

# 1.0 Student Portal - Course Selections

## 1.01 Logging onto Student Portal - MyEducationBC

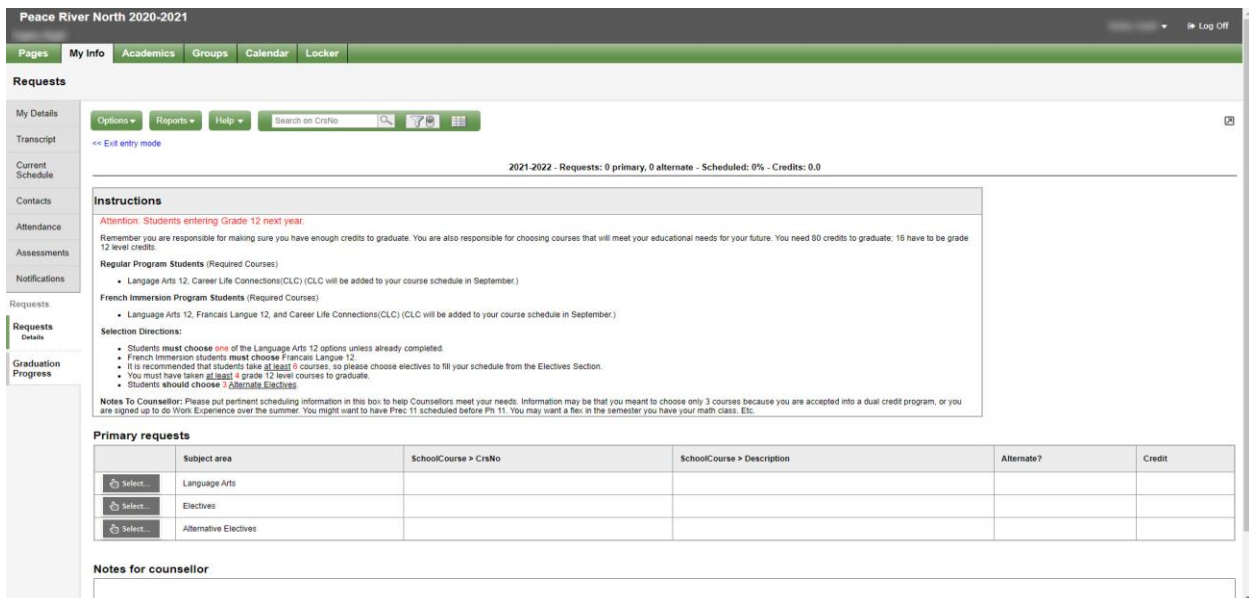
Student will receive an email in their Learn60 email account, with login credentials, i.e. Username and password (these are case sensitive, so enter them exactly as they are received)



## 1.02 Course Selections

When the student has accessed the program, they will need to go to the following section to complete their course selections:

*Student View>My Info Top Tab>Requests Side Tab*



In the Instructions, there will be information based on the grade that the student will be going into.

### 1.03 Primary Requests

In the Primary requests section, they will need to make certain to select each section and the correct number of courses (based on the information from the NPSS counselor):

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select	Language Arts				
Select	Electives				
Select	Alternative Electives				

Notes for counselor

### 1.04 Alternate Requests

When creating Track Selections (displayed to students as a Subject area), there is an option to indicate if a request should show as an Alternate:

Notifications

- Language Arts 12, Career Life Connections(CLC) (CLC will be added to your course schedule in September)

Requests

- French Immersion Program Students (Required Courses)
- Language Arts 12, Francais Langue 12, and Career Life Connections(CLC) (CLC will be added to your course schedule in September)

Requests Details

Graduation Progress

Selection Directions:

- Selection Directions:
- Follow the directions under each subject tab. Please look at scheduling 7 courses for your grade 12 year. 8 would be preferred. It will be easier to drop a course than add one after schedule has been made.
- On the top of your requests you should see:

2023.2024 - Requests: 7 to 8 primary, 2 alternate

- The primary courses are counted as the ones we will look to schedule for you next year. If this does not say 7 to 8 then you will need to either choose more or give a good explanation in Notes to Counselor.
- Notes To Counselor: Please put pertinent scheduling information in this box to help Counselors meet your needs. Information may be that you meant to choose only 3 courses because you are accepted into a dual credit program, or you are signed up to do Work Experience over the summer. You might want to have Prec 11 scheduled before Ph 11. You may want a flex in the semester you have your math class. Etc.

