

Career Cruising Quick Tip Sheet

Instructions for Course Selection

Richmond Hill High School

Career Cruising allows you to create, view and change your secondary school course plan by recording the courses you have taken, are taking, and plan to take in the future. It brings together your credit history, course descriptions, diploma tracking, pre-requisite requirements and suggested courses.

- 1) Go to <http://www.yrdsb.ca> and click on **Career Cruising** under Online Tools (upper right side of the page).



- 2) To access and select courses click:
- 3) **Login** by entering your username (York-XXXXXXXXX where XXXXXXXXXX is your 9-digit student number) and password that you created previously. If this is your first time logging in to Career Cruising, your password is your birthday in this format - mmddyyyy. To retrieve a lost password, click on the words "Forgot your username and/or password" found beside the login box.

4) Selecting Courses:

If you are **RETURNING** to Richmond Hill High School:

- Click **Choose My Courses** from the list of options on the left under the question "What do you want to do?"
- Your **course history** will appear (completed courses with marks, and a list of courses you are currently taking).
- Remember that this is **your course plan**, so you can select and remove courses as many times as you like until you **submit** your course selections for next year.

NOTE: If you are **NOT RETURNING** to Richmond Hill High School: Go to step #5.

Choosing a Compulsory Course (beige slot):

- Click on the subject name in any beige course slot, and a list of courses to choose from will appear.
- Select the course name to see the full description, notes and pre-requisites for this course.
- To add a course to your course plan, click "**Update Course**". You will return to your course plan and the course you have chosen will appear.
- Continue until you have selected all of your compulsory courses.

Choosing an Elective Course (white slot):

- Click on the plus + icon of any white Elective course slot.
- You will have to select courses by searching using the **Discipline** option. **Do not search by Keyword or by Cluster.**
- Click **Select** in order to see the drop down menu to search for an elective course.
- Once you have made a selection, you will be presented with a list of courses to choose from.
- Click on the course name to see the full description, notes and pre-requisites for this course.
- To add a course, click "**Add Courses**". You will return to your course plan and the course you have chosen will appear.
- Continue until you have selected all of your elective courses.

Adding Alternate Courses

NOTE: All students must select alternate courses in case one or more electives cannot be scheduled.

- For students going into grade 9 or 10: Your alternate courses are tied to your elective courses. To select alternates click on the "+ *Alternate*" button beneath each Elective course that you selected. You need to select an alternate course for each of your electives (2 alternates for students going into grade 9 and 3 alternates for students going into grade 10)
- For students going into grade 11 or 12: To select your alternates click on both of the "+ *Alternate*" boxes in the course planner and add 2 alternate courses.

Deleting Courses

- Click on the course you wish to delete and then hit the "Delete Course" button at the bottom of the page.

Spares

Students who wish to take one or two spares in grade 12 may do so by putting in “Study Periods”. Students who are intending to return for one semester only can indicate this by putting in 4 or 5 study periods. To add a spare, click the “+ Study Period” button beneath the Alternate boxes.

Other Credit

This box is used only if you are planning to take a course outside of day school (for example: summer school, virtual school, private school). Indicate your intention to do so by placing the course in the “Other Credit” box.

Note that selecting the “other credit” does not enroll you in this course; it just shows your intention to take it outside of day school. You will need to follow the normal enrolment process to take the course. If you change your mind and don’t want to take the course outside of day school, or decide to take a different course, please make the change in Career Cruising. If you are planning to take a course outside of day school you may want to speak to your Guidance Counselor.

Once you have selected your courses, you may be alerted as follows:




A blue symbol means there is information about the course you must read and be aware of.




A red symbol means there is an issue with your selection that you must read. You will not be able to submit your course requests if any of the courses have this red alert. An example of this issue is that you may not have the proper prerequisite course.

Printing Your Draft Course Selections



If you wish to print a draft copy of your course selections, click the blue print icon  in the top right hand corner of your course plan before you submit your course selections. The course request sign off sheet will be displayed on the screen. Click on “Print This Document” in the top right hand corner of the page.

5) Finalizing and Submitting your Course Selections

If you are NOT RETURNING to Richmond Hill High School next year:

- Click on the blue Not Returning button in the top right hand corner of your course plan (it looks like a person running). 
- Use the drop down menu to indicate your reason for leaving and click “Submit”.

NOTE: Once the “Submit” button has been hit you may not go back and make any further changes to your course selections in Career Cruising. Only hit the “Submit” button once your course selections have been FINALIZED.

- Students may submit their course selections on or after **February 12, 2018**. Prior to this date, a draft of your course selection information is saved in Career Cruising but will not be submitted even if the “Submit” button is clicked.
- To submit your course selections, click:  at the bottom of the school year you are selecting. To print a final copy of your course selections, click on the blue print icon  in the top right hand corner of your course plan after you submit your course selections.

You must do the following to finalize your course selections:

- 1) **Be sure to lock in your course selections by hitting the “Submit” button on or after February 12, 2018 but not later than February 23, 2018.**
- 2) **Print a final copy of your course selections and have them signed by your parent/guardian.**
- 3) **Hand in your course selection sheet with your signature and a parent signature to your semester 2 homeroom teacher by February 26, 2018.**

Any student having difficulty with selecting their courses or using the Career Cruising program is encouraged to book an appointment with their Guidance Counselor for assistance. As well those students who have not booked an appointment with their counselor may come to the **library during their lunch or spare on February 13, 2018** to receive online course selection assistance from a guidance counselor.