

How to Implement OnLine Course Request Entry

STUDENT ON-LINE COURSE REQUESTS

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2018 TSUG

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 8th grade students going to 9th grade. It was started at the request of North Campus (our 9th grade campus)

Date of events started February 1st, 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 8th 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 8th 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 6th and 7th 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 5th graders select their one elective course via online course requests

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 5th graders

****ALL elementary 5th 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. No one seems to want to own this group...at the elementary nor at the junior high.

Our high school finally decided to participate with their incoming 10th graders....

--We used the students' current 9th grade English class

*done at North Campus (9th 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 long and tough day....changes were made in the Spring 2012 process for this 9th grade group.....**

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

(The 10th and 11th 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.**

****I create the New Year in October for our high school.**

Career Plans in Skyward have changed our process somewhat....

We piloted this 2 years ago and then put this into action with our incoming 9th graders last year.

Last spring our 8th graders entered their Course Requests and declared their Endorsement as normal....in the computer lab organized by the counselor via their Student Access account.

Then the 8th grade counselor met with all the 8th graders individually where they reviewed the course requests that the student had entered. Then the student and counselor built out the student's career plan in Skyward.

***Our pilot found that this was the fastest method for us.*

So this year our current 9th graders have an existing Career Plan entered.

The 9th grade counselors will meet with all of their students starting in November (2018). They will firm up the 10th grade course selections in the Career Plan screen. And they will make any necessary adjustments in the 11th and 12th grade columns.

I will run the mass utility to send the 10th grade Career Plan info to the Future Scheduling screen.

The 9th grade counselors have permissions to run the individual student utility to move the Career Plan choices to Future Scheduling if they need to.

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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 8th graders going to high school and your 5th 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

The screenshot shows the 'Edit Course' interface. At the top, it displays 'Entity: 043 BONNETTE JR HIGH' and 'School Year:'. Below this, the 'Course Key' is 'JH0750', 'Short Description' is 'Theatre Arts 1', and 'Long Description' is 'Theatre Arts I'. The 'General Properties' section contains several fields: 'Course Length Set' is 'YR - YEAR', 'Grade Set' is 'YEAR', 'Subject' is 'FA Fine Arts', 'Department' is 'FA Fine Arts', and 'Activity Link' is empty. Two fields are highlighted with red boxes: 'Elective/Required' is set to 'Elective', and '* Grade Ranges' is set to '06 - 08'. Other fields include 'Fees' at '\$0.00', 'Academic Hours' at '1.000', and 'Earned Credits' at '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

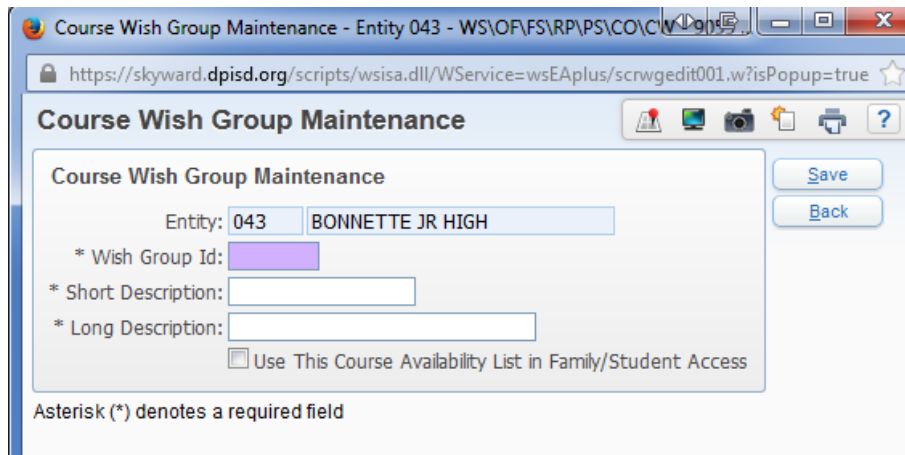
--change the courses to **ELECTIVE** so only those course will appear on the list

