Online District Registration for District Counselors

The **ClassMate Online District Registration Portal** is a secure site that allows authorized district personnel to easily submit requests for both CTE and Academic student schedules for the upcoming school year. By using point and click drop-down menus, counselors can request schedules with no manual data entry required.

Prior to the first login, authorized users must have a valid email address recorded in the ClassMate System. The District Portal is then easily accessed using any web browser. Contact your CTE administrator with any questions.

Getting Started
To gain access to the **District Portal, access the following URL**:

https://portals.classmate.net/dp/ctcname

This will lead the user to the new **ClassMate District Portal Welcome Page** where authorized District Personnel can **Login or Register** to create an account
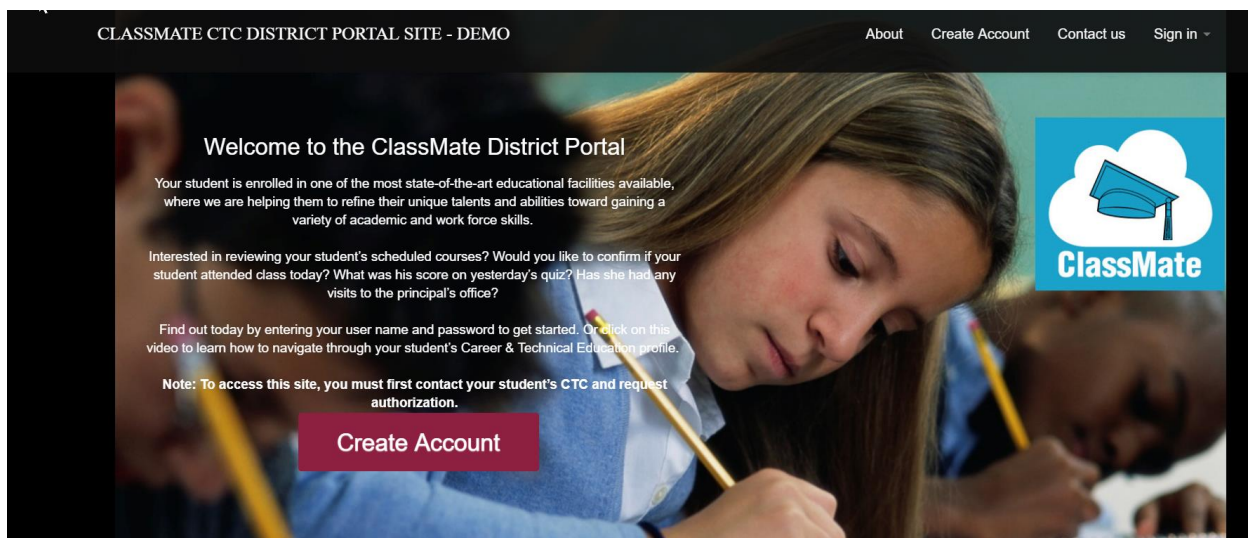
First Time Users Account Creation
Prior to logging into the ClassMate District Portal you must create an account if instructed to do so by the CTC. Otherwise, they will create one for you.
You will only have to create the account as a first time user.
- Click the **Register Now** link located in the center bottom portion of the screen

Note: To access this site, you must first contact your student's CTC and request authorization.

Register Now

The following information is mandatory for portal access. Enter the following:

- **Name (First, Last)**
- **Username**
- **Email**
- **Password**
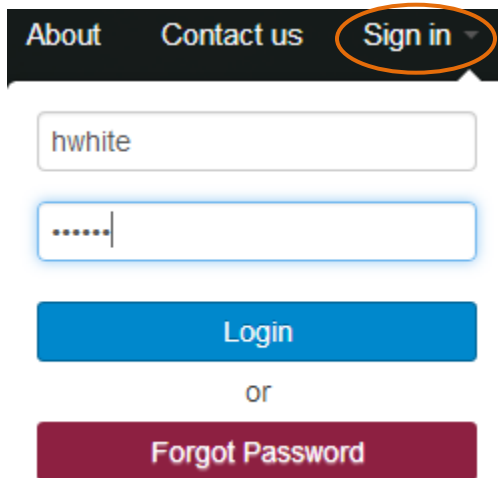- **Confirm Password**

