



## **COURSE REQUEST PROCESS FOR *PLUSPORTAL* – MARCH 2017**

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### IMPORTANT REMINDERS FOR WORKING IN *PLUSPORTAL* COURSE REQUESTS:

- Parent and student accounts have same level of access to the Course Request Form. Work completed/saved/submitted by one account is reflected in the other account.
- Use the SAVE button frequently to ensure your work is not lost.
- Only use the SUBMIT button once. As soon as the form is submitted by one of the accounts, it is no longer available to work on in EITHER account.
- These instructions were written for laptop/desktop computer use. These processes may be completed with an iPad, but the screen will look slightly different.

### **DEADLINE FOR SUBMITTING COMPLETED COURSE REQUEST FORMS: FRIDAY, MARCH 17, 2017 at 2:30 P.M.**

1. Log in to your *PlusPortal* account.
2. In the green menu bar, choose “Course Requests.”
3. Click the link to the Course Request Form. Students will see only a link for their own form. Parents will see links to forms for each of their children.
4. The form begins with a list of requirements for the upcoming grade level, followed by several “sections” for course selection. Think of each section as a question that may need an answer.
5. To choose courses:
  - Click on the “Course Recommendations” box that may be visible at the top of each section. It will expand to show any courses recommended by the school.
    - PLEASE NOTE: Course recommendations will only appear if the school has recommended a course for you in that “section” of courses.
  - After reviewing all recommendations, indicate your final request for courses in each section by selecting a course from the list of course options below the recommendation(s).
    - PLEASE NOTE: Some sections are designed to allow you to select multiple courses, while other sections only allow you to select a single course.
  - In most cases, you will accept the recommendation by selecting the same course as recommended at the top of the section.

- In some cases, you may opt to select a different course than was recommended. This difference between recommendation and request will be forwarded to the Academic Team for review.
  - You may comment on your request by clicking on the name of the course you are requesting. This will expand the box to show space for parent and student comments. Students and parents may only comment in their own comment box.
  - If a recommendation for a course you want to take is MISSING. Please contact the Department Chair for that curricular area.
    - PLEASE NOTE: a difference in level for the recommendation is not considered a MISSING recommendation. To request a different course level than recommended, choose the course/level you want from the displayed list.
6. Be sure to select ALL courses you want on your schedule for 2017-18. Follow the guidelines at the top of the form to be sure that you have selected all required courses and that you have selected enough courses to meet the yearly credit requirement. Only courses you select during this process will be reviewed for your final schedule.
- PLEASE NOTE: Not every section requires a selection. If you are not planning on taking a course in that area, simply leave the section blank. By design, there are no “None” options in the form.
7. Use the “Save and Revisit Later” button at the bottom of the form if you have not completed your form.
8. Once all of your selections are complete, you must click the “Submit” button at the bottom of the form.
- If you have not completed all of the required sections properly, you will see a pop-up message detailing any needed changes.
  - PLEASE NOTE: This form can only be submitted ONCE by ***either*** the student ***or*** the parent. Once one account submits the form, it is no longer available for editing by either account. We strongly urge that this process be done TOGETHER by parent and student to ensure that the submitted form reflects a family conversation regarding courses for next year. ***Forms cannot be reissued once they are submitted.***