
Online Course Recommendation Enhancements

Overview:

These enhancements originated from district requests to allow finer control of the Recommendation screen for both the iParent and iStudent portals. At certain points in the course recommendations process, the school may want to allow parents and students to enter their own recommendations. At other times, the school may want to 'turn-off' the ADD functionality and just allow parents and students to view and approve the recommendations that were entered on the admin portal. A new set of parameters has been added to allow the school to control what parents and students are able to see and do on the Recommendation screen.

Along with these changes, other enhancements were made to allow more options for teachers and counselors regarding course recommendations. Previously, teachers could not delete a recommendation that was accidentally entered but now they can. Counselors can "UNapprove" a recommendation so that it will not be considered a course request. We have also added the ability to create "Alternative Recommendations" so that if a primary course is not available an alternative option for the student can be recorded.

Together these enhancements will allow more options for students, teachers, parents and counselors during the course request process while also reducing data entry errors.

Summary of Enhancement Requests

- Allow the Course Request Verification report to be a publishable document
- Allow school to track which parents have viewed the Course Request Verification report
- Allow Counselors to undo the approval of a recommendation.
- Allow the Recommendation screen to be read-only for parents
- Allow school to control which school year a parent/student is entering course recommendations for
- Allow school to control the approval checkboxes on the recommendation screen
- Allow a teacher to delete a course recommendation
- Allow students, parents, and counselors to add alternate RECOMMENDATIONS for a main recommendation.
- Allow student to enter alternate recommendations without being able to create their own primary recommendations
- Allow school to select which courses will be available to select as electives

New features on the Admin portal:

1. Several new parameters have been added on the "Recommendation Configuration" screen. These parameters will allow a school to have very fine control of how the Recommendation screen looks and operates for Parents and Students.

These will allow multiple types of configuration scenarios such as:

- **View Only Mode:** Access so that parents and students can see which recommendations have been selected but are not able to make changes directly.
- **Approval Mode:** Parents and Students can sign-off on recommendations to certify that they agree with the courses that are being assigned.
- **Allow Alternates Only Mode:** Allow parents and students to view which recommendations have been selected and allow students to enter alternates in case their first choice is not available.
- **Elective Only Mode:** Allow parents and students to enter recommendations for Elective courses while the 'core' courses are handled by the counselors.

Automatically turn all recommendations into course requests	No ▼
Default Unapproved Parents/Students/Teachers recommendations to Approved	Yes ▼
Default Unapproved Counselor entered recommendations to Approved	Yes ▼
Parents/Students/Teachers can enter alternates for approved recommendations	Yes ▼
Recommendation Settings	

Year to display for recommendations: 2015-2016 ▼	
Parent Recommendation Access: <input type="radio"/> Off <input type="radio"/> View <input checked="" type="radio"/> View & Approve	Student Recommendation Access: <input type="radio"/> Off <input type="radio"/> View <input checked="" type="radio"/> View & Approve
Message when Recommendations are Off: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
Parent Can Add Recommendation: <input type="radio"/> No <input checked="" type="radio"/> Electives & Departments <input type="radio"/> Electives Only <input type="radio"/> Departments Only	Student Can Add Recommendation: <input type="radio"/> No <input checked="" type="radio"/> Electives & Departments <input type="radio"/> Electives Only <input type="radio"/> Departments Only
Parent Can Enter Alternates: <input checked="" type="checkbox"/> Parent/Student Entered Electives <input checked="" type="checkbox"/> Parent/Student Entered Departments <input checked="" type="checkbox"/> Teacher/Counselor Entered <input checked="" type="checkbox"/> Course <input checked="" type="checkbox"/> Curriculum Level <input checked="" type="checkbox"/> Credits <input checked="" type="checkbox"/> # of Terms <input checked="" type="checkbox"/> Schedule <input checked="" type="checkbox"/> Approver Name/Date	Student Can Enter Alternates: <input checked="" type="checkbox"/> Parent/Student Entered Electives <input checked="" type="checkbox"/> Parent/Student Entered Departments <input checked="" type="checkbox"/> Teacher/Counselor Entered <input checked="" type="checkbox"/> Course <input checked="" type="checkbox"/> Curriculum Level <input checked="" type="checkbox"/> Credits <input checked="" type="checkbox"/> # of Terms <input checked="" type="checkbox"/> Schedule <input checked="" type="checkbox"/> Approver Name/Date
Columns to Display to Parent: <input checked="" type="checkbox"/> Course <input checked="" type="checkbox"/> Curriculum Level <input checked="" type="checkbox"/> Credits <input checked="" type="checkbox"/> # of Terms <input checked="" type="checkbox"/> Schedule <input checked="" type="checkbox"/> Approver Name/Date	Columns to Display to Student: <input checked="" type="checkbox"/> Course <input checked="" type="checkbox"/> Curriculum Level <input checked="" type="checkbox"/> Credits <input checked="" type="checkbox"/> # of Terms <input checked="" type="checkbox"/> Schedule <input checked="" type="checkbox"/> Approver Name/Date

