

P.E.A.P.
Polk Electronic Academic Planning
2009-2010

P.E.A.P. has been developed by the Polk County District staff for use as a tool to facilitate the selection of courses a student plans to take during the high school years.

Goal of P.E.A.P. -

The goal of P.E.A.P is to provide high schools with an automated system to assist in the planning of educational programs for students in Polk County.

Purpose of P.E.A.P, -

- To facilitate the selection of a student's high school level courses for multiple years to best achieve each student's educational goals.
- To assist in the yearly scheduling process of high school students.
- To provide high schools with cumulative course selection information.
- To assist school's in early identification of course request counts. (See Reports section; SCH0006)

Intended setting for the use of P.E.A.P.-

- Group use in a computer lab
- Individual use by a counselor working with an individual student

Responsibilities:-

School Responsibilities:

Supply school configuration information to students
Verify the correct next center information
Provide a school based facility for the secure use of P.E.A.P
Activate the P.E.A.P system
Monitor student use of the P.E.A.P system
Provide students and parents with curriculum information
Provide students and parents with academic requirements and standings

District Responsibilities:

Load the next center information
Load the next year to Genesis
Update course listings
Update scheduling configurations
Provide report capabilities
Provide system maintenance

Note: Please read the following explanation of the Lock/Unlock PEAP records feature to determine the best approach to be used at your school.

1. You can “Close” the school, which forbids anyone from signing in from the web.
Or
2. Students can “lock themselves” after they have edited the website PEAP plan, but cannot unlock themselves.
Or
3. A student may be locked/unlocked individually by school staff from the Demographics area or on the Genesis PEAP Counselor Viewer

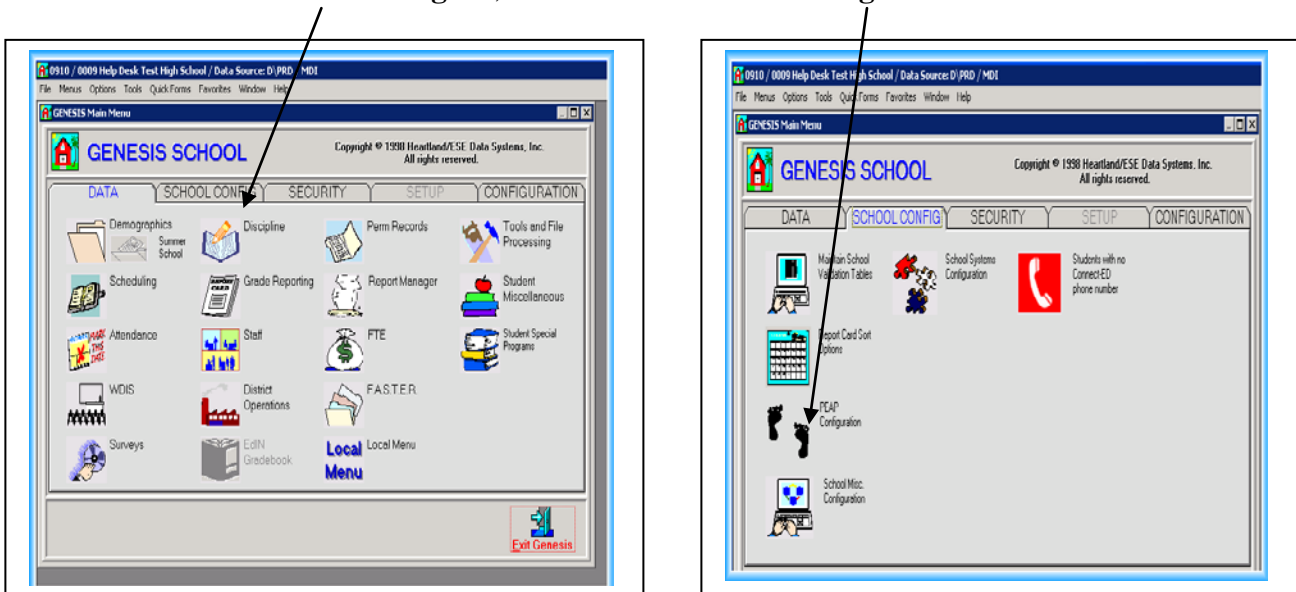
1. You can unlock /lock all the students at once.

Note: Locking and unlocking all students is not the recommended way to control access to the whole school. If you did use this to control the whole schools’ access, the system would lose track of who “locked” their record because it was “complete.”

