

# ParentCONNECTxp 4.0 Course Request System

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## Reference Manual

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# Preface

This document is a reference for students and parents using the ParentCONNECTxp Course Requests system.

The Course Requests system works in conjunction with Chancery SMS and the ParentCONNECTxp parent portal to allow students to request courses for the following year.

For additional assistance, click the **Support** link on the top-right of the ParentCONNECTxp or ParentCONNECTxp Course Requests website to find the contact information for your school or district.

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# Students

Use the ParentCONNECTxp Course Requests website to review courses recommended by your teachers and counselor and to request additional courses to complete your schedule.

The Course Requests workspace shows your recommended courses and allows you to search for courses. You can search by course name, course number, and subject area. The search tool filters courses based on grade restrictions, prerequisites, and your academic plan. To request a course, select and drag it from the search results to your Course Requests workspace.

The Required Courses tab shows the courses you are required to take along with any alternate courses you may take in place of a required course. The Elective Courses tab shows your elective courses and alternates. Courses are listed in order of priority. You can drag-and-drop courses to change their scheduling priority. To delete a course, drag it to the trash can. Recommended courses with a lock icon cannot be changed.

Click Save to keep your current requests without submitting them. Click Submit only when you have completed all of your course requests. After submitting your course requests, the school may require your parents or counselor to approve them. Make sure that you complete your requests before the submission window closes (you can see the number of days remaining at the top-right of your workspace).

For information on how to use each element of the ParentCONNECTxp Course Requests website, see the following topics:

- My Course Requests tab [[>>](#)]
- My Academic Plan Progress [[>>](#)]

## My Course Requests tab

Use the My Course Requests tab to review your recommended required and elective courses, and to search for courses to add to your Course Requests workspace. Note that recommended courses with a lock icon have been locked by your counselor or teacher. Locked courses cannot be changed or deleted.

To use the Course Requests workspace:

- Search for courses by name, number, or subject.
- To request a course, select a course in the search results and drag it to the Required or Elective Courses tab.
- To change the priority of a course request, drag it to the appropriate position in the grid.
- To delete a course request, drag it to the trash can on the lower-left of the workspace.
- To save your course requests for later, click the Save button.
- To submit your course requests to the school or for your parent's approval, click the Submit button. Do not submit your requests until you have completed them to your satisfaction.

**Note:** Depending on how your school sets up the ParentCONNECTxp Course Requests system, you may not see all of the elements described here.

**Figure 1: My Course Requests tab**

The screenshot shows the 'My Course Requests' workspace. On the left is a 'Course Search' panel with a search box containing 'math' and a 'Display All Courses' button. Below it is a 'Course Search Results' list with columns for 'Course Name' and 'Course Number'. The results include Algebra 10, Algebra 11, Algebra 12, Calculus 12, MA - Algebra, Mathematics 11, Mathematics 12, Statistics 12, and Trigonometry 12. The main workspace has two tabs: 'Required Courses' and 'Elective Courses'. The 'Elective Courses' tab is active, showing a table of course requests. The table has columns for Priority, Course #, Course Name, Recommended By, Lock, Alternate Course #, Alternate Course Name, and Recommended By. Below the table is a 'Request Progress' bar with a trash can icon on the left and 'Cancel', 'Save', and 'Submit' buttons on the right. A 'Status: In progress' indicator is also present.

Priority	Course #	Course Name	Recommended By	Lock	Alternate Course #	Alternate Course Name	Recommended By	Lock
1	SCR21004	Calculus 12	Zephyr, Glenna H					
2	SCR31002	Chemistry 12	rt01 Fruchter, Mathew					
3	SCR32001	Physics 11	rt01 Fruchter, Mathew		SCR30005	Science 12	rt01 Fruchter, Mathew	
4	SCR34002	Environmental Studies 12	rt01 Fruchter, Mathew					
5	SCR1001	Photography Basics	rt01 Fruchter, Mathew					
6	SCR1005	English 12	Zephyr, Glenna H		SCR11001	English Literature 12	Zephyr, Glenna H	

- A** Course Search: Type the name of the course, the course number, or the subject area to find a course. The search tool filters courses based on grade restrictions, prerequisites, and your academic plan.
- B** Course Search Results: This list is generated on the fly as you type in the Course Search box. To select a course, click it and drag it to the Required Courses or Elective Courses grid in the workspace.

