Before the selection:

- 1. Grade 9-11 students should finish completing their 2018-19 Mt Doug Course Selection forms and bring them to school to assist with the online course selection workshops
- Grade 9-11 students be given a sheet of paper with their username and password at homeroom on Feb 26th.
 Students should bring their username and password information with them to the course selection workshops during the week of Feb. 26th Feb 28th

Course Selection

COLUMBIA MyEducatio	nBC, my Education De	
	MyEducation BC Prod 5	
	Login ID	
	Password	
	Log On	

1. A link to the MyEd BC portal can be found on the Mount Doug website under the students tab or visit https://www.myeducation.gov.bc.ca/aspen/logon.do

2. Students must log in with the username and password on the sheet of paper that was given to them. These passwords are case sensitive. When logging in, students will immediately be prompted to change their password.

- 3. Students must create a new password, which has:
 - Minimum length is 8
 - At least one number
 - At least one capital and one lowercase letter
 - At least one symbol that isn't a letter or a number
 - And cannot contain "password", login name, first name, middle name, last name, date of birth, personal ID or only sequential letters or numbers.

I Myt	Education BC Prod 5					
Security Preferences Undate						
occurry reference	ics opulate					
To enable self serve password re-	covery, please provide the following information					
Primary email	myname@email.email					
Constitution of the second second	Mittat alternation have in 2					
Security question	Vvnat čitý were you born in?					
Security answer						
Confirm answer	······					
Submit Cancel						
LUGON						

Deserve							
Minim At lea At lea	ssword has expired. create a new one.						
 Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers 							
Current Password New Password Confirm New Password							
OK Cancel							

Once their new password has been accepted, students are prompted to enter a primary email address. This is important, as it will be used if they ever forget their password. Students are encouraged to use an email address that they check regularly or their school district issued @sd61learn.ca email address. Students also need to select and answer a security question. Click submit.



Students will first see the "Pages" Top Tab. Click on "My Info" on the top tab.

Then select "Requests" on the side table.

This shows a general info page about the student. If there are any errors in the demographic information, please let the office know.

Then select "Requests" on the side table.

Greater	/ictoria 2	2017-2018							🕞 Log (
Pages	My Info	Academics	Groups	Calendar	Locker				
My Reco	rd								
My Details	Opt	ions Report	s 🔻 Help	•					
Transcript	*	Cancel		_				Default Template	
Current Schedule	Der	mographics A	ddresses	Photo					
Contacts	Lega	al first name				School > Name	Mount Douglas Secondar	у	
Attendance	Lega	al middle name				Next School > Name	Mount Douglas Secondar	у	
Assessmen	Lega	al last name				Year of graduation	2019		
	Suffi	х				Grade level	11		
Notifications	Pupi	1#				Parking Space			
Requests	Pers Num	onal Education				License Plate #			
	Hom	ieroom							
	1 and	er							

Contacts	Instructions									
Attendance										
A										
Assessments										
Notifications		S.								
Requests	EGO1 MINISCHIO	5								
Requests	SARI 3-	Attention: Next Ye	ar's Grade 12s (Grad 2019)							
Details	For graduation in	For graduation in BC, students are required to complete the following grade 12 level courses:								
Graduation	an English Language Arts 12 Career Life Education (if have not completed Planning 10)									
Progress	Students must also have 16 credits at the grade 12 level.									
	Students need to meet all the grade 10 and grade 11 course requirements prior to graduation.									
	Students should	meet with the counselling	ng department if acadmic accomodation	ns are needed. Students should also revi	ew their courses with a pa	rent or guardian.				
	Mount Doug Onli	ine Course Catalogue								
	Primary reque	ests	1							
		Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit				
	🗄 Select	EN								
	🗄 Select	МА								
	🗄 Select	sc								
	🗄 Select	ss								
	🗄 Select	EL								
	🗄 Select	EL								
	🗄 Select	от								
	Alternate requests									
		Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit				
	👌 Select	EL								

This is the main course request page. The **instructions** will be different for next year's grade 10s, 11s and 12s.

Primary Requests are the core courses/programs that will have the higher priority to be scheduled. Students must choose a maximum of 8 courses inside the timetable.

Alternate requests will be scheduled after the primary requests. Students must choose 2.

Subject Areas are divided into Departments from their course selection sheet:

- EN = English
- MA = Math

PE = Physical and Health Education

- (required for grade 9 & 10 only)
- SC = Science
- SS = Social Studies
- EL = Electives Inside the Timetable
- EL = Electives outside the Timetable
- OT = Other

• Learning Strategies will be given preference to students with IEPs. Learning Strategies requests will need to be approved by a counsellor or admin before being timetabled.

Mt Doug offers a LOT of electives! To sort the course offerings in alphabetical, click on the CourseDescription tab when in a course selection window.

Subject an	ea	EL					
Instruction	s	You are The cours Please no	selecting courses for your grade 12 year. es below are in alphabetical order. te that priority for Learning Strategies 11 and 12 will be giv	en to students with	an Individua	I Education Pla	an.
< 1:AC	COUNTING	11 10					
Select	CourseNu	mber		Academic level	Credit	Prequisite	Status
	MAC11		ACCOUNTING 11	Regular	4.0		
	MACC-12-		ACCOUNTING 12	Regular	4.0		
	MAF11		ART FOUNDATIONS 11	Regular	4.0		
	MAF12		ART FOUNDATIONS 12	Regular	4.0		
	MATE-12-	-	AUTO TECH 12: ELECTRICITY & ELECTRONICS	Regular	4.0		
	MATD-12-	-	AUTO TECH 12: ENGINE & DRIVE TRAIN	Regular	4.0		Course completed
	MAT11		AUTOMOTIVE TECHNOLOGY 11	Regular	4.0		Course completed
	MAT12		AUTOMOTIVE TECHNOLOGY 12	Regular	4.0		
	MCJ11		CARPENTRY & JOINERY 11	Regular	4.0		
	MCJ12		CARPENTRY & JOINERY 12	Regular	4.0		
🕑 ОК	X Cancel			2			

Once the student has selected their choice(s), click OK. You will return to the main request page.

The second group of electives take place outside the timetable. Follow the same process as before.

Students may type any important notes in the "Notes for counsellor" section.

After the student has selected **ONLY 8 courses inside the timetable**, outside the timetable courses (if desired) and **2 alternates**, students can hit "**Post**" and their requests are saved.