

# STUDENT ON-LINE COURSE REQUESTS

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Student On-line Course Requests consists of multiple processes....

--Planning the event

--Skyward processes

(create New Year, push stu, NY field, Course file)

--Set up Student Access

--Set up Course Request configuration

--Process of selecting courses and mass assign course requests

--After the fact - updating new students and running reports

We piloted this project with our 8<sup>th</sup> grade students going to 9<sup>th</sup> grade. It was started at the request of North Campus (our 9<sup>th</sup> grade campus)

Date of events started February 1<sup>st</sup>, 2011....I was NOT pushing this because we just “went live” on January 17, 2011

We did this through Student Access, not Family Access. All of our students automatically receive a student access account. Our parents previously had to be approved for a Family Access account.

*\*We like the Student Access accounts “owning” this task.*

## How we started.....

- ⦿ Planning session with North Campus staff
  - (who, where, how, what will happen)
- ⦿ North counselors sent me the list of elective courses that they wanted the students to see in Student Access (Feb 1)
- ⦿ I met with Junior High and North Campus counselors (Feb 8) -- did a demo and a quick training
- ⦿ Had them look over the Course Availability list several times

We have 4 junior highs.....

The junior highs came to North Campus one school at a time. We split the 8<sup>th</sup> grade class (about 250-350 students) into two large groups.

45 minute sessions

This was my “safe method” because I did not know how much time to plan for.

*Hindsight:* Having them come to North Campus only for this was somewhat of a waste of time.

-Though the students were very excited about coming to the high school. It would have been better to include a school tour of North Campus.

*\*\*The following spring (2012) the 8<sup>th</sup> graders stayed at their junior high to enter their course requests. The high school counselors spoke to the students ahead of time but did not participate in the online process. The Junior High counselors took care of the computer online registration part.*

*\*\*This is the method we have used since 2012*

The junior high staff were so excited by what they saw, they did the same thing with their 6<sup>th</sup> and 7<sup>th</sup> graders. They used smaller groups throughout the whole day  
(the “by teacher” varied by campus)

They used Technology Staff completely different. We set up everything but the counselors wanted to do “the day” by themselves with us acting only as backup.

3 of the 4 junior highs did it this way  
Process and set up was highly successful

*\*\*All junior highs have followed the process above since 2012*

We had one junior high have their 5<sup>th</sup> graders select their one elective course

This junior high has two main feeder schools

The elementary counselor acted as the contact

One elementary school used the computer lab

One elementary school used netbooks in the cafeteria

This process and set up worked very well

- went very fast
- students had fun
- good learning experience for the 5<sup>th</sup> graders

**\*\*ALL elementary 5<sup>th</sup> graders have entered their one elective using the Online Course Request process since 2012 in the elem computer lab.**

**\*\*The contact person has changed from year to year. Because our elementary are very hands off in the scheduling area, they do not want to own this group.**

**Our high school finally decided to participate with their incoming 10<sup>th</sup> graders....**

--We used the students' current 9<sup>th</sup> grade English class

\*done at North Campus (9<sup>th</sup> grade campus)

\*1,000 students - it was an all day affair

--This set up relied heavily on North Campus staff rather than the receiving school staff at South Campus

--Many “what if” scenarios at this level....team sports, permission to take a course, etc

**\*\*This was a tough day....changes were made in the Spring 2012 process for this 9<sup>th</sup> grade group.....**

South Campus counselors sent an email to the North Campus Advisory teachers with directions/instructions on how the students were to enter their elective choices using the Online Course Request process.

--Written directions were given to the students in Advisory class

--South also sent a narrative for an announcement to be made during that Advisory class.

The students were given two options.....

1 - to enter their elective choices at home

2 - to come to South Campus on Monday night so they could talk with a South Campus counselor and enter their elective choices *(Designated night by South Campus for only this task. Two of us from my department attended this as well.)*

The South Campus counselors kept up with the “who”. Any 9<sup>th</sup> grader who did not have their elective choices entered by a certain date, the South counselors then entered those electives.

**\*\*South Campus offers a HELP NIGHT for the incoming 10<sup>th</sup> graders - students can use DPISD computers and parents can ask questions**



The following spring (2012), South Campus used 2 options to have the 10<sup>th</sup> and 11<sup>th</sup> grade students enter their course requests.