- C** Required Courses: Shows the courses that you are required to take. Click the tab to view these courses.
- D** Elective Courses: Shows the courses that you can select from among various alternatives. Click the tab to view these courses.
- E** Alternate Courses: Courses that may be scheduled in place of a required or elective course if those courses do not fit on your schedule.
- F** Priority: This is the priority in which your courses will attempt to be scheduled, with 1 being the highest priority.
- G** Recommended By: The teacher or counselor who recommended the course. Courses recommended by a teacher or counselor will appear automatically in the Course Request system.
- H** Lock icon: Indicates that your teacher or counselor has locked this course recommendation. Locked course requests cannot be deleted or changed. Contact your counselor to resolve any issues with locked courses.
- I** Trash can: To delete a course request, drag it to the trash can.
- J** Request Progress: The progress bar shows the minimum and maximum courses you may request. You cannot request more than the maximum number of courses defined by your school. You cannot submit your course requests if you have less than the minimum number of courses requested.
- K** Status: Shows whether your course requests are in progress or submitted [>>].
- L** Cancel: Click to cancel your current changes on the workspace.
- M** Save: Click to save your changes without submitting them to the school. You can log in later to continue revising your course requests.
- N** Submit: Click to submit your courses only after you have completed all of your course requests. After submitting your course requests, the school may require your parents or counselor to approve them.

## My Academic Plan Progress Report

**Note:** Academic Plan Progress Reports are available only if your school uses this feature.

The Academic Plan Progress tab shows your Academic Plan Progress Report from Chancery SMS in PDF format. Use your plan to ensure that you request the appropriate courses for the next school year.

You can save, print, or e-mail the PDF from this page.

Figure 2: My Academic Plan Progress

The screenshot shows the 'My Academic Plan Progress' page for a student named OCR\_Romanoff, Harris L. The page title is 'Academic Plan - Forecast View'. The student's grade is 11, and they entered 5th grade in 2009. The plan version is '7.7.0 OCR Testing AP with all OCR CRX courses 1990 to 2050'. The table below shows the student's progress in English and Mathematics courses.

Group name	Courses	Grade	Year	Required credits	Earned credits	Pending credits	Status
7.7.0 OCR Testing AP with all OCR CRX courses 1990 to				25.0	17.5	2.0	I
English				3.5	2.5	0.0	I
	SCR10001 English 8	8	2008		1.0	0.0	
	SCR10002 English 9	9	2009		1.0	0.0	
	SCR10003 English 10	10	2010		0.5	0.0	
Mathematics				3.5	3.0	0.0	I
	SCR20001 Mathematics 8	8	2008		1.0	0.0	
	SCR20002 Mathematics 9	9	2009		1.0	0.0	
	SCR20003 Mathematics 10	10	2010		1.0	0.0	

- A Click to print your Academic Plan Progress Report.
- B Click to save your plan to your computer.
- C Click to e-mail your plan.
- D Click to view the next page of your plan.

## ParentCONNECTxp Course Plan pencil

You can access the ParentCONNECTxp Course Requests website from the Course Plan pencil in ParentCONNECTxp. Use the same login information to access to both websites.

The first time you go to the Course Plan pencil, the Required and Elective course lists will be empty. After clicking the Manage Course Requests link for the first time, your current course requests will be visible on the Course Plan pencil.

Your parents will be able to view and approve (if required by your school) your course requests here using their own login account.

