Parent's Quick Start Guide for Student Course Recommendations

HARRIS School Solutions

STEP 1: Use your iParent account information to access the iPass **iParent folder**.
Click on **Parent Recommendations**
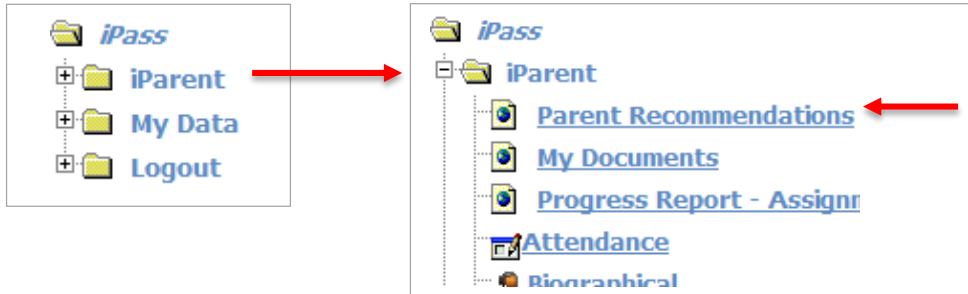
STEP 2: The **Parent Recommendations** window will appear. You will see any current recommendations as well as curriculum Department and Elective areas that need recommendations.

Parent'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 child's teacher and by your child (if allowed). 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

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[Search] [Clear]

Parent'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
Electives **Please Select 3**	
165a 🔍	I know she really wants to take this course!

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

Your **Approved Parent 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		
☑	010033101	Algebra A	1	1.0000	4	Delete	Add Alternate
		02/01/16	Brandi Brannon				I know she really wants to take this!

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

☑	010033101	Algebra A	1	1.0000	4	Delete	Add Alternate
		02/01/16	Brandi Brannon				I know she really wants to take this!

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

010043201	Search
	Search

Submit   Cancel

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

Approved	Course ID	Course Name	Curriculum Level	Credits	# Of Terms		
☑	010033101	Algebra A	1	1.0000	4	Delete	Add Alternate
	02/01/16	Brandi Brannon					I know she really wants to take this!
☑ Alt1 010043201		Functional Algebra				Delete	
	02/01/16		Brandi 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.

☑	010033101	Algebra A	1	1.0000	4	Delete	Add Alternate
	01/30/16	Brandi Brannon					I know she really wants to take this!