

**SCHOOL ASSISTANT MODULE:  
MIDDLE SCHOOL TEACHER/COUNSELOR  
RECOMMENDATIONS INSTRUCTIONS**

Wake County Public School System

March 6, 2006

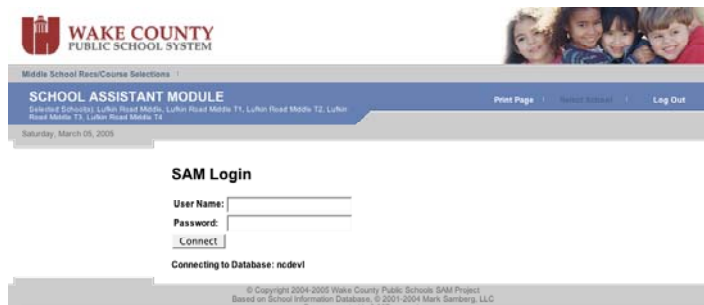
## Teacher Recommendations

High schools use the SAM and SPAN modules as the standard online registration process for all students, including rising 9<sup>th</sup> graders. Students will select courses at their base school and their first and second choice magnet schools. In an effort to simplify the rising 9<sup>th</sup> grade registration process, 8<sup>th</sup> grade teachers will recommend their students for a course *level*, not a specific course. This recommendation will be automatically translated into the high school's specific course when the student goes online to select courses. For example, instead of recommending a student take "Earth Science 30402G", the 8<sup>th</sup> grade teacher would only need to recommend "Science, Basic" or "Science, Advanced". This will allow each high school to place students appropriately without additional workload on the middle school teacher.

Teachers will make recommendations through current class lists. If departments have been entered in NCWise Course Maintenance, teachers will only see categories related to the current class. If the department is set as "DEFAULT", teachers will see all categories. Teachers will select the students, make the appropriate recommendation, and enter comments if desired. **These comments are visible to the parent and student via external access.**

To make recommendations in SAM, navigate to <https://sam.wcpss.net> using your web browser.

Enter your current NCWise username and password in the boxes and click "Connect"



The screenshot shows the SAM Login page. At the top, there is a header for WAKE COUNTY PUBLIC SCHOOL SYSTEM with a logo and a photo of children. Below the header, there is a navigation bar with "Middle School Recs/Course Selections" and "SCHOOL ASSISTANT MODULE". The main content area contains a "SAM Login" section with two input fields for "User Name:" and "Password:", and a "Connect" button. Below the login fields, it says "Connecting to Database: ncdev1". At the bottom, there is a footer with copyright information: "© Copyright 2004-2005 Wake County Public Schools SAM Project Based on School Information Database, © 2001-2004 Mark Sambers, LLC Page generated in 0.007 seconds".

*(The following screenshot is in place of the one above.)*



Mid. Sch Recs/Crs. Sel

School Assistant Module  
Selected Schools: Carnage Middle

Print Page | Select School | Log Out

Quick View Student:  Go

Friday, March 03, 2006

## SAM Login

 Goal 2008 95%

User Name:

Password:

Connect

© 2004-2005 Wake County Public School System SAM Project  
Based on School Information Database, © 2001-2004 Mark Samberg, LLC  
Page generated in 1.08478 seconds  
Instance: ncpsweb.wcpss.net

Once logged in, you will need to click on a link (located near the upper left corner of the page), which reads “Mid. Sch Recs/Crs. Sel”. You will then see a ‘Teacher Recommendations’ link on the left side of the screen. Clicking on this link will present you with a dropdown menu of the classes you are teaching.

Teachers will be presented with a dropdown menu of the classes they are teaching. Students not currently in 8<sup>th</sup> grade and courses not requiring recommendations are filtered out of this list.