School Configuration Settings:-

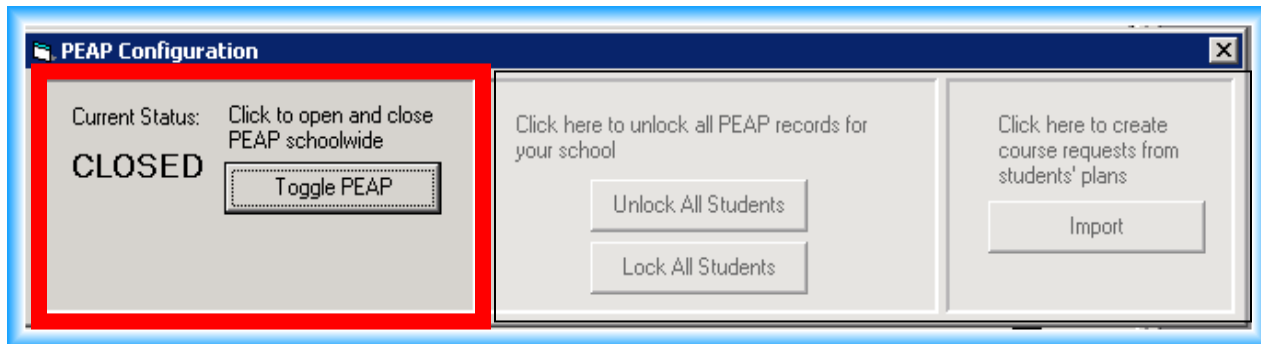
From the Genesis School Menu:

- Click the **School Config** tab, then click the **PEAP Configuration** icon

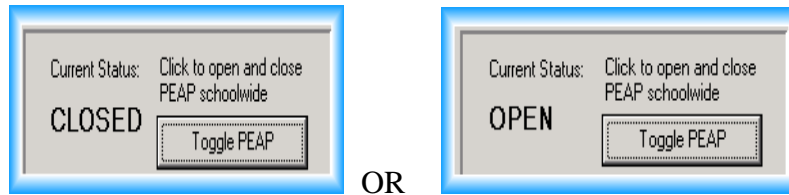


The **PEAP Configuration** window is displayed.

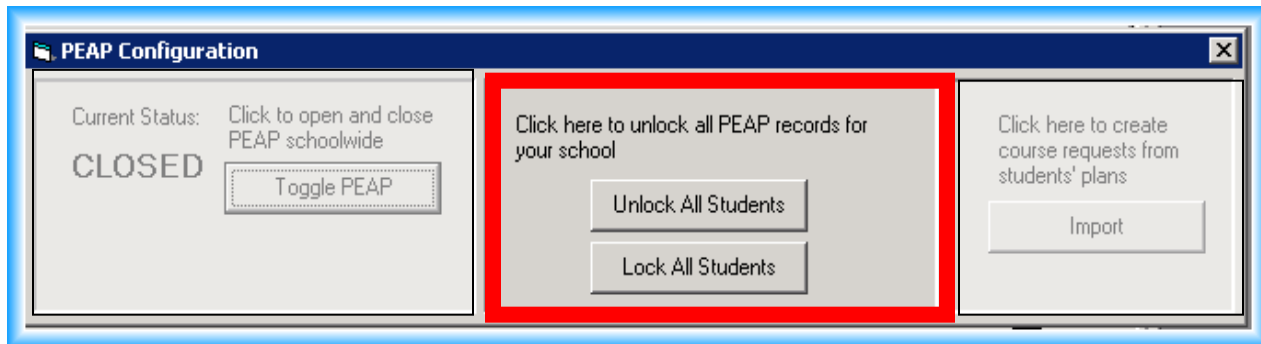
To Close PEAP School-wide



1. **Toggle PEAP:** To Start and Stop P.E.A.P for all students school-wide, select the **Toggle PEAP** button. The status of PEAP whether Opened or Closed is displayed in Current Status.

