



How to enter your courses into MyEd

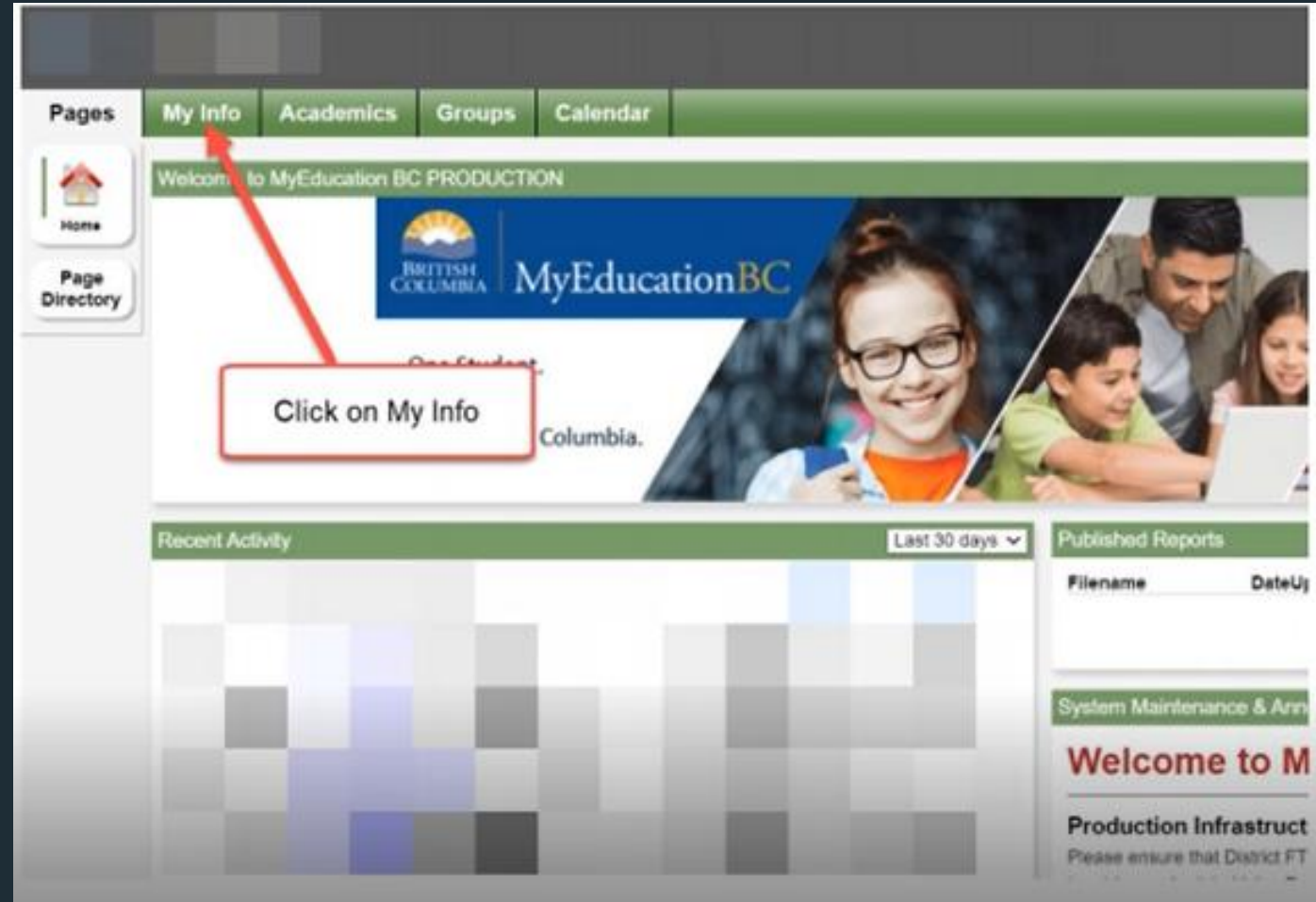
Instruction for selecting courses

Step 1

- Log into your account using your student number and password. If you are unable to get into your account do the following:
 - 1) Report to the school office during office hours: 8:30am-3:30pm
 - 2) Phone the school office (604) 713-8220 during office hours: 8:30am-3:30pm
- Use Safari, Edge or Firefox

Step 2

- ✓ Click on Top Tab “My Info”



On the left-hand side of the screen, you will see a tab called “requests”-click on this

The screenshot displays a web application interface with a top navigation bar containing tabs for 'Pages', 'My Info', 'Academics', 'Groups', and 'Calendar'. Below this is a 'My Record' section. On the left, a vertical navigation menu lists various options: 'My Details', 'Transcript', 'Current Schedule', 'Contacts', 'Attendance', 'Assessments', 'Notifications', and 'Requests'. The 'Requests' option is highlighted with a grey background. A red arrow points from a callout box containing the text 'Click on Requests' to the 'Requests' tab. The main content area shows a 'My Details' form with fields for 'Legal first', 'Legal mid', 'Legal last', 'Sex', 'Pupil #', 'Personal Education Number', 'Homeroom', and 'Locker'. There are also buttons for 'Options', 'Reports', 'Help', and 'Cancel'.

