



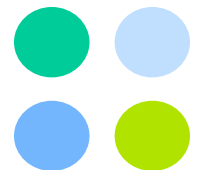
ENHANCED SKYWARD PaC STUDENT



Next Year Course Recommendations



WESPac



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Next Year Course Recommendations

The Recommendations module is used to make next year scheduling course recommendations for students based on their current year course schedule. For example, a teacher who teaches an Algebra 1 class may want to recommend that the students enrolled in the class take the Geometry course next year. The system can be set up to allow this teacher to do that very thing – recommend students for Geometry as a next year scheduling request. On the other hand, the teacher may want to recommend that the student repeat the Algebra 1 class. The system can be set up to do this, also.

The Recommendations module is a component of the Curriculum Master module; because of this you must be using the Curriculum Master module to use the Recommendations module.

Recommendations for students can be entered into the system via Web Access EAPlus or through WESPac once proper security has been assigned to a user. After a course has been recommended it must be approved in WESPac through Future Scheduling By Student. Approval of a recommended course means that the course is added to the student's schedule as a Future Scheduling request. Recommendations must be approved on a student-by-student basis; there is no utility to mass approve recommendations.

Currently Recommendations do not work across Entities. For instance, a 9th grader at the Junior High School cannot receive a recommendation for a course at the High School.

WESPac Setup

To setup a course as a Recommendation for another course you must have access to the Curriculum area of Current Year Scheduling (SM/OF/CS/CM).

To assign a specific course as a recommendation for another course, follow the steps below.

1. Login into WESPac and go to the **Current Year Curriculum Master List** screen (SM/OF/CS/CM).
2. Highlight the Curriculum Master where you want to assign a Recommendation.

For example, if the Algebra 2 course has a “Math 2” Curriculum Master and is going to be a possible recommendation for students currently enrolled in Algebra 1 (which has a “Math 1” Curriculum Master), then you would assign the Algebra 2 course with Curriculum Master of “Math 2” as the Recommendation for the Algebra 1 course with the Curriculum Master of “Math 1”.

3. Click the **Recommend** button. The **Recommended Curriculum Master** browse screen appears. The first time you assign a Recommendation to a course this browse is empty.
4. Click the **Add** button. The **Course Curriculum Master List** screen appears. This is the same screen you saw in step 1.
5. Browse through the list and highlight the Course Curriculum Master you want to assign as the Recommendation.
6. Click the **Select** button. The course you selected appears in the **Recommended Curriculum Masters** browse for the Curriculum Master you selected in step 2.
7. Click the **Close** button.

Notice that the **Recommend** button is green. This indicates that the Curriculum Master has a Recommendation assigned to it.

Security for Teachers

A teacher must have security to the Recommendations area in Web Access to assign Recommendations to students. To assign security to Web Access Recommendations you must have a security group that has a Security Access Level and a Security Lookup Level to the following path: WA\EP\TA\MS\RE – Recommendations. A teacher can recommend a course for a student or a group of students in the My Gradebook or My Classes area of Web Access EA Plus once security to Recommendations has been granted.

Security for Office Personnel

A counselor or other office personnel must have security to WESPaC Recommendations areas in order to assign and approve a student's recommendations. There are a few different areas where Recommendation's security must be granted to allow office personnel to assign and approve student recommendations. To allow users to assign recommendations to students for next year include one or both of these areas in the user's security group: SM/OF/FS/BS/UT/RC – Recommended Courses or SM/OF/CS/BC – By Class. To allow users to approve a recommendation as a Future Scheduling request include this area in the user's security group: SM/OF/FS/BS/UT/RC – Recommended Courses

Recommendations by Teacher - Web Access

A teacher with the proper security may assign a recommendation to a student or a group of students in one of two areas:

- Web Access/ EAPlus tab/My Gradebook/Other Access menu/Recommendations
- Web Access/ EA Plus tab/My Classes/Class Options/Recommendations menu item

To assign a recommendation to students through the My Gradebook Main Screen, follow the steps below.