Click the **Blue Submit** Button

An email registration confirmation will be sent to the email address entered during account creation.
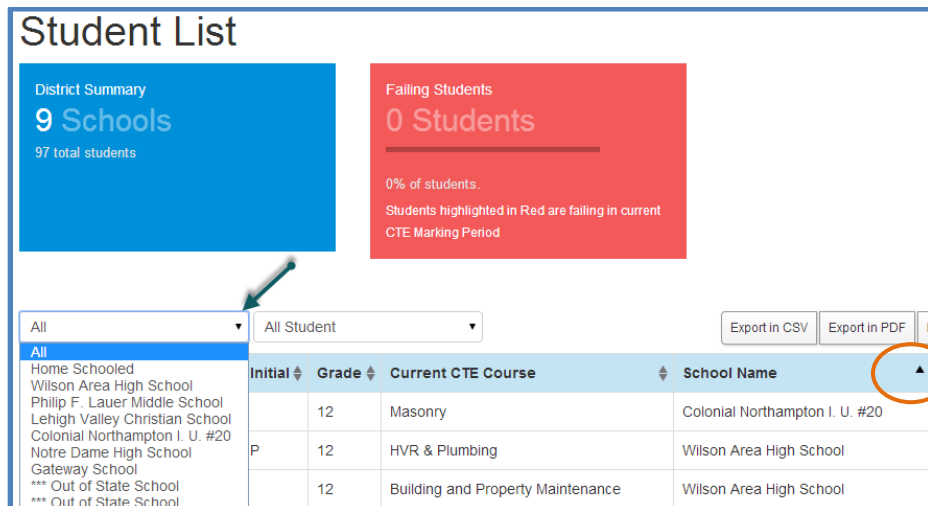
Signing In

- Enter the **User Name** you created when registering your account
- Enter the **Password** you created when registering your account
- Click **Login**

Viewing Students

- Upon Login, all students from all schools the user is authorized to view will be displayed (the District Summary will display the number schools the user has access to view)
- Select a specific school from the School Dropdown to filter by school
- You can also sort by school Name by clicking on the **School Name** column header
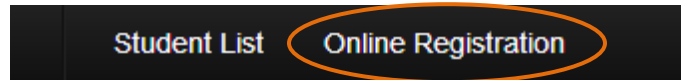
To Register Students using Online District Registration

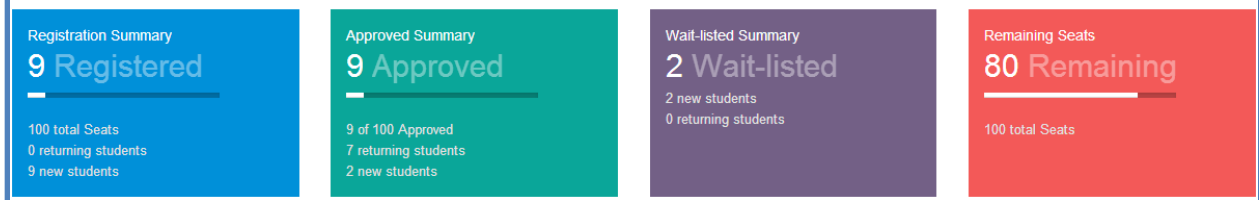- Select the Online Registration link found on the top black toolbar