The screenshot shows the 'Course Availability List Parameters' utility interface. At the top, there are 'Run' and 'Back' buttons. Below them is a description: 'This process will create a new or append to an existing Course Availability List for each Graduation Year specified using the ranges below for the selected Course Wish Group.' The 'School Year' is set to a dropdown menu. The '* Course Wish Group' is set to 'WEB'. The 'Process Type' section has radio buttons for 'Append' and 'Create', with 'Create' selected. The 'Range Parameters' section shows 'Low' as 'Grade/Grad Yr: 06 2020' and 'High' as '08 2018'. Under 'Course Selection', there are radio buttons for 'Electives and Required' and 'Electives Only', with 'Electives Only' selected. Under 'Course Scheduling Types', there are checkboxes for 'Include Normal Scheduled Types' (checked), 'Include Manually Scheduled Types', and 'Include Special Education Types'. There is also a 'Type' button. At the bottom, there are 'Sort' and 'Course Key' buttons.

- 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\CL\Don't". The address bar shows the URL: <https://skyward.dpsid.org/scripts/wsisa.dll/WService=wsEAplus/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.

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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 ID	Entity	Entity Type	Family Access	Student Access
1	002 DEER PARK HS - SOUTH CAMPUS	Regular	YES	YES

Expand All Collapse All View Printable Details

General Information

Course Requests

	Year	Sem/Term	Application Name	Family Access		Student Access	
				Enabled	Display Message	Enabled	Display Message
Edit	2019		Alternate	NO	NO	NO	NO
Edit	2019		Available	NO	NO	NO	NO
Edit	2019		Selected	NO	NO	NO	NO
Edit	2019		Update Selected	NO	NO	NO	NO
Edit	2020		Alternate	NO	NO	NO	NO
Edit	2020		Available	NO	NO	YES	N/A
Edit	2020		Selected	NO	NO	YES	N/A
Edit	2020		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 - 2020

Entity: 002 Section and Application: Course Requests -- Available

Guardian Options	Student Options
<input checked="" type="checkbox"/> Disable Application <ul style="list-style-type: none"><input type="radio"/> Do Not Display Button<input type="radio"/> Display Button and Message <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<input type="checkbox"/> Disable Application <ul style="list-style-type: none"><input type="radio"/> Do Not Display Button<input type="radio"/> Display Button and Message <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<input type="checkbox"/> Do Not Show Required/Elective in class list Note: This will apply to All Course Request Applications for 2020	<input checked="" type="checkbox"/> Do Not Show Required/Elective in class list Note: This will apply to All Course Request Applications for 2020

This is an example of the Update Selected screen options.

Edit Course Requests Configuration - 2020

Entity: 002 Section and Application: Course Requests -- Update Selected

Guardian Options	Student Options
<input checked="" type="checkbox"/> Disable Application <ul style="list-style-type: none"><input type="radio"/> Do Not Display Button<input type="radio"/> Display Button and Message <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<input type="checkbox"/> Disable Application <ul style="list-style-type: none"><input type="radio"/> Do Not Display Button<input type="radio"/> Display Button and Message <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<input type="checkbox"/> Limit Number of Requested Credits to <input type="text"/>	<input type="checkbox"/> Limit Number of Requested Credits to <input type="text"/>
<input type="checkbox"/> Allow Courses Requested through Office to be removed	<input type="checkbox"/> Allow Courses Requested through Office to be removed
<input type="checkbox"/> Allow Guardian to schedule courses previously passed	<input type="checkbox"/> Allow Student to schedule courses previously passed
<input type="checkbox"/> Allow Guardians to select students' Band Instrument	<input type="checkbox"/> Allow Students to select their Band Instrument
<input type="checkbox"/> Only list class sections for courses based on student's Career Plan	<input type="checkbox"/> Only list class sections for courses based on student's Career Plan
<input type="checkbox"/> Use Course Request Time Periods to determine if window is open	<input type="checkbox"/> Use Course Request Time Periods to determine if window is open
<input type="checkbox"/> Do Not Show Required/Elective in class list Note: This will apply to All Course Request Applications for 2020	<input checked="" type="checkbox"/> Do Not Show Required/Elective in class list Note: This will apply to All Course Request Applications for 2020

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

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

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 with the URL <https://skyward.dpsid.org/scripts/wsisa.dll/WService=wsEaplus/ssauedit002.w?isPopup=true>. The page title is "Mass Generate Student Permissions/Passwords".