Figure 3: Course Plan Pencil in ParentCONNECTxp

**Crystal High School**

Choose Student: OCR\_Arel, Cody

Logout  
Settings  
Support  
Help

Student Info  
Assignments  
Grades  
Course Plan  
Attendance  
Discipline  
School Info

Course Requests Academic Plan Progress

**COURSE REQUESTS**

Crystal High School  
2012 - 2013

Submission window closes in 1 days  
School Course Catalog  
Recommended Courses

Manage Course Requests

Required Courses Elective Courses

	Course #	Course Name	Recommended By	Alternate Course #	Alternate Course Name	Recommended By
1	SCR20005	Mathematics 12	Berry, Humphrey G			
2	SCR30005	Science 12	Berry, Humphrey G			
3	SCR66104	Computer Science 12		SCR66201	Data Processing 11	
4	MA1114	MA - Business Law				
5	SCR10005	English 12				
6	SCR11001	English Literature 12				
7	SCR50005	French 12				
8	SCR60005	Physical Education 12				
9	SCR22001	Trigonometry 12		SCR23001	Statistics 12	

Request Progress

Min: [Progress Bar] Max:

Status: Parent/guardian approval pending

- A Course Plan pencil: Click to go to the Course Plan pencil. Here you can view your current course requests, Academic Progress Plan Report, and other information.
- B Manage Course Requests: Click this link to go the Course Requests website. You will need to log in using the same account information as for ParentCONNECTxp.
- C School Course Catalog: If your school district has an online course catalog, click here to view it.
- D Recommended Courses: Click here to view all the courses recommended to you by teachers and counselors.

## How do I check the status of my course requests?

You can find the current status of your course requests in one of the following places:

- ParentCONNECTxp home page Summary [Figure 4]
- ParentCONNECTxp Course Plan pencil [Figure 3]
- ParentCONNECTxp Course Request website (this page is available only to students) [Figure 1]



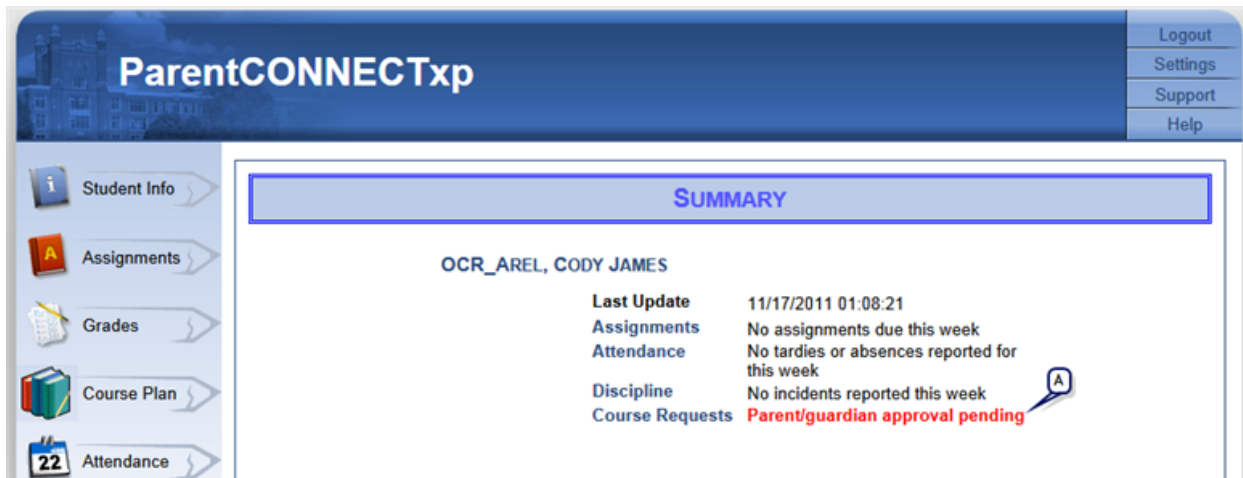
The following statuses are reported:

- Not available: Course requests are not enabled or not projected for your grade level at the school.

**More...**

- Availability date: For example, “Will be available on February 3rd, 2012”. This status will appear only on the ParentCONNECTxp home page Summary.
- Not started: The submission window is open, but you have not yet begun to make your course requests.
- In progress: You have begun to make course requests, but have not yet submitted them.
- Parent/guardian approval pending: You have submitted your course requests, and the school requires your parents' or guardians' approval [ >> ].
- Counselor approval pending: The school requires counselor permission, which has not yet been received.
- Parent/guardian not approved: Your parents or guardians have rejected your course requests. You will need to modify them and resubmit them for approval.
- Completed: Course requests have been submitted and approved.
- Administrative submission pending: An administrator has requested that open (not submitted or not approved by parents) course requests be processed and sent to the school, but the process has not yet completed.
- Counselor approval pending (Administrative submission): An administrator has sent open course requests to the school, but the counselor has not yet approved them.
- Completed (Administrative): An administrator has sent open course requests to the school, and they are available for scheduling.

