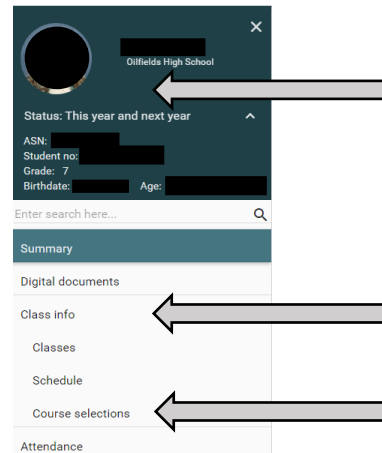


Selecting Junior High Courses in Edsembli

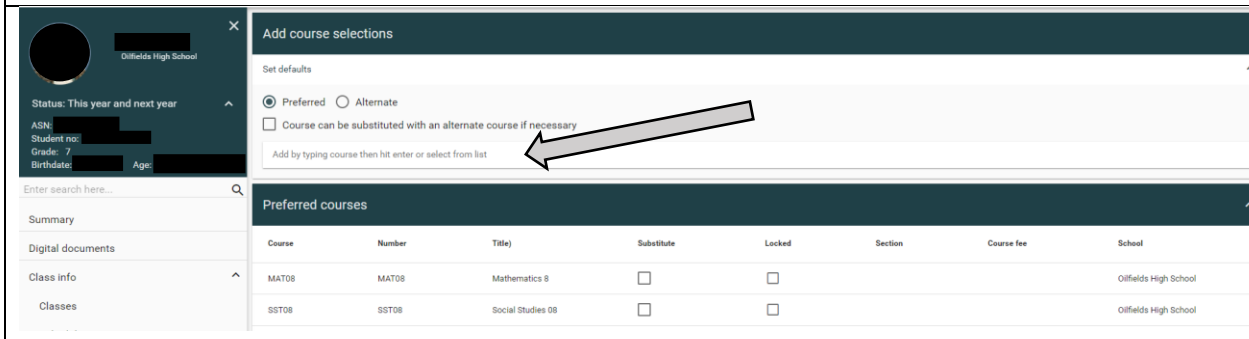
Step 1: In the Edsembli student portal, click on the rectangle with the student photo to open the options → *Class Info* → *Class Selection*.



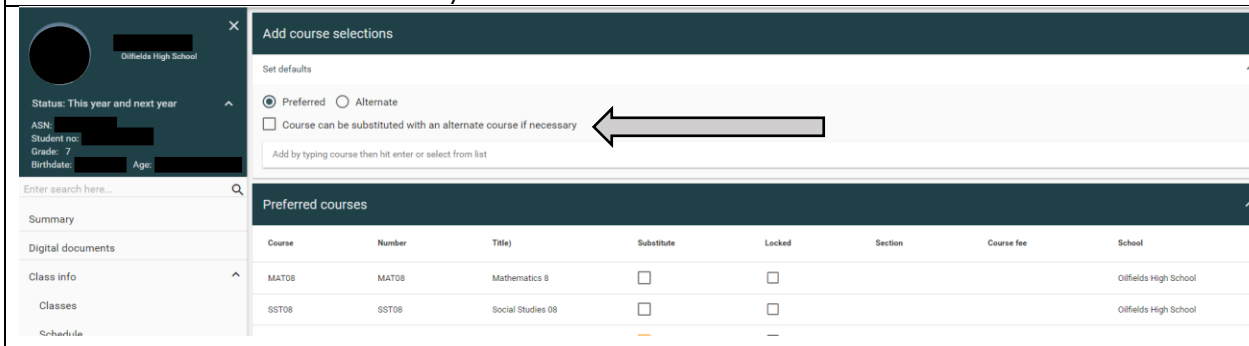
Step 2: Where it says “Add by typing course then hit enter or select from list” type and select each of the core courses at the grade level you’re moving into next year.

- English Language Arts
- Math
- Science
- Social Studies
- Physical Education

Be sure they are going under *Preferred Courses*. To delete, left click on the course.



Step 3: Click the box at the top that says “Course Can be substituted with an alternate course if necessary.”



Step 4: Type and select your preferred 8 option choices. You do not rank them, but these should be the ones you would most like to take. Once you've added your options, check that the *Substitution* box beside each one is selected. DO NOT click the substitution box beside your five core courses.

The screenshot shows the 'Add course selections' page for Oilfields High School. The 'Set defaults' section has 'Preferred' selected. Below, the 'Preferred courses' table lists three courses with their substitution boxes checked:

Course	Number	Title	Substitute	Locked	Section	Course fee	School
MAT08	MAT08	Mathematics 8	<input type="checkbox"/>	<input type="checkbox"/>			Oilfields High School
SST08	SST08	Social Studies 08	<input type="checkbox"/>	<input type="checkbox"/>			Oilfields High School
FNA08DR	FNA08DR	Theatre 8	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Oilfields High School

An arrow points to the checked 'Substitute' box for the Theatre 8 course.

Step 5: Go back to the top and check the box that says *Alternate*.

The screenshot shows the 'Add course selections' page. The 'Set defaults' section now has 'Alternate' selected, indicated by a radio button and an arrow pointing to it.

Step 6: Add you 8 next option choices by typing in the same box. These are not your favourites, but are you alternate options if your top choices are not available. Be sure they are going under *Alternate Courses*.

The screenshot shows the 'Add course selections' page. The 'Set defaults' section has 'Alternate' selected. Below, the 'Alternate courses' table lists one course:

Course	Number	Title	Locked	Section	Course fee	School
CTFFPHJR	PHOTOJR		<input type="checkbox"/>			Oilfields High School

An arrow points to the 'Alternate' radio button in the 'Set defaults' section.

You are done. There is no save button.