

School Assistant Module

Course Selections

School User Documentation

Wake County Public School System
Student Information Systems
February 2009

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Overview

The SAM Course Selections module is designed to facilitate the processes of teacher recommendations for next year courses, as well as the student course selections process. First introduced during the 2004-2005 school year, there have been several changes made since that school year.

Previously, the system could only store data from one year. Data had to be purged yearly to allow for the next course selections process to occur. Now, data is archived on a yearly basis and is therefore accessible to users.

Additionally, a high-school student could only select courses at the school in which they were currently attending. The course selections module was updated to allow students to select courses at multiple schools in order to better facilitate the Reassignment Process as well as magnet applicants.

Since last year's update to the Course Setup process which affected how SAM and SPAN handles corequisites and prerequisites, there have been no changes to the Course Selection module.

Modules

SAM

There are several SAM modules that can be activated for use at your school. The following is a list of modules and roles that will grant access to the module:

Module Name	Description	NC WISE Roles Granting Access
Course Selections Admin – School	Allows setup of the course selections module – including course importing and course mapping.	SCHOOL_SAM_ADMINISTRATOR SCHOOL_WISE_DATA_MANAGER SCHOOL_SCHEDULING
Course Selections – Admin Override	Allows users to override student course selections in SAM.	SCHOOL_COUNSELOR SCHOOL_SAM_ADMINISTRATOR SCHOOL_WISE_DATA_MANAGER SAM_COURSE_SELECTION_ADMIN
Course Selection – SPED Override	Allows Special Education case managers to override course selections (case managers are determined using the SAM Special Education module)	SAM_SPED_DATA_MANAGER
Recommendations – Admin Override	Allows users to override teacher recommendations in SAM.	SCHOOL_COUNSELOR SCHOOL_SAM_ADMINISTRATOR SCHOOL_WISE_DATA_MANAGER SAM_COURSE_SELECTION_ADMIN
Recommendations – SPED Override	Allows Special Education case managers to override teacher recommendations	SAM_SPED_DATA_MANAGER
Recommendations – Teacher	Allows teachers to make next course recommendations	SCHOOL_TEACHER SCHOOL_COACH_TEACHER SCHOOL_ITINERATE_TEACHER
Reports – Course Selections	Allow access to reports on course selections data	SCHOOL_COUNSELOR SCHOOL_COUNSELOR_READ_ONLY SCHOOL_SAM_ADMINISTRATOR SCHOOL_SCHEDULING SCHOOL_WISE_DATA_MANAGER

View Archive Course Selection Data	Allows viewing of historical course selections and recommendations for current and next students	SAM_VIEW_REC_CRS_SELECTIONS SCHOOL_COUNSELOR SCHOOL_COUNSELOR_READ_ONLY SCHOOL_SAM_ADMINISTRATOR SCHOOL_SCHEDULING SCHOOL_WISE_DATA_MANAGER
View Course Selections	Allows course selections to be viewed under “View Student Data”	SAM_SPED_DATA MANAGER (Students on case load only) SAM_VIEW_REC_CRS_SELECTIONS SCHOOL_ADMIT_WITHDRAW SCHOOL_COACH_TEACHER (Students in class/team only) SCHOOL_COUNSELOR SCHOOL_COUNSELOR_READ_ONLY SCHOOL_CURRICULUM SPECIALIST SCHOOL_GRADES SCHOOL_GRADES_READ_ONLY SCHOOL_ITINERATE TEACHER (Students in classes only) SCHOOL_PRINCIPAL SCHOOL_SAM_ADMINISTRATOR SCHOOL_SCHEDULING SCHOOL_SCHEDULING_READ_ONLY SCHOOL_TEACHER (Students in classes only)_ SCHOOL_WISE_DATA_MANAGER
View Recommendations	Allows recommendations to be viewed under “View Student Data”	SAM_SPED_DATA MANAGER (Students on case load only) SAM_VIEW_REC_CRS_SELECTIONS SCHOOL_ADMIT_WITHDRAW SCHOOL_COACH_TEACHER (Students in class/team only) SCHOOL_COUNSELOR SCHOOL_COUNSELOR_READ_ONLY SCHOOL_CURRICULUM SPECIALIST SCHOOL_GRADES SCHOOL_GRADES_READ_ONLY SCHOOL_ITINERATE TEACHER (Students in classes only) SCHOOL_PRINCIPAL SCHOOL_SAM_ADMINISTRATOR SCHOOL_SCHEDULING SCHOOL_SCHEDULING_READ_ONLY SCHOOL_TEACHER (Students in classes only)_ SCHOOL_WISE_DATA_MANAGER

SPAN

Course selections data is available to both parents and students from within the SPAN application. While parents cannot change course selections, they can view both recommendations and course selections. The following SPAN modules can be activated at your school:

Module Name	Description	Access Level
View Recommendations	View teacher next course recommendations	Student/Parent
View Course Selections	View next course selections	Student/Parent
Select Courses	Edit course selections	Student only

Definitions

There are several terms that will be used consistently throughout this document. Many of these terms are similar, but have very different uses within SAM.

- **Course Category:** District-level list of courses offered at the high school level. Course categories are mapped to school courses. Teacher make recommendations for Course Categories.
- **Course:** An entry imported into SAM from NC WISE Course Maintenance
- **Department:** School-specific entries in NC WISE Department Maintenance
- **Department Category Code:** The district level mapping for each department specified in the “Department Category Code” field in NC WISE Department Maintenance
- **Next School Assignments:** The schools for which a student will need to select courses. **IMPORTANT: It should be stressed to all SAM and SPAN users at your school that all assignment data found in SAM/SPAN applications are tentative and will not be confirmed until Growth and Planning distributes assignment strips.**
 - **Next School:** The school set as the student’s next school on the Mainframe. This will be updated periodically during the course selections process.
 - **Magnet Application:** School to which a student has applied for as magnet status. Students with a Magnet Application assignment have NOT necessarily been granted status as a magnet student. This will be updated during the course selections process.
 - **Reassignment (Proposed):** Based on the student’s address, the school that the student will be reassigned to if the current reassignment proposal is approved.
 - **Provisional (Manual Addition):** Assignment record added manually through SAM, in the event that a student needs to select courses at a school not covered by the above (for example: student indicates they are moving over the summer). For more information, see the section entitled “Adding Provisional Assignments” on page 22.

