

COUNSELORS

Manage Registrations
View Final Grades



Connecting *All Idaho* students to courses regardless of location.

Document Purpose

My Idaho Courses provides counselors the ability to manage registrations and view final grades in an effort to support all Idaho students in courses which they have requested to register or have completed. The purpose of this document is to offer guidance to My Idaho Courses counselors in the following:

- Manage Registrations
- View Final Grades

One of the goals of the Idaho State Department of Education is to create equal access and opportunities for all Idaho students, no matter where they live or go to school. One way we can accomplish this as a state is to provide access to a wide variety of high-quality digital learning. My Idaho Courses allows students, parents, and educators to access digital courses offered by Idaho schools, colleges and universities, Idaho Digital Learning Academy and more, with the assurance that the courses are taught by Idaho-certified teachers and meet Idaho's high academic standards.

Frequently Asked Questions

Do school districts that are providing courses to their own students need to apply with the My Idaho Courses website?

No. If districts are offering courses to their own students they may not need to apply for that course. Speak to the student's school counselor to discuss on how the best way to enroll in that district course.

Are providers allowed to charge Lab Kit or textbook fees?

Fees are acceptable for consumable items. If an item is not consumable then a return shipping label should be included when the item is delivered to the student.

Are providers allowed to charge for physical textbooks?

No. Providers are expected to offer textbooks within the course price.

How do I sign up for an account to register my child?

A verification code is needed from the home school of the student. The school will validate the identity and relationship of the parent/guardian. The school will provide a code that is needed in the registration process on the site.

Additionally, the school can assist with the account creation at the school if needed. Lastly, this procedure is a "one-time" step that is required and can be used for the duration of the student's enrollment.

If further technical assistance is needed, please contact the SDE support desk at (208) 332-6923 or email support@sde.idaho.gov

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Getting Started

The following steps for each action will lead you as the counselor managing registrations and viewing final grades within the Idaho Digital Learning Portal Admin application associated with the My Idaho Courses Website.

The admin portal may be accessed at:

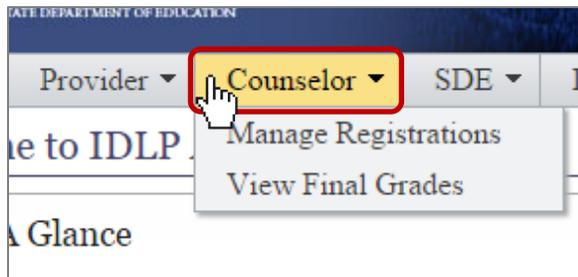
<https://apps.sde.idaho.gov/IDLPAAdmin>



Managing Registrations

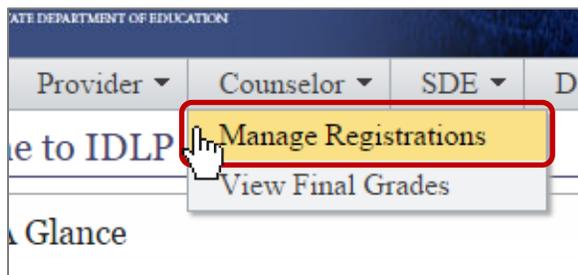
Step 1

Hover over the Counselor menu.



Step 2

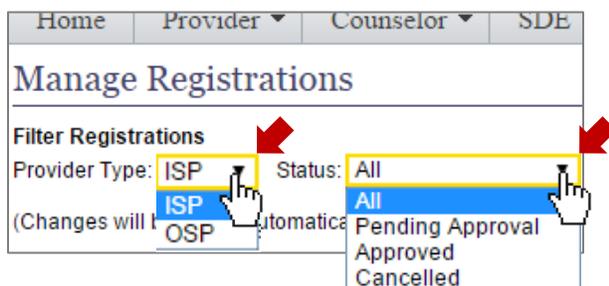
Click on Manage Registrations.



Step 3

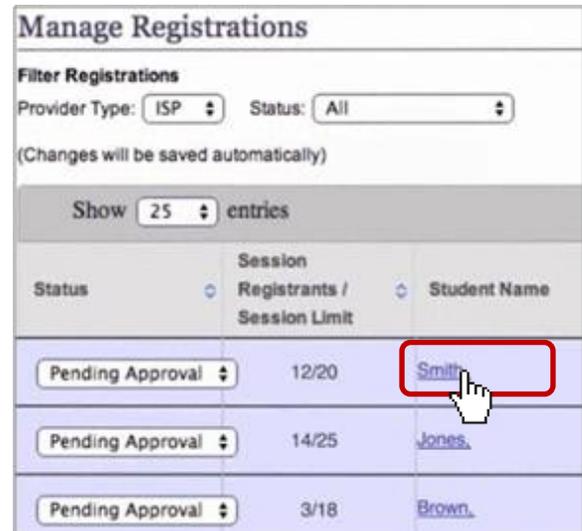
Make the necessary filters to the available registrations by **Provider Type** and **Status**.

Note: Provider type includes Idaho Service Provider (ISP) and Outside Service Provider (OSP).