The following parameters control how and when recommendations are approved. We use the term "approved" in two ways. When a parent or student approves a recommendation they are "signing off" that they agree with the recommendations. However, when a counselor approves a recommendation it becomes a COURSE REQUEST and at that point it is used to schedule a student.

- **Automatically turn all recommendations into course requests:** This parameter was previously labeled "Default Unapproved Recommendations to Approved". This is set to

“yes” when you do not require counselors to undergo the approval process for requests. Therefore, any recommendation entered by any user will automatically be turned into a valid REQUEST that will be honored by the Student Scheduler. When this parameter is set to ‘Yes’ the two parameters immediately below will automatically be set to ‘Yes’.

- **Default Unapproved Parents/Students/Teachers recommendations to Approved:** When set to “yes” any recommendations entered by a parent or student or teacher will automatically be marked as “approved” (signed-off) by that user. When set to “no” the user would need to check the “Approved” checkbox in a separate step. Please note, this parameter will NOT make the recommendation into a request because it will NOT be automatically counselor-approved.
- **Default Unapproved Counselor entered recommendations to Approved:** When set to “Yes” any recommendations created by the counselor will automatically be marked as approved and will automatically become a COURSE REQUEST. If set to “No” the counselor would need to separately approve the recommendations they created for them to become course requests.
- **Parents and Students can enter alternates for approved recommendations:** If set to “Yes” then parents and students and teachers can enter alternates even if a main recommendation has already been approved by the counselor. For the alternate recommendation to become an alternate request the counselor would need to approve the alternate recommendation after they were entered.

The following parameters will determine how the Recommendation screen operates on the iStudent and iParent portals. Notice most parameters can be set differently for parents than those values set for students.

- **Year to display recommendations:** This will determine which school year parents and students are entering recommendations against. Parents and students will not be able to change school year from that which is selected on this configuration screen.
- **Parent (Student) Recommendations Access:** This controls whether a parent or student can access the Recommendations enter page and what level of access they have.
 - Off
 - View
 - View & Approve
- **Message when Recommendations are Off:** A school can determine the message they want parents or students to see while the recommendation screen is off or unavailable.
- **Parent (Student) Can Add Recommendation:** This controls whether or not parents/students can enter recommendations and which types of recommendations they can create.
 - **No:**
 - **Elective & Departments:**
 - **Elective Only:**
 - **Departments Only:**
- **Parent (Student) Can Enter Alternates:** These checkboxes determine if parents/students can enter alternates and for which types of main recommendations alternates can be created. If no checkboxes are selected then the parent/student will not be able to enter alternates.

The available options are:

- **Parent/Student Entered Electives-** Alternates can be entered for any recommendation that was created by using the Elective section on the iParent or iStudent portal.
- **Parent/Student Entered Departments-** Alternates can be entered for any recommendation that was created by using the Departments section on the iParent or iStudent portal.
- **Teacher/Counselor Entered-** Alternates can be entered for any recommendation entered by a Teacher or a counselor.

Columns to Display to Parent (Student): This controls which columns of data will display to parents and students on the Recommendation screen. Data columns that can be controlled are the following:

- **Course**
- **Curriculum Level**
- **Credits**
- **# of Terms**
- **Schedule**
- **Approver Name/Date**

2. Alternates can now be added for a recommendation. When these alternates are approved by a counselor they will become alternate Requests that will be utilized by the Student Scheduler.

