

How to select Summer School Classes

CHOOSE ONLY ONE CLASS PER STUDENT.

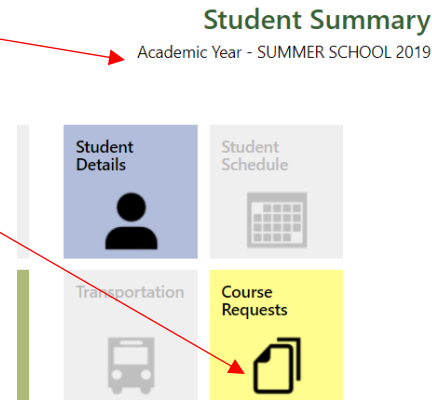
- Choose only one class. Please note the grade level and which building the class will be held at indicated on the class title.
Ex. Ukulele 3rd @ South

Login to the student/parent portal:

*** Course Request is not available on mobile devices***

***Parents-** You will need to choose the students you wish to enroll in Summer School. You can navigate between students by selecting the 'student icon' in the upper left corner

1. Make sure that you are in the **Summer School 2019** year
2. Select the 'Course Requests' Tile

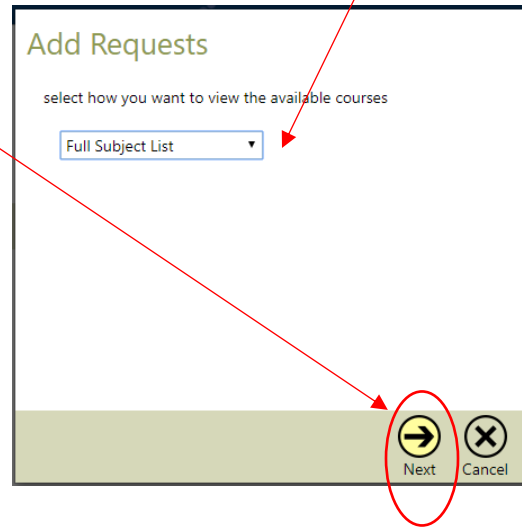


3. Select 'Add Requests' (bottom right corner)

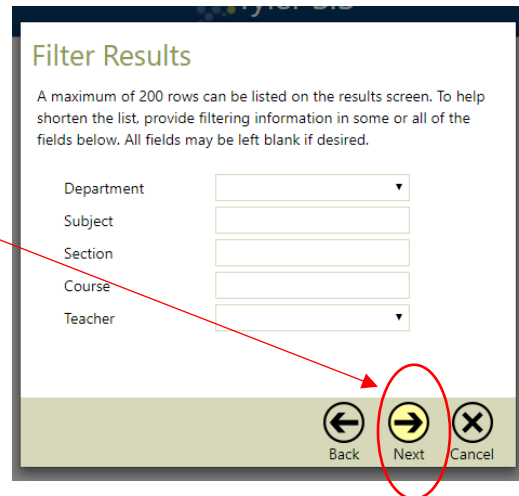


4. On the Add Request pop-up menu choose 'Full Subject List'

5. Select 'Next'



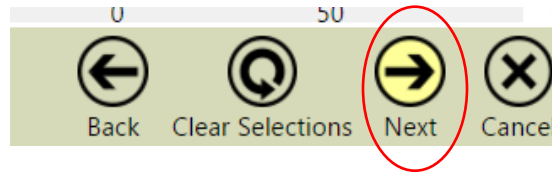
6. Filter Results menu- Select 'Next'



7. Check box the course that is grade level appropriate for **next** school year.

Only 1 class can be chosen

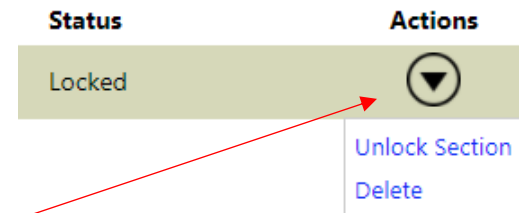
8. Select 'Next' when finished.



9. Select 'Save' (bottom right corner) to submit class requests.



10. To remove request- select 'Actions' for the corresponding class. Select 'Delete'.



****Repeats steps for each student****