

Students Entering Course Requests on MSS Student Portal

On Student Portal

My Info Top Tab > Requests Side Tab

At the top you will see the school year for which the requests are being made (ex. 2021-2022), the number of requests submitted, and the total amount of credits selected followed by instructions from the school on your course request selections.

You will see the different primary request grade tracks available for you to select courses from.

Pages: **My Info** Groups Calendar Locker Guest

Requests

My Details Options Reports Help Search on Code

Transcript -- Edit entry mode

Current Schedule 2020-2021 - Requests: 4 primary, 0 alternate - Scheduled: 0% - Credits: 4.0

Contacts

Attendance

Assessments

Notifications

Requests Requests track

Graduation Progress

Instructions

Next Year's Grade 10s: Course Selection Options

It's time to choose which subjects you'll be taking next year. For the first time you're in charge of choosing the majority of your own courses. Please take the time to make the right decisions based on your personal abilities and interests.

If you would like to select a course that doesn't appear in the lists presented to you, please write a note at the bottom to your counselor explaining the situation.

Please note: All grade 10 students must select 3 courses.

Primary requests

Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
Electives	4520	Spanish 10	N	1.0
	4532	Outdoor 10L	N	1.0
English	4103	English Language Arts @ 11 (2011)	N	1.0
	ELA.A30	English Language Arts A 30	N	1.0

Alternate requests

Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
Electives				

Notes for counselor

Post Last posted time: Approved time:

Primary Requests

Each grade appropriate Track Selection is displayed as a line, Pressing Select will bring up the details of that section, and any specific instructions.

Notes for Counselor

There is a field for students to include notes for the counsellor. It is recommended that students be encouraged to speak to a counsellor before making course selections. This area may be a good means of making a request to discuss the student's choices with their counsellor.

Posting

Once a student has completed their course selections selected you will need to post the requests. Click on the Post button at the bottom of the window. All selections will automatically save however, posting will timestamp your submission.