STUDENT RECOMMENDATIONS FOR EARL BENNETT AT HARRIS SENIOR HIGH

Student Recommendations For

[Check All](#)
[Clear All](#)

Approved Add Request	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled	
<input checked="" type="checkbox"/>	010037001	Art I	1	1.00	4	No	Add Alternate
		12/04/15	Aaron Banach				
<input checked="" type="checkbox"/>	Alt1 010077001	3 - D Art					Delete
		12/04/15	Aaron Banach				

- Counselor can undo their approval of a recommendation. When the approval of a recommendation is removed, the Request record for that recommendation will be deleted.

▼ Harris Senior High School Year: 2015-2016 ▼

STUDENT RECOMMENDATIONS FOR JOHN THOMPSON AT HARRIS SENIOR HIGH

Student Recommendations For 16077

[Check All](#)
[Clear All](#)

Approved Add Request	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled	
<input checked="" type="checkbox"/>	010043101	Algebra B	1	1.00	4	No	Add Alternate
		12/06/15	Aaron Banach				
		11/19/15	Heather Thompson				

- The Request Verification (PCL) report is not a publishable report via the Document Publishing tool. This will allow the school to communicate the approved recommendations (requests) with parents and students. It will also allow the school to identify which parents and students have received and viewed the report and which parents/students have not yet accessed the course request report.
- A new field labeled "Available as Elective" has been added to the course records. This will allow school personnel to mark certain courses as electives so that only those flagged courses will appear in the Elective search on the iStudent and iParent portals.

COURSE DETAILS

Course Type: Academic - State Reportable ▼	Print Class List: Yes ▼
Major/Minor: Major ▼	Print On Transcript: Yes ▼
Priority: 5	From Grade: ▼
Number of Requests: 204	To Grade: 12 ▼
Number of Alt Requests: 0	Available as Elective: Yes ▼
	Failure: Yes ▼

6. The option for "Available as Elective" has been added to the Fields to Update dropdown on the Course Details search screen so that courses can be updated at one time.

You may use Enter/Return or Click Search

Year: 2014-2015 ▾	ID: <input type="text"/>
Course Name: Art	CL: ▾
Dept: ▾	Course Type: ▾
Major/Minor: ▾	# of Sections: <input type="text"/>
Max Seats: <input type="text"/>	Linked Course: <input type="text"/>

Fields to Update

Field to Update: Available as Elective ▾	Field To Update: ▾
--	--------------------

COURSE DETAILS

◆ Courses ◆

ID ▾	Name	Dept	Available as Elective	
010000701	Art Independent Study	N/A	No ▾	
010037001	Art I	AR	Yes ▾	
010037002	Art 1 P/F	AR	No ▾	

New Features seen on iStudent and iParent portals:

- The School Year field is now set on the admin portal and cannot be changed by the student/parent so that they cannot accidentally add recommendations to the incorrect school year.

STUDENT RECOMMENDATIONS

School Year: 2015-2016

Approved	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	
<input type="checkbox"/>	010052101	**AP Biology	2	1.0000	4	Add Alternate
<input type="checkbox"/>	010107002	De Intro Theater	10	1.0000	2	Add Alternate
		11/20/15	Heather Thompson			
<input type="checkbox"/>	010032001	Environmental Sci - W / Lab	1	1.0000	4	Add Alternate

- The school can determine which columns of data parents and students see concerning the recommendations. In the example below all the columns are turned off except for Course ID and Course Name.

STUDENT RECOMMENDATIONS

School Year: 2015-2016

Approved	Course ID	Course Name
<input type="checkbox"/>	010052101	**AP Biology
<input checked="" type="checkbox"/>	010107002	De Intro Theater
<input checked="" type="checkbox"/>	010032001	Environmental Sci - W / Lab
<input type="checkbox"/>	010031001	Us History 2
<input checked="" type="checkbox"/>	010043101	Algebra B
<input checked="" type="checkbox"/>	010075301	Intro To Guitar

9. The Recommendation screen for students and parents can be set to several 'modes' depending on the needs of the school:

View Only mode:

STUDENT RECOMMENDATIONS

◆ School Year: 2015-2016 ◆

Course ID	Course Name	Curriculum Level	Credits	# Of Terms
010052101	**AP Biology	2	1.0000	4
010107002	De Intro Theater	10	1.0000	2
		11/20/15	Heather Thompson	
010032001	Environmental Sci - W / Lab	1	1.0000	4
		11/20/15	Heather Thompson	
010031001	Us History 2	1	1.0000	4
		11/20/15	Yvonne Harris	
010043101	Algebra B	1	1.0000	4
		11/19/15	Heather Thompson	
010075301	Intro To Guitar	1	0.5000	2
		11/19/15	Heather Thompson	