Figure 4: ParentCONNECTxp home page Summary

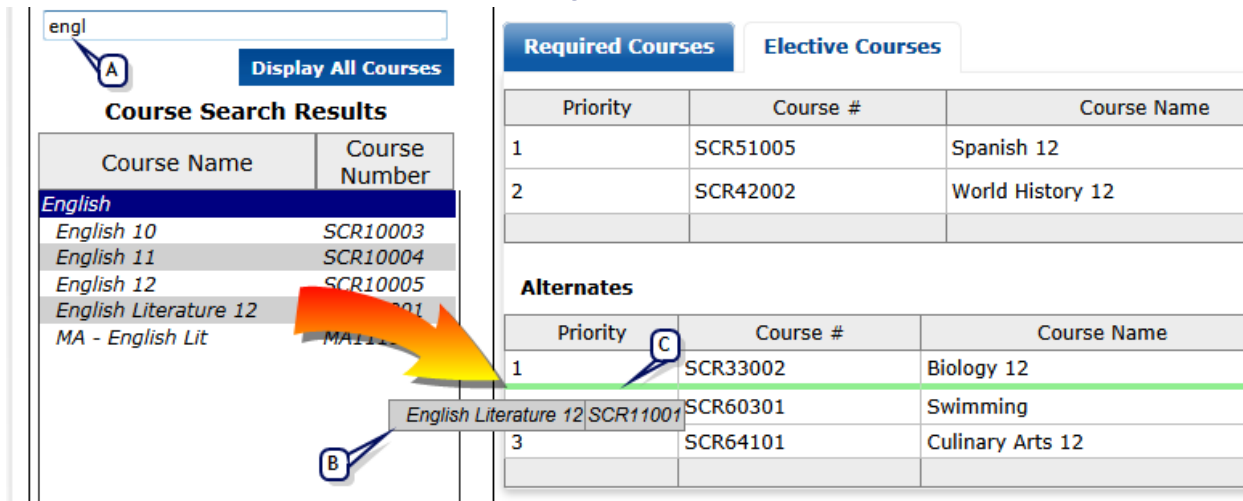


A Course Request status: Shows the current status of your course requests.

## How do I add a course request?

To add a course request, search for it by name, number, or subject. Then click the course and drag it to the Required Courses or Elective Courses grid. The green line shows the insertion point.

Figure 5: Adding a course request



- A Search box: Search for the course by name, number, or subject.
- B Select and drag the course to the appropriate grid.
- C Insertion point.

## How do I delete a course request?

To delete a course request, click the course and drag it to the trash can as shown in [Figure 6].

Figure 6: Deleting a course request

The screenshot displays the 'My Course Requests' and 'My Academic Plan Progress' sections. On the left, a 'Course Search' box contains the text 'hist' and a 'Display All Courses' button. Below it, 'Course Search Results' are listed in a table:

Course Name	Course Number
<b>Social Studies</b>	
American History 11	SCR41001
American History 12	SCR41002
World History 11	SCR42001
World History 12	SCR42002

On the right, the 'Course Requests' section for the 2012-2013 school year is shown. It has tabs for 'Required Courses' and 'Elective Courses'. A table lists the following courses:

Priority	Course #	Course Name	Recommended By	Lock	Alternate Course #
1	SCR20005	Mathematics 12	Berry, Humphrey G	🔒	
2	SCR30005	Science 12	Berry, Humphrey G	🔒	
4					

A red arrow points from the empty row with priority 4 to a trash can icon in the 'Request Progress' section. The trash can icon is labeled 'A'. Below the trash can is a 'Request Progress' bar with a scale from 'Min' to 'Max' and a 'Status: In progress' indicator.

- A Trash can: To delete a course, drag a course from the Required or Elective Courses grid to the trash can.