*(The 10<sup>th</sup> and 11<sup>th</sup> grade students were not included in the 2011 course request project.)*

**Option #1:** The counselors were provided a laptop so the students could enter their requests as they met to discuss their schedule.

**Option #2:** They gave the students directions to enter their course requests at HOME. Any student who did not complete this at home was called into the counselor's office and entered their info there.

*--The counselors kept up with the "who" for these scenarios.*

*--The counselors ran reports against their alpha splits - stu with too many requests, stu with not enough requests, course verification lists for certain courses, etc.*

*--If the counselors met with any students concerning their schedule prior to me setting up the New Year, they held on to the student course info and then had the student enter this from home after I created the New Year.*

**\*\*This was successful for South Campus and they have repeated this set up since then.**

**\*\*I create the New Year at the end of October for our main high school (grades 10-12). They start entering course requests at this time.**

**\*\*This process will lend itself to the 4 year plan being in Skyward.**

So...we have used several different setups:

1<sup>st</sup> -- one group - 8<sup>th</sup> graders split into two large groups in a 45 minute session at the 9<sup>th</sup> grade campus

2<sup>nd</sup> -- 6<sup>th</sup> and 7<sup>th</sup> and 8<sup>th</sup> grade do this in small class groups at their campus in the computer lab *(students return to class when finished or begin class assignment in the lab)*

3<sup>rd</sup> -- 5<sup>th</sup> graders do this at the elementary campus (computer lab/cafeteria - 15 minute intervals)

4<sup>th</sup> -- 9<sup>th</sup> graders entered requests by their English class all throughout the day at the 9<sup>th</sup> grade campus

5<sup>th</sup> -- 9<sup>th</sup>/10<sup>th</sup>/11<sup>th</sup> graders enter requests at home

6<sup>th</sup> -- Designated night at South Campus for the North Campus 9<sup>th</sup> graders  
Provided opportunity for this group of parents/students to talk with the South Campus counselors and enter their elective choices

7<sup>th</sup> -- 10<sup>th</sup>/11<sup>th</sup> graders enter requests in the counselors office on a laptop

*\*The 1<sup>st</sup> and 4<sup>th</sup> setups have never been used again.....*

## Processes to Run

The “new year” needs to be created

(Office - Future Scheduling - Product Setup - Utilities)

--Clone Entity Year and Term Definitions

--Clone Calendar Information

--Clone Schedule Master Files

Students who will be going to a different school next year....such as your 8<sup>th</sup> graders going to high school and your 5<sup>th</sup> graders going to junior high.....these students have to be “pushed” to the correct entity

(Student - Setup - Utilities - then Mass Add Stu to an Entity)

# Verify your Courses in the NEW YEAR

The 2 fields that will control what courses are viewed by the students and which grade level of students will see the courses are:

- Grade Ranges
- Elective/Required

**Edit Course**

Entity: 043 BONNETTE JR HIGH School Year: 2013-14 Curriculum: [dropdown]

\* Course Key: JH0750 \* Short Description: Theatre Arts 1 \* Long Description: Theatre Arts I

**General Properties**

Course Length Set: YR - YEAR Subject: FA Fine Arts

Grade Set: YEAR Type: [dropdown]

Course Status: Active Department: FA Fine Arts

**Elective/Required: Elective** Activity Link: [dropdown]

\* Grade Ranges: 06 - 08 Fees: \$0.00

Academic Hours: 1.000

Earned Credits: 0.000

\*\*The Auto Scheduler is not being run during this time, so these changes will not conflict with this scheduling process.

## Course Availability List Utility

Menu Path is: Future Scheduling - Request Processing - Setup - Utilities  
*(creating a Course Wish Group is described on the next page)*

Before running the utility, set up the following items in your Course File *(in the new year!)*

--make sure the course **GRADE LEVELS** are entered so only those grade levels will see the courses

--change the courses to **ELECTIVE** so only those course will appear on the list

