



COURSE RECOMMENDATIONS - PLUSPORTALS

1/26/18



WHAT YOU NEED TO DO

You are recommending which course EACH student in EACH of your 9th – 11th grade classes should take next year.

- If you want to recommend a CP student to a HONORS or AP course, you CANNOT do so at this time unless you teach Social Studies.
 - Start a wait list of CP students that you would like to recommend for HONORS or AP. Admin will review that list at a later date. You will need to email that list to Mrs. Lechich.
 - If you teach SOCIAL STUDIES, you MAY make a recommendation from CP to HONORS or AP, if it is cleared by your Department Chair.
- If you are recommending a HONORS or AP student to a CP course, you DO NOT have to clear that recommendation with Mrs. Lechich BEFORE making the recommendation on PlusPortals.
 - However, you should be prepared to justify to the student/parent why you are recommending a lower level course for next year.


If you need to clear recommendations with Mrs. Lechich, please send her a list names in ONE email.

WHAT YOU NEED TO DO

CP  CP

HONORS/AP  HONORS/AP

CP  HONORS/AP (OK ONLY in SOCIAL STUDIES at this time, check with your Department Chair for standards; create wait list in other departments and email Mrs. Lechich

HONORS/AP  CP (check with your Department Chair and be prepared to justify decision to student/parents)

If you need to clear recommendations with Mrs. Lechich, please send her a list names in ONE email.

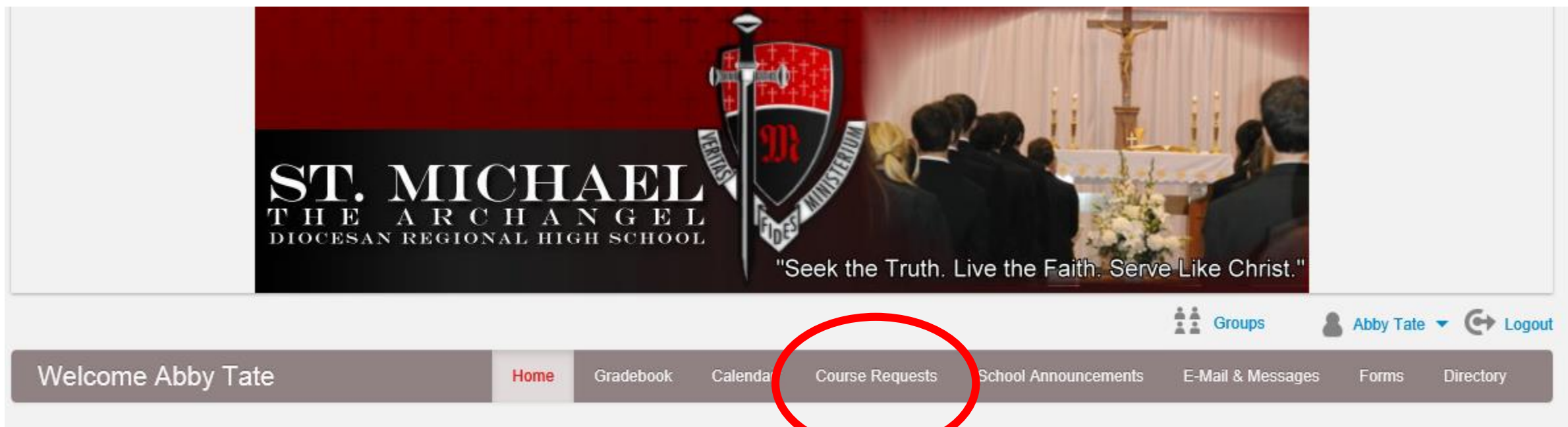
DEADLINE

- ALL course recommendations **MUST** be completed by Monday, January 29th @ 7:00 a.m.
- Students will be able to see what you have recommended at this time!



ACCESSING COURSE REQUIREMENTS

- Log into your PlusPortals account (need to be using Internet Explorer)
- On the top menu – click on COURSE REQUESTS



ACCESSING COURSE RECOMMENDATIONS

- Click on RECOMMENDATIONS

The screenshot shows a web application with a navigation bar at the top containing links: Home, Gradebook, Calendar, Course Requests, School Announcements, E-Mail, Forms, and Directory. Below the navigation bar, there are three main sections: 'Review Requests' (with a bell icon), 'Course Catalog' (with a book icon), and 'Recommendations' (with a tag icon). The 'Recommendations' section is circled in red. Below these sections, there is a 'Select Course Request Form:' dropdown menu set to 'Course Selection 2018-2019 - 10th grade' and a blue button labeled 'Approve All Selected Course Requests'. A table is displayed below the button, showing a list of students and their course requests. A large blue 'X' is overlaid on the 'Review Requests' section and the table.