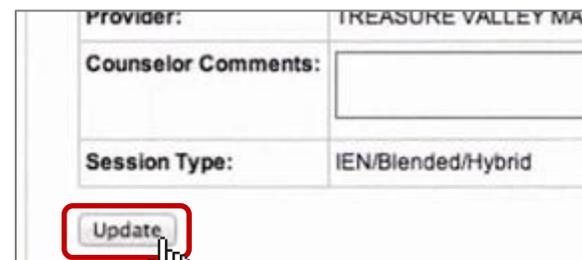
Step 4

View the status of Pending Approval, Approved, Cancelled or All registrations. First, click on the student name to view the registration details.



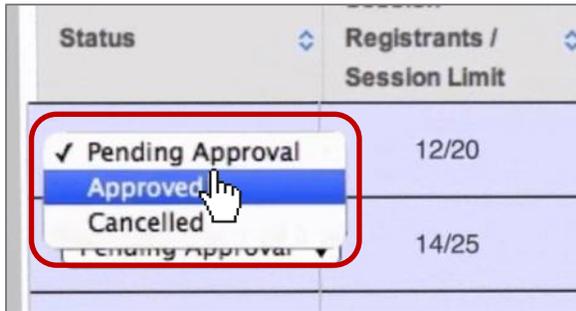
Step 5

Ensure that the registration details are accurate for the session enrollment. **Factors to consider prior to approval for a session may be:** Course Prerequisites, Graduation Requirement Conflicts, Costs to the District, IEN Course Issues, Bell Schedules, and Calendaring. If any changes are made, click update.



Step 6

At the discretion of the Guidance Counselor, the session registration may be approved or cancelled.



If the registration is approved, the parent or guardian will receive the following message:

Hello, the online course registration request for [student name] has been approved by your student's school counselor. The information has been sent to the online education provider. You will receive online access instructions and requirements from the provider shortly.

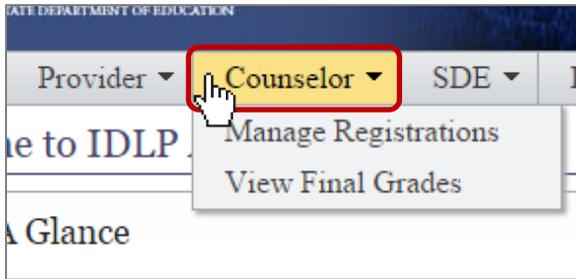
If the registration is cancelled, the parent or guardian will receive the following message:

Hello, Thank you for registering [student name]. Unfortunately, the school counselor did not approve your registration at this time. For specific questions and/or details on this request, please contact your school counselor.

View Final Grades

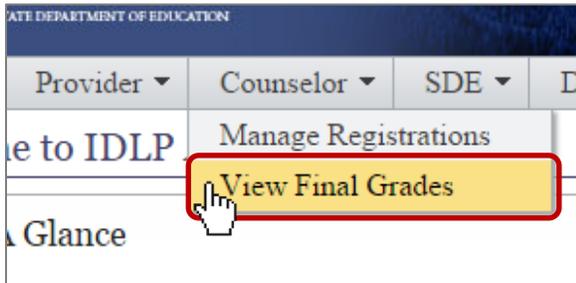
Step 1

Hover over the Counselor menu.



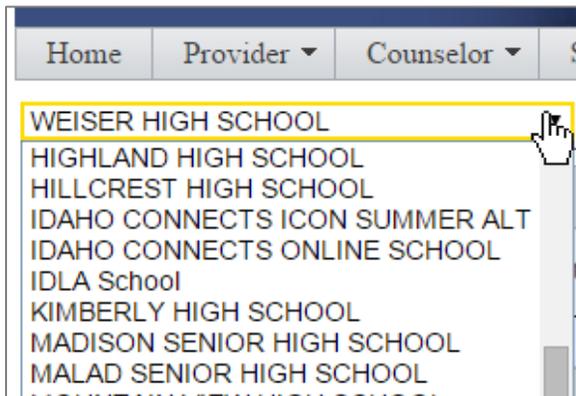
Step 2

Click on View Final Grades.



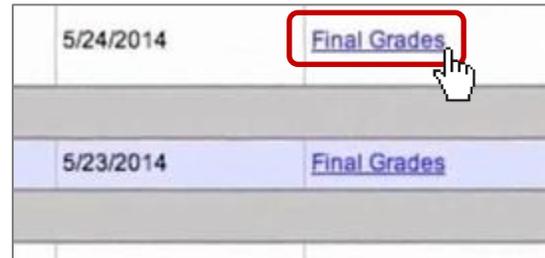
Step 3

Select the appropriate school from the dropdown.



Step 4

View the list of courses, sessions and instructors on the View Final Grades screen. Under the Manage header, click on Final Grades for the course which you would like to view.



The Session Grade List will then be displayed showing the student list, provider ID, credits and grade for the course.

End Date	Credit	Grade	Percentage
07/13/2014	3	A	91.00
07/13/2014	3	B	87.00
07/13/2014	3	B	85.00

There is the option to search for an individual student.



This is also the option to export the session grade list.

