Student Quick Start Guide for Course Recommendations

STEP 1: Log into the iPass system using the **username** and **password** given to you by your teacher/counselor.
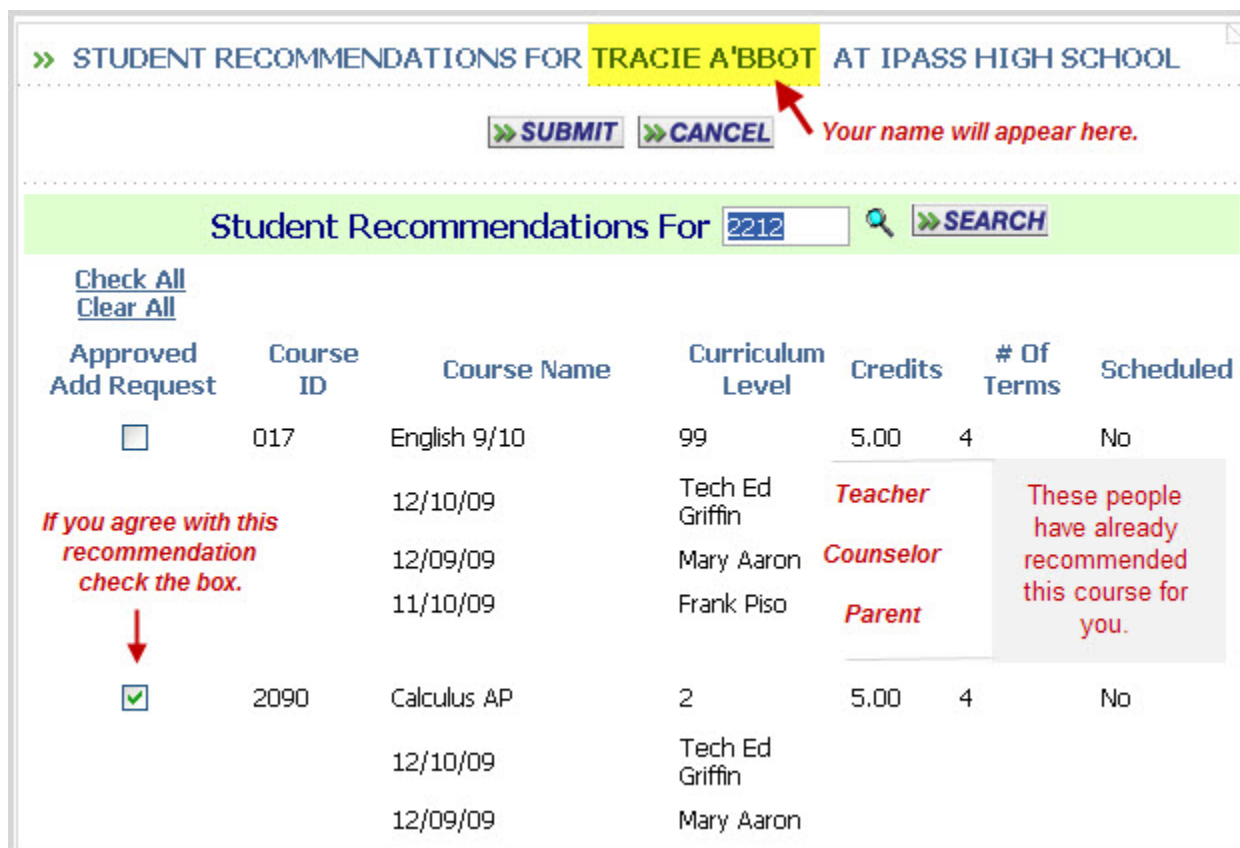

STEP 2: Open the **iStudent folder** and click on **iStudent Recommendations**

STEP 3: Your name will be at the top. **Review the recommendations** already made by your teachers, counselor, and parents/guardians.

If you agree with the recommendations click on the **approved box**

Step 4: You **must check the acknowledge box** to show that you have reviewed **all** recommendations.

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

Your name will now appear in the list along with the teachers, counselor, parents/guardians.

If you have agreed to all the recommendations previously made and have met all the course requirements of your school, you are finished.

Final approval and scheduling will be made by the administrators.

> ≫ STUDENT RECOMMENDATIONS FOR TRACIE A'BBOT AT IPASS HIGH SCHOOL
>
> ≫ SUBMIT ≫ CANCEL
>
> Student Recommendations For 2212 🔍 ≫ SEARCH
>
> Check All
> Clear All

Approved Add Request	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled
☐	017	English 9/10	99	5.00	4	No
		12/10/09	Tech Ed Griffin			
		12/09/09	Mary Aaron			
		11/10/09	Frank Piso			
		12/02/09	James Griffin			
☐	2090	Calculus AP	2	5.00	4	No
		12/10/09	Tech Ed Griffin			
		12/09/09	Mary Aaron			
		11/17/09	Tracie A'bbot ←			
		12/02/09	James Griffin			

Your name will appear in the list and this request will be processed.

img INFORMATION MARKETING GROUP

Adding a Course Recommendation

You may find that you are missing a required course or elective, so you may have to add these to your list.

Step 1: Click on the **Look-up Tool** to search for the course you wish to request.

Step 2: From the **course catalog** choose the course you would like to request.

Click on the **course ID number.**

Step 3: Your course selection ID number will appear in the **Add Recommendations box.**

Add a **comment** if you wish.

Click **SUBMIT** to save your selection.

Your name will be added to the course requests list.

Your school counselor, or administrator, will review all the recommendations and make the final approval before schedules are created.

You will be notified when the process has been completed.

Please see your teacher or counselor if you need any help with the on-line course recommendation process!