2018-19 Roosevelt High School MyAP Process:

All screenshots are at the bottom of the directions.

I. Infinite Campus
   a. Students make access IC by going to the website (www.dmschools.org). <Screenshot 1>
   b. At the top of the page, click the "**STUDENT**" tab.
   c. Scroll down to locate the "Infinite Campus" tab.
   d. This will open up IC in which students may input their username/password credentials. <Screenshot 2>

II. Student Log-in Process (If a student has log-in credentials, skip to MYAP process below)
   a. Student log into Infinite Campus
      i. Log-in (Student number@student.dmschools.org)
      ii. Password: (student password)
         1. If students do not have access, teachers may reset log-in by having the student restart the computer. Once restarted instruct student to input his/her log-in credentials in the user name box, then select "forgot your password? Click here to reset it using myPassword."
         2. Next, the student should click the "Reset my Password" tab. The student will then re-enter the user name followed by the new password. <Screenshot 3>
         3. Once entered, it will then ask student to verify by entering your own log in credentials.
         4. This process will allow staff to assist students who are unsuccessful at logging in.

III. MYAP
   a. Academic Planning
      i. Select **Academic Planning** on menu left of the page. <Screenshot 4>
      ii. Academic Planner page will appear.
      iii. Students will need to choose from the following drop down menus: Post Grad Location and Post Grad Plans. Post Grad Plans asks if student plan to remain in the state of Iowa vs. leaving the state. Post Grad Plans asks students to forecast post high school plans (ie. Four year college, two year college, employment, military, etc.).
      iv. Using the drop down arrows, please respond to these two options. <Screenshot 5>
      v. **Select next.**
   b. Course Selection <Screenshot 6>
      i. Depending on the grade in which the student will be next year (2018-19), that is the year we will be focusing on, for example, a student that will be in the 11th grade during the 2018-19 school year should select courses for that particular year.
      ii. Core subject instructors will provide guidance to students on their pathways. For example: **if student A is currently in Algebra I, their course pathway for the**

following year is Geometry. If student B is currently enrolled English II, their course pathway for the following year is English III or AP Lang/Comp.

      iii. Once the core instructor has provided guidance on the course pathways for his/her students, student will input this information into the Academic Planner. <Screenshot 6>

  c. Core Course Selection

      i. We want to make sure students are selecting courses during the grade they will be next year. For example, if students are currently enrolled in 9th grade, they will input courses into "Grade 10" on MYAP, etc. For current 8th grade students, you will input courses in "Grade 9" (Refer to picture 1)

      ii. To input courses into MYAP, students should place the cursor over the subject area box they would like to input a course. Left mouse click the box for which you are wanting to input courses. The courses offered for that particular course will appear. Select/click the course you would like to enroll in. Once complete the course will appear in the box with an "X" next to the course.

      iii. Please make sure to input both fall (S1) and spring (s2) courses for that subject area. For example, if a student is selecting to enroll in Geometry during the 10th grade year, Geometry S1 and S2 must be selected in the math box. <Screenshot 7>

      iv. Students are strongly encourages to select courses in each of the four core course areas each year they are enrolled in high school (English, Math, Social Studies, and Science).

  d. Elective Course Selections

      i. Once core courses have been selected students should input physical education, fine art, and elective options. To input courses, follow the same directions already provided in the previous section (core course selection).

         1. **Physical Education:** The state of Iowa requires students enroll in physical education for at least one semester each year of high school. Therefore, students should select one PE course during the year you are inputting courses.

         2. Fine Arts: Roosevelt offers courses in the following fine arts categories, Business Education, Technical Education, Vocal Music, Instrumental Music, Visual Arts, Theatre Arts, and Family and Consumer Science. If students are interested in enrolling in these courses, make your selections using the above directions in the **Fine and Applied Arts** area.

         3. Elective: Roosevelt offers a host of elective options in social studies, world languages, English, etc. If students are interested in enrolling in these elective options, make your selections using the above directions in the **Elective** area.

IV. Central Campus

  a. Central Campus Enrollment

      i. To request a course at Central Campus, students must complete the request form.