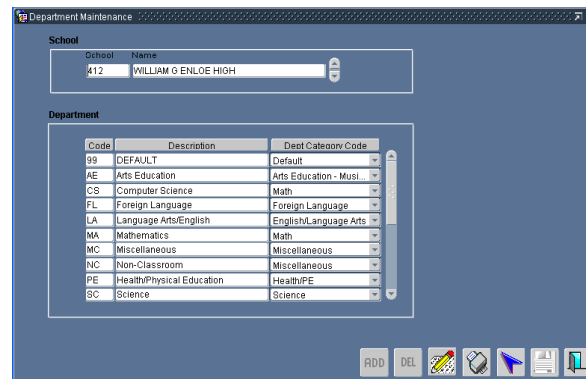
Part I: Setup

First Step: Department Setup

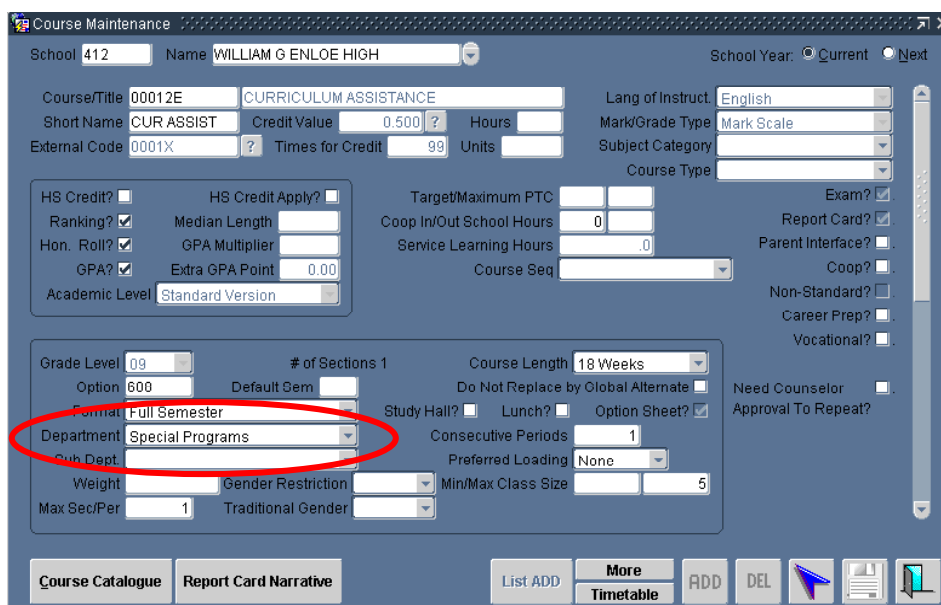
School>School Information>Departments

Before courses can be set up correctly in SAM, departments must be set up in NC WISE. The first step is to make sure departments and department categories are set up. This is done through the NC WISE application by going to the School menu and selecting Departments.

For each department you enter, you must also select a Department Category Code. Choose the code that most closely matches. Other departments should be mapped as appropriate or mapped to “DEFAULT.”

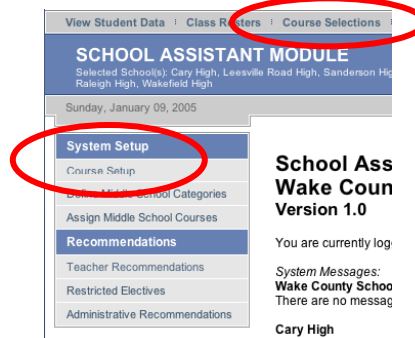


Once this is complete, make sure an appropriate department is specified for each course in NC WISE Course Maintenance. This needs to be done for BOTH current and next year courses. If a course fits into two departments, place the primary department in the “Department” field and the other department in the “Sub Dept” field. (For example, a Scheduling Subordinate for Paideia would be a member of both the English and Social Studies departments). Course matching in SAM is done based on both the department and the sub-department.

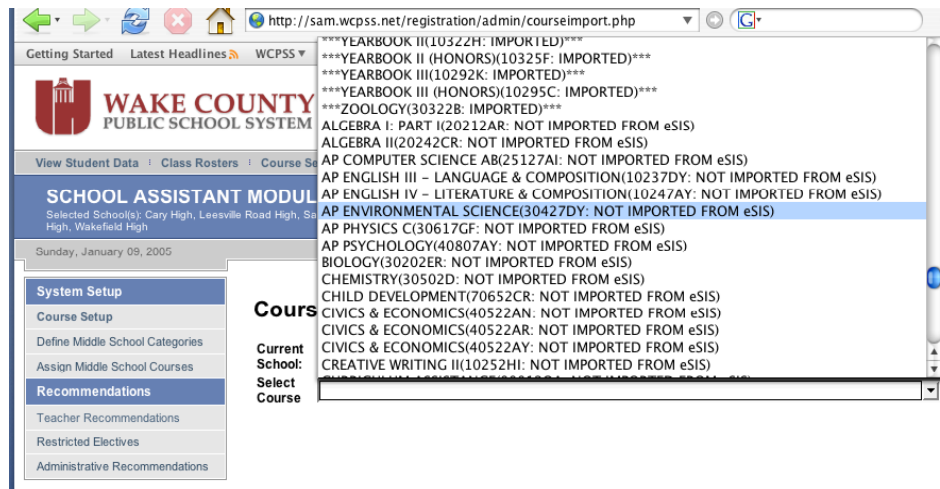


Importing Courses into SAM

Once a course has been entered into Course Maintenance for Next Year, you must “import” the course into SAM to make it available for use in the SAM course selections process. To access the course import procedure, click on “Course Selections” in the header bar, and click on “System Setup” > ”Course Setup.”



The system will present a list of the courses entered into Course Maintenance in NC WISE. Select the course you wish to work with from the drop-down menu.



The list of courses is divided into two categories. The top of the list contains all courses that have currently been imported into SAM, which are available for editing. The bottom of the list includes all courses that are not imported. These courses contain the text “(NOT IMPORTED)” at the end of the course title.

To import a course, select the course from the list. Next, a list of initial options will appear.

Course Setup

Select Course:

Current School: Southeast Raleigh High

Option Number: 8

Department: Science

Course Parameters

Course Prefix:

Use Matched Alternate:

Course Type:

These options define the basic setup for the course.

Course Prefix: This is an optional field, used mainly to distinguish between two seven-digit numbers. For example, if you are using two numbers for Algebra 1, 20232B for a standard course and 20232B9 for a 9th grade academy, you could add “9th Grade Academy” in the “Course Prefix” field. This would then allow the courses to appear as “ALGEBRA I” and “9th Grade Academy: ALGEBRA I” respectively.

Require Matched Alternate: If this box is checked, students will be required to select an alternate which will be tied directly to this course using the matched alternate functionality in NC WISE.

Course Type: Dropdown menu containing three options:

- “OPEN COURSE” means that there are no recommendations required for the course. However, selected settings for matched alternates, prerequisites, and corequisites are still enforced.
- “RECOMMENDATION REQUIRED” means that a teacher must make a recommendation for this class (through current classes). Recommendation-only courses will need to be mapped to course categories in order to be selected by students. (See the section entitled “Course Mapping” on page 10.)
- “RESTRICTED/APPLICATION ONLY” means that a teacher must approve a student to select this course before they may sign up for them. **NOTE:** This may not be changed once recommendations or course selections have been entered.

Once you change the course type or click “IMPORT COURSE”, an additional list of options will appear. These options may be modified **ONLY** until students begin entering course selections for this course.

Course Setup

Course imported successfully.

Select Course:

Current School: Southeast Raleigh High

Option Number: 215

Department: Science

Course Parameters

Course Prefix:

Use Matched Alternate:

Course Type:

Available to Rising Grades: 09
 10
 11
 12

Enforce Prerequisites:

Can Prerequisites be taken in same year?

Enforce Corequisites:

The following fields add functionality as described below:

- **Available to Rising Grades:** Allows the course to be restricted to or from certain grade levels. Used mostly to restrict rising freshmen in signing up for upper levels. Only counselors may override these restrictions, so use them cautiously.
- **Enforce Prerequisites:** Determines how the system will handle prerequisites for this course, the courses that must be completed in order for the student to select this course. Prerequisites are set up in NC WISE Course Maintenance. It is assumed that a student will pass all current classes.
 - **Never Enforce Prerequisites** means that the system will never enforce the set prerequisites.
 - **Always Enforce Prerequisites** means that the system will check prerequisites before allowing a student to select a course.
 - **Recommendations Override Prerequisites** is available if the course type is set to “RECOMMENDATION REQUIRED” or “RESTRICTED/APPLICATION ONLY”. If this option is set, a student can sign up for any course that has been recommended for them, with or without the prerequisite.
- **Can Prerequisites be taken in same year?** (Option available only if “Always Enforce Prerequisites” is selected)
 - **No:** Student cannot select course without meeting the prerequisite in current or previous years.
 - **Yes:** Allows students to sign up for the prerequisite and the course in the same year. For example, Algebra II has a prerequisite of Geometry. Student can select Geometry and then select Algebra II to be taken in the same year.
- **Enforce Corequisites:** Determines how the system will handle corequisites for this course (the courses that must be selected along with this course). Corequisites are set up in NC WISE Course Maintenance.
 - **Never Enforce Corequisites:** means the system will never enforce the set corequisites.
 - **Always Enforce Corequisites:** requires students to have ALL corequisite courses in their course selections before they can finalize their course selections.

