

MBJH COURSE SELECTION INSTRUCTIONS

2017-2018

Please be aware that scheduling for the 2017-2018 academic school year is a **process** and has the following steps. Each student needs to complete both the hard copy form process and the online process.

If your child will NOT be attending MBJH next year, put an X across the Course Selection Form, sign the bottom and return to student's teacher.

STEP 1:

Hard Copy Form (Complete and return by March 6th for upcoming 7th grade, February 21st for upcoming 8th, and February 28th for upcoming 9th grade) (check each box once completed)

- Review your child's recommended courses located in the top box on the Course Request Form**
 - o Sign up for 4 core classes, PE, and Electives (7th grade: Civics + Geography = one core course)
- List required alternate electives:** You **MUST** list 4 alternate electives in order of preference on your Course Request Form. Alternate electives may be chosen for your schedule in the event that one of the original requests is unable to be scheduled. If you do not list 4 alternate electives, alternate electives will be chosen for you. It is very possible that an alternate elective will be chosen for you if we are unable to schedule your 1st choice. List alternates only on your Course Request Form. **Do not enter alternates online.**
- Parent signatures required:** Parent signatures are required on the Course Request Form. Counselors will meet with all upcoming 8th and 9th grade students in an individual conference. Upcoming 8th graders will meet the week of February 24th, 27th, March 1st and 2nd. Upcoming 9th graders will meet March 3rd, 6th, and 7th.
- Directions to "parent place" into Advanced English: 7th grade – sign up for parent placement appointments (www.mtnbrook.k12.al.us/mbjh); 8th grade – e-mail Andrew Cotten at cottena@mtnbrook.k12.al.us; 9th grade – e-mail Larry McCain at mccainl@mtnbrook.k12.al.us. Placement meetings/appointments should take place before the course selection deadline.
- Directions to "parent place" into Advanced Pre-Algebra 7 – sign up for parent placement appointment (www.mtnbrook.k12.al.us/mbjh). Placement meetings/appointments should take place before the course selection deadline.
- For all other Advanced Placements complete the Parent Placement Form located in the Course Selection Guide. Online registration should reflect the Parent Placed Course.

STEP 2:

Online Course Request

- * **ALL upcoming 7th grade students must complete request during February 24th – March 5th**
- * **ALL upcoming 8th grade students must complete request during February 10th –February 20th**
- * **ALL upcoming 9th grade students must complete request during February 17th –February 27th.**

- Go to the MBJH website, www.mtnbrook.k12.al.us/mbjh, to enter courses into INOW (Chalkable).
- See back for instructions*

Final Course Selections and Schedule Changes Dates and Info

- A student may request a course selection change through June 6th. Forms can be found online or picked up in the in the counseling office. A parent signature is required and a \$25 processing fee is charged for all changes after June 6th.
- Students will receive a copy of their schedules at summer registration.
- Students will receive a **FINAL** copy on the first day of school.

Instructions for Inputting Courses in iNOW (Chalkable)

The following steps will help you input your desired courses for the 2017-2018 school year in INOW (Chalkable). Ultimately, your schedule will be generated in INOW (Chalkable). Until schedules are generated, the courses you request will have a status of *pending*. Please keep in mind that these are online requests and not a final schedule. You are seeing the courses that are available to you according to your upcoming grade for the 2017-2018 school year. Your online requests will be used to build your schedule and ensure that you have been proactive in making sure the classes assigned are indeed the ones you have requested on your Course Request Form. Once we shut this portal down, you may not receive classes of your choice.

* **ALL upcoming 7th grade students must enter online requests in the portal during February 24th – March 5th**

* **ALL upcoming 8th grade students must enter online requests in the portal during February 10th –February 20th**

* **ALL upcoming 9th grade students must enter online requests during February 17th –February 27th**

The Course Selection Guide can be found on the MBJH website.

INOW COURSE SELECTION STEPS FOR STUDENTS:

1. Start at the MBJH website: www.mtnbrook.k12.al.us/mbjh. For PC's and Mac, you will need to use **GOOGLE CHROME**.
2. Click MBS Portal link
 - *Students gain access using the student's network username and password.*
 - *Parents gain access using your Chalkable user name and password: MBSparents!*
3. Click the STI-INOW button in the upper right corner.
 - Parents and students have individual usernames and passwords. These are the same username and password used to view grades.
 - If you have trouble with your username or password, please contact Gail Magnus, 871-3516.
4. At the top of the screen on the right side, select your student and SCHOOL/ACADEMIC SESSION *Mountain Brook Junior School 2017-2018*.
5. Click REQUEST on the left side of screen.
6. Click ADD (the blue + sign) on the right side of screen.
7. In the **COURSE NUMBER** field enter the number of the course from your course selection form and click SEARCH. (The course number should match the course number on your course request form.) All courses, including the courses that are recommended in the box on the course selection sheet, need to be entered.
8. Make sure **SCHOOL CATEGORY** says *Junior High School*. If it does not, select *Junior High School in the drop box*. Select the **GRADE LEVEL** that your student will be in for the **2017-2018 school year** for both the starting and ending grade option.
9. The correct course should display. Check the box next to the course number.
10. Click **ADD**.
11. As you add each course the list of your requests will display. Click the add button to add the next course. To delete a course, select the course and click on the red X.
12. Review your Course Request page. Status of your requests will say "pending."
13. Click logout.

All of the forms needed for course selection are available on the school's website at www.mtnbrook.k12.al.us/mbjh.