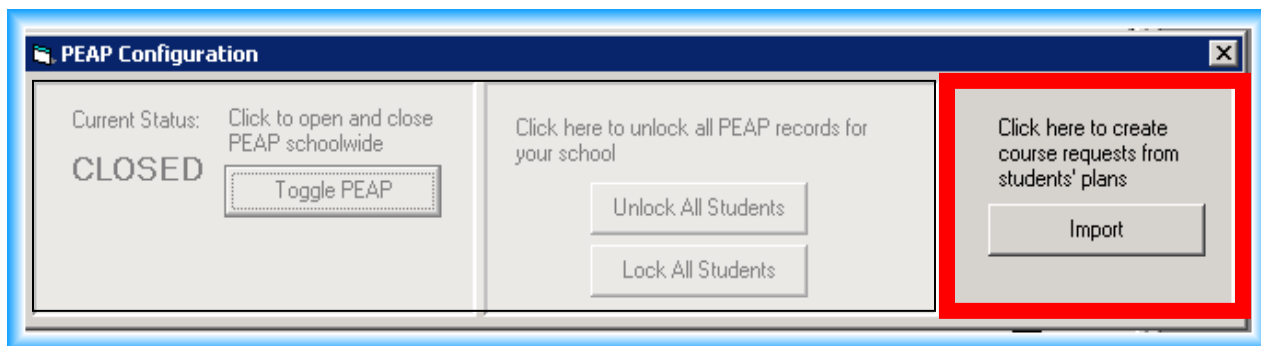


To Unlock/Lock PEAP records



Unlock PEAP records: To unlock all PEAP records for your school, select the **Unlock All Students** button. This will allow access to the PEAP screen in Genesis from the PEAP system on the Web.

Lock PEAP records: To lock all PEAP records for you school, select the **Lock All Students** button.



Import: Click the **Import** button to create Student Course Requests from the data entered on the PEAP screens.

*****IMPORTANT- PLEASE READ:**

The Import function can be performed only ONE time during this scheduling process.

Accessing P.E.A.P at the school setting:-

<https://peap.polk-fl.net/login.asp>

- Steps in using P.E.A.P at the school level in a computer lab setting:

Adopt courses for the next school year

Unlock P.E.A.P for the school

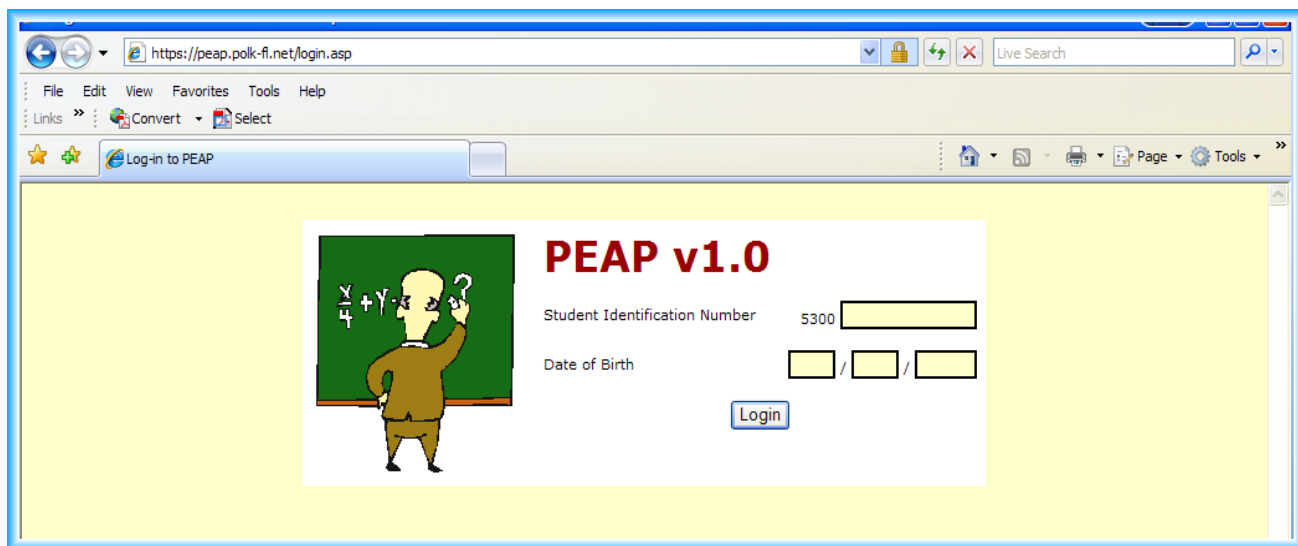
Bring P.E.A.P. up on the computers in the lab

Students sign on individually in the lab using their student ID # and Date of Birth

Important Note: Students logging in to PEAP using the Web Access will only be able to access your school's courses adopted for the Next School year. Therefore, until your school has not completed this task, there will be no courses for your students to select.

P.E.A.P Web System:-

When the student logs on to the P.E.A. P. system the following sign on screen will be displayed.