The Registration Dashboard (now referred to as Student Registration Status) provides real-time registration data including any of the following information (yours may not display all of these data snapshots depending on the settings set up by CTC administration). This Registration Dashboard shows all students who have been Registered (both returning and new) thus far. DO NOT be alarmed when you have no students here the first time you log in. Students will start to populate this screen as they become registered. You can track their status as they get approved, accepted, etc.
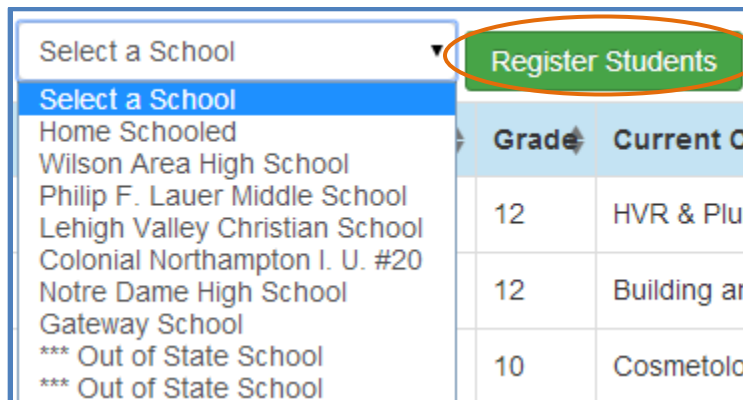
- **Registration Summary**
  - **District Seats Total**: The number of projected seats available per District for student registration requests (***Note**: this is an enrollment goal, not a seat quota*)
  - **Registered Returning Students**: The total number of returning student registration requests entered online
  - **Registered New Students**: The total number of new student registration requests entered online
- **Approved Summary**
  - **Approved Request Total:** The number of registration requests processed by CTE or BOCES
  - **Approved Returning Students**: The total number of returning student registration requests processed by CTE or BOCES
  - **Approved New Students**: The total number of new student registration requests processed by CTE or BOCES
- **Wait-listed Summary**
  - **Waitlisted Return Students**: The total number of returning student registration requests that are waitlisted
  - **Waitlisted New Students**: The total number of new student registration requests that are waitlisted
- **Remaining Seats Summary**
  - **Remaining Seats**: The total number of seats remaining for registration requests

Student Registration Status

Registration Summary
9 Registered

100 total Seats
0 returning students
9 new students

Approved Summary
9 Approved

9 of 100 Approved
7 returning students
2 new students

Wait-listed Summary
2 Wait-listed

2 new students
0 returning students

Remaining Seats
80 Remaining

100 total Seats

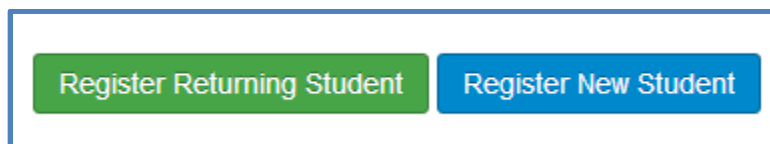### Registering Returning or New Students

- **Select a school** from the School dropdown
- **Click the Green Register Students** button

- Click the green button to register **Returning Students**
- Click the blue button to register **New Students**

Registering Returning Students

The students who display on the landing page, that are listed below the **Green Register Returning Student** & **Blue Register New Student** are the RETURNING students who have been registered so far. This list will have no students in it if your school does not register returning students on the portal.
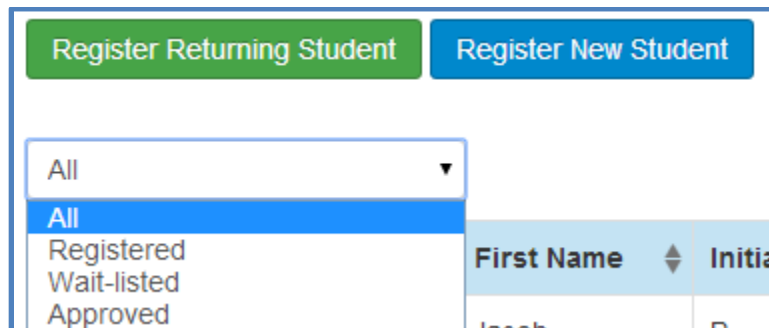
Step 1
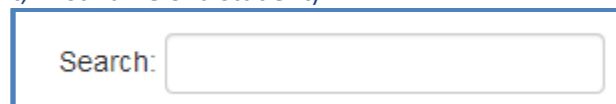Click the **Green Register** <u>**Returning**</u> **Student** Button