## How do I change scheduling priorities?

To change the priority of your current course requests, select a course request and drag it to the appropriate position in the grid, with 1 being the highest priority.

The scheduling system will attempt to schedule your highest priority courses first.

Figure 7: Drag-and-drop to change a priority

The screenshot shows the 'My Course Requests' section of the ParentCONNECTxp interface. It features a 'Course Search' sidebar on the left and a main table of 'Course Requests' for the 2012-2013 school year. The table is divided into 'Required Courses' and 'Elective Courses'. A red arrow labeled 'A' points to the priority column of the 'Jazz Band Sr' course, which is currently at priority 4. The arrow indicates it is being dragged to the priority 2 position.

Priority	Course #	Course Name	Recommended By
1	SCR62004	Drama 12	Berry, Humphrey G
5	SCR63102	Jazz Band Sr	
2	SCR60201	Yoga	Berry, Humphrey G
3	SCR66001	Keyboarding 8	

- A Drag the course up or down to change its priority. Here, the priority 4 course is dragged to the number 2 position (the number will change to number 2 after the drag-and-drop is completed).

## How much time do I have to make my course requests?

Your school defines a submission window (time period) for each grade level at the school to make their course requests. After the submission window opens, you can see how many days are remaining on the ParentCONNECTxp Course Plan pencil [[>>](#)] or on the ParentCONNECTxp Course Requests website [[>>](#)].

If the submission window closes before you complete your course requests, they will be sent to the school as they were when you last saved them. Contact your counselor if you need to make changes after the submission window closes.

Figure 8: Time left in submission window

Crystal High School

My Course Requests | My Academic Plan Progress

**Course Search**  
Display All Courses  
Course Search Results  
There are no records in this list.  
Drag course to the grid on the right  
Hide Course Number

**Course Requests**  
2012 - 2013  
Submission window closes in 1 days  
School Course Catalog  
Recommended Courses

Required Courses | Elective Courses

Priority	Course #	Course Name	Recommended By	Lock	Alternate Course #	Alternate Course Name	Recommended By	Lock
1	SCR20005	Mathematics 12	Berry, Humphrey G	🔒				
2	SCR30005	Science 12	Berry, Humphrey G	🔒				

Drag course

**Request Progress**  
Min [Progress Bar] Max  
Status: In progress  
Cancel Save Submit

A Time remaining in submission window.

## When should I save or submit my course requests?

Use the **Save** button to save your current requests for later revision. You can continue to work on your course requests as long as the submission window is open [>>].

**Important:** Click the **Submit** button only after you are satisfied with the courses you are requesting for next year. You will *not* be able to modify your course requests after you submit them. If your school requires your parents or counselors to approve your course requests, and they are rejected, you will be able to edit your course requests again if the submission window is still open.

If the submission window closes before you submit your course requests, they will be sent to the school as they were when you last saved them.

Contact your counselor if you need help resolving issues with your course requests.

## How do I change my account information or get help?

To change your password or email address, click [My Account](#) on the top right of the ParentCONNECTxp Course Requests website. See [\[Figure 9\]](#).

**Note:** You can only change your password if your email address is registered with the school.

To find out how to get technical help from your school district, click [Support](#). See [\[Figure 10\]](#).

Figure 9: [My Account](#)



- A** My Account: Click to change your email address, password, or security question. Your email address must be registered with the school to make changes.
- B** Support: Click to view the technical help contact information for your school district.

Figure 10: Account Settings

### Account Settings

#### Change Email Address:

**Primary Email Address**

**Secondary Email Address**

#### Change Password:

**Old Password**

**New Password**

**Confirm Password**

#### Change Security Question:

**Security Question**  
 ▼

# Parents

Use the Course Plan pencil [Figure 12] on the ParentCONNECTxp website to see your child's current course request workspace and Academic Plan Progress Report (if used by the school).

**Note:** Only your child can sign in to the ParentCONNECTxp Course Requests website to search for courses and submit requests. Parents are not able to log in to the Course Requests website.

Your child can make course requests only during the submission window defined by your school. If the submission window is open, the number of days remaining is shown on the top-right corner of this screen.