1. The student enters his/her 6 digit **Student Id Number** and his/her **Date of Birth** (MM/DD/YYYY)
2. Click the **Login** button

PEAP

Polk's Electronic Academic Planning

Carlos zzTestChow

10

Help Desk Test High School

2008-2009 | 2009-2010 | 2010-2011

CURRENT SELECTIONS

1 CREDIT COURSES

(NONE SELECTED)

½ CREDIT COURSES

(NONE SELECTED)

0 Credits

ADD MORE COURSES

- 1 Credit Courses -



Post

- ½ Credit Courses -



Post

Lock

Goodbye

Using the drop down, the student will select the courses he/she plans to take during each of the schools years by clicking on the course and then clicking the Post button. One-credit courses are displayed on the left side of the screen, while the .5 credit courses are selected from the right side of the screen. The school year tabs are used to move from year to year.

PEAP

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Help Desk Test High School

2008-2009 | 2009-2010 | 2010-2011

CURRENT SELECTIONS

1 CREDIT COURSES

CREATIVE PHOTO 1 (01083100)



ENG 3 (10013700)



ADV PL BIO (20003400)



AMER HIST (21003100)



½ CREDIT COURSES

AMERICAN ECON EXP (21023800)



4.5 Credits

ADD MORE COURSES

- 1 Credit Courses -



Post

- ½ Credit Courses -



Post

Lock

Goodbye

When the student has completed the course selections for all school years, any further changes can be locked out by clicking the Lock button. Once a student's record is locked, only the designated school person can unlock the record in Genesis. After a record has been locked, all course selections for the all school years will be displayed.

Student's Academic Plan

Carlos zzTestChow

2008-2009	½ CREDIT COURSES
1 CREDIT COURSES	AMERICAN ECON EXP (21023800)
	PERS FIT (15013000)
2009-2010	½ CREDIT COURSES
1 CREDIT COURSES	AMERICAN ECON EXP (21023800)
ADV PL BIO (20003400)	
AMER HIST (21003100)	
CREATIVE PHOTO 1 (01083100)	
ENG 3 (10013700)	
2010-2011	½ CREDIT COURSES
1 CREDIT COURSES	ECON HON (21023200)
CHEM 1 (20033400)	HEALTH1-LIF MGMT SKL (08003000)
ENG 4 (10014000)	
SPANISH 2 (07083500)	
VISIONS & PURSUITS (21003800)	

To Log off the system, click the **Goodbye** button, then click the red **X** in the upper right hand corner.

To Unlock a Single Student's PEAP Record on the Demographics

From the Basic Demographic screen for the Student, click the MISC icon:

Click the Local tab

Click the to unlock, then click update

Student: 5300004471 Heather zzTestAstudillo / Status: A Grade: 11

DEM EXT FAM EW HS MED ESE FED DRP LUN ELL MISC VOC TRN NYR ADL

Miscellaneous

SCHOOL USE CODES

Schl Use Code	Sub Schl Use
*	

Zone District: [Dropdown]
Zone School: [Dropdown]
End-Of-Year School: [Text]
End-Of-Year Grade: [Text]
Word Processing Substitution: [Text]
Req Plan: [Text] Sch Team: [Text]

Surveys

Survey 1: Y N O N/A
Survey 2: Y N O N/A
Survey 3: Y N O N/A
Survey 4: Y N O N/A
Survey 5: Y N O N/A
Survey 8: Y N O N/A
Survey 9: Y N O N/A

Health Survey: Y N Survey 1
 Y N Survey 2
 Y N Survey 3
 Y N Survey 4
 Y N Survey 9

PEAP Lock Status: Locked

Buttons: Quit, Update

Student: 5300004471 Heather zzTestAstudillo / Status: A Grade: 11

DEM EXT FAM EW HS MED ESE FED DRP LUN ELL MISC VOC TRN NYR ADL

Miscellaneous

IMAGE & TECHNOLOGY CONSENT

Access network?: No
Photographed/video taped for school?: Yes
Photo published?: Yes
Work published?: Yes
Name along with work produced, photo and/or video made published?: Yes

Convert Edited: N/A

DIRECTORY INFORMATION OPT-OUT

Suppress Information: No to colleges ed inst
 No to Military

Health Survey: Y N Survey 1
 Y N Survey 2
 Y N Survey 3
 Y N Survey 4
 Y N Survey 9

