

PROCEDURES FOR TEACHERS PROCESSING ADD / DROPS ON JUPITER

This memorandum outlines the procedure for teachers processing add/drops on Jupiter.

Here is Google document link:

<https://docs.google.com/document/d/1e0Figcy2deyQQ51CVSlvK7Jd3pszUMXR9s5cZFsUtVE/edit?usp=sharing>

Even though the program changes period is complete, the programming office continues to make student program changes. These program changes arise from changes to IEP recommended program, security & safety concerns, NX reconciliations, and transfer credits.

Students are programmed in STARS (which populates to [STARS classroom](#) automatically). These schedules are uploaded to the [dashboard](#) and to [Jupiter](#) twice a week. When a change is made, students are directed to pick up a new paper program from their counselor or the wellness office. Period attendance (white sheets) are printed once a week and will not reflect changes. Daily attendance (blue sheets) are printed automatically each morning and will reflect the changes as of 4pm the day prior.

When a student is dropped from a Jupiter section, a red ✖ will appear next to the student's name on the [Grades](#) → [Student](#) tab. The teacher should finalize entering any outstanding grades for the student and complete the drop by clicking the red ✖. Until the red ✖ is clicked and the drop completed, the course will continue to appear on the student's Jupiter schedule. The student will not be released and automatically added to the new teacher's roster until the drop is completed.

If the student is changing from one period to another of the same teacher, any assignments that are created in the old period and the new period will transfer automatically.

New students to your roster will be denoted with a green +. Once the drop is processed, you will gain full access to them in your gradebook.

If you have any questions about the class enrollment of a particular student, contact the student's [guidance counselor](#).

Attachment(s)

1. [Jupiter Help - Transfer Students](#)
2. [Jupiter Help - Transferring at the Start of a New Term](#)
3. [Jupiter Help - Changing Periods in the Middle of a Term, Same Teacher](#)
4. [Jupiter Help - Changing Teachers in the Middle of a Term](#)
5. <https://hsfi-datadashboard-v3.herokuapp.com/public/Counselors>