

How to select Summer School Classes

Please note the course descriptions for which session the class will be held. Choose TWO per session.

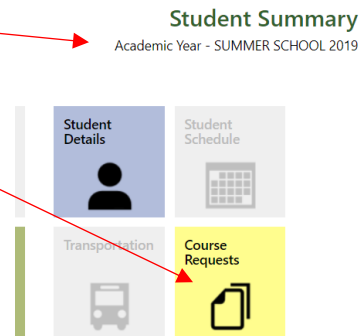
Example: Robotics Session 1, Titanic Session 1, Minibeasts Session 2, Minibeasts Session 2

Login to the student/parent portal:

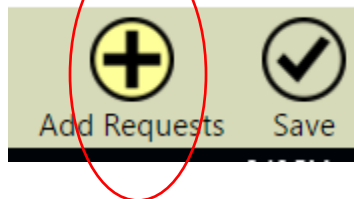
*** Course request is not available with mobile devices***

***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

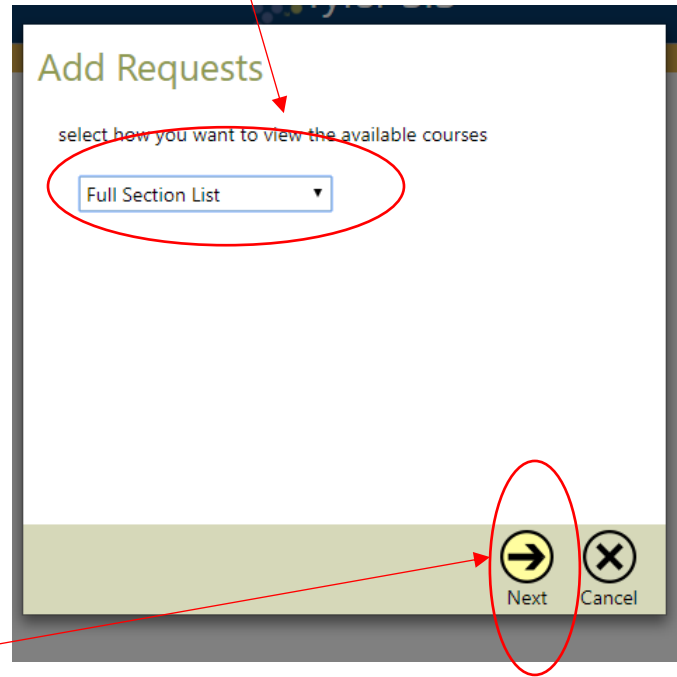
1. Make sure that you are in the **Summer School 2019** year
2. Select the 'Course Requests' Tile



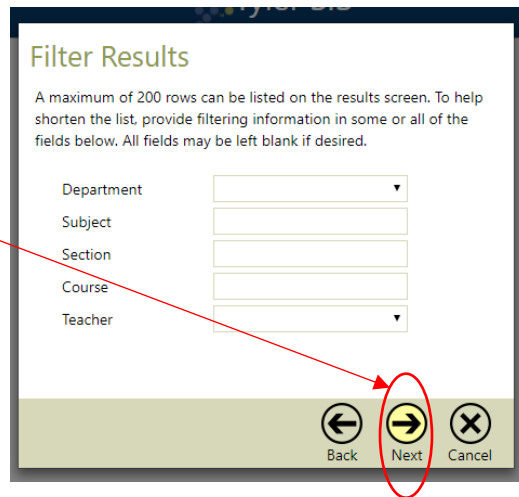
3. Select 'Add Requests' (bottom right corner)



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



5. Select 'Next'

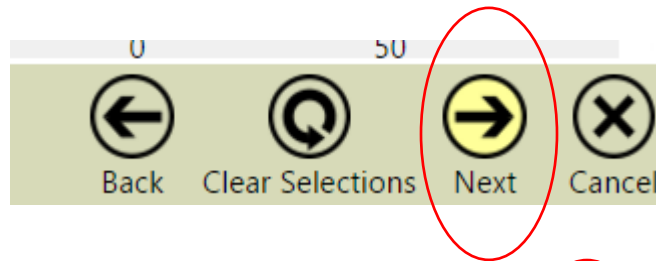


6. Filter Results menu- Select 'Next'

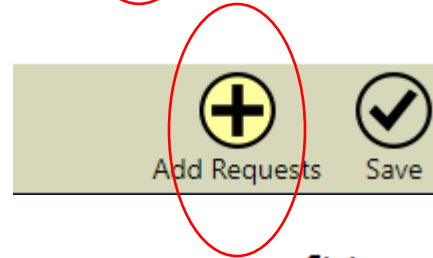
7. Check box the course that is grade level appropriate for next school year.

Only 1 class per class period can be chosen.

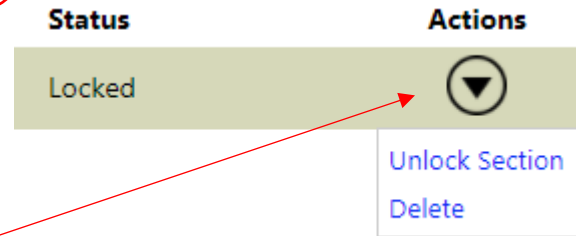
8. Select 'Next' when finished.



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