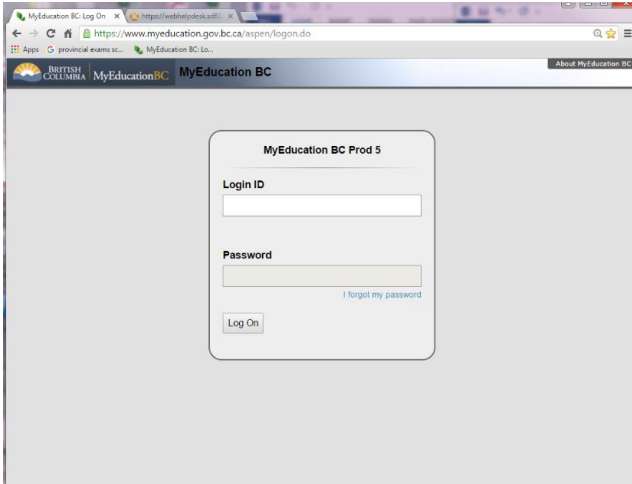


Instructions for 2018-19 Online Course Selection at Mt Doug

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
2. 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

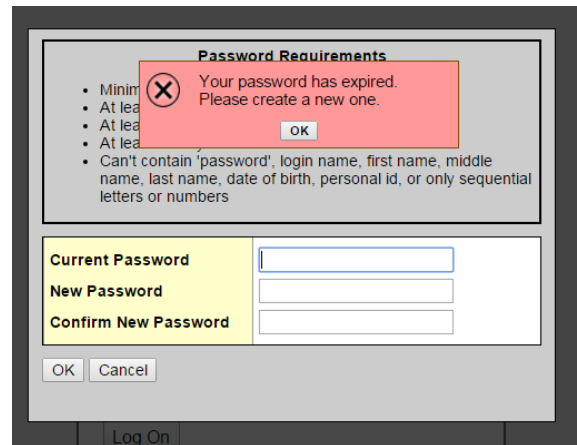
Course Selection



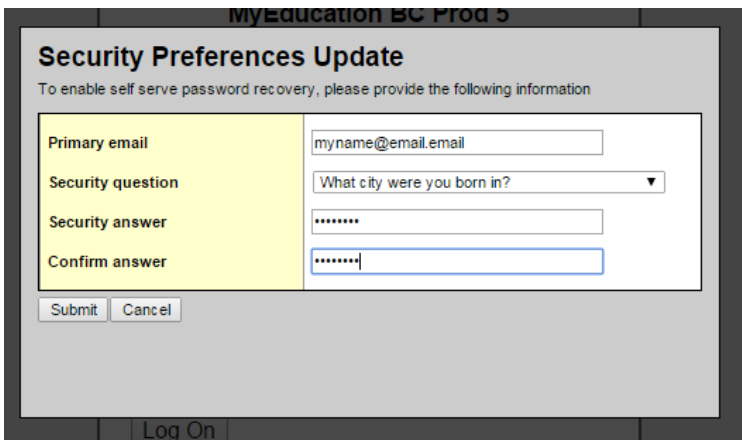
1. A link to the MyEd BC portal can be found on the Mount Doug website under the students tab or visit <https://www.myeducation.gov.bc.ca/aspen/logon.do>

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.



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.



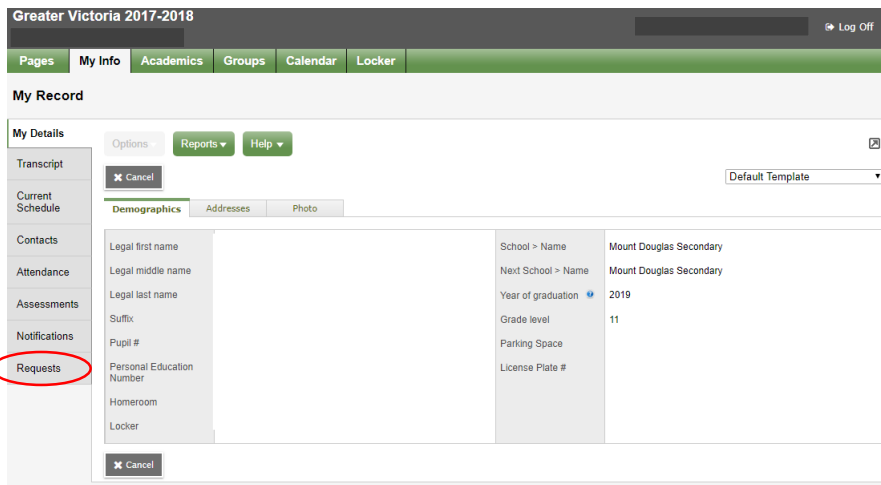


Students will first see the “Pages” Top Tab. Click on “My Info” on the top tab.

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.



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

Contacts

Attendance

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Requests

Requests Details

Graduation Progress

Instructions

Attention: Next Year's Grade 12s (Grad 2019)

For graduation in BC, students are required to complete the following grade 12 level courses:

- an English Language Arts 12
- Career Life Education (if have not completed Planning 10)

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 department if academic accommodations are needed. Students should also review their courses with a parent or guardian.

[Mount Doug Online Course Catalogue](#)

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	EN				
<input type="button" value="Select..."/>	MA				
<input type="button" value="Select..."/>	SC				
<input type="button" value="Select..."/>	SS				
<input type="button" value="Select..."/>	EL				
<input type="button" value="Select..."/>	EL				
<input type="button" value="Select..."/>	OT				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	EL				

- **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 area	EL					
Instructions	<p>You are selecting courses for your grade 12 year.</p> <p>The courses below are in alphabetical order.</p> <p>Please note that priority for Learning Strategies 11 and 12 will be given to students with an Individual Education Plan.</p>					
<input type="text" value="1:ACCOUNTING 11 10"/>						
Select	CourseNumber	CourseDescription ▲	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	MAC--11---	ACCOUNTING 11	Regular	4.0		
<input type="checkbox"/>	MACC-12---	ACCOUNTING 12	Regular	4.0		
<input type="checkbox"/>	MAF--11---	ART FOUNDATIONS 11	Regular	4.0		
<input type="checkbox"/>	MAF--12---	ART FOUNDATIONS 12	Regular	4.0		
<input type="checkbox"/>	MATE-12---	AUTO TECH 12: ELECTRICITY & ELECTRONICS	Regular	4.0		
	MATD-12---	AUTO TECH 12: ENGINE & DRIVE TRAIN	Regular	4.0		Course completed
	MAT--11---	AUTOMOTIVE TECHNOLOGY 11	Regular	4.0		Course completed
<input type="checkbox"/>	MAT--12---	AUTOMOTIVE TECHNOLOGY 12	Regular	4.0		
<input type="checkbox"/>	MCJ--11---	CARPENTRY & JOINERY 11	Regular	4.0		
<input type="checkbox"/>	MCJ--12---	CARPENTRY & JOINERY 12	Regular	4.0		
<input type="checkbox"/> OK <input type="button" value="Cancel"/>						

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.