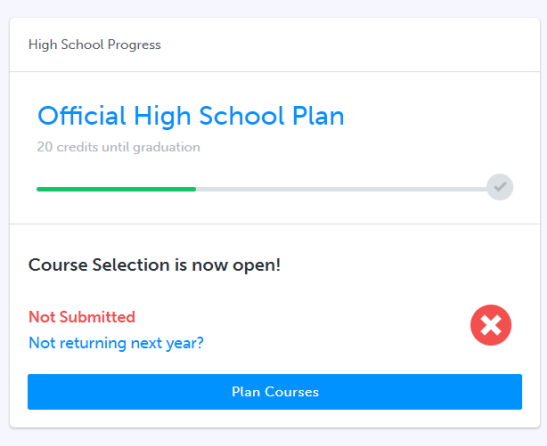
☐ COURSE SELECTION



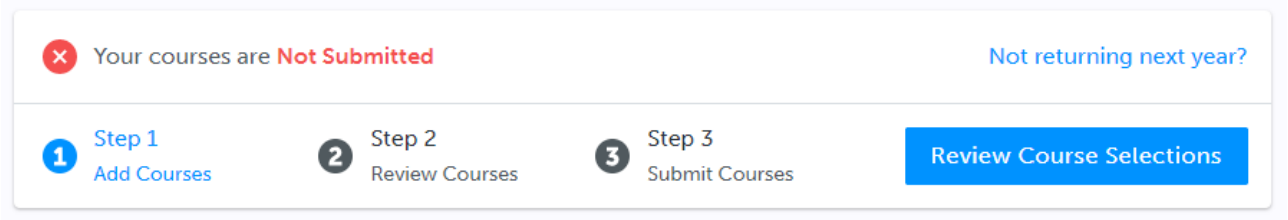
From your **Dashboard**, click on the **Plan Courses** button that appears in the High School Progress box. The button will say **Plan Courses** if course submission has not yet been enabled at your school.

> ***HINT:*** *Clicking on* ***Plan Courses*** *will take you to your High School Planner - you can also access this by simply clicking on* ***High School*** *from the left hand navigation menu.*

1) ADD COURSES FOR NEXT YEAR

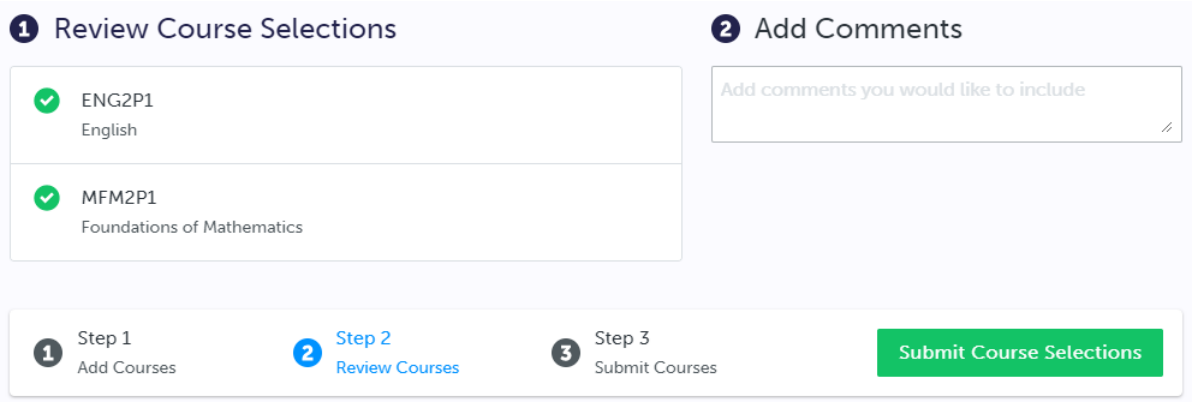
- In High School Planner, click **+ [Course]**.
- In the **Course Selection and Details** screen, explore the available courses.
- Click **Add Course** when you find the course you want.

> ***HINT***: *The* ***Graduation Indicator*** *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: *If available, you can use the "Add Comments" section to explain any issues to your guidance*

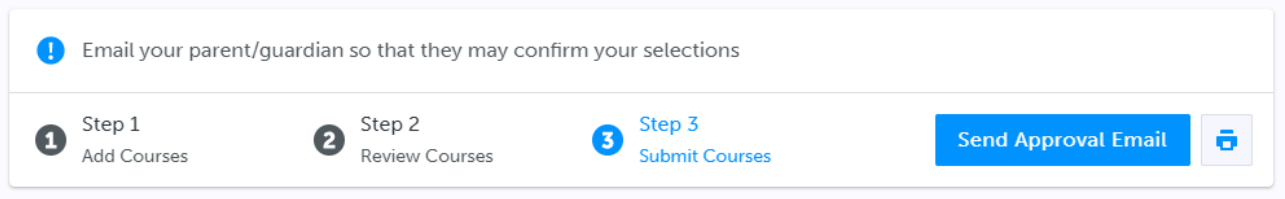


counsellor (i.e. taking the prerequisite in night school, or summer school)

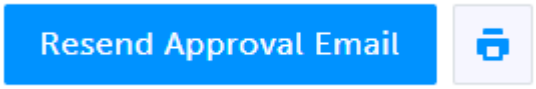
3) **SUBMIT COURSES** – Once you've carefully reviewed the **Details** page to ensure that you are meeting the requirements for the courses you have selected and that the courses that appear are correct, click on ***Submit Course Selections***. Please note that you will not be able to modify your course selections once submitted (unless your guidance counsellor re-allows submission)!



4) **EMAIL PARENT APPROVAL/PRINT SIGN–OFF SHEET** – After submitting your course selections, depending on your school board you will either have to:
   - Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections, or
   - Click the **Print Sign-off Sheet** or **Printer** button at the top right, have your parent/guardian sign a copy, and return it to your counsellor or teacher



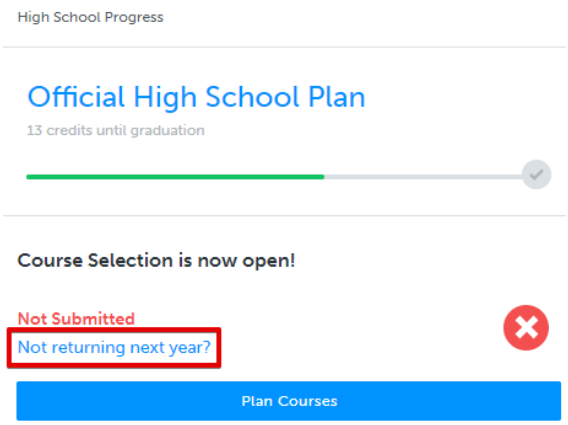
NOTE: *You can also access the sign-off sheet from the **High School** planner – if it doesn't show after you've clicked the **Printer** button next to the Resend Approval Email button, check the pop-up blocker settings for your web browser. If you don't see an option to print, that means this step is not required by your school.*



YOU'RE DONE!

Not returning next year?

1) From your **Dashboard**, click on the **Not returning next year?** button that appears in the High School Progress box, or click the same link above the 'Review Course Selections' button in the **High School** section.



2) Select the option that suits your pathway and press **Confirm**