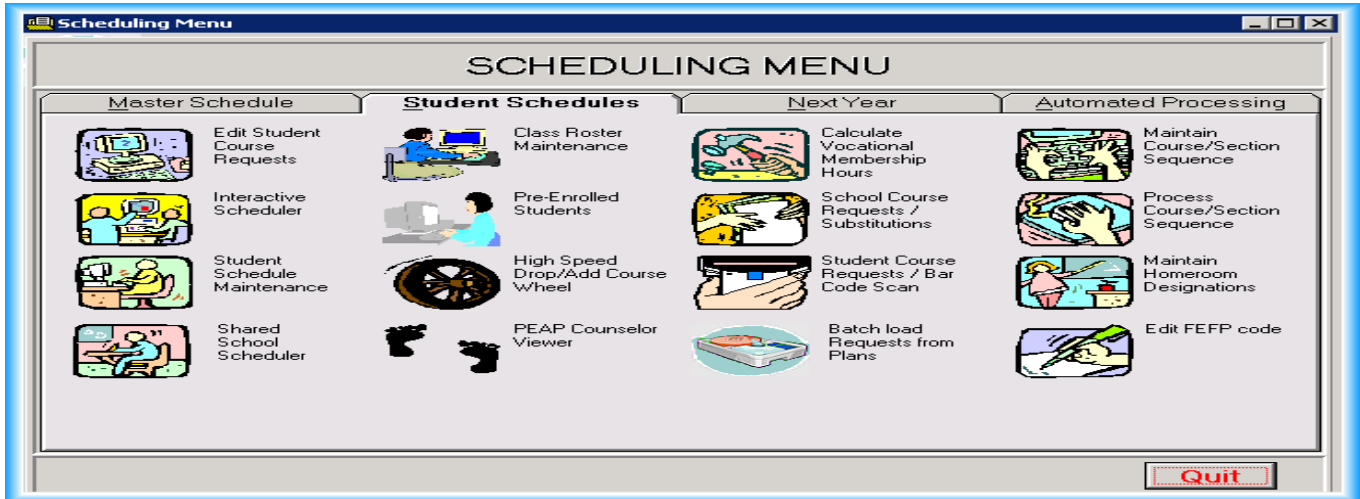
PEAP Lock Status: Locked

Buttons: Quit, Update

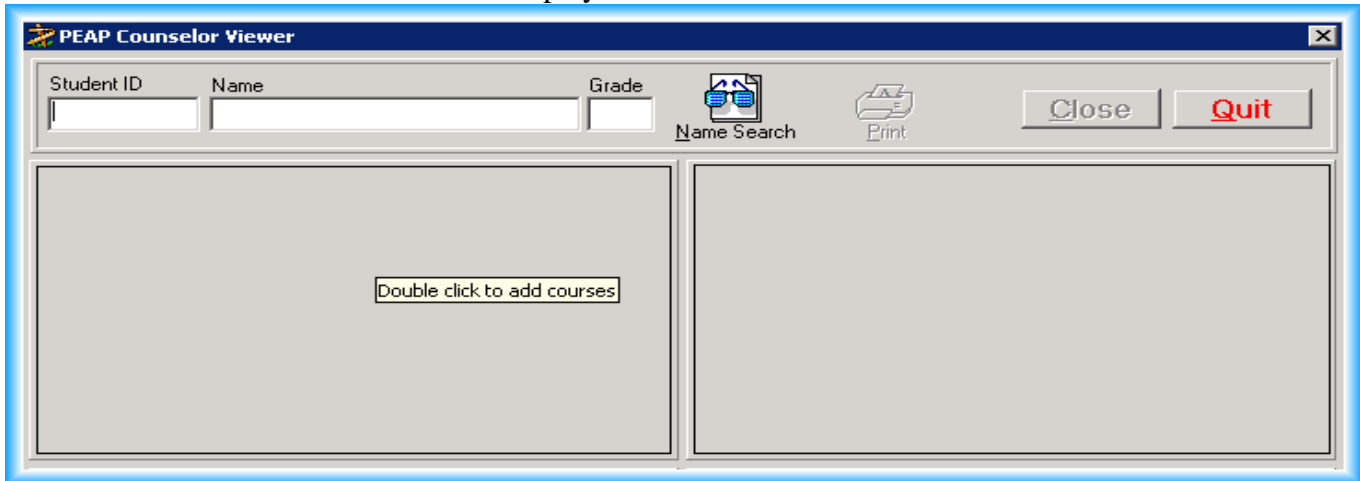
To Access the Counselor's P.E.A.P screen in Genesis:-

Important Note: The Counselor Viewer will look at only the adopted courses in the SIGN-ON school year.

