



Canfield Middle School

IDLA Registration Guide

1. Visit Canfield Middle School's website at <http://www.cdaschools.org/Domain/11>
 2. Click on the "Our School" tab, then "Counselors' Corner"
 3. Click "IDLA"
 4. Click "Canfield Digital Learning Portal," or go to <https://canfield.idiglearning.net/>
 5. Go to the "Course Catalog" tile:
 - a. Courses are grouped by subject area
 - b. You may view more information, syllabi, and register for each course by clicking "View"
 6. Courses approved for immediate registration will have a Fast Pass code option:
 - a. Choose the Fast Pass code from the drop-down menu that corresponds with your student's Canfield counselor: **Last Name A-L** (Mrs. Hook); **Last Name M-Z** (Mrs. Sales)
 - b. Click "Register"
 - c. You will be directed to a separate registration page. Students new to IDLA need to create a user account. Students who have used IDLA before may use their existing account information.
 - d. Once you have logged in using your account information, you will be able to register for your course.
 - e. You may choose to take a proctored final exam with a school district employee, or a non-proctored final project that may be completed at home.
 7. Courses that do not have a Fast Pass Code will display the message, "*See your counselor to register.*" These classes are not available for immediate registration and need approval from your student's counselor prior to enrollment.
- * There is no cost to students who take 1 high school level course per semester (Spring or Fall), and/or 2 courses over the summer, if taking a full academic credit load. The course funds are paid with state Advanced Opportunities monies.
 - * Students must receive a grade of a C (70%) or better in an online course to receive credit.
 - * Courses must be dropped within two weeks of the course start date in order to avoid an incomplete grade (10%) on your student's IDLA transcript.
 - * ***Classes taken for high school credit (including Lifetime Fitness) will appear on the student's high school transcript and will be calculated in his or her cumulative high school GPA. This grade may be removed from a student's high school transcript by completing a formal request during his/her ninth grade year.***