If you have selected **RESTRICTED/ APPLICATION ONLY** as the Course Type, another option will become available:

- **Users who may recommend students:** Not all teachers can make recommendations for restricted courses. This dropdown menu presents a list of all NC WISE usernames in your school. Select the users who will have the ability to recommend students for this restricted class. Counselors and administrators may always override student course selections and recommendations. To add a user, simply select their name from the dropdown menu. To delete a user, check the box next to their name and click “Update Course Parameters.”

Once all options have been selected, click the “Save Changes” button.

Course Mapping

The course mapping process allows you to specify which courses will be matched with course categories. Course categories are created by Central Services prior to the beginning of the course selections process. Once you have imported courses, you must set up your course mappings.

To set up course mappings:

- Click on **Define School Recommendation Course Mappings** under the Course Selections menu:



- A list of available course categories will be displayed, each with a drop-down menu next to it.
- Note that a course category consists of a group that is available to (either current in high school students or incoming students) a department category code (District Department) and a name.
- If you want the application to attempt mappings for you, click the **Attempt Auto-Mapping** button at the top of the screen. This will erase all current mapping setup and attempt to map course categories to each course with the same first five digits of the course code. This process should be double-checked if used.

- To manually map courses, select the course from the drop-down menu that most closely aligns with the course category. Note that the drop-down menu only displays courses with the same department category code as the course category.
- Click **Save Changes**.
- To map to multiple courses: a second drop-down menu will appear for each mapped category once changes are saved. This can be used to map a course category to multiple courses (you may have several “7 digit” versions of Healthful Living, for example).
- To delete a mapping: Select the top, blank item from the drop-down menu. This will delete the course mapping.

IMPORTANT: EACH COURSE CATEGORY MUST BE MAPPED AT YOUR SCHOOL unless your school does not offer a particular category – not all schools offer every foreign language course or AP course available in the district. If a course (for example, Paideia English 9) is not mapped at your school, the student will not have any recommendations for this subject area.

Part II: Recommendations

Teacher Recommendations

Teachers recommend course categories instead of courses. This allows for portability of recommendations between schools.

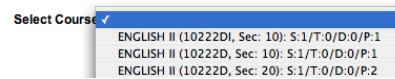
To enter course recommendations for next year:

- Click on **Course Selections** from the header menu.
- Click on **Teacher Recommendations** in the left sidebar.



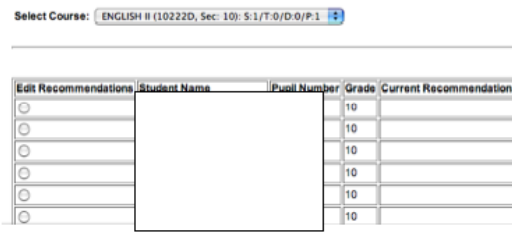
- The teacher will be presented with a list of classes that require recommendations. Select the class from the drop-down menu. If a class is missing, then no students for that class have any next school assignments loaded, or no students in the class require recommendations.

Teacher Recommendations



- A list of students requiring recommendations will appear on the screen. Any currently recommended course categories in the same department category as the current course will also be displayed.

Teacher Recommendations



- To edit recommendations, select the radio button at the far left next to the student's name.

- A screen will appear listing the student's currently recommended course categories, as well as the course categories available for recommendations. The list of course categories is filtered by the department category code of the department and sub-department of the current course (the course the teacher is currently teaching).

Teacher Recommendations for

School (Subject to Change):

Current Recommendations (Check Box To Delete):

No courses have currently been recommended for student.

Staff Comments:

No comments have been entered for this student.

Select Courses to Recommend:

- AP ENGLISH III - LANGUAGE & COMP
- ENGLISH III
- ENGLISH III (HONORS)

Add New Comment

Save Changes

- To add a new recommendation, check the box next to it. To add a comment, enter the comment in the box under **Add New Comment**. **WARNING:** Comments are visible to parents and students.
- To add these recommendation records, click **Save Changes**.
- The course categories and comments will move to the top section of the screen.

Teacher Recommendations

School (Subject to Change):

Current Recommendations (Check Box To Delete):

ENGLISH III

ENGLISH III (HONORS)

Staff Comments:

Edit	Delete	Comment
<input type="radio"/>	<input type="checkbox"/>	• Comment From Ms. K. Burden: This is e

Select Courses to Recommend:

AP ENGLISH III - LANGUAGE & COMP

Add New Comment

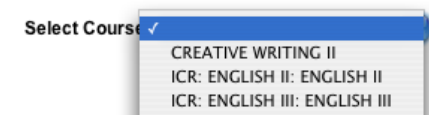
To delete a course category or comment, simply check the box next to the category or comment to delete and click **Save Changes**. You may also edit a comment by selecting the **Edit** radio button next to the comment and click **Save Changes**. You will then be prompted to edit your comment and save your changes.

Restricted Electives

While recommendations use district course categories, restricted electives are school specific, and use school-specific courses. Restricted electives allow a teacher to determine which students will be able to sign up for a class for next year. The teacher does not have to teach the student currently – they may make a recommendation for any student with an assignment record at the school (see the section labeled Student School Assignments), regardless of assignment type or current grade level (unless the elective is unavailable at that grade level per course import settings). To edit restricted elective rosters:

- Click on **Course Selections** from the header menu.
- Click on **Restricted Electives** in the left sidebar.
- If a restricted elective has been assigned to the currently logged-in user, a dropdown menu will display listing the courses available to recommend. Select the course from the dropdown menu.

Restricted Elective Recommendations



- A screen will appear listing all students currently recommended for the course, as well as a drop-down menu displaying the students who are available to recommend. To add a student, select their name from the **Add New Student** drop-down menu, enter an optional comment for that student in the **Enter Comments** text box and click **Save Changes**.
- To delete a recommendation, check the checkbox next to the student's name and click **Save Changes**.

Restricted Elective Recommendations

Select Course:

Currently Recommended Students:

Delete	Student Name	Pupil Number	Comment
<input type="checkbox"/>			

Add New Student:

Enter Comments:

Administrative Recommendations

Users with access to override recommendations will do so through the administrative recommendations screen. The administrative recommendations screen allows recommendations of courses.

To update recommendations:

- Click on **Course Selections** from the header menu.
- Select either **Administrative Recommendations** or **Administrative Recommendations (Special Ed.)** depending on which option is available to you.
- Select the student name from the drop-down menu.

Administrative Recommendations

Select Student:

- A list of departments at your school will appear. Select the radio button next to the department containing the courses you want to recommend.

Current Recommendations:

Edit	Course	Comments
<input type="checkbox"/>	Department: DEFAULT	
	<i>No courses recommended.</i>	<i>No comments added.</i>
<input type="checkbox"/>	Department: Language Arts/English	
	<i>No courses recommended.</i>	<i>No comments added.</i>

- A list of course-categories and courses available within this department will appear.
- To add a course or course category, click the checkbox next to the item to add under the sections labeled **Select District Categories to Recommend** or **Select School Specific Courses To Recommend**.
- To delete a course or course category, check the box next to the item under the sections labeled **Current District Category Recommendations** or **Current School-Specific Recommendations**.
- Enter a comment in the box if desired. Note that parents and students can view comments.
- Click **Save Changes**.

School (Subject to Change): Southeast Raleigh High (Next School: Effective 02/14/2006)
Department: Language Arts/English

Staff Comments:
No comments have been entered for this student.

Current District Category Recommendations (Check Box To Delete):
No courses have currently been recommended for student.

Select District Categories to Recommend:
No course categories remain to be recommended.

Current School-Specific Recommendations (Check Box To Delete):
No courses have currently been recommended for student.