Utility Options

- Generate Permissions/Passwords
- Import Permissions/Passwords from a csv File

Entity Selection

001 - DEER PARK HS - NORTH CAMPUS
002 - DEER PARK HS - SOUTH CAMPUS
004 - SPECIAL EDUCATION
005 - DEER PARK HS - WOLTERS CAMPUS
006 - HARRIS CO J J A E P

Range Options

Student Key: Low High

Grade/Grad Yr:

Student Status:

- Include only students in their default entity
- All Calendars
- All Schools

Login/Password Options

- Generate Logins/Passwords
 - Overwrite Existing Logins
 - Overwrite Existing Passwords
 - Force password change at next login (if password was generated)

Permission Options

- Set the Web Access field
 - Allow Web Access:

Buttons: Run, Back

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--Set up Student Access

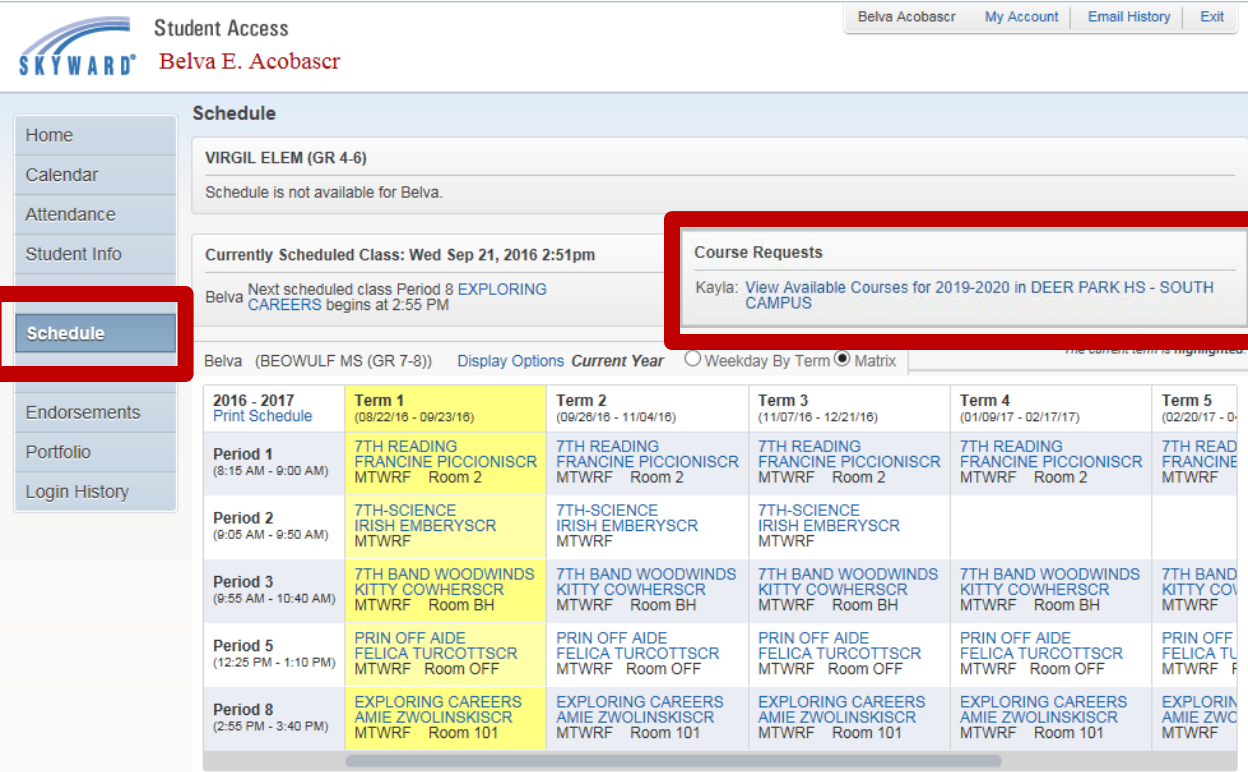
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Student Access screen - Course Request section

The Online Course Request area is under the Schedule link



The screenshot shows the Student Access interface for Belva E. Acobascr. The 'Schedule' link in the left sidebar is highlighted with a red star and a red box. The 'Course Requests' section is also highlighted with a red box. The 'Currently Scheduled Class' section shows 'Wed Sep 21, 2016 2:51pm' and 'Next scheduled class Period 8 EXPLORING CAREERS begins at 2:55 PM'. The 'Course Requests' section shows 'View Available Courses for 2019-2020 in DEER PARK HS - SOUTH CAMPUS'.