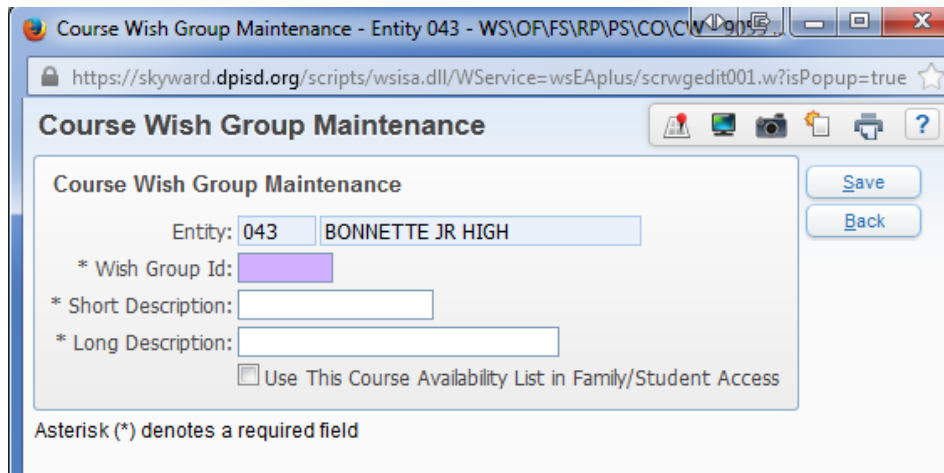
The screenshot shows the 'Course Availability List Parameters' utility interface. It includes a 'Run' button and a 'Back' button. The main area contains the following sections:

- Course Availability List Parameters**: A description stating the process will create a new or append to an existing list for each graduation year specified by the ranges below.
- School Year**: A dropdown menu.
- \* Course Wish Group**: A dropdown menu with 'WEB' selected.
- Process Type**: Radio buttons for 'Append' and 'Create' (selected).
- Range Parameters**:
  - Low**: Grade/Grad Yr: 06 2020
  - High**: 08 2018
  - Course Selection**: Radio buttons for 'Electives and Required' and 'Electives Only' (selected).
  - Course Scheduling Types**: Checkboxes for 'Include Normal Scheduled Types' (checked), 'Include Manually Scheduled Types', and 'Include Special Education Types'.
  - Select All Course Types**: Checked.
  - Include Lunches**: Unchecked.
  - Include Study Halls**: Unchecked.
  - Delete Lists not in Grad Year Range**: Unchecked.
- Sort**: A button.
- Course Key**: A text input field.

- we run (and re-run) as Create
- utility is quick to run
- can run this utility on your iPad

# Creating a Course Wish Group

Menu path is: Office - Future Scheduling - Request Processing - Setup - Codes - then Course Wish Group



The screenshot shows a web browser window titled "Course Wish Group Maintenance - Entity 043 - WS\OF\FS\RP\PS\CO\CV\Don't". The address bar contains the URL: <https://skyward.dpsid.org/scripts/wsisa.dll/WService=wsEApplus/scrwgedit001.w?isPopup=true>. The page title is "Course Wish Group Maintenance". The form contains the following fields and controls:

- Entity: 043 BONNETTE JR HIGH
- \* Wish Group Id: [text input field]
- \* Short Description: [text input field]
- \* Long Description: [text input field]
- Use This Course Availability List in Family/Student Access

Buttons: Save, Back

Asterisk (\*) denotes a required field

**\*\*This course wish group determines which courses will be viewed for the Course Selection list.**

Only one wish group can be “active” at a time.

After you create the code then you can run the utility to “attach” the courses to this wish group.

# Configuration of Student Access screens

Menu path is *Families - Family Access - Setup - Configuration*

Then choose Entity Configuration

This screen allows you to make changes to the various areas of Student Access

Expand the Course Request section to access the following screens and options

Entity Configuration - Entity 042 - WS\FA\FM\PS\CF\EC - 7626 - 05.12.06.00.17 - Mozilla Firefox

https://skyward.dpsid.org/scripts/wsisa.dll/WService=wsEPlus/secfgbrws001.w?isPopup=true

### Entity Configuration

Entity Configurations

Entity ID	Entity	Entity Type	Family Access	Student Access
1 042	DEER PARK JR HIGH	Regular	YES	YES

Expand All Collapse All View Printable Details

General Information

Help

Course Requests

	Year	Sem/Term	Application Name	Family Access		Student Access	
				Enabled	Display Message	Enabled	Display Message
Edit	2015		Alternate	NO	NO	NO	NO
Edit	2015		Available	NO	NO	YES	N/A
Edit	2015		Selected	NO	NO	YES	N/A
Edit	2015		Update Selected	NO	NO	YES	N/A

Don't forget to turn these back to NO when you are finished!!