The school may require you to approve your child's course requests before they are submitted to the school. If so, you will see a message requesting your approval on the ParentCONNECTxp home page Summary, and the Approve and Do Not Approve buttons will appear on this page after your child has submitted the course requests.

If you choose not to approve the course requests, your child will need to modify them and resubmit them for your approval.

## How do I check the status of my child's course requests?

The ParentCONNECTxp home page Summary [Figure 11] and Course Plan pencil [>>] both show the status of your child's course requests.

The following statuses are reported:

- Not available: Course requests are not enabled or not projected for your child's grade level at the school.

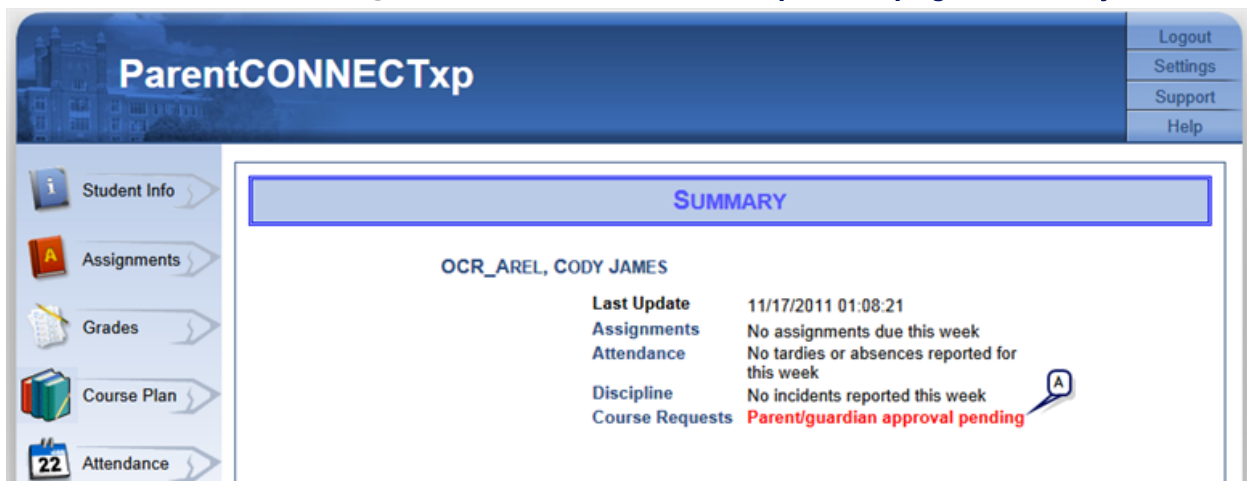
### More...

- Availability date: For example, "Will be available on February 3rd, 2012". This status will appear only on the ParentCONNECTxp home page Summary.
- Not started: The submission window is open, but your child has not yet begun to make their course requests.



- In progress: Your child has begun to make course requests, but has not yet submitted them.
- Parent/guardian approval pending: Your child has submitted course requests, and the school requires your approval [>>].
- Counselor approval pending: The school requires counselor permission, which has not yet been received.
- Parent/guardian not approved: You have rejected your child's course requests. They will need to modify them and resubmit them for your approval.
- Completed: Course requests have been submitted and approved.
- Administrative submission pending: An administrator has requested that open (not submitted or not approved by parents) course requests be processed and sent to the school, but the process has not yet completed.
- Counselor approval pending (Administrative submission): An administrator has sent open course requests to the school, but the counselor has not yet approved them.
- Completed (Administrative): An administrator has sent open course requests to the school, and they are available for scheduling.

Figure 11: ParentCONNECTxp home page Summary



A Course Request status: Shows the current status of your child's course requests.

## How do I view and approve my child's course requests?

Your child's school may require you to approve his or her course requests before they are submitted to the school for scheduling.

The Summary page on the ParentCONNECTxp website will show the status of course requests for each of your children [>>]. When the status is "Parental/guardian approval pending" you can approve or reject your child's course requests on the Course Plan pencil in ParentCONNECTxp.

