

Course Selection: On-Line Instructions

DUE DATE: February 20, 2020

SUBMIT BUTTON ACTIVE: Feb. 12 – 20

Hand in Course Selection Sign-off Sheet, *signed* to your Period 1 Teacher

Getting Started

Please visit the Keswick High School Website at: www.yrdsb.ca/schools/keswick.hs or Google “Keswick High School”

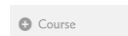
To access and select courses, click on the My Pathway Planner button →
From the left navigation menu, click “High School”



Course Selection

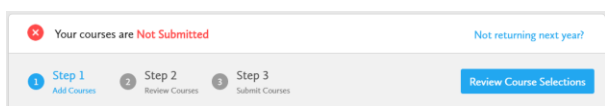
1) Add Courses for Next Year

- Click on **Courses** (top tab) to explore all courses available at Keswick High School. You can also filter by grade/discipline or use the tool bar.
- Click **Plan** (top tab) and click on the “+” button to add a course.
- Click **Add Course** when you find the course you want.
- You can delete a course by clicking on the 3 little dots and selecting **Delete**.



HINT: The **Graduation Indicator** (found in “High School, Plan”) will help you keep track of your progress towards graduation. Click **View Progress** for a list of specific graduation requirements.

2) Review Courses – When you are ready to submit your course selections, click the blue **Review Course Selections** button and give your course selection one final look over.



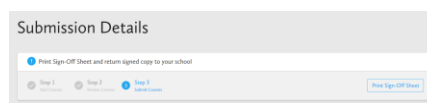
NOTE: You can use the “Add Comments” section to explain any issues you wish to share regarding your selections. (i.e. taking the prerequisite in night school, or summer school)

3) Submit Courses – Once you have carefully reviewed your selections to ensure that the courses that appear are correct, click on **Submit Course Selections**.

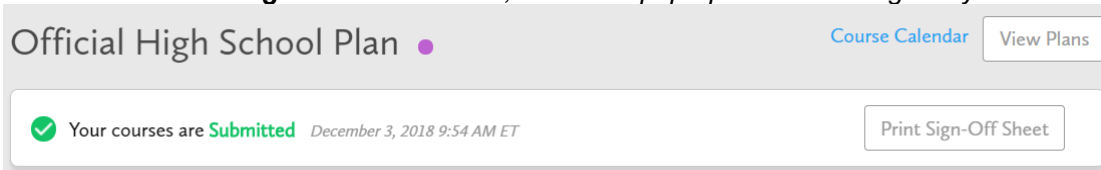
Submit Course Selections

IMPORTANT: You will not be able to modify your course selections once submitted (unless your guidance counsellor re-allows submission)!

4) Print Sign-off Sheet – After submitting your course selections, click on the **Print Sign-Off Sheet** button at the top right and return a signed copy to your teacher



NOTE: You can also access the sign-off sheet from the **High School** planner – if it does not show after you have clicked the **Print Sign-Off Sheet** button, check the pop-up blocker settings for your web browser.



YOU ARE FINISHED! Print your **Course Selection Sign-Off Sheet**, get it **signed** by a Parent or Guardian and **hand in** to your Period 1 Teacher by **Thur. Feb. 20th** .