

ASPIRE

College and Career Plan SEOP Student Request Setup Checklist

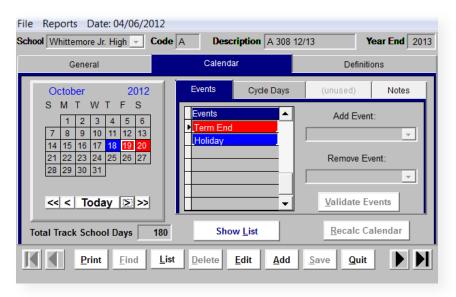
(Student Education Occupation Plan)

Using College and Career for Future Year Student Requests

In order to use College and Career as a tool for accepting student requests on the web, you need to setup a number of elements in ASPIRE. Each item needs to exist in order for SEOP student requests to function fully. Most of the New Year Initialization steps need to be completed and some specific SEOP setups are required. Here are the steps to setup ASPIRE SEOP to handle student requests over the web.

Initialize the New Year

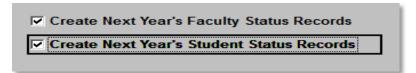
☐ Set Up Your School Year Future Track Calendar



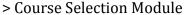
☐ Create Next Year's Faculty and Student Records

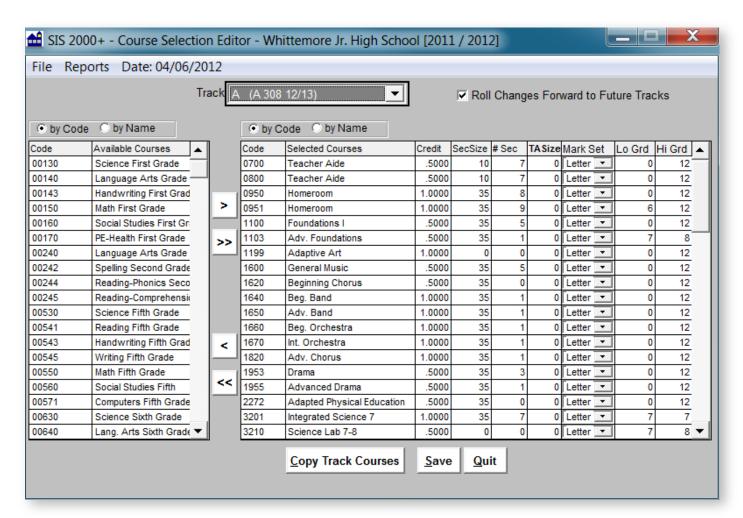
Students and Faculty get a future track as part of the New Year Initialization process by using the Future Status menu choices.

System > New Year Menu > Future Status



☐ Offer Future Courses to the Future Track via the Scheduling Module > Mass Scheduling Module



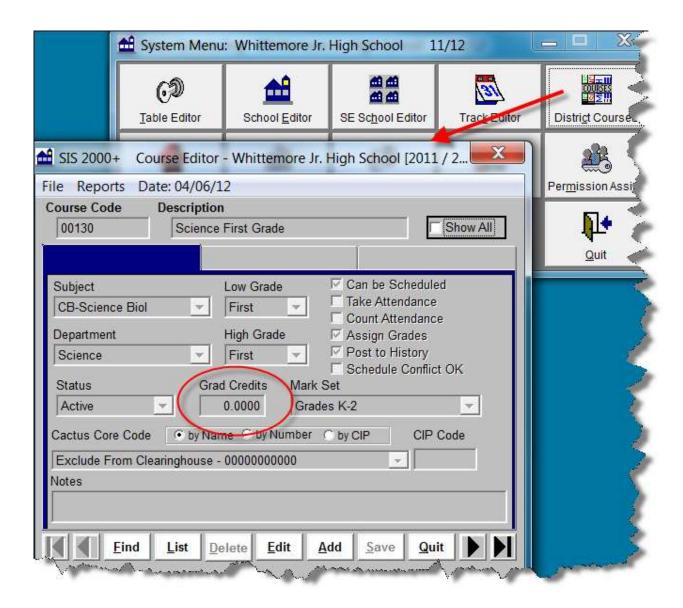


College and Career Course Request Setup Requirements

Several key SEOP elements need to be in place for SEOP Student Request Sessions to work.

- Courses Connected to Graduation Credits
- Graduation Requirements for the student's graduation year.
- SEOP Course Request rules entered and turned on.
- SEOP Access for students turned on.

\square Future Courses are Connected in Sytem Module > District Courses Module > Graduation Credits



☐ Set Up New or Copy Existing Graduation Requirements through the web Requirements Editor Application

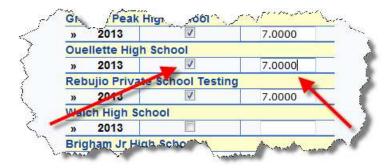
Graduation requirements need to exist for each year students in the school will graduate. Set these up in Academic Progress > Graduation Requirements Editor.

