

**~WELCOME~**

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**2020-2021**

**ONLINE COURSE SELECTION**

# In The Student Portal...

- ✓ View and enter your requests for next year's courses.
- ✓ The course selection window has been open and will close April 3, 2020.
- ✓ During this date range, you enter and make changes at any time.
- ✓ When you are finished, click **POST** to notify your counselor that you are done.

**Students A - F: Mrs. Chumak**

**Students G - M: Mrs. Foster**

**Students N - Z: Mr. Miemiec**

# To Enter Your Requests...

1. Log on to the Student View.
2. Click the **MY INFO** tab.
3. Click the **REQUESTS** side-tab. The Requests page appears:

The screenshot shows a web application interface for a student's requests. At the top, there are navigation tabs: Pages, My Info (selected), Academics, Groups, Calendar, and Locker. Below these are sub-tabs: Options, Reports, and Help. The main content area is titled 'Requests' and includes a sidebar with various navigation options like My Details, Contacts, Attendance, etc. The main content displays the following information:

2013-2014 - Requests: 6 primary, 1 alternate - Scheduled: 7% - Credits: 5.0

**Instructions**  
All students must select a minimum of five courses.

**Primary requests**

	Subject area	SchoolCourse > CraNo	SchoolCourse > Description	Alternate?	Credit
Select...	Electives	093	Writing Seminar	N	0.5
Select...	Electives	356	Forensic Science	N	0.5
Select...	English	033	English 11	N	1.0
Select...	Foreign Language	433	Spanish 3	N	1.0
Select...	Math				
Select...	Science	323	Action Chemistry	N	1.0
Select...	Social Studies	113	American Studies 2	N	1.0

**Alternate requests**

	Subject area	SchoolCourse > CraNo	SchoolCourse > Description	Alternate?	Credit
Select...	Special Education	959	Academic Support 11-12	Y	1.0

**Notes for counselor**  
Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?

Post Last posted time: Approved time:

# Entering Requests Continued...

4. At the top of the page, in the instruction box, read and follow the instructions for entering your requests.

In the **Primary requests** box, select your requests for the different subject areas. For example, to select your request for a math course, click **Select** next to Math. The courses you can request appear:

Subject area	Science					
Instructions						

1 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
	320	Chemistry H & Lab	CP	1.0	320	Prerequisite
	321	Chemistry C & Lab	CP	1.0	321	Prerequisite
<input checked="" type="checkbox"/>	323	Action Chemistry	Std	1.0		Recommen

< ||| >

OK Cancel

### Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	English	094	ENGLISH III	N	5.0
		021	AMERICAN LIT	N	5.0
Select...	Math	202	ALGEBRA I LV 2	N	5.0
Select...	Science				
Select...	Social Studies	111	MOD WORLD HIST	N	5.0
Select...	Foreign Language				
Select...	Health/PE	907	PHYS ED 1	N	2.5
		982	HEALTH NS	N	1.0
Select...	General Elective	057	COMM SERVICE	N	5.0

### Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	All subjects	055	COLL PREP ENG	Y	2.5

### Notes for counselor

Mrs. Smith, can we talk about my English course selection ?

Post

Last posted time:

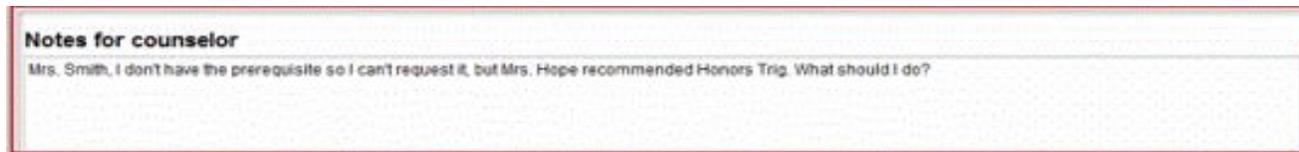
Approved time:

# Entering Requests Continued...

5. Select the checkbox in the **SELECT** column of the course(s) you want to request, and click **OK**. The requests now appear on your **REQUESTS** page.

**Note:** To remove a request from your Requests page, click the Select checkbox again to deselect it.

6. In the **NOTES FOR COUNSELOR** box, type any notes to your counselor regarding your requests. Your counselor can view these notes when reviewing your requests.

A screenshot of a text input field with a red border. The title "Notes for counselor" is at the top left. The text inside the field reads: "Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?".

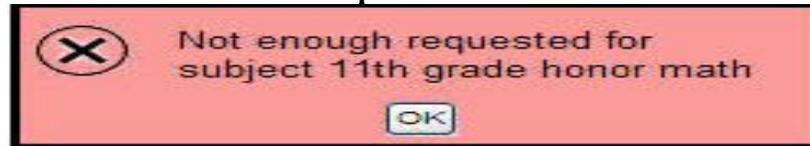
Notes for counselor  
Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?

**Note:** Your requests are automatically saved after you enter them on the **REQUESTS** page. Your counselor can view them anytime.

# Entering Requests Continued...

7. After you complete your requests, click **POST** at the bottom of the page.

This lets your counselor know that you are finished entering requests. If you have not selected enough courses to satisfy requirements for your academic track, the system lets you know which area you need to make more requests in:



**Note:** Once your counselor approves your requests, you can no longer make changes to your course selections.

8. Once you have posted your course requests please make an appointment with your school counselor to **review and approve** your course selection. Once your courses are approved you will receive a copy of your course requests to take home and **return signed by your parents/guardian.**

# Questions?

- ✓ **If you have questions or any trouble as you go please contact your school counselor as soon as you can to problem solve your concerns.**
- ✓ **Please also make an appointment with your school counselor as soon as you have posted your course requests.**