

## Online Course Selection

### Directions for using Career Cruising.

#### Step 1 Support Material to help with Family Discussions about Courses.

- Go to the school website: <http://www.southcarletonhs.ocdsb.ca/>
- Click on the Star Burst that says **Course Selection 2019-2020**
- This web page provides you with lots of information about the course selection process including any application forms that you will need.

#### Step 4 Getting into Career Cruising.

- On the **Course Selection 2019-2020** webpage mentioned above, click on the **Career Cruising** link.
- View the **ccPathFinder Video Student Demo**, found near the bottom, middle of this page, to learn how to select your courses. Consider using a second tab so that you have easy access to the video. Written directions are provided on back of this sheet if you do not wish to watch the video or you require more information.
- At the grade presentation, you were given a small piece of paper with your **user name** and **password**. Log in with them.
- Along the left hand side, under "**What do you want to do?**" find "**Choose My Courses**".

#### Step 5 Select Courses

- Use video and/or see **more detailed directions on back** of this page to help you. If you have technical difficulties, students should come to guidance at lunch for support.

#### Step 6 Submitting Course Selection

- This step is final and cannot be undone. Please recheck your course selections very carefully before you click the final **Submit** button.
- Using the small blue icons along the right hand side of the page, print off the **Course Request Sign Off Sheet**. Both you and your parents must sign the forms at various places.
- Return form to **Guidance** by Thursday, February 21st.

## Additional information

### Student Course Guide.

You will find 5 small blue icons about the words “**Graduation Tracking**” along the right-hand side of the web page. The second icon from the left will open the course guide in another tab.

### Using the Course Selector—only necessary if you did not watch the video or if you need more direction

- Under your **grade level** for next year, first find the **English** box. When you put your cursor over it, the + will turn blue. Click on the **English** box.
- An information box will appear with all of the English courses we will be offering next year for your grade level. Select the one you would like.
- The information box will then expand to give you more information about the course and to show you the prerequisites for the selected course. If this is the correct course that you want and you have the prerequisite credit, hit the “**Add Course**” button in lower right-hand corner. If you do not want to select the course, click the **X** in the upper right-hand corner.
- Once you have selected all the compulsory courses for your grade level, you will then select your elective courses. Select an **Elective** box. Beside **Discipline**, select the department that you are interested in from the drop down menu and the courses will appear. Select the course, and add it to your course selection list. Another option for selecting electives would be to change the **Discipline** drop down menu to **Keyword** and type in the name or part of the name of a course.
- Continue to add courses to the planner. Students will need to fill their entire column to complete the course requests for the upcoming year. Students who are in grades 10 and 11 next year must take a full slate of 8 courses.
- **Grade 12's and spares.** Grade 12 may select up to two spares if they only need 6 or 7 credits to reach the 30 credits required for graduation. For the **first** spare, Grade 12's select the blue + beside Study Period in their column of courses in order to fully complete their selections and then hit the **Submit** button. If a second spare is desired, click on the final Elective button, beside Discipline, select Spare. Click on Spare when it appears below and then click the blue Add Course button.
- As you select courses, there may be some advisor notes or warnings that appear in your course column. If a blue or red icon appear in the upper right hand corner of a selected course, hover your cursor over the icon to read the note or warning. A red alert indicates that a course cannot be submitted. The alert will give you more information regarding what you must do if you want this course. A blue alert indicates that you can select a course however there will be other steps that you have to do in order to complete your selection of that actual course. Not completing the steps could result in you not getting the course that you requested.
- The final step a student is required to do is to lock in their course selection and submit it to the school. This is done by clicking on the **Submit** button. A dialogue box will come up with several conditions listed. Please read them carefully. When you truly are ready to submit your course selection, click this final **Submit** button.
- Again using the small blue icons along the upper right hand side of the page, print off the **Course Request Sign Off Sheet**. Both you and your parents must sign the forms at various places. Return the form to your Guidance by **Thursday, February 21st.**