Both the Available and the Selected screens have these options

**Edit Course Requests Configuration - 2018**

Entity: 041 Section and Application: Course Requests -- Available

**Guardian Options**

Disable Application

Do Not Display Button  
 Display Button and Message

Do Not Show Required/Elective in class list

**Note: This will apply to All Course Request Applications for 2018**

**Student Options**

Disable Application

Do Not Display Button  
 Display Button and Message

Do Not Show Required/Elective in class list

**Note: This will apply to All Course Request Applications for 2018**

This is an example of the Update Selected screen options.

You can limit the number of course requests entered by the credit totals

**Update Selected Entity Configuration**

**Edit Course Requests Configuration - 2018**

Entity: 041 Section and Application: Course Requests -- Update Selected

**Guardian Options**

Disable Application

Do Not Display Button  
 Display Button and Message

Limit Number of Requested Credits to

Allow Courses Requested through Office to be removed

Allow Guardian to schedule courses previously passed

Allow Guardians to select students' Band Instrument

Only list class sections for courses based on student's Career Plan

Use Course Request Time Periods to determine if window is open

Do Not Show Required/Elective in class list

**Note: This will apply to All Course Request Applications for 2018**

**Student Options**

Disable Application

Do Not Display Button  
 Display Button and Message

Limit Number of Requested Credits to

Allow Courses Requested through Office to be removed

Allow Student to schedule courses previously passed

Allow Students to select their Band Instrument

Only list class sections for courses based on student's Career Plan

Use Course Request Time Periods to determine if window is open

Do Not Show Required/Elective in class list

**Note: This will apply to All Course Request Applications for 2018**

While the screen is Disabled for Students to use, you can enter a message to display

**Student Options**

Disable Application

Do Not Display Button  
 Display Button and Message

You can no longer make course request changes online.  
See your counselor to make any changes.



# Set up/Pattern for Student Access accounts

Students - PS\CA\SE\PS\CF\AU\SS - 12730 - 05.15.06.00.0

https://skyward.dpsid.org/scripts/wsisa.dll/WService=wsEPlus/ssecredit003.w?userType=Student&isPopup=true

### Students

Sample Login:

Sample Password:

Sample Email:

Sample Name:

Date of Birth:

Other ID #:

Generate

---

#### Define Login Format

Part 1:  Limit to  letters

Part 2:  Limit to  letters

Part 3:

---

#### Define Password Format

Part 1:

Part 2:

Part 3:

Student username =  
last initial, first initial, other id

Student password =  
Birthdate (mmddy)

The “Allow Student Access” option  
is automatically set to yes when a  
student is enrolled

#### Login Options

Generate in Upper

---

#### Password Options

Generate in Uppercase  
 Generate in Lowercase

---

#### Permission Options

Automatically Allow Student Access

---

#### Email Options

Automatically Generate Email Addresses  
  
 Generate Email Addresses Separately

## Security Configuration

### Password Options

- Allow Employee/Secured users to change password
- Allow Guardian users to change password
- Allow Student users to change password
- Display the 'Forgot your Login/Password' link on the login page [?]

The Security Configuration offers more  
password options. We do NOT allow the  
students to change their password.

# Student Access Username/Password Utility

Menu Path is:  
Student - Student  
Access - Setup -  
Utilities - then Mass  
Generate Student  
Permissions/Passwords

We no longer run this  
as a Scheduled Task  
each night because it  
creates a new line in  
the Change History  
log!!

The screenshot shows a web browser window titled "Mass Generate Student Permissions/Passwords - Entity 000 - WS\ST\SA\PS\UT\SP". The URL is "https://skyward.dpsid.org/scripts/wsisa.dll/WService=wsEAplus/ssauedit002.w?isPopup=true". The interface is divided into several sections:

- Utility Options:** Contains two radio buttons: "Generate Permissions/Passwords" (selected) and "Import Permissions/Passwords from a csv File".
- Entity Selection:** A list box showing a scrollable list of entities: "001 - DEER PARK HS - NORTH CAMPUS", "002 - DEER PARK HS - SOUTH CAMPUS", "004 - SPECIAL EDUCATION", "005 - DEER PARK HS - WOLTERS CAMPUS", and "006 - HARRIS CO J J A E P". An "Entities" button is to the right.
- Range Options:** Includes fields for "Student Key" (Low and High), "Grade/Grad Yr" (Low and High), and "Student Status" (Both). It also has checkboxes for "Include only students in their default entity", "All Calendars", and "All Schools", each with a corresponding button.
- Login/Password Options:** Contains checkboxes for "Generate Logins/Passwords", "Overwrite Existing Logins", "Overwrite Existing Passwords", and "Force password change at next login (if password was generated)".
- Permission Options:** Contains a checkbox for "Set the Web Access field" and a dropdown for "Allow Web Access" set to "Yes".