Step 2
The **Status Filter** drop-down menu allows the user to select the following options:
- **All** will display **Registered**, **Waitlisted** and **Approved** students (default)
- **Registered** will display only <u>**REGISTERED**</u> students
- **Waitlisted** will display only <u>**WAITLISTED**</u> students
- **Approved** will display only <u>**APPROVED**</u> students

Helpful Tips:
- A "Search" Field is available to help find the student or group of students. Type any of the following online district registration keyword to search for that data element (i.e. Student ID, Last name of a student, First name of a student)

- Sortable Column Headers allow to group students together and/or list chronologically. Select any column heading name (i.e. Student ID, Last Name, Current CTE Course, Grade Level, etc) to sort the data in the grid.

Student ID	Last Name	First Name	Initial	Grade Level	MP 1 Grade	MP 2 Grade	MP 3 Grade	MP 4 Grade	Current CTE Course	School Name	District Name	State	Address
000200326	Cooper	Skyler		10					Welding Technology	Wilson Area High School	Wilson School District	PA	1660 Valley Center Parkway
000180245	Cooper	Tyler	K	12					Welding Technology	Wilson Area High School	Wilson School District	PA	1660 Valley Center Parkway
000190434	Fritch	David	W	11					Welding Technology	Wilson Area High School	Wilson School District	PA	1660 Valley Center Parkway

Once a Student Status Display option is chosen, or a Last Name Search is conducted, a list of **Returning** Students will display including the following fields:

- **Status, including Registered, Waitlisted and Approved**
- **Last Name**
- **First Name**
- **Initial**
- **ID #**
- **Grade Level**
- **Current CTE Course Title**
- **Skill Year**
- **Registered Course #1**
- **Registered Course #2**
- **Registered Course #3**
- **Last Modified** (Name, Date and Time Stamp of the user who last modified the student record)

Step 3

To submit a registration request for a returning student, click anywhere in the row of a particular student name. Then fill in the registration request form in the new window (next step).

Approved	Cooper	Bradley	A	000160306	10	Protective Services	1	Heather White Feb 5th, 2014 01:39 pm
	Cooper	Dean	L	000160225	10	Building Construction Technology	1	N/A

Step 4
Enter the Returning Student Registration Request Preferences

- **Select a Location**
    - Click on the check box next to the desired location type (Note: Some users may have multiple location types and multiple locations to choose from)

- **Select the Course Preference for the Location you have selected**

- **Note: The location you have selected will determine what courses are available for selection**
- Click on the drop down for "Select a CTE Course", select a Course Preference
- Click on the drop down for "Select a Class", select a Class Preference

CTE Registration

Preference 1: [Harris Career and Technical (▼]   [Cosmetology ▼]   [AM -AM ▼]

- **Select an Academic Pull-out (Supplemental) Course Preference(s) (if applicable)**
  - You can select up to 3 Academic Pull-out Preferences for each student
  - Click on the drop down for "Select an Academic Course", select an Academic Pull-out Course Preference
  - Click on the drop down for "Select a Class", select a Class Preference **(if applicable)**
  - Click to select a Fall Semester, Spring Semester or Full Year course preference using the buttons to the right

Pullout Preference(s):

Select an Academic Course.. ▼	Select a Class........ ▼	Fall Semester	Spring Semester	Full Year
Select an Academic Course.. ▼	Select a Class........ ▼	Fall Semester	Spring Semester	Full Year
Select an Academic Course.. ▼	Select a Class........ ▼	Fall Semester	Spring Semester	Full Year

