*i*Pass Administrator's Quick Start Guide for Configuring Course Recommendations

Important Note! To use Online Recommendations, the Course Catalog must be rolled to Next Year using End of Year Procedures > Roll Courses. Students must have Next Year School and Next Grade Level set in Biographical System > Mass Update Students.

STEP 1: Go to **Scheduling System > Scheduling Maintenance**
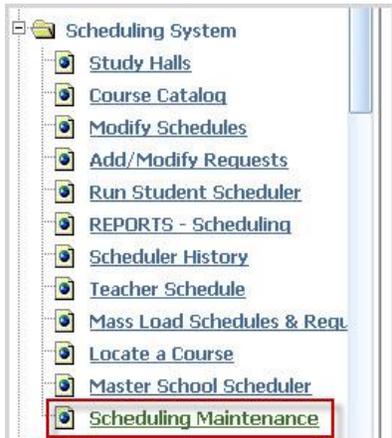
STEP 2: Click on the **Recommendation Configuration** tab.

Recommendation Configuration	Academic Year Settings	Calculate Earned Credits
Calculate Filled Count	Course Types	Day Names
Grade Scheduling Weights	Rotation	Rotation By Grade Level
School Periods	School Terms	Term Codes

NEW! **Grade Level Configuration** ⟶ Grade Level: [▾]

STEP 3: Select the first **Grade Level** to be configured**.** The configuration can be different for each grade or the same. Each Grade Level must be configured and the page submitted.

Important Notes!

a) The Grade Level is associated with School Year selection in the Recommendation Setting for **Year to display for recommendations** (found lower on screen). Configuring Recommendations for the NEXT school year should have the NEXT Grade Level and the corresponding NEXT School Year selected. In the event you want to configure Recommendations for the CURRENT year, select CURRENT Grade Level and select CURRENT School Year.

b) When setting up Recommendations for incoming students coming from another school within the district (ie. Grade 8 middle school recommendations for Grade 9 high school) the current AND next year Grade Level must be set up at both schools with the Next Year School Year selected. For example: Grade Level = 08 with Next School Year AND Grade Level = 09 with Next School at both the middle school and high school.

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STEP 4: To allow teachers to enter course recommendations set **Allow teachers to enter Recommendations** to **Yes**. To close course recommendations to teachers, set to No. This setting can now vary by Grade Level.

Grade Level:	09 ▾
Allow teachers to enter Recommendations:	Yes ▾

STEP 5: Select core **Departments** by clicking the department name on the left. Core items will appear on the right side. Organize menu choices by using the **Move tools**. Delete items using **Delete**. Courses in the Course Catalog identified in the department will be available for selection.

Important Note! Courses must be set to **Show Recommendations = Yes** on the Course Catalog Course Details screen to be available for selection. *Fields to Update* can be used to update multiple courses at once.

Select Departments for Electives

STEP 6: Enter the **Number of Electives**.

STEP 7: Highlight the **Departments for Electives**. The departments will appear below.

Important Note! In additional to being set to Show Recommendations = Yes, Elective Courses must be set to **Available as Elective = Yes** on the Course Catalog Course Details screen to be available for selection. *Fields to Update* can be used to update multiple courses at once.

STEP 8: Compose the **Sign Off Message**.

Helpful Hint! HTML text formatting can be used to insert line breaks and special formatting.

The sign off message will appear like this:

STEP 9: Set the recommendation defaults.

Note: The setting for "Default Unapproved Parents/Students/Teachers recommendation to Approved" has been moved off the Recommendation Configuration and set to a default of Yes districtwide. In the event you want to change this to No, this will need to be changed in System Configuration.

STEP 10: Select the **Recommendation Settings**. These settings will determine the Recommendation Year and what the parents and students will have access to when they go to iParent and/or iStudent > Recommendations.

Important Note! The **Year to display for recommendations** is the year that will display for Teachers, Counselors, Parent and Students when entering Recommendations. Configuring Recommendations for

the NEXT school year should have NEXT School Year selected. Make sure that the Grade Level selected at the top of the Configuration screen is the Grade Level for NEXT year (student's Next Grade Level). In the event you want to configure Recommendations for the CURRENT year, select CURRENT School Year and select CURRENT Grade Level.

The iParent and/or iStudent Recommendations screen will appear like this:

STEP 11: Click **SUBMIT.**

STEP 12: **REPEAT** Configuration steps for **EACH Grade Level** you plan to open Online Course Recommendations for.