Scoir How-To

for Community & Technical Colleges

First, Log in to Scoir via Classlink

In your K12 Google Account in Chrome:

- Go to *Shoreline Bookmarks* > *Classlink Portal*
- Select SCOIR
- Sign in or Sign up



Shorewood High School 4.2024

Scoir is *separate* from your application to the college

It is how:

- **You tell us WHERE** you are applying
- **You authorize us to send your materials** like your final transcript
- **We know WHAT** you need sent

Plus, it is ***HOW*** we send your materials

You create the channel for us to send electronic documents

Steps to do: detailed slides follow

In your *Profile* (under *Me*):

- **Complete FERPA Release & Waiver**
- Parent must sign *Release* if you are under 18; you can sign *Waiver*

In *My Colleges*:

- **Add** your college in the *Applying* column and then move to *Applied*, or list directly in *Applied*
- **Select** *College Website* for Application Method
- **Select** *Rolling* for Deadline, then SAVE
- **Select** that you are *Accepted*
- **Move** to *Enrolling* when you have made a final decision

Don't worry; these won't take long!

FERPA: Family Educational Rights & Privacy Act

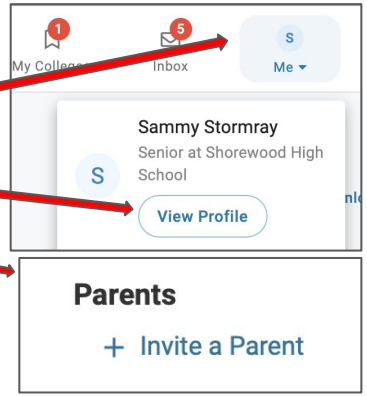
Two parts in Scoir:

Release gives us permission to send your academic records. Parent must complete via *their own* Scoir account if you are under 18.

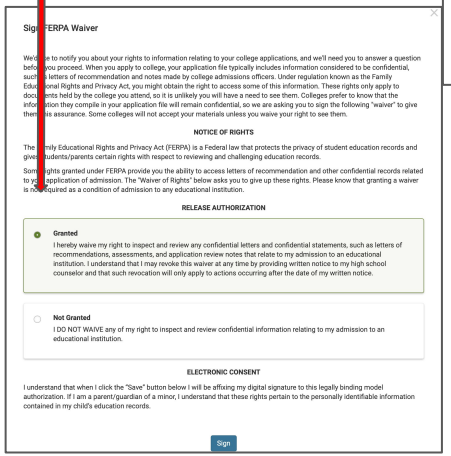
Waiver waives your right to see the letters of recommendation. Most colleges will not accept materials from you unless you grant this. Student must complete in student's Scoir account.

Start in the Student's Account

1. Go to *Me* on top right
2. View *Profile*
3. *Invite a parent*
3. Find *FERPA Waiver* on right; select *Review & Sign*
4. Select "Granted" and click *Sign* to complete the waiver
5. If you are under 18, your parent must respond to your invitation. See next slide.





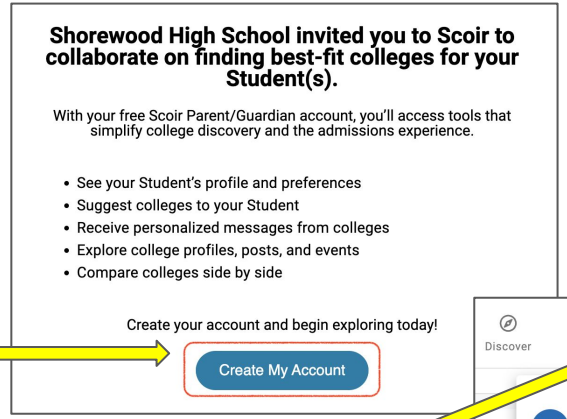


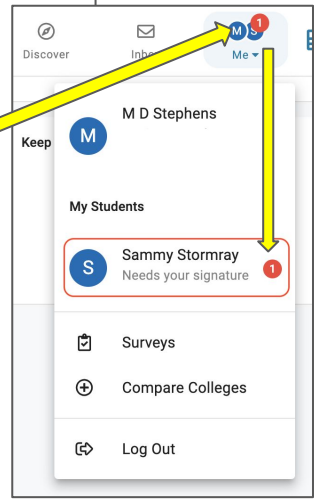
If you are 18, you will have the option to Review & Sign both the Release & Waiver

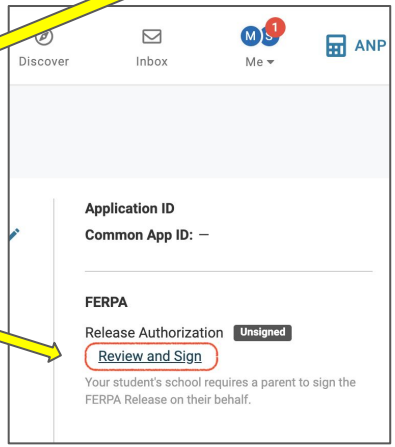
See: next slide for Parent/ Guardian steps and FERPA Release and FERPA Waiver for more information..

