

Summer School Enrollment and Scheduling

Summer School 2019 enrollment is different this year from 2018. All students will be enrolled in their respective sites and not in iSchool only. Please follow the directions carefully to enroll students at their site. If you have technical questions or don't have access to Summer School, contact Service Desk. Questions regarding iSchool contact Amy Larsen. Questions regarding Service, Bartlett or East contact Secondary Education.

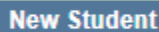
Enrolling Students

1. Log into **Q Summer School** by navigating to the Q Login, and clicking the Summer School Link below the normal login.

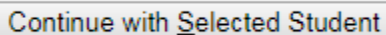
- a. [Q Summer School](#)

A rectangular button with a blue border and the text "Q Summer School" in blue.

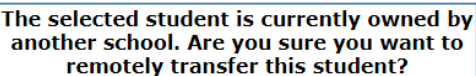
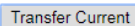
2. Choose the track for the appropriate school.
3. Click on **Menu > Enrollment > Student Editor**
4. Click on **New Student**

A rectangular button with a blue border and the text "New Student" in white on a dark blue background.

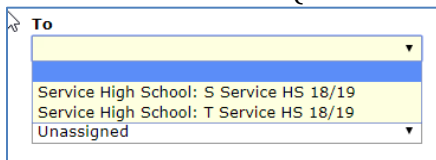
5. **Search** for student
6. Click the Student's name and then click "**Continue with Selected Student**"

A rectangular button with a grey border and the text "Continue with Selected Student" in grey.

7. Click **Transfer Current**

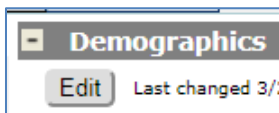
A dialog box with a white background and a blue border. The text inside reads: "The selected student is currently owned by another school. Are you sure you want to remotely transfer this student?"A rectangular button with a grey border and the text "Transfer Current" in grey.A rectangular button with a grey border and the text "Cancel" in grey.

8. Select the **To school** (select the **S=Summer** and appropriate track)

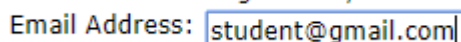
A dropdown menu with a white background and a blue border. The text "To" is at the top. Below it are three options: "Service High School: S Service HS 18/19", "Service High School: T Service HS 18/19", and "Unassigned".

9. Click **Submit**
10. Verify or Enter student's **accurate email address**.

- a. If the email is not correct, click **Edit** in the **Demographics** section

A section titled "Demographics" with a grey background and a blue border. Below the title is an "Edit" button and the text "Last changed 3/2".

- b. The student email is located in the **Address/Phone/Residence Information** section.

A text input field with a blue border. The text "Email Address:" is on the left, and "student@gmail.com" is entered in the field. Above the field, the text "Eagle River, AK 99577" is visible.

11. Click **Submit**

Summer School Enrollment and Scheduling

Scheduling Students

1. Click on **Schedule > Student Schedules** and find students enrolled in S track by filtering Track in Find Mode.

Student Schedules

Student Name	Programs	Age
Student 1 of 1 Inc		

Find

Search Clear Cancel

Local ID:

Last Name:

First Name:

State ID:

Grade:

Gender:

Group:

Track:

Advisor:

Counselor:

S Service HS 18/19

2. **Show Schedule** as of **5/29/2019**, the start of summer track classes

Schedule As of 05/29/2019

3. Double click the appropriate period, or click period and then Schedule.
 - a. Bartlett, East, and Service

Edit Schedule Unschedule History

Per Cycle Day 1
AM
PM

- b. iSchool (TK = iSchool Tank Courses, CT = CTE Courses)

multiple sites 04/16/2019 - end

Edit Schedule Unschedule History

Per Cycle Day 1
TK
CT

4. Choose the class requested in the list of available classes and click **Add**.

Add

5. Click **Submit**

6. Click **Save All Changes**

Save All Changes Updates Pending

7. You will see the requested class listed if you click **Show All Classes**.

Show All Classes