Student Access
Belva E. Acobascr

Belva Acobascr My Account Email History Exit

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
Kayla: View Available Courses for 2019-2020 in DEER PARK HS - SOUTH CAMPUS

Belva (BOWULF MS (GR 7-8)) Display Options Current Year Weekday By Term Matrix

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 Room 2
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 WOODWINDS KITTY COWHERSCR MTWRF Room BH
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 AIDE FELICA TURCOTTSCR MTWRF Room OFF
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 CAREERS AMIE ZWOLINSKISCR MTWRF Room 101

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

Total Requests/Scheduled: 2 Total Credits: 0.000

Available Courses for 2019-2020

1112	READING SKILLS 8GD	0.000 Credits
1151H	HRS SPANISH I	1.000 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

Add Course >

< Remove Course

Selected Courses

1378	THEATRE I	0.000 Credits
1811	8TH ENGLISH	0.000 Credits

Search Clear

The Course Availability list is displayed in the left hand column.

The students simply use the Add Course button in the middle to move a class to the Selected side.

If the course request was scheduled by "the office" 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

*** I create new templates every year...I never re-use the previous year templates!!*

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:
 Share this template with other users in entity 001

School Year:

Process By
 Individual Multiple Students Range Course
School Year Courses From: 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: Class:
* Change to: Course: 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 5th graders*
- ⦿ *Print Student Direction sheet*

Doc Title: Course Request schedule spring 2018

Check NY status
Push stu to next school
Mass Assign Core courses
Check Course Availability list
Turn on Course Request
Mark calendar to turn off Crs Req

Delete withdrawals from pushed school
Look for inactives with FS schedules

CONTINUE – pushing 5th and 8th
CONTINUE – checking for new stu
without classesNY status.....etc

		Contact	TIME	Push	NY	Core Crs Asgn	Avail List	Turn On CR	Turn Off CR
Tues, Jan 30	BJH – 8 th grade	Leslie Rachel	Labs						
Wed Jan 31	DPJH – 8 th grade	Debi Sarah	SS						
Thurs Feb 1	DWJH – 8 th grade	Gina Lauren	8:15						
Friday Feb 2	FJH – 8 th grade	Kim Vilma	8:15						
Feb 9	FE 5 th grade	Beth Pembroke	9:30 lab						
Feb 19 & 21	DPJH 6 th & 7 th	Debi Sarah	8:15	NA					
Mon Feb 19 9 – 11 ish	SJE 5 th grade	Ms. Mills this year	lab						
Feb 20 & 21	BJH 6 th & 7 th	Leslie Rachel		NA					
Feb 22	Dabbs 5 th grade	Jennifer							

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

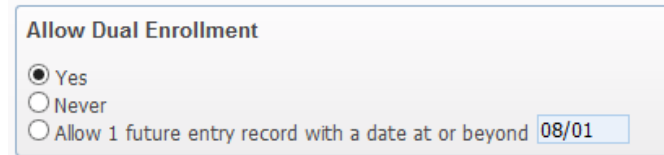
Set up online registration for Student Access (??...and Family Access)

Menu path is: Families - PS - Configuration

Setup student username and password

Summary page.....(cont)

Push Students for those who will be changing buildings



The screenshot shows a configuration window titled "Allow Dual Enrollment". It contains three radio button options: "Yes" (which is selected), "Never", and "Allow 1 future entry record with a date at or beyond" followed by a date input field containing "08/01".

Remember to change the enrollment%

-Menu Path: Product Setup - Contact Access - Student Management - Configuration
Then the Entry/Withdrawal Settings button

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 do NOT mass assign any core courses. They have the students select all of their courses through the Online Course Request process. But this will change with Career Plans!!

◎ 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 8th 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 and re-create and re-create the Course Avail list)

- Course File - make sure that the Grade Level info is entered so 7th grade will only see 7th 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

- ** 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.*

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

****after 8 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.

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

- Counselors did a great job of talking with the students ahead of time. Discussing what the students should be planning and thinking. ***All of this has to remain part of the process***
- Students are very comfortable with technology....this process does NOT scare them!!

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 unnecessarily because you have to keep up with the students in the New Year and their Next Year Status

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

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