- Select School-Specific Courses to Recommend:**
- COMMUNICATIONS & TECHNOLOGY: ENGLISH I (HONORS)
 - WORLD HISTORY (HONORS)
 - COMMUNICATIONS & TECHNOLOGY: ENGLISH I: MAGNET HISTORY
 - COMPETENCY INTERVENTION - READING
 - CREATIVE WRITING II
 - ENGLISH I
 - ENGLISH II
 - ENGLISH II (HONORS)
 - ENGLISH III
 - ICR: ENGLISH II: ENGLISH II
 - NEWSPAPER I
 - NEWSPAPER II
 - NEWSPAPER II (HONORS)
 - NEWSPAPER III (HONORS)
 - RESOURCE ENGLISH I: ENGLISH I
 - STRUCTURED WRITING
 - YEARBOOK II
 - YEARBOOK II (HONORS)
 - YEARBOOK III
 - YEARBOOK III (HONORS)

Add New Comment

- Close this window. The main recommendations window containing the department listing will still be available.

Mass Update Recommendations

Mass Update Recommendations allows recommendations from one course to be dropped or moved from one course to another as a group. This can be done for all students in a course or selected students only. This is useful if a course is going to be cancelled, combined with another course, or the course number needs to be changed.

NOTE: Because teachers are recommending course categories and not courses, this functionality will only be effective for restricted electives.

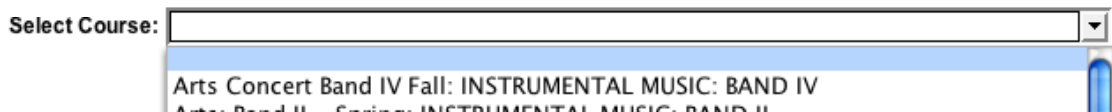
To transfer recommendations:

- Click on the **Course Selections** button in the header.
- Click **Mass Update Recommendations** under **Recommendations** in the left sidebar.

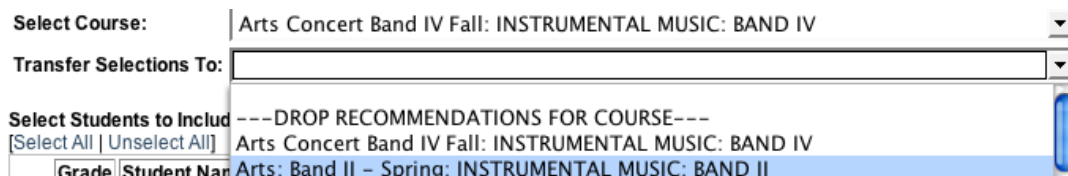


- Select the course where the recommendations currently exist under **Select Course**.

Mass Update Recommendations



If you want to drop recommendations from this course from the student course selections, select “**---DROP RECOMMENDATIONS FOR COURSE---**” under **Transfer Recommendations To**. Otherwise, select the course where the recommendations should be moved.



- Check the box next to the students who you want to transfer, or use the **Select All** button to select all students.

Select Students to Include:
 [Select All | Unselect All]

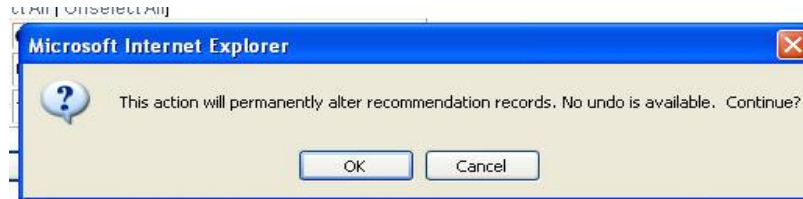
Grade	Student Name	Student ID
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

The **Copy Recommendations Instead of Transferring** checkbox at the bottom of the screen allows you to copy recommendations from the current course to the destination course instead of dropping the original recommendation. This button has no effect if you drop the recommendations.

Copy Recommendations Instead of Transferring

Update Recommendations

- To process the specified parameters, select **Update Course Selections**. A box will appear asking for confirmation. Please note that these changes cannot be undone.



- Click **OK** to proceed.

The system will then display a message displaying the status of the transfer.

Mass Update Recommendations

1 recommendations records were updated.

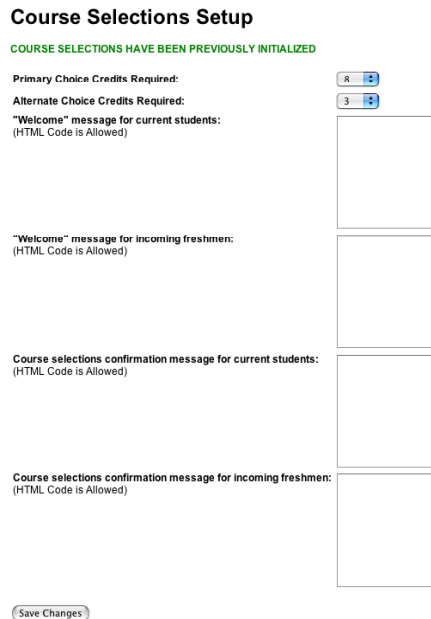
Part III: Course Selections

Course Selections Setup

Before students can select courses at your school, there are some basic parameters that need to be defined. This includes the number of primary and alternate course selections that need to be selected, (See the section “Determination of Course Credit Value” on page 20) as well as the message that a student will see when they log into SPAN and print the confirmation page.

To set up course selections:

- Click on **Course Selections** in the SAM header.
- Click on **Course Selections Setup** under **System Setup** in the left sidebar.



The screenshot shows the 'Course Selections Setup' page. At the top, it says 'COURSE SELECTIONS HAVE BEEN PREVIOUSLY INITIALIZED'. Below this, there are four sections, each with a label and a text area for input:

- Primary Choice Credits Required:** A dropdown menu showing '8'.
- Alternate Choice Credits Required:** A dropdown menu showing '3'.
- "Welcome" message for current students:** (HTML Code is Allowed) - A large empty text area.
- "Welcome" message for incoming freshmen:** (HTML Code is Allowed) - A large empty text area.
- Course selections confirmation message for current students:** (HTML Code is Allowed) - A large empty text area.
- Course selections confirmation message for incoming freshmen:** (HTML Code is Allowed) - A large empty text area.

At the bottom left of the form, there is a 'Save Changes' button.

- Select the number of credits required for primary and alternate selections from the drop-down menus. Do not select half credit values unless your school offers half-credit courses.
- Enter the message to be seen by students while they are selecting courses (the “Welcome” message) for both current high school students and incoming freshmen.
- Enter the message to be seen when the students finalize and confirm their course selections for both current HS students and incoming freshmen.

WARNING: HTML code is allowed to control formatting of the welcome and confirmation message. However, poorly formatted or invalid HTML code may adversely impact the layout of the page. Do not use HTML code unless you are familiar with HTML standards.

Determination of Course Credit Non-Exploding Courses

If a course is not set up as an exploding course, then the number of credits used when selecting a course is determined from the **Credit Value** field in Course Maintenance.

Exploding Courses

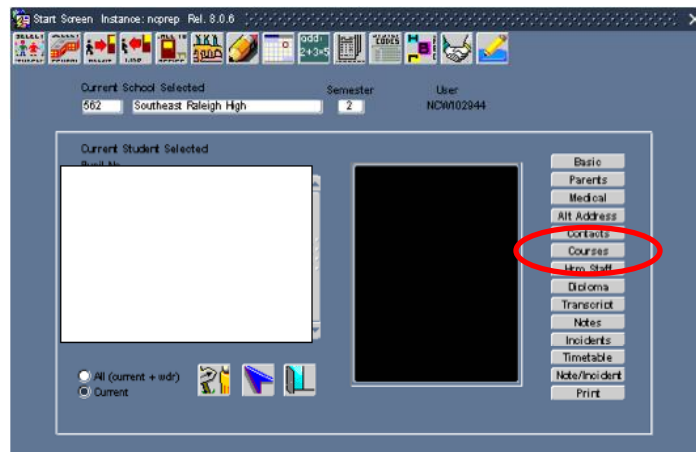
If a course is set up as an exploding course, the credit value of the child courses is used as the credit value for the host course. If either the **Keep Host Course** or **Keep Host Course Credit** checkboxes are checked (on the **More** screen in Course Maintenance), the value of the host course will be included into the total credit of the course when used in course selections.