- **Enter in Acceptance Criteria Scores (if applicable)**
  - If the CTC requires you to enter the Acceptance Criteria Scores, you will see this section displayed at the bottom of the application.
  - Enter in a value within the min-max range score for each of the criteria. Example below only, the criteria that is evaluated is dependent upon the CTC.
  - The total points accumulates as you enter in scores for each criteria

Acceptance Criteria:

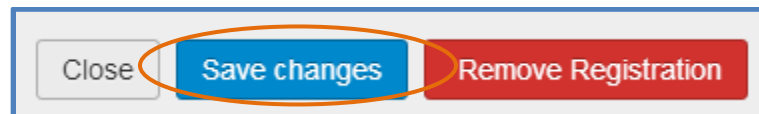|			
Academic Grades (0-10)	7	Academic Rigor (1-5)	5
Attendance (0-25)	25	Credit Status (0-10)	8
Discipline (0-25)	25	Essay (0-3)	3
Failed Classes (0-10)	10	Grade Level (0-3)	2
Teacher Recommendation (0-35)	33	Tour Participation (0-2)	1

Total Acceptance Points Earned: 119

- **Wait-listing a Student (if available)**
  - To submit a returning student wait-list request, click the **GREEN Register button** on the top right of the registration record window.
  - This registration button is a toggle that will change to a **Red Wait-Listed button** when clicked.

  - Enter all of the student location, course, and class preferences as previously outlined and click the **blue Save changes button**. The student wait-list request is now submitted.
  - If this option does not appear for you, the CTC has turned this option off.

Step 5
Saving the Record

- When all selections are complete, save the record by clicking the **Blue Save changes button** on the bottom of the window

- **Note:** If you wish to remove a Registration request previously submitted for a student, click the **RED Remove Registration button**.

- **Viewing the Saved Record on the Student List screen**
  - When the Registration application request has been saved, you will notice that the student will now see:
    - The new Status flag next to their name (below showing "Registered")
    - The selected preferences #1-3
    - Who Last Modified the student registration record and the date/time

| Registered | Cooper | Jeffrey | L | 000200322 | 10 | Machine Tool Technology | 1 | Culinary Arts | Health Related Technology | Protective Services | Heather White *Feb 23rd, 2018 03:29 pm* |

Registering New Students

The students who display on the landing page, that are listed below the **Green Register Returning Student** & **Blue Register New Student** are the NEW students who have been registered so far. This list can be used to track new students movement as their status changes.
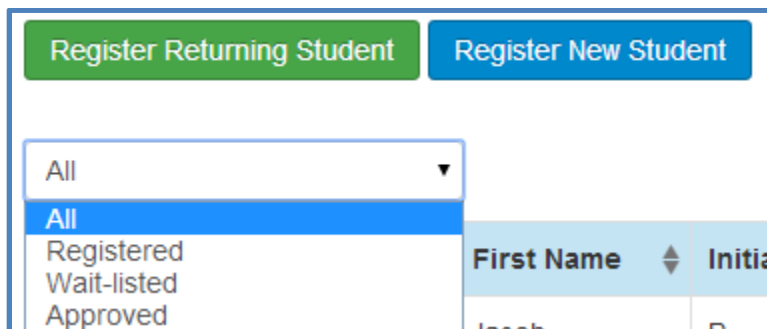
Step 1

Click the **Blue Register New Student** Button

Step 2

The **Status Filter** drop-down menu allows the user to select the following options:

- **All** will display **Registered**, **Waitlisted** and **Approved** students (default)
- **Registered** will display only **REGISTERED** students
- **Waitlisted** will display only **WAITLISTED** students
- **Approved** will display only **APPROVED** students

Helpful Tips:

- A "Search" Field is available to help find the student or group of students. Type any of the following online district registration keyword to search for that data element (i.e. Student ID, Last name of a student, First name of a student)

- Sortable Column Headers allow to group students together and/or list chronologically. Select any column heading name (i.e. Status, calendar Year, Last Name, Grade Level, Registered Course 1, etc) to sort the data in the grid.