Buttons for "Run" and "Back" are located in the top right corner.

# Student Access screen - Course Request section

The Online Course Request area is under the Schedule link

Student Access  
Belva E. Acobascr

Belva Acobascr My Account Email History Exit

Home  
Calendar  
Attendance  
Student Info  
Food Service  
**Schedule**  
Activities  
Endorsements  
Portfolio  
Login History

**Schedule**

VIRGIL ELEM (GR 4-6)  
Schedule is not available for Belva.

Currently Scheduled Class: Wed Sep 21, 2016 2:51pm  
Belva Next scheduled class Period 8 EXPLORING CAREERS begins at 2:55 PM

**Course Requests now open**  
Belva: Request Courses for 2017-2018 in BEOWULF MS (GR 7-8)

Belva (BEOWULF MS (GR 7-8)) Display Options **Current Year** Weekday By Term Matrix *The current term is highlighted.*

2016 - 2017 Print Schedule	Term 1 (09/22/16 - 09/23/16)	Term 2 (09/26/16 - 11/04/16)	Term 3 (11/07/16 - 12/21/16)	Term 4 (01/09/17 - 02/17/17)	Term 5 (02/20/17 - 03/06/17)
Period 1 (8:15 AM - 9:00 AM)	7TH READING FRANCINE PICCIONISCR MTWRF Room 2	7TH READING FRANCINE PICCIONISCR MTWRF Room 2	7TH READING FRANCINE PICCIONISCR MTWRF Room 2	7TH READING FRANCINE PICCIONISCR MTWRF Room 2	7TH READING FRANCINE PICCIONISCR MTWRF
Period 2 (9:05 AM - 9:50 AM)	7TH-SCIENCE IRISH EMBERYSCR MTWRF	7TH-SCIENCE IRISH EMBERYSCR MTWRF	7TH-SCIENCE IRISH EMBERYSCR MTWRF		
Period 3 (9:55 AM - 10:40 AM)	7TH BAND WOODWINDS KITTY COWHERSCR MTWRF Room BH	7TH BAND WOODWINDS KITTY COWHERSCR MTWRF Room BH	7TH BAND WOODWINDS KITTY COWHERSCR MTWRF Room BH	7TH BAND WOODWINDS KITTY COWHERSCR MTWRF Room BH	7TH BAND KITTY COWHERSCR MTWRF
Period 5 (12:25 PM - 1:10 PM)	PRIN OFF AIDE FELICA TURCOTTSCR MTWRF Room OFF	PRIN OFF AIDE FELICA TURCOTTSCR MTWRF Room OFF	PRIN OFF AIDE FELICA TURCOTTSCR MTWRF Room OFF	PRIN OFF AIDE FELICA TURCOTTSCR MTWRF Room OFF	PRIN OFF FELICA TURCOTTSCR MTWRF
Period 8 (2:55 PM - 3:40 PM)	EXPLORING CAREERS AMIE ZWOLINSKISCR MTWRF Room 101	EXPLORING CAREERS AMIE ZWOLINSKISCR MTWRF Room 101	EXPLORING CAREERS AMIE ZWOLINSKISCR MTWRF Room 101	EXPLORING CAREERS AMIE ZWOLINSKISCR MTWRF Room 101	EXPLORING AMIE ZWOLINSKISCR MTWRF

Belva (BEOWULF MS (GR 7-8)) *Request Courses* | [View Alternates](#)

Total Requests/Scheduled: 2      Total Credits: 0.000

Available Courses for 2017-2018		Selected Courses	
1112	READING SKILLS 8GD 0.000 Credits	1378	THEATRE I 0.000 Credits
1151H	HRS SPANISH I 1.000 Credits	1811	8TH ENGLISH 0.000 Credits
1378	THEATRE I 0.000 Credits		
1811B	8TH ENGLISH 0.000 Credits		
2008	JOURNALISM -8TH 0.000 Credits		
2228	8TH GIFTED & TALENTED 0.000 Credits		
3811	8TH BAND 0.000 Credits		
3811P	8TH BAND PERCUSSION 0.000 Credits		
3840	8TH ART 0.000 Credits		

Buttons: Add Course >    < Remove Course

Search    Clear

The Course Availability list is displayed in the left hand column. The students simply double click on the course or uses the Add Course button in the middle to move a class to the Selected side. In this example, the Band 7&8 course was scheduled by “the office” so that course request cannot be removed by the student.