Unavailable Periods (Early Release / Early Graduation)

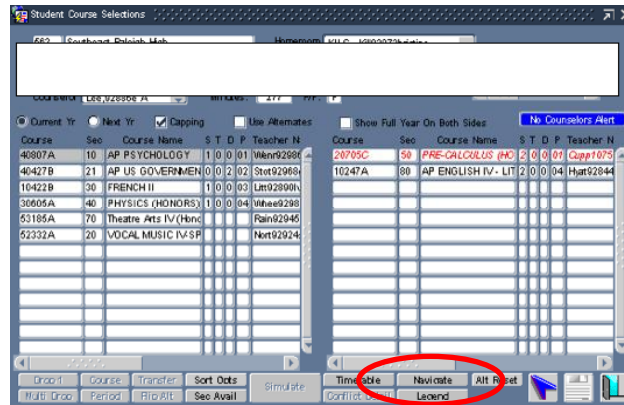
If a student is scheduled for early release or early graduation (or any situation where a student needs a fewer number of course selections), course selections can be filtered by unavailable periods in NC WISE. This will reduce the number of course selections required in SAM and will prevent periods from being scheduled by the NC WISE scheduler.

To add unavailable periods in NC WISE:

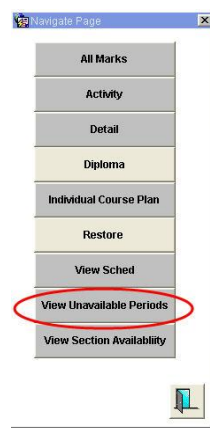
- Select the student from the NC WISE start screen. Click on the **Courses** button.



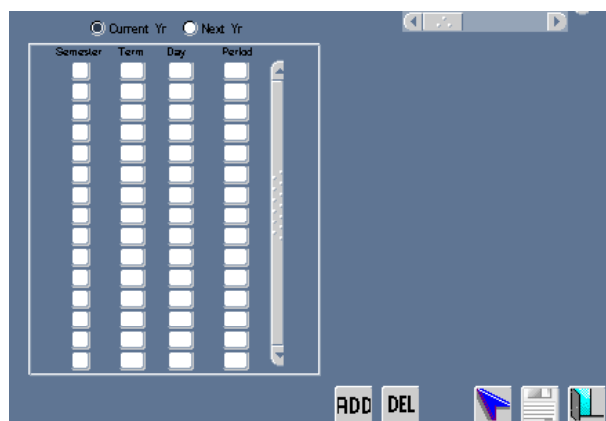
- Click on **Navigate**.



- Select **View Unavailable Periods**.



- A window will appear with a list of fields for Semester, Term, Day, Period. Start by selecting the **Next Yr.** radio button. Enter each S/T/D/P to block and click the disk icon to save changes.



Each period entered will deduct appropriately from the number of credits required, adjusting the number of primaries on a one-to-one basis, and the number of alternates proportionally.

Student School Assignments

Viewing School Assignments

Next School, Magnet Application and Reassignment (Proposed) school information will be uploaded automatically from the Mainframe. To view a list of student assignments:

- Click on **Course Selections** in the SAM header.
- Select **Students Assigned to School**.
- A list of all students assigned to the school for next year will appear, including the current school, assignment type and effective date.

Students Assigned to School

School: Southeast Raleigh High
Year: 2006

Remove Assignment	Student Name	Pupil Number	Current Grade	Current School	Assignment Type	Effective Date
<input type="checkbox"/>			10	Southeast Raleigh High	Provisional (Manual Addition)	02/06/2006
<input type="checkbox"/>			10	Southeast Raleigh High	Provisional (Manual Addition)	02/08/2006

Adding Provisional Assignments

Provisional assignments are used to add the ability for a student to select courses at a school, even if the Mainframe uploads do not include this student school assignment. This might be useful if a student indicates that they will be moving over the summer, or will be requesting a transfer. Provisional assignments can be created as needed, and have no connection to Mainframe or NC WISE assignments. To add a provisional assignment, from the **Students Assigned to School** screen, select the student's current school from the bottom of the screen.

Manually Create Provisional Student Assignment

Select Student's Current School:

Select the student's name from the drop-down menu and click **Add Assignment**.

Students Assigned to School

Manually Add Student Assignment

School: Carroll Middle

Select Student:

From the **Students Assigned to School** screen, Mainframe-uploaded school assignments cannot be removed. However, to remove a school assignment, check the box in the left column next to the student's provisional assignment and click the **Remove Checked Student Assignments** button. This will not remove the student course selections from the database, but the course selections will be excluded from reports. (They will be available if another provisional/Mainframe assignment is added.)

To add a provisional assignment at another school for a student currently at your school:

- Click on **Course Selections** in the SAM header.
- Select **Define Next Schools By Student**.
- Select the student's name from the drop-down menu.
- Check the box next to the school name(s) to add a provisional assignment and click **Save Changes**.

Define Next Schools By Student

Select Student:

Select School Assignments:

- Apex High
- Athens Drive High School
- Cary High
- East Wake High
- East Wake High Track 1
- East Wake High Track 2
- East Wake School of Health Sci
- Fuquay-Varina High School
- Garner Magnet High School
- Garner Sr High Tk 1
- Garner Sr High Tk 2
- Green Hope High
- Knightdale High
- Leesville Road High
- Longview
- Middle Creek High School
- Millbrook High School
- Needham Broughton High
- Phillips High
- Phillips High Track1
- Phillips High Track2
- Sanderson High
- Southeast Raleigh High
- Wake Forest-Rolesville High
- Wakefield High
- William G Enloe High

Editing Student Course Selections

A user with access to the Course Selections – Admin Override or Course Selections – SPED Override can edit student course selections. These users also have rights to lock/unlock student course selections and print additional confirmation pages.

To Edit Student Course Selections

- Click on **Course Selections** in the SAM header.
- Select **Administrative Course Selections** under **Course Selections**.
- Select the student from the drop-down menu.

Administrative Course Selections

Select Student:

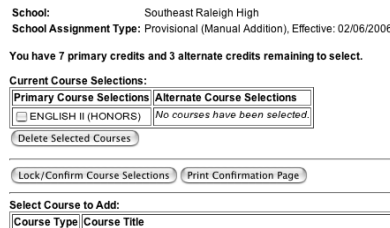
- To add a course, click the radio button to designate the course as a primary or alternate and select the course from the drop-down menu. The course drop-down menu contains recommended courses (school-specific recommendations and recommendations translated from recommended course categories), a list of all open electives, and a list of all recommend-only/restricted courses that were not recommended for the student (admin users only).

- Click the **Add Selected Course** button.



Counselors may add any course to a student’s course selection. If the selected course is not available to the student because of a restriction placed on that course, a warning message will be displayed. However, as a counselor, these warnings should be reviewed, but will not prevent you from making course selections.

To delete a course selection, check the box next to the course title(s), and click **Delete Selected Courses**.



To lock student course selections, click the box **Lock/Confirm Course Selections**. If the student’s course selections are already locked, click the **Unlock Course Selections** button to unlock the student’s course selections.

To print a copy of the course confirmation/signature page, click **Print Confirmation Page**.

Mass Update Course Selections

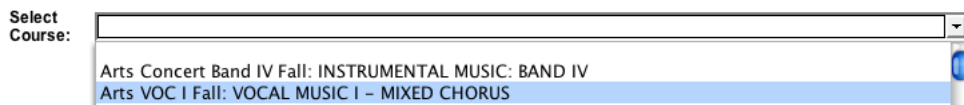
Mass Update Course Selections allows course selections for one course to be dropped or moved from one course to another as a group. This may be done for all students in a course or selected students only. This is useful if a course is going to be cancelled or combined with another course.