Approval Only mode:

STUDENT RECOMMENDATIONS

◆ School Year: 2015-2016 ◆

Approved	Course ID	Course Name	Curriculum Level	Credits	# Of Terms
<input type="checkbox"/>	010052101	**AP Biology	2	1.0000	4
<input checked="" type="checkbox"/>	010107002	De Intro Theater	10	1.0000	2
		11/20/15	Heather Thompson		
<input checked="" type="checkbox"/>	010032001	Environmental Sci - W / Lab	1	1.0000	4
		11/20/15	Heather Thompson		
<input type="checkbox"/>	010031001	Us History 2	1	1.0000	4
		11/20/15	Yvonne Harris		
<input checked="" type="checkbox"/>	010043101	Algebra B	1	1.0000	4
		11/19/15	Heather Thompson		
<input checked="" type="checkbox"/>	010075301	Intro To Guitar	1	0.5000	2
		11/19/15	Heather Thompson		

Allow Entry of Alternates But No New Recommendations

STUDENT RECOMMENDATIONS

◆ School Year: 2015-2016 ◆

Approved	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	
<input type="checkbox"/>	010052101	**AP Biology	2	1.0000	4	Add Alternate
<input checked="" type="checkbox"/>	010107002	De Intro Theater	10	1.0000	2	Add Alternate
		11/20/15	Heather Thompson			
<input checked="" type="checkbox"/>	010032001	Environmental Sci - W / Lab	1	1.0000	4	Add Alternate
		11/20/15	Heather Thompson			
<input type="checkbox"/>	010031001	Us History 2	1	1.0000	4	Add Alternate
		11/20/15	Yvonne Harris			
<input checked="" type="checkbox"/>	010043101	Algebra B	1	1.0000	4	Add Alternate
		11/19/15	Heather Thompson			
<input checked="" type="checkbox"/>	010075301	Intro To Guitar	1	0.5000	2	Add Alternate
		11/19/15	Heather Thompson			
<input checked="" type="checkbox"/>	Alt1 010075201	Music Apprec				Delete
		12/06/15	Heather Thompson			
<input checked="" type="checkbox"/>	Alt2 010075501	Hist Of Amer Music				Delete
		12/06/15	Heather Thompson			

Allow New Recommendations for Electives Only

<input type="checkbox"/>	010031001	11/20/15 Us History 2	Heather Thompson	1	1.0000	4
<input checked="" type="checkbox"/>	010043101	11/20/15 Algebra B	Yvonne Harris	1	1.0000	4
<input checked="" type="checkbox"/>	010075301	11/19/15 Intro To Guitar	Heather Thompson	1	0.5000	2
<input checked="" type="checkbox"/>	Alt1 010075201	11/19/15 Music Apprec	Heather Thompson			
<input checked="" type="checkbox"/>	Alt2 010075501	12/06/15 Hist Of Amer Music	Heather Thompson			
		12/06/15	Heather Thompson			

Add Recommendations	
Course	Comment
Electives Please Select 3	
<input type="text"/> 	<input type="text"/>
<input type="text"/> 	<input type="text"/>
<input type="text"/> 	<input type="text"/>

10. When selecting electives, a parent and student will only see those courses which have been marked at "Available as Elective" in the course catalog. This will help ensure that the correct courses are selected as electives.

COURSE SEARCH FILTERS

You may use Enter/Return or Click Search

Course ID: Course Name:

Grade Level: Department:

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

COURSE SEARCH

Course ID	Course Name	Curriculum Level	# of Terms	Department	# of Sections	GL
010037001	Art I Art I	1	4	AR	4	-12
010047001	Art 2 Art 2	1	4	AR	2	-12
010057001	Art 3 Art 3	1	4	AR	0	07-12
010067001	3 - D Art 3 - D Art	1	4	AR	0	09-12
010077001	3 - D Art	1	4	AR	0	07-12

HARRIS SENIOR HIGH : ART I

Course ID: 010037001 Short Name: Art I Academic Year: 2014-2015
Description: Art I

COURSE DETAILS

Course Type:
Print Class List:

Major/Minor:
Print On Transcript:

Priority:
From Grade:

Number of Requests: 204
 To Grade:

Number of Alt Requests: 0
 Available as Elective:

Failure:

11. Parents and students now have a "Delete" link for removing recommendations. The "Delete" link will only appear for a user for those records which that user has created.