<input type="checkbox"/>	Student Name	S...	Date...	Date S	Date R...	View
	Adams, J		01-25-2018			
	Ash, Alex		01-25-2018			
	Bergeron, Joseph					
	Bice, Halle	09121				
	Bonaventure, Mason					
	Collins, C					
	Darsam, J		01-25-2018			
	Degeyter, J	09129	01-25-2018			
	Edwards, As	09121	01-25-2018			
	Fontaine, Nathaniel	09172	01-25-2018			

At the bottom right, there is a 'BACK' button with an upward arrow icon.

STEP I: RECOMMENDING COURSES FOR YOUR STUDENTS



REVIEW REQUESTS

Review Requests



CREATE/EDIT COURSE CATALOG

Course Catalog



VIEW/EDIT COURSE RECOMMENDATIONS

Recommendations

Highlight a student to view/edit course recommendations

APID	Student Name
10001	Acaldo, Eric
09005	Aagrev, Eunice
09046	Akers, Jacob
10211	Allen, Ethan
11215	Archer, Camryn
10021	Baltas, Alex
09067	Barrilleaux, Olivia
10029	Beadle, Blake
10025	Begue, Ashton
09018	Bergeron, Emily
09196	Borskey, Olivia

Student: Acaldo, Eric

APID: 10001

Courses: (Highlight a course to view recommendations)

Recommendations:

[Edit](#)

<input type="checkbox"/>	Course #	Course Name	Department

- Highlight the name of the student (needs to be orange)
- Click ADD RECOMMENDATION

Batch Add Recommendation

Batch Remove Recommendation

Add Recommendation

Remove Selected Recommendation

STEP 2 :RECOMMENDING COURSES FOR YOUR STUDENTS

Plusportal

(Displaying Courses from Scheduling Year, 2016-17)


<input type="checkbox"/>	Course #	Course Name	Department
<input type="checkbox"/>	0500	CIVICS	SOCIAL STUDIES
<input checked="" type="checkbox"/>	0502	WRLD HIST	SOCIAL STUDIES
<input type="checkbox"/>	0504	EURHIST AP	SOCIAL STUDIES
<input type="checkbox"/>	0506	WRLDHIST H	SOCIAL STUDIES
<input type="checkbox"/>	0507	CIVICS H	SOCIAL STUDIES
<input type="checkbox"/>	0508	US HIST	SOCIAL STUDIES
<input type="checkbox"/>	0510	US HIST AP	SOCIAL STUDIES
<input type="checkbox"/>	0514	SOCIOLOGY	SOCIAL STUDIES
<input type="checkbox"/>	0516	PSYCHOLOGY	SOCIAL STUDIES
<input type="checkbox"/>	0522	LEADERSHIP	SOCIAL STUDIES
<input type="checkbox"/>	0595	SS ELEC	SOCIAL STUDIES
<input type="checkbox"/>	0506	SS ELEC H	SOCIAL STUDIES

Show items with value that:
Contains
social studies
Filter Clear


Next Cancel

- Click the **filter** icon and type in the name of your department; click **FILTER**
- NOTE: can only filter by **department**
- Select** the class you are recommending
- Click **NEXT**


STEP 3: RECOMMENDING COURSES FOR YOUR STUDENTS



REVIEW REQUESTS
Review Requests



CREATE/EDIT COURSE CATALOG
Course Catalog



VIEW/EDIT COURSE RECOMMENDATIONS
Recommendations

Highlight a student to view/edit course recommendations

APID	Student Name
10001	Acaldo, Eric
09065	Aggrey, Eunice
09046	Akers, Jacob
10211	Allen, Ethan
11215	Archer, Camryn
10021	Baltas, Alex
09067	Barrilleaux, Olivia
10029	Beadle, Blake
10025	Begue, Ashton
09018	Bergeron, Emily
09196	Borskey, Olivia

Student: Acaldo, Eric

Courses: (Highlight a course to view recommendations)

	Course ID	Course Name	Department
<input type="checkbox"/>	0502	WRLD HIST	SOCIAL STUDIES

Recommendations:

Needs to make straight A's to move into Honors World History.

APID: 10001
[Save](#) [Cancel](#)

Batch Add Recommendation

Batch Remove Recommendation

Add Recommendation

Remove Selected Recommendation

- If you need to comment on the recommendation, highlight the name of the course you re recommending (needs to be orange) and click EDIT over the text box.
- Click SAVE.

EX: you can tell a student they are on the wait list for honors


IF YOU NEED TO REMOVE A RECOMMENDATION


- **Highlight** the name of the student (needs to be orange)
- **Select** the name of the course that needs to be removed (be careful not to remove another subjects course)
- Click **REMOVE SELECTED RECOMMENDATIONS**
- Confirm YES or NO


PlusPortals

Do you really want to remove the selected courses from this student?