Review the courses on both the Required Courses tab and Elective Courses tab. Make sure you submit your approval before the submission window closes. Note that the school can continue the scheduling process without parental approval if it is not received in time.

If you reject the course requests, your child will need to modify them and resubmit them for your approval.

**Important:** Only the parent or guardian who originally rejected the course requests can approve them after they have been resubmitted. If another parent or guardian signs in, they will see that parent/guardian approval is pending but will not see the approval buttons.

Figure 12: Course Plan pencil in ParentCONNECTxp

The screenshot displays the 'Course Requests' section for Crystal High School (2012-2013). The 'Course Requests' tab is active, showing a table of course requests. The table has columns for Course #, Course Name, Recommended By, Alternate Course #, Alternate Course Name, and Recommended By. The table lists 9 courses, including Mathematics 12, Science 12, Computer Science 12, MA - Business Law, English 12, English Literature 12, French 12, Physical Education 12, and Trigonometry 12. Some courses have alternate courses listed. Below the table, there is a 'Request Progress' bar with a green bar indicating progress, and 'Do not approve' and 'Approve' buttons. The status is 'Parent/guardian approval pending'.

Course #	Course Name	Recommended By	Alternate Course #	Alternate Course Name	Recommended By
1	SCR20005 Mathematics 12	Berry, Humphrey G			
2	SCR30005 Science 12	Berry, Humphrey G			
3	SCR66104 Computer Science 12		SCR66201	Data Processing 11	
4	MA1114 MA - Business Law				
5	SCR10005 English 12				
6	SCR11001 English Literature 12				
7	SCR50005 French 12				
8	SCR60005 Physical Education 12				
9	SCR22001 Trigonometry 12		SCR23001	Statistics 12	

- A Course Plan pencil: Click to go to the Course Plan pencil. Here you can view your child's current course requests and their Academic Progress Plan Report. If your child has submitted their course requests, the Approve and Do Not Approve buttons will be available (if the school requires your approval).

### More...

- B Course Requests tab: Shows your child's course requests for next year.
- C Academic Plan Progress tab: Shows your child's Academic Plan Progress Report from Chancery SMS in PDF format. Use the plan to ensure that your child requests the appropriate courses for the next school year.
- D Required Courses tab: Shows the required courses requested for next year. Courses recommended by a teacher or counselor will appear automatically in the Course Request system; they do not need to be added by your child.
- E Elective Courses tab: Shows the elective courses your child is requesting for next year.
- F Request Progress: The progress bar shows the minimum and maximum courses your child may request. They cannot request more than the maximum number of courses defined by the school. They cannot submit course requests if they have less than the minimum number of courses requested.
- G Status: Shows whether your child's course requests are in progress or submitted [>>].
- H Approval buttons: These buttons appear only if your child has submitted their course requests and the school requires

your approval. Click the **Approve** button to send the requests to the school. Click **Do Not Approve** if you want your child to make additional changes. If a parent or guardian rejects the course requests, the same parent or guardian must approve them after they are resubmitted.

## What happens after my child submits course requests?

The following process occurs after your child submits his or her course requests:

- Submitted course requests will either be submitted directly to the school or go to you for approval.
- If parental approval is required [[>>](#)], the course requests will be submitted to the school only after you approve them.
- The school may require counselor approval before scheduling begins. If the counselor rejects your child's course requests, the counselor will contact you to discuss any changes.
- After the counselor approves the course requests (if required by the school), they are submitted to the scheduling system.
- The Course Requests status on the ParentCONNECTxp Summary page is changed to "Completed."
- The school will provide your child's schedule after all course requests have been submitted and the scheduling process is complete.

**Note:** You can track the progress of your child's course requests on the ParentCONNECTxp home page Summary [[>>](#)].

## How do I view my child's Academic Plan Progress Report?

Review the Academic Plan Progress Report to ensure that your child is choosing the right courses for next year to be on track for graduation.

**Note:** Academic Plan Progress Reports are available only if your school uses this feature.

**To view your child's Academic Plan Progress Report:**

- 1** Log in to ParentCONNECTxp.
- 2** Click the **Course Plan** pencil.
- 3** Click the **Academic Plan Progress** tab.