## **Course Selection Instructions**

This document outlines the steps you will need to follow in order to complete your online course requests through the MyEd. If you have any questions in regards to course selection please contact your counsellor. Please follow the instructions carefully and take the process seriously. We build the timetable based on the information gathered from student requests. <u>North Delta Course Selection</u> is aligned with selections in MyEd. Refer to the link for helpful course selection information.

Ms Blouin (Grade 9)	<u>tblouin@deltaschools.ca</u>
Ms Bousserska (Grade 10)	<u>dbousserska@deltaschools.ca</u>
Ms Khaira (Grade 11)	<u>rkhaira@deltaschools.ca</u>
Ms Cipriano (Grade 12)	fcipriano@deltaschools.ca

MyEd will be open for course selection from Feb 21-March 3

MyEd will be open for DHA students for course selection from Feb 26 - March 3

- 1. Log in to <u>www.myeducation.gov.bc.ca/aspen/logon.do</u> with your MyEd Username Password.
- 2. Enter the Login and Password (case sensitive) from the label on your course selection sheet and click on "<Log On>".

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	HyEducation BC Prod Login ID Pequest an account Passavord I forgot my password I forgot my password	Image: Type Usemane (MyED student number) here           Image: Type the password you were given in your en	. og. 0909906 talt og. gyrol05LIFE

3. A screen may pop up prompting you to create a new password. Please follow the 'password requirements' outlined. You will need to re-enter your current password AND enter your NEW password twice.

## NEW PASSWORD GUIDELINES:

- > 8 Minimum, 14 maximum characters
- > 1 capital letter, 1 lowercase letter
- > 1 number
- > 1 special symbol or character: #, \$, I, @
- Your password cannot contain first name, middle name, last name, date of birth, personal ID or sequential latters or numbers.
- - Welcome1\$



4. Click on the My Info Top Tab underneath your name.



- 5. Select the Requests side tab.
- 6. Read through the instructions at the top of the page.

Delta 2020 Lastrane, First Pages My	-2021 Name <b>Vido</b> Academics Groups Cal	under Locker		Ladhana, Robhana +	I# Lug 01				
Requests									
My Details	Options v Reports v Help v	Search on Crafts III			8				
Transcript	si Esit entry mode								
Current Suhedule		2021-2022 - Requests: 8 pr	imary, 0 alternate - Scheduled: 8% - Credits: 0.8						
Contacts	Instructions								
Altendance	GRADE 8 STANDARD COURSE SELECTION								
Assessments	(Carrent Gaule 7 Studients)								
		Course Information can	be found in the Course Program Guide						
Notifications	1. Click on the Select button to	s choose courses in each Subject area.							
Requests	<ol> <li>Students <u>MUST</u> select a me a All Required Courses have</li> </ol>	a been pre-selected for Grade 8 students, or	cept Math.						
Requests Overs	<ol> <li>Select one Mathematics on 5 Click on the Select button b</li> </ol>	rse (required). eside Explorations to choose your Grade I	electives (required).						
Graduation Progress	<ol> <li>Citek on the Solect button b</li> <li>Students requiring Learning</li> <li>Remember to click OK to c</li> </ol>	esde Academues to choose in academy pr Support (ELL, Strategies, Gradquest, Mod onfirm selections within a Subject Area an	ogram (only it interested). lifted Academics or Supportive Learning) will d click <b>POST</b> to confirm ALL selections before	be hand timetabled by counselors. re exiting.					
	Primary requests								
	Subject area	BchoolCourse > Craffo	School:Course > Description	Alternate?	Credit				

7. Scroll down to the portion of the page where you can select your requests. In some instances, such as the sample below, your required courses are already selected for you. Click on the select button to open your choices.

	Bubject area	SchoolCourse > CrsNo	SchoelCourse > Description		Alternate?	Gred
		M/R-08	FRENCH		N	0.0
	MEN-OB		ENGLISH LANGUAGE ARTS 8			0.0
St. Bachard		M90-08 SOIDVOE 8				0.0
C Select Required Courses		M35-08	SIDCIAL STUDIES 8	SOCIAL STUDIES 8		0.0
select this to op optorations	en your choices for the grade 8	MPHE-06	PHYSICAL AND HEALTH EDUCATION 8	PHYSICAL AND HEALTH EDUCATION 8		0.0
		MMA-08	MATHEMMOTICS 8		N	0.0
C Select.	Explorations					
() Select	Outside the Timetable					
🖒 Select	Academies					
ternate requ	ests					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alb	mate?	Gredit
	Student Services					

8.

9. Select the courses by checking the box beside the course name. Select OK.

Subject a	nea	Explorat	loma							
Instruction	na	Select > Explorations 8.4. <u>ASD</u> 88 OR Select > Instrumental Music 8 - Concert Band <u>AND</u> Explorations 88								
								\$ sec.s.	2 of 3 selected	
Select	Counsellium	iber	CourseDescription	Academic level	Credit	Prequisite	Status			
	MADGEORE	RA.	ADST 8 - General Explorations BA	Requier	0.0					
J	MADGEORE	28	ADST 8 - General Explorations 88	Regular	0.0					
	MHU-08-84		Instrumental Music & (Concert Band)	Reputer	0.0					
80	X Cance									

These courses will show up on the main request page.

	Subject area	SchoolCourse > Crafto BohoolCourse > Description				Credit
2 teles		M78-08	MPTI-08 PTRENCH 8		N	0.0
		MDV-08	ENGLISH LANGUAGE ARTS 8		N	6.0
	Gam inst for mus	MSC-08	SCENCE 8			6.0
	Hangumen Calumana	M95-08	SOCIAL STUDIES 8	SOCIAL STUDIES 8		6.0
		M7HE-08	PHYSICAL AND HEALTH EDUCATION 8	PHYSICAL AND HEALTH EDUCATION 8		0.0
		MMA-00	MATHEMATICS 6		N	6.0
	Evaluations	MADGEDIEXA	ADST 8 - General Explorations (Modules)	ADBT 8 - General Explorations (Modules)		6.0
O mean	Liphoneone	MADGEMENB	ADST 8 - General Explorations (Modules)	ADST 8 - General Explorations (Modules)		6.0
å 14407	Cutade the Timetable					
C Salaz	Academies					
ternate requ	vests					
	Bubject area Bohool Course > Crafile Bohool Course > Description Alternate?					Credit
Č Select	Student Services					

If you have specific information for your secondary school counsellor, you can type a message in the Notes for Counsellor box.

Once you are finished your course selections, you can press the POST button. If you forget to select the POST button, your requests will still be in the system.