

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

2005

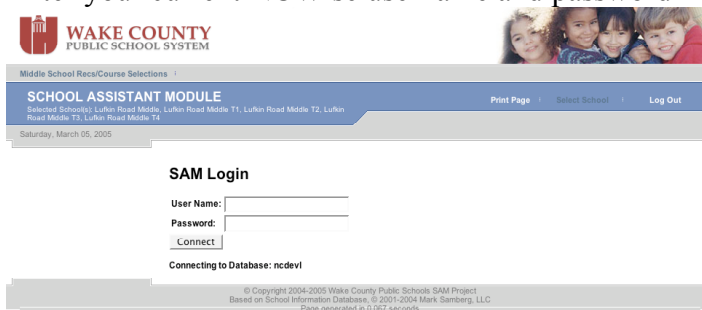
## Teacher Recommendations

Beginning in the Spring of 2005, high schools will be implementing a standard online registration process. Rising 9th graders will be also selecting courses online. 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 need not be familiar with the high school course numbers at each school. Teachers will recommend their students for a course *level*, not a specific course. This recommendation will automatically be translated into the school-specific course when the student goes online to select courses. For example, instead of recommending a student take “Earth Science”, 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”



Middle School Recs/Course Selections

**WAKE COUNTY**  
PUBLIC SCHOOL SYSTEM

SCHOOL ASSISTANT MODULE

Print Page | Select School | Log Out

Saturday, March 05, 2005

**SAM Login**

User Name:

Password:

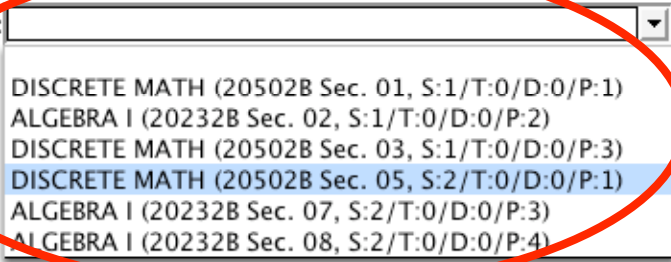
Connecting to Database: ncdev1

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Page generated in 0.067 seconds

Teachers will then 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 a class from the dropdown menu:


## Teacher Recommendations

Select Class: 

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, Kaisaan Mallek (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.**

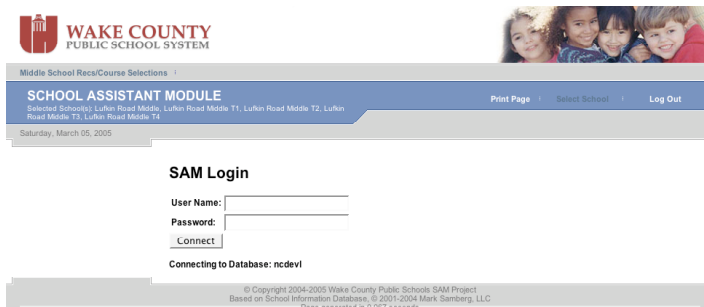
## Administrative Recommendations

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:

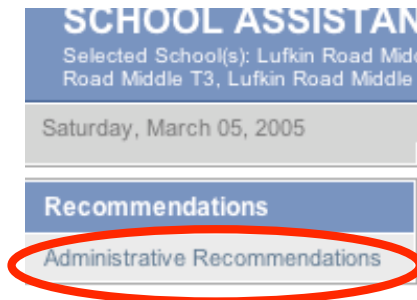
Navigate to <https://sam.wcpss.net> using your web browser.

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



The screenshot shows the SAM Login interface. At the top, there is the Wake County Public School System logo and a header with the text "Middle School Recs/Course Selections". Below this is the "SCHOOL ASSISTANT MODULE" header, which includes "Selected School(s): Lufkin Road Middle, Lufkin Road Middle T1, Lufkin Road Middle T2, Lufkin Road Middle T3, Lufkin Road Middle T4" and navigation links for "Print Page", "Select School", and "Log Out". The date "Saturday, March 05, 2005" is displayed. The main section is titled "SAM Login" and contains a "User Name:" field, a "Password:" field, and a "Connect" button. Below the login fields, it says "Connecting to Database: ncdev1". At the bottom, there is a copyright notice: "© Copyright 2004-2005 Wake County Public Schools SAM Project. Based on School Information Database, © 2001-2004 Mark Samberg, LLC. Page generated in 0.067 seconds."

Click on “Administrative Recommendations” on the left sidebar:



The screenshot shows the left sidebar menu. At the top, it says "SCHOOL ASSISTANT" and "Selected School(s): Lufkin Road Middle, Lufkin Road Middle T1, Lufkin Road Middle T2, Lufkin Road Middle T3, Lufkin Road Middle T4". Below this is the date "Saturday, March 05, 2005". The menu items are "Recommendations" and "Administrative Recommendations". The "Administrative Recommendations" item is circled in red.

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



The screenshot shows the "Administrative Recommendations" page. It features a "Select Student:" label followed by a dropdown menu. Below the dropdown menu is a button labeled "Edit Recommendations".

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
<input type="checkbox"/>	<input type="checkbox"/>	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.