To transfer recommendations:

- Click on **Course Selections** button in the header.
- Click **Mass Update Course Selections** under **Course Selections** in the left sidebar.

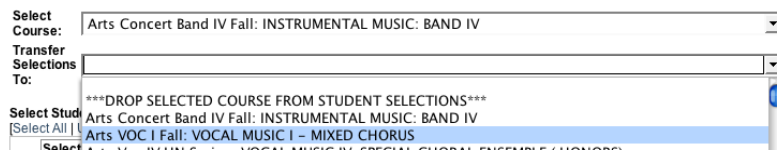


- Select the course where the course selections currently exist under **Select Course**.
Mass Update Course Selections

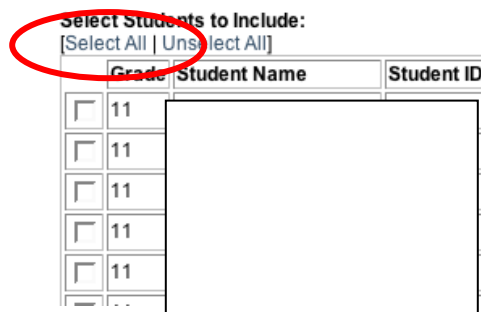


If you want to drop selections from this course from the student course selections, select “*****DROP SELECTED COURSE FROM STUDENT SELECTIONS*****” under **Transfer Recommendations To**. Otherwise, select the course to where the selections should be moved.

Mass Update Course Selections



- Check the box next to the students you want to transfer, or use the **Select All** button to select all students.

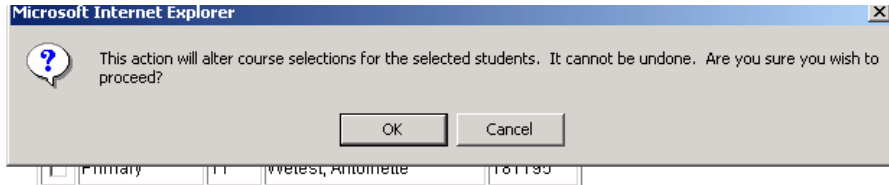


- Review the options at the bottom of the screen.
 - **Preserved Matched Alternate Selections** will keep the selected matched alternate with the destination course after the copy is complete.
 - **Unlock Course Selections of Affected Students** will unlock course selections of all of the students affected by this process.

Preserve Matched Alternate Selections
 Unlock Course Selections of Affected Students

Update Course Selections

To process the update, click **Update Course Selections**. A dialog box will appear, asking for confirmation to proceed.



- Click **OK** to proceed.

A message will appear displaying the status of the transfer.

Mass Update Course Selections

1 course selections records were updated.

Part IV: Viewing Current/Historical Data

It is possible to access recommendations and course selections from previous years. Any SAM user who may view a student's grades can also view historical recommendations and course selections for a student. Any user who can edit recommendations or course selections for a student can also view archived data for students who are assigned to the school for next year.

View Data For Current Students

To view data for currently enrolled students:

- Select **View Student Data** from the SAM header.
- Select the student's name from the drop-down menu and click **View Student**.
- Click on **Course Selections** or **Recommendations** in the left sidebar.
- The student's current and historical recommendations and course selections will be displayed, beginning with the current year, followed by previous years.

Previous Year Recommendations					Year	School	Primary/Alternate	Course Code	Course Title
2005	Southeast Raleigh High	Arts Education	53185A	THEATRE ARTS IV (HONORS): Theatre Arts IV (Honors)	2005	Southeast Raleigh High	Primary Selection	10247A	ADVANCED PLACEMENT LITERATURE & COMPOSITION
			52332A	VOCAL MUSIC IV-SPECIAL CHORAL ENSEMBLE				40807A	ADVANCED PLACEMENT MUSIC
		Foreign Language	10422B	FRENCH II				40427B	ADVANCED PLACEMENT POLITICAL SCIENCE
		Language	10247A	ADVANCED PLACEMENT ENGLISH IV -				10422B	FRENCH II

View Data for Current/Next Students

To view recommendations and course selections for students currently enrolled at the school, as well as students assigned to the school for next year:

- Select **Course Selections** from the SAM header.
- Select either **Recommendations Archive** or **Course Selections Archive**.
- Select the student name from the drop-down menu.
- The recommendations or course selections will be displayed.

Year	School	Department	Course Code	Course Title	Comment	Year	School	Primary/Alternate	Course Code	Course Title
2005	Southeast Raleigh High	Arts Education	52572A	INSTRUMENTAL MUSIC: BAND III	• Comment	2005	Southeast Raleigh High	Primary Selection	10237D	ADVANCED PLACEMENT POLITICAL SCIENCE
		Computer Science	25015E	COMPUTER SCIENCE III & IV (HONORS)					30427D	ADVANCED PLACEMENT POLITICAL SCIENCE
		Foreign Language	10812A	LATIN II					00012KF	COURSE SELECTIONS
		Language Arts/English	10237D	ADVANCED PLACEMENT ENGLISH III - LANGUAGE & COMPOSITION: AP ENGLISH III - LANGUAGE & COMPOSITION	• Comment: ensure the work that his letter take AP. b work serio					
			10235E	ENGLISH III (HONORS)						

Part V: Reporting

SAM allows access to several reports that can help simplify the course selections process. All reports can be found in the **Reports** menu, under **Course Selections**.

Course Directory

The course directory report displays a list of all courses currently imported into SAM. You can customize the columns and information to display in the report and use it for reference or distribution.

Parameters Screen

Report Output

Course Directory

Columns to Include:

- School
- Title With Prefix
- Title Without Prefix
- Course Number
- Option Number
- Grades Available
- Department
- Restrictions
- Credit Value
- Prerequisites
- Corequisites
- Antirequisites
- Users Restricted To
- District Mappings
- Middle School Course Categories

Include Courses Available to Grades:

- 09
- 10
- 11
- 12

Include Course Types:

- Open Electives
- Recommendation Only
- Restricted Electives

Sort

- School, Course Number, Title
- School, Title
- School, Restriction Type, Title
- School, Department, Title

Report Title:

Course Directory

School	Title	Course Code	Option Number	Grades Available	Restrictions	Credit Value
Southeast Raleigh High	ANATOMY & PHYSIOLOGY	30232A	2	10, 11, 12	Open Elective	1.00
Southeast Raleigh High	ADVANCED PLACEMENT ART HISTORY: Ap Art History	54487A	3	11, 12	Open Elective	1.00
Southeast Raleigh High	ADVANCED PLACEMENT BIOLOGY: AP BIOLOGY	30217B	5	11, 12	Open Elective	1.00

Recommendations By Student

This displays current course-category, course recommendations for students, and allows restriction by grade level and assignment type. Recommendations are grouped together by department. Report output can either be printed as a continuous list or as one student per page, to be used as handouts. Page breaks will not appear on-screen, but will print appropriately.

Parameters Screen

Recommendations by Student

Select Students Currently In Grades:
 10

Select Assignment Type:
 Provisional (Manual Addition)

Select Report Format:
 One student per page (Note: Page breaks do not appear on-screen)
 Continuous List

Select Sort:
 Next School, Current School, Counselor, Student Name
 Next School, Current School, Homeroom, Student Name
 Next School, Current School, Grade, Student Name
 Next School, Current School, Student Name

Include Teacher Comments

Enter Report Title:

Include Date/Time on Report

Report Output (Continuous List)

Next Course Recommendations

Report Generated: 02/09/2006, 11:01

Student Name	Next School	Pupil Number	Grade	Homeroom	Counselor	Department	Course	Comments
						Language Arts/English	ENGLISH I (School)	
							ENGLISH II (School)	
							ENGLISH II (HONORS) (School)	

Report Output (One Student Per Page)

Next Course Recommendations

Student Name:

Pupil Number:

Current Grade:

Homeroom:

Counselor:

Current School: Southeast Raleigh High

Next School: Southeast Raleigh High (Provisional (Manual Addition))

Current Recommendations

Department	Course	Comments
Language Arts/English	ENGLISH I (School)	
	ENGLISH II (School)	
	ENGLISH II (HONORS) (School)	
	ENGLISH III (School)	
	NEWSPAPER I (School)	

Recommendations By Class

This will display a class roster, along with course category recommendations with the same department as the student's course. Teachers may access this report for courses they teach, and administrative users may access it for all courses. Report output can either be printed as a continuous list or with page breaks between classes. Page breaks will not appear on-screen, but will print appropriately.