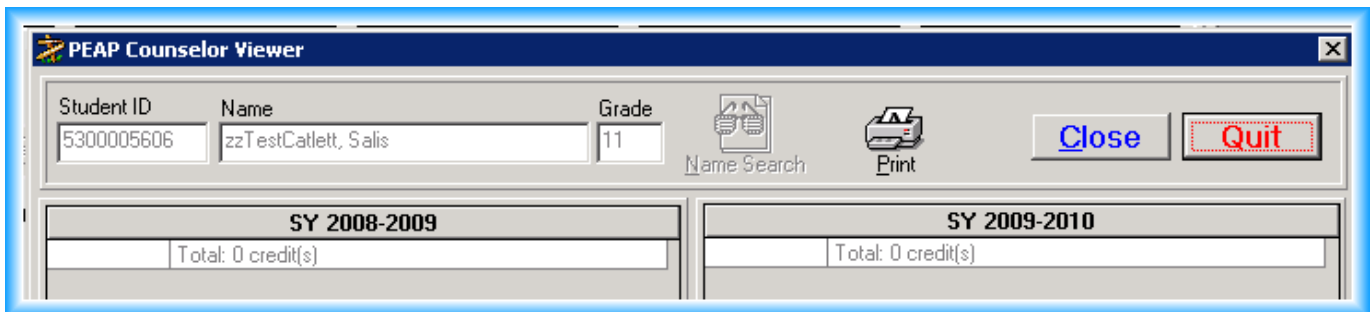
- 4. Log on to Genesis
- 5. From the Genesis School Main screen, click the Scheduling icon
- 6. From the Scheduling menu, click the **PEAP Counselor Viewer** icon



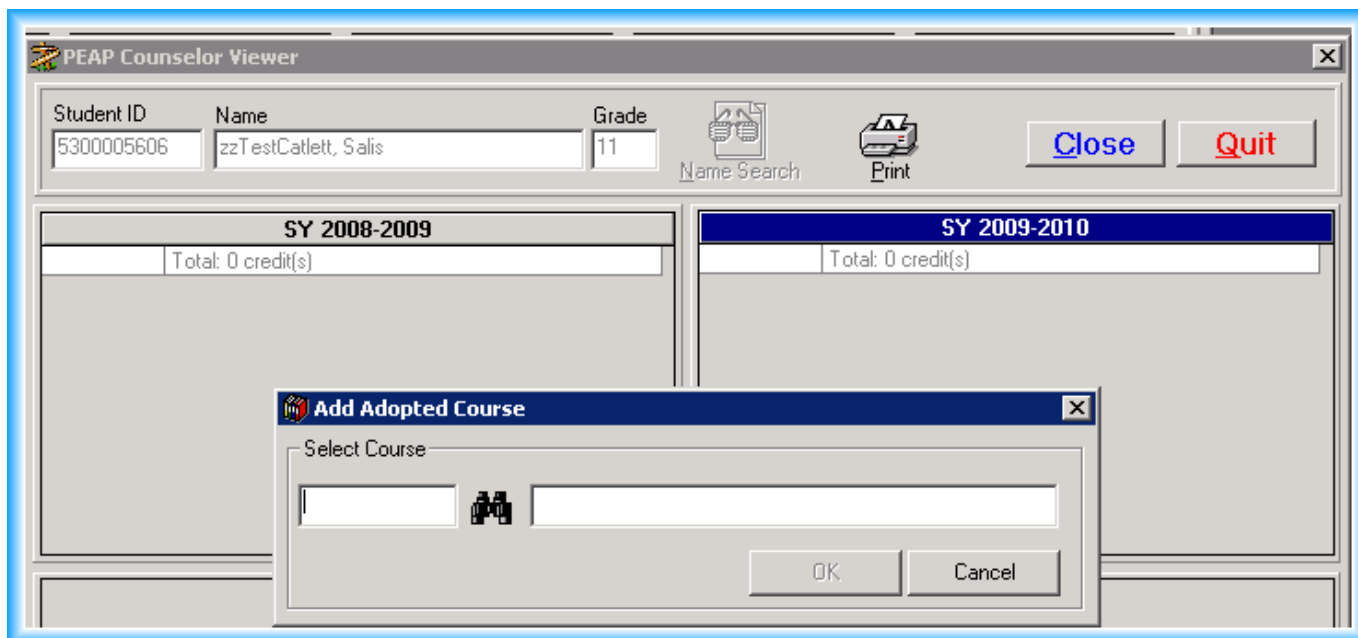
The PEAP Counselor Viewer screen is displayed.



Type the **student's ID number** then press enter.



To Add a course: - Double-click on the school year box, The Add Adopted Course box will display.



