | | | | |
|---------------|--|------------------|------------|------------|---------------|-------|
| + Add | | | | | | |
| Course ID | Course Name | Curriculum Level | # of Terms | Department | # of Sections | GL |
| 165a | Science Fiction 11 | 2 | 2 | EN | 1 | 09-12 |
| | ((Semester 1 Only, Open to Grades 9-12) Beyond Earth - Do you like the possibility of studying time travel, space travel or alien encounters? How does science fiction demonstrate controversial ideas of the present? Science fiction can show revelations into human conditions explored by traditional authors. While science fiction is often associated | | | | | |

STEP 3: Add a Comment if you wish.

| Add Recommendations | |
|---------------------|-----------------------------------|
| Course | Comment |
| MA | |
| 010033101 | I really want to take this class! |

STEP 4: Click **Submit** to save your recommendations.

Your **Approved Student Recommendation** will appear showing the Course Name, Curriculum Level, Credits, # of Terms, Date, your name and comment.

| Approved | Course ID | Course Name | Curriculum Level | Credits | # Of Terms | |
|-------------------------------------|-----------|-------------|------------------|-----------------------------------|------------|--------|
| <input checked="" type="checkbox"/> | 010033101 | Algebra A | 1 | 1.0000 | 4 | Delete |
| | | 02/01/16 | Nancy Brannon | I really want to take this class! | | |

Please check the box next to each course that you approve. Click the box below to acknowledge that you have reviewed all recommendations.

ALTERNATES: If your school allows you to select alternate courses you will be able to click on **Add Alternate** and select another course.

| | | | | | | | |
|-------------------------------------|-----------|-----------|---------------|-----------------------------------|---|--------|---------------|
| <input checked="" type="checkbox"/> | 010033101 | Algebra A | 1 | 1.0000 | 4 | Delete | Add Alternate |
| | | 02/01/16 | Nancy Brannon | I really want to take this class! | | | |

Click on **Search** to get to the Course Search screen, find the alternate course, click on the **Course ID** to select. **Submit** to add the Alternate.

ALTERNATE RECOMMENDATIONS FOR NANCY BRANNON
ACADEMIC YEAR: 2015-2016

Course ID: 010033101 Name: Algebra A
Department: MA Credits: 1
Curriculum Level: 1 # Of Terms: 4
Priority: 0

| Alternates | | | | | | |
|-----------------------|---|---------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Alternate | Course ID | Name | Department | Curriculum Level | Credits | # of Terms |
| Add Alternates | | | | | | |
| | Course ID | | | | | |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | <input type="button" value="Search"/> | | | | |
| | | <input type="button" value="Search"/> | | | | |
| | <input type="button" value="Submit"/> <input type="button" value="Cancel"/> | | | | | |

Student's Quick Start Guide for Student Course Recommendations



The Alternate will appear below the course it is linked to.

| | | | | | | | |
|-------------------------------------|----------------|--------------------|---------------|--------|---|----------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | 010033101 | Algebra A | 1 | 1.0000 | 4 | Delete Add Alternate | I really want to take this class! |
| | | 02/01/16 | Nancy Brannon | | | | |
| <input checked="" type="checkbox"/> | Alt1 010043201 | Functional Algebra | | | | Delete | |
| | | 02/01/16 | Nancy Brannon | | | | |

FINAL STEP: You must **check the box** acknowledging that you have reviewed all recommendations made by both your child and his/her teachers. These recommendations will then be reviewed by the administration for final approval and scheduling.

Please check the box next to each course that you approve. Click the box below to acknowledge that you have reviewed all recommendations.

To delete a Recommendation: You may delete any recommendation or alternate that you have entered. Click on **Delete** and the recommendation or alternate will be removed.

| | | | | | | | |
|-------------------------------------|----------------|--------------------|---------------|--------|---|----------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | 010033101 | Algebra A | 1 | 1.0000 | 4 | Delete Add Alternate | I really want to take this class! |
| | | 02/01/16 | Nancy Brannon | | | | |
| <input checked="" type="checkbox"/> | Alt1 010043201 | Functional Algebra | | | | Delete | |
| | | 02/01/16 | Nancy Brannon | | | | |