Parameters Screen

<input type="checkbox"/>	Woit, Rebecca	1/0/0/4	SOCIOLOGY/PSYCHOLOGY (40102F-40)
<input type="checkbox"/>	Wolf, Rebecca	2/0/0/4	SOCIOLOGY/PSYCHOLOGY (40102F-80)
<input type="checkbox"/>	Worthey, Willie Elaine	0/0/1/2	ENGLISH I (10212C-21)
<input type="checkbox"/>	Worthey, Willie Elaine	0/0/2/2	ENGLISH I (10212C-20)
<input type="checkbox"/>	Wright, Beulah C	1/0/0/1	MAGNET CALCULUS III (20777H-10)

- Include Comments
 Force New Page After Each Class

Enter Report Title:

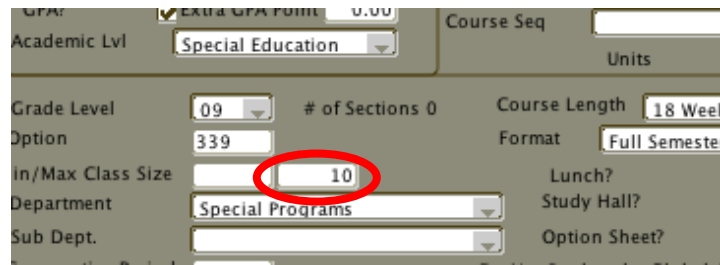
Report Output

Recommendations by Class

Student	Pupil Number	Grade	Category Recommended
Class: S:1/T:0/D:0/P:4, SOCIOLOGY/PSYCHOLOGY (40102F-40), Wolf, Rebecca			

Course Tally

The Course Tally report shows the number of students who have selected a course (primary and/or alternate). The course tally can also estimate the number of needed sections based on enrollment and class size specifications. To ensure that the sections in the Course Tally report are accurate, make sure the maximum class size in NC WISE Course Maintenance is specified.



GPA: Extra GPA Point: 0.00
 Academic Lvl: Special Education
 Course Seq:
 Units:
 Grade Level: 09 # of Sections: 0 Course Length: 18 Week
 Option: 339 Format: Full Semester
 In/Max Class Size: 10
 Department: Special Programs
 Sub Dept.:
 Lunch?
 Study Hall?
 Option Sheet?

Parameters Screen

Course Tally

School: Southeast Raleigh High

Select Student Assignment Types:

- Next School
- Magnet Applicant
- Reassignment (Proposed)
- Provisional (Manual Addition)
- Include all "Next School" and "Reassignment (Proposed)", except students reassigned to other schools

Include the following types of course selections:

- Primary Course Selections
- Alternate Course Selections
- Total (Primary + Alternate)

Display number of needed sections

Consider any course enrolling at percent of a single section as zero sections.

Allow each section to go over capacity by percent before creating a new section.

Calculate class enrollment using:

- Primary Selections Only
- Primary Selections, plus percent of alternate sections

- Highlight Singletons
- Highlight Doubletons
- Highlight Courses With Zero Enrollment
- Highlight Courses With Enrollment, but Zero Sections

Select Sort:

- Course Title
- Department
- Course Number

Report Title:

Select Student Assignment Types indicates the assignment types to use for calculation (or to exclude certain groups of students from being calculated in the report). The last checkbox **Include all "Next School" and "Reassignment (Proposed)", except students reassigned to other schools** is a reasonable extrapolation of a school population for a traditional school. The report includes students who are being reassigned to a school next year as well as includes students with the selected school as the Mainframe next school, but excludes students who have the selected school as the Mainframe next school and a reassignment record.

Include the following types of course selections: Check the boxes to display **Primary** course selections, **Alternate** course selections, or a combination of the two.

Display number of needed sections will estimate the number of sections using enrollment data and the maximum class size.

Consider any course enrolling at X percent of a single section as zero sections will flag courses that have enrollment, but perhaps not enough enrollment to run the course.

Allow each section to go over capacity by X percent before creating a new section allows overflow to be calculated into section estimates.

Calculate class enrollment using: tells the course tally how to determine enrollment numbers to use when calculating the number of needed sections, either only using primary course selections, or primaries plus a certain percentage of alternates.

The “**Highlight...**” function will display the rows for the course as a different color if the specified criteria is met.

To run the report, click “**View Course Tally.**”

The report, with any specified highlighting, will appear.

English SAT Verbal/math Prep: SAT VERBAL/MATH PREPARATION	95102A	English	25	25	1
English with comp reading: ENGLISH I	10212EC	English	0	15	0
English: Freshman Newspaper: NEWSPAPER I	10312JA	English	0	25	0
English: AFRICAN-AMERICAN LITERATURE	10272Q	English	51	25	3
English: AP ENGLISH III - LANGUAGE & COMPOSITION	10237D	English	110	25	5

Click on the enrollment number in the “**Primary**” or “**Alternate**” columns to view the students who have selected the specified course and course type.

English: AP ENGLISH III - LANGUAGE & COMPOSITION	10237D	English	110	25
--	--------	---------	-----	----

A new window will appear, displaying the students enrolled in the course.

Course Roster: English: AP ENGLISH III - LANGUAGE & COMPOSITION

Type Being Displayed: Primary

Student ID	Student Name	Grade	Matched Alternate
		10	
		10	
		10	
		10	
		10	
		10	

The bottom of the window contains a breakdown of course enrollment by grade level.

Enrollment Information:

Total Enrollment:	14
Grade 11	12
Grade 10	2

Conflict Matrix

The Conflict Matrix report lists each course and within that course, the number of students who have signed up for that course and all other courses. The matrix also looks at the number of students who are enrolled in a course and have periods blocked (set as “Unavailable”) in NC WISE.

Parameters Screen

Conflict Matrix

School: Southeast Raleigh High

Select Student Assignment Types:

Next School

Magnet Applicant

Reassignment (Proposed)

Provisional (Manual Addition)

Include all "Next School" and "Reassignment (Proposed)", except students reassigned to other schools

Include Blocked Periods in Conflict Analysis

Select Sort:

Course Title

Department

Course Number

Report Title:

Select Student Assignment Types indicates the assignment types to use for calculation (or to exclude certain groups of students from being calculated in the report). The last checkbox **Include all "Next School" and "Reassignment (Proposed)", except students reassigned to other schools** is a reasonable extrapolation of a school population for a traditional school. The report includes students who are being reassigned to a school next year as well as includes students with the selected school as the Mainframe next school, but excludes students who have the selected school as the Mainframe next school and a reassignment record.

Include Blocked Periods in Conflict Analysis tells the conflict matrix whether or not to calculate blocked periods as conflict when generating the conflict matrix.

