

My teachers, parents and students have finished entering their course recommendations. What do I do next?

The course Recommendations need to be turned into course Requests.

Student course Recommendations must be “approved” to become course Requests. Once course Requests are created, the students can be scheduled into courses and sections. Turning Recommendations into Requests can be done in 2 ways:

Option 1: If you only having teachers make recommendations “ you can request we run a program to turn ALL Recommendations into Requests. Put a ticket into the eSupport system requesting the program be run for you. Be sure to specify the school and grade levels.

Option 2: If you have teachers, parents and/or students entering recommendations “ you need to go through each student individually and “approve” the courses. A step-by-step guide is available in iPASS Help > Scheduling > Help > Counselor Quick Start Guide for Student Course Recommendations.

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