Notes To Counselor: Please put pertinent scheduling information in this box to help Counselors meet your needs. Information may be that you meant to choose only 3 courses because you are accepted into a dual credit program, or you are signed up to do Work Experience over the summer. You might want to have Prec 11 scheduled before Ph 11. You may want a flex in the semester you have your math class. Etc.

If this is correct, hit POST. You can hit post and still go back in and make changes until February 10, 2023, at midnight, any changes will be automatically saved.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select	Language Arts	MENFP12	ENGLISH FIRST PEOPLES 12	N	4.0
Select	Math	MPREC12	PRE-CALCULUS 12	N	4.0
Select	Science	MCH-12	CHEMISTRY 12	N	4.0
Select	Science	MPH-12	PHYSICS 12	N	4.0
Select	Social Studies				
Select	Grade 10 Required Courses				
Select	Electives	MFTCD12	FITNESS AND CONDITIONING 12	N	4.0

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select	Alternative Electives	MACLV12	ACTIVE LIVING 12	Y	4.0

Notes for counselor

### 1.05 Notes for Counselor

If they have any additional questions or information that they would like to send to the NPSS counselor, it can be added in the “Notes for counselor” section.

### 1.06 Posting

Once the student has completed their course selections, they should click on the **Post** button at the bottom of the window. Note that all selections are automatically saved, but posting will time stamp the submission.

## 2.0 Parent Portal - Course Selections

From Family View>Family Top Tab>Schedule Side Tab>Requests Sub Side Tab, parents will not only be able to view their child’s course requests but they have the ability to make selections and changes on behalf of their children in the same way as the student can.

The screenshot displays the 'Requests' sub-tab in the parent portal. The page title is 'Peace River North 2023-2024' and the user is logged in as 'Adam, Jaime'. The navigation menu includes 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. The 'Students' count is 11. The page shows a search bar and a '2024-2025 - Requests: 5 primary, 1 alternate - Scheduled: 50% - Credits: 20.0' summary. The main content area is titled 'Instructions' and contains several sections: 'Attention: Students entering Grade 12 next year', 'Remember you are responsible for making sure you have enough credits to graduate...', 'Regular Program Students (Required Courses)', 'French Immersion Program Students (Required Courses)', 'Selection Directions', and 'Notes To Counsellor'. Below the instructions is a table titled 'Primary requests' with columns for Subject area, SchoolCourse > CrsNo, SchoolCourse > Description, SecType, Alternate?, Priority, Alt 1 > CrsNo, Alt 2 > CrsNo, and Credit. Two requests are listed: Language Arts (MENFP12) and Math (MPREC12).

**Instructions**

**Attention: Students entering Grade 12 next year**

Remember you are responsible for making sure you have enough credits to graduate. You are also responsible for choosing courses that will meet your educational needs for your future. You need a minimum of 60 credits to graduate, 16 have to be grade 12 level credits.

**Regular Program Students (Required Courses)**

- Language Arts 12, Career Life Connections(CLC) (CLC will be added to your course schedule in September.)

**French Immersion Program Students (Required Courses)**

- Language Arts 12, Français Langue 12, and Career Life Connections(CLC) (CLC will be added to your course schedule in September.)

**Selection Directions:**

- Selection Directions:**
  - Follow the directions under each subject tab. Please look at scheduling 7 courses for your grade 12 year, 8 would be preferred. It will be easier to drop a course than add one after schedule has been made.
  - On the top of your requests you should see:
    - 2023-2024 - Requests: 7 to 8 primary, 2 alternate
    - The primary courses are counted as the ones we will look to schedule for you next year. If this does not say 7 to 8 then you will need to either choose more or give a good explanation in Notes to Counsellor.
  - Notes To Counsellor:** Please put pertinent scheduling information in this box to help Counsellors meet your needs. Information may be that you meant to choose only 3 courses because you are accepted into a dual credit program, or you are signed up to do Work Experience over the summer. You might want to have Prec 11 scheduled before Ph 11. You may want a flex in the semester you have your math class. Etc.

**Notes To Counsellor:** Please put pertinent scheduling information in this box to help Counsellors meet your needs. Information may be that you meant to choose only 3 courses because you are accepted into a dual credit program, or you are signed up to do Work Experience over the summer. You might want to have Prec 11 scheduled before Ph 11. You may want a flex in the semester you have your math class. Etc.

If this is correct, hit POST. You can hit post and still go back in and make changes until February 10, 2023, at midnight, any changes will be automatically saved.

**Primary requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo	Credit
Select	Language Arts	MENFP12	ENGLISH FIRST PEOPLES 12		N	0			4.0
Select	Math	MPREC12	PRE-CALCULUS 12		N	0			4.0



**February 8, 2024**

**Modified by: Jennie Copeland**