Status	Calendar Year	Last Name	First Name	Initial	ID#	Grade	Registered Course1	Registered Course2	Registered Course3	Created By	Last Modified	Action
Accepted	2018-19	Reyes	Luis	B	000250325	11	Machine Tool Technology			IMPORT *Sep 15th, 2017 12:03 pm*	Heather White *Jan 23rd, 2018 11:59 am*	✎ 🖨
Accepted	2018-19	Adeshokan	Adenike		000370899	10	Hospitality and Lodging			IMPORT *Sep 15th, 2017 12:05 pm*	Heather White *Dec 8th, 2017 12:56 pm*	✎ 🖨
Registered	2018-19	Whipple	Karla		123465734	10	Hospitality and Lodging	Cosmetology		PORTAL INSERT *Feb 14th, 2018 01:45 pm*	Heather White *Feb 14th, 2018 01:47 pm*	✎ 🖨
Accepted	2018-19	Ayala	Daisy		000270109	10	Health Related Technology			IMPORT *Sep 15th, 2017 12:04 pm*	Heather White *Jan 23rd, 2018 11:42 am*	✎ 🖨

Once a Student Status Display option is chosen, or a Last Name Search is conducted, a list of **New** Students will display including the following fields:

- **Status, including Registered, Waitlisted and Approved**
- **Last Name**
- **First Name**
- **Initial**
- **ID #**
- **Grade Level**
- **Created By** (Name, Date and Time of the person that entered this student into the list – Most are done via the Import)
- **Last Modified** (Name, Date and Time of person to last save this students record)

Step 3

To submit a registration request for a returning student, click on a student name (or any other field contained in that row) and fill in the registration request form in the new window

| | Danke | Zachery | S | 000011307 | 11 | IMPORT *Dec 6th, 2013 09:43 am* | IMPORT *Dec 6th, 2013 09:43 am* |
| | Einstein | Amber | Q | 000127164 | 11 | IMPORT *Dec 6th, 2013 09:43 am* | IMPORT *Dec 6th, 2013 09:43 am* |

Step 4
Enter the New Student Registration Request Preferences

- **Select a School Year**
    - Select which school year this student will be registered for – the default year that is selected MAY NOT be next year, so please be careful.

School Year for Registration
2018-19

- **Select a Location**
    - Click on the check box next to the desired location type (Note: Some users may have multiple location types and multiple locations to choose from)

Select the appropriate Location(s) for this student:

☑CTE:

- **Select the Course Preference for the Location you have selected**
    - **Note: The location you have selected will determine what courses are available for selection**
    - Click on the drop down for "Select a CTE Course", select a Course Preference
    - Click on the drop down for "Select a Class", select a Class Preference

CTE Registration

Preference 1: | Harris Career and Technical C ▾ | Cosmetology ▾ | AM -AM ▾

- **Select an Academic Pull-out (Supplemental) Course Preference(s) (if applicable)**
    - You can select up to 3 Academic Pull-out Preferences for each student
    - Click on the drop down for "Select an Academic Course", select an Academic Pull-out Course Preference
    - Click on the drop down for "Select a Class", select a Class Preference **(if applicable)**
    - Click to select a Fall Semester, Spring Semester or Full Year course preference using the buttons to the right

Pullout Preference(s):

Select an Academic Course.. ▾	Select a Class................. ▾	Fall Semester	Spring Semester	**Full Year**
Select an Academic Course.. ▾	Select a Class................. ▾	Fall Semester	Spring Semester	**Full Year**
Select an Academic Course.. ▾	Select a Class................. ▾	Fall Semester	Spring Semester	**Full Year**