If you link courses using the Co-Requisite feature....both courses will ‘flow’ when either course is chosen.  
*Nice for Semester 1 and 2 courses --- Nice for Speech and Health type combos*

# Utility to Mass Add/Change/Delete Course Requests

This a great utility to make Mass Changes. You can run this against the Course Requests and even against the Scheduled Sections

**Mass Add/Change/Delete Student Requests**

**Mass Add/Change/Delete Student Request Processing Options**  
This process will mass add, change, or delete student course requests and/or scheduled class sections. A list of the selected student or students within range will be displayed prior to processing.

**Template Settings**  
\* Template Description: 1-Alg 1 A to Geom A (PAP)  
 Share this template with other users in entity 001  
School Year: 2014-15

**Process By**  
 Individual  Multiple Students  Range  Course   
School Year Courses From: 2016-17  Display Inactive Classes  
 Dropped Students  Inactive NY Status

**Exclusion Courses**

**Process Type**  
 Add Course/Class  Change Course/Class  Delete Course/Class  Mass Delete All Requests  
 Drop Course/Class for Student when it cannot be Deleted  
\* Change from: Course: 3201AR Alg 1 A Class:   
\* Change to: Course: 3231AH Geom A (pap) Class:

Menu Path is **Future Scheduling - Student Schedule Generation - Setup - Utilities**

*\*\*This is also under Current Scheduling*

You can run the utility against....  
--individual students who you enter  
--range by grade or by other parameters (teams/homeroom/adv)  
--course (even from prior year!)  
--processing list

You can.....  
--Add a Course Request/Class to a group of students  
--Change a course request/class from one number to another number  
--Delete a course request/class from a group of students

*Reminder - During the "summer"....if you want to run the utility against CRS REQUESTS, you need to make sure that you have UNSCHEDULED your students.*

## Routine:

- ⦿ Push Students to next entity
- ⦿ Data Mining: check the NY status field
- ⦿ Create/Verify SA accounts (username/passwords)
- ⦿ Create Course Availability list
- ⦿ Mass Assign Core Courses
- ⦿ Check several students in Student Access
- ⦿ Find out how the students are going to enter requests....by what teacher and what grade levels
- ⦿ *Data Mining: LN, FN, SA username/password, Teacher Name, period -- create/print Excel sheet*
- ⦿ *Mail Merge this to their index cards for 5<sup>th</sup> graders*
- ⦿ *Print Student Direction sheet*

Summary page.....

**\*\*Create New Year and roll course master**

Fix Course File- elective vs required and adjust the grade level range

(I filter on the new year Course Master screen to look at this)

In the Course File, make changes to.....

--the Elective/Required

--to the Grade Level Ranges

--to the Active/Inactive status

Create the Course Availability list

--you can re-create and re-create this list

Set up online registration for Student Access ( ??...and Family Access)

Menu path is: Families - PS - Configuration

Setup student username and password

Summary page.....(cont)

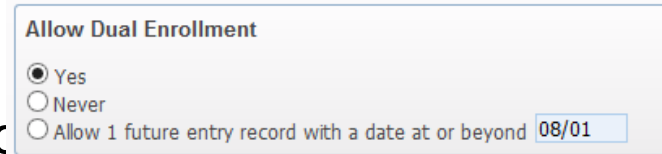
Push Students for those who will be changing buildings

Remember to change the enrollment%

-Menu Path: Product Setup - Co

Management - Configuration

Then the Entry/Withdrawal Settings button



Allow Dual Enrollment

Yes

Never

Allow 1 future entry record with a date at or beyond 08/01

I compare the numbers against the Entity Counts to make sure that pushed numbers are reasonable

Monitor the NY status field

I use a data mining report and I view this field on the student screen

\*\*Need to continue to deal with new enrollees and withdrawals after this initial process is done.....continue to push and purge until the last day of school



## Summary page.....(cont)

Course Requests- mass assign the cores for the particular grade levels

The counselors share this information with me (of what needs to be mass assigned to students)

Then I send them a picture of what the students see in Student Access. I use a student example from each grade level