- Once you click on requests you will be taken to a description of your next year's courses. You should see "Welcome Grade _____" Under the tab option you should see that you're in entry mode to select courses

- Read through the instructions.

- Under "Required Courses" you will see all courses available that are required for your grade level.

Instructions

GRADE _____

Welcome! We hope you are excited for the year ahead.

The timetable is based on your requests, therefore the choices you make are permanent.

Please refer to your course programming sheet as a guide. You should be entering the courses from your signed course programming sheet.

Please read through the Course Calendar and choose your courses carefully as the timetable is built based on the choices you make now. In the fall, there may not be space to allow result in the course not being offered.

All grade _____ students take a minimum of 8 courses - 4 required courses and 4 electives. (You will also select 2 alternates in priority order in case you cannot be programmed into one of your choices)

* Honours, EAL, adapted and alternate programs will be assigned by counsellors based on assessment and teacher recommendations.

SCIENCE COOP: YOUR COUNSELLOR WILL NEED TO ENTER YOUR COOP COURSES

- Please select 1 electives from the elective menu (You must have the prerequisite for your electives. For example, you can not take Drawing and Painting 11 if you have not taken 10)
- Band and Choir are considered extra courses. You would take Band or Choir in addition to your 8 classes.
- Please select 2 alternate electives from above in priority order in case you cannot be programmed into your first choice

Primary requests

	Subject Area	School/Course > Description
	Required Courses	
	Electives	
	ESL and LC	

Match your selections in MyEd with your course selections sheet your counsellor has given to you

The screenshot shows a web-based course selection interface. At the top, a dropdown menu is open, displaying a list of course options. The first option, '1:20 |MFOM-11', is highlighted in blue. To the right of the dropdown, a red-bordered box contains the text 'Find more courses by' with an arrow pointing to the right-pointing arrow button next to the dropdown. Below the dropdown, a table lists various courses. Each row in the table has a checkbox in the 'Select' column. A red-bordered box with the text 'Select for a course (choose as many as the instructions indicate)' has an arrow pointing to the checkbox for the course 'MCH--11'. At the bottom of the interface, there are two buttons: 'OK' (with a checkmark icon) and 'Cancel' (with an 'X' icon). A red-bordered box with the text 'Click OK once you are finished' has an arrow pointing to the 'OK' button.

Select	Course	Description	Prerequisite	Status
<input type="checkbox"/>	1:20 MFOM-11			
<input type="checkbox"/>	2:180 FLCF-11	FOUNDATIONS OF MATHEMATICS 11		Regular 4.0
<input type="checkbox"/>	3:300 MWH--12	CALCULUS 11		Regular 4.0
<input type="checkbox"/>	MPREC11H	PRE-CALCULUS 11		Regular 4.0
<input type="checkbox"/>	MPREC11P	PRE-CALCULUS 11		Regular 4.0
<input type="checkbox"/>	MCH--11	CHEMISTRY 11		Regular 4.0
<input type="checkbox"/>	MCH--11P			
<input type="checkbox"/>	MPH--11			
<input type="checkbox"/>	MPH--11P			
<input type="checkbox"/>	MESC-11	EARTH SCIENCE 11		Regular 4.0
<input type="checkbox"/>	FCMCL12			4.0

- Select 3 alternates
- Grade 9 students, please select an alternate grade 10 English course as well
- Once you have selected all your courses-HIT POST!

The image shows a screenshot of a web form titled "Alternate requests". The form has several sections:

- Alternate requests:** A table with columns for "Subject area" and "SchoolCourse > Descript". The "Subject area" column contains the text "Electives". A "Select..." button with a hand cursor icon is located to the left of the "Electives" text. A red callout box with the text "Select a Minimum of 3 Alternates" has an arrow pointing to the "Select..." button.
- Notes for counsellor:** A text input field containing the text "Please speak to your counsellor directly." A red callout box with the same text is positioned over the input field.
- Post button:** A "Post" button with a paper plane icon is located at the bottom left. A red callout box with the text "Once you are finished and are happy with your sections, hit POST." has an arrow pointing to the "Post" button.

Due date: Feb. 21st

Please hand in your course
selection sheet to your
counsellor

