# Welcome to Wednesday's Wisdom – A weekly dose of support!
## January 27, 2015

## Announcements

**Register for 2-Day Scheduling Workshops –** Harris School Solutions will be hosting iPASS Workshops for Middle and High School Scheduling for the 2016-2017 school year. Each workshop will consist of two-day, hands-on sessions where attendees will be working in their own iPASS database to schedule their schools for the 2016-2017 academic year.

Registration is required for all courses; Courses are limited to the first 25 registrants. *Click here to register.*

**High School Scheduling Workshop**
**Dates: February 11 and April 7**
*Click here for workshop details.*
Times: 9am to 11:30am, 12:30pm to 3pm
Location:   Maynard Public Schools Administrative offices located next to the Fowler Middle School, 3R Tiger Drive in Maynard, Massachusetts

**Middle School Scheduling Workshop**
**Dates: April 5 and May 12**
*Click here for workshop details.*
Times: 9am to 11:30am, 12:30pm to 3pm
Location:   Maynard Public Schools Administrative offices located next to the Fowler Middle School, 3R Tiger Drive in Maynard, Massachusetts

## Frequently Asked Questions

**Q**. *Sync Release:* **How do I set the Recommendation Configuration to allow Parents and/or Students to enter course recommendations for Elective courses?**

**A.** **You need to set several parameters for entering Recommendations for Electives and set up your Elective courses in the Course Catalog.**

1. **You need to set the Number of Electives allowed to be entered.** Go to Scheduling System > Maintenance – Scheduling > Recommendation Configuration. Enter Number of Electives.

| **Select Departments for Electives** | |
|---|---|
| Number of Electives | 3 |

2. **You need to select the Departments for Electives.** On the Recommendation Configuration screen, use the Ctrl-key to click and select the Departments where your Elective courses can be found.

Departments for Electives
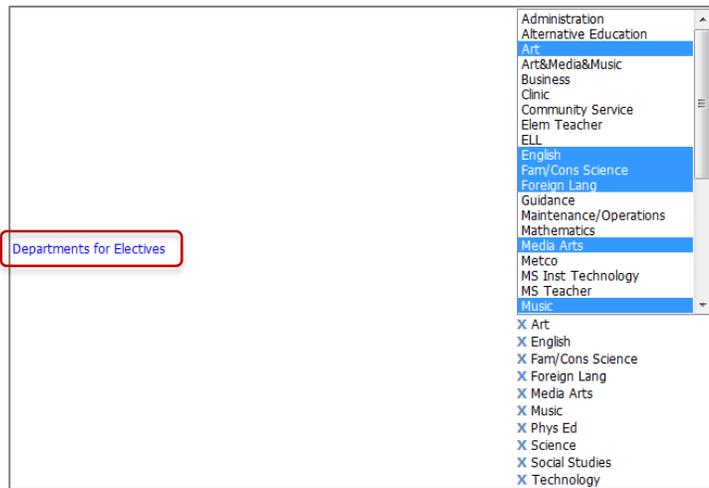
3. **You need to give the Parent and/or Student the ability to enter "Electives Only" or "Electives & Departments" on the Recommendations screen.** On the Recommendation Configuration screen, select "Elective's Only" or "Electives & Departments" in the Parent and/or Student "Can Add Recommendation" sections.



4. **Optional: You can also give the Parent and/or Student the ability to enter Alternates to an Elective.** On the Recommendation configuration screen, select "Parent/Student Entered Elective" in the Parent and/or Student sections.



5. **You need to set all the courses you want to be available as an "Elective" course to *Available as Elective = Yes* in the Course Catalog.** These courses that will then be the only ones displayed when using the magnifying glass/Course Search Filter screen.



You can use the Course Details > Fields to Update to set the "Available as Elective" field. Go to Scheduling System > Maintenance - Scheduling > Course Catalog > Course Details.

Select Field to Update = *Available as Elective*. Set all courses you want to be available as an "Elective" to Yes. Submit each screen before moving to the "Next" screen.



**Q.** *Sync Release:* **What are the recommended settings for the new Recommendation Configuration Approval options?**

**A.** **Additional approval settings were added to give schools more control in the course recommendation process.**



- **Automatically turn all recommendations into course requests**: This parameter was previously labeled "Default Unapproved Recommendations to Approved".
  - o This is set to "Yes" when you do <u>not</u> require counselors to approve Recommendations. Therefore any Recommendation entered by any user will automatically be considered a valid Course Request that will be honored by the Student Scheduler.
  - o When set to "No" the teacher/parent/student/counselor are involved in the approval process. Use additional settings below to refine the process.

- **Default Unapproved Parents/Students/Teachers recommendations to Approved:**
  - o When set to "Yes", when a parent or student or teacher creates a new Recommendation it will automatically be marked as "Approved" (signed-off) by that user.
  - o When set to "No" the user would need to check the "Approved" checkbox in a separate step.

  **Recommend setting this to "Yes."** When this is set to "No" it will require parents and student to ALSO click the "Approved" checkbox for a Recommendation that they have entered. If the teacher/parent/student enters a Recommendation and does NOT check
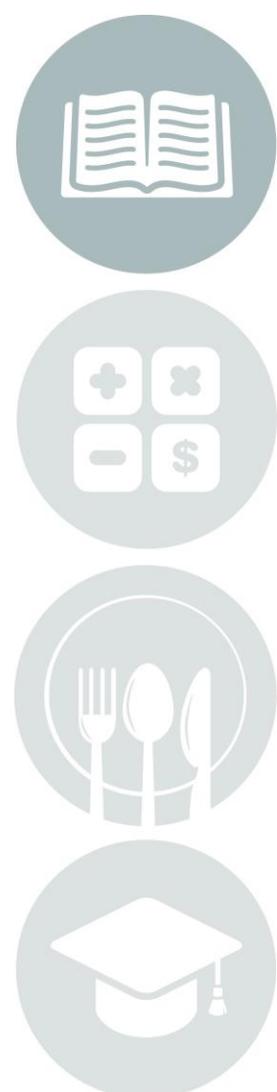
the Approved box before submitting the screen then the Recommendation will be not be added. The teacher/parent/student has the option to check off any Recommendation added by others as well as delete any Recommendation they have added.

- **Default Unapproved Counselor entered recommendations to Approved:**
  - o When set to "Yes" any Recommendation created by the counselor will automatically be marked as Approved and will automatically become a Course Request.
  - o If set to "No" the counselor would need to check the Approved box in a separate step.

  **Recommend setting this to "Yes."** The counselor has the option to delete any Recommendation they have added and the Course Request will be deleted as well.

- **Parents/Students/Teachers can enter alternates for approved recommendations:**
  - o If set to "Yes" then parents and students and teachers can enter alternate courses even if the main Recommendations has already been approved by the counselor and Course Requests have been generated.

  **This setting depends on your scheduling process.** This would be set to "No" if you want to limit the teacher/parent/student to enter Alternate courses at the same time as the main course Recommendation. It would be set to "Yes" if you want to allow Alternate courses to be selected AFTER the main Recommendations have been approved.