FERPA Release:
Via *the Parent/ Guardian's Scoir account* if student is under 18

1. **Accept the invitation** sent via email:
   a. from Scoir sent by Shorewood, or
   b. from Scoir if invited by your student via their Scoir Profile
2. **Set up your password**
3. **Look at the top right** for an alert & click for dropdown; select "Needs your signature"
4. **Select Review & Sign** on next screen
5. ***Grant* the release and sign** electronically

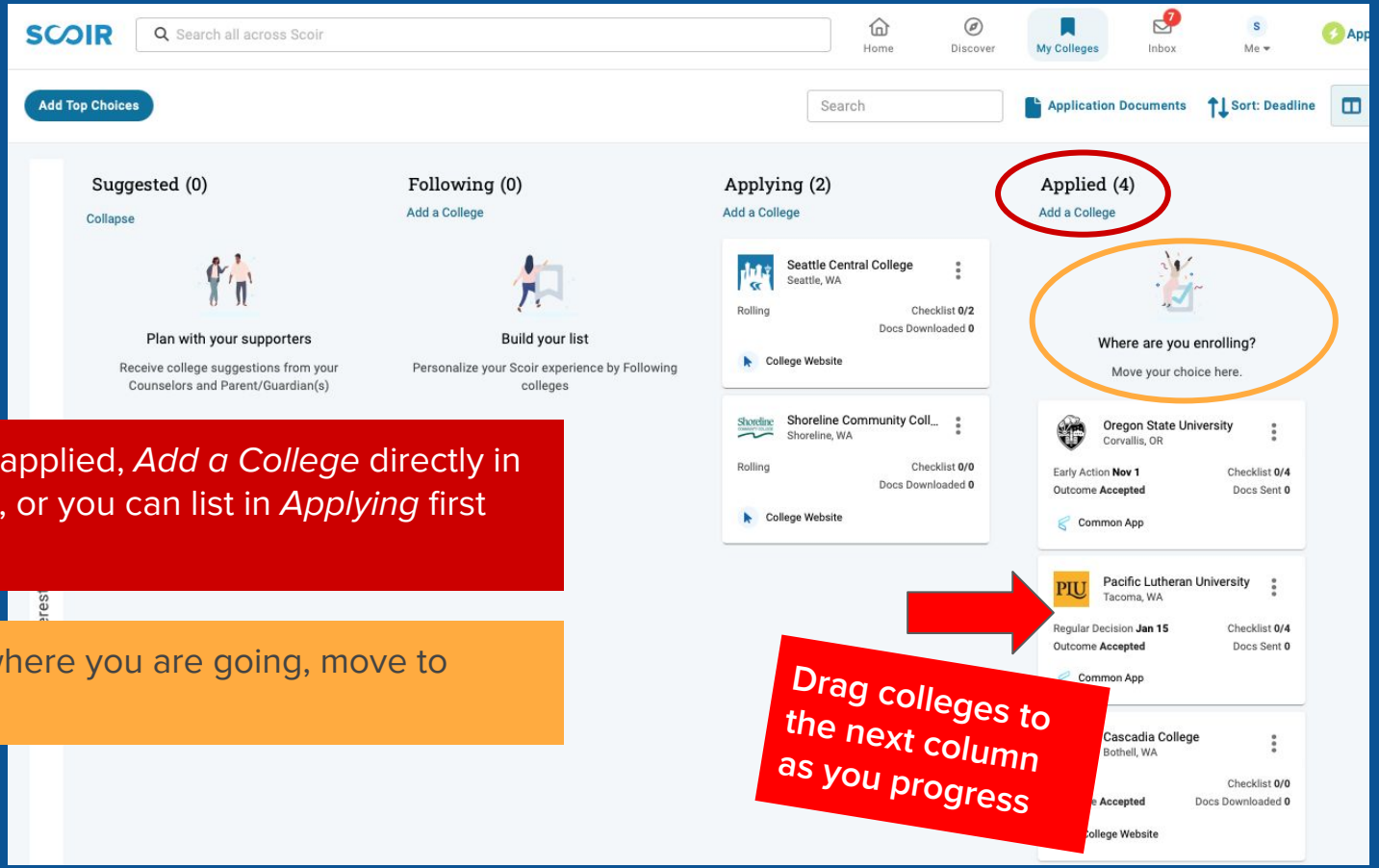






See FERPA Release and FERPA Waiver for more information and instructions.