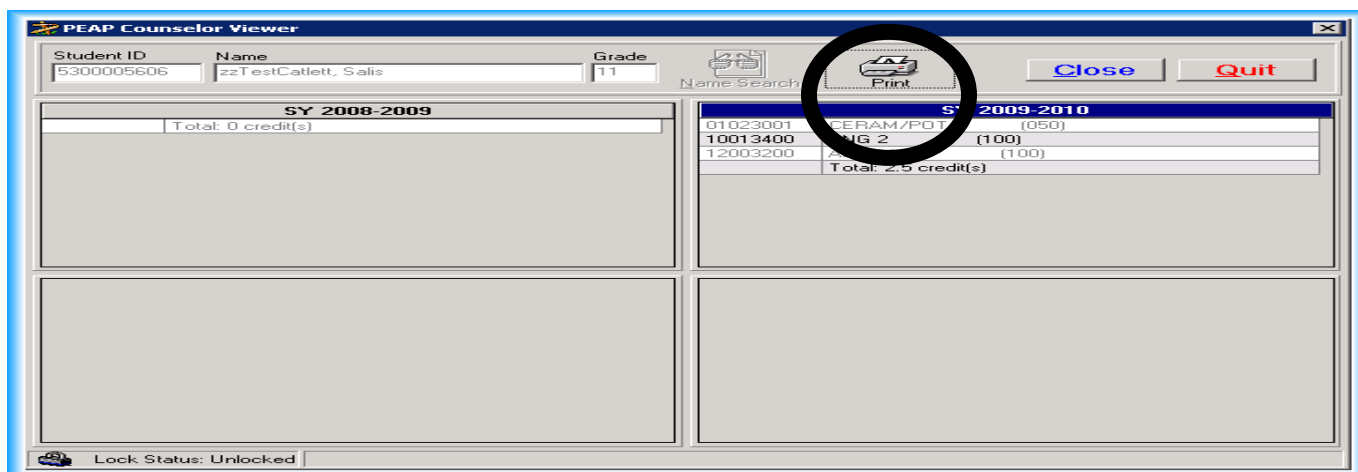
- Select the course by either typing the course number and pressing enter
OR
- Search for the course by using the Search icon.



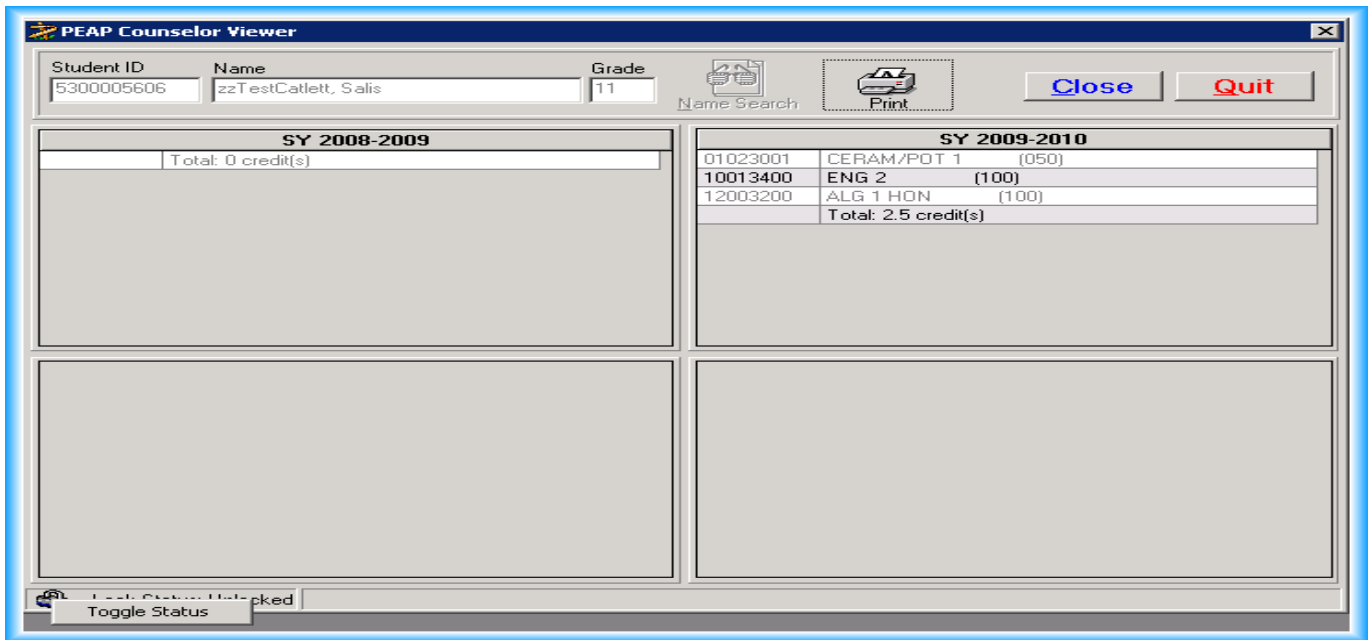
- Continue the process until all courses have been entered.