1. Login to Web Access and click the **EAPlus** tab.
2. On the menu tree click the **My Gradebook** link.
3. Click the Gradebook hyperlink for the class where you will be making Recommendations.
4. Click the **Other Access** menu at the top of the screen.
5. Click the **Recommendations** menu item.
6. Select the course you're recommending from the **Available Courses to Recommend in 200(X)**: browse.
7. Click **Add**. Notice that when you add a course from the **Available Courses to Recommend** browse to the **Recommended Courses** browse it displays in red. When a course displays in red it means this is the course upon which an action will be performed – adding or removing depending on which browse the course appears.
8. Use the **Select All** button, **Clear All** button or check boxes next to each student to appropriately assign a recommended course to a student or group of students.
9. Click **Save**.

You can edit a recommendation for a student by following steps 1 through 5 and then clicking the **Edit Recommended Courses** hyperlink next to the student's name. This

hyperlink takes you to a screen where you can update a recommendation for an individual student.

Recommendations by Office Personnel - WESPac

A counselor, or other personnel with the proper security, may recommend courses for a student in WESPac. There are two areas where recommendations can be assigned to students:

- Current Scheduling By Class (SM/OF/CS/BC)
- Future Scheduling By Student (SM/OF/FS/BS)

Current Scheduling By Class

To assign recommendations to the individual students in a Class, follow the steps below.

1. Log into WESPac and go to **Current Scheduling by Class** (SM/OF/CS/BC).
2. In the **Class Information** area of the screen select the Course and Section where you want to make recommendations.
3. In the **Class List** browse highlight the student who will be assigned a recommendation.
4. Click **Recommend**. If the Recommend button is green the student already has a Recommendation.
5. Click **Add**.
6. Click **Recommended Course**.
7. Highlight the course you're recommending in the **Course List** browse and click **Select**.
8. Click **Save**.
9. Click **Close**.
10. Repeat steps 3 through 10 for all students who will be assigned a next year recommendation for this course and class.

Future Scheduling By Student

To assign recommendations by individual student, follow the steps below.

1. Log into WESPac and go to **Future Scheduling By Student** (SM/OF/FS/BS).
2. Select the student who will be assigned a recommendation.
3. Click the **Utilities** menu at the top of the Future Scheduling By Student screen.

4. Click the **Recommended Courses...** menu item. The Recommended Courses screen appears.
5. Click **Add**.
6. Click **Previous Year Course**.
7. In the **Course List** browse highlight the course for which you're making a recommendation and click **Select**.
8. Click **Recommended Course**.
9. In the **Course List** browse highlight the course you're recommending for the student. If this browse is empty, then Recommendations have not been assigned to the Previous Year course you selected.
10. Click **Select**.
11. Click **Save**. As you pair Previous Year Course(s) and Recommended Course(s) the pairs appear in the **Student Course Recommendations for 200(X)** browse on the Recommended Courses screen.
12. Repeat steps 5 through 11 for all recommendations you're assigning to the student.
13. Click **Close** when you're finished entering all recommendation pairs for the student.

Recommendation Approval Process

All Recommendations must be approved (a business practice) and assigned to the student as a Future Scheduling request in WESPaC.

To assign a recommendation as a Future Scheduling request, follow the steps below.

1. Log into WESPaC and go to SM/OF/FS/BS.
2. Select the student you want to assign a recommendation.
3. Click the **Utilities** menu at the top of the Future Scheduling By Student screen.
4. Click the **Recommended Courses...** item in the menu. The Recommended Courses screen appears.
5. Highlight the paired courses in the Student Course Recommendations for 200(X) browse and click **Add Request**. The Recommended Course is assigned to the student as a Future Scheduling Request.

6. Alternatively, you can click **Add Req. All** to approve and assign all Recommended Courses that are paired in the Student Course Recommendations for 200(X) browse as Future Scheduling requests for the student.

Student Course Recommendation Report

The Student Course Recommendation Report (SM/OF/FS/RE/RR) displays all Current Year courses with their paired Recommended Course by individual student. After a recommended course has been approved as a Requested Course it appears on the report in the Requested Course column. This report can display a student's grades for the current class where the recommendation is assigned, aiding in your decision to approve the recommendation.