

Directions for establishing an Advisor Field for each learner in the student information system.

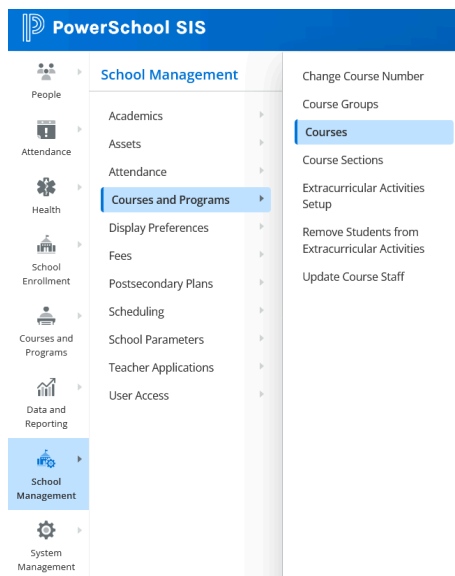
- In the student information system:
 - Use the screenshots below to help establish an 'Advisor' field which helps flow through the Homeroom teacher
- This process needs to be done for all learners in preschool through fifth grade. (PK, K, 1, 2, 3, 4, 5)

Establishing Advisor - (JMC, PowerSchool, Infinite Campus, and Alma)

PowerSchool:

As long as a student is scheduled into at least 1 course flagged as homeroom, they should have an "advisor" flow through the state to Achieve.

Powerschool Step 1:



Powerschool Step 2:

< Courses

Washington Elementary ▾

24-25 Semester 1 ▾

Kindergarten (EL1) - General

[View Course Information By Year](#)

District - General | District - Standards | Fees | Prerequisites | Availability | Relationships | Scheduling | Equivalencies

Label	Value
Display Name	Kindergarten
Course Number	EL 1
Course Name	Kindergarten
Course Description	
Alternate Course Number	
Credit Hours	0.5
Maximum Credit Hours	0.0
CIP Code	<input type="checkbox"/> Vocational Class <input type="checkbox"/> Academic and Career Plans <input type="checkbox"/> Show PE Waiver
Program for All Sections	<input type="text"/> (if not blank overrides Section selection)
Credit Type	<input type="text"/> (no spaces)
Default Maximum Enrollment	0
Department	Associate
Subject Area	

Powerschool Step 3:

C0050 - Institution Providing Section	<input type="text"/> ▾ or enter District Number <input type="text"/>
C0120 - Course Origination	<input type="text"/> ▾
C0130 - Course FTE for Supplementary Weighting	<input type="text"/>
C0150 - Credit Recovery Course	(0) No ▾
C0160 - Embedded Work-Based Learning	99 - Not Applicable ▾ If applicable, enter the predominant Embedded Work-Based Learning experience for the course.
D0055 - This course is a homeroom course.	<input checked="" type="checkbox"/>

Infinite Campus:

It appears to me that IC is sending the information on the teacher that is assigned the homeroom teacher for that student. So a student must have a course on their schedule that has the "Homeroom" box checked on either the Course or the Section. Similar to the way we get the info for the Homeroom teacher number for SRI.

Infinite Campus Step 1:

Course Info:

Course Information
CourseID 40698

*Number: 9903 *Name: Junior Advisory

Standards-based: Active State Exclude: External LMS Exclude:
Course-Only Curriculum:

Subject Type:

State Code: 22102G00003 Department: Administration

Schedule Load Priority: Max Students: 22

Terms: 4 Schedules: 1 Periods: 1 Sections to Build: 0 Preferred Room Type:

Section Template Group:

GPA Weight: Bonus Points: Advisory: Transcript: Required: Credit Recovery Course:

Accreditation Area: 0: Not Used for Accreditation FTE for Supplementary Weighting: 0 Common Course Number:

Honors: Responsive: Activity: F: Fall Athletics Course Origination: 1: Local Course taught by local teacher

Institution Providing Section: Delivery Method: 1: Face to Face

Embedded Work-Based Learning: 99: Not Applicable

Homeroom: Allow student requests: Allow teacher requests/recommendations: Hide Standards On Portal: Repeatable: Attendance: Positive Attendance:

Comments

Infinite Campus Step 2:

Section Info:

Section Information ☆

9903-1 Junior Advisory Teacher: [Redacted]

Save Delete

Section Editor
SectionID: 208014

*Section Number: 1 Teacher Display Name: [Redacted]

Max Students: (22)

Student Lunch Option #1: Student Lunch Option #2: Adult Hot Lunch (option 1):
Adult Chef Salad: Adult Caesar Salad: Custom 2:

Institution Providing Section: [Redacted]

Room: 217 Skinny Seq: Homeroom:

Hide Standards On Portal: Advisory: External LMS Exclude:

Primary Teacher
Briggs, Curtis
FTE for Supplementary Weighting: 0
Course Origination: 1: Local Course taught by local teacher
Delivery Method: 1: Face to Face

- Modified by: Unknown 01/30/2024 14:08

Infinite Campus Step 3:

Staff Employment:

Employment Information

*Start Date	End Date
08/19/2005	<input type="text"/>
Teaching Start Year	Teaching Years Modifier
08/19/2005	0
License Number	FTE Percent (whole number 0-100)
123456789	0
Seniority	Education
<input type="text"/>	<input type="text"/>
Employment Status	
<input type="text"/>	

JMC:

The Advisor field is on the main Edit > Student Data page.

Last:	Aabba
First:	Zzyyx
Middle:	<input type="text"/>
Suffix:	<input type="text"/>
Advisor:	-
Advisor 2:	-
State Reporting Building:	109 Sibley-Ocheyedan H S
jmc Building:	109 - Sibley-Ocheyedan H S

Alma (Alburnett CSD):

New to Iowa this year, Alburnett CSD is using them. We are still trying to get them connected to Cedar Labs and ACHIEVE. Adding an advisor field (separate from what they use) will cost them money and take time to program. If we are moving to the homeroom field (once we can get that to come over from SIF (SRI update) then we would use that anyway for DHH. It would be a waste of time and resources to have them add this field to use temporarily.