- **Enter in Acceptance Criteria Scores (if applicable)**
    - If the CTC requires you to enter the Acceptance Criteria Scores, you will see this section displayed at the bottom of the application.
    - Enter in a value within the min-max range score for each of the criteria. Example below only, the criteria that is evaluated is dependent upon the CTC.
    - The total points accumulates as you enter in scores for each criteria

Acceptance Criteria:

Academic Grades (0-10)	7	Academic Rigor (1-5)	5
Attendance (0-25)	25	Credit Status (0-10)	8
Discipline (0-25)	25	Essay (0-3)	3
Failed Classes (0-10)	10	Grade Level (0-3)	2
Teacher Recommendation (0-35)	33	Tour Participation (0-2)	1
		Total Acceptance Points Earned:	119

- **Wait-listing a Student (if available)**
  - To submit a returning student wait-list request, click the **GREEN Register button** on the top right of the registration record window.
  - This registration button is a toggle that will change to a **Red Wait-Listed button** when clicked.

  - Enter all of the student location, course, and class preferences as previously outlined and click the **blue Save changes button**. The student wait-list request is now submitted.
  - If this option does not appear for you, the CTC has turned this option off.

Step 5
Saving the Record

- When all selections are complete, save the record by clicking the **Blue Save changes button** on the bottom of the window

- **Note:** If you wish to remove a Registration request previously submitted for a student, click the **RED Remove Registration button**.

- **Viewing the Saved Record on the Student List screen**
  - When the Registration application request has been saved, you will notice that the student will now see:
    - The new Status flag next to their name (below showing "Registered")
    - The School Year the student was registered for

- The selected preferences #1-3
- Who Last Modified the student registration record and the date/time
- A pencil icon and printer icon (see below for more information)

Registered	2018-19	Arthur	Daria	N	000280531	9	Cosmetology	Hospitality and Lodging	Protective Services	IMPORT *Sep 15th, 2017 12:04 pm*	Heather White *Feb 23rd, 2018 02:10 pm*	✏ 🖨

Step 6
Editing the Student Information (Pencil Icon) (If applicable)

- Once a student has been registered into at least one program, a pencil and printer icon may appear. (If the CTC chooses to not allow this functionality, then you will not see the pencil). The pencil is used to edit or ADD to the Student Information via the Online Application Form.
- Click on the pencil and the "Online Application Form" opens in a new window
- You can now edit any field to update the information
- You can now add to any field that is missing information (ex: Contacts)
- If there has been required fields set by CTC administration then you will be required to fill in each of those fields before saving.
- Click the **Blue Save Changes** button when you are finished
- Below a partial screenshot of the Online Application Form. Circled are the asterisks indicating a required field. Arrows point to blank fields which can be filled in.

Step 7
Printing the Student Application (If Applicable)

- Once a student has been registered into at least one program, a pencil and printer icon may appear. (If the CTC chooses to not allow this functionality, then you will not see these icons).
- If you should require to print off the application once the information has been selected (Program Preferences), you can click the Printer Icon and it will pull up the Online Application Form (uneditable) and you can print it.
- Should signatures be required from either the student, parent, sending principal, etc, you can print the application with Signature lines or without (see below). All information shown on the form is approved by the CTC.

Generating Reports

You can now print student information from any student list view on the portal

- **Export in CSV button:**
    - **Export student lists in CSV format (can be opened in Microsoft Excel)**
- **Export in PDF button:**
    - **Export student lists in PDF format**
- **Print button:**
    - **Print student lists from the portal with ease**
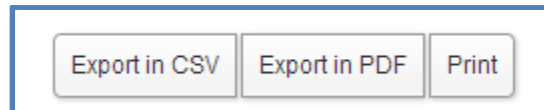
- **Remember:** Data can be **filtered** by **Returning** Students, **New** Students, **Registered Students, Approved Students, Waitlisted Students** or by entering **Search** criteria