Copy Requirements for Future Calendar Years

Sort Eligibility Area	Grades	Credit RequiredDel
»Ouellette High School 2015	9 -12	28.0000
« Back to List Copy Requirements »		
101 Language Arts 9	Edit Subjects	1.0000
102 Language Arts 10	Edit Subjects	1.0000
103 Language Arts 11	Edit Subjects	1.0000
105 Language Arts 12	Edit Subjects	1.0000
111 Foreign Language	Edit Subjects	0.0000
115 Math Lvl 1	Edit Subjects	0.0000
116 Math Lvl 2	Edit Subjects	1.0000
117 Math Lvl 3	Edit Subjects	1.0000
	FL-Foreign Language M1-Math Lvl 1 M2-Math Lvl 2	(E)
125 Math Total	M3-Math Lvl 3	₹ 3.0000
M1-Math Lvl 1, M2-Math Lvl 2, M3-Math Lvl 3, M4-Ma	ath Lvi	
4		
133 Science	Edit Subjects	3.0000
136 World Geography	Edit Subjects	0.5000
137 World Civ	Edit Subjects	0.5000
138 US History	Edit Subjects	1.0000
139 Civics	Edit Subjects	0.5000
143 Soc Studies Total	Edit Subjects	3.0000
145 Health Education	Edit Subjects	0.5000
146 Fitness	Edit Subjects	0.5000
147 Participation Skills	Edit Subjects	0.5000
151 Fitness Total	Edit Subjects	1.5000
153 The Arts	Edit Subjects	1.5000
156 Financial Lit	Edit Subjects	0.5000
159 Computer Tech	Edit Subjects	0.5000
162 Career & Tech Ed	Edit Subjects	1.0000
Add New Elic	gibility Rules	
« Reset	Save »	

☐ Course Requests Authorized in Academic Progress > Student Course Request Settings

Both course request permissions and the course request credit limits need to be set.



☐ SEOP – College and Career Interaction Permissions Granted in Control Master > Edit Groups

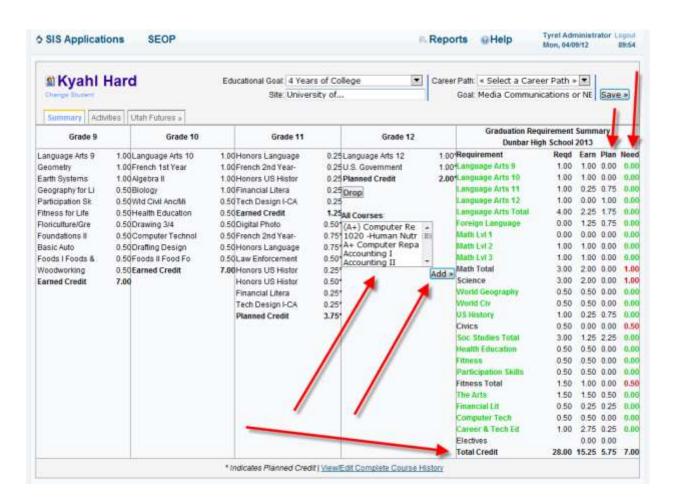
Access to the SEOP module also needs to be turned on for all the groups involved in the student course request process. These permissions and those above will need to be changed when the window for student course requests is closed.



☐ Access and Request Interactions in SEOP(College and Career)

> View Student Information

When the setup is complete, users with SEOP request permission will see the course request list on the SEOP screen.

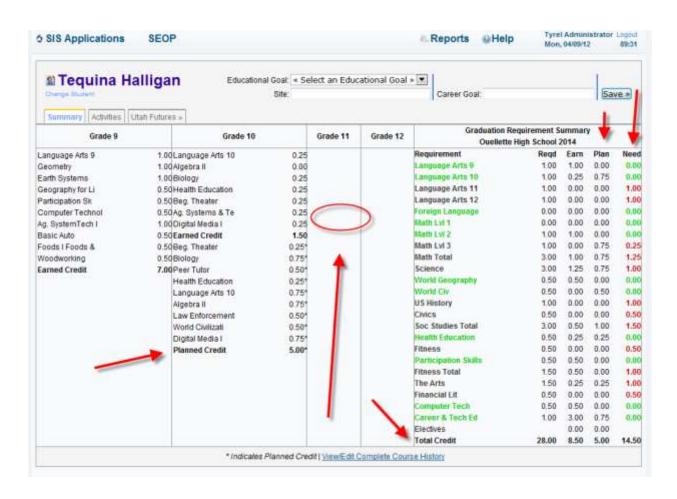


☐ Typical issues involve missing required setup items from above.

SEOP (College and Career) permissions on but, no Graduation Requirements and Requests Turned off displays the SEOP screen with no data.



SEOP (college and career) permissions on with Graduation Requirements in place but Course Request permissions off displays the work in progress and credits pending and needed but can't enter Course Requests.



If you continue to have issues with the College and Career Application not appearing on the screen as desired, please confirm all the prerequisites are complete then contact your ASPIRE Specialist to further assist in the troubleshooting process.