Yes No

REVIEW REQUESTS  Review Requests

CREATE/EDIT COURSE CATALOG  Course Catalog

VIEW/EDIT COURSE RECOMMENDATIONS  Recommendations

Highlight a student to view/edit course recommendations

APID	Student Name
10001	Acaldo, Eric
09005	Aggrey, Eunice
09046	Akers, Jacob
10211	Allen, Ethan
11215	Archer, Camryn
10021	Baltas, Alex
09067	Barrilleaux, Olivia
10029	Beadle, Blake
10025	Begue, Ashton
09018	Bergeron, Emily
09196	Borskey, Olivia

Student: Acaldo, Eric APID: 10001 [Edit](#)

Courses: (Highlight a course to view recommendations)

<input checked="" type="checkbox"/>	Course #	Course Name	Department
<input checked="" type="checkbox"/>	0502	WRLD HIST	SOCIAL STUDIES


Recommendations:


Batch Add Recommendation Batch Remove Recommendation Add Recommendation Remove Selected Recommendation


HOW TO BATCH ADD COURSE REQUESTS

Welcome Anna Bourgeois

HomeGradebookCalendarCourse RequestsSchool AnnouncementsE-MailFormsDirectory

REVIEW REQUESTS
Review Requests

CREATE/EDIT COURSE CATALOG
Course Catalog

VIEW/EDIT COURSE RECOMMENDATIONS
Recommendations

Highlight a student to view/edit course recommendations

APID ▲ ▼	Student Name ▼
12038	Hamilton, Olivia
12039	Hartmann, William
12042	Hebert, Luke
12046	Hassenboehler, Ashley
12048	Adolph, Seth
12050	Albano, John
12053	Avault, Hannah
12055	Banker, Justin
12056	Banker, Katelyn
12057	Barrilleaux, Audrey
12060	Bourne, Paige

Student: Avault, HannahAPID: 12053

Courses: (Highlight a course to view recommendations)

<input type="checkbox"/>	Course # ▼	Course Name ▼	Department ▼
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Recommendations:[Edit](#)

Batch Add Recommendation

Batch Remove Recommendation

Add Recommendation

Remove Selected Recommendation

BACK TO TOP

BATCH ADDING A CLASS

STEP 2

Plusportal

(Displaying Courses from Scheduling Year, 2017-18)

<input type="checkbox"/>	Course #	Course Name	Department
<input type="checkbox"/>	0403	BIOL I	SCIENCE
<input type="checkbox"/>	0405	BIOL I H	SCIENCE
<input type="checkbox"/>	0407	CHEM I	SCIENCE
<input checked="" type="checkbox"/>	0408	CHEM I H	SCIENCE
<input type="checkbox"/>	0409	CHEM II H	SCIENCE
<input type="checkbox"/>	0410	PHYSICS	SCIENCE
<input type="checkbox"/>	0411	PHYSICS H	SCIENCE
<input type="checkbox"/>	0414	ENV SCI	SCIENCE
<input type="checkbox"/>	0415	BIOL II AP	SCIENCE
<input type="checkbox"/>	0416	BIOL II	SCIENCE
<input type="checkbox"/>	0417	BIOL II H	SCIENCE
<input type="checkbox"/>	0425	FORENSICS	SCIENCE
<input type="checkbox"/>	0494	SCI S/T H2	SCIENCE
<input type="checkbox"/>	0495	SCI ELEC	SCIENCE
<input type="checkbox"/>	0496	SCI ELEC H	SCIENCE
<input type="checkbox"/>	0497	SCI SS/TRH	SCIENCE

STEP 1

30 of 30 users selected.

Students from which section?

<input type="checkbox"/>	Section Name
<input checked="" type="checkbox"/>	BIOL I H (C) 0405/01
<input type="checkbox"/>	BIOL II (F) 0416/01
<input type="checkbox"/>	BIOL II (A) 0416/02
<input type="checkbox"/>	BIOL II (C) 0416/03

STEP 3

Which Students?

<input checked="" type="checkbox"/>	Student Name	APID
<input checked="" type="checkbox"/>	Anderson, Peyton	10071
<input checked="" type="checkbox"/>	Bellan, Mitchell	09016
<input checked="" type="checkbox"/>	Clark III, William	10013
<input checked="" type="checkbox"/>	Cobb, Jake	10175
<input checked="" type="checkbox"/>	Collins, Ryan	10015
<input checked="" type="checkbox"/>	Critasi, Anna	10075
<input checked="" type="checkbox"/>	Davis, Megan	09078
<input checked="" type="checkbox"/>	Ensminger, Kathryn	10119
<input checked="" type="checkbox"/>	Fernuson, Alexandria	09118

Next Cancel

Remove the check from students you do not want included in the batch entry. You will need to do an individual recommendation for those students.

STEP 4