


# 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.



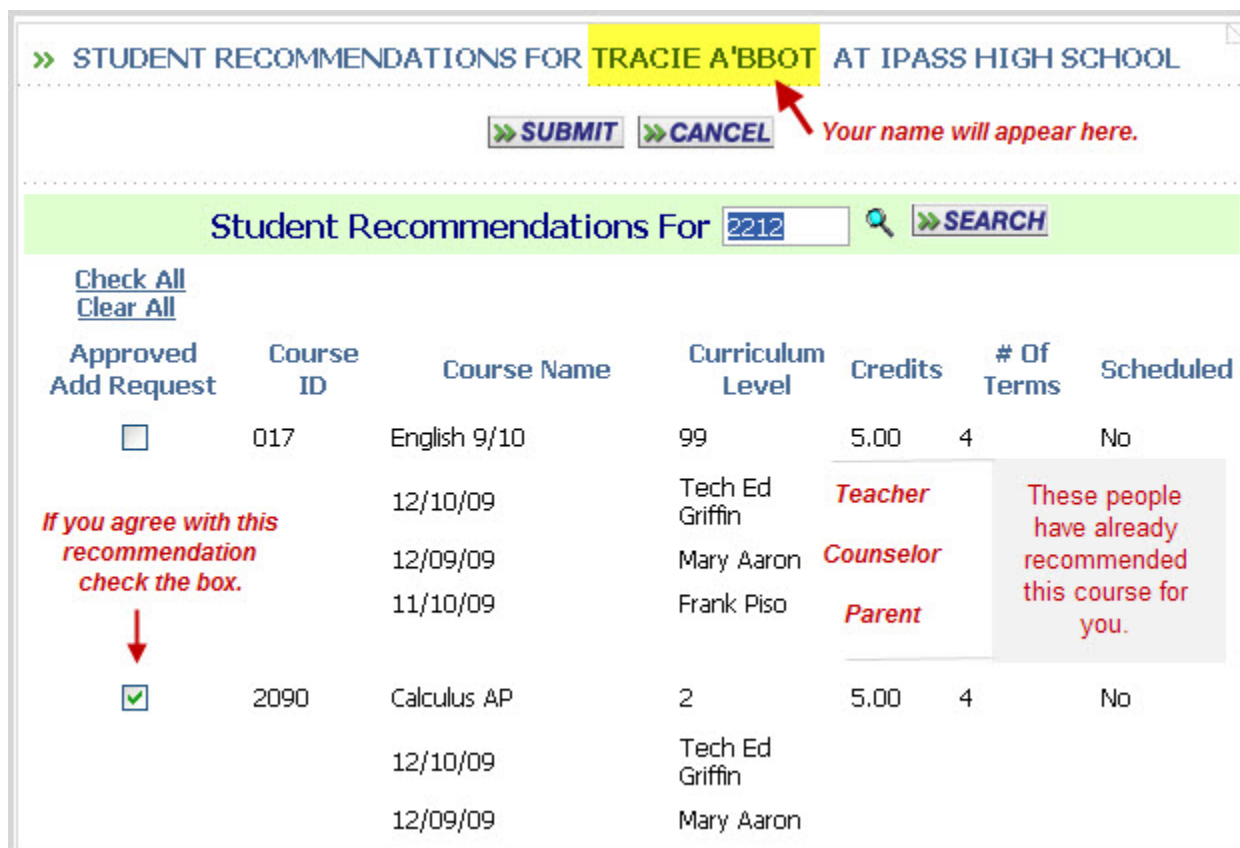
A login form with a header '>> LOG IN'. It contains two input fields: 'User Id:' with the text 'tabbot' and 'Password:' with masked characters '.....'. Below the fields is a button labeled '>> LOG IN'.

**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**



The interface shows 'STUDENT RECOMMENDATIONS FOR TRACIE A'BBOT AT IPASS HIGH SCHOOL'. Below the title are 'SUBMIT' and 'CANCEL' buttons. A red arrow points to the name 'TRACIE A'BBOT' with the text 'Your name will appear here.' Below this is a search bar with '2212' and a 'SEARCH' button. On the left, there are links for 'Check All' and 'Clear All'. The main area is a table with columns: 'Approved Add Request', 'Course ID', 'Course Name', 'Curriculum Level', 'Credits', '# Of Terms', and 'Scheduled'. The first row shows 'English 9/10' with an unchecked box. The second row shows 'Calculus AP' with a checked box. A red arrow points to the checked box with the text 'If you agree with this recommendation check the box.' To the right of the table, a box lists 'Teacher', 'Counselor', and 'Parent' roles, with a note: 'These people have already recommended this course for you.'

Approved Add Request	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled
<input type="checkbox"/>	017	English 9/10	99	5.00	4	No
<i>If you agree with this recommendation check the box.</i>						
<input checked="" type="checkbox"/>	2090	Calculus AP	2	5.00	4	No

**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  **SEARCH**

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

Approved Add Request	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled
<input type="checkbox"/>	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			
<input type="checkbox"/>	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.

# 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.


**Add Recommendations**


Course  Comment


**Soc.Std.**



**Electives Please Select 3**







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

Click on the **course ID number**.

» COURSE SEARCH						
» ADD						
Course ID	Course Name	Curriculum Level	# of Terms	Department	# of Sections	GL
<u>0100</u>	<u>Audio Visual</u>	<u>2</u>	<u>4</u>	<u>Eng Art</u>	<u>7</u>	-
Topics covered in all geometry courses are deductive and inductive reasoning, perpendicular and parallel lines, constructions, symmetry, congruency, similarity, and measurement (including area and volume). All plane and solid figures are included. Upon completion of this course, the student will be able to analyze characteristics and properties of two- and three-dimensional geometric shapes and develop						




↑  
*Click the course ID to add to your requests.*



**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.

Add Recommendations

Course		Comment
0100		<div>Add a comment here if you wish.</div>
		
		

Click **SUBMIT** to save →  

Your name will be added to the course requests list.

<input type="checkbox"/>	321	Biology Honors	1	6.00	4	No
		12/10/09	Tracie A'bbot			
<input checked="" type="checkbox"/>	0100	Audio Visual	2	7.50	4	No
		12/11/09	Tracie A'bbot			

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!***