Scoir *My Colleges* set up in columns

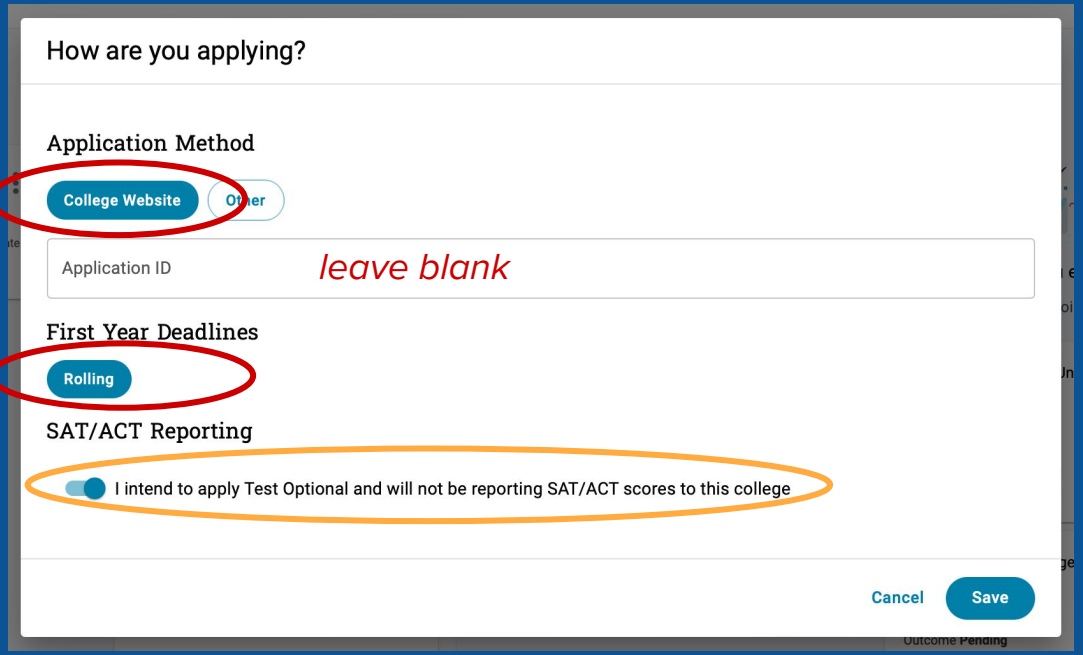


If you have already applied, *Add a College* directly in the *Applied* column, or you can list in *Applying* first then move it.

When you decide where you are going, move to *Enrolling*

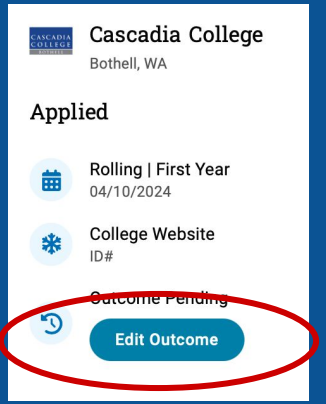
When you add/ move a 2-year college to *Applying*:

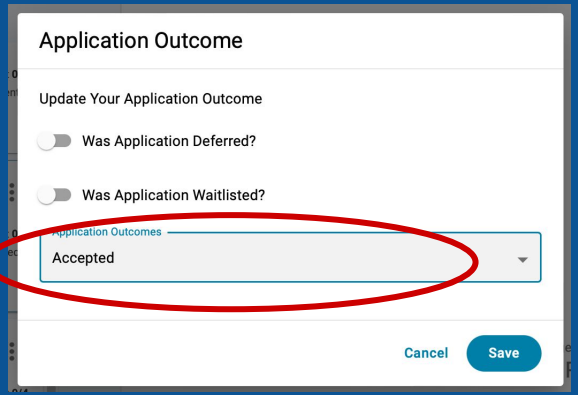
1. **Select *College Website*** for the Application Method
2. **Leave Application ID blank**
3. **Select *Rolling*** for the Deadline
4. Select that you will NOT send test scores



When you hear back, *Edit Outcome*:

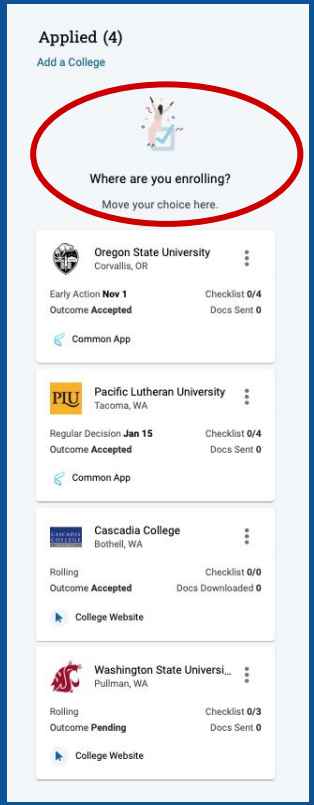
1. **Click** on the college tile
2. **Select *Edit Outcome***
3. **Select *Accepted*** from the dropdown menu
4. **SAVE**





When you decide, move to *Enrolling*:

- **Drag** college tile to ***Enrolling*** space
- Answer the questions



What about transcripts?

We will send your final transcript to the college you have in *Enrolling* in Scoir.

Transcripts will be sent at the end of the school year, after grades have posted.

Keep Scoir updated!



Steps to do: summary

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Questions?

Ask in the Career Center!