1. To request a course, please visit the following website: https://centralcampus.dmschools.org/
2. Select the "Enrollment" tab at the top of the page.
3. At the bottom of the enrollment page, you will find the following link: http://tinyurl.com/enroll20018-19
4. This link will open the central campus request page. Complete the request page and submit your request form. <Screenshot 8>
5. It is important to note, because you submit the request form does not guarantee you enrollment in the course. Central campus will exam all requests submitted to determine which students will be invited to enroll in the course.
6. If selected, you will be invited to attend the Central Campus Open House to meet the instructors and learn more about the program you will be studying.
7. When submitting your request form, we strongly encourage you to select two programs you may be interested in. If you are not accepted into your first choice program, you may however be invited to your second choice.

V. Central Academy
   a. Central Academy Course Request
      i. To request a course at Central Academy, each student must schedule an appointment to meet with their individual counselor.
      ii. The counselor will input the course into a google doc created by Central Academy
      iii. Central Academy will communicate with counselors if a student was enrolled in a particular course.

Screenshots
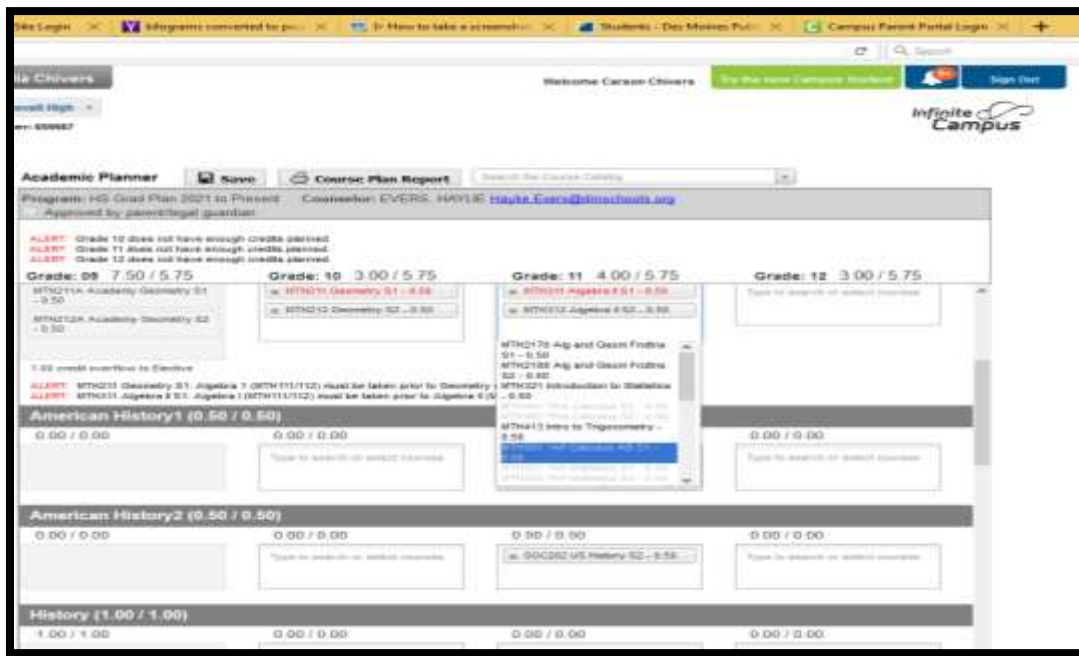
Screenshot 1

Screenshot 2

Screenshot 4

Screen 5

Screenshot 6

Screenshot 7

Screenshot 8

CENTRAL CAMPUS ENROLLMENT REQUEST FORM

Date *

DMPS Student ID Number

Last Name *

First Name *

Phone Number:

Phone Number above is:

Email Address to be used for Notification *

Grade Level *Next School* Year *   Home High School *

○ East   ○ Hoover   ○ Lincoln   ○ North   ○ Roosevelt   ○ Scavo

○ DMPS HI   ○ Other

Attending Central *Academy Next Year?* *

Is this a change to a submitted request? *

○ Yes

○ No

SUBMIT