Remember: Only adopted courses for the SIGN-ON school year will be available.

A report for the student can be generated by pressing the Print icon at the top of the screen.



The student's record can be locked, by **right-clicking** on the **Lock** in the left hand corner of the screen then selecting **Toggle Status**



The message will change from:

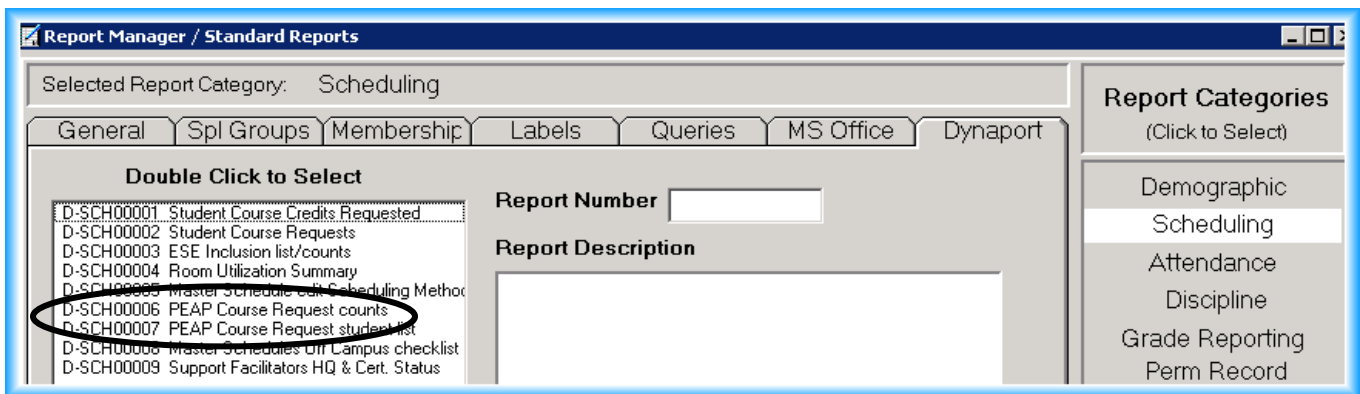


To Close the student's record and access another student, click the **Close** button.

To Exit the **PEAP Counselor Viewer**, click the **Quit** button.

Genesis Report:-

From the Report Manager in Genesis, select Scheduling category, then select the Dynaport tab



Dynaport D-SCH00006 will provide a count of PEAP requests by school/course number, depending upon what criteria you enter.

Enter a single plan year (ex:0910) or leave blank all plan years

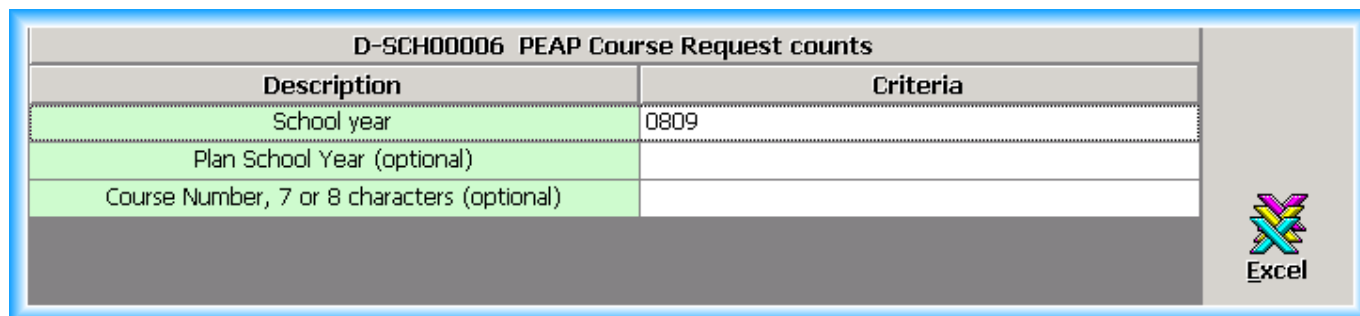
OR

Enter a single course number (ex: 10014000) or leave blank for all course numbers

OR

For all plan years and all courses, leave both fields blank

After you determine your criteria, click the Excel icon.



Dynaport D-SCH00007 will provide an alpha list of students with their PEAP course requests, depending upon what criteria you enter.

Enter a single plan year (ex:0910) or leave blank all plan years

OR

Enter a single course number (ex: 10014000) or leave blank for all course numbers

OR

For all plan years and all courses, leave both fields blank

After you determine your criteria, click the Excel icon.