STUDENT RECOMMENDATIONS

◆ School Year: 2015-2016 ◆

Approved	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	
<input checked="" type="checkbox"/>	H0010	Practical English 7 01/12/16	1 Joseph Basa	1.0055	4	Delete Add Alternate
<input checked="" type="checkbox"/>	H0211	Civics 01/12/16	1 Joseph Basa	1.0000	4	Delete Add Alternate

SignOffMessage

Add Recommendations

Course	Comment
EN	
<input style="width: 80%;" type="text"/> <input style="width: 20%; text-align: center;" type="button" value="🔍"/>	<input style="width: 100%;" type="text"/>
FN	

12. System will now keep track of whether a recommendation was entered as an Elective or underneath one of the *core* Departments. For example, if certain English courses (such as Drama 1) can count as both an Elective and toward English department requirements then we will want to keep track of which 'slot' Drama 1 is entered under. If the course ID is entered in the Eng department (as shown below) then the recommendation will be counted as a core department recommendation and NOT as an elective and therefore the EN textbox will be removed. If the course is entered in one of the Elective textboxes then the recommendation will be counted as an elective and one of the elective textboxes will be removed.

Parent Recommendations

Alt2 010075501 Hist Of Amer Music Heather Thompson
12/06/15

Add Recommendations	
Course	Comment
MA	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
SC	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
EN	
<input style="width: 90%; border: 2px solid red; border-radius: 50%;" type="text"/>	<input style="width: 90%;" type="text"/>
SS	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Electives Please Select 3	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

13. Teachers can now delete recommendations on the "Print a Course List" screen.

Submit

Check All Clear All

Recommend	Delete	Course	ID	Name	GL	Sex	HR	Phone	Counselor
			15608	Manna, Crescenzo	12	Female	00CP	717-818-6363 (Home)	Trunchbull
<input type="text"/>	<input type="text"/>								
			17120	Prado, Joaquina	10	Male	0112	717-818-6363 (Home)	Trunchbull
<input type="text"/>	<input type="text"/>								
			16131	Pugliesi, Edvige	11	Female	00CP	717-818-6363 (Home)	Poppins
<input type="text"/>	<input type="text"/>								
			15140	Sabbatini, Severino	12	Female	GYM1	717-818-6363 (Home)	Trunchbull
010031001	<input type="checkbox"/>	Us History 2	Comment: <input type="text"/>						
			16077	Thompson, John	11	Male	00CP	717-818-6363 (Cell)	Poppins
010031001	<input type="checkbox"/>	Us History 2	Comment: <input type="text"/>						
			17203	Williams, Elizabeth	10	Female	GYM1	717-818-6363 (Home)	Trunchbull
010031001	<input type="checkbox"/>	Us History 2	Comment: <input type="text"/>						

14. Teachers can now copy multiple recommendations to all students in the class. The copy button will now copy whatever is entered in the first textbox of the topmost student and copy it only to the first textbox of all other students. Likewise, whatever is entered into the second textbox will be copied to every other students' second textbox. This is useful when you are copying the same set of multiple courses to all students in the roster.

COURSE LIST

You are entering recommendations for 2015-2016

Submit

Check All Clear All

Recommend	Delete	Course	ID	Name	GL	Sex	HR	Phone	Counselor
			15608	Manna, Crescenzo	12	Female	00CP	717-818-6363 (Home)	Trunchbull
<input type="text"/>	<input type="text"/>								
<input type="text"/>	<input type="text"/>								
			17120	Prado, Joaquina	10	Male	0112	717-818-6363 (Home)	Trunchbull
<input type="text"/>	<input type="text"/>								
<input type="text"/>	<input type="text"/>								
			16131	Pugliesi, Edvige	11	Female	00CP	717-818-6363 (Home)	Poppins
<input type="text"/>	<input type="text"/>								
<input type="text"/>	<input type="text"/>								