Course requests entered by the office cannot be changed by the student

We take away the "updated" option but leave the "selected" tab so the students can refer back to their class choices --- but you need to take away the Selected tab in June otherwise future scheduling runs display classes

## TIPS:

Push Students to New Entity: initial push - periodic pushes up to project deadline - night before for the new enrolled students

- date these tasks....new students after this have to be included some how

## Mass Assign Course Requests

- 4 cores - but then lots of discussion about PE vs Athletics vs nothing at the Junior Highs
- gotcha: sometimes they don't know what they want (ex: PE)
- South Campus and North Campus did NOT mass assign any core courses this spring. They had the students select all of their courses through the Online Course Request process

◎ Counselors changed the course requests for the Enriched/Honors classes using the utility

\*\*I helped the counselors with many of these changes. I created Processing Lists for students who took Algebra in 8<sup>th</sup> gr....then ran the utility against that Processing List.

Using the Processing List for these types of changes saved them (and me) hours of work!!

\*\*The Mass Change Course Request utility can LOOK BACK at last year's class info (only at the same entity)

Course Availability List - go back and forth with counselors until correct

(you can re-create the Course Avail list)

- Course File - make sure that the Grade Level info is entered so 7<sup>th</sup> grade will only see 7<sup>th</sup> grade courses
- Course File - mark the courses to be seen in Course Avail list - change courses to Elective rather than Required
- Send the counselors a screen shot of what the students will choose from - once they "see" what they have "said", many times the story changes
- You can re-create this guy over and over again

Since most tasks are done before "the day" - your new enrollees may need manual touches

- Username and password created/verified
- Index card created if 5<sup>th</sup> grader
- \*\* Mass assign core courses
- \*\* Next Year Status field equals Active

No matter how we approached the day, every scenario followed the setup of:

--I did the log in speech with the students and told the students about “their account” *(our schools do this part now)*

--Then passed it over to the counselors to do the Course Request part

*\*\*The counselors need to have an active part...gives them ownership, helps them understand the software and process, and gets you out of there....you cannot be chained to every task!*

--When the students finished entering their elective choices.....

**\*\*\*after 6 years.....we still do this!!\*\*\***

-they raised their hand

-an adult checked their request page to make sure everything was okay (compared the online page to their course request paper that the parent had signed ahead of time)

-then had the student log out

## Changes Implemented Since We Started

The Student Access username and password are now uniform  
...the SA username is the same as the student network username  
...the SA password is the same as the student network password

Students are NOT allowed to change their password  
...this keeps the password as “District Owned” so this info will print on student schedules and can pull from Data Mining  
...this has minimized the support of Student Access accounts to basically nothing

Because the username and passwords are uniform, we no longer print Student Access cards for the secondary students. Instead we tell them to log in using the same information as their network username and password.

*We still print Student Access cards for the 5<sup>th</sup> graders....only at 1 elementary.*

## Surprises/Assumptions:

--Do not assume counselors are pro-active with students about course selection

*--the online process does not replace the counselors meeting with the students ahead of time and guiding the students in the course offerings*

\*Our first year.....Each school's online experience was a success....until we got to our last junior high. The counselors thought that the online course request process replaced their involvement....before and during. The students were confused, we were confused. Students were choosing electives based on the friend they were sitting by. The end result would have created many schedule changes...at some point. So we started over! I wiped out all of the course requests for that junior high. The counselors met with the students about course requests. The course request selection sheet was sent home to be signed by the parents. Then we came back and did the online course request show again. Success!!!

--Do not assume counselors know the course numbers to use

*--this can make it difficult for you to use the right courses that will be used to create the Course Availability list*

- Most counselors did a great job of talking with the students ahead of time. Discussing what the students should be planning and thinking.
- A couple groups also did a “Tips” doc for students

# Things to Consider:

- \* Will this process be done in Family Access or Student Access?
- \* Do all students or parents have a login and password?
- \* Who is the contact for any login/password problems?
- \* Have new courses for the next school year been entered into Skyward?
- \* How long to keep the course request page open for change by the student?
- \* Who will verify the course requests once they are completed?  
*Especially the students who move to a different campus next year.*
- \* What is the process for new students who enroll after online course selection has been completed?
- \* Do I really need to print directions for students?
- \* When to create the New Year and roll the course file to the new year?
- \* And push the students for those going to a different entity?  
*--don't want to do this too early because you have to keep up with the students in the New Year and their New Year Status*

Feel free to contact me if you have any questions or would like additional information:

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