- To select students, select one of your classes from the dropdown menu:

## Teacher Recommendations

Select Class:

- DISCRETE MATH (20502B Sec. 01, S:1/T:0/D:0/P:1)
- ALGEBRA I (20232B Sec. 02, S:1/T:0/D:0/P:2)
- DISCRETE MATH (20502B Sec. 03, S:1/T:0/D:0/P:3)
- DISCRETE MATH (20502B Sec. 05, S:2/T:0/D:0/P:1)
- ALGEBRA I (20232B Sec. 07, S:2/T:0/D:0/P:3)
- ALGEBRA I (20232B Sec. 08, S:2/T:0/D:0/P:4)

- The teacher will then be presented with a roster containing the current students in the class.
- To make recommendations for a student, simply click on their name from the class list:

## Teacher Recommendations

Select Class: DISCRETE MATH (20502B Sec. 01, S:1/T:0/D:0/P:1) ▼

Select Student:

Student Name	Current Recommendations	Current Comments
Jotestn, Samuel R (11)		
Patest, Keison Malik (11)		

- A new window will appear, listing the student's current recommendations:

### Course Recommendations for Jotestn, Samuel R

Current Recommendations (Check to Delete):

- ALGEBRA I: PART I
- ALGEBRA I

Current Comments:

Edit	Delete	Comment
		COMMENT FROM MARK_SAMBERG_1: Test Comment

Courses to Recommend:

- ALGEBRA I: PART II
- ALGEBRA II
- ALGEBRA II (HONORS)
- ALGEBRA III/TRIG
- ALGEBRA PLUS
- AP CALCULUS AB
- AP CALCULUS BC
- AP STATISTICS
- DISCRETE MATH
- Engineering I: MATH ELECTIVE
- GEOMETRY

- To delete a current recommendation, simply check the box next to the category name. To add a new recommendation, check the box next to that course name from the “Select Categories to Recommend” section of the screen.
- Add a comment by typing it in the large “Add Comment” textbox at the bottom of the screen.
- When you have completed changes, press the “Save Changes” button to save changes.

To return to the previous screen close the window using the “X” icon at the upper right-hand corner. **Do not click the back button on any screen within the SAM application.**

## Administrative Recommendations

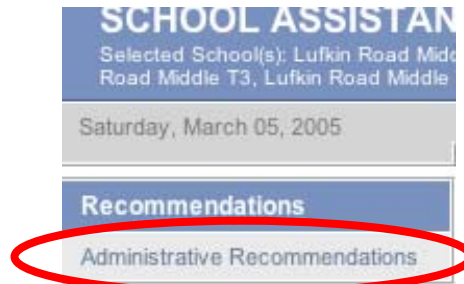
Middle school counselors have access to edit recommendations for any 8<sup>th</sup> grader at their school. Counselors will also have the ability to run reports, edit student course selections and specify the schools in which a student needs to make selections (magnet schools, etc).

To edit recommendations, navigate to <https://sam.wcpss.net> using your web browser.

Enter your current NCWise username and password in the boxes and click “Connect”



- Click on “Administrative Recommendations” on the left sidebar:



- A list will appear containing the names of students in the selected schools. Select a student from this list and click ‘Edit Recommendations’

### Administrative Recommendations

Select Student:  ▼

- The student's current recommendations will appear on screen.

### Course Recommendations for Jotestn, Samuel R

**Current Recommendations (Check to Delete):**

- ALGEBRA I: PART I
- ALGEBRA I

**Current Comments:**

Edit	Delete	Comment
		COMMENT FROM MARK_SAMBERG_1: Test Comment

**Courses to Recommend:**

- ALGEBRA I: PART II
- ALGEBRA II
- ALGEBRA II (HONORS)
- ALGEBRA III/TRIG
- ALGEBRA PLUS
- AP CALCULUS AB
- AP CALCULUS BC
- AP STATISTICS
- DISCRETE MATH
- Engineering I: MATH ELECTIVE
- GEOMETRY

- To delete a current recommendation, simply check the box next to the course name. To add a new recommendation, check the box next to that course name from the “Select Categories to Recommend” section of the screen.
- Add a comment by typing it in the large “Add Comment” textbox at the bottom of the screen.
- When you have completed changes, press the “Save Changes” button to save changes.
- To select a different student, click “Administrative Recommendations” in the left sidebar.