Report Output

Arts Voc Mus 2 Spring: Vocal Music II - Choral Ensemble Enrollment: 25	Arts Voc Mus 2 Fall: Vocal Music II - Choral Ensemble	25	Arts: Theatre Arts I	4	Arts: Theatre Arts III (Honors)	1	Arts: Visual Arts III	1
	CTE: FOODS I-FUNDAMENTALS	1	CTE: FOODS II-ADVANCED	1	CTE: FUNDAMENTALS OF TECHNOLOGY	2	CTE: HOUSING AND INTERIORS I	2
	CTE: NETWORKING I	1	English Comm. Institute: ENGLISH II	1	English: AP ENGLISH III - LANGUAGE & COMPOSITION	3	English: CREATIVE WRITING I	2
	English: ENGLISH II	6	English: ENGLISH II (HONORS)	9	English: ENGLISH III	1	English: ENGLISH III (HONORS)	2
	English: ENGLISH IV	1	English: ENGLISH IV (HONORS)	2	Health/PE: HEALTHFUL LIVING I	1	Math: ADVANCED FUNCTIONS AND MODELING	3
	Math: ALGEBRA I: PART I	1	Math: ALGEBRA I: PART II	1	Math: ALGEBRA II	7	Math: ALGEBRA II (HONORS)	4
	Math: DISCRETE MATH	2	Math: GEOMETRY	5	Math: GEOMETRY (HONORS)	2	Math: TECHNICAL MATH I	1
	Science AP Biology: AP BIOLOGY	1	Science: AP CHEMISTRY	1	Science: AP ENVIRONMENTAL SCIENCE	1	Science: BIOLOGY	9
	Science: BIOLOGY (HONORS)	4	Science: CHEMISTRY	5	Science: CHEMISTRY (HONORS)	4	Second Languages: FRENCH I	1
	Second Languages: FRENCH II	1	Second Languages: FRENCH III (HONORS)	1	Second Languages: FRENCH IV (HONORS)	2	Second Languages: FRENCH V (HONORS)	1
	Second Languages: GERMAN I	5	Second Languages: GERMAN II	2	Second Languages: LATIN I	3	Second Languages: LATIN II	1
	Second Languages: SPANISH I	7	Second Languages: SPANISH II	5	Second Languages: SPANISH III (HONORS)	2	Second Languages: SPANISH IV (HONORS)	1
	Social Studies Institute: CIVICS & ECONOMICS	1	Social Studies: AP EUROPEAN HISTORY	1	Social Studies: AP US HISTORY	2	Social Studies: CIVICS & ECONOMICS	6
	Social Studies: HONORS CIVICS & ECONOMICS	10	Social Studies: LAW & JUSTICE	1	Social Studies: LAW & JUSTICE (HONORS)	1	Social Studies: US HISTORY	2
	Social Studies: US HISTORY (HONORS)	2						

A course is coded in blue if all students signing up for the course at the far left also sign up for the highlighted course (full conflict). For any course, you may click on the course title to view a list of students who have selected both courses.

Conflict Matrix

Students who are enrolled in both of the following courses:
 Arts Voc Mus 2 Spring: Vocal Music II - Choral Ensemble
 Second Languages: FRENCH IV (HONORS)

Student Name	Student ID	Grade
		10
		11

Course Selections By Student (Option Sheets)

This report is used to key the option numbers into NC WISE after course selections are complete. This report is best printed in landscape format. For manageability, it is recommended that the report only be run for one grade level at a time.

Parameters Screen

Course Selections by Student

Select Report Type:

- One student per page
 Continuous List

Select Student Assignment Types:

- Next School
 Magnet Applicant
 Reassignment (Proposed)
 Provisional (Manual Addition)
 Include all "Next School" and "Reassignment (Proposed)", except students reassigned to other schools

Select Grade Levels (By Current Grade):

- 10
 Include only students with zero course selections in NCWise at this school.
 Include only students with zero course selections in NCWise at any school.
 Include only students with finalized course selections.

Enter Report Title:

NOTE: Report is best printed in landscape format. It is recommended that report be run for one grade-level at a time.

The **"One Student Per Page"** report will print all course selections for a single student on a separate page. Note that page breaks will only appear when the report is printed, not on the screen. The continuous list will print a long table with all student selections.

Select Student Assignment Types indicates the assignment types to use for calculation (or to exclude certain groups of students from being calculated in the report). The last checkbox **Include all "Next School" and "Reassignment (Proposed)," except students reassigned to other schools** is a reasonable extrapolation of a school population for a traditional school. The report includes students who are being reassigned to a school next year as well as includes students with the selected school as the Mainframe next school, but excludes students who have the selected school as the Mainframe next school and a reassignment record.

Include only students with zero course selections in NC WISE at this school. This generates a report output only for students whose option codes have not yet been keyed into NC WISE for the selected school.

Include only students with zero course selections in NC WISE at any school generates a report output only for students whose option codes have not yet been keyed into NC WISE for any school.

Specify the grade level(s) to print on the report. If you only want to print student course selections that have been finalized, select the **Only include finalized course selections** checkbox.

Report Output

Student Course Selections

Student	Student ID	Grade	Curr. School	Reg. School	Type	Course Prefix	Course Title	Course Number	Option Number	Matched Alternate (Option)
[Redacted]	[Redacted]	[Redacted]	Middle Creek High School	Middle Creek High School	Primary	CTE	FOODS FUNDAMENTALS	70452A	12	
					Primary	CTE	FUNDAMENTALS OF TECH	81102C	253	
					Primary	CTE	HOUSING AND INTERIOR	70552A	14	
					Primary	English	ENGLISH II (HONORS)	10225D	47	
					Primary	Math	GEOMETRY	20302B	91	
					Primary	Science	BIOLOGY (HONORS)	30205A	110	
					Primary	Second Languages	SPANISH I	10512B	145	
					Primary	Social Studies	HONORS CIVICS & ECON	40525A	80	
					Alternate	CTE	COMPUTER APPLICATION	64112J	3	
					Alternate	CTE	PRINTING GRAPHICS I	79112A	22	
					Alternate	Health/PE	TEAM SPORTS I	90152I	134	
[Redacted]	[Redacted]	[Redacted]	Middle Creek High School	Middle Creek High School	Primary	CTE	FOODS B-ADVANCED	70462A	13	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

SAM/NC WISE Course Verification

Once course options have been entered into NC WISE, the “SAM/NC WISE Course Verification” report will display all discrepancies between course selections in SAM and Next Year courses in NC WISE.

The report will show where a course selection is, either in SAM or NC WISE, but not found in both. The report will also show when course types (Primary or Alternate) and Matched Alternates are not equal.

Parameters Screen: SAM/eSIS Course Verification

Select Student Assignment Types:

Next School

Magnet Applicant

Reassignment (Proposed)

Provisional (Manual Addition)

Include all "Next School" and "Reassignment (Proposed)", except students reassigned to other schools

Select Grade Levels (By Current Grade):

08

09

10

11

12

Include only students with zero course selections in NCWise at other schools.

Enter Report Title:

Report Output: SAM/eSIS Course Verification

Student	Student ID	Grade	SAM	eSIS
[Redacted]	[Redacted]	11	<ul style="list-style-type: none"> NOT FOUND in eSIS: English, Grade 12: ENGLISH IV (HONORS) (10245A) 	
[Redacted]	[Redacted]	11	<ul style="list-style-type: none"> MATCHED ALTERNATE NOT EQUAL TO eSIS IN AP, Social Studies, New Course Offering: AP PSYCHOLOGY (40807A): EXPECTED (I), RECEIVED (10245A) TYPE NOT MATCHED TO eSIS IN Band, Fall Semester: INSTRUMENTAL MUSIC: BAND I (52552A1): EXPECTED (A), RECEIVED (P) TYPE NOT MATCHED TO eSIS IN Med Science, 12 Grade Only: MEDICAL SCIENCE II (HONORS) (72225A): EXPECTED (P), RECEIVED (A) 	<ul style="list-style-type: none"> MATCHED ALTERNATE NOT EQUAL TO SAM IN AP, Social Studies, New Course Offering: AP PSYCHOLOGY (40807A): EXPECTED (10245A), RECEIVED (I) TYPE NOT MATCHED TO SAM IN Band, Fall Semester: INSTRUMENTAL MUSIC: BAND I (52552A1): EXPECTED (P), RECEIVED (A) TYPE NOT MATCHED TO SAM IN Med Science, 12 Grade Only: MEDICAL SCIENCE II (HONORS) (72225A